



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  
Robert Ruiz,  
Administrative Services Manager

## **SPECIAL BOARD MEETING AGENDA**

**April 17, 2020**

**In accordance with Government Code Section 54956**

**Rabi Elias, Board President, has called for a Special Meeting**

*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 April 17, 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@lgsd.org) by 5:00 pm on Thursday, April 16, 2020. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email (tlerch@lgsd.org) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

*\*Prior to the meeting, participants should download the Zoom app at: <https://zoom.us/download> A link to simplified instructions for use of the Zoom app is: <https://blog.zoom.us/wordpress/2018/07/03/video-communications-best-practice-guide/>*

**REMOTE CONFERENCING ONLY**

**Join Zoom Meeting online at:**

<https://us02web.zoom.us/j/85632767026>

**OR**

**By teleconference at: +16699009128 Meeting ID 856 3276 7026#**

**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

12:00 PM

**1. PUBLIC COMMENT**

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

12:05 PM

**2. TACTICAL GOALS FOR FY 2020-2021**

Board and staff to discuss the tactical goals for FY 2020-2021.

1:05 PM

**3. BUDGET WORKSHOP**

Introduction of Preliminary 2020-2021 Budget including Revenue, Operation and Maintenance, Debt Service and Capital Outlay budgets.

4:00 PM

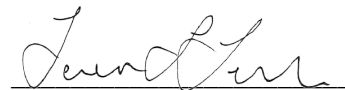
**4. ADJOURNMENT**

**FUTURE BOARD MEETING DATES: APRIL 27, MAY 7, MAY 21, 2020**

AGENDA APPROVED:	Rabi Elias, Board President	Patrick Richardson, Legal Counsel
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**CERTIFICATION:** I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before April 16, 2020 12:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held April 17, 2020, at the District Office, located at 101 Lucas Valley Road, San Rafael, CA.

DATED: April 15, 2020



Teresa L. Lerch  
District Secretary

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The Board of the Las Gallinas Valley Sanitary District meets regularly on the first and third Thursday of each month. The District may also schedule additional special meetings for the purpose of completing unfinished business and/or study session. Regular meetings are held at the District Office, 101 Lucas Valley Road, Suite 300, San Rafael, CA. 94903

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

## Agenda Summary Report

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To: LGVSD Board of Directors  
From: Mike Prinz, General Manager *MP*  
Mtg. Date: April 17, 2020  
Re: Tactical Goals for FY 2020-2021

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

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### BACKGROUND:

The District has established 6 broad strategic initiatives to guide the District's trajectory for the next several years. They are:

1. Improve Operational Efficiency
2. Establish Beneficial Use of Biosolids
3. Improve Operational Resilience
4. Conduct Organizational Review
5. Develop Asset Management System
6. Improve Facility Use, Access and Planning

The General Manager, in consultation with Division Managers, has established a proposed group of tactical goals for the remainder of the current fiscal year as well as the upcoming fiscal year in order to advance the identified strategic initiatives. Staff will present highlighted tactical goals during the April 17 meeting. The complete list of proposed tactical goals for each of the current strategic initiatives follows. The tactical goals are not presented in any particular order, however the strategic initiatives are as prioritized.

### 1. Improve Operational Efficiency

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1. IN PROGRESS: Expand recycled water facility and continue construction of secondary process infrastructure
2. Initiate Large Integrated Audit (LIA) through PG&E
3. Issue RFP for Financial System Upgrade and start implementation – goal is to develop FY 21-22 budget on new platform
4. Issue RFP for on-call engineering contract
5. Pursue workplan development through OE3
6. Determine most needed operational metrics
7. Train managers/staff on use of new financial system
8. Obtain direction from Kennedy Jenks regarding optimal power monitoring locations
9. Start training of collections/maintenance staff regarding operations and maintenance of pump stations under WWTP operations staff responsibility
10. Invite bids for next on call construction contract



11. Report to Board regarding LIA findings to date

## **2. Establish Beneficial Use of Biosolids**

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1. IN PROGRESS: Determine LGVSD capacity for class B land application of biosolids in the reclamation area
2. Review and finalize Reclamation Biosolids Land Application Capacity Report
3. Augment consultant contract to start to investigate compost facility feasibility
4. Complete compost feasibility report

## **3. Improve Operational Resilience**

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1. Replenish hand tool inventory
2. Establish tool management system
3. Investigate partnering with CMSA and NSD for safety program management
4. Investigate participation in CALWARN
5. Investigate buying vs. renting generators for pump stations without them
6. Review weekend staffing plans
7. Implement fire detection for Plant admin building
8. Hire HR Services Consultant
9. Hire consultant to develop ongoing ICS training program
10. Obtain satellite phone system and establish training
11. Establish maintenance division within Collections
12. Establish environmental compliance department
13. Conduct official lighting study
14. Improve facility lighting at known areas of deficiency
15. Determine ways to improve internet access to 300 Smith Ranch Road
16. Contract with firm to conduct cyber security assessment of District network
17. Upgrade fencing and gates at various facilities, with focus on pump stations
18. Evaluate which one-time opportunities from the Business Risk and Vulnerability (BRVA) should be pursued, which should be pursued independently, and which should be tied to the LIA
19. Review reserve policy and propose modifications as appropriate
20. Clarify/consolidate O/M contingency accounts
21. Clarify/consolidate CIP contingency accounts
22. Investigate development of staff wellness program
23. Update emergency response plan, incorporating communicable disease response plan
24. Investigate partnering with Marin County Parks regarding recreational component of reclamation operations
25. Create Environmentally Sustainable Operations, Maintenance and Materials Policy

## **4. Conduct Organizational Review**

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1. IN PROGRESS: Complete core functions study
2. Review/revise Board policies as requested by Board
3. Finalize Strategic Plan Document
4. Conduct biannual Board retreats – December and July
5. Complete classification and compensation study

6. Develop job descriptions and set salaries for newly proposed phase 1 and phase 2 positions
7. Implement personnel policy revisions
8. Establish new labor and management contracts
9. BOARD: Issue RFP for 2020 Employee Climate Assessment

#### **5. Develop Asset Management System**

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1. IN PROGRESS Develop 5+ year CIP budget template
2. IN PROGRESS Continue development of Master Plan
3. IN PROGRESS Establish Fleet Replacement Fund (FRF)
4. Confirm asset management software platform prior to potential expansion of CityWorks
5. Initiate creation of an LGVSD Design Document Archive
6. Evaluate need for asset management related training for staff
7. Review Fleet Replacement Fund calculations and adjust as needed

#### **6. Improve Facility Use, Access and Planning**

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1. IN PROGRESS Discuss Smith Ranch Road safety concerns with City of San Rafael
2. Complete administrative building site evaluation
3. Issue RFP for Admin Building Design and establish contract with design consultant
4. Initiate Admin Building Design
5. Initiate discussions for property acquisition if required
6. Repair reclamation storage building roof
7. Complete flow equalization basin siting analysis
8. Modify existing administrative building
  - a. DONE: Augment locker room Square footage
  - b. DONE: Relocate Operator Control Room
  - c. DONE: Relocate Collections meeting area
  - d. Rehabilitate older locker room area
9. Establish material storage area in reclamation area
10. Assess needs for increasing protected mobile equipment and materials storage areas
11. Pursue satellite staging area in collection system

#### **PREVIOUS BOARD ACTION**

The Board adopted the 2018 Strategic Plan on November 15, 2018, and conducted Strategic Planning Workshops on May 21, June 27, and August 28, 2019.

#### **ENVIRONMENTAL REVIEW**

To be determined per individual tactical goals.

#### **FISCAL IMPACT**

The fiscal impact associated with each tactical goal varies. Goals are either already budgeted or included in the proposed FY 2020-2021 budget.

#### **STAFF RECOMMENDATION**

Staff recommends that the Board review and discuss the proposed tactical goals and redirect staff's pursuit of proposed tactical goals as needed.



*Budget Workshop  
Preliminary  
2020 – 2021 Budget*

April 17, 2020

# Major Capital Completed in 2019-20



2020 VacCon Truck



# Major Capital Priorities for 2020-21



Treatment plant upgrades - 1 of 16  
BioWheels

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# 2020-21 NOTEWORTHY Budget HIGHLIGHTS

- ▶ Proceeding with the Secondary Treatment Plant Upgrade and Recycled Water Expansion projects. Expect to spend \$20M.
- ▶ User sewer rate of \$985, a 6.2% increase.
- ▶ The increase is \$58/yr or \$4.80 per month per connection.
- ▶ New rate will increase revenue by \$917,651.
- ▶ Coronavirus causing economic issues.
- ▶ Operating expenses in total will increase by \$1.7 M - 25%
- ▶ Staffing increase by 4 positions - increased cost of \$541,700 (approximately).

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# 2020-21 NOTEWORTHY Budget more HIGHLIGHTS

- ▶ Bond Funds will be depleted during this year.
- ▶ 3 Year Rate Study now in process.
- ▶ Infrastructure Master Plan in progress.
- ▶ \$1M Allocated for Admin Building Design.
- ▶ There will be a continued focus on repairs.
- ▶ PSPS cost the District \$43K vs \$200K Budgeted.
- ▶ Class & Comp Study to be completed after the budget has been published.
- ▶ Several 10 + year old vehicles to be replaced using reserves.

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# 2020-21 NOTEWORTHY Budget more HIGHLIGHTS

- ▶ 4 Positions Proposed to be added:
  - ▶ Environmental Compliance Manager
  - ▶ Maintenance Supervisor
  - ▶ Electrical/Instrumentation Technician
  - ▶ Collections Line Maintenance Worker
- ▶ 3.5% COLA increase negotiated last year with OE3 Union.
- ▶ CalPERS rate increase is 1.012% Classic and 0.747% PEPRA
- ▶ No change in CalPERS employee rates.
- ▶ Healthcare is projected to go up by 11%
- ▶ CPI is momentarily at 2.9%, but is expected to decrease

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# 2020-21 CORONAVIRUS Budget Considerations

- ▶ Stock Market Decline and Volatility.
- ▶ Impact on CalPERS - Unfunded going up
- ▶ Interest Rates going down - Interest revenue is also going down
- ▶ Cost of living will be impacted - down?
- ▶ Expenses may go down.

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# Secondary Treatment Plant Upgrade and Recycled Water Expansion Projects

## Cost of Project

Redesigned Project	\$ 48,622,939
Construction Management	4,565,624
Aqua Design	3,093,660
SCADA Programming	986,244
PG&E - Move Power Lines Underground	968,378
Construction contingency	4,860,000
Cost of Rebidding & Design	900,980
Materials Testing and Inspection	221,247
Cost of Design to Remove UV	63,250
Change order to remove UV	(1,696,485)
Other Changes to Contract	1,799,541
	<hr/>
<b>Total Project</b>	<b><u><u>\$ 64,385,378</u></u></b>

From: STRWU Project Funding Analysis



# Secondary Treatment Plant Upgrade and Recycled Water Expansion Projects

## Source of Funds

### GRANT OR BORROWED FUNDS

Bonds	\$ 40,499,562
I-Bank	12,000,000
WaterSmart Grant	847,150
<b>SUBTOTAL</b>	<u>53,346,712</u>

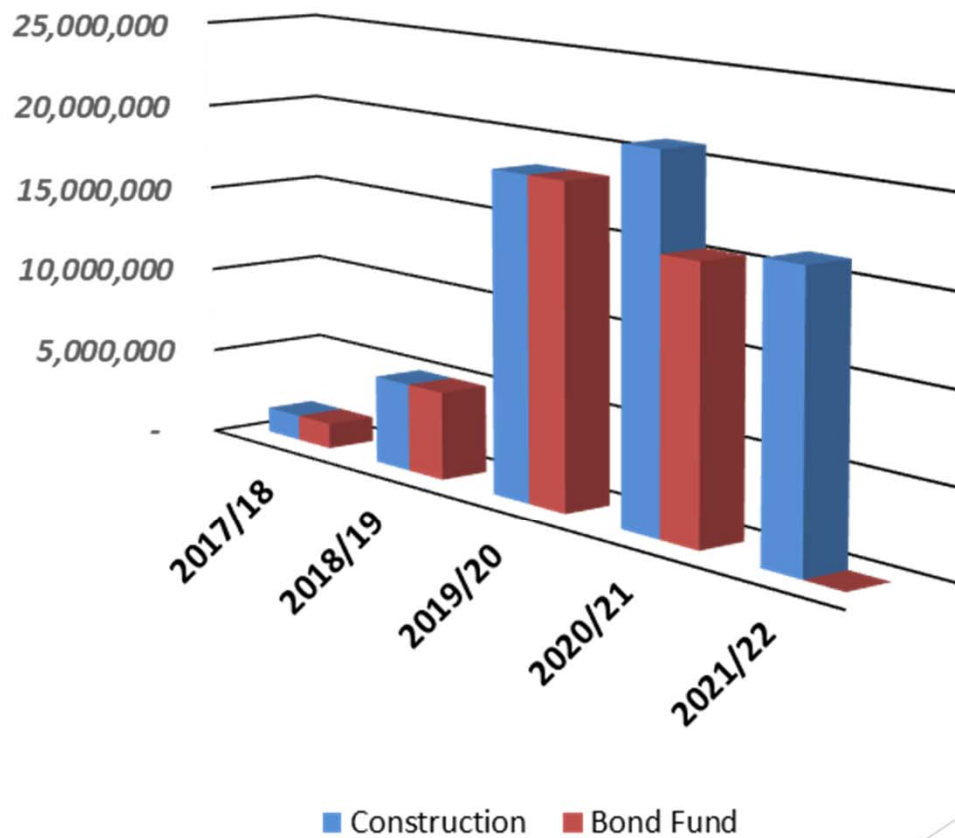
### OTHER SOURCES OF FUNDS

MMWD buy in	826,196
MMWD debt service	1,026,965
Sewer rate funds <sup>3</sup>	879,714
Interest	2,000,000
LAIF	2,592,051
Reserves from Capital Transfers	3,713,740
	<u>\$ 64,385,378</u>



# Secondary Treatment Plant Upgrade and Recycled Water Expansion Projects

Construction Costs Compared to Bond Funds



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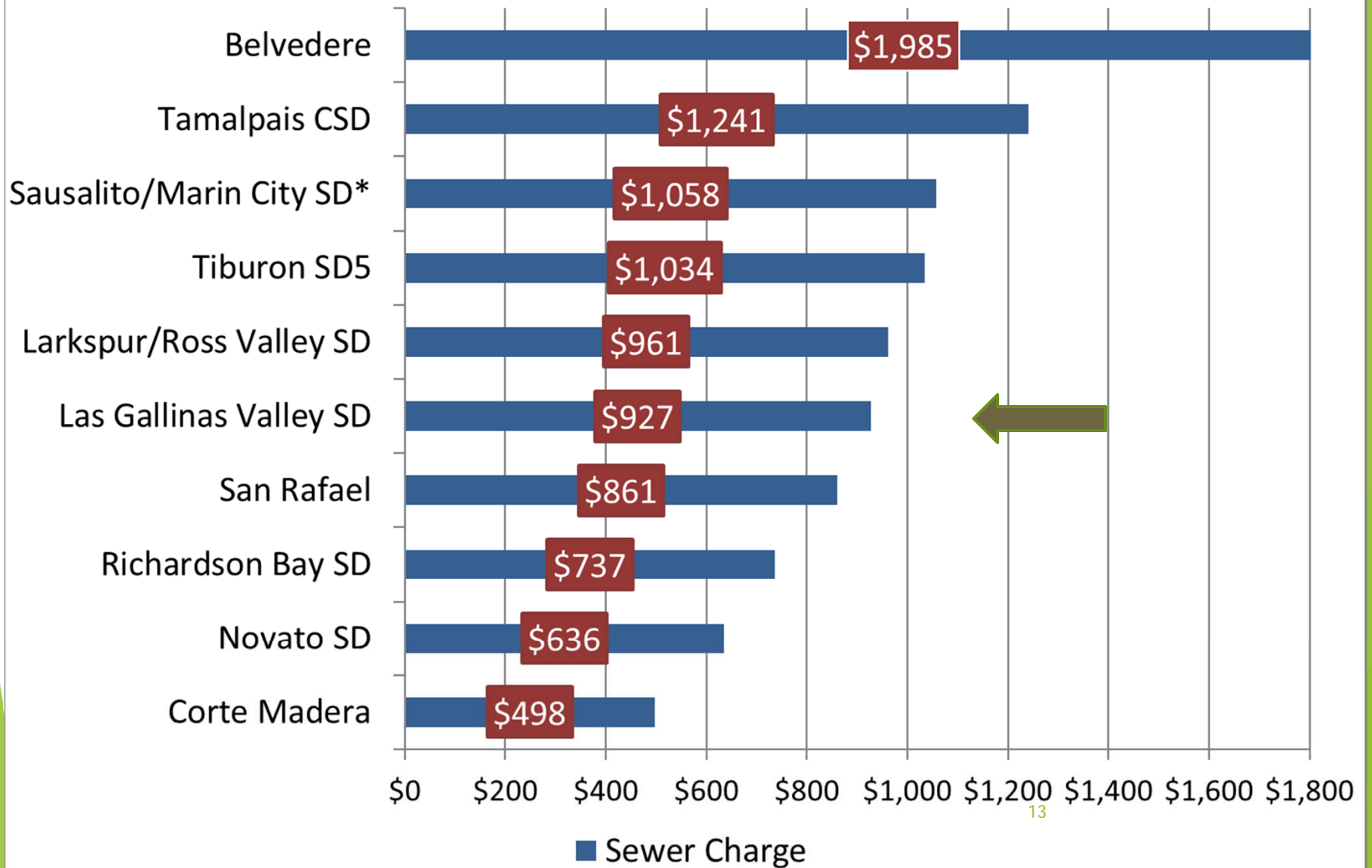
# Sewer Rates per EDU Comparison in Marin County for FY 2020/21

Location	Rates		%	
	2020/21	2019/20	Rate Increase	Other District's Rates vs LGVSD
Belvedere SD5	1985	1985	0.00%	101.6%
Tamalpais CSD	1324	1241	6.69%	34.5%
Sausalito/Marin City SD	1103	1058	4.28%	12.0%
Tiburon SD5	1034	1034	0.00%	5.0%
Larkspur/Ross Valley SD	1024	961	6.56%	4.0%
Las Gallinas Valley SD	984	927	6.20%	0.0%
San Rafael	861	861	0.00%	-12.5%
Richardson Bay SD	826	737	12.08%	-16.1%
Novato SD	657	636	3.30%	-33.3%
Corte Madera	498	498	0.00%	-49.4%

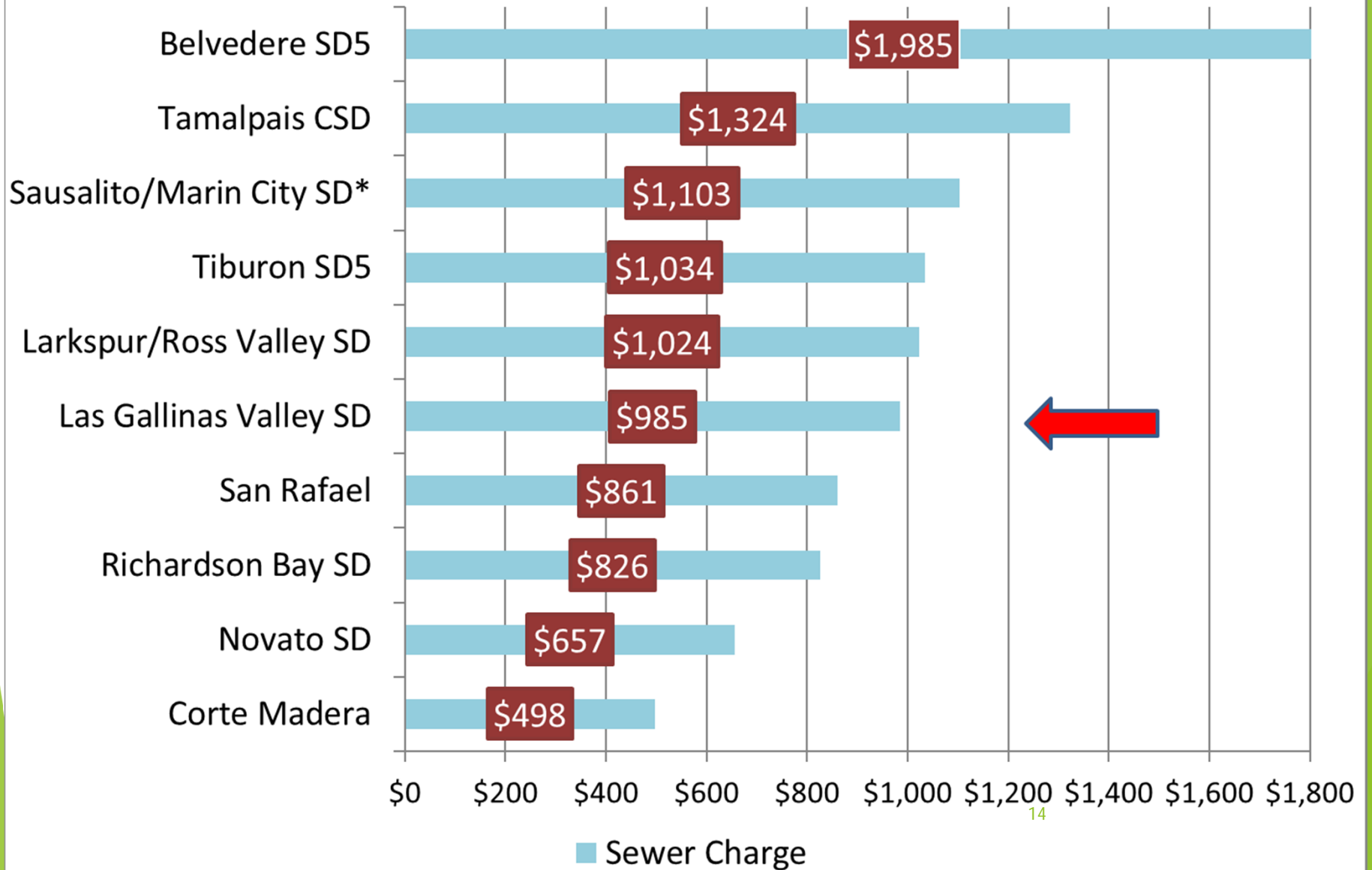
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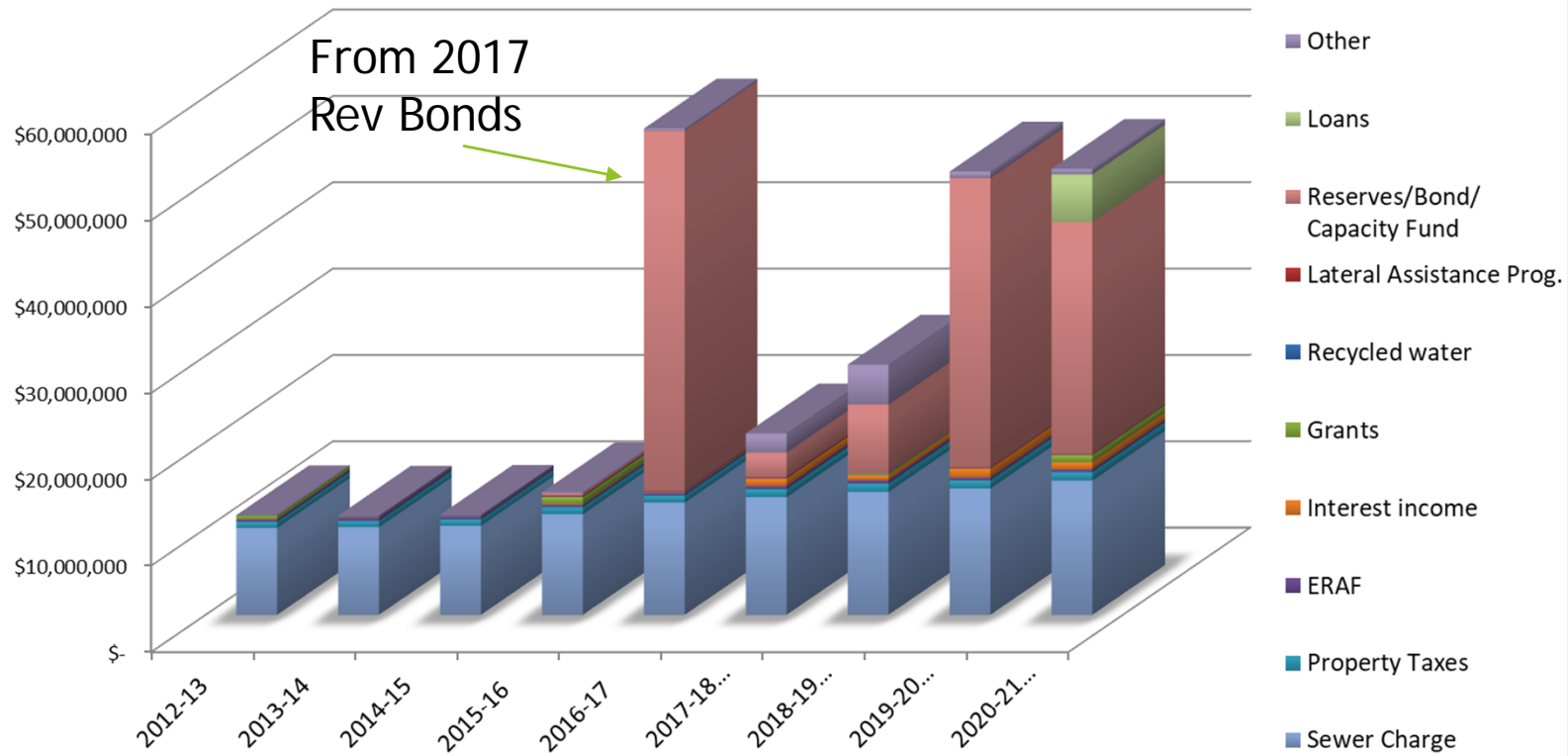
## Sewer Rates per EDU Comparison in Marin County for FY 2019/20



## Sewer Rates per EDU Comparison in Marin County for FY 2020/21



## Revenue Sources 2013 to 2021



# Projected and Budgeted Operating Revenue

Revenue:	2019/20 Projected Budget	2020/21 Proposed Budget	Over Projection	% Change
Service charges	\$ 14,627,663	\$ 15,545,314	\$ 917,651	5.90%
Property taxes	1,271,170	1,307,719	\$ 36,550	2.79%
Recycled water fees	42,000	42,000	\$ -	0.00%
Franchise fees	149,422	137,081	\$ (12,341)	-9.00%
Sewer lateral assistance program	75,293	66,500	\$ (8,793)	-13.22%
Interest income	450,303	350,500	\$ (99,803)	-28.47%
Permits, Inspections, Connections	39,539	32,033	\$ (7,507)	-23.43%
Miscellaneous *	118,207	750	\$ (117,457)	-15660.98%
<b>Total Operating Revenue</b>	<b>\$ 16,773,596</b>	<b>\$ 17,481,897</b>	<b>\$ 708,301</b>	<b>4.05%</b>

\* Insurance proceeds for Sludge Thickener failure.

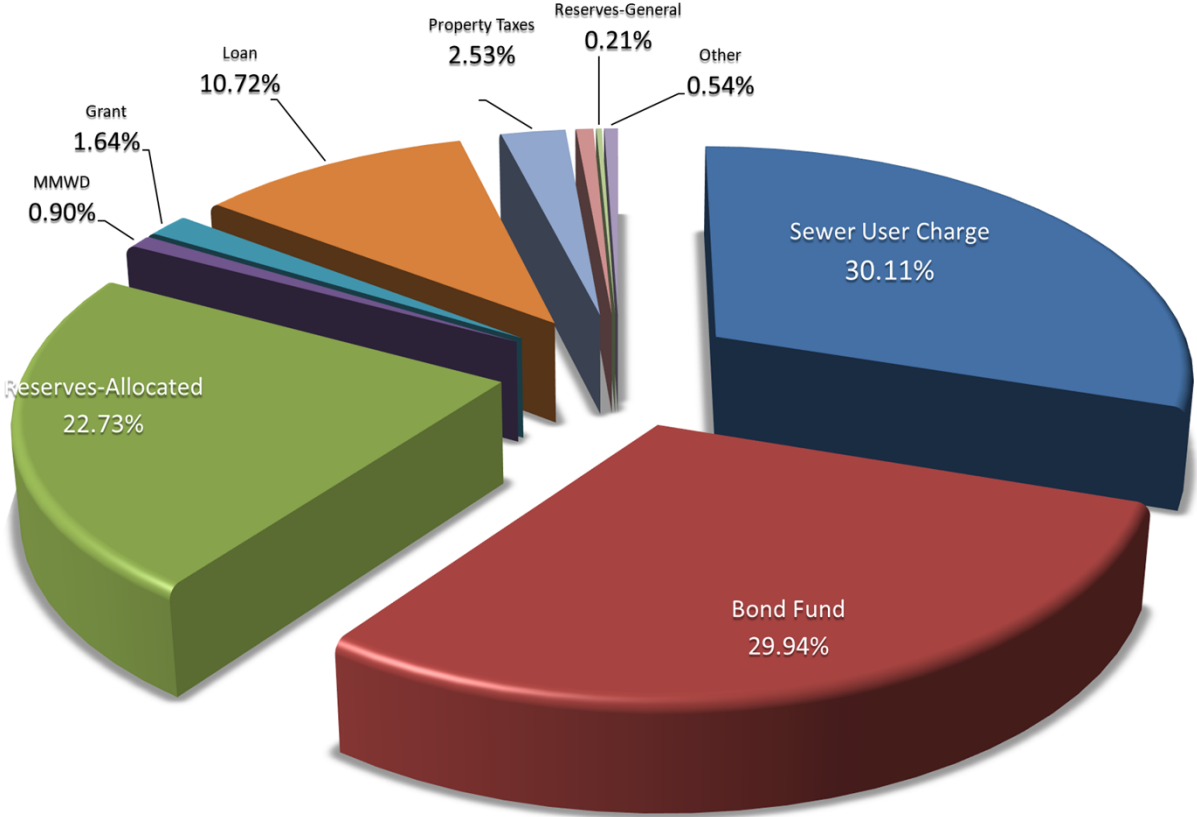
# Projected and Budgeted Capital Revenue

	2019/20 Projected Budget	2020/21 Proposed Budget
<b>Construction Funds:</b>		
Bond fund in LAIF - Current	\$ 20,364,466	\$ 15,460,319
I-Bank Transfer	-	5,537,545
<b>Construction Funds Carryover (Reserves):</b>		
Capital Projects	13,067,053	11,210,217
Interest Income -LAIF	580,000	450,000
<b>OTHER SOURCES OF FUNDS</b>		
Grants	\$ 5,000	\$ 847,150
MMWD Reimbursement	463,353	463,395
Capital Projects	-	110,000
Pump Stations-ML & CC	76,695	76,695
Total Revenue for Capital	<u>\$ 34,556,567</u>	<u>\$ 34,155,321</u>
<b>TOTAL OPERATING &amp; CAPITAL REVENUE</b>	<u><u>\$ 51,330,164</u></u>	<u><u>\$ 51,637,218</u></u>

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# 2020-21 Budgeted Total Revenue



■ Sewer User Charge 
 ■ Bond Fund 
 ■ Reserves-Allocated 
 ■ MMWD 
 ■ Grant 
 ■ Loan 
 ■ Property Taxes 
 ■ Interest 
 ■ Reserves-General 
 ■ Other

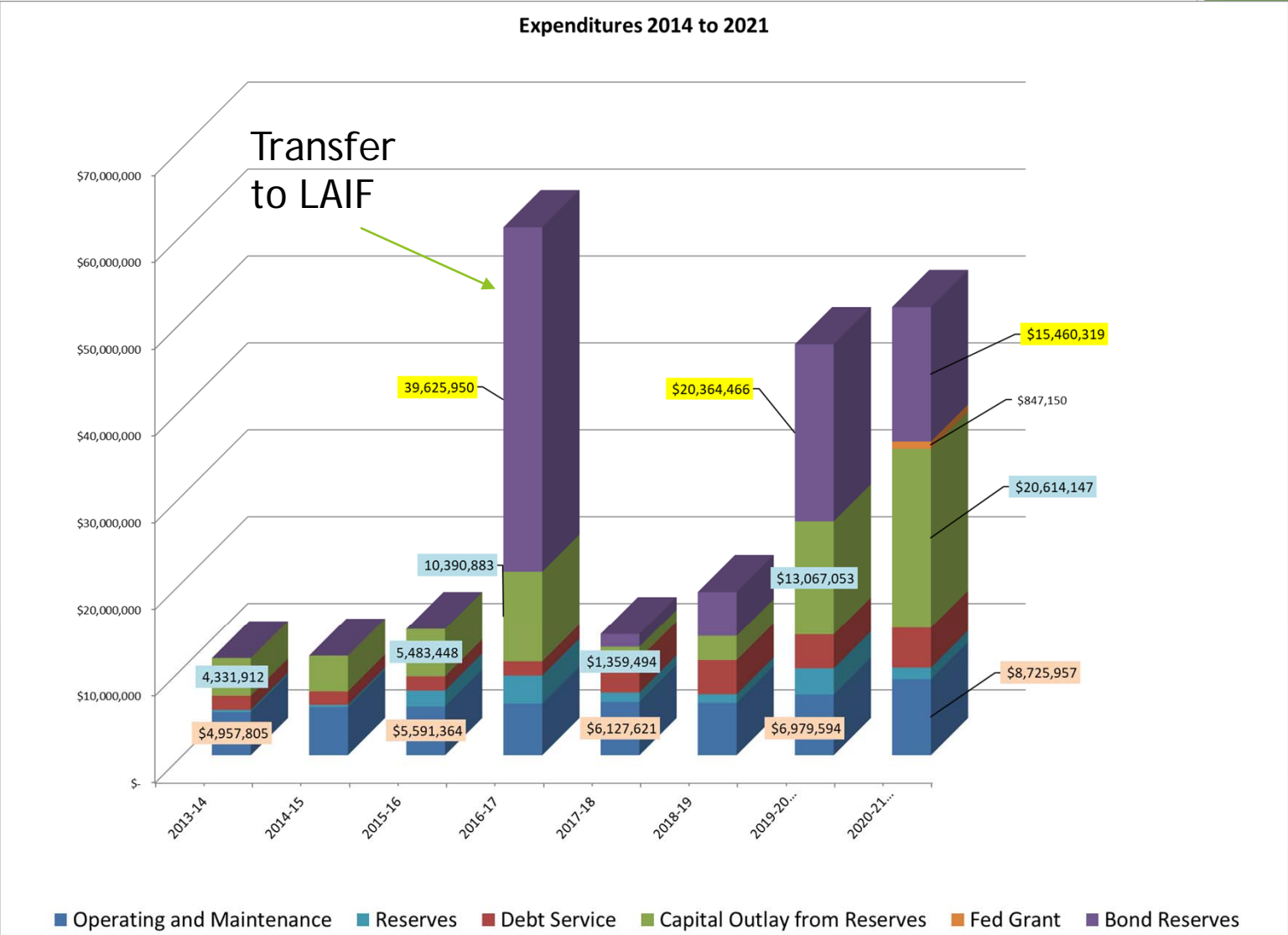




# Summary of Budgeted Operations and Maintenance Expenses

Category	2020-2021 Proposed Budget	Increase Over Prior Year	% Change
Salaries and Wages	\$ 3,653,604	\$ 697,677	23.60%
Benefits	2,011,430	508,389	33.82%
Outside services	1,065,736	256,874	31.76%
Repairs and Maintenance	696,594	151,015	27.68%
Chemicals and supplies	384,503	52,491	15.81%
Utilities	287,812	40,915	16.57%
Insurance	175,076	12,597	7.75%
General and Administrative	451,202	26,405	6.22%
	<u>\$ 8,725,957</u>	<u>\$ 1,746,363</u>	25.02%

# 2020-2021 Proposed Budgeted Expenditures



# Salaries & Wages Increased by 23.60%

Category	2020-2021 Proposed Budget	2019-2020 Projection	Increase Over Prior Year	% Change
Salaries and Wages	\$ 3,653,604	\$ 2,955,927	\$ 697,677	23.60%
Temp Services		\$ (64,956)		
3.5% Increase/MOU	\$ (142,737)			
4 Positions added	(541,726)	-		
<b>Net Salaries</b>	<u>2,969,140</u>	<u>2,890,971</u>	78,170	2.704%

Note: The increase over the prior year is caused by merit raises over the year.

# Salaries & Wages

## 4 New Positions

- ▶ Environmental Compliance Manager
  - ▶ Responsible for District compliance and environmental regulations.
  - ▶ Manages the Lab functions and staff.
  - ▶ Duties held by Operations Manager.
  - ▶ In the future may oversee Safety in the District.

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# Salaries & Wages

## 4 New Positions

- ▶ Line Maintenance Worker
  - ▶ One person out has an impact of 50% of a team.
  - ▶ Increase in training exacerbates this issue.
  - ▶ This team taking over Pump Station Maintenance.
  - ▶ Increases resilience of the group.

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# Salaries & Wages

## 4 New Positions

- ▶ Maintenance Supervisor
  - ▶ Organizational review results indicate the need for a full-time supervisor.
  - ▶ 2 skilled maintenance workers need to have supervision.
  - ▶ Provide direction on a day-to-day basis.
  - ▶ Would also supervise the proposed Electrical and Instrumentation Technician.

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# Salaries & Wages

## 4 New Positions

- ▶ Electrical and Instrumentation Technician
  - ▶ District has a wide array of electrical equipment and systems.
  - ▶ Previously relied heavily on contractors to maintain.
  - ▶ Maintenance has been reactive.
  - ▶ Need a proactive maintenance program.

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# Employee Benefits Increased by 33.82%

Category	2020-2021 Proposed Budget	2019-2020 Projection	Increase Over Prior Year	% Change
Employee Benefits	2,011,430	1,503,041	\$ 508,389	33.82%
Unfunded Liability	(239,000)			
Increase in Health Insurance	(50,000)			
Payroll Tax Increases	(56,000)			
CalPERS adjustment due Stock Market downturn	(100,000)			
Addition of 4 Employees CalPers	(35,000)	-		
	<u>1,531,430</u>	<u>1,503,041</u>	\$ 28,389	1.89%



# REPAIR & MAINTENANCE

## Increased by 27.68%

Category	2020-2021 Proposed Budget	2019-2020 Projection	Increase Over Prior Year	% Change
Repairs & Maintenance	696,594	545,579	\$ 151,015	27.68%
Buildings & Grounds *	(25,365)			
Equipment Repair **	(56,784)			
Capital Repairs/Replace ***	(107,479)	-		
	<u>506,966</u>	<u>545,579</u>	\$ (38,613)	-7.08%

\* Maintenance at the plant/Repairs to Reclamation Shop

\*\* Electrical Repairs, Pump Repair & Part Supplies Inventory

\*\*\* Pump Replacements, ARV replace or repair

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# Small tools & Supplies Increased by 15.81%

Category

Small Tools & Supplies

Chemical Inventory \*

Safety Services \*\*

	2020-2021 Proposed Budget	2019-2020 Projection	Increase Over Prior Year	% Change
Small Tools & Supplies	384,503	332,011	\$ 52,491	15.81%
Chemical Inventory *	(30,131)			
Safety Services **	(34,716)	-		
	<u>319,656</u>	<u>332,011</u>	\$ (12,355)	-3.72%

\* Possibility of wet weather

\*\* Safety Contractor to increase days on site

# Contracted Services Increased by 31.76%

Category

	2020-2021 Proposed Budget	2019-2020 Projection	Increase Over Prior Year	% Change
Contracted Services	\$ 1,065,736	\$ 808,862	\$ 256,874	31.76%
Reclamation Disking *	\$ (169,484)			
5 Year Rate Study	(25,000)	-		
Engineering Contracts	(40,000)			
Net Outside Services	<u>831,252</u>	<u>808,862</u>	22,390	2.77%

\* Additional services added. Increased repairs and Gypsum added to soil



# Utilities

## Increased by 16.57%

Category	2020-2021 Proposed Budget	2019-2020 Projection	Increase Over Prior Year	% Change
Utilities	\$ 287,812	\$ 246,897	\$ 40,915	16.57%
Increase due to new Plant Start-up	\$ (50,000)			
Net Outside Services	<u>237,812</u>	<u>246,897</u>	(9,085)	-3.68%

# Debt Coverage

Revenue Description	2017-18 Final Actual	2018-19 Final Actual	2019-2020 Projected Actual	2019-2020 Proposed Budget
<b>OPERATING REVENUE</b>				
User Charges	\$ 13,634,548	\$ 14,231,642	\$ 14,627,663	\$ 15,545,314
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	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<u>14,566,247</u>	<u>15,354,767</u>	<u>15,838,227</u>	<u>16,519,178</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>17,944,992</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>\$ 6,140,049</u>	<u>6,001,533</u>	<u>6,979,594</u>	<u>8,725,957</u>
<b>NET POSITION</b>	<u>\$ 9,771,460</u>	<u>\$ 10,767,202</u>	<u>\$ 10,256,855</u>	<u>\$ 9,219,035</u>
<b>DEBT EXPENDITURES</b>	<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>192%</u>

125% Requirement

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# Debt Per Capita

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
<b>Debt</b>						
Municipal Finance	\$ 5,003,800	\$ 4,978,800	\$ 4,443,800	\$ 3,888,800	\$ 3,308,800	\$ 2,678,800
State Revolving Fund	3,482,996	3,291,572	3,094,981	2,893,081	2,685,730	2,472,780
Bank of Marin	4,692,837	4,295,779	3,884,147	3,457,784	3,015,382	2,556,728
I-Bank			12,000,000	11,670,866	11,331,857	10,982,678
Premium on 2017 Bonds	2,882,139	2,882,139	2,882,139	2,882,139	2,882,139	2,882,139
2017 Revenue Bonds	<u>38,365,000</u>	<u>37,415,000</u>	<u>36,465,000</u>	<u>35,475,000</u>	<u>34,445,000</u>	<u>33,375,000</u>
<b>Total projected debt</b>	<u>\$ 54,426,772</u>	<u>\$ 52,863,290</u>	<u>\$ 62,770,067</u>	<u>\$ 60,267,670</u>	<u>\$ 57,668,908</u>	<u>\$ 54,948,125</u>
<b>Debt per capita<sup>(1)</sup></b>	\$ 1,874	\$ 1,820	\$ 2,162	\$ 2,075	\$ 1,986	\$ 1,892
<b>Debt per connection<sup>(2)</sup></b>	\$ 5,587	\$ 5,426	\$ 6,443	\$ 6,186	\$ 5,920	\$ 5,640

(1) District population of 29,040 per the 2010 Census data for zip code 94903

(2) Total connections 9,742 as of June 30, 2016

# Summary of new Capital requests for 2020-21

## 100 - ADMINISTRATION

20100-01	Integrated Financial Software	\$	75,000	*
20100-05	Master Plan		550,000	
21100-01	Administration Building Design		1,000,000	*
	Total Administration		<u>1,625,000</u>	

## 125 - ENGINEERING

20125-01	Engineering/Incidentals		310,000	
21125-01	Project Files Scanning		20,000	
21125-02	Drafting Software Upgrade		10,000	
21125-03	Alternative Funding Pursuit		50,000	
	Total Engineering		<u>390,000</u>	

## 200 - COLLECTIONS

20200-01	Air Release Valves / Force Main Assessment		350,000	
21200-01	Centricity Maintenance, Support, & Training		30,000	
21200-02	MFD/HOA/Commercial Lateral Ordinance Outreach/Survey		10,000	
21200-03	Tractor/Backhoe Replacement		100,000	
	Total Collections		<u>490,000</u>	

\* These Capital Requests are funded by re-allocated carryover funds.

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# SUMMARY OF NEW CAPITAL REQUESTS

(Continued)

## 300 - PUMP STATIONS

20300-09	Smith Ranch Power Stations Flow Meter	60,000
21300-01	Contempo Marin MH N050.07 & Connection Improvement	200,000
21300-03	Standby/Towable Generators for Minor Pump Stations	150,000
21300-04	Pump Station Site Lighting, Safety, & Security Improvements	200,000
21300-06	Fencing Improvements at Various Locations	60,000
21300-07	IWMP Pump Station & Force Main Projects (Placeholder)	100,000
21300-08	Radio Antenna at Hawthorn Pump Station	20,000
	<b>Total Pump Stations</b>	<b>790,000</b>

## 350 - CAPTAIN'S COVE

21350-01	Automatic Transfer Switches for Pump Stations	105,000
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## 360 - Marin Lagoon

18360-01	MLagoon Pmp Stn Cabinet Replace	86,385*
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\* These Capital Requests are funded by re-allocated carryover funds.

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# SUMMARY OF NEW CAPITAL REQUESTS

(Continued)

## 500 - RECLAMATION

21500-01	Reclamation Pump Station Improvements	25,000
21500-02	Reclamation Shop Improvements	60,000
21500-03	Reclamation Bridge Load Capacity & Seismic Analysis	25,000
21500-04	Reclamation Pasture Irrigation System Study	45,000
21500-06	Automated Gate for Reclamation Bridge	20,000
21500-07	IWMP Reclamation Projects (Placeholder)	100,000
21500-08	Biosolids System Improvement Analysis	75,000 *
Total Reclamation		350,000

## 600 - OPERATIONS & MAINTENANCE

21600-01	Emergency Bypass Pumping Analysis & Emergency Plan	45,000
21600-02	Annual Facility Painting at Various Locations	30,000
21600-03	Annual Facility Paving at Various Locations	30,000
21600-04	Small Pickup	35,000
21600-05	Forklift	50,000
21600-06	Digester Room MCC #1 Upgrade	200,000
21600-07	Digester Improvements	300,000 *
21600-08	Grit Chambers Coating & Auger Rebuild	200,000

\* These Capital Requests are funded by re-allocated carryover funds.

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# SUMMARY OF NEW CAPITAL REQUESTS

(Continued)

21600-09	Plant Lighting Improvements and Other Electrical Enhancement	245,000	
21600-10	Annual Non-Plant Painting at Various Locations	30,000	
21600-11	Annual Non-Plant Paving at Various Locations	30,000	
21600-12	Maintenance Shop & Locker Room Improvements	100,000	
21600-13	Varec Flare Maintenance	60,000	
21600-14	Bioassay Tank Installation	45,000	
21600-15	Miscellaneous Plant Equipment Demolition & Disposal	30,000	
21600-16	IWMP Treatment Plant Projects (Placeholder)	100,000	
21600-17	Sludge Thickener Structure Removal/Insurance Proceeds	60,000	**
<b>Total Operations &amp; Maintenance</b>		<u>1,590,000</u>	
<b>GRAND TOTAL NEW REQUESTS</b>		5,436,385	
Amounts Funded by Carryover Re-Allocations		<u>1,506,876</u>	
<b>GRAND TOTAL NET MINUS CARRYOVER ALLOCATION</b>		<u>\$ 3,929,509.0</u>	

\* These Capital Requests are funded by re-allocated carryover funds.

\*\* This Capital Item is funded by insurance proceeds.

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# Questions?



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# FY 2020-2021 CAPITAL IMPROVEMENTS PROGRAM

Line No. Mgr. Priority Project No. Type Project Name

PLANNING, SOFTWARE, & OTHER ENGINEERING					
1	RR	0	20100-01	C	Integrated Financial Software
2	RR	0	20100-03	CANC	Redesign of Offices in Admin Building
3	MC	0	20100-05	C	Integrated Wastewater Master Plan Phase 1 <sup>(1)</sup>
4	MC	1	20100-05	A	Integrated Wastewater Master Plan Phase 2 <sup>(1)</sup>
5	MC	1	20100-05	A	Integrated Wastewater Master Plan Phase 3 <sup>(1)</sup>

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

# FY 2020-2021 CAPITAL IMPROVEMENTS PROGRAM

FY 2019-20						AS OF 4/10/2020		
FY 2020 Available	FY 2020 Revised	FY 2020 Carryover <u>BEFORE</u> Transfers	Transfer In/Out of Carryover	FY 2020 Carryover <u>AFTER</u> Transfers	Projected Expenditures	Encumbered Amount*	PO Balance*	Available Funding
\$100,000		\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
\$20,000		\$20,000	(\$20,000)	\$0	\$0	\$0	\$0	\$0
\$400,000		\$0	\$0	\$0	\$400,000	\$400,000	\$325,308	\$0
\$0		\$0	\$0	\$0	\$0	\$491,802	\$491,802	\$0
\$0		\$0	\$0	\$0	\$0	\$305,000	\$305,000	\$0

# FY 2020-2021 CAPITAL IMPROVEMENTS PROGRAM

<b>YEAR 1</b>		<b>PROJECTED</b>				<b>5-Year Total</b>
<b>Year 1 Projected Expenditures 2020-21</b>	<b>Year 1 2020-21 Request</b>	<b>Year 2 2021-22</b>	<b>Year 3 2022-23</b>	<b>Year 4 2023-24</b>	<b>Year 5 2024-25</b>	
\$0	\$0	\$75,000	\$0	\$0	\$0	\$75,000
\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$500,000
\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000

# FY 2020-2021 CAPITAL IMPROVEMENTS PROGRAM

CATEGORIES	Year 1 Projected Expenditures 2020-21*	Year 1 2020-21 Request
Planning, Software, & Other Engineering	\$1,055,000	\$980,000
Fleet & Equipment	\$185,000	\$185,000
Collection System (Incl. Pump Stations & Force Mains)	\$2,329,958	\$1,419,509
Reclamation	\$455,269	\$275,000
Treatment Plant (Incl. Recycled Water)	\$2,313,870	\$1,070,000
<b>Subtotal:</b>	<b>\$6,339,097</b>	<b>\$3,929,509</b>
Financed Projects	\$22,000,000	\$0
<b>Total:</b>	<b>\$28,339,097</b>	<b>\$3,929,509</b>
* - includes FY 2019-20 carryover		



# FY 2020-2021 CAPITAL IMPROVEMENTS PROGRAM

PENDING TRANSFER	Transfer Out
Redesign of Offices in Admin Building	(\$20,000)
Vac Truck	(\$19,571)
Marinwood Trunk Sewer Repair	(\$33,000)
Hawthorn Pump Station Fencing	(\$50,000)
Smith Ranch Rd Combined Force Main	(\$138,145)
Center Pivot No. 2 Irrigation System Replacement	(\$30,000)
Sharp Solar Panel Replacement Project	(\$30,300)
<b>Total:</b>	<b>-\$321,016</b>

- Pending transfer funds will be used to cover the following projects:
  - On-Call Engineering, Biosolids System Improvement Analysis, St. Vincent's Pump Station Headwall, Influent Screens Rebuild, Sludge Thickener Structure Removal, and Annual Plant Paving at Various Locations.

# FY 2020-2021 CAPITAL IMPROVEMENTS PROGRAM

- John Duckett Pump Station & HWY 101 Terra Linda Trunk Sewer Design

FY 2019-20						AS OF 4/10/2020		
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
\$8,408,784		\$8,338,622	(\$6,755,000)	\$1,583,622	\$70,162	\$869,355	\$849,193	\$784,429

YEAR 1		PROJECTED				
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	5-Year Total
\$799,193	\$0	\$0	\$0	\$0	\$0	\$799,193

# FY 2020-2021 CAPITAL IMPROVEMENTS PROGRAM

- Secondary Treatment Plant Upgrade & Recycled Water Expansion

FY 2019-20					AS OF 4/10/2020			
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
\$28,662,043	\$64,385,377	\$39,385,377	\$3,155,000	\$42,540,377	\$25,000,000	\$62,225,371	\$43,157,658	\$2,160,006

YEAR 1	PROJECTED					
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	5-Year Total
\$22,000,000	\$0	\$2,430,000	\$0	\$0	\$0	\$66,815,377

# Questions?



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Reclamation Pond  
at Las Gallinas Valley Sanitary District

**Preliminary Budget**  
**Fiscal Year 2020-2021**

**BUDGET WORKSHOP**  
**Presented to the Board of Directors**  
**April 17, 2020**  
**Board Room**  
**101 Lucas Valley Road, Suite 300**

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**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  
Robert Ruiz  
Administrative Services Manager

April 17, 2020  
Budget Workshop

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 Preliminary 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 adopted by the Board in June 2015 for the 2016 through 2020 fiscal years.

This year the District has been presented with many unique concerns. During the summer of this last year District Staff managed the Public Safety Power Shutoff (PSPS) situation with PG&E, when power was turned off completely in our District for approximately 3 days. We now also have the unknown impacts of the Conronavirus Pandemic. Locally, in order to have "social distancing" our staff has been scheduled on alternating days to minimize contact to avoid spreading the disease. Some of the possible impacts were projected and budgeted to protect the District from any negative effects, such as an increase to the unfunded liability for CalPERS and decreased revenue caused by lower interest rates.

This budget was created with historical and professional estimates as has been done in the past but now also includes financial impacts caused by PSPS and the Conronavirus.

Operating Revenue is expected to increase by \$917,651 primarily from a \$58 increase in the sanitary sewer service charge, which will increase to \$985 from \$927. This increase of 6.2% was calculated based on a breakeven analysis calculation. We are also in the process of developing a 3-year rate study with HDR in July 2020. HDR will analyze our financial information in order to determine rates to be charged to our customers that will allow growth of LVGSD.

Operating and Maintenance costs are expected to increase significantly this year over the prior year due to several needed changes in the District. Overall Operating Expenses will increase by \$1,560,614 or 22.36%. Staffing levels will increase by 4 positions which will cost approximately \$541,000. The CalPERS unfunded liability is expected to increase, caused by the stock market downturn. With the additional employees our ongoing challenge of deferred maintenance of equipment, buildings and grounds will be a focus of staff. Salaries will increase by 3.5%, which was negotiated with OES3 in 2019. A new feature of this year's budget is a vehicle replacement fund which will avoid spikes in expenditures associated with vehicle replacements in the future.

Debt service for the year has increased to \$4,803,576, which includes our first payments of the \$12,000,000 I-Bank loan. During this year we will have exhausted the 2017 Bond funds and start drawing from the I-Bank loan for construction expenditures.

The Capital Outlay effort for 2020 will be focused on the Secondary Treatment Upgrade and Recycled Water Expansion projects, which will not be completed until 2022. This will result in total Capital Expenditures of \$36,325,437 in this fiscal year. Other equipment purchases, planning for future projects and accumulation of funding for other large projects will continue as normal.

Sincerely,

Robert D. Ruiz, CPA  
Administrative Services Manager

Mike Prinz, PE  
General Manager



# **Annual Operating Budget Fiscal Year 2020-2021**



## **Board of Directors**

Rabi Elias, President

Judy Schriebman, Vice President

Megan Clark, Board Member

Craig K. Murray, Board Member

Crystal Yezman, Board Member

Prepared under the direction of:

Mike Prinz,

General Manager

With the aid of:

Robert D. Ruiz,

Administrative Services Manager

## **Operating Revenue**

The District is in the process of developing a three-year rate study, which will be based on an economic analysis of the District. The contract for this study was awarded to HDR Consultants, who will be completing this study in July. Historically, our last increase was \$29 per year which was a maximum rate for 2019-20 FY of \$927 per equivalent dwelling unit. For 2020-21 staff is recommending the amount to be set at \$985, which is a 6.2% increase. This \$58 per year increase was calculated using an internal break-even formula. We determine the amount of expenditures needed to operate the District and then calculated what the rate would be to cover those expenditures. The rate will generate \$917,000 in user fees in the next fiscal year. Since the District bills through the County's property tax system, our revenue is guaranteed by state law. The District will, therefore, see minimum impact caused by the Cononavirus "shelter-in-place" order that has had major negative effects on businesses throughout the community.

The following revenue items may be impacted by the Virus, but the effects are not predictable, therefore a mid-year budget revision may be needed if serious issues arise.

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 allocated among counties, cities, special districts, and redevelopment agencies along with 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 and are adjusted yearly per the incremental growth rate in assessed property tax values. Staff has budgeted \$325,000 based on projected 2019-20 receipts.

The budget for Recycled water revenue was based on the historical revenue charged for providing water to North Marin Water District. Inspections, Permits, and Application fees reflect projected revenue from inspecting laterals as required by the planned changes to the District's Ordinance code. The revenue is conservatively projected based on historical sales data for properties within the District for half the year.

Franchise fees include new revenues based on projections created by RG3 Consulting Group for Marin Sanitary Services. The Virus is creating a temporary revenue reduction that has impacted our franchise fee. The fee is expected to be reduced by about 40% this year and this problem may continue into the coming year. Bank interest, supplemental property taxes, and Homeowner Property Tax Relief funds are projected to remain the same, which is consistent with prior year budgets.

Interest on reserves, which are invested in the Bank of Marin and the Local Agency Investment Fund (a State of California fund), are expected to reduce substantially from the prior year as we expend the last of the bond funds for construction of the Secondary Treatment Plant Upgrade and Recycled Water Expansion projects.

The Private Sewer Lateral Assistance program began in July 2012; the budget reflects the projected repayments for 2020-21. Funds in excess of the amount needed to fund the Operating and Maintenance and Debt Service budgets are transferred to General Construction Reserves.

## **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 2019 are expected to be slightly higher this year.

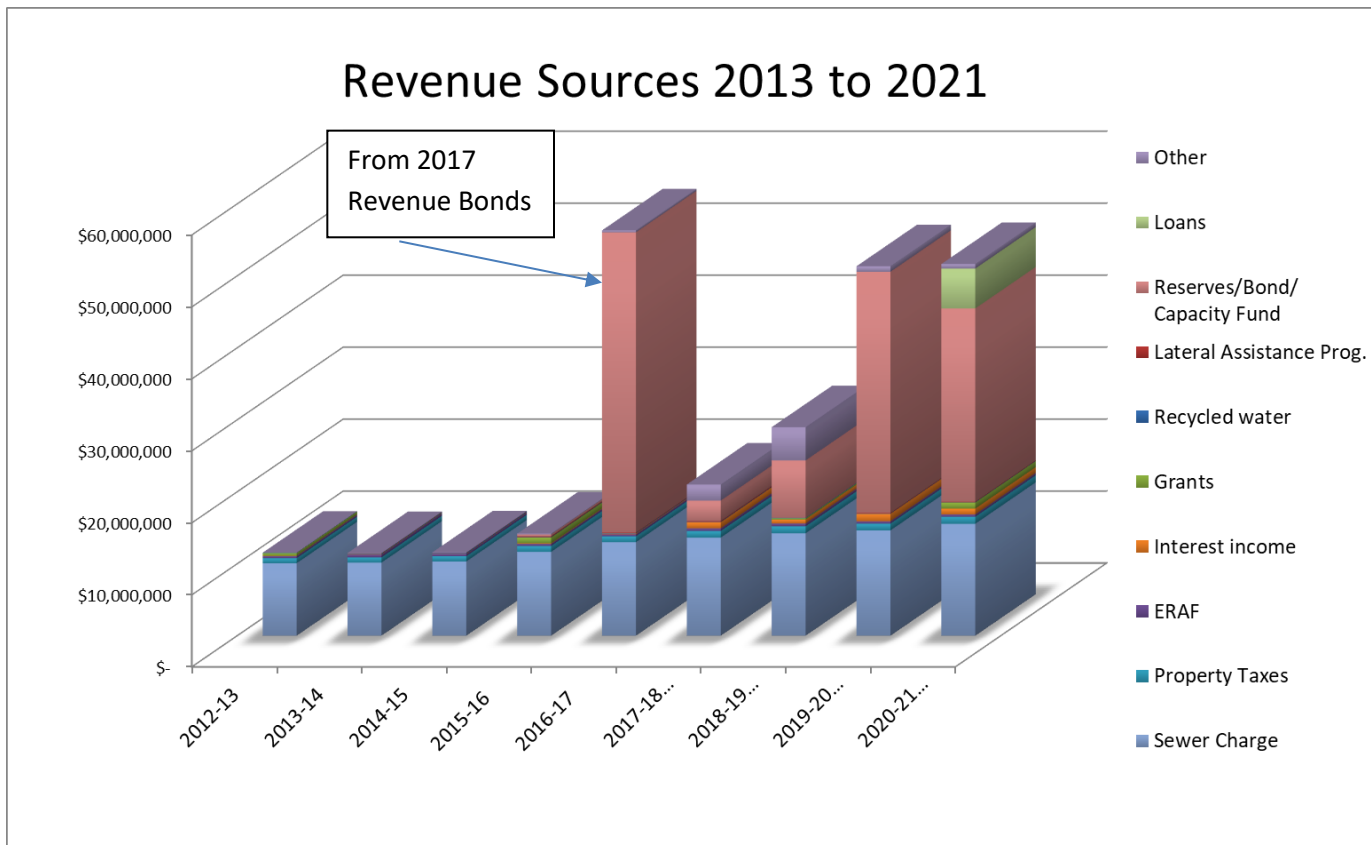
**Other Sources of Funds**

The 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 to participate 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 Water Recycling construction project.

**Utilization of Bond Funds and Reserves**

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

Bond Fund revenue in an amount of \$40M was received in 2016-17 and then transferred to the Bond savings account in LAIF. Those funds will be transferred back into revenue 2019-20 to pay for construction. The following graph depicts the composition of District revenues and funds over the last several years.



## Operating and Maintenance Expenses

### **Employee Expenses:**

Regular staff salaries have been calculated based on a two-year MOU contract extension, which began on July 1, 2019. At the start of this next fiscal year, salaries are to be increased by 3.5% per the extension agreement. In addition to that increase, 4 new positions are included in this budget. These positions are necessary for a variety of reasons. The type of position and the justification for these positions are as follow:

### **New Positions:**

The following positions represent a portion of the positions recommended in the Organization Review done by Regional Governmental Services in FY 19/20. Additional position requests are likely to be proposed into the next 2 fiscal year budgets in order to achieve the recommended staffing levels.

#### ***Environmental Compliance Manager***

This position will be responsible for all aspects of District compliance with environmental regulations, including NPDES, BAAQMD, and other regulations pertaining to Biosolids, Recycled Water, and Source Control. The position will manage the District's laboratory functions as well as laboratory staff and will provide regulatory compliance assistance to other Divisions within the District. These duties are currently within the purview of the District's Plant Manager, who's scope of responsibility is overly broad, which compromises the District's ability to optimize the operation of the Plant and Reclamation Area. The District's safety program may be incorporated into this position at a later date.

#### ***Line Maintenance Worker***

The Collection System Group currently includes 4 field staff who generally operate in the field in two pairs. The work group often experiences staffing disruptions due to scheduled time off, usage of sick time, and Underground Service Alert markout efforts. These disruptions intermittently impact fieldwork capacity by 50 percent when even one person is unavailable for routine efforts. This situation will be exacerbated by an anticipated increase in training and professional development as well as the longer term goal of this group taking over full operation of the collection system pump stations. The proposed position will increase the resilience of the group and facilitate a transition to full pump station operations. Additional Collection System positions are anticipated to be proposed in the future in order to establish an appropriate staffing level for this workgroup.

#### ***Maintenance Supervisor***

Supervision of District maintenance has historically been facilitated by a variable combination of supervisory staff in different Divisions within the District. This mix of supervision has resulted in varying degrees of maintenance of the full range of District facilities. The District currently has two Skilled Maintenance Worker positions (1 filled, 1 vacant) reporting to an employee filling an Acting Maintenance Supervision Assignment. The results of that assignment, in addition to the Organizational Review results, indicate that a full time, permanent Maintenance Supervisor is warranted. This position would provide direct supervision of day to day maintenance activities for all District Facilities in conjunction with preventative Plant maintenance currently fulfilled by Wastewater Operators. The proposed Electrical and Instrumentation Technician proposed in the FY 20/21 budget would also be supervised by this position.

### ***Electrical and Instrumentation Technician***

The District's operation is populated with a wide array of electrical equipment and a range of systems that require instrumentation in order to operate correctly and be controlled by the District's Supervisory Control and Data Acquisition (SCADA) system. While the District has historically sustained its operation without an Electrical and Instrumentation Technician, electrical and instrumentation maintenance has been predominantly reactive and heavily supported by private contractors. This position would dramatically reduce the level of contracted support and would establish a substantially more proactive maintenance program with respect to electrical equipment and system instrumentation.

It should be noted that the salaries for the new positions as well as some of the other staff positions may be adjusted after the new Classification & Compensation Study has been completed this summer.

### **The following expense categories also increased due to the addition of the 4 new positions:**

Overtime is estimated based on projected 2019-20 amounts and reflect additional staffing for storm events.

Vacation and sick accrual are also being estimated based on the prior amounts; 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.

### **Other Expenses of note**

Board Member salaries are projected based on the 2019-20 amounts. Board members have received the same per meeting compensation since 2008.

Director 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 projected from year to date 2019-20 amounts with adjustments for changes in census data.

CalPERS contributions are projected from regular wages with the anticipated employer contribution rate for 2020-20. Staff who became CalPERS members after 2013 are covered by the PEPRA plan which requires a limited retirement contribution paid by the District. CalPERS is also being has a change due to the stock market downturn. The District's Unfunded Liability will go up if CalPERS does not make its investment revenue goals, which are based on the stock market.

Health insurance is projected based on the known rates for July through December 2018 and the application of the health trend rate of +11% for 2020-20. Other Post-Employment Benefits are retiree health benefits for prior and current employees, which are based on the actuarial valuation for the post-employment benefits dated January 1, 2019.

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. The manager allowances for auto and telephone have been set to increase annually with board approved COLA changes.

**Insurance:**

Workers compensation insurance is based on projected wages for 2020 and application of the existing rates and a decrease in the experience modification factor based on lower District claims in the past two years.

Unemployment insurance is paid based on claims made. The District had not had a claim since 2004, but our record was recently broken by one minor injury.

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 2020-21 has been increased by 5% over the prior year.

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

**Repairs and Maintenance:**

Vehicle parts and maintenance is primarily based on 2019-20 fiscal year to date results with adjustments for projected activity during the remainder of the fiscal year. There has been substantial deferred maintenance on the grounds and buildings and Staff has increased the budget accordingly. Staff has reduced vehicle maintenance to a more reasonable amount, since repairs have been ongoing.

Grounds maintenance is budgeted to include an outside firm to perform yard work on the main building landscape and also contains budget for deferred maintenance.

Power generation maintenance and repairs has dropped since we had replaced over 100 solar panels through our warranty during this last year. Also included in this category are maintenance contracts for the BERS microturbines, and the CNG fill stations at the treatment plant and a pump station.

The maintenance amounts for Captains Cove and Marin Lagoon pump stations are fixed by ordinance and have not changed for the current budget as compared to the previous year.

Capital repairs/replacements consist of items that are long-lived or life extending in nature but are not included in the capital improvements budget. This category includes items that are capital in nature, but the replacement/repair is not above the \$5,000 capitalization threshold.

**Other Operating Expenses:**

Chemical costs are estimated based on past usage with an increase for 2018-19, which was an exceptionally wet year. The weather in 2019-20 has been very dry, but the staff typically budget for wet weather to be prudent.

The pollution prevention program is contracted with Central Marin Sanitation Agency. The budget is based on prior years' experience and the projected amount for 2019-20.

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

Small tools and supplies are being budgeted at levels requested by the departments. This amount has been increased due to the new maintenance staff needing tools. Staff is also purchasing additional tools this year to make certain that necessary tools are available when needed.

Outside services consist of the cost of an answering service, alarm system monitoring, security patrol, pre-employment screening, and portable restrooms in the reclamation area. Janitorial cost is projected based on adding one additional cleaning per week. Uniform service is projected for 2019-20 based on current year costs. This year we will again have to prepare for the Public Safety Power Shutoff (PSPS) events from PG&E initiated to avoid power lines from creating fire hazards. PSPS will be set into motion during periods of high fire risk weather conditions. These events trigger power outages in our area and will require that we have standby generators and fuel ready for these outages during possible wildfires. Staff budgeted \$75K due to this concern.

Aquatic review is conducted twice a year by contract.

Damage claims are budgeted based on the maximum deductible for one sewer overflow claim for the year.

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 2019-20. The budget appears substantially in excess of current year to date expenditures; however, work performed in connection with the Secondary Treatment Plant Upgrade and Recycled Water Expansion projects are charged to the capital budget and not reflected in the year to date Operating and Maintenance Expense.

Engineering consultant line item budget is an estimate by staff based on the average activity during recent years. Some 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, recruiting, performance of a compensation and classification study, labor relations and RGS 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. For the pump stations, a small increase is budgeted for converting to the Deep Green alternative with MCE. For the treatment plant, the budget includes charges in excess of any rebates due to power consumption required for construction. In anticipation of start up of the new plant an additional \$50,000 was added to the utility budget.

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, even with the utilization of the CNG powered vehicle for Collections.

Safety equipment and supplies and safety services are budgeted to increase this year due to additional services being requested with our contracted safety company.

Lateral rehab assistance program is budgeted based on the amount in the 2019-20 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 allow more staff to attend.

Election costs are being budgeted the same as the previous year. This category is to reimburse the County for elections costs of our Board members.

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, but our actual costs for IT services have decreased this year.

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 budgeted for LGVSD to join in with other Marin County sewage treatment agencies to put out messages that concern us to the public. Our logo is included in TV spots that educate the public about “disposable wipes” and other relevant topics. In addition, this category also includes web site maintenance, special mailings, the District’s newsletter and the annual sewer rate change mailings. An additional \$25,000 was added to this budget in order to do more inter-district advertng.

Taxes, other is the annual LAFCO charge and is based on the projected 2019-20 charge.

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



Rents and leases are higher this year due to the addition of our administrative offices at 101 Lucas Valley Road, Suite 300. Other costs included in this category are the administration 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 regular storm events.

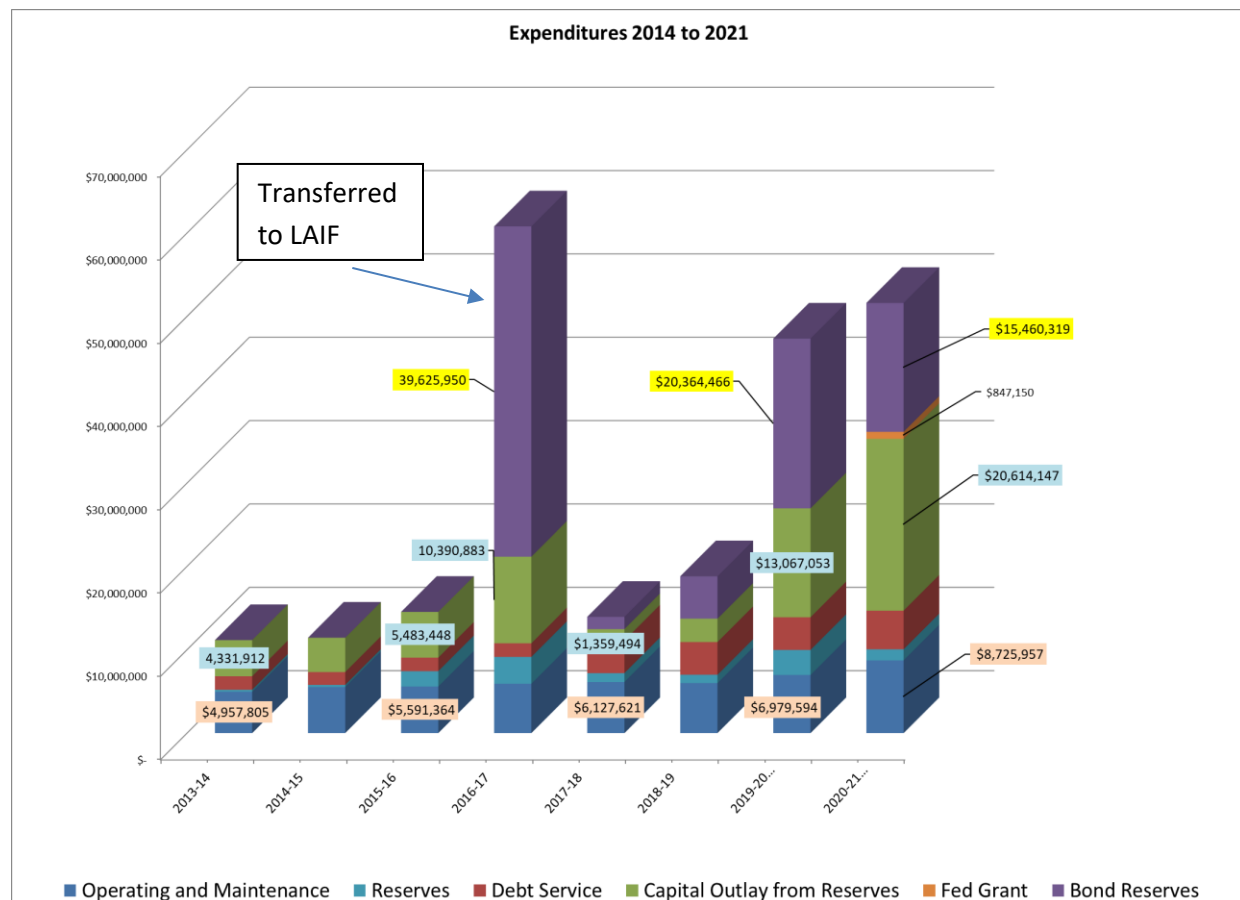
Legal expense is projected to remain the same from 2019-20 along with a CPI increase. Legal counsel is involved with personnel matters and legal issues concerning the District.

Audit expense is based on the 2019-20 proposals from our auditors, which covers two years of audit engagements. They are budgeted flat for the budget and only have a \$500 increase in 2021-2022.

Employee recognition is based on year to date and projected 2019-20 activity.

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.

The following is a graph showing the composition of District expenditures for the last several years compared to the budget for 2020-21.



**Reserves:**

- Working Cash Flow and Undesignated Capital reserves are budgeted based on the target balance established in 2009 and increase each year by 5%.
- 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 five-year rate increase. These funds will be used to pay for the project expenses. These amounts are tracked in the CIP worksheet and not included in this area.
- 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 five 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 \$2,893,181 as of July 1, 2020.
- Bank of Marin Loan 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 \$2,299,307 as of July 1, 2020.
- Bank of Marin Loan 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 \$491,478 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 3.298476%. 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
- 2019 I-Bank Loan with a principal amount of \$12,000,000. Semi-annual payments will be made at an interest rate of 3% with a balance of \$11,670,866 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.

## Capital Outlay

A Summary of Capital Projects for the 2019-20 Fiscal Year Budget is listed below. See the separate Capital Outlay Budget detail for the list of projects and summary descriptions.

Capital Expenditures by Category:	From the General Fund	From Carryover	Total Capital Request
Infrastructure	\$ 1,604,509	\$ 356,876	\$ 1,961,385
Vehicles	\$ 85,000	-	85,000
Facility	\$ 735,000	1,000,000	1,735,000
Equipment	\$ 375,000	-	375,000
Software	\$ 40,000	75,000	115,000
Contracts	\$ 1,090,000	75,000	1,165,000
Total Capital Projects	<u>\$ 3,929,509</u>	<u>\$ 1,506,876</u>	<u>\$ 5,436,385</u>

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# 2020-2021 Preliminary Budget

**LAS GALLINAS VALLEY SANITARY DISTRICT  
2020-21 REVENUE & FUNDS BUDGET  
PRESENTED APRIL 17, 2020**

FUNDS AVAILABLE	2016-17 Final Actual	2017-18 Final Actual	2018-19 Final Actual	2019-20 Projected Actual	2020-2021 Proposed Budget	Change	% Change from PY
<b>OPERATING REVENUE</b>							
User Charges	\$ 13,059,850	\$ 13,634,548	\$ 14,231,642	\$ 14,627,663	\$ 15,545,314	\$ 917,651	6.27%
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%
<b>Total Operating Revenue</b>	<b>13,701,410</b>	<b>14,566,247</b>	<b>15,354,767</b>	<b>15,838,227</b>	<b>16,519,178</b>	\$ 680,951	4.30%
<b>OTHER SOURCES OF FUNDS</b>							
<b>CAPACITY RELATED FUNDS</b>							
Annex and Capital Facility Charges	39,580	228,625	-	-	\$ -	\$ -	0.00%
Interest on Connection Fees	451	242	300	500	300	\$ (200)	-40.00%
<b>Total Capacity Related Revenue</b>	<b>40,031</b>	<b>228,867</b>	<b>300</b>	<b>500</b>	<b>300</b>	\$ (200)	-40.00%
<b>GENERAL CONSTRUCTION FUNDS</b>							
Property Tax	856,873	890,205	950,824	934,870	962,419	\$ 27,550	2.95%
Operating Transfer In	-	-	4,048,783	-	-	\$ -	0.00%
	<b>856,873</b>	<b>890,205</b>	<b>4,999,607</b>	<b>934,870</b>	<b>962,419</b>	\$ 27,550	2.95%
<b>OTHER SOURCES</b>							
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%

**LAS GALLINAS VALLEY SANITARY DISTRICT  
2020-21 REVENUE & FUNDS BUDGET  
PRESENTED APRIL 17, 2020**

FUNDS AVAILABLE	2016-17 Final Actual	2017-18 Final Actual	2018-19 Final Actual	2019-20 Projected Actual	2020-2021 Proposed Budget	Change	% Change from PY
	<u>41,476,351</u>	<u>817,090</u>	<u>1,305,293</u>	<u>468,353</u>	<u>6,848,090</u>	\$ 6,379,737	1362.16%
<b>UTILIZATION OF BOND FUNDS AND RESERVES</b>							24,329,987
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	11,210,217	\$ (1,856,836)	-14.21%
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>27,307,231</u>	\$ (6,780,983)	-19.89%
						\$ -	
<b>TOTAL FUNDS AVAILABLE FOR EXPENDITURES</b>	<u>\$ 60,903,191</u>	<u>\$ 21,006,894</u>	<u>\$ 29,637,817</u>	<u>\$ 51,330,164</u>	<u>\$ 51,637,218</u>	\$ 307,054	0.60%

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

PRESENTED APRIL 17, 2020  
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
<b>Total Employee Wages</b>	2,523,313	2,762,763	2,682,641	2,955,927	3,653,604	\$ 697,677	23.60%
<b>Total Employee Benefits</b>	1,235,695	1,272,245	1,283,900	1,503,041	2,011,430	\$ 508,389	33.82%
<b>Workers' Comp Insurance</b>	41,785	41,159	30,952	48,482	46,000	\$ (2,482)	-5.12%
<b>Unemployment Insurance</b>	-	-	-	-	-		
<b>Pooled Liability Insurance</b>	103,753	103,800	109,710	113,000	128,029	\$ 15,029	13.30%
<b>Fidelity Bond</b>	1,232	950	950	998	1,047	\$ 50	5.00%
<b>Total Insurance Expense</b>	146,770	145,909	141,612	162,480	175,076	\$ 12,597	7.75%
<b>Total Repairs and Maintenance</b>	353,808	466,690	360,910	545,579	696,594	\$ 151,015	27.68%
<b>Total Small Tools &amp; Supplies</b>	324,387	260,533	350,016	332,011	384,503	\$ 52,491	15.81%
<b>Total Contracted Services</b>	719,755	685,508	553,599	808,862	1,065,736	\$ 256,874	31.76%
<b>Total Utilities</b>	351,917	203,649	213,983	246,897	287,812	\$ 40,915	16.57%
<b>Total General &amp; Administrative</b>	271,179	342,752	414,871	424,797	451,202	\$ 26,405	6.22%
<b>OPERATING EXPENSE TOTALS</b>	5,926,824	6,140,049	6,001,533	6,979,594	8,725,957	\$ 1,746,363	25.02%
Increase per year		3.60%	-2.26%	16.30%	25.02%		



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

PRESENTED APRIL 17, 2020

EMPLOYEE WAGES

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%
	<b>Total Employee Wages</b>	<b>2,523,313</b>	<b>2,762,763</b>	<b>2,682,641</b>	<b>2,955,927</b>	<b>3,653,604</b>	<b>\$ 697,677</b>	<b>23.60%</b>
	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 17, 2020

### 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	251,840	\$ 61,860	32.56%
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	836,153	\$ 355,199	73.85%
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%
	<b>Total Employee Benefits</b>	<b>1,235,695</b>	<b>1,272,245</b>	<b>1,278,453</b>	<b>1,503,041</b>	<b>2,011,430</b>	<b>\$ 508,389</b>	<b>33.82%</b>
	Increase per year		2.96%	0.49%	17.57%	33.82%		

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

PRESENTED APRIL 17, 2020

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%
	<b>Total Insurance Expense</b>	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 17, 2020

REPAIRS & MAINTENANCE

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%
	<b>Total Repairs and Maintenance</b>	<b>353,808</b>	<b>466,690</b>	<b>360,910</b>	<b>545,579</b>	<b>696,594</b>	<b>\$ 151,015</b>	<b>27.68%</b>
	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 17, 2020

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%
	<b>Total Small Tools &amp; Supplies</b>	<b>324,387</b>	<b>260,533</b>	<b>350,016</b>	<b>332,011</b>	<b>384,503</b>	<b>\$ 52,491</b>	<b>15.81%</b>
	Increase per year		-19.68%	34.35%	-5.14%	15.81%		

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

PRESENTED APRIL 17, 2020

### 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
<b>2322 &amp; 2326</b>	<b>Outside Services</b>	17,111	16,721	18,409	92,511	156,756	\$ 64,244	69.44%
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%
<b>2333 + 2357</b>	<b>Regulatory Consultant</b>	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	110,000	\$ 18,885	20.73%
	<b>Total Contracted Services</b>	719,755	685,508	511,671	808,862	1,065,736	\$ 256,874	31.76%
	Increase per year		-4.76%	-25.36%	58.08%	31.76%		

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

PRESENTED APRIL 17, 2020

### 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%
	<b>Total Utilities</b>	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 17, 2020

GENERAL & ADMINISTRATIVE

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%
	<b>Total General &amp; Administrative</b>	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 17, 2020

	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
<b>2005 Certificates of Participation/ Refunded 2014</b>	Gen Fund	\$ 689,876	\$ 697,963	\$ 690,473	\$ 698,760	\$ 698,760	\$ 118,760
<b>2019 IBank Loan</b>	Loan Reserve				623,197	789,463	333,226
<b>2010 State Revolving Fund Loan</b>	Gen Fund	285,464	285,464	285,464	285,464	285,464	78,113
<b>2011 Bank of Marin Loan</b>	Gen Fund	332,681	332,682	332,682	332,681	332,681	112,764
<b>2012 Bank of Marin Loan</b>	Gen Fund	235,346	235,346	235,346	248,207	248,207	12,861
<b>2017 Revenue Bonds <sup>(1)</sup></b>	Loan Reserve	-	2,369,505	2,446,600	2,449,000	2,449,000	1,419,000
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		<b><u>\$ 1,638,401</u></b>	<b><u>\$ 3,920,960</u></b>	<b><u>\$ 3,990,565</u></b>	<b><u>\$ 4,637,311</u></b>	<b><u>\$ 4,803,576</u></b>	<b><u>\$ 2,074,725</u></b>

	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
	<b><u>3,990,565</u></b>	<b><u>4,637,311</u></b>	<b><u>4,803,576</u></b>	<b><u>2,074,725</u></b>

% limitation	125%	125%	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 17, 2020

Revenue Description	2017-18 Final Actual	2018-19 Final Actual	2019-2020 Projected Actual	2019-2020 Proposed Budget
<b>OPERATING REVENUE</b>				
User Charges	\$ 13,634,548	\$ 14,231,642	\$ 14,627,663	\$ 15,545,314
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	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<u>14,566,247</u>	<u>15,354,767</u>	<u>15,838,227</u>	<u>16,519,178</u>
Property Tax	890,205	950,824	934,870	962,419
Marin Municipal Water District	455,057	463,143	463,353	463,395
Net Revenues	<u>15,911,509</u>	<u>16,768,734</u>	<u>17,236,449</u>	<u>17,944,992</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>\$ 6,140,049</u>	<u>6,001,533</u>	<u>6,979,594</u>	<u>8,725,957</u>
<b>NET POSITION</b>	<u>\$ 9,771,460</u>	<u>\$ 10,767,202</u>	<u>\$ 10,256,855</u>	<u>\$ 9,219,035</u>
<b>DEBT EXPENDITURES</b>	<u>\$ 3,920,960</u>	<u>\$ 3,990,565</u>	<u>\$ 4,637,311</u>	<u>\$ 4,803,576</u>
<b>125% Requirement</b>				
Convenant Regarding Gross Revenues	<u>249%</u>	<u>270%</u>	<u>221%</u>	<u>192%</u>

# LAS GALLINAS VALLEY SANITARY DISTRICT 2020-21 RESERVE BUDGET PROJECTION

PRESENTED APRIL 17, 2020

Expenditure	2016-17 Total Actual	2017-18 Adopted Budget	2018-19 Adopted Budget	2019-20 Projected Actual	2020-21 Proposed Budget	
<b>Working Cash Flow</b>	\$ 126,408	\$ 158,045	\$ 166,286	\$ 166,286	\$ 166,286	(3)
<b>Emergency Repair <sup>(2)</sup></b>	43,622	-	-	1,000,000	-	(7)
<b>Capital Reserves</b>						
<b>Undesignated</b>	111,536	139,451	\$ 146,722	\$ 146,722	\$ 146,722	(3)
<b>Plant Upgrade and Recycled Water     Treatment Plant Expansion Projects Bond     Reserve</b>	2,591,715	301,210	224,115	221,715	221,715	(4)
<b>Capacity Fund</b>	-	-	-	300	300	
<b>Captains Cove</b>	-	5,060	-	-	-	(5)
<b>Marin Lagoon</b>	6,263	9,695	-	-	-	(5)
<b>MMWD Recycled Water Facility Buy in</b>	333,563	-	-	-	-	
<b>Vehicle Reserve</b>					328,131	
<b>Equipment Reserves</b>				1,000,000	-	(7)
<b>MMWD Debt Reimbursement</b>						
<b>Bank of Marin</b>	-	206,549	206,549	206,549	206,549	(6)
<b>2017 Revenue Bonds</b>	-	248,509	256,595	256,595	256,804	(6)
	<b><u>\$ 3,213,107</u></b>	<b><u>\$ 1,068,519</u></b>	<b><u>\$ 1,000,267</u></b>	<b><u>\$ 2,998,167</u></b>	<b><u>\$ 1,326,507</u></b>	

(1) Target balance is \$300,000 and was met prior to June 30, 2009.

(2) Target balance is \$1,000,000 and will be met in fiscal year ended June 30, 2017.

(3) Check total agrees to budgeted amount                   \$     281,566   \$     297,496   \$     313,008

(4) Debt service per rate setting/adopted budget	2,591,715	2,670,715	2,670,715	2,670,715	2,670,715
Actual debt service on 2017 Revenue Bonds	NA	2,369,505	2,446,600	2,449,000	2,449,000
		<u>301,210</u>	<u>224,115</u>	<u>221,715</u>	<u>221,715</u>

(5) CC and ML amounts are the excess of special assessments over allocated budget amounts in O&M budget

(6) See Debt Service section for MMWD reimbursement amounts

(7) Reserved in LAIF - \$1 Million for Emergency Repairs and \$1 Million for Equipment Repair.

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FY 2020-2021 Capital Improvements Program

(Date: 4/14/2020)

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			
<b>PLANNING, SOFTWARE, &amp; OTHER ENGINEERING</b>																								
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	\$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	\$0	\$0	
3	MC	0	20100-05	C	Integrated Wastewater Master Plan Phase 1 <sup>(1)</sup>	\$400,000		\$0	\$0	\$0	\$400,000	\$400,000	\$325,308	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
4	MC	1	20100-05	A	Integrated Wastewater Master Plan Phase 2 <sup>(1)</sup>	\$0		\$0	\$0	\$0	\$491,802	\$491,802	\$0	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	
5	MC	1	20100-05	A	Integrated Wastewater Master Plan Phase 3 <sup>(1)</sup>	\$0		\$0	\$0	\$0	\$305,000	\$305,000	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$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	\$50,000	\$50,000	\$50,000	\$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	\$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	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000	
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	\$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	\$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	\$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	\$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	\$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	\$0	\$0	\$75,000	
15	GP	2		N	City Works Upgrades	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$50,000	
16	GP	2		N	CityWorks License for Engineering	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	
17	GP	2		N	Fleet Maintenance Software	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000	\$2,000	\$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	\$0	\$0	
Subtotal:						\$620,000	\$0	-\$25,000	\$100,000	\$75,000	\$645,000	\$1,443,802	\$1,352,054	\$175,000	\$1,055,000	\$980,000								\$3,378,000
<b>FLEET &amp; EQUIPMENT</b>																								
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	\$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	\$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	\$0	\$0	
22	GP	1	21200-03	N	Tractor/Backhoe Replacement	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	
23	ML	1	21600-04	N	Small Pickup	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000	
24	ML	1	21600-05	N	Forklift	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	
Subtotal:						\$510,000	\$0	\$19,571	-\$19,571	\$0	\$490,429	\$450,429	\$0	\$40,000	\$185,000	\$185,000								\$185,000
<b>COLLECTION SYSTEM (INCL. PUMP STATIONS &amp; FORCE MAINS)</b>																								
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	\$0	\$0	
26	MC	1	11200-03	A	John Duckett Pump Station & HWY 101 Terra Linda TS Design	\$8,408,784		\$8,338,622	(\$6,755,000)	\$1,583,622	\$70,162	\$869,355	\$849,193	\$784,429	\$799,193	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$799,193
27	MC	1	12300-05	A	Rafael Meadows Pump Station - Electrical	\$100,000		\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$100,000	\$100,000	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$600,000	
28	GP	1	18250-01	A	Captains Cove Pump Station Upgrades <sup>(3)</sup>	\$29,765		\$29,765	\$0	\$29,765	\$0	\$0	\$0	\$29,765	\$29,765	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29,765	
29	MC	1	18360-01	A	Marin Lagoon Pump Station <sup>(3)</sup>	\$163,615		\$160,491	\$0	\$160,491	\$3,124	\$31,062	\$3,124	\$160,491	\$250,000	\$89,509	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,050,000
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	\$50,000	\$50,000	\$50,000	\$250,000
31	MC	1	20200-01	A	Air Release Valves	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	
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	\$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	\$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	\$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	\$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	\$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	\$0	\$0	\$0	\$180,000
38	MC	1	21300-07	N	IWMP 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	\$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	\$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	\$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	\$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	\$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	\$0	\$0	
44	MC	2		N	Descanso Pump Station Odor Control	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	\$100,000	\$150,000	\$0	\$0	\$0	\$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	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000

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
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	\$60,000	\$0	\$0	\$0	\$60,000	
47	MC	2		N	Mulligan TS Capacity Upgrade	\$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	\$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	\$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	\$200,000	\$200,000		\$0	\$400,000	
51	MC	3	14300-05	CANC	Smith Ranch Rd Combined Force Main	\$1,838,145		\$1,838,145	(\$1,838,145)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$2,500,000	\$0	\$2,750,000	
52	MC	3		N	Captains Cove and Marin Lagoon Pump Station Telemetry <sup>(3)</sup>	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000	\$250,000	\$750,000	
53	MC	3		N	Civic Center Pump Station VFD Control	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000	
54	MC	3		N	HWY 101 Northgate Industrial Park 8", 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	
55	MC	3		N	Lower Marinwood TS Capacity Upgrade & Relocation	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$1,500,000	\$0	\$1,750,000	
56	MC	3		N	McInnis Pump Station Improvements	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$300,000	\$0	\$375,000	
57	MC	3		N	Sewer Main Rehabilitation (Locations TBD)	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000	\$4,000,000	
58	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	
59	MC	3		N	Vac Truck Recycled Water Filling Station & Wash Rack	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000	
Subtotal:						\$10,980,309	\$0	\$10,640,023	-\$8,676,145	\$1,963,878	\$314,499	\$1,167,417	\$902,918	\$1,164,685	\$2,329,958	\$1,419,509					\$33,923,958
RECLAMATION																					
60	MC	0	11500-09	C	Miller Creek - Rock Vane Repair	\$351,095	\$271,925	\$89,952	(\$81,769)	\$8,184	\$181,973	\$190,156	\$44,437	\$79,170	\$0	\$0	\$0	\$0	\$0	\$0	
61	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	
62	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	(\$96,000)	\$0	\$0	\$0	\$0	\$0	\$0	
63	MC	0	20500-03	C	St. Vincent's Pump Station Headwall	\$50,000		(\$11,175)	\$11,175	\$0	\$61,175	\$61,175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
64	MC	0	20500-02	C	Reclamation Storage Pond Valves & Transfer Boxes	\$30,000		(\$30,000)	\$30,000	\$0	\$60,000	\$0	\$60,000	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000	
65	MC	0	20500-04	C	Sharp Solar Panel Replacement Project	\$100,000		\$30,300	(\$30,300)	\$0	\$69,700	\$69,700	\$64,143	\$0	\$30,300	\$0	\$0	\$0	\$0	\$30,300	
66	MC	1	11500-09	A	Miller Creek Vegetation Maintenance	\$0	\$79,170	\$0	\$81,769	\$81,769	\$79,170	\$79,170	\$38,975	\$81,769	\$81,769	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$281,769
67	MC	1	20500-05	A	Marsh Pond Long-Term Vegetation Management	\$150,000	\$90,000	\$68,200	\$0	\$68,200	\$21,800	\$21,800	\$8,510	\$68,200	\$68,200	\$0	\$0	\$0	\$0	\$0	\$68,200
68	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	\$325,000	
69	GP	1	21500-02	N	Reclamation Shop Improvements	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000	\$60,000	\$0	\$0	\$120,000	
70	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	\$25,000	
71	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	\$45,000	
72	MC	1	21500-06	N	Automated Gate for Reclamation Bridge	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000	\$0	\$0	\$0	\$20,000	
73	MC	1	21500-07	N	IWMP Reclamation Projects (Placeholder)	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$700,000
74	MC	2		N	Reclamation Staging Area	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000	
75	MC	2		N	Reclamation Storage Pond Algae Control	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	\$100,000	\$0	\$0	\$145,000	
76	MC	2		N	Sludge Lagoon Liner Replacement/Repair	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$75,000	\$75,000	\$0	\$225,000	
77	MC	2		N	St. Vincent's Pump Station Improvements	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$300,000	\$0	\$0	\$400,000	
78	MC	2		N	Storage Pond 1 Transfer Pipe Repair	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000	
79	MC	3	11500-09	CANC	Reclamation Parking Lot	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
80	MC	3	20600-03	A	Smith Ranch CNG Filling Station Canopy	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	\$0	\$0	\$45,000	
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	
82	MC	3		N	Pond Security Fencing	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000	
Subtotal:						\$821,095	\$606,095	\$206,277	-\$19,125	\$187,152	\$679,818	\$628,001	\$156,065	\$193,139	\$455,269	\$275,000					\$3,320,269
TREATMENT PLANT (INCL. RECYCLED WATER)																					
83	MC	0	12600-02	C	Plant Improvements 2018	\$463,332	\$488,332	\$0	\$0	\$0	\$488,332	\$849,893	\$66,057	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
84	MC	0	20100-02	C	Administration Building Site Evaluation	\$100,000	\$115,000	\$977	\$0	\$977	\$114,024	\$114,024	\$90,415	(\$14,024)	\$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	(\$69,660)	\$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	
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	
88	MC	1	20600-04	A	Flow Equalization Basin	\$400,000	\$599,739	\$299,870	\$4,000,000	\$4,299,870	\$299,870	\$599,739	\$570,622	\$3,800,261	\$570,622	\$0	\$5,000,000	\$0	\$0	\$5,570,622	
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	\$1,000,000	
90	MC	1	21400-01	N	Carport for Lab	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$10,000	
91	MC	1	21600-06	N	Digester Room MCC #1 Upgrade	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000	\$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	\$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	\$200,000	
94	MC	1	21600-09	N	Plant Lighting Improvements and Other Electrical Enhancement	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$49,000	\$245,000	\$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	\$100,000	\$100,000	\$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	\$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	\$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	\$30,000	

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	
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	2		N	BERS Tail Gas Piping	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000	
103	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	
104	MC	2		N	Comcast Cable Installation	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000	
105	MC	2		N	Covered Vehicle Parking & Storage	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000	
106	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	
107	MC	2		N	Radio Antenna at Hawthorn Pump Station	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	
108	MC	3	20600-03	A	BERS Canopy & Paving	\$150,000		\$150,000	\$0	\$150,000	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$45,000	\$0	\$0	\$45,000	
109	MC	3		N	Disinfection System Review and Upgrade Design	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$250,000	
110	MC	3		N	Fixed Film Reactor Demolition	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$150,000	
111	MC	3		N	High Strength Waste Receiving Station	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000	
112	MC	3		N	Plant Potable Water Hydrant Installation	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$0	\$0	\$75,000	
Subtotal:						\$1,253,332	\$1,402,731	\$369,346	\$5,381,501	\$5,750,846	\$1,193,386	\$1,764,816	\$928,131	\$5,256,578	\$2,584,622	\$1,070,000					\$19,850,622	
Total (Non-Financed):						\$14,184,736	\$2,008,826	\$11,210,217	-\$3,233,340	\$7,976,877	\$3,323,132	\$5,454,465	\$3,339,168	\$6,829,401	\$6,609,849	\$3,929,509						\$60,657,849

FINANCED PROJECTS																						
116	MC	1	12600-07 & 16650-02	A	Secondary Treatment Plant Upgrade & Recycled Water Expansion	\$28,662,043	\$64,385,377	\$39,385,377	\$3,155,000	\$3,155,000	\$25,000,000	\$62,225,371	\$43,157,658	\$2,160,006	\$22,000,000	\$0	\$2,430,000	\$0	\$0	\$0	\$66,815,377	
117	MC	1		N	Property Acquisition <sup>(2)</sup>	\$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	\$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	\$12,000,000	
Subtotal:						\$28,662,043	\$64,385,377	\$39,385,377	\$3,155,000	\$3,155,000	\$25,000,000	\$62,225,371	\$43,157,658	\$2,160,006	\$22,000,000	\$0					\$93,815,377	
Pending Transfer Balance:									\$78,340	\$78,340												
GRAND TOTAL:						\$42,846,779	\$66,394,203	\$50,595,594	\$0	\$11,210,217	\$28,323,132	\$67,679,837	\$46,496,826	\$8,989,407	\$28,609,849	\$3,929,509						\$154,473,226

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	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	20500-04			Sharp Solar Panel Replacement Project	\$100,000					(\$30,300)										
Subtotal:						\$2,698,145					-\$321,016										


\$45,000 To On-Call Engineering  
\$75,000 To Biosolids System Improvement Analysis  
\$11,175 To St. Vincent's Pump Station Headwall  
\$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: -\$78,340

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

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