



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 27, 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 27, 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 Friday, April 24, 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/82060281133>

OR

By teleconference at: +16699009128 Meeting ID 820 6028 1133#

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

- 9:00 AM **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.
- 9:05 AM **2. FISCAL YEAR 2020-2021 REVISED PROPOSED BUDGET**
Board and staff will discuss the proposed FY 2020-21 budget revisions,
- 10:05 AM **3. APPROVE RESOLUTION 2020-2185 SETTING TIME AND PLACE FOR PUBLIC HEARING FOR THE BUDGET AND RESOLUTION 2020-2186 – SETTING TIME AND PLACE FOR PUBLIC HEARING FOR THE SEWER SERVICE CHARGE RATES**
Board and staff to discuss amending Resolutions 2020-2181 and Resolution 2020-2182 Setting Time and Place for Public Hearings for Budget and Sewer Service Charge Rates.
- 10:30 AM **4. APPROVE PROPOSITION 218 FLYER**
Board to review and approve the Proposition 218 Flyer for publication.
- 10:40 AM **5. REVIEW BOARD POLICIES B-80, B-100, B-150 AND B-160**
Board and staff to discuss Board Policies B-80, B-100, B-150 and B-160,

12:00 PM

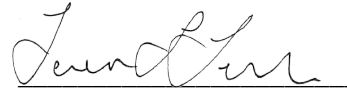
6. ADJOURNMENT

FUTURE BOARD MEETING DATES: MAY 7, MAY 21st AND JUNE 4, 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 24, 2020 9:00 a.m., I posted the Agenda for the Board Meeting of said Board to be held April 27, 2020, at the District Office, located at 101 Lucas Valley Road, San Rafael, CA.

DATED: April 23, 2020



Teresa L. Lerch
District Secretary

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

To: LGVSD Board of Directors
From: Mike Prinz, General Manager *MSP*
Date: April 27, 2020
Re: Fiscal Year 2020-2021 Revised Proposed Budget
Item Type: Consent _____ Discussion X Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached)
Not Applicable: X

BACKGROUND

During the Budget Workshop held on 4/17/2020, the Board identified a range of comments and questions for Staff to address. Since that time, Staff have evaluated different options for reducing the proposed budget in order to decrease the proposed rate increase, which on April 17 was 6.78%.

The proposed budget includes the addition of 4 positions, which is a sensitive yet critical proposed increase specifically targeting improvement of the health and resilience of the District. These positions are only part of a broader 10 position staff increase that was determined to be necessary through an external organizational review conducted by Regional Governmental Services (RGS) in 2019 and 2020, which has been a Board Strategic Initiative for several years. Regional Government Services is a Joint Powers Authority and is highly-regarded in California’s local government community for the HR expertise provided by its Advisors. Deputy Executive Director Sophia Selivanoff and Senior Advisor Allison Picard, the primary project staff for LGVSD’s organizational analysis, bring with them the collective experience of more than 60 years of HR management in more than a dozen public sector agencies. Their analysis reflects both their extensive technical training and substantial hands-on experience designing and staffing a range of organizational structures, developing and empowering managers, and motivating high levels of staff performance and engagement.

RGS’ organizational review was based on direct feedback through interviews with all levels of Staff as well as individual Board members. Many of these interviews revealed that staff at multiple levels of the organization feel chronically overworked, are unable to attend to proactive system improvements as long-term deferrals in maintenance have left them with a reactive and demanding workload of ‘putting out fires’.

RGS’ report of findings is in the final stages of development. It will include the following relevant information which has been developed and supplied by Sophia and Allison. It is included here due to its poignant relevance to the staff increase described later in this report.



“Managers discussed the extraordinary operational challenges encountered during the summer with coverage due to vacation schedules, and the difficulty of achieving any kind of coherent training and professional development in technical and supervisory arenas due to limited staff coverage. Both managers and staff note that essential workplace tools, such as SOP manuals and inventory and fleet management, are not current (or even existent) as nobody has time to either prepare them or review and integrate the work of consultants who might assist with such projects. This is also true of the implementation of new technology, where full understanding and effective integration are not achieved due to lack of time to dedicate to learning the technology and planning for full systemic application. Staff also noted that they were unable to appropriately engage in risk identification and management. Managers are siloed and have no time for the critical management functions of planning and coordination with each other in order to ensure that the entire system functions effectively. For the District to achieve a resilient and sustainable operation, the ability of managers to engage in effective planning and prioritization is as critical as adequate numbers of operational staff to appropriately complete daily tasks.

“All Board members interviewed by RGS indicated a strong interest in staff wellbeing. Staffing capacity increases are necessary for the District to achieve success rather than simply avoid failure, and the associated decrease in employee stressors and improvement in employee climate perception should not be overlooked. Employee engagement is fostered by adequate resources, the ability to make a positive difference, and growth opportunities—and engaged employees produce better service and operational outcomes.

Additionally, employee climate surveys conducted by Futuresense in 2017, 2018, and 2019 reveal trends similar to those observed by RGS and also highlighted the fact that staff sense a deficit of opportunity at the District. This opportunity is not only one of promotion, it is one of training in new skills, and the chance to apply them by engaging in systemic improvement projects, which lead to both a sense of achievement and the demonstration of promotability. For such opportunity to occur, staff must have capacity to do more than react to emergent and urgent problems and breakdowns.

Further still, the rate at which staff can pursue and implement Strategic Initiatives identified by the Board is dependent on staff capacity, which is currently a limiting factor.

Positions described in RGS' 10-position recommendation that are not included in the currently proposed 4 position increase would be evaluated and proposed in future budgets after iterative, annual evaluation of needs.

Staff levels have been raised as a concern by another District consultant very recently as well. Infrastructure degradation and associated risk have been identified through a 5 day, intensive and collaborative Business Risk and Vulnerability Analysis (BRVA) recently conducted by Kennedy Jenks, who are under contract to develop a District-wide, long range, Integrated Wastewater Master Plan for the District over the next 2 fiscal years.

The primary result of the BRVA is depicted in Figure 2 below. Figure 2 highlights the fact that 74% of the District's operational systems are in medium and high business risk categories, with 42% being considered high risk. Based on experience with numerous other wastewater enterprises that Kennedy Jenks has analyzed, only 5-10% of the District's systems should be in the high-risk category. Two of the components triggering degradation of District systems are [1] the absence of an infrastructure master plan and [2] an historical trend of deferring maintenance. Maintenance deferral is considered to be a function of relatively static, historical staffing levels in the context of a continuous increase in number and complexity of District systems over time. Kennedy Jenks has indicated that the District's current staffing levels are neither consistent with industry benchmarks nor the District's broad scope of service and systems complexity.

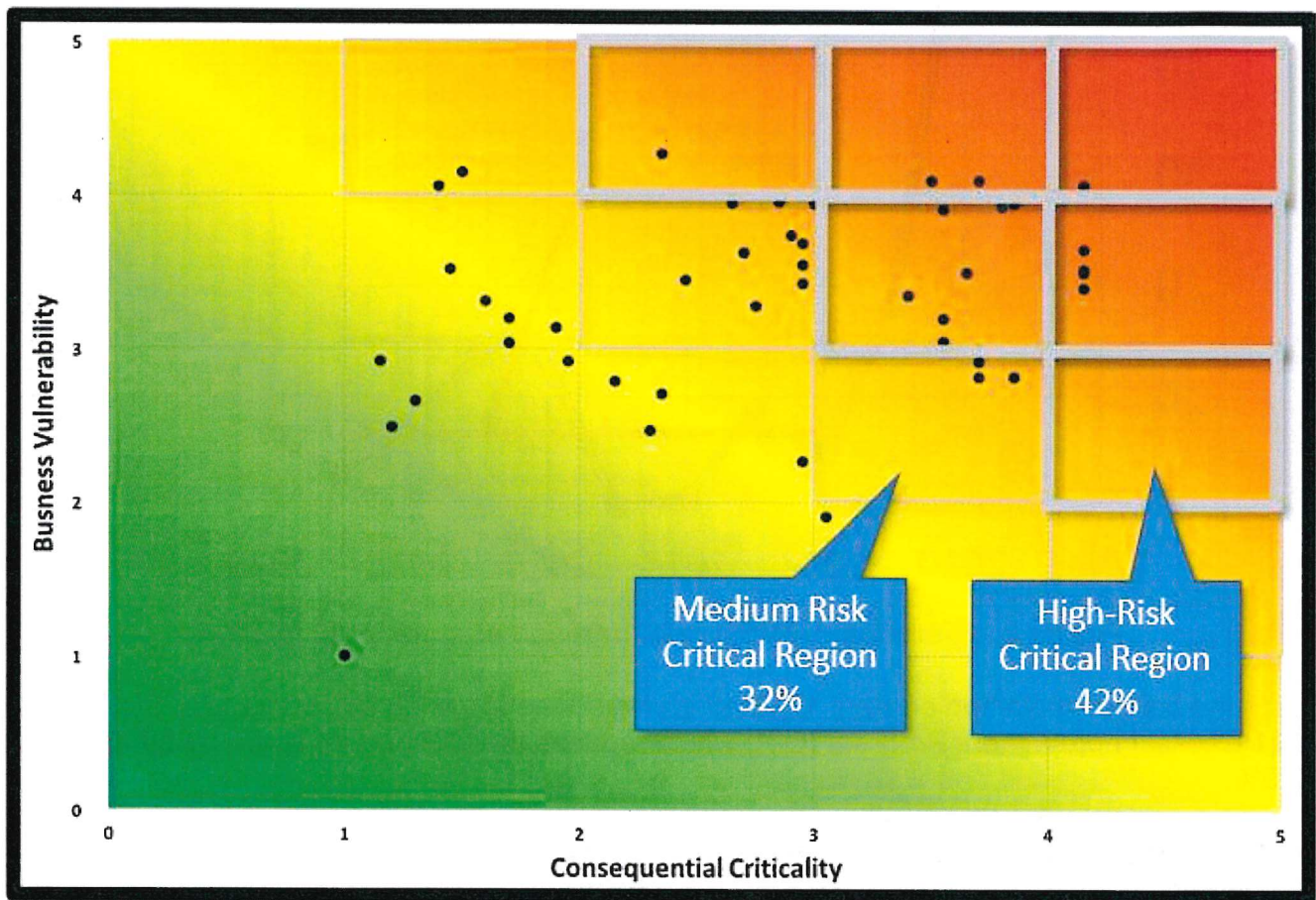


Figure 1. Business Risk of LGVSD Systems, Kennedy Jenks, 2020. Actual LGVSD systems are represented by black dots in the above chart.

Rate increases implemented by the District since 2012 have ranged between a high of 57.1% in 2010 and a low of 0% in 2015. The average rate increase over this time period is 12.77%. Removing the two highest rates from the average rate calculation yields an average rate increase of 6.54%, which corresponds to the interval of 2012-2019. As can be seen in Figure 2, rate increases in the District have historically been volatile. The Staff proposed rate increase



discussed during the budget workshop on April 17 was intended to support a less volatile trend going forward. Figure 2 is presented in order to put any approved FY 2020-2021 rate increase into historical context.

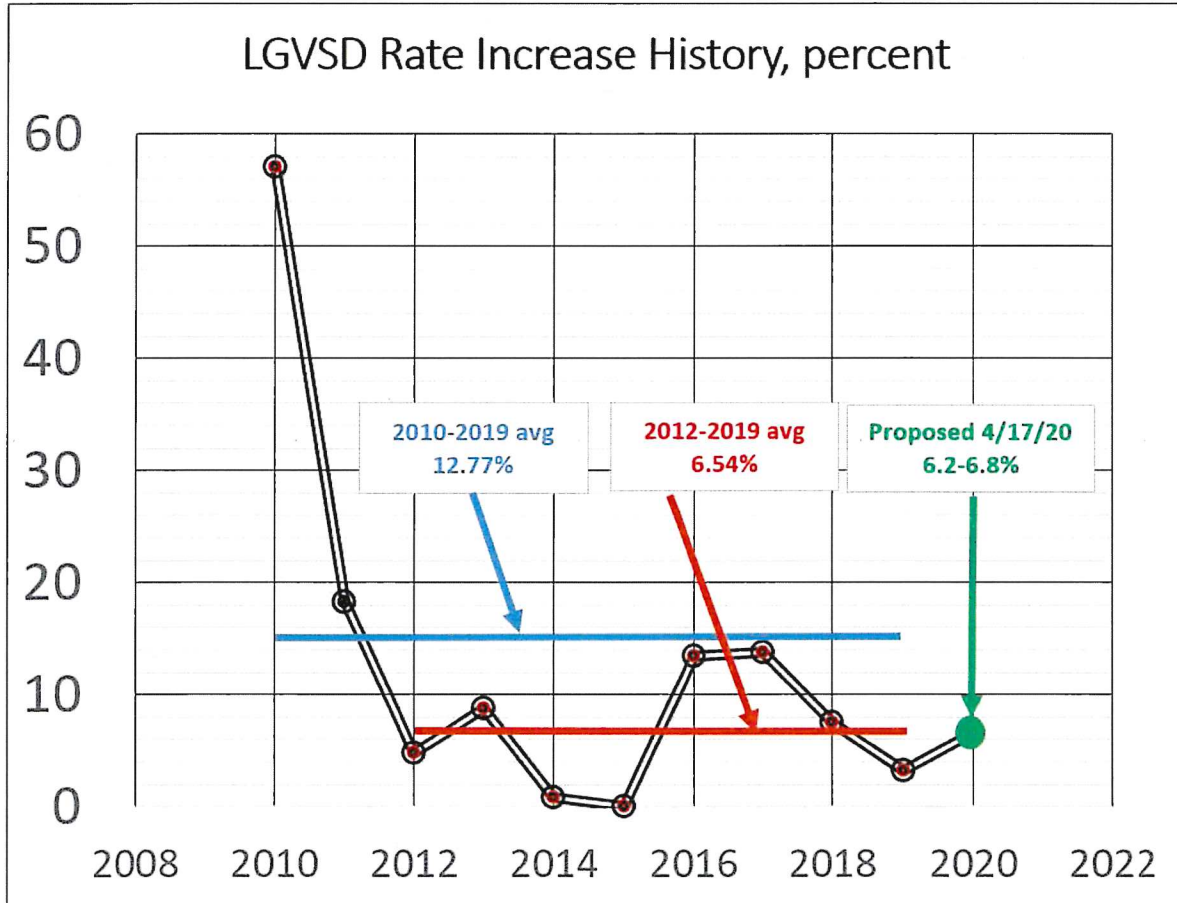


Figure 2. Historical LGVSD rate increase summary, 2010-2019.

Since the budget workshop on April 17, Staff identified the following adjustments to the FY 2020-2021 Capital Improvement Program (CIP) which reduces the CIP budget figure by \$530,000, or 13.5%.

Table 1. Proposed FY 2020-2021 CIP budget reductions.

Line	Name	Change	Comment
8	On-Call Engineering Contract	-\$100,000	Reduced budget from \$200,000 to \$100,000 due to scope reduction.
22	Tractor/Backhoe Replacement	-\$100,000	Eliminated from CIP. To be procured through existing Vehicle Replacement Fund.
23	Small Pickup	-\$35,000	
24	Forklift	-\$50,000	
73	IWMP Reclamation Projects (Placeholder)	-\$50,000	Reduced budget from \$100,000 to \$50,000 due to scope reduction.



94	Plant Lighting Improvements and Other Electrical Enhancement	-\$145,000	Funds moved to Year 2.
97	Maintenance Shop & Locker Room Improvements	-\$50,000	Funds moved to Year 2.

Total: -\$530,000

The narrative included in the Budget Package presented to the Board on April 17 included the following position justifications (wording enhancements have been added):

Environmental Compliance Manager (ECM)

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.

From Sophia Selivanoff:

“Staff have reported specific need for greater engagement in the District’s environmental compliance, including better oversight of consultants. This is not due to trust issues, but to the resulting unacceptable knowledge gap on the part of staff when these critical matters are not part of the regular workflow due to workload.

Line Maintenance Worker (LMW)

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 and unscheduled time off, Underground Service Alert mark-out efforts, and other unscheduled and time-sensitive interruptions and emergencies. 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 (MS)

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 (one filled, one 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 planning and work execution activities for all District Facilities in conjunction with preventative Plant maintenance currently fulfilled by Wastewater Operators, which will continue. The proposed Electrical and Instrumentation Technician proposed in the FY 20/21 budget would also be supervised by this position.

Electrical and Instrumentation Technician (E&I Tech)

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.

Staff have prepared 4 additional staff increase scenarios and associated rate increases in order to better describe the impact of staff increases on potential rate increases. See Table 2 below.

Table 2. Staff increase scenarios and associated rate increases. The current Sanitary Service Unit SSU is \$927 per year.

4/17 Scenario	CIP Reduction	Rate Increase	Proposed SSU	SSU Increase
ECM	\$0	6.78%	\$990	\$63
LMW				
MS				
E&I Tech				
Scenario 1				
ECM	\$530,000	4.44%	\$968	\$41
LMW				
MS				
E&I Tech				
Scenario 2				
ECM	\$530,000	3.40%	\$958	\$31
LMW				
E&I Tech				
Scenario 3				
ECM	\$530,000	2.75%	\$953	\$26
E&I Tech				
Scenario 4				
LMW	\$530,000	2.19%	\$947	\$20
E&I Tech				



PREVIOUS BOARD ACTION

The Board retained Futuresense for the 2017 and 2018 Employee Climate Assessment reports and was presented with findings for those reports, as well as the 2019 Report of Findings which was commissioned by the current General Manager.

The Board conducted Strategic Planning workshops on May 21, June 27, and August 26, 2019.

The Board awarded a multi-year contract to Kennedy Jenks for the Integrated Wastewater Master Plan on December 5, 2019. Kennedy Jenks presented the results of the Business Risk and Vulnerability Analysis portion of the Master Plan effort to the Board on April 16, 2020.

Regional Governmental Services presented the results of their Organizational Review to the Board on April 16, 2020.

The Board reviewed the General Manager’s proposed CY 2020 and FY 2020-2021 Tactical Goals in support of current Strategic Initiatives on April 17, 2020.

The Board conducted a Fiscal Year 2020-2021 Budget Workshop on April 17, 2020.

ENVIRONMENTAL IMPACT

To be determined as projects are implemented.

FISCAL IMPACT

The rate increase associated with the proposed budget varies from 2.19% to 6.78%, depending on the level of proposed CIP budget reduction and position request approval. This translates into an increase in revenue as summarized in Table 3. Note that budgeted staffing costs are approximate and subject to change pending formal analysis subsequent to potential approval.

Table 3. Annual Revenue and Monthly Customer Cost Increase for all Scenarios.

Scenario	Rate Increase	Approximate Annual Revenue Increase	SSU Customer Cost Increase per month
4	2.19%	\$334,486	\$1.67
3	2.75%	\$415,930	\$2.17
2	3.40%	\$510,450	\$2.58
1	4.44%	\$661,700	\$3.42
4/17 scenario	6.78%	\$1,002,000	\$5.25

GENERAL MANAGER RECOMMENDATION

The General Manager recommends that the Board consider the additional analyses presented above and direct Staff as needed in order to finalize the proposed FY 2020-2021 budget and associated rate increase. The General Manager strongly recommends the full, revised, 4 position staff increase described in scenario 1 in order to address a range of District needs



associated with deferred maintenance, business risk, approved strategic initiatives, staff morale and workload problems.

Approval of this recommendation will trigger a series of actions which will take time to fully implement. This fact underscores the urgency and importance of acting now as opposed to deferring to a later date. Such an approval will begin to arrest trends that have been degrading outcomes in the District for a lengthy period and it will augment momentum that numerous, recent Board actions have catalyzed.

The General Manager's recommendation is the result of careful consideration of and sensitivity to the economic impacts of the coronavirus pandemic. These global and, indeed, local economic impacts have been weighed against numerous, undeniably critical infrastructure vulnerabilities and chronic staffing concerns that are continuing to negatively impact the District's operation and which, in and of themselves, can lead to public health concerns of a different nature than the pandemic at hand.



Reclamation Pond
at Las Gallinas Valley Sanitary District

**Preliminary Budget
Fiscal Year 2020-2021**

**BUDGET WORKSHOP
Rate Setting Meeting
Presented to the Board of Directors
April 27, 2020
Board Room
101 Lucas Valley Road, Suite 300**

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**BUDGET WORKSHOP
APRIL 27, 2020
PRELIMINARY 2020-21 BUDGET**

***APRIL 17th SCENARIO
INCREASE OF 6.78%***

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

April 17th Scenario 6.78% Increase

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
OPERATING REVENUE							
User Charges	\$ 13,059,850	\$ 13,634,548	\$ 14,231,642	\$ 14,627,663	\$ 15,629,662	\$ 1,001,999	6.85%
Educational Revenue Augmentation Fund	366,078	372,411	\$ 386,922	\$ 319,000	\$ 325,000	\$ 6,000	1.88%
Recycled Water	45,548	61,080	\$ 63,463	\$ 42,000	\$ 42,000	\$ -	0.00%
Franchise Fees	25,000	25,000	\$ 69,491	\$ 149,422	\$ 137,081	\$ (12,341)	-8.26%
Inspections/Permits/Application Fee	8,957	11,678	\$ 40,050	\$ 39,039	\$ 31,733	\$ (7,307)	-18.72%
Interest	532	425	\$ 939	\$ 500	\$ 500	\$ -	0.00%
Interest on Reserves	72,856	269,180	541,859	449,803	350,000	\$ (99,803)	-22.19%
Suppl. Property Tax Assess.	15,409	27,670	\$ 16,021	\$ 13,000	\$ 16,000	\$ 3,000	23.08%
Homeowner Property Tax Relief	4,363	4,354	\$ 4,321	\$ 4,300	\$ 4,300	\$ -	0.00%
Private Sewer Lateral Assistance Program	76,027	101,368	\$ -	\$ 75,293	\$ 66,500	\$ (8,793)	-11.68%
Miscellaneous Revenue	33,057	29,521	\$ -	\$ 118,207	\$ 750	\$ (117,457)	-99.37%
Sale of Assets	(6,267)	29,012	\$ 61	\$ -	\$ -	\$ -	0.00%
Operating Transfer Out	-	-	\$ -	\$ -	\$ -	\$ -	0.00%
Total Operating Revenue	13,701,410	14,566,247	15,354,767	15,838,227	16,603,526	\$ 765,299	4.83%
OTHER SOURCES OF FUNDS							
CAPACITY RELATED FUNDS							
Annex and Capital Facility Charges	39,580	228,625	-	-	-	\$ -	0.00%
Interest on Connection Fees	451	242	300	500	300	\$ (200)	-40.00%
Total Capacity Related Revenue	40,031	228,867	300	500	300	\$ (200)	-40.00%
GENERAL CONSTRUCTION FUNDS							
Property Tax	856,873	890,205	950,824	934,870	962,419	\$ 27,550	2.95%
Operating Transfer In	-	-	4,048,783	-	-	\$ -	0.00%
	856,873	890,205	4,999,607	934,870	962,419	\$ 27,550	2.95%
OTHER SOURCES							
Marin Municipal Water District	436,837	455,057	463,143	463,353	463,395	\$ 42	0.01%
2017 Bond Sale	41,039,514	-	-	-	-	\$ -	0.00%
2019 Ibank Loan	-	-	-	-	5,537,545	\$ 5,537,545	0.00%
Federal Grant	-	-	842,150	5,000	847,150	\$ 842,150	16843.00%
State Grant	-	362,033	-	-	-	\$ -	0.00%

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

April 17th Scenario 6.78% Increase

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%
UTILIZATION OF BOND FUNDS AND RESERVES							24,414,335
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%
						\$ -	
TOTAL FUNDS AVAILABLE FOR EXPENDITURES	<u>\$ 60,903,191</u>	<u>\$ 21,006,894</u>	<u>\$ 29,637,817</u>	<u>\$ 51,330,164</u>	<u>\$ 51,721,566</u>	\$ 391,403	0.76%

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

PRESENTED APRIL 17, 2020
COMBINED DISTRICT DEPARTMENTS

April 17th Scenario

ALL DISTRICT DEPARTMENTS Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
Total Employee Wages	2,523,313	2,762,763	2,682,641	2,955,927	3,653,604	\$ 697,677	23.60%
Total Employee Benefits	1,235,695	1,272,245	1,283,900	1,503,041	2,011,430	\$ 508,389	33.82%
Total Insurance Expense	146,770	145,909	141,612	162,480	175,076	\$ 12,597	7.75%
Total Repairs and Maintenance	353,808	466,690	360,910	545,579	696,594	\$ 151,015	27.68%
Total Small Tools & Supplies	324,387	260,533	350,016	332,011	384,503	\$ 52,491	15.81%
Total Contracted Services	719,755	685,508	553,599	808,862	1,175,736	\$ 366,874	45.36%
Total Utilities	351,917	203,649	213,983	246,897	287,812	\$ 40,915	16.57%
Total General & Administrative	271,179	342,752	414,871	424,797	451,202	\$ 26,405	6.22%
OPERATING EXPENSE TOTALS	5,926,824	6,140,049	6,001,533	6,979,594	8,835,957	\$ 1,856,363	26.60%
Increase per year		3.60%	-2.26%	16.30%	26.60%		

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

PRESENTED APRIL 17, 2020

April 17th Scenario

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%
	Total Employee Wages	2,523,313	2,762,763	2,682,641	2,955,927	3,653,604	\$ 697,677	23.60%
	Increase per year		9.49%	-2.90%	10.19%	23.60%		

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

PRESENTED APRIL 17, 2020

EMPLOYEE BENEFITS

April 17th Scenario

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%
	Total Employee Benefits	1,235,695	1,272,245	1,278,453	1,503,041	2,011,430	\$ 508,389	33.82%
	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

April 17th Scenario

INSURANCE EXPENSE

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

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

PRESENTED APRIL 17, 2020

REPAIRS & MAINTENANCE

April 17th Scenario

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

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

PRESENTED APRIL 17, 2020

SMALL TOOLS & SUPPLIES

April 17th Scenario

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

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

PRESENTED APRIL 17, 2020

CONTRACT SERVICES

April 17th Scenario

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

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

PRESENTED APRIL 17, 2020

April 17th Scenario

UTILITIES

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

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

PRESENTED APRIL 17, 2020

GENERAL & ADMINISTRATIVE

April 17th Scenario

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

LAS GALLINAS VALLEY SANITARY DISTRICT DEBT SERVICE COVERAGE

PRESENTED APRIL 17, 2020

April 17th Scenario Revenue Description	2017-18 Final Actual	2018-19 Final Actual	2019-2020 Projected Actual	2019-2020 Proposed Budget
OPERATING REVENUE				
User Charges	\$ 13,634,548	\$ 14,231,642	\$ 14,627,663	\$ 15,629,662
Educational Revenue Augmentation Fund	372,411	\$ 386,922	\$ 319,000	\$ 325,000
Recycled Water	61,080	\$ 63,463	\$ 42,000	\$ 42,000
Franchise Fees	25,000	\$ 69,491	\$ 149,422	\$ 137,081
Inspections/Permits/Application Fee	11,678	\$ 40,050	\$ 39,039	\$ 31,733
Interest	425	\$ 939	\$ 500	\$ 500
Interest on Reserves	269,180	\$ 541,859	\$ 449,803	\$ 350,000
Suppl. Property Tax Assess.	27,670	\$ 16,021	\$ 13,000	\$ 16,000
Homeowner Property Tax Relief	4,354	\$ 4,321	\$ 4,300	\$ 4,300
Private Sewer Lateral Assistance Program	101,368	\$ -	\$ 75,293	\$ 66,500
Reimbursement for Lateral Repairs		\$ -	\$ -	\$ -
Miscellaneous Revenue	29,521	\$ -	\$ 118,207	\$ 750
Sale of Assets	29,012	\$ 61	\$ -	\$ -
Operating Transfer In	-	-	-	-
TOTAL OPERATING REVENUES	<u>14,566,247</u>	<u>15,354,767</u>	<u>15,838,227</u>	<u>16,603,526</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>18,029,340</u>
TOTAL OPERATING EXPENDITURES	<u>\$ 6,140,049</u>	<u>6,001,533</u>	<u>6,979,594</u>	<u>8,835,957</u>
NET POSITION	<u>\$ 9,771,460</u>	<u>\$ 10,767,202</u>	<u>\$ 10,256,855</u>	<u>\$ 9,193,383</u>
DEBT EXPENDITURES	<u>\$ 3,920,960</u>	<u>\$ 3,990,565</u>	<u>\$ 4,637,311</u>	<u>\$ 4,803,576</u>
125% Requirement				
Convenant Regarding Gross Revenues	<u>249%</u>	<u>270%</u>	<u>221%</u>	<u>191%</u>



**BUDGET WORKSHOP
APRIL 27, 2020
PRELIMINARY 2020-21 BUDGET**

***REVENUE SCENARIO #1
INCREASE OF 4.44%***

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

SCENARIO 1 4.44% INCREASE

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

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

SCENARIO 1 4.44% INCREASE

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%
UTILIZATION OF BOND FUNDS AND RESERVES							24,074,034
Reserves	366,256	-	12,685	-	110,000	\$ 110,000	
Private Sewer Lateral Assistance Funds	-	-	-	-	-	\$ -	
Prior Year Capital Project Carryover	4,046,259	1,359,494	2,809,597	13,067,053	11,270,217	\$ (1,796,836)	-13.75%
Construction Project Reserve		791,158	-	-	-	\$ -	0.00%
Interest Earned on Unspent Bond Funds		567,986	-	580,000	450,000	\$ (130,000)	-22.41%
Transfers from Bond Fund	65,955	1,471,731	5,078,873	20,364,466	15,460,319	\$ (4,904,147)	-24.08%
Marin Lagoon Reserve Fund	-	13,580	74,000	74,000	74,000	\$ -	0.00%
Captains Cove Reserve Fund	-	236	2,695	2,695	2,695	\$ -	0.00%
Capital Facilities Fund	350,056	300,300	-	-	-	\$ -	0.00%
	<u>4,828,526</u>	<u>4,504,485</u>	<u>7,977,850</u>	<u>34,088,214</u>	<u>27,367,231</u>	\$ (6,720,983)	-19.72%
						\$ -	
TOTAL FUNDS AVAILABLE FOR EXPENDITURES	<u>\$ 60,903,191</u>	<u>\$ 21,006,894</u>	<u>\$ 29,637,817</u>	<u>\$ 51,330,164</u>	<u>\$ 51,441,265</u>	\$ 111,102	0.22%

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

PRESENTED APRIL 17, 2020
COMBINED DISTRICT DEPARTMENTS

SCENARIO 1

ALL DISTRICT DEPARTMENTS Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
Total Employee Wages	2,523,313	2,762,763	2,682,641	2,955,927	3,653,604	\$ 697,677	23.60%
Total Employee Benefits	1,235,695	1,272,245	1,283,900	1,503,041	2,003,489	\$ 500,448	33.30%
Workers' Comp Insurance	41,785	41,159	30,952	48,482	46,000	\$ (2,482)	-5.12%
Unemployment Insurance	-	-	-	-	-		
Pooled Liability Insurance	103,753	103,800	109,710	113,000	128,029	\$ 15,029	13.30%
Fidelity Bond	1,232	950	950	998	1,047	\$ 50	5.00%
Total Insurance Expense	146,770	145,909	141,612	162,480	175,076	\$ 12,597	7.75%
Total Repairs and Maintenance	353,808	466,690	360,910	545,579	696,594	\$ 151,015	27.68%
Total Small Tools & Supplies	324,387	260,533	350,016	332,011	384,503	\$ 52,491	15.81%
Total Contracted Services	719,755	685,508	553,599	808,862	1,175,736	\$ 366,874	45.36%
Total Utilities	351,917	203,649	213,983	246,897	287,812	\$ 40,915	16.57%
Total General & Administrative	271,179	342,752	414,871	424,797	451,202	\$ 26,405	6.22%
OPERATING EXPENSE TOTALS	5,926,824	6,140,049	6,001,533	6,979,594	8,828,016	\$ 1,848,422	26.48%
Increase per year		3.60%	-2.26%	16.30%	26.48%		

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

PRESENTED APRIL 17, 2020

SCENARIO 1

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%
	Total Employee Wages	2,523,313	2,762,763	2,682,641	2,955,927	3,653,604	\$ 697,677	23.60%
	Increase per year		9.49%	-2.90%	10.19%	23.60%		

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

PRESENTED APRIL 17, 2020

SCENARIO 1

EMPLOYEE BENEFITS

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

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

PRESENTED APRIL 17, 2020

SCENARIO 1

INSURANCE EXPENSE

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

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

PRESENTED APRIL 17, 2020

REPAIRS & MAINTENANCE

SCENARIO 1

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

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

PRESENTED APRIL 17, 2020

SMALL TOOLS & SUPPLIES

SCENARIO 1

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

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

PRESENTED APRIL 17, 2020

SCENARIO 1

CONTRACT SERVICES

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

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

PRESENTED APRIL 17, 2020

SCENARIO 1

UTILITIES

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

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

PRESENTED APRIL 17, 2020

GENERAL & ADMINISTRATIVE

SCENARIO 1

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

LAS GALLINAS VALLEY SANITARY DISTRICT DEBT SERVICE COVERAGE

PRESENTED APRIL 17, 2020

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



**BUDGET WORKSHOP
APRIL 27, 2020
PRELIMINARY 2020-21 BUDGET**

***REVENUE SCENARIO #2
INCREASE OF 3.40%***

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

SCENARIO 2 3.40% INCREASE

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
OPERATING REVENUE							
User Charges	\$ 13,059,850	\$ 13,634,548	\$ 14,231,642	\$ 14,627,663	\$ 15,138,116	\$ 510,453	3.49%
Educational Revenue Augmentation Fund	366,078	372,411	\$ 386,922	\$ 319,000	\$ 325,000	\$ 6,000	1.88%
Recycled Water	45,548	61,080	\$ 63,463	\$ 42,000	\$ 42,000	\$ -	0.00%
Franchise Fees	25,000	25,000	\$ 69,491	\$ 149,422	\$ 137,081	\$ (12,341)	-8.26%
Inspections/Permits/Application Fee	8,957	11,678	\$ 40,050	\$ 39,039	\$ 31,733	\$ (7,307)	-18.72%
Interest	532	425	\$ 939	\$ 500	\$ 500	\$ -	0.00%
Interest on Reserves	72,856	269,180	541,859	449,803	350,000	\$ (99,803)	-22.19%
Suppl. Property Tax Assess.	15,409	27,670	\$ 16,021	\$ 13,000	\$ 16,000	\$ 3,000	23.08%
Homeowner Property Tax Relief	4,363	4,354	\$ 4,321	\$ 4,300	\$ 4,300	\$ -	0.00%
Private Sewer Lateral Assistance Program	76,027	101,368	\$ -	\$ 75,293	\$ 66,500	\$ (8,793)	-11.68%
Miscellaneous Revenue	33,057	29,521	\$ -	\$ 118,207	\$ 750	\$ (117,457)	-99.37%
Sale of Assets	(6,267)	29,012	\$ 61	\$ -	\$ -	\$ -	0.00%
Operating Transfer Out	-	-	\$ -	\$ -	\$ -	\$ -	0.00%
Total Operating Revenue	13,701,410	14,566,247	15,354,767	15,838,227	16,111,980	\$ 273,753	1.73%
OTHER SOURCES OF FUNDS							
CAPACITY RELATED FUNDS							
Annex and Capital Facility Charges	39,580	228,625	-	-	\$ -	\$ -	0.00%
Interest on Connection Fees	451	242	300	500	300	\$ (200)	-40.00%
Total Capacity Related Revenue	40,031	228,867	300	500	300	\$ (200)	-40.00%
GENERAL CONSTRUCTION FUNDS							
Property Tax	856,873	890,205	950,824	934,870	962,419	\$ 27,550	2.95%
Operating Transfer In	-	-	4,048,783	-	-	\$ -	0.00%
	856,873	890,205	4,999,607	934,870	962,419	\$ 27,550	2.95%
OTHER SOURCES							
Marin Municipal Water District	436,837	455,057	463,143	463,353	463,395	\$ 42	0.01%
2017 Bond Sale	41,039,514	-	-	-	-	\$ -	0.00%
2019 Ibank Loan	-	-	-	-	5,537,545	\$ 5,537,545	0.00%
Federal Grant	-	-	842,150	5,000	847,150	\$ 842,150	16843.00%
State Grant	-	362,033	-	-	-	\$ -	0.00%

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

SCENARIO 2 3.40% INCREASE

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%
UTILIZATION OF BOND FUNDS AND RESERVES							23,922,789
Reserves	366,256	-	12,685	-	110,000	\$ 110,000	
Private Sewer Lateral Assistance Funds	-	-	-	-	-	\$ -	
Prior Year Capital Project Carryover	4,046,259	1,359,494	2,809,597	13,067,053	11,270,217	\$ (1,796,836)	-13.75%
Construction Project Reserve		791,158	-	-	-	\$ -	0.00%
Interest Earned on Unspent Bond Funds		567,986	-	580,000	450,000	\$ (130,000)	-22.41%
Transfers from Bond Fund	65,955	1,471,731	5,078,873	20,364,466	15,460,319	\$ (4,904,147)	-24.08%
Marin Lagoon Reserve Fund	-	13,580	74,000	74,000	74,000	\$ -	0.00%
Captains Cove Reserve Fund	-	236	2,695	2,695	2,695	\$ -	0.00%
Capital Facilities Fund	350,056	300,300	-	-	-	\$ -	0.00%
	<u>4,828,526</u>	<u>4,504,485</u>	<u>7,977,850</u>	<u>34,088,214</u>	<u>27,367,231</u>	\$ (6,720,983)	-19.72%
						\$ -	
TOTAL FUNDS AVAILABLE FOR EXPENDITURES	<u>\$ 60,903,191</u>	<u>\$ 21,006,894</u>	<u>\$ 29,637,817</u>	<u>\$ 51,330,164</u>	<u>\$ 51,290,021</u>	\$ (40,143)	-0.08%

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

PRESENTED APRIL 17, 2020
COMBINED DISTRICT DEPARTMENTS

SCENARIO 2

ALL DISTRICT DEPARTMENTS Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
Total Employee Wages	2,523,313	2,762,763	2,682,641	2,955,927	3,525,429	\$ 569,503	19.27%
Total Employee Benefits	1,235,695	1,272,245	1,283,900	1,503,041	1,980,631	\$ 477,589	31.77%
Workers' Comp Insurance	41,785	41,159	30,952	48,482	46,000	\$ (2,482)	-5.12%
Unemployment Insurance	-	-	-	-	-		
Pooled Liability Insurance	103,753	103,800	109,710	113,000	128,029	\$ 15,029	13.30%
Fidelity Bond	1,232	950	950	998	1,047	\$ 50	5.00%
Total Insurance Expense	146,770	145,909	141,612	162,480	175,076	\$ 12,597	7.75%
Total Repairs and Maintenance	353,808	466,690	360,910	545,579	696,594	\$ 151,015	27.68%
Total Small Tools & Supplies	324,387	260,533	350,016	332,011	384,503	\$ 52,491	15.81%
Total Contracted Services	719,755	685,508	553,599	808,862	1,175,736	\$ 366,874	45.36%
Total Utilities	351,917	203,649	213,983	246,897	287,812	\$ 40,915	16.57%
Total General & Administrative	271,179	342,752	414,871	424,797	451,202	\$ 26,405	6.22%
OPERATING EXPENSE TOTALS	5,926,824	6,140,049	6,001,533	6,979,594	8,676,983	\$ 1,697,389	24.32%
Increase per year		3.60%	-2.26%	16.30%	24.32%		

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

PRESENTED APRIL 17, 2020

SCENARIO 2

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	3,215,862	\$ 631,992	24.46%
1004	Extra Hire	-	-	4,585	64,956	-	\$ (64,956)	0.00%
1008	Over Time	87,008	83,452	108,401	101,775	92,778	\$ (8,997)	-8.84%
1009	Vacation and Sick Accrual	51,592	67,515	88,579	51,317	64,000	\$ 12,683	24.72%
1010	Stand By	76,396	78,263	84,039	79,629	78,409	\$ (1,220)	-1.53%
1036	Directors Salary	55,847	75,391	63,175	74,380	74,380	\$ -	0.00%
	Total Employee Wages	2,523,313	2,762,763	2,682,641	2,955,927	3,525,429	\$ 569,503	19.27%
	Increase per year		9.49%	-2.90%	10.19%	19.27%		

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

PRESENTED APRIL 17, 2020

SCENARIO 2

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	240,872	\$ 50,893	26.79%
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	817,500	\$ 336,546	69.97%
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	28,097	\$ 7,056	33.53%
2006	Auto Allowance	12,730	22,766	9,451	22,766	24,465	\$ 1,698	7.46%
2007	Commute Stipend	28,037	28,845	30,922	26,480	36,000	\$ 9,520	35.95%
1006	Payroll Processing	9,657	9,466	9,519	12,358	12,729	\$ 371	3.00%
2477	Conferences	46,090	64,232	32,282	51,852	68,500	\$ 16,648	32.11%
2479	Mileage and Travel	5,881	8,025	6,989	4,345	8,000	\$ 3,655	84.13%
9786	Employee Recognition	2,481	6,616	6,504	6,930	6,000	\$ (930)	-13.42%
9787	Employee Training and Education	18,263	16,273	15,723	23,162	25,600	\$ 2,438	10.53%
	Total Employee Benefits	1,235,695	1,272,245	1,278,453	1,503,041	1,980,631	\$ 477,589	31.77%
	Increase per year		2.96%	0.49%	17.57%	31.77%		

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

PRESENTED APRIL 17, 2020

SCENARIO 2

INSURANCE EXPENSE

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

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

PRESENTED APRIL 17, 2020

REPAIRS & MAINTENANCE

SCENARIO 2

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

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

PRESENTED APRIL 17, 2020

SMALL TOOLS & SUPPLIES

SCENARIO 2

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

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

PRESENTED APRIL 17, 2020

SCENARIO 2

CONTRACT SERVICES

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

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

PRESENTED APRIL 17, 2020

SCENARIO 2

UTILITIES

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

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

PRESENTED APRIL 17, 2020

GENERAL & ADMINISTRATIVE

SCENARIO 2

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

LAS GALLINAS VALLEY SANITARY DISTRICT DEBT SERVICE COVERAGE

PRESENTED APRIL 17, 2020

SCENARIO 2 Revenue Description	2017-18 Final Actual	2018-19 Final Actual	2019-2020 Projected Actual	2019-2020 Proposed Budget
OPERATING REVENUE				
User Charges	\$ 13,634,548	\$ 14,231,642	\$ 14,627,663	\$ 15,138,116
Educational Revenue Augmentation Fund	372,411	\$ 386,922	\$ 319,000	\$ 325,000
Recycled Water	61,080	\$ 63,463	\$ 42,000	\$ 42,000
Franchise Fees	25,000	\$ 69,491	\$ 149,422	\$ 137,081
Inspections/Permits/Application Fee	11,678	\$ 40,050	\$ 39,039	\$ 31,733
Interest	425	\$ 939	\$ 500	\$ 500
Interest on Reserves	269,180	\$ 541,859	\$ 449,803	\$ 350,000
Suppl. Property Tax Assess.	27,670	\$ 16,021	\$ 13,000	\$ 16,000
Homeowner Property Tax Relief	4,354	\$ 4,321	\$ 4,300	\$ 4,300
Private Sewer Lateral Assistance Program	101,368	\$ -	\$ 75,293	\$ 66,500
Reimbursement for Lateral Repairs		\$ -	\$ -	\$ -
Miscellaneous Revenue	29,521	\$ -	\$ 118,207	\$ 750
Sale of Assets	29,012	\$ 61	\$ -	\$ -
Operating Transfer In	-	-	-	-
TOTAL OPERATING REVENUES	<u>14,566,247</u>	<u>15,354,767</u>	<u>15,838,227</u>	<u>16,111,980</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>17,537,794</u>
TOTAL OPERATING EXPENDITURES	<u>\$ 6,140,049</u>	<u>6,001,533</u>	<u>6,979,594</u>	<u>8,676,983</u>
NET POSITION	<u>\$ 9,771,460</u>	<u>\$ 10,767,202</u>	<u>\$ 10,256,855</u>	<u>\$ 8,860,811</u>
DEBT EXPENDITURES	<u>\$ 3,920,960</u>	<u>\$ 3,990,565</u>	<u>\$ 4,637,311</u>	<u>\$ 4,803,576</u>
125% Requirement				
Convenant Regarding Gross Revenues	<u>249%</u>	<u>270%</u>	<u>221%</u>	<u>184%</u>



**BUDGET WORKSHOP
APRIL 27, 2020
PRELIMINARY 2020-21 BUDGET**

***REVENUE SCENARIO #3
INCREASE OF 2.75%***

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

SCENARIO 3 2.75% INCREASE

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
OPERATING REVENUE							
User Charges	\$ 13,059,850	\$ 13,634,548	\$ 14,231,642	\$ 14,627,663	\$ 15,043,588	\$ 415,925	2.84%
Educational Revenue Augmentation Fund	366,078	372,411	\$ 386,922	\$ 319,000	\$ 325,000	\$ 6,000	1.88%
Recycled Water	45,548	61,080	\$ 63,463	\$ 42,000	\$ 42,000	\$ -	0.00%
Franchise Fees	25,000	25,000	\$ 69,491	\$ 149,422	\$ 137,081	\$ (12,341)	-8.26%
Inspections/Permits/Application Fee	8,957	11,678	\$ 40,050	\$ 39,039	\$ 31,733	\$ (7,307)	-18.72%
Interest	532	425	\$ 939	\$ 500	\$ 500	\$ -	0.00%
Interest on Reserves	72,856	269,180	541,859	449,803	350,000	\$ (99,803)	-22.19%
Suppl. Property Tax Assess.	15,409	27,670	\$ 16,021	\$ 13,000	\$ 16,000	\$ 3,000	23.08%
Homeowner Property Tax Relief	4,363	4,354	\$ 4,321	\$ 4,300	\$ 4,300	\$ -	0.00%
Private Sewer Lateral Assistance Program	76,027	101,368	\$ -	\$ 75,293	\$ 66,500	\$ (8,793)	-11.68%
Miscellaneous Revenue	33,057	29,521	\$ -	\$ 118,207	\$ 750	\$ (117,457)	-99.37%
Sale of Assets	(6,267)	29,012	\$ 61	\$ -	\$ -	\$ -	0.00%
Operating Transfer Out	-	-	\$ -	\$ -	\$ -	\$ -	0.00%
Total Operating Revenue	13,701,410	14,566,247	15,354,767	15,838,227	16,017,452	\$ 179,225	1.13%
OTHER SOURCES OF FUNDS							
CAPACITY RELATED FUNDS							
Annex and Capital Facility Charges	39,580	228,625	-	-	\$ -	\$ -	0.00%
Interest on Connection Fees	451	242	300	500	300	\$ (200)	-40.00%
Total Capacity Related Revenue	40,031	228,867	300	500	300	\$ (200)	-40.00%
GENERAL CONSTRUCTION FUNDS							
Property Tax	856,873	890,205	950,824	934,870	962,419	\$ 27,550	2.95%
Operating Transfer In	-	-	4,048,783	-	-	\$ -	0.00%
	856,873	890,205	4,999,607	934,870	962,419	\$ 27,550	2.95%
OTHER SOURCES							
Marin Municipal Water District	436,837	455,057	463,143	463,353	463,395	\$ 42	0.01%
2017 Bond Sale	41,039,514	-	-	-	-	\$ -	0.00%
2019 Ibank Loan	-	-	-	-	5,537,545	\$ 5,537,545	0.00%
Federal Grant	-	-	842,150	5,000	847,150	\$ 842,150	16843.00%
State Grant	-	362,033	-	-	-	\$ -	0.00%

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

SCENARIO 3 2.75% INCREASE

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%
UTILIZATION OF BOND FUNDS AND RESERVES							23,828,261
Reserves	366,256	-	12,685	-	110,000	\$ 110,000	
Private Sewer Lateral Assistance Funds	-	-	-	-	-	\$ -	
Prior Year Capital Project Carryover	4,046,259	1,359,494	2,809,597	13,067,053	11,270,217	\$ (1,796,836)	-13.75%
Construction Project Reserve		791,158	-	-	-	\$ -	0.00%
Interest Earned on Unspent Bond Funds		567,986	-	580,000	450,000	\$ (130,000)	-22.41%
Transfers from Bond Fund	65,955	1,471,731	5,078,873	20,364,466	15,460,319	\$ (4,904,147)	-24.08%
Marin Lagoon Reserve Fund	-	13,580	74,000	74,000	74,000	\$ -	0.00%
Captains Cove Reserve Fund	-	236	2,695	2,695	2,695	\$ -	0.00%
Capital Facilities Fund	350,056	300,300	-	-	-	\$ -	0.00%
	<u>4,828,526</u>	<u>4,504,485</u>	<u>7,977,850</u>	<u>34,088,214</u>	<u>27,367,231</u>	\$ (6,720,983)	-19.72%
						\$ -	
TOTAL FUNDS AVAILABLE FOR EXPENDITURES	<u>\$ 60,903,191</u>	<u>\$ 21,006,894</u>	<u>\$ 29,637,817</u>	<u>\$ 51,330,164</u>	<u>\$ 51,195,492</u>	\$ (134,671)	-0.26%

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

PRESENTED APRIL 17, 2020
COMBINED DISTRICT DEPARTMENTS

SCENARIO 3

ALL DISTRICT DEPARTMENTS Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
Total Employee Wages	2,523,313	2,762,763	2,682,641	2,955,927	3,444,185	\$ 488,259	16.52%
Total Employee Benefits	1,235,695	1,272,245	1,283,900	1,503,041	1,967,771	\$ 464,729	30.92%
Workers' Comp Insurance	41,785	41,159	30,952	48,482	46,000	\$ (2,482)	-5.12%
Unemployment Insurance	-	-	-	-	-		
Pooled Liability Insurance	103,753	103,800	109,710	113,000	128,029	\$ 15,029	13.30%
Fidelity Bond	1,232	950	950	998	1,047	\$ 50	5.00%
Total Insurance Expense	146,770	145,909	141,612	162,480	175,076	\$ 12,597	7.75%
Total Repairs and Maintenance	353,808	466,690	360,910	545,579	696,594	\$ 151,015	27.68%
Total Small Tools & Supplies	324,387	260,533	350,016	332,011	384,503	\$ 52,491	15.81%
Total Contracted Services	719,755	685,508	553,599	808,862	1,175,736	\$ 366,874	45.36%
Total Utilities	351,917	203,649	213,983	246,897	287,812	\$ 40,915	16.57%
Total General & Administrative	271,179	342,752	414,871	424,797	451,202	\$ 26,405	6.22%
OPERATING EXPENSE TOTALS	5,926,824	6,140,049	6,001,533	6,979,594	8,582,880	\$ 1,603,286	22.97%
Increase per year		3.60%	-2.26%	16.30%	22.97%		

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

PRESENTED APRIL 17, 2020

SCENARIO 3

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	3,143,772	\$ 559,903	21.67%
1004	Extra Hire	-	-	4,585	64,956	-	\$ (64,956)	0.00%
1008	Over Time	87,008	83,452	108,401	101,775	89,983	\$ (11,792)	-11.59%
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	72,050	\$ (7,579)	-9.52%
1036	Directors Salary	55,847	75,391	63,175	74,380	74,380	\$ -	0.00%
	Total Employee Wages	2,523,313	2,762,763	2,682,641	2,955,927	3,444,185	\$ 488,259	16.52%
	Increase per year		9.49%	-2.90%	10.19%	16.52%		

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

PRESENTED APRIL 17, 2020

SCENARIO 3

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	234,657	\$ 44,678	23.52%
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	810,855	\$ 329,901	68.59%
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	28,097	\$ 7,056	33.53%
2006	Auto Allowance	12,730	22,766	9,451	22,766	24,465	\$ 1,698	7.46%
2007	Commute Stipend	28,037	28,845	30,922	26,480	36,000	\$ 9,520	35.95%
1006	Payroll Processing	9,657	9,466	9,519	12,358	12,729	\$ 371	3.00%
2477	Conferences	46,090	64,232	32,282	51,852	68,500	\$ 16,648	32.11%
2479	Mileage and Travel	5,881	8,025	6,989	4,345	8,000	\$ 3,655	84.13%
9786	Employee Recognition	2,481	6,616	6,504	6,930	6,000	\$ (930)	-13.42%
9787	Employee Training and Education	18,263	16,273	15,723	23,162	25,600	\$ 2,438	10.53%
	Total Employee Benefits	1,235,695	1,272,245	1,278,453	1,503,041	1,967,771	\$ 464,729	30.92%
	Increase per year		2.96%	0.49%	17.57%	30.92%		

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

PRESENTED APRIL 17, 2020

SCENARIO 3

INSURANCE EXPENSE

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

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

PRESENTED APRIL 17, 2020

REPAIRS & MAINTENANCE

SCENARIO 3

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

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

PRESENTED APRIL 17, 2020

SMALL TOOLS & SUPPLIES

SCENARIO 3

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

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

PRESENTED APRIL 17, 2020

SCENARIO 3

CONTRACT SERVICES

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

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

PRESENTED APRIL 17, 2020

SCENARIO 3

UTILITIES

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

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

PRESENTED APRIL 17, 2020

GENERAL & ADMINISTRATIVE

SCENARIO 3

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

LAS GALLINAS VALLEY SANITARY DISTRICT DEBT SERVICE COVERAGE

PRESENTED APRIL 17, 2020

SCENARIO 3 Revenue Description	2017-18 Final Actual	2018-19 Final Actual	2019-2020 Projected Actual	2019-2020 Proposed Budget
OPERATING REVENUE				
User Charges	\$ 13,634,548	\$ 14,231,642	\$ 14,627,663	\$ 15,043,588
Educational Revenue Augmentation Fund	372,411	\$ 386,922	\$ 319,000	\$ 325,000
Recycled Water	61,080	\$ 63,463	\$ 42,000	\$ 42,000
Franchise Fees	25,000	\$ 69,491	\$ 149,422	\$ 137,081
Inspections/Permits/Application Fee	11,678	\$ 40,050	\$ 39,039	\$ 31,733
Interest	425	\$ 939	\$ 500	\$ 500
Interest on Reserves	269,180	\$ 541,859	\$ 449,803	\$ 350,000
Suppl. Property Tax Assess.	27,670	\$ 16,021	\$ 13,000	\$ 16,000
Homeowner Property Tax Relief	4,354	\$ 4,321	\$ 4,300	\$ 4,300
Private Sewer Lateral Assistance Program	101,368	\$ -	\$ 75,293	\$ 66,500
Reimbursement for Lateral Repairs		\$ -	\$ -	\$ -
Miscellaneous Revenue	29,521	\$ -	\$ 118,207	\$ 750
Sale of Assets	29,012	\$ 61	\$ -	\$ -
Operating Transfer In	-	-	-	-
TOTAL OPERATING REVENUES	<u>14,566,247</u>	<u>15,354,767</u>	<u>15,838,227</u>	<u>16,017,452</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>17,443,266</u>
TOTAL OPERATING EXPENDITURES	<u>\$ 6,140,049</u>	<u>6,001,533</u>	<u>6,979,594</u>	<u>8,582,880</u>
NET POSITION	<u>\$ 9,771,460</u>	<u>\$ 10,767,202</u>	<u>\$ 10,256,855</u>	<u>\$ 8,860,387</u>
DEBT EXPENDITURES	<u>\$ 3,920,960</u>	<u>\$ 3,990,565</u>	<u>\$ 4,637,311</u>	<u>\$ 4,803,576</u>
125% Requirement				
Convenant Regarding Gross Revenues	<u>249%</u>	<u>270%</u>	<u>221%</u>	<u>184%</u>



**BUDGET WORKSHOP
APRIL 27, 2020
PRELIMINARY 2020-21 BUDGET**

***REVENUE SCENARIO #4
INCREASE OF 2.19%***

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

SCENARIO 4 2.19% INCREASE

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
OPERATING REVENUE							
User Charges	\$ 13,059,850	\$ 13,634,548	\$ 14,231,642	\$ 14,627,663	\$ 14,962,149	\$ 334,486	2.29%
Educational Revenue Augmentation Fund	366,078	372,411	\$ 386,922	\$ 319,000	\$ 325,000	\$ 6,000	1.88%
Recycled Water	45,548	61,080	\$ 63,463	\$ 42,000	\$ 42,000	\$ -	0.00%
Franchise Fees	25,000	25,000	\$ 69,491	\$ 149,422	\$ 137,081	\$ (12,341)	-8.26%
Inspections/Permits/Application Fee	8,957	11,678	\$ 40,050	\$ 39,039	\$ 31,733	\$ (7,307)	-18.72%
Interest	532	425	\$ 939	\$ 500	\$ 500	\$ -	0.00%
Interest on Reserves	72,856	269,180	541,859	449,803	350,000	\$ (99,803)	-22.19%
Suppl. Property Tax Assess.	15,409	27,670	\$ 16,021	\$ 13,000	\$ 16,000	\$ 3,000	23.08%
Homeowner Property Tax Relief	4,363	4,354	\$ 4,321	\$ 4,300	\$ 4,300	\$ -	0.00%
Private Sewer Lateral Assistance Program	76,027	101,368	\$ -	\$ 75,293	\$ 66,500	\$ (8,793)	-11.68%
Miscellaneous Revenue	33,057	29,521	\$ -	\$ 118,207	\$ 750	\$ (117,457)	-99.37%
Sale of Assets	(6,267)	29,012	\$ 61	\$ -	\$ -	\$ -	0.00%
Operating Transfer Out	-	-	\$ -	\$ -	\$ -	\$ -	0.00%
Total Operating Revenue	13,701,410	14,566,247	15,354,767	15,838,227	15,936,012	\$ 97,786	0.62%
OTHER SOURCES OF FUNDS							
CAPACITY RELATED FUNDS							
Annex and Capital Facility Charges	39,580	228,625	-	-	\$ -	\$ -	0.00%
Interest on Connection Fees	451	242	300	500	300	\$ (200)	-40.00%
Total Capacity Related Revenue	40,031	228,867	300	500	300	\$ (200)	-40.00%
GENERAL CONSTRUCTION FUNDS							
Property Tax	856,873	890,205	950,824	934,870	962,419	\$ 27,550	2.95%
Operating Transfer In	-	-	4,048,783	-	-	\$ -	0.00%
	856,873	890,205	4,999,607	934,870	962,419	\$ 27,550	2.95%
OTHER SOURCES							
Marin Municipal Water District	436,837	455,057	463,143	463,353	463,395	\$ 42	0.01%
2017 Bond Sale	41,039,514	-	-	-	-	\$ -	0.00%
2019 Ibank Loan	-	-	-	-	5,537,545	\$ 5,537,545	0.00%
Federal Grant	-	-	842,150	5,000	847,150	\$ 842,150	16843.00%
State Grant	-	362,033	-	-	-	\$ -	0.00%

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

SCENARIO 4 2.19% INCREASE

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%
UTILIZATION OF BOND FUNDS AND RESERVES							23,746,822
Reserves	366,256	-	12,685	-	110,000	\$ 110,000	
Private Sewer Lateral Assistance Funds	-	-	-	-	-	\$ -	
Prior Year Capital Project Carryover	4,046,259	1,359,494	2,809,597	13,067,053	11,270,217	\$ (1,796,836)	-13.75%
Construction Project Reserve		791,158	-	-	-	\$ -	0.00%
Interest Earned on Unspent Bond Funds		567,986	-	580,000	450,000	\$ (130,000)	-22.41%
Transfers from Bond Fund	65,955	1,471,731	5,078,873	20,364,466	15,460,319	\$ (4,904,147)	-24.08%
Marin Lagoon Reserve Fund	-	13,580	74,000	74,000	74,000	\$ -	0.00%
Captains Cove Reserve Fund	-	236	2,695	2,695	2,695	\$ -	0.00%
Capital Facilities Fund	350,056	300,300	-	-	-	\$ -	0.00%
	<u>4,828,526</u>	<u>4,504,485</u>	<u>7,977,850</u>	<u>34,088,214</u>	<u>27,367,231</u>	\$ (6,720,983)	-19.72%
						\$ -	
TOTAL FUNDS AVAILABLE FOR EXPENDITURES	<u>\$ 60,903,191</u>	<u>\$ 21,006,894</u>	<u>\$ 29,637,817</u>	<u>\$ 51,330,164</u>	<u>\$ 51,114,053</u>	\$ (216,111)	-0.42%

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

PRESENTED APRIL 17, 2020
COMBINED DISTRICT DEPARTMENTS

SCENARIO 4

ALL DISTRICT DEPARTMENTS Expense Description	2016-17 Total Actual	2017-18 Total Actual	2018/19 Total Actual	2019/20 Projected Actual	2020/21 Proposed Budget	Increase Over Projection	Percent Change from Prior Year
Total Employee Wages	2,523,313	2,762,763	2,682,641	2,955,927	3,374,733	\$ 418,807	14.17%
Total Employee Benefits	1,235,695	1,272,245	1,283,900	1,503,041	1,955,246	\$ 452,205	30.09%
Workers' Comp Insurance	41,785	41,159	30,952	48,482	46,000	\$ (2,482)	-5.12%
Unemployment Insurance	-	-	-	-	-		
Pooled Liability Insurance	103,753	103,800	109,710	113,000	128,029	\$ 15,029	13.30%
Fidelity Bond	1,232	950	950	998	1,047	\$ 50	5.00%
Total Insurance Expense	146,770	145,909	141,612	162,480	175,076	\$ 12,597	7.75%
Total Repairs and Maintenance	353,808	466,690	360,910	545,579	696,594	\$ 151,015	27.68%
Total Small Tools & Supplies	324,387	260,533	350,016	332,011	384,503	\$ 52,491	15.81%
Total Contracted Services	719,755	685,508	553,599	808,862	1,175,736	\$ 366,874	45.36%
Total Utilities	351,917	203,649	213,983	246,897	287,812	\$ 40,915	16.57%
Total General & Administrative	271,179	342,752	414,871	424,797	451,202	\$ 26,405	6.22%
OPERATING EXPENSE TOTALS	5,926,824	6,140,049	6,001,533	6,979,594	8,500,903	\$ 1,521,309	21.80%
Increase per year		3.60%	-2.26%	16.30%	21.80%		

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

PRESENTED APRIL 17, 2020

SCENARIO 4

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	3,065,166	\$ 481,296	18.63%
1004	Extra Hire	-	-	4,585	64,956	-	\$ (64,956)	0.00%
1008	Over Time	87,008	83,452	108,401	101,775	92,778	\$ (8,997)	-8.84%
1009	Vacation and Sick Accrual	51,592	67,515	88,579	51,317	64,000	\$ 12,683	24.72%
1010	Stand By	76,396	78,263	84,039	79,629	78,409	\$ (1,220)	-1.53%
1036	Directors Salary	55,847	75,391	63,175	74,380	74,380	\$ -	0.00%
	Total Employee Wages	2,523,313	2,762,763	2,682,641	2,955,927	3,374,733	\$ 418,807	14.17%
	Increase per year		9.49%	-2.90%	10.19%	14.17%		

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

PRESENTED APRIL 17, 2020

SCENARIO 4

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	230,764	\$ 40,784	21.47%
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	803,611	\$ 322,657	67.09%
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	26,710	\$ 5,669	26.94%
2006	Auto Allowance	12,730	22,766	9,451	22,766	24,465	\$ 1,698	7.46%
2007	Commute Stipend	28,037	28,845	30,922	26,480	36,000	\$ 9,520	35.95%
1006	Payroll Processing	9,657	9,466	9,519	12,358	12,729	\$ 371	3.00%
2477	Conferences	46,090	64,232	32,282	51,852	68,500	\$ 16,648	32.11%
2479	Mileage and Travel	5,881	8,025	6,989	4,345	8,000	\$ 3,655	84.13%
9786	Employee Recognition	2,481	6,616	6,504	6,930	6,000	\$ (930)	-13.42%
9787	Employee Training and Education	18,263	16,273	15,723	23,162	25,600	\$ 2,438	10.53%
	Total Employee Benefits	1,235,695	1,272,245	1,278,453	1,503,041	1,955,246	\$ 452,205	30.09%
	Increase per year		2.96%	0.49%	17.57%	30.09%		

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

PRESENTED APRIL 17, 2020

SCENARIO 4

INSURANCE EXPENSE

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

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

PRESENTED APRIL 17, 2020

REPAIRS & MAINTENANCE

SCENARIO 4

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

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

PRESENTED APRIL 17, 2020

SMALL TOOLS & SUPPLIES

SCENARIO 4

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

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

PRESENTED APRIL 17, 2020

SCENARIO 4

CONTRACT SERVICES

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

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

PRESENTED APRIL 17, 2020

SCENARIO 4

UTILITIES

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

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

PRESENTED APRIL 17, 2020

GENERAL & ADMINISTRATIVE

SCENARIO 4

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

LAS GALLINAS VALLEY SANITARY DISTRICT DEBT SERVICE COVERAGE

PRESENTED APRIL 17, 2020

SCENARIO 4 Revenue Description	2017-18 Final Actual	2018-19 Final Actual	2019-2020 Projected Actual	2019-2020 Proposed Budget
OPERATING REVENUE				
User Charges	\$ 13,634,548	\$ 14,231,642	\$ 14,627,663	\$ 14,962,149
Educational Revenue Augmentation Fund	372,411	\$ 386,922	\$ 319,000	\$ 325,000
Recycled Water	61,080	\$ 63,463	\$ 42,000	\$ 42,000
Franchise Fees	25,000	\$ 69,491	\$ 149,422	\$ 137,081
Inspections/Permits/Application Fee	11,678	\$ 40,050	\$ 39,039	\$ 31,733
Interest	425	\$ 939	\$ 500	\$ 500
Interest on Reserves	269,180	\$ 541,859	\$ 449,803	\$ 350,000
Suppl. Property Tax Assess.	27,670	\$ 16,021	\$ 13,000	\$ 16,000
Homeowner Property Tax Relief	4,354	\$ 4,321	\$ 4,300	\$ 4,300
Private Sewer Lateral Assistance Program	101,368	\$ -	\$ 75,293	\$ 66,500
Reimbursement for Lateral Repairs		\$ -	\$ -	\$ -
Miscellaneous Revenue	29,521	\$ -	\$ 118,207	\$ 750
Sale of Assets	29,012	\$ 61	\$ -	\$ -
Operating Transfer In	-	-	-	-
TOTAL OPERATING REVENUES	<u>14,566,247</u>	<u>15,354,767</u>	<u>15,838,227</u>	<u>15,936,012</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>17,361,827</u>
TOTAL OPERATING EXPENDITURES	<u>\$ 6,140,049</u>	<u>6,001,533</u>	<u>6,979,594</u>	<u>8,500,903</u>
NET POSITION	<u>\$ 9,771,460</u>	<u>\$ 10,767,202</u>	<u>\$ 10,256,855</u>	<u>\$ 8,860,924</u>
DEBT EXPENDITURES	<u>\$ 3,920,960</u>	<u>\$ 3,990,565</u>	<u>\$ 4,637,311</u>	<u>\$ 4,803,576</u>
125% Requirement				
Convenant Regarding Gross Revenues	<u>249%</u>	<u>270%</u>	<u>221%</u>	<u>184%</u>

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	\$45,000	\$0	\$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	\$250,000	\$0	\$0	\$250,000	
110	MC	3		N	Fixed Film Reactor Demolition	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000	
111	MC	3		N	High Strength Waste Receiving Station	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000	
112	MC	3		N	Plant Potable Water Hydrant Installation	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$0	\$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	\$5,540,977	\$2,259,870	\$875,000					\$19,579,870	
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	\$7,159,630	\$5,950,097	\$3,399,509						\$60,052,097

FINANCED PROJECTS																						
116	MC	1	12600-07 & 16650-02	A	Secondary Treatment Plant Upgrade & Recycled Water Expansion	\$28,662,043	\$61,230,377	\$36,230,377	\$3,155,000	\$39,385,377	\$25,000,000	\$62,225,371	\$43,157,658	\$2,160,006	\$22,000,000	\$0	\$2,430,000	\$0	\$0	\$0	\$63,660,377	
117	MC	1		N	Property Acquisition ⁽²⁾	\$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	\$61,230,377	\$36,230,377	\$3,155,000	\$39,385,377	\$25,000,000	\$62,225,371	\$43,157,658	\$2,160,006	\$22,000,000	\$0					\$90,660,377	
Pending Transfer Balance:									\$78,340	\$78,340												
GRAND TOTAL:						\$42,846,779	\$63,239,203	\$47,440,594	\$0	\$47,440,594	\$28,323,132	\$67,679,837	\$46,496,826	\$9,319,636	\$27,950,097	\$3,399,509						\$150,712,474
Less STPURWE Carryover Before Transfers:										\$11,210,217												

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.
⁽¹⁾ - Project with multi-year budgeting.
⁽²⁾ - Unknown at this time, staff may request for budget increase when appropriate.
⁽³⁾ - 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

Agenda Summary Report

To: Mike Prinz, General Manager *MP*
From: Robert D. Ruiz, Administrative Services Manager *RDR*
Mtg. Date: April 27, 2020
Re: A Resolution Amending Resolution No 2020-2181 Setting Time and Place for Public Hearing on the Budget for the Fiscal Year 2020-21 and
A Resolution Amending Resolution No 2020-2182 Setting Time and Place for Public Hearing on Sewer Service Charge Rates for the Fiscal Year 2020-21

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

BACKGROUND:

The General Manager and Admin Services Manager have developed a rate increase proposal as part of the FY 2020-2021 budget development process. Doing this has allowed the budget approval and rate setting process for FY 2020-2021 to be completed by July 1 as is normally done. In order to achieve this approval timeline, including the normal 45-day notification requirement stipulated by proposition 218, the rate increase hearing date must be adjusted to June 18, 2020.

The budget public hearing is also proposed to be adjusted in order to coincide with the rate hearing due the fact that the rates are part of the process to complete the 2020-21 Budget

PREVIOUS BOARD ACTION:

Approval of Resolution No 2020-2181 Setting Time and Place for Public Hearing on the Budget for the Fiscal Year 2020-21 on March 19, 2020.

Approval of Resolution No 2020-2182 Setting Time and Place for Public Hearing on Sewer Service Charge Rates for the Fiscal Year 2020-21 on March 19, 2020.

ENVIRONMENTAL REVIEW:

N/A

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Staff recommends that the Board approve Resolutions 2020-2185 and 2020-2186 amending the day of the public hearing.

RESOLUTION No 2020-2186

**A RESOLUTION AMENDING RESOLUTION No 2020-2182
SETTING TIME AND PLACE FOR PUBLIC HEARING ON
WASTEWATER SERVICE CHARGE RATES
FOR THE FISCAL YEAR 2020-2021**

LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, this District has elected to have certain charges for services and facilities furnished by it which have become delinquent and the sewer service charges for the fiscal year 2020-2021 collected on the tax roll of the County of Marin, State of California, in the manner provided pursuant to Section 5470 through 5473.11 of the Health & Safety Code of the State of California; and

WHEREAS, pursuant thereto, a sewer service charge report will be on file with the Secretary of this District, and thereafter provided to the County Assessor prior to August 10, 2020;

WHEREAS, the Board has previously approved the Public Hearing to be July 16, 2020 through Resolution 2020-2182;

WHEREAS, Resolution No 2020-2186 supersedes the aforementioned resolution for the date of the public hearing;

NOW, THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District herein shall duly publish legal notice in the Marin Independent Journal, a newspaper of general circulation; post it at the District's offices at 101 Lucas Valley Road, San Rafael, CA; and post it at its website at www.lgvsd.org in accordance with the requirements of the Government Code § 54954.2 and the Sanitary District Act of 1923, Health and Safety Code §§ 6400 et seq., said notice specifying, among other things, that the District will conduct a public hearing on Thursday, June 18, 2020 at 4:30 p.m. at the regular meeting place of said Board of Las Gallinas Valley Sanitary District, located at 101 Lucas Valley Road, San Rafael, California, for hearing on charges for services and facilities furnished by it which have become delinquent and the sewer service charges for the fiscal year 2020-2021 to be collected on the tax roll of the County of Marin, State of California, in the manner provided pursuant to Section 5470 through 5473.11 of the Health & Safety Code of the State of California, and a sewer service charge report will be on file with the Secretary of this District, and thereafter provided to the County Assessor prior to August 10, 2020.

* * * * *

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 27th day of April 2020, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Judy Schriebman, Vice President

Attest:

(seal)

Teresa L. Lerch, District Secretary

RESOLUTION No 2020-2185

**A RESOLUTION AMENDING RESOLUTION No 2020-2181
SETTING TIME AND PLACE FOR PUBLIC HEARING ON THE
DISTRICT BUDGET FOR THE FISCAL YEAR 2020-2021**

LAS GALLINAS VALLEY SANITARY DISTRICT

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

WHEREAS, the Board has previously approved the Public Hearing to be July 16, 2020 through Resolution 2020-2181;

WHEREAS, Resolution No 2020-2185 supersedes the aforementioned resolution for the date of the public hearing;

NOW, THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District herein shall at the regular meeting place of said Board located at 101 Lucas Valley Road, San Rafael, California, is hereby set on Thursday, June 18, 2020 at 4:30 p.m. as the time and place for a public hearing on the 2020-2021 Budget Report filed with the Secretary of this District, and the District Secretary shall publish notice of said hearing and the filing of said report, once a week for two successive weeks prior to the date set for said hearing, in the Marin Independent Journal, a newspaper of general circulation, printed and published in Marin County, there being no other newspaper of general circulation printed and published in the District; post it at the District's offices at 101 Lucas Valley Road, San Rafael, CA; and post it at its website at www.lgvsd.org.

* * * * *

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 27th day of April 2020, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Judy Schriebman, Vice President

Attest:

(seal)

Teresa L. Lerch, District Secretary



Agenda Summary Report

To: Mike Prinz, General Manager *MP*
From: Robert D. Ruiz, Administrative Services Manager *RD*
Mtg. Date: April 27, 2020
Re: Approval of Proposition 218 Flyer.

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

BACKGROUND:

Attached is the required annual Proposition 218 Flyer to be mailed to the citizens of the District in order to notify them of a rate increase that will occur as of July 1, 2020.

This is a standalone, one-year rate increase. A new rate study, which will be written by HDR Engineering, Inc., will determine the appropriate rates for the two subsequent years.

Since the rate study is still being formulated by HDR, staff has created rate scenarios for the Board to review in order to determine an appropriate rate for this coming year.

This ASR is just for the Board to approve the format of the flyer. The rate to be included in this flyer is being presented in the 2020-21 Budget agenda item.

PREVIOUS BOARD ACTION:

N/A

ENVIRONMENTAL REVIEW:

N/A

FISCAL IMPACT:

The Proposition 218 Flyer is budgeted in the 2019-20 Budget.

STAFF RECOMMENDATION:

Staff requests that the Board review the draft flyer, provide comments regarding potential revisions and approve it for publication.



May 1, 2020

NOTICE TO PROPERTY OWNERS

June 18, 2020 Public Hearing on Sewer Service Charge Increase

The District will hold a public hearing on its proposed 2020-21 sewer rates on Thursday, June 18, 2020, at 4:30 PM at the District’s office, 101 Lucas Valley Road, Suite 300, San Rafael, CA 94903. The District is proposing a one-year sewer service charge increase, to become effective on July 1, 2020. Proposed increases for two additional years will be determined and reviewed by the Board in late 2020 or early 2021.

Rate Change Explained

The District is proposing a 4.4% increase for the first year of an eventual three-year rate plan of approximately \$3.42 per month (per typical single-family residence). This increase is necessary in order to ensure the District becomes more efficient and resilient, and has the staff and facilities to continue providing high-quality services with a focus on protecting the environment.

This first-year increase is calculated to help mitigate rate increases in the coming years. Our goal is to avoid future rate volatility. We anticipate that any necessary increases in the subsequent two years will be moderated by this initial increase. We recognize that the timing of this increase—as we all endure the pandemic and its economic fallout—is unfortunate. Our customers can be assured, though, that they are getting great value for their rates, which remain below average among Marin County sewer system operators (see chart on page 2).

Some of this increase will fund the long-overdue addition of several crucial staff positions at the District, including an Environmental Compliance Manager. Sewer service charges are mainly used for the wide variety of activities that ensure the District is up-to-date in critical regulatory, operational, and maintenance areas, and that our facilities meet the community’s needs for today and the future.

To cover the cost of these critical services and upgrades, the District proposes increasing the rate from \$927 to about \$968 per year per sanitary sewer unit (an increase of \$3.42 per month) effective July 1, 2020.

How the District Keeps Costs Down

The District maintains a small staff and proactively plans for and makes responsible investments in infrastructure and improvements. Good compliance with regulatory requirements has helped the District avoid costly fines that have been imposed on other sanitary agencies.

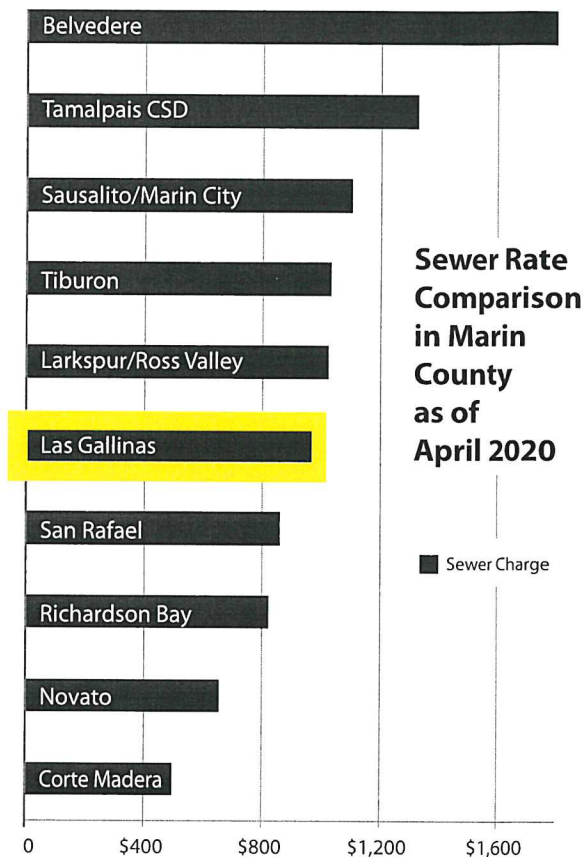
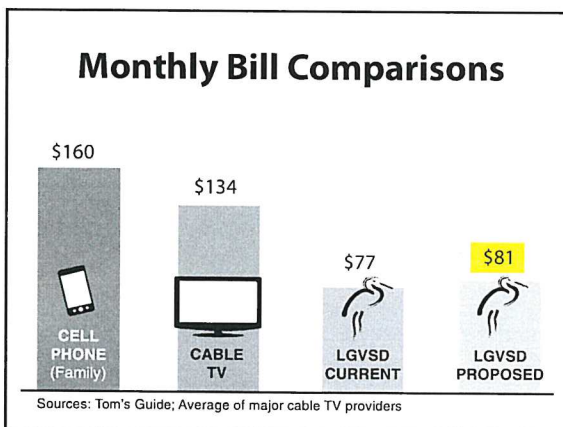
How the Funds are Being Used

The majority of the funding is being used for the current \$64 million expansion and upgrade of the treatment plant. Additionally, LGVSD has completed, or is working on, these projects:

- Rehabilitation of: sewer and lower lateral pipelines; pump stations; the primary digester to improve solids decomposition and increase methane production for power generation and vehicle fuel.
- Increasing capacity of sewer mains for high flow events.
- Maintaining facilities to avoid equipment failure, make emergency repairs when necessary, and replace vehicles and equipment.
- Construction of a Biogas Energy Recovery System (replacing an over 25 year old methane fueled generator) which also generates CNG (compressed natural gas) to fuel the District’s CNG sewer maintenance truck.

LGVSD Rates Remain Below Marin County Average

The annual cost of sewer service for a typical District single family residential customer (or sanitary sewer unit) are below the average median of comparable Marin County communities.



Secondary Treatment Plant Upgrade and Recycled Water Expansion Project to Provide Higher Capacity, More Efficiency

In order to address critical issues (aging infrastructure, changes in wastewater content, and new regulations), the District is in the midst of one of the largest projects in its history—the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project. Construction started in January 2019. When complete, LGVSD will be able to deliver full secondary biological treatment capacity for flows up to 18 million gallons per day (MGD) and raise the elevation of the secondary treatment facilities to make the plant more resilient against flooding and the impacts of sea level rise.

In addition, the District and Marin Municipal Water District (MMWD) are expanding the existing LGVSD Recycled Water Treatment Facility. The expanded facility will replace the existing MMWD facility which has reached the end of its useful life, allowing LGVSD to operate a single recycled water treatment plant. The expansion will improve efficiency and increase the water recycling capacity from 1.4 to 5.4 million gallons per day.

Summary of Las Gallinas Valley Sanitary District Sewer Service Charges for July 1, 2020 through June 30, 2021

The amount and method for calculating charges for various classes of customer are outlined below.

Residential Rates Beginning July 1, 2020

Residential Rates: The annual sewer service charge for single family homes or similar residential units such as condominiums and mobile homes will be set at an amount of no more than \$968 per living unit, effective July 1, 2020. Multi-family residential units such as apartments are charged 90% of the annual single family home sewer service charge.

Non-Residential Rates Beginning July 1, 2020

Non-Residential Rates: The rates for non-residential customers are proportional to the increase in residential rates. Rates are calculated individually for each type of non-residential use as described below.

User Classes	Rate Calculation	Water Use Calculation
Domestic strength users: Commercial, office buildings, retail, churches, halls, public agencies, laundromats, service stations, medical offices, hospitals, convalescent/nursing homes, barber/beauty shops, and car washes	The annual sewer service charge rate times the average summer and winter water use times a strength factor of: 1.0	To calculate water use, the District obtains the average of winter and summer water usage for each non-residential customer from the Marin Municipal Water District. This data is then converted to equivalent single family residential units (or sanitary sewer units). Water used solely for irrigation and recycled water which does not enter the sewer system, i.e. water not used for toilet flushing, laundry, commercial car washes, etc., is excluded from the calculation.
High strength users: Bakeries	3.2	
Markets with disposals	2.6	
Restaurants/Cafes	2.4	
Mortuaries, mixed uses/ other, hotels with restaurants	2.0	
Industrial and other high-strength users	Contact the District for information and assistance	
Schools without showers or cafeteria facilities	0.01 times the annual sewer service charge rate per average daily attendance for students, faculty, and employees	
Schools with showers or cafeteria facilities	0.02 times the annual sewer service charge rate per average daily attendance for students, faculty, and employees	



Because of legal noticing requirements, you may receive more than one copy of this notice. This notice applies to all properties receiving service from Las Gallinas Valley Sanitary District.

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

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Board of Directors

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

District Administration

Mike Prinz, *General Manager*

Our Commitment to Excellence

District Transparency Certificate of Excellence by the Special District Leadership Foundation, 2019

Excellence in Financial Reporting, Certificate of Achievement, 2018

Public Education and Outreach Award Three-County Area 2012, 2013, 2014, 2015, 2016

Collection System of the Year Three-County Area 2008, 2010, 2012, 2016

To Protest the Proposed Changes

Protests against the proposed changes in the sewer service charge must be submitted in writing to the District before the end of the public hearing to be held on June 18, 2020 at 4:30 PM. Protests may be submitted during the public hearing or mailed/delivered to the District in advance at the address below. Protests must identify the owner(s) of the property or properties for which the protest is entered, and be signed by the property owner. If a majority of owners of affected parcels within the District submit written protests against the proposed changes, the District will not approve the sewer service charge increases.

ATTEND THE RATE HEARING: June 18, 2020 at 4:30 PM at the District's office,
101 Lucas Valley Road, Suite 300, San Rafael, CA 94903

WEB: www.lgvsd.org **PHONE:** 415-472-1734 **EMAIL:** info@lgvsd.org

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.

Please Note: If the COVID-19 shelter-at-home public health order is extended or reinstated by the date of the public hearing, then the hearing will be held via Zoom video conference. Please check the District's website at www.lgvsd.org for updated information and instructions.

This notice is being sent pursuant to Government Code § 53756(d). • Printed on recycled paper using soy ink.



Item Number 5

Agenda Summary Report

To: LGVSD Board of Directors
From: Mike Prinz, General Manager *MSP*
Date: April 27, 2020
Re: Review Board Policies B-80, B-100, B-150, and B-160
Item Type: Consent Discussion Information Other
Standard Contract: Yes No (See attached)
Not Applicable:

BACKGROUND

The Board has previously identified a variety of Board Policies for review and potential revision. The identified policies are B-80, B-100, B-150, B-160, B-170, B-180, F-50, F-80, F-90 and F-110.

Some of the potential revisions may be established fairly quickly, however others may require lengthier discussion. Considering this, Staff have proposed limiting the discussion to a few policies at a time and continuing the policy review discussion over the course of 3 to 4 Board meetings, depending on length of upcoming Board meeting agendas.

PREVIOUS BOARD ACTION

The Board was asked to identify Policies for review during the February 6, 2020 Board meeting.

ENVIRONMENTAL IMPACT

Not applicable

FISCAL IMPACT

Unknown.

STAFF RECOMMENDATION

Staff recommends that the Board review and discuss policies B-80, B-100, B-150, and B-160 under the premise that additional policies described above will be reviewed at a later date. Once identified, requested policy revisions will be brought back to the Board for formal adoption as soon as practicable.

B-80 AUTHORITY OVER PERSONNEL**Purpose**

This policy delegates to the General Manager general authority over personnel matters and authority to administer the District.

B-80-10 Administration. The Board delegates to the General Manager, as Executive Officer of the District and for the Board, the authority to administer the District with exclusive management and control of the operations and works of the District, subject to approval of the Board, and to provide day-to-day leadership of the District. The General Manager also has general charge, responsibility, and control over all property of the District.

B-80-20 Personnel Matters. The Board delegates to the General Manager general authority over personnel matters involving District staff, including, evaluating, disciplining, and discharging employees, without conflicting with union agreements.

B-80-30 Non-Interference. Individual Board members shall not interfere with the General Manager in District personnel matters.

B-80-40 Appointments. With the exception of emergency appointments, appointments require the approval of the District Board.

B-80-50 Discipline. The General Manager may suspend, demote, reduce in pay, or discharge any regular employee for just cause, and will inform the Board after taking such actions ASAP.

B-80-60 Wage Increases. The General Manager shall report to the Board when delaying, or not granting a regular or special wage step increase.

B-80-70 Employee Evaluations. Individual employee performance evaluations are privileged and confidential.

B-80-80 Other Duties. The General Manager shall have authority to carry out other duties specified in the District's official job description for the position.

Resolution No. 2009-1872	Date Approved: July 9, 2009
President of the Board	Supersedes:

B-100 BOARD MEMBER BENEFITS**Purpose**

This policy establishes the rules for benefits for Board Members.

B-100-10 Insurance Choices. Each Board Member shall receive District Health Care and/or District Self-Insured Dental Care and/or District Long Term Care group insurance coverage at the sole choosing of the Board Member. The “cafeteria” insurance arrangement allows each Board Member to select one, two, or all three of the plans to fit individual needs.

B-100-20 Limits on Cost. The District shall pay up to \$200 per month to provide the cafeteria premium insurance coverage for each Board Member, with each Board Member responsible to pay any costs of the coverage above \$200 per month in insurance premiums. In-lieu of the cafeteria insurance coverage, Board members may receive up to \$200/month.

B-100-30 Eligibility. The group insurance coverage shall be available only to “active” Board Members.

B-100-40 Comparable Benefits. The Board has deemed that the benefits provided to Board Members are less than the benefits provided to District employees. The Board also has determined that the benefits are comparable to benefits received by other sanitary district directors in Marin County and are in accord with the comparative responsibilities and commitment that must be made by Board Members.

Resolution No. 2009-1872	Date Approved: July 9, 2009
President of the Board	Supersedes:

B-150 MEMBERSHIPS**Purpose**

This policy sets forth the rules for membership in associations and establishes who may represent the District.

B-150-10 Appropriate Memberships. To take advantage of in-service training opportunities, the Board may hold membership in and attend meetings of national, state, and local associations directly related to the purposes and operations of the District. Decisions to continue, discontinue or add new memberships shall occur through the annual budget process

B-150-20 Appointment of Representatives. The President shall appoint Board Members as representatives and alternates, as appropriate, to serve as contacts between the District and the associations. The representatives and alternates shall report to the Board in a timely manner on their activities involving these associations.

B-150-30 General Manager Memberships. The President may designate the General Manager as the appropriate representative or alternate in connection with memberships in any association. The General Manager may designate those associations or industry specific leadership with which his/her association is necessary or desired.

Resolution No. 2009-1872	Date Approved: July 9, 2009
President of the Board	Supersedes:

B-160 LEGAL COUNSEL**Purpose**

This policy establishes the process to select and hire a Legal Counsel for the District, and sets forth the duties of the Legal Counsel.

B-160-10 Method. The Board by resolution shall employ by contract or other appropriate means an attorney to serve as Legal Counsel for the District.

B-160-20 Selection Process. The process to select a Legal Counsel shall include, but not be limited to, the following: (1) issuance by the Board of a Request for Proposals, (2) appointment by the President of an ad hoc Board committee, which may include the President, to review the proposals in cooperation with the General Manager, (3) selection by the committee of leading candidates to be interviewed by the Board in closed personnel session, (4) background check of the leading candidate or candidates, and (5) selection of a Legal Counsel by the Board in open session. A fee schedule and other conditions of employment, including provisions for evaluation and termination, shall be negotiated between the Board and the legal counsel in closed personnel session and approved by the Board in open session.

B-160-30 Annual Review. The Board or a designated committee of the Board shall conduct an annual performance review of the Legal Counsel. The method will be determined by the Board or delegated by the Board to a committee.

B-160-40 Adviser. The Legal Counsel shall advise the Board and General Manager concerning their respective legal responsibilities for full compliance with all laws pertaining to the governing, administering, and operating of the District. The Legal Counsel shall review and comment on all appropriate matters that come before the Board and that may also involve the General Manager

B-160-50 Duties. Specific duties of the Legal Counsel shall include, but not be limited to, preparing and reviewing contracts, leases, deeds, agreements, and other legal documents; handling legal aspects of land and right-of-way actions; preparing and processing petitions and other documents involved in annexations; handling legislative matters of interest to or affecting the District; making all necessary preparations for Board elections and reviewing election procedures and returns; bringing to the Board's attention matters of interest or concern; advising the Board on labor-law requirements; performing other tasks as ordered by the Board.

B-160-60 Attendance. The Legal Counsel will attend all meetings of the Board, as required. All action items requiring the attention of Legal Counsel shall be agendaized early in meetings to allow for Counsel's release from the meeting.

B-160-70 Relationship to General Manager. The Legal Counsel shall advise the General Manager on appropriate legal matters and shall perform other duties as requested by the General Manager.

Resolution No. 2015-2027	Date Approved: July 9, 2009
President of the Board	Supersedes: