



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

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

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

## BOARD MEETING AGENDA

February 28, 2019

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

Estimated Time

- 4:30 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 February 14, 2019  
B. Approve the Warrant List for February 28, 2019  
C. Approve Contract to Brown and Caldwell for Engineering Services during Construction for the Secondary Treatment Plant Upgrade and Recycled Water Expansion (Project).  
  
Possible expenditure of funds: Yes, Items B and C.  
Staff recommendation: Adopt Consent Calendar – Items A through C.
- 4:40 PM 3. MARIN LAFCO ELECTION FOR SPECIAL DISTRICT MEMBER**  
Board to rank first, second and third choices.
- 4:45 PM 4. COLLECTION SYSTEM MASTER PLAN SCOPE REVISION AND REQUEST FOR PROPOSALS – INTEGRATED WASTEWATER MASTER PLAN**  
Board to discuss changing the Collection System Master Plan to a Systemwide Master Plan.

- 5:00 PM 5. REGULAR BOARD MEETING DAY AND TIME DISCUSSION**  
Board to discuss potential changes to regular meeting schedule.
- 5:20 PM 6. BOARD MEMBER OUTSIDE COMMITTEE MEETING ATTENDANCE COMPENSATION**  
Board to discuss and clarify criteria for committee meeting attendance compensation.
- 5:35 PM 7. BOARD COMPENSATION FOR JANUARY 2019**  
Board to discuss January Board meeting compensation.
- 5:50 PM 8. INFORMATION ITEMS:**
- A. STAFF/CONSULTANT REPORTS:
1. General Manager Report – Verbal
  2. Administration Department Quarterly Report – Written
  3. Collection Department Quarterly Report – Written
  4. Engineering Department Quarterly Report – Written
  5. Operations Department Quarterly Report – Written
- 6:15 PM 9. BOARD REPORTS:**
1. LAFCO - Verbal
  2. Gallinas Watershed Council / Miller Creek Watershed Council– Verbal
  3. JPA Local Task Force on Solid and Hazardous Waste – Verbal
  4. Flood Zone 7 – Verbal
  5. NBWA – Verbal
  6. NBWRA/North Bay Water – Verbal
  7. Engineering Subcommittee – Verbal
  8. Other Reports - Verbal
- 6:20 PM 10. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
- B. Board Agenda Item Requests – Verbal
- 6:25 PM 11. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE**
- 6:30 PM 12. ADJOURNMENT**

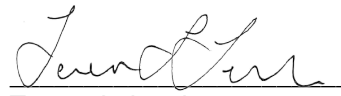
AGENDA APPROVED:

Craig K. Murray, 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 February 25, 2019 at 4:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held February 28, 2019 at the District Office, located at 300 Smith Ranch Road, San Rafael, CA.

DATED: February 25, 2019



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.

**MINUTES OF FEBRUARY 14, 2019**

1  
2  
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN  
4 SESSION ON FEBRUARY 14, 2019 AT 4:00 PM, AT THE DISTRICT OFFICE, 300 SMITH RANCH  
5 ROAD, SAN RAFAEL, CALIFORNIA.  
6  
7 **BOARD MEMBERS PRESENT:** R. Elias, C. Murray, J. Schriebman and  
8 C. Yezman (by teleconference from 28916 Willow Creek  
9 Str. Farmington Hills, MI and was consistent with the  
10 Brown Act)  
11  
12 **BOARD MEMBERS ABSENT:** M. Clark  
13  
14 **STAFF PRESENT:** Mike Prinz, General Manager (also present for Closed  
15 Session); Teresa Lerch, District Secretary; Robert Ruiz,  
16 Administrative Service Manager (also present for Closed  
17 Session)  
18  
19 **OTHERS PRESENT:** David Byers, District Counsel; Glenn Berkheimer, IEDA;  
20  
21 **ANNOUNCEMENT:** President Murray announced that the agenda had been  
22 posted as evidenced by the certification on file in  
23 accordance with the law  
24  
25 **PUBLIC COMMENT:** None.  
26  
27 **ADJOURNMENT:**  
28  
29 **ACTION:**  
30  
31 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO  
32 CLOSED SESSION ON FEBRUARY 14, 2019 , AT 4:02 PM, AT THE DISTRICT OFFICE, 300 SMITH RANCH  
33 ROAD, SAN RAFAEL, CALIFORNIA.  
34  
35 Lerch left at 4:02 PM.  
36  
37 **CLOSED SESSION:**  
38  
39 **CONFERENCE WITH LABOR NEGOTIATOR:** – Agency designated representative: Glenn Berkheimer,  
40 IEDA; pursuant to Government Code Section 54957.6  
41  
42 **ADJOURNMENT:**  
43  
44 **ACTION:**  
45 The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on  
46 February 14, 2019 at 4:47 pm.  
47  
48 **STAFF PRESENT:** Mike Cortez, District Engineer; Teresa Lerch, District  
49 Secretary;  
50  
51 **OTHERS PRESENT:** None.  
52  
53 **PUBLIC COMMENT:** Michael McCrea addressed the Board.  
54  
55 **REPORT ON CLOSED SESSION:**  
56 President Murray reported that there were no reportable actions in Closed Session.



- 57 **CONSENT CALENDAR:**  
58 These items are considered routine and will be enacted, approved or adopted by one motion unless a request for  
59 removal for discussion or explanation is received from the staff or the Board.  
60 A. Approve the Board Minutes for January 31, 2019  
61 B. Approve the Warrant List for February 14, 2019  
62 C. Approve Call for Bids – Marinwood Trunk Sewer Repair  
63 D. Approve Special Board Meeting Request  
64 E. Approve Order of the Board that publication of Ordinance 175 has occurred  
65

66 Item A was pulled for discussion.

67  
68 Item A was discussed and will be modified to amend the final motion.  
69

70 **ACTION:**

71 Board approved (M/S Schriebman/Elias 4-0-1-0) the Consent Calendar items A through E with item A  
72 amending the final motion to adjourn.  
73

74 AYES: Elias, Murray and Schriebman and Yezman.

75 NOES: None.

76 ABSENT: Clark.

77 ABSTAIN: None.  
78

79 **GUIDE DOGS WILL SERVE LETTER APPROVAL**

80 Board and staff reviewed the conditions of approval. Discussion ensued.  
81

82 **ACTION:**

83 Board approved (M/S Yezman/Elias 4-0-1-0) the issuance of an Updated Will Serve Letter to Guide Dogs  
84 for the Blind.  
85

86 AYES: Elias, Murray and Schriebman and Yezman.

87 NOES: None.

88 ABSENT: Clark.

89 ABSTAIN: None.  
90

91 **SEWER LATERAL ORDINANCE STATUS UPDATE**

92 Staff explained status of Sewer Lateral Ordinance and development. Discussion ensued.  
93

94 **WINTER NEWSLETTER TOPIC SELECTION**

95 Board and staff discussed Winter Newsletter Topics. The topics that the Board would like in the Newsletter  
96 are: Update on Treatment Plant Upgrade, Microbead Study Update, New Rates and Public Hearing,  
97 Recyclables and Flushables and the New Team at LGVSD- New Employees and Board members.  
98

99 Cortez left at 5:43 pm.  
100

101 **REGULAR BOARD MEETING DAY AND TIME DISCUSSION**

102 Board discussed possible changes to regular meeting schedule. This item will be brought back to the next  
103 Board meeting.  
104

105 **BOARD MEMBER OUTSIDE COMMITTEE MEETING ATTENDANCE COMPENSATION**

106 Board and staff reviewed criteria for committee meeting attendance compensation. Discussion ensued.  
107 This item will be brought back to the next Board meeting.  
108

109 Byers left at 6:28 pm  
110  
111

112 **INFORMATION ITEMS:**

113 **STAFF / CONSULTANT REPORTS:**

- 114 1. General Manager Report – Verbal – Prinz reported.
- 115 2. Draft Strategic Plan Implementation Schedule - Written – Prinz reported
- 116 3. Bulk Polymer Purchase – Written - Prinz reported.
- 117 4. Biosolids Fact Sheet – Written – Prinz reported.

118  
119 **BOARD REPORTS (which may be continued to next Board Meeting):**

- 120 1. LAFCO – Verbal – no report.
- 121 2. Gallinas Watershed Council / Miller Creek Watershed Council– Verbal – Schriebman
- 122 reported.
- 123 3. JPA Local Task Force on Solid and Hazardous Waste – Written – no report.
- 124 4. Flood Zone 7 – Verbal – no report.
- 125 5. NBWA – Verbal – no report.
- 126 6. NBWRA/North Bay Water – Verbal- no report.
- 127 7. Engineering Subcommittee – Verbal – no report.
- 128 8. Other Reports – CASA Air Quality Climate Change and Energy Workgroup Meeting –
- 129 Murray, CASA Conference Risk Management Seminar – Elias, BASMAA Post-
- 130 Construction Manual Report – Schriebman – no report.

131  
132 **BOARD REQUESTS:**

- 133 A. Board Meeting Attendance Requests – None.
- 134 B. Board Agenda Item Requests – None.

135  
136 **VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE:**

137 Discussion ensued.

138  
139 **ADJOURNMENT:**

140  
141 **ACTION:**

142 Board approved (M/S Yezman/Schriebman 4-0-1-0) the adjournment of the meeting at 6:43 p.m.

- 143 AYES: Elias, Murray, Schriebman and Yezman.
- 144 NOES: None.
- 145 ABSENT: Clark.
- 146 ABSTAIN: None.

147  
148  
149 The next Board Meeting is scheduled for February 28, 2019 at the District Office.

150  
151 **ATTEST:**

152  
153  
154  
155  
156 \_\_\_\_\_  
157 Teresa Lerch, District Secretary

158  
159 **APPROVED:**  
160  
161  
162 \_\_\_\_\_  
163 Craig K. Murray, Board President

Seal

**2/28/2019**

**Warrant List for February 28, 2019**

**Agenda Item 2B**

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



Consent \_\_\_\_\_ 2C \_\_\_\_\_  
Staff/Consultant Reports \_\_\_\_\_  
Agenda Item \_\_\_\_\_

# Agenda Summary Report

Date February 28, 2019

**To:** Mike Prinz, General Manager  
**From:** Michael P. Cortez, PE, District Engineer  
**Mtg. Date:** February 28, 2019  
**Re:** Approve Contract with Brown and Caldwell for Engineering Services during Construction for the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project

## BACKGROUND:

In response to a staff request, Brown and Caldwell (B&C) has submitted a proposal to assist LGVSD staff during construction and startup of the Secondary Treatment Plant Upgrade and Recycled Water Expansion (Project).

The scope of work includes the following:

- Assist with pre-selected equipment site visits
- Review selected contractor submittals
- Review design changes as necessary
- Assist with startup and testing
- Attend meetings as necessary

In addition to extensive local wastewater treatment process experience and in-depth perspective on innovative process technologies such as the “bio-wheels” used in the Project, B&C also prepared the Project predesign study and provided support throughout the Project redesign and rebidding efforts.

Overall Project Contract Summary with Brown and Caldwell:

1. Secondary Expansion Project Predesign (8/14/2012):	\$222,958
2. Peer Review Services of Aqua Engineering Design (2/16/2016):	\$ 73,415
3. Amendment 1 to Peer Review Services- Original Bid Evaluation:	\$ 26,461
4. Amendment 2 to Peer Review Services - Redesign and Rebidding:	\$ 84,643
5. Engineering Services During Construction	<u>\$152,802</u>
Total:	\$560,279

## STAFF RECOMMENDATION:

Approve Contract with Brown and Caldwell for Engineering Services during Construction for the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project.

## FISCAL IMPACT:

\$152,802, which is available in LGVSD FY 2018-2019 budget

## PERSON(S) TO BE NOTIFIED:

Brown & Caldwell



**Marin Local Agency Formation Commission**  
Regional Service Planning | Subdivision of the State of California

Agenda Item 3  
Date February 28, 2019

**TO:** Presiding Officer, Independent Special District  
**FROM:** Jason Fried, Executive Officer  
**SUBJECT:** Election for LAFCo Special District Member

The nomination period for special district member election to the Marin Local Agency Formation Commission closed on February 18, 2019. LAFCo staff received three (3) nominations for the regular seat and one (1) nomination for the alternate seat. A mail ballot election must be held to select the regular member, serving a four-year term ending in May 2023. Given only one candidate accepted the nomination for the alternate seat, under Government Code section 56332(f)(2) "At the end of the nomination period if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed." Therefore, no ballot is being included for the alternate seat. Tod Moody shall take the alternate member seat starting May 1, 2019 unless elected to the regular seat, in which he has also been nominated.

Enclosed are the ballot and candidate qualification forms for participation in the selection process for the regular seat. Please rank your first, second and third choices on the ballot form to enable an "instant runoff". While not required in the regular seat election, you are allowed to rank all candidates you choose to select. When voting for candidates, please number each candidate in the preferred order you wish to see the candidates elected. Should your first choice not get enough votes to move to the next round, your ballot will be distributed to your second-choice candidate and so on until one candidate gets the majority of all remaining ballots. For ballots received with more than one vote cast, but without ranking numbers, will be deemed invalid, however will still be counted for quorum purposes.

**Seat 1 – Regular Seat**

The nominees for regular member are Lew Kiou, Almonte Sanitary District; Jack Baker, North Marin Water District; Tod Moody, Sanitary District #5.

**Selection Schedule**

The final date the LAFCo office will receive ballots will be **5:00pm on Monday, April 22, 2019**. Ballots will be accepted by mail to the LAFCo office, by email to [staff@marinlafco.org](mailto:staff@marinlafco.org) or by fax to (415) 785-7897. Ballots will be counted at 1pm on April 23, 2019 and will be open to the public. The newly-elected special district member will start in May 2019.

If your district or presiding officer (or designee) has questions or comments, please contact the Marin LAFCo office at (415) 448-5877.

**Administrative Office**  
Jason Fried, Executive Officer  
1401 Las Gallinas Drive, Suite 220  
San Rafael, California 94909  
T: 415-448-5877 E: [staff@marinlafco.org](mailto:staff@marinlafco.org)  
[www.marinlafco.org](http://www.marinlafco.org)

Damon Connolly, Regular  
County of Marin  
Dennis J. Rodoni, Regular  
County of Marin  
Judy Arnold, Alternate  
County of Marin

Sashi McEntee, Chair  
City of Mill Valley  
Sloan Bailey, Regular  
Town of Corte Madera  
Matthew Brown, Alternate  
Town of San Anselmo

Craig K. Murray, Vice Chair  
Las Gallinas Valley Sanitary  
Jack Baker, Regular  
North Marin Water District  
Lew Kiou, Alternate  
Almonte Sanitary District

Vacant, Regular  
Public Member  
Chris Skelton, Alternate  
Public Member



**Marin Local Agency Formation Commission**  
 Regional Service Planning | Subdivision of the State of California

**OFFICIAL BALLOT FORM**

SPECIAL DISTRICT REPRESENTATIVE

**REGULAR SEAT**

Four-Year Term (2019-2023)

**PURPOSE**

A mail-ballot election has been called by the Executive Officer of the Marin Local Agency Formation Commission (LAFCo) for the purpose of the selecting one regular member among special districts. The term is four years starting May 1, 2019.

**AUTHORIZED VOTERS**

All 30 independent special districts in Marin County are eligible to cast one ballot through their presiding officer or designee as appointed by the affected board. Formal action is not required by a special district; the presiding officer or designee retains full voting discretion under State law.

**NOMINATED CANDIDATES**

Marin LAFCo received nominations for three candidates through a separate nomination process held between November 27, 2018 and February 18, 2019. The candidates in alphabetical order are Jack Baker (North Marin Water District), Lew Kious (Almonte Sanitary), and Tod Moody (Sanitary District #5).

**VOTING INSTRUCTIONS**

It is requested each special district's presiding officer provide their ranked choice of all three nominated candidates. An instant run-off will occur should no candidate receive a majority of "first" place votes. This would involve the candidate with the least number of first place votes being eliminated and the associated ballots being redistribution among the remaining two candidates.

Please rank choices and return to Marin LAFCo by e-mail ([staff@marinlafco.org](mailto:staff@marinlafco.org)) or standard mail no later than 5:00 P.M. on **April 22, 2019**.

Nominated Candidates	Rank Choice (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )
Jack Baker North Marin Water District	
Lew Kious Almonte Sanitary District	
Tod Moody Sanitary District #5	

Print Name

Signature

Special District

Administrative Office  
 Jason Fried, Executive Officer  
 1494 Los Carros Drive, Suite 200  
 San Rafael, California 94903  
 T: 415-440-9277 E: [staff@marinlafco.org](mailto:staff@marinlafco.org)  
[www.marinlafco.org](http://www.marinlafco.org)

Damon Connolly, Regular  
 County of Marin  
 Dennis J. Rodoni, Regular  
 County of Marin  
 Judy Arnold, Alternate  
 County of Marin

Sashi McEntee, Chair  
 City of Mill Valley  
 Sloan Bailey, Regular  
 Town of Corte Madera  
 Matthew Brown, Alternate  
 Town of San Anselmo

Craig K. Murray, Vice Chair  
 Las Gallinas Valley Sanitary  
 Jack Baker, Regular  
 North Marin Water District  
 Lew Kious, Alternate  
 Almonte Sanitary District

Vacant, Regular  
 Public Member  
 Chris Skelton, Alternate  
 Public Member





**Marin Local Agency Formation Commission**  
Regional Service Planning | Subdivision of the State of California

**Nomination Form for District Seats**

District Name: Las Gallinas Valley Sanitary District

Our board voted to nominate the following current member of its own or another independent special district.

Name of Nominee: Jack Baker

Regular Member     Alternate Member     Applying for Both Seats (Regular and Alternate)

District of Nominee: \_\_\_\_\_

Board Took No Action

Ayes: Clark, Elias, Murray, Schriebsman, Yezman

Noes: None.

Absent: None.

Abstain: None.

Attest:

[Signature]  
District Secretary

Teri Lerch

Name

[Signature]  
Board President

Craig K. Murray

Name

MUST BE RETURNED TO MARIN LAFCo by 5:00 PM on MON., FEB. 18, 2019

Marin LAFCo, 1401 Los Gatos Drive, Ste. 220, San Rafael, CA 94903 or email: [staff@marinlafco.org](mailto:staff@marinlafco.org) | 415.448.5877



### Nomination Form for District Seats

District Name: North Marin Water District

Our board voted to nominate the following current member of its own or another independent special district.

Name of Nominee: Jack Baker

Regular Member     Alternate Member     Applying for Both Seats (Regular and Alternate)

District of Nominee: Special District

Board Took No Action

Ayes: Directors Baker, Fraites, Grossi, Joly, Petterle,


Noes: None

Absent: None

Abstain: None

Attest:

  
\_\_\_\_\_  
Theresa Kehoe, District Secretary

  
\_\_\_\_\_  
Board President  
Jack Baker

Name

Name

MUST BE RETURNED TO MARIN LAFCo by 5:00 PM on MON., FEB. 18, 2019

Marin LAFCo, 1401 Los Gamos Drive, Ste. 220, San Rafael, CA 94903 or email: [staff@marinlafco.org](mailto:staff@marinlafco.org) | 415.448.5877





**Marin Local Agency Formation Commission**  
Regional Service Planning | Subdivision of the State of California

**Nominee Statement of Qualifications**

Name: Jack Baker

Name of Special District: North Marin Water District

Seat Applying for:

Regular Member     Alternate Member     Applying for Both Seats (Regular and Alternate)

Telephone Number: (Home/Cell) (415)382-3332 Work: \_\_\_\_\_

Email: jckbaker@gmail.com

Home Address: 425 Corte Norte Novato, CA 94949

Work Address: \_\_\_\_\_

Present Occupation: Registered Civil Engineer (Retired)

Home Address: 425 Corte Norte Novato, CA 94949

Summary of Qualifications: 1) Served as LAFCO Regular Member (2015-present); 2) Served as LAFCO Alternate Special District Member (2013-2015); 3) Over 30 years service as Director for North Marin Water District; 4) Over

40 years of engineering experience (including 35+ years with Marin County Public Works Dept.) in the design and construction of public facilities; 5) Served one term as Director for Novato Sanitary District (1978-1982).

Reason for Applying: During the course of employment with County of Marin Department of Public Works (DPW)

I have had frequent interactions with Marin County Special Districts as well as the eleven Cities/Towns. Familiarity with these entities and their respective services has enabled me to effectively contribute as a member of the LAFCO decision making process.

Please list organizations in which you are an officer employee: North Marin Water District (Director)

Additional information may be attached | MUST BE RETURNED TO MARIN LAFCo by 5:00 PM on MON., FEB. 18, 2019

Return to: Marin LAFCo | 1401 Los Gamos Drive, Ste. 220 | San Rafael, CA 94903 | Email: staff@marinlafco.org



**Marin Local Agency Formation Commission**  
Regional Service Planning | Subdivision of the State of California

**Nomination Form for District Seats**

District Name: Almonte Sanitary District

Our board voted to nominate the following current member of its own or another independent special district.

Name of Nominee: Lew Kious

Regular Member     Alternate Member     Applying for Both Seats (Regular and Alternate)

District of Nominee: Almonte Sanitary District

Board Took No Action

Ayes: five

Noes: 0

Absent: 0

Abstain: 0

Attest:

[Signature]

[Signature]  
Board President

Treasurer/Secretary

Lew Kious

Name

Name

MUST BE RETURNED TO MARIN LAFCo by 5:00 PM on MON., FEB. 18, 2019

Marin LAFCo, 1401 Los Gamos Drive, Ste. 220, San Rafael, CA 94903 or email: [staff@marinlafco.org](mailto:staff@marinlafco.org) | 415.448.5877



**Marin Local Agency Formation Commission**  
Regional Service Planning | Subdivision of the State of California

**Nomination Form for District Seats**

District Name: Homestead Valley Sanitary District

Our board voted to nominate the following current member of its own or another independent special district.

Name of Nominee: Lew Kious

Regular Member     Alternate Member     Applying for Both Seats (Regular and Alternate)

District of Nominee: Almonte Sanitary District

Board Took No Action

Ayes: 5

Noes: 0

Absent: 0

Abstain: 0

Attest:

[Signature]

[Signature]

Name

[Signature]  
Board President

As LEI BOF

Name

MUST BE RETURNED TO MARIN LAFCo by 5:00 PM on MON., FEB. 18, 2019

Marin LAFCo, 1401 Los Gamos Drive, Ste. 220, San Rafael, CA 94903 or email: [staff@marinlafco.org](mailto:staff@marinlafco.org) | 415.448.5877



**Marin Local Agency Formation Commission**  
Regional Service Planning | Subdivision of the State of California

Nominee Statement of Qualifications

Name: Lew Kious

Name of Special District: Almonte Sanitary District

Seat Applying for:

XXX Regular Member    \_\_\_ Alternate Member    \_\_\_ Applying for Both Seats (Regular and Alternate)

Telephone Number: (Home/Cell) home: 415-383-8750 \_\_\_\_\_ Work: 415-389-6112

Email: ldkious@sbcglobal.net

Home Address: 233 Princeton Ave., Mill Valley, CA 94941

Work Address: 900 Doolittle Dr., Suite 8A, San Leandro, CA 94577

Present Occupation: Technology Sales Manager

Home Address: See above

Summary of Qualifications: See attached

Reason for Applying: See attached

Please list organizations in which you are an officer employee: Almonte Sanitary District: Board President, Sewerage Agency of Southern Marin (SASM): Board President, Marin LAFCo: Special District Member- Alternate

---

Additional information may be attached | MUST BE RETURNED TO MARIN LAFCo by 5:00 PM on MON., FEB. 18, 2019

Return to: Marin LAFCo | 1401 Los Gamos Drive, Ste. 220 | San Rafael, CA 94903 | Email: staff@marinlafco.org



Marin Local Area Formation Commission: Nominee Qualifications Statement

Nominee Qualifications for Lew Kious

Position: Regular Special District Member.

**How long has it been since a Marin LAFCO commissioner visited your Special District? In my first 4-year term as Alternate Special District representative, I have visited nearly all of the Districts in Southern and West Marin. And if elected to this position I pledge that in the next 4 years I will visit all of the Special Districts in Central and North Marin, and revisit all of those I have already visited! I want to be your representative at Marin LAFCO.**

I am the current (past 4 years) Alternate Special District Member of Marin LAFCO, the President of the Board of Commissioners of Sewerage Agency of Southern Marin (serving in my 7<sup>th</sup> term, re-elected by the Board annually), the President of the Board of the Almonte Sanitary District (Board member since 2008), and resident of Mill Valley since 1983. Based upon this experience, I am confident in my ability to represent the constituents and issues affecting Southern Marin.

Qualifications for Position:

- Alternate Special District Member of Marin LAFCO since 2015. I also am Chair of the LAFCO standing committee on Public/Technical Information, and Vice-Chair of the standing committee on Legislative issues. During this time at LAFCO I have visited many of the Special Districts within Marin County, as I feel that directly hearing the issues of the community is important. If elected as the Regular Special District, during my first term I pledge to visit all of the Special District of Marin to gain insights into each of their local issues.
- President of Board of Commissioners for SASM in Mill Valley since 2011 and member of the Board since 2009. In this position, I am focused on the responsible management of SASM's resources to meet the needs of its constituents (residents). As Board President, I seek the responsible input from all parties and then encourage the Board and SASM toward taking meaningful steps forward. I directly negotiated with the City of Mill Valley an extension of the Operations and Management Agreement by which Mill Valley operates the wastewater treatment plant on behalf of SASM, and I recently lead the effort to acquire a \$30+ million bond for the refurbishment of the SASM facility, which will benefit all of Southern Marin. The refurbishment of the SASM facility has completed the first phase, and is under budget and ahead of schedule.
- President of the Board of Almonte Sanitary District and member of the Board since 2008. I implemented the District's website and expanded our outbound communications. I worked to update and automate our District's operations, such as the digitizing of the District's maps and sewer system records. I have consistently pursued a policy of fiscal conservatism to maintain low, and responsible, rates for our residents.
- Resident of Mill Valley for 30+ years. Lifelong Bay Area resident.
- Successful businessman with experience in achieving consensus and getting results.

Reasons for applying for Regular Special District seat

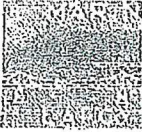
- I have participated in all deliberations of Marin LAFCO for the past 4 years, and have seen Marin LAFCO in action. I am aware of its potential value to Marin residents. I am also aware of the challenge to keep LAFCO focused on beneficial actions, and the similar need to avoid actions that might impose unnecessary structures. I believe that I can help to maintain that balance to the benefit of all of Marin.

- In my current position as an Alternate Special District Member, I do not have the authority to vote on issues which come before Marin LAFCO, and which will allow me to fully represent Marin. As a voting, Regular Member of Marin LAFCO I will gain the authority to vote on all LAFCO Issues and provide representation. I have spent the past 4 years as an Alternate member and am now ready to make use of that experience.

- I believe I have the perspective, experience, and knowledge to provide value as a member of LAFCO, and to provide value to all Marin residents, and specifically the Special Districts of Marin. I need the votes of every Special District in order to gain that authority.

Please list any organizations of which you are an officer or an employee:

- President: Board of Directors- Almonte Sanitary District
- President: Board of Commissioners- Sewerage Agency of Southern Marin (SASM)
- Alternate Special District Member- Marin LAFCO



Marin Local Agency Formation Commission  
Regional Service Planning | Subdivision of the State of California

Nomination Form for District Seats

District Name: SOLICITARY DISTRICT NO. 5 OF MARIN COUNTY

Our board voted to nominate the following current member of its own or another independent special district.

Name of Nominee: TOD MACEY

Regular Member  Alternate Member  Applying for Both Seats (Regular and Alternate)

District of Nominee: \_\_\_\_\_

Board Took No Action

Ayes: 5

Noes: 0

Absent: 0

Abstain: 0

Attest:

[Signature]

[Signature]  
Board President

ROBIN DORRIGAN

JOHN ADAMS

Name

Name

MUST BE RETURNED TO MARIN LAFCo by 5:00 PM on MON., FEB. 18, 2019

Marin LAFCo, 1401 Los Gamos Drive, Ste. 220, San Rafael, CA 94903 or email: [staff@marinlafco.org](mailto:staff@marinlafco.org) | 415.448.5877





**Marin Local Agency Formation Commission**  
Regional Service Planning | Subdivision of the State of California

**Nominee Statement of Qualifications**

Name:   Too Moody  

Name of Special District:   Sanitary District No. 5 of Marin County  

Seat Applying for:

Regular Member     Alternate Member     Applying for Both Seats (Regular and Alternate)

Telephone Number: (Home/Cell)   415-435-4811      Work:   510-332-7972  

Email:   Carricomoady@prodigy.net  

Home Address:   2111 Centro East St    
  Tiburon, CA 94920  

Work Address:   Same  

Present Occupation:   Self Employed Environmental Engineer  

Home Address: \_\_\_\_\_

Summary of Qualifications:   Director Sanitary District number 5,    
  Resident of Tiburon for 20 years  

Reason for Applying:   Represent Town of TIBURON and Sanitary distrid    
  Number 5  

Please list organizations in which you are an officer employee:   none  

Additional information may be attached | MUST BE RETURNED TO MARIN LAFCo by 5:00 PM on MON., FEB. 18, 2019

Return to: Marin LAFCo | 1401 Los Gatos Drive, Ste. 220 | San Rafael, CA 94903 | Email: staff@marinlafco.org





Consent \_\_\_\_\_  
 Staff/Consultant Reports \_\_\_\_\_  
 Agenda Item \_\_4\_\_\_\_\_  
 Date \_\_\_\_February 28, 2019\_\_\_\_

# Agenda Summary Report

**To:** Board President and Board Members  
**From:** Mike Prinz, General Manager  
**Mtg. Date:** February 28, 2019  
**Re:** Collection System Master Plan Scope Revision and Request for Proposals – Integrated Wastewater Master Plan

**BACKGROUND:**

The FY 2018/19 Capital Improvement Project Budget includes \$200,000 for the preparation of a Collection System Master Plan focused exclusively on the District’s collection system. Staff has reevaluated the original project scope in the context of currently known system improvement needs and has determined that a District-wide master plan scope is substantially more advantageous. Such a plan would apparently be the first of its kind for the District.

The range of known, priority capital improvement needs spans the entire District System, not only the Collection System, and includes needs such as an administrative building, Plant access improvements, reclamation levee improvements, force main condition assessment and replacement, and control and electrical system upgrades within the Plant. The proposed master planning approach will be defined and implemented in phases and, therefore, only requires that the currently budgeted Collection System Master Plan scope be redefined as Phase 1 of a multiple phase, integrated Wastewater Master Plan. As such, no additional funding appropriation is required at this time.

Once completed, the proposed master plan will improve project planning transparency and fundamentally improve District-wide CIP budgeting and project implementation by:

1. Predicating all CIP projects on documented priorities,
2. Enhancing the District’s institutional understanding of infrastructure replacement needs,
3. Creating a ‘road map’ for a multiple year CIP program, and
4. Establishing a process that will, once fully developed, facilitate an ongoing, cyclical review of known priorities and a means to document newly understood needs.

Most importantly, a Master Plan will ensure that CIP funds are directed to the highest priority projects in the most efficient manner possible.

The request for proposals (RFP) will direct prospective consultants to identify estimated costs of all required master plan phases in their proposals. While the RFP process will identify the best consultant for the development of the entire master plan, only Phase 1 work will be authorized this fiscal year. Future phases of master plan development will be authorized via contract amendment with the selected consultant according to annual CIP budget availability, with an annual target of



approximately \$200,000 to \$300,000. Once complete, the master plan effort may cost as much as \$1 million.

Representative areas of analysis to be addressed in the Master Plan include, but are not limited to (priority not implied):

1. Collection system condition and capacity improvements,
2. Plant process improvements to meet current and future recycled water and discharge regulations, including disinfection system upgrades,
3. Biosolids disposal resilience,
4. Sea level rise mitigation strategies,
5. Administrative space planning,
6. Electrical system improvements,
7. Property acquisition needs,
8. SCADA system improvements,
9. Asset management system optimization,
10. Energy optimization,
11. Land use optimization,
12. Physical and digital security needs,
13. Disaster resilience,
14. Revenue opportunities, and
15. Miller Creek programmatic maintenance needs.

A key factor regarding the RFP as proposed is whether or not to include capacity impacts associated with population growth, which the Board should consider.

**STAFF RECOMMENDATION:**

Board to approve a scope revision of the Collection System Master Plan to expand it into a District-wide, multiphase, integrated wastewater masterplan scope, with Phase 1 budget being funded from the current \$200,000 Collection System Master Plan appropriation. Board to also authorize issuance of a request for proposals for the Master Plan and to specifically direct staff whether or not to include growth related impacts.

**FISCAL IMPACT:**

N/A

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

N/A



Consent \_\_\_\_\_  
Staff/Consultant Reports \_\_\_\_\_  
Agenda Item \_\_ 5 \_\_\_\_\_  
Date \_\_\_\_ February 28, 2019 \_\_\_\_\_

# Agenda Summary Report

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**To:** Board President and Board Members  
**From:** Mike Prinz, General Manager  
**Mtg. Date:** February 28, 2018, Continuation from February 14, 2019  
**Re:** Regular Board Meeting Day and Time Discussion

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## **BACKGROUND:**

The day and time of regular LGVSD Board meetings is memorialized in LGVSD's ordinance, as required by the Brown Act. The current day and time of the open session of Board meetings is 4:30 P.M. every 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month. Closed sessions, when held, typically precede the open session.

The LGVSD Board President requested an item to be brought forward to discuss a potential change to the regular Board meeting time. The 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month at the current time, 4:30 P.M., has been proposed.

Changing the regular meeting time would require an Ordinance modification which would necessitate a public hearing per normal protocol.

## **STAFF RECOMMENDATION:**

Board to discuss and direct Staff and District Counsel to propose an ordinance change if warranted.

## **FISCAL IMPACT:**

N/A

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

District Counsel



Consent \_\_\_\_\_  
 Staff/Consultant Reports \_\_\_\_\_  
 Agenda Item \_\_\_\_ 6 \_\_\_\_  
 Date \_February 28, 2019

# Agenda Summary Report

**To:** Mike Prinz, General Manager  
**From:** Robert D. Ruiz, Administrative Services Manager  
**Mtg. Date:** February 28, 2019, Continuation from February 14, 2019  
**Re:** Board Member Outside Committee Meeting Attendance Compensation

**BACKGROUND:**

Board Members attend Board and committee meetings as part of their District business duties. Per the Board Policies and Procedures Manual, Section B-60, Board members may be compensated as follows:

**B-60-10 Limit on Meetings.** Board Members shall be compensated for up to the legal limit of six meetings per month and one meeting per day. Compensation shall apply to both Regular and Special Board meetings, Board committee meetings, meetings for organizations related to District business and professional meetings and conference attendance. If travel to a conference requires travel of four hours or more, portal to portal, the Board member may charge for that day. The travel day is included in the overall 6 meeting per month and one meeting per day limit.

To qualify for compensation for meetings of organizations related to District business, Board approval is required. Board members requesting attendance at meetings, including meetings of organizations related to District business, training, conference and/or seminars, shall submit their request to the entire Board at least five business days prior to the meeting.

Staff review and approve monthly Board Member compensation reports pursuant to policy B-60. However, the policy as written does not sufficiently address the definition of “professional meeting”, or whether the following meeting types qualify as compensable meetings:

1. Webinars and multiple party conference calls convened by committees and attended by Board Members.
2. Non-public committee meetings.
3. One-on-one meetings between committee members via face-to-face interaction or telephone.
4. Tours of District facilities with public officials external to the District.
5. One-on-One meetings with the LGVSD GM or staff.

Staff understands that a blanket approval of compensation for Committee meeting attendance has been adopted by the Board.

**STAFF RECOMMENDATION:**

Staff recommends that the Board clarify compensability of the above meetings, which will then be memorialized in an updated version of the District Policy B-60-10.

**FISCAL IMPACT:**

Not quantifiable.

**PERSON TO BE NOTIFIED:**

Not applicable.

Agenda Item 7  
Date February 28, 2019

Jan-19

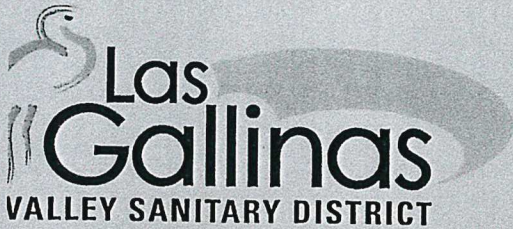
Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	6
Rabi Elias	6
Craig Murray	6
Judy Schriebman	4
Crystal Yezman	3
<b>Total</b>	<u>25</u>

Meeting Date: 2/28/2019  
Paydate 2/15/2019







300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE  
FORM**

Director's Name: Rabi Elias Month: January 2019

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
1/10/19	Reg, Bd. Mtg,	✓	
1/30/19	Reg, Bd, Mtg.	✓	
<b>TOTAL</b>			

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
1/22/19	CASA Conf. travel day		✓
1/23/19	CASA Conf.	✓	
1/24/19	CASA Conf.	✓	
1/25/19	CASA Conf.	✓	
1/28/19	NBWRA meeting	✓	
<b>TOTAL</b>		<b>6</b>	

<b>Total Meetings for which I am Requesting Payment:</b> Max of six (6) per Health & Safety Code §4733	<b>6</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

1/31/19

Date

Approved By/ Date

Pay Date





300 Smith Ranch Road, San Rafael, CA 94903

Office: 415-472-1734 Fax: 415-499-7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: MURRAY, Craig K. Month: January 2019

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
1/10/19	Board Meeting	X	
1/31/19	Special Board Meeting	X	
<b>TOTAL</b>		2/2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
1/10/19	State Coastal Conservancy Project Meeting, State Offices, Oakland		X
1/15/19	CASA Air Quality, Climate Change & Energy Workshop Meeting – 9-11	X	
1/7,22,31/19	LAFCo Chair, Vice Chair, Interim EO Coordination Meeting	XXX	
1/14,19,31/19	Merrydale Road/Las Gallinas Creek Headwater Litter Removal c/o City of San Rafael: 1/14: 0.5 hours; 1/19: 2.0 hours; 1/31 0.5 Hour (Coord. w/City PW on dumped car seat in City R/w dirt strip removal)		XXX
1/30/19	Meeting Golden Gate Bridge Hwy & Transportation District Bridge Manager.		X
1/31/19	LAFCo Budget Subcommittee Meeting		X
<b>TOTAL</b>		4/10	

<b>Total Meetings for which I am Requesting Payment/Approved:</b> Board Members maximum of six (6) per Health & Safety Code §4733	<b>6/12</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.





300 Smith Ranch Road, San Rafael, CA 94903

Office: 415-472-1734 Fax: 415-499-7715

**BOARD MEMBER ATTENDANCE FORM**

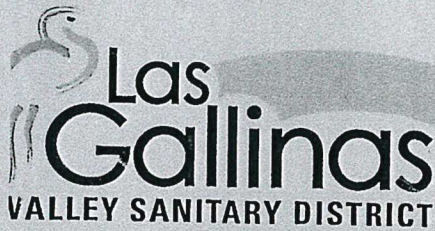
\_\_\_\_\_  
Signature

February 1, 2019  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By/ Date

\_\_\_\_\_  
Pay Date





300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: JUDY SCHRIEBMAN Month: JAN 2019

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
1/10	Reg mtg	✓	
1/31	Special mtg	✓	
<b>TOTAL</b>		2 = 2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
1/9	GWC mtg	✓	
1/25	MSEL LEAD project		✓
1/28	NBWA JTC	✓	
<b>TOTAL</b>		2 = 3	

**Total Meetings for which I am Requesting Payment:** 4  
 Max of six (6) per Health & Safety Code §4733

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.

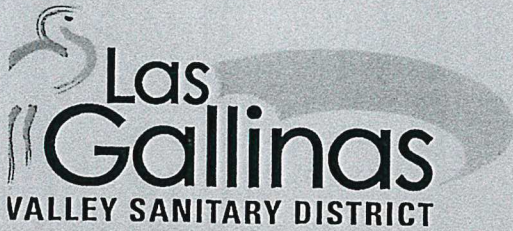
Judy Schriebman  
 Signature

1-31-19  
 Date

Approved By/ Date

Pay Date





300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: Crystal Yezman Month: January 19

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
1/10/19	Regular Board Mtg.	✓	
1/31/19	Special Board mtg.	✓	
<b>TOTAL</b>			

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
1/23/19	CASA	✓	
<b>TOTAL</b>			

<b>Total Meetings for which I am Requesting Payment:</b> Max of six (6) per Health & Safety Code §4733	3
---	---

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.

Signature

1/31/19  
Date

\_\_\_\_\_  
Approved By/ Date

\_\_\_\_\_  
Pay Date



**2/28/2019**

**General Manager Report**

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

# Administration Department Report

## October - December 2018

Below is a summary of the activities performed by the Administration Department during the quarter.

### Human Resources and Payroll

Training, Staff Development and Employee Engagement:

- Continued working with the consultant and staff on the Classification and Compensation study.
- Attended Special District's HR Forum meeting.
- Attended California Special District's Association annual Board Secretary Conference in Lake Tahoe.
- Attended CalPELRA annual human resources conference in Monterey.
- Planned quarterly safety luncheon.
- Planned retirement acknowledgement luncheon.
- Planned annual holiday luncheon.
- Reviewed training offerings with the County of Sonoma for the upcoming six months.
- Performance reviews:

	Performance Reviews	
Department	Due	Performed
Administration	0	0
Engineering	2	1
Collections	3	3
Laboratory	0	0
Operations	2	2

- Five employees achieved new additional certifications:

Employee	Date Achieved	Certification
Barcelona, Melissa	11/19/2018	WWTP Grade I Exam Passed
Golshani, Sahar	12/29/2018	Environmental Compliance Grade II
Kempf, Kristina	11/27/2018	Notary Public Commission Renewal
Lerch, Teresa	11/27/2018	Notary Public Commission Renewal
Rogers, Norman	11/20/2018	Mechanical Technologist Grade I

### Staff Hours Utilization

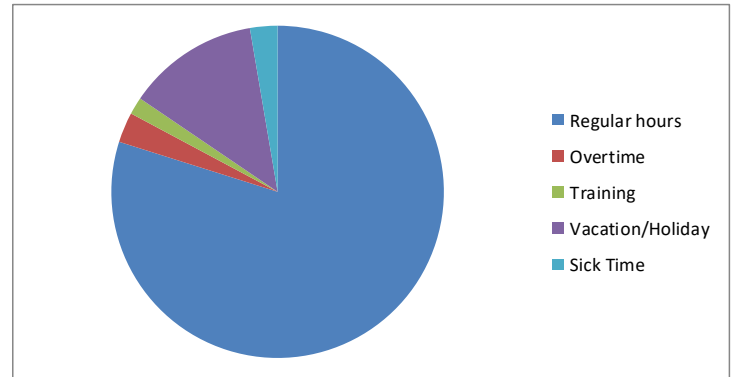
Staff time for the administration department for the quarter:

Type of Hours	Hours Available	Percentage of Hours Available
Regular hours	1,750.00	79.5%
Overtime	84.00	3.8%
Training	72.00	3.3%
Vacation/Holiday	253.50	11.5%
Sick Time	42.00	1.9%
Total	2,201.50	100.0%

## October - December 2018

Staff time for all departments for the quarter:

Type of Hours	Hours Available	Percentage of Hours Available
Regular hours	8,585.75	79.9%
Overtime	316.50	2.9%
Training	181.00	1.7%
Vacation/Holiday	1,379.25	12.8%
Sick Time	287.50	2.7%
Total	10,750.00	100.0%



### Recruitment and Separation:

- Worked with the consultant on recruitment for the General Manager and the Administrative Services Manager.
- Began onboarding process for the General Manager and Administrative Services Manager.
- Worked with legal counsel on temporary employment agreement with outgoing Interim General Manager.

### Benefits:

- Held Open Enrollment for flexible benefits plan for 2019.
- Completed required compliance testing for the Flexible Benefits Plan.
- Prepared annual letters to retirees updating their 2019 medical benefit amounts.

### Retirement:

- CalPERS' audit of retirement contract for September 1, 2010 through September 30, 2013 has been finalized. Appeal of outstanding issue is pending. Legal counsel argued for consolidation of cases in Northern California, however this was denied. An Administrative Law Judge ruled on similar facts in favor of two other agencies. CalPERS has indicated that they will be appealing the decision. A hearing may be held in January 2019 for the District's case.

### Payroll:

- Processed eight regular payrolls.

### Labor Relations Committee Activity:

- The quarterly Labor Relations Committee meeting was held on October 29, 2018. The next meeting will be on January 14, 2019.

### Human Resources Legal Related Costs:

- The District incurred \$2,141 for personnel related matters during the quarter.

## October - December 2018

### Workers Compensation:

- There were no lost time accidents during the quarter.
- Staff achieved three months of no lost time accidents; a safety lunch will be scheduled for January 2019.

### Administration

- Reviewed proposals for the telephone system upgrade and chose a vendor. The agreement is being reviewed by District Counsel.
- Continuous website updates for posting of agendas, minutes, resolutions, ordinances and public hearing notices, blending events, and personnel changes.
- Finalized the Strategic Plan with the Board.
- Hosted the Biogas Energy Recovery System dedication event.
- Worked with Engineering and Collections departments to send letters to property owners regarding the 2018 Sewer Improvement Project. Tracked returned right to enter permission forms and notarized right-to-enter forms for affected property owners. Sent two follow up mailings to property owners who did not respond.
- No customer service questionnaires were returned to the District.
- Met with the Marin Franchisors Group to review the 2019 Refuse Rate Application and discuss the proposed changes to the Franchise Agreement.
- Worked with new General Manager and incoming Administrative Services Manager on transition.

### Board Support

- Assembled six Board meeting agenda packets containing 644 pages.
- Registered and made travel arrangements for Board members to attend various conferences and seminars.
- Processed expense reimbursement requests for Board members who attended conferences and other meetings.
- Published various notices in the newspaper regarding public hearings and ordinance changes.
- Began onboard process for the newly elected Board member.

### Finance

- Completed the FY 2018 annual financial audit and disseminated the comprehensive annual financial report to all interested parties.
- Prepared the revised FY 2019 budgets for Board consideration and approval.
- Prepared first quarter FY 2019 financial statements and budget to actual analysis.
- Prepared and submitted a financing application to the California Infrastructure Bank for gap funding on the Secondary Treatment Plant and Recycled Water Expansion project.
- Private Sewer Lateral Assistance Program activity:
  - Processed one application which was submitted during the quarter.
  - Five assessments were finalized for a total of \$41,776.
  - For the fiscal year 2018/19 year to date, \$41,776 has been expended. The budget for 2018/19 is \$219,861, so 19% has been utilized.



# Administration Department Report

## October - December 2018

- Financial transactions processed in Q2 FY 2019:

Number of Transactions	Accounts Payable Payments Issued	Purchase Orders Processed
1,079	566	50

- Cash activity for the quarter consisted of transferring funds from the LAIF account to cover ongoing expenses.
- Funds in the US Bank – Bond Fund decreased when the October 1, 2018 bond payment was made from the funds on hand.
- The Deposit to the Local Agency Investment Fund was due to the receipt of the first installment of the sewer user charges and property taxes for the 2018/19 fiscal year. Excess funds were invested in LAIF.
- Interest earned on the Local Agency Investment Fund – Bond Funds was deposited during the quarter.

	December 31, 2018	September 30, 2018	Change from Previous Quarter
<b>Cash and Investments</b>			
Bank of Marin-Operating	\$ (33,992)	\$ 310,813	\$ (344,805)
Bank of Marin Sweep	518,083	142,917	375,166
Bank of Marin-Zero Balance	165,816	80,547	85,269
Bank of Marin Liquid Savings	1,855,562	1,592,662	262,900
Bank of Marin-Private Sewer Lateral Rehab	170,525	197,026	(26,501)
Bank of Marin - Surcharge-Marín Lagoon	97,037	102,984	(5,947)
Bank of Marin-Surcharge Captains Cove	19,905	22,487	(2,582)
Bank of Marin-Connection Fee	45,643	45,609	34
Petty cash	800	810	(10)
Debt Service Reserve-Recycled Water	588,058	588,058	-
Debt Service Reserve-SRF Loan	294,635	294,635	-
Capital Project Reserve Fund	2,377,123	2,376,682	441
Local Agency Investment Fund	23,983,638	18,375,824	5,607,814
US Bank - Bond Fund	310	748,426	(748,116)
Local Agency Investment Fund - Bond Funds	<u>40,499,562</u>	<u>40,280,702</u>	<u>218,860</u>
<b>Cash and Investments</b>	<u>\$ 70,582,705</u>	<u>\$ 65,160,182</u>	<u>\$ 5,422,523</u>

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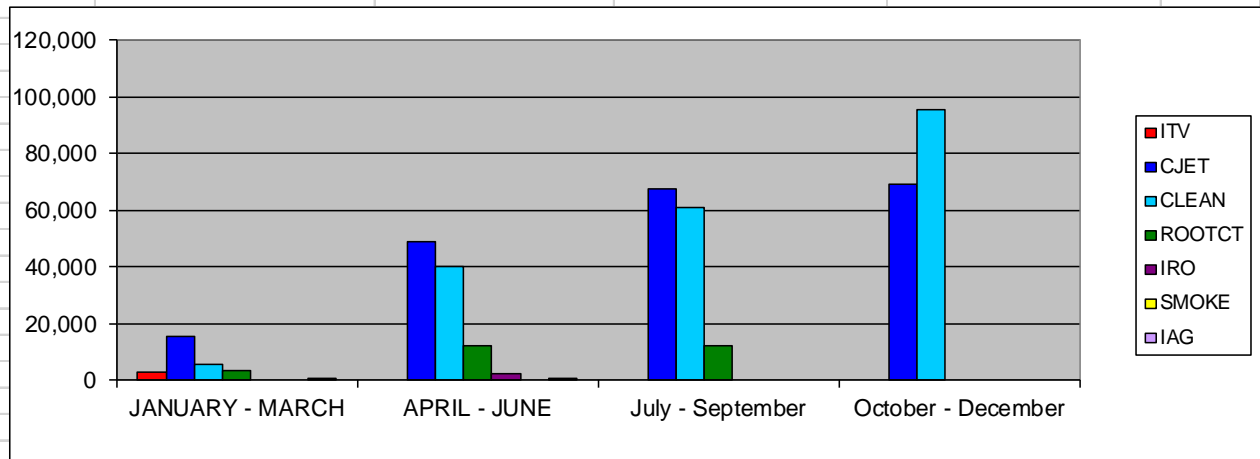
# Collections Department - Q4 2018

## October - December 2018

Below is a summary of the activities performed by the Collections Department during the quarter.

### Preventative Maintenance

COLLECTION CREW 2018					
Measurement in feet					
	JANUARY - MARCH	APRIL - JUNE	July - September	October - December	TOTAL
ITV	2,816	0	0	0	2,816
CJET	15,172	48,676	67,479	69,282	200,609
CLEAN	5,639	40,293	61,139	95,429	202,500
ROOTCT	3,487	12,098	12,098	0	27,683
IRO	0	2,456	0	0	2,456
SMOKE	0	0	0	0	-
IAG	288	576	0	0	864
<b>TOTAL</b>	<b>27,402</b>	<b>104,099</b>	<b>140,716</b>	<b>164,711</b>	<b>436,928</b>



### Underground Service Alerts Completed - Q4 2018

- 420 USA's completed (0.75 hours x 420 = 315 hours)

### Lateral Inspections

- 21 inspections completed (0.75 hours x 21= 15.75 hours) Inspections YTD = 83

### Service Requests (Incident Reports)

- There were 2 Service Requests for the Months of October - December

## October - December 2018

### Collection System Overflow Summary

Sanitary Sewer Overflows (SSO) – There was (1) Sanitary Sewer Overflow reported/verified in the District from January through December 31, 2018.

- # of spills Year to Date
  - Jan – Mar. = 0; Apr. – June = 0; July – Sept. = 0; Oct. – Dec = 1
  - Spill Details – October 17, 2018 @ 1111 Idyleberry Rd. Approximately 975 Gallons (975 gallons recovered via storm drain blockage). Cause – Lateral Roots pushed into sewer main

Marin County Spill Summary January 1-December 31, 2018

Responsible Agency	Total Number of SSO locations	Total Vol of SSOs(gal)	Total Vol Recover (gal)	Total Vol Reach Surface Water
Almonte SD	3	1,050	875	0
Alto Sanitary District	1	75	75	0
Bolinas Community Public Utility District (BCPUD)	3	2,110	880	510
Ca Dept of Parks & Rec Marin District	1	8,000	0	0
Homestead Valley Sanitary District	6	920	0	0
Las Gallinas Valley Sanitary District	1	975	975	0
Marin Cnty Sanitary District 5	13	747	354	275
Mill Valley City	19	3,150	1,182	230
National Park Service, Golden Gate National Recreation Area	2	9,880	8,350	0
Novato Sanitary District	1	750	500	0
Richardson Bay SD- Tiburon City	1	500	100	400
San Rafael Sanitation District	22	10,736	5,099	3,223
Sanitary District #1 of Marin	14	3,106	757	613
Sanitary District #2 of Marin	5	4,785	1,001	4,005
Sausalito City	3	775	75	750
Sewerage Agency of Southern Marin	1	450	0	450
Tamalpais Community San Dist	3	397	60	35
	101	49,256	20,383	10,491

## October - December 2018

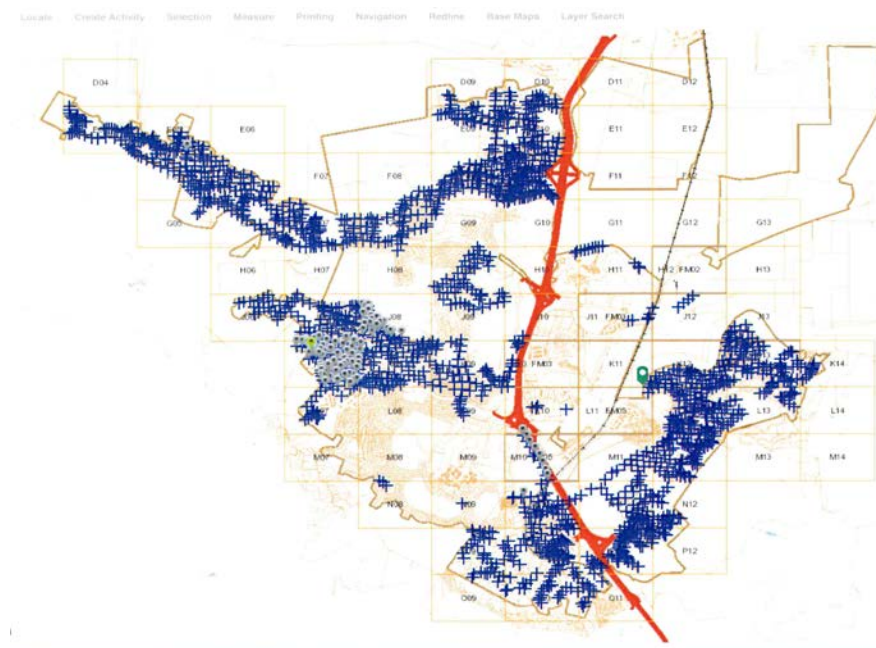
### Private Sewer Lateral Replacement Jan-Dec (Year to Date)

- As of 12/31/2018, the District has issued (92) lateral replacement/repair permits.
- Of the (92) issued, (83) have been completed and approved by the District. Total lateral footage replaced to date = 4,525 feet of Private Sewer Laterals Replaced

### CityWorks Implementation (Updated)

The implementation of CityWorks CMMS software has allowed Collection Crews to better plan maintenance routes and the chart below suggests productivity has increased due to improved efficiency.

October - December Work Orders Completed				
Crew	No. Work Orders Completed 4th Quarter 2018	Total Footage	No. Work Orders Completed 4th Quarter 2017	Total Footage
<b>Maint. Crew</b>				
<b>Gill/Cardenas</b>	522	95,429	156	58,674
<b>Camera Crew</b>				
<b>Buchholz/Fernandes</b>	339	69,282	290	30,686
<b>Total</b>	<b>861</b>	<b>164,711</b>	<b>446</b>	<b>89,360</b>



EXAMPLE: District Map (Collection Manager Desktop View) – Blue Crosses are completed W/O's Lateral Specs & Lateral Inspection Ordinance (Implementation – August to Date)

## October - December 2018

### **Specifications for Lateral Sewers (Updated)**

The Standard Specifications apply to the design and construction of all public sewerage facilities and side sewers in the District, whether privately financed and constructed under permits issued by the District, or publicly financed and constructed under contract with the District.

The jurisdiction of the District includes the entire sewerage system and its appurtenances from the point of connection with the building plumbing to the outfall from the Las Gallinas Valley Sanitary District treatment plant. In cooperation with San Rafael Sanitation District, the District recognized the need for a standardized, construction specification requirement for constructing sewer laterals within the LGVSD and SRSD service areas. As a result, the District collaborated with San Rafael Sanitation District and jointly enlisted the services of Nute Engineering to prepare specifications. The document was last reviewed by the Board in July 2017 and is currently awaiting approval from SRSD/RVSD.

### **Lateral Inspection Ordinance**

The Lateral Inspection Ordinance has been reviewed and reconstructed to more closely resemble those of other local Sanitary Districts and, specifically, RVSD and East Bay Mud. District Counsel has returned the Ordinance and after further review, there are still some elements of the Draft Ordinance that are incorrect and need to be revised. An update of the current status will be provided to the Board by General Manager, Mike Prinz during the February 14 Board Meeting.

### **Safety**

- Spill Prevention, Containment and Cleanup Policy reviewed/revised in October
- Annual Facility Inspection – November (Postponed due to illness)
- Update Electrical Safety Program – December
- General Manager Safety Orientation
- Trip hazard mitigation at select locations within the treatment plant.





# Engineering Dept. Q4/2018

## October - December 2018

Below is a summary of the activities performed by the Engineering Department during the quarter.

### Secondary Treatment Plant Upgrade and Recycled Water Expansion

	Dates	Status
Call for Bids:	7/26/2018	✓
Bid Walk:	8/21/2018	✓
Bid Opening:	10/4/2018	✓
Notice of Award:	11/15/2018	✓
Notice to Proceed:	January 2019	
Construction Duration:	+36 months after NTP	

- Staff and consultants continued to monitor project progress by weekly meetings.
- PG&E – Aggressively pursued closure of PG&E relocation.
- Public Parking – Obtaining approval from Marin County for public parking along railroad track next to McInnis Park.
- Owner Selected Equipment – Finalizing comments on equipment submittals. All submittals should be ready for release upon issuance of NTP.
- Actively reviewing submittals and Requests for Information.
- Project Charter – Staff and consultants worked collaboratively on a Project Charter. The purpose of it is to unify the Construction Management Team through definition of priorities and expectations. Topics included but are not limited to safety, communication, contingency plans, opportunities, public access, chain of command, schedule, and project success.
- Prepared a Control/Accountability Matrix in draft form.
- Equipment Purchase of the Secondary Treatment Upgrade project – Continuous review of equipment submittals.
- Finalized MWHC scope of work during construction.
- Filed Notice of Determination for CEQA Addendum on 11/19/2018.

### Biogas Energy Recovery System

- Continued grant reporting to the California Energy Commission.
- **Improvements to Canopy Structure for BERS Equipment at Smith Ranch Fueling Station and Plant** – Staff will utilize the Uniform Public Construction Cost Accounting Act (UPCCAA) bidding procedure in Quarter 1 2019.
- **Fencing at Smith Ranch Pump Station** – Staff will utilize the Uniform Public Construction Cost Accounting Act (UPCCAA) bidding procedure in Quarter 1 2019.



# Engineering Dept. Q4/2018

## October - December 2018

**Combined Terra Linda/Duckett/Mulligan/Smith Ranch Force Main Rehabilitation** – Pending property acquisition.

### HVAC Replacement

- Project was completed on 12/21/2018.

**John Duckett PS & Terra Linda Trunk Sewer Improvements** – Staff will develop new schedule and scope for the project after Master Plan Scoping Discussion.

### Lower Miller Creek Maintenance

- Staff has hired Rachel Kamman for permit consultation and design for rock vane repair. Kamman has provided a response to agencies regarding purpose and impacts of the rock structure. More questions have been received after presenting the conceptual design for repair of the structure. Kamman will continue to provide assistance until approvals/permits are received from permitting agencies.
- Staff has submitted a permit extension to California Department of Fish and Wildlife for the Lake and Streambed Alteration Agreement (12/27/2018).
- WRA conducted geomorphology observations in December 2018.

### Marinwood Trunk Sewer Highway 101 Undercrossing Repair

- Project was informally bid through the Uniform Construction Coast Account Act. Bids received are above the dollar limitations set by the Act and have been rejected.
- Staff is working on a formal bid package and anticipated Project to be advertised in January 2019.

### Miscellaneous Roof Replacement

- Notice of Completion pending resolution of punchlist items.

### Plant Improvements 2018

- Hydrocyclones and pumps have been ordered by the Contractor. Deliveries are expected in February and March 2019. Notice to Proceed is on hold until delivery dates are confirmed.

	Dates	Status
Call for Bids:	6/28/2018	✓
Bid Walk:	7/18/2018	✓
Bid Opening:	8/1/2018	✓
Notice of Award:	8/23/2018	✓
Notice to Proceed:	10/4/2018	✓
Construction Completion:	May 2019, delays due to equipment lead time.	

### Quail Hill CIPP Sewer Rehabilitation

- Lamassu Utility Services, Inc. (Contractor) has televised lines within scope.



# Engineering Dept. Q4/2018

## October - December 2018

	Dates	Status
Call for Bids:	9/4/2018	✓
Bid Walk:	9/12/2018	✓
Bid Opening:	9/19/2018	✓
Notice of Award:	10/2/2018	✓
Notice to Proceed:	1/4/2019	✓
Construction Completion:	+45 calendar days after NTP	

### Rafael Meadows PS Generator Installation & Reliability Upgrades

- Staff continued coordination with the City of San Rafael regarding proposed public access changes.

### Sewer Main Rehabilitation 2018

- Contractor has completed all the sewer lines within project scope, except Montecillo Rd and Beechnut Ct Easement.
- Manhole lining anticipated to occur in January 2019.

	Dates	Status
Call for Bids:	6/14/2018	✓
Bid Walk:	6/28/2018	✓
Bid Opening:	8/7/2018	✓
Notice of Award:	8/29/2018	✓
Notice to Proceed:	9/25/2018	✓
Construction Duration:	+150 days after NTP, 2/22/2019	

### Towable 4" & 8" Emergency Pumps

- Pumps being delivered Q1/2019.

	Dates	Status
Call for Bids:	6/14/2018	✓
Bid Opening:	7/18/2018	✓
Notice of Award:	7/26/2018	✓
Equipment Delivery:	January 2019	

## LAND DEVELOPMENT, LAFCO & MISCELLANEOUS ACTIVITIES

### Hawthorne Pump Station Property Line

- Received final version of the Record of Survey.

### Land Development Projects:

- County of Marin projects: N/A
- City of San Rafael projects:

## October - December 2018

- 350 Merrydale Road – Demolition of three one-story classroom buildings on site and construction of 9 buildings containing a total of 44 residential townhome units.
  - Staff responded to latest submittal on 12/5/2018.
- Embassy Suites, 101 McInnis Parkway – Renovation and accessibility upgrades.
  - Staff responded to latest submittal on 12/17/2018.
- Guide Dogs for the Blind
  - 11/29/2018 Meeting: Discussed with Guide Dogs and its consultants the need of a specialized easement machine to access the sewer main on the Puppy Center site.
- Kaiser, 1650 Los Gamos Dr – Construction of a parking garage.
  - 10/16/2018 Meeting: Discussed options for sewer relocation.
  - Received sewer design for review.

### LAFCO

- 1501 Lucas Valley Road
  - Applicant resubmitted revised plans for review of the proposed sewer line.
- 91 Glenside – No updates.
  - Staff drafted and provided a letter regarding connection fees payable to LGVSD for legal counsel's review.

### Marin Lagoon Dredged Materials

- The Marin Lagoon dredging project is planned for September through December 2019. Marin Lagoon Homeowners Association (HOA) hopes to stockpile dredged materials on the District property. However, access challenge through St. Vincents to property make the stockpiling unlikely to occur. Staff continued discussion with the HOA as needed.

### McInnis Marsh Restoration Coordination

- 11/7/2018 Meeting – Staff discussed with the County the potential bay trail path through the plant. Force main (FM) relocation is included in the Project, but preliminary design plans of the FM are not yet available for District review.
- County staff will present to the LGVSD Board on 1/31/2019.

### On-Call Contract

- Working on an on-call contract for emergency and small scope projects.



# Operations Dept. Report

## October - December 2018

Below is a summary of the activities performed by the Operations Department during the quarter.



*BERS Dedication Event October 17, 2018*

### Recycled Water Facility Totals

- 14,371,876 Gallons Distributed to North Marin Water District
- 16,678 kilowatt hours consumed, approximate cost = \$2418.00

### Bio Gas Production & Utilization

- 4,840,257 scf Total Digester Gas Produced
- 2,861,867 scf utilized by Microturbines
- 712,887 scf abated by Waste Gas Burner
- 443,417 scf utilized by Digester Gas Boiler
- ~130 DGE utilized by CNG Camera/Flusher Truck- DGE\* (Diesel Gallon Equivalents)

## October - December 2018

### Events

#### General

- Biogas Energy Recovery System (BERS) Dedication Event held October 17, 2018.
- October 31, 2018 meeting with Staff of S.F. Regional Water Quality Control Board at State Building in Oakland for design review of the District's Secondary Treatment Plant Upgrade Recycled Water Expansion project.
- Staff provided plant tour to State Assemblyperson Marc Levine and staff on December 19, 2018.
- The Plant Manager and O&M Supervisor toured a wastewater treatment plant utilizing Biowheel technology in Moneta Virginia in November.
- Gardener's Guild began providing landscaping services at the treatment plant.
- The Admin, Shop, Digester, and Headworks Buildings Roofing and HVAC Project was substantially completed by the final week of December.

#### Wastewater Treatment Plant

- District staff worked with a chemical vendor in testing a disinfection chemical (JC 9450 Liquid Ozone) that improves the performance of the UV system by significantly increasing the duration between UV quartz sleeve cleaning cycles. The chemical proved effective.
- Primary Biofilter Pump #2 was rebuilt prior to switching the plant effluent to discharge mode.
- A technician from Cornerstone Engineering conducted performance testing and optimization services of the BERS system.
- Treatment plant effluent was directed to Miller Creek from the reclamation storage ponds in accordance with NPDES permit requirements on November 1, 2018.
- CalMicroturbine replaced a faulty igniter on turbine #1 and adjusted the fuel mixture ratio on turbine #2.
- As a result of the gravity thickener failure, staff installed PVC bypass piping and valves required to allow direct pumping of primary sludge to the anaerobic digesters.
- The gravity thickener failure has resulted in increased staff attentiveness and routine maintenance of primary clarifier sludge pumps. The current pumps are not suited to conveying high solids concentrations to the anaerobic digesters, which is required in order to avoid affecting digester performance.
- Staff is working with Alliant Insurance and McLaren's adjustors for claim to recover loss related to the November 24, 2018 gravity thickener failure.

#### Pump Stations

- A new automatic transfer switch was installed at Civic Center Pump Station in early morning station shut down on October 10, 2018.
- Adrian Pump Station pump #1 was removed of the wet well for inspection after staff noticed an abnormal vibration. The pump was cleared of rags and put back into service.
- California Generator Service performed annual equipment maintenance service and fuel filtering for all emergency standby generators.

## October - December 2018

- Staff replaced components of Pump #3 at John Duckett Pump Station that prevented operation at maximum speed.

### Recycled Water & Reclamation

- A sodium hypochlorite injection line was installed at microfiltration permeate piping that precedes the UV disinfection system.
- JDB Systems inspected and replaced damaged electrical components in the power supply cabinet of UV disinfection unit #2.
- Recycled water distribution pump #1 was rebuilt and re-installed by Bartley Pump.

### Lab & Regulatory Compliance

- The treatment plant effluent was discharged to reclamation storage ponds through the end of October, 2018. All monitoring requirements for NPDES permit were met and water quality constituents were within permit limitations.
- On November 1, 2018 the District began discharging effluent to Miller Creek.
- The Copper sample collected from the treatment plant's final effluent on November 7, 2018 was reported to have a concentration of 12 ug/l, which exceeded the maximum daily limit (11 ug/l) and the average monthly limit (8.6 ug/l). In accordance with permit requirements for accelerated monitoring following an exceedance of the permissible limits for effluent copper concentration, Staff submitted daily samples collected on November 14th-19th, for analysis by a contract laboratory. After the results for the accelerated monitoring samples came back on December 13, 2018 the calculated monthly average result of 8.1 ug/l was below the average monthly effluent limit of 8.6 ug/L. On the basis of those results, accelerated monitoring for copper was discontinued.
- The Plant Manager and O&M Supervisor toured the City of Petaluma's Ellis Creek Water Recycling Facility and discussed regulatory compliance permitting with the Chief Plant Operator in November.

## 2/28/2019 BOARD REPORTS

### Agenda Item 9.1

#### LAFCO

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

### Agenda Item 9.2

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

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

### Agenda Item 9.3

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

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

### Agenda Item 9.4

#### Flood Zone 7

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

### Agenda Item 9.5

#### NBWA

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

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

### Agenda Item 9.6

#### NBWRA/North Bay Water

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

### Agenda Item 9.7

#### Engineering Subcommittee

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



## **2/28/2019 BOARD REPORTS**

### **Agenda Item 9.8 Other Reports Verbal**

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



**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.**

-----  
**For Office Use Only**

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

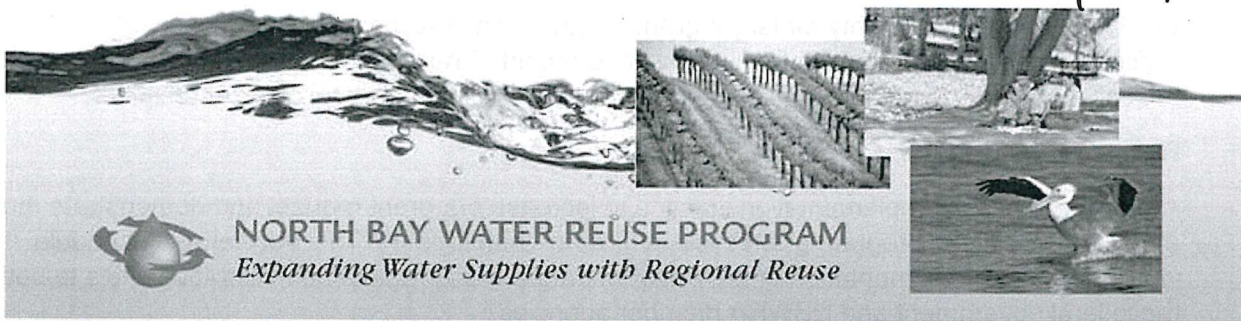
**2-28-2019**

**BOARD AGENDA ITEM REQUESTS**

**Agenda Item 10B**

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

Agenda Item 11  
Date February 23, 2019



**February 18, 2019**

**To: NBWRA Phase 2 Members Agencies**

**From: Ginger Bryant, Mike Savage and Rene Guillen**

**Re: Not Selected for Funding: FY 2018 Title XVI Construction Grant Application**

We are sorry to report that this year's grant request for construction funding was not awarded for the second year in a row. This is particularly bad news for Petaluma and American Canyon who are ready to proceed with their projects.

The information below does not help with the immediate funding problem but does explain why these two grant applications were not awarded and, provides direction for future actions to successfully secure construction funds.

**Grant Funding Availability for Title XVI under the WIIN Act:**

- FY 2017 - \$10m
- FY 2018 - \$20m
- FY 2019 - \$20m

FY 2017 FOA – Reclamation estimated they would award grants to 4-8 projects and ultimately recommended 11 projects for full/partial funding. The NBWRA was one of the projects recommended for funding. When the list of recommendations was sent to OMB for review, 3 projects were ultimately selected to receive funding.

FY 2018 FOA – Reclamation estimated they would award grants to 10-18 projects and ultimately recommended 13 projects for full/partial funding. Again, the NBWRA was one of the projects recommended for funding. The list of grant recipients is expected to be released on 2/19 but at this writing understand that OMB has selected 4-5 projects to receive funding.

FY 2019 FOA – Is anticipated late May/early June.

**Conflicting Objectives between Reclamation and OMB:**

Reclamation has sought to grow the new WIIN Act Title XVI recycling program with multiple awards for diverse projects. In several cases these were partial awards that would have potentially created additional grant obligations and contract management costs before a project was completed.



OMB had stated their priority for larger grants, bigger construction projects and benefits with reduced administrative costs to the federal government. The WIIN Title XVI grant program is the only one under WaterSMART that allows for OMB project approval of grant recipients.

**Recommendations on Preparing for FY 2019 FOA:**

Amend the Phase 2 implementation timeline to increase our grant request and demonstrate the ability to complete in program grant cycle in 3 rather than 6-years. This accelerated schedule would fast-track implementation of the Phase 2 program and reduce administrative costs to both the federal government and NBWRA member agencies.

The proposed revised Phase 2 implementation schedule is shown below. This schedule is provided as a basis for discussion with member agencies as the team prepares to respond to the FY 2019 FOA.

**NBWRP Schedule for Grant Application 2019 (3-year Window)**

Table 1. Project Schedule by MA for Phase 2 Program <sup>a</sup>										
Agency	Project Type	Project Title	Total Project Capital Costs	Grant Schedule			Construction Schedule			
				2019	2020	2021	2019	2020	2021	2022
Novato SD	Treatment	Novato SD WRP Capacity - 1st Expansion (-0.85 MGD)	\$4,752,675			\$4,752,675				
	Environmental Enhancement	Marin County Lower Novato Creek Project - Distribution	\$893,531		\$893,531					
		Turnout to Transitional Wetlands	\$550,294		\$550,294					
SWNSD	Distribution	Napa Road Pipeline	\$3,616,247		\$3,616,247					
SCWA	Seasonal Storage	Valley of the Moon ASR	\$3,674,320		\$3,674,320					
		Sonoma ASR	\$3,855,727			\$3,855,727				
City of Petaluma	Treatment	Increase EC WRF Capacity	\$9,027,050	\$9,027,050						
	Distribution	Urban Recycled Water Expansion	\$13,996,437		\$13,996,437					
		Agricultural Recycled Water Expansion Phase 1	\$4,311,962	\$4,311,962						
	Agricultural Recycled Water Expansion Phase 2	\$5,933,245	\$5,933,245							
Napa SD	Treatment	Soscol WRF Increased Filter Capacity	\$2,210,625		\$2,210,625					
	Operational Storage	Additional Soscol WRF Covered Storage	\$2,895,042			\$2,895,042				
MMWD/CMSA	Distribution	Recycled Water Distribution System Expansion to San Quentin Prison	\$7,826,824			\$7,826,824				
City of American Canyon	Distribution	Phase 1 Recycled Water Distribution System Expansion	\$3,103,108	\$3,103,108						
		Phase 2 Recycled Water Distribution System Expansion	\$2,892,451	\$2,892,451						
	Treatment	AriCam WRF Phase 2 Treatment Plant Upgrades	\$6,049,008			\$6,049,007.97				
Total			\$75,584,448	\$25,262,817	\$24,941,455	\$25,380,176				
Anticipated Grant Funding:			\$18,896,112	\$6,315,704	\$6,235,364	\$6,345,044				

**Conference Call: Discuss Revised Phase 2 Implementation Schedule**

Please watch for and respond to the doodle poll so that we can schedule a call to answer any questions you may have about this schedule and the upcoming grant process.

**Teresa Lerch**

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**From:** Mark Millan <millan@datainstincts.com>  
**Sent:** Thursday, February 21, 2019 9:19 AM  
**To:** Undisclosed Recipients  
**Subject:** See all that water flowing into the ocean? Bill by Sen. Hertzberg aims to save it - LA Daily News 2/20/19

## **See all that water flowing into the ocean? Bill by Sen. Hertzberg aims to save it** Kevin Modesti, Los Angeles daily News 2/20/19

In a file photo, California state Sen. Bob Hertzberg, D-Van Nuys, talks about a transportation proposal benefiting Cal State Northridge students and faculty. (Photo by David Crane/SCNG)

In stormy winters like this, residents of drought-prone Southern California fret about how much rainfall flows into the ocean, a reminder of the amounts of water the region is wasting instead of saving for good use.

A new bill by a San Fernando Valley state senator aims to fix that.

The bill introduced Monday by Sens. [Bob Hertzberg](#), D-Van Nuys, and [Scott Wiener](#), D-San Francisco, would require huge reductions in the volume of treated wastewater discharged into the Pacific Ocean and California estuaries.

SB 332, the Local Water Reliability Act, calls on wastewater treatment facilities to step up recycling, conservation and efficiency to meet reduction targets of 50 percent by 2030 and 95 percent by 2040 for the amount of water dumped into the ocean.

"I introduced a bill on this exact subject nearly four years ago, and it pains me that nothing has improved," Hertzberg, [the Senate's majority leader](#), said Tuesday in a statement. "It is backwards for Southern California to continue importing water by sticking a straw in the Colorado River, or in the North, while we're also dumping billions of gallons of water into the ocean.

"The reality of climate change has led our society to shift toward sustainable and renewable electricity; we must rethink our water policy with the same view toward sustainability."

The bill is sponsored by the [Natural Resources Defense Council](#) and supported by the [California Coastkeeper Alliance](#).

But it's likely to face criticism from some of the water agencies that opposed Hertzberg's similar bill in 2015. Back then, opponents complained that water re-use mandates would saddle agencies with "staggering" costs. That bill died at the committee level.

Since then, California has taken several steps to promote recycling of wastewater, which includes both water from rain and water for household and commercial use.

Still, the backers of SB 332 said, most communities continue to use water once and dispose of it. Relying on a study by the environmental group Heal the Ocean, Hertzberg and Wiener said 1.1 billion gallons of treated water a day are discarded into the ocean and estuaries. That, they said, is enough to fill the Rose Bowl stadium 12 times a day.

Hertzberg cited a climatologist's estimate, reported in the Los Angeles Times, that more than 80 percent of the region's rainfall ends up diverted from urban areas in Southern California into the Pacific Ocean.

Recycling much of that water, the senators said, would help with landscape and agricultural irrigation and reduce the need for environmentally damaging diversions of water from the Bay-Delta watershed.

Weiner called the bill's water-saving goals "aggressive and attainable."

Hertzberg spokeswoman Katie Hanzlik said the bill probably will be discussed in April in the Senate Natural Resources and Water Committee, chaired by Sen. Henry Stern, D-Canoga Park, or the Senate Environmental Quality Committee, chaired by Sen. Ben Allen, D-Santa Monica — or possibly in both committees.

Heather Engel, a spokeswoman for the Association of California Water Agencies, which opposed Hertzberg's 2015 bill, said the association would wait until the bill goes to a committee before taking a position on it.

Link: <https://www.dailynews.com/2019/02/20/see-all-that-water-flowing-into-the-ocean-bill-by-sen-hertzberg-aims-to-save-it/>

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#### News Update



707.836.0300



## **District to buy building for new headquarters**

### **District**

#### **ROSS VALLEY SANITARY**

**By Adrian Rodriguez**

*[arodriguez@marinij.com](mailto:arodriguez@marinij.com) @adrianrrodri on Twitter*

After years of working out of temporary offices, the Ross Valley Sanitary District has plans to purchase a San Rafael building to use as its headquarters and is considering a financial arrangement to pay for it and to clean up another site.

The district wants to purchase the two-story, 29,000-square-foot building at 1111 Andersen Drive to consolidate its staff, which works out of four separate facilities, into one property. With more than 200 parking spaces, a 4,000-square-foot warehouse and 25,000 square feet dedicated to office space, the property off Interstate 580 near the Marin Airport is ideal, said Felicia Newhouse, assistant general manager of the district.

“A consolidated location will streamline operations by having RVSD field crews, engineers, staff and managers working together in a single location,” Newhouse said. “The new facility will better meet worker needs in an upgraded work environment.”

The district announced last week it signed a contract to begin a 45-day “due diligence period” to perform building inspections and a title report of the building at the 3.3-acre site, listed at \$12.9 million. The district will also negotiate with Comcast Corp., which occupies half of the building and has four years remaining on its lease with the option to remain onsite up to 14 years.

“We needed an industrial space,” said Tom Gaffney, district board president, noting that staffers work with big noisy trucks and the property is suitable for that use. “This really fit the bill for us.”

**DISTRICT » PAGE4**





Ross Valley Sanitary District has begun a negotiation period to purchase a building at 1111 Andersen Drive for its new headquarters.

ALAN DEP — MARIN INDEPENDENT JOURNAL

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## **District to buy building for new headquarters**

### **District**

FROM PAGE 3

Jerry Suyderhoud, an agent with Newmark Knight Frank who is brokering the deal, said two other parties were interested in purchasing the building, which was built in 1984.

“We were looking for a buyer who we thought could perform,” he said, declining to disclose who else was interested. “(The sanitary district) is a good quality buyer and it’s a nice property for what they want to do. Hopefully, they will be the ultimate buyer.”

The district, which was founded in 1899, operates with 32 staffers on a \$52 million annual budget. It serves Fairfax, San Anselmo, Ross, Larkspur, Bon Air, Sleepy Hollow, Kentfield, Kent Woodlands, Oak Manor and Greenbrae.

Since 2009, the district has operated from two locations in San Rafael and two in Larkspur, an arrangement that was supposed to have been temporary, Newhouse said. Administrative, customer service and management staff have been working at 2960 Kerner Blvd. in San Rafael. The district also leases two side-by-side storage and garage spaces on Andersen. At 2000 Larkspur Landing Circle, the district has temporary buildings and cargo containers, which are used for field crews, fleet equipment and parts storage. The board also uses the Central Marin Police Authority meeting room at the police station at 250 Doherty Drive in Larkspur.

To pay for the building, the district is considering issuing \$20 million to \$30 million in revenue bonds.

The board of directors at its Feb. 13 meeting unanimously approved hiring Sperry Capital Inc. and Hawkins, Delafield and Wood LLP for financial advisory and bond counsel services to make a recommendation to the district on its best financial options. At the same meeting, the board signed off on temporarily suspending its operations and maintenance fund in order to front the cash needed to pay for 1111 Andersen Drive.

If the board chooses to issue bonds, the money would also finance sewer system improvements and pay for the approximately \$8 million site cleanup of the district's 10-acre yard at Larkspur Landing. The district is seeking clearance from the California Environmental Protection Agency to clean up approximately 26,000 cubic yards of contaminated soil from the property. That project is expected to begin this summer and last four months.

A portion of the bond money would likely replenish the operations and maintenance fund be used to front the building purchase. It's unclear how much renovation will be needed before a move-in. If the deal closes by the end of March as expected, officials plan to open the new office within a year or less, Newhouse said. The district's remaining property would then be freed up, and the board will likely consider whether to sell off that real estate, using the capital gained to pay back the bonds, officials said.

Gaffney said that once Comcast vacates its lease, the door would open for other public agencies to possibly move in also.

Doug Kelly, a district board member, said the move would serve the district well.

"We wanted to find a place where we could be for the next 100 years," Kelly said. "This is better for the public: Everything will be in one convenient space and the centralized location will make it easier and faster for our staff to respond."