



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

**DISTRICT BOARD**  
Megan Clark  
Rabi Elias  
Russ Greenfield  
Craig K. Murray  
Judy Schriebman

**DISTRICT ADMINISTRATION**  
Chris DeGabriele,  
Interim General Manager  
Michael Cortez,  
District Engineer  
Mel Liebmann,  
Plant Manager  
Susan McGuire,  
Administrative Services Manager  
Greg Pease,  
Collection System/Safety Manager

## **BOARD MEETING AGENDA**

**February 22, 2018**

**MATERIALS RELATED TO ITEMS ON THIS AGENDA ARE AVAILABLE FOR PUBLIC INSPECTION AT THE DISTRICT OFFICE, 300 SMITH RANCH ROAD, SAN RAFAEL, DURING NORMAL BUSINESS HOURS**

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

### **GENERAL SESSION – 4:00 P.M.**

**1. PUBLIC COMMENT PERIOD:**

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

5 minutes – Approximately 4:05 p.m.

### **CLOSED SESSION – 4:05 P.M.**

**2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:** Significant exposure to litigation pursuant to subdivision (b) of Gov. Code Section 54956.9 - One potential case.

25 minutes – Approximately 4:30 p.m.

### **GENERAL SESSION – 4:30 P.M.**

**1. PUBLIC COMMENT PERIOD:**

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

5 minutes – Approximately 4:35 p.m.

2A. 1-5  
2B. 1  
2C. 1  
2D. 1  
2E. 1-3  
2F. 1-14  
2G. 1-2

**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 8, 2018
- B. Approve the Warrant List for February 22, 2018
- C. Approve meeting attendance request for Megan Clark – San Rafael City Council meetings to discuss new district based elections
- D. Approve LGVSD Reclamation Pasture Land Lease for Beneficial Use
- E. Approve Resolution 2018-2114 – A Resolution Declaring that Certain Property is Surplus Property and May Be Disposed Of
- F. Approve 2017-2018 Second Quarter Financial Statements as of December 31, 2017
- G. Approve Order of the Board that publication of Ordinance 172 has occurred.

Possible expenditure of funds: Yes, Items B - F

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

**10 minutes – Approximately 4:45 p.m.**

3A. 1

**3. ACTION CALENDAR:**

- A. 15 Glenside Way Connection to the District Provided Wye

**10 minutes – Approximately 4:55 p.m.**

4A1. 1  
4A2. 1  
4A3. 1-2  
-----  
4B1-4B8. 1  
4B8-1

**4. INFORMATION ITEMS:**

**A. STAFF/CONSULTANT REPORTS:**

- 1. Interim General Manager Report – Verbal
- 2. Staff Training Plan
- 3. Monthly Treasurer Report

**B. BOARD REPORTS:**

- 1. LAFCO - Verbal
- 2. Gallinas Watershed Council / Miller Creek Watershed Council– Verbal
- 3. JPA Local Task Force on Solid and Hazardous Waste – Verbal
- 4. NBWA – Verbal
- 5. NBWRA – Verbal
- 6. Engineering Subcommittee – Verbal
- 7. Human Resources Subcommittee – Verbal
- 8. Other Reports – Principles of Real Estate Engineering – Murray

**20 minutes – Approximately 5:15 p.m.**

5A. 1  
5B. 1

**5. BOARD REQUESTS:**

- A. Board Meeting Attendance Requests – Verbal
- B. Board Agenda Item Requests – Verbal

**5 minutes – Approximately 5:20 p.m.**

6. 1-10

**6. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE:**

**5 minutes – Approximately 5:25 p.m.**

**7. ADJOURNMENT**

**5 minutes – Approximately 5:30 p.m.**

AGENDA APPROVED:	Megan Clark, Board President	Patrick Richardson, Legal Counsel
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**CERTIFICATION:** I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before February 19, 2018, at 4:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held February 22, 2018, at the District Office, located at 300 Smith Ranch Road, San Rafael, CA.

DATED: February 16, 2018



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

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

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

**MINUTES OF FEBRUARY 8, 2018**

1  
2  
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN  
4 SESSION ON FEBRUARY 8, 2018, AT 4:00 PM, AT THE DISTRICT OFFICE, 300 SMITH RANCH  
5 ROAD, SAN RAFAEL, CALIFORNIA.

6  
7 **BOARD MEMBERS PRESENT:** M. Clark, R. Elias, R. Greenfield, C. Murray, and  
8 J. Schriebman

9  
10 **BOARD MEMBERS ABSENT:** None.

11  
12 **STAFF PRESENT:** Chris DeGabriele, Interim General Manager (Present for  
13 Closed Session);  
14 Teresa Lerch, District Secretary

15  
16 **OTHERS PRESENT:** Dave Byers, District Counsel

17  
18 **ANNOUNCEMENT:** President Clark announced that the agenda had been  
19 posted as evidenced by the certification on file in  
20 accordance with the law

21  
22 **PUBLIC COMMENT:** None

23  
24 Pursuant to Government Code section 54954.2(b)(2), Byers requested that the following item be added to  
25 the Agenda as Item 3.5 - FutureSense Engagement Letter for HR Structural Assessment and Leadership  
26 Model Development.

27  
28 **ACTION:**

29 Board approved (M/S Murray/Greenfield 5-0-0-0) adding Item 3.5 - FutureSense Engagement Letter for  
30 HR Structural Assessment and Leadership Model Development to the Agenda.

31 AYES: Clark, Elias, Greenfield, Murray and Schriebman.

32 NOES: None.

33 ABSENT: None.

34 ABSTAIN: None.

35  
36 **ADJOURNMENT:**

37  
38 **ACTION:**

39  
40 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO  
41 CLOSED SESSION ON FEBRUARY 8, 2018, AT 4:02 P.M., AT THE DISTRICT OFFICE, 300 SMITH RANCH  
42 ROAD, SAN RAFAEL, CALIFORNIA.

43  
44 Lerch left at 4:02 p.m.

45  
46 **CLOSED SESSION:**

47  
48 **CONFERENCE WITH REAL PROPERTY NEGOTIATORS** – Pursuant to Government Code  
49 § 54956.8 Regarding Assessor Parcel Numbers: 155-121-14, 155-121-15, 155-121-16, 155-121-17, 155-  
50 121-18, 155-121-30, 155-011-11 and 155-011-12. Real Property Negotiator is the District Counsel.  
51 District may negotiate with representatives of the Silveira family. Under negotiation: Price and Terms of  
52 Payment.

53  
54 **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:** Significant exposure to  
55 litigation pursuant to subdivision (b) of Gov. Code Section 54956.9 - One potential case.  
56

57 **ADJOURNMENT:**

58

59 **ACTION:**

60 The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on  
61 February 8, 2018 at 4:45 pm.

62

63 **STAFF PRESENT:**

Teresa Lerch, District Secretary; Susan McGuire, District  
Treasurer

64

65

66 **OTHERS PRESENT:**

Garth Schultz, R3 Consulting Group, Inc ; Patty Garbarino,  
and Roger Williams from Marin Sanitary Service;

67

68

69 **PUBLIC COMMENT:**

None

70

71 **REPORT ON CLOSED SESSION:**

72 President Clark reported that there were no reportable actions in Closed Session.

73

74 **PUBLIC HEARING FOR ORDINANCE NO. 172 AMENDING TITLE 4, CHAPTER 1 – REGULATING  
75 SOLID WASTE, RECYCLABLE AND ORGANIC MATERIALS, AND THE COLLECTION, REMOVAL  
76 AND DISPOSAL THEREOF INCLUDING THE GARBAGE AND REFUSE RATE AND ADJUSTMENT  
77 FOR 2018 AND GARBAGE FRANCHISE FEE**

78

79 Garth Schultz from R3 Consulting and Patty Garbarino addressed the Board. Discussion ensued. All  
80 comments were from R3 Consulting and Marin Sanitary Service. No members of the Public attended.

81 **OPEN PUBLIC HEARING** – President Clark opened the public hearing at 5:00 p.m.

82

83 **CLOSE PUBLIC HEARING** – President Clark closed the public hearing at 5:01 p.m.

84

85 **ACTION:**

86 Board approved (M/S Greenfield/Elias 4-1-0-0) the adoption of Ordinance No 172, An Ordinance  
87 Amending Title 4, Chapter 1 of the District Ordinance Code and adjusting the garbage and refuse rate by  
88 5.57% and directing its publication.

89 AYES: Elias, Greenfield, Murray and Schriebman.

90 NOES: Clark.

91 ABSENT: None.

92 ABSTAIN: None.

93

94 **CONSENT CALENDAR:**

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

97 A. Approve the Board Minutes for January 11 and January 18, 2018

98 B. Approve the Warrant Lists for January 26 and February 8, 2018

99 C. Approve Board Compensation for January 2018

100 D. Approve Interim General Manager Authority to Award Contract Amendment 16 to Cornerstone  
101 Environmental Group for Plant Process Audit and Hot Water Heat Loop Review

102 E. Approve SCADA Historian Software Upgrade

103 F. Approve Resolution 2018-2112 – A Resolution Approving Board Finance Policies

104 G. Approve Resolution 2018-2113 – A Resolution Accepting the Primary Digester Improvements 2016

105

106 Items D and E were discussed.

107

108

109

110

111

112 **ACTION:**  
 113 Board approved (M/S Schriebman/Murray 5-0-0-0) the Consent Calendar Items A, B, C, E, F and G.  
 114 AYES: Clark, Elias, Greenfield, Murray and Schriebman  
 115 NOES: None.  
 116 ABSENT: None.  
 117 ABSTAIN: None.

118  
 119 Board approved (M/S Schriebman/Murray 4-1-0-0) the Consent Calendar Item D.  
 120 AYES: Clark, Greenfield, Murray and Schriebman  
 121 NOES: Elias.  
 122 ABSENT: None.  
 123 ABSTAIN: None.

124  
 125 **FUTURESENSE ENGAGEMENT LETTER FOR HR STRUCTURAL ASSESSMENT AND LEADERSHIP**  
 126 **MODEL DEVELOPMENT**

127 The FutureSense February 7, 2018 Engagement Letter for HR Structural Assessment and Leadership Model was  
 128 discussed by the Board and Staff.

129  
 130 **ACTION:**  
 131 Board approved (M/S Greenfield/Schriebman 5-0-0-0) accepting the FutureSense Engagement Letter for  
 132 HR Structural Assessment and Leadership Model Development.  
 133 AYES: Clark, Elias, Greenfield, Murray and Schriebman  
 134 NOES: None.  
 135 ABSENT: None.  
 136 ABSTAIN: None.

137  
 138 **ACCESSORY DWELLING UNITS**

139 District Counsel updated the Board on legislation regarding Accessory Dwelling Units. Discussion ensued.

140  
 141 **BOARD PRESIDENT APPOINTMENTS**

142 Discussion ensued.  
 143 The committee assignments were updated as follows:

Committee	Regular Member	Alternate Member
NBWA/NBWA Tech Advisory Committee	Schriebman	Megan
NBWA Communications Committee/Conf.	Clark	None
NBWRA	Elias	None
JPA Local Task Force**	Greenfield	None
Gallinas Watershed Council	Schriebman	Greenfield
Marin LAFCO**	Murray	None
Energy Committee	Murray	None
CSRMA	Greenfield	None
Engineering Subcommittee Includes Operations Control Center Committee	Elias/Greenfield	None
Human Resources Subcommittee	Clark/Murray	None
Flood Zone 7	Greenfield	None

145  
 146 \*\*Appointments made by JPA Local Task Force and Marin LAFCO not LGVSD

147  
 148 **2018 STRATEGIC PLAN UPDATE**

149 Interim General Manager DeGabriele gave the Board a 2018 Strategic Plan Update. Discussion ensued.

150  
 151  
 152  
 153

154 **STAFF / CONSULTANT REPORTS:**  
155 A. Interim General Manager Report – Verbal – DeGabriele reported.  
156 B. Board Meeting Schedule Modification – Lerch reported.  
157  
158 **ACTION:**  
159 Board approved (M/S Murray/Elias 5-0-0-0) cancelling the March 8 and March 22, 2018 Board Meetings and  
160 holding Special Meetings on March 15, March 28 and April 13, 2018..  
161 AYES: Clark, Elias, Greenfield, Murray and Schriebman  
162 NOES: None.  
163 ABSENT: None.  
164 ABSTAIN: None.  
165  
166 Byers left the meeting at 6:08 pm.  
167  
168 **STAFF / CONSULTANT REPORTS CONTINUED:**  
169 C. General Manager Search Firms – Verbal – DeGabriele reported. This item will be moved to a future  
170 Board meeting.  
171  
172 **BOARD REPORTS:**  
173 A. LAFCO – Verbal – Murray reported.  
174 B. Gallinas Watershed Council / Miller Creek Watershed Council – Verbal – Schriebman reported.  
175 C. JPA Local Task Force on Solid and Hazardous Waste – Verbal – Greenfield reported.  
176 D. NBWA – Verbal – Clark and Schriebman reported.  
177 E. NBWRA – Verbal – Elias reported.  
178 F. Engineering Subcommittee – Verbal – Elias and Greenfield reported.  
179 G. Human Resources Subcommittee – Verbal – Clark reported.  
180 H. Other Reports – CASA – Verbal – Clark reported.  
181 – District-Based City Elections – Verbal – Clark reported  
182 – IWA Water Reuse Conference in Long Beach – Written – Elias  
183  
184 **BOARD REQUESTS:**  
185 A. Board Meeting Attendance Requests – Clark requested to attend the San Rafael City Council  
186 meetings to discuss new district based elections.  
187 B. Board Agenda Item Requests – Clark requested that Human Resources be on a future agenda.  
188 Murray requested LAFCO public safety enforcement issue be on a future agenda and a SMART  
189 representative speak to the Board regarding a possible trail connection from the SMART station to  
190 LGVSD.  
191  
192 Murray left the meeting at 6:40 pm.  
193  
194 **VARIOUS ARTICLES AND MISCELLANEOUS CORRESPONDENCE:**  
195 Discussion ensued.  
196  
197 **ADJOURNMENT:**  
198  
199 **ACTION:**  
200 Board approved (M/S Schriebman/Elias 4-0-1-0) the adjournment of the meeting at 6:42 p.m.  
201 AYES: Clark, Elias, Greenfield and Schriebman.  
202 NOES: None.  
203 ABSENT: Murray.  
204 ABSTAIN: None.  
205  
206 The next regular Board Meeting is scheduled for February 22, 2018 at the District Office.  
207  
208  
209

210 ATTEST:  
211  
212  
213 \_\_\_\_\_  
214 Teresa Lerch, District Secretary

215  
216  
217 APPROVED:  
218  
219  
220 \_\_\_\_\_  
221 Megan Clark, Board President

222  
223 SEAL



**February 22, 2018**

**BOARD AGENDA ITEM**

**Agenda Item 2B – Warrant List for February 22, 2018**

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

AGENDA ITEM 2C  
DATE February 22, 2018



## BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 2/8/18 Name: MEGAN CLARK

I would like to attend the S.I.R. CITY COUNCIL Meeting  
of 2/5/18

To be held on the 5<sup>TH</sup> day of FEB. from 7:00 a.m. / p.m. and  
returning on 5<sup>TH</sup> day of FEB. from 8:00 a.m. / p.m.

Actual meeting date(s): FEB. 5<sup>TH</sup>

Purpose of Meeting: TO DISCUSS NEW DISTRICT BASED  
S.I.R. ELECTIONS.

Frequency of Meeting: ONCE

Estimated Costs of Travel (if applicable): 0

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

-----  
For Office Use Only

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



Consent     2D      
Staff/Consultant Reports                       
Agenda Item                     

# Agenda Summary Report

Date February 22, 2018

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**To:** Chris DeGabriele, Interim General Manager  
**From:** Mel Liebmann, Plant Manager  
**Mtg. Date:** February 22, 2018  
**Re:** LGVSD Reclamation Pasture Land Lease for Beneficial Use

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## **BACKGROUND:**

The Las Gallinas Valley Sanitary District Reclamation Pastures have historically been used for directing excess treated wastewater effluent to irrigate natural grasses during the non-discharge season between May and October. This activity was an essential function of normal plant operation that allowed effluent storage pond levels to be managed in a consistent manner. Due to the addition of the recycled water facility, much of the excess water is now treated to CDHS Title 22 standards and consumed by our customer, North Marin Water District.

The reclamation pasture land is a District asset that will not be utilized by operations staff to the degree that it has in the past which creates the potential for alternative beneficial use. Under Health and Safety Code § 6514.1 the District may lease this property without competitive bidding if it determines that the property will be leased for a compatible use and it will be of public benefit. A 12 month lease is an appropriate term for the 2018 growing season.

Staff believes that the current lease is structured in such a manner to assist the District in its use of treated wastewater and will also facilitate compliance with its NPDES permit. The lease has been thoroughly reviewed by District Counsel and the Interim General Manager.

## **STAFF RECOMMENDATION:**

Board approve a 12 month lease of a portion of the District's reclamation pasture land for the purpose of planting, growing and harvesting hay for animal feed by Neal Carstensen of Custom Tractor Service, Petaluma

## **FISCAL IMPACT:**

Approximately \$55,000 (Savings) / Rent \$5,000 (Income)

## **PERSON TO BE NOTIFIED:**

Neal Carstensen of Custom Tractor Service



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

# Agenda Summary Report

Date February 22, 2018

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**To:** Chris DeGabriele, Interim General Manager  
**From:** Greg Pease, Collection System/Safety Manager  
**Mtg. Date:** February 22, 2018  
**Re:** Resolution 2018-2114 - A Resolution Declaring that Certain Property is Surplus Property and May Be Disposed of.

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## **BACKGROUND:**

The District has surplus equipment which is no longer needed and can be sold at auction. Currently this excess property is taking up valuable storage space; space which will be necessary and better utilized during the upcoming treatment plant construction project.

Board Policy F-130-10 Sale of Surplus Equipment: requires surplus items to be advertised and "only sealed bids will be accepted". However, the Interim General Manager has reviewed Board Policy F-130-10 and has determined that it is acceptable to use the services of First Capitol Auctions Incorporated. This service provides transportation of auction items and all items are advertised on their website, "as-is". If items do not sell at auction, they are held for future auctions until they are sold.

Staff has prepared Resolution 2018-2114 Disposition of Surplus Property and upon Board approval, will combine surplus items from Resolutions 2017-2102 and 2017-2104 with 2018-2114 and include them in the April 2018 First Capitol 2-Day Auction.

## **STAFF RECOMMENDATION:**

Board to adopt Resolution 2018-2114 - A Resolution Declaring that Certain Property is Surplus Property and May Be Disposed Of. The surplus equipment to be auctioned through First Capitol Auction Inc.

## **FISCAL IMPACT:**

TBD

## **PERSON TO BE NOTIFIED:**

First Capitol Auction Inc.

**RESOLUTION NO. 2018-2114**

**A RESOLUTION DECLARING THAT CERTAIN PROPERTY IS SURPLUS PROPERTY  
AND MAY BE DISPOSED OF**

**LAS GALLINAS VALLEY SANITARY DISTRICT**

**WHEREAS**, from time to time the staff of the Las Gallinas Valley Sanitary District inventories District property to determine the continued usefulness of such property in the operations of the District, and

**WHEREAS**, District staff has determined that certain property as listed on Attachment A is surplus and is no longer needed in the operations of the District;

**NOW, THEREFORE**, be it resolved that the Board of Directors approves the sale or disposal of such surplus property, pursuant to California Health and Safety Code § 6514, listed on Attachment A which is no longer utilized or necessary in the operations of the Las Gallinas Valley Sanitary District.

\* \* \* \* \*

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 February 22, 2018, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

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

APPROVED:

(seal)

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

**RESOLUTION NO. 2018-2114**

**ATTACHMENT A**

**LAS GALLINAS VALLEY SANITARY DISTRICT**

**SURPLUS PROPERTY**

Surplus property consists of the following items:

- (2) Kohler Trailerable Gensets
- Portable Air Compressor - Trailer
- Vactor
- Trailer Rodder



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

# Agenda Summary Report

Date February 22, 2018

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**To:** Chris DeGabriele, Interim General Manager  
**From:** Kristina Kempf, Administrative/Financial Specialist  
**Mtg. Date:** February 22, 2018  
**Re:** 2017-18 Second Quarter Financial Statements as of December 31, 2017

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## BACKGROUND:

Attached are the quarterly financial statements as of December 31, 2017, the following items are the highlights:

### Cash Balance

The District has \$66,036,027 of cash on hand as of December 31, 2017; an increase of \$4.75M from September 30, 2017. The District received approximately 55% of its annual revenue during the second quarter of the fiscal year through the County of Marin collections of the sewer user charge and property taxes through the tax roll assessments. During the quarter the District expended \$1.51M for operating and maintenance, \$1.16M for debt service, \$51,637 for transfers to reserves and \$1.13M on capital related projects.

Of the cash on hand, the District has designated portions of it for the following uses:

- Unspent Revenue Bond funds of \$40M.
- Reserves of \$6,081,631 pursuant to the District's policies
- Connection fees of \$319,908 which are available only to fund capacity related projects
- Debt service reserve funds of \$877,480 as required by loan covenants
- Accumulation of funds for the treatment plant and Recycled Water Facility expansion and Operation Control Center projects of \$4,316,101.
- Special assessment funds for operation and maintenance of the pump stations at Captains Cove of \$24,555 and Marin Lagoon of \$103,158.
- Accumulation of cash for the Private Sewer Lateral Assistance program of \$141,191.
- Accumulation of cash for the Sewage Main Capacity and Storage project, the current amount accumulated is \$5,242,600.

There is \$7.16M remaining after the designations noted above. The District has encumbered \$7.87M for capital projects and services as of December 31, 2017, this includes \$6.41M for projects to be funded from the Revenue Bond. The District will not collect additional revenue until April 2018 when the next installment of sewer user charges and property taxes are due.



**Revenue**

The District has recognized operating revenue for the year of \$9,484,408 or 56.58%.

**Expenditures**

Operating and Maintenance expenditures are 48.64% of budget. Material differences between the budget and actual are explained on the attached Revenue and Expenditures: Budget vs. Actual.

Capital expenditures, after adjusting for debt financed projects, are 14.46% of budget as of December 31, 2017.

**Summary**

The District has a sufficient amount of cash on hand of \$7.16M to allow it to bridge the gap between the April and December revenue collections since there are not any large non-bond financed capital projects underway or starting up prior to the next infusion of cash.

**STAFF RECOMMENDATION:**

None, information only.

**FISCAL IMPACT:**

See above.

**PERSON TO BE NOTIFIED:**

Not applicable.



**Las Gallinas Valley Sanitary District  
Balance Sheet  
As of December 31, 2017**

ASSETS	
Current Assets	
Cash	
Operating Accounts	\$ 659,205
Surcharge Captains Cove	24,555
Surcharge Marin Lagoon	103,158
Connection fees	319,908
Lateral Assistance Program	141,191
Petty Cash	1,073
Debt Reserve Funds	877,480
Project Reserve Fund	1,910,497
Investment	22,140,925
Revenue Bonds	<u>39,858,035</u>
Total Cash	66,036,027
Accounts Receivable	
User Charge Accounts Receivable	148,868
Accounts Receivable - Other	<u>203,310</u>
Total Accounts Receivable	352,178
Other Current Assets	
Undeposited Funds	7,336
Prepaid Insurance	48,212
Prepaid Expenses	58,508
Interest Receivable - Investments and Bonds	164,987
Private Sewer Lateral Assistance Program	68,189
Inventory - Materials & Supplies	<u>272,327</u>
Total Other Current Assets	<u>619,559</u>
Total Current Assets	67,007,764
Fixed Assets	
Land	2,867,571
Construction in Progress	12,747,039
Collection System Lines and Manholes	30,770,192
Facilities & Equipment - Collection	2,661,310
Facilities & Equipment - Treatment	33,342,985
Facilities & Equipment - Disposal	8,200,137
Facilities & Equipment - Administration	897,869
Facilities & Equipment - Lab	553,911
Facilities & Equipment - Pump Stations	12,450,473
Facilities & Equipment - Reclamation	1,305,951
Facilities & Equipment - Recycled water facility	<u>9,471,285</u>
Accumulated Depreciation	<u>(51,710,357)</u>
Total Fixed Assets	63,558,366
Other Assets	
Private Sewer Lateral Assistance Program	497,672
Pension plan	1,015,052
Refunding of debt	81,263
Deferred Outflow of Resources - Other	<u>44,331</u>
Total Other Assets	<u>1,638,318</u>
TOTAL ASSETS	<u>\$ 132,204,448</u>

**Las Gallinas Valley Sanitary District**  
**Balance Sheet**  
**As of December 31, 2017**

LIABILITIES & NET POSITION

Liabilities

Current Liabilities

Accounts Payable	\$ 571,983
Current portion of Long-term Debt	1,350,100
Accrued Vacation and Sick Payable	482,942
Accrued Payroll and Payroll Tax Liability	142,941
Interest Payable	452,199
Deferred Connection Fees	<u>68,280</u>

Total Current Liabilities 3,068,445

Long Term Liabilities

Certificate of Participation	5,503,800
State Revolving Fund loan	3,482,997
Bank of Marin	4,692,839
2017 Revenue Bonds	41,368,492
Less current portion of long-term debt	<u>(2,063,482)</u>

Total Long Term Debt 52,984,646

Net Pension Liability 2,722,446

Deferred Inflows of Resources 144,214

Total Long Term Liabilities 55,851,306

Total Liabilities 58,919,751

Net Position

Net investment in capital assets, net of related debt 48,605,521

Restricted 877,480

Unrestricted 20,321,768

Net Income/(Loss) 3,479,928

Total Net Position \$ 73,284,697

**Las Gallinas Valley Sanitary District**  
**Revenue Expenditures: Budget vs. Actual**  
**July 2017 through June 2018**

	First Quarter Jul - Sep 17	Second Quarter Oct - Dec 17	Third Quarter Jan - Mar 18	Fourth Quarter Apr - Jun 18	Year to Date Actual	Budget	\$ Over/ (Under) Budget	% of Budget	
<b>Ordinary Income/Expense</b>									
<b>Property Tax Revenue</b>									
<b>9001/9002 · Property Tax - Current</b>	\$ 748	\$ 493,905			\$ 494,653	\$ 830,000	\$ (335,347)	59.60%	Revenue is collected in
<b>9046 · Educational Relief Augmentation Funds</b>	-	178,019			178,019	300,000	(121,981)	59.34%	December/April
<b>Total Property Tax Revenue</b>	748	671,924	-	-	672,672	1,130,000	(457,328)	59.53%	
<b>Sewer Use Revenue</b>									Majority of revenue is
<b>9007 · Special Assessment - User Charge</b>	869,280	7,025,276			7,894,556	13,634,900	(5,740,344)	57.90%	collected in December/April
<b>Total Sewer Use Revenue</b>	869,280	7,025,276	-	-	7,894,556	13,634,900	(5,740,344)	57.90%	
<b>Other Revenue</b>									
<b>9880 · Recycled Water</b>	12,064	7,162			19,226	75,100	(55,874)	25.60%	Billed based on consumption
<b>9881 · MMWD Reimbursement</b>	120,039	51,637			171,676	455,058	(283,382)	37.73%	RWF Buy-In
<b>9010 · Federal and State Grants</b>	-	112,033			112,033	1,263,460	(1,151,427)	8.87%	Billed as construction proceeds
<b>9021 · Franchise Revenue</b>	-	-			-	25,000	(25,000)	0.00%	Billed annually in Feb
<b>9022 · Permit and Inspection Fees</b>	1,853	-			1,853	5,500	(3,647)	33.69%	Billed as work is performed
<b>9023 · Connection Fees, Net of Refunds</b>	209,594	5,919			215,513	-	215,513	100.00%	Not budgeted
<b>9024 · Application Fees</b>	3,000	500			3,500	-	3,500	100.00%	Not budgeted
<b>9100 · Reimbursement for Lateral Repairs</b>	4,334	47,732			52,066	65,000	(12,934)	80.10%	Two early payoffs
<b>9041/43 · Current Supplemental Assessments/Redemptions</b>	1,263	5,137			6,400	20,000	(13,600)	32.00%	Remitted periodically by COM
<b>9773 · Miscellaneous Income</b>	154	2,875			3,029	20,000	(16,971)	15.15%	insurance dividend to be received Q3
<b>9779 · Sale of Asset</b>	4,000	-			4,000	5,000	(1,000)	80.00%	Ford Fusion Sale
<b>9280 · Homeowner Property Tax Relief</b>	-	653			653	4,000	(3,347)	16.33%	Remitted periodically by COM
<b>Total Other Revenue</b>	356,301	233,648	-	-	589,949	1,938,118	(1,348,169)	30.44%	
<b>Interest Income</b>									
<b>9210 · Bank Interest</b>	91	168			259	400	(141)	64.75%	
<b>9211 · Private Sewer Lateral Program</b>	18	17			35	-	35	100.00%	
<b>9206 · Interest - Connection fees</b>	54	116			170	300	(130)	56.67%	
<b>9209 · Interest - Reserves</b>	158,979	167,788			326,767	60,000	266,767	544.61%	Cash build up at LAIF with
<b>Total Interest Income</b>	159,142	168,089	-	-	327,231	60,700	266,531	539.10%	with Bond deposit
<b>TOTAL OPERATING REVENUE</b>	1,385,471	8,098,937	-	-	9,484,408	16,763,718	(7,279,310)	56.58%	

**Las Gallinas Valley Sanitary District**  
**Revenue Expenditures: Budget vs. Actual**  
**July 2017 through June 2018**

	First Quarter Jul - Sep 17	Second Quarter Oct - Dec 17	Third Quarter Jan - Mar 18	Fourth Quarter Apr - Jun 18	Year to Date Actual	Budget	\$ Over/ (Under) Budget	% of Budget	
<b>INTERFUND TRANSFERS</b>									
9901 · Transfers from Construction Reserve	247,697	375,719			623,416	7,291,131	(6,667,715)	8.55%	} Funds transferred as projects incur costs
9930 · Transfers from Operating Reserve	-	-			-	5,600	(5,600)	0.00%	
9930 · Transfers from Reserve - Captains Cove	-	-			-	30,000	(30,000)	0.00%	
9930 · Transfers from Reserve - Marin Lagoon	-	-			-	165,000	(165,000)	0.00%	
9845 · Transfer from Capacity Fund	-	300,300			300,300	300,000	300	100.10%	
	<u>247,697</u>	<u>676,019</u>	<u>-</u>	<u>-</u>	<u>923,716</u>	<u>7,791,731</u>	<u>(6,868,015)</u>	<u>11.86%</u>	
<b>TOTAL OPERATING REVENUE</b>	<u>\$ 1,633,168</u>	<u>\$ 8,774,956</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,408,124</u>	<u>\$ 24,555,449</u>	<u>\$ (14,147,325)</u>	<u>42.39%</u>	
<b>Total Employee Expense</b>									
1003 · Regular Staff Salaries	\$ 531,241	\$ 645,140			\$ 1,176,381	\$ 2,382,000	\$ (1,205,619)	49.39%	
1008 · Overtime	21,458	16,736			38,194	70,300	(32,106)	54.33%	Special projects
1005 · Contract Personnel	-	-			-	2,000	(2,000)	0.00%	
1036 · Director's Compensation	15,667	26,534			42,201	55,000	(12,799)	76.73%	Additional meetings
1009 · Vacation Pay/Sick Pay	2,198	26,586			28,784	48,000	(19,216)	59.97%	
1010 · Stand By Pay	18,741	19,782			38,523	68,600	(30,077)	56.16%	Additional staff for storms
1037 · Directors Health Benefits	2,100	2,100			4,200	9,600	(5,400)	43.75%	
1404 · Social Security and Medicare tax	40,176	44,706			84,882	182,955	(98,073)	46.40%	
1502 · Group Life Insurance	1,388	1,452			2,840	5,905	(3,065)	48.10%	
1507 · Retirement Contribution	189,446	42,350			231,796	356,980	(125,184)	64.93%	Annual payment of non-payroll based contribution to take discount
1509 · Health Insurance	77,309	79,471			156,780	317,600	(160,820)	49.36%	
1509 · Health Insurance - Retirement Benefits	57,467	57,913			115,380	234,530	(119,150)	49.20%	
1510 · Dental Insurance	4,667	7,729			12,396	17,800	(5,404)	69.64%	Billed based on claims
1514 · Vision Services	640	549			1,189	2,650	(1,461)	44.87%	
1516 · Long Term Disability	5,067	5,059			10,126	22,200	(12,074)	45.61%	
2006 · Auto Allowance	3,046	3,554			6,600	13,200	(6,600)	50.00%	
2007 · Commute Stipend	6,577	8,078			14,655	33,000	(18,345)	44.41%	
1006 · Payroll Processing Fee	2,082	2,425			4,507	9,500	(4,993)	47.44%	
<b>Total Employee Expense</b>	<u>979,270</u>	<u>990,164</u>	<u>-</u>	<u>-</u>	<u>1,969,434</u>	<u>3,831,820</u>	<u>(1,862,386)</u>	<u>51.40%</u>	
1701 · Workers Comp Insurance	(9,780)	14,080			4,300	58,000	(53,700)	7.41%	Retro credit received
2060 · Pooled Liability Insurance	28,127	28,165			56,292	110,000	(53,708)	51.18%	
2061 · Fidelity Bond	237	238			475	1,250	(775)	38.00%	
<b>Total Insurance Expense</b>	<u>18,584</u>	<u>42,483</u>	<u>-</u>	<u>-</u>	<u>61,067</u>	<u>169,250</u>	<u>(108,183)</u>	<u>36.08%</u>	
2083 · Vehicle Parts & Repairs	11,507	9,312			20,819	66,500	(45,681)	31.31%	
2096 · Building Maintenance	5,554	2,223			7,777	15,000	(7,223)	51.85%	HVAC unit for admin and lab buildings require repairs
2097 · Grounds Maintenance	3,390	1,390			4,780	5,000	(220)	95.60%	New speed bump installed
2538 - 500 · Power Generation Maintenance & Repair	-	-			-	8,000	(8,000)	0.00%	
2538 - 600 · Power Generation Maintenance & Repair	-	-			-	2,000	(2,000)	0.00%	

**Las Gallinas Valley Sanitary District**  
**Revenue Expenditures: Budget vs. Actual**  
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	First Quarter Jul - Sep 17	Second Quarter Oct - Dec 17	Third Quarter Jan - Mar 18	Fourth Quarter Apr - Jun 18	Year to Date Actual	Budget	\$ Over/ (Under) Budget	% of Budget	
2365 - 100 · Equipment Maintenance	-	-	-	-	-	500	(500)	0.00%	}
2365 - 125 · Equipment Maintenance	-	-	-	-	-	500	(500)	0.00%	
2365 - 200 · Equipment Maintenance	-	-	-	-	-	1,000	(1,000)	0.00%	
2365 - 300 · Equipment Maintenance	6,835	190	-	-	7,025	25,000	(17,975)	28.10%	
2365 - 400 · Equipment Maintenance	-	150	-	-	150	750	(600)	20.00%	} Overall spending is 35% of budget
2365 - 500 · Equipment Maintenance	-	293	-	-	293	1,000	(707)	29.30%	
2365 - 600 · Equipment Maintenance	7,389	3,477	-	-	10,866	20,000	(9,134)	54.33%	} Annual boiler and air dryer service
2365 - 650 · Equipment Maintenance	405	91	-	-	496	5,000	(4,504)	9.92%	
2366 - 100 · Equipment Repair	-	-	-	-	-	100	(100)	0.00%	}
2366 - 125 · Equipment Repair	-	-	-	-	-	100	(100)	0.00%	
2366 - 200 · Equipment Repair	234	-	-	-	234	3,000	(2,766)	7.80%	
2366 - 300 · Equipment Repair	899	5,852	-	-	6,751	15,000	(8,249)	45.01%	
2366 - 360 · Equipment Repair	-	-	-	-	-	2,000	(2,000)	0.00%	
2366 - 400 · Equipment Repair	-	-	-	-	-	1,000	(1,000)	0.00%	
2366 - 500 · Equipment Repair	1,145	1,330	-	-	2,475	1,000	1,475	247.50%	
2366 - 600 · Equipment Repair	9,678	15,316	-	-	24,994	65,000	(40,006)	38.45%	
2366 - 650 · Equipment Repair	57	-	-	-	57	2,000	(1,943)	2.85%	
2367 - 200 · Capital Repair	5,210	-	-	-	5,210	7,000	(1,790)	74.43%	
2367 - 300 · Capital Repair	10,796	10,261	-	-	21,057	40,000	(18,943)	52.64%	} Spare pump for Descanso
2367 - 360 · Capital Repair	10,814	1,551	-	-	12,365	-	12,365	100.00%	
2367 - 500 · Capital Repair	1,995	-	-	-	1,995	31,000	(29,005)	6.44%	} Overall spending is 44% of budget.
2367 - 600 · Capital Repair	69,502	42,324	-	-	111,826	249,500	(137,674)	44.82%	
2367 - 650 · Capital Repair	-	409	-	-	409	20,000	(19,591)	2.05%	} DBF valve 7&8 and Effluent Box Weir replacement
<b>Total Repairs and Maintenance</b>	<b>145,410</b>	<b>94,169</b>	<b>-</b>	<b>-</b>	<b>239,579</b>	<b>586,950</b>	<b>(347,371)</b>	<b>40.82%</b>	
<b>Operations Expense</b>									
2107 · Hypochlorite	11,502	11,406	-	-	22,908	67,000	(44,092)	34.19%	}
2110 · Bisulfite	2,902	16,418	-	-	19,320	68,000	(48,680)	28.41%	
2109 · Miscellaneous Chemicals	7,857	24,159	-	-	32,016	106,600	(74,584)	30.03%	
2119 · Pollution Prevention Contract	2,027	225	-	-	2,252	20,000	(17,748)	11.26%	
2117 · Lab Contract Services	4,790	7,409	-	-	12,199	36,000	(23,801)	33.89%	
2246 · 300 Rents & Leases	-	-	-	-	-	6,000	(6,000)	0.00%	
2246 · 600 Rents & Leases	-	-	-	-	-	2,000	(2,000)	0.00%	
2249 · 125 Small Tools	-	-	-	-	-	100	(100)	0.00%	
2249 · 200 Small Tools	1,092	235	-	-	1,327	2,000	(673)	66.35%	
2249 · 600 Small Tools	318	351	-	-	669	2,000	(1,331)	33.45%	
2249 · 650 Small Tools	-	-	-	-	-	100	(100)	0.00%	

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2322 · Outside Services-General	4,102	4,865			8,967	18,000	(9,033)	49.82%	
2324 · Janitorial	2,996	2,559			5,555	19,000	(13,445)	29.24%	
2325 · Aquatic Review	1,840	-			1,840	3,600	(1,760)	51.11%	Semi-annual survey
2327 · Uniform Maintenance	1,304	1,341			2,645	5,500	(2,855)	48.09%	
2360 · Consultants	35,523	5,412			40,935	95,000	(54,065)	43.09%	FutureSense culture assessment
2330 · Damage Claims	291	-			291	10,000	(9,709)	2.91%	
2334 · 500 Sludge Disposal	61,073	-			61,073	67,500	(6,427)	90.48%	Work performed in summer
2357 · 200 Regulatory Consultant	-	1,664			1,664	-	1,664	100.00%	Overall spending is 16% of budget
2357 · 500 Regulatory Consultant	-	525			525	-	525	100.00%	
2357 · 600 Regulatory Consultant	10,348	14,059			24,407	158,000	(133,593)	15.45%	
2357 · 650 Regulatory Consultant	368	-			368	9,500	(9,132)	3.87%	
2358 · General Engineering - Small Projects	10,328	14,641			24,969	15,000	9,969	166.46%	Property matters; Nute Engineering
2362 - 100 · General Operating Supplies	916	686			1,602	4,000	(2,398)	40.05%	Overall category is 44% of budget
2362 - 125 · General Operating Supplies	216	392			608	200	408	304.00%	
2362 - 150 · General Operating Supplies	1,181	1,635			2,816	4,300	(1,484)	65.49%	
2362 - 200 · General Operating Supplies	24	166			190	1,000	(810)	19.00%	
2362 - 300 · General Operating Supplies	76	-			76	1,000	(924)	7.60%	
2362 - 400 · General Operating Supplies	5,039	4,257			9,296	30,000	(20,704)	30.99%	
2362 - 500 · General Operating Supplies	-	-			-	200	(200)	0.00%	
2362 - 600 · General Operating Supplies	3,912	2,434			6,346	10,000	(3,654)	63.46%	
2362 - 650 · General Operating Supplies	912	566			1,478	500	978	295.60%	
2535 - 300 · Utility Power	14,889	13,864			28,753	65,000	(36,247)	44.24%	
2535 - 350 · Utility Power	579	588			1,167	2,965	(1,798)	39.36%	
2535 - 360 · Utility Power	1,174	1,201			2,375	5,100	(2,725)	46.57%	
2535 - 500 · Utility Power	3,162	65			3,227	-	3,227	100.00%	Credits earned during summer
2535 - 600 · Utility Power	27,228	28,125			55,353	-	55,353	100.00%	Co-gen off line
2535 - 650 · Utility Power	2,991	1,480			4,471	9,000	(4,529)	49.68%	
2534 - 100 · Telephone	2,112	3,408			5,520	12,500	(6,980)	44.16%	Overall category is 51% of budget
2534 - 125 · Telephone	398	741			1,139	2,000	(861)	56.95%	
2534 - 200 · Telephone	615	802			1,417	2,600	(1,183)	54.50%	
2534 - 300 · Telephone	1,055	1,055			2,110	4,200	(2,090)	50.24%	
2534 - 350 · Telephone	1,087	1,105			2,192	4,100	(1,908)	53.46%	
2534 - 400 · Telephone	99	134			233	600	(367)	38.83%	
2534 - 600 · Telephone	1,951	1,834			3,785	6,000	(2,215)	63.08%	

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2536 · Water	1,528	3,628			5,156	4,200	956	122.76%	High usage at pump stations
2501 · 200 Fuel & Oil	782	1,900			2,682	10,000	(7,318)	26.82%	
2501 · 600 Fuel & Oil	1,048	3,107			4,155	15,000	(10,845)	27.70%	
2389 · Safety Equipment and Supplies	7,765	4,756			12,521	20,000	(7,479)	62.61%	Traffic signs; annual hearing test; fire extinguisher maintenance
2397 · Safety Director Activities	7,224	7,224			14,448	28,900	(14,452)	49.99%	
2801 · Upper Lateral Rehab Assistance Program	15,566	7,900			23,466	197,915	(174,449)	11.86%	Costs incurred as applications processed
<b>Total Operations Expense</b>	<b>262,190</b>	<b>198,322</b>			<b>460,512</b>	<b>1,152,180</b>	<b>(691,668)</b>	<b>39.97%</b>	
<b>General &amp; Administrative Expense</b>									
2477 - 100 · Conferences	\$ 2,937	\$ 5,539			\$ 8,476	\$ 13,000	(4,524)	65.20%	Timing of conferences
2477 - 125 · Conferences	\$ -	1,501			\$ 1,501	3,000	(1,499)	50.03%	
2477 - 150 · Conferences	13,363	4,940			18,303	25,000	(6,697)	73.21%	CASA; WateReuse
2477 - 200 · Conferences	917	96			1,013	2,000	(987)	50.65%	
2477 - 400 · Conferences	86	1,668			1,754	2,000	(246)	87.70%	WEFTEC
2477 - 600 · Conferences	870	2,239			3,109	6,000	(2,891)	51.82%	
2479 - 100 · Mileage & Travel	3,449	240			3,689	1,500	2,189	245.93%	Unbudgeted plant tours
2479 - 125 · Mileage & Travel	-	-			-	500	(500)	0.00%	
2479 - 150 · Mileage & Travel	2,319	54			2,373	200	2,173	1186.50%	Unbudgeted plant tours
2479 - 200 · Mileage & Travel	305	407			712	750	(38)	94.93%	Overall category is 131% of budget
2479 - 400 · Mileage & Travel	-	38			38	750	(712)	5.07%	
2479 - 600 · Mileage & Travel	-	-			-	1,500	(1,500)	0.00%	
2133 · Office Supplies & Expense	3,004	3,392			6,396	14,000	(7,604)	45.69%	
2716 · Computer Services	14,506	34,149			48,655	50,000	(1,345)	97.31%	Rockwell Automation; GIS license
2135 · Bank Charges	21	14			35	1,500	(1,465)	2.33%	75% of property tax collection fees billed
9778 · User Charge / Collection Fees	-	21,592			21,592	35,000	(13,408)	61.69%	in December
2221 · Publications & Legal Ads	1,792	2,016			3,808	10,000	(6,192)	38.08%	
2223 · Public Education	16,308	287			16,595	45,000	(28,405)	36.88%	CMSA billed annual cost in Q1
2264 · Taxes, Other	2,229	2,229			4,458	8,000	(3,542)	55.73%	LAFCO increase
2272 · Memberships	10,709	10,883			21,592	44,000	(22,408)	49.07%	
2363 · Permits and Fees	9,161	18,279			27,440	45,000	(17,560)	60.98%	Increase in regional monitoring fee
2364 · Fines	-	-			-	6,000	(6,000)	0.00%	
2246 · Rents & Leases	1,849	4,332			6,181	14,000	(7,819)	44.15%	

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2713 · Legal	68,147	67,510			135,657	250,000	(114,343)	54.26%	Additional matters
2717 · Audit	20,700	4,870			25,570	27,000	(1,430)	94.70%	Work performed in summer/fall
9786 · Employee Recognition	132	967			1,099	4,500	(3,401)	24.42%	
9787 · Employee Education	6,030	1,180			7,210	22,000	(14,790)	32.77%	
9999 · Miscellaneous Expense	1,998	-			1,998	1,000	998	199.80%	
<b>Total General &amp; Administrative Expense</b>	<b>180,832</b>	<b>188,422</b>	<b>-</b>	<b>-</b>	<b>369,254</b>	<b>633,200</b>	<b>(263,946)</b>	<b>58.32%</b>	
<b>TOTAL EXPENSE</b>	<b>1,586,286</b>	<b>1,513,560</b>	<b>-</b>	<b>-</b>	<b>3,099,846</b>	<b>6,373,400</b>	<b>(3,273,554)</b>	<b>48.64%</b>	
<b>NET OPERATING INCOME/(LOSS)</b>	<b>\$ 46,882</b>	<b>\$ 7,261,396</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,308,278</b>	<b>\$ 18,182,049</b>	<b>\$ (10,873,771)</b>	<b>40.20%</b>	
<b>Reserves and Debt Service</b>									
9920 · Transfer to Reserves	120,039	51,637			171,676	1,068,819	(897,143)	16.06%	Transferred as charges collected
9781 · Interest Expense	503,073	494,197			997,270	1,857,478	(860,208)	53.69%	Revenue bond interest accrual
6350 - Principal Payments on Debt	89,448	623,933			713,381	2,063,182	(1,349,801)	34.58%	2017
	<b>\$ 712,560</b>	<b>\$ 1,169,767</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,882,327</b>	<b>\$ 4,989,479</b>	<b>\$ (3,107,152)</b>	<b>37.73%</b>	



**Las Gallinas Valley Sanitary District**  
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	First Quarter <u>Jul - Sep 17</u>	Second Quarter <u>Oct - Dec 17</u>	Third Quarter <u>Jan - Mar 18</u>	Fourth Quarter <u>Apr - Jun 18</u>	Year to Date <u>Actual</u>	<u>Budget</u>	<u>\$ Over/ (Under) Budget</u>	<u>% of Budget</u>
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**Construction Fund Projects**

**Administration Improvements**

12100 - 01 Various Admin Building Improvements	\$ 33,837	\$ 29,200			\$ 63,037	\$ -	\$ 63,037	100.00%	Waiting to allocate budget based on large project award
18100 - 01 Vehicle	-	-	-	-	-	42,763	(42,763)	0.00%	Received in January 2018
18100 - 02 Computer Server	24,329	953			25,282	25,000	282	101.13%	Server upgrade completed
<b>Total Administration Improvements</b>	<b>58,166</b>	<b>30,153</b>	<b>-</b>	<b>-</b>	<b>88,319</b>	<b>67,763</b>	<b>20,556</b>	<b>130.34%</b>	

**Collection System Improvements**

11200 - 03 John Duckett Sewage Main Capacity	1,410	196			1,606	6,163,173	(6,161,567)	0.03%	GHD waiting for change order
16200 - 01 Sewer Main Rehab 2015-16	-	1,641			1,641	98,591	(96,950)	1.66%	
18200 - 01 Sewer Main Rehabilitation	7,871	250			8,121	990,810	(982,689)	0.82%	Accumulating funds for large project
18200 - 02 Road Work/Manhole repairs	-	5,490			5,490	50,000	(44,510)	10.98%	Billed by City/County as work performed
17200 - 03 GIS Software	-	-			-	36,920	(36,920)	0.00%	Timmons Group working on configuration
18200 - 03 Vactor	-	-			-	119,895	(119,895)	0.00%	
<b>Total Collection System Improvements</b>	<b>9,281</b>	<b>7,577</b>	<b>-</b>	<b>-</b>	<b>16,858</b>	<b>7,459,389</b>	<b>(7,442,531)</b>	<b>0.23%</b>	

**Pump Station - Force Main Improvements**

12300 - 05 Rafael Meadows Pump Station	-	-			-	330,686	(330,686)	0.00%	Project on hold, waiting for City
14300 - 05 Force Main Repair/Replacement	-	-			-	1,575,158	(1,575,158)	0.00%	Design underway
14300 - 06 Descanso Pump Station Generator	33,795	7,729			41,524	135,000	(93,476)	30.76%	Project almost complete
18300 - 01 SCADA	-	3,677			3,677	5,000	(1,323)	73.54%	
18300 - 02 Pump Station Panel Upgrades and Replacements	-	-			-	70,265	(70,265)	0.00%	
18300 - 03 Emergency Pump Connections	-	-			-	30,000	(30,000)	0.00%	
18300 - 04 Descanso/Smith Ranch Pump Station	-	-			-	30,000	(30,000)	0.00%	
18300 - 05 Hawthorne Pump Station Fencing	-	-			-	75,000	(75,000)	0.00%	
18300 - 06 Trash Pump 6"	-	-			-	60,000	(60,000)	0.00%	
18300 - 07 Trash Pump 8"	-	-			-	80,000	(80,000)	0.00%	
18350 - 01 Captains Cover Pump Station Upgrades	-	-			-	30,000	(30,000)	0.00%	
18360 - 01 Marin Lagoon Pump station	-	-			-	165,000	(165,000)	0.00%	
<b>Total Pump Station - Force Main Improvements</b>	<b>33,795</b>	<b>11,406</b>	<b>-</b>	<b>-</b>	<b>45,201</b>	<b>2,586,109</b>	<b>(2,540,908)</b>	<b>1.75%</b>	

**Las Gallinas Valley Sanitary District**  
**Revenue Expenditures: Budget vs. Actual**  
**July 2017 through June 2018**

	First Quarter Jul - Sep 17	Second Quarter Oct - Dec 17	Third Quarter Jan - Mar 18	Fourth Quarter Apr - Jun 18	Year to Date Actual	Budget	\$ Over/ (Under) Budget	% of Budget	
<b>Reclamation Improvements</b>									
11500 - 09 Miller Creek	63,306	505,680			568,986	530,040	38,946	107.35%	Miller Creek dredging project almost completed
17500 - 05 McInnis Marsh Restoration	-	-			-	100,000	(100,000)	0.00%	
18500 - 01 Levee Maintenance	-	-			-	94,960	(94,960)	0.00%	Accumulating funds for large project
18500 - 02 North Bay Water Reuse Authority	18,509	-			18,509	19,350	(841)	95.65%	Annual assessment paid in July
18500 - 03 Utility Vehicle	-	18,810			18,810	18,810	-	100.00%	Received
18500 - 04 Tractor	50,731	-			50,731	50,731	-	100.00%	Received
<b>Total Reclamation Improvements</b>	<b>132,546</b>	<b>524,490</b>	<b>-</b>	<b>-</b>	<b>657,036</b>	<b>813,891</b>	<b>(156,855)</b>	<b>80.73%</b>	
<b>Treatment Plant Improvements</b>									
12600 - 02 Miscellaneous Plant Improvement Project	13,084	-			13,084	125,000	(111,916)	10.47%	Ongoing project Waiting to allocate budget based on large
12600 - 07 Secondary Plant Upgrades	239,352	494,022			733,374	300,300	433,074	244.21%	project award
14600 - 04 Biogas Energy Recovery System	215,748	10,453			226,201	554,508	(328,307)	40.79%	Project underway
16600 - 03 Primary Digester Project	38,828	2,182			41,010	320,000	(278,990)	12.82%	Project underway
18600 - 01 SCADA	-	3,677			3,677	50,000	(46,323)	7.35%	
18600 - 02 Miscellaneous Plant Equipment	-	-			-	25,000	(25,000)	0.00%	
18600 - 03 Plant Manager Vehicle	-	27,858			27,858	29,000	(1,142)	96.06%	Received
<b>Total Treatment Plant Improvements</b>	<b>507,012</b>	<b>538,192</b>	<b>-</b>	<b>-</b>	<b>1,045,204</b>	<b>1,403,808</b>	<b>(358,604)</b>	<b>74.46%</b>	

**Las Gallinas Valley Sanitary District**  
**Revenue Expenditures: Budget vs. Actual**  
**July 2017 through June 2018**

	<u>First Quarter</u> <u>Jul - Sep 17</u>	<u>Second Quarter</u> <u>Oct - Dec 17</u>	<u>Third Quarter</u> <u>Jan - Mar 18</u>	<u>Fourth Quarter</u> <u>Apr - Jun 18</u>	<u>Year to Date</u> <u>Actual</u>	<u>Budget</u>	<u>\$ Over/</u> <u>(Under) Budget</u>	<u>% of Budget</u>
<b>Tertiary Facility</b>								
16650 - 02 Recycled Water Facility Expansion	31,026	20,043			51,069	847,150	(796,081)	6.03%
18650 - 01 Supervisory Control and Data Acquisition	-	3,677			3,677	14,460	(10,783)	25.43%
<b>Total Tertiary Facility</b>	<u>31,026</u>	<u>23,720</u>	<u>-</u>	<u>-</u>	<u>54,746</u>	<u>861,610</u>	<u>(806,864)</u>	<u>6.35%</u>
<b>Total Construction Fund Projects</b>	<u>\$ 771,826</u>	<u>\$ 1,135,538</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,907,364</u>	<u>\$ 13,192,570</u>	<u>\$ (11,285,206)</u>	<u>14.46%</u>
<b>Total Operating, Reserve Funding, Debt Service, and Capital Expenditures</b>	<u>\$ 3,070,672</u>	<u>\$ 3,818,865</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,889,537</u>	<u>\$ 24,555,449</u>	<u>\$ (17,665,912)</u>	<u>28.06%</u>
<b>Net Revenue/(Expenditures) by Quarter</b>	<u>\$ (1,437,504)</u>	<u>\$ 4,956,091</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,518,587</u>	<u>\$ -</u>	<u>\$ 3,518,587</u>	<u>100.00%</u>
<b>Accrual Reconciliation:</b>								
Transfer to Reserves	120,039	51,637	-	-	171,676			
Principal Payments on Debt	89,448	623,933	-	-	713,381			
Interfund Transfers	(247,697)	(676,019)	-	-	(923,716)			
<b>Net Income - Accrual Based</b>	<u>\$ (1,475,714)</u>	<u>\$ 4,955,642</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,479,928</u>			

Waiting to allocate budget based on large project award

Departments: ♦100-Administration ♦125-Engineering ♦150-Board ♦200-Collection ♦300-Pump stations ♦350-Captains Cove ♦360-Marin Lagoon ♦400-Lab ♦500-Reclamation ♦600-Treatment Plant ♦650-Recycled Water

**LAS GALLINAS VALLEY SANITARY DISTRICT  
ENCUMBRANCES  
AS OF DECEMBER 31, 2017**

VENDOR	BID	EXPENDITURES TO DATE	REMAINING BALANCE
AnchorCM Total	\$ 19,904	\$ 6,365	\$ 13,539
AQUA Engineering, Inc Total	2,597,610	1,829,311	768,300
ArcSine Engineering Total	261,443	84,116	177,327
Azteca Systems LLC Total	9,000	-	9,000
Bartle Wells Associates, Inc Total	1,500	-	1,500
Bellecci & Associates, Inc. Total	214,976	187,994	26,982
BioCNG Total	1,186,553	1,130,875	55,678
BKF Engineers Total	197,692	120,885	76,807
Brentwood Industries, Inc. Total	304,172	9,724	294,448
Brown and Caldwell Total	73,415	71,252	2,163
Caltest Analytical Laboratory Total	1,000	287	713
CATS4U Total	170,476	-	170,476
CDM Smith, Inc. Total	7,500	-	7,500
Contractor Compliance and Monitoring, Inc Total	2,500	459	2,041
Core Utilities, Inc. Total	24,480	11,161	13,319
Cornerstone Environmental Group, LLC Total	86,190	8,203	77,988
Custom Tractor Service Total	67,500	61,073	6,427
Danadjieva Hansen Architects, Inc. Total	248,000	160,723	87,278
Data Instincts Total	20,000	1,555	18,445
Downing Heating & Air Conditioning, Inc. Total	4,184	2,092	2,092
Du-All Safety, LLC Total	28,896	14,448	14,448
EcoVerde Total	127,879	5,000	122,879
Envirodyne Systems, Inc. Total	98,885	7,500	91,385
Environmental Systems Research Inst. Total	30,000	10,000	20,000
EOA, Inc. Total	167,500	62,079	105,421
GE Water & Process Technologies/Zenon Total	1,450,000	-	1,450,000
GHD Inc. Total	833,025	378,555	454,470
Gregory Equipment, Inc. Total	113,900	33,900	80,000
H2O Innovation Inc. Total	2,189,728	201,755	1,987,973
ILS Associates, Inc. Total	29,800	26,333	3,467
JDV Process Equipment Corp Total	79,407	2,186	77,221
Kamman Hydrology & Engineering, Inc Total	1,386	94	1,292
Kenwood Energy Total	8,323	1,896	6,426
Liebert Cassidy Whitmore Total	22,500	13,312	9,188
Miller Pacific Engineering Group Total	12,100	10,900	1,200
Nicolay Consulting Group, INC Total	11,000	-	11,000
Nor-Cal Pipeline Services Total	43,970	-	43,970
NorCal Containers Total	5,800	-	5,800
North Bay Petroleum Total	1,911	-	1,911
Orion Protection Services Group, Inc. Total	3,731	2,457	1,274
Ovivo USA, LLC Total	336,396	32,378	304,018
Parkson Corporation Total	3,983	-	3,983
Shape Incorporated Total	5,097	-	5,097
Suez Treatment Solutions, Inc. Total	540,640	-	540,640
Timmons Group Total	30,800	770	30,030
Univar USA Inc. Total	101,000	42,896	58,104
WesTech Engineering, Inc. Total	622,219	27,582	594,637
Western Water Constructors, Inc. Total	2,160,080	2,133,631	26,449
<b>Grand Total</b>	<b>\$ 14,684,460</b>	<b>\$ 6,804,802</b>	<b>\$ 7,879,658</b>

Agenda Item 2G  
Date February 22, 2018



### ORDER REGARDING PUBLICATION

The Board of Directors finds that Ordinance 172, unanimously passed by the Board, was published in the Marin Independent Journal on January 24 and February 1, 2018 as required by the California Health and Safety Code and have been available for inspection at the District's offices and on its website. This Order constitutes conclusive evidence of compliance with requirements for publication and posting of this ordinance. This Order shall be posted at the following locations and are available for inspection at the District's offices

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

1. Las Gallinas Valley Sanitary District Treatment Plant  
300 Smith Ranch Road  
San Rafael, California 94903
2. Las Gallinas Valley Sanitary District Web Site  
[www.lgvsd.org](http://www.lgvsd.org)

Executed on this 8<sup>th</sup> day of February, 2018 at San Rafael, Marin County, California.

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



**Marin Independent Journal**

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

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

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

**STATE OF CALIFORNIA  
County of Marin**

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

**01/24/2018, 02/01/2018**

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

Dated this 7th day of February, 2018.

*Donna Lazarus*

Signature

**PROOF OF PUBLICATION**

Legal No. **0006092939**

**NOTICE OF PUBLIC REVIEW HEARING TO  
DISCUSS PROPOSED ORDINANCE NO 172  
TO AMEND GARBAGE COLLECTION RATES  
FOR 2018**

The Las Gallinas Valley Sanitary District will conduct a Public Hearing to discuss an ordinance amending Title 4, Chapter 1 of the Las Gallinas Valley Sanitary District Ordinance Code, an Ordinance Regulating Solid Waste, Recyclable and Organic Materials, and the Collection, Removal and Disposal Thereof, as amended, and relating to rates to be charged. This hearing will take place at the District office at 300 Smith Ranch Road, San Rafael on Thursday, February 8, 2018 at 4:30 PM. The proposed ordinance can be viewed on the District's website at [www.lgvsd.org](http://www.lgvsd.org) or at the District office posted at the front gate bulletin board from January 22 - February 8, 2018.

NO. 84 JAN. 24, FEB. 1, 2018



Consent \_\_\_\_\_  
Staff/Consultant Reports \_\_\_\_\_

Agenda Item 3

Date February 22, 2018

# Agenda Summary Report

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**To:** Chris DeGabriele, PE, Interim General Manager *CD*  
**From:** Susan McGuire, Administrative Services Manager *SM*  
**Mtg. Date:** February 22, 2018  
**Re:** 15 Glenside Way Connection to the District Provided Wye

---

## BACKGROUND:

During the mid-1990's the District created the Los Ranchitos Assessment District to finance the construction of sewer facilities in an area of the District where the homes were on septic systems. The affected property owners were given the option of paying the connection fee as part of the assessment or paying it later. The District allowed a five year extension, until May 22, 2002, to complete the installation of a private sewer lateral connection from the home to the District provided stub at the sewer main. The property owners were required to hire their own contractor to perform this work.

In late December 2017, the owner of 15 Glenside Way contacted the District stating that he was still on septic even though he had paid the special assessment, including the connection fee, and had been paying the annual sewer service charge. The District's line crew performed an inspection to confirm that the property was not tied into the sewer system.

A reminder letter had been sent to the property owner on May 15, 2002 about the requirement to connect.

Staff has researched the charges and determined that the property owner has paid the assessed charges since July 1, 2003. Over the years a total of \$7,393 has been paid in annual sewer charges. The property owner has requested a refund of the charges. Staff proposes crediting the prior year charges, prorated for the current year through the connection date, to the cost of completing the connection; the credit would occur after the connection is completed and successfully inspected.

## STAFF RECOMMENDATION:

Board approve staff's proposal to credit the payment of prior year sewer service charges of up to \$7,393 to the cost of the private sewer lateral installation and connection of the property to the District provided wye.

## FISCAL IMPACT:

Up to \$7,393.

## PERSON TO BE NOTIFIED:

Sharam Akhzar

**2/22/2018**

**BOARD AGENDA ITEM REQUESTS**

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





Consent \_\_\_\_\_  
Staff/Consultant Reports \_\_\_\_\_  
Agenda Item 4A2

# Agenda Summary Report

Date February 22, 2018

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**To:** Chris DeGabriele, PE, Interim General Manager *CD*  
**From:** Susan McGuire, Administrative Services Manager *SM*  
**Mtg. Date:** February 22, 2018  
**Re:** Staff Training Plan

---

## BACKGROUND:

The 2017 FutureSense report recommended training for staff in several areas. Staff is now working with RGS to schedule one of the recommendations, Communication Training.

The District also participates in the Liebert Cassidy Whitmore Employment Relations Consortium for Marin and Sonoma Counties. Four day long training sessions are offered during the year. HR staff work with the General Manager to identify which staff will attend the courses. For 2018 the topics are:

1. Employment law update
2. Risk management skills for the front line supervisor
3. Maximizing supervisory skills for the first line supervisor
4. Public service roles and responsibilities
5. Disaster service workers – if you call them will they come?
6. Moving into the future
7. A Guide to implementing public employee discipline

In addition, staff has identified training opportunities offered by Sonoma County. Sonoma County has a robust training calendar which it has opened to other public agencies, including North Marin Water District and the City of Rohnert Park. Staff has identified several classes of interest in the areas of public service values and ethics, foundations of supervision, project management, and performance management. District staff is able to attend if space is available. County of Sonoma staff is now developing a cost for LGVSD participation.

## STAFF RECOMMENDATION:

Informational only.

## FISCAL IMPACT:

The cost of the RGS communication training is \$5,625 and the LCW consortium cost is \$2,300 per year. The cost for LGVSD to participate in the Sonoma County program has been requested but is not known at this time.

## PERSON TO BE NOTIFIED:

Not applicable.

**Las Gallinas Valley Sanitary District  
Treasurer's Report - Operating and Investment Accounts  
For the month of January 2018**

I. Account Summary: Bank and Investment Accounts

Accounts Summary	January 31, 2018	December 31, 2017	Change from Previous Month
<b>Summary of Bank and Investment Accounts</b>			
<b>Bank of Marin</b>			
Operating	\$ 232,907	\$ 187,447	\$ 45,460
Operating Sweep	35,328	301,424	(266,096)
Zero Balance	110,007	170,334	(60,327)
Surcharge-Marin Lagoon	103,171	103,158	13
Surcharge-Captains Cove	24,558	24,555	3
Connection Fee	325,570	319,908	5,662
Private Sewer Lateral Rehab	141,196	141,191	5
Capital Project Reserve Fund	1,962,246	1,910,497	51,749
Liquid Savings	2,115,569	2,475,009	(359,440)
<b>Petty cash</b>	952	1,072	(120)
<b>Investment Accounts</b>			
Debt Service Reserve-Recycled Water	584,585	584,585	-
Debt Service Reserve-SRF Loan	292,895	292,895	-
Local Agency Investment Fund	19,710,008	19,665,916	44,092
Cash and Investments	<u>\$ 25,638,992</u>	<u>\$ 26,177,991</u>	<u>\$ (538,999)</u>

II. Account Activity for Bank of Marin Accounts

Bank of Marin operating account activity is for paying regular operating expenses of the District. The Connection Fee account deposit is for connections to the District.

Local Agency Investment Fund activity reflects the deposit of the quarterly interest apportionment, estimated at 1.2%.

**Statement of Compliance:**

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

Prepared by: *Susan McGuire*  
Susan McGuire, CPA Administrative Services Manager

Reviewed by: *Chris DeGabriele*  
Chris DeGabriele, PE Interim General Manager

**Las Gallinas Valley Sanitary District  
Treasurer's Report - 2017 Revenue Bonds  
For the month of January 2018**

I. Summary of Bond Accounts and Cumulative Activities Since Inception

<b>Accounts Summary</b>	<b>Starting Balance 4/28/2017</b>	<b>Total Activities Since Inception</b>	<b>Ending Balance January 31, 2018</b>
1 Bond Project Fund	\$41,000,000	\$(1,058,138)	\$39,941,862
2 Cost of Issuance Fund	193,121	(156,064)	37,057
3 Bond Payment Fund	<u>-</u>	<u>11</u>	<u>11</u>
 Total	 <u>\$41,193,121</u>	 <u>\$(1,214,191)</u>	 <u>\$39,978,930</u>

II. Accounts Details for the month of January 31, 2018

1 Bond Project Fund	
Beginning Balance January 1, 2018	\$39,820,967
Interest income from Local Area Investment Fund (LAIF) estimated at 1.2% for quarter ended December 31, 2017	<u>120,895</u>
Ending Project Fund Balance at January 31, 2018	<u>\$39,941,862</u>

2 Cost of Issuance Fund	
Beginning Balance January 1, 2018	\$ 37,051
Interest income from US Bank estimated to be an annual yield of 2.0%	<u>6</u>
Ending Project Fund Balance at January 31, 2018	<u>\$ 37,057</u>

3 Bond Payment Fund	
Beginning Balance January 1, 2018	\$ 11
Interest income from US Bank estimated to be a 2.0% for annual yield	<u>-</u>
Ending Project Fund Balance at January 31, 2018	<u>\$ 11</u>

## 2/22/2018 BOARD REPORTS

### Agenda Item 4B1 LAFCO

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

### Agenda Item 4B2

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

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

### Agenda Item 4B3

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

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

### Agenda Item 4B4 NBWA

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

### Agenda Item 4B5 NBWRA

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

### Agenda Item 4B6

#### Engineering Subcommittee

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

### Agenda Item 4B7

#### Human Resources Subcommittee

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

### Agenda Item 4B8 Other Reports - Principles of Real Estate Engineering

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

Agenda Item 4B8  
Date February 22, 2018

# The International Right of Way Association



Awards this certificate to

**Craig K Murray**

in recognition of satisfactory attendance and completion of

**900 - Principles of Real Estate Engineering**

**16.00 Classroom Hours**

**01/25/2018 to 01/26/2018**

Jerry Colburn, SR/WA, R/W-RAC  
International President

Tamara G Benson, SR/WA,  
R/W-RAC, R/W-URAC  
Chair, Partnership for Infrastructure Professional Education





**BOARD MEMBER  
MEETING ATTENDANCE REQUEST**

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

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

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

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

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

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

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

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

-----  
For Office Use Only

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

**2/22/2018**

**BOARD AGENDA ITEM REQUESTS**

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

## District election transition planned

### SAN RAFAEL

City to launch public review on drawing boundaries

**By Keri Brenner**

*[kbrenner@marinij.com](mailto:kbrenner@marinij.com) @KeriWorks on Twitter*

With the clock ticking, San Rafael is inviting the public this month to attend the first two of a 90-day series of events designed to make over the city's election process.

Starting at 6 p.m. Monday and continuing an hour before the regular City Council meeting on Feb. 26, the city will offer public discussion sessions with a newly hired demographer to talk about drawing four new city council districts.

"We have 90 days to do quite a bit," said Mayor Gary Phillips, whose seat will still remain an atlarge elected post even after the switch. "We have two public meetings first — both to be held before the regular City Council meetings — so that the demographer can get a sense of the city."

As per the City Council's unanimous vote Jan. 16, council members will be elected starting in 2020 from voters in the new four districts — as opposed to the



San Rafael Mayor Gary Phillips said the city is beginning the process to shift to district elections.

ROBERT TONG — MARIN INDEPENDENT JOURNAL



current elections method of voting for those officials citywide.

After the first two meetings, the city will conduct three more public meetings and hearings to discuss the draft district maps. A final hearing and vote on the four district maps will take place around mid-April, or 90 days from the Jan. 16 vote. With San Rafael's population at almost 60,000, the districts are likely to include about 15,000 people each.

“We want to get the word out,” said City Manager Jim Schutz in an email, in regard to publicizing the 90day process. Schutz said the city has created a web page at [cityofsanrafael.org](http://cityofsanrafael.org).

The webpage can be translated to any language through Google Translate,” Schutz added. “We have additionally had more complicated items — such as a Powerpoint from (outside counsel) Chris Skinnell — professionally translated into Spanish.”

Skinnell's report on the legal process was presented Jan. 13 at a meeting of the Canal Alliance, Canal Welcome Center, Alcohol Justice, Youth for Justice and United Marin Rising.

“We are planning to organize another educational event to help people understand the current state of district elections,” said Omar Carrera, executive director of the Canal Alliance, in an email Tuesday.

“I am waiting to hear back from the city about the adoption of an online tool to facilitate the mapping process,” he added. “Once we have access to the online tool, we can educate the community and involve them in the process.” Without the online tool, “it is almost impossible to draw maps that meet the technical criteria,” Carrera said.

In addition, Schutz said he would include information on the process in his twice-monthly newsletter, “Snapshot,” on the online blog NextDoor, and on social media such as Facebook and Twitter — in both English and Spanish.

The 90-day deadline is seen as a “safe harbor” period, during which time the city — as long as it makes progress toward the switch — could avoid being sued for what was identified by Santa Monica attorney Kevin Shenkman as potential violations of the California Voting Rights Act.

Shenkman, who has sent similar communications to other cities with at-large elections, said the district elections provide more opportunity for diversity in

leadership by making the election process more accessible to “protected classes,” such as Latinos.

San Rafael has never had a City Council member with a Latino surname, although the city has one of the largest Latino populations in Marin — much of that centered in the Canal area.

The city’s new webpage on district elections has links of history to explain some of the financial liabilities that other cities have incurred — such as Palmdale in Southern California — who challenged the alleged voting rights violations.

# Case studies demonstrate success of biomethane as vehicle fuel

[www.ngvjjournal.com/s1-news/c1-markets/new-case-studies-demonstrate-success-of-biomethane-as-vehicle-fuel/](http://www.ngvjjournal.com/s1-news/c1-markets/new-case-studies-demonstrate-success-of-biomethane-as-vehicle-fuel/)

February 5, 2018



The U.S. Department of Energy's Argonne National Laboratory and the sustainable energy NGO Energy Vision released two case studies of successful projects that were among the first to produce Renewable Compressed Natural Gas (R-CNG) vehicle fuel using anaerobic digesters to capture biogases from decomposing organic waste.

Energy Vision and Argonne produced the studies jointly. One study looks at Fair Oaks Farms, an Indiana dairy cooperative with roughly 36,000 cows. It converts manure to R-CNG using a large anaerobic digester, and uses the fuel to power its milk tanker trucks. The other study assesses the Sacramento BioDigester, the first food-waste digester in California to turn commercial organic waste into R-CNG vehicle fuel using anaerobic digestion.

“These projects are trail blazers, and their experience bodes well for the future of renewable natural gas,” said Matt Tomich, president of Energy Vision. “Their success can serve as models for other places with large organic waste streams, which is virtually every urban and rural setting in the country.”

“R-CNG can achieve the greatest GHG reductions of any transportation fuel today — 70% or more as compared to gasoline or diesel,” said Marianne Mintz of Argonne National Laboratory’s Energy System Division.

*Source: Energy Vision*

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## Priorities vary for election districts

### SAN RAFAEL

Residents suggest factors in drawing up boundaries

**By Keri Brenner**

*[kbrenner@marinij.com](mailto:kbrenner@marinij.com) @KeriWorks on Twitter*

Neighborhood association boundaries, floods, mountains and economic factors are some of the things San Rafael residents said they want city officials to consider when a demographer drafts the new City Council election districts later this year.

“Our neighborhood has some flood zone concerns,” said Kristine Ringrose. “It would be good to have someone (representing the district) who is dealing with the same thing.”

Ringrose and about a half-dozen other residents spoke Monday at the first of five hearings San Rafael is conducting to get feedback in drawing four new City Council districts for the 2020 elections.

Councilman Andrew McCullough urged all residents — particularly those in the Canal neighborhood or other areas where residents might have strong feelings about becoming engaged in city government — to get involved.

“This is when we need to have (difficult issues) discussed with us,” McCullough said. “We’re being asked to make difficult policy decisions, and if we don’t appreciate what’s important to the Canal or Spinnaker areas — just to identify those neighborhoods but not to exclude others — how do we come up with districts that are not fraught with all kinds of tensions and divisions unless we know what those residents want?”

The city, which currently elects City Council members on an at-large or citywide basis, has 90 days to get the switch done to avoid potential

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penalties or legal liabilities under terms of the California Voting Rights Act.

The next four hearings — all at 7 p.m. at City Hall, 1400 Fifth Ave. — will be:

- Feb. 20: More information and feedback on how the districts will be drawn.
- March 5: Review and comment on draft maps; to be published Feb. 26.
- March 19: City Council looks at draft maps and election schedule; to be published March 12. An ordinance will be introduced to establish district elections.
- April 16: City Council votes on adopting an ordinance to establish district elections.

### **No gerrymandering**

Chris Skinnell, special counsel to San Rafael, said apart from keeping population numbers roughly even and trying to avoid creating districts with two sitting incumbents who are both running at the same time against each other, the other factors at play are determined by residents, city officials and simple geography and topography.

“We don’t do gerrymandering,” Skinnell said, showing as an example a photo of a generic district in a Southern state where all the African-American neighborhoods had been excluded. “The courts have said you can’t make race or ethnicity the overriding factors.”

Having contiguous characteristics or natural or manmade boundaries are the rule of thumb, he said.

Incumbent City Council members up for re-election in November 2020 are McCullough and John Gamblin, said Interim City Clerk Lindsay Lara.

City Council members Maribeth Bushey and Kate Colin will be up for re-election in November 2022, she said.

Although some of the council members live near each other, it is not possible to say if they would be in the same districts until the maps are drawn.

### **Neighborhoods**

Mayor Gary Phillips is also up for re-election in November 2020, but he will continue to run citywide, or at-large, so he is not affected by the new districts. Any candidate who would challenge Phillips would also have to run citywide.

“I would like the demographer to look at a map to see where the neighborhoods are and to see if they can somehow try to avoid dividing one neighborhood into three districts,” said Jackie Schmidt of the Montecito Neighborhood Association. “Keep it as cohesive as possible.”

Resident Jonathan Frieman said he wondered whether a body of water, such as the San Rafael Canal, could be considered contiguous to a neighborhood, such as Spinnaker, allowing a district to “jump” the Canal and be part of a district more economically similar on the other side of the water — instead of being part of a Canal area district that could be less affluent.

McCullough said he could understand that question on economic grounds, but the fact that Spinnaker and the Canal area share a big common problem over lack of parking might be a reason to keep them in the same district.

The other question might be if a neighborhood, such as Spinnaker, is carved out of a district in the Canal, where would officials look for more residents to fill out the population in a Canal-centric district, Mc-Cullough said.

“If one of the areas has a preponderance of multifamily homes, for example, do you then look for another neighborhood with a preponderance of multifamily homes?” McCullough asked Skinnell.

The city has set up a webpage with more information on the process at [cityofsanrafael.org](http://cityofsanrafael.org).



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Greg Pease,  
Collection System/Safety Manager

February 13, 2018

National Estuarine Research Reserve System Science Collaborative  
Graham Sustainability Institute, University of Michigan  
625 East Liberty Street, Suite 300  
Ann Arbor, MI 48104

Subject: Proposed Project, Bringing Together End Users and Stakeholders to Identify and Evaluate Sea Level Rise Adaptation Options to Solve Road Flooding in China Camp State Park

Dear Sir/Madam,

Las Gallinas Valley Sanitary District (LGVSD) is pleased to offer organizational support for the NERRS Catalyst Grant, *Bringing Together End Users and Stakeholders to Identify and Evaluate Sea Level Rise Adaptation Options to Solve Road Flooding in China Camp State Park*. This effort is a collaboration between the California Department of Parks and Recreation (owner of China Camp State Park), Marin County (responsible for the shoreline road through the park), the San Francisco Bay National Estuarine Research Reserve (of which China Camp State Park is a component), and numerous end users and stakeholders.

The shoreline road through China Camp floods several times a year during higher high tides, and will flood more often, for longer periods and with greater depth with anticipated sea level rise. The physical roadway limits hydrologic connectivity to inland marshes which could help attenuate current and future flooding. The shoreline road connects two distinct, but separate neighborhoods within the City of San Rafael and County of Marin, and serves as a critical local and regional emergency access corridor. One of these neighborhoods, Santa Venetia, is within the LGVSD service area.

While LGVSD has no authority nor responsibility for the roadway, adapting this road for sea level rise resiliency, marsh ecological integrity, public use, and public safety is of great importance to the customers we serve. This project will initiate collaborative adaptation planning by bringing together landowners and managers, key decision makers, local public safety authorities, residents of neighboring communities, and Park recreational users to develop and evaluate a suite of possible solutions and to lay out the path to move forward. LGVSD is pleased by the initiative of the SF Bay NERR, Marin County, and State Parks to begin this important collaborative sea level rise adaptation planning effort.



We very much appreciate your consideration of this timely and important proposal and encourage your full support. If you have any questions, please do not hesitate to contact me.

Sincerely,



Chris DeGabriele  
Interim General Manager  
Las Gallinas Valley Sanitary District

Cc:

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