



101 Lucas Valley Road, Suite 300  
 San Rafael, CA 94903  
 Tel.: 415-472-1734  
 Fax: 415-499-7715  
 www.LGVSD.org

**MANAGEMENT TEAM**  
 General Manager, Curtis Paxton  
 Plant Operations, Mel Liebmann  
 Collections/Safety/Maintenance, Greg Pease  
 Engineering, Michael P. Cortez  
 Administrative Services, Dale McDonald

**DISTRICT BOARD**  
 Megan Clark  
 Ronald Ford  
 Craig K. Murray  
 Gary E. Robards  
 Crystal J. Yezman

The Mission of the Las Gallinas Valley Sanitary District is to protect public health and our environment, providing effective wastewater collection, treatment, and resource recovery.

## BOARD MEETING AGENDA

### JANUARY 4, 2024

**MATERIALS RELATED TO ITEMS ON THIS AGENDA ARE AVAILABLE FOR PUBLIC INSPECTION DURING NORMAL BUSINESS HOURS AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, SAN RAFAEL, OR ON THE DISTRICT WEBSITE [WWW.LGVSD.ORG](http://WWW.LGVSD.ORG)**

Estimated Time

**4:00 PM            OPEN SESSION:**

**4:05 PM            1. PUBLIC COMMENT**

This portion of the meeting is reserved for people 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.

**4:10 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 December 7 and December 14, 2023
- B. Approve the Warrant List for January 4, 2024
- C. Approve Murray attending the CASA Washington DC Policy Form February 26-27, 2024
- D. Approve Amendment 1 to ArcSine Engineering SCADA Support Services Contract
- E. Approve Resolution 2024-2320 Adopting the Salary Pay Scales effective January 5, 2024
- F. Approve Resolution 2024-2321 Capital Facilities Charge and Misc. Fee Schedule
- G. Approve Order of Publication for Ordinance 195

Possible expenditure of funds: Yes, Item B through E.

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

- 4:20 PM**      **3. INFORMATION ITEMS:**  
STAFF/CONSULTANT REPORTS:
1. General Manager’s Report – verbal
  2. Sanitary District Act Reform and Board Policy F-90-70 Disbursements – written
  3. Budget Development Timeline for FY 2024-2025 – written
- 4:50 PM**      **4. BOARD ELECTIONS – PRESIDENT AND VICE PRESIDENT**  
The Board to elect a President and Vice-President.
- 5:00 PM**      **5. BOARD PRESIDENT COMMITTEE APPOINTMENTS FOR 2024**  
Board President to appoint Board members to attend various meetings and/or committees.
- 5:40 PM**      **6. WINTER NEWSLETTER**  
Board to review and approve the Winter 2024 Newsletter.
- 5:50 PM**      **7. BOARD MEMBER REPORTS:**
1. CLARK
    - a. NBWA Board Committee, 2023 Operations Control Centers Ad Hoc Committee, 2023 GM Salary Negotiation Ad Hoc Committee, 2023 FutureSense Ad Hoc Committee, Other Reports
  2. FORD
    - a. NBWRA, 2023 Operations Control Centers Ad Hoc Committee, 2023 McInnis Marsh Ad Hoc Committee, 2023 Fleet Management Ad Hoc Committee, 2023 San Francisco Bay Trail Ad Hoc Committee, Other Reports
  3. MURRAY
    - a. Marin LAFCO, 2023 Biosolids Ad Hoc Committee, CASA Energy Committee, 2023 Development Ad Hoc Committee, 2023 San Francisco Bay Trail Ad Hoc Committee, Other Reports
  4. ROBARDS
    - a. Gallinas Watershed Council/Miller Creek, 2023 Engineering Ad Hoc Committee re: STPURWE, 2023 McInnis Marsh Ad Hoc Committee, 2023 Development Ad Hoc Committee, 2023 FutureSense Ad Hoc Committee, Other Reports
  5. YEZMAN
    - a. Flood Zone 7, CSRMA, 2023 Ad Hoc Engineering Committee re: STPURWE, Marin Special Districts, 2023 Biosolids Ad Hoc Committee, 2023 GM Salary Negotiation Ad Hoc Committee, Other Reports

- 6:00 PM **8. BOARD REQUESTS:**
  - A. Board Meeting Attendance Requests – Verbal
  - B. Board Agenda Item Requests – Verbal

6:05 PM **9. VARIOUS INDUSTRY RELATED ARTICLES**

6:10 PM **10. ADJOURNMENT**

**FUTURE BOARD MEETING DATES: JANUARY 18 AND FEBRUARY 1, 2024**

AGENDA APPROVED:	Megan Clark, President	Patrick Richardson, Legal Counsel
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**CERTIFICATION:** I, Dale McDonald, Acting Board Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before January 1, 2024 4:00 pm I posted the Agenda for the Board Meeting of said Board to be held on January 4, 2024, at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: December 29, 2023



\_\_\_\_\_  
 Dale McDonald  
 Acting Board 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 sessions. 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 1

**1/4/2024**

### **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.**

## MEETING MINUTES OF DECEMBER 7, 2023

THE BOARD OF DIRECTORS AND STAFF OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION ON DECEMBER 7, 2023 AT 4:31 PM AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903.

- BOARD MEMBERS PRESENT:** Megan Clark, Ron Ford, Craig K. Murray, Gary Robards and Crystal Yezman.
- BOARD MEMBERS ABSENT:** None
- STAFF PRESENT:** Curtis Paxton, General Manager; Teresa Lerch, Board Secretary; Dale McDonald, District Treasurer; Mel Liebmann, Plant Manager; Mike Cortez, District Engineer.
- OTHERS PRESENT:** Patrick Richardson, District Counsel.
- ANNOUNCEMENT:** President Clark announced that the agenda had been posted as evidenced by the certification on file in accordance with the law
- PUBLIC COMMENT:** Vice President Murray mentioned that it is National Pearl Harbor Remembrance Day and we want to recognize and honor those people who serve our country.

District Counsel Richardson informed the Board President that Staff pulled Agenda Item number 2 – Public Hearing for Ordinance 194 Amending Title 4, Chapter 1 – Regulating Solid Waste, Recyclable and Organic Materials, and the Collection, Removal and Disposal Thereof including the Garbage and Refuse Rate Adjustment for 2024 due to questions regarding calculations of the franchise fee.

### 1. **CONSENT CALENDAR:**

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

- A. Approve the Board Minutes for November 16, 2023
- B. Approve the Warrant List for December 7, 2023
- C. Approve Clark attending NACWA Webinar Equip a Modern Workforce December 5 and 6th, 2023
- D. Approve Application for Allocation of Capacity for APN 155-230-12, San Rafael Airport Recreational Facility
- E. Approve Resolution 2023-2318 Adopting a Policy Allowing Inflow and Infiltration Reduction Project as a Wet Weather Flow Mitigation Option for New Land Development Projects
- F. Approve Resolution 2023-2319 Authorizing the Tamalpais Community Service District to Submit Regional SB 1383 Local Assistance Grant Applications

Items B, D and F were pulled for discussion.

**ACTION:**

Board approved (M/S Murray/Ford (5-0-0-0) the Consent Calendar items A through F.

AYES: Clark, Ford, Murray, Robards and Yezman.

NOES: None.

ABSENT: None.

ABSTAIN: None.

**2. INFORMATION ITEMS:**

**STAFF / CONSULTANT REPORTS:**

1. General Manager's Report – Paxton reported.
2. Operations Department Report – Liebmann reported.
3. Quarterly Treasurer's and Financial Report as of September 30, 2023 – McDonald reported.
4. 2023 Legislative Roundup – Discussion ensued.

**3. ORDINANCE 195 CHANGING START TIME OF REGULAR BOARD MEETINGS**

The Board reviewed Ordinance 195 changing the start time of Regular Board meetings to 4:00 pm

**ACTION:**

Board approved (M/S Yezman/Ford (5-0-0-0) Ordinance 195 changing the start time of regular Board meetings to 4:00 PM

AYES: Clark, Ford, Murray, Robards and Yezman.

NOES: None.

ABSENT: None.

ABSTAIN: None.

**4. BOARD REPORTS**

1. CLARK

- a. NBWA Board Committee – verbal report
- b. 2023 Operations Control Centers Ad Hoc Committee – no report
- c. 2023 GM Salary Negotiation Ad Hoc Committee – no report
- d. 2023 FutureSense Ad Hoc Committee – no report
- e. Other Reports– verbal report on a CASA HR meeting regarding Diversity.

2. FORD

- a. NBWRA – no report
- b. 2023 Operations Control Centers Ad Hoc Committee – no report
- c. 2023 GM Evaluation Ad Hoc Committee – no report
- d. 2023 McInnis Marsh Ad Hoc Committee – no report
- e. 2023 Fleet Management Ad Hoc Committee – no report
- f. 2023 SF Bay Trail Ad Hoc Committee –no report
- g. Other Reports – none

3. MURRAY

- a. Marin LAFCO – no report
- b. CASA Energy Committee –verbal report
- c. 2023 Biosolids Ad Hoc Committee – no report
- d. 2023 Development Ad Hoc Committee – no report
- e. 2023 SF Bay Trail Ad Hoc Committee – no report
- f. Other Reports – none

4. ROBARDS

- a. Gallinas Watershed Council/Miller Creek – no report
- b. 2023 STPURWE Engineering Ad Hoc Committee – no report
- c. 2023 McInnis Marsh Ad Hoc Committee – no report

- d. 2023 Development Ad Hoc Committee – no report
- e. 2023 GM Evaluation Ad Hoc Committee –no report
- f. 2023 FutureSense Ad Hoc Committee – no report
- g. Other Reports – none.

5. YEZMAN

- a. Flood Zone 7– no report
- b. CSRMA – no report
- c. Marin Special District Association – no report
- d. 2023 STPURWE Engineering Ad Hoc Committee – no report
- e. 2023 Biosolids Ad Hoc Committee – no report
- f. 2023 GM Salary Negotiation Ad Hoc Committee – no report
- g. Other Reports– none.

6. **BOARD REQUESTS:**

- A. Board Meeting Attendance Requests – Murray requested to attend CASA Washington DC Forum in February.
- B. Board Agenda Item Requests – none.

7. **MISCELLANEOUS DISTRICT ARTICLES**

Discussion ensued.

8. **ADJOURNMENT:**

**ACTION:**

Board approved (M/S Robards/Ford 5-0-0-0) the adjournment of the meeting at 6:21 p.m.

AYES: Clark, Ford, Murray, Robards and Yezman.

NOES: None.

ABSENT: None.

ABSTAIN: None.

The next Board Meeting is scheduled for December 14, 2023 at 4:00 pm at the District office.

ATTEST:

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Teresa Lerch, Board Secretary

APPROVED:

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Craig K. Murray, Vice-President

**SPECIAL MEETING MINUTES OF DECEMBER 14, 2023**

THE BOARD OF DIRECTORS AND STAFF OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION AT 4:32 AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

**BOARD MEMBERS PRESENT:** Megan Clark, Ron Ford, Craig Murray, Gary Robards and Crystal Yezman.

**BOARD MEMBERS ABSENT:** None.

**STAFF PRESENT:** Curtis Paxton, General Manager; Teresa Lerch, Board Secretary; Dale McDonald, District Treasurer; Mike Cortez, District Engineer.

**OTHERS PRESENT:** Patrick Richardson, District Counsel; Sheri Lasick and Monique Day, West Yost; Paul Kaymark, Nigro & Nigro.

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

**PUBLIC COMMENT:** None.

**1. 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 Warrant List for December 14, 2023
- B. Approve Board Compensation for November 2023

**ACTION:**

Board approved (M/S Murray/Robards (5-0-0-0) the Consent Calendar items A and B.

AYES: Clark, Ford, Murray, Robards and Yezman.  
NOES: None.  
ABSENT: None.  
ABSTAIN: None.

**2. INFORMATION ITEMS:**

**STAFF / CONSULTANT REPORTS:**

- 1. West Yost Grant Support – Presentation by Monique Day and Sheri Lasick. Discussion ensued.
- 2. General Manager's Report – Paxton reported.

**3. RECEIVE ANNUAL COMPREHENSIVE FINANCIAL REPORT WITH FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

Board reviewed the Annual Comprehensive Financial Report with Financial Statements and Independent Auditors' Report with Paul Kaymark of Nigro and Nigro.



**ACTION:**

Board directed staff to receive (M/S Murray/Robards (5-0-0-0) the Independent Auditors' Report for the Fiscal Year ending June 30, 2023 with updated minor changes and file the Annual Comprehensive Financial Report.

AYES: Clark, Ford, Murray, Robards and Yezman.  
NOES: None.  
ABSENT: None.  
ABSTAIN: None.

**4. BOARD REPORTS**

1. CLARK
  - a. NBWA Board Committee – no report
  - b. 2023 Operations Control Center Ad Hoc Committee – no report
  - c. 2023 GM Salary Negotiation Ad Hoc Committee – no report
  - d. 2023 FutureSense Ad Hoc Committee – no report
  - e. Other Reports – none
  
2. FORD
  - a. NBWRA – no report
  - b. 2023 Operations Control Center Ad Hoc Committee – no report
  - c. 2023 McInnis Marsh Ad Hoc Committee – no report
  - d. 2023 Fleet Management Ad Hoc Committee – no report
  - e. 2023 SF Bay Trail Ad Hoc Committee – no report
  - f. Other Reports – none
  
3. MURRAY
  - a. Marin LAFCO – verbal report
  - b. CASA Energy Committee –no report – no report
  - c. 2023 Biosolids Ad Hoc Committee – no report
  - d. 2023 Development Ad Hoc Committee – no report
  - e. 2023 SF Bay Trail Ad Hoc Committee – no report
  - f. Other Reports– none
  
4. ROBARDS
  - a. Gallinas Watershed Council/Miller Creek – no report
  - b. 2023 STPURWE Engineering Ad Hoc Committee – no report
  - c. 2023 McInnis Marsh Ad Hoc Committee – no report
  - d. 2023 Development Ad Hoc Committee – no report
  - e. 2023 FutureSense Ad Hoc Committee – no report
  - f. Other Reports – none
  
5. YEZMAN
  - a. Flood Zone 7– no report
  - b. CSRMA – no report
  - c. Marin Special District Association – no report
  - d. 2023 STPURWE Engineering Ad Hoc Committee – no report
  - e. 2023 Biosolids Ad Hoc Committee – no report
  - f. 2023 GM Salary Negotiation Ad Hoc Committee – no report
  - g. Other Reports– none

**5. BOARD REQUESTS:**

- A. Board Meeting Attendance Requests – Murray requested to attend the CASA Washington DC Policy Forum on February 26-27, 2024.
- B. Board Agenda Item Requests – Ford requested that the Advanced Clean Fleet Regulations be on a future agenda.

**6. MISCELLANEOUS DISTRICT CORRESPONDENCE**

Discussion ensued.

**7. ADJOURNMENT:**

**ACTION:**

The board approved (M/S Murray/Robards 5-0-0-0) the adjournment of the meeting at 5:35 p.m.

AYES: Clark, Ford, Murray, Robards and Yezman.

NOES: None.

ABSENT: None.

ABSTAIN: None.

The next Board Meeting is scheduled for January 4, 2024 at 4:00 PM at the District office.

ATTEST:

\_\_\_\_\_  
Teresa Lerch, Board Secretary

APPROVED:

\_\_\_\_\_  
Craig K. Murray, Vice-President

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Only unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>Alliant Insurance Services, Inc.</b>								
170	Alliant Insurance Services,	7268	Pooled Liability 12/31/2023-24	12/22/23	141,244.00	.00		
Total Alliant Insurance Services, Inc.:					141,244.00	.00		
<b>Aqua Engineering Inc</b>								
240	Aqua Engineering Inc	26717	STPURWE- Amendment 10- Bidding & construc	12/13/23	2,147.50	.00		
Total Aqua Engineering Inc:					2,147.50	.00		
<b>Aramark Uniform Service</b>								
250	Aramark Uniform Service	5080347863	Laundry Service week ending 12/10/2023	12/12/23	125.66	.00		
250	Aramark Uniform Service	5080347863	Laundry Service week ending 12/10/2023	12/12/23	125.65	.00		
250	Aramark Uniform Service	5080351659	Laundry Service week ending 12/17/2023	12/19/23	175.67	.00		
250	Aramark Uniform Service	5080351659	Laundry Service week ending 12/17/2023	12/19/23	175.68	.00		
250	Aramark Uniform Service	5080355512	Laundry Service week ending 12/25/2023	12/26/23	125.77	.00		
250	Aramark Uniform Service	5080355512	Laundry Service week ending 12/25/2023	12/26/23	125.76	.00		
Total Aramark Uniform Service:					854.19	.00		
<b>ArcSine Engineering</b>								
255	ArcSine Engineering	15513	SCADA On-call support for Pump Station, Plant	12/08/23	5,782.85	.00		
255	ArcSine Engineering	15513	SCADA On-call support for Pump Station, Plant	12/08/23	5,782.84	.00		
255	ArcSine Engineering	15513	SCADA On-call support for Pump Station, Plant	12/08/23	5,782.84	.00		
Total ArcSine Engineering:					17,348.53	.00		
<b>Asaro, Anthony</b>								
265	Asaro, Anthony	2024	BOOT AL Boot Allowance	12/26/23	325.00	.00		
Total Asaro, Anthony:					325.00	.00		
<b>AT&amp;T</b>								
270	AT&T	12/7/2023 - 1/6	Phone lines @ pump stations	12/07/23	687.05	.00		
Total AT&T:					687.05	.00		
<b>Bellecci &amp; Associates Inc</b>								
355	Bellecci & Associates Inc	210068.00-000	Talus Reserve Pass through payment	12/12/23	336.00	.00		
Total Bellecci & Associates Inc:					336.00	.00		
<b>BPM Reprographics</b>								
410	BPM Reprographics	0127	Format Scans for STPURWE MSC Redlined As-	12/08/23	4,285.88	.00		
Total BPM Reprographics:					4,285.88	.00		
<b>Buchholz, Bob</b>								
445	Buchholz, Bob	2024	BOOT AL Boot Allowance	12/26/23	325.00	.00		
Total Buchholz, Bob:					325.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>CalNet</b>								
2935	CalNet	000021003879	Phone Lines at Pump Station	12/20/23	329.19	.00		
Total CalNet:					329.19	.00		
<b>CalPERS 457 Plan Deferred Comp</b>								
555	CalPERS 457 Plan Deferr	12/15 PAYDAT	457 Deferred Comp Paydate 12/15	12/15/23	12,863.70	.00		
Total CalPERS 457 Plan Deferred Comp:					12,863.70	.00		
<b>CalPERS CERBT-OPEB</b>								
560	CalPERS CERBT-OPEB	17398216		12/26/23	11,630.00	.00		
Total CalPERS CERBT-OPEB:					11,630.00	.00		
<b>CALPERS Health</b>								
565	CALPERS Health	173090374	Retiree Admin Fee	12/28/23	45.78	.00		
565	CALPERS Health	173090374	Active Admin Fee	12/28/23	165.25	.00		
565	CALPERS Health	173090374	Health Premium- Jan	12/28/23	1,570.00	.00		
565	CALPERS Health	173090374	Health Premium- Jan	12/28/23	157.00	.00		
565	CALPERS Health	173090374	Health Premium- Jan	12/28/23	1,413.00	.00		
565	CALPERS Health	173090374	Health Premium- Jan	12/28/23	10,566.72	.00		
565	CALPERS Health	173090374	Health Premium- Jan	12/28/23	5,107.05	.00		
565	CALPERS Health	173090374	Health Premium- Jan	12/28/23	10,418.39	.00		
565	CALPERS Health	173090374	Health Premium- Jan	12/28/23	7,627.22	.00		
565	CALPERS Health	173090374	Health Premium- Jan	12/28/23	2,335.68	.00		
565	CALPERS Health	173090374	Health Premium- Jan	12/28/23	15,586.90	.00		
Total CALPERS Health:					54,992.99	.00		
<b>CALPERS Retirement</b>								
575	CALPERS Retirement	12/15 PAYDAT	EE & ER Retirement- Paydate 12/15	12/15/23	3,784.68	.00		
575	CALPERS Retirement	12/15 PAYDAT	EE & ER Retirement- Paydate 12/15	12/15/23	2,993.90	.00		
575	CALPERS Retirement	12/15 PAYDAT	EE & ER Retirement- Paydate 12/15	12/15/23	7,015.75	.00		
575	CALPERS Retirement	12/15 PAYDAT	EE & ER Retirement- Paydate 12/15	12/15/23	3,366.84	.00		
575	CALPERS Retirement	12/15 PAYDAT	EE & ER Retirement- Paydate 12/15	12/15/23	525.22	.00		
575	CALPERS Retirement	12/15 PAYDAT	EE & ER Retirement- Paydate 12/15	12/15/23	9,942.84	.00		
Total CALPERS Retirement:					27,629.23	.00		
<b>Caltest Analytical Laboratory</b>								
580	Caltest Analytical Laborator	714708	Outside Lab Testing	12/11/23	7,093.20	.00		
Total Caltest Analytical Laboratory:					7,093.20	.00		
<b>Campbell, Christopher</b>								
585	Campbell, Christopher	2024 BOOT AL	Boot Allowance	12/26/23	325.00	.00		
Total Campbell, Christopher:					325.00	.00		
<b>Cardenas, Manuel</b>								
600	Cardenas, Manuel	2024 BOOT AL	Boot Allowance	12/26/23	325.00	.00		
Total Cardenas, Manuel:					325.00	.00		
<b>Caselle Inc</b>								
620	Caselle Inc	128750	Integrated Financial Software-ASM	11/01/23	1,780.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Caselle Inc:					1,780.00	.00		
<b>Cintas Corporation</b>								
675	Cintas Corporation	4178016169	Safewasher Filter Service	12/26/23	244.32	.00		
Total Cintas Corporation:					244.32	.00		
<b>Cook, Glenn</b>								
735	Cook, Glenn	2024 BOOT AL	Boot Allowance	12/26/23	325.00	.00		
Total Cook, Glenn:					325.00	.00		
<b>Cortez, Michael</b>								
745	Cortez, Michael	2024 BOOT AL	Boot Allowance	12/26/23	325.00	.00		
Total Cortez, Michael:					325.00	.00		
<b>Custom Tractor Service</b>								
850	Custom Tractor Service	LGVSD12-20	Emergency Sludge Injection- Remarks: Labor,	12/20/23	43,644.60	.00		
Total Custom Tractor Service:					43,644.60	.00		
<b>Dash Mechanical Engineering LLC</b>								
875	Dash Mechanical Engineeri	0351	Bio-Wheel Unit 2100 Repair	11/27/23	6,000.00	.00		
Total Dash Mechanical Engineering LLC:					6,000.00	.00		
<b>Downing Heating Inc</b>								
950	Downing Heating Inc	A-9377	Perventative Maintenance 4th Qtr	12/15/23	1,960.00	.00		
Total Downing Heating Inc:					1,960.00	.00		
<b>Environmental Business Specialists LLC</b>								
1025	Environmental Business S	38247		12/19/23	1,340.00	.00		
Total Environmental Business Specialists LLC:					1,340.00	.00		
<b>FedEx</b>								
1090	FedEx	8-348-72932	Misc. Mailings	12/15/23	43.40	.00		
Total FedEx:					43.40	.00		
<b>Fernandes, Robert</b>								
1095	Fernandes, Robert	2024 BOOT AL	Boot Allowance	12/26/23	325.00	.00		
Total Fernandes, Robert:					325.00	.00		
<b>Franklin, William</b>								
1145	Franklin, William	2024 BOOT AL	Boot Allowance	12/26/23	325.00	.00		
Total Franklin, William:					325.00	.00		
<b>Gill, Chris</b>								
1195	Gill, Chris	2024 BOOT AL	Boot Allowance	12/26/23	325.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Gill, Chris:						325.00	.00	
<b>Golshani, Sahar</b>								
1215	Golshani, Sahar	2024 BOOT AL	Boot Allowance	12/26/23	325.00	.00		
Total Golshani, Sahar:						325.00	.00	
<b>HASA Inc.</b>								
3055	HASA Inc.	935293	Chemicals	12/18/23	14,015.79	.00		
Total HASA Inc.:						14,015.79	.00	
<b>Hazen and Sawyer</b>								
1295	Hazen and Sawyer	20148-003-29	Digester Room MCC #2 Upgrade	12/14/23	2,060.00	.00		
1295	Hazen and Sawyer	20148-005-17	Amendment 1 - Flow Monitoring for Collection S	12/14/23	2,385.00	.00		
1295	Hazen and Sawyer	20148-006-6	Revision to LGVSD Standard Specification & Dr	12/14/23	6,637.50	.00		
1295	Hazen and Sawyer	20148-007-1	On-Call Contract for Engineering Services (202	12/14/23	740.00	.00		
Total Hazen and Sawyer:						11,822.50	.00	
<b>Inskeep, Stephen</b>								
1370	Inskeep, Stephen	2024 BOOT AL	Boot Allowance	12/26/23	325.00	.00		
Total Inskeep, Stephen:						325.00	.00	
<b>Jackson's Hardware Inc</b>								
1385	Jackson's Hardware Inc	144465		12/12/23	122.33	.00		
1385	Jackson's Hardware Inc	144612		12/13/23	28.38	.00		
1385	Jackson's Hardware Inc	144890		12/18/23	507.20	.00		
1385	Jackson's Hardware Inc	145047	Credit- Return cable puller	12/20/23	62.26-	.00		
Total Jackson's Hardware Inc:						595.65	.00	
<b>JDB Systems</b>								
1400	JDB Systems	8566	Flow Meter Calibrations	12/13/23	4,071.30	.00		
Total JDB Systems:						4,071.30	.00	
<b>Kennedy Jenks Consulting Inc</b>								
1440	Kennedy Jenks Consulting	168456	STPURWE: Amendment 2 - Construction Mana	12/19/23	4,545.70	.00		
Total Kennedy Jenks Consulting Inc:						4,545.70	.00	
<b>Lagarde, Catherine</b>								
3310	Lagarde, Catherine	103 HAWTHO	Sewer lateral replacement program	12/28/23	2,984.81	.00		
Total Lagarde, Catherine:						2,984.81	.00	
<b>Liebert Cassidy Whitmore</b>								
1500	Liebert Cassidy Whitmore	256215	Professional rules review	11/30/23	5,392.00	.00		
Total Liebert Cassidy Whitmore:						5,392.00	.00	
<b>Loveless, Ralph</b>								
1530	Loveless, Ralph	2024 BOOT AL	Boot Allowance	12/26/23	325.00	.00		
1530	Loveless, Ralph	WEFTEC CON	WEF Conference Reimbursement	12/21/23	2,121.26	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Loveless, Ralph:					2,446.26	.00		
<b>Maleki, Ghazaleh</b>								
1550	Maleki, Ghazaleh	2024	BOOT AL Boot Allowance	12/26/23	325.00	.00		
Total Maleki, Ghazaleh:					325.00	.00		
<b>Moore, Don</b>								
1690	Moore, Don	2024	BOOT AL Boot Allowance	12/26/23	325.00	.00		
Total Moore, Don:					325.00	.00		
<b>Motion Industries, Inc.</b>								
3250	Motion Industries, Inc.	CA38-0082154	Water Hose Assembly	12/12/23	1,406.22	.00		
Total Motion Industries, Inc.:					1,406.22	.00		
<b>North Bay Gas &amp; Welding Supply</b>								
1785	North Bay Gas & Welding	139790	Welding Supplies	12/20/23	627.95	.00		
Total North Bay Gas & Welding Supply:					627.95	.00		
<b>Operating Engineers Local No. 3</b>								
1850	Operating Engineers Local	PAYDATE 12_2	Union Dues 12/29 Paydate	12/29/23	721.74	.00		
Total Operating Engineers Local No. 3:					721.74	.00		
<b>Orion Protection Services Group Inc</b>								
1860	Orion Protection Services	12629	Nightly Patrol- Smith Ranch	12/17/23	369.61	.00		
Total Orion Protection Services Group Inc:					369.61	.00		
<b>Pease, Greg</b>								
1945	Pease, Greg	2024	BOOT AL Boot Allowance	12/26/23	325.00	.00		
Total Pease, Greg:					325.00	.00		
<b>Phenova</b>								
3160	Phenova	199148	WS Source Water	10/23/23	3,374.57	.00		
Total Phenova:					3,374.57	.00		
<b>Quinn, Patricia</b>								
2045	Quinn, Patricia	WELNESS PR	Wellness program reimbursement	12/28/23	500.00	.00		
Total Quinn, Patricia:					500.00	.00		
<b>R3 Consulting Group</b>								
2055	R3 Consulting Group	123095	Solid Waste Franchise Fee Study	12/08/23	5,000.00	.00		
Total R3 Consulting Group:					5,000.00	.00		
<b>Regional Government Services</b>								
2090	Regional Government Serv	16049	Additional Money approved by Board on 6/20/2	11/30/23	2,593.53	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Regional Government Services:					2,593.53	.00		
<b>Rogers, Norman</b>								
2245	Rogers, Norman	2024 BOOT AL	Boot Allowance	12/26/23	325.00	.00		
Total Rogers, Norman:					325.00	.00		
<b>Roto Rooter Plumbers</b>								
3305	Roto Rooter Plumbers	66189250	Commercial Vactor	12/15/23	850.00	.00		
Total Roto Rooter Plumbers:					850.00	.00		
<b>Starnes, Daniel</b>								
2885	Starnes, Daniel	2024 BOOT AL	Boot Allowance	12/26/23	325.00	.00		
2885	Starnes, Daniel	STARNES WE	Wellness reimbursement	12/12/23	497.00	.00		
Total Starnes, Daniel:					822.00	.00		
<b>Sun Life Financial - LIFE &amp; ADD</b>								
2460	Sun Life Financial - LIFE &	JANUARY 202	Life & ADD	12/13/23	569.23	.00		
2460	Sun Life Financial - LIFE &	JANUARY 202	Life & ADD	12/13/23	350.83	.00		
2460	Sun Life Financial - LIFE &	JANUARY 202	Life & ADD	12/13/23	621.11	.00		
2460	Sun Life Financial - LIFE &	JANUARY 202	Life & ADD	12/13/23	347.72	.00		
2460	Sun Life Financial - LIFE &	JANUARY 202	Life & ADD	12/13/23	199.61	.00		
2460	Sun Life Financial - LIFE &	JANUARY 202	Life & ADD	12/13/23	356.20	.00		
Total Sun Life Financial - LIFE & ADD:					2,444.70	.00		
<b>Sun Life Financial - LTD</b>								
2465	Sun Life Financial - LTD	JANUARY 202	LTD	12/13/23	897.46	.00		
2465	Sun Life Financial - LTD	JANUARY 202	LTD	12/13/23	130.76	.00		
2465	Sun Life Financial - LTD	JANUARY 202	LTD	12/13/23	597.11	.00		
2465	Sun Life Financial - LTD	JANUARY 202	LTD	12/13/23	271.00	.00		
2465	Sun Life Financial - LTD	JANUARY 202	LTD	12/13/23	64.58	.00		
2465	Sun Life Financial - LTD	JANUARY 202	LTD	12/13/23	294.40	.00		
Total Sun Life Financial - LTD:					2,255.31	.00		
<b>SWRCB (FEES)</b>								
2485	SWRCB (FEES)	WD-02301177	Annual Permit Fee Fac ID 2215012001	11/29/23	22,039.00	.00		
2485	SWRCB (FEES)	WD-0258166	Annual Permit Fee Fac ID CW400610	12/15/23	399.00	.00		
Total SWRCB (FEES):					22,438.00	.00		
<b>Tapia, Rogelio</b>								
2500	Tapia, Rogelio	2024 BOOT AL	Boot Allowance	12/26/23	325.00	.00		
Total Tapia, Rogelio:					325.00	.00		
<b>Taverna, Anthony</b>								
2510	Taverna, Anthony	2024 BOOT AL	Boot Allowance	12/26/23	325.00	.00		
Total Taverna, Anthony:					325.00	.00		
<b>Unicorn Group</b>								
2625	Unicorn Group	43755	John Duckett Force Main Structures Booklet	12/20/23	268.34	.00		



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
2625	Unicorn Group	43757	Postage estimate for Newsletter	12/19/23	3,000.00	.00		
Total Unicorn Group:					3,268.34	.00		
<b>Univar USA Inc.</b>								
2655	Univar USA Inc.	51715441	Sodium Bisulfite	12/15/23	7,327.15	.00		
2655	Univar USA Inc.	51732689	Sodium Bisulfite	12/21/23	8,188.69	.00		
Total Univar USA Inc.:					15,515.84	.00		
<b>Vision Service Plan</b>								
2720	Vision Service Plan	JANUARY 202	Vision Coverage	12/19/23	130.14	.00		
2720	Vision Service Plan	JANUARY 202	Vision Coverage	12/19/23	108.45	.00		
2720	Vision Service Plan	JANUARY 202	Vision Coverage	12/19/23	65.07	.00		
2720	Vision Service Plan	JANUARY 202	Vision Coverage	12/19/23	151.83	.00		
2720	Vision Service Plan	JANUARY 202	Vision Coverage	12/19/23	65.07	.00		
2720	Vision Service Plan	JANUARY 202	Vision Coverage	12/19/23	43.38	.00		
Total Vision Service Plan:					563.94	.00		
<b>Waters, Jeffrey</b>								
3245	Waters, Jeffrey	2024 BOOT AL	Boot Allowance	12/26/23	325.00	.00		
3245	Waters, Jeffrey	CWEA REIMB	Certification Renewal	12/26/23	211.00	.00		
Total Waters, Jeffrey:					536.00	.00		
<b>WEX Health, Inc.</b>								
2780	WEX Health, Inc.	12/24/2024	FSA Payment	12/24/24	176.97	.00		
2780	WEX Health, Inc.	1853484-IN	FSA Administration	11/30/23	50.00	.00		
Total WEX Health, Inc.:					226.97	.00		
<b>Woodland Center Auto Supply, Inc.</b>								
2805	Woodland Center Auto Sup	832578	Battery core deposit	12/05/23	19.67-	.00		
2805	Woodland Center Auto Sup	832580	Stop Light	12/05/23	.97	.00		
2805	Woodland Center Auto Sup	834166	Air Filter	12/12/23	85.18	.00		
2805	Woodland Center Auto Sup	834167	Misc. Fleet Supplies	12/12/23	148.02	.00		
2805	Woodland Center Auto Sup	834534	Dielectric tune-up	12/13/23	11.68	.00		
2805	Woodland Center Auto Sup	836707	Misc. Supplies	12/26/23	13.42	.00		
Total Woodland Center Auto Supply, Inc.:					239.60	.00		
Grand Totals:					451,607.11	.00		

Board Member: \_\_\_\_\_

General Manager: \_\_\_\_\_

Finance Manager: \_\_\_\_\_

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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Report Criteria:

- Detail report.
  - Invoices with totals above \$0.00 included.
  - Only unpaid invoices included.
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Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>Bank of Marin Cardmember Services</b>								
300	Bank of Marin Cardmembe	CC 11-3-23 No	Wall Calendar - TERESA LERCH	11/01/23	25.16	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 No	Safety Jacket -CHRISTOPHER J GILL	11/01/23	185.73	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 No	Stormwear - CHRISTOPHER J GILL	11/01/23	175.97	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 No	Instruments for E/I -KEVIN M LEWIS	11/01/23	1,839.33	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 No	Creamer - TERESA LERCH	11/01/23	8.28	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 No	Desk Calendar -TERESA LERCH	11/01/23	7.12	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 No	Security Service --AMY SCHULTZ	11/01/23	25.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 No	Parking for Xmas Party Meeting - PAM AMATO	11/01/23	.75	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 No	Miscellaneous adjustment	11/01/23	219.87	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	US Fed Government annual SAM Reg - DALE	10/05/23	100.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Commercial Key Pad - DONALD E MOORE	10/05/23	370.82	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Label Maker - KEVIN M LEWIS	10/05/23	227.75	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Return of heater - MICHAEL P CORTEZ	10/05/23	138.87-	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Batteries for Lab -SAHAR GOLSHANI	10/05/23	110.11	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Microwave for the Plant PAM AMATORI	10/05/23	183.86	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Fee for recording of docs at County -PAM AMAT	10/05/23	32.50	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Drinks for Board Meetings -PAM AMATORI	10/05/23	106.02	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Escherichai coli - SAHAR GOLSHANI	10/05/23	131.72	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Nitrile Gloves - SAHAR GOLSHANI	10/05/23	258.82	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Internet Service for 101 LVR - AMY SCHULTZ	10/05/23	576.60	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Water Service -AMY SCHULTZ	10/05/23	78.36	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Water Service -AMY SCHULTZ	10/05/23	77.44	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Virtual Meeting service - AMY SCHULTZ	10/05/23	134.99	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Answering Service - AMY SCHULTZ	10/05/23	47.64	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	LGVSD Web Domain -AMY SCHULTZ	10/05/23	295.88	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Heater - MICHAEL P CORTEZ	10/05/23	64.99	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Food for Board meeting -TERESA LERCH	10/05/23	204.35	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Sun Screen -WILLIAM C FRANKLIN	10/05/23	7.57	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Microsoft Licensing - YI YING HUANG	10/05/23	30.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Internet Host - AMY SCHULTZ	10/05/23	19.95	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	CWEA CSM-E & MT-1 Renewal Fee - MANUEL	10/05/23	206.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	CWEA E&I 2 & MT-2 Renewal Fee - NORMAN	10/05/23	648.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Eyeglass Cleaner - PAM AMATORI	10/05/23	16.38	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	WaterReuse 2024 Conference - TERESA LERC	10/05/23	850.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Postage Machine Leasing -AMY SCHULTZ	10/05/23	378.41	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Computer accessories for new office at plant -C	10/05/23	163.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	CWEA Return - NORMAN ROGERS	10/05/23	81.00-	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Buffer PH 10.0 Blue -SAHAR GOLSHANI	10/05/23	144.62	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Pest Control Service -AMY SCHULTZ	10/05/23	414.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Hotel Accomidations for Caselle Conference - A	10/05/23	512.28	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Unlimited car wash for district vehicle - CURTIS	10/05/23	40.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Hotel Accomidations for Caselle Conference -D	10/05/23	512.28	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Thickener Polymer Flow Meter Repair -KEVIN	10/05/23	3,174.97	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Safety Lunch Meeting -PAM AMATORI	10/05/23	449.30	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Memory disks for Board Meetings - PAM AMAT	10/05/23	76.50	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Weather App - GREG PEASE	10/05/23	4.99	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Weather Guard E/I Van - KEVIN M LEWIS	10/05/23	183.35	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Electrical Instrumental Tools - KEVIN M LEWIS	10/05/23	725.13	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Items for Appreciation Meeting - PAM AMATORI	10/05/23	48.62	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	USB charger for laptop -CURTIS D PAXTON	10/05/23	21.84	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Burritos for All Hands Meeting - PAM AMATORI	10/05/23	425.70	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Virtual Meeting service - AMY SCHULTZ	10/05/23	149.90	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Computer accessories for new office at plant -C	10/05/23	33.42	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Food For Interview Panel -DONALD E MOORE	10/05/23	61.82	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	WEF Professional Membership -SAHAR GOLS	10/05/23	381.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	ECI-2 Renewal Fee -SAHAR GOLSHANI	10/05/23	103.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Lunch w/R.Ford -CURTIS D PAXTON	10/05/23	54.30	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Office Supplies - PAM AMATORI	10/05/23	113.90	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Office Supplies - PAM AMATORI	10/05/23	43.68	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Enterolert (20 test pack) -SAHAR GOLSHANI	10/05/23	323.46	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	7408342329200009043080 00000	10/05/23	4.90	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	74208473292000012295565 00000	10/05/23	1.66	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Office Supplies - PAM AMATORI	10/05/23	40.86	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Office Supplies - PAM AMATORI	10/05/23	27.24	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Office Supplies - PAM AMATORI	10/05/23	28.50	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Monthly Planner - SAHAR GOLSHANI	10/05/23	10.91	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Everpure ProSeries 3500 Cartridge - SAHAR G	10/05/23	245.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Meeting Software - TERESA LERCH	10/05/23	83.40	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Lunch w/M. Clark -CURTIS D PAXTON	10/05/23	65.63	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Liebert Cassidy Consortium - DALE MCDONAL	10/05/23	549.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Office Supplies - PAM AMATORI	10/05/23	209.92	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Office Supplies - PAM AMATORI	10/05/23	101.14	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Creamer for both locations -PAM AMATORI	10/05/23	37.96	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Doodle Desk Calendar- SAHAR GOLSHANI	10/05/23	12.84	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Food for Board meeting - TERESA LERCH	10/05/23	167.24	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Office Supplies -AMY SCHULTZ	10/05/23	158.17	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Meeting Lunch for Sahar - PAM AMATORI	10/05/23	108.96	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Lab Supplies -SAHAR GOLSHANI	10/05/23	155.01	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Lab Supplies -SAHAR GOLSHANI	10/05/23	649.89	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Water Service -AMY SCHULTZ	10/05/23	77.44	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Water Service -AMY SCHULTZ	10/05/23	218.73	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Subscription to Fleelio for vehical inventory - GR	10/05/23	192.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Office Supplies - PAM AMATORI	10/05/23	308.83	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Lab Supplies -SAHAR GOLSHANI	10/05/23	74.30	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Enterolert (20 test pack) -SAHAR GOLSHANI	10/05/23	323.46	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Chlorine, Buffer Soln - SAHAR GOLSHANI	10/05/23	1,025.36	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Cylinder -SAHAR GOLSHANI	10/05/23	236.60	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Monthly Licenseseing Fees -AMY SCHULTZ	10/05/23	2.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Monthly Licenseseing Fees -AMY SCHULTZ	10/05/23	16.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Reclamation Pump Breaker - KEVIN M LEWIS	10/05/23	1,180.76	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Office Supplies - PAM AMATORI	10/05/23	73.40	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Office Supplies - PAM AMATORI	10/05/23	24.56	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Cylinder -SAHAR GOLSHANI	10/05/23	559.08	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Vise, Pliers & misc. items for the shop - ANTHO	10/05/23	650.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Smal tools for E/I - GREG PEASE, credit	10/05/23	239.10-	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Smal tools for E/I -GREG PEASE	10/05/23	239.10	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	File Cart - PAM AMATORI	10/05/23	39.87	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Mailing Fees -SAHAR GOLSHANI	10/05/23	109.15	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	CWEA CSM-E & MT-1 Renewal Fee - STEVEN	10/05/23	241.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	CWEA Membership Renewal Fee - STEVEN I	10/05/23	98.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	BNP Media SUB-ENR Subscription - YI YING H	10/05/23	99.99	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Internet Service for Pump Station - AMY SCHUL	10/05/23	266.38	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Bridge toll transponder - AMY SCHULTZ	10/05/23	40.00	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Eye Wash Pump - KEVIN M LEWIS	10/05/23	208.88	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Colilert -SAHAR GOLSHANI	10/05/23	1,880.61	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Full Service Oil change -GREG PEASE	10/05/23	96.84	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Clearwell Level Display - KEVIN M LEWIS	10/05/23	504.83	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Booster Pac & Custom Accessories shop craft -	10/05/23	161.80	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	lear Silicone Waterproof Seakat - KEVIN M LE	10/05/23	32.76	.00		
300	Bank of Marin Cardmembe	CC 11-3-23 Oct	Cell Cleaning kit - SAHAR GOLSHANI	10/05/23	61.30	.00		
Total Bank of Marin Cardmember Services:					27,048.72	.00		

Board Member: \_\_\_\_\_

General Manager: \_\_\_\_\_

Finance Manager: \_\_\_\_\_

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.



## BOARD MEMBER CONFERENCE/ MEETING/WEBINAR ATTENDANCE REQUEST

Date: 12/12/23 Name: MURRAY, Craig K.

I would like to attend the Washington D.C. Policy Forum

Meeting of CASA

To be held on the 26th day of Feb.2024 from 800 am

a.m. / p.m. to 27th day of Feb.2024 from to 10:00pm a.m. / p.m.

Location of meeting: Washington D. C. , Willard Hotel

Actual meeting date(s): Feb.26,27 2024

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

Purpose of Meeting: Deliver Policy Priorities; Updates at Federal Level

Meeting relevance to District: EPA, Congress and Federal Policy Updates

Board Members to register for Webinars and Meetings *No Asst. Requested*

YES NO

Request assistance from Board Secretary to register for Conference only:

**Board Directors to make their own Hotel Reservations and book their own transportation including airfare, taxi and/or shuttles.**

Frequency of Meeting:

1x

Estimated Costs of Travel (if applicable): \$2,700

Date submitted to Board Secretary: 12/12/2023

Board approval obtained on Date: \_\_\_\_\_

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



Item Number 2 D  
 GM Review CP

# Agenda Summary Report

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**To:** Board of Directors  
**From:** Mel Liebmann, Plant Manager [mliebmann@lgsd.org](mailto:mliebmann@lgsd.org) 415-526-1526  
**Mtg. Date:** January 4, 2024  
**Re:** Approve Amendment 1 to ArcSine Engineering SCADA Support Services Contract for July 1, 2023 to June 30, 2026  
**Item Type:** Consent  Discussion  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

---

## STAFF RECOMMENDATION

Board to approve contract amendment 1 to ArcSine Engineering SCADA Support Services Agreement for July 1, 2023 to June 30, 2026 to cover costs associated with additional scope of work items.

## BACKGROUND

The Board approved the ArcSine Engineering SCADA Support Services Contract on June 1, 2023. The scope of work for this contract was for an estimated amount of routine support required to maintain the district’s automated monitoring and control systems used at the treatment plant and in the collections system for a 36-month period.

Since board approval of the original service contract, District staff have worked with ArcSine Engineering to develop strategies and tasks that will improve SCADA network security and general stability. This work incorporates concepts and or remedial actions recommended in the West Yost Cyber & Physical Security Risk and Resilience Assessment that was received in April of 2023. The recommended automated network monitoring software with routine reviews by ArcSine Engineering staff, including software/firmware patch evaluation, coordination, updating, and monthly reporting, ensures a proactive approach that reduces risks associated with ever-present threats to harmonious operation of the District’s monitoring and control network.

ArcSine Engineering has provided a scope and fee estimate, at staff’s request, for the tasks and services required to provide this additional layer of support. Staff have reviewed this proposal and found that it adequately addresses District needs and the costs appear reasonable for services that would be rendered in the span of the approximately 2.5 years left in contract term.

## PREVIOUS BOARD ACTION

The board approved ArcSine Engineering’s support services in FY 2023-26 for an estimated scope of work in the amount of \$184,571 at the June 1, 2023, Meeting.

## ENVIRONMENTAL REVIEW: NA

**FISCAL IMPACT:** \$86,538 Amendment total brings the contract total, if approved, to \$271,109. Breakdown of amendment increase per year; January 2024 through June 2024 \$39,205, July 2024 through June 2025 \$23,273, and July 2025 through June 2026 \$24,060.



**LAS GALLINAS VALLEY SANITARY DISTRICT  
SCADA NETWORK MONITORING  
& REMOTE ACCESS – 2023/2024**

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**SCOPE OF WORK**

**ArcSine Project No. 1663.11/T6**

**November 22, 2023  
Revised November 30, 2023**

**OVERVIEW**

Las Gallinas Valley Sanitary District (LGVSD) operates a Supervisory Control and Data Acquisition (SCADA) system for the Wastewater Treatment Plant. LGVSD’s facilities are required to operate continuously, year-round. Essential facilities, such as LGVSD’s, warrant attention to SCADA network security and the District proactively commissioned a Cyber Security study, which identified risk mitigation strategies. Mitigations include SCADA hardware and software upgrades which are underway. Sound Cyber Security practices include performing ongoing SCADA network monitoring, and ArcSine previously proposed a trial continuous monitoring strategy, to which the District agreed. Results have been positive, and the experience comprises the basis for this Scope.

This Scope of Work describes the engineering and programming/integration services to be provided by ArcSine Engineering to LGVSD to monitor SCADA hardware software in support of Network Security mitigation, and general system monitoring. The scope includes setting up secure remote access for monitoring and troubleshooting. Set up as a structured, recurring effort will provide good economies and early recognition of system issues including, but not limited to, those associated with SCADA network security.

This Scope is intend to amend ArcSine’s existing Support Scope, which has a period of performance of July 2023 through June of 2026. The Support Scope did not anticipate nor include resources for this monitoring setup or ongoing monitoring

The estimate is broken out as follows:

- Setup and first fiscal year (December 2023 through June 2024)
- Second fiscal year (July 2024 – June 2025)
- Third fiscal year (July 2025 – June 2026)

**ASSUMPTIONS**

This Scope is based on the following assumptions. Any change to these assumptions may impact the level of effort.

- This Scope assumes ArcSine’s use of Atera Software for hardware and software monitoring.



**SCOPE OF WORK**  
**SCADA NETWORK SECURITY MONITORING & REMOTE ACCESS- 2023/2024**

- This Scope assumes the use of TeamViewer for remote access by ArcSine staff.
- This Scope assumes support for issues identified by monitoring will be resolved under a separate on-call support contract.
- This Scope is for monitoring SCADA hardware and software only, monitoring of business network hardware and software are not included.

**TASK 1 – SETUP**

1-1 Work Planning

1-2 Set up secure remote access for monitoring and troubleshooting, including a checklist to ensure the proper steps are taken.

1-3 Develop procedures/checklists for periodic checking of system statuses and backups.

1-4 Set up monitoring software, including specifics of LGVSD's configuration. Update as-built drawings for consistency with the monitoring setup. (LGVSD to provide available drawings.)

1-5 Install ATERA monitoring software on existing servers and workstations.

1-6 Setup device monitoring for all SCADA network switches.

1-7 Setup device monitoring for all PLC's.

1-8 Setup device monitoring for WIN911 modems

1-9 Develop brief SOP's for remote access, monitoring protocol, and execution of the ongoing steps which follow.

1-10 Develop a brief monthly report structured format.

1-11 Configure secure VPN remote access.

**TASK 2 – SEMI-ANNUAL MONITORING**

2-1 Utilizing the monitoring software, review alerts which are automatically generated on detected faults, unusual usage, and other conditions which trigger an alert.

2-2 Weekly review the monitoring software for conditions including the following:

- Error logs
- Usages (networks, switches, CPU's, memory, hard drives)
- Maintain a trend log and identify any anomalies.

2-3 The weekly work, in total, is estimated at 1/2 to 1 hour.

**SCOPE OF WORK  
SCADA NETWORK SECURITY MONITORING & REMOTE ACCESS- 2023/2024**

2-4 Monthly, develop and submit a summary report of activities.

**TASK 3 – QUARTERLY SYSTEM MAINTENANCE**

3-1 Review documentation on bugs, patches, upgrades for the following:

- Operating systems
- PLC's
- SCADA
- Alarm monitoring software
- Switches
- Modems

3-2 For operating system patches, coordinate with the supervisory software vendor to assure compatibility. Review Bulletins.

3-3 Assume that once per year, that patches and updates will be undertaken. Plan on implementing patches on half of redundant systems as a proof of operation, prior to deployment to the second half.

3-4 For each of the updates, develop checklists/verifications, and execute to those. Include recovery steps to cover the possibility of failures.

**TASK 4 -ADDITIONAL WORK ITEMS**

4-1 Monitoring may reveal conditions which warrant an automated alert, which are outside of the monitoring software's inherent capabilities. Allow some resources for development of alarms, with PLC code or SCADA scripts, to alert ArcSine/LGVSD staff to potential issues.

4-2 Develop and maintain a wishlist of items to change/improve/investigate, and submit with each monthly status report. This will be the means by which industry trends, and LGVSD-specific observations, are captured for future consideration. The goal is to stay abreast and evolve, versus periodic major overhauls and disruptive events.

4-3 Conduct a monthly coordination call with CORE utilities to track their work items, and potential implications to Plant SCADA. Incorporate any findings into the monthly status report and/or wishlist.

4-4 Allow modest resources for definition of and reconfigurations which are warranted.

**WORK NOT INCLUDED**

The following work items are available, but are not included in this Scope:

1. Monitoring or backups of Servers or Workstation hardware.
  - a. Under the existing division of responsibilities this work is done by CORE

**SCOPE OF WORK**  
**SCADA NETWORK SECURITY MONITORING & REMOTE ACCESS- 2023/2024**

2. Furnishing computing and/or networking hardware.
3. Modifications to existing radio/telemetry/system.
4. System reconfigurations/upgrades.
5. Actions on any failures (such work is assumed to be covered by the existing support contract or separately-funded upgrades).

**Las Gallinas Valley Sanitary District  
NETWORK MONITORING AND REMOTE ACCESS - 2023/2024  
Fee Estimate**

Description	Review	Senior Engineer/ Programmer	Programmer	Technician	Drafting	Clerical	Expenses
	\$240	\$198	\$144	\$104	\$104	\$93	
<b>Task 1 - Setup</b>							
1.1 Work Planning	2		4				
1.2 Set up secure remote access for monitoring and troubleshooting			2				
1.3 Develop procedures/checklists for periodic checking of system statuses and backups		3	4			2	
1.4 Set up monitoring software, including specifics of LGVSD's configuration. Update as-built drawings for consistency with the monitoring setup.			16				
1.5 Install ATERA monitoring software on existing servers and workstations			4				
1.6 Setup device monitoring for all SCADA network switches			6				
1.7 Setup device monitoring for all PLC's			2				
1.8 Setup device monitoring for WIN911 modems			1				
1.9 Develop brief SOP's remote access, monitoring protocol, and execution on the ongoing steps which follow	2	1	4			2	
1.10 Develop monthly report format	1		1			1	
1.11 Configure secure VPN remote access			1				
Subtotal - Hours	5	4	45	0	0	5	
Subtotal - Fee	\$ 1,200	\$ 792	\$ 6,480	\$ -	\$ -	\$ 465	\$ -
<b>Task 1 Subtotal</b>	<b>\$ 8,937</b>						
<b>Task 2 - Ongoing Monitoring:</b>							
2.1 Utilizing the monitoring software, review alerts which are automatically generated on detected faults, unusual usage, and other conditions which trigger an alert.	0.5		2			0.5	
2.2 Weekly review of the monitoring software for conditions including the following: <ul style="list-style-type: none"> <li>• Error logs</li> <li>• Usages (networks, switches, CPU's, memory, hard drives)</li> <li>• Maintain a trend log and identify any anomalies</li> </ul>							
2.3 The weekly work, in total, is estimated at 1/2 hour per week			2				
2.4 Monthly, develop and submit a summary report of activities	1		2			1	
2.5 Monthly, Server Monitoring Software 5 servers \$35 License fee							\$ 175
2.6 Monthly, Workstation Monitoring Software 5 workstations \$25 License fee							\$ 125
2.5 Monthly, Secure VPN Remote Access \$40 License fee							\$ 40
Subtotal - Hours	1.5	0	6	0	0	1.5	
Subtotal - Fee	\$ 360	\$ -	\$ 864	\$ -	\$ -	\$ 140	\$ 340
<b>Monthly Task 2 Subtotal</b>	<b>\$ 1,704</b>						
<b>Network Security Monitoring &amp; Remote Access - 2023/2024 Subtotal</b>	<b>\$ 11,925</b>						

**Las Gallinas Valley Sanitary District**  
**NETWORK MONITORING AND REMOTE ACCESS - 2023/2024**  
**Fee Estimate**

Description	Review	Senior Engineer/ Programmer	Programmer	Technician	Drafting	Clerical	Expenses
	\$240	\$198	\$144	\$104	\$104	\$93	
<b>Task 3 - Semi-Annual System Maintenance</b>							
3.1 Review documentation on bugs, patches, upgrades for the following (2x/year):	2		8	16			
<ul style="list-style-type: none"> <li>• Operating systems</li> <li>• PLC's</li> <li>• SCADA</li> <li>• Alarm monitoring software</li> </ul>							
3.2 For operating system patches, coordinate with the supervisory software vendor to assure compatibility. Review Bulletins. (2x/year)		4	8	4			
3.3 Assume that once per year that patches and updates will be undertaken. Plan on implementing patches on half of redundant systems as a proof of operation, prior to deployment to the second half. (1x/year)	1	2	6				2
3.4 For each of the updates, develop checklists/verifications, and execute to those. Include recovery steps to cover the possibility of failures. (1x/year)	1	1	2				2
Subtotal - Hours	4	7	24	20	0		4
Subtotal - Fee	\$ 960	\$ 1,386	\$ 3,456	\$ 2,080	\$ -	\$ 372	\$ -
<b>Task 3 Subtotal</b>	<b>\$ 8,254</b>						
<b>Task 4 - Additional Work Items</b>							
4.1 Monitoring may reveal conditions which warrant an automated alert, which are outside of the monitoring software's inherent capabilities. Allow for development of alarms, with PLC code or SCADA scripts, to alert ArcSine/LGVSD staff to potential issues.	1		4	2			
4.2 Develop and maintain a wishlist of items to change/improve/investigate, and submit with each monthly status report. This will be the means by which industry trends, and LGVSD-specific observations are captured for future consideration. The goal is to stay abreast and evolve, versus periodic major overhauls and disruptive events.	1		4	1			1
4.3 Conduct a monthly coordination call with CORE utilities to track their work items, and potential implications to Plant SCADA. Incorporate any findings into the monthly status report and/or wishlist. (Estimate is for 12 calls.)	3		6				
4.4 Allow modest resources for definition of and making reconfigurations which are warranted	4	4	8				
Subtotal - Hours	9	4	22	3	0		1
Subtotal - Fee	\$ 2,160	\$ 792	\$ 3,168	\$ 312	\$ -	\$ 93	\$ -
<b>Additional Task 4 Subtotal</b>	<b>\$ 6,525</b>						
TOTAL	\$ 35,641						
ADD CONTINGENCY AT 10%	\$ 3,564						
<b>December 2023 - June 2024 FIRST YEAR TOTAL</b>	<b>\$ 39,205</b>						
<b>Network Security Monitoring &amp; Remote Access - 2024/2025 Subtotal</b>	<b>\$ 23,273</b>	Escalated 3.5%					
<b>Network Security Monitoring &amp; Remote Access - 2025/2026 Subtotal</b>	<b>\$ 24,060</b>	Escalated 7%					




Item Number 2 E

GM Review CP

# Agenda Summary Report

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**To:** Board of Directors

**From:** Dale McDonald, Administrative Services Manager   
(415) 526-1519 [dmcDonald@lgvSD.org](mailto:dmcDonald@lgvSD.org)

**Meeting Date:** January 4, 2024

**Re:** Adding Grant Management and Procurement Specialist Position to Salary Pay Schedule Effective January 5, 2024, Pursuant to the California Code of Regulations, Subchapter 1, Employees' Retirement System Regulations Section 570.5.

**Item Type:** Consent  Action  Information  Other .

**Standard Contract:** Yes  No  (See attached) Not Applicable .

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## STAFF RECOMMENDATION

Staff requests that the Board approve the attached Salary Pay Schedule and associated Resolution 2024-2320.

## BACKGROUND

When the District adds or modifies compensable employee wages, a new Salary Pay Schedule must be adopted to meet California Code of Regulations, Subchapter 1, Employees' Retirement System Regulations Section 570.5 (2 CCR § 570.5).

The Salary Pay Schedule has been updated to reflect the addition of the Grant Management and Procurement Specialist position. No other changes to the Salary Pay Schedule have been made.

## PREVIOUS BOARD ACTION

The Board approved the classification and established the compensation salary pay schedule for the Grant Management and Procurement Specialist position November 16, 2023.

## ENVIRONMENTAL REVIEW

N/A

## FISCAL IMPACT

None. Approving the Pay Schedule is administrative.

**RESOLUTION NO. 2024-2320**

**A RESOLUTION ADOPTING THE PAY SCALES EFFECTIVE JANUARY 5, 2024  
PURSUANT TO THE CALIFORNIA CODE OF REGULATIONS, SUBCHAPTER 1,  
EMPLOYEES' RETIREMENT SYSTEM REGULATIONS SECTION 570.5**

**LAS GALLINAS VALLEY SANITARY DISTRICT**

**WHEREAS**, the Las Gallinas Valley Sanitary District ("District") adopted a Salary Pay Schedule for all employees on September 7, 2023; and

**WHEREAS**, the District has created a new employee classification position, Grant Management and Procurement Specialist, with an approved pay scale range; and

**WHEREAS**, the Las Gallinas Valley Sanitary District has contracted with CalPERS to provide certain retirement benefits to its employees; and

**WHEREAS**, the governance of retirement benefits provided to public employees in the state of California is governed by California Government Code Title 2, Division 5, Part 3 Public Employees' Retirement System; and

**WHEREAS**, the Board of Administration of the Public Employees' Retirement System has promulgated regulations to implement requirements of the governing law; and

**WHEREAS**, the California Code of Regulations, Subchapter 1, Employees' Retirement System Regulations section 570.5 (2 CCR § 570.5) states that

"(a) For purposes of determining the amount of "compensation earnable" pursuant to Government Code Sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:

- (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
- (2) Identifies the position title for every employee position;
- (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
- (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
- (6) Indicates an effective date and date of any revisions;

(7) Is retained by the employer and available for public inspection for not less than five years; and

(8) Does not reference another document in lieu of disclosing the payrate”.

**THEREFORE, BE IT RESOLVED** that the Board of Directors of the Las Gallinas Valley Sanitary District does hereby adopt the Salary Pay Schedule Effective January 5, 2024, which is attached as Exhibit A and is included by reference, in accordance with the requirements of the California Code of Regulations, Subchapter 1, Employees’ Retirement System Regulations section 570.5 (2 CCR § 570.5).

\* \* \* \* \*

I hereby certify that the forgoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a regular meeting thereof held on January 4, 2024, by the following vote of the members thereof:

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

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Teresa L. Lerch, Board Secretary  
Las Gallinas Valley Sanitary District

APPROVED:

(seal)

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Megan Clark, Board President





**Las Gallinas Valley Sanitary District**  
**Salary Pay Schedule as of January 5, 2024**

EXHIBIT A

Full Time Positions	Monthly Salary					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Administrative Assistant	6,360	6,678	7,012	7,362	7,730	8,117
Administrative/Financial Specialist	8,767	9,205	9,666	10,149	10,656	11,189
Administrative Services Manager	15,470	16,244	17,056	17,909	18,804	19,744
Assistant Engineer	9,677	10,161	10,669	11,202	11,763	12,351
Associate Engineer	11,791	12,380	12,999	13,649	14,332	15,048
Civil Engineering Technician	7,749	8,136	8,543	8,970	9,419	9,890
Collection System/Maintenance/Safety Manager	15,093	15,848	16,640	17,472	18,346	19,263
Collection System Operator <sup>(1)</sup>	6,053	6,356	6,674	7,007	7,358	7,726
Collection System Operator I <sup>(1)</sup>	6,360	6,678	7,012	7,362	7,730	8,117
Collection System Operator II	6,682	7,016	7,367	7,735	8,122	8,528
Collection System Operator III	7,195	7,555	7,933	8,330	8,746	9,183
Collection System Operator Lead	7,749	8,136	8,543	8,970	9,419	9,890
CMMS Technician	7,749	8,136	8,543	8,970	9,419	9,890
District Engineer	15,857	16,650	17,482	18,357	19,274	20,238
Executive Assistant / Board Secretary	13,103	13,758	14,446	15,168	15,927	16,723
Electrical Instrumentation Technician	9,211	9,671	10,155	10,663	11,196	11,756
Environmental Services Supervisor	11,222	11,784	12,373	12,991	13,641	14,323
Grant Management and Procurement Specialist	8,767	9,205	9,666	10,149	10,656	11,189
Laboratory Analyst-in-Training <sup>(1)</sup>	7,375	7,744	8,131	8,538	8,965	9,413
Laboratory Analyst I <sup>(1)</sup>	7,749	8,136	8,543	8,970	9,419	9,890
Laboratory Analyst II	8,553	8,981	9,430	9,901	10,396	10,916
Laboratory Analyst III	9,919	10,415	10,936	11,483	12,057	12,659
Maintenance Supervisor	11,222	11,784	12,373	12,991	13,641	14,323
Plant Manager	15,470	16,244	17,056	17,909	18,804	19,744
Plant Operator-in-Training <sup>(1)</sup>	6,682	7,016	7,367	7,735	8,122	8,528
Plant Operator I <sup>(1)</sup>	7,020	7,371	7,740	8,126	8,533	8,959
Plant Operator II	7,749	8,136	8,543	8,970	9,419	9,890
Plant Operator III	8,553	8,981	9,430	9,901	10,396	10,916
Plant Operator Lead	9,211	9,671	10,155	10,663	11,196	11,756
Plant Operations Supervisor	11,222	11,784	12,373	12,991	13,641	14,323
Skilled Maintenance Worker I <sup>(1)</sup>	6,682	7,016	7,367	7,735	8,122	8,528
Skilled Maintenance Worker II	7,749	8,136	8,543	8,970	9,419	9,890
General Manager <sup>(2)</sup>	24,500					

**How to Use this Pay Scale:** Steps 1 through 6 are the regular base wage levels for all positions.  
 Longevity Pay is available to eligible employees hired prior to 9/7/2023. Employees hired after 9/7/2023 are not eligible for longevity pay.  
 Longevity Pay equal to 5% of employee's base wage rate is given beginning on the 7th year of employment for eligible employees.  
 Additional Longevity Pay of 3% is given beginning on the 11th year of employment for eligible employees.  
 Additional Longevity Pay equal to 2% is given beginning on the 16th year of employment for management hired prior to 7/1/2016.

<sup>(1)</sup> Employees in entry level classifications are not eligible for longevity pay.  
<sup>(2)</sup> The General Manager position is an executive contract position.

Resolution No. 2024-2320  
 Revised / Adopted \_\_\_\_\_




Item Number 2 F

GM Review CP

# Agenda Summary Report

To: Board of Directors

From: Dale McDonald, Administrative Services Manager   
 (415) 526-1519 [dmcdonald@lqvsd.org](mailto:dmcdonald@lqvsd.org)

Meeting Date: January 4, 2024

Re: Consider amending the Miscellaneous Fee Schedule of the Las Gallinas Valley Sanitary District

Item Type: Consent X Action \_\_\_\_\_ Information \_\_\_\_\_ Other \_\_\_\_\_

Standard Contract: Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X .

## STAFF RECOMMENDATION

Board to adopt Resolution No. 2024-2321 amending the District’s Miscellaneous Fee Schedule.

## BACKGROUND

The Ordinance Code of the District requires an annual review and update of the Capital Facilities Charge (CFC) to maintain parity of the CFC in current dollar values. The adjustment, if any, is to be based on the Engineering News Record (ENR) of San Francisco City Index for the month of July of the prior year. The District may charge any amount up to the allowable capacity charge but not over that amount. Charging an amount greater than the allowable capacity charge would not meet the practical basis of a cost-based capacity charge.

The ENR Index for San Francisco as of July 2023 is 15,370. The most current ENR Index for San Francisco as of December 2023 is 15,515. The CFC and the additional plumbing fixture unit (PFU) can be adjusted based on the change in the ENR Index, which is 0.945%.

- CFC will increase from \$8,189 to \$8,266.
- Connection Fee per additional PFU when the addition or alteration causes the existing structure to exceed twenty (20) PFUs will increase from \$409 to \$413.

The amended Miscellaneous Fee Schedule will be effective January 5, 2024 upon adoption of the resolution.

## PREVIOUS BOARD ACTION

Ordinance No. 183, adopted on July 2, 2020, revised Title 2, Chapter 1 to allow the CFC and PFU to be reviewed and adjusted annually by resolution. Resolution 2023-2296 adopted on January 5, 2023 adjusted the Miscellaneous Fee Schedule as of January 6, 2023.

## ENVIRONMENTAL REVIEW

N/A

## FISCAL IMPACT

Capacity Fee Revenue Increase: \$77 per CFC and \$4 per PFU. Minimal impact to budgeted revenue anticipated.

**RESOLUTION No. 2024-2321**

**A RESOLUTION AMENDING THE MISCELLANEOUS FEE SCHEDULE  
OF THE  
LAS GALLINAS VALLEY SANITARY DISTRICT**

**WHEREAS**, Title 2, Chapter 1 of the Ordinance Code of the Las Gallinas Valley Sanitary District regulates permits and fixing fees for the installation and connection of sanitary sewers; and

**WHEREAS**, Section 907(A) of Title 2, Chapter 1 requires applicants desiring connection to the wastewater facilities of the District to pay a Capital Facilities Charge (“CFC”) per Equivalent Sewer Unit (“E.S.U.”) to the District prior to connection as shown in the Miscellaneous Fee Schedule; and

**WHEREAS**, the District accepted a Sewer CFC study from HDR Engineering, Inc., dated December 8, 2022, which escalated the Sewer CFC to the current rate of \$8,189, based on the Construction Cost Index (CCI) for San Francisco Engineering News & Record (ENR) in July 2022 dollars; and

**WHEREAS**, the Board of Directors adopted the sewer CFCs for new connections, which were no greater than the net allowable sewer CFCs as set forth in the report, on January 5, 2023 by Resolution No. 2023-2296; and

**WHEREAS**, Section 907(D)(5) of Title 2, Chapter 1 requires the CFC and additional plumbing fixture unit (“PFU”) connection fees to be reviewed annually to maintain parity of the CFC and PFU in current-dollar values, with adjustments, if necessary, based on the Engineering News Record (“ENR”) San Francisco City Index for the Month of July of the prior year; and

**WHEREAS**, the ENR City Cost Index (CCI) as of December 2023 is 15515.00, a 0.945% increase over the July 2023 CCI of 15369.76, results in the need to adjust the CFC from \$8,189 to \$8,266 per ESU and the need to adjust the PFU from \$409 to \$413; and

**WHEREAS**, the Miscellaneous Fee Schedule is required to be published annually by the District; and

**WHEREAS**, the Board of Directors finds that the proposed “Miscellaneous Fee Schedule” is reasonably related to the cost of providing the services rendered by District staff.

**NOW, THEREFORE**, the Board of Directors of the Las Gallinas Valley Sanitary District herein approves the Miscellaneous Fee schedule, attached hereto as Exhibit “A”.

**BE IT FURTHER RESOLVED** that the effective date of the Miscellaneous Fee schedule is January 5, 2024.

\* \* \* \* \*

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 4<sup>th</sup> day of January 2024, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

---

Megan Clark, Board President  
Las Gallinas Valley Sanitary District

Attest:

(seal)

---

Teresa L. Lerch, District Secretary  
Las Gallinas Valley Sanitary District



**LAS GALLINAS VALLEY SANITARY DISTRICT**  
101 Lucas Valley Road  
San Rafael, CA 94903  
(415) 472-1734

**MISCELLANEOUS FEE SCHEDULE**  
*(Effective 1/5/2024)*

**CONNECTION FEES:**

Application Fee for New Sewer Capacity	\$ 500
Application Fee for Additional Sewer Capacity	\$ 250
Capital Facilities Charge (CFC)	\$8,266 per ESU
Additional Plumbing Fixture Units (PFU) <i>(in excess of 20 PFUs)</i>	\$ 413 each
Pump Service Charge Fee	50% surcharge of CFC

*Reference Ordinance 183 (Title 2, Chapter 1): Approved 7/2/2020*  
*Reference Resolution 2024-2321, Miscellaneous Fee Schedule: Approved 1/4/2024*

**SEWER LATERAL INSPECTION FEES:**

- Standard Review (10 business day turnaround): \$250
- Expedited Review (5 business day turnaround): \$500

*Reference Ordinance 180 (Title 2, Chapter 9): Approved 11/21/2019*  
*Fee effective: 12/6/2019*

*Reference Resolution 2020-2183, Miscellaneous Fee Schedule: Approved 3/19/2020*  
*Reference Resolution 2021-2216, Miscellaneous Fee Schedule: Approved 6/3/2021*

**METHOD OF PAYMENT:**

Personal/Business check, cashier's check or money order. If the bank for any reason does not honor payment tendered, the full amount plus a ten percent penalty must be paid by a cashier's check to the District immediately.



**ORDER REGARDING PUBLICATION**

The Board of Directors finds that Ordinance 195, passed by the Board, was published in the Marin Independent Journal on December 13, 2023 as required by the California Health and Safety Code and has been available for inspection at the District’s offices and on its website. This Order constitutes conclusive evidence of compliance with requirements for publication and posting of this ordinance. This Order shall be posted at the following locations and is available for inspection at the District’s office.

The Order shall be posted in the following locations in the District, as follows:

1. Las Gallinas Valley Sanitary District Administrative Office  
101 Lucas Valley Road, Suite 300  
San Rafael, California 94903
2. Las Gallinas Valley Sanitary District Web Site  
[www.lgvsd.org](http://www.lgvsd.org)

Signed this date at San Rafael, Marin County, California:

\_\_\_\_\_  
Date

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

**Marin Independent Journal**

4000 Civic Center Drive, Suite 301  
San Rafael, CA 94903  
415-382-7335  
legals@marinij.com

2074259

LAS GALLINAS VALLEY SANITARY  
101 LUCAS VALLEY RD SUITE#300  
SAN RAFAEL, CA 94903

**PROOF OF PUBLICATION  
(2015.5 C.C.P.)**

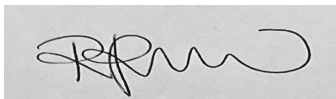
**STATE OF CALIFORNIA  
County of Marin**

I am a citizen of the United States and a resident of the County aforesaid: I am over the age of eighteen years, and not a party to or interested in the above matter. I am the principal clerk of the printer of the MARIN INDEPENDENT JOURNAL, a newspaper of general circulation, printed and published daily in the County of Marin, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Marin, State of California, under date of FEBRUARY 7, 1955, CASE NUMBER 25566; that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

**12/13/2023**

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

Dated this 14th day of December, 2023.



Signature

**PROOF OF PUBLICATION**

Legal No. **0006797075**

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

**ORDINANCE 195  
AN ORDINANCE OF AMENDING TITLE 1,  
CHAPTER 2 OF THE ORDINANCE CODE OF THE  
LAS GALLINAS VALLEY SANITARY DISTRICT  
TIME AND PLACE FOR REGULAR MEETINGS**

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

**ARTICLE I.**

The contents of Title 1, Chapter 2, Time and Place for Regular Meetings, Article I, Meetings, Section 101, Regular Meetings, is amended to read as follows:

**"ARTICLE I. MEETINGS**

Section 101. Regular Meetings. The Regular Meetings of the Las Gallinas Valley Sanitary District shall be held on the first and third Thursdays of each and every calendar month starting at 4:00 pm.

\*\*\*\*\*

The remainder of Section 101, which encompasses subsections (a) and (b) shall remain the same.

**ARTICLE 2. ADOPTION AND NOTIFICATION**

This Ordinance shall take effect and be in force either seven (7) days from the date of its passage and publication or as of December 14, 2023 whichever is later. The Ordinance or a summary of it shall be published once, with the names of the members of the Board of Directors of the Las Gallinas Valley Sanitary District of Marin County, California, voting for and against the same in the Marin Independent Journal, a newspaper of general circulation published in the County of Marin. A certified copy of the full text of the proposed regulation or ordinance or proposed amendment to same shall be posted in the office of the clerk of the board, along with the names of those board members voting for and against the ordinance.

\*\*\*\*\*

I hereby certify that the foregoing is a full, true and correct copy of the Ordinance duly and regularly passed and adopted by the Board of Directors of the Las Gallinas Valley Sanitary District of Marin County, California, at a meeting hereof held on December 7, 2023, by the following vote of members thereof:

AYES: Clark, Ford, Murray, Robards and Yezman  
NOES: None  
ABSENT: None  
ABSTAIN: None

/s/Teresa Lerch, Board Secretary  
Las Gallinas Valley Sanitary District

APPROVED:  
/s/Megan Clark, Board President

6797075 December 13, 2023

**1/4/2024**

**General Manager Report**

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






Item Number 3.2

GM Review CP

# Agenda Summary Report

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To: Board of Directors  
From: Dale McDonald, Administrative Services Manager   
(415) 526-1519 [dmcDonald@lqvsd.org](mailto:dmcDonald@lqvsd.org)  
Meeting Date: January 4, 2024  
Re: Sanitary District Act Reform and Opportunity to Modernize the District's Disbursement Process (Policy F-90-70)

Item Type: Consent  Action  Information  Other   
Standard Contract: Yes  No  (See attached) Not Applicable

---

## STAFF RECOMMENDATION

Provide feedback to staff on proposed updates to Board Policy Section F-90-70 Disbursements and form recommendations.

## BACKGROUND

Board Financial Policy F-90-90 currently requires that all disbursements, whether by check or electronic transfer, be included on a Warrant List for Board approval at a duly noticed meeting. Signatories are identified in the policy. Recent legislation necessitated a review of our disbursement purchasing policy.

California Association of Sanitation Agencies (CASA) sponsored legislation, AB 759 (Grayson), the Sanitary District Reform Act, was adopted and signed into law on June 29, 2023. The Sanitary District Act of 1939 was updated to modernize existing statutory accounting practices. The bill went into effect January 1, 2024. The act repealed and added to Section 6794 of the Health and Safety Code as shown below:

*Section 6794(a) The treasurer, or other person or persons that are authorized by the board, shall draw checks or warrants to pay demands when demands have been approved by the board and signed by the president and secretary.*

*Section 6794(b) Notwithstanding subdivision (a), the board may adopt a procedure that provides for checks or warrants to pay claims and demands without approval by the board of directors before payment if the district treasurer determines the demands are payable within the district's approved budget. The procedure shall contain appropriate internal controls with measures to prevent fraud and ensure accountability, and which are necessary for financial reporting in conformance with the generally accepted accounting principles. Demands so paid shall be presented to the board of directors at the next regular meeting for review. Demands exceeding the district's approved budget shall be subject to board approval.*



Now that the Sanitary District Act Reform is law, districts can establish their own accounting practices and protocols to authorize funds that best suit their district and its constituents rather than rely on fixed processes established in 1939.

The District will benefit from modernizing the accounting practices allowed by Section 6794(b) by adopting a procedure to allow the issuance of warrants without obtaining prior Board approval, so long as the demands are payable within the District's approved budget and the check register (warrant list) is included in the meeting materials at the next regularly scheduled board meeting.

A Petty Cash Checking Account was established to allow payments to be made between warrant approvals by the Board. It is not actively used. The \$500 balance kept in this account is not sufficient to pay bills of significance. If the Board supports the modernization and granting of authority to the General Manager to pay claims and demands from the Operating bank account, there is no need to keep the Petty Cash Checking Account.

Attached is the current and proposed version of Board Policy F-90-70 Disbursements for Board review. The updates proposed are in compliance with Health and Safety Code Section 6794.

Once feedback is received from the Board, staff will:

1. Bring a Resolution authorizing modernization of Policy F-90-70 back to the Board for approval as a consent item.
2. Incorporate into the Resolution authorization to close the Bank of Marin Petty Cash Checking account and transfer funds to the Bank of Marin Operating Account.

### **PREVIOUS BOARD ACTION**

On September 1, 2022, the Board adopted Resolution 2022-2277 revising Board Policy F-90, Purchasing.

### **ENVIRONMENTAL REVIEW**

N/A

### **FISCAL IMPACT**

None



## CURRENT POLICY

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

- Disbursements, whether by check or electronic transfer, shall be included on a Warrant List for Board approval.
- Disbursements made by check shall require two signatures .
  - o Generally checks drawn from the Operating bank account will be signed by the General Manager and a Board Member. The General Manager may delegate his signing of the checks to the Administrative Services Manager.
    - Where either a Board Member or the General Manager is not available:
      - The Administrative Services Manager may sign in place of the General Manager; or
      - Two Board Members may sign in place of the General Manager; or
      - The General Manager and the Administrative Services Manager may sign in lieu of a Board Member signing.
      - If such a situation occurs, the paid invoice and related support documents will be submitted with the Warrant list for approval by the Board at the next Board meeting.
  - o Checks drawn from the Petty Cash Checking account may be signed by two of the following: the General Manager, the Administrative Services Manager, or the Administrative/Financial Specialist.

## PROPOSED POLICY (CLEAN VERSION)

**F-90-71 Disbursements.** The District requires that all disbursements be properly approved and authorized. To ensure that internal control is maintained over cash disbursements the following procedures will be performed:

- The General Manager can authorize payment of claims and demands without approval by the Board if the District Treasurer determines the demands are payable within the District's approved budget.
- Disbursements, whether by check or electronic transfer, shall be included on a Warrant List and presented to the Board at the next regular meeting for review.
- Demands exceeding the District's approved budget shall be subject to Board approval.
- Disbursements made by check shall require two signatures .
  - o Generally, checks drawn from the Operating bank account will be signed by the General Manager and District Treasurer.
    - Where either the General Manager or District Treasurer is not available:
      - A Board member may sign in place of the General Manager or District Treasurer; or
      - Two Board Members may sign in place of the General Manager and the District Treasurer.
      - If such a situation occurs, the paid invoice and related support documents will be available with the Warrant list for review by the Board at the next Board meeting.



PROPOSED POLICY (REDLINE)

**F-90-72 Disbursements.** The District requires that all disbursements be properly approved and authorized. To ensure that internal control is maintained over cash disbursements the following procedures will be performed:

- The General Manager can authorize payment of claims and demands without prior approval by the Board if the District Treasurer determines the demands are payable within the District’s approved budget.
- Disbursements, whether by check or electronic transfer, shall be included on a Warrant List and presented to the Board at the next regular meeting for review for Board approval.
- Demands exceeding the District’s approved budget shall be subject to Board approval.
- Disbursements made by check shall require two signatures .
  - o Generally, checks drawn from the Operating bank account will be signed by the General Manager ~~and a Board Member~~ and District Treasurer. ~~The General Manager may delegate his signing of the checks to the Administrative Services Manager.~~
    - Where either ~~a Board Member or~~ the General Manager or District Treasurer is not available:
      - ~~The Administrative Services Manager~~ A Board member may sign in place of the General Manager or District Treasurer; or
      - Two Board Members may sign in place of the General Manager and the District Treasurer. ~~;~~ ~~or~~
      - ~~The General Manager and the Administrative Services Manager may sign in lieu of a Board Member signing.~~
      - If such a situation occurs, the paid invoice and related support documents will be ~~submitted available~~ submitted available with the Warrant list for approval review by the Board at the next Board meeting.
    - o ~~Checks drawn from the Petty Cash Checking account may be signed by two of the following: the General Manager, the Administrative Services Manager, or the Administrative/Financial Specialist.~~




Item Number 3.3

GM Review CP

# Agenda Summary Report

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To: Board of Directors  
From: Dale McDonald, Administrative Services Manager   
(415) 526-1519 [dmcDonald@lqvsd.org](mailto:dmcDonald@lqvsd.org)  
Meeting Date: January 4, 2024  
Re: Annual Budget Development Timeline for FY 2024-2025

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

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## STAFF RECOMMENDATION

Board to receive the annual budget development and adoption timeline.

## BACKGROUND:

Attached is the tentative budget calendar for the 2024-2025 Fiscal Year (FY). This calendar indicates that the budget will be brought to the Board for approval no later than June 20, 2024.

Board Policy F-40 provides guidance on the budget process. It is the responsibility of the General Manager and Administrative Services Manager to prepare the budget.

The budget will factor in additional revenue from the Sewer Service Charge (SSC) rate increase that will be effective July 1, 2024. There is no need to send out Prop 218 Notices as the SSC rate increase is planned to remain below the 10% threshold established by Ordinance 192 adopted on June 30, 2023.

A Public Hearing on the budget will be scheduled for June 20, 2024. Adoption of the budget will occur before the next fiscal year begins on July 1, 2024.

## PREVIOUS BOARD ACTION:

None

## ENVIRONMENTAL REVIEW:

N/A

## FISCAL IMPACT:

None



## Budget Calendar and Timeline for the Adoption of the 2024-2025 Budget

Date	Task
January 8, 2024	Budget Kickoff Meeting / CIP Discussion with Managers
January 18, 2024	Mid Year Budget Review FY 2023-2024 and Forecast EOY w/ Board
January 30, 2024	Preliminary Budget developed with Managers (O&M and CIP)
February 27, 2024	Preliminary Budget for FY 2024-2025 Finalized by GM
March 21, 2024	Prelim Budget Workshop with the Board (or <i>Special Meeting the following week</i> )
Early April	Prepare Preliminary Non-Residential Commercial Sewer Rate Calculations <sup>(1)</sup>
April 4, 2024	Board Meeting with Resolution Fixing Time and Place for Budget Hearing
May 3, 2024	Prepare Proposed Budget w/ Employee Costs CPI Data
May 16, 2024	Review Proposed Budget w/ Board, confirm Rate Increase for use in final budget
May 23, 2024	Publication of Legal ad No. 1 for Budget Public Hearing
June 6, 2024	Publication of Legal ad No. 2 for Budget Public Hearing
June 20, 2024	Budget Hearing and Adoption along with SSC Resolutions at Regular Board Meeting <ul style="list-style-type: none"> <li>* Resolutions Certifying Legal Notice Has Been Given</li> <li>* Public Hearing for Sewer Service Charge (<i>if needed</i>)</li> <li>* Public Hearing for the Budget</li> <li>* Resolution Confirming the Annual Sewer Service Charge and Supplemental Charges</li> <li>* Resolution Fixing and Approving the Budget</li> <li>* Resolution Providing for the Collection of Sewer Service Charges on the Tax Roll</li> <li>* Resolution Determining the Appropriation of Tax Proceeds</li> <li>* Adopt Pay Scale of Wages effective July 1, 2024</li> </ul>

(1) Timing dependent on MMWD providing the data. Request after April 1.



Item Number 4

GM Review CP

# Agenda Summary Report

**To:** Board of Directors  
**From:** Teri Lerch, Executive Assistant/Board Secretary  
 (415) 526-1510; tlerch@lgsd.org  
**Mtg. Date:** January 4, 2024  
**Re:** Board Elections – President, Vice-President  
**Item Type:** Consent \_\_\_\_\_ Action X Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X .

## STAFF RECOMMENDATION

Based on the historical rotation, staff recommends that the Board appoint Director Craig Murray as the President of the Board and Director Ron Ford as Vice President of the Board.

## BACKGROUND

Board members serve for a four-year term. The position of Board President and Vice-President has been rotated between members annually.

The election for President occurs in January of each year. Below is a schedule of the rotation since 2019.

P = President, VP = Vice President

	<b>Yezman</b>	<b>Clark</b>	<b>Elias</b>	<b>Murray</b>	<b>Schriebman</b>
2019			VP	P	
2020			P		VP
2021	P	VP			
2022	VP				P
	<b>Yezman</b>	<b>Clark</b>	<b>Ford</b>	<b>Murray</b>	<b>Robards</b>
2023		P		VP	
2024			VP	P	

## PREVIOUS BOARD ACTION

At the January 5, 2023 Board Meeting, Director Clark was appointed President and Director Murray was appointed Vice President.

## ENVIRONMENTAL REVIEW

N/A

## FISCAL IMPACT

N/A



Item Number 5

GM Review CP

# Agenda Summary Report

**To:** Board of Directors  
**From:** Teri Lerch, Executive Assistant/Board Secretary  
 (415) 526-1510; tlerch@lgsd.org  
**Mtg. Date:** January 19, 2023  
**Re:** Board President Appointments for 2024  
**Item Type:** Consent \_\_\_\_\_ Action X Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X .

## STAFF RECOMMENDATION

Committee/meeting assignments are a matter of the Board President’s determination.

## BACKGROUND

Every year the Board President appoints Board Members to attend various meeting and/or committees.

## PREVIOUS BOARD ACTION

The committee assignments as of November 2023 were as follows:

Committee	Chair/ Associate Member	Alternate Member
NBWA	Clark	Ford
NBWRA	Ford	Clark
Gallinas Watershed Council/Miller Creek	Robards	Ford
Marin LAFCO**	Murray	
CASA Energy Committee	Murray	
Marin Special Districts Association	Yezman	Robards
CSRMA	Yezman	
Flood Zone 7	Yezman	Ford
2022 Engineering Ad Hoc Committee regarding the Secondary Treatment Plant Upgrade	Robards/Yezman	
2023 Operations Control Centers Ad Hoc Committee	Clark/Ford	
2023 Biosolids Ad Hoc Committee	Yezman/Murray	
2023 McInnis Marsh Ad Hoc Committee	Robards/Ford	
2023 Development Ad Hoc Committee	Murray/Robards	
2023 Fleet Management Ad Hoc Committee	Ford	
2023 SF Bay Trail Ad Hoc Committee	Ford/Murray	
2023 GM Salary Negotiation Ad Hoc Committee	Clark/Yezman	
2023 FutureSense Ad Hoc Committee	Clark/Robards	

\*\*Appointment made by Marin LAFCO (not LGVSD)





The following committee/meeting assignments are available for 2024:

Committee	Chair/ Associate Member	Alternate Member
NBWA		
NBWRA		
Gallinas Watershed Council/Miller Creek		
Marin LAFCO**		
CASA Energy Committee		
Marin Special Districts Association		
CSRMA		
Flood Zone 7		
2022 Engineering Ad Hoc Committee regarding the Secondary Treatment Plant Upgrade		
2023 Operations Control Centers Ad Hoc Committee		
2023 Biosolids Ad Hoc Committee		
2023 McInnis Marsh Ad Hoc Committee		
2023 Development Ad Hoc Committee		
2023 Fleet Management Ad Hoc Committee		
2023 SF Bay Trail Ad Hoc Committee		
2023 GM Salary Negotiation Ad Hoc Committee		
2023 FutureSense Ad Hoc Committee		

**ENVIRONMENTAL REVIEW**

N/A

**FISCAL IMPACT**

N/A



Item Number 6

GM Review CP

# Agenda Summary Report

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To: Board of Directors

From: Dale McDonald, Administrative Services Manager *M*  
 (415) 526-1519 [dmcDonald@lqvsd.org](mailto:dmcDonald@lqvsd.org)

Meeting Date: January 4, 2024

Re: Winter 2024 Heron Newsletter

Item Type: Consent \_\_\_\_\_ Action X Information \_\_\_\_\_ Other \_\_\_\_\_

Standard Contract: Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X .

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## STAFF RECOMMENDATION

Staff recommends that the Board approve the publication of the Winter 2024 Heron Newsletter.

## BACKGROUND

The District produces a newsletter approximately every six (6) months to update customers regarding subjects of interest about the District. Each newsletter typically has one main topic and three to four smaller articles. A primary theme throughout the newsletter is the critical need to continue investing in capital improvements to maintain and protect the District’s infrastructure to meet the District’s goals of providing reliable service while protecting the environment.

The target audience of the newsletter are the residents and businesses within the boundaries of the Las Gallinas Valley Sanitary District. The method of delivery will be by US Postal Service with a digital copy of the newsletter posted on our website.

The newsletter will be mailed in late January or early February.

## PREVIOUS BOARD ACTION

On November 2, 2023, the Board discussed potential newsletter topics and gave staff direction to develop the newsletter. The following topics were chosen:

- Completion of the Secondary Treatment Plant Upgrade and Ribbon Cutting Event
- Low-Income Sewer Rate Assistance Program
- Fighting Climate Change Through Organic Waste Diversion – SB 1383
- District Named “Recycle Water Agency of the Year”
- Marin County Hazard Mitigation Plan 2023 – Feedback on Projects

## ENVIRONMENTAL REVIEW

N/A

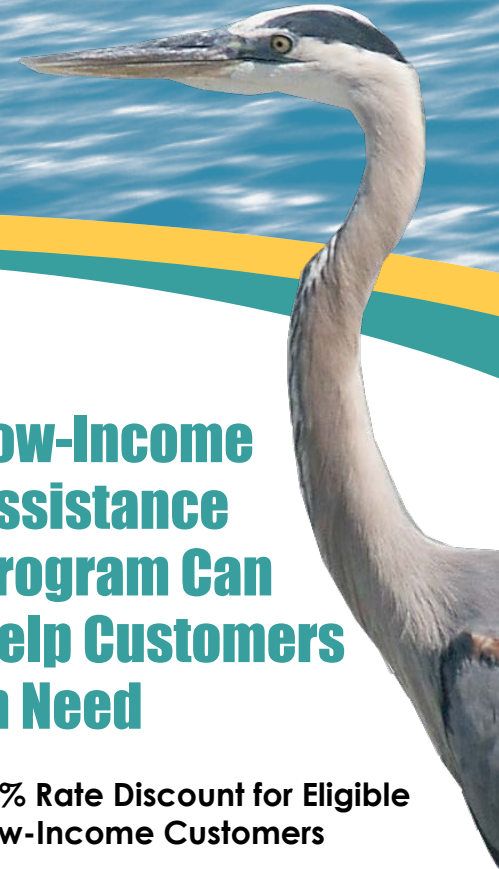
## FISCAL IMPACT

The newsletter is budgeted in the 2023-24 Budget as part of the District’s public outreach.

# THE HERON

Las Gallinas Valley Sanitary District

Winter 2024



## District Celebrates Completion of Secondary Treatment Plant Upgrade and Recycled Water Expansion Project

**Major upgrade to LGVSD facilities increases treatment capacity, improves reliability, and boosts recycled water production capacity by 330%.**

The Las Gallinas Valley Sanitary District (LGVSD) has completed the \$68-million upgrade to its wastewater treatment and recycled water facilities in San Rafael and marked the occasion this past summer with a ceremonial “first turn of the valve.” District staff, board members, contractors, and guests from neighboring districts and regulatory agencies gathered to celebrate the major upgrade of the treatment facilities located at 300 Smith Ranch Road.

The upgrades increase the plant’s secondary treatment capacity from 8 to 18 million gallons per day, improving reliability during extreme weather events, and added advanced treatment technology to ensure future regulatory requirements can be met. The improvements will also increase the District’s recycled water production capacity from 1.4 to 5 million gallons per day (2 billion gallons per year), providing more recycled water for reuse throughout Marin County.

*Continued on page 2...*



Las Gallinas Valley Sanitation District staff and board members celebrate the completion of the major plant upgrade project.

## Low-Income Assistance Program Can Help Customers in Need

### 10% Rate Discount for Eligible Low-Income Customers

The Las Gallinas Valley Sanitary District offers a Low-Income Sewer Rate Assistance Program to help eligible low-income single-family residential homeowners by providing a 10% reduction on their sanitary sewer service charge. First approved in 2022, the District’s Board of Directors authorized continuing the program through June 30, 2024.

### Eligibility Requirements

Income eligibility is demonstrated by being enrolled in the PG&E CARE Program (California Alternate Rates for Energy Program). The household must also include a rate-paying customer of the District who pays the sanitary sewer charges as shown on their property tax bill. Manufactured homeowners may provide their In-Lieu fee from California Housing and Community Development or local property tax statement along with a copy of their billing statement from the mobile home park.

Acceptance into the program would result in a \$124 discount for the property tax year 2023-2024. If the homeowner has already paid

*Continued on page 4...*

"Our board and staff have worked hard for many years to be efficient with the district's limited resources and we will continue to do so," said Board Chair Megan Clark. "We know that we have more work to do to maintain and improve our facilities and infrastructure — and we are well aware how future projects will impact our ratepayers. As a board, we will continue to do our best to be fiscally responsible and transparent in our work and remain true to our mission to protect the public health and the environment."

The Board of Directors joined District staff in a ceremonial "first turn" of the valve signifying the

completion of the District's largest capital project. LGVSD General Manager Curtis Paxton praised the work of District staff in completing the project — and the work they do every day to keep the system running.

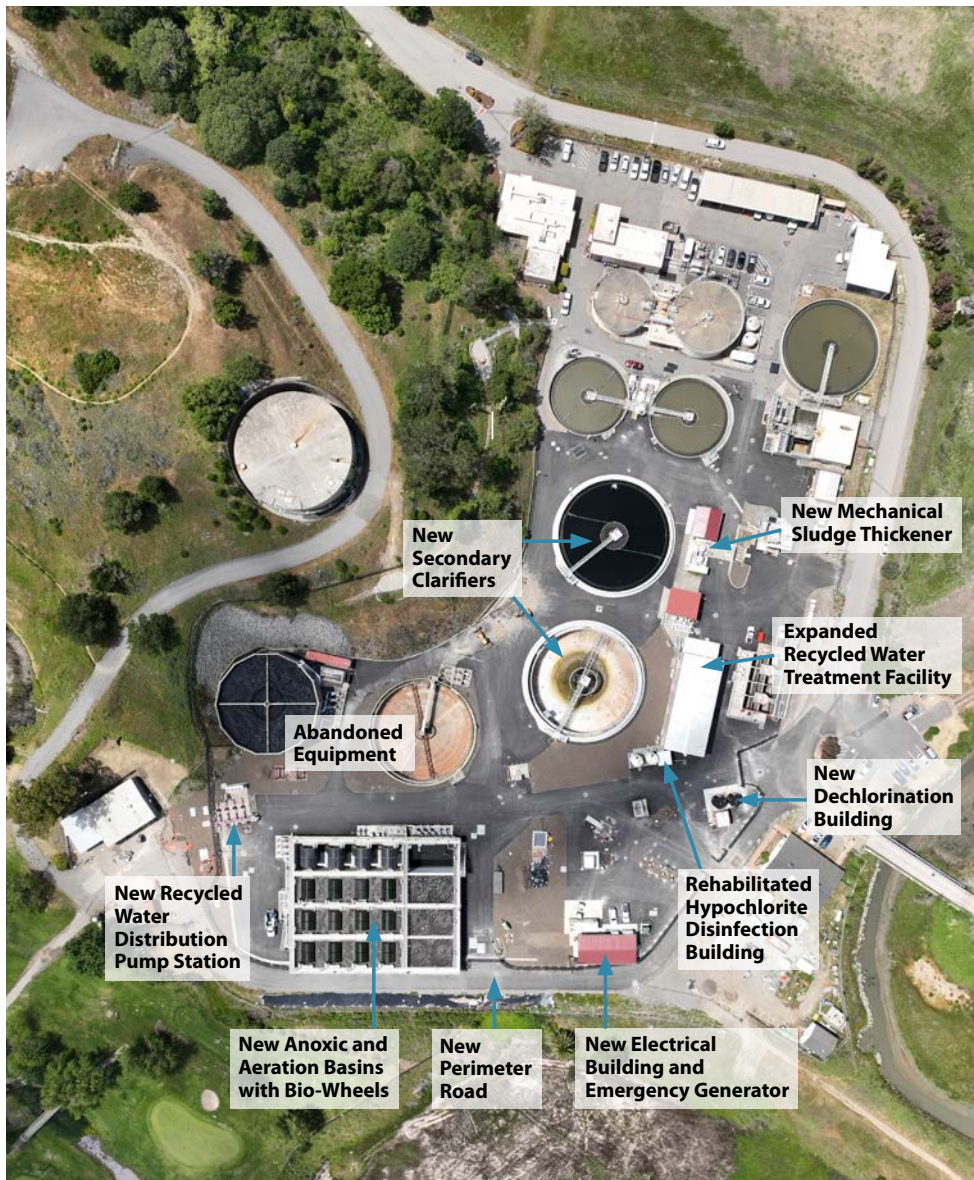
"I want to personally recognize and thank the Las Gallinas Valley Sanitary District staff who have worked so hard to bring this project to completion — and who work tirelessly make sure our facilities operate smoothly and safely," said Paxton. "I also want to thank the Project's construction, construction management, and engineering teams for their hard work and professionalism throughout the

process. And finally, a special thanks to our Board of Directors, who had the vision and the courage to embark on a project of this magnitude and see it through to the end. We can't overstate the value of this project in terms of its benefit to the environment, to protecting public health, and expanding our recycled water supply."

---

**"We can't overstate the value of this project in terms of its benefits to the environment, to protecting public health, and expanding our recycled water supply."**

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Eileen White, Executive Officer of the San Francisco Bay Regional Water Quality Control Board, attended the event and praised the District's efforts, which will result in improved water quality for San Francisco Bay waters. Others in attendance included officials from Marin Water and the North Marin Water District, the two neighboring districts that use recycled water produced by LGVSD for use in landscape irrigation, car washes, cooling towers, commercial laundries, toilet flushing and other non-potable uses.

*Aerial view shows key improvements/upgrades accomplished during the nearly four years of construction.*



A state law to address climate change requires restaurants, grocery stores and food distributors to donate any surplus edible food that they generate.

## Fighting Climate Change Through Organic Waste Diversion

In 2022, the state approved the Short-Lived Climate Pollutant Reduction law (SB 1383) that affects all Californians. The law requires that everyone — residents, businesses and schools — keep compostable waste out of our landfills. Residents and certain businesses, such as grocery stores and food distributors, are already required to comply with the law that requires they donate any surplus edible food they generate.

### Why Divert Surplus Food?

When food scraps and other organic matter go to the landfill, the decomposition process releases methane, a powerful greenhouse gas pollutant that contributes to climate change. Landfills are the third largest source of human-caused methane in the United States. To respond to the climate crisis, California has implemented a statewide organic waste recycling and surplus food recovery. California SB 1383 has two main goals:

- 1 Reduce the disposal of compostable waste to landfills by 75% by 2025.
- 2 Recover at least 20% of edible food currently disposed of in landfills by 2025.

**Starting January 1, 2024** large restaurants, hotels, health facilities, and schools are required to comply with the law. These facilities are considered Tier 2 Generators:

- Restaurants with 250+ seats or a total facility size of 5,000+ sq. ft.
- Hotels with an on-site food facility and 200+ rooms

- Health facilities with an on-site food facility and 100+ beds
- Large venues that seat or serve 2,000+ people per day of operation
- Large events that serve 2,000+ people per day of operation
- State agencies with a cafeteria of 250+ seats or total cafeteria facility size of 5,000+ seats
- Local education agencies with an on-site food facility

Businesses that fall into these categories and generate surplus excess edible food must contract with a food recovery organization to donate it. These entities must:

- Recover the maximum amount possible of surplus edible food generated
- Partner with one or more food recovery organizations or services to pick up or receive your surplus edible food
- Have a written contract or agreement with the food recovery organization(s) or service(s).
- Track and maintain records of food recovered each month including type, frequency of collection and amounts in pounds.
- Report to Zero Waste Marin on the amount of surplus edible food recovered.



For more information on SB 1383, visit [zerowastemarin.org/](http://zerowastemarin.org/) and [calrecycle.ca.gov/organics/slcp/education/](http://calrecycle.ca.gov/organics/slcp/education/)

## District Named “Recycled Water Agency of the Year”

The Las Gallinas Valley Sanitary District (LGVSD) received a prestigious award late last year when it was named California's “Recycled Water Agency of the Year” (small category) by the California WaterReuse Association for the major treatment plant upgrade completed in 2023. The project increases the plant's treatment capacity and expands its ability to produce recycled water that conserves the supply of drinking water in Marin County. (See page 1 article for details.)



Pictured from left to right: Curtis Paxton, LGVSD General Manager, LGVSD Board Members Crystal Yezman, Megan Clark, and Ronald Ford, and David Pedersen, President of WaterReuse California.

LGVSD Board members Megan Clark, Crystal Yezman, and Ronald Ford, along with General Manager Curtis Paxton, accepted the award during the California WaterReuse Association's “Awards for Excellence” ceremony, held during the Association's annual conference in November 2023. The award recognizes agencies that have developed recycled water, on a significant level, as an alternative water source within their service area, regionally, or statewide. The recipients demonstrate leadership, creativity and persistence in developing a comprehensive program, as well as outreach to the community

Continued on page 4...

101 Lucas Valley Road, Suite 300, San Rafael, CA 94903  
Phone (415) 472-1734 • Fax (415) 499-7715  
www.lgvsd.org

**Board of Directors**

Megan Clark  
Ronald Ford  
Craig K. Murray  
Gary Robards  
Crystal J. Yezman

**Board Meetings are**


held at 4:00 PM on  
the first and third  
Thursday of each month  
at the District offices.

ECRWSS – Postal Customer

**District Administration:** Curtis Paxton, General Manager

The District received the following certificates:

- District Transparency Certificate of Excellence by the Special District Leadership Foundation for 2022-2025 in recognition of its outstanding efforts to promote transparency and good governance.
- Certificate of Achievement for Excellence in Financial Reporting for 2022 was received by Government Finance Officers Association.

 Printed on recycled paper using soy-based inks.

*"Low Income Assistance Program"*  
continued from page 1

their property tax bill, the District will issue a refund check directly to the property owner.

**Application Process**

If you meet the eligibility requirements above, fill out the single page Application Form on the District website, [lgvsd.org/lisrap](http://lgvsd.org/lisrap), and return it to the District with copies of:

- Current PG&E bill which shows enrollment in the PG&E CARE Program,
- Most recent County property tax bill, or documents showing manufactured home ownership and
- Proof of payment of County property tax bill (copy of the County payment receipt, cancelled check, etc.), if applicable.

Submit the application and supporting documents via email to [info@lgvsd.org](mailto:info@lgvsd.org), with "LISRAP" in the subject line, by mail to the District office, or deliver in-person during normal business hours, Monday through Thursday, 6 AM to 3:30 PM.

*"District Named "Recycled Water Agency of the Year" continued from page 3*

to expand awareness and implementation of water recycling.

"We were honored to be recognized by the WaterReuse Association as one of the top agencies in the state," said Board President Megan Clark. "Our board had the vision and perseverance to improve the reliability and safety of our treatment facilities over the course of many years. Our staff has the skills and dedication to carry out that vision. It is gratifying to receive this recognition."



Ultrafiltration membranes for additional recycled water capacity were a major component of the District's \$68-million treatment plant upgrade and expansion. 54



**Public Invited to Review Hazard Mitigation Projects**

Every few years, the County of Marin, 11 local cities and towns, and some special districts, update the Multi-Jurisdictional Local Hazard Mitigation Plan (LHMP). FEMA requires local jurisdictions to outline mitigation strategies to reduce the impacts of natural hazards, including, sea level rise, earthquakes, wildfires, floods and more. For more information, visit: [marincounty.gov/news-releases/public-invited-review-hazard-mitigation-projects](http://marincounty.gov/news-releases/public-invited-review-hazard-mitigation-projects)



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1/4/2024

## **BOARD MEMBER REPORTS**

### **CLARK**

**NBWA Board Committee, 2023 Operations Control Centers Ad Hoc Committee, 2023 GM Salary Negotiation Ad Hoc Committee, 2023 FutureSense Ad Hoc Committee, Other Reports**

### **FORD**

**NBWRA, 2023 Operations Control Centers Ad Hoc Committee, 2023 McInnis Marsh Ad Hoc Committee, 2023 Fleet Management Ad Hoc Committee, 2023 SF Bay Trail Ad Hoc Committee, Other Reports**

### **MURRAY**

**Marin LAFCO, 2023 Biosolids Ad Hoc Committee, CASA Energy Committee, 2023 Development Ad Hoc Committee, 2023 SF Trail Ad Hoc Committee, Other Reports**

### **ROBARDS**

**Gallinas Watershed Council/Miller Creek, 2023 Engineering Ad Hoc Committee re: STPURWE, 2023 McInnis Marsh Ad Hoc Committee, 2023 Development Ad Hoc Committee, 2023 FutureSense Ad Hoc Committee, Other Reports**

### **YEZMAN**

**Flood Zone 7, CSRMA, 2023 Ad Hoc Engineering Sub-Committee re: STPURWE, Marin Special Districts Association, 2022 Biosolids Ad Hoc Committee, 2023 GM Salary Negotiation Ad Hoc Committee, 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: \_\_\_\_\_  
\_\_\_\_\_

Meeting relevance to District: \_\_\_\_\_

Request assistance from Board Secretary to register for Conference: YES NO

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

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

Date submitted to Board Secretary: \_\_\_\_\_

Board approval obtained on Date: \_\_\_\_\_

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



**1/4/2024**

**BOARD AGENDA ITEM REQUESTS**

**Agenda Item 8B**

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

# IN YOUR TOWN

novato

## **City appoints official as interim manager**

The Novato City Council has appointed Amy Cunningham, a deputy city manager, as interim city manager.

City Attorney Gary Bell said her pay would be \$137.36 per hour. She has been employed by the city since February 2020.

The appointment follows the resignation of Adam McGill, who announced last month he was departing four years into his five-year city contract. The city is recruiting for a long-term successor.

Assistant City Manager Jessica Deakyne has been working as acting manager. The council approved a \$4,577.26 performance bonus for Deakyne for her work.

## ~~**Police report arrests at DUI checkpoint**~~

~~Novato police officers arrested one DUI suspect and a suspected drug seller at a DUI checkpoint held Friday.~~

~~More than 375 vehicles passed through the checkpoint near the corner of South Novato Boulevard and Sunset Parkway, a location chosen based on prior DUI-related crashes, police said. In addition to the arrests, 15 drivers were cited for various vehicle code violations, the department said.~~

~~The operation was funded by a California Office of Traffic Safety grant via the National Highway Traffic Safety Administration.~~

ROSS

## ~~**Town Council clears residential projects**~~

~~The Town Council unanimously approved three residential projects during hearings on Thursday.~~

~~The projects involve a home demolition and construction at 45 Poplar Ave.; a 100-foot concrete wall at 77 Laurel Grove Ave.; and a new cobblestone driveway, a new pool and landscaping changes at 20 Allen Ave.~~

~~The council also granted a one-year filing extension for planning reviews and permits for a residential expansion at 210 Lagunitas Road.~~

WEATHER

## ~~**Forecasters expect rain until Thursday**~~

~~Several areas of Marin were soaked by more than an inch of rain during the system that arrived Sunday, according to the National Weather Service.~~

~~From Sunday morning through about 3 p.m. Monday, Mill Valley had about 1.5 inches, Mount Tamalpais had 1.45 inches, San Rafael had 1.51 inches and Novato had about an inch, the weather agency said.~~

~~Meteorologist Dalton Behringer said the latest forecast calls for more rain through Thursday morning.~~

# Wastewater can be turned into drinking water

## Drought-prone state to let water agencies do recycling

BY ADAM BEAM

THE ASSOCIATED PRESS

SACRAMENTO >> When a toilet is flushed in California, the water can end up in a lot of places: An ice skating rink near Disneyland, ski slopes around Lake Tahoe, farmland in the Central Valley.

And — coming soon — kitchen faucets.

California regulators on Tuesday approved new rules to let water agencies recycle wastewater and put it right back into the pipes that carry drinking water to homes, schools and businesses.

It's a big step for a state that has struggled for decades to secure reliable sources of drinking water for its more than 39 million residents. And it signals a shift in public opinion on a subject that as recently as two decades ago prompted backlash that scuttled similar projects.

Since then, California has been through multiple extreme droughts, including the most recent one that scientists say was the driest three-year period on record and left the state's reservoirs at dangerously low levels.

"Water is so precious in California. It is important that we use it more than once," said Jennifer West, managing director of WateReuse California, a group advocating for recycled water.

California has been using recycled wastewater for decades. The Ontario Reign minor league hockey team has used it to make ice for its rink in Southern California. Soda Springs Ski Resort near Lake Tahoe has used it to make snow. And farmers in the Central Valley, where much of the nation's vegetables, fruits and nuts are grown, use it to water their crops.

But it hasn't been used directly for drinking water. Orange County operates a large water purification system that recycles wastewater and then uses it to refill underground aquifers.

The water mingles with the groundwater for months before being pumped up and used for drinking water again.

California's new rules would let — but not require — water agencies take wastewater, treat it, and then put it right back into the drinking water system. California would be just the second state to allow this, following Colorado.

It's taken regulators more than 10 years to develop these rules, a process that included multiple reviews by independent panels of scientists. A state law required the California Water Resources Control Board to approve these regulations by Dec. 31 — a deadline met with just days to spare.

The vote was heralded by some of the state's biggest water agencies, which all have plans to build huge water recycling plants in the coming years. The Metropolitan Water District of Southern California, which serves 19 million people, aims to produce up to 150 million gallons (nearly 570 million liters) per day of

both direct and indirect recycled water. A project in San Diego is aiming to account for nearly half of the city's water by 2035.

Water agencies will need public support to complete these projects — which means convincing customers that not only is recycled water safe to drink, but it's not icky.

California's new rules require the wastewater be treated for all pathogens and viruses, even if the pathogens and viruses aren't in the wastewater.

That's different from regular water treatment rules, which only require treatment for known pathogens, said Darrin Polhemus, deputy director of the division of drinking water for the California Water Resources Control Board.

In fact, the treatment is so stringent it removes all of the minerals that make fresh drinking water taste good — meaning they have to be added back at the end of the process.

"It's at the same drinking water quality, and probably better in many instances," Polhemus said.

It's expensive and time-consuming to build these treatment facilities, so Polhemus said it will only be an option for bigger, well-funded cities — at least initially.

In San Jose, local officials have opened the Silicon Valley Advanced Water Purification Center for public tours "so that people can see that this is a very high tech process that ensures the water is super clean," said Kirsten Struve, assistant officer for the water supply division at the Santa Clara Valley Water District.

Right now, the agency uses the water for things like irrigating parks and playing fields. But they plan to use it for drinking water in the future.

"We live in California where the drought happens all the time. And with climate change, it will only get worse," Struve said. "And this is a drought-resistant supply that we will need in the future to meet the demands of our communities."

Joaquin Esquivel, chair of the Water Resources Control Board that approved the new rules on Tuesday, noted that most people are already drinking recycled water anyway. Most wastewater treatment plants put their treated water back into rivers and streams, which then flow down to the next town so they can drink it.

"Anyone out there taking drinking water downstream from a wastewater treatment plant discharge — which, I promise you, you're all doing — is already drinking toilet to tap," Esquivel said. "All water is recycled. What we have here are standards, science and — importantly — monitoring that allow us to have the faith that it is pure water."

CLIMATE & ENVIRONMENT

# California prepares to transform sewage into pure drinking water under new rules



Workers install membrane bioreactors at the Metropolitan Water District's pilot water recycling facility in Carson in 2022. (Christina House / Los Angeles Times)

BY IAN JAMES | STAFF WRITER

DEC. 17, 2023 3 AM PT

California is set to adopt regulations that will allow for sewage to be extensively treated, transformed into pure drinking water and delivered directly to people's taps.

The regulations are expected to be approved Tuesday by the State Water Resources Control Board, enabling water suppliers to begin building advanced treatment plants that will turn wastewater into a source of clean drinking water.

The new rules represent a major milestone in California’s efforts to stretch supplies by recycling more of the water that flows down drains.



Aggressive and impactful reporting on climate change, the environment, health and science.

[Explore our new section](#)

“We’re creating a new source of supply that we were previously discharging or thinking of as waste,” said Heather Cooley, director of research at the Pacific Institute, a water think tank in Oakland. “As we look to make our communities more resilient to drought, to climate change, this is really going to be an important part of that solution.”

Water agencies in many areas of California have been treating and reusing wastewater for decades, often piping effluent for outdoor irrigation or to facilities where treated water soaks into the ground to replenish aquifers.

The regulations will enable what’s known as “direct potable reuse,” putting highly treated water straight into the drinking-water system or mixing it with other supplies.



CLIMATE & ENVIRONMENT

**With California expected to lose 10% of its water within 20 years, Newsom calls for urgent action**

Aug. 11, 2022

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Cooley and other water experts say it’s inaccurate to call this “toilet to tap,” a term that was [popularized in the 1990s](#) by opponents of plans to use recycled water for replenishing groundwater in the San Gabriel Valley. They say the sewage undergoes

an extremely sophisticated treatment process, and scientific research has shown that the highly purified water is safe to drink.

“This is really about recovering resources, not wasting precious resources,” Cooley said. “This is really, I think, an exciting opportunity for helping to realize that vision of a more circular sort of approach for water.”

The process of developing the regulations, which was required under [legislation](#), has taken state regulators more than a decade. It included a review by a panel of experts.



Rupam Soni, a community relations team manager, shows a cutaway of part of a reverse-osmosis treatment system during a tour of the Metropolitan Water District’s pilot water recycling facility in Carson. (Christina House/Los Angeles Times)

“We wanted to absolutely make sure that we put public health first priority, so that the public had confidence,” said Darrin Polhemus, deputy director of the State Water Board’s Division of Drinking Water.

“We have a very thorough set of regulations,” Polhemus said. “It has broad support, and we think we’ve gotten it to a point where everybody is comfortable with what it presents.”

Building plants to purify wastewater is expensive, and it's likely to be years before any Californians are drinking the treated water. But Los Angeles, San Diego and the Metropolitan Water District of Southern California are all planning to pursue direct potable reuse as part of ongoing investments in recycling more wastewater.

The regulations detail requirements for infrastructure, treatment technologies and monitoring, Polhemus said, and ensure "triple redundancy for each of the areas we're treating for," including bacteria and viruses, as well as chemicals.

The water will go through various stages of treatment, passing through activated carbon filters and reverse-osmosis membranes, as well as undergoing disinfection with UV light, among other treatments.

The regulations require such thorough purification that at the end of the process, minerals will need to be added back to achieve a taste and chemistry resembling typical drinking water.

"This will be by far the most well-treated, highest-quality water served to the public," Polhemus said. "It's an incredible amount of treatment."



CALIFORNIA

California could shrink water use in cities by 30% or more, study finds

April 12, 2022

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Once the regulations are [approved by the State Water Board](#), they need to be approved by the Office of Administrative Law; this is expected to happen next year.

The treatment technology is similar to the process used for desalinating seawater, but recycling wastewater requires less energy and is less costly than turning saltwater into freshwater. Polhemus said the costs for purifying wastewater will probably be about half those of desalinating ocean water.

Direct potable reuse has for years been a strategy in other water-scarce parts of the world, including Namibia and Singapore. Some [communities in Texas](#) are also doing



it. Colorado has rules in place allowing potable reuse, while Arizona and Florida are developing regulations.

In California, some agencies have for years been conducting indirect potable reuse, in which highly treated water is used to replenish groundwater and is later pumped out, treated and delivered as drinking water.



A cleaned wastewater sample, left, and a purified recycled water sample, right, are displayed at the Metropolitan Water District's pilot water recycling facility in Carson. (Christina House/Los Angeles Times)

Orange County, for example, has its [Groundwater Replenishment System](#), the world's largest project of its kind. The system purifies wastewater using a three-step advanced treatment process, and the water then percolates and is injected into the groundwater basin, where it becomes part of the supply.

While Orange County plans to stick with indirect potable reuse, Polhemus said, other water districts are looking at direct reuse as an approach that saves costs by using existing infrastructure rather than building separate systems for recycled water.

This strategy also offers cities and agencies a new route for reducing reliance on imported supplies and scaling up the use of recycled water — a source that managers

view as relatively drought-proof.

“Our communities are always going to generate wastewater, even in the worst drought. And having this available can really augment that supply and add resiliency,” Polhemus said.



CLIMATE & ENVIRONMENT

**Los Angeles could soon put recycled water directly in your tap. It's not 'toilet to tap'**

July 22, 2022

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Recycling more wastewater brings other environmental benefits, reducing the amount of treated effluent that flows into coastal waters.

“It’s easier on the environment you’re taking the water from, it’s easier on the environment you’re discharging it to and sets us up to be better stewards of our environment overall,” Polhemus said.

The complexity and costs of the treatment plants mean that large, well-funded agencies will adopt the technology first, Polhemus said. Direct potable reuse also is suited to coastal areas, he said, because the reverse-osmosis treatment, like a desalination plant, generates brine that can be discharged offshore.

As for how much purified water might be used, if some coastal communities are able to get 10%-15% of their supply from treated wastewater during a drought, that would represent a significant improvement in diversifying supplies, Polhemus said.

“Someday, it could be 25% to 40% of some communities’ water supply,” Polhemus said. “At some point, we could recycle the majority of wastewater that now flows to the ocean just as treated wastewater.”

The Metropolitan Water District plans to start direct potable reuse as part of its Pure Water Southern California project, building a \$6-billion facility in Carson that is slated to become the country’s largest water-recycling project.

It's scheduled to deliver its first treated water [as soon as 2028](#). Initially, the district says, the supplies will be used largely to replenish groundwater basins for later use, with some also going to serve oil refineries and other industrial users.

By 2032, MWD officials plan to be producing 115 million gallons of purified water a day. Of that, they expect to send 25 million gallons per day to a plant in La Verne to be mixed with other supplies from the Colorado River and Northern California, and delivered as drinking water throughout the region — an amount that's projected to increase to 60 million gallons a day once the facility is operating at its full capacity of 150 million gallons.



CLIMATE & ENVIRONMENT

### Southern California's 'water doctor' pushes for transformation to adapt to climate change

Aug. 23, 2023

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Depending on how wet or dry a year is, the district will be able to store more water in aquifers or send more purified water directly into the distribution system, said Deven Upadhyay, the MWD's executive officer and assistant general manager.

"We're building that flexibility into the design of this program," Upadhyay said. "If you needed to push more into direct potable reuse, you would be able to do that and back off of your deliveries to the groundwater basins."

He said that flexibility is valuable as California deals with more extreme droughts fueled by climate change.

"Our view is that over time, those imported supplies will decline. And we want to take the water that is used, and reuse it as much as possible, and try to close that cycle of water use," Upadhyay said. "Because it's such a drought-proof supply, it really creates another degree of resilience for us."



The Metropolitan Water District has a pilot water recycling project in Carson, where it plans to build the country's largest recycling facility. (Christina House/Los Angeles Times)

The Metropolitan Water District functions as Southern California's wholesaler, delivering supplies to cities and agencies that serve 19 million people in six counties.

About 450,000 acre-feet of wastewater is now recycled in Metropolitan's service area, an amount equivalent to the water use of about 1.3 million households.

The MWD's recycling project, as well as Los Angeles' [Operation Next](#) and San Diego's [Pure Water](#) , will dramatically increase the use of recycled water once they are built out, Upadhyay said.

"We should expect a doubling of recycled water that Southern California is producing and drinking by the time those three projects are completed," Upadhyay said.

And part of that will come thanks to the state's new regulations that enable direct reuse, he said.

"It's a major milestone for the state," Upadhyay said. "This is going to lead to water agencies throughout the state starting to plan for potable reuse projects in a way that

results in a more resilient California water future.”



CLIMATE & ENVIRONMENT

## A California dry farmer’s juicy apples show how agriculture can be done with less water

Nov. 29, 2023

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In the Bay Area, the Santa Clara Valley Water District also [plans to pursue](#) potable reuse.

In a study last year, researchers at the Pacific Institute said California recycles about 23% of its municipal wastewater and has the potential to more than triple the amount that is recycled and reused.

Cooley said some portion of that will come through direct reuse where it pencils out for communities.

“It’s just part of the puzzle in terms of helping us to realize the full potential for recycled water,” Cooley said. “This is an important piece of helping make our communities more resilient.”

There has been growing public acceptance of recycling water as people have experienced more severe droughts and seen recycling projects expand, Cooley said.

Still, she said, acceptance isn’t universal, and “it’s important to really address openly concerns that people have as communities consider this as an option.”

She said reusing more water is one strategy that California should adopt, along with capturing more stormwater and improving efficiency.

Peter Gleick, the Pacific Institute’s co-founder and president emeritus, pointed out that the water-recycling technologies in use today are fundamentally the same approaches used by astronauts on the International Space Station.

“It’s not toilet to tap,” Gleick said, adding that it’s better described as “toilet to an unbelievably sophisticated system that produces incredibly pure water to tap.”

In his book “[The Three Ages of Water](#),” Gleick wrote that reusing water provides a valuable new supply and should be part of a set of solutions for long-term sustainability.

“High-quality water produced from wastewater is an asset,” Gleick wrote. “We have the ability and technology to produce incredibly clean water from any quality of wastewater, and we should rapidly expand the capacity to do so.”



Ian James

Ian James is a reporter who focuses on water in California and the West. Before joining the Los Angeles Times in 2021, he was an environment reporter at the Arizona Republic and the Desert Sun. He previously worked for the Associated Press as a correspondent in the Caribbean and as bureau chief in Venezuela. He is originally from California.

NATIONAL

# Drinking toilet water may be the future of drought-stricken California



By [Victoria Bisset](#)

December 20, 2023 at 11:42 a.m. EST

As climate change and [water scarcity](#) become increasingly urgent issues around the world, governments are turning to new options to ensure adequate water supplies — including turning [sewage waste into drinking water](#).

And if you're in California, this may soon be flowing from your kitchen tap.

The State Water Resources Control Board on Tuesday voted to allow water companies to pump treated wastewater into residents' taps in the populous, [drought-prone state](#). In a [statement](#), the board said the decision would give California “the most advanced standards in the nation for treating wastewater to such an extent that the finished product meets or exceeds current drinking water standards.”

“This is an exciting development in the state's ongoing efforts to find innovative solutions to the challenges of extreme weather driven by climate change,” said E. Joaquin Esquivel, the chair of the board.

Members unanimously approved the new regulations on Tuesday, after years of discussions and just before a deadline [set six years ago](#) for the state to adopt regulations for reusing wastewater by the end of 2023. After the new rules are finalized next year, water companies will be able to submit plans for projects to be approved by the board.

The new steps will save energy and benefit the environment, Esquivel said, adding that “these regulations ensure that the water produced is not only safe, but purer than many drinking water sources we now rely on.”

Many people are already drinking treated wastewater, Esquivel said, the [Associated Press](#) reported. What exists now is wastewater treated by what's known as “[indirect potable reuse](#),” a process where wastewater is released into natural water bodies, such as reservoirs and rivers, before being turned into drinking water.

Tuesday's vote allows for that treatment.

Under the new regulations approved Tuesday, a version of which was laid out in a [62-page document](#) published earlier this year, any water being recycled this way must undergo at least three separate treatment processes and will be monitored and further treated for pathogens.

These include the use of an “ozonation process” — the addition of [ozone gas](#), a powerful oxidant disinfectant — to the water, followed by the addition of biologically activated carbon to the water, according to the document. The water will then undergo a “reverse osmosis” process, which [physically removes](#) contaminants from water, and an advanced oxidation process, in which chemicals such as hydrogen peroxide or chlorine are added to clean the water.

The new policy does not mandate water companies to distribute water via direct potable reuse, but allows them to so, in a move that could help conserve scarce resources and reduce the amount of waste released into seas and natural waterways.

California recently spent more than three years in drought, amid heat waves and record wildfires. To deal with the growing issue of limited water supplies, Gov. Gavin Newsom (D) released new proposals for water recycling targets last year, which are set to cost \$27 billion by 2040, according to the AP. The Metropolitan Water District of Southern California, which provides water for nearly half the state's 39 million residents, has already begun construction on a major water recycling project, the AP reported.

The idea of turning waste into drinking water is not new. Windhoek, the capital of Namibia — one of the driest countries in Africa — became the first city in the world to introduce wastewater recycling more than 30 years ago, according to the city's plant.

Singapore has installed an extensive filtration system that can treat nearly 238 million gallons of water a day, enough to fill 350 Olympic swimming pools. Most of it goes toward industrial operations and for cooling systems, but part of it is mixed into the city-state's drinking water.

California — where, in the 1990s, similar proposals were derided as “toilet to tap” — is also not the only U.S. state using these technologies, as communities gradually warm up to ideas that once sparked outrage.

Texas began operating its first direct potable reuse facility in 2013, while Colorado introduced guidelines for the use of wastewater for drinking earlier this year.

In Britain — which has faced droughts and record temperatures, and where residents opposed similar plans in 2013 — the head of the country's environment agency said last year that people needed to become “less squeamish” about the concept.

*Rachel Pannett contributed to this report.*



# IN YOUR TOWN

## SAN RAFAEL

### **Council approves garbage rate hike**

Marin Sanitary Service customers in San Rafael will see their rates go up 6.22% starting in January.

The City Council voted unanimously on Monday to approve the increase. The rate adjustment will result in an overall increase of \$3.12 per month for a residential 32-gallon trash bin, which is the most common size cart, for a total \$53.31 monthly fee.

For a three-cubic yard bin, the most common commercial size container, there will be an increase of \$39.57, for a monthly total of \$658.59.

Fee increases are proposed annually based on inflation, including the processing cost of recyclables.

## THE COUNTY

### **Crossing guard sites at schools approved**

The Transportation Authority of Marin has approved funding for the 105 top-ranked crossing guard sites in the county through the end of the school year.

In April, the Board of Commissioners approved funding for 103 top-ranked sites through December due to safety concerns voiced by parents about lower-ranking crossings that weren't going to make the funding cutoff.

On Thursday, the board approved retaining those extra crossing guard sites, and adding two more, at least through the end of the school year.

The cost to fund 96 sites is nearly \$2.2 million. The new sites will add about \$300,000 in expenses this year for the program.

The board plans to take a closer look at the program this spring.

## WEATHER

### **Mountain logs heavy rainfall**

A dynamic storm system brought more than 2 inches of rain to Marin's mountaintop, the National Weather Service said.

In the 24-hour period ending around 9 a.m. Tuesday, Mount Tamalpais received 2.71 inches of rain; San Rafael, 1.61 inches, Mill Valley, 1.35 inches, and Novato at 0.94 inches, the weather service said.

Dalton Behringer, a meteorologist, said that the current forecast is "trending a bit drier" for the Bay Area. Showers will linger into Wednesday night before clearing out Thursday, he said.

While small rises in creeks and streams are possible, flooding is not anticipated, the weather service said.

# Water plan sought that will deliver in disasters

## Goals outlined to help maintain resilient system

BY ADRIAN RODRIGUEZ

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Creating a water system that is not only sustainable, but able to bounce back during disasters was a central theme this week as Marin Municipal Water District managers continue to draft a five-year strategic plan.

The presentation Tuesday covered six objectives that officials say are needed to maintain a resilient water system. That big-picture goal is being packaged into the district's strategic plan, along with focus areas on water supply, fiscal responsibility, watershed stewardship and organizational excellence.

Alex Anaya, district engineering director, said the agency's network of water infrastructure spans challenging topography that consists of more than 900 miles of pipeline, 130 water storage tanks, 97 pump stations, seven reservoirs and dams and three treatment plants. All the elements must work together to store and convey water to over 191,000 customers.

"Maintaining and modernizing this infrastructure is core to ensuring system resiliency through our day-to-day needs and also ensuring that we're resilient through droughts, including natural and man-made disasters," Anaya said.

The district's implementation of a four-year rate increase this year was made to support renewing and replacing the water infrastructure, he said.

The objectives to ensure a resilient water system each build on the other, he said.

The first objective is to perform an infrastructure condition assessment. Anaya said 67 pump station assessments and 31 tank assessments are needed. The objective also includes completing a facilities master plan that covers workplace infrastructure, and a water system master plan that would look at potentially reducing the number of tanks and pump stations.

"I think it'd be good to maybe put some timeline around these items," board member Jed Smith said. "A five-year objective I think that's cool, but you know, let's see how we can hold ourselves accountable in the meantime."

Ben Horenstein, district general manager, said the staff is aiming to have planning completed ahead of the next rate setting process.

"So we'd want to have all the condition assessment done well in advance of that to feed into the planning," he said.

The infrastructure assessment will inform capital planning, a second objective, Anaya said. Staff will identify projects and map out a schedule based on the annual capital improvements budget. Grants and other funds will be sought to help supplement district dollars.

Board member Larry Russell said he'd like to see it noted that improving water quality is a goal for capital expenditures.

A third objective is capital delivery, part of which will involve hiring on-call engineering firms to avoid lengthy bidding processes and to streamline consulting work.

Anaya said the district will be looking into "design-build" options for certain projects, where plans are engineered as construction is moving along. Such a strategy that could save money, he said.

Retaining operations staff, an department that has high turnover, was also listed as an objective. Staff plans training, establishing operating procedures and encouraging staff to participate in industry associations to learn from other agencies.

Energy planning, including evaluating the efficiency of the current infrastructure, as well as considering other renewable power options and cost savings, made the list as well.

Board member Ranjiv Khush said he was disappointed that this objective wasn't more ambitious. He said that the East Bay Municipal Utility District and the Metropolitan Water District have committed to carbon neutrality, a goal he said he wanted MMWD to also achieve.

"I don't want to be left behind on this issue, not in Marin," Khush said.

Russell said he thinks MMWD is already ahead of agencies such as East Bay MUD. He said the biggest cost is energy used lifting water, which weighs 8 pounds per gallon to pump. MMWD is already a subscriber to the Deep Green, 100% renewable energy plan offered by MCE, formerly Marin Clean Energy, he said.

Horenstein said the next biggest contributor to the agency's carbon footprint is its vehicle fleet. All agencies are looking into electric conversion, he said.

Board member Matt Samson also asked staff to include an objective to look at the carbon impact of each project in the capital improvements program.

The final objective is emergency response readiness that includes updating the district's emergency response plan, reviewing dam emergency plans annually and working with the Marin County Office of Emergency Services. The objective also challenges the district to establish contracts for engineering that are compliant with the Federal Emergency Management Agency, or FEMA, to streamline execution of projects after emergencies.

The draft strategic plan is expected to be presented by the end of January.

# Water shortage proposal targets local golf courses

Irrigation limits recommended for drought, emergency



Greenskeeper Miguel Paz waters at the Meadow Club in Fairfax. District officials are recommending a change to the water shortage contingency plan that would restrict golf course irrigation in drought or emergency conditions. SHERRY LAVARS — MARIN INDEPENDENT JOURNAL, FILE



Construction continues at the Aegis Living assisted living development in San Rafael on Thursday. They would be among the increase of more than 11,000 new residences in the Marin Municipal Water District. ALAN DEP – MARIN INDEPENDENT JOURNAL

BY ADRIAN RODRIGUEZ

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The latest housing projections show nearly 11,500 new homes coming to the Marin Municipal Water District’s service area by 2030 as cities and towns race to meet state housing mandates, the utility reported.

The good thing is that the district is expected to be able to meet the new demand without triggering new supply efforts, staffers said. However, officials are recommending a change to the district’s water shortage contingency plan that would restrict golf course irrigation in drought or emergency conditions.

At a public hearing Tuesday, Paul Sellier, water resources director for the district, said the “stage three” contingency plan, enacted when there is a 30% shortage, does not do enough to encourage golf courses to conserve water. Stage three conditions happen about four times every 25 years, Sellier said.

A proposed revision presented to the board would cut golf course irrigation by 30% of the average of the past three non-drought years, or 30% of the site’s water allowance. The board decided to continue the public hearing on the matter until next month, directing staff to clean up the language.

“When we’re going to a public hearing we need to be saying what we mean and meaning what we say,” board member Larry Russell said, urging his colleagues to pause for now. “I would like to see a simpler metric applied to this where we just ask golf courses to reduce by 30% of their maximum allowed water

allowance,” board member Ranjiv Khush said. “To me it achieves the same thing. It’s a lot clearer for all of us.”

In addition to a rewrite of the proposal, board members said the district should continue to encourage or provide incentives for water conservation.

Dan Murray, president of the Meadow Club golf course in Fairfax, said the organization has invested in conservation efforts and that in drought conditions, hand watering is the most efficient.

“We want to continue to find ways to reduce water consumption and be more efficient,” Murray said, adding that the course’s professionals know when and where to water when the supply is short. “We urge you give us that flexibility as long as we don’t exceed our allocation.”

The public hearing Tuesday was to update the district’s urban water management plan, which was approved in 2021. The water shortage contingency plan is embedded within that document.

The original water management plan included population projections and expected water demand through 2045. Staff used housing allocations determined by the Association of Bay Area Governments, or ABAG, in 2018 to come up with its strategy.

At that time, ABAG’s regional housing needs allocation, or RHNA, called for 2,028 new homes in the district’s service area by 2030.

The most recent projections are much higher at 11,458 new homes for the same time period, prompting officials to update the plan.

The higher estimates came as Marin cities and towns finished their state-mandated eight-year housing plans, called housing elements. The documents require jurisdictions to demonstrate that they are doing their part to relieve the housing crisis and welcome the production of new homes.

Within the district today, 93% of homes are single-family residences, while 7% are multifamily residences such as apartment or condominium complexes.

According to the 2020 plan, water demand was projected to be about 26,915 acre-feet per year in the year 2045, Sellier said. Taking into account the new housing projections, that demand is expected to go up 8.1%, to 29,315 acre-feet per year.

Sellier said this is a conservative estimate. While there are more single-family homes today, it is likely that a majority of new homes will be multi-residential complexes. Multifamily homes tend to use less water. So if more apartments and condos are built, it would actually be a lower demand than the numbers staff presented.

The proposed updates to the water management plan simply reflect the change in the projections, Sellier said.

Board members said those numbers are encouraging.

“In the absence of those severe droughts, the marginal impact of the additional state mandated housing is within our ability to supply water,” Khush said. “It does not place a serious constraint on our water supply.”

Larry Minikes, member of the Marin Conservation League, said it was the first time for people to see the projected 8% increase in water demand.

“That should calm a lot of fear about new housing coming in here when we’re talking about 8%,” he said.  
“It seems like a doable number.”

# County reworks ADU regulations to appease state

BY RICHARD HALSTEAD

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Marin County supervisors have bowed to a state mandate requiring the county to adopt more permissive standards for the approval of new accessory dwelling units.

The Board of Supervisors approved changes in county code governing ADUs after being directed to do so by the state.

“We’ve really pulled back from some of the things that we had previously in the code sections because of the audit by the California Department of Housing and Community Development,” Jeremy Tejirian, a county planner, told supervisors at their Dec. 18 meeting.

The housing department notified the county’s Community Development Agency in February that following the adoption of several new state laws — Senate Bill 897 and Assembly Bills 916 and 221 — the county’s rules governing ADUs were no longer in compliance.

At the time, the county’s code permitted only one ADU and one junior accessory dwelling unit on lots restricted to single-family residential development.

The letter in February from Michael McLaughlin, an ADU policy specialist at the housing department, stated that Marin must ministerially approve an application for a building permit within a residential or mixed-use zone to create “any” of the following: an ADU and junior accessory dwelling unit within a single-family dwelling or accessory structure; and one additional detached, new-construction ADU.

Combining the new ADU laws with another new housing law, Senate Bill 9, owners of single-family properties may now split their lots and build one main residence, two ADUs and one junior accessory dwelling unit on each half for a total of eight residences.

The county’s new housing element — its plan to facilitate Marin’s share of housing needed over the next eight years — projects that the county will approve 280 accessory dwelling units between 2023 and 2031.

The state housing department followed up with another letter in July notifying the Community Development Agency of additional ways in which Marin’s ADU regulations were failing to comply with state law.

These included the state’s objection to a county requirement that some types of ADUs have direct vehicle access to a paved street, if located on a property in a very-high-fire-hazard-severity zone, and a requirement that ADUs not be located in any sensitive habitats.

All of these requests by the state and more were incorporated into the code changes that supervisors approved on Tuesday.

“HCD required us to remove those sensitive habitat areas and very-high-fire-hazard-severity zone standards for ADUs,” said county planner Michelle Levenson, referring to the California Department of Housing and Community Development.



Supervisor Stephanie Moulton-Peters, whose district in southern Marin includes many residents who live on narrow and steep mountain roads, expressed concern about the changes.

“I understand we’re aligning our codes with the state codes and that we must do that,” Moulton-Peters said, “but the board needs more detail going forward on what the implications are.”

Moulton-Peters said she wants the Community Development Agency to work with other counties to push back against the state’s policy on sensitive habitat and high-fire-severity zones.

“I think that’s wrong, and I think we need to find other counties to coalition with to get that changed,” she said.

During public open time, Carolyn Lenert, a real estate agent and former San Rafael fire commissioner, urged the supervisors to delay their vote on the code changes. Lenert said California real estate agents have recently been given a new tool to help them and their clients decide if their site is appropriate for an accessory dwelling unit.

“The first question they ask is, ‘Is this a high fire zone? Is there egress? Is there safe access for our firefighters? Are we going to put them at risk as well?’” Lenert said.

“Table the discussion until you have more input from the community,” she said. “It’s a matter of life and death.”

The supervisors spent most of their time, however, discussing whether the language of the code changes risked prohibiting owners of existing ADUs and junior accessory dwelling units from using them as short-term rentals.

“I think we create some ambiguity here,” said Supervisor Eric Lucan, “especially for the grandfathered ADUs and the grandfathered JADUs.”

The language was amended slightly to more clearly state that owners of existing ADUs and JADUs may continue to use them as short-term rentals, at least for the time being.

“We are going to be taking up the short-term rental ordinance, at least for the coastal zone, in the next month or so,” Supervisor Katie Rice said.



# Media Release

## State Water Board announces new executive director

*Veteran staff member Eric Oppenheimer brings deep policy, programmatic experience on top priorities for the board*

December 18, 2023

Contact: [Edward Ortiz](#), Information Officer

**SACRAMENTO**— Following a thorough and competitive process, the State Water Resources Control Board has selected Eric Oppenheimer as its new executive director to lead the board’s managerial, programmatic and administrative functions.

Oppenheimer currently serves as one of the State Water Board’s chief deputy directors, with over 25 years of experience, including with two regional boards. For the last eight years, his primary areas of responsibility have encompassed several of the board’s top policy priorities. These include planning solutions for the Bay-Delta, implementing the Sustainable Groundwater Management Act, advancing racial equity, promoting water conservation and administering water rights.

He will succeed Eileen Sobeck, who is retiring in December after seven years with the board and nearly 45 years of public service in a variety of federal and state government roles.

“We are deeply grateful for Eileen’s resolute and calm leadership through the pandemic, historic drought, and the launch of so many groundbreaking efforts that are now central to our work. She has guided the State Water Board’s policies and programs to advance racial equity, safe drinking water, water rights modernization, wetlands protections and sustainable groundwater management, among many other priorities,” said Joaquin Esquivel, chair of the board. “In sum, her contributions have been enormous, not only in terms of the work she led but the grace she led with. As we continue implementing these major priorities and facing the new challenges that climate change presents, Eric’s deep knowledge and practical experience with the regional boards and executive branch will guide our work effectively, equitably and with the urgency this moment requires.”

An environmental scientist by training, Oppenheimer’s career began with water quality protection roles in planning and regulatory programs with the Lahontan and Central Valley regional water boards, interspersed with positions at the Department of Water Resources and the California Coastal Commission. As chief deputy director, he has served as a principal policy advisor to the executive director and the five-member board and overseen more than 500 technical and administrative staff working in water rights, administration, planning and public affairs.



“Throughout my time with the boards, I have gained a deep appreciation for the breadth, complexity and importance of the work we do, but even more significantly, for the profound responsibility that comes with it,” said Eric Oppenheimer. “I am honored to serve in this new capacity and committed to helping the board advance its goals while balancing diverse perspectives and prioritizing racial equity. Active engagement by all stakeholders in the board’s decision-making processes will be key to its success in meeting the challenges of our 21<sup>st</sup> century climate.”

Oppenheimer will begin in his new role on January 2, 2024.

*The State Water Board’s mission is to preserve, enhance, and restore the quality of California’s water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper resource allocation and efficient use for the benefit of present and future generations.*

# Efforts expand to save water

## Utility actions address conservation, rebates

BY ADRIAN RODRIGUEZ

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The North Marin Water District has approved several conservation regulations, including banning irrigation on decorative grass on commercial properties in Novato and western Marin.

Tony Williams, the district's general manager, said the regulations were brought to the board this month to "stay ahead of formal state regulations regarding nonfunctional turf, which will likely take effect in late 2024."

In response to the three-year drought, the California State Water Resources Control Board adopted an emergency regulation in 2022 banning the use of drinking water on "nonfunctional turf," or decorative grass in commercial, industrial and institutional areas. The ban was continued through June 2024.

Ryan Grisso, water conservation coordinator at the North Marin Water District, said the state water board is expected to approve legislation next year adopting a formal rule that would require water districts to prohibit irrigation of nonfunctional turf.

"We try to keep our water conservation regulations, for both voluntary and mandatory programs, comprehensive, robust and relevant," Grisso said. "And the action taken was to continue and maintain that effort."

The district serves about 60,000 residents in the greater Novato area as well as about 1,800 residents in areas of western Marin.

The district has banned the installation of new ornamental turf since 2006. The district also bans the use of drinking water for outdoor landscaping within 48 hours of rain and on ornamental turf in public street medians.

At its Dec. 19 meeting, the district board also formalized several other conservation programs that have been offered for years through a pilot phase, including rainwater, grey water and hot water recirculation rebates. In these programs, the district rebates customers for installing systems that capture rainwater or grey water to offset potable water demand for landscape irrigation.

Today, rainwater harvesting is rebated at 25 cents per gallon of storage with a minimum of 100 gallons of storage. However, the rebate cannot exceed the cost of materials or \$150. Grey water installations are rebated at \$75 per qualifying fixture or appliance.

A new rebate program approved includes a payback for the removal of pools. District officials said that in response to the drought, the utility has received requests from customers to provide incentives to remove pools because it can be so costly.

The new pool rebate program will be an equivalent per square foot rebate amount used for its “cash-for-grass” turf replacement initiative. In the lawn exchange, the district pays up to \$100 per 100 square feet of lawn area. The incentive is limited to \$800 for single-family homes, or \$100 for common areas at townhouses and \$50 for common areas at apartments.

The approval allows the district to routinely update the rebate amounts.

Grisso said new rebate amounts are expected to be presented to the board at its Jan. 16 meeting.

In 2022, the Marin Municipal Water District, which serves the southern and central parts of the county, banned the installation of new decorative grass, even if it would be watered with recycled water. The prohibition applies to any project installing an aggregate turf area of more than 500 square feet and landscape rehabilitation projects on 1,000 square feet or more of turf.

The district also has a lawn replacement program offering its customers up to \$3 per square foot. However, reimbursements are capped at 1,000 square feet and business owners are capped at 5,000 square feet.

After state legislators passed the bill that would outlaw using drinking water for decorative patches of grass in September, Monty Schmitt, board president of the Marin Municipal Water District, said he supports the move.

He said it is a signal that California and its residents must be prepared for a different future where climate change is expected to cause both more intense rainy seasons and prolonged droughts.