



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

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

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

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

BOARD MEETING AGENDA

March 3, 2022

On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health, which was due to end on September 30, 2021 (Exec. Ord. N-08-21). However, the Legislature passed AB 361 which provides local agencies with the ability to meet remotely during proclaimed state emergencies under modified Brown Act requirements, similar in many ways to the rules and procedures established by the Governor's previous Executive Orders. - In light of this – the March 3, 2022 meeting of the LGVSD Board will be held via Zoom electronic meeting. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged, but not required, to submit comments in writing to the Board Secretary (tlerch@lgvsd.org) by 5:00 pm on Wednesday, March 2, 2022. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email (tlerch@lgvsd.org) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

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

REMOTE CONFERENCING ONLY

Join Zoom Meeting online at: <https://us02web.zoom.us/j/88942404011>

OR

By teleconference at: +16699009128 Meeting ID: 889 4240 4011

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

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

Estimated Time

OPEN SESSION:

4:00 PM

1A. 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.

CLOSED SESSION:

4:05 PM

2A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION – Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code § 54956.9: One case.

OPEN SESSION:

4:20 PM

1. PUBLIC COMMENT

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

4:25 PM

2. CONSENT CALENDAR:

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

- A. Approve the Board Minutes February 3, 2022
- B. Approve the Warrant List for March 3, 2022
- C. Approve Murray attending Biosolids 101 CASA Webinar March 7, 2022
- D. Approve Resolution 2022-2239 – Adopting a Revised Pay Schedule for All Employees of the District
- E. Approve Resolution 2022-2240 – Amending the Employment Agreement with Interim General Manager Chris DeGabriele
- F. Approve Guide Dogs for the Blind Easement, Quitclaim and Resolutions 2022-2242 And 2022-2243

Possible expenditure of funds: Yes, Item B through E.

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

-
- 4:45 PM** **3. INFORMATION ITEMS:**
 STAFF/CONSULTANT REPORTS:
1. Interim General Manager's Report – Verbal
 2. District Correspondence - Written
 3. Secondary Treatment Plant Upgrade and Recycled Water Expansion Project update – Kennedy/Jenks Presentation
 4. Board Policy Review: B-10 Minutes of Board Meeting and F-10 General Finance
- 5:40 PM** **4. BUDGET REPORT FISCAL YEAR 21/22**
 Board to receive Budget Report Fiscal Year 21/22.
- 6:00 PM** **5. 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 Board Secretary before the meeting.
- 6:05 PM** **6. BOARD MEMBER REPORTS:**
1. CLARK
 - a. NBWA Board Committee, NBWA Conference Committee, 2022 Operations Control Center Ad Hoc Committee, Other Reports
 2. FORD
 - a. NBWRA, Gallinas Watershed Council, Marin Special Districts Association, 2022 Ad Hoc Engineering Committee re: STPURWE, 2022 Operations Control Center Ad Hoc Committee, 2022 Human Resources Ad Hoc Committee, Other Reports
 3. MURRAY
 - a. Marin LAFCO, CASA Energy Committee, 2022 GM Recruitment Ad Hoc Committee, Other Reports
 4. SCHRIEBMAN
 - a. JPA Local Task Force, 2022 Legal Services Ad Hoc committee, 2022 Biosolids Ad Hoc Committee, 2022 Human Resources Ad Hoc committee, Other Reports
 5. YEZMAN
 - a. Flood Zone 7, CSRMA, 2022 Ad Hoc Engineering Committee re: STPURWE Engineering Subcommittee, 2022 Legal Services Ad Hoc Committee, 2022 GM Recruitment Ad Hoc Committee, Marin Special Districts, 2022 Biosolids Ad Hoc committee, Other Reports
- 6:30 PM** **7. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
 - B. Board Agenda Item Requests – Verbal
-

6:35 PM 8. VARIOUS INDUSTRY RELATED ARTICLES

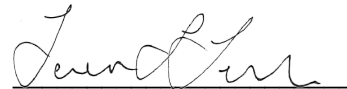
6:40 PM 9. ADJOURNMENT

FUTURE BOARD MEETING DATES: MARCH 17 AND APRIL 7, 2022

AGENDA APPROVED:	Judy Schriebman, Board President	Patrick Richardson, Legal Counsel
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CERTIFICATION: I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before February 28, 2022, 4:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held March 3, 2022, at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: February 24, 2022



Teresa L. Lerch
District Secretary

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

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

3/3/2022

PUBLIC COMMENT

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

3/3/2022

CLOSED SESSION

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

AGENDA ITEM 1

3/3/2022

PUBLIC COMMENT

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

MEETING MINUTES OF FEBRUARY 3, 2022

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION BY ZOOM CONFERENCE ON FEBRUARY 3, 2022 AT 4:02 PM AND STAFF BY ZOOM CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

BOARD MEMBERS PRESENT: M. Clark, R. Ford, C. Murray, J. Schriebman and C. Yezman

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Chris DeGabriele, Interim General Manager; Teresa Lerch, Board Secretary; Dale McDonald, District Treasurer;

OTHERS PRESENT: David Byers, District Counsel;

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

1. PUBLIC COMMENT: None.

ACTION:

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO CLOSED SESSION ON FEBRUARY 3, 2022 , AT 4:04 PM, BY ZOOM CONFERENCE AND AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.

Lerch left at 4:04 pm.
McDonald left at 4:04 pm

CLOSED SESSION:

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

ADJOURNMENT:

ACTION:

The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on February 3, 2022 at 4:15 pm.

BOARD MEMBERS PRESENT: M. Clark , R. Ford, C. Murray, J. Schriebman, C. Yezman

STAFF PRESENT: Chris DeGabriele, Interim General Manager; Dale McDonald, District Treasurer; Teresa Lerch, District Secretary; Mike Cortez, District Engineer; Mel Liebmann, Plant Manager.

OTHERS PRESENT: David Byers, District Counsel

PUBLIC COMMENT: None.

REPORT ON CLOSED SESSION: President Schriebman reported that as required by Government Code Section 54957.1(a)(3)(B) of the Brown Act, the Board of Directors has accepted a settlement offer made by its former General Manager Mike Prinz in the amount of \$206,130.10 regarding his termination of employment. The vote was 4/0/1/0 – Ford, Murray, Schriebman, Yezman – Ayes, Clark was absent. This settlement was roughly nine months of salary.

2. INFORMATION ITEMS:

STAFF / CONSULTANT REPORTS:

1. Interim General Manager's Report – DeGabriele reported.
2. Annual Budget Development Timeline for FY 2022/23 – McDonald reported.
3. Department Reports – Operations – Liebmann reported.

3. APPROVE ARCSINE CONTRACT AMENDMENT 2 FOR ADDITIONAL SCADA CONSTRUCTION SUPPORT FOR THE SECONDARY TREATMENT PLANT UPGRADE AND RECYCLED WATER EXPANSION PROJECT

Board and staff discussed the ArcSine contract amendment 2 for additional SCADA Construction support in the amount of \$290,100.

ACTION:

Board approved (M/S Yezman/Murray 5-0-0-0) the ArcSine Contract Amendment 2 for additional SCADA construction support for the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project in the amount of \$290,100.

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

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 January 6 and January 18, 2022
- B. Approve the Warrant List for February 3, 2022

Item B was discussed.

ACTION:

Board approved (M/S Clark/Ford 5-0-0-0) the Consent Calendar items A and B.

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

5. UPDATE TO COVID PREVENTION PROGRAM

Board and staff discussed recent changes to the COVID-19 Prevention Plan and new isolation and quarantine guidelines.

ACTION:

Board approved (M/S Clark/Ford 4-1-0-0) directing the Administrative Services Manager to do an investigation to see if a policy of mandatory testing for all employees could be implemented and what the cost would be.

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

6. PUBLIC COMMENT:

None

7. BOARD MEMBER REPORTS:

1. CLARK

- a. NBWA Board Committee –verbal report
- b. NBWA Conference Committee – no report
- c. 2022 Operations Control Center Ad Hoc Committee – verbal report
- d. Other Reports–no report

2. FORD

- a. NBWRA – verbal report
- b. Gallinas Watershed Council– verbal report
- c. 2022 Engineering Ad Hoc Committee re: Secondary Treatment Plant Upgrade – no report
- d. 2022 Operations Control Center Ad Hoc Committee – no report
- e. 2022 Human Resources Ad Hoc Committee –no report
- f. 2022 CSA 18 Review Ad Hoc Committee – no report
- g. Marin County Special Districts Association – no report
- h. Other Reports – verbal report – CSDA Workshop

3. MURRAY

- a. Marin LAFCO – verbal report
- b. CASA Energy Committee– no report
- c. 2022 GM Recruitment Ad Hoc Committee - verbal report
- d. Other Reports – no report

4. SCHRIEBMAN

- a. JPA Local Task Force– no report
- b. 2022 Legal Services Ad Hoc Committee – no report
- c. 2022 Biosolids Ad Hoc Committee – verbal report
- d. 2022 Human Resources Ad Hoc Committee – verbal report
- e. Other Reports- no report

5. YEZMAN

- a. Flood Zone 7– no report
- b. CSRMA – no report
- c. Marin Special District Association – verbal report
- d. 2022 STPURWE Engineering Ad Hoc Committee– no report
- e. 2022 GM Recruitment Ad Hoc Committee – no report
- f. 2022 Legal Services Ad Hoc Committee – no report
- g. 2022 CSA 18 Review Ad Hoc Committee – no report
- h. Other Reports–no report

8. BOARD REQUESTS:

- A. Board Meeting Attendance Requests – Murray requested attending the CASA Washington DC conference February 28-March 1, 2022.
- B. Board Agenda Item Requests- Schriebman requested a Recycled Water outlet and Floating Solar be on a future agenda. DeGabriele will handle these items directly. Murray requested Board review Real Property Acquisition policy and Ford requested the Reclamation invasive species agenda item be given lower priority.
- C. Board Secretary Lerch reminded the Board of the upcoming meetings:
 - February 10, 2022 10 am Harassment Training
 - February 17, 2022 4 pm Regular Board Meeting
 - March 3, 2022 4 pm Regular Board Meeting

9. MISCELLANEOUS DISTRICT CORRESPONDENCE:

No Discussion.

10. ADJOURNMENT:

ACTION:

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

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

NOES: None.

ABSENT: None.

ABSTAIN: None.

The next Board Meeting is scheduled for February 17, 2022, 4 PM by Zoom Meeting at the District Office.

ATTEST:

Teresa Lerch, District Secretary

APPROVED:

Crystal J. Yezman, Board Vice-President
SEAL

Las Gallinas Valley Sanitation District
Warrant List 3/03/2022 DRAFT

Agenda Item 2 B
Date March 3, 2022

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for items
1	3/3/2022	EFT1	ADP Payroll	139,506.55		139,506.55	02/25/2022 Payroll & Processing Charges
2	3/3/2022	N/A	All Star Rents	156.56		156.56	Stump Grinder
3	3/3/2022	N/A	Aramark	256.18		256.18	Uniform Laundry Service week of 2/14
4	3/3/2022	N/A	ArcSine Engineering	3,297.32		3,297.32	Construction Engineering Services- Marin Lagoon Pump Station- January
5	3/3/2022	N/A	AT&T	751.80		751.80	Phone Lines @ Pump Stations- 2/7-3/6
6	3/3/2022	EFT1	Bank of Marin	47,335.64		47,335.64	Recycled Water Loan Payment- March
7	3/3/2022	N/A	Briscoe Ivester & Bazel LLP	7,706.25		7,706.25	Legal Services for Potential Litigation
8	3/3/2022	ACH	Brown and Caldwell	3,752.16		3,752.16	STPURWE- Engineering Services - January
9	3/3/2022	N/A	California Water Environment Association	101.00		101.00	C. Gill Certification Renewal
10	3/3/2022	EFT	CalPERS CERBT-OPEB	11,630.00		11,630.00	Pre-Fund CERBT Payment -March
11	3/3/2022	EFT	CalPERS Health	38,001.60		38,001.60	CalPERS Health- Active & Employer Retiree Share -March
12	3/3/2022	ACH	Caltest	6,307.53		6,307.53	Outside Lab Testing
13	3/3/2022	N/A	Cintas	144.14		144.14	Safewasher Service & Filter Replacement -Feb
14	3/3/2022	EFT	Direct Dental	1,969.25		1,969.25	EE payment towards Dental
15	3/3/2022	ACH	Edelstein, Daniel	1,815.00		1,815.00	Canada Goose Project- January
16	3/3/2022	ACH	EOA	8,881.50		8,881.50	Technical Support for Regulatory Permits & NPDES Permit
17	3/3/2022	ACH	Gopher-It Trenchless	10,000.00		10,000.00	PSL Replacement Program for 7 Linnet Court.
18	3/3/2022	ACH	Grainger	1,136.54		1,136.54	Exhaust Fan, Procedural Masks, Fire Extinguisher Cabinet
19	3/3/2022	N/A	Liebert Cassidy Whitmore	2,726.30		2,726.30	Legal Services
20	3/3/2022	N/A	Marin Ace	167.01		167.01	Misc. Supplies
21	3/3/2022	N/A	Operating Engineers Local #3	587.48		587.48	Union Dues for Paydate 2/25
22	3/3/2022	ACH	Orion Protection Services	318.50		318.50	Patrol Services for 300 Smith Ranch Rd.
23	3/3/2022	N/A	P2S	348.00		348.00	Arc Flash Hazard Analysis- Labeling
24	3/3/2022	N/A	PG&E	7,124.86		7,124.86	Electricity at Plant - 12/27 - 1/25
25	3/3/2022	N/A	PG&E	10,406.70		10,406.70	Electricity at Pump Stations - 12/17-1/17
26	3/3/2022	N/A	PG&E	43.47		43.47	Solar Costs - 12/27-1/25
27	3/3/2022	N/A	Platt	607.75		607.75	Misc. Supplies
28	3/3/2022	N/A	Proforma	334.23		334.23	Additional LGVSD Logo Tee-Shirts
29	3/3/2022	N/A	Rathlin Properties	125.53		125.53	Light Fixture for GM Office

Las Gallinas Valley Sanitation District Warrant List 3/03/2022 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for Items
30	3/3/2022	ACH	Regional Government Services	2,182.50		2,182.50	Finance Management Services
31	3/3/2022	N/A	Riedinger Consulting	2,830.00		2,830.00	STPURWE- On-Call Construction Review
32	3/3/2022	N/A	Sherwin-Williams	134.57		134.57	Red Paint for Curbs
33	3/3/2022	N/A	SiteOne Landscape Supplies	123.05		123.05	Weed Barrier
34	3/3/2022	EFT	Sunlife Financial	2,639.96		2,639.96	EE's AD&D, Disability and Life Insurance-March 2022
35	3/3/2022	N/A	TPx Communications	750.01		750.01	Phone Services- February
36	3/3/2022	N/A	United Site Services	578.55		578.55	Porta Potties for Water Stopages
37	3/3/2022	ACH	Univar	10,190.37		10,190.37	Sodium Bisulfite, Sodium Hypochlorite
38	3/3/2022	EFT	US Bank	1,758,900.00		1,758,900.00	2017 Revenue Bond Payment
39	3/3/2022	N/A	USA Blue Book	501.79		501.79	PSI Transmitter
40	3/3/2022	N/A	Water Components & Building Supply	775.61		775.61	Misc. Valves and Purple PVC Pipe
41	3/3/2022	ACH	WECO	92.10		92.10	Seal Kit

Do not change any formulas below this line.

TOTAL \$ 2,085,237.36 \$ - \$ 2,085,237.36

EFT1	EFT1 = Payroll (Amount Required)	186,842.19	186,842.19	Approval: <table border="1"><tr><td></td></tr><tr><td>Finance</td></tr><tr><td>GM</td></tr><tr><td>Board</td></tr></table>		Finance	GM	Board
Finance								
GM								
Board								
EFT2	EFT2 = Bank of Marin loan payments	0.00	0.00					
PC	Petty Cash Checking	0.00	0.00					
>1	Checks (Operating Account)	0.00	0.00					
N/A	Checks - Not Issued	40,578.16	40,578.16					
EFT	EFT = Vendor initiated "pulls" from LGVSD	1,813,140.81	1,813,140.81					
ACH	ACH = LGVSD initiated "push" to Vendor	44,676.20	44,676.20					
	Total	\$ 2,085,237.36	\$ 2,085,237.36					

Difference: \$ -

STPURWE Costs 6,582.16

AGENDA ITEM 2c
DATE March 8, 2022



BOARD MEMBER CONFERENCE/ MEETING ATTENDANCE REQUEST

Date: 2/17/22 Name: MURRAY, Craig K.

I would like to attend the Biosolids 101 Training Meeting of CASA

To be held on the 7th day of March 2022 from 10 a.m.

/ p.m. to 7th day of March 2022 from _____ a.m. / p.m.

Location of meeting: Online

Actual meeting date(s): March 7, 2022

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

Purpose of Meeting: Training

Meeting relevance to District: Biosolids Matters

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

No. N/A

Request assistance from Board Secretary to register for Hotel:

No. N/A

Board Directors to book their own transportation including Airfare, taxi and/or shuttles.

Frequency of Meeting:

Ix

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

Date submitted to Board Secretary: 2/17/22

Board approval obtained on Date: _____

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

BIOSOLIDS TRAINING - CASA
Craig K. Murray
February 17, 2022

Please join us for a Biosolids 101 training which will cover the regulations and the scientific basis on which they are built. There will be plenty of time for questions as well.

Presenter – Greg Kester – CASA

Moderator – Ryan Batjiaka – SFPUC

Topic: Biosolids 101

Time: Mar 7, 2022 10:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81551967657?pwd=dXJFbXZCOWV3aGFsWU1lQmNFNWVXUT09>

Meeting ID: 815 5196 7657

Passcode: 721161

One tap mobile

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Meeting ID: 815 5196 7657

Passcode: 721161

Find your local number: <https://us02web.zoom.us/u/kbXqC9XDtg>.

Microsoft Teams meeting

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Item Number 2D
GM Review CD

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager *DM*
(415) 526-1519 dmcDonald@lgvsd.org
Meeting Date: March 3, 2022
Re: Resolution Approving Revised Pay Schedule Showing Corrected Salary for the General Manager Position, Effective July 1, 2021

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

STAFF RECOMMENDATION

That the Board adopt the attached Resolution 2022-2239 approving a salary Pay Schedule that includes the corrected General Manager wage of \$22,399 per month, effective July 1, 2021.

BACKGROUND

The Pay Schedule of Wages, historically adopted annually by July 1, was delayed in 2021 to allow negotiations to be completed between Operating Engineers Local 3 and the Las Gallinas Valley Sanitary District on a successor Memorandum of Understanding (“MOU”) agreement. Employment Agreements with District management and unrepresented employees that were set to expire on June 30, 2021 were extended to allow negotiations to be completed with its represented employees.

The General Manager’s employment agreement was terminated on November 18, 2021 prior to management Employment Agreements being finalized. The Pay Scheduled adopted on December 16, 2021 did not include the correct monthly salary for the General Manager position. The salary of the General Manager was established by the Board on January 21,2021 and the contract in-place at the time of termination included a 3.25% Cost-of-Living Adjustment (COLA), effective July 1, 2021, which was not represented on the Pay Schedule.

The attached Pay Schedule corrects the General Manager monthly salary to \$22,399. No other changes to the Pay Schedule were made. The Pay Schedule must be adopted to meet California Code of Regulations, Subchapter 1, Employees’ Retirement System Regulations section 570.5 (2 CCR § 570.5).

PREVIOUS BOARD ACTION

August 19, 2021, the Board adopted the District Pay Schedule for represented employees, effective July 1, 2021.

On December 16, 2021, the Board adopted the District Pay Schedule, updating it to include unrepresented employees, effective July 1, 2021.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

The fiscal year 2021-22 budget provides for the COLA pay increase.

RESOLUTION NO. 2022-2239

**A RESOLUTION ADOPTING A REVISED PAY SCHEDULE FOR
ALL EMPLOYEES OF THE DISTRICT**

LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the District adopted the Pay Schedule for represented employees, effective July 1, 2021, on August 19, 2021 while awaiting completion of management contracts; and

WHEREAS, the District approved employment agreements with management and unrepresented employees on December 2, 2021 requiring the Pay Schedule be updated; and

WHEREAS, the District adopted the Pay Schedule for management and unrepresented employees, effective July 1, 2021, on December 16, 2021; and

WHEREAS, there was an error on the Pay Schedule adopted December 16, 2021 showing the incorrect monthly salary for the General Manager position; and

WHEREAS, the District wishes to correct the Pay Schedule to reflect the actual salary paid to the General Manager, including a Cost-of-Living Adjustment of 3.25%, effective as of July 1, 2021; and

WHEREAS, the District wishes to have only one published Pay Schedule for all employees; and

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

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

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

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

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

- (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
- (2) Identifies the position title for every employee position;

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

THEREFORE, BE IT RESOLVED that the Board of Directors of the Las Gallinas Valley Sanitary District does hereby adopt the revised Pay Schedule Effective July 1, 2021 for all employees, which is attached as Exhibit A and is included by reference, in accordance with the requirements of the California Code of Regulations, Subchapter 1, Employees' Retirement System Regulations section 570.5 (2 CCR § 570.5).

* * * * *

I hereby certify that the forgoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a regular meeting thereof held on March 3, 2022, by the following vote of the members thereof:

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

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

APPROVED:

(seal)

Judy Schriebman, Board President



Las Gallinas Valley Sanitary District
Salary Pay Schedule as of July 1, 2021

EXHIBIT A

Full Time Positions	Monthly Salary								
	Step 1	Step 2	Step 3	Step 4	Step 5	Longevity 5% ⁽²⁾	Longevity 3% ⁽³⁾	Longevity 2% ⁽⁴⁾	
Administrative Assistant	5,895	6,190	6,499	6,824	7,165	7,523	7,749	N/A	
Administrative/Financial Specialist	8,126	8,532	8,959	9,407	9,877	N/A	N/A	N/A	
Administrative Services Manager	14,339	15,056	15,809	16,600	17,429	N/A	N/A	N/A	
Assistant Engineer	8,970	9,418	9,889	10,383	10,903	11,448	11,791	N/A	
Associate Engineer	10,929	11,475	12,049	12,651	13,284	13,948	14,366	N/A	
Civil Engineering Technician	7,182	7,541	7,918	8,314	8,730	9,167	9,442	N/A	
Collection System/Maintenance/Safety Manager	13,990	14,689	15,423	16,195	17,004	17,855	18,390	18,758	
Collection System Operator ⁽¹⁾	5,611	5,891	6,186	6,495	6,820	N/A	N/A	N/A	
Collection System Operator I ⁽¹⁾	5,895	6,190	6,499	6,824	7,165	N/A	N/A	N/A	
Collection System Operator II	6,193	6,503	6,828	7,169	7,528	7,904	8,141	N/A	
Collection System Operator III	6,669	7,003	7,353	7,721	8,107	8,512	8,767	N/A	
Collection System Operator Lead	7,182	7,541	7,918	8,314	8,730	9,167	9,442	N/A	
CMMS Technician	7,182	7,541	7,918	8,314	8,730	9,167	9,442	N/A	
District Engineer	14,698	15,433	16,204	17,014	17,865	18,758	19,321	19,708	
District Secretary	7,734	8,121	8,527	8,954	9,401	9,871	10,168	N/A	
Electrical Instrumentation Technician	7,734	8,121	8,527	8,954	9,401	9,871	10,168	N/A	
Environmental Services Director	9,901	10,396	10,916	11,461	12,034	12,636	13,015	N/A	
Laboratory Analyst-in-Training ⁽¹⁾	6,836	7,178	7,537	7,914	8,309	N/A	N/A	N/A	
Laboratory Analyst I ⁽¹⁾	7,182	7,541	7,918	8,314	8,730	N/A	N/A	N/A	
Laboratory Analyst II	7,928	8,324	8,740	9,177	9,636	10,118	10,422	N/A	
Laboratory Analyst III	9,194	9,654	10,136	10,643	11,175	11,734	12,086	N/A	
Maintenance Supervisor	10,402	10,922	11,468	12,042	12,644	13,276	13,674	N/A	
Plant Manager	14,339	15,056	15,809	16,600	17,429	18,301	18,850	19,227	
Plant Operator-in-Training ⁽¹⁾	6,193	6,503	6,828	7,169	7,528	N/A	N/A	N/A	
Plant Operator I ⁽¹⁾	6,507	6,832	7,174	7,532	7,909	N/A	N/A	N/A	
Plant Operator II	7,182	7,541	7,918	8,314	8,730	9,167	9,442	N/A	
Plant Operator III	7,928	8,324	8,740	9,177	9,636	10,118	10,422	N/A	
Plant Operator Lead	8,537	8,964	9,412	9,883	10,377	10,896	11,223	N/A	
Plant Operations Supervisor	10,402	10,922	11,468	12,042	12,644	13,276	13,674	N/A	
Skilled Maintenance Worker I ⁽¹⁾	6,193	6,503	6,828	7,169	7,528	N/A	N/A	N/A	
Skilled Maintenance Worker II	7,182	7,541	7,918	8,314	8,730	9,167	9,442	N/A	
General Manager ⁽⁵⁾	22,399								

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

- (1) Represented employees in entry level classifications and unrepresented employees hired after 7/1/2016 are not eligible for longevity pay.
- (2) Longevity Pay equal to 5% of salary is given beginning on the 7th year of employment, longevity shown is for employees at top regular step 5.
- (3) Additional Longevity Pay equal to 3% of salary is given beginning on the 11th year of employment, longevity shown is for employees at top regular step 5.
- (4) Additional Longevity Pay equal to 2% of salary is given beginning on the 16th year of employment for management hired prior to 7/1/2016.
- (5) The General Manager (GM) position is a contract position with 3.25% COLA effective 7/1/21. The salary was established by the Board of Directors on 1/21/202

Resolution No. 2022-2239

Adopted _____



Item Number 2E
GM Review CD

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager *DM*
(415) 526-1519 dmcDonald@lqvsd.org
Meeting Date: March 3, 2022
Re: First Amendment to Employment Agreement with Chris DeGabriele, Interim General Manger

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

STAFF RECOMMENDATION

Board to approve Resolution No. 2022-2240 amending the Employment Agreement for Interim General Manager Chris DeGabriele to reflect the compensation paid to the prior General Manager as reported to CalPERS for the period July 1, 2021 through November 2021.

BACKGROUND

On November 18, 2021, the General Manager position of the Las Gallinas Valley Sanitary District became vacant. Chris DeGabriele was appointed as Interim General Manager on January 20, 2022 and executed an Employment Agreement with the District on January 21, 2022. The term of employment began on January 31, 2022.

A correction to Hourly Compensation was identified. The corrected hourly rate is \$129.23 calculated in accordance with CalPERS regulations as follows: \$268,790.00 / 2080 hrs. = \$129.23 (rounded).

This amount is equivalent to the monthly salary that is on the District approved Salary Pay Schedule for the General Manager position.

PREVIOUS BOARD ACTION

Resolution No. 2022-2236 was adopted January 20, 2022 appointing Chris DeGabriele Interim General Manager.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

The cost increase is \$4.07 per hour, anticipated to be approximately \$4,230 over 6 months.

Attachments:

1. Resolution No. 2022-2240 and First Amendment to Agreement Between Las Gallinas Valley Sanitary District and Chris DeGabriele (Interim General Manager)

RESOLUTION NO. 2022-2240

**RESOLUTION OF BOARD OF DIRECTORS OF LAS GALLINAS VALLEY
SANITARY DISTRICT AMENDING THE EMPLOYMENT AGREEMENT WITH
INTERIM GENERAL MANAGER CHRIS DEGABRIELE**

LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, Government (Gov.) Code section 21221(h) of the Public Employees' Retirement Law governs CalPERS retiree appointments to vacant interim positions requiring specialized skills during recruitment for a permanent appointment; and

WHEREAS, Chris DeGabriele was appointed as Interim General Manager by the Las Gallinas Valley Sanitary District Board on January 20, 2022, effective January 31, 2022; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is \$22,399 per month and the hourly equivalent is \$129.23 the minimum base salary for this position is \$22,399 per month and the hourly equivalent is \$129.23 as reflected on the Salary Pay Schedule of the District; and

WHEREAS, the hourly rate paid to Chris DeGabriele will be \$129.23 per hour, retroactive to January 31, 2022; and

WHEREAS, Chris DeGabriele has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate.

NOW THEREFORE IT IS HEREBY RESOLVED that the Las Gallinas Valley Sanitary District hereby amends the Employment Agreement of Chris DeGabriele as described herein and detailed in the attached document, Exhibit A - First Amendment to Employment Agreement dated March 3, 2022

* * * * *

I hereby certify that the forgoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on March 3, 2022 by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members

ABSENT, Members:

Teresa Lerch, District Secretary
Las Gallinas Valley Sanitary District

APPROVED:

Judy Schriebman, Board President
Las Gallinas Valley Sanitary District

(SEAL)

FIRST AMENDMENT TO EMPLOYMENT AGREEMENT

BETWEEN LAS GALLINAS VALLEY SANITARY DISTRICT

AND

CHRIS DEGABRIELE (INTERIM GENERAL MANAGER)

DATED MARCH 3, 2022

WHEREAS, On January 21, 2022, the Board of Directors of the Las Gallinas Valley Sanitary District (“District”), and Chis DeGabriele (“DeGabriele”), the Interim General Manager for the District, agreed to the terms of an Employment Agreement (“Agreement”), whereby the District and DeGabriele agreed to a term of employment that commenced on January 31, 2022, to continue until the District hires a permanent General Manager or until it is terminated by either party; and

WHEREAS, the District and DeGabriele have agreed to amend the “Hourly Compensation” pay of DeGabriele and that said increase shall be retroactive to DeGabriele’s start date of January 31, 2022;

IT IS HEREBY AGREED that, as noted in “Section, 4: Compensation” paragraph A., DeGabriele “Hourly Compensation,” as noted in said paragraph is amended to read as follows:

“District shall pay Employee at the rate of \$129.23 for each hour of service Employee provides to the District until Employee is reinstated to active CalPERS service. This hourly rate is calculated in accordance with CalPERS regulations as follows: \$268,790.00 /2080 hrs. = \$129.23 (rounded). Employee's compensation shall be payable biweekly (every other week) at the same time as all District employees receive their regular paychecks. Employee shall not be entitled to receive payment or credit for, and District shall not pay or credit Employee for, overtime, compensated time off in lieu of overtime or other compensation except as expressly provided in this Agreement.”

Judy Schriebman, President of
The Board of Directors of the
Las Gallinas Valley Sanitary District

Date

Chris DeGabriele, Interim General Manager

Dated

ATTEST:

Teresa Lerch, District Secretary

(Seal)

APPROVED AS TO FORM:

Patrick M.K. Richardson, District Counsel



Item Number 2 F
GM Review CP

Agenda Summary Report

To: Board of Directors
From: Michael P. Cortez, PE, District Engineer
(415) 526-1518; mcortez@lgvsd.org
Meeting Date: March 3, 2022
Re: Guide Dogs Easement and Quitclaim

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

STAFF RECOMMENDATION:

- 1) Authorize the Board President to accept a Grant of Easement from Guide Dogs for the Blind (GDB).
- 2) Authorize the Board President to execute a Quitclaim Deed for GDB.

BACKGROUND:

The construction of the Guide Dogs for the Blind Puppy Center located at 350 Los Ranchitos Road required the rerouting and replacement of approximately 193 LF of 6" VCP sanitary sewer with 246 LF of 8" PVC and construction of new 10'-wide maintenance access road. The attached resolutions cover the Grant of Easement for the new pipe alignment and vehicle access and the Quitclaim Deed for the abandoned easement that is no longer needed by the District.

District staff have reviewed all documents provided by GDB including a copy of the original sanitary sewer easement issued to A. Nelson, Inc. in 1955 and they appear accurate and valid. District legal counsel has reviewed and approved the documents as to form.

In addition, all financial issues related to the easement machine and construction of the maintenance access road have been resolved amicably between GDB and the District and properly documented on file.

PREVIOUS BOARD ACTION:

- 1) Board approved the Application for Allocation and issuance of a Will Serve Letter to GDB on July 13, 2017.
- 2) Board approved the issuance of an Updated Will Serve Letter to Guide Dogs for the Blind on February 14, 2019.

ENVIRONMENTAL REVIEW:

N/A

FISCAL IMPACT:

N/A

RESOLUTION No. 2022-2242

**A RESOLUTION AUTHORIZING EXECUTION OF A
CERTIFICATE OF ACCEPTANCE OF EASEMENT
APN 175-250-03, SAN RAFAEL**

LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, Guide Dogs for the Blind, Inc. has dedicated a sewer easement being a portion of that parcel of land described in the grant deed to Guide Dogs for the Blind, Inc., recorded in Book 513 at Page 364, Marin County Records, being more particularly described and set forth in Exhibits "A" through "B" which are attached hereto and incorporated by reference herein, in favor of the District for the rerouting of the existing sewer crossing said property;

WHEREAS, the sewer includes an easement for paved access road for maintenance of the new sanitary sewer; and

WHEREAS, the District Engineer has reviewed the easement and found the metes and bounds to be satisfactory.

NOW, THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District, herein, accepts the easement and approves recordation of the Certificate of Acceptance of Grant of Interest in Real Property with the Marin County Recorder, which is attached hereto and incorporated by reference herein.

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Board of Directors of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on March 3, 2022, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

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

APPROVED:

(seal)

Judy Schriebman, Board President
Las Gallinas Valley Sanitary District

WHEN RECORDED RETURN TO:
Las Gallinas Valley Sanitary District
101 Lucas Valley Road, Suite 300
San Rafael, CA 94903

AREA: Los Ranchitos Road, San Rafael
APN: 175-250-03

**CERTIFICATE OF ACCEPTANCE OF GRANT
OF INTEREST IN REAL PROPERTY**

THIS IS TO CERTIFY that the easement over real property conveyed by the attached **EASEMENT DEED** dated _____, 2022 from **GUIDE DOGS FOR THE BLIND, INC.**, to **LAS GALLINAS VALLEY SANITARY DISTRICT**, a California special district created pursuant to Health & Safety Code Sec. 6400 et seq., is hereby accepted by order of Las Gallinas Valley Sanitary District's Board of Directors and the grantee consents to the recordation thereof by its duly authorized officer.

DATED: _____

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

APPROVED:

(seal)

Judy Schriebman, Board President
Las Gallinas Valley Sanitary District

Recording Requested by:
Las Gallinas Valley Sanitary District

WHEN RECORDED MAIL TO:
Las Gallinas Valley Sanitary District
Attention: General Manager
101 Lucas Valley Road, Suite 300
San Rafael, CA 94903

APN: 175-250-03

SPACE ABOVE THIS LINE FOR RECORDER'S USE

GRANT OF EASEMENT FOR UNDERGROUND UTILITIES

GUIDE DOGS FOR THE BLIND, INC., a California nonprofit public benefit corporation (“Grantor”) hereby grants to LAS GALLINAS VALLEY SANITARY DISTRICT, a California special district created pursuant to Health & Safety Code Sec. 6400 et seq. (“Grantee”) the following easements situate in the County of Marin, State of California, more particularly described in Exhibit “A” and “B” hereto attached and by reference incorporated herein.

To have and to hold said easement for the purpose of acquiring, constructing, completing, reconstructing, repairing, maintaining and operating underground sanitary sewers and appurtenances for said District, together with the right of ingress and egress therefor.

Grantor hereby shall not place or construct, nor allow a third party to place or construct, any building or other permanent structures, or construct any other obstruction within said easement area, or diminish or substantially add to the ground level within said easement area, or construct any fences that will interfere with the maintenance and operation of said facilities, without the Grantee’s prior written approval; provided, however, paving, driveways, gutters and related improvements may be constructed over the easement areas without Grantee’s prior written consent.

Grantor shall maintain the easement areas, including but not limited to the maintenance and repair of the access road and fencing at all times in good condition, subject to reasonable wear and tear and events of casualty, condemnation, and force majeure. Both Grantor and Grantee shall have reasonable access to the easement area from time to time, as is necessary to carry out their duties and obligations under this agreement.

Grantor shall not park or permit standing vehicles of any kind within the easement area described in Exhibit “A”, except on a temporary basis in connection with maintenance and repair.

Grantee shall have no responsibility or liability of any kind whatsoever in conjunction with the use or maintenance of the utility easement or right-of-way, provided Grantee shall use

the easement area in accordance with a commercially reasonable standard of care and applicable laws and any work performed by Grantee shall be performed lien-free. Grantor agrees to indemnify, defend and hold Grantee harmless from any and all liabilities including, but not limited to, costs, losses, orders, liens, penalties, claims, demands, damages, expenses, litigation costs and attorney's fees which it may incur as a consequence of this Grant of Easement for Underground Utilities to the extent arising from any and all claims and losses to anyone who may be injured or damaged by reason of Grantor's, their agents, employees, contractors, successors or assigns, willful misconduct, negligence or wrongful acts or omissions in the use of the easement areas.

This agreement, and the easement granted herein, shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors, transferees and assigns of Grantor (as the owner of the easement area) and the Grantee, and the easements shall be considered a covenants running with the land.

This agreement shall be governed by and construed in accordance with the laws of the State of California. To Grantor's knowledge, there is no litigation pending with respect to the property as of the date Grantor signed the Agreement that would interfere with the rights granted herein.

It is further understood and agreed that this instrument constitutes the entire agreement between the Grantor and the Grantee, there being no oral agreements or representation of any kind made between the Grantor and Grantee.

This agreement may be amended or modified only by written agreement of all parties. This agreement supersedes all prior discussions, negotiations, agreements and memoranda whether oral or written.

IN WITNESS WHEREOF, Grantor and Grantee hereby execute this Grant of Easement for Underground Utilities.

GRANTOR:

GUIDE DOGS
FOR THE BLIND

By: _____
Chris Benninger
President & CEO

GRANTEE:

LAS GALLINAS VALLEY
SANITARY DISTRICT

By: _____
Judy Schriebman, Board President

OBERKAMPER & ASSOCIATES
CIVIL ENGINEERS, INC.

October 29, 2021
Job No. 16-162

Exhibit A


LEGAL DESCRIPTION
Sanitary Sewer Easement

All that certain real property situated in the city of San Rafael, County of Marin, State of California, being a portion of that parcel of land described in the grant deed to Guide Dogs for the Blind, Inc., recorded in book 513 at page 364, Marin County Records, more particularly described as follows:


Beginning at a point on the Southeasterly line of said Guide Dogs parcel being common to the Northwestern Pacific Railroad Right of Way which lies North 37°53'36" East 12.29 feet and North 38°47'35" East 3.43 feet from the Southerly corner of said parcel, point being the Easterly corner of Lots 12 & 13 as shown on the Subdivision Map entitled Map of Marin Garden Homes recorded in Volume 8 of Maps at page 65, Marin County Records; thence leaving said line said common line North 14°55'37" East 50.40 feet; thence North 55°37'57" East 68.92 feet; thence North 38°52'09" East 65.26 feet; thence North 16°54'30" West 75.85 feet more or less to a point on the Southeasterly line of said Guide Dogs parcel, said Southeasterly line being common to the Southwesterly line of that parcel of land described in the grant deed to Raymond J. Caron and Janette M. Caron, Trustees of the Caron Family Trust, U/D/T recorded per document 2012-0019422, Marin County Records; thence along said common line North 50°43'12" West 35.49 feet; thence continuing along said common line North 39°16'48" East 433.90 feet to the Westerly line of Merrydale Road; thence along the Westerly line of Merrydale Road North 6°55'54" East, 13.85 feet; thence leaving the Westerly line of Merrydale Road South 39°16'48" West, 455.49 feet; thence South 50°43'12" West, 45.44 feet; thence South 16°54'30" East, 63.93 feet; thence South 38°52'09" West, 58.49 feet; thence South 55°37'57" West, 71.16 feet; thence South 14°55'37" West, 69.50 feet; thence South 88°48'43" East, 3.93 feet; thence North 37°53'36" East, 12.29 feet; thence North 38°47'36" East, 3.43 feet to the Point of Beginning.

See "Sanitary Sewer Easement Plat" attached.

All distances described herein are 'ground' U.S. survey feet.



L.E. OBERKAMPER, R.C.E. 12094



DATE

OBERKAMPER & ASSOCIATES
CIVIL ENGINEERS, INC.

October 29, 2021
Job No. 16-162

LEGAL DESCRIPTION
Vehicular Access and Turnaround Easement

All that certain real property situated in the city of San Rafael, County of Marin, State of California, being a portion of that parcel of land described in the grant deed to Guide Dogs for the Blind, Inc., recorded in book 513 at page 364, Marin County Records, more particularly described as follows:

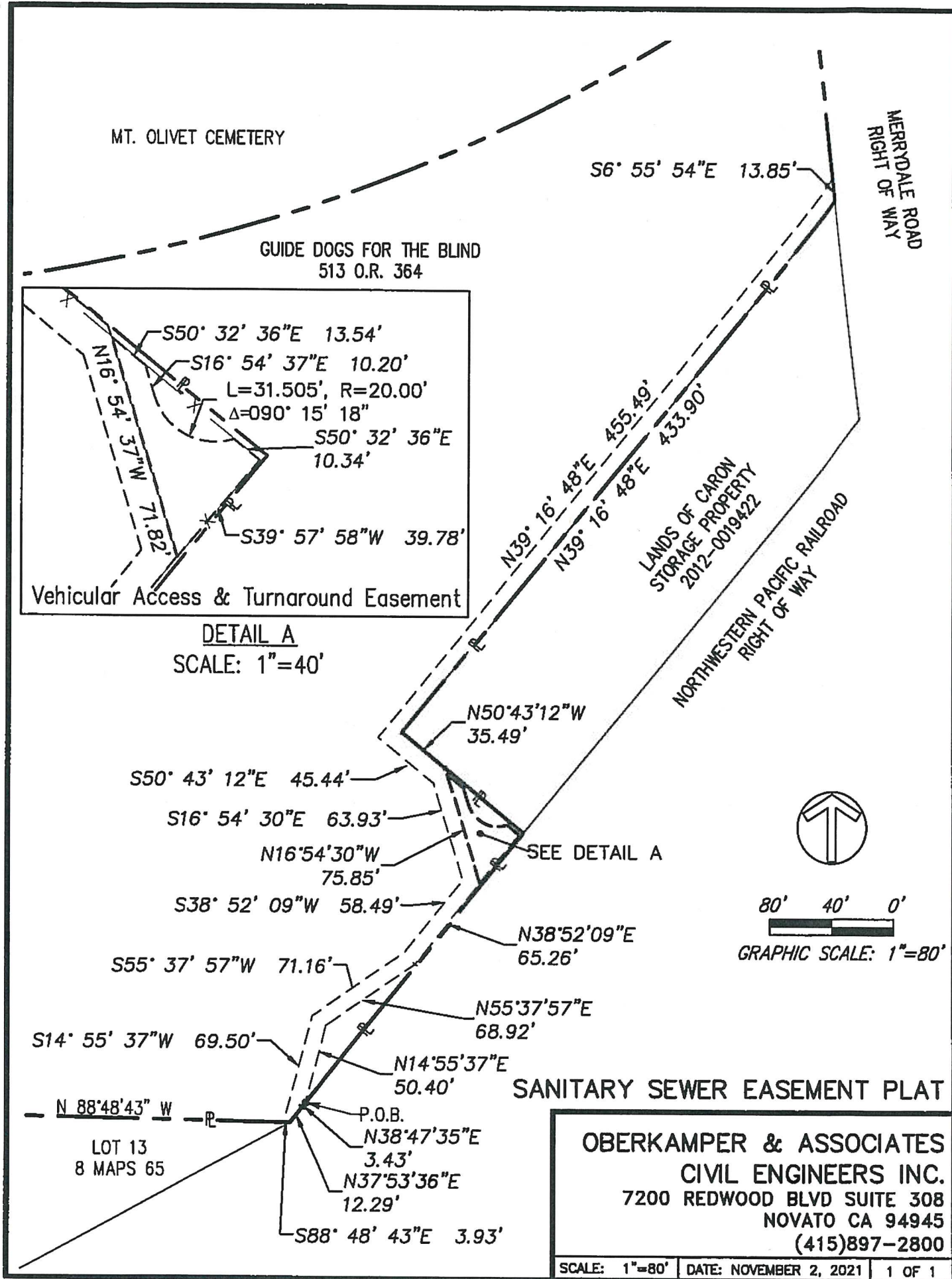
Commencing at a point on the Southeasterly line of said Guide Dogs parcel being common to the Northwestern Pacific Railroad Right of Way which lies North 37°53'36" East 12.29 feet and North 38°47'35" East 3.43 feet from the Southerly corner of said parcel, point being the Easterly corner of Lots 12 & 13 as shown on the Subdivision Map entitled Map of Marin Garden Homes recorded in Volume 8 of Maps at page 65, Marin County Records; thence leaving said line said common line North 14°55'37" East 50.40 feet; thence North 55°37'57" East 68.92 feet; thence North 38°52'09" East 65.26 feet to the True Point of Beginning; thence North 16°54'37" West, 71.82 feet; thence South 50°32'36" East, 13.54 feet; thence South 16°54'37" East, 10.20 feet; thence along a curve concave to the Northeast, tangent to the preceding course, having a radius of 20.00 feet, through a central angle of 90°15'18", an arc distance of 31.51 feet; thence South 50°32'36" East, 10.34 feet; thence South 39°57'58" West, 39.78 feet to the True Point of Beginning.

See "Sanitary Sewer Easement Plat" attached.

All distances described herein are 'ground' U.S. survey feet.


L.E. OBERKAMPER, R.C.E. 12094


DATE



RESOLUTION No. 2022-2243

**A RESOLUTION AUTHORIZING EXECUTION OF A
QUITCLAIM DEED APN 175-250-03, SAN RAFAEL**

LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, WHEREAS, on or about April 26, 1955, a sewer easement was recorded describing the metes and bounds of the sewer easement dedicated to Las Gallinas Valley Sanitary District and which is now lying within the lands of Guide Dogs for the Blind, Inc., as described in that Grant Deed from Guide Dogs for the Blind, Inc. to A. Nelson, Inc., its successors and assigns, in Book 937, Page 441, Official Records of the County of Marin, and;

WHEREAS, on or about March 3, 2022 the Las Gallinas Valley Sanitary District abandoned an existing sanitary sewer easement as part of a project known as the Guide Dogs for the Blind Puppy Center dated July 2017, and said sewer easement is being more particularly described as Exhibit "A" and "B", and

WHEREAS, it is the desire of the Las Gallinas Valley Sanitary District that the existing sanitary sewer easement be removed and no longer burden certain parcel(s) of real property previously burdened by said sewer easement, and

IT IS HEREBY RESOLVED, by the Board of Directors of the Las Gallinas Valley Sanitary District, Marin County, California, that certain Quitclaim Deed from the Las Gallinas Valley Sanitary District to Guide Dogs for the Blind is hereby approved, and the President of the Sanitary Board is authorized to sign said document, and the Secretary of the Sanitary Board is hereby directed to countersign the same, all on behalf of the Las Gallinas Valley Sanitary District. A copy said Quitclaim Deed is attached hereto and incorporated by reference herein.

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Board of Directors of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on March 3, 2022, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

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

APPROVED:

(seal)

Judy Schriebman, Board President
Las Gallinas Valley Sanitary District

RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:

Las Gallinas Valley Sanitary District
Attention: General Manager
101 Lucas Valley Road, Suite 300
San Rafael, CA 94903

(Space above this line for Recorder's use)

Tax Parcel Nos. 175-250-03

QUITCLAIM DEED

For Valuable Consideration, receipt of which is hereby acknowledged, LAS GALLINAS VALLEY SANITARY DISTRICT, a California special district created pursuant to Health & Safety Code Sec. 6400 et seq. ("Grantor"), hereby remises, releases and forever quitclaims to GUIDE DOGS FOR THE BLIND, INC., a California nonprofit public benefit corporation, all of Grantor's right, title and interest in and to all easements described in Exhibit "A" (legal description) and shown on Exhibit "B" (plat) attached hereto and by this reference made a part hereof.).

Executed as of March ____, 2022.

GRANTOR:

LAS GALLINAS VALLEY
SANITARY DISTRICT

By:

Judy Schriebman, Board President

Attest:

Teresa Lerch, District Secretary

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
) ss.
COUNTY OF _____)

On _____, 20___, before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

OBERKAMPER & ASSOCIATES
CIVIL ENGINEERS, INC.

April 27, 2017
Job No. 16-162

Exhibit A
SANITARY SEWER EASEMENT
QUIT CLAIM
LEGAL DESCRIPTION

The easement referred to herein to be quit claimed is described in the Grant of Easement in favor of A. Nelson, Inc., a corporation, its successors and assigns, as set forth in a document recorded April 26, 1955 in Book 937 of Official Records at Page 441, Marin County Records, more particularly described as follows:

A sanitary sewer easement being a strip of land ten feet wide, lying Northwesterly of an adjacent to the following described line:

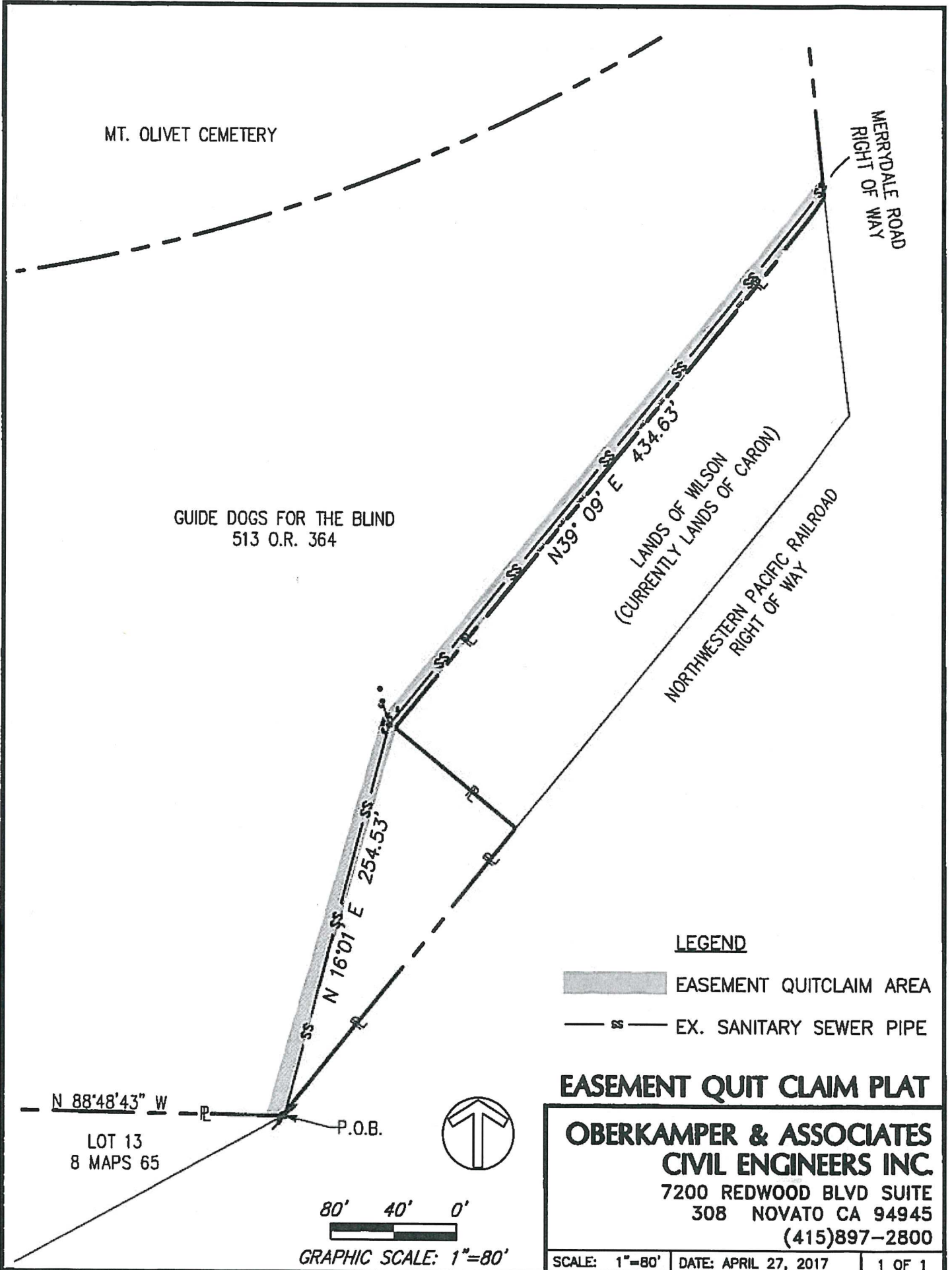
Beginning at a point on the Northwesterly line of the Northwestern Pacific Railroad right of way, at the most Southerly corner of the Lands of the Guide Dogs for the Blind; and running thence North 16°01' East 254.53 feet to the most westerly corner to the Lands of Grover E. Wilson; thence along the dividing line between lands of said Wilson and the Guide Dogs for the Blind, North 39°09" East 434.63 feet to the Southwesterly line of Merrydale Road.

See "Easement Quit Claim Plat" attached.


L.E. OBERKAMPER, R.C.E. 12094

4/27/2017
DATE





3/3/2022

Interim General Manager Report

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

Teresa Lerch

From: Teresa Lerch
Sent: Wednesday, February 16, 2022 7:10 AM
To: Teresa Lerch
Subject: FW: Thank you

From: Ann Hill <ahill@hillzoog.com>
Sent: Tuesday, February 15, 2022 11:47 AM
To: Chris DeGabriele <cdegabriele@lgvsd.org>
Subject: Thank you

Hi Chris,
I am a homeowner in your district (Ann Hill, 761 Del Ganado Road) who is having to repair the upper sewer laterals in my yard and by the sidewalk.

I wanted to thank you for the help and expertise that your inspector, Chris Gill, has provided. He has saved me much money and given me the benefit of his considerable expertise in the field.

One of the holes our contractor dug for the lateral was by a fountain near my bedroom sliding glass door. Mr. Gill refused to pass inspection on this the first time, because the contractor had left several old pipes under the fountain in place. Because of Mr. Gill's oversight, these pipes were dug up and replaced, and it passed inspection the second time. Otherwise, we would have been stuck with old pipes and who knows what could have happened.

Mr. Gill also worked with us on a decision to replaced the lower laterals, which we decided not to do, based on a video he provided that showed no need to dig out to the street. Instead his video showed a spot near the sidewalk that needed to be repaired. This saved us thousands of dollars as the contractor wanted us to dig out to the street and replace the pipes all the way to the middle of the street.

I am very grateful to Mr. Gill for his help and oversight in this project. He is a very dedicated public servant, and the LGVSD is to be commended for its help. Mr. Gill communicated with me every step of the way in clear English and made his advice and oversight easy to understand.
Please feel free to contact me or call me about anything in this email.
I am very appreciative to both Mr. Gill and the lgvsd.
Best Regards,
Ann



Ann Hill
CEO
San Francisco/Bay Area Office
77 Mark Drive, Suite 3
San Rafael, CA 94903
Direct: 415.491.5904
Mobile: 415.233.3105
www.hillzoog.com





Item Number 3.3
GM Review CD

Agenda Summary Report

To: Board of Directors
From: Michael P. Cortez, PE, District Engineer
(415) 526-1518; mcortez@lqvsd.org
Meeting Date: March 3, 2022
Re: STPURWE Project Status Update Presentation

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

STAFF RECOMMENDATION:

For information only.

BACKGROUND:

Staff will update the District Board on the status of the Secondary Treatment Plant Upgrade & Recycled Water Expansion (STPURWE) project. Highlights of the presentation include:

- Budget & Schedule – by District Staff
- Accomplishments:
 - Design Objectives – by Aqua Engineering
 - Construction – by Kennedy Jenks
- Risks & Issues – by District Staff
- Next Steps – by Kennedy Jenks

PREVIOUS BOARD ACTION:

N/A

ENVIRONMENTAL REVIEW:

N/A


FISCAL IMPACT:

N/A



Item Number 3.4
GM Review CD

Agenda Summary Report

To: Board of Directors
From: Teri Lerch, District Secretary 
(415) 526-1510; tlerch@lgvsd.org
Mtg. Date: March 3, 2022
Re: Board Policy Review: B-10 Minutes of Board Meetings and F-10 Finance General
Item Type: Consent Action Information Other
Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION

Attached for information and Board review are current policies B10 - Minutes of Board Meetings and F-10 Finance - General. Suggested changes are shown in highlight (strikeout format) and staff will receive comments on the subject policies at the meeting and through March 9. Comments received will be incorporated or addressed prior to bringing back these policies to the Board for approval at the March 17 meeting.

BACKGROUND

The Board has requested to review and update Board Policy.

PREVIOUS BOARD ACTION

Board policy B-10 - Minutes of Board Meetings was adopted by the Board on July 9, 2009 by Resolution 2009-1872.

Board Policy F-10 – Finance -General was adopted by the Board on February 23, 2017 by Resolution 2017-2084.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

N/A

BOARD OF DIRECTORS

B-10 MINUTES OF BOARD MEETINGS

Purpose

This policy establishes the rules for preparation of minutes, what items may be included and procedures to approve or amend the minutes.

B-10-10 Preparation of Minutes. With the assistance of the General Manager, the Secretary of the Board of Directors shall provide “action” written minutes of all meetings of the Board from meeting notes and the meeting audio-tape, if needed. The audio-tape, if needed, will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed. The written minutes shall be considered the formal minutes of the District.

B-10-20 Contents. The written minutes shall contain all actions taken by the Board and all reports considered, the names of who voted and how, the names, if available, of members of the public who spoke, and any recommendations from staff, legal counsel, or consultants.

B-10-30 Required Details. The written minutes shall also include date, time, place, and type of meeting; roll call; notation of late-arriving or early-departing Board Members and any absences when votes are taken; notices of special meetings; and time of adjournment.

B-10-40 Individual Items. The types of agenda items that shall be included in the written minutes are written minutes of prior meetings; resolutions; ordinances; contracts; bid proceedings; warrants; budgets; reports by staff, legal counsel and consultants; important correspondence; appearances by delegations and special guests; and policy and procedure issues. Other items may be included in the written minutes at the discretion of the General Manager.

B-10-50 Approval Procedure. Written minutes shall be considered by the Board in a timely manner. Minutes will be presented for approval on the consent calendar. A majority vote of the Board is required to approve any corrections. If corrections are approved by a majority of the Board, the written minutes will be automatically approved as part of the consent calendar as corrected by the Board – without a further vote of the Board.

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

FINANCE

F-10 GENERAL

Purpose

This policy establishes the overall purpose for the District adopted financial policies.

F-10-10 Review Annually. Las Gallinas Valley Sanitary District’s financial policies shall be reviewed annually by the Board and shall be published in the adopted budget.

F-10-20 Comply with Applicable Laws. The District shall comply with all applicable state and federal laws and regulations concerning financial management and reporting, budgeting, investing and debt administration.

F-10-30 Administrative Procedures. The District shall comply with all applicable state and federal laws and regulations concerning financial management and reporting, budgeting, investing and debt administration.

Resolution No. 2017-2084	Date Approved: February 23, 2017
President of the Board	Supersedes: July 9, 2009 Last Reviewed:



Item Number 4
GM Review CD

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager *DM*
(415) 526-1519 dmcDonald@lgvsd.org
Meeting Date: March 3, 2022
Re: 7-Month Budget Report for Fiscal Year 2021-22

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

STAFF RECOMMENDATION

Receive budget report.

BACKGROUND

The Board adopted the District’s Revenue, Operations and Maintenance, Debt Service, Reserve Funding, and Capital Outlay Budgets for 2021-22 on June 17, 2021. Historically, a budget revision is considered after the prior fiscal year-end is closed to make adjustment for changes in revenue and operations and maintenance expense projections and capital outlay projects. Reallocation between budgetary line items is routinely done as needed during the course of any given year, but such reallocation does not automatically trigger a mid-year budget revision. A revised budget is only required if there is a need to increase the total budget to cover an overall increase in expenses.

Funds that are available to cover expenses and capital outlay include operating revenue, capacity related revenue, secured property tax revenue (*the District has historically identified secured property tax as General Construction Revenue since the State puts no limitations on its use*), other sources of funds, grants, and utilization of bond funds and reserves.

To better align with the District’s audited Financial Statements and State Controller’s Office (SCO) Financial Transaction Report (FTR), the revenue section of the Budget Report was reformatted in 2021. Revenue is classified into Operating Revenue, Non-Operating Revenue, and Capital Contributions / Capacity Related revenue. The total revenue in the adopted budget for Fiscal Year (FY) 2021-22 is \$25,776,283. Total revenue projected by June 30, 2022 (the end of the fiscal year) is \$25,115,562, a 2.6% (\$660,721) decrease from the adopted budget. Lower than anticipated recycled water operating revenue and lower interest on reserves is the primary reason for this decrease.

Utilization of Bond Funds and Reserves are not considered revenue but were included in the total funds available for expenditures adopted for FY 2021-22, which is consistent with historical precedent. The reserves listed include operating reserves, prior year capital project carryover funds, transfers from the 2017 Bond fund, and others. The reserves are available for specific Board approved use. Transfers from the 2017 Bond fund, held in the State’s Local Agency Investment Fund (LAIF), were completed in October 2020 and the LAIF Bond account closed. Unspent capital project funding approved by the Board will carry-over to the next fiscal year for future and continuing project costs.

The adopted Operating and Maintenance (O&M) budget for FY 2021-22 is \$10,332,490. The total O&M expense at year end is projected to be \$8,919,073 which is 13.7% (\$1,413,417) under budget. It appears



that no Operating Reserves, also referred to as Working Cash Flow in some prior year budget documents, will be need be utilized in FY 2021-22.

Finance Policy F-40 establishes the procedures for reviewing and revising budgets, as needed. The Board retains the exclusive authority to increase the annual budget authority for Operational Expenditures. The General Manager has authority to approve budget transfers between operating departments and has the authority to approve budget transfers between capital projects. There is no requirement to adopt a mid-year budget revision unless the forecasted operating expenditures will exceed the adopted budget.

Revenue forecasting is guided by Finance Policy F-60-40 and requires the District to estimate revenue conservatively through an objective, analytical process and requires explanation of significant variances.

Highlights of the 7-Month Budget Report Financial Statements with explanation of variances is below:

Revenue and Sources of Funds:

- Sewer Service Charges (SSC) revenue is over budget as commercial customers, those whose SSC is set by water use, had higher water use than originally budgeted.
- Recycled water revenue is the estimated cost of providing water to North Marin Water District (NMWD) and Marin Municipal Water District (MMWD) based on projected recoverable costs for the year. Based on historically costs billed NMWD, revenue estimate for 2021-22 was tripled for MMWD as the volume of recycled water received was anticipated to be three times that of NMWD. The new recycled water system came online in late March 2021. Staff costs, outside services, chemicals, power, etc. are split between NMWD, MMWD, and LGVSD based on percentage of recycled water received. Lower expenses for equipment maintenance and no capital replacement expenditures at new facilities. Overall costs remained about the same even though there was an increase in water production. Budget formula should have been based on estimated total recoverable expenses and not increased water production.
- Property Tax revenue, with related supplemental assessment, Educational Revenue Augmentation Funds (ERAF), and Home Owner Property Tax Relief (HOPTR) revenue, is projected to add \$439,841 in additional revenue over what was anticipated when the budget for FY 21-22 was adopted. Property value increases over the prior year is the primary cause.
- Interest on reserves in Local Agency Investment Fund (LAIF) continue to decrease as the interest rates drop. The LAIF rate dropped from 0.44% from the quarter ending March 31, 2021 to 0.23% as of December 31, 2021.
- Capacity Facility Charges are projected to be \$423,785 over budget because of connection fees paid by Oakmont Assisting Living in December 2021 in the amount of \$425,339. The anticipated opening of Oakmont San Rafael in early 2022 will result in additional SSCs in 2022-23.
- The IBank Sales Installment Agreement of \$12M has been drawn down to pay for the Secondary Treatment Plant Upgrade and Recycled Water Expansion (STPURWE) project as planned. The remaining balance in IBank of \$567,759 is being held until the Notice of Completion for the STPURWE project is filed. These funds are anticipated to be released in late 2022.

Utilization of Bond Funds and Reserves:

- The use of the Rate Stabilization Reserve will not be needed in FY 2021-22 as O&M expenses are well under budget. The allocated funding of \$299,571 will remain in the Rate Stabilization Reserve for future use.
- Fewer capital projects will be completed in the current fiscal year than anticipated, resulting in only \$4,830,752 of the Prior Year Capital Project Carryover being used in FY 2021-22.

- The Capital Construction Project Reserve is held in the Bank of Marin Business Money Market Account setup to receive the Marin Municipal Water District (MMWD) Buy-In payments and their share of 2017 Bond debt payments, and in LAIF where the District's capital contribution towards the STPURWE project is held. \$915,901 will be added to the reserve in FY 21-22. \$3,746,705 will be withdrawn to pay for the STPURWE project leaving a balance of \$594,840.
- \$200,000 from the Capacity Fee Facilities Fund will be used to fund the District's share of the SPTURWE project that improved treatment capacity at the plant.
- Transfers from Marin Lagoon and Captains Cove restricted funds will be used to pay for annual operating expenses related to pump station maintenance in these areas. The Marin Lagoon Pump Station No. 1 Improvements are under way and the capital expenditures will exceed the remaining balance in the Marin Lagoon Restricted Fund. An audit of both Marin Lagoon and Captains Cove restricted funds is pending and it is anticipated that there will be justification for a review of the Sewer Service Surcharge for both these communities. Marin Lagoon surcharge is currently \$110 per parcel and Captains Cove is \$100, both were last set in 2009.

Current year funding allocation for capital projects is sufficient for the completion of the capital projects identified through June 30, 2022. Any revisions or need to reallocate funds between authorized projects will be handled administratively and will be presented with the capital improvement program submitted with the 2022-23 budget.

Operations and Maintenance:

- EMPLOYEE WAGES & BENEFITS - Staff salaries, wages, and benefits are under budget for the following reasons:
 - All additional staffing positions anticipated and budgeted have not been filled. The District has open recruitments for 3 positions with 1 additional recruitment anticipated before June 30, 2022.
 - Budget was conservatively set to address the unknown cost of any market rate adjustments negotiated with the Operating Engineers Local 3 (OE3). The Memorandum of Understanding (MOU) between OE3 and the District was executed in August 2021, and it goes through June 30, 2023.
 - The *Extra Hire / Contract Personnel* (#1004) expense in the amount of \$97,679 was for temporary operators covering vacant positions at the plant. The last month they were required was in December 2022 and there are no plans to utilize contract operators for the foreseeable future.
 - Multi-Certification pay, previously reported with regular payroll, is now separated out into a new *Certification Stipend* (#1015) account per MOU agreement. *Longevity Pay* (#1006) has also been separated out from regular compensation.
- REPAIRS & MAINTENANCE expenditures are under budget by 10.7% primarily due to a decrease in anticipated *Equipment Repair* (#2366) and *Capital Repairs/Replacement* (#2367) through the remainder of the fiscal year. Supply and logistics delays along with staff focused on other priorities have postponed these maintenance items. It is anticipated that there will higher maintenance costs over the remaining months of this fiscal year.
- SUPPLIES & TOOLS - Lab supplies under *General Operating & Lab* (#2362) is over budget but still under the prior year actuals. The lab expense is required for monitoring the new processes as a result of the STPURWE project.

- CONTRACTED SERVICES are under budget by 17.1%.
 - *Outside Services* (#2321, #2322, #2323, and #2326) is forecast to be \$69,049 under budget. Outside services include contracts for engineering, Industrial Employers Distributors Association (IEDA) for labor negotiations, porta potty rentals for the reclamation area, and smaller contract services. Expenses include finance, Board, personnel and HR assistance by RGS, Koff & Associates, and Pacific Crest Group.
 - *Other Consultant Expenses* (#2360) Include contracts with CPS HR, Bartel Associates, FutureSense, and HDR Engineering.
 - *Legal Services* (#2713) is forecast to be \$60,075 over budget.
- UTILITIES are under budget by 15.7%.
 - *Utility Power* (#2535) is forecast that PG&E expense for the current FY 2021-22 will be \$261,369. PG&E expense in the Prior Year (PY) 2020-21 was \$326,317. Actual expense in 2019-20 was \$260,060.
 - *Telephone* (#2534) for AT&T and Verizon with adopted budget amount of \$68,300 was based on the prior year which included new cell phone purchases. Actual recurring expense is lower, projected to be \$41,586 in FY 2021-22.
- GENERAL & ADMINISTRATIVE is under budget by 19.6%.
 - *Conferences* (#2477) is under budget by \$44,776 as it was originally anticipated lifting of COVID-19 restrictions in late 2021 will allow travel to conferences to take place by Directors and staff.
 - *Computer Services and Software* (#2716) included Software-as-a-Service (SaaS) in the budget for 2021-22, anticipating that the software for CityWorks and ESRI GIS would be substantially complete and operational. Government Accounting Standards Board (GASB) 51 allows for costs related to the application development stage of software creation to be capitalized and as such these expenditures have been capitalized for FY 2021-22. The application development stage is looked at as the stage after the product has been determined to be technologically feasible but before maintenance and ongoing operation begins, which is where we are at with CityWorks. Beginning with the fiscal year starting after June 15, 2022 a new GASB 96 rule on Subscription-Based Information Technology Arrangements will be in effect. SaaS contracts will need to be reviewed to determine proper financial reporting going forward.
 - *Permits* (#2363) – the adopted budget amount, \$96,500, is based on the actual expenses for the prior fiscal year which was \$92,735. Anticipated expenses are lower at \$75,322. There was a one-time application fee in the amount of \$20,362 for the biosolids general order application in FY 2020-21 that increased permit costs that year. Staff is expecting a lower annual renewal for the biosolids general order cost this year.

Debt Service

- 7-Month actuals are \$4,080,665, on target as budgeted.
- Projected end of year is \$4,728,310 and will match adopted budget. The 2010 State Revolving Fund Loan payment of \$285,464 will be made in June 2022.



Budget projection methodology used varied based on the type of revenue or expense being reviewed. Actual revenue and expenses through February 2022 were used as the baseline with anticipated revenue and expenses through June 30, 2022 forecasted monthly. Straight line forecasting based on recent historical data, applying a constant growth rate, was used for the majority of expense line items. Prior year comparisons were completed for expenses that may have had seasonal peaks, such as chemical costs, to make sure forecasts were accurate for the remaining months of the fiscal year. Inflation or sharp increases for known expense line items, such as insurance, were added to the forecast formulas.

The 7-Month Budget report provides an opportunity for the Board to understand the budget status as staff begins the budget process for FY 2022-23. Based on the 7-month budget review, there is no need to revise the current year budget.

REVIIOUS BOARD ACTION

Resolution No. 2021-2220 fixing and approving the budget for the fiscal year 2021-22 was adopted on June 17, 2021.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

None.

**LAS GALLINAS VALLEY SANITARY DISTRICT
REVENUE
7-MONTH BUDGET REPORT FY 2021-2022 - MARCH 3, 2022**

Revenue Description	2020-21 Final Audited Actual	2021-22 Adopted Budget	2021-22 7-month Actuals	2021-22 Projected End of Year	% Over Budget	% of Budget	Notes
OPERATING REVENUE							
Sewer Service User Charges	\$ 15,170,106	\$ 15,648,637	\$ 8,945,546	\$ 16,145,162	496,525	103.2%	
Recycled Water (MMWD / NMWD)	123,155	529,400	52,323	95,323	(434,077)	18.0%	Lower billable expenses
Inspections/Permits/Application Fee	85,947	87,310	31,250	53,571	(33,739)	61.4%	
Miscellaneous Operating Revenue	<u>12,662</u>	<u>750</u>	<u>500</u>	<u>1,250</u>	<u>500</u>	<u>166.7%</u>	
Total Operating Revenue	<u>15,391,869</u>	<u>16,266,097</u>	<u>9,029,619</u>	<u>16,295,306</u>	<u>29,209</u>	<u>100.2%</u>	
NON-OPERATING REVENUE							
Property Tax	1,096,636	1,130,170	728,940	1,391,613	261,443	123.1%	Higher home values / sales in FY 21-22
Suppl. Property Tax Assess.	19,720	18,976	19,408	37,052	18,076	195.3%	
Educational Revenue Augmentation Fund	439,054	451,000	319,908	610,733	159,733	135.4%	
Homeowner Property Tax Relief	4,284	3,733	2,161	4,323	590	115.8%	439,841
Franchise Fees Marin Sanitary Service	153,351	151,938	93,610	159,101	7,163	104.7%	
Private Sewer Lateral Assistance Program	114,219	138,800	67,651	90,389	(48,411)	65.1%	Fewer in FY 21-22
Interest Income	2,912	1,760	1,711	2,780	1,020	158.0%	
Interest on Reserves and LAIF	320,011	151,100	17,246	63,251	(87,849)	41.9%	
Reimbursements / Passthu	15,918	41,000	-	10,000	(31,000)	24.4%	
Other nonoperating revenues	<u>23,261</u>	<u>23,261</u>	<u>-</u>	<u>-</u>	<u>(23,261)</u>	<u>0.0%</u>	
	<u>2,189,366</u>	<u>2,111,738</u>	<u>1,250,635</u>	<u>2,369,242</u>	<u>257,504</u>	<u>112.2%</u>	
CAPITAL CONTRIBUTIONS / CAPACITY RELATED							
Annex, Capital Facility Charges, Connection Fees	213,536	35,341	449,126	459,126	423,785	1299.1%	Oakmont Assisted Living \$425K
Interest on Connection Fee Fund	209	622	246	456	(166)	73.3%	
Marin Municipal Water District Inter-Governmental	463,395	694,294	103,274	463,269	(231,025)	66.7%	4th qt pmt in FY 20-21, budgeted 21-22
IBank Loan Disbursements	5,909,078	6,663,191	5,124,515	5,523,162	(1,140,029)	82.9%	\$567,759 held till Notice of Completion
Federal Grants	-	-	-	-	-	-	
State Grants	<u>446,229</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>-</u>	<u>100.0%</u>	
	<u>7,032,447</u>	<u>7,398,448</u>	<u>5,682,162</u>	<u>6,451,013</u>	<u>(947,435)</u>	<u>87.2%</u>	
TOTAL REVENUES	<u>\$ 24,613,682</u>	<u>\$ 25,776,283</u>	<u>\$ 15,962,416</u>	<u>\$ 25,115,562</u>	<u>\$ (660,721)</u>	<u>97.4%</u>	

**LAS GALLINAS VALLEY SANITARY DISTRICT
REVENUE
7-MONTH BUDGET REPORT FY 2021-2022 - MARCH 3, 2022**

Revenue Description	2020-21 Final Audited Actual	2021-22 Adopted Budget	2021-22 7-month Actuals	2021-22 Projected End of Year	% Over Budget	% of Budget	Notes
	<i>Actual Use</i>	<i>Adopted Available</i>	<i>7-Month Actuals</i>	<i>Projected Use</i>	<i>Over Budget</i>	<i>% of Budget</i>	
UTILIZATION OF BOND FUNDS AND RESERVES							
Operating Reserves / Rate Stabilization	-	299,571	-	-	(299,571)	0.0%	
Private Sewer Lateral Assistance Funds	-	100,000	36,400	56,400	(43,600)	56.4%	
PY Capital Outlay Carryover Utilized	1,950,512	10,293,060	1,130,479	4,830,752	(5,462,308)	46.9%	Not all CIP projects began
Capital Construction Project Reserve	-	4,019,000	362,750	3,746,705	(272,295)	93.2%	MMWD By-In and Debt Service
Interest Earned on Unspent Bond Funds & IBank	235,768	-	-	-	-	-	
Transfers from 2017 Bond Fund	8,710,157	-	-	-	-	-	Completed drawdown Oct 2020
Transfers from Marin Lagoon Restricted Fund	-	84,000	-	46,491	(37,509)	55.3%	
Transfers from Captains Cove Restricted Fund	-	30,000	-	47,329	17,329	157.8%	
Transfers from Capacity Fee Facilities Fund	-	200,000	-	200,000	-	100.0%	
SUB TOTAL	10,896,437	15,025,631	1,529,629	8,927,677	(6,097,954)	59.4%	
TOTAL FUNDS AVAILABLE FOR EXPENDITURES	\$ 35,510,119	\$ 40,801,914		\$ 34,043,239	\$ (6,758,675)	83.4%	

**LAS GALLINAS VALLEY SANITARY DISTRICT
BUDGET SUMMARY
7-MONTH BUDGET REPORT FY 2021-2022 - MARCH 3, 2022**

	2020-21 Final Actual	2021-22 Adopted Budget	2021-22 7-Month Actuals	2021-22 Projected End of Year	% Over Budget	% of Budget	Notes
OPERATING EXPENSES							
EMPLOYEE WAGES	3,129,192	4,518,950	2,184,770	3,974,098	(544,852)	87.9%	
EMPLOYEE BENEFITS	1,411,250	1,970,290	1,087,030	1,719,425	(250,865)	87.3%	
INSURANCE EXPENSE	207,609	308,500	261,419	266,419	(42,081)	86.4%	Workers Comp, Prop, Liability, & Crime
REPAIRS AND MAINTENANCE	734,631	906,200	378,989	718,477	(187,723)	79.3%	
SUPPLIES & SMALL TOOLS	362,650	433,400	244,570	432,754	(646)	99.9%	
CONTRACTED SERVICES	980,195	1,084,200	542,158	898,540	(185,660)	82.9%	
UTILITIES	431,426	411,700	186,279	347,143	(64,557)	84.3%	
GENERAL & ADMINSTRATIVE	583,742	699,250	440,519	562,217	(137,033)	80.4%	
OPERATING EXPENSE TOTALS	\$ 7,840,695	\$ 10,332,490	\$ 5,325,735	\$ 8,919,073	\$ (1,413,417)	86.3%	

DEBT SERVICE

DEBT SERVICE TOTALS	\$ 4,720,314	\$ 4,728,310	\$ 4,080,665	\$ 4,728,310	\$ -	100.0%
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**LAS GALLINAS VALLEY SANITARY DISTRICT
BUDGET SUMMARY
7-MONTH BUDGET REPORT FY 2021-2022 - MARCH 3, 2022**

	2020-21 Final Actual	2021-22 Adopted Budget	2021-22 7-Month Actuals	2021-22 Projected End of Year	% Over Budget	% of Budget	Notes
RESERVE FUNDING							
OPERATING RESERVE	166,286	321,678	321,678	321,678	-	100.0%	
RATE STABILIZATION	-	-	-	-	-	-	
EMERGENCY REPAIR	-	-	-	-	-	-	
CAPITAL RESERVES	831,832	915,901	555,907	915,901	-	100.0%	
VEHICLE & EQUIPMENT (VERF)	328,131	50,969	50,969	50,969	-	100.0%	
CAPACITY (RESTRICTED FUND)	220,253	35,963	449,372	459,582	423,619	1277.9%	Oakmont Assisted Living \$425K
CAPTAINS COVE (RESTRICTED FUND)	25	15,935	13	37,622	21,687	236.1%	Audit and adjustment needed
MARIN LAGOON (RESTRICTED FUND)	123	24,914	62	64,106	39,192	257.3%	Audit and adjustment needed
RESERVE FUNDING TOTALS	\$ 1,546,650	\$ 1,365,360	\$ 1,378,000	\$ 1,849,859	\$ 484,499	135.5%	
CAPITAL OUTLAY							
CAPITAL OUTLAY	\$ 17,912,279	\$ 24,375,754	\$ 8,886,568	\$ 13,920,285	\$ (10,455,469)	57.1%	Unspent allocation rolls to carryover
TOTAL BUDGET							
TOTAL BUDGET	\$ 32,019,939	\$ 40,801,914	\$ 19,670,967	\$ 29,417,527	\$ (11,384,387)	72.1%	

**LAS GALLINAS VALLEY SANITARY DISTRICT
OPERATING AND MAINTENANCE EXPENSE
7-MONTH BUDGET REPORT FY 2021-2022 - MARCH 3, 2022**

Acct. Num.	Expense Description	2020-21 Final Actual	2021-22 Adopted Budget	2021-22 7-Month Actuals	2021-22 Projected End of Year	\$ Over Budget	% of Budget	Notes
1003	Regular Staff Salaries	\$ 2,850,194	\$ 4,159,900	\$ 1,810,377	\$ 3,316,208	(843,692)	79.7%	Separated Stipend and Longevity Pay
1004	Extra Hire (1005)	78,524	21,980	97,679	97,679	75,699	444.4%	
1008	Over Time (1011)	103,619	118,140	91,210	157,577	39,437	133.4%	
1009	Vacation and Sick Accrual	(52,177)	64,000	-	64,000	-	100.0%	
1010	Stand By	79,792	82,340	49,189	82,778	438	100.5%	
1014	Emergency Response Stipend	-	0	19,719	39,982	39,982	N/A	Commute Stipend separated 7/1/21
1015	Certification Stipend	-	0	42,411	77,120	77,120	N/A	Split from regular salary beginning 7/1/21
1016	Logevity Pay	-	0	28,699	64,839	64,839	N/A	Split from regular salary beginning 7/1/21
1036	Directors Fees	69,240	72,590	45,486	73,915	1,325	101.8%	
	TOTAL EMPLOYEE WAGES	<u>3,129,192</u>	<u>4,518,950</u>	<u>2,184,770</u>	<u>3,974,098</u>	<u>(544,852)</u>	<u>87.9%</u>	
1037	Directors Benefits	8,865	9,950	7,783	10,370	420	104.2%	
1404	Payroll Taxes (SSI)	210,497	338,600	129,901	244,819	(93,781)	72.3%	
1502	Group Life Insurance	6,259	9,440	4,374	7,541	(1,899)	79.9%	
1507	PERS	737,289	750,300	481,717	692,760	(57,540)	92.3%	
1509	Health Insurance	364,441	750,530	427,135	701,829	(48,701)	93.5%	
1510	Dental Insurance	24,234	25,800	7,250	12,063	(13,737)	46.8%	
1514	Vision Insurance	2,232	4,410	2,069	3,926	(484)	89.0%	
1516	Long Term Disability	21,271	30,090	15,626	25,855	(4,235)	85.9%	
2006	Auto Allowance	8,586	14,700	5,528	10,201	(4,499)	69.4%	
2007	Commute Vehicle Stipend	27,576	36,470	5,648	10,061	(26,409)	27.6%	Only for District vehicle use after 7/1/21
	TOTAL EMPLOYEE BENEFITS	<u>1,411,250</u>	<u>1,970,290</u>	<u>1,087,030</u>	<u>1,719,425</u>	<u>(250,865)</u>	<u>87.3%</u>	

**LAS GALLINAS VALLEY SANITARY DISTRICT
OPERATING AND MAINTENANCE EXPENSE
7-MONTH BUDGET REPORT FY 2021-2022 - MARCH 3, 2022**

Acct. Num.	Expense Description	2020-21 Final Actual	2021-22 Adopted Budget	2021-22 7-Month Actuals	2021-22 Projected End of Year	\$ Over Budget	% of Budget	Notes
1701	Workers' Comp Insurance	61,664	75,500	65,489	65,489	(10,011)	86.7%	
2060	Pooled Liability & Property Insurance	144,947	231,900	195,930	200,930	(30,970)	86.6%	
2061	Fidelity Bond	998	1,100	-	-	(1,100)	0.0%	
	TOTAL INSURANCE EXPENSE	<u>207,609</u>	<u>308,500</u>	<u>261,419</u>	<u>266,419</u>	<u>(42,081)</u>	<u>86.4%</u>	
2083	Vehicle Parts & Maintenance	40,190	42,500	20,968	33,042	(9,458)	77.7%	
2096	Building maintenance	47,715	47,300	10,846	19,510	(27,790)	41.2%	
2097	Grounds Maintenance	46,092	67,400	49,292	61,184	(6,216)	90.8%	
2332	Reclamation Maint. & Pasture Disk (2333)	160,357	106,600	136,096	100,802	(5,798)	94.6%	
2538	Power Generation Maint & Repair	20,292	30,700	21,323	37,772	7,072	123.0%	Solar panel and related components
2365	Equipment Maintenance	39,845	66,200	16,204	49,474	(16,726)	74.7%	
2366	Equipment Repair	207,235	227,000	83,395	175,721	(51,279)	77.4%	Increase maintenance in spring 2022
2367	Capital Repairs/Replacements	172,905	318,500	40,867	240,973	(77,527)	75.7%	Increase CapR in spring 2022
	TOTAL REPAIRS AND MAINTENANCE	<u>734,631</u>	<u>906,200</u>	<u>378,989</u>	<u>718,477</u>	<u>(187,723)</u>	<u>79.3%</u>	
2107	Hypochlorite	52,486	89,200	62,997	102,370	13,170	114.8%	
2110	Bisulfite	45,721	56,800	35,687	57,991	1,191	102.1%	
2109	Miscellaneous Chemicals (2101,2115)	49,921	61,100	16,761	51,089	(10,011)	83.6%	
2362	General Operating & Lab Supplies (2115)	88,078	51,900	48,844	81,774	29,874	157.6%	Under 20-21 actuals
2501	Fuel, Oil, and CNG for Vehicles (2501-2506)	38,866	41,100	13,058	24,124	(16,976)	58.7%	
2389	Safety Equipment & Supplies	21,234	35,700	34,156	52,981	17,281	148.4%	Satellite phones, new AEDs, new employees
2397	Safety Services	53,902	69,500	29,766	53,406	(16,094)	76.8%	
2249	Small Tools	12,442	28,100	3,301	9,018	(19,082)	32.1%	
	TOTAL SUPPLIES & SMALL TOOLS	<u>362,650</u>	<u>433,400</u>	<u>244,570</u>	<u>432,754</u>	<u>(646)</u>	<u>99.9%</u>	

**LAS GALLINAS VALLEY SANITARY DISTRICT
OPERATING AND MAINTENANCE EXPENSE
7-MONTH BUDGET REPORT FY 2021-2022 - MARCH 3, 2022**

Acct. Num.	Expense Description	2020-21 Final Actual	2021-22 Adopted Budget	2021-22 7-Month Actuals	2021-22 Projected End of Year	\$ Over Budget	% of Budget	Notes
2117	Lab Contract Services	43,727	47,000	20,147	38,663	(8,337)	82.3%	
2119	Pollution Prevention Program	19,590	22,800	9,476	20,076	(2,724)	88.1%	
2320	Outside Services (2321, 2322, 2323, 2326)	231,067	221,300	86,027	152,251	(69,049)	68.8%	
2324	Janitorial	19,251	17,700	14,139	22,975	5,275	129.8%	
2327	Uniform Service	10,627	11,700	7,555	11,805	105	100.9%	
2330	Damage Claim	10,000	20,000	-	-	(20,000)	0.0%	
2334	Sludge Disposal Inject	88,400	91,700	51,093	91,653	(48)	99.9%	
2357	Regulatory Consultant	183,300	146,500	82,713	134,289	(12,211)	91.7%	
2358	Engineering Pass-through Projects (2355)	21,466	63,200	-	-	(63,200)	0.0%	
2359	Feasibility Studies	33,844	55,000	55,722	56,555	1,555	102.8%	
2360	Consultants - Other	159,767	131,200	66,787	111,114	(20,086)	84.7%	
2713	Legal	123,856	115,000	85,050	175,075	60,075	152.2%	
2717	Audit	24,500	25,100	26,700	27,160	2,060	108.2%	
2718	Financial Services	10,800	16,000	349	524	(15,477)	3.3%	
2801	Private Lateral Rehab Assistance Program	-	100,000	36,400	56,400	(43,600)	56.4%	
	TOTAL CONTRACTED SERVICES	<u>980,195</u>	<u>1,084,200</u>	<u>542,158</u>	<u>898,540</u>	<u>(185,660)</u>	<u>82.9%</u>	
2533	Internet	5,793	4,800	3,495	7,285	2,485	151.8%	Upgrades to services over last year
2534	Telephone	71,930	68,300	23,137	41,586	(26,714)	60.9%	
2535	Utility Power	326,317	317,300	141,167	261,369	(55,931)	82.4%	
2536	Water	27,386	21,300	18,480	36,903	15,603	173.3%	
	TOTAL UTILITIES	<u>431,426</u>	<u>411,700</u>	<u>186,279</u>	<u>347,143</u>	<u>(64,557)</u>	<u>84.3%</u>	

**LAS GALLINAS VALLEY SANITARY DISTRICT
OPERATING AND MAINTENANCE EXPENSE
7-MONTH BUDGET REPORT FY 2021-2022 - MARCH 3, 2022**

Acct. Num.	Expense Description	2020-21 Final Actual	2021-22 Adopted Budget	2021-22 7-Month Actuals	2021-22 Projected End of Year	\$ Over Budget	% of Budget	Notes
1006	Payroll Processing	20,996	22,150	13,515	20,273	(1,877)	91.5%	
2477	Conferences	2,005	51,600	2,961	6,824	(44,776)	13.2%	
2479	Mileage and Travel	1,020	5,200	865	965	(4,235)	18.6%	
2129	Election	250	-	-	-	-	-	
2133	Office Supplies	40,458	33,100	21,338	34,455	1,355	104.1%	
2134	Meeting Supplies	1,279	1,600	1,231	2,001	401	125.0%	Includes Safety Lucheon meetings
2716	Computer Services and Software	93,200	110,900	61,120	34,079	(76,821)	30.7%	SaaS annual licensing as CIP in 21-22
2135	Bank Charges	1,600	1,500	-	-	(1,500)	0.0%	
9778	User Charge Collection Fee	36,834	41,200	21,759	33,959	(7,241)	82.4%	
2221	Publication and Legal Ads	6,629	16,300	6,112	8,089	(8,211)	49.6%	
2223	Public Education and Outreach ⁽¹⁾	41,566	61,200	29,197	47,444	(13,756)	77.5%	
2264	Taxes, Other	891	900	1,949	1,949	1,049	216.6%	Use tax, out of state sales tax
2272	Memberships	62,624	49,200	65,371	81,855	32,655	166.4%	More employees, more CWEA memberships
2363	Permits	92,735	96,500	64,153	75,322	(21,178)	78.1%	
2364	Fines	-	-	-	-	-	-	
2246	Rents and Leases	173,933	171,900	131,317	182,579	10,679	106.2%	
9786	Employee Recognition ⁽¹⁾	447	9,000	1,342	3,342	(5,659)	37.1%	
9787	Employee Training and Education ⁽¹⁾	4,403	25,700	4,387	10,349	(15,351)	40.3%	
9999	Miscellaneous expense (2137, 2499)	2,872	1,300	13,904	18,733	17,433	1441.0%	Includes \$10K in donations, COVID-19, & misc.
	TOTAL GENERAL & ADMINSTRATIVE	<u>583,742</u>	<u>699,250</u>	<u>440,519</u>	<u>562,217</u>	<u>(137,033)</u>	<u>80.4%</u>	
	OPERATING EXPENSE TOTALS	<u>\$ 7,840,695</u>	<u>\$ 10,332,490</u>	<u>\$ 5,325,735</u>	<u>\$ 8,919,073</u>	<u>(1,413,417)</u>	<u>86.3%</u>	

**LAS GALLINAS VALLEY SANITARY DISTRICT
DEBT SERVICE
7-MONTH BUDGET REPORT FY 2021-2022 - MARCH 3, 2022**

Expenditure	2020-21 Total Actual	2021-22 Adopted Budget	2021-22 7-Month Actuals	2021-22 Projected End of Year	Notes
2005 Certificates of Participation/ Refunded 2014	\$ 698,760	\$ 709,125	\$ 664,595	\$ 709,125	
2010 State Revolving Fund Loan	285,464	285,464	-	285,464	Due in June
2011 Bank of Marin Loan	332,681	332,681	249,511	332,681	
2012 Bank of Marin Loan	235,346	235,346	176,510	235,346	
2017 Revenue Bonds ^{(1) (2)}	2,449,000	2,447,800	2,447,800	2,447,800	
2019 IBank Loan	719,062	717,892	542,249	717,892	
	\$ 4,720,314	\$ 4,728,310	\$ 4,080,665	\$ 4,728,310	

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

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

**LAS GALLINAS VALLEY SANITARY DISTRICT
RESERVES
7-MONTH BUDGET REPORT FY 2021-2022 - MARCH 3, 2022**

	2020-21 Actual	2021-22 Adopted Budget	2021-22 7-Month Actuals	2021-22 Projected End of Year	Notes
Beginning Reserve Balance	\$ 7,079,424	\$ 8,171,967	\$ 8,171,967	\$ 8,171,967	
Operating Reserve					
Beginning Balance	\$ 2,185,612	\$ 2,351,898	\$ 2,351,898	\$ 2,351,898	
<i>Plus: Additions</i>	166,286	321,678	321,678	321,678	
<i>Less: Use of Funds</i>	-	-	-	-	
Ending Balance	\$ 2,351,898	\$ 2,673,576	\$ 2,673,576	\$ 2,673,576	
<i>Purpose: Insure minimum of 7 months of O&M + Debt Service is available</i>					
Rate Stabilization					
Beginning Balance	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	
<i>Plus: Additions</i>	-	-	-	-	
<i>Less: Use of Funds</i>	-	(299,571)	-	-	<i>Not required for 21-22</i>
Ending Balance	\$ 300,000	\$ 429	\$ 300,000	\$ 300,000	
<i>Purpose: Fund unexpected expense increases, replenish over 3 to 4 year period.</i>					
Emergency Repair					
Beginning Balance	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	
<i>Plus: Additions</i>	-	-	-	-	
<i>Less: Use of Funds</i>	-	-	-	-	
Ending Balance	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	
<i>Purpose: Fund emergency repairs, replenish over 2 to 3 year period.</i>					
Capital Reserves (STPURWE and other)					
Beginning Balance	\$ 2,593,812	\$ 3,425,644	\$ 3,425,644	\$ 3,425,644	
<i>Plus: Undesignated additions</i>	146,722	229,717	229,717	229,717	<i>Held in LAIF</i>
<i>Plus: STPURWE LGVSD Bond Reserve ⁽¹⁾</i>	221,715	222,915	222,915	222,915	<i>Held in LAIF</i>
<i>Plus: STPURWE MMWD Buy-In ⁽²⁾</i>	206,549	206,549	103,275	206,549	
<i>Plus: 2017 Bond MMWD Debt Service Share ⁽³⁾</i>	256,846	256,720	-	256,720	
<i>Less: Authorized Use of Funds</i>	-	(4,019,000)	(362,750)	(3,746,705)	<i>Close out BoM BMM Fund</i>
Ending Balance	\$ 3,425,644	\$ 322,545	\$ 3,618,801	\$ 594,840	
<i>Purpose: To provide capital for major capital projects.</i>					
Vehicle and Equipment Reserve (VERF)					
Beginning Balance	\$ 1,000,000	\$ 1,094,425	\$ 1,094,425	\$ 1,094,425	
<i>Plus: Additions</i>	328,131	50,969	50,969	50,969	
<i>Less: Authorized Use of Funds</i>	(233,706)	-	(202,135)	(305,937)	<i>F-350 plus Transit pending</i>
Ending Balance	\$ 1,094,425	\$ 1,145,394	\$ 943,259	\$ 839,458	
<i>Purpose: To fund large vehicle and equipment replacements.</i>					
Ending Reserve Balance	\$ 8,171,967	\$ 5,141,944	\$ 8,535,636	\$ 5,407,874	

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

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

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

**LAS GALLINAS VALLEY SANITARY DISTRICT
RESERVES - RESTRICTED FUNDS
7-MONTH BUDGET REPORT FY 2021-2022 - MARCH 3, 2022**

	2020-21 Actual	2021-22 Adopted Budget	2021-22 7-Month Actuals	2021-22 Projected End of Year	Notes
Restricted Funds					
Capacity Connection Fee Fund (#5025)					
Beginning Balance	\$ 96,745	\$ 316,998	\$ 316,998	\$ 316,998	
<i>Plus: Additions</i>	220,253	35,963	449,372	459,582	
<i>Less: Use of Funds</i>	-	(200,000)		(200,000)	<i>For STPURWE Capacity</i>
Ending Balance	\$ 316,998	\$ 152,961		\$ 576,580	
<i>Purpose: To pay for collection system and plant capacity improvements to serve new connections.</i>					
Captains Cove Fund (#5019)					
Beginning Balance	\$ 17,241	\$ 17,266	\$ 17,266	\$ 17,266	
<i>Plus: Additions</i>	25	15,935	13	37,622	
<i>Less: Use of Funds ⁽¹⁾</i>	-	(30,000)		(47,329)	<i>O&M Expenses 21-22 only</i>
Ending Balance	\$ 17,266	\$ 3,201		\$ 7,560	
<i>Purpose: Special assessment fees in and class account 350 expenses out.</i>					
Marin Lagoon Fund (#5005)					
Beginning Balance	\$ 84,472	\$ 84,595	\$ 84,595	\$ 84,595	
<i>Plus: Additions</i>	123	24,914	62	64,106	
<i>Less: Use of Funds ⁽¹⁾</i>	-	(84,000)		(46,491)	<i>O&M Expenses 21-22 only</i>
Ending Balance	\$ 84,595	\$ 25,509		\$ 102,210	
<i>Purpose: Special assessment fees in and class account 360 expenses out.</i>					

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

AGENDA ITEM 5

3/3/2022

PUBLIC COMMENT

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

3/3/2022

BOARD MEMBER REPORTS

CLARK

NBWA Board Committee, NBWA Conference Committee, 2022 Operations Control Center Ad Hoc Committee , Other Reports

FORD

NBWRA, Gallinas Watershed Council/Miller Creek Watershed Council, Marin Special Districts Association, 2022 Engineering Ad Hoc Committee re: STPURWE, 2022 Operations Control Center Ad Hoc Committee, 2022 HR Ad Hoc Committee, Other Reports

MURRAY

Marin LAFCO, CASA Energy Committee, 2022 GM Recruitment Ad Hoc Committee, Other Reports

SCHRIEBMAN

JPA Local Task Force, 2022 Legal Services Ad Hoc Committee, 2022 HR Ad Hoc Committee, 2022 Biosolids Ad Hoc Committee, Other Reports

YEZMAN

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



BOARD MEMBER MEETING ATTENDANCE REQUEST

Date: _____ Name: _____

I would like to attend the _____ Meeting
of _____

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

Location of meeting: _____

Actual meeting date(s): _____

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

Purpose of Meeting: _____

Meeting relevance to District: _____

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

Frequency of Meeting: _____

Estimated Costs of Travel (if applicable): _____

Date submitted to Board Secretary: _____

Board approval obtained on Date: _____

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

3/3/2022

BOARD AGENDA ITEM REQUESTS

Agenda Item 7B

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

Agenda Item 8
Date March 3, 2022

Comic tries to prank supervisors

PUBLIC COMMENT TIME

By Richard Halstead

rhalstead@marinij.com

A Texas-based comedian has forced Marin County's supervisors to wrestle with the question of what is allowable public comment.

The issue came up after supervisors received a unique complaint during the public comment portion of a meeting earlier this month.

Appearing via teleconference at the board's Feb. 1 meeting, a man named Alexander Stein said he wanted to file a formal complaint against a county sewage maintenance worker who began an affair with his wife after being dispatched to their fix pipes. Stein said they had run off together, leaving him to care for his three children.

"I'm at the vaccine clinic every day," said Stein, dressed in blue hospitalstyle scrubs, becoming increasingly agitated. "I'm injecting people every day and you have a county employee that is in my house doing stuff to my wife."

As he reached the crescendo of his j'accuse, Stein began to tear up.

"Every day I miss her. I can still smell the vodka and cigarettes on her breath when she kissed me goodbye," he said. "Marin County, I hold you guys directly responsible for what happened to my wife and my family."

It would have been a tragic story if true. However, Stein happens to be a used-car salesman living in Dallas.

Stein said he is following in the footsteps of such comedic pranksters as Andy Kaufmann and Sacha Baron Cohen by performing satirical public comments during government meetings across the country.

"He had me going for a while," said Benita McLarin, director of the Marin County Department of Health and Human Services. "I thought uh-oh. This guy's having a public meltdown. We need to get him some help."

Stein said, "I've called into probably 15 different cities — Dallas, Minneapolis, Denver, New York City — Marin County has the best meeting I've ever been to. All these people speaking up. Why do so many people care in Marin? Whatever is in the water there has got the people stirred up, and I love it."

Stein loves it so much that he tried commenting again at the Board of Supervisors meeting on Tuesday. Supervisor Katie Rice, the board president, had him cut off as soon as he began to speak.

"I want to go after Marin legally for shutting me down," Stein said when contacted later. David Snyder, executive director of the First Amendment Coalition, a San Rafael-based nonprofit dedicated to protecting freedom of speech, said, "Any member of the public is entitled at a regular public meeting to comment on any matter within the body's subject matter jurisdiction. That is defined very broadly."

"Cutting somebody off before they've even had a chance to speak strikes me as at least somewhat problematic," Snyder said. "I could see that having a chilling effect on others who would comment."

Snyder added, however: "You can see the Hobson's choice that a public body has here. Do they give

a platform to somebody who is just doing it to get attention, and do they give a platform in a way that will encourage them to keep coming back?"

Rice said, "I probably should not have cut off Mr. Stein on Tuesday. I've asked county counsel to provide guidance on how to address this going forward. Obviously, the goal is to honor folks' First Amendment rights." Stein, 35, grew up in Dallas, where his father worked as a bail bondsman. Soon after graduating from Southern Methodist University, he got a job working as a producer on the TV show "Cheaters."

"When the cops came, it was always me who had to talk to them," he said.

After "Cheaters," Stein did a stint as a villain on the reality TV show "The Glass House." But it didn't take long for the audience to vote him off the program.

"I was the world's worst reality TV villain," Stein said. "Not worst as in bad, just terrible at it."

Now, however, Stein is creating his own content and posting it online. He has a daily podcast, "Conspiracy Castle," during which he interviews people on a range of topics.

One of Stein's videos that went viral was his appearance at a Dallas City Council meeting, where he posed as a male nurse and performed a wacky, pro-vaccine rap with such lines as, "Vaccinate me in my thong/Vaccination right or wrong."

"What worked so well about it was people didn't know if it was real or fake," Stein said. "I've always considered myself a performance artist even more than a comedian. Sometimes I like to get a reaction out of people more than make them laugh."

In Dallas, the council limits people to one public comment every 30 days. Stein said when he tried to speak after waiting 29 days, "They had me escorted out of there by the police. They almost had me in handcuffs."

A week later, he returned to the council chambers during a meeting of the city's ethics committee, identifying himself as a transgender woman and disguised in a "Handmaid's Tale" costume complete with an oversized white bonnet that hid most of his face.

Is Stein worried people will think he is being insensitive doing a bit like that?

"I don't have any issues with trans people," he said. "I consider myself gender fluid."

"These subjects are taboo now," he said. "That is why we have to talk about it. Because nothing should be off limits."

Redesign takes shape for sewage district building

LAS GALLINAS VALLEY

By Adrian Rodriguez

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The Las Gallinas Valley Sanitation District is moving closer to replacing its headquarters in north San Rafael with a threestory, modernized center.

The conceptual design for the center at 300 Smith Ranch Road earned high marks from the San Rafael Design Review Board during a preview of the plans on Tue sday.

The project site is between the bay and McInnis Park. Plans call for the 15,000-square-foot operations center to be tucked into the hillside that separates the property from the park.

“I think it’s an exciting project with a stellar design, very different,” said board member Larry Paul.

The center would house the control room for the wastewater treatment plant, a laboratory, administrative offices, conference rooms and a classroom on the top floor that would be made available for public use. A new corporation yard and a one-story carport maintenance building are also part of the project.

The e xisting administration building, which was built in the 1980s, would be demolished along with the onsite laboratory and carport.

Fani Hansen, an architect on the project, told the Design Review Board that the operations center was designed with sea-

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level rise in mind. The structure would sit on columns 6 feet higher than the parking lot, she said.

The building would be 36 feet tall. The classroom would have a view of the treatment plant to provide better educational opportunities, she said. The façade would largely be glass that is glazed to protect from heat as well as to reduce the hazard of birds flying into the windows, she said. There would also be rooftop solar equipment.

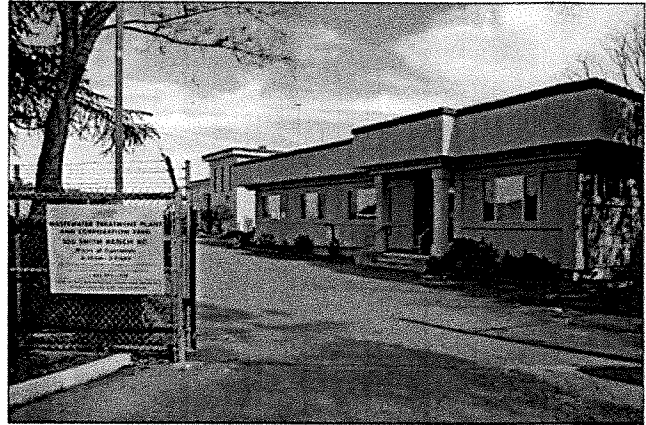
The Las Gallinas board hired Hansen’s firm, Danadjieva Hansen Architects, in 2016 to develop plans, but it put the project on hold to focus on its \$62 million wastewater treatment upgrade, which is under construction now, said Crystal Yezman, vice president of the district board.

This past fall, the board approved a \$1.6 million contract amendment with the architecture firm to complete the design, Yezman said.

“The existing administration building no longer meets the business needs of the district,” Yezman said. In recent years, Yezman said, the district moved some of its employees into offices on Lucas Valley Road.

“The existing administration building no longer meets the business needs of the district.”

— Crystal Yezman, Las Gallinas Valley Sanitary District



The Las Gallinas Valley Sanitary District headquarters in San Rafael on Wednesday. District officials want to replace the building, which was constructed in the 1980s, with a 15,000-square-foot operations center.

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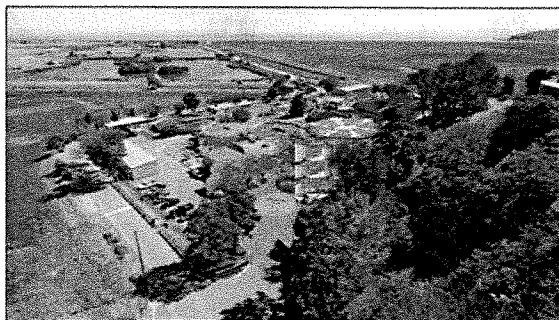


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cost estimate for the project.

“That way we can figure out what needs to be done to move it forward,” he said.

If all goes according to plan, DeGabriele said, the district hopes to have approvals in time to start construction next spring.



The Las Gallinas Valley Sanitary District’s proposed headquarters, as depicted in a design rendering, includes a building of glazed glass with administration offices, a control room and a lab.

PROVIDED BY CITY OF SAN RAFAEL



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Chris DeGabriele, who was hired as the interim general manager last month, said district officials are working with the architect to finetune designs to figure out a

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