



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

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

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

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

## **BOARD MEETING AGENDA**

**APRIL 21, 2022**

*On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health, which was due to end on September 30, 2021 (Exec. Ord. N-08-21). However, the Legislature passed AB 361 which provides local agencies with the ability to meet remotely during proclaimed state emergencies under modified Brown Act requirements, similar in many ways to the rules and procedures established by the Governor's previous Executive Orders. - In light of this – the April 21, 2022 meeting of the LGVSD Board will be held via Zoom electronic meeting\*. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged, but not required, to submit comments in writing to the Board Secretary (tlerch@lgsd.org) by 5:00 pm on Wednesday, April 20, 2022. 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>.*

### **REMOTE CONFERENCING ONLY**

**Join Zoom Meeting online at: <https://us02web.zoom.us/j/86193557607>**

**OR**

**By teleconference at: +16699009128 Meeting ID: 861 9355 7607**

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

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

Estimated Time

**OPEN SESSION:**

4:00 PM

**1. PUBLIC COMMENT**

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

4:05 PM

**2. CONSENT CALENDAR:**

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

- A. Approve Resolution 2022-2249 – Remote Meetings
- B. Approve the Board Minutes for March 17, 2022
- C. Approve the Warrant List for April 21, 2022
- D. Approve Board Compensation for March 2022
- E. Approve Murray attending NBWA virtual Annual Conference April 8
- F. Approve Schriebman attending NBWA virtual Annual Conference April 8
- G. Approve Resolution 2022-2250 Sewer Service Charge Low Income Program
- H. Approve Final Spring Newsletter
- I. Approve Resolution 2022-2251 Board Policies B-30 Board Meeting Agenda and F-30 Accounting

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

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

4:20 PM

**3. INFORMATION ITEMS:**

**STAFF/CONSULTANT REPORTS:**

- 1. General Manager’s Report – Verbal
- 2. FutureSense Report Recommendations – Written
- 3. Board Policies B-40 Board Committees and F-40 Budget - Written

5:05 PM

**4. APPROVE SODIUM BISULFITE, SODIUM HYPOCHLORITE AND LIQUID FERRIC CHLORIDE CHEMICAL BIDS**


Board to review and approve the Chemical Bids for Sodium Bisulfite, Sodium Hypochlorite and Liquid Ferric Chloride.

- 5:15 PM**      **5. BUDGET WORKSHOP ON PRELIMINARY 2022-23 BUDGET**  
Board and staff to review the Preliminary Budget for 2022-23.
- 6:15 PM**      **6. BOARD MEMBER REPORTS:**
- 1. CLARK
    - a. NBWA Board Committee, NBWA Conference Committee, 2022 Operations Control Center Ad Hoc Committee, Other Reports
  - 2. FORD
    - a. NBWRA, Gallinas Watershed Council, Marin Special Districts Association, 2022 Ad Hoc Engineering Committee re: STPURWE, 2022 Operations Control Center Ad Hoc Committee, 2022 Human Resources Committee, Other Reports
  - 3. MURRAY
    - a. Marin LAFCO, CASA Energy Committee, 2022 GM Recruitment Ad Hoc Committee, Other Reports
  - 4. SCHRIEBMAN
    - a. JPA Local Task Force, Gallinas Watershed Council, 2022 Legal Services Ad Hoc committee, 2022 Biosolids Ad Hoc Committee, 2022 Human Resources Ad Hoc committee, Other Reports
  - 5. YEZMAN
    - a. Flood Zone 7, CSRMA, 2022 Ad Hoc Engineering Committee re: STPURWE Engineering Subcommittee, 2022 Legal Services Ad Hoc Committee, 2022 GM Recruitment Ad Hoc Committee, Marin Special Districts Association, 2022 Biosolids Ad Hoc committee, Other Reports
- 6:25 PM**      **7. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
  - B. Board Agenda Item Requests – Verbal
- 6:30 PM**      **8. VARIOUS INDUSTRY RELATED ARTICLES**
- 6:35 PM**      **9. ADJOURNMENT**
- FUTURE BOARD MEETING DATES: MAY 5 AND MAY 19, 2022**

AGENDA APPROVED:	Judy Schriebman, 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 April 18, 2022, 4:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held April 21, 2022, at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: April 14, 2022



Teresa L. Lerch  
District Secretary

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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 1

**4/21/2022**

### **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.**

Agenda Item 2A  
Date April 21, 2022

RESOLUTION NO. 2022-2249

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR'S ORDER, DATED MARCH 4, 2020, IN CONTINUING EXECUTIVE ORDERS, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT FOR THE PERIOD OF APRIL 17, 2022 THROUGH MAY 16, 2022 PURSUANT TO BROWN ACT PROVISIONS**

**WHEREAS**, the LAS GALLINAS VALLEY SANITARY DISTRICT ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

**WHEREAS**, all meetings of LAS GALLINAS VALLEY SANITARY DISTRICT's Board of Directors are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, the Board of Directors previously adopted a Resolution, Number 2022-2244 on March 17, 2022, finding that the requisite conditions exist for the Board of Directors of the LAS GALLINAS VALLEY SANITARY DISTRICT to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

**WHEREAS**, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

**WHEREAS**, emergency conditions persist in the District, specifically, a State of Emergency has been proclaimed by Governor Gavin Newsom, dated March 4, 2020 and continuing; and

**WHEREAS**, effective, March 1, 2022, the Public Health Officer of The County of Marin ("Health Officer"), in keeping with Health Orders from the California Department of Public Health, strongly recommends that all individuals, regardless of vaccination status, continue to wear face coverings when indoors while in indoor public settings and businesses ; and

**WHEREAS**, evolving COVID-19 variants (following the highly infectious Omicron variant) may continue to pose a significant risk to the health and safety of attendees at an in-person meeting of the Board of Directors of the District; and

**WHEREAS**, a recently published case-control study conducted in California from February 18 to December 1, 2021 demonstrated that consistently wearing a face mask or respirator in indoor public settings reduces the risk of acquiring SARS-CoV-2 infection. Masks also remain a critical component for protecting those that are most vulnerable in our communities, including the unvaccinated, the immunocompromised, or those at risk for severe disease and illness; and

**WHEREAS**, the Board of Directors does hereby find that, as noted by the Governor, the California Department of Public Health and the Marin County Public Health Officer, that a State of Emergency continues to exist in regard to the Covid-19 outbreak and its Delta and Omicron variant, has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California, the California Department of Public Health and the Public Health Officer of The County of Marin; and

**WHEREAS**, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the Board of Directors of LAS GALLINAS VALLEY SANITARY DISTRICT shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

**WHEREAS**, the District will continue to:

1. Clearly advertise the means by which members of the public can observe a public meeting or offer comment during a meeting remotely, via either a call-in or internet-based option;

2. Provide the relevant remote access information to members of the public looking to attend a meeting of a local agency legislative body. This information includes, but is not limited to: phone numbers, passwords, URLs, email addresses, etc., such that members of the public are able to attend the meeting remotely;

3. Ensure that the public remains able to connect to a meeting and offer public comment by the means previously advertised in the meeting notice or agenda; and

4. In the event that meetings are interrupted by technological or similar technical disruptions must first resolve those issues before taking any other action(s) on items on the meeting agenda.

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

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and due to the continuing Covid-19 pandemic and its Delta variant, which would present an imminent risk to the health and safety of the Board of Directors and members of the public at an in-person meeting due to the confined space in which the Board of Directors meeting are normally held.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020 and continuing through follow-up Executive Orders, the most recent being Executive Order N-5-22, issued February 28, 2022.

Section 4. Remote Teleconference Meetings. The General Manager and Staff of the LAS GALLINAS VALLEY SANITARY DISTRICT are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) May 16, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of LAS GALLINAS VALLEY SANITARY DISTRICT may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.



\* \* \* \* \*

I hereby certify that the forgoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a regular meeting thereof held on April 21, 2022, 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

APPROVED:

\_\_\_\_\_  
Judy Schriebman, President

**MEETING MINUTES OF MARCH 17, 2022**

THE BOARD OF DIRECTORS AND STAFF OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION BY ZOOM CONFERENCE ON MARCH 17, 2022 AT 4:02 PM BY ZOOM CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

- BOARD MEMBERS PRESENT:** M. Clark (arrived at 4:03 pm), R. Ford, C. Murray, J. Schriebman and C. Yezman
- BOARD MEMBERS ABSENT:** None.
- STAFF PRESENT:** Chris DeGabriele, Interim General Manager; Teresa Lerch, Board Secretary; Dale McDonald, District Treasurer; Mike Cortez, District Engineer; Greg Pease, Collections/Maintenance/Safety Manager; Mel Liebmann, Plant Manager;
- OTHERS PRESENT:** Patrick Richardson, District Counsel; Rose Radford, R3; Justin Wilcock, Marin Sanitary Service; Ray Global, EO3; Jason Yakich, WRA;
- ANNOUNCEMENT:** President Schriebman announced that the agenda had been posted as evidenced by the certification on file in accordance with the law
- 1. PUBLIC COMMENT:** None.

**2. CONSENT CALENDAR:**

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

- A. Approve the Board Minutes for February 17, 2022
- B. Approve the Warrant List for March 17, 2022
- C. Approve Board Compensation for February 2022
- D. Approve Ford to attend the CSDA Special Leadership Conference in Napa on September 18-21, 2022
- E. Approve Schriebman and Yezman to attend the CASA Biosolids 101 Training Webinar on March 7, 2022
- F. Approve Resolution 2022-2244 – Remote Meetings
- G. Approve Resolution 2022-2245 Board Policies B-10 Board Minutes and F-10 General Finance

Items F and G were pulled for discussion.

**ACTION:**

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

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

**3. PUBLIC HEARING – ORDINANCE NO. 189 AMENDING TITLE 4, CHAPTER 1 – REGULATING SOLID WASTE, RECYCLABLE AND ORGANIC MATERIALS, AND THE COLLECTION, REMOVAL AND DISPOSAL THEREOF AS REQUIRED BY SB 1383**

- A. **OPEN PUBLIC HEARING** – President Schriebman opened the public hearing at 4:16 P.M.
- B. **REVIEW DISTRICT STAFF RECOMMENDATIONS** – Board considered staff recommendation to adopt Ordinance 189 amending Title 4, Chapter 1 Sanitary Code of the Las Gallinas Valley Sanitary District. Representatives of Marin Sanitary Service and R3 Consulting Group were in attendance to address any question from the Board or the public.
- C. **PUBLIC COMMENT** – No members of the public addressed the Board with comments.
- D. **BOARD COMMENT** – Discussion ensued. Director Yezman mentioned that there is no waiver for residential and would like an amendment in the future.
- E. **CLOSE THE PUBLIC HEARING** – President Schriebman closed the Public Hearing at 4:33 P.M.

**ACTION:**

Board approved (M/S Murray/Ford 5-0-0-0) Ordinance 189, Amending Title 4, Chapter 1 Sanitary Code of the Las Gallinas Valley Sanitary District regulating Solid Waste, Recyclable and Organic Materials and the Collection, Removal and Disposal thereof as required by SB 1383.

Roll Call:

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

**4. INFORMATION ITEMS:**

STAFF / CONSULTANT REPORTS:

- 1. Interim General Manager's Report – DeGabriele reported.
- 2. North Bay Water Reuse Authority Technical Advisory Committee – DeGabriele reported.
- 3. Board Policies B-20 Interaction with staff and F-20 Financial Reporting – Discussion ensued. Schriebman will send her comments to the Interim General Manager.
- 4. Consider Draft COVID-19 Testing Policy – McDonald reported. Discussion ensued. Modifications were suggested by the Board. This item will be brought back to the Board.
- 5. Marsh Pond Long Term Vegetation Plan – Cortez reported. Discussion ensued.

**5. BIOGAS UTILIZATION ALTERNATIVES**

Board and staff discussed Biogas Utilization Alternatives. This item will be brought back to the Board.

**6. APPROVE ADMINISTRATIVE POLICY CONCERNING COVID-19 SUPPLEMENTAL PAID SICK LEAVE – TABLED UNTIL NEXT MEETING**

**7. PUBLIC COMMENT:** None

**8. BOARD MEMBER REPORTS – TABLED UNTIL NEXT MEETING**

Director Clark mentioned that the Climate Change(d) Weathering Extremes Together NBWA virtual conference is April 8<sup>th</sup> 9 am to 3 pm.

**9. BOARD REQUESTS:**

- A. Board Meeting Attendance Requests - none.
- B. Board Agenda Item Requests - none.

**10. MISCELLANEOUS DISTRICT CORRESPONDENCE:**

No Discussion.

**11. ADJOURNMENT:**

**ACTION:**

Board approved (M/S Murray/Clark 5-0-0-0) the adjournment of the meeting at 7:26 p.m. in memory of David Cardenas of CASA.

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

NOES: None.

ABSENT: None.

ABSTAIN: None.

The next Board Meeting is scheduled for April 7, 2022 4 PM by Zoom Meeting at the District Office.

ATTEST:

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

APPROVED:

\_\_\_\_\_  
Crystal J. Yezman, Board Vice-President  
SEAL

Las Gallinas Valley Sanitation District  
Warrant List 4/21/2022 DRAFT

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	4/21/2022	EFT1	ADP Payroll	131,138.35		131,138.35	4/08/2022 Payroll & Processing Charges
2	4/21/2022	N/A	Apodaca, Anthony	1,234.80		1,234.80	Sewer Use Charge Reimbursement - 2021
3	4/21/2022	N/A	Aramark Uniform Service	296.44		296.44	Uniform Laundry Service week of 4/4
4	4/21/2022	N/A	ArcSine Engineering	1,069.01		1,069.01	Marin Lagoon Pump Station Engineering Services
5	4/21/2022	N/A	Bullseye Telecom	315.18		315.18	Trunk Lines
6	4/21/2022	ACH	Byers Law Office	5,850.00		5,850.00	Legal Services Provided- March
7	4/21/2022	N/A	Cal-Steam	151.48		151.48	Misc. Supplies
8	4/21/2022	EFT	CalPERS 457 Plan	7,314.46		7,314.46	EE's Contribution to Deferred Comp. Paydate 4/8/2022
9	4/21/2022	EFT	CalPERS Retirement	21,570.38		21,570.38	EE & ER Payment to Retirement- Paydate 4/08/2022
10	4/21/2022	ACH	Contractor Compliance & Monitoring	8,819.48		8,819.48	Labor Compliance- March
11	4/21/2022	N/A	Core Utilities	3,180.00		3,180.00	IT Services- March
12	4/21/2022	N/A	CPM Construction	5,600.00		5,600.00	STPURWE- Estimating and Scheduling Services- March
13	4/21/2022	N/A	DAC & Associates	14,387.50		14,387.50	STPURWE- Geotechnical Construction Support Services 4/21-4/22
14	4/21/2022	N/A	Danadjieva Hansen Architects	44,993.25		44,993.25	Consulting & Architectural Design Services- OCC Building
15	4/21/2022	N/A	Dave Lehman Trucking	1,080.00		1,080.00	Rock Delivery for Reclamation Pump Station Improvements
16	4/21/2022	EFT	Direct Dental	808.71		808.71	EE Dental Payments
17	4/21/2022	ACH	Du-All Safety	5,419.20		5,419.20	Safety and Training for LGVSD- March, Audiometry Testing for Staff
18	4/21/2022	ACH	Edelstein, Daniel	3,420.25		3,420.25	Canada Goose Addling Project & Biological Reporting for NPDES Permit
19	4/21/2022	N/A	Environmental Business Specialists	1,150.00		1,150.00	Basic Biological Analysis Performed on 3/29
20	4/21/2022	ACH	EOA	12,490.00		12,490.00	Technical Support for Regulatory Permits- Feb
21	4/21/2022	ACH	Ford, Ron	200.00		200.00	Medical Reimbursement- April
22	4/21/2022	ACH	Gardeners Guild	1,179.00		1,179.00	Landscape Maintenance - April
23	4/21/2022	ACH	Grainger	173.05		173.05	Rotary Hand Drum Pump
24	4/21/2022	ACH	Hanford ARC	5,040.00		5,040.00	Lower Miller Creek Revegetation Maintenance Services- March
25	4/21/2022	N/A	Hazen and Sawyer	9,965.00		9,965.00	Engineering Support Services, Digester Room MCC Upgrades
26	4/21/2022	N/A	Jefferson Security	345.00		345.00	Alarm Service and Alarm Center Updates for Ops Building and Lab
27	4/21/2022	ACH	Kennedy Jenks	8,997.30		8,997.30	Integrated Wastewater Master Plan & Alternative Funding & Grant Consulting
28	4/21/2022	ACH	Kenwood Energy	806.25		806.25	Solar Panel Replacement Assistance
29	4/21/2022	N/A	Marin Ace	176.53		176.53	Tiedown Ratchet, Driver, Hole Dozer, Locknut Conduit, Misc. Supplies

Las Gallinas Valley Sanitation District Warrant List 4/21/2022 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	4/21/2022	N/A	McMaster Carr	176.12		176.12	Misc. Supplies
31	4/21/2022	ACH	Murray, Craig	125.00		125.00	Medical Reimbursement- April
32	4/21/2022	N/A	North Bay Gas & Welding Supply	806.86		806.86	Welding Supplies
33	4/21/2022	N/A	North Bay Petroleum	2,468.95		2,468.95	Oil, Drums, Regulatory Fees
34	4/21/2022	ACH	Onswitch	4,775.00		4,775.00	Solar Panel Interconnection Application
35	4/21/2022	N/A	Operating Engineers	1,174.96		1,174.96	EE's Union Dues for Paydate 4/8 & 4/22
36	4/21/2022	N/A	PG&E	5,408.81		5,408.81	Electricity at Plant
37	4/21/2022	N/A	PG&E	639.03		639.03	Fuel for CNG Collections Truck
38	4/21/2022	N/A	PG&E	1,009.19		1,009.19	Solar Account
39	4/21/2022	N/A	Rathlin Properties	9,071.00		9,071.00	May Rent at 101 Lucas Valley Rd.
40	4/21/2022	ACH	Retiree Augusto	145.65		145.65	Retiree Health - May
41	4/21/2022	ACH	Retiree Burgess	153.53		153.53	Retiree Health - May
42	4/21/2022	ACH	Retiree Cummins	153.53		153.53	Retiree Health - May
43	4/21/2022	ACH	Retiree Emanuel	232.94		232.94	Retiree Health - May
44	4/21/2022	ACH	Retiree Gately	158.44		158.44	Retiree Health - May
45	4/21/2022	ACH	Retiree Guion	158.44		158.44	Retiree Health - May
46	4/21/2022	ACH	Retiree Johnson	702.40		702.40	Retiree Health - May
47	4/21/2022	ACH	Retiree Kermoian	153.53		153.53	Retiree Health - May
48	4/21/2022	ACH	Retiree Mandler	153.53		153.53	Retiree Health - May
49	4/21/2022	ACH	Retiree McGuire	625.00		625.00	Retiree Health - May
50	4/21/2022	ACH	Retiree Memmott	153.53		153.53	Retiree Health - May
51	4/21/2022	ACH	Retiree Petrie	145.65		145.65	Retiree Health - May
52	4/21/2022	ACH	Retiree Pettey	153.53		153.53	Retiree Health - May
53	4/21/2022	ACH	Retiree Reetz	456.06		456.06	Retiree Health - May
54	4/21/2022	ACH	Retiree Reilly	153.53		153.53	Retiree Health - May
55	4/21/2022	ACH	Retiree Vine	153.53		153.53	Retiree Health - May
56	4/21/2022	ACH	Retiree Wettstein	667.00		667.00	Retiree Health - May
57	4/21/2022	ACH	Retiree Williams	667.00		667.00	Retiree Health - May
58	4/21/2022	N/A	Riedinger Consulting	568.75		568.75	STPURWE- On-Call Construction Scheduling Support

Las Gallinas Valley Sanitation District Warrant List 4/21/2022 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
59	4/21/2022	N/A	Royal Wholesale Electric	806.56		806.56	Junction Box and Misc. Supplies for Descanso Pump Station
60	4/21/2022	ACH	Satcom Global	158.77		158.77	April Charge for Satellite Phones
61	4/21/2022	ACH	Schriebman, Judy	200.00		200.00	Medical Reimbursement- April
62	4/21/2022	N/A	SiteOne Landscape Supply	12.39		12.39	Reducer Bushing
63	4/21/2022	N/A	SMART	404.75		404.75	Utility Agreement Fee from 4/1/22 - 3/31/23 Near Milepost 21.13 for 18" Sewer Pipeline
64	4/21/2022	N/A	State Water Resources Control Board	704.00		704.00	Secondary Treatment Plan-Annual Permit Fee
65	4/21/2022	EFT	Sunlife Financial	2,678.57		2,678.57	EE's AD&D, Disability and Life Insurance-April
66	4/21/2022	N/A	TPx Communications	995.71		995.71	Phone Services- April
67	4/21/2022	N/A	Uline	112.46		112.46	Windsock Kit
68	4/21/2022	ACH	Univar	3,433.77		3,433.77	Sodium Hypochlorite
69	4/21/2022	N/A	USA Blue Book	1,037.39		1,037.39	Cooler & Swing Sampler Bottle Poles, Staff Gauges
70	4/21/2022	ACH	WECO	98.22		98.22	Fuel Filter, Hose Connection
71	4/21/2022	EFT	Wex Health	50.00		50.00	FSA Administration- March
72	4/21/2022	N/A	WRA	1,785.00		1,785.00	Lower Miller Creek Monitoring- Feb-Apr
73	4/21/2022	ACH	Yezman, Crystal	200.00		200.00	Medical Reimbursement- April

Do not change any formulas below this line.

TOTAL \$ 341,258.70 \$ - \$ 341,258.70

EFT1	EFT1 = Payroll (Amount Required)	131,138.35	131,138.35	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)	0.00	0.00	
N/A	Checks - Not issued	111,126.12	111,126.12	
EFT	EFT = Vendor initiated "pulls" from LGVSD	32,422.12	32,422.12	
ACH	ACH = LGVSD initiated "push" to Vendor	66,572.11	66,572.11	
Total		<u>\$ 341,258.70</u>	<u>\$ 341,258.70</u>	

Difference: \$ \_\_\_\_\_

STPURWE Costs 20,556.25

Agenda Item 2D  
Date April 21, 2022

Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	5
Ron Ford	6
Craig Murray	6
Judy Schriebman	5
Crystal Yezman	5
<b>Total</b>	<u>27</u>

Meeting Date: 4/21/2022  
Paydate: 4/22/2022





101 Lucas Valley Road, Suite 300, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: Megan Clark Month: March 2022

Board Members shall be compensated for up to the legal limit of six (6) meetings per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3-3-22	Regular	X	
3-17-22	Regular	X	
TOTAL		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3-4-22	NBWA – REGULAR	X	
3-7-22	OCC AD HOC COMM.	X	
3-8-22	NBWA CONFERENCE – VIRTUAL	X	
3-10-22	TELEPHONE INTERVIEW FOR GM		X
TOTAL		3	1

Total Meetings for which I am Requesting Payment: Max of six (6) per Health & Safety Code §4733	5
--	---

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

Megan Clark  
Director Signature

4-12-22  
Date



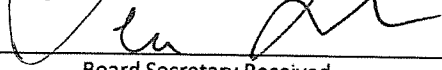
101 Lucas Valley Road, Suite 300, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

### BOARD MEMBER ATTENDANCE FORM

  
\_\_\_\_\_

Administrative Services Manager Approved

  
\_\_\_\_\_

Board Secretary Received

4/14/22  
\_\_\_\_\_

Date

4/11/22  
\_\_\_\_\_

Date



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: BON FORD Month: MARCH 2022

Board Members shall be compensated for up to the legal limit of six (6) meetings per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/01	G.W.C. CREEK CLEANUP		✓
3/02	G.W.C.	✓	
3/03	REG. BOARD	✓	
3/07	O.C.C. AD HOC	✓	
<b>TOTAL</b>			

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/09	MCSDA	✓	
3/17	REG. BOARD	✓	
3/24	G.W.C.		✓
3/28	NBWRA	✓	
<b>TOTAL</b>			

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

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

*Bon Ford*  
Director Signature

04/04/2022  
Date

*[Signature]*  
Administrative Services Manager Approved

4/14/22  
Date

*[Signature]*  
Board Secretary Received

4/4/22  
Date



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

### BOARD MEMBER ATTENDANCE FORM

Director's Name: MURRAY, Craig K. Month: March 2022

Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/3/22	Board Meeting	X	
3/17/22	Board Meeting	X	
<b>TOTAL</b>		2/2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/6,7,8,15,20,22/22	Merrydale Road/Las Gallinas Creek Headwater Litter Removal c/o City of San Rafael: 3/6 0.5 hours; 3/7 0.5 hours; 3/8 0.5 hours; 3/15 0.5 hours; 3/20 2.0 hours; 3/22 0.5 hours		XXXXXX
3/1/22	CASA DC – Day 2	X	
3/2/22	CASA DC – Travel Day	X	
3/7/22	CASA Biosolids 101 Training	X	
3/8/22	New General Manager Recruitment, Interview Bob Murray & Assoc.		X
3/9/22	Environmental and Energy Study Initiative: 2022 Sustainable Energy in America Factbook Webcast		X
3/9/22	Precondemnation/Permission to Enter Presentation, International Right of Way Association, SF Chapter 2 and San Jose Chapter 47		X
3/10/22	Greenleaf Commission on Sustainability – Livonia, MI Webinar by Urban Elephant		X
3/16/22	Marin LAFCo Legislative Subcommittee – Omnibus AB 2957; SB 938 Special District Dissolution to 25% Protest Provision		X
3/16/22	Sonoma County Special Districts Association Chapter Formation Day		X
3/24/22	CASA Air Quality, Climate Change & Energy (ACE) Workgroup Meeting	X	
<b>TOTAL</b>		4/15	



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

### BOARD MEMBER ATTENDANCE FORM

<b>Total Meetings for which I am Requesting Payment:</b> <b>Max of six (6) per Health &amp; Safety Code §4733</b>	<b>6/17</b>
--	-------------

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

  
\_\_\_\_\_  
Director-Signature

Craig K. Murray

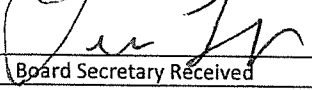
March 25, 2022

  
\_\_\_\_\_  
Administrative Services Manager Approved

\_\_\_\_\_  
Date

4/14/22

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board Secretary Received

3/25/22  
\_\_\_\_\_  
Date



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name:       Judy Schriebman       Month:       March 2022      

Board Members shall be compensated for up to the legal limit of six (6) meetings per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/3	Regular mtg	X	
3/17	Regular mtg	X	
3/22	Ad hoc Biosolids Committee mgt	X	
<b>TOTAL</b>		<b>3:3</b>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
3/2	GWC meeting		X
3/7	Biosolids Webinar	X	
3/10	GM Search Consultant Call	X	
3/27	Miller Creek Restoration at LVE School		X
<b>TOTAL</b>		<b>2:4</b>	

<b>Total Meetings for which I am Requesting Payment:</b> <b>Max of six (6) per Health &amp; Safety Code §4733</b>	<b>5</b>
--	----------

I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

*Judy Schriebman*

3/31/2022

Director Signature

Date

Administrative Services Manager Approved

Date

Board Secretary Received

Date



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903  
 Office: 415.472.1734 Fax: 415.499.7715

### BOARD MEMBER ATTENDANCE FORM

Director's Name: Yezman Month: March 2022

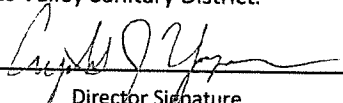
Board Members shall be compensated for up to the legal limit of six (6) meeting per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
03/03/22	Regular Board Mtg	X	
03/17/22	Regular Board Mtg	X	
<b>TOTAL</b>		<b>2</b>	

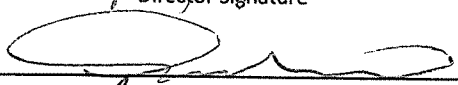
OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
03/04/22	GM Ad Hoc Meeting	X	
03/08/22	GM Discussion with Bob Murray and Assoc	X	
03/22/22	Biosolids Ad Hoc	X	
<b>TOTAL</b>		<b>3</b>	

<b>Total Meetings for which I am Requesting Payment: Max of six (6) per Health &amp; Safety Code §4733</b>	<b>5</b>
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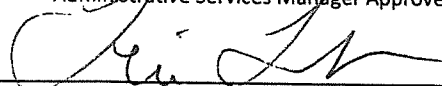
I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.

  
 \_\_\_\_\_  
 Director Signature

04/13/22  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Administrative Services Manager Approved

4/14/22  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Board Secretary Received

4/13/22  
 \_\_\_\_\_  
 Date

AGENDA ITEM 2E  
DATE April 22, 2022



## BOARD MEMBER CONFERENCE/ MEETING ATTENDANCE REQUEST

Date: 4/7/22 Name: MURRAY, Craig K.

I would like to attend the Annual Conference Meeting of  
NBWA

To be held on the 7th day of April from 9 a.m. / p.m. to  
7th day of April to 3 a.m. / p.m.

Location of meeting: Virtual

Actual meeting date(s): 4/7/22

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

Purpose of Meeting: Regional Updates, Speakers

Meeting relevance to District: Area Water Systems

	YES	NO	
Request assistance from Board Secretary to register for Conference:	<input type="checkbox"/>	<input type="checkbox"/>	No
Request assistance from Board Secretary to register for Hotel:	<input type="checkbox"/>	<input type="checkbox"/>	No

Board Directors to book their own transportation including Airfare, taxi and/or shuttles.

Frequency of Meeting: 1X

Estimated Costs of Travel (if applicable): N/A

Date submitted to Board Secretary: 4/7/22

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

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





## BOARD MEMBER CONFERENCE/ MEETING ATTENDANCE REQUEST

Date: 4/8/22 Name: Judy Schriebman

I would like to attend the      NBWA Virtual Conference      Meeting of  
     April 8, 2022

To be held on the   8   day of   Apr   from   9   a.m. / p.m. to   3   p.m.

Location of meeting:      webinar     

Actual meeting date(s):      April 8     

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

Purpose of Meeting:      One Water policies; climate change     

Meeting relevance to District:      One Water  
funding/policies/opportunities     

	YES	NO
Request assistance from Board Secretary to register for Conference:	<input type="checkbox"/>	<input type="checkbox"/>
Request assistance from Board Secretary to register for Hotel:	<input type="checkbox"/>	<input type="checkbox"/>

Board Directors to book their own transportation including Airfare, taxi and/or shuttles.

Frequency of Meeting:      one day every other year     

Estimated Costs of Travel (if applicable):      N/A     

Date submitted to Board Secretary:      4/8/22     

Board approval obtained on Date:     

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



Item Number 2G  
GM Review CD

# Agenda Summary Report

**To:** Board of Directors  
**From:** Dale McDonald, Administrative Services Manager  
(415) 526-1519 [dmcDonald@lgvsd.org](mailto:dmcDonald@lgvsd.org)  
**Meeting Date:** April 21, 2022  
**Re:** Resolution 2022-2250 Adopting Low-Income Sewer Rate Assistance Program for Single Family Residential Households for Fiscal Year 2022-23

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

## STAFF RECOMMENDATION

Approve Resolution No. 2022-2250 adopting a Low-Income Sewer Rate Assistance Program establishing a 10% sewer rate reduction for low-income homeowners who participate in PG&E's CARE program.

Allocate \$50,000 in Ad Valorem Property Taxes for fiscal year 2022-23 for use towards the program, authorizing staff to include funding in the budget to be considered on June 16, 2022.

## BACKGROUND

The Board expressed interest in providing rate relief to low-income residents of the District. Research was undertaken and it was determined that the District can implement a low-income rate assistance program if the District does not use Sewer Service Charge (SSC) rate revenue, which is subject to the substantive limitations under Article XIII D, Section 6 (Proposition 218) proportionality requirements under the California Constitution. Non-SSC revenue sources, such as ad valorem property tax revenues, can be used to fund the program. Various Marin County water and wastewater agencies have Low Income Rate Assistance (LIRA) programs.

## PREVIOUS BOARD ACTION

On April 7, 2022, the Board considered creating a Low-Income Sewer Rate Assistance Program and directed staff to develop a program with a 10% sewer rate reduction for low-income homeowners.

## ENVIRONMENTAL REVIEW

N/A

## FISCAL IMPACT

The cost to implement the program is dependent upon the number of PG&E CARE customers that take advantage of the program. There are 1,835 CARE customers in the District, comprised of both homeowners and renters. Estimating 25% of CARE customers are eligible homeowners it would mean there could be up to 458 eligible customers. It is anticipated that fewer than 50% of eligible customers would apply for the discount. Based on the previously adopted SSC for Fiscal Year (FY) 2022-23 of \$1,122, the following discounts and total program costs can be estimated:

<u>Discount</u>	<u>Rate Reduction</u>	<u>Est. Max Annual Program Costs in FY 2022-23</u>
\$112.20	10%	\$51,388

**RESOLUTION No 2022-2250**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
ESTABLISHING A LOW-INCOME SEWER RATE ASSISTANCE PROGRAM  
FOR QUALIFIED SINGLE-FAMILY RESIDENTIAL HOMEOWNER'S  
WITHIN THE LAS GALLINAS VALLEY SANITARY DISTRICT**

**WHEREAS**, Last 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, 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 & Safety Code §6520.5; and

**WHEREAS**, the District imposes Sewer Service Charges ("SSC") in accordance with Government Code §66013; and

**WHEREAS**, on April 7, 2022, the District Board of Directors expressed support for a Low-Income Sewer Rate Assistance Program ("LISRAP or Program") to benefit eligible homeowners; and

**WHEREAS**, the Program would be funded by non-rate revenue such as Ad Valorem Property Taxes and not SSC rate revenue; and

**WHEREAS**, the Board now wishes to establish the Program and make it available to eligible low-income single-family residential ratepayer households.

**NOW, THEREFORE**, by the Board of Directors of the Las Gallinas Valley Sanitary District, Marin County, California, that the Low-Income Sewer Rate Assistance Program ("LISRAP") is hereby established, providing a ten percent (10%) Sewer Service Charge rate discount to eligible households, demonstrated by being enrolled in the PG&E CARE Program (California Alternate Rates for Energy Program) and for which the rate payer household must also include a customer of the District who pays the District Sewer Service Charges on their property tax bill, beginning with fiscal year ("FY") 2022-23.

**BE IT FURTHER RESOLVED**, that \$50,000 of Ad Valorem Property Tax revenue received from Marin County in FY 2022-23 be allocated to fund the program, subject to Final Budget approval, with any unused funds at the end of the fiscal year being released to the general fund. Continuation of the program and any adjustment to the program or funding allocation will be reviewed annually as part of the budget process.

**BE IT FURTHER RESOLVED**, that implementation of the LISRAP, including development of the application process and oversight of the program, is hereby delegated to the General Manager or designee.

\* \* \* \* \*

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 21<sup>st</sup> day of April, 2022, by the following vote of the members thereof:

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

\_\_\_\_\_  
Teresa L. Lerch, District Secretary

Approved:

(seal)

\_\_\_\_\_  
Judy Schriebman, President



Item Number 2H  
GM Review CD

# Agenda Summary Report

To: Board of Directors  
From: Dale McDonald, Administrative Services Manager *DM*  
(415) 526-1519 [dmcDonald@lqvsd.org](mailto:dmcDonald@lqvsd.org)  
Meeting Date: April 21, 2022  
Re: Spring 2022 Newsletter  
Item Type: Consent \_\_\_\_\_ Action X Information \_\_\_\_\_ Other \_\_\_\_\_  
Standard Contract: Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X .

## STAFF RECOMMENDATION

Staff recommends that the Board approve the publication of the Spring 2022 Newsletter.

## BACKGROUND

The District produces a newsletter approximately every 6 months in order to update customers regarding subjects of interest about the District. Each newsletter typically has one main topic and three to four smaller articles. The spring newsletter had a few more articles than normal to touch on timely topics.

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

Staff is planning to mail the newsletter in May which will allow enough time for applications to be submitted for the Low-Income Sewer Rate Assistance Program before the deadline and to announce the public hearings to be held on June 16, 2022 to consider the budget and setting of the sewer rate.

## PREVIOUS BOARD ACTION

On February 17, 2022, the Board discussed potential newsletter topics and gave staff direction to develop the newsletter with the following topics:

- Recycled Water – Doing Our Part to Save Water
- Hiring of Interim General Manager and Recruitment for Permanent GM
- Sewer Rate Increase and Announcement of Low Income Assistance Program
- Zero Waste Marin – We Can Do Our Part
- Sewer Laterals and Backflow Prevention Device – Owner’s Responsibility
- Monitoring for COVID-19 in Wastewater
- Sharing the Trails in the Reclamation Area
- Announcement of awards tag line (added on back page)
- Inclusion of paper recycle logo (added to front page)

## ENVIRONMENTAL REVIEW

N/A

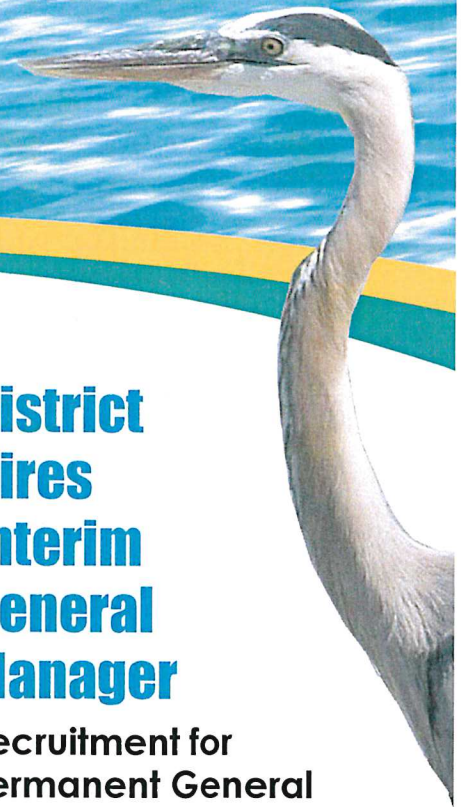
## FISCAL IMPACT

The newsletter is budgeted in the 2021-22 Budget.

# THE HERON

Las Gallinas Valley Sanitary District

Spring 2022



## Recycled Water — Even More Important During Drought

For many years, the District has recycled a portion of its incoming wastewater, treating it so it can be repurposed for non-potable uses. Last year's completion of Phase 1 of the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project effectively quadrupled the District's recycled water production capacity to over 5 million gallons per day — that's nearly 2 billion gallons a year! Every gallon of recycled water saves a gallon of fresh water for critical uses in homes, businesses, hospitals, and schools throughout the region.

A large portion of the District's recycled water is distributed to Marin Municipal Water District and

North Marin Water District. Those agencies then sell it for use in landscape irrigation, car washes, cooling towers, commercial laundries, toilet flushing, and other non-potable needs that might otherwise be met with fresh drinking water.

The District is proud to be providing this reliable, sustainable source of recycled water. Marin County, the region, and much of the western US is experiencing a drought of historic proportions, making this drought-proof recycled water supply even more critical. For more information about our recycled water facility, visit [lgvsd.org/recycledwater](http://lgvsd.org/recycledwater).



Recycled water membrane filter system

## District Hires Interim General Manager

### Recruitment for Permanent General Manager Underway



The Las Gallinas Valley Sanitary District Board of Directors has retained Chris DeGabriele as Interim General Manager. Mr.

DeGabriele started at the District on January 31, 2022, and brings decades of professional experience including 22 years as the General Manager of the North Marin Water District in Novato.

The District Board is now in the process of recruiting to fill the General Manager position on a permanent basis. It has hired a professional recruiting firm to assist with a nationwide search, and is hopeful that local candidates will also apply. A new general manager is expected to be hired later this year. Visit the District website at [www.lgvsd.org](http://www.lgvsd.org) for updates.



When done reading this newsletter, please put it in your blue recycling bin with other recyclable paper items.



## We Can All Do Our Part to Achieve Zero Waste

Zero waste is the conservation of all resources through responsible production, consumption, reuse, and recovery of products, packaging, and materials — without burning and with no discharges to landfill, water, or air.

In addition to wastewater collection and treatment, the District contracts with Marin Sanitary Service to help move the region toward zero waste by providing for garbage, organics, and recycling pickup within the unincorporated County areas of the District.

Food waste comprises 29% of all materials placed in garbage carts by residential customers, and 35% of landfilled material from commercial customers is food. When food waste is sent to the landfill, it breaks down anaerobically and releases methane, a potent greenhouse gas. Landfills are the third largest source of methane emissions in the United States, making it important that your food waste is not tossed in your garbage (gray) cart. California's Short-Lived Climate Pollutant Reduction Strategy (SB 1383) has set goals to reduce emissions from short-lived climate pollutants, such as food waste.

When your food scraps are placed in your organics (green) cart, they are taken to a facility that converts them into compost.

Continued on page 4...

## Sewer Rate Increase Anticipated

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

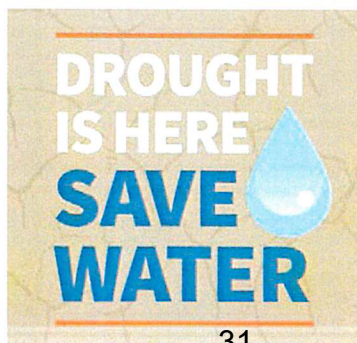
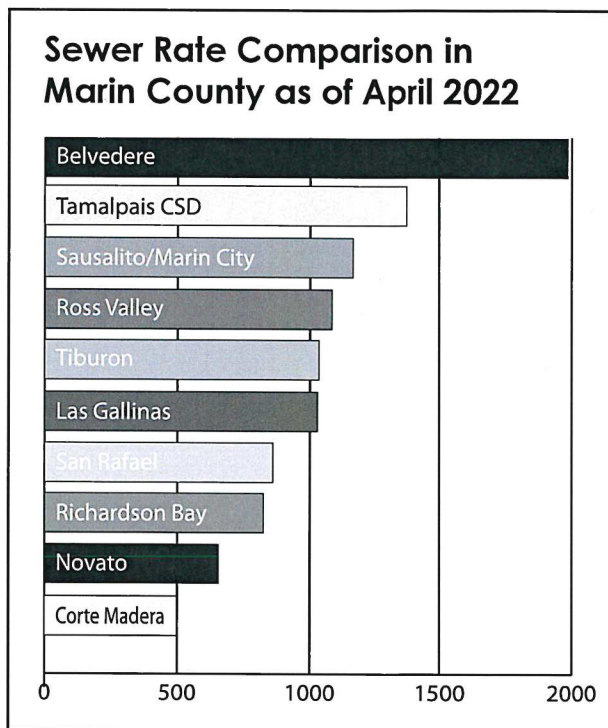
In 2021, the District Board of Directors approved a two-year sewer rate increase to help keep up with escalating costs of providing the District's critical services to its customers. At that time, the Board determined that the second-year increase (for fiscal year 2022/23) would be no more than 9%. Based on current financial forecasts, the pending rate increase may be less than the 9% originally approved. **A final decision on the rate increase for 2022/23 will be considered by the Board at their June 16, 2022 meeting.**

We understand that any increase could be a concern for some customers. The District's new Low-Income Sewer Rate Assistance Program was developed to help low- and fixed-income customers by providing 10% reduction for qualifying residential ratepayers. More information about this program and applications are online at [www.lgvsd.org/LISRAP](http://www.lgvsd.org/LISRAP).

It's important to point out that District customers pay only for the actual cost of their service, as set by ordinance, based on an independent Wastewater Cost of Services Study completed in April 2021. Rates are set to provide sufficient

funding for current and future operation and maintenance and to fund the capital improvement budget. The District's rates are comparable to other Marin County communities.

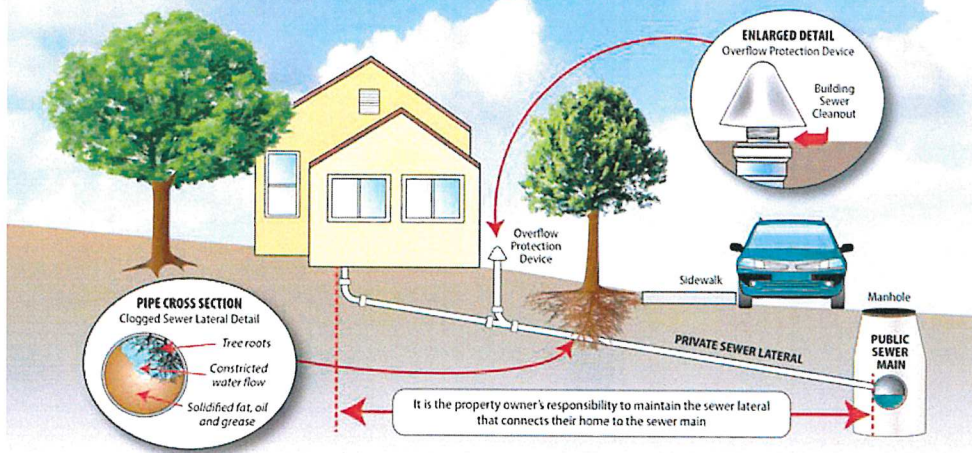
District rates provide for continued effective and efficient high-quality and reliable wastewater collection, treatment, and recycling. Rates also advance protection of the environment and the public health, compliance with ever-increasing state and federal regulations, continued sound fiscal practices, and funding of critical infrastructure improvements throughout the District.



## Do Your Part to Save Water

Minimal rainfall has left reservoirs throughout Marin County at historically-low levels. The Las Gallinas Valley Sanitary District urges you to visit the websites below to find water conservation tips and drought information:  
[marinwater.org/conserve](http://marinwater.org/conserve)  
[nmwd.com/save-water](http://nmwd.com/save-water)  
[savingwaterpartnership.org](http://savingwaterpartnership.org)

## Help Prevent Costly Sewage Overflows



Courtesy of Dublin San Ramon Services District

## Reminder: Sewer Laterals are Property Owner's Responsibility

A sewer lateral is the private pipeline that runs from your home to the sewer main. When a sewer lateral backs up and overflows, it's frequently due to tree and/or large shrub roots growing into the line — they're attracted to the water and nutrients in the pipe. Unfortunately, once roots enter sewer pipes through cracks or loose joints they'll continue to grow and eventually completely block or even break that lateral line. So, it's a good idea to avoid planting new trees or shrubs near sewer laterals or lines (or plant only appropriate species that are less likely to cause problems).

**"Keep your sewer lateral in good condition to avoid sewer backups and potential spills and overflows."**

An Overflow Protection Device, also called a Backflow Prevention Device, on your lateral (as shown in the diagram above) is an important protection against sewage potentially backing up into

your home or business. If there is a clog or backup, this device can prevent sewage from entering your home or business and reroute the spill to outside your building. If you haven't already done so, you may want to have one installed to avoid smelly and costly sewage overflow clean-ups in your home. They are available at plumbing supply stores, and it's recommended that a licensed plumber install the device since elevation and location are critical to its proper operation.

Remember, it's the property owner's responsibility to keep the sewer lateral in good condition, to avoid sewer backups and potential spills and overflows.

We know that repairing damage to a lateral can be very expensive for homeowners. The District has a **Sewer Lateral Assistance Program** that provides low interest loans to lessen the burden homeowners face when a sewer lateral needs repair or replacement (visit [www.lgvsd.org](http://www.lgvsd.org) – click on Sewer Lateral Assistance Program). You can take advantage of this program to help make sure you're doing your part to prevent overflows or backups into your home.

## District Honored for Helping Monitor COVID in Wastewater

Early in the COVID-19 pandemic, the Las Gallinas Valley Sanitary District and other wastewater agencies were contacted by university researchers, including those from UC Berkeley and Stanford, asking for assistance in their work to detect COVID-19 in wastewater. The District began collecting and providing wastewater samples to researchers, leveraging the science of wastewater. This kind of early detection tool gave health authorities important data to help identify virus "hot spots" early and was of great benefit to the public.



Last fall, the District and other participating agencies were honored in a formal Resolution of the California State Water Resources Control Board, recognizing wastewater treatment utilities' voluntary contributions to monitoring for COVID-19 in wastewater. This Resolution noted the District as being among the "early trendsetters in implementing wastewater-based epidemiology prior to the formal development of State and Federal programs..." The Resolution goes on to express the Water Board's "profound appreciation" for the District's voluntary efforts and expenditures, and its contributions to the development and implementation of wastewater monitoring to inform responses to the COVID-19 pandemic and protect the health of Californians.

Visit [coronavirus.marinhhs.org/](http://coronavirus.marinhhs.org/) surveillance to see local results of the wastewater monitoring program.



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

**Board of Directors**

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


**Board Meetings are**

held at 4:00 PM on  
the first and third  
Thursday of each month,  
presently via Zoom  
teleconference

ECRWSS – Postal Customer

**District Administration:** Chris DeGabriele, Interim General Manager

The District received the Government Finance Officers Association's Certificate of Achievement in Financial Reporting for the Year ending June 30, 2020.

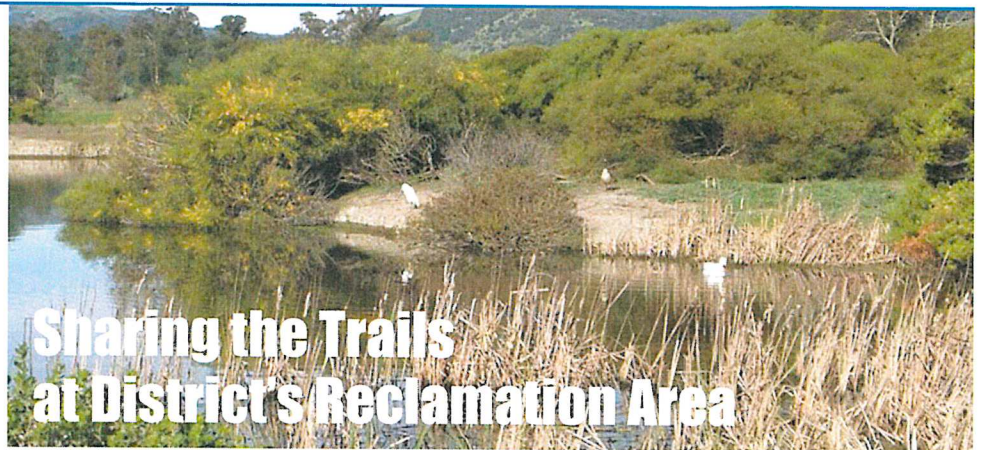
 Printed on recycled paper using soy-based inks.

"Zero Waste" continued from page 2

Composting produces far less greenhouse gas than putting food waste in the landfill, and reduces the need for water, pesticides, and fertilizers when applied to farms or your home garden.

SB 1383 also requires all businesses in California to separate organics from garbage. As part of the law, businesses that sell or distribute food may be required to donate excess edible food. Like your home food scrap recycling, these are important waste-reduction measures.

Zero Waste Marin, comprised of the cities and towns in Marin County, is a joint powers authority that helps residents and businesses meet Marin County's Zero Waste goals by 2025, by reducing and recycling their solid waste and safely disposing of hazardous materials. Everyone is encouraged to visit [zerowastemarin.org](http://zerowastemarin.org) and [marinsanitaryservice.com](http://marinsanitaryservice.com). There, you can find tools, tips, and resources to help you, your family, and your business avoid and eliminate the volume and toxicity of waste and materials, conserve and recover all resources, and be on your way to zero waste!



Just past the District's Treatment Plant at the end of Smith Ranch Road is a 383-acre reclamation area which includes 200 acres of pasture irrigation fields, two treated wastewater storage ponds, a wildlife pond, and four miles of public trails.

A variety of visitors come to enjoy this wonderful destination, every day — families with kids, bird and wildlife watchers, bicyclists, and hikers. With these different uses, it's important to be considerate and appropriately share the trail with others. Everyone is there to get fresh air and enjoy nature, the outdoors, abundant wildlife, and views of San Pablo Bay and its surrounding hills and wetlands.

Please be respectful of other trail users, politely announce

your presence if approaching others from behind, and give consideration to slower-moving trail users. Your trail courtesy will help ensure a pleasant, safe visit for all trail users!

**Reminder:** For groups of 20 or more persons, including bicyclists or hikers, a Short-Term Use Permit is required, **in advance**. Additionally, an advance permit is required for any scientific and/or educational collection, commercial photography or filming, commercial activities, and other events or activities in sensitive areas. This requirement helps us to avoid over-crowding and protect sensitive areas within the reclamation area. Please visit [lgvsd.org/facilities/reclamation](http://lgvsd.org/facilities/reclamation) for more information and the permit application.





Item Number 21  
GM Review 10

# Agenda Summary Report

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**To:** Board of Directors  
**From:** Teri Lerch, District Secretary  
 (415) 526-1510; tlerch@lgvsd.org  
**Mtg. Date:** April 21, 2022  
**Re:** Approve Resolution 2022-2051 adopting revised B-30 Board Meeting Agenda and F-30 Accounting and Auditing policies  
**Item Type:** Consent X Action \_\_\_\_\_ Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X .

---

### STAFF RECOMMENDATION

Attached for approval is Resolution 2022-2051 updating policies B-30 Board Meeting Agenda and F-30 Accounting and Auditing. Board suggested changes are shown in highlight (strikeout format) and clean copies are also provided.

### BACKGROUND

The Board has requested to review and update Board Policies.

### PREVIOUS BOARD ACTION

On April 7, 2022, Board reviewed B-30 Board Meeting Agenda and F-30 Accounting and Auditing with staff and requested it come back with suggested revisions for approval.

### ENVIRONMENTAL REVIEW

N/A

### FISCAL IMPACT

N/A

**RESOLUTION NO. 2022-2251**

**A RESOLUTION APPROVING BOARD POLICY REVISIONS FOR B-30 BOARD MEETING AGENDA AND F-30 ACCOUNTING AND AUDITING**

**THE LAS GALLINAS VALLEY SANITARY DISTRICT**

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

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

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

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

**WHEREAS**, on April 7, 2022, the Board reviewed and suggested changes on Board policies B-30 Board Meeting Agenda and F-30 Accounting and Auditing.

**NOW THEREFORE**, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policy sections: B-30 BOARD MEETING AGENDA and F-30 ACCOUNTING AND AUDITING. The previously approved Board Policies B-30 and F-30 are hereby revoked and declared null and void.

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

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

\* \* \* \* \*

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 21<sup>ST</sup> of April 2022, by the following vote of the members thereof:

AYES, and in favor thereof Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

---

Teresa Lerch, District Secretary

APPROVED:

---

Judy Schriebman, President

**B-30 BOARD MEETING AGENDA**

**Purpose**

This policy establishes the procedures to prepare Board agendas.

**B-30-10 Preparation of Agenda.** The General Manager, in cooperation with the Board President, shall prepare the agenda for all regular and special meetings of the Board in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926).

**B-30-20 Form and Order.** The agenda form and order shall be at the discretion of the General Manager. The General Manager shall submit the agenda for approval to the Board President and legal counsel prior to issuing it. Subsequent changes to the agenda after initial Board President and legal counsel approval will be disclosed to the Board President prior to the meeting.

**B-30-30 Additional Agenda Items.** Individual Board members may request to add agenda items for consideration at a future Board meeting. The request shall be made as a motion under the Board Request section of the agenda. A majority affirmative vote is necessary to approve the action to include an item on a future Board Meeting agenda. Such requests will be routinely respected unless there is a compelling reason to deny or delay such a request.

**B-30-40 Public Requests.** A request from the public for an additional agenda item for a regularly scheduled meeting of the Board shall be made in writing to the General Manager at least five (5) business days prior to the date of the meeting and shall be “a matter directly related to the District business.”

**B-30-50 Attachments.** Any written material to be included in the current agenda shall be provided to the District Secretary at least five (5) business days preceding the meeting and agenda materials such as Agenda Summary Reports and attachments—with the exception of the warrant list—shall be included in the Board packet when delivered. If said written material is not included in the Board packet, the item shall be provided to the Board in a timely manner.

**B-30-60 Matters Not on Agenda.** The Board may take public testimony at regular and special meetings on matters not on the agenda, but the Board shall not discuss nor take action on the matters at the meeting.

**B-30-70 Special Circumstances.** Only matters listed on the agenda may be discussed and acted upon by the Board, except in one of the following circumstances: (1) An “emergency situation” is declared by majority vote of the Board, (2) A need to take immediate action on a matter that arises after the agenda is posted is declared by a two-thirds vote of the Board, or

<b>Resolution No. 2022-2251</b>	Date Approved: April 21, 2022
President of the Board	Last Reviewed: April 21, 2022

unanimous if less than two-thirds of the Board is present, and (3) An item on a posted agenda is continued from a regular meeting held not more than five (5) days prior.

**B-30-80 Public Review of Agendas.** Agendas for regularly scheduled meetings of the Board shall be posted conspicuously at the District's Administrative office bulletin board and on the District website in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) at least seventy-two (72) hours prior to the meeting. Agendas for special meetings shall be posted similarly at least twenty-four (24 hours) prior to the meeting.

<b>Resolution No. 2022-2251</b>	Date Approved: April 21, 2022
President of the Board	Last Reviewed: April 21, 2022

**F-30 ACCOUNTING AND AUDITING****Purpose**

This policy establishes procedures for preparing annual audited financial statements and other required reports for Board review.

**F-30-10 Oversight by Board.** A primary responsibility of the Board is oversight of the District's finances and assets to ensure that they are being used and invested for the benefit of the public and are protected.

**F-30-20 Day-to-Day Responsibility.** The Board delegates day-to-day responsibility for auditing controls on District finances and assets to the General Manager.

**F-30-30 Financial Statements.** District staff shall prepare financial statements annually, in accordance with generally accepted accounting principles for local governments in the United States. The District's financial statements shall be audited annually by an independent, qualified third party in accordance with generally accepted auditing standards, and shall complete the audit within six months of the end of the fiscal year. The audit results and any associated District management response shall be presented to the Board of Directors.

**F-30-40 Other Annual Reports.** The District shall prepare other annual financial reports as required by state law. These reports include but are not limited to:

- Annual Report of Reimbursement for Staff and Board members per CGC §53065.5
- Annual Report of Capital Facilities Charge activity per CGC §66013

**F-30-50 Report to Board.** At least once each year the General Manager and Administrative Services Manager will be responsible for reporting to the Board on the effectiveness and appropriateness of internal and external auditing controls. The Board desires to have a thorough understanding of safety mechanisms. To achieve this, the annual auditing report, in addition to meeting minimum legal requirements, will:

- Explain the audit process and answer questions from the Board.
- Review the thoroughness of the District audit.
- Review District internal and external controls.
- Report on any problems that may occur.
- Make suggestions for improvements in audits and controls.

**F-30-60 Appointment of Auditor.** The Board of Directors shall, by motion, appoint an Auditor to perform the annual audit of the agency's financial records, issue an audit opinion, and serve as consultant on accounting activities when requested. The auditing firm and/or specific auditor shall provide audit services to the District for no more than six consecutive fiscal years per CGC section 12410.6.

**F-30-70 Accounting Policies and Procedures.** The General Manager and Administrative Services Manager shall develop internal accounting policies and procedures necessary to

implement these Financial Policies and to ensure that internal controls, processes and procedures are in compliance with the California State Controller's Office Internal Control Guidelines pursuant to CGC section 12422.5 and are adequate to protect the finances of the District.

<b>Resolution No.- 2022-2251</b>	Date Approved: April 21, 2022
President of the Board	Last Reviewed: April 21, 2022

**B-30 BOARD MEETING AGENDA**

**Purpose**

This policy establishes the procedures to prepare Board agendas.

**B-30-10 Preparation of Agenda.** The General Manager, in cooperation with the Board President, shall prepare the agenda for all regular and special meetings of the Board in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926).

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**B-30-30 Additional Agenda Items.** Individual Board members shall may request to add agenda items for consideration at a future Board meeting (see B-20-40). The request shall be made as a motion under the Board Request section of the agenda. A majority affirmative vote is necessary to approve the action to include an item on a future Board Meeting agenda. ~~Any matter to be included in the agenda shall be provided, in writing, to the Board Secretary at least five (5) business days preceding the meeting.~~ Such requests will be routinely respected unless there is a compelling reason to deny or delay such a request.

**B-30-40 Public Requests.** A request from the public for an additional agenda item for a regularly scheduled meeting of the Board shall be made in writing to the General Manager at least five (5) business days prior to the date of the meeting and shall be “a matter directly related to the District business.”

**B-30-50 Attachments.** ~~Any matter~~ written material to be included in the current agenda shall be provided, in writing, to the Board District Secretary at least five (5) business days preceding the meeting ~~All~~ and agenda matters that have materials such as Agenda Summary Reports and attachments—with the exception of the warrant list—shall be included in the Board packet when delivered. If an attachment said written material is not included in the Board packet, the item shall be provided to the Board in a timely manner.

**B-30-60 Matters Not on Agenda.** The Board may take public testimony at regular and special meetings on matters not on the agenda, but the Board shall not discuss nor take action on the matters at the meeting.

<b>Resolution No.</b> <del>2009-1872</del> <u>2022-2251</u>	Date Approved: <del>July 9, 2009</del> <u>April 21, 2022</u>
President of the Board	Supersedes: <u>Last Reviewed: April 21, 2022</u>



**B-30-70 Special Circumstances.** Only matters listed on the agenda may be discussed and acted upon by the Board, except in one of the following circumstances: (1) An “emergency situation” is declared by majority vote of the Board, (2) A need to take immediate action on a matter that arises after the agenda is posted is declared by a two-thirds vote of the Board, or unanimous if less than two-thirds of the Board is present, and (3) An item on a posted agenda is continued from a regular meeting held not more than five (5) days prior.

**B-30-80 Public Review of Agendas.** Agendas for regularly scheduled meetings of the Board shall be posted conspicuously ~~outside~~ at the District’s ~~front gate~~ Administrative office bulletin board and on the District website in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) at least seventy-two (72) hours prior to the meeting. Agendas for special meetings shall be posted similarly at least twenty-four (24 hours) prior to the meeting.

Resolution No. <del>2009-1872</del> <u>2022-2251</u>	Date Approved: <del>July 9, 2009</del> <u>April 21, 2022</u>
President of the Board	Supersedes: <u>Last Reviewed: April 21, 2022</u>

**F-30 ACCOUNTING AND AUDITING****Purpose**

This policy establishes procedures for preparing annual audited financial statements and other required reports for Board review.

**F-30-10 Oversight by Board.** A primary responsibility of the Board is oversight of the District's finances and assets to ensure that they are being used and invested for the benefit of the public and are protected.

**F-30-20 Day-to-Day Responsibility.** The Board delegates day-to-day responsibility for auditing controls on District finances and assets to the General Manager. Administration Services Manager?

**F-30-30 Financial Statements.** District staff shall prepare financial statements annually, in accordance with generally accepted accounting principles for local governments in the United States. The District's financial statements shall be audited annually by an independent, qualified third party in accordance with generally accepted auditing standards, and shall complete the audit within six months of the end of the fiscal year. The audit results and any associated District management response shall be presented to the Board of Directors.

**F-30-40 Other Annual Reports.** The District shall prepare other annual financial reports as required by state law. These reports include but are not limited to:

- Annual Report of Reimbursement for Staff and Board members per CGC §53065.5
- Annual Report of Capital Facilities Charge activity per CGC §66013

**F-30-50 Report to Board.** At least once each year the General Manager and Administrative Services Manager will be responsible for reporting to the Board on the effectiveness and appropriateness of internal and external auditing controls. The Board desires to have a thorough understanding of safety mechanisms. To achieve this, the annual auditing report, in addition to meeting minimum legal requirements, will:

- Explain the audit process and answer questions from the Board.
- Review the thoroughness of the District audit.
- Review District internal and external controls.
- Report on any problems that may occur.
- Make suggestions for improvements in audits and controls.

**F-30-60 Appointment of Auditor.** The Board of Directors shall, by motion, appoint an Auditor to perform the annual audit of the agency's financial records, issue an audit opinion, and serve as consultant on accounting activities when requested. As a general practice, the auditing firm and/or specific auditor shall be replaced every five years, provide audit services to the District for no more than six consecutive consecutive fiscal years per CGC section 12410.6.

**F-30-70 Accounting Policies and Procedures.** The General Manager and Administrative Services Manager shall develop internal accounting policies and procedures necessary to implement these Financial Policies and to ensure that internal controls, processes and procedures are in compliance with the California State Controller’s Office Internal Control Guidelines pursuant to CGC section 12422.5 and are adequate to protect the finances of the District.

<b>Resolution No. <del>2017-2084</del> 2022-2251</b>	Date Approved: <del>February 23, 2017</del> April 21, 2022
President of the Board	Supersedes: Not applicable. Last Reviewed: April 21, 2022

**4/21/2022**

**Interim General Manager Report**

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



Item Number 3.2

GM Review CA

# Agenda Summary Report

**To:** Board of Directors  
**From:** Chris DeGabriele, Interim General Manager  
 (415) 526-1511; cdegabriele@lgsd.org  
**Mtg. Date:** April 21, 2022  
**Re:** FutureSense Report Recommendations  
**Item Type:** Consent  Action  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

## STAFF RECOMMENDATION

Receive report on status of FutureSense November 2, 2021 Employee Cultural Assessment Report Recommendations.

## BACKGROUND

FutureSense conducted an Employee Cultural Assessment in October 2021 to update understanding of the LGVSD organizational climate. This was a comprehensive review including interviews of management, staff and the Board of Directors. An electronic survey was also utilized to assess the culture and communication practices at LGVSD. The purpose of this agenda item is to inform the Board of Directors on status of recommendations included in the November 2, 2021 FutureSense Employee Cultural Assessment Report.

## PREVIOUS BOARD ACTION

On June 21, 2021 the Board approved awarding a contract to FutureSense to conduct an updated employee cultural assessment. Directors Clark and Murray were appointed to an Ad Hoc committee to work with FutureSense while the report was developed. A special Board meeting was held on November 10, 2021 where consultant Jim Finkelstein from FutureSense presented the report findings and recommendations.

## ENVIRONMENTAL REVIEW

N/A

## FISCAL IMPACT

None at this time. Cost of recommendations implemented from the report will be included in the annual LGVSD Operational Budget.

# FUTURESENSE EMPLOYEE CULTURAL ASSESSMENT REPORT RECOMMENDATIONS

In order to continue to support this evolving culture and in order to foster a positive culture, the following is strongly recommended:

## RECOMMENDATIONS

### **Recommendation 1 – Leadership/Management Training**

This cultural assessment also considered the extent to which supervisors, managers and leaders exhibit "managerial intelligence" or behave as coaches, communicators, collaborators, mentors and/or staff "champions". Consider conducting leadership/management training for all current managers and supervisors that will foster a positive work environment. This training should be done annually ensuring that managers are leading in the same manner and have the tools to be phenomenal leaders. Training should include but not be limited to the following: performance management; crucial conversations ; developing and supporting staff; understanding a union environment; servant leadership; and communication. Here are some topic examples for leadership/management training curriculum:

- Communication skills
- Performance management
- Team building
- Conflict resolution
- Problem solving
- Decision making
- Delegation
- Time management
- Project management
- Change management

**Response:** Leadership/Management Training is always needed and if possible, staff should attend the same or similar training for consistency in approach, nomenclature and information exchange. Annual training may be too frequent, but certainly it can be undertaken periodically or on a rotating basis.

Currently the Administrative Services Manager is enrolled in the Regional Government Services Leadership Academy. Additionally, all supervisorial and management personnel received training in 2019. In 2018 all staff received communication training through an RGS trainer based on the Zengler-Miller/City of Santa Rosa Front Line Leadership programs.

County of Marin currently has a Leadership Academy in conjunction with Dominican University that may be appropriate for managers and also has a Supervision Bootcamp which is likely more appropriate for front line supervisors. The Interim GM will endeavor to find out more about the County of Marin and other training programs and promote same to staff as appropriate.

### **Recommendation 2 – Management Coaching**

It is recommended that the GM, Managers and Supervisors have an executive coach available to discuss employee concerns, focus on their leadership skills and simply be a resource.

**Response:** This is a good idea. The Board can make it available through RGS, CPS/HR or some

other consultant avenue on an as needed basis as called upon by the new GM and Managers.

### **Recommendation 3 – 360 Management Reviews**

360 Management Reviews should be conducted (semi-annually) for GM and Managers/Supervisors. This is key to ensure the continued success of the organization and would allow the Board to get feedback from the staff on the performance of all managers on a regular basis. This will allow the Board to look for accomplishments, as well as see gaps in performance as they arise and address them before they escalate.

**Response:** 360 Degree reviews are a good idea and I believe informally practiced now at the LGVSD department head level. I would suggest some brief training for the Board to implement initially for the GM performance review. Prior to implementing formally at the Department Head level, some dialogue and disclosure on process with Department Heads is necessary. Semi-annual reviews are too frequent.

### **Recommendation 4 – Board Newsletter**

As recommended in the past, the Board can work to manage downward communication to the staff and management by putting together a Board newsletter to staff (via email). This would allow the staff and management to regularly hear from the Board about organizational changes and updates, to include the continued support the functions of the organization.

**Response:** Staff is now receiving The Heron Newsletter in the mail at their home address and in the GM dialogue with Finkelstein this is the appropriate format for a newsletter. Staff will continue to request feedback via conversation at the periodic All Hands meetings with the GM.

### **Recommendation 5 – Organizational Scorecard**

As recommended in the past, utilizing the Organizational Scorecard to demonstrate the organizational health of LGVSD including all department updates and advancements to ensure that organizational functions are working properly. This should also follow the consent agenda for the Board needs. This might also include a check ensuring that annual reviews are being conducted, staff are being recognized and significant strides are being made to invest in the current LGVSD talent, supporting the "new" progressive culture. It is imperative that this be updated quarterly.

**Response:** Continue utilizing the online employee climate survey annually to track LGVSD scores vs. industry benchmarks for Career Development, Work Engagement, Relationship Management, Compensation, Benefits, and Work Environment. A list of employee anniversary and promotion dates is reviewed by the GM ensuring timely performance reviews. Quarterly updates are too frequent.

### **Recommendation 6 – Board and GM Educational Retreat**

As LGVSD continues to foster this positive environment it is recommended that the Board and GM attend an educational retreat in order to best define the role of the board versus the GM. This educational retreat should include communication styles, ownership areas, set

board position metrics and create a deeper understanding of governance versus operations . This should be a facilitated discussion and should augment conversations that have already occurred.

**Response:** This recommendation is likely specific to the prior GM relationship with the Board. An annual retreat to update the Strategic Plan is a good time to check in on Board/GM communication, but I don't believe a retreat per Recommendation 6 is needed at this time.

### **Recommendation 7 – Reevaluation of HR Support**

Throughout the discovery process it was apparent that staff still feels a lack of support from HR. It is recommended that a dedicated HR professional (either outsourced or internal) that has experience in the public sector be hired to support the team outside of what exists today . In the absence of a strong HR individual, LGVSD should prepare for a notable uptick in the following if HR support is not addressed:

- Disgruntled employees, controversies, complaints, allegations and investigations
- Communication breakdowns
- Increased employee turnover
- Overlooked training and employee development needs.

**Response:** This recommendation has been fully implemented with the engagement of CPS/HR for outside human resources services. An annual update from CPS/HR is suggested to provide feedback for the Board and to maintain a dialogue with the Human Resources consultant.

### **Recommendation 8 – Developing from Within**

For interested staff, consider offering additional professional developmental and training opportunities to support staff growth and advancement. Managers should be trained to see the potential in staff and with HR be able to outline career paths for each staff member. This will greatly improve overall employee engagement and lengthen tenure.

**Response:** A good recommendation and management staff can query employees via employee performance reviews as to training/development interests which may meet needs for advancement. It's noted that promotional opportunities may arise infrequently within small entities such as LGVSD, so this also needs to be communicated to employees.

### **Recommendation 9 – Hiring from Within**

Consider posting all open positions internally for the first month to ensure that all employees know of new opportunities and their candidacy is taken seriously. The HR staff can manage this process and work with the GM to understand and evaluate the areas that may be understaffed.

**Response:** All current employees should be encouraged to apply for open positions, and it is desirable to hire from within. However, LGVSD is a small agency and positions should be posted both internally and externally to find the best candidates to meet District needs.



**Internal candidates often don't interview well, and it would be beneficial to offer training for employees on how to prepare and interview for advancement.**

**Recommendation 10 – Talent Management Strategy / Succession Planning**

As the LGVSD continues to evolve, it is important that an overall Talent Management Strategy be created along with a Succession Plan for LGVSD to be nimble and prepared in the future. This will ensure that as staff move on, there are consistent ways and means for the organization to function. This will also increase employee engagement and opportunities for development.

**Response: Another good idea and something the Interim GM can pursue aided by the Administrative Services Manager. Once established, said Succession Plan should be updated annually.**



Item Number 3.3  
GM Review AD

# Agenda Summary Report

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To: Board of Directors  
From: Teri Lerch, District Secretary  
(415) 526-1510; tlerch@lgsd.org  
Mtg. Date: April 21, 2022  
Re: Board Policy Review of B-40 Board Committees and F-40 Budget  
Item Type: Consent \_\_\_\_\_ Action \_\_\_\_\_ Information X Other \_\_\_\_\_  
Standard Contract: Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X .

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### STAFF RECOMMENDATION

Attached for information and Board review are current Board policies B-40 – Board Committees and F-40 – Budget. Suggested changes are shown in highlight (strikeout format) and staff will receive comments on the subject policies at the meeting and through April 27. Comments received will be incorporated or addressed prior to bringing back these policies to the Board for approval at the May 5<sup>th</sup> meeting.

### BACKGROUND

The Board has requested to review and update Board Policy.

### PREVIOUS BOARD ACTION

None

### ENVIRONMENTAL REVIEW

N/A

### FISCAL IMPACT

N/A

**B-40 BOARD COMMITTEES**

**Purpose**

This policy establishes rules for ad hoc committees and workshops.

**B-40-10 Standing Committees Abolished.** The Board abolished all standing committees after determining that ad hoc committees and periodic Board workshops are more productive than standing committees.

**B-40-20 Appointment of Ad Hoc Committees.** The Board President shall appoint ad hoc committees as deemed necessary by the Board President and/or a majority vote of the Board.

**B-40-20-1 Specific Purpose.** Ad hoc committees shall be created for a specific purpose, its duties outlined at time of appointment, and if appropriate a timeline established. The President may ~~committee will be deemed dissolved~~ an ad hoc committee after its final report is made to the Board.

**B-40-20-2 Appointment of Chairperson.** The Board President shall designate the ad hoc committee chairperson who shall determine the date, time, and place of each committee meeting. The chairperson shall make periodic reports to the Board on the committee's progress.

**B-40-20-3 Scope of Responsibility.** The ad hoc committee shall gather information, explore alternatives, examine implications, and offer recommendations to the full Board. The committee may meet with staff and/or District consultants, but shall not interfere with their duties as determined by the Board.

**B-40-20-4 Limits on Authority.** The ad hoc committee shall not speak or act on behalf of the Board, shall not conflict with authority delegated to staff by the Board, and shall not attempt to exercise authority over staff.

**B-40-30 Periodic Workshops.** The Board, by majority vote, shall call for Board workshops as deemed necessary and appropriate. The workshops shall may be held separate from regular and special meetings of the Board at a time and place to be determined by majority vote of the Board. The General Manager shall recommend appropriate items to be discussed at the workshops. The agenda for workshops shall be determined ~~by majority vote of the Board,~~ in cooperation with the Board President and General Manager and posted as are regular meetings of the Board.

**B-40-30-1 Action Plan.** Workshops shall generally intend to identify key issues facing the District and provide the opportunity to develop an Action Plan that addresses those issues with specific actions, along with a timeline and responsibilities for carrying out the Action Plan to achieve District goals said actions.

Resolution No. <u>2009-1872</u>	Date Approved: <u>July 9, 2009</u>
President of the Board	Supersedes: <u>Last Reviewed:</u>

**F-40 BUDGET****Purpose**

This policy establishes procedures for preparing budgets and schedules; reviewing budgets; adopting budgets, including committee review, Board review, and public hearings; revising budgets; and budget reports to Board.

**F-40-10 Budget Preparation.** An annual budget proposal shall be prepared by the General Manager and Administrative Services Manager. The proposed annual budget as amended by the Board during its review shall be adopted at a regular meeting in June.

**F-40-20 Basis of Budgeting.** All budgetary procedures will conform to state regulations and generally accepted accounting principles. As such, the District shall use a modified accrual basis of accounting for reporting on budgeted versus actual expenditures, with the following exceptions:

- Grant revenues are budgeted on a modified cash basis rather than an accrual basis;
- Fixed assets are depreciated for some financial reporting, but are fully expensed in the year acquired for budgetary purposes.

**F-40-30 Balanced Budget.** The District shall maintain a balanced budget, defined as total resources (operating revenue, non-operating revenue, intrafund transfers and beginning fund equity) shall equal total requirements (operating expenses, capital expenses, debt service, intrafund transfers and ending fund equity) including contingencies. Furthermore, the District considers the budget to be balanced whenever annual operating and non-operating revenues meet or exceed annual operational expenditures. The District is committed to maintaining a balanced budget under normal circumstances and will disclose deviations from a balanced operating budget when it occurs.

**F-40-40 Budget Control.** The Board of Directors retains the exclusive authority to increase annual budget authority for Operational Expenditures. If total operating expenditures are expected to exceed the General Manager's signing authority as of the most recently prepared quarterly financial statement the matter shall be brought to the Board's attention so that a budget amendment may be duly approved by the Board.

The Board of Directors also retains the exclusive authority to increase the annual budget authority for Capital Expenditures. In no case may total capital expenditures exceed that which is appropriated by the Board without a budget amendment duly approved by the Board.

Only the Board may authorize transfer of budget authority between Operational Expenditures and Capital Expenditures. Only the Board may increase the number of authorized staff positions.

The General Manager has the authority to approve budget transfers between operating departments. The General Manager has the authority to approve budget transfers between capital projects. The General Manager has the authority to hire employees to maintain the authorized staff positions.

The Administrative Services Manager / District Treasurer shall be responsible for establishing a budgetary control system to ensure compliance with this policy.

**F-40-50 Capital asset acquisition, maintenance, replacement and retirement**

**F-40.50-10** Budget for maintenance The District shall budget for the adequate maintenance of capital equipment and facilities to protect the public investment and ensure achievement of their maximum useful life.

**F-40.50-20** Use of operational fund balance for capital. Operational fund balances in excess of established reserves and liquidity requirements shall may be used for the development, rehabilitation or replacement of capital assets.

**F-40.50-30** Capitalization threshold. An asset shall be considered a capital asset when the initial cost of the asset is \$5,000 or more and has a useful life of more than one year. The initial cost shall include any costs necessary to put the asset into its intended use. Interest in real property shall always be considered a capital asset, regardless of its initial cost.

**F-40.50-40** Five-year Capital Improvement Plan. The District shall prepare and adopt a five-year Capital Improvement Plan as part of the rate setting process that identifies and sets priorities for all major capital assets to be acquired, constructed or replaced by the District. The Capital Improvement Plan shall be included in the Adopted Budget. The status of the Capital Improvement Plan shall be updated annually as part of the budget.

**F-40.50-50** Funding requirement The Capital Improvement Plan shall identify adequate funding to support the acquisition, construction and replacement of assets identified in the plan, and shall identify projects that the District believes beneficial to the system but funding has not yet been identified. The Capital Improvement Plan shall include and indicate when and for what projects the District intends to finance through the issuance of debt. Additionally, the District shall strive to develop a comprehensive strategy and funding plan for the renewal and replacement of existing capital assets.

**F-40-60 Quarterly Budget Review.** Quarterly reviews compare financial plans and budgets, current forecasts, and actual results. The General Manager shall prepare and present these at regular Board meetings.

<b>Resolution No. 2017-2084</b>	Date Approved: February 23, 2017
President of the Board	Supersedes: July 9, 2009 <u>Last Reviewed:</u>



Item Number 4  
GM Review CP

# Agenda Summary Report

**To:** Chris DeGabriele, Interim General Manager  
**From:** Mel Liebmann, Plant Manager [mliebmann@lgvsd.org](mailto:mliebmann@lgvsd.org) 415-526-1526  
**Mtg. Date:** April 21, 2022  
**Re:** Univar Contract Proposal for Furnishing Liquid Sodium Bisulfite (25% Concentration) during the twelve-month period of July 1, 2022 to June 30, 2023.  
**Item Type:** Consent  Discussion  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

## STAFF RECOMMENDATION

Board to approve Univar Contract Proposal for Furnishing Liquid Sodium Bisulfite (25% Concentration) during the twelve-month period July 1, 2022, to June 30, 2023.

## BACKGROUND

As a member agency of The Bay Area Chemical Consortium (BACC), District staff received all documents and correspondence relating to the solicitation of bids to furnish sodium bisulfite for the twelve-month period of July 1, 2022, to June 30, 2023 from the BACC administrating agency, Dublin San Ramon Services District (DSRSD). Sodium bisulfite is used for de-chlorination of plant effluent disinfected with sodium hypochlorite to remain in compliance with the Wastewater Treatment Plant NPDES permit requirements.

The DSRSD received bids from only one vendor, Univar USA Inc. The BACC bid review document revealed that Univar USA Inc. was the lowest responsive bid for the Marin/Sonoma/Napa region.

### BACC 2022 Bid Tabulation

Bidder	Unit Price Per Gallon
Univar USA Inc.	\$1.475

### BACC 2021 Bid Tabulation

Bidder	Unit Price Per Gallon
Univar USA Inc.	\$1.30
Chemurgic	\$1.95

A copy of the Notice of Intent to Award Contract in Response to BACC Bid No. 11-2022 for Supply and Delivery of 25% Sodium Bisulfite addressed to Univar USA Inc. was received from The Dublin San Ramon Services District (DSRSD) on March 16, 2022. DSRSD advised BACC member agencies in the



Marin/Sonoma/Napa region to contact Univar USA Inc. to arrange for purchasing sodium bisulfite (25%) for period July 1, 2022 to June 30, 2023.

The District benefits from being a BACC member agency by leveraging the buying power of multiple agencies to receive the best pricing for bulk chemicals. There is also an additional benefit of reduced staff time that is dedicated to bid process administration. This allows staff the ability to focus on the many current and future projects that the District is in the process of undertaking.

**PREVIOUS BOARD ACTION**

At the June 3, 2021 regular meeting, the board approved a 12-month contract to Univar Solutions to furnish liquid sodium bisulfite (25% concentration) & liquid sodium hypochlorite (12.5% Concentration) beginning July 1, 2021 and ending June 30, 2022.

**ENVIRONMENTAL REVIEW:**

NA

**FISCAL IMPACT:**

The draft FY-22-23 budgeted amount for sodium bisulfite is \$82,000.



Item Number     1      
 GM Review     CD    

# Agenda Summary Report

**To:** Chris DeGabriele, Interim General Manager  
**From:** Mel Liebmann, Plant Manager [mliebmann@lgvsd.org](mailto:mliebmann@lgvsd.org) 415-526-1526  
**Mtg. Date:** June 3, 2022  
**Re:** Univar Contract Proposal for Furnishing Liquid Sodium Hypochlorite (12.5% Concentration) during the twelve-month period of July 1, 2022 to June 30, 2023.  
**Item Type:** Consent  Discussion  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

## STAFF RECOMMENDATION

Board to approve Univar Contract Proposal for Furnishing Liquid Sodium Hypochlorite (12.5% Concentration) during the twelve-month period July 1, 2022 to June 30, 2023.

## BACKGROUND

As a member agency of The Bay Area Chemical Consortium (BACC), District staff received all documents and correspondence relating to the solicitation of bids to furnish sodium hypochlorite for the twelve-month period of July 1, 2022 to June 30, 2023 from the BACC administrating agency, Dublin San Ramon Services District (DSRSD). Sodium Hypochlorite is used for disinfection to remain in compliance with the Wastewater Treatment Plant NPDES and recycled water permit requirements.

In 2015, BACC members voted to approve the ability for vendors to submit bids for sodium hypochlorite by geographic region. LGVSD is a member agency located in the Marin-Sonoma-Napa region. DSRSD received bids from Three vendors, Univar USA Inc., Olin Corporation and Hasa, Inc. The BACC bid review document revealed that Univar USA Inc. was the lowest responsive bid for the Marin/Sonoma/Napa region. Both Olin Chlor Corp. and Hasa, Inc. bids were responsive but not the lowest priced for the Marin-Sonoma-Napa region.

BACC 2022-23  
 Bid Tabulation

Bidder	Unit Price Per Gallon
Univar USA Inc.	\$1.464
Olin Chlor Corp.	\$1.589
Hasa, Inc.	\$5.000

BACC 2021-22  
 Bid Tabulation

Bidder	Unit Price Per Gallon
Univar USA Inc.	\$0.77
Olin Chlor Corp.	\$0.78





A copy of the Notice of Intent to Award Contract in Response to BACC Bid No. 13-2022 for Supply and Delivery of 12.5% Sodium Hypochlorite addressed to Univar USA Inc. was received from DSRSD on March 15, 2022. DSRSD advised BACC member agencies in the Marin/Sonoma/Napa region to contact Univar USA Inc. to arrange for purchasing sodium hypochlorite (12.5%) for period July 1, 2022 to June 30, 2023.

The District benefits from being a BACC member agency by leveraging the buying power of multiple agencies to receive the best pricing for bulk chemicals. There is also an additional benefit of reduced staff time that is dedicated to bid process administration. This allows staff the ability to focus on the many current and future projects that the District is currently undertaking.

**PREVIOUS BOARD ACTION**

At the June 3, 2021 regular meeting, the board approved a 12-month contract to Univar Solutions to furnish liquid sodium bisulfite (25% concentration) & liquid sodium hypochlorite (12.5% Concentration) beginning July 1, 2021 and ending June 30, 2022.

**ENVIRONMENTAL REVIEW:**

NA

**FISCAL IMPACT:**

The draft FY-22-23 budgeted amount for sodium hypochlorite is \$200,400.



Item Number \_\_\_\_\_  
 GM Review \_\_\_\_\_ CD \_\_\_\_\_

# Agenda Summary Report

**To:** Chris DeGabriele, Interim General Manager  
**From:** Mel Liebmann, Plant Manager [mliebmann@lgvsd.org](mailto:mliebmann@lgvsd.org) 415-526-1526  
**Mtg. Date:** April 21, 2022  
**Re:** Kemira Water Solutions, Inc. Contract Proposal for Furnishing Liquid Ferric Chloride during the twelve-month period of July 1, 2022 to June 30, 2023.  
**Item Type:** Consent \_\_\_\_\_ Action  Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes  No \_\_\_\_\_ (See attached) Not Applicable \_\_\_\_\_

## STAFF RECOMMENDATION

Board to approve Kemira Water Solutions, Inc. Proposal for Furnishing Liquid Ferric Chloride during the twelve-month period July 1, 2022 to June 30, 2023.

## BACKGROUND

As a member agency of The Bay Area Chemical Consortium (BACC), District staff received all documents and correspondence relating to the solicitation of bids to furnish Ferric Chloride for the twelve-month period of July 1, 2022, to June 30, 2023, from the BACC administrating agency, Dublin San Ramon Services District (DSRSD). Ferric Chloride has two uses at the treatment plant: chemically enhanced primary treatment (CEPT) and for the reduction of sulfides in the anaerobic digestion process.

CEPT as a treatment strategy during high flows, improves solids capture in the primary clarifiers. This improves the performance of all downstream processes and in turn increases the plant's ability to remain in compliance with the Wastewater Treatment Plant NPDES permit requirements. A small amount of ferric chloride is also injected into the solids pumped to the anaerobic digesters all year long. The resulting chemical reaction with sulfide ion in the sludge reduces the formation of hydrogen sulfide gas which would have to be removed by the filtration system in the biogas conditioning skid. Without ferric chloride addition, the system's hydrogen sulfide filtration media would need to be changed with greater frequency. Maintaining low sulfide levels in flared digester gas is also a BAAQMD permit requirement.

Review of the DSRSD documents revealed that Kemira Water Solutions, Inc.. was the lowest responsive bidder for the Marin-Sonoma-Napa region. Pencco, Inc. and Thatcher Company of California, Inc. were found to be responsive but not the lowest priced for the Marin-Sonoma-Napa region.

BACC 2022  
 Bid Tabulation

Bidder	Unit Price Per Dry Ton
Kemira Water Solutions, Inc.	\$1229.00
Pencco, Inc.	\$1300.00
Thatcher Company of California, Inc.	\$1500.00



BACC 2021  
Bid Tabulation

Bidder	Unit Price Per Dry Ton
Thatcher Company of California, Inc.	\$731.00
Kemira Water Solutions, Inc.	\$785.85
Pencoco, Inc.	\$950.00

A copy of the Notice of Intent to Award Contract in Response to BACC Bid No. 6-2022 for Supply and Delivery of Ferric Chloride addressed to Kemira Water Solutions, Inc. was received from DSRSD on March 15, 2022. DSRSD advised BACC member agencies in the Marin/Sonoma/Napa region to contact Kemira Water Solutions, Inc. to arrange for purchasing Ferric Chloride for period July 1, 2022 to June 30, 2023.

The District benefits from being a BACC member agency by leveraging the buying power of multiple agencies to receive the best pricing for bulk chemicals. There is also an additional benefit of reduced staff time that is dedicated to bid process administration. This allows staff the ability to focus on the many current and future projects that the District is in the process of undertaking.

**PREVIOUS BOARD ACTION**

None.

**ENVIRONMENTAL REVIEW**

NA


**FISCAL IMPACT**

The draft FY-22-23 budgeted amount for Miscellaneous Chemicals is \$82,300 with \$30,000 apportioned from this budget item to cover the costs of estimated annual Ferric Chloride usage.



Item Number 5  
GM Review ca

# Agenda Summary Report

To: Board of Directors  
From: Dale McDonald, Administrative Services Manager   
(415) 526-1519 [dmcDonald@lgvsd.org](mailto:dmcDonald@lgvsd.org)  
Meeting Date: April 21, 2022  
Re: Budget Workshop for Preliminary 2022-23 Budget

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

## STAFF RECOMMENDATION

Board to review and hold a workshop on the preliminary fiscal year 2022-23 budget.

## BACKGROUND

Staff has been meeting since February 2022 to develop the preliminary budget for fiscal year 2022-23. A 7-month budget report on fiscal year 2021-22 was presented to the Board in March.

Historically, the Board meets with staff in late March or early April for a budget workshop to discuss revenues, operating and maintenance expenses, debt service, reserve funding, and capital outlay anticipated for the upcoming fiscal year that begins July 1.

## Highlights for Discussion

- Sewer Service Charge rate increase of 9%, as previously adopted, included in draft budget.
- Operating and Non-Operating Revenue for 2022-23 is 12.07% higher than the current year budget, and 8.08% higher than projected end of year but because of lower capital contributions identified in 2022-23 the total revenue for 2022-23 will decrease by 10.57% over the prior year budget.
- One new Collection System Operator position proposed.
- The Environmental Compliance Manager position is no longer budgeted.
- Operating & Maintenance (O&M) expenses will be higher in 2022-23, in part due to inflation factors.
- Increased reserve funding allocation is proposed to boost reserves.
- Captains Cove and Marin Lagoon restricted fund balances are low, indicating a need for these customers to have their supplemental rate increased to cover ongoing expenses and capital expenditures.
- Capital Improvement Projects (CIP) proposed for 2022-23 total \$17.7M up from \$13.1 M estimated actuals this fiscal year.
- Look ahead to 5-year CIP including OCC Building construction and John Duckett Pump Station

Feedback from the budget workshop will be used to develop the proposed budget to be presented to the Board in May. The budget will then be finalized and be brought back to the Board at the public hearing scheduled for June 16, 2022.



**PREVIOUS BOARD ACTION**

On June 16, 2021, the Board approved Sewer Service Charge increases for fiscal years 2021-22 and 2022-23.

**ENVIRONMENTAL REVIEW**

N/A

**FISCAL IMPACT**

The workshop itself has no fiscal impact.

Board direction and feedback during the workshop will influence the proposed budget for fiscal year 2022-23 which will be reported out on May 19, 2022.

# **Las Gallinas Valley Sanitary District**

## **Budget Workshop**

**Fiscal Year 2022-23**

**April 21, 2022**





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San Rafael, CA 94903  
Tel.: 415-472-1734  
Fax: 415-499-7715  
www.LGVSD.org

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

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

April 21, 2022

To the Board of Directors of the Las Gallinas Valley Sanitary District,

The management staff of the Las Gallinas Valley Sanitary District (“District”) is pleased hold our Budget Workshop for the upcoming 2022-23 fiscal year which will review revenues, operating and maintenance expenses, debt service, reserve funding, and capital outlay anticipated. The workshop will give the Board an opportunity to provide feedback to management regarding the direction it wants to take with regards to setting priorities for fiscal year 2022-23 and beyond.

District Policy F-40-10, Budget Preparation, requires that an annual budget proposal shall be prepared by the General Manager and Administrative Services Manager. The proposed annual budget, as amended by the Board during its review, shall be adopted at a regular meeting in June.

## **SUMMARY**

The District must provide enough revenue to cover the cost of providing sanitary sewer collection, treatment, and recycled water service including the costs of acquisition, construction, reconstruction, maintenance, repairs, replacement and operation of the sanitary sewer systems and the payment of principal and interest on bonds or other debt instruments issued for the construction or reconstruction of the sanitary sewer systems. Operating revenue includes sewer service charges collected, revenue from the production of recycled water, and revenue from permit and inspection fees related to development related sewer system improvements of the collection system. Non-operating revenue, which supplements operating revenue, includes property taxes, interest, franchise fees, and other pass-thru reimbursement revenue. Capital contributions, grants, and the utilization of bond funds and reserves round out the revenue sources for the District. The District is anticipating \$36,147,156 in revenue sources for 2022-23 consisting of \$23,388,109 in revenue and \$12,759,047 in prior year capital carryover and reserve funds.

Operating and Maintenance (“O&M”) expense is anticipated to increase over the prior year budget by \$431,010, or 4.0%. O&M expense means the reasonable and necessary expenses paid or incurred for maintaining and operating the collection, treatment, and recycled water systems (“Systems”) of the District, determined in accordance with generally accepted accounting principles (“GAAP”) that the Governmental Accounting Standards Board (“GASB”) established for and used by state and local governments in the United States. O&M expenses include all reasonable expenses of management and repair and all other expenses necessary to maintain and preserve the systems of the District in good repair and working order. These include all administrative costs of the District that are charged directly or apportioned to the operation of the systems, such as salaries and wages of employees, overhead, the cost of permits, licenses, and charges to operate the system and insurance premiums. Excluded from O&M expenses is depreciation, replacement, obsolescence charges, reserves and amortization of intangibles. O&M expenses, including employee salaries and wages, comprises 27.76% of the budget.

Debt service requirements are \$4,527,723 and include the 2017 Revenue Bonds and 2019 IBank loan. The final 2012 Bank of Marin Loan payment will be made in August 2022. Debt service comprises 11.47% of the budget.



New Reserve funding of \$4,987,308 is proposed to be established and set aside to cover scheduled, routine, and unscheduled expenses that would otherwise be drawn from the general fund. Reserve funds may also be used for large-scale projects and improvements that are expected to happen in the future, such as the construction of the Operations Control Center Building (“OCC”) at the treatment plant and the John Duckett Pump Station and Trunk Sewer project. The District maintains five reserve funds and three restricted funds. Restricted funds are monies set aside for a particular purpose and \$1,527,609 in additional funding is proposed with the budget. Reserve funds are permanently restricted to that purpose and cannot be used for other expenses. Reserves policy F-50 establishes and explains the purpose and reasons for each of the reserves established, along with target thresholds. Both the reserve funds and restricted funds are included in the reserve funding total, but they are different in that while the board can reallocate funds from reserves, the restricted funds, such as Captains Cove and Marin Lagoon, serve a specific purpose and therefore their use is controlled by State law and agreements in place for providing service. Reserve and restricted funding comprise 16.5% of the budget.

Included in the reserve funding above is \$3,000,000 that is allocated to the Operations Control Center construction project, and which will be kept in the Capital Reserves fund until construction begins.

The Capital Outlay effort for 2022-23 remains the primary driver of expenditures for the District. Capital expenditures for the fiscal year are budgeted at \$17,682,526, comprising 44.78% of the total budget. Development of the Capital Improvement Program (“CIP”), review of the identified strategic initiatives established by the Board, along with anticipated implementation of the Integrated Wastewater Master Plan indicate that capital improvements will remain the primary expense driver for the District for at least the next 10 years. The good news is that by adding to or improving District facilities the public materially benefits from the value and useful life of the assets of the District.

Unused prior year Carryover CIP funds is the primary funding source for the majority of capital projects in fiscal year 2022-23. \$12,556,447 of carryover funding is allocated for use on capital projects in 2022-23 budget.

Sincerely,



**Chris DeGabriele**  
Interim General Manager



**Dale McDonald**  
Administrative Services Manager

# Las Gallinas Valley Sanitary District

## Budget Workshop – 2022-23

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### REVENUE

#### Operating Revenue

The District is heading into its second year of a two-year rate plan approved by the Board on June 17, 2021. A Sewer Service Charge (“SSC”) rate increase of \$93 annually, equal to 9.0%, for Single Family Residential (“SFR”) users, has been used as the basis in preparing the budget. The rate increase will provide \$2,778,997 in additional revenue over last year. Non-residential SSC revenue was anticipated to be \$1,015,174 lower in fiscal year 2021-22 as less wastewater was generated by non-residential customers during the pandemic. The revenue shortfall for 2021-22 is not as severe as anticipated. The 15.08% increase for fiscal year 2022-23 is the result of the base SSC rate increase and the increased SSC forecast to be paid by non-residential commercial customers who are anticipated to use more water and therefore pay higher SSCs next year.

Recycled water revenue is the estimated cost of providing water to Marin Municipal Water District (“MMWD”) and North Marin Water District (“NMWD”) based on the projected recoverable costs for the year. Projections for revenue is based on actual recycled water provided to MMWD and NMWD since April 2021.

Inspections, permits, and application fees reflect projected revenue from fees related to the Private Sewer Lateral Inspection program, lateral repairs and replacement, and applications for engineering review. The revenue is based on historical sales and permit data for properties within the District between 2019 and 2022.

#### Non-Operating Revenue

Secured property taxes are calculated based on the value of real property, land and personal property, such as structures, located upon real property. Secured property is taxed at a general rate of 1% of the assessed value. Property tax projections for 2022-23 are expected to be slightly higher than 2021-22 actuals. For 2022-23, revenue is budgeted at \$1,373,295 and reflects a 3% increase over projected 2021-22 receipts. Actual receipts will be known by the end of April and revenue will be updated before the final budget is presented in June. The District has historically identified secured property taxes as General Construction Revenue, since the State puts no limitations on its use. It can, therefore, be considered a general fund that can be used for any legal purpose allowed by District Code and State law. The Low-Income Sewer Rate Assistance Program is funded from secured property tax revenue.

Prior Secured taxes, Supplemental Property Tax Assessments, and Home-Owner Property Tax Relief (“HOPTR”) funds are projected to rise 3% over last year. These are collected by the County with and at the same time as the secured property taxes and SSC assessment. They are reported separately as required by the State Controller’s Office and auditing standards. Both the 1% annual Ad-Valorem tax increase for most property owners and the reassessment of property value upon sale of homes are factored in the reserve assumptions.

Educational Revenue Augmentation Funds (“ERAF”) are determined by State statute. Special districts are allocated a certain amount of property tax revenues; however, a portion is shifted from counties, cities, special districts, and redevelopment agencies to K-12 schools and community colleges. The District is subject to ERAF I and II tax shifts, which are specified by the State, using population and other factors. These factors are adjusted annually per the incremental growth rate in assessed property tax values. Staff has budgeted \$481,745 for 2022-23 based on communication with Marin County on their projected ERAF funding allocation formulas.

# Las Gallinas Valley Sanitary District

## Budget Workshop – 2022-23

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The Solid Waste Franchise fee revenue is forecast based on the anticipated Marin Sanitary Service rate increase adopted in January of each year. The revenue is based on the agreement with the solid waste franchisee, Marin Sanitary Service. Higher rates due to costs related to implementation of SB 1383, the State's organics recycling law, could be adopted in January 2023 which would increase both revenue and pass thru expenses related to the solids waste collection, recycling, and organic waste programs.

Interest on reserves, which are invested in the Bank of Marin and the Local Agency Investment Fund with the State of California, are expected to continue to yield low rates with the possibility for a slight increase in 2023. As the District uses accumulated funds for construction projects, the earnings are projected to decline in 2022-23.

The Private Sewer Lateral Assistance program began in July 2012. The budget reflects the projected direct repayments and annual payments to be collected on the tax roll in 2022-23 from property owners that took advantage of the program to have the District pay for their sewer lateral repair or replacement. Fewer anticipated loans are expected in 2022-23.

Miscellaneous revenue is comprised of insurance policy dividends. Staff does not forecast a budget in this category, as they are difficult to project, but has included a small placeholder to assist with future accounting if needed.

### **Capital Contributions / Capacity Related Revenue**

Annexation, Capital Facilities, Charges, and Connections Fee activity for remodel permits and Accessory Dwelling Units ("ADUs") has increased from prior years. The largest connection fee in 2021-22 was from Oakmont Assisted Living in the amount of \$425,339. While the District is substantially built out and the pace of development is difficult to predict, staff is aware of a few large-scale development projects which are anticipated to be approved for connecting to the sewer system in 2022-23. State and local governments are looking at laws to allow additional expansion of ADUs to create more affordable housing and provide flexibility for families who wish to build a second unit on their property. ADUs are normally not subject to capacity or connection fees but can be billed a SSC depending on the size and number of units. Staff is budgeting \$1,373,295 for capital facility charges for 2022-23 primarily the result of the two large projects under development. The completion of a capacity fee study by HDR Engineering is pending which may impact the revenue forecast prior to adoption of the final budget. The interest income for this category is for existing funds on deposit, which have been substantially expended for capital projects.

Marin Municipal Water District entered into an agreement in March 2017, to buy into the existing capacity of the Recycled Water Treatment Facility as well as participating in the debt service of the 2017 Revenue Bonds associated with the estimated cost for the expansion of the facility. These funds are allocated to the reserve funding for the cost of the project.

There is only one pending disbursement of \$567,760 from the IBank loan remaining, which will be disbursed once the Notice of Completion for the Secondary Treatment Plant Upgrade and Recycled Water ("STPURWE") project is filed. The remaining funds will return to the general fund as STPURWE expenditures have already been paid. The disbursements budgeted are reflected in the Other category on the charts on the following pages.

# Las Gallinas Valley Sanitary District

## Budget Workshop – 2022-23

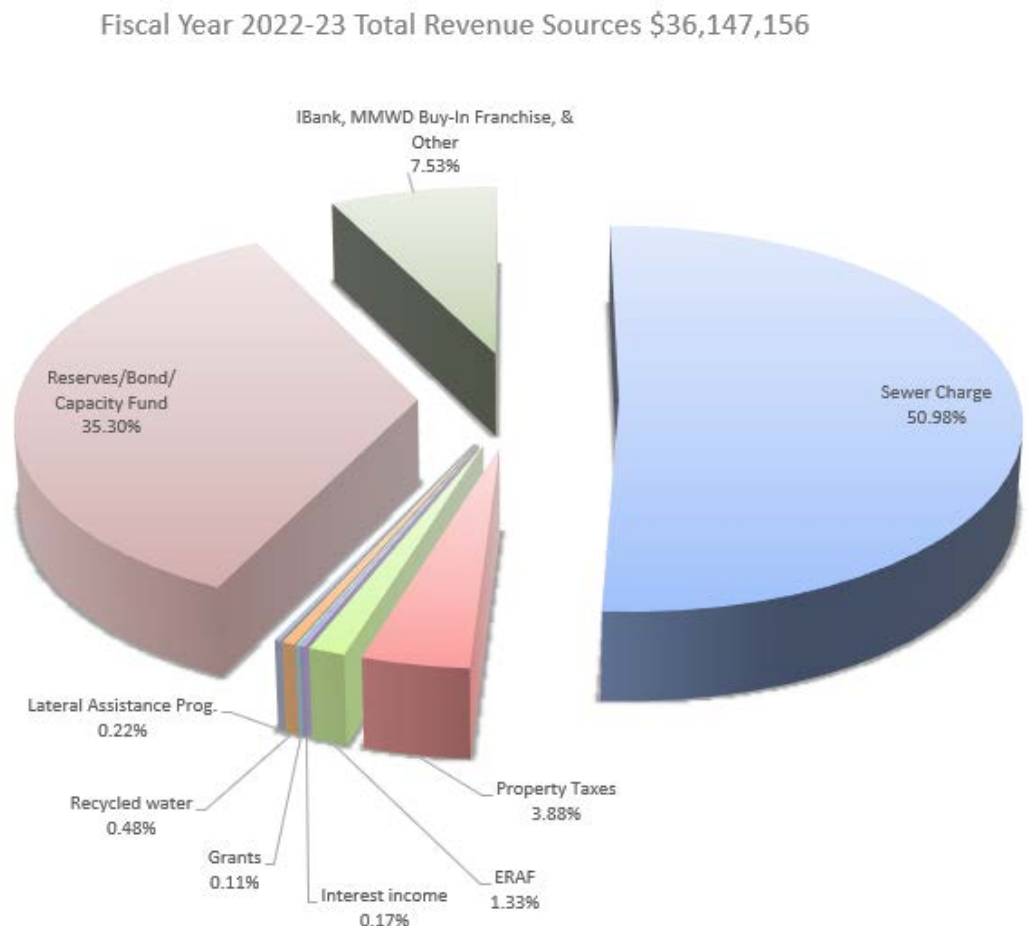
Federal and State grants may become available for wastewater infrastructure projects in 2022-23 and beyond but none have been identified as of this workshop, let alone secured. The District has contracted with a consultant to pursue alternative funding and is working with partner agencies, such as North Bay Water Reuse Authority, to look into grant opportunities. It is wise for the District to design construction ready projects to take advantage of any grants that become available, but it would not be prudent to anticipate revenue from grants at this time. A Local Assistance Grant in the amount of \$40,369 was obtained from CalRecycle which can be used for implementation of organic recycling programs in fiscal year 2022-23 as mandated by SB 1383.

### Utilization of Bond Funds and Reserves

The Private Sewer Lateral (“PSL”) Assistance Program has continued to collect reimbursements for loans made to property owners. No additional funding use has been proposed in recent years resulting in the balance in this program sitting at \$407,472. Funds have to be sufficient to fund future assistance with anticipated revenue of \$79,300 allocated for 2022-23. The budget includes using \$59,300 towards new loans in 2022-23.

The District has previously budgeted for projects that have not yet begin or are in the middle of construction, which has created carry-over capital funding that is available for continuing projects. These projects are included in the Capital Outlay budget. Any unused funding allocated to these projects will carry forward into 2022-23. A total of \$12,556,447 of prior-year capital carry-over is budgeted for use in 2022-23.

Capital Reserves used for the STPURWE Project are anticipated to be depleted by June 30, 2022. The Marin Municipal Water District (“MMWD”) Buy-In and their share of debt service payments set aside for the STPURWE project will be used to close out the project. The Bank of Marin Business Money Market account will be closed, and any remaining balance will be transferred to the District’s Local Agency Investment Fund (“LAIF”). The projected balance of \$594,840 will remain allocated to the Capital Reserve fund. There is no planned use of these funds in 2022-23.



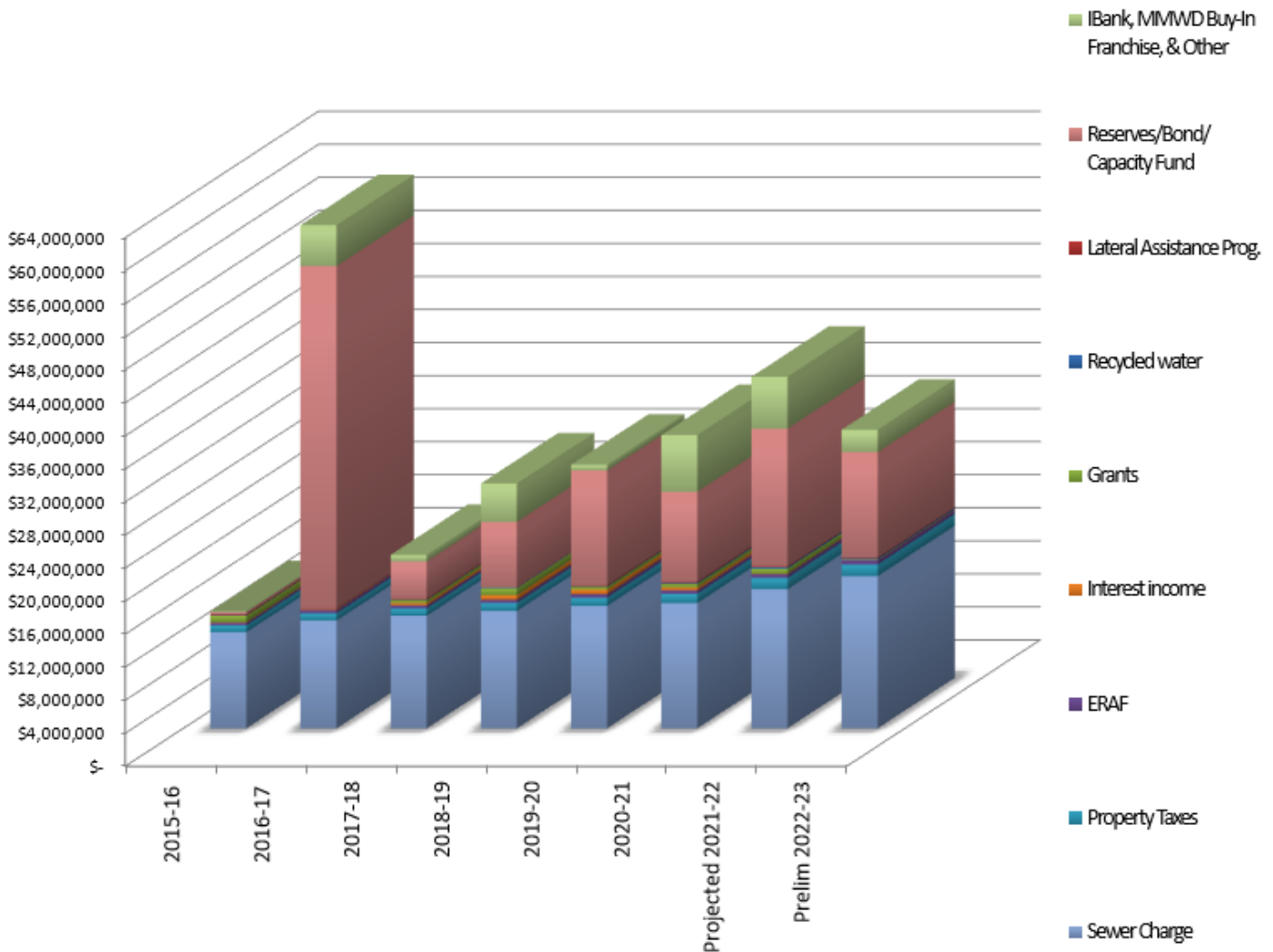
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Transfers from the Marin Lagoon and Captains Cove restricted funds can be used towards repayment of operating and capital costs incurred for Marin Lagoon and Captains Cove collection systems. A total of \$142,800 is budgeted for 2022-23.

Transfers from the Capacity / Connection Fee Facilities Fund, which has been growing as fees for new or additional connections to system are paid by developers, can be used to pay for collection system and plant capacity improvements necessary to serve those connections. There is no planned use of these funds budgeted for 2022-23.

The graph below shows the composition of District revenues for the past five fiscal years plus the projected 2021-22 and preliminary budget for 2022-23.

### Revenue Sources 2015 to 2023



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### EXPENDITURES

The Government Accounting Standards Board (GASB), which is recognized as the official source of GAAP for state and local governments, establishes modified accrual accounting standards. Modified accrual accounting is used and accepted by governmental agencies because they focus on current-year obligations. Las Gallinas Valley Sanitary District Policy F-40-20, Basis of Budgeting, required that all budgetary procedures conform to state regulations and generally accepted accounting principles. As such, the District uses a modified accrual basis of accounting for reporting on budgeted versus actual expenditures, with the following exceptions:

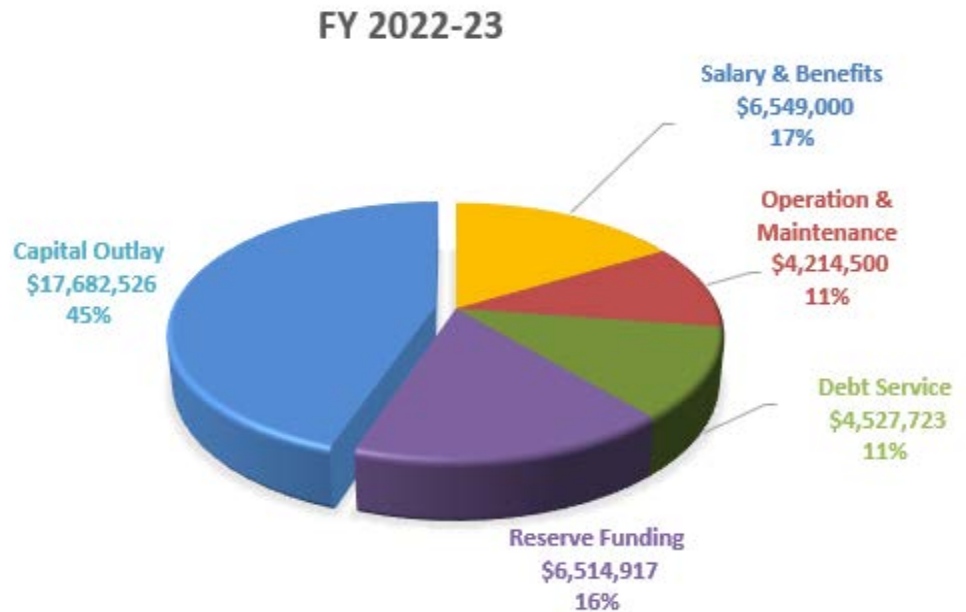
- Grant revenues are budgeted on a modified cash basis rather than an accrual basis.
- Fixed assets are depreciated for some financial reporting but are fully expensed in the year acquired for budgetary purposes.

Modified accrual accounting is an alternative bookkeeping method that combines accrual-basis accounting with cash-basis accounting. It recognizes revenues when they become available and measurable and, with a few exceptions, records expenditures when liabilities are incurred.

The General Manager and Administrative Services Manager are responsible for development of internal accounting policies and procedures necessary to implement financial policies and to ensure that internal controls, processes, and procedures are in compliance with the California State Controller's Office Internal Control Guidelines pursuant to CGC section 12422.5 and are adequate to protect the finances of the District.

Expenditures of the District are broken down into the following categories:

1. Operating and Maintenance Expenses  
*(including salary & benefits)*
2. Debt Service
3. Reserve Funding
4. Capital Outlay



The District's largest expenditure category is Capital Outlay followed by Operation and Maintenance. The operating and maintenance expense, debt service, reserve and restricted funding, and capital outlay financials have been reviewed and comments

on key items of interest are being provided to the Board to facilitate discussion. The suggested reserve funding for 2022-23 is greater than in prior years as management believes the targets for the Operating Reserve, Emergency Repair, Capital Reserves, and Vehicle and Equipment Reserves are too low.

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### Operating and Maintenance Expenses

#### Employee Expenses:

Staff salaries are based on 2022-23 projected wages including a 2.75% cost of living increase agreed to with Operating Engineers Local 3 (“OE3”) in the Memorandum of Understanding (“MOU”) between the District and OE3, and with unrepresented employees by contract. The budget includes funding for one additional full-time position being proposed for 2022-23. The total budgeted wage increase for all employee wages is 2.14% over the prior year adopted budget.

Expense accounts for Emergency Response Stipend, Certification Stipend, and Longevity Pay were created to provide transparent employee compensation as agreed to in the MOU effective July 1, 2022. Having these items reported separately from regular staff salaries allows the true cost of these programs to be available to the public.

Payroll taxes, group life insurance, CalPERS retirement, Health benefits, Dental, and Vision insurance are projected to increase over prior year actuals as new employees are hired to fill approved and proposed positions.

CalPERS contributions are projected from regular wages with the published employer contribution rate of 14.03% for classic members (up slightly from 14.02%) and 7.47% (down from 7.59%) for PEPRA in 2022-23. Staff who became CalPERS members after 2013 are covered by the PEPRA plan which requires lower retirement contributions by the District. PEPRA employees are required to contribute 8% towards their retirement per MOU.

Health insurance is projected based on the known rates for July through December 2022 and the application of an estimated health insurance trend rate of +1% for 2022-23. CalPERS Health will set the coverage rates for 2023 in the summer of 2022. The expense also reflects costs associated with the three recently or soon to be filled approved positions and one new proposed position for 2022-23. Other Post-Employment Benefits (“OPEB”) retiree health benefits for prior employees and pre-funded expenditures for current employees based on the GASB 75 actuarial valuation measurement date June 30, 2020 are included under health benefit expenses.

Commute Vehicle Stipend was eliminated and replaced with the Emergency Response Stipend for all represented employees per MOU agreement. Managers with the Commute Vehicles Stipend dropped this benefit from their most recent contracts. The Auto Allowance is a vehicle allowance benefit for some management employees who have this benefit included in their contracts. A cost-of-living adjustment for the vehicle Auto Allowance will be made on July 1, 2022, subject to Board approval.

#### Proposed New Position:

Board Financial Policy F-40-40 grants exclusive authority to the Board to increase the number of authorized staff at the District. Historically, new staff positions are considered as part of the budget process. After review of operational needs management is recommending the addition of one new staff position:

#### Collection System Operator

The current team of collection system operators is responsible for preventative and corrective maintenance and repairs of the collection system in the District. There are 2 lead and 3 collection system operators that performs hydro-cleaning and rodding of sewer lines, televised inspection of underground wastewater pipes, inspections, servicing and mechanical repair of stationary and mobile equipment, and other related work. In addition to normal business day operational shifts, the collections group provides weekend, holiday, and emergency standby rotation coverage. Teams of 2 are normally dispatched to the field for operational and safety reasons.

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Current staffing levels allows two teams to be dispatched into the field, with one collection operator available to serve in a support role and/or perform other collection system tasks. The addition of 1 collection operator to this group would allow three teams of 2 to work in the field. The backlog of televised sewer inspection can be addressed by having this third team in place. Creating the extra position will provide standby coverage flexibility, boost team morale, and establish adequate coverage for planned (vacation) and unplanned time off (sick time) without significant overtime expense and allow for the chronic deferral of training and professional development opportunities to be addressed.

The draft budget includes \$101,650 in salary and \$43,600 for benefits for this new position. The total cost of \$145,250 is estimated based on filling the position with a Collection System Operator III who takes advantage of the District's offered CalPERS Health family benefit option. Actual expenses would be lower if the position is filled by a Collection System Operator II or if single health benefit option is chosen.

The Environmental Compliance Manager ("ECM"), a proposed position which remains vacant, was budgeted and authorized by the Board during the 2020-21 budget cycle. In December 2021, the Board asked that the creation of this position be reconsidered. The General Manager intends to bring this question to the Board on May 19, 2022, with a recommendation to no longer pursue the ECM position. Funding previously authorized would be freed up and can be available for the proposed Collection System Operator position.

### **Insurance:**

Workers compensation insurance is based on projected wages for 2022-23, plus an increase of full-time positions being filled, and an decrease in the experience modification factor from 0.98 to 0.94 based on the District's recent claims history. The Workers Compensation Insurance Rating Board (WCIRB) continues to use the simplified Experience Rating Formula which removes the first \$250 of each claim for the calculation. A 3.57% increase over actuals was used in developing the \$72,900 budget amount for 2022-23.

Pooled liability insurance includes general liability and mobile equipment, billed separately. The general liability insurance premium period is based on a calendar year and the mobile equipment on a fiscal year basis. The liability insurance is the larger premium for which the yearly cost is known based on the current billing, a modest increase of 1% over 2021 has been calculated for liability insurance. Budget is to be adjusted once the invoice for actual July 1, 2022 to June 30, 2023 insurance is received in May.

Property insurance is reported on the same line item with general liability. Since 2018, significant events have driven the property insurance market to tighten substantially. Prior events in 2020 and 2021 has further aggravated market conditions and the firming trend is expected to continue. Property insurance rates are estimated to increase 7.5% or an additional \$4,650 because of market conditions. In addition, the new construction values related to the STPURWE Project scheduled for completion in June 2022 will be added to the Schedule of Values (SOV) which will increase the Total Insurance Value by 38%, resulting in a significant premium increase at renewal estimated at an additional \$23,560 for 2022-23. Once the property insurance invoice is received this budget line item will be revised in the final budget presented in June.

### **Repairs and Maintenance:**

The majority of repairs and maintenance expresses are coordinated by the Maintenance Supervisor but actual expenses related to assets are billed to the respective Collection System, Pump Station, Treatment Plant, or Recycled Water departments for proper accounting. Management work together to authorize and approve expenses. Inflation and logistic delays have had an impact on the costs of parts and services in 2022. It is anticipated that continued inflationary factors will influence costs into 2023. The Repair and Maintenance budget



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for 2022-23 is therefore projected to increase \$88,800 over the prior year budget (equal to 8.92%) and \$222,833 over the projected actual expenses (equal to 28.82%).

The building and grounds maintenance budget includes having an outside firm perform yard work on the main building landscape and reflects expenses related to maintenance work performed by the District's skilled maintenance employees. It also includes monthly Jefferson Security Fire Suppression monitoring expenses.

Power generation maintenance and repairs consists of work performed on the photo voltaic system, a maintenance contract for the BERS turbines, and maintenance of the CNG fill stations at the treatment plant and the pump station. This budget amount may change before the final budget is considered depending on action taken with the CNG fill station.

Capital repairs/replacements consist of items that are long-lived or life extending in nature but are not included in the capital improvements budget. They are either items that are capital in nature, but the replacement/repair is not anticipated as part of the initial capital outlay budget or items such as small pumps and equipment with a cost under the \$5,000 capitalization threshold. The budget has been reduced from prior years anticipating fewer capital replacement projects.

### **Other Operating Expenses:**

Chemical costs will be higher in 2022-23. The budget is based on past usage and the expected increased chemical use in recycled water production. As a member agenda of The Bay Area Chemical Consortium ("BACC"), the District benefits from regional bids for chemicals by wastewater agencies in the Bay Area. All agencies have experienced an increase in chemical costs over the last year. Unit prices beginning July 1 for hypochlorite will increase 90%, bisulfite 14%, and ferric chloride 68%. Costs associated with recycled water production are recoverable based on the percentage of water received by each of LGVSD, MMWD, and NMWD.

Outside services includes services related personnel and HR services such as CPS HR consultants, guard service, labor relations, janitorial services, security patrols and alarm monitoring, portable restroom rentals, alternate grant funding studies, and other incidental outside operating expenses. Consultants include costs for climate assessments, Canada goose project and reporting to NPDES, support for solar panel energy management in the reclamation area MMWD water data review and rate setting assistance, recruitment, labor relations, and for organizational and Board development.

Sludge Disposal is the cost for injecting digested biosolids in the District's dedicated disposal site. The amount is based on prior year activity, however long-range system improvements will lead to increased costs, which will hopefully be offset by a regional program and associated fees

Feasibility studies that are not capital improvement or capacity related are treated as an operational expense. These includes biogas studies, compost feasibility studies, and Descanso Force Main Alignment Analysis related to the McInnis Marsh Restoration. A total of \$34,700 is budgeted for 2022-23 to complete these projects and have funding set aside for yet unidentified studies.

Financial services include actuarial valuations and accounting CPA services. Actual prior year costs plus anticipated actuarial and CPA use in 2022-23 is the basis for this budget item.

Lateral rehab assistance program is based on the amount of expenses in 2021-22 and the number of property owners who would utilize loan for repair or replacement of their sewer lateral. The amount of \$59,800 is anticipated to be enough funding for 6 lateral replacements.

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### **General and Administrative:**

Election costs are budgeted at \$25,000 bi-annually, every even fiscal year, and is based on estimated billings from the Marin County Registrar of Voters if an election were to be held. The draft budget does not have this item on the financial statements, but it will be included final budget presented in June.

Computer support and supplies includes annual software renewals, outside computer network support, replacement of computer equipment as needed, Zoom, and other incidental computer peripherals. As software companies move away from providing owned software licenses and switch to a Software-as-a-Service (“SaaS”) licensing and delivery model, in which software is licensed on a subscription basis and is centrally hosted, the District will see these expenses rise. CityWorks, ArcGIS, SCADA, and the upcoming Caselle Accounting Enterprise Resource Planning (“ERP”) software all follow SaaS licensing models.

Public education and outreach expenses are for the joint efforts with other Marin County sewage treatment agencies, web site maintenance, donation requests from community groups for funding, special mailings and for the District’s newsletter and annual sewer rate change mailings.

Memberships and permits are based on 2021-22 invoiced actuals with a slight increase factored for some permits. This includes the renewal of the annual fee for biosolids application to the Regional Water Quality Control Board in the amount of \$23,780.

Rents and leases include the administration office lease at 101 Lucas Valley Road, at \$110,340 for 2022-23, costs for the lease of the postage machine, off-site records storage, railroad easements and copiers. As in the past, we have to prepare for Public Safety Power Shutoffs (PSPS) events from PG&E initiated by high-risk weather conditions. These events may trigger power outages in our area and will require that we have standby generators and fuel ready for power outages during possible wildfires. Rents and leases assigned to pump stations are for portable stand by generators for PSPS events and is budgeted at \$52,300.

Employee training and education includes the cost for the District to participate in the Liebert Cassidy Whitmore employment relations consortium and other offsite training. Webinar training opportunities have become standard practice over the last year. The District expects to increase sending staff to offsite training conferences in 2022 and 2023 as COVID-19 restrictions are lifted, the budget reflects this increase over last year actuals.

### **Debt Service**

The District has six issuances of debt outstanding. They are as follows:

- Certificates of Participation (COP) with an original principal amount of \$10,000,000, which were issued in 2005, and have annual principal and interest payments through December 2025. The District refinanced them at a reduced interest rate of 3.3% which will save interest over the remaining life and will result in lower annual payments. The principal balance remaining is scheduled to be \$2,668,800 as of July 1, 2022.
- State Revolving Fund Loan (SRF) was a construction loan which originated in 2010 and was completely drawn down in 2012. The original principal amount was \$4,314,750 with annual principal and interest payments through June 2032. The interest rate is 2.7%. The principal balance remaining is scheduled to be \$2,472,780 as of July 1, 2022.

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- Bank of Marin Loan #1 which originated in 2011 with a principal amount of \$4,600,000. Monthly principal and interest payments are due through June 2031. The interest rate is 3.88%. The principal balance remaining is scheduled to be \$2,517,664 as of July 1, 2022.
- Bank of Marin Loan #2 which originated in 2012 with a principal amount of \$2,000,000. Monthly principal and interest payments are due through August 2022. The interest rate is 3.25%. The principal balance remaining is scheduled to be \$39,064 as of July 1, 2022. The loan will be paid off in August 2022.
- 2017 Revenue Bonds were issued in April 2017 with a principal amount of \$38,365,000. The true interest rate to maturity is 3.2984%. Annual principal and interest payments are due through April 2042. The principal balance remaining is scheduled to be \$33,375,000 as of July 1, 2022.
- The District entered into an agreement with California Infrastructure and Economic Development Bank (IBank) in May 2019 for a loan of \$12,000,000. The loan has a maturity date ranging from August 1, 2019 thru August 1, 2043. The interest rate on the loan is 3.0% per annum. The principal balance remaining is scheduled to be \$10,982,678 as of July 1, 2022. An annual service fee, \$32,948 for 2022-23, is treated as an Operating & Maintenance expense but recognized as debt service for budget purposes. The annual fee is not reported as a long-term obligation in audited financials.

The debt service does not reflect the reimbursement to be received from MMWD for buying into the existing recycled water treatment facility or their portion of the 2017 Revenue Bonds. The payments to be received from MMWD are transferred to capital reserves.

The Debt Service Coverage Ratio (DSCR) for the District for 2022-23, based on the presented budget and debt service, is determined by dividing the Net Operating Income (\$10,137,268) by Total Debt Service (\$4,527,723). The calculated DSCR for 2022-23 is therefore 2.24.

HDR Engineering recommended a DSCR of 2.18 or higher in their Sewer Service Charge Rate Study dated April 2021. The District includes both its operating income and non-operating income, primarily guaranteed property taxes, in determining its Net Operating Income which is used in the calculation of DSCR.

## Reserves

District Financial Policy F-50 Reserves, establishes reserves, explains the purpose and reasons for the size of each reserve, and provides for oversight of reserves. The Board will be reviewing the reserves policy at its May Board meeting. Management will be recommending increases to some of the reserve fund target balances and has included additional funding in the draft budget accordingly, as described below:

- Working Cash Flow, also known as Operating Reserve, has set a target of a minimum balance equal to 7 months of average annual budgeted expenses. Based on reserve fund policy the reserve target is therefore \$8,919,880 but the reserve only has balance \$2,673,576 at the beginning of the upcoming fiscal year. The budget includes adding \$624,630, one-tenth of the reserve target shortfall, to the budget for 2022-23.
- Rate stabilization reserve has been established to fund unexpected expense increases and can be used to help stabilize sewer service charge rate swings. The target balance of \$300,000 was established in 2009. No use of funds is anticipated for 2022-23. Staff suggests increasing the reserve target and adding additional funding from any surplus operating revenue at the end of the year.

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- Emergency repair reserve target of \$1,000,000 was met in fiscal year ended June 30, 2017. Staff recommends increasing this reserve target and has placed a \$500,000 placeholder for additional funding to the 2022-23 budget.
- The Capital Reserves holds funds for the Secondary Treatment Plant Upgrade and Recycled Water Expansion (STPURWE) project and include actual payments required to service the 2017 Revenue Bonds. These funds will be used before June 30, 2022 as the STPURWE project comes to completion. The balance of \$594,840 in the reserve can be used for other major capital projects such as the Operation Control Center (“OCC”) Building project or John Duckett Pump Station and Force Main Sewer Crossing Project. \$3M is proposed to be added to Capital Reserves for future use for the OCC construction project.
- Vehicle and Equipment Reserve (VERF) was established in fiscal year 2019-20 to fund vehicle and equipment replacements. The reserve was established at \$1,000,000 and was setup with funds held in the District’s LAIF account. The Board authorized purchase of new vehicles mid-year, for a total expenditure of \$508,072. Staff suggests increasing the VERF target to \$1.5M while a VERF Replacement Program and Schedule is developed. A total of \$862,677 is therefore budgeted for 2022-23 to replenish the VERF to its target before anticipated withdraws for new vehicles in 2022-23.
- Capacity Connection Fee reserve fund is restricted for the use of collection system and plant capacity improvements to serve the new connections that contributed to the fund through fees collected. Two large projects are anticipated to add \$1,490,478 to the fund. There is no plan to use these funds in the near future.
- Captains Cove and Marin Lagoon are restricted reserves built up when there is excess of special assessments over projected operations, maintenance and capital expenditures which are collected for these developments. Both funds will be drawn down to pay for operational and capital projects. A rate study will be undertaken to see if the surcharge rates that Captains Cove and Marin Lagoon are contributing is sufficient enough to continue the ongoing operations and maintenance needs of the pump stations serving these communities.

### Capital Outlay

The District is required to budget for the adequate maintenance of capital equipment and facilities to protect the public investment and ensure achievement of their maximum useful life. The District is required to prepare and adopt a 5-Year Capital Improvement Plan (“CIP”) as part of the rate setting process that identifies and sets priorities for all major capital assets to be acquired, constructed or replaced by the District. District policy requires the CIP be included in the adopted budget and that the status of the CIP is updated annually as part of the budget process.

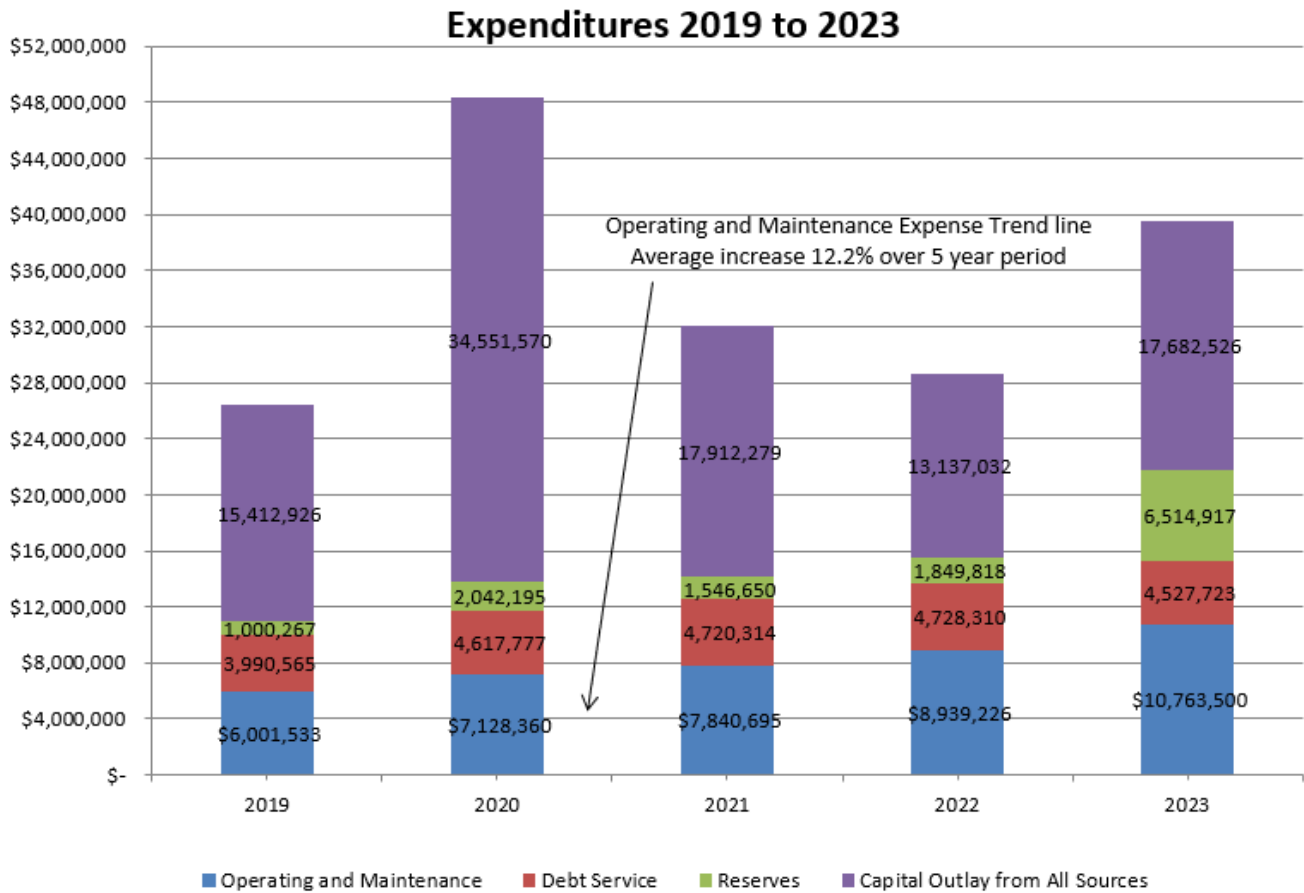
The CIP shall identify adequate funding to support the acquisition, construction and replacement of assets identified in the plan, and shall identify projects that the District believes beneficial to the system, but funding has not yet been identified. The CIP shall include and indicate when and for what projects the District intends to finance through the issuance of debt. Additionally, the District shall strive to develop a comprehensive strategy and funding plan for the renewal and replacement of existing capital assets.

The Capital Outlay budget contains projects specifically identified in the 5-Year CIP for 2022-23 through 2026-27 plus miscellaneous capital needs that change yearly. The 2023-2027 years are very rough estimates that will be updated as the District’s Integrated Wastewater Plan is completed over the next year. The draft 2022-23 Budget only includes funding approval for projects identified in the first year of the CIP. See the separate

# Las Gallinas Valley Sanitary District Budget Workshop – 2022-23

Capital Outlay Budget for the list of projects. The following is a graph showing the composition of District expenditures for the past 4 fiscal years plus the budget for 2022-23.

The majority of Capital Outlay expenses in recent years have been related to the Secondary Treatment Plant Upgrade Recycled Water Expansion Project but this will change as we head into 2022-23. Collection system projects including the restarting of the Sewer Main Collection System Rehabilitation Program will comprise the majority of the capital budget in 2022-23, with total collection system project costs budgeted at \$4,154,639.



The Capital Outlay budget details are presented at the end of the report.

A preliminary five-year CIP contains projected expenditures through 2026-27 which include the Operation Control Center Building construction occurring in year 3. All projects after year 2 are subject to change once the Integrated Wastewater Master Plan is completed in 2023. The Capital Outlay budget and five-year CIP will be modified before the 2022-23 Budget is presented to the Board on May 19, 2022.

Management welcomes Board feedback on key projects such as the John Duckett Pump Station, the new Operations Control Center building, and other projects during the Budget Workshop discussion.

Supporting Financial Statements are attached to this report on the following pages.

**LAS GALLINAS VALLEY SANITARY DISTRICT  
BALANCE STATEMENT & ACCOUNT INFORMATION  
BUDGET WORKSHOP - APRIL 21, 2022**

<b>BALANCE STATEMENT</b>	<b>2021-22 Adopted Budget</b>	<b>2021-22 Projected Actuals</b>	<b>2022-23 Draft Budget</b>
<b><u>Beginning Balance (July 1):</u></b>	<b>\$ 43,801,682</b>	<b>\$ 43,801,682</b>	<b>\$ 42,858,120</b>
<b>Revenue:</b>			
Rate Revenues (1)	\$ 15,648,637	\$ 16,841,438	\$ 18,427,634
Other Operating revenue (1)	617,460	218,298	234,330
Non-operating revenue (1)	2,111,738	2,151,718	2,238,804
Capital Contributions / Capacity Related	7,398,448	6,649,552	2,487,341
<b>Expenditures:</b>			
Operating expense (2)	(10,332,490)	(8,939,226)	(10,763,500)
Debt Service (3)	(4,728,310)	(4,728,310)	(4,527,723)
Capital outlay	(24,375,754)	(13,137,032)	(17,682,526)
<b><u>Ending Balance (June 30):</u></b>	<b>\$ 30,141,411</b>	<b>\$ 42,858,120</b>	<b>\$ 33,272,480</b>

<b>DEBT SERVICE COVERAGE RATIO (DSCR)</b>	<b>2021-22 Adopted Budget</b>	<b>2021-22 Projected Actuals</b>	<b>2022-23 Draft Budget</b>
Net Operating Income (NOI) = <sup>(1)</sup> - <sup>(2)</sup>	\$ 8,045,345	\$ 10,272,228	\$ 10,137,268
Total Debt Service = <sup>(3)</sup>	\$ 4,728,310	\$ 4,728,310	\$ 4,527,723
<b>DSCR = NOI / Debt Service</b>	<b>1.70</b>	<b>2.17</b>	<b>2.24</b>

HDR Engineering used 2.7% inflation factor in April 2021 Sewer Service Charge Rate Study. Actual annual inflation rate of 8.5% as of March 2022.  
HDR Engineering Sewer Service Charge Rate Study DSCR target for 2022-23, after rate increase, is 2.18.

<b>ACCOUNTS SUMMARY</b>	<b>As of June 30, 2021</b>	<b>As of April 12, 2022</b>
<b><u>Cash in Bank and On Hand:</u></b>		
Bank of Marin - Various Accounts	\$ 11,107,489	\$ 7,734,435
Petty Cash - Unrestricted	966	931
Total cash in bank and on hand	<u>11,108,455</u>	<u>7,735,366</u>
<b>Investments:</b>		
Certificates of Deposit - Restricted	900,130	902,370
Local Agency Investment Fund - Restricted/Reserves	7,079,424	4,500,547
Local Agency Investment Fund - PY Carryover & Unrestricted	18,622,635	17,249,436
Total investments	<u>26,602,189</u>	<u>22,652,354</u>
<b>Other</b>		
US Bank Bond & Cost of Issuance Funds	116	116
IBank Installment Sale Agreement	6,090,922	567,760
<b>TOTAL CASH AND INVESTMENTS</b>	<b><u>43,801,682</u></b>	<b><u>30,955,595</u></b>

**LAS GALLINAS VALLEY SANITARY DISTRICT  
REVENUE  
DRAFT BUDGET FY 2022-2023 WORKSHOP - APRIL 21, 2022**

Revenue Description	2020-21 Final Audited Actual	2021-22 Adopted Budget	2021-22 Projected End of Year	2022-23 Draft Budget	% Change Over Prior Year Budget
<b>OPERATING REVENUE</b>					
Sewer Service User Charges	\$ 15,170,106	\$ 15,648,637	\$ 16,841,438	\$ 18,427,634	15.08%
Recycled Water (MMWD / NMWD)	123,155	529,400	166,155	172,000	-207.79%
Inspections/Permits/Application Fee	85,947	87,310	50,893	61,080	-42.94%
Miscellaneous Operating Revenue	12,662	750	1,250	1,250	
<b>Total Operating Revenue</b>	<b>15,391,869</b>	<b>16,266,097</b>	<b>17,059,736</b>	<b>18,661,964</b>	12.84%
<b>NON-OPERATING REVENUE</b>					
Property Tax	1,096,636	1,130,170	1,333,296	1,373,295	17.70%
Suppl. Property Tax Assess.	19,720	18,976	31,796	23,850	20.44%
Educational Revenue Augmentation Fund	439,054	451,000	461,000	481,745	6.38%
Homeowner Property Tax Relief	4,284	3,733	4,322	4,453	16.17%
Franchise Fees Marin Sanitary Service	153,351	151,938	153,709	158,751	4.29%
Private Sewer Lateral Assistance Program	114,219	138,800	79,651	79,300	-75.03%
Interest Income	2,912	1,760	3,167	2,210	20.36%
Interest on Reserves and LAIF	320,011	151,100	54,777	60,200	-151.00%
Reimbursements / Pass thru	15,918	41,000	10,000	35,000	
Other nonoperating revenues	23,261	23,261	20,000	20,000	
	<b>2,189,366</b>	<b>2,111,738</b>	<b>2,151,718</b>	<b>2,238,804</b>	5.68%
<b>CAPITAL CONTRIBUTIONS / CAPACITY RELATED</b>					
Annex, Capital Facility Charges, Connection Fees	213,536	35,341	459,126	1,489,854	
Interest on Connection Fee Fund	209	622	416	624	
Marin Municipal Water District Inter-Governmental	463,395	694,294	463,269	388,734	
IBank Loan Disbursements	5,909,078	6,663,191	5,124,515	567,760	
Federal Grants	-	-	-	-	
State Grants	446,229	5,000	602,226	40,369	
	<b>7,032,447</b>	<b>7,398,448</b>	<b>6,649,552</b>	<b>2,487,341</b>	-197.44%
<b>TOTAL REVENUES</b>	<b>\$ 24,613,682</b>	<b>\$ 25,776,283</b>	<b>\$ 25,861,006</b>	<b>\$ 23,388,109</b>	<b>-10.21%</b>
<b>UTILIZATION OF BOND FUNDS AND RESERVES</b>					
	<i>Actual Use</i>	<i>Adopted Available</i>	<i>Projected Use</i>	<i>Budgeted</i>	
Operating Reserves / Rate Stabilization	-	299,571	-	-	
Private Sewer Lateral Assistance Funds	-	100,000	56,400	59,800	
PY Capital Outlay Carryover Utilized	1,950,512	10,293,060	12,594,976	12,556,447	
Capital Construction Project Reserve	-	4,019,000	3,746,705	-	
Interest Earned on Unspent Bond Funds & IBank	235,768	-	-	-	
Transfers from 2017 Bond Fund	8,710,157	-	-	-	
Transfers from Marin Lagoon Restricted Fund	-	84,000	47,343	119,500	
Transfers from Captains Cove Restricted Fund	-	30,000	47,380	23,300	
Transfers from Capacity Connection Fee Fund	-	200,000	200,000	-	
<b>SUB TOTAL</b>	<b>10,896,437</b>	<b>15,025,631</b>	<b>16,692,804</b>	<b>12,759,047</b>	-17.76%
<b>TOTAL FUNDS AVAILABLE FOR EXPENDITURES</b>	<b>\$ 35,510,119</b>	<b>\$ 40,801,914</b>	<b>\$ 42,553,810</b>	<b>\$ 36,147,156</b>	

**LAS GALLINAS VALLEY SANITARY DISTRICT  
BUDGET SUMMARY  
DRAFT BUDGET FY 2022-2023 WORKSHOP - APRIL 21, 2022**

	2020-21 Final Actual	2021-22 Adopted Budget	2021-22 Projected End of Year	2022-23 Draft Budget	% Change Over Prior Year Budget
<b>OPERATING EXPENSES</b>					
EMPLOYEE WAGES	3,129,192	4,518,950	3,937,729	4,617,700	2.14%
EMPLOYEE BENEFITS	1,411,250	1,970,290	1,675,687	1,931,300	-2.02%
INSURANCE EXPENSE	207,609	308,500	262,419	304,000	-1.48%
REPAIRS AND MAINTENANCE	734,631	906,200	772,167	995,000	8.92%
SUPPLIES & SMALL TOOLS	362,650	433,400	434,911	597,400	27.45%
CONTRACTED SERVICES	980,195	1,084,200	929,601	1,194,500	9.23%
UTILITIES	431,426	411,700	326,153	411,400	-0.07%
GENERAL & ADMINSTRATIVE	583,742	699,250	600,559	712,200	1.82%
<b>OPERATING EXPENSE TOTALS</b>	<b>\$ 7,840,695</b>	<b>\$ 10,332,490</b>	<b>\$ 8,939,226</b>	<b>\$ 10,763,500</b>	<b>4.00%</b>
<b>DEBT SERVICE</b>					
<b>DEBT SERVICE TOTALS</b>	<b>\$ 4,720,314</b>	<b>\$ 4,728,310</b>	<b>\$ 4,728,310</b>	<b>\$ 4,527,723</b>	<b>-4.43%</b>
<b>RESERVE FUNDING</b>					
OPERATING RESERVE	166,286	321,678	321,678	624,630	48.50%
RATE STABILIZATION	-	-	-	-	
EMERGENCY REPAIR	-	-	-	500,000	
CAPITAL RESERVES	831,832	915,901	915,901	3,000,000	69.47%
VEHICLE & EQUIPMENT (VERF)	328,131	50,969	50,969	862,677	94.09%
CAPACITY (RESTRICTED FUND)	220,253	35,963	459,542	1,490,478	97.59%
CAPTAINS COVE (RESTRICTED FUND)	25	15,935	37,622	16,025	0.56%
MARIN LAGOON (RESTRICTED FUND)	123	24,914	64,106	21,106	-18.04%
<b>RESERVE FUNDING TOTALS</b>	<b>\$ 1,546,650</b>	<b>\$ 1,365,360</b>	<b>\$ 1,849,818</b>	<b>\$ 6,514,917</b>	<b>79.04%</b>
<b>CAPITAL OUTLAY</b>					
<b>CAPITAL OUTLAY</b>	<b>\$ 17,912,279</b>	<b>\$ 24,375,754</b>	<b>\$ 13,137,032</b>	<b>\$ 17,682,526</b>	<b>-37.85%</b>
<b>TOTAL BUDGET</b>					
<b>TOTAL BUDGET</b>	<b>\$ 32,019,939</b>	<b>\$ 40,801,914</b>	<b>\$ 28,654,386</b>	<b>\$ 39,488,666</b>	<b>-3.33%</b>



**LAS GALLINAS VALLEY SANITARY DISTRICT  
OPERATING AND MAINTENANCE EXPENSE  
DRAFT BUDGET FY 2022-2023 WORKSHOP - APRIL 21, 2022**

Acct. Num.	Expense Description	2020-21 Final Actual	2021-22 Adopted Budget	2021-22 Projected End of Year	2022-23 Draft Budget	% Change Over Prior Year Budget
<b>EMPLOYEE WAGES</b>						
1003	Regular Staff Salaries	\$ 2,850,194	\$ 4,159,900	\$ 3,269,026	\$ 4,022,800	-3.41%
1004	Extra Hire (1005)	78,524	21,980	127,679	5,200	-322.69%
1008	Over Time (1011)	103,619	118,140	149,396	164,600	28.23%
1009	Vacation and Sick Accrual	(52,177)	64,000	64,000	64,000	N/A
1010	Stand By	79,792	82,340	80,068	89,800	8.31%
1014	Emergency Response Stipend	-	0	41,244	48,000	100.00%
1015	Certification Stipend	-	0	75,151	82,400	100.00%
1016	Longevity Pay	-	0	60,409	68,200	100.00%
1036	Directors Fees	69,240	72,590	70,756	72,700	0.15%
	<b>TOTAL EMPLOYEE WAGES</b>	<u>3,129,192</u>	<u>4,518,950</u>	<u>3,937,729</u>	<u>4,617,700</u>	<u>2.14%</u>
<b>EMPLOYEE BENEFITS</b>						
1037	Directors Benefits	8,865	9,950	9,479	9,700	-2.58%
1404	Payroll Taxes (SSI)	210,497	338,600	238,079	274,100	-23.53%
1502	Group Life Insurance	6,259	9,440	7,030	8,200	-15.12%
1507	PERS	737,289	750,300	649,594	794,100	5.52%
1509	Health Insurance	364,441	750,530	711,604	775,800	3.26%
1510	Dental Insurance	24,234	25,800	15,057	15,600	-65.38%
1514	Vision Insurance	2,232	4,410	3,932	4,400	-0.23%
1516	Long Term Disability	21,271	30,090	24,416	32,400	7.13%
2006	Auto Allowance	8,586	14,700	9,824	17,000	13.53%
2007	Commute Vehicle Stipend	27,576	36,470	6,674	-	
	<b>TOTAL EMPLOYEE BENEFITS</b>	<u>1,411,250</u>	<u>1,970,290</u>	<u>1,675,687</u>	<u>1,931,300</u>	<u>-2.02%</u>
<b>INSURANCE</b>						
1701	Workers' Comp Insurance	61,664	75,500	65,489	72,900	-3.57%
2060	Pooled Liability & Property Insurance	144,947	231,900	195,930	230,000	-0.83%
2061	Fidelity Bond	998	1,100	1,000	1,100	0.00%
	<b>TOTAL INSURANCE EXPENSE</b>	<u>207,609</u>	<u>308,500</u>	<u>262,419</u>	<u>304,000</u>	<u>-1.48%</u>

**LAS GALLINAS VALLEY SANITARY DISTRICT  
OPERATING AND MAINTENANCE EXPENSE  
DRAFT BUDGET FY 2022-2023 WORKSHOP - APRIL 21, 2022**

Acct. Num.	Expense Description	2020-21 Final Actual	2021-22 Adopted Budget	2021-22 Projected End of Year	2022-23 Draft Budget	% Change Over Prior Year Budget
<b>REPAIRS AND MAINTENANCE</b>						
2083	Vehicle Parts & Maintenance	40,190	42,500	33,189	36,300	-17.08%
2096	Building maintenance	47,715	47,300	19,418	94,800	50.11%
2097	Grounds Maintenance	46,092	67,400	55,451	106,400	36.65%
2332	Reclamation Maint. & Pasture Disk (2333)	160,357	106,600	136,096	144,300	26.13%
2538	Power Generation Maint & Repair	20,292	30,700	32,006	33,900	9.44%
2365	Equipment Maintenance	39,845	66,200	58,172	98,900	33.06%
2366	Equipment Repair	207,235	227,000	201,341	218,100	-4.08%
2367	Capital Repairs/Replacements	172,905	318,500	236,492	262,300	-21.43%
	<b>TOTAL REPAIRS AND MAINTENANCE</b>	<b>734,631</b>	<b>906,200</b>	<b>772,167</b>	<b>995,000</b>	<b>8.92%</b>
<b>SUPPLIES &amp; SMALL TOOLS</b>						
2107	Hypochlorite	52,486	89,200	105,489	200,400	55.49%
2110	Bisulfite	45,721	56,800	65,579	82,000	30.73%
2109	Miscellaneous Chemicals (2101,2115)	49,921	61,100	48,228	82,900	26.30%
2362	General Operating & Lab Supplies (2115)	88,078	51,900	73,571	83,200	37.62%
2501	Fuel, Oil, and CNG for Vehicles (2501-2506)	38,866	41,100	33,199	35,500	-15.77%
2389	Safety Equipment & Supplies	21,234	35,700	47,795	48,800	26.84%
2397	Safety Services	53,902	69,500	53,406	56,600	-22.79%
2249	Small Tools	12,442	28,100	7,644	8,000	-251.25%
	<b>TOTAL SUPPLIES &amp; SMALL TOOLS</b>	<b>362,650</b>	<b>433,400</b>	<b>434,911</b>	<b>597,400</b>	<b>27.45%</b>

**LAS GALLINAS VALLEY SANITARY DISTRICT  
OPERATING AND MAINTENANCE EXPENSE  
DRAFT BUDGET FY 2022-2023 WORKSHOP - APRIL 21, 2022**

Acct. Num.	Expense Description	2020-21 Final Actual	2021-22 Adopted Budget	2021-22 Projected End of Year	2022-23 Draft Budget	% Change Over Prior Year Budget
<b>CONTRACTED SERVICES</b>						
2117	Lab Contract Services	43,727	47,000	42,117	47,800	1.67%
2119	Pollution Prevention Program	19,590	22,800	21,054	21,500	-6.05%
2320	Outside Services (2321, 2322, 2323, 2326)	231,067	221,300	147,262	272,000	18.64%
2324	Janitorial	19,251	17,700	21,011	22,300	20.63%
2327	Uniform Service	10,627	11,700	11,809	12,600	7.14%
2330	Damage Claim	10,000	20,000	-	20,000	0.00%
2334	Sludge Disposal Inject	88,400	91,700	51,093	54,200	-69.19%
2357	Regulatory Consultant	183,300	146,500	164,199	174,100	15.85%
2358	Engin. Pass-thru & Gen. Small Projects	21,466	63,200	11,875	12,500	-405.60%
2359	Feasibility Studies	33,844	55,000	92,671	34,700	-58.50%
2360	Consultants - Other	159,767	131,200	99,827	156,800	16.33%
2713	Legal	123,856	115,000	182,658	193,600	40.60%
2717	Audit	24,500	25,100	27,160	27,200	7.72%
2718	Financial Services	10,800	16,000	465	35,400	54.80%
2801	Private Lateral Rehab Assist. Program	-	100,000	56,400	59,800	-67.22%
2802	Low-Income Rate Assistance Program	-	-	-	50,000	100.00%
	<b>TOTAL CONTRACTED SERVICES</b>	<b>980,195</b>	<b>1,084,200</b>	<b>929,601</b>	<b>1,194,500</b>	<b>9.23%</b>
<b>UTILITIES</b>						
2533	Internet	5,793	4,800	7,844	8,300	42.17%
2534	Telephone	71,930	68,300	45,497	48,100	-42.00%
2535	Utility Power	326,317	317,300	238,724	318,900	0.50%
2536	Water	27,386	21,300	34,088	36,100	41.00%
	<b>TOTAL UTILITIES</b>	<b>431,426</b>	<b>411,700</b>	<b>326,153</b>	<b>411,400</b>	<b>-0.07%</b>

**LAS GALLINAS VALLEY SANITARY DISTRICT  
OPERATING AND MAINTENANCE EXPENSE  
DRAFT BUDGET FY 2022-2023 WORKSHOP - APRIL 21, 2022**

Acct. Num.	Expense Description	2020-21 Final Actual	2021-22 Adopted Budget	2021-22 Projected End of Year	2022-23 Draft Budget	% Change Over Prior Year Budget
<b>GENERAL &amp; ADMINSTRATIVE</b>						
1006	Payroll Processing	20,996	22,150	23,496	24,900	11.04%
2477	Conferences	2,005	51,600	11,324	47,600	-8.40%
2479	Mileage and Travel	1,020	5,200	1,102	4,600	-13.04%
2129	Election	250	-	-	-	
2133	Office Supplies	40,458	33,100	36,367	42,000	21.19%
2134	Meeting Supplies	1,279	1,600	2,373	2,500	36.00%
2716	Computer Services and Software	93,200	110,900	52,150	99,300	-11.68%
2135	Bank Charges	1,600	1,500	-	200	-650.00%
9778	User Charge Collection Fee	36,834	41,200	33,959	36,000	-14.44%
2221	Publication and Legal Ads	6,629	16,300	13,688	13,700	-18.98%
2223	Public Education and Outreach <sup>(1)</sup>	41,566	61,200	41,559	44,100	-38.78%
2264	Taxes, Other	891	900	1,949	1,900	52.63%
2272	Memberships	62,624	49,200	76,116	70,200	29.91%
2363	Permits	92,735	96,500	90,743	96,200	-0.31%
2364	Fines	-	-	-	-	
2246	Rents and Leases	173,933	171,900	185,184	191,300	10.14%
9786	Employee Recognition <sup>(1)</sup>	447	9,000	3,893	5,600	-60.71%
9787	Employee Training and Education <sup>(1)</sup>	4,403	25,700	11,015	16,800	-52.98%
9999	Miscellaneous expense (2137, 2499)	2,872	1,300	15,642	15,300	91.50%
	<b>TOTAL GENERAL &amp; ADMINSTRATIVE</b>	<u>583,742</u>	<u>699,250</u>	<u>600,559</u>	<u>712,200</u>	<u>1.82%</u>

<b>OPERATING EXPENSE TOTALS</b>	<b>\$ 7,840,695</b>	<b>\$ 10,332,490</b>	<b>\$ 8,939,226</b>	<b>\$ 10,763,500</b>	<b>4.00%</b>
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**LAS GALLINAS VALLEY SANITARY DISTRICT  
DEBT SERVICE  
DRAFT BUDGET FY 2022-2023 WORKSHOP - APRIL 21, 2022**

Expenditure	2020-21 Total Actual	2021-22 Adopted Budget	2021-22 Projected End of Year	2022-23 Draft Budget
<b>2005 Certificates of Participation/ Refunded 2014</b>	\$ 698,760	\$ 709,125	\$ 709,125	\$ 708,665
<b>2010 State Revolving Fund Loan</b>	285,464	285,464	285,464	\$ 285,464
<b>2011 Bank of Marin Loan</b>	332,681	332,681	332,681	332,681
<b>2012 Bank of Marin Loan</b>	235,346	235,346	235,346	39,224
<b>2017 Revenue Bonds <sup>(1) (2)</sup></b>	2,449,000	2,447,800	2,447,800	2,445,000
<b>2019 IBank Loan</b>	719,062	717,892	717,892	716,688
	<b>\$ 4,720,314</b>	<b>\$ 4,728,310</b>	<b>\$ 4,728,310</b>	<b>\$ 4,527,723</b>

(1) Includes treatment plant upgrade, recycled water treatment plant expansion and operations control center.

(2) Per Board action on May 25, 2017, amounts collected for the treatment plant upgrade and operations control center projects prior to the bonds being issued were reclassified as Reserves and are reflected in the Reserve Budget for all years presented.

Expenditure	Debt Service Breakdown FY 2022-23		
	Principal	Interest	Annual Fee
<b>2005 Certificates of Participation/ Refunded 2014</b>	\$ 630,000	\$ 78,665	\$ -
<b>2010 State Revolving Fund Loan</b>	218,699	66,765	-
<b>2011 Bank of Marin Loan</b>	237,888	94,794	-
<b>2012 Bank of Marin Loan</b>	39,064	160	-
<b>2017 Revenue Bonds</b>	1,110,000	1,335,000	-
<b>2019 IBank Loan <sup>(4)</sup></b>	359,654	324,086	32,948
	<b>\$ 2,595,306</b>	<b>\$ 1,899,470</b>	<b>\$ 32,948</b>

(4) Annual IBank fee treated as Operation & Maintenance Expense but recognized as debt service for budget purposes.

**LAS GALLINAS VALLEY SANITARY DISTRICT  
RESERVES  
DRAFT BUDGET FY 2022-2023 WORKSHOP - APRIL 21, 2022**

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Projected End of Year	2022-23 Draft Budget
<b>Beginning Reserve Balance</b>	<b>\$ 7,079,424</b>	<b>\$ 8,171,967</b>	<b>\$ 8,171,967</b>	<b>\$ 5,205,739</b>
<b>Operating Reserve</b>				
Beginning Balance	\$ 2,185,612	\$ 2,351,898	\$ 2,351,898	\$ 2,673,576
<i>Plus: Additions</i>	166,286	321,678	321,678	624,630
<i>Less: Use of Funds</i>	-	-	-	-
Ending Balance	\$ 2,351,898	\$ 2,673,576	\$ 2,673,576	\$ 3,298,206
<i>Purpose: Insure minimum of 7 months of O&amp;M + Debt Service is available</i>			Target	\$ 8,919,880
<b>Rate Stabilization</b>				
Beginning Balance	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
<i>Plus: Additions</i>	-	-	-	-
<i>Less: Use of Funds</i>	-	(299,571)	-	-
Ending Balance	\$ 300,000	\$ 429	\$ 300,000	\$ 300,000
<i>Purpose: Fund unexpected expense increases, replenish over 3 to 4 year period.</i>			Target	\$ 300,000
<b>Emergency Repair</b>				
Beginning Balance	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
<i>Plus: Additions</i>	-	-	-	500,000
<i>Less: Use of Funds</i>	-	-	-	-
Ending Balance	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,500,000
<i>Purpose: Fund emergency repairs, replenish over 2 to 3 year period.</i>			Target	\$ 1,000,000
<b>Capital Reserves (STPURWE, OCC, and other CIP)</b>				
Beginning Balance	\$ 2,593,812	\$ 3,425,644	\$ 3,425,644	\$ 594,840
<i>Plus: Undesignated additions</i>	146,722	229,717	229,717	3,000,000
<i>Plus: STPURWE LGVSD Bond Reserve <sup>(1)</sup></i>	221,715	222,915	222,915	-
<i>Plus: STPURWE MMWD Buy-In <sup>(2)</sup></i>	206,549	206,549	206,549	-
<i>Plus: 2017 Bond MMWD Debt Service Share <sup>(3)</sup></i>	256,846	256,720	256,720	-
<i>Less: Authorized Use of Funds</i>	-	(4,019,000)	(3,746,705)	-
Ending Balance	\$ 3,425,644	\$ 322,545	\$ 594,840	\$ 3,594,840
<i>Purpose: To provide capital for major capital projects.</i>			Target	\$ 4,000,000
<b>Vehicle and Equipment Reserve (VERF)</b>				
Beginning Balance	\$ 1,000,000	\$ 1,094,425	\$ 1,094,425	\$ 637,323
<i>Plus: Additions</i>	328,131	50,969	50,969	862,677
<i>Less: Authorized Use of Funds</i>	(233,706)	-	(508,072)	(390,000)
Ending Balance	\$ 1,094,425	\$ 1,145,394	\$ 637,323	\$ 1,110,000
<i>Purpose: To fund large vehicle and equipment replacements.</i>			Target	\$ 1,000,000
<b>Ending Reserve Balance</b>	<b>\$ 8,171,967</b>	<b>\$ 5,141,944</b>	<b>\$ 5,205,739</b>	<b>\$ 9,803,047</b>

(1) Excess funds over debt payments put aside for project.

(2) MMWD quarterly payments towards buy-in thru 2022 - Held in Bank of Marin (BoM) Bus Money Market (BMM) #3983

(3) MMWD semi-annual Revenue Bond payments toward project - Held in Bank of Marin (BoM) Bus Money Market (BMM) #3983

**Total Budgeted New Reserve Funding: \$ 4,987,308**

**LAS GALLINAS VALLEY SANITARY DISTRICT  
RESERVES - RESTRICTED FUNDS  
DRAFT BUDGET FY 2022-2023 WORKSHOP - APRIL 21, 2022**

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Projected End of Year	2022-23 Draft Budget
<b>Restricted Funds</b>				
<b>Capacity / Connection Fee Fund (#5025)</b>				
Beginning Balance	\$ 96,745	\$ 316,998	\$ 316,998	\$ 576,540
<i>Plus: Additions</i>	220,253	35,963	459,542	1,490,478
<i>Less: Use of Funds</i>	-	(200,000)	(200,000)	-
Ending Balance	\$ 316,998	\$ 152,961	\$ 576,540	\$ 2,067,018
<i>Purpose: To pay for collection system and plant capacity improvements to serve new connections.</i>				
<b>Captains Cove Fund (#5019)</b>				
Beginning Balance	\$ 17,241	\$ 17,266	\$ 17,266	\$ 7,509
<i>Plus: Additions</i>	25	15,935	37,622	16,025
<i>Less: Use of Funds <sup>(1)</sup></i>	-	(30,000)	(47,380)	(23,300)
Ending Balance	\$ 17,266	\$ 3,201	\$ 7,509	\$ 234
<i>Purpose: Special assessment fees in and class account 350 expenses out.</i>				
<b>Marin Lagoon Fund (#5005)</b>				
Beginning Balance	\$ 84,472	\$ 84,595	\$ 84,595	\$ 101,358
<i>Plus: Additions</i>	123	24,914	64,106	21,106
<i>Less: Use of Funds <sup>(1)</sup></i>	-	(84,000)	(47,343)	(119,500)
Ending Balance	\$ 84,595	\$ 25,509	\$ 101,358	\$ 2,964
<i>Purpose: Special assessment fees in and class account 360 expenses out.</i>				

<sup>(1)</sup> Use of Funds for O&M Expenses in FY 21-22. Prior Year and Capital Expenditures to be recovered over multiple years.  
Special supplemental property tax revenue for prior years not deposited into restricted funds since August 2018.  
Expenditures since March 2019 not recovered from restricted funds.

**Total Restricted Fund Reserve Funding: \$ 1,527,609**

## FY 2022-2023 Capital Improvements Program - Capital Outlay

(Date: 4/12/2022)

			CURRENT YEAR 2021-22	Draft Budget 2022-23		
			Carryover Balance for FY 2021-22 (Estimated)	Use of Carryover Funds	Funding Balance Request in 2022-23	Total Project Budget for 2022-23
Line No.	Project No.	Project Name				
<b>PLANNING, SOFTWARE, &amp; OTHER ENGINEERING</b>						
1	20100-05	Integrated Wastewater Master Plan Phase 2 <sup>(1)</sup>	61,047	61,047	100,190	161,236
2	20100-05	Integrated Wastewater Master Plan Phase 3 <sup>(1)</sup>	305,000	100,000	-	100,000
3	22600-01	Asset Management Onboarding Task 2-4 CMMS CityWorks	388,126	388,126	11,874	400,000
4	22125-01	Sea Level Rise Mitigation Program Design	100,000	100,000	-	100,000
5	22125-02	Standard Specifications and Drawings Update Project	50,000	50,000	-	50,000
6	20125-01	On-Call Engineering Contract	233,052	210,000	-	210,000
7	22125-03	On-Call Inspection	44,910	44,910	-	44,910
8	22125-04	On-Call Construction Contract (2021-2023)	129,318	100,000	-	100,000
9	22200-01	IT Pipes Software Upgrade for Video Interface w/CityWorks	35,000	35,000	-	35,000
10	17200-03	City Works Azteca Annual Licensing plus ESRI license	-	-	40,000	40,000
11	22200-02	Fleet Maintenance Software annual licenses	0	0	2,160	2,160
12	20100-01	Accounting ERP Integration - O&M beginning in FY 22-23	77,468	5,632	-	5,632
13	22100-01	Website Improvement - O&M beginning in FY 22-23	25,000	25,000	-	25,000
14	<b>NEW</b>	Biosolids well monitoring design and construction	50,654	50,654	149,346	200,000
<b>Subtotal:</b>			<b>1,666,756</b>	<b>1,170,369</b>	<b>303,569</b>	<b>1,473,939</b>
<b>FLEET &amp; EQUIPMENT (To be procured through Vehicle Replacement Fund) and OTHER EQUIPMENT</b>						
22	<b>NEW</b>	Smart Covers (3) Additional in FY 22-23	-	-	22,000	22,000
23	<b>NEW</b>	2023 Ford Transit Cargo Van	-	-	40,000	40,000
24	<b>NEW</b>	2023 Hybrid Fleet to replace CMAX	-	-	45,000	45,000
25	<b>NEW</b>	2023 Vac-Con Flusher Truck	-	-	305,000	305,000
<b>Subtotal:</b>			<b>(199,742)</b>	<b>-</b>	<b>412,000</b>	<b>412,000</b>
<b>COLLECTION SYSTEM (INCL. PUMP STATIONS &amp; FORCE MAINS)</b>						
31	11200-03	John Duckett Pump Station & HWY 101 Terra Linda Trunk Sewer Design	1,350,971	1,350,971	-	200,000
32	12300-05	Rafael Meadows Pump Station - Electrical	109,118	109,118	15,882	125,000



Line No.	Project No.	Project Name	CURRENT	Draft Budget 2022-23		
			YEAR 2021-22	Use of Carryover Funds	Funding Balance Request in 2022-23	Total Project Budget for 2022-23
33	20300-09	Smith Ranch Pump Station Electrical Upgrades	298,841	298,841	1,159	300,000
34	18360-01	Marin Lagoon Pump Station No.1 (2)	24,876	24,876	124	25,000
35	<b>NEW</b>	Install ports in pump stations	-	-	30,000	30,000
36	18350-01	Captains Cove Pump Station Upgrades(2)	29,123	29,123	877	30,000
37	20200-01	Force Main Assessment, Cleaning, Location Marking, & Mapping	343,996	343,996	6,004	350,000
38	21300-03	Standby/Towable Generators for Minor Pump Stations	379,906	379,906	-	379,906
39	21350-01	Automatic Transfer Switches for Pump Stations	252,197	252,197	7,803	260,000
40	19200-01 & 20200-01	Air Release Valve & Vault Replacements Sewer Main Rehabilitation	109,362	109,362	148,494	257,856
41	<b>NEW</b>	Sewer Main Collection System Rehabilitation Program	-	-	1,000,000	1,000,000
42	21300-04	Pump Station Site Lighting, Safety, & Security Improvements	241,877	241,877	(0)	241,877
43	19200-02	Manhole Frame & Cover Adjustment Allowance	117,129	50,000	-	50,000
44	21300-06	Fencing Improvements at Various Locations	3,040	3,040	56,960	60,000
45	21600-03	Annual Facility Paving at Various Locations	-	-	35,000	35,000
46	22300-01	Rafael Meadows Pump Station - Civil, fencing, other	-	-	180,000	180,000
47	22300-02	Mulligan PS wet well upgrade	-	-	60,000	60,000
48	Assign New	IWMP Pump Station & Force Main Projects (Placeholder)	250,000	250,000	250,000	250,000
49	<b>NEW</b>	SCADA Integration & Control Panel Replacements for Pump Stations	-	-	250,000	250,000
50	20600-03	Smith Ranch CNG Filling Station Canopy	-	-	-	45,000
51	<b>NEW</b>	Hawthorn Pump Station Fencing - Second Fence line	-	-	25,000	25,000
<b>Subtotal:</b>			<b>3,755,382</b>	<b>3,443,307</b>	<b>2,067,303</b>	<b>4,154,639</b>

RECLAMATION						
68	21500-01	Reclamation Pump Station Improvements	119,662	119,662	10,338	130,000
69	22300-03	St. Vincent's Pump Station Improvements	-	-	100,000	100,000
70	22500-02	Reclamation Storage Pond Valves & Catwalk piers	100,000	100,000	-	100,000
71	21500-04	Reclamation Pasture Irrigation System Assessment Study	-	-	45,000	45,000

Line No.	Project No.	Project Name	CURRENT	Draft Budget 2022-23		
			YEAR 2021-22	Use of Carryover Funds	Funding Balance Request in 2022-23	Total Project Budget for 2022-23
72	20500-05	Marsh Pond Vegetation Removal & Long-Term Vegetation Management Plan	171,115	171,115	-	156,948
73	11500-09	Miller Creek Vegetation Maintenance repair, maint.	45,553	45,553	29,447	75,000
74		IWMP Reclamation Projects (Placeholder)	150,000	150,000	-	150,000
75	22500-03	Solar Relay Rehab Project - (3) inverters and other replacements	-	-	300,000	300,000
76		Reclamation Staging Area	-	-	-	60,000
77		Sludge Lagoon Liner Replacement/Repair	-	-	-	75,000
<b>Subtotal:</b>			<b>586,330</b>	<b>586,330</b>	<b>484,785</b>	<b>1,191,948</b>

TREATMENT PLANT (INCL. RECYCLED WATER)						
86	21100-01	Plant Operations Control & Admin Building Design	1,268,942	1,268,942	31,058	1,300,000
87	20100-02	Plant Operations Control & Admin Building - Site Evaluation and improvements	25,049	10,000	-	10,000
88	21600-07	Digester Inspection & Coating Improvement	300,000	300,000	-	300,000
89	21600-06	Digester Room MCC #2 Upgrade Design & Construction	623,768	623,768	1,232	625,000
90	21600-11	Annual Plant Paving at Various Locations	8,551	8,551	51,449	60,000
91	21600-08	Grit Chambers Coating & Auger Rebuild	299,507	299,507	494	300,000
92	21600-09	Plant Lighting Improvements and Other Electrical Enhancement	50,000	50,000	-	50,000
93	20600-04	Flow Equalization Basin Design and Construction	3,518,113	375,000	-	375,000
94	22600-01	Primary Clarifier #1 Repair	150,000	150,000	-	150,000
95	21600-15	Misc Plant Equipment Demolition & Disposal	20,673	20,673	9,327	30,000
96		IWMP Treatment Plant Projects (Placeholder)	250,000	250,000	-	250,000
<b>Subtotal:</b>			<b>6,514,602</b>	<b>3,356,441</b>	<b>93,559</b>	<b>3,450,000</b>

**Total (Non-Financed): 12,323,328 8,556,447 3,361,217 10,682,526**

FINANCED PROJECTS						
112	12600-07 & 16650-02	Secondary Treatment Plant Upgrade & Recycled Water Expansion	9,310,573	4,000,000	-	4,000,000
113		Operations Control Center Building Construction and soft costs (build up cash 1st 3 years)	-	-	3,000,000	3,000,000
<b>Subtotal:</b>			<b>9,310,573</b>	<b>4,000,000</b>	<b>3,000,000</b>	<b>7,000,000</b>

**GRAND TOTAL CAPITAL OUTLAY: 21,633,901 12,556,447 6,361,217 17,682,526**

(Date: 4/12/2022)

Line No.	Project No.	Project Name	Draft Budget 2022-23	PROJECTED EXPEDITURES					5-Year Total Expenditures
			Year 1 Project Budget	Year 2 2023-24	Year 3 2024-25	Year 4 2025-26	Year 5 2026-27		
<b>PLANNING, SOFTWARE, &amp; OTHER ENGINEERING</b>									
1	20100-05	Integrated Wastewater Master Plan Phase 2 <sup>(1)</sup>	161,236	-	-	-	-	-	161,236
2	20100-05	Integrated Wastewater Master Plan Phase 3 <sup>(1)</sup>	100,000	100,000	105,000	-	-	-	305,000
3	22600-01	Asset Management Onboarding Task 2-4 CMMS CityWorks	400,000	875,000	510,000	110,000	30,000	-	1,925,000
4	22125-01	Sea Level Rise Mitigation Program Design	100,000	100,000	100,000	100,000	100,000	-	500,000
5	22125-02	Standard Specifications and Drawings Update Project	50,000	-	-	-	-	-	50,000
6	20125-01	On-Call Engineering Contract	210,000	100,000	100,000	100,000	100,000	-	610,000
7	22125-03	On-Call Inspection	44,910	45,000	45,000	45,000	45,000	-	224,910
8	22125-04	On-Call Construction Contract (2021-2023)	100,000	100,000	100,000	100,000	100,000	-	500,000
9	22200-01	IT Pipes Software Upgrade for Video Interface w/CityWorks	35,000	11,000	11,000	11,000	11,000	-	79,000
10	17200-03	City Works Azteca Annual Licensing plus ESRI license	40,000	40,000	40,000	40,000	40,000	-	200,000
11	22200-02	Fleet Maintenance Software annual licenses	2,160	2,000	2,000	2,000	2,000	-	10,160
12	20100-01	Accounting ERP Integration - O&M beginning in FY 22-23	5,632	-	-	-	-	-	5,632
13	22100-01	Website Improvement - O&M beginning in FY 22-23	25,000	5,000	5,000	5,000	-	-	40,000
14	<b>NEW</b>	Biosolids well monitoring design and construction	200,000	-	-	-	-	-	200,000
15		Sea Level Rise Mitigation Construction (Placeholder)	-	-	-	-	3,000,000	-	3,000,000
<b>Subtotal:</b>			<b>1,473,939</b>	<b>1,378,000</b>	<b>1,018,000</b>	<b>513,000</b>	<b>3,428,000</b>	<b>-</b>	<b>7,810,939</b>

<b>FLEET &amp; EQUIPMENT (To be procured through Vehicle Replacement Fund) and OTHER EQUIPMENT</b>									
22	<b>NEW</b>	Smart Covers (3) Additional in FY 22-23	22,000	-	-	-	-	-	22,000
23	<b>NEW</b>	2023 Ford Transit Cargo Van	40,000	-	-	-	-	-	40,000
24	<b>NEW</b>	2023 Hybrid Fleet to replace CMAX	45,000	-	-	-	-	-	45,000
25	<b>NEW</b>	2023 Vac-Con Flusher Truck	305,000	-	-	-	-	-	305,000
<b>Subtotal:</b>			<b>412,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>412,000</b>

<b>COLLECTION SYSTEM (INCL. PUMP STATIONS &amp; FORCE MAINS)</b>									
31	11200-03	John Duckett Pump Station & HWY 101 Terra Linda Trunk Sewer Design	200,000	-	-	-	-	-	200,000
32	12300-05	Rafael Meadows Pump Station - Electrical	125,000	-	-	-	-	-	125,000
33	20300-09	Smith Ranch Pump Station Electrical Upgrades	300,000	-	-	-	-	-	300,000
34	18360-01	Marin Lagoon Pump Station No.1 (2)	25,000	-	-	400,000	400,000	-	825,000
35	<b>NEW</b>	Install ports in pump stations	30,000	-	-	-	-	-	30,000
36	18350-01	Captains Cove Pump Station Upgrades(2)	30,000	-	-	-	-	-	30,000
37	20200-01	Force Main Assessment, Cleaning, Location Marking, & Mapping	350,000	250,000	-	-	-	-	600,000
38	21300-03	Standby/Towable Generators for Minor Pump Stations	379,906	-	-	-	-	-	379,906
39	21350-01	Automatic Transfer Switches for Pump Stations	260,000	-	-	-	-	-	260,000

Line No.	Project No.	Project Name	Draft Budget 2022-23	PROJECTED EXPEDITURES					5-Year Total Expenditures
			Year 1 Project Budget	Year 2 2023-24	Year 3 2024-25	Year 4 2025-26	Year 5 2026-27		
40	19200-01 & 20200-01	Air Release Valve & Vault Replacements Sewer Main Rehabilitation	257,856	-	-	-	-	-	257,856
	<b>NEW</b>	Sewer Main Collection System Rehabilitation Program	1,000,000	1,000,000	800,000	800,000	800,000		4,400,000
42	21300-04	Pump Station Site Lighting, Safety, & Security Improvements	241,877	-	-	-	-	-	241,877
43	19200-02	Manhole Frame & Cover Adjustment Allowance	50,000	50,000	50,000	50,000	50,000		250,000
44	21300-06	Fencing Improvements at Various Locations	60,000	-	-	-	-	-	60,000
45	21600-03	Annual Facility Paving at Various Locations	35,000	35,000	35,000	35,000	35,000		175,000
46	22300-01	Rafael Meadows Pump Station - Civil, fencing, other	180,000						580,000
47	22300-02	Mulligan PS wet well upgrade	60,000	400,000 250,000	-	-	-	-	310,000
48	Assign New	IWMP Pump Station & Force Main Projects (Placeholder)	250,000	2,000,000	2,000,000	2,000,000	2,500,000		8,750,000
49	<b>NEW</b>	SCADA Integration & Control Panel Replacements for Pump Stations	250,000	250,000	250,000	250,000			1,000,000
50	20600-03	Smith Ranch CNG Filling Station Canopy	45,000	-	-	-	-	-	45,000
51	<b>NEW</b>	Hawthorn Pump Station Fencing - Second Fence line	25,000	-	-	-	-	-	25,000
52		Lower Marinwood Trunk Sewer M000.5 and MH M000.03 Access Road		60,000	-	-	-	-	60,000
53		Marinwood HWY 101 Trunk Sewer MH M000.51 & M000.49 Access Road		60,000	-	-	-	-	60,000
54	14300-05	Smith Ranch Rd Combined Force Main		-	-	250,000	2,500,000		2,750,000
55		Descanso Pump Station Odor Control		-	45,000	100,000	150,000		295,000
56		Captains Cove and Marin Lagoon Pump Station Telemetry(2)		-	-	250,000	250,000		500,000
57		Civic Center Pump Station VFD Control		-	-	100,000	-		100,000
58		Lower Marinwood TS Capacity Upgrade & Relocation		-	-	250,000	1,500,000		1,750,000
59		McInnis Pump Station Improvements		-	-	75,000	300,000		375,000
60		Vac Truck Recycled Water Filling Station & Wash Rack		-	-	60,000			60,000
61		Smith Ranch Pump Station Generator Diesel Conversion		-	-		100,000		100,000
62		HWY 101 Northgate Industrial Park 8", Northgate North 12", Mulligan 18" TS Undercrossing Replacement		-	-	-	500,000		500,000
<b>Subtotal:</b>			<b>4,154,639</b>	<b>4,355,000</b>	<b>3,180,000</b>	<b>4,620,000</b>	<b>24,755,000</b>		<b>25,394,639</b>

RECLAMATION									
68	21500-01	Reclamation Pump Station Improvements	130,000	150,000			-		280,000
69	22300-03	St. Vincent's Pump Station Improvements	100,000	100,000	200,000		-		400,000
70	22500-02	Reclamation Storage Pond Valves & Catwalk piers	100,000	-	-	-	-	-	100,000
73	21500-04	Reclamation Pasture Irrigation System Assessment Study	45,000	-	-	45,000			90,000
74	20500-05	Marsh Pond Vegetation Removal & Long-Term Vegetation Management Plan	156,948	-	-	-	-	-	156,948
75	11500-09	Miller Creek Vegetation Maintenance repair, maint.	75,000	75,000			-		150,000
74		IWMP Reclamation Projects (Placeholder)	150,000	150,000	150,000	150,000	2,000,000		2,600,000
75	22500-03	Solar Relay Rehab Project - (3) inverters and other replacements	300,000	-	-	-	-		300,000

Line No.	Project No.	Project Name	Draft Budget 2022-23	PROJECTED EXPEDITURES				5-Year Total Expenditures
			Year 1 Project Budget	Year 2 2023-24	Year 3 2024-25	Year 4 2025-26	Year 5 2026-27	
76		Reclamation Staging Area	60,000	-	-	-	-	60,000
77		Sludge Lagoon Liner Replacement/Repair	75,000	75,000	75,000	75,000	-	300,000
78		Storage Pond 1 Transfer Pipe Repair	-	100,000	-	-	-	100,000
<b>Subtotal:</b>			<b>1,191,948</b>	<b>650,000</b>	<b>425,000</b>	<b>270,000</b>	<b>2,000,000</b>	<b>4,536,948</b>

TREATMENT PLANT (INCL. RECYCLED WATER)								
86	21100-01	Plant Operations Control & Admin Building Design	1,300,000	-	-	-	-	1,300,000
89	20100-02	Plant Operations Control & Admin Building - Site Evaluation and improvements	10,000	-	-	-	-	10,000
88	21600-07	Digester Inspection & Coating Improvement	300,000	-	-	-	-	300,000
89	21600-06	Digester Room MCC #2 Upgrade Design & Construction	625,000	-	-	-	-	625,000
90	21600-11	Annual Plant Paving at Various Locations	60,000	60,000	60,000	60,000	60,000	300,000
91	21600-08	Grit Chambers Coating & Auger Rebuild	300,000	-	-	-	-	300,000
92	21600-09	Plant Lighting Improvements and Other Electrical Enhancement	50,000	150,000	-	-	-	200,000
93	20600-04	Flow Equalization Basin Design and Construction	375,000	1,000,000	-	-	-	1,375,000
94	22600-01	Primary Clarifier #1 Repair	150,000	-	-	-	-	150,000
95	21600-15	Misc Plant Equipment Demolition & Disposal	30,000	-	-	-	-	30,000
96		IWMP Treatment Plant Projects (Placeholder)	250,000	250,000	2,000,000	2,000,000	5,000,000	9,500,000
97		BERS Tail Gas Piping	-	400,000	-	-	-	400,000
98		Comcast Cable Installation	-	-	-	250,000	-	250,000
99		Covered Vehicle Parking & Storage	-	-	-	200,000	-	200,000
100		Primary Clarifiers - Improvements	-	-	-	-	5,000,000	5,000,000
101		Disinfection System Review and Upgrade Design	-	-	-	-	250,000	250,000
102		Fixed Film Reactor Demolition	-	-	-	150,000	-	150,000
<b>Subtotal:</b>			<b>3,450,000</b>	<b>1,860,000</b>	<b>2,060,000</b>	<b>2,660,000</b>	<b>10,310,000</b>	<b>20,340,000</b>

**Total (Non-Financed): 10,682,526 8,243,000 6,683,000 8,063,000 40,493,000 58,494,526**

FINANCED PROJECTS								
112	12600-07 & 16650-02	Secondary Treatment Plant Upgrade & Recycled Water Expansion	4,000,000	-	-	-	-	4,000,000
113		Operations Control Center Building Construction and soft costs (build up cash 1st 3 years)	3,000,000	3,000,000	22,000,000	-	-	28,000,000
114		John Duckett Pump Station & HWY 101 Terra Linda TS crossing Construction	-	6,000,000	6,000,000	-	-	12,000,000
115		Property Acquisition(3)	-	-	-	-	-	-
<b>Subtotal:</b>			<b>7,000,000</b>	<b>9,000,000</b>	<b>28,000,000</b>	<b>-</b>	<b>-</b>	<b>44,000,000</b>

**GRAND TOTAL CAPITAL OUTLAY: 17,682,526 17,243,000 34,683,000 8,063,000 40,493,000 102,494,526**

4/21/2022

## **BOARD MEMBER REPORTS**

### **CLARK**

**NBWA Board Committee, NBWA Conference Committee, 2022 Operations Control Center Ad Hoc Committee , Other Reports**

### **FORD**

**NBWRA, Gallinas Watershed Council/Miller Creek Watershed Council, Marin Special Districts Association, 2022 Engineering Ad Hoc Committee re: STPURWE, 2022 Operations Control Center Ad Hoc Committee, 2022 HR Ad Hoc Committee, Other Reports**

### **MURRAY**

**Marin LAFCO, CASA Energy Committee, 2022 GM Recruitment Ad Hoc Committee, Other Reports**

### **SCHRIEBMAN**

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

### **YEZMAN**

**Flood Zone 7, CSRMA, Marin Special Districts Association, 2022 Ad Hoc Engineering Sub-Committee re: STPURWE, 2022 Legal Services Ad Hoc Committee, 2022 GM Recruitment Ad Hoc Subcommittee, 2022 Biosolids Ad Hoc Committee, Other Reports**

Agenda Item 6.3  
Date April 21, 2022

## NBWA Annual Conference – Climate Change(d): Weathering Extremes Together

April 8, 2022

Notes: Craig K. Murray

**Event Summary:** *The changing climate has already had profound impacts on our region's water and watersheds. Our challenge is to adapt and build resiliency for future generations in the North Bay! Join the North Bay Watershed (NBWA) and engage with industry experts on the direct and indirect relationships our varied North Bay communities have with weather extremes and ways in which our water suppliers and watershed managers are adapting and planning for a widely collaborative future.*

*Andy Rogers, North Bay Watershed Assoc. Introduction c/o Marin, Sonoma, Napa and Solano Counties. Napa Resource Conservation District, SF Estuary Institute, NBWA Partners. Jack Gibson, Board Chair. Keynote speaker for all then (10) biennial conferences. Bad, really bad and some good on Climate Crisis. Don't be complacent or sanguine. Crisis hitting us too fast for our ability to react. We are seeing irreversible damage based on ICC report. Ref. Paris and Climate Conference pledges are not enough. Hold global warming to 1.5 degrees Celsius. Need climate resilient development but ensure equity and justice. Imperative to phase out fossil fuel infrastructure at building codes level. In future need to break down fossil fuel infrastructure. Our jobs are being affected. Price tag balks of Climate Disasters. Cost is rising. \$550B price tag of Build Back Energy and its price credits. Most Bay Area water is distant import v. North Bay is local. Biggest Watershed is Crescent City where speaker is at. Blue Carbon absorb massive amounts of carbon and sequestration. Talk about Kelp forests sustain abundant ecosystems and 20x more carbon than a forest. 95% kelp forest wiped out by Climate. Local, State and Federal level collaboration needed to restore blue carbon. \$2M secured in Biden funding bill for Kelp Forests in Sonoma, Mendocino to remove urchins. Important for our Kelp forests and also important for mangroves. Only way to grow our economy go deeper into fossil fuel v. this restoration economy and is far better than going into fossil fuel economy. Can get 2x jobs than with the offshore oil economy. Good news is we have a lot of money. \$47B for wildland; \$132M for EPA national estuary program incl. SF Bay; \$1B+ for NOAA to do climate science and coastal estuary. Boldest is the Build Back Better Act and only need one Senator from West Virginia in order to decarbonize our economy. Speaker has Bills to stop new offshore drilling in USA. Get or plan to get an Electric Vehicle if you can afford it. Work with HOAs to get EV charging stations. We need to move much more quickly. Engage Senate where things tend to get stuck. Change Fossil Fuel paradigm will make us healthier and prevent wars. Reference Petro-Tyrant Vladimir Putin. Frances Knapczyk, Napa RCD Q/A. Lavish amounts of water promised for small irrigators because of senior water commitments to interstate compacts on hydrology not happening today and that is climate change. No cold water left in Shasta and looking at Salmon going extinct...got to stop large water interest commitments. Coordinate getting answers to those that were not answered. Invest in Watersheds, Fire Resilience, Storm Water Capture, WW improvements, better integration of Water Districts - we have smaller Water Districts that are balkanized and need to change. Federal level best for water efficiency.*

Welcome: US Congressman Jared Huffman, CA 2<sup>nd</sup> District

**OneWater OneBay:** State, Bay Area and local alignment of resources and initiatives to engage new partnerships and strategic priorities. Speakers: 1. Kamyar Guivetchi (KG), CA Dept of Water Resources; 2. James Muller (JM), SF Estuary Partnership; 3. Eduardo Martinez (EM), UnTapped Graduate and City of Richmond Council Member.

*KG: Managing for Watershed Resilience. CA med climate and therefore extremes with floods and droughts. Wettest Dec. on record, followed by driest Jan. and March. More frequent and extreme. EG American River. Need to modernize over 2300 entities in CA and manage in silos, data in silos, institutions in silos. We are in boom or bust economies. Water Resilience Portfolio in 2018 rather than sector org it is org on water supplies, data and tools and prepare for disasters and extreme events. Principles: Prioritize – multi-benefit approaches that meet multiple needs at once; Utilize – natural infrastructure such as forests and floodplains; Embrace – innovation and new technologies; Encourage – regional approaches in watershed; Incorporate – successful approaches from other parts of the world; Integrate – investments, policies and programs across state government; Strengthen Partnerships – with local, federal and tribal governments, water agencies and irrigation districts, and other stakeholders.. Need better conveyance to move water “Flood MAR” program – aquifers as natural infrastructure, protect prime recharge areas, budget to repurpose ag land for recharge basins or renewable energy. 50k Ac\*F each year water depletion in Merced provided 60 AF/Year more with Flood MAR, current facilities and operations. Headwater to Groundwater examples. Update 2023 Watershed Resilience Initiative. Airborne Electromagnetic (AEM) surveys: <https://water.ca.gov/programs/groundwater-management/data-and-tools/aem#> JM: Equity and Truth-telling. SFEP part of EPA to protect, restore SF Bay and Delta. CA: 9 of last 15 years been in drought conditions. Est. SLR by 2050: 12". Graphic w/Storm Events and shows up to 12'. Bay Adapt Projects initiative. Look at next 40 years and affect all sectors. Bay Adapt (2021) – BCD Regional Strategy for SLR; Plan Bay Area 2050 (2021) – ABAG and Metro Trans Commission – Transportation, Housing, Economy, Environment. ; SF Estuary Blueprint (2022) – through a env lens where to be by 2050 in actionable 5 year plans. Resilience, living resources, water and stewardship goals; SF Bay Area Regional Needs Assessment (2022): Disadv. Communities, Tribes with SFEP. Funded by State of CA, Department of Water Resources. With Tribes and communities what are your needs for water: Marin City (one way in/out – flooding, emergency service impacts; trash, soil, land contamination, SLR, deep mistrust of drinking water), Canal District, Petaluma, tribes. Report on needs assessment will roll up drinking water, trash and homelessness. Opportunity for govt. locals to hear in their communities. One Water and what you can do.: resilience, reliable vision and local philosophy to change existing siloed water agencies. EM: Dotson Family Marsh (2008) cost \$3.5M, 60 acres and what needs to be done along the shoreline. Murray parcel should be saved as Marshland. Cannabis Farm built on farms and with SLR greenhouses pads can be moved out. Example of Richmond with 9' SLR. Toxins in areas will spread in areas without with SLR.*

**Sea Level Rise and Freshwater Drop:** Regionally significant projects that integrate multi-benefit natural and infrastructure solutions on shorelines, Baylands, and inland communities. Speakers: 1. Jessica Davenport (JD), State Coastal Conservancy/San Francisco Bay Restoration Authority; 2. Kendall Webster (KW), Sonoma Land Trust; 3. Melanie Mow Schumacher (MS), Soquel Creek Water District.

*KW: Petaluma River Baylands Strategy. Strategy to bring creek to bay margin. Dredging. City last year Petaluma and can lead to more since Petaluma a tidal slough. No empirical answer. Deepening channel will allow more water in v. tidal restoration. Sonoma Creek Baylands Strategy. 25,000 Acres, focus on 11,000 dyked Bayland portion. SMART line to Sonoma. Some of built infrastructure is impediment to goals such as working around tracks. Design Alt: Remove levees to alleviate flooding. San Pablo Baylands est. is big proposition. \$2B funding from State. Q/A: JD: Project involvement have to make sure not increasing flooding of adjacent properties therefore need to construct another levy to protect other infrastructure such as road. KW Ecotone levee with slope and vegetated (habitat and flood protection) on the Sonoma Raceway site. MS: Soquel Creek WD 100% GW 165 miles; 16 GW Wells, 3,300 AF/year. Potable REuse in CA. 1,500 AFY. SWRCB 3 recycled Water goals: 1. Expanding from .714 to 2.5 M AFY in 2030; 2. Reuse all dry weather discharge; 3. Max. use of recycled water in overdraft areas. Mid Santa Cruz only source of water is GW. Overdraft because natural rainfall can't replace. Chloride levels, secondary mcls at 250. Chloride Concentrations for Coastal Monitoring Wells. District on mandate by State to bring back into by 2040. SkyTEM technology used in 2014 to determine how far off shore fresh water and far inland seawater intrusion. More threat on drinking water wells. SLR of 2.3' in 2070. Santa Cruz Mid-County GW Basin Sustainability Plan. Warmer drier climate with increase of temp. 2.4 degrees F. NOAA NIDIS drought.gov website. Two 16" pipelines from Santa Cruz WWTP 1,500 AFy of purified water for potable reuse; 300 afy for non-potable; footprint for expansion in future. Benefits: Reduces Ocean discharge by 25%; Seawall protection. Recharge wells placed closer to the ocean. Economic Analysis w/project: \$903M residential, business and environmental benefit. Cost of Water: \$4k AF with and \$12k AF without project. Low interest loans received from WFIA. Soquelcreekwater.org/PWS. melanies@soquelcreekwater.org. Q/A: monitoring naturally occurring Chromium-6.*

**WatershedSMART:** Development of resiliency tools and programs to understand and address extreme weather, drought, wildfire in our regional landscapes and communities. Speakers: 1. Newsha Ajami (NA), PhD, Berkeley Lab Earth and Environmental Sciences Area; 2. Roger Bales (RB), PhD, UC Merced; 3. Rebecca Burgess (RB) of Fibershed.

*NA: WaterSMART, Berkeley Lab Earth and Environmental Sciences Area. Wildfire Impacts on Water Systems. Review of 20 largest CA Wildfires since 2010. Pest and Disease, fire and climate mgt policies. Organic Carbon use for Water Quality. RB: PhD UC Merced WaterSMART. Multi-benefit, sustainable management of California's forested headwaters. Kings River hydrowater. Headwater Forests are multi benefit assets our natural resources. Need to change from destructive fire to beneficial. Valuing & monetizing ecosystem services can help. Connect beneficiaries : public, property-right holders, rural (EI) communities with Restoration Activities is the aim. Eg French Meadows partners: USFS, county, water/hydropower agency, NGOs, UC, State. Forest restoration benefits many besides preventing high wildfires. Forest thinning: removing small trees - makes more water for big trees and water flows. Basic Water Balance: Precipitation = evapotranspiration + runoff+ delta storage. CA precipitation 200 MAF: Headwater use (evapotranspiration) 120 MAF; irrigated ag: 33 MAF. Thinning cost: \$1,000/acre. Benefit to downstream potential runoff. \$3,000/acre in runoff. One of several co-benefits of restoration. Overstocked areas : trees susceptible to drought and beetle-caused mortality. Demand for recreation, hydropower, waste biomass. Center for Ecosystem Climate Solutions: Ecosystem overview. Fuel, Biomass, most runoff/water supply. 2017 very wet year. Use Evapotranspiration as a model for climate conditions. RB: Fibershed: Local Fiber, Local dye, Local Labor. Forest Clearcutting, overgrazing of lands, divide of nature. First form of shelter: clothing (fiber) and daily life could not take place with fiber (clothing, food). We have too much carbon and we have been burning too much carbon. Photosynthetic capture of carbon load look at. Review of global soils that have not been developed. Ag, Forest and Other lands 29% of emissions. Circular economy: Carbon that we extract, think about carbon that can be returned to soils. Up to 500k tons of microplastics enter global marine environment each year from textiles. 60% of what we wear is plastics. Textile link (60%) get in Municipal Water Treatment systems. Eg Beaver analogs in Modoc County and how to keep summer meadows green. Lot of Wool in the native systems. Shelter Belts, Compost, rangeland seek practices. Practices around since the dustbowl. #CarbonFarmPractices. CO State U. Soil Sciencs. Pedosphere (soil organic carbon, mineral surface). UC Davis Animals introduce to systems. Sheep in vineyard rows so mowing, herbicide use mitigated. Speaker would love to see community support, value of just not using tree service companies, fire fuel reduction practices not managing invasive species. Animals, and contract grazers play a key role to help us with the fuel ladders. Animals use can be destructive or regenerative.*

**Resiliency Leadership and Workforce Development:** Engagement of our diverse communities and youth in adaptation projects create our future generations of leaders and career climate changemakers. Speakers: 1. Christina McWhorter (CM) Novato Bayland Stewards; 2. Tara Cornelisse (TC) Natural Resources and Career Pathways; 3. Douglas Mundo (DM) Multicultural Center of Marin.





**BOARD MEMBER  
MEETING ATTENDANCE REQUEST**

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

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

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

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

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

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

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

\_\_\_\_\_

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

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

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

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

\_\_\_\_\_

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

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

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

**4/21/2022**

**BOARD AGENDA ITEM REQUESTS**

**Agenda Item 7B**

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

## E.P.A. Decides Against Limiting Perchlorate in Drinking Water

Drinking water for as many as 16 million Americans may be contaminated with perchlorate, a chemical that can harm the development of fetuses and children.



By Lisa Friedman

March 31, 2022

WASHINGTON — The Biden administration on Thursday said it would uphold a Trump-era decision and not impose limits in drinking water of perchlorate, a contaminant that has been linked to brain damage in infants.

The announcement from the Environmental Protection Agency shocked public health advocates who had denounced the Trump administration in 2020 for opting not to regulate perchlorate. The chemical is a component in rocket fuel, ammunition and explosives. Exposure can damage the development of fetuses and children and cause a measurable decrease in I.Q. in newborns.

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The Trump administration had found that perchlorate did not meet the criteria for regulation because it did not appear in drinking water “with a frequency and at levels of public health concern.” Activists at the time accused the E.P.A. of disregarding science.

After President Biden took office, the agency launched a review of the decision and on Thursday endorsed it, saying it was “supported by the best available peer-reviewed science.”

The E.P.A. said it would take other action, like setting up new monitoring tools and doing more to clean up contaminated sites, “to ensure that public health is protected from perchlorate in drinking water.”

In a statement, the agency said it will “continue to consider new information on the health effects and occurrence of perchlorate.” The E.P.A. said its decision does not affect any state standards for the chemical. California and Massachusetts, for example, have set their own limits for perchlorate in drinking water.

Erik D. Olson, the senior strategic director for health at the Natural Resources Defense Council, an advocacy group, said those measures aren’t enough.

“We are extremely disappointed and think that it’s unscientific and unlawful to not regulate this contaminant that’s in millions of people’s drinking water,” he said. “They’re not following the best science.”

Perchlorate can occur naturally, but high concentrations have been found in at least 26 states, often near military installations where it has been used as an additive in rocket fuel, making propellants more reliable. Research has shown that by interfering with the thyroid gland’s iodine uptake, perchlorate can stunt the production of hormones essential to the development of fetuses, infants and children.

Bill Romanelli, a spokesman for the Perchlorate Information Bureau, a coalition funded by aerospace contractors including Aerojet Rocketdyne, American Pacific Corporation and Lockheed Martin, applauded the Biden administration.

“Today’s decision by E.P.A. that perchlorate does not merit additional federal regulation is based on the best available scientific information, ensures protection of public health and the environment, and assures access to clean water,” Mr. Romanelli wrote in a statement.

He called perchlorate “one of the most well-studied environmental chemicals E.P.A. has ever evaluated.” He said peer-reviewed studies have found that the chemical does not occur with a frequency and at a level in public water systems to cause concern.

The battle over perchlorate dates back to the early 2000s, when the administration of President George W. Bush decided not to regulate it.

The Obama administration reversed that decision, issuing a finding in 2011 that perchlorate in drinking water posed a serious health risk for as many as 16 million people in the United States. It issued a recommendation to states that 15 micrograms per liter is the highest concentration of perchlorate in water that the most sensitive populations, like pregnant women, should ingest.

But the Defense Department and military contractors such as Lockheed Martin and Northrop Grumman waged aggressive efforts to block the controls, and the fight dragged on.

The Trump administration in 2020 reversed the Obama decision and additionally overturned the health finding, saying it was “not in the public interest” to regulate the contaminant.

Environmental groups sued the E.P.A. over the decision not to regulate, but suspended their lawsuit after President Biden was inaugurated in 2021.

The American Academy of Pediatrics, which had told the agency that perchlorate can cause a significant drop in the I.Q. of newborns and urged the “strongest possible” limits on the contaminant, declined to comment on Thursday.

Mr. Olson said the litigation against the E.P.A. will now restart with the goal of compelling the agency to impose standards for perchlorate.

**Program for businesses offers free compost bins**

**SAN RAFAEL**

**By Natalie Hanson**

*nhanson@marinij.com*

Free indoor composting bins are being offered to select San Rafael businesses to encourage compliance with a new law that requires Californians to keep organic waste out of landfills.

Through a partnership between the city and Zero Waste Marin, business owners can apply to receive up to \$600 in bins through May 1.

Once signed up through Marin Sanitary Service, business owners are asked to fill out an online application on the city's website and then select the bins.

\* The program is open to all San Rafael businesses not compliant with Senate Bill 1383, which went into effect this year to making composting mandatory.

A business must have fewer than 50 employees and not already be participating in the utility's "food to energy" program, which takes food waste from restaurants and grocery stores and converts the material into a biogas through anaerobic digestion.

Cory Bytof, the city's sustainability coordinator, said about 20 businesses have signed up so far.

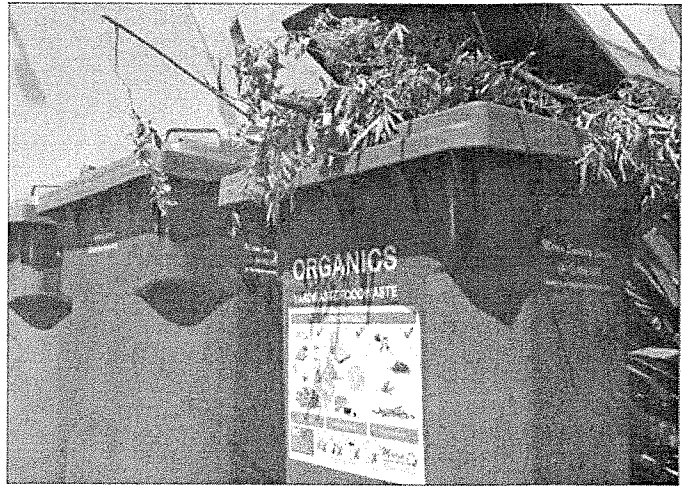
"Anyone can benefit from this," Bytof said.

Justin Wilcock, operations director at Marin Sanitary Service, said the initiative helps "recover food businesses were throwing away, that is perfectly edible and can be used for those are food insecure."

"We are happy to see the state further promoting these programs through the mandates," Wilcock said.

All San Rafael businesses that produce organic waste must com-

**COMPOST» PAGE4**



Landscape trimmings fill a waste bin outside Ceramic Tile Design in San Rafael on Friday.

ALAN DEP — MARIN INDEPENDENT JOURNAL

**Compost**

**FROM PAGE 3**

ply with the new law by 2024, although some can earn a waiver if not enough organics are produced, Wilcock said.

Businesses with extra edible food must donate to food recovery businesses, so the excess food can be distributed to residents in need.

"It can either go to the landfill and create harmful greenhouse gas, or it can go to these other programs where it can really help the environment," Wilcock said.

At Ceramic Tile Design, manager Monica Vasquez said the business picked up free bins last May. They are filled mainly with plant cuttings, she said.

"Three-quarters of it is trimmings and weeds because we have a lot of plants outside," Vasquez said. "There's some food, but probably three-quarters



3

"We line our bin with a plastic bag and then put a paper bag in the plastic bag, and when we're disposing of the compost we

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just dump out the paper bag so that any liquid or remains is caught by the plastic bag," Galvez said.

The setup has worked well, Galvez said.

"I was nervous about adding something new, but it ended up being easier than I thought it would be," she said.

More information about the free bin program is available by calling 415-456-2601 or emailing [commercialrecycling@marinsanitary.com](mailto:commercialrecycling@marinsanitary.com).

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of the time it's plant stuff."

Kaity Galvez, co-owner of LJ's Deli in San Rafael, said her business has been composting through the program since last fall. The deli, at which about 80% of the materials used are compostable, put together its own system to prevent leaks.

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## Water director Gibson steps forward with his plan

### Dick Spotswood

I have tried to challenge members of the Marin Municipal Water District Board of Directors who are up for the agency's 190,000 customers.

Most directors claim they are open to water sources other than conservation, the approach often referred to as water rationing. The fear is that those directors focused on conservation are delaying decision-making by commissioning ever-more studies until after November's pivotal election.

A "paralysis by analysis" approach will doom their central and southern Marin constituents to eternal water shortages except in increasingly rare wet years.

Three MMWD directors are running in November's nonpartisan water board election: Cynthia Koehler, now representing Southern Marin's Division 4; former Fairfax mayor Larry Bragman, who is seeking a new four-year term in Division 3 serving Ross Valley, Larkspur and the San Geronimo Valley; and Jack Gibson in Division 1, encompassing his own Sleepy Hollow, northwest San Anselmo, Terra Linda, Santa Venetia, Marinwood, Lucas Valley and San Rafael's Dominican neighborhood.

Credit Gibson for accepting my challenge to state his views on pursuing new water supplies. He points out that while my complaints about the water board have been collective, individual directors can and do differ on policies and priorities.

Without criticizing any of his colleagues, the ever-diplomatic Gibson highlights what he's pursuing to achieve water resources to satisfy the long-term need of MMWD's consumers.

Gibson is firm that Marin "can't rely on conservation alone ... after more than 24 months of drought, unreliable weather patterns and climate changes it is clear to most that we need more water."

The veteran water board director touts two unglamorous projects he's backed that will result in substantially more water while "maintaining our conservation ethic." The first is rebuilding the Kastania Road Pump Station, an obsolete plant just south of Petaluma. In 2005, MMWD and Sonoma County Water Agency amended their Russian River water transfer agreement allowing the district to purchase an additional 10,000 acre feet of water annually from Sonoma. Marin has received only half that amount due to Kastania's inadequacies.

The pump facility's \$1.6 million reconstruction is winding down, enabling the full contractual water allotment to finally flow south. Gibson notes 5,000 acre feet per year is "more than the full annual supply from our own Bon Tempe Reservoir — about 18% of our annual drinking water demand." This additional water is now going directly to consumers enabling the District to avoid further taping reservoirs.

**At least Gibson stood up and made his position**

**crystal clear that central and southern Marin requires additional water sources in addition to conservation.**

The second effort is designed to generate more water storage. The concept is for MMWD to work with Marin County Flood Control and Water Conservation District to use the existing Phoenix Lake facility "to improve pumping and capture and use flood waters."

Gibson says he's open to a variety of additional water sources, including restoring the trans-bay Richmond-San Rafael Bridge pipeline. That's designed to bring water sold by Sacramento Valley water rights holders to Marin. He believes other options, including desalination, require a regional approach in order to be cost effective.

Whether these efforts are adequate to meet MMWD ratepayers' needs and realistic expectations in coming dry years is the key issue in November's water board election.

At least Gibson stood up and made his position crystal clear that central and southern Marin requires additional water sources in addition to conservation.

Now is the time for this community conversation. There are a number of qualified Marinites pondering running for the water board against what may be politically vulnerable incumbent directors.

My invitation remains open to the other incumbents running for reelection, Koehler and Bragman, to tell IJ readers exactly what they are doing above and beyond expensive studies to expand Marin's water sources. *Columnist Dick Spotswood of Mill Valley writes on local issues Sundays and Wednesdays. Email him at [spotswood@comcast.net](mailto:spotswood@comcast.net).*



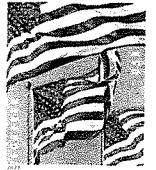
Dick Spotswood

for election this year to prove the veracity of claims they are seriously pursuing additional water supplies



# The Communicator

Santa Venetia Neighborhood Association  
P.O. Box 4047, San Rafael, CA 94913-4047  
SVNA@SantaVenetia.org ~ www.TheSVNA.org



Las Gallinas Valley Sanitary District

101 Lucas Valley Road #300  
San Rafael, CA 94903-1795

From Linda Levey

**Neighbor Carol Myers** was recently featured in the Marin IJ: Carol Myers brings her Southern roots and New York art career together in Swampgirl Pottery. She will be showcasing and selling her work at various venues throughout



Marin this summer. Read about it here: <https://tinyurl.com/nb6ammpr>

**A New Restaurant in Santa Venetia** – Read all about it: “Pupusas are taking over San Rafael.” I know everyone is excited to know the site where Bogie’s left is now a new restaurant, Pupuseria Blankita. Go by, introduce yourself, and welcome Blankita Orellana to the neighborhood. You can read about it in the Marin IJ: <https://tinyurl.com/mpmwt86y>

**New LGVSD Board Member** - Ron Ford, Long-time Santa Venetia resident and former SVNA President, was appointed to the Las Gallinas Valley Sanitary District Board in January and will serve until December 2022. It’s always great to have one of our own on this district board so we wanted to say, Congratulations Ron!

From Jean Zerrudo, Steve Turgeon, and Rose



**Forever Scabo/Skabo...** We miss people, Marin, and Santa Venetia, but we are really loving our new digs as we settle into Portugal. We’re in Cascais as planned, west of Lisbon on the Atlantic seaboard, which happens to be sister city to Sausalito. It is way cool living in this village’s historic center, 600 steps from the beach and a 2-mile seafront walk on the parede. The weather is fantastic as Cascais is experiencing an unusually warmer winter. Forty steps to the left of our front door there are around 20 small cafes that line the streets. And fewer steps in the opposite

direction is a small eatery that boasts homemade, historical/traditional cakes of Cascais. The food here is all so fresh and delicious, plus you can enjoy amazing glasses of house wine for under \$5. So tasty and of all types that after we first arrived, we were eating out every night. It took us a while to realize that we are NOT on vacation and that we actually live here :) Starting in April we have various sets of friends taking us up on the offer of a visit. Come and join us! Otherwise, we look forward to seeing y’all when we come back for a visit in August 2022.

## IMAGINE IF...

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Bolinas Lagoon was a yacht harbor...

The bird-rich waters of Richardson Lagoon were filled with land and 1600 homes...

A four-lane highway connected Central Marin to 125,000 residents of West Marin...

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 One Foot at a Time/Laurie Steese • Santa Venetia Market  
 Shirin Zehtabfard, Realtor • The Marin School



From Marilyn von Schalscha

**Ginny Van Schalscha passed away** March 2, 2022, in her home on Vendola Drive at a young age of 97. She and her late husband Charles were the original owners of the house on Gallinas Creek, where they raised their two sons, Charles and Craig. Ginny loved the views out of her huge, remodeled kitchen windows. She was always walking the neighborhood when she wasn’t ballroom dancing in the city until the pandemic

hit. The last couple of years, she walked up and down Vendola with her “cart,” a walker, and her Italian cap on. She also loved sitting on the front patio watching the neighbors and the birds. You can read more about Ginny in the Marin IJ: <https://tinyurl.com/46e5s5mj>

From Judy Laughter

**Remembering Diana King** –

Diana was my friend and neighbor two doors down. Sadly, Diana recently passed on. She moved to Santa Venetia from her and her late husbands’ home in Fairfax about 10 years ago. We soon became friends and spent the next decade being walking buddies, hiking and talking buddies, and in the last couple of years, puzzling buddies. I loved to make her laugh and Diana was a ready laugher! I’ll remember her in my mind’s eye wearing hiking shoes and always with a walking stick of some sort. Diana was very inquisitive about everything, and on our walks, she would poke lightly at stuff on the ground that needed investigation. A number of times I’d say to her “You like poking at things, don’t you!” She would smile and say “Yes, I suppose I do.” Hiking shoes, a walking stick and tons of reading books are the icons I think best represent Diana. I miss her and our neighborhood walks that kept getting shorter and slower as time went on. One of her favorite walks was all three, or two, or finally just one of the water ponds past McInnis Park. She loved walking into the wind! Face forward with her short hair dancing about her head! Now when I go there to walk around the ponds and see the waterfowl there, she walks with me in spirit. Diana made a difference on this earth, and many are better for having known her. I know I am.



From Barbara Perkins

**The Northbridge Swim Club:** Registration is now open for the 2022 swim season. We will be opening April 30 through October, weather permitting. Check the web site [www.northbridgepool.org](http://www.northbridgepool.org) for details.



## NMWD leader to step down after 24 years

RETIREES MAY 4

By Will Houston

[whouston@marinij.com](mailto:whouston@marinij.com)

The head of the North Marin Water District is set to retire next month after working nearly a quarter century with the agency.

Drew McIntyre, 64, plans to exit on May 4 after five years as the general manager, two years as assistant general manager and 17 years as the chief engineer. McIntyre is the district's fourth general manager in its 70-year history.

The district supplies water to nearly 63,000 residents in the greater Novato area and parts of West Marin. In Mc-Intyre's time as general manager, the district completed or laid the groundwork for several projects to bolster water supplies and conservation efforts. It also recently began the process of finding new sources of water to weather droughts.

After a 40-year career in the water and wastewater field, McIntyre said he has no plans to work. He said he will remain in Novato with his wife Michelle.

"I've been proud to work with the district," McIntyre said Wednesday. "It's been incredibly rewarding to both live and work in a local community. I'm happy to be staying here and continue to be a customer of this water district."

While McIntyre was general manager, the district completed the installation of "smart" meters in Novato

that can track real-time water use of customers, replacing the need for staff to personally

NMWD»PAGE4



Drew McIntyre, general manager of North Marin Water District, stands along Novato Creek in 2018.

ROBERT TONG — MARIN INDEPENDENT JOURNAL, FILE

NMWD

FROM PAGE 3

read water meters and allowing the district to detect leaks more quickly.

McIntyre said he has also been proud to expand the district's recycled water system, the utility's largest capital project in recent history and one that he has worked on since his time as chief engineer. The recycled water system has cut the demand on the district's potable water supply by 10%.

The district is also set to begin drilling a new well for its West Marin service area, where about 1,800 residents rely on district well water. The new well at Gallagher Ranch near Point Reyes Station has been years in the making and will provide a source of water unaffected by worsening saltwater contamination at some of the district's other wells.

At a regional level, Mc-Intyre was the chair of Sonoma Water's technical advisory committee for five years. Sonoma Water supplies about 75% of Novato's water and 25% in central and southern Marin.

Grant Davis, general manager of Sonoma Water and former director of the California Department of Water Resources, said McIntyre was instrumental in continuing the work of his predecessor, Chris DeGabriele, and brought a wealth of institutional knowledge to the region.

"You've been practically flawless if not flawless in your leadership," Rick Fraitas, a 19-year member of the utility's board, said at the board's meeting on Tuesday.

McIntyre's annual salary is \$248,580. The district's assistant general manager, Tony Williams, will run the utility after McIntyre departs.

Williams, who turns 57 next week, has been assistant general manager since October 2020. He has had a 26-year engineering career in the public and private sectors as well as in military service.

Williams previously worked as a civil engineer and assistant director of the Marin County Public Works Department and as a civil engineer for Novato. Before that, he was an engineer in the private sector, for the U.S. Army Corps of Engineers and during his service in the U.S. Navy.

Williams said he plans to focus on repairing or replacing aging pipes and storage tanks that are nearing the end of their service life. He will also be leading the agency as it explores new sources of water, including increasing storage capacity at Stafford Lake and collaborating with Sonoma Water on projects such as groundwater banking.

"I'm very fortunate to have worked with Drew and learned from him in the last year and a half since I've been here," said Williams, a Novato resident. "I've known him since 2014 or so. It's going to be a tough act to follow as far as his capabilities and demeanor."

2

McIntyre's experience in working through droughts has also helped inform an upcoming report on new potential water sources in the North Bay.

The board is set to consider a contract with Williams at its meeting on April 19.

"One could say that Drew McIntyre is one of the deans of the delegation for water in the North Bay," Davis said. "He's left a very positive mark on this region over the years and should be very proud of what he's accomplished. And we're going to miss him."

Other colleagues in the district gave McIntyre high praise this week.

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**In your town**

**MMWD**



**Contract extended for utility manager**

The Marin Municipal Water District board has approved a three-year contract extension for the utility's general manager.

Ben Horenstein, who has led the agency since 2018, was originally hired on a five-year contract through Dec. 2, 2023. The board voted unanimously on Tuesday to extend the contract to Dec. 2, 2026.

The contract extension did not include a pay raise. Horenstein has an annual salary of \$266,604.

**MILL VALLEY**

**Pipe work to start on key city artery**

The Marin Municipal Water District is preparing to start a water pipe replacement project that could delay traffic on East Blithedale Avenue.

The work is scheduled to begin Tuesday. Crews will replace a mile of 100-year-old pipe between Millwood Street and Camino Alto.

The work is planned for 8 a.m. to 5 p.m. weekdays into September and might require water shutoffs.

To reduce impacts on Park School student dropoffs and pickups, construction will be limited to 9 a.m. to 3 p.m. between East Drive and Alta Vista Avenue.

**CORTE MADERA**

**Town Council backs bill on hate symbols**

The Town Council has approved a letter of support for Assembly Bill 2282, which calls for penalties for

the use of hate symbols such as nooses, crosses and swastikas.

The bill also expands locations where the symbols are illegal.

The council's letter is to Assemblymember Rebecca Bauer-Kahan, an East Bay legislator who introduced the bill. The letter is online at [bitly.ws/q7oB](https://bitly.ws/q7oB).

**SAN RAFAEL**

**Volunteer cleanup planned at lagoon**

Bay Area Rotary District 5150 is planning a day of service Saturday at Lagoon Park along Civic Center Drive.

The event is scheduled for 8:30 a.m. to 3 p.m. It will include cleanup projects around the lagoon and an electric vehicle and bike exposition.

Details are available online at [bit.ly/3DP8PVO](https://bit.ly/3DP8PVO).

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## Teresa Lerch

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**From:** Mark Millan <millan@datainstincts.com>  
**Sent:** Wednesday, April 13, 2022 9:07 AM  
**To:** Undisclosed Recipients  
**Subject:** Study touts ways to save urban water - LA Times 4/13/22

### Study touts ways to save urban water

Ian James, Los Angeles Times 4/13/22

LOS ANGELES >> Green lawns, old appliances and leaky pipes all consume significant amounts of California's water, and researchers have calculated in a new study that the state could reduce water use by more than 30% in cities and suburbs by investing in measures to use water more efficiently.

The study by the Pacific Institute, a water think tank in Oakland, also found big untapped potential for urban areas to reduce strains on overused rivers and aquifers by investing in local projects to recycle more wastewater and capture more stormwater. While the researchers determined large water-savings could be achieved throughout the state, they said the biggest potential lies in Southern California for reducing water use indoors and outdoors, reusing treated wastewater and collecting more runoff when it rains.

"California has made real progress in recent years to reduce water use and augment local water supplies," said Heather Cooley, the institute's research director. "Without those past efforts, our water challenges would be even more severe. But more is needed in the face of climate change and drought."

California went through an extreme drought from 2012 to 2016 and is now in the third year of a drought that ranks among the worst on record. Across the West, research has shown that droughts are becoming more intense with the heating of planet caused by the burning of fossil fuels.

The state's total urban water use is estimated at 6.6 million acre-feet per year. The study found that a host of existing technologies and standard practices could improve efficiency to reduce total urban use between 30% and 48%. These efficiency measures include fixing leaks in water pipes, replacing inefficient washing machines and toilets, and replacing lawns with plants suited to California's dry climate, among other things.

The researchers estimated that California has the potential to substantially boost local water supplies by capturing stormwater and storing it in aquifers, instead of allowing it to run off the landscape. Depending on whether it's a dry year or a wet year, they said, the state could capture between 580,000 and 3 million acre-feet of stormwater in urban areas.

California now recycles about 23% of its municipal wastewater, an estimated 728,000 acre-feet, the report said, and has the potential to more than triple the amount that is recycled and reused.

If these strategies are rapidly scaled up throughout the state, Cooley said, "millions more Californians could see short-term drought relief and longer term improvements in the reliability of their water supplies."

In the report, which was released Tuesday, Cooley and her colleagues cited several examples of water saving projects and programs that they said can be models.

Among them, the Pure Water Monterey project treats wastewater and stormwater runoff to use for replenishing groundwater. In Fresno, the flood control district operates stormwater retention basins. Long Beach has a pilot program that provides water-efficient landscaping to homeowners in low-income neighborhoods. And San Francisco has an ordinance that requires high-efficiency plumbing fixtures to be installed when a home is sold.

The study's authors said they found the biggest water-saving potential in the South Coast region of Southern California, which includes Los Angeles and San Diego, in large part because it's home to more than half the state's population, but also because it has lots of outdoor landscaping, a hotter climate than the Bay Area, a large quantity of wastewater and many areas where stormwater could be captured.

They said the opportunities vary by region. For example, 29% of wastewater effluent is now reused in the South Coast region, while only 9% of wastewater is recycled in the Bay Area.

The strategies outlined in the report can help California become more resilient to a more extreme and uncertain climate, Cooley said, and can also help inform water management decisions in other parts of the United States and the world.

While the study didn't analyze the potential costs, the authors pointed out that the recommended solutions also have other benefits, such as reducing flood risks, helping fragile aquatic ecosystems, curbing the discharge of treated wastewater into the ocean, and reducing the amount of energy used to pump and transport water.

"These strategies are proven, they're cost effective, and they can provide water supply reliability," Cooley said.

The study did not examine the relative costs of infrastructure projects such as dams or desalination plants.

"We know we have to invest money to deal with California's water problems. And investing in these options is going to be cheaper and more effective and quicker than investing in the traditional things that we've done statewide in the past," said Peter Gleick, the Pacific Institute's co-founder and president emeritus.

As for desalination, Gleick said, the team didn't consider it in the study because although it has the potential to supply large quantities of water, "it's incredibly expensive, it's energy intensive, it has environmental liabilities."

While proposals for new dams are debated for their economic costs and viability, Gleick said, the total water-storing potential of the proposed dam projects that are most plausible "is nowhere near the volumes of water that we're talking about here."

The study notes that Californians have made major progress cutting water usage. The state's total urban water use peaked in 2007 at about 10 million acre-feet per year, and has since declined to less than 7 million acre-feet per year.

The researchers said stepping up water-efficiency strategies could help redouble those savings over the long term. They didn't look at short-term drought conservation efforts, such as taking shorter showers or letting lawns go brown.

"What we looked at was proven technologies and practices that can reduce water use," Gleick said.

The research team used data submitted to the state by water suppliers to calculate current use, and then calculated scenarios based on moderate efficiency improvements and high efficiency improvements.

The high-efficiency estimate would entail people removing lawns and putting in low-water-use plants. While there are large water-saving opportunities in outdoor water use, the report says, there are also ways to dramatically cut back indoors.

Gleick shared a personal example from his home. A few years ago, he replaced his old 6-gallon-per-flush toilets with new toilets that met the efficient standards at the time, and used 1.6 gallons per flush. Now the current standard has come down further to less than 1.3 gallons per flush.

"If I were to replace my own toilets to the current standard, I would achieve even more indoor savings than I've achieved already," Gleick said. "And there's that kind of sort of turnover of appliances, turnover of fixtures, turnover of housing stock, that is part of this untapped potential."

He said the findings show that California, even after gains in recent years, still has enormous potential to become more water efficient and boost local water supplies, and should pursue this quickly as the state faces increasing severe droughts and damaging climate change.

The researchers offered a list of recommendations for water suppliers as well as local, state and federal agencies to implement water- saving strategies and increase funding for efforts such as customer rebate programs and water recycling projects.

The study focused on urban water use and didn't examine agriculture, which on average accounts for about 80% of the water that's put to human use in California.

"Agriculture has already seen cutbacks because of shortages of surface water," Gleick said. "They're already making changes in crop types. They're already improving irrigation efficiency, by changing irrigation technology. There is still enormous untapped potential in agriculture. And it needs to be addressed."

He added that the fact agriculture has the potential to use much less shouldn't diminish the importance of doing "smart cost-effective things in every sector," including cities and communities across the state.

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#### News Update



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