



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

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

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

## **BOARD MEETING AGENDA**

**February 4, 2021**

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

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

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

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

### **REMOTE CONFERENCING ONLY**

**Join Zoom Meeting online at:**

<https://us02web.zoom.us/j/85318994515>

**OR**

**By teleconference at: +16699009128 Meeting ID: 853 1899 4515**

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

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

Estimated  
Time

**OPEN SESSION:**

3:30 PM

**1. PUBLIC COMMENT**

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

3:35 PM

**2. CONSENT CALENDAR:**

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

- A. Approve the Board Minutes for January 14 and January 21, 2021
- B. Approve the Warrant List for February 4, 2021
- C. Approve Order of the Board that Publication of Ordinance 185 has Occurred
- D. Approve Murray to attend the Asset Management Capital Improvement Webinar December 16, 2020
- E. Approve Schriebman to attend the California Coastal Conservancy Webinar Feb 3, 2021

Possible expenditure of funds: Yes, Items B, D and E.

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

3:45 PM

**3. INFORMATION ITEMS:**

**STAFF/CONSULTANT REPORTS:**

1. General Manager Report – Verbal
2. District Correspondence – None
3. November and December 2020 Departmental Reports – Written
4. Annual Budget Development Timeline for FY 2021-22 – Written
5. Quarterly Financial Reports & Treasurer's Reports as of December 31, 2020 - Written

4:45 PM

**4. PROPOSED ORDINANCE 186 – TITLE 2, CHAPTER 10 SANITARY CODE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT**

Board to set a Public Hearing Date for Ordinance 186, An Ordinance to Add Chapter 10, Accessory Dwelling Units and Junior Accessory Dwelling Unites to Title 2, District Regulations, of the Ordinance Code of the Las Gallinas Valley Sanitary District.

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- 5:05 PM**      **5. RESOLUTION 2021-2206 GRANTING A PG&E EASEMENT**  
 Board to review and approve Resolution 2021-2206 granting an easement to Pacific Gas and Electric Company for Phase 1 PG&E Power Relocation and to execute an Easement Deed.
- 5:15 PM**      **6. PUBLIC COMMENT**  
 This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.
- 5:20 PM**      **7. BOARD MEMBER REPORTS:**
1. CLARK
    - a. NBWA Board Committee, NBWA Conference Committee, Other Reports
  2. ELIAS
    - a. NBWRA, Ad Hoc Engineering Committee re: STPURWE, 2021 GM Evaluation Ad Hoc Committee, Other Reports
  3. MURRAY
    - a. Marin LAFCO, CASA Energy Committee, 2021 GM Evaluation Ad Hoc Committee, Marin Special Districts Association, Other Reports
  4. SCHRIEBMAN
    - a. Gallinas Watershed Council/Miller Creek Watershed Council, JPA Local Task Force NBWA Tech Advisory Committee, Other Reports
  5. YEZMAN
    - a. Flood Zone 7, CSRMA, Ad Hoc Engineering Committee re: STPURWE Engineering Subcommittee, Other Reports
- 5:35 PM**      **8. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
  - B. Board Agenda Item Requests – Verbal
  - C. Pending Board Agenda Item Requests
    - i. INFORMATION - Pump Station Vegetation and Safety Report
    - ii. ACTION - Relocation Assistance Act Policy for Real Estate Acquisitions
    - iii. INFORMATION - Meet and Greet new San Rafael Councilmember
    - iv. INFORAMTION – ERAF Allocation/Formula

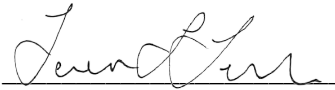
5:40 PM

**9. ADJOURNMENT**

**FUTURE BOARD MEETING DATES: FEBRUARY 18, MARCH 4 AND MARCH 18, 2021**

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



Teresa L. Lerch  
District Secretary

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

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

Agenda Item 2A  
Date February 4, 2021

## MEETING MINUTES OF JANUARY 14, 2021

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION ON JANUARY 14, 2021 AT 3:05 PM, AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, SAN RAFAEL, CALIFORNIA.

- BOARD MEMBERS PRESENT:** M. Clark, R. Elias, C. Murray, and J. Schriebman
- BOARD MEMBERS ABSENT:** C. Yezman.
- STAFF PRESENT:** Mike Prinz, General Manager; Teresa Lerch, District Secretary; Dale McDonald, Administrative Services Manager
- OTHERS PRESENT:** Pat Richardson, District Counsel; Gregory Ramirez, IEDA; Carl Carr, Operating Engineers Local 3
- ANNOUNCEMENT:** Vice President Clark announced that the agenda had been posted as evidenced by the certification on file in accordance with the law
- 1. PUBLIC COMMENT:** None

### 2. IDENTIFY LABOR NEGOTIATORS OF THE DISTRICT

The Board was introduced to Gregory Ramirez from IEDA who replaced Glenn Berkheimer. The Union Representative, Carl Carr from Operating Engineers Local 3 was also introduced to the Board.

**ACTION:**

Board approved (M/S Schriebman/Murray 4-0-1-0 )appointing Gregory Ramirez from IEDA as the District's Labor Negotiator

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

**ACTION:**

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO CLOSED SESSION ON JANUARY 14, 2021 , AT 3:18 PM BY ZOOM CONFERENCE AND AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.

Carr and Lerch left at 3:18 pm.

**CLOSED SESSION:**

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

**ADJOURNMENT:**

**ACTION:**

The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on January 14, 2021 2020 at 4:08 pm.

**BOARD MEMBERS PRESENT:** (By Roll Call): M. Clark ,R. Elias, C. Murray, and J. Schriebman

**BOARD MEMBERS ABSENT:** Yezman

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

**OTHERS PRESENT:** John Cropper, Cropper Accountancy, Mark Moses, Regional Government Services

**PUBLIC COMMENT:** None.

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

**4. PRESENTATION AND RECEIPT OF THE ANNUAL FINANCIAL STATEMENT AND AUDITOR'S REPORT FOR THE YEAR ENDED JUNE 30, 2020.**

John Cropper of Cropper Accountancy presented the results of the Annual Financial Audit for the year ending June 30, 2020. Discussion ensued.

**ACTION:**

Board received (M/S Clark/Murray 3-0-2-0) the Annual Financial Statement and Auditor's report as presented for the year ending June 30, 2020.

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

**5. ADJOURNMENT:**

**ACTION:**

Board approved (M/S Murray/Schriebman 3-0-2-0) the adjournment of the meeting at 5:31 p.m.

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

The next Board Meeting is scheduled for January 21, 2021 3:30 PM at the District Office.

ATTEST:

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

APPROVED:

\_\_\_\_\_  
Megan Clark, Board Vice-President

SEAL

## MEETING MINUTES OF JANUARY 21, 2021

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION BY ZOOM CONFERENCE ON JANUARY 21, 2021 AT 3:32 PM AND STAFF BY ZOOM CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

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

**BOARD MEMBERS ABSENT:** None.

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

**OTHERS PRESENT:** Pat Richardson, District Counsel; Garth Shultz from R3 Consulting Group, Inc; Joe Garbarino, Patty Garbarino, Justin Wilcock, Jason Raleigh, from Marin Sanitary Service

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

**1. PUBLIC COMMENT:** None

**2. PUBLIC HEARING FOR ORDINANCE NO. 185 AMENDING TITLE 4, CHAPTER 1 – REGULATING SOLID WASTE, RECYCLABLE AND ORGANIC MATERIALS, AND THE COLLECTION, REMOVAL AND DISPOSAL THEREOF INCLUDING THE GARBAGE AND REFUSE RATE ADJUSTMENT FOR 2021.**

Garth Schultz from R3 Consulting and Patty Garbarino, Justin Wilcock and Jason Raleigh from Marin Sanitary Service addressed the Board. Discussion ensued.

**OPENED PUBLIC HEARING** – President Yezman opened the public hearing at 3:33 p.m.

All comments were from R3 Consulting and Marin Sanitary Service. No members of the Public attended.

**CLOSED PUBLIC HEARING** – President Elias closed the public hearing at 3:47 p.m.

### **ACTION:**

Board approved (M/S Schriebman/Elias 5-0-0-0) the adoption of Ordinance No 185, An Ordinance Amending Title 4, Chapter 1 of the District Ordinance Code and adjusting the garbage and refuse rate by 4.24% and directing its publication.

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

NOES: None.

ABSENT: None.

ABSTAIN: None.

### 3. CONSENT CALENDAR:

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

- A. Approve the Board Minutes for December 22, 2020 and January 7, 2021
- B. Approve the Warrant List for January 21, 2021
- C. Approve Board Compensation for December 2020.
- D. Approve General Manager's Second Amendment to Employee Agreement

Items B and C were discussed. A correction to Item B - removing a few items from the warrant list and C- removing GWC meeting from Board member attendance form will be made by the Administrative Services Manager.

#### **ACTION:**

Board approved (M/S Murray/Elias 5-0-0-0) the Consent Calendar items A through D with modifications to items B and C.

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

### 4. INFORMATION ITEMS:

#### STAFF / CONSULTANT REPORTS:

1. General Manager Report – Verbal – Prinz reported.
2. District Correspondence - None

### 5. DONATION POLICY

The Board considered adopting a Donation Policy to establish a formal procedure for allocating funds to community groups requesting contributions from the District for educational or non-profit programs and events. Discussion ensued. The Board suggested some modifications and requested that this item will be brought back to the Board at a future Board meeting.

### 6. PUBLIC COMMENT - None

### 7. BOARD MEMBER REPORTS:

#### 1. CLARK

- a. NBWA Board Committee –no report
- b. Other Reports– verbal report – no report

#### 2. ELIAS

- a. NBWRA– no report
- b. Ad Hoc Engineering Committee—no report
- c. Ad Hoc 2021 GM Evaluation Committee – no report
- d. Other Reports– no report

#### 3. MURRAY

- a. Marin LAFCO – written
- b. CASA Energy Committee– no report
- c. Ad Hoc 2021 GM Evaluation Committee – no report
- d. Other Reports– California Bio Resources Symposium - Written
- e. Marin County Special Districts Association – verbal report

#### 4. SCHRIEBMAN

- a. Gallinas Watershed Council/Miller Creek Watershed Council– verbal report
- b. JPA Local Task Force– no report
- c. NBWA Tech Advisory Committee– no report



d. Other Reports- no report

5. YEZMAN

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

8. BOARD REQUESTS:

- A. Board Meeting Attendance Requests – none. Murray requested San Francisco Bay Trail signs be put up in Reclamation.
- B. Board Agenda Item Requests- Clark requested Board conference registration assistance be added to the next Board agenda. Schriebman requested recording (Audio and Video) the next Board meeting (January 29) as she will not be able to attend.

9. ADJOURNMENT:

**ACTION:**

Board approved (M/S Murray/Clark 5-0-0-0) the adjournment of the meeting at 5:07 p.m.

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

The next Board Meeting is scheduled for January 29, 9:00 AM by Zoom Electronic meeting.

ATTEST:

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

APPROVED:

\_\_\_\_\_  
Megan Clark, Board Vice-President

SEAL

Las Gallinas Valley Sanitation District  
Warrant List 2/04/2021 DRAFT

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	2/4/2021	EFT1	ADP Payroll	115,540.16		115,540.16	Paydate & Processing Charges - 1/29/2021
2	2/4/2021	N/A	All Star Rents	457.70		457.70	Air Compressor Rental
3	2/4/2021	N/A	Aqua Engineering	19,378.31		19,378.31	STPURWE - Design Services during Construction
4	2/4/2021	N/A	Aramark Uniform Service	229.12		229.12	Uniform Laundry Service - Weeks of 1/18
5	2/4/2021	N/A	ArcSine Engineering	170,777.73		170,777.73	STPURWE-Secondary Treatment Programming & SCADA Construction Support
6	2/4/2021	N/A	AT&T	3,400.93		3,400.93	Service Plans for Jan & Feb
7	2/4/2021	EFT1	Bank of Marin	47,335.64		47,335.64	February Loan Payment - Recycled Water Loan
8	2/4/2021	EFT	Bank of Marin Credit Card	11,541.21		11,541.21	Credit Cards Purchases from 12/5/2020- 1/06/2021
9	2/4/2021	18268	Bartley Pump aka Pumpman	15,044.32		15,044.32	Rebuild Irrigation Pump #1 - Final Payment
10	2/4/2021	ACH	Brown & Cadwell	8,514.13		8,514.13	STPURWE Engineering Service
11	2/4/2021	ACH	Buck's Saw Service	3.26		3.26	Starter Rope
12	2/4/2021	N/A	BullsEye Telecom	123.43		123.43	Monthly Service for New Phone Trunks - January
13	2/4/2021	EFT	California Water Environment Association	91.00		91.00	EE Certification
14	2/4/2021	EFT	CalPERS 475 Plan	6,947.30		6,947.30	EE's Contribution to Deferred Comp. Paydate 1/15/2021
15	2/4/2021	ACH	CalPERS CERBT-OPEB	11,630.00		11,630.00	Pre-Fund GASB Payment - February
16	2/4/2021	EFT	CalPERS Health	33,495.83		33,495.83	CalPERS Health- Active & Employer Retiree Share - Feb 2021
17	2/4/2021	EFT	CalPERS Retirement	19,922.20		19,922.20	EE & ER Payment to Retirement, Paydate 01/15/2021
18	2/4/2021	18271	CD & Power	3,917.12		3,917.12	Generator Rental Return Fees
19	2/4/2021	N/A	Centricity GIS	2,700.00		2,700.00	Centricity Maintenance, Support & Training - January
20	2/4/2021	N/A	Cintas Corporation	125.06		125.06	Safewasher Service & Filter Replacement - January
21	2/4/2021	N/A	Comet Building Maintenance	1,876.76		1,876.76	Janitorial Services for 300 Smith Ranch - January
22	2/4/2021	EFT	Direct Dental	2,245.61		2,245.61	EE's Dental Payment for Feb
23	2/4/2021	EFT	Discovery Benefits	35.00		35.00	FSA Payments & Administration
24	2/4/2021	N/A	Freyer & Laureta	810.00		810.00	On-Call Contract for Engineering Services- Marin Manhole Replacement
25	2/4/2021	N/A	Goodman, Jacob	2,607.50		2,607.50	Rate Payer that was charged for 2 Sanitary Units Instead of 1. Error by County of Marin.
26	2/4/2021	N/A	HDR Engineering	885.00		885.00	District Rate Study Oct- Dec 2020
27	2/4/2021	N/A	Herc Rentals	1,648.66		1,648.66	Fuel Tank Rental & Return
28	2/4/2021	N/A	ILS Associates	660.00		660.00	STPURWE - Overflow Parking Lot Design
29	2/4/2021	N/A	Jackson's Hardware	525.86		525.86	Padlock, Winter Pants, Safety Coat, Sweatshirts, Misc . Supplies

**Las Gallinas Valley Sanitation District  
Warrant List 2/04/2021 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	2/4/2021	ACH	Kennedy Jenks	101,032.00		101,032.00	STPURWE - Construction Management & Inspection Service
31	2/4/2021	ACH	Kennedy Jenks	31,432.38		31,432.38	On-Call Contract for Inspection Services, Alternative Funding and Grant Consulting, Integrated Wastewater Master Plan
32	2/4/2021	N/A	Maggiora & Ghilotti, Inc.	9,293.57		9,293.57	Sludge Thickener Structure Removal
33	2/4/2021	N/A	Marin Ace	135.10		135.10	Misc. Supplies
34	2/4/2021	N/A	Marin Independent Journal	181.20		181.20	Publish Ordinance No. 185
35	2/4/2021	18288	North Bay Petroleum	1,663.47		1,663.47	Unleaded & Diesel Fuel - 12/29/2020
36	2/4/2021	ACH	Nute Engineering	28.25		28.25	Files Scanning Project
37	2/4/2021	N/A	Operating Engineers	974.72		974.72	Union Dues Paydate 1/15 & 1/29
38	2/4/2021	ACH	Orion Protection Services	318.50		318.50	Nightly Patrol Smith Ranch Rd. Service for February
39	2/4/2021	N/A	Piazza Construction	6,724.97		6,724.97	On-Call Construction & Engineering Contract
40	2/4/2021	N/A	Shamrock Building Materials	164.40		164.40	Concrete, Rebar & Dobie W/Wire
41	2/4/2021	ACH	TCl - Operational & Technical Services	10,712.00		10,712.00	Temporary WW Operator for Vacancy -WE 1/8, 1/15 & 1/22
42	2/4/2021	N/A	TPx Communications	713.90		713.90	Phone Services- January
43	2/4/2021	N/A	Uline	1,156.90		1,156.90	Delineator Posts, Rubber Delineator Base, Yellow Chain
44	2/4/2021	N/A	Unicorn Group	3,510.89		3,510.89	Final Costs for Newsletter Mailing
45	2/4/2021	18301	Verizon Wireless	1,604.15		1,604.15	Cell Phone Bill - Dec - Jan
46	2/4/2021	EFT	Vision Service Plan	417.00		417.00	Vision for February
47	2/4/2021	N/A	Water Components & Building Supply	3.67		3.67	Cap Soc
48	2/4/2021	N/A	Woodland Center Auto Supply	155.19		155.19	Digital Torque Wrench & Funnels
49	2/4/2021	N/A	Zappetini, Inc.	10,000.00		10,000.00	Furnish & Fabricate 3 Catwalks - Progress Payment

Do not change any formulas below this line.

TOTAL \$ 662,691.10 \$ - \$ 662,691.10

EFT1	EFT1 = Payroll (Amount Required)	162,875.80	162,875.80	Approval:  Finance  GM  Board
EFT2	EFT2 = Bank of Marin loan payments	0.00	0.00	
PC	Petty Cash Checking	0.00	0.00	
>1	Checks (Operating Account)	22,229.06	22,229.06	
N/A	Checks - Not issued	239,220.57	239,220.57	
EFT	EFT = Vendor initiated "pulls" from LGVSD	74,695.15	74,695.15	
ACH	ACH = LGVSD initiated "push" to Vendor	163,670.52	163,670.52	
Total		<u>\$ 662,691.10</u>	<u>\$ 662,691.10</u>	

Difference: \$ -

STPURWE Costs 258,486.74

Agenda Item 2C  
Date February 4, 2021



### ORDER REGARDING PUBLICATION

The Board of Directors finds that Ordinance 185, unanimously passed by the Board, was published in the Marin Independent Journal on January 26, 2021 as required by the California Health and Safety Code and have been available for inspection at the District's offices and on its website. This Order constitutes conclusive evidence of compliance with requirements for publication and posting of this ordinance. This Order shall be posted at the following locations and are available for inspection at the District's office.

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

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

Executed on this 4th day of February 2021 at San Rafael, Marin County, California.

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Crystal J. Yezman  
Board President

**Marin Independent Journal**

4000 Civic Center Drive, Suite 301  
San Rafael, CA 94903  
415-382-7335  
legals@marinij.com  
2074259

LAS GALLINAS VALLEY SANITARY  
300 SMITH RANCH ROAD  
SAN RAFAEL, CA 94903

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

**STATE OF CALIFORNIA  
County of Marin**

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

01/26/2021

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

Dated this 26th day of January, 2021.

*Donna Lazarus*

Signature

**PROOF OF PUBLICATION**

Legal No. 0006548006

**LEGAL NOTICE - ORDINANCE NO. 185**

**AN ORDINANCE AMENDING CHAPTER 1, AN ORDINANCE REGULATING SOLID WASTE, RECYCLABLE AND ORGANIC MATERIALS, AND THE COLLECTION, REMOVAL AND DISPOSAL THEREOF, TITLE 4 - GARBAGE SERVICE, AS AMENDED, OF THE ORDINANCE CODE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT**

Pursuant to Health & Safety Code § 6490 and 6491.3, the Board of Directors of the Las Gallinas Valley Sanitary District, approved Ordinance No. 185 on January 21, 2021:

The Las Gallinas Valley Sanitary District has passed Ordinance 185 entitled An Ordinance Amending Chapter 1, an Ordinance Regulating Solid Waste, Recyclable and Organic Materials, and The Collection, Removal and Disposal Thereof, Title 4 - Garbage Service. The ordinance amends Appendix A of Title 4, Chapter 1 to increase the refuse collection rates effective January 1, 2021 by 4.24%.

The most common residential, multi-family and commercial services will be increased as follows:

**Residential Service and Multi-family Cart Service**

Cart Service	1/1/21	Monthly	Quarterly
20 Gallon		\$34.96	\$104.88
32 Gallon		\$41.12	\$123.36
64 Gallon		\$82.24	\$246.72
96 Gallon		\$123.36	\$370.08

**Commercial Service**

Cart Service	Collections Per Week						
	1/1/2021	1	2	3	4	5	6
20 Gallon	\$35.75	\$71.50	\$107.25	\$143.00	\$178.75	\$214.50	\$250.25
32 Gallon	\$42.05	\$84.10	\$126.15	\$168.20	\$210.25	\$252.30	\$294.35
64 Gallon	\$84.10	\$168.20	\$252.30	\$336.40	\$420.50	\$504.60	\$588.70
96 Gallon	\$126.15	\$252.30	\$378.45	\$504.60	\$630.75	\$756.90	\$883.05

A complete text of Ordinance No. 185 is available for public review at the District offices and at the District's web site [www.lgvsd.org](http://www.lgvsd.org).

\* \* \* \* \*

I hereby certify that the foregoing is full, true, and correct summary of the Ordinance duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District of Marin County, California, at a meeting hereof held on January 21, 2021, by the following vote of members thereof:

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

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

APPROVED:  
/s/ Crystal Yezman, President  
Las Gallinas Valley Sanitary District

Jan 26, 2021

AGENDA ITEM 2D  
DATE February 4, 2021



## BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 12/15/20 Name: MURRAY, CRAIG K.

I would like to attend the ASSET MGT. AND CAPITAL IMPROVEMENT Meeting  
of RCAC  
PLANNING FOR SMALL WATER SYSTEMS PART 1 OF 2

To be held on the 16<sup>th</sup> day of DEC. from 10 a.m. / p.m. to  
16<sup>th</sup> day of DEC. from 12 a.m. / p.m.

Location of meeting: ONLINE

Actual meeting date(s): 12/16/20

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

Purpose of Meeting: ASSET MANAGEMENT + CIP WORKSHOP

Other meeting attendees: UNKNOWN

Meeting relevance to District: INFRASTRUCTURE

Frequency of Meeting: 1x

Estimated Costs of Travel (if applicable): 0

Date submitted to Board Secretary: 12/15/20 1/14/21

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

Please submit to the District Administrative Assistant, no later than 2:00 p.m. on the Friday prior to the Board Meeting.



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(http://www.rcac.org/trainings/)

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(https://www.linkedin.com/company/rcac)

# Asset Management and Capital Improvement Planning for Small Water Systems Part 1 of 2 121620-10

## Event Date & Time

12/16/2020 10:00 AM - 12/16/2020 12:00 PM

## Location

Online

Times listed are Pacific Time.

## 2 CA Drinking Water Contact Hours awarded.

This course Asset Management and Capital Improvement Planning for Small Water Systems Workshop is now offered as an online two-part series, and is recommended to take both parts on the same day. Part 1 will take place from 10:00am to 12:00pm and Part 2 will take place from 2:00pm to 4:00pm. Please follow the link below to register. [Please click here if you would like to register for part 2. \(https://www.events.rcac.org/assnfe/ev.asp?ID=2288%20%20\)](https://www.events.rcac.org/assnfe/ev.asp?ID=2288%20%20)

For any water utility, even a very small water system, asset management (e.g. water tanks, pumps, computers, buildings, etc.) plays a significant role in the overall financial performance and sustainability of the water system. With proper planning, the useful life of equipment can be extended, emergencies can be avoided, and overall costs will be reduced. A capital improvement plan (CIP) prioritizes the replacement or installation of infrastructure assets. It includes the forecasting and budgeting of capital outlay and is an integral part of the budgeting and rate-setting process for even very small water systems.

Participants will learn how to:

- Inventory assets
- Prioritize projects
- Analyze funding options
- Develop a CIP Reserve Fund
- Budget to support the CIP/Asset Management Plan

For registration questions, contact us at: [registration@rcac.org](mailto:registration@rcac.org) (mailto:registration@rcac.org)• (916) 447-9832 • <https://www.events.rcac.org/assnfe/ev.asp?ID=2123#> ext. 1429

©2020. This document was prepared using funds under Agreement 18-019-550 with the California State Water Resources Control Board; the total Agreement is for \$3,971,380 and will produce multiple documents and training events over the span of the multi-year contract.

[Add to Cart \(Cart.asp?Mode=SAVENEWCRS&mlUtil\\_ EventID=2287&PID=\)](#)

## On-Line Registration

### Attendee

Fee End Date	Fee Description	Amount
12/16/2020	<a href="#">No Charge (Cart.asp? Mode=SAVENEWCRS&amp;mlUtil_ EventID=2287&amp;mlUtil_ FeeID=2166&amp;PID=)</a>	Free <a href="#">Register (Cart.asp? Mode=SAVENEWCRS&amp;mlUtil_ EventID=2287&amp;mlUtil_ FeeID=2166&amp;PID=)</a>



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(http://www.rcac.org/trainings/)

Welcome Craig | [Profile](#)  
(/assnfe/me.asp) | [Logout](#)  
(/CookieRedirect.asp?  
COKMODE=DESTROYCOOKIES)

-   
(https://www.facebook.com/rcac)
-   
(https://twitter.com/rcacorg)
-   
(https://www.linkedin.com/comp)

**EVENT ENROLLMENT CONFIRMATION**

Name	Registered Items	
1. Murray, Craig	Attendee Asset Management and Capital Improvement Planning for Small Water Systems Online Asset Management and Capital Improvement Planning for Small Water Systems Part 1 of 2 121620-10 Date: 12/16/2020 Time: 10:00 AM - 12:00 PM Location: Online Contact hours have been approved for the Registered Environmental Health Specialist Program.  Enter your Water System ID Number: N/A  Please enter your Water Operator number: N/A  Please enter Operator Grade Level: N/A  How big is your utility system?: N/A	\$0.00
SubTotal		\$0.00
Total		\$0.00

[Home \(http://www.rcac.org\)](http://www.rcac.org)

Contact RCAC 3120 Freeboard Drive, Suite 201, West Sacramento, CA 95691 (916) 447-2854 Fax: (916) 372-5636

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## BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 1/24/2021 Name: Judy Schriebman

I would like to attend the \_\_\_\_\_ Webinar \_\_\_\_\_ Meeting of  
\_\_\_\_\_ The California Coastal Conservancy \_\_\_\_\_

To be held on the 3 day of Feb from 11 a.m. to 1 p.m.

Location of meeting: \_\_\_\_\_ webinar \_\_\_\_\_

Actual meeting date(s): Feb. 3, 2021

Meeting Type: (In person/Webinar/Conference) \_\_\_\_\_ Web \_\_\_\_\_

**Purpose of Meeting:** Kellyx Nelson and Jim Robins about the **Cutting Green Tape initiative** and why it is needed to protect our natural resources. Ms. Nelson and Mr. Robins are two of the lead authors of the Cutting Green Tape: Regulatory Efficiencies for a Resilient Environment report (November 2020) and will discuss the need for changes in our regulatory processes and present the recommendations in the report.

Other meeting attendees: \_\_\_\_\_

Meeting relevance to District: Regulatory hurdles meant to stop bad environmental projects often lead to needlessly complicating good environmental projects such as our SLR horizontal levee, restoration of the proper marshland of McInnis, etc.

Frequency of Meeting: \_\_\_\_\_ One Time \_\_\_\_\_

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

Date submitted to Board

Secretary: 1/24/2021

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

**2/4/2021**

**General Manager Report**

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

**2/4/2021**

**District Correspondence**

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

# Agenda Summary Report

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To: LGVSD Board of Directors  
From: Mike Prinz, General Manager *MJP*  
(415) 526-1511 mprinz@lgvsd.org  
Meeting Date: February 4, 2021  
Re: November and December 2020 Departmental Reports  
Item Type: Consent  Action  Information  Other   
Standard Contract: Yes  No  (See attached) Not Applicable

---

## STAFF RECOMMENDATION

None. Informational only.

## BACKGROUND

The attached departmental reports reflect the activities for November and December, 2020.

Highlights of note include the following:

### Administration

An accounting and financial systems needs assessment continues under the guidance of Regional Governmental Services staff who have substantial expertise in Enterprise Resource Planning (ERP) systems implementation. ERP refers to a type of software that organizations use to manage day-to-day business activities such as accounting, procurement, project management, risk management and compliance, and supply chain operations. The needs assessment will generate valuable input for the upcoming ERP Request for Proposals (RFP) for the District's ERP project, which was originally budgeted in the FY 19/20 budget. The RFP is not yet ready to be issued but is anticipated to be published in the next few months.

### Collections and Maintenance

The collections group continues to focus strictly on flushing and rodding gravity mains in order to ensure functionality of the entire gravity main network prior to recommencing televising of mains.

Staff continue to pursue a knowledge transfer effort in order to shift all pump station responsibility to the collections group who have historically operated most, but not all of the District's pump stations.

### Plant Operations

Biogas microturbine 'uptime' continues a positive trend of reliable operations, which is a milestone worthy of noting due to historical reliability challenges associated with the District's microturbine system.



## **Engineering**

The District's 2 staff member engineering division continues to be extremely busy with a very wide array of projects, the most significant of which is the District's \$60M Secondary Treatment Process Upgrade and Recycled Water Expansion (STPURWE).

Engineering staff are working very closely with Kennedy Jenks consultants regarding phase 2 of the District's Integrated Wastewater Master Plan. Phase 2 of the contract was brought to the Board for final approval. This is a very significant effort and the first of its kind for the District.

## **Other Areas of Note**

The General Manager continues to advance the District's Strategic Initiative Number 2 to establish beneficial use of biosolids. In order to ascertain potential feasibility of a regional biosolids program, 4 letters of interest were received in response to the issuance of a solicitation for letters of interest in a potential collaborative biosolids management project on District Property.

Additionally, the General Manager, in concert with engineering staff, is pursuing a contract for 'onboarding' asset data for the Biowheel™ aeration system, which is fundamental to the STPURWE project. This supports the District's Strategic Initiative Number 5, Develop Asset Management System.

## **PREVIOUS BOARD ACTION**

N/A

## **ENVIRONMENTAL REVIEW**

N/A

## **FISCAL IMPACT**

N/A

## FINANCE

- Annual Debt Transparency Report for 2017 Bond submitted to California Debt and Investment Advisory Commission (CDIAC).
- Audit FY 2019-2020 – Financial Statements completed.
- Form of Annual Certification - Enterprise Fund Installment Sale Agreement with IBank completed on December 31.
- Private Sewer Lateral Assistance Program annual review and audit by staff. Two properties were identified as not having been billed. Both property owners contacted, one chose to pay past due and the other will have back charges imposed on next tax roll. Procedures updated to address oversight.
- Direct Billing Sewer Service Charge invoices mailed November 13.
- Builder's Insurance Risk for coverage of STPURWE Project bound on December 23.

## ADMINISTRATION

- COVID-19 Prevention Plan (CPP) drafted, revision by Du-All Safety being undertaken.
- Upgraded telecom connection at 101 Lucas Valley Road to address static problems on Avaya IP phone system.
- Sewer Lateral Ordinance - Pam Amatori, Administrative Assistant, provided administrative support on 24 inspections in November and December.
- Coordination of additional Board meetings around holidays and for extra meetings.

## HUMAN RESOURCES

- Compensation Study – Koff Associates updated job descriptions and completed draft market rate study.
- Two job opportunities posted – Skilled Maintenance Worker I and Wastewater Treatment Plant Operator III, hiring anticipated in coming months.
- Labor Management Committee met on December 17.
- Pacific Crest Group to continue providing HR thru June 2021, new representative Lee Ann Chernack replaced Tanya Robertson.

## REQUEST FOR PROPOSALS

- Needs Analysis ongoing to support development of Request for Proposals (RFP) for Enterprise Resource Planning (ERP) software which will replace QuickBooks and integrate with CityWorks in use at the plant and with the collection system. RFP anticipated in early 2021.

### SSO SPILL SUMMARY

- None for November/December.

### KEY MAINTENANCE PROJECTS

- Annual Facility Safety Assessment – (60) Work Orders created, (42) completed
- Grading and Fence Removal – Reclamation Maintenance Shop
- Multiple Treatment Plant Facility repairs – (36) Work Orders
- Routine Preventative Maintenance Work Orders – Treatment Plant/Pump Stations
- (200) Fleet Maintenance Inspections

### SAFETY ISSUES AND TRAINING

- Spill Prevention, Control and Countermeasures Training
- “Hot Work” and Hazard Communication Training
- California Environmental Reporting System (Hazardous Materials/Chemical Inventory) – Annual Reporting
- Annual Facility Safety Assessment – Completed.

### OTHER

- Multiple Plant Maintenance repairs in preparation for discharge season -September 2020.
- Collection System - Wet weather preparation includes siphon cleaning, “Hotspot” maintenance, and more. Freeway Undercrossing inspection and cleaning completed November 2020.
- Pump Station Training – Continued field training for Pump Station Responsibility Transfer to Collections Department – August/September 2020.
- 11/04/2020: 491 Cedar Hill – Mainline backup into residence
  - Cause – Root intrusion and lack of Back Up Prevention Device at foundation.

### REQUESTS FOR PROPOSALS

- Fence materials for reclamation shop improvements
  - Lowest Quote – SC Barns =approximately \$9,900

### PERFORMANCE METRICS

#### *Collection System Cleaning and CCTV Inspection*

- Flushed/Rodded = 86,222 feet; Percent of District = 15.5%.

- CCTV Inspected = 0 feet; Percent of District = 0.0%.

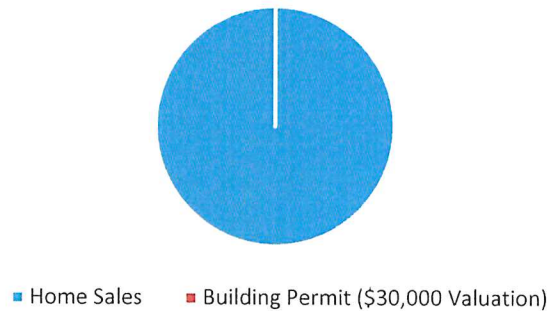
*CNG Fueling Stations*

- CNG Fueling Station
  - Plant Slow Fill = 0% Up Time
  - Smith Ranch Fast Fill = 0% Up Time.
- Anderson Drive PG&E Fuel Station
  - 14 Trips to Anderson Drive Fueling Station
  - 105 miles driven for refueling

*Sewer Lateral Ordinance Inspections - Number of Applications Processed*

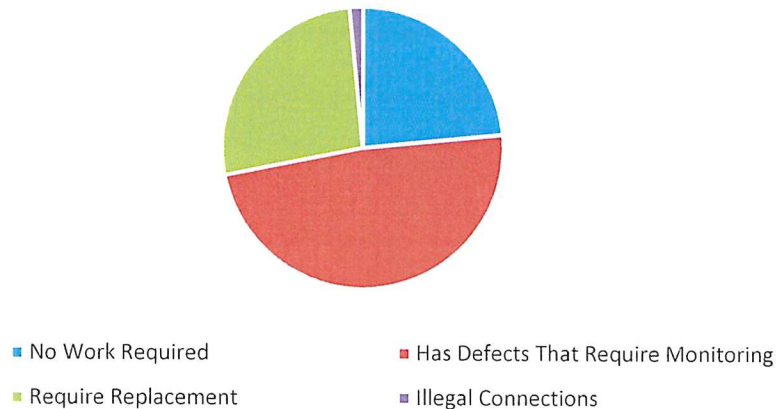
- Home Sale Applicants = 51 submitted.
- Building Permit (\$30,000 valuation) Applicants = 0 submitted

Applications - Home Sale vs Building Permit (Triggers)



- Home Sale Letter of Findings Issued = 63; 17- require replacement, 31 -have defects that require monitoring, 15 - no work or monitoring required, 1 – Illegal connection

Letter of Findings Issued





**DESIGN (Number of projects in design phase: 11)**

- Administration Building Site Evaluation – Staff reviewed preliminary building layouts for the existing admin building site prepared by MWA Architects.
- Reclamation Pond Transfer Wood Box Galvanized Catwalks – Staff prepared scope of work for installation of three galvanized walkways in place of the existing wood piers.
- Contempo Marin Manhole Replacement – Staff discussed design options with Freyer & Laureta under the on-call engineering contract.
- Flow Equalization Basin - Hazen & Sawyer is evaluating the costs of using Primary Clarifier #1 and feasibility of using existing Secondary Clarifier location for flow equalization.

**CONSTRUCTION (Number of projects in construction: 11)**

- Automated Gate for Reclamation Bridge – Staff discussed automated gate layout and additional fencing with man gate for enhanced security near the lab building.
- Sludge Thickener Structure Removal – Staff reviewed contractor submittals and RFIs. Maggiora & Ghilotti began demolition in December.
- Miscellaneous Paving 2020 - Held pre-con meeting.

**REQUEST FOR PROPOSALS/QUALIFICATIONS**

- **Issued: 1 RFQ**
  - Standby Generator System Installation for Minor Pump Stations
- **On Hold Due to Absence of District Engineer**
  - Force Main Assessment, Cleaning, Location Marking, & Mapping
  - Arc Flash Study for Pump Stations, Treatment Plant, and Reclamation Facilities
  - Grit Chamber Coating and Auger Replacement (UPCCAA)

**CALL FOR BIDS**

- *None.*

**OTHER**

- Integrated Wastewater Master Plan
  - Finalized Phase 2 scope and budget with Kennedy Jenks.
  - Began Phase 2.
- Reclamation Bridge Load Capacity & Seismic Analysis
  - Staff reviewed analysis and discussed findings of the inspection report prepared by MGE Engineering.
- Gallinas Levee Demonstration Project
  - Provided *Right to Enter* to Marin County Flood Control and Water Conservation District for staging and access purposes at Venetia Harbor Pump Station.

## Engineering Monthly Report (Nov/Dec 2020)

Job No.	Project Name/Updates	On Hold	% Completion
<b>DESIGN PROJECTS</b>			
11200-03	<b>John Duckett Sewage Main Capacity and Storage</b> • GHD submitted a letter to San Rafael Manor Board regarding potential land acquisition.		30%
20100-02	<b>Administration Building Site Evaluation</b> • Issued conceptual design amendment for MWA Architects. • Reviewed preliminary building layouts for existing admin building site.		Site Evaluation: 100%; Conceptual Design: 30%
20500-02	<b>Reclamation Pond Transfer Wood Box Galvanized Catwalks</b> • Prepared scope of work and reviewed preliminary galvanized catwalks design.		UPCCAA: 90% Construction: 0%
20600-04	<b>Flow Equalization Basin</b> • Design by Hazen in progress.		25%
21300-01	<b>Contempo Marin Manhole Replacement</b> • Discussed design options with Freyer & Laureta (F&L).		15%
21300-06	<b>Venetia Harbor Fencing &amp; Paving</b> • Requested proposal for boundary survey.		0%
20300-09	<b>Smith Ranch Pump Station Electrical Upgrades</b> • Awarded contract.		5%
21300-04	<b>Pump Station Site Lighting Improvements</b> • Awarded contract.		5%
21350-01	<b>Automatic Transfer Switches for Pump Stations</b> • Awarded contract.		5%
21600-01	<b>Emergency Bypass Pumping Analysis &amp; Emergency Response Plan</b> • Awarded contract.		5%
21600-07	<b>Digester Room MCC#2 Upgrade</b> • Awarded contract.		5%
<b>CONSTRUCTION PROJECTS</b>			
11500-09	<b>Miller Creek Vegetation Maintenance</b> • On-going with Hanford ARC.		25%
12300-05	<b>Rafael Meadows Pump Station Standby Generator Installation</b> • Reviewed submittals for NBC Construction & Engineering.		15%
12600-07 & 16650-02	<b>Secondary Treatment Plant Upgrade &amp; Recycled Water Expansion</b> • On-going with Myers & Sons Construction.		79%
18360-01	<b>Marin Lagoon Pump Station No.1 Improvements</b> • Awarded contract.		5%
19200-01	<b>Air Release Valve and Vault Replacements</b> • Issued Notice to Proceed. • Reviewed submittals.		10%
20125-01	<b>On-Call Construction Contract</b> • Piazza repaired manhole drop inlet structure at 42 Los Ranchitos Rd.		Continuous
21500-06	<b>Automated Gate for Reclamation Bridge</b> • Reviewed submittals from NBC Construction & Engineering.		25%
21600-14	<b>Bioassay Test System Installation</b> • Anticipate system to be ready by Feb 2021.		25%
21600-17	<b>Sludge Thickener Structure Removal</b> • Maggiora & Ghilotti began demolition. • Reviewed contractor submittals and RFIs.		30%
21600-03, 21600-11	<b>Miscellaneous Paving 2020</b> • Awarded contract.		5%
21600-15	<b>Miscellaneous Plant Equipment Demolition &amp; Disposal</b> • Completed disposal of old solar panels.		100%
<b>REQUESTS FOR PROPOSALS</b>			
<i>ISSUED</i>			
21300-03	<b>Standby Generator System Installation for Minor Pump Stations</b> • Issued Request for Pre-Qualifications for design-build project. • Received 3 pre-qualification packages.		
<i>NEAR TERM/ANTICIPATED</i>			
20200-01	<b>Force Main Assessment, Cleaning, Location Marking, &amp; Mapping</b>	On Hold	

Job No.	Project Name/Updates	On Hold	% Completion
21300-07, 21500-07, & 21600-16	Arc Flash Study for Pump Stations, Treatment Plant, and Reclamation Facilities	On Hold	
21600-08	Grit Chamber Coating and Auger Replacement (UPCCAA)	On Hold	
<b>CALL FOR BIDS</b>			
None.			
<b>OTHER</b>			
17500-05	<b>McInnis Marsh Restoration</b> • Continue to review and provide comments to Descanso force main relocation design by BKF Engineers.		N/A
20100-04	<b>Integrated Wastewater Master Plan</b> • Finalized Phase 2 scope and budget with Kennedy Jenks. • Began Phase 2.		35%
20125-01	<b>On-Call Engineering Contract</b> • Executed contracts with Hazen and F&L.		Continuous
20500-05	<b>Marsh Pond Long Term Vegetation Management</b> • Received comments from Audubon Society and Nute Engineering. • Waiting for comments from Marin/Sonoma Mosquito & Vector Control District.		80%
21125-01	<b>Archive Development</b> • Completed preliminary tasks.		15%
21125-03	<b>Alternative Funding Pursuit</b> • None.		Continuous
21500-03	<b>Reclamation Bridge Load Capacity &amp; Seismic Analysis</b> • Staff reviewed and commented on draft report. • MGE Engineering provided final report.		100%
<b>LAND DEVELOPMENT</b>			
	<b>160 Mitchell Blvd</b> • Reviewed plans and provided comments.		
	<b>275 Los Ranchitos Lot Line Adjustment</b> • Reviewed plans and provided comments.		
	<b>350 Merrydale Townhomes - 350 Merrydale Rd</b> • Project on hold.		
	<b>Airport Recreational Facility - 400 Smith Ranch Rd</b> • Reviewed revised sewer plans.		
	<b>Guide Dogs for the Blind - 350 Los Ranchitos Rd</b> • See District Counsel and/or General Manager.		
	<b>Kaiser Parking Garage/Medical Office Building - 1650 Los Gamos Dr</b> • Received application for the medical office building.		
	<b>Kaiser - 99 Montecillo Rd</b> • Reviewed revised sewer plans for Trailer 9.		
	<b>Oakmont - 3773 Redwood Hwy</b> • On-going inspection for sanitary sewer improvements.		
	<b>Ounce Outdoors at Northgate Mall</b> • Evaluating applicant's request for connection fee adjustment for short-term lease.		
	<b>Talus Reserve - 98 Erin Dr</b> • Met with applicant for plan review and other District requirements.		
	<b>Reviewed and Issued Will Serve Letters to the following:</b> • 28 Washington Ave • 209 Corrillo Dr		

## CRITICAL PROCESS

- The treatment plant effluent was discharged to Miller Creek for the months of November and December, with brief periods of discharge to pond storage to accommodate scheduled process disruptions related to the STPURWE project.
- Reclamation storage pond return pumps were in operation for the months of November and December in preparation for winter storms and to also accommodate periods of construction related process disruptions when creek discharge is not feasible. This effectively reduces storage levels for operational flexibility.
- Collections System Staff began to take the lead in the Operation and Maintenance of Major Pump Stations as Plant Operations Staff transitioned to a support role.
- Staff assisted in coordination of, and modified operations to accommodate, 17 service outage requests (SOR) for the STPURWE Project.

## NON-CRITICAL PROCESS

- An electrical contractor began installing LED lighting at the treatment plant and pump stations as part of the on bill financed program through PG&E and CH Energy.

## PERSONNEL

- 11-2-20 Operations staff attend Biological Nutrient Removal overview training in preparation for 2021 Biowheel process commissioning.
- A Contract plant operator began service for the District on 11-23-2020 to temporarily fill a Plant Operator resignation as of 11-25-2020.

## REGULATORY COMPLIANCE

- All treatment processes remained within permissible limits and no self-determined violations were reported.

## REQUESTS FOR PROPOSALS

- Annual service agreement for solar power O&M support.
- Secondary Digester Cleaning.

**PERFORMANCE METRICS**

*Sewage Treated*

- 2.01 million gallons per day average daily influent flow for November and December.

*Recycled Water Production*

- 2.5 million gallons RW were conveyed to North Marin Water District for distribution.
- No Recycled Water was Produced by MMWD per Operational Agreement to facilitate STPURWE Project.

*Reclamation*

- Pond Levels Beginning of Nov. – Pond #1 = 6.3' - Pond #2 = 6.1' ~ 68.5 % of Capacity  
Pond Levels at End of Dec. – Pond #1 = 5.5' - Pond #2 = 5.28' ~ 60 % of Capacity
- 26.5 million gallons of effluent storage pond water was applied to the irrigation pastures in FY 20-21.

*Solar Power Generation*

- 28,390 kWh offsetting approximately \$5,110 in PG&E/MCE electrical consumption costs.

*Biosolids*

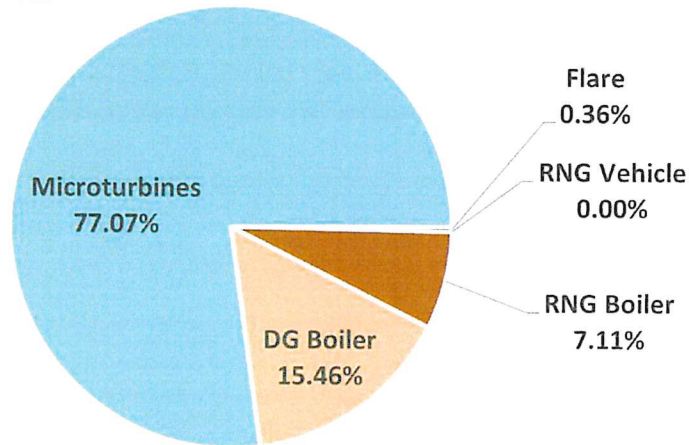
- Normal digestate storage accumulation in the sludge lagoons.

*Biogas Utilization*

- Total Digester Gas Produced – 2,193,700 scf – Microturbines at 100% uptime producing a total of 60,235 kWh, offsetting approximately \$10,842 in PG&E/MCE electrical consumption costs.

DG = Digester Gas


RNG = Renewable Natural Gas




*WAP*



# Agenda Summary Report

**To:** Mike Prinz, General Manager 

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

**Meeting Date:** February 4, 2021

**Re:** Annual Budget Development Timeline for FY 2021-22

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

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

## STAFF RECOMMENDATION

Board to receive the annual budget development and adoption timeline.

## BACKGROUND:

Attached is the tentative budget calendar for the 2021-2022 Fiscal Year (FY). This calendar indicates that the budget will be brought to the Board for approval on June 10<sup>th</sup>. A Sewer Service Charge rate study, Classification & Compensation study, and compliance with Prop 218 deadlines are also included in the calendar.

Development of the budget will be done in tandem with finishing up the Sewer Service Charge study by HDR and the Classification & Compensation study being completed by Koff & Associates. Results of these studies will be considered by the Board when developing the budget at its workshop tentatively scheduled for April 1, 2021.

Adoption of the budget and, if needed any rate increases for FY 2021-22 and FY 2022-23, will be completed before June 30, 2021. Sewer Service Charges for FY 2021-22 will be submitted to the County of Marin before the first week in August.

**PREVIOUS BOARD ACTION:** None

**ENVIRONMENTAL REVIEW:** N/A

**FISCAL IMPACT:** None



## Annual Budget Development and Adoption Timeline

2021-22

	<b>Budget Tasks</b>	<b>Date</b>	<b>Status</b>
1.	Budget kickoff meeting	2/2/2021	
2.	Preliminary budget review with managers (O&M and CIP)	2/23/2021	
3.	Sewer charge study – draft data gathered by HDR to est. SSC	2/23/2021	
4.	Budget revision to managers for comment (O&M and CIP)	3/2/2021	
5.	Draft of 218 Notice to Board for review and comment, HDR SSC Presentation to Board.	3/4/2021	
6.	Board approve Koff Class & Comp Study	3/4/2021	
7.	Prepare preliminary sewer rate calculations	Late March <sup>(1)</sup>	
8.	Budget workshop with the Board	4/1/2021	
9.	HDR Public SSC Presentation #2, Board set budget and sewer service rate public hearings for June 10, 2021	4/1/2021	
10.	218 Notices mailed to property owners	4/10/2021 <sup>(2)</sup>	
11.	Finalize budget for employee costs base on CPI data	5/6/2021	
12.	Publication of legal ads for budget and sewer service charge public hearing	Last week of May/first week of June	
13.	Final review of the draft budget with the Board	5/20/2021	
14.	Budget and SSC hearings	6/10/2021	

(1) Timing dependent on MMWD providing the data

(2) Minimum time is 45 days in advance of public hearing date of June 10th



# Agenda Summary Report

**To:** Mike Prinz, General Manager *MP*  
**From:** Dale McDonald, Administrative Services Manager *M*  
 (415) 526-1519 [dmcDonald@lgvSD.org](mailto:dmcDonald@lgvSD.org)  
**Meeting Date:** February 4, 2021  
**Re:** Quarterly Financial Reports & Treasurer's Reports as of December 31, 2020

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

## STAFF RECOMMENDATION

Information only

## BACKGROUND

### Treasurer's Report:

Pursuant to the State of California Government Code Section 56300, and the District's investment policy adopted on February 23, 2017, and industry best practices, staff prepares a quarterly report on the District's cash position, investments, and liquidity.

As specified in California Government Code Section 53646(e), if all funds are placed in Local Agency Investment Fund (LAIF), FDIC-insured accounts and/or in a county investment pool, the reporting elements may be replaced by copies of the latest statements from such institutions.

The attached Treasurer's Report presents the District's bank and investment account balances as of December 31, 2020. Total Cash and Investments of \$36.5 million reflect a decrease of \$23.7 million during the previous twelve-month period. This decrease is the result of major capital project expenditures from funds that were accumulated specifically for those capital projects. Included with the Treasurer's Report are the LAIF remittance advices from the State Controller which includes report on earnings ratio, interest rate, and current market value as of December 31, 2020.

The District's investments comply with its investment policy and the District has sufficient funds available to meet its obligations for the next six months.

### Quarterly Financial Report:

Quarterly reviews can include comparisons of financial plans and budgets, current forecasts, and actual results. Highlights and summaries of financial activities can be provided.





The 2017 Revenue Bonds issued to fund the Secondary Treatment Plant Upgrade Recycled Water Expansion (STPURWE) project has been exhausted with a balance of \$112 remaining in the Bond LAIF Account as of December 31. A request to close LAIF account 11-21-012 and refund any remaining balance and accrued interest was submitted to LAIF.

The first disbursement request from the California Infrastructure and Economic Development Bank (IBank) in the amount of \$1,389,441 was made this quarter. The remaining balance for use towards the STPURWE project as of December 31 is therefore \$10,610,559. IBank disbursements will occur as payment requests from Meyers & Sons Construction are received. A second disbursement request of \$727,919 was made in January 2021 and a third request of \$1,175,391 will be made in early February.

A combined department roll-up operational review was undertaken and Profit & Loss Budget vs. Actual report summary for the period July through December 2020 is being provided. The column "*Annual Budget*" is what was adopted for the 12-month fiscal year. The summary report serves as a useful tool to management and the Board in being able to quickly draw attention to certain areas that may need focused attention. Areas to watch as we move into the budget process are:

- 2080 – Repairs and Maintenance
- 2320 – Outside Services
- 2535 – Utilities

A credit of \$25,495 under account 6999 – Uncategorized Expenses is related to a reconciled and paid credit card credit bill on October 29, 2020. It is being investigated and an adjustment to correct the allocation to the proper account will be done prior to the mid-year budget report.

During financial review, it was discovered that Quarterly true up transfers from the Bank of Marin Operating account to Marin Lagoon and Captains Cove have not been done since March 2019. Staff will investigate, identify funds that needs to be transferred, and complete transfer this fiscal year. Change from previous year is for interest accrued on these accounts.

The LAIF interest rate has decreased from 0.84% as of September 2020 to 0.63% as of December 31, 2020.

**PREVIOUS BOARD ACTION**

N/A

**ENVIRONMENTAL REVIEW**

N/A

**FISCAL IMPACT**

None

**Las Gallinas Valley Sanitary District  
Treasurer's Report - Operating and Investment Accounts  
December 31, 2020**

I. Account Summary: Bank and Investment Accounts Accounts Summary	December		Change from Previous Year
	2020	2019	
<b>Summary of Bank and Investment Accounts</b>			
<b>OPERATIONS:</b>			
<b>Bank of Marin</b>			
Operating Accounts	4,025,586	3,617,135	408,451
Liquid Savings	225,269	32,401	192,868
Private Sewer Lateral Rehab	180,674	163,839	16,835
Surcharge-Marine Lagoon	84,534	84,386	148
Surcharge-Captains Cove	17,254	17,224	30
Connection Fee	122,603	55,486	67,117
Capital Project Reserve Fund Money Market 3983	2,611,199	2,609,335	1,864
<b>Petty cash</b>	708	941	(232)
<b>Investment Accounts</b>			
Debt Service Reserve-Recycled Water	598,205	593,919	4,286
Debt Service Reserve-SRF Loan	299,719	297,571	2,147
Local Agency Investment Fund	<u>28,304,541</u>	<u>20,151,886</u>	<u>8,152,654</u>
Cash and Investments	<u>\$ 36,470,292</u>	<u>\$ 27,624,123</u>	<u>\$ 8,846,169</u>
<b>BOND INVESTMENTS:</b>			
Local Agency Investment Fund	<u>\$ 112</u>	<u>\$ 32,481,956</u>	<u>\$ (32,481,844)</u>
<b>TOTAL CASH AND INVESTMENTS</b>	<u><b>\$ 36,470,404</b></u>	<u><b>\$ 60,106,079</b></u>	<u><b>\$ (23,635,675)</b></u>

II. Account Activity for Bank of Marin Accounts

Bank of Marin operating account activity is for paying regular operating expenses of the District. Funds are transferred from the Liquid Savings to the Operating account as needed.

**Statement of Compliance:**

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

Prepared by:   
Dale McDonald, Administrative Services Manager

Approved by: \_\_\_\_\_  
Mike Prinz, General Manager

**Las Gallinas Valley Sanitary District**  
**Profit & Loss Budget vs. Actual**  
July through December 2020

Ordinary Revenue/Expense	Jul - Dec 20	Annual Budget	% of Budget
<b>Revenue</b>			
9000 · Property Tax Revenue	633,656.42	962,419.00	65.84%
9040 · Supp. Assmnts - Property Tax	3,714.54	16,000.00	23.22%
9046 · ERAF	252,663.04	325,000.00	77.7%
9011 · User Charge	8,977,545.86	15,289,361.00	58.7%
9010 · Federal and State Grants	446,228.70	847,150.00	52.67%
9880 · Recycled Water	143,947.66	42,000.00	342.73%
9881 · MMWD Reimbursement	51,637.13	463,395.00	11.14%
9021 · Franchise Revenue	86,939.35	137,081.00	63.42%
9023 · Connection Fees	23,063.75	7,720.00	298.75%
9034 · Connection Fee refund	-3,794.30	0.00	100.0%
9022 · Permits and Inspection Fees	44,960.00	3,500.00	1,284.57%
9024 · Application Fees	2,750.00	20,413.00	13.47%
9773 · Miscellaneous Income	0.00	750.00	0.0%
9100 · Reimb. for Lateral Repairs	10,166.27	66,500.00	15.29%
9280 · Home Owner Prop Tax Relief	642.59	4,300.00	14.94%
9200 · Interest Income	163,561.77	800,900.00	20.42%
<b>Total Revenue</b>	<b>10,837,682.78</b>	<b>18,986,489.00</b>	<b>57.08%</b>
<b>Expense</b>			
1001.1 · Salaries	1,516,082.28	3,589,602.00	42.24%
1001.2 · Employee Benefits	840,721.83	1,946,662.00	43.19%
1006 · Payroll Processing Fees	9,473.50	12,729.00	74.43%
2059 · Insurance	7,906.50	175,076.00	4.52%
2080 · Repairs and Maintenance	509,347.94	671,594.00	75.84%
2331 · Reclamation Expenses	44,200.00	270,834.00	16.32%
2101 · Chemicals and Lab Supplies	77,965.33	187,000.00	41.69%
2111 · Pollution Prevention	0.00	12,500.00	0.0%
2117 · Lab Contract Services	25,006.46	43,000.00	58.16%
2249 · Small Tools	6,245.62	25,000.00	24.98%
2320 · Outside Services	224,907.06	403,502.00	55.74%
2330 · Damage Claims	0.00	10,000.00	0.0%
2356 · Engineering	64,332.47	210,300.00	30.59%
2362 · General Operating Supplies	44,393.28	40,250.00	110.29%
2535.1 · Utilities	165,294.39	287,812.00	57.43%
2501 · Fuels	20,341.44	33,802.00	60.18%
2389 · Misc Safety Exp - Lgvsd only	12,473.83	38,450.00	32.44%
2397 · Safety Contractor Services	14,448.00	60,000.00	24.08%
2801 · Lateral Rehab Assistance Prog	45,956.00	100,000.00	45.96%
2400 · General and Administrative	1,167,851.72	2,784,628.00	41.94%
9920 · Reserve Uses	0.00	1,326,507.00	0.0%
6999 · Uncategorized Expenses	-25,495.22	0.00	100.0%
<b>Total Expense</b>	<b>4,771,452.43</b>	<b>12,229,248.00</b>	<b>39.02%</b>
<b>Net Ordinary Revenue</b>	<b>6,066,230.35</b>	<b>6,757,241.00</b>	<b>89.77%</b>



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND  
REMITTANCE ADVICE

Agency Name

LAS GALINAS VLY SANITARY DIST

Account Number

70-21-005

As of 01/15/2021, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2020.

Earnings Ratio		.00001719170547343
Interest Rate		0.63%
Dollar Day Total	\$	2,152,689,636.88
Quarter End Principal Balance	\$	28,304,540.59
Quarterly Interest Earned	\$	37,008.41



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND  
REMITTANCE ADVICE

Agency Name	AB3107 LAS GALLINAS VLLY SAN
Account Number	11-21-012

As of 01/15/2021, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2020.

Earnings Ratio		.00001719170547343
Interest Rate		0.63%
Dollar Day Total	\$	66,026,943.20
Quarter End Principal Balance	\$	.09
Quarterly Interest Earned	\$	1,135.12



# Agenda Summary Report

To: Mike Prinz, General Manager *MDP*  
 From: Irene Huang, Associate Engineer *IH*  
 (415) 526-1529; [ihuang@lqvsd.org](mailto:ihuang@lqvsd.org)  
 Meeting Date: February 4, 2021  
 Re: Proposed Ordinance 186 – Title 2, Chapter 10, Sanitary Code of the Las Gallinas Valley Sanitary District  
 Item Type: Consent \_\_\_\_\_ Action X Information \_\_\_\_\_ Other \_\_\_\_\_  
 Standard Contract: Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X

## STAFF RECOMMENDATION

Board to set a Public Hearing Date for Ordinance No. 186, An Ordinance to Add Chapter 10, Accessory Dwelling Units and Junior Accessory Dwelling Units, to Title 2, District Regulations, of the Ordinance Code of the Las Gallinas Valley Sanitary District for March 4, 2021.

## BACKGROUND

The District Ordinance does not address Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) as it relates to provisions of Senate Bill 13 (SB 13) passed by the California State Legislature and approved by the Governor on October 9, 2019. The current District policy of administering ADUs and JADUs is based on District staff’s report to the Board on November 7, 2019, which legal counsel reaffirmed through a memorandum dated December 9, 2019. The policy treats ADUs and JADUs as second units and forbids collecting impact fees and connection fees for ADUs less than 750 square feet.

District staff has requested legal counsel to review the current policy and prepare an ordinance to formally address ADUs and JADUs. Attached is a memorandum from legal counsel providing further clarification on impact fees and connection fees including proposed Ordinance No. 186, which adds Chapter 10, Accessory Dwelling Units and Junior Accessory Dwelling Units to Title 2 of the Ordinance Code. The draft Ordinance was written to conform with statutory framework for ADUs and JADUs, which may include convoluted terms and language. Certain terms have no meaningful impact to District’s connection fee assessment but were used solely to follow statutory guidelines.

The draft Ordinance has been reviewed by the State Department of Housing and Community Development (DHCD). Minor revisions to the draft ordinance were made as a result of that review. As a matter of normal protocol, the final version of the Ordinance will be provided to the DHCD.

Appended below is content from the November 19, 2019 informational staff report regarding SB13 for historical, contextual reference.



*“District staff has reviewed pertinent provisions of Senate Bill 13 (SB 13) passed by the California State Legislature and recently approved by the Governor on October 9, 2019, and recommends the following items for review by legal counsel and for District Board approval as revision to applicable sections of the Ordinance.*

- 1. SB 13 prohibits special districts from imposing any impact fee (connection fee) for Accessory Dwelling Units (ADUs) less than 750 square feet. Current District Ordinance requires connection fee equivalent to 90% of the Capital Facilities Charge for each approved ADU regardless of the square footage.*
- 2. For ADUs greater than 750 square feet, SB 13 allows special districts to assess impact fee proportional to the square footage of the primary dwelling unit.*
- 3. Current District Ordinance does not specifically define ADUs, which District staff has generally considered as Second Residential Units for assessment of connection fee. For purpose of discussion, SB 13 redefines ADU to mean a dwelling structure located on the same lot.*

**PREVIOUS BOARD ACTION**

None.

**ENVIRONMENTAL REVIEW**

N/A

**FISCAL IMPACT**

N/A

# MEMORANDUM

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**TO:** Board of Directors, LGVSD

**FROM:** Patrick M.K. Richardson, Esq., District Counsel

**DATE:** February 4, 2021

**SUBJECT:** RE: Ordinance to Regulate Accessory Dwelling Units (“ADUs”) and Junior Accessory Dwelling Units (“JADUs”) pursuant to Gov. Code §§ 65852.150 et seq.

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**BACKGROUND:**

This memorandum is meant to clarify the fees that the District can charge for a new ADU/JADU and explain the addition of CHAPTER 10, ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS, to TITLE 2, DISTRICT REGULATIONS in keeping with Gov. Code §§ 65852.2 and 65852.22, which restricts the charging of “impact fees,” “connection fees,” or a “capacity charges” for ADUs or JADUs. The statutory structure requires that local agencies adopt an ordinance in keeping with the statutory requirements of these statutes regulating the permitting and approval of ADUs/JADUs. The primary reason for the proposed Ordinance is to meet this requirement.

The Legislature has determined that Accessory dwelling units (“ADU”) are a valuable form of housing in California for several reason as noted Gov. Code § 65852.150.<sup>1</sup> The statutory structure encompassing the creation of ADUs and Junior Accessory dwelling units (“JADU”) is focused on reducing “arbitrary, excessive, or burdensome” permitting processes and fees which may serve to “...unreasonably restrict the ability of homeowners to create accessory dwelling units...” Therefore, most of the statutory structure more directly affects those permitting agencies such as the City of San Rafael (“City”) and the County of Marin (“County”). However, the statues does also restrict the District’s ability to charge certain fees for providing sewer services to property owners that seek to create such ADUs or JADUs.

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<sup>1</sup> Gov. Code § 65852.150 details the underlying policy reasons for favoring the creation of ADUs, as follows:

- “(2) Accessory dwelling units provide housing for family members, students, the elderly, in-home health care providers, the disabled, and others, at below market prices within existing neighborhoods.
- (3) Homeowners who create accessory dwelling units benefit from added income, and an increased sense of security.
- (4) Allowing accessory dwelling units in single-family or multifamily residential zones provides additional rental housing stock in California.
- (5) California faces a severe housing crisis.
- (6) The state is falling far short of meeting current and future housing demand with serious consequences for the state's economy, our ability to build green infill consistent with state greenhouse gas reduction goals, and the well-being of our citizens, particularly lower and middle-income earners.
- (7) Accessory dwelling units offer lower cost housing to meet the needs of existing and future residents within existing neighborhoods, while respecting architectural character.
- (8) Accessory dwelling units are, therefore, an essential component of California's housing supply.



An ADU is defined as:

“Accessory dwelling unit” means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code. Cal. Gov’t Code § 65852.2(j)(1)

A companion statute (Gov. Code § 65852.22) defines a “Junior Accessory Dwelling Unit (“JADU”) as:

“‘Junior accessory dwelling unit’ means a unit that is no more than 500 square feet in size and contained entirely within a single-family residence. A junior accessory dwelling unit may include separate sanitation facilities, or may share sanitation facilities with the existing structure.”

Cal. Gov. Code § 65852.22(h)(1)

The District should follow the City’s or County’s determination of a valid ADU or JADU rather than trying to devise its own definitions given that they have the primary responsibility for permitting/approving an ADU/JADU. Thus, the District should defer to the City’s or County’s determination whether a specific structure actually meets the statutory requirements for an ADU or JADU. Thereafter, the District can then proceed to determination whether fees may be charged to the property owner.

### **PROPOSED ORDINANCE:**

For the purpose of this memo, ADU and JADU are treated the same. It is also understood that the District does not charge “impact fees” or “capacity charges” for new sewer “connections.” Currently, it only charges a “connection fee,” which is limited to ADUs that are **larger than 750 sq. ft.**

“Impact fees” only are forbidden for ADUs that are **less than 750 sq. ft.** An “impact fee” is not the same as a “connection fee.” It is defined under Gov. Code §66000 (b)<sup>23</sup>. An “impact fee” is essentially

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<sup>2</sup> Unless otherwise noted all statutory references are to the California Government Code.

<sup>3</sup> Cal. Gov’t Code § 66000 (b) defines a “Fees” as follows: “Fee” means a monetary exaction other than a tax or special assessment, whether established for a broad class of projects by legislation of general applicability or imposed on a specific project on an ad hoc basis, that is charged by a local agency to the applicant in connection with approval of a development project for the purpose of defraying all or a portion of the cost of public facilities related to the development project, but does not include fees specified in Section 66477, fees for processing applications for governmental regulatory actions or approvals, fees collected under development agreements adopted pursuant to Article 2.5 (commencing with Section 65864) of Chapter 4, or fees collected pursuant to agreements with redevelopment agencies that provide for the redevelopment of property in furtherance or for the benefit of a redevelopment project for which a redevelopment plan has been adopted pursuant to the Community Redevelopment Law (Part 1 (commencing with Section 33000) of Division 24 of the Health and Safety Code).

a fee charged by a local agency to defray costs associated with costs for public facilities related to the project; fees for processing applications for regulatory actions or approval; fees under a development agreement; or fees for the benefit of a redevelopment project. An “impact fee” is not the same as a “connection fee” or “capacity charge.” [A “connection fee” charged by the District is authorized pursuant to Health & Safety Code § 6520.2.<sup>4</sup>] A discussion whether the “connection fees” that the District does charge could be construed as an “impact fee” is beyond this memo and there is no case law addressing that potential issue.

The first point is that the **750 sq. ft.** threshold applies **ONLY** to the imposition of “impact fees.” So, the District’s blanket waiver of a “connection fee,” if the ADU is less than 750 sq. ft., is incorrect. However, §65852.2(f)(4) distinguishes the imposition of “connection fees” or a “capacity charge” with that of an “impact fee.” Pursuant to §65852.2(f)(4) a “connection fees” or “capacity charge” cannot be charged in the following instances (referencing subsection §65852.2(e)(1)(A)):

1. If the ADU or JADU is within the “proposed” space of a single-family dwelling or “existing” space of a single-family dwelling or accessory structure and **not more than 150 sq. ft. beyond the existing structure** (which space outside the existing structure is limited to ingress/egress, the space has exterior access, the setbacks are sufficient for fire and safety, and a JADU complies with 65852.22),  
**OR**
2. In the case of one “detached,” “new construction,” an ADU that does not exceed four-foot side and rear yard setback for a lot with a proposed or existing single-family dwelling – the total sq. footage of the ADU is not more than **800 sq. ft. and the height is limited to 16 ft.**

Therefore, any ADU outside the above restrictions (noted in §65852.2(e)(1)(A)) can be required by the District to connect a new or separate connection directly between the ADU and the District main. (§65852.2(f)(5).

The new Ordinance also provides for the prohibition against treating a JADU as a separate or new dwelling unit for the purposes of a charging a “connection fee” per Gov. Code § 65852.22(e).

As noted above, the new Chapter 10, of Title 2 of the District’s Ordinance Code is intended to adopt the findings of the Legislature regarding the necessity to promote the creation of ADUs and JADUs and reduce the amount of arbitrary, excessive, or burdensome restrictions imposed by local governmental agencies on the ability of homeowners to create such units<sup>5</sup> and implement the statutory requirements of Gov. Code §§ 65852.150 et seq., accordingly.

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<sup>4</sup> . Health & Safety Code § 6520.2 reads as follows: “It may require any resident or property owner in the district who desires to have any house, habitation, or structure connected to a sewer or drainage disposal line owned by the district to pay his proportionate share of the cost of the line, either by an increased installation charge or by other arrangement with the district, if he did not contribute to the cost of the acquisition, construction, or installation of the line by the district.”

<sup>5</sup> Gov. Code § 65852.150 reads as follows:

(a) The Legislature finds and declares all of the following:

(1) Accessory dwelling units are a valuable form of housing in California.

Following adoption of Ordinance No. 186 by the Board, a copy of the Ordinance shall be submitted to Department of Housing and Community Development for review by the Department to determine whether the Ordinance complies with the requirements of Gov. Code §§ 65852.2.

**RECOMMENDATION:**

Thus, District Counsel recommends that the Board adopt Ordinance No. 186.

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- (2) Accessory dwelling units provide housing for family members, students, the elderly, in-home health care providers, the disabled, and others, at below market prices within existing neighborhoods.
  - (3) Homeowners who create accessory dwelling units benefit from added income, and an increased sense of security.
  - (4) Allowing accessory dwelling units in single-family or multifamily residential zones provides additional rental housing stock in California.
  - (5) California faces a severe housing crisis.
  - (6) The state is falling far short of meeting current and future housing demand with serious consequences for the state's economy, our ability to build green infill consistent with state greenhouse gas reduction goals, and the well-being of our citizens, particularly lower and middle-income earners.
  - (7) Accessory dwelling units offer lower cost housing to meet the needs of existing and future residents within existing neighborhoods, while respecting architectural character.
  - (8) Accessory dwelling units are, therefore, an essential component of California's housing supply.
  - (b) It is the intent of the Legislature that an accessory dwelling unit ordinance adopted by a local agency has the effect of providing for the creation of accessory dwelling units and that provisions in this ordinance relating to matters including unit size, parking, fees, and other requirements, are not so arbitrary, excessive, or burdensome so as to unreasonably restrict the ability of homeowners to create accessory dwelling units in zones in which they are authorized by local ordinance.
  - (c) Notwithstanding Section 65803, this section shall also apply to a charter city.

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

**ORDINANCE NO. 186**

**AN ORDINANCE ADDING CHAPTER 10, ACCESSORY DWELLING UNITS  
AND JUNIOR ACCESSORY DWELLING UNITS, TO TITLE 2, DISTRICT  
REGULATIONS, OF THE ORDINANCE CODE OF THE LAS GALLINAS  
VALLEY SANITARY DISTRICT**

**A CHAPTER REGULATING “ACCESSORY DWELLING UNITS”  
AND “JUNIOR ACCESSORY DWELLING UNITS.”**

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

**ARTICLE I.**

Chapter 10, “ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS” is hereby added to Title 2, District Regulations, of The Ordinance Code of the Las Gallinas Valley Sanitary District, to read as follows:

“**ARTICLE I. PURPOSE.** A Chapter regulating “ACCESSORY DWELLING UNITS” and “JUNIOR ACCESSORY DWELLING UNITS” pursuant to Cal. Gov. Code §§ 65852.150; 65852.2; and 65852.22, and in furtherance of the public policy and intent of the Legislature favoring the creation of additional housing in California, especially for family members, students, the elderly, in-home health care providers, the disabled, and others, at below market prices within existing neighborhoods.

**ARTICLE II. DEFINITIONS.**

Section 201. ACCESSORY DWELLING UNIT (“ADU”), as defined by Gov. Code § 65852.2(j)(1), means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following: (A) An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code,

which is a unit for occupancy by no more than two persons which has a minimum floor area of 150 square feet and which may also have partial kitchen or bathroom facilities; or (B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

Section 203. CAPITAL FACILITIES CHARGE or SEWER CONNECTION FEE are synonymous for District purposes and shall have the same meaning as defined in Section 206, ARTICLE II, DEFINITIONS, of Title 1, Chapter 1, the Ordinance Code of the Las Gallinas Valley Sanitary District.

Section 204. IMPACT FEE, as defined by Gov. Code § 66000, means a monetary exaction other than a tax or special assessment, whether established for a broad class of projects by legislation of general applicability or imposed on a specific project on an ad hoc basis, that is charged by a local agency to the applicant in connection with approval of a development project for the purpose of defraying all or a portion of the cost of public facilities related to the development project, but does not include fees specified in Section 66477, fees for processing applications for governmental regulatory actions or approvals, fees collected under development agreements adopted pursuant to Article 2.5 (commencing with Section 65864) of Chapter 4, or fees collected pursuant to agreements with redevelopment agencies that provide for the redevelopment of property in furtherance or for the benefit of a redevelopment project for which a redevelopment plan has been adopted pursuant to the Community Redevelopment Law (Part 1 (commencing with Section 33000) of Division 24 of the Health and Safety Code).

Section 205. JUNIOR ACCESSORY DWELLING UNIT (“JADU”), as defined by Gov. Code § 65852.22, means a unit that is no more than 500 square feet in size and contained entirely within a single-family residence. A junior accessory dwelling unit may include separate sanitation facilities, or may share sanitation facilities with the existing structure.

### ARTICLE III. GENERAL PROVISIONS

Section 301. The District shall not impose an IMPACT FEE upon the development of an ADU that is less than 750 sq. ft. Any IMPACT FEE charged

for an ADU of 750 sq. ft. or more shall be charged proportionately in relation to the square footage of the primary dwelling unit.

Section 302. For an ADU if either (a) or (b), below applies, then the District shall not require the installation of a new or separate sewer connection directly between the ADU and the District sewer main or impose a CAPITAL FACILITIES CHARGE, SEWER CONNECTION FEE or a capacity charge, unless the ADU was constructed with a new single-family home:

(a) Where one ADU is on a lot with a proposed or existing single-family dwelling if all of the following conditions apply:

- 1) Within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure; and
- 2) The space has exterior access from the proposed or existing single-family dwelling;
- 3) The side and rear setback are sufficient for fire and safety; and
- 4) If the unit is a JADU that complies with Gov. Code § 65852.22.

(b) Where there is only one detached, new construction, ADU, that does not exceed four-foot side and rear yard setback for a lot with a proposed or existing single-family dwelling, including where an ADU is combined with a JADU, and the following conditions apply:

- 1) The total floor area of the ADU is not more than 800 sq. ft.; and
- 2) The ADU has a height limit of 16 ft.

Section 303. For an ADU not described in Section 302, above, the District may require a new or separate sewer connection directly between the ADU and the District's sewer main.

Section 304. For purposes of providing sewer service, including the imposition of a SEWER CONNECTION FEE, a JADU shall not be considered a separate or new dwelling unit.

ARTICLE 2. ADOPTION AND NOTIFICATION

This Ordinance shall take effect and be in force either seven (7) days from the date of its passage and publication or as of March 16, 2021, whichever is later. The Ordinance or a summary of it shall be published once, with the names of the members of the Board of Directors of the Las Gallinas Valley Sanitary District of Marin County, California, voting for and against the same in the Marin Independent Journal, a newspaper of general circulation published in the County of Marin. A certified copy of the full text of the proposed regulation or ordinance or proposed amendment to same shall be posted in the office of the clerk of the board, along with the names of those board members voting for and against the ordinance.

Furthermore, within sixty (60) days following adoption of this Ordinance by the Board, a copy of the Ordinance shall be submitted to Department of Housing and Community Development for review by the Department to determine whether the Ordinance complies with the requirements of Gov. Code §§ 65852.2.

\*\*\*\*\*

I hereby certify that the foregoing is a full, true and correct copy of the Ordinance duly and regularly passed and adopted by the Board of Directors of the Las Gallinas Valley Sanitary District of Marin County, California, at a meeting hereof held on March 4, 2021 by the following vote of members thereof:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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

APPROVED:

\_\_\_\_\_  
Crystal J. Yezman, Board President

(seal)

**RESOLUTION No. 2021-XXXX**

**A RESOLUTION ADOPTING ORDINANCE NO. 186**

**AN ORDINANCE OF ADDING CHAPTER 10, ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS, TO TITLE 2, DISTRICT REGULATIONS, OF THE ORDINANCE CODE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT**

**A CHAPTER REGULATING “ACCESSORY DWELLING UNITS” AND “JUNIOR ACCESSORY DWELLING UNITS.”**

**LAS GALLINAS VALLEY SANITARY DISTRICT**

**RESOLVED**, by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, as follows:

**WHEREAS**, The Las Gallinas Valley Sanitary District ("District") is authorized by the Sanitary District Act of 1923 (Health & Safety Code §6400 et seq.) to provide public services and facilities related to the acquisition, construction, replacement, improvement, maintenance and operation of wastewater collection facilities within the District's service area; and

**WHEREAS**, the District is empowered to prescribe, revise and collect fees, rates and charges related to said wastewater collection facilities pursuant to Health and Safety Code §6520.5, including Sewer Connection Fees; and

**WHEREAS**, the District imposes Sewer Connection Fees in accordance with Government Code §66013; and

**WHEREAS**, the California Legislature has established, as a public policy, that there exists the necessity to promote the creation of ACCESSORY DWELLING UNITS (“ADUs”) and JUNIOR ACCESSORY DWELLING UNITS (“JADUs”) and reduce the amount of arbitrary, excessive, or burdensome restrictions imposed by local governmental agencies on the ability of homeowners to create such units and implement the statutory requirements of Gov. Code §§ 65852.150 et seq., accordingly.



**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Las Gallinas Valley Sanitary District as follows:

1. The Board of Directors of the Las Gallinas Valley Sanitary District hereby adopts Ordinance No. 186, adding Chapter 10, Accessory Dwelling Units and Junior Accessory Dwelling Units, to Title 2, District Regulations, of the Ordinance Code of the Las Gallinas Valley Sanitary District, a copy of which is attached hereto as Exhibit "A."
2. Furthermore, pursuant to Gov. Code § 65852.2(h), within sixty (60) days of the adoption of this Ordinance No. 186, a copy of said Ordinance shall be submitted to the Department of Housing and Community Development for review and determination of whether said Ordinance complies with the provisions of Gov. Code § 65852.2.

\* \* \* \* \*

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 March 4, 2021, 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:

\_\_\_\_\_  
Crystal J. Yezman, Board President

(seal)



# Agenda Summary Report

**To:** Mike Prinz, General Manager *MP*  
**From:** Irene Huang, Associate Engineer *IH*  
 (415) 526-1529; [ihuang@lqvsd.org](mailto:ihuang@lqvsd.org)  
**Meeting Date:** February 4, 2021  
**Re:** Approve Resolution 2021-2206 Granting a PG&E Easement  
**Item Type:** Consent \_\_\_\_\_ Action X Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X

## STAFF RECOMMENDATION

- 1) Board to approve a grant of an easement to Pacific Gas and Electric Company (PG&E) for Phase 1 PG&E Power Relocation; and
- 2) The Board President, pursuant to Health & Safety Code § 6487, to execute an "Easement Deed" and any other document(s) necessary to grant and record the easement.

## BACKGROUND

The construction of the Secondary Treatment Plant Upgrade and Recycled Water Expansion (STPURWE) project required the relocation of overhead powerlines within the treatment plant to address the following:

1. Installation of caissons for the new Aeration Basin
2. Installation of shoring for the secondary clarifiers
3. Future maintenance of bio-wheels

The District developed a power relocation plan with PG&E consisting of new underground alignment for conduits and substructures to replace existing overhead electric facilities, which required a series of new easements. This work was completed under Rule 20C for the STPURWE project for a total of \$1,046,461 including payments to PG&E. (Rule 20C is PG&E's designation for converting electric overhead lines to underground involving a third party such as LGVSD.)

Due to a PG&E oversight, Phase 1 and 2 construction was allowed to commence without easements being executed. The easement for Phase 1 is shown in Exhibit A and B. The overall easement for Phase 1 & 2 proposed in various location on District property is shown in the map below. The easement for Phase 2 was previously authorized by the Board as stipulated by PG&E; Phase 1 neither required approval at that time, nor was it ready for processing.

A future quitclaim for the original, now unused easement within the treatment plant will be needed but is not ready to process at this time.

## PREVIOUS BOARD ACTION

1. Board approved General Manager Authority to enter into an Agreement with PG&E for construction of Phase 1 Power Line Realignment Project on December 13, 2018.

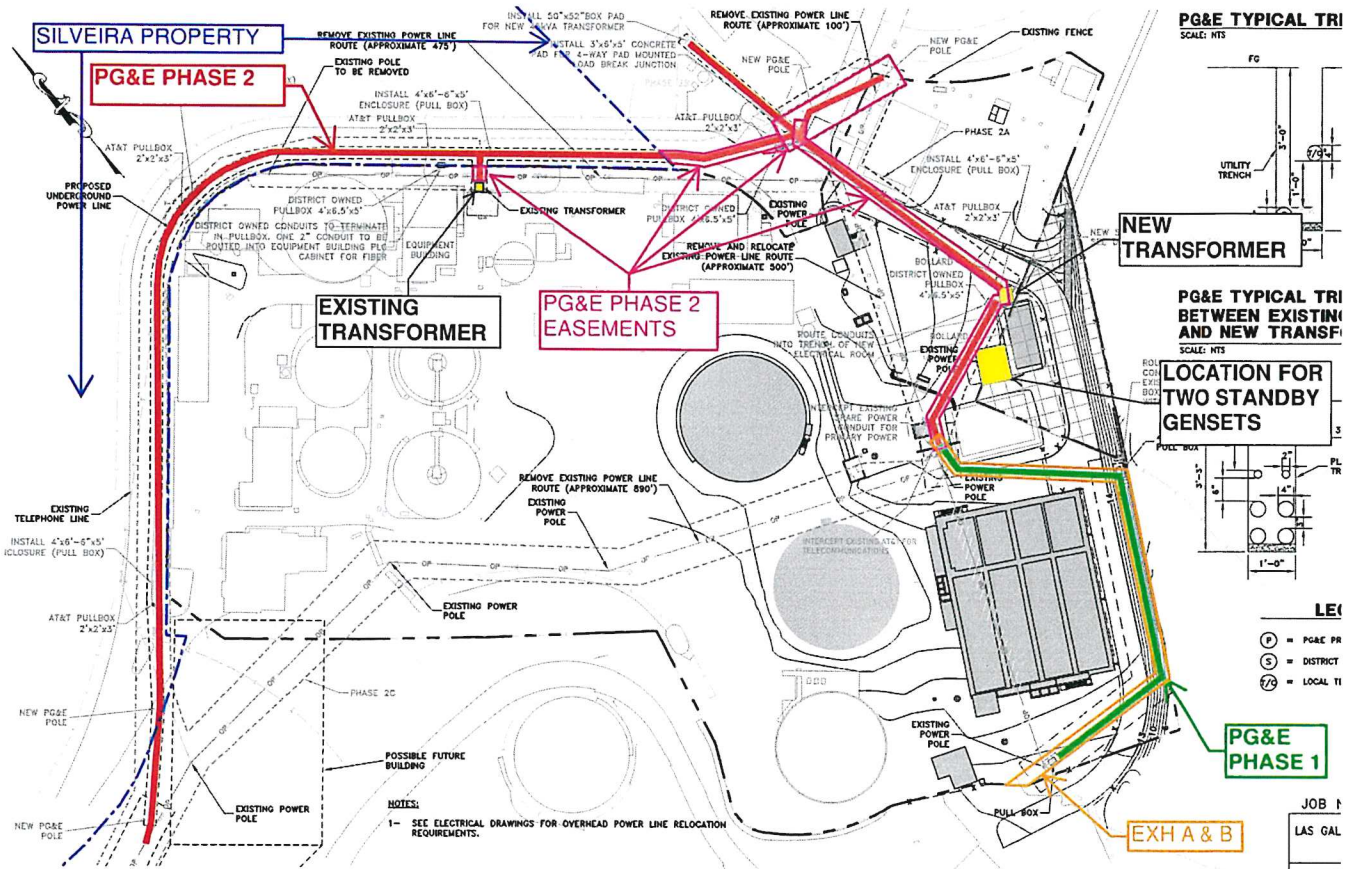
2. Board authorized the General Manager to execute a contract change order to Myers & Sons Construction for the PG&E Phase 2 Power Realignment on February 20, 2020 for the STPURWE project.
3. Board approved a grant of an easement to Pacific Gas and Electric Company (PG&E) for Phase 2 PG&E Power Relocation on November 5, 2020.

**ENVIRONMENTAL REVIEW**

N/A

**FISCAL IMPACT**

N/A



**RESOLUTION No. 2021-2206**

**A RESOLUTION AUTHORIZING CONVEYANCE OF AN EASEMENT FOR  
UNDERGROUND ELECTRIC PURPOSES TO  
PACIFIC GAS AND ELECTRIC COMPANY**

**LAS GALLINAS VALLEY SANITARY DISTRICT**

**WHEREAS**, the Las Gallinas Valley Sanitary District (“District”) owns real property located at 300 Smith Ranch Road, San Rafael, California, known as APN 155-121-27, on which it operates a wastewater treatment plant; and

**WHEREAS**, the Board of Directors of said District has the authority to pass a resolution granting an Easement Deed LD# 2402-06-10113, PM# 31495348 (“Easement”) pursuant to Health and Safety Code § 6487; and

**WHEREAS**, the District requested Pacific Gas and Electric Company (“PG&E”) to relocate overhead facilities to an underground location as part of the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project; and

**WHEREAS**, PG&E has requested that the District convey to PG&E an easement for new underground electric service; and

**WHEREAS**, it is in the District’s best interest to grant PG&E an easement to construct, replace, maintain, inspect, and use facilities within the easement area for current and future needs, including ingress and egress therefrom.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Las Gallinas Valley Sanitary District as follows:

1. The Board of Directors of the Las Gallinas Valley Sanitary District hereby grants an Easement to Pacific Gas and Electric Company over, under, within and through a portion of the District’s properties APN 155-121-27 (“Servient Tenement”); as more specifically described in the “EASEMENT DEED” (including Exhibits “A” through “C” attached thereto), a copy of which is attached hereto as Exhibit “1,” and incorporated by reference herein, subject to all matters and encumbrances of record affecting the Servient Tenement, and on the terms and conditions set forth in said “EASEMENT DEED.”

\* \* \* \* \*

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 February 4, 2021, by the following vote of the members thereof:

AYES, and in the favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

---

Teresa Lerch, District Secretary  
Las Gallinas Valley Sanitary District

APPROVED:

(seal)

---

Crystal J. Yezman, Board President

**RECORDING REQUESTED BY AND RETURN TO:**

***PACIFIC GAS AND ELECTRIC COMPANY  
245 Market Street, N10A, Room 1015  
P.O. Box 770000  
San Francisco, California 94177***

Location: City/Uninc \_\_\_\_\_  
Recording Fee \$ \_\_\_\_\_  
Document Transfer Tax \$ \_\_\_\_\_

- This is a conveyance where the consideration and Value is less than \$100.00 (R&T 11911).
- Computed on Full Value of Property Conveyed, or
- Computed on Full Value Less Liens & Encumbrances Remaining at Time of Sale
- Exempt from the fee per GC 27388.1 (a) (2); This document is subject to Documentary Transfer Tax

(SPACE ABOVE FOR RECORDER'S USE ONLY)

\_\_\_\_\_  
Signature of declarant or agent determining tax

LD# 2402-06-10113

**EASEMENT DEED**

PM# 31495348

LAS GALLINAS VALLEY SANITARY DISTRICT, a California special district created pursuant to Health & Safety Code Sec. 6400 et seq., hereinafter call Grantor, hereby grants to PACIFIC GAS AND ELECTRIC COMPANY, a California corporation, hereinafter called Grantee, the right from time to time to excavate for, construct, reconstruct, replace (of initial or any other size), remove, maintain, inspect, and use facilities and associated equipment for public utility purposes, including, but not limited to electric, gas, and communication facilities, together with a right of way therefor, on, over, and under the easement area as hereinafter set forth, and also ingress thereto and egress therefrom, over and across the lands of Grantor situated in the City of San Rafael, County of Marin, State of California, described as follows:

(APN 155-121-27)

Lands of LAS GALLINAS SANITARY DISTRICT as shown upon the Record of Survey Map filed for record October 14, 2016 in Book 2016 of Maps at page 118, Marin County Records.

The easement area is described as follows:

The strip of land described in EXHIBIT "A" and shown on EXHIBIT "B" attached hereto and made a part hereof.

Grantor further grants to Grantee the right, from time to time, to trim or to cut down, without Grantee paying compensation, any and all trees and brush now or hereafter within said easement area, and shall have the further right, from time to time, to trim and cut down trees and brush along each side of said easement area which now or hereafter in the opinion of Grantee may interfere with or be a hazard to the facilities installed hereunder, or as Grantee deems necessary to comply with applicable state or federal regulations.

Grantor also grants to Grantee the right to use such portion of said lands contiguous to said easement area as may be reasonably necessary in connection with the excavation, construction, reconstruction, replacement, removal, maintenance and inspection of said facilities.

Grantor hereby covenants and agrees not to place or construct, nor allow a third party to place or construct, any building or other structure, or store flammable substances, or drill or operate any well, or construct any reservoir or other obstruction within said easement area, or diminish or substantially add to the ground level within said easement area, or construct any fences that will interfere with the maintenance and operation of said facilities.

Grantor further grants to Grantee the right to apportion to another public utility (as defined in Section 216 of the California Public Utilities Code) the right to excavate for, construct, reconstruct, replace, remove, maintain, inspect, and use the communications facilities within said easement area including ingress thereto and egress therefrom.

Grantor acknowledges that they have read the "Grant of Easement Disclosure Statement", Exhibit "C", attached hereto and made a part hereof.

This document may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.

Dated: \_\_\_\_\_, \_\_\_\_\_.

LAS GALLINAS VALLEY SANITARY DISTRICT, a California Special District

\_\_\_\_\_  
By:

\_\_\_\_\_  
By:

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name and Title

I hereby certify that a resolution was adopted on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the \_\_\_\_\_  
authorizing the foregoing grant of easement.  
By \_\_\_\_\_



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of \_\_\_\_\_ )

On \_\_\_\_\_, before me, \_\_\_\_\_ Notary Public,  
Insert name  
personally appeared \_\_\_\_\_

\_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature of Notary Public (Seal)

**CAPACITY CLAIMED BY SIGNER**

- Individual(s) signing for oneself/themselves
- Corporate Officer(s) of the above named corporation(s)
- Trustee(s) of the above named Trust(s)
- Partner(s) of the above named Partnership(s)
- Attorney(s)-in-Fact of the above named Principal(s)
- Other \_\_\_\_\_

**EXHIBIT "A"**  
**LEGAL DESCRIPTION**

A portion of the lands of Las Gallinas Valley Sanitary District as conveyed by that certain deed recorded August 22, 1958 in Book 1212 of Official Records at Page 13, as shown on Record of Survey filed in Book 17 of Surveys, at Page 57, Marin County Records, lying within Section 15, Township 2 North, Range 5 West, MD, being a strip of land 10.00 feet wide lying 5.00 feet on each side of the following described centerline:

COMMENCING at the intersection of courses South 27°45'00" West 233.53 feet and North 62°15'00" West 355.16 feet as described in said deed to Las Gallinas Valley Sanitary District;

Thence North 62°15'00" West along the general southwesterly boundary line of said Lands of Las Gallinas Valley Sanitary District, a distance of 124.20 feet to the TRUE POINT OF BEGINNING;

Thence leaving said boundary line South 87°40'11" East, a distance of 118.97 feet;

Thence North 28°04'09" East, a distance of 175.00 feet;

Thence North 48°00'03" West, a distance of 117.04 feet;

Thence North 49°51'13" West, a distance of 8.55 feet;

Thence North 5°12'50" East, a distance of 31.41 feet to the point of terminus.

Containing 4,510 square feet, more or less.

APN 155-120-27

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

SEE PLAT ATTACHED HERETO AS EXHIBIT "B" AND MADE A PART HEREOF.

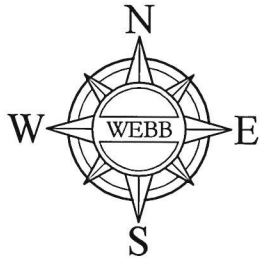
PREPARED UNDER MY SUPERVISION

  
\_\_\_\_\_  
Michael E. Johnson, L.S. 7673

12/07/20  
Date

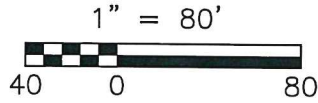


Prepared By: EB  
Checked By: mf



# EXHIBIT "B"

## UNDERGROUND UTILITY EASEMENT



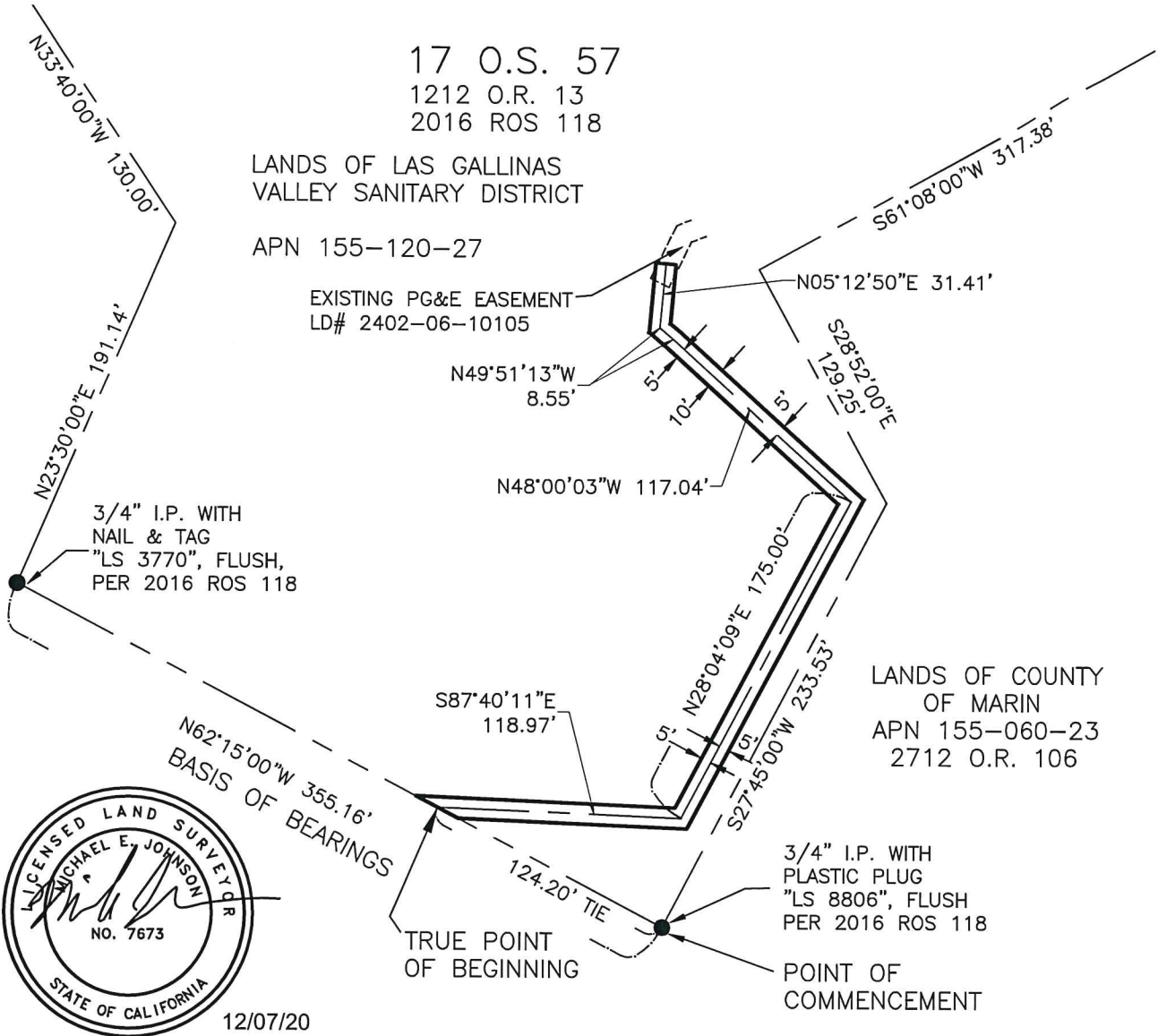
APN 155-120-29

17 O.S. 57  
1212 O.R. 13  
2016 ROS 118

LANDS OF LAS GALLINAS  
VALLEY SANITARY DISTRICT

APN 155-120-27

EXISTING PG&E EASEMENT  
LD# 2402-06-10105



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



12/07/20

SE 1/4 OF NW 1/4, SEC. 15, T2N, R5W (M.D.M. PROJECTED) RANCHO SAN PEDRO, SANTA MARGARITA Y LAS GALLINAS

<p>A L B E R T A .</p> <p style="font-size: 2em; font-weight: bold; margin: 0;">WEBB</p> <p>A S S O C I A T E S</p>	<p>CITY OF SAN RAFAEL, COUNTY OF MARIN, CA.</p> <p style="font-size: 1.5em; font-weight: bold; margin: 0;">P G &amp; E</p> <p style="font-size: 0.8em;">G:\2015\15-0154\Drawings\Mapping\PLATS N LEGALS\PGE Phase 1 easements\15-154 PGE UG EASEMENTS.dwg</p>	
<p>THIS PLAT IS SOLELY AN AID IN LOCATING THE PARCEL(S) IN THE ATTACHED DOCUMENT. ALL PRIMARY CALLS ARE LOCATED IN THE WRITTEN DOCUMENT.</p>	<p>SHEET 1 OF 1</p>	<p>W.O. 15-0154</p>
<p>SCALE: 1"=80'</p>	<p>DRWN BY <u>LB</u>      DATE <u>2/7/19</u> CHKD BY <u>MJ</u>      DATE <u>2/8/19</u></p>	<p>SUBJECT: UNDERGROUND UTILITY EASEMENT</p>

**Pacific Gas and Electric Company**



**EXHIBIT "C"**

**GRANT OF EASEMENT DISCLOSURE STATEMENT**

This Disclosure Statement will assist you in evaluating the request for granting an easement to Pacific Gas and Electric Company (PG&E) to accommodate a utility service extension to PG&E's applicant. **Please read this disclosure carefully before signing the Grant of Easement.**

- You are under no obligation or threat of condemnation by PG&E to grant this easement.
- The granting of this easement is an accommodation to PG&E's applicant requesting the extension of PG&E utility facilities to the applicant's property or project. Because this easement is an accommodation for a service extension to a single customer or group of customers, PG&E is not authorized to purchase any such easement.
- By granting this easement to PG&E, the easement area may be used to serve additional customers in the area and **may be used to install additional utility facilities**. Installation of any proposed facilities outside of this easement area will require an additional easement.
- Removal and/or pruning of trees or other vegetation on your property may be necessary for the installation of PG&E facilities. You have the option of having PG&E's contractors perform this work on your property, if available, or granting permission to PG&E's applicant or the applicant's contractor to perform this work. Additionally, in order to comply with California fire laws and safety orders, PG&E or its contractors will periodically perform vegetation maintenance activities on your property as provided for in this grant of easement in order to maintain proper clearances from energized electric lines or other facilities.
- The description of the easement location where PG&E utility facilities are to be installed across your property must be satisfactory to you.
- The California Public Utilities Commission has authorized PG&E's applicant to perform the installation of certain utility facilities for utility service. In addition to granting this easement to PG&E, your consent may be requested by the applicant, or applicant's contractor, to work on your property. Upon completion of the applicant's installation, the utility facilities will be inspected by PG&E. When the facility installation is determined to be acceptable the facilities will be conveyed to PG&E by its applicant.

By signing the Grant of Easement, you are acknowledging that you have read this disclosure and understand that you are voluntarily granting the easement to PG&E. Please return the signed and notarized Grant of Easement with this Disclosure Statement attached to PG&E. The duplicate copy of the Grant of Easement and this Disclosure Statement is for your records.

Utility Distribution Easement (02/2020)

Attach to LD: 2402-06-10113

Area, Region or Location: 7

Land Service Office: Santa Rosa

Line of Business: Electric Distribution (43)

Business Doc Type: Easements

MTRSQ: (24.02.06.15.42), San Pedro Santa Margarita Y Las Gallinas

FERC License Number: N/A

PG&E Drawing Number: N/A

Plat No.: RR33, SS3301

LD of Affected Documents: 2402-06-1354

LD of Cross Referenced Documents: 2402-06-1497, 2402-06-10105

Type of interest: Electric Underground Easements (4)

SBE Parcel: N/A

% Being Quitclaimed: N/A

Order or PM: 35110428

JCN: N/A

County: Marin

Utility Notice Number: N/A

851 Approval Application No: N/A ;Decision: N/A

Prepared By: CWJ6

Checked By: DAK8 *DK*

Approved By:

Revised by:

\\SANTAROSA02\SarHQShared\GenlSvcs\Land\R\_W 2019\Marin\35110428 - 35077093 - 300 Smith Ranch Rd, Novato\Working Files

## AGENDA ITEM 6

**2/4/2021**

### **PUBLIC COMMENT**

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

2/4/2021

## **BOARD MEMBER REPORTS**

### **CLARK**

NBWA Board Committee, NBWA Conference Committee,  
Other Reports

### **ELIAS**

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

### **MURRAY**

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

### **SCHRIEBMAN**

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

### **YEZMAN**

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



AGENDA

Air Quality, Climate Change, and Energy (ACE) Workgroup Meeting

Agenda Item 7.3  
Date February 4, 2021

Meeting Date/Time: January 26, 2021 / 8:30 – 10:30 am  
 Meeting Location: Zoom Link (provided in the meeting appointment)  
 Dial-in: Zoom Call-In (provided in the meeting appointment)

COMMENCEMENT

ITEM	LEAD
Welcome/Roll Call	Jackie Zipkin (Chair), Greg Kester and Sarah Deslauriers (CASA)
Review/Approval of Agenda	All

LEGISLATIVE UPDATE

	ITEM	LEAD	STATUS
1.	2021 Bill Cycle & Water-Energy Coalition	Jessica	Bill Introductions: SB 27, SB 45 (many more to be introduced by Feb 19 <sup>th</sup> deadline) Water-Energy Coalition
2.	Governor's Budget	Jessica	<a href="#">January Budget</a>

PRIORITY ISSUES/ACTION ITEMS

	ITEM	LEAD	NOTES
1.	COVID-19	Ryan	Resources on <a href="#">CASA Website</a> , CWEA webinar: <a href="#">Jan 27 Wastewater Based Epidemiology (WBE)</a>
2.	PFAS	Jared Ryan	SWRCB Order response, , Clean Water Summit Partners <a href="#">PFAS Workshop #3</a> Jan 6, EPA problem formulation thru 2021, <a href="#">EPA's Interim Guidance on Destroying and Disposing of PFAS</a> and CASA drafting comments, <a href="#">U of AZ research</a>
3.	<a href="#">Criteria Pollutants &amp; Toxics Emissions Reporting &amp; AB 2588 Toxics Program</a>	Sarah David	CASA Air Toxics Subgroup, proposed <a href="#">CTR</a> and <a href="#">EICG</a> was approved Nov 19, meeting CARB Jan 28 to discuss 15-Day Changes
4.	SB 1383: <a href="#">Organic Waste Methane Emissions Reductions</a>	Sarah	<a href="#">SB 1383</a> , enforcement remains on schedule, <a href="#">proposed regulations</a> approved Nov 3, CASA summary of <a href="#">impacts to POTWs</a> , CalRecycle/CARB/SWRCB webinar held Jan 21
5.	SB 100 <a href="#">Joint Agency Report</a>	Sarah	<a href="#">Draft report</a> released Dec 4 – submitted <a href="#">comments</a> Dec 18
6.	Regional Hot Topic: BAAQMD Climate Pollutants (CH <sub>4</sub> & N <sub>2</sub> O)	Sarah	<a href="#">Regulation 13 development</a> suspended for lack of data, <a href="#">Organic Recovery Technical Working Group</a> tasked with summarizing BMPs for controlling CH <sub>4</sub> /VOCs, Princeton/UC-Riverside research resuming, <a href="#">TCR Water-Energy Nexus Registry Protocol Proposed Updates and Clarifications</a> – comments due Feb 15, webinar Feb 2
7.	CARB <a href="#">Advanced Clean Truck Rule (2020)</a> & <a href="#">Advanced Clean Fleet Rule (2021)</a>	Sarah	Coalition, <a href="#">One-Time Reporting Requirement</a> for trucks by April 1, 2021, targeting a <a href="#">zero emission truck/bus fleet by 2045</a>
8.	IPCC AR6: <a href="#">Review and Comment</a>	Sarah	IPCC draft 6 <sup>th</sup> Assessment Report, comments submitted Jan 8

DISCUSSION/INFORMATIONAL ITEMS

	ITEM	LEAD	NOTES
1.	CA Adaptation: <ul style="list-style-type: none"> <li>• SWRCB</li> <li>• SFEI</li> </ul>	Sarah	SWRCB Climate Change Preparedness Survey to come in 2021, Establishing Climate Change Preparedness Subgroup <a href="#">Bay Area land use planning</a> to mitigate sea level rise, <a href="#">EcoAtlas</a>
2.	Central Valley Salinity Alternatives for Long-Term Sustainability ( <a href="#">CV SALTS</a> )	Layne	<a href="#">Webinar Feb 10</a> (10 am), Notice to Comply for salinity released Jan 8
3.	Rules to limit NOx: <a href="#">SCAQMD Rule 1118.1</a> & SJVAPCD Rule 4311 Updates	David Ray	SCAQMD: Meetings, status of mandated research SJVAPCD: Amendments underway
4.	<a href="#">Soil Enrichment Protocol</a>	Sarah	CASA to summarize quantification process in January 2021
5.	Biosolids & Fire Reclamation Efforts	Sarah	Project status at Las Virgenes/Calabasas, sampling into spring 2021
6.	Biogas/Biomethane Management: <ul style="list-style-type: none"> <li>• Low Carbon Fuel Standard</li> <li>• EPA <a href="#">Renewable Fuel Standard</a> RINs</li> </ul>	Sarah	<a href="#">Regulation Updates</a> , <a href="#">CASA comments submitted Nov 5</a> Communication with new lead Kurt Gustafson

UPCOMING CONFERENCES/EVENTS

NAME	DATE/LOCATION
<a href="#">CASA Winter Conference</a>	January 27 - 28

NEXT MEETING: February 25, 8:30 to 10:30 am (webinar/conference call)





## AGENDA

### Air Quality, Climate Change, and Energy (ACE) Workgroup Meeting

Additional topics we review periodically for progress or changes:

#### State

- CARB Natural & Working Lands
- CARB Mandatory GHG Reporting Regulation
- CARB 2030 Target Scoping Plan
- CEQA Guidance on GHG Emissions
- CNRA Climate Change Assessment
- CNRA Online CA Sea Level Rise Database
- CNRA Safeguarding CA: Implementation Action Plans
- CEC Climate Change Research Plan
- OEHHA CalEnvironScreen Tool
- California's Climate Future report (by Governor Brown)
- Funding opportunities

#### National

- NEPA Guidance on GHG Emissions
- EPA EJScreen Tool
- WERF Phase II Project (lab scale based model) - N<sub>2</sub>O Emissions from Wastewater Treatment Processes
- WERF High Quality Biosolids from Wastewater Project
- EPA Mandatory GHG Reporting Regulation Updates
- EPA Clean Power Plan (on stay)
- EPA Existing Source Performance Standards
- EPA Biogenic Emissions Accounting Framework
- White House Budget for DOE Energy Efficiency and Renewable Energy Programs
- NACWA Energy Workgroup
- NACWA Climate & Resilience Workgroup
- Funding opportunities

#### International

- Global GAP (Good Agricultural Practices) & Biosolids
- IWA Nitrous Oxide Modeling

## Air Quality, Climate Change, & Energy (ACE) Workgroup Meeting

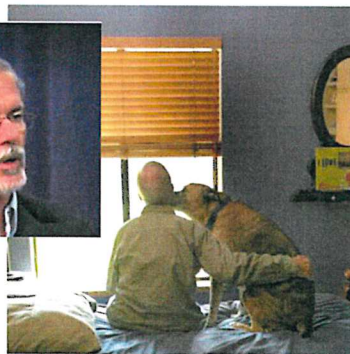
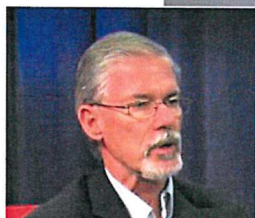
January 26, 2021 (8:30 – 10:30 am)

Zoom Link – See Meeting Appointment

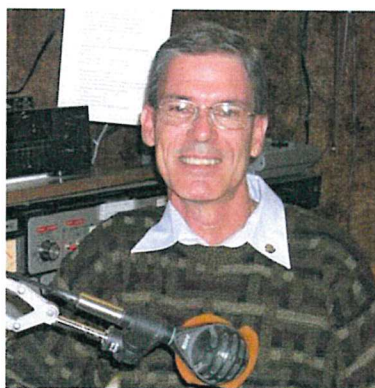


1

Thank you, Ray Arthur!



Ray and his best bud, Bud



Ray Arthur began his career as a radio DJ



2

## Legislative Update



3

## Legislative Update

- Legislative 2021 Bill Cycle
  - Change the definition of biomass conversion in the Public Resources Code to allow biosolids and sewage sludge as eligible feedstocks.
  - Add community choice aggregators (CCA's) as eligible procurement entities in the BioMAT program.
  
- Water/Energy Coalition
  
- Governor's Budget



4

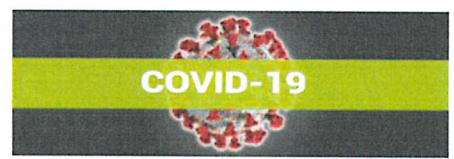
## Priority Issues/ Action Items



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### 1. COVID-19

- CWEA Webinar – Jan 27<sup>th</sup>
- CWEA-CASA Webinar – Feb
- CASA website for resources: <https://casaweb.org/covid-19/>
- SWRCB factsheet on wastewater
- WEF biosolids factsheet
- Aquavitas awarded funding for WBE study
- Wastewater-based epidemiology (WBE) →
  - CDC managing national database – National Wastewater Surveillance System DCIPHER



COVID-19 is impacting the wastewater community in a variety of unique and challenging ways. Below are a series of resources that may be useful to inform for local wastewater agencies as we navigate through this crisis. As a reminder, this information represents the state of our knowledge at a point in time and should be used as a resource for exploring additional actions. Circumstances are always subject to change, and agencies must make their own decisions about what course is appropriate, balancing public safety while ensuring the continued delivery of critical infrastructure services.



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## 2. Per and Poly-fluoroalkyl Substances (PFAS)

- Quick facts:
  - Background levels are in ppb range
  - Notification levels for PFOS/PFOA at 6.5/5.1 ppt
  - Response levels for PFOS/PFOA: 40/10 ppt (from 70 ppt)
- SWRCB Order
  - Quarterly sampling of influent, effluent (if  $\geq 1$  mgd)
  - Quarterly sampling of biosolids if  $\geq 5$  mgd or annual if 1-5 mgd
  - If you have a GW monitoring program, need to do one-time sample
- Region 2 response to SWRCB Order (Phase 1 sampling to inform Phase 2)
- Other efforts underway
  - National Coalition of Receivers – fact sheet revisions underway and engaging with new congress
  - Summit Partners Meeting – January 6<sup>th</sup>
  - EPA → next page...



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## 2. Per and Poly-fluoroalkyl Substances (PFAS)

- EPA PFOS/PFOA Problem Formulation
  - Recognize receivers, importance of source control
  - EPA Risk Assessment Process (adopted by end 2021)
    1. Deterministic screening model
    2. Probabilistic model (full risk assessment)
- Interim Guidance on Destruction/Disposal (CASA comments submitted Jan 22)
- EPA to distribute 4 awards by September 2021 of \$1.498 M each to teams investigating pollutants in biosolids
- Univ. of Arizona study findings in Pima County – study investigating PFAS at land app site, findings led to reinstating land app practices



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### 3. Criteria Pollutants & Toxics Reporting and Air Toxics “Hot Spots” Program Updates

Two programs getting updated this calendar year...

- Criteria Air Pollutant and Toxic Air Contaminant Reporting (CTR)

*Requires WWTPs to report full Hot Spots compound list (>600 compounds).*

- Implements statewide annual reporting of criteria air pollutant and toxic air contaminant emissions data from facilities. It establishes new policies to improve emissions inventory data (critical to understanding sources of emissions contributing to adverse health risks or other impacts at the local, regional, and statewide level).

- Air Toxics "Hot Spots" Program (Hot Spots Program)

*Expanding Hot Spots compound list by over 10,000 compounds (including functional groups).*

- Establishes a statewide program for the inventory of air toxics emissions from individual facilities, as well as requirements for risk assessment and public notification of potential health risks.

**ISSUE:** As written, CTR may require Wastewater Sector to test for and report ALL (>10,000) compounds listed under the updated Hot Spots Program!



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### 3. CTR & Air Toxics: WW sector approach to determine relevant toxics for reporting

- CARB verbally confirmed WWTPs can report “business as usual” im
- Stated the wastewater sector should have until 2026 to perform “two-step process” to determine shortlist of compounds to quantify and report:
  1. GC/MS Scan for Determining Sector-Specific Compound List
  2. Quantification Process (once Sector-Specific Compound List is determined and quantification methods have been approved by CAPCOA and toxicity potential has been determined)
- Next Steps
  - CARB considering sector by sector approach
  - Meet with laboratory staff (CASA and CARB staff) January 28 to discuss approaches for sampling and analysis methods
  - 15-Day Changes to be provided any day, for public review in February
  - Begin drafting formal outline of wastewater sector’s approach for two-step process



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## 4. SB 1383: Organic Waste Methane Emissions Reduction

- 40% methane reduction by 2030 (relative to 2013 levels)
- Organic waste diversion from landfills (*includes biosolids, digestate, and sludges*)
  - 50% by 2020 (relative to 2014 levels)
  - 75% by 2025 (relative to 2014 levels)
- Next Steps
  - Adopted Nov 3, 2020
  - CASA Webinar held January 21 (recorded)
  - State to enforce on jurisdictions Jan 1, 2022
  - Local jurisdictions to start enforcement Jan 1, 2024
  - Compliance by Jan 1, 2025



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## 4. SB 1383: Organic Waste Methane Emissions Reduction

- Regulation...
  - Acknowledges reduction achieved through AD, Compost, Land App (no other processes – such as, aerobic digestion + land app, incineration, etc.)
  - Does NOT include biosolids as part of mandatory procurement (just compost)
  - Allows uses of biogas, but only includes biogas derived from diverted organic waste in mandatory procurement
  - Includes a process to review other treatment processes and determine if they can achieve reduction relative to composting
- Remaining needs...
  - Process for how to handle County Ordinances
  - Flexibility with enforcement – members developing arguments for CalRecycle's consideration
  - Biogas utilization – have stated there are many dairy digester projects approved for LCFS



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## 5. SB 100 Joint Agency Report

- 100% Clean Energy Act of 2018
- Renewable and zero-carbon resources to supply 100% of electric retail sales to end-use customers by 2045
- CEC, CPUC, and CARB drafted joint agency report to Legislature identifying pathways to achieve mandate
  
- SB 100 is achievable with existing technologies... HOWEVER
- ...existing technologies (biomethane) that meet zero-emissions criteria, but have ‘other barriers to development,’ were excluded.
  - Inadequate cost and supply data for modeling
  - Inadequate supply potential for power sector



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## 5. SB 100 Report Comments Submitted

- CASA submitted comments December 18<sup>th</sup> recommending:
  - Inclusion of biogas/biomethane in SB 100 PATHWAYS
  - State level interagency coordination on utilization of biogas/biomethane supporting goals/mandates firmly set in:
    - 2017 CARB Scoping Plan
    - 2018 CEC Deep Carbonization in a High Renewables Future: Updated Results from the California PATHWAYS Model
    - 2020 CalRecycle Organic Waste Methane Reduction Regulations
  - Utilizing cost and supply information provided in:
    - 2019 SWRCB Co-Digestion Capacity Analysis
    - 2020 CEC The Challenge of Retail Gas in California’s Low Carbon Future
    - 2020 LLNL Getting to Neutral – Options for Negative Carbon Emissions in California
    - CASA’s 2015 estimate of statewide power, heat, and low carbon transportation fuel potential
  - Support for the Draft Report’s recommendation supporting research and innovation in clean energy technologies, including use of biogas/biomethane produced by POTW anaerobic digesters.

*Sent copy of letter to:*

Jared Blumenfeld, CalEPA  
 Anil Prabhu, CARB  
 Mark de Bie, CalRecycle  
 Wade Crowfoot, CNRA  
 Tim Olsen, CEC  
 David Hochschild, CPUC  
 Jamie Ormond, CPUC  
 Karen Ross, CDFA  
 Amrith Guneseckara, CDFA  
 Max Gomberg, SWRCB



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## 6. Regional Hot Topic: BAAQMD Climate Pollutants Regulation

*Rule development suspended due to COVID-19 & lack of data*

Rule	Next Workshop	Board Presentation	Notes
13-1: Significant Methane Releases	TBD	TBD	Tabled indefinitely to focus on source-specific rules.
13-2: Organic Waste Handling	TBD	TBD	Draft is focused on organic material handling: Material Recovery Facilities, Transfer Facilities, Chip & Grind Facilities.
13-3: Composting Operations	TBD	TBD	Draft language in development, not released.
13-4: Sewage Treatment & Anaerobic Digestion	TBD	TBD	BACWA requested involvement to provide input on draft language. Draft rule to consider biogas produced/collected, minimizing other pollutants, flare requirements, record keeping, reporting requirements, etc. BAAQMD is working with BACWA to collect baseline information to inform rule development and reviewing an unsolicited proposal.
13-5: Hydrogen Plants	-	Q3 2020?	Focus on hydrogen production at petroleum refineries.
8-34: Solid Waste	-	-	Focus on methane from landfills – BAAQMD to align with

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## 6. Regional Hot Topic: BAAQMD Climate Pollutants Regulation

- BAAQMD realized it needed more data, before drafting regulations!
  - Organic Recovery Technical Working Group (TWG) meeting **February 11** to summarize BMPs at Organic Material Handling and Compost Facilities
- BACWA to develop a baseline understanding of current best management practices for POTWs, specifically:
  - Anaerobic digesters and ancillary equipment
  - Other treatment processes (i.e., lagoons)
- BAAQMD may incorporate BMPs as part of standard permit conditions vs further regulate



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## 6. Research: N<sub>2</sub>O, CH<sub>4</sub>, & NH<sub>3</sub> Emissions from POTWs



- Princeton/UC-Riverside research to measure N<sub>2</sub>O, CH<sub>4</sub>, and NH<sub>3</sub> from WWTPs
- Seeking wastewater agency partners
- Requested presentation of the research and what partnering may look like



**Mark Zondlo available to present on the research approach – To be scheduled during Q1**



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## 6. N<sub>2</sub>O & The Climate Registry (TCR) Water-Energy Nexus Registry



- Technical Working Group – commenting on TCR’s proposed updates to the WEN protocol
  - N<sub>2</sub>O emissions from WWTP processes and discharge
  - Methane emissions from WWTP – aerobic treatment systems
  - Non-biogenic (fossil) CO<sub>2</sub> emissions from WWTP and discharge (appendix of IPCC – encouraging measurement to understand contribution, e.g., methanol)
  - CO<sub>2</sub> and CH<sub>4</sub> emissions from reservoirs – may be a direct source

***CASA submitted provided additional edits December 22<sup>nd</sup>***

- TCR has released full draft with our recommended edits
- Webinar February 2<sup>nd</sup>
- Opportunity to review/comment, due February 15<sup>th</sup>



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## 7. CARB Advanced Clean Vehicle Regulations

### Advanced Clean Truck Rule

- Requires manufacturers increase sales of electric vehicles thru 2045
- Requires large entities, including local government agencies (with fleets of all sizes), report vehicle activity (2019/2020) by April 1, 2021
  - >\$50 million in revenue from related subsidiaries, subdivisions, or branches, and has at least one vehicle; or
  - Owns 50 or more vehicles; or
  - Dispatches 50 or more vehicles into or throughout California; or
  - Is a government agency (federal, state, local, and municipalities).

### Advanced Clean Fleet Rule

- Targets zero-emission truck and bus fleet by 2045
- To discuss concepts including:
  - Potential purchase requirements for public fleets
  - Establishing a ZEV fleet standard
  - A green fleet contracting strategy
  - Ways to promote innovative transportation technologies.
- Government entities viewed as early adopters
- Goal to adopt regulation by end of 2021, implement by 2024

*Working with ACWA, CMUA, SCPPA, and SoCalGas to discuss approach*



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## 8. IPCC 6<sup>th</sup> Assessment Report Review

- Intergovernmental Panel on Climate Change (IPCC) = group of international scientists that compile knowledge on climate change, its causes, potential impacts and response options in their Assessment Reports
- U.S. Global Change Research Program launched U.S. Government Review of the IPCC Sixth Assessment Report
- Submitted comments January 8<sup>th</sup> on
  - Chapter 2 – Freshwater Ecosystems
  - Chapter 3 – Ocean and Coastal
  - **Chapter 4 – Water**
  - Chapter 6 – Cities, Settlements and Key Infrastructure
  - Chapter 7 – Health & Wellbeing
  - Chapter 14 – North America
  - Chapter 16 – Key Risks Across Sectors and Regions



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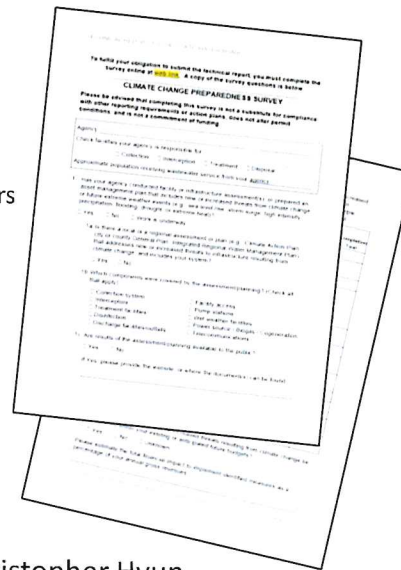
## Discussion/ Informational Items



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### 1. Adaptation: SWRCB Climate Change Preparedness Survey

- State Water Board to:
  - Use permit modifications to address vulnerability to climate change.
  - Send NPDES, WDR, and SSO permit holders survey in early 2021
  - 45-day response
  - Webinar after formal distribution
- Steps to prepare for survey:
  - Assembling subgroup – doodle poll coming today!
  - Connecting with NACWA next week



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- New SWB Climate Change Lead: Christopher Hyun

# 1. Adaptation: Planning for Sea Level Rise

## SFEI – Bay Shoreline Adaptation Atlas



**SAN FRANCISCO BAY SHORELINE Adaptation Atlas**  
Working with Nature to Plan for Sea Level Rise Using Operational Landscape Units

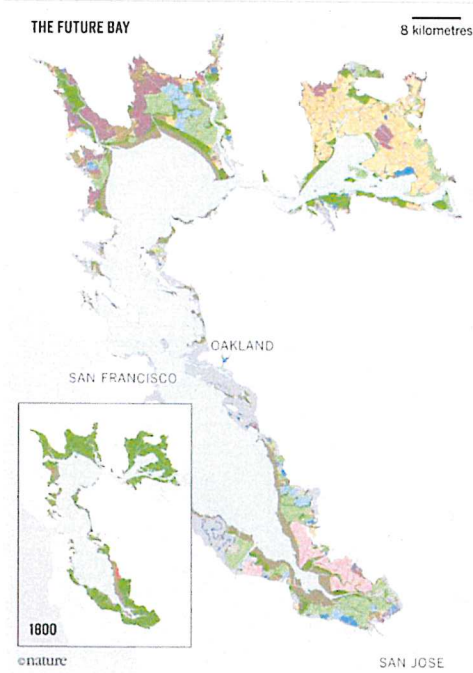


### MORE MARSHES

By the mid- twentieth century, human activity had eliminated more than 90% of the tidal marshland that once rimmed California's San Francisco Bay. Restoration efforts aim to bring the tidal marsh area back to nearly 40% of its historic reach.

- Bay/channel
- Tidal flat
- Tidal marsh
- Managed pond
- Salt pond
- Natural salt pond
- Dyked wetland
- Developed areas
- Agriculture/ undeveloped areas
- Past and planned restoration

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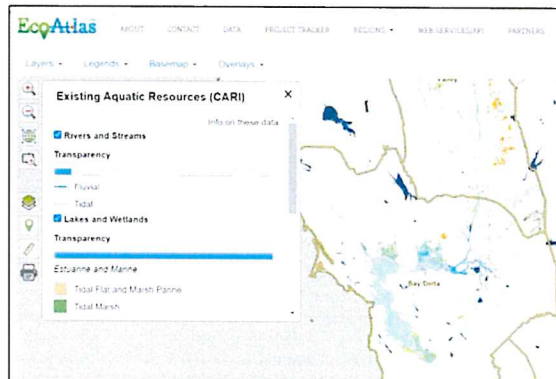


# 1. Adaptation: Planning for Sea Level Rise

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Working with Nature to Plan for Sea Level Rise Using Operational Landscape Units



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## 2. Central Valley Salinity Alternatives for Long-Term Sustainability (CV-SALTS)

### ■ Salt Management

- Phase 1: Prioritization & Optimization Study (P&O Study)
  - Late 2020 to early 2021
  - 30- to 35-year study
- Notice to Comply released - fees should be posted by Feb 10 (date of webinar)

### ■ Nutrient (Nitrate) Management

- Nitrate Management Orders went out to POTWs within 6 priority basins (those that land apply biosolids)
- For now, only applicable if in Priority 1 or 2 Groundwater Basin

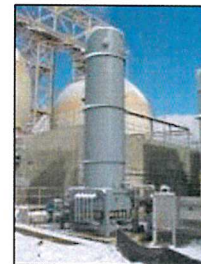


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## 3. Rules to limit NO<sub>x</sub>: SCAQMD Rule 1118.1 & SJVAPCD Rule 4311 (and some)

### ■ SCAQMD – Rule 1118.1

- Technology Assessments
  - Beneficial Use – May request extension beyond the January 2021 deadline
  - Food Waste Diversion



### ■ SJVAPCD –

- Rule 4311 (Flares) Amendment underway
- Rules 4306/4320 (Boilers, Steam Generators, and Process Heaters Greater than 5MMBtu/hr) Amendment



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## 4. Soil Enrichment Protocol (SEP)

- Developed by the Climate Action Reserve (Reserve).
- Published September 2020.
- Provides guidance to **account for, report, and verify** GHG emission reduction associated with soil enrichment projects.
- Project Owner obtains **carbon offset credits**, which can be sold. These are referred to as Climate Reserve Tonnes (CRTs).



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## 4. Soil Enrichment Project Definition

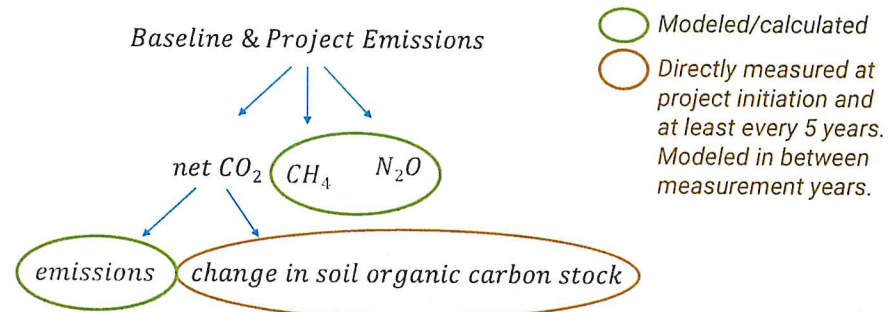
- **Soil enrichment projects** are defined as the adoption of sustainable agricultural land management practices that are intended to increase soil carbon sequestration and/or decrease net GHG emissions, such as changes to:
  - Fertilizer application
  - Soil amendment application
  - Water management/irrigation
  - Tillage/residue management
  - Crop planting and harvesting
  - Fossil fuel usage
  - Grazing practices



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## 4. Quantifying GHG Emission Reductions

$$GHG \text{ Emission Reduction} = \text{Baseline Emissions} - \text{Project Emissions}$$



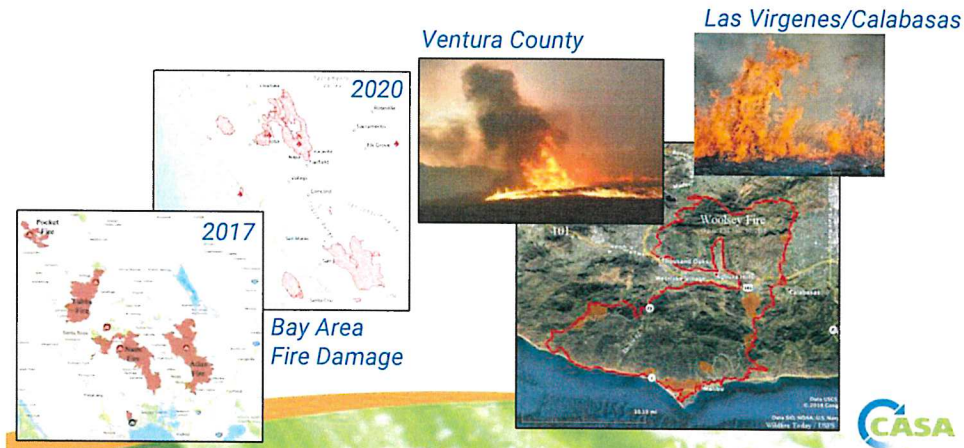
**Scheduling a meeting to go over the details of the Protocol!**



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## 5. Biosolids and Fire Reclamation Efforts

- Site secured in Las Virgenes/Calabasas (Phase 1) for Class B cake, Class A compost, and Class A dried pellets for land application + control site
  - Finalizing data analysis from Dec 2019 rain sample, to continue through spring 2021
  - Formal report to come in 2021
- Looking for a site in Bay Area (Phase 2) and back to Colorado (Phase 3)



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## 6. Biogas/Biomethane Management

- CARB Low Carbon Fuel Standard
  - CASA submitted comments on Proposed Amendments
    - Pathway certification for co-digestion derived biogas
    - Extend the electricity endpoint option to the Tier 1 Simplified CI Calculator for organic waste and wastewater sludge digestion
  
- EPA Renewable Fuel Standard RINs
  - Recent communication with new lead Kurt Gustafson, highly understaffed
  - To discuss proposed apportionment of RIN values for sludge-based biogas (D3) vs food waste-based biogas (D5)



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## Upcoming Conferences/Events

- **CASA Winter Conference**  
January 27 & 28, virtual!



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## Upcoming Meeting

- February 25<sup>th</sup>

Thanks for Joining!



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## BOARD MEMBER MEETING ATTENDANCE REQUEST

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

I would like to attend the \_\_\_\_\_ Meeting  
of \_\_\_\_\_

To be held on the \_\_\_\_\_ day of \_\_\_\_\_ from \_\_\_\_\_ a.m. / p.m. to  
\_\_\_\_\_ day of \_\_\_\_\_ from \_\_\_\_\_ a.m. / p.m.

Location of meeting: \_\_\_\_\_

Actual meeting date(s): \_\_\_\_\_

Meeting Type: (In person/Webinar/Conference) \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_  
\_\_\_\_\_

Other meeting attendees: \_\_\_\_\_

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

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

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

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

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

Please submit to the District Administrative Assistant, no later than 2:00 p.m. on the  
Friday prior to the Board Meeting.

**2/4/2021**

**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