



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

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

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

BOARD MEETING AGENDA

June 18, 2020

On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health. In light of this, the June 18, 2020 meeting of the LGVSD Board will be held via Zoom electronic meeting. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged to submit comments in writing to the Board Secretary (tlerch@lgvsd.org) by 5:00 pm on Wednesday, June 17, 2020. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email (tlerch@lgvsd.org) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

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

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

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

REMOTE CONFERENCING ONLY

Join Zoom Meeting online at:

<https://us02web.zoom.us/j/82258562869>

OR

By teleconference at: +16699009128 Meeting ID 822 5856 2869

**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
- CLOSED SESSION:**
- 3:30 PM 1. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS** – Pursuant to Government Code § 54956.5; Regarding real property located at 405 Vendola Drive, San Rafael. Real Property Negotiator Is Mike Prinz, General Manager.
- OPEN SESSION:**
- 4:30 PM 1. **PUBLIC COMMENT**
This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.
- 4:35 PM 2. **CONSENT CALENDAR:**
These items are considered routine and will be enacted, approved or adopted by one motion unless a request for removal for discussion or explanation is received from the staff or the Board.
- A. Approve the Board Minutes for May 21 and June 4, 2020
 - B. Approve the Warrant List for June 18, 2020
 - C. Approve Board Compensation for May, 2020
 - D. Approve Schriebman attending the CASA Virtual Annual Conference Aug 12-14
 - E. Approve Schriebman attending the Virtual 35th Annual National WaterReuse Conference September 14-16.
 - F. Approve Murray attending the CWEA Covid-19 in California Update #3 Webinar June 16
 - G. Approve Murray attending the CSDA Reducing Short Lived Climate Pollutants in California Webinar June 23
 - H. Approve Application of Allocation of Capacity for APN 165-114-14 23 Upper Oak Drive
 - I. Approve Extension of Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Function per Marin County Public Health Order

Possible expenditure of funds: Yes, Items B through G.

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

- 4:45 PM **3. RESOLUTION NO. 2020-2190 – A RESOLUTION CERTIFYING THAT LEGAL NOTICE HAS BEEN GIVEN FOR THE HEARING ON THE SEWER SERVICE CHARGE RATE INCREASE FOR THE FISCAL YEAR 2020-21 AND RESOLUTION NO. 2020-2191 – A RESOLUTION CERTIFYING THAT LEGAL NOTICE HAS BEEN GIVEN FOR THE HEARING ON THE BUDGET FOR THE FISCAL YEAR 2020-21**
- Staff to present Resolution No. 2020-2190 – A Resolution Certifying that Legal Notice has been given for the Hearing on the Sewer Service Charge Rate Increase for the Fiscal Year 2020-21 and Resolution No. 2020-2191 - A Resolution Certifying that Legal Notice has been given for the Hearing on the Budget for the Fiscal Year 2020-21
- Staff recommendation: Board adopt Resolution 2020-2190 – A Resolution Certifying that Legal Notice has been given for the Hearing on the Sewer Service Charge Rate Increase for the Fiscal Year 2020-21 and the Board adopt Resolution No. 2020-2191 - A Resolution Certifying that Legal Notice has been given for the Hearing on the Budget for the Fiscal Year 2020-21.
- 4:50 PM **4. PUBLIC HEARING – SEWER SERVICE CHARGE RATE INCREASE: A HEARING TO CONSIDER RAISING THE ANNUAL SEWER SERVICE CHARGE FOR THE NEXT YEAR CONSISTENT WITH REQUIREMENTS OF THE GOVERNMENT CODE**
- A. OPEN PUBLIC HEARING**
- B. RATE INCREASE PRESENTATION:**
District staff presentation on the proposed sewer service charge rate increases for Fiscal Year 2019-20. The proposed increases are: Fiscal year 2020-21, not to exceed \$968.00
- C. REVIEW DISTRICT STAFF RECOMMENDATIONS:**
Board to consider staff recommendation to increase sewer service charges.
- D. PUBLIC COMMENT:**
This portion of the meeting is reserved for persons desiring to address the Board regarding the proposed rate increase. Presentations are generally limited to three minutes.
- E. CLOSE THE PUBLIC HEARING:**
Board to close the public hearing.
- F. BOARD DETERMINATION AND ACTION**
Board to consider comments from public, review administrative record and make determination regarding action to increase annual sewer service charge. The Board shall make a finding that its action is consistent with the requirements of the Government Code that implemented Proposition 218.
- 5:05 PM **5. PUBLIC HEARING: ORDINANCE 182 – AN ORDINANCE AMENDING TITLE 3, CHAPTER 1, LAS GALLINAS VALLEY SANITARY DISTRICT SEWER SERVICE CHARGE ORDINANCE**
- A. OPEN PUBLIC HEARING**
District staff presents the Ordinance No 182 Amending Title 3, Chapter 1 Sanitary Code of the Las Gallinas Valley Sanitary District.
- B. REVIEW DISTRICT STAFF RECOMMENDATIONS**
Board to consider staff recommendation to amend Title 3, Chapter 1 Sanitary Code of the Las Gallinas Valley Sanitary District.

C. PUBLIC COMMENT

This portion of the meeting is reserved for persons desiring to address the Board regarding the proposed rate increase. Presentations are generally limited to three minutes.

D. CLOSE THE PUBLIC HEARING

Board to close the public hearing.

E. BOARD DETERMINATION AND ACTION

Board to consider comments from public, review administrative record and make determination regarding approval of Ordinance 182.

5:15 PM

6. PUBLIC HEARING – BUDGET FOR THE 2020-21 FISCAL YEAR**A. OPEN PUBLIC HEARING****B. BUDGET 2020-21 PRESENTATION:**

District staff to present the following proposed budgets for the fiscal year July 1, 2020 to June 30, 2021:

- a. Revenue
- b. Operating and Maintenance
- c. Reserves
- d. Debt Service
- e. Capital Outlay

C. REVIEW DISTRICT STAFF RECOMMENDATIONS:

Board consider approval of the 2020-21 Budgets as proposed.

D. PUBLIC COMMENT:

This portion of the meeting is reserved for persons desiring to address the Board regarding the proposed Budgets. Presentations are generally limited to three minutes.

E. CLOSE THE PUBLIC HEARING:

Board to close the public hearing.

F. BOARD DETERMINATION AND ACTION

Board to consider comments from public, review administrative record and make determination regarding action to approve the proposed Budgets.

5:45 PM

7. RESOLUTIONS FOR 2020-21 BUDGET:

- A. RESOLUTION NO. 2020-2192– A RESOLUTION CONFIRMING THE ANNUAL SEWER SERVICE CHARGE AND SUPPLEMENTAL SERVICE CHARGES FOR THE LAS GALLINAS VALLEY SANITARY DISTRICT FOR THE FISCAL YEAR 2020-21.
- B. RESOLUTION NO. 2020-2193 – A RESOLUTION FIXING AND APPROVING THE BUDGET FOR THE FISCAL YEAR 2020-21.
- C. RESOLUTION NO. 2020-2194– A RESOLUTION PROVIDING FOR THE COLLECTION OF SEWER SERVICE CHARGES ON THE TAX ROLL.
- D. RESOLUTION NO. 2020-2195– A RESOLUTION DETERMINING THE 2020-21 APPROPRIATION OF TAX PROCEEDS.
- E. RESOLUTION NO. 2020-2196 – A RESOLUTION REQUESTING ALLOCATION OF TAXES FOR THE FISCAL YEAR 2020-21

-
- 5:50 PM** **8. APPROVE RESOLUTION 2020-2197 – A RESOLUTION ADOPTING THE PAY SCALES EFFECTIVE JULY 1, 2020 PURSUANT TO THE CALIFORNIA CODE OF REGULATIONS, SUBCHAPTER 1, EMPLOYEES RETIREMENT SYSTEM REGULATIONS SECTION 570.5**
Board to review and approve Resolution 2020-2197 – A Resolution Adopting the Pay Scales Effective July 1, 2020 Pursuant to the California Code of Regulations, Subchapter 1, Employees Retirement System Regulations Section 570.5
- 6:00 PM** **9. APPROVE FINANCIAL AUDIT CONTRACT EXTENSION**
Board to review and approve Financial Audit Contract Extension.
- 6:10 PM** **10. REGIONAL GOVERNMENT SERVICES - SUPPORT OF FINANCIAL MANAGEMENT ACTIVITIES**
Board to approve the Regional Government Services contract for support of Financial Management Activities.
- 6:20 PM** **11. ADMINISTRATIVE SERVICES MANAGER SELECTION PROCESS**
Board and Staff to review the Administrative Services Manager selection process.
- 6:30 PM** **12. INFORMATION ITEMS:**
A. STAFF/CONSULTANT REPORTS:
1. General Manager Report – Verbal
2. Contract for On-Call Inspection Services with Kennedy Jenks - Written
- 6:40 PM** **13. BOARD MEMBER REPORTS:**
1. CLARK
a. NBWA Board Committee, NBWA Conference Committee, Ad Hoc HR Committee re: 2019 GM Evaluation, Ad Hoc HR Committee re: 2019 Employee Climate Survey, Other Reports
2. ELIAS
a. NBWRA, Ad Hoc Engineering Committee re: STPURWE, Other Reports
3. MURRAY
a. Marin LAFCO, CASA Energy Committee, Ad Hoc HR Committee re: 2019 GM Evaluation Other Reports
4. SCHRIEBMAN
a. JPA Local Task Force, NBWA Tech Advisory Committee, Ad Hoc HR Committee re: 2019 Employee Climate Survey, Other Reports
5. YEZMAN
a. Gallinas Watershed Council/Miller Creek Watershed Council, Flood Zone 7, CSRMA, Ad Hoc Engineering Committee re: STPURWE, Other Reports
- 6:50 PM** **14. BOARD REQUESTS:**
A. Board Meeting Attendance Requests – Verbal
B. Board Agenda Item Requests – Verbal
-

6:55 PM

15. VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE

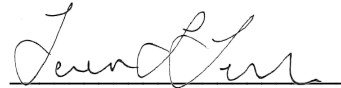
7:00 PM

16. ADJOURNMENT

FUTURE BOARD MEETING DATES: JULY 2, JULY 16 AND AUGUST 6, 2020

AGENDA APPROVED:	Rabi Elias Board President	Patrick Richardson, Legal Counsel
------------------	----------------------------	-----------------------------------

CERTIFICATION: I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before June 15, 2020 at 3:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held June 18, 2020 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.



Teresa L. Lerch
Board Secretary

The Board of the Las Gallinas Valley Sanitary District meets regularly on the First and Third Thursday of each month. The District may also schedule additional special meetings for the purpose of completing unfinished business and/or study 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.

MINUTES OF MAY 21, 2020

1
2
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN
4 SESSION BY ZOOM CONFERENCE ON MAY 21, 2020 AT 3:47 PM AND STAFF BY ZOOM
5 CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE
6 ROOM, SAN RAFAEL, CA. 94903

7
8 **BOARD MEMBERS PRESENT:** (By Roll Call): M. Clark, R. Elias, C. Murray,
9 J. Schriebman, C. Yezman (arrived at 3:58 pm)

10
11 **BOARD MEMBERS ABSENT:** None

12
13 **STAFF PRESENT:** Mike Prinz , General Manager; Teresa Lerch, District
14 Secretary; Mike Cortez, District Engineer

15
16 **OTHERS PRESENT:** Pat Richardson, District Counsel;

17
18 **ANNOUNCEMENT:** President Elias 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 **ACTION:**

25
26 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO
27 CLOSED SESSION ON MAY 21, 2020 , AT 3:48 PM, BY ZOOM CONFERENCE AND AT THE DISTRICT
28 OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.

29
30 Lerch left at 3:48 pm.

31
32 **CLOSED SESSION:**

33
34 **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION** – Significant exposure
35 to litigation pursuant to paragraph (2) of Government Code § 54956.9: One potential case.

36
37 **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** – General Manager: pursuant to subdivision (b)(1)
38 of Government Code Section 54957.

39
40
41 **ADJOURNMENT:**

42
43 **ACTION:**

44 The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on
45 May 21, 2020 at 4:55 pm.

46
47 **BOARD MEMBERS PRESENT:** (By Roll Call): M. Clark ,R. Elias, C. Murray,
48 J. Schriebman, C. Yezman

49
50 **STAFF PRESENT:** Teresa Lerch, District Secretary; Mel Liebmann, Plant
51 Manager; Mike Cortez, District Engineer; Greg Pease,
52 Collections and Safety Manager; Sahar Golshani,
53 Environmental Services Director

55 **OTHERS PRESENT:** Sophia Selivanoff and Mark Moses, Regional
56 Government Services
57

58 **PUBLIC COMMENT:** None.
59

60 **REPORT ON CLOSED SESSION:** : President Elias reported that there were no reportable actions in
61 Closed Session.
62

63 **CONSENT CALENDAR:**

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

- 66 A. Approve the Board Minutes for April 27 and May 7, 2020
- 67 B. Approve the Warrant List for May 21, 2020
- 68 C. Approve Board Compensation for April, 2020
- 69 D. Approve Virtual conference attendance for Schriebman – 2020 WateReuse June 24-25
- 70 E. Approve EOA Inc Contract Proposal for July 1, 2020 to June 20, 2021
- 71 F. Approve Contract Amendment 1 – Hazen and Sawyer
- 72 G. Approve 12 Month Contract for Univar Solutions to furnish Liquid Sodium Bisulfite and Liquid
73 Sodium Hypochlorite to June 30, 2021
- 74 H. Approve Application of Allocation of Capacity for APN 178-101-39- Monk's Kettle
- 75 I. Approve Memorandum of Agreement between the County of Marin and LGVSD
- 76 J. Approve Contract Amendment 1 to MWA Architects
- 77 K. Approve Spring/Summer 2020 Newsletter – Final Draft
- 78 L. Approve Final Draft of Administrative Services Manager Recruitment Brochure
- 79 M. Approve General Manager's Amendment to Employment Agreement
- 80 N. Approve Extension of Designation of the Secondary Treatment Process Upgrade and
81 Recycled Water Expansion Project as an Essential Governmental Function per Marin County
82 Public Health Order

83 Items D, E, F, K, and L were discussed.
84

85 **ACTION:**

86 Board approved (M/S Schriebman/Murray 5-0-0-0) the Consent Calendar items A through N with
87 modifications to item L.

88 Roll Call:

- 89 AYES: Clark, Elias, Murray, Schriebman and Yezman.
- 90 NOES: None.
- 91 ABSENT: None.
- 92 ABSTAIN: None.
93

94 **ORGANIZATIONAL ANALYSIS REPORT FINAL DRAFT**

95 Prinz and Sophia Selivanoff presented the Final Organizational Analysis Report to the Board and staff.
96 Discussion ensued. A workshop for the Board and staff will be scheduled to discuss the report.
97

98 **INFORMATION ITEMS:**

99 **STAFF / CONSULTANT REPORTS:**

- 100 1. General Manager's Report – Verbal – Prinz reported.
- 101 2. SCADA Support Services Agreement FY 2020-21 – no discussion.
- 102 3. Land Development Projects Update – this item moved to the June 4th Board meeting.
103

104 **BOARD MEMBER REPORTS:**

- 105 1. CLARK
 - 106 a. NBWA Board Committee – no report.
 - 107 b. NBWA Conference Committee– no report
 - 108 c. Ad Hoc HR Committee re: 2019 GM Evaluation-no report
 - 109 d. Ad Hoc HR Committee re: 2019 Employee Climate Survey – no report
 - 110 e. Other Reports– no report

- 111
112 2. ELIAS
113 a. NBWRA– verbal report
114 b. Ad Hoc Engineering Committee— no report
115 c. Other Reports– no report
116
117 3. MURRAY
118 a. Marin LAFCO– no report
119 b. CASA Energy Committee– no report
120 c. Ad Hoc HR Committee re: GM Evaluation – no report
121 d. Other Reports– CSDA Special Districts committee - verbal report
122 4. SCHRIEBMAN
123 a. JPA Local Task Force– no report
124 b. NBWA Tech Advisory Committee– no report
125 c. Ad Hoc HR Committee re: 2019 Employee Climate Survey – no report
126 d. Other Reports– no report
127 5. YEZMAN
128 a. Gallinas Watershed Council/Miller Creek Watershed Council– no report
129 b. Flood Zone 7– no report
130 c. CSRMA– no report
131 d. Ad Hoc Engineering Committee— requested an Ad Hoc Engineering Committee meeting
132 e. Other Reports– no report
133

134 **BOARD REQUESTS:**

- 135 A. Board Meeting Attendance Requests – none.
136 B. Board Agenda Item Requests – Schriebman requested the formation of an Ad Hoc HR Subcommittee
137 regarding the ASM selection be on the next Board meeting agenda.
138

139 **VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE:**

140 Discussion ensued.

141
142 **ACTION:**

143 Board approved (M/S Schriebman/Murray 5-0-0-0) the adjournment of the meeting at 7:55 pm.

144 Roll Call:

145 AYES: Clark, Elias, Murray, Schriebman and Yezman.
146 NOES: None.
147 ABSENT: None.
148 ABSTAIN: None.
149

150 The next Board Meeting is scheduled for June 4, 2020.
151
152

153 ATTEST:

154
155
156 _____
157 Teresa Lerch, District Secretary
158
159
160

161 APPROVED:

162
163
164
165 _____
166 Judy Schriebman, Vice President

SEAL

1 **MINUTES OF JUNE 4, 2020**

2
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN
4 SESSION BY ZOOM CONFERENCE ON JUNE 4, 2020 AT 3:48 PM AND STAFF BY ZOOM
5 CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE
6 ROOM, SAN RAFAEL, CA. 94903
7

8 **BOARD MEMBERS PRESENT:** (By Roll Call): M. Clark, R. Elias, C. Murray,
9 J. Schriebman, C. Yezman
10

11 **BOARD MEMBERS ABSENT:** None
12

13 **STAFF PRESENT:** Mike Prinz , General Manager; Teresa Lerch, District
14 Secretary
15

16 **OTHERS PRESENT:** Pat Richardson, District Counsel;
17

18 **ANNOUNCEMENT:** President Elias 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 **ACTION:**
25

26 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO
27 CLOSED SESSION ON JUNE 4, 2020 , AT 3:49 PM, BY ZOOM CONFERENCE AND AT THE DISTRICT
28 OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.
29

30 Lerch left at 3:49 pm.
31

32 **CLOSED SESSION:**
33
34

35 **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** – General Manager: pursuant to subdivision (b)(1)
36 of Government Code Section 54957.
37
38

39 **ADJOURNMENT:**
40

41 **ACTION:**

42 The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on
43 June 4, 2020 at 4:37 pm.
44

45 **BOARD MEMBERS PRESENT:** (By Roll Call): M. Clark ,R. Elias, C. Murray,
46 J. Schriebman, C. Yezman
47

48 **STAFF PRESENT:** Teresa Lerch, District Secretary; Mel Liebmann, Plant
49 Manager; Mike Cortez, District Engineer; Irene Huang,
50 Associate Engineer;
51

52 **OTHERS PRESENT:** Trevor Gotfredson and Greg Robley, MWA Architects;
53 Mark Moses, Regional Government Services; Fani
54 Hansen, DHA
55

56 **PUBLIC COMMENT:** None.

57

58 **REPORT ON CLOSED SESSION:** President Elias reported that there were no reportable actions in
59 Closed Session.

60

61 **CONSENT CALENDAR:**

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

64 A. Approve the Board Minutes for May 11, 2020

65 B. Approve the Warrant List for June 4, 2020

66 C. Approve Virtual conference attendance for Clark– 2020 Water Reuse June 24-25

67 D. Approve Sewer Main Rehabilitation 2020 Scope Clarification

68 E. Approve Resolution 2020-2188 Accepting Final Completion of Lower Miller Creek Channel
69 Maintenance Project

70 F. Approve Resolution 2020-2189 Accepting Final Completion of Marinwood Trunk Sewer
71 Repair Project

72 G. Approve of Allocation of Capacity for APN 164-113-07, 383 Quietwood Drive

73 H. Approve Extension of Designation of the Secondary Treatment Process Upgrade and
74 Recycled Water Expansion Project as an Essential Function per Marin County Public Health
75 Order

76 Items B, D, E and F were discussed.

77

78 **ACTION:**

79 Board approved (M/S Schriebman/Murray 5-0-0-0) the Consent Calendar items A through H.

80 Roll Call:

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

82 NOES: None.

83 ABSENT: None.

84 ABSTAIN: None.

85

86 **MWA ARCHITECTS PROGRESS UPDATE ADMINISTRATION BUILDING SITE EVALUATION**

87 Greg Robley and Trevor Gotfredson from MWA Architects presented the administration building site
88 evaluation update to the Board. Discussion ensued.

89

90 **INFORMATION ITEMS:**

91 **STAFF / CONSULTANT REPORTS:**

92 1. Land Development Project Update – Cortez reported.

93

94 Murray left at 7:07 pm.

95 Cortez and Huang left the meeting at 7:18 pm.

96

97 2. General Manager Report – Verbal – Prinz reported.

98 3. Quarterly Report & Treasurer's Report as of March 31, 2020 – no discussion

99 4. 2019 Biosolids Surface Injection and Pasture Irrigation O&M Professional Services – no discussion.

100 5. Retention of Pacific Crest Group for Human Resources Support Services – Prinz reported.

101

102 **BOARD MEMBER REPORTS:**

103 1. CLARK

104 a. NBWA Board Committee – verbal report

105 b. NBWA Conference Committee– no report

106 c. Ad Hoc HR Committee re: 2019 GM Evaluation-no report

107 d. Ad Hoc HR Committee re: 2019 Employee Climate Survey – no report

108 e. Other Reports– no report

109

110 2. ELIAS

111 a. NBWRA– no report

- 112 b. Ad Hoc Engineering Committee— no report
- 113 c. Other Reports— no report
- 114
- 115 3. MURRAY
- 116 a. Marin LAFCO— no report
- 117 b. CASA Energy Committee— no report
- 118 c. Ad Hoc HR Committee re: GM Evaluation – no report
- 119 d. Other Reports— no report
- 120 4. SCHRIEBMAN
- 121 a. JPA Local Task Force— no report
- 122 b. NBWA Tech Advisory Committee— no report
- 123 c. Ad Hoc HR Committee re: 2019 Employee Climate Survey – no report
- 124 d. Other Reports— Project WET - verbal report
- 125 5. YEZMAN
- 126 a. Gallinas Watershed Council/Miller Creek Watershed Council— no report
- 127 b. Flood Zone 7— no report
- 128 c. CSRMA— no report
- 129 d. Ad Hoc Engineering Committee— no report
- 130 e. Other Reports— no report
- 131

132 **BOARD REQUESTS:**

- 133 A. Board Meeting Attendance Requests – none.
- 134 B. Board Agenda Item Requests – none.
- 135

136 **VARIOUS ARTICLES AND MISCELLANEOUS DISTRICT CORRESPONDENCE:**

137 Discussion ensued.

138

139 **ACTION:**

140 Board approved (M/S Schriebman/Yezman 4-0-1-0) the adjournment of the meeting at 7:39 pm.

141 Roll Call:

- 142 AYES: Clark, Elias, Schriebman and Yezman.
- 143 NOES: None.
- 144 ABSENT: Murray
- 145 ABSTAIN: None.
- 146

147 The next Board Meeting is scheduled for June 18 , 2020.

148

149

150 ATTEST:

151

152

153

154 _____
Teresa Lerch, District Secretary

155

156

157

158 APPROVED:

159

160

161

162

163 _____
Judy Schriebman, Vice President

SEAL

Las Gallinas Valley Sanitation District
Warrant List 6/18/2020 DRAFTDate June 18, 2020

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	6/18/2020	EFT1	ADP Payroll	109,679.27		109,679.27	06/05/2020 Paydate, Labor Manager Software
2	6/18/2020	ACH	A & P Moving	84.70		84.70	Records Retention (storage) for June
3	6/18/2020	N/A	Aqua Engineering Inc.	44,584.33		44,584.33	STURWE Additional Engineering Services - Amendment #6
4	6/18/2020	N/A	AT&T Teleconference Services	311.76		311.76	Conference Lines 1 & 2
5	6/18/2020	N/A	Banner Bank	105,837.10		105,837.10	STPURWE - Retention #15 fee for Myers & Sons Construction
6	6/18/2020	ACH	Bellecci & Associates Inc.	4,500.00		4,500.00	Guide Dogs Sewer Study, Kaiser Sewer Inspection
7	6/18/2020	ACH	Brown & Caldwell	6,195.24		6,195.24	STPURWE - Engineering Services
8	6/18/2020	EFT	CalPERS 457 Plan	3,563.30		3,563.30	Employees Deferred Comp. for Paydate 6/05/2020
9	6/18/2020	EFT	CalPERS	19,254.54		19,254.54	EE & ER Payment towards Retirement, Paydate 6/5/2020
10	6/18/2020	ACH	Caltest Analytical Lab	2,291.41		2,291.41	Outside Lab Testing Performed
11	6/18/2020	ACH	CATS4U	9,330.00		9,330.00	Lower Miller Creek Channel Maintenance Project
12	6/18/2020	N/A	Contractor Compliance & Monitoring	5,760.63		5,760.63	Labor Compliance Monitoring
13	6/18/2020	ACH	Core Utilitites Inc.	3,240.00		3,240.00	IT Services for May
14	6/18/2020	N/A	CWEA	178.00		178.00	Certification Processing for EE's
15	6/18/2020	N/A	Dave Lehman Trucking Inc.	520.00		520.00	Rock Hauling
16	6/18/2020	ACH	Downing Heating & Air Conditioning	2,792.02		2,792.02	Maintenance on Refridgeration at the Lab, Routine Maintenance on Cooling Systems.
17	6/18/2020	ACH	Du-All Safety LLC	2,408.00		2,408.00	LGVSD Safety Compliance
18	6/18/2020	N/A	Durkin Signs & Graphics	783.28		783.28	Reclamation Signs
19	6/18/2020	ACH	Edelstein, Daniel	2,827.00		2,827.00	Canada Goose Project
20	6/18/2020	N/A	Electrical Equipment Co. inc.	1,457.86		1,457.86	Fixed Film Reactor & Pump Motor
21	6/18/2020	ACH	Elisa, Rabi	200.00		200.00	Health insurance Reimb
22	6/18/2020	ACH	EOA, Inc.	17,506.86		17,506.86	Regulatory Compliance & Integrated Wastewater Master Plan
23	6/18/2020	N/A	Garbarini, Paul	929.00		929.00	Parcel Tax refund
24	6/18/2020	ACH	Gardener's Guild	1,123.00		1,123.00	Landscape Maintenance for June
25	6/18/2020	ACH	GHD	4,441.00		4,441.00	Sewer Main Capacity and Storage
26	6/18/2020	ACH	Gregory Equipment Inc.	41,524.66		41,524.66	CCD #12 - Pump #8 Painting & Warranty,
27	6/18/2020	ACH	Hanford ARC	7,000.00		7,000.00	LMC Revegetation Maintenance Services (5/1/2020 - 5/31/2020)
28	6/18/2020	N/A	HDR Engineering Inc.	13,160.00		13,160.00	Sanitary District Rate Study Project
29	6/18/2020	N/A	Jackson's Hardware Inc.	368.91		368.91	Misc. Tools & Propane

**Las Gallinas Valley Sanitation District
Warrant List 6/18/2020 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	6/18/2020	ACH	Liebmann, Mel	200.00		200.00	Phone Reimbursement
31	6/18/2020	ACH	Murray, Craig	125.00		125.00	Health insurance Reimb
32	6/18/2020	N/A	MWA Architechcs	16,005.38		16,005.38	Admin Building Site Project
33	6/18/2020	N/A	Myers & Sons Construction	2,010,904.86		2,010,904.86	STPURWE Construction Contract (Ret #15)
34	6/18/2020	N/A	Operating Engineers	480.00		480.00	Union Dues for paydate 6/5
35	6/18/2020	N/A	Pacific Gas & Electric	24.64		24.64	Solar Costs
36	6/18/2020	N/A	Pacific Gas & Electric	7,554.49		7,554.49	NEM Charges - True-up
37	6/18/2020	EFT	Pacific Crest Group	2,400.00		2,400.00	HR Management Services
38	6/18/2020	N/A	Rathlin Properties LLC	8,596.00		8,596.00	Rent for 101 Lucas Valley
39	6/18/2020	ACH	Retiree Augusto	188.03		188.03	Retiree Health
40	6/18/2020	ACH	Retiree Burgess	188.03		188.03	Retiree Health
41	6/18/2020	ACH	Retiree Cummins	200.43		200.43	Retiree Health
42	6/18/2020	ACH	Retiree Cutri	515.06		515.06	Retiree Health
43	6/18/2020	ACH	Retiree Emanuel	245.78		245.78	Retiree Health
44	6/18/2020	ACH	Retiree Gately	212.39		212.39	Retiree Health
45	6/18/2020	ACH	Retiree Guion	212.39		212.39	Retiree Health
46	6/18/2020	ACH	Retiree Johnson	664.55		664.55	Retiree Health
47	6/18/2020	ACH	Retiree Kermoian	200.43		200.43	Retiree Health
48	6/18/2020	ACH	Retiree Mandler	200.43		200.43	Retiree Health
49	6/18/2020	ACH	Retiree McGuire	591.50		591.50	Retiree Health
50	6/18/2020	ACH	Retiree Memmott	200.43		200.43	Retiree Health
51	6/18/2020	ACH	Retiree Petrie	188.03		188.03	Retiree Health
52	6/18/2020	ACH	Retiree Pettey	184.74		184.74	Retiree Health
53	6/18/2020	ACH	Retiree Provost	245.78		245.78	Retiree Health
54	6/18/2020	ACH	Retiree Reetz	539.86		539.86	Retiree Health
55	6/18/2020	ACH	Retiree Reilly	200.43		200.43	Retiree Health
56	6/18/2020	ACH	Retiree Vine	200.43		200.43	Retiree Health
57	6/18/2020	ACH	Retiree Wettstein	628.00		628.00	Retiree Health
58	6/18/2020	ACH	Retiree Williams	628.00		628.00	Retiree Health

**Las Gallinas Valley Sanitation District
Warrant List 6/18/2020 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
59	6/18/2020	N/A	Riedinger Consulting	1,285.00		1,285.00	STPURWE - On-Call Construction Support
60	6/18/2020	N/A	Sherwin Williams Paints	62.91		62.91	Striping/Parking Lot Paint
61	6/18/2020	N/A	State Water Resources Control Board	150.00		150.00	EE's Grade 3 Renewal
62	6/18/2020	N/A	Terminix	172.00		172.00	Plant Pest Control
63	6/18/2020	N/A	TPX Communications	660.80		660.80	Phone Services
64	6/18/2020	N/A	Unicorn Group	3,514.09		3,514.09	Newsletter Mailing - Final Postage
65	6/18/2020	ACH	Univar USA Inc.	2,203.11		2,203.11	Sodium Bisulfite
66	6/18/2020	ACH	WECO Industries	13,255.27		13,255.27	Fabrications and Parts for New Vehicle for Collections
67	6/18/2020	ACH	Yezman, Crystal	200.00		200.00	Health insurance Reimb
68	6/18/2020	N/A	Zee Medical	143.13		143.13	Medical Supplies for First Aid Kits

Do not change any formulas below this line.

TOTAL \$ 2,486,223.27 \$ - \$ 2,486,223.27

EFT1	EFT1 = Payroll (Amount Required)	109,679.27	109,679.27	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	2,223,444.17	2,223,444.17	
EFT	EFT = Vendor initiated "pulls" from LGVSD	25,217.84	25,217.84	
ACH	ACH = LGVSD initiated "push" to Vendor	127,881.99	127,881.99	
	Total	\$ 2,486,223.27	\$ 2,486,223.27	

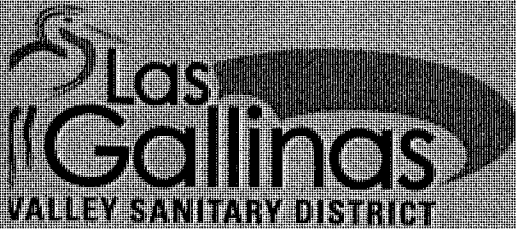
Difference: \$ _____

Agenda Item 2C
Date Jun 18, 2020

Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	4
Rabi Elias	4
Craig Murray	5
Judy Schriebman	3
Crystal Yezman	4
Total	<u>20</u>

Meeting Date: 6/18/2020
Paydate: 6/19/2020



300 Smith Ranch Road, San Rafael, CA 94903
 Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE
 FORM**

Director's Name: MEGAN CLARK Month: MAY 2020

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.

Date	REGULAR and SPECIAL MEETINGS Description of meeting	CHARGING DISTRICT	
		Yes	No
7 th	Reg.	X	
11 th	Special - procedures review	X	
21 st	Reg.	X	
TOTAL		3	

Date	OTHER MEETINGS Description of meeting	CHARGING DISTRICT	
		Yes	No
1 st	NBWA - regular	X	
TOTAL		1	

Total Meetings for which I am Requesting Payment: 4
 Max of six (6) per Health & Safety Code §4733

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
 Signature
[Signature]
 Approved By/ Date

5/13/20
 Date
6/11/2020
 Pay Date



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE FORM

Director's Name: Rabi Elias Month: May 2020

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
5/7/20	Reg Mtg	✓	
5/21/20	Reg Mtg	✓	
TOTAL		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
5/10/20	Spec. Mtg Policy Discuss	✓	
5/1/20	Eng. Committee	✓	
TOTAL		2	

TOTAL MEETINGS CHARGED (Max of six per Health & Safety Code #4733):	4
--	---

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.

Rabi Elias Signature 6/4/20 Date
[Signature] Approved By/ Date 6/11/2020 Pay Date



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415-472-1734 Fax: 415-499-7715

BOARD MEMBER ATTENDANCE FORM

Director's Name: MURRAY, Craig K. Month: May 2020

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
5/7/20	Board Meeting	X	
5/11/20	Special Board Meeting	X	
5/21/20	Board Meeting	X	
TOTAL		3/3	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
5/2, 3, 17, 31/20	Merrydale Road/Las Gallinas Creek Headwater Litter Removal c/o City of San Rafael: 5/2: 2.0 hours; 5/3: 1.0 hours 5/17: 1.0 hours; 5/31: 1.5 hours		XXXX
5/1/20	CSDA: Webinar Successful Strategies for Utilizing Debt		X
5/5/20	CSDA: Webinar Budgeting for COVID 19 Recession	X	
5/6/20	CWEA + CASA Webinar: Wastewater and Corona Virus Update #2		X
5/7/20	APWA: Talking Top Tech. Webinar: Cyber Security for Critical Infrastructure		X
5/13/20	International Right of Way Association, Chapter 2, San Francisco Bay Area: Escrow Title Closing Process		X
5/14/20	LAFCo Vice Chair EO Coordinating Meeting		X
5/15/20	LGVSD Board Member General Manager Coordinating Meeting		X
5/21/20	ICMA Webinar Managing and Mastering Council-Staff Relationships: The Nuance of Governance		X
5/27/20	US-DOE Packaged CHP Systems eCatalog with the Western CHP Technical Assistance Partnerships (TAP). Shawn Jones, Director, US-DOE Western TAP at Center for Sustainable Energy 858-633-8739. www.wchptap.org		X
5/28/20	CASA Air Quality, Climate Change & Energy (ACE) Workgroup Meeting - Walnut Creek In Person	X	



300 Smith Ranch Road, San Rafael, CA 94903

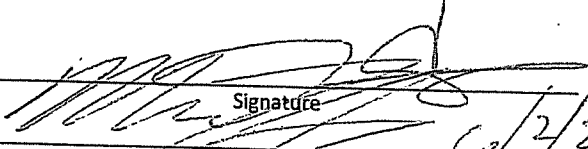
Office: 415-472-1734 Fax: 415-499-7715

BOARD MEMBER ATTENDANCE FORM

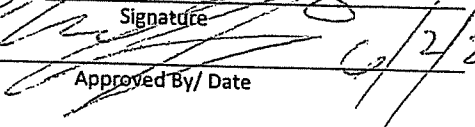
TOTAL		2/13	

Total Meetings for which I am Requesting Payment/Approved: Board Members maximum of six (6) per Health & Safety Code §4733	5/16
--	-------------

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.



Signature



Approved By/ Date

June 2, 2020

Date

6/2/2020

Pay Date



300 Smith Ranch Road, San Rafael, CA 94903

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE FORM

Director's Name: Crystal Yezman Month: May 2020

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
05/07	Regular Board Mtg	X	
05/21	Regular Board Mtg	X	
TOTAL			

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
05/01	Engineering Subcommittee	X	
05/11	Special Board Meeting	X	
TOTAL			

Total Meetings for which I am Requesting Payment: Max of six (6) per Health & Safety Code §4733	4
---	----------

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.

Crystal J Yezman
Signature
6/11/2020
Approved By/ Date

06/10/2020
Date

Pay Date



Agenda Item 2 D
Date Jun 18, 2020

BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 6/3/2020 Name: Judy Schriebman

I would like to attend the Virtual Annual Conference Meeting
of CASA

To be held on the 12 day of August from 8 am a.m. / p.m. and
returning on 14 day of August from 5 pm a.m. / p.m.

Actual meeting date(s): Aug 12 to 14

Purpose of Meeting: 65th Annual Conference of CASA

Frequency of Meeting: Annual

Estimated Costs of Travel (if applicable): NA

Please submit to ~~Cash~~, 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 _____.

AGENDA ITEM 2E
DATE June 16, 2020



BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: June 5, 2020 Name: Judy Schriebman

I would like to attend the 35th Annual Virtual

Symposium Meeting of National WaterReuse

To be held on the 14 day of Sept from 8-5 a.m. / p.m. to
16 day of Sept from 8-5 a.m. / p.m.

Location of meeting: Virtual; at home

Actual meeting date(s): Sept. 14-16, 2020

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

Purpose of Meeting The 2020 Symposium is presented in collaboration with The Water Research Foundation and includes presentations on the latest reuse-related research. Join us for an in-depth look at the technology, policy, and research innovations that have propelled water reuse to unprecedented national prominence as a water management strategy.

Other meeting attendees: _____

Meeting relevance to District: Keeping up with tech for our Recycled water

Frequency of Meeting: annual

Estimated Costs of Travel (if applicable): \$0 for travel but expensive registration even for members so I would like to work w/other board members on who should go

Date submitted to Board Secretary: _____

Board approval obtained on Date: _____

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

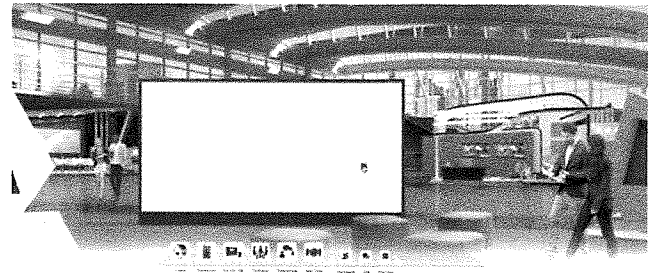
WATERREUSE[®] VIRTUAL SYMPOSIUM SEPTEMBER 14-16, 2020

REACHING NEW HEIGHTS IN WATER REUSE

[Home](#)\Engage\Conferences\35th Annual WaterReuse Symposium\Registration

Virtual WaterReuse Symposium Registration

Register Now!



Join us for an easy-to-navigate virtual conference experience!

Registration Rates

- Member – \$548
- Non-member – \$623
- Speaker (member and non-member) – \$448
- Student – \$98

You are eligible for the member discount if your employer is a **Member Organization**. Please login by clicking the blue login button in the upper left hand corner of the screen or **Create an Account** for yourself and link it to your employer.

What's Included in Your Registration

- Registration allows long-term access to all of the content, including concurrent sessions. With the virtual conference, you will not have to miss anything.
- Along with your registration fee you will receive a code that allows access to the technical sessions beyond the duration of the Symposium availability – that is over 100 hours of professional learning for the discounted price of Symposium registration.
- Exhibits, sponsor booths, and the virtual environment will be available for over one month.
- Symposium registration includes access to the Symposium App with speaker information and more.
- Each registration enables PDH credit for each session that registrant attends.

AGENDA ITEM 2F
DATE June 18, 2020



BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 6/2/2020 Name: CRAIG K. MURPHY

I would like to attend the WASTEWATER + CORONAVIRUS UPDATE #3 Meeting
of CWEA-CASA

To be held on the 16 day of JUNE from 11 a.m. / p.m. to
16 day of JUNE from 12:30 a.m. / p.m.

Location of meeting: WEBINAR

Actual meeting date(s): 6/16/2020

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

Purpose of Meeting: CDC RESEARCH/EPIDEMIOLOGY; EPA NAT'L
RISK MGT. LAB; OCSA CONTINUITY OF OPERATIONS; PPE; G/A NOTICE

Other meeting attendees: UNKNOWN

Meeting relevance to District: CASA ISSUES

Frequency of Meeting: 1x

Estimated Costs of Travel (if applicable): 0

Date submitted to Board Secretary: 6/2/2020

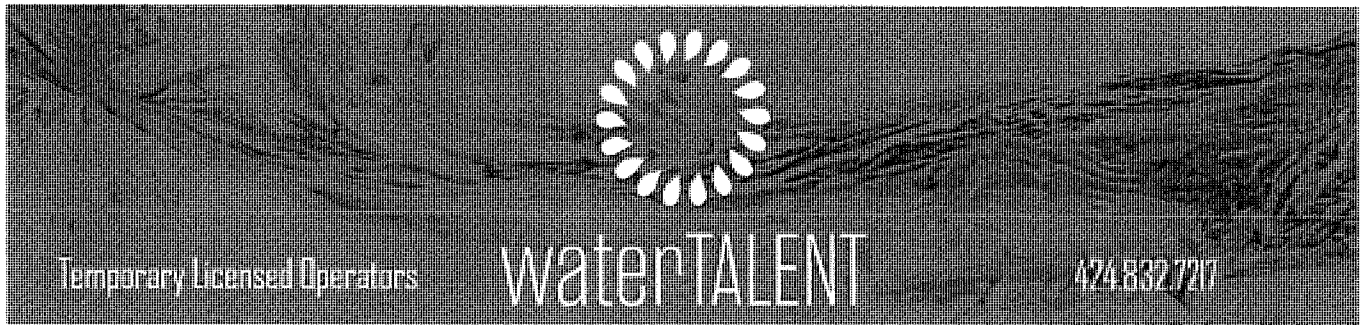
Board approval obtained on Date: _____

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



BUILD SKILLS
BUILD CONNECTIONS
WATER TRAINING EVENTS

≡ MENU



Events Calendar > CASA > CWEA-CASA Webinar: Wastewater and Coronavirus Update #3



Presented by: CASA

CWEA-CASA Webinar: Wastewater and Coronavirus Update #3

DATE/TIME

June 16
11:00 am - 12:30 pm

LOCATION

Webinar

Contact Hours: 1.8

Member price: Free Non-member price: Free

Hold the data, more info to come...

This webinar will cover the following topics:

- CDC research on wastewater based epidemiology (aka sewer surveillance)
- An overview of the EPA's National Risk Management Laboratory and their response to COVID-19
- Orange County Sanitation District's continuity of operations and emergency response tactics during the pandemic
- Discussion of PPE shortages and options
- Audience Q&A with our panel of experts

Our series of deep dives into the coronavirus pandemic continues and these webinars are FREE for water and wastewater professionals.

Speakers

- **Greg Kester**, moderator, CASA
- **Mia Catharine Mattioli**, CDC
- **Jay Garland**, EPA
- **Lan Wiborg**, OCSD

EVENT CONTACT INFORMATION

Contact: Member Services

Phone: 510.382.7800 x0

Email: memberservices@cwea.org

More Info:

casaweb.org

cwea.org

SHARE THIS EVENT



AGENDA ITEM 26
DATE June 18, 2020



BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 6/23/2020 Name: Cecilia K. Murray

I would like to attend the SB 1383 REDUCING SHORT- LIVED CLIMATE POLLUTANTS IN CA Meeting
of CSDA

To be held on the 23 day of JUNE from 10 a.m. / p.m. to
28 day of JUNE from 1130 a.m. / p.m.

Location of meeting: WEBINAR

Actual meeting date(s): 6/23/2020

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

Purpose of Meeting: OVERVIEW OF SB 1383 ORGANIC WASTE
REDUCTION REQUIREMENTS.

Other meeting attendees: UNKNOWN

Meeting relevance to District: STATE LAW

Frequency of Meeting: 1x

Estimated Costs of Travel (if applicable): 0

Date submitted to Board Secretary: 6/2/2020

Board approval obtained on Date: _____

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



**California Special
Districts Association**
Districts Stronger Together

Webinar:SB1383 Reducing Short-Lived Climate Pollutants in CA

Presenter: CalRecycle

The presentation provides an overview of SB 1383's organic waste reduction requirements. We will tailor the presentation to highlight the requirements for special districts.

10:00 a.m. - 11:30 a.m.

Free CSDA Member

\$95 Non-member

Price 0.00

When 6/23/2020 10:00 AM - 11:30 AM

REGISTER MYSELF

REGISTER SOMEONE ELSE

My registration status: Not registered



Item Number 2H

Agenda Summary Report

To: Mike Prinz, General Manager *MSP*
From: Michael P. Cortez, PE, District Engineer
Meeting Date: June 18, 2020
Re: Application of Allocation of Capacity for APN 165-114-14
 23 Upper Oak Dr
Item Type: Consent X Discussion _____ Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X

STAFF RECOMMENDATION

Board to approve the issuance of a Will Serve Letter for the Accessory Dwelling Unit (ADU) located at 23 Upper Oak Dr.

BACKGROUND

The property owner of 23 Upper Oak Dr plans to convert an existing garage into a 465 square-foot Accessory Dwelling Unit to the existing single-family residence, which is less than the maximum ADU size of 750 square feet before impact fees may be collected. No sewer lateral work is proposed. District Staff has reviewed the plans and based on the information provided, a Will Serve Letter has been drafted.

PREVIOUS BOARD ACTION

N/A

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

No connection fee revenue.



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

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

Date: June 18, 2020
 Property Owner: Richard Sullivan
 Property Owner Address: 23 Upper Oak Dr
 San Rafael, CA 94903
 Applicant: Richard Sullivan
 Project Name: 23 Upper Oak Dr (Second Unit)
 Project Address: 23 Upper Oak Dr
 San Rafael, CA 94903
 Project APN: APN 165-114-14

Re: Will-Serve Letter

You have requested a **Will-Serve Letter** from the Las Gallinas Valley Sanitary District (“LGVSD”) at the June 18, 2020 Board Meeting.

Subject to the terms and conditions in this letter, LGVSD will serve the project with the equivalent dwelling unit capacity (EDU) of 1, or the equivalent to 200 gallons per day. This letter may be used to submit to another local agency to satisfy a condition for either tentative subdivision map approval or any other permit approval.

The standard terms and conditions of approval are as follows:

Initial	Item	Condition of Approval
	1	You pay for the facility capacity fee (new connection fee) in accordance with LGVSD ordinances and policies. Please note payment date obligation and amount obligation.
	2	You agree to abide by all conditions of approval of the Board of Directors.
	3	This Will Serve approval terminates three (3) years from the Board meeting date unless all building permits have been issued for the project.
	4	After the lateral inspection is completed and the connection verified, the property will be added to the sewer user charge and will receive a charge for this service.

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

The Connection Fee approved by the Board is as follows:

Capital Facilities Charge for One (1) Second Unit:	\$	0.00
Application Fee:	\$	250.00
Engineering Review and Inspection Fees:	\$	<u>0.00</u>
Total Fee:	\$	250.00

Please remit \$250 and make the check payable to Las Gallinas Valley Sanitary District. Please note if payment schedule as above is not followed, you risk losing your allocation.

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

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

Sincerely,

Mike Prinz, General Manager

AGREED:

_____ Date: _____
Project Applicant

Cc: Michael P. Cortez, District Engineer



Item Number 21

Agenda Summary Report

To: Mike Prinz, General Manager *MSP*
 From: Michael P. Cortez, PE, District Engineer
 Meeting Date: June 18, 2020
 Re: Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Governmental Function per Marin County Public Health Order
 Item Type: Consent Discussion Information Other
 Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION

Board to approve continued Designation of the Secondary Treatment Process Upgrade and Recycled Water Expansion Project as an Essential Governmental Function per Marin County Public Health Order.

BACKGROUND

The shelter-in-place order issued by Marin County Health Officer in effect as of the writing of this report requires recurring designation of projects previously designated by the lead agency as Essential Governmental Functions.

PREVIOUS BOARD ACTION

The Board approved Resolution 2020-2184 on April 16, 2020 designating the Secondary Treatment Process Upgrade and Recycled Water Expansion (STPURWE) Project as an Essential Governmental Function as defined in the Order of the Marin County Health Officer dated March 31, 2020, section 13.f.v.4.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

N/A



Agenda Summary Report

To: LGVSD Board of Directors *MS*
 From: Mike Prinz, District Manager
 Meeting Date: June 18, 2020
 Re: Two Resolutions Certifying Legal Notices Had Been Given for the Public Hearings Regarding the 2020-21 Budget and the 2020-21 Sewer Rates.

Item Type: Consent _____ Discussion X Information _____ Other _____
 Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Staff requests that the Board approve the two resolutions.

BACKGROUND

Resolutions indicating that public notice has been provided for Public Hearings are required by state and county regulations for the budget and for changes to the sewer rates. Two resolutions certifying that legal notices had been given for the 2020-21 Budget and Sewer Rates have been developed and are attached hereto. These resolutions are as follows:

- A. Resolution No. 2020-2191 – Certifying that legal notice has been given for the hearing on the budget for the fiscal year 2020-21.
- B. Resolution No. 2020-2190 – Certifying that legal notice has been given for the hearing on the sewer service charge rate increase for the fiscal year 2020-21.

PREVIOUS BOARD ACTION

N/A

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

None.

RESOLUTION No. 2020-2190

**A RESOLUTION CERTIFYING THAT LEGAL NOTICE
HAS BEEN GIVEN FOR THE HEARING
ON THE SEWER SERVICE CHARGE RATE INCREASE FOR THE
FISCAL YEAR 2020-21**

LAS GALLINAS VALLEY SANITARY DISTRICT

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

WHEREAS, this District held public workshops on April 17, 2020 regarding a one-year rate plan and FY 2020-21 budget and on April 27, 2020 to review the proposed Sewer Charge for 2020-21; and

WHEREAS, this District has invited the public comment on the proposed maximum rates for 2020-21 at a public hearing on June 18, 2020 regarding a one-year rate plan; and

WHEREAS, the District has duly published legal notice in the Marin Independent Journal, a newspaper of general circulation, posted said notice at the District's offices at 101 Lucas Valley Road, Suite 300, San Rafael, CA, 94903; and at its website at www.lgvsd.org in accordance with the requirements of the Government Code § 54954.2 and the Sanitary District Act of 1923, Health and Safety Code §§ 6400 et seq., said notice specifying, among other things, that the District will conduct such hearing on Thursday, June 18, 2020 at 4:30 p.m. at the District's offices.

NOW THEREFORE, the Board certifies that legal notice has been given.

* * * * *

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 June 18, 2020, by the following vote of the members thereof:

AYES, and in the favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

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

APPROVED:

Rabi Elias, Board President

(seal)

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:

05/14/2020, 05/28/2020, 06/11/2020

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

Dated this 11th day of June, 2020.

Donna Lazarus

Signature

PROOF OF PUBLICATION

Legal No. **0006483248**

NOTICE OF PUBLIC HEARING
LAS GALLINAS VALLEY SANITARY DISTRICT

The Sanitary District is desirous of public comments on the Annual Budget and the Proposition 218 Annual Sewer Service Charge increase prior to adoption. Copies of the Budget are available at the District Office free of charge to the public as well as on the District's website at www.LGVSD.org

Effective Date July 1, 2020

Proposed Residential Charges: Single-family home or residential units such as condominiums and mobile homes - Annual Sewer Charge Rate per living unit. Multi-family residential units such as apartments - 90% of the Annual Sewer Service Charge per living unit.

Current Rate: \$927 per year.

Proposed Maximum Rate:
2020/21 - \$ 968 per year, increase of \$41

Proposed Non-Residential Sewer Service Charges: Rates for non-residential customers are proportional to the rise in residential rates. Rates are calculated individually for each type of non-residential use, based on water usage and a strength factor, which is an average cost to treat wastewater from a particular type of non-residential customer.

Copies of the Proposition 218 Notice are available for public review at the District Office.

FURTHERMORE, said Board intends to adopt the District Budget for 2020-21 and the District Annual Sewer Service Charge Increase with or without modification at the public hearing set for June 18, 2020.

NOTICE IS HERBY GIVEN, that on June 18, 2020 at 4:30 PM at the regular meeting place of said District, Las Gallinas Valley Sanitary District Administration Office, 101 Lucas Valley Road, San Rafael, said Board will hear and consider all comments to the Annual Sewer Service Charge Increase for 2020-21 and the District Budget for 2020-21.

Dated: May 6, 2020

Mike Prinz
General Manager
Las Gallinas Valley Sanitary District

No. 456 May 14, 28, June 11, 2020

RESOLUTION No. 2020-2191

**A RESOLUTION CERTIFYING THAT LEGAL NOTICE
HAS BEEN GIVEN FOR THE HEARING
ON THE BUDGET FOR THE FISCAL YEAR 2020-21**

LAS GALLINAS VALLEY SANITARY DISTRICT

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

WHEREAS, this District has reviewed a preliminary budget and has invited the public comment on the budget.

WHEREAS, the District has duly published legal notice in the Marin Independent Journal, a newspaper of general circulation, posted said notice at the District's offices at 101 Lucas Valley Road, Suite 300 San Rafael, CA, 94903; and at its website at www.lgvsd.org in accordance with the requirements of the Government Code § 54954.2 and the Sanitary District Act of 1923, Health and Safety Code §§ 6400 et seq., said notice specifying, among other things, that the District will conduct such hearing on Thursday, June 18, 2020 at 4:30 p.m. at the District's offices.

NOW THEREFORE, THE BOARD certifies that legal notice has been given.

* * * * *

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 June 18, 2020, by the following vote of the members thereof:

AYES, and in the favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

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

APPROVED:

Rabi Elias, Board President

(seal)

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:

05/14/2020, 05/28/2020, 06/11/2020

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

Dated this 11th day of June, 2020.

Donna Lazarus

Signature

PROOF OF PUBLICATION

Legal No. **0006483248**

NOTICE OF PUBLIC HEARING
LAS GALLINAS VALLEY SANITARY DISTRICT

The Sanitary District is desirous of public comments on the Annual Budget and the Proposition 218 Annual Sewer Service Charge increase prior to adoption. Copies of the Budget are available at the District Office free of charge to the public as well as on the District's website at www.LGVSD.org

Effective Date July 1, 2020

Proposed Residential Charges: Single-family home or residential units such as condominiums and mobile homes - Annual Sewer Charge Rate per living unit. Multi-family residential units such as apartments - 90% of the Annual Sewer Service Charge per living unit.

Current Rate: \$927 per year.

Proposed Maximum Rate:
2020/21 - \$ 968 per year, increase of \$41

Proposed Non-Residential Sewer Service Charges: Rates for non-residential customers are proportional to the rise in residential rates. Rates are calculated individually for each type of non-residential use, based on water usage and a strength factor, which is an average cost to treat wastewater from a particular type of non-residential customer.

Copies of the Proposition 218 Notice are available for public review at the District Office.

FURTHERMORE, said Board intends to adopt the District Budget for 2020-21 and the District Annual Sewer Service Charge Increase with or without modification at the public hearing set for June 18, 2020.

NOTICE IS HERBY GIVEN, that on June 18, 2020 at 4:30 PM at the regular meeting place of said District, Las Gallinas Valley Sanitary District Administration Office, 101 Lucas Valley Road, San Rafael, said Board will hear and consider all comments to the Annual Sewer Service Charge Increase for 2020-21 and the District Budget for 2020-21.

Dated: May 6, 2020

Mike Prinz
General Manager
Las Gallinas Valley Sanitary District

No. 456 May 14, 28, June 11, 2020



Agenda Summary Report

To: LGVSD Board of Directors
 From: Mike Prinz, General Manager *MP*
 Meeting Date: June 18, 2020
 Re: Public Hearing for the Sewer Service Charge for Fiscal Year 2020-21
 Item Type: Consent _____ Discussion X Information _____ Other _____
 Standard Contract: Yes _____ No _____ (See attached) Not Applicable X

STAFF RECOMMENDATION

Staff recommends that the Board conduct the public hearing, receive and consider input from the public, and approve the proposed Fiscal Year 2020-21 annual sewer service charges of \$968 per sanitary unit, a 4.44% increase. Immediately following this public hearing, is a public hearing to adopt Ordinance 182, which will legally establish the annual sewer charge unit rate for Fiscal Year 2020-21.

BACKGROUND

Legal and Technical Aspects

California Constitution Article XIII D (adopted by voter initiative, Proposition 218, effective November 1996) provides the legal framework against which the District's charges must be measured. Sewer user fees are "Property Related Fees and Charges" governed by Article XIII D, Section 6. (See Paland v. Brooktrails Township Community Services District (2009) 176 Cal. App. 4th 158.) Article XIII D defines fee or charge as "any levy other than an ad valorem tax, a special tax, or an assessment, imposed by an agency upon a parcel or upon a person as an incident of property ownership, including a user fee or charge for a property-related service." (Article XIII D, Section 2, Subdivision (e).) "Property-related service" is defined as "a public service having a direct relationship to property ownership." (Article XIII D, Section 2, Subdivision (h).)

Under Article XIII D, Section 6, Subdivision (b), an agency may not impose or increase property related fees and charges unless they meet certain substantive requirements, including:

- (1) Revenues derived from the fee or charge shall not exceed the funds required to provide the property related service.
- (2) Revenues derived from the fee or charge shall not be used for any purpose other than that for which the fee or charge was imposed.
- (3) The amount of a fee or charge imposed upon any parcel or person as an incident of property ownership shall not exceed the proportional cost of the service attributable to the parcel.
- (4) No fee or charge may be imposed for a service unless that service is actually used by, or immediately available to, the owner of the property in question.



Each year the District analyzes the cost of providing service and the related revenue requirement as part of the budget process. The majority of the District's costs are fixed related to operating, maintaining and upgrading the facilities for all levels of flow, high or low. The variable costs related to the level of flow are primarily power and chemical costs. The infrastructure required to convey one million gallons a day or three million gallons a day of sewage to the plant for treatment is substantially the same. The District must provide standby sewer service capacity regardless of the number of occupants which can vary from day to day, owner to owner. The District's sewage systems must be on standby to serve high or low sewage flows. In fact, too low of a flow results in increased costs and operational issues in the sewer conveyance lines and at the treatment plant.

The District's most recent five-year rate plan terminates on June 30, 2020. The current annual sewer service charge rate is \$927 and represents the rate established for year five in accordance with the rate study described below. The current plan will be succeeded by a three-year rate plan. Rates for the first year (FY2020-21) of this plan have been calculated by the District in a manner that is consistent with its current rate calculation methodology, and based on the operating budget and CIP approved by the Board at its Budget Workshop on April 27, 2020. The rates for the subsequent two years of the three-year plan will be determined upon the completion of the rate study now underway. The rate study will incorporate projects needed to continue to address system infrastructure and regulatory compliance, in anticipation of a new masterplan that will provide the basis for subsequent plans.

The rates included in the three-year rate plan are as follows:

Fiscal Year	Maximum Rate	Adopted Rate
2020/21	N/A	\$968 (proposed)
2021/22	\$TBD	\$TBD
2022/23	\$TBD	\$TBD

On April 27, 2020 the Board set the public hearing for the budget and sanitary sewer service charges for June 18, 2020. Pursuant to the requirements of Proposition 218, the legal notice was mailed to all property owners of the District on May 1, 2020; a public notice of the hearings was published in the Marin Independent Journal on May 14, May 28 and June 11, 2020; and a notice was posted on the home page of the District website.

Rate Calculation Methods

The District has analyzed anticipated FY 2020-21 operating expenses and determined the appropriate supporting rate for the subject year. Many rate-related factors beyond the proposed rate increase remain unchanged from the previous five-year rate method summarized below:

On January 30, 2014, the Board adopted the Sewer Rate Methodology and Connection Fee study ("Study"), which was prepared by HDR Engineering, Inc (HDR). This Study is incorporated by reference as part of the Administrative Record of this proceeding and available for inspection at the Las Gallinas Valley Sanitary District website <http://www.lgvsd.org/document-library/>. This Study recommended:

1. Maintaining flat rate sewer charges for all residential customers.
2. Adjusting the rate for multi-family residential customers to 90% of a single-family customer based on the findings in the study that, on average in examining the winter water use, multi-family units use 90% of a single-family home.

3. Multi-family residential customers are those that are defined by the County of Marin Assessor's office as multi-family. Typically, they have a use code of 21 and more than 1 living unit; however, properties that are owned by a non-profit or governmental entity may have a use code of 61 and 81, respectively. Identification of properties with a use code of 61 and 81 that meet the requirements to be classified as multi-family will similarly have living units in excess of 1.
4. Adjusting the calculation of commercial customer sewer charges, which are based on water usage, to utilize 8 CCF per month rather than 10 CCF per month.
5. In calculating the commercial customers sewer charges, the calculation is taken out one more decimal point rather than rounding up to the next whole number i.e. 19.2 rather than 20.
6. Adjusting the strength factor for certain customers:

a.

Customer Class	Pre-2015 Strength Factor	Post-2015 Strength Factor
Restaurants/Cafes	2.6	2.4
Bakeries	2.6	3.2
Mortuaries	1.0	2.0

- b. An additional strength factor category was added for Hospitals/Convalescent Homes/Assisted Living Facilities with a domestic strength factor of 1.0.
- c. Elimination of strength factor classifications for Rooming Houses and Motels with and without kitchen since these categories are better categorized with Hotels and Motels.

The Board also agreed to re-examine the application of the 90% of a sewer charge to multi-family units in subsequent years. During 2014, the Board commissioned HDR to update its finding from the prior study. At the April 23, 2015 meeting the Board adopted the Technical Memorandum prepared by HDR which stated that using 90% of a single-family residential sewer charge was still a reasonable method based on a review of the water consumption data for multi-family residential units. Updates may occur in future years; however none are proposed at this time. The upcoming rate study for FY 2021-22 and FY 2022-23 may trigger an update to this methodology.

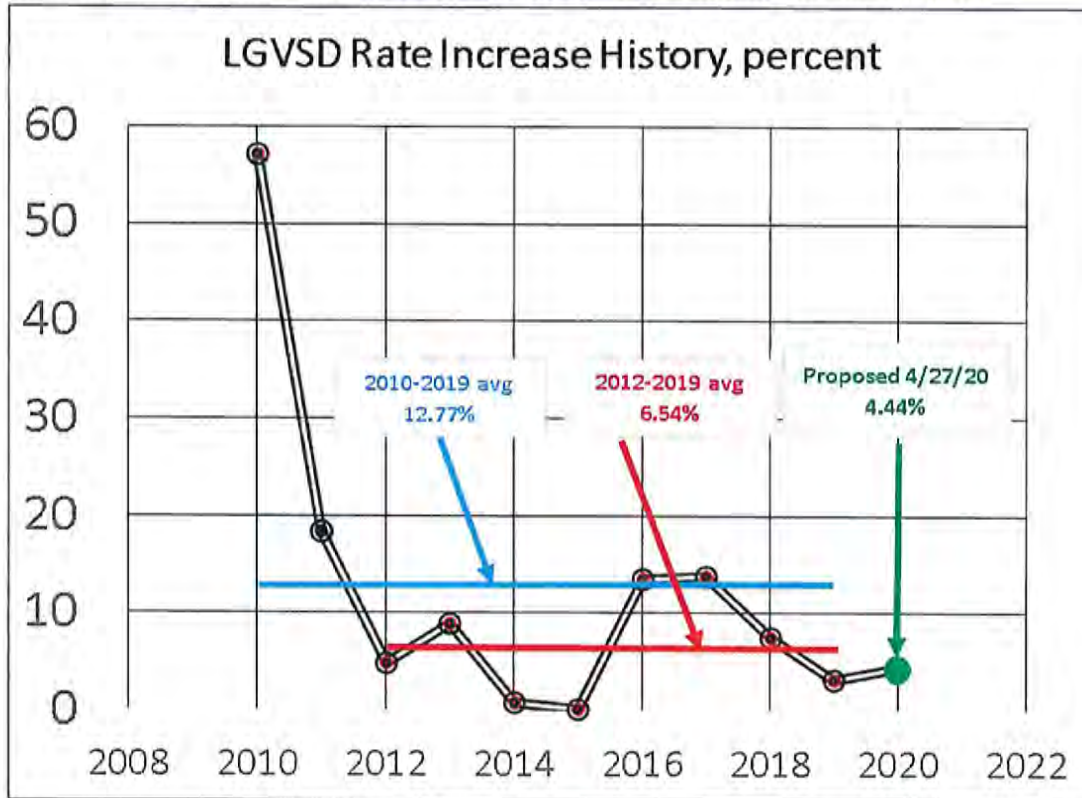
The District is continuing to use a flat fee per residential dwelling unit which is the predominant practice of stand-alone sewage collection and treatment agencies in California. Since the primary component of the District's costs are fixed and no limitation is imposed on any residential parcel preventing the occupants from using plumbing fixtures, a fixed flat fee has heretofore been deemed appropriate to proportionally distribute the District's costs over its residential ratepayers. The District has approximately 9,700 parcels which are charged for sewer service, of these approximately 600 are non-residential customers for which individual calculations are required.

As part of the capital outlay plan for the five-year period ending June 30, 2020, the Board set as a target the median combined sewer charge and property taxes for Marin County. Sewer agencies in Marin receive varying amounts of property taxes per capita depending on several factors including property tax values, turnover of housing stock, and the level of services provided by the agencies when Proposition 13 was passed. Other agencies and cities have implemented multiple rate schedules for residential users including volumetric rates and reduced charges for multi-family residential properties. In addition, the sewer user charge for commercial users is calculated based on the volume of water used during the summer and winter billing periods. This user groups makes up only 3% of users but generates 21% of the sanitary sewer charges.

Below is a graph of the sewer user charges collected by other Marin County sewer agencies during the fiscal year ending June 30, 2020:

Location	Rates		%	
	2020/21	2019/20	Rate Increase	Other District's Rates vs LGVSD
Belvedere SD5	1985	1985	0.00%	105.0%
Tamalpais CSD	1324	1241	6.69%	36.8%
Sausalito/Marin City SD	1103	1058	4.28%	13.9%
Tiburon SD5	1034	1034	0.00%	6.8%
Larkspur/Ross Valley SD	1024	961	6.56%	5.8%
Las Gallinas Valley SD	968	927	4.44%	0.0%
San Rafael	861	861	0.00%	-11.1%
Richardson Bay SD	826	737	12.08%	-14.7%
Novato SD	657	636	3.30%	-32.1%
Corte Madera	498	498	0.00%	-48.6%

The chart below depicts the LGVSD rate increase trend dating back to 2010.





Each year, staff develops a budget which takes into account the planned upgrades and expenditures. The Board reviews the budget at a workshop in April and makes a determination as to which projects will proceed in the coming fiscal year. Staff then updates the budget as additional information becomes available. The maximum rate that was established may or may not be the one chosen. For the 2020-21 fiscal year, staff is proposing a budget which established the sewer charge revenue at \$968 per sanitary unit. The proposed annual charge equates to \$2.65 per day, up from \$2.54 in 2019-20, for single-family residential customers for service that is available 24 hours a day, seven days a week.

The budget expenditures are composed of four components:

1. Operating and Maintenance – set at \$8,828,016, which is a 26.5% increase over the prior year primarily due to the addition of four new positions.
2. Reserve Funding – set at \$1,326,507 for various reserve categories.
3. Debt Service – set at \$4,603,576. The proposed debt service includes funds with the addition of a \$12,000,000 loan from the State for the District's major construction project.
4. Capital Outlay – set at \$36,624,740 consisting of carryover projects and use of bond funds and grants for the Secondary Treatment Plant Upgrade and Recycled Water Treatment Facility Expansion projects of \$33,225,231; and new funding for projects of \$3,399,509. Other carryover projects and funding will be included when the revised budget is presented in the fall.

The proposed Budget for FY 2020-2021 and the supporting documentation is incorporated by reference as part of the Administrative Record of this proceeding and available for inspection at the Las Gallinas Valley Sanitary District website <http://www.lgvsd.org/document-library/>.

PREVIOUS BOARD ACTION

On April 27, 2020, the Board set the public hearing for the budget and sanitary sewer service charges for June 18, 2020. The Board conducted Budget Workshops on April 17, 2020 and April 27, 2021 for the purpose of reviewing the preliminary budget for Fiscal Year 2020-21, considering the impact of the budget on sewer service charge rates, and providing direction to staff for the purpose of completing the annual budget and adopting a sanitary sewer service charge in support of that budget.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

Projected sources for Fiscal Year 2020-21 are \$51,441,265, of which \$15,289,361 is derived from user charges collected under the sanitary sewer service charge.



Agenda Summary Report

To: LGVSD Board of Directors *MDP*
 From: Mike Prinz, General Manager
 Meeting Date: June 18, 2020
 Re: Public Hearing – Ordinance 182
 Item Type: Consent _____ Discussion X Information _____ Other _____
 Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Staff requests that the Board open the public hearing to solicit public input. Once received and considered, staff recommends that the Board approve Ordinance 182 – An Ordinance Amending Title 3, Chapter 1 Sanitary Code of the Las Gallinas Valley Sanitary District.

BACKGROUND

The purpose of this Ordinance is to codify the action taken in the item that immediately precedes this on the District Board Meeting Agenda: Public Hearing - Sewer Service Charge Rate Increase.

PREVIOUS BOARD ACTION

Immediately preceding this Public Hearing, the Board conducted a Public Hearing – Sewer Service Charge Rate Increase: A Hearing to Consider Raising the Annual Sewer Service Charge for the Next Year Consistent with Requirements of the Government Code.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

N/A

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

ORDINANCE 182

**AN ORDINANCE AMENDING TITLE 3, CHAPTER 1,
LAS GALLINAS VALLEY SANITARY DISTRICT
SEWER SERVICE CHARGE ORDINANCE**

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

Section 1. The title and contents of Article II, Section 201(C), Title 3, Chapter 1 of the Las Gallinas Valley Sanitary District Ordinance Code is amended to read as follows:

Section 2.

ARTICLE II. SEWER SERVICE CHARGES

Section 201. Rate Schedule/Sewer Service Units. Each owner of premises within the District shall pay a Sewer Service Charge for each sewer service unit in accordance with the purposes for which said premises are used. In the event that the premises are used for more than one purpose, there shall be an annual charge for each classification of use on portions of said premises and the annual sewer service charges for such premises shall be the aggregate of the all such annual charges. For each use, sewer services units are assigned according to the following schedule: * * * * *

(C) Amount of Annual Sewer Service Charge. Pursuant to legal notification as specified in Government Code Section 53756(d), the annual sewer service charge for the following fiscal years are as follows:

FISCAL YEAR	ANNUAL SEWER SERVICE CHARGE
2020/21	\$968

Section 3. Upon adoption of this Ordinance, it shall be entered in full in the minutes of the Board of Directors, shall be posted in one place in the District, shall be published once in the Marin Independent Journal, and shall take effect immediately upon the expiration of one (1) week of said publication and posting.

I hereby certify that the foregoing is a full, true and correct copy of the Ordinance duly and regularly passed and adopted by the Board of Directors of the Las Gallinas Valley Sanitary District of Marin County, California, at a meeting hereof held on June 18, 2020, by the following vote of members thereof:

AYES:
NOES:
ABSENT:
ABSTAIN:


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

APPROVED:

Rabi Elias, Board President

(seal)

Agenda Summary Report

To: LGVSD Board of Directors 
From: Mike Prinz, General Manager
Meeting Date: June 18, 2020
Re: Public Hearing – Budget for the 2020-21 Fiscal Year
Item Type: Consent _____ Discussion X Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Staff requests that the Board open the public hearing to solicit public input. Once received and considered, staff recommends that the Board approve the FY 2020-21 Budget.

BACKGROUND

The Board met initially on April 17, 2020 at a Budget Workshop to review the preliminary Fiscal Year 2020-21 Budget. To ensure adequate funding, this Budget incorporated a 6.78% increase in the sewer service charge rates. During the Budget Workshop, the Board identified a range of comments and questions for staff to address in a follow up Budget Workshop, including alternatives to reduce the impact of the budget on customer rates.

On April 27, 2020, staff responded to the previous Board requests and comments. The Board was presented with four scenarios that provided the Board with options to reduce the rate increase. The Board directed staff to use Scenario 1 as the budget basis which included the following budgetary features:

- a. Sewer rates will increase 4.44%, resulting in an increase in the sewer rate per EDU from \$927 to \$968. The proposed rate is comparatively low or in-line with other neighboring agencies that provide similar services.
- b. The Proposed Budget also includes CIP budget reduction of \$530,000 in seven projects.
 - a. Four positions are proposed to be added.
 - Environmental Compliance Manager
 - Maintenance Supervisor
 - Electrical/Instrumentation Technician
 - Collections Line Maintenance Worker

Staff is aware of and sensitive to public perception relating to the addition of staff during a time in which District rate payers may be facing loss of income due to COVID-19 pandemic-related conditions. As the General Manager and District staff emphasized during the April 27 Board Workshop presentation, these positions are necessary in order to address a range of District needs associated with deferred maintenance, business risk, approved strategic initiatives, staff morale, and workload distribution. The need for additional staffing predated the pandemic and the potential for future staff augmentations continues, pending further evaluation.



The budget expenditures are composed of the following categories:

1. Operating and Maintenance – \$8,828,016, which is a 26.5% increase over the prior year mainly due to the addition of four positions.
2. Reserve Funding – \$1,326,507 for various reserve categories.
3. Debt Service – \$4,803,576. This includes payments on 2017 Revenue Bonds and the I-Bank loan for which proceeds are allocated to the major construction projects.
4. Capital Outlay – \$36,624,740 consisting of carryover projects and use of bond funds and grants for the Secondary Treatment Plant Upgrade and Recycled Water Treatment Facility Expansion projects of \$33,225,231; and new funding for projects of \$3,399,509.

Since the April 27, 2020 Board budget workshop, the Engineering Division has made a small number of CIP budget refinements which are based on project activity and accounting updates since that workshop. The proposed year 1 funding amount is unchanged from the previously approved amount and no projects have been added or deleted. The updated CIP spreadsheet is included in the final proposed budget package. The CIP budget changes are:

1. Sewer Main Rehabilitation (Air Release Valve & Vault Replacements)
 - a. Identified this project with the Sewer Main Rehab 2018 project number.
 - b. Eliminated Year 1 Request of **\$250k** due to availability of carryover funds.
2. Rafael Meadows Pump Station - Electrical
 - a. Transferred \$50k in from Pending Transfer.
 - b. Added **\$100k** in Year 1 request (from the \$250k eliminated from ARV project).
3. Marin Lagoon Pump Station
 - a. Added **\$45k** in Year 1 request (from the \$250k eliminated from ARV project).
4. Flow Equalization Basin
 - a. Added **\$75k** in Year 1 request (from the \$250k eliminated from ARV project).
5. Carport and Paving for Lab
 - a. Added **\$30k** in Year 1 request (from the \$250k eliminated from ARV project).
6. Other minor updates to projected expenditures, encumbered amount, and PO balance.

Also since the April 27, 2020 Board budget workshop, Regional Government Services staff performed a detailed review of the Scenario 1 - 2020-21 Budget approved by the Board, and did not identify the need for any material changes in the preparation of this final, recommended budget.

PREVIOUS BOARD ACTION

Resolution No. 2020-2185, approved on April 27, 2020, set the public hearing for the Fiscal Year 2020-21 Budget. The Board conducted Budget Workshops on April 17, 2020 and April 27, 2020, at which times it provided direction to staff on the development of this budget.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

The total proposed budget includes total revenue sources of \$51,441,265 and total uses of funds of \$51,416,575.



Reclamation Pond
at Las Gallinas Valley Sanitary District

**Proposed Budget
Fiscal Year 2020-2021**

**Presented to the Board of Directors
June 18, 2020
101 Lucas Valley Road, Suite 300
San Rafael, California**



DISTRICT BOARD

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

DISTRICT ADMINISTRATION

Mike Prinz
General Manager
Michael Cortez,
District Engineer
Mel Liebmann,
Plant Manager
Vacant,
Administrative Services Manager
Greg Pease,
Collection System/Safety Manager

June 18, 2020

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

The management staff of the District is pleased to present to the Board the 2020-21 Proposed Revenue, Operating and Maintenance Expense, Debt Service, Reserve Funding, and Capital Outlay Budgets for review. These budgets reflect the District's progress in the five-year Capital Improvement Plan (CIP) adopted by the Board in June 2015 for the 2016 through 2020 fiscal years. It also presents the 2021-21 proposed funding for capital projects.

Based on Financial Scenario 1 approved by the Board at its April 27 Budget Workshop, operating revenues incorporate a 4.44% increase in the sanitary sewer service charge. The rate will change from \$927 to \$968 per equivalent dwelling unit, and contribute an additional \$425,000 in operating revenue. Interest income is expected to decrease as funds are expended on major capital projects as discussed below. Property tax revenues are projected to grow by approximately 3% at \$962,400.

Operating and Maintenance costs are expected to increase over the prior year budget by \$1.5 million, or 20%. The major source of this increase is staffing levels which include four additional full-time positions that were discussed in detail at the April 27 Budget Workshop. The contract services budget is proposed \$188,600 higher than prior year budget, primarily in the regulatory consultant cost category. Other O&M categories show moderate increases as compared to 2019-20 budget.

Reserve funding is decreasing as funds held for the Secondary Treatment Plant Upgrade and Recycled Water Expansion project are utilized for those purposes.

Debt service requirements are \$4,803,600 and include the 2017 Revenue Bonds and 2019 I Bank loan.

The Capital Outlay effort for 2020-21 will be focused on the Secondary Treatment Plant Upgrade and Recycled Water Expansion projects; however other equipment purchases, major repairs, planning for future projects and accumulation of funding for large projects will continue.

Sincerely,

Mike Prinz, PE
General Manager

Las Gallinas Valley Sanitary District

Proposed Budget 2020-21

Operating Revenue

The District is in the first year of a new three-year rate plan. The first year of this plan, 2020-21, has been developed internally by Staff. The subsequent two years of the proposed rate plan are developed by a consultant and will be presented for Board consideration in the preparation of the budget for 2021-22. Based on the Board approved rate under Scenario 1 (4.44%), the maximum rate for 2020-21 of \$968 per equivalent dwelling unit is utilized in preparing the proposed budget.

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 \$325,000 based on projected 2020-21 growth.

Recycled water revenue is the estimated cost of providing water to North Marin Water District based on the projected costs for the year.

Inspections, permits, and application fees reflect projected revenue from inspecting laterals as required by the changes to the District's Ordinance code. The revenue is projected based on historical sales data for properties within the District in 2019-20. The inspection activities are projected to slow down with shelter-in-place orders projected to remain in force as currently ordered in the County.

Supplemental property taxes, Prior Secured taxes, and Supplemental Assessments, Home Owner Property Tax Relief funds are projected to remain the same levels which is consistent with prior year budgets. Franchise fee revenue budget is based on the new agreement with the solid waste franchisee and includes lower fee in 2020-21 and also due to pandemic related revenue shortfall.

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 based on low interest rate environment. As the District uses accumulated funds for construction projects, the earnings are projected to decline in 2020-21. In addition, with the Secondary Treatment Plant Upgrade and Recycled Water Expansion projects proceeding with construction, staff expects reserves to be drawn down in 2020-21.

The Private Sewer Lateral Assistance program began in July 2012; the budget reflects the projected repayments for 2020-21.

Miscellaneous revenue is comprised of insurance policy dividends. Staff does not budget in this category as they are difficult to project.

Funds in excess of the amount needed to fund the Operating and Maintenance and Debt Service budgets are transferred to General Construction.

Las Gallinas Valley Sanitary District

Proposed Budget 2020-21

Capacity Related Revenue

Activity for remodel permits and second units has increased from prior years but larger projects are proceeding slowly. Since the District is substantially built out and the pace of development is difficult to predict, staff is conservatively not budgeting any capital facility charges for 2020-21. The interest income for this category is for existing funds on deposit, which have been substantially expended for capital projects.

General Construction 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 2020-21 are expected to be higher than 2019-20 projected actuals. For 2020-21, they are budgeted at 962,400 and reflected a 3% increase over 2019-20 receipts.

Other Sources of Funds

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.

Federal and State Grants

For 2020-21, the District is budgeting \$847,150 in a Federal and State Grant (WaterSmart Grant) related to the Recycled Water Expansion project.

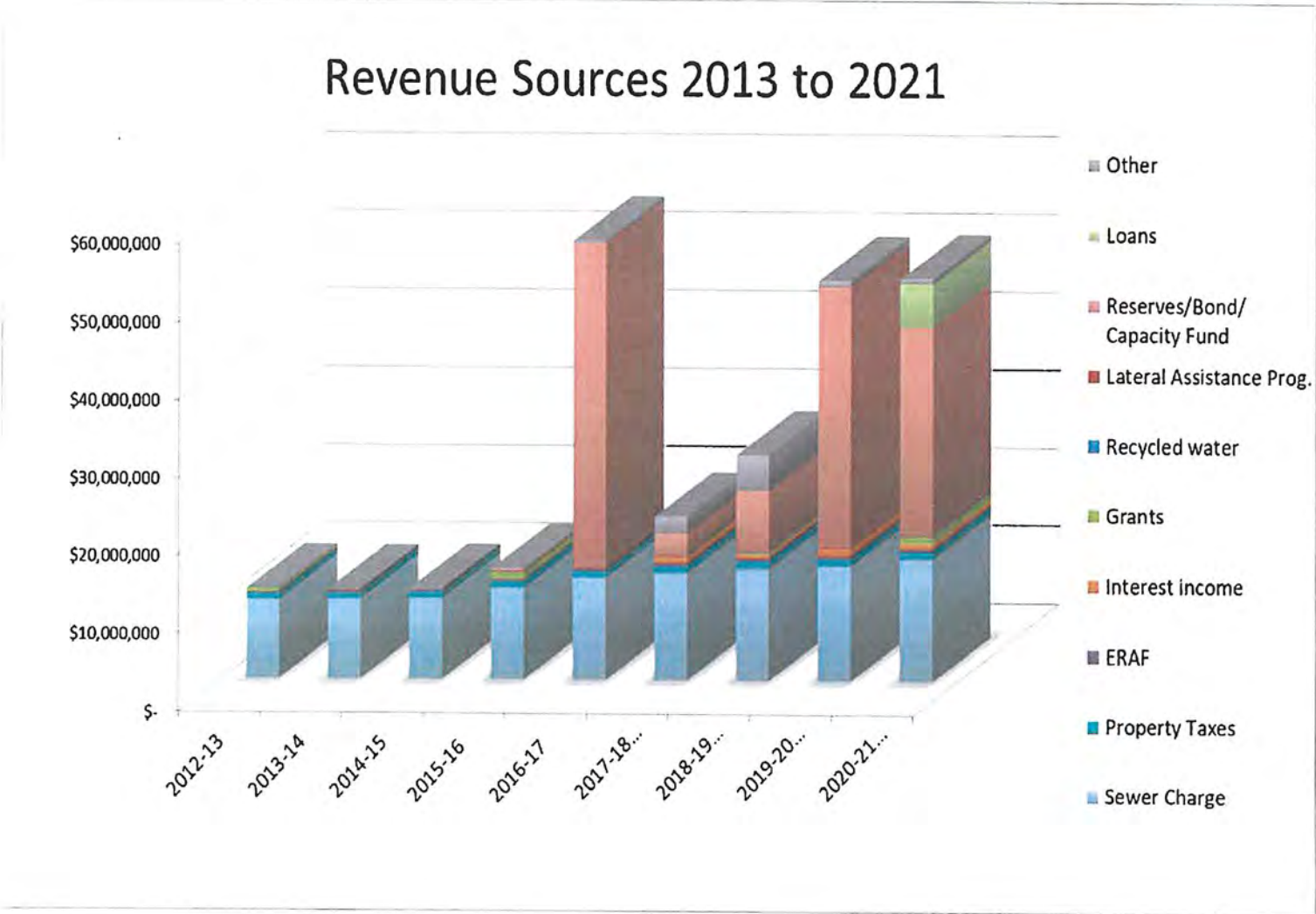
Utilization of Bond Funds and Reserves

The District has projects budgeted for 2019-20 which either will not begin prior to year-end, or are accumulating funds over several years. These projects are included in the Capital Outlay budget and the related funding which will carry forward into 2020-21.

Transfers from the Bond Fund reflect projected interest income earned on the unspent proceeds.

The graph on the following page shows the composition of District revenues for the past five fiscal years plus the projected 2019-20 and budget for 2020-21.

Las Gallinas Valley Sanitary District Proposed Budget 2020-21



Las Gallinas Valley Sanitary District

Proposed Budget 2020-21

Operating and Maintenance Expenses

Employee Expenses:

Regular staff salaries are based on 2020-21 projected wages with a 3.5% cost of living increase as specified in the Memorandum of Understanding. The overall proposed budgeted increase is \$760,200 which reflects four new positions as discussed in detail at the April 27 Board Budget Workshop. Scheduled step changes have been applied where appropriate.

Overtime is estimated based on historical levels and reflect a 9% drop as compared to the 2019-20 projected actuals due to the addition of four positions.

Vacation and sick accrual is estimated based on the prior three years trend; however it is difficult to predict how much time staff will accumulate rather than use.

Stand by time is based on projected wages, the regular rotation of personnel on duty, and additional staff who are on call during storm events.

Director salaries are projected at 2019-20 amounts with no increase. Board members have received the same per meeting compensation since 2008.

Director medical benefits are based on the maximum allowance of \$200 per month per eligible director.

Social security tax is 7.65% of covered wages for all employees.

Group life insurance and long-term disability insurance are budgeted at projected from the projected 2019-20 year-to-date amounts with adjustments for changes in census data.

CalPERS contributions are projected from regular wages with the published employer contribution rate for 2020-21. Staff who became CalPERS members after 2013 are covered by a plan which requires a lower retirement contributions by the District.

Health insurance is projected based on the known rates for July through December 2020 and the application of the health trend rate of +8% for 2020+21. It also reflects costs associated with the addition of four positions. Other Post-Employment Benefits are retiree health benefits for prior and current employees and is based on the actuarial valuation for the post-employment benefits dated January 1, 2017.

Dental insurance is paid through a self-insured plan and is based on actual claims made. Since claim expenses vary from person to person and from year to year, the budget is based on the average of the prior three years.

Vision insurance is a set amount and is projected based on current employees and projected new staff. Auto allowance and commute stipend are based on the known amounts for covered staff.

Las Gallinas Valley Sanitary District

Proposed Budget 2020-21

Insurance:

Workers compensation insurance is based on projected wages for 2020-21 and application of the existing rates and a decrease in the experience modification factor based on the lower claims history.

Unemployment insurance is paid based on claims made. The District only had one claim filed since 2004.

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 half of the yearly cost is known based on the current billing. The budget for 2021 is the same as 2020, without reduction for any retroactive adjustments.

Fidelity bond for the cost of commercial crime insurance coverage is based on prior years.

Repairs and Maintenance:

Vehicle parts and maintenance is based on 2020 year to date results with adjustments for projected activity during the remainder of the fiscal year. In 2019-20, the budget was increased 20% to address the deferred maintenance of various vehicles. In 2020-21 budget is set at the historical levels.

The building and grounds maintenance budget include an outside firm to perform yard work on the main building landscape and also reflect budget for deferred maintenance work by skilled maintenance employees.

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.

The maintenance accounts for Captains Cove and Marin Lagoon pump stations are fixed by ordinance and have not changed much from prior budgeted amounts.

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 increase in 2020-21 is due to replacement of pumps and parts at the Treatment Plant.

Other Operating Expenses:

Chemical costs are estimated based on past usage with an increase \$31,000 anticipated for 2020-21.

Pollution prevention program is contracted with Central Marin Sanitary Agency. The budget is based on the contract terms.

Lab contract services are budgeted based on year to date 2019-20 charges for the treatment plant and the recycled water facility.

Las Gallinas Valley Sanitary District

Proposed Budget 2020-21

Small tools are budgeted based on needed items and prior year expenditures for each individual department.

Outside services primarily consist of the cost of pagers, answering service, alarm system monitoring, security patrol, pre-employment screening, and portable restrooms in the reclamation area. Janitorial cost is projected based on performing one additional cleaning per week. Uniform service is projected for 2020-21 based on current year costs. As in 2019-20 budget, 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.

Aquatic review is conducted twice a year by contract.

Sludge Disposal is the cost for injecting digested biosolids in the District's dedicated disposal site. The amount is based on prior year activity.

The regulatory consultant budget is based on a proposal for 2020-21. The budget reflects a substantial increase, when compared to current year expenditures. However the work performed in connection with the Secondary Treatment Plant Upgrade and Recycled Water Expansion projects is charged to the capital budget, which has temporarily reduced the burden on current year operating expenses.

The engineering consultant expense is estimated by staff based on the average activity during recent years. A portion of this cost is reimbursed by project owners who apply for capacity.

Consultants include costs for updating the strategic plan, implementing the Canada goose management plan, the biennial actuarial valuation for the Other Post Employment Benefit Plan, performance of a compensation and classification study, and labor relations for RGS and HR consulting.

General operating supplies are budgeted by department based on prior year trends.

Utility power is for the treatment plant and the pump stations.

Telephone and water are budgeted based on year to date 2019-20 costs.

Fuel and oil budget is based on year to date 2019-20. Diesel usage is projected to remain about the same as the previous year.

Safety equipment and supplies and safety services are budgeted based on equipment needs and the proposal for 2020-21.

Lateral rehab assistance program is budgeted based on the amount in the 2020-21 rate plus reinvestment of the projected repayments from existing agreements.

General and Administrative:

Conferences and mileage/travel are budgeted based on year to date 2019-20 activity, but with an expectation of additional conferences to be authorized for more of the staff to attend. It also reflects training budget for four new positions proposed for 2020-21.

Las Gallinas Valley Sanitary District

Proposed Budget 2020-21

Election costs are based on estimated billings from the Marin County Registrar of Voters.

Office supplies and expense is budgeted based on annualizing 2019-20 activity.

Computer support and supplies includes annual software renewals, the replacement of computers as needed and outside computer network support. The District is using more software from outside vendors which has increased the cost.

User charge collection fee is charged by the County of Marin for collecting the property taxes and sanitary sewer service charges on the tax rolls. Staff is projecting the amount based on 2019-20 rates.

Publications and legal ads are for contract/public bidding advertising, chemical procurement, public hearings, and recruiting.

Public education and outreach is for the joint efforts with other Marin County sewage treatment agencies, web site maintenance, the request by STRAW for funding, special mailings and for the District's newsletter and annual sewer rate change mailings.

Taxes, other is the annual LAFCO charge and is based on the projected 2020-21 charge.

Memberships and permits are based on the 2019-20 invoices with an increase for some permits.

Rents and leases for administration are costs for the lease of the postage machine, off-site records storage, railroad easements and copiers. Rents and leases for pump stations are for portable stand by generators for PSPS events.

Legal expense is projected to remain the same as 2019-20 activity as certain personnel matters and legal issues concerning the treatment plant upgrade are anticipated to be resolved.

Audit expense is based on the 2017 request for proposals which covers three years of audit engagements.

Employee recognition is based historical activity and the level of authorized personnel.

Employee training and education includes the cost for the District to participate in the Liebert Cassidy Whitmore employment relations consortium and other offsite training. The District expects to continue to send staff for training in 2020-21. Continued training for staff development is budgeted in the consultant category.

Las Gallinas Valley Sanitary District

Proposed Budget 2020-21

Reserves

- Working Cash Flow and Undesignated Capital reserves are budgeted based on the target balance of \$300,000 established in 2009.
- Emergency repair reserve target of \$1,000,000 was met in fiscal year ended June 30, 2017.
- Equipment Repair emergency reserve in LAIF is established at \$1,000,000.
- The Capital Reserves for the Secondary Treatment Plant Upgrade and Recycled Water Expansion projects are based on the actual payment required to service the 2017 Revenue Bonds and the amount that was included in the proposed rate increase. These funds will be used to pay for the project expenses.
- Captains Cove and Marin Lagoon reserves are the excess of special assessments over projected operations, maintenance and capital expenditures which are collected for these developments.
- MMWD Debt Reimbursement reserves are the amounts MMWD is paying to the District for the buy-in for the existing recycled water treatment plant and the allocated share of the 2017 Revenue Bonds for the expansion project.

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 \$3,888,800 as of July 1, 2020.
- 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 \$2,893,080 as of July 1, 2020.
- 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 \$2,966,307 as of July 1, 2020.
- 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 \$491,480 as of July 1, 2020.
- 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 \$35,475,000 as of July 1, 2020.
- The District entered into an agreement with California Infrastructure and Economic Development Bank (I-Bank) in May 2019 for a loan of \$12,000,000. The loan has a maturity dates 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 \$11,670,566 as of July 1, 2020.

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 the reserves budget.

Las Gallinas Valley Sanitary District

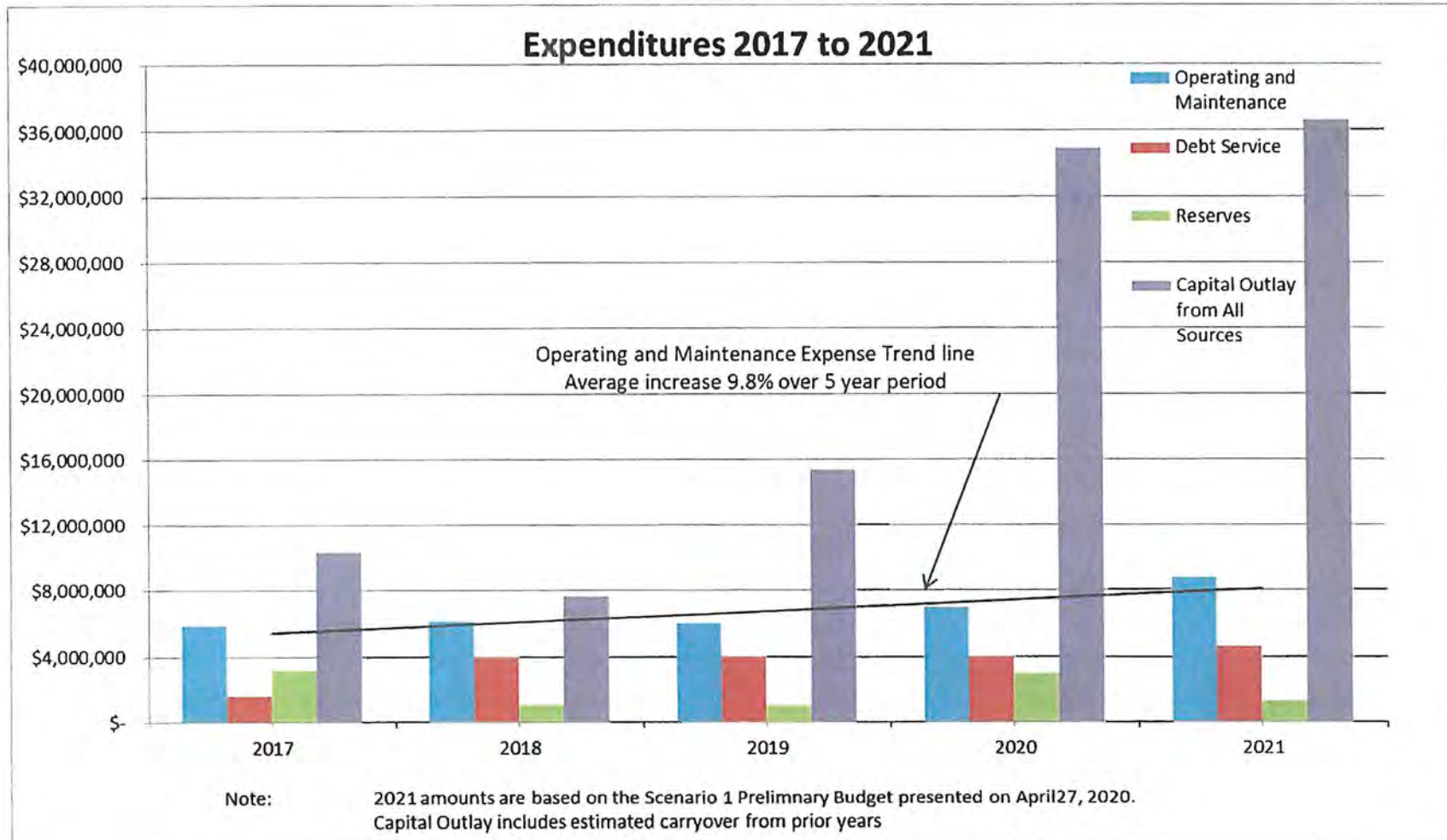
Proposed Budget 2020-21

Capital Outlay

The Capital Outlay budget contains projects specifically identified in the Five-Year plan for 2020-21 through 2024-25 plus miscellaneous capital needs that change yearly. The 2022-2025 are very rough estimates that will be updated as the District's Integrated Wastewater Plan is completed over the next 2 years. The Proposed 2020-21 Budget only includes funding approval for projects identified in the first year of the CIP. See the separate Capital Outlay Budget for the list of projects and summary description.

Las Gallinas Valley Sanitary District Proposed Budget 2020-21

The following is a graph showing the composition of District expenditures for the past 4 fiscal years plus the budget for 2020-21.



**LAS GALLINAS VALLEY SANITARY DISTRICT
2020-21 REVENUE & FUNDS BUDGET
PRESENTED APRIL 27, 2020**

SCENARIO 1 4.44% INCREASE

FUNDS AVAILABLE	2016-17	2017-18	2018-19	2019-20	2020-2021	Change	% Change from PY
	Final Actual	Final Actual	Final Actual	Projected Actual	Proposed Budget		
OPERATING REVENUE							
User Charges	\$ 13,059,850	\$ 13,634,548	\$ 14,231,642	\$ 14,627,663	\$ 15,289,361	\$ 661,698	4.52%
Educational Revenue Augmentation Fund	366,078	372,411	386,922	319,000	325,000	6,000	1.88%
Recycled Water	45,548	61,080	63,463	42,000	42,000	-	0.00%
Franchise Fees	25,000	25,000	69,491	149,422	137,081	(12,341)	-8.26%
Inspections/Permits/Application Fee	8,957	11,678	40,050	39,039	31,733	(7,307)	-18.72%
Interest	532	425	939	500	500	-	0.00%
Interest on Reserves	72,856	269,180	541,859	449,803	350,000	(99,803)	-22.19%
Suppl. Property Tax Assess.	15,409	27,670	16,021	13,000	16,000	3,000	23.08%
Homeowner Property Tax Relief	4,363	4,354	4,321	4,300	4,300	-	0.00%
Private Sewer Lateral Assistance Program	76,027	101,368	-	75,293	66,500	(8,793)	-11.68%
Miscellaneous Revenue	33,057	29,521	-	118,207	750	(117,457)	-99.37%
Sale of Assets	(6,267)	29,012	61	-	-	-	0.00%
Operating Transfer Out	-	-	-	-	-	-	0.00%
Total Operating Revenue	13,701,410	14,566,247	15,354,767	15,838,227	16,263,225	424,998	2.68%
OTHER SOURCES OF FUNDS							
CAPACITY RELATED FUNDS							
Annex and Capital Facility Charges	39,580	228,625	-	-	-	\$ -	0.00%
Interest on Connection Fees	451	242	300	500	300	\$ (200)	-40.00%
Total Capacity Related Revenue	40,031	228,867	300	500	300	\$ (200)	-40.00%
GENERAL CONSTRUCTION FUNDS							
Property Tax	856,873	890,205	950,824	934,870	962,419	\$ 27,550	2.95%
Operating Transfer In	-	-	4,048,783	-	-	\$ -	0.00%
	856,873	890,205	4,999,607	934,870	962,419	\$ 27,550	2.95%
OTHER SOURCES							
Marin Municipal Water District	436,837	455,057	463,143	463,353	463,395	\$ 42	0.01%
2017 Bond Sale	41,039,514	-	-	-	-	\$ -	0.00%
2019 Ibank Loan	-	-	-	-	5,537,545	\$ 5,537,545	0.00%
Federal Grant	-	-	842,150	5,000	847,150	\$ 842,150	16843.00%
State Grant	-	362,033	-	-	-	\$ -	0.00%
	41,476,351	817,090	1,305,293	468,353	6,848,090	\$ 6,379,737	1362.16%

**LAS GALLINAS VALLEY SANITARY DISTRICT
2020-21 REVENUE & FUNDS BUDGET
PRESENTED APRIL 27, 2020**

FUNDS AVAILABLE	SCENARIO 1 4.44% INCREASE					Change	% Change from PY
	2016-17 Final Actual	2017-18 Final Actual	2018-19 Final Actual	2019-20 Projected Actual	2020-2021 Proposed Budget		
UTILIZATION OF BOND FUNDS AND RESERVES							24,074,034
Reserves	366,256	-	12,685	-	110,000	\$ 110,000	
Private Sewer Lateral Assistance Funds	-	-	-	-	-	\$ -	
Prior Year Capital Project Carryover	4,046,259	1,359,494	2,809,597	13,067,053	11,270,217	\$ (1,796,836)	-13.75%
Construction Project Reserve		791,158	-	-	-	\$ -	0.00%
Interest Earned on Unspent Bond Funds		567,986	-	580,000	450,000	\$ (130,000)	-22.41%
Transfers from Bond Fund	65,955	1,471,731	5,078,873	20,364,466	15,460,319	\$ (4,904,147)	-24.08%
Marin Lagoon Reserve Fund	-	13,580	74,000	74,000	74,000	\$ -	0.00%
Captains Cove Reserve Fund	-	236	2,695	2,695	2,695	\$ -	0.00%
Capital Facilities Fund	350,056	300,300	-	-	-	\$ -	0.00%
	<u>4,828,526</u>	<u>4,504,485</u>	<u>7,977,850</u>	<u>34,088,214</u>	<u>27,367,231</u>	\$ (6,720,983)	-19.72%
						\$ -	
TOTAL FUNDS AVAILABLE FOR EXPENDITURES	<u>\$ 60,903,191</u>	<u>\$ 21,008,894</u>	<u>\$ 29,637,817</u>	<u>\$ 51,330,164</u>	<u>\$ 51,441,265</u>	\$ 111,102	0.22%

LAS GALLINAS VALLEY SANITARY DISTRICT 2020-21 OPERATING AND MAINTENANCE EXPENSE BUDGET

PRESENTED APRIL 27, 2020
COMBINED DISTRICT DEPARTMENTS

SCENARIO 1

ALL DISTRICT DEPARTMENTS Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
Total Employee Wages	2,523,313	2,762,763	2,682,641	2,955,927	3,653,604	\$ 697,677	23.60%
Total Employee Benefits	1,235,695	1,272,245	1,283,900	1,503,041	2,003,489	\$ 500,448	33.30%
Total Insurance Expense	146,770	145,909	141,612	162,480	175,076	\$ 12,597	7.75%
Total Repairs and Maintenance	353,808	466,690	360,910	545,579	696,594	\$ 151,015	27.68%
Total Small Tools & Supplies	324,387	260,533	350,016	332,011	384,503	\$ 52,491	15.81%
Total Contracted Services	719,755	685,508	553,599	808,862	1,175,736	\$ 366,874	45.36%
Total Utilities	351,917	203,649	213,983	246,897	287,812	\$ 40,915	16.57%
Total General & Administrative	271,179	342,752	414,871	424,797	451,202	\$ 26,405	6.22%
OPERATING EXPENSE TOTALS	5,926,824	6,140,049	6,001,533	6,979,594	8,828,016	\$ 1,848,422	26.48%
Increase per year		3.60%	-2.26%	16.30%	26.48%		

T

**LAS GALLINAS VALLEY SANITARY DISTRICT
2020-21 OPERATING AND MAINTENANCE EXPENSE BUDGET**

PRESENTED APRIL 27, 2020

EMPLOYEE WAGES

SCENARIO 1

Acct. Num.	EMPLOYEE WAGES Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
1003	Regular Staff Salaries	2,252,470	2,458,142	2,333,861	2,583,869	3,344,036	\$ 760,167	29.42%
1004	Extra Hire	-	-	4,585	64,956	-	\$ (64,956)	0.00%
1008	Over Time	87,008	83,452	108,401	101,775	92,778	\$ (8,997)	-8.84%
1009	Vacation and Sick Accrual	51,592	67,515	88,579	51,317	64,000	\$ 12,683	24.72%
1010	Stand By	76,396	78,263	84,039	79,629	78,409	\$ (1,220)	-1.53%
1036	Directors Salary	55,847	75,391	63,175	74,380	74,380	\$ -	0.00%
	Total Employee Wages	2,523,313	2,762,763	2,682,641	2,955,927	3,653,604	\$ 697,677	23.60%
	Increase per year		9.49%	-2.90%	10.19%	23.60%		

T

**LAS GALLINAS VALLEY SANITARY DISTRICT
2020-21 OPERATING AND MAINTENANCE EXPENSE BUDGET**

PRESENTED APRIL 27, 2020

SCENARIO 1

EMPLOYEE BENEFITS

Acct. Num.	EMPLOYEE BENEFITS Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
1037	Directors Benefits	9,000	8,400	8,650	9,188	9,188	\$ -	0.00%
1404	Payroll Taxes	178,182	191,210	192,577	189,979	250,735	\$ 60,756	31.98%
1502	Group Life Insurance	5,462	5,683	5,606	7,498	7,150	\$ (348)	-4.64%
1507 & 1506	PERS	350,789	340,354	551,419	480,954	829,317	\$ 348,363	72.43%
1509	Health Insurance	531,839	526,814	365,889	620,297	671,278	\$ 50,980	8.22%
1510	Dental Insurance	17,479	21,551	22,877	22,577	21,000	\$ (1,577)	-6.98%
1514	Vision Insurance	2,019	2,324	1,361	3,614	4,253	\$ 639	17.69%
1516	Long Term Disability	17,786	19,686	18,685	21,041	29,276	\$ 8,235	39.14%
2006	Auto Allowance	12,730	22,766	9,451	22,766	24,465	\$ 1,698	7.46%
2007	Commute Stipend	28,037	28,845	30,922	26,480	36,000	\$ 9,520	35.95%
1006	Payroll Processing	9,657	9,466	9,519	12,358	12,729	\$ 371	3.00%
2477	Conferences	46,090	64,232	32,282	51,852	68,500	\$ 16,648	32.11%
2479	Mileage and Travel	5,881	8,025	6,989	4,345	8,000	\$ 3,655	84.13%
9786	Employee Recognition	2,481	6,616	6,504	6,930	6,000	\$ (930)	-13.42%
9787	Employee Training and Education	18,263	16,273	15,723	23,162	25,600	\$ 2,438	10.53%
	Total Employee Benefits	1,235,695	1,272,245	1,278,453	1,503,041	2,003,489	\$ 500,448	33.30%
	Increase per year		2.96%	0.49%	17.57%	33.30%		

T

**LAS GALLINAS VALLEY SANITARY DISTRICT
2020-21 OPERATING AND MAINTENANCE EXPENSE BUDGET**

PRESENTED APRIL 27, 2020

SCENARIO 1

INSURANCE EXPENSE

Acct. Num.	INSURANCE EXPENSE Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
1701	Workers' Comp Insurance	41,785	41,159	30,952	48,482	46,000	\$ (2,482)	-5.12%
1702	Unemployment Insurance	-	-	-	-	-		
2060	Pooled Liability Insurance	103,753	103,800	109,710	113,000	128,029	\$ 15,029	13.30%
2061	Fidelity Bond	1,232	950	950	998	1,047	\$ 50	5.00%
	Total Insurance Expense	146,770	145,909	141,612	162,480	175,076	\$ 12,597	7.75%
	Increase per year		-0.59%	-2.95%	14.74%	7.75%		

**LAS GALLINAS VALLEY SANITARY DISTRICT
2020-21 OPERATING AND MAINTENANCE EXPENSE BUDGET**

PRESENTED APRIL 27, 2020

SMALL TOOLS & SUPPLIES

SCENARIO 1

Acct. Num.	SMALL TOOLS & SUPPLIES Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
2107	Hypochlorite	45,585	39,888	59,587	49,018	54,000	\$ 4,982	10.16%
2110	Bisulfite	57,425	35,755	53,646	37,340	46,000	\$ 8,660	23.19%
2109	Miscellaneous Chemicals	88,131	62,975	110,989	70,511	87,000	\$ 16,489	23.38%
2362	General Operating Supplies	52,110	44,017	39,766	69,728	40,250	\$ (29,478)	-42.28%
2501	Fuel & Oil	26,380	23,420	27,169	33,191	33,803	\$ 612	1.84%
2389	Safety Equipment & Supplies	22,775	20,054	27,129	37,548	38,450	\$ 902	2.40%
2397	Safety Services	28,720	28,619	29,216	25,284	60,000	\$ 34,716	137.30%
2249	Small Tools	3,261	5,805	2,514	9,392	25,000	\$ 15,608	166.18%
	Total Small Tools & Supplies	324,387	260,533	350,016	332,011	384,503	\$ 52,491	15.81%
	Increase per year		-19.68%	34.35%	-5.14%	15.81%		

T

**LAS GALLINAS VALLEY SANITARY DISTRICT
2020-21 OPERATING AND MAINTENANCE EXPENSE BUDGET**

PRESENTED APRIL 27, 2020

REPAIRS & MAINTENANCE

SCENARIO 1

Acct. Num.	REPAIRS & MAINTENANCE Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
2083	Vehicle Parts & Maintenance	42,093	52,880	51,352	64,768	37,163	\$ (27,605)	-42.62%
2096	Building maintenance	12,117	15,317	9,192	27,912	38,500	\$ 10,588	37.93%
2097	Grounds Maintenance	7,161	21,410	29,843	50,754	65,532	\$ 14,778	29.12%
2538	Power Generation Maint & Repair	3,748	2,418	40,183	87,000	40,000	\$ (47,000)	-54.02%
2332	Reclamation Maintenance			5,353	36,528	25,000	\$ (11,528)	-31.56%
2365	Equipment Maintenance	50,442	35,848	60,048	40,980	88,500	\$ 47,520	115.96%
2366	Equipment Repair	71,465	72,211	43,280	87,421	194,900	\$ 107,479	122.94%
2367	Capital Repairs/Replacements	166,782	266,606	121,658	150,216	207,000	\$ 56,784	37.80%
	Total Repairs and Maintenance	353,808	466,690	360,910	545,579	696,594	\$ 151,015	27.68%
	Increase per year		31.90%	-22.67%	51.17%	27.68%		

T

LAS GALLINAS VALLEY SANITARY DISTRICT 2020-21 OPERATING AND MAINTENANCE EXPENSE BUDGET

PRESENTED APRIL 27, 2020

SCENARIO 1

CONTRACT SERVICES

Acct. Num.	CONTRACT SERVICES Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
2322 & 2326	Outside Services	17,111	16,721	18,409	92,511	206,756	\$ 114,244	123.49%
2119	Pollution Prevention Program	16,905	12,264	11,066	12,500	12,500	\$ -	0.00%
2117	Lab Contract Services	50,748	37,425	-	38,000	43,000	\$ 5,000	13.16%
2102	Special Monitoring/Pilot Testing	2,800	-	-	-	-	\$ -	
2324	Janitorial	9,771	11,557	18,236	13,695	14,946	\$ 1,251	9.13%
2325	Aquatic Review	3,536	3,421	2,006	5,496	5,000	\$ (496)	-9.02%
2327	Uniform Service	4,913	6,005	5,486	5,693	6,800	\$ 1,107	19.45%
2330	Damage Claim	992	407	11,476	-	10,000	\$ 10,000	0.00%
2334	Sludge Disposal	47,984	67,573	106,923	101,087	76,350	\$ (24,737)	-24.47%
2333 + 2357	Regulatory Consultant	158,591	80,414	90,211	168,623	354,784	\$ 186,161	110.40%
2358	Engineering Consultant	27,337	73,106	4,049	38,065	25,000	\$ (13,065)	-34.32%
2801	Lateral Rehab Assistance Program	116,091	52,406	-	96,327	100,000	\$ 3,673	3.81%
2713	Legal	195,643	197,981	89,184	120,000	123,600	\$ 3,600	3.00%
2717	Audit	30,570	25,570	25,635	25,750	27,000	\$ 1,250	4.85%
2360	Consultants	36,763	100,658	128,991	91,115	170,000	\$ 78,885	86.58%
	Total Contracted Services	719,755	685,508	511,671	808,862	1,175,736	\$ 366,874	45.36%
	Increase per year		-4.76%	-25.36%	58.08%	45.36%		

T

**LAS GALLINAS VALLEY SANITARY DISTRICT
2020-21 OPERATING AND MAINTENANCE EXPENSE BUDGET**

PRESENTED APRIL 27, 2020

SCENARIO 1

UTILITIES

Acct. Num.	UTILITIES Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
2534	Telephone	32,704	33,072	46,027	43,411	42,205	\$ (1,206)	-2.78%
2535	Utility Power	314,316	161,943	160,430	196,868	237,920	\$ 41,052	20.85%
2536	Water	4,897	8,634	7,526	6,618	7,687	\$ 1,069	16.15%
	Total Utilities	351,917	203,649	213,983	246,897	287,812	\$ 40,915	16.57%
	Increase per year		-42.13%	5.07%	15.38%	16.57%		

**LAS GALLINAS VALLEY SANITARY DISTRICT
2020-21 OPERATING AND MAINTENANCE EXPENSE BUDGET**

PRESENTED APRIL 27, 2020
GENERAL & ADMINISTRATIVE

SCENARIO 1

Acct. Num.	GENERAL & ADMINISTRATIVE Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
2129	Election	1,043	-	9,569	25,000	25,000	\$ -	0.00%
2133	Office Supplies	16,432	14,072	23,744	48,760	27,200	\$ (21,560)	-44.22%
2716	Computer Support and Supplies	40,418	121,468	79,331	84,567	84,500	\$ (67)	-0.08%
2135	Bank Charges	2,574	1,594	1,622	1,500	1,500	\$ -	0.00%
9778	User Charge Collection Fee	32,908	33,379	33,810	30,000	35,000	\$ 5,000	16.67%
2221	Publication and Legal Ads	13,779	12,128	16,593	17,008	16,606	\$ (402)	-2.37%
2223	Public Education and Outreach	33,462	34,037	37,070	40,000	65,000	\$ 25,000	62.50%
2264	Taxes, Other	7,766	8,917	10,356	10,505	9,000	\$ (1,505)	-14.33%
2272	Memberships	44,083	44,810	60,715	44,806	46,495	\$ 1,689	3.77%
2363	Permits	48,604	55,985	65,570	32,479	20,250	\$ (12,229)	-37.65%
2364	Fines	9,000	-	-	13,500	-	\$ (13,500)	
2246	Rents and Leases	21,008	16,362	10,390	75,672	119,652	\$ 43,980	58.12%
9999	Miscellaneous expense	102	-	(920)	1,000	1,000	\$ -	0.00%
	Total General & Administrative	271,179	342,752	347,850	424,797	451,202	\$ 26,405	6.22%
	Increase per year		26.39%	1.49%	22.12%	6.22%		

LAS GALLINAS VALLEY SANITARY DISTRICT DEBT SERVICE BUDGET

PRESENTED APRIL 27, 2020

SCENARIO 1	Source of Funds	2016-17 Total Actual	2017-18 Total Actual	2018-19 Total Actual	Total Payout 2019-20 Projected Actual	Total Payout 2020-21 Proposed Budget	Interest 2020-21 Proposed Budget
2005 Certificates of Participation/ Refunded 2014	Gen Fund	\$ 689,876	\$ 697,963	\$ 690,473	\$ 698,760	\$ 698,760	\$ 118,760
2019 IBank Loan	Loan Reserve				623,197	789,463	333,226
2010 State Revolving Fund Loan	Gen Fund	285,464	285,464	285,464	285,464	285,464	78,113
2011 Bank of Marin Loan	Gen Fund	332,681	332,682	332,682	332,681	332,681	112,764
2012 Bank of Marin Loan	Gen Fund	235,346	235,346	235,346	248,207	248,207	12,861
2017 Revenue Bonds ⁽¹⁾	Loan Reserve	-	2,369,505	2,446,600	2,449,000	2,449,000	1,419,000
		-	-	-	-	-	-
		\$ 1,638,401	\$ 3,920,960	\$ 3,990,565	\$ 4,637,311	\$ 4,803,576	\$ 2,074,725

	2018-19 Total Payout	2019-20 Total Payout	2020-21 Total Payout	2020-21 Interest
Gen Fund	1,543,965	1,565,113	1,565,113	322,499
Loan Reserve	2,446,600	3,072,197	3,238,463	1,752,226
	<u>3,990,565</u>	<u>4,637,311</u>	<u>4,803,576</u>	<u>2,074,725</u>
		2,562,585	4,803,576	
	125%	125%	125%	125%
	4,901,200.00	4,988,206.25	5,796,638.34	6,004,470.39

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

LAS GALLINAS VALLEY SANITARY DISTRICT DEBT SERVICE COVERAGE

PRESENTED APRIL 27, 2020

SCENARIO 1 Revenue Description	2017-18 Final Actual	2018-19 Final Actual	2019-2020 Projected Actual	2020-2021 Proposed Budget
OPERATING REVENUE				
User Charges	\$ 13,634,548	\$ 14,231,642	\$ 14,627,663	\$ 15,289,361
Educational Revenue Augmentation Fund	372,411	\$ 386,922	\$ 319,000	\$ 325,000
Recycled Water	61,080	\$ 63,463	\$ 42,000	\$ 42,000
Franchise Fees	25,000	\$ 69,491	\$ 149,422	\$ 137,081
Inspections/Permits/Application Fee	11,678	\$ 40,050	\$ 39,039	\$ 31,733
Interest	425	\$ 939	\$ 500	\$ 500
Interest on Reserves	269,180	\$ 541,859	\$ 449,803	\$ 350,000
Suppl. Property Tax Assess.	27,670	\$ 16,021	\$ 13,000	\$ 16,000
Homeowner Property Tax Relief	4,354	\$ 4,321	\$ 4,300	\$ 4,300
Private Sewer Lateral Assistance Program	101,368	\$ -	\$ 75,293	\$ 66,500
Reimbursement for Lateral Repairs	-	\$ -	\$ -	\$ -
Miscellaneous Revenue	29,521	\$ -	\$ 118,207	\$ 750
Sale of Assets	29,012	\$ 61	\$ -	\$ -
Operating Transfer In	-	-	-	-
TOTAL OPERATING REVENUES	<u>14,566,247</u>	<u>15,354,767</u>	<u>15,838,227</u>	<u>16,263,225</u>
Property Tax	890,205	950,824	934,870	962,419
Marin Municipal Water District	<u>455,057</u>	<u>463,143</u>	<u>463,353</u>	<u>463,395</u>
Net Revenues	<u>15,911,509</u>	<u>16,768,734</u>	<u>17,236,449</u>	<u>17,689,039</u>
TOTAL OPERATING EXPENDITURES	<u>\$ 6,140,049</u>	<u>6,001,533</u>	<u>6,979,594</u>	<u>8,828,016</u>
NET POSITION	<u>\$ 9,771,460</u>	<u>\$ 10,767,202</u>	<u>\$ 10,256,855</u>	<u>\$ 8,861,023</u>
DEBT EXPENDITURES	<u>\$ 3,920,960</u>	<u>\$ 3,990,565</u>	<u>\$ 4,637,311</u>	<u>\$ 4,803,576</u>
125% Requirement				
Convenant Regarding Gross Revenues	<u>249%</u>	<u>270%</u>	<u>221%</u>	<u>184%</u>



FY 2020-2021 Capital Improvements Program
(Date: 6/12/2020)

FINAL

Line No.	Mgr.	Priority	Project No.	Type	Project Name	FY 2019-20					AS OF 4/10/2020			YEAR 1		PROJECTED				5-Year Total	
						FY 2020 Available	FY 2020 Revised	FY 2020 Carryover BEFORE Transfers	Transfer In/Out of Carryover	FY 2020 Carryover AFTER Transfers	Projected Expenditures	Encumbered Amount*	PO Balance*	Available Funding	Year 1 Projected Expenditures 2020-21	Year 1 2020-21 Request	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24		Year 5 2024-25
PLANNING, SOFTWARE, & OTHER ENGINEERING																					
1	RR	0	20100-01	C	Integrated Financial Software	\$100,000		\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000	\$0	\$0	\$75,000	\$0	\$0	\$0	\$75,000
2	RR	0	20100-03	CANC	Redesign of Offices in Admin Building	\$20,000		\$20,000	(\$20,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3	MC	0	20100-05	C	Integrated Wastewater Master Plan Phase 1 ^(H)	\$400,000		\$0	\$0	\$0	\$400,000	\$400,000	\$325,308	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4	MC	1	20100-05	A	Integrated Wastewater Master Plan Phase 2 ^(H)	\$0		\$0	\$0	\$0	\$0	\$491,802	\$491,802	\$0	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$500,000
5	MC	1	20100-05	A	Integrated Wastewater Master Plan Phase 3 ^(H)	\$0		\$0	\$0	\$0	\$0	\$305,000	\$305,000	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000
6	MC	1	20100-05	N	Integrated Wastewater Master Plan Flow Monitoring Support	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
7	MC	1	20125-01	A	On-Call Construction Contract	\$100,000		\$0	\$0	\$0	\$100,000	\$202,000	\$201,867	\$0	\$110,000	\$110,000	\$200,000	\$200,000	\$200,000	\$200,000	\$910,000
8	MC	1	20125-01	A	On-Call Engineering Contract	\$0		(\$45,000)	\$45,000	\$0	\$45,000	\$45,000	\$28,078	\$0	\$100,000	\$100,000	\$200,000	\$200,000	\$200,000	\$200,000	\$900,000
9	MC	1	21125-01	N	Project Files Scanning	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
10	MC	1	21125-02	N	Drafting Software Upgrade	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
11	MC	1	21125-03	N	Alternative Funding Pursuit	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$15,000	\$15,000	\$15,000	\$15,000	\$110,000
12	GP	1	21200-01	N	Centricity Maintenance, Support, & Training	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000	\$20,000	\$0	\$0	\$0	\$50,000
13	GP	1	21200-02	N	MFD/HOA/Commercial Lateral Ordinance Outreach/Survey	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
14	MC	1	21500-08	N	Biosolids System Improvement Analysis	\$0		\$0	\$75,000	\$75,000	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000
15	GP	2		N	City Works Upgrades	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$20,000	\$0	\$0	\$50,000
16	GP	2		N	CityWorks License for Engineering	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000
17	GP	2		N	Fleet Maintenance Software	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
18	GP	2		N	Pump Station 3D Site Imaging, Labeling, & SOP Program	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal:						\$620,000	\$0	-\$25,000	\$100,000	\$75,000	\$645,000	\$1,443,802	\$1,352,054	\$175,000	\$955,000	\$880,000					
FLEET & EQUIPMENT (To be procured through Vehicle Replacement Fund)																					
19	GP	0	19200-03	C	Vac Truck	\$325,000		\$19,571	(\$19,571)	\$0	\$305,429	\$305,429	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
20	GP	0	20200-03	C	Easement Vehicle	\$145,000		\$0	\$0	\$0	\$145,000	\$145,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21	GP	0	20300-07	C	Bypass Pump Connection Components & Pipe	\$40,000		\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
22	GP	1	21200-03	N	Tractor/Backhoe Replacement	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
23	ML	1	21600-04	N	Small Pickup	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
24	ML	1	21600-05	N	Forklift	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal:						\$510,000	\$0	\$19,571	-\$19,571	\$0	\$490,429	\$450,429	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COLLECTION SYSTEM (INCL. PUMP STATIONS & FORCE MAINS)																					
25	MC	0	11200-03	C	Marinwood Trunk Sewer Repair	\$300,000		\$33,000	(\$33,000)	\$0	\$267,000	\$267,000	\$50,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
26	MC	1	11200-03	A	John Duckett Pump Station & HWY 101 Terra Linda TS Design	\$8,408,784		\$8,336,412	(\$72,372)	\$1,581,412	\$72,372	\$869,355	\$846,983	\$784,420	\$796,983	\$0	\$0	\$0	\$0	\$0	\$796,983
27	MC	1	12300-05	A	Rafael Meadows Pump Station - Electrical	\$100,000		\$100,000	\$0	\$0	\$100,000	\$0	\$0	\$150,000	\$250,000	\$100,000	\$500,000	\$0	\$0	\$0	\$750,000
28	GP	1	18350-01	A	Captains Cove Pump Station Upgrades ^(H)	\$29,765		\$29,765	\$0	\$29,765	\$0	\$0	\$0	\$29,765	\$29,765	\$0	\$0	\$0	\$0	\$0	\$29,765
29	MC	1	18360-01	A	Marin Lagoon Pump Station ^(H)	\$163,615		\$160,491	\$0	\$160,491	\$3,124	\$31,062	\$3,124	\$160,491	\$295,000	\$134,509	\$200,000	\$200,000	\$200,000	\$200,000	\$1,095,000
30	GP	1	19200-02	A	Manhole Frame & Cover Adjustment Allowance	\$50,000		\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$50,000	\$50,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
31	MC	1	19200-01	A	Sewer Main Rehabilitation (Air Release Valve & Vault Replacements)	\$379,803		\$379,803	(\$79,803)	\$300,000	\$0	\$0	\$0	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
32	MC	1	20200-01	A	Force Main Assessment, Cleaning, Location Marking, & Mapping	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$50,000	\$50,000	\$0	\$0	\$200,000
33	MC	1	20300-09	N	Smith Ranch Pump Station Electrical Upgrades	\$15,000		\$15,000	\$0	\$15,000	\$0	\$0	\$0	\$15,000	\$75,000	\$60,000	\$0	\$0	\$0	\$0	\$75,000
34	MC	1	21300-01	N	Contempo Marin MH N050.07 & Connection Improvement	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
35	MC	1	21300-03	N	Standby/Towable Generators for Minor Pump Stations	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000	\$400,000	\$0	\$0	\$0	\$550,000
36	MC	1	21300-04	N	Pump Station Site Lighting, Safety, & Security Improvements	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$200,000	\$750,000	\$0	\$0	\$0	\$950,000
37	MC	1	21300-06	N	Fencing Improvements at Various Locations	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000	\$60,000	\$60,000	\$0	\$0	\$180,000
38	MC	1	21300-07	N	WMP Pump Station & Force Main Projects (Placeholder)	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$250,000	\$250,000	\$2,000,000	\$2,000,000	\$4,600,000
39	MC	1	21350-01	N	Automatic Transfer Switches for Pump Stations	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,000	\$109,000	\$50,000	\$50,000	\$50,000	\$50,000	\$305,000
40	MC	1	21600-01	N	Emergency Bypass Pumping Analysis & Emergency Response Plan	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$45,000
41	MC	1	21600-02	N	Annual Facility Painting at Various Locations	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000	\$35,000	\$35,000	\$35,000	\$35,000	\$170,000
42	MC	1	21600-03	N	Annual Facility Paving at Various Locations	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000	\$35,000	\$35,000	\$35,000	\$35,000	\$170,000
43	MC	2	18300-05	A	Hawthorn Pump Station Fencing	\$75,000		\$75,000	(\$50,000)	\$25,000	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
44	MC	2		N	Descenso Pump Station Odor Control	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	\$100,000	\$150,000	\$0	\$295,000
45	MC	2		N	Lower Marinwood Trunk Sewer M000.5 and MH M000.03 Access Road	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000
46	MC	2		N	Marinwood HWY 101 Trunk Sewer MH M000.51 & M000.49 Access Road	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000
47	MC	2		N	Mulligan TS Capacity Upgrade	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000	\$5,000,000	\$0	\$0	\$5,750,000
48	MC	2		N	Rafael Meadows Pump Station - Civil	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$400,000	\$0	\$0	\$0	\$550,000	
49	MC	2		N	SCADA Integration & Control Panel Replacements for Minor Pump Stations (4)	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$750,000	\$0	\$0	\$1,000,000	
50	MC	2		N	Systemwide Cathodic Protection Improvements	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000	\$0	\$0	\$400,000

Line No.	Mgr.	Priority	Project No.	Type	Project Name	FY 2019-20					AS OF 4/10/2020			YEAR 1		PROJECTED				5-Year Total		
						FY 2020 Available	FY 2020 Revised	FY 2020 Carryover BEFORE Transfers	Transfer In/Out of Carryover	FY 2020 Carryover AFTER Transfers	Projected Expenditures	Encumbered Amount*	PO Balance*	Available Funding	Year 1 Projected Expenditures 2020-21	Year 1 2020-21 Request	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24		Year 5 2024-25	
51	MC	3	14300-05	A	Smith Ranch Rd Combined Force Main	\$1,838,145		\$1,838,145	(\$1,838,145)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$2,500,000	\$0	\$2,750,000	
52	MC	3	20600-03	A	Smith Ranch CNG Filling Station Canopy	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	\$0	\$0	\$45,000	
53	MC	3		N	Captains Cove and Marin Lagoon Pump Station Telemetry ^{PI}	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000	\$250,000	\$750,000	
54	MC	3		N	Civic Center Pump Station VFD Control	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000	
55	MC	3		N	HWY 101 Northgate Industrial Park B*, Northgate North 12*, Mulligan 18* TS Undercrossings Replacement	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$4,500,000	\$5,000,000	\$5,000,000	
56	MC	3		N	Lower Marinwood TS Capacity Upgrade & Relocation	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$1,500,000	\$0	\$1,750,000	
57	MC	3		N	McInnis Pump Station Improvements	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$300,000	\$0	\$375,000	
58	MC	3		N	Sewer Main Rehabilitation (Locations TBD)	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,000,000	\$0	\$2,000,000	\$4,000,000		
59	MC	3		N	Smith Ranch Pump Station Generator Diesel Conversion	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$500,000	\$600,000	\$600,000	
60	MC	3		N	Vac Truck Recycled Water Filling Station & Wash Rack	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000	
Subtotal:						\$11,360,112	\$0	\$11,017,616	-\$8,705,948	\$2,311,668	\$316,709	\$1,167,417	\$900,708	\$1,514,665	\$2,572,748	\$1,314,509						
RECLAMATION																						
61	MC	0	11500-09	C	Miller Creek - Rock Vane Repair	\$351,095	\$270,425	\$81,769	(\$81,769)	\$0	\$188,656	\$188,656	\$44,437	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62	MC	0	17500-05	C	McInnis Marsh Restoration	\$100,000		\$0	\$0	\$0	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
63	MC	0	20500-01	C	Center Pivot No. 2 Irrigation System Replacement	\$40,000	\$165,000	\$59,000	(\$30,000)	\$29,000	\$106,000	\$106,000	\$0	\$29,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
64	MC	0	20500-03	C	St. Vincent's Pump Station Headwall	\$50,000		\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
65	MC	0	20500-02	C	Reclamation Storage Pond Valves & Transfer Bases	\$30,000		(\$30,000)	\$30,000	\$0	\$60,000	\$0	\$0	\$60,000	\$0	\$0	\$0	\$70,000	\$0	\$0	\$0	\$0
66	MC	0	20500-04	C	Sharp Solar Panel Replacement Project	\$100,000		\$30,300	(\$30,300)	\$0	\$69,700	\$69,700	\$64,143	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
67	MC	1	11500-09	A	Miller Creek Vegetation Maintenance	\$0	\$80,670	\$0	\$81,769	\$81,769	\$80,670	\$39,055	\$81,769	\$81,769	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0
68	MC	1	20500-05	A	Marsh Pond Vegetation Removal & Long-Term Vegetation Management	\$150,000		\$68,200	\$0	\$68,200	\$81,000	\$81,000	\$8,510	\$68,200	\$68,200	\$0	\$0	\$0	\$0	\$0	\$0	\$68,200
69	GP	1	21500-01	N	Reclamation Pump Station Improvements	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000	\$150,000	\$150,000	\$0	\$0	\$325,000	
70	GP	1	21500-02	N	Reclamation Shop Improvements	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000	\$60,000	\$60,000	\$0	\$0	\$120,000	
71	MC	1	21500-03	N	Reclamation Bridge Load Capacity & Seismic Analysis	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000	
72	MC	1	21500-04	N	Reclamation Pasture Irrigation System Study	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$45,000	
73	MC	1	21500-06	N	Automated Gate for Reclamation Bridge	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$20,000	
74	MC	1	21500-07	N	IWMP Reclamation Projects (Placeholder)	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$150,000	\$150,000	\$150,000	\$150,000	\$650,000	
75	MC	2		N	Reclamation Staging Area	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000	
76	MC	2		N	Reclamation Storage Pond Algae Control	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	\$100,000	\$0	\$0	\$0	\$145,000		
77	MC	2		N	Sludge Lagoon Uner Replacement/Repair	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$75,000	\$75,000	\$75,000	\$0	\$225,000		
78	MC	2		N	St. Vincent's Pump Station Improvements	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$300,000	\$0	\$0	\$0	\$400,000		
79	MC	2		N	Storage Pond 1 Transfer Pipe Repair	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	\$0	\$0	\$60,000		
80	MC	3	11500-09	CAN/C	Reclamation Parking Lot	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
81	MC	3	21500-01	A	Reclamation Levee Capping	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000	\$500,000	\$500,000	
82	MC	3		N	Pond Security Fencing	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$200,000	
Subtotal:						\$821,095	\$516,095	\$259,269	-\$80,300	\$178,969	\$686,826	\$626,826	\$156,144	\$238,969	\$374,969	\$225,000						
TREATMENT PLANT (INCL. RECYCLED WATER)																						
83	MC	0	12600-02	C	Plant Improvements 2018	\$463,332	\$488,332	\$61,107	\$0	\$61,107	\$427,225	\$849,893	\$66,057	\$61,107	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
84	MC	0	20100-02	C	Administration Building Site Evaluation	\$100,000	\$121,833	\$0	\$0	\$0	\$121,833	\$114,024	\$90,415	\$7,809	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
85	MC	0	20600-01	C	Influent Screens Rebuild	\$130,000	\$199,660	(\$1,501)	\$1,501	\$0	\$201,161	\$201,161	\$201,037	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
86	GP	0	20600-02	C	Lab Cabinet Rehab for Dishwasher & Sink	\$10,000		\$0	\$0	\$0	\$10,000	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
87	MC	0	21600-17	N	Sludge Thickener Structure Removal	\$0		(\$60,000)	\$60,000	\$0	\$60,000	\$0	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
88	MC	1	20600-04	A	Flow Equalization Basin	\$400,000	\$638,739	\$338,870	\$4,000,000	\$4,338,870	\$299,870	\$599,739	\$570,622	\$4,039,000	\$374,870	\$75,000	\$5,000,000	\$0	\$0	\$0	\$5,374,870	
89	MC	1	21100-01	N	Administration Building Design	\$0		\$0	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000	
90	MC	1	21400-01	N	Carport & Paving for Lab	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000	
91	MC	1	21600-06	N	Digester Room MCC #1 Upgrade	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$700,000	\$0	\$0	\$0	\$0	\$200,000	
92	MC	1	21600-07	N	Digester Improvements	\$0		\$0	\$300,000	\$300,000	\$0	\$0	\$0	\$300,000	\$300,000	\$0	\$3,000,000	\$0	\$0	\$0	\$3,300,000	
93	MC	1	21600-08	N	Grit Chambers Coating & Auger Rebuild	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$200,000	\$0	\$0	\$0	\$0	\$240,000	
94	MC	1	21600-09	N	Plant Lighting Improvements and Other Electrical Enhancement	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	\$100,000	\$145,000	\$0	\$0	\$0	\$245,000	
95	MC	1	21600-10	N	Annual Plant Painting at Various Locations	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000	\$35,000	\$35,000	\$35,000	\$35,000	\$170,000	
96	MC	1	21600-11	N	Annual Plant Paving at Various Locations	\$0		(\$20,000)	\$20,000	\$0	\$20,000	\$0	\$0	\$20,000	\$30,000	\$30,000	\$35,000	\$35,000	\$35,000	\$35,000	\$170,000	
97	MC	1	21600-12	N	Maintenance Shop & Locker Room Improvements	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$50,000	\$0	\$0	\$0	\$100,000	
98	MC	1	21600-13	N	Varec Flare Maintenance	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$60,000	
99	MC	1	21600-14	N	Bioassay Tank Installation	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$45,000	
100	MC	1	21600-15	N	Miscellaneous Plant Equipment Demolition & Disposal	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000	
101	MC	1	21600-16	N	IWMP Treatment Plant Projects (Placeholder)	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$250,000	\$250,000	\$2,000,000	\$2,000,000	\$4,600,000	
102	MC	1		N	Radio Antenna at Hawthorn Pump Station	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000	
103	MC	2		N	BERS Tall Gas Piping	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000	
104	MC	2		N	Chemical Tanks Replacement & Eyewash Station	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000	
105	MC	2		N	Comcast Cable Installation	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000	
106	MC	2		N	Covered Vehicle Parking & Storage	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000	
107	MC	2		N	Primary Clarifier #1 Improvements	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$2,500,000	\$0	\$0	\$2,800,000	
108	MC	3	20600-03	A	BERS Canopy & Paving	\$150,000		\$150,000	\$0	\$150,000	\$0	\$0	\$150,000	\$0	\$0	\$0	\$45,000	\$0	\$0	\$0	\$45,000	
109	MC	3		N	Disinfection System Review and Upgrade Design	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$250,000	\$0	\$		

Agenda Summary Report

To: LGVSD Board of Directors *MSD*
From: Mike Prinz, General Manager
Mtg. Date: June 18, 2020
Re: Five Resolutions Regarding the 2020-21 Budget
Item Type: Consent _____ Discussion Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable _____

STAFF RECOMMENDATION

Staff requests that the Board approve the five resolutions summarized below.

BACKGROUND

Each year at this time, the Board is presented with several budget related resolutions for review and approval. These resolutions are required by the State and Marin County to verify the budget, request billing services and to request funds due the District. These resolutions are as follows:

- A. Resolution No. 2020-2192 – Confirming the annual sewer service charge and supplemental service charges.
- B. Resolution No. 2020-2193 – Approving the 2020-21 Budget.
- C. Resolution No. 2020-2194 – Authorizing the County to bill sewer service charges by placing them on the tax roll.
- D. Resolution No. 2020-2195 – Determining the maximum limit appropriation of tax per state law of \$3,054,682
- E. Resolution No. 2020-2196 – Requesting allocation of taxes from Marin County for the 2020-21 fiscal year (\$930,000).

PREVIOUS BOARD ACTION

N/A

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

None.

RESOLUTION NO. 2020-2192

**A RESOLUTION CONFIRMING THE ANNUAL SEWER SERVICE CHARGE
AND SUPPLEMENTAL SERVICE CHARGES FOR THE
LAS GALLINAS VALLEY SANITARY DISTRICT
FOR THE FISCAL YEAR 2020-21**

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

WHEREAS, the District did on June 18, 2020 have a Public Hearing on the Proposed Increase in Sewer Service Charges and,

WHEREAS, the Board did on June 18, 2020 adopt Ordinance No. 182, which adopted the annual rate increases as outlined in the Proposition 218 Notification, a copy of which is attached as Exhibit A and incorporated into this resolution and,

WHEREAS, the Board pursuant to the adoption of Ordinance No. 182 desires to affirm that the maximum annual sewer service charge for the fiscal year 2020-21 is \$968 per year starting on July 1, 2020 as indicated in the Proposition 218 Notification referred to above and,

WHEREAS, the Board finds that the annual sewer service charge is supported by evidence in the study commissioned by the District staff and the charge meets the legal requirements of the California Constitution, Article XIII D, § 6 and Government Code §§ 53750 et seq., and

WHEREAS, on June 4, 2009, the Board approved Ordinance No. 142, An Ordinance Amending Title 5, Chapter 2, of the Ordinance Code of the Las Gallinas Valley Sanitary District, Regarding the Marin Lagoon Sewer Service Surcharge that the following sanitary sewer service surcharge, in addition to the annual sewer service charge, shall be:

Marin Lagoon Homeowners Association \$110 per annum, and

WHEREAS, on June 4, 2009, the Board approved Ordinance No.143, An Ordinance Adding Title 5, Chapter 3, of the Ordinance Code of the Las Gallinas Valley Sanitary District, Regarding the Captains Cove Sewer Service Surcharge that the following sanitary sewer service surcharge, in addition to the annual sewer service charge, shall be:

Captains Cove Homeowners Association \$100 per annum,

NOW THEREFORE, THE SANITARY BOARD OF THE LAS GALLINAS VALLEY SANITARY DISTRICT, MARIN COUNTY, CALIFORNIA, HEREBY RESOLVES THAT,

1. The annual sewer service charge of \$968 per sanitary unit shall be the rate for the fiscal year 2020-21;
2. The annual sanitary sewer service surcharge for the Marin Lagoon and Captains Cove areas will be as referenced above for the fiscal year 2020-21.

* * * * *

I hereby certify that the foregoing 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 June 18, 2020, 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

APPROVE:

(seal)

Rabi Elias, Board President

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

ORDINANCE 182

**AN ORDINANCE AMENDING TITLE 3, CHAPTER 1,
LAS GALLINAS VALLEY SANITARY DISTRICT
SEWER SERVICE CHARGE ORDINANCE**

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

Section 1. The title and contents of Article II, Section 201(C), Title 3, Chapter 1 of the Las Gallinas Valley Sanitary District Ordinance Code is amended to read as follows:

Section 2.

ARTICLE II. SEWER SERVICE CHARGES

Section 201. Rate Schedule/Sewer Service Units. Each owner of premises within the District shall pay a Sewer Service Charge for each sewer service unit in accordance with the purposes for which said premises are used. In the event that the premises are used for more than one purpose, there shall be an annual charge for each classification of use on portions of said premises and the annual sewer service charges for such premises shall be the aggregate of the all such annual charges. For each use, sewer services units are assigned according to the following schedule: * * * * *

(C) Amount of Annual Sewer Service Charge. Pursuant to legal notification as specified in Government Code Section 53756(d), the annual sewer service charge for the following fiscal years are as follows:

FISCAL YEAR	ANNUAL SEWER SERVICE CHARGE
2020/21	\$968

Section 3. Upon adoption of this Ordinance, it shall be entered in full in the minutes of the Board of Directors, shall be posted in one place in the District, shall be published once in the Marin Independent Journal, and shall take effect immediately upon the expiration of one (1) week of said publication and posting.

I hereby certify that the foregoing is a full, true and correct copy of the Ordinance duly and regularly passed and adopted by the Board of Directors of the Las Gallinas Valley Sanitary District of Marin County, California, at a meeting hereof held on June 18, 2020, by the following vote of members thereof:

AYES:
NOES:
ABSENT:
ABSTAIN:

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

APPROVED:

Rabi Elias, Board President

(seal)

RESOLUTION No. 2020-2193

**A RESOLUTION FIXING AND APPROVING THE BUDGET
FOR THE FISCAL YEAR 2020-21**

LAS GALLINAS VALLEY SANITARY DISTRICT

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

1. That balances on hand as of June 30, 2020, and in each of the funds of the District shall be reserved for use by the District during the fiscal year 2020-21.
2. That the budget for said District for the fiscal year 2020-21 heretofore presented to this Board, a copy of which is hereto attached as Exhibit A and by reference incorporated herein, be, and the same is hereby approved.
3. That the General Manager of this District shall be, and is hereby, authorized and directed to file a certified copy of this resolution with the budget of this District thereto attached, with the Board of Supervisors and the Treasurer of Marin County.

* * * * *

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 June 18, 2020, by the following vote of the members thereof:

AYES, and in the favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

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

APPROVED:

(seal)

Rabi Elias, Board President

Exhibit A

Las Gallinas Valley Sanitary District
2020-21 Budget



Reclamation Pond
at Las Gallinas Valley Sanitary District

**Proposed Budget
Fiscal Year 2020-2021**

**Presented to the Board of Directors
June 18, 2020
101 Lucas Valley Road, Suite 300
San Rafael, California**

This Page Left Intentionally Blank



DISTRICT BOARD

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

DISTRICT ADMINISTRATION

Mike Prinz
General Manager
Michael Cortez,
District Engineer
Mel Liebmann,
Plant Manager
Vacant,
Administrative Services Manager
Greg Pease,
Collection System/Safety Manager

June 18, 2020

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

The management staff of the District is pleased to present to the Board the 2020-21 Proposed Revenue, Operating and Maintenance Expense, Debt Service, Reserve Funding, and Capital Outlay Budgets for review. These budgets reflect the District's progress in the five-year Capital Improvement Plan (CIP) adopted by the Board in June 2015 for the 2016 through 2020 fiscal years. It also presents the 2021-21 proposed funding for capital projects.

Based on Financial Scenario 1 approved by the Board at its April 27 Budget Workshop, operating revenues incorporate a 4.44% increase in the sanitary sewer service charge. The rate will change from \$927 to \$968 per equivalent dwelling unit, and contribute an additional \$425,000 in operating revenue. Interest income is expected to decrease as funds are expended on major capital projects as discussed below. Property tax revenues are projected to grow by approximately 3% at \$962,400.

Operating and Maintenance costs are expected to increase over the prior year budget by \$1.5 million, or 20%. The major source of this increase is staffing levels which include four additional full-time positions that were discussed in detail at the April 27 Budget Workshop. The contract services budget is proposed \$188,600 higher than prior year budget, primarily in the regulatory consultant cost category. Other O&M categories show moderate increases as compared to 2019-20 budget.

Reserve funding is decreasing as funds held for the Secondary Treatment Plant Upgrade and Recycled Water Expansion project are utilized for those purposes.

Debt service requirements are \$4,803,600 and include the 2017 Revenue Bonds and 2019 I Bank loan.

The Capital Outlay effort for 2020-21 will be focused on the Secondary Treatment Plant Upgrade and Recycled Water Expansion projects; however other equipment purchases, major repairs, planning for future projects and accumulation of funding for large projects will continue.

Sincerely,

Mike Prinz, PE
General Manager

Las Gallinas Valley Sanitary District

Proposed Budget 2020-21

Operating Revenue

The District is in the first year of a new three-year rate plan. The first year of this plan, 2020-21, has been developed internally by Staff. The subsequent two years of the proposed rate plan are developed by a consultant and will be presented for Board consideration in the preparation of the budget for 2021-22. Based on the Board approved rate under Scenario 1 (4.44%), the maximum rate for 2020-21 of \$968 per equivalent dwelling unit is utilized in preparing the proposed budget.

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 \$325,000 based on projected 2020-21 growth.

Recycled water revenue is the estimated cost of providing water to North Marin Water District based on the projected costs for the year.

Inspections, permits, and application fees reflect projected revenue from inspecting laterals as required by the changes to the District's Ordinance code. The revenue is projected based on historical sales data for properties within the District in 2019-20. The inspection activities are projected to slow down with shelter-in-place orders projected to remain in force as currently ordered in the County.

Supplemental property taxes, Prior Secured taxes, and Supplemental Assessments, Home Owner Property Tax Relief funds are projected to remain the same levels which is consistent with prior year budgets. Franchise fee revenue budget is based on the new agreement with the solid waste franchisee and includes lower fee in 2020-21 and also due to pandemic related revenue shortfall.

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 based on low interest rate environment. As the District uses accumulated funds for construction projects, the earnings are projected to decline in 2020-21. In addition, with the Secondary Treatment Plant Upgrade and Recycled Water Expansion projects proceeding with construction, staff expects reserves to be drawn down in 2020-21.

The Private Sewer Lateral Assistance program began in July 2012; the budget reflects the projected repayments for 2020-21.

Miscellaneous revenue is comprised of insurance policy dividends. Staff does not budget in this category as they are difficult to project.

Funds in excess of the amount needed to fund the Operating and Maintenance and Debt Service budgets are transferred to General Construction.

Las Gallinas Valley Sanitary District

Proposed Budget 2020-21

Capacity Related Revenue

Activity for remodel permits and second units has increased from prior years but larger projects are proceeding slowly. Since the District is substantially built out and the pace of development is difficult to predict, staff is conservatively not budgeting any capital facility charges for 2020-21. The interest income for this category is for existing funds on deposit, which have been substantially expended for capital projects.

General Construction 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 2020-21 are expected to be higher than 2019-20 projected actuals. For 2020-21, they are budgeted at 962,400 and reflected a 3% increase over 2019-20 receipts.

Other Sources of Funds

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.

Federal and State Grants

For 2020-21, the District is budgeting \$847,150 in a Federal and State Grant (WaterSmart Grant) related to the Recycled Water Expansion project.

Utilization of Bond Funds and Reserves

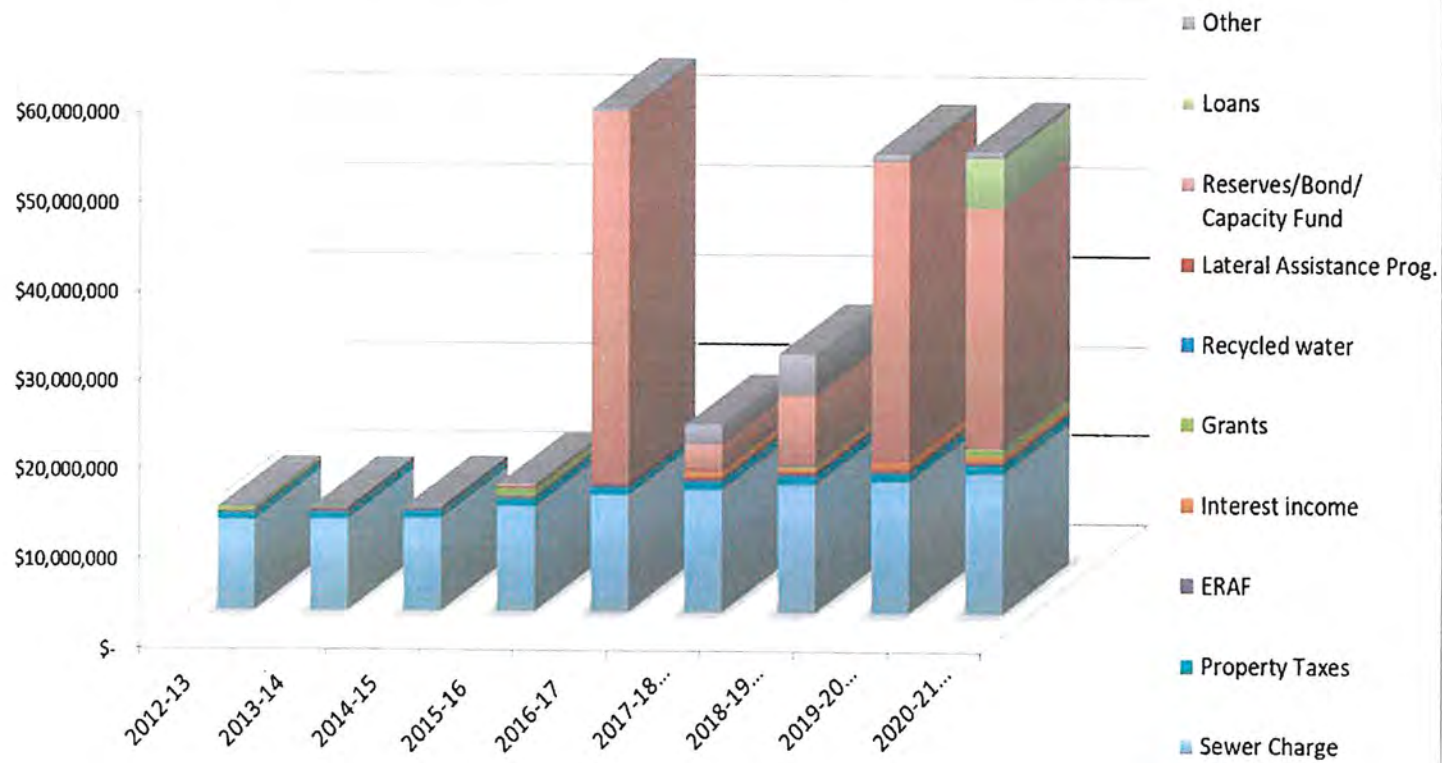
The District has projects budgeted for 2019-20 which either will not begin prior to year-end, or are accumulating funds over several years. These projects are included in the Capital Outlay budget and the related funding which will carry forward into 2020-21.

Transfers from the Bond Fund reflect projected interest income earned on the unspent proceeds.

The graph on the following page shows the composition of District revenues for the past five fiscal years plus the projected 2019-20 and budget for 2020-21.

Las Gallinas Valley Sanitary District Proposed Budget 2020-21

Revenue Sources 2013 to 2021



Las Gallinas Valley Sanitary District

Proposed Budget 2020-21

Operating and Maintenance Expenses

Employee Expenses:

Regular staff salaries are based on 2020-21 projected wages with a 3.5% cost of living increase as specified in the Memorandum of Understanding. The overall proposed budgeted increase is \$760,200 which reflects four new positions as discussed in detail at the April 27 Board Budget Workshop. Scheduled step changes have been applied where appropriate.

Overtime is estimated based on historical levels and reflect a 9% drop as compared to the 2019-20 projected actuals due to the addition of four positions.

Vacation and sick accrual is estimated based on the prior three years trend; however it is difficult to predict how much time staff will accumulate rather than use.

Stand by time is based on projected wages, the regular rotation of personnel on duty, and additional staff who are on call during storm events.

Director salaries are projected at 2019-20 amounts with no increase. Board members have received the same per meeting compensation since 2008.

Director medical benefits are based on the maximum allowance of \$200 per month per eligible director.

Social security tax is 7.65% of covered wages for all employees.

Group life insurance and long-term disability insurance are budgeted at projected from the projected 2019-20 year-to-date amounts with adjustments for changes in census data.

CalPERS contributions are projected from regular wages with the published employer contribution rate for 2020-21. Staff who became CalPERS members after 2013 are covered by a plan which requires a lower retirement contributions by the District.

Health insurance is projected based on the known rates for July through December 2020 and the application of the health trend rate of +8% for 2020+21. It also reflects costs associated with the addition of four positions. Other Post-Employment Benefits are retiree health benefits for prior and current employees and is based on the actuarial valuation for the post-employment benefits dated January 1, 2017.

Dental insurance is paid through a self-insured plan and is based on actual claims made. Since claim expenses vary from person to person and from year to year, the budget is based on the average of the prior three years.

Vision insurance is a set amount and is projected based on current employees and projected new staff. Auto allowance and commute stipend are based on the known amounts for covered staff.

Las Gallinas Valley Sanitary District

Proposed Budget 2020-21

Insurance:

Workers compensation insurance is based on projected wages for 2020-21 and application of the existing rates and a decrease in the experience modification factor based on the lower claims history.

Unemployment insurance is paid based on claims made. The District only had one claim filed since 2004.

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 half of the yearly cost is known based on the current billing. The budget for 2021 is the same as 2020, without reduction for any retroactive adjustments.

Fidelity bond for the cost of commercial crime insurance coverage is based on prior years.

Repairs and Maintenance:

Vehicle parts and maintenance is based on 2020 year to date results with adjustments for projected activity during the remainder of the fiscal year. In 2019-20, the budget was increased 20% to address the deferred maintenance of various vehicles. In 2020-21 budget is set at the historical levels.

The building and grounds maintenance budget include an outside firm to perform yard work on the main building landscape and also reflect budget for deferred maintenance work by skilled maintenance employees.

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.

The maintenance accounts for Captains Cove and Marin Lagoon pump stations are fixed by ordinance and have not changed much from prior budgeted amounts.

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 increase in 2020-21 is due to replacement of pumps and parts at the Treatment Plant.

Other Operating Expenses:

Chemical costs are estimated based on past usage with an increase \$31,000 anticipated for 2020-21.

Pollution prevention program is contracted with Central Marin Sanitary Agency. The budget is based on the contract terms.

Lab contract services are budgeted based on year to date 2019-20 charges for the treatment plant and the recycled water facility.

Las Gallinas Valley Sanitary District

Proposed Budget 2020-21

Small tools are budgeted based on needed items and prior year expenditures for each individual department.

Outside services primarily consist of the cost of pagers, answering service, alarm system monitoring, security patrol, pre-employment screening, and portable restrooms in the reclamation area. Janitorial cost is projected based on performing one additional cleaning per week. Uniform service is projected for 2020-21 based on current year costs. As in 2019-20 budget, 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.

Aquatic review is conducted twice a year by contract.

Sludge Disposal is the cost for injecting digested biosolids in the District's dedicated disposal site. The amount is based on prior year activity.

The regulatory consultant budget is based on a proposal for 2020-21. The budget reflects a substantial increase, when compared to current year expenditures. However the work performed in connection with the Secondary Treatment Plant Upgrade and Recycled Water Expansion projects is charged to the capital budget, which has temporarily reduced the burden on current year operating expenses.

The engineering consultant expense is estimated by staff based on the average activity during recent years. A portion of this cost is reimbursed by project owners who apply for capacity.

Consultants include costs for updating the strategic plan, implementing the Canada goose management plan, the biennial actuarial valuation for the Other Post Employment Benefit Plan, performance of a compensation and classification study, and labor relations for RGS and HR consulting.

General operating supplies are budgeted by department based on prior year trends.

Utility power is for the treatment plant and the pump stations.

Telephone and water are budgeted based on year to date 2019-20 costs.

Fuel and oil budget is based on year to date 2019-20. Diesel usage is projected to remain about the same as the previous year.

Safety equipment and supplies and safety services are budgeted based on equipment needs and the proposal for 2020-21.

Lateral rehab assistance program is budgeted based on the amount in the 2020-21 rate plus reinvestment of the projected repayments from existing agreements.

General and Administrative:

Conferences and mileage/travel are budgeted based on year to date 2019-20 activity, but with an expectation of additional conferences to be authorized for more of the staff to attend. It also reflects training budget for four new positions proposed for 2020-21.

Las Gallinas Valley Sanitary District

Proposed Budget 2020-21

Election costs are based on estimated billings from the Marin County Registrar of Voters.

Office supplies and expense is budgeted based on annualizing 2019-20 activity.

Computer support and supplies includes annual software renewals, the replacement of computers as needed and outside computer network support. The District is using more software from outside vendors which has increased the cost.

User charge collection fee is charged by the County of Marin for collecting the property taxes and sanitary sewer service charges on the tax rolls. Staff is projecting the amount based on 2019-20 rates.

Publications and legal ads are for contract/public bidding advertising, chemical procurement, public hearings, and recruiting.

Public education and outreach is for the joint efforts with other Marin County sewage treatment agencies, web site maintenance, the request by STRAW for funding, special mailings and for the District's newsletter and annual sewer rate change mailings.

Taxes, other is the annual LAFCO charge and is based on the projected 2020-21 charge.

Memberships and permits are based on the 2019-20 invoices with an increase for some permits.

Rents and leases for administration are costs for the lease of the postage machine, off-site records storage, railroad easements and copiers. Rents and leases for pump stations are for portable stand by generators for PSPS events.

Legal expense is projected to remain the same as 2019-20 activity as certain personnel matters and legal issues concerning the treatment plant upgrade are anticipated to be resolved.

Audit expense is based on the 2017 request for proposals which covers three years of audit engagements.

Employee recognition is based historical activity and the level of authorized personnel.

Employee training and education includes the cost for the District to participate in the Liebert Cassidy Whitmore employment relations consortium and other offsite training. The District expects to continue to send staff for training in 2020-21. Continued training for staff development is budgeted in the consultant category.

Las Gallinas Valley Sanitary District

Proposed Budget 2020-21

Reserves

- Working Cash Flow and Undesignated Capital reserves are budgeted based on the target balance of \$300,000 established in 2009.
- Emergency repair reserve target of \$1,000,000 was met in fiscal year ended June 30, 2017.
- Equipment Repair emergency reserve in LAIF is established at \$1,000,000.
- The Capital Reserves for the Secondary Treatment Plant Upgrade and Recycled Water Expansion projects are based on the actual payment required to service the 2017 Revenue Bonds and the amount that was included in the proposed rate increase. These funds will be used to pay for the project expenses.
- Captains Cove and Marin Lagoon reserves are the excess of special assessments over projected operations, maintenance and capital expenditures which are collected for these developments.
- MMWD Debt Reimbursement reserves are the amounts MMWD is paying to the District for the buy-in for the existing recycled water treatment plant and the allocated share of the 2017 Revenue Bonds for the expansion project.

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 \$3,888,800 as of July 1, 2020.
- 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 \$2,893,080 as of July 1, 2020.
- 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 \$2,966,307 as of July 1, 2020.
- 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 \$491,480 as of July 1, 2020.
- 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 \$35,475,000 as of July 1, 2020.
- The District entered into an agreement with California Infrastructure and Economic Development Bank (I-Bank) in May 2019 for a loan of \$12,000,000. The loan has a maturity dates 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 \$11,670,566 as of July 1, 2020.

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 the reserves budget.

Las Gallinas Valley Sanitary District

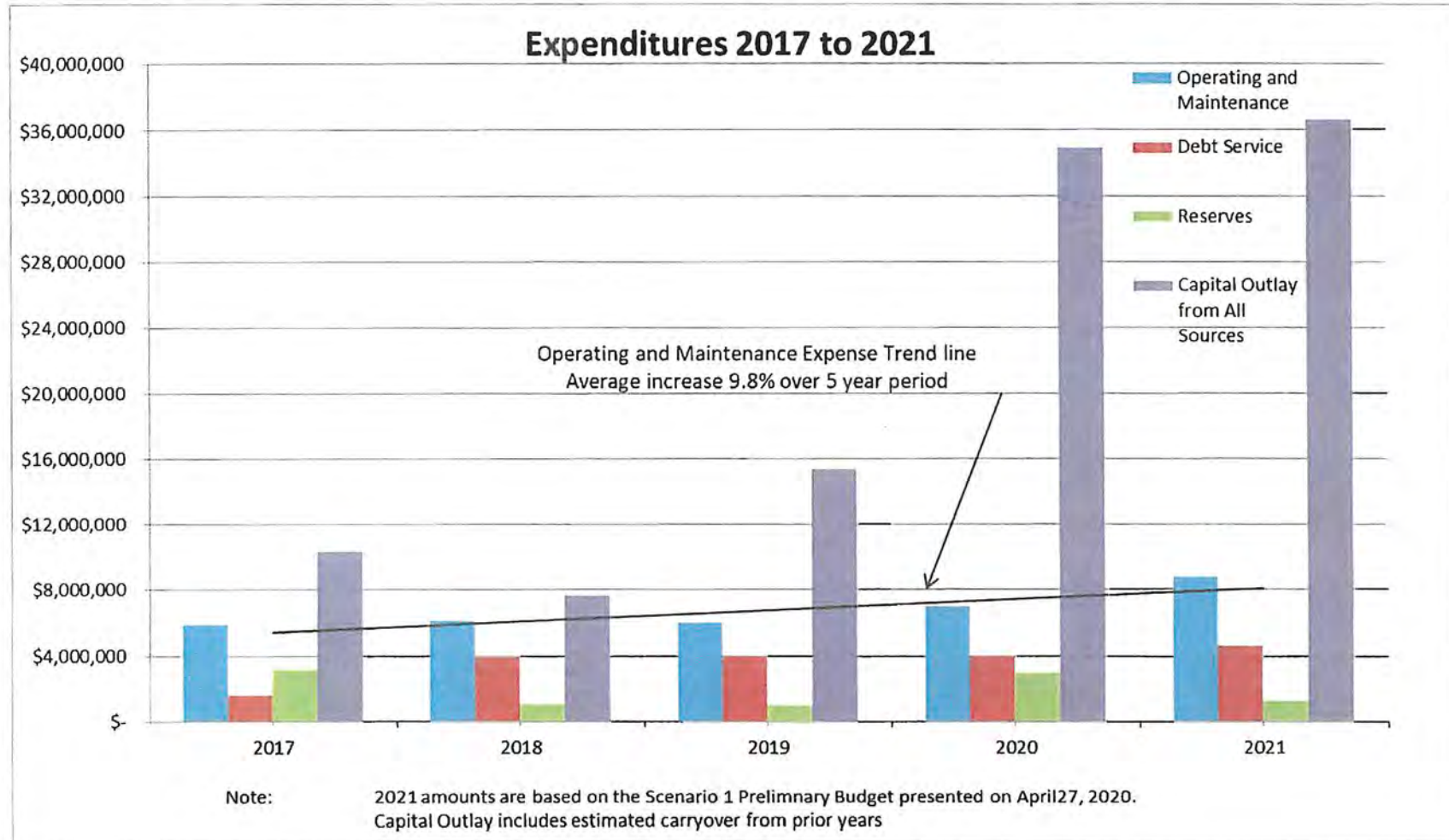
Proposed Budget 2020-21

Capital Outlay

The Capital Outlay budget contains projects specifically identified in the Five-Year plan for 2020-21 through 2024-25 plus miscellaneous capital needs that change yearly. The 2022-2025 are very rough estimates that will be updated as the District's Integrated Wastewater Plan is completed over the next 2 years. The Proposed 2020-21 Budget only includes funding approval for projects identified in the first year of the CIP. See the separate Capital Outlay Budget for the list of projects and summary description.

Las Gallinas Valley Sanitary District Proposed Budget 2020-21

The following is a graph showing the composition of District expenditures for the past 4 fiscal years plus the budget for 2020-21.



**LAS GALLINAS VALLEY SANITARY DISTRICT
2020-21 REVENUE & FUNDS BUDGET
PRESENTED APRIL 27, 2020**

FUNDS AVAILABLE	SCENARIO 1 4.44% INCREASE					Change	% Change from PY
	2016-17 Final Actual	2017-18 Final Actual	2018-19 Final Actual	2019-20 Projected Actual	2020-2021 Proposed Budget		
OPERATING REVENUE							
User Charges	\$ 13,059,850	\$ 13,634,548	\$ 14,231,642	\$ 14,627,663	\$ 15,289,361	\$ 661,698	4.52%
Educational Revenue Augmentation Fund	366,078	372,411	386,922	319,000	325,000	6,000	1.88%
Recycled Water	45,548	61,080	63,463	42,000	42,000	-	0.00%
Franchise Fees	25,000	25,000	69,491	149,422	137,081	(12,341)	-8.26%
Inspections/Permits/Application Fee	8,957	11,678	40,050	39,039	31,733	(7,307)	-18.72%
Interest	532	425	939	500	500	-	0.00%
Interest on Reserves	72,856	269,180	541,859	449,803	350,000	(99,803)	-22.19%
Suppl. Property Tax Assess.	15,409	27,670	16,021	13,000	16,000	3,000	23.08%
Homeowner Property Tax Relief	4,363	4,354	4,321	4,300	4,300	-	0.00%
Private Sewer Lateral Assistance Program	76,027	101,368	-	75,293	66,500	(8,793)	-11.68%
Miscellaneous Revenue	33,057	29,521	-	118,207	750	(117,457)	-99.37%
Sale of Assets	(6,267)	29,012	61	-	-	-	0.00%
Operating Transfer Out	-	-	-	-	-	-	0.00%
Total Operating Revenue	13,701,410	14,566,247	15,354,767	15,838,227	16,263,225	424,998	2.68%
OTHER SOURCES OF FUNDS							
CAPACITY RELATED FUNDS							
Annex and Capital Facility Charges	39,580	228,625	-	-	-	-	0.00%
Interest on Connection Fees	451	242	300	500	300	(200)	-40.00%
Total Capacity Related Revenue	40,031	228,867	300	500	300	(200)	-40.00%
GENERAL CONSTRUCTION FUNDS							
Property Tax	856,873	890,205	950,824	934,870	962,419	27,550	2.95%
Operating Transfer In	-	-	4,048,783	-	-	-	0.00%
Total General Construction Funds	856,873	890,205	4,999,607	934,870	962,419	27,550	2.95%
OTHER SOURCES							
Marin Municipal Water District	436,837	455,057	463,143	463,353	463,395	42	0.01%
2017 Bond Sale	41,039,514	-	-	-	-	-	0.00%
2019 Ibank Loan	-	-	-	-	5,537,545	5,537,545	0.00%
Federal Grant	-	-	842,150	5,000	847,150	842,150	16843.00%
State Grant	-	362,033	-	-	-	-	0.00%
Total Other Sources	41,476,351	817,090	1,305,293	468,353	6,848,090	6,379,737	1362.16%

**LAS GALLINAS VALLEY SANITARY DISTRICT
2020-21 REVENUE & FUNDS BUDGET
PRESENTED APRIL 27, 2020**

FUNDS AVAILABLE	SCENARIO 1 4.44% INCREASE					Change	% Change from PY
	2016-17 Final Actual	2017-18 Final Actual	2018-19 Final Actual	2019-20 Projected Actual	2020-2021 Proposed Budget		
UTILIZATION OF BOND FUNDS AND RESERVES							24,074,034
Reserves	366,256	-	12,685	-	110,000	\$ 110,000	
Private Sewer Lateral Assistance Funds	-	-	-	-	-	\$ -	
Prior Year Capital Project Carryover	4,046,259	1,359,494	2,809,597	13,067,053	11,270,217	\$ (1,796,836)	-13.75%
Construction Project Reserve		791,158	-	-	-	\$ -	0.00%
Interest Earned on Unspent Bond Funds		567,986	-	580,000	450,000	\$ (130,000)	-22.41%
Transfers from Bond Fund	65,955	1,471,731	5,078,873	20,364,486	15,460,319	\$ (4,904,147)	-24.08%
Marin Lagoon Reserve Fund	-	13,580	74,000	74,000	74,000	\$ -	0.00%
Captains Cove Reserve Fund	-	236	2,695	2,695	2,695	\$ -	0.00%
Capital Facilities Fund	350,056	300,300	-	-	-	\$ -	0.00%
	<u>4,828,526</u>	<u>4,504,485</u>	<u>7,977,850</u>	<u>34,088,214</u>	<u>27,367,231</u>	\$ (6,720,983)	-19.72%
						\$ -	
TOTAL FUNDS AVAILABLE FOR EXPENDITURES	<u>\$ 60,903,191</u>	<u>\$ 21,006,894</u>	<u>\$ 29,637,817</u>	<u>\$ 51,330,164</u>	<u>\$ 51,441,265</u>	\$ 111,102	0.22%

LAS GALLINAS VALLEY SANITARY DISTRICT 2020-21 OPERATING AND MAINTENANCE EXPENSE BUDGET

PRESENTED APRIL 27, 2020

SCENARIO 1

COMBINED DISTRICT DEPARTMENTS

ALL DISTRICT DEPARTMENTS Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
Total Employee Wages	2,523,313	2,762,763	2,682,641	2,955,927	3,653,604	\$ 697,677	23.60%
Total Employee Benefits	1,235,695	1,272,245	1,283,900	1,503,041	2,003,489	\$ 500,448	33.30%
Total Insurance Expense	146,770	145,909	141,612	162,480	175,076	\$ 12,597	7.75%
Total Repairs and Maintenance	353,808	466,690	360,910	545,579	696,594	\$ 151,015	27.68%
Total Small Tools & Supplies	324,387	260,533	350,016	332,011	384,503	\$ 52,491	15.81%
Total Contracted Services	719,755	685,508	553,599	808,862	1,175,736	\$ 366,874	45.36%
Total Utilities	351,917	203,649	213,983	246,897	287,812	\$ 40,915	16.57%
Total General & Administrative	271,179	342,752	414,871	424,797	451,202	\$ 26,405	6.22%
OPERATING EXPENSE TOTALS	5,926,824	6,140,049	6,001,533	6,979,594	8,828,016	\$ 1,848,422	26.48%
Increase per year		3.60%	-2.26%	16.30%	26.48%		

**LAS GALLINAS VALLEY SANITARY DISTRICT
2020-21 OPERATING AND MAINTENANCE EXPENSE BUDGET**

PRESENTED APRIL 27, 2020

EMPLOYEE WAGES

SCENARIO 1

Acct. Num.	EMPLOYEE WAGES Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
1003	Regular Staff Salaries	2,252,470	2,458,142	2,333,861	2,583,869	3,344,036	\$ 760,167	29.42%
1004	Extra Hire	-	-	4,586	64,956	-	\$ (64,956)	0.00%
1008	Over Time	87,008	83,452	108,401	101,775	92,778	\$ (8,997)	-8.84%
1009	Vacation and Sick Accrual	51,592	67,515	88,579	51,317	64,000	\$ 12,683	24.72%
1010	Stand By	76,396	78,263	84,039	79,629	78,409	\$ (1,220)	-1.53%
1036	Directors Salary	55,847	75,391	63,175	74,380	74,380	\$ -	0.00%
	Total Employee Wages	2,523,313	2,762,763	2,682,641	2,955,927	3,653,604	\$ 697,677	23.60%
	Increase per year		9.49%	-2.90%	10.19%	23.60%		

**LAS GALLINAS VALLEY SANITARY DISTRICT
2020-21 OPERATING AND MAINTENANCE EXPENSE BUDGET**

PRESENTED APRIL 27, 2020

SCENARIO 1

EMPLOYEE BENEFITS

Acct. Num.	EMPLOYEE BENEFITS Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
1037	Directors Benefits	9,000	8,400	8,650	9,188	9,188	\$ -	0.00%
1404	Payroll Taxes	178,182	191,210	192,577	189,979	250,735	\$ 60,756	31.98%
1502	Group Life Insurance	5,462	5,683	5,606	7,498	7,150	\$ (348)	-4.64%
1507 & 1506	PERS	350,789	340,354	551,419	480,954	829,317	\$ 348,363	72.43%
1509	Health Insurance	531,839	526,814	365,889	620,297	671,278	\$ 50,980	8.22%
1510	Dental Insurance	17,479	21,551	22,877	22,577	21,000	\$ (1,577)	-6.98%
1514	Vision Insurance	2,019	2,324	1,361	3,614	4,253	\$ 639	17.69%
1516	Long Term Disability	17,786	19,686	18,685	21,041	29,276	\$ 8,235	39.14%
2006	Auto Allowance	12,730	22,766	9,451	22,766	24,465	\$ 1,698	7.46%
2007	Commute Stipend	28,037	28,845	30,922	26,480	36,000	\$ 9,520	35.95%
1006	Payroll Processing	9,657	9,466	9,519	12,358	12,729	\$ 371	3.00%
2477	Conferences	46,090	64,232	32,282	51,852	68,500	\$ 16,648	32.11%
2479	Mileage and Travel	5,881	8,025	6,989	4,345	8,000	\$ 3,655	84.13%
9786	Employee Recognition	2,481	6,616	6,504	6,930	6,000	\$ (930)	-13.42%
9787	Employee Training and Education	18,263	16,273	15,723	23,162	25,600	\$ 2,438	10.53%
	Total Employee Benefits	1,235,695	1,272,245	1,278,453	1,503,041	2,003,489	\$ 500,448	33.30%
	Increase per year		2.96%	0.49%	17.57%	33.30%		

**LAS GALLINAS VALLEY SANITARY DISTRICT
2020-21 OPERATING AND MAINTENANCE EXPENSE BUDGET**

PRESENTED APRIL 27, 2020

SCENARIO 1

INSURANCE EXPENSE

Acct. Num.	INSURANCE EXPENSE Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
1701	Workers' Comp Insurance	41,785	41,159	30,952	48,482	46,000	\$ (2,482)	-5.12%
1702	Unemployment Insurance	-	-	-	-	-		
2060	Pooled Liability Insurance	103,753	103,800	109,710	113,000	128,029	\$ 15,029	13.30%
2061	Fidelity Bond	1,232	950	950	998	1,047	\$ 50	5.00%
	Total Insurance Expense	146,770	145,909	141,612	162,480	175,076	\$ 12,597	7.75%
	Increase per year		-0.59%	-2.95%	14.74%	7.75%		

T

**LAS GALLINAS VALLEY SANITARY DISTRICT
2020-21 OPERATING AND MAINTENANCE EXPENSE BUDGET**

PRESENTED APRIL 27, 2020

SCENARIO 1

SMALL TOOLS & SUPPLIES

Acct. Num.	SMALL TOOLS & SUPPLIES Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
2107	Hypochlorite	45,585	39,888	59,587	49,018	54,000	\$ 4,982	10.16%
2110	Bisulfite	57,425	35,755	53,646	37,340	46,000	\$ 8,660	23.19%
2109	Miscellaneous Chemicals	88,131	62,975	110,989	70,511	87,000	\$ 16,489	23.38%
2362	General Operating Supplies	52,110	44,017	39,766	69,728	40,250	\$ (29,478)	-42.28%
2501	Fuel & Oil	26,380	23,420	27,169	33,191	33,803	\$ 612	1.84%
2389	Safety Equipment & Supplies	22,775	20,054	27,129	37,548	38,450	\$ 902	2.40%
2397	Safety Services	28,720	28,619	29,216	25,284	60,000	\$ 34,716	137.30%
2249	Small Tools	3,261	5,805	2,514	9,392	25,000	\$ 15,608	166.18%
	Total Small Tools & Supplies	324,387	260,533	350,016	332,011	384,503	\$ 52,491	15.81%
	Increase per year		-19.68%	34.35%	-5.14%	15.81%		

T

**LAS GALLINAS VALLEY SANITARY DISTRICT
2020-21 OPERATING AND MAINTENANCE EXPENSE BUDGET**

PRESENTED APRIL 27, 2020

REPAIRS & MAINTENANCE

SCENARIO 1

Acct. Num.	REPAIRS & MAINTENANCE Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
2083	Vehicle Parts & Maintenance	42,093	52,880	51,352	64,768	37,163	\$ (27,605)	-42.62%
2096	Building maintenance	12,117	15,317	9,192	27,912	38,500	\$ 10,588	37.93%
2097	Grounds Maintenance	7,161	21,410	29,843	50,754	65,532	\$ 14,778	29.12%
2538	Power Generation Maint & Repair	3,748	2,418	40,183	87,000	40,000	\$ (47,000)	-54.02%
2332	Reclamation Maintenance			5,353	36,528	25,000	\$ (11,528)	-31.56%
2365	Equipment Maintenance	50,442	35,848	60,048	40,980	88,500	\$ 47,520	115.96%
2366	Equipment Repair	71,465	72,211	43,280	87,421	194,900	\$ 107,479	122.94%
2367	Capital Repairs/Replacements	166,782	266,606	121,658	150,216	207,000	\$ 56,784	37.80%
	Total Repairs and Maintenance	353,808	466,690	360,910	545,579	696,594	\$ 151,015	27.68%
	Increase per year		31.90%	-22.67%	51.17%	27.68%		

**LAS GALLINAS VALLEY SANITARY DISTRICT
2020-21 OPERATING AND MAINTENANCE EXPENSE BUDGET**

PRESENTED APRIL 27, 2020

SCENARIO 1

CONTRACT SERVICES

Acct. Num.	CONTRACT SERVICES Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
2322 & 2326	Outside Services	17,111	16,721	18,409	92,511	206,756	\$ 114,244	123.49%
2119	Pollution Prevention Program	16,905	12,264	11,066	12,500	12,500	\$ -	0.00%
2117	Lab Contract Services	50,748	37,425	-	38,000	43,000	\$ 5,000	13.16%
2102	Special Monitoring/Pilot Testing	2,800	-	-	-	-	\$ -	-
2324	Janitorial	9,771	11,557	18,236	13,695	14,946	\$ 1,251	9.13%
2325	Aquatic Review	3,536	3,421	2,006	5,496	5,000	\$ (496)	-9.02%
2327	Uniform Service	4,913	6,005	5,486	5,693	6,800	\$ 1,107	19.45%
2330	Damage Claim	992	407	11,476	-	10,000	\$ 10,000	0.00%
2334	Sludge Disposal	47,984	67,573	106,923	101,087	76,350	\$ (24,737)	-24.47%
2333 + 2357	Regulatory Consultant	158,591	80,414	90,211	168,623	354,784	\$ 186,161	110.40%
2358	Engineering Consultant	27,337	73,106	4,049	38,065	25,000	\$ (13,065)	-34.32%
2801	Lateral Rehab Assistance Program	116,091	52,406	-	96,327	100,000	\$ 3,673	3.81%
2713	Legal	195,643	197,981	89,184	120,000	123,600	\$ 3,600	3.00%
2717	Audit	30,570	25,570	25,635	25,750	27,000	\$ 1,250	4.85%
2360	Consultants	36,763	100,658	128,991	91,115	170,000	\$ 78,885	86.58%
	Total Contracted Services	719,755	685,508	511,671	808,862	1,175,736	\$ 366,874	45.36%
	Increase per year		-4.76%	-25.38%	58.08%	45.36%		

T

**LAS GALLINAS VALLEY SANITARY DISTRICT
2020-21 OPERATING AND MAINTENANCE EXPENSE BUDGET**

PRESENTED APRIL 27, 2020

SCENARIO 1

UTILITIES

Acct. Num.	UTILITIES Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
2534	Telephone	32,704	33,072	46,027	43,411	42,205	\$ (1,206)	-2.78%
2535	Utility Power	314,316	161,943	160,430	196,868	237,920	\$ 41,052	20.85%
2536	Water	4,897	8,634	7,526	6,618	7,687	\$ 1,069	16.15%
	Total Utilities	351,917	203,649	213,983	246,897	287,812	\$ 40,915	16.57%
	Increase per year		-42.13%	5.07%	15.38%	16.57%		

T

**LAS GALLINAS VALLEY SANITARY DISTRICT
2020-21 OPERATING AND MAINTENANCE EXPENSE BUDGET**

PRESENTED APRIL 27, 2020

GENERAL & ADMINISTRATIVE

SCENARIO 1

Acct. Num.	GENERAL & ADMINISTRATIVE Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
2129	Election	1,043	-	9,569	25,000	25,000	\$ -	0.00%
2133	Office Supplies	16,432	14,072	23,744	48,760	27,200	\$ (21,560)	-44.22%
2716	Computer Support and Supplies	40,418	121,468	79,331	84,567	84,500	\$ (67)	-0.08%
2135	Bank Charges	2,574	1,594	1,622	1,500	1,500	\$ -	0.00%
9778	User Charge Collection Fee	32,908	33,379	33,810	30,000	35,000	\$ 5,000	16.67%
2221	Publication and Legal Ads	13,779	12,128	16,593	17,008	16,606	\$ (402)	-2.37%
2223	Public Education and Outreach	33,462	34,037	37,070	40,000	65,000	\$ 25,000	62.50%
2264	Taxes, Other	7,766	8,917	10,356	10,505	9,000	\$ (1,505)	-14.33%
2272	Memberships	44,083	44,810	60,715	44,806	46,495	\$ 1,689	3.77%
2363	Permits	48,604	55,985	65,570	32,479	20,250	\$ (12,229)	-37.65%
2364	Fines	9,000	-	-	13,500	-	\$ (13,500)	
2246	Rents and Leases	21,008	16,362	10,390	75,672	119,652	\$ 43,980	58.12%
9999	Miscellaneous expense	102	-	(920)	1,000	1,000	\$ -	0.00%
	Total General & Administrative	271,179	342,752	347,850	424,797	451,202	\$ 26,405	6.22%
	Increase per year		26.39%	1.49%	22.12%	6.22%		

LAS GALLINAS VALLEY SANITARY DISTRICT DEBT SERVICE BUDGET

PRESENTED APRIL 27, 2020

SCENARIO 1	Source of Funds	2016-17 Total Actual	2017-18 Total Actual	2018-19 Total Actual	Total Payout 2019-20 Projected Actual	Total Payout 2020-21 Proposed Budget	Interest 2020-21 Proposed Budget
2005 Certificates of Participation/ Refunded 2014	Gen Fund	\$ 689,876	\$ 697,963	\$ 690,473	\$ 698,760	\$ 698,760	\$ 118,760
2019 IBank Loan	Loan Reserve				623,197	789,463	333,226
2010 State Revolving Fund Loan	Gen Fund	285,464	285,464	285,464	285,464	285,464	78,113
2011 Bank of Marin Loan	Gen Fund	332,681	332,682	332,682	332,681	332,681	112,764
2012 Bank of Marin Loan	Gen Fund	235,346	235,346	235,346	248,207	248,207	12,861
2017 Revenue Bonds ⁽¹⁾	Loan Reserve	-	2,369,505	2,446,600	2,449,000	2,449,000	1,419,000
		-	-	-	-	-	-
		\$ 1,638,401	\$ 3,920,960	\$ 3,990,565	\$ 4,637,311	\$ 4,803,576	\$ 2,074,725

	2018-19 Total Payout	2019-20 Total Payout	2020-21 Total Payout	2020-21 Interest
Gen Fund	1,543,965	1,565,113	1,565,113	322,499
Loan Reserve	2,446,600	3,072,197	3,238,463	1,752,226
	3,990,565	4,637,311	4,803,576	2,074,725
		2,562,585	4,803,576	
		125%	125%	
Limit of net operating position	4,901,200.00	4,988,206.25	5,796,638.34	6,004,470.39

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

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

LAS GALLINAS VALLEY SANITARY DISTRICT DEBT SERVICE COVERAGE

PRESENTED APRIL 27, 2020

SCENARIO 1 Revenue Description	2017-18 Final Actual	2018-19 Final Actual	2019-2020 Projected Actual	2020-2021 Proposed Budget
OPERATING REVENUE				
User Charges	\$ 13,634,548	\$ 14,231,642	\$ 14,627,663	\$ 15,289,361
Educational Revenue Augmentation Fund	372,411	\$ 386,922	\$ 319,000	\$ 325,000
Recycled Water	61,080	\$ 63,463	\$ 42,000	\$ 42,000
Franchise Fees	25,000	\$ 69,491	\$ 149,422	\$ 137,081
Inspections/Permits/Application Fee	11,878	\$ 40,050	\$ 39,039	\$ 31,733
Interest	425	\$ 939	\$ 500	\$ 500
Interest on Reserves	269,180	\$ 541,859	\$ 449,803	\$ 350,000
Suppl. Property Tax Assess.	27,670	\$ 16,021	\$ 13,000	\$ 16,000
Homeowner Property Tax Relief	4,354	\$ 4,321	\$ 4,300	\$ 4,300
Private Sewer Lateral Assistance Program	101,368	\$ -	\$ 75,293	\$ 66,500
Reimbursement for Lateral Repairs	-	\$ -	\$ -	\$ -
Miscellaneous Revenue	29,521	\$ -	\$ 118,207	\$ 750
Sale of Assets	29,012	\$ 61	\$ -	\$ -
Operating Transfer In	-	-	-	-
TOTAL OPERATING REVENUES	<u>14,566,247</u>	<u>15,354,767</u>	<u>15,838,227</u>	<u>16,263,225</u>
Property Tax	890,205	950,824	934,870	962,419
Marin Municipal Water District	<u>455,057</u>	<u>463,143</u>	<u>463,353</u>	<u>463,395</u>
Net Revenues	<u>15,911,509</u>	<u>16,768,734</u>	<u>17,236,449</u>	<u>17,689,039</u>
TOTAL OPERATING EXPENDITURES	<u>\$ 6,140,049</u>	<u>6,001,533</u>	<u>6,979,594</u>	<u>8,828,016</u>
NET POSITION	<u>\$ 9,771,460</u>	<u>\$ 10,767,202</u>	<u>\$ 10,256,855</u>	<u>\$ 8,861,023</u>
DEBT EXPENDITURES	<u>\$ 3,920,960</u>	<u>\$ 3,990,565</u>	<u>\$ 4,637,311</u>	<u>\$ 4,803,576</u>
Convenant Regarding Gross Revenues	<u>249%</u>	<u>270%</u>	<u>221%</u>	<u>184%</u>

125% Requirement



FY 2020-2021 Capital Improvements Program
(Date: 6/12/2020)

FINAL

Line No.	Mgr.	Priority	Project No.	Type	Project Name	FY 2019-20					AS OF 4/10/2020			YEAR 1		PROJECTED				5-Year Total	
						FY 2020 Available	FY 2020 Revised	FY 2020 Carryover BEFORE Transfers	Transfer In/Out of Carryover	FY 2020 Carryover AFTER Transfers	Projected Expenditures	Encumbered Amount*	PO Balance*	Available Funding	Year 1 Projected Expenditures 2020-21	Year 1 2020-21 Request	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24		Year 5 2024-25
PLANNING, SOFTWARE, & OTHER ENGINEERING																					
1	RR	0	20100-01	C	Integrated Financial Software	\$100,000		\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000	\$0	\$0	\$75,000	\$0	\$0	\$0	\$75,000
2	RR	0	20100-03	CANC	Redesign of Offices in Admin Building	\$20,000		\$20,000	(\$20,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3	MC	0	20100-05	C	Integrated Wastewater Master Plan Phase 1 ⁽¹⁾	\$400,000		\$0	\$0	\$0	\$400,000	\$400,000	\$325,308	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4	MC	1	20100-05	A	Integrated Wastewater Master Plan Phase 2 ⁽²⁾	\$0		\$0	\$0	\$0	\$0	\$491,802	\$491,802	\$0	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$500,000
5	MC	1	20100-05	A	Integrated Wastewater Master Plan Phase 3 ⁽³⁾	\$0		\$0	\$0	\$0	\$0	\$305,000	\$305,000	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000
6	MC	1	20100-05	N	Integrated Wastewater Master Plan Flow Monitoring Support	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
7	MC	1	20125-01	A	On-Call Construction Contract	\$100,000		\$0	\$0	\$0	\$100,000	\$202,000	\$301,867	\$0	\$110,000	\$110,000	\$200,000	\$200,000	\$200,000	\$200,000	\$910,000
8	MC	1	20125-01	A	On-Call Engineering Contract	\$0		(\$45,000)	\$45,000	\$0	\$45,000	\$45,000	\$28,078	\$0	\$100,000	\$100,000	\$200,000	\$200,000	\$200,000	\$200,000	\$900,000
9	MC	1	21125-01	N	Project Files Scanning	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
10	MC	1	21125-02	N	Drafting Software Upgrade	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
11	MC	1	21125-03	N	Alternative Funding Pursuit	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$15,000	\$15,000	\$15,000	\$15,000	\$110,000
12	GP	1	21200-01	N	Centrifuge Maintenance, Support, & Training	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000	\$20,000	\$0	\$0	\$0	\$50,000
13	GP	1	21200-02	N	MFD/HOA/Commercial lateral Ordinances Outreach/Survey	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
14	MC	1	21500-08	N	Biosolids System Improvement Analysis	\$0		\$0	\$75,000	\$75,000	\$0	\$0	\$0	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000
15	GP	2		N	City Works Upgrades	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$20,000	\$0	\$0	\$50,000
16	GP	2		N	CityWorks License for Engineering	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000
17	GP	2		N	Fleet Maintenance Software	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
18	GP	2		N	Pump Station 3D Site Imaging, Labeling, & SOP Program	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal:						\$620,000	\$0	-\$25,000	\$100,000	\$75,000	\$645,000	\$1,443,802	\$1,352,054	\$175,000	\$955,000	\$880,000					
FLEET & EQUIPMENT (To be procured through Vehicle Replacement Fund)																					
19	GP	0	19200-03	C	Vac Truck	\$325,000		\$19,571	(\$19,571)	\$0	\$305,429	\$305,429	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
20	GP	0	20200-03	C	Esasment Vehicle	\$145,000		\$0	\$0	\$0	\$145,000	\$145,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21	GP	0	20300-07	C	Bypass Pump Connection Components & Pipe	\$40,000		\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
22	GP	1	21200-03	N	Tractor/Backhoe Replacement	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
23	MC	1	21600-04	N	Small Pickup	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
24	MC	1	21600-05	N	Forklift	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal:						\$510,000	\$0	\$19,571	-\$19,571	\$0	\$490,429	\$450,429	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COLLECTION SYSTEM (INCL. PUMP STATIONS & FORCE MAINS)																					
25	MC	0	21200-02	C	Marinwood Trunk Sewer Repair	\$300,000		\$33,000	(\$33,000)	\$0	\$267,000	\$267,000	\$50,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
26	MC	1	21200-03	A	John Duckett Pump Station & HWY 101 Terra Linda TS Design	\$8,408,784		\$8,336,412	(\$6,725,000)	\$1,581,412	\$72,372	\$869,355	\$846,983	\$784,429	\$796,983	\$0	\$0	\$0	\$0	\$0	\$796,983
27	MC	1	21200-05	A	Rafael Meadows Pump Station - Electrical	\$100,000		\$100,000	\$0	\$150,000	\$0	\$0	\$0	\$150,000	\$250,000	\$100,000	\$500,000	\$0	\$0	\$0	\$750,000
28	GP	1	18350-01	A	Captains Cove Pump Station Upgrades ⁽¹⁾	\$29,765		\$29,765	\$0	\$29,765	\$0	\$0	\$0	\$29,765	\$29,765	\$0	\$0	\$0	\$0	\$0	\$29,765
29	MC	1	18360-01	A	Marin Lagoon Pump Station ⁽²⁾	\$163,615		\$160,491	\$0	\$160,491	\$3,124	\$31,062	\$3,124	\$160,491	\$295,000	\$134,509	\$200,000	\$200,000	\$200,000	\$200,000	\$1,095,000
30	GP	1	19200-02	A	Manhole Frames & Cover Adjustment Allowance	\$50,000		\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$50,000	\$50,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
31	MC	1	19200-01	A	Sewer Main Rehabilitation (Air Release Valve & Vault Replacements)	\$379,803		\$379,803	(\$79,803)	\$300,000	\$0	\$0	\$0	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
32	MC	1	20200-01	A	Force Main Assessment, Cleaning, Location Marking, & Mapping	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$50,000	\$50,000	\$0	\$200,000
33	MC	1	20300-09	N	Smith Ranch Pump Station Electrical Upgrades	\$15,000		\$15,000	\$0	\$15,000	\$0	\$0	\$0	\$15,000	\$75,000	\$60,000	\$0	\$0	\$0	\$0	\$75,000
34	MC	1	21300-01	N	Contempo Marin MH N050.07 & Connection Improvement	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
35	MC	1	21300-03	N	Standby/Towable Generators for Minor Pump Stations	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000	\$400,000	\$0	\$0	\$0	\$550,000
36	MC	1	21300-04	N	Pump Station Site Lighting, Safety, & Security Improvements	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$200,000	\$750,000	\$0	\$0	\$0	\$990,000
37	MC	1	21300-06	N	Fencing Improvements at Various Locations	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000	\$60,000	\$60,000	\$0	\$0	\$180,000
38	MC	1	21300-07	N	(BWP) Pump Station & Force Main Projects (Placeholder)	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$250,000	\$250,000	\$2,000,000	\$2,000,000	\$4,600,000
39	MC	1	21350-01	N	Automatic Transfer Switches for Pump Stations	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,000	\$105,000	\$50,000	\$50,000	\$50,000	\$50,000	\$305,000
40	MC	1	21600-01	N	Emergency Bypass Pumping Analysis & Emergency Response Plan	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$45,000
41	MC	1	21600-02	N	Annual Facility Painting at Various Locations	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000	\$35,000	\$35,000	\$35,000	\$35,000	\$170,000
42	MC	1	21600-03	N	Annual Facility Paving at Various Locations	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000	\$35,000	\$35,000	\$35,000	\$35,000	\$170,000
43	MC	2	18300-05	A	Hawthorn Pump Station Fencing	\$75,000		\$75,000	(\$50,000)	\$25,000	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
44	MC	2		N	Descanso Pump Station Odor Control	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	\$100,000	\$150,000	\$0	\$295,000
45	MC	2		N	Lower Marinwood Trunk Sewer M000.5 and MH M000.03 Access Road	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000
46	MC	2		N	Marinwood HWY 101 Trunk Sewer MH M000.51 & M000.49 Access Road	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000
47	MC	2		N	Mulligan TS Capacity Upgrade	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000	\$5,000,000	\$0	\$0	\$5,750,000
48	MC	2		N	Rafael Meadows Pump Station - Chvl	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$400,000	\$0	\$0	\$550,000
49	MC	2		N	SCADA Integration & Control Panel Replacements for Minor Pump Stations (4)	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$750,000	\$0	\$0	\$1,000,000
50	MC	2		N	Systemwide Cathodic Protection Improvements	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000	\$0	\$0	\$400,000

Line No.	Mgr.	Priority	Project No.	Type	Project Name	FY 2019-20					AS OF 4/10/2020			YEAR 1		PROJECTED				5-Year Total		
						FY 2020 Available	FY 2020 Revised	FY 2020 Carryover BEFORE Transfers	Transfer In/Out of Carryover	FY 2020 Carryover AFTER Transfers	Projected Expenditures	Encumbered Amount*	PO Balance*	Available Funding	Year 1 Projected Expenditures 2020-21	Year 1 2020-21 Request	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24		Year 5 2024-25	
112	MC	3		N	Plant Potable Water Hydrant Installation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$0	\$0	\$75,000	
Subtotal:						\$1,253,332	\$1,448,564	\$468,476	\$5,381,501	\$5,849,977	\$1,140,088	\$1,764,816	\$928,131	\$5,647,916	\$2,364,870	\$980,000	\$0	\$0	\$0	\$0	\$75,000	
Total (Non-Financed):						\$14,564,539	\$1,964,659	\$11,739,932	-\$3,324,318	\$8,415,613	\$3,279,052	\$5,453,291	\$3,337,038	\$7,616,569	\$6,267,586	\$3,399,509						

FINANCED PROJECTS																						
116	MC	1	12600-07 & 16650-02	A	Secondary Treatment Plant Upgrade & Recycled Water Expansion	\$38,844,214	\$61,230,377	\$36,230,377	\$3,155,000	\$39,385,377	\$25,000,000	\$57,918,196	\$32,193,834	\$6,467,181	\$22,000,000	\$0	\$2,430,000	\$0	\$0	\$0	\$0	\$63,660,377
117	MC	1		N	Property Acquisition ⁽¹⁾	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
118	MC	3		N	Administration Building Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000,000	\$0	\$0	\$0	\$15,000,000	
119	MC	3		N	John Duckett Pump Station & HWY 101 Terra Linda TS Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000,000	\$0	\$0	\$0	\$12,000,000	
Subtotal:						\$38,844,214	\$61,230,377	\$36,230,377	\$3,155,000	\$39,385,377	\$25,000,000	\$57,918,196	\$32,193,834	\$6,467,181	\$22,000,000	\$0	\$2,430,000	\$0	\$0	\$0	\$0	
Pending Transfer Balance:									\$169,318	\$169,318												
GRAND TOTAL:						\$53,408,753	\$63,195,036	\$47,970,309	\$0	\$47,970,309	\$28,279,052	\$63,371,486	\$35,530,871	\$14,083,751	\$28,267,586	\$3,399,509						
Less STP/RIWE Carryover Before Transfers:										\$11,739,932												

PENDING TRANSFER																						
RR	0	20100-03			Redesign of Offices in Admin Building	\$20,000					(\$20,000)											
GP	0	19200-03			Vac Truck	\$325,000					(\$19,571)											
MC	0	18300-05			Marinwood Trunk Sewer Repair	\$300,000					(\$33,000)											
MC	1	19200-01			Sewer Main Rehabilitation (Air Release Valve & Vault Replacements)	\$379,803					(\$75,803)											
MC	1	18300-05			Hawthorn Pump Station Fencing	\$75,000					(\$50,000)											
MC	3	14300-05			Smith Ranch Rd Combined Force Main	\$1,838,145					(\$138,145)											
MC	0	20500-01			Center Pivot No. 2 Irrigation System Replacement	\$40,000	\$165,000				(\$30,000)											
MC	0	20500-03			St. Vincent's Pump Station Headwall	\$50,000					(\$50,000)											
MC	0	20500-04			Sharp Solar Panel Replacement Project	\$100,000					(\$30,300)											
Subtotal:						\$3,127,948					-\$450,819											
											\$45,000	To On-Call Engineering										
											\$75,000	To Biosolids System Improvement Analysis										
											\$50,000	To Rafael Meadows Pump Station - Electrical										
											\$30,000	To Reclamation Storage Pond Valves & Transfer Boxes										
											\$1,501	To Influent Screens Rebuild										
											\$60,000	To Sludge Thickener Structure Removal										
											\$20,000	To Annual Plant Paving at Various Locations										
Remaining Balance:											-\$169,318											

* - Based on info received from RR on 2/22/2020.
⁽¹⁾ - Project with multi-year budgeting.
⁽²⁾ - Funded by Captains Cove & Marin Lagoon HOA.
⁽³⁾ - Unknown at this time, staff may request for budget increase when appropriate.

Priority
 1 - High - Yr 1
 2 - Medium - Yr 2
 3 - Low - Yr 3, 4, or 5
 0 - N/A

Type
 A - Active
 C - Complete, Project is expected to be completed by end of current fiscal year.
 CANC - Cancelled
 N - New

Legend
 Collections
 Finance
 Operations

RESOLUTION No. 2020-2194

**A RESOLUTION PROVIDING FOR THE
COLLECTION OF SEWER SERVICE CHARGES ON THE TAX ROLL**

LAS GALLINAS VALLEY SANITARY DISTRICT

RESOLVED, by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California,

That the Las Gallinas Valley Sanitary District, Marin County does hereby elect, pursuant to section 5473 of the Health and Safety Code of the State of California, to have those certain sewer charges established by said District for services and facilities furnished by it, pursuant to ordinances thereof duly passed and adopted by the Sanitary Board of the District, collected on the tax roll of the County of Marin, State of California, in the manner provided pursuant to Sections 5470 through 5473.11 of the Health and Safety Code of the State of California and said ordinances of said 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 meeting thereof held on June 18, 2020 by the following vote of the members thereof:

AYES, and in the favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

Teresa Lerch, District Secretary,
Las Gallinas Valley Sanitary District

APPROVED:

(seal)

Rabi Elias, Board President

RESOLUTION No. 2020-2195

**A RESOLUTION DETERMINING THE 2020-21
APPROPRIATION OF TAX PROCEEDS**

LAS GALLINAS VALLEY SANITARY DISTRICT

RESOLVED, by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, that the calculated maximum limit applicable to the 2020-21 appropriations of tax proceeds is \$3,054,682 in accordance with Article XIII B of the Constitution of the State of California. The Board selects the change in California per capita income as the cost of living factor to be used in the calculation of the appropriation limit. The Board selects the change in population of Marin County as the change of population factor to be used in the calculation of the appropriations limit. The District's 2020-21 appropriations subject to tax proceeds limitations are \$930,000. Detailed schedules are hereto attached as Exhibit A and by reference incorporated herein.

* * * * *

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 June 18, 2020 by the following vote of the members thereof:

AYES, and in the favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

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

APPROVED:

(seal)

Rabi Elias, Board President

CALCULATION OF APPROPRIATION LIMIT FOR
2020-21 PROCEEDS OF TAXES

Appropriations Adjustment Limit Factors		Calculated Maximum Limit		
CPI 2020-21	1.0373			
Population 2019-20	<u>x 0.9940</u>	Growth for Marin County		
Combined Factor	1.0311			
		\$2,962,615	x 1.0311	= \$3,054,682

CPI 2019-20	1.0385			
Population 2018-19	<u>x 0.9999</u>	Growth for Marin County		
Combined Factor	1.0384			
		\$2,853,068	x 1.0384	= \$2,962,615

CPI 2018-19	1.0367			
Population 2017-18	<u>x 1.0017</u>			
Combined Factor	1.0385			
		\$2,747,397	x 1.0385	= \$2,853,068

RESOLUTION No. 2020-2196

**A RESOLUTION REQUESTING ALLOCATION OF TAXES
FOR THE FISCAL YEAR 2020-21**

LAS GALLINAS VALLEY SANITARY DISTRICT

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

1. That the minimum amount of money required by said District to be raised by taxes during the fiscal year ending June 30, 2021 for the purpose of paying the maintenance and operation expense of said District, as it comes due, is the amount of \$930,000.

2. That it is hereby estimated that said sum is the minimum amount of money required by said District for such purposes during said ensuing fiscal year.

3. That said Sanitary Board further respectfully requests the Honorable Board of Supervisors of the County of Marin to direct the County Auditor to allocate to the Las Gallinas Valley Sanitary District the amount of \$930,000, or such other amount as shall be determined to be said District's share of the 2020-21 property tax revenue generated pursuant to Section 93 of the Revenue and Taxation Code and allocated pursuant to Section 97 of said Code.

* * * * *

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 June 18, 2020, by the following vote of the members thereof:

AYES, and in the favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

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

APPROVED:

(seal)

Rabi Elias, Board President

Agenda Summary Report

To: LGVSD Board of Directors *MPR*
From: Mike Prinz, General Manager
Meeting Date: June 18, 2020
Re: Resolution Approving Pay Scales Effective July 1, 2020, Pursuant to the California code of Regulation, Subchapter 1, Employees' Retirement System Regulations Section 570.5.

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

STAFF RECOMMENDATION:

Staff requests that the Board approve the attached salary schedule and associated Resolution 2020-2197..

BACKGROUND:

As a result of a two-year contract extension from an original end date of June 30, 2019, the Operating Engineers Local 3 MOU is scheduled to terminate on June 30, 2021. The extension provides for a pay increase of 3.50% on July 1, 2020. The attached salary schedule for the fiscal year 2020-21 includes this increase across all classifications.

PREVIOUS BOARD ACTIONS:

The contract extension was approved by the Board at the May 16, 2019 board meeting. The salary schedule for the fiscal year 2019-20 was approved on June 6, 2019.

ENVIRONMENTAL REVIEW:

N/A

FISCAL IMPACT:

The FY2020-21 budget provides for the pay increases negotiated in the MOU.

RESOLUTION NO. 2020-2197

A RESOLUTION ADOPTING THE PAY SCALES EFFECTIVE JULY 1, 2020 PURSUANT TO THE CALIFORNIA CODE OF REGULATIONS, SUBCHAPTER 1, EMPLOYEES' RETIREMENT SYSTEM REGULATIONS SECTION 570.5

LAS GALLINAS VALLEY SANITARY DISTRICT

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

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

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

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

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

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



Las Gallinas Valley Sanitary District
Pay Scales as of July 1, 2020

Monthly Salary Range										
Full Time Positions	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Longevity 3%	Longevity 2%
Administrative Coordinator	\$ 5,325.69	\$ 5,605.98	\$ 5,901.03	\$ 6,211.61	\$ 6,522.20	\$ 6,522.20	\$ 6,522.20	\$ 6,522.20	N/A	N/A
Administrative Financial Specialist I	\$ 6,016.09	\$ 6,316.92	\$ 6,632.91	\$ 6,964.66	\$ 7,312.52	\$ 7,678.54	\$ 8,062.71	\$ 8,465.40	N/A	N/A
Administrative Financial Specialist II	\$ 6,964.66	\$ 7,312.52	\$ 7,678.54	\$ 8,062.71	\$ 8,465.40	\$ 8,888.66	\$ 9,333.22	\$ 9,799.99	N/A	N/A
Administrative Services Manager I	\$ 10,767.63	\$ 11,305.92	\$ 11,871.23	\$ 12,465.09	\$ 13,088.21	\$ 13,742.63	\$ 14,429.46	\$ 15,151.11	\$ 15,605.67	\$ 15,917.78
Administrative Services Manager II	\$ 11,871.23	\$ 12,465.09	\$ 13,088.21	\$ 13,742.63	\$ 14,429.46	\$ 15,151.11	\$ 15,908.52	\$ 16,704.08	\$ 17,204.95	\$ 17,549.11
Assistant Engineer	\$ 7,711.15	\$ 8,096.98	\$ 8,502.08	\$ 8,926.81	\$ 9,373.22	\$ 9,841.86	\$ 10,333.82	\$ 10,850.61	N/A	N/A
Associate Engineer	\$ 9,373.22	\$ 9,841.86	\$ 10,333.82	\$ 10,850.61	\$ 11,393.17	\$ 11,962.75	\$ 12,560.85	\$ 13,189.16	N/A	N/A
Building & Ground Maint Worker	\$ 4,720.60	\$ 4,956.40	\$ 5,204.23	\$ 5,464.29	\$ 5,737.34	\$ 6,024.25	\$ 6,325.99	\$ 6,642.18	N/A	N/A
Collection System/Safety Manager	\$ 10,227.32	\$ 10,738.36	\$ 11,275.17	\$ 11,839.19	\$ 12,431.19	\$ 13,052.82	\$ 13,705.57	\$ 14,390.74	\$ 14,822.34	\$ 15,118.88
District Administrative Assistant	\$ 6,016.09	\$ 6,316.92	\$ 6,632.91	\$ 6,964.66	\$ 7,312.52	\$ 7,678.54	\$ 8,062.71	\$ 8,465.40	N/A	N/A
District Engineer I	\$ 10,139.33	\$ 10,646.12	\$ 11,178.66	\$ 11,737.69	\$ 12,324.13	\$ 12,940.39	\$ 13,587.58	\$ 14,267.20	\$ 14,695.07	\$ 14,989.05
District Engineer II	\$ 12,940.39	\$ 13,587.58	\$ 14,267.20	\$ 14,980.33	\$ 15,729.40	\$ 16,515.89	\$ 17,341.47	\$ 18,208.71	\$ 18,754.97	\$ 19,130.05
Environmental Services Director	\$ 9,211.32	\$ 9,671.26	\$ 10,155.08	\$ 10,662.79	\$ 11,195.70	\$ 11,755.65	\$ 12,343.20	\$ 12,960.57	N/A	N/A
Laboratory Technician in Training	\$ 6,234.67	\$ 6,546.23	\$ 6,873.53	\$ 7,217.14	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	\$ 8,772.70	N/A	N/A
Laboratory Technician, Grade I	\$ 6,873.53	\$ 7,217.14	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	\$ 8,772.70	\$ 9,211.32	\$ 9,671.26	N/A	N/A
Laboratory Technician, Grade II	\$ 7,217.14	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	\$ 8,772.70	\$ 9,211.32	\$ 9,671.26	\$ 10,155.08	N/A	N/A
Laboratory Technician, Grade III	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	\$ 8,772.70	\$ 9,211.32	\$ 9,671.26	\$ 10,155.08	\$ 10,662.79	N/A	N/A
General Manager	By Contract \$20,086.56									
Skilled Maintenance Worker I	\$ 5,493.41	\$ 5,768.08	\$ 6,056.48	\$ 6,359.30	\$ 6,677.26	\$ 7,011.12	\$ 7,361.68	N/A	N/A	N/A
Skilled Maintenance Worker II	\$ 6,677.27	\$ 7,011.13	\$ 7,361.69	\$ 7,729.77	\$ 8,116.26	\$ 8,522.08	\$ 8,948.18	\$ 9,395.59	N/A	N/A
Leadsman Collection Line Worker	\$ 6,359.15	\$ 6,677.19	\$ 7,010.79	\$ 7,361.24	\$ 7,729.11	\$ 8,115.87	\$ 8,521.90	\$ 8,947.93	N/A	N/A
Line Maintenance Worker	\$ 5,231.66	\$ 5,493.39	\$ 5,768.08	\$ 6,056.30	\$ 6,359.15	\$ 6,677.19	\$ 7,010.79	N/A	N/A	N/A
Line Maintenance Worker, Grade I	\$ 5,493.39	\$ 5,768.08	\$ 6,056.30	\$ 6,359.15	\$ 6,677.19	\$ 7,010.79	\$ 7,361.24	N/A	N/A	N/A
Line Maintenance Worker, Grade II	\$ 5,768.08	\$ 6,056.30	\$ 6,359.15	\$ 6,677.19	\$ 7,010.79	\$ 7,361.24	\$ 7,729.11	\$ 8,115.87	N/A	N/A
Line Maintenance Worker, Grade III	\$ 6,056.30	\$ 6,158.98	\$ 6,467.01	\$ 6,790.11	\$ 7,129.54	\$ 7,485.82	\$ 7,860.41	\$ 8,253.66	N/A	N/A
Operator in Training	\$ 5,385.76	\$ 5,655.10	\$ 5,937.57	\$ 6,234.67	\$ 6,546.23	\$ 6,873.53	\$ 7,217.14	N/A	N/A	N/A
Operator, Grade I	\$ 5,937.57	\$ 6,234.67	\$ 6,546.23	\$ 6,873.53	\$ 7,217.14	\$ 7,577.97	\$ 7,957.13	N/A	N/A	N/A
Operator, Grade II	\$ 6,546.23	\$ 6,873.53	\$ 7,217.14	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	\$ 8,772.70	\$ 9,211.32	N/A	N/A
Operator, Grade III	\$ 7,217.14	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	\$ 8,772.70	\$ 9,211.32	\$ 9,671.26	\$ 10,155.08	N/A	N/A
Operator, Lead	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	\$ 8,772.70	\$ 9,211.32	\$ 9,671.26	\$ 10,155.08	\$ 10,662.79	N/A	N/A
Plant Manager I	\$ 10,307.34	\$ 10,822.47	\$ 11,363.34	\$ 11,931.44	\$ 12,528.06	\$ 13,154.33	\$ 13,811.90	\$ 14,502.44	\$ 14,937.36	\$ 15,236.13
Plant Manager II	\$ 11,363.34	\$ 11,931.44	\$ 12,528.06	\$ 13,154.33	\$ 13,811.90	\$ 14,502.44	\$ 15,227.80	\$ 15,988.73	\$ 16,468.29	\$ 16,797.81
Plant Operations & Maint Supervisor	\$ 9,671.26	\$ 10,155.08	\$ 10,662.79	\$ 11,195.70	\$ 11,755.65	\$ 12,343.20	\$ 12,960.57	\$ 13,608.51	N/A	N/A
Part Time Positions										

How to Use this Pay Scale: Steps 1 through 5 are the regular levels for all positions.

In addition, except as identified above, the following also applies:

Dual certification may be available for an additional 5% of pay.

Triple certification may be available for an additional 5% of pay.

A longevity step may be available for an additional 5% of pay.

Additional 3% longevity step after 10 years continuous District service may be available for management positions.

Additional 2% longevity steps after 15 years continuous District service may be available for management positions.

Payscale reflects General Manager rate per contract



Agenda Summary Report

To: LGVSD Board of Directors

From: Mike Prinz, General Manager 

Meeting Date: June 18, 2020

Re: Financial Audit Contract Extension

Item Type: Consent Discussion Information Other

Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION

Board approval of the contract extension with Cropper Accountancy for the annual financial audit, with the option for a Single Audit and the audit of the Marin Public Financing Authority.

BACKGROUND

On January 17, 2017, the District issued an RFP and conducted a competitive selection process for annual financial audit and reporting services. On April 13, 2017, the Board authorized a contract with Cropper Accountancy to perform these services for the fiscal years ended June 30, 2017, June 30, 2018, and June 30, 2019. The terms of the contract award include an option to extend the engagement for the years ending June 30, 2020 and June 30, 2021, with the approval of the Board.

Although it is a good practice to change audit firms or rotate audit partners periodically; generally, it is not desirable to change financial auditors when the organization is in the process of transitioning high-level finance staff. There were several challenges with the District's year-end processes and financial statement preparation for FY2018-19 that resulted from earlier attrition of key District staff. District staff and its financial consultants are actively addressing these areas of concern. Continuity of financial audit services will be helpful to the next Administrative Services Manager in re-establishing a more timely and reliable year-end process. It is for these reasons that staff is recommending that the District exercise its option to extend the annual financial audit contract through FY2020-21.

The District may require a Single Audit in accordance with federal grant requirements and, therefore, has asked that this be included as an optional task. In addition, the District established a joint powers authority with Sausalito-Marin City Sanitary District which it used to issue bonds for the treatment plant upgrade and recycled water treatment facility expansion. The Marin Public Financing Authority (MPFA) requires an annual audit in accordance with its bylaws. The member agencies split the cost of this requirement.

PREVIOUS BOARD ACTIONS

Award of audit contract to Cropper Accountancy on April 13, 2017.

ENVIRONMENTAL REVIEW

N/A



FISCAL IMPACT

The base charges for the financial statement production for FY2019-20 and FY2020-21 are \$24,500 and \$25,000, respectively. Additional services for the District's and MPFA annual financial transactions reports, GANN (appropriations) Limit, and Single Audit (if needed) would incur up to \$6,200. The District will only be charged for the options it selects. The District routinely provides for the cost of its annual financial audit in its operating budget.

PROPOSAL TO SERVE



Proposal for Financial Audit Services

June 30, 2020 – 2021

CROPPER ACCOUNTANCY
Certified Public Accountants
2700 Ygnacio Valley Road, Suite 270
Walnut Creek, CA 94598

March 2, 2020

PRIMARY CONTACT:
JOHN CROPPER, PARTNER
Phone: (925) 932-3860
Fax: (925) 476-9930
john@cropperaccountancy.com



2700 Ygnacio Valley Road, Ste 270
Walnut Creek, CA 94598
(925) 932-3660 tel
(925) 476-9930 afax
www.cropperaccountancy.com

Robert Ruiz
Administrative Services Manager
Las Gallinas Valley Sanitary District
101 Lucas Valley Road, Suite 300
San Rafael, CA 94903

Dear Mr. Ruiz:

We are pleased to submit our proposal to audit the financial statements of Las Gallinas Valley Sanitary District (the District) for the fiscal years ending June 30, 2020 and 2021.

We are excited about the prospect of working with you! We want to be your public accounting firm and are confident in our ability to provide quality services at competitive rates.

In this brief proposal we describe in detail why we believe Cropper Accountancy Corporation is the selection of choice. A more detailed proposal is available upon request. Those distinguishing reasons are highlighted as follows:

- **Unique and value-added staffing model.** We do not employ inexperienced staff to perform our audits; a client service partner and senior staff will perform all audit fieldwork in order to gain a detailed understanding of the client's business, build strong working relationships with management, and ensure that all audit risks are properly addressed. In subsequent years, client service partners *continue* to "roll up their sleeves" performing the work requiring greater expertise and giving personal attention to clients that other firms do not provide. We believe this staffing model is most efficient and value-added.
- **Extensive governmental and special district audit expertise and experience.** We have extensive expertise and experience with governmental audits, which require compliance with Yellow Book standards and, as applicable, Single Audit requirements.
- **Superior, sustained, proactive client service.** We take pride in our long-standing client relationships and in exceeding client expectations. We experience little client turnover – even in industries that routinely rotate auditors.

We acknowledge that we understand the requirements of your Request for Proposal and commit to performing the work within the stated time period. Our proposal is a firm and revocable offer for ninety days.

I look forward to hearing from you.

Sincerely,

John Cropper, Principal
March 2, 2020

Scope of Work

1. Audit the financial statements of Las Gallinas Valley Sanitary District, including the related notes to the financial statements.
2. Apply certain limited procedures to the Required Supplementary Information (RSI), which are not part of the basic financial statements:
 - a. Management’s Discussion and Analysis (MD&A)
 - b. Schedule of the District’s Proportionate Share of the Plan’s Net Pension Liability
 - c. Schedule of the District’s Pension Plan Contributions
 - d. Schedule of Changes in the Net OPEB Liability and Related Ratios
 - e. Schedule of the District’s OPEB Contributions
3. Report on Other Supplementary Information accompanying the District’s financial statements:
 - a. Budgetary Comparison Schedule

Professional Fees

	Year Ended June 30,	
	2020	2021
District Audit Report	\$ 22,500	\$ 23,000
Assistance with preparation of CAFR	2,000	2,000
	\$ 24,500	\$ 25,000
District Option		
State Controllers’ Annual FTR - LGVSD	1,000	1,000
State Controllers’ Annual FTR – MPFA	500	500
GANN Limit	200	200
Single Audit (if applicable)	4,500	4,500
	6,200	6,200
Total, including optional services	\$ 30,700	\$ 31,200

June 5, 2020

To Board of Directors and Management

Las Gallinas Valley Sanitary District
300 Smith Ranch Road
San Rafael, California

We are pleased to confirm our understanding of the services we are to provide Las Gallinas Valley Sanitary District for the year ended June 30, 2020. We will audit the financial statements of the business-type activities, including the related notes to the financial statements, which collectively comprise the basic financial statements of Las Gallinas Valley Sanitary District as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as Management's Discussion and Analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of the District's Proportionate Share of the Plan's Net Pension Liability
- 3) Schedule of the District's Pension Plan Contributions
- 4) Schedule of Changes in the Net OPEB Liability and Related Ratios
- 5) Schedule of the District's OPEB Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies Las Gallinas Valley Sanitary District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements:

- 1) Budgetary Comparison Schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditors' report will not provide an opinion or any assurance on that other information.

- 1) Introductory Section to the Comprehensive Annual Financial Report
- 2) Statistical Section to the Comprehensive Annual Financial Report

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Las Gallinas Valley Sanitary District's financial statements. Our report will be addressed to management and the Board of Directors of Las Gallinas Valley Sanitary District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Las Gallinas Valley Sanitary District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of Las Gallinas Valley Sanitary District in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related party relationships and transactions (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in

communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Cropper Accountancy Corporation and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to appropriate regulators or their designees. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Cropper Accountancy Corporation personnel. Furthermore, upon request, we may provide copies of selected audit documentation to appropriate regulators or their designees. The regulators or their designees may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit on approximately August 1, 2020 and to issue our reports no later than November 15, 2020. John Cropper is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed:

- \$22,500 for the audit
- \$2,000 for time relating to the preparation of the CAFR
- With the options of:
 - o \$1,500 for us to prepare the California State Controller's Office Annual Financial Transactions Report
 - o \$200 for us to perform an AUP on the District's appropriations limit
 - o \$4,500 for us to complete a Single Audit (which, if applicable, would require a new engagement letter).

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Las Gallinas Valley Sanitary District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Cropper Accountancy

CROPPER ACCOUNTANCY CORPORATION
Walnut Creek, California

RESPONSE:

This letter correctly sets forth the understanding of Las Gallinas Valley Sanitary District.

Mike Prinz, General Manager



Item Number 10

Agenda Summary Report

To: LGVSD Board of Directors
 From: Mike Prinz, General Manager 
 Meeting Date: June 18, 2020
 Re: Regional Government Services – Support of Financial Management Activities
 Item Type: Consent Discussion Information Other
 Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION

Board to authorize General Manager to execute a contract with Regional Government Services Contract in an amount not to exceed \$81,000 for the period June 19, 2020 to September 30, 2020.

BACKGROUND

In order to assess the condition of the District's administrative services management and facilitate preparation for a new Administrative Services Manager, Regional Government Services (RGS) was retained in April 2020. Since that time, RGS has identified several areas that require attention during the Administrative Services Manager recruitment and hiring process. The most critical of these areas are:

- backlog of accounting entries, including assurance of supporting documentation,*
- backlog of bank reconciliations,*
- preparation of sewer service charges collected via the County tax rolls,
- preparation for fiscal year-end audit,*
- management of District billings (e.g., recycled water),
- effective use of accounting system for budget control and financial reporting,
- technical financial and accounting support to staff.

(* these areas were identified as sub-standard in the 2018-19 financial audit)

As the District approaches the end of the second month with a vacancy in the District's key fiscal position, RGS staff have made progress in all of these areas in addition to supporting the final 2020-21 Budget and annual sewer service charge increase for today's meeting.

The purpose of the proposed contract is to build on the momentum that RGS has established over the past several weeks and ensure that critical District financial work will continue through the successful recruitment and onboarding of the next Administrative Services Manager.



The key elements of the RGS engagement include are presented in Exhibit A-1 and summarized below:

- Implementation of the District's FY2020-21 budget and budget-monitoring procedures
- Project Management for FY2020-21 Revenue and Collections
- FY2019-20 Accounting Review, Accounting Entries, Fiscal Year-End Preparation
- Review of District compliance and administrative and financial policies and procedures
- Facilitate process for the three-year rate study
- Assist with onboarding and orientation of new Administrative Services Manager

Under the new contract, RGS will continue its practice of meeting weekly with the General Manager to report on progress in the critical areas noted above. This regular communication also ensures that RGS' support is consistent with the District's administrative and financial management priorities and the General Manager's expectations.

Given RGS' involvement in financial management-related assistance since the prior ASM's departure, as well as the need for timely action and response on a range of important issues, it is critical for the District to retain RGS for continuation of this work and waive competitive bidding for the needed scope of services.

PREVIOUS BOARD ACTION

N/A

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

There are sufficient resources in the recommended 2020-21 Operating Budget to fund this contract. The primary source of funding is the savings generated from the vacant Administrative Services Manager position.



June 12, 2020

Mike Prinz, PE
General Manager
101 Lucas Valley Road, #300
San Rafael, CA 94903

Re: Proposal to provide Financial Services during Administrative Services Manager recruitment and transition.

Dear Mike:

The purpose of this letter is to briefly recap the areas RGS has covered in support of the District's financial-related functions, since we were retained in late April. This information also provides context to our plan for the upcoming months as the District approaches the end of the fiscal year without an Administrative Services Manager.

For the past several weeks, RGS has provided technical support to the District's accounting function. This activity has included advice on technical and best practices in the use of QuickBooks, treasury and banking procedures, and internal controls. We addressed the delinquent preparation of bank reconciliations, bringing them current earlier this month. Delays in this area were pointed out by the District's auditor in its most recent financial audit and had not been remedied. We noted a significant backlog in the recording of other transactions needed to ensure accurate financial reporting, as well as a number of transactions that were posted to the wrong accounts which among other issues, complicates year end close and the reliability of next year's budget projections. We have initiated work on these, in anticipation of fiscal year-end. Also, in anticipation of the annual financial audit, RGS worked with you to establish communication with the District's financial auditors and took the first steps in preparation for the FY 2019-20 financial audit.

We also weighed in on the District's readiness to issue an RFP for a new accounting and financial reporting system (also referred to as Enterprise Resource Planning, or ERP). We recommended that the District first bring its accounting fully up-to-date and articulate its future needs more specifically, prior to the issuance of an RFP.

Also, in preparation for the FY 2019-20 financial audit, we noticed that the biennial actuarial report the District's OPEB/Retiree Medical had not been conducted in a timely manner. In order to ensure that this delay does not affect the audit of the District's financial statements, we assisted in initiating this process with the District's actuary.

RGS assisted the District with the completion of its sewer service charge rate setting and the final, recommended FY 2020-21 budget. Although a significant amount of work on these had been completed prior to our engagement, we reviewed that work and have noted potential improvements to the process that we have shared with you and will communicate to the new administrative services manager. We also worked with you to improve the quality and transparency of the Administrative Staff Reports that are used to present sewer service charge rate and District budget information to the District Board and the Public.

We also assisted the District with re-establishing contact with parties that are critical to the ongoing administrative and financial reporting requirements associated with the 2017 bonds. Some areas of compliance lapsed following the retirement of the former administrative services director. The lack of good communication and oversight manifests in a variety of ways; for example one consultant on whom the District depends for compliance with the bonds' tax provisions was not aware of retirement of the Administrative Services Director in late 2018.

Finally, we have identified all of the communications required by the County for the purpose of placing the sewer service charges, supplemental charges, and payments under the lateral loan program on the 2020-21 tax rolls. We noted that some of the work that the District should have performed in April for the purpose of converting consumption usage into sanitary sewer units had not been initiated. This work needs to be completed within the next several weeks.

RGS' proposed plan focuses on (1) the clean-up of the District's accounting records on QuickBooks; (2) preparation of annual transactions necessary to close FY2019-20; readiness for FY2019-20 financial audit; (4) calculation/execution of the new Sewer Service Charge rate and implementation on the County of Marin tax rolls and manual billing (where applicable); (5) capital project tracking and budget controls; and (6) other items that will minimize the backlog of issues faced by the new administrative services manager; and (7) facilitating the onboarding of the new administrative services manager, so he or she can take advantage of the information we have accumulated through this engagement. (See Exhibit A-1 for detail.)

Our plan also relies heavily on a successful and timely recruitment of the new Administrative Services Manager. For example, in completing the FY 2020 audit, it is important that the District have an employee that fulfills the chief financial role and can fully represent the District in the fulfillment of that role, even as the District's audit firm looks favorably upon your taking initiative with respect the District's annual audit.

Success in these areas is dependent upon maintaining a consistent pace with respect to the research of undocumented transactions and the ability to locate critical records. While the current District staff have been extremely cooperative; much important information was not shared with them during the past year.

Attached is our project planning worksheet (Exhibit A-2), displaying where we anticipate RGS efforts will be applied. As you know, over the past several weeks we have had both positive surprises (e.g., finding documentation that was illuminating) and negative discoveries (e.g., the condition of bank reconciliations, lapses in tending to bond disclosure requirements, expired OPEB/Retiree medical actuarial valuation, etc.). We have had to shift priorities to address these emerging issues. Undoubtedly, future discoveries will impact the plan as we currently understand it. The \$15,000 contingency is to address remaining unknown issues. We will continue to keep you apprised of evolving issues and consult with you when decisions need to be made with respect to where and how we dedicate our resources to best support the District's finance function over the next few months.

We look forward to continue to partner with the District on the areas in which we can be of value.

Sincerely,

Mark Moses
Senior Advisor
Regional Government Services

Glenn Lazof
Director of Finance Services
Regional Government Services

SCOPE OF SERVICES

Subject to the terms and conditions of this Agreement, RGS shall assign RGS employee(s) to perform preliminary consultative, project, and assessment services as Human Resources, Finance, and Public Works Advisor(s) to the Las Gallinas Valley Sanitary District (DISTRICT), which may require performing any or all of the functions described below. Agency shall at all times treat all persons working for or under the direction of RGS as agents and employees of RGS. Agency shall have the right to control RGS employees only insofar as the results of RGS' services rendered pursuant to this Agreement.


- Perform work as assigned by the RGS lead advisor.
- Provide project related services on an as needed basis, with appropriate invoices for services provided.
- Services may be within any of the RGS service areas, including but not limited to:
 - Implementation of District's FY2021 budget and budget monitoring procedures following its formal adoption.
 - Project Management for FY2021 Revenue and Collections
 - Transmittals to County of Marin for charges billed through County property tax rolls.
 - Consultation on recycled water billings
 - Preparation for other direct billings
 - FY2020 Accounting Review, Preparation of Entries, Fiscal Year-End
 - Bank Reconciliations (backlog and current)
 - Correcting entries
 - Journal Entries (backlog and current)
 - Year-End Close and Pre-work for PBCs
 - Plan to address prior year audit comments
 - Review of District compliance and administrative and financial policies and procedures
 - Continuing disclosure (bonds)
 - Internal control environment
 - Banking procedures
 - Accounting transactions
 - Financial controls
 - Project budget control and reporting
 - Other best practices

- Coach Finance Staff as needed in operational activities and budget monitoring
- Facilitate processes for a the 3-year rate study
- Produce and Contribute to financial and other staff reports to District Leadership
- Project Management for ERP systems assessment and proposal requests.
- Be reasonably available to perform the services during the normal work week.
- Meet regularly and as often as necessary for the purpose of consulting about the scope of work performed with the appropriate Agency project manager and with the RGS lead.
- Perform other duties as are consistent with the services described herein and approved by the RGS lead advisor.
- Perform services at Agency offices or at any other location deemed as appropriate by the RGS lead advisor and RGS employee providing such services.

RGS Support to LGVSD									
Assumptions: No major changes to proposed budget ASM onboard by August 17 Access to records/accounting backup ASM participates in PBC preparation									
Description	June 19 - July 19 Accounting Clean up		July 20 - August 16 Year-End Prep		August 17 - Sept 30 Transition		Totals		
	Hours	\$	Hours	\$	Hours	\$	Hours	\$	
Accounting and Banking Coding errors Incomplete entries Credit card entries Payroll liabilities Accounts Receivable Accounts Payable Bank Reconciliations	70	\$ 10,500	10	\$ 1,500	8	\$ 1,200	88	\$ 13,200	
Year-End Close Debt service Capitalization Depreciation Interest allocation	10	\$ 1,500	70	\$ 10,500	20	\$ 3,000	100	\$ 15,000	
Project Accounting / Budget Control Funding protocol budgetary control	20	\$ 3,000	42	\$ 6,300			62	\$ 9,300	
Ongoing support to Finance Function Ongoing accounting support Support to finance staff Support to GM and other management Board Meetings Continuing Disclosure Assessment of ERP readiness	75	\$ 11,250	75	\$ 11,250	40	\$ 6,000	190	\$ 28,500	
Sub-total		\$ 26,425		\$ 29,747		\$ 10,268		\$ 66,000	
Contingency (in the event of additional scope initiated by General Manager, or in the event that the ASM not onboard by mid-August)								\$ 15,000	
Total								\$ 81,000	



Agenda Summary Report

To: LGVSD Board of Directors
From: Mike Prinz, General Manager 
Meeting Date: June 18, 2020
Re: Administrative Services Manager Selection Process

Item Type: Consent _____ Discussion X Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

The General Manager recommends that the Board receive a confidential update regarding the Administrative Services Manager (ASM) recruitment finalists prior to the completion of the selection process.

BACKGROUND

The prior ASM separated from the District on April 29, 2020, which triggered a recruitment that is currently in process. The Board requested an agenda item regarding the Administrative Services Manager selection process during the May 21st board meeting.

PREVIOUS BOARD ACTIONS

None.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

None.

6/18/2020


General Manager Report

- Separate Item to be distributed at Board Meeting
- Separate Item to be distributed prior to Board Meeting
- Verbal Report – Topics include:
 - Ongoing Smith Ranch Road Closures
 - Staff Advancements
 - ASM Recruitment Update
 - NPDES Permit Renewal
 - Sewer Lateral Inspection Update
- Presentation



Item Number 12A2

Agenda Summary Report

To: Mike Prinz, General Manager 
From: Michael P. Cortez, PE, District Engineer
Meeting Date: June 18, 2020
Re: Contract for On-Call Contract Inspection Services with Kennedy Jenks
Item Type: Consent Discussion Information Other
Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION

For information only.

BACKGROUND

Small construction projects requiring inspection services are regularly awarded by the District through the UPCCAA procedure and On-Call Construction Contract. These projects typically do not rise to the level of formal solicitation for inspection services through a Request for Proposal process. Due to limited staff capacity and multiple construction projects happening simultaneously, District staff has entered into an agreement with Kennedy Jenks in the amount not to exceed \$45,000 to address small scope inspection needs in lieu of in-house inspections. Kennedy Jenks' familiarity of the treatment plant's electrical and other processes as construction managers of the Secondary Treatment Plant Upgrade and Recycled Water Expansion project would allow them to provide a quick turnaround upon request. Scope of work includes on-site inspections, coordination with contractor, and preparation of final inspection report at project completion. This contract falls within the General Manager's signature authority.

PREVIOUS BOARD ACTION

N/A

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

\$45,000

6/18/2020

BOARD MEMBER REPORTS

CLARK

NBWA Board Committee, NBWA Conference Committee, Ad Hoc HR Sub-Committee re: GM Evaluation**, Ad Hoc HR Sub-Committee re: 2019 Employee Climate Survey**, Other Reports

ELIAS

NBWRA , Ad Hoc Engineering Sub-Committee re: STPURWE, Other Reports

MURRAY

Marin LAFCO, CASA Energy Committee, Ad Hoc HR Sub-Committee re: GM Evaluation**, Other Reports

SCHRIEBMAN

JPA Local Task Force, NBWA Tech Advisory Committee, Ad Hoc HR Sub-Committee re: 2019 Employee Climate Survey**, Other Reports -WateReuse Webcast

YEZMAN

Gallinas Watershed Council/Miller Creek Watershed Council, Flood Zone 7, CSRMA, Ad Hoc Engineering Sub-Committee re: STPURWE, Other Reports

****NOTE: BOARD TO MAKE A MOTION TO DISSOLVE ANY AD HOC COMMITTEES**

Agenda Item 13.4
Date June 18, 2020



WATEREUSE

CERTIFICATE *of* COMPLETION

This document certifies that

Judy Schriebman

has completed 1 Professional Development Hour
at the WaterReuse Association Webcast:

The Rainbow and Vision of a Decentralized DPR Community

June 03, 2020

f1518b14817b6bae106daf70c59862

Date

Certificate ID



**BOARD MEMBER
MEETING ATTENDANCE REQUEST**

Date: _____ **Name:** _____

I would like to attend the _____ Meeting
of _____

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

Location of meeting: _____

Actual meeting date(s): _____

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

Purpose of Meeting: _____

Other meeting attendees: _____

Meeting relevance to District: _____

Frequency of Meeting: _____

Estimated Costs of Travel (if applicable): _____

Date submitted to Board Secretary: _____

Board approval obtained on Date: _____

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

6/18/2020

BOARD AGENDA ITEM REQUESTS

Agenda Item 14B

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

NOTICE OF PUBLIC HEARING
LAS GALLINAS VALLEY SANITARY DISTRICT

The Sanitary District is desirous of public comments on the Annual Budget and the Proposition 218 Annual Sewer Service Charge increase prior to adoption. Copies of the Budget are available at the District Office free of charge to the public as well as on the District's website at www.LGVSD.org

Effective Date July 1, 2020

Proposed Residential Charges: Single-family home or residential units such as condominiums and mobile homes - Annual Sewer Charge Rate per living unit. Multi-family residential units such as apartments - 90% of the Annual Sewer Service Charge per living unit.

Current Rate: \$927 per year.

Proposed Maximum Rate:
2020/21 - \$ 968 per year, increase of \$41

Proposed Non-Residential Sewer Service Charges: Rates for non-residential customers are proportional to the rise in residential rates. Rates are calculated individually for each type of non-residential use, based on water usage and a strength factor, which is an average cost to treat wastewater from a particular type of non-residential customer.

Copies of the Proposition 218 Notice are available for public review at the District Office.

FURTHERMORE, said Board intends to adopt the District Budget for 2020-21 and the District Annual Sewer Service Charge Increase with or without modification at the public hearing set for June 18, 2020.

NOTICE IS HERBY GIVEN, that on June 18, 2020 at 4:30 PM at the regular meeting place of said District, Las Gallinas Valley Sanitary District Administration Office, 101 Lucas Valley Road, San Rafael, said Board will hear and consider all comments to the Annual Sewer Service Charge Increase for 2020-21 and the District Budget for 2020-21.

Dated: May 6, 2020

Mike Prinz
General Manager
Las Gallinas Valley Sanitary District

No. 456 May 14, 28, June 11, 2020

Agenda Item 15
Date June 18, 2020

Marin Independent Journal



<http://www.lgvsd.org> ▾



Legal Notice

Legal Notice

**NOTICE OF PUBLIC HEARING TO DISCUSS
PROPOSED ORDINANCE NO 182
AN ORDINANCE AMENDING TITLE 2, CHAPTER
1 SANITARY CODE OF THE LAS GALLINAS
VALLEY SANITARY DISTRICT**

The Las Gallinas Valley Sanitary District will conduct a Public Hearing to discuss an ordinance amending Article IX, Section 907 of Title 2, Chapter 1 of the Sanitary Code of the Las Gallinas Valley Sanitary District:

Article IX. PERMITS AND FEES.
Section 907. Capital Facilities Charge

This hearing will take place at the District office at 101 Lucas Valley Road, Suite 300, San Rafael on Thursday, July 2, 2020 at 4:30 PM. The proposed ordinance can be viewed on the District's website at www.lgvsd.org or at the District office posted at the front gate bulletin board from May 15 to July 2, 2020.

Dated: May 18, 2020, June 4, 2020, and June 18, 2020

Mike Prinz
General Manager
Las Gallinas Valley Sanitary District

No.476 May 18, Jun 4, 18, 2020



**California Special
Districts Association**
Districts Stronger Together

CONTACT US



Garamendi Introduces “Special Districts Provide Essential Services Act” for Districts’ Access to Federal COVID-19 Relief

By Vanessa Gonzales posted 2 days ago

Follow

0 LIKE

Special districts’ federal advocacy has led to a U.S. House bill addressing special districts’ COVID-19 relief needs. Congressman John Garamendi introduced [H.R. 7073](#), the [“Special Districts Provide Essential Services Act,”](#) and did so following special districts’ communicating the need to his office.

The Special Districts Provide Essential Services Act would allow special districts access to the Coronavirus Relief Fund (Fund). Under the bill, states would be required to allocate at least 5 percent of its total Fund allocation to special districts and do so within 60 days of receiving the Fund disbursement from the U.S. Treasury. Language used in the legislation is intended to remove uncertainty for special districts’ access to the Fund following the U.S. Department of Treasury’s April 15 guidance, which did not consider districts in its methodology for releasing funds.

The bill would also allow special districts to be considered “eligible issuers” under the Federal Reserve’s Municipal Liquidity Facilities (MLF) program, which would be another tool for districts to access capital during the economic downturn. The CARES Act only authorized MLF for states, and counties with a population greater than 500,000 and cities with populations greater than 250,000.



To achieve access to these programs for local government relief, the bill includes a definition for “special district”, which currently does not exist in federal statute. The legislation establishes the term to mean a “political subdivision, formed pursuant to general law or special act of a state, for the purpose of performing one or more governmental or proprietary functions.” If passed, this definition may be used in future legislative efforts.

The bill was introduced with 18 original cosponsors, including California Representatives Bera, Carbajal, Costa, Cox, Khanna, Lee, Lowenthal, Napolitano, Panetta, Rouda, Takano and Thompson.

CSDA is working with its National Special Districts Coalition partners in Colorado, Florida, Oregon and Utah. CSDA joined with state associations in sending a letter to congressional leadership urging for support of the legislation and to include its provisions in the next COVID-19 relief package. The letter was sent June 2 to Speaker Nancy Pelosi, D-CA, House Minority Leader Kevin McCarthy, R-CA, Senate Majority Leader Mitch McConnell, R-KY, and Senate Minority Leader Chuck Schumer, D-NY. CSDA also led the efforts for a letter with other special districts stakeholder associations in California to build bipartisan support for this bill. That letter was sent to the California Congressional Delegation.

CSDA is asking members to urge their federal representatives to cosponsor Garamendi's legislation and support its inclusion in future COVID-19 relief packages for state and local governments. A goal is for the bill provisions to be included in the U.S. Senate's counter-bill to the HEROES Act, a \$3 trillion relief bill that the U.S. House passed in May.

Congressional negotiations are ongoing in the Senate, where Majority Leader McConnell had declared this to be the final relief legislation the Senate will take up this year and stated the bill's appropriations would not be as high as the HEROES Act.

For questions on the bill, contact Cole Karr, CSDA Public Affairs Field Coordinator, at colek@cdda.net or (417) 861-7418. Stay tuned to that latest updates on this and other COVID-19 legislative initiatives on CSDA's Take Action page and on the COVID-19 community forum.

#Budget

#COVID-19

#Revenue

#AdvocacyNews

#FeatureNews

0 comments

760 views

Permalink

<https://www.cdda.net/blogs/vanessa-gonzales/2020/06/08/garamendi-introduces-special-districts-p>



Teresa Lerch

From: WateReuse California <info@watereuse.org>
Sent: Thursday, June 11, 2020 2:49 PM
To: Teresa Lerch
Subject: Register by June 17: WateReuse California Virtual Conference



2020 WateReuse California Virtual Conference

Hurry! Registration Closes June 17

Join us beginning June 24-25 to learn, share knowledge, and network with peers at the [2020 WateReuse California Virtual Conference](#). Participate from anywhere and on your own schedule.

Launch: June 24-25, 2020

On Demand: June 24-July 31, 2020

One Weeks Left: [Register](#) by **Wednesday, June 17** to reserve your space.

[Register Now](#)

Comprehensive Program on Water Reuse in California

Our comprehensive program includes plenary sessions to help you plan for the future, [technical session breakouts](#) for in-depth exploration, audience Q&A, and handouts. In this virtual environment, there is no need to agonize when selecting between concurrent sessions—recordings will be available for viewing at your convenience.

Join us for an easy to navigate, virtual conference experience that includes:

- **Keynote Presentation:** Kristin Peer, Deputy Secretary and Special Counsel for Water Policy at Cal EPA – “COVID-19 Challenges and California’s Water Resilience Portfolio”;
- Live and interactive **panel discussions** with California water regulators and leaders in California’s reuse community;
- Presentation of the WateReuse California **Awards of Excellence**;
- Interactive sponsor and exhibitor hall;

- More than 50 cutting edge presentations on water reuse that will include audience Q&A, downloadable materials, and opportunities for connecting beyond the sessions; and
- Live President's reception virtual cocktail party.

[Schedule at a Glance](#)

[Register Now](#)

[Unsubscribe from WR California News](#)

[Opt Out of all Water Reuse emails](#)

WaterReuse
1198 North Fairfax Street, Suite 610
Alexandria, 22314
United States

