



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

MANAGEMENT TEAM
 General Manager, Curtis Paxton
 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
 Gary E. Robards
 Crystal J. Yezman

The Mission of the Las Gallinas Valley Sanitary District is to protect public health and our environment, providing effective wastewater collection, treatment, and resource recovery.

BOARD MEETING AGENDA

March 21, 2024

MATERIALS RELATED TO ITEMS ON THIS AGENDA ARE AVAILABLE FOR PUBLIC INSPECTION DURING NORMAL BUSINESS HOURS AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, SAN RAFAEL, OR ON THE DISTRICT WEBSITE WWW.LGVSD.ORG

Estimated Time

OPEN SESSION:

4:00 PM

1. PUBLIC COMMENT

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

4:05 PM

2. CONSENT CALENDAR

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

- A. Approve the Board Minutes for March 7, 2024
- B. Approve the Warrant List for March 21, 2024
- C. Approve Board Compensation for February 2023
- D. Approve Murray attending IRA and IIJA Progress Report Webinar on March 14
- E. Approve Side Letter between Las Gallinas Valley Sanitary District and Operating Engineers Union Local No. 3 Amending Life Insurance Benefit

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

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

4:10 PM

3. PUBLIC HEARING FOR ORDINANCE 194 AMENDING TITLE 4, CHAPTER 1 – REGULATING SOLID WASTE, RECYCLABLE AND ORGANIC MATERIALS, AND THE COLLECTION, REMOVAL AND DISPOSAL THEREOF INCLUDING THE GARBAGE AND REFUSE RATE ADJUSTMENT FOR 2024

Board to consider adoption of Ordinance No. 194 – An Ordinance amending Title 4, Chapter 1 of the District Ordinance Code and increasing the garbage and refuse rate by 6.45%. Representatives of Marin Sanitary Service and R3 Consulting Group will be in attendance to discuss the 2024 Rate Application Report.

- 4:40 PM** **4. INFORMATION ITEMS:**
STAFF/CONSULTANT REPORTS:
1. CalPERS Unfunded Liability Report – presentation
 2. General Manager’s Report – verbal
- 5:10 PM** **5. BOARD MEMBER VACANCY PROCESS**
Board to review the Board Vacancy process.
- 5:40 PM** **6. BOARD ELECTIONS – VICE PRESIDENT**
Due to the Board vacancy, Board to elect a Vice President.
- 5:45 PM** **7. NBWA CONFERENCE SPONSORSHIP**
Board to discuss sponsoring the April 19th NBWA Imagine Our Future North Bay Conference.
- 6:00 PM** **8. BOARD MEMBER REPORTS:**
1. CLARK
 - a. NBWA Board Committee, Operations Control Centers Ad Hoc Committee, Fleet Management Ad Hoc Committee, FutureSense Ad Hoc Committee, CASA Workforce Committee, Other Reports
 2. MURRAY
 - a. Marin LAFCO, Flood Zone 6, Biosolids Ad Hoc Committee, CASA Energy Committee, Development Ad Hoc Committee, San Francisco Bay Trail Ad Hoc Committee, Other Reports
 3. ROBARDS
 - a. Gallinas Watershed Council/Miller Creek, Engineering Ad Hoc Committee re: STPURWE, McInnis Marsh Ad Hoc Committee, Development Ad Hoc Committee, FutureSense Ad Hoc Committee, Other Reports
 4. YEZMAN
 - a. Flood Zone 7, CSRMA, Ad Hoc Engineering Committee re: STPURWE, Marin Special Districts, Biosolids Ad Hoc Committee, Other Reports
- 6:15 PM** **9. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
 - B. Board Agenda Item Requests – Verbal

6:20 PM 10. VARIOUS INDUSTRY RELATED ARTICLES

6:25 PM 11. ADJOURNMENT

FUTURE BOARD MEETINGS APRIL 4 AND APRIL 18, 2024

AGENDA APPROVED:	Craig K. Murray, President	Patrick Richardson Legal Counsel
------------------	----------------------------	----------------------------------

CERTIFICATION: I, Teresa Lerch, Board Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before March 18, 2024 4:00 p.m., I posted the Agenda for the Board Meeting of said Board to be held on March 21, 2024 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: March 14, 2024



Teresa L. Lerch
Board Secretary

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

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

AGENDA ITEM 1

3/21/2024

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 MARCH 7, 2024

THE BOARD OF DIRECTORS AND STAFF OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION ON MARCH 7, 2024 AT 4:00 PM AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903.

BOARD MEMBERS PRESENT: Megan Clark, Ron Ford, Craig K. Murray, Gary Robards and Crystal Yezman.

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Curtis Paxton, General Manager; Teresa Lerch, Board Secretary; Dale McDonald, District Treasurer; Mike Cortez, District Engineer.

OTHERS PRESENT: Patrick Richardson, District Counsel; Scott Salge, Tom Biel and Jessica Jobe-Sea from Noll and Tam Architects; Tim Holmes and Donna Boysen from Kenwood Energy; Casey Miller and Sam Zantzinger from ForeFront Power; Fani Hansen, Danadjieva Hansen Architects.

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

1. PUBLIC COMMENT: Director Ron Ford announced he is resigning from the Las Gallinas Valley Sanitary District Board of Directors after this meeting.

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

- A. Approve the Board Minutes for February 15, 2024
- B. Approve the Warrant List for March 7, 2024
- C. Approve Robards attending the NBWA Conference April 19 in Sonoma
- D. Approve Yezman attending the NBWA Conference April 19 in Sonoma
- E. Approve Call for Bids Treatment Plant Standby Generator Upgrade Project
- F. Approve Resolution 2024-2323 GM Contract Amendment and Salary Pay Scale
- G. Approve Biosolids Land Application Services Project Notice of Completion and Resolution 2024-2324
- H. Approve July 4th Board Meeting Cancellation

ACTION: Board approved (M/S Robards/Yezman (5-0-0-0) the Consent Calendar items A through H.

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

3. AWARD OF CONTRACT FOR DESIGN OF LAB, BOARDROOM AND EDUCATION CENTER

Board reviewed the Award of Contract for the design of the Lab, Boardroom and Education Center. Discussion ensued.

ACTION:

Board approved (M/S Clark/Ford (5-0-0-0) awarding the contract for Architectural Design Services for the Lab Building to Noll & Tam Architects in the amount of \$1,890,899.

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

NOES: None.

ABSENT: None.

ABSTAIN: None.

4. INFORMATION ITEMS:

STAFF / CONSULTANT REPORTS:

1. Solar Project Presentation from Kenwood Energy and ForeFront Power. Discussion ensued.
2. General Manager's Report – Paxton reported.

5. BOARD REPORTS

1. CLARK

- a. NBWA Board Committee – verbal report
- b. CASA Workforce Committee – no report
- c. Operations Control Centers Ad Hoc Committee – no report
- d. Fleet Management Ad Hoc Committee – no report
- e. FutureSense Ad Hoc Committee – no report
- f. Other Reports– none

2. FORD

- a. NBWRA – no report
- b. Flood Zone 6 – no report
- c. Operations Control Centers Ad Hoc Committee – no report
- d. McInnis Marsh Ad Hoc Committee – no report
- e. Fleet Management Ad Hoc Committee – no report
- f. SF Bay Trail Ad Hoc Committee –no report
- g. CASA TRIG Committee – verbal report
- h. Other Reports – none

3. MURRAY

- a. Marin LAFCO – verbal report
- b. Flood Zone 6 – verbal report
- c. CASA Energy Committee – no report
- d. Biosolids Ad Hoc Committee – no report
- e. Development Ad Hoc Committee – verbal report
- f. SF Bay Trail Ad Hoc Committee – no report
- g. Other Reports –in the packet

4. ROBARDS

- a. Gallinas Watershed Council/Miller Creek – verbal report
- b. STPURWE Engineering Ad Hoc Committee – no report
- c. McInnis Marsh Ad Hoc Committee – no report
- d. Development Ad Hoc Committee – no report
- e. FutureSense Ad Hoc Committee – no report

f. Other Reports – none

5. YEZMAN

- a. Flood Zone 7– no report
- b. CSRMA – no report
- c. Marin Special District Association – no report
- d. STPURWE Engineering Ad Hoc Committee – no report
- e. Biosolids Ad Hoc Committee – no report
- f. Other Reports– none

6. BOARD REQUESTS:

- A. Board Meeting Attendance Requests – None
- B. Board Agenda Item Requests – Board vacancy appointment and NBWA Conference Sponsorship.

7. MISCELLANEOUS DISTRICT ARTICLES

Discussion ensued.

8. CLOSED SESSION:

ACTION:

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT ADJOURNED TO CLOSED SESSION ON MARCH 7, 2024, AT 5:53 P.M. AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, CONFERENCE ROOM, SAN RAFAEL, CALIFORNIA.

Lerch left the meeting at 5:53 pm

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

9. OPEN SESSION:

ACTION:

The Board of Directors of the Las Gallinas Valley Sanitary District reconvened the Regular Session on March 7, 2024 at 6:26 p.m.

REPORT ON CLOSED SESSION: President Murray reported that there was nothing to report.

10. ADJOURNMENT:

ACTION:

Board approved (M/S Clark/Yezman 5-0-0-0) the adjournment of the meeting at 6:32 PM in appreciation of Director Ron Fords' service to the District.

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

NOES: None.

ABSENT: None.

ABSTAIN: None

The next Board Meeting is scheduled for March 21, 2024 at 4:00 pm at the District office.

ATTEST:

Teresa Lerch, Board Secretary

APPROVED:

Craig K. Murray, President

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
A and P Moving Inc								
105	A and P Moving Inc	40654461	Document Storage- Mar	02/29/24	96.80	.00		
Total A and P Moving Inc:					96.80	.00		
ADP Inc								
140	ADP Inc	656297060	Payroll processing fees Comprehensive Service	03/08/24	2,018.45	.00		
140	ADP Inc	656298000	Payroll processing fees Comprehensive Service	03/08/24	69.05	.00		
Total ADP Inc:					2,087.50	.00		
Bank of Marin								
295	Bank of Marin	MARCH 2024	Recycled Water Loan Payment- Principal March	03/11/24	21,108.83	.00		
295	Bank of Marin	MARCH 2024	Recycled Water Loan Payment- Interest March	03/11/24	6,614.62	.00		
Total Bank of Marin:					27,723.45	.00		
Bay Area Background Checks								
335	Bay Area Background Che	203078	Background check- A Clark	03/01/24	63.00	.00		
Total Bay Area Background Checks:					63.00	.00		
Bay City Boiler								
345	Bay City Boiler	30284	Annual service inspection	02/28/24	1,400.00	.00		
Total Bay City Boiler:					1,400.00	.00		
Bellecci & Associates Inc								
355	Bellecci & Associates Inc	210068.00-000	Passthrough Inspection Invoice	03/12/24	504.00	.00		
355	Bellecci & Associates Inc	230140.03	On-Call Inspection Services for Collection Syste	03/13/24	4,176.00	.00		
Total Bellecci & Associates Inc:					4,680.00	.00		
Brittall Environmental Corp.								
430	Brittall Environmental Corp.	4602	Waste oil transportation	12/14/23	460.00	.00		
Total Brittall Environmental Corp.:					460.00	.00		
CalPERS CERBT-OPEB								
560	CalPERS CERBT-OPEB	17471054	CERBT-OPEB Payment- Feb	03/10/24	11,630.00	.00		
560	CalPERS CERBT-OPEB	17471055	CERBT-OPEB Payment- Mar	03/10/24	11,630.00	.00		
Total CalPERS CERBT-OPEB:					23,260.00	.00		
CALPERS Health								
565	CALPERS Health	17458399	Health Premium- Mar	03/11/24	10,593.85	.00		
565	CALPERS Health	17458399	Health Premium- Mar	03/11/24	5,107.05	.00		
565	CALPERS Health	17458399	Health Premium- Mar	03/11/24	9,396.98	.00		
565	CALPERS Health	17458399	Health Premium- Mar	03/11/24	4,971.55	.00		
565	CALPERS Health	17458399	Health Premium- Mar	03/11/24	2,335.68	.00		
565	CALPERS Health	17458399	Health Premium- Mar	03/11/24	16,608.31	.00		
565	CALPERS Health	17458399	Employer Share Retired Premium - Mar	03/11/24	1,570.00	.00		
565	CALPERS Health	17458399	Employer Share Retired Premium - Mar	03/11/24	157.00	.00		
565	CALPERS Health	17458399	Employer Share Retired Premium - Mar	03/11/24	1,413.00	.00		
565	CALPERS Health	17458399	Active Admin Fee	03/11/24	156.84	.00		
565	CALPERS Health	17458399	Retiree Admin Fee	03/11/24	45.78	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total CALPERS Health:					52,356.04	.00		
Caltest Analytical Laboratory								
580	Caltest Analytical Laborator	717719	Outside Lab Testing	03/12/24	6,425.22	.00		
Total Caltest Analytical Laboratory:					6,425.22	.00		
Cintas Corporation 2								
680	Cintas Corporation 2	5201743747	First Aide Kit Refil	03/12/24	57.98	.00		
Total Cintas Corporation 2:					57.98	.00		
ClearGov								
3180	ClearGov	2023-13963	Budget Software- Setup Services	12/01/23	5,850.00	.00		
3180	ClearGov	2023-13963	Budget Software- Subscription Services	12/01/23	19,000.00	.00		
Total ClearGov:					24,850.00	.00		
Contractor Compliance and Monitoring, In								
730	Contractor Compliance and	20439	On-Call contract for labor compliance services	02/29/24	494.50	.00		
730	Contractor Compliance and	20440	STPURWE Labor Compliance Services - Kenn	02/29/24	57.50	.00		
730	Contractor Compliance and	20441	On-Call contract for labor compliance services	02/29/24	46.00	.00		
730	Contractor Compliance and	20442	On-Call contract for labor compliance services	02/29/24	115.00	.00		
730	Contractor Compliance and	20443	On-Call contract for labor compliance services	02/29/24	23.00	.00		
730	Contractor Compliance and	20444	On-Call contract for labor compliance services	02/29/24	364.50	.00		
730	Contractor Compliance and	20445	On-Call contract for labor compliance services	02/29/24	27.00	.00		
730	Contractor Compliance and	20446	On-Call contract for labor compliance services	02/29/24	3,675.75	.00		
Total Contractor Compliance and Monitoring, In:					4,803.25	.00		
Core Utilities, Inc.								
740	Core Utilities, Inc.	42690	IT Services	03/11/24	577.50	.00		
740	Core Utilities, Inc.	42690	IT Services	03/11/24	1,392.50	.00		
740	Core Utilities, Inc.	42690	IT Services	03/11/24	690.00	.00		
Total Core Utilities, Inc.:					2,660.00	.00		
Data Instincts								
880	Data Instincts	3153	Provide Public Information & Awareness FY 202	02/29/24	2,537.50	.00		
Total Data Instincts:					2,537.50	.00		
Dell Marketing LP								
895	Dell Marketing LP	10731012077	Dell Rugged Tablets for CSO vehicles	02/14/24	5,507.01	.00		
Total Dell Marketing LP:					5,507.01	.00		
Direct Dental Administrators LLC								
925	Direct Dental Administrator	202402270000	Admin Fees - Mar	02/27/24	69.00	.00		
925	Direct Dental Administrator	202402270000	Admin Fees - Mar	02/27/24	16.00	.00		
925	Direct Dental Administrator	202402270000	Admin Fees - Mar	02/27/24	34.00	.00		
925	Direct Dental Administrator	202402270000	Admin Fees - Mar	02/27/24	65.00	.00		
925	Direct Dental Administrator	202402270000	Admin Fees - Mar	02/27/24	26.00	.00		
925	Direct Dental Administrator	202402270000	Admin Fees - Mar	02/27/24	49.00	.00		
925	Direct Dental Administrator	D20240208-28	Dental Feb 2024	03/04/24	1,293.33	.00		
925	Direct Dental Administrator	D20240208-28	Dental Feb 2024	03/04/24	244.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Direct Dental Administrators LLC:					1,796.33	.00		
Du-All Safety LLC								
960	Du-All Safety LLC	25175	Safety & Training FY 2023-24	02/29/24	4,728.00	.00		
Total Du-All Safety LLC:					4,728.00	.00		
Ford, Ron								
1130	Ford, Ron	MARCH 2024	Health Reimbursement - Mar	03/14/24	200.00	.00		
Total Ford, Ron:					200.00	.00		
Gardeners Guild								
1180	Gardeners Guild	116126	Grounds Maintenance	03/01/24	2,153.00	.00		
Total Gardeners Guild:					2,153.00	.00		
Grainger								
1235	Grainger	9035648923	Misc. Supplies	02/28/24	58.01	.00		
1235	Grainger	9036367234	Electrical Supplies	02/28/24	134.83	.00		
1235	Grainger	9038651577	Misc. Supplies	03/01/24	28.81	.00		
1235	Grainger	9038896230	Misc. Supplies	03/01/24	31.25	.00		
1235	Grainger	9042348947	Misc. Supplies	03/05/24	81.16	.00		
1235	Grainger	9042965112	Fuses	03/06/24	238.44	.00		
1235	Grainger	9042965120	Fuses	03/06/24	125.56	.00		
1235	Grainger	9043389320	Fuses	03/06/24	523.84	.00		
1235	Grainger	9043389338	Fuses	03/06/24	124.33	.00		
1235	Grainger	9044074053	Fuses	03/06/24	1,939.33	.00		
Total Grainger:					3,285.56	.00		
GraphicSmith LLC								
1240	GraphicSmith LLC	12052	Internet Site Design	02/29/24	150.00	.00		
Total GraphicSmith LLC:					150.00	.00		
Hach Company								
1260	Hach Company	13951742	Misc. Supplies	03/06/24	301.54	.00		
Total Hach Company:					301.54	.00		
HASA Inc.								
3055	HASA Inc.	940312	Chemicals	01/26/24	14,463.16	.00		
3055	HASA Inc.	944424	Chemicals	02/26/24	15,453.86	.00		
Total HASA Inc.:					29,917.02	.00		
Hazen and Sawyer								
1295	Hazen and Sawyer	20148-003-32	Digester Room MCC #2 Upgrade	03/08/24	1,482.50	.00		
1295	Hazen and Sawyer	20148-005-19	2024 Flow Monitoring for CS Hydraulic Model D	03/08/24	16,975.00	.00		
1295	Hazen and Sawyer	20148-007-3	On-Call Contract for Engineering Services (202	03/08/24	4,980.00	.00		
Total Hazen and Sawyer:					23,437.50	.00		
Jackson's Hardware Inc								
1385	Jackson's Hardware Inc	150373	Misc Supplies	03/13/24	407.27	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1385	Jackson's Hardware Inc	150390	Misc. Supplies	03/13/24	26.15	.00		
Total Jackson's Hardware Inc:					433.42	.00		
Kenwood Energy								
1445	Kenwood Energy	LGVSD-20350	Solar PV System Upgrades Assistance During	03/12/24	5,918.75	.00		
Total Kenwood Energy:					5,918.75	.00		
Leak Detection Pros Inc								
3590	Leak Detection Pros Inc	14125	Leak detection service	03/11/24	1,500.00	.00		
Total Leak Detection Pros Inc:					1,500.00	.00		
Linscott Engineering Contractors Inc								
1510	Linscott Engineering Contr	2.5.24	De ZurickValve Gear Replacement	02/05/24	14,500.00	.00		
1510	Linscott Engineering Contr	2.5.24	De ZurickValve Gear Replacement - Additional c	02/05/24	1,747.44	.00		
1510	Linscott Engineering Contr	4252	Aeration Basin Underdrain Investigation & Repa	03/12/24	2,320.00	.00		
Total Linscott Engineering Contractors Inc:					18,567.44	.00		
Medical Center of Marin								
1655	Medical Center of Marin	00181278-00	Pre Employment Testing - A Clark	03/01/24	2.42	.00		
Total Medical Center of Marin:					2.42	.00		
Murray, Craig								
1710	Murray, Craig	MARCH 2024	Health Reimbursement - Mar	03/14/24	125.00	.00		
Total Murray, Craig:					125.00	.00		
Northgate Autobody								
3580	Northgate Autobody	21948	2021 Ford Transit Van - Repairs	02/29/24	3,470.79	.00		
Total Northgate Autobody:					3,470.79	.00		
Platt Electric Supply								
1995	Platt Electric Supply	4W02379	Misc. Supplies	03/01/24	42.23	.00		
1995	Platt Electric Supply	4W86543	Electrical Supplies	03/01/24	1,667.19	.00		
Total Platt Electric Supply:					1,709.42	.00		
R3 Consulting Group								
2055	R3 Consulting Group	12375	Solid Waste Franchise Fee Study	03/04/24	10,000.00	.00		
Total R3 Consulting Group:					10,000.00	.00		
Rathlin Properties LLC								
2075	Rathlin Properties LLC	APRIL 2024	Monthly Rent - Apr	03/11/24	9,574.00	.00		
Total Rathlin Properties LLC:					9,574.00	.00		
Retiree Augusto								
2120	Retiree Augusto	APR 24	Retiree Health Reimbursement - Apr	03/14/24	184.72	.00		
Total Retiree Augusto:					184.72	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Retiree Burgess								
2125	Retiree Burgess	APR 24	Retiree Health Reimbursement - Apr	03/05/24	167.79	.00		
	Total Retiree Burgess:				167.79	.00		
Retiree Cummins								
2130	Retiree Cummins	APR 24	Health Reimbursement- Apr	03/14/24	167.79	.00		
	Total Retiree Cummins:				167.79	.00		
Retiree Cutri								
2135	Retiree Cutri	APR 24	Health Reimbursement- Apr	03/14/24	526.44	.00		
	Total Retiree Cutri:				526.44	.00		
Retiree Emanuel								
2140	Retiree Emanuel	APR 24	Health Reimbursement- August	03/14/24	291.15	.00		
	Total Retiree Emanuel:				291.15	.00		
Retiree Gately								
2145	Retiree Gately	APR 24	Health Reimbursement- Apr	03/14/24	291.15	.00		
	Total Retiree Gately:				291.15	.00		
Retiree Guion								
2150	Retiree Guion	APR 24	Health Reimbursement -Apr	03/14/24	291.15	.00		
	Total Retiree Guion:				291.15	.00		
Retiree Kermoian								
2155	Retiree Kermoian	APR 24	Health Reimbursement- Apr	03/14/24	167.79	.00		
	Total Retiree Kermoian:				167.79	.00		
Retiree Mandler								
2160	Retiree Mandler	APR 24	Health Reimbursement- Apr	03/14/24	167.79	.00		
	Total Retiree Mandler:				167.79	.00		
Retiree Memmott								
2170	Retiree Memmott	APR 24	Health Reimbursement- Apr	03/14/24	229.55	.00		
	Total Retiree Memmott:				229.55	.00		
Retiree Petrie								
2175	Retiree Petrie	APR 24	Health Reimbursement- August	03/14/24	184.72	.00		
	Total Retiree Petrie:				184.72	.00		
Retiree Pettey								
2180	Retiree Pettey	APR 24	Health Reimbursement- Apr	03/14/24	209.01	.00		
	Total Retiree Pettey:				209.01	.00		
Retiree Reetz								
2185	Retiree Reetz	APR 24	Health Reimbursement- Apr	03/14/24	492.58	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Retiree Reetz:					492.58	.00		
Retiree Reilly								
2190	Retiree Reilly	APR 24	Health Reimbursement - Apr	03/14/24	167.79	.00		
Total Retiree Reilly:					167.79	.00		
Retiree Vine								
2195	Retiree Vine	APR 24	Health Reimbursement- Apr	03/14/24	167.79	.00		
Total Retiree Vine:					167.79	.00		
Retiree Wettstein								
2200	Retiree Wettstein	APR 24	Health Reimbursement - Apr	03/14/24	826.00	.00		
Total Retiree Wettstein:					826.00	.00		
Retiree Williams								
2205	Retiree Williams	APR 24	Retiree Health Reimbursement - Apr	03/05/24	826.00	.00		
Total Retiree Williams:					826.00	.00		
Robards, Gary								
2235	Robards, Gary	MARCH 2024	Health Reimbursement - Mar	03/14/24	200.00	.00		
Total Robards, Gary:					200.00	.00		
Satcom Global								
2310	Satcom Global	A103240187	Satelite Phone Service	03/01/24	57.54	.00		
2310	Satcom Global	A103240187	Satelite Phone Service	03/01/24	57.54	.00		
2310	Satcom Global	A103240187	Satelite Phone Service	03/01/24	57.54	.00		
Total Satcom Global:					172.62	.00		
Shamrock Building Materials LLC								
2355	Shamrock Building Material	2403-035364	Misc Supplies	03/04/24	137.04	.00		
Total Shamrock Building Materials LLC:					137.04	.00		
Sun Life Financial - LIFE & ADD								
2460	Sun Life Financial - LIFE &	MARCH 24	Life & ADD - Mar	02/15/24	899.00	.00		
2460	Sun Life Financial - LIFE &	MARCH 24	Life & ADD - Mar	02/15/24	130.76	.00		
2460	Sun Life Financial - LIFE &	MARCH 24	Life & ADD - Mar	02/15/24	285.94	.00		
2460	Sun Life Financial - LIFE &	MARCH 24	Life & ADD - Mar	02/15/24	271.00	.00		
2460	Sun Life Financial - LIFE &	MARCH 24	Life & ADD - Mar	02/15/24	64.58	.00		
2460	Sun Life Financial - LIFE &	MARCH 24	Life & ADD - Mar	02/15/24	298.00	.00		
Total Sun Life Financial - LIFE & ADD:					1,949.28	.00		
Sun Life Financial - LTD								
2465	Sun Life Financial - LTD	MARCH 24	LTD - Mar	02/15/24	569.23	.00		
2465	Sun Life Financial - LTD	MARCH 24	LTD - Mar	02/15/24	350.83	.00		
2465	Sun Life Financial - LTD	MARCH 24	LTD - Mar	02/15/24	621.09	.00		
2465	Sun Life Financial - LTD	MARCH 24	LTD - Mar	02/15/24	441.14	.00		
2465	Sun Life Financial - LTD	MARCH 24	LTD - Mar	02/15/24	199.61	.00		
2465	Sun Life Financial - LTD	MARCH 24	LTD - Mar	02/15/24	652.45	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Sun Life Financial - LTD:					2,834.35	.00		
United Site Services								
2650	United Site Services	INV-4164464	Porta Potties at plant	02/03/24	723.93	.00		
2650	United Site Services	INV-4232328	Porta Potties at plant	03/02/24	723.93	.00		
Total United Site Services:					1,447.86	.00		
Univar USA Inc.								
2655	Univar USA Inc.	51672403	Clarofloc polymer	11/30/23	704.52	.00		
Total Univar USA Inc.:					704.52	.00		
USA BlueBook								
2680	USA BlueBook	INV00289952	Raven Sludge Interface/Detector	02/28/24	1,951.78	.00		
2680	USA BlueBook	INV00303054	Nitrile Gloves	03/12/24	586.80	.00		
Total USA BlueBook:					2,538.58	.00		
Water Components & Building Supply								
2740	Water Components & Build	30631286	Pipe Fitting	02/27/24	244.92	.00		
Total Water Components & Building Supply:					244.92	.00		
West Yost								
2775	West Yost	2057029	Grant funding, tracking and application services	01/31/24	2,709.75	.00		
Total West Yost:					2,709.75	.00		
WEX Health Inc.								
2780	WEX Health Inc.	FSA 2/29/24	FSA Reimbursement 2-29-24	03/11/24	270.00	.00		
Total WEX Health Inc.:					270.00	.00		
Woodland Center Auto Supply Inc.								
2805	Woodland Center Auto Sup	849994	Battery accessories	02/29/24	44.89	.00		
Total Woodland Center Auto Supply Inc.:					44.89	.00		
WRA INC								
2810	WRA INC	26227-3-52800	Two Additional Years of Geomorphic Monitoring	02/23/24	317.50	.00		
Total WRA INC:					317.50	.00		
Yezman, Crystal								
2830	Yezman, Crystal	MARCH 2024	Health Reimbursement - March	03/11/24	200.00	.00		
Total Yezman, Crystal:					200.00	.00		
Grand Totals:					295,368.46	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
--------	-------------	----------------	-------------	--------------	-----------------------	-------------	-----------	--------

Board Member: _____

General Manager: _____

Finance Manager: _____

Agenda Item 2C
Date March 21, 2024

Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	6
Ron Ford	4
Craig Murray	6
Gary Robards	4
Crystal Yezman	<u>2</u>
Total	<u><u>22</u></u>

Meeting Date: 3/21/2024
Paydate: 3/22/2024

BOARD MEMBER ATTENDANCE FORM

Director's Name: MEGAN CLARK Month: FEB. 2024

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
1	REG.	X	
15	REG.	X	
21	SPEC. - Harassment		X
TOTAL		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
2	NBWA - REG.	X	
6	NBWA - CONF.	X	
7	Future Sense	X	
20	NBWA - CONF.	X	
TOTAL		4	

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

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

Megan Clark
Director Signature

3-7-24
Date

[Signature]
Administrative Services Manager Approved

3/11/24
Date

[Signature]
Board Secretary Received

3/7/24
Date



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

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE FORM

Director's Name: Ron Ford Month: February 2024

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
02/01	Reg. Meeting	X	
02/15	Reg. Meeting	X	
TOTAL		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
02/20	McInnis Marsh Ad/Hoc	X	
02/21	Harassment Training	X	
TOTAL		2	

Total Meetings for which I am Requesting Payment: Max of six (6) per Health & Safety Code §4733	4
--	----------

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

Ron Ford
Director Signature

Administrative Services Manager Approved

Board Secretary Received

02/29/2024
Date

3/11/24
Date

3/4/24
Date



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

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE FORM

Director's Name: MURRAY, Craig K. Month: February 2024

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
2/1/24	Board Meeting	X	
2/5/24	Development Ad Hoc Committee	X	
2/15/24	Board Meeting	X	
TOTAL		3/3	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
2/4,11/24	Merrydale Road/Las Gallinas Creek Headwater Litter & Debris Removal c/o City of San Rafael: 2/4 0.5 hrs; 2/11 1.0 hrs		XX
2/3/24	Diffusion and DeEscalation Techniques Training, Du All Safety – Richmond		X
2/3/24	Marin LAFCo – Regular Board Meeting		X
2/15/24	CSDA Webinar: Form 700 Filers – A Guide to SEI Disclosure		X
2/21/24	Harassment Prevention Training – Liebert, Cassidy and Whitmore (LCW)	X	
2/22/24	CASA Air Quality, Climate Change & Energy (ACE) Workgroup Meeting	X	
2/23/24	CASA DC Travel Date	X	
2/26-27/24	CASA DC Forum	XX	
2/23/24	CASA DC Travel Date	X	
TOTAL		6/11	

C.T.L.

Total Meetings for which I am Requesting Payment: Max of six (6) per Health & Safety Code §4733	9/14
--	-------------

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



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

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE FORM

Craig K. Murray

January 22, 2024

Director Signature

Date

Administrative Services Manager Approved

Date

Board Secretary Received

Date



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

Director's Name: GARY ROBARDS Month Feb 2024

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

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
2/15	BOARD MEETING	X	
2/21	HARASSMENT TRAINING	X	
TOTAL			

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
2/5	AD HOC DEVELOPMENT	X	
2/7	AD HOC FUTURE SENSE	X	
2/7	GALLINAS WATERSHED		X
TOTAL			

Total Meetings for which I am Requesting Payment: 4
 Max of six (6) per Health & Safety Code §4733

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

Gary Robards
 Director Signature

2/27/2024
 Date

[Signature]
 Administrative Services Manager Approved

3/11/2024
 Date

[Signature]
 Board Secretary Received

2/27/24
 Date



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

Office: 415.472.1734 Fax: 415.499.7715

BOARD MEMBER ATTENDANCE FORM

Director's Name: _____ Crystal Yezman _____ Month: _____ Feb 2024 _____

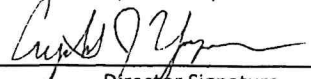
Board Members shall be compensated for up to the legal limit of six (6) meetings per month and one (1) per day. Board members are limited to four (4) conferences or seminars per year. For multi-day conferences, compensation shall be at a maximum of one (1) meeting per day.

REGULAR and SPECIAL MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
2/1/2024	Regular Board Mtg	X	
2/15/2024	Regular Board Mtg	X	
TOTAL		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
TOTAL			

Total Meetings for which I am Requesting Payment:
Max of six (6) per Health & Safety Code §4733 **2**

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



 Director Signature

03/05/2024

 Date



 Administrative Services Manager Approved

3/11/24

 Date



 Board Secretary Received

3/6/24

 Date

AGENDA ITEM 2D
DATE March 21, 2024



BOARD MEMBER CONFERENCE/ MEETING/WEBINAR ATTENDANCE REQUEST

Date: 3/4/24 Name: MURRAY, Craig K.

I would like to attend the IRA & IJA Progress Report Meeting of
Environmental and Energy Study Institute (EESI)

To be held on the 14th day of March from 1200pm
a.m. / p.m. to 14th day of March from to 1:30pm a.m. / p.m.

Location of meeting: Rayburn House Office Building, Room: 2168 45
Independence Ave SW, Washington, DC 20515

Actual meeting date(s): March 14, 2024

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

Purpose of Meeting: Rural focus but also examples of Small Community Access
to Infrastructure Investment and Jobs Act (IIJA) and the Inflation Reduction Act
(IRA)

Meeting relevance to District: Industry Updates from USDA, DOE and other
Agencies and examples of projects in energy, water and pollution reduction.

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

Board Directors to make their own Hotel Reservations and book their own transportation including airfare, taxi and/or shuttles.

Frequency of Meeting: 1x

Estimated Costs of Travel (if applicable): \$0 N/A

Date submitted to Board Secretary: 3/4/24

Board approval obtained on Date: _____




Item Number _____ 2E _____

GM Review _____ CP _____

Agenda Summary Report

To: Board of Directors

From: Dale McDonald, Administrative Services Manager 
(415) 526-1519 dmcDonald@lqvsd.org

Meeting Date: March 21, 2024

Re: Consider adoption of Side Letter of Agreement between Las Gallinas Valley Sanitary District and Operating Engineers Union Local No. 3 Amending Life Insurance Benefit

Item Type: Consent Action _____ Information _____ Other _____.

Standard Contract: Yes _____ No _____ (See attached) Not Applicable .

STAFF RECOMMENDATION

Adopt Side Letter of Agreement No. 1 between Las Gallinas Valley Sanitary District (District) and Operating Engineers Union Local No. 3 (OE3) amending the Life Insurance benefit to \$50,000.

BACKGROUND

A Memorandum of Understanding (MOU) between the District and OE3, executed September 18, 2023, is in effect through June 30, 2026. On January 2, 2024, OE3 submitted a written request to open the MOU specifically over Article 17.7 Life.

OE3 and District representatives met on February 14, 2024 and discussed the life insurance benefit provided to OE3 members. OE3 requested, with the majority support of its membership, to decrease the group life insurance from \$100,000 to \$50,000 to avoid having its members taxed on the fringe benefit for insurance coverage over \$50,000.

PREVIOUS BOARD ACTION

On January 18, 2024, the Board identified Gregory Ramirez from IEDA as the Agency Designated Representative for labor relations consulting and labor negotiations for this topic.

On February 1, 2024, the Board met in Closed Session and provided direction on this topic.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

There is no cost to the District to implement this change. Underwriter review will be required to change the policy and it is anticipated premium costs will decrease by approximately 50%.

SIDE LETTER OF AGREEMENT NO. 1
BETWEEN
LAS GALLINAS VALLEY SANITARY DISTRICT
AND
OPERATING ENGINEERS UNION LOCAL NO. 3

I. Parties

The Parties to this Side Letter of Agreement (herein after “Side Letter”) are the Las Gallinas Valley Sanitary District (hereinafter referred to as the “District”) and the Operating Engineers Local No. 3 (hereinafter referred to as the “Union”).

II. Background

The Parties are the signatories to a 2023-2026 Memorandum of Understanding (hereinafter referred to as the “MOU”) setting forth terms and conditions of employment for certain District employees. The terms set forth below amend the existing MOU. The Parties agree as follows:

III. MOU Side Letter

- A. For Purposes of the MOU amendments set forth below, language that is overstruck (e.g. ~~overstruck~~) will be omitted from the MOU. Language that is *italicized* and **boldfaced** will be added to the MOU as indicated. The existing MOU will, in all other respects, remain in effect without change through its existing term.
- B. Section 17.7 Life of the MOU is hereby amended to read as follows:

The District *shall* provides ~~term~~-life insurance for ~~the~~*eligible* employees in the amount of \$50,000. *This life* insurance terminates one (1) month after the employee leaves the employment of the District.

~~As soon as administratively possible after adoption, the District will provide term life insurance for an eligible employee in the amount of one times (1x) the employee’s annual base wage salary up to one hundred thousand dollars (\$100,000). This life insurance benefit terminates one (1) month after the employee separates from employment with the District.~~

IV. General Provisions

- A. This Side Letter will take effect as soon as administratively possible after adoption by the District Board of Directors.
- B. The written terms herein embody the entire Side Letter of Agreement between the Parties.
- C. The Side Letter of Agreement modified language herein will be incorporated into any successor MOU by the Parties.

[Signatures on next page]

IN WITNESS WHEREOF, the parties hereto have executed this Side Letter of Agreement on this _____ day of _____, 2024.

For Las Gallinas Valley Sanitary District

For Operating Engineers Union Local 3

Board Chair

Sr. Business Representative

General Manager

Union Representative

Union Representative

3/21/2024

**Public Hearing for Ordinance 194 Amending Title 4, Chapter 1-
Regulating Solid Waste, Recyclable and Organic Materials, And
the Collection, Removal and Disposal Thereof Including the
Garbage and Refuse Rate Adjustment for 2024**


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



Item Number 4.1

GM Review CP

Agenda Summary Report

To: Board of Directors
From: Dale McDonald, Administrative Services Manager 
 (415) 526-1519 dmcDonald@lqvsd.org
Meeting Date: March 21, 2024
Re: Pension Liability Review with Ridgeline Municipal Strategies
Item Type: Consent Action Information Other
Standard Contract: Yes No (See attached) Not Applicable

STAFF RECOMMENDATION

Receive report from Dmitry Semenov of Ridgeline Municipal Strategies, LLC (“Ridgeline”) on his review of the District’s Unfunded Accrued Liability (“UAL”) outstanding with the California Public Employees’ Retirement System (“CalPERS”) and provide direction to staff.

BACKGROUND

Ridgeline is an independent registered municipal advisory and financial consulting firm that supports California’s public agencies with Debt Issuance, Pension Cost Optimization, Revenue Generation, and Quantitative Strategies. The District contracted with Ridgeline to perform a 2023 Pension Liability Assessment in preparation for the upcoming fiscal year 2024-2025 budget discussions.

Highlights of the report are:

- CalPERS’ historical investment returns suggest that a quick elimination of the 2022 UAL is unlikely and the District may want to consider additional steps to reduce the long-term interest costs associated with the new UAL.
- CalPERS standard UAL practice results in negative amortization for each pension plan that does not take proactive steps.
- After eliminating the negative amortization, the new 2023 UAL would still have an associated interest cost of approximately \$128,000, which will be incurred over the 20-year amortization term.
- Pension Cost Optimization Strategies to lower its future UAL-related costs presented are:
 - Strategy A: Eliminate negative amortization.
 - Strategy B: Make additional discretionary contributions to reduce UAL balance.



Management supports the suggested actions in Strategy A to reduce its future UAL costs by eliminating negative amortization. The following two administrative processes will be performed by staff as part of its annual CalPERS review and scheduled UAL payments in July.

1. Make additional discretionary payments (ADPs) in the two years following the creation of a new UAL to cover accrued interest, and
2. Convert the new Investment Loss UAL base from ramp-up to level amortization schedules.

Strategy B could further lower the UAL interest costs by making additional ADPs to reduce the District's UAL balance. This decision should be made after considering the overall District's fiscal situation, including reserve balances, capital improvement projects, cash flow management, and Board of Directors' vision and direction. The financial impact on the District of implementing Strategy B should be discussed by the Board before any action is taken.

PREVIOUS BOARD ACTION

None.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

The implementation of Strategy A, eliminating negative amortization, is projected to save the District approximately \$27,000 over the 20-year UAL repayment period.

Impacts from implementation of Strategy B, making additional discretionary contributions to reduce the District's UAL pension plan balance, is dependent on Board action and the establishment of a funded ratio target for the pension plans. This can be developed along with the 2024-2025 budget.

- | | |
|--|-------------|
| • ADP Required to Achieve 80% Funded Level | \$1,418,000 |
| • ADP Required to Achieve 85% Funded Level | \$2,344,000 |
| • ADP Required to Achieve 90% Funded Level | \$3,271,000 |

Attachments:

- A. *Technical Memorandum – LGVSD 2023 Pension Liability Review; Ridgeline*



TECHNICAL MEMORANDUM

To: Mr. Dale McDonald, *Las Gallinas Valley Sanitary District*
Mr. Curtis Paxton, *Las Gallinas Valley Sanitary District*

From: Dmitry Semenov, *Ridgeline Municipal Strategies, LLC*

Date: February 5, 2024

Re: Las Gallinas Valley Sanitary District 2023 Pension Liability Review;
Ridgeline #23056

INTRODUCTION

Per your request, Ridgeline Municipal Strategies, LLC (“Ridgeline”) has performed a review of the Unfunded Accrued Liability (the “UAL”) that the Las Gallinas Valley Sanitary District (the “District”) has outstanding with the California Public Employees' Retirement System (“CalPERS”). This technical memorandum documents the results of the review and suggested actions that the District could take to reduce its future UAL costs, which are:

- Elimination of negative amortization for the 2023 UAL (estimated to save the District approximately \$27,000); and
- Additional discretionary payments to repay the 2023 UAL faster to generate additional savings on the UAL interest.

DISTRICT'S PENSION PLANS AND UNFUNDED ACCRUED LIABILITY

The District provides pension benefits to its employees and retirees through two pension plans (Miscellaneous Classic and Miscellaneous PEPR) with CalPERS. As of 06/30/2022 (the most recent official information available as of the date of this memorandum), the plans had a total actuarial accrued liability (the estimated amount necessary to fund all earned pension benefits for current employees, retirees, and



beneficiaries) of approximately \$17.9 million and held approximately \$13 million in assets. The plans were approximately 72.2% funded, with approximately \$5 million UAL.

Significant investment loss by CalPERS in FYE 2022 and CalPERS’ plan performance to actual experience reconciliation for the year resulted in significant UAL increases.

Table 1 summarizes the District’s pension liabilities as of June 30, 2022.

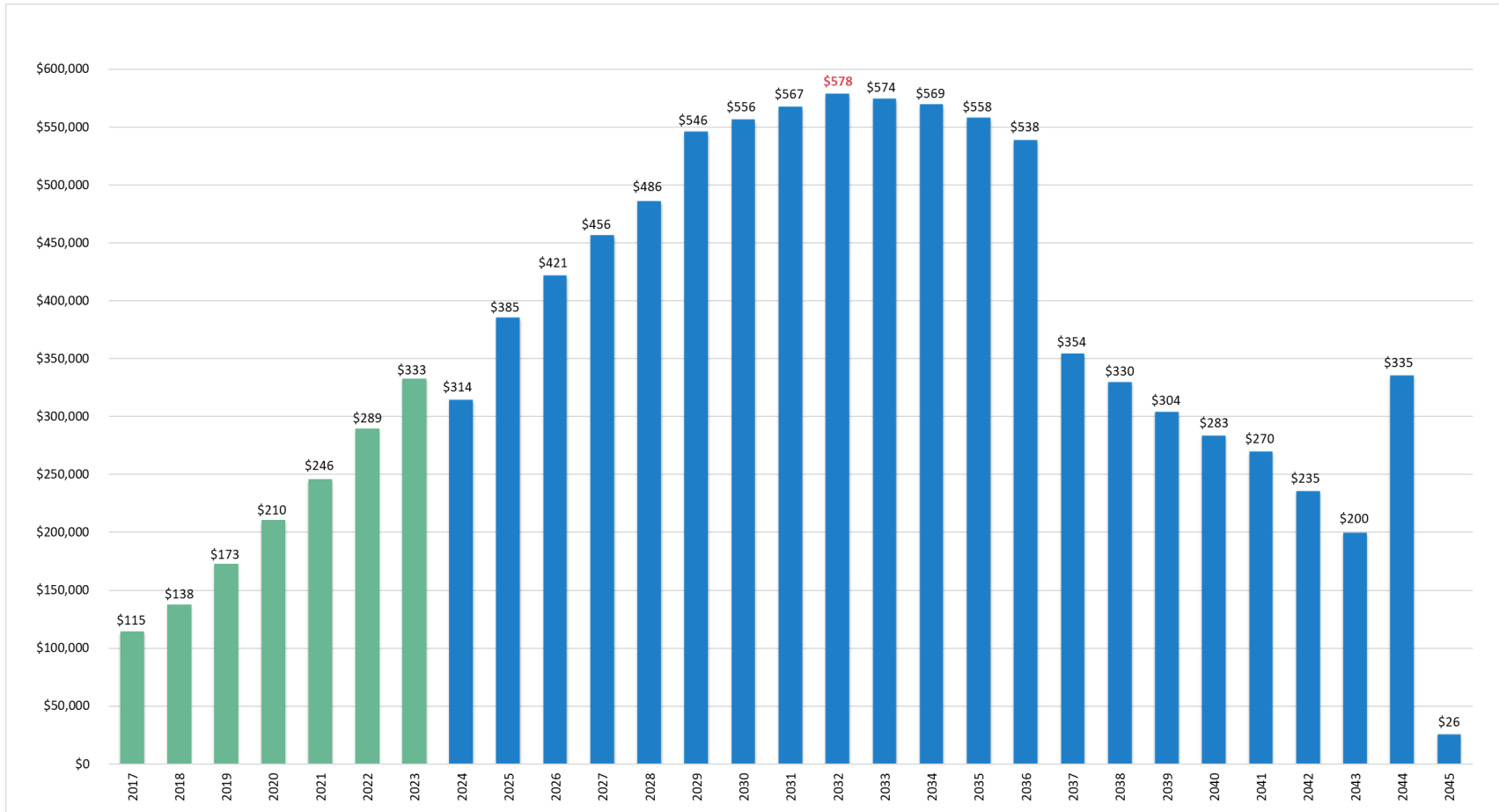
**Table 1
Las Gallinas Valley Sanitary District
Pension Plans Summary**

Pension Plan	Total Accrued Liability	Market Value of Assets	Unfunded Accrued Liability	% Funded
Misc	\$16,416,092	\$11,631,690	\$4,784,402	70.9%
PEPRA Misc	\$1,527,570	\$1,324,368	\$203,202	86.7%
TOTAL	\$17,943,662	\$12,956,058	\$4,987,604	72.2%

Source: CalPERS’ Actuarial Valuation Report as of June 30, 2022

Graph 1 shows the amortization schedule for the recent and future UAL for both pension plans.

Graph 1
Las Gallinas Valley Sanitary District
Current UAL Amortization (000s)



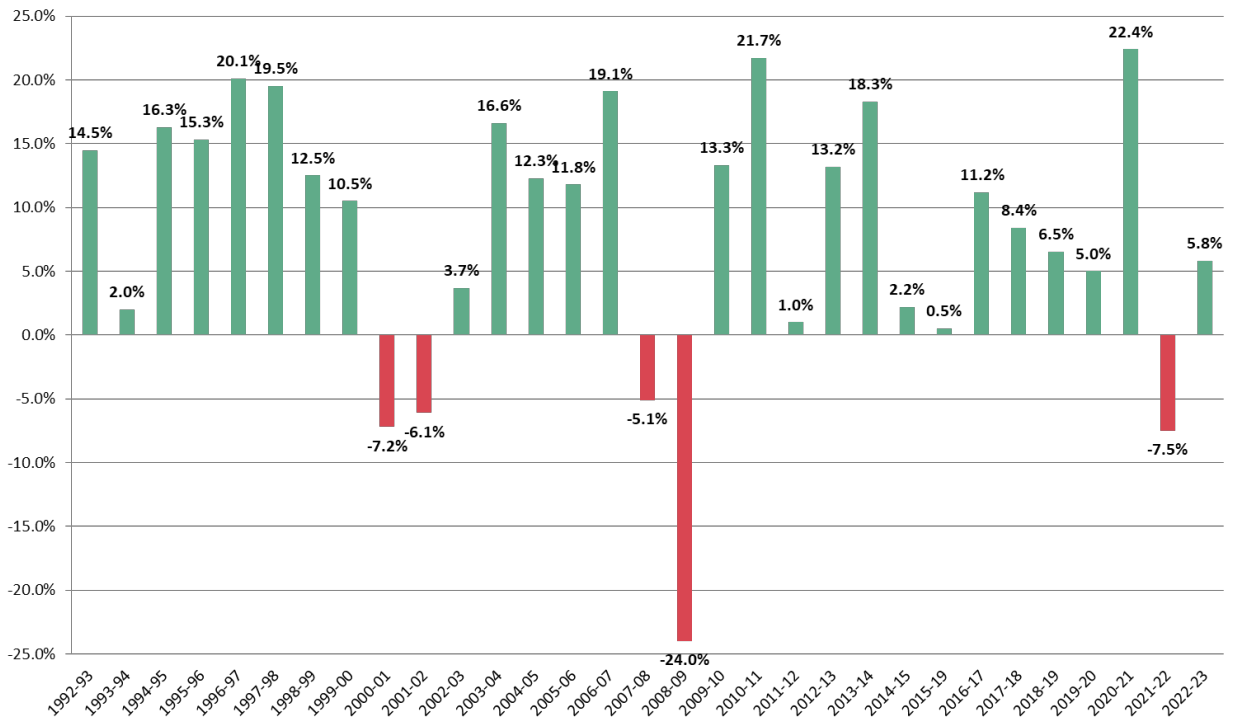
Source: CalPERS' Actuarial Valuation Report as of June 30, 2022

CALPERS INVESTMENT PERFORMANCE FOR FYE 2022 and FYE 2023

For FYE 2022, CalPERS incurred an investment loss of 7.5%. It was the fifth time in the last 30 years that CalPERS had an investment loss and the first investment loss incurred since FYE 2009.

CalPERS recently announced its FYE 2023 investment earnings estimate of 5.8%. While this is a significant improvement over the prior year, it falls below the return target of 6.8%, which results in an additional UAL increase. **Graph 2** below shows the history of CalPERS’ annual investment returns.

Graph 2
Las Gallinas Valley Sanitary District
History of CalPERS’ Annual Investment Returns, FYE 1993-2023



Source: CalPERS

The average annual investment returns as reported by CalPERS are as follows:

- 5 years: 6.1%
- 10 years: 7.1%
- 20 years: 7.0%
- 30 years: 7.5%

The average returns indicate that historically CalPERS has been able to achieve the long-term investment target rate of 6.8% (the current discount rate). CalPERS has been lowering the target rate over the last decades. It appears that the current target rate favorably corresponds to the past performance. However, past performance is not a guarantee of future results.

SUMMARY OF FYE 2022 UAL INCREASES

For FYE 2022, CalPERS added two new actuarial bases to the District’s pension plans:

- The Investment Loss base increased the UAL to account for the investment loss of 7.5%.
- The Non-Investment Loss base is the annual reconciliation to account for the differences between the actuarial assumptions and the actual plan experience for the year. This base increased the UAL reportedly due to the extraordinary high COLA and payroll increases for the year.

Table 2 summarizes the impacts of these two bases on the District’s UAL.

**Table 2
Las Gallinas Valley Sanitary District
FYE 2022 UAL Increase Factors**

Pension Plan	Investment Loss	Non-Investment Loss	Total UAL Increase
Miscellaneous	\$1,829,048	\$230,710	\$2,059,758
PEPRA Misc [1]	\$207,513	\$21,468	\$228,981
TOTAL	\$2,036,561	\$252,178	\$2,288,739

[1] Investment Loss includes previously overfunded balance.

Source: CalPERS

While prior experience indicates that investment market downturns similar to what took place in FYE 2022 are followed by market recoveries, CalPERS’ historical investment returns suggest that a quick elimination of the 2022 UAL is unlikely and the District may want to consider additional steps to reduce the long-term interest costs associated with the new UAL.

IMPACT OF FYE 2023 CALPERS’ INVESTMENT UNDERPERFORMANCE ON THE DISTRICT

To assess the impact of CalPERS’ FYE 2023 investment underperformance on the funded status of pension plans, it is important to remember that to maintain an unchanged funded ratio, among other things, CalPERS needs to achieve an investment gain equal to the discount rate, which is currently 6.8%. Any time that the investment returns are below the discount rate, the funded level of the pension plans decreases and additional UAL is created. Conversely, whenever the investment returns are above the discount rate, the funded level increases and the UAL amount is reduced.

With the 5.8% investment gain, the funding shortfall impact is 1% (the difference between the 6.8% discount rate and the 5.8% estimated investment return). This shortfall translates into approximately \$129,000 of new UAL for the District, as shown in **Table 3**.

**Table 3
Las Gallinas Valley Sanitary District
Estimated 2023 Investment Loss Impact**

Pension Plan	Estimated 2023 Add'l UAL
Misc	\$116,000
PEPRA Misc	\$13,000
TOTAL	\$129,000

Source: Ridgeline

The investment underperformance impact is estimated based on the FYE 2022 market value of assets multiplied by 1%. CalPERS may make additional adjustments to account for actual vs. projected plan experience and any methodology changes.

DISTRICT’S ESTIMATED FYE 2023 PENSION PLAN FUNDED LEVELS

CalPERS will publish the 06/30/2023 actuarial reports for the District in or around August 2024. The reports will reflect any changes that have taken place during the fiscal year, including the investment underperformance, the District’s and employees’ contributions, benefit payments, and adjustments to reconcile the actual vs. projected plan experience and to account for any actuarial methodology changes.

While the reconciliation and methodology adjustments are currently unknown, Ridgeline has developed an estimate of the other changes, as summarized in **Table 4**.

Table 4
Las Gallinas Valley Sanitary District
2023 Pension Plan Funded Level Estimate
Rounded to '000s

Description	Classic	PEPRA	Amount
Market Value of Assets			
2022 Balance	\$11,632,000	\$1,324,000	\$12,956,000
Normal Cost Contribution	\$193,000	\$89,000	\$282,000
UAL Payment	\$325,000	\$7,000	\$332,000
Investment Gain / (Loss)	\$675,000	\$77,000	\$752,000
Benefit Payments	(\$920,000)	\$0	(\$920,000)
Estimated 2023 Balance	\$11,905,000	\$1,497,000	\$13,402,000
Unfunded Accrued Liability			
2022 Balance	\$4,784,000	\$203,000	\$4,987,000
UAL Payment	(\$325,000)	(\$7,000)	(\$332,000)
Interest	\$325,000	\$14,000	\$339,000
Investment (Gain) / Loss	\$116,000	\$13,000	\$129,000
Estimated 2023 Balance	\$4,900,000	\$223,000	\$5,123,000
Pension Plan 2023 Funded Level	70.8%	87.0%	72.3%

Sources: CalPERS, Ridgeline

It should be emphasized that the amounts calculated in Table 4 are estimates only and can only be finalized once CalPERS publishes the 06/30/2023 actuarial reports in August 2024.

The Normal Cost contributions, UAL payments, and benefit payments estimates were generated by CalPERS. The investment gain / loss and UAL interest estimates were generated by Ridgeline.

It is estimated that the District’s pension plans were approximately 72.3% funded as of 06/30/2023, before any additional adjustments that could be made by CalPERS.

AMORTIZATION OF NEW UAL

The new 2023 UAL will be amortized over a 20-year period with a 5-year ramp-up. The first payment will be due in FYE 2026 (July 2025).

The amortization schedule is based on the estimated 2023 UAL base balance shown in **Table 3** above. It is estimated that the \$129,000 of the new UAL will result in an additional \$156,000 in interest cost for the District over the 20-year amortization period.

Table 5 provides the annual detailed estimate of the existing UAL amortization and the new UAL amortization schedule.

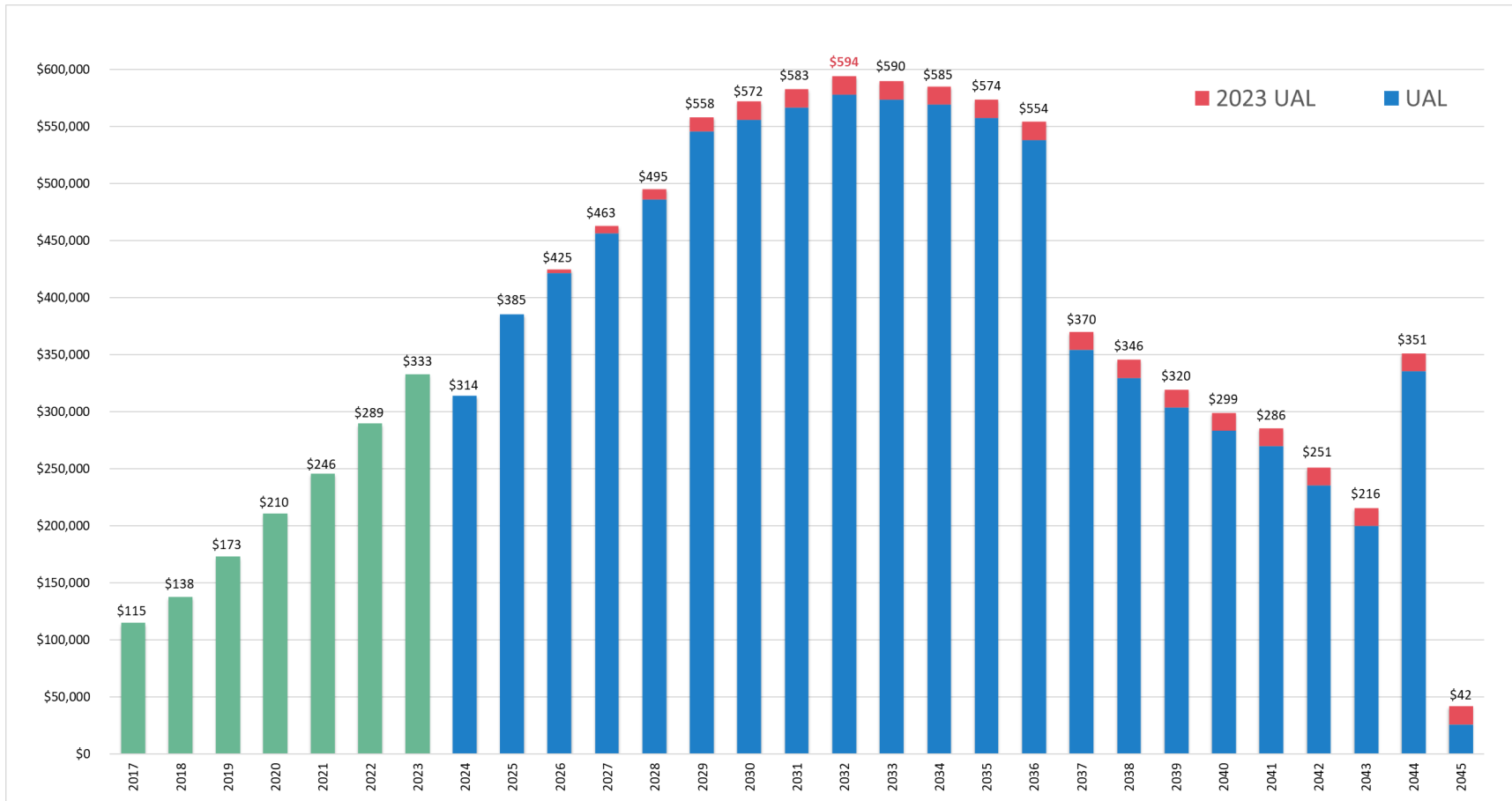
Table 5
Las Gallinas Valley Sanitary District
Estimated UAL Amortization Schedule - CalPERS

FYE	Miscellaneous Classic Plan			Miscellaneous PEPRA Plan			Total		
	Existing UAL	2023 UAL	Total	Existing UAL	2023 UAL	Total	Existing UAL	2023 UAL	Total
2024	\$314,060	\$0	\$314,060	\$0	\$0	\$0	\$314,060	\$0	\$314,060
2025	\$378,447	\$0	\$378,447	\$6,912	\$0	\$6,912	\$385,359	\$0	\$385,359
2026	\$409,763	\$2,844	\$412,607	\$11,621	\$319	\$11,940	\$421,384	\$3,163	\$424,547
2027	\$440,126	\$5,688	\$445,814	\$16,331	\$637	\$16,968	\$456,457	\$6,325	\$462,782
2028	\$464,779	\$8,532	\$473,311	\$21,040	\$956	\$21,996	\$485,819	\$9,488	\$495,307
2029	\$519,867	\$11,376	\$531,243	\$25,750	\$1,275	\$27,025	\$545,617	\$12,651	\$558,268
2030	\$530,401	\$14,220	\$544,621	\$25,750	\$1,594	\$27,344	\$556,151	\$15,814	\$571,965
2031	\$541,229	\$14,220	\$555,449	\$25,750	\$1,594	\$27,344	\$566,979	\$15,814	\$582,793
2032	\$552,360	\$14,220	\$566,580	\$25,750	\$1,594	\$27,344	\$578,110	\$15,814	\$593,924
2033	\$548,188	\$14,220	\$562,408	\$25,750	\$1,594	\$27,344	\$573,938	\$15,814	\$589,752
2034	\$543,466	\$14,220	\$557,686	\$25,750	\$1,594	\$27,344	\$569,216	\$15,814	\$585,030
2035	\$532,067	\$14,220	\$546,287	\$25,750	\$1,594	\$27,344	\$557,817	\$15,814	\$573,631
2036	\$512,621	\$14,220	\$526,841	\$25,750	\$1,594	\$27,344	\$538,371	\$15,814	\$554,185
2037	\$328,375	\$14,220	\$342,595	\$25,750	\$1,594	\$27,344	\$354,125	\$15,814	\$369,939
2038	\$303,971	\$14,220	\$318,191	\$25,750	\$1,594	\$27,344	\$329,721	\$15,814	\$345,535
2039	\$278,055	\$14,220	\$292,275	\$25,750	\$1,594	\$27,344	\$303,805	\$15,814	\$319,619
2040	\$257,558	\$14,220	\$271,778	\$25,749	\$1,594	\$27,343	\$283,307	\$15,814	\$299,121
2041	\$243,949	\$14,220	\$258,169	\$25,749	\$1,594	\$27,343	\$269,698	\$15,814	\$285,512
2042	\$209,577	\$14,220	\$223,797	\$25,750	\$1,594	\$27,344	\$235,327	\$15,814	\$251,141
2043	\$174,172	\$14,220	\$188,392	\$25,749	\$1,594	\$27,343	\$199,921	\$15,814	\$215,735
2044	\$309,627	\$14,220	\$323,847	\$25,749	\$1,594	\$27,343	\$335,376	\$15,814	\$351,190
2045	\$25,862	\$14,220	\$40,082	\$0	\$1,594	\$1,594	\$25,862	\$15,814	\$41,676
TOTAL	\$8,418,520	\$255,962	\$8,674,482	\$467,900	\$28,685	\$496,585	\$8,886,420	\$284,647	\$9,171,067

Source: CalPERS' Actuarial Valuation Report as of June 30, 2022, Ridgeline

Graph 3 illustrates how these amortization payments will impact the District's UAL repayment structure.

Graph 3
Las Gallinas Valley Sanitary District
UAL Repayment with 2023 Projected Base Amortization (\$000s)



Source: CalPERS' Actuarial Valuation Report as of June 30, 2022, Ridgeline

PENSION COST OPTIMIZATION STRATEGIES

In addition to following the historical practice of prepaying the UAL payments by July 31 of each year, there are two pension cost optimization strategies that the District may want to implement to lower its future UAL-related costs pertaining to the 2023 UAL increase:

- **Strategy A:** Eliminate negative amortization
- **Strategy B:** Make additional discretionary contributions

Strategy A: Eliminate Negative Amortization

Negative amortization is one of the key factors contributing to the growth of UAL and associated pension costs. It occurs whenever debt service payments do not cover accrued interest, with unpaid interest added to principal balance.

The standard CalPERS practice does not require agencies to make any payments on new UAL for the first two years. After that the UAL is amortized over a 20-year term with a 5-year ramp-up period to the full payment amount.

During the ramp-up period, the payments increase by 20% of the full payment amount each year. In other words, the first year's payment amount is only 20% of the full payment, the second year's payment amount is 40% of the full payment, etc.

However, the new UAL starts accruing interest at 6.8% (the discount rate) as soon as it is added to the plan.

Thus, the CalPERS standard UAL practice results in negative amortization for each pension plan that does not take proactive steps.

In each year when the District's UAL payments on any given actuarial UAL base are less than the interest accrued on that base, the base's balance increases. In the following year, the interest is accrued on the higher balance.

Under the current CalPERS amortization rules, each agency finds itself in a negative amortization situation for the first five years after new UAL is incurred. In year 6, the required payment amount is just slightly higher than the interest amount for the year, which translates into essentially an interest-only payment. It is only in year 7 that the UAL starts being paid down.

This leads to significantly higher interest costs for the CalPERS member agencies.

Elimination of negative amortization is a recommended practice. It is achieved in two steps.

1. *Additional discretionary payments (ADPs) in the two years following the creation of new UAL to cover accrued interest.*

The ADP amount is calculated by multiplying the new UAL amount by 6.8%. These payments can be made as early as in the 13th and 25th months following the end of the fiscal year in which the new UAL was created. For the 2023 actuarial UAL bases, such ADPs can be made as early as July 2024 and July 2025.

To make these payments, you have to contact your CalPERS actuary 2-3 weeks prior to making the payments, inform them that you would like to make an ADP to cover the interest on the 2023 Investment Loss base, and to instruct them to apply the ADP to the 2023 Investment Loss base.

The actuary will then set up a receivable in the system to allow you to make the payment through the District's MyCalPERS portal.

These actions should be taken after July 1, 2024 (after the fiscal year is closed) and need to be repeated the following year as well.

With the District's 2023 estimated new UAL addition of approximately \$129,000, the ADPs necessary to avoid the negative amortization are estimated to be \$8,770, to be paid in July of 2024 and 2025.

It should be noted that the payment calculations for the elimination of the negative amortization are based on the estimated investment performance of 5.8%. The actual amounts can be confirmed once the FYE 2023 Actuarial Reports are published by CalPERS in or around August 2024.

2. *Convert the new Investment Loss UAL base from ramp-up to level amortization schedule.*

This request should be made to the District's CalPERS actuary as soon as the new actuarial report becomes available (tentatively, in August of 2024). As a result of the request, the District's UAL payments will be recalculated from the ramp-up to level repayment schedule. The first payment will still be due in FYE 2026 (July 2025).

The implementation of these two strategies is projected to save the District approximately \$27,000 over the 20-year UAL repayment period, as shown in Table 6.

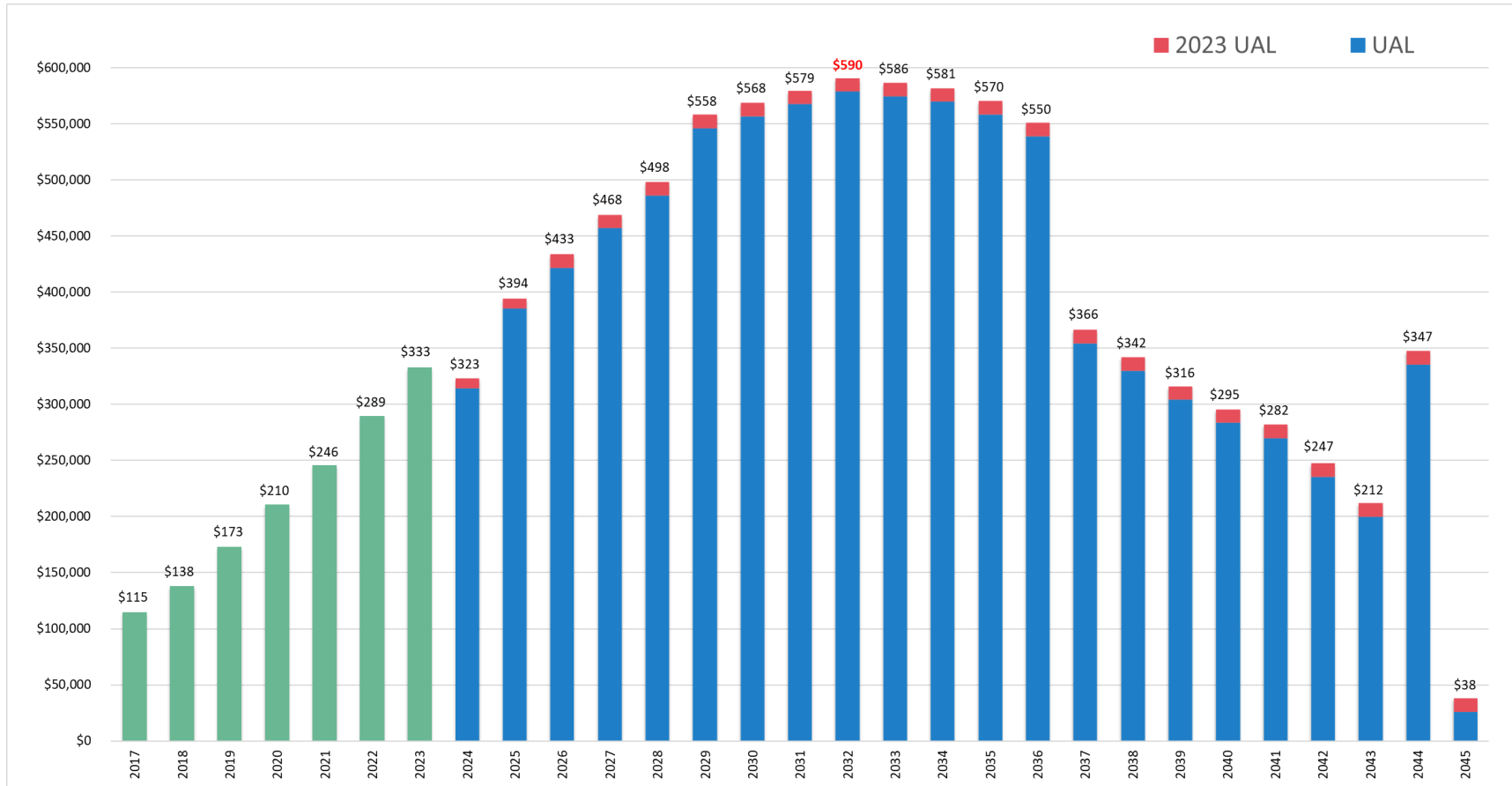
Table 6
Las Gallinas Valley Sanitary District
Negative Amortization Elimination Detail

FYE	Standard CalPERS Amortization			Revised Amortization Schedule			Difference		
	Misc Classic	Misc PEPRA	Total	Misc Classic	Misc PEPRA	Total	Misc Classic	Misc PEPRA	Total
2024	\$0	\$0	\$0	\$7,888	\$884	\$8,772	(\$7,888)	(\$884)	(\$8,772)
2025	\$0	\$0	\$0	\$7,888	\$884	\$8,772	(\$7,888)	(\$884)	(\$8,772)
2026	\$2,844	\$319	\$3,163	\$10,780	\$1,208	\$11,988	(\$7,936)	(\$889)	(\$8,825)
2027	\$5,688	\$637	\$6,325	\$10,780	\$1,208	\$11,988	(\$5,092)	(\$571)	(\$5,663)
2028	\$8,532	\$956	\$9,488	\$10,780	\$1,208	\$11,988	(\$2,248)	(\$252)	(\$2,500)
2029	\$11,376	\$1,275	\$12,651	\$10,780	\$1,208	\$11,988	\$596	\$67	\$663
2030	\$14,220	\$1,594	\$15,814	\$10,780	\$1,208	\$11,988	\$3,440	\$386	\$3,826
2031	\$14,220	\$1,594	\$15,814	\$10,780	\$1,208	\$11,988	\$3,440	\$386	\$3,826
2032	\$14,220	\$1,594	\$15,814	\$10,780	\$1,208	\$11,988	\$3,440	\$386	\$3,826
2033	\$14,220	\$1,594	\$15,814	\$10,780	\$1,208	\$11,988	\$3,440	\$386	\$3,826
2034	\$14,220	\$1,594	\$15,814	\$10,780	\$1,208	\$11,988	\$3,440	\$386	\$3,826
2035	\$14,220	\$1,594	\$15,814	\$10,780	\$1,208	\$11,988	\$3,440	\$386	\$3,826
2036	\$14,220	\$1,594	\$15,814	\$10,780	\$1,208	\$11,988	\$3,440	\$386	\$3,826
2037	\$14,220	\$1,594	\$15,814	\$10,780	\$1,208	\$11,988	\$3,440	\$386	\$3,826
2038	\$14,220	\$1,594	\$15,814	\$10,780	\$1,208	\$11,988	\$3,440	\$386	\$3,826
2039	\$14,220	\$1,594	\$15,814	\$10,780	\$1,208	\$11,988	\$3,440	\$386	\$3,826
2040	\$14,220	\$1,594	\$15,814	\$10,780	\$1,208	\$11,988	\$3,440	\$386	\$3,826
2041	\$14,220	\$1,594	\$15,814	\$10,780	\$1,208	\$11,988	\$3,440	\$386	\$3,826
2042	\$14,220	\$1,594	\$15,814	\$10,780	\$1,208	\$11,988	\$3,440	\$386	\$3,826
2043	\$14,220	\$1,594	\$15,814	\$10,780	\$1,208	\$11,988	\$3,440	\$386	\$3,826
2044	\$14,220	\$1,594	\$15,814	\$10,780	\$1,208	\$11,988	\$3,440	\$386	\$3,826
2045	\$14,220	\$1,594	\$15,814	\$10,780	\$1,208	\$11,988	\$3,440	\$386	\$3,826
TOTAL	\$255,962	\$28,685	\$284,647	\$231,375	\$25,930	\$257,305	\$24,586	\$2,755	\$27,342

Source: Ridgeline

Graph 4 illustrates how the elimination of the negative amortization impacts the UAL repayment schedule.

Graph 4
Las Gallinas Valley Sanitary District
UAL Repayment with Elimination of Negative Amortization (\$000s)



Source: CalPERS' Actuarial Valuation Report as of June 30, 2022, Ridgeline

Table 7 provides the annual detailed estimate of the existing UAL payments and the new UAL amortization schedule factoring in the elimination of the negative amortization.

Table 7
Las Gallinas Valley Sanitary District
Estimated UAL Amortization Schedule - Elimination of Negative Amortization

FYE	Misc Classic Plan			Misc PEPR Plan			Total		
	Existing UAL	2023 UAL	Total	Existing UAL	2023 UAL	Total	Existing UAL	2023 UAL	Total
2024	\$314,060	\$7,888	\$321,948	\$0	\$884	\$884	\$314,060	\$8,772	\$322,832
2025	\$378,447	\$7,888	\$386,335	\$6,912	\$884	\$7,796	\$385,359	\$8,772	\$394,131
2026	\$409,763	\$10,780	\$420,543	\$11,621	\$1,208	\$12,829	\$421,384	\$11,988	\$433,372
2027	\$440,126	\$10,780	\$450,906	\$16,331	\$1,208	\$17,539	\$456,457	\$11,988	\$468,445
2028	\$464,779	\$10,780	\$475,559	\$21,040	\$1,208	\$22,248	\$485,819	\$11,988	\$497,807
2029	\$519,867	\$10,780	\$530,647	\$25,750	\$1,208	\$26,958	\$545,617	\$11,988	\$557,605
2030	\$530,401	\$10,780	\$541,181	\$25,750	\$1,208	\$26,958	\$556,151	\$11,988	\$568,139
2031	\$541,229	\$10,780	\$552,009	\$25,750	\$1,208	\$26,958	\$566,979	\$11,988	\$578,967
2032	\$552,360	\$10,780	\$563,140	\$25,750	\$1,208	\$26,958	\$578,110	\$11,988	\$590,098
2033	\$548,188	\$10,780	\$558,968	\$25,750	\$1,208	\$26,958	\$573,938	\$11,988	\$585,926
2034	\$543,466	\$10,780	\$554,246	\$25,750	\$1,208	\$26,958	\$569,216	\$11,988	\$581,204
2035	\$532,067	\$10,780	\$542,847	\$25,750	\$1,208	\$26,958	\$557,817	\$11,988	\$569,805
2036	\$512,621	\$10,780	\$523,401	\$25,750	\$1,208	\$26,958	\$538,371	\$11,988	\$550,359
2037	\$328,375	\$10,780	\$339,155	\$25,750	\$1,208	\$26,958	\$354,125	\$11,988	\$366,113
2038	\$303,971	\$10,780	\$314,751	\$25,750	\$1,208	\$26,958	\$329,721	\$11,988	\$341,709
2039	\$278,055	\$10,780	\$288,835	\$25,750	\$1,208	\$26,958	\$303,805	\$11,988	\$315,793
2040	\$257,558	\$10,780	\$268,338	\$25,749	\$1,208	\$26,957	\$283,307	\$11,988	\$295,295
2041	\$243,949	\$10,780	\$254,729	\$25,749	\$1,208	\$26,957	\$269,698	\$11,988	\$281,686
2042	\$209,577	\$10,780	\$220,357	\$25,750	\$1,208	\$26,958	\$235,327	\$11,988	\$247,315
2043	\$174,172	\$10,780	\$184,952	\$25,749	\$1,208	\$26,957	\$199,921	\$11,988	\$211,909
2044	\$309,627	\$10,780	\$320,407	\$25,749	\$1,208	\$26,957	\$335,376	\$11,988	\$347,364
2045	\$25,862	\$10,780	\$36,642	\$0	\$1,208	\$1,208	\$25,862	\$11,988	\$37,850
TOTAL	\$8,418,520	\$231,375	\$8,649,895	\$467,900	\$25,930	\$493,830	\$8,886,420	\$257,305	\$9,143,725

Source: CalPERS' Actuarial Valuation Report as of June 30, 2022, Ridgeline

Strategy B: Additional Discretionary Contributions

After eliminating the negative amortization, the new 2023 UAL would still have an associated interest cost of approximately \$128,000, which will be incurred over the 20-year amortization term.

To further lower the UAL interest costs, the District may want to consider making additional ADPs to reduce its UAL balances. This decision should be made in light of the overall District’s fiscal situation, including reserve balances, capital improvement projects, cash flow management, Board of Directors’ vision and direction, etc.

Table 8 shows the estimated ADP amounts necessary to achieve 80%, 85%, and 90% funded ratio for the pension plans.

**Table 8
 Las Gallinas Valley Sanitary District
 Funded Ratio Target Estimate**

Description	Amount	Comments
Estimated 2023 MVA	\$13,402,000	See Table 4
Estimated 2023 UAL	\$5,123,000	See Table 4
Estimated 2023 Total Accrued Liability	\$18,525,000	
Estimated 2023 Funded Level	72.3%	See Table 4
80% Funded Level Amount	\$14,820,000	
85% Funded Level Amount	\$15,746,000	
90% Funded Level Amount	\$16,673,000	
ADP Required to Achieve 80% Funded Level	\$1,418,000	
ADP Required to Achieve 85% Funded Level	\$2,344,000	
ADP Required to Achieve 90% Funded Level	\$3,271,000	

Source: Ridgeline

It should be noted that the estimated above ADP amounts include the current interest ADPs discussed in this report.

CONCLUSION

Proactive pension liability management practices are essential for keeping the District’s future UAL balances and the associated interest costs under control.

This report only covered the elimination of the negative amortization for the FYE 2023 base. The same approach can be applied to the FYE 2022 bases.

To eliminate the negative amortization on the FYE 2022 and anticipated FYE 2023 actuarial bases, the following ADPs are suggested:

Table 9
Las Gallinas Valley Sanitary District
Summary of Current Interest ADPs (rounded)

Actuarial Base	FYE 2023 ADP	FYE 2024 ADP	FYE 2025 ADP
Miscellaneous Classic			
2022 Investment Loss	\$124,400	\$124,400	\$0
2022 Non-Investment Loss	\$15,700	\$15,700	\$0
2023 Investment Loss	\$0	\$7,900	\$7,900
Miscellaneous PEPR			
2022 Investment Loss	\$14,100	\$14,100	\$0
2022 Non-Investment Loss	\$1,500	\$1,500	\$0
2023 Investment Loss	\$0	\$900	\$900
TOTAL	\$155,700	\$164,500	\$8,800

Source: Ridgeline

If you have any questions about this technical memorandum or suggested strategies, do not hesitate to contact us.

3/21/2024

General Manager Report

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



Item Number 5

GM Review CP

Agenda Summary Report

To: Board of Directors
From: Teri Lerch, Board Secretary
(415) 526-1510, tlerch@lgsd.org
Meeting Date: March 21, 2024
Re: Board Member Vacancy Process
Item Type: Consent _____ Action X Information _____ Other X .
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Director Ron Ford resigned from the Board of Directors effective March 8, 2024.

The Board to make a determination on whether to fill the vacancy by appointment or by calling for an election.

If filling by appointment, staff recommends the application period to receive candidate applications be from March 27 to April 15. The Board will also designate the date and time in April to hold interviews with qualified candidates. Staff recommends the Board conduct a Special Board Meeting for Interviews the week of April 22nd. The Board could then appoint the selected candidate at that Special Board Meeting or at the Regular Board meeting to be held on May 2nd.

BACKGROUND

Board Member Ron Ford submitted his written resignation from the District Board on March 8, 2024. Gov. Code § 1780 and Board Policy B-90 addresses the process for filling vacancies in the elective office of a governing board for special districts. See attached memo from District Counsel.

The Marin County Registrar of Voters must be notified of the vacancy within fifteen (15) days of the announcement of the vacancy (03/23/2024). This was done on March 11, 2024.

When a vacancy exists, and the Board elects to appoint, the Board shall request applications from the public by posting a Public Notice (Attachment A) in at least three or more conspicuous places in the District for at least fifteen (15) days prior to making an appointment. In addition, the notice will be published in the Marin Independent Journal. The application period, requirements, responsibilities, and filing deadline are included in the attached notice. The appointment must occur within sixty (60) days of the vacancy (05/07/2024).

Applicants must complete the District’s Application Form (Attachment B) and attach a resume and submit it to the Secretary of the Board within the specified application period.

Instead of making an appointment, the Board can call for an election within sixty (60) days of being “notified of the vacancy” or the “effective date of the vacancy, whichever is later.” An election must be held on the next election date.



If neither an appointment is made or a call for an election within sixty (60) days of being “notified of the vacancy or the effective date of the vacancy, whichever is later”, than the County Board of Supervisors may appoint a replacement within ninety (90) days of the date the District Board is “notified of the vacancy or the effective date of the vacancy, whichever is later.”

If within ninety (90) days of the date that the District Board is “notified of the vacancy or the effective date of the vacancy, whichever is later,” the District Board or the Board of Supervisors have not filled the vacancy and no election has been called for, then the District Board shall call for an election, to be held at the next election.

PREVIOUS BOARD ACTION

N/A

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

None

ATTACHMENTS

- A. Public Notice Announcing Vacancy (*draft*)
- B. Board Vacancy Application Form (*draft*)

MEMORANDUM

TO: Board of Directors, LGVSD
FROM: Patrick M.K. Richardson, Esq., District Counsel
DATE: March 21, 2024
SUBJECT: Board Vacancy and Procedures for Filling Said Vacancy

BACKGROUND:

This Memorandum is intended to outline the procedures for appointment or an election to fill a vacant seat on the Board.

On March 7, 2024, Board Member Ron Ford verbally notified the Board that he intended to resign from the Board following the Board Meeting on March 7th. Thereafter, on March 8, 2024, Board Member, Ron Ford, formally notified the Board, in writing, that his resignation was effective as of March 8, 2024.

Member Ford’s term began in December of 2022 and would end in December 2026. The next General Election in which Member Ford’s seat would be up for election is November of 2026. However, it should be noted that there is also a General Election this November, 2024. These dates affect the procedural requirement under Gov. Code § 1780. (“Special districts; vacancies in elective offices of governing board; election dates; term”).

DISCUSSION:

Is there a Vacancy on the Board?

Yes, there is a vacancy as of March 8, 2024, the date of Member Ford’s written confirmation of his resignation. Section B-90-10 of the Board “Policies and Procedures Manual,” discusses when a “vacancy” occurs on the Board:

“B-90-10 How a Vacancy Occurs. **A vacancy on the Board is deemed to exist when a Board Member resigns, is impeached, dies or fails to discharge the duties of office for three consecutive months.**”

In addition, Gov. Code § 1770 specifically outlines numerous situations where a vacancy occurs on a legislative body, “resignation” being one of them.¹

¹ § 1770 list the reasons for a vacancy as: Death, physical or mental incapacity, **resignation**, removal from office, absence from the State, ceasing to discharge his or her duties for three consecutive months, conviction of a felony, failure or neglect to file the required oath or bond, his or her election having been declared to void, an order vacating the office or declaring the office vacant, commitment of the member to a hospital or sanitarium by a court, or the member is list in the “Excluded Parties List System.” [Emphasis added]

Statutory Requirement to Fill a Vacancy on The Board:

Vacancies in the membership of the Board shall be filled pursuant to Section 1780 of the Government Code. (Cal. Health & Safety Code § 6483).² The Board may fill the vacancy either by appointment or by calling for an election. Regardless of the process that the Board chooses, it must notify the county elections official of the vacancy no later than fifteen (15) days after either the date on which the Board is notified of the vacancy OR the effective date of the vacancy, whichever is later.

A. Should the Board decide to appoint a replacement the Board is required to take the following steps, pursuant to § 1780(d):

1. The Board must notify the county elections official of the vacancy no later than fifteen (15) days after the “effective date of the vacancy.” That deadline would be 3/22/24. The actual 15th day falls on a Saturday. Therefore, to be conservative, the County elections official should be notified on Friday the 22nd.
2. The remaining Board members must make an appointment within sixty (60) days of either the “date of notification of the vacancy” OR the “effective date of the vacancy,” whichever is later.
3. The District must post a notice of the vacancy in three (3) or more places at fifteen (15) days before the Board makes an appointment.
4. Since the vacancy occurs in the first half of Board member Ford’s term and at least 130 days prior to the next general district election, any person appointed to fill the vacancy would fill the vacancy until the election in November 2024. Whoever is elected in November 2024 shall fill the “balance of the unexpired term of office” following their election in November and be in office through November 2026. (§1780(d)(2))³

B. Instead of making an appointment, the Board can call for an election within sixty (60) days of being “notified of the vacancy” OR the “effective date of the vacancy, whichever is later.” (§1780(e)(1)). An election must be held on the next election date.

C. If neither an appointment is made or a call for an election within sixty (60) days of being “notified of the vacancy” OR the “effective date of the vacancy, whichever is later,” THAN the County Board of Supervisor’s may appoint a replacement within ninety (90) days of the date the Board is “notified of the vacancy” OR the “effective date of the vacancy, whichever is later.” (§1780(f)(1)).

D. If within ninety (90) days of the date that the Board is “notified of the vacancy” OR the “effective date of the vacancy, whichever is later,” the Board or the Board of Supervisors have

² Unless otherwise noted, hereinafter all references are to the Gov. Code.

³ Gov. Code § 1780(d)(2) reads as follows: “If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.”

not filled the vacancy and no election has been called for, then the Board SHALL call for an election, to be held at the next election (§1780(g)(1)(2)).

Related Board Policies and Procedures Re: Vacancies:

Sec. B-90 of the Board Policies and Procedures governs the filling of a vacancy on the Board. These procedures essentially mirror the procedures outlined in §1780, referenced above, which are as follows:

“B-90 APPOINTMENT IN EVENT OF VACANCY

Purpose

This policy determines when a Board vacancy occurs and sets forth procedures to fill the vacancy.

B-90-10 How a Vacancy Occurs. **A vacancy on the Board is deemed to exist when a Board Member resigns, is impeached, dies or fails to discharge the duties of office for three consecutive months.**

B-90-20 Applications. After a vacancy exists, the Board shall request applications from the public and announce a schedule for the application period after consultation with the Marin County Registrar of Voters. A date when applicants will be interviewed by the Board in open public session will be established.

B-90-30 Resumes. Applicants shall complete a District form and attach a resume and submit it to the Secretary of the Board within the specified application period.

B-90-40 Interviews. The order of the interviews by the Board shall be determined by draw.

B-90-50 Majority Vote. The appointment to fill the vacancy shall be by majority vote.

B-90-60 Election. If the vacancy is not filled by appointment, the Board shall call for an election within 60 days of the vacancy occurring.

B-90-70 Board of Supervisors. If the Board fails to fill the vacancy by appointment and fails to call an election within 60 days of the vacancy occurring, the District shall turn the matter over to the Marin County Board of Supervisors for a decision on an appointment or the calling of an election to fill the vacancy.”

[Emphasis added].

SUMMARY:

At this time, due to Board member Ford’s resignation, the Board can choose to proceed with the appointment procedures or call for an election. Regardless of whichever option is chosen, the appointee or vacant Board seat will be up for election in November.

Again, the current pertinent deadlines are:

1. **3/22/24 - 15 days:** Must notify county elections official whether the Board intends to appoint a replacement or to call for an election.
2. **5/7/24 - 60 days:** Deadline to make an appointment, assuming the Board decides to make an appointment.



101 Lucas Valley Road, Suite 300, San Rafael, CA 94903
www.lgvsd.org

PUBLIC NOTICE:

**Vacancy on Las Gallinas Valley Sanitary District
Board of Directors**

Application Period: March 27 to April 15, 2024

REQUIREMENTS: Candidates must live in the Las Gallinas Valley Sanitary District (LGVSD) 16 square mile service area, which encompasses the northern part of the City of San Rafael and surrounding unincorporated areas of Marin County, including the communities of Lucas Valley, Marinwood, Santa Venetia and Terra Linda.

Prospective candidates must confirm residency requirements and voter registration requirements with the Marin County Elections Office.

RESPONSIBILITIES: The Board of Directors sets the policies for the activities and affairs of LGVSD. Board Members are expected to attend all regular board meetings on the first and third Thursday of every month at 4:00 p.m., and additional meetings scheduled as needed. Board Members also serve on committees with regularly scheduled meetings.

PROCESS: Applications are available online at www.lgvsd.org and from the District Office located at 101 Lucas Valley Road, Suite 300, San Rafael, Monday through Thursday between the hours of 6:00 a.m. and 3:30 p.m. and every other Friday 6:00 am to 2:30 p.m. If you have questions, contact Teri Lerch, Board Secretary at (415) 526-1510. Candidate interviews with current Board Members are scheduled for Monday, April 15th in the LGVSD Board Conference Room. The Board of Directors plans to appoint the selected candidate at a board meeting on May 2, 2024

FILING DEADLINE: A signed hard copy of the completed application must be physically received by District administrative staff by 3:30 PM, Monday April 15th, at the District Office, 101 Lucas Valley Road, Suite 300, San Rafael, CA 94903. The District is not accepting emailed applications.

TERM OF OFFICE: The appointment will be effective until December 2024. The Board seat will be on the November 2024 ballot.



Las Gallinas Valley Sanitary District
APPLICATION FOR MEMBER OF BOARD OF DIRECTORS

NAME:		
ADDRESS:		
PHONE: (Day)	(Evening)	(Cell)
EMAIL:		
PRESENT POSITION:		
NAME OF FIRM:		
BUSINESS ADDRESS:		
EDUCATION:		
NUMBER OF YEARS I HAVE BEEN A RESIDENT OF LGVSD:		
COMMUNITY GROUPS AND AFFILIATIONS:		
FILING DEADLINE: A SIGNED HARD COPY OF THIS APPLICATION MUST BE RECEIVED BY DISTRICT ADMINISTRATIVE STAFF NO LATER THAN 3:30 P.M. APRIL 15th AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300, SAN RAFAEL, CA 94903.		

MY REASONS FOR WANTING TO SERVE ARE:

Per Government Code Section 1780, the Board of Directors is required to fill this vacancy expediently. As such, it is anticipated that round of interviews will be scheduled for _____ If you are invited to the interviews, please **confirm your availability**.

DATE:

SIGNATURE:



Item Number 6
GM Review CP

Agenda Summary Report

To: Board of Directors
From: Teri Lerch, Executive Assistant/Board Secretary
(415) 526-1510; tlerch@lgvsd.org
Mtg. Date: March 21, 2024
Re: Board Elections – Vice-President
Item Type: Consent _____ Action X Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Director Ford resigned on March 8, 2024. Based on the historical rotation, staff recommends that the Board appoint Director Gary Robards as Vice President of the Board.

BACKGROUND

The election for President and Vice-President occurs in January of each year and has been rotated between members annually.

PREVIOUS BOARD ACTION

At the January 4, 2024 Board Meeting, Director Murray was appointed President and Director Ford was appointed Vice President.

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

N/A



IMAGINE OUR
FUTURE
NORTH BAY

APRIL 19, 2024 | SONOMA STATE UNIVERSITY

Agenda Item 7
Date March 21, 2024

RECEIVED

FEB 26 2024

L.G.V.S.D.

SENT VIA: EMAIL

February 16, 2024

Curtis Paxton
Las Gallinas Valley Sanitary District
101 Lucas Valley Road, Suite 300
San Rafael CA 94903

cpaxton@lgvsd.org

SUBJECT: Request for Sponsorship of the NBWA's 2024 Conference: Imagine Our Future North Bay:
Reinvesting In Our Communities and Watersheds

Dear Friend of the North Bay,

We are writing today to invite you to become a sponsor of the North Bay Watershed Association's
[2024 In-Person Conference](#) at Sonoma State University:

Imagine Our Future North Bay:
Reinvesting In Our Communities and Watersheds

Friday, April 19, 2024

9:00 a.m. to 3:00 p.m.

Sonoma State University – Event/Student Center
1801 E. Cotati Ave
Rohnert Park, CA 94928 United States

This year's event will be a dynamic gathering of regional leaders and partners to envision tomorrow's resilient watershed communities and workforce, focusing on the theme "Imagine Our Future North Bay."

We will unite experts to delve into California's Water Plan Update, explore advancement and funding of natural and built infrastructure initiatives, and foster diverse opportunities for tomorrow's rewarding careers in water. The conference provides a platform for experts, decision-makers, practitioners, partners, and students to understand and discuss the substantial adaptation challenges faced by water utilities and management agencies posed by climate, technology, and societal changes.

Join us on April 19 for insightful discussions, actionable strategies and networking opportunities.

NBWA North Bay
Watershed Association



IMAGINE OUR
FUTURE
NORTH BAY

APRIL 19, 2024 | SONOMA STATE UNIVERSITY

We look forward to seeing you at the conference! Your financial support will help promote this regional cooperation and the sharing of resources and information to help all of us create a more resilient future for the North Bay.

Thank you for considering being a of sponsor of this watershed moment event!

Please see attached Sponsor Benefits for how we plan to acknowledge your generous support.

If you would like to donate or have questions, please contact Sabrina Marson by email at smarson@westyost.com. You can also contact us at northbaywa@gmail.com.

Sincerely,

Andy Rodgers, NBWA Executive Director

CC: Megan Clark, NBWA Board Member



- **Benefits For All Sponsors**

- Advertising in the NBWA Conference Event Program based on exhibitor/sponsor level
- Agency/Company name and logo in Conference website, Event Program, NBWA website, and Eventbrite recognizing level of sponsorship
- Exhibitor/sponsor acknowledgement on badges for all company attendees
- Complimentary registration (number based on registration level)
- All additional attendees from your company may attend for the discounted price.

- **Water Collaborator \$5,000**

- Special call out as a “Water Collaborator” during opening session and intermission highlight
- Conference intermission logo highlight and project highlights
- Recognition in onsite program
- FREE half-page ad in the Event Program
- Exhibit booth
- Four (4) complimentary conference registrations

- **Water Partner \$2,500**

- Conference intermission logo highlight (and project highlights)
- Recognition in onsite program
- Exhibit booth
- Three (3) complimentary conference registrations

- **Water Steward \$1,500**

- Recognition in onsite program
- Two (2) complimentary conference registrations

If you would like to donate or have questions, please contact Sabrina Marson at northbaywa@gmail.com.

Logo and Ad Submissions: Please submit your half page ad as a 4.25x11 PDF or JPEG. File preference for logos are eps or ai vector files. Alternatively, a JPEG, PNG or PDF may work at 300dpi. Please note that NBWA cannot guarantee the quality of the look of your logo on printed materials if anything outside of these specifications are submitted. You can send your logo and/or ad to dgarrison@westyost.com.



IMAGINE OUR
FUTURE
NORTH BAY

APRIL 19, 2024 | SONOMA STATE UNIVERSITY

----- Mail in below form with check -----

Please complete all of the following areas:

Sponsor/Company Name: _____ Website _____

Contact: _____ Address: _____

Phone: _____ Email: _____

Level of Sponsorship

- Water Collaborator \$5,000
- Water Partner \$2,500
- Water Steward \$1,500
- Supporting sponsor (another amount): _____

Please make checks payable to

The North Bay Watershed Association

Mail to

The North Bay Watershed Association

ATTN: Sabrina Marson
2235 Mercury Way, Suite 105
Santa Rosa, CA 95407.

3/21/2024

BOARD MEMBER REPORTS

CLARK

NBWA Board Committee, CASA Workforce Committee, Operations Control Centers Ad Hoc Committee, Fleet Management Ad Hoc Committee, FutureSense Ad Hoc Committee, Other Reports

MURRAY

Marin LAFCO, Flood Zone 6, Biosolids Ad Hoc Committee, CASA Energy Committee, Development Ad Hoc Committee, SF Trail Ad Hoc Committee, Other Reports

ROBARDS

Gallinas Watershed Council/Miller Creek, Engineering Ad Hoc Committee re: STPURWE, McInnis Marsh Ad Hoc Committee, Development Ad Hoc Committee, FutureSense Ad Hoc Committee, Other Reports

YEZMAN

Flood Zone 7, CSRMA, Ad Hoc Engineering Sub-Committee re: STPURWE, Marin Special Districts Association, 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: _____
YES NO

Request assistance from Board Secretary to register for Conference:

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.

3/21/2024

BOARD AGENDA ITEM REQUESTS

Agenda Item 9B

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

Agenda Item 10
Date March 21, 2024

TRANSPORTATION AUTHORITY

Sea-level rise study lists 19 vulnerable Marin areas

Locations seen as facing the greatest impact



Kevin Loughlin of Petaluma walks by a storm-damaged home in Stinson Beach on Jan. 17, 2023. Stinson Beach was one of the key focus areas viewed as especially vulnerable to the effects of flooding from rising water. ALAN DEP — MARIN INDEPENDENT JOURNAL



High tide forces bay water on the highway at the Manzanita Park and Ride in Sausalito. FRANKIE FROST — MARIN INDEPENDENT JOURNAL

BY KRISSY WAITE

KWAITE@MARINIJ.COM

A study by the Transportation Authority of Marin about rising sea levels has identified 19 areas of concern. Mikaela Hiatt, a planner for the agency, updated its board of commissioners on the sea-level rise adaptation plan and study at their meeting on Feb. 28. It is about halfway complete.

The areas of concern are especially vulnerable to the effects of flooding from rising water. “I think some of us have seen some of the storm impacts overlaying with king tides and know it’s really impactful,” Hiatt said.

The key focus areas are Bel Marin Keys; Belvedere and Tiburon; Bolinas; the Hamilton Wetlands; Inverness; Marin City; Manzanita and Tamalpais Junction; Mill Valley, downtown and western Novato; Santa Venetia; Sausalito; Stinson Beach; Highway 37; Highway 101; San Rafael; Kentfield; Corte Madera; Terra Linda; and Larkspur.

“They are mostly coastal areas, as expected, with some additional inland due to groundwater rise,” Hiatt said.

The agency also identified various community assets as focus areas, including bus stops and roads, hospitals, municipal facilities, fire and police stations, libraries, schools and child care centers.

Commissioner Kate Colin, the mayor of San Rafael, suggested the study include population numbers for the focus areas. “I can’t speak to other jurisdictions, but I sure know how dense the area that has been outlined in San Rafael is, and I think that’s just again putting context to the map,” Colin said.

The technical study aims to find solutions to areas of transportation that are impacted by sea-level rise, and to help implement them.

The 18-month study is being conducted by the Arup Group, a multinational design and planning company based in London.

The Transportation Authority of Marin, a traffic congestion management agency, administers sales tax and vehicle registration fee collections through Measures AA and Measure B.

The Measure AA sales tax measure allocates 1% — about \$250,000 annually, according to Hiatt — of its revenue toward the sea-level rise program. Hiatt said there are also federal and state funding opportunities for projects on adapting to climate change.

The plan focuses largely on Highway 37, Highway 101 and Interstate 580 as vulnerable sites.

Hiatt said most solutions to sea-level rise flooding involve interventions that are outside the agency's right of way.

"Because of this, we understand that there will be a high need and opportunity for coordination between the agencies in order to lead these projects and develop sea-level rise adaptations and solutions," Hiatt said.

The agency reviewed around 32 plans about flooding that included Marin County to make sure its study did not replicate something that already existed, and to establish a baseline understanding of sea-level rise projections.

It also used data sets from county studies — through an open data program developed to better understand community vulnerability — to identify areas of concern.

Hiatt said the information allows planners to "start to identify the possible adaptation solutions knowing that there are different impacts and there are different solutions for short terms and longer term."

Commissioner Eli Beckman, the vice mayor of Corte Madera, asked how the study is taking into account the climate change adaptation work the city and town governments are already doing to make the plan more efficient.

"I know I don't have to say this, but that should very much be a two-way dialogue, so if there is anything that public works departments can provide to help you with this plan, I'm sure we're all eager to help," Beckman said.

Hiatt said the team will meet with various public works directors to review design and transportation assets related to the study, as well as to identify barriers to implementing projects.

Commissioner Dennis Rodoni, a Marin County supervisor, said the study might need to incorporate new projects related to sea-level rise that might not be public yet.

"The focus areas are also meant to be soft and to encompass that if there is a project in the future, TAM would like to support it and make sure we have that opportunity," Hiatt said.

Hiatt said the agency plans to present a progress report on the study this summer, including comments from environmental groups and other stakeholders.

A final report on the plan is expected in the fall.

LOWER FEES

Building of ADUs receives new push

County extends incentives to encourage construction

BY RICHARD HALSTEAD

RHALSTEAD@MARINIJ.COM

Marin County has extended its offer to lower fees for people interested in building new accessory dwelling units.

The Board of Supervisors, which met Tuesday, extended a building permit fee reduction of \$2,500 per accessory dwelling unit (ADU) and \$1,500 per junior accessory dwelling unit (JADU) through Dec. 31. The supervisors also extended a fee reduction of up to \$10,000 for ADUs that are deed-restricted to be rented at affordable rates, and a waiver of road-impact fees for JADUs.

Both local and state governments view the creation of such apartments as low-hanging fruit when it comes to addressing California's housing shortage.

The state has mandated that Marin County and its municipalities facilitate the creation of 14,210 new residences by 2031. In its housing element, the county projects that 280 of the 3,569 residences it must plan for will be ADUs.

Bowing to state edicts, the county now allows owners of single-family properties to split their lots and build one main residence, two ADUs and one junior accessory dwelling unit on each half, for a total of eight residences.

If an ADU is 800 square feet or smaller, it must be approved ministerially, so no local subjective criteria may be used to deny it.

Due to objections from the state, the county also had to lift a requirement that ADUs have direct vehicle access to a paved street, if located on a property in a very high fire hazard severity zone, and remove a requirement that barred ADUs from sensitive habitat areas.

Aline Tanielian, a county planner, said the county received 416 applications for ADUs from 2019 to 2023. Demand peaked at 154 in 2021 during the height of the COVID-19 pandemic and dropped back to 81 in 2023.

"I'd love to know how many of those applications got to completion and were built," Supervisor Mary Sackett said on Tuesday.

Leelee Thomas, deputy director of the Marin County Community Development Agency, "We'd have to get back to you on that."

From 2017 to 2022, 180 ADUs were built in the county. The number grew from seven in 2017 to a high of 54 in 2022.

Thomas said many people who submit ADU applications are deterred by the cost of construction. "They're really expensive," she said. Thomas also mentioned the requirement for a licensed septic system as a hurdle, particularly in western Marin.

Supervisor Eric Lucan asked how much in county fees someone building a state-exempted ADU would have to pay. State law prohibits development impact fees on ADUs smaller than 750 square feet.

Tanielian said ADUs that qualify for the state exemption would normally still be required to pay the county about \$10,000 in building fees, roughly half of what they would otherwise be required to pay in county fees.

To receive a fee reduction for an ADU or JADU, an owner must commit to not using the apartment as a short-term rental.

To receive the higher, \$10,000 reduction, the property owner must place a deed-restriction on the property confirming the apartment will be rented to a household at the income level specified.

Thomas said that is a significant disincentive when someone is considering spending \$400,000 to build an ADU. “I think we’ve only had one taker on that,” Thomas said, “so we’ve been thinking about how we can restructure the program to make it more effective.”

Thomas said the Community Development Agency is also exploring strategies for addressing the high cost of construction.

She said Napa County has been working with Bank of Marin to provide a loan program to people seeking to build ADUs.

“We’re hoping that we’ll be able to replicate something like that,” Thomas said. The county has been offering reduced fees for people building ADUs and JADUs since 2017.

In 2022, the county processed 39 ADU waivers and one JADU fee waiver, totaling \$97,500 and \$1,500 respectively. Last year, the county processed 47 ADU and two JADU fee waivers, totaling \$117,500 and \$4,000 respectively.

In December, county supervisors approved a three-year trial merger between ADU Marin — a collaboration involving the county and 10 Marin municipalities — and the Napa Sonoma ADU Center, a project sponsored by the Napa Valley Community Foundation, Community Foundation Sonoma County and other entities.

The pilot program will provide a one-stop-shop to assist property owners in planning and developing ADUs.

COUNTY PLANNERS

Vote could boost housing density

Development potential increase possible with zoning changes

BY RICHARD HALSTEAD

RHALSTEAD@MARINIJ.COM

The Marin County Planning Commission has approved zoning ordinance changes that could increase the development potential of many properties up to tenfold.

The commission voted 4-2 on Thursday to pass a resolution recommending that the Board of Supervisor adopt the amendments. The commissioners who voted in favor, however, said they did so reluctantly. Commissioners Don Dickenson and Christina Desser cast the dissenting votes.

“I don’t agree that it’s good policy,” said commissioner Rebecca Lind. “But I do think it is in compliance with state law.”

Commissioner Margaret Curran said, “It sounds like we unanimously feel that way.”

The text changes to the development code are designed to implement policies in the housing element that county supervisors approved in January 2023. The amendments included boosting the maximum size of a house created under Senate Bill 9 from 1,200 square feet to 30% of floor-area-ratio up to 1,600 feet. County planners had recommended increasing the size to 1,800 square feet.

The housing element included zoning changes to permit 5,197 new residences on 148 sites in unincorporated areas by 2030. The state’s mandate is 3,569 more dwellings over the next eight years, but the state encouraged the county to identify additional sites in case some residences don’t materialize.

The code changes headed to the supervisors for their approval, however, would open the door to additional development beyond the sites identified in the housing element.

The most consequential modification would eliminate a provision that properties “with sensitive habitat or within the ridge and upland greenbelt or baylands corridor, and properties that lack public water or sewer systems, shall be calculated at the lowest end of the density range.”

“It’s a broad brush that affects thousands of acres of the county,” Dickenson said.

Dickenson recited a long list of neighborhoods that would be affected. In many of the areas — such as upper Lucas Valley, Santa Venetia, the hills of Sleepy Hollow, the San Rafael-Kentfield border and Marin City — the density range varies from a high of one residence per acre to a low of one per 10 acres.

Eliminating the provision means the development potential would increase tenfold.

“The numbers could be huge in areas where we had previously decided development should be minimized,” Dickenson said.

The ridge and upland greenbelt and baylands are all in the eastern Marin corridor, but other areas would be affected as well.

Desser said she was concerned about the effect the change would have on the development potential for a property in western Marin, where a developer recently submitted a pre-application to subdivide an 82-acre property into 27 parcels.

"I don't want to go on record supporting this change," Desser said. "I don't think this is good for our communities."

Dickenson said many of the greenbelt properties are on scenic ridge tops at the end of marginal streets with no access to public transportation.

"Most of the locations aren't appropriate for below-market-rate housing," he said. "It's just increasing the development potential."

Dickenson noted that the current development code language allows densities higher than the lowest end of the density range to be considered on a case-by-case basis for new housing that would be affordable to very-low- and low-income households that are capable of providing adequate water and sanitary service.

"We're talking market-rate housing," Desser said. "This isn't going to do anything for affordable housing."

Marin County Planning Manager Jeremy Tejirian, however, said the commissioners had little choice but to recommend the amendments be adopted.

"If we do not, we still run a risk of jeopardizing the housing element," Tejirian said. "We must comply with what the housing element says."

"We submitted our housing element," Desser said. "It was approved, and I don't think the state's coming after us."

"Well, they might," Tejirian said. "Remember, there are followup regulations that we need to also approve."

In January 2023, the commission voted 6-1 against a resolution recommending that county supervisors approve the housing element and attendant changes to the countywide plan, which included removal of the same section that would now be deleted from the development code.

Bruce Corcoran, a Strawberry resident who has sued the county over the changes made to the countywide plan to comply with the state housing mandate, sent a letter to the commission urging it to delay its vote on the development code amendments until a judge has ruled in his case.

In his lawsuit, Corcoran asserts that the changes to the countywide plan effectively downgraded the authority of the county's community plans. The suit emphasizes that "most if not all" of the county's community plans limit the height, floor area ratio and density of development in baylands, ridge and upland greenbelt corridors.

Dickenson said any protection afforded by the countywide plans to these areas has been lost "because now the countywide plan supersedes them."

The commissioners who voted to recommend approval of the new development code language said they feared jeopardizing the state's acceptance of the housing element and contradicting the Board of Supervisors.

"The unassailable validity of the housing element is of concern to me," said Curran. "I don't want to do anything that would undermine that, and I don't think the Board of Supervisors would particularly appreciate us doing anything to undermine that."

CLIMATE CHANGE

Marin, water agencies join study of extreme weather

Experts to help with decisions, flood planning, reservoir level



High water surrounds hammocks and a barbecue grill at Stafford Lake Park in Novato in 2023. Marin water districts and the county are working with a group that researches “atmospheric rivers” and other severe weather. ALAN DEP — MARIN INDEPENDENT JOURNAL



Parched ground rims Stafford Lake in Novato in 2021. The North Marin Water District is considering alterations to the Stafford Dam. SHERRY LAVARS — MARIN INDEPENDENT JOURNAL

BY KRISSY WAITE

KWAITE@MARINIJ.COM

Water management might look different in Marin County as agencies partner to understand extreme weather better.

The North Marin Water District, the Marin Municipal Water District and Marin County joined the Center for Western Weather and Water Extremes Water Affiliates Group in January.

The group researches “atmospheric rivers” and other severe weather to improve water management, mitigate flood risk and increase water supply reliability.

“With climate change atmospheric rivers, major storms are very dynamic and they are going to change over time,” said Tony Williams, general manager of the North Marin district. “There could be more of them, they could be all at once, they could be very different from how we’ve historically seen rainfall.”

“So that’s the concern, being on top of the science as best we can and CW3E is it,” Williams said. “We don’t have that kind of expertise, but they do, they are already working with other districts.”

The National Oceanic and Atmospheric Administration says atmospheric rivers are storms that move most of the water vapor out of the tropics.

According to the Water Affiliates Group, heavy rainfall from these flows of condensed water is responsible for almost 85% of floods on the West Coast.

Williams said one way the membership can help the district is with the Novato Creek watershed and Stafford Dam.

In June 2023, the Marin County Civil Grand Jury issued a report that said Stafford Dam is compliant with safety regulations, but the regulations do not include the latest research on climate change. The jury recommended water districts in the county collaborate with scientific institutions.

Williams said the North Marin Water District is considering alterations to the dam. The project would allow the spillway to rise so the agency can hold back 3 more feet of water, or approximately 237 million gallons.

“But obviously, we want to do that at the very end of the rainy season,” Williams said. “We want to catch the last storm, and that’s where CW3E comes into play. They would help us manage that last storm and work our way through the winter.”

The Water Affiliates Group can advise when it is best to raise the dam’s spillway. The group, which is at the University of California, San Diego, Scripps Institution of Oceanography, aims to improve forecasts and modeling of extreme weather and provide a more precise understanding of its impacts on the environment, community and economy.

In the fall, the county and the North Marin Water District partnered to create a comprehensive study of the Novato Creek watershed, where Stafford Dam is located. It will include analyses of the dam’s structure, incoming flows to the lake and other details. A draft of the study is expected to be completed this summer, according to Williams.

“We’re kind of waiting to see how our study of Novato Creek watershed pans out, and then ultimately we hope that the Center for Western Weather and Water Extremes will help us understand how to track and predict how atmospheric rivers affect watershed down to that scale, but we’re just not quite there yet,” Williams said.

Paul Sellier, an official at the Marin Municipal Water District, said the main benefit of joining the group is not so much flood management as long-term planning. The agency manages five reservoirs in the Mount Tamalpais watershed and a couple in western Marin that are dependent on rainfall. Predicting when drier winters might occur will help the district plan better for when it might need to buy more water from Sonoma County.

“The more information that we have about rainfall, particularly for us anyway, on a seasonal or subseasonal basis, which is to say forecasts of outside a month timeframe, so a few weeks to a few months, would really help us with water management decisions,” Sellier said.

Sellier said these long-term forecasts might be further down the road, as the research is still developing. “So when we’re sitting there in August, and we can learn that December and January are going to be dry, that would allow us to make really well informed management decisions on how much water we should purchase,” Sellier said.

Roger Leventhal, a county engineer, said membership in the group offers access to better data and briefings to help the county improve public safety and operations. Membership in the Water Affiliates Group costs \$25,000 for one year.

Williams said the two Marin water districts and the county flood control district, which are smaller agencies compared to other affiliates of the group, negotiated a joint fee. Marin County and the North Marin district each paid \$5,000, and the Marin Municipal Water District paid \$15,000.

“I think what this joint membership shows is that we are working together, we being the two big water districts in the county and the county itself,” Williams said. “The water industry, if you think about it as a whole, is one piece of it,” Sellier said. “These floods and atmospheric river events impact so many aspects of our lives that we don’t even think about.”

MARIN COUNTY

Agencies receive \$4.26M to improve forest health

Funds to help fight invasive species, cut wildfire threat



A crew contracted by the Marin Wildfire Prevention Authority removes dead branches from Mount Tamalpais watershed land near homes off Sky Oaks Road in Fairfax in 2023. PHOTOS BY ALAN DEP — MARIN INDEPENDENT JOURNAL



A crew member cuts dead branches in the Mount Tamalpais watershed to reduce fire fuels near residences.

BY KRISSY WAITE

KWAITE@MARINIJ.COM

Marin County's forests could become more resilient and healthier through an influx of state funding.

The California Wildlife Conservation Board has awarded a \$4.26 million grant to the Golden Gate National Parks Conservancy, the National Park Service, California State Parks and the Marin Municipal Water District.

The money will help the agencies' forest conservation work in Marin County, including eliminating invasive species, removing wildfire fuel and conducting prescribed fires.

The One Tam partnership — a program that consists of the National Park Service, California State Parks, the Marin Municipal Water District, Marin County Parks and the parks conservancy — manages more than 60,000 acres of wooded habitat in Marin County.

Jennifer Norris, executive director of the Wildlife Conservation Board, said this kind of multilevel collaboration was one of the reasons the grant application stood out. She said the grant is a “high dollar amount” for a restoration project, but that the collaboration and scope of work made it valuable.

“The work at One Tam represents this really incredible cross-agency partnership,” Norris said. “It has a really strategic approach and a way of working together to get the most bang for your buck.”

Danny Franco, a project manager at the Golden Gate National Parks Conservancy, said the grant will help One Tam implement its “Marin Regional Forest Health Strategy.” The plan, published in 2023, identified key projects and focus areas for the next decade.

Specifically, the areas include Muir Woods, the Mount Tamalpais watershed, China Camp State Park and Angel Island State Park, according to Franco.

“I think, broadly, Marin County is really special in that it has 118,000 acres of forested woodland,” Franco said. “That’s roughly one third of all of Marin County that’s covered in trees and woodland, and those areas are incredibly rich, natural ecosystems.”

Franco said the forested areas provide ecosystem services like clean air, drinking water, cultural value and recreational opportunities, on top of providing wildlife habitat. However, the health of the forests is being affected by stressors such as fire exclusion and invasive species.

One stressor the funding will address is the effect of fire exclusion — when all fire is prevented regardless of the cause, or when some ecosystems have evolved to be fire resistant. The result of fire exclusion is often a dense forest with accumulated dead matter and debris, as well as overgrown vegetation that adds fuel to wildfires and makes them burn bigger, longer and hotter.

“Anyone who has been tracking the forest fire situation in California knows that decades of forest suppression had led to unhealthy forest conditions throughout the state,” Norris said. “A lot of it, too, is about climate change. Those fires are hotter and we’re losing entire stands of tree.”

One of the solutions is prescribed fire — controlled burns that restore natural ecosystems. The conservancy will work with the Marin Wildfire Prevention Authority and the Marin County Fire Department, according to Franco.

Additionally, the money will help remove invasive species. Franco said the grant will also help mitigate the effects of sudden oak death — a mold pathogen that appeared in Marin County in the 1990s.

“Those things can combine to reduce ecosystem quality and reduce ecosystem function, so the steps we will be taking under the grant will be to address those impacts in key areas really to support the long-term resilience and health of forests and woodlands overall,” Franco said.

Within the Mount Tamalpais watershed, the grant will help the MMWD remove the invasive, yellow-flowered shrub known as Scotch or French broom. This requires manually surveying for and removing the plant with hands or tools before it flowers and seeds, then burning it after it dries out.

“French broom, that will probably be the brunt of the effort that we do,” said Carl Sanders, a natural resources program manager with the water district. “It is one of our most troublesome invasive species that has taken over some of our oak woodlands. It changes the chemistry of the soil. There’s a fire risk to the other plants as they die off.” Sanders said the grant will not go directly toward any prescribed fire on the water district’s land, but will help it prepare the land for prescribed fires by reducing fuels and invasive species.

“We’re thrilled to be part of this grant award,” Sanders said. “It’s a significant boost to our funding that we otherwise wouldn’t be able to generate on water sales alone. At the same time, we own 20,000 acres of land on Mount Tam and a bit in west Marin as well, and we’re stewards of that land.”

The water district will receive about \$2.9 million of the funding. Sanders said it will also help the agency implement its own strategy, the “Biodiversity Fire and Fuels Integrated Plan,” in addition to the forest strategy document.

“We’re more effective, we’re thinking at a larger scale, and we can probably work more efficiently because we all use our best abilities together for a common purpose,” Norris said. “Collaboration across a landscape is just amazing and really important if we’re going to get restoration at scale done.”