



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  
Russ Greenfield  
Craig K. Murray  
Judy Schriebman

**DISTRICT ADMINISTRATION**  
Chris DeGabriele,  
Interim General Manager  
Michael Cortez,  
District Engineer  
Mel Liebmann,  
Plant Manager  
Susan McGuire,  
Administrative Services Manager  
Greg Pease,  
Collection System/Safety Manager

## BOARD MEETING AGENDA

September 13, 2018 3:00 PM

**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

3:00 PM

**1. PUBLIC COMMENT**

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

3:05 PM

**CLOSED SESSION:**

**2. PUBLIC EMPLOYMENT - GENERAL MANAGER:** pursuant to subdivision (b)(1) of Government Code Section 54957.

4:30 PM

**1. PUBLIC COMMENT**

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

4:35 PM

**2. CONSENT CALENDAR:**

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

- A. Approve the Board Minutes for August 23 and August 24, 2018.
- B. Approve the Warrant List for September 13, 2018.
- C. Approve Approve Board Compensation for August 2018.
- D. Approve meeting request Craig Murray - CASA Asset Management Meeting on September 18, 2018 in Martinez.
- E. Approve 2017-2018 Fourth Quarter Financial Statements as of June 30, 2018.
- F. Approve Amendment to Lease Agreement with County of Marin.
- G. Approve Application of Allocation of Capacity for APN 179-172-28 18 Jefferson Ave.
- H. Approve Resolution 2018-2139 – A Resolution Accepting the Biogas Energy Recovery System for the Las Gallinas Valley Sanitary District.

Possible expenditure of funds: Yes, Items B - F

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

5:05 PM

**3. INFORMATION ITEMS:****A. STAFF/CONSULTANT REPORTS:**

1. Interim General Manager Report – Verbal
2. Monthly Treasurer Report – Written
3. HR Structural Assessment & Recommendation – Written
4. 2018 Employee Climate Assessment – Written
5. Recruitment for Administrative Services Manager – Written
6. Public Relations for Secondary Treatment Plant Upgrade and Recycled Water Expansion Project - Written
7. Award of Contract for Miscellaneous Roofing Replacement – Written
8. Award of Contract for HVAC System Replacement – Written

**B. BOARD REPORTS:**

1. Human Resources Subcommittee – Verbal
2. LAFCO - Verbal
3. Gallinas Watershed Council / Miller Creek Watershed Council – Verbal
4. JPA Local Task Force on Solid and Hazardous Waste – Verbal
5. NBWA – Written
6. NBWRA/North Bay Water – Verbal
7. Engineering Subcommittee – Verbal
8. Other Reports – Verbal

6:10 PM

**4. BOARD REQUESTS:**

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

6:20 PM

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

6:30 PM

**6. ADJOURNMENT**

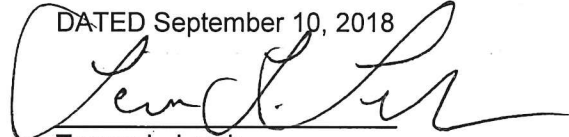
AGENDA APPROVED:

Megan Clark, Board President

Patrick Richardson, Legal Counsel

**CERTIFICATION:** I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before September 10, 2018, at 3:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held September 13, 2018, at the District Office, located at 300 Smith Ranch Road, San Rafael, CA.

DATED September 10, 2018



Teresa L. Lerch  
District Secretary

The Board of the Las Gallinas Valley Sanitary District meets regularly on the second and fourth 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 Item 2 A  
Date September 13, 20

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2  
3 **MINUTES OF AUGUST 23, 2018**

4 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN  
5 SESSION ON AUGUST 23 2018, AT 4:30 PM, AT THE DISTRICT OFFICE, 300 SMITH RANCH ROAD,  
6 SAN RAFAEL, CALIFORNIA.

7 **BOARD MEMBERS PRESENT:** M. Clark, R. Elias, R. Greenfield, C. Murray (arrived at  
8 4:31 pm) and J. Schriebman  
9

10 **BOARD MEMBERS ABSENT:** None.

11  
12 **STAFF PRESENT:** Chris DeGabriele, Interim General Manager; Mike Cortez,  
13 District Engineer; Teresa Lerch, District Secretary; Susan  
14 McGuire, District Treasurer; Greg Pease, Collection  
15 System/Safety Manager;  
16

17 **OTHERS PRESENT:** David Byers, District Counsel  
18

19 **ANNOUNCEMENT:** President Clark announced that the agenda had been  
20 posted as evidenced by the certification on file in  
21 accordance with the law  
22

23 **PUBLIC COMMENT:** None.  
24

25 **CONSENT CALENDAR:**

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

- 28 A. Approve the Board Minutes for July 26, 2018.  
29 B. Approve the Warrant List for August 9 and August 23, 2018.  
30 C. Approve Board Compensation for July 2018.  
31 D. Approve Core Utilities, Inc. Contract Proposal for July 1, 2018 to June 30, 2019 for Information  
32 Technology Support and Maintenance for Administrative and SCADA Purposes.  
33 E. Approve Award of Contract for Sewer Main Rehabilitation 2018 to K.J. Woods Construction Inc.  
34 F. Approve Award of Contract for Plant Improvements 2018 to Gregory Equipment Inc.  
35 G. Approve Biogas Energy Recovery System (BERS) Dedication.  
36 H. Approve Resolution 2018-2136 – A Resolution Confirming the Report on Sewer Service Charges  
37 for the Las Gallinas Valley Sanitary District For the Fiscal Year 2018-19.  
38 I. Approve Resolution 2018-2137 – A Resolution Adopting a Conflict of Interest Code for the Las Gallinas  
39 Valley Sanitary District and LGVSD Conflict of Interest Code Biennial Update including memo from  
40 District Counsel.  
41 J. Approve Resolution 2018-2138 – A Resolution Approving Policies for Board Policy  
42 B-50: Training/Conference/Seminars/Travel/Meals.  
43 K. Approve Application of Allocation of Capacity for APN 180-171-29, 800 Upper Road.  
44 L. Approve Amendment 2 to ArcSine Engineering for Additional Redesign and Rebidding Services for the  
45 Secondary Treatment Plant Upgrade and Recycled Water Expansion Project.  
46

47 Items B and J were pulled for discussion.  
48

49 **ACTION:**

50 Board approved (M/S Schriebman/Clark 5-0-0-0) the Consent Calendar Items A, C-I, K and L.

51 **AYES:** Clark, Elias, Greenfield, Murray and Schriebman  
52 **NOES:** None.  
53 **ABSENT:** None.  
54 **ABSTAIN:** None.  
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56 Items B and J were discussed.



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**ACTION:**

Board approved (M/S Schriebman/Clark 5-0-0-0) the Consent Calendar Items B and J.

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

**ACTION CALENDAR:**

- A. Las Gallinas Valley Sanitary District GASB 75 Report for the Fiscal Year Ended June 30, 2018. Discussion ensued.

**ACTION:**

Board approved (M/S Schriebman/Greenfield 5-0-0-0) the Las Gallinas Valley Sanitary District GASB 75 Report for the Fiscal Year Ended June 30, 2018.

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

**INFORMATION ITEMS:**

**STAFF / CONSULTANT REPORTS:**

- 1. Interim General Manager Report – Verbal – DeGabriele and Byers reported. Byers and Cortez left at 5:23 pm.
- 2. Collection Department Quarterly Report – Written – Pease reported. Pease left at 5:30 pm.
- 3. Monthly Treasurer's Report – Written – McGuire reported. Discussion ensued.
- 4. General Manager Recruitment Brochure – Written – Discussion ensued.

**BOARD REPORTS:**

- 1. Human Resources Subcommittee – Verbal – No report.
- 2. LAFCO – Verbal – Murray reported.
- 3. Gallinas Watershed Council / Miller Creek Watershed Council – Verbal – Schriebman reported.
- 4. JPA Local Task Force on Solid and Hazardous Waste – Verbal – Greenfield reported.
- 5. NBWA – Verbal – Schriebman reported.
- 6. NBWRA/North Bay Water – Verbal – Elias reported.
- 7. Engineering Subcommittee – Verbal – Elias reported.
- 8. Other Reports – Verbal – Clark attended an affordable housing meeting.

**BOARD REQUESTS:**

- A. Board Meeting Attendance Requests – Murray would like to attend the CASA Asset Management meeting on the 18<sup>th</sup> of September in Martinez, CA.
- B. Board Agenda Item Requests – none.

**VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE:**

Discussion ensued.

**ADJOURNMENT:**

**ACTION:**

Board approved (M/S Greenfield/Elias 5-0-0-0) the adjournment of the meeting at 6:26 p.m.

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

113 The next Board Meeting is scheduled for August 24, 2018 at the District Office.

114

115 ATTEST:

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

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121 APPROVED:

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125 \_\_\_\_\_  
Megan Clark, Board President

1 **SPECIAL MEETING MINUTES OF AUGUST 24, 2018**

2  
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN  
4 SESSION ON AUGUST 24, 2018, AT 8:34 AM, AT THE DISTRICT OFFICE, 300 SMITH RANCH ROAD,  
5 SAN RAFAEL, CALIFORNIA.  
6

7 **BOARD MEMBERS PRESENT:** M. Clark, R. Elias, R. Greenfield, C. Murray (arrived at  
8 8:38 a.m.) and J. Schriebman.  
9

10 **BOARD MEMBERS ABSENT:** None.  
11

12 **STAFF PRESENT:** Chris DeGabriele, Interim General Manager; Mike Cortez,  
13 District Engineer; Mel Liebmann, Plant Manager; Susan  
14 McGuire, District Treasurer; Greg Pease, Collection  
15 System/Safety Manager.  
16

17 **OTHERS PRESENT:** Chris Sliz, RGS.  
18

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

23 **PUBLIC COMMENT:** None.  
24

25 **STRATEGIC PLAN UPDATE:**

26 DeGabriele discussed the Strategic Planning session held with the staff on August 3, 2018. Sliz provided  
27 an overview of the Strategic Planning process and asked each attendee what they wanted to accomplish  
28 from the session. Staff presented an overview of future regulatory, financial and human resources  
29 challenges, and the projects they are currently working on.  
30

31 The Board and staff took a break from 10 a.m. to 10:15 a.m.  
32

33 Murray was absent from the meeting from 10:15 a.m. to 10:45 a.m.  
34

35 The Board reviewed Table 1 – Five Year “Plan-At-A-Glance” to determine whether items have been  
36 accomplished, are ongoing or should remain. The Board reviewed and updated the Mission, Vision and  
37 Core Values. DeGabriele will revise the documents for the next session. Staff will review the Board’s  
38 vision and mission statement update at a meeting on September 7, 2018.  
39

40 **ADJOURNMENT:**  
41

42 **ACTION:**

43 Board approved (M/S Schriebman/Murray 5-0-0-0) the adjournment of the meeting at 11:24 a.m.  
44

45 **AYES:** Clark, Elias, Greenfield, Murray and Schriebman.

46 **NOES:** None

47 **ABSENT:** None

48 **ABSTAIN:** None  
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50 The next Board Meeting is scheduled for September 13, 2018 at 4:30 p.m. at the District’s office.  
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ATTEST:

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Susan M. McGuire, District Treasurer

APPROVED:

\_\_\_\_\_  
Megan Clark, Board President

SEAL

Las Gallinas Valley Sanitary District  
Warrant List  
09-13-18 DRAFT

Agenda Item 2B  
Date September 13, 2018

	Date	Num	Vendor	Amount	Description for items > \$1000
1	8/29/2018	EFT1	ADP, LLC	87,509.87	Payroll for paydate 8/31/18
2	9/7/2018	EFT	ADP, LLC	315.26	Processing fees for paydates 8/17/18
3	9/13/2018	TBD	ArcSine Engineering	7,877.95	Marin Lagoon Pump Station design services
4	9/13/2018	EFT	Bank of Marin	47,335.64	(2) Loan Payments due 9/10/18
5	9/13/2018	ACH	Barcelona, Melissa	156.58	
6	9/13/2018	TBD	Bay Area Air Quality Management District	367.00	
7	9/13/2018	TBD	Bay Area Clean Water Agencies	9,837.00	BACWA membership and operator training
8	9/13/2018	TBD	Baywork	765.00	
9	9/13/2018	ACH	Binder, Joshua	1,026.62	Plant tour and conference expense reimbursements
10	9/13/2018	TBD	Brown and Caldwell	9,221.63	Secondary Plant Upgrades; RWF expansion
11	9/13/2018	ACH	Byers Law Office	5,575.00	Aug 2018 legal services
12	9/13/2018	ACH	Calif. Public Employees Retirement System	13,801.43	
13	9/13/2018	ACH	CalPERS Fiscal Services Division	700.00	
14	9/13/2018	ACH	CalPERS Supplemental Income 457 Plan	4,027.10	Employee salary deferrals for 8/31/18 paydate
15	9/13/2018	ACH	Caltest Analytical Laboratory	1,810.70	Samples 6/14-7/11/18
16	9/13/2018	TBD	CINTAS Fire Protection	2,300.70	Annual fire extinguisher service
17	9/13/2018	TBD	Comet Building Maintenance, Inc.	1,564.37	Aug 2018 janitorial service plus supplies
18	9/13/2018	ACH	Contractor Compliance and Monitoring, Inc	800.00	
19	9/13/2018	ACH	Cornerstone Environmental Group, LLC	9,190.76	BERS Amendment #13
20	9/13/2018	ACH	CPS HR Consulting	6,288.41	GM search services
21	9/13/2018	TBD	Cromer Equipment	628.34	
22	9/13/2018	ACH	Custom Tractor Service	39,420.00	BioSolids removal and surface injection; Mowing of Reclamation levee roads
23	9/13/2018	TBD	Dell Marketing LP	4,138.13	4 updated Dell computers and 2 monitors (Admin and Ops)
24	9/13/2018	ACH	Diego Truck Repair, Inc.	12.62	
25	9/13/2018	EFT	Direct Dental	116.06	
26	9/13/2018	EFT	Discovery Benefits	1,553.00	FSA Benefit claims
27	9/13/2018	ACH	Du-All Safety, LLC	1,638.00	Monthly safety contract
28	9/13/2018	ACH	EOA, Inc.	6,242.18	Technical support for regulatory permits
29	9/13/2018	ACH	GHD Inc.	115.50	
30	9/13/2018	ACH	Gopher-It Trenchless Sewer Replacement	10,000.00	484 Miller Creek Rd; Lateral Assist Pgm
31	9/13/2018	TBD	Konecranes, INC	840.00	
32	9/13/2018	TBD	Liebert Cassidy Whitmore	724.00	
33	9/13/2018	TBD	Marin Ace	9.33	
34	9/13/2018	TBD	Marin Municipal Water District	842.75	
35	9/13/2018	TBD	Marin Recycling HHW	322.00	
36	9/13/2018	TBD	McPhail Fuel Company	329.88	



Las Gallinas Valley Sanitary District  
Warrant List  
09-13-18 DRAFT

	Date	Num	Vendor	Amount	Description for items > \$1000
37	9/13/2018	ACH	Mission Linen Supply	507.57	
38	9/13/2018	ACH	Murray, Craig	75.00	
39	9/13/2018	TBD	MWH Constructors, Inc.	40,053.80	Secondary Treatment Plant Upgrade; RWF expansion
40	9/13/2018	TBD	North Bay Petroleum	2,662.68	Unleaded and diesel fuel
41	9/13/2018	TBD	Operating Engineers Local No. 3	814.24	
42	9/13/2018	ACH	Orion Protection Services Group, Inc.	318.50	
43	9/13/2018	TBD	Pacific Gas & Electric	5,687.13	Pump Stations power 7/18-8/16/18
44	9/13/2018	TBD	Parkson Corporation	660.23	
45	9/13/2018	ACH	Regional Government Services Authority	260.00	
46	9/13/2018	TBD	Rotork Controls, Inc	1,485.18	Replace 2 failed LCD displays & configure valves for proper operation UV inlet valves
47	9/13/2018	TBD	Safety-Kleen Systems, Inc.	103.07	
48	9/13/2018	EFT	Sun Life Financial - DISABILITY	1,551.05	Sep 2018 benefit
49	9/13/2018	EFT	Sun Life Financial - LIFE	416.48	
50	9/13/2018	ACH	Terryberry	172.08	
51	9/13/2018	ACH	Timmons Group	616.00	
52	9/13/2018	ACH	Univar USA Inc.	6,669.16	2 deliveries of sodium hypochlorite
53	9/13/2018	ACH	Vision Service Plan	333.60	
54	9/13/2018	TBD	Water Components & Building Supply	347.71	
55	9/13/2018	ACH	WECO Industries	2,764.54	blades and chucks for Rodder
56	9/13/2018	TBD	WRA, Inc.	3,165.63	Lower Miller Creek 5 yr Monitoring and Reporting Services
TOTAL				\$ 346,066.46	

Agenda Item 2C  
Date September 13, 2018

August 2018

Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	6
Rabi Elias	2
Russell Greenfield	6
Craig Murray	6
Judy Schriebman	<u>4</u>
<b>Total</b>	<u><u>24</u></u>

Meeting Date: 9/13/2018  
Paydate 9/14/2018





300 Smith Ranch Road, San Rafael, CA 94903  
 Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE**

Director's Name: Rabi Elias Month: Aug. 2018

Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
8/23/18	Reg. meeting	✓	
<b>TOTAL</b>		<b>1</b>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
8/24/18	Special strategic plan	✓	
<b>TOTAL</b>		<b>1</b>	

<b>TOTAL MEETINGS CHARGED:</b>	<b>2</b>
--------------------------------	----------

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

R. Elias  
 Signature  
Susan [Signature] 9/7/18  
 Approved By/ Date

8/23/18  
 Date  
9/14/18  
 Pay Date



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

### BOARD MEMBER ATTENDANCE

Director's Name: Greenfield Month: August 2018

Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
8/23/18	REG	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8/24/18	strategic Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL</b>		<b>2</b>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
8/1/18	JPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8/8	CASA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8/9	CASA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8/10	CASA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL</b>		<b>4</b>	

<b>TOTAL MEETINGS CHARGED:</b>	<b>6</b>
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I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

Russ Greenfield  
 Signature  
9/27/18  
 Approved By/ Date

8/24/18  
 Date  
9/14/18  
 Pay Date





300 Smith Ranch Road, San Rafael, CA 94903  
 Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE**

Director's Name: MURRAY, Craig K. Month: August 2018

Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
8/23/18	Regular Board Meeting	X	
8/24/18	Special Meeting – Strategic Plan	X	
8/29/18	HR Subcommittee Meeting	X	
<b>TOTAL</b>		<b>3/3</b>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
8/9/18	U.S. Army Corps of Engineers San Francisco District Regulatory Division, 1455 Market St., San Francisco. Interagency Mtg.		X
8/9/18	LAFCo Regular Meeting		X
8/17,24, 31/18	LAFCo Chair, Vice Chair, Interim EO and Immed.Past EO CALAFCo Coordinating Meeting.	XX	X
8/12,30/18	Merrydale Road/Las Gallinas Creek Headwater Litter Removal c/o City of San Rafael: 8/12:2.0 Hours (Sign purchase, placement); 8/30: 1.0 Hours		XX
8/16/18	CASA Air Quality, Climate Change & Energy Workshop Meeting	X	
8/23/16	LAFCo Vice Chair – Bank of Marin Meeting		X
<b>TOTAL</b>		<b>3/10</b>	


<b>TOTAL MEETINGS CHARGED:</b>	<b>6</b>
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I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.



300 Smith Ranch Road, San Rafael, CA 94903  
Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE**

  
\_\_\_\_\_  
Signature  
*Murray* 9/7/18  
\_\_\_\_\_  
Approved By/Date

August 31, 2018  
\_\_\_\_\_  
Date  
9/14/18  
\_\_\_\_\_  
Pay Date



300 Smith Ranch Road, San Rafael, CA 94903  
 Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE**

Director's Name: JUDY SCHRIEBMAN Month: AVG. 2018

Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
8/23	Reg mtg	✓	
8/24	strategic plan	✓	
<b>TOTAL</b>		2:2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
8/1	watershed week		✓
8/1	OWC	✓	
8/7	JTC mtg NBWA	✓	
8/15	Game of Floods - NBWA - test		✓
<b>TOTAL</b>		2:4	

**TOTAL MEETINGS CHARGED:** 4

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

Judy Schrieberman  
 Signature  
Veronica Lopez 9/7/18  
 Approved By/ Date

8-24-18  
 Date  
9/14/18  
 Pay Date

AGENDA ITEM  
DATE

2D  
September 13, 2018



### BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 8/16/18 Name: CRAIG K. MURRAY, SR/WA

I would like to attend the ASSET MANAGEMENT Meeting  
of CASA

To be held on the 18<sup>th</sup> day of SEPTEMBER from 10 a.m. / p.m. and  
returning on 18<sup>th</sup> day of SEPTEMBER from 5 a.m. / p.m.  
AT

Actual meeting date(s): SEPTEMBER 18, 2018

Purpose of Meeting: STUDY + REVIEW AGENCY CULTURE OF ASSET MANAGEMENT  
+ BEST PRACTICES

Frequency of Meeting: 1X

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 \_\_\_\_\_.



Consent 2E  
 Staff/Consultant Reports \_\_\_\_\_  
 Agenda Item \_\_\_\_\_  
 Date September 13, 2018

# Agenda Summary Report

**To:** Chris DeGabriele, PE, Interim General Manager *CD*  
**From:** Susan McGuire, CPA, Administrative Services Manager *SM*  
**Mtg. Date:** September 13, 2018  
**Re:** 2017-18 Fourth Quarter Financial Statements as of June 30, 2018

## BACKGROUND:

Attached are the quarterly financial statements as of June 30, 2018. These statements reflect the results of operations before the year-end audit adjustments. The audited financial statements will be presented to the Board in October. The following items are the highlights for June 30th:

### Cash Balance

The District has \$66,644,892 of cash on hand as of June 30, 2018; an increase of \$4.2M from March 31, 2018. The significant sources of funds for the fourth quarter were the receipt of sewer user charges and property tax revenue in April and June. During the quarter the District expended \$1.37M for operating and maintenance, \$780K for debt service, \$328K for transfers to reserves and \$919K on capital related projects.

Of the cash on hand, the District has designated portions of it for the following uses:

- Unspent Revenue Bond funds of \$40M and Capital Project Reserve Funds for the Secondary Treatment Plant Upgrade and Recycled Water Facility expansion projects of \$6,697,841
- Operating Reserves of \$6,207,451 pursuant to the District's policies
- Connection fees of \$38,414 which are available only to fund capacity related projects
- Debt service reserve funds of \$880,940 as required by loan covenants
- Special assessment funds for operation and maintenance of the pump stations at Captains Cove of \$25,886 and Marin Lagoon of \$118,030
- Accumulation of cash for the Private Sewer Lateral Assistance program of \$169,373
- Accumulation of cash for the Sewage Main Capacity and Storage and Force Main projects, the current amount accumulated is \$7,710,502.

There is \$4.7M remaining after the designations noted above. The District has encumbered \$7.25M for capital projects and services as of June 30, 2018, this includes \$5.4M for projects to be funded from the Revenue Bond and Capital Project Reserve Funds. The annual debt service for the State Revolving Fund loan in the amount of \$285K was paid in May which drew down operating cash.

### Revenue

The District has recognized operating revenue for the year of \$17,070,395 or 107% of budget. The District collected all of the operating revenue, except for \$54,300 in state grants, as expected for the year.





**Expenditures**

Operating and Maintenance expenditures are 95.68% of budget. Material differences between the budget and actual are explained on the attached Revenue and Expenditures: Budget vs. Actual.

Capital expenditures are 16.83% of budget as of June 30, 2018; the status of budgeted projects is noted on the attached Revenue and Expenditures: Budget vs. Actual.

**Summary**

The District's non-designated cash as of June 30, 2018 is \$4.7M which is sufficient to cover operating and planned capital projects until the next receipt of operating revenue in December 2018.

**STAFF RECOMMENDATION:**

None, information only.

**FISCAL IMPACT:**

See above.

**PERSON TO BE NOTIFIED:**

Not applicable.

**Las Gallinas Valley Sanitary District**

**Balance Sheet**

**As of June 30, 2018**

**ASSETS**

**Current Assets**

**Cash**

Operating Accounts	\$ 2,293,488
Surcharge Captains Cove	25,886
Surcharge Marin Lagoon	118,030
Connection fees	38,414
Lateral Assistance Program	169,373
Petty Cash	700
Debt Reserve Funds	880,940
Project Reserve Fund	2,246,196
Investment in LAIF	20,781,281
Revenue Bonds	<u>40,090,584</u>

**Total Cash** 66,644,892

**Accounts Receivable**

User Charge Accounts Receivable	89,126
Connection Fees Receivable	7,387
Accounts Receivable - Other	<u>368,258</u>

**Total Accounts Receivable** 464,771

**Other Current Assets**

Prepaid Insurance	48,643
Prepaid Expenses	42,884
Interest Receivable - Investments and Bonds	284,776
Private Sewer Lateral Assistance Program	68,189
Inventory - Materials & Supplies	<u>272,327</u>

**Total Other Current Assets** 716,819

**Total Current Assets** 67,826,482

**Fixed Assets**

Land	2,867,571
Construction in Progress	12,747,039
Collection System Lines and Manholes	30,770,192
Facilities & Equipment - Collection	2,661,310
Facilities & Equipment - Treatment	33,342,985
Facilities & Equipment - Disposal	8,200,137
Facilities & Equipment - Administration	897,869
Facilities & Equipment - Lab	553,911
Facilities & Equipment - Pump Stations	12,450,473
Facilities & Equipment - Reclamation	1,305,951
Facilities & Equipment - Recycled water facility	<u>9,471,285</u>
Accumulated Depreciation	<u>(51,710,357)</u>

**Total Fixed Assets** 63,558,366

**Other Assets**

Private Sewer Lateral Assistance Program	497,672
Deferred Outflow of Resources	
Pension Plan	1,059,383
Refunding of debt	<u>81,263</u>

**Total Other Assets** 1,638,318

**TOTAL ASSETS** \$ 133,023,166

**Las Gallinas Valley Sanitary District**  
**Balance Sheet**  
**As of June 30, 2018**

**LIABILITIES & NET POSITION**

**Liabilities**

**Current Liabilities**

Accounts Payable	\$ 626,020
Current portion of Long-term Debt	2,093,223
Accrued Paid Time Off	392,029
Accrued Payroll and Taxes	100,325
Interest Payable	404,187
Deferred Connection Fees	<u>68,280</u>
<b>Total Current Liabilities</b>	<u><b>3,684,064</b></u>

**Long Term Liabilities**

Certificate of Participation	4,978,800
State Revolving Fund loan	3,291,573
Bank of Marin Loan	4,295,780
2017 Revenue Bonds	40,418,492
Less current portion of long-term debt	<u>(2,093,224)</u>
<b>Total Long Term Debt</b>	<b>50,891,421</b>
Net Pension Liability	2,722,446
Deferred Inflows of Resources	<u>144,214</u>
<b>Total Long Term Liabilities</b>	<u><b>53,758,081</b></u>

**Total Liabilities** **57,442,145**

**Net Position**

Net investment in capital assets, net of related debt	48,605,521
Restricted for Debt Service	880,940
Unrestricted	20,318,308
Net Income	<u>5,776,252</u>

**Total Net Position** **\$ 75,581,021**

**Las Gallinas Valley Sanitary District**  
**Revenue Expenditures: Budget vs. Actual**  
**July 2017 through June 2018**

	First Quarter Jul - Sep 17	Second Quarter Oct - Dec 17	Third Quarter Jan - Mar 18	Fourth Quarter Apr - Jun 18	Year to Date Actual	Budget	\$ Over/ (Under) Budget	% of Budget	
<b>Ordinary Income/Expense</b>									
<b>Property Tax Revenue</b>									
9001/9002 · Property Tax - Current	\$ 748	\$ 493,905	\$ 6,148	\$ 389,404	\$ 890,205	\$ 830,000	\$ 60,205	107.25%	
9046 · Educational Relief Augmentation Funds	-	178,019	27,632	166,760	372,411	300,000	72,411	124.14%	
<b>Total Property Tax Revenue</b>	<u>748</u>	<u>671,924</u>	<u>33,780</u>	<u>556,164</u>	<u>1,262,616</u>	<u>1,130,000</u>	<u>132,616</u>	<u>111.74%</u>	
<b>Sewer Use Revenue</b>									
9007 · Special Assessment - User Charge	869,280	7,025,276	-	5,739,992	13,634,548	13,634,900	(352)	100.00%	
<b>Total Sewer Use Revenue</b>	<u>869,280</u>	<u>7,025,276</u>	<u>-</u>	<u>5,739,992</u>	<u>13,634,548</u>	<u>13,634,900</u>	<u>(352)</u>	<u>100.00%</u>	
<b>Other Revenue</b>									
9880 · Recycled Water	12,064	7,162	23,281	18,573	61,080	75,100	(14,020)	81.33%	Billed based on cost of deliveries; system offline mid-April
9881 · MMWD Reimbursement	120,039	51,637	231,744	51,637	455,057	455,058	(1)	100.00%	
9010 · Federal and State Grants	-	112,033	250,000	-	362,033	416,310	(54,277)	86.96%	Billed as construction proceeds
9021 · Franchise Revenue	-	-	25,000	-	25,000	25,000	-	100.00%	
9022 · Permit and Inspection Fees	1,853	-	1,699	755	4,307	5,500	(1,193)	78.31%	Billed as work is performed
9023 · Connection Fees, Net of Refunds	209,594	5,919	-	13,112	228,625	-	228,625	100.00%	Not budgeted
9024 · Application Fees	3,000	500	3,371	500	7,371	-	7,371	100.00%	Not budgeted
9100 · Reimbursement for Lateral Repairs	4,334	47,732	9,428	39,801	101,295	65,000	36,295	155.84%	Four early payoffs
9041/43 · Current Supplemental Assessments/Redemptions	1,263	5,137	10,132	11,138	27,670	20,000	7,670	138.35%	
9773 · Miscellaneous Income	154	2,875	21,345	5,147	29,521	20,000	9,521	147.61%	Insurance dividend received
9779 · Sale of Asset	4,000	-	-	25,012	29,012	5,000	24,012	580.24%	Surplus assets sold
9280 · Homeowner Property Tax Relief	-	653	1,524	2,177	4,354	4,000	354	108.85%	
<b>Total Other Revenue</b>	<u>356,301</u>	<u>233,648</u>	<u>577,524</u>	<u>167,852</u>	<u>1,335,325</u>	<u>1,090,968</u>	<u>244,357</u>	<u>122.40%</u>	
<b>Interest Income</b>									
9210 · Bank Interest	91	168	66	100	425	400	25	106.25%	
9211 · Private Sewer Lateral Program	18	17	18	20	73	-	73	100.00%	
9206 · Interest - Connection fees	54	116	61	11	242	300	(58)	80.67%	
9204 · Interest - Bond Funds	108,096	120,924	148,626	190,340	567,986	-	567,986	100.00%	Bond funds on hand during bidding period
9209 · Interest - Reserves	50,883	46,865	75,746	95,686	269,180	60,000	209,180	448.63%	LAIF rates are higher than budgeted
<b>Total Interest Income</b>	<u>159,142</u>	<u>168,090</u>	<u>224,517</u>	<u>286,157</u>	<u>837,906</u>	<u>60,700</u>	<u>777,206</u>	<u>1380.41%</u>	
<b>TOTAL OPERATING REVENUE</b>	<u><u>1,385,471</u></u>	<u><u>8,098,938</u></u>	<u><u>835,821</u></u>	<u><u>6,750,165</u></u>	<u><u>17,070,395</u></u>	<u><u>15,916,568</u></u>	<u><u>1,153,827</u></u>	<u><u>107.25%</u></u>	



**Las Gallinas Valley Sanitary District**  
**Revenue Expenditures: Budget vs. Actual**  
**July 2017 through June 2018**

	First Quarter Jul - Sep 17	Second Quarter Oct - Dec 17	Third Quarter Jan - Mar 18	Fourth Quarter Apr - Jun 18	Year to Date Actual	Budget	\$ Over/ (Under) Budget	% of Budget	
<b>INTERFUND TRANSFERS</b>									
9850 · Transfers from Capital Project Reserve	\$ -	\$ -	\$ 709,431	\$ 650,063	1,359,494	\$ 6,698,446	\$ (5,338,952)	20.30%	Funds transferred as projects incur costs
9846 · Transfers from Bond Fund	-	-	-	-	-	134,449	(134,449)	0.00%	
9901 · Transfers from Construction Reserve	247,697	375,719	70,008	97,734	791,158	7,291,131	(6,499,973)	10.85%	
9930 · Transfers from Operating Reserve	-	-	-	-	-	5,600	(5,600)	0.00%	
9930 · Transfers from Reserve - Captains Cove	-	-	236	-	236	30,000	(29,764)	0.79%	
9930 · Transfers from Reserve - Marin Lagoon	-	-	-	13,580	13,580	165,000	(151,420)	8.23%	
9845 · Transfer from Capacity Fund	-	300,300	-	-	300,300	300,000	300	100.10%	
	<u>247,697</u>	<u>676,019</u>	<u>779,675</u>	<u>761,377</u>	<u>2,464,768</u>	<u>14,624,626</u>	<u>(12,159,858)</u>	<u>16.85%</u>	
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,633,168</b>	<b>\$ 8,774,957</b>	<b>\$ 1,615,496</b>	<b>\$ 7,511,542</b>	<b>\$ 19,535,163</b>	<b>\$ 30,541,194</b>	<b>\$ (11,006,031)</b>	<b>63.96%</b>	
<b>Total Employee Expense</b>									
1003 · Regular Staff Salaries	\$ 532,165	\$ 645,140	\$ 664,211	\$ 616,626	\$ 2,458,142	\$ 2,382,000	\$ 76,142	103.20%	Severance payment
1008 · Overtime	21,458	16,736	16,299	28,959	83,452	70,300	13,152	118.71%	Special projects
1005 · Contract Personnel	-	-	-	-	-	2,000	(2,000)	0.00%	
1036 · Director's Compensation	14,743	26,534	11,624	22,490	75,391	55,000	20,391	137.08%	Additional meetings
1010 · Stand By Pay	18,741	19,782	17,787	21,953	78,263	68,600	9,663	114.09%	Additional staff for storms; coverage for department manager time-off
1009 · Vacation Pay/Sick Pay	2,198	26,586	13,056	14,619	56,459	48,000	8,459	117.62%	Build up in hours for summer time off
1037 · Directors Health Benefits	2,100	2,100	2,100	2,100	8,400	9,600	(1,200)	87.50%	
1404 · Social Security and Medicare tax	40,176	44,706	50,624	54,857	190,363	182,955	7,408	104.05%	Amount is based on wages.
1502 · Group Life Insurance	1,388	1,452	1,492	1,353	5,685	5,905	(220)	96.27%	
1507 · Retirement Contribution	189,446	42,350	66,703	35,314	333,813	356,980	(23,167)	93.51%	Budget projected new staff with higher pension contribution requirements.
1509 · Health Insurance	77,309	79,471	77,557	74,959	309,296	317,600	(8,304)	97.39%	Budget projected new staff with dependents.
1509 · Health Insurance - Retirement Benefits	57,467	57,913	58,560	43,579	217,519	234,530	(17,011)	92.75%	
1510 · Dental Insurance	4,667	7,729	5,231	3,924	21,551	17,800	3,751	121.07%	Billed based on claims
1514 · Vision Services	640	549	622	513	2,324	2,650	(326)	87.70%	
1516 · Long Term Disability	5,067	5,059	4,825	4,734	19,685	22,200	(2,515)	88.67%	
2006 · Auto Allowance	3,046	3,554	1,800	1,938	10,338	13,200	(2,862)	78.32%	
2007 · Commute Stipend	6,577	8,078	6,923	7,269	28,847	33,000	(4,153)	87.42%	
1006 · Payroll Processing Fee	2,082	2,425	2,502	2,458	9,467	9,500	(33)	99.65%	
<b>Total Employee Expense</b>	<b>979,270</b>	<b>990,164</b>	<b>1,001,916</b>	<b>937,645</b>	<b>3,908,995</b>	<b>3,831,820</b>	<b>77,175</b>	<b>102.01%</b>	
1701 · Workers Comp Insurance	(9,780)	14,080	15,824	21,036	41,160	58,000	(16,840)	70.97%	Retro credit received
2060 · Pooled Liability Insurance	28,127	28,165	19,382	28,126	103,800	110,000	(6,200)	94.36%	Retro credit received
2061 · Fidelity Bond	237	238	237	238	950	1,250	(300)	76.00%	
<b>Total Insurance Expense</b>	<b>18,584</b>	<b>42,483</b>	<b>35,443</b>	<b>49,400</b>	<b>145,910</b>	<b>169,250</b>	<b>(23,340)</b>	<b>86.21%</b>	
2083 · Vehicle Parts & Repairs	11,507	9,312	12,280	19,780	52,879	66,500	(13,621)	79.52%	Collections truck in for work in Q4 HVAC unit for admin and lab buildings
2096 · Building Maintenance	5,554	2,223	4,940	2,599	15,316	15,000	316	102.11%	require repairs
2097 · Grounds Maintenance	3,390	1,390	7,023	9,607	21,410	5,000	16,410	428.20%	Parking lot improvements
2538 · Power Generation Maintenance & Repair	-	1,330	544	544	2,418	8,000	(5,582)	30.23%	



**Las Gallinas Valley Sanitary District**  
**Revenue Expenditures: Budget vs. Actual**  
**July 2017 through June 2018**

	First Quarter Jul - Sep 17	Second Quarter Oct - Dec 17	Third Quarter Jan - Mar 18	Fourth Quarter Apr - Jun 18	Year to Date Actual	Budget	\$ Over/ (Under) Budget	% of Budget	
2365 · Equipment Maintenance	14,629	4,201	8,214	8,804	35,848	53,750	(17,902)	66.69%	
2366 · Equipment Repair	12,013	21,168	14,412	24,616	72,209	89,200	(16,991)	80.95%	
2367 · Capital Repair	98,317	54,545	78,119	35,623	266,604	347,500	(80,896)	76.72%	
<b>Total Repairs and Maintenance</b>	<b>145,410</b>	<b>94,169</b>	<b>125,532</b>	<b>101,573</b>	<b>466,684</b>	<b>584,950</b>	<b>(118,266)</b>	<b>79.78%</b>	
<b>Operations Expense</b>									
2107 · Hypochlorite	11,502	11,406	8,137	8,843	39,888	67,000	(27,112)	59.53%	
2110 · Bisulfite	2,902	16,418	16,265	170	35,755	68,000	(32,245)	52.58%	
2109 · Miscellaneous Chemicals	7,857	24,159	21,860	9,101	62,977	106,600	(43,623)	59.08%	
2119 · Pollution Prevention Contract	2,027	225	3,338	6,674	12,264	20,000	(7,736)	61.32%	
2117 · Lab Contract Services	4,790	7,409	17,074	8,152	37,425	36,000	1,425	103.96%	Chronic Toxicity tests and digester gas analysis
2246 · Rents & Leases - Operations	-	-	-	2,992	2,992	10,000	(7,008)	29.92%	
2249 · Small Tools	1,410	586	3,386	424	5,806	4,200	1,606	138.24%	Tools for vehicles
2322 · Outside Services-General	4,102	4,865	3,146	4,607	16,720	18,000	(1,280)	92.89%	
2324 · Janitorial	2,996	2,559	2,447	3,554	11,556	19,000	(7,444)	60.82%	
2325 · Aquatic Review	1,840	-	1,581	-	3,421	3,600	(179)	95.03%	
2327 · Uniform Maintenance	1,304	1,341	1,765	1,595	6,005	5,500	505	109.18%	New items ordered
2360 · Consultants	34,026	5,048	30,228	31,357	100,659	95,000	5,659	105.96%	Additional staff development
2330 · Damage Claims	291	-	-	116	407	10,000	(9,593)	4.07%	
2334 · Sludge Disposal	61,073	-	-	6,500	67,573	67,500	73	100.11%	Work performed in summer
2357 · Regulatory Consultant	10,716	16,248	35,863	17,587	80,414	167,500	(87,086)	48.01%	
2358 · General Engineering - Small Projects	12,330	14,641	43,100	3,036	73,107	15,000	58,107	487.38%	Property matters; Nute Engineering
2362 · General Operating Supplies	12,368	10,136	12,507	9,006	44,017	51,200	(7,183)	85.97%	
2535 · Utility Power	50,023	45,323	52,428	11,645	159,419	82,065	77,354	194.26%	Optimistic budget
2534 · Telephone	7,317	9,079	7,494	9,180	33,070	32,000	1,070	103.34%	
2536 · Water	1,528	3,628	1,361	2,118	8,635	4,200	4,435	205.60%	High usage at pump stations
2501 · Fuel & Oil	1,830	5,007	8,489	8,095	23,421	25,000	(1,579)	93.68%	
2389 · Safety Equipment and Supplies	7,765	4,756	4,696	2,837	20,054	20,000	54	100.27%	Traffic signs; annual hearing test; fire extinguisher maintenance
2397 · Safety Director Activities	7,224	7,224	6,947	7,224	28,619	28,900	(281)	99.03%	
2801 · Upper Lateral Rehab Assistance Program	15,566	7,900	19,900	9,040	52,406	197,915	(145,509)	26.48%	Costs incurred as applications processed
<b>Total Operations Expense</b>	<b>262,787</b>	<b>197,958</b>	<b>302,012</b>	<b>163,853</b>	<b>926,610</b>	<b>1,154,180</b>	<b>(227,570)</b>	<b>80.28%</b>	
<b>General &amp; Administrative Expense</b>									
2477 · Conferences	\$ 18,173	\$ 15,983	\$ 14,262	\$ 15,814	\$ 64,232	\$ 51,000	13,232	125.95%	Timing of conferences
2479 · Mileage & Travel	6,073	739	880	333	8,025	5,200	2,825	154.33%	Unbudgeted plant tours
2133 · Office Supplies & Expense	3,000	3,392	4,021	3,654	14,067	14,000	67	100.48%	
2716 · Computer Services	14,506	34,149	46,542	17,271	112,468	50,000	62,468	224.94%	Rockwell Automation; GIS license
2135 · Bank Charges	21	14	110	1,522	1,667	1,500	167	111.13%	
9778 · User Charge / Collection Fees	-	21,592	-	11,786	33,378	35,000	(1,622)	95.37%	75% of property tax collection fees billed in December
2221 · Publications & Legal Ads	1,792	2,016	4,437	3,882	12,127	10,000	2,127	121.27%	Newsletter and 218 Notice Mailing
2223 · Public Education	16,308	287	13,333	4,109	34,037	45,000	(10,963)	75.64%	CMSA billed annual cost in Q1

**Las Gallinas Valley Sanitary District**  
**Revenue Expenditures: Budget vs. Actual**  
**July 2017 through June 2018**

	First Quarter Jul - Sep 17	Second Quarter Oct - Dec 17	Third Quarter Jan - Mar 18	Fourth Quarter Apr - Jun 18	Year to Date Actual	Budget	\$ Over/ (Under) Budget	% of Budget	
2264 · Taxes, Other	2,229	2,229	2,229	2,229	8,916	8,000	916	111.45%	LAFCO increase
2272 · Memberships	10,709	10,883	12,638	10,579	44,809	44,000	809	101.84%	
2363 · Permits and Fees	9,161	18,279	14,878	13,668	55,986	45,000	10,986	124.41%	Increase in regional monitoring fee
2364 · Fines	-	-	-	-	-	6,000	(6,000)	0.00%	
2246 · Rents & Leases - Administration	1,849	4,332	4,807	2,383	13,371	14,000	(629)	95.51%	Copier costs and SMART leases
2713 · Legal	68,147	67,510	36,315	26,008	197,980	250,000	(52,020)	79.19%	
2717 · Audit	20,700	4,870	-	-	25,570	27,000	(1,430)	94.70%	
9786 · Employee Recognition	132	967	2,566	2,951	6,616	4,500	2,116	147.02%	More events
9787 · Employee Education	6,030	1,180	5,579	3,484	16,273	22,000	(5,727)	73.97%	
9999 · Miscellaneous Expense	-	-	-	-	-	1,000	(1,000)	0.00%	
Total General & Administrative Expense	178,830	188,422	162,597	119,673	649,522	633,200	16,322	102.58%	
<b>TOTAL EXPENSE</b>	<b>1,584,881</b>	<b>1,513,196</b>	<b>1,627,500</b>	<b>1,372,144</b>	<b>6,097,721</b>	<b>6,373,400</b>	<b>(275,679)</b>	<b>95.68%</b>	
<b>NET OPERATING INCOME/(LOSS)</b>	<b>\$ 48,287</b>	<b>\$ 7,261,761</b>	<b>\$ (12,004)</b>	<b>\$ 6,139,398</b>	<b>\$ 13,437,442</b>	<b>\$ 24,167,794</b>	<b>\$ (10,730,352)</b>	<b>55.60%</b>	
<b>Reserves and Debt Service</b>									
9920 · Transfer to Reserves	120,093	389,157	231,805	327,705	1,068,760	1,068,819	(59)	99.99%	Transferred as charges collected
9781 · Interest Expense	503,073	494,197	498,493	472,324	1,968,087	1,857,478	110,609	105.96%	Includes accrued interest at year end plus cash paid for interest during the year
6350 - Principal Payments on Debt	89,448	623,933	1,041,750	308,351	2,063,482	2,063,182	300	100.02%	
	<b>\$ 712,614</b>	<b>\$ 1,507,287</b>	<b>\$ 1,772,048</b>	<b>\$ 1,108,380</b>	<b>\$ 5,100,329</b>	<b>\$ 4,989,479</b>	<b>\$ 110,850</b>	<b>102.22%</b>	

**Las Gallinas Valley Sanitary District**  
**Revenue Expenditures: Budget vs. Actual**  
**July 2017 through June 2018**

	First Quarter Jul - Sep 17	Second Quarter Oct - Dec 17	Third Quarter Jan - Mar 18	Fourth Quarter Apr - Jun 18	Year to Date Actual	Budget	\$ Over/ (Under) Budget	% of Budget
--	-------------------------------	--------------------------------	-------------------------------	--------------------------------	------------------------	--------	----------------------------	-------------

**Construction Fund Projects**

**Administration Improvements**

12100 - 01 Various Admin Building Improvements	\$ 33,837	\$ 29,200	\$ -	\$ 2,129	\$ 65,166	\$ 65,000	\$ 166	100.26%
18100 - 01 Vehicle	-	-	43,218	(80)	43,138	42,763	375	100.88% Received in January 2018
18100 - 02 Computer Server	24,329	953	-	-	25,282	25,000	282	101.13% Server upgrade completed
<b>Total Administration Improvements</b>	<b>58,166</b>	<b>30,153</b>	<b>43,218</b>	<b>2,049</b>	<b>133,586</b>	<b>132,763</b>	<b>823</b>	<b>100.62%</b>

**Collection System Improvements**

11200 - 03 John Duckett Sewage Main Capacity	1,410	196	25,854	369	27,829	6,163,173	(6,135,344)	0.45% Accumulating funds for large project
16200 - 01 Sewer Main Rehab 2015-16	-	1,641	-	-	1,641	98,591	(96,950)	1.66% Project completed
18200 - 01 Sewer Main Rehabilitation	7,871	250	40,700	15,402	64,223	990,810	(926,587)	6.48% Accumulating funds for large project
18200 - 02 Road Work/Manhole repairs	-	5,490	-	-	5,490	50,000	(44,510)	10.98% Billed by City/County as work performed
17200 - 03 GIS Software	-	-	3,080	32,100	35,180	36,920	(1,740)	95.29% Configuration in process.
18200 - 03 Vactor	-	-	-	-	-	119,895	(119,895)	0.00% Accumulating funds for purchase in 2018-19
<b>Total Collection System Improvements</b>	<b>9,281</b>	<b>7,577</b>	<b>69,634</b>	<b>47,871</b>	<b>134,363</b>	<b>7,459,389</b>	<b>(7,325,026)</b>	<b>1.80%</b>

**Pump Station - Force Main Improvements**

12300 - 05 Rafael Meadows Pump Station	-	-	-	-	-	330,686	(330,686)	0.00% Project on hold, waiting for City
14300 - 05 Force Main Repair/Replacement	-	-	-	-	-	1,575,158	(1,575,158)	0.00% Design underway
14300 - 06 Descanso Pump Station Generator	33,795	7,729	-	1,615	43,139	135,000	(91,861)	31.96% Prior year project completed, budget allocation reflects prior year cost overruns of \$103,624.
18300 - 01 SCADA	-	3,677	8,670	17,919	30,266	5,000	25,266	605.32% Continuing upgrades.
18300 - 02 Pump Station Panel Upgrades and Replacements	-	-	-	-	-	-	-	0.00% Funds reallocated to 18650-02
18300 - 03 Emergency Pump Connections	1,405	364	2,290	-	4,059	30,000	(25,941)	13.53% Pumps ordered July 2018
18300 - 04 Descanso/Smith Ranch Pump Station	-	-	-	-	-	-	-	0.00% Funds reallocated to 18650-02
18300 - 05 Hawthorne Pump Station Fencing	-	-	-	-	-	75,000	(75,000)	0.00%
18300 - 06 Trash Pump 6"	-	-	-	-	-	60,000	(60,000)	0.00% Purchase of pumps awarded in July 2018; bids were \$192,778 for both pumps without hoses
18300 - 07 Trash Pump 8"	-	-	-	-	-	80,000	(80,000)	0.00%
18350 - 01 Captains Cover Pump Station Upgrades	-	-	235	-	235	30,000	(29,765)	0.78%
18360 - 01 Marin Lagoon Pump station	-	-	-	13,580	13,580	165,000	(151,420)	8.23% Electrical design underway
<b>Total Pump Station - Force Main Improvements</b>	<b>35,200</b>	<b>11,770</b>	<b>11,195</b>	<b>33,114</b>	<b>91,279</b>	<b>2,485,844</b>	<b>(2,394,565)</b>	<b>3.67%</b>

**Reclamation Improvements**

11500 - 09 Miller Creek	63,306	505,680	9,839	121,848	700,673	625,000	75,673	112.11% Additional work required for bank erosion; additional funds reallocated from 18500-01
17500 - 05 McInnis Marsh Restoration	-	-	-	-	-	100,000	(100,000)	0.00% Waiting for COM to bill
18500 - 01 Levee Maintenance	-	-	-	-	-	-	-	0.00% Funds reallocated to 11500-09
18500 - 02 North Bay Water Reuse Authority	18,509	-	-	-	18,509	19,350	(841)	95.65% Annual assessment paid in July
18500 - 03 Utility Vehicle	-	18,810	-	-	18,810	18,810	-	100.00% Received



**Las Gallinas Valley Sanitary District**  
**Revenue Expenditures: Budget vs. Actual**

**July 2017 through June 2018**

	First Quarter Jul - Sep 17	Second Quarter Oct - Dec 17	Third Quarter Jan - Mar 18	Fourth Quarter Apr - Jun 18	Year to Date Actual	Budget	\$ Over/ (Under) Budget	% of Budget	
18500 - 04 Tractor	50,731	-	-	-	50,731	50,731	-	100.00%	Received
<b>Total Reclamation Improvements</b>	<b>132,546</b>	<b>524,490</b>	<b>9,839</b>	<b>121,848</b>	<b>788,723</b>	<b>813,891</b>	<b>(25,168)</b>	<b>96.91%</b>	
<b>Treatment Plant Improvements</b>									
12600 - 02 Miscellaneous Plant Improvement Project	13,084	-	8,985	2,407	24,476	125,000	(100,524)	19.58%	Ongoing project
12600 - 07 Secondary Plant Upgrades	239,352	494,022	149,061	564,819	1,447,254	5,351,114	(3,903,860)	27.05%	Call for bids issued July 2018.
14600 - 04 Biogas Energy Recovery System	215,748	10,453	79,010	26,799	332,010	554,508	(222,498)	59.88%	Project underway
16600 - 03 Primary Digester Project	38,828	2,182	(1,911)	-	39,099	248,000	(208,901)	15.77%	Prior year project completed; budget allocation reflect prior year cost overruns; \$72,000 allocated to Project 18650-02
18600 - 01 SCADA	-	3,677	8,670	17,919	30,266	50,000	(19,734)	60.53%	Ongoing work.
18600 - 02 Miscellaneous Plant Equipment	-	-	-	-	-	25,000	(25,000)	0.00%	Funds to be allocated to 18300-06 & 07.
18600 - 03 Plant Manager Vehicle	-	27,858	-	-	27,858	29,000	(1,142)	96.06%	Received
<b>Total Treatment Plant Improvements</b>	<b>507,012</b>	<b>538,192</b>	<b>243,815</b>	<b>611,944</b>	<b>1,900,963</b>	<b>6,382,622</b>	<b>(4,481,659)</b>	<b>29.78%</b>	
<b>Tertiary Facility</b>									
16650 - 02 Recycled Water Facility Expansion	31,026	20,043	13,190	83,281	147,540	1,717,081	(1,569,541)	8.59%	Call for bids issued July 2018.
18650 - 01 Supervisory Control and Data Acquisition	-	3,677	8,669	17,919	30,265	14,460	15,805	209.30%	Ongoing work.
18650 - 02 UV Piping Repair	-	-	-	1,616	1,616	172,265	(170,649)	0.94%	Emergency project
<b>Total Tertiary Facility</b>	<b>31,026</b>	<b>23,720</b>	<b>21,859</b>	<b>102,816</b>	<b>179,421</b>	<b>1,903,806</b>	<b>(1,724,385)</b>	<b>9.42%</b>	
<b>Total Construction Fund Projects</b>	<b>\$ 773,231</b>	<b>\$ 1,135,902</b>	<b>\$ 399,560</b>	<b>\$ 919,642</b>	<b>\$ 3,228,335</b>	<b>\$ 19,178,315</b>	<b>\$ (15,949,980)</b>	<b>16.83%</b>	
<b>Total Operating, Reserve Funding, Debt Service, and Capital Expenditures</b>	<b>\$ 3,070,726</b>	<b>\$ 4,156,385</b>	<b>\$ 3,799,108</b>	<b>\$ 3,400,166</b>	<b>\$ 14,426,385</b>	<b>\$ 30,541,194</b>	<b>\$ (16,114,809)</b>	<b>47.24%</b>	
<b>Net Revenue/(Expenditures) by Quarter</b>	<b>\$ (1,437,558)</b>	<b>\$ 4,618,572</b>	<b>\$ (2,183,612)</b>	<b>\$ 4,111,376</b>	<b>\$ 5,108,778</b>	<b>\$ -</b>	<b>\$ 5,108,778</b>	<b>100.00%</b>	
<b>Accrual Reconciliation:</b>									
Transfer to Reserves	120,093	389,157	231,805	327,705	1,068,760				
Principal Payments on Debt	89,448	623,933	1,041,750	308,351	2,063,482				
Interfund Transfers	(247,697)	(676,019)	(779,675)	(761,377)	(2,464,768)				
<b>Net Income - Accrual Based</b>	<b>\$ (1,475,714)</b>	<b>\$ 4,955,643</b>	<b>\$ (1,689,732)</b>	<b>\$ 3,986,055</b>	<b>\$ 5,776,252</b>				

**LAS GALLINAS VALLEY SANITARY DISTRICT  
ENCUMBRANCES  
AS OF JUNE 30, 2018**

VENDOR	BID	EXPENDITURES TO DATE	REMAINING BALANCE
AnchorCM	\$ 12,464	\$ 7,817	\$ 4,647
AQUA Engineering, Inc	2,597,610	1,798,924	798,686
ArcSine Engineering	195,115	165,246	29,869
Bartel Associates	1,250	-	1,250
Bellecci & Associates, Inc.	229,788	194,226	35,562
BKF Engineers	197,692	25,991	171,701
Brown and Caldwell	84,643	38,434	46,209
CATS4U	192,020	83,314	108,706
Contractor Compliance and Monitoring, Inc	3,000	209	2,791
Cornerstone Environmental Group, LLC	86,970	3,220	83,750
DAC Associates	9,560	-	9,560
DC Frost Associates, Inc.	14,815	-	14,815
Du-All Safety, LLC	28,896	-	28,896
Environmental Science Associates	20,450	15,625	4,825
Environmental Systems Research Inst.	30,000	10,000	20,000
EOA, Inc.	159,300	-	159,300
FutureSense, LLC	4,000	2,000	2,000
GE Water & Process Technologies/Zenon	1,450,000	-	1,450,000
GHD Inc.	833,025	13,889	819,136
Gregory Equipment, Inc.	158,743	-	158,743
H2O Innovation Inc.	2,189,728	201,755	1,987,973
Hanford ARC	37,625	6,271	31,354
ILS Associates, Inc.	29,800	26,333	3,467
JDV Process Equipment Corp	79,407	2,186	77,221
Kenwood Energy	8,600	2,174	6,426
Koff & Associates	30,290	260	30,030
MWH Constructors, Inc.	307,525	78,850	228,675
Nor-Cal Pipeline Services	43,970	31,280	12,690
Nute Engineering	73,232	60,292	12,940
Orion Protection Services Group, Inc.	3,822	637	3,185
Ovivo USA, LLC	336,396	32,378	304,018
Regional Government Services Authority	7,825	3,288	4,537
Suez Treatment Solutions, Inc.	540,640	-	540,640
Timmons Group	30,800	26,180	4,620
Transene	2,185	-	2,185
Western Water Constructors, Inc.	18,745	5,641	13,104
WRA, Inc.	42,880	-	42,880
<b>Grand</b>	<u>\$ 10,092,811</u>	<u>\$ 2,836,420</u>	<u>\$ 7,256,391</u>



Consent 2 F  
 Staff/Consultant Reports \_\_\_\_\_  
 Agenda Item \_\_\_\_\_  
 Date September 13, 2018

# Agenda Summary Report

**To:** Chris DeGabriele, PE, Interim General Manager *CD*  
**From:** Michael P. Cortez, PE, District Engineer *MC*  
**Mtg. Date:** September 13, 2018  
**Re:** Amendment to Lease Agreement with County of Marin

**BACKGROUND:**

The proposed wastewater treatment facilities layout of the Secondary Treatment Plant Upgrade and Recycled Water Expansion project requires the realignment of a section of the existing plant perimeter road, which necessitated the lease of two (2) new properties from County of Marin. The County has agreed to lease the properties for an annual rent of \$2,000. This is a \$1,000 per year addition to the current \$1,000 annual rent for a separate property located at the back of the Administration Building for access and security fencing, as described in the Lease Agreement between the District and the County dated September 23, 2014.

Attachment A is a draft copy of the lease amendment to the original lease including legal descriptions and a site plan showing the proposed perimeter road and subject properties. The original lease agreement is attached herewith as Attachment B. The District legal counsel has reviewed and approved as to form the draft lease amendment.

Upon completion of construction, the District will dedicate the new perimeter road for public use in exchange of the section of the existing perimeter road that became part of the new treatment facilities layout.

**STAFF RECOMMENDATION:**

Board authorize the Board President to Execute First Amendment to Lease Agreement dated September 23, 2014 between the County of Marin and the Las Gallinas Valley Sanitary District.

**FISCAL IMPACT:**

Annual rent payment of \$2,000

**PERSON(S) TO BE NOTIFIED:**

County of Marin



**ATTACHMENT "A"**

**FIRST AMENDMENT TO LEASE AGREEMENT**  
**DATED SEPTEMBER 23, 2014**  
**BETWEEN THE COUNTY OF MARIN AND**  
**THE LAS GALLINAS VALLEY SANITARY DISTRICT**

**THIS AMENDMENT TO LEASE AGREEMENT** is made this \_\_\_\_ day of \_\_\_\_\_, 2018 by and between **COUNTY OF MARIN**, a Political Subdivision of the State of California, hereinafter called "County" and **LAS GALLINAS VALLEY SANITARY DISTRICT**, hereinafter called "District."

**WHEREAS**, the District and the County entered into a Lease Agreement, hereinafter called "Agreement," dated September 23, 2014, attached hereto and by reference made a part hereof; and

**WHEREAS**, said Agreement allows for ingress and egress, pathway improvements, security fencing and routine maintenance on a portion of County land known as "McInnis Park", being a portion of APN: 155-121-13; and

**WHEREAS**, the District desires to improve access within their wastewater treatment plant and have submitted plans to realign and improve a paved access road across portions of District and County's Property; and

**WHEREAS**, County staff have determined that realignment and improvement of the access road provides a benefit to the County; and

**WHEREAS**, the parties desire to amend the Agreement accordingly.

**NOW**, therefore, it is mutually agreed that the Lease shall be amended and amended as follows:

Section 1: Premises. First sentence shall be replaced with:

County hereby leases to District and District hereby leases from County, a 32,300± sq. ft. portion of land on that portion of the Property depicted in Exhibits "A", "B", and "C", known as a portion of McInnis Park and hereinafter referred to as the "Premises".

Section 2: Use. First, second and third paragraphs shall be replaced with:

County agrees to lease the Premises to the District specifically for ingress and egress, paved roadway construction and maintenance and routine maintenance thereof, security fencing and related improvements.

The District shall construct, install, use, operate, maintain and repair as needed a paved roadway across County Property as depicted on Exhibits "A", "B", and "C".

In addition to the improvements referenced herein, the District shall continue to maintain existing improvements consisting of a concrete access pad, stairs, and security fencing for purposes related to the operation of their adjacent facilities.

The District's construction and use of the Premises shall not interfere with the use, operation, or management of McInnis Park, in particular the McInnis Park Golf Center and its corporation yard.

Section 4: Rent. First sentence shall be replaced with:

District shall pay County an annual rent payment of TWO THOUSAND DOLLARS (\$2,000.00).

**EXCEPT** as hereinabove amended, said "*Lease Agreement*" shall continue in full force and effect in all particulars.

**IN WITNESS WHEREOF**, the parties hereto have caused this Amendment to be executed by their duly authorized agents on the day and year first above written.

SIGNATURE PAGE TO FOLLOW



**COUNTY OF MARIN**

**APPROVED AS TO FORM**

\_\_\_\_\_  
Damon Connolly, President  
Board of Supervisors

\_\_\_\_\_  
County Counsel

ATTEST: \_\_\_\_\_  
Deputy Clerk

Dated: \_\_\_\_\_

**LAS GALLINAS VALLEY SANITARY DISTRICT:**

\_\_\_\_\_  
\_\_\_\_\_, President  
Board of Directors

Dated: \_\_\_\_\_

**EXHIBIT A**

**LEGAL DESCRIPTION**

A portion of the lands of the County of Marin as conveyed by that certain deed recorded August 1, 1973 in Book 2712 of Official Records at Page 106, Marin County Records, also being a portion of Lot 12 in Section 15, T. 2N. R. 5W. M. D. B. & M. as shown upon that certain Map entitled "Map No. 3 of Salt Marsh and Tide Lands Situate in the County of Marin, State of California 1871", a copy of which was filed July 20, 1959, in "Can F" Marin County Records, lying easterly of the lands of the Las Gallinas Valley Sanitary District, described as follows:

COMMENCING at the intersection of courses South 27°45' West, 233.53 feet and North 62°15' West, 140.30 feet as described in the deed from Frieda Smith, et al to Las Gallinas Valley Sanitary District, a public corporation, recorded in Book 1212 of Official Records at Page 13, Marin County Records; thence from said Point of Commencement along the common boundary line between said lands of the County of Marin and said lands of the Las Gallinas Valley Sanitary District, North 27°45' East, 233.53 feet to the POINT OF BEGINNING; thence continuing along said common boundary line North 28°52' West, 129.25 feet; thence North 61°08' East, 196.14 feet; thence leaving said common boundary line South 27°45' West, 234.90 feet to the POINT OF BEGINNING.


Containing 0.291 acres, plus or minus.

APN 155-060-23 (PTN)

The Basis of Bearings for the herein described legal description is taken from data shown on that certain Record of Survey filed in Book 17 Of Surveys at Page 57, Marin County Records.

Prepared by:

ILS Associates, Inc.

  
Irving I. Schwartz, C.E.





**ILS ASSOCIATES, INC.®**  
 Civil Engineering & Land Surveying  
 79 Galli Drive, Suite A  
 Novato, Ca 94949-5717  
 (415)883-9200 FAX (415)883-2763

JOB: PLAT FOR LEGAL DESCRIPTION

JOB NO.: 9163 SHEET NO.: 1 OF 1  
 DRAWN BY: HS/SW DATE: APRIL 13, 2017  
 SCALE: 1" = 100'

## EXHIBIT B

THE INFORMATION SHOWN ON THIS EXHIBIT IS FOR GRAPHIC PURPOSES ONLY TO ACCOMPANY EXHIBIT A



SCALE: 1" = 100'



LANDS OF LAS GALLINAS  
VALLEY SANITARY DISTRICT  
 APN 155-120-27 & -29

LANDS OF  
COUNTY OF MARIN  
 APN 155-060-23  
 2712 O.R. 106

17 O.S. 57  
 1212 O.R. 13

LOT 12 OF MAP  
 ENTITLED "MAP NO.3 OF  
 SALT MARSH AND TIDE  
 LANDS SITUATE IN THE  
 COUNTY OF MARIN,  
 STATE OF CALIFORNIA  
 1871"

POINT OF BEGINNING

POINT OF COMMENCEMENT

BASIS OF BEARINGS HEREON BASED ON DATA SHOWN ON 17 OS 57

N:\P9000\9163\dwg\9163.dwg, 8.5X11TEXHB-100SC, 4/13/2017 11:40:04 AM, HP Officejet Pro 8600 (Network), ILS Associates, Inc. -, SW

**EXHIBIT A**

**LEGAL DESCRIPTION**

A portion of the lands of the County of Marin as conveyed by that certain deed recorded May 31, 1974 in Book 2799 of Official Records at Page 110, Marin County Records, also being a portion of Lot 11 in Section 15, T. 2N. R. 5W. M. D. B. & M. as shown upon that certain Map entitled "Map No. 3 of Salt Marsh and Tide Lands Situate in the County of Marin, State of California 1871", a copy of which was filed July 20, 1959, in "Can F" Marin County Records, lying southeasterly of the lands of the Las Gallinas Valley Sanitary District, described as follows:

BEGINNING at the intersection of courses South 27°45' West, 233.53 feet and North 62°15' West, 140.30 feet as described in the deed from Frieda Smith, et al to Las Gallinas Valley Sanitary District, a public corporation, recorded in Book 1212 of Official Records at Page 13, Marin County Records; thence from said Point of Beginning along the common boundary line between said lands of the County of Marin and said lands of the Las Gallinas Valley Sanitary District, North 62°15'00" West a distance of 110.00 feet; thence leaving said common boundary line, South 27°45'00" West a distance of 129.25 feet; thence North 89°08'22" East a distance of 125.30 feet to the POINT OF BEGINNING.

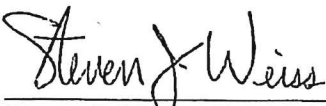
Containing 3,300 square feet, more or less.

APN 155-060-13 (PTN)

The Basis of Bearings for the herein described legal description is taken from data shown on that certain Record of Survey filed in Book 17 Of Surveys at Page 57, Marin County Records.

Prepared by:

ILS Associates, Inc.

  
Steven J. Weiss, PLS 8429





**ILS ASSOCIATES, INC.®**  
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 79 Galli Drive, Suite A  
 Novato, Ca 94949-5717  
 (415)883-9200 FAX (415)883-2763

JOB: PLAT FOR LEGAL DESCRIPTION

JOB NO.: 9223

SHEET NO.: 1 OF 1

DRAWN BY: SW

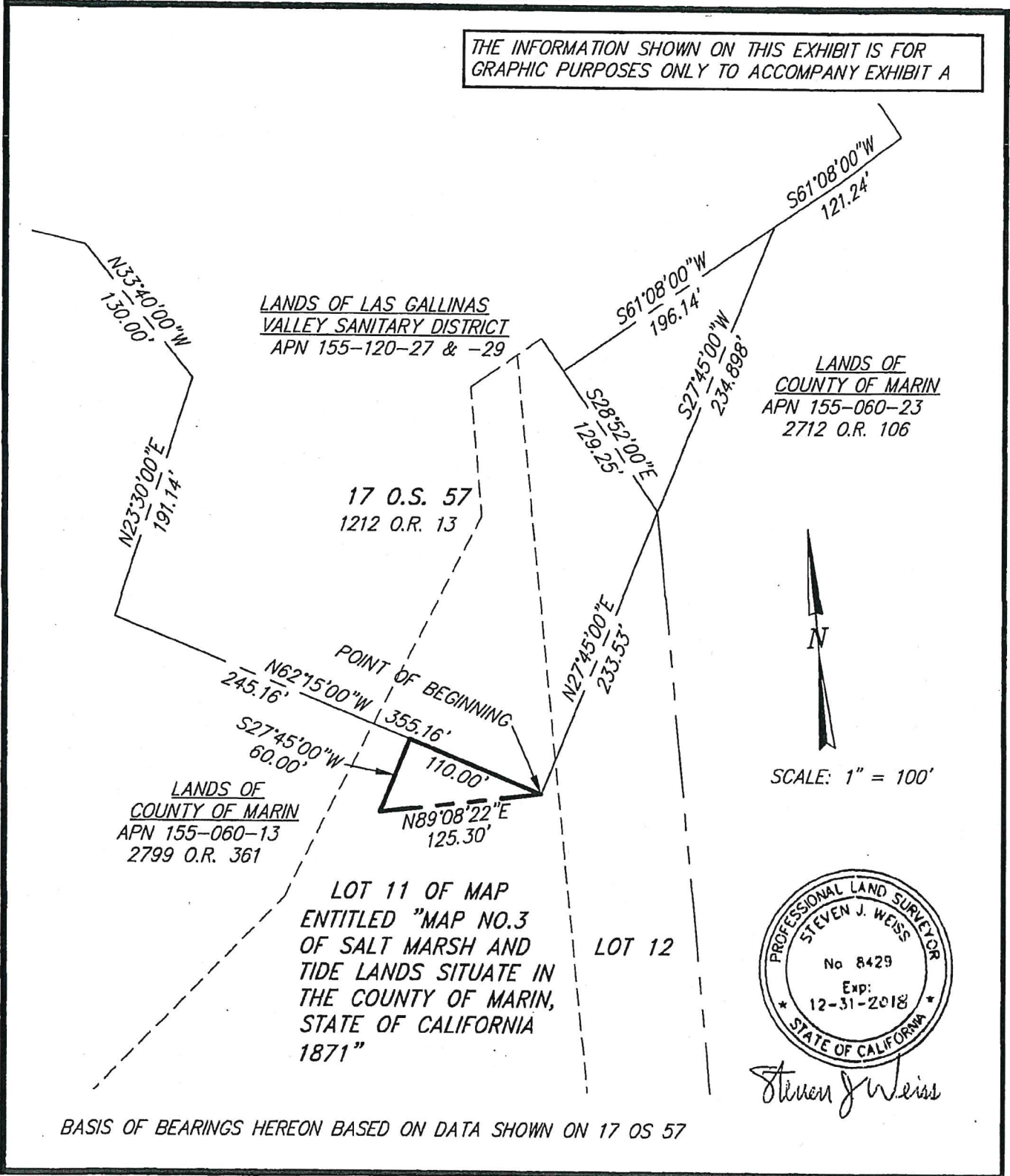
DATE: OCTOBER 30, 2017

SCALE: 1" = 100'

## EXHIBIT B

THE INFORMATION SHOWN ON THIS EXHIBIT IS FOR GRAPHIC PURPOSES ONLY TO ACCOMPANY EXHIBIT A

N:\P9000\9223\dwg\9223EXHB.dwg, 8.5X11EXHB-100SC, 10/30/2017 11:08:51 AM, HP4E8247 (HP Officejet Pro 8600), ILS Associates, Inc. -, SW

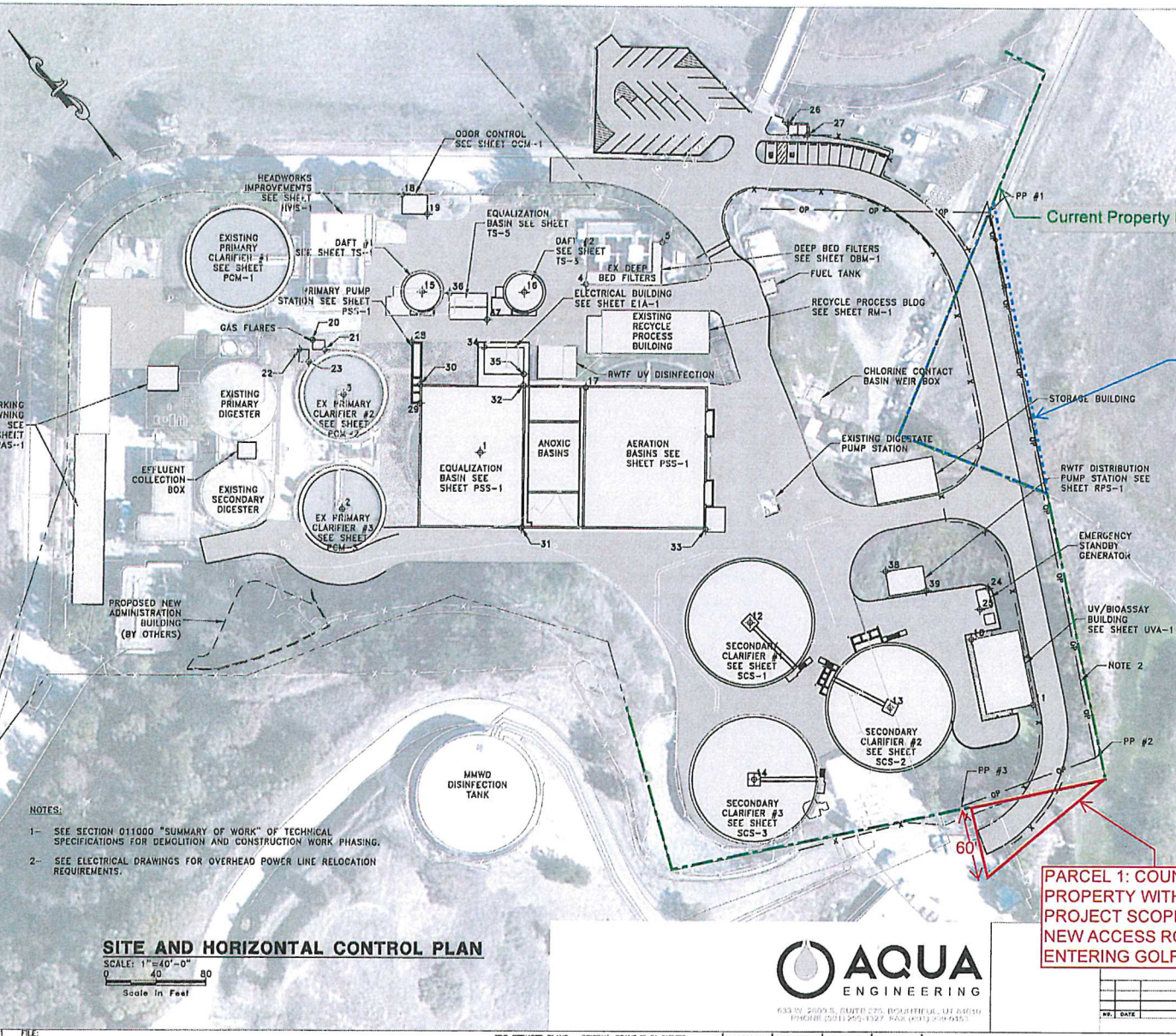


BASIS OF BEARINGS HEREON BASED ON DATA SHOWN ON 17 OS 57



**EXHIBIT C**

07/12/2017 2:15:00 PM C:\Users\jld\Documents\Projects\Secondary Treatment Upgrade\Drawings\Civil\C-2.dwg  
 PLOTTED: SAVED:



- NOTES:**
- SEE SECTION 011000 "SUMMARY OF WORK" OF TECHNICAL SPECIFICATIONS FOR DEMOLITION AND CONSTRUCTION WORK PHASING.
  - SEE ELECTRICAL DRAWINGS FOR OVERHEAD POWER LINE RELOCATION REQUIREMENTS.

**SITE AND HORIZONTAL CONTROL PLAN**  
 SCALE: 1"=40'-0"  
 0 40 80  
 Scale in Feet

EXTEND  
 SCALE: 1:1  
 BORDER: 22,34  
 COLOR: No.  
 RED 0.70MM  
 YELLOW 0.25MM  
 GREEN 0.25MM  
 CYAN 0.40MM  
 BLUE 0.50MM  
 MAGENTA 0.25MM  
 WHITE 0.35MM  
 GRAY 0.15MM  
 9 1.00MM  
 10 0.75MM  
 120 0.60MM  
 210 0.60MM

HORIZONTAL CONTROL			
PNT	NORTHING	EASTING	DESCRIPTION
1	2202063.29	5980226.20	CENTER OF PRIMARY BIO FILTER
2	2202100.89	5980112.85	CENTER OF PRIMARY CLARIFIER #2
3	2202170.32	5980173.34	CENTER OF PRIMARY CLARIFIER #1
4	2202110.20	5980378.13	DEEP BED FILTER CORNER
5	2202096.12	5980448.54	DEEP BED FILTER CORNER
10	2201630.64	5980427.83	UV BUILDING CORNER
11	2201618.24	5980431.78	UV BUILDING CORNER
12	2201817.12	5980301.80	CENTER OF SECONDARY CLARIFIER #1
13	2201891.57	5980343.14	CENTER OF SECONDARY CLARIFIER #2
14	2201718.04	5980222.87	CENTER OF SECONDARY CLARIFIER #3
15	2202191.68	5980274.52	CENTER OF DAFT #1
16	2202138.03	5980336.34	CENTER OF DAFT #2
17	2202047.23	5980324.63	EDGE OF AERATION BASIN
18	2202261.86	598012.93	ODOR CONTROL CORNER
19	2202236.65	598018.30	ODOR CONTROL CORNER
20	2202219.96	5980182.92	FLARE CORNER
21	2202207.61	5980185.44	FLARE CORNER
22	2202221.17	5980189.84	FLARE CORNER
28	2202166.31	5980242.39	PRIMARY PUMP STATION CORNER
29	2202124.84	5980215.35	PRIMARY PUMP STATION CORNER
30	2202136.12	5980225.24	EQUALIZATION BASIN CORNER
31	2201995.40	5980211.82	EQUALIZATION BASIN CORNER
32	2202091.63	5980287.41	ANOXIC BASIN CORNER
33	2201897.85	5980323.12	ANOXIC BASIN CORNER
34	2202125.54	5980283.34	ELECTRICAL BUILDING CORNER
35	2202088.40	5980293.34	ELECTRICAL BUILDING CORNER
36	2202176.59	5980280.61	EQUALIZATION BASIN CORNER
37	2202141.06	5980299.47	EQUALIZATION BASIN CORNER
38	2201777.32	5980411.25	MMWD PUMP STATION CORNER
39	2201744.48	5980426.13	MMWD PUMP STATION CORNER

**SITE GRADING LEGEND**

- EXISTING ASPHALT
- NEW ASPHALT
- EXISTING CONCRETE
- NEW CONCRETE
- EXISTING PERMEABLE SIDEWALK
- NEW PERMEABLE SIDEWALK
- NEW STRUCTURE

**PARCEL 1: COUNTY PROPERTY WITHIN LGVSD PROJECT SCOPE FOR NEW ACCESS ROAD ENTERING GOLF COURSE**

**PARCEL 2: COUNTY PROPERTY WITHIN LGVSD PROJECT SCOPE FOR NEW ACCESS ROAD ALIGNMENT**

JOB NO. 12600-07/16650-02

LAS GALLINAS VALLEY SANITARY DISTRICT  
 MARIN COUNTY, CALIFORNIA

SECONDARY TREATMENT AND RWTF UPGRADE

CIVIL  
 SITE AND HORIZONTAL CONTROL

DESIGNED BY JRL	CHECKED BY DCH	SCALE AS SHOWN
APPROVED BY JRL	PROJECT NO. 12600-07/16650-02	DATE 07/12/2017
PROJECT MANAGER Mark R. Williams	PROJECT ENGINEER Michael P. Cortez	ISSUE NO. C-2
DATE 07/12/2017	DESCRIPTION REVISED	BY DCH



FOR REDUCED PLANS ORIGINAL SCALE IS IN INCHES





SCANNED

ORIGINAL  
ORIGINAL

**ATTACHMENT "B"**

Las Gallinas Valley Sanitary District  
McInnis Park, Lease Agreement

**LEASE AGREEMENT**

THIS LEASE, is entered into this 23<sup>rd</sup> day of September, 2014, by and between COUNTY OF MARIN, hereinafter called "County" and LAS GALLINAS VALLEY SANITARY DISTRICT, hereinafter called "District".

**WITNESSETH**

**WHEREAS**, County is the owner of certain real property frequently referred to as McInnis Park, a 450+/- acre regional park in San Rafael, County of Marin, State of California, and commonly referred to as Assessor Parcel No. 155-121-13, hereinafter called "Property"; and

**WHEREAS**, the District owns and operates a wastewater treatment plant adjacent to County's property, known as 310 Smith Ranch Road and commonly referred to as Assessor Parcel No. 155-121-27 and 29; and

**WHEREAS**, the District desires to lease a portion of County's property, as described herein, to construct a safe access and observation route and security fencing above District facilities as described hereinabove.

**NOW, THEREFORE**, in consideration of the following terms and conditions, the parties hereto agree as follows:

1. Premises.

County hereby leases to District and District hereby leases from County, 16,300 sq. ft. of land on that portion of the Property depicted in Exhibit "A", known as a portion of McInnis Park and hereinafter referred to as "the Premises".

2. Use.

County agrees to lease the Premises to the District specifically for ingress and egress, pathway improvements and routine maintenance thereof, security fencing and related purposes.

The District shall construct, install, use, operate, maintain and repair as needed a gravel access pathway, concrete access pads as small turn-around areas and security fencing for purposes related to the operation of their adjacent facilities.

A temporary area may be designated, if necessary and only during construction, by County for District's staging of construction equipment, along with a portable restroom and temporary safety fencing along the District's property line and in the construction area.

Any other uses by the District not specifically granted herein shall be requested by written notice to County. District agrees there shall be no unreasonable interference with County's use of its property by any work herein authorized. District shall obtain all appropriate permits required for any work to be performed related to the rights granted herein. District agrees to comply with all applicable laws and regulations when using Premises for said purposes.

District further agrees that no attempt shall be made by District to forbid the full and free use by the public of all lands in the vicinity and adjacent to the Premises, excepting instances when equipment or other construction activities may be occurring near the adjacent public access road on County property.

3. Term.

The term of this Lease shall be ten (10) years, commencing on execution of this Lease, as dated above.

4. Rent.

District shall pay County an annual rent payment of ONE THOUSAND DOLLARS (\$1,000). The first annual rent payment shall be made within 30 days following execution of this agreement by the District and on the anniversary date of lease commencement every 12 months thereafter during the term thereof.

Rent is subject to the accumulative increase over the previous year in the Consumer Price Index (CPI) Pacific Cities, San Francisco-Oakland-San Jose, All Urban Consumers (CPI-U). County shall calculate the increase based on the latest CPI data available as of the anniversary date and shall issue a Notice to District with demand of payment. Said Rent shall be paid by District regardless of District's receipt of an invoice from County. If the resulting number is less than the Lease rent amount in effect, no adjustment shall be made in the Lease amount for the coming year. If the resulting number is greater than the Lease rent amount in effect, the Lease amount for the coming year will be adjusted to that number. If for any reason the CPI is discontinued then the parties hereto shall agree on another index to provide the proper adjustments, and the County shall have the final say in the decision. Rent shall become due and payable upon commencement of this Lease.



Said rent shall be made payable to the County of Marin, and mailed to:

**County of Marin  
Department of Public Works  
Real Estate Division  
P.O. Box 4186, Civic Center  
San Rafael, California 94913**

5. Construction, Reconstruction and Maintenance.

District shall be responsible for the maintenance and upkeep of their improvements referred to in Section 2, in a safe condition in accordance with all applicable laws, ordinances, rules, orders and regulations of any federal, state, regional, County or municipal entities having jurisdiction. No enlargement or expansion of the uses of the existing improvements nor physical expansion of said improvements shall be allowed.

6. Paramount Rights.

It is further understood and agreed by District that County's rights to Premises are paramount to this Lease. District shall in no way interfere, or permit or tolerate interference with County's right to use, access or own the Premises.

7. Damages to the Improvements.

It is agreed that while using, maintaining and/or improving the Premises or adjoining lands, the County shall take reasonable care to not damage the improvements that may be placed on the Premises by District. However, if the improvements should become damaged as a result of the negligent or intentional acts of the County, its employees, agents or contractors, the County shall repair the damage to the District's reasonable satisfaction. Where damage is not caused by County's negligent or intentional acts as described above, it is the District's obligation to make said repairs, should they become necessary. It is further agreed that the County shall not be held responsible for any damages to District's improvements caused by members of the public, whether said damages occur through negligent or intentional acts of the public.

8. Revocation/Termination.

District understands and agrees that in the event that District sells, or conveys

their ownership in this Lease, regardless of their specific consent or nature of the transaction, this Lease shall terminate as of the date of said transaction. District shall not represent to any party that they possess any rights to the Premises other than those contained within this Lease, nor shall they represent to any party that they have the ability or right to convey, transfer, assign or pass any rights to the Premises at any time.

In the event that District no longer requires the use of the Premises for the purposes stated, County shall have the right to terminate this Lease upon no less than thirty (60) days written notice to District. County may elect to require District to remove its improvements, upon no less than ninety (90) days written notice to District.

If the District ends operations and vacates the Premises, or this lease is terminated or expires, the District agrees to remove all improvements except the property fencing. If the District fails to do so, the County may do so after giving written notice to the District's Engineering Manager 60 business days of its intention to remove the same. The District shall be responsible for paying the reasonable costs of the removal, and shall reimburse the County reasonable costs within 30 days after presentation of a bill of costs therefore.

9. Default.

If either party defaults in the performance of any term or condition of this Lease and shall fail to cure or make reasonable efforts to cure such default within 30 days following service upon the defaulting party of a written notice of such default and a request to cure the same, the non-breaching party may forthwith terminate this Lease by serving the defaulting party written notice of such termination.

The waiver by either of the parties of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, or condition or any subsequent breach of the same or any other term, covenant or condition contained herein. If the breach involves failure by the District to make rental payments, subsequent acceptance of rent by County shall not be deemed to be a waiver of any preceding breach by District of any term, covenant, or condition of this Lease, other than the failure of District to pay the particular rent so accepted, regardless of County's knowledge of such preceding breach at the time of acceptance of such rent.

10. Dispute Resolution.

Any dispute or claim in law or equity between District and County arising out



of this agreement, if not resolved by informal negotiation between the parties, shall be mediated by referring it for mediation to the nearest office of Judicial Arbitration and Mediation Services, Inc. (JAMS) or Resolution Remedies in San Rafael, California. District and County shall select a mutually agreeable mediator. If mediation proves unsuccessful, the parties may avail themselves of other remedies.

11. Insurance.

District, at District's own cost and expense shall maintain liability insurance on an "occurrence" basis for the benefit of the District as named insured and the County of Marin, its officers, elected and appointed officials, agents, boards, commissions, and employees as additional insured against claims for bodily injury, death, personal injury and property damage liability with a limit of not less than \$1,000,000 Combined Single Limit, per occurrence and aggregate in connection with District's use of the Premises. All such insurance shall be effected under valid and enforceable policies and shall be issued by insurers licensed to do business in the State of California and with general policy holder's rating of at least A and financial rating of VIII or better as rated by A.M. Best's Insurance reports and shall provide that County shall receive thirty (30) days written notice from the insurer prior to any cancellation of coverage or diminution of limits.

On or before the date this Lease entered into, District shall furnish County with a certificate evidencing the aforesaid insurance coverages and renewal policies or certificates shall be furnished to County at least thirty (30) days prior to the expiration date of each policy.

12. Indemnification.

County shall in no case be liable for any damage, injury or death, and District hereby waives all claims against County for damage, injury or death to any person or property, arising or asserted to have arisen from any cause whatsoever in connection with the Premises or District's use thereof. District agrees to indemnify, hold harmless and defend County of and from any and all loss, cost, damage, liability and expense, including attorneys' fees arising out of any claim for damage, injury or death to any person or property in, on or about the Premises or any improvements thereon from any cause whatsoever.

District hereby waives any claim against County, its Board of Supervisors, officers, employees or agents for any and all damage or loss caused in connection with, or as a result of the denial of any permit, or due to any suit or proceedings directly or indirectly attacking the validity of this agreement or any part hereof, or as a result of any

judgment or award in any suit or proceeding declaring this agreement null, void or voidable, or delaying the same or any part thereof from being carried out.

13. Assignment.

District shall not transfer or assign this lease or any interest therein either voluntarily or by operation of law without first entering into a "Consent to Assignment" and payment of concurrent transfer fee and processing costs in the amount of Five Hundred Dollars (\$500.00). Consent to Assignment by County shall not be unreasonably withheld. Consent to one assignment by County shall not be deemed consent to any further or subsequent assignment.

14. Notices.

Any notice, demand or other communication required or permitted under the provisions of this lease shall be effective when in writing and either personally delivered or addressed and deposited, postage prepaid, certified or registered, in the United States mail, as follows:

County: County of Marin  
Attn: Eric Lueder  
P.O. Box 4186  
San Rafael, CA 94913

District: Las Gallinas Valley Sanitary District  
Michael Cortez, Dist. Engineer, LGVSD  
300 Smith Ranch Road,  
San Rafael, CA 94903

15. Authorization.

All signatories to the lease warrant that he or she has full authority to execute this agreement on behalf of and thus bind the individual entity represented.

16. Entire Agreement.

This lease contains the entire agreement and understanding between the parties hereto with respect to the projects, the claims and matter referred to herein.

17. Governing Law.

This lease shall be governed by and construed in accordance with the laws of the State of California.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the parties hereto have executed this Lease Agreement the day and year first above written.

COUNTY:

*Kathrin Sears*  
Kathrin Sears, President  
Board of Directors

Date: 9/23/14

ATTEST:

Approved as to form:

*Miriam M. Montgomery*  
Deputy Clerk

*[Signature]*  
County Counsel

DISTRICT:

*[Signature]*  
Craig K. Murray, President  
Board of Directors

Date: 9-11-14

ATTEST:

Approved as to form:

*Nanci A. Lumbell, 9/12/14*  
Secretary pro Tem

*~~District~~ David J. Byers*  
District Counsel

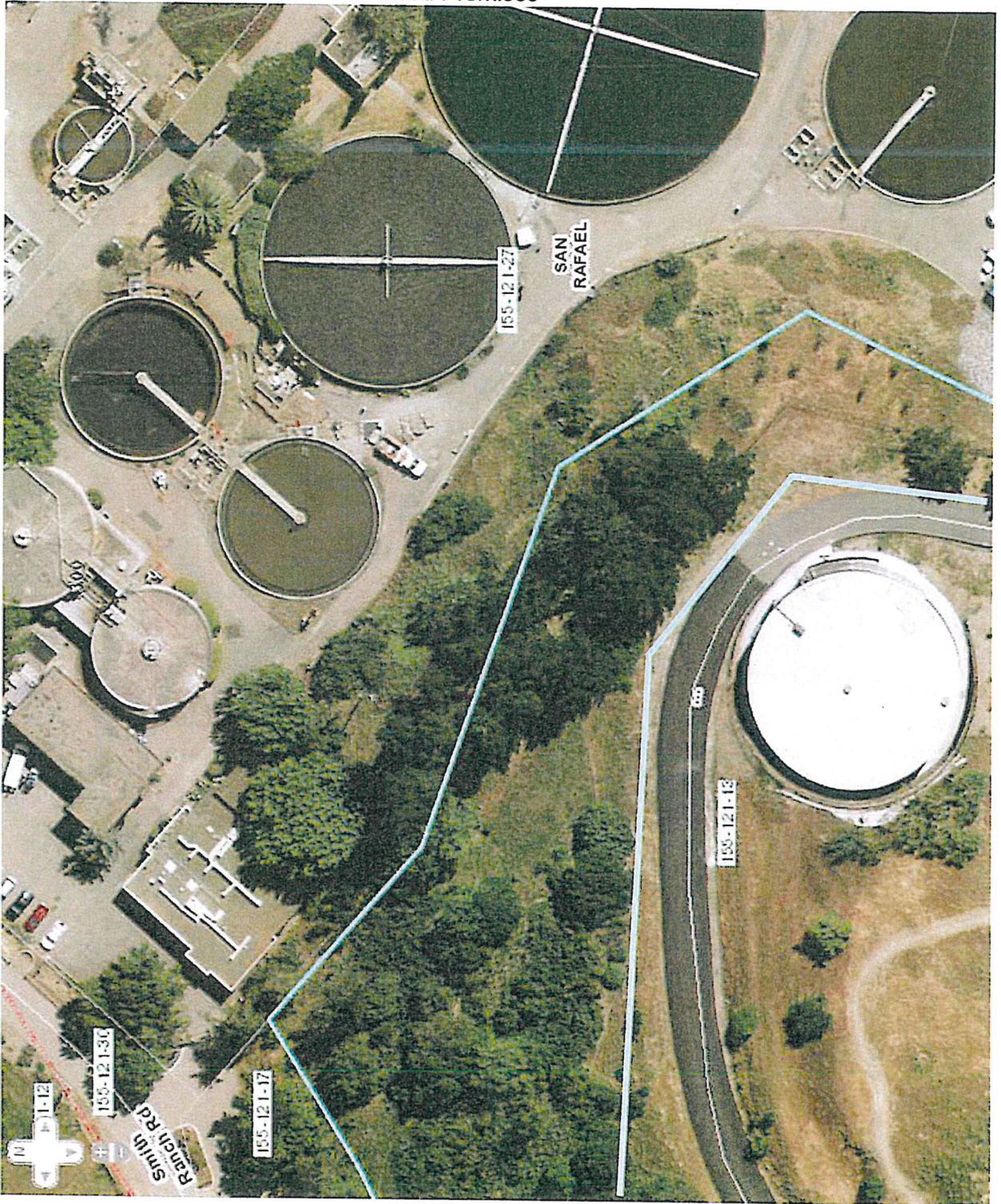




Exhibit "A"  
Page 1 of 2











Consent 26  
Staff/Consultant Reports \_\_\_\_\_  
Agenda Item \_\_\_\_\_  
Date September 13, 2018

# Agenda Summary Report

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**To:** Chris DeGabriele, Interim General Manager *CD*  
**From:** Michael P. Cortez, PE, District Engineer *MC*  
**Mtg. Date:** September 13, 2018  
**Re:** Application of Allocation of Capacity for APN 179-172-28 18 Jefferson Ave

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## BACKGROUND:

The property owner of 18 Jefferson Ave plans to remodel the existing single family residence and construct a new accessory dwelling unit in the rear backyard. A second bathroom with seven additional plumbing fixture units (PFU) will be added to the main residence. Based on this information, a Will Serve Letter has been drafted and a connection fee of \$7,571.40 has been assessed for the building alteration and new second unit.

## STAFF RECOMMENDATION:

Board approve the Application for Allocation and issuance of a Will Serve Letter to 18 Jefferson Ave.

## FISCAL IMPACT:

Connection fee revenue of \$7,571.40.

## PERSON(S) TO BE NOTIFIED:

Property Owner



**DISTRICT BOARD**  
 Megan Clark  
 Rabi Elias  
 Russ Greenfield  
 Craig K. Murray  
 Judy Schriebman

**DISTRICT ADMINISTRATION**  
 Chris DeGabriele,  
 Interim General Manager  
 Michael Cortez,  
 District Engineer  
 Mel Liebmann,  
 Plant Manager  
 Susan McGuire,  
 Administrative Services Manager  
 Greg Pease,  
 Collection System/Safety Manager

Date: September 13, 2018  
 Property Owner: Zaharia Ismail  
 Property Owner Address: 18 Jefferson Ave  
 San Rafael, CA 94903  
 Applicant: Zaharia Ismail  
 Project Name: 18/18A Jefferson Ave  
 Project Address: 18 Jefferson Ave  
 San Rafael, CA 94903  
 Project APN: APN 179-172-28

**Re: Will-Serve Letter**

You have requested a **Will-Serve Letter** from the Las Gallinas Valley Sanitary District (“LGVSD”) on the September 13, 2018 Board Meeting.

Subject to the terms and conditions in this letter, LGVSD will serve the project with the equivalent of dwelling unit capacity (EDU) of 1, or the equivalent to 200 gallons per day per dwelling unit. This letter may be used to submit to another local agency to satisfy a condition for either tentative subdivision map approval or any other permit approval.

The standard terms and conditions of approval are as follows:

Initial	Item	Condition of Approval
	1	You pay for the facility capacity fee (new connection fee) in accordance with LGVSD ordinances and policies. Please note payment date obligation and amount obligation.
	2	You agree to abide by all conditions of approval of the Board of Directors.
	3	This Will Serve approval terminates three (3) years from the Board meeting date unless all building permits have been issued for the project.
	4	After the lateral inspection is completed and the connection verified, the property will be added to the sewer user charge and will receive a charge for this service.

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

**Fees Due:**

The Connection Fee approved by the Board is as follows:

Capital Facilities Charge for One (1) Second Unit:	\$	5,450.40
Connection Fee for Additional 7 PFU	\$	2,121.00
Application Fee:	\$	250.00 (Paid)
Engineering Review and Inspection Fees:	\$	0
Total Fee:	\$	7,571.40

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

1. 10% of the Connection Fee is due within thirty days of Board approval of final plans and specifications;
2. 40% of the Connection Fee is due within one year, September 13, 2019; or upon the date of building permit issuance, whichever occurs first;
3. 50% of the Connection Fee is due within two years, September 13, 2020; or upon the date of building permit issuance, whichever occurs first;

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

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

Sincerely,

Chris DeGabriele, Interim General Manager

AGREED:

\_\_\_\_\_  
Project Applicant

\_\_\_\_\_  
Date:

Cc: Michael P. Cortez, District Engineer  
Susan McGuire, Administrative Services Manager



Agenda Item 214  
Date September 13, 2018

**RESOLUTION No 2018-2139**

**A RESOLUTION ACCEPTING THE  
BIOGAS ENERGY RECOVERY SYSTEM  
FOR**

**LAS GALLINAS VALLEY SANITARY DISTRICT**

**WHEREAS**, Western Water Constructors, Inc. of Santa Rosa, California, executed a contract on October 2, 2015 in the amount of \$2,079,000 to complete BIOGAS ENERGY RECOVERY SYSTEM project, JOB NO. 14600-04, scope defined in Contract Documents and Specifications dated July 2015 prepared by Cornerstone Environmental Group, LLC for District ownership and maintenance;

**WHEREAS**, the District has authorized change orders in the total amount of \$487,873.61, for a total final project cost of \$2,566,873.61; and

**WHEREAS**, Michael P. Cortez, District Engineer for the Las Gallinas Valley Sanitary District by a Notice of Completion dated September 13, 2018, a copy of which is attached hereto as Exhibit A, has acknowledged that the aforementioned improvements have been installed, tested by the District, and found to be acceptable to the District, for District ownership and maintenance.

**NOW, THEREFORE**, the Board of Directors of the Las Gallinas Valley Sanitary District herein approves the Notice of Acceptance of Completion for recordation with the Marin County Recorder.

\* \* \* \* \*

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 13<sup>th</sup> day of September 2018, by the following vote of the members thereof:

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

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

APPROVED:

(seal)

\_\_\_\_\_  
Megan Clark, President Board of Directors

# Exhibit A

Notice of Acceptance of Completion  
BIOGAS ENERGY RECOVERY SYSTEM

Recorded at the Request of:  
**Las Gallinas Valley Sanitary District**

When Recorded Mail to:  
**Las Gallinas Valley Sanitary District**  
**300 Smith Ranch Road**  
**San Rafael, CA 94903**

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Space above this Line for Recorder's Use

**NOTICE OF ACCEPTANCE OF COMPLETION**

**LAS GALLINAS VALLEY SANITARY DISTRICT**  
**MARIN COUNTY, CALIFORNIA**

**BIOGAS ENERGY RECOVERY SYSTEM**

NOTICE IS HEREBY GIVEN, Pursuant to Section 3093 of the Civil Code of the State of California, that Michael P. Cortez, District Engineer for the Las Gallinas Valley Sanitary District, Marin County, California, on the 13<sup>th</sup> day of September 2018, did file with the Secretary of said District a Statement of Completion of the following described work, the BIOGAS ENERGY RECOVERY SYSTEM project, Job No. 14600-04, the contract for doing which was awarded to Western Water Constructors, Inc. of Santa Rosa, California, and entered into on October 2, 2015. A copy of said Statement of Completion is attached hereto and incorporated by reference herein as Attachment 1.

That said work and improvements are public improvements owned and held by said District for the benefit of the public, and were actually completed on 31<sup>st</sup> day of August, 2018. Acceptance of completion of said work was ordered by the District Board on September 13, 2018 and the name of the surety on the contractor's Faithful Performance Bond and Payment Bond for said project is Fidelity and Deposit Company of Maryland.

That said work and improvements consisted of the performing of all work and furnishing of all labor, materials, equipment and all utility and transportation services required for the installation of the BIOGAS ENERGY RECOVERY SYSTEM project, all as more particularly described in the plans and specifications approved by the Board of Directors of said District on July 23, 2015.

The site of the construction and improvements was in and around 300 Smith Ranch Road, San Rafael, CA 94903.

**OWNER:** Las Gallinas Valley Sanitary District  
300 Smith Ranch Road  
San Rafael, CA 94903

**VERIFICATION**

I, the undersigned, declare that I am the Interim General Manager and duly authorized representative for the Las Gallinas Valley Sanitary District, Marin County, California, and that I have read the foregoing notice, know its contents, and that the facts therein stated are true to the best of my knowledge and belief.

(CONTINUED NEXT PAGE)

I certify (or declare) under penalty of perjury that the forgoing is true and correct.

Executed at San Rafael, California, this \_\_\_\_\_ day of September 2018.

LAS GALLINAS VALLEY SANITARY DISTRICT

\_\_\_\_\_  
Chris DeGabriele, Interim General Manager



**DISTRICT BOARD**

Rabi Elias  
Megan Clark  
Russ Greenfield  
Craig K. Murray  
Judy Schriebman

**DISTRICT ADMINISTRATION**

Chris DeGabriele,  
Interim General Manager  
Michael Cortez,  
District Engineer  
Mel Liebmann,  
Plant Manager  
Greg Pease,  
Collection System/Safety Manager  
Susan McGuire,  
Administrative Services Manager

**ATTACHMENT 1****STATEMENT OF COMPLETION****BIOGAS ENERGY RECOVERY SYSTEM  
(JOB NO. 14600-04)**

I, Michael P. Cortez, District Engineer, for the Las Gallinas Valley Sanitary District, Marin County, California, do hereby certify that work and improvements described in the contract, which was entered into by and between Las Gallinas Valley Sanitary District and Western Water Constructors, Inc. of Santa Rosa, California, dated October 2, 2015, was completed to my satisfaction on August 31, 2018.

That said work and improvements are more particularly described in the Contract Documents dated July 2015, prepared by Cornerstone Environmental Group, LLC, approved by the Board of Directors of said District, and advertised for public bidding on July 23, 2015.

I understand that neither the determination of completeness of the work, nor acceptance of the work by the District, shall operate to bar claims against the Contractor under the terms of the guarantee provisions of the Contract Documents.

Dated: September 13, 2018

By:

\_\_\_\_\_  
Michael P. Cortez, PE  
District Engineer

**9/132018**

**Interim General Manager Report**

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

**Las Gallinas Valley Sanitary District  
Treasurer's Report - Operating and Investment Accounts  
For the month of August 2018**

I. Account Summary: Bank and Investment Accounts

Accounts Summary	August 31, 2018	July 31, 2018	Change from Previous Month
<b>Summary of Bank and Investment Accounts</b>			
<b>Bank of Marin</b>			
Operating	\$ 234,038	\$ 233,052	\$ 986
Operating Sweep	92,013	364,201	(272,188)
Zero Balance	18,085	107,550	(89,465)
Liquid Savings	2,315,247	1,036,095	1,279,152
Private Sewer Lateral Rehab	215,099	169,379	45,720
Surcharge-Marín Lagoon	102,961	118,045	(15,084)
Surcharge-Captains Cove	22,481	25,893	(3,412)
Connection Fee	45,598	42,995	2,603
Capital Project Reserve Fund	2,324,929	2,246,324	78,605
<b>Petty cash</b>	743	800	(57)
<b>Investment Accounts</b>			
Debt Service Reserve-Recycled Water	586,886	586,886	-
Debt Service Reserve-SRF Loan	294,054	294,054	-
Local Agency Investment Fund	18,375,824	20,875,824	(2,500,000)
Cash and Investments	<u>\$ 24,627,958</u>	<u>\$ 26,101,098</u>	<u>\$ (1,473,140)</u>

II. Account Activity for Bank of Marin Accounts

Bank of Marin operating account activity is for paying regular operating expenses of the District. Funds are transferred from the Liquid Savings to the Operating account as needed. Funds were transferred from the Local Agency Investment Fund to fund operations for the upcoming quarter.

**Statement of Compliance:**

The investments accounts are invested in compliance with the District's investment policy, adopted at the February 23, 2017 Board meeting and California Government Code Section 53600. In addition, the District does have the financial ability to meet its cash flow requirements for the next six months.

Prepared by: Susan McGuire  
Susan McGuire, CPA Administrative Services Manager

Reviewed by: Chris DeGabriele  
Chris DeGabriele, PE Interim General Manager

**Las Gallinas Valley Sanitary District  
Treasurer's Report - 2017 Revenue Bonds  
For the month of August 2018**

I. Summary of Bond Accounts and Cumulative Activities Since Inception

<b>Accounts Summary</b>	<b>Starting Balance 4/28/2017</b>	<b>Total Activities Since Inception</b>	<b>Ending Balance 8/31/2018</b>
1 Bond Project Fund	\$41,000,000	\$ (719,298) <sup>(a)</sup>	\$ 40,280,702
2 Cost of Issuance Fund	193,121	(193,111)	10
3 Bond Payment Fund	<u>-</u>	<u>748,404</u>	<u>748,404</u>
 Total	 <u>\$41,193,121</u>	 <u>\$ (164,005)</u>	 <u>\$ 41,029,116</u>

(a) Funds drawn to reimburse project costs were transferred to the Capital Project Reserve Fund.

II. Accounts Details for the month ended August 31, 2018

1 Bond Project Fund		
Beginning Balance August 1, 2018		\$ 40,280,702
Interest income from Local Area Investment Fund (LAIF) estimated annual yield of 1.9%		<u>-</u>
Ending Project Fund Balance at August 31, 2018		<u>\$ 40,280,702</u>
2 Cost of Issuance Fund		
Beginning Balance August 1, 2018		\$ 10
Funds transferred to Bond Payment Fund for scheduled principal and interest payment		-
Interest income from US Bank estimated to be an annual yield of 2.0%		<u>-</u>
Ending Cost of Issuance Fund Balance at August 31, 2018		<u>\$ 10</u>
3 Bond Payment Fund		
Beginning Balance August 1, 2018		\$ 103
Funds transferred to pay the scheduled principal and interest payment due		748,300
Interest income from US Bank estimated to be a 2.0% for annual yield		<u>1</u>
Ending Bond Payment Fund Balance at August 31, 2018		<u>\$ 748,404</u>





Consent \_\_\_\_\_  
 Staff/Consultant Reports \_\_\_\_\_  
 Agenda Item 3A3  
 Date September 13, 2018

# Agenda Summary Report

To: Chris DeGabriele, PE, Interim General Manager  
 From: Susan McGuire, Administrative Services Manager  
 Mtg. Date: September 13, 2018  
 Re: HR Structural Assessment & Recommendation

*CD*  
*SM*

## BACKGROUND:

FutureSense prepared an Employee Climate Report in October 2017 which included Recommendation 6 and 7: HR Audit and Build Structure. FutureSense proposed:

- Doing a comprehensive review of current policies and procedures.
- Interviewing staff, board members and other HR related support roles to gain clarity on roles and responsibilities.
- Research and integrate industry standards (or identify ways to create new standards) into the recommendations.
- Provide a series of recommendations and alternatives to structure HR roles and responsibilities for the Board to choose from, as the role of HR would be defined to remove unilateral power, as well as improve accountability.

The HR Subcommittee reviewed proposals by FutureSense and RGS to conduct an HR Structural Assessment and determined that FutureSense should be awarded the task. The Board approved the proposal for FutureSense to conduct the HR Structural Assessment at its February 8, 2018 meeting. FutureSense interviewed HR staff to assess the current structure and the assigned roles and responsibilities. A draft HR Structural Assessment and Recommendation report was prepared for review and discussion with staff.

The HR Subcommittee reviewed drafts of the HR Structural Assessment and Recommendation report at several meetings. A copy of the final report is attached for review. The report identifies roles and levels of responsibility for HR related tasks to the Board, General Manager, Administrative Services Manager, Supervisors, Labor Management Committee and Legal Counsel.

The report also has Findings and Recommendations. The overall recommendation, to prevent the abuse of unilateral power in the future, is to upskill current HR staff and supplement their resources with the support of on-demand, non-legal human resources professionals. This support option will allow staff to consult with seasoned HR professionals on an as needed basis outside of the chain of command. In addition, as a level of support for all staff, this resource could be utilized to provide guidance in a situation where staff is not comfortable approaching their supervisor, HR, the union or the General Manager concerning a work related issue. The outside resource would discuss the proper channel for resolving issues and re-direct staff when appropriate inside the normal course.

Staff has identified two options for this service, one is Sheila Repeta with FutureSense and the other is Chris Sliz with RGS. Staff is familiar with both of them through their work conducted during the last year.



**STAFF RECOMMENDATION:**

Board adopt the HR Structural Assessment & Recommendations report and approve staff proceeding with the recommendations.

**FISCAL IMPACT:**

Unknown at this time.

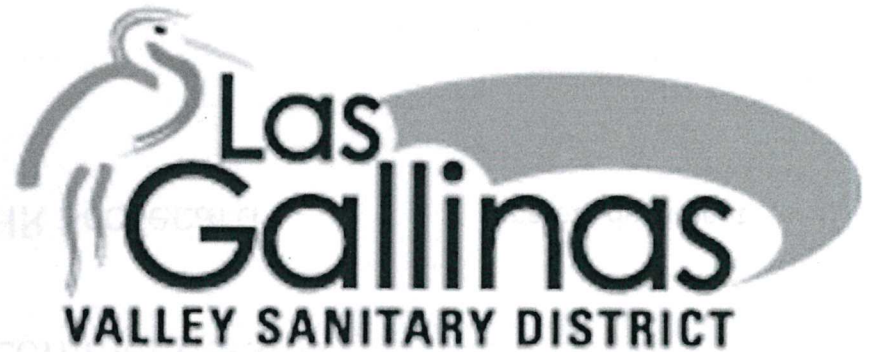
**PERSON TO BE NOTIFIED:**

FutureSense  
RGS

# HR Structural Assessment & Recommendations

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April & June 2018



FUTURESENSE<sup>®</sup>



# Table of Contents

Discovery Approach	3
Data Sources	5
Findings & Recommendations	6
Appendix A: HR Scorecard	separate document



# Discovery Approach

## Transactional

- Benefits Administration
- Onboarding
- Payroll
- Timecards & Timesheets
- PTO
- Filing Performance Reviews

## Tactical

- Compensation Decisions
- Talent Acquisition
- Training & Development
- Workforce Planning
- Personnel Matters
- Policy Enforcement
- Employee Engagement
- Performance Management Oversight
- Employee Relations

## Strategic

- Succession Planning
- Leadership Development
- Organizational Design
- Performance Metrics
  - Define & Monitor
- Policy Needs

# Discovery Process

- This process took place to respond to Recommendations 6,7, & 8 in the October 2017 Employee Climate Report.
  - Recommendation 6- Audit & Assess
  - Recommendation 7 – Define and assign HR responsibilities & structure
  - Recommendation 8 – Develop HR Scorecard for the Board
- The process included a comprehensive review of HR responsibilities and developed a RACI matrix to define and refine accountabilities for HR practices and processes at LGVSD.
- The General Manager, Administrative Services Manager, FutureSense staff, and Board HR Subcommittee all participated in several iterations of the process and agreed upon recommendations.



## Data Sources

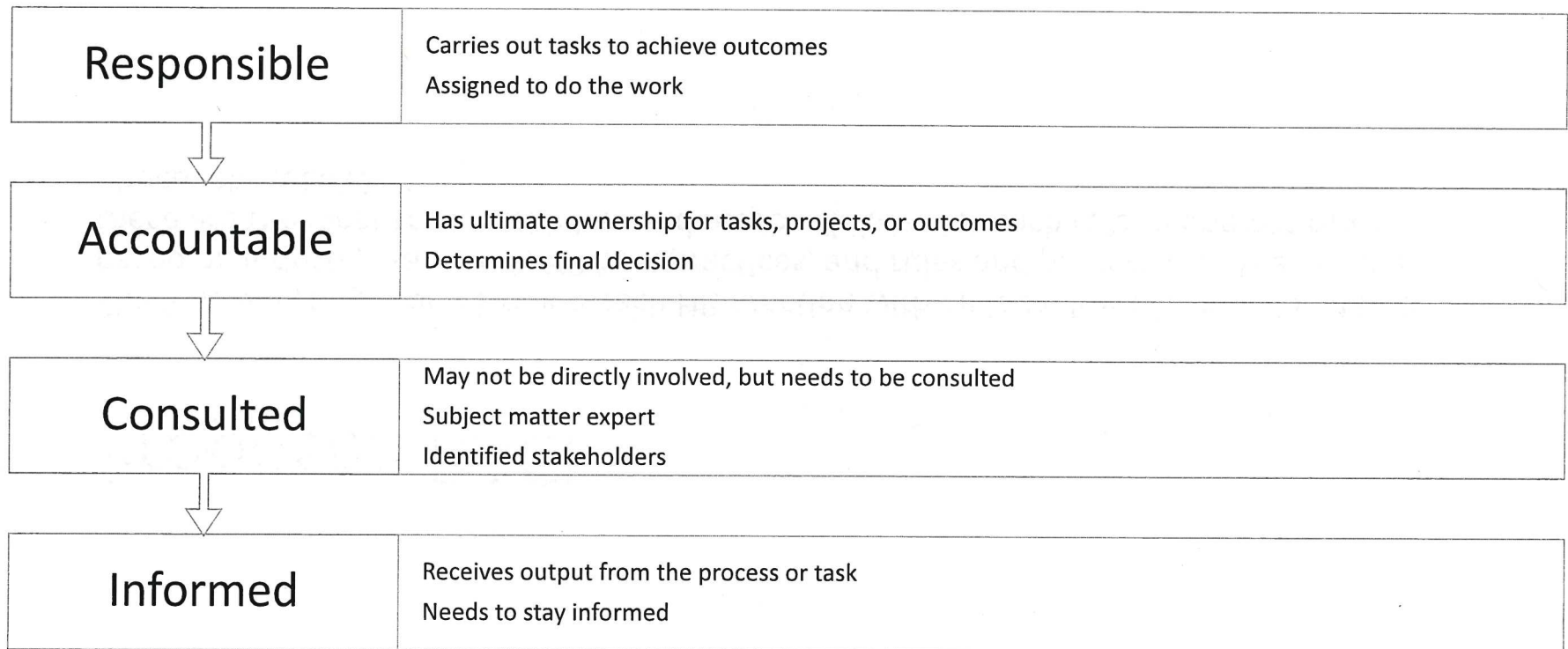
- HR Inventory
- Policy & Procedure Review
- Interviews
- Industry research



# FINDINGS & RECOMMENDATIONS



# Definitions – Responsibility vs. Accountability



# Proposed RACI

The following pages break down each HR function with an ideal RACI for individual tasks based on industry standards, HR best practices, and rules and procedures. We believe these are the ideal accountabilities and responsibilities for each role to operate most effectively at LGVSD.

# Roles & Responsibilities – Administration

	ASM	GM	HR Subcommit tee/ Board	Supervisor	Employee & Labor Relations Committee	Attorney
Benefits Administration	R A	I				
Benefits Vendor Selection	R C	A	I		I	
Payroll Administration	R A	I				
Timecards & Timesheets	R			A		
PTO Tracking	R			A		

R= Responsible

A=Accountable

C=Consulted

I=Informed

# Roles & Responsibilities – Compensation

	ASM	GM	HR Subcom mittee/ Board	Supervisor	Employee & Labor Relations Committee	Attorney
Determines Compensation for non-Represented Roles	R	AR	CI			
Finalizes Merit Increase Decisions	C	A		C		
GM Compensation Decisions			RA			

R= Responsible

A=Accountable

C=Consulted

I=Informed



# Roles & Responsibilities – Performance Management

	ASM	GM	HR Subcom mittee/ Board	Supervisor	Employee & Labor Relations Committee	Attorney
Performance Reviews Form Creation	<b>R A</b>	<b>C</b>	<b>I</b>		<b>C</b>	
Performance Review Completion	<b>C</b>	<b>A</b>		<b>R</b>		
Performance Review Finalization	<b>C</b>	<b>A</b>		<b>R</b>		
Performance Review Objection Process	<b>R C</b>	<b>A</b>	<b>I*</b>	<b>C</b>		

*\*only number reported in report, no details provided*

R= Responsible

A=Accountable

C=Consulted

I=Informed

# Roles & Responsibilities – Hiring & Onboarding

	ASM	GM	HR Subcommittee/ Board	Supervisor	Employee & Labor Relations Committee	Attorney
Create Job Description [staff]	R	C	I	R		
Create Job Descriptions [Management]	R	RA	IC			
Job Posting	R			C		
Screening Candidates		C		A		
Interviews	C	RA		R		
Candidate Selection	C	A	I [management]	R		
Candidate Notifications	R	I		I		
Reviewing and Updating Interview Process	RA	C	I	C		
GM Hiring & Onboarding			RA			

R= Responsible

A=Accountable

C=Consulted

I=Informed

# Roles & Responsibilities – Personnel Matters

	ASM	GM	HR Subcom mittee/ Board	Supervisor	Employee & Labor Relations Committee	Attorney
Employee Concerns	R C	R A			C	
Performance Discussions	C	I		R A		
Performance Documentation	A	C		R		
Separation/Exit Meetings	R C	A R		R		
Employee Grievance Hearings			RA		C	C
General Report of Exit Trends	R		I			

R= Responsible

A=Accountable

C=Consulted

I=Informed



# Roles & Responsibilities – Human Resource Measurement

	ASM	GM	HR Subcommittee/ Board	Supervisor	Employee & Labor Relations Committee	Attorney
Determining Human Resource Scorecard (for Board) Metrics Quarterly	R	A C	I		C	
Updating HR Scorecard	R	A	I			
Presenting Human Resource Report to Board	C	R	I			
Employee Engagement/Climate Survey Deployment	R	A	C			

R= Responsible

A=Accountable

C=Consulted

I=Informed



# Roles & Responsibilities – Policy Updates

	ASM	GM	HR Subcomm ittee/ Board	Supervisor	Employee & Labor Relations Committee	Attorney
Ensuring all personnel policies relative to Human Resources are compliant	R	A	CI		C	C
Delivers compliance training – related to people	R	A	I			
Communication of policies and procedures	R	A	I		C	
Updating and revising personnel policies	R	RA	C	IC	C	C
Approving personnel policies and changes			RA			

R= Responsible

A=Accountable

C=Consulted

I=Informed

# Findings & Recommendations

Finding	Evidence	Recommendation
Current HR structure and job responsibilities with ASM are industry standard, but this structure could be more effective	Explored other like-organizations structures and job descriptions and it is industry standard. We found evidence in public reports that LGVSD's structure is aligned with industry standards. Those standards are not the most effective for the organizational needs as multiple entities are reporting similar HR challenges.	Upskill HR and define communication pathways with the Board.
Current ASM job description are lacking the criteria/definition of responsibility for strategic and tactical HR tasks	Review of job descriptions	Refine these criteria and build "people practice" and human resources management questions into selection criteria for GM
No clear pathway to deal with non-legal (perhaps gray area) matters with GM outside going to legal counsel	Confirmed in interviews with staff and reinforced by policies and procedures	Create a 3 <sup>rd</sup> party support system for current ASM (on who's shoulders this currently falls) through a contracted HR person (not legal) and/or another HR trained professional in the hierarchy

# Findings & Recommendations

Finding	Evidence	Recommendation
<p>There are a lack of safeguards in place with the current reporting structure to provide open upward feedback</p>	<p>Work arounds, high attorney spend, interviews, etc. all indicate there isn't a safe or objective place to report HR concerns without the possibility (or concern) of retaliation.</p>	<p>A second HR "role" will function as a sounding board to avoid and prevent retaliation</p>
<p>Disconnect between the HR function and the board. Current state leaves no room for whistle blowing directly to the board versus proactive protocol between HR and the employees.</p> <p>Lack of process or method to obtain anonymous information via annual survey and Exit Interview data, to then share with the Board.</p>	<ul style="list-style-type: none"> <li>• Employee interviews</li> <li>• Review of HR policies</li> </ul>	<p>Create a safeguard and open upward communication channels</p> <p><u>Structural Options:</u></p> <ul style="list-style-type: none"> <li>• <b>Combination of Option 1 &amp; 2:</b> Upskill current staff &amp; supplement with on-demand 3<sup>rd</sup> party support</li> </ul> <p>HR Metrics scorecard to be reported to board on semi-annual basis to provide regular feedback and data to provide a governance guardrail for the board.</p> <p>Perform Employee Climate survey and develop a method to obtain Exit Interview data anonymously. Roll the Exit Interview results up into the survey results to ensure the protection of the data.</p>



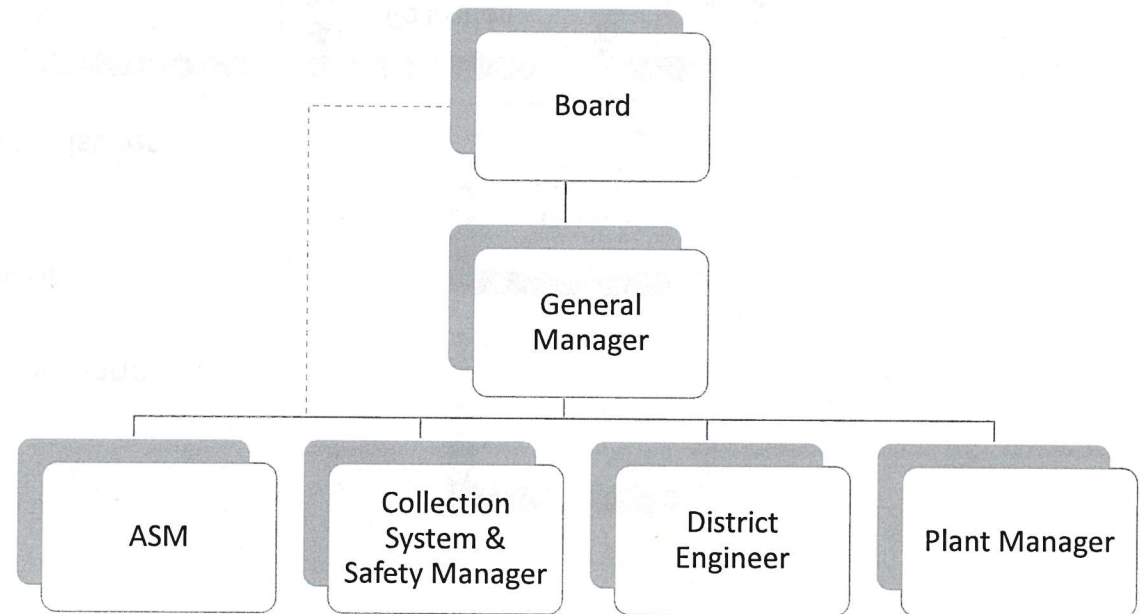
## Recommendations

- Upskill or coach current HR team to develop the Tactical HR skills needed
  - Leverage external HR on-demand consulting to help with HR support and fill the knowledge gaps
  - Integrate refined HR competences into the ASM job description
- Provide concrete outcomes and reporting metrics for HR practices to the board through an “HR Scorecard”
  - Provides accountability for GM
  - Gives feedback on organizational health
  - Opens communication channels for ASM to Board



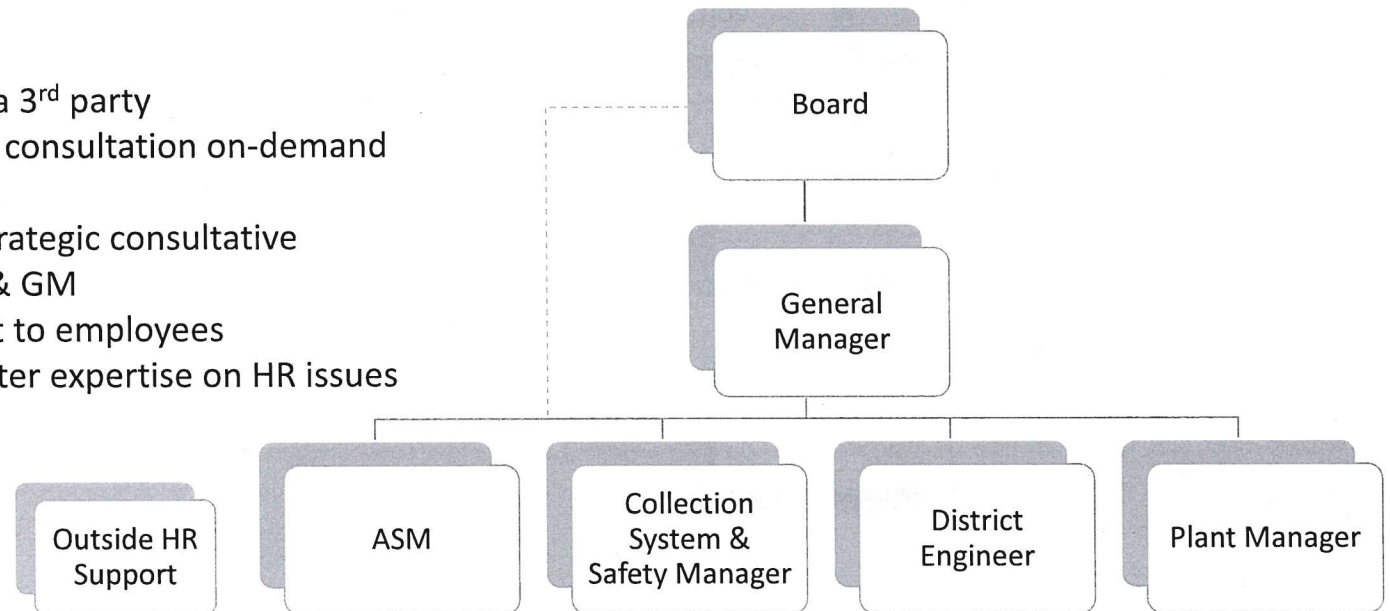
# Option 1: Coach & Upskill Current Staff

1. Upskill current ASM through HR coach/advisor to “teach on demand” while setting up HR processes, standards, etc. needed for structured HR practices
2. Provide non-legal HR on demand support/counsel for ASM (could be done concurrently through a strong HR coach)
3. Advances ASM’s HR skill development at the tactical level
4. Provide a “dotted” line for ASM to the board to report any risks or major issues that need to be elevated.



# Option 2: Long—Term Support

1. Outside HR support from a 3<sup>rd</sup> party
  - Provide non-legal HR consultation on-demand assistance
  - Provides tactical & strategic consultative support to the ASM & GM
  - Function as a conduit to employees
  - Provides subject matter expertise on HR issues



HR Generalist Job  
Description

# Appendix A



Las Galinas Valley Sanitary District: Human Resources Scorecard

	Administration	Engineering	Collections	Operations
Total Headcount				
Hires				
Exits				
Total # of Employee Relations Issues				
Mtgs w/ Labor Relations Committee				
Legal Cost related to HR				
Time Away from Work				
PTO usage				
Sick Leave usage				
Total # of Open Positions				
AB1825 Mandatory Harassment Training Prevention Training				
Total # of Workers Comp Issues				
Employee Engagement Scores				
Number of Merit Increases given				
Dollar value				
Risk Areas:				
Performance review process on track				
Retention levels of key talent/skills				
Engagement level				





Consent \_\_\_\_\_  
Staff/Consultant Reports 3A4  
Agenda Item \_\_\_\_\_  
Date \_\_\_\_ September 13, 2018

# Agenda Summary Report

---

**To:** Chris DeGabriele, PE, Interim General Manager *CD*  
**From:** Susan McGuire, Administrative Services Manager *SM*  
**Mtg. Date:** September 13, 2018  
**Re:** 2018 Employee Climate Assessment

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## **BACKGROUND:**

The District engaged FutureSense to conduct an Employee Climate Assessment in July 2017. The Board requested that a follow up survey be conducted one year later in 2018. FutureSense sent the survey to all employees of the District and all nine-teen participated.

The HR Subcommittee reviewed the results of the survey at its August 29, 2018 meeting with Sheila Repeta of FutureSense. Attached is a copy of the report.

Sheila noted that overall the scores improved from the 2017 survey. The only category that had a decrease pertained to compensation. Sheila theorized that due to the current classification and compensation study process that began in July and upcoming contract negotiations, staff may be more focused on this area.

Employees are generally more engaged in their work; however the amount of training that staff has undergone in the last year is at an unsustainable pace and should scale back to a more normal level.

## **STAFF RECOMMENDATION:**

Information item for the Board and staff.

## **FISCAL IMPACT:**

None.

## **PERSON TO BE NOTIFIED:**

LGVSD staff.

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**Subject:** 2018 Employee Climate Assessment

**Date:** August 17, 2018

The Las Gallinas Valley Sanitary District (LGVSD) questionnaire was conducted as part of the discovery process to assess the culture and communication practices of the organization.

This summary is divided into four (4) sections:

- A. Methodology
- B. Average Percentage Increase Calculation
- C. Summary of Findings
- D. Survey Data
- E. Recommendations

---

### **A. Methodology**

From Monday, July 30th until Friday, August 3, an online survey was sent out to 20 employees to assess the culture and communication practices of LGVSD. The survey included forty-one (41) scaled qualitative questions. The questions were derived to provide the opportunity for anonymous feedback as a preliminary tool to the interview process that had occurred in the following weeks.

Each question allowed for a response on a five-point scale, including:

- Strongly Disagree (1)
- Disagree (2)
- Neutral (3)
- Agree (4)
- Strongly Agree (5)

Nineteen (19) LGVSD employees responded to the survey and their responses were recorded through the online system provided for the appraisal. We used the 2017 scores to compare to the 2018 scores to see how the meter has moved in the last year.

## B. Average Percentage Increase Calculation

To compare the 2018 LGVSD scores versus the 2017 LGVSD scores and the difference between the two is scaled and colored using the following scale:

Color	Change Level	Point Difference
Green	Improved	5% Increase or More
Yellow	Neutral Scores	Within 4.9% Increase or Decrease
Red	Dropped	5% Decrease or More

## C. Summary of Findings

Overall there was a marked improvement in the scores. In total the following changes took places:

- 42.5% of the categories had an improved score
- 35% of the questions had a neutral score year over year, and
- 22.5% of the questions had scores that dropped.

Overall the categories with the top percentage improvement year over year were:

- Relationship Management (19% increase) and
- Work Environment (17% increase).

When it comes to the top improved questions, the top 5 showing increases are:

Question	Percent Increase
I am satisfied with the culture of my workplace.	87%
Communication between senior leaders and employees is good in my organization.	81%
Managers/supervisors and employees trust each other.	64%
I get excited about going to work.	63%
I am able to make decisions affecting my work.	38%

The increase in these scores reflected the hard work that the leadership team put in to build communication and a stronger culture at LGVSD. There was significant time spent to make substantial changes in consistent and more truthful communication to build the culture at the organization.

The only category that fell into the “dropped” range year over year was Compensation with an 8% decrease. It is our understanding that the board is currently undergoing a classification and compensation review which makes this drop unsurprising. With staff currently focused on that area, there will be greater scrutiny.

There were some individual scores that did drop from last year to this year. These included questions about stepping up to help out other employees, adapting to tough situations and supporting other employees when things get tough. These scores likely reflect the stress and burnout that individuals have been feeling during a significant period of change, as well as the amount of time spent working toward fixing communication challenges and training all while launching major projects at LGVSD. Based on feedback from the open ended questions, as well as the data, it is clear that while employees feel much better about the climate at LGVSD and are grateful for the training and support they have received, but they are also very ready for “business as usual” and focusing on their day to day jobs. With time, and as trust continues to develop, these scores will likely rebound.



### E. Survey Data

Category	2017	2018	% Change	Question	2017	2018	% Change
Career Development	3.17	3.35	6%	I am satisfied with my opportunities for professional growth.	3.00	3.30	10%
				I am pleased with the career advancement opportunities available to me.	3.11	3.15	1%
				My organization is dedicated to my professional development.	3.11	3.25	5%
				I am satisfied with the job-related training my organization offers.	3.47	3.65	5%
				I am satisfied that I have the opportunities to apply my talents and expertise.	3.05	3.15	3%
				I am satisfied with the investment my organization makes in training and education.	3.26	3.60	10%
Work Engagement	3.48	3.50	1%	I am inspired to meet my goals at work.	3.16	3.53	12%
				I feel completely involved in my work.	3.37	3.60	7%
				I get excited about going to work.	2.00	3.25	63%
				I am often so involved in my work that the day goes by very quickly.	3.68	3.80	3%
				I am determined to give my best effort at work each day.	4.26	4.35	2%
				When at work, I am completely focused on my job duties.	3.79	3.80	0%
				In my organization, employees adapt quickly to difficult situations.	3.58	3.25	-9%
				Employees here always keep going when the going gets tough.	4.16	3.40	-18%
				Employees proactively identify future challenges and opportunities.	3.21	3.25	1%
				Employees in my organization take the initiative to help other employees when the need arises.	4.11	3.50	-15%
				Employees here are willing to take on new tasks as needed.	3.58	3.35	-6%
				Employees in my organization willingly accept change.	2.89	2.95	2%
Compensation	4.03	3.70	-8%	I am satisfied with my overall compensation.	4.00	3.70	-8%
				I am compensated fairly relative to my local market.	4.05	3.70	-9%
Relationship Management	2.91	3.47	19%	Communication between senior leaders and employees is good in my organization.	1.63	2.95	81%
				I am able to make decisions affecting my work.	2.58	3.55	38%
				Managers and supervisors within my organization recognize strong job performance.	2.63	3.35	27%

				My supervisor and I have a good working relationship.	3.47	3.90	12%
				My coworkers and I have a good working relationship.	4.47	4.10	-8%
				Managers/supervisors and employees trust each other.	1.74	2.85	64%
				Employees treat each other with respect.	3.84	3.60	-6%
<b>Benefits</b>	3.80	3.86	2%	I am satisfied with my total benefits package.	4.16	3.95	-5%
				I am satisfied with the healthcare-related benefits offered by my organization.	4.32	4.16	-4%
				I am satisfied with the amount of paid leave offered by my organization.	4.16	4.05	-3%
				I am satisfied with the retirement plan offered by my organization.	4.21	4.05	-4%
				I am satisfied with the workplace flexibility offered by my organization.	2.58	3.37	31%
<b>Work Environment</b>	3.16	3.69	17%	My organization has a safe work environment.	3.74	3.68	-1%
				I am satisfied with my overall job security.	3.42	4.16	22%
				My organization's work positively impacts people's lives.	3.84	4.05	5%
				My organization operates in a socially responsible manner.	3.37	3.83	14%
				My organization's fiscal well-being is stable.	2.95	3.33	13%
				I am satisfied with the culture of my workplace.	1.58	2.95	87%
				I understand how my work impacts the organization's business goals.	4.16	4.21	1%
				My organization is dedicated to diversity and inclusiveness.	2.79	3.26	17%

### Summary of Open Ended Comments:

Improvements from the year before – especially with training.

- Concern about the amount of time spent on training – becoming difficult to get work done
- A few feel that some are trying and others aren't quite as much meaning the change isn't as pronounced as it could be

Some people still feel like there is a bit of being “stuck in the past”

Great pay and benefits

I feel that the organization needs better training and better manager skills to be leaders.

- Concern that the new GM will not have the right interpersonal training to equip with the skills the team has been developing

#### **D. Recommendations**

Based on the results of the survey and comprehensive results, we recommend the following considerations:

- **Transition to “Business as Usual”** – Leadership should work to reinforce the training that has been had, but scaling back the pace of the training and development to reinforcement in order to focus on work being done would help staff feel productive in their work. This does not mean to end the training (there is still work and development to be done), but to scale it to a more acceptable pace to keep up with business demands.
- **Behavioral Questions for General Manager (GM) Role** – Staff remain concerned about the new GM and ability to leverage strong communication and leadership skills. The interview process for the General Manager (GM) should include multiple behavioral questions focused on communication skills, conflict and other leadership “soft skills” with concrete and specific responses of past behavior to ensure these skills are present and utilized historically, which is a predictor of future success.
- **Collaboration** – Continue the leadership efforts to build communication and collaboration across the entire organization to ensure effective communication is taking place and to make work as efficient as possible.



Consent \_\_\_\_\_  
Staff/Consultant Reports 3A5  
Agenda Item \_\_\_\_\_  
Date: September 13, 2018

## Agenda Summary Report

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**To:** Chris DeGabriele, PE, Interim General Manager *CD*  
**From:** Susan McGuire, Administrative Services Manager *SM*  
**Mtg. Date:** September 13, 2018  
**Re:** Recruitment for Administrative Services Manager

---

### **BACKGROUND:**

The Administrative Services Manager (ASM) announced her retirement to be effective January 4, 2019. The HR Subcommittee at its August 29<sup>th</sup> meeting discussed using an outside firm for the recruitment of a new ASM. The District currently has two engagements with recruiting firms; CPS HR is engaged to recruit for a General Manager and Koff & Associates is conducting a classification and compensation study for all staff positions. The HR Subcommittee requested that CPS and Koff submit proposals to recruit for an ASM.

CPS' proposal has a cost of \$16,000 plus up to \$6,000 for expenses and is projected to take 10 weeks and have an offer of employment to the successful candidate in late November.

Koff's proposal has a cost of \$20,000 including expenses and is projected to take 14 weeks to an offer of employment, most likely in late December.

Staff recommends awarding the contract to CPS HR because they are currently recruiting for the General Manager position; this may allow for synergy of work in screening candidates for both positions. Also, their schedule is advantageous in getting the successful candidate engaged prior to the departure of the incumbent.

### **STAFF RECOMMENDATION:**

Information only, contract has been awarded to CPS HR as being within the authority of the Interim General Manager.

### **FISCAL IMPACT:**

Up to \$22,000, not budgeted.

### **PERSON TO BE NOTIFIED:**

CPS HR and Koff & Associates.



**Scope of Work to Conduct Executive Recruitment for  
Administrative Services Manager  
Las Gallinas Valley Sanitary District**

Phase I:

- Meet with appropriate stakeholder(s) to gather information on the organization and to develop the specifications and ideal candidate profile for the position
- Coordinate on development of recruitment brochure
- Complete recruitment brochure and post brochure on CPS HR website
- Place ads in trade journals, web sites and other appropriate sources
- Distribute brochure/job announcement
- Receive all resumes and acknowledge receipt thereof
- Respond to inquiries from applicants and potential applicants
- Keep client posted on recruitment progress
- Conduct aggressive outreach by initiating contact with potential applicants and with referral sources

Phase II:

- Review application materials and identify candidates for further consideration
- Conduct preliminary screening interviews
- Submit “Client Report” (includes resumes, summary of resumes, notes, overview)
- Meet to discuss the report and the results of the screening interviews in order to identify an appropriate number to interview as finalists (or semi- finalists)
- Notify all applicants of status in the recruitment

Phase III:

- Prepare an assessment process for finalists
- Schedule candidates for participation in finalist assessment; send invitations to candidates and coordinate travel/accommodations
- Prepare evaluation materials
- Facilitate finalist assessment process
- Conduct reference and background checks on top identified candidate(s) following assessment process



The cost (professional fees) for the above activities is **\$16,000**.

**Reimbursable expenses** for advertising costs, brochure printing, supplies, shipping, background check(s) and consultant travel are at an approximate cost of **\$6,000**.

Professional fees and reimbursable expenses are billed monthly.

*reimbursable expenses to include:*

- *advertising approximately*
- *brochure design/printing approximately 1*
- *consultant travel approximately*
- *background check (1 candidate) approximately*
- *supplies and fed-ex charges approximately*

The total cost for recruitment services would **not exceed \$22,000**.

*Note: travel costs for candidates are not included in this scope of work.*

### **Two Year Guarantee**

If the employment of the candidate selected and appointed by the City, as a result of a full executive recruitment (Phases I, II, and III), comes to an end before the completion of the first two years of service, CPS HR will provide the City with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The City would be responsible only for reimbursable expenses. **This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the two-year period.** Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial recruitment effort.



**Las Gallinas Valley Sanitary District  
Administrative Services Manager**

**RECRUITMENT SCHEDULE**

<b>TASK</b>	<b>DATE</b>
Develop Ideal Candidate Profile	
<i>Kick-off Meeting</i>	13-Sep
<i>Consultant Submits Brochure</i>	14-Sep
Candidate Outreach (Ads)	17-Sep
First Filing Deadline	17-Oct
Candidate Screening	
<i>Resume Review</i>	22-Oct
<i>Screening Interviews</i>	26-Oct
Meeting to Select Candidates	31-Oct
Candidate Interviews	14-Nov
Reference and Background Checks	21-Nov

**Offer of Employment**

**9/13/2018**

**Public Relations for Secondary Treatment Plant Upgrade and  
Recycled Water Expansion Project**

**Agenda Item 3A6**

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



**9/13/2018**

**Award of Contract for Miscellaneous Roof Replacement  
Agenda Item 3A7**

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

**9/13/2018**

**Award of Contract for HVAC System Replacement  
Agenda Item 3A8**

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

## 9/13/2018 BOARD REPORTS

### Agenda Item 3B1

#### Human Resources Subcommittee

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

### Agenda Item 3B2

#### LAFCO

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

### Agenda Item 3B3

#### 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
- Presentatio3

### Agenda Item 3B4

#### 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 3B5

#### NBWA

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

### Agenda Item 3B6

#### 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 3B7

#### Engineering Subcommittee

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

### Agenda Item 3B8

#### Other Reports

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

Agenda Item 3B5.  
Date September 13, 2018



# North Bay Watershed Association

Board Meeting Notice

## September 7, 2018

9:30 – 11:30 am

Novato Sanitary District  
500 Davidson  
Novato, CA 94945

## Board Meeting Agenda

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- |   |        |
|---|--------|
| <b>1. Call to Order</b><br><i>Jack Gibson, Chair</i>  | 9:30   |
| <b>2. Public Comment</b><br><i>Description</i>  |        |
| <b>3. Approval of Agenda</b><br><i>Approve</i>  | 1 min. |
| <b>4. Approval of Minutes</b><br><i>Approve</i>   | 1 min. |
| <b>5. Treasure's Report</b><br><i>Approve</i>   | 1 min. |
| <b>6. What's New and Pending in North Bay Water Quality</b><br><i>Bruce Wolfe, EO, San Francisco Bay Regional Water Quality Control Board</i> | 9:45   |
| <b>7. NBWA's Strategic Plan Process Introductions and Preview</b><br><i>Lori Lewis, Sen. Consultant.<br/>Chaordic Balance</i>                 | 10:30  |
| <b>8. Re-oaking the North Bay</b><br><i>Approve, Judy Kelly, ED</i>   | 11:00. |
| <b>9. Items of Interest</b><br><i>Description</i>   | 11:20  |
| <b>10. Items for Next Agenda</b><br><i>Description</i>  | 11:25  |

Next Meeting  
October 7, 2018  
9am – 12 noon  
320 N. McDowell Blvd.  
Petaluma, CA 94954

NOTE SPECIAL THREE HOUR  
MEETING FOR STRATEGIC  
PLANNING SESSION





## 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 \_\_\_\_\_.

**9/13/2018**

**BOARD AGENDA ITEM REQUESTS**

**Agenda Item 4B**

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

Agenda Item 5  
Date September 13, 2017

## US-China trade war hits Marin recycling market

### SANITARY SERVICE CRISIS

Standoff may force dumping of more material in landfill

By Keri Brenner

[kbrenner@marinij.com](mailto:kbrenner@marinij.com) @KeriWorks on Twitter

Escalating tensions between the U.S. and China mean serious changes in how Marin families — as well as families across the nation — throw things away, and how much they may be able to recycle.

China, once a major market for U.S. plastic, metals and other materials, has in recent months refused to accept all materials except for the most sanitized items.

“Historically, (China) has taken around 60-plus percent of all recyclables and processed them,” said Kimberly Scheibly, director of compliance and customer relations at Marin Sanitary Service in San Rafael. “So now that China has shut down (most of its market), there are other smaller markets — Thailand, Mexico, India — but they are smaller, and immediately they reach capacity, and then they shut their doors, too.”

In addition, China is imposing new 25 percent tariffs on some recycled goods starting Thursday — meaning it will cost more for processors in California and the rest of the U.S. to ship cardboard or other materials overseas. And that’s only if the garbage companies

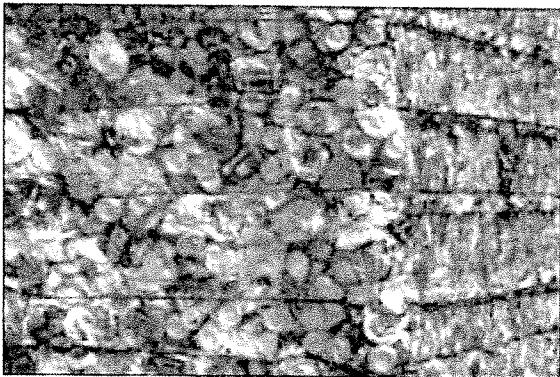
**“If we have no place to put it, we will have to landfill it — which is the last thing a recycler wants to do.”**

— *Kimberly Scheibly, Marin Sanitary Service*



Kimberly Scheibly of Marin Sanitary Service walks past bales of paper waiting to be shipped out for recycling. Scheibly said California is being hit especially hard by the United States-China feud.

PHOTOS BY JAMES CACCIATORE — SPECIAL TO THE MARIN INDEPENDENT JOURNAL



Bales of aluminum cans collected by Marin Recycling and Resource Recovery wait to be shipped out for recycling.

can find a place to send the items.

“The entire country is being affected, but California is being hit especially hard since about 60 percent of all our recyclables were sold to them,” Scheibly said.



According to the Aug. 15 issue of CBS Moneywatch, China's "imports of solid waste have dropped by more than 50 percent" since Jan. 1, when China tightened the standards for the waste it would accept. "That's a problem for many U.S. municipalities that have grown used to relying on China for recycling needs."

In California, that has drastic consequences. In the past, approximately two-thirds of curbside recycled materials collected in the state had been exported to foreign markets, with 62 percent of those materials sent to China in 2016. As of this year, that is no longer the case, said recycling industry spokeswoman Alexa Bluth.

"It really is a market crisis and a cyclical crisis," Bluth said, referring to the cycle of manufacturing, purchasing, disposal, processing, recycling and reuse of materials. If any of the links are broken as they are now, the reuse never occurs — and landfills become the only option.

"Ideally, we'd like to close the loop," said Erin Champion of Recology, a recycling center in San Francisco.

Stuck with a glut of items and nowhere to send them, Marin Sanitary Service is temporarily storing bales of mixed papers, plastic bottles and aluminum cans and bins full of mixed plastics, glass and metals — hoping they will be able to sell them later. But the company is running out of storage room, Scheibly said.

"If we have no place to put it, we will have to landfill it — which is the last thing a recycler wants to do," she added.

At that rate, Marin is not likely to reach the statemandated goal of 75 percent recycling by 2020, Scheibly said. The county is currently at 40 percent.

"China set a limit on contamination in material bales to 0.5 percent," Scheibly said in an email. "In addition, they have stopped accepting mixed plastics and mixed papers and continue to change the list of what they will and will not take frequently.

"Currently, even clean cardboard has no market," Scheibly added. "In late August, we are told, this material will once again be accepted but with a 25 percent tariff attached."

Across the nation, some recycling centers have increased their disposal costs — and others have refused to accept any more recyclables.

Scheibly said consumers and manufacturers can help ease the crisis by making some changes.

"We have been able to find markets for our plastic bottles and jugs," she said. "The bottom line is, consumers will need to make sure recyclables are clean and that they know what to recycle. We are working on an (online) app that will help customers know what can and cannot go into the recycling."

For the moment, Marin consumers can make sure that all items tossed in the blue recycling bins — plastics, aluminum, paper and glass jars and bottles — are clean and dry, Scheibly said. No materials should be thrown into the recycling bins with trapped food or liquid on them — or any soiled paper, she said.

Bluth said consumers can also help by reducing their purchases of single-use plastic food and beverage containers.

Instead, use metal, glass or sturdy cardboard containers that can be cleaned and reused, she said.

“I know it’s maybe a little more convenient to buy something in a plastic package,” she said, noting that with school starting soon, parents will be packing lunches for their kids. “But how about buying a reusable bento box package, and putting the food in that, and when the kids come home you can wash it out and then use it for lunches.”

Garbage companies are also working with manufacturers to urge them to move away from single-use plastics.

“We have conversations with a lot of manufacturers,” Scheibly said. “The reason we do it is, we’re a small, family-owned and -operated company — we’re celebrating 70 years this year — and we believe our conversations with stakeholders can make a difference.”

Scheibly said she and other Marin Sanitary Service staff have talked with Trader Joe’s and are scheduled to meet with Blue Apron, among others.

“We’ve talked with other manufacturers to actually help them be part of the solution,” she added. “To create a package that actually can go somewhere else besides a landfill.”



Newly arrived mixed recycling material and trash is awaiting the sorter and baler at the Marin Recycling and Resource Recovery center in San Rafael.

JAMES CACCIATORE — SPECIAL TO THE MARIN INDEPENDENT JOURNAL

**Sanitary board will review strategic plan**

The Las Gallinas Valley Sanitary District board has scheduled a special workshop for 8:30 a.m. Friday to discuss an update of the district's strategic plan.

The meeting will be at the district office, 300 Smith Ranch Road. For information, visit [lgvsd.org](http://lgvsd.org).

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For information, send  
email to [marincoalition-  
lunch.members@gmail.  
com](mailto:marincoalition-lunch.members@gmail.com).

**SOUTHERN MARIN**

**Supervisors back  
garbage rate hike**

Mill Valley Refuse Ser-  
vice customers in Marin  
will soon see a 17.5 percent  
increase in their garbage  
collection and recycling  
charges following action  
by the Board of Supervi-  
sors on Tuesday.

The supervisors voted  
unanimously to grant the  
rate hike requested by  
Mill Valley Refuse. The  
company serves about 80  
customers in unincorpor-  
ated areas near Mill Val-  
ley and Tiburon such as  
Shoreline and Gibson,  
Paradise Cay, Paradise  
and Mar East.

"A large portion of the  
rate increase is directly at-  
tributable to the drastic  
changes taking place in  
the global recyclables com-  
modity markets," Steve  
Devine, Marin County's  
waste management pro-  
gram manager, told super-  
visors Tuesday.

He said China is now  
requiring that baled ma-  
terials have no more than  
one half of 1 percent con-  
tamination. He said that  
requires customers to do  
a better job sorting ma-  
terials and has resulted  
in increased costs for ma-  
terials recovery facili-  
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# *Should I Flush It? Most Often, the Answer Is No*

By Christina Caron

Aug. 25, 2018

It might seem harmless at first: a thread of dental floss tossed in the toilet, a contact lens swirling down the drain of the bathroom sink. But even the tiniest of items can contaminate waterways.

The small fragments of plastic contact lenses are believed to be contributing to the growing problem of microplastic pollution. Pharmaceuticals, which are also frequently flushed down the drain, have been found in our drinking water, and the consequences are not fully known.

Larger products like wipes and tampons are also clogging sewer systems, resulting in billions of dollars in maintenance and repair costs.

Wondering what's safe to flush or wash down the drain? We spoke with several wastewater management experts who explained why many frequently disposed items belong in a garbage can, not the toilet.

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## **Disposable wipes**

Many wipes claim on their packaging to be “flushable,” but almost all of them contain rayon or viscose, said Rob Villée, executive director of the Plainfield Area Regional Sewerage Authority in Middlesex, N.J.

“Unfortunately, the natural water bodies these get into do not have the heat or micro-organism levels to effectively degrade these,” he added. “That is why we see rayon accumulating in the oceans.”

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While toilet paper will break down in anywhere from a minute to four minutes, wipes take at least six hours to disintegrate, Mr. Villée said.

Furthermore, the pumps at collection systems that move waste downstream to treatment plants cannot tear them apart.

“We see pumps that are designed to pump up to half a million gallons a day clogging,” Mr. Villée said. Now that wipes are used around the world, he added, “it’s a problem internationally.”

(Remember the giant “fatberg” in London?)

## Dental floss

Dental floss, which is usually made of nylon or Teflon, should also stay out of the toilet.

“It seems like, ‘Oh, it’s just a little string,’ but it tends to wrap things up,” Mr. Villée said. “It’ll collect other things and make kind of a big wad of stuff. It’s incredibly strong.”

## Contact lenses

When contact lenses are flushed down the toilet or washed down the sink, they do not biodegrade easily. As a result, they may make their way into surface water, causing environmental damage, new research has shown.

*[The science of why contact lenses may have a dark side if they are improperly disposed]*

The lenses are also impervious to the bacteria that break down biological waste at treatment plants. When researchers at Arizona State University submerged contacts in chambers with the bacteria, they found that the lenses appeared intact seven days later.

“We discourage any kind of plastics because it can make its way through a treatment plant and end up in the receiving water,” said Vincent Sapienza, the commissioner of the New York City Department of Environmental Protection.

Contact lenses “have densities similar to water, so they don’t readily float or sink at wastewater treatment plants,” he added, which means they are not captured and removed at the plant.

## Tampons

It is often assumed that tampons can be flushed down the toilet, in part because they are so small. But their absorbent materials, including the string, do not break down easily: They cannot be processed by wastewater treatment centers, and can damage septic systems.

Kotex, Playtex and Tampax advise women to throw them away instead.

“It’s best to simply wrap a used tampon in toilet paper and toss it in the garbage or, if you’re in a public washroom, place it in the waste receptacle for feminine hygiene products,” Playtex says on its website.

## Medications

Wastewater treatment plants are not designed to filter out pharmaceuticals, so drugs that are disposed of in the toilet or the sink drain end up entering streams, rivers and lakes.

The first major study to document this, conducted by the United States Geological Survey, found low levels of organic wastewater compounds, including prescription and nonprescription drugs and hormones, in 139 streams across the United States during 1999 and 2000. One or more of these chemicals were found in 80 percent of the streams sampled.

A more recent study, which sampled water from 25 drinking-water treatment plants in the United States, found that some pharmaceuticals persisted despite water treatment processes.

The technology that would be required to remove pharmaceuticals from the water at treatment plants is cost-prohibitive, said Ed Gottlieb, the industrial pretreatment coordinator at the Ithaca Area Wastewater Treatment Facility. It is far cheaper to use take-back programs that collect unused medications before they enter the water supply, he added, because those cost only \$2 to \$5 for each pound of medication collected.

During its nationwide take-back event in April, the Drug Enforcement Administration collected 474.5 tons of pharmaceuticals. The next National Prescription Drug Take Back Day is Oct. 27.

“The amount of pounds they collect is phenomenal,” Mr. Gottlieb said. “It’s huge. And yet there are studies done that show only a very small percentage of what’s out there is being collected.”

## Kitty litter

Kitty litter will not dissolve in water and can create clogs, even if it is labeled flushable.

Gene Weingarten, a syndicated columnist, described what happened when he flushed a small amount of cat litter down his daughter’s toilet last year.

“Cat litter is a preternaturally absorptive substance, apparently designed to expand to roughly 60,000 times its original volume in some horrible malignant process like cancer, only worse,” he wrote. “Molly’s toilet resembled one of those baking-soda-and-vinegar volcanoes the dumb kids in middle school made every year for science fairs.”

## Condoms

Condoms should never be flushed.

“I’ve heard condoms called sewer lilies because they fill with air or gas and float to the top,” said Cynthia Finley, the director of regulatory affairs at the National Association of Clean Water Agencies.

“As a society, I think we’ve become more germophobic,” she said, adding that there is a tendency to want to flush anything that has bodily fluids. But wastewater treatment plants are not designed to handle anything except for human waste and toilet paper, she said.

### **Facial tissues, paper towels and cotton swabs**

Facial tissues might seem safe to flush because they look so much like toilet paper. But unlike toilet paper, facial tissues have been treated with a chemical binder that takes time to release and break apart when flushed, Ms. Finley said.

Likewise, paper towels and cotton swabs are also formulated to stay intact.

### **When in doubt, throw it out (in a trash can)**

If you’re not sure, follow a simple rule: If it is not human waste or toilet paper, it should not be disposed of in the toilet, Ms. Finley said.

The cost of both drinking water and wastewater go into a water bill, said Mr. Sapienza, the New York environmental official. When cities have to send crews to unclog sewers or, in worst-case scenarios, replace them, the cost is passed down to everyone who gets a water bill, he added.

A YouTube video created by the City of Spokane Department of Wastewater Management showed what happened when items like flushable wipes were agitated in water. The wipes did not disintegrate. Kitty litter remained a sandy wet mass. The dental floss spun and spun.

“If you define flushable as ‘Yes, it will go down the toilet,’ then everything here is flushable,” Tracy Stevens, a pretreatment technician, says in the video. If you define it as whether it will make it to the treatment plant, she added, some of the waste will and some will not.

More important, the treatment plants are not equipped to process these products.

If hundreds of thousands of people are flushing those items, “they’re going to cause trouble,” she said.



LAS GALLINAS VALLEY SANITARY DISTRICT  
300 Smith Ranch Road  
San Rafael, California 94903

**NOTICE INVITING INFORMAL BIDS**

The Las Gallinas Valley Sanitary District hereby invites informal bids for the HVAC SYSTEM REPLACEMENT Project, in accordance with the Uniform Public Construction Cost Accounting Act (UPCCAA) Procedures and other applicable law, and the following:

1. All bids must be delivered to the Las Gallinas Valley Sanitary District, 300 Smith Ranch Road, San Rafael, California 94903 on or before **11:00 AM, September 12, 2018**. Bids will be opened and read publicly at that time. Bids must be made on the bid forms included in the bid package. Bids that are submitted late according to the official time kept by the District Engineer or a designee will be rejected. Bids that are incomplete or that otherwise do not conform to the requirements specified in the bid package may be deemed non-responsive. Responses to this invitation from prequalified bidders must be received by District no later than the date and time and at the place shown above for consideration. Electronic copies are acceptable. Email to: Michael P. Cortez at [mpcortez@lqvdsd.org](mailto:mpcortez@lqvdsd.org) and cc: Irene Huang at [ihuang@lqvdsd.org](mailto:ihuang@lqvdsd.org).

2. Pursuant to UPCCAA procedures, interested bidders must be prequalified by the District prior to submitting an informal bid for projects under \$175,000 such as this Project. Failure to do so will disqualify the bidder. If you would like your company prequalified, please complete and sign a Contractor's Pre-Qualification Application available at <http://www.lqvdsd.org> and submit to the District before the bid opening shown above.

3. A pre-bid meeting is scheduled for September 5, 2018 at 9:00 AM, 300 Smith Ranch Rd., San Rafael, CA 94903. The pre-bid meeting is **non-mandatory**. A site visit will follow after the pre-bid meeting. Special site visits may be scheduled 24 hours in advance a minimum of five (5) working days before bid opening.

4. Questions regarding the bid package should be directed in writing as soon as possible (but no later than five (5) working days prior to the opening of bids to: Irene Huang, PE, Phone: 415-472-1033, extension 29. Where appropriate, the District may respond to such questions by addenda transmitted to all bid package recipients.

5. The Project Contractor shall furnish all tools, equipment, apparatus, facilities, labor and material necessary to perform and complete in a good and workmanlike manner the construction of the HVAC SYSTEM REPLACEMENT Project as shown in the Project Technical Specifications and Drawings and in accordance with the Contract Documents within 15 calendar days of the Project commencement date specified in the Notice to Proceed for the Project. The Engineer's estimate is \$47,500.

6. SCOPE OF WORK. The Project work is generally described as replacement of the existing heat pump and gas package units with two (2) new Bryant Model 577C/NWC48090, or approved equal, gas package units.

7. In accordance with California Business and Professions Code Section 7028.15, all Project work must be performed by properly licensed contractors and subcontractors with active licenses in good standing as of the date and time specified for bid opening.

8. In accordance with California Labor Code Section 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the project is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code shall be paid to all workers engaged in performing the project. In accordance with California Labor Code Section 1770 and following, the Director of Industrial Relations has determined the general prevailing wage per diem rates for work in the locality in which the project is to be performed. In accordance with California Labor Code Section 1773, the District has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in the locality in which the project is to be performed for each craft, classification or type of worker needed to perform the project. In accordance with California Labor Code Section 1773.2, copies of the prevailing rate of per diem wages are on file at the District Engineer's Office and will be made available on request. A copy of said wage rates is available online at [www.dir.ca.gov/DLSR/PWD](http://www.dir.ca.gov/DLSR/PWD). In accordance with California Labor Code Section 1777.1, contractors and subcontractors that are found guilty of willfully violating Chapter 1 of Part 7 of Division 2 of the Labor Code (except for Section 1777.5), or that are found guilty of such violations with intent to defraud, and entities in which such contractors or subcontractors have any interest, may be ineligible to bid on, be awarded, or perform project work as a subcontractor.

9. All bids will remain valid for sixty (60) calendar days after the bid opening. Except as permitted by law and subject to all applicable remedies, including forfeiture of bidder's security, bidders may not withdraw their bid during the sixty (60) day period after the bid opening.

Las Gallinas Valley Sanitary District

By: /s/ Chris DeGabriele  
Chris DeGabriele, Interim General Manager

Date: August 24, 2018  
No. 1132 August 28, 2018

LAS GALLINAS VALLEY SANITARY DISTRICT  
300 Smith Ranch Road  
San Rafael, California 94903

**NOTICE INVITING INFORMAL BIDS**

1. The Las Gallinas Valley Sanitary District hereby invites informal bids for the MISCELLANEOUS ROOF REPLACEMENT Project, in accordance with the Uniform Public Construction Cost Accounting Act (UPCCA) Procedures and other applicable law, and the following:

2. All bids must be delivered to the Las Gallinas Valley Sanitary District, 300 Smith Ranch Road, San Rafael, California 94903 on or before **11:00 AM, September 12, 2018**. Bids will be announced and read publicly at that time. Bids must be made on the bid forms included in the bid package. Bids that are submitted late according to the official time kept by the District Engineer or a designee will be rejected. Bids that are incomplete or that otherwise do not conform to the requirements specified in the bid package may be deemed non-responsive. Responses to this invitation must be received by District no later than the date and time and at the place shown above for consideration. Electronic copies are acceptable. Email to: Michael P. Cortez at [mcortez@lqvdsd.org](mailto:mcortez@lqvdsd.org) and cc: Irene Huang at [ihuang@lqvdsd.org](mailto:ihuang@lqvdsd.org).

3. Pursuant to UPCCA procedures, interested bidders must be prequalified by the District prior to submitting an informal bid for projects under \$175,000 such as this Project. Failure to do so will disqualify the bidder. If you would like your company prequalified, please complete and sign a Contractor's Pre-Qualification Application available at <http://www.lqvdsd.org> and submit to the District before the bid opening shown above.

4. A pre-bid meeting is scheduled for **September 5, 2018 at 9:00AM, 300 Smith Ranch Rd., San Rafael, CA 94903**. The pre-bid meeting is **non-mandatory**. A site visit will follow after the pre-bid meeting. Special site visits may be scheduled 24 hours in advance a minimum of five (5) working days before bid opening.

5. Questions regarding the bid package should be directed in writing as soon as possible (but no later than five (5) working days prior to the opening of bids to: Irene Huang, PE, Phone: 415-472-1033, extension 29. Where appropriate, the District may respond to such questions by addenda transmitted to all bid package recipients.

6. The Project Contractor shall furnish all tools, equipment, apparatus, facilities, labor and material necessary to perform and complete in a good and workmanlike manner the construction of the MISCELLANEOUS ROOF REPLACEMENT Project as shown in the Project Technical Specifications and Drawings and in accordance with the Contract Documents within 30 calendar days of the Project commencement date specified in the Notice to Proceed for the Project. The Engineer's estimate is \$95,000.

7. **SCOPE OF WORK.** The Project work is generally described as:

- Re-roofing of the following District facilities with Polyurethane Foam Roof system:
  - o Administration Building
  - o Digester Boiler Room
  - o Crew Lunch Room
  - o Shop Building
  - o Equipment Building

8. In accordance with California Business and Professions Code Section 7028.15, all Project work must be performed by properly licensed contractors and subcontractors with active licenses in good standing as of the date and time specified for bid opening.

9. In accordance with California Labor Code Section 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the project is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code shall be paid to all workers engaged in performing the project. In accordance with California Labor Code Section 1770 and following, the Director of Industrial Relations has determined the general prevailing wage per diem rates for work in the locality in which the project is to be performed. In accordance with California Labor Code Section 1773, the District has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in the locality in which the project is to be performed for each craft, classification or type of worker needed to perform the project. In accordance with California Labor Code Section 1773.2, copies of the prevailing rate of per diem wages are on file at the District Engineer's Office and will be made available on request. A copy of said wage rates is available online at [www.dir.ca.gov/DLSR/PWD](http://www.dir.ca.gov/DLSR/PWD). In accordance with California Labor Code Section 1777.1, contractors and subcontractors that are found guilty of willfully violating Chapter 1 of Part 7 of Division 2 of the Labor Code (except for Section 1777.5), or that are found guilty of such violations with intent to defraud, and entities in which such contractors or subcontractors have any interest, may be ineligible to bid on, be awarded, or perform Project work as a subcontractor.

10. All bids will remain valid for sixty (60) calendar days after the bid opening. Except as permitted by law and subject to all applicable remedies, including forfeiture of bidder's security, bidders may not withdraw their bid during the sixty (60) day period after the bid opening.

Las Gallinas Valley Sanitary District

By: /s/ Chris DeGabriele  
Chris DeGabriele, Interim General Manager

Date: August 24, 2018

No. 1130 August 28, 2018

**LAS GALLINAS VALLEY SANITARY DISTRICT**  
300 Smith Ranch Road  
San Rafael, California 94903

**NOTICE INVITING INFORMAL BIDS**

1. The Las Gallinas Valley Sanitary District hereby invites informal bids for the **QUAIL HILL CIPP SEWER REHABILITATION** Project, in accordance with the Uniform Public Construction Cost Accounting Act (UPCCAA) Procedures and other applicable law, and the following:

2. All bids must be delivered to the Las Gallinas Valley Sanitary District, 300 Smith Ranch Road, San Rafael, California 94903 on or before **11:00 AM, September 18, 2018**. Bids will be announced and read publicly at that time. Bids must be made on the bid forms included in the bid package. Bids that are submitted late according to the official time kept by the District Engineer or a designee will be rejected. Bids that are incomplete or that otherwise do not conform to the requirements specified in the bid package may be deemed non-responsive. Electronic copies are acceptable. Email to: Michael P. Cortez at [mcortez@lgvsd.org](mailto:mcortez@lgvsd.org) and cc: Irene Huang at [ihuang@lgvsd.org](mailto:ihuang@lgvsd.org) no later than the date and time shown above for consideration.

3. Pursuant to UPCCAA procedures, interested bidders must be prequalified by the District prior to submitting an informal bid for projects under \$175,000 such as this Project. Failure to do so will disqualify the bidder. If you would like your company prequalified, please complete and sign a Contractor's Pre-Qualification Application available at <http://www.lgvsd.org> and submit to the District before the bid opening shown above.

4. A pre-bid meeting is scheduled for **September 12, 2018 at 9:00AM, 300 Smith Ranch Rd., San Rafael, CA 94903**. The pre-bid meeting is **non-mandatory**. Special site visits may be scheduled 24 hours in advance a minimum of five (5) working days before bid opening.

5. Questions regarding the bid package should be directed in writing as soon as possible (but no later than five (5) working days prior to the opening of bids to: Irene Huang, PE, Phone: 415-472-1033, extension 29. Where appropriate, the District may respond to such questions by addenda transmitted to all bid package recipients.

6. The Project Contractor shall furnish all tools, equipment, apparatus, facilities, labor and material necessary to perform and complete in a good and workmanlike manner the construction of the **QUAIL HILL CIPP SEWER REHABILITATION** Project as shown in the Project Technical Specifications and Drawings and in accordance with the Contract Documents within **45 calendar days** of the Project commencement date specified in the Notice to Proceed for the Project. The Engineer's estimate is **\$175,000**.

7. **SCOPE OF WORK.** The Project work is generally described as:  
a. Trenchless rehabilitation of approximately 2,348 LF of 6" VCP sanitary sewer by cured-in-place pipe (CIPP) lining  
b. "No-excavation" lateral reconnections.  
c. Bypass pumping

8. In accordance with California Business and Professions Code Section 7028.15, all Project work must be performed by properly licensed contractors and subcontractors with active licenses in good standing as of the date and time specified for bid opening.

9. In accordance with California Labor Code Section 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the project is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code shall be paid to all

workers engaged in performing the project. In accordance with California Labor Code Section 1770 and following, the Director of Industrial Relations has determined the general prevailing wage per diem rates for work in the locality in which the project is to be performed. In accordance with California Labor Code Section 1773, the District has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in the locality in which the project is to be performed for each craft, classification or type of worker needed to perform the project. In accordance with California Labor Code Section 1773.2, copies of the prevailing rate of per diem wages that are found guilty of such violations with intent to defraud, and entities in which such contractors or subcontractors have any interest, may be ineligible to bid on, be awarded, or perform Project work as a subcontractor.

10. All bids will remain valid for sixty (60) calendar days after the bid opening. Except as permitted by law and subject to all applicable remedies, including forfeiture of bidder's security, bidders may not withdraw their bid during the sixty (60) day period after the bid opening.

Las Gallinas Valley Sanitary District

By: /s/ Chris DeGabriele  
Chris DeGabriele, Interim General Manager

Date: August 31, 2018

no.1166 Sept. 4, 2018

## Building rules get look amid protests

### MARIN FUROR

Cities react to public outcry over red tape, other issues

By Will Houston

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Responding to growing complaints of overbearing building requirements, high permitting costs and even allegations of invasion of privacy by building inspectors, local cities are evaluating how — and whether — to change how their building divisions do business.

A customer satisfaction review of San Rafael's Building Division is just wrapping up. San Rafael Chief Building Official Don Jeppson said the city is acting as a pilot project as similar reviews are expected to occur at other divisions throughout the county.

"I think in any organization, whether it's private or government, there is room for improvement," Jeppson said. "I hope this will help guide us with what the community will want us to push toward."

Jeppson said he plans to reach out to other building divisions throughout the county to see if they are open to standardizing some of their operations, especially for inspections conducted after homes are sold.

The city of Novato is set to begin its own review after numerous complaints reached the City Council's attention.

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Earlier this year, Janet Moore had a buyer lined up for her Novato home and was preparing to move to Washington state. But all those plans nearly fell through at the last moment, she said, after the Novato building division informed her of building code violations, such as her bathroom cabinet being 3 inches too close to her toilet.

Moore, 62, said this came as a surprise because she obtained permits a few years earlier to remodel her bathroom. But the building inspectors had none on record, she said, and were about to require her to completely remodel the bathroom, possibly upending the sale and her moving plans.

The two missing permits were eventually found by the city and the sale went through, Moore said, but to her it was an unnecessarily precarious situation.

"It's almost as if they don't care if it's impacting your life," Moore, 62, said from her Washington home. "It would have impacted my life and the people buying the house if everything would have fallen through. It was very frustrating.

"I really do think that the city needs to remember who they're working for instead of making people feel like they're being worked against," she continued.

## **Review sought**

Last month, the Novato City Council responded to other complaints about its building division by calling for a review.

Councilwoman Pat Eklund raised the issue at the Aug. 28 meeting after receiving multiple complaints about the division by email and after becoming aware of a [change.org](#) petition that began in August. The petition alleges invasion of privacy, inaccuracies and inconsistent enforcement of building codes by inspectors.

Eklund said these issues can have a “substantial impact” on residents, as projects that require building permits can sometimes trigger a reassessment of the property value.

“It’s not to say that the ([change.org](#)) petition is right; not to say the petition is wrong,” Eklund said. “I just think it’s healthy to review the process and that’s our fiduciary responsibility as a city council. I am interested in hearing from people in Novato that have had experiences that they would like to share with me.”

NextGen Marin, a thinktank coalition of college students focused on affordable housing issues, was one of the entities that signed the petition.

One of its members, Dylan Shariatpanahy, is a UC Berkeley student who works in Novato. He said their group has heard numerous complaints about building requirements and “overbearing bureaucracy,” which he said only further impacts the county’s affordable housing issues.

“From our experience speaking with members of the community, not only is it impossible to build housing due to restrictive ordinances, but people who already live here aren’t able to maintain their homes without spending an arm and a leg,” Shariatpanahy said.

Novato-based Coldwell Banker Realtor Marie Hoch said she has had multiple clients who had unpleasant experiences similar to Moore’s. She alleges the building division has strayed from its goal of ensuring safe housing and has instead adopted a “punitive” attitude toward resale inspections and the building permitting process. “It seems to be an excessive use of the city’s police power without benefit to the people who live in Novato,” Hoch said.

## **Misinformation**

Novato’s Community Development Director Bob Brown, who oversees the city’s Building Division, said he welcomes the review, but said some of the [change.org](#) petition’s allegations are based on misinformation.

One of the more attention-grabbing claims in the petition is that building inspectors are invading the privacy of homeowners by taking pictures of the property — including the homeowner’s possessions — and making these photos public record.

Brown said inspectors do take photos for resale inspections, which can be useful to find out whether someone remodeled a kitchen without permits, for example. However, Brown said these photos are not made available to the public.



The petition also argues about excessive permitting requirements by claiming that even just changing a shower head requires a permit. Brown said this is false, and that a permit is required when replacing a shower valve, which is behind a wall and requires more intensive construction.

The concerns raised in the petition were “somewhat new” to Brown, as his department has a survey tool which he said has shown positive reviews of the division despite low staffing levels.

“I went through a permit process for a home in Marin County, I understand the frustration as a consumer,” Brown said. “I don’t think anyone likes going through a permitting process, but I would say we really try and strive for excellent customer service and we’re always happy to receive critiques so that we can improve.

“We’re certainly supportive of the council’s desire for an evaluation,” he continued.

Brown said he has spoken with the petition’s creator since the petition was released, and said he found it interesting that they had not applied for a building permit.

“She was making email and verbal inquiries as to things that might require a building permit and she was not pleased with the responses,” Brown said. “Some of that was she really wanted a very black and white determination on some aspects and she felt she was receiving a feedback that was equivocating.”

For example, Brown said the division releases a onepage handout of things that are normally exempt from requiring a permit, but it’s not a catch-all list considering the building code is more than 4,000 pages long and is regularly updated by the state.

Another concern raised in the petition is the city’s cost-recovery program, in which the division charges fees for services performed. Brown said they do not make a profit from this and the fees are based on recommendations laid out in state law. This fiscal year, the division’s expenditures were budgeted at \$1.1 million while revenues — which include the fees — are estimated at just over \$1 million, according to Brown. The budget does not include overhead from other departments such as finance and human resources, Brown added.

The Novato City Council has funded a fee study for all city fees that will be performed later this year, Brown said.

The Marin Independent Journal attempted to find contact information for the petition’s creator, only referred to as “Veronika KD” on the website, through multiple sources, but was unsuccessful. No contact information was available through the petition.

### **Staffing issues**

Brown said he is eagerly awaiting the results of a nearly nine-month-long evaluation of San Rafael’s building division.

Conducted by the Marin Builders Association in conjunction with the Marin Economic Forum, the \$18,500 review looked into customer satisfaction and included customer forums, interviews and data gathering, according to the building association’s CEO Rick Wells. The results are expected to be released in the very near future, he said.

“We look forward to presenting that information to the city and hopefully expanding that role across the county,” Wells said. “We certainly have had preliminary conversations with other municipalities and we’re optimistic that that work is going to expand.”

As for San Rafael, Jeppson is optimistic about the results.

“Sometimes the perception is that we’re hampering the process or we’re not as customer-friendly as we can be,” Jeppson said. “I haven’t seen the data, but I think the report is going to be fairly favorable to San Rafael.”

Some of the issues that residents may be concerned about can be a symptom of ongoing staffing issues, according to Brown.

As of Thursday, Novato had two of the three-and-a-half building inspector positions it is budgeted for, which Brown said is still below staffing levels before the recession hit. The division issues about 3,500 permits and performs about 7,800 inspections for more than \$80 million in construction annually, according to Brown.

“I think all building divisions are suffering under the same challenges right now. We have an unprecedented volume of permit applications, we’re all suffering with the inability to hire and retain building inspectors,” Brown said. “Because there is so much construction going on and the trays are full up it’s very, very difficult for us to recruit new building inspectors.”

Jeppson said after the recession hit, many building inspectors and planners were laid off and those who remained are now nearing retirement.

“We are short of trained personnel across the board,” Jeppson said.