



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
 Judy Schriebman
 Crystal J. Yezman

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

BOARD MEETING AGENDA

SEPTEMBER 1, 2022

On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments’ ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health, which was *due to end on September 30, 2021 (Exec. Ord. N-08-21)*. However, the Legislature passed AB 361 which provides local agencies with the ability to meet remotely during proclaimed state emergencies under modified Brown Act requirements, similar in many ways to the rules and procedures established by the Governor’s previous Executive Orders. - In light of this – the September 1, 2022 meeting of the LGVSD Board will be held via Zoom electronic meeting*. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged, but not required, to submit comments in writing to (dmcDonald@lgsd.org) by 5:00 pm on Wednesday, August 31, 2022. In addition, Persons wishing to address the Board verbally must contact Dale McDonald, by email August 31, 2022 (dmcDonald@lgsd.org) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.

*Prior to the meeting, participants should download the Zoom app at:
<https://zoom.us/download>.

REMOTE CONFERENCING ONLY

Join Zoom Meeting online at: <https://us06web.zoom.us/j/82416885363>

OR

By teleconference at: +16699009128 Meeting ID: Meeting ID: 824 1688 5363

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

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

Estimated Time

OPEN SESSION:

4:00 PM

1. PUBLIC COMMENT

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

4:05 PM

2. CONSENT CALENDAR:

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

- A. Approve the Board Minutes for August 18, 2022
- B. Approve the Warrant List for September 1, 2022
- C. Approve Application of Allocation of Capacity for APN 179-101-01 100 El Prado Ave
- D. Approve Groundwater Monitoring Wells installation Project Resolution 2022-2279
- E. Approve Final Completion of Marin Lagoon Pump Station Improvements Resolution 2022-2276

Possible expenditure of funds: Yes, Item B.

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

4:15 PM

3. INFORMATION ITEMS:

STAFF/CONSULTANT REPORTS:

- 1. General Manager’s Report – verbal
- 2. Annual Reimbursement Report - written

4:30 PM

4. POINT BLUE CONSERVATION SCIENCE’S STRAW PROGRAM

- A. Board to receive the STRAW report for FY 2021/22.
- B. Review the Donation Request for the Point Blue Conservation Science STRAW program.

5:00 PM

5. APPROVE RESOLUTION 2022-2277 B-90 APPOINTMENT IN EVENT OF VACANCY AND F-90 PURCHASING INCLUDING RETAINING CONSULTANTS

Board to review and approve Resolution 2022-2277 Board Policies B-90 and F-90.

- 5:15 PM** **6. APPROVE RESOLUTION 2022-2278 AUTHORIZING THE DESTRUCTION OF DISTRICT RECORDS**
Board to review and approve Resolution 2022-2278 pertaining to the destruction of Invoices and Accounts Payable records 7 years from the end of the applicable fiscal year.
- 5:30 PM** **7. BOARD MEMBER REPORTS:**
- 1. CLARK
 - a. NBWA Board Committee, 2022 Operations Control Center Ad Hoc Committee, Other Reports
 - 2. FORD
 - a. NBWRA, Marin Special Districts Association, 2022 Ad Hoc Engineering Committee re: STPURWE, 2022 Operations Control Center Ad Hoc Committee, 2022 Human Resources Ad Hoc Committee, Other Reports
 - 3. MURRAY
 - a. Marin LAFCO, CASA Energy Committee, Other Reports
 - 4. SCHRIEBMAN
 - a. JPA Local Task Force, Gallinas Watershed Council, 2022 Legal Services Ad Hoc committee, 2022 Biosolids Ad Hoc Committee, 2022 Human Resources Ad Hoc committee, 2022 McInnis Marsh Ad Hoc Committee, Other Reports
 - 5. YEZMAN
 - a. Flood Zone 7, CSRMA, 2022 Ad Hoc Engineering Committee re: STPURWE, 2022 Legal Services Ad Hoc Committee, Marin Special Districts, 2022 Biosolids Ad Hoc committee, 2022 McInnis Marsh Ad Hoc Committee, Other Reports
- 5:40 PM** **8. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
 - B. Board Agenda Item Requests – Verbal
- 5:45 PM** **9. VARIOUS INDUSTRY RELATED ARTICLES**
- 5:55 PM** **10. ADJOURNMENT**

FUTURE BOARD MEETING DATES: SEPTEMBER 15 AND OCTOBER 6

| | | |
|------------------|----------------------------------|-----------------------------------|
| AGENDA APPROVED: | Judy Schriebman, Board President | Patrick Richardson, Legal Counsel |
|------------------|----------------------------------|-----------------------------------|

CERTIFICATION: I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before August 29, 2022 4:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held by Zoom September 1, 2022 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: August 25, 2022



Teresa L. Lerch
District Secretary

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

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

MEETING MINUTES OF AUGUST 18, 2022

THE BOARD OF DIRECTORS AND STAFF OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION BY ZOOM CONFERENCE ON AUGUST 18, 2022 AT 4:01 PM BY ZOOM CONFERENCE 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, Judy Schriebman, Crystal Yezman

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Curtis Paxton, General Manager; Teresa Lerch, Board Secretary; Dale McDonald, District Treasurer; Mel Liebmann, Plant Manager; Greg Pease, Collections/Safety/Maintenance Manager

OTHERS PRESENT: Patrick Richardson, District Counsel; Justin Wilcock, Marin Sanitary Service; Ray Goebel, EOA;

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

1. PUBLIC COMMENT: None.

2. CONSENT CALENDAR:

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

- A. Approve Resolution 2022-2270 Remote Meetings
- B. Approve the Board Minutes for August 4, 2022
- C. Approve the Warrant List for August 18, 2022
- D. Approve Murray attending LAFCO University Webinar September 19
- E. Approve Board Compensation for July 2022
- F. Approve Resolution 2022-2271 US Bank authorization
- G. Approve Resolution 2022-2272 Bank of Marin authorization
- H. Approve Resolution 2022-2273 LAIF adding signers
- I. Approve Resolution 2022-2274 B-80 Authority over Personnel and F-80 Debt Issuance, Post Issuance Compliance and Management

ACTION:

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

AYES: Clark, Ford, Murray, Schriebman and Yezman

NOES: None.

ABSENT: None.

ABSTAIN: None.

3. INFORMATION ITEMS:

STAFF / CONSULTANT REPORTS:

1. General Manager's Report - Paxton reported
2. Marin Sanitary Service update and 2021 Annual Report – Presentation by Justin Wilcock
3. Department Report – Collections – Pease reported
4. Department Report – Operations – Liebmann reported

- 5 Board Policy Review – B-90 Appointment in event of Vacancy and F-90 Purchasing including retaining Consultants – Discussion ensued. Board suggested modifications to F-90.
6. FutureSense Report – Paxton reported.

4. SAN FRANCISCO BAY REGIONAL WATER QUALITY CONTROL BOARD OFFER OF SETTLEMENT

Board discussed the San Francisco Bay Regional Water Quality Control Board offer of settlement.

ACTION:

Board approved (M/S Murray/Clark 5-0-0-0) \$66,000 mandatory payment for the settlement of alleged NPDES Permit violations – \$33,000. to be deposited in the Supplemental Environmental Project Fund established for the Regional Monitoring Program and \$33,000 to be deposited in the State Water Pollution Cleanup and Abatement account.

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

Liebmann and Pease left the meeting at 6:22 pm.

5. TOPICS FOR THE FALL NEWSLETTER

Board discussed topics for the Fall Newsletter. McDonald will follow up with Data Instincts with topic suggestions.

6. APPROVE AMENDING THE MISCELLANEOUS FEE SCHEDULE

Board reviewed Resolution 2022-2275 amending the Miscellaneous Fee Schedule.

ACTION:

Board approved (M/S Clark/Yezman 5-0-0-0) adopting Resolution 2022-2275 amending the Miscellaneous Fee Schedule increasing the Capacity Fee Revenue to \$440 for CFC's, \$22 for PFUs and clarifying definition of ESU.

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

7. BOARD MEMBER REPORTS

1. CLARK

- a. NBWA Board Committee –no report
- b. NBWA Conference Committee – no report
- c. 2022 Operations Control Center Ad Hoc Committee – no report
- d. Other Reports–no report

2. FORD

- a. NBWRA – no report
- b. Gallinas Watershed Council– no report
- c. 2022 STPURWE Engineering Ad Hoc Committee – no report
- d. 2022 Operations Control Center Ad Hoc Committee – no report
- e. 2022 Human Resources Ad Hoc Committee –no report
- f. Marin County Special Districts Association – no report
- g. Other Reports – attended Solar Rights Alliance meeting – verbal report.

3. MURRAY

- a. Marin LAFCO – verbal report
- b. CASA Energy Committee– verbal report
- c. Other Reports – no report

4. SCHRIEBMAN

- a. JPA Local Task Force– no report
- b. Gallinas Watershed Council – no report
- c. 2022 Legal Services Ad Hoc Committee – no report
- d. 2022 Biosolids Ad Hoc Committee – no report
- e. 2022 Human Resources Ad Hoc Committee –no report
- f. 2022 McInnis Marsh Ad Hoc Committee- no report
- g. Other Reports- no report

5. YEZMAN

- a. Flood Zone 7– no report
- b. CSRMA – no report
- c. Marin Special District Association – no report
- d. 2022 STPURWE Engineering Ad Hoc Committee– no report
- e. 2022 Legal Services Ad Hoc Committee – no report
- f. 2022 McInnis Marsh Ad Hoc Committee- no report
- g. Other Reports–CASA Annual Conference – verbal report

8. BOARD REQUESTS:

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

9. MISCELLANEOUS DISTRICT CORRESPONDENCE:

Discussion ensued.

10. ADJOURNMENT:

ACTION:

Board approved (M/S Yezman/Clark 5-0-0-0) the adjournment of the meeting at 6:54 p.m.

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

NOES: None.

ABSENT: None.

ABSTAIN: None.

The next Board Meeting is scheduled for September 1, 2022 4 PM by Zoom Meeting at the District Office.

ATTEST:

Teresa Lerch, District Secretary

APPROVED:

Crystal J. Yezman, Vice-President

SEAL

Agenda Item 2 B
 Date September 1, 2022

Las Gallinas Valley Sanitation District
 Warrant List 9/1/2022 DRAFT

| | Date | Num | Vendor | Original Amount | Addition and Adjustment | Total Amount | Description for items |
|----|----------|------|------------------------------------|-----------------|-------------------------|--------------|---|
| 1 | 9/1/2022 | EFT1 | ADP Payroll | 159,295.74 | | 159,295.74 | 8/26/2022 Payroll & Processing Charges |
| 2 | 9/1/2022 | ACH | Alliant Insurance Services | 376.00 | | 376.00 | Mobile Vehicle Updates for New Vehicles Added 4/1/200 - 6/30/2022 |
| 3 | 9/1/2022 | N/A | Aramark Uniform Service | 323.50 | | 323.50 | Laundry Service w/e 8/22 |
| 4 | 9/1/2022 | N/A | ArcSine Engineering | 10,002.50 | | 10,002.50 | SCADA Support- July |
| 5 | 9/1/2022 | N/A | AT&T | 322.42 | | 322.42 | Phone Lines at Pump Stations- 7/20 - 8/19 |
| 6 | 9/1/2022 | ACH | Austin, James | 1,620.71 | | 1,620.71 | Tri-State Seminar/Conference Reimbursement, CWEA Lab Cert Renewal |
| 7 | 9/1/2022 | EFT1 | Bank of Marin | 27,723.45 | | 27,723.45 | Recycled Water Loan Payment- Sept |
| 8 | 9/1/2022 | EFT | Bank of Marin Card Member Services | 35,439.00 | | 35,439.00 | Credit Card Purchases 7/7 - 8/4 |
| 9 | 9/1/2022 | ACH | Bellecci & Associates | 2,627.00 | | 2,627.00 | Inspection Services- July |
| 10 | 9/1/2022 | N/A | Briscoe Ivester & Bazel LLP | 5,022.00 | | 5,022.00 | Legal Services for Potential Litigation-July |
| 11 | 9/1/2022 | N/A | BWS Distribution | 4,501.43 | | 4,501.43 | Confined Space Safety Equipment |
| 12 | 9/1/2022 | N/A | California River Watch | 56,700.00 | | 56,700.00 | Settlement Agreement & Release |
| 13 | 9/1/2022 | EFT | CalPERS 457 Plan | 7,664.46 | | 7,664.46 | EE's Contribution to Deferred Comp. Paydate 8/26/2022 |
| 14 | 9/1/2022 | EFT | CalPERS Retirement | 25,509.86 | | 25,509.86 | EE & ER Payment to Retirement- Paydate 8/26/2022 |
| 15 | 9/1/2022 | ACH | Caltest Labs | 2,096.65 | | 2,096.65 | Outside Lab Services |
| 16 | 9/1/2022 | ACH | Central Marin Sanitation Agency | 1,624.17 | | 1,624.17 | Pretreatment/FOG Program |
| 17 | 9/1/2022 | N/A | Comet Building Maintenance | 2,078.98 | | 2,078.98 | Janitorial Services- August |
| 18 | 9/1/2022 | N/A | Cromer | 867.53 | | 867.53 | PM Service on Forklift |
| 19 | 9/1/2022 | N/A | D.W. Nicholson Corp. | 4,193.77 | | 4,193.77 | Marin Lagoon Pump Station Improvements |
| 20 | 9/1/2022 | N/A | Dave Lehman Trucking | 1,110.00 | | 1,110.00 | Reclamation Pump Station Improvements- Base Rock |
| 21 | 9/1/2022 | N/A | Environmental Science Associates | 5,805.00 | | 5,805.00 | Flood Protection Plan Scoping- July |
| 22 | 9/1/2022 | N/A | FedEx | 11.47 | | 11.47 | Misc. Mailings |
| 23 | 9/1/2022 | N/A | FLSmith | 976.06 | | 976.06 | Liner Parts for Cyclones |
| 24 | 9/1/2022 | N/A | Fluid Gauge Company | 5,368.24 | | 5,368.24 | Digester Gas Piping Project- PVC Ball Valves |
| 25 | 9/1/2022 | ACH | Grainger | 536.75 | | 536.75 | Welding Screen, Danger Sign, Safety Sign |
| 26 | 9/1/2022 | N/A | Jackson's Hardware | 262.38 | | 262.38 | Misc. Supplies |
| 27 | 9/1/2022 | N/A | JDB Systems | 1,271.35 | | 1,271.35 | Install Temp. Flow Meter & Calibrate Headwork PH Meter |
| 28 | 9/1/2022 | N/A | Kaman Industrial Technologies | 578.94 | | 578.94 | Spare Motor for Boiler STPURWE- Construction |
| 29 | 9/1/2022 | ACH | Kleinfelder | 4,162.00 | | 4,162.00 | Inspection & Materials Testing- 7/25 - 8/21 |

| Las Gallinas Valley Sanitation District Warrant List 9/1/2022 DRAFT | | | | | | | |
|--|----------|-----|------------------------------------|-----------------|-------------------------|--------------|--|
| | Date | Num | Vendor | Original Amount | Addition and Adjustment | Total Amount | Description for items |
| 30 | 9/1/2022 | N/A | Kyocera Document Solutions | 1,217.29 | | 1,217.29 | Quarterly Copier Charges, May-Nov |
| 31 | 9/1/2022 | N/A | Marin Ace | 130.68 | | 130.68 | Misc. Supplies |
| 32 | 9/1/2022 | N/A | Medical Center Of Marin | 242.00 | | 242.00 | Pre-Employment Medical Screening |
| 33 | 9/1/2022 | N/A | Novato Builders Supply | 449.83 | | 449.83 | Ready Mix Concrete, Form Stakes |
| 34 | 9/1/2022 | N/A | Operating Engineers | 680.24 | | 680.24 | Union Dues- Paydate 8/26 |
| 35 | 9/1/2022 | ACH | Operational Technical Services | 9,288.00 | | 9,288.00 | Temp. Electrical/ Instrumentation Tech for w/e 8/5 & 8/12 |
| 36 | 9/1/2022 | ACH | Orion Protection Services | 353.20 | | 353.20 | Nightly Patrol at Plant - Sept |
| 37 | 9/1/2022 | N/A | P2S | 65.00 | | 65.00 | Shock & Arc Flash Analysis- Final Invoice |
| 38 | 9/1/2022 | N/A | Platt Electrical | 694.59 | | 694.59 | Electrical Supplies |
| 39 | 9/1/2022 | N/A | Precision Crane Service | 897.00 | | 897.00 | Removed Digester Lid & Stage Onsite |
| 40 | 9/1/2022 | ACH | Regional Government Services | 3,937.05 | | 3,937.05 | Contracted Financial Services for July |
| 41 | 9/1/2022 | N/A | SiteOne Landscape Supply | 253.76 | | 253.76 | Misc. Supplies |
| 42 | 9/1/2022 | N/A | SUEZ dba Zenon Environmental Corp. | 6,834.30 | | 6,834.30 | On-Call Support & Insight Reporting Service |
| 43 | 9/1/2022 | EFT | Sunlife Financial | 3,187.21 | | 3,187.21 | EE's AD&D, Disability and Life Insurance-Sept |
| 44 | 9/1/2022 | ACH | Univar | 14,364.46 | | 14,364.46 | Sodium Hypochlorite |
| 45 | 9/1/2022 | N/A | Verizon Wireless | 1,546.17 | | 1,546.17 | Cell Phone Service 4/27 - 6/26 |
| 46 | 9/1/2022 | EFT | Vision Service Plan | 542.25 | | 542.25 | Vision Plan- Sept |
| 47 | 9/1/2022 | N/A | Water Components & Building Supply | 185.02 | | 185.02 | Pipe & Bushings Battery Charger for Mobile Generators, Truck Washing Supplies |
| 48 | 9/1/2022 | N/A | Woodland Center Auto Supply | 240.48 | | 240.48 | |
| 49 | 9/1/2022 | N/A | WRA | 2,006.75 | | 2,006.75 | Lower Miller Creek Monitoring- July |

**Las Gallinas Valley Sanitation District
Warrant List 9/1/2022 DRAFT**

| | Date | Num | Vendor | Original Amount | Addition and Adjustment | Total Amount | Description for items |
|--|------|-----|--------|-----------------|-------------------------|--------------|-----------------------|
|--|------|-----|--------|-----------------|-------------------------|--------------|-----------------------|

Do not change any formulas below this line.

TOTAL \$ 415,186.64 \$ - \$ 415,186.64

| | | | | |
|------|---|----------------------|----------------------|--|
| EFT1 | EFT1 = Payroll (Amount Required) | 187,019.19 | 187,019.19 | |
| EFT2 | EFT2 = Bank of Marin loan payments | 0.00 | 0.00 | |
| PC | Petty Cash Checking | 0.00 | 0.00 | |
| >1 | Checks (Operating Account) | 0.00 | 0.00 | |
| N/A | Checks - Not issued | 114,838.68 | 114,838.68 | |
| EFT | EFT = Vendor initiated "pulls" from LGVSD | 72,342.78 | 72,342.78 | |
| ACH | ACH = LGVSD initiated "push" to Vendor | 40,985.99 | 40,985.99 | |
| | Total | \$ 415,186.64 | \$ 415,186.64 | |

| |
|---|
| Approval: Finance GM Board |
|---|

Difference: \$ -

STPURWE Costs 4,162.00



Item Number 2C
GM Review CR

Agenda Summary Report

To: Board of Directors
From: Michael P. Cortez, PE, District Engineer
(415) 526-1518; mcortez@lqvsd.org
Meeting Date: September 1, 2022
Re: Application of Allocation of Capacity for APN 179-101-01
100 El Prado Ave Laundromat
Item Type: Consent X Action _____ Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X

STAFF RECOMMENDATION

Board to approve the issuance of a Will Serve Letter for a laundromat located at 100 El Prado Ave.

BACKGROUND

The project consists of converting an existing dry cleaner facility to a laundromat at 100 El Prado Ave. Staff has reviewed the plans, and based on the information provided, a Will Serve Letter has been drafted and a connection fee of \$31,968 has been assessed for the addition of 96 plumbing fixture units (PFUs). Central Marin Sanitation Agency (CMSA) has reviewed the project and issued a waiver for industrial pre-treatment compliance requirements.

Potential Access Issues to Impacted Sewer Facilities: None; no sanitary improvements are proposed.

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

The estimated additional flow from the proposed project is approximately 960 gpd. It will have negligible impact to downstream sewer facilities. Staff is tracking additional flows from proposed residential and commercial developments and will be evaluating the combined effects as part of the overall collection system hydraulic analysis.

PREVIOUS BOARD ACTION(S)

N/A

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

Connection Fee Revenue of \$31,968.

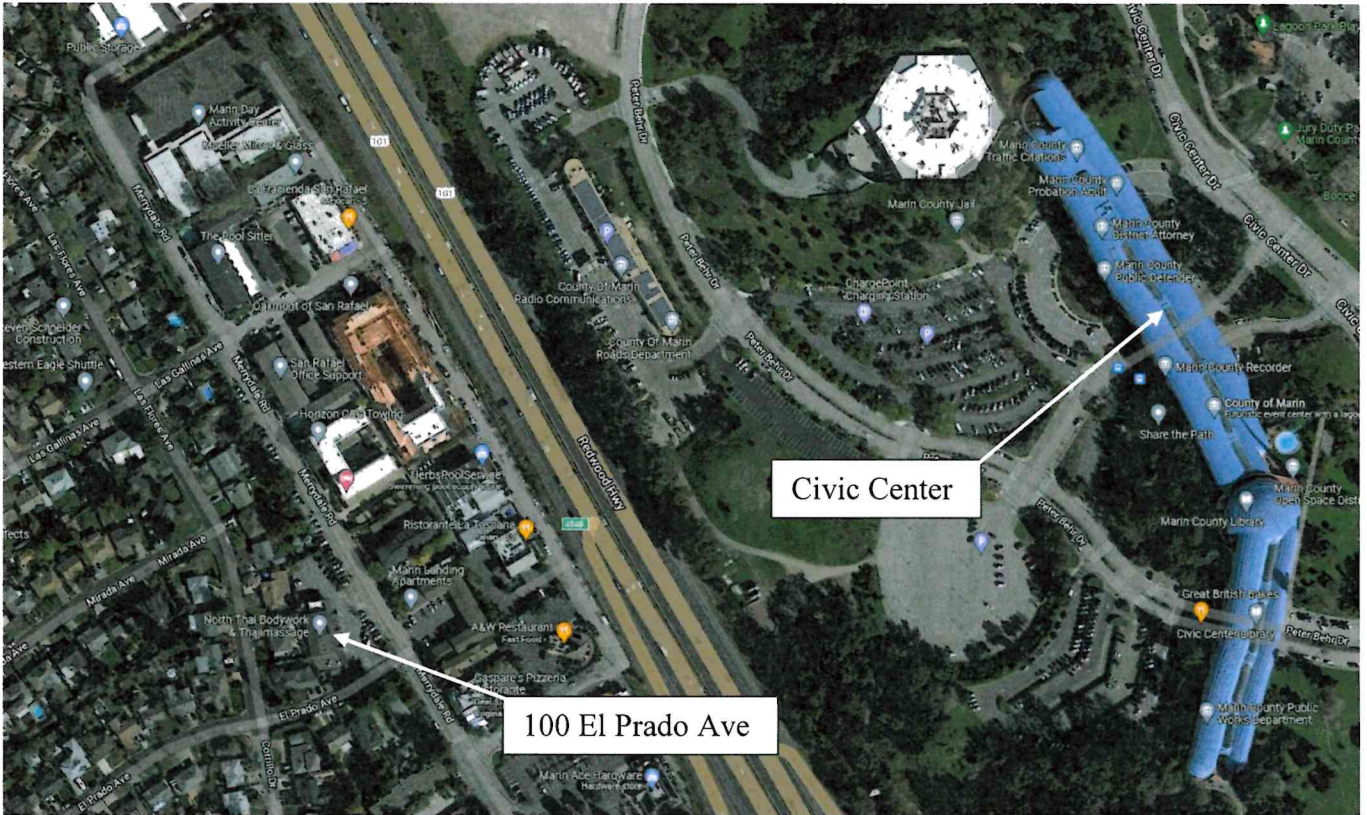


Figure 1. Location Map



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

MANAGEMENT TEAM
 Interim General Manager, Chris DeGabriele
 Plant Operations, Mel Liebmann
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 Engineering, Michael P. Cortez
 Administrative Services, Dale McDonald

DISTRICT BOARD
 Megan Clark
 Ronald Ford
 Craig K. Murray
 Judy Schriebman
 Crystal J. Yezman

Date: September 1, 2022

Property Owner(s): El Prado North LLC

Property Owner Address: 35730 HILLSIDE CT
 Fremont, CA 94536

Applicant: Rene Valiente

Project Name: 100 El Prado Ave Laundromat

Project Address: 100 El Prado Ave
 San Rafael, CA 94903

Project APN: APN 179-101-01

Re: Will-Serve Letter

You have requested a **Will-Serve Letter** from the Las Gallinas Valley Sanitary District (“LGVSD”) at the September 1, 2022 Board Meeting.

Subject to the terms and conditions in this letter, LGVSD will serve the project with additional 96 Plumbing Fixture Units (PFU). This letter may be used to submit to another local agency to satisfy a condition for either tentative subdivision map approval or any other permit approval.

This letter is contingent upon satisfaction of the conditional requirement to address any corrective actions in the sanitary sewer improvement components of the project and fulfill connection fee obligation before the District signing off on the final inspection.

The standard terms and conditions of approval are as follows:

| Initial | Item | Condition of Approval |
|---------|------|---|
| | 1 | Applicant shall pay for the facility capacity fee (new connection fee) in accordance with LGVSD ordinances and policies. Please note payment date obligation and amount obligation. |
| | 2 | Applicant agrees to abide by all conditions of approval of the Board of Directors and District staff. |
| | 3 | This Will-Serve approval terminates three (3) years from the Board meeting date unless all building permits have been issued for the project. |
| | 4 | Field verification before and after construction is required for this project. Applicant shall accommodate and coordinate with District hired third-party inspector. |
| | 5 | Prior to the connection of any sewer lateral, you must contact the District for the sewer lateral inspection permit and the application is available on District website. A lateral tie-in inspection is required before any lateral can be backfilled. |
| | 6 | After the sewer lateral inspection is completed and the connections is verified, the project will be added to the sewer user charge and will receive a charge for this service annually. |
| | 7 | Applicant shall reimburse the District for all plan review, field verification before and after construction, and inspection fees accrued associated with this project. |

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

The Connection Fee approved by the Board is as follows:

| | |
|---|---------------------|
| Connection Fee for 96 PFU at \$333/PFU: | \$ 31,968.00 |
| Application Fee: | \$ 250.00 (paid) |
| Engineering Review and Inspection Fees: | \$ <u>TBD</u> |
| Total Fee: | \$ 32,218.00 |
| Outstanding Balance: | \$ 31,968.00 |

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

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

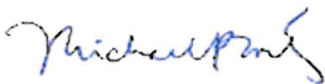
1. 10% of the Connection Fee is due within thirty days of Board approval of final plans and specifications;
2. 40% of the Connection Fee is due within one year, September 1, 2023; or upon the date of building permit issuance, whichever occurs first;
3. 50% of the Connection Fee is due within two years, September 1, 2024; or upon the date of building permit issuance, whichever occurs first;

Please remit **\$31,968** and make the check payable to Las Gallinas Valley Sanitary District. Please note if payment schedule as above is not followed, you risk losing your allocation.

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

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

Sincerely,



Michael P. Cortez, PE District Engineer

AGREED:

_____ Date: _____
Project Applicant

Cc: Dale McDonald, Administrative Services Manager



Item Number 2D
GM Review CP

Agenda Summary Report

To: Board of Directors
From: Michael P. Cortez, PE, District Engineer
(415) 526-1518; mcortez@lqvsd.org
Meeting Date: September 1, 2022
Re: Approve Resolution 2022-2279 Project Approval and Notice of Exemption – Groundwater Monitoring Wells Installation Project
Item Type: Consent X Action _____ Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X

STAFF RECOMMENDATION

Board to approve Resolution No. 2022-2279, directing staff to file the California Environmental Quality Act (CEQA) Notice of Exemption application with the County Clerk of Marin.

BACKGROUND

Las Gallinas Valley Sanitary District is the lead agency for the following project, which will be performed by APTIM Environmental & Infrastructure LLC:

- Groundwater Monitoring Wells Installation Project.** This project provides for the installation of 10 groundwater monitoring wells to establish groundwater conditions at three proposed biosolids management fields designated as assessor parcels 155-011-13, 155-011-14, and 155-011-33.

Pursuant to Guideline 15062 of CEQA, LGVSD may file a Notice of Exemption application with the County Clerk of Marin after approval of the project. This procedure will be utilized for potentially environmentally sensitive projects that warrant filing of Notice of Exemption.

The project is exempt from CEQA pursuant to Guideline 15301 as depicted in the Notice of Exemption application attached and as summarized below.

| Section | Guideline |
|---------|--|
| 15301 | Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. |

Documents attached include:

- Resolution No. 2022-2279
- Groundwater Monitoring Wells Installation Notice of Exemption Application

PREVIOUS BOARD ACTION

N/A

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

N/A

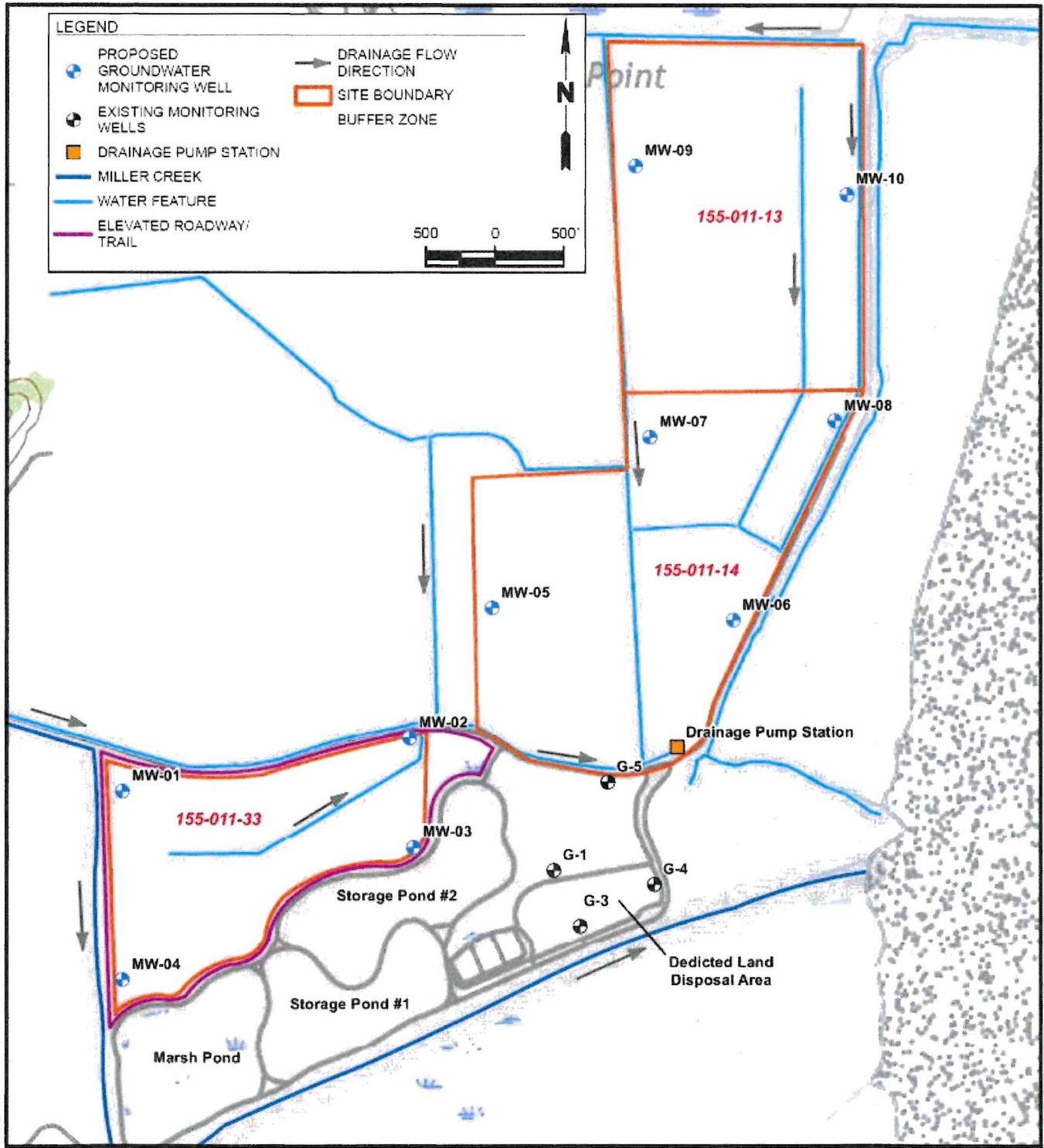


Figure 1. Site Map

RESOLUTION No. 2022-2279

A RESOLUTION APPROVING GROUNDWATER MONITORING WELLS INSTALLATION PROJECT AND MAKING DETERMINATIONS AND AUTHORIZING THE FILING OF A NOTICE OF EXEMPTION FROM CALIFORNIA ENVIRONMENTAL QUALITY ACT

LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the California Environmental Quality Act (“CEQA”) requires a public agency to approve or to determine to carry out a project subject to CEQA before filing a Notice of Exemption; and

WHEREAS, the Las Gallinas Valley Sanitary District Board of Directors, by this Resolution, approves the Project(s) described below.

NOW, THEREFORE, BE IT RESOLVED by the Las Gallinas Valley Sanitary District Board of Directors, which finds and determines as follows:

1. Approves the Project(s) described as follows:
 - a. Groundwater Monitoring Wells Installation Project
2. Finds that the Project(s) is (are) exempt from CEQA pursuant to the Notice(s) of Exemption attached and incorporated herein by this reference.
3. Finds that no Project(s) is (are) subject to CEQA Guideline 15300.2.
4. Directs staff to file the Notice(s) of Exemption pursuant to 15062 of the CEQA Guidelines.

* * * * *

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 September 1, 2022, by the following vote of the members thereof:

AYES, and in the favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

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

APPROVED:

(seal)

Judy Schriebman, Board President

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044
County Clerk
County of: Marin
3501 Civic Center Drive, Suite 234
San Rafael, CA 94903

From: (Public Agency): Las Gallinas Valley Sanitary District
101 Lucas Valley Road Suite 300
San Rafael, CA 94903

(Address)

Project Title: Groundwater Monitoring Wells Installation Project

Project Applicant: Las Gallinas Valley Sanitary District

Project Location - Specific:

Wastewater Treatment Plant Reclamation Area at 300 Smith Ranch Rd, APN 155-011-13, 155-011-14, and 155-011-33.

Project Location - City: San Rafael Project Location - County: Marin

Description of Nature, Purpose and Beneficiaries of Project:

This project provides for the installation of 10 groundwater monitoring wells to establish groundwater conditions at three proposed biosolids management fields.

Name of Public Agency Approving Project: Las Gallinas Valley Sanitary District

Name of Person or Agency Carrying Out Project: Las Gallinas Valley Sanitary District

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
Declared Emergency (Sec. 21080(b)(3); 15269(a));
Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
Categorical Exemption. State type and section number: Class 1 (Section 15301)
Statutory Exemptions. State code number:

Reasons why project is exempt:

Class 1 (Section 15301) consists of minor alteration of existing topographical features involving negligible or no expansion of existing or former use.

Lead Agency
Contact Person: Michael P. Cortez Area Code/Telephone/Extension: (415) 472-1734

If filed by applicant:

- 1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: Date: Title: District Engineer

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR:



Item Number 2E
GM Review CR

Agenda Summary Report

To: Board of Directors
From: Michael P. Cortez, PE, District Engineer
(415) 526-1518; mcortez@lqvsd.org
Meeting Date: September 1, 2022
Re: Approve Resolution 2022-2276
Accepting Final Completion of Marin Lagoon Pump Station No.1 Improvements
Item Type: Consent X Action _____ Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X

STAFF RECOMMENDATION

Board to approve Resolution 2022-2276 Accepting Final Completion of Marin Lagoon Pump Station No.1 Improvements Project.

BACKGROUND

D.W. Nicholson Corporation has submitted a certificate of completion dated July 28, 2022 for Marin Lagoon Pump Station No.1 Improvements Project. The final cost is \$205,902, which includes \$51,902 in additive change orders. The project provided for replacement of the existing control panel and cabinet with upgraded power distribution, motor controllers, and site controls.

PREVIOUS BOARD ACTION(S)

Board approved the Award of Contract for Marin Lagoon Pump Station No.1 Improvements to D.W. Nicholson Corporation on December 10, 2020.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

This project was previously approved in the District CIP budget.



Figure 1. Location Map

RESOLUTION No 2022-2276

**A RESOLUTION ACCEPTING THE
MARIN LAGOON PUMP STATION NO.1 IMPROVEMENTS
FOR**

LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, D.W. Nicholson Corporation of Hayward, California, executed a contract on December 23, 2020 in the amount of \$154,000 to complete MARIN LAGOON PUMP STATION NO.1 IMPROVEMENTS project, Job No. 18360-01, scope defined in Contract Documents and Specifications dated October 2020 prepared by District staff and consultants, for District ownership and maintenance;

WHEREAS, the District has authorized additive change orders in the total amount of \$51,902, for a total final project cost of \$205,902; and

WHEREAS, Michael P. Cortez, District Engineer for the Las Gallinas Valley Sanitary District by a Notice of Completion dated September 1, 2022, a copy of which is attached hereto as Exhibit A, has acknowledged that the aforementioned improvements have been installed, tested by the District, and found to be acceptable to the District, for District ownership and maintenance.

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

* * * * *

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 1st day of September 2022, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Teresa Lerch, District Secretary
Las Gallinas Valley Sanitary District

APPROVED:

(seal)

Judy Schriebman, President Board of Directors

Exhibit A

Notice of Acceptance of Completion
MARIN LAGOON PUMP STATION NO.1 IMPROVEMENTS

Recorded at the Request of:
Las Gallinas Valley Sanitary District

When Recorded Mail to:
Las Gallinas Valley Sanitary District
101 Lucas Valley Road, Suite 300
San Rafael, CA 94903

Space above this Line for Recorder's Use

NOTICE OF ACCEPTANCE OF COMPLETION

LAS GALLINAS VALLEY SANITARY DISTRICT
MARIN COUNTY, CALIFORNIA

MARIN LAGOON PUMP STATION NO. 1 IMPROVEMENTS

NOTICE IS HEREBY GIVEN, Pursuant to Section 3093 of the Civil Code of the State of California, that Michael P. Cortez, District Engineer for the Las Gallinas Valley Sanitary District, Marin County, California, on the 1st day of September 2022, did file with the Secretary of said District a Statement of Completion of the following described work, the MARIN LAGOON PUMP STATION NO. 1 IMPROVEMENTS project, Job No. 18360-01, the contract for doing which was awarded to D.W. Nicholson Corporation of Hayward, California, and entered into on December 23, 2020. A copy of said Statement of Completion is attached hereto and incorporated by reference herein as Attachment 1.

That said work and improvements are public improvements owned and held by said District for the benefit of the public, and were actually completed on 6th day of July 2022. Acceptance of completion of said work was ordered by the District Board on September 1, 2022.

That said work and improvements consisted of the performing of all work and furnishing of all labor, materials, equipment and all utility and transportation services required for the installation of the MARIN LAGOON PUMP STATION NO. 1 IMPROVEMENTS project, all as more particularly described in the plans and specifications approved by the said District in October 2020.

The site of the construction and improvements was in San Rafael, CA 94903.

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

VERIFICATION

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

(CONTINUED NEXT PAGE)

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

Executed at San Rafael, California, this _____ day of September 2022.

LAS GALLINAS VALLEY SANITARY DISTRICT

Curtis Paxton, General Manager



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
Judy Schriebman
Crystal J. Yezman

ATTACHMENT 1

STATEMENT OF COMPLETION

**MARIN LAGOON PUMP STATION NO.1 IMPROVEMENTS
(JOB NO. 18360-01)**

I, Michael P. Cortez, District Engineer, for the Las Gallinas Valley Sanitary District, Marin County, California, do hereby certify that work and improvements described in the contract, which was entered into by and between Las Gallinas Valley Sanitary District and D.W. Nicholson Corporation of Hayward, California, dated December 23, 2020 was completed to my satisfaction on July 6th, 2022.

That said work and improvements are more particularly described in the Contract Documents dated October 2020, prepared by District staff, and advertised for public bidding on October 19, 2020.

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

Dated: September 1, 2022

By: _____
Michael P. Cortez, PE
District Engineer

9/1/2022

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

To: Board of Directors
From: Dale McDonald, Administrative Services Manager *DM*
(415) 526-1519 dmcDonald@lgvSD.org
Mtg. Date: September 1, 2022
Re: Annual Reimbursement Report for Staff and Board Members
Item Type: Consent _____ Action _____ Information X Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION:

None. Informational only.

BACKGROUND:

California Government Code Section 53065.5 requires that the District “at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received.” An “individual charge includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district.”

In addition to meeting, conference or training attendance reimbursement, California Government Code Section 53232.2 allows for reimbursement for miscellaneous actual and necessary expenses to conduct District business and Board policy B-60 established the limit as up to \$1,600 per calendar year. For reporting purposes, miscellaneous expenses incurred during the preceding fiscal year are included in this report.

The attached listing of reimbursements for board members and staff paid between July 1, 2021 and June 30, 2022 meets the disclosure requirement of California Government Code Section 53065.5.

The Board Compensation & Reimbursement Policy page on the District’s website will be updated with each Directors total reimbursable expenses for the fiscal year shortly after today’s meeting.

PREVIOUS BOARD ACTION:

None.

ENVIRONMENTAL REVIEW:

N/A

FISCAL IMPACT:

None

**Las Gallinas Valley Sanitary District
Annual Reimbursement Report
July 2021 through June 2022**

| 2021/22 Employee/Board Member Reimbursements | | Amount |
|--|--|----------|
| Asaro, Anthony | | |
| 10/08/2021 | Mech Tech grade 2 Test Reimbursement | 195.00 |
| 12/17/2021 | Annual Boots for 2022 | 300.00 |
| Austin, James | | |
| 02/14/2022 | Boots & Grade V Cert | 800.00 |
| 03/31/2022 | Mech/Tech Cert & CWEA Membership | 283.00 |
| Buchholz, Bob | | |
| 12/17/2021 | Annual Boots for 2022 | 300.00 |
| Campbell, Christopher | | |
| 12/17/2021 | Annual Boots for 2022 | 300.00 |
| 04/19/2022 | Campbell CWEA Conference Reimbursement | 823.35 |
| Cardenas, Manuel | | |
| 11/11/2021 | Collections Systems Test Grade III Reimbursement | 210.00 |
| 12/17/2021 | Annual Boots for 2022 | 300.00 |
| 04/22/2022 | CWEA Conference Reimbursement | 1,538.76 |
| Clark, Megan | | |
| 11/11/2021 | Office Desk & Keyboard Tray | 1,598.41 |
| Cook, Glenn | | |
| 12/17/2021 | Annual Boots for 2022 | 300.00 |
| 03/31/2022 | Plant Operator Grade III Renewal | 150.00 |
| Cortez, Michael | | |
| 12/10/2021 | Phone Reimbursement per Contract | 273.58 |
| DeGabriele, Chris | | |
| 03/01/2022 | Lunch Meetings with Board Members | 167.98 |
| 05/31/2022 | Lunch Meetings with Board Members | 373.45 |
| Fernandes, Robert | | |
| 12/17/2021 | Annual Boots for 2022 | 300.00 |
| Franklin, William | | |
| 12/17/2021 | Annual Boots for 2022 | 300.00 |
| Gill, Chris | | |
| 09/11/2021 | Safety Boots | 213.00 |
| 12/17/2021 | Annual Boots for 2022 | 300.00 |

**Las Gallinas Valley Sanitary District
Annual Reimbursement Report
July 2021 through June 2022**

| 2021/22 Employee/Board Member Reimbursements | | Amount |
|--|---------------------------------------|----------|
| Golshani, Sahar | | |
| 12/17/2021 | Annual Boots for 2022 | 300.00 |
| Huang, Yi Ying | | |
| 12/17/2021 | Annual Boots for 2022 | 300.00 |
| Inskeep, Stephen | | |
| 07/06/2021 | Plant Operator III Exam Reimbursement | 180.00 |
| 07/19/2021 | Safety Boots | 139.84 |
| 12/17/2021 | Annual Boots for 2022 | 300.00 |
| 05/05/2022 | CWEA Conference Registration | 550.00 |
| Knuutti, Elena | | |
| 12/17/2021 | Annual Boots for 2022 | 300.00 |
| Loveless, Ralph | | |
| 10/12/2021 | Safety Boots | 196.64 |
| 12/24/2021 | Annual Boots for 2022 | 300.00 |
| 04/29/2022 | CWEA Conference Reimbursement | 882.23 |
| McDonald, Dale | | |
| 06/30/2022 | CSDA Leadership Summit | 1,644.51 |
| Moore, Don | | |
| 12/17/2021 | Annual Boots for 2022 | 300.00 |
| Murray, Craig | | |
| 10/25/2021 | CSDA Conference Reimbursement | 2,278.44 |
| 10/25/2021 | CWEA Biosolids Energy Seminar | 213.00 |
| Rogers, Norman | | |
| 12/17/2021 | Annual Boots for 2022 | 300.00 |
| Taverna, Anthony | | |
| 12/17/2021 | Annual Boots for 2022 | 300.00 |
| Yezman, Crystal | | |
| 08/31/2021 | CASA Conference Reimbursement | 1,425.71 |
| 12/08/2021 | Laptop & Wireless Mouse | 1,340.57 |



Item Number 4A
GM Review CP

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager *M*
(415) 526-1519 dmcDonald@lqvsd.org
Meeting Date: September 1, 2022
Re: Report on Point Blue Conservation Science's STRAW Program 2021-2022
Item Type: Consent _____ Action _____ Information X Other _____.
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Receive report from Laurette Rogers, STRAW Founder and Ambassador, Point Blue Conservation Science on their Students and Teachers Restoring A Watershed (STRAW) program.

BACKGROUND

On September 9, 2021, Point Blue Conservation Science requested continuing support from the Las Gallinas Valley Sanitary District for the restoration of Miller Creek, the longest restoration project in the STRAW program. Students have been involved in the restoration of Miller Creek every year since 1999.

A request for a \$9,000 donation was made to educate students and restore degraded riparian habitat in the Miller Creek watershed during the 2021-22 school year.

The District's Donation Policy F-140 establishes formal procedures for allocating funds to nonprofit community groups requesting contributions from the district. Recipients of the donation must provide a written report to the district within six months of the event program end date. The program end date was the end of the school year in June 2022.

Reporting requirements of the program are established by the General Manager. After the donation approval for Blue Point Conservation Science's STRAW program, the Board instructed staff to include in the new Request for Donation form that all reports on donations must include a final audit of funds received and expended.

PREVIOUS BOARD ACTION

On September 16, 2021, the Board approved a \$9,000 donation to help fund the STRAW program in fiscal year 2021-2022.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

None.



**Point Blue Conservation Science’s STRAW Program
2021-2022 Program Report for Las Gallinas Valley Sanitary District**

Point Blue’s Students and Teachers Restoring A Watershed (STRAW) Program continues to work with students and teachers in the North Bay and beyond on riparian vegetation restoration, including our longest running site along Miller Creek near Miller Creek Middle School in collaboration with the Marin County Stormwater Pollution Prevention Program (MCSTOPPP) with additional support from the Las Gallinas Valley Sanitary District (LGVSD). At Miller Creek, every year since 1999, STRAW has focused on the removal of invasive exotic plant species, planting native species, erosion control, and providing educational and environmental stewardship opportunities for the local school, Miller Creek Middle School.

We are very grateful for the LGVSD donation for the 2021-22 year, which allowed us to complete 3 days of restoration with 633 students by funding some of the staff time needed to plan, implement and complete the education, restoration and maintenance of the Miller Creek project with Miller Creek Middle School, as well as the professional development provided those teachers in the Miller Creek watershed who participate in STRAW.

Here is what was accomplished in the 2021-22 year:

**MILLER CREEK RESTORATION WITH STUDENTS
PROJECT PARTICIPANTS**

| School | Restoration Date | Teacher | Grade | Total Students | |
|----------------------------|-----------------------|-----------------|-------|----------------|------------|
| Miller Creek Middle School | 5/3/2022 | DeMont, Brandon | 7 | 55 | |
| | | Johnson, Maya | 7 | 26 | |
| | | Metz, Zachary | 8 | 80 | |
| | | Schulist, Mike | 8 | 81 | |
| | <i>5/3/2022 Total</i> | | | | 242 |
| | 5/4/2022 | Arigi, Bob | 6 | 100 | |
| | | DeMont, Brandon | 7 | 26 | |
| | | Metz, Zachary | 8 | 25 | |
| | | Schulist, Mike | 8 | 56 | |
| | <i>5/4/2022 Total</i> | | | | 207 |
| | 5/5/2022 | Arigi, Bob | 6 | 50 | |
| | | DeMont, Brandon | 7 | 54 | |
| | | Johnson, Maya | 7 | 80 | |
| <i>5/5/2022 Total</i> | | | | 184 | |
| Grand Total | | | | 633 | |

WORK COMPLETED

The main invasive plant species removed were English ivy (*Hedera helix*), Himalayan blackberry (*Rubus armeniacus*), and cape ivy (*Delairea odorata*). Approximately 50 Basket sedge (*Carex barbarae*) were transplanted from the large patch upstream of the areas of removal and installed in the work zones. Fifty container *Juncus patens* were grown in the Casa Grande High School Native Plant Nursery from seeds collected at Miller Creek. Plants installed in previous years received weeding and browse cage repair, if necessary. All work was conducted in previous work areas for which acreage has already been captured in past reports. Due to the COVID pandemic, no student work was completed during the 2020-21 school year, resulting in a concentrated effort this year to re-establish previous work sites.

To prepare over 600 students to restore their restoration site, we leverage the knowledge and skills of our STRAW teachers by providing them a lesson plan and accompanying slides. The goal of the pre-restoration lesson is for students to gain the enduring understanding that plants, animals and people are interconnected, as well as to gain the ability to identify problems in their local watershed and feel empowered and excited to implement solutions through their habitat restoration project. Our STRAW pre-restoration lesson does this by providing a lesson that teaches students healthy (i.e. biodiversity, meandering creek) and unhealthy (i.e. erosion, pollution) features of riparian areas that they can then practice identifying in Miller Creek, such as identifying the specific native plant species and non-native, invasive species found there.

To deepen students' place-based education, the lesson also incorporated the Traditional Ecological Knowledge (TEK) of basket sedges. The lesson uplifted the local indigenous science. The basket sedge is seen as one of the most important plants used by the Coast Miwok and Southern Pomo tribes. For example, students learned that the roots are used for making fine fibers that are in turn woven into baskets along with the fibers of many other plants. Moreover, students learned that birds love this grass--they rustle in the leaves as they enjoy eating the seeds. This learning highlights the ecosystem benefits that are experienced beyond human communities and again, that plants, animals and people are all interconnected.

As part of our education plan and each lesson, we assessed students on their learning, reflection, and questions to increase the quality of future lessons and celebrate learning among our students. Our assessment plan was as follows:

Assessment of Students

- Pre and post oral or written assessments during pre-restoration presentation
- Pre and post oral or written assessments during restoration day
- Oral responses to questions at restorations

More specifically, at the end of pre-restoration lessons we asked students what they know, feel, and wonder, and at the end of the restoration day we asked what they hope their restoration sites will look like in 20 years.

Students' assessments showed that the lesson was successful in introducing them to STRAW work and helped them realize that they are the students that are helping to restore their watershed. Their feedback demonstrated that they understood that a riparian area is only one part of a watershed, and that their restoration work will focus on invasive plant species removal to protect the plantings other students have done. Common themes in students' responses included:

- *I know that we need to help our creek be better.*

- *I know that blackberry bushes are something that we want to weed, and the basket grass is something that we are trying to plant. I also know that it takes help from the community to keep a healthy watershed.*
- *I know that Miller Creek Middle School has been restoring the creek for 23 years.*

Our STRAW team recognizes that being in outside spaces can elicit different emotions for each student, and as a team we are better prepared to support students learning if we can anticipate their energy levels beforehand. Assessments demonstrated that students feel empowered to do their restoration work and inspired to make a positive change to their local riparian ecosystem. Common themes in students' responses included:

- *I feel excited and ready to start working!*
- *I feel good about it and understand it.*
- *I feel that the work we will be doing is helpful to the ecosystem.*
- *I feel excited and nervous at the same time because I don't want to get my clothes wet or dirty.*
- *I don't know how I feel about it but I'm kind of excited because I've never done something like this before.*
- *I feel good about it and that it's cool to be part of a thing that's been happening since 1999.*
- *I feel like I'm giving back to society by doing something about the creek.*

Students' restoration day begins with an Opening Circle, an intentional time to allow students to acclimate to an outside space that is still a learning setting. We take this time to remind students of our shared mission, history and significance of the site and their work, the tasks for the day, safety and answer any curiosities that were shared in the assessment. Common themes in students' responses included:

- *I wonder how the invasive species got there.*
- *I wonder: Can humans fix the problems we cause in the environment?*
- *Are there different types of watersheds?*
- *What I personally will be doing*
- *I wonder what the creek will look like after.*
- *I wonder what steps we will take in order to make the creek healthy. Will we remove invasive plants first? Will we add more plants that need to be there? Will we remove any blockage that prevents the water from flowing?*
- *What animals are in the local creeks?*
- *How big will our impact be?*

Both assessment techniques provided our educators with incredibly useful information that we synthesized and shared with teachers and the project managers for the restoration sites. This allowed information from the pre-restoration lesson to carry continuously into the restoration day. It also allowed the teacher and project manager to highlight specific interests, curiosities, and questions they had to make the restoration experience more personalized for our students. An inquiry-based, student-interest based form of education is and has always been integral to STRAW. It is in fact how our project began!

During the 2021-2022 school year, we provided pre-restoration lessons for all students who participated in a restoration. In addition, about 120 of underserved students were a part of our Multi-Visit Program (MVP) and received 6 extra lessons throughout the school year. We worked with 121 adult volunteers during the restoration days, extending our outreach about healthy watersheds, pollutants, and how to keep our waterways clean to parents, grandparents, other family members, and other volunteers.

In total, we provided pre-restoration lessons and full restoration days for over 2,000 students throughout the Bay Area. Below is a table with all the totals for the 2021-22 school year.

2021-22 Restoration Season – STRAW Totals


| | |
|--|--------------|
| Total Students | 2274 |
| Restoration Days (with Schools) | 53 |
| Total Volunteers | 2613 |
| Total Volunteer hours | 8527.5 |
| Total Volunteer Match | \$200,907.90 |
| Unique Schools | 27 |
| Total Counties (students) | 5 |
| Total Counties (restorations) | 6 |
| Total Plants | 6088 |
| Total Planting Area (acres) | 5.61 |
| Total Linear Feet | 3698 |

We want to thank the LGVSD Board for supporting our ongoing work. Thanks for partnering with us to restore Miller Creek and our local community. If you have questions or would like more information, please contact Laurette Rogers at lrogers@pointblue.org



Item Number 4B
GM Review OP

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager 
(415) 526-1519 dmcDonald@lqvsd.org
Meeting Date: September 1, 2022
Re: Requested for Donation – Point Blue Conservation Science STRAW Program
Item Type: Consent _____ Action X Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Board to consider request by Point Blue Conservation Science for donation of up to \$9,000 to educate students and perform habitat restoration to the Miller Creek watershed as part of their Students and Teachers Restoring a Watershed (STRAW) program.

BACKGROUND

The Board occasionally considers making donations to educational or non-profit organizations that serve to benefit the public through efforts that promote the protection of the environment. A donation policy was developed which defines the purpose, eligibility, procedure for requesting and receiving contributions, and management of the program.

Laurette Rogers, STRAW Founder and Ambassador at Point Blue Conservation Science, submitted a request for donation via email on August 22, 2022 asking the District if it would like to continue its partnership supporting Miller Creek restoration through their Students and Teachers Restoring a Watershed (STRAW) program. The donation requested is \$9,000. The District has supported the STRAW program in prior years, most recently in 2021.

Staff has reviewed the application and confirmed eligibility. The STRAW budget is included in the application packet. Blue Point Conservation Science’s budget and latest audited financial statement are available at the District office.

The Board should review the donation request and make a finding that the program presented benefits the District and the community it serves.

PREVIOUS BOARD ACTION

None.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

Donations are funded under the Public Education (Account #2223) budget line item with \$12,500 being set aside for donations in fiscal year 2022-23. There is sufficient funding to approve to requested donation.



LGVSD Tracking No. 2223-001

LAS GALLINAS VALLEY SANITARY DISTRICT

Request for Donation

Donations must serve a District public purpose. The gift of public funds, such as any expenditure which benefits an individual or small class of individuals only, with no benefit to all of the residents of the District is prohibited by the Constitution of the State of California, Article XVI, Section 6.

Applicant Information

| | | | | |
|------------------------------|---|----------------------------------|--|--|
| Date: | 8/22/22 | Project / Program / Event Title: | STRAW Miller Creek Restoration with students | |
| Applicant Organization Name: | Point Blue Conservation Science | | | |
| Address: | 3820 Cypress Dr., # 11, Petaluma, CA 94954 | | | |
| Contact Person / Title: | Laurette Rogers, STRAW Founder and Ambassador | | | |
| Contact Phone Number: | (415) 419-6420 | Email: | lrogers@gmail.com | |
| Organization Federal Tax ID: | 94-1594250 | Amount of Request: | \$ 9,000 | |

Brief Project or Program Description

Students and Teachers Restoring A Watershed (STRAW) in addition to providing all the benefits of any professional-quality habitat restoration, STRAW has the added benefit of bringing in community ownership and integrated science education. STRAW has decades of proven success

(Attach written request for donation on applicant's letterhead)

Certification

I certify that all information provided herein is true. I am aware that submission of this application and supporting documents are subject to approval by the Las Gallinas Valley Sanitary District and that not all applications will be approved.

Padmini Srinivasan

Digitally signed by Padmini Srinivasan
DN: cn=Padmini Srinivasan, ou=Point Blue Conservation Science, ou=email=psrinivasan@pointblue.org, c=US
Date: 2022.08.22 16:03:23 -0700

8/22/22

Applicant Signature (Board Chair / Director or Designee)

Date

Please send you completed application and attachments to:

- 1) MAIL: Las Gallinas Valley Sanitary District, Attn: Request for Donation
- 2) OR, DELIVER IN-PERSON: 101 Lucas Valley Road, Suite 300, San Rafael, CA 94903
- 3) OR, E-MAIL: info@lqvdsd.org with "Request for Donation" in the "Subject" line.

Ensure you include:

- 4) This application form, and
- 5) Written request on applicant's letterhead describing how the donation will benefit the residents of the District, and
- 6) Detailed project or program budget, and
- 7) Current organization budget and latest financial statement.

101 Lucas Valley Rd Ste 300, San Rafael CA 94903 Phone: 415-472-1734 / Fax: 415-785-4347 Web: www.lqvdsd.org

Eligibility Information

Funding contributions will be considered only for educational or non-profit groups with projects, programs and events that serve to benefit the public and meet the mission of the District to protect the public health and our environment, by providing effective wastewater collection, treatment, and recycling services.

Additional factors to be considered when determining whether to fund a contribution:

- When the educational or non-profit provides a service that complements or enhances one the District provides itself;
- When there is an identifiable secondary benefit to the District; or
- When the educational or non-profit provides a service the District could provide but chooses not to.

Eligible applicants must be hosted by a group that can show the donation benefits the residents of the District. Eligible groups include:

- A. School Groups: Activities or educational programs offered by school groups that represent schools whose boundaries are partially or wholly within the District's limits.
- B. Community and Non-profit Groups recognized as a legal entity organized and operated for a collective, public or social benefit: Events and programs hosted by a non-profit, or by a group sponsored by a non-profit.

Ineligible activities: Political, religious, fundraising for undefined activities, and personal expenditures are not eligible for funding.

Responsibilities of Donation Recipients

Each recipient is held accountable for using the donation in compliance with the request and any additional terms placed on the donation by the Las Gallinas Valley Sanitary District. In addition, each recipient must:

- Institute adequate controls over project funds to ensure that all funds are properly accounted for.
- Present invoices to the District on request.
- Ensure that the District is kept properly advised of significant factors affecting the successful outcome of the project or program and any significant deviation from the proposed scope, starting date or completion date of the project or program.
- Recipient of the donation must provide a written report to the District Board within 6 months of the event or program end-date. The report must include final audit of funds received and expended. The written report can be submitted electronically and applicant has option to give presentation to District Board along with written report. Late, partial, or non-submitted reports for past events will be considered by the District Board when considering donation requests.

District donated moneys not spent for the purposes intended by the Las Gallinas Sanitary District in approving the donation must be returned to the District within 30 days of termination of the proposed project or program.

See Board Donation Policy F-140 adopted by Resolution No. 2021-2228 for additional details on the program.

| *** Staff Use Only *** | |
|--|--|
| Eligible Applicant? | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
| Is this the first request this fiscal year? | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
| Is request under the annual cap of \$12,500 | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
| Preliminary inquiry required? | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |
| Prior donations received: If yes, date of recent award and amount: Was required report submitted within 6 months? | DATE: <u>9/16/21</u> AMOUNT: <u>9,000</u> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
| Date Scheduled for Presentation to Board | <u>9/1/2022</u> |
| Donation Approved / Denied | DATE: _____ |
| If approved, date check issued: | DATE: _____ |



Donation Request to: **Las Gallinas Valley Sanitary District Board (LGVSD)**

From: **Point Blue Conservation Science's Students and Teachers Restoring A Watershed (STRAW) Program**

BRIEF PROGRAM DESCRIPTION

We are very grateful to the Las Gallinas Sanitary District for making STRAW's habitat restoration and education at Miller Creek possible. We would like to continue our long partnership with you to support the ongoing work and learning at Miller Creek with Miller Creek Middle School students and teachers. We've been working to restore Miller Creek longer than any other site STRAW has restored in the past 30 years – EVERY YEAR since 1999, in collaboration with you and Marin County Stormwater Pollution Prevention Program (MCSTOPPP/Marin Flood Control). Your support has enabled us to serve more teachers and students at Miller Creek Middle School as they continue to care for their creek, building on their restoration work with other classroom lessons and creek studies. In addition, Miller Creek teachers participate annually STRAW's teacher institute, Watershed Week – which was focused on pollinators this year. As ever, all of STRAW's services to teachers and students are free of charge.

In the coming year, we plan to work with two or three Miller Creek Middle School teachers, with 12 to 15 classes of students, who will learn about Miller Creek through lessons and studies, culminating in hands-on habitat restoration of the creek. Much of the restoration needed at Miller Creek is the removal of non-native invasive plants, and some planting of natives. The students excel at this work. As we've seen, some go on to seek careers in environmental science as a result. The site is maintained through the summer by our staff, irrigating when needed, weeding and monitoring new plants.

Sometimes Nick Tipon will join the Miller Creek students for a restoration day to tell them about how Miwok people lived at the site, and how they used the plants there for food and other things. For many years now, we have been transplanting a particular kind of grass (a *carex*) that Miwoks use for baskets at Miller Creek. Nick is an enrolled member and elder of the Federated Indians of the Graton Rancheria (Coast Miwok and Southern Pomo). He is also a Point Blue Board Member.

Our Miller Creek project benefits from STRAW's Community College Conservation Internship (CCCI) Program which aims to empower Black, Indigenous, and other students of color to see themselves as environmentalists with agency. Four of our apprentices have been graduates of this newer program, diversifying our STRAW Team and providing important role models for the middle school students.

To describe our program, the EPA stated: "Today STRAW is addressing climate change through innovative restoration practices that students implement through cutting edge restorations proven to increase ecosystem health and resilience." Students feel empowered when they are able to contribute to their community through actual on the ground work designed to blunt the bad effects of climate change.

The years and decades are starting to really add up. In addition to providing all the benefits of any professional-quality habitat restoration, STRAW has the added benefit of bringing in community ownership and integrated science education. Because of partnerships like the one we have with you, we have had decades of proven success providing in-class lessons and field studies for students, as well as professional development for teachers that brings greater understanding, meaning, and commitment to habitat restoration work.

We appreciate your consideration of our donation request, and the many years of funding you've provided that have made the difference in the community and the Miller Creek watershed. Thank you!



STRAW Budget - 2022-2023 Miller Creek Restoration & Education

| LABOR* | <i>Year 1</i> | |
|---------------------------------------|-----------------|-----------------|
| Education | \$9,536 | \$9,536 |
| Installation | \$10,672 | \$10,672 |
| Maintenance | \$3,890 | \$3,890 |
| | <u>\$24,097</u> | <u>\$24,097</u> |
| OTHER DIRECT COSTS | | |
| Materials | | \$369 |
| Mileage | | \$1,200 |
| Total Other Direct Costs | | <u>\$1,569</u> |
| Indirect on Other Direct Costs | | \$475 |
| TOTAL FUNDING REQUEST | | \$26,142 |
| | | |
| LGVSD (Requested) | | \$9,000 |
| CalTrans (Secured) | | \$17,142 |
| | TOTAL | \$26,142 |
| MATCH | | |
| 900 Volunteer hours @ \$29.95 | | \$26,955 |

* includes salary, fringe benefits and indirect expense



Students and Teachers Restoring A Watershed (STRAW)

From a 4th grader's simple question to a planet-saving program

STRAW is combating climate change with every restoration. This unique program combines environmental education, collaborative partnerships, and the latest science to create lasting habitat planted by students. STRAW connects communities to heal damaged landscapes, revitalize wildlife habitats, generate cleaner water, sequester greenhouse gases, empower young people, and inspire the next generation of conservation leaders.

Contact

Melissa Pitkin, mpitkin@pointblue.org
Education & Outreach Director



Students restoring habitat at Shollenberger marsh, Pataluma, Photo by Lishka Arata

Science Education

Founded by 4th graders in 1992, STRAW makes science real to more than 3,000 K-12 students every year through meaningful watershed restoration projects. They're literally getting their hands dirty. STRAW activities take place both at schools and at restoration sites, connecting students and their learning to real-world issues and solutions.

- In 2014, an education evaluation was done and found that STRAW improved students' basic understanding of watersheds and provided students with a broader global context of watersheds and their importance to the environment.
- Teachers are supported to integrate watershed studies into their curricula during teacher training events year-round.

What Makes STRAW Work?



Partnerships across diverse groups of stakeholders, including students, scientists, and ranchers



Longevity and proven record of accomplishment, receiving 25 awards in its first 30 years



Professional quality restoration completed by students, educators, and community members



Authentic, current, and innovative education and restoration design, addressing our biggest threat: climate change



Students return from a day restoring willows to a Sierra mountain meadow. Photo by Melissa Pitkin, Point Blue



Students restore the wetland transition zone by planting native sedges and grasses. Photo by Lisnka Arala, Point Blue

Bay Area and Beyond

Beginning in 1992, STRAW has expanded to serve every Bay Area county, as well the Northern Sierra Region. The demand for the STRAW program is increasing and we are excited to connect with new communities interested in partnering with us.



STRAW team member Drew Meador handing out plants and equipment. Photo by Leia Giambastiani, Point Blue

Learners into Leaders

The Learners to Leaders program, well-integrated with STRAW, provides paid career training for young adults interested in pursuing conservation careers through two efforts: our Community College Conservation Internship (CCCI) and our apprenticeship program. CCCI provides Black, Indigenous, and other youth of color with a training program designed to empower students of color to see themselves as having agency to inform community decisions and outcomes, particularly with regard to solutions that address climate change. Our apprenticeship program provides multi-month career skill building to young adult trainees in watershed restoration and environmental education.

Designed for Climate Change

Point Blue scientists focus on climate change research, which informs STRAW education and restoration practices. Stream and wetland habitat restoration is a critical element of resilience in the context of rapidly changing climate. Planting trees, shrubs, grasses and forbs prevents erosion, retains more water on the land, and provides habitat for wildlife. Habitat restoration's impact is exponential.

- Each mile of stream habitat STRAW restores sequesters an average of 289 tons of carbon dioxide equivalents every year for at least the next 50 years, equal to taking 55 cars off the road or offsetting the energy use of 24 homes each year.
- For every dollar invested in the STRAW Program, California citizens receive a return value of \$14.22 in environmental benefits. This value is based on storm water treatment and wildlife habitat, but does not include additional value from carbon emission offsets and social investment benefits of science education.
- Each STRAW restoration project increases the number and diversity of birds, and collectively the impact is even greater. The number of bird species detected at STRAW sites has gone from as low as 0 species (pre-restoration) to as high as 30 after restoration.
- Over the years, approximately \$6.4 M of public money has been leveraged for climate-smart restoration and education programming, additional benefits not provided by our competitors.

You Can Help

Donate

Invest in conservation science for a healthy planet.

Visit pointblue.org/donate or contact Nancy Gamble at 707.781.2554 or Bennett Smith at 707.235.3805

Leave a Legacy

Help us advance climate-smart conservation solutions by making a bequest or other planned gift.

Visit pointblue.plannedgiving.org

Visit

Special visits can be arranged to see restoration science impact and action at STRAW sites.

Contact

Nancy Gamble at 707.781.2554 or Bennett Smith at 707.235.3805



Item Number 5
GM Review CP

Agenda Summary Report

To: Board of Directors
From: Teri Lerch, District Secretary
 (415) 526-1510; tlerch@lgsd.org
Mtg. Date: September 1, 2022
Re: Approve Resolution 2022-2277 adopting revised Board Policies B-90
 Appointment in Event of Vacancy and F-90 Purchasing, including Retaining
 Consultants
Item Type: Consent Action Information Other
Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION

Attached for approval is Resolution 2022-2277 updating policies B-90 Appointment in Event of Vacancy and F-90 Purchasing, including Retaining Consultants. Board suggested changes are shown in highlight (strikeout format) and clean copies are also provided.

BACKGROUND

The Board has requested to review and update Board Policies.

PREVIOUS BOARD ACTION

On August 18, 2022, Board reviewed policies B-90 Appointment in Event of Vacancy and F-90 Purchasing, including Retaining Consultants with staff and requested it come back with suggested revisions for approval.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

N/A

RESOLUTION NO. 2022-2277

A RESOLUTION APPROVING BOARD POLICY REVISIONS FOR B-90 APPOINTMENT IN EVENT OF VACANCY AND F-90 PURCHASING, INCLUDING RETAINING CONSULTANTS

THE LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the Board of Directors (“Board”) has determined that a comprehensive list of Policies and Procedures for the Board is in the best interest of the District; and

WHEREAS, the Board has compiled a comprehensive list of Policies and Procedures to serve as the rules and regulations of the Board; and

WHEREAS, the Board did adopt such comprehensive list of Policies and Procedures on July 9, 2009; and

WHEREAS, such policies may need to be updated from time to time; and

WHEREAS, on August 18, 2022, the Board reviewed and suggested changes on Board policies B-90 Appointment in Event of Vacancy and F-90 Purchasing, including Retaining Consultants;

NOW THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policy sections: B-90 APPOINTMENT IN EVENT OF VACANCY AND F-90 PURCHASING, INCLUDING RETAINING CONSULTANTS. The previously approved Board Policies B-90 and F-90 are hereby revoked and declared null and void.

If any policy or portion of a policy contained within the Policies and Procedures is in conflict with rules, regulations, or legislation having authority over the Las Gallinas Valley Sanitary District, said rules, regulations or legislation shall prevail.

The Policies and Procedures shall remain in effect until amended by at least a majority vote of the Board of Directors.

* * * * *

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 1st day of September 2022, by the following vote of the members thereof:

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

Teresa Lerch, District Secretary

APPROVED:

Judy Schriebman, President of Board of Directors

B-90 APPOINTMENT IN EVENT OF VACANCY

Purpose

This policy determines when a Board vacancy occurs and sets forth procedures to fill the vacancy.

B-90-10 How a Vacancy Occurs. A vacancy on the Board is deemed to exist when a Board Member resigns, is impeached, dies or fails to discharge the duties of office for three consecutive months.

B-90-20 Applications. After a vacancy exists, the Board shall request applications from the public and announce a schedule for the application period after consultation with the Marin County Registrar of Voters. A date when applicants will be interviewed by the Board in open public session will be established.

B-90-30 Resumes. Applicants shall complete a District form and attach a resume and submit it to the Secretary of the Board within the specified application period.

B-90-40 Interviews. The Board shall interview all applicants who meet the residency criteria to serve on the Board of Directors. The order of the interviews by the Board shall be determined by draw.

B-90-50 Majority Vote. The appointment to fill the vacancy shall be by majority vote.

B-90-60 Election. If the vacancy is not filled by appointment, within 60 days of being notified of the vacancy or the effective date of the vacancy, whichever is later, the Board may call for an election.

B-90-70 Board of Supervisors. If the Board fails to fill the vacancy by appointment and does not call an election within 60 days of the vacancy occurring, the District shall turn the matter over to the Marin County Board of Supervisors for a decision on an appointment or the calling of an election to fill the vacancy.

| | |
|---------------------------------|----------------------------------|
| Resolution No. 2022-2277 | Date Approved: September 1, 2022 |
| President of the Board | Last Reviewed: September 1, 2022 |

F-90 PURCHASING, INCLUDING RETAINING CONSULTANTS**Purpose**

This policy establishes procedures for preparing and approving purchase orders; and preparing, reviewing, and approving contracts. It also covers legal requirements, petty cash, limits on General Manager purchases, the required "paper trail," conformance with received orders, and consultant arrangements.

F-90-10 Vendors for Small Items. To purchase small items -- such as office supplies, auto parts, and other miscellaneous items costing less than \$2,000-- the General Manager will set policies for selecting vendors. District accounts are awarded to firms at management discretion that support local businesses, enable the purchase of green and/or recycled products, as well as provide for competitive prices, discounts, service levels, and convenience.

F-90-15 Petty Cash. A Petty Cash fund shall be maintained in the District office having a balance-on-hand maximum of \$500.00. Petty cash may be advanced to District staff upon their request for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Administrative Assistant or Administrative/Financial Specialist and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$100.00. No personal checks shall be cashed in the petty cash fund. The petty cash fund shall be included in the District's annual independent accounting audit.

F-90-20 Out-of-Pocket Expenses. Whenever employees of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expenses shall be reimbursed upon request from the District's petty cash fund or by check if needed. In instances when a receipt is not obtainable, the requested reimbursement shall be approved by the Administrative Services Manager prior to remuneration.

F-90-30 Quotations. To purchase items costing more than \$2,000, written quotations will be solicited from vendors and received by email, fax, or mail. District Staff may approve purchase orders up to the amount of their purchasing authority per F-90-40. For purchases between \$5,000 and \$15,000 three quotes will be obtained, unless the item is on the District's approved Summary of Specified Equipment List or replacement equipment is from a manufacturer's authorized dealer. In cases where the General Manager determines that certain products may provide a better service life, durability, meet a specific need or provide greater efficiency than other products he/she has the authority to order that product or engage the service without multiple quotes. The General Manager also has the authority to utilize specific maintenance and repair vendors as he/she deems appropriate or necessary.

F-90-35 Uniform Public Construction Cost Accounting Act (UPCCAA). Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code. Projects less than \$60,000 may be performed by staff of the Agency, by force account with a contractor, by negotiated contract, or by use of a purchase order. (District Code Title 1 Chapter 7).

F-90-40 Purchasing Authority. The purchasing authority listed below shall apply except as authorized by separate Board action for specific construction projects.

| Position | Authority |
|--|--|
| Board of Directors | No Limit |
| General Manager | <ul style="list-style-type: none"> • Construction and consultant contracts up to \$60,000 • Purchase Orders up to \$60,000 • Budgeted informally bid construction contracts between \$60,001 and \$200,000. <i>(Per UPCCAA)</i> |
| Plant Manager | Purchases up to \$10,000. |
| District Engineer | Purchases and budgeted informally bid construction contracts up to \$20,000. |
| Collection System/Maintenance/Safety Manager | Purchases up to \$10,000. |
| Administrative Services Manager | Purchases up to \$10,000. |
| District Secretary | Purchases up to \$5,000 |
| Administrative/Financial Specialist | Purchases up to \$5,000 |
| Assistant/Associate Engineer | Purchases up to \$5,000 |
| Environmental Services Supervisor | Purchases up to \$7,500 |
| Plant Operations and Maintenance Supervisors | Purchases up to \$7,500 |
| Skilled Maintenance Worker I/II | Purchases up to \$1,000 |
| Administrative Assistant | Purchases up to \$1,000 |

Formal construction bid contracts in excess of \$60,000 must come to the Board for approval prior to execution.

For purchases in excess of \$15,000, staff will inform the Board of Directors regarding the item as soon as administratively feasible.

F-90-50 Expense Authorization in the Absence of the General Manager. In the absence of the General Manager, two (2) managers may sign the purchase order for amounts in excess of \$15,000. The General Manager will approve the purchase order prior to payment.

F-90-60 Purchase Orders. Purchases over \$3,000 require a purchase order to be issued prior to ordering.

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.
 - 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.
- 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.

F-90-75 Intergovernmental Agreements. Agreements between two or more government agencies or non-governmental organizations (NGOs) regardless of purchase amount must be approved by the Board.

F-90-80 Contract Execution. Regardless of expenditures and expense authorization levels, and unless otherwise authorized by the District Board, the Board (in the form of its President) and/or the General Manager shall remain the sole entities authorized to execute formal contracts on behalf of the District. Contracts shall include but not be limited to: Agreements with other governmental entities or NGOs; professional services agreements; construction, maintenance services, equipment procurement, and material supply contracts; and amendments thereof.

F-90-90 Consultants. Consultants will be retained whenever in the judgment of the General Manager that there are not sufficient resources or expertise to accomplish a task.

- Prospective consultants shall be selected from experienced, competent and reliable firms or individuals to provide the necessary resource.
- For consulting expenditures below \$60,000, consultants may be selected sole-source on the basis of their qualifications and ability.
- For consulting procurements exceeding \$60,000, a competitive process may be followed with emphasis on professional capability, availability to complete the task as well as cost. Professional Services Contracts over \$60,000 shall be submitted to the Board for approval. However in the case where the Board deems it more prudent and in the best interest of continuity of services, a consultant contract may be awarded without a competitive process.
- Regular reports of consultant’s progress shall be reviewed by the General Manager and reported to the Board.

F-90-95 Vehicles. Fleet vehicles should be purchased through cooperative purchasing agreements or statewide contract. The Vehicle & Equipment Replacement Fund will be used to fund replacement vehicles and related equipment. The Board shall authorize the purchase of vehicles as part of the budget process or by separate Board action if not budgeted.

F-90-100 Internal Audit. The General Manager is responsible to ensure that purchases and trade agreements adhere to District policy and sound business practices. The General Manager will ensure that files and records of purchase orders and other financial documentation are maintained to provide adequate control and administration, which is subject to audit and Board review.

| | |
|-----------------------------|----------------------------------|
| Resolution 2022-2277 | Date Approved: September 1, 2022 |
| President of the Board | Last Reviewed September 1, 2022 |

B-90 APPOINTMENT IN EVENT OF VACANCY

Purpose

This policy determines when a Board vacancy occurs and sets forth procedures to fill the vacancy.

B-90-10 How a Vacancy Occurs. A vacancy on the Board is deemed to exist when a Board Member resigns, is impeached, dies or fails to discharge the duties of office for three consecutive months.

B-90-20 Applications. After a vacancy exists, the Board shall request applications from the public and announce a schedule for the application period after consultation with the Marin County Registrar of Voters. A date when applicants will be interviewed by the Board in open public session will be established.

B-90-30 Resumes. Applicants shall complete a District form and attach a resume and submit it to the Secretary of the Board within the specified application period.

B-90-40 Interviews. The Board shall interview all applicants who meet the residency criteria to serve on the Board of Directors. The order of the interviews by the Board shall be determined by draw.

B-90-50 Majority Vote. The appointment to fill the vacancy shall be by majority vote.

B-90-60 Election. If the vacancy is not filled by appointment, ~~the Board shall call for an election within 60 days of the vacancy occurring, within 60 days of being notified of the vacancy or the effective date of the vacancy, whichever is later,~~ the Board may call for an election.

B-90-70 Board of Supervisors. If the Board fails to fill the vacancy by appointment and ~~fails to~~ does not call an election within 60 days of the vacancy occurring, the District shall turn the matter over to the Marin County Board of Supervisors for a decision on an appointment or the calling of an election to fill the vacancy.

| | |
|---------------------------------|---|
| Resolution No. 2009-1872 | Date Approved: July 9, 2009 |
| President of the Board | Supersedes: Last Reviewed: |

F-90 PURCHASING, INCLUDING RETAINING CONSULTANTS

Purpose

This policy establishes procedures for preparing and approving purchase orders; and preparing, reviewing, and approving contracts. It also covers legal requirements, petty cash, limits on General Manager purchases, the required "paper trail," conformance with received orders, and consultant arrangements.

F-90-10 Vendors for Small Items. To purchase small items -- such as office supplies, auto parts, and other miscellaneous items costing less than ~~\$1,000~~ ~~\$2,000~~— the General Manager will set policies for selecting vendors. District accounts are awarded to firms at management discretion that support local businesses, enable the purchase of green and/or recycled products, as well as provide for competitive prices, discounts, service levels, and convenience.

F-90-15 Petty Cash. A Petty Cash fund shall be maintained in the District office having a balance-on-hand maximum of ~~\$300.00~~ ~~\$500.00~~. Petty cash may be advanced to District staff upon their request for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the ~~District~~ Administrative Assistant or Administrative/Financial Specialist ~~///~~, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be ~~\$50.00~~ ~~\$100.00~~. No personal checks shall be cashed in the petty cash fund. The petty cash fund shall be included in the District's annual independent accounting audit.

F-90-20 Out-of-Pocket Expenses. Whenever employees of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expenses shall be reimbursed upon request from the District's petty cash fund or by check if needed. In instances when a receipt is not obtainable, the requested reimbursement shall be approved by the Administrative Services Manager prior to remuneration.

F-90-30 Quotations. To purchase items costing more than ~~\$1,000~~ ~~\$2000~~, written quotations will be solicited from vendors and received by email, fax, or mail. District Staff may approve purchase orders up to the amount of their purchasing authority per F-90-40. For ~~all~~ purchases between \$5,000 and \$15,000 three quotes will be obtained, unless the item is on the District's approved Summary of Specified Equipment List or replacement equipment is from a manufacturer's authorized dealer. In cases where the General Manager determines that certain products may provide a better service life, durability, meet a specific need or provide greater efficiency than other products he/she has the authority to order that product or engage the service without multiple quotes. The General Manager also has the authority to utilize specific maintenance and repair vendors as he/she deems appropriate or necessary.

F-90-40 Purchasing Authority. The purchasing authority listed below shall apply except as authorized by separate Board action for specific construction projects.

| Position | Authority |
|--|--|
| Board of Directors | No Limit |
| General Manager | Contracts and Purchase Orders up to \$60,000 and budgeted informally bid construction contracts between \$60,001 and \$200,000. <u>(Per UPCCAA*)</u> |
| Plant Manager | Purchases up to \$10,000 <u>7,500</u> |
| District Engineer | Purchases and budgeted informally bid construction contracts up to \$15,000 <u>20,000</u> . |
| Collection System/Maintenance/Safety Manager | Purchases up to \$7,500 <u>10,000</u> . |
| Administrative Services Manager | Purchases up to \$7,500 <u>10,000</u> . |
| District Secretary | Purchases up to \$5,000 |
| Administrative/Financial Specialist | Purchases up to \$5,000 |
| Assistant/Associate Engineer | Purchases up to \$5,000 |
| Environmental Services Director <u>Supervisor</u> | Purchases up to \$5,000 |
| Plant Operations and Maintenance Supervisors | Purchases up to \$5,000 |
| Skilled Maintenance Worker I/II | Purchases up to \$1,000 |
| Administrative Assistant | Purchases up to \$1,000 |

*Uniform Public Construction Cost Account Act

For purchases in excess of \$15,000, staff will inform the Board of Directors regarding the item as soon as administratively feasible.

F-90-50 Expense Authorization in the Absence of the General Manager. In the absence of the General Manager, two (2) managers may sign the purchase order for amounts in excess of \$15,000. The General Manager will approve the purchase order prior to payment.

F-90-60 Purchase Orders. Purchases over \$3,000 require a purchase order to be issued prior to ordering.

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.
 - Generally checks drawn from the Operating bank account will be signed by the General Manager and a Board Member. The General Manager may delegate signing of the checks to the Administrative Services Manager.
 - ~~In rare situations-Where~~ 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.
- 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.

F-90-80 Contract Execution. Regardless of expenditures and expense authorization levels, and unless otherwise authorized by the District Board, the Board (in the form of its President) and/or the General Manager shall remain the sole entities authorized to execute formal contracts on behalf of the District. Contracts shall include but not be limited to: Agreements with other governmental entities or non-governmental organizations (NGOs); professional services agreements; construction, maintenance services, equipment procurement, and material supply contracts; and amendments thereof.

F-90-90 Consultants. Consultants will be retained whenever in the judgment of the General Manager that there are not sufficient resources or expertise to accomplish a task.

- Prospective consultants shall be selected from experienced, competent and reliable firms or individuals to provide the necessary resource.
- For consulting expenditures below \$45,000, consultants may be selected sole-source on the basis of their qualifications and ability.
- For consulting procurements exceeding \$45,000, a competitive process may be followed with emphasis on professional capability, availability to complete the task as well as cost. Professional Services Contracts over \$45,000 shall be submitted to the Board for approval. However in the case where the Board deems it more prudent and in the best interest of continuity of services, a consultant contract may be awarded without a competitive process.
- Regular reports of consultant's progress shall be reviewed by the General Manager and reported to the Board.

F-90-100 Internal Audit. The General Manager is responsible to ensure that purchases and trade agreements adhere to District policy and sound business practices. The General Manager will ensure that files and records of purchase orders and other financial documentation are maintained to provide adequate control and administration, which is subject to audit and Board review.

| | |
|-------------------------------|--------------------------------------|
| Resolution 2021-2208 | Date Approved: March 25, 2021 |
| Ordinance No. 178 | Date Approved: June 20, 2019 |
| President of the Board | Supersedes: June 28, 2018 |

F-90 PURCHASING, INCLUDING RETAINING CONSULTANTS

Purpose

This policy establishes procedures for preparing and approving purchase orders; and preparing, reviewing, and approving contracts. It also covers legal requirements, petty cash, limits on General Manager purchases, the required "paper trail," conformance with received orders, and consultant arrangements.

F-90-10 Vendors for Small Items. To purchase small items -- such as office supplies, auto parts, and other miscellaneous items costing less than \$2,000-- the General Manager will set policies for selecting vendors. District accounts are awarded to firms at management discretion that support local businesses, enable the purchase of green and/or recycled products, as well as provide for competitive prices, discounts, service levels, and convenience.

F-90-15 Petty Cash. A Petty Cash fund shall be maintained in the District office having a balance-on-hand maximum of \$500.00. Petty cash may be advanced to District staff upon their request for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Administrative Assistant or Administrative/Financial Specialist and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$100.00. No personal checks shall be cashed in the petty cash fund. The petty cash fund shall be included in the District's annual independent accounting audit.

F-90-20 Out-of-Pocket Expenses. Whenever employees of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expenses shall be reimbursed upon request from the District's petty cash fund or by check if needed. In instances when a receipt is not obtainable, the requested reimbursement shall be approved by the Administrative Services Manager prior to remuneration.

F-90-30 Quotations. To purchase items costing more than \$2,000, written quotations will be solicited from vendors and received by email, fax, or mail. District Staff may approve purchase orders up to the amount of their purchasing authority per F-90-40. For purchases between \$5,000 and \$15,000 three quotes will be obtained, unless the item is on the District's approved Summary of Specified Equipment List or replacement equipment is ~~from~~ from a manufacturer's authorized dealer. In cases where the General Manager determines that certain products may provide a better service life, durability, meet a specific need or provide greater efficiency than other products he/she has the authority to order that product or engage the service without multiple quotes. The General Manager also has the authority to utilize specific maintenance and repair vendors as he/she deems appropriate or necessary.

F-90-35 Uniform Public Construction Cost Accounting Act (UPCCAA). Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code. Projects less than \$60,000 may be performed by staff of the Agency, by force account with a contractor, by negotiated contract, or by use of a purchase order. (District Code Title 1 Chapter 7).

F-90-40 Purchasing Authority. The purchasing authority listed below shall apply except as authorized by separate Board action for specific construction projects.

| Position | Authority |
|--|--|
| Board of Directors | No Limit |
| General Manager | <ul style="list-style-type: none"> • <u>Construction and Contracts and consultant contracts up to \$60,000</u> • Purchase Orders up to \$60,000 • and budgeted informally bid construction contracts between \$60,001 and \$200,000. (Per UPCCAA*) |
| Plant Manager | Purchases up to \$10,000. |
| District Engineer | Purchases and budgeted informally bid construction contracts up to \$20,000. |
| Collection System/Maintenance/Safety Manager | Purchases up to \$10,000. |
| Administrative Services Manager | Purchases up to \$10,000. |
| District Secretary | Purchases up to \$5,000 |
| Administrative/Financial Specialist | Purchases up to \$5,000 |
| Assistant/Associate Engineer | Purchases up to \$5,000 |
| Environmental Services Supervisor | Purchases up to \$5,000 <u>7,500</u> |
| Plant Operations and Maintenance Supervisors | Purchases up to \$5,000 <u>7,500</u> |
| Skilled Maintenance Worker I/II | Purchases up to \$1,000 |
| Administrative Assistant | Purchases up to \$1,000 |

**Uniform Public Construction Cost Account Act*

Formal construction bid contracts in excess of \$60,000 must come to the Board for approval prior to execution.

For purchases in excess of \$15,000, staff will inform the Board of Directors regarding the item as soon as administratively feasible.

F-90-50 Expense Authorization in the Absence of the General Manager. In the absence of the General Manager, two (2) managers may sign the purchase order for amounts in excess of \$15,000. The General Manager will approve the purchase order prior to payment.

F-90-60 Purchase Orders. Purchases over \$3,000 require a purchase order to be issued prior to ordering.

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.
 - 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.
- 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.

F-90-75 Intergovernmental Agreements. Agreements between two or more government agencies or non-governmental organizations (NGOs) regardless of purchase amount must be approved by the Board.

F-90-80 Contract Execution. Regardless of expenditures and expense authorization levels, and unless otherwise authorized by the District Board, the Board (in the form of its President) and/or the General Manager shall remain the sole entities authorized to execute formal contracts on behalf of the District. Contracts shall include but not be limited to: Agreements with other governmental entities or ~~non-governmental organizations (NGOs)~~; professional services agreements; construction, maintenance services, equipment procurement, and material supply contracts; and amendments thereof.

F-90-90 Consultants. Consultants will be retained whenever in the judgment of the General Manager that there are not sufficient resources or expertise to accomplish a task.

- Prospective consultants shall be selected from experienced, competent and reliable firms or individuals to provide the necessary resource.
- For consulting expenditures below \$~~4560~~,000, consultants may be selected sole-source on the basis of their qualifications and ability.
- For consulting procurements exceeding \$~~4560~~,000, a competitive process may be followed with emphasis on professional capability, availability to complete the task as well as cost. Professional Services Contracts over \$~~4560~~,000 shall be submitted to the Board for approval. However in the case where the Board deems it more prudent and in the best interest of continuity of services, a consultant contract may be awarded without a competitive process.
- Regular reports of consultant's progress shall be reviewed by the General Manager and reported to the Board.

F-90-95 Vehicles. Fleet vehicles should be purchased through cooperative purchasing agreements or statewide contract. The Vehicle & Equipment Replacement Fund will be used to fund replacement vehicles and related equipment. The Board shall authorize the purchase of vehicles as part of the budget process or by separate Board action if not budgeted.

| | |
|-------------------------------|--------------------------------------|
| Resolution 2021-2208 | Date Approved: March 25, 2021 |
| Ordinance No. 178 | Date Approved: June 20, 2019 |
| President of the Board | Supersedes: June 28, 2018 |

F-90-100 Internal Audit. The General Manager is responsible to ensure that purchases and trade agreements adhere to District policy and sound business practices. The General Manager will ensure that files and records of purchase orders and other financial documentation are maintained to provide adequate control and administration, which is subject to audit and Board review.

| | |
|-------------------------------|--------------------------------------|
| Resolution 2021-2208 | Date Approved: March 25, 2021 |
| Ordinance No. 178 | Date Approved: June 20, 2019 |
| President of the Board | Supersedes: June 28, 2018 |



Item Number 6
GM Review CP

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager 
(415) 526-1519 dmcDonald@lgvsd.org
Meeting Date: September 1, 2022
Re: Destruction of District Records in Accordance with Records Retention Schedule
Item Type: Consent _____ Action X Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Board to adopt Resolution No. 2022-2278 authorizing the destruction of invoices and accounts payable records after seven years from the end of the fiscal period to which it applies.

BACKGROUND

Las Gallinas Valley Sanitary District (District) Board Policy F-110 provides guidance to staff regarding the retention or disposal of district records. The General Manager is authorized by the board to interpret and implement the policy, and to cause to be destroyed any or all such records, papers, and documents that meet the qualifications governing the record retention and disposal of records as specified in the policy.

Section F-110-30-50 of the policy allows that any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Within the accounting record files, there are documents related to expense reimbursement to district officers and employees which, per Government Code Section 60201(d)(12), may be destroyed or disposed of seven years after the date of payment.

Staff has contracted with Diane R. Gladwell, MMC, President of Gladwell Governmental Services, Inc. to review and update the District's record retention policy, records retention schedule, and District's practices. A revised Board Policy F-110 and records retention schedule will be presented to the Board in the coming months.

In the meantime, staff has identified an urgent need to make room for new files and records to be archived at the plant records storage room. Prior year invoices and accounts payable records make up a substantial number of records being retained. Destruction of these records would provide space to store recent archival records without use of additional off-site storage.

PREVIOUS BOARD ACTION

None

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

None

RESOLUTION NO. 2022-2278

A RESOLUTION AUTHORIZING THE DESTRUCTION OF DISTRICT RECORDS IN ACCORDANCE WITH THE ADOPTED RECORDS RETENTION SCHEDULE

THE LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the District; and

WHEREAS, Section 60200 of the Government Code of the State of California provides that the legislative body of a Special District may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the Agency; and

WHEREAS, Section 60201 of the Government Code of the State of California provides that Agency records which have served their purpose, which are not expressly required by law to be filed and persevered, and which will not adversely affect any interest of the Agency or public may be destroyed.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT DOES RESOLVE AS FOLLOWS:

Section 1. Invoices and Accounts Payable records of the Las Gallinas Valley Sanitary District, are hereby authorized to be destroyed after seven (7) years from the end of the applicable Fiscal Year, as provided by Section 60201(d)(12) of the Government Code of the State of California.

Section 2. The Board of Directors finds that the destruction or disposition of the records series that have exceeded the retention periods as set forth in Section 1 will not adversely affect any interest of the Agency or the public.

Section 3. This resolution shall become effective immediately upon its passage and adoption.

* * * * *

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 1st day of September 2022, by the following vote of the members thereof:

AYES, and in favor thereof Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

Teresa Lerch, District Secretary

APPROVED:

Judy Schriebman, President of Board of Directors

9/1/2022

BOARD MEMBER REPORTS

CLARK

NBWA Board Committee, Operations Control Center Ad Hoc Committee , Other Reports

FORD

NBWRA, Marin Special Districts Association, 2022 Engineering Ad Hoc Committee re: STPURWE, 2022 Operations Control Center Ad Hoc Committee, 2022 HR Ad Hoc Committee, Other Reports

MURRAY

Marin LAFCO, CASA Energy Committee, Other Reports

SCHRIEBMAN

JPA Local Task Force, Gallinas Watershed Council, 2022 Legal Services Ad Hoc Committee, 2022 HR Ad Hoc Committee, 2022 Biosolids Ad Hoc Committee, 2022 McInnis Marsh Ad Hoc Committee, Other Reports

YEZMAN

Flood Zone 7, CSRMA, Marin Special Districts Association, 2022 Ad Hoc Engineering Sub-Committee re: STPURWE, 2022 Legal Services Ad Hoc Committee, 2022 Biosolids Ad Hoc Committee, 2022 McInnis Marsh 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.

9/1/2022

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

VETERAN UTILITY DIRECTOR

Las Gallinas sewer district board hires general manager



Water is processed at the Las Gallinas Valley Sanitary District sewage treatment plant in San Rafael. ALAN DEP — MARIN INDEPENDENT JOURNAL. FILE

BY ADRIAN RODRIGUEZ

ARODRIGUEZ@MARINIJ.COM

The Las Gallinas Valley Sanitary District has hired veteran utility director Curtis Paxton as its general manager.

Paxton, 59, of Napa, comes to the north San Rafael special district after about four years as the director of utilities for the city of Vacaville.

The board voted 5-0 during a closed session July 7 to appoint Paxton and approve his annual salary of \$280,000. He began his role Monday.

"This was a great opportunity," Paxton said. "I am a firm believer that when it comes to wastewater, special districts are the best way to provide that service, and the opportunity to become a general manager was too good to pass up."

Paxton will be the first permanent general manager for the district since Mike Prinz was let go in November. Prinz, who held the position for three years, was terminated without cause. He earned a salary of \$260,328.

Dale McDonald, the district's administrative services manager, served as acting manager until Chris DeGabriele was tapped in January to serve as interim general manager on a \$129-per-hour contract.

DeGabriele is the former general manager of the North Marin Water District. He previously served as interim general manager for Las Gallinas when Mark Williams resigned in 2016.

The district board said Paxton was selected after a four-month recruitment process.

Board President Judy Schriebman said in a statement that Paxton was the right person for the job.

“His education, experience and involvement working on wastewater collection, treatment and recycled water issues, and project management is a great fit for the district,” she said.

Paxton earned a degree in civil engineering from Cal Poly Pomona and a master of business administration from the University of La Verne, a private institute in Los Angeles County. He’s obtained a professional civil engineering license and a Grade 5 wastewater treatment operator license, the highest level of certification.

Previously, Paxton served as general manager of the Chino Basin Desalter Authority in Ontario for nearly eight years, and worked as assistant general manager of the Palmdale Water District.

Las Gallinas Valley Sanitary serves 30,000 customers in the north San Rafael area and manages about 105 miles of sewage lines.

DROUGHT CRISIS

Newsom outlines water strategy

Plan includes desalination, new reservoirs, recycling

BY PAUL ROGERS

BAY AREA NEWS GROUP

With a new desalination plant under construction in Antioch as his backdrop, Gov. Gavin Newsom proclaimed Thursday that California can't simply conserve its way out of its drought crisis — the state needs more water and should take major steps to get it.

Newsom released a 19-page plan that directs state agencies to accelerate permits and provide more funding to cities and local water districts to build new reservoirs, desalination plants and recycled water projects as California struggles with its eighth year of drought in the past 11 years and faces worsening droughts and water shortages from climate change.

The plan sets numerous targets and goals, many of them aiming to capture more water in wet years to save for dry years.

"So much of the water conversation in this state has been about conservation, a scarcity mindset," Newsom said. "But that's a relatively small component of the overall strategy we are introducing here today. What we are focusing on is creating more supply. We are focusing on creating more water."

Among the plan's targets are doubling the amount of recycled water produced in the state by 2030, increasing stormwater capture 77% by 2030, and raising the height of the dam at San Luis Reservoir east of Hollister. Also included: Fast-tracking seven storage projects that have funding approved from Proposition 1, a 2014 water bond, such as raising the height of the dam at Los Vaqueros Reservoir in Contra Costa County and building a huge new \$3.9 billion project, Sites Reservoir, in Colusa County.

Without action, state officials said hotter, drier weather could reduce California's water supply by up to 10% by 2040 — roughly 6 to 9 million acre feet. The plan aims to offset that by expanding supply by roughly 5 to 7 million acre feet by 2040 and by boosting conservation.

To that end, it sets a goal of \$1 billion in state and local spending by 2030 to expand programs that pay people to voluntarily replace lawns with water-efficient landscaping.

And it directs the State Water Resources Control Board to draw up mandatory conservation budgets for cities and water agencies next year if California faces another dry winter.

On the Antioch waterfront where Newsom spoke, crews are constructing a \$110 million brackish desalination plant to convert salty water from the Sacramento-San Joaquin River Delta into enough freshwater to cover about 30% of the city's annual needs. Most of the funding is from state loans and grants.

Parched landscapes, wildfires and water restrictions have increasingly become the norm in California over the past 20 years.

After three dry years in a row, 97% of the state was in a severe drought Thursday and 45% in an extreme drought, according to the U.S. Drought Monitor, a weekly federal report.

The state's largest reservoir, Shasta, near Redding, was just 36% full Thursday. Its second-largest, Oroville, in Butte County, was 40% full. Lake Mead, the massive reservoir behind Hoover Dam in Nevada, which is a key water source for millions of people from Las Vegas to Phoenix to Los Angeles, was just 27% full — its lowest level since 1937 when it was first filled.

Polls show Californians are increasingly concerned. A survey last month found one in four California residents name water supply and drought as the state's top environmental issue, and 63% say water supply is a big problem in their region.

Water experts say Newsom can only do so much by himself.

"The Schwarzenegger administration and the Brown administration and the Newsom administration have all pledged to speed up water projects," said Jeffrey Mount, a professor emeritus at UC Davis and senior fellow at the Public Policy Institute of California's water center.

“But there hasn’t been a dramatic increase in the speed,” he said. “You aren’t going to get rid of the Clean Water Act, the Endangered Species Act and our water rights system. All of those laws are designed to make us stop and think about what we are doing to avoid causing harm. And there are myriad more laws. The laws are designed to stop something bad happening, but they also slow good things from happening.”

Newsom expressed frustration on that issue Thursday and said the new plan, and his upcoming discussions with state lawmakers, aim to cut red tape.

“The time to get these damn projects is ridiculous,” Newsom said. “It’s absurd. It’s reasonably comedic. In so many ways, the world we invented from an environmental perspective is now getting in the way of moving these projects forward.”

California has done little to expand its water supplies in recent decades.

Many of the state’s new groundwater projects and off-stream reservoirs, such as Los Vaqueros or Diamond Valley Reservoir, a huge manmade lake built in the late 1990s in Riverside County by the Metropolitan Water District, have been constructed by local agencies. Two months ago, the California Coastal Commission rejected plans to build a \$1.4 billion desalination plant in Huntington Beach, citing its potential impact on the environment and increased water costs for low-income residents.

Newsom’s plan calls on the Legislature to make changes, specifically reforming CEQA — the California Environmental Quality Act — to ease approvals for water and flood projects.

But previous attempts to re-write the powerful law, signed in 1970 by former Gov. Ronald Reagan, have sputtered. Environmental groups strongly support its rules requiring detailed studies of projects, public hearings and transparency. Labor groups and business groups also have used CEQA lawsuits to stall projects they oppose on grounds such as not hiring union workers or offering new economic competition to existing companies.

Mount said Newsom setting specific targets could generate some political momentum.

“These are going to be targets without consequences,” he said. “Nobody is going to hang if they aren’t met. But they can bring public attention to the problem.”

NOVATO

District probes water options

Projects could boost Stafford Lake supply

BY WILL HOUSTON

WHOUSTON@MARINIJ.COM

After completing a study this summer of potential new water supplies for the greater Novato area, the North Marin Water District is exploring two options to bolster storage and drinking water production at its Stafford Lake reservoir.

The yearlong study began in July 2021 after the district and the 61,000 Novato-area residents it serves were feeling the strain of two years of severely dry conditions. The 2020-2021 rainy season was the district's driest on record, with only 8 inches of rain falling at Stafford Lake, its only local reservoir. The lake normally sees about 27 inches of rain on average.

Additionally, the Sonoma County Water Agency, which provides 75-80% of the district's annual supply through Russian River water imports, had cut imports by 20% that summer as it faced shortages at its own two reservoirs, Lake Mendocino and Lake Sonoma. The utility has since reinstated the 20% import reduction this summer in response to low water supplies.

Stafford Lake is the district's only backup supply and is usually drawn on during the summer, when water consumption can double. The lake can hold about 4,300 acre-feet of water and makes up about 25% of Novato's water supply.

The district also has the ability to pump Russian River water into the reservoir during the more flush winter months to hold in reserve until it is needed. Anticipating a dry 2020-2021 winter, the district spent \$400,000 to resupply the reservoir that winter. The bet paid off — the lake would have otherwise gone dry later that year.

Tony Williams, the general manager of the North Marin Water District, said that while the primary focus is working to bolster supplies from Sonoma County, the supply at Stafford Lake acts as a buffer in case more severe cuts are implemented.

"The local supply comes into play, especially in these situations where we have to cut back," Williams said. "To provide some resiliency and redundancy, our Stafford supply helps us get through those times. That is the primary focus. It's not 100% resiliency. We can't duplicate what we get from Sonoma Water, but it's providing a little bit of a buffer."

The study is recommending the district expand its local supply by as much as 2,000 acre-feet to keep up with water demand from projected population growth in the Novato area. Water demand is set to increase by 2,300 acre-feet in Novato, or about 26%, within the next 25 years, according to the study.

The district is looking at options to install an adjustable sluice gate on the Stafford Lake spillway that would allow the reservoir to hold an additional 726 acre-feet of water — about a 17% increase. Additionally, the district is set to launch a pilot test at its Stafford treatment plant to test whether there are ways to yield more potable water and reduce waste when it treats Stafford Lake supplies. The study estimates this could yield an additional 20 to 70 acre-feet of water per year.

Williams said the district has already earmarked \$50,000 to conduct a deep dive into all of the regulatory approvals and environmental impact analyses that might be needed for the sluice gate project.

While the project would not involve dredging sediment from the lake bottom or raising the dam, Williams said it will likely require changes to its water rights, which would require a potentially lengthy review by the state water board.

"That actually sounds like a really simple project but it's really complicated from a permitting and engineering standpoint," Williams said.

The sluice gate would cost about \$90 per acre-foot of additional storage, according to the study. By comparison, dredging Stafford Lake to add about 550 acre-feet of storage is estimated to cost \$2,600 per acre-foot. The treatment plant upgrades would cost \$70 to \$240 per acre-foot, according to the study.

District board member Mike Joly said he supports these projects to provide at least some short-term relief as the district looks at more regional water supply projects.

"I think for bang for the buck and for immediacy, yes," Joly said in regard to his support. "We need to be seen to be enhancing our water supply for our customers. That's important."

The sluice gate is estimated to cost about \$1.5 million, which Williams said could be covered by part of a \$20 million loan the district received for facilities upgrades, including its \$11 million upgrade to its administrative building and laboratory.

The study also identified other longer-term options that might require support from other water suppliers, including the Marin Municipal Water District and the Sonoma County Water Agency.

These options included capturing stormwater runoff from Bowman and Leveroni canyons. The study evaluated various options, ranging from pumping the water back into Stafford Lake to building a new dam across the canyons.

Pumping the water to Stafford would yield an estimated 93 to 788 acre-feet of water per year at costs ranging from \$330 to \$960 per acre-foot, depending on the option, according to the study. Damming the canyons would provide an estimated 175 acre-feet and 753 acre-feet of water per year, respectively, at a cost of \$1,700 and \$800 per acre-foot, respectively.

Other options, such as a local desalination plant, were deemed infeasible because of the high costs and regulatory approvals that would be required of such as small water district, according to the study. However, Joly said there might be opportunities to partner with other Bay Area water agencies to construct a regional desalination plant.

"There is just an incredible irony that we could have a water problem, being next to the largest body of water on the planet," Joly said. "It's just something that just catches your eye immediately. But there is a lot of work to do for desalination."

The Marin Municipal Water District is also evaluating regional projects such as desalination as part of its own ongoing study into new water supplies.

"We're collaborating with Marin Water as much as we can and we're interested in partnering on a future project if that makes sense for something like desal," Williams said. "We wouldn't do it by ourselves."

More information about the water supply study can be found at nmwd.com/save-water/new-water-supplies/.

SAN RAFAEL

Waste fire burns for hours inside processing site

BY ALEX N. GECAN

AGECAN@MARINIJ.COM

A fire potentially caused by improperly discarded waste burned for several hours at Marin Sanitary Service in San Rafael, a fire official said.

The fire broke out Sunday night at the company's transfer station at 1050 Andersen Drive. Firefighters found a "massive debris pile" burning, said Deputy Chief Robert Sinnott of the San Rafael Fire Department.

Sinnott said crews contained the fire to the pile and sprinklers helped suppress it.

Firefighters and sanitary workers worked "to pull the debris pile apart in order to fully extinguish the fire," Sinnott said. He said there was no threat to other property, and no one was hurt.

"It could've been serious, but it wasn't," Sinnott said. "Because of the size of the pile of refuse, it just took a long time to basically dismantle it."

Company workers used an excavator, skip loader and bulldozer to help pull apart the pile.

The fire, which produced relatively little smoke, was extinguished on Monday morning. The transfer station resumed operations, Sinnott said.

Fire officials have ruled out foul play or any inadvertent disposal of lit cigarettes. The department suspects the fire was started by a lithium battery or some other hazardous item improperly mixed in with the trash.

"Any evidence would've been destroyed, it would've been like trying to find a needle in a haystack," Sinnott said.

Similar fires were common — roughly one a month — before the company's household hazardous waste disposal center opened, said Patty Garbarino, the president and chief executive officer.

While the company has not had any fires at the center in months, Garbarino said there was a slight increase at the beginning of the COVID-19 pandemic, when workers who could telecommute began relying more heavily on household electronics.

Items such as used cooking oil, light bulbs, cleaning substances, cosmetics and paint, as well as commercial waste such as propane, electronics and batteries, are accepted at the company's hazardous waste site at 565 Jacoby St.

It is illegal in California to dispose of household hazardous waste with conventional garbage, by flushing it down the drain or simply abandoning it.

Fires aren't the only danger from improperly dumped hazardous waste.

"This material that is illegally disposed and not caught, winds up in the landfill and becomes a pollutant as well to our environment and our water supply," Garbarino said. "It's really important that people do the right thing and divert the material."

Buck's Landing

Proposal to Add 7.27 More Acres

• Linda Levey & Gina Hagen

On July 12, 2022, Marin County Parks presented a Notice of Intent to purchase a parcel (Smith Family Trust) adjacent to the current Buck's Landing Park purchased in 2020. The funds for this purchase will come from Measure A funds earmarked for land acquisitions. Parks plans to present a draft Purchase and Sale Agreement to the BOS for consideration on August 9, 2022, and, at that time, there will be a public hearing to collect feedback.

The SVNA was especially excited to be able to weigh in on these acquisitions at Buck's because, as an organization, we worked for a decade to save the (adjacent) 650 North San Pedro Road property from yet another multi-home subdivision and it is now preserved in perpetuity as "Heron Hill." The original vision was that this property, along with the future purchase of Buck's Landing, would be preserved as the gateway to China Camp State Park.

In 2019, the SVNA sent a letter supporting the purchase of Buck's Landing and we recently sent a letter supporting this additional purchase of the adjacent "Smith Trust" lands, also on the site.

Parks has stated that the long-term goal for these properties is to protect natural habitat, provide recreational opportunities, and create a shoreline park that would maintain public access to Gallinas Creek and San Pablo Bay. This includes the potential to designate the area as a trailhead for the San Francisco Bay Water Trail, as identified in the water trail plan.

We are very excited for the opportunity to support the preservation of these properties for our community to enjoy and delighted that plans discussed so long ago have finally come to fruition.



To view the County News Release about this possible purchase, visit: <https://tinyurl.com/yers2rsn> or read all about it in the Marin IJ: <https://tinyurl.com/4db6bf93>

CSA #6 Update

Gallinas Creek Dredging

• Ellen Stein, sfskyway@hotmail.com

In 2021, a geotechnical report identified issues and recommended avoiding placement of fill above the force main that was under discussion since 2015. An alternative (along with funding) is needed that won't interfere with LGVSD's (Las Gallinas Valley Sanitary District) infrastructure.

Since **James Raives** retired, **Veronica Pearson** has taken the lead in the McInnis Marsh restoration project. CSA #6 had been working closely to help with that process and at the same time lower dredging costs. At the end of April, she said she hoped that alternatives would be identified in the next few months. There was a \$600K grant that was announced in 2021 to help in design and permitting fees but it was not fully awarded due to the design changes, leaving the Parks department a chance to re-apply for a new grant once a suitable option is obtained.

As of now, the dredging project is a stand-alone project that requires approval of the permitting agencies without the benefit of current restoration activity. **Roger Leventhal** has met with the permitting agencies and will receive a response sometime this summer but states that it will be difficult to permit sediment placement in an area of existing wetlands. Roger also explored the possibility of using LGVSD fields to store the fill but has been informed that those fields are under an EPA study and unusable. Other options are very costly.

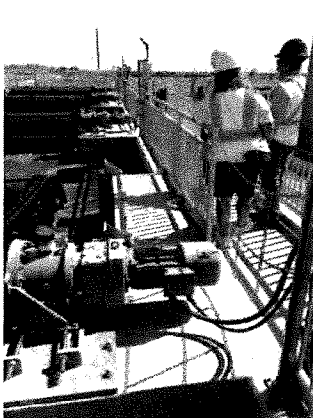
We have not had a meeting in a long time since there hasn't been much progress, but we hope to have a meeting in the fall once we find out what the permitting agencies will approve.

Noise from the LGVSD Treatment Plant

• Linda Levey

Over the last couple of weeks, we received a few VSD complaints from neighbors about the noise coming from the Las Gallinas Valley Sanitary District Treatment Plant – mostly in the middle of the night but also during the day. In mid-June, **Anette McGovern** reached out to **Mel Liebmann**, Plant Manager, who was very helpful. But still the noises persisted.

In mid-July, **Christina West** reached out and heard back from **Mike Cortez**, District Engineer, who offered to meet onsite. Christina and **Mary Hanley** met up with Mike and Plant Supervisor **Don Moore**, and toured the site, looking and listening. They all agreed a row of 16 pumps, elevated above the Aeration Basins was the source of the noise. The pumps are part of the new water reclamation system, put in place over the last year. In particular, 3 or 4 of the pumps were functioning incorrectly and although



they are scheduled to be replaced/repared, the lead time for obtaining the equipment has been very long. Christina, a mechanical engineer, followed up with a detailed email, lots of information, and the request that the District take measures to reduce the noise from the aeration pumps with sound absorbing/blocking structures.

We were happy to hear District Staff was so open to meeting with our community to try to mitigate this issue. Thank you to the LGVSD Staff and as well to our residents who took time out from their busy lives to work on solving this problem!

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Teresa Lerch

From: Mark Millan <millan@datainstincts.com>
Sent: Friday, August 19, 2022 8:18 AM
To: Undisclosed Recipients
Subject: Bipartisan Infrastructure Law to Help Communities Reduce Vulnerability to Drought - Dept of Interior 8/18/22

FYI – See below, includes \$6,934,655 for the North Bay Reuse Program: Phase 2 Program

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President Biden's Bipartisan Infrastructure Law to Help Communities Reduce Vulnerability to Drought

Over \$310 million investment will support 25 projects bringing water to more than 850,000 per year
Dept of Interior 8/18/22

IRVINE, CA — Following a tour of the Syphon Reservoir Improvement Project at the Irvine Ranch Water District today, Secretary of the Interior Deb Haaland and Bureau of Reclamation Commissioner Camille Calimlim Touton announced the allocation of \$309.8 million in funding from President Biden's Bipartisan Infrastructure Law and \$1 million in appropriated funding for the planning, design and construction of water reuse projects across the country. The selected projects will advance drought resilience and are expected to increase annual capacity by about 213,000 acre-feet of water, enough water to support more than 850,000 people a year.

The announcement caps a two-day swing through central and southern California to highlight how investments from the Bipartisan Infrastructure Law will help address the worsening drought crisis and expand access to clean drinking water for families, farmers and wildlife. On Wednesday, Secretary Haaland, Commissioner Touton, and federal, state and local leaders visited with farmers and water users in Fresno to discuss water solutions for farmers and highlight investments from the Bipartisan Infrastructure Law.

"Water is essential to everything we do and it will take all of us, working together, to address the significant drought impacts we are seeing across the West. As the climate crisis drives severe drought conditions and historically low water allocations, President Biden's Bipartisan Infrastructure Law is making historic investments to address water and drought challenges and invest in our nation's western water and power infrastructure," said **Secretary Haaland**.

"Water reuse helps communities diversify their water supply as they are facing an unprecedented drought and a changing climate," said **Commissioner Touton**. "This has tangible impacts and can help feed families, grow crops, sustain wildlife and the environment and help more families access safe, clean, reliable water. These projects will provide flexibility for communities and help them stretch their current drinking supplies as they will be treating wastewater that continues to be available."

Funding will support local water management agencies with stretching existing drinking water supplies and helping to ensure that growing water needs can be met through the advanced treatment of wastewater and naturally impaired surface and groundwater. Along with non-federal contributions, today's investment will support an overall \$1.2 billion in infrastructure projects.

The Bipartisan Infrastructure Law allocates \$8.3 billion for Bureau of Reclamation water infrastructure projects to repair aging water delivery systems, secure dams, complete rural water projects, and protect aquatic ecosystems. The funding announced today is part of the \$1 billion in WaterSMART Water Recycling and Reuse grants provided by the Law. The

Department previously announced \$52.2 million this year in WaterSMART grants funded by the Bipartisan Infrastructure Law to support water and energy efficiency projects and conserve watersheds and restore aquatic habitats.

Selected Projects

| Recipient | State | Title | Reclamation Funding |
|---|--------------|--|----------------------------|
| Big Bear Area Regional Wastewater Agency | CA | Replenish Big Bear Project | \$8,267,112 |
| Carpinteria Valley Water District | CA | Carpinteria Advanced Purification Project | \$9,659,990 |
| Coachella Valley Water District | CA | Water Reclamation Plant 10 (WRP-10) Non-Potable Water System | \$12,276,517 |
| Eastern Municipal Water District | CA | Purified Water Replenishment Project | \$10,000,000 |
| Irvine Ranch Water District | CA | Syphon Reservoir Improvement Project | \$12,245,625 |
| Jurupa Community Services District | CA | Joint IEUA-JCSD Recycled Water Intertie Project | \$12,275,000 |
| Las-Virgenes-Triunfo Joint Powers Authority | CA | Pure Water Project Las Virgenes-Triunfo | \$10,199,637 |
| Monterey One Water | CA | Expand Pure Water Monterey Groundwater Replenishment Project | \$10,316,822 |
| City of Morro Bay | CA | Water Reclamation Facility Project | \$9,310,095 |
| City of Oceanside | CA | Pure Water Oceanside Program | \$9,941,533 |
| Olivenhain Municipal Water District | CA | North San Diego Water Reuse Coalition Regional Recycled Water Program: 2020 Project | \$17,826,952 |
| Padre Dam Municipal Water District | CA | East County Advanced Water Purification Program Phase 2 | \$28,300,000 |
| City of Palo Alto | CA | City of Palo Alto Advanced Water Purification System | \$12,867,875 |
| City of Pismo Beach | CA | Central Coast Blue | \$14,124,000 |
| Sacramento Regional County Sanitation District | CA | Harvest Water Program | \$24,115,808 |
| City of San Buenaventura | CA | Ventura Water Pure Program | \$14,026,650 |
| Santa Margarita Water District | CA | San Juan Watershed Project | \$7,928,615 |
| Sonoma County Water Agency | CA | North Bay Reuse Program: Phase 2 Program | \$6,934,655 |
| Soquel Creek Water District | CA | Pure Water Soquel: Groundwater Replenishment and Seawater Intrusion Prevention Project | \$20,925,000 |
| Water Replenishment District of Southern California | CA | Groundwater Reliability Improvement Program Recycled Water Project | \$15,478,307 |
| County of Maui | HI | Lahaina Water Recycling Project #3: West Maui Recycled Water Expansion | \$1,080,244 |
| City of Nampa | ID | City of Nampa Recycled Water Program | \$3,000,000 |
| El Paso Water Utilities Public Service Board | TX | Advanced Water Purification Facility | \$20,000,000 |
| Weber Basin Water Conservancy District | UT | Tertiary Treatment Facility in Central Weber | \$14,300,000 |
| City of Cheney | WA | Cheney Purple Pipe Project | \$5,445,750 |

The Departments of the Interior and Agriculture co-lead the Drought Resilience Interagency Working Group and recently released their [Drought Resilience 2022 Year One Summary Report](#).

More information, including details about other current opportunities to apply for funding available under the Bipartisan Infrastructure Law, is available on [Reclamation's WaterSMART program webpage](#).

###

News Update



707.836.0300

You received this email because your address has been entered into a distribution list of individuals who are interested in updates regarding recycled water.

Election kickstarts MMWD drive to increase water supply

Since dry years became common and the effects of climate change more pronounced, Marin Municipal Water District has faced a quandary. Its traditional sources of water were inadequate to meet the public's demand. Addressing that need led to a policy divide on the five-member elected water board.

Some, mostly in Marin's environmental community, believed the best method to address water shortages was by conservation. The idealistic, if unrealistic, implication of the "less is more" thinking is that Marinites' quality of life won't decrease even if water use is restricted.

Using the carrot and stick, many of MMWD's 191,000 consumers did just that. Lawns were removed, cars went unwashed and home water use significantly decreased. It was a good first step. But subsequent dry years demonstrated that strategy was inadequate to meet long-term reasonable demand.

The maximum realistic benefits from conservation have been achieved, Marin voters are now at a decision point.

Their frustration was summed up by Gov. Gavin Newsom recently when he was speaking at an experimental East Bay desalination operation.

"So much of the water conservation in this state is a scarcity mindset," Newsom said in the San Francisco Chronicle's report. "That's a relatively small component of the overall strategy we are introducing today. What we are focusing on is ... more supply."

Bravo. This is exactly what many MMWD consumers believe.

The agency might soon get serious about increasing supply and water storage capacity. It's due to November's MMWD elections. There's nothing like contested elections for local nonpartisan offices to concentrate the minds of incumbents, candidates, and voters.

The subtle shift was kicked off by MMWD Director Cynthia Koehler's decision to forgo a run for another term. Representing Southern Marin's Division 4, she faced a tough fight to retain a seat she's held for 18 years. Koehler was an influential force at MMWD behind the conservation-first strategy.

In his latest constituent newsletter, incumbent Director Jack Gibson wrote about the recent Jacobs Engineering study. MMWD, he wrote, "is looking at the potential alternatives for increasing our water supply ... not just looking for emergency supply for drought conditions, but it is a search intending to increase our everyday water supply as well."

Gibson is vying for reelection in Division 1 encompassing North San Rafael, Marinwood, Terra Linda and Sleepy Hollow.

Larry Bragman, the Ross Valley-Kentfield Division 3 incumbent — long a conservation-first proponent — is now open to desalination. He's backing expanded storage capacity saying, "Expanding local reservoir storage with installation of cost-effective spillway gates at Nicasio and Kent reservoirs could provide a significant increase in local supply."

Three of the newcomers running against Gibson, Bragman and for Southern Marin's open seat, are committed to pursuing new water supplies. That includes three impressive candidates: Matthew Samson, Ranjiv Khush and Jed Smith in the first, third and fourth divisions, respectively.

Before filing closed, two additional candidates qualified: In Division 3, Jack Kenney, and Shana Katzman in Division 4. They're invited to share their opinions on new supplies in this column.

Voters should note the difference between a firm promise to implement new water sources versus a mere pledge to "study" alternatives. Action, not talk, is the key qualification.

Additional data does need to be gathered as to costs. A six-month deadline after taking office to make a firm decision is the right timeline.

There's no free lunch. New water supplies will inevitably require long-term bonding and/or higher rates

The election of MMWD board members puts a spotlight on each candidate. They will all be asked if they will commit to pursuing — not just studying — at least one substantial additional water supply, including desalination. That's the litmus test. Those who waffle will stand out, providing voters ample opportunities to make an informed decision.

Columnist Dick Spotswood of Mill Valley writes on local issues Sundays and Wednesdays. Email him at spotswood@comcast.net.

8/20/22

Kick-start funding for electric truck, bus fleet programs

Fully funding Senate Bill 372 will enable California to clean up our roads and communities, as well as fight climate change, all while delivering the right kind of help to each fleet.

The Legislature voted last year to accelerate the transition of medium- and heavy-duty vehicles to zero-emission by establishing the bipartisan SB 372, a public financing program specifically designed to overcome barriers to scale. Now, the Legislature needs to take one more step: It must earmark \$60 million in the state budget to launch the bill.

Putting more electric trucks and buses on California roads will improve air quality and grow local jobs. For many fleets, however, the transition to electric will require innovative policy and finance solutions to get the job done on pace with climate targets.

There is a gap between the fleets prepared to deploy electric vehicles and the capital needed to finance the transition, because the first is outgrowing the second. Fleets and financiers still face considerations such as higher upfront vehicle costs (generally offset by lower operating costs over time), the need to make one-time investments in charging infrastructure and uncertainties about residual value (which will begin to resolve as the market grows). These barriers can seem especially daunting for operators of smaller fleets without ready access to capital or expertise to manage the transition. By addressing these barriers, the state can resolve them more quickly.

Deploying more electric trucks and buses in communities across California will directly address air pollution. Diesel-fueled trucks make up just 6% of vehicles on the road, but produce 72% of the state's health-harming nitrogen oxide emissions and 21% of all transportation climate emissions. Low-income communities and communities of color often bear the biggest health burden from this pollution. SB 372 has established a target to deploy three-quarters of its financial mechanisms in these priority communities.

If implemented well, SB 372 can spark significant private-sector investment in fleet deployment. The key is for public programs to be designed specifically to overcome local market issues in ways that give fleets the confidence to say "yes" to an electric future, and the finance community the confidence to invest in the fleets, infrastructure and business models that most effectively support deployment.

SB 372 is a framework designed to use public money efficiently in ways that will help close the gap.

The pace of truck and bus electrification nationwide is accelerating. To meet climate and air quality goals, however, it must go faster — financed not only with public subsidies, but through programs such as those envisioned by SB 372 that will attract private capital, too. Electric trucks — from semis and delivery vans to tractor-trailers and garbage trucks — could spark a \$47 billion global industry.

The idea that public dollars can be used to remove barriers to private investment is not new. The markets for both solar and wind, especially in their earlier days, achieved larger scale through various financial incentives established by federal and state governments. And green banks in Connecticut, New York and other states have a track record of sparking private investment through targeted use of public investment.

For example, in 2020-21, the New York Green Bank committed about \$350 million of its own capital in ways that mobilized about \$1 billion in investment into clean energy projects in that state. SB 372 would bring an approach like this to California's transportation sector, the state's single largest source of greenhouse gases.

Working together, public and private finance can play a huge role in accelerating the climate and clean air benefits of electric vehicles.

Andrew Darrell is senior advisor of global finance for the Environmental Defense Fund. Distributed by CalMatters.org.

8/21/22

It's time for Southern Marin to truly embrace recycled water

Sonoma County has reduced its draw of Russian River water through large-scale recycling of water. Southern Marin County, with limited local fresh water sources, has done next to nothing in this regard — despite having a history of repeated water crises.

The Las Gallinas Valley Sanitary District and North Marin Sanitary District have taken their Sonoma neighbor's lead during the last 10 years. The same tertiary recycled water plant improvements and "purple pipe" distribution networks now cover many parks, the Marin Civic Center, schools, golf courses, grazing areas adjacent to Highway 37 and the new Kaiser Permanente San Rafael Park Medical Offices facility. They are saving millions of gallons of fresh water. These agencies elected to go forward through bond issuances, a small rate increase and additional federal funding during Barack Obama's presidency.

I am interested in the 40-year history of how local areas choose to act or not. It begins with the Santa Rosa and Sonoma County water and sewer agency mandates to stop dumping treated sewage outfalls into creeks.

This was a prohibition on tertiary treated water containing sanitizing and neutralizing chemicals harmful to aquatic life. The North Bay Water Reuse Authority was then established to meet this challenge with various funding sources.

Extensive distribution networks now in place include almost all parks, schools, golf courses and some agriculture such as vineyards. Customer cost for this recycled water to these users is dramatically lower than for fresh water. The area north of Novato has actually reduced their take of Russian River water allotments through this fresh water saving choice.

Now we find little to scale being done south of Puerto Suello Hill, dividing Terra Linda and Central Marin where most people live. Instead what can be seen is recalcitrant authorities in Southern Marin continuing to kick various ideas around between crisis drought years. The last 15 years has included a multi-million-dollar redo of the Central Marin Sewer Agency facility at the end of Andersen Drive serving all of Central Marin. Not one bit of that money went toward recycled water systems.

On June 28, the Marin Municipal Water District issued a strategic water supply assessment. The Marin IJ covered it completely. It touches on various alternatives.

In that report, I found 50 pages of mostly fluffy non-committal descriptions of everything from an energy intensive desalination plant to dumping treated water into reservoirs in hopes of dilution of toxic chemicals. It also wasted time on a proposed pipeline along the Richmond-San Rafael bridge, connecting MMWD to unreliable sources already under stress.

Southern Marin water agencies have seen no plan to scale, outrageous claims of billions of dollar costs and apparent budgetary considerations over reductions of lucrative fresh water sales.

The cost of a limited distribution network for large users (not including each and every house in Marin as claimed by "purple pipe" opponents) is practical, though admittedly challenging. Doing nothing is not an option.

Another enhancement bringing big fresh water savings would be for each and every town to require dual water supply plumbing systems in mandated new housing adjacent to public transportation. Including toilet flushing (27% of average household use), an allowed use for recycled water, would dramatically reduce fresh water demand.

Major remodels of existing buildings practically located adjacent to potential recycled water pipeline routes should include a simple parallel piping to anticipate recycled water toilet flushing.

I finish with the fact the Las Gallinas Valley Sanitary District is providing tertiary treated water at \$198.93 per acre foot or \$.0006 per gallon, not the ridiculous \$10,000 per acre foot claimed by one Southern Marin sewage district board member.

Michael McLennan, a Terra Linda resident who has lived in Marin since 1949, is a retired building contractor.

From: Mark Millan <millan@datainstincts.com>
Sent: Monday, August 22, 2022 12:38 PM
To: Undisclosed Recipients
Subject: What's in your drinking water? - CNBC 8/19/22

What's in your drinking water? If you live in one of these states, it might soon be recycled sewage

Annika Kim Constantino, CNBC 8/19/22

The idea of drinking water that was recently sewage swirling down your toilet bowl, shower drain, or kitchen sink may sound pretty icky. But experts say it's actually nothing to be squeamish about — and it might be coming to your state and city soon.

It's a water recycling method known as direct potable reuse, or DPR, which sends highly treated sewage water almost directly to a drinking water system for distribution to communities. It's legal in Texas, and legal on a case-by-case basis in Arizona. Multiple other states are in the process of formulating regulations to legalize it too, including California, Colorado, and Florida.

The water produced by DPR meets federal drinking water quality standards, experts say. And there's a growing movement to urge people to warm up to the idea of DPR and other sewage recycling methods, which were once dismissively labeled "toilet-to-tap."

"People need that change in mindset, forgetting where your water came from and focusing more on how clean it is when it's in front of you," Dan McCurry, a civil and environmental engineering professor at the University of Southern California, tells CNBC Make It.

Recycling wastewater can help avoid drinking water shortages

The process might not sound appetizing, but DPR can prove invaluable when drinkable water becomes scarce.

Climate change alters patterns in rain and snowmelt, which sends less fresh water to crucial, natural drinking water sources like the Colorado River, Lake Mead and Lake Powell — all of which face severe water shortages amid extreme drought conditions. Growing populations that demand more drinking water will only stretch those sources thinner, making methods like DPR all the more essential.

Two cities in Texas — Big Spring and Wichita Falls — have used DPR to bolster drinking water supply so far. El Paso is planning to follow suit, alongside major cities like Los Angeles and San Diego once state DPR regulations are in place.

Wichita Falls implemented DPR for about a year, starting in July 2014, as an emergency solution to a harrowing five-year drought. Chris Horgen, the city's public information officer, says DPR produced 5 million gallons of treated water each day for the city, representing a third of the drinking water distributed to taps.

"The state was that close to delivering water bottles to us in that final year," Horgen says. "That's what would've happened without DPR."

In El Paso, DPR isn't live yet, but the project is underway with a goal of building a long-term sustainable drinking water supply. Diversifying the city's drinking water sources could better prepare it for severe droughts that threaten natural sources like river water, says Christina Montoya, communications and marketing manager at El Paso Water Utilities.

"It's a way to make sure that El Paso will thrive 50 years out from now," she says. "We can't just be planning when an emergency happens. We need to be planning all the time for the future."

Wastewater recycling is nothing new

If you're still feeling squeamish about DPR, know that it's nothing new: There might already be recycled sewage in your drinking water. Several cities in the U.S. have used a similar system called indirect potable reuse, or IPR, for decades.

In that system, sewage water is treated at a wastewater treatment plant, which cleans it to a level that meets the standards for irrigation, or for watering land and crops. The water then gets sent to an advanced purification facility, which McCurry says cleans the water even more, typically putting it through a three-step process that ensures it meets or even exceeds state and federal standards for drinking water quality.

By this point, the water is clean. Still, it then goes into an "environmental buffer" like an underground aquifer, where it can spend months or even years to undergo further filtration. Finally, it goes to a drinking water system for distribution, McCurry says.

DPR cuts out that environmental buffer step, eliminating time, cost and energy from the process, McCurry says. In some cases, the water gets sent directly to taps. In other cases, it gets mixed with raw water — like lake water, for instance — before entering distribution.

Research shows that advanced purification facilities can consistently treat sewage to safe drinking standards without that extra step of an environmental buffer, which is "really not necessary," says Patricia Sinicropi, executive director of water industry trade association WateReuse.

"That technology can really take any type of water from any source and purify it to the point where the average consumer will have a good experience drinking it," she says.

How cities are eliminating the 'yuck factor'

More than two decades ago, political rhetoric and media sensationalism sparked heavy public resistance to the concept, resulting in abandoned projects in cities like Los Angeles. A 2015 survey of 2,000 people across the U.S. found that 13% definitely refuse to try recycled sewage, 38% are uncertain and 49% are willing to try it.

That's why some cities are launching test runs first.

San Diego operated a small-scale advanced purification facility from 2009 to 2013 that successfully demonstrated that DPR can treat sewage water to safe drinking water standards. That demonstration facility didn't distribute any water to taps — making it perfectly legal — and it allowed the public to visit and try the water being produced.

In El Paso, a demonstration facility successfully ran its course for eight months in 2016, according to Montoya. Soon after, the city gained approval to develop a large-scale facility to carry out DPR, which will likely be finished in 2026 and produce about 10 million gallons of drinking water daily. Ninety-six percent of citizens said they were supportive of the city's DPR plans after visiting the demonstration facility.

"We know that the technology can treat wastewater to some of the purest water out there. But it's that challenge of public acceptance for other parts of the country," Montoya says. "People just need to understand how important it is."

Los Angeles has a similar plan to avoid repeating history. Jesus Gonzalez, manager of the recycled water program at the Los Angeles Department of Water and Power, says the city will open a demonstration facility at the heart of the city by late 2024 to serve as a “proof of concept,” after California legalizes DPR and finalizes regulations by the end of 2023.

“We want to eliminate the ‘yuck factor’ or people’s negative perception,” he says.

Link: <https://www.cnbc.com/2022/08/19/direct-potable-reuse-why-drinking-water-could-include-recycled-sewage.html>

News Update



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From: Mark Millan <millan@datainstincts.com>
Sent: Tuesday, August 23, 2022 7:49 AM
To: Undisclosed Recipients
Subject: North Bay Reuse Program receives Federal Funding - 8/19/22

North Bay Reuse Program: Phase 2 Program Application Receives Federal Funding (8/19/22)

(Santa Rosa, CA) – Today the Bureau of Reclamation announced that the North Bay Water Reuse Program (NBWRP) will receive \$6.9M for the Phase 2 Program as part of President Biden's Bipartisan Infrastructure Law to Help Communities Reduce Vulnerability to Drought. Appropriated federal funding will be used for the planning, design and construction of water reuse projects across the country.

“As severe drought and water shortages are gripping the West and impacting folks in our community, coordinated local partnerships like the North Bay Water Reuse Program will be essential for dealing with the climate crisis and building resilience,” said Rep. Jared Huffman.

“Water policy doesn’t have to be a zero-sum game, and these investments from the Bipartisan Infrastructure Law will help address the worsening drought crisis and expand access to clean, reliable water for families, farmers, and wildlife. I’m glad to help deliver this critical funding to expand regional infrastructure to increase capacity, use, and distribution of recycled water, and I appreciate the local leadership making this happen.”

“This much needed federal assistance of our Petaluma reuse projects is an important part of building resiliency in our water delivery system in this time of historic drought, said Supervisor David Rabbitt who represents the Second District of Sonoma County and is Chair of North Bay Water Reuse Authority. “We are grateful to our Federal, State and City partners on this project award that will continue to build out our recycled water projects that will help us become more sustainable with our water use and reuse in both incorporated and unincorporated Sonoma County.”

North Bay Water Reuse Program: Phase 2 Program for the WaterSMART: Title XVI WIIN Act Water Reclamation and Reuse Projects application requested \$6,934,655 in federal funds for three separate projects, with a combined total cost of \$27,738,621.

- Increase capacity at City of Petaluma’s Ellis Creek Water Recycling Facility (ECWRF) Capacity. This project would include facility upgrades at the existing ECWRF to increase tertiary filtration and disinfection capacity by 2.12 million gallons per day (mgd). Currently, ECWRF is able to treat 4.68 mgd (5,242 AFY) to California Code of Regulations (CCR) Title 22 tertiary disinfected standards. This project would install five new filter cells that mirror the existing treatment system and would also install banks of UV lamps in the existing, unused channel. These improvements would allow the City of Petaluma to produce additional tertiary treated recycled water to meet increasing recycled water demands.

- City of Petaluma Urban Recycled Water Expansion would extend recycled water pipelines that originate from the ECWRF to serve existing landscape customers currently served by the City of Petaluma’s potable water system. The complete project would also extend a pipeline from the existing pipeline near ECWRF to serve the Oakmead cluster. The total complete project yield is about 223 AFY.
- City of Petaluma Agricultural Recycled Water Expansion Phase 1 program would extend recycled water pipelines from the ECWRF eastward to serve agricultural customers along Lakeville Highway. This project would efficiently utilize existing assets to increase the distribution of recycled water. The proposed pipeline alignment is along roads in Petaluma’s right of way, within already disturbed areas.

The NBWRP is a regional water recycling initiative encompassing over 350 square-miles in portions of Marin, Sonoma and Napa counties surrounding northern San Francisco Bay, known as San Pablo Bay. The Program is a coordinated effort of 11 municipal, water and wastewater agencies working collaboratively to develop recycled water to build capacity and resiliency into the regions water supply. Learn more at www.nbwra.org.

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