



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

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

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

BOARD MEETING AGENDA

March 4, 2021

On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health. In light of this, March 4, 2021 meeting of the LGVSD Board will be held via Zoom electronic meeting. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged to submit comments in writing to the Board Secretary (tlerch@lgsd.org) by 5:00 pm on Wednesday, March 3, 2021. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email (tlerch@lgsd.org) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

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

<https://zoom.us/download> A link to simplified instructions for use of the Zoom app is:

<https://blog.zoom.us/wordpress/2018/07/03/video-communications-best-practice-guide/>

REMOTE CONFERENCING ONLY

Join Zoom Meeting online at:

<https://us02web.zoom.us/j/88319024582>

OR

By teleconference at: +16699009128 Meeting ID: 883 1902 4582

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

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

Estimated
Time

OPEN SESSION:

3:30 PM

1. PUBLIC COMMENT

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

3:35 PM

2. RACHEL KERTZ, COUNCILMEMBER DISTRICT 4 INTRODUCTION

Board to virtually meet Rachel Kertz, San Rafael Councilmember District 4.

3:50 PM

3. 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 February 18, 2021
- B. Approve the Warrant List for March 4, 2021
- C. Approve Clark attending the NACWA Winter Virtual Conference February 24-25, 2021
- D. Approve Application of Allocation of Capacity for APN 175-060-40, 5800 Northgate Drive, Ounces Outdoors

Possible expenditure of funds: Yes, Item B and C

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

4:00 PM

4. INFORMATION ITEMS:

STAFF/CONSULTANT REPORTS:

- 1. General Manager Report – Verbal
- 2. District Correspondence - Written
- 3. Administration Building Conceptual Elevations for Existing Site – Presentation

5:00 PM

5. ADMINISTRATION BUILDING AD HOC COMMITTEE MEMBER CLARIFICATION

Board to clarify the appointment of Board Members and Chairperson to the Administration Building Ad Hoc Committee.

5:20 PM

6. DRAFT REQUEST FOR PROPOSALS FOR LEGAL SERVICES

Board to discuss the issuance of a Request for Proposals for Legal Services.

- 5:50 PM** **7. 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.
- 5:55 PM** **8. BOARD MEMBER REPORTS:**
1. CLARK
 - a. NBWA Board Committee, NBWA Conference Committee, Other Reports
 2. ELIAS
 - a. NBWRA, Ad Hoc Engineering Committee re: STPURWE, 2021 GM Evaluation Ad Hoc Committee, Other Reports
 3. MURRAY
 - a. Marin LAFCO, CASA Energy Committee, 2021 GM Evaluation Ad Hoc Committee, Marin Special Districts Association, Other Reports
 4. SCHRIEBMAN
 - a. Gallinas Watershed Council/Miller Creek Watershed Council, JPA Local Task Force NBWA Tech Advisory Committee, Other Reports
 5. YEZMAN
 - a. Flood Zone 7, CSRMA, Ad Hoc Engineering Committee re: STPURWE Engineering Subcommittee, Other Reports
- 6:05 PM** **9. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
 - B. Board Agenda Item Requests – Verbal
 - C. Pending Board Agenda Item Requests
 - i. INFORMATION - Pump Station Vegetation and Safety Report
 - ii. ACTION - Relocation Assistance Act Policy for Real Estate Acquisitions
 - iii. INFORMATION – ERAF Allocation/Formula
 - iv. INFORMATION – Marsh Pond Long Term Vegetation Management Comments
 - v. ACTION –Employee Climate Report

6:10 PM 10. VARIOUS INDUSTRY RELATED ARTICLES

6:15 PM 11. ADJOURNMENT

FUTURE BOARD MEETING DATES: MARCH 18, APRIL 1 AND APRIL 15, 2021

AGENDA APPROVED:	Crystal J. Yezman, Board President	Patrick Richardson, Legal Counsel
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CERTIFICATION: I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before March 1, 2021 at 3:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held March 4, 2021 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.



Teresa L. Lerch
District Secretary

The Board of the Las Gallinas Valley Sanitary District meets regularly on the first and third Thursday of each month. The District may also schedule additional special meetings for the purpose of completing unfinished business and/or study session. Regular meetings are held at the District Office, 101 Lucas Valley Road, Suite 300, San Rafael, CA.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (415) 472-1734 at least 24 hours prior to the meeting. Notification prior to the meeting will enable the District to make reasonable accommodation to help ensure accessibility to this meeting.

AGENDA ITEM 2

3/4/2021

Rachel Kertz, Councilmember District 4 Introduction

- Separate Item to be distributed at Board Meeting
- Separate Item to be distributed prior to Board Meeting
- Verbal Report
- Presentation
- No items

MEETING MINUTES OF FEBRUARY 18, 2021

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION BY ZOOM CONFERENCE ON FEBRUARY 18, 2021 AT 3:32 PM AND STAFF BY ZOOM CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

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

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Mike Prinz, General Manager; Teresa Lerch, District Secretary; Dale McDonald, Administrative Services Manager;

OTHERS PRESENT: Pat Richardson, District Counsel; Mary Mardis, HDR; Greg Ramirez, IEDA

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

1. PUBLIC COMMENT: None

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 January 29 and February 4, 2021
- B. Approve the Warrant List for February 18, 2021
- C. Approve Board Compensation for January, 2021
- D. Approve Murray to attend the CSDA Employment Law Update Webinar on February 9, 2021.
- E. Approve Murray to attend the Pumping Energy Efficiency Webinar on February 17, 2021

ACTION:

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

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

3. INFORMATION ITEMS:

STAFF / CONSULTANT REPORTS:

- 1. General Manager Report – Verbal – Prinz reported.
- 2. 2019-20 Comprehensive Annual Financial Report (CAFR) – McDonald reported.
- 3. Update Regarding Various Biosolids Related Activities – Prinz reported. Mary Mardis from HDR provided additional information.

4. CREATION OF ADMINISTRATION BUILDING AD-HOC COMMITTEE

Per Board Policy B-40-20, the Board discussed the purpose, Chairperson, scope and timeline for a Board Administration Building Ad Hoc Subcommittee.

Board approved (M/S Yezman/Schriebman 3-0-0-2) creating an Administration Building Ad Hoc Committee consisting of Megan Clark and Rabi Elias. Craig Murray is an alternate, not attending the committee meetings, but would attend if one of the two committee members were absent.

AYES: Clark, Elias and Schriebman

NOES: None.

ABSENT: None.

ABSTAIN: Murray, Yezman

Board approved (M/S Schriebman/Elias 5-0-0-0) that the purpose of the Administration Building Ad Hoc committee is the review and gathering of information regarding the proposed design, contractual relationship and consulting agreements and site selection regarding a proposed administration building. The ad hoc committee shall not exist longer than a year except upon extension by the board or its final report to the Board.

AYES: Clark, Elias, Murray, Schriebman and Yezman

NOES: None.

ABSENT: None.

ABSTAIN: None.

5. PUBLIC COMMENT – None

6. CLOSED SESSION:

ACTION:

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO CLOSED SESSION ON FEBRUARY 18, 2021, AT 5:50 PM, BY ZOOM CONFERENCE AND AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.

Lerch left the meeting.

CONFERENCE WITH LABOR NEGOTIATOR -- Agency designated representative : Gregory Ramirez, IEDA; pursuant to Government Code Section 54957.6

ADJOURNMENT:

Lerch rejoined the meeting.

ACTION:

The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on February 18, 2021 at 6:05 pm.

REPORT ON CLOSED SESSION: President Yezman reported that there were no reportable actions in Closed Session.

7. BOARD MEMBER REPORTS:

1. CLARK

- a. NBWA Board Committee –verbal report
- b. Other Reports– verbal report – CASA Virtual Conference

2. ELIAS

- a. NBWRA– next meeting is February 22, 2021
- b. Ad Hoc Engineering Committee—no report

- c. Ad Hoc 2021 GM Evaluation Committee – no report
- d. Other Reports– no report

3. MURRAY

- a. Marin LAFCO – verbal report
- b. CASA Energy Committee– Next meeting is February 25, 2021
- c. Ad Hoc 2021 GM Evaluation Committee – no report
- d. Marin County Special Districts Association – verbal report
- e. Other Reports– verbal report – Tam Bike Committee meeting

4. SCHRIEBMAN

- a. Gallinas Watershed Council/Miller Creek Watershed Council– no report
- b. JPA Local Task Force– no report
- c. NBWA Tech Advisory Committee– no report
- d. Other Reports- CASA Virtual Conference- written

5. YEZMAN

- a. Flood Zone 7– verbal report
- b. CSRMA– verbal report
- c. Ad Hoc Engineering Committee– no report
- d. Other Reports–no report

8. BOARD REQUESTS:

- A. Board Meeting Attendance Requests – Clark requested to attend the NACWA Virtual Winter Conference February 24-25, 2021.
- B. Board Agenda Item Requests- By consensus, the Board approved moving the February 24, 2021 Special Meeting to March 3, 2021 - 4:00 pm to 6:00 pm.

9. ADJOURNMENT:

ACTION:

Board approved (M/S Schriebman/Clark 5-0-0-0) the adjournment of the meeting at 6:24 p.m.

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

The next Board Meeting is scheduled for March 3, 2021 by Zoom Electronic meeting.

ATTEST:

Teresa Lerch, District Secretary

APPROVED:

Megan Clark, Board Vice-President

Agenda Item 3B

Date March 4, 2021

Las Gallinas Valley Sanitation District Warrant List 3/04/2021 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	3/4/2021	EFT1	ADP Payroll	113,389.25		113,389.25	Paydate & Processing Charges - 2/12/21
2	3/4/2021	N/A	AT&T	3,351.25		3,351.25	Service Plans for Feb & March
3	3/4/2021	EFT2	Bank of Marin	47,335.64		47,335.64	March Loan Payment - Recycled Water Loan
4	3/4/2021	EFT	Bank of Marin Credit Cards	14,840.80		14,840.80	Credit Cards Purchases from 1/7/2021- 2/03/2021
5	3/4/2021	N/A	Bartley Pump	1,207.50		1,207.50	Machine Work to Fix Hub
6	3/4/2021	ACH	Buchholz, Bob	205.00		205.00	Reimbursement -Safety Glasses
7	3/4/2021	ACH	Buckles-Smith Electric Company	3,155.53		3,155.53	Factory Talk View SE Client Perpetual Software Subscription
8	3/4/2021	N/A	California Dept. of Tax and Fee Admin	891.44		891.44	Sales and Use Tax Fees for 2020
9	3/4/2021	EFT	CalPERS 475 Plan	5,893.00		5,893.00	EE's Contribution to Deferred Comp. Paydate 2/12/2021
10	3/4/2021	ACH	CalPERS CERBT-OPEB	11,630.00		11,630.00	Pre-Fund GASB Payment -March CalPERS Health- Active & Employer Retiree Share - March 2021
11	3/4/2021	EFT	CalPERS Health	33,495.83		33,495.83	EE & ER Payment to Retirement, Paydate 02/12/2021
12	3/4/2021	EFT	CalPERS Retirement	20,124.30		20,124.30	
13	3/4/2021	ACH	Caltest Analytical Labs	4,766.98		4,766.98	Outside Lab Testing- January
14	3/4/2021	N/A	Centricity GIS	600.00		600.00	Maintenance, Support & Training
15	3/4/2021	N/A	Cintas Corporation	125.06		125.06	Safewasher Service & Filter Replacement - February
16	3/4/2021	N/A	Comet Building Maintenance	1,575.00		1,575.00	Janitorial Services for 300 Smith Ranch - February
17	3/4/2021	EFT	Direct Dental	1,536.61		1,536.61	Employee Dental Payment
18	3/4/2021	EFT	Discovery Benefits	567.00		567.00	FSA Program Payment
19	3/4/2021	ACH	Du-All Safety	2,102.50		2,102.50	COVID-19 Prevention Program
20	3/4/2021	N/A	Federal Express	22.87		22.87	Mailing
21	3/4/2021	N/A	Freyer & Laureta	3,241.25		3,241.25	On-Call Engineering Services, Manhole Replacement - January
22	3/4/2021	N/A	Garton Tractor	240.40		240.40	Cartridges & Filters for Tractor
23	3/4/2021	N/A	Goldstreet Design Agency	1,451.74		1,451.74	Social Distancing Vehicle Magnets
24	3/4/2021	N/A	Grainger	327.54		327.54	Misc. Maintenance Items
25	3/4/2021	ACH	HDR Engineering	7,186.81		7,186.81	District Rate Study, Evaluation for Class B Land Application Site - January
26	3/4/2021	N/A	Jackson's Hardware	28.22		28.22	Misc. Supplies for Collections
27	3/4/2021	ACH	Kennedy/Jenks Consultants	22,404.20		22,404.20	Alternate Grant Funding, Integrated Wastewater Master Plan - January
28	3/4/2021	N/A	Liebert Cassidy Whitmore	1,360.00		1,360.00	Legal Services, LCW Digital Workbook Library Access for 2021
29	3/4/2021	N/A	Marin Ace	23.72		23.72	Misc. Supplies

**Las Gallinas Valley Sanitation District
Warrant List 3/04/2021 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	3/4/2021	N/A	MWA Architechs	14,330.00		14,330.00	Adminstration Building Site Evaluation - January
31	3/4/2021	N/A	North Bay Gas	126.36		126.36	Hose, Gloves, Gas Rod
32	3/4/2021	ACH	Nute Engineering	7,260.25		7,260.25	Archive Development - January
33	3/4/2021	N/A	Operating Engineers	487.36		487.36	Union Dues - Paydate 2/12/2021
34	3/4/2021	ACH	Orion Protection Services	318.50		318.50	Nightly Patrol Smith Ranch Rd. Service for March
35	3/4/2021	ACH	Polydyne, Inc.	3,243.56		3,243.56	WAS Polymer - Claifloc WE-2182
36	3/4/2021	N/A	Shape Incorporated	12,332.26		12,332.26	Spare 10HP Flygt Pump
37	3/4/2021	N/A	SiteOne Landscape Supply	366.41		366.41	Misc. Supplies - Recycled Water Facility
38	3/4/2021	N/A	State Water Resources Control Board	20,362.00		20,362.00	Fee for Biosolids NOI Application
39	3/4/2021	N/A	T&T Valve and Instrument	14,460.76		14,460.76	Butterfly Valves, Actuators, Bray Valve Seal Kits
40	3/4/2021	ACH	TCI Business Capital	6,849.50		6,849.50	Temporary WW Operators for Vacancies and/or COVID Compliance - W/E 2/12 & 2/19
41	3/4/2021	N/A	Unicorn Group	3,000.00		3,000.00	Prop 218 Notice - Postage Estimate
42	3/4/2021	ACH	Univar	27,260.34		27,260.34	Purchase of Sodium Hypochlorite & Bisulfite - Dec & Jan
43	3/4/2021	EFT	Vison Service Plan	417.00		417.00	Vision for March
44	3/4/2021	N/A	Water Components & Building Supply	93.46		93.46	Pipe
45	3/4/2021	ACH	WECO Industries	805.78		805.78	Nozzles, Fluid Kit for Warthog
46	3/4/2021	N/A	Woodland Auto Center	40.31		40.31	Wiper Blades for Silverado
47	3/4/2021	N/A	Zee Medical Supply	194.42		194.42	Replace/Replenish First Aid Kits

Do not change any formulas below this line.

TOTAL \$ 415,027.71 \$ - \$ 415,027.71

EFT1	EFT1 = Payroll (Amount Required)	113,389.25	113,389.25	Approval: Finance GM Board
EFT2	EFT2 = Bank of Marin loan payments	47,335.64	47,335.64	
PC	Petty Cash Checking	0.00	0.00	
>1	Checks (Operating Account)	0.00	0.00	
N/A	Checks - Not issued	80,239.33	80,239.33	
EFT	EFT = Vendor initiated "pulls" from LGVSD	76,874.54	76,874.54	
ACH	ACH = LGVSD initiated "push" to Vendor	97,188.95	97,188.95	
Total		<u>\$ 415,027.71</u>	<u>\$ 415,027.71</u>	

Difference:

\$ -

STPURWE Costs 0.00

Las Gallinas Valley Sanitary District Reconciliation Detail

6204 · Credit Card at Elan Financial, Period Ending 02/05/2021

Type	Date	Name	Memo	Amount	Balance
Beginning Balance					0.00
Cleared Balance					0.00
Uncleared Transactions					
Charges and Cash Advances - 70 items					
Credit Ca...	01/07/2021	Transene Company Inc.	Acetate Buffer Solution, Dow Fax 2A1 SAHAR GOLSHANI;	-211.61	-211.61
Credit Ca...	01/07/2021	Azar	Mask Containers for Doors GREG PEASE;	-177.00	-388.61
Credit Ca...	01/07/2021	misc	Flowers for Mike C AMY SCHULTZ;	-100.00	-488.61
Credit Ca...	01/08/2021	Comcast	Internet 101LVR AMY SCHULTZ;	-322.49	-811.10
Credit Ca...	01/08/2021	Amazon.com	6- Out of Service Magnets ROBERT J BUCHHOLTZ;	-153.32	-964.42
Credit Ca...	01/11/2021	Pryor Tools	Drop Manhole Bridge Kit GREG PEASE;	-1,428.00	-2,392.42
Credit Ca...	01/11/2021	Creative Supports, Inc.	Office Chair for Pam TERESA LERCH;	-738.68	-3,131.10
Credit Ca...	01/11/2021	Amazon.com	Office Supplies AMY SCHULTZ;	-410.52	-3,541.62
Credit Ca...	01/11/2021	Water Environment Federation	Membership Fee - Mike P AMY SCHULTZ;	-332.00	-3,873.62
Credit Ca...	01/11/2021	Alhambra	Water Service AMY SCHULTZ;	-143.54	-4,017.16
Credit Ca...	01/11/2021	Amazon.com	Office Supplies AMY SCHULTZ;	-90.40	-4,107.56
Credit Ca...	01/11/2021	Uline	USA Marking GREG PEASE;	-67.97	-4,175.53
Credit Ca...	01/11/2021	Amazon.com	Virtual Computer Service AMY SCHULTZ;	-14.99	-4,190.52
Credit Ca...	01/11/2021	Zoom	Zoom Subscription DALE MCDONALD;	-14.99	-4,205.51
Credit Ca...	01/12/2021	Amazon.com	Face Masks GREG PEASE;	-68.58	-4,274.09
Credit Ca...	01/13/2021	Red Wing Shoe Store	Boots - A. Asaro AMY SCHULTZ;	-270.00	-4,544.09
Credit Ca...	01/13/2021	SC Barnes Buildings & Fence	Delivery Of fencing Materials CHRISTOPHER J GILL;	-74.56	-4,618.65
Credit Ca...	01/13/2021	Amazon.com	Office Supplies GREG PEASE;	-7.59	-4,626.24
Credit Ca...	01/14/2021	Evoqua Water Technologies, LLC	DI Water Tank Exchange SAHAR GOLSHANI;	-450.00	-5,076.24
Credit Ca...	01/14/2021	Microsoft	#3 of Microsoft 365 upgrade AMY SCHULTZ;	-360.00	-5,436.24
Credit Ca...	01/14/2021	Evoqua Water Technologies, LLC	DI Water Tank Exchange SAHAR GOLSHANI;	-75.58	-5,511.82
Credit Ca...	01/15/2021	Brown & Caldwell BC Waterjobs	Job ad for Operator 3 AMY SCHULTZ;	-200.00	-5,711.82
Credit Ca...	01/15/2021	Liebert Cassidy Whitmore	COVID-19 Policies Publication DALE MCDONALD;	-150.00	-5,861.82
Credit Ca...	01/15/2021	Amazon.com	Office supplies AMY SCHULTZ;	-148.22	-6,010.04
Credit Ca...	01/15/2021	Amazon.com	Office Supplies AMY SCHULTZ;	-29.43	-6,039.47
Credit Ca...	01/19/2021	Amazon.com	Office Supplies AMY SCHULTZ;	-78.34	-6,117.81
Credit Ca...	01/19/2021	Amazon.com	Office Supplies AMY SCHULTZ;	-74.10	-6,191.91
Credit Ca...	01/19/2021	Amazon.com	Office Supplies AMY SCHULTZ;	-3.47	-6,195.38
Credit Ca...	01/20/2021	California Special Districts Assoc.	Employment ad for Operator 3 AMY SCHULTZ;	-160.00	-6,355.38
Credit Ca...	01/20/2021	American Messaging Services, LLC	Pager Service AMY SCHULTZ;	-121.44	-6,476.82
Credit Ca...	01/20/2021	Creative Supports, Inc.	Ergo Keyboard Tray TERESA LERCH;	-53.94	-6,530.76
Credit Ca...	01/20/2021	Amazon.com	Office Supplies AMY SCHULTZ;	-14.16	-6,544.92
Credit Ca...	01/22/2021	California Water Environment Associati...	Membership Renewal ROBERT M LIEBMANN;	-332.00	-6,876.92
Credit Ca...	01/22/2021	Quincy Compressors	Recycled Water Air Compressor JOSHUA J BINDER;	-249.11	-7,126.03
Credit Ca...	01/22/2021	Grainger	Disposable Gloves SAHAR GOLSHANI;	-201.98	-7,328.01
Credit Ca...	01/22/2021	Amazon.com	Office Supplies AMY SCHULTZ;	-111.53	-7,439.54
Credit Ca...	01/22/2021	cvs/pharmacy	USB Flashdrives CHRISTOPHER J GILL;	-84.33	-7,523.87
Credit Ca...	01/22/2021	Amazon.com	Office Supplies AMY SCHULTZ;	-40.17	-7,564.04
Credit Ca...	01/25/2021	Fleetio	Monthly Pro Plan GREG PEASE;	-158.16	-7,722.20
Credit Ca...	01/25/2021	Fisher Scientific Company LLC	Iodine SAHAR GOLSHANI;	-114.57	-7,836.77
Credit Ca...	01/25/2021	Fastrak	Bridge transponder AMY SCHULTZ;	-45.00	-7,881.77
Credit Ca...	01/26/2021	Platt Electric Supply	Electrical Supplies ANTHONY J ASARO JR;	-565.97	-8,447.74
Credit Ca...	01/26/2021	Amazon.com	Double Sided Tape ROBERT J BUCHHOLTZ;	-90.87	-8,538.61
Credit Ca...	01/27/2021	Heinlein Supply	Ventilation Fan Motor JOSHUA J BINDER;	-344.00	-8,882.61
Credit Ca...	01/27/2021	Fisher Scientific Company LLC	Detergent for Dishwasher 8SAHAR GOLSHANI;	-69.22	-8,951.83
Credit Ca...	01/28/2021	Fisher Scientific Company LLC	Nitrile Gloves SAHAR GOLSHANI;	-866.55	-9,818.38
Credit Ca...	01/28/2021	Summit Signs	High Visability Jackets GREG PEASE;	-544.30	-10,362.68
Credit Ca...	01/28/2021	Comcast	Internet 300 SRR 9AMY SCHULTZ;	-144.87	-10,507.55
Credit Ca...	01/28/2021	Platt Electric Supply	Electrical Supplies ANTHONY J ASARO JR;	-109.90	-10,617.45
Credit Ca...	01/28/2021	Fisher Scientific Company LLC	High Foam Detergent SAHAR GOLSHANI;	-59.20	-10,676.65
Credit Ca...	01/29/2021	Office Depot	Office Supplies AMY SCHULTZ;	-34.77	-10,711.42
Credit Ca...	02/01/2021	White Cap	Fall Protections Harness GREG PEASE;	-961.25	-11,672.67
Credit Ca...	02/01/2021	White Cap	Slings GREG PEASE;	-808.01	-12,480.68
Credit Ca...	02/01/2021	Amazon.com	Office Supplies AMY SCHULTZ;	-136.82	-12,617.50
Credit Ca...	02/01/2021	Amazon.com	Office Supplies AMY SCHULTZ;	-119.91	-12,737.41
Credit Ca...	02/01/2021	Liebert Cassidy Whitmore	Labor Negotiations for New Officials DALE MCDONALD;	-75.00	-12,812.41
Credit Ca...	02/01/2021	Amazon.com	Office Supplies AMY SCHULTZ;	-32.69	-12,845.10
Credit Ca...	02/01/2021	Amazon.com	Office Supplies GREG PEASE;	-32.64	-12,877.74
Credit Ca...	02/01/2021	Office Depot	Office Supplies AMY SCHULTZ;	-9.80	-12,887.54
Credit Ca...	02/02/2021	Government Finance Officers Associati...	Certificate of Achievement Fee DALE MCDONALD;	-460.00	-13,347.54
Credit Ca...	02/02/2021	Amazon.com	Office Supplies GREG PEASE;	-239.00	-13,586.54
Credit Ca...	02/02/2021	Treasury Software	ACH Software AMY SCHULTZ;	-39.95	-13,626.49
Credit Ca...	02/03/2021	Evoqua Water Technologies, LLC	DI Water Tank Exchange SAHAR GOLSHANI;	-397.13	-14,023.62
Credit Ca...	02/03/2021	Home Depot	Tile, Cement, Saw Blades ANTHONY J ASARO JR;	-248.50	-14,272.12
Credit Ca...	02/03/2021	Amazon.com	Office Supplies AMY SCHULTZ;	-208.74	-14,480.86
Credit Ca...	02/03/2021	Amazon.com	Office Supplies AMY SCHULTZ;	-117.10	-14,597.96
Credit Ca...	02/03/2021	Van Bebbler Bros.	10 GA HR Sheet ANTHONY J ASARO JR;	-95.25	-14,693.21
Credit Ca...	02/03/2021	Access/Central Marin Answering Service	Answering Service AMY SCHULTZ;	-75.00	-14,768.21
Credit Ca...	02/03/2021	Amazon.com	Post-Its, Facemasks TERESA LERCH;	-43.17	-14,811.38
Credit Ca...	02/03/2021	Amazon.com	Air Freshner SAHAR GOLSHANI;	-29.42	-14,840.80
Total Charges and Cash Advances				-14,840.80	-14,840.80



BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 2-19-21 Name: MEGAN CLARK

I would like to attend the NACWA Meeting

of WINTER VIRTUAL EVENT, FEB. 24, 25, 2021

To be held on the 24th day of FEB. from 2:00 a.m. (p.m.) to
25th day of FEB. from 1:00 a.m. (p.m.)

Location of meeting: VIRTUAL

Actual meeting date(s): FEB. 24-25, 2021

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

Purpose of Meeting: INFO, LEGISLATIVE FUNDING, EPA
DIRECTION, CLIMATE CHANGE, COVID

Other meeting attendees: UNKNOWN

Meeting relevance to District: RANGE OF WASTEWATER, WATER INFO

Frequency of Meeting: ONCE

Estimated Costs of Travel (if applicable): _____

Date submitted to Board Secretary: 2-19-21

Board approval obtained on Date: _____

Please submit to the Board Secretary no later than 1 week prior to the Board Meeting.



SIGN IN

Winter Virtual Event

February 24-25, 2021

Join us for a one of a kind virtual event as we explore the top advocacy issues facing the clean water sector and connect with fellow utility executives from around the country.

[Register Now](#) [Agenda](#) [Event Information](#)

With a new administration and the start of the 117th Congress, this complimentary virtual event will provide an opportunity to hear from key EPA and Capitol Hill representatives on what we can expect on the advocacy front in 2021. We will also explore the critical topics that are already front and center for utilities, such as the ongoing effects of the COVID-19 pandemic on utilities and plans for a return to normal with a vaccine rollout underway; continuing concerns over the impacts of PFAS contamination; addressing affordability concerns and a new federal assistance program; and more. Don't miss this opportunity to connect with fellow utility executives from across the country as you engage in the discussion and network with your peers!

Schedule at a Glance

Wednesday, February 24

2:00 - 4:30PM ET

- Advocacy Outlook for 2021: 117th Congress and the New Administration

As 2021 kicks off with a new presidential administration and new Congress controlled by one political party, a new political dynamic will impact national clean water policy deliberations. Join us for this opening discussion on what the likely water priorities will be for the Biden Administration and the 117th Congress, including NACWA's top advocacy issues and how the Association plans to advance them. We will hear from senior EPA and congressional staff and provide clean water utility leaders with critical insights on what to expect and how to best advocate during 2021.

- Concurrent Breakout Session Part 1

1. PFAS – What the New Administration and Congress Mean for Your Utility
2. Evaluating Climate Vulnerabilities and Resilience at Water and Wastewater Utilities
3. The Pandemic's Lasting Legacy – Improved Efficiency and Optimization

- Concurrent Breakout Session Part 2

1. COVID-19 Response and Recovery – Vaccine Deployment and Plans for Returning to 'Normal'

2. The Latest Developments and Next Steps on the Affordability Front
3. The Future of Wastewater Surveillance and Making it Work for Your Community

Thursday, February 25

1:00 - 4:30PM ET

- Women's Water Network Event
- Virtual One-2-One Meetings

E-meet with your clean water colleagues for an informal 15-minute networking blitz and take advantage of this unique opportunity to connect and share ideas. This time has been set aside to facilitate connection and networking. The portal will be available the week before the virtual event to schedule your meetings in advance.

- Collaboration and Innovation Help the Water Sector Weather the Storm

The water sector has been through tough times before and the unprecedented events of the past year certainly put the sector's resilience to the test. Tried and true strategies of collaboration and innovation combined with existing relationships and partnerships have reliably guided the sector in the past and continued to prove their worth during 2020. As the nation looks toward healing and an economic recovery, water sector representatives will share their perspectives on lessons learned, what worked and what didn't, and where things are headed in 2021 and beyond in terms of infrastructure and much more.

Why Attend?



- Engage with fellow clean water leaders, regulators, and stakeholders as you exchange ideas, share solutions, and build lasting professional connections.
- Learn what to expect on the advocacy front with the new administration.
- Network with virtual One-2-One Meetings with your clean water colleagues.
- Explore relevant topics essential to guiding your agency through future challenges and opportunities— presented by experts in the sector.
- Experience the unparalleled strength, unity, and support of a nationwide network, comprised of member agencies of all sizes and service regions.

Stay Connected

Twitter Facebook LinkedIn

Use **#Winter21** to keep track of event chatter!



Agenda Summary Report

To: Mike Prinz, General Manager *MPZ*
From: Irene Huang, Associate Engineer
 (415) 526-1529; ihuang@lqvsd.org
Meeting Date: March 4, 2021
Re: Application of Allocation of Capacity for APN 175-060-40, 5800 Northgate Drive
 Ounces Outdoors
Item Type: Consent X Action _____ Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X

STAFF RECOMMENDATION

Board to approve the issuance of a Will Serve Letter to Ounces Outdoors in the Northgate Shopping Mall located at 5800 Northgate Drive.

BACKGROUND

The project consists of constructing Ounces Outdoors, a temporary 6,425-SF beer garden in the Northgate Shopping Mall. The Central Marin Sanitation Agency (CMSA) has reviewed and approved the grease interceptor for industrial pre-treatment compliance requirements. District staff has reviewed the plans and based on the information provided, a Will Serve Letter has been drafted and a connection fee of \$7,178 has been assessed for the addition of 23 plumbing fixture units (PFUs).

The applicant has submitted a request for waiving and/or reducing the connection fee for its short-term lease with the Northgate Shopping Mall. Current District policy does not address temporary connections; however, legal counsel has advised District staff the need to develop and implement a new policy in the near future if it is desirable to accommodate short-term leases, such as Ounces Outdoors. Since the District's approval of the project is required immediately, the project is proceeding with collection of the standard connection fee. The District may refund a portion of the connection fee subject to development and implementation of a new policy for temporary connections at the end of its short-term lease.

Potential Access Issues to Impacted Sewer Facilities: None, only sewer lateral work is proposed.

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

The estimated additional flow from the proposed project is approximately 230 gpd. It will have negligible impact to downstream sewer facilities. Staff is tracking additional flows from proposed



residential and commercial developments and will be evaluating the combined effects as part of the master planning currently in progress with Kennedy Jenks.

PREVIOUS BOARD ACTION

N/A

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

N/A



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

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

Date: March 4, 2021
 Property Owner(s): Merlone Geier
 Property Owner Address: 425 California St
 San Francisco, CA 94104
 Applicant: Joanna Vaughn
 Project Name: Ounces Outdoors
 Project Address: 5800 Northgate Drive
 San Rafael, CA 94903
 Project APN: APN 175-060-40

Re: Will-Serve Letter

You have requested a **Will-Serve Letter** from the Las Gallinas Valley Sanitary District (“LGVSD”) at the March 4, 2021 Board Meeting.

Subject to the terms and conditions in this letter, LGVSD will serve the project with additional 22.5 Plumbing Fixture Units (PFU). This letter may be used to submit to another local agency to satisfy a condition for either tentative subdivision map approval or any other permit approval.

The standard terms and conditions of approval are as follows:

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

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

The Connection Fee approved by the Board is as follows:

Connection Fee for 22.5 PFU at \$319/PFU:	\$ 7,177.50
Application Fee:	\$ 500.00 (paid)
Engineering Review and Inspection Fees:	\$ 0.00
Total Fee:	\$ 7,677.50
Outstanding Balance:	\$ 7,177.50

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

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

1. 10% of the Connection Fee is due within thirty days of Board approval of final plans and specifications;
2. 40% of the Connection Fee is due within one year, March 4, 2021; or upon the date of building permit issuance, whichever occurs first;
3. 50% of the Connection Fee is due within two years, March 4, 2022; or upon the date of building permit issuance, whichever occurs first;

Please remit **\$7,177.50** and make the check payable to Las Gallinas Valley Sanitary District. Please note if payment schedule as above is not followed, you risk losing your allocation.

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

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

Sincerely,

Mike Prinz, General Manager

AGREED:

Date: _____

Project Applicant

Cc: Michael P. Cortez, District Engineer
Dale McDonald, Administrative Services Manager

3/4/2021

General Manager Report

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

CSRMA California Sanitation Risk Management Authority

Agenda Item 4.2

Date March 4, 2021



c/o ALLIANT INSURANCE SERVICES, INC.
100 Pine Street, 11th Floor, San Francisco, CA 94111-5101

Insurance License No.: 0C36861
Tel: 415.403.1400 Fax: 415.874.4813

OFFICERS:

Craig Murray, *President*
805.684.7214
Sandeep Karkal, *Vice President*
415.892.1694

PAST PRESIDENTS:

Greg Baatrup
2018-2020
Paul Bushee
2014-2018

February 19, 2021

Mr. Dale McDonald
Las Gallinas Valley Sanitary District
101 Lucas Valley Road Ste. 300
San Rafael, CA 94903

Pooled Liability Program **Twenty-Ninth Dividend Declaration**

Dear Dale:

On January 28, 2021, in accordance with the Board adopted Policy and Procedure, the Board of Directors declared a dividend. Dividends declared reflect favorable results from Program Years 1986/87 – 2014/15. Enclosed is Las Gallinas Valley Sanitary District's dividend share in the amount of \$23,261.

All agencies share in dividends through the formula adopted by the Board of Directors. Dividends are in addition to the Retrospective Rating Program, which limits returns to 25% of a member's original deposit. Any remaining unencumbered funds up to 25% of the amount in any one year are shared among the membership as dividends.

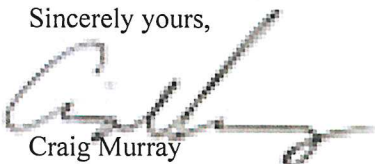
This year, our 35th year of providing service to our membership, the total amount of the dividend declared is \$1,344,560. This remarkable result is reflective of a continued effort in *effective risk management* by member agencies, as well as through the hard work of the CSRMA claims management staff, Program Committee, and the Executive Board.

We expect to declare dividends again next year, the calculation of which will incorporate all prior program years including 2015/16. Overall, the Pooled Liability Program has returned almost \$26 million in dividends since its inception, giving a clear indication that the program continues to remain fiscally healthy and is meeting the needs of the membership.

Please contact Myron Leavell, mleavell@alliant.com, if you should have any questions.

Thank you for your continued participation.

Sincerely yours,



Craig Murray
President

A Joint Powers Authority



Agenda Summary Report

To: Mike Prinz, General Manager MP
From: Irene Huang, Associate Engineer
 (415) 526-1529; ihuang@lqvsd.org
Meeting Date: March 4, 2021
Re: Administration Building Conceptual Elevations for Existing Site
Item Type: Consent _____ Action _____ Information X Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X

STAFF RECOMMENDATION

None. Informational only.

BACKGROUND

In 2019, the Board awarded a contract to MWA Architects to conduct site evaluation and compare potential sites for a new Administration Building. This necessitated temporarily pausing design work by Danadjieva Hansen Architects (DHA), who had been developing a design for a steeply sloped site southeast of the existing Administration Building, hereafter referred to as the *DHA Site*. Comprehensive evaluation of site alternatives for a new Administration Building was not done prior to MWA's analysis.

MWA's evaluation effort included the *DHA Site* and seven other alternatives. Of the three most feasible sites identified on District property, the existing building location ranked highest in categories of *District Staff Priorities*, *Project Duration*, and *Estimated Project Cost*. Due to the high rank of the existing administration building site, MWA's contract was amended to facilitate development of conceptual building elevations in order to provide additional information regarding continued use of the site for a new building. This information was deemed necessary for the Board to compare the elevation views for the *DHA Site* relative to the existing building site.

The conceptual elevation views for the existing building site are complete. Note that these conceptualizations are of only the exterior of a proposed building and would be subject to future decisions on a wide array of aesthetic and design variables if the Board chose to pursue this site. Staff are developing updated cost estimates with an independent estimator for both sites. This cost information will be presented to the Board along with a 'pro versus con' analysis for the two sites and a staff recommendation regarding site selection and continuation of the design effort in April or May of 2021.

See the recently developed representative drawing below, which will be highlighted from various perspectives during the Board presentation.

PREVIOUS BOARD ACTION

The Board awarded a contract to MWA Architects for the Administration Building Site Evaluation project on December 5, 2019, and Amendment 1 on May 21, 2020. Amendment 2 was awarded on November 19, 2020 for conceptual building elevation development for the existing administration building site.

ENVIRONMENTAL REVIEW

Future environmental review will be done as needed for the selected site.

FISCAL IMPACT

N/A



Figure 1. Representative Conceptual Elevation View of Administration Building at the Existing Site (North View).



Figure 2. Representative Conceptual Elevation View of Administration Building at the Existing Site (Entry View).



Agenda Summary Report

To: Mike Prinz, General Manager *MSP*
 From: Dale McDonald, Administrative Services Manager *DM*
 (415) 526-1519 dmcDonald@lgvsd.org
 Meeting Date: March 4, 2021
 Re: Administration Building Ad-Hoc Committee Member Clarification
 Item Type: Consent _____ Action X Information _____ Other _____
 Standard Contract: Yes _____ No _____ (See attached) Not Applicable X

STAFF RECOMMENDATION

Staff recommends that the Board President rescind the appointment of an alternate member to the Administration Building Ad-Hoc Committee and designate one chairperson.

BACKGROUND

The Administration Building Ad Hoc Committee was created to review and gather information regarding the proposed design of the new administration building, contractual relationships and consulting agreements, and site selection alternatives. The committee is not intended to exist longer than a year except upon extension by the Board upon its final report to the Board.

Board Policy B-40-20 describes the process and requirements of creation of ad hoc committees, including purpose, duties, and potential timeframe. These were defined when the ad hoc committee was formed and are not in question.

In a follow-up conversation between staff and District Counsel Patrick Richardson, concern was raised regarding the risk that a serial communication, as defined by the Brown Act, could occur due to the appointment of an alternate Board member to the ad hoc committee.

Section 54952.2(b)(1) prohibits a majority of members of a legislative body outside of a lawful meeting from directly or indirectly using a series of meetings to discuss, deliberate or take action on any item of business within the subject matter jurisdiction of the body.

By definition, the ad hoc committee has been tasked with a specific purpose to deliberate on narrow items of interest related to the administration building. There is a strong possibility that a specific matter could be discussed at multiple meetings. If an alternate were to participate in a meeting where the item being discussed was previously considered by the committee it would be a violation of the Brown Act as three Board members, constituting a majority, would have deliberated on a single subject matter outside of a lawful public meeting.



There is additional risk to the District if an alternate remains on the ad hoc committee. One of the purposes of the ad hoc committee is to review contractual and consulting agreements. California Public Contract Code (PCC) placed all public contract law in one code with the intent to achieve the following objectives:

- (a) To clarify the law with respect to competitive bidding requirements.
- (b) To ensure full compliance with competitive bidding statutes as a means of protecting the public from misuse of public funds.
- (c) To provide all qualified bidders with a fair opportunity to enter the bidding process, thereby stimulating competition in a manner conducive to sound fiscal practices.
- (d) To eliminate favoritism, fraud, and corruption in the awarding of public contracts.

Under PCC, ad hoc committees cannot award contracts as this power rests with the full Board for all contracts that exceed the General Manager's purchasing authority. If an alternate is involved in a discussion on contracts it could lead to legal challenges by the losing bidders. If a contract is found to be illegal, it would become void, and the District could suffer substantial financial harm. This risk can be avoided by not having Board members serve as alternates on ad hoc committees that review contracts.

Regarding the appointment of co-chairpersons, current Board Policy B-40-20-2 only describes appointment of "chairperson" in the singular and not plural. There is no prohibition of appointing co-chairpersons on ad hoc committees. The chairperson determines the date, time, and place of each committee meeting, manages the meetings, and is responsible for providing reports to the full Board. Management believes that coordinating through one chairperson is most practical and is consistent with the intent of Board policy.

PREVIOUS BOARD ACTION

On February 18, 2021 the Board created the Administration Building Ad Hoc Committee. Directors Clark and Elias were appointed as co-chairpersons with Director Murray appointed as alternate.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

None.



Agenda Summary Report

To: LGVSD Board of Directors
From: Mike Prinz, General Manager *MJD*
 (415) 526-1511 mprinz@lgvsd.org
Meeting Date: March 4, 2021
Re: Draft Request for Proposals for Legal Services
Item Type: Consent Action Information Other
Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION

Staff recommends that the Board discuss the attached draft Request for Proposals (RFP) for legal services and direct staff as necessary regarding revisions to and issuance of the RFP.

BACKGROUND

As a public agency, the District has typical needs for legal counsel, however the workload to meet those needs is generally not sufficient to warrant employing in-house legal staff. The District has, therefore, contracted with outside counsel for a range of legal services for quite some time. The District reportedly retained Byers-Richardson to fulfill the role of District Counsel in November, 1992. Based on District invoice records, the Firm's name in 1999 was McCracken, Byers & Haesloop LLP. This is the earliest reference to legal counsel in existing District invoice archives.

Staff surveyed nearby sanitary districts regarding various aspects of their legal services resources. Pertinent aspects of those service models are summarized below, including LGVSD's.

District	Service Model	Total Annual Budget	Comments
CMSA	County Counsel with 3 additional Firms	\$30,000	Employment, Construction, Regulatory specialists
Belvedere-Tiburon	Single Firm	\$60,000	Firm has in house specialists
SMCSD	Single Firm	\$12,000	Firm has in house specialists
SASM	County Counsel	\$30,000	Issue based meeting attendance
NSD	Single Firm	\$65,000	Firm has in house specialists \$6,000-\$7,000 per year, typical
NMWD	Single Firm	\$30,000	Firm has in house specialists \$180/hour
LGVSD	2 Firms	\$120,000	General Counsel, Employment Specialist, other subcontracted specialists as needed. Regular meeting attendance. Byers-Richardson: \$250/hour

Table 1. Legal Services for nearby Marin County Sanitary Districts and LGVSD.



Of note is the fact that most nearby sanitary districts typically budget for legal services at levels less than 50% of LGVSD's legal services budget. Also, based on conversations with general managers from nearby sanitary districts, several do not have general counsel at all Board meetings.

District organizational structure indicates the District Counsel reports directly to the Board.

Board Policy B-160-20, describes a process by which Legal Counsel is selected and retained.

PREVIOUS BOARD ACTION

Board policy B-160 indicates an approval date of July 9, 2009. Resolution 2009-1872, which presumably created the original B-160 policy along with all other Board Policies, was approved on May 28, 2009.

The current agreement with Byers-Richardson was approved by the Board on May 7, 2020.

The Board directed staff on December 22, 2020 to develop a draft RFP for legal services for Board consideration.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

Legal Services are included in each fiscal year's budget in an approximate amount of \$120,000, which may or may not be revised, depending on the Board's decision regarding issuance of an RFP and the potential outcome of such a process. It should be noted that depending on the scope of service desired by the Board, costs for legal services may be reduced to substantially lower levels than have historically been incurred.

Date

Via Email & U.S. Mail

Name

Firm

Address

San Rafael, CA 94901

RE: Request for Proposals for Services as General Counsel

The Board of Directors of the Las Gallinas Valley Sanitary District is soliciting proposals to select a firm or individual to serve as General Counsel. General Counsel reports directly to the Board of Directors and provides legal services to the Board, General Manager, and Staff as requested.

The District has historically contracted for legal services and intends to continue that practice. The workload varies monthly but is anticipated to range from approximately 2 to 16 hours per month. If you or your firm is interested in providing this service, we invite you to respond to the attached Request for Proposal.

To be considered, proposals must be received by the District at or before 5:00 p.m., Date. Questions should be directed to:

Mike Prinz, General Manager
Las Gallinas Valley Sanitary District
101 Lucas Valley Road
San Rafael, CA 94903
Phone: (415) 472-1734
E-mail: mprinz@lgvsd.org

Information about the Las Gallinas Valley Sanitary District can be found at www.lgvsd.org.

Very truly yours,

Mike Prinz, PE
General Manager

**Request for Proposals
For Services as General Counsel
For the Las Gallinas Valley Sanitary District
DATE**

BACKGROUND

The Las Gallinas Valley Sanitary District (District) serves the northerly portion of the City of San Rafael together with unincorporated areas of Marin County north of San Rafael. The District operates an advanced secondary wastewater treatment plant with a dry weather flow of 2.2 MGD and a secondary treatment capacity of 18 MGD. The District routinely recycles approximately 40% of the wastewater processed through the plant.

The District also operates 105 miles of collection system sewer pipelines, 7 miles of force mains, and 28 sewage pump stations, of which five are considered major pump stations and pump sewage directly to the treatment plant. Additionally, the District operates a 300 acre reclamation area adjacent to the San Francisco bay, which includes 100 million gallons of recycled water storage and a dedicated land disposal area for biosolids management purposes. The District operates under a range of permits issued by various agencies that regulate wastewater utilities and has a staff of

1. PURPOSE

The District is soliciting proposals to select a firm or individual to serve as General Counsel. In this Request for Proposals (RFP), the term “firm” will be used, although proposals from individuals will also be accepted and considered. The selected firm will be awarded a Professional Services Contract for a 48-month period with an option to continue service for one year subject to a 30-day cancellation. The Board of Directors will annually evaluate the performance and the billing of the hired General Counsel.

2. SCOPE OF WORK

The firm selected must be prepared to perform any and all services that are commonly performed for governmental entities, including but not limited to the following:

- a. Review Board meeting agendas for conformance with applicable law
- b. Attend regular Board meetings and special meetings as needed and advise on matters arising during the meeting
- c. Interpret laws, rulings and regulations for the District
- d. Examine legal matters to determine advisability of defending or prosecuting lawsuits
- e. When appropriate, represent the District in litigation including administrative and legal proceedings

- f. Advise the District concerning transactions of business involving internal affairs, directors, officers and relations with the general public
- g. Advise on, approve, and/or prepare District contracts
- h. Assist staff with Policy and Ordinance development and revision
- i. Obtain and manage special legal counsel services as needed for non-routine/unique issues
- j. Assist the General Manager regarding other personnel, labor and legal matters

3. REQUIRED QUALIFICATIONS/EXPERIENCE

The firm selected must have depth and expertise on the variety of issues confronting the District. The attorney serving as General Counsel must be a member in good standing of the State Bar of California and able to represent the District in court. Relevant expertise of the firm selected as General Counsel should include but not be limited to the following:

- a. Public Contract Code and other laws applicable to public construction work contracts
- b. Contract law
- c. Construction related issues
- d. Local, Federal and State budgeting processes whereby various funds and projects are authorized and appropriated
- e. Ralph M. Brown Act compliance
- f. The California Public Records Act
- g. Conflict of Interest compliance
- h. Debt issuance and bond law
- i. Public service rate setting, with particular focus on Proposition 218 limitations
- j. Employee labor laws
- k. Litigation
- l. Planning
- m. Land Use
- n. Property acquisition and Right of Way
- o. Regulatory experience including but not limited to that pertaining to NPDES permitting, Title 22 reuse, Biosolids Management, Air Board Compliance
- p. Previous public sector experience

4. ACCESSIBILITY

Accessibility is very important to the District. In addition to the General Counsel firm attending Board of Directors meetings as requested, it is the District's desire that the selected firm be able to have an attorney available by telephone to provide legal assistance to the District on a 24-hour basis.

5. CONFLICTS OF INTEREST

The District is involved in numerous activities and does not want to hire a law firm that frequently has to recuse itself from issues due to conflicts of interest. Please address this issue in your proposal. Also, provide a statement identifying any potential conflicts of interest with other clients or interests of the firm.

The firm should identify and disclose any business relationship, direct or indirect, past, present or pending, with any of the cities or county served by the District, any public or private wastewater entity, any private developer doing business within the boundaries of the District, or any other entity or individual that the firm believes warrants disclosure.

6. GENERAL REQUESTED INFORMATION

- a. Please provide the name, address and phone number of your firm's contact person for this
- b. Describe the expertise and relevant experience of the attorney(s)-in-charge who will conduct this work.
- c. Provide a description of your firm, including the size (number of attorneys) and areas of specialization. Include specific information about your offices in the San Francisco Bay and/or Sacramento areas.
- d. Provide the names and experience of each individual who would be assigned to work on this account.
- e. Provide 3 professional references that demonstrate the depth and quality of experience of your firm.

7. COMPENSATION

- a. Describe how your firm proposes to be compensated for its services. Note that the District considers time and expense billings to be normal and customary for legal services, however the District may entertain alternate compensation models such as fixed fee per month with appropriate limitations. Further, the District is interested in obtaining legal support as cost effectively as possible and, therefore, requires interested parties to include a narrative describing the methods that would be employed to keep costs to a reasonable and prudent level for a District of LGVSD's scope and size.
- b. All billings for legal services may be subject to audit by the District and/or independent auditors.

8. PROPOSAL CONTENT/FORMAT

- a. Each firm must submit a written proposal including information responsive to categories 2 through 7 above . Each section should be clearly defined and separated from the others. Please also include:

- i. Your firm's general approach to accomplishing the tasks described in SCOPE OF WORK. If your firm cannot perform one or more of the tasks indicated, describe how your firm will facilitate the completion of such tasks successfully.
 - ii. Any additional comments or statements, which will assist in the evaluation of your firm's information.
- b. Format: The information must be submitted in standard 8½ by 11-inch page format with a maximum of 20 double sided pages (40 pages total);
- c. Form: All proposals must be in hard copy format. The original transmittal document must be signed by someone authorized to execute legal documents on behalf of your firm.
Please provide six (6) copies of the completed package.
- d. Submittal: Mail proposals to:

Mike Prinz, General Manager
Las Gallinas Valley Sanitary District
101 Lucas Valley Road
San Rafael, CA 94903
Phone: (415) 472-1734
E-mail: mprinz@lgvsd.org

- e. **Deadline: All proposals must in be in office of the District at the address indicated no later than 5:00 PM, DATE.** Late proposals will not be accepted.

9. SELECTION PROCEDURE AND AWARD

The District may conduct brief interviews of short-listed firms. Selection will be made by vote of the Board of Directors. Selection criteria listed below will be ranked on a scale of 1 to 5 for all short listed firms:

1. **Public sector work experience**
2. **Wastewater sector work experience**
3. **Approach to service efficiency**
4. **Rates/compensation model**
5. **Proposal completeness**
6. **Interview results**
7. **References**

Award: The award will be in the form of a Professional Services Contract(s) between the District and the selected firm and may incorporate portions of the proposal.

Insurance Requirements: After selection, the firm will be required to furnish evidence of the following insurance requirements:

- i. Commercial General Liability Insurance (contractual, products, and completed operations coverage included) with a combined single limit of

- no less than \$1,000,000 and a general aggregate limit of no less than \$2,000,000;
- ii. Business or Comprehensive Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles, with a combined single limit of no less than \$1,000,000 per accident;
 - iii. Professional Liability Insurance with limits of \$1,000,000 per claim and \$2,000,000 in the aggregate;
 - iv. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. (Not required if consultant provides written verification it has no employees.)

10. REQUESTS FOR ADDITIONAL INFORMATION AND CHANGES

All requests for additional information should be made to the undersigned, in writing by e-mail. No oral modifications of this RFP are valid. Any approval of modifications must be by writing from the District's General Manager or designee.

All submittals become the property of the District as public records. All submittals may be subject to public review on request, unless exempted by law. The District reserves the right to reject any or all submittals. The District reserves the right to cancel, in part or in its entirety, this RFP.

3/4/2021

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.

3/4/2021

BOARD MEMBER REPORTS

CLARK

NBWA Board Committee, NBWA Conference Committee,
Other Reports

ELIAS

NBWRA , Ad Hoc Engineering Sub-Committee re:
STPURWE, 2021 GM Evaluation Ad Hoc Subcommittee
Other Reports

MURRAY

Marin LAFCO, CASA Energy Committee, 2021 GM
Evaluation Ad Hoc Subcommittee, Marin Special Districts
Association, Other Reports

SCHRIEBMAN

Gallinas Watershed Council/Miller Creek Watershed
Council, JPA Local Task Force, NBWA Tech Advisory
Committee, Other Reports

YEZMAN

Flood Zone 7, CSRMA, Ad Hoc Engineering Sub-Committee
re: STPURWE, Other Reports



**BOARD MEMBER
MEETING ATTENDANCE REQUEST**

Date: _____ **Name:** _____

I would like to attend the _____ **Meeting**
of _____

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

Location of meeting: _____

Actual meeting date(s): _____

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

Purpose of Meeting: _____

Other meeting attendees: _____

Meeting relevance to District: _____

Frequency of Meeting: _____

Estimated Costs of Travel (if applicable): _____

Date submitted to Board Secretary: _____

Board approval obtained on Date: _____

Board packets are uploaded 7 days before the Board Meeting. Please submit your request to the Board Secretary, no later than 2:00 p.m. on the second or fourth Tuesday of the month.

3/4/2021

BOARD AGENDA ITEM REQUESTS

Agenda Item 9B

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

Voluntary water cutback urged

MARIN MUNICIPAL

Mandatory measures are possible if area doesn't get sufficient rain

By Will Houston

whouston@marinij.com

The Marin Municipal Water District is calling on customers to voluntarily cut back on their water use for the first time since the 2013 drought in response to meager rainfall reminiscent of the notorious 1976-1977 drought.

"I have to say that looking at the forecast and how much rainfall we've had to date, we might actually be happy if we achieve the 1976-77 rainfall numbers at this point," Paul Sellier, the district's operations director, told the board of directors on Tuesday evening.

While the board did not set a specific conservation target on Tuesday, a 22% voluntary reduction similar to what customers achieved between 2014 and 2016 would make a "dramatic" impact on MMWD's water storage outlook, Sellier said. However, the district might need to consider other strategies, including mandatory conservation measures if dry weather continues into April.

Before then, the district is urging customers to refrain from washing their cars at home; replace faucets and showerheads with more efficient models; check for leaks; add compost and mulch to gardens; and adhere to the district's irrigation restrictions.

MMWD customers have cut back on their water use in general since the 2013 drought, using about 10% less in 2020 compared to 2013. As California's oldest municipal water district, MMWD serves about 191,000 residents in central and southern Marin, including San Rafael, Mill Valley, Corte Madera, Larkspur, Fairfax, Sausalito, Belvedere and Tiburon.

WATER» PAGE2

Water

FROM PAGE 1

The district's seven reservoirs in the Mount Tamalpais watershed make up three-quarters of its water supply, with the other 25% being imported from Sonoma Water. As of the end of January, the reservoirs were at 68% of their average capacity by that time of year, with about 45,200 acre-feet of water. The district has historically had an average of 66,000 acre-feet by the end of January. This storage is similar to the

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than we did at that time so we aren't really even close to that level of crisis and we hope not to be," said Ben Horenstein, MMWD's general manager.

While rainfall is essential, it's the runoff into reservoirs that really counts, Sellier said. The 2020 calendar year was the second driest in 90 years for the district, with just more than 20 inches of rain falling at Lake Lagunitas. The past 12 months have been the fifth driest since the district began taking rainfall records 142 years



①

levels seen in 1990 during the 1986-1992 drought, Sellier said. As of Monday, storage had dropped to 66% of average capacity.

Typically, the water district decides whether voluntary or mandatory conservation is needed by checking its reservoir storage as of April 1. If storage is below 50,000 acre-feet at that time, the district would call on customers to voluntarily reduce use by 10%. Storage levels below 40,000 acre-feet would trigger a 25% mandatory conservation rule, though Sellier said this has never been used before.

“We’ve always had some sort of miracle escape,” he told the board.

But it’s the Dec. 1 reservoir checkup that has MMWD staff worried and calling for voluntary conservation efforts early. If storage is below 30,000 acre-feet on Dec. 1, that would trigger a mandatory 50% conservation rule. Projections show this could happen if rainfall levels continue to be below 50% of average and if customers do not conserve more water.

As of Tuesday, the district recorded just under 17 inches of rain at Lake Lagunitas, just shy of 47% of the average rainfall it normally receives by this time of year. That’s tracking with rainfall levels during the 1976-1977 drought, when at one point the district was only 120 days away from running out of water after two years of low rainfall.

To avoid running out of water, an emergency pipeline was built across the Richmond- San Rafael Bridge to carry water over from the East Bay. It was used until 1982.

Much has changed since then, including the raising of the Kent Lake dam in 1982 to add more than 16,000 acre-feet of new storage, and the construction of the Soulajule Reservoir, the district’s third-largest basin, in 1979. Sonoma Water also increased its own reservoir storage by 381,000 acre-feet since that time, completing Lake Sonoma in 1984.

“We have far more storage

③

ago. The intermittent rainfall Marin has seen so far this winter has not been enough to fully soak the parched ground.

“The way the rain has fallen has just simply not generated much in the way of runoff for the reservoirs,” Sellier said.

This runoff issue can be further illustrated by comparing the start of the 2013 drought with 2020. Even though 2020 had twice the amount of rainfall compared to 2013, the runoff in 2020 was only 67% of what flowed into reservoirs in 2013.

Any water conservation measures are expected to come at a cost to the district’s revenue. These costs would compound the economic hits from the coronavirus pandemic such as the surge in delinquent water bills and the district’s decision to delay planned rate and fee increases to April.

A 20% drop in water use translates to an estimated \$8 million in lost revenue, Horenstein said. The district also expects to pay another \$4.5 million for other drought actions, including its decision to increase the amount of imported water it purchases from Sonoma, pumping water from rarely used reservoirs at Phoenix Lake and Soulajule and its public outreach efforts.

Any mandatory conservation rules would likely result in a “much deeper cut,” Horenstein said. “At that point, we would be thinking of, potentially, ways to address our financial picture through some sort of drought rate that we’ll be talking to the board between now and that point in time early or mid-April,” Horenstein said.

More information about water conservation rules and recommendations can be found at marinwater.org/water-conservation.

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