



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

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

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

## **BOARD MEETING AGENDA**

**January 7, 2021**

*On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health. In light of this, January 7, 2021 meeting of the LGVSD Board will be held via Zoom electronic meeting\*. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged to submit comments in writing to the Board Secretary (tlerch@lgsd.org) by 5:00 pm on Wednesday, January 6, 2021. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email ([tlerch@lgsd.org](mailto:tlerch@lgsd.org)) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

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

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

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

### **REMOTE CONFERENCING ONLY**

**Join Zoom Meeting online at:**

<https://us02web.zoom.us/j/84774128226>

**OR**

**By teleconference at: +16699009128 Meeting ID 847 7412 8226**

**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**

**OPEN SESSION:**

- 3:30 PM 1. PUBLIC COMMENT**  
This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.
- 3:35 PM 2. BOARD ELECTIONS – PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER AND DISTRICT ENGINEER**  
Board to elect a President, Vice President, Secretary and Treasurer and District Engineer.
- 3:45 PM 3. REVIEW OF THE GARBAGE AND REFUSE RATE ADJUSTMENT FOR 2021 AND SET PUBLIC HEARING FOR ORDINANCE 185**  
Board and staff to discuss the refuse rate increase, as presented by R3, and language in the proposed draft Ordinance. Board to consider setting a Public Hearing.
- 4:30 PM 4. 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 December 17, 2020
  - B. Approve the Warrant List for January 7, 2020
  - C. Approve Murray to attend the CASA Winter Virtual Conference on Jan 27 and 28<sup>th</sup>, 2021
  - D. Approve the Winter 2021 Newsletter
- Possible expenditure of funds: Yes, Items B through D.  
Staff recommendation: Adopt Consent Calendar – Items A through D.
- 4:40 PM 5. INFORMATION ITEMS:**  
STAFF/CONSULTANT REPORTS:
- 1. General Manager Report – Verbal
- 4:50 PM 6. SECOND AMENDMENT TO GENERAL MANAGER’S EMPLOYMENT AGREEMENT**  
Board to discuss the General Manager Compensation and Second Amendment to Employment Agreement.

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- 5:20 PM**      **7. BOARD PRESIDENT APPOINTMENTS FOR 2021**  
Board President will appoint Board members to attend various meetings and/or committees.
- 5:30 PM**      **8. 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.
- 5:35 PM**      **9. BOARD MEMBER REPORTS:**
1. CLARK
    - a. NBWA Board Committee, NBWA Conference Committee, Other Reports
  2. ELIAS
    - a. NBWRA, Ad Hoc Engineering Committee re: STPURWE, Other Reports
  3. MURRAY
    - a. Marin LAFCO, CASA Energy Committee, 2020 GM Evaluation Ad Hoc Committee, Other Reports – RCAC Asset Management
  4. SCHRIEBMAN
    - a. Gallinas Watershed Council/Miller Creek Watershed Council, JPA Local Task Force NBWA Tech Advisory Committee, Other Reports
  5. YEZMAN
    - a. Flood Zone 7, CSRMA, Ad Hoc Engineering Committee re: STPURWE Engineering Subcommittee, 2020 GM Evaluation Ad Hoc Committee, Other Reports
- 5:45 PM**      **10. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
  - B. Board Agenda Item Requests – Verbal
  - C. Pending Board Agenda Item Requests
    - i. ACTION - Donation Policy
    - ii. INFORMATION - Pump Station Vegetation and Safety Report
    - iii. ACTION - Relocation Assistance Act Policy for Real Estate Acquisitions
    - iv. INFORMATION - Meet and Greet new San Rafael Councilmember

5:50 PM 11. MISCELLANEOUS DISTRICT CORRESPONDENCE

5:55 PM 12. ADJOURNMENT

**FUTURE BOARD MEETING DATES: JANUARY 14, JANUARY 21, FEBRUARY 4, 2021**

AGENDA APPROVED:	Rabi Elias Board President	Patrick Richardson, Legal Counsel
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**CERTIFICATION:** I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or January 4, 2021 at 3:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held January 7, 2021 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.



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.



# Agenda Summary Report

**To:** Mike Prinz, General Manager  
**From:** Teri Lerch, District Secretary (415) 526-1510; tlerch@lgvsd.org  
**Mtg. Date:** January 7, 2021  
**Re:** Board Elections – President, Vice President, Secretary, Treasurer and District Engineer  
**Item Type:** Consent \_\_\_\_\_ Action X Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X .

### STAFF RECOMMENDATION

Based on the historical rotation, staff recommends that the Board appoint Judy Schriebman as the President, Crystal Yezman as Vice President, Dale McDonald as Treasurer, Teri Lerch as Secretary and Michael Cortez as District Engineer.

### BACKGROUND

Board members serve for a four-year term. The position of Board President and Vice-President has been rotated between members annually.

The election for President occurs in January of each year. Below is a schedule of the rotation since 2010. P= President, VP=Vice President

	Greenfield	Clark	Elias	Murray	Schriebman
2010				P	VP
2011	VP				P
2012	P	VP			
2013		P		VP	
2014			VP	P	
2015			P		VP
2016	VP				P
2017	P	VP			
2018		P		VP	
	<b>Yezman</b>	<b>Clark</b>	<b>Elias</b>	<b>Murray</b>	<b>Schriebman</b>
2019			VP	P	
2020			P		VP
2021	VP				P

Board Member Rabi Elias was elected as President and Judy Schriebman was elected Vice President for 2020. The Board Secretary, Treasurer and District Engineer positions are held by District Staff members after Board appointments.



**ENVIRONMENTAL REVIEW**

N/A

**FISCAL IMPACT**

N/A



# Agenda Summary Report

**To:** Mike Prinz, General Manager *MP*

**From:** Dale McDonald, Administrative Services Manager *DM*  
 (415) 526-1519 [dmcDonald@lqvsd.org](mailto:dmcDonald@lqvsd.org)

**Meeting Date:** January 7, 2021

**Re:** Review of the Garbage and Refuse Rate Adjustment for 2021 and Set Public Hearing for Ordinance No.185.

**Item Type:** Consent  Action  Information  Other

**Standard Contract:** Yes  No  (See attached) Not Applicable

## STAFF RECOMMENDATION

Set a public hearing for January 21, 2021 to allow for discussion and input from the public concerning the proposed rate increase and associated Ordinance No. 185. District residents and commercial customers will be notified through publishing a notice of the public hearing in the Marin Independent Journal and posting on the District’s website.

## BACKGROUND

This report details the 2021 rate adjustment proposal necessary for Marin Sanitary Service (MSS) to provide refuse, recycling and organics/compost hauling and processing for customers (“rate payers”) in the unincorporated areas of the Las Gallinas Valley Sanitary District (the District). Rate payers include residential homeowners, apartment owners, commercial property owners, and other businesses and tenants. The proposed rate adjustment will increase rates by 4.24% over 2020 levels for all rate payers. It includes adjustments based on an agreed-upon rate setting methodology the District has with Marin Sanitary Service and is based upon an independent third-party review of various factors by R3Consulting Group, Inc. (R3). The proposed rate adjustment of 4.24% is slightly higher than what is proposed for other District customers located within the City of San Rafael jurisdiction.

### I. Franchise Agreement

The District has a franchise agreement with Marin Sanitary Service (MSS) for refuse collection and recycling services. The District entered into a Revised and Restated Exclusive Franchise Agreement to Collect, Transfer, Process, Market, and Dispose of Solid Waste, Recyclables, and Organic Materials (Agreement) on February 28, 2013. The term of the Agreement is from February 28, 2013 through December 31, 2033 and contains a provision for automatic annual extensions each year for an additional 12 months if certain conditions are met. An amendment to the Franchise Agreement in 2019 substantially streamlined and simplified the annual rate adjustment methodology, setting rates based on set revenues due to MSS, which are escalated annually based on one simple index: the Water, Sewer, and Trash Collection, U.S. city average, Bureau of Labor Statistics ID CUSROOOOSEHG (WST) index. The index has increased 2.91% over last year and averaged 3.97% increase annually over the last 10 years.



The District typically holds an initial review of the proposed rate increase each year and schedules a public hearing for January or February to set the maximum collection rates to be charged by MSS for that calendar year. Notice of the public hearing is published twice in the Marin Independent Journal. Information on the proposed rates that MSS will charge is available at the District's office and on the District's website for at least 10 days prior to the public hearing.

Several jurisdictions in Marin that have contracts with MSS and utilize a similar rate setting methodology have joined together as a Franchisors' Group to share information and reduce costs: San Rafael, Larkspur, Ross, the Las Gallinas Valley Sanitary District, Fairfax, San Anselmo, and the County of Marin, including areas within the Ross Valley Sanitary District boundaries. Rate Year 2021 will be the first year that the Towns of Fairfax and San Anselmo are included in the rate setting application. The Franchisors' Group meets several times per year to oversee MSS's operations, to review MSS's rate proposals, and to supervise the work of the consultant conducting the rate review. The results of the 2021 rate review are presented in the Proposed Rate Increase section of this report.

## II. Environmental Initiatives and Goals

While perhaps the original purpose of refuse service had to do with public health and safety around sanitation, it is increasingly geared more toward making progress on waste reduction and climate change goals, which are also forms of public health and safety. The State of California has adopted several pieces of legislation mandating significant reductions of waste hauled to the landfill, recognizing the embedded environmental impacts and greenhouse gas emissions associated with them.

Cities, Towns and the County of Marin formed the Zero Waste Marin Joint Powers Authority (JPA). It was previously known as the Marin County Hazardous and Solid Waste Management JPA. The JPA is the group charged with complying with the California Integrated Waste Management Act of 1989. The goal of the Act is to reduce the flow of materials to landfills. The JPA also has a local task force made up of representatives from industry, the environmental community and Marin's cities, towns and special districts. The JPA is funded by tipping fees at Redwood Landfill. The District belongs to the Marin County Hazardous and Solid Waste JPA Local Task Force on Solid and Hazardous Waste. The JPA prepared a Zero Waste Feasibility Study in December 2009 which identified a goal of "achieving zero waste in the next five to 17 years." Zero Waste has been defined as 94% diversion, taking into account the need for producer responsibility and product stewardship, which is beyond local control.

In summary, the overall industry is moving from "bringing garbage to the landfill" to "resource hauling" including transport to recyclers and re-users to find the next highest and best use with the landfill being the last option. MSS has been a leader in this movement, as they have invested in facilities and technologies to divert materials from the landfill, including the construction of the Marin Resource Recovery Center, Marin Recycling Center, and investments in the Food-2-Energy (F2E) program with Central Marin Sanitation Agency.





### III. Marin Sanitary Services and Programs

MSS provides residential, commercial and multi-family refuse services. In addition, MSS provides trash and recycling pick-up for the District's facilities.

*Residential service* includes single-family units and three or fewer units in a single structure. The District's residential customers receive weekly trash, recycling, and organics/compost collection services. Residential customers also receive twice yearly residential curbside collections of up to 14 additional bags/cans of yard waste, recycling, and/or garbage; and twice yearly residential on-call collection of up to two large items each time.

*Commercial service* includes all businesses and residential apartment buildings with four or more units. Commercial customers receive separate trash and recycling containers as well as cardboard pickup, and may choose from a variety of carts, bins, and commercial compactors. In addition, customers are offered the choice of two commercial organics diversion programs. Customers with significant amounts of pre-consumer food waste may participate in the F2E program. Commercial customers with post-consumer food waste, food soiled papers, and yard waste may participate in the commercial composting program. All commercial services can be picked up from one to six times per week.

*Multi-family buildings* are classified as commercial customers since they are a business enterprise and operate differently than single family homes. They receive separate trash, recycling, and organics containers depending on the area available for can storage. MSS works with apartment managers and tenants to develop 'green teams' to increase recycling and composting at their complexes.

In addition, MSS does the majority of the outreach for the District in compliance with the State's Mandatory Commercial Recycling and Mandatory Composting laws (AB 341 and AB 1826), which place requirements on businesses to recycle and compost, and also requires the District to provide for annual monitoring and notifications to non-compliant businesses. MSS has also assisted with an illegal dumping abatement program by responding to calls of illegal dumping along the roadways within the unincorporated portions of the District boundaries. As staff receives complaints of illegal dumping, they notify MSS for collection. MSS remains responsive to staff requests to resolve the complaints.

### **Proposed Rate Increase**

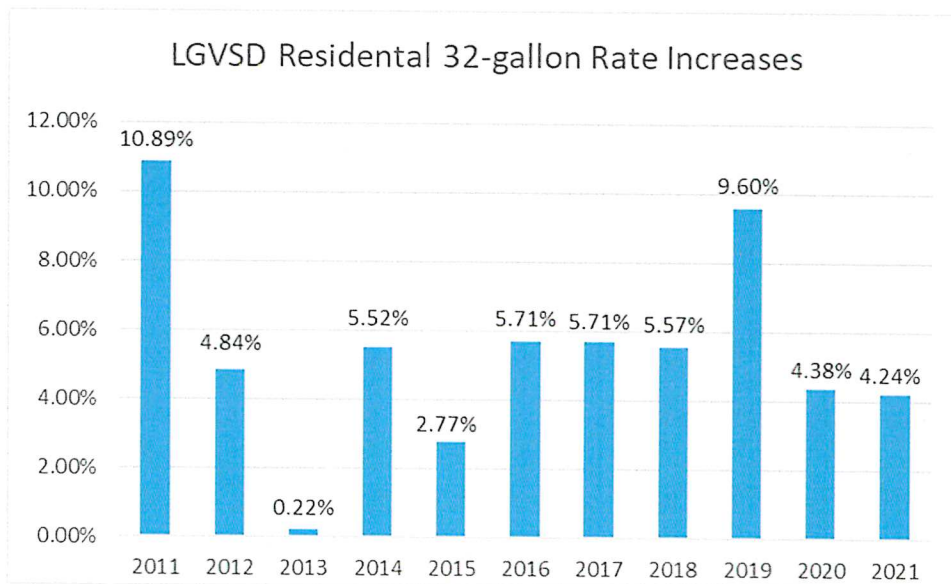
#### Rate Review and Methodology

Over the past ten years rate adjustments in our District have ranged from 0.22% to 10.89% with an average of 5.52%. Last year's adjustment was 4.38%. Waste haulers around the state are experiencing financial losses due to new recycling challenges and increases in labor and benefits expenses, among other things. This is the result of many factors, including a growing amount of solid waste, recycling and compostables, increasing requirements to divert waste from the landfill, increasing costs of processing recyclables and compostables, decreasing value of recyclable materials, and the cost of capital and equipment to implement new standards and requirements.



**Adjustments**

MSS submitted their 2021 summary rate application in August. R3 reviewed the application and all relevant documents and financial schedules with MSS, and concurs that an overall-area-wide rate increase of 3.83% (MSS agencies as a whole) is appropriate to compensate MSS for solid waste services. Each agencies' rate increase differs slightly from the overall rate increase as each agency is intrinsically different from one another; the type of services provided, the level of subscription, the ratio of residential to commercial and industrial customers, the terrain in which services are performed, disposal costs per capita, rate structures, and governmental fees. It is therefore recommended that the District's proposed rate increase be set at 4.24%. This is in line with the historical average for year-over-year rate increases for the Las Gallinas Valley Sanitary District service area.



The full rate review and proposed adjustments are contained in the R3 Report (Attachment B).

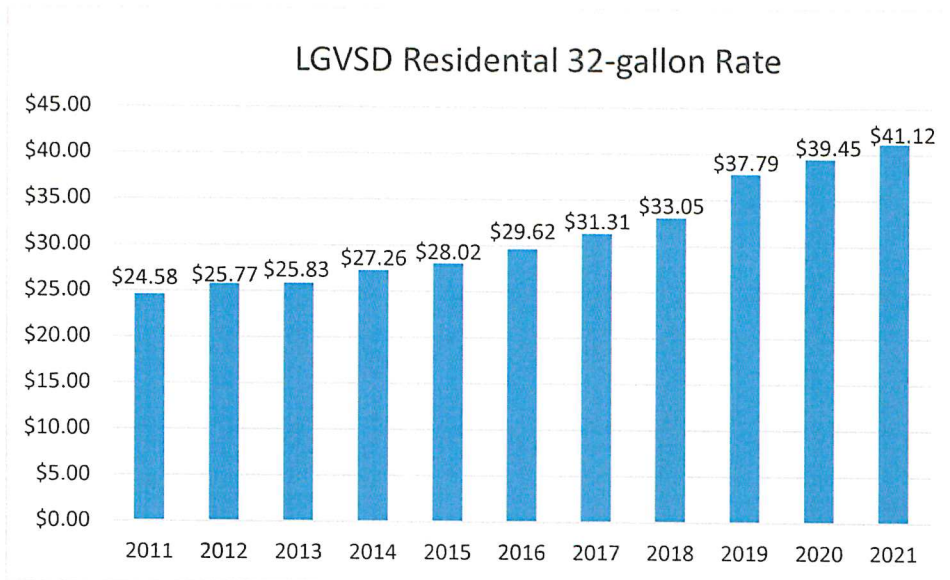
**Rate Payer Categories and Comparisons**

With the above recommendation, the cost of a 32-gallon residential landfill cart would be increased approximately \$1.67 per month, from \$39.45 to \$41.12. The cost of commercial service for a 3-yard landfill dumpster picked up once per week would be increased by approximately \$24.23 per month, from \$571.40 to \$595.63. Recycling is included in all accounts. Businesses with a vigorous recycling program can reduce their regular container size or pickup schedule resulting in lower rates.

R3 conducted a survey of Bay Area refuse haulers as part of the rate review. It summarizes the survey data for residential 30-35 gallon can weekly service with curbside recycling and organics pickup. Of note in reviewing the survey, the District's and Marin Franchisor Group's rates are the proposed amounts for 2021; for other comparator agencies they are the currently available rates for 2020 and may not include any proposed increases for 2021.



The 2021 proposed rate of \$41.12 in the District is lower than the Marin County average of \$47.35 and over the Bay Area average, which is \$40.95.



The R3 review of Marin Sanitary Service’s 2021 Rate Application (Attachment B) also compares the District’s three-yard commercial bin (once a week) service to those of all Bay Area cities and agencies with similar services. The District’s rate of \$595.63 is higher than the Marin County average, which is \$577.13, and higher than the Bay Area average, which is \$459.88. However, it is important to note that all jurisdictions provide different services and levels of services, making apples-to-apples comparisons problematic. The District’s rates have traditionally been comparable with rates in other Bay Area jurisdictions, while often providing more services.

As in previous years, staff is recommending that the rate adjustment be applied across the board to all residential, multi-family and commercial service accounts. Actual rates for all services are provided along with draft ordinance Attachment A.

**PREVIOUS BOARD ACTION**

Ordinance 181 – Refuse rates adopted January 16, 2020.

**ENVIRONMENTAL REVIEW**

N/A



## **FISCAL IMPACT**

The attachment to the Ordinance (marked Appendix A) contains the complete rate request. As shown, the 4.24% overall increase is applied to all customer types and service options. If approved, these rates are projected to satisfy the District's contractual obligations to meet the MSS revenue requirement including franchise fees.

### Attachments:

- Attachment A Draft of Ordinance, An Ordinance Amending Chapter 1, An Ordinance Regulating Garbage, Rubbish, Waste Matter and Refuse, and the Collection, Removal and Disposal Thereof
- Attachment B Review of Marin Sanitary Service's 2021 Rate Application submitted to the Marin Franchisors' Group by R3, including the Rate Revenue Requirements in Attachment 1 and the Bay Area Rate Survey in Attachment 2

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

**ORDINANCE NO. 185**

**AN ORDINANCE AMENDING CHAPTER 1, AN ORDINANCE REGULATING SOLID  
WASTE, RECYCLABLE AND ORGANIC MATERIALS, AND THE COLLECTION,  
REMOVAL AND DISPOSAL THEREOF, TITLE 4 – GARBAGE SERVICE, AS  
AMENDED, OF THE ORDINANCE CODE OF THE LAS GALLINAS VALLEY  
SANITARY DISTRICT.**

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

Appendix A of Title 4, Chapter 1 of the Las Gallinas Valley Sanitary District Ordinance Code is amended to read as follows:

DRAFT

LAS GALLINAS VALLEY SANITARY DISTRICT  
SCHEDULE OF RATES

RESIDENTIAL REFUSE COLLECTION RATES			
Rate increase:		4.24%	
Effective date:		01/01/2021	
<i>Residential Service (Bundled service includes 1 landfill (garbage) cart, 1 organics cart, &amp; 1 recycling split cart )</i>			
RECURRING CHARGES	Weekly Service Rates (Billed Quarterly)	2021 Flat rate	
		Monthly Rate	Quarterly Rate
	20 gallon cart	\$34.96	\$104.88
	32 gallon cart	\$41.12	\$123.36
	64 gallon cart	\$82.24	\$246.72
	96 gallon cart	\$123.36	\$370.08
	Low income - 20 gal* cart	\$27.97	\$83.91
	Low income - 32 gal* cart	\$32.90	\$98.70
	Low income - 64 gal* cart	\$65.79	\$197.37
	Low income - 96 gal* cart	\$98.69	\$296.07
	Additional Organics Cart Rental (35 or 64 gallon cart)	\$2.42	\$7.26
	Additional Split Cart Rental (64 or 96 gallon cart)	\$2.42	\$7.26
	Additional Monthly Charges	Monthly Fee (per cart, each way)	Quarterly Fee
Distance 5' - 50'	\$5.64	\$16.92	
Distance Over 50'	\$7.26	\$21.78	

\*Must meet PG&E CARE program eligibility requirements.

NOTE: We may not be able to accommodate any collection requests NOT at the curb due to a variety of factors including safety, accessibility, and efficiency. Requests to be assessed and approved by Route Manager.

ONE TIME SERVICE FEES	Additional Service Fees per Occurrence	Fee
	Return Fees - Off day	\$25.00
	Return Fees - Same day	\$10.00
	Resume Service/Late Fee	\$35.00
	Contamination (cart) any size cart	\$30.00
	Overload/Overweight (cart)	\$25.00
	Extra bag garbage	\$15.00
	Extra bag yard waste	\$10.00
	Steam Clean (cart)	\$15.00
	Special Collection	\$35.00
	Special Handling (Bulky items)	\$30.00
	Bulky item fees per item	Fees Vary
	Cart Strap Set-up Admin Fee	\$25.00
	20 Gal Cart Replacement Fee	\$55.00
	32 Gal Cart Replacement Fee	\$60.00
	64 Gal Cart Replacement Fee	\$65.00
96 Gal Cart Replacement Fee	\$75.00	
64 Gal Split Cart Replacement Fee	\$90.00	
96 Gal Split Cart Replacement Fee	\$100.00	

**LAS GALLINAS VALLEY SANITARY DISTRICT  
SCHEDULE OF RATES**

**COMMERCIAL REFUSE COLLECTION RATES**

Rate increase: 4.24%  
Effective date: 01/01/2021

REOCCURING CHARGES	COMMERCIAL CARTS, BINS, ROLL-OFFS		Collections per Week						Additional One Time Empty
	1	2	3	4	5	6			
<b>Garbage</b>									
20 gallon cart*	\$35.75	\$71.50	\$107.25	\$143.00	\$178.75	\$214.50	\$250.25	\$8.25	
32 gallon cart	\$42.05	\$84.10	\$126.15	\$168.20	\$210.25	\$252.30	\$294.35	\$9.70	
64 gallon cart	\$84.10	\$168.20	\$252.30	\$336.40	\$420.50	\$504.60	\$588.70	\$19.41	
96 gallon cart	\$126.15	\$252.30	\$378.45	\$504.60	\$630.75	\$756.90	\$883.05	\$29.11	
1 yard bin	\$294.37	\$588.74	\$883.11	\$1,177.48	\$1,471.85	\$1,766.22	\$2,060.59	\$67.93	
2 yard bin	\$445.00	\$890.00	\$1,335.00	\$1,780.00	\$2,225.00	\$2,670.00	\$3,115.00	\$102.69	
3 yard bin	\$595.63	\$1,191.26	\$1,786.89	\$2,382.52	\$2,978.15	\$3,573.78	\$4,169.41	\$137.45	
4 yard bin	\$786.44	\$1,572.88	\$2,359.32	\$3,145.76	\$3,932.20	\$4,718.64	\$5,505.08	\$181.49	
5 yard bin	\$977.26	\$1,954.52	\$2,931.78	\$3,909.04	\$4,886.29	\$5,863.54	\$6,840.79	\$225.52	
6 yard bin	\$1,131.70	\$2,263.40	\$3,395.10	\$4,526.80	\$5,658.50	\$6,790.20	\$7,921.90	\$261.16	
10 yard roll-off	\$1,797.99	\$3,595.98	\$5,393.97	\$7,191.96	\$8,989.95	\$10,787.94	\$12,585.93	\$414.92	
18 yard roll-off	\$2,950.73	\$5,901.46	\$8,852.19	\$11,802.92	\$14,753.65	\$17,704.38	\$20,655.11	\$680.94	
20 yard roll-off	\$3,595.99	\$7,191.98	\$10,787.97	\$14,383.96	\$17,979.95	\$21,575.94	\$25,171.93	\$829.84	
25 yard roll-off	\$4,494.99	\$8,989.98	\$13,484.97	\$17,979.96	\$22,474.95	\$26,969.94	\$31,464.93	\$1,037.31	
<b>Organics (F2E or Compost)</b>	1	2	3	4	5	6	Additional One Time Empty		
32 gallon	\$19.86	\$39.72	\$59.58	\$79.44	\$99.30	\$119.16	\$4.58		
64 gallon	\$39.72	\$79.44	\$119.16	\$158.88	\$198.60	\$238.32	\$9.17		
1 yard	\$138.98	\$277.96	\$416.94	\$555.92	\$694.90	\$833.88	\$32.07		
2 yard	\$277.96	\$555.92	\$833.88	\$1,111.84	\$1,389.80	\$1,667.76	\$64.14		
3 yard	\$416.94	\$833.88	\$1,250.82	\$1,667.76	\$2,084.70	\$2,501.64	\$96.22		
10 yard roll-off	\$1,258.59	\$2,517.18	\$3,775.77	\$5,034.36	\$6,292.95	\$7,551.54	\$290.44		
18 yard roll-off	\$2,265.46	\$4,530.92	\$6,796.38	\$9,061.84	\$11,327.30	\$13,592.76	\$522.80		
20 yard roll-off	\$2,517.18	\$5,034.36	\$7,551.54	\$10,068.72	\$12,585.90	\$15,103.08	\$580.89		
25 yard roll-off	\$3,146.48	\$6,292.96	\$9,439.44	\$12,585.92	\$15,732.40	\$18,878.88	\$726.11		
<b>Garbage Compactors (Per empty)</b>									
Roll-off Compactor Tipping fee per ton		\$142.70		Roll-off Compactor Hauling charge			\$289.84		
Stationary FL (Per Compacted Yard)		\$120.87		Roll-off Compactor Special handling			Rates Vary		
<b>Other Charges</b>	<b>Service</b>	<b>Fee</b>		<b>Details</b>					
	Lock	\$25.00		Monthly fee					
	Box rental	Fees Vary		Minimum Bimonthly fee					
	Distance < 50ft	\$5.64		Monthly fee per cart, each way					
	Distance > 50ft	\$7.24		Monthly fee per cart, each way					

\* Customers must have a sufficient level of service for the volume of material generated. Requests for 20gal carts require assessment and approval of a Route Manager.  
NOTE: All container types and sizes may not be available at all locations depending on a variety of factors including safety, accessibility, and efficiency. Requests to be assessed and approved by Route Manager.

ONE TIME SERVICE FEES	Commercial Service Fees	Fee
	Return Fee - BIN	\$75.00
Return Fee - CART -same day	\$10.00	
Return Fee - CART -off day	\$25.00	
Late Fee/Resume Service Fee	\$35.00	
Contamination (BIN)	\$50.00	
Contamination (CART)	\$30.00	
Overload/Compaction (BIN)	\$60.00	
Overload/Compaction (CART)	\$25.00	
Extra Bag Garbage	\$15.00	
Additional Empty BIN	Fees vary	
Extra Bag Yard Waste	\$15.00	
Steam Clean (1-6 yard BIN)	\$95.00	
Steam Clean (CART)	\$15.00	
Steam Clean (COMPACTOR/ROLL-OFF)	\$225.00	
Lock Set-up Admin Fee	\$25.00	
Lock Single Use Fee	\$5.00	
Lock Purchase Fee	\$20.00	
Lock Bar Bin Set-up Fee	\$75.00	
Overweight Charge Per Ton*	\$205.00	
20 Gal Cart Replacement Fee	\$55.00	
32 Gal Cart Replacement Fee	\$60.00	
64 Gal Cart Replacement Fee	\$65.00	
96 Gal Cart Replacement Fee	\$75.00	
64 Gal Split Cart Replacement Fee	\$90.00	
96 Gal Split Cart Replacement Fee	\$100.00	
Bin Repair/Replacement Fee**	Fees vary	

\*Boxes exceeding 300lbs/yard

\*\*Fees vary by size up to \$1,200, not to exceed current replacement value.

**LAS GALLINAS VALLEY SANITARY DISTRICT  
SCHEDULE OF RATES**

**MULTI-FAMILY DWELLING REFUSE COLLECTION RATES**

Rate increase: 4.24%  
Effective date: 01/01/2021

REOCCURRING CHARGES	MFD CARTS, BINS, ROLL-OFFS		Collections per Week				Additional One Time Empty
	Garbage	1	2	3	4	5	
20 gallon cart*	\$34.95	\$69.90	\$104.85	\$139.80	\$174.75	\$209.70	\$8.07
32 gallon cart	\$41.12	\$82.24	\$123.36	\$164.48	\$205.60	\$246.72	\$9.49
64 gallon cart	\$82.24	\$164.48	\$246.72	\$328.96	\$411.20	\$493.44	\$18.98
96 gallon cart	\$123.36	\$246.72	\$370.08	\$493.44	\$616.80	\$740.16	\$28.47
1 yard bin	\$271.88	\$471.03	\$670.11	\$869.25	\$1,068.39	\$1,267.56	\$62.74
2 yard bin	\$445.00	\$859.23	\$1,273.14	\$1,687.00	\$2,101.23	\$2,515.10	\$102.69
3 yard bin	\$595.63	\$1,128.99	\$1,662.43	\$2,195.81	\$2,729.16	\$3,262.52	\$137.45
4 yard bin	\$786.44	\$1,541.68	\$2,297.10	\$3,052.28	\$3,807.55	\$4,563.07	\$181.49
5 yard bin	\$977.26	\$1,954.39	\$2,931.78	\$3,908.76	\$4,885.89	\$5,863.50	\$225.52
6 yard bin	\$1,131.70	\$2,145.10	\$3,158.62	\$4,172.03	\$5,185.55	\$6,199.08	\$261.16
10 yard roll-off	\$1,797.99	\$3,409.42	\$5,020.47	\$6,631.69	\$8,243.23	\$9,854.38	\$414.92
18 yard roll-off	\$2,950.73	\$5,529.20	\$8,107.60	\$10,686.14	\$13,264.82	\$15,843.22	\$680.94
20 yard roll-off	\$3,595.99	\$6,818.83	\$10,040.94	\$13,263.37	\$16,486.46	\$19,708.76	\$829.84
25 yard roll-off	\$4,494.99	\$8,523.55	\$12,551.17	\$16,579.22	\$20,608.07	\$24,635.96	\$1,037.31
<b>Organics</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>Additional One Time Empty</b>
Additional Organics Cart Rental (35 gallon cart) after 4 TOTAL carts per cart per month	\$2.42	\$4.84	\$7.26	\$9.68	\$12.10	\$14.52	NA
Additional Organics Cart Rental (64 gallon cart) after 4 TOTAL carts per cart per month	\$2.42	\$4.84	\$7.26	\$9.68	\$12.10	\$14.52	NA
1 yard	\$138.98	\$277.96	\$416.94	\$555.92	\$694.90	\$833.88	\$32.07
2 yard	\$277.96	\$555.92	\$833.88	\$1,111.84	\$1,389.80	\$1,667.76	\$64.14
3 yard	\$416.94	\$833.88	\$1,250.82	\$1,667.76	\$2,084.70	\$2,501.64	\$96.22
<b>Garbage Compactors (Per empty)</b>							
Roll-off Compactor Tipping fee per ton		\$142.70		Roll-off Compactor Hauling charge			\$289.84
Stationary FL (Per Compacted Yard)		\$120.87		Roll-off Compactor Special handling			Rates Vary
<b>Other Charges</b>	<b>Service</b>	<b>Fee</b>		<b>Details</b>			
	Lock	\$25.00		Monthly fee			
	Box rental	Fees Vary		Minimum Bimonthly fee			
	Distance < 50ft	\$5.64		Monthly fee per cart, each way			
	Distance > 50ft	\$7.24		Monthly fee per cart, each way			

NOTE: Minimum service level is 32 gallons per unit or equivalent volume. Decrease to 20 gallon per unit is subject to company review and approval.  
 NOTE: Up to four (4) Organics carts provided at no additional charge. Additional carts may be rented for a nominal monthly fee.  
 NOTE: All container types and sizes may not be available depending on a variety of factors including safety, accessibility, and efficiency. Requests to be assessed and approved by Route Manager.

ONE TIME SERVICE FEES	MFD One Time Service Fees	Fee
	Return Fee - BIN	
Return Fee - CART -same day		\$10.00
Return Fee - CART -off day		\$25.00
Late Fee/Resume Service Fee		\$35.00
Contamination (BIN) Per Yard		\$50.00
Contamination (CART)		\$30.00
Overload/Compaction (BIN)		\$60.00
Overload/Compaction (CART)		\$25.00
Additional Empty Bag		\$15.00
Extra Bag Yard Waste		\$10.00
Additional Empty Garbage		Fees vary
Steam Clean (BIN)		\$95.00
Steam Clean (CART)		\$15.00
Steam Clean (COMPACTOR/ROLL-OFF)		\$225.00
Lock Set-up Admin Fee		\$25.00
Lock Single Use Fee		\$5.00
Lock Purchase Fee		\$20.00
Lock Bar Bin Set-up Fee		\$75.00
Overweight Charge Per Ton*		\$205.00
20 Gal Cart Replacement Fee		\$55.00
32 Gal Cart Replacement Fee		\$60.00
64 Gal Cart Replacement Fee		\$65.00
96 Gal Cart Replacement Fee		\$75.00
64 Gal Split Cart Replacement Fee		\$90.00
96 Gal Split Cart Replacement Fee		\$100.00
Bin Repair/Replacement Fee**		Fees vary by size up to

\*Boxes exceeding 300lbs/yard  
 \*\*Fees vary by size not to exceed current replacement value.



All other ordinances and parts of ordinances inconsistent herewith are hereby repealed.

\* \* \* \* \*

I hereby certify that the foregoing is full, true, and correct copy of the Ordinance duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District of Marin County, California, at a meeting hereof held on January 21, 2021, by the following vote of members thereof:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

APPROVED:

\_\_\_\_\_  
, President  
Las Gallinas Valley Sanitary District

(seal)

DRAFT

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**Northern California Office**

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Tel: 916-782-7821 | Fax: 916-782-7824

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November 25, 2020

Ms. Cristine Alilovich  
Assistant City Manager  
City of San Rafael  
1400 Fifth Avenue  
San Rafael, CA 94919

Mr. Joe Chinn  
Town Manager  
Town of Ross  
31 Sir Francis Drake Blvd  
Ross, CA 94957

Ms. Elizabeth Lewis  
Assistant Director  
County of Marin  
Department of Public Works  
3501 Civic Center Drive, Suite 304  
San Rafael, CA 94903

Garret Toy  
Town Manager  
Town of Fairfax  
142 Bolinas Road  
Fairfax, CA 94930

Mr. Mike Prinz  
300 Smith Ranch Road  
San Rafael, CA 94903  
General Manager  
Las Gallinas Valley Sanitary District

David Donery  
Town Manager  
Town of San Anselmo  
525 San Anselmo Ave  
San Anselmo, CA 94960

Mr. Dan Schwarz  
City Manager  
City of Larkspur  
400 Magnolia Avenue  
Larkspur, CA 94939

**Subject: Review of Marin Sanitary Service's 2021 Rate Application**

Dear Ms. Alilovich, Ms. Lewis, Mr. Prinz, Mr. Schwarz, Mr. Chinn, Mr. Toy, and Mr. Donery,

R3 Consulting Group, Inc. (R3) is pleased to submit this report detailing the results of our review of Marin Sanitary Service's (MSS's) 2021 rate application for the agencies (comprised of the City of San Rafael, County of Marin, Las Gallinas Valley Sanitary District, City of Larkspur, Town of Ross, Town of Fairfax, and the Town of San Anselmo) served by MSS (altogether "agencies").

Rate Year 2021 will be the first year that the Towns of Fairfax and San Anselmo are included in this rate setting application. This report summarizes results from a review of MSS's 2021 indexed rate application per the new streamlined rate setting methodology established in 2019. The new methodology is described in the amended Exhibit B to the MSS franchise agreement with the agencies, which ratified by all agencies except San Anselmo and Fairfax during the 2019 Rate Application process, and which San Anselmo and

Fairfax adopted during the 2020 Rate Application process. This is the first consolidated report of an MSS area-wide rate application, incorporating all agencies.

## Marin Sanitary Application for 2021 Rate Adjustment

On August 28, 2020, MSS submitted its application for an increase to its solid waste rates, to be effective January 1, 2021 (Attachment 1). This is an indexed year rate adjustment, which primarily projects compensation due to MSS based on the applicable water-sewer-trash CPI Index (WST). Per Exhibit B, the rate adjustment is subject to a 2.5% minimum and a 5% maximum rate cap for MSS' operations.

Based on our review of the rate application, R3 concurs that an overall area-wide rate increase of 3.83% (MSS agencies a whole) is appropriate to compensate MSS for solid waste services. Each agencies' rate increase differs slightly from the overall rate increase, with the individual rate increases shown below in Table 1:

**Table 1**  
**2021 Rate Increase by Agency**

City of San Rafael	3.64%
City of Larkspur	3.84%
County of Marin	3.95%
Las Gallinas Valley Sanitary District	4.24%
Town of Ross	4.24%
Town of San Anselmo	3.95%
Town of Fairfax	4.73%

### Indexed Operating Compensation

Per Exhibit B, compensation for Collector Operations are adjusted using the CPI index for Water and Sewer and Trash Collection. R3 used Bureau of Labor Statistics data to verify the calculated increase of 2.91% from June the prior year, and its application to the approved Rate Year 2020 Collector Operations amount for MSS. The result is \$29,468,406 in Collector Operations for Rate Year 2021.

Collector Operations compensates MSS for labor, benefits, general and administrative, depreciation and lease, maintenance, fuel and oil. Additional operating true-ups (which are soon to expire and do not apply to San Anselmo or Fairfax) for 2019 – 2021 are discussed further on in this report and are not increased annually with other Collector Operations.

### Tipping Fees

Garbage Landfilling and Organics Processing is calculated using 2021 projected tonnages multiplied by the 2021 tipping fees calculated in accordance with Exhibit B. This is based on the actual per ton tipping fees for each waste stream category, or if unavailable, projected tipping fees are calculated using the current year per ton tipping fees escalated by the change in WST— subject to a minimum increase of 2.5% and a maximum increase of 5.0%.

R3 verified MSS's projected Rate Year 2021 tons and the per ton tipping fees for the following categories: residential garbage, residential green waste/organics, commercial garbage, commercial mixed waste for processing, commercial food scraps, and MSS-served agencies' waste delivered to MSS. Per Exhibit B, R3

confirmed that MSS correctly projected tons by category using annualized actual tons for the first six months of the current rate year and, as actual tipping fees are unavailable, applied the 2.91% WTS adjustment to project 2021 per ton tip fees. The result is \$5,404,532 for Rate Year 2021.

### **True-ups Applicable for 2021 Rate Year**

Per Exhibit B, fuel and disposal true-ups apply only to the rate revenue requirements for Rate Years 2019, 2020, and 2021, in the total overall amount of \$98,074. No further revenue for prior true-ups will be collected via the rates or due to MSS. These true-ups are allocated to all agencies except the Towns of San Anselmo and Fairfax, and this is the last year that such true-ups will be included in the rate application.

#### **Fuel and Oil True-up**

R3 verified the Fuel and Oil True-up was appropriately applied and in the correct amount: \$80,477.

#### **Garbage Landfilling and Organics Processing True-up**

R3 verified the Garbage Landfilling and Organics Processing True up was appropriately applied and in the correct amount: \$17,597.

### **Change in Law AB 1826**

The rate setting methodology allows for the recovery of additional costs associated with changes in law and/or new state mandates. For increased operating expenses due to AB 1826 Mandatory Commercial Organics Recycling, MSS has included its rate application a line item called Change in Law – AB 1826 Costs in the amount of \$3,996. This cost recovery item was added and approved in MSS's 2020 Rate Adjustment application to account for Recyclist subscription costs. MSS expects this line item will continue to be present in future rate applications to reflect the annual incremental costs associated with state mandates. During the review R3 and MSS established adjustments to this line item for 2021 to account for minor discrepancies in allocations in 2020 to ensure consistent treatment between agencies.

### **MSS 2021 Profit Calculation**

R3 reviewed the calculation of MSS's profit, which is a function of total allowable operating expenses (\$34,975,008), divided by the contractually set operating ratio of 90.5% and subtracting the same sum, rounded to the nearest dollar. For Rate Year 2021 this yields \$3,671,410. MSS's actual profit achievement will vary depending on the company's real revenues and expenses. As such, profit is not guaranteed and in the rate application is a calculated value component of MSS's annual revenue requirement for the purpose of setting rates.

### **Recyclable Materials Processing**

A net recyclable materials processing cost is calculated each year to share the risks and rewards of recycling markets between rate payers and MSS. Per Exhibit B, the Recyclable Materials Processing cost is escalated by the annual change in the WST and that amount is then divided by the number of all tons of recyclable materials processed at Marin Recycling Center from July 1 of the prior rate year through June 30 of the current rate year.

The recyclable materials revenue amount is calculated based on 90% of the total revenue received by the Marin Recycling Center for recyclable materials, which is then divided by the number recyclable material tons processed at Marin Recycling Center. The calculation does not include income or tons from recyclable

materials processed for third parties or agencies that were not customers of MSS or the Marin Recycling Center as of December 31, 2018. For Rate Year 2021, the resulting Net Recyclable Materials Processing Cost Per Ton is \$53.78.

R3 reviewed supporting documentation for completeness and accuracy to verify the \$1,077,857 net Recyclables Materials processing for Rate Year 2021. This is based on 20,042 tons of recyclable materials collected from MSS and the net recyclable materials processing cost per ton of \$53.78.

### **Recycling Losses Applicable for 2021 Rate Year**

Recycling losses are in an amount to compensate MSS for prior losses from changes in the net costs of recycling and were negotiated in 2019 to the agencies benefit, apply only to the rate revenue requirements for Rate Years 2019, 2020, and 2021, and are not applied to San Anselmo and Fairfax. Per Exhibit B, \$117,475 will be applied in those Rate Years to account for prior MSS losses on the processing of recyclable materials. No further revenue from prior recycling losses will be collected via the rates or is due to MSS. 2021 will be the last year this amount will be credited to MSS.

### **Interest**

Interest is based on MSS's actual interest from its loan amortization schedules for actual and projected capital expenditures for services under the Agreement as of the last base year review in 2019. This is increased in the same manner as Collector Operations, as described above, via WST annually. The amount for Rate Year 2021 is \$636,233.

### **Zero Waste Marin Fees**

Zero Waste Marin (JPA) Fees are set as a pass through as government fees and, per Exhibit B to the agreements, changes in such fees result in appropriate adjustments to rates to compensate MSS for increases or decreases in such fees.

For the 2021 rate application, MSS calculated revenues for JPA fee recovery at \$762,164. This amount is based on the current known FY 20/21 JPA fees, as well as variances in JPA fees paid vs. compensated via the rate base in 2019 and 2020. In preparing the 2021 rate application, MSS discovered that the 2019 and 2020 JPA fee amounts in the rate base were substantially less than the agency-specific JPA fees paid by MSS and as a result MSS is proposing a one-time adjustment to the JPA fees for 2021 to account for this discrepancy.

R3 reviewed prior JPA fee calculations in the rate base, actual JPA fee assessments to MSS as well as MSS's proposed JPA fee amounts for 2021 and found the 2021 amount of \$762,164 to be reasonable and supported. This finding is based on our understanding of the agencies' intentions to have JPA fees considered as "pass through" costs, our assessment of the magnitude of the discrepancy for 2019 and 2020, and MSS's proposed amounts for 2021 as compared to the current FY 2020/21 JPA fee amounts.

Going forward R3 suggests the following approach to annual JPA fee rate setting so that no further reconciliations of JPA will be necessary during indexed rate adjustments (MSS is currently reviewing this proposed approach, which R3 believes is in-keeping with the intent of Exhibit B):

JPA fees included in the annual indexed rate applications for the MSS service area shall be set equal to the then current JPA fee assessments for the current effective fiscal year, with 100% of the MSS hauler fees passed through to the MSS agencies, and with none of the MSS Transfer Station fees passed through to the MSS agencies.

### **Franchise Fees**

Franchise Fees are calculated by multiplying the applicable franchise fee percentage by each agency served by MSS by the revenues projected for each that Rate Year. Overall, \$5,086,277 in franchise fees are included in the rate application based on set amounts or percentages of revenues set by the agencies.

### **Other Agency Fees**

Other Agency Fees are calculated and applied to each agency based on the specific fees set by those agencies. R3 verified the \$1,419,500 in Other Agency Fees for Rate Year 2021. Fees in this category may change based on individual agency actions.

### **Rate Revenue Reconciliation**

The Rate Revenue Reconciliation item is to reconcile the projected rate revenue from the 2019 rate adjustment to the actual revenue collected through rates charged during the 2019 rate year. The Annual Rate Revenue Reconciliation carrying forward to 2021 is \$142,185, meaning a shortfall in actual rate revenues compared to projected rate revenues in 2019. This item was not in place for San Anselmo and Fairfax in 2019, but was in place for 2020, meaning that such San Anselmo and Fairfax will see similar reconciliations as the other MSS agencies in 2022.

### **Extraordinary Item**

Items that are outside of the categories as defined in the Exhibit B Adjustment methodology may be proposed by MSS as extraordinary items. The following item was included in the 2021 Rate Adjustment.

#### Recycling Property Insurance

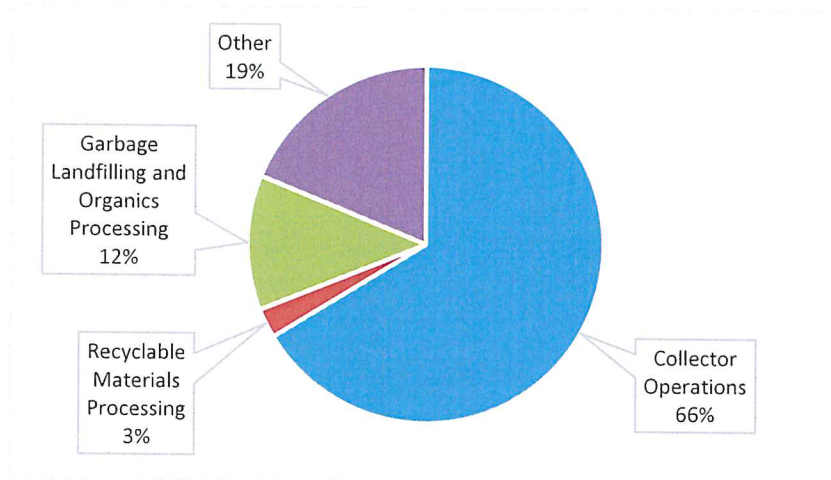
Property insurance for Recycling processing facilities have gone up across the country for circumstances outside of MSS's control. The 2021 recycling property insurance extraordinary item proposed by MSS is \$124,662. MSS has previously and separately briefed the agencies on this item, and R3 is aware of the market circumstances surrounding it. R3 finds that this extraordinary item is supported and reasonable.

### **Rate Revenue Requirement and Total Rate Adjustment**

MSS's total rate revenue requirement for Rate Year 2020 was \$46,241,418. R3 verified the correct calculation of MSS's total rate revenue requirement overall for agencies to account for the varying franchise fees and other agency fees for each agency. The total revenue requirement for rate Year 2021 is \$48,012,769, which results in an overall Rate Adjustment Factor of 3.83%. The Rate Adjustment for each individual agency is listed on Table 1 on page 2 of this report.

Figure 1 on the following page shows a breakout of the overall 2021 revenue requirement for the agencies as a whole. Rates components have been summarized into four main categories: collector operations, garbage landfilling and organics processing, recyclable materials processing, and all other.

**Figure 1**  
**What's in the rates?**



## 2021 Rate Increase Calculation

Based on a total recommended 2021 adjusted rate revenue requirement of \$48,012,769 and approved 2020 revenue requirement of \$46,241,418, R3 concurs with an overall 3.83% rate increase for the agencies served by MSS, effective January 1, 2021, and with individual increases by agency as shown in Table 1 on page 2. Table 2, below, summarizes the current and proposed 32-gallon residential rates by agency, which is the most common subscription level in the MSS service area.

**Table 2**  
**Residential 32-Gallon Rate Summary**

Agency	Current 2020 Rate (\$/mo.)	Proposed 2021 Rate (\$/mo.)	\$ Difference
LGVSD	\$39.45	\$41.12	\$1.67
Town of Ross	\$41.36	\$43.11	\$1.75
Fairfax	\$42.78	\$44.80	\$2.02
City of San Rafael	\$43.37	\$44.95	\$1.58
San Anselmo	\$47.95	\$49.84	\$1.89
City of Larkspur	\$49.00	\$50.88	\$1.88
County of Marin	\$49.17	\$51.11	\$1.94

## Survey of Comparable Rates

Attachment 2 shows the results of R3's survey of solid waste rates as of October 2020 for agencies located throughout the Bay Area. For the purpose of comparing the MSS agencies' rates to other agencies in Attachments 2, 3, and 4 we have applied the 2021 rate increases for MSS served agencies and compared those 2021 rates to the current rates for all other agencies. It is anticipated that rates for other agencies

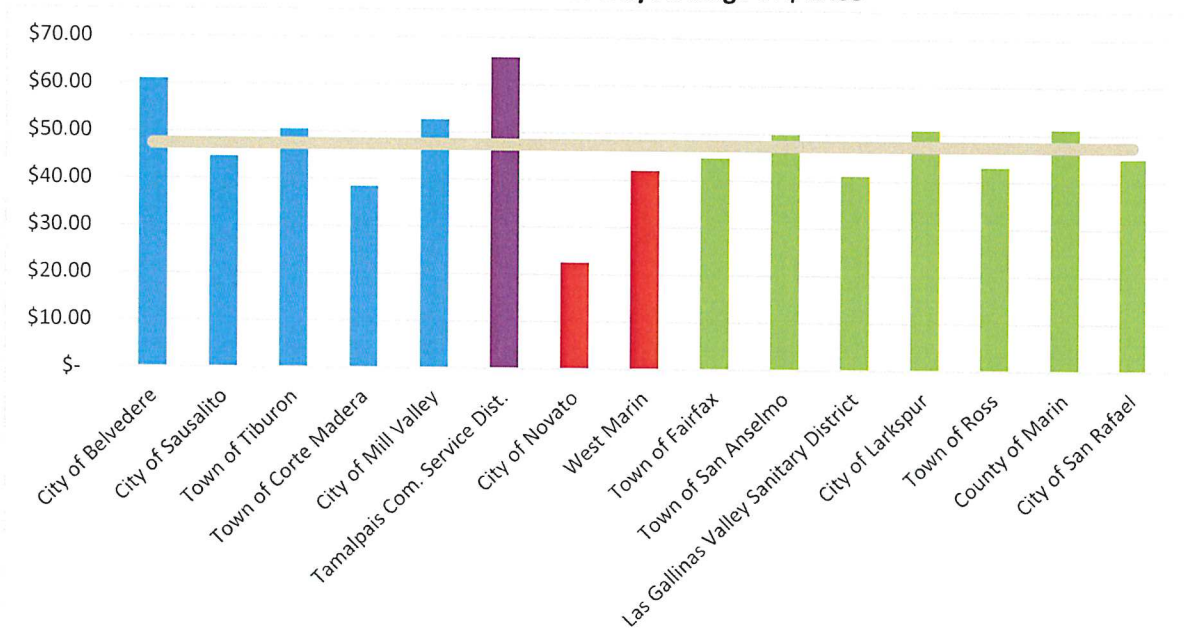
will also increase in 2021, and since this comparison uses 2021 rates for the MSS agencies, the rate comparison will become more favorable as other entities adopt 2021 rates.

Figure 2, below, shows a summary of Marin rates for residential customers with 30-35 gallon garbage service. Bars shown in blue are 2020/21 rates for Mill Valley Refuse Service; purple is the 2021 rate for Tamalpais Community Services District; red are 2020/21 rates for Recology Marin, and; green are proposed 2021 MSS rates. The grey bar is the average for all of Marin County, excluding the MSS agencies.

Overall, 2021 rates for the agencies served by MSS compare favorably to the Marin County average.

**Figure 2**

**Marin County Rates: MSS 2021 Proposed Residential 32-gal Can compared to Current 30-35-gal Can Rates and Marin County Average of \$47.35**



2021 residential rates for a 32-gallon container (the most frequent residential service level) will range from \$41.12 (Las Gallinas Valley Sanitary District) to \$51.11 (County of Marin). Attachment 3 graphically compares the MSS agencies' residential rates for a 32-gallon container to one another as well as to the average of Marin County rates for similar service.

The MSS agencies' commercial rates for a 3-cubic yard bin serviced 1 time per week (the most requested commercial service level) range from \$553.47 (Town of Ross) to \$648.79 (City of Larkspur). The average rate for the MSS agencies' is \$625.68 while the average for Marin County without the MSS served agencies is \$463.84. Attachment 4 compares the MSS agencies' commercial rates for a 3-cubic yard bin serviced one time per week to the average Marin County rate and all other agencies' average rate for similar service levels.

These survey results are presented as an indication of the reasonableness of the resulting rates for 2021. Conclusions should not be immediately drawn from this information because rate comparisons are intrinsically difficult and often misleading. This results from differences in issues such as those listed below:



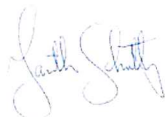
- The types and ranges of services provided;
- The level of subscription to solid waste services by residential, commercial, and industrial customers;
- The ratio of residential to commercial and industrial customers;
- The terrain in which the service is performed;
- Disposal, transfer and process costs, and amounts per capita;
- Rate structures; and
- Governmental fees (e.g., franchise fees, vehicle impact fees, etc.).

\* \* \* \* \*

R3 appreciates the opportunity to be of service to the MSS-served agencies addressed in this report. Should you have any questions regarding this report or need any additional information, please contact me by phone at (510) 292-0853 or by email at [gschultz@r3cgi.com](mailto:gschultz@r3cgi.com).

Sincerely,

**R3 CONSULTING GROUP**



Mr. Garth Schultz | Principal

Attachment 1

**Marin Sanitary Service  
Combined Service Area Rate Application**

**COLLECTOR'S RATE REVENUE REQUIREMENT AND RATE ADJUSTMENT  
INDEXED YEAR - RATE YEAR 2021**

	MSS Service Area Total	San Rafael	Larkspur	County	San Anselmo	LGVSD	Fairfax	Ross
Collector Operations	29,468,406	16,071,160	4,039,444	2,511,633	2,802,295	2,149,809	1,367,887	526,178
Fuel and Oil True-up <sup>1</sup>	80,477	51,124	12,850	7,990		6,839		1,674
Garbage Landfilling and Organics Processing	5,404,532	2,848,336	715,922	445,144	575,849	381,017	345,008	93,256
Garbage Landfilling and Organics True-up <sup>1</sup>	17,597	11,179	2,810	1,747		1,495		366
Change in Law - AB 1826 Costs	3,996	5,693	1,431	890	(6,126)	762	1,160	186
Change in Scope - San Rafael Illegal Dumping Pilot	-	-						
<b>Subtotal for Profit Calculation</b>	<b>34,975,008</b>	<b>18,987,492</b>	<b>4,772,457</b>	<b>2,967,404</b>	<b>3,372,018</b>	<b>2,539,922</b>	<b>1,714,055</b>	<b>621,660</b>
Collector Profit (90.5% Operating Ratio)	3,671,410	1,993,162	500,976	311,495	353,969	266,622	179,928	65,257
Recyclable Materials Processing	1,077,857	561,702	141,182	87,784	121,650	75,138	72,011	18,390
Recycling Losses <sup>1</sup>	117,475	74,628	18,758	11,663		9,983		2,443
Interest	636,233	365,479	91,862	57,118	39,149	48,889	21,770	11,966
Zero Waste Marin Fees	762,164	413,818	104,012	64,672	70,346	55,356	40,411	13,549
Franchise Fees	5,086,277	2,555,019	692,964	827,650	501,205	158,773	234,889	115,777
Other Agency Fees	1,419,500	443,600	568,400	246,000	84,000	-	77,500	-
Annual Rate Revenue Reconciliation	142,185	90,326	22,703	14,116		12,083		2,957
Extraordinary Item - Recycling Property Insurance	124,662	64,964	16,329	10,153	14,070	8,690	8,329	2,127
<b>Total 2021 Rate Revenue Requirement</b>	<b>48,012,769</b>	<b>25,550,190</b>	<b>6,929,643</b>	<b>4,598,055</b>	<b>4,556,407</b>	<b>3,175,456</b>	<b>2,348,893</b>	<b>854,126</b>
<b>Total 2020 Rate Revenue Requirement</b>	<b>46,241,418</b>	<b>24,653,341</b>	<b>6,673,362</b>	<b>4,423,130</b>	<b>4,383,226</b>	<b>3,046,239</b>	<b>2,242,749</b>	<b>819,371</b>
<b>2021 Rate Revenue Adjustment</b>	<b>3.83%</b>	<b>3.64%</b>	<b>3.84%</b>	<b>3.95%</b>	<b>3.95%</b>	<b>4.24%</b>	<b>4.73%</b>	<b>4.24%</b>

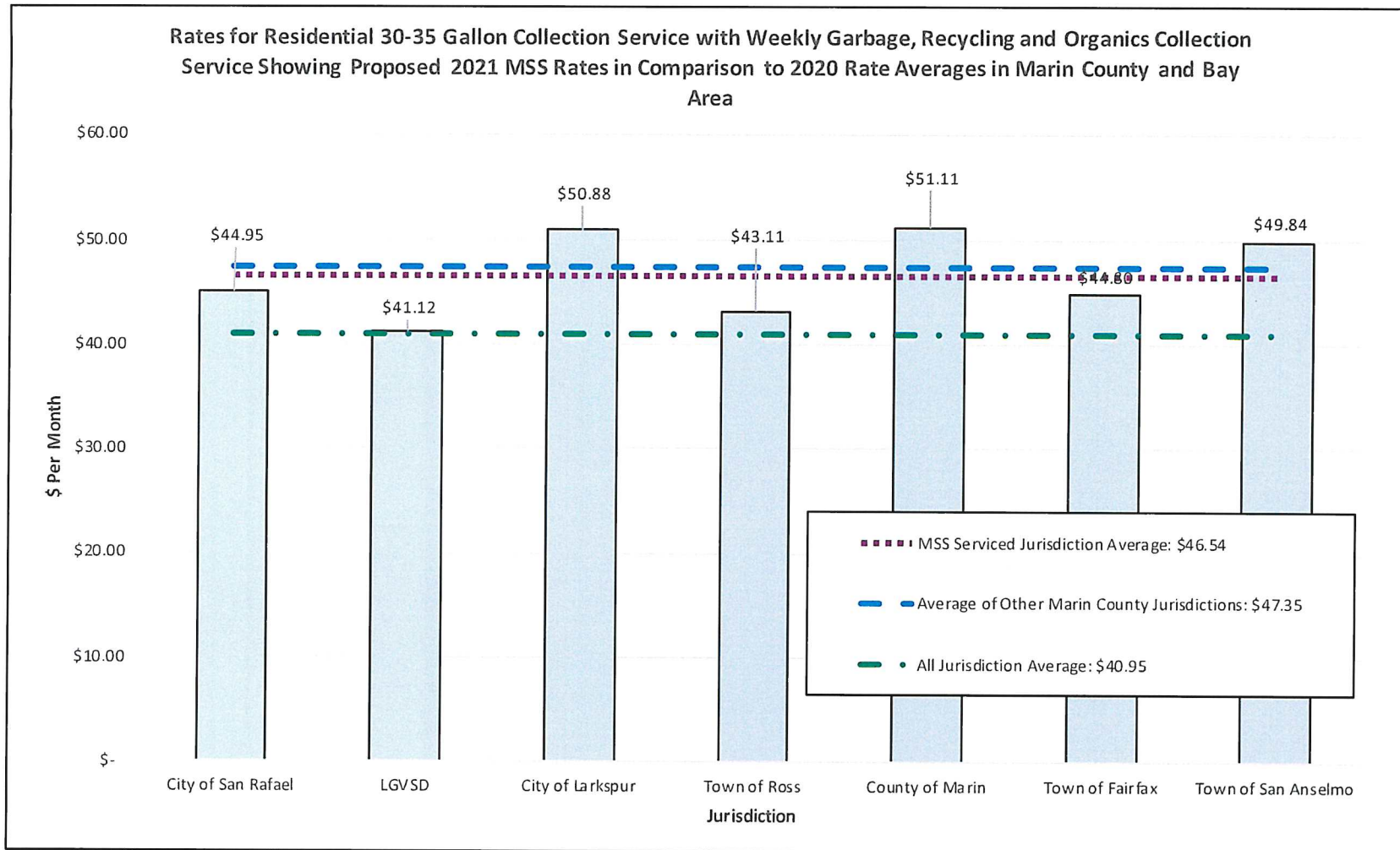
<sup>1</sup>Applicable for 2020 & 2021 Rate Years only.

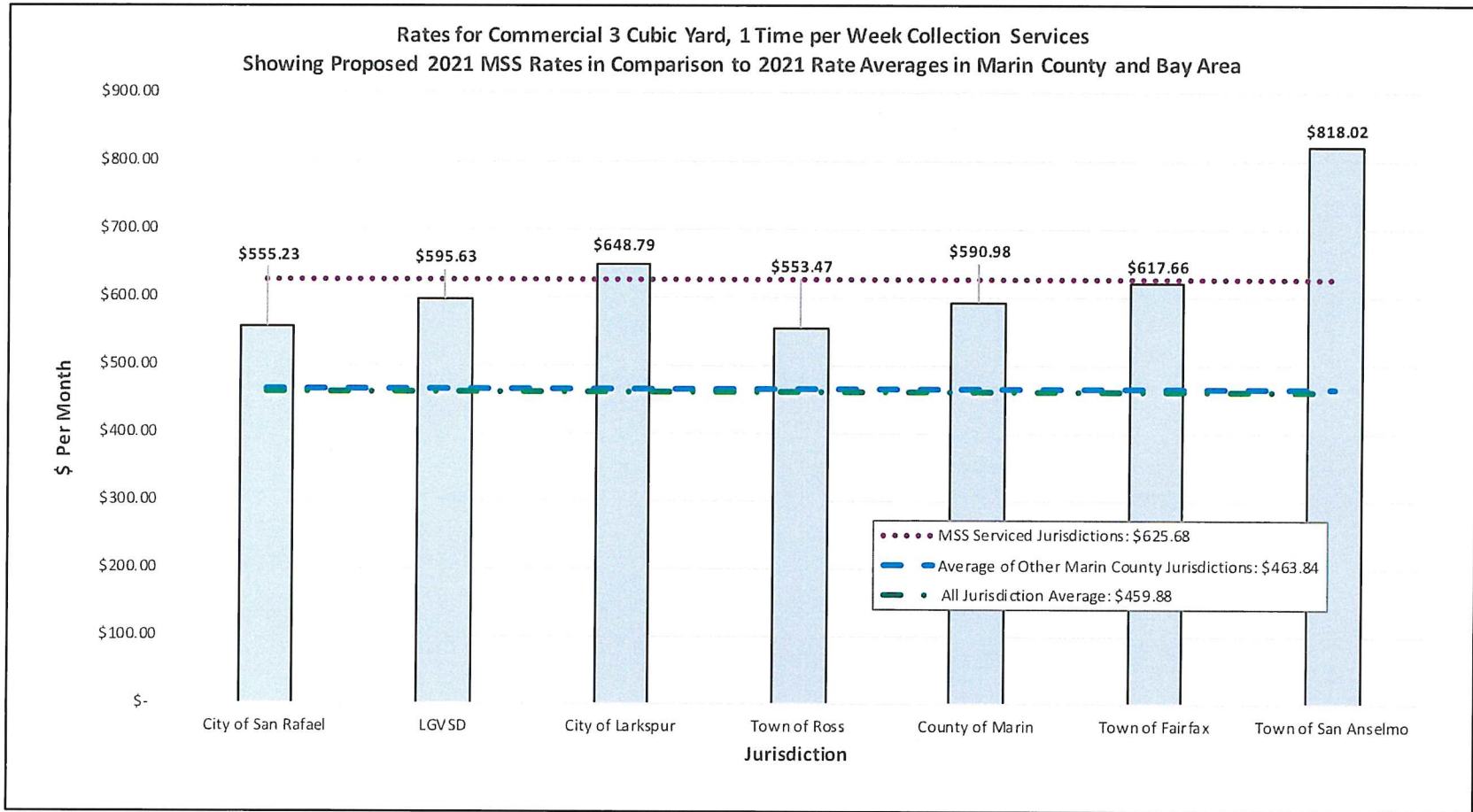
Attachment 2

Bay Area Rate Survey

Jurisdiction	County	Effective Dates	Residential Single Family				Commercial			
			20 Gal.	30-35 Gal.	60-64 Gal.	90-96 Gal.	1 YD Bin	1 YD Bin	3 YD Bin	3 YD Bin
			1x/Week	3x/Week	1x/Week	3x/Week	1x/Week	3x/Week	1x/Week	3x/Week
City of Alameda	Alameda	7/1/20	\$ 34.91	\$ 44.07	\$ 72.40	\$ 101.12	\$ 167.85	\$ 513.61	\$ 503.55	\$ 1,540.82
City of Albany	Alameda	5/1/20	\$ 40.05	\$ 44.84	\$ 77.51	\$ 110.15	\$ 178.67	\$ 536.01	\$ 536.01	\$ 1,608.03
City of Berkeley	Alameda	7/1/19	\$ 27.30	\$ 43.66	\$ 87.28	\$ 130.87	\$ 173.77	\$ 489.63	\$ 480.92	\$ 1,428.48
City of Dublin	Alameda	7/1/19	N / A	\$ 28.82	\$ 52.95	\$ 77.07	\$ 139.86	\$ 489.18	\$ 419.58	\$ 1,328.34
City of Emeryville	Alameda	1/1/19	\$ 11.78	\$ 19.50	\$ 39.00	\$ 58.49	\$ 116.13	\$ 348.39	\$ 348.39	\$ 1,045.17
City of Fremont	Alameda	1/1/20	\$ 38.94	\$ 39.72	\$ 43.33	\$ 62.64	\$ 108.92	N / A	\$ 244.85	N / A
City of Livermore	Alameda	7/1/19	\$ 29.35	\$ 38.85	\$ 58.18	\$ 91.42	\$ 116.72	\$ 364.16	\$ 350.16	\$ 1,115.62
City of Newark	Alameda	1/1/19	\$ 31.21	\$ 34.68	\$ 61.43	\$ 88.16	\$ 140.54	\$ 438.50	\$ 371.83	\$ 1,014.01
City of Oakland	Alameda	7/1/20	\$ 45.16	\$ 51.27	\$ 90.44	\$ 135.88	\$ 250.38	\$ 751.07	\$ 596.26	\$ 1,788.71
City of Piedmont	Alameda	7/1/20	\$ 85.26	\$ 90.35	\$ 124.46	\$ 139.38	\$ 230.86	\$ 692.58	N / A	N / A
City of Pleasanton	Alameda	7/1/20	N / A	\$ 27.33	N / A	\$ 47.69	\$ 122.39	\$ 388.51	\$ 367.15	\$ 1,144.14
City of San Leandro	Alameda	7/1/20	\$ 27.05	\$ 33.70	\$ 56.09	\$ 78.46	\$ 147.75	\$ 446.72	\$ 446.72	\$ 1,340.16
City of Union City	Alameda	7/1/20	\$ 31.16	\$ 38.96	\$ 77.97	\$ 116.92	\$ 161.85	\$ 447.03	\$ 424.13	\$ 1,155.90
Castro Valley Sanitary District	Alameda	7/1/20	\$ 32.58	\$ 50.51	\$ 87.72	\$ 124.92	\$ 214.74	\$ 644.37	\$ 522.26	\$ 1,377.88
Oro Loma Sanitary District (L1)	Alameda	9/1/20	\$ 10.01	\$ 19.97	\$ 39.98	\$ 59.94	\$ 130.61	\$ 339.49	\$ 347.89	\$ 974.53
Oro Loma Sanitary District (L2)	Alameda	9/1/20	\$ 10.01	\$ 19.97	\$ 39.98	\$ 59.94	\$ 130.61	\$ 339.49	\$ 347.89	\$ 974.53
Oro Loma Sanitary District (L3)	Alameda	9/1/20	\$ 11.55	\$ 23.17	\$ 46.25	\$ 69.40	\$ 151.12	\$ 392.82	\$ 402.55	\$ 1,127.65
City of Richmond	Contra Costa	1/1/20	\$ 33.97	\$ 41.18	\$ 77.97	\$ 115.80	\$ 281.48	\$ 716.06	\$ 645.34	\$ 1,770.91
City of San Pablo	Contra Costa	1/1/20	\$ 27.44	\$ 33.59	\$ 65.11	\$ 97.59	\$ 263.19	\$ 668.83	\$ 612.73	\$ 1,682.80
City of El Cerrito	Contra Costa	1/1/20	\$ 44.72	\$ 58.60	\$ 116.37	N / A	\$ 395.42	\$ 1,186.26	N / A	N / A
City of Hercules	Contra Costa	1/1/20	\$ 34.11	\$ 40.15	\$ 70.83	\$ 102.43	\$ 299.79	\$ 756.87	\$ 690.14	\$ 1,887.27
City of Pinole	Contra Costa	1/1/20	\$ 31.11	\$ 37.21	\$ 66.28	\$ 96.29	\$ 285.04	\$ 727.45	\$ 668.00	\$ 1,839.38
Unincorporated West Contra Costa	Contra Costa	1/1/20	\$ 29.83	\$ 36.60	\$ 70.06	\$ 104.37	\$ 254.38	\$ 645.29	\$ 579.12	\$ 1,585.36
Town of Fairfax	Marin	1/1/21	\$ 37.38	\$ 44.80	\$ 89.63	\$ 134.43	\$ 263.46	\$ 624.03	\$ 617.66	\$ 1,616.79
Town of San Anselmo	Marin	1/1/21	\$ 38.14	\$ 49.84	\$ 99.77	\$ 149.65	\$ 283.98	\$ 851.90	\$ 818.02	\$ 2,454.23
City of Belvedere	Marin	7/1/20	\$ 49.33	\$ 60.97	\$ 103.44	\$ 145.92	\$ 270.81	\$ 748.15	N / A	N / A
City of Novato	Marin	1/1/20	\$ 14.09	\$ 22.53	\$ 45.03	\$ 67.57	N / A	N / A	\$ 293.53	\$ 728.34
West Marin <sup>1</sup>	Marin	1/1/20	\$ 27.68	\$ 43.48	\$ 78.74	\$ 125.87	\$ 319.46	\$ 623.36	\$ 479.20	\$ 1,087.02
City of Sausalito	Marin	1/1/20	N / A	\$ 44.60	\$ 89.20	\$ 133.80	\$ 206.27	N / A	\$ 618.80	N / A
Tamalpais Com. Service Dist. <sup>1</sup>	Marin	7/1/20	N / A	\$ 65.76	\$ 99.28	\$ 134.70	\$ 435.64	\$ 1,210.11	N / A	N / A
Town of Tiburon	Marin	7/1/20	\$ 44.73	\$ 50.46	\$ 91.88	\$ 132.62	\$ 240.15	\$ 655.19	N / A	N / A
Town of Corte Madera	Marin	7/1/19	\$ 32.69	\$ 38.44	\$ 77.09	\$ 115.73	\$ 179.81	\$ 485.29	N / A	N / A
City of Mill Valley	Marin	7/1/20	\$ 47.69	\$ 52.59	\$ 87.82	\$ 122.97	\$ 232.94	\$ 626.82	N / A	N / A
City of San Rafael	Marin	1/1/21	\$ 38.21	\$ 44.95	\$ 89.90	\$ 134.85	\$ 290.12	\$ 887.08	\$ 555.23	\$ 1,576.03
Las Gallinas Valley Sanitary District	Marin	1/1/21	\$ 34.96	\$ 41.12	\$ 82.25	\$ 123.37	\$ 294.37	\$ 883.83	\$ 595.63	\$ 1,662.43
City of Larkspur	Marin	1/1/21	\$ 43.27	\$ 50.88	\$ 101.76	\$ 152.64	\$ 323.07	\$ 968.87	\$ 648.79	\$ 1,701.22
Town of Ross	Marin	1/1/21	\$ 36.63	\$ 43.11	\$ 86.23	\$ 129.34	\$ 215.94	\$ 374.03	\$ 553.47	\$ 1,660.26
County of Marin	Marin	1/1/21	\$ 31.28	\$ 51.11	\$ 104.69	\$ 162.12	\$ 369.20	\$ 1,107.74	\$ 590.98	\$ 1,772.96
City of Campbell <sup>1</sup>	Santa Clara	7/1/20	\$ 26.38	\$ 33.33	\$ 62.80	\$ 62.28	\$ 157.55	\$ 477.22	\$ 315.11	\$ 954.44
City of Cupertino <sup>1</sup>	Santa Clara	1/1/20	N / A	\$ 29.60	\$ 56.97	\$ 84.34	\$ 174.64	\$ 523.97	\$ 279.45	\$ 838.32
City of Los Altos	Santa Clara	7/1/20	\$ 36.07	\$ 38.86	\$ 77.69	\$ 116.56	\$ 152.43	\$ 457.31	\$ 457.29	\$ 1,371.93
City of Milpitas	Santa Clara	1/1/20	\$ 34.08	\$ 37.04	\$ 43.56	\$ 50.05	\$ 122.91	\$ 302.68	\$ 279.14	\$ 790.21
City of Monte Sereno <sup>1</sup>	Santa Clara	7/1/20	\$ 29.60	\$ 37.53	\$ 71.22	\$ 104.90	\$ 210.16	\$ 636.66	\$ 420.32	\$ 1,273.31
City of Mountain View	Santa Clara	7/1/20	\$ 23.95	\$ 34.95	\$ 69.90	\$ 104.85	\$ 106.95	\$ 363.20	\$ 320.25	\$ 1,003.80
City of Palo Alto	Santa Clara	7/1/17	\$ 27.81	\$ 50.07	\$ 100.15	\$ 150.22	\$ 219.49	\$ 590.31	\$ 504.40	\$ 1,455.48
City of San Jose	Santa Clara	7/1/20	N / A	\$ 39.12	\$ 78.24	\$ 117.36	\$ 153.51	\$ 439.61	\$ 214.41	\$ 613.18
City of Santa Clara	Santa Clara	7/1/19	\$ 23.07	\$ 30.67	\$ 45.13	\$ 59.64	\$ 93.40	\$ 270.26	\$ 261.60	\$ 742.49
City of Sunnyvale	Santa Clara	7/1/20	N / A	\$ 37.36	\$ 41.47	\$ 46.67	\$ 172.79	\$ 487.21	\$ 429.37	\$ 1,251.50
City of Saratoga <sup>1</sup>	Santa Clara	7/1/20	\$ 28.11	\$ 35.58	\$ 67.31	\$ 99.04	\$ 222.29	\$ 673.68	\$ 444.57	\$ 1,347.36
Town of Los Altos Hills	Santa Clara	7/1/20	\$ 34.33	\$ 47.85	\$ 95.74	\$ 143.57	\$ 117.61	\$ 184.05	\$ 247.70	\$ 430.39
Town of Los Gatos <sup>1</sup>	Santa Clara	7/1/20	\$ 27.69	\$ 35.16	\$ 66.46	\$ 97.77	\$ 192.18	\$ 582.24	\$ 384.35	\$ 1,164.48
Marin Sanitary Service Agencies Average			\$ 37.12	\$ 46.54	\$ 93.46	\$ 140.91	\$ 291.45	\$ 813.93	\$ 625.68	\$ 1,777.70
Marin County Average without MFG			\$ 36.04	\$ 47.35	\$ 84.06	\$ 122.40	\$ 269.30	\$ 724.82	\$ 463.84	\$ 907.68
Marin County - All			\$ 36.62	\$ 46.98	\$ 88.45	\$ 131.04	\$ 280.37	\$ 772.80	\$ 577.13	\$ 1,584.36
All City Average			\$ 32.61	\$ 40.95	\$ 74.50	\$ 105.44	\$ 209.66	\$ 590.77	\$ 459.88	\$ 1,314.90

<sup>1</sup> 1 CY not available, reflected here for 1.5 CY





Agenda Item 4 A  
Date January 7, 2024

## MEETING MINUTES OF DECEMBER 17, 2020

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION ON DECEMBER 17, 2020 AT 3:31 PM BY ZOOM CONFERENCE AT 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA AND PUBLIC COMMENT BY TELECONFERENCE.

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

**BOARD MEMBERS ABSENT:** None.

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

**OTHERS PRESENT:** Patrick Richardson, District Counsel; Bobbie Bennett, Regional Government Services

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

**PUBLIC COMMENT:** None.

### ACTION:

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO CLOSED SESSION ON DECEMBER 17, 2020 , AT 3:33 PM BY ZOOM CONFERENCE AND AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.

Lerch left at 3:33 pm

### CLOSED SESSION:

1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION – GENERAL MANAGER:** pursuant to subdivision (b)(1) of Government Code Section 54957.

Murray left at 3:46 pm and returned at 4:05 pm.

### ADJOURNMENT:

#### ACTION:

The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on December 17, 2020 at 4:54 pm.

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

**BOARD MEMBERS ABSENT:** None.

**STAFF PRESENT:** Teresa Lerch, District Secretary

**OTHERS PRESENT:** Patrick Richardson, District Counsel; Bobbie Bennett, Regional Government Services

**PUBLIC COMMENT:**

None.

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

**2. PUBLIC COMMENT – None.**

**ADJOURNMENT:**

**ACTION:**

Board approved (M/S Clark/Schriebman 5-0-0-0) the adjournment of the meeting at 5:03 pm.

Roll Call:

AYES: Clark, Elias, Murray, Schriebman and Yezman

NOES: None

ABSENT: None

ABSTAIN: None

The next Board Meeting is scheduled for on December 22 , 2020 via Zoom Meeting.

ATTEST:

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

APPROVED:

\_\_\_\_\_  
Rabi Elias, President

Las Gallinas Valley Sanitation District  
Warrant List 1/07/2021 DRAFT

*Agenda Item 4B*  
*Date January 7, 2021*

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	1/7/2021	EFT1	ADP Payroll	116,633.81		116,633.81	Paydate & Processing Charges- 12/31/2020
2	1/7/2021	N/A	ADT Commerical	25.00		25.00	Monthly Monitoring of Front Gate
3	1/7/2021	N/A	Aramark Uniform Service	138.41		138.41	Uniform Laundry Service Week of 12/14/2020
4	1/7/2021	EFT2	Bank of Marin	47,335.64		47,335.64	January Loan Payment - Recycled Water Loan
5	1/7/2021	EFT	Bank of Marin Credit Card Services	17,031.65		17,031.65	Credit Cards Purchases from 11/5/2020- 12/04/2020
6	1/7/2021	N/A	Bartley Pump LLC	2,350.00		2,350.00	Rebuild Irrigation Pump #1 - Partial Payment
7	1/7/2021	ACH	Bellecci & Associates, Inc.	852.00		852.00	Oakmont (3773 Redwood Hwy) Sewer Replacement Inspection & PFU Review. Jan 2020 through Nov 2020
8	1/7/2021	N/A	Bioenergy Association of California	2,750.00		2,750.00	Membership for Mike Prinz & Mel Liebmann
9	1/7/2021	N/A	California Water Environment Association	106.00		106.00	Collection System Maintenance Grade 4 - Pease
10	1/7/2021	EFT	CalPERS 457 Plan	6,112.30		6,112.30	Deferred Comp for Paydate 12/18/2020
11	1/7/2021	ACH	CalPERS CERBT-OPEB	11,630.00		11,630.00	Pre-Fund GASB Payment
12	1/7/2021	EFT	CalPERS Health	33,495.83		33,495.83	CalPERS Health- Active & Employer Retiree Share - Jan 2021
13	1/7/2021	EFT	CalPERS Retirement	17,482.06		17,482.06	EE & ER Payment to Retirement, Paydate 12/18/2020
14	1/7/2021	ACH	Caltest Analytical Labs	5,257.67		5,257.67	Outside Lab Testing - November
15	1/7/2021	N/A	Cintas Corporation	125.06		125.06	Safewasher Service & Filter Replacement
16	1/7/2021	N/A	Comet Building Maintenance	1,575.00		1,575.00	Janitorial Services - Dec 2020
17	1/7/2021	EFT	Direct Dental	1,866.71		1,866.71	Employee Dental Various Dates
18	1/7/2021	EFT	Discovery Benefits	2,640.00		2,640.00	FSA Payments for December
19	1/7/2021	ACH	Downing Heating & Air Conditioning	1,866.00		1,866.00	HVAC Maintenance - 11/20 - 01/21
20	1/7/2021	N/A	Durkin Signs	1,793.98		1,793.98	Vinyl Truck Signs for Social Distance Requirements
21	1/7/2021	ACH	EOA	11,174.76		11,174.76	Technical Assistance for Regulatory Permits - Nov 2020
22	1/7/2021	N/A	Hach Company	3,726.75		3,726.75	HQ40D Portable Dissolved Oxygen & ORP/mv meter
23	1/7/2021	N/A	Herc Rentals	5,201.40		5,201.40	Water Truck, Bull Dozer Track, & Fuel Tank
24	1/7/2021	N/A	Jackson's Hardware	39.12		39.12	Misc. Supplies
25	1/7/2021	N/A	Kyocera Document Solutions	1,116.15		1,116.15	Copier Maintenance Jan - March 2021
26	1/7/2021	N/A	Marin Ace	129.60		129.60	Misc. Supplies
27	1/7/2021	N/A	Marin Independent Journal	104.76		104.76	Advertisement in Newspaper- Standby Generator Installation
28	1/7/2021	N/A	Marin/Sonoma Mosquito & Vector Control	857.19		857.19	Mosquito Control at Ponds - Oct 2020
29	1/7/2021	N/A	North Bay Gas	85.00		85.00	Cylinder Brackets



**Las Gallinas Valley Sanitation District  
Warrant List 1/07/2021 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
30	1/7/2021	N/A	North Bay Petroleum	1,671.86		1,671.86	Unleaded & Diesel Fuels Purchased on 12/28/2020
31	1/7/2021	N/A	Operating Engineers	480.00		480.00	Union Dues 12/18 Paydate
32	1/7/2021	ACH	Orion Protection Services	318.50		318.50	Nightly Patrol at 300 Smith Ranch Rd. - Jan 2021
33	1/7/2021	N/A	Pacific EcoRisk	3,860.00		3,860.00	NPDES Toxicity Testing - Samples Collected 11/2020
34	1/7/2021	ACH	Redwood Security Systems	159.00		159.00	Building Alarm System -December
35	1/7/2021	ACH	Regional Governmental Services	3,628.75		3,628.75	On-Call Consulting, GM Eval, Board Support, & Financial Services
36	1/7/2021	N/A	Sonsray Machinery	92,446.98		92,446.98	Purchase of Forklift
37	1/7/2021	N/A	State Water Resources Control Board	1,736.00		1,736.00	Annual Permit for the Lower Miller Creek Channel
38	1/7/2021	EFT	Sunlife Financial	2,093.41		2,093.41	EE's AD&D, Disability and Life Insurance- Jan 2021
39	1/7/2021	N/A	T&T Valve and Instrument	14,460.76		14,460.76	Various Valves & Actuators for Recycled Water
40	1/7/2021	N/A	Unicorn Group	2,400.00		2,400.00	Estimated Postage for Newsletter
41	1/7/2021	EFT	VSP	396.15		396.15	Vision Plan for Jan 2021
42	1/7/2021	ACH	WECO Industries	3,407.28		3,407.28	Debris Scoop, Grease Log Chopper, Replacement Blades for 3 Blade Cutter & Round Wire
43	1/7/2021	N/A	Woodland Center Auto Supply	6.52		6.52	Reflectors for Front Gate at Plant

Do not change any formulas below this line.

TOTAL \$ 420,567.06    \$ -    \$ 420,567.06

EFT1	EFT1 = Payroll (Amount Required)	116,633.81	116,633.81	Approval:
EFT2	EFT2 = Bank of Marin loan payments	47,335.64	47,335.64	
PC	Petty Cash Checking	0.00	0.00	Finance
>1	Checks (Operating Account)	0.00	0.00	
N/A	Checks - Not issued	137,185.54	137,185.54	GM
EFT	EFT = Vendor initiated "pulls" from LGVSD	81,118.11	81,118.11	
ACH	ACH = LGVSD initiated "push" to Vendor	38,293.96	38,293.96	Board
Total		<u>\$ 420,567.06</u>	<u>\$ 420,567.06</u>	

Difference:

\$ -

STPURWE Costs 0.00

Agenda Item 4C  
Date January 7, 2021



## BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: 12/29/20 Name: MURRAY, CRAIG KJERSSGAARD

I would like to attend the WEBINAR WINTER CONFERENCE Meeting  
of CASA

To be held on the 27<sup>th</sup> day of JAN. 2021 from 8 a.m. / p.m. to  
28<sup>th</sup> day of JAN. 2021 ~~from~~ 5 a.m. / p.m.  
TO

Location of meeting: ONLINE

Actual meeting date(s): JAN. 27, 28, 2021

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

Purpose of Meeting: CA STATE UPDATES + ACTIVITIES  
IN THE WW INDUSTRY

Other meeting attendees: BOARD MEMBERS CLARK + SCHRIEBMAN

Meeting relevance to District: CALIFORNIA'S STATE ASSOCIATION

Frequency of Meeting: 1x

Estimated Costs of Travel (if applicable): N/A

Date submitted to Board Secretary: 12/29/20

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

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



Item Number 40

# Agenda Summary Report

**To:** Mike Prinz, General Manager *MSP*  
**From:** Dale McDonald, Administrative Services Manager *DM*  
 (415) 526-1519 [dmcDonald@lgvsd.org](mailto:dmcDonald@lgvsd.org)  
**Meeting Date:** January 7, 2021  
**Re:** Winter 2021 Newsletter – Final Draft  
**Item Type:** Consent  Discussion  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

## STAFF RECOMMENDATION

Staff recommends that the Board approve the final draft of the Winter 2021 Newsletter.

## BACKGROUND

The District produces a newsletter approximately every 6 months in order to update customers regarding subjects of interest about the District. Each newsletter typically has one main topic and three to four smaller articles. The target audience of the newsletter are the residents and businesses within the boundaries of the Las Gallinas Valley Sanitary District. The method of delivery will be by US postal service with a digital copy of the newsletter posted on our website.

Staff is planning to mail the Winter 2021 newsletter towards the end January 2021.

## PREVIOUS BOARD ACTION

On November 5, 2020, the Board discussed potential newsletter topics and gave staff direction.

On December 22, 2020, the Board provided feedback on the newsletter and instructed staff to make minor revisions and bring the final newsletter back to the Board for consideration.

## ENVIRONMENTAL REVIEW

N/A

## FISCAL IMPACT

The newsletter is budgeted in the 2020-21 Budget.

# THE HERON

Las Gallinas Valley Sanitary District

Winter 2021

## Biosolids — Capturing a Resource

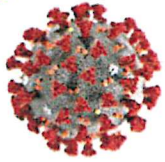
What are biosolids? Simply put, they are a byproduct of the wastewater treatment process. But beyond that, biosolids are a nutrient and energy rich resource that innovative wastewater utilities like the District capture and utilize.



Application of Biosolids on District Land

The first step in treating wastewater (called primary treatment) is to separate the liquids from the solids. Once that takes place, the liquids are processed down one "pathway" through our facility, while the solids go down a different path. The solids are put through an anaerobic (oxygen-free) digestion process where bacteria breaks down the organic matter and turns it into what we call biosolids.

A significant benefit of that anaerobic digestion process is the production of methane gas. The District uses that to operate microturbines which generate on-site electricity, while the heat they produce goes back to the digester to support that process.



## Tracking COVID in our Sewers District Participates in Pandemic Research

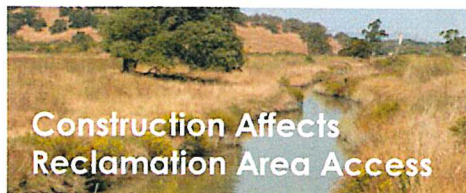
As the Novel COVID-19 pandemic initially surged across the country epidemiologists and researchers already knew that viruses, bacteria, and other pathogens that leave the human body are detectable in wastewater generated by humans. Early detection of COVID-19 in wastewater can give health authorities critical data to help identify virus "hot spots" and reduce the magnitude of a localized outbreak.

Early in the pandemic the Las Gallinas Valley Sanitary District and other wastewater treatment agencies were contacted by university researchers, including from UC Berkeley and Stanford, asking

for assistance in their work to detect COVID-19 in wastewater. The District joined the effort, contributing to the fight against the pandemic.

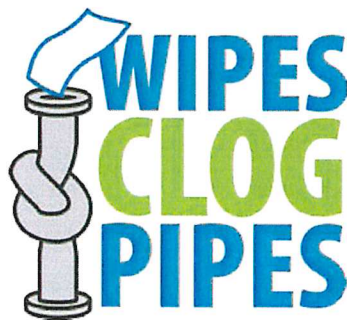
Since then our staff has been collecting and providing wastewater samples to researchers, leveraging the science of wastewater in a way that can ultimately help the public—from our own local ratepayers, to the wider general public. We're proud to be supporting this research, at virtually no additional cost to our ratepayers, and to be part of the leading edge of wastewater-based epidemiology.

Learn about UC Berkeley's program of wastewater monitoring for COVID-19 at [covid-web.org/regional-monitoring](https://covid-web.org/regional-monitoring).



## Construction Affects Reclamation Area Access

Construction at the District's facilities requires periodic temporary closure to vehicles of the Smith Ranch Road access to the Reclamation Area parking lot and trails. Typically, such closures will be on weekdays from 4AM to 5PM. A guard is posted at the entrance gate to control the number of vehicles entering the parking lot area. During those closures, the northerly "Hamilton" access will remain open. Check the District website at [lgvsd.org](https://lgvsd.org) for information prior to visiting.



So-called "flushable" wipes can cause problems in your plumbing, in the sewer system, and at the wastewater treatment plant.

Remember the three "P"s: **P**oop, **P**ee and (toilet) **P**aper are the only things that you should put in the toilet.

The methane can also be used to fuel one of the District's vehicles.



Methane Gas Powered Microturbines

Once biosolids are produced they are temporarily stored before they are spread onto a dedicated nine-acre area on District property, where they become part of the soil. This is a permitted, approved method of disposing of biosolids—but our goal is to treat them as a resource, not as a disposal issue.

In keeping with District's philosophy of environmental sustainability we are exploring ways to beneficially use the nutrient value of biosolids. There are potential alternatives to disposal—for example on certain crops biosolids can be applied to reduce the use of chemical fertilizer. Another option is to compost biosolids with locally-generated green waste to produce a high-quality compost product.

With the District's 300 acres of reclamation area we expect to be able to accommodate some level of future biosolids use. We've already conducted a feasibility study that indicates we're going in the right direction with biosolids use — we're taking proactive steps that are widely acknowledged as responsible tools in wastewater utility management.

The District's Board and senior staff keep a focus on implementing innovative operational improvements that will give us the ability to take full advantage of all the nutrient and energy value that biosolids have to offer.



New Internal Recycle Pump Station



New Electrical Building Equipment and Cable Trays

## Progress Continues on Secondary Treatment Plant Upgrade/Recycled Water Expansion Project

Since early 2019 the District has been working non-stop on the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project. This massive improvement and modernization of the District's facilities is key to the District's overarching mission: protecting public health and the environment by providing effective wastewater collection, treatment, and recycling services. Construction is expected to continue into 2022.



New Recycled Water Distribution Pump Station

Estimated to cost about \$62 million, this project represents an important and necessary investment in ensuring an enhanced, reliable, efficient water treatment facility and recycled water system, to serve the community today and in the future. The key elements of the project include expansion of the plant's secondary treatment capacity, construction of a new primary effluent pump station

and two secondary clarifiers, quadrupling the recycled water facility's capacity to over 5 million gallons per day, rerouting of a force main pipeline, and a lot of related work from electrical and utilities improvements, to on-site road realignment, and much more.

The events of 2020 were unprecedented, and very difficult for everyone. We're proud to say that despite 2020's challenges this critical upgrade project continues through all the obstacles of the pandemic, and we were able to complete and make significant progress on many major elements this year, including:

- Installation of the 16-inch diameter North Marin Municipal District recycled water distribution pipeline
- Completion of the PG&E undergrounding of overhead lines, installation of 16 electrical duct banks, and construction of a new electrical building
- Construction of the anoxic basin and aeration basin concrete structures
- Completion of the Pond Return Pump Station and the Bypass Control Structure
- Operational readiness testing of the deep bed filter pumps,

## Department Spotlight:

# Wastewater/Water Reuse Treatment Plant Operations

The District has a great deal of equipment, machinery, and systems that control the wastewater treatment process at the District's plant, including a lot of high-tech gear and automation. It takes more than equipment to accomplish these processes — it's the Wastewater/Water Reuse Treatment Plant Operations Department staff members who make it all work.

The treatment process is very complex, including physical screening/filtering of wastewater, settling processes, microorganism cleaning systems, anthracite coal filtration, and other steps. All of the water also goes through one of the District's two disinfection systems. These stages bring the water to a level suitable for safe discharge, either to the District's reclamation ponds (in summer), or to Miller Creek during the permitted winter periods of the year.

The future of the wastewater treatment industry is reuse. At the District, a substantial portion of cleaned water is pumped to the District's recycled water plant for further treatment. There, the water goes through a process of pressurized membrane ultrafiltration, and UV light disinfection to inactivate any remaining pathogens. The resulting recycled water is then pumped to Marin Municipal Water District and North Marin Water District and is used by those agencies for irrigation of common areas, parks, and median strips, and other non-potable uses.

These plant operations are carried out by a small group of

dedicated staff members: a Plant Manager, a Plant Operations and Maintenance Supervisor, five Wastewater Treatment Plant Operators, an Environmental Services Director, and a Laboratory Technician. Together, the staff of the Wastewater/Water Reuse Treatment Plant Operations Department handles the processing of an average of over 1.6 million gallons of wastewater every day.

On a daily basis they review the current state of the plant's operations and various ongoing projects. The assigned "operator of the day" monitors and logs all plant activities and systems, and identifies any abnormalities. The staff typically deals with equipment calibrations, manages bulk chemicals, reviews and acts on reported issues, makes safety checks, and conducts routine maintenance. The laboratory staff performs the critical sampling and testing of water at various stages to ensure regulatory compliance of the treatment operations.

And, we are hiring! There is one vacant Wastewater Treatment Plant Operator position — more information on this job opening can be found on the District website.

Meet the staff of the Wastewater/Water Reuse Treatment Plant Operations Department:



**Mel Liebmann**  
*Plant Manager*



**Josh Binder**  
*Plant Operations and Maintenance Supervisor*



**John Bontrager**  
*Wastewater Treatment Plant Operator*



**Chris Campbell**  
*Wastewater Treatment Plant Operator*



**Ralph Loveless**  
*Wastewater Treatment Plant Operator*



**Norman Rogers**  
*Wastewater Treatment Plant Operator*



**Sahar Golshani**  
*Environmental Services Director*



**Elena Knuutti**  
*Laboratory Technician*



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903  
Phone (415) 472-1734 • Fax (415) 499-7715  
www.lgvsd.org

**Board of Directors**

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


**Board Meetings are**

held at 3:30 PM on  
the first and third  
Thursday of each month,  
presently via Zoom  
teleconference

ECRWSS – Postal Customer

**District Administration**

Mike Prinz, General Manager

 Printed on recycled paper using soy-based inks.

"Progress Continues" continued from page 2

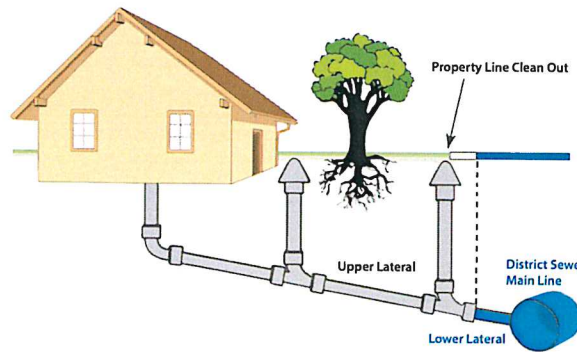
recycled water treatment facility  
filter feed pump station and  
membranes, and distribution  
pump station

The District is well-prepared to  
continue our efforts to move this  
project toward completion in 2022.  
Among the project goals as we  
continue into 2021 are:

- Complete the interim milestone for the production and delivery of recycled water
- Complete the Phase 1 milestone for the completion of the Secondary Treatment Process upgrades
- Commence Phase 2 with the demolition of the primary and secondary bio-filters
- Start on the construction of two new secondary clarifiers

This important project is really all about you—the people, businesses, and facilities we serve. Our goal is to offer the best, most efficient treatment and recycled water systems possible—this project improves the way we reach that goal.

## Low Cost Funds Available for Lateral Repair/Replacement



Repair or replacement of a sewer lateral—the pipeline from a home to the main sewer line—is the responsibility of the property owner. The District's Sewer Lateral Replacement Assistance Program can help homeowners finance the work with a low interest (2%) loan for up to \$10,000. For more information, visit [lgvsd.org/doing-business/sewer-lateral-assistance](http://lgvsd.org/doing-business/sewer-lateral-assistance).



## Introducing Dale McDonald Administrative Services Manager

The District is happy to welcome Dale McDonald as its new Administrative Services Manager. In that role he manages functions including accounting, budget, human resources, risk management, procurement, and administrative support, and also serves as the Chief Financial Officer. He joined the team last September, coming here from the Crockett Community Services District where he served for 10 years as General Manager. Prior to that, Dale worked in the private sector for EBIX, an e-commerce insurance software company. Dale holds a Bachelor's degree from San Francisco State University. He says he's thrilled to be part of the team and is enjoying helping the District in its important work on behalf of the community it serves. Welcome Dale!

**1/7/2021**

**General Manager Report**

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





# Agenda Summary Report

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**To:** Board of Directors  
**From:** Dale McDonald, Administrative Services Manager *DM*  
 (415) 526-1519 [dmcDonald@lgvsd.org](mailto:dmcDonald@lgvsd.org)  
**Mtg. Date:** January 7, 2021  
**Re:** Second Amendment to General Manager's Employment Agreement  
**Item Type:** Consent \_\_\_\_\_ Action X Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X .

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## STAFF RECOMMENDATION

Board of Directors to consider a Second Amendment to the Employment Agreement between the Las Gallinas Valley Sanitary District and Mike Prinz, the General Manager, which can include a salary increase retroactive to November 26, 2020.

## BACKGROUND

On August 6, 2020, the Board appointed members to the General Manager Evaluation Ad-hoc Committee to meet and discuss the upcoming General Manager's Performance Review for the evaluation period November 26, 2019 to November 29, 2020. The Ad-hoc Committee met with the General Manager on multiple occasions and received support from Regional Government Services (RGS) and District Counsel to complete the evaluation documents. The first closed Board session on was held on December 4, 2020. The Board completed the General Manager Performance Review at a second closed session on December 17, 2020 with a recommendation made in open session that the Board consider a compensation increase at its next regular meeting of the Board.

The attached template can be used as the Second Amendment to the Employment Agreement between the District and General Manager Prinz. The Board can also choose to modify the language or terms of the template if desired.

## PREVIOUS BOARD ACTION

On May 21, 2020, the Board of Directors approved a First Amendment to the Employment Agreement between the Las Gallinas Valley Sanitary District and Mike Prinz, the General Manager.

## ENVIRONMENTAL REVIEW

N/A

## FISCAL IMPACT

To be determined. The General Manager Salary is included in the District's annual budget and changes have no substantive impact on the budget.

**SECOND AMENDMENT TO EMPLOYMENT AGREEMENT**

**BETWEEN LAS GALLINAS VALLEY SANITARY DISTRICT**

**AND**

**MIKE PRINZ (GENERAL MANAGER) DATED JULY 1, 2019**

WHEREAS, On July 1, 2019, the Board of Directors of the Las Gallinas Valley Sanitary District (“District”), and Mike Prinz (“Prinz”), the General Manager for the District, agreed to the terms of an Employment Agreement (“Agreement”), whereby the District and Prinz agreed to a new term for the Agreement from July 1, 2019 and ending on June 30, 2021; and

WHEREAS, the District and Prinz have agreed to amend the monthly “Salary” pay of Prinz and that said increase shall be retroactive to Prinz’s anniversary date of November 26, 2020;

IT IS HEREBY AGREED that, as noted in “Section, 3: Salary,” paragraph A., Prinz’s “Salary,” as noted in said paragraph is amended to read as follows:

“Employer agrees to compensate employee the amount of \$ \_\_\_\_\_ per month effective the first pay period which includes the effective date of November 26, 2020.

\_\_\_\_\_  
Rabi Elias, President  
The Board of Directors of the  
Las Gallinas Valley Sanitary District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mike Prinz, General Manager

\_\_\_\_\_  
Dated

ATTEST:


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

(Seal)

APPROVED AS TO FORM:

\_\_\_\_\_  
Patrick M.K. Richardson, District Counsel

# Agenda Summary Report

**To:** Mike Prinz, General Manager  
**From:** Teri Lerch, District Secretary   
 (415) 526-1510; tlerch@lgsd.org  
**Mtg. Date:** January 7, 2021  
**Re:** Board President Appointments for 2021  
**Item Type:** Consent \_\_\_\_\_ Action X Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X

## STAFF RECOMMENDATION

Committee/meeting assignments are a matter of the Board President's determination.

## BACKGROUND

Every year the Board President appoints Board Members to attend various meeting and/or committees. The committee assignments for 2020 were as follows:

Committee	Regular Member	Alternate Member
NBWA Board Committee	Clark	Schriebman
NBWA Tech Advisory Committee	Schriebman	Clark
NBWA Conference Committee	Clark	None
NBWRA	Elias	None
JPA Local Task Force**	Schriebman	None
Gallinas Watershed Council	Yezman	Schriebman
Marin LAFCO**	Murray	None
CASA Energy Committee	Murray	None
CSRMA	Yezman	None
Flood Zone 7	Yezman	None
Engineering Ad Hoc Subcommittee regarding the Secondary Treatment Plant Upgrade	Elias/Yezman	None
2020 GM Evaluation Ad Hoc Subcommittee	Murray/Yezman	None

The following committee /meeting assignments are available for 2021:

Committee	Regular Member	Alternate Member
NBWA Board Committee		
NBWA Tech Advisory Committee		
NBWA Conference Committee		
NBWRA		
JPA Local Task Force**		
Gallinas Watershed Council		
Marin LAFCO**		
CASA Energy Committee		
CSRMA		
Flood Zone 7**		
Secondary Treatment Plant Upgrade Engineering Subcommittee		
2021 GM Evaluation Ad Hoc Subcommittee		

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



**ENVIRONMENTAL REVIEW**

N/A

**FISCAL IMPACT**

N/A

**1/7/2021**

**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.**

1/7/2021

## **BOARD MEMBER REPORTS**

### **CLARK**

NBWA Board Committee, Other Reports

### **ELIAS**

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

### **MURRAY**

Marin LAFCO, CASA Energy Committee, 2020 GM  
Evaluation Ad Hoc Subcommittee, Other Reports-RCAC  
Asset Management

### **SCHRIEBMAN**

JPA Local Task Force, NBWA Tech Advisory Committee,  
Other Reports

### **YEZMAN**

Gallinas Watershed Council/Miller Creek Watershed  
Council, Flood Zone 7, CSRMA, Ad Hoc Engineering Sub-  
Committee re: STPURWE, 2020 GM Evaluation Ad Hoc  
Subcommittee, Other Reports

RCAC  
Asset Management  
Part 1 of 2  
12/16/2020  
Craig K. Murray

Agenda Item 9.3  
Date January 7, 2021

RCAC: Jim McVeigh [JMcVeigh@rcac.org](mailto:JMcVeigh@rcac.org), 916-495-8438); Mary Fleming Leslie ([mfl Fleming@rcac.org](mailto:mfl Fleming@rcac.org), 916-549-6338)

Benefits of Asset Management: 1. Prolonged Asset Life; 2. Meeting Consumer Demands; 3. Budgeting focused on activities critical to sustained performance; 4. Setting rates based on sound planning; 5. Meeting service expectations & regulatory requirements; 5. Improving response to emergencies; 6. Improving security & safety of assets.

Better Decisions Produce Real Savings: Based on US EPA's assessment of Australia's advanced asset management practices: there is a 20-20% life cycle cost savings for US water and wastewater utilities.

Minimum Life Cycle Cost: Key Concepts: Scheduled Maintenance (Reactive v. Proactive v. Predictive); Recordkeeping (Track trends); Planning (Financial, Contingency).

4 Different schedules for O&M Tasks: (Input from Operators in Class) Daily: Smells, Noises Weekly: Monitor Flow & Residuals, Lab. Monthly: Sampling, Routine Sampling in Lab, Update Operating Logs Annual: Reports in CCR.

Use Asset Mgt. to lessen the need to borrow more for Capital replacement. CIP: Policy guide to ID needed capital projects, A tool to prioritize expenditures, a multi-year scheduling of public improvements. Why need a CIP?: 1. Saves money by ID upcoming needs; 2. Looking at long term costs promotes financial and rate stability; 3. Allows community to spend money wisely, rather than paying top dollar in crisis mode; 4. Informs leaders, so they can educate the public.

Eight Key Elements of CIPs: 1. Inventory Analysis; 2. Cost Estimates; 3. Funding Analysis; 4. Public Involvement; 5. Adoption; 6. Secure Funding; 7. Project Construction; 8. CIP Update.

Before you begin: 1. Get Key People Together – Build Your Team (Accountants, Leaders);

Step 1: Inventory Analysis. A: What do we Own?; B: Where is it?; C: What is its condition?; D: What is its useful life?

*Leslie: Angry public can kill a project. Keep them involved at every angle you can, be transparent.*

What do we own? Assets: Pipes, Equipment, Machinery, Buildings and Tools. Leslie: Also Pumps, Treatment facilities. Assets: Usually long term, borrow money to acquire and deteriorate over time. USDA or grant providers want a short-term (15 year or less) asset inventory list. Generally financed but can be cash replaced.

Inventory Analysis: What do we own? 1. Prepare an asset inventory; type of asset. Short lived-cash replacement generally; long lived (capital asset) generally financed but can be cash replaced. Categorize your assets: source to pumping facility to treatment to storage to distribution to house. Biggest Challenge is collecting the data: facility maps and plans; bid construction documents; as built; google mapping; walk the line, wheel or pace yardage, count valves, hydrants and such. NEXT inventory condition: use a value system 1-10, determine which number means immediate replacement, how imp. is this asset, is it critical or is it for redundancy. Leslie: someone knows piece of equipt. really well like operator eg equipt. at 24 years and rather than replace can use for another 5 years. Inventory Analysis: Useful Life: When was it put into service; What was the estimated life expectancy at what time, based

:RCAC Asset Mgt Part 1 of 2 12 16 20

on current condition, estimate if original life expectancy is realistic. Leslie: Regarding class poll on When was your last inventory of fixed assets (choices from 0 months to 5 years). Leslie expressed that it is so much easier if you do the equipment inventory Annually.

Cost Estimates: (Resources: Engineer cost estimates or do your own research). Value=replacement costs. Information may be found: capital facility plan, parts suppliers, well drillers, engineering estimates.

Cost Estimates: Setting Project Priority: Health & Safety; Compliance w/Regulations; Economic Development (Leslie: eg capital facility rate study and cost would be deterrent to attract a grocery store.); reduce O&M costs; cost of project; civic pride; public support; availability of funds; changes in revenue. Leslie: of all priorities, you may want to take the one that you currently have funding for. Eg water tanks attract graffiti people and for civic pride you may want to paint that tank.

Prioritize Projects: Critical Assets.

How to ID which assets are critical to sustained performance:

1. Conduct a Vulnerability Analysis to identify vulnerability from intrusion, terrorism, storms, flooding, earthquakes...
2. Analyze failure consequences: Develop an Emergency Response Plan to show what you are going to do about failure, who does what, phone numbers...

Probability of Failure Factors: Asset Age; Asset condition; repair and maintenance history; Environment (VA/ERP); Design capacity; Obsolescence. VA: Vulnerability Assessment, ERP: Emergency Response Plan (ID which are critical and how to prioritize).

Consequences of Failure Factors: Cost of repair/replacement; reduction in level of service; public health and environmental costs; collateral damage; legal costs; redundancy; social costs (your reputation, not maintaining your critical assets can take years and some in public you will never regain their trust) and other impacts.

Can use this matrix for number of things (classmate: using it for software selection. Kevin Kraynak: We use the same matrix for risk assessment in software development projects)

### Prioritize Projects: Critical Assets

Multiplied		Consequence (Cost) of Failure				
		1	2	3	4	5
Probability of Failure	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

1	Very Low	4	High
2	Low	5	Very High
3	Moderate		



Current service challenges/trends: Pop. Growth, environmental pressure, technology, consumer demands, aging infrastructure, resistance to rising water rates and costs of improvements.

Prioritize Projects: Level of Service: The quality, quantity, reliability and environmental standards of the service your system is providing. What you want when you prioritize your CIP: 1. Customer demand and satisfaction; 2. Regulatory requirements; 3. System's capability and performance target.

A "Policy" decision to provide an "amount" of service to meet local standards: reliability and safety of utilities; future needs; customer needs/wants; financial viability. The higher the LOS, the higher the cost: well trained personnel, reliable service, backup power, modern billing programs, some los costs can be partially recovered. Good people=good service+good maintenance. Tracking achievement: set criteria, based on adopted standards, meeting set standards shows customers you take this responsibility seriously. Public relations. Prioritize the funding: Specific, Measurable, Achievable, Realistic, Timely. "Provide safe, clean drinking water at adequate quantity and sufficient pressure with a maximum of 2 service disruptions per year each lasting less than 6 hours"



Leslie: Satisfaction in your community of well trained operators that are continually being trained.  
 Funding: Cash or Loan. Grants (Likelihood): Community Development Block Grants, USDA Rural Development, SRF "Forgiveness) eg Money tree to start and grow.  
 How to Pay: Cash: Current Rate Payers; Loan: Future Rate Payers; Grant: Tax-Payers. Sources: CA State Revolving Fund; USDA-Rural Development, CDBG, RCAC. Leslie: CA great thing from RCAC : CA Coordinating Finance Committee and has a funding fairs go around state and have all there usda, various banks and all kinds of lenders. First they do intro. Of their loan products and what cover and after intro. You can go to their tables and see what options work for you. Not now with covid but can go to web. [www.cfcc.ca.gov](http://www.cfcc.ca.gov) CA Finance Coordinating Committee. Reviews hundreds of applications a year.

### # Part 1

Additional Q/A:

Jayna Rutz to Everyone

Could you provide more info on the RCAC funding programs - are these loans administered by RCAC and how do the rates typically compare to SRF?

Jim show class Water Boards website and guide through various pages including information for water systems and asset protection programs and small water systems guidance. Coming up next year Safer program to assist in building financial capacity. Safe and Affordable Funding for Equity and Resilience (SAFER) Drinking Water. Jennifer Hazard: Web Address to submit SAFER TA Requests: [https://www.waterboards.ca.gov/water\\_issues/programs/grants\\_loans/tech\\_asst\\_funding.html](https://www.waterboards.ca.gov/water_issues/programs/grants_loans/tech_asst_funding.html)

Technical Assistance (TA) Funding Program. Information for Small Disadvantaged Communities in TA need. RCAC is a federally recognized small community bank. RCAC leverages the loan funds but not federally subsidized rates. Bernhard Hovden to Everyone we received bridge funding from RCAC until the USDA loan/grant came through

Fred Fahlen to Everyone

In my experience, cash pay as you go projects can be easily completed in a year but state funding or USDA projects take 5 to 10 years.

## Where To Find Answers...

<b>Zoe Wu, Water Resource Control Engineer</b>	<ul style="list-style-type: none"> <li>• <a href="mailto:Chi-Tang.Wu@waterboards.ca.gov">Chi-Tang.Wu@waterboards.ca.gov</a></li> <li>• 916/319-8263</li> </ul>
<b>Division of Drinking Water District offices</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.waterboards.ca.gov/drinking_water/programs/documents/ddwem/ddw_districtofficesmap.pdf">https://www.waterboards.ca.gov/drinking_water/programs/documents/ddwem/ddw_districtofficesmap.pdf</a></li> </ul>
<b>Your Local Primacy Agency (LPA)</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.waterboards.ca.gov/drinking_water/programs/documents/lpa_map_013017.pdf">https://www.waterboards.ca.gov/drinking_water/programs/documents/lpa_map_013017.pdf</a></li> </ul>
<b>SWRCB Drinking Water Program web site:</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/TMF.shtml">http://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/TMF.shtml</a></li> </ul>



### Course Materials:

Asset Management and Capital Improvement Planning for Small Water Systems Part 1 of 2 121620-10

- Asset Management and CIP.pdf 9.6 MB
- Basics of Financial Management (002).pdf 1.6 MB RCAP: Rural Community Assistance Partnership, Inc., 1701 K St. NW, Suite 700, Washington, DC 20006, 202/408-1273, 800/321-7227 (toll-free), [info@rcap.org](mailto:info@rcap.org), [www.rcap.org](http://www.rcap.org)
- guide\_smallsystems\_asset\_mgmnt.pdf 939 KB Asset Management: A Handbook for Small Water Systems, one of the Simple Tools for Effective Performance (STEP) Guide Series US EPA. Office of Water (4606M), EPA 816-R-03-016 [www.epa.gov/safewater](http://www.epa.gov/safewater). September 2003.

:RCAC Asset Mgt Part 1 of 2 12 16 20

# Certificate of Completion

This certifies that

**Craig Murray**

Has met the requirements for successful completion of the learning event entitled:

## **Asset Management and Capital Improvement Planning for Small Water Systems Online - Part 1**

12/16/2020, 10:00 AM - 12/16/2020, 12:00 PM  
ONLINE

2 California Drinking Water Contact Hours

Instructor(s): Mary Fleming-Leslie



**RCAC**  
www.rcac.org

A handwritten signature in black ink, which appears to read "Suzanne Anarde". The signature is written in a cursive, flowing style.

Suzanne Anarde, CEO

This training course was presented by Rural Community Assistance Corp Training Dept  
3120 Freeboard Dr #201 West Sacramento, CA 95691 916-447-9832 x 1429 or email  
registration@rcac.org.

Contact hours have been approved for the Registered Environmental Health Specialist Program.



**BOARD MEMBER  
MEETING ATTENDANCE REQUEST**

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

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

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

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

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

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

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

Other meeting attendees: \_\_\_\_\_

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

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

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

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

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

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

**1/7/2021**

**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



DISTRICT BOARD

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

DISTRICT ADMINISTRATION

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

*Agenda Item* 11

*Date* January 7, 2021

December 30, 2020

VIA EMAIL: [WBaker-Cohn@marinsheriff.org](mailto:WBaker-Cohn@marinsheriff.org)

Woody Baker-Cohn, Assistant Emergency Services Manager  
Marin County Office of Emergency Services  
1600 Los Gamos Drive #200  
San Rafael, CA. 94903

RE: COVID-19 Vaccinations for Water and Wastewater Sector

Dear Mr. Baker-Cohn,

As Marin County develops plans for distribution of the COVID-19 vaccine, Las Gallinas Valley Sanitary District asks that our frontline utility staff members receive priority in Phase 1-B (or Phase 1 C if determined by the State). This phase includes “people who play a key role in keeping essential functions of society running and cannot socially distance in the workplace,” as described in the Centers for Diseases Control and Prevention (CDC) COVID-19 Vaccination Program Interim Playbook for Jurisdiction Operations.

Vaccinating frontline water and wastewater utility staff members is particularly important because, as a lifeline sector, water and wastewater sector services underpin all aspects of society, including hospitals and long-term care facilities and are critical to maintaining public health in general. Due to the specialized skills and licenses required for utility operations, and the corresponding challenges in finding replacements for staff members who may become ill or exposed, it is essential to mitigate staff members’ COVID-19 risks through all possible means, including vaccinations.

Las Gallinas Valley Sanitary District provides recycled water and wastewater services to residents in the City of San Rafael and unincorporated areas of Marin. In addition, we provide services for Kaiser Permanente San Rafael Medical Center, Marin County Civic Center, and the Marin County Office of Emergency Services. Our services are essential for keeping these facilities operating and for protecting public health. We estimate that 17 essential staff members should be given priority for the vaccine in Phase 1-B.

I appreciate your consideration of our critical water workers in your vaccine prioritization plans. Please contact me at [mprinz@lcvsd.org](mailto:mprinz@lcvsd.org) or (415) 526-1511 if you have any questions or would like to discuss vaccine prioritization for our workers.

Sincerely,

Mike Prinz  
General Manager, Las Gallinas Valley Sanitary District