



101 Lucas Valley Road, Suite 300  
San Rafael, CA 94903  
Tel.: 415-472-1734  
Fax: 415-499-7715  
www.LGVSD.org

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

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

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

## BOARD MEETING AGENDA

**June 16, 2022**

*On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health, which was due to end on September 30, 2021 (Exec. Ord. N-08-21). However, the Legislature passed AB 361 which provides local agencies with the ability to meet remotely during proclaimed state emergencies under modified Brown Act requirements, similar in many ways to the rules and procedures established by the Governor's previous Executive Orders. - In light of this – the June 16, 2022 meeting of the LGVSD Board will be held via Zoom electronic meeting\*. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged, but not required, to submit comments in writing to the Acting Board Secretary ([dmcDonald@lgsd.org](mailto:dmcDonald@lgsd.org)) by 5:00 pm on Wednesday, June 15, 2022. In addition, Persons wishing to address the Board verbally must contact the Acting Board Secretary, by email ([dmcDonald@lgsd.org](mailto:dmcDonald@lgsd.org)) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

*\*Prior to the meeting, participants should download the Zoom app at:  
<https://zoom.us/download>.*

### REMOTE CONFERENCING ONLY

Join Zoom Meeting online at: <https://us06web.zoom.us/j/82399128742>

OR

By teleconference at: +16699009128 Meeting ID: 823 9912 8742

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

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

Estimated  
Time

**OPEN SESSION:**

4:00 PM

**1. PUBLIC COMMENT**

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

4:05 PM

**2 RESOLUTION NO. 2022-2259 – A RESOLUTION CERTIFYING THAT LEGAL NOTICE HAS BEEN GIVEN FOR THE HEARING ON THE BUDGET FOR THE FISCAL YEAR 2022-23 AND CONFIRMATION OF SEWER SERVICE CHARGE**

Staff to present Resolution No. 2022-2259 - A Resolution Certifying that Legal Notice has been given for the Hearing on the Budget for the Fiscal Year 2022-23

Staff recommendation: Board adopt Resolution No. 2022-2259 - A Resolution Certifying that Legal Notice has been given for the Hearing on the Budget for the Fiscal Year 2022-23

4:10 PM

**3. PUBLIC HEARING – BUDGET FOR THE 2022-23 FISCAL YEAR**

**A. OPEN PUBLIC HEARING**

**B. BUDGET 2022-23 PRESENTATION:**

District staff to present the following proposed budgets for the fiscal year July 1, 2022 to June 30, 2023:

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

**C. REVIEW DISTRICT STAFF RECOMMENDATIONS:**

Board consider approval of the 2022-23 Budgets as proposed.

**D. PUBLIC COMMENT:**

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

**E. CLOSE THE PUBLIC HEARING:**

Board to close the public hearing.

**F. BOARD DETERMINATION AND ACTION**

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

- 5:10 PM 4. CONFIRM SEWER SERVICE CHARGE FOR FY 2022-23 AND APPROVE RESOLUTION 2022-2260**  
Board to review and approve Resolution 2022-2260 confirming the increased Sewer Service charge for FY 2022-23 and providing for the collection of Sewer Service Charges on the tax roll.
- 5:20 PM 5. RESOLUTIONS FOR 2022-23 BUDGET:**
- A. RESOLUTION NO. 2022-2261 – A RESOLUTION FIXING AND APPROVING THE BUDGET FOR THE FISCAL YEAR 2022-23..
  - B. RESOLUTION NO. 2022-2262– A RESOLUTION DETERMINING THE 2022-23 APPROPRIATION OF TAX PROCEEDS.
  - C. RESOLUTION NO. 2022-2263 – A RESOLUTION REQUESTING ALLOCATION OF TAXES FOR THE FISCAL YEAR 2022-23
- 5:30 PM 6. CONSENT CALENDAR:**  
These items are considered routine and will be enacted, approved or adopted by one motion unless a request for removal for discussion or explanation is received from the staff or the Board.
- A. Approve the Board Minutes for June 2, June 6 and June 7, 2022
  - B. Approve the Warrant List for June 16, 2022
  - C. Approve Board Compensation for May 2022
  - D. Approve Ford attending Navigating Surplus Land Webinar June 16
  - E. Approve Resolution 2022-2264 – Remote Meetings
- Possible expenditure of funds: Yes, Items B through D.  
Staff recommendation: Adopt Consent Calendar – Items A through E.
- 5:40 PM 7. INFORMATION ITEMS:**  
STAFF/CONSULTANT REPORTS:
- 1. Interim General Manager’s Report – Verbal
- 5:50 PM 8. AWARD OF CONTRACT FOR FINANCIAL AUDIT**  
Board to review and approve the contract for the financial audit for the fiscal years 2022 through 2024.
- 6:00 PM 9. BOARD MEMBER REPORTS:**
- 1. CLARK
    - a. NBWA Board Committee, 2022 Operations Control Center Ad Hoc Committee, Other Reports
  - 2. FORD
    - a. NBWRA, Marin Special Districts Association, 2022 Ad Hoc Engineering Committee re: STPURWE, 2022 Operations Control Center Ad Hoc Committee, 2022 Human Resources Ad Hoc Committee, Other Reports
  - 3. MURRAY
    - a. Marin LAFCO, CASA Energy Committee, Other Reports

4. SCHRIEBMAN

- a. JPA Local Task Force, Gallinas Watershed Council, 2022 Legal Services Ad Hoc committee, 2022 Biosolids Ad Hoc Committee, 2022 Human Resources Ad Hoc committee, 2022 McInnis Marsh Ad Hoc Committee, Other Reports

5. YEZMAN

- a. Flood Zone 7, CSRMA, 2022 Ad Hoc Engineering Committee re: STPURWE Engineering Subcommittee, 2022 Legal Services Ad Hoc Committee, Marin Special Districts, 2022 Biosolids Ad Hoc committee, 2022 McInnis Marsh Ad Hoc Committee, Other Reports

6:10 PM

10. BOARD REQUESTS:

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

6:15 PM

11. VARIOUS INDUSTRY RELATED ARTICLES

6:20 PM

12. ADJOURNMENT

**FUTURE BOARD MEETING DATES: JULY 21 AND AUGUST 4, 2022**

AGENDA APPROVED:	Judy Schriebman, Board President	David Byers, 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 June 13, 2022, 4:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held June 16, 2022, at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: June 9, 2022



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.

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.

**6/16/2022**

**PUBLIC COMMENT**

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



Item Number 2  
GM Review CD

# Agenda Summary Report

**To:** Board of Directors  
**From:** Dale McDonald, Administrative Services Manager *DM*  
 (415) 526-1519 [dmcDonald@lgvSD.org](mailto:dmcDonald@lgvSD.org)  
**Meeting Date:** June 16, 2022  
**Re:** Resolution Certifying Legal Notice Has Been Given for the Public Hearing on the 2022-23 Budget.

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

### STAFF RECOMMENDATION

Board adopt Resolution No. 2022-2259 certifying that legal notice has been given for the hearing on the budget for the fiscal year 2022-23.

### BACKGROUND

Resolution indicating that public notice has been provided for the Public Hearing on the budget, required by Government Code § 54954.2 and the Sanitary District Act of 1923, Health and Safety Code §§ 6400 et seq., has been developed.

The sewer service charge rate increases for fiscal years 2021-22 and 2022-23 were previously considered and adopted on June 17, 2021. Notice of the upcoming sewer service charge increase was included in the public notice. The Board will confirm the sewer service charge after the adoption of the budget.

Adopting the resolution certifies that legal notice has been given.

### PREVIOUS BOARD ACTION

N/A

### ENVIRONMENTAL REVIEW

N/A

### FISCAL IMPACT

None.

**RESOLUTION NO. 2022-2259**

**A RESOLUTION CERTIFYING THAT LEGAL NOTICE  
HAS BEEN GIVEN FOR THE HEARING  
ON THE BUDGET FOR THE FISCAL YEAR 2022-23 AND  
SEWER SERVICE CHARGE CONFIRMATION**

**LAS GALLINAS VALLEY SANITARY DISTRICT**

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

**WHEREAS**, the District has reviewed the preliminary budget at public workshop on April 21, 2022 and at its regular Board meeting held on May 19, 2022, and has invited the public comment on the budget; and

**WHEREAS**, the District previously held a public hearing and adopted Ordinance No. 187 establishing the annual sewer charge rate for fiscal year 2022-23 on June 17, 2021; and

**WHEREAS**, the District has duly published legal notice in the Marin Independent Journal, a newspaper of general circulation posted on May 26<sup>th</sup>, June 2<sup>nd</sup> and June 9<sup>th</sup>, 2022, and posted said notice at the District's offices at 101 Lucas Valley Road, Suite 300 San Rafael, CA, 94903; and at its website at [www.lqvsd.org](http://www.lqvsd.org) in accordance with the requirements of the Government Code § 54954.2 and the Sanitary District Act of 1923, Health and Safety Code §§ 6400 et seq., said notice specifying, among other things, that the District will conduct such hearing on Thursday, June 16, 2022 at 4:00 p.m. at the District's offices.

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

\* \* \* \* \*

I hereby certify that the forgoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on June 16, 2022, by the following vote of the members thereof:

AYES, and in the favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

\_\_\_\_\_  
Dale McDonald, Acting District Secretary,  
Las Gallinas Valley Sanitary District

APPROVED:

\_\_\_\_\_  
Judy Schriebman, Board President  
Las Gallinas Valley Sanitary District

(seal)



**Marin Independent Journal**

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

2074259

LAS GALLINAS VALLEY SANITARY  
101 LUCAS VALLEY RD SUITE#300  
SAN RAFAEL, CA 94903

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

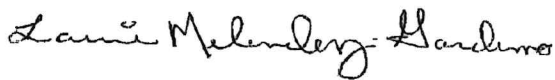
**STATE OF CALIFORNIA  
County of Marin**

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

**05/26/2022, 06/02/2022, 06/09/2022**

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

Dated this 9th day of June, 2022.



Signature

**PROOF OF PUBLICATION**

Legal No. **0006669649**

**NOTICE OF PUBLIC HEARING  
LAS GALLINAS VALLEY SANITARY**

The Sanitary District is desirous of public comments on the Annual Budget and the Annual Sewer Service Charge prior to adoption. Copies of the Budget are available at the District Office free of charge to the public as well as on the District's website at [www.LGVSD.org](http://www.LGVSD.org).

Effective Date July 1, 2022

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

Current Rate: \$ 1,029 per year.

Proposed Maximum Residential Rate for 2022/23 previously adopted is \$1,122.

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

FURTHERMORE, said Board intends to adopt the District Budget for 2022-23 and confirm the District Annual Sewer Service Charge increase with or without modification at the public hearing set for June 16, 2022.

NOTICE IS HERBY GIVEN, that on June 16, 2022 at 4:00 pm by Zoom Meeting at the regular meeting place of said District, Las Gallinas Valley Sanitary District Administration Office, 101 Lucas Valley Road, San Rafael, said Board will hear and consider all comments to the Annual Sewer Service Charge Increase for 2022-23 and the District Budget for 2022-23.

Dated: May 17, 2022

Chris DeGabriele  
Interim General Manager  
Las Gallinas Valley Sanitary District

May 26, June 2, 9th, 2022



Item Number 3  
GM Review LD

# Agenda Summary Report

To: Board of Directors  
From: Dale McDonald, Administrative Services Manager *DM*  
(415) 526-1519 [dmcDonald@lgvsd.org](mailto:dmcDonald@lgvsd.org)  
Meeting Date: June 16, 2022  
Re: Public Hearing – Budget for the 2022-23 Fiscal Year

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

### STAFF RECOMMENDATION

Staff requests that the Board open the public hearing to solicit public input. Once received and considered, staff recommends that the Board approve the fiscal year 2022-23 Budget.

### BACKGROUND

Staff and the Board has been meeting since February 2022 to develop the budget for fiscal year 2022-23. The Board held a budget workshop on April 21 and reviewed the preliminary budget on May 19. Revenue, operating expenses, reserves, and capital expenditures have been updated to reflect the most current financial position of the District.

The proposed budget includes \$39,565,605 in revenue and \$42,205,773 in expenses. The District is projected to use \$2,640,168 from its unrestricted working capital assets to cover the anticipated revenue shortfall. Policy requires that the District estimate revenues conservatively when forecasting the budget.

### Highlights of the Proposed Budget

- Annual Sewer Service Charge (SSC) base rate increase of \$93, equal to 9%, remains in the proposed budget. This increase will bring in \$1,460,445 in additional revenue in 2022-23.
- Funding for one new position, a Collection System Operator, will bring the total number of District employees to thirty. The position is necessary to address a range of District needs associated with deferred maintenance, business risk, approved strategic initiatives, staff morale, standby fatigue, and workload distribution.
- An aggressive Capital Improvement Plan (CIP) based on Board priorities and recommended projects comprises 55% of the budget. The CIP will be updated to include findings from the Integrated Wastewater Master Plan (IWMP) study scheduled to be completed in 2023. Most projects have been approved and are primarily funded from prior year CIP carryover funding.
- Repair and Maintenance expenses are expected to rise 15% to \$1.04M. Vegetation management of the reclamation marsh pond has been moved from capital expenditure to O&M. Equipment repair expenses are expected to decrease as new equipment comes online. Capital replacement expenses will increase.

Rising Operation & Maintenance (O&M) expenses are expected to continue into 2023. Supply chain delays continue but are improving. As of April 2022, the Consumer Price Index (CPI-U) increased 8.3% over the prior 12-months. The proposed budget includes inflation factors between 1.0% and 6% for various expenditures with some outliers, like energy and chemical costs, calculated based on higher actuals.

### Summary of Changes

During the review of the preliminary budget on May 19, 2022, the Board discussed and raised some questions. Staff reviewed the budget and a summary of changes are below:

1. Capital Replacement expenses for 2021-22 were mostly for spare parts and replacement pumps. As there was no increase in capacity, productivity, or efficiency these expenses do not qualify as a capital improvement. Staff will continue to monitor capital replacement projects and will determine if the project would qualify as a capital improvement project within the policy thresholds established by the Board. Backlogged projects will result in an increase in the capital replacement expenses that will occur in the upcoming year.
2. Maintenance and Plant Operations staff will perform regular monitoring and maintenance of the Bio-Wheels but more complex maintenance tasks will require outside contractor assistance. Funding of \$50K has been included in the budget to address any unscheduled or unforeseen maintenance issues requiring outside assistance.
3. Feasibility studies, which included the biosolids study approved mid-year, was over budget in 2021-22. The budget for 2022-23 was increased to \$91,600 to complete any identified feasibility studies and to fund the North Bay Water Reuse Authority joint studies on Sea Level Rise Adaptation and Drought Contingency Planning.
4. Reserves have been updated to reflect updated target goals. New reserve funding is budgeted at \$1.1M. The Operating & Rate Stabilization Reserve will only reach 39% of its funding target by the end of June 30, 2023 even with \$635,195 added to the reserve.
5. Debt Service Coverage Ratio (DSCR) for 2022-23 is forecast to be 1.75 at the end of fiscal year 2022-23 due to increased operating expenses and lower revenue. It remains above the minimum DSCR required by the 2017 Bond covenants but below the target of 2.18 suggested by HDR Engineering as part of their SSC Rate Study in April 2021.
6. IBank Installment Sale Agreement funds are considered an asset of the District. As such, disbursements for reimbursement of qualified expenditures are not included as revenue on the Balance Statement. The Balance Statement has been updated to reflect the projected total cash and investment balance of \$36,550,041 as of June 30, 2022 and \$18,994,727 as of June 30, 2023.
7. Biosolids system improvement analysis and biosolids well monitoring projects are included in the 5-Year Capital Improvement Program. A placeholder of \$300K has been added for 2022-23 with an additional \$50K each year allocated to the project over the subsequent four years.
8. The Secondary Treatment Plant Upgrade Recycled Water Expansion (STPURWE) Project is near completion with work scheduled to wrap up in the summer 2022. Capital Reserves dedicated to the STPURWE, which are held in a Bank of Marin Money Market fund, will be drawn down through September 2022 as invoices are paid. Additional CIP carryover funds will be used to pay for approved contracts and any additional expenditures related to the project until its completion.

The total budget increased \$1,263,800 from what was presented on May 19 primarily because fewer capital expenditures will occur through June 30, 2022, resulting in approved project expenditures being pushed back into fiscal year 2022-23.

### Board Policy

Board policy requires the District to maintain a balanced budget and to disclose deviations from a balanced budget when it occurs. The final proposed budget requires the use of cash from the District's unrestricted working capital assets. Unrestricted capital is kept in both the Bank of Marin operating account and Local Agency Investment Fund (LAIF). The unrestricted capital balance as of June 30, 2022 is projected to be \$6,449,332. This is sufficient to comply with the District's investment policy and allows the District to meet its obligations for the next six months.

**PREVIOUS BOARD ACTION**

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

Resolution No. 2022-2247, approved on April 7, 2022, set the public hearing for the fiscal year 2022-23 Budget for June 16, 2022.

On April 20, 2022, the Board participated in a budget workshop on the preliminary budget for fiscal year 2022-23 and provided feedback to staff. The Board received the proposed budget on May 19, 2022.

**ENVIRONMENTAL REVIEW**

N/A

**FISCAL IMPACT**

The proposed budget includes total use of funds of \$42,205,773. The budget is balanced with the use of revenue funding and reserve utilization of \$35,565,605 along with \$2,640,168 in unrestricted working capital.

A mid-year budget adjustment may be required to maintain sufficient liquid assets over the second half of the fiscal year to remain compliant with the District's policies.

The attached budget financial statements are similar in format and detail to what was presented during the preliminary budget review held on May 19, 2022.

# **Las Gallinas Valley Sanitary District**

## **Proposed Budget**

**Fiscal Year 2022-23**

**June 16, 2022**





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Megan Clark  
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Judy Schriebman  
Crystal J. Yezman

June 16, 2022

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

The management staff of the Las Gallinas Valley Sanitary District (“District”) is pleased present the Proposed LGVSD Budget for the upcoming 2022-23 fiscal year. The proposed budget includes the latest data on revenue projections, expense forecasts, debt service requirements, reserve funding, and capital outlay expenditures.

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

## **SUMMARY**

The District must provide enough revenue to cover the cost of providing sanitary sewer collection, treatment, and recycled water service including the costs of acquisition, construction, reconstruction, maintenance, repairs, replacement and operation of the sanitary sewer systems and the payment of principal and interest on bonds or other debt instruments issued for the construction or reconstruction of the sanitary sewer systems. Operating revenue includes sewer service charges collected, revenue from the production of recycled water, and revenue from permit and inspection fees related to development related sewer system improvements of the collection system. Non-operating revenue, which supplements operating revenue, includes property taxes, interest, franchise fees, and other pass-thru reimbursement revenue. Capital contributions, grants, and the utilization of bond funds and reserves round out the revenue sources for the District. The District is anticipating \$39,565,605 in total funding for 2022-23 with \$22,317,137 coming from revenue and \$17,248,468 from prior year capital carryover and reserve funds.

Operating and Maintenance (“O&M”) expense is anticipated to increase over the prior year budget by \$1,126,410, or 10.9%. O&M expense means the reasonable and necessary expenses paid or incurred for maintaining and operating the collection, treatment, and recycled water systems (“Systems”) of the District, determined in accordance with generally accepted accounting principles (“GAAP”) that the Governmental Accounting Standards Board (“GASB”) established for and used by state and local governments in the United States. O&M expenses include all reasonable expenses of management and repair and all other expenses necessary to maintain and preserve the systems of the District in good repair and working order. These include all administrative costs of the District that are charged directly or apportioned to the operation of the systems, such as salaries and wages of employees, overhead, the cost of permits, licenses, and charges to operate the system and insurance premiums. Excluded from O&M expenses is depreciation, replacement, obsolescence charges, reserves and amortization of intangibles. O&M expenses, including employee salaries and wages, comprises 27.15% of the budget.

Debt service requirements are \$4,527,723 and include the 2017 Revenue Bonds and 2019 IBank loan. The final 2012 Bank of Marin Loan payment will be made in August 2022. Debt service comprises 10.73% of the budget.

New Reserve funding of \$1,122,414 is proposed to be established and set aside to cover scheduled, routine, and unscheduled expenses that would otherwise be drawn from the general fund. Reserve funds may also be used for large-scale projects and improvements that are expected to happen in the future, such as the construction of the new Operations Control Center (“OCC”) Building at the treatment plant and the John Duckett Pump Station and Trunk Sewer project. The District maintains five reserve funds and three restricted funds. Restricted funds are monies set aside for a particular purpose and \$1,778,667 in additional funding is proposed with the budget. Reserve funds are permanently restricted to that purpose and cannot be used for other expenses. Reserves policy F-50 establishes and explains the purpose and reasons for each of the reserves established, along with target thresholds. Both the reserve funds and restricted funds are included in the reserve funding total, but they are different in that while the board can reallocate funds from reserves, the restricted funds, such as Captains Cove and Marin Lagoon, serve a specific purpose and therefore their use is controlled by State law and agreements in place for providing service. Reserve and restricted funding comprise 6.87% of the budget.

The Capital Outlay effort for 2022-23 remains the primary driver of expenditures for the District comprising 55.25% of the total budget. The total capital outlay for the Capital Improvement Program (“CIP”) for fiscal year is \$23,318,068. Included in CIP is an allocation of \$3,000,000 that will be used for the OCC Building construction project in the future. During the development of the CIP, review of strategic initiatives established by the Board, along with anticipated implementation of the Integrated Wastewater Master Plan indicate that capital improvements will remain the primary expense driver for the District for at least the next 10 years. The good news is that by adding to or improving District facilities the public materially benefits from the value and useful life of the assets of the District.

Unused prior year Carryover CIP funds is the primary funding source for the majority of capital projects in fiscal year 2022-23. \$16,268,568 of carryover funding is allocated for use on capital projects in 2022-23 budget.

Sincerely,

  
**Chris DeGabriele**  
Interim General Manager

  
**Dale McDonald**  
Administrative Services Manager



# Las Gallinas Valley Sanitary District

## Proposed Budget – 2022-23

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### REVENUE

#### Operating Revenue

The District is heading into its second year of a two-year rate plan approved by the Board on June 17, 2021. A Sewer Service Charge (“SSC”) rate increase of \$93 annually, equal to 9.0%, for Single Family Residential (“SFR”) users, is proposed. The rate increase will provide \$1,460,445 in additional revenue over last year. Non-residential SSC revenue was lower in fiscal year 2021-22 as less wastewater was generated by non-residential customers during the pandemic.

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

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

#### Non-Operating Revenue

Secured property taxes are calculated based on the value of real property, land and personal property, such as structures, located upon real property. Secured property is taxed at a general rate of 1% of the assessed value. Property tax projections for 2022-23 are expected to be slightly higher than 2021-22 actuals. For 2022-23, revenue is budgeted at \$1,262,092 and reflects a 3% increase over projected 2021-22 receipts. The District has historically identified secured property taxes as General Construction Revenue, since the State puts no limitations on its use. It can, therefore, be considered a general fund that can be used for any legal purpose allowed by District Code and State law. The Low-Income Sewer Rate Assistance Program is funded from secured property tax revenue.

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

Educational Revenue Augmentation Funds (“ERAF”) are determined by State statute. Special districts are allocated a certain amount of property tax revenues; however, a portion is shifted from counties, cities, special districts, and redevelopment agencies to K-12 schools and community colleges. The District is subject to ERAF I and II tax shifts, which are specified by the State, using population and other factors. These factors are adjusted annually per the incremental growth rate in assessed property tax values. Staff has budgeted \$584,867 for 2022-23 based on increase in actual ERAF revenue for 2021-22 and communication with Marin County on their projected ERAF funding allocation formulas.

# Las Gallinas Valley Sanitary District

## Proposed Budget – 2022-23

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

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

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

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

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

Annexation, Capital Facilities, Charges, and Connections Fee activity for remodel permits and Accessory Dwelling Units ("ADUs") has increased from prior years. The largest connection fee in 2021-22 was from Oakmont Assisted Living in the amount of \$425,339. While the District is substantially built out and the pace of development is difficult to predict, staff is aware of a few large-scale development projects which are anticipated to be approved for connecting to the sewer system in 2022-23. State and local governments have passed laws that allow expansion of ADUs to create more affordable housing and provide flexibility for families who wish to build second unit on their property. ADUs are normally not subject to capacity or connection fees but can be billed a SSC depending on the size and number of units. Marin County has begun an environmental review of its housing plan with requirement to implement its Housing Element Plan by January 2023. The Housing Element Plan includes changes to zoning which will make it easier for developers to expanding housing options to meet state mandates. The County has been directed to plan for 3,569 additional housing units in unincorporated areas over the eight-year cycle that begins in 2023. The City of San Rafael looks to add 3,220 homes by 2031. The District should plan for substantial impact in future years for all homes that are built within the District's service area of 94903. Staff is budgeting \$1,740,572 for capital facility charges for 2022-23 primarily the result of the two large projects under development. The completion of a connection fee study by HDR Engineering will have an impact on the revenue forecast for future years. The interest income for this category is for existing funds on deposit, which have been expended for capital projects.

Marin Municipal Water District entered into an agreement in March 2017, to buy into the existing capacity of the Recycled Water Treatment Facility as well as participating in the debt service of the 2017 Revenue Bonds associated with the estimated cost for the expansion of the facility. These funds are allocated to the reserve funding for the cost of the project and will be used in fiscal years 2021-22 and 2022-23.

There is only one pending disbursement of \$567,760 from the IBank loan remaining, which will be disbursed once the Notice of Completion for the Secondary Treatment Plant Upgrade and Recycled Water ("STPURWE")

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

project is filed. The remaining funds will return to the general fund as STPURWE expenditures have already been paid. The disbursements budgeted are reflected in the Other category on the charts on the following pages.

Federal and State grants may become available for wastewater infrastructure projects in 2022-23 and beyond but none have been identified as of this workshop, let alone secured. The District has contracted with a consultant to pursue alternative funding and is working with partner agencies, such as North Bay Water Reuse Authority, to look into grant opportunities. It is wise for the District to design construction ready projects to take advantage of any grants that become available, but it would not be prudent to anticipate revenue from grants at this time. A Local Assistance Grant in the amount of \$43,309 was obtained from CalRecycle which can be used for implementation of organic recycling programs in fiscal year 2022-23 as mandated by Senate Bill 1383.

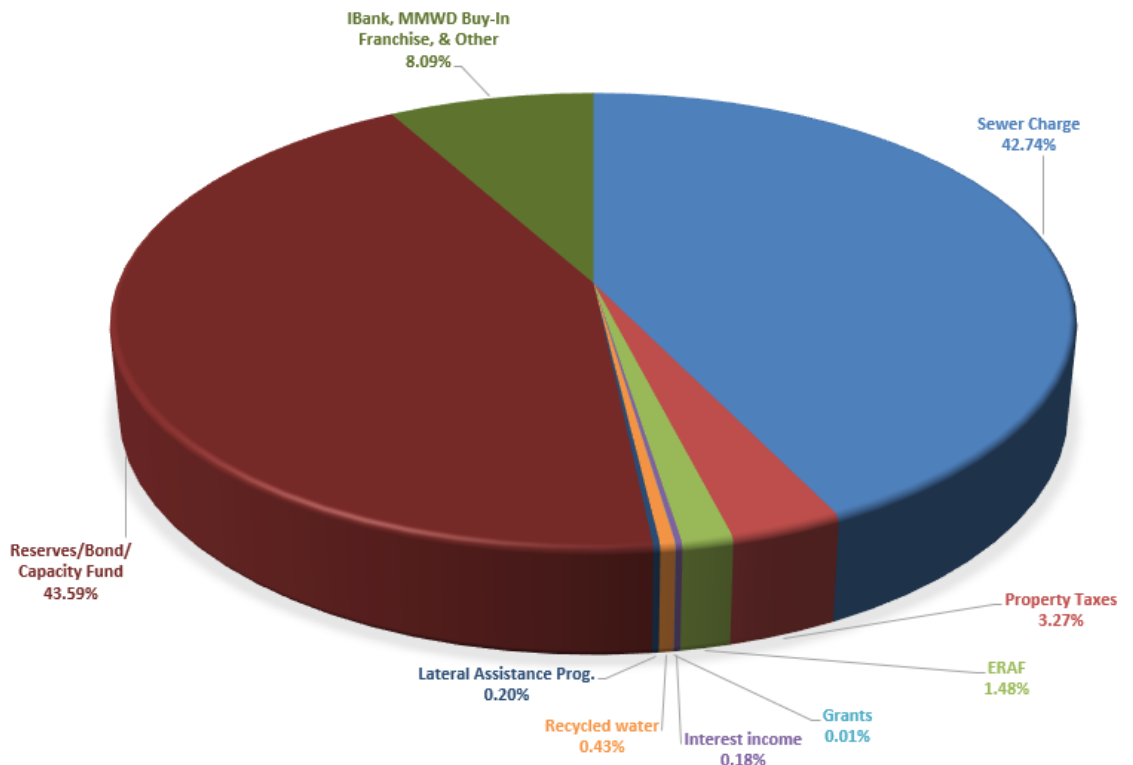
## Utilization of Bond Funds and Reserves

The Private Sewer Lateral (“PSL”) Assistance Program has continued to collect reimbursements for loans made to property owners. No additional funding use has been proposed in recent years resulting in the balance in this program sitting at \$388,085. Funds must be sufficient to fund future assistance with anticipated revenue of \$79,300 allocated for 2022-23. The budget includes using \$59,800 towards new loans in 2022-23.

The District has previously budgeted for projects that have not yet begin or are in the middle of construction, which has created carry-over capital funding that is available for continuing projects. These projects are included in the Capital Outlay budget. Any unused funding allocated to these projects will carry forward into 2022-23. A total of \$16,268,568 of prior-year capital carry-over is budgeted for use in 2022-23.

Capital Reserves used for the STPURWE Project are anticipated to be depleted by September 2022. The Marin Municipal Water District (“MMWD”) Buy-In and their share of debt service payments set aside for the STPURWE project will be used to close out the project. The Bank of Marin Business Money Market account will be closed, and any remaining

FISCAL YEAR 2022-23 TOTAL REVENUE SOURCES \$39,565,605



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

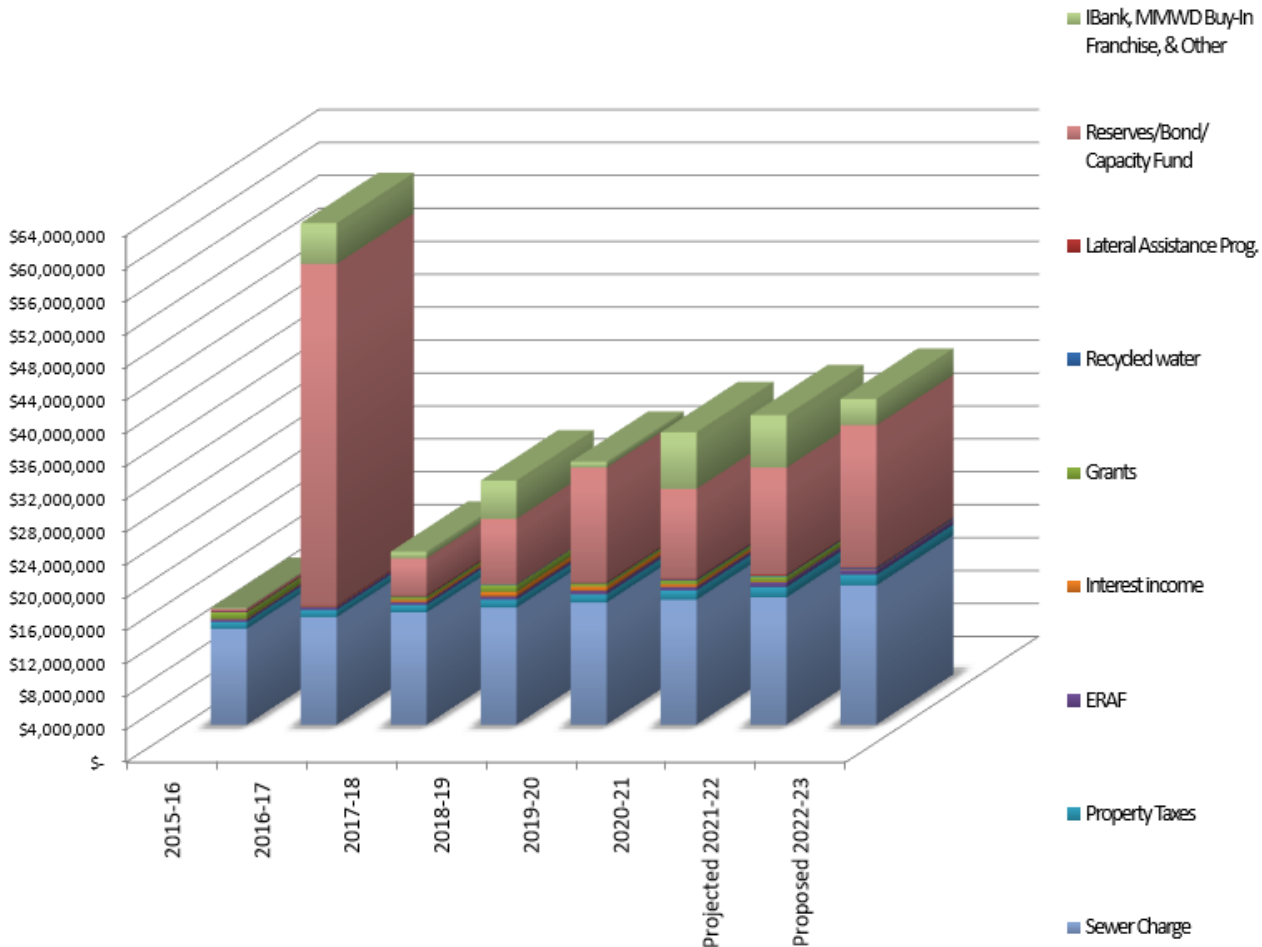
balance will be transferred to the District’s Local Agency Investment Fund (“LAIF”). Other than the completion of the STPURWE project, there is no planned use of these undesigned Capital Reserve funds in 2022-23.

Transfers from the Marin Lagoon and Captains Cove restricted funds can be used towards repayment of operating and capital costs incurred for Marin Lagoon and Captains Cove collection systems. A total of \$120,100 is budgeted for 2022-23.

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

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

**Revenue Sources 2015 to 2023**



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

## EXPENDITURES

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

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

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

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

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

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

The District’s largest expenditure category is Capital Outlay followed by Operation and Maintenance. The operating and maintenance expense, debt service, reserve and restricted funding, and capital outlay

financials have been reviewed and comments on key items of interest are being provided to the Board to facilitate discussion. The Board recently reviewed its reserve policy and established reserve funding targets for the Operating & Rate Stabilization Reserve, Emergency Repair, Capital Reserves, and Vehicle and Equipment Reserve.



# Las Gallinas Valley Sanitary District

## Proposed Budget – 2022-23

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### Operating and Maintenance Expenses

#### Employee Expenses:

Staff salaries are based on 2022-23 projected wages including a 2.75% cost of living increase agreed to with Operating Engineers Local 3 (“OE3”) in the Memorandum of Understanding (“MOU”) between the District and OE3, and with unrepresented employees by contract. The budget includes funding for one additional full-time position being proposed for 2022-23. The total budgeted wage increase for all employee wages is 3.62% over the prior year adopted budget.

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

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

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

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

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

#### Proposed New Position:

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

#### Collection System Operator

The current team of collection system operators is responsible for preventative and corrective maintenance and repairs of the collection system in the District. There are 2 lead and 3 collection system operators that performs hydro-cleaning and rodding of sewer lines, televised inspection of underground wastewater pipes, inspections, servicing and mechanical repair of stationary and mobile equipment, and other related work. In addition to normal

# Las Gallinas Valley Sanitary District

## Proposed Budget – 2022-23

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business day operational shifts, the collections group provides weekend, holiday, and emergency standby rotation coverage. Teams of 2 are normally dispatched to the field for operational and safety reasons.

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

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

### **Insurance:**

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

Pooled liability insurance includes general liability and mobile equipment, billed separately. The general liability insurance premium period is based on a calendar year and the mobile equipment on a fiscal year basis. The liability insurance is the larger premium for which the yearly cost is known based on the current billing, a modest increase of 1% over 2021 has been calculated for liability insurance.

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

### **Repairs and Maintenance:**

The majority of repairs and maintenance expenses are coordinated by the Maintenance Supervisor but actual expenses related to assets are charged to the respective Collection System, Pump Station, Treatment Plant, or Recycled Water departments for proper accounting. Management work together to authorize and approve expenses. Inflation and logistic delays have had an impact on the costs of parts and services in 2022. It is anticipated that continued inflationary factors will influence costs into 2023. The Repair and Maintenance budget for 2022-23 is therefore projected to increase \$136,000 over the prior year budget (equal to 15.01%).

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

# Las Gallinas Valley Sanitary District

## Proposed Budget – 2022-23

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Power generation maintenance and repairs consists of work performed on the photo voltaic system, a maintenance contract for the BERS turbines, and maintenance of the CNG fill stations at the treatment plant and the pump station. Repair of the CNG fill station at Smith Ranch Road is planned for 2022-23.

Capital repairs/replacements consist of items that are long-lived or life extending in nature but are not included in the capital improvements budget. They are either items that are capital in nature, but the replacement/repair is not anticipated as part of the initial capital outlay budget or items such as small pumps and equipment with a cost under the \$5,000 capitalization threshold. The budget has been increased over prior years as replacement and spare parts are being restocked by the new Maintenance department.

### **Other Operating Expenses:**

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

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

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

Feasibility studies that are not capital improvement or capacity related are treated as an operational expense. These includes biogas studies, compost feasibility studies, and Descanso Force Main Alignment Analysis related to the McInnis Marsh Restoration. A total of \$91,600 is budgeted for 2022-23 to complete these projects and to fund North Bay Water Reuse Authority joint-studies on Sea Level Rise Adaptation and Drought Contingency Planning. Biosolids system improvement analysis project is included as a capital project in preparation for biosolids well monitoring project.

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

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

Low-Income Rate Assistance Program, new in fiscal year 2022-23, has been allocated \$50,000 in the budget. The Board can consider a mid-year budget adjustment if interest in the program exceeds the budget.



# Las Gallinas Valley Sanitary District

## Proposed Budget – 2022-23

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### **General and Administrative:**

Election costs are budgeted at \$25,000 bi-annually, every even fiscal year, and is based on estimated billings from the Marin County Registrar of Voters if an election were to be held.

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

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

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

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

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

### **Debt Service**

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

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

# Las Gallinas Valley Sanitary District

## Proposed Budget – 2022-23

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

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

The Debt Service Coverage Ratio (DSCR) for the District for 2022-23, based on the presented budget and debt service, is determined by dividing the Net Operating Income (\$7,924,301) by Total Debt Service (\$4,527,723). The calculated DSCR for 2022-23 is therefore 1.75. The District is required to maintain a DSCR of 1.25 or higher due to bond covenants and we are above this minimum. The District includes both its operating income and non-operating income, primarily guaranteed property taxes, in determining its Net Operating Income which is used in the calculation of DSCR.

HDR Engineering recommended having a DSCR of 2.18 or higher in their Sewer Service Charge Rate Study dated April 2021 in anticipation of debt to be incurred with the OCC Building project. When specifically included in a utility's bond indenture, rate stabilization reserves can be used to help meet debt service coverage requirements during times of revenue shortfalls.

## Reserves

District Financial Policy F-50 Reserves, establishes reserves, explains the purpose and reasons for the size of each reserve, and provides for oversight of reserves.

Operating & Rate Stabilization Reserve has set a target of a minimum balance equal to 7 months of average annual budgeted expenses. Based on reserve fund policy the reserve target for 2022-23 is therefore \$9,325,530 but the reserve only has balance \$2,673,576 at the beginning of the upcoming fiscal year. The budget includes adding \$635,195, one-tenth of the reserve target shortfall, to the budget for 2022-23. The reserve has been established to fund unexpected expense increases and can be used to help stabilize sewer service charge rate swings.

- Emergency repair reserve target of \$1,000,000 was met in fiscal year ended June 30, 2017. Staff recommends no changes to this reserve.

# Las Gallinas Valley Sanitary District

## Proposed Budget – 2022-23

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- The Capital Reserves holds funds for the Secondary Treatment Plant Upgrade and Recycled Water Expansion (STPURWE) project and include actual payments required to service the 2017 Revenue Bonds. Most of these funds will be used before June 30, 2022 as the STPURWE project comes to completion. The unallocated balance of \$594,840 in the reserve can be used for other major capital projects such as the Operation Control Center (“OCC”) Building project or John Duckett Pump Station and Force Main Sewer Crossing Project. \$336,464 is proposed to be added to Capital Reserves for undesignated capital projects. The Board can choose to reallocate the reserves to a specific project.
- Vehicle and Equipment Reserve (VERF) was established in fiscal year 2019-20 to fund vehicle and equipment replacements. The reserve was established at \$1,000,000 and was setup with funds held in the District’s LAIF account. The Board authorized purchase of new vehicles mid-year reducing the projected end of year balance. Staff suggests restoring the VERF target balance over 3 to 4 years while a VERF Replacement Program and Schedule is developed. A total of \$150,755 is therefore budgeted for 2022-23 to replenish the VERF to its target before anticipated withdraws for new vehicles in 2022-23.
- Capacity Connection Fee reserve fund is restricted for the use of collection system and plant capacity improvements to serve the new connections that contributed to the fund through fees collected. Two large projects are anticipated to add \$1,741,403 to the fund.
- Captains Cove and Marin Lagoon are restricted reserves built up when there is excess of special assessments over projected operations, maintenance and capital expenditures which are collected for these developments. Both funds will be drawn down to pay for operational and capital projects. A rate study will be undertaken to see if the surcharge rates that Captains Cove and Marin Lagoon are contributing is sufficient to continue the ongoing operations and maintenance needs of the pump stations serving these communities.

### Capital Outlay

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

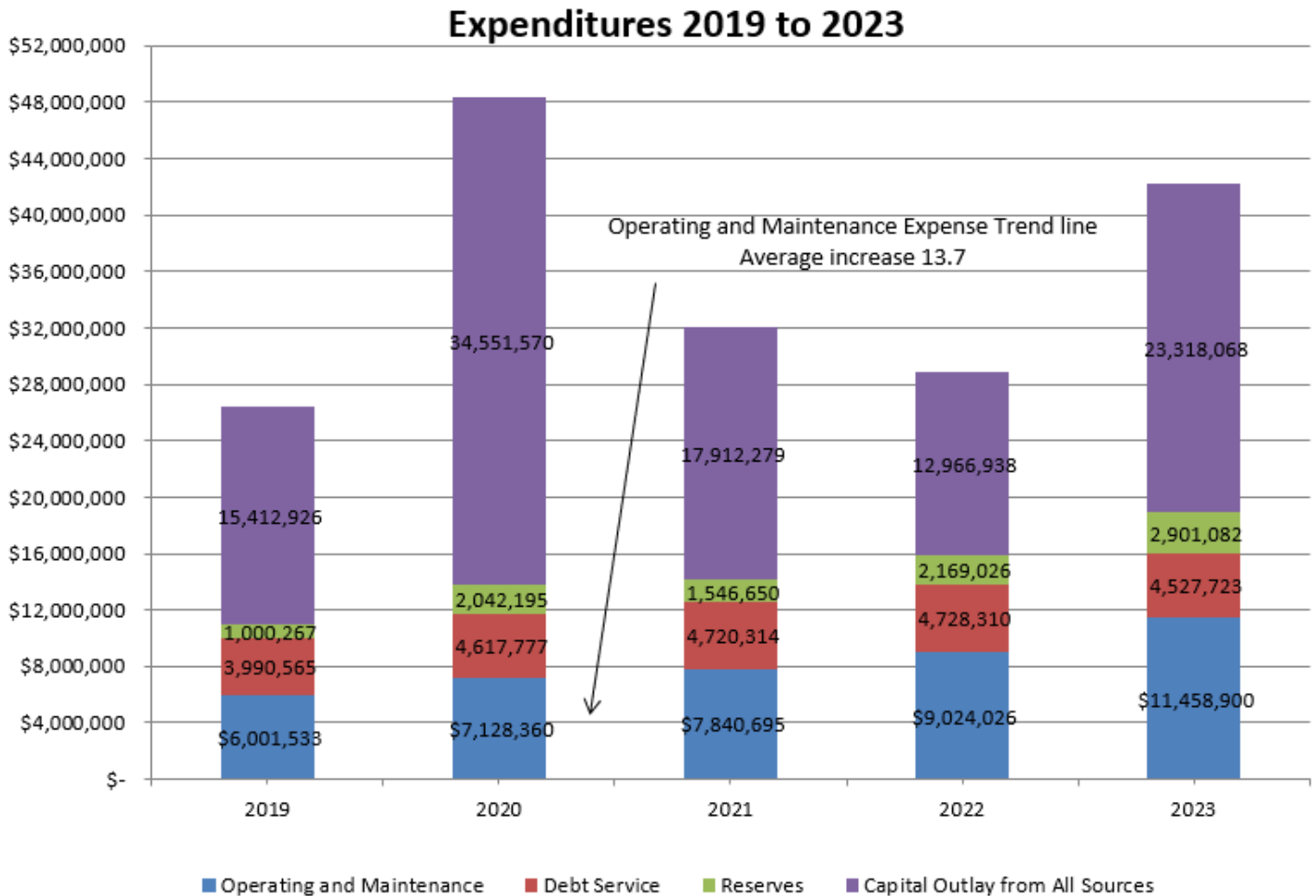
The CIP shall identify adequate funding to support the acquisition, construction and replacement of assets identified in the plan, and shall identify projects that the District believes beneficial to the system, but funding has not yet been identified. The CIP shall include and indicate when and for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

The Capital Outlay budget contains projects specifically identified in the 5-Year CIP for 2022-23 through 2026-27 plus miscellaneous capital needs that change yearly. The 2023-2027 years are very rough estimates that will be updated as the District’s Integrated Wastewater Plan is completed over the next year. The draft 2022-23 Budget only includes funding approval for projects identified in the first year of the CIP. See the separate Capital Outlay Budget for the list of projects. The following is a graph showing the composition of District expenditures for the past 4 fiscal years plus the budget for 2022-23.

# Las Gallinas Valley Sanitary District

## Proposed Budget – 2022-23

Most of Capital Outlay expenses in recent years have been related to the Secondary Treatment Plant Upgrade Recycled Water Expansion Project but this will change as we head into 2022-23. Collection system projects, including the restarting of the Sewer Main Collection System Rehabilitation Program, will comprise the majority of the capital budget in 2022-23, with total collection system project costs budgeted at \$4,289,848.



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

A preliminary five-year CIP contains projected expenditures through 2026-27 which include the Operation Control Center Building construction occurring in year 3. All projects after year 2 are subject to change once the Integrated Wastewater Master Plan is completed in 2023.

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

**LAS GALLINAS VALLEY SANITARY DISTRICT  
BALANCE STATEMENT & ACCOUNT INFORMATION  
PROPOSED BUDGET - JUNE 16, 2022**

<b>BALANCE STATEMENT</b>	<b>2021-22 Adopted Budget</b>	<b>2021-22 Projected Actuals</b>	<b>2022-23 Proposed Budget</b>
<b><u>Beginning Balance (July 1):</u></b>	<b>\$ 43,801,682</b>	<b>\$ 43,801,682</b>	<b>\$ 36,550,041</b>
<b>Revenue:</b>			
Rate Revenues (1)	\$ 15,648,637	\$ 15,450,063	\$ 16,910,508
Other Operating revenue (1)	617,460	174,515	248,770
Non-operating revenue (1)	2,111,738	2,255,494	2,223,923
Capital / Capacity Related <i>(Excluding IBank)</i>	735,257	1,587,561	2,366,176
<b>Expenditures:</b>			
Operating expense (2)	(10,332,490)	(9,024,026)	(11,458,900)
Debt Service (3)	(4,728,310)	(4,728,310)	(4,527,723)
Capital outlay	(24,375,754)	(12,966,938)	(23,318,068)
<b><u>Ending Balance (June 30):</u></b>	<b><u>\$ 23,478,220</u></b>	<b><u>\$ 36,550,041</u></b>	<b><u>\$ 18,994,727</u></b>

<b>DEBT SERVICE COVERAGE RATIO (DSCR)</b>	<b>2021-22 Adopted Budget</b>	<b>2021-22 Projected Actuals</b>	<b>2022-23 Draft Budget</b>
Net Operating Income (NOI) = <sup>(1)</sup> - <sup>(2)</sup>	\$ 8,045,345	\$ 8,856,046	\$ 7,924,301
Total Debt Service = <sup>(3)</sup>	\$ 4,728,310	\$ 4,728,310	\$ 4,527,723
<b>DSCR = NOI / Debt Service (Estimate *)</b>	<b>1.70</b>	<b>1.87</b>	<b>1.75</b>

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

\* Actual DSCR will be determined at the end of the fiscal year based on actual revenue and expenditures.

<b>ACCOUNTS SUMMARY</b>	<b>As of June 30, 2021</b>	<b>As of June 3, 2022</b>
<b><u>Cash in Bank and On Hand:</u></b>		
Bank of Marin - Various Accounts	\$ 11,107,489	\$ 12,297,988
Petty Cash - Unrestricted	966	931
Total cash in bank and on hand	<u>11,108,455</u>	<u>12,298,919</u>
<b>Investments:</b>		
Certificates of Deposit - Restricted	900,130	902,370
Local Agency Investment Fund - Restricted/Reserves	7,079,424	7,847,671
Local Agency Investment Fund - Unrestricted & PY Carryover	18,622,635	13,920,923
Total investments	<u>26,602,189</u>	<u>22,670,964</u>
<b>Other</b>		
US Bank Bond & Cost of Issuance Funds	116	123
IBank Installment Sale Agreement <sup>(4)</sup>	6,090,922	567,760
<b>TOTAL CASH AND INVESTMENTS</b>	<b><u>43,801,682</u></b>	<b><u>35,537,766</u></b>

<sup>(4)</sup> Considered cash for accounting purposes while held by IBank until disbursement for expenditures occur.

**LAS GALLINAS VALLEY SANITARY DISTRICT  
REVENUE  
PROPOSED BUDGET FY 2022-2023 - JUNE 16, 2022**

Revenue Description	2020-21 Final Audited Actual	2021-22 Adopted Budget	2021-22 Projected End of Year	2022-23 Proposed Budget	% Change Over Prior Year Budget
<b>OPERATING REVENUE</b>					
Sewer Service User Charges	\$ 15,170,106	\$ 15,648,637	\$ 15,450,063	\$ 16,910,508	7.46%
Recycled Water (MMWD / NMWD)	123,155	529,400	110,337	172,000	-207.79%
Inspections/Permits/Application Fee	85,947	87,310	62,929	75,520	-15.61%
Miscellaneous Operating Revenue	12,662	750	1,250	1,250	
<b>Total Operating Revenue</b>	<b>15,391,869</b>	<b>16,266,097</b>	<b>15,624,578</b>	<b>17,159,278</b>	5.21%
<b>NON-OPERATING REVENUE</b>					
Property Tax	1,096,636	1,130,170	1,225,332	1,262,092	10.45%
Suppl. Property Tax Assess.	19,720	18,976	39,900	27,695	31.48%
Educational Revenue Augmentation Fund	439,054	451,000	559,681	584,867	22.89%
Homeowner Property Tax Relief	4,284	3,733	4,322	4,453	16.17%
Franchise Fees Marin Sanitary Service	153,351	151,938	162,030	169,776	10.51%
Private Sewer Lateral Assistance Program	114,219	138,800	112,617	79,300	-75.03%
Interest Income	2,912	1,760	3,785	2,640	33.33%
Interest on Reserves and LAIF	320,011	151,100	61,929	68,100	-121.88%
Reimbursements / Pass thru	15,918	41,000	85,897	25,000	
Other non-operating revenues	23,261	23,261	-	-	
	<b>2,189,366</b>	<b>2,111,738</b>	<b>2,255,494</b>	<b>2,223,923</b>	5.04%
<b>CAPITAL CONTRIBUTIONS / CAPACITY RELATED</b>					
Annex, Capital Facility Charges, Connection Fees	213,536	35,341	478,107	1,740,572	
Interest on Connection Fee Fund	209	622	643	964	
Interest on Bond Funds	-	-	7	7	
Marin Municipal Water District Inter-Governmental	463,395	694,294	463,269	619,633	
IBank Loan Disbursements	5,909,078	6,663,191	5,124,515	567,760	
Federal Grants	-	-	-	-	
State Grants	446,229	5,000	645,535	5,000	
	<b>7,032,447</b>	<b>7,398,448</b>	<b>6,712,076</b>	<b>2,933,936</b>	-152.17%
<b>TOTAL REVENUES</b>	<b>\$ 24,613,682</b>	<b>\$ 25,776,283</b>	<b>\$ 24,592,148</b>	<b>\$ 22,317,137</b>	<b>-15.50%</b>
<b>UTILIZATION OF BOND FUNDS AND RESERVES</b>					
	<i>Actual Use</i>	<i>Adopted Available</i>	<i>Projected Use</i>	<i>Budgeted</i>	
Operating Reserves / Rate Stabilization	-	299,571	300,000	-	
Private Sewer Lateral Assistance Funds	-	100,000	56,400	59,800	
PY Capital Outlay Carryover Utilized	1,950,512	10,293,060	9,408,995	16,268,568	
Capital Construction Project Reserve for STPURWE	-	4,019,000	2,946,705	800,000	
Interest Earned on Unspent Bond Funds & IBank	235,768	-	5,104	-	
Transfers from 2017 Bond Fund	8,710,157	-	-	-	
Transfers from Marin Lagoon Restricted Fund	-	84,000	37,134	107,700	
Transfers from Captains Cove Restricted Fund	-	30,000	37,196	12,400	
Transfers from Capacity Connection Fee Fund	-	200,000	200,000	-	
<b>SUB TOTAL</b>	<b>10,896,437</b>	<b>15,025,631</b>	<b>12,991,534</b>	<b>17,248,468</b>	12.89%
<b>TOTAL FUNDS AVAILABLE FOR EXPENDITURES</b>	<b>\$ 35,510,119</b>	<b>\$ 40,801,914</b>	<b>\$ 37,583,683</b>	<b>\$ 39,565,605</b>	

**LAS GALLINAS VALLEY SANITARY DISTRICT  
BUDGET SUMMARY  
PROPOSED BUDGET FY 2022-2023 - JUNE 16, 2022**

	2020-21 Final Actual	2021-22 Adopted Budget	2021-22 Projected End of Year	2022-23 Proposed Budget	% Change Over Prior Year Budget
<b>OPERATING EXPENSES</b>					
EMPLOYEE WAGES	3,129,192	4,518,950	3,978,552	4,682,500	3.62%
EMPLOYEE BENEFITS	1,411,250	1,970,290	1,679,161	1,950,700	-0.99%
INSURANCE EXPENSE	207,609	308,500	262,419	304,000	-1.46%
REPAIRS AND MAINTENANCE	734,631	906,200	603,654	1,042,200	15.01%
SUPPLIES & SMALL TOOLS	362,650	433,400	455,702	624,700	44.14%
CONTRACTED SERVICES	980,195	1,084,200	955,493	1,459,300	34.60%
UTILITIES	431,426	411,700	457,588	567,400	37.82%
GENERAL & ADMINSTRATIVE	583,742	699,250	631,457	828,100	18.43%
<b>OPERATING EXPENSE TOTALS</b>	<b>\$ 7,840,695</b>	<b>\$ 10,332,490</b>	<b>\$ 9,024,026</b>	<b>\$ 11,458,900</b>	10.90%
<b>DEBT SERVICE</b>					
<b>DEBT SERVICE TOTALS</b>	<b>\$ 4,720,314</b>	<b>\$ 4,728,310</b>	<b>\$ 4,728,310</b>	<b>\$ 4,527,723</b>	-4.24%
<b>RESERVE FUNDING</b>					
OPERATING RESERVE	166,286	321,678	621,678	635,195	97.46%
RATE STABILIZATION	-	-	-	-	
EMERGENCY REPAIR	-	-	-	-	
CAPITAL RESERVES	831,832	915,901	915,901	336,464	-63.26%
VEHICLE & EQUIPMENT (VERF)	328,131	50,969	50,969	150,755	195.78%
CAPACITY (RESTRICTED FUND)	220,253	35,963	478,750	1,741,536	4742.58%
CAPTAINS COVE (RESTRICTED FUND)	25	15,935	37,622	16,025	0.56%
MARIN LAGOON (RESTRICTED FUND)	123	24,914	64,106	21,106	-15.28%
<b>RESERVE FUNDING TOTALS</b>	<b>\$ 1,546,650</b>	<b>\$ 1,365,360</b>	<b>\$ 2,169,026</b>	<b>\$ 2,901,082</b>	112.48%
<b>CAPITAL OUTLAY</b>					
<b>CAPITAL OUTLAY</b>	<b>\$ 17,912,279</b>	<b>\$ 24,375,754</b>	<b>\$ 12,966,938</b>	<b>\$ 23,318,068</b>	-4.34%
<b>TOTAL BUDGET</b>					
<b>TOTAL BUDGET</b>	<b>\$ 32,019,939</b>	<b>\$ 40,801,914</b>	<b>\$ 28,888,300</b>	<b>\$ 42,205,773</b>	3.44%

**LAS GALLINAS VALLEY SANITARY DISTRICT  
OPERATING AND MAINTENANCE EXPENSE  
PROPOSED BUDGET FY 2022-2023 - JUNE 16, 2022**

Acct. Num.	Expense Description	2020-21 Final Actual	2021-22 Adopted Budget	2021-22 Projected End of Year	2022-23 Proposed Budget	% Change Over Prior Year Budget
<b>EMPLOYEE WAGES</b>						
1003	Regular Staff Salaries (1901)	\$ 2,850,194	\$ 4,159,900	\$ 3,306,853	\$ 4,072,400	-2.10%
1004	Extra Hire (1005)	78,524	21,980	107,679	5,200	-76.34%
1008	Over Time (1011)	103,619	118,140	149,548	165,700	40.26%
1009	Vacation and Sick Accrual	(52,177)	64,000	64,000	64,000	N/A
1010	Stand By	79,792	82,340	82,567	92,500	12.34%
1014	Emergency Response Stipend	-	0	42,673	46,900	N/A
1015	Certification Stipend	-	0	82,273	84,000	N/A
1016	Longevity Pay	-	0	62,376	71,200	N/A
1036	Directors Fees	69,240	72,590	80,583	80,600	11.03%
	<b>TOTAL EMPLOYEE WAGES</b>	<u>3,129,192</u>	<u>4,518,950</u>	<u>3,978,552</u>	<u>4,682,500</u>	3.62%
<b>EMPLOYEE BENEFITS</b>						
1037	Directors Benefits	8,865	9,950	9,681	9,700	-2.51%
1404	Payroll Taxes (SSI)	210,497	338,600	252,119	287,100	-15.21%
1502	Group Life Insurance	6,259	9,440	7,541	8,700	-7.84%
1507	PERS	737,289	750,300	626,147	787,500	4.96%
1509	Health Insurance	364,441	750,530	722,298	787,000	4.86%
1510	Dental Insurance	24,234	25,800	17,326	16,500	-36.05%
1514	Vision Insurance	2,232	4,410	3,024	3,300	-25.17%
1516	Long Term Disability	21,271	30,090	26,391	34,100	13.33%
2006	Auto Allowance	8,586	14,700	9,576	16,800	14.29%
2007	Commute Vehicle Stipend	27,576	36,470	5,058	-	
	<b>TOTAL EMPLOYEE BENEFITS</b>	<u>1,411,250</u>	<u>1,970,290</u>	<u>1,679,161</u>	<u>1,950,700</u>	-0.99%
<b>INSURANCE</b>						
1701	Workers' Comp Insurance	61,664	75,500	65,489	72,900	-3.44%
2060	Pooled Liability & Property Insurance	144,947	231,900	195,930	230,000	-0.82%
2061	Fidelity Bond	998	1,100	1,000	1,100	0.00%
	<b>TOTAL INSURANCE EXPENSE</b>	<u>207,609</u>	<u>308,500</u>	<u>262,419</u>	<u>304,000</u>	-1.46%



**LAS GALLINAS VALLEY SANITARY DISTRICT  
OPERATING AND MAINTENANCE EXPENSE  
PROPOSED BUDGET FY 2022-2023 - JUNE 16, 2022**

Acct. Num.	Expense Description	2020-21 Final Actual	2021-22 Adopted Budget	2021-22 Projected End of Year	2022-23 Proposed Budget	% Change Over Prior Year Budget
<b>REPAIRS AND MAINTENANCE</b>						
2083	Vehicle Parts & Maintenance	40,190	42,500	28,864	31,600	-25.65%
2096	Building maintenance	47,715	47,300	20,907	96,300	103.59%
2097	Grounds Maintenance	46,092	67,400	58,118	109,300	62.17%
2331	Reclamation Pasture and Pond Maint. (2332,2	160,357	106,600	99,738	193,400	81.43%
2538	Power Generation Maint & Repair	20,292	30,700	30,973	32,800	6.84%
2365	Equipment Maintenance	39,845	66,200	59,328	81,500	23.11%
2366	Equipment Repair	207,235	227,000	160,575	174,900	-22.95%
2367	Capital Repairs/Replacements	172,905	318,500	145,151	322,400	1.22%
	<b>TOTAL REPAIRS AND MAINTENANCE</b>	<b>734,631</b>	<b>906,200</b>	<b>603,654</b>	<b>1,042,200</b>	<b>15.01%</b>
<b>SUPPLIES &amp; SMALL TOOLS</b>						
2107	Hypochlorite	52,486	89,200	108,884	206,900	131.95%
2110	Bisulfite	45,721	56,800	68,331	85,400	50.35%
2109	Miscellaneous Chemicals (2101,2115)	49,921	61,100	38,957	73,100	19.64%
2362	General Operating & Lab Supplies (2115)	88,078	51,900	75,379	85,300	64.35%
2501	Fuel, Oil, and CNG for Vehicles (2501-2506)	38,866	41,100	40,811	43,000	4.62%
2389	Safety Equipment & Supplies	21,234	35,700	47,888	49,000	37.25%
2397	Safety Services	53,902	69,500	54,160	57,400	-17.41%
2249	Small Tools	12,442	28,100	21,291	24,600	-12.46%
	<b>TOTAL SUPPLIES &amp; SMALL TOOLS</b>	<b>362,650</b>	<b>433,400</b>	<b>455,702</b>	<b>624,700</b>	<b>44.14%</b>

**LAS GALLINAS VALLEY SANITARY DISTRICT  
OPERATING AND MAINTENANCE EXPENSE  
PROPOSED BUDGET FY 2022-2023 - JUNE 16, 2022**

Acct. Num.	Expense Description	2020-21 Final Actual	2021-22 Adopted Budget	2021-22 Projected End of Year	2022-23 Proposed Budget	% Change Over Prior Year Budget
<b>CONTRACTED SERVICES</b>						
2117	Lab Contract Services	43,727	47,000	48,280	54,400	15.74%
2119	Pollution Prevention Program	19,590	22,800	15,940	16,600	-27.19%
2320	Outside Services (2321, 2322, 2323, 2326)	231,067	221,300	164,791	310,700	40.40%
2324	Janitorial	19,251	17,700	21,252	22,500	27.12%
2327	Uniform Service	10,627	11,700	12,921	13,600	16.24%
2330	Damage Claim	10,000	20,000	-	20,000	0.00%
2334	Sludge Disposal Inject	88,400	91,700	96,919	102,700	12.00%
2354	SCADA Engineering Support	-	-	-	67,200	N/A
2357	Regulatory Consultant	183,300	146,500	153,981	186,400	27.24%
2358	Engin. Pass-thru & Gen. Small Projects (2355)	21,466	63,200	15,837	15,900	-74.84%
2359	Feasibility Studies	33,844	55,000	78,496	91,600	66.55%
2360	Consultants - Other	159,767	131,200	87,094	198,700	51.45%
2713	Legal	123,856	115,000	176,042	186,600	62.26%
2717	Audit	24,500	25,100	27,160	27,200	8.37%
2718	Financial Services	10,800	16,000	381	35,400	121.25%
2801	Private Lateral Rehab Assist. Program	-	100,000	56,400	59,800	-40.20%
2802	Low-Income Rate Assistance Program	-	-	-	50,000	N/A
	<b>TOTAL CONTRACTED SERVICES</b>	<b>980,195</b>	<b>1,084,200</b>	<b>955,493</b>	<b>1,459,300</b>	<b>34.60%</b>
<b>UTILITIES</b>						
2533	Internet	5,793	4,800	7,347	7,800	62.50%
2534	Telephone	71,930	68,300	46,896	49,600	-27.38%
2535	Utility Power	326,317	317,300	371,394	476,100	50.05%
2536	Water	27,386	21,300	31,951	33,900	59.15%
	<b>TOTAL UTILITIES</b>	<b>431,426</b>	<b>411,700</b>	<b>457,588</b>	<b>567,400</b>	<b>37.82%</b>

**LAS GALLINAS VALLEY SANITARY DISTRICT  
OPERATING AND MAINTENANCE EXPENSE  
PROPOSED BUDGET FY 2022-2023 - JUNE 16, 2022**

Acct. Num.	Expense Description	2020-21 Final Actual	2021-22 Adopted Budget	2021-22 Projected End of Year	2022-23 Proposed Budget	% Change Over Prior Year Budget
<b>GENERAL &amp; ADMINSTRATIVE</b>						
1006	Payroll Processing	20,996	22,150	23,454	24,900	12.42%
2477	Conferences	2,005	51,600	19,081	52,600	1.94%
2479	Mileage and Travel	1,020	5,200	1,026	4,600	-11.54%
2129	Election	250	-	-	25,000	N/A
2133	Office Supplies	40,458	33,100	36,664	42,800	29.31%
2134	Meeting Supplies	1,279	1,600	1,945	2,100	31.25%
2716	Computer Services and Software	93,200	110,900	50,394	97,600	-11.99%
2135	Bank Charges	1,600	1,500	-	200	-86.67%
9778	User Charge Collection Fee	36,834	41,200	34,829	36,900	-10.44%
2221	Publication and Legal Ads	6,629	16,300	12,820	12,800	-21.47%
2223	Public Education and Outreach <sup>(1)</sup>	41,566	61,200	42,714	74,700	22.06%
2264	Taxes, Other	891	900	1,949	1,900	111.11%
2272	Memberships (CASA, CSDA, NBWRA, etc.)	62,624	49,200	74,873	69,100	40.45%
2363	Permits (NPDES, Biosolids, BAAQCD, etc.)	92,735	96,500	112,555	119,300	23.63%
2364	Fines	-	-	-	-	
2246	Rents and Leases	173,933	171,900	186,345	192,700	12.10%
9786	Employee Recognition <sup>(1)</sup>	447	9,000	3,893	5,600	-37.78%
9787	Employee Training and Education <sup>(1)</sup>	4,403	25,700	12,723	49,400	92.22%
9999	Miscellaneous expense (2137, 2499)	2,872	1,300	16,193	15,900	1123.08%
	<b>TOTAL GENERAL &amp; ADMINSTRATIVE</b>	<u>583,742</u>	<u>699,250</u>	<u>631,457</u>	<u>828,100</u>	<u>18.43%</u>
<b>OPERATING EXPENSE TOTALS</b>		<b>\$ 7,840,695</b>	<b>\$ 10,332,490</b>	<b>\$ 9,024,026</b>	<b>\$ 11,458,900</b>	<b>10.90%</b>

**LAS GALLINAS VALLEY SANITARY DISTRICT  
DEBT SERVICE  
PROPOSED BUDGET FY 2022-2023 - JUNE 16, 2022**

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

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

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

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

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

**LAS GALLINAS VALLEY SANITARY DISTRICT  
RESERVES  
PROPOSED BUDGET FY 2022-2023 - JUNE 16, 2022**

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Projected End of Year	2022-23 Proposed Budget
<b>Beginning Reserve Balance</b>	<b>\$ 7,079,424</b>	<b>\$ 8,171,967</b>	<b>\$ 8,171,967</b>	<b>\$ 6,245,395</b>
<b>Operating &amp; Rate Stabilization Reserve</b>				
Beginning Balance	\$ 2,185,612	\$ 2,351,898	\$ 2,351,898	\$ 2,973,576
Plus: Additions	166,286	321,678	621,678	635,195
Less: Use of Funds	-	-	-	-
Ending Balance	\$ 2,351,898	\$ 2,673,576	\$ 2,973,576	\$ 3,608,771
<i>Purpose: Insure minimum of 7 months of O&amp;M + Debt Service is available</i>			Target \$	9,325,530
<b>Rate Stabilization (combined with Ops Reserve 5-16-22)</b>				
Beginning Balance	\$ 300,000	\$ 300,000	\$ 300,000	\$ -
Plus: Additions	-	-	-	-
Less: Use of Funds / Transfer to Ops Reserve	-	(299,571)	(300,000)	-
Ending Balance	\$ 300,000	\$ 429	\$ -	\$ -
<i>Purpose: Fund unexpected expense increases, replenish over 3 to 4 year period.</i>			Target \$	-
<b>Emergency Repair</b>				
Beginning Balance	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Plus: Additions	-	-	-	-
Less: Use of Funds	-	-	-	-
Ending Balance	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
<i>Purpose: Fund emergency repairs, replenish over 2 to 3 year period.</i>			Target \$	1,000,000
<b>Capital Reserves (STPURWE, OCC, and other CIP)</b>				
Beginning Balance	\$ 2,593,812	\$ 3,425,644	\$ 3,425,644	\$ 1,394,840
Plus: Undesignated	146,722	229,717	229,717	336,464
Plus: STPURWE LGVSD Bond Reserve <sup>(1)</sup>	221,715	222,915	222,915	-
Plus: STPURWE MMWD Buy-In <sup>(2)</sup>	206,549	206,549	206,549	-
Plus: 2017 Bond MMWD Debt Service Share <sup>(3)</sup>	256,846	256,720	256,720	-
Less: Authorized Use of Funds	-	(4,019,000)	(2,946,705)	(800,000)
Ending Balance	\$ 3,425,644	\$ 322,545	\$ 1,394,840	\$ 931,304
<i>Purpose: To provide capital for major capital projects.</i>			Target \$	4,000,000
<b>Vehicle and Equipment Reserve (VERF)</b>				
Beginning Balance	\$ 1,000,000	\$ 1,094,425	\$ 1,094,425	\$ 876,978
Plus: Additions	328,131	50,969	50,969	150,755
Less: Authorized Use of Funds	(233,706)	-	(268,416)	(480,000)
Ending Balance	\$ 1,094,425	\$ 1,145,394	\$ 876,978	\$ 547,733
<i>Purpose: To fund large vehicle and equipment replacements.</i>			Target \$	1,000,000
<b>Ending Reserve Balance</b>	<b>\$ 8,171,967</b>	<b>\$ 5,141,944</b>	<b>\$ 6,245,395</b>	<b>\$ 6,087,809</b>

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

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

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

**Total Budgeted New Reserve Funding: \$ 1,122,414**

**LAS GALLINAS VALLEY SANITARY DISTRICT  
RESERVES - RESTRICTED FUNDS  
PROPOSED BUDGET FY 2022-2023 - JUNE 16, 2022**

	2020-21 Actual	2021-22 Adopted Budget	2021-22 Projected End of Year	2022-23 Proposed Budget
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**Restricted Funds**

**Capacity / Connection Fee Fund (#5025)**

Beginning Balance	\$ 96,745	\$ 316,998	\$ 316,998	\$ 595,748
Plus: Additions	220,253	35,963	478,750	1,741,536
Less: Use of Funds	-	(200,000)	(200,000)	-
Ending Balance	\$ 316,998	\$ 152,961	\$ 595,748	\$ 2,337,284

*Purpose: To pay for collection system and plant capacity improvements to serve new connections.*

**Captains Cove Fund (#5019)**

Beginning Balance	\$ 17,241	\$ 17,266	\$ 17,266	\$ 17,692
Plus: Additions	25	15,935	37,622	16,025
Less: Use of Funds <sup>(1)</sup>	-	(30,000)	(37,196)	(12,400)
Ending Balance	\$ 17,266	\$ 3,201	\$ 17,692	\$ 21,317

*Purpose: Special assessment fees in and class account 350 expenses out.*

**Marin Lagoon Fund (#5005)**

Beginning Balance	\$ 84,472	\$ 84,595	\$ 84,595	\$ 111,567
Plus: Additions	123	24,914	64,106	21,106
Less: Use of Funds <sup>(1)</sup>	-	(84,000)	(37,134)	(107,700)
Ending Balance	\$ 84,595	\$ 25,509	\$ 111,567	\$ 24,973

*Purpose: Special assessment fees in and class account 360 expenses out.*

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

**Total Restricted Fund Reserve Funding: \$ 1,778,667**



2022-2023 Capital Outlay - Capital Improvement Program

(Final Proposed Budget 6-16-2022)

PROPOSED

Line No.	Project No.	Project Name	Proposed Budget 22-23			FUNDING SOURCES						
			Use of Carryover Funds	Funding Balance Request in 2022-23	Year 1 Project Budget 2022-23	PY CIP Carryover	Unrestricted Funds	Captains Cove	Marin Lagoon	Vehicle Replacement Fund	Connection Fees	Grants
<b>PLANNING, SOFTWARE, &amp; OTHER ENGINEERING</b>												
1	20100-05	Integrated Wastewater Master Plan Phase 2 <sup>(1)</sup>	348,720	100,190	448,910	348,720	100,190					
2	20100-05	Integrated Wastewater Master Plan Phase 3 <sup>(1)</sup>	100,000	-	100,000	100,000	-					
3	21500-08	Biosolids System Improvement Analysis	-	107,000	107,000	-	107,000					
4	22600-01	Asset Management Onboarding Task 2-4 CMMS CityWorks	400,000	-	400,000	400,000	-					
5	22125-01	Sea Level Rise Mitigation Program Design	100,000	-	100,000	100,000	-					
6	22125-02	Standard Specifications and Drawings Update Project	50,000	-	50,000	50,000	-					
7	20125-01	On-Call Engineering Contract	210,000	-	210,000	210,000	-					
8	22125-03	On-Call Inspection	36,673	-	44,910	36,673	-					
9	22125-04	On-Call Construction Contract (2021-2023)	100,000	-	100,000	100,000	-					
10	22200-01	IT Pipes Software Upgrade for Video Interface w/CityWorks	35,000	-	35,000	35,000	-					
11	17200-03	City Works Azteca Annual Licensing plus ESRI license	-	40,000	40,000	-	40,000					
12	22200-02	Fleet Maintenance Software annual licenses	528	1,632	2,160	528	1,632					
13	20100-01	Accounting ERP Integration	53,798	-	53,798	53,798	-					
14	22100-01	Website Improvement - O&M beginning in FY 22-23	25,000	-	25,000	25,000	-					
15	21125-02	Drafting Software for Eng. Computer Upgrade	3,312	2,688	6,000	3,312	2,688					
16	<b>NEW</b>	Biosolids well monitoring design and construction	147,906	152,094	300,000	147,906	152,094					
17	<b>NEW</b>	Hydraulic Modeling	60,000	140,000	200,000	60,000	140,000					
<b>Subtotal:</b>			<b>1,670,938</b>	<b>543,603</b>	<b>2,222,778</b>	<b>1,670,938</b>	<b>543,603</b>	-	-	-	-	-

<b>FLEET &amp; EQUIPMENT (To be procured through Vehicle Replacement Fund) and OTHER EQUIPMENT</b>												
24	20300-07	Bypass Pump Connection Components & Pipe	40,000	-	40,000	40,000	-					
25	<b>NEW</b>	Smart Covers (3) Additional in FY 22-23	-	22,000	22,000	-	22,000					
26	<b>NEW</b>	4" Trash Pump w/ trailer		90,000	90,000	-	-			90,000		
27	<b>NEW</b>	2023 Ford Transit Cargo Van Hybrid for Camera		40,000	45,000	-	-			40,000		
28	<b>NEW</b>	2023 Hybrid Fleet to replace CMAX		45,000	45,000	-	-			45,000		
29	<b>NEW</b>	2023 Vac-Con Flusher Truck - clean diesel		305,000	305,000	-	-			305,000		
<b>Subtotal:</b>			-	<b>502,000</b>	<b>507,000</b>	-	<b>22,000</b>	-	-	<b>480,000</b>	-	-

Line No.	Project No.	Project Name	Proposed Budget 22-23			FUNDING SOURCES					
			Use of Carryover Funds	Funding Balance Request in 2022-23	Year 1 Project Budget 2022-23	PY CIP Carryover	Unrestricted Funds	Captains Cove	Marin Lagoon	Vehicle Replacement Fund	Connection Fees
<b>COLLECTION SYSTEM (INCL. PUMP STATIONS "PS" &amp; FORCE MAINS)</b>											
35	11200-03	John Duckett PS & HWY 101 Terra Linda Trunk Sewer Design	730,927	-	730,927	730,927	-				
36	12300-05	Rafael Meadows Pump Station - Electrical Standby Generator	108,695	51,305	160,000	108,695	51,305				
37	20300-09	Smith Ranch Pump Station Electrical Upgrades	298,841	1,159	300,000	298,841	1,159				
38	20200-01	Force Main Assessment, Cleaning, Location Marking, & Mapping	343,996	6,004	350,000	343,996	6,004				
39	21300-03	Standby/Towable Generators for Minor Pump Stations	357,044	-	357,044	357,044	-				
40	21350-01	Automatic Transfer Switches for Pump Stations	252,197	7,803	260,000	252,197	7,803				
41	21300-04	Pump Station Site Lighting, Safety, & Security Improvements	241,877	-	241,877	241,877	-				
42	21600-01	Emergency Bypass Pumping Analysis & Response Plan	103,152	1,848	105,000	103,152	1,848				
43	22300-01	Rafael Meadows Pump Station - Civil, fencing, other	-	180,000	180,000	-	180,000				
44	22300-02	Mulligan PS wet well upgrade	-	60,000	60,000	-	60,000				
45	19200-02	Manhole Frame & Cover Adjustment Allowance	50,000	-	50,000	50,000	-				
46	21300-06	Fencing Improvements at Various Locations	3,040	56,960	60,000	3,040	56,960				
47	21600-03	Annual Facility Paving at Various Locations	-	35,000	35,000	-	35,000				
48	20600-03	Smith Ranch CNG Filling Station Function	-	45,000	45,000	-	45,000				
49	18350-01	Captains Cove Pump Station Upgrades(2)	49,123	877	50,000	-	-	50,000	-		
50	<b>NEW</b>	Sewer Main Collection System Rehabilitation Program	230,176	769,824	1,000,000	230,176	769,824				
51	<b>NEW</b>	SCADA Integration & Control Panel Repl. for Pump Stations	-	250,000	250,000	-	250,000				
52	<b>NEW</b>	Install Ports in Pump Stations	-	30,000	30,000	-	30,000				
53	<b>NEW</b>	Hawthorn Pump Station Fencing - Second Fence line	-	25,000	25,000	-	25,000				
<b>Subtotal:</b>			<b>2,769,068</b>	<b>1,520,780</b>	<b>4,289,848</b>	<b>2,719,945</b>	<b>1,519,903</b>	<b>50,000</b>	-	-	-

<b>RECLAMATION</b>											
73	21500-01	Reclamation Pump Station Improvements	123,582	6,418	130,000	123,582	6,418				
74	22300-03	St. Vincent's Pump Station Improvements	-	100,000	100,000	-	100,000				
75	21500-04	Reclamation Pasture Irrigation System Assessment Study	-	45,000	45,000	-	45,000				
76	11500-09	Miller Creek Vegetation Maintenance repair, maint.	51,141	23,859	75,000	51,141	23,859				
77	22500-04	Solar PV System Replacement	135,000	165,000	300,000	135,000	165,000				
78	<b>NEW</b>	Reclamation Pond Diversion Boxes	175,000	-	175,000	175,000	-				
79	<b>NEW</b>	Reclamation Staging Area	-	60,000	60,000	-	60,000				
80	<b>NEW</b>	Sludge Lagoon Liner Replacement/Repair	-	75,000	75,000	-	75,000				
<b>Subtotal:</b>			<b>484,722</b>	<b>475,278</b>	<b>960,000</b>	<b>484,722</b>	<b>475,278</b>	-	-	-	-

<b>TREATMENT PLANT (INCL. RECYCLED WATER)</b>										



Line No.	Project No.	Project Name	Proposed Budget 22-23			FUNDING SOURCES							
			Use of Carryover Funds	Funding Balance Request in 2022-23	Year 1 Project Budget 2022-23	PY CIP Carryover	Unrestricted Funds	Captains Cove	Marin Lagoon	Vehicle Replacement Fund	Connection Fees	Grants	
94	21100-01	Plant Operations Control & Admin Building Design	1,520,797	4,203	1,525,000	1,520,797	4,203						
95	21600-07	Digester Inspection & Coating Improvement	300,000	-	300,000	300,000	-						
96	21600-06	Digester Room MCC #2 Upgrade Design & Construction	612,913	69,087	682,000	612,913	69,087						
97	20600-04	Flow Equalization Basin Design and Construction	375,000	-	375,000	375,000	-						
98	22600-01	Primary Clarifier #1 Repair	300,000	-	300,000	300,000	-						
99	21600-08	Grit Chambers Coating & Auger Rebuild	299,465	536	300,000	299,465	536						
100	21600-11	Annual Plant Paving at Various Locations	8,551	51,449	60,000	8,551	51,449						
101	21600-09	Plant Lighting Improvements and Other Electrical Enhan.	50,000	-	50,000	50,000	-						
102	21600-15	Misc Plant Equipment Demolition & Disposal	20,673	9,327	30,000	20,673	9,327						
103	21600-12	Maintenance Shop & Locker Room Improvements	50,000	-	50,000	50,000	-						
104	<b>NEW</b>	Secondary Digester Piping Project		60,000	60,000	-	60,000						
<b>Subtotal:</b>			<b>3,537,398</b>	<b>194,602</b>	<b>3,732,000</b>	<b>3,537,398</b>	<b>194,602</b>	-	-	-	-	-	-

**Total (Non-Financed):**    **8,462,126**    **3,236,262**    **11,711,626**    **8,413,003**    **2,755,385**    **50,000**    **-**    **480,000**    **-**    **-**

FINANCED AND BOND PROJECTS													
119	12600-07 & 16650-02	Secondary Treatment Plant Upgrade & Recycled Water Expan.	8,606,442	-	8,606,442	8,606,442	-						
120		Operations Control Center Building Construction & Soft Costs		3,000,000	3,000,000	-	3,000,000						
<b>Subtotal:</b>			<b>8,606,442</b>	<b>3,000,000</b>	<b>11,606,442</b>	<b>8,606,442</b>	<b>3,000,000</b>	-	-	-	-	-	-

**GRAND TOTAL CAPITAL OUTLAY:**    **17,068,568**    **6,236,262**    **23,318,068**    **17,019,445**    **5,755,385**    **50,000**    **-**    **480,000**    **-**    **-**

# 5-Year Capital Improvement Plan

# PROPOSED

(Final Proposed Budget 6-16-2022)

Line No.	Project No.	Project Name	Proposed Year 1 Budget 2022-23	PROJECTED EXPEDITURES				5-Year Total Expenditures
				Year 2 2023-24	Year 3 2024-25	Year 4 2025-26	Year 5 2026-27	
<b>PLANNING, SOFTWARE, &amp; OTHER ENGINEERING</b>								
1	20100-05	Integrated Wastewater Master Plan Phase 2 <sup>(1)</sup>	448,910	-	-	-	-	448,910
2	20100-05	Integrated Wastewater Master Plan Phase 3 <sup>(1)</sup>	100,000	100,000	105,000	-	-	305,000
3	21500-08	Biosolids System Improvement Analysis	107,000	-	-	-	-	107,000
4	22600-01	Asset Management Onboarding Task 2-4 CMMS CityWorks	400,000	875,000	510,000	110,000	30,000	1,925,000
5	22125-01	Sea Level Rise Mitigation Program Design	100,000	100,000	100,000	100,000	100,000	500,000
6	22125-02	Standard Specifications and Drawings Update Project	50,000	-	-	-	-	50,000
7	20125-01	On-Call Engineering Contract	210,000	100,000	100,000	100,000	100,000	610,000
8	22125-03	On-Call Inspection	44,910	45,000	45,000	45,000	45,000	224,910
9	22125-04	On-Call Construction Contract (2021-2023)	100,000	100,000	100,000	100,000	100,000	500,000
10	22200-01	IT Pipes Software Upgrade for Video Interface w/CityWorks	35,000	11,000	11,000	11,000	11,000	79,000
11	17200-03	City Works Azteca Annual Licensing plus ESRI license	40,000	40,000	40,000	40,000	40,000	200,000
12	22200-02	Fleet Maintenance Software annual licenses	2,160	2,000	2,000	2,000	2,000	10,160
13	20100-01	Accounting ERP Integration	53,798	-	-	-	-	53,798
14	22100-01	Website Improvement - O&M beginning in FY 22-23	25,000	5,000	5,000	5,000	-	40,000
15	21125-02	Drafting Software for Eng. Computer Upgrade	6,000	-	-	-	-	6,000
16	<b>NEW</b>	Biosolids well monitoring design and construction	300,000	50,000	50,000	50,000	50,000	500,000
17	<b>NEW</b>	Hydraulic Modeling	200,000	100,000	-	-	-	300,000
18		Sea Level Rise Mitigation Construction (Placeholder)	-	-	-	-	3,000,000	3,000,000
<b>Subtotal:</b>			<b>2,222,778</b>	<b>1,528,000</b>	<b>1,068,000</b>	<b>563,000</b>	<b>3,478,000</b>	<b>8,859,778</b>
<b>FLEET &amp; EQUIPMENT (To be procured through Vehicle Replacement Fund) and OTHER EQUIPMENT</b>								
24	20300-07	Bypass Pump Connection Components & Pipe	40,000	-	-	-	-	40,000
25	<b>NEW</b>	Smart Covers (3) Additional in FY 22-23	22,000	-	-	-	-	22,000
26	<b>NEW</b>	4" Trash Pump w/ trailer	90,000	-	-	-	-	90,000
27	<b>NEW</b>	2023 Ford Transit Cargo Van Hybrid for Camera	45,000	-	-	-	-	45,000
28	<b>NEW</b>	2023 Hybrid Fleet to replace CMAX	45,000	-	-	-	-	45,000
29	<b>NEW</b>	2023 Vac-Con Flusher Truck - clean diesel	305,000	-	-	-	-	305,000
<b>Subtotal:</b>			<b>507,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>507,000</b>

Line No.	Project No.	Project Name	Proposed	PROJECTED EXPEDITURES				5-Year Total Expenditures
			Year 1 Budget 2022-23	Year 2 2023-24	Year 3 2024-25	Year 4 2025-26	Year 5 2026-27	
<b>COLLECTION SYSTEM (INCL. PUMP STATIONS "PS" &amp; FORCE MAINS)</b>								
35	11200-03	John Duckett PS & HWY 101 Terra Linda Trunk Sewer Design	730,927	601,674	-	-	-	1,332,601
36	12300-05	Rafael Meadows Pump Station - Electrical Standby Generator	160,000	-	-	-	-	160,000
37	20300-09	Smith Ranch Pump Station Electrical Upgrades	300,000	-	-	-	-	300,000
38	20200-01	Force Main Assessment, Cleaning, Location Marking, & Mapping	350,000	250,000	-	-	-	600,000
39	21300-03	Standby/Towable Generators for Minor Pump Stations	357,044	-	-	-	-	357,044
40	21350-01	Automatic Transfer Switches for Pump Stations	260,000	-	-	-	-	260,000
41	21300-04	Pump Station Site Lighting, Safety, & Security Improvements	241,877	-	-	-	-	241,877
42	21600-01	Emergency Bypass Pumping Analysis & Response Plan	105,000	-	-	-	-	105,000
43	22300-01	Rafael Meadows Pump Station - Civil, fencing, other	180,000	400,000	-	-	-	580,000
44	22300-02	Mulligan PS wet well upgrade	60,000	250,000	-	-	-	310,000
45	19200-02	Manhole Frame & Cover Adjustment Allowance	50,000	50,000	50,000	50,000	50,000	250,000
46	21300-06	Fencing Improvements at Various Locations	60,000	-	-	-	-	60,000
47	21600-03	Annual Facility Paving at Various Locations	35,000	35,000	35,000	35,000	35,000	175,000
48	20600-03	Smith Ranch CNG Filling Station Function	45,000	-	-	-	-	45,000
49	18350-01	Captains Cove Pump Station Upgrades(2)	50,000	-	-	-	-	50,000
50	<b>NEW</b>	Sewer Main Collection System Rehabilitation Program	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
51	<b>NEW</b>	SCADA Integration & Control Panel Repl. for Pump Stations	250,000	250,000	250,000	250,000	-	1,000,000
52	<b>NEW</b>	Install Ports in Pump Stations	30,000	-	-	-	-	30,000
53	<b>NEW</b>	Hawthorn Pump Station Fencing - Second Fence line	25,000	-	-	-	-	25,000
54		Descanso Pump Station Odor Control	-	-	45,000	100,000	150,000	295,000
55	18360-01	Marin Lagoon Pump Station No.1 (2)	-	-	-	400,000	400,000	800,000
56	14300-05	Smith Ranch Rd Combined Force Main	-	-	-	250,000	2,500,000	2,750,000
57		Captains Cove and Marin Lagoon Pump Station Telemetry(2)	-	-	-	250,000	250,000	500,000
58		Civic Center Pump Station VFD Control	-	-	-	100,000	-	100,000
59		Lower Marinwood TS Capacity Upgrade & Relocation	-	-	-	250,000	1,500,000	1,750,000
60		McInnis Pump Station Improvements	-	-	-	75,000	300,000	375,000
61		Vac Truck Recycled Water Filling Station & Wash Rack	-	-	-	60,000	-	60,000
62		Smith Ranch Pump Station Generator Diesel Conversion	-	-	-	-	100,000	100,000
63		IWMP Pump Station & Force Main Projects (Placeholder)	-	2,000,000	2,000,000	2,000,000	2,500,000	8,500,000
<b>Subtotal:</b>			<b>4,289,848</b>	<b>4,836,674</b>	<b>3,380,000</b>	<b>4,820,000</b>	<b>24,955,000</b>	<b>26,111,522</b>

Line No.	Project No.	Project Name	Proposed	PROJECTED EXPEDITURES				5-Year Total Expenditures
			Year 1 Budget 2022-23	Year 2 2023-24	Year 3 2024-25	Year 4 2025-26	Year 5 2026-27	
<b>RECLAMATION</b>								
73	21500-01	Reclamation Pump Station Improvements	130,000	150,000			-	280,000
74	22300-03	St. Vincent's Pump Station Improvements	100,000	100,000	200,000		-	400,000
75	21500-04	Reclamation Pasture Irrigation System Assessment Study	45,000	-	-	45,000		90,000
76	11500-09	Miller Creek Vegetation Maintenance repair, maint.	75,000	75,000			-	150,000
77	22500-04	Solar PV System Replacement	300,000	-	-		-	300,000
78	<b>NEW</b>	Reclamation Pond Diversion Boxes	175,000	-	-		-	175,000
79	<b>NEW</b>	Reclamation Staging Area	60,000	-	-		-	60,000
80	<b>NEW</b>	Sludge Lagoon Liner Replacement/Repair	75,000	75,000	75,000	75,000		300,000
81		Storage Pond 1 Transfer Pipe Repair	-	100,000	-		-	100,000
82		IWMP Reclamation Projects (Placeholder)	-	150,000	150,000	150,000	2,000,000	2,450,000
<b>Subtotal:</b>			<b>960,000</b>	<b>650,000</b>	<b>425,000</b>	<b>270,000</b>	<b>2,000,000</b>	<b>4,305,000</b>

<b>TREATMENT PLANT (INCL. RECYCLED WATER)</b>								
94	21100-01	Plant Operations Control & Admin Building Design	1,525,000	221,775	-	-		1,746,775
95	21600-07	Digester Inspection & Coating Improvement	300,000	-	-		-	300,000
96	21600-06	Digester Room MCC #2 Upgrade Design & Construction	682,000				-	682,000
97	20600-04	Flow Equalization Basin Design and Construction	375,000	1,000,000	2,000,000		-	3,375,000
98	22600-01	Primary Clarifier #1 Repair	300,000	-	-		-	300,000
99	21600-08	Grit Chambers Coating & Auger Rebuild	300,000	-	-		-	300,000
100	21600-11	Annual Plant Paving at Various Locations	60,000	60,000	60,000	60,000	60,000	300,000
101	21600-09	Plant Lighting Improvements and Other Electrical Enhan.	50,000	150,000	-		-	200,000
102	21600-15	Misc Plant Equipment Demolition & Disposal	30,000	-	-		-	30,000
103	21600-12	Maintenance Shop & Locker Room Improvements	50,000	-	-		-	50,000
104	<b>NEW</b>	Secondary Digester Piping Project	60,000	-			-	60,000
105		BERS Tail Gas Piping	-	400,000			-	400,000
106		Primary Clarifiers - Improvements	-	-	-		5,000,000	5,000,000
107		Disinfection System Review and Upgrade Design	-	-	-		250,000	250,000
108		Fixed Film Reactor Demolition	-	-	-	150,000		150,000
109		IWMP Treatment Plant Projects (Placeholder)	-	250,000	2,000,000	2,000,000	5,000,000	9,250,000
<b>Subtotal:</b>			<b>3,732,000</b>	<b>2,081,775</b>	<b>4,060,000</b>	<b>2,210,000</b>	<b>10,310,000</b>	<b>22,393,775</b>

Line No.	Project No.	Project Name	Proposed	PROJECTED EXPEDITURES				5-Year Total Expenditures
			Year 1 Budget 2022-23	Year 2 2023-24	Year 3 2024-25	Year 4 2025-26	Year 5 2026-27	

**TOTAL PLANNING, FLEET, COLLECTION , RECLAMATION, & TREATMENT PROJECTS (Non-Financed)**

Total (Non-Financed): 11,711,626 9,096,449 8,933,000 7,863,000 40,743,000 62,177,074

**FINANCED AND BOND PROJECTS**

121	12600-07 & 16650-02	Secondary Treatment Plant Upgrade & Recycled Water Expan.	8,606,442	-	-	-	-	8,606,442
122		Operations Control Center Building Construction & Soft Costs	3,000,000	3,000,000	24,000,000	-	-	30,000,000
123		John Duckett Pump Station & HWY 101 Terra Linda TS Crossing Const.		6,000,000	6,000,000	-	-	12,000,000
<b>Subtotal:</b>			<b>11,606,442</b>	<b>9,000,000</b>	<b>30,000,000</b>	<b>-</b>	<b>-</b>	<b>50,606,442</b>

**GRAND TOTAL CAPITAL OUTLAY: 23,318,068 18,096,449 38,933,000 7,863,000 40,743,000 112,276,516**



Item Number 4  
GM Review CD

# Agenda Summary Report

To: Board of Directors  
From: Dale McDonald, Administrative Services Manager *DM*  
(415) 526-1519 [dmcDonald@lqvsd.org](mailto:dmcDonald@lqvsd.org)  
Meeting Date: June 16, 2022  
Re: Confirmation of Sewer Service Charges for Fiscal Year 2022-23  
Item Type: Consent \_\_\_\_\_ Action X Information \_\_\_\_\_ Other \_\_\_\_\_  
Standard Contract: Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X

## STAFF RECOMMENDATION

Staff recommends that the Board:

1. Consider comments from the public on the Sewer Service Charge (SSC) rate increase of 9%, from the current base rate of \$1,029 to \$1,122, as established by Ordinance No. 187.
2. Adopt Resolution No. 2022-2260 confirming the annual SSC and Supplemental Service Charges for the Las Gallinas Valley Sanitary District for fiscal year 2022-23 and Providing for the Collection of SSCs on the Tax Roll.

## BACKGROUND

Each year the District analyzes the cost of providing service and the related revenue requirement as part of the budget process. Most of the District's costs are fixed related to operating, maintaining and upgrading the facilities for all levels of wastewater flow, high or low. The variable costs related to the level of flow are primarily power and chemical costs. The infrastructure required to convey one million gallons a day or three million gallons a day of sewage to the plant for treatment is substantially the same. The District must provide full flow sewer service capacity regardless of the impacts of weather and regardless of the number of building occupants, which can vary from day to day, owner to owner.

On April 15, 2021, the Board adopted the Sewer Rate study ("Study"), which was prepared by HDR Engineering, Inc (HDR). This Study is incorporated by reference as part of the Administrative Record of this proceeding and available for inspection at the Las Gallinas Valley Sanitary District website <http://www.lqvsd.org/218>.

On April 20, 2021, the Board set the public hearing on the SSC rate increase for June 17, 2021 to consider sanitary sewer service charges for fiscal years 2021-22 and 2022-23. Pursuant to the requirements of Proposition 218, the legal notice was mailed to all property owners of the District on April 30, 2021; a public notice of the hearings was published in the Marin Independent Journal on May 13, May 27, and June 10, 2021; and a notice was posted on the home page of the District website. The Board adopted SSC rate increases for fiscal years 2021-22 and 2022-23 on June 17, 2021.

The District has analyzed anticipated operating expenses and capital expenditures as part of the budget process and identified the need to raise the SSC rate to cover expenses in fiscal year 2022-23 and beyond. A public hearing on the budget was held prior to this agenda item. The rate increase to \$1,122, equal to 9%, is an appropriate supporting rate for the upcoming fiscal year.



Rate Calculation Methodology

Rate-related factors used to establish the SSC for all customers remain unchanged. They are summarized below:

1. Maintaining flat rate sewer charges for all residential customers.
2. Adjusting the rate for multi-family residential customers to 90% of a single-family customer based on the findings in the study that, on average in examining the winter water use, multi-family units use 90% of a single-family home.
3. Multi-family residential customers are those that are defined by the County of Marin Assessor's office as multi-family.
4. Adjusting the calculation of commercial customer sewer charges, which are based on water usage, to utilize 8 Centum Cubic Feet (CCF) per month rather than 10 CCF per month.
5. In calculating the commercial customers sewer charges, the calculation is taken out one more decimal point rather than rounding up to the next whole number i.e., 19.2 rather than 20.
6. Adjusting the strength factor for certain customers:
  - a.

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

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

The District is continuing to use the methodology of a flat fee per residential dwelling unit which is the predominant practice of stand-alone sewage collection and treatment agencies in California. The District has approximately 9,700 parcels which are charged for sewer service, of these approximately 600 are non-residential customers for which individual calculations are required. The vast majority of our customers have their sewer service charges collected annually as a line item on their property tax bill as an assessment along with their property tax bill from the County.

A Low-Income Sewer Rate Assistance Program is available for customers most impacted by the SSC rate increase, offering a 10% rate discount to residents who qualify. Income eligibility is demonstrated by being enrolled in the PG&E CARE Program (California Alternate Rates for Energy Program). Information on the program and application forms can be found on our District website.

**PREVIOUS BOARD ACTION**

On April 15, 2021, the Board adopted the Sewer Rate Study, prepared by HDR Engineering, Inc., used to establish the SSC rates for fiscal years 2021-22 and 2022-23.



On June 16, 2021, the Board held a Public Hearing to consider the sewer service charge rate increases for fiscal years 2021-22 and 2022-23, and approved increases to \$1,029 (6.34%) for 2021-22 and to \$1,122 (9%) for 2022-23.

#### **ENVIRONMENTAL REVIEW**

N/A

#### **FISCAL IMPACT**

Total projected revenue for fiscal year 2022-23 is \$39,565,605, of which \$16,910,508 is derived from SSC revenue based on a 9% rate increase. For each 1% increase in the SSC rate \$162,271 of revenue is generated. Loss of this additional revenue would require funding the shortfall from the District's unrestricted working capital balance and/or cutting services.

The annual cost increase for a Single Family Residential (SFR) customer will be \$93, equal to \$7.75 per month. The SSC rate for multi-family residential customers (apartments) will increase from \$926 to \$1,010, equal to an \$84 annual increase or \$6.98 per month. Commercial rates will increase proportionately based on their water use.



**RESOLUTION NO. 2022-2260**

**A RESOLUTION CONFIRMING THE ANNUAL SEWER SERVICE CHARGE  
AND SUPPLEMENTAL SERVICE CHARGES FOR THE  
LAS GALLINAS VALLEY SANITARY DISTRICT  
FOR THE FISCAL YEAR 2022-23 AND PROVIDING FOR THE COLLECTION OF SEWER  
SERVICE CHARGES ON THE TAX ROLL**

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

**WHEREAS**, the District did on June 17, 2021 have a Public Hearing on the Proposed Increase in Sewer Service Charges; and

**WHEREAS**, the Board did on June 17, 2021 adopt Ordinance No. 187, which adopted the annual rate increases for two fiscal years as outlined in the Proposition 218 Notification, a copy of which is attached as Exhibit A and incorporated into this resolution; and

**WHEREAS**, the Board did on June 17, 2021 adopt Resolution No. 2021-2219 confirming the annual sewer services charges for fiscal years 2021-22 and 2022-23; and

**WHEREAS**, the Board pursuant to the adoption of Ordinance No. 187 desires to affirm that the maximum annual sewer service charge for the fiscal year 2022-23 is \$1,122 per year starting on July 1, 2022 as indicated in the Proposition 218 Notification referred to above; and

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

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

Marin Lagoon Homeowners Association      \$110 per annum, and

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

Captains Cove Homeowners Association      \$100 per annum.

**NOW THEREFORE**, the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, hereby resolves that,

1. The annual sewer service charge of \$1,122 per sanitary unit shall be the rate for the fiscal year 2022-23.
2. The annual sanitary sewer service surcharge for the Marin Lagoon HOA of \$110 per annum and Captains Cove HOA of \$100 per annum will added to the sewer service charge above for the fiscal year 2022-23.

**BE IT FURTHER RESOLVED**, that the Las Gallinas Valley Sanitary District, Marin County does hereby elect, pursuant to section 5473 of the Health and Safety Code of the State of California, to have those certain sewer charges established by said District for services and facilities furnished by it, pursuant to ordinances thereof duly passed and adopted by the Sanitary Board of the District, collected on the tax roll of the County of Marin, State of California, in the manner provided pursuant to Sections 5470 through 5473.11 of the Health and Safety Code of the State of California and said ordinances of said District.

\* \* \* \* \*

I hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on June 16, 2022, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

\_\_\_\_\_  
Dale McDonald, Acting District Secretary,  
Las Gallinas Valley Sanitary District

APPROVE:

(seal)

\_\_\_\_\_  
Judy Schriebman, Board President  
Las Gallinas Valley Sanitary District



Item Number 5  
GM Review CD

# Agenda Summary Report

**To:** Board of Directors  
**From:** Dale McDonald, Administrative Services Manager *DM*  
 (415) 526-1519 [dmcdonald@lqvsd.org](mailto:dmcdonald@lqvsd.org)  
**Meeting Date:** June 16, 2022  
**Re:** Resolutions Regarding the 2022-23 Budget

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

## STAFF RECOMMENDATION

Board to approve the three resolutions summarized below.

## BACKGROUND

Each year at this time, the Board is presented with several budget related resolutions for review and approval. These resolutions are required by the State and Marin County as part of the budget process pursuant to Health & Safety Code Sec. 6760 to request billing services and to request funds due the District. These resolutions are as follows:

- A. Resolution No. 2022-2261 – Fixing and Approving the 2022-23 Budget.
- B. Resolution No. 2022-2262 – Determining the maximum appropriation limit of tax proceeds per state law of \$3,338,446.
- C. Resolution No. 2022-2263 – Requesting allocation of taxes from Marin County for the 2022-23 fiscal year as shall be determined to be the District’s said share of the property tax revenue generated pursuant to Section 93 of the Revenue and Taxation Code, anticipated to be \$1,262,000.

## PREVIOUS BOARD ACTION

N/A

## ENVIRONMENTAL REVIEW

N/A

## FISCAL IMPACT

None.

**RESOLUTION NO. 2022-2261**

**A RESOLUTION FIXING AND APPROVING THE BUDGET  
FOR THE FISCAL YEAR 2022-23**

**LAS GALLINAS VALLEY SANITARY DISTRICT**

**WHEREAS**, the General Manager and Administrative Services Manager has prepared the proposed budget for the fiscal year 2022-23; and,

**WHEREAS**, the members of the Sanitary District Board of Directors have studied that proposed budget and made amendments thereto;

**NOW, THEREFORE BE IT RESOLVED** by the Board of Directors of the Las Gallinas Valley Sanitary District that the general fund allocation approved for fiscal year 2022-23 is \$42,205,773 including an allocation of \$23,318,068 for capital improvements and \$4,527,723 for debt service.

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

1. That balances on hand as of June 30, 2022, and in the funds of the District, shall be reserved for use by the District during the fiscal year 2022-23.
2. That the budget for said District for the fiscal year 2022-23 heretofore presented to this Board, a copy of which is hereto attached as Exhibit A and by reference incorporated herein, be, and the same is hereby approved.
3. That the General Manager of this District shall be, and is hereby, authorized and directed to file a certified copy of this resolution with the budget of this District thereto attached, with the Board of Supervisors and the Treasurer of Marin County.

\* \* \* \* \*

I hereby certify that the forgoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on June 16, 2022, by the following vote of the members thereof:

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

\_\_\_\_\_  
Dale McDonald, Acting District Secretary,  
Las Gallinas Valley Sanitary District

APPROVED:

(seal)

---

Judy Schriebman, Board President  
Las Gallinas Valley Sanitary District

# Exhibit A

Las Gallinas Valley Sanitary District  
2022-23 Budget

**RESOLUTION NO. 2022-2262**

**A RESOLUTION DETERMINING THE 2022-23  
APPROPRIATION OF TAX PROCEEDS**

**LAS GALLINAS VALLEY SANITARY DISTRICT**

**RESOLVED**, by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, that the calculated maximum limit applicable to the 2022-23 appropriations of tax proceeds is \$3,338,446 in accordance with Article XIII B of the Constitution of the State of California. The Board selects the change in California per capita income as the cost of living factor to be used in the calculation of the appropriation limit. The Board selects the change in population of Marin County as the change of population factor to be used in the calculation of the appropriations limit. The District's 2022-23 appropriations subject to tax proceeds limitations are \$1,559,693. Detailed schedules are hereto attached as Exhibit A and by reference incorporated herein.

\* \* \* \* \*

I hereby certify that the forgoing is a full, true and correct copy of a Resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on June 16, 2022 by the following vote of the members thereof:

AYES, and in the favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

\_\_\_\_\_  
Dale McDonald, Acting District Secretary,  
Las Gallinas Valley Sanitary District

APPROVED:

(seal)

\_\_\_\_\_  
Judy Schriebman, Board President  
Las Gallinas Valley Sanitary District

**CALCULATION OF APPROPRIATION LIMIT FOR  
2022-23 PROCEEDS OF TAXES**

Appropriations Adjustment Limit Factors		Calculated Maximum Limit	
CPI 2022-23	1.0755		
Population 2021-22	x <u>0.9889</u>	Growth for Marin County	
Combined Factor	1.0636		
	\$3,138,929	x 1.0636	= \$3,338,446
-----			
CPI 2021-22	1.038		
Population 2020-21	x <u>0.99</u>	Growth for Marin County	
Combined Factor	1.0276		
	\$3,054,682	x 1.0276	= \$3,138,929
-----			
CPI 2020-21	1.0373		
Population 2019-20	x <u>0.994</u>	Growth for Marin County	
Combined Factor	1.0311		
	\$2,962,615	x 1.0311	= \$3,054,682
-----			



**RESOLUTION NO. 2022-2263**

**A RESOLUTION REQUESTING ALLOCATION OF TAXES  
FOR THE FISCAL YEAR 2022-23**

**LAS GALLINAS VALLEY SANITARY DISTRICT**

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

1. That the minimum amount of money required by said District to be raised by taxes during the fiscal year ending June 30, 2023 for the purpose of paying the maintenance and operation expense of said District, as it comes due, is the amount of \$1,262,000.

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

3. That said Sanitary Board further respectfully requests the Honorable Board of Supervisors of the County of Marin to direct the County Auditor to allocate to the Las Gallinas Valley Sanitary District the amount of \$1,262,000 or such other amount as shall be determined to be said District's share of the 2022-23 property tax revenue generated pursuant to Section 93 of the Revenue and Taxation Code and allocated pursuant to Section 97 of said Code.

\* \* \* \* \*

I hereby certify that the forgoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on June 16, 2022, by the following vote of the members thereof:

AYES, and in the favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

\_\_\_\_\_  
Dale McDonald, Acting District Secretary,  
Las Gallinas Valley Sanitary District

APPROVED:

(seal)

\_\_\_\_\_  
Judy Schriebman, Board President  
Las Gallinas Valley Sanitary District

**MEETING MINUTES OF JUNE 2, 2022**

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION BY ZOOM CONFERENCE ON JUNE 2, 2022, AT 4:01 PM AND STAFF BY ZOOM CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

- BOARD MEMBERS PRESENT:** Megan Clark, Ron Ford, Craig Murray, Judy Schriebman and Crystal Yezman
- BOARD MEMBERS ABSENT:** None.
- STAFF PRESENT:** Chris DeGabriele, Interim General Manager; Teresa Lerch, Board Secretary; Dale McDonald, District Treasurer; Mike Cortez, District Engineer;
- OTHERS PRESENT:** Patrick Richardson, District Counsel;
- ANNOUNCEMENT:** President Schriebman announced that the agenda had been posted as evidenced by the certification on file in accordance with the law
- 1. PUBLIC COMMENT:** None.

**ACTION:**

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO CLOSED SESSION ON JUNE 2, 2022, AT 4:03 PM, BY ZOOM CONFERENCE AND AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.

Lerch and McDonald left at 4:03 pm.

**CLOSED SESSION:**

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS** – Pursuant to Government Code § 54956.5; Regarding real property located in San Rafael - APN Numbers 155-011-13, 155-011-14 and 155-011-32. Real Property Negotiator Is Chris DeGabriele, Interim General Manager.

**ADJOURNMENT:**

**ACTION:**

The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on June 2, 2022 at 4:19 pm.

- BOARD MEMBERS PRESENT:** Megan Clark, Ron Ford, Craig Murray, Judy Schriebman and Crystal Yezman
- STAFF PRESENT:** Chris DeGabriele, Interim General Manager; Dale McDonald, District Treasurer; Teresa Lerch, District Secretary; Mike Cortez, District Engineer;
- OTHERS PRESENT:** None.
- PUBLIC COMMENT:** None.

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

**2. CONSENT CALENDAR:**

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

- A. Approve the Board Minutes for May 16 and May 19, 2022
- B. Approve the Warrant List for June 2, 2022
- C. Approve Clark attending the Partnering on PFAS Webinar April 10
- D. Approve Clark attending the WaterReuse Annual Conference in SF September 11-13
- E. Approve Murray attending Partnering for Impact Workshop in Berkeley June 15
- F. Approve Schriebman attending PFAS Disposal Symposium Webinar May 23 and 24
- G. Approve COLA Adjustments for Vehicle Allowance and Phone Reimbursement
- H. Approve Resolution 2022-2257 approving Salary Pay Schedule Effective July 1, 2022
- I. Approve Application of Allocation of Capacity for APN 164-270-07 – Talus Reserve Will Serve
- J. Approve Resolution 2022-2258 Board Policies B-60 Board Member Compensation and F-60

**ACTION:**

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

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

Items G, H, I and J were pulled and discussed.

**ACTION:**

Board approved (M/S Murray/Clark 5-0-0-0) the Consent Calendar items G, H, I and J.

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

**3. BOARD MEMBER REPORTS:**

1. CLARK

- a. NBWA Board Committee –no report
- b. 2022 Operations Control Center Ad Hoc Committee – verbal report
- c. Other Reports–none

2. FORD

- a. NBWRA –no report
- b. 2022 Engineering Ad Hoc Committee re: Secondary Treatment Plant Upgrade – no report
- c. 2022 Operations Control Center Ad Hoc Committee – no report
- d. 2022 Human Resources Ad Hoc Committee –no report
- e. Marin County Special Districts Association – no report
- f. Other Reports – none.

3. MURRAY

- a. Marin LAFCO – no report
- b. CASA Energy Committee– no report
- c. Other Reports – none

4. SCHRIEBMAN
  - a. JPA Local Task Force– no report
  - b. Gallinas Watershed Council – verbal report
  - c. 2022 Legal Services Ad Hoc Committee – no report
  - d. 2022 Biosolids Ad Hoc Committee – no report
  - e. 2022 Human Resources Ad Hoc Committee – no report
  - f. Other Reports- none
  
5. YEZMAN
  - a. Flood Zone 7– no report
  - b. CSRMA – no report
  - c. Marin Special District Association – no report
  - d. 2022 STPURWE Engineering Ad Hoc Committee– no report
  - e. 2022 Legal Services Ad Hoc Committee – no report
  - f. Other Reports–none

McInnis Marsh Ad Hoc Committee made up of Schriebman and Yezman is now added to Board reports.

**4. INFORMATION ITEMS:**

**STAFF / CONSULTANT REPORTS:**

1. Interim General Manager’s Report – DeGabriele reported.
2. District Correspondence – Discussion ensued
3. Board Policies B-70 Electronic/Fax Communications and F-70 Investments- Discussion ensued.
4. FutureSense Recommendations – DeGabriele reported.

**5. CONSIDER THE CANCELLATION OF THE JULY 7<sup>TH</sup> BOARD MEETING.**

Board discussed cancelling the July 7<sup>th</sup> Board meeting.

**ACTION:**

Board approved (M/S Murray/Yezman 5-0-0-0) cancelling the July 7 Board meeting.

AYES: Clark, Ford, Murray, Schriebman and Yezman

NOES: None.

ABSENT: None.

ABSTAIN: None.

**6. REVIEW OF DONATION POLICY APPLICATION FORM**

Board reviewed the donation application form. Discussion ensued

**ACTION:**

Board approved (M/S Ford/Murray 5-0-0-0) the donation policy application with Board suggested modifications.

AYES: Clark, Ford, Murray, Schriebman and Yezman

NOES: None.

ABSENT: None.

ABSTAIN: None.

**7. STPURWE CHANGE AUTHORIZATION FOR SECONDARY CLARIFIER #1 ADDITIONAL ROCK EXCAVATION**

Board reviewed the Change Order Authorization for Secondary Clarifier #1 Additional Rock Excavation.

**ACTION:**

Board approved (M/S Yezman/Murray 5-0-0-0) the change order Authorization for the Secondary Clarifier additional rock excavation.

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

**8. SECONDARY TREATMENT PLANT UPGRADE AND RECYCLED WATER EXPANSION CHANGE ORDER AUTHORIZATION FOR 10 INCH FIRE HYDRANT LINE EXTENSION**

Board reviewed the change order authorization for the 10-inch fire hydrant line extension.

**ACTION:**

Board approved (M/S Murray/Clark 4-0-1-0) change order authorization for the 10-inch fire hydrant line extension.

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

**9. SECOND REVISED INTER-AGENCY AGREEMENT FOR RECYCLED WATER BETWEEN LGVSD AND NORTH MARIN WATER DISTRICT**

Board to review and approve the second revised inter-agency agreement for Recycled Water between LGVSD and North Marin Water District.

**ACTION:**

Board approved (M/S Murray/Ford 5-0-0-0) the second revised inter-agency agreement for Recycled Water between LGVSD and North Marin Water District with modifications approved by attorneys who are to work out indemnification clause language.

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

**10. BOARD REQUESTS:**

- A. Board Meeting Attendance Requests – Ford and Yezman requested to attend the CSDA Surplus Land Webinar.
- B. Board Agenda Item Requests- Clark requested the District Secretary/Admin Financial Specialist classification and compensation review be on an agenda in July. Murray requested a District flow monitoring plan/Capacity study.
- C. Board Secretary Lerch reminded the Board that the Strategic Plan Workshop on Monday is at the Plant and starts at 8:45 until 3 pm. The GM Recruitment Closed session starts at 8:00 am with continental Breakfast the meeting start at 8:30 am.

**11. MISCELLANEOUS DISTRICT CORRESPONDENCE:**

Discussion ensued.

**12. ADJOURNMENT:**

**ACTION:**

Board approved (M/S Clark/Ford 5-0-0-0) the adjournment of the meeting at 6:32 p.m.

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

The next Board Meeting is scheduled for June 6 at 8:45 AM at the Plant 300 Smith Ranch Road, San Rafael.

ATTEST:

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

APPROVED:

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

1 **SPECIAL MEETING MINUTES OF JUNE 6, 2020**

2  
3 THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN  
4 SESSION ON JUNE 6, 2022 AT 9:03 AM, AT THE DISTRICT PLANT, 300 SMITH RANCH ROAD, SAN  
5 RAFAEL, CALIFORNIA.  
6

7  
8 **BOARD MEMBERS PRESENT:** Megan Clark, Ron Ford, Craig Murray,  
9 Judy Schriebman and Crystal Yezman

10  
11 **BOARD MEMBERS ABSENT:** None

12  
13 **STAFF PRESENT:** Chris DeGabriele, Interim General Manager ; Teresa  
14 Lerch, District Secretary, Dale McDonald, District  
15 Treasurer  
16

17 **OTHERS PRESENT:** Brent Ives, BHI Consulting

18  
19 **ANNOUNCEMENT:** President Schriebman that the agenda had been posted  
20 as evidenced by the certification on file in accordance  
21 with the law  
22

23 **1. PUBLIC COMMENT:** None

24  
25 **2. STRATEGIC PLAN WORKSHOP**

26 The Board and staff held a workshop with facilitator Brent Ives to update the 2020-2025 Strategic Plan.  
27

28 **ADJOURNMENT:**

29  
30 **3. ACTION:**

31 Board approved (M/S Murray/Ford 5-0-0-0) the adjournment of the meeting 2:03 pm

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

33 NOES: None

34 ABSENT: None

35 ABSTAIN: None  
36

37 The next Board Meeting is scheduled for 8:00 am on June 7, 2022 at the District Plant Boardroom.  
38  
39  
40

41 ATTEST:

42  
43  
44 \_\_\_\_\_  
45 Teresa Lerch, District Secretary  
46

47 APPROVED:

48  
49  
50 \_\_\_\_\_  
51 Crystal Yezman, Vice- President  
52

## MEETING MINUTES OF JUNE 7, 2021

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION ON JUNE 7, 2022, AT 8:31 AM AND STAFF BY ZOOM CONFERENCE AT THE DISTRICT PLANT, 300 SMITH RANCH ROAD, SAN RAFAEL, CA. 94903

**BOARD MEMBERS PRESENT:** Megan Clark, Ron Ford, Craig Murray, Judy Schriebman and Crystal Yezman

**BOARD MEMBERS ABSENT:** None

**STAFF PRESENT:** Chris DeGabriele, Interim General Manager ; Teresa Lerch, District Secretary

**OTHERS PRESENT:** David Byers, District Counsel (arrived 8:32 am) ; Gary Phillips, Bob Murray and Associates;

**ANNOUNCEMENT:** President Schriebman that the agenda had been posted as evidenced by the certification on file in accordance with the law

**1. PUBLIC COMMENT:** None

**2. CLOSED SESSION:**

**ACTION:**

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO CLOSED SESSION ON JUNE 7, 2022 , AT 8:32 AM, DISTRICT PLANT, 300 SMITH RANCH ROAD, SAN RAFAEL, CALIFORNIA.

Lerch left the meeting at 8:32 AM

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION ¥ GENERAL MANAGER:** pursuant to Government Code Section 54957.

**ADJOURNMENT:**

**ACTION:**

The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on June 7, 2022, at 4:41 pm.

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

**3. ADJOURNMENT:**

**ACTION:**

Board approved (M/S Yezman/Ford 5-0-0-0) the adjournment of the meeting at 4:41 pm.

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

NOES: None.

ABSENT: None.

ABSTAIN: None.



The next Board Meeting is scheduled for June 14, 2022 12:00 PM at the District Plant Boardroom.

ATTEST:

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

APPROVED:

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

SEAL

Las Gallinas Valley Sanitation District  
 Warrant List 6/16/2022 DRAFT

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	6/16/2022	EFT1	ADP Payroll	0.00		0.00	6/17/2022 Payroll & Processing Charges
2	6/16/2022	ACH	A and P Moving	96.80		96.80	Document Storage -June
3	6/16/2022	N/A	Allmax Software	1,375.00		1,375.00	Antero Maintenance Annual Support
4	6/16/2022	N/A	Aramark Uniform Service	460.62		460.62	Laundry Service- Week Ending 5/30/2022 & 6/6/2022
5	6/16/2022	EFT	Bank of Marin Cardmember Services	13,163.86		13,163.86	Credit Card Purchases 4/6 - 5/5
6	6/16/2022	N/A	BHI Management Consulting	9,750.00		9,750.00	Oxygen Sensors, Filter Disk, Charcoal Filter
7	6/16/2022	ACH	BWS Distributors	2,328.73		2,328.73	EE's Contribution to Deferred Comp. Paydate 6/03/2022
8	6/16/2022	EFT	CalPERS 457 Plan	7,464.46		7,464.46	EE's Contribution to Deferred Comp. Paydate 6/03/2022
9	6/16/2022	EFT	CalPERS Required Contribution	520.75		520.75	Pre-Fund GASB Payment -June
10	6/16/2022	EFT	CalPERS Retirement	22,879.81		22,879.81	EE & ER Payment to Retirement- Paydate 6/03/2022
11	6/16/2022	N/A	Cintas Corporation	143.81		143.81	Safewasher & Filter Service- April
12	6/16/2022	ACH	Contractor Compliance & Monitoring	4,206.75		4,206.75	Labor Compliance - May
13	6/16/2022	N/A	CPM Construction	5,075.00		5,075.00	STPURWE- Scheduling & Estimating Services
14	6/16/2022	ACH	CPS HR	4,136.25		4,136.25	HR Consulting Services
15	6/16/2022	N/A	Danadjieva Hansen Architects	110,865.00		110,865.00	Architectural Design Services on OCC Building - April & May
16	6/16/2022	EFT	Direct Dental	205.00		205.00	Dental Premium Payment
17	6/16/2022	EFT	Discovery Benefits	469.25		469.25	FSA Payments
18	6/16/2022	ACH	Downing Heating & Air	575.44		575.44	HVAC Repairs
19	6/16/2022	ACH	Du-All Safety	4,728.00		4,728.00	Safety and Training for LGVSD
20	6/16/2022	ACH	Edelstein, Daniel	6,840.50		6,840.50	Canada Goose Project- April & May
21	6/16/2022	ACH	Fastenal	719.59		719.59	Misc. Supplies
22	6/16/2022	ACH	Fishman Supply	202.67		202.67	Insulated Cups
23	6/16/2022	ACH	Ford, Ron	200.00		200.00	Medical Reimbursement
24	6/16/2022	ACH	Gardeners Guild	1,179.00		1,179.00	Landscape Maintenance- June
25	6/16/2022	ACH	GHD	2,947.25		2,947.25	John Duckett PS Improvements
26	6/16/2022	ACH	Grainger	3,010.93		3,010.93	Hex Nut, Flanges, Screws, Washers, Reel Welding Cable
27	6/16/2022	N/A	GraphicSmith	465.30		465.30	Internet Sight Design
28	6/16/2022	ACH	Hanford ARC	5,040.00		5,040.00	Lower Miller Creek Weed Management & Irrigation Maintenance
29	6/16/2022	N/A	Hazen and Sawyer	10,360.00		10,360.00	Engineering Services, On-Call Engineerings Services, Digester Room MCC-2 Upgrades

Las Gallinas Valley Sanitation District Warrant List 6/16/2022 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	6/16/2022	ACH	HDR Engineering	1,745.00		1,745.00	District Rate Study Nov- May
31	6/16/2022	N/A	Henry Curtis Ford	247.08		247.08	Ford F-250 Tire Rotation & Brake Inspection
32	6/16/2022	ACH	Kennedy Jenks	453.70		453.70	Descanso Force Main Alignment Analysis- Final Invoice
33	6/16/2022	ACH	Kenwood Energy	2,042.50		2,042.50	Solar Panel Replacement Assistance
34	6/16/2022	N/A	Kyocera Document Solutions	1,487.85		1,487.85	Copier Lease
35	6/16/2022	N/A	Liebert Cassidy Whitmore	1,287.55		1,287.55	Legal Services- Policy & Procedure Review
36	6/16/2022	N/A	Marin Ace	71.89		71.89	Cleaning Wipes, Misc. Supplies
37	6/16/2022	N/A	Marin Fence Company	150.00		150.00	Repairs on Main Gate
38	6/16/2022	ACH	Marin Independent Journal	269.04		269.04	Public Notice- Groundwater Monitoring Well Installation
39	6/16/2022	ACH	Murray, Craig	125.00		125.00	Medical Reimbursement
40	6/16/2022	N/A	Northbay Petroleum	3,957.16		3,957.16	Unleaded & Diesel Fuel
41	6/16/2022	N/A	North Valley Labor Compliance	150.00		150.00	Labor Compliance for LMC Revegetation Project
42	6/16/2022	N/A	Novato Toyota	212.28		212.28	Flat Tire Fix on Camry
43	6/16/2022	N/A	Operating Engineers	618.40		618.40	Union Dues Paydate 6/17
44	6/16/2022	N/A	Pace Supply	1,176.96		1,176.96	Sludge Project Supplies
45	6/16/2022	N/A	Piazza Construction	21,320.00		21,320.00	Misc. Plant Demolition & Disposal
46	6/16/2022	N/A	R. Alexander Associates	2,118.75		2,118.75	Biosolids/Compost Market Research Study
47	6/16/2022	N/A	Rathlin Properties	9,071.00		9,071.00	July Rent 101 Lucas Valley Rd.
48	6/16/2022	ACH	Retiree Augusto	145.65		145.65	Retiree Health- July
49	6/16/2022	ACH	Retiree Burgess	153.53		153.53	Retiree Health- July
50	6/16/2022	ACH	Retiree Cummins	153.53		153.53	Retiree Health- July
51	6/16/2022	ACH	Retiree Cutri	440.30		440.30	Retiree Health- July
52	6/16/2022	ACH	Retiree Emanuel	232.94		232.94	Retiree Health- July
53	6/16/2022	ACH	Retiree Gately	158.44		158.44	Retiree Health- July
54	6/16/2022	ACH	Retiree Guion	158.44		158.44	Retiree Health- July
55	6/16/2022	ACH	Retiree Johnson	702.40		702.40	Retiree Health- July
56	6/16/2022	ACH	Retiree Kermoian	153.53		153.53	Retiree Health- July
57	6/16/2022	ACH	Retiree Mandler	153.53		153.53	Retiree Health- July
58	6/16/2022	ACH	Retiree McGuire	625.00		625.00	Retiree Health- July

**Las Gallinas Valley Sanitation District  
Warrant List 6/16/2022 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
59	6/16/2022	ACH	Retiree Memmott	153.53		153.53	Retiree Health- July
60	6/16/2022	ACH	Retiree Petrie	145.65		145.65	Retiree Health- July
61	6/16/2022	ACH	Retiree Pettey	153.53		153.53	Retiree Health- July
62	6/16/2022	ACH	Retiree Reetz	456.06		456.06	Retiree Health- July
63	6/16/2022	ACH	Retiree Reilly	153.53		153.53	Retiree Health- July
64	6/16/2022	ACH	Retiree Vine	153.53		153.53	Retiree Health- July
65	6/16/2022	ACH	Retiree Wettstein	667.00		667.00	Retiree Health- July
66	6/16/2022	ACH	Retiree Williams	667.00		667.00	Retiree Health- July
67	6/16/2022	ACH	Satcom Global	158.77		158.77	Satalite Phone Service
68	6/16/2022	ACH	Schriebman, Judy	200.00		200.00	Medical Reimbursement
69	6/16/2022	N/A	Torqbuddy LLC	4,950.00		4,950.00	Hydrant Buddy Valve Exerciser w/ 2 Batteries
70	6/16/2022	ACH	Univar Solutions	7,022.36		7,022.36	Sodium Hypochlorite
71	6/16/2022	EFT	WEX Health	50.00		50.00	FSA Administrative Fee
72	6/16/2022	ACH	Yezman, Crystal	200.00		200.00	Medical Reimbursement

Do not change any formulas below this line.

TOTAL \$ 284,122.18 \$ - \$ 284,122.18

EFT1	EFT1 = Payroll (Amount Required)	0.00	0.00	Approval:
EFT2	EFT2 = Bank of Marin loan payments	0.00	0.00	Finance
PC	Petty Cash Checking	0.00	0.00	
>1	Checks (Operating Account)	0.00	0.00	
N/A	Checks - Not issued	185,313.65	185,313.65	
EFT	EFT = Vendor initiated "pulls" from LGVSD	44,753.13	44,753.13	GM
ACH	ACH = LGVSD initiated "push" to Vendor	54,055.40	54,055.40	
Total		<u>\$ 284,122.18</u>	<u>\$ 284,122.18</u>	Board

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

STPURWE Costs 5,075.00

## Las Gallinas Valley Sanitary District Reconciliation Detail

6204 · Credit Card at Elan Financial, Period Ending 05/05/2022

Type	Date	Name	Memo	Amount	Balance
<b>Beginning Balance</b>					31,462.09
<b>Cleared Transactions</b>					
<b>Charges and Cash Advances - 76 items</b>					
Credit Card C...	04/07/2022	Hach Company	Alkalinity Kit SAHAR GOLSHANI;	-791.03	-791.03
Credit Card C...	04/07/2022	Comcast	Business Internet AMY SCHULTZ;	-537.85	-1,328.88
Credit Card C...	04/07/2022	Bass Pro Shop	Bib overalls and work boots for OPS DONALD E MOORE;	-534.06	-1,862.94
Credit Card C...	04/07/2022	IDEXX Distribution, Inc	Sterile Water SAHAR GOLSHANI;	-151.25	-2,014.19
Credit Card C...	04/07/2022	Bass Pro Shop	Parka for Ops DONALD E MOORE;	-126.71	-2,140.90
Credit Card C...	04/07/2022	ReadyRefresh	Bottled water service AMY SCHULTZ;	-52.44	-2,193.34
Credit Card C...	04/08/2022	Amazon.com	Office Supplies for 101 LVR & 300 SRR PAM AMATORI;	-265.29	-2,458.63
Credit Card C...	04/08/2022	Fisher Scientific Company LLC	Lab Supplies AHAR GOLSHANI;	-262.09	-2,720.72
Credit Card C...	04/08/2022	Miscellaneous	Double padlock attachment DONALD E MOORE;	-247.52	-2,968.24
Credit Card C...	04/08/2022	Terminix	Pest control AMY SCHULTZ;	-182.00	-3,150.24
Credit Card C...	04/08/2022	Hach Company	PAO Solution SAHAR GOLSHANI;	-104.12	-3,254.36
Credit Card C...	04/08/2022	Amazon.com	First Aide Antiseptic SAHAR GOLSHANI;	-86.32	-3,340.68
Credit Card C...	04/08/2022	Amazon.com	Office Supplies for 101 LVR & 300 SRR PAM AMATORI;	-25.57	-3,366.25
Credit Card C...	04/08/2022	Amazon.com	Bleach SAHAR GOLSHANI;	-20.87	-3,387.12
Credit Card C...	04/08/2022	Amazon.com	Office Supplies for 101 LVR & 300 SRR PAM AMATORI;	-13.29	-3,400.41
Credit Card C...	04/11/2022	Pitney Bowes - Supplies 159...	Stamp machine leasing AMY SCHULTZ;	-378.41	-3,778.82
Credit Card C...	04/11/2022	Hach Company	Electrode Filling Solution SAHAR GOLSHANI;	-262.46	-4,141.28
Credit Card C...	04/11/2022	Hardy Diagnostics	Tryptose Broth SAHAR GOLSHANI;	-217.16	-4,358.44
Credit Card C...	04/11/2022	Evoqua Water Technologies, ...	Lab Supplies SAHAR GOLSHANI;	-172.23	-4,530.67
Credit Card C...	04/11/2022	Zoom	Online meeting recording AMY SCHULTZ;	-54.99	-4,585.66
Credit Card C...	04/11/2022	Amazon.com	Office Supplies for 101 LVR & 300 SRR PAM AMATORI;	-34.86	-4,620.52
Credit Card C...	04/11/2022	Amazon.com	Packing Tape SAHAR GOLSHANI;	-25.04	-4,645.56
Credit Card C...	04/11/2022	Sonic.net	Internet AMY SCHULTZ;	-19.95	-4,665.51
Credit Card C...	04/11/2022	Zoom	Online meeting access AMY SCHULTZ;	-14.99	-4,680.50
Credit Card C...	04/12/2022	California Water Environment...	Membership Renewal RALPH LOVELESS;	-185.00	-4,865.50
Credit Card C...	04/13/2022	Hach Company	Polyseed BOD SAHAR GOLSHANI;	-352.45	-5,217.95
Credit Card C...	04/13/2022	American Water Works Asso...	Membership DONALD E MOORE;	-100.00	-5,317.95
Credit Card C...	04/13/2022	Fisher Scientific Company LLC	Glassware SAHAR GOLSHANI;	-37.44	-5,355.39
Credit Card C...	04/14/2022	Amazon.com	Office Supplies for 101 LVR & 300 SRR PAM AMATORI;	-87.18	-5,442.57
Credit Card C...	04/14/2022	Hach Company	EZ GGA BOD SAHAR GOLSHANI;	-69.47	-5,512.04
Credit Card C...	04/15/2022	Miscellaneous	CWEA hotel stay ROBERT M LIEBMANN; FOR 02 NIGHTS ...	-611.41	-6,123.45
Credit Card C...	04/15/2022	Miscellaneous	Hotel for CWEA conference WILLIAM C FRANKLIN; FOLIO: ...	-497.76	-6,621.21
Credit Card C...	04/15/2022	Hach Company	Acetate Buffer Solution SAHAR GOLSHANI;	-131.86	-6,753.07
Credit Card C...	04/15/2022	Miscellaneous	Parking at CWEA Conf. WILLIAM C FRANKLIN;	-74.00	-6,827.07
Credit Card C...	04/15/2022	The Weather Company	Weather Tracking Software GREG PEASE;	-4.99	-6,832.06
Credit Card C...	04/18/2022	Amazon.com	Office Supplies for 101 LVR & 300 SRRPAM AMATORI;	-123.77	-6,955.83
Credit Card C...	04/20/2022	Hach Company	Sensor Cap SAHAR GOLSHANI;	-469.34	-7,425.17
Credit Card C...	04/20/2022	Hach Company	Nitrate TNT SAHAR GOLSHANI;	-418.01	-7,843.18
Credit Card C...	04/20/2022	Hach Company	Pipet Tips SAHAR GOLSHANI;	-359.00	-8,202.18
Credit Card C...	04/20/2022	California Water Environment...	Membership G. Cook DONALD E MOORE;	-332.00	-8,534.18
Credit Card C...	04/20/2022	Hach Company	Nutrient Buffer Solution SAHAR GOLSHANI;	-74.70	-8,608.88
Credit Card C...	04/20/2022	Amazon.com	Fee for Prime Service - PAM AMATORI;	-16.34	-8,625.22
Credit Card C...	04/21/2022	Fisher Scientific Company LLC	Disposable gloves SAHAR GOLSHANI;	-531.13	-9,156.35
Credit Card C...	04/21/2022	Amazon.com	Shop Tools GREG PEASE;	-169.56	-9,325.91
Credit Card C...	04/21/2022	Amazon.com	Office Supplies GREG PEASE;	-123.90	-9,449.81
Credit Card C...	04/21/2022	Hach Company	Nutrient Buffer Solution SAHAR GOLSHANI;	-58.95	-9,508.76
Credit Card C...	04/21/2022	Amazon.com	Office Supplies GREG PEASE;	-43.59	-9,552.35
Credit Card C...	04/22/2022	Chevron	Fuel for District Vehicle GREG PEASE;	-30.00	-9,582.35
Credit Card C...	04/25/2022	Amazon.com	Generator Block Heaters GREG PEASE;	-260.84	-9,843.19
Credit Card C...	04/25/2022	Amazon.com	Office Supplies for 101 LVR & 300 SRR PAM AMATORI;	-175.98	-10,019.17
Credit Card C...	04/25/2022	Fleetio	Vehicle Maint. Software GREG PEASE;	-174.00	-10,193.17
Credit Card C...	04/25/2022	Hach Company	Ammonia SAHAR GOLSHANI;	-170.53	-10,363.70
Credit Card C...	04/25/2022	Marin Lock & Safe	Lock & keys ANTHONY J ASARO JR;	-122.62	-10,486.32
Credit Card C...	04/25/2022	misc	Supplies for the Postage machine PAM AMATORI;	-76.28	-10,562.60
Credit Card C...	04/25/2022	Amazon.com	Sockets for Heat Exchanger GREG PEASE;	-66.08	-10,628.68
Credit Card C...	04/25/2022	Pini Hardware	Check Valves DONALD E MOORE;	-30.36	-10,659.04
Credit Card C...	04/26/2022	Call Center Sales	After hours message service AMY SCHULTZ;	-45.80	-10,704.84
Credit Card C...	04/26/2022	Marin Lock & Safe	Keys Made ANTHONY J ASARO JR;	-42.51	-10,747.35
Credit Card C...	04/27/2022	Amazon.com	Service Truck Tie Downs GREG PEASE;	-46.82	-10,794.17
Credit Card C...	04/27/2022	Microsoft	Encrypted email AMY SCHULTZ;	-2.00	-10,796.17
Credit Card C...	04/28/2022	California Special Districts As...	2022 Annual Conference Murray TERESA LERCH;	-650.00	-11,446.17
Credit Card C...	04/28/2022	Comcast	Business Internet - Vendola AMY SCHULTZ;	-240.44	-11,686.61
Credit Card C...	04/28/2022	Fisher Scientific Company LLC	Calcium Sulfate SAHAR GOLSHANI;	-97.42	-11,784.03
Credit Card C...	04/28/2022	California Water Environment...	Campbell Certificate AMY SCHULTZ;	-91.00	-11,875.03
Credit Card C...	04/28/2022	misc	Otterbox for K. Lewis phone PAM AMATORI;	-56.64	-11,931.67
Credit Card C...	04/29/2022	Hach Company	Ammonia SAHAR GOLSHANI;	-85.27	-12,016.94
Credit Card C...	04/29/2022	Amazon.com	Coat Rack & Fuse Bins GREG PEASE;	-69.21	-12,086.15
Credit Card C...	04/29/2022	California Special Districts As...	2022 Annual Conference Murray TERESA LERCH;	-10.00	-12,096.15
Credit Card C...	05/02/2022	Amazon.com	Battery Back-up for Pump Stations ROBERT J BUCHHOLTZ;	-749.84	-12,845.99
Credit Card C...	05/02/2022	County of Marin Auditor-Cont...	PSL lien removal recordings AMY SCHULTZ;	-92.50	-12,938.49
Credit Card C...	05/02/2022	Treasury Software	ACH software AMY SCHULTZ;	-39.95	-12,978.44
Credit Card C...	05/02/2022	Amazon.com	String Trimmer Head GREG PEASE;	-38.43	-13,016.87
Credit Card C...	05/03/2022	Zoom	Add meeting recording capability AMY SCHULTZ;	-15.80	-13,032.67
Credit Card C...	05/03/2022	Bank of Marin Cardmember ...	New Credit Card KEVIN M LEWIS;	-10.00	-13,042.67
Credit Card C...	05/04/2022	Marin Lock & Safe	Keys made ANTHONY J ASARO JR;	-96.19	-13,138.86

2:07 PM

06/03/22

## Las Gallinas Valley Sanitary District Reconciliation Detail

6204 · Credit Card at Elan Financial, Period Ending 05/05/2022

Type	Date	Name	Memo	Amount	Balance
Credit Card C...	05/04/2022	ADT Commerical Security	Gate Security AMY SCHULTZ;	-25.00	-13,163.86
Total Charges and Cash Advances				-13,163.86	-13,163.86
<b>Payments and Credits - 21 items</b>					
Bill	04/05/2022	Bank of Marin Cardmember ...	Credit card purchases 3/8 - 4/5	31,323.49	31,323.49
Credit Card Cr...	04/06/2022	Amazon.com	Merchandise return GREG PEASE;	0.15	31,323.64
Credit Card Cr...	04/06/2022	Amazon.com	Merchandise Return GREG PEASE;	0.60	31,324.24
Credit Card Cr...	04/06/2022	Amazon.com	Merchandise Return GREG PEASE;	1.35	31,325.59
Credit Card Cr...	04/06/2022	Amazon.com	Merchandise Return GREG PEASE;	1.36	31,326.95
Credit Card Cr...	04/06/2022	Amazon.com	Merchandise Return GREG PEASE;	2.19	31,329.14
Credit Card Cr...	04/06/2022	Amazon.com	Merchandise Return GREG PEASE;	2.74	31,331.88
Credit Card Cr...	04/06/2022	Amazon.com	Merchandise Return GREG PEASE;	2.87	31,334.75
Credit Card Cr...	04/06/2022	Amazon.com	Merchandise Return GREG PEASE;	5.63	31,340.38
Credit Card Cr...	04/06/2022	Amazon.com	Merchandise Return GREG PEASE;	6.30	31,346.68
Credit Card Cr...	04/06/2022	Amazon.com	Merchandise Return GREG PEASE;	7.06	31,353.74
Credit Card Cr...	04/06/2022	Amazon.com	Merchandise Return GREG PEASE;	7.96	31,361.70
Credit Card Cr...	04/06/2022	Amazon.com	Merchandise Return GREG PEASE;	14.78	31,376.48
Credit Card Cr...	04/06/2022	Amazon.com	Merchandise Return GREG PEASE;	21.12	31,397.60
Credit Card Cr...	04/06/2022	Amazon.com	Merchandise Return GREG PEASE;	21.14	31,418.74
Credit Card Cr...	04/07/2022	Amazon.com	Merchandise Return GREG PEASE;	2.65	31,421.39
Credit Card Cr...	04/07/2022	Amazon.com	Merchandise Return GREG PEASE;	3.29	31,424.68
Credit Card Cr...	04/07/2022	Amazon.com	Merchandise Return GREG PEASE;	4.89	31,429.57
Credit Card Cr...	04/07/2022	Amazon.com	Merchandise return GREG PEASE;	7.01	31,436.58
Credit Card Cr...	04/07/2022	Amazon.com	Merchandise Return GREG PEASE;	9.11	31,445.69
Credit Card Cr...	04/07/2022	Amazon.com	Merchandise Return GREG PEASE;	16.40	31,462.09
Total Cleared Transactions				18,298.23	18,298.23
Cleared Balance				-18,298.23	13,163.86
Register Balance as of 05/05/2022				-18,298.23	13,163.86
<b>Ending Balance</b>				<b>-18,298.23</b>	<b>13,163.86</b>

Agenda Item 6C  
Date Jun 16, 2022

Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	5
Ron Ford	6
Craig Murray	6
Judy Schriebman	6
Crystal Yezman	<u>5</u>
<b>Total</b>	<u><u>28</u></u>

Meeting Date: 6/16/2022  
Paydate: 6/17/2022



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

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: MEGAN CLARK Month: MAY 2022

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
5/2	SPECIAL - STRAT. PLAN INTERVIEW	X	
5/5	REG.	X	
5/16	SPECIAL - GM SEARCH	X	
5/19	REG.	X	
<b>TOTAL</b>		<b>4</b>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
5/6	NBWA	X	
<b>TOTAL</b>		<b>1</b>	

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

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

Megan Clark  
 Director Signature

6/7/22  
 Date

[Signature]  
 Administrative Services Manager Approved

6/8/22  
 Date

[Signature]  
 Board Secretary Received

6/7/22  
 Date





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

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: ROY FORD Month: MAY 2022

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
<sup>5</sup> 4/05	REG. BOARD	✓	
<sup>5</sup> 4/19	REG. BOARD	✓	
<sup>5</sup> 4/16	SPECIAL	✓	
<sup>5</sup> 5/2	Strategic Plan Interview	✓	
<b>TOTAL</b>		<b>\$ 4</b>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
<sup>5</sup> 4/12	HR AD HOC	✓	
<sup>5</sup> 4/13	ENG. SUB COMMITTEE	✓	
<del>4/14</del>			
<b>TOTAL</b>		<b>2</b>	

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

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

Ronald Ford  
 Director Signature  
[Signature]  
 Administrative Services Manager Approved  
[Signature]  
 Board Secretary Received

5/31/2022  
 Date  
6/8/22  
 Date  
5/31/22  
 Date



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

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

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

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
5/5/22	Board Meeting	X	
5/16/22	Special Board Meeting – Bob Murray + Assoc./GM Recruitment	X	
5/19/22	Board Meeting	X	
<b>TOTAL</b>		<b>3/3</b>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
5/3/22	Strategic Plan Brent Ives Initial Interview Meeting	X	
5/8,15,29/22	Merrydale Road/Las Gallinas Creek Headwater Litter Removal c/o City of San Rafael: 5/8 0.5 hours; 5/15 0.5 hours; 5/29 2.0 hours		XXX
5/11/22	International Right of Way Association – Chapter Meeting PG&E Undergrounding Utilities Review		X
5/17/22	CASA/CalRECYCLE Turning Trash into California's Next Innovation Boom	X	
5/20/22	Bike to Work (Wherever) Day		X
5/24/22	RCAC, Waterboards Utility Staff Recruitment & Retention	X	
5/25/22	RCAC, Water Boards Public Notification: Your Customers Have The Right to Know		X
5/26/22	CASA Air Quality, Climate Change & Energy (ACE) Workgroup Meeting (In Person) (cancelled)	X	
<b>TOTAL</b>		<b>3/8</b>	

<b>Total Meetings for which I am Requesting Payment: Max of six (6) per Health &amp; Safety Code §4733</b>	<b>6/11</b>
--	-------------



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

Office: 415.472.1734 Fax: 415.499.7715

### BOARD MEMBER ATTENDANCE FORM

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

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

Craig K. Murray

\_\_\_\_\_  
Date

May 24, 2022

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

\_\_\_\_\_  
Date

6/8/22

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

\_\_\_\_\_  
Date

5/27/22



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

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: \_\_\_\_\_ Judy Schriebman \_\_\_\_\_ Month: \_\_\_\_\_ May 2022 \_\_\_\_\_

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
6/5	Regular Mtg	x	
6/16	LGVSD Special Mtg	x	
6/19	Regular Mtg	x	
<b>TOTAL</b>		<b>3:3</b>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
6/2	Brent Ives Consult		x
6/4	GWC Mtg		x
6/12	HR Ad Hoc Mtg	x	
6/23, 24	PFAs webinar	xx	
<b>TOTAL</b>		<b>3:6</b>	

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

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

*Judy Schriebman*

6/1/22

Director Signature

Date

Administrative Services Manager Approved

Date

Board Secretary Received

Date



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

**BOARD MEMBER ATTENDANCE FORM**

Director's Name: Yezman Month: May 2022

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
05/09/22	Regular Board Mtg	X	
05/19/22	Regular Board Mtg	X	
<b>TOTAL</b>		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
05/13/22	Engineering Subcommittee	X	
05/16/22	Special Board Meeting	X	
05/03/22	Strategic Work Plan Discussion	X	
<b>TOTAL</b>		3	

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

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

[Signature]  
 Director Signature

06/01/22  
 Date

[Signature]  
 Administrative Services Manager Approved

6/8/22  
 Date

[Signature]  
 Board Secretary Received

6/1/22  
 Date



### BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 6/02/22 Name: RON FORD

I would like to attend the NAVIGATING SURPLUS LAND Meeting  
of C.S.D.A.

To be held on the 16 day of JUNE from 11 (a.m./ p.m.) to  
16 day of JUNE <sup>TO</sup> from 1 a.m. (p.m.)

Location of meeting: ZOOM

Actual meeting date(s): 6/16/22

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

Purpose of Meeting: INFORMATIONAL RELATIVE TO LGVSD  
SURPLUS LAND.

Meeting relevance to District: USING OUR SURPLUS LANDS

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

Frequency of Meeting: ONCE

Estimated Costs of Travel (if applicable): NONE

Date submitted to Board Secretary: 6/02/2022

Board approval obtained on Date: 6/02/2022

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

Agenda Item 6E  
Date June 16, 2022

RESOLUTION NO. 2022-2264

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

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

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

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

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

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

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

**WHEREAS**, the Board of Directors previously adopted a Resolution, Number 2022-2253 May 19, 2022, finding that the requisite conditions exist for the Board of Directors of the LAS GALLINAS VALLEY SANITARY DISTRICT to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

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

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

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

**WHEREAS**, evolving COVID-19 variants (following the highly infectious Omicron variant and BA.2 Omicron subvariant) may continue to pose a significant risk to the health and safety of attendees at an in-person meeting of the Board of Directors of the District; and

**WHEREAS**, the regular District Board room at 101 Lucas Valley Road, San Rafael, CA 94903 used to hold public meetings is small with no windows that open to the outside; and

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

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

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

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

2. Provide the relevant remote access information to members of the public looking to attend a meeting of a local agency legislative body. This information includes, but is not limited



to: phone numbers, passwords, URLs, email addresses, etc., such that members of the public are able to attend the meeting remotely;

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

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

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

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

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

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

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

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) July 17, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of LAS GALLINAS VALLEY SANITARY DISTRICT may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

\* \* \* \* \*

I hereby certify that the forgoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a regular meeting thereof held on June 16, 2022 by the following vote of the members thereof:

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

\_\_\_\_\_  
Dale McDonald, Acting District Secretary  
Las Gallinas Valley Sanitary District

APPROVED:

\_\_\_\_\_  
Judy Schriebman, Board President  
Las Gallinas Valley Sanitary District

**6/16/2022**

**Interim General Manager Report**

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



Item Number 8  
GM Review LD

# Agenda Summary Report

To: Board of Directors  
From: Dale McDonald, Administrative Services Manager *DM*  
(415) 526-1519 [dmcDonald@lgvSD.org](mailto:dmcDonald@lgvSD.org)  
Meeting Date: June 16, 2022  
Re: Award of Contract for Financial Audit

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

## STAFF RECOMMENDATION

Board approve awarding the contract for the annual financial audit, with the option for a Single Audit to Nigro & Nigro for fiscal years 2022 through 2024. The District has the option to extend the contract for an additional two fiscal years after that.

## BACKGROUND

The District has a financial audit conducted each year as of June 30th. The accounting firm of Cropper Accountancy has conducted the audit for the previous five fiscal years. It is generally good financial policy to change auditors every five years. Changing the auditor may consist of changing auditing firms or changing the audit partner within the same firm. Historically the District has switched auditing firms and not permitted the most recent auditor to propose after five years.

The state requires auditor rotation for annual audits of local governments. Government Code section 12410.6.(b) indicates that a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner has performed audit services for six consecutive fiscal years.

The RFP for Professional Auditing Services was issued on April 29, 2022, sent to sixteen firms located throughout California, and posted on the digital bulletin boards of the California Special District's Association and California Society of Municipal Finance Officers. The District received five responses and evaluated them based on criteria such as responsiveness, completeness, reputation, experience in auditing similar agencies, and references.

Included in the RFP was a requirement to audit the District's share of debt issuance through the Marin Public Financing Authority (JPA), formed in 2017 by Las Gallinas Valley Sanitary District and Sausalito-Marín City Sanitary District, to issue debt for its member agencies. The JPA requires annual audits however the member agencies are responsible for their proportionate share of the debt issuances and will report them on their respective financial statements.

Single-Audits may be needed in accordance with federal grant requirements during the term of the contract. As such, audit firms were asked to provide an optional cost line item to perform the Single-Audits if needed. No federal grant funds over the Single-Audit threshold are currently being utilized by the District.



The cost proposals received from all respondents ranged from \$21,500 to \$27,000 for the first year and \$21,500 to \$28,644 per year for the third year for the base audit report. Assistance with the District's Annual Comprehensive Financial Report (ACFR) and filing of the annual State Controller's Office (SCO) report are additional costs. The District has paid \$22,500 to \$23,000 per year for the past three fiscal years for its base audit report.

Firm	Contract Award			Total 3-Year	Optional Years		Optional / Extra		
	21-22	22-23	23-24		24-25	25-16	Single-Audit	ACFR	SCO
Nigro & Nigro	21,500	21,500	21,500	64,500	21,500	21,500	4,000	Incl	Incl
Maze & Associates	22,000	22,700	23,400	68,100	24,100	24,800	4,500	1,500	1,500
Fedak & Brown	24,775	25,305	25,835	75,915	26,365	26,995	5,000		
Badawi	26,185	26,920	27,775	80,880	27,775	27,775	4,860		2,480
Vasquez	27,000	27,810	28,644	83,454	29,504	30,389			

All auditing firms are qualified to perform the District's audit. Partners from two local firms with the lowest cost proposals, Nigro & Nigro and Maze & Associates, were interviewed. Badawi is also local but the base audit rate, optional Single-Audit, estimated hours to complete the audit, and hourly partner rate were higher than that of other responding firms. The remaining two firms are not located in the Bay Area, neither listed separate line items costs for ACFR and SCO assistance, and one included additional out of pocket travel costs in their proposal. Staff does not believe there are compelling reason to incur travel costs to award the contract to a firm from outside the area.

Based on the responses received, staff recommends awarding the contract for the financial audit to Nigro & Nigro of Walnut Creek. The firm and its lead partner, Paul J. Kaymark, has extensive experience auditing other water and wastewater districts. Paul Kaymark is familiar with Marin and has worked with North Marin Water District and Novato Sanitary District. The references indicated that the firm would work well with District staff and be able to meet deadlines for issuing the annual financial statements. The firm has experience with our new Caselle Government Accounting Software being implemented and a partner who sits on the ACFR review committee.

Cropper Accountancy performed well for the District over the past five years but would have only been able to provide one additional year of auditing services due to state auditing rotation requirements.

The cost proposal from Nigro & Nigro is fixed and all-inclusive at is \$21,500 per year for three years (June 30, 2022, 2023, and 2024) and guarantees the same price for fiscal years 2025 and 2026. There is language in the proposal that if the Governmental Accounting Standards Board (GASB) implements new standards during the term of the contract the rate may increase. The hourly partner rates quoted by Nigro & Nigro was tied with one firm for the lowest partner rates and provides additional value to the District if additional services outside the scope of the contract are required.

**PREVIOUS BOARD ACTION**

None

**ENVIRONMENTAL REVIEW**

N/A

**FISCAL IMPACT**

\$21,500 per fiscal year.

**PROPOSAL FOR PROFESSIONAL AUDITING SERVICES  
Las Gallinas Valley Sanitary District**

**For the Fiscal Years Ending  
June 30, 2022 through June 30, 2024  
(with option for two subsequent years)**



***Respectfully Submitted on May 26, 2022 by:***

Paul J. Kaymark, CPA  
Nigro & Nigro, PC  
pkaymark@nncpas.com  
Federal Tax ID: 30-0636241  
Nncpas.com

**Murrieta Office:** 25220 Hancock Ave. #400, Murrieta, CA 92562 • P: (951) 698-8783 • F: (951) 699-1064  
**Walnut Creek:** 2121 N. California Blvd. #290, Walnut Creek, CA 94596 • P: (844) 557-3111 • F: (844) 557-3444

*Let's Work Together!*



*By applying our financial expertise,  
we partner with our clients to build  
valuable relationships that inspire success.*

## TABLE OF CONTENTS

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### TECHNICAL PROPOSAL

Transmittal Letter _____	1
License to Practice in California _____	3
Statement of Independence _____	3
Insurance _____	3
<b>Firm Qualifications &amp; Experience</b>	
Size of Our Firm _____	4
Size and Location of Offices _____	4
Peer Review _____	5
Past Performance/Disciplinary Action _____	5
<b>Partner, Supervisory, and Staff Qualifications &amp; Experience</b>	
Meet Your Audit Leadership Team _____	5
Staff Continuity _____	5
Resumés _____	6
Training & Resources _____	12
<b>Similar Engagements with Other Special District Water and Wastewater Districts</b>	
References _____	12
<b>Specific Audit Approach</b> _____	14
Segmentation of Engagement _____	15
Proposed Schedule/Level of Staff & Number of Hours Assigned to Each Segment _____	16
Sample Size and the Extent to Which Statistical Sampling is to be Used _____	16
Type and Extent of Analytical Procedures to be Used _____	16
Approach to be Taken to Gain & Document an Understanding of Internal Control Structure _____	17
Approach to be Taken in Determining Laws & Regulations That Will be Subject to Audit Test Work _____	17
Approach to be Taken in Drawing Audit Samples _____	17
Use of Technology/Remote Proficiency _____	16
<b>Identification of Anticipated Potential Audit Problems</b> _____	18
<b>Additional Information</b>	
Client Testimonial _____	18
Fraud Hotline _____	18
<b>Additional Documents</b>	
Peer Review Letter	

### COST PROPOSAL (provided separately)

Total All-Inclusive Maximum Price  
Rates by Partner, Specialist, Supervisory, and Staff Level, Times Hours Anticipated for Each  
Rates for Additional Professional Services





May 26, 2022

Dale McDonald  
Las Gallinas Valley Sanitary District  
101 Lucas Valley Road, Suite 300  
San Rafael, CA 94903

Dear Dale:

Thank you for the opportunity to submit this proposal to continue providing audit services for the Las Gallinas Valley Sanitary District. Our understanding of the work to be done is: the annual audit of the District's financial statements for the fiscal year ending June 30, 2022, with an option to extend for two additional years by written amendment. Based on our history with water and wastewater districts, I believe our firm would be a great fit, and we would develop a great working relationship. Our staff works hard to help ensure our audits are completed with the highest level of service and meet all deadlines.

Although many people think that all water and wastewater districts function in the same manner, we know that's not the case. The audit leadership team we've assigned to your district, including myself, will take the time to learn the intricacies of your organization. We find that by delving deep into our client's structure and operations we are able to make recommendations that are not only useful, but also practical to implement.

At Nigro & Nigro, PC, our greatest strengths correspond to your most critical needs; we possess the full spectrum of resources needed to most effectively help the District's management team and Board members meet their goals – all at a very competitive rate. **We believe we are your best choice.**

**Our clients believe this as well.** We ask that you contact our local clients in Marin and Sonoma Counties on page 13 about our audit services. Also, we have included other water and wastewater clients Scotts Valley Water District and North Coast County Water District in the Bay area for references.

- **Credibility, Reputation, and Resources of a Large Firm** without sacrificing the small-firm touch. Our CPAs and consultants can help you analyze and address financial, operational, and regulatory issues so you can focus attention on serving your citizens. We were originally formed in 1999, and now perform annual audits for approximately 80+ public agencies annually.
- **State-Wide Reach with Local Presence.** At Nigro & Nigro, we have the benefit of having the resources of a state-wide firm while serving you from our **Walnut Creek office**. We also have an office in Murrieta for additional resources.
- **Efficiency.** Our use of portal software allows you to upload audit documentation at any time, which will minimize disruption to your staff and enable timely completion of all deliverables.

- **An Efficient and Effective Work Plan.** We currently serve over 80+ governmental entities state-wide, which enables our staff to understand the scope of the audit. We also understand the District's complexities, not just from a compliance standpoint but also from an operational point of view. We have developed an effective work plan that takes into consideration your needs for high quality audit services, as well as timely deliverables. As a result of our efficient work plan, we commit to meeting your deadlines to complete our auditing services within the time period you specify.
- **Thought Leadership.** Members of our firm have been actively involved as presenters in numerous industry conferences and programs, including the GFOA, CSDA, and CSMFO. We have incorporated our experience with these committees into our audit framework.
- **Engagement Team.** We know that quality people drive quality results, which is why our commitment to you starts with the engagement team members who are selected based on their experience, focus on serving local government agencies, and who are the best fit for you. Each of the District's engagement team members have completed and exceeded the mandatory requirement for continuing professional education hours as requested in the RFP. Paul Kaymark, Partner, will be the main contact for the District regarding this project.
- **A Focus on Providing Consistent, Dependable Service to Government Entities.** Nigro & Nigro is organized by industry, affording our clients with industry-specific expertise supplemented by valuable local service and insight. Therefore, the District will enjoy the service of members of our Governmental Audit Services Team who have experience with similar governmental entities and understand the issues and environment critical to you. You will not have to train our auditors.

You may have many options in selecting a professional audit firm. By choosing Nigro & Nigro, you will gain value-added accounting and operational insights. We are the right fit for the District, as we have the expertise and depth of resources within our firm to offer you exceptional service while maintaining a sincere and honest relationship. We understand the work, we are committed to meeting your deadlines, and we would like the opportunity to continue to be your auditors. We also commit to meeting or exceeding your expectations.

Thank you once again for the opportunity to present our qualifications. If you have any questions about our offerings, please do not hesitate to contact me.

Sincerely,



Paul J. Kaymark, CPA  
Audit Services Partner

## LICENSE TO PRACTICE IN CALIFORNIA

The Firm and its entire CPA staff hold licenses to practice in the State of California. The Firm's CPA's are all members in good standing with the California Society of CPA's and the AICPA. We will assign a California licensed CPA as the auditor in charge of the audit.

## STATEMENT OF INDEPENDENCE

Our standards require that we be without bias with respect to your operations. The Firm is independent of all entities listed in the RFP, as defined by auditing standards generally accepted in the United States of America and the U.S. General Accounting Office's "Governmental Auditing Standards". In addition, the Firm shall give the District written notice of any relevant professional relationships entered into during the period of this agreement.

## INSURANCE

The Firm will maintain the minimum insurance requirements during the term of the engagement.

## FIRM QUALIFICATIONS & EXPERIENCE

### Experience

Nigro & Nigro team members are highly trained in governmental accounting and auditing, which sets us apart as being able to add value beyond the basic attest engagement. We are comfortable working with clients of various sizes. Within the past five years, we have worked with numerous governmental clients with revenues ranging from \$200,000 to over \$300 million.

Prior to any audit engagement, our engagement team leader will meet with the Board, Audit Committee and Management to gain a full understanding of the philosophy, objectives and policies for operating the organization, as well as to discuss significant business, regulatory and accounting matters that will affect the audit. At the conclusion of the audit, we will communicate the results of the audit with the Board, Audit Committee and Management.

Areas of specialization include:

- Audit and Review Services
- Government Auditing Standards & Single Audits
- Annual Report of Financial Transactions
- Agreed Upon Procedures Engagements
- Comprehensive Annual Financial Report (CAFR) development

# FIRM QUALIFICATIONS & EXPERIENCE (CONTINUED)

## Size of Our Firm

Firm-wide, we have the following staffing for our governmental audit services:

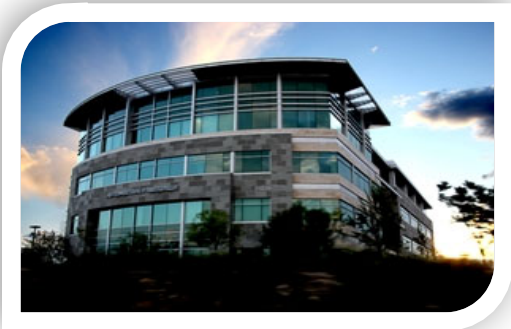
Position	Number of Employees	Number of Licensed CPA's
<b>Partner*</b>	6	6
<b>Senior Manager</b>	1	1
<b>Manager</b>	3	1
<b>Supervisor</b>	1	-
<b>Senior</b>	5	2
<b>Associates</b>	6	-
<b>Support Staff</b>	3	-
<b>Total</b>	<b>25</b>	<b>9</b>

*\*Although the term "partner" is used throughout this proposal to avoid confusion, the firm is organized as a Professional Corporation, and the firm's owners are "shareholders."*

## Size and Location of Offices

The firm was originally established in 1999. In 2013, we opened our second office in Northern California in order to better serve our growing client base of school districts in the San Francisco Bay Area. The Firm now has five partners and a professional staff of 18 accountants and expects to add more in the coming years as we continue to grow. We are a full service firm, providing audit and review, tax, consulting, and accounting services to local government, non-profit organizations, charter schools, commercial businesses and homeowners' associations. The office serves clients of all sizes and industries, however, we focus on government agencies, just like yours.

*We are prepared to do what it takes to provide the extra level of service required to maintain a long-term business relationship.*



**MURRIETA OFFICE**



**WALNUT CREEK OFFICE**

## FIRM QUALIFICATIONS & EXPERIENCE (CONTINUED)

### Peer Review

Our firm's most recently issued peer review report can be found under the "Additional Documents" section of the proposal. A firm can receive a "Fail", "Pass with Deficiencies", or a "Pass" rating. The firm's most recent peer review report rating was a Pass. This rating indicates that the firm's system of quality control has been suitably designed and complied with to provide the audit organization with reasonable assurance of performing and reporting in conformity with professional standards and applicable legal and regulatory requirements in all material respects. As required by our membership in the Government Audit Quality Center (GAQC), the peer review included a selection of a sample of governmental audit engagements.

### Past Performance / Disciplinary Action

The Firm has not had any State desk reviews or field reviews of its audits in the last five years. We also have had no disciplinary action taken or pending against the Firm during the past five years with state regulatory bodies or professional organizations.

## PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS & EXPERIENCE

### Meet Your Audit Leadership Team

Listed on the following pages are the resumes of the management team that will be assigned to your audit. As mentioned previously, our staff members have considerable governmental audit experience. This gives us a pool to draw on in addition to the group listed.

Name	Role	Years of Experience in Audits
<b>Paul J. Kaymark, CPA</b>	Lead Partner	27
<b>Peter Glenn, CPA</b>	Review Partner	13
<b>Jared Solmosen, CPA</b>	Audit Manager	4
<b>Stacy Macias</b>	Audit Supervisor	4
<b>Anabel Cruz, CPA</b>	Audit Senior	3

### Staff Continuity

Effective service relies on a strong-working relationship between clients and our staff. For this reason, we do our best to ensure a consistent audit team is working on the engagement not only throughout the year, but in each subsequent year. This helps enable us to best respond to the specific needs of our clients, and will prevent your staff from feeling like they must "train" new auditors each year.

Our firm has been fortunate to experience less than typical turnover for a typical CPA firm. The average length of time a typical auditor has been employed by the firm is around four years. We find that our employees enjoy coming into work every day, which in turn provides a much better client experience.

# Paul J. Kaymark, CPA

## Lead Audit Partner

Paul joined the firm in 2019 and has more than 26 years of previous public accounting and auditing governmental entities experience. Paul is our choice for new governmental audit clients, having extensive experience in the areas of governmental entities. His main responsibilities include assistance in the preliminary planning of audit work, review of assistants' work, and performing audit procedures in more complex audit areas.

### Audit Services:

Mr. Kaymark has been working on audit engagements of governmental agencies, not-for-profit organizations, as well as for-profit corporations and companies. His previous experience includes audit and consulting work for large and small businesses with a focus on client service. Paul strives to build strong relationships with his clients by assisting them with any emerging issues and being available as a resource.

### Consulting Services:

Mr. Kaymark has experience in a variety of governmental issues, garnered from his auditing experience over the years. He regularly consults with clients in areas of:

### Special District Accounting:

- Internal controls
- Financial reporting
- Annual report of financial transactions

### Financial Reporting:

- Year-end closing procedures
- Cash flows
- Budget development and projections
- Multi-Year projections
- Pension and OPEB accounting

### Some Agencies Served:

- Palmdale Water District
- Mojave Water Agency
- Western Municipal Water District
- El Toro Water District
- East Orange County Water District
- Trabuco Canyon Water District



**California Special Districts Association**

*Districts Stronger Together*

**CSDA Workshop Speaker**



### Education:

Bachelor of Science, Business Administration, Accountancy  
California State University, Long Beach  
1994

### Licenses and Certifications:

- Certified Public Accountant, California
- GFOA Certificate for Excellence in Financial Reporting - Reviewer

### Professional Affiliations:

- Government Finance Officers Association (GFOA)
- California Society of Municipal Finance Officers (CSMFO)
- California Special District Association (CSDA)

### Continuing Education:

Various municipal accounting courses offered by the AICPA, CalCPA Education Foundation including:

- Governmental and Nonprofit Annual Update
- GASB Basic Financial Statements for State and Local Governments
- Single Audits: Uniform Grant Guidance (formerly OMB Circular A-133)
- Financial Accounting Standards Board Annual Updates



<b>Water and Wastewater Clients Audited and/or Consulted With Over My Career</b>
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**Water and Wastewater**

Metropolitan Water District of Southern California  
 Los Angeles County Sanitation District  
 Long Beach Water Department  
 Glendale Water and Power  
 Colton Public Utilities  
 Baldy Mesa Water District  
 Bear Valley Community Services District  
 Beaumont-Cherry Valley Water District  
 Big Bear City Community Services District  
 Cabazon Water District  
 California Domestic Water Company  
 Casitas Municipal Water District  
 Castaic Lake Water Agency  
 Chino Basin Water Conservation District  
 Chino Basin Watermaster  
 Coachella Valley Water District  
 Diablo Water District  
 East Orange County Water District  
 El Toro Water District  
 Farm Mutual Water Company  
 Golden Hills Community Services District  
 Goleta Water District  
 Hi-Desert Water District  
 Inverness Public Utilities District  
 Irvine Ranch Water District  
 Joshua Basin Water District  
 Jurupa Community Services District  
 Leucadia Wastewater District  
 Mesa Consolidated Water District  
 Mojave Water Agency  
 Monte Vista Water District  
 Montecito Water District  
 North Coast County Water District  
 North Marin Water District  
 Novato Sanitary District  
 Palmdale Water District

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**Water and Wastewater, continued**

Phelan Pinon Hills Community Services District  
 Pomona Valley Protective Agency  
 Purissima Hills Water District  
 Rincon del Diablo Water District  
 Rosamond Community Services District  
 Rossmoor Los Alamitos Area Sewer District  
 Sacramento Suburban Water District  
 San Bernardino Valley Water Conservation District  
 San Gabriel Valley Municipal Water District  
 San Lorenzo Valley Water District  
 Santa Ana Watershed Project Authority  
 Santa Margarita Water District  
 Saticoy Sanitary District  
 Solano County Water Agency  
 Soquel Creek Water District  
 Stallion Springs Community Services District  
 Summerland Sanitary District  
 Trabuco Canyon Water District  
 Tres Pinos Water District  
 Triunfo Sanitation District  
 Twentynine Palms Water District  
 Vallecitos Water District  
 Valley County Water District  
 Ventura Regional Sanitation District  
 Victor Valley Water District  
 Victor Valley Wastewater Reclamation Authority  
 Victorville Water District  
 Water Facilities Authority - Joint Power Agency  
 Water Replenishment District  
 West County Agency  
 West County Wastewater District  
 West Valley Water District  
 Westborough Water District  
 Western Municipal Water District  
 Western Riverside County Regional Wastewater  
 Yorba Linda Water District

# Peter Glenn, CPA

## Review Partner

Peter joined the firm in 2011 after nearly three years of previous public accounting and auditing experience. Peter will work under the general direction of the partner. Peter is our choice for new governmental audit clients, having successfully worked on each of the Firm's clients since beginning with the Firm. His main responsibilities include assistance in the preliminary planning of audit work, review of assistants' work, and performing audit procedures in more complex audit areas.

### Audit Services:

Peter Glenn began his auditing career with Nigro & Nigro in 2011, participating in audits of special districts, LEAs, other governmental audits, and agreed-upon procedure engagements. Prior to joining the firm, he worked for three years at another public accounting firm, developing his auditing skills. He has previously been the in-charge accountant for some of the firm's largest clients.

### Consulting Services:

Mr. Glenn has experience in a variety of governmental accounting issues, derived from his auditing experience at the firm. He regularly consults with clients in areas of:

### Special District Accounting:

- Internal controls
- Financial reporting & GASB 34
- Annual report of financial transactions

### Financial Reporting:

- Uniform Guidance
- Performance Audits
- Year-end closing procedures
- Cash flows
- Budget development and projections
- Multi-Year projections

### Other Agencies Served:

- Riverside County Open Space and Park District
- Cahuilla Band of Indians
- Central Basin Municipal Water District
- Murrieta Valley Cemetery District
- Elsinore Valley Cemetery District
- Alamo-Lafayette Cemetery District
- Bodega Bay Fire Protection District
- Los Angeles Harbor Cemetery District



### Education:

Bachelor of Science, Business Administration, Accounting  
California State University,  
San Marcos, 2008, Magna Cum Laude

### Licenses and Certifications:

- Certified Public Accountant, California

### Continuing Education:

- CASBO Annual Conference
- SSC Finance & Management Conferences
- Government Accounting & Auditing Conference
- In-house training for audit staff (presenter)





# Jared Solmosen, CPA

## Manager

Jared joined the firm in 2019 as a Staff Accountant. After completing his degree, Jared went to work for a midsize construction company where he worked as an estimator and project manager before transitioning into more of an accounting and finance role. It was working in this role that led him to the decision to pursue the goal of becoming a Certified Public Accountant. He continues to hone his skills and expand his knowledge as he branches out into different areas of accounting services and working with various governmental agencies and not-for-profit organizations. Jared will work under the general supervision of the partner and oversee staff as they work together through different audit areas.



### Audit Services:

Jared began his career with Nigro & Nigro working on LEA audits before transitioning to focus on special districts and not-for-profit organizations. He focuses on a customer-oriented approach to auditing, striving to build strong relationships by working with clients to help them navigate the ever-changing world of accounting rules and standards.

### Consulting Services:

Jared has experience with a variety of governmental and not-for-profit accounting issues, as well as other tax and audit concerns, derived from his audit and consulting experience at the firm. He regularly consults with clients in the areas of:

### Special District Accounting:

- Internal control policies, procedures, and best practices
- Year-end closing procedures
- Capital asset and depreciation schedule

### Financial Reporting:

- Federal and state compliance
- Single audits
- Revenue and expense tracking by program/grant
- Statement of functional expense
- Compiling financial statements
- Disclosure requirements

### Other Agencies Served:

- Palmdale Water District
- Scotts Valley Water District
- Oxnard Harbor District
- Big Bear City Airport District
- Pauma Valley Community Services District
- North County Fire Protection District
- San Gabriel Valley Mosquito & Vector Control District
- Ventura County Resource Conservation District
- Tehachapi Valley Recreation & Park District
- Murrieta Valley Cemetery District

### Education:

Bachelor of Science, Business Administration, Finance  
California State University,  
San Marcos, 2013

### Licenses and Certifications:

- Certified Public Accountant, California

### Continuing Education:

- AICPA webinars and CPE
- California Special Districts Association Conference
- Spidell Tax Seminar
- In-house training for audit staff (presenter)

### Additional Areas:

- Tax preparation
- QuickBooks knowledge

# Stacy Macias

## Supervisor

Stacy joined the firm in 2018 as a staff accountant after completing her degree at California State University, Chico and has worked her way up to Senior Accountant. Stacy has worked in a variety of the firm's audit and tax departments. Stacy continues to expand her knowledge as she branches out into different areas of accounting services and working with varying governmental and not-for profit clients. Stacy will work under the general direction of the partner and oversee staff as they work together through different audit areas.

### Audit Services:

Stacy began her auditing career on audit engagements of local education agencies, charter schools, governmental agencies, and non-for-profit organizations. Stacy enjoys auditing governmental agencies and non-for-profit due to their varying structures and sizes. Stacy truly values customer service and building client relationships. Her friendly demeanor makes clients comfortable in reaching out to her during the audit process or throughout the year.

### Consulting Services:

Stacy has experience in a variety of governmental and not-for-profit accounting, tax, and audit concerns, derived from her audit and consulting experience those industries. She regularly consults with clients in the areas of:

### Financial Reporting:

- Year-end closing procedures
- Internal control policies and procedures and best practices
- Compiling Financial Statements
- Revenue and Expense tracking by program/grant
- Statement of Functional Expenses
- Capital assets and depreciation schedules
- Disclosure requirements
- Federal and State compliance

### Additional Areas:

- Tax preparation
- QuickBooks knowledge

### Other Agencies Served:

- Palmdale Water District
- Ventura County Conservation District
- Antelope Valley Resource Conservation District
- Rowland Water District
- North County Fire Protection District
- Bolinas Fire Protection District
- Bodega Bay Fire Protection District



### Education:

Bachelor of Science, Business Administration, Accounting  
California State University,  
Chico, 2018

### Licenses and Certifications:

- CPA License Candidate (expected licensure in 2022)

### Continuing Education:

- CalCPA Conferences for Governmental Accounting and Auditing and Not-for-profit Organizations
- Spidell Tax Seminar
- Western CPE Tax update webinars
- In-house training for audit staff (presenter)

# Anabel Cruz, CPA

## Audit Senior

Anabel began her career in public accounting in 2019 with Nigro & Nigro, PC. Previous to joining the firm, she worked as an Accountant at private sector companies. She has passed the CPA examination and is working towards meeting the requirements needed for licensure. Anabel's audit experience includes audits of governmental and not-for-profit organizations such as cemeteries, resource conservation districts, water Districts, fire Protection Districts and community Service Districts. Anabel values building quality relationships with clients while providing timely and reliable services. Anabel is working under the general direction of the Audit Supervisor.



### Audit Services:

Anabel has experience with a variety of governmental and not-for-profit accounting issues derived from her audit and consulting experience at the firm. She regularly consults with clients in the areas of:

### Consulting Services:

Anabel has experience in a variety of governmental and not-for-profit accounting and audit concerns, derived from her audit and consulting experience those industries. She regularly consults with clients in the areas of:

### Financial Reporting:

- Year-end closing procedures
- Agreed upon procedures
- Internal control policies and procedures and best practices
- Capital assets and depreciation schedules

### Other Agencies Served:

- Palmdale Water District
- North County Fire Protection District
- Ventura County Resource Conservation District
- County of San Bernardino ATC
- Winters Cemetery District

### Education:

Bachelor of Science, Finance and Accountancy  
California State University, Northridge,  
2014

### Licenses and Certifications:

- Certified Public Accountant, California

### Continuing Education:

- Government Accounting & Auditing Conference
- Not-For-Profit Organizations Conference
- In-house training for audit staff

## PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS & EXPERIENCE (CONTINUED)

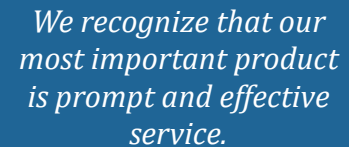
### Training & Resources

The Firm is committed to a continuing professional education program, which emphasizes the areas of expertise of each member of our professional staff. The Firm is required to comply with the *Government Auditing Standards* for each professional practicing in the area of governmental accounting and auditing. We are committed to follow those standards, which result in quality audit services, including continuing education for all staff of 60-80 hours each year, specifically in school districts and governmental auditing. As required by *Government Auditing Standards*, all governmental audit staff receives the required continuing education in the area of governmental auditing and accounting. These policies are monitored internally, reviewed annually and certified periodically by independent peer review.

Library facilities are maintained which include current professional literature and specific information for the industries that we serve. The Firm library is also reviewed as part of the external quality review program. The Firm has in-house training programs specific to our school district clients. We also perform auditing and accounting updates for our clients that are organized by our staff. These practices ensure the quality of our staff over the term of the engagement.

Our staff participates in activities relating to government accounting and reporting issues through our membership and involvement with the following organizations:

- a. American Institute of CPA's Governmental Audit Quality Center
- b. California Society of CPAs
- c. Government Finance Officers Association (GFOA)
- d. California Special Districts Association (CSDA)
- e. Government Accounting Standards Board (GASB)
- f. Association of Certified Fraud Examiners (ACFE)



*We recognize that our most important product is prompt and effective service.*

Through our participation in these organizations and continuing education provided by them, the Firm continues to stay abreast of all current governmental accounting and reporting issues. Some of the professional education our audit team members have either presented at or attended in the last two years include:

- SSC Annual Finance and Management Conference
- SSC Governor's Budget Workshop
- CSDA Annual Conference
- CSMFO Conference
- GFOA Annual Conference
- Various other governmental workshops

We recognize that our most important product is prompt and effective service. We believe the District should work with its CPA firm throughout the entire year. We are available at any time throughout the year to provide any assistance you may need.

## SIMILAR ENGAGEMENTS WITH OTHER SPECIAL DISTRICT WATER AND WASTEWATER DISTRICTS

We currently conduct over 80+ government audits each year and have well rounded experience with local governmental agencies. We are excited for the opportunity to devote our attention to you and your specific needs. Below is a partial list of some similar governmental clients we have audited within the past three years.

<b>Organization Name:</b>	<b>Scotts Valley Water District</b>
<b>Contact Person:</b>	Piret Harmon, General Manager
<b>Address:</b>	2 Civic Center Drive Scotts Valley, CA 95066
<b>Phone:</b>	(831) 438-2363
<b>Project(s):</b>	CAFR - Financial Statement Audits
<b>Date:</b>	June 30, 2021
<b>Total Hours:</b>	210
<b>Engagement Partner:</b>	Paul J. Kaymark

<b>Organization Name:</b>	<b>North Coast County Water District</b>
<b>Contact Person:</b>	Connie Hsu, Controller
<b>Address:</b>	2400 Francisco Blvd Pacifica, CA 94044
<b>Phone:</b>	(650) 355-3462
<b>Project(s):</b>	Financial Statement Audits
<b>Date:</b>	June 30, 2021
<b>Total Hours:</b>	190
<b>Engagement Partner:</b>	Paul J. Kaymark

<b>Organization Name:</b>	<b>Bodega Bay Fire Protection District</b>
<b>Contact Person:</b>	<b>Sean Grinnell, Fire Chief</b>
<b>Address:</b>	510 Hwy One Bodega Bay, CA 94923
<b>Phone:</b>	(707) 875-3700
<b>Project(s):</b>	Financial Statement Audits
<b>Total Hours</b>	130
<b>Date:</b>	June 30, 2021
<b>Engagement Partner:</b>	Paul J. Kaymark

<b>Organization Name:</b>	<b>Bolinas Fire Protection District</b>
<b>Contact Person:</b>	Isaac Taylor
<b>Address</b>	100 Mesa Road Bolinas, CA 94924
<b>Engagement Partner:</b>	Paul J. Kaymark
<b>Contact Phone Number:</b>	(415) 868-1566
<b>Total Hours</b>	130
<b>Date:</b>	June 30, 2021
<b>Engagement Partner:</b>	Paul J. Kaymark

## SPECIFIC AUDIT APPROACH

We will audit the basic financial statements of the District for the fiscal year ended December 31, 2021 in accordance with the following standards:

- Auditing Standards Generally Accepted in the United States of America
- *Government Auditing Standards*, issued by the Comptroller General of the United States
- Minimum Audit Requirements and Reporting Guidelines for Special Districts

Our audit will be for the purpose of expressing an opinion on the basic financial statements, and will include such auditing procedures as considered necessary to accomplish this purpose. We will also provide an "in-relation-to" opinion on any other supplemental information and statistical schedules. We anticipate issuing the following reports:

- Independent Auditors' Report on the basic financial statements.
- Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.

In addition, we will provide the District with a management letter that will give written appraisals of its accounting and related systems. This letter will identify any control deficiencies, significant control deficiencies or material weaknesses that are identified during the audit. We will work with management before audit fieldwork and during the course of the audit to assess internal controls and review mitigating controls in place in an effort to reduce the control deficiencies, significant control deficiencies and material weaknesses that need to be reported to management in writing, assuming there are mitigating controls in place. The letter will also offer recommendations for the elimination of weaknesses that we identify, and we will suggest any methods we discover to help improve efficiency and effectiveness.

We will schedule an appearance with the Board and the Audit Committee that allows an opportunity for us to present the audit and management letter. This is an excellent time for the District to resolve any questions it has regarding our audit or management letter. As mentioned earlier, the value in hiring our Firm comes from not only the audit, but from our experience and the education, we can provide. We hope that as questions or concerns arise throughout the year, the District staff will contact us and draw on our knowledge and experience.

Non-significant deficiencies discovered during the audit process shall be reported in a separate letter to management, the Board and the Audit Committee, which shall be referred to in the report(s) on internal controls. This separate letter also informs the Board and the Audit Committee of the following:

- 1) The auditor's responsibility under auditing standards generally accepted in the United States of America.
- 2) Significant accounting policies.
- 3) Management judgments and accounting estimates.
- 4) Significant audit adjustments.
- 5) Other information in documents containing audited financial statements.
- 6) Disagreements with management.
- 7) Management consultation with other accountants.
- 8) Major issues discussed with management prior to retention.
- 9) Difficulties encountered in performing the audit.

All working papers and reports will be retained at the Firm's expense for a minimum of seven (7) years, unless the Firm is notified in writing by the District of the need to extend the retention period.

## SPECIFIC AUDIT APPROACH (CONTINUED)

### Segmentation of Engagement

#### ***STEP 1: Planning***

Our goal in preliminary fieldwork is to gain a thorough understanding of your internal controls, processes and procedures. Our goal is to accomplish as much interim fieldwork as possible so that our stay during final fieldwork is kept to a minimum. Our preliminary work focuses on planning and internal control documentation.

#### ***STEP 2: Interim Field Work***

##### **Internal Control Documentation**

Our internal control documentation usually occurs during interim fieldwork. Our documentation process will be as follows:

- 1) Gather or update documentation for significant processes defined in our preliminary fieldwork.
- 2) Perform a "walk-through" of these significant processes.
- 3) Ask "what can go wrong" questions.
- 4) Identify controls in place. This will include both preventative and detective controls.
- 5) Evaluate the design of internal controls.
- 6) Decide whether to test and rely on controls.
- 7) Summarize preliminary fieldwork and submit management letter of all areas of concern.

#### ***STEP 3: Final Fieldwork***

We assess risks, design procedures and obtain evidence to support financial statement amounts and disclosures during final fieldwork. Our Firm utilizes a methodology designed specifically for special districts. Our process emphasizes continuous communication with our staff.

##### **Assess Risks and Design Procedures**

As outlined in the risk based statements of audit standards (SAS 104 to 111), our Firm uses a risk-based approach to the audit. Our procedures to assess risks and design procedures are as follows:

- 1) Assess risk of material misstatement from errors or fraud based on internal controls combined with inherent risk of significant accounts.
- 2) Design procedures to test controls if considered necessary.
- 3) Design procedures to test details of account balances and classes of transactions based on risk.

##### **Interim and Year End Testing**

- 1) Perform tests of controls if considered necessary.
- 2) Perform tests of details of account balances and classes of transactions.
- 3) Evaluate quality and sufficiency of audit evidence.
- 4) Evaluate misstatements.

#### ***STEP 4: Audit Completion***

##### ***Preparation of Audit Report and Management Letter***

After reviewing the financial statements, notes and required supplementary schedules, we will agree the data to our working papers and provide a thorough review of all information by using written Firm standards and checklists. We will also review and incorporate any statistical data. This will verify appropriate presentation and disclosure. We will also at this time prepare our management letter that identifies financial trends and recommendations for improvement, reports required communications to the governing board, and discusses change in the environment in which the District operates.

## SPECIFIC AUDIT APPROACH (CONTINUED)

### Proposed Schedule/Level of Staff & Number of Hours Assigned to Each Segment

We will provide a detailed audit plan and prepare a list of schedules upon proposal acceptance. The following table summarizes our proposed segmentation of the engagement by date, segment, and level of staff:

Date/Segment	Total Hours			Total
	Partner/Manager	Supervisor	Staff/Admin	
<b>April/May</b>				
Preliminary planning and fieldwork	12	8	10	30
<b>May/June</b>				
Interim fieldwork	20	22	15	57
<b>September/October</b>				
Final fieldwork, report preparation, review, finalization, and presentation	46	40	30	116
<b>Total hours</b>	<b>78</b>	<b>70</b>	<b>55</b>	<b>203</b>
Preliminary planning and fieldwork	12	8	10	30
Control	20	12	15	47
Substantive	24	20	20	64
Reporting	22	30	10	62
	78	70	55	203

### Sample Size and the Extent to Which Statistical Sampling is to be Used

We perform sampling techniques and determine sample size after assessing the risk associated with specific transaction classes. No single “cookie-cutter” approach will be followed in regards to sampling techniques, but the District can be assured that an appropriate sampling methodology will be utilized. We use the following methods of sampling during our audits: statistical, haphazard, and judgmental. For statistical sampling we use guidance provided by the AICPA and by federal guidelines in accordance with industry standards, which typically recommends sample sizes between 40 to 60 items.

### Type and Extent of Analytical Procedures to be Used

We will perform analytical procedures throughout the course of our audit. Professional standards require that analytical procedures be performed in the planning and wrap-up stages of the audit. Analytical review will be used during our expenditure, revenue, budget information as well as many other areas.

These procedures typically entail a review of interim reports, budgets, and comparisons to prior year data. We also use financial statement amounts to calculate certain ratios to determine whether any unusual or unexpected relationships exist in the financial data.

These procedures are then followed by inquiry of key District personnel to corroborate the auditors' expectations based on the data.



## SPECIFIC AUDIT APPROACH (CONTINUED)

### **Approach to be Taken to Gain and Document an Understanding of Internal Control Structure(s)**

Our audit approach will entail interviews with key personnel in the District involved in the design and implementation of internal controls. In conjunction with the interviews, we will perform tests and observations of how well the controls function. Key areas of internal control generally include: cash receipting, accounts payable/purchasing, payroll/personnel, technology, facilities, and maintenance and operations.

### **Approach to be Taken in Determining Laws and Regulations That Will be Subject to Audit Test Work**

We are required to obtain an understanding of the possible financial statement effect of laws and regulations that have a direct and material effect on the determination of financial statement amounts. The determination of laws and regulations is addressed in the planning stage through reading available grant documentation, inquiry of the client, a preliminary review of finance system accounts and search of the Board minutes. We also have working knowledge of the types of laws and regulations under which California special districts operate. We also obtain further information about federal laws and regulations through the Catalog of Federal Domestic Assistance (CFDA) and the Uniform Guidance.

### **Approach to be Taken in Drawing Audit Samples**

Since each program or grant agreement is different, we use many different approaches to sampling in our tests of compliance. The size of the sample considers many factors; size and risk of the program, program maturity, complexity, level of oversight and prior audit findings. AICPA Guidelines generally recommend sample sizes of 25, 40, or 60 items when the population is greater than 250. Ultimately, our professional judgment determines that a representative number of transactions have been selected. You can be confident in our judgment because our peer reviews and an outside review by the U.S. Department of Education have all accepted our audit sampling techniques and procedures.

### **Use of Technology/Remote Proficiency**

In order to facilitate the exchange of data between us and our clients in a secured manner throughout the course of the audit, we employ the use of an online secured portal. Our clients have appreciated this unique and forward-thinking platform which helps minimize duplicate requests and unnecessary email and phone exchanges to request and receive audit documentation. The software is very user-friendly and easy to understand. This also allows us to perform much of the audit remotely without being onsite to reduce our carbon footprint.

## IDENTIFICATION OF POTENTIAL AUDIT PROBLEMS

At this time, we anticipate no audit problems. Should problems arise, the engagement partner will arrange a meeting with key staff and/or Board members to resolve the situation accordingly. We have a “no surprises” commitment to all of our clients. We strongly believe viewing the draft copy of an audit report is not the time when potential problems should be brought to management’s attention. We stress open lines of communication between the District and its auditors. We take a proactive stance on assisting our clients with the difficult treatment of accounting for certain non-routine transactions.

Should minor issues arise, we address the situations and bring it to the attention of the appropriate level of management. All issues are periodically discussed with management at exit conferences which are conducted at the conclusion of each segment of the audit. Our preliminary testing results are documented in writing with copies distributed to management outlining areas for improvement, potential non-compliance, and possible control weaknesses.

We encourage our clients to call or email us with any questions. We are known in the industry for providing clear and concise answers. An important aspect of this commitment is our typical response time of less than 24 hours.

## ADDITIONAL INFORMATION

### Testimonial

"Few people have the opportunity to work with someone who was a coach and a mentor-but I did when I worked with Paul. I had the pleasure working directly under Paul's supervision and I was particularly impressed by his ability to handle even the toughest clients - and effortlessly. That skill often takes years to develop, but it seemed to come perfectly natural to him. Paul was one of those rare partners who also naturally serve as an inspiring mentor for the whole staff and I was grateful to learn a lot from him."

*Deana Miller  
Accounting Manager  
PolyCera, Inc.*

### Fraud Hotline



Throughout the audit process, we will make available our fraud hotline reporting service at no additional charge over the period of the contract to ensure the District has an effective anti-fraud program.



# **ADDITIONAL DOCUMENTS**



# **COST PROPOSAL**

***Respectfully Submitted by:***

Paul J. Kaymark, CPA

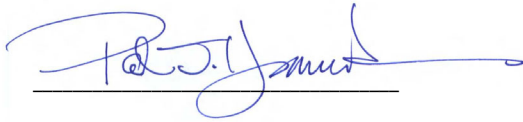
Nigro & Nigro, PC

[pkaymark@nncpas.com](mailto:pkaymark@nncpas.com)

**Murrieta Office:** 25220 Hancock Ave. #400, Murrieta, CA 92562 • P: (951) 698-8783 • F: (951) 699-1064  
**Walnut Creek:** 2121 N. California Blvd. #290, Walnut Creek, CA 94596 • P: (844) 557-3111 • F: (844) 557-3444

# COST PROPOSAL

I certify that I am entitled to represent the Firm, empowered to submit the proposal, and authorized to sign a contract with the Las Gallinas Valley Sanitary District.



Paul J. Kaymark, Partner  
Nigro & Nigro, PC

### Total-All-Inclusive Maximum Price & Rates by Partner, Specialist, Supervisory and Staff Level, Times Hours Anticipated for Each Team Member

		Rates			
Professional	Hours	Standard	Quoted	Total	
Partner	30.00	\$ 175.00	\$ 150.00	\$	4,500.00
Manager	48.00	150.00	125.00		6,000.00
Supervisor	70.00	125.00	100.00		7,000.00
Senior	50.00	100.00	75.00		3,750.00
Admin	5.00	75.00	50.00		250.00
<b>Subtotal</b>	203.00				21,500.00
<b>Out-of-Pocket - Included in Rates (We Are Local - Walnut Creek Office)</b>					-
<b>Total Max</b>				\$	21,500.00

Fiscal Year	2021-2022	2022-2023	2023-2024	Total
<b>Audit &amp; SCR</b>	\$ 21,500	\$ 21,500	\$ 21,500	\$ 64,500

**Single-Audit of Federal Awards will be \$4,000 per year if needed.**

**Same Price for FY 2025 and FY 2026**

**This is an All-Inclusive Price for Audit, ACFR Reporting and Annual SCR Reporting**

### Rates for Additional Professional Services

Partner	\$ 150
Manager	\$ 125
Supervisor	\$ 100
Senior	\$ 75
Staff	\$ 50

6/16/2022

## **BOARD MEMBER REPORTS**

### **CLARK**

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

### **FORD**

**NBWRA, Marin Special Districts Association, 2022 Engineering Ad Hoc Committee re: STPURWE, 2022 Operations Control Center Ad Hoc Committee, 2022 HR Ad Hoc Committee, Other Reports**

### **MURRAY**

**Marin LAFCO, CASA Energy Committee, Other Reports**

### **SCHRIEBMAN**

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

### **YEZMAN**

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



## BOARD MEMBER MEETING ATTENDANCE REQUEST

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**6/16/2022**

**BOARD AGENDA ITEM REQUESTS**

**Agenda Item 10B**

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



## Decorative grass irrigation limited

### STATE DROUGHT ORDER

Drinking water banned for turf at businesses, other properties

By Will Houston

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

California regulators ordered water agencies throughout the state this week to adopt new irrigation restrictions meant to preserve reservoir supplies as the state heads into a third summer of drought.

The statewide order, approved by the State Water Board on Tuesday in response to a March executive order by Gov. Gavin Newsom, will ban the use of drinking water for irrigating ornamental grass at businesses, schools, government property, industrial areas and common areas in housing subdivisions and homeowners associations.

"The severity of this drought requires all Californians to save water in every possible way," State Water Board Joaquin Esquivel said after the vote Tuesday. "The regulation compels water systems and local authorities to implement a range of additional critical conservation measures as we enter the hot and dry summer months."

#### Drought

#### FROM PAGE 1

restrictions based on the severity of the drought.

For the Marin Municipal Water District, which serves 191,000 residents in central and southern Marin, the stage 2 level calls for 20% voluntary conservation, increased public outreach efforts and beginning water waste patrols.

The North Marin Water District has had its stage 2 restrictions enacted since early 2021 because of the drought. The district has called for a 20% reduction in collective water use compared to 2020 from the 60,000 residents in its Novato service area and enacted a three-day sprinkler irrigation limit per week.

The new order comes as Californians have largely ignored Newsom's call in July 2021 to voluntarily cut back water use by 15% compared to 2020 water use. In March, the state's largest water suppliers reported a collective 19% increase in water use compared to March 2020. As a result, water suppliers have only saved a cumulative 3.7% since Newsom issued his conservation request in July 2021.

Newsom signaled this month that he would consider reinstating mandatory cutbacks unless more aggressive conservation action is taken. Similar mandates were approved during the last major drought, from 2012 to 2016, which required Marin's two water districts to conserve by up to 24% compared to 2013 water use.

Marin's two largest water suppliers haven't been part of the problem. The Marin Municipal Water District reported its ratepayers have been conserving by an average of 24% per month and have cumulatively cut back water use by 26% since July. The district is an outlier compared to other California water suppliers in that its seven reservoirs in the Mount Tamalpais watershed were nearly refilled after downpours in the final months of 2021.

The order, which requires water agencies to adopt the restrictions by June 10, does not affect residential lawns or recreational and athletic fields.

The State Water Board is also requiring the state's 420 largest water suppliers, including the Marin Municipal Water District and North Marin Water District, to enact "stage 2" of their water shortage contingency plans. The plans are required by state law to be updated every five years and detail six stages of water use re-

#### DROUGHT» PAGE2

future winters, especially as climate change creates more extreme weather patterns, Schmitt said.

Board member Jack Gibson said if Newsom decides to mandate conservation, there should be some careful analysis of communities that have been conserving. "I agree with the goal he's trying to get to, but I think it requires local application," Gibson said.

Both Marin districts have also implemented restrictions on installing new turf. The North Marin Water District has banned new ornamental turf installation at commercial properties since 2006 and placed limitations on residential lawns since 2001, said Ryan Grisso, district water conservation coordinator.

"Back then we just saw the writing on the wall," Grisso said.

The Marin Municipal Water District adopted new rules this year banning the installation of new decorative turf in commercial properties, industrial areas and institutions such as schools and government properties. Residential lawns and athletic fields are not affected.

The district board has also discussed the potential of phasing out existing decorative turf over a period of several years and providing increased rebates for replacement projects. There are about 35 acres of decorative grass on non-residential areas in the district. The district estimates the turf uses 53 million gallons of water per year, which equates to about a half percent of the district's total annual water use in 2020.

Gibson said he would prefer using education and incentives rather than mandates.

"If someone really likes their decorative turf and they want to take fewer showers instead, I'm good with it," Gibson said. "Give them the education about it and people will then follow through."

Schmitt said the state's watering ban for ornamental turf this summer will cause most of it to dry up and turn brown, presenting an

(3)

The North Marin Water District has conserved by an average of 21% per month since July.

Monty Schmitt, a member of the Marin Municipal Water District board, said Newsom’s order to tighten restrictions is commensurate with the severe water storage outlook statewide. Major reservoirs such as Lake Shasta and Lake Oroville are below average storage for this time of year.

“We’re roughly around average storage, which is not the case at all for the vast majority of the state,” Schmitt said. “I think when it comes down to it, the governor is doing what exactly he needs to be doing to be raising the alarm.”

While the district was saved by the late rains, that does not mean it will be as fortunate in

(5)

opportunity for property owners to consider replacing it with drought-tolerant landscaping or artificial turf.

“I think that it is something that if not now, sooner or later, we’re likely to phase out because it doesn’t make a lot of sense given the nature of the climate we’re in,” Schmitt said.

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## New tool monitors water supplies

### MMWD

Model will help to manage drought

By Will Houston

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

The Marin Municipal Water District has unveiled a new tool that will model how reliable its reservoir supply would be in more extreme droughts and how new water sources could help.

This week, Jacobs Engineering, a consulting firm to the district, provided a first look at a model that shows how the utility's two-year reservoir supply would fare under worsening drought conditions and from catastrophes such as fires or landslide damage.

"We've not yet experienced a four-year drought, and I think with a system like yours, that unless there is a substantial wet season in between you tend to deplete storage quite a bit faster," Armin Munevar, the consulting project manager, told the district board on Tuesday.

The model stemmed from a \$400,000 study that began in March. The district, concerned about the drought's effect on its reservoirs, approved the study to examine the costs and benefits of new supply sources such as a pipeline across the Richmond-San Rafael Bridge, desalination, ground-

WATER» PAGE4

### Water

#### FROM PAGE 1

water banking, recycled water expansion and more conservation measures.

Five scenarios will be used to stress-test the reservoir supply and the various options for more supply. The scenarios include historic climate trends; historic climate trends with increased conservation efforts; four-year droughts with similar conditions to the droughts in 1976-77 and 2020-2021; long-term droughts up to six or seven years; and abrupt disruptions caused by fires or earthquakes taking out facilities or landslides limiting water production.

Cynthia Koehler, a member of the water district's board, asked why the model does not also include water supplies the district receives from the Russian River through Sonoma Water. The district receives about 25% of its supply from the Russian River and about 75% from its seven reservoirs in the Mount Tamalpais watershed.

Munevar said the model is meant to help show when the district would need to trigger the need to draw more water from Sonoma.

"What we're really trying to target this for," Munevar told the board, "is an indication of when the system is in dire need of new supply."

The district has a contract with Sonoma Water to receive up to 14,300 acre-feet of water from Lake Sonoma and Lake Mendocino water per year, an amount that equates to nearly 60% of the district's annual drinking water demand. Until this year, the district was only able to draw about 9,000 acre-feet per year because of pumping constraints, which have recently been addressed through an upgrade to a pump station near Petaluma.

Sonoma Water has been experiencing drought conditions since 2020, resulting in a 20% reduction in water imports last year to customers such as the Marin Municipal Water District. On Friday, Sonoma Water announced it had petitioned the state to reinstate the 20% import reduction from July through October because of low reservoir storage levels.

"Our drought is going to be Sonoma's as well, so that water can't be assumed to be a reliable source in our droughts," Larkspur resident Ed Jameson told the board on Tuesday.

Marin Conservation League board member Roger Roberts encouraged the district to incorporate Sonoma Water's supply into the study.

"They have triggers in their own contracts with us in terms of how much water they can supply to MMWD and I assume that you know what those contract triggers are and how they will impact the various scenarios going forward," Roberts said. "If not then you must do that."

The board and the consulting firm plan to hold a public workshop at 5 p.m. Thursday to demonstrate the model and hear feedback.

The district plans to hold another discussion examining the costs of various new water supply options on June 28.

## Key MMWD board seats are up for grabs in November

### Dick Spotswood

The marquee race in November's local election is for three seats on the five-member Marin Municipal Water District Board of Directors. MMWD is the sole provider of water to 191,000 customers in the central and southern parts of Marin County. As hikers and mountain bikers are well aware, the agency is responsible for its 23,000-acre watershed on Mount Tamalpais' slopes.

The reality is that those on the MMWD board majority have more impact on the everyday lives of Marinites than which North Bay Democrat will join the state Assembly of 58 Democrats, 19 Republicans and one bold independent.

Turn on your tap, flush your toilet or water your garden and you'll soon realize the water board's majority will directly affect the quality of your family's everyday life.

With Marin and the North Bay experiencing long-term drought, water rationing is a reality. In recent years, MMWD experienced intense controversy over the setting of rates and its failure to develop new water sources to satisfy customer needs. The agency mostly relies on a conservation strategy to persuade or mandate Marinites to significantly reduce water usage.

MMWD directors are elected from five equal-population districts. Three water commissioners see their terms expiring in December. That includes Southern Marin's Cynthia Koehler; Jack Gibson representing Sleepy Hollow and North San Rafael; and Fairfax's Larry Bragman whose district includes the Ross and San Geronimo valleys, plus Kentfield.

Directors each serve four-year terms. In MMWD elections the candidate receiving the most votes wins. There is no top-two runoff.

They receive compensation in the form of meeting fees, plus medical and dental benefits. During the fiscal year of 2020-21, directors' fees pursuant to Board Policy 42 were paid at the rate of \$200 per meeting. The total ranged between \$7,400 and \$16,400 annually, depending on sessions directors attended in person or virtually.

That total is far less than the online rumor mill might suggest. Four directors receive medical and dental benefits costing about \$22,100 per person annually. Monty Schmidt, one of two commissioners not up for reelection, accepts no benefits.

The most anticipated contest this November centers on Koehler. She's been the board's leader in conservation, which she describes as "sustainable water solutions." That's pleased many in the environmental community. It infuriates other Marinites who resent potential draconian rationing. They contend that Koehler, despite verbalizing a willingness to explore potential new water sources, actually pursues a "conservation only" strategy.

Koehler's recent disclosure that she would not run

for a fifth term was a stunner. It was a wise decision, not just because she faced formidable opposition.

After 16 years, the Tamalpais Valley resident has already made her mark on MMWD. Koehler co-founded the nonprofit Water-Now Alliance where she's the salaried executive director. As an attorney, Koehler is likely aware that serving as the nonprof-it's CEO and simultaneously as MMWD director could lead to conflicts of interest.

WaterNow Alliance's advertising indicates it receives sponsorships from firms and institutions doing business with MMWD. It was time for her to retire.

In next Wednesday's column, the two incumbents, Gibson and Bragman, will answer my question which forms the prime campaign issue: "What specific actions do you believe MMWD should take to satisfy its customers' water demands?" The following Sunday the identical question will be answered by the challengers who've disclosed their intention to run for a water board seat.

\*\*\* Kathleen Foote served eight years as a popular Mill Valley's mayor and a City Council member. She then represented Marin cities on the Bay Conservation and Development Commission. Those are high qualifications for the retired state senior assistant attorney general as she embarks on her newest elected post.

Foote, now a West Marin resident, was appointed to the Stinson Beach Fire Protection District Board. She'll run for a full term in November. *Columnist Dick Spotswood of Mill Valley writes on local issues Sundays and Wednesdays. Email him at [spotswood@comcast.net](mailto:spotswood@comcast.net).*

**Turn on your tap, flush your toilet or water your garden and you'll soon realize the water board's majority will directly affect the quality of your family's everyday life.**



Dick Spotswood

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## Supervisor's Corner



• Damon Connolly, District 1 Supervisor, 415-473-7331, [DConnolly@marincounty.org](mailto:DConnolly@marincounty.org), <http://tinyurl.com/DamonC>

### Wildfire:

Marin County Fire, Parks, and Public Works all recognize the importance of implementing strategies and practices to reduce the risk of fires, and our community members are stepping up too! I hope you can attend the

Ember Stomp festival at the Civic Center on May 28, from 11am-5:00pm. We are in a chronic drought and every effort and individual actions help our community adapt to wildfires. I want to thank our Firewise Communities and MWPA for getting information out to residents: learn how to make your home more fire resistant and don't miss their grant opportunities to help get the work done! We all must do our part to adapt to wildfire. I'm proud of the many residents I have heard from who are taking the steps to prepare, adapt and protect their community.

### Budget Hearings:

The County is fortunate to have a surplus and one-time funding from the American Rescue Plan Act (ARPA). In June, the Board of Supervisors will hold its annual Budget Hearings and receive recommendation on how to allocate \$25 million of one-time funds. This is an important process where we work to align dollars with community needs and values. We launched a Participatory Budget Initiative, lead by the County's Office of Equity. Participatory Budgeting will generate ideas for creative, post-pandemic solutions to address racial and social inequalities and allow community members to vote directly on how to spend \$2.5 million to fund community-initiated projects. "This is an opportunity to give people real power over real money that can make a powerful impact in our local communities," said County Equity Director Jamillah Jordan. "Connecting the County's commitment to racial equity with the budget process is an important step in ensuring the County's policies and resources address the needs of the different communities it serves." The application to join the Committee is available online from April 12 – June 17, 2022 in English, Spanish and Vietnamese. Please email me if you want the link.

During the March budget workshop, staff provided an update on their work to develop proposals for the remaining \$25 million. Proposals included: \$7 million for Homekey/Permanent Supportive Housing, \$5 million for Golden Gate Village, \$4 million for Southern Marin Service Hub, \$1 million for Capital Improvements, \$2 million for COVID Response, \$4 million for Climate Change Mitigation and Adaptation Projects, \$1 million for Broadband, and \$1 million for West Marin Economic Support. Hearing your thoughts on how to put County funds to best align with community needs is a key part of the process.

### Marin Economic Recovery:

Since the beginning of the pandemic, I have been working with the Marin Economic Recovery Task Force with Supervisor Arnold and public and private partners to respond to the economic crisis. With the Marin Economic Forum, the county received \$130,820 in federal dollars to fund an Economic Vitality Strategic Plan. That work is ongoing, and we are working to bring a plan to the Board later this Summer. Stay tuned for more updates!

### Housing:

Under the State's Regional Housing Needs Allocation (RHNA) the County must update the Housing Element and Safety Element of our Marin County General Plan. We are in the process environmental review of the site list developed after

three meetings. The environmental review will examine how traffic, schools, quality of life, and environmental hazards might be affected by proposed housing development. A joint session of the Board and Planning Commission is tentatively set for June 14 for a public review of the programs and policies portion of the Housing Element update. As you know, there are multiple projects proposed for Santa Venetia. I encourage you to ask questions, and share your thoughts.

## Watershed Works!



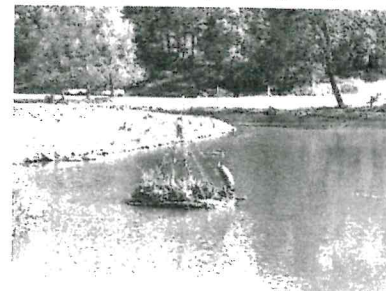
### Gallinas Watershed Council



• Judy Schriebman, GWC, [judy@leapfrogproductions.com](mailto:judy@leapfrogproductions.com)

Upstream and Downstream, we are working for a healthier environment for Gallinas Creek!

Downstream: At the Civic Center lagoon, you have probably seen our floating islands. These act to clean the water from the excessive goose poop and yard waste that regularly gets washed into the lagoon. Our little islands are not enough to treat that much waste, however. So we are preparing to Go Big and bring our proposal to the Board of Supervisors soon, requesting larger islands that will clean and shade the water and create additional habitat as well. How you can help: the signboard at the lagoon has a QR code to our survey re: the lagoon and the islands. Please go there and take the survey! You can also find the survey here:



<https://tinyurl.com/5bef8emk>

Upstream: Gallinas Creek is still imprisoned in the cement ditch, aka trapezoidal channel, that runs between lanes of traffic on Freitas Parkway. We have worked for the past two years to bring creek restoration language into San Rafael's General Plan 2040. With all the building development coming to North San Rafael, we are pushing for some of that development money to go towards completion of the Promenade, a safe Multi-Use Path (MUP) from Scotty's to the Civic Center, AND for restoration of Gallinas Creek. Much of that work is located on our GWC website: <https://tinyurl.com/53up8cmr> Our current push is for the completion of the MUP from the SMART station to the mall, creating a safe and inviting pathway for all residents current and future, including planting additional trees for shade and carbon sequestration and for bioswales to treat the water before it hits the creek and the marsh. You can help bring this dream to reality by writing to the City of San Rafael and encouraging them to choose the No Parking alternative. Send your message to the City Council here: <https://tinyurl.com/27p6b3sf>

For more information: [www.gallinaswatershed.org](http://www.gallinaswatershed.org) – Thanks for your long-standing support!!!

### IMAGINE IF...

Angel Island was home to a high-rise hotel. . .

Bolinas Lagoon was a yacht harbor. . .

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

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

Without the Marin Conservation League, Marin would be a different place.

Join MCL to help us continue to protect and preserve Marin County's beautiful natural environment.

MARIN CONSERVATION LEAGUE

[www.marinconservationleague.org](http://www.marinconservationleague.org)



**Gallinas Creek Dredging** – CSA #6 continues to plan for a geomorphic dredge of lower Gallinas Creek to provide conveyance for boating and other recreational purposes. The hope is that dredge spoils from this project will be reused for the McInnis Marsh Restoration (see below). For more information: <https://tinyurl.com/yjrsqva8> >>> County Contact: Roger Leventhal, 415-473-3249, [RLeventhal@marincounty.org](mailto:RLeventhal@marincounty.org) >>> SVNA Contact: Ellen Stein, [sfskyway@hotmail.com](mailto:sfskyway@hotmail.com) (see article page 6)

**Housing & Safety Element, Marin Countywide Plan** – Marin County is updating the housing portion of the Countywide Plan for 2023 – 2031. The state is mandating new housing and as of 4/25/22, the numbers are as follows: 441,176 new units in the state, 14,210 new units in Marin County, 3,673 units in unincorporated Marin,

1,181 units in District 1, and 205 of those units are slated for Santa Venetia. For more information: <https://tinyurl.com/32n59vrk> >>> County Contact: Supervisor Damon Connolly, [DConnolly@marincounty.org](mailto:DConnolly@marincounty.org) >>> SVNA Contact: [SVNA@santavenetia.org](mailto:SVNA@santavenetia.org) (see article page 1)

**Marin Jewish Community Campus (JCC) / Congregation Rodef Shalom Design Review** – An application with the County for a larger, two-story synagogue was submitted for Congregation Rodef Shalom and has been approved. You can join them for the farewell shabbat in the current building on Friday, June 10, and for the historic groundbreaking on Sunday, June 12, 2022. For more information, visit their website and check out the FAQ's: <https://tinyurl.com/2p8756vv> >>> SVNA Contact: [SVNA@santavenetia.org](mailto:SVNA@santavenetia.org)

**McInnis Marsh Restoration Project** – The McInnis Marsh project proposes to restore subtidal and intertidal habitat at a 180-acre area of diked wetlands within McInnis Park, home to protected species including black rail, Ridgway's rail, and salt marsh harvest mouse. It will also help protect McInnis Park golf course from sea level rise and maintain the San Francisco Bay Trail connection to Las Gallinas Valley Sanitary District. The hope is that dredge spoils from the CSA #6 dredging project (see above) will be reused for the McInnis Marsh Restoration. More information can be found here: <https://tinyurl.com/y5eqvw4p> >>> County Contact: Veronica Pearson, Senior Ecological Restoration Planner, [vpearson@marincounty.org](mailto:vpearson@marincounty.org) >>> SVNA Contact: [SVNA@santavenetia.org](mailto:SVNA@santavenetia.org) (see article page 8)

**McPhail's/MacPhail's School Site** – San Rafael City Schools announced it is making preliminary plans for the disposition of the site and, last we heard, have selected a Consultant to help with the Community Process. The McPhail's Working Group has worked with WildCare of Marin, SRCS, and Community Leaders, including Supervisor Damon Connolly and Dan Zaich, Senior Director of Capital Facilities with SRCS, to discuss options. More information will be posted as it becomes available. If you are interested in being involved, apprised, and/or updated as to the status of this property, contact [McPhail@santavenetia.org](mailto:McPhail@santavenetia.org) to be added to the email distribution list.

**Northgate Mall** – The owners are reimagining this site as "a whole new neighborhood," adding housing along with restaurants, retail, theater, open space, community uses, etc. They have previously hosted two community forums to "discuss their new vision for Northgate" and recently postponed May plans to hold another. For more information and to sign up for updates, visit [www.futurenorthgatemall.com](http://www.futurenorthgatemall.com) and/or <https://tinyurl.com/74fhmtr4> You can also read the latest Marin IJ article here: <https://tinyurl.com/2uswsj2y> >>> Project Contact: Merlone Geier Management, [info@futurenorthgatemall.com](mailto:info@futurenorthgatemall.com)

Continued on Page 5

**This is a list of current and ongoing projects that we are aware of in Santa Venetia.** Now is the time to get involved, before the projects are built, not after. If you have an interest in the outcome of any of these building projects, and you should, please contact the SVNA Land Use Committee ([SVNA@santavenetia.org](mailto:SVNA@santavenetia.org)) and/or the appropriate parties. Speak now or forever hold your peace! (Keep an eye on the online forums for up-to-the-minute information.)

**"North San Rafael" Projects** – Visit <http://tinyurl.com/NSR-Proj> to review open projects in North San Rafael (or other areas). You can subscribe to this page and get updates whenever there is a new project in our area (or in all of Marin!). Even if you have signed up before, notifications can be glitchy — if something is important to you, sign up again!

**City of San Rafael Projects** – I know, we are in the County! But we all know how much City of San Rafael building projects can affect our neighborhood. This is the link for "Major Planning Projects" and shows planned and/or approved building within the City boundaries: <https://tinyurl.com/8j3t4zhv>

**Bayhills Drive, Upper** – A 29.4-acre parcel with 7 APNs at "0 Bayhills Drive" sold on 12/21/21 and the new owner is Bay Hill Holdings, LLC. This sale bundles together 7 lots to the north of Bayhills drive that have previously been undeveloped due to lack of water and sewer services. The lots are sited on sensitive slopes that drain into China Camp and other neighborhood trails near Heron Hill. For more information, visit: <https://tinyurl.com/3jhn4p9h> (see article page 8)

**China Camp/NSPR Road Flooding** – The SVNA submitted a letter of support and two of our Board Members, Gina Hagen and Mark Wallace, are participating in the collaboration between the California Dept of Parks and Rec, County of Marin, The SF Bay NERR, and others in an effort to "Identify and Evaluate Sea Level Rise Adaptation Options to Solve Road Flooding in China Camp State Park". For more information, visit: <https://tinyurl.com/yevxezhf> >>> County Contact: Supervisor Damon Connolly, [DConnolly@marincounty.org](mailto:DConnolly@marincounty.org) >>> SVNA Contact: [SVNA@santavenetia.org](mailto:SVNA@santavenetia.org)

**Flood Control Zone 7 (FCZ #7)** – Zone 7 was created in 1962 to address creek and tidal flooding within the low-lying unincorporated community of Santa Venetia. It is overseen by a 5-member Advisory Board. For more information on this Board and/or to sign up for meeting notifications, visit: <https://tinyurl.com/2j2duhk>. The most recent Timber-Reinforced Berm/Levee Improvement Project is currently on hold, but hopes are it will soon be back on track. For more information on this project, visit [www.santavenetialevee.org](http://www.santavenetialevee.org) and <https://tinyurl.com/yy6tjdz8> >> County Contact: Supervisor Damon Connolly, [DConnolly@marincounty.org](mailto:DConnolly@marincounty.org) >>> SVNA Contact: Russ Greenfield, [rgmxman@gmail.com](mailto:rgmxman@gmail.com)

## Second Saturday Medians

• Nanni Wurl

In March, we worked on the small median close to Meadow. Working were **Wayne Lechner** and **Carl & Helen Sitchler**. Due to the loss of a cell phone which forced us to go through all the weeds and cuttings, we only worked on this median. It never looked so good! **Mandie McCabe** had to take her dog to the vet in the city and was kind enough to get us sandwiches from Rocky's. **Laurie Steese** was so kind to allow us to use her green cans. Thank You Mandie and Laurie.



The workday in April was great. First, we had the wonderful surprise of **Mary Hanley** joining us – a super-hard worker. Second, we finished 2 medians, the Tanem one and the next one up with the junipers. Working were **Wayne Lechner**, **Mary Hanley**, **Mandie McCabe**, and **Carl & Helen Sitchler**. Mary and Wayne took most of the clippings and pruning. Many thanks to **Paula Kotzen** for donating again towards our lunch (sandwiches from Rocky's).

On April 23, **Carl & Helen Sitchler** put in an extra workday doing some beautification on Helen's Median, the one in front of the Convalescent Home which she adopted. Many thanks to both of them for caring so much – It is very much appreciated!

## McInnis Marsh Restoration & Dredging

• Veronica Pearson, Sr. Ecological Restoration Planner, Marin County Parks, [vpearson@marincounty.org](mailto:vpearson@marincounty.org)

Marin County Parks (Parks) and Marin County CSA #6 remain committed to working together to restore wetlands at McInnis Marsh and beneficially reuse dredge sediment from the CSA #6 South Fork Gallinas Creek dredging project. For the past year, Staff have been working to address design constraints and costs posed by the Las Gallinas Sanitary District's force main that runs through the wetlands. At this time, Parks and CSA #6 Staff are developing potential design alternatives that could allow for the placement of dredge sediment on site as a stand-alone project while issues associated with the force main are resolved. Staff will be meeting with regulatory agencies this spring and summer to discuss feasibility. Marin County Parks and CSA #6 Staff plan to share feasible project actions with the community later this summer to gather comments and suggestions.



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Laurie Steese RN CMT  
415-491-4914 [lsteese@gmail.com](mailto:lsteese@gmail.com)

## Mark Your Calendars / Save the Date!

SVNA Community Meeting

National Night Out

Tuesday, August 2, 2022 at 6:30pm



Chalet & Basque  
RESTAURANT

(415) 479-1070

405 N. SAN PEDRO ROAD  
SAN RAFAEL

— IN SANTA VENETIA —

One Mile East of County Civic Center  
[patrick@chaletbasquemarin.com](mailto:patrick@chaletbasquemarin.com)

S-S Dinner  
4-9pm

Tu-F Lunch  
11:30am-2pm  
Dinner 5-9pm

Closed Monday