



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

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

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

## **BOARD MEETING AGENDA**

**May 20, 2021**

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

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

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

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

### **REMOTE CONFERENCING ONLY**

**Join Zoom Meeting online at:**

<https://us02web.zoom.us/j/82545183693>

**OR**

**By teleconference at: +16699009128 Meeting ID: 825 4518 3693**

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

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

Estimated Time

**OPEN SESSION:**

3:30 PM

**1. PUBLIC COMMENT**

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

3:35 PM

**2. CONSENT CALENDAR:**

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

- A. Approve the Board Minutes for May 6, 2021
- B. Approve the Warrant List for May 20, 2021
- C. Approve Board Compensation for April, 2021
- D. Approve Contract Amendment for Archiving Services to Nute Engineering
- E. Approve EOA Contract Amendment for FY 2020-21
- F. Approve Resolution 2021-2213 for APN 165-220-12 and APN 165-22-13 Authorizing Execution of a Quitclaim Deed Kaiser 1650 and 1655 Los Gamos Drive
- G. Approve Resolution 2021-2214 - adding Maintenance Supervisor position and updating titles for existing positions - Adopting the Pay Scales Effective June 1, 2021 pursuant to the California code of Regulations, Subchapter 1, Employees Retirement system Regulations section 570.5

Possible expenditure of funds: Yes, Items B through E and G.

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

3:45 PM

**3. INFORMATION ITEMS:**

**STAFF/CONSULTANT REPORTS:**

- A. Department Reports – Written
- B. ArcSine Engineering FY& 2020-21 Contract Amendment for Increased Scope of Work

4:45 PM

**4. PROPOSED FISCAL YEAR 2021/22 BUDGET**

Board to review the proposed Fiscal Year 2021/22 Budget

- 
- 5:15 PM**      **5. APPROVE AWARD OF CONTRACT FOR SHOCK AND ARC FLASH HAZARD ANALYSIS**  
Board to review and approve Award of Contract to P2S Inc. for Shock and Arc Flash Hazard Analysis.
- 5:30 PM**      **6. REGULATORY COMPLIANCE SERVICE CONTRACT AWARD FOR JULY 1, 2021 TO JUNE 30, 2022**  
Board to review and approve the Regulatory Compliance Service Contract Award.
- 5:45 PM**      **7. PUBLIC COMMENT**  
This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.
- 5:50 PM**      **8. BOARD MEMBER REPORTS:**
1. CLARK
    - a. NBWA Board Committee, NBWA Conference Committee, 2021 Operations Control Center Ad Hoc Committee, Other Reports
  2. ELIAS
    - a. NBWRA, Ad Hoc Engineering Committee re: STPURWE, 2021 GM Evaluation Ad Hoc Committee, 2021 Operations Control Center Ad Hoc Committee, Other Reports
  3. MURRAY
    - a. Marin LAFCO, CASA Energy Committee, 2021 GM Evaluation Ad Hoc Committee, Marin Special Districts Association, Other Reports – Pumping Energy Efficiency for Water System Optimization
  4. SCHRIEBMAN
    - a. Gallinas Watershed Council/Miller Creek Watershed Council, JPA Local Task Force NBWA Tech Advisory Committee, Other Reports – Shared Services Webinar
  5. YEZMAN
    - a. Flood Zone 7, CSRMA, Ad Hoc Engineering Committee re: STPURWE Engineering Subcommittee, Other Reports
- 6:00 PM**      **9. BOARD REQUESTS:**
- A. Board Meeting Attendance Requests – Verbal
  - B. Board Agenda Item Requests – Verbal
  - C. Pending Board Agenda Item Requests
    - i. INFORMATION - Pump Station Vegetation and Safety Report
    - ii. ACTION - Relocation Assistance Act Policy for Real Estate Acquisitions
    - iii. INFORMATION – Marsh Pond Long Term Vegetation Management Response Comments
    - iv. ACTION –Employee Climate Report
-

- v. ACTION – Employee Exit Interviews
- vi. ACTION – Parliamentary meeting Procedure

**6:05 PM 10. VARIOUS INDUSTRY RELATED ARTICLES**

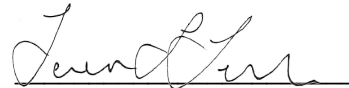
**6:10 PM 11. ADJOURNMENT**

**FUTURE BOARD MEETING DATES: JUNE 3, JUNE 17 AND JUNE 24, 2021**

AGENDA APPROVED:	Crystal J. Yezman, Board President	Patrick Richardson, Legal Counsel
------------------	------------------------------------	-----------------------------------

**CERTIFICATION:** I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before May 17, 2021 3:30 p.m., I posted the Agenda for the Board Meeting of said Board to be held May 20, 2021 at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: May 13, 2021



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.

**MEETING MINUTES OF MAY 6, 2021**

THE BOARD OF DIRECTORS OF THE LAS GALLINAS VALLEY SANITARY DISTRICT MET IN OPEN SESSION BY ZOOM CONFERENCE ON MAY 6, 2021 AT 3:33 PM AND STAFF BY ZOOM CONFERENCE AT THE DISTRICT OFFICE, 101 LUCAS VALLEY ROAD, SUITE 300 CONFERENCE ROOM, SAN RAFAEL, CA. 94903

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

**BOARD MEMBERS ABSENT:** None.

**STAFF PRESENT:** Mike Prinz, General Manager; Teresa Lerch, District Secretary; Dale McDonald, District Treasurer; Manager; Mike Cortez, District Engineer; Mel Liebmann, Plant Manager

**OTHERS PRESENT:** Pat Richardson, District Counsel;

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

**1. PUBLIC COMMENT:** None

**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 April 9th and April 15 and April 20, 2021

B. Approve the Warrant List for May 6, 2021

C. Approve Schriebman attending the Marin LAFCO Shared Services Webinar on April 29, 2021

Item B was discussed.

**ACTION:**

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

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

NOES: None.

ABSENT: None.

ABSTAIN: None.

**3. PUBLIC HEARING FOR ORDINANCE NO. 186 ADDING CHAPTER 10, ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS, TO TITLE 2, DISTRICT REGULATIONS, OF THE ORDINANCE CODE OF THE LAS GALLINAS VALLEY SANITARY DISTRICT**

District Engineer and District Counsel addressed the Board. Discussion ensued.

**OPENED PUBLIC HEARING** – President Yezman opened the public hearing at 3:54 p.m.

No members of the Public attended.

**CLOSED PUBLIC HEARING** – President Yezman closed the public hearing at 3:55 p.m.

**ACTION:**

Board approved (M/S Clark/Murray 5-0-0-0) the adoption of Ordinance No 186, An Ordinance Adding Chapter 10, Accessory Dwelling Units and Junior Accessory Dwelling Units to Title 2, District Regulations of the Ordinance Code of the Las Gallinas Valley Sanitary District and directing its publication.

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

**4. INFORMATION ITEMS:**

**STAFF / CONSULTANT REPORTS:**

1. General Manager Report – Verbal – Prinz reported. Discussion ensued.
2. SCADA Support Services FY 21-22 – Liebmann reported.
3. Quarterly Financial Reports & Treasurer's Reports as of March 31, 2021 – McDonald reported.
4. Secondary Treatment Process Upgrade and Recycled Water Expansion Project Update – Presentation by Engineer Cortez.
5. District Correspondence - Written

**5. BID AWARD – BIOSOLIDS SURFACE INJECTION AND RECLAMATION PASTURELAND IRRIGATION OPERATIONS AND MAINTENANCE SERVICES**

Board reviewed the Bid Award for the Biosolids Surface Injection and Reclamation Pastureland Irrigation Operations and Maintenance Services.

**ACTION:**

Board approved (M/S Clark/Schriebman 5-0-0-0) awarding a contract to Custom Tractor Services to provide Biosolids Surface Injection and Pastureland Irrigation Operations and Maintenance.

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

**6. WILL SERVE SIGNING AUTHORITY**

Board discussed authorizing the District Engineer to issue Will Serve Letters on behalf of the Las Gallinas Valley Sanitary District.

**ACTION:**

Board approved (M/S Schriebman/Clark 5-0-0-0) authorizing the District Engineer to issue Will Serve Letters on behalf of the Las Gallinas Valley Sanitary District for items not requiring Board action per current District Ordinance.

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

**7. BOARD NORMS SUMMARY DOCUMENT**

This agenda item was tabled to the next meeting.

**8. PUBLIC COMMENT - None**

**9. BOARD MEMBER REPORTS:**

1. CLARK
  - a. NBWA Board Committee –no report

- b. Ad Hoc Operations Control Center Committee – verbal report
  - c. Other Reports– verbal report – no report
2. ELIAS
- a. NBWRA– no report
  - b. Ad Hoc Engineering Committee—no report
  - c. Ad Hoc 2021 GM Evaluation Committee – no report
  - d. Ad Hoc Operations Control Center Committee – no report
  - e. Other Reports– no report
3. MURRAY
- a. Marin LAFCO – verbal report
  - b. CASA Energy Committee– no report
  - c. Ad Hoc 2021 GM Evaluation Committee – written
  - d. 2021 Legal Services Ad Hoc Committee – no report
  - e. Marin County Special Districts Association – verbal report
  - f. Other Reports – no report
4. SCHRIEBMAN
- a. Gallinas Watershed Council/Miller Creek Watershed Council– verbal report
  - b. JPA Local Task Force– no report
  - c. NBWA Tech Advisory Committee– no report
  - d. Other Reports-verbal - LAFCo Shared Services Webinar
5. YEZMAN
- a. Flood Zone 7– no report
  - b. CSRMA– no report
  - c. Ad Hoc Engineering Committee– no report
  - d. 2021 Legal Services Ad Hoc Committee – no report
  - e. Other Reports–no report

**10. BOARD REQUESTS:**

- A. Board Meeting Attendance Requests- None.
- B. Board Agenda Item Requests- Schriebman requested Employee Exit Interviews/FutureSense Employee Climate Survey be added to a future agenda.
- C. Board Secretary Lerch advised the Board of the upcoming Board Meeting Dates:
 

May 10 <sup>th</sup>	3:00 PM
May 20 <sup>th</sup>	3:30 PM
June 24	3:30 PM – will poll the Board to see if this day/time will work.

**11. VARIOUS INDUSTRY RELATED ARTICLES – Discussion ensued.**

**12. ADJOURNMENT:**

**ACTION:**

Board approved (M/S Elias/Murray 5-0-0-0) the adjournment of the meeting at 6:49 p.m.

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

The next Board Meeting is scheduled for May 10, 2021 by Zoom Electronic meeting.

ATTEST:

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

APPROVED:

\_\_\_\_\_  
Megan Clark, Board Vice-President



Las Gallinas Valley Sanitation District  
Warrant List 5/20/2021 DRAFT

Agenda Item 2B  
Date May 20, 2021

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for Items
1	5/20/2021	EFT1	ADP Payroll	115,317.30		115,317.30	Paydate & Processing Charges - 5/07/2021
2	5/20/2021	ACH	A & P Moving	84.70		84.70	Records Retention - May
3	5/20/2021	N/A	All Star Rents	358.22		358.22	Towable Boom Rental
4	5/20/2021	N/A	Aqua Engineering	23,516.17		23,516.17	STPURWE -Secondary Plant Upgrades- Services through March 31st.
5	5/20/2021	N/A	Aramark Uniform Services	751.86		751.86	Uniform Laundry Service - Week of 4/5 4/12, 4/29 & 5/3
6	5/20/2021	ACH	Brown and Caldwell	11,149.65		11,149.65	STPURWE - Engineering Services through April
7	5/20/2021	N/A	BullsEye Telecom	113.07		113.07	Monthly Charge for Addl Trunks on Phone System- May
8	5/20/2021	ACH	Byers Law Office	7,487.50		7,487.50	Legal Services Rendered -April
9	5/20/2021	ACH	Cal Microturbine	610.00		610.00	Service/Repairs for Plant Outside of Factory Protection Plan
10	5/20/2021	N/A	CWEA	187.00		187.00	Employees Certification Renewals
11	5/20/2021	EFT	CalPERS 457 Plan	6,298.00		6,298.00	EE's payment into Deferred Compensation 5/7/21 Paydate
12	5/20/2021	EFT	CalPERS Retirement	20,508.23		20,508.23	EE & ER Payment to Retirement, Paydate 5/07/2021
13	5/20/2021	ACH	Central Marin Sanitation Agency	2,216.27		2,216.27	Lab Compliance Inspectors
14	5/20/2021	N/A	City National Bank	54,595.20		54,595.20	Interest - Loan Agreement #13-038 Scheduled Payment for June 1st.
15	5/20/2021	ACH	Contractor Compliance and Monitoring	6,087.46		6,087.46	Labor Compliance for April
16	5/20/2021	ACH	Core Utilities	4,410.00		4,410.00	IT Services for April
17	5/20/2021	N/A	CPM Construction Inc.	7,425.00		7,425.00	STPURWE- On Call Scheduling & Estimating Support
18	5/20/2021	N/A	D.W. Nicholson	3,179.65		3,179.65	Marin Lagoon Pump Station #1 Improvements - April
19	5/20/2021	N/A	Dave Lehman Trucking	520.00		520.00	Base Rock for Reclamation Shop Improvement Project
20	5/20/2021	EFT	Direct Dental	752.94		752.94	May Dental Payment, Dental Services Payment
21	5/20/2021	EFT	Discovery Benefits	11.58		11.58	FSA Payment
22	5/20/2021	ACH	Elias Rabi	200.00		200.00	Health Reimbursement - May
23	5/20/2021	ACH	EOA, Inc.	14,246.67		14,246.67	Technical Assistance with Regulatory Permits
24	5/20/2021	N/A	Freyer & Laureta, Inc.	980.00		980.00	Plant Lighting Improvements & Other Electrical Enhancements
25	5/20/2021	ACH	Gardeners Guild	1,123.00		1,123.00	Grounds Maintenance- May
26	5/20/2021	ACH	Golshani, Sahar	305.00		305.00	Safety Glasses - Paid Per MOU
27	5/20/2021	ACH	Gopher-IT Trenchless	10,000.00		10,000.00	Sewer Lateral Replacement for 145 Olander Drive
28	5/20/2021	N/A	GraphicSmiths	328.80		328.80	Internet Site Design - April
29	5/20/2021	ACH	Hach Company	5,513.00		5,513.00	Assy. Probe LDO Model 2

Las Gallinas Valley Sanitation District Warrant List 5/20/2021 DRAFT							
	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for Items
30	5/20/2021	ACH	Hanford ARC	6,927.50		6,927.50	LMC Revegetation Maintenance Services
31	5/20/2021	ACH	HDR Engineering Inc.	4,262.50		4,262.50	Sanitary District Rate Study
32	5/20/2021	N/A	Jackson's Hardware	270.46		270.46	Supplies for Hawthorn PS Antenna, Misc. Supplies - Paint
33	5/20/2021	ACH	Kennedy/Jenks Consultant	15,875.00		15,875.00	On-Call Construction & Engineering Contract
34	5/20/2021	N/A	Marin Ace	168.58		168.58	Supplies for Mulligan Pump Station Antenna, Misc. Supplies
35	5/20/2021	ACH	Marin Independent Journal	554.38		554.38	Public Notices- Section 204 Impact Fees, Biosolids Disposal, Pasture Irrigation and Maintenance Bid.
36	5/20/2021	N/A	Marin Municipal Water District	1,926.54		1,926.54	Pump Stations & Plant
37	5/20/2021	N/A	Marin Sanitary Service	1,880.00		1,880.00	Debris Boxes
38	5/20/2021	ACH	McDonald, Dale	112.00		112.00	Reimbursement for Tax Roll Information from County of Marin for Prop 218 Notices
39	5/20/2021	ACH	Murray, Craig	125.00		125.00	Health Reimbursement - May
40	5/20/2021	N/A	North Bay Petroleum	1,193.00		1,193.00	CHV Delo Gear EP5 Drum Deposit
41	5/20/2021	N/A	North Valley Labor Compliance	337.50		337.50	Labor Compliance Services for LMC Revegetation Maintenance Services
42	5/20/2021	N/A	Operating Engineers	1,035.64		1,035.64	Union Dues for 5/7 & 5/21 Paydates
43	5/20/2021	N/A	Pacific Crest Group	577.50		577.50	HR Consulting - Work outside of Scope of Contract.
44	5/20/2021	N/A	Pacific Gas & Electric	6,272.23		6,272.23	Plant Electricity- 3/29-4/27
45	5/20/2021	N/A	Pacific Gas & Electric	6,297.05		6,297.05	Pump Stations - 3/19 - 4/19
46	5/20/2021	N/A	Pacific Gas & Electric	618.69		618.69	Natural Gas for Collections Truck
47	5/20/2021	N/A	Pacific Gas & Electric	24.64		24.64	Solar- 3/29-4/27
48	5/20/2021	N/A	Rathlin Properties	8,829.00		8,829.00	Rent for 101 Lucas Valley Rd. - June
49	5/20/2021	ACH	Retiree Augusto	168.56		168.56	Retiree Health - June
50	5/20/2021	ACH	Retiree Burgess	184.03		184.03	Retiree Health - June
51	5/20/2021	ACH	Retiree Cummins	181.48		181.48	Retiree Health - June
52	5/20/2021	ACH	Retiree Cutri	480.12		480.12	Retiree Health - June
53	5/20/2021	ACH	Retiree Emanuel	238.25		238.25	Retiree Health - June
54	5/20/2021	ACH	Retiree Gately	206.97		206.97	Retiree Health - June
55	5/20/2021	ACH	Retiree Guion	206.97		206.97	Retiree Health - June
56	5/20/2021	ACH	Retiree Johnson	692.45		692.45	Retiree Health - June
57	5/20/2021	ACH	Retiree Kermoian	181.48		181.48	Retiree Health - June
58	5/20/2021	ACH	Retiree Mandler	181.48		181.48	Retiree Health - June

**Las Gallinas Valley Sanitation District  
Warrant List 5/20/2021 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for Items
59	5/20/2021	ACH	Retiree McGuire	616.50		616.50	Retiree Health - June
60	5/20/2021	ACH	Retiree Memmott	181.48		181.48	Retiree Health - June
61	5/20/2021	ACH	Retiree Petrie	168.56		168.56	Retiree Health - June
62	5/20/2021	ACH	Retiree Pettey	180.74		180.74	Retiree Health - June
63	5/20/2021	ACH	Retiree Reetz	505.96		505.96	Retiree Health - June
64	5/20/2021	ACH	Retiree Reilly	181.48		181.48	Retiree Health - June
65	5/20/2021	ACH	Retiree Vine	181.48		181.48	Retiree Health - June
66	5/20/2021	ACH	Retiree Wettstein	655.00		655.00	Retiree Health - June
67	5/20/2021	ACH	Retiree Williams	655.00		655.00	Retiree Health - June
68	5/20/2021	N/A	Roto Rooter Plumbers	536.00		536.00	Clean Sewer Main at Sydney Court
69	5/20/2021	N/A	Roy's Sewer Service	1,425.00		1,425.00	Cleaned & Flushed Waste from Clarifiers
70	5/20/2021	ACH	Schriebman, Judy	200.00		200.00	Health Reimbursement - May
71	5/20/2021	N/A	SiteOne Landscape Supply	27.79		27.79	Ball Valve PVC
72	5/20/2021	N/A	State Water Resources Control Board	285,464.45		285,464.45	Contract No 09863-550-0/AR 09863 Annual SRF Payment
73	5/20/2021	N/A	Synectic Technologies	176.60		176.60	Quarterly Charge -Warranty Agreement
74	5/20/2021	N/A	Unicorn Group	2,808.99		2,808.99	Prop 218 Notices
75	5/20/2021	ACH	Univar	3,518.36		3,518.36	Delivery Sodium Hypochlorite
76	5/20/2021	N/A	Verizon Wireless	2,420.11		2,420.11	Mobile Phone Bill- April-May
77	5/20/2021	N/A	Water Components & Building Supply	539.01		539.01	Misc. Supplies
78	5/20/2021	EFT	WEX Health	50.00		50.00	FSA Administration Fee- May
79	5/20/2021	ACH	Yezman, Crystal	200.00		200.00	Health Reimbursement - May

**Las Gallinas Valley Sanitation District  
Warrant List 5/20/2021 DRAFT**

	Date	Num	Vendor	Original Amount	Addition and Adjustment	Total Amount	Description for Items
--	------	-----	--------	-----------------	-------------------------	--------------	-----------------------

Do not change any formulas below this line.

	TOTAL	\$ 658,977.78	\$ -	\$ 658,977.78	
EFT1	EFT1 = Payroll (Amount Required)	115,317.30		115,317.30	Approval:
EFT2	EFT2 = Bank of Marin loan payments	0.00		0.00	
PC	Petty Cash Checking	0.00		0.00	Finance
>1	Checks (Operating Account)	0.00		0.00	
N/A	Checks - Not issued	414,783.75		414,783.75	GM
EFT	EFT = Vendor initiated "pulls" from LGVSD	27,620.75		27,620.75	
ACH	ACH = LGVSD initiated "push" to Vendor	101,255.98		101,255.98	Board
	<b>Total</b>	<b>\$ 658,977.78</b>		<b>\$ 658,977.78</b>	
	<b>Difference:</b>			\$ -	
	STPURWE Costs	42,090.82			

Approval:
Finance
GM
Board

*Agenda Item* 2c  
*Date* May 20, 2021

Directors' Meeting Attendance Recap

<u>Name</u>	<u>Total Meetings</u>
Megan Clark	6
Rabi Elias	5
Craig Murray	6
Judy Schriebman	6
Crystal Yezman	<u>4</u>
<b>Total</b>	<u><u>27</u></u>

Meeting Date: 5/20/2021  
Paydate: 5/21/2021



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

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

APRIL <sup>me</sup>

Director's Name: Megan Clark

Month: ~~MAY~~ 2021

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 <sup>st</sup>	Reg mtng.	X	
9 <sup>th</sup>	Special mtng.	X	
15 <sup>th</sup>	Reg	X	
20 <sup>th</sup>	Special - Budget	X	
<b>TOTAL</b>		<b>4</b>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
28 <sup>th</sup>	AD HOC OCC meeting	X	
2 <sup>nd</sup>	N BWA	X	
<b>TOTAL</b>		<b>2</b>	

**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

5-7-21  
 Date

[Signature]  
 Administrative Services Manager Approved

5/11/21  
 Date

[Signature]  
 Board Secretary Received

5.7.21  
 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: Rabi Elias Month: April 2021

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
4/1/21	Regular	✓	
4/15/21	Regular	✓	
TOTAL		2	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
4/9/21	Rate Adjustment	✓	
4/25/21	special, Budget	✓	
4/29/21	Ad-Hoc Aminst Bldg	✓	
TOTAL		3	

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

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

R. Elias  
Director Signature

5/10/21  
Date

[Signature]  
Administrative Services Manager Approved

5/11/21  
Date

[Signature]  
Board Secretary Received

5/10/21  
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: April 2021

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
4/1/21	Board Meeting	X	
4/9/21	Special Board Meeting – Budget	X	
4/15/21	Board Meeting	X	
4/20/21	Special Board Meeting	X	
<b>TOTAL</b>		<b>4/4</b>	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
4/4,11,24/21	Merrydale Road/Las Gallinas Creek Headwater Litter Removal c/o City of San Rafael: 4/3 2.0 hours; 4/11 0.5 hours; 4/24: 4.0 hours		XXX
4/7/21	MS Adobe: Enabling Digital Document Transformation within the Government to Help Citizens		X
4/7/21	City of San Rafael Bicycle Pedestrian Advisory Committee		X
4/8/21	Finding Value in Liabilities: Incorporating property reuse into comprehensive planning – The Loper Group		X
4/8/21	Literati: How Cities Prevent Litter & Reduce Waste Thru Data		X
4/9/21	LAFCo Vice Chair EO Coordinating Meeting		X
4/14/21	Center for Creative Land Recycling: Vision to Action (V2A) Community Engagement Model		X
4/14/21	Grass Sustainability: Using Organic Turf to reduce water usage, improve water quality, save labor and reduce emissions - Urban Elephant Media		X
4/21/21	ICMA – Best Practices to Manage Public Spaces	X	
4/21/21	CASA CWEA Covid-19 in Wastewater		X





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

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

4/22/21	CASA Air Quality, Climate Change & Energy (ACE) Workgroup Meeting	X	
4/22/21	LAFCo Board Meeting		X
4/23/21	LGVSD Board Member General Manager Coordination Meeting		X
4/24/21	Earth Day – City of San Rafael, Merrydale Road & SMART Station Southside Dirt Path Projects		X
4/29/21	LAFCo, MCSDA Panel Workshop – exploring shared service contracts and how to implement them.		X
<b>TOTAL</b>		<b>2/17</b>	

<b>Total Meetings for which I am Requesting Payment: Max of six (6) per Health &amp; Safety Code §4733</b>	<b>6/21</b>
--	-------------

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

Craig K. Murray

April 30, 2021

\_\_\_\_\_  
Director Signature  
  
\_\_\_\_\_  
Administrative Services Manager Approved  
  
\_\_\_\_\_  
Board Secretary Received

\_\_\_\_\_  
Date  
5/11/21  
\_\_\_\_\_  
Date  
4/22/21  
\_\_\_\_\_  
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: \_\_\_\_\_ Judy Schriebman \_\_\_\_\_ Month: \_\_\_\_\_ April 2021 \_\_\_\_\_

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
4/1	Regular mtg	X	
4/9	Special mtg	x	
4/15	Regular mtg	X	
4/20	Special Budget Workshop	x	
<b>TOTAL</b>		4:4	

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
4/7	GWC meeting w/Rachel Kertz, SR City Councilwoman	x	
4/29	LAFCO Shared Services webinar	x	
<b>TOTAL</b>		2:2	

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

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

\_\_\_\_\_  
 Judy Schriebman  
 Director Signature  
  
 \_\_\_\_\_  
 Administrative Services Manager Approved

\_\_\_\_\_  
 5/6/2021  
 Date  
 \_\_\_\_\_  
 5/11/21  
 Date



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

Office: 415.472.1734 Fax: 415.499.7715

**BOARD MEMBER ATTENDANCE FORM**

*[Handwritten signature]*

Board Secretary Received

*5/6/21*

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: April 2021

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
4/1	Regular Board Mtg	X	
4/9	Special Board Mtg	X	
4/15	Regular Board Mtg	X	
4/20	Special Board Mtg	X	
<b>TOTAL</b>			

OTHER MEETINGS		CHARGING DISTRICT	
Date	Description of meeting	Yes	No
<b>TOTAL</b>			

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

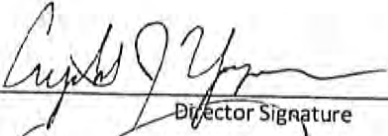
I hereby certify that the meetings as set forth above are true and correct and are for the purpose of conducting official business for the Las Gallinas Valley Sanitary District.



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

Office: 415.472.1734 Fax: 415.499.7715

## BOARD MEMBER ATTENDANCE FORM

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

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

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

\_\_\_\_\_  
05/10/21  
Date

\_\_\_\_\_  
5/11/21  
Date

\_\_\_\_\_  
5/11/21  
Date



# Agenda Summary Report

**To:** Mike Prinz, General Manager *MP*  
**From:** Michael P. Cortez, PE, District Engineer *MP*  
 (415) 526-1518; [mcortez@lqvsd.org](mailto:mcortez@lqvsd.org)  
**Mtg. Date:** May 20, 2021  
**Re:** Approve Contract for Archiving Services to Nute Engineering  
**Item Type:** Consent  Action  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

### STAFF RECOMMENDATION

Board to approve a contract to Nute Engineering in the amount of \$66,150 for archiving services.

### BACKGROUND

Nute Engineering’s proposal for the final phase of the archiving of files caused the total budget to exceed the District’s maximum purchase order limit of \$60,000 by \$6,150 without soliciting quotes. The additional cost is due to staff’s request for additional scanning and higher quality scanned documents for older files such as select sepia, mylar, and blueprint drawings. The initial samples provided by Nute suggest that these files would benefit from more legible texts and cleaner drawings.

District purchasing policy guidelines require District staff to submit for Board approval projects exceeding the \$60,000 limit prior to issuing a purchase order. However, the District has awarded the first phase of the scanning effort to Nute Engineering last fiscal year with the understanding that the total cost would not exceed \$60,000.

Nute has been meeting staff expectations for the archiving effort and the additional cost is considered necessary to meet District needs for the archiving effort. Nute Engineering currently retains extensive District documents as a result of their role as the District Engineer for approximately 57 years. In an effort to formally establish an Archive for all District files within the District files, Nute was hired to digitize their entire in-house archive of relevant District Documents, under the General Manager’s signature authority of \$60,000.

### PREVIOUS BOARD ACTION

N/A

### ENVIRONMENTAL REVIEW


N/A

### FISCAL IMPACT

\$66,150



# Agenda Summary Report

To: Mike Prinz, General Manager 

From: Mel Liebmann, Plant Manager [mliebmann@lqvsd.org](mailto:mliebmann@lqvsd.org) 415-526-1526

Mtg. Date: May 20, 2021

Re: EOA, Inc. FY 2020-21 Contract Amendment for Increased Scope of Work

Item Type: Consent  Action  Information  Other

Standard Contract: Yes  No  (See attached) Not Applicable

## STAFF RECOMMENDATION

Board to approve a contract amendment to facilitate an increased scope of work for EOA, Inc.'s Regulatory Compliance Services for FY 20-21.

## BACKGROUND

The District has an existing contract with EOA, Inc. to provide technical and regulatory support for permits issued by the State and Regional Water Boards, including the NPDES permit, Reclamation Permit, Recycled Water Permit, the Statewide General Order for Sanitary Sewer Systems, and regional NPDES permits for mercury/PCBs and nutrients. EOA's contract also provides support for the Secondary Treatment Plant Upgrade and Recycled Water Expansion (STPURWE) project for issues related to regulatory compliance, and for "as needed" support in other areas. EOA's contract with the District is normally renewed on a fiscal year basis, with the current contract set to expire on June 30, 2021.

EOA's support for the STPURWE project has exceeded the estimates in our FY 2020-21 contract. A large portion of the additional work supporting the project has been covered by the Task 1 (General permit support), but EOA, Inc. is still projecting a deficit of about \$16,000 (~56 hr) if work over the next 2 months continues at the present pace, which is expected.

In addition to all of the routine reporting and project related tasks and staff support that EOA, Inc. has assisted the District with, there have been unanticipated demands of EOA's time. These pertain to finalizing Department of Drinking Water approval for the Engineering Report and the (unexpected) Operations Plan requirement for the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project.

Additionally, seventy-five new monitoring parameters (including 15 calculated values) were added to the Operator 10 database for the new secondary process, and new requests continue to trickle in from the project team weekly. As process monitoring is further refined and new data points are incorporated into the database, such as the new monitoring data for the recycled water facility, a substantial amount of work is required to establish a well-organized and comprehensive system for decision making and reporting. Assistance from EOA, Inc. with these tasks is also necessary.



EOA's familiarity with the District's facilities and operations, and its understanding of the regulatory environment puts it in a favorable position to efficiently coordinate and implement these data capture activities.

**PREVIOUS BOARD ACTION**

The Board awarded a contract to EOA, Inc. for Regulatory Compliance Support Services for FY 2020-21 at the May 12, 2020 Meeting.

**ENVIRONMENTAL REVIEW:**

NA

**FISCAL IMPACT:**

\$16,000 additional cost to the FY 2020-21 Annual Support Contract \$167,300 for a total cost of \$183,300.





Item Number 2 F

# Agenda Summary Report

**To:** Mike Prinz, General Manager *MP*  
**From:** Michael P. Cortez, PE, District Engineer *mpz*  
 (415) 526-1518; [mcortez@lqvsd.org](mailto:mcortez@lqvsd.org)  
**Meeting Date:** May 20, 2021  
**Re:** Resolution No. 2021-2213 for APN 165-220-12 & 165-220-13  
 Authorizing Execution of a Quitclaim Deed  
 Kaiser 1650 & 1655 Los Gamos Drive  
**Item Type:** Consent  Action  Information  Other   
**Standard Contract:** Yes  No  (See attached) Not Applicable

## STAFF RECOMMENDATION

Board to authorize the Board President to execute a Quitclaim Deed for an existing sewer easement from Kaiser Permanente that is no longer in use by the District.

## BACKGROUND

The construction of the Kaiser Medical Office Building (MOB) and Parking Garage located at 1650 and 1655 Los Gamos Drive required quitclaiming of an existing easement for abandoned pipelines and acquisition of a new easement for new pipelines. The Board accepted the new easement on April 15, 2021. The attached resolution covers the Quitclaim Deed for the abandoned easement.

## PREVIOUS BOARD ACTION

The Board adopted Resolution No. 2021-2209 for the granting of a new sewer easement from Kaiser Permanente on April 15, 2021.

## ENVIRONMENTAL REVIEW

N/A

## FISCAL IMPACT

N/A

**RESOLUTION No. 2021-2213**

**A RESOLUTION AUTHORIZING EXECUTION OF A  
QUITCLAIM DEED APN 165-220-12 & 165-220-13, SAN RAFAEL**

**LAS GALLINAS VALLEY SANITARY DISTRICT**

**WHEREAS, WHEREAS,** on or about April 5, 1966, a sewer easement was recorded describing the metes and bounds of the sewer easement dedicated to Las Gallinas Valley Sanitary District and which is now lying within the lands of Kaiser Foundation Health Plan, Inc., as described in that Grant Deed from Corac, LLC to Kaiser Foundation Health Plan, Inc., filed for record August 17, 2015 under Document No. 2015-0039972, Official Records of the County of Marin, and;

**WHEREAS,** on or about May 20, 2021 the Las Gallinas Valley Sanitary District abandoned an existing sanitary sewer easement as part of a project known as the Kaiser Medical Office Building (MOB) dated February 2020 and Parking Garage dated June 2019, and said sewer easement is being more particularly described as Exhibit "A", and

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

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

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on May 20, 2021, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

---

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

APPROVED:

(seal)

---

Crystal J. Yezman, Board President  
Las Gallinas Valley Sanitary District

RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:

Kaiser Foundation Health Plan, Inc.  
Real Estate Department  
1800 Harrison Street, 19th Floor 11  
Oakland, CA 94612  
Attention: Director of Real Estate

---

*(Space above this line for Recorder's use)*

**Tax Parcel Nos. 165-220-12 & 165-220-13**

**QUITCLAIM DEED**

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

Executed as of May \_\_\_, 2021.

**GRANTOR:**

LAS GALLINAS VALLEY  
SANITARY DISTRICT

By:

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

Attest:

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





**EXHIBIT 'A'**

**ABANDONMENT OF PORTION OF EASEMENT  
Over the lands of Kaiser Foundation Health Plan, Inc.**

Being a portion of an existing easement in favor of the Las Gallinas Valley Sanitary District, located in Marin County, State of California, as described in that Deed of Easements from Dell M. Malick and Jack H. Bennett, filed for record April 5, 1966 in Book 2050 of Official Records of the County of Marin (Parcel One), and now lying within the lands of Kaiser Foundation Health Plan, Inc., as described in that Grant Deed from Corac, LLC to Kaiser Foundation Health Plan, Inc., filed for record August 17, 2015 under Document No. 2015-0039972, Official Records of the County of Marin, and being more particularly described as follows:

An easement over, or under a strip of land 10 feet wide, lying 5 feet on each side of the described centerline:


Commencing at a point distant South 6°00' East 67.86 feet from the intersection of the two courses "North 6°00' East 170.0 feet" and "North 48°18' East 433.83 feet" in the boundary of that certain tract described as Parcel Two in the Deed to Dell M. Malick and Jack H. Bennett recorded January 7, 1966 in Book 2015 at page 87, Official Records of Marin County; running thence from said point North 52°30' East 202.50 feet to the Point of Beginning of the centerline to be herein described; thence from said **POINT OF BEGINNING**, South 89°30' East 323.69 feet to a point on the westerly right of way Los Gamos Drive as designated and delineated on Parcel Map No. S88-12, filed for record February 28, 1994 in Book 25 of Parcel Maps, at Page 63, Official Records of Marin County, and the Point of Termination of the hereinabove described centerline.

The sidelines of said strip shall be lengthened or shortened, as necessary, to intersect the sideline of the remaining portion of said easement to Las Gallinas Valley Sanitary District on the west, and the westerly right of way of Los Gamos Drive on the east.

Basis of Bearings:

Prepared by:

BKF ENGINEERS


  
Ralph H. Thomas

Dated: 3/23/2021

Exhibit A - Sanitary Sewer Access Easement  
APN 165-220-12 & 165-220-13

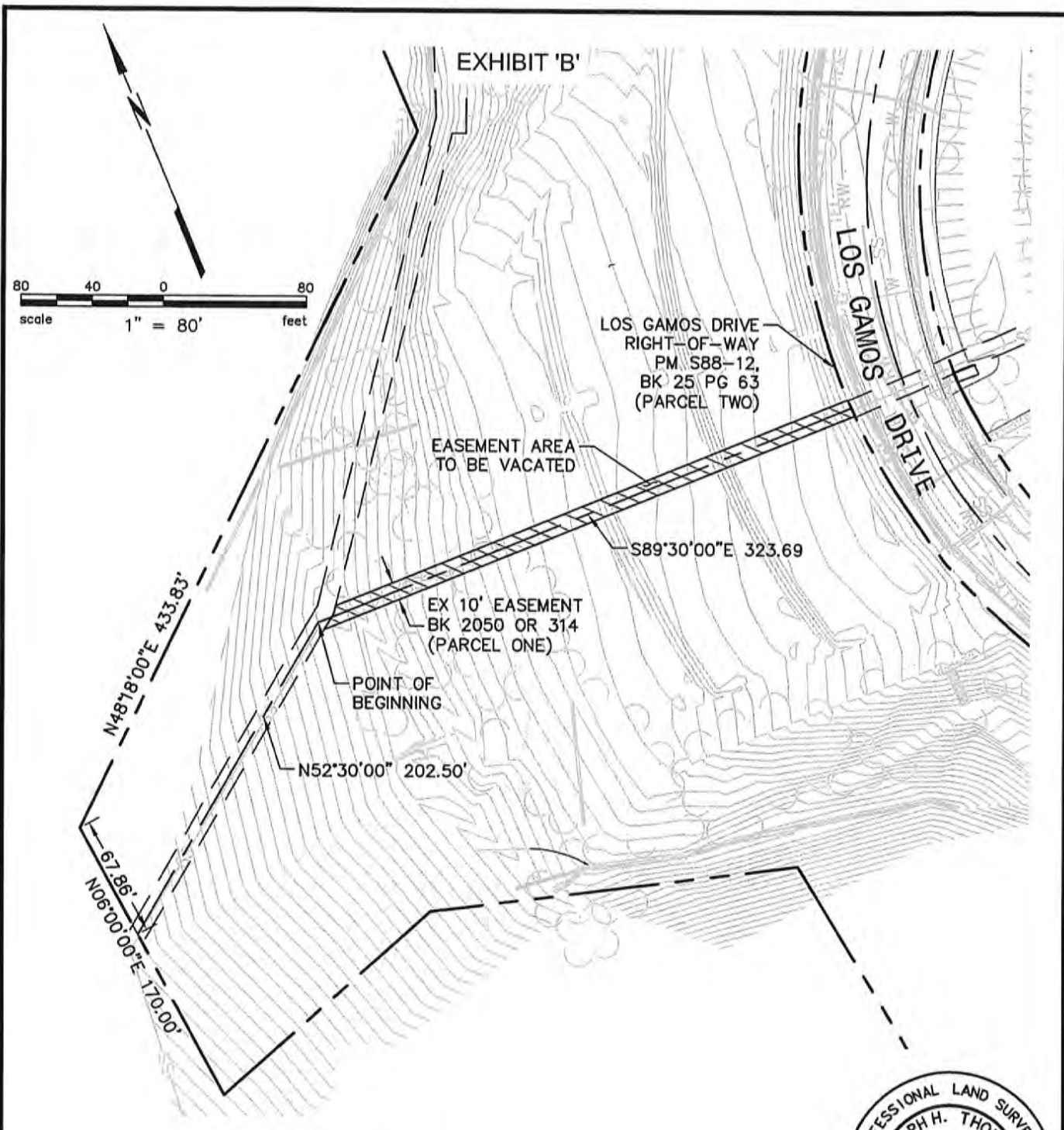
Prepared by:

BKF ENGINEERS

  
Ralph H. Thomas, PLS.



Dated: 2-23-2021



*Ralph H. Thomas*  
**RALPH H. THOMAS** **PLS 4760**



200 4TH ST, STE. 300  
 SANTA ROSA, CA 95401  
 PH: 707-583-8500  
 FAX: 707-583-8539

Subject VACATION OF SS EASEMENT OVER THE  
LANDS OF KAISER FOUNDATION HEALTH PLAN  
 Job No. 20169071  
 By BTL Date MAR 2021 Chkd. RHT  
 SHEET 1 OF 1

Plot Mar 23, 2021 at 11:42am



## Agenda Summary Report

---

To: Mike Prinz, General Manager *MP*  
From: Dale McDonald, Administrative Services Manager *DM*  
(415) 526-1519 [dmcDonald@lqvsd.org](mailto:dmcDonald@lqvsd.org)  
Meeting Date: May 20, 2021  
Re: Resolution Approving Pay Scales Effective June 1, 2021, adding Maintenance Supervisor position to the pay scale, and updating titles for existing positions.  
Item Type: Consent X Action \_\_\_\_\_ Information \_\_\_\_\_ Other \_\_\_\_\_  
Standard Contract: Yes \_\_\_\_\_ No \_\_\_\_\_ (See attached) Not Applicable X .

---

### STAFF RECOMMENDATION

Staff requests the Board establish the pay level for the Maintenance Supervisor position and approve the attached salary Pay Scale and Resolution No. 2021-2214.

### BACKGROUND

The Maintenance Supervisor position was created as part of the approved fiscal year 2020-21 budget in part to oversee the day-to-day maintenance of the District's systems to ensure the District wastewater treatment plant, pump stations and related facilities are maintained in a safe and effective working condition. Now that the job description has been developed and approved by the Board, the position needs to be permanently filled. The pay scale must be updated before the recruitment can proceed.

The current pay scale includes the full-time position "Plant Operations & Maintenance Supervisor". Staff is proposing using the same pay scale range for the Maintenance Supervisor position, a monthly salary range from \$9,671.26 to \$13,608.51, that is used for the Plant Operations Supervisor position shown on the attached salary schedule. Equivalency between the Plant Operations Supervisor and Maintenance Supervisor is consistent with the conceptual intent of the recently completed classification and compensation study by Koff & Associates.

The classification is expected to be a represented position with Operating Engineers Local 3 (OE3). The District is currently in negotiations with OE3 regarding the Memorandum of Understanding between the District and OE3. It is anticipated the pay scale will be updated when the successor agreement is adopted and ratified.

The Maintenance Supervisor classification was determined to be exempt from the Fair Labor Standards Act (FLSA) overtime rules and regulations, under the definition of the Executive Exemption, based on the majority of supervisory responsibilities this position will perform.

As is required by California Code of Regulations, Subchapter 1, Employees' Retirement System Regulations section 570.5 (2 CCR § 570.5) (a)(2), each position title on the Pay Scale must identify the position title for every employee position. Whereas the Board approved the title and job description changes for most employee positions on March 10, 2021, it is prudent update the



pay scale to reflect these title changes at this time, in addition to specifying the pay rate for the Maintenance Supervisor.

**PREVIOUS BOARD ACTION**

The position of the Maintenance Supervisor was approved by the Board during the budget process in mid-2020.

On March 10, 2021 the Board approved the title and classification descriptions developed by Koff & Associates as part of their Classification Study Final Report dated February 23, 2021.

**ENVIRONMENTAL REVIEW**

N/A

**FISCAL IMPACT**

The cost for this position is included in the current 2020-21 budget and, since it is a permanent position, will be included in future budgets as well.

**RESOLUTION NO. 2021-2214**

**A RESOLUTION ADOPTING THE PAY SCALES EFFECTIVE JUNE 1, 2021  
PURSUANT TO THE CALIFORNIA CODE OF REGULATIONS, SUBCHAPTER 1,  
EMPLOYEES' RETIREMENT SYSTEM REGULATIONS SECTION 570.5**

**LAS GALLINAS VALLEY SANITARY DISTRICT**

**WHEREAS**, on March 10, 2021 the Las Gallinas Valley Sanitary District ("District") approved title changes for the majority of its employee positions; and

**WHEREAS**, the pay scale for the District identifies the position title for every employee position which needs to be updated; and

**WHEREAS**, a Maintenance Supervisor position was created by the District which needs to be added to the pay scale of the District; and

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

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

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

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

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

- (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
- (2) Identifies the position title for every employee position;
- (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
- (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;

(5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;

(6) Indicates an effective date and date of any revisions;

(7) Is retained by the employer and available for public inspection for not less than five years; and

(8) Does not reference another document in lieu of disclosing the payrate".

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

\* \* \* \* \*

I hereby certify that the forgoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a regular meeting thereof held on May 20, 2021, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

---

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

APPROVED:

(seal)

---

Crystal Yezman, Board President



Las Gallinas Valley Sanitary District  
Pay Scales as of June 1, 2021

3.25%

3.50%

Monthly Salary Range

Full Time Positions	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Longevity 3%	Longevity 2%
Administrative Assistant	\$ 5,325.69	\$ 5,605.98	\$ 5,901.03	\$ 6,211.61	\$ 6,522.20	\$ 6,522.20	\$ 6,522.20	\$ 6,522.20	N/A	N/A
Administrative Financial Specialist	\$ 6,016.09	\$ 6,316.92	\$ 6,632.91	\$ 6,964.66	\$ 7,312.52	\$ 7,678.54	\$ 8,062.71	\$ 8,465.40	N/A	N/A
Administrative Services Manager	\$ 10,767.63	\$ 11,305.92	\$ 11,871.23	\$ 12,465.09	\$ 13,088.21	\$ 13,742.63	\$ 14,429.46	\$ 15,151.11	\$ 15,605.67	\$ 15,917.78
Assistant Engineer	\$ 7,711.15	\$ 8,096.98	\$ 8,502.08	\$ 8,926.81	\$ 9,373.22	\$ 9,841.86	\$ 10,333.82	\$ 10,850.61	N/A	N/A
Associate Engineer	\$ 9,373.22	\$ 9,841.86	\$ 10,333.82	\$ 10,850.61	\$ 11,393.17	\$ 11,962.75	\$ 12,560.85	\$ 13,189.16	N/A	N/A
Collection System/Maintenance/Safety Manager	\$ 10,227.32	\$ 10,738.36	\$ 11,275.17	\$ 11,839.19	\$ 12,431.19	\$ 13,052.82	\$ 13,705.57	\$ 14,390.74	\$ 14,822.34	\$ 15,118.88
Collection System Operator	\$ 5,231.66	\$ 5,493.39	\$ 5,768.08	\$ 6,056.30	\$ 6,359.15	\$ 6,677.19	\$ 7,010.79	\$ 7,361.24	N/A	N/A
Collection System Operator, Grade I	\$ 5,493.39	\$ 5,768.08	\$ 6,056.30	\$ 6,359.15	\$ 6,677.19	\$ 7,010.79	\$ 7,361.24	\$ 7,729.11	N/A	N/A
Collection System Operator, Grade II	\$ 5,768.08	\$ 6,056.30	\$ 6,359.15	\$ 6,677.19	\$ 7,010.79	\$ 7,361.24	\$ 7,729.11	\$ 8,115.87	N/A	N/A
Collection System Operator, Grade III	\$ 6,056.30	\$ 6,359.15	\$ 6,677.19	\$ 7,010.79	\$ 7,361.24	\$ 7,729.11	\$ 8,115.87	\$ 8,521.90	N/A	N/A
Collection System Operator, Lead	\$ 6,359.15	\$ 6,677.19	\$ 7,010.79	\$ 7,361.24	\$ 7,729.11	\$ 8,115.87	\$ 8,521.90	\$ 8,947.93	N/A	N/A
District Secretary	\$ 6,016.09	\$ 6,316.92	\$ 6,632.91	\$ 6,964.66	\$ 7,312.52	\$ 7,678.54	\$ 8,062.71	\$ 8,465.40	N/A	N/A
District Engineer	\$ 12,940.39	\$ 13,587.58	\$ 14,267.20	\$ 14,980.33	\$ 15,729.40	\$ 16,515.89	\$ 17,341.47	\$ 18,208.71	\$ 18,754.97	\$ 19,130.05
Environmental Services Director	\$ 9,211.32	\$ 9,671.26	\$ 10,155.08	\$ 10,662.79	\$ 11,195.70	\$ 11,755.65	\$ 12,343.20	\$ 12,960.57	N/A	N/A
Laboratory Technician in Training	\$ 6,234.67	\$ 6,546.23	\$ 6,873.53	\$ 7,217.14	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	N/A	N/A	N/A
Laboratory Technician, Grade I	\$ 6,873.53	\$ 7,217.14	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	\$ 8,772.70	\$ 9,211.32	N/A	N/A	N/A
Laboratory Technician, Grade II	\$ 7,217.14	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	\$ 8,772.70	\$ 9,211.32	\$ 9,671.26	\$ 10,155.08	N/A	N/A
Laboratory Technician, Grade III	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	\$ 8,772.70	\$ 9,211.32	\$ 9,671.26	\$ 10,155.08	\$ 10,662.79	N/A	N/A
General Manager	By Contract \$21,694.00									
Maintenance Supervisor	\$ 9,671.26	\$ 10,155.08	\$ 10,662.79	\$ 11,195.70	\$ 11,755.65	\$ 12,343.20	\$ 12,960.57	\$ 13,608.51	N/A	N/A
Skilled Maintenance Worker I	\$ 5,493.41	\$ 5,768.08	\$ 6,056.48	\$ 6,359.30	\$ 6,677.26	\$ 7,011.12	\$ 7,361.68	N/A	N/A	N/A
Skilled Maintenance Worker II	\$ 6,677.27	\$ 7,011.13	\$ 7,361.69	\$ 7,729.77	\$ 8,116.26	\$ 8,522.08	\$ 8,948.18	\$ 9,395.59	N/A	N/A
Plant Manager	\$ 11,363.34	\$ 11,931.44	\$ 12,528.06	\$ 13,154.33	\$ 13,811.90	\$ 14,502.44	\$ 15,227.80	\$ 15,988.73	\$ 16,468.29	\$ 16,797.81
Plant Operator in Training	\$ 5,385.76	\$ 5,655.10	\$ 5,937.57	\$ 6,234.67	\$ 6,546.23	\$ 6,873.53	\$ 7,217.14	N/A	N/A	N/A
Plant Operator, Grade I	\$ 5,937.57	\$ 6,234.67	\$ 6,546.23	\$ 6,873.53	\$ 7,217.14	\$ 7,577.97	\$ 7,957.13	N/A	N/A	N/A
Plant Operator, Grade II	\$ 6,546.23	\$ 6,873.53	\$ 7,217.14	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	\$ 8,772.70	\$ 9,211.32	N/A	N/A
Plant Operator, Grade III	\$ 7,217.14	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	\$ 8,772.70	\$ 9,211.32	\$ 9,671.26	\$ 10,155.08	N/A	N/A
Plant Operator, Lead	\$ 7,577.97	\$ 7,957.13	\$ 8,355.01	\$ 8,772.70	\$ 9,211.32	\$ 9,671.26	\$ 10,155.08	\$ 10,662.79	N/A	N/A
Plant Operations Supervisor	\$ 9,671.26	\$ 10,155.08	\$ 10,662.79	\$ 11,195.70	\$ 11,755.65	\$ 12,343.20	\$ 12,960.57	\$ 13,608.51	N/A	N/A
Part Time Positions										

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

Payscale reflects General Manager rate per contract

In addition, except as identified above, the following also applies:

Dual certification may be available for an additional 5% of pay.

Triple certification may be available for an additional 5% of pay.

A longevity step may be available for an additional 5% of pay.

Additional 3% longevity step after 10 years continuous District service may be available for management positions.

Additional 2% longevity steps after 15 years continuous District service may be available for management positions.

*Agenda Item 3A**Date May 20, 2021***FINANCE**

- Mid-Year Budget report for FY 2020-21 presented in March.
- HDR Sewer Rate Study completed in April.
- Budget workshop for fiscal year 2021-22 completed in April.
- CityWorks ELA Server license extended to June 30, 2021 with renewal for 2 additional years.
- Purchase Order policy F-90-60 updated; trigger threshold raised to \$3,000.

**ADMINISTRATION**

- Insurance Property Schedule of Values updated.
- Attended Shared Service Workshop with Marin LAFCO in April.
- Prop 218 Notice of Sewer Service Charge rate increase mailed by April 30.
- Two desktop computers in admin offices upgraded with SSD drives – improved performance.
- Local Government Compensation Reports for LGVSD & Marin Public Financing Authority submitted to State Controller's Office before deadline of April 30.
- There were eleven Board meetings in March and April. Staff assembled Board meeting agenda packets containing 645 pages. Regular website updates for posting of agendas, minutes, resolutions, ordinances, public hearing notices and personnel changes were made during this period.
- Sewer Lateral Inspection Ordinance 180 – the administration department provided support completing 55 inspection applications in March and April. In addition, 61 letters were mailed to property owners who have pulled construction permits with the City of San Rafael or the County advising them of their requirement to have their sewer lateral inspected.

**HUMAN RESOURCES**

- Koff & Associates Classification Study with updated titles and descriptions completed.
- Koff & Associates Compensation Study with market compensation data completed.
- Family and Medical Leave Act (FMLA) process reviewed.
- Workers Compensation worksheets and processes updated.
- Plant Operator hired on March 29, filling vacancy created in December 2020.

*MAR*

- Plant Operations Supervisor resigns from employment with LGVSD on March 12 after accepting promotional position at regional agency. Vacant position posted in early April and recruitment remains open.
- Plant Operator resigns from employment with LGVSD on April 29 after accepting position at Northern California agency. Vacant position posted and recruitment is open.
- Contract plant operator continued service with the District to provide temporary staffing until plant operations positions are filled.
- Labor Bargaining Sessions – multiple meetings and proposals presented by both parties.
- Lee Ann Chernack with Pacific Crest Group continued to meet at plant and at administration office, alternating locations weekly.

**REQUEST FOR PROPOSALS / CONTRACTS**

- Request for Proposal (RFP) for Accounting Enterprise Resource Planning (ERP) software drafted.
- Bartel Associates contracted to perform GASB 68 Statement Reporting and GASB 75 Postemployment Benefits Other Than Pensions (OPEB) valuation.

Contracts executed in March and April listed below:

<u>Vendor Name</u>	<u>Job No</u>	<u>Description</u>	<u>Date of Agreement</u>	<u>Term End Date</u>	<u>Contract Amount</u>
Brown and Caldwell	2359 -125	Biogas Utilization Feasibility Study	4/6/2021	4/30/2022	\$26,768
Kenwood Energy	2360 -500	Energy Management Consulting	3/26/2021	12/31/2022	\$10,000
R3 Consulting Group	2320 -100	AB 1826 Technical Assistance on mandatory recycling laws – funded from Zero Waste Marin Grant	4/12/2021	6/30/2021	\$9,340
OTS 2020/21 Contract Amendment	2361 -600	Technical Staffing Services	4/12/2021	6/30/2021	\$15,000

*Departments: -100 Admin, -125 Engineering, -200 Collections, -250 Maintenance, -300 Pump Stations, -400 Lab, -500 Reclamation, -600 Plant, -650 Recycled Water*

**SSO SPILL SUMMARY**

- None for March/April.
- Last Spill: September 11, 2020

**KEY MAINTENANCE PROJECTS**

- Annual Facility Safety Assessment – (60) Work Orders created, (56) completed
- Ferric Feed Line Installation on Digester
- Solar Field Mowing/Weed/Tree Removal
- Electric Cart – Charging Outlets Installed
- Primary Clarifier – Sludge Removal
- Secondary Clarifier Pump Around
- Analyzer(s) Installation – Recycled Water
- Reclamation Maintenance Shop – Fence installation
- Multiple Treatment Plant Facility repairs – (40) Work Orders
- Routine Preventative Maintenance Work Orders – Treatment Plant/Pump Stations
- (200) Fleet Maintenance Inspections

**SAFETY ISSUES AND TRAINING**

- OSHA Covid Protection Plan - Training
- Annual Hearing Test and Respirator Fit Testing
- All Terrain Forklift Training

**OTHER**

- Master Plan - Forcemain and Pump Station Assessments with Kennedy Jenks
- Pump Station - Bi-annual Facility Cleanup
- Easement(s) Bi-annual Access Cleanup
- SmartCover Installations and Training – Mulligan Trunk Sewer Line
- Pump Station Training – Continued field training for Pump Station Responsibility Transfer to Collections Department.

**REQUESTS FOR PROPOSALS**

- Annual Safety Contract

**PERFORMANCE METRICS*****Collection System Cleaning and CCTV Inspection***

- Flushed/Rodded = 79,881 feet; Percent of District = 15%.

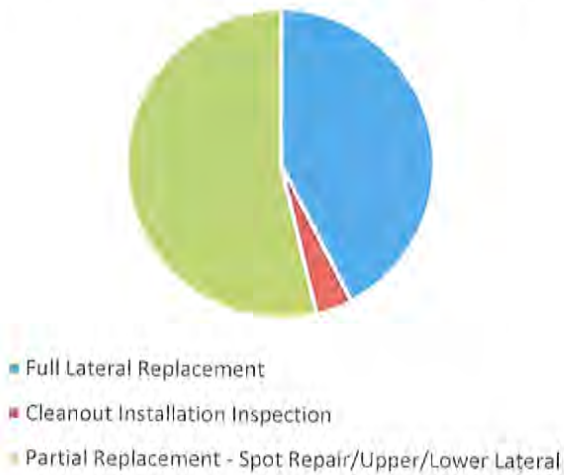


- CCTV Inspected = 0 feet; Percent of District = 0.0%.
- Manhole inspections performed = 384
- USA Ticket Work Orders = 497

***Lateral Construction and Repair Inspections***

- Applications received = 20
- Full Replacement Inspections Performed = 11 Full Replacements
- Cleanout Installation Inspections Performed = 1 Cleanout Installations
- Spot Repairs/Upper/Lower Replacements Performed = 12 partial replacements or spot repairs

Lateral Construction and Repair Inspections



***CNG Fueling Stations***

- CNG Fueling Station
  - Plant Slow Fill = 0% Up Time
  - Smith Ranch Fast Fill = 0% Up Time.
- Anderson Drive PG&E Fuel Station
  - 11 Trips to Anderson Drive Fueling Station
  - 158.4 miles driven for refueling (7.2 miles one way)



**Sewer Lateral Ordinance Inspections - Number of Applications Processed**

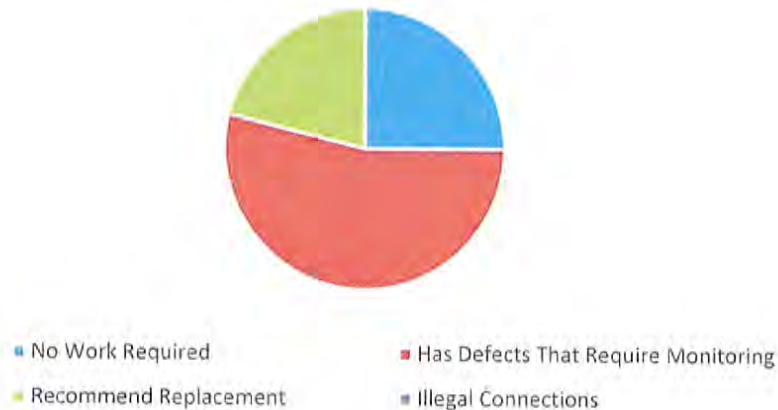
- Home Sale Applicants = 42 received
- Building Permit (\$30,000 valuation) Applicants = 13 received

Applications - Home Sale vs Building Permit (Triggers)



- Home Sale Letter of Findings Issued = 52; 11 - recommend replacement, 28 -have defects that require monitoring, 13 - no work or monitoring required, 0 – Illegal connection

Letter of Findings Issued



**DESIGN (Number of projects in design phase: 10)**

- Administration Building Site Evaluation – MWA Architects presented conceptual building elevations for the existing admin building site to the Board on 3/4. Staff reviewed the construction estimates and constructability memo prepared by Hazen & Sawyer. In addition, staff has consulted with Albert A. Webb Associates to assess the type of environmental issues that would be expected at the two potential sites. DHA presented to the Ad Hoc Committee on 4/29.
- Contempo Marin Manhole Replacement – Staff provided comments on the design to replace a severely corroded manhole under the on-call engineering contract with Freyer & Laureta. Staff notified Piazza Construction to begin construction pending coordination with Contempo Marin and Captains Cove.
- Flow Equalization Basin – Staff met with Hazen & Sawyer (Hazen) to discuss the technical memo on Headworks and Primary Clarifiers Desktop Evaluation. Hazen will evaluate locating a rectangular primary sedimentation basin in the location of two existing primary clarifiers.
- Digester Room MCC-2 Upgrades – Held kick-off meeting on 3/25. Staff responded to RFIs and is scheduling site visit with Hazen.

**CONSTRUCTION (Number of projects in construction: 8)**

- Marin Lagoon Pump Station No.1 Improvements – At the request of District staff, DW Nicholson Corporation installed temporary supports for the existing control panel to prevent it from falling over while waiting for delivery of the new cabinet and electrical components.
- Air Release Valve & Vault Replacements – Staff reviewed contractor submittals and RFIs. CATS4U (contractor) began construction.
- Rafael Meadows Pump Station Standby Generator Installation – Due to a change in generator, prior Authority to Construct (AC) renewal from Bay Area Air Quality Management District was invalidated. Staff is working on the application for a new AC with assistance from Hazen.

**REQUEST FOR PROPOSALS/QUALIFICATIONS (Number of projects in RFP/RFQ: 2)**

- Arc Flash Study for Pump Stations, Treatment Plant, and Reclamation Facilities – Issued RFP on 3/31.

**CALL FOR BIDS – None**

**OTHER**

- Integrated Wastewater Master Plan – KJ completed force main and treatment plant assessments. Flow monitoring was extended through end of April and meters are scheduled to be removed on 5/3.
- Descanso Force Main Relocation (McInnis Marsh Restoration Project) – KJ evaluated the projected sea level rise conditions and determined that there is no immediate need to relocate the Descanso force main prior to mid-century due to pipe condition and environmental constraints.



## Engineering Monthly Report (Mar/Apr 2021)

Job No.	Project Name/Updates	On Hold	% Completion
<b>DESIGN PROJECTS</b>			
11200-03	<b>John Duckett Sewage Main Capacity and Storage</b> <ul style="list-style-type: none"> <li>Scheduling pump station site visit with San Rafael Manor Board members.</li> </ul>		30%
20100-02	<b>Administration Building Site Evaluation</b> <ul style="list-style-type: none"> <li>MWA Architects presented conceptual building elevations for the existing admin building site to the Board on 3/4.</li> </ul>		Site Evaluation: 100%; Conceptual Design: 100%
20600-04	<b>Flow Equalization Basin</b> <ul style="list-style-type: none"> <li>Hazen &amp; Sawyer provided technical memo for Headworks and Primary Clarifiers Desktop Evaluation for staff to review.</li> </ul>		18%
21300-01	<b>Contempo Marin Manhole Replacement</b> <ul style="list-style-type: none"> <li>Staff provided comments on the design to replace a severely corroded manhole along Yosemite Road under the on-call engineering contract with Freyer &amp; Laureta.</li> <li>Notified Piazza Construction to begin construction pending coordination with Contempo Marin and Captains Cove.</li> </ul>		80%
21300-06	<b>Venetia Harbor Fencing &amp; Paving</b> <ul style="list-style-type: none"> <li>Oberkamper completed boundary and topographic survey for Venetia Harbor Pump Station.</li> </ul>		15%
20300-09	<b>Smith Ranch Pump Station Electrical Upgrades</b> <ul style="list-style-type: none"> <li>Held kick-off meeting on 3/25.</li> </ul>		6%
21300-04	<b>Pump Station Site Lighting Improvements</b> <ul style="list-style-type: none"> <li>Held kick-off meeting on 3/25.</li> </ul>		6%
21350-01	<b>Automatic Transfer Switches for Pump Stations</b> <ul style="list-style-type: none"> <li>Held kick-off meeting on 3/25.</li> </ul>		6%
21600-01	<b>Emergency Bypass Pumping Analysis &amp; Emergency Response Plan</b> <ul style="list-style-type: none"> <li>Held kick-off meeting on 3/25.</li> </ul>		6%
21600-07	<b>Digester Room MCC#2 Upgrade</b> <ul style="list-style-type: none"> <li>Held kick-off meeting on 3/25.</li> <li>Staff responded to RFIs and is scheduling site visit with H&amp;S.</li> </ul>		6%
<b>CONSTRUCTION PROJECTS</b>			
11500-09	<b>Miller Creek Vegetation Maintenance</b> <ul style="list-style-type: none"> <li>On-going with Hanford ARC.</li> </ul>		50%
12300-05	<b>Rafael Meadows Pump Station Standby Generator Installation</b> <ul style="list-style-type: none"> <li>Contractor provided submittal on new generator as the existing generator is not compliant with current air quality standards.</li> <li>Due to a change in generator, prior Authority to Construct (AC) renewal from Bay Area Air Quality Management District was invalidated. Staff is working on the application for a new AC with assistance from the on-call engineer.</li> </ul>		16%
12600-07 & 16650-02	<b>Secondary Treatment Plant Upgrade &amp; Recycled Water Expansion</b> <ul style="list-style-type: none"> <li>On-going with Myers &amp; Sons Construction.</li> </ul>		82%
18360-01	<b>Marin Lagoon Pump Station No.1 Improvements</b> <ul style="list-style-type: none"> <li>DW Nicholson Corporation installed temporary supports for the existing control panel to prevent it from falling over while waiting for delivery of the new cabinet and electrical components.</li> </ul>		3%
19200-01	<b>Air Release Valve and Vault Replacements</b> <ul style="list-style-type: none"> <li>Reviewed submittals and responded to Request for Information's (RFI).</li> <li>CATS4U (contractor) began construction.</li> </ul>		75%
20125-01	<b>On-Call Construction Contract</b> <ul style="list-style-type: none"> <li>Piazza completed demolition of miscellaneous concrete pads and piping.</li> </ul>		Continuous
20500-02	<b>Reclamation Pond Transfer Wood Box Galvanized Catwalks</b> <ul style="list-style-type: none"> <li>Kennedy Jenks inspected the galvanized walkways in the fabrication shop for replacement of existing wood piers.</li> </ul>		50%

*JAP*

Job No.	Project Name/Updates	On Hold	% Completion
21500-06	<b>Automated Gate for Reclamation Bridge</b> <ul style="list-style-type: none"> <li>Contractor completed installation of the new gate and most of punch list items.</li> <li>Contractor to complete remainder of punch list items.</li> </ul>		100%
21600-14	<b>Bioassay Test System Installation</b> <ul style="list-style-type: none"> <li>Contractor completed installation and some punch list items.</li> <li>Waiting for installer to complete the last two outstanding items.</li> </ul>		97%
21600-17	<b>Sludge Thickener Structure Removal</b> <ul style="list-style-type: none"> <li>Contractor completed punch list items. Project is complete.</li> </ul>		100%
21600-03, 21600-11	<b>Miscellaneous Paving 2020</b> <ul style="list-style-type: none"> <li>Project is complete.</li> </ul>		100%
<b>REQUESTS FOR PROPOSALS</b>			
<b>ISSUED/IN REVIEW PROCESS</b>			
21300-03	<b>Standby Generator System Installation for Minor Pump Stations (Pre-Qualifications)</b> <ul style="list-style-type: none"> <li>Staff updated prior RFP and completed review of 3 pre-qualification packages.</li> </ul>		
21300-07, 21500-07, & 21600-16	<b>Arc Flash Study for Pump Stations, Treatment Plant, and Reclamation Facilities</b> <ul style="list-style-type: none"> <li>Issued RFP on 3/31.</li> <li>Received one proposal in response to the RFP.</li> </ul>		
<b>NEAR TERM/ANTICIPATED</b>			
20200-01	<b>Force Main Assessment, Cleaning, Location Marking, &amp; Mapping</b>		
21600-08	<b>Grit Chamber Coating and Auger Replacement (UPCCAA)</b>		
<b>CALL FOR BIDS</b>			
None.			
<b>OTHER</b>			
17500-05	<b>Descanso Force Main Relocation (McInnis Marsh Restoration Project)</b> <ul style="list-style-type: none"> <li>KJ evaluated the projected sea level rise conditions and determined that there is no immediate need to relocate the Descanso force main prior to mid-century.</li> </ul>		N/A
20100-04	<b>Integrated Wastewater Master Plan</b> <ul style="list-style-type: none"> <li>KJ completed force main and treatment plant assessments.</li> <li>Flow monitoring was extended through end of April and meters were scheduled to be removed on 5/3.</li> </ul>		40%
20125-01	<b>On-Call Engineering Contract</b> <ul style="list-style-type: none"> <li>See Contempo Marin Manhole Replacement.</li> </ul>		Continuous
20500-05	<b>Marsh Pond Long Term Vegetation Management Plan</b> <ul style="list-style-type: none"> <li>Staff discussed comments received from Audubon Society, Ed Nute, and Marin/Sonoma Mosquito &amp; Vector Control District with the Board.</li> <li>Staff is drafting a response to Audubon Society.</li> </ul>		81%
21125-01	<b>Archive Development</b> <ul style="list-style-type: none"> <li>Nute to continue scanning.</li> </ul>		25%
21125-03	<b>Alternative Funding Pursuit</b> <ul style="list-style-type: none"> <li>Staff to review draft memo on CIP grants and opportunities.</li> </ul>		Continuous
<b>LAND DEVELOPMENT</b>			
<b>1499 Lucas Valley Road</b> <ul style="list-style-type: none"> <li>Responded to Marin LAFCo's <i>Affected and Impacted Agency Consent Form</i>.</li> </ul>			
<b>Guide Dogs for the Blind - 350 Los Ranchitos Rd</b> <ul style="list-style-type: none"> <li>Piazza Construction completed construction of temporary access road.</li> </ul>			
<b>Kaiser Parking Garage/Medical Office Building - 1650 Los Gamos Dr</b> <ul style="list-style-type: none"> <li>Board accepted grant of easement for new sewer alignment on 4/20.</li> </ul>			
<b>Marin Valley Mobile Country Club Pump Station #2</b> <ul style="list-style-type: none"> <li>Coordinated with City of Novato and requested final plans.</li> </ul>			
<b>Northgate Town Square Redevelopment - 5800 Northgate Dr</b> <ul style="list-style-type: none"> <li>Provided comments to project submittal on 4/23.</li> </ul>			
<b>Ounces Outdoors at Northgate Mall</b> <ul style="list-style-type: none"> <li>Issued Will Serve Letter on 3/4/2021.</li> </ul>			
<b>Reviewed and Issued Will Serve Letters to the following:</b> <ul style="list-style-type: none"> <li>848 Tamarack Dr</li> </ul>			

### CRITICAL PROCESS

- Treatment plant effluent was discharged to Miller Creek for the months of March and April with periods of discharge to pond storage to accommodate scheduled process disruptions and testing related to the STPURWE project.
- Reclamation storage pond return pumps were in operation for the months of March and April in preparation for winter storms and to also accommodate periods of construction related process disruptions when creek discharge is not feasible. Reclamation pond return pumping effectively reduces storage levels improving operational flexibility.
- Staff assisted in coordination of, and modified operations to accommodate, 13 service outage requests (SOR) for the STPURWE project.
- 3-15-21 Bio-wheel Integrated Fixed Film Activated Sludge (IFAS) process Operational Reliability Testing begins.

### NON-CRITICAL PROCESS

- 3-1-21 Expanded Recycled Water Facility Operational Reliability Testing begins.
- 3-12-21 An electrical contractor inspected, cleaned, and repaired solar system inverters.

### REGULATORY COMPLIANCE

- 3-19-21 Approximately 20,000 gallons of primary effluent bypassed secondary treatment as a result of primary effluent pump seal water failure during Bio-wheel startup operations. All effluent was disinfected before being discharged to the reclamation storage ponds.
- Other than the above mentioned, all treatment processes remained within permissible limits and no self-determined violations were reported for March and April.

### REQUESTS FOR PROPOSALS

- Reclamation Irrigation Pivot O&M Services & Sludge Disposal Services
- Environmental Regulatory Compliance Consulting Services

### PERFORMANCE METRICS

#### *Sewage Treated*

- 2.2 million gallons per day average daily influent flow for March and April.

#### *Recycled Water Production*

- 2,636,966 million gallons of recycled water was pumped to North Marin Water District for distribution.

- 6,247,978 million gallons of recycled water was pumped to Marin Municipal Water District for distribution.

*Reclamation*

- Pond Levels Beginning of March – Pond #1 = 4.42' - Pond #2 = 4.22' ~ 47.7 % of Capacity  
Pond Levels at End of April – Pond #1 = 6.7' - Pond #2 = 6.5' ~ 73.3 % of Capacity

*Solar Power Generation*

- 37,296 kWh offsetting approximately \$6,713 in PG&E/MCE electrical consumption costs.

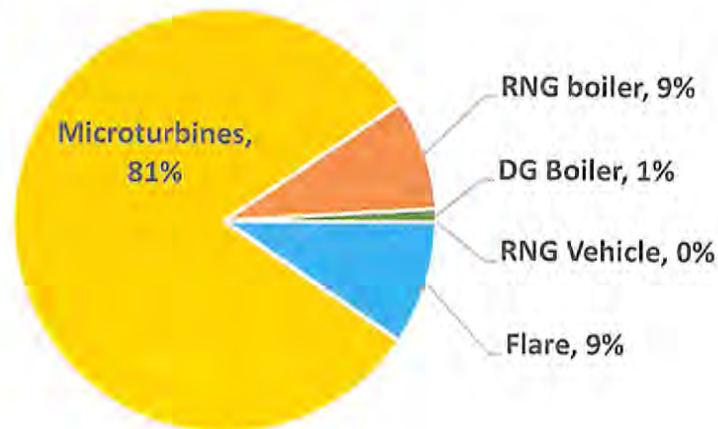
*Biosolids*

- Normal volume of digested sludge storage accumulation in the sludge lagoons this period.

*Biogas Utilization*

- Total Digester Gas Produced – 2,119,654 scf – Microturbines at 100% uptime producing a total of 61,251 kWh, offsetting approximately \$11,025 in PG&E/MCE electrical consumption costs using an average rate of \$0.18/kWh.

DG = Digester Gas  
RNG = Renewable  
Natural Gas





# Agenda Summary Report

**To:** Mike Prinz, General Manager *MDP*  
**From:** Mel Liebmann, Plant Manager [mliebmann@lgsd.org](mailto:mliebmann@lgsd.org) 415-526-1526  
**Mtg. Date:** May 20, 2021  
**Re:** ArcSine Engineering FY 2020-21 Contract Amendment for Increased Scope of Work  
**Item Type:** Consent \_\_\_\_\_ Action \_\_\_\_\_ Information X \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes X No \_\_\_\_\_ (See attached) Not Applicable \_\_\_\_\_

### STAFF RECOMMENDATION

None. Informational only.

### BACKGROUND

The District has an existing contract with ArcSine Engineering to provide technical support and system programming for the Districts Supervisory Control and Data Acquisition System (SCADA). ArcSine Engineering's contract with the District is normally renewed on a fiscal year basis, with the current contract set to expire on June 30, 2021. The current contract plus this amendment fall under the General Manager's signature authority.

In July of 2020, District staff were struggling with functional deficiencies of the existing pump station alarm delivery system. Staff were unaware of the means and extent of work required to address these deficiencies at the time an annual service contract informational item was brought to the Board in May 2020 and, therefore, the additional scope to remedy the alarm system was not included in the service proposal estimate. The core equipment of the alarm system was subsequently determined to be obsolete and required replacement. Staff discussed options to remedy the problem with ArcSine Engineering and concluded that a new Programmable Logic Controller (PLC) needed to be installed and programmed. Arcsine Engineering's cost proposal for this additional effort included necessary design, programming, and testing of the new PLC.

### PREVIOUS BOARD ACTION

NA

### ENVIRONMENTAL REVIEW:

NA

### FISCAL IMPACT:

\$6,600 additional cost to the FY 2020-21 Annual Support Contract \$24,501 for a total cost of \$31,101.





**SCOPE OF WORK  
ADMIN BUILDING PLC REPLACEMENT  
LAS GALLINAS VALLEY SANITARY DISTRICT**

ArcSine Project No. 1663.08

August 7, 2020

**SUMMARY**

Las Gallinas Valley Sanitary District (LGVSD) has in its Administration Building an existing obsolete programmable logic controller (PLC). The District requested that ArcSine decommission the end-of-life MicroLogix 1400 ADMIN PLC, and program a replacement CompactLogix PLC.

The ADMIN PLC monitors pump station general alarms using relays connected to (Dry Loops) conductors routed through the local telecommunications provider using 90-120V dc. These pump station general alarms are then processed by the Plant SCADA, shown on a local annunciator, and dialed out by an autodialer. The District has requested the end-of-life annunciator and autodialer be removed as part of this project. A redundant Win911 SCADA workstation and cellular modem have been installed as part of recent upgrades to SCADA, and will be used to provide replacement alarm notification.

The following work items comprise the basis for the estimate. The work items include, limited work completed prior to developing this scope and fee, in an effort to meet the District's Schedule.

**1.0 REVERSE ENGINEER OF EXISTING CODE**

1. Inventory existing physical I/O.
2. Inventory PLC-to-PLC and/or PLC-to-SCADA communications.
3. Inventory existing PLC logic and identify what is abandoned and what is still required. The District requested a new program be written which will provide support for the pump general station alarms. Critical review was required to verify all other PLC code is obsolete.
4. Submit I/O list to District for review.
5. Obsolete I/O identified during initial PLC review:
  - a. Marinwood
  - b. VFD Speed Feedback
  - c. Temp Level Input
  - d. Well Pump Raw Flow
  - e. Demand Pumps Raw
  - f. Reservoir Tank

- b. Program PLC CPU, I/O, and Communications Alarms in SCADA.
- c. Program Pump Station Alarms in SCADA.
- d. Program tags in Alarm and Events Server.

1) Allow for the following effort:

- a) 10 Programmer Hours

#### **4.0 DEVELOP TEST PROCEDURES**

- 1. Develop Test Procedures.
- 2. Submit for District Review.
  - a. Allow for the following:
    - 1) 3-hours Programmer
    - 2) 1/2-hour Engineer Review
    - 3) .05 – hours Clerical

#### **5.0 STARTUP AND TESTING**

- 1. Loop Check with District Contractor.
- 2. Perform Test Procedure with Contractor.
- 3. Verify Historian alarms
- 4. Submit Test Procedure:
  - a. Allow for the following:
    - 1) 7.5 - hours Programmer
    - 2) .05 – hours Clerical

## **EXCLUSIONS/ADDITIONAL WORK AVAILABLE**

The following work items are available, but are presently not included in this Scope of Work:

- On-Site Field Investigation.
- On-Site Commissioning.

## Agenda Summary Report

---

To: Mike Prinz, General Manager *MSP*  
From: Dale McDonald, Administrative Services Manager *DM*  
(415) 526-1519 [dmcDonald@lqvsd.org](mailto:dmcDonald@lqvsd.org)  
Meeting Date: May 20, 2021  
Re: Proposed Fiscal Year 2021-22 Budget  
Item Type: Consent  Action  Information  Other   
Standard Contract: Yes  No  (See attached) Not Applicable

---

### STAFF RECOMMENDATION

Board to receive proposed fiscal year 2021-22 budget and direct staff as necessary regarding any desired revisions.

### BACKGROUND

Staff and the Board has been meeting since February 2021 to develop the budget for fiscal year 2021-22. Multiple Board meetings have been held on the budget and associated sewer service rate study completed by HDR Engineering, Inc. Revenues, operating and maintenance expenses, debt service, reserve funding, and capital outlay anticipated for the upcoming fiscal year that begins July 1 have been discussed.

Feedback from the budget workshop held on April 20, 2021 was used to develop the proposed budget and maximum sewer rate increase of 9.0%. Prop 218 Notices have all been mailed by April 30, 2021. The final budget will be developed based on feedback from this meeting and be brought back to the Board and the public at the regularly scheduled Board meeting of June 17.

The proposed budget includes \$40,485,657 in revenue and \$40,656,182 in expenses. A manageable budget shortfall of \$170,525 is projected in this scenario which falls well within the margin of variance of revenue and expenditure targets.

A small number of assumptions remain in the proposed budget. The Board will need to consider action on the following before the final budget is adopted on June 17, 2021:

- Negotiations with the union and potential adjustments to salary and benefits for employees.
- Confirm funding remaining capital costs for the Secondary Treatment Plant Upgrade Recycled Water Expansion (STPURWE) project from Capital Reserves rather than take out second IBank loan.
- Use of excess Educational Revenue Augmentation Funds (ERAF) for funding of proposed Sewer Service Charge Assistance Program to assist low-income residents.
- Consider establishing operational contingency fund.

The attached proposed budget for fiscal year 2021-22 is similar in format and detail to what was presented in the budget workshop of April 20, 2021. This is being provided to allow the public

an opportunity to receive the full budget report after announcement of the sewer service charge rate increase, the Proposition 218 notice, was mailed on April 30, 2021.

Below are highlighted changes between the preliminary budget presented on April 20, 2021 and the attached proposed budget. They include updates to actual revenue and expenses through April 30, 2021 with revised projections through June 30, 2021.

### **Highlighted Changes**

#### **REVENUE**

1. *Sewer Service User Charges* - \$329,722 increase over preliminary budget. Marin Municipal Wastewater District (MMWD) water use from variable rate non-residential rate payers shows that the overall volume of water use has only decreased by 17.6% not the 30% originally forecast. Rate revenue increase change over prior year budget improved from 2.49% to 4.50%.
2. *Property Tax* - \$198,823 increase over preliminary budget. Prior unsecured, year-end adjustments (approx. 5%), and Unitary taxes factored into budget.
3. *Educational Revenue Augmentation Funds ("ERAF")* - \$80,659 increase over what was presented in the preliminary budget. The County has submitted all excess ERAF funds for 2020-21 and has provided staff with an estimate of \$451,000 for use in the 2021-22 budget. There is some action at the state level looking at the way excess ERAF is calculated and whether changes may be needed to address school funding inequity.
4. *Capacity Connection Fees* - \$90,131 increase over preliminary budget. In addition to a general overall increase in new connection fees compared to last fiscal year the recent Kaiser Los Gamos connection fee of \$181,511 raised the projected 2020-21 revenue from \$28,968 to \$390,740. The proposed revenue for 2021-22 is more modest at \$123,956.
5. *IBank Loan Disbursements* – \$494,399 decrease from what was presented in the preliminary budget. Increased disbursements in current fiscal year 2020-21 will mean less revenue in 2021-22.
6. *Prior Year Capital Project Carryover Utilization* – additional revenue from other sources and lower expenses reduced need to utilize carryover currently allocated to the Flow Equalization Basin Construction project. \$775,000 from Flow Eq carryover balance of \$2,434,814 was needed to lessen 2021-22 capital funding request that would otherwise have had to come from rate increases or other funding sources.
7. *Transfer from Capacity Fee Facilities Fund* – increase from \$130,000 to \$200,000 to be used towards any additional costs incurred as part of the STURWE Project over previously authorized and financed allocations.

#### **EXPENSES**

1. *Employee Wages & Benefits* – \$229,950 decrease, down from \$6,631,250 in preliminary to \$6,401,330. Identified duplicated benefits costs on 3 proposed positions, corrected errors, and revised assumptions on hire dates for new positions. Salary % change over prior year budget down from 17.95% to 17.14%.

2. *Contracted Services* – \$722,500 decrease from \$1,815,900 in preliminary to \$1,093,400. Primary reason is recognizing that Computerized Maintenance Management System (CMMS) Asset Onboarding related to Centricity CityWorks / GIS implementation, customization, configuration, and installation costs related to the STPURWE project and software purchased can be capitalized as an intangible asset. Spending will still occur, but costs are considered capital outlay. Outside services are expected to decrease by 29%, not increase. Other consultant costs are projected to be about the same in 2021-22 as there are projected for 2020-21.
3. *Computer Services and Software* - \$89,700 decrease from preliminary budget. CityWorks, ArcGIS, SCADA, and the upcoming Accounting Enterprise Resource Planning (“ERP”) software licensing are capitalized as an intangible asset. Budget updated accordingly.
4. *Taxes Other* – adjustments to prepaid expenses were accounted for under this account code. Actual taxes expenses are use taxes paid to the California Department of Tax and Fee Administration and only total \$891 in 2020-21. Budget adjusted lower for 2021-22.

Total Revenue increased \$346,592 over what was presented in the preliminary budget. Bonds and Reserves are lower by \$1,732,247 from the preliminary budget. Total Operating Expense decreased \$1,119,210 from what was proposed in preliminary budget. There was no change to Debt Service totals. Reserve Funding increased \$57,810. Capital Outlay decreased \$691,252. In summary, the net change essentially closes the shortfall of \$537,523 presented in the preliminary budget to \$170,525. The budget shortfall is manageable and will be addressed before the final budget presentation on June 17, 2021.

Please see the attached Budget Workshop report and financial schedules for details.

### **PREVIOUS BOARD ACTION**

On April 1, 2021, the Board received a draft Sewer Service Rate Study presentation by HDR Engineering, Inc. for fiscal years 2021-22 and 2022-23. No action was taken but direction was given which helped staff develop the preliminary budget.

On April 15, 2021, the Board approved accepting the draft Sewer Rate Study which proposed rate increases of 9.5% for each of the fiscal years 2021-22 and 2022-23. No action was taken on proposed rates.

On April 20, 2021, the Board participated in a budget workshop on the preliminary budget for fiscal year 2021-22 and considered impacts the proposed rate increase would have on the community. After discussion, the Board voted to notice a 9.0% rate increase for 2021-22 and 2022-23 along with adoption of Resolution No. 2021-2211 setting the time and place for the public hearing on the sewer service charge rates to be June 17, 2021.

The Board received a budget update on May 10, 2021 and provided feedback to management.

### **ENVIRONMENTAL REVIEW**

N/A

### **FISCAL IMPACT**

N/A

# Las Gallinas Valley Sanitary District

## Proposed Budget

### May 20, 2021



**This Page Left Intentionally Blank**





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, Mike Prinz  
Plant Operations, Mel Liebmann  
Collections/Safety/Maintenance, Greg Pease  
Engineering, Michael P. Cortez  
Administrative Services, Dale McDonald

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

May 20, 2021

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

The management staff of the Las Gallinas Valley Sanitary District ("District") is pleased present our proposed budget for the upcoming 2021-22 fiscal year which includes revenues, operating and maintenance expenses, debt service, reserve funding, and capital outlay anticipated. The proposed budget gives the Board and the public an opportunity to provide feedback with regards to setting priorities for fiscal year 2021-22 and beyond prior to the final budget being presented on June 17, 2021.

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

The COVID-19 pandemic has changed how residents and commercial property owners live and work, impacting water use and therefore wastewater discharges. Preliminary review of Marin Municipal Water District ("MMWD") water use data for variable rate non-residential rate payers show that the overall volume of water use has decreased by 17.6%. The District received \$3,758,200 in Sewer Service Charges (SSC) from variable rate accounts in fiscal year 2020-21 and it is projected that revenue will decrease to \$3,373,996 in fiscal year 2021-22, a loss of \$384,204. This shortfall is reflected in the operating revenue financial statement.

The District is also in labor negotiations with Operating Engineers Local 3 ("OE3") to obtain a new agreement with our union employees. It will take effect July 1, 2021 and will have an impact on the salary and benefit expenses for fiscal year 2021-22 and beyond. The Board will receive additional information on the labor negotiations and will have an opportunity to approve the agreement before the final budget is adopted on June 17, 2021.

The District is required to provide enough revenue to cover the cost of providing sanitary sewer collection, treatment, and recycled water service including the costs of acquisition, construction, reconstruction, maintenance, repairs, replacement and operation of the sanitary sewer systems and the payment of principal and interest on bonds or other debt instruments issued for the construction or reconstruction of the sanitary sewer systems. Operating revenue includes sewer service charges collected, revenue from the production of recycled water, and revenue from permit and inspection fees related to development related sewer system improvements of the collection system. Non-operating revenue, which supplements operating revenue, includes property taxes, interest, franchise fees, and other pass-thru reimbursement revenue. Capital contributions, grants, and the utilization of bond funds and reserves round out the revenue sources for the District. The District is anticipating \$40,485,657 in revenue sources for 2021-22 consisting of \$25,876,597 in revenue and \$14,609,060 in bond funds and reserves.

Operating and Maintenance ("O&M") expense is anticipated to increase over the prior year budget by \$1.38 million, or 13.52%. O&M expense means the reasonable and necessary expenses paid or incurred for maintaining and operating the collection, treatment, and recycled water systems ("Systems") of the District, determined in accordance with generally accepted accounting principles ("GAAP") that the Governmental Accounting Standards Board ("GASB") established for



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, Mike Prinz  
 Plant Operations, Mel Liebmann  
 Collections/Safety/Maintenance, Greg Pease  
 Engineering, Michael P. Cortez  
 Administrative Services, Dale McDonald

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

and used by state and local governments in the United States. O&M expenses include all reasonable expenses of management and repair and all other expenses necessary to maintain and preserve the systems of the District in good repair and working order. These include all administrative costs of the District that are charged directly or apportioned to the operation of the systems, such as salaries and wages of employees, overhead, the cost of permits, licenses, and charges to operate the system and insurance premiums. Excluded from O&M expenses is depreciation, replacement, and obsolescence charges or reserves and amortization of intangibles. O&M expenses, including employee salaries and wages, comprises 25.11% of the budget.

Debt service requirements are \$4,728,310 and include the 2017 Revenue Bonds and 2019 California Infrastructure and Economic Development Bank (IBank) loan. Debt service comprises 11.63% of the budget.

Reserve funding of \$1,344,319 is proposed to be established and set aside to cover scheduled, routine, and unscheduled expenses that would otherwise be drawn from the general fund. Reserve funds may also be used for large-scale projects, such as the Secondary Treatment Plant Upgrade and Recycled Water Expansion ("STPURWE") project, and improvements that are expected to happen in the future. Reserve funding comprises 3.31% of the budget. The District maintains five reserve funds and three restricted funds. Restricted funds are monies set aside for a particular purpose. They are permanently restricted to that purpose and cannot be used for other expenses. Reserve policy F-50 establishes and explains the purpose and reasons for each of the reserves established, along with target thresholds. Both the reserve funds and restricted funds are included in the reserve funding total, but they are different in that while the board can reallocate funds from reserves, the restricted funds, such as Captains Cove and Marin Lagoon, serve a specific purpose and therefore their use is controlled by State law and agreements in place for providing service. Management is proposing transferring \$4,019,000 from the Capital Reserves for use on the STPURWE project in fiscal year 2021-22. An alternative would be to obtain a second loan from IBank in the amount of \$4M to \$6M to complete the STPURWE project and leave funding built up from MMWD buy-in in the Capital Reserves.

The Capital Outlay effort for 2020-21 remains the primary driver of expenditures for the District. Capital expenditures for fiscal year are budgeted at \$24,375,754, comprising 59.96% of the total budget. Development of the Capital Improvement Program ("CIP"), review of the identified strategic initiatives established by the Board, along with anticipated implementation of the Integrated Wastewater Master Plan indicate that capital improvements will remain the primary expense driver for the District for at least the next 10 years. The good news is that by adding to or improving District facilities the public materially benefits from the value and useful life of the assets of the District.

Sincerely,

  
**Mike Prinz**  
 General Manager

  
**Dale McDonald**  
 Administrative Services Manager

# Las Gallinas Valley Sanitary District

## Proposed Budget – 2021-22

---

### REVENUE

#### Operating Revenue

The District is heading into its first year of a new two-year rate plan. The rate of 4.44% for 2020-21 was developed internally by staff last year. The presentation and adoption of the two-year draft sewer service rate study by HDR in mid-April 2021 proposed rate adjustments for fiscal years 2021-22 and 2022-23.

A Sewer Service Charge ("SSC") rate increase of 9.0%, an additional \$87 annually for Single Family Residential ("SFR") users, has been used as the basis in preparing the budget revenue projections. Even with this rate increase SSC revenue will only increase \$715,025, equal to 4.5%, over what was budgeted last year due to COVID-19 impacts. Non-residential SSC revenue is anticipated to be \$384,204 lower than in the prior year's budget as less wastewater was generated by non-residential customers during the pandemic.

Recycled water revenue is the estimated cost of providing water to North Marin Water District ("NMWD") and Marin Municipal Water District ("MMWD") based on the projected recoverable costs for the year. Revenue is anticipated to increase as recycled water from the new recycled water treatment facility comes online and MMWD receives the recycled water. As this is the first year of providing recycled water to MMWD through the new facility, management estimated the revenue for 2021-22 by looking at historical revenue received from NMWD and, based on customers served in both Districts, calculated revenue at three times the revenue projected for NMWD. This number is expected to be revised before the final budget is presented in June 2021 as management will have actual recycled water expenditures over two months that can be used to refine the revenue anticipated.

Inspections, permits, and application fees reflect projected revenue from fees related to the Private Sewer Lateral Inspection program, lateral repairs and replacement, and applications for engineering review. The revenue is based on historical sales data for properties within the District between 2019 and 2021. The budgeted amount is projected at \$85,870, an increase over the last two fiscal year average. Inspection activities have picked up in recent months and are expected to increase as the County opens up post-pandemic in fiscal year 2020-21.

#### Non-Operating Revenue

Secured property taxes are calculated based on the value of real property, land and personal property, such as structures, located upon real property. Secured property is taxed at a general rate of 1% of the assessed value. Property tax projections for 2021-22 are expected to be slightly higher than 2020-21 actuals. For 2021-22, revenue is budgeted at \$1,127,455 and reflects a 2.5% increase over projected 2020-21 receipts. The District has historically identified secured property taxes as General Construction Revenue, since the State puts no limitations on its use. It can, therefore, be considered a general fund that can be used for any legal purpose allowed by District Code and State law.

Prior Secured taxes, Supplemental Property Tax Assessments, and Home-Owner Property Tax Relief ("HOPTR") funds are projected to rise 2.5% over last year. These are collected by the County with and at the same time as the secured property taxes and SSC assessment. They are reported separately as required by the State Controller's Office and auditing standards. Both the 1% annual Ad-Valorem tax increase for most property owners and the reassessment of property value upon sale of homes are factored in the reserve assumptions.

# Las Gallinas Valley Sanitary District

## Proposed Budget – 2021-22

---

Educational Revenue Augmentation Funds ("ERAF") are determined by State statute. Special districts are allocated a certain amount of property tax revenues; however, a portion is shifted from counties, cities, special districts, and redevelopment agencies to K-12 schools and community colleges. The District is subject to ERAF I and II tax shifts, which are specified by the State, using population and other factors. These factors are adjusted annually per the incremental growth rate in assessed property tax values. Any excess ERAF funds not shifted to the schools are returned to the District. The County has submitted all excess ERAF funds for 2020-21 and has provided staff with an estimate of \$451,000 that can be anticipated for receipt in 2021-22. The 27.94% percentage change over prior 2020-21 on the financial statement is misleading. The budgeted amount for ERAF in 2020-21 was well below the prior year actuals.

The Solid Waste Franchise fee revenue is forecast to exceed the budgeted revenue in 2020-21 and therefore has been calculated for 2020-22 by averaging the last two-year actuals. The revenue is based on the agreement with the solid waste franchisee, Marin Sanitary Service.

Interest on reserves, which are invested in the Bank of Marin and the Local Agency Investment Fund with the State of California, are expected to continue to yield low rates based on low interest rate environment. As the District uses accumulated funds for construction projects, the earnings are projected to decline in 2021-22.

In addition, with the Secondary Treatment Plant Upgrade and Recycled Water Expansion project proceeding with construction, staff expects reserves to be drawn down in 2020-21. IBank loan disbursements will continue into 2021-22 and be fully exhausted in the upcoming fiscal year.

The Private Sewer Lateral Assistance program began in July 2012. The budget reflects the projected direct repayments and annual payments collected on the tax roll for 2020-21 from property owners that took advantage of the program to have the District pay for their sewer lateral repair or replacement.

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

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

Annexation, Capital Facilities, Charges, and Connections Fee activity for remodel permits and Accessory Dwelling Units has increased from prior years, but larger projects are proceeding slowly. While the District is substantially built out and the pace of development is difficult to predict, staff has been involved in some small-size development projects as well as one large development, the new Kaiser building on Los Gamos Drive, which has resulted in higher collection of fees in 2020-21 of \$390,740. A decrease is budgeted for 2021-22, based on the last two actual revenue years minus the one large hospital connection, for capital capacity connection charges in 2021-22. The interest income for this category is for existing funds on deposit which can be used for capital projects than expand capacity to convey or treat wastewater.

Marin Municipal Water District entered into an agreement in March 2017, to buy into the existing capacity of the Recycled Water Treatment Facility as well as participating in the debt service of the 2017 Revenue Bonds associated with the estimated cost for the expansion of the facility. These funds are allocated to the reserve funding for the cost of the project and are shown on the financial statements as MMWD Inter-Governmental.

# Las Gallinas Valley Sanitary District Proposed Budget – 2021-22

IBank Loan Disbursements will continue into 2021-22 and be fully depleted in the upcoming fiscal year. The disbursements budgeted at \$6,663,191 are reflected in the Other category on the charts on pages 4 and 5.

Federal and State grants may become available for wastewater infrastructure projects in 2021-22 and beyond but none have been identified as of this workshop, let alone secured. The District has contracted with a consultant to pursue alternative funding. It is wise for the District to design construction ready projects to take advantage of any grants that become available, but it would not be prudent to anticipate revenue from grants at this time.

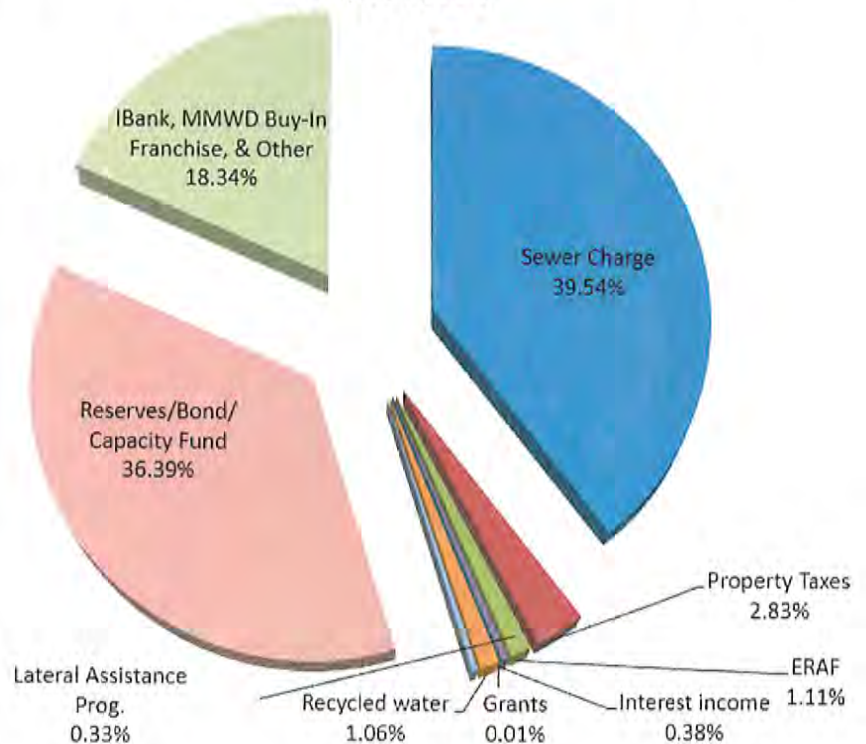
## Utilization of Bond Funds and Reserves

To help offset the SSC rate increase this year, management is proposing drawing down the rate stabilization reserve balance by \$158,000, reducing the SSC rate increase required by approximately 1%. However, this will place a slight burden on the District in future years to restore the reserves.

The Private Sewer Lateral (PSL) Assistance Program has continued to provide low interest loans of up to \$10,000 to allow homeowners to repair or replace their defective sewer. The District estimates that ten homeowners may take advantage of the program and has allocated \$100,000 in PSL funds for 2021-22. Reimbursements for loans made to property owners are deposited to the fund as homeowners pay their tax bill. Revenue of \$131,700 is anticipated in 2021-21 which is sufficient enough to fund the program with no use of sewer service or property tax revenue. It may be prudent to establish the PSL program as a reserve and set target thresholds to clearly delineate its purpose and use.

The District has projects budgeted for 2020-21 which either will not begin prior to year-end or are accumulating funds over several years. These projects are included in the Capital Outlay budget and any unused funding will carry forward into 2021-22. By delaying some previously funded capital projects and using their prior year capital funding towards more critical projects in 2021-22 less required SSC revenue will be required, thereby lowering need to raise rates to fund these projects in 2021-22. A total of \$10,118,060 of prior-year capital carry-over is budgeted for use in 2021-22.

**Fiscal Year 2021/22 Total Revenue Sources**  
**\$40,485,657**



# Las Gallinas Valley Sanitary District Proposed Budget – 2021-22

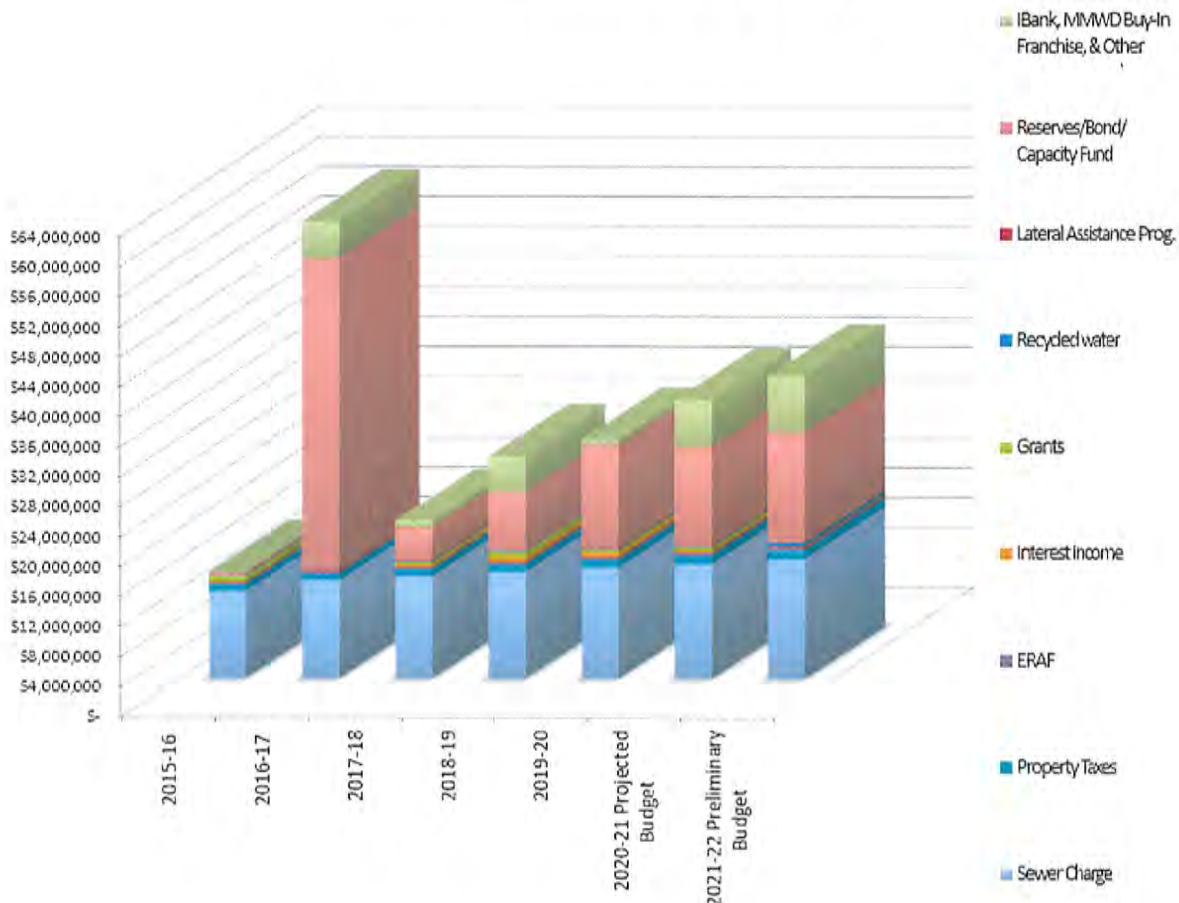
The 2017 Bond, used for the STPURWE Project, has been depleted as expected and the related LAIF bond account has been closed. Capital Construction Project Reserves in the amount of \$4,019,000 will be used in 2021-22. No additional transfers or earned interest is budgeted in 2021-22.

Transfers from Marin Lagoon and Captains Cove restricted funds can be used towards repayment of capital costs incurred for Marin Lagoon and Captains Cove collection system capital improvements. A total of \$114,000 is budgeted for 2021-22.

Transfers from the Capacity Fee Facilities Fund, which has been growing as fees for new or additional connections to system are paid by developers, can be used to pay for collection system and plant capacity improvements necessary to serve those connections. A total of \$200,000 is budgeted for 2021-22 and will be used towards any additional costs incurred as part of the STURWE Project over previously authorized and financed allocations.

The graph below shows the composition of District revenues for the past five fiscal years plus the projected 2020-21 and preliminary budget for 2021-22.

**Revenue Sources 2015 to 2022**



# Las Gallinas Valley Sanitary District Proposed Budget – 2021-22

## EXPENDITURES

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

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

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

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

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

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

The District's largest expenditure category is Capital Outlay followed by Operation and Maintenance. The operating and maintenance expense, debt service, reserve and restricted funding, and capital outlay financials have been reviewed and comments on key items of interest are being provided to the Board to facilitate discussion.



Expenses related to the new recycled water treatment plant facility are difficult to determine as the process is new, data to develop the anticipated expenses does not exist, and the first billing to recover operating and maintenance costs from MMWD will not occur until July 2021.

# Las Gallinas Valley Sanitary District

## Proposed Budget – 2021-22

---

### Operating and Maintenance Expenses

#### Employee Expenses:

Regular staff salaries are based on 2021-22 projected wages including a Market Rate Salary Scale adjustment and 2.5% cost of living increase factored into the preliminary budget. This is expected to change once an agreement is reached between the District and OE3 on employee salary and benefit increases to be included in a new Memorandum of Understanding ("MOU"). The budget includes funding for three additional full-time positions (FTE) being proposed including the recently approved Plant Operator III FTE, new CMMS Technician, and new Civil Engineering Technician. The overall budgeted wage increase is forecast to be \$755,648.

Overtime expense is estimated, based on historical levels, to rise 7%, driven by anticipated overtime in July and August 2021. Overtime workload is expected to drop as the fiscal year continues and additional positions are filled.

Vacation and sick accrual is estimated based on the trend of use over the prior three years; however, it is difficult to predict how much time staff will accumulate rather than use. Journal entry adjustments are made based on actual expenditures June 30 of every year.

Stand by time is based on projected wages, the regular rotation of personnel on duty, and additional staff who are on call during storm events.

Director salaries are projected at 2020-2021 amounts with a slight increase anticipated due to trend of increase meetings and reimbursable committee meetings. Board members receive a stipend of \$252.70 per meeting as set by District Ordinance.

Director medical benefits are based on the maximum allowance of \$200 per month per eligible director.

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

1. Federal and State payroll taxes are paid monthly and include Social Security and Medicare tax of 7.65% of covered wages for all employees. Unemployment insurance has remained unchanged in recent years, but staff is anticipating an adjustment upwards for calendar year 2022.
2. Group life insurance and long-term disability insurance are budgeted using 2020-21 year-to-date amounts with adjustments for changes in census data.
3. CalPERS contributions are projected from regular wages with the published employer contribution rate of 14.194% for classic members and 6.482% for PEPR in 2021-22. Staff who became CalPERS members after 2013 are covered by the PEPR plan which requires lower retirement contributions by the District.
4. Health insurance is projected based on the known rates for July through December 2021 and the application of the health insurance trend rate of +8% for 2021-22. It also reflects costs associated with the addition of four positions in 2020-21 and three proposed positions in 2021-22. Other Post-Employment Benefits ("OPEB") retiree health benefits for prior employees and pre-funded expenditures



# Las Gallinas Valley Sanitary District

## Proposed Budget – 2021-22

---

for current employees based on the GASB 75 actuarial valuation measurement date June 30, 2019 are included under health benefit expenses.

5. Dental insurance is paid through a self-insured plan and is based on actual claims made. Since claim expenses vary from person to person and from year to year, the budget is based on the average of the prior three years. Dental insurance is one of the benefits that OE3 has asked to be negotiated in the next MOU.
6. Vision insurance is a set amount and is projected based on current employees and projected new staff. It is lower than what was budgeted last year but higher than prior year actuals. Vision Insurance expense is anticipated to change before the final budget is considered in June.

Auto allowance and commute stipend are based on the known amounts for covered staff. These amounts may change before final budget in June based on MOU negotiations.

### **Proposed New Positions:**

The following positions represent a portion of the positions recommended in the Organization Analysis developed by Regional Governmental Services in 2020. Additional position requests are likely to be proposed in future fiscal year budgets in order to achieve the recommended staffing levels. The two new positions proposed will work hand-in-hand to improve operational functions of the District.

#### Computerized Maintenance Management System (CMMS) Technician

The District has made partially successful attempts to deploy and utilize two types of CMMS/asset management systems within the last several years: Antero and, more recently, CityWorks. Unfortunately, staff levels and significant workloads have continually hampered staff's efforts to learn about and utilize the features of these two programs to any meaningful degree.

The District Board acknowledged the importance of asset management as an appropriate infrastructure stewardship tool when, in 2019, it identified implementation of an asset management system as one of the District's 6 strategic initiatives. In order to not only completely and expeditiously launch CityWorks as the District's chosen asset management platform, but also to maintain an ongoing effort to keep asset data registries and work order tracking up to date, a dedicated technical position is required. This position will be responsible for establishing and maintaining all asset data and work order templates as well as working closely with operational, maintenance, and engineering staff in order to optimize capital planning and maintenance activities District-wide. Deferring the addition of this position this will likely result in potential and/or continued negative impacts to reactive maintenance trends, capital costs, O/M costs, and, potentially, operational outcomes.

#### Civil Engineering Technician

The District's engineering division is currently comprised of the District Engineer and an Associate Civil Engineer. While the output of this two-member team is often very impressive, staff levels do not afford time for professional development for either position, and, quite frequently, lower level, otherwise delegable technical tasks must be carried out by the Associate Civil Engineer. Workloads for this division will increase further as the District embarks on a significant effort to implement and maintain an asset management system.

Since the implementation of the District's sewer lateral ordinance in November 2019, over 300 sewer lateral inspection reports have been prepared, with an average production rate of 250 per year. This translates into approximately \$60,000 in application fee revenue per year. These statistics are expected to increase as the

# Las Gallinas Valley Sanitary District

## Proposed Budget – 2021-22

---

program continues to ramp up after the impact of the pandemic subsides further. The team exclusively dedicated to this effort consists of the District's Collection System/Maintenance/Safety (CSMS) Manager and the Administrative Assistant. Of these positions, the CSMS Manager is most significantly impacted by the overall effort, most of which is comprised of reporting tasks that could be delegated to a lower-level technical position.

A Civil Engineering Technician is proposed to assist with both the delegable technical tasks of the Associate Civil Engineer's workload and the majority of the CSMS Manager's reporting efforts for the sewer lateral inspection program. Not filling this position will cause the anticipated asset management responsibilities in the Engineering Division to exacerbate professional development limitations in that division and will limit the CSMS Manager's ability to increase assistance with asset management efforts and management duties in general. Approximately 1/3 of the cost of this position could be offset by a portion of the revenue taken in as a result of the sewer lateral inspection program.

### **Insurance:**

Workers compensation insurance is based on projected wages for 2021-22, plus an increase of full-time positions being filled, and an increase in the experience modification factor from 0.69 to 0.98 based on the District's higher claims history. A 4.2% increase over actuals was used in developing the \$75,500 budget amount for 2021-22. The adopted budget amount for 2020-21 was set too low and expense to date has already exceeded the budget.

Pooled liability insurance includes general liability and mobile equipment, billed separately. The general liability insurance premium period is based on a calendar year and the mobile equipment on a fiscal year basis. The liability insurance is the larger premium for which the yearly cost is known based on the current billing, a modest increase of 1% over 2020 has been calculated for liability insurance.

Property insurance is reported along with general liability. Since 2018, significant events have driven the property insurance market to firm substantially. The event of 2020 has further aggravated market conditions and the firming trend is expected to continue. Property insurance increased by 17.5% or \$27,259 this current fiscal year. For the proposed budget, a placeholder increasing property insurance by 5% for 2021-22 has been used. Once the property insurance invoice is received for 2021-22, it is expected the premium will be higher and the budget line item will be revised higher when presented in the final budget in June.

Fidelity bond for the cost of commercial crime insurance coverage is based on prior years.

### **Repairs and Maintenance:**

Maintenance expenses that use to be managed separately by the Collection System Manager and Plant Manager under their respective departments has been consolidated under the new Maintenance department. The total repair and maintenance budget line items remain the same in the roll up budget presented. Repair and Maintenance budget for 2021-22 is projected to increase 8.81%.

Vehicle parts and maintenance is based on 2020 year to date results with adjustments for projected activity during the remainder of the fiscal year. In 2019-20, the budget was to be increased 20% to address the deferred maintenance of various vehicles but instead it was set at the 2017-18 level. The change over prior year budget deserves clarification. The budget for 2021-22 is based on 2021-22 projected actuals plus a CPI adjustment of 2.5%.

# Las Gallinas Valley Sanitary District

## Proposed Budget – 2021-22

---

The building and grounds maintenance budget include an outside firm to perform yard work on the main building landscape and also reflect budget for deferred maintenance work by skilled maintenance employees. It includes monthly Jefferson Security Fire Suppression monitoring expenses.

Power generation maintenance and repairs consists of work performed on the photo voltaic system, a maintenance contract for the BERS turbines, and maintenance of the CNG fill stations at the treatment plant and the pump station.

Reclamation maintenance and pasture disking is complete for 2020-21 and the budget for 2021-22 reflects lower anticipated expenses.

Equipment maintenance expenses are projected to be lower in 2021-22 even with the recently added solar panel cleaning contract that began in early 2021. Equipment repair expenses are anticipated to increase in 2021-22 based on projects identified, with increased staff being able to address any backlogged or deferred projects.

Capital repairs/replacements consist of items that are long-lived or life extending in nature but are not included in the capital improvements budget. They are either items that are capital in nature but the replacement/repair is not anticipated as part of the initial capital outlay budget or items such as small pumps and equipment with a cost under the \$5,000 capitalization threshold. The budget increase in 2021-22 is due to replacement pumps and parts at the Treatment Plant and at various collection system pump stations.

### **Other Operating Expenses:**

Chemical costs are estimated based on past usage except for hypochlorite which will be used more during the treatment of recycled water. Costs associated with recycled water production are recoverable based on the percentage of water received by each of LGVSD, MMWD, and NMWD.

Supplies and small tools are budgeted based on needed items and prior year expenditures for each individual department.

Lab contract services are budgeted based on year to date 2020-21 charges for the treatment plant and factor in increased costs associated with the recycled water plant.

Pollution prevention program is contracted with Central Marin Sanitary Agency. The budget is based on the contract terms.

Outside contracted services are expected to decrease by 29% in 2021-22. Some strategic and transactional Human Resource (HR) functions will continue to be contracted out as it is more economical for a small agency than bringing the full suite of HR services in-house. Regional Government Services Authority will continue to provide accounting assistance to support the District's administrative staff. Brown & Caldwell will continue to provide support for the new treatment process startup in 2021-22. Kenwood Energy will provide services related to solar panel energy management in the reclamation area. Additional outside services include expenses for the cost of pagers, answering service, alarm system monitoring, security patrol, pre-employment screening, and portable restrooms in the reclamation area.

Janitorial cost is in line with prior year actuals. The budgeted amount in 2020-21 was recently determined to be low.

# Las Gallinas Valley Sanitary District

## Proposed Budget – 2021-22

---

Aquatic review is conducted twice a year but is now budgeted for under consulting services rather than having its own budget line item. This line item will not be included in the budget next year.

Uniform service cleaning budget is increasing as new employees are hired.

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

The engineering consultant pass-thru expense is estimated by staff based on the average activity during recent years. A portion of this cost is reimbursed by project owners who apply for capacity permits.

Feasibility studies that are not capital improvement or capacity related are treated as an operational expense. These include the Brown & Caldwell biogas study and Kennedy Jenks Descanso Force Main Alignment Analysis related to the McInnis Marsh Restoration. A total of \$55,000 is budgeted for 2021-22 to complete these projects and to have funding set aside for yet unidentified studies.

Consultants include costs for recent Classification & Compensation study, recent Cost of Service sewer rate study, MMWD water data review and rate setting assistance, recruitment, labor relations, and for organizational and Board development. Consultant costs are projected to be about the same in 2021-22.

Legal expense is projected to remain the same as 2020-2021.

Audit expense is based on an agreed to proposal from Cropper Accountancy through the reporting year ending June 30, 2021.

Financial services include actuarial valuations and accounting CPA services. Actual prior year costs plus anticipated CPA use in 2021-22 were the basis used to set the budget for this line item. These include the GASB 68 and 75 actuarial valuations.

Lateral rehab assistance program is based on the amount of expenses in the 2020-21 rate anticipated to be loaned to property owners for repair or replacement of their sewer lateral. The amount of \$100,000 will be enough to fund at least 10 lateral replacements.

Utility power for is for the treatment plant and the pump stations. Telephone and water are budgeted based on year to date 2020-21 costs. The adopted telephone budget amount for 2020-21 was estimated low. Internet is a new account code that has been setup to track internet use separate from telephone and other office expenditures. From October 2019 to March 2021 water billing from MMWD had not be submitted to the District as access to the water meter was restricted during the STPURWE project. The previously covered meter was exposed, billing for the prior and current year water was calculated, and the District paid for past water use in March 2021. The proposed budget amount of \$23,200 may change before the final budget is presented in June.

### **General and Administrative:**

General and administrative functions benefit all departments of the District. Expenses are billed to individual departments, if feasible, or billed to the Administration department as a general expense.

# Las Gallinas Valley Sanitary District

## Proposed Budget – 2021-22

---

Payroll processing expenses are budgeted based on prior year actuals and should be treated as a general administrative expense.

Conferences and mileage/travel were down in 2020-21 due to COVID-19 travel restrictions. As travel restrictions are lifted both are expected to return to normal in by late 2021 or early 2022. The budget for 2021-22 therefore reflects an increase over last year and more in line with 2019-20 actuals.

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

Office supplies and expenses were higher when the Administration and Engineering departments moved to 101 Lucas Valley Road. Expenses for 2021-22 are budgeted lower than the last two years actuals.

Computer support and supplies includes annual smaller value software renewals, outside computer network support, replacement of computer equipment as needed, Zoom, and other incidental computer peripherals. Software maintenance agreements are also an expense item but software licensing that exceeds the District's capital asset threshold are capitalized as an intangible asset. Two AutoCAD computers are also budgeted for in 2021-22 for engineering.

User charge collection fee is charged by the County of Marin for collecting the property taxes and sanitary sewer service charges on the tax rolls. Staff is projecting the amount based on 2020-21 rates.

Publications and legal ads are for contract/public bidding advertising, chemical procurement, public hearings, and recruiting.

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

Taxes, other is the annual LAFCO charge and is based on the projected 2021-22 charge.

Memberships and permits are based on 2020-21 invoiced actuals with a slight increase factored for some permits. A new permit application for biosolids was issued in 2020-21 for \$20,362. The adopted budget amount for 2020-21 was too low and did not take into consideration all the permits required by the District. The budgeted amount for 2021-22 is based on the actuals of the last two prior years and take into consideration the new biosolids permit renewal.

Rents and leases include the administration office lease at 101 Lucas Valley Road, at \$111,245 for 2021-22, costs for the lease of the postage machine, off-site records storage, railroad easements and copiers. As in the 2020-21 budget, we have to prepare for Public Safety Power Shutoffs (PSPS) events from PG&E initiated by high-risk weather conditions. These events may trigger power outages in our area and will require that we have standby generators and fuel ready for power outages during possible wildfires. Rents and leases assigned to pump stations are for portable stand by generators for PSPS events and is budgeted at \$53,400.

Employee training and education includes the cost for the District to participate in the Liebert Cassidy Whitmore employment relations consortium and other offsite training. Webinar training opportunities have become standard practice over the last year. The District expects to increase sending staff to offsite training conferences in late 2021 and early 2022 as COVID-19 restrictions are lifted, the budget reflects this increase.

# Las Gallinas Valley Sanitary District

## Proposed Budget – 2021-22

---

### Debt Service

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

- Certificates of Participation (COP) with an original principal amount of \$10,000,000, which were issued in 2005, and have annual principal and interest payments through December 2025. The District refinanced them at a reduced interest rate of 3.3% which will save interest over the remaining life and will result in lower annual payments. The principal balance remaining is scheduled to be \$3,278,800 as of July 1, 2021.
- State Revolving Fund Loan (SRF) was a construction loan which originated in 2010 and was completely drawn down in 2012. The original principal amount was \$4,314,750 with annual principal and interest payments through June 2032. The interest rate is 2.7%. The principal balance remaining is scheduled to be \$2,685,729 as of July 1, 2021.
- Bank of Marin Loan #1 which originated in 2011 with a principal amount of \$4,600,000. Monthly principal and interest payments are due through June 2031. The interest rate is 3.88%. The principal balance remaining is scheduled to be \$2,746,390 as of July 1, 2021.
- Bank of Marin Loan #2 which originated in 2012 with a principal amount of \$2,000,000. Monthly principal and interest payments are due through August 2022. The interest rate is 3.25%. The principal balance remaining is scheduled to be \$268,993 as of July 1, 2021.
- 2017 Revenue Bonds were issued in April 2017 with a principal amount of \$38,365,000. The true interest rate to maturity is 3.2984%. Annual principal and interest payments are due through April 2042. The principal balance remaining is scheduled to be \$34,405,000 as of July 1, 2021.
- The District entered into an agreement with California Infrastructure and Economic Development Bank (IBank) in May 2019 for a loan of \$12,000,000. The loan has a maturity dates ranging from August 1, 2019 thru August 1, 2043. The interest rate on the loan is 3.0% per annum. The principal balance remaining is scheduled to be \$11,321,687 as of July 1, 2021. An annual service fee, \$33,996 for 2021-22, is treated as an Operating & Maintenance expense but recognized as debt service for budget purposes. The annual fee is not reported as a long-term obligation in audited financials.

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

### Reserves

- Operating Reserve has set a target of a minimum balance equal to 7 months of average annual budgeted expenses. Based on reserve fund policy the reserve target is therefore \$8,712,731 but the reserve only has balance \$2,351,898. The budget includes adding \$212,028, one-thirtieth of the reserve target shortfall, to the budget for 2021-22.
- Rate stabilization reserve has been established to fund unexpected expense increases and can be used to help stabilize sewer service charge rate swings. The target balance of \$300,000 was established in 2009. The budget proposed includes using \$158,000 of the reserve to lower the sewer service charge rate by approximately 1% for 2021-22.

# Las Gallinas Valley Sanitary District

## Proposed Budget – 2021-22

---

- Emergency repair reserve target of \$1,000,000 was met in fiscal year ended June 30, 2017.
- The Capital Reserves holds funds for the Secondary Treatment Plant Upgrade and Recycled Water Expansion projects are based on the actual payment required to service the 2017 Revenue Bonds and the amount that was included in the proposed rate increase. These funds will be used to pay for the project expenses. The balance of the reserve can be used for other major capital projects.
- Vehicle and Equipment Reserve (VERF) was established in fiscal year 2019-20 to fund vehicle and equipment replacements. The reserve was established at \$1,000,000 and was setup with funds held in the District's LAIF account. In November 2020, \$379,100 was allocated by the Board for use to acquire new District vehicles, which was over the initial budgeted amount of \$328,131. A total of \$50,969 is therefore budgeted for 2021-22 to replenish the VERF to its target. A vehicle replacement schedule is being developed, based on depreciation and the useful life of vehicles, which may be used to set the vehicle reserve thresholds in the near future.
- Captains Cove and Marin Lagoon are restricted reserves built up when there is excess of special assessments over projected operations, maintenance and capital expenditures which are collected for these developments. Revenue was received and deposited along with property tax payments into the operating fund but excess revenue over operating costs were not calculated and transferred to the restricted funds to pay for future capital replacement projects. Staff will undertake an audit and make appropriate adjustments. Projected additions less expenses for 2020-21 and 2021-22 are reflected in the Reserve Funding worksheet.
- MMWD Debt Reimbursement reserves are the amounts MMWD is paying to the District for the buy-in for the existing recycled water treatment plant and the allocated share of the 2017 Revenue Bonds for the expansion project. These reserves are included in the Capital Reserves totals.
- Capacity Connection Fee reserve fund is restricted for the use of collection system and plant capacity improvements to serve the new connections that contributed to the fund through fees collected.

### Capital Outlay

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

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

The Capital Outlay budget contains projects specifically identified in the Five-Year CIP for 2021-22 through 2025-26 plus miscellaneous capital needs that change yearly. The 2022-2026 years are very rough estimates that will be updated as the District's Integrated Wastewater Plan is completed over the next 2 years. The draft 2021-22 Budget only includes funding approval for projects identified in the first year of the CIP. See the separate Capital Outlay Budget for the list of projects and summary description. The following is a graph

# Las Gallinas Valley Sanitary District

## Proposed Budget – 2021-22

---

showing the composition of District expenditures for the past 4 fiscal years plus the budget for 2021-22. The majority of Capital Outlay expenses in recent years are related to the Secondary Treatment Plant Upgrade Recycled Water Expansion Project.

The Capital Outlay budget details are presented at the end of the report. New this year, construction related Other Operating Expenses, which had been tracked along with Capital Improvements, were separated from the Capital Outlay budget to improved accounting and auditing going into fiscal year 2021-22.

The cost allocated to software licenses, whether purchased on a perpetual or subscription term basis, frequently identified as a Software-as-a-Service (“SaaS”) licensing and delivery model, is capitalized as an intangible asset. Most costs incurred related to software implementation activities including customization, configuring and installing are capitalized along with the software license. CityWorks, ArcGIS, SCADA, and the upcoming Accounting Enterprise Resource Planning (“ERP”) software all follow SaaS licensing models.

Centricity CityWorks / GIS implementation and CMMS Asset Management Onboarding Task 1 authorized in March 2021 as well as a budget placeholder for CMMS Task 2 in the 2021-22 budget in the amount of \$460,000 are included in the Capital Outlay budget as an intangible capital expense. A more accurate cost estimate for the Onboarding Tasks 2 thru 4 will be known once the consulting project goes out for bid in late 2021. There is a possibility that total costs related to onboarding for the STPURWE project could reach \$1M in 2021-22 if both the STPURWE project and collection system pump stations are included in Tasks 2 through 4. Implementation costs can be lowered substantially in 2022-23 and 2023-24 if the pump station onboarding is postponed.

A preliminary five-year CIP, in landscape layout, contains projected expenditures through 2025-26 which show the Operational Control & Admin Building construction in year 4, as presented by HDR, Inc. based on 9.0% rate increases over at least the next 2 years, subject to change by the Board. All projects after year 2 are subject to change once the Integrated Wastewater Master Plan is completed in 2023.

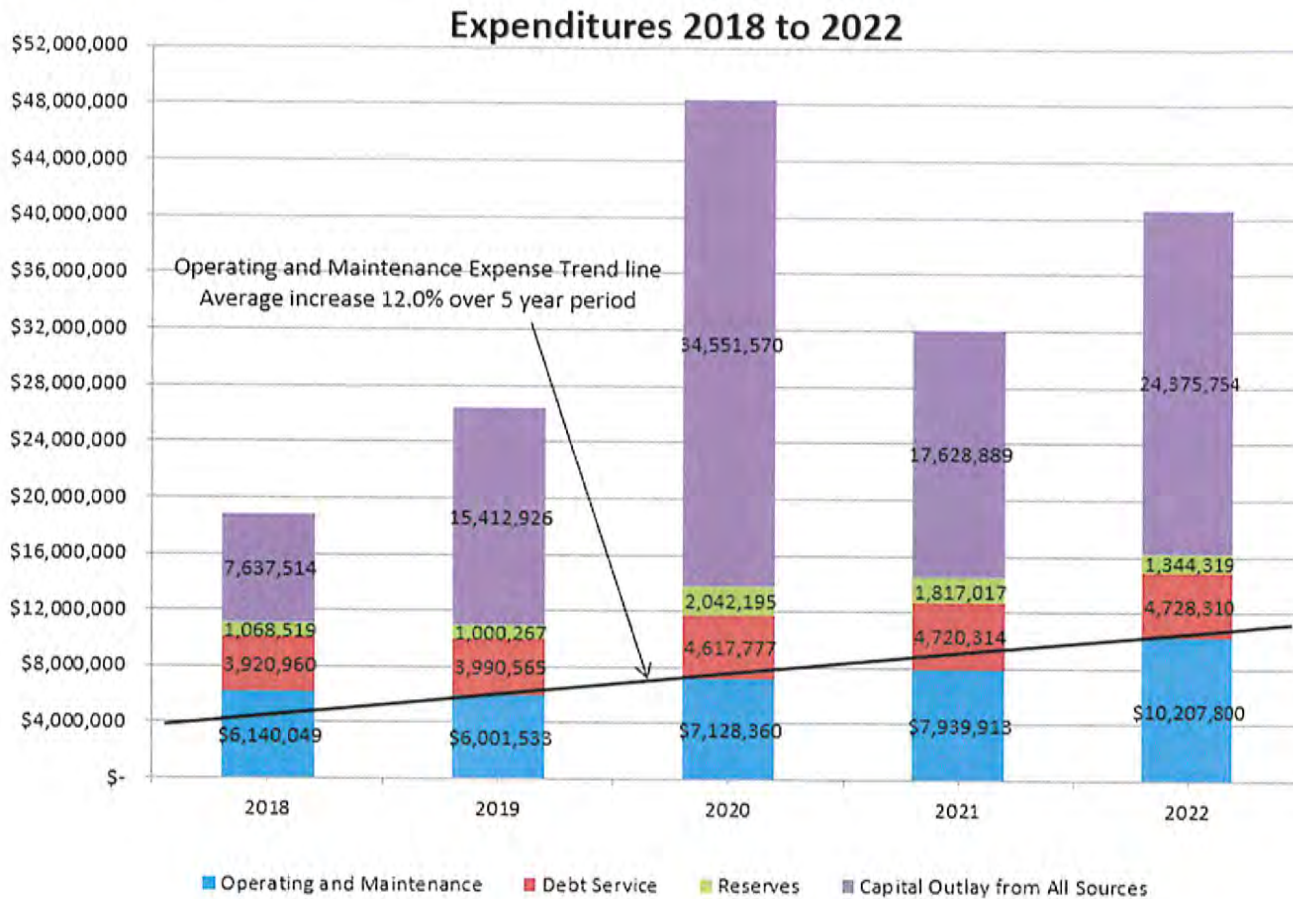
The Capital Outlay budget and five-year CIP is subject to modification before the final 2021-22 Budget is presented to the Board on June 17, 2021.

### Summary

Operating and Maintenance expenditures continue to rise with funding coming primarily from sewer service charge revenue. The average O&M increase over the last 5-year period is 12.0%. Excluding the capital outlay expense spike in 2020 for the STPURWE project capital outlay is also trending higher and is anticipated to continue as aging infrastructure is repaired or replaced. The projected capital expenditures for the next 5 years only show an increase in capital spending. The chart on the following page shows the trend of District’s expenses over the last 5 years.



# Las Gallinas Valley Sanitary District Proposed Budget – 2021-22



The following budget financial statements are appended to the end of this report:

- Revenue
- Budget Summary
- Operating and Maintenance Expense
- Debt Service
- Reserve Funding
- Restricted Funds
- Capital Outlay for FY 2021-22
- Capital Improvement Program (CIP) Projected 5-Years

**\*\*\* End of Budget Report \*\*\***

# Las Gallinas Valley Sanitary District Proposed Budget – 2021-22

---

**This Page Left Intentionally Blank**

**LAS GALLINAS VALLEY SANITARY DISTRICT  
2021-2022 REVENUE  
PROJECTED BUDGET - MAY 20, 2021**

Revenue Description	2019-20 Final Actual	2020-21 Adopted Budget	2020-21 Projected End of Year	2021-22 Proposed Budget	% Change Over Prior Year Budget
<b>OPERATING REVENUE</b>					
Sewer Service User Charges	\$ 14,831,995	\$ 15,289,361	\$ 15,294,085	\$ 16,009,110	4.50%
Recycled Water NMWD	67,288	42,000	105,078	110,400	61.96%
Recycled Water MMWD	-	-	-	320,500	
Inspections/Permits/Application Fee	25,385	31,733	74,665	85,870	63.05%
Miscellaneous Operating Revenue	1,335	750	750	750	
<b>Total Operating Revenue</b>	<b>14,926,002</b>	<b>15,363,844</b>	<b>15,474,579</b>	<b>16,526,630</b>	<b>7.04%</b>
<b>NON-OPERATING REVENUE</b>					
Property Tax	982,123	962,419	1,099,956	1,127,455	14.64%
Suppl. Property Tax Assess.	(3,799)	16,000	15,049	15,426	-3.72%
Educational Revenue Augmentation Fund	442,204	325,000	439,054	451,000	27.94%
Homeowner Property Tax Relief	3,679	4,300	2,142	2,196	-95.81%
Franchise Fees Marin Sanitary Service	124,693	137,081	172,567	148,631	7.77%
Private Sewer Lateral Assistance Program	103,566	66,500	109,762	131,700	49.51%
Interest Income	2,226	500	2,492	1,740	71.26%
Interest on Reserves and LAIF	516,653	350,000	216,308	151,400	-131.18%
Reimbursements / Passthru	-	-	15,918	41,000	
Other nonoperating revenues	3,037	-	23,261	23,261	
	<b>2,174,382</b>	<b>1,861,800</b>	<b>2,096,510</b>	<b>2,093,809</b>	<b>11.08%</b>
<b>CAPITAL CONTRIBUTIONS / CAPACITY RELATED</b>					
Annex, Capital Facility Charges, Connection Fees	38,681	-	390,740	123,956	
Interest on Connection Fee Fund	148	300	154	616	
Marin Municipal Water District Inter-Governmental	514,720	463,395	515,032	463,395	
2019 IBank Loan Disbursements	-	5,537,545	5,336,810	6,663,191	16.89%
Federal Grants	369,321	847,150	441,229	-	
State Grants	-	-	5,000	5,000	
	<b>922,871</b>	<b>6,848,390</b>	<b>6,688,965</b>	<b>7,256,158</b>	<b>5.62%</b>
<b>TOTAL REVENUES</b>	<b>\$ 18,023,255</b>	<b>\$ 24,074,034</b>	<b>\$ 24,260,053</b>	<b>\$ 25,876,597</b>	
<b>UTILIZATION OF BOND FUNDS AND RESERVES</b>					
	<i>Actual Use</i>	<i>Adopted Available</i>	<i>Projected Use</i>	<i>Budgeted</i>	
Operating Reserves / Rate Stabilization	-	110,000	-	158,000	
Private Sewer Lateral Assistance Funds	-	-	-	100,000	
Prior Year Capital Project Carryover Utilized	13,067,053	11,270,217	12,569,269	10,018,060	
Capital Construction Project Reserve	-	-	-	4,019,000	
Interest Earned on Unspent Bond Funds & IBank	816,531	450,000	235,768	-	
Transfers from Bond Fund	30,703,722	15,460,319	8,710,157	-	
Transfers from Marin Lagoon Restricted Fund	-	74,000	42,241	84,000	
Transfers from Captains Cove Restricted Fund	-	2,695	29,765	30,000	
Transfers from Capacity Fee Facilities Fund	-	-	-	200,000	
<b>SUB TOTAL</b>	<b>44,587,306</b>	<b>27,367,231</b>	<b>21,587,200</b>	<b>14,609,060</b>	<b>-87.33%</b>
<b>TOTAL FUNDS AVAILABLE FOR EXPENDITURES</b>	<b>\$ 62,610,561</b>	<b>\$ 51,441,265</b>	<b>\$ 45,847,254</b>	<b>\$ 40,485,657</b>	

**LAS GALLINAS VALLEY SANITARY DISTRICT  
2021-2022 BUDGET SUMMARY  
PROPOSED BUDGET - MAY 20, 2021**

	2019-20 Total Actual	2020-21 Adopted Budget	2020-21 Projected End of Year	2021-22 Proposed Budget	Increase / Decrease Over PY Budget	% Change Over Prior Year Budget
<b>OPERATING EXPENSES</b>						
EMPLOYEE WAGES	2,948,302	3,653,602	3,170,228	4,409,250	\$ 755,648	17.14%
EMPLOYEE BENEFITS	1,206,001	1,882,662	1,493,749	1,992,080	\$ 109,418	5.49%
INSURANCE EXPENSE	172,888	175,076	260,612	286,500	\$ 111,424	38.89%
REPAIRS AND MAINTENANCE	536,975	866,078	746,844	949,800	\$ 83,722	8.81%
SUPPLIES & SMALL TOOLS	308,848	384,503	343,820	426,300	\$ 41,797	9.80%
CONTRACTED SERVICES	958,849	1,006,252	992,651	1,093,400	\$ 87,148	7.97%
UTILITIES	333,645	287,812	360,757	378,200	\$ 90,388	23.90%
GENERAL & ADMINSTRATIVE	662,852	572,032	571,252	672,270	\$ 100,238	14.91%
<b>OPERATING EXPENSE TOTALS</b>	<b>\$ 7,128,360</b>	<b>\$ 8,828,016</b>	<b>\$ 7,939,913</b>	<b>\$ 10,207,800</b>	<b>\$ 1,379,783</b>	<b>13.52%</b>
<b>DEBT SERVICE</b>						
<b>DEBT SERVICE TOTALS</b>	<b>\$ 4,617,777</b>	<b>\$ 4,803,576</b>	<b>\$ 4,720,314</b>	<b>\$ 4,728,310</b>	<b>\$ (75,267)</b>	<b>-1.59%</b>
<b>RESERVE FUNDING</b>						
WORKING CASH FLOW	166,286	166,286	166,286	212,028	\$ 45,742	21.57%
RATE STABILIZATION	-	-	-	-	\$ -	-
EMERGENCY REPAIR	-	-	-	-	\$ -	-
CAPITAL RESERVES	832,190	831,790	831,832	915,901	\$ 84,111	9.18%
VEHICLE & EQUIPMENT (VERF)	1,000,000	328,131	328,131	50,969	\$ (277,162)	-543.79%
CAPACITY (RESTRICTED FUND)	43,463	300	390,894	124,572	\$ 124,272	99.76%
CAPTAINS COVE (RESTRICTED FUND)	43	-	32,434	15,935	\$ 15,935	100.00%
MARIN LAGOON (RESTRICTED FUND)	213	-	67,440	24,914	\$ 24,914	100.00%
<b>RESERVE FUNDING TOTALS</b>	<b>\$ 2,042,195</b>	<b>\$ 1,326,507</b>	<b>\$ 1,817,017</b>	<b>\$ 1,344,319</b>	<b>\$ 17,812</b>	<b>1.32%</b>
<b>CAPITAL OUTLAY</b>						
<b>CAPITAL OUTLAY</b>	<b>\$ 34,551,570</b>	<b>\$ 36,624,740</b>	<b>\$ 17,628,889</b>	<b>\$ 24,375,754</b>	<b>\$ (12,248,986)</b>	<b>-50.25%</b>
<b>TOTAL BUDGET</b>						
<b>TOTAL BUDGET</b>	<b>\$ 48,339,902</b>	<b>\$ 51,582,840</b>	<b>\$ 32,106,133</b>	<b>\$ 40,656,182</b>	<b>\$ (10,926,657)</b>	<b>-26.88%</b>

**LAS GALLINAS VALLEY SANITARY DISTRICT  
2021-2022 OPERATING AND MAINTENANCE EXPENSE  
PROPOSED BUDGET - MAY 20, 2021**

Acct. Num.	Expense Description	2019-20 Total Actual	2020-21 Adopted Budget	2020-21 Projected End of Year	2021-22 Proposed Budget	% Change Over Prior Year Budget
1003	Regular Staff Salaries	\$ 2,592,353	\$ 3,344,036	\$ 2,790,929	4,073,010	17.90%
1004	Extra Hire	73,899	-	94,287	23,860	
1008	Over Time	90,957	92,777	76,002	99,740	6.98%
1009	Vacation and Sick Accrual	51,073	64,000	64,000	64,000	
1010	Stand By	79,877	78,409	78,367	80,330	2.39%
1036	Directors Fees	60,143	74,380	66,643	68,310	-8.89%
	<b>TOTAL EMPLOYEE WAGES</b>	<u>2,948,302</u>	<u>3,653,602</u>	<u>3,170,228</u>	<u>4,409,250</u>	<u>17.14%</u>
1037	Directors Benefits	8,765	9,188	8,884	9,730	5.57%
1404	Payroll Taxes	200,252	250,734	200,553	318,830	21.36%
1502	Group Life Insurance	6,705	7,150	6,301	9,130	21.69%
1507	PERS	421,132	829,316	580,420	756,900	-9.57%
1509	Health Insurance	505,043	671,277	613,312	788,840	14.90%
1510	Dental Insurance	6,298	21,000	24,975	26,270	20.06%
1514	Vision Insurance	3,491	4,255	2,425	3,790	-12.27%
1516	Long Term Disability	19,013	29,277	21,040	28,670	-2.12%
2006	Auto Allowance	8,303	24,465	8,146	14,350	-70.49%
2007	Commute Stipend	26,999	36,000	27,691	35,570	-1.21%
	<b>TOTAL EMPLOYEE BENEFITS</b>	<u>1,206,001</u>	<u>1,882,662</u>	<u>1,493,749</u>	<u>1,992,080</u>	<u>5.49%</u>
1701	Workers' Comp Insurance	65,033	46,000	61,664	75,500	39.07%
2060	Pooled Liability & Property Insurance	106,905	128,029	197,950	209,900	39.00%
2061	Fidelity Bond	950	1,047	998	1,100	4.82%
	<b>TOTAL INSURANCE EXPENSE</b>	<u>172,888</u>	<u>175,076</u>	<u>260,612</u>	<u>286,500</u>	<u>38.89%</u>
2083	Vehicle Parts & Maintenance	61,456	37,163	43,293	47,700	22.09%
2096	Building maintenance	41,744	38,500	53,007	50,200	23.31%
2097	Grounds Maintenance	46,574	65,531	37,644	65,100	-0.66%
2332	Reclamation Maint. & Pasture Disk (2333)	6,526	194,484	159,827	112,600	-72.72%
2538	Power Generation Maint & Repair	20,136	40,000	24,793	33,100	-20.85%
2365	Equipment Maintenance	62,978	88,500	43,895	67,100	-31.89%
2366	Equipment Repair	98,412	194,900	194,550	241,800	19.40%
2367	Capital Repairs/Replacements	199,149	207,000	189,836	332,200	37.69%
	<b>TOTAL REPAIRS AND MAINTENANCE</b>	<u>536,975</u>	<u>866,078</u>	<u>746,844</u>	<u>949,800</u>	<u>8.81%</u>

**LAS GALLINAS VALLEY SANITARY DISTRICT  
2021-2022 OPERATING AND MAINTENANCE EXPENSE  
PROPOSED BUDGET - MAY 20, 2021**

Acct. Num.	Expense Description	2019-20 Total Actual	2020-21 Adopted Budget	2020-21 Projected End of Year	2021-22 Proposed Budget	% Change Over Prior Year Budget
2107	Hypochlorite	49,490	54,000	51,089	89,300	39.53%
2110	Bisulfite	74,534	46,000	59,368	60,900	24.47%
2109	Miscellaneous Chemicals	48,902	87,000	56,302	67,000	-29.85%
2362	General Operating & Lab (2115) Supplies	33,950	40,250	74,359	48,900	17.69%
2501	Fuel, Oil, and CNG for Vehicles (2501-2506)	32,910	33,803	34,152	35,000	3.42%
2389	Safety Equipment & Supplies	29,676	38,450	20,736	35,800	-7.40%
2397	Safety Services	28,146	60,000	35,463	61,300	2.12%
2249	Small Tools	11,240	25,000	12,352	28,100	11.03%
	<b>TOTAL SUPPLIES &amp; SMALL TOOLS</b>	<u>308,848</u>	<u>384,503</u>	<u>343,820</u>	<u>426,300</u>	<u>9.80%</u>
2117	Lab Contract Services	54,290	43,000	46,353	50,600	15.02%
2119	Pollution Prevention Program	13,321	12,500	16,935	22,800	45.18%
2320	Outside Services (2321, 2322, 2323, 2326)	87,513	306,756	261,951	237,800	-29.00%
2324	Janitorial	18,119	14,946	19,202	19,600	23.74%
2325	Aquatic Review	-	5,000	-	5,100	1.96%
2327	Uniform Service	4,911	6,800	7,836	10,100	32.67%
2330	Damage Claim	12,401	10,000	20,000	20,000	50.00%
2334	Sludge Disposal Inject	101,087	76,350	88,400	90,600	15.73%
2357	Regulatory Consultant	221,799	185,300	140,837	130,400	-42.10%
2358	Engineering Pass-through Projects	27,821	25,000	17,309	51,900	51.83%
2359	Feasibility Studies	-	-	26,768	55,000	
2360	Consultants - Other	161,007	70,000	135,327	137,200	48.98%
2713	Legal	150,787	123,600	115,316	118,200	-4.57%
2717	Audit	25,750	27,000	25,500	26,100	-3.45%
2718	Financial Services	7,200	-	13,800	18,000	
2801	Lateral Rehab Assistance Program	72,843	100,000	57,117	100,000	0.00%
	<b>TOTAL CONTRACTED SERVICES</b>	<u>958,849</u>	<u>1,006,252</u>	<u>992,651</u>	<u>1,093,400</u>	<u>7.97%</u>
2533	Internet	-	-	5,133	5,300	
2534	Telephone	67,579	42,205	69,812	71,500	40.97%
2535	Utility Power	257,808	237,920	261,316	278,200	14.48%
2536	Water	8,258	7,687	24,496	23,200	66.87%
	<b>TOTAL UTILITIES</b>	<u>333,645</u>	<u>287,812</u>	<u>360,757</u>	<u>378,200</u>	<u>23.90%</u>

**LAS GALLINAS VALLEY SANITARY DISTRICT  
2021-2022 OPERATING AND MAINTENANCE EXPENSE  
PROPOSED BUDGET - MAY 20, 2021**

Acct. Num.	Expense Description	2019-20 Total Actual	2020-21 Adopted Budget	2020-21 Projected End of Year	2021-22 Proposed Budget	% Change Over Prior Year Budget
1006	Payroll Processing	19,581	12,729	20,846	21,370	40.44%
2477	Conferences	38,367	68,500	855	36,800	-86.14%
2479	Mileage and Travel	4,782	8,000	915	5,200	-53.85%
2129	Election	-	25,000	250	-	
2133	Office Supplies	80,652	23,500	38,605	30,700	23.45%
2134	Meeting Supplies	7,601	3,700	1,256	1,800	-105.56%
2716	Computer Services and Software	97,755	84,500	83,302	97,900	13.69%
2135	Bank Charges	1,644	1,500	1,500	1,500	0.00%
9778	User Charge Collection Fee	33,505	35,000	43,904	45,000	22.22%
2221	Publication and Legal Ads	29,004	16,606	13,952	15,700	-5.77%
2223	Public Education and Outreach <sup>(1)</sup>	40,970	65,000	39,828	62,400	-4.17%
2264	Taxes, Other	8,128	9,000	891	900	-900.00%
2272	Memberships	67,302	46,495	57,959	48,800	4.72%
2363	Permits	74,422	20,250	93,044	96,400	78.99%
2364	Fines	9,000	-	-	-	
2246	Rents and Leases	140,144	119,652	167,637	171,800	30.35%
9786	Employee Recognition <sup>(1)</sup>	2,190	6,000	847	9,000	
9787	Employee Training and Education <sup>(1)</sup>	7,483	25,600	4,246	25,600	0.00%
9999	Miscellaneous expense	322	1,000	1,416	1,400	28.57%
	<b>TOTAL GENERAL &amp; ADMINSTRATIVE</b>	<u>662,852</u>	<u>572,032</u>	<u>571,252</u>	<u>672,270</u>	<u>14.91%</u>
<b>OPERATING EXPENSE TOTALS</b>		<u><u>\$ 7,128,360</u></u>	<u><u>\$ 8,828,016</u></u>	<u><u>\$ 7,939,913</u></u>	<u><u>\$ 10,207,800</u></u>	<u><u>13.52%</u></u>

100 Administration 125 Engineering 200 Collection System 275 Maintenance 300 Pump Station  
350 Captains Cove 360 Marin Lagoon Laboratory 400 600 Treatment Plant 900 Other / General

**LAS GALLINAS VALLEY SANITARY DISTRICT  
2021-2022 DEBT SERVICE  
PROPOSED BUDGET - MAY 20, 2021**

Expenditure	2019-20 Total Actual	2020-21 Adopted Budget	2020-21 Projected End of Year	2021-22 Proposed Budget
2005 Certificates of Participation/ Refunded 2014	\$ 692,488	\$ 698,760	\$ 698,760	\$ 709,125
2010 State Revolving Fund Loan	285,464	285,464	285,464	285,464
2011 Bank of Marin Loan	332,681	332,681	332,681	332,681
2012 Bank of Marin Loan	235,346	248,207	235,346	235,346
2017 Revenue Bonds <sup>(1) (2)</sup>	2,448,600	2,449,000	2,449,000	2,447,800
2019 IBank Loan <sup>(3)</sup>	623,197	789,463	719,062	717,892
	<b>\$ 4,617,777</b>	<b>\$ 4,803,576</b>	<b>\$ 4,720,314</b>	<b>\$ 4,728,310</b>

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

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

(3) IBank Annual Loan Fee for FY 2020-21 of \$35,012.60 not included in adopted budget of June 18, 2020.

Expenditure	Debt Service Breakdown FY 2021-22		
	Principal	Interest	Annual Fee
2005 Certificates of Participation/ Refunded 2014	\$ 610,000	\$ 99,125	\$ -
2010 State Revolving Fund Loan	207,351	78,113	-
2011 Bank of Marin Loan	219,917	112,764	-
2012 Bank of Marin Loan	222,485	12,861	-
2017 Revenue Bonds	1,070,000	1,377,800	-
2019 IBank Loan <sup>(4)</sup>	349,179	334,718	33,996
	<b>\$ 2,678,932</b>	<b>\$ 2,015,382</b>	<b>\$ 33,996</b>

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



**LAS GALLINAS VALLEY SANITARY DISTRICT  
2021-2022 RESERVE FUNDING  
PROPOSED BUDGET - MAY 20, 2021**

	2019-20 Actual	2020-21 Adopted Budget	2020-21 Projected	2021-22 Proposed Budget
<b>Beginning Reserve Balance</b>	<b>\$ 5,080,948</b>	<b>\$ 7,079,424</b>	<b>\$ 7,079,424</b>	<b>\$ 8,026,573</b>
<b>Operating Reserve</b>				
Beginning Balance	\$ 2,019,326	\$ 2,185,612	\$ 2,185,612	\$ 2,351,898
Plus: Additions	166,286	166,286	166,286	212,028
Less: Use of Funds	-	(110,000)	-	-
Ending Balance	\$ 2,185,612	\$ 2,241,898	\$ 2,351,898	\$ 2,563,926
<i>Purpose: Insure minimum of 7 months of O&amp;M + Debt Service is available</i>			<i>Target:</i>	\$ 8,712,731
<b>Rate Stabilization</b>				
Beginning Balance	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Plus: Additions	-	-	-	-
Less: Use of Funds	-	-	-	(158,000)
Ending Balance	\$ 300,000	\$ 300,000	\$ 300,000	\$ 142,000
<i>Purpose: Fund unexpected expense increases, replenish over 3 to 4 year period.</i>			<i>Target:</i>	\$ 300,000
<b>Emergency Repair</b>				
Beginning Balance	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Plus: Additions	-	-	-	-
Less: Use of Funds	-	-	-	-
Ending Balance	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
<i>Purpose: Fund emergency repairs, replenish over 2 to 3 year period.</i>			<i>Target:</i>	\$ 1,000,000
<b>Capital Reserves (STPURWE and other)</b>				
Beginning Balance	\$ 1,761,622	\$ 2,593,812	\$ 2,593,812	\$ 3,425,644
Plus: Undesignated additions	146,722	146,722	146,722	229,717
Plus: STPURWE LGVSD Bond Reserve <sup>(1)</sup>	222,115	221,715	221,715	222,915
Plus: STPURWE MMWD Buy-In <sup>(2)</sup>	206,549	206,549	206,549	206,549
Plus: 2017 Bond MMWD Debt Service Share <sup>(3)</sup>	256,804	256,804	256,846	256,720
Less: Authorized Use of Funds	-	-	-	(4,019,000)
Ending Balance	\$ 2,593,812	\$ 3,425,602	\$ 3,425,644	\$ 322,545
<i>Purpose: To provide capital for major capital projects.</i>			<i>Target:</i>	\$ 4,000,000
<b>Vehicle and Equipment Reserve (VERF)</b>				
Beginning Balance	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 949,031
Plus: Additions	1,000,000	328,131	328,131	50,969
Less: Authorized Use of Funds	-	-	(379,100)	-
Ending Balance	\$ 1,000,000	\$ 1,328,131	\$ 949,031	\$ 1,000,000
<i>Purpose: To fund large vehicle and equipment replacements.</i>			<i>Target:</i>	\$ 1,000,000
<b>Ending Reserve Balance</b>	<b>\$ 7,079,424</b>	<b>\$ 8,295,631</b>	<b>\$ 8,026,573</b>	<b>\$ 5,028,471</b>

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

(2) MMWD quarterly payments towards buy-in thru 2022

(3) MMWD semi-annual Revenue Bond payments toward project

**Total Budgeted Reserve Funding: \$ 1,178,898**

**LAS GALLINAS VALLEY SANITARY DISTRICT  
2021-2022 RESERVE FUNDING - RESTRICTED FUNDS  
PROPOSED BUDGET - MAY 20, 2021**

	2019-20 Actual	2020-21 Adopted Budget	2020-21 Projected	2021-22 Preliminary Budget
<b>Restricted Funds</b>				
<b>Capacity Connection Fee Fund (#5025)</b>				
Beginning Balance	\$ 53,282	\$ 96,745	\$ 96,745	\$ 487,639
<i>Plus: Additions</i>	43,463	300	390,894	124,572
<i>Less: Use of Funds</i>	-	-	-	(200,000)
Ending Balance	\$ 96,745	\$ 97,045	\$ 487,639	\$ 412,211
<i>Purpose: To pay for collection system and plant capacity improvements to serve new connections.</i>				
<b>Captains Cove Fund (#5019)</b>				
Beginning Balance	\$ 17,198	\$ 17,241	\$ 17,241	\$ 30,405
<i>Plus: Additions</i>	43	-	32,434	15,935
<i>Less: Use of Funds</i>	-	-	(19,270)	(30,000)
Ending Balance	\$ 17,241	\$ 17,241	\$ 30,405	\$ 16,340
<i>Purpose: Special assessment fees in and class account 350 expenses out.</i>				
<b>Marin Lagoon Fund (#5005)</b>				
Beginning Balance	\$ 84,259	\$ 84,472	\$ 84,472	\$ 109,671
<i>Plus: Additions</i>	213	-	67,440	24,914
<i>Less: Use of Funds</i>	-	-	(42,241)	(84,000)
Ending Balance	\$ 84,472	\$ 84,472	\$ 109,671	\$ 50,585
<i>Purpose: Special assessment fees in and class account 360 expenses out.</i>				
<b>Total Restricted Fund Reserve Funding:</b>				<b>\$ 165,421</b>

					BUDGET 2021-22		
Line No.	Project No.	Type	Account	Project Name	Year 1 Projected Expenditures 2021-22	Use of Carryover from 2020-21	Year 1 2021-22 Funding Request
<b>PLANNING, SOFTWARE, &amp; OTHER ENGINEERING</b>							
2	20100-05	A	4362	Integrated Wastewater Master Plan Phase 2 <sup>(1)</sup>	714,983	714,983	-
3	20100-05	A	4362	Integrated Wastewater Master Plan Phase 3 <sup>(1)</sup>	305,000	-	305,000
4	21500-08	A	4859	Biosolids System Improvement Analysis	75,000	66,758	8,242
6	21300-07,	A		Arc Flash Study	250,000	138,000	112,000
7	New Job #			Sea Level Rise Mitigation Program Design	100,000	-	100,000
8	New Job #			Standard Specifications and Drawings Update Project - engineering	75,000	-	75,000
9	20125-01	A	4117	On-Call Engineering Contract	273,613	173,613	100,000
10	New Job #	N	4117	On-Call Inspection	45,000	-	45,000
11	New Job #	N		On-Call Construction Contract (2021-2023)	100,000	-	100,000
13	New Job #	N		IT Pipes Software Upgrade for Video Interface w/CityWorks	35,000	-	35,000
14	20100-01		4361	Accounting ERP Integration - O&M beginning in FY 22-23	100,000	100,000	-
15	New Job #		4361	Website Improvement - O&M beginning in FY 22-23	25,000	-	25,000
16	17200-03	N	4413	City Works Annual Licensing	30,000	-	30,000
17	New Job #	N		Fleet Maintenance Software annual licenses	2,000	-	2,000
18	21600-20			Asset Management Onboarding Task 1 STPURWE CMMS CityWorks	111,000	111,000	-
19	New Job #			Asset Management Onboarding Task 2-4 CMMS CityWorks	460,000	-	460,000
20	21125-02	A	4821	Drafting Software & Computer Upgrade	9,401	9,401	-
21		N		Sea Level Rise Mitigation Construction	-	-	-
<b>Subtotal:</b>					<b>2,710,997</b>	<b>1,313,754</b>	<b>1,397,242</b>
<b>FLEET &amp; EQUIPMENT (To be procured through Vehicle Replacement Fund) and OTHER EQUIPMENT</b>							
23	New Job #	N		Smart Covers (3) Additional	15,000	-	15,000
24	New Job #	N		Mower Attachment Equipment	27,000	-	27,000
25	New Job #	N		Hose Trailer Equipment	10,000	-	10,000
<b>Subtotal:</b>					<b>52,000</b>	<b>-</b>	<b>52,000</b>
<b>COLLECTION SYSTEM (INCL. PUMP STATIONS &amp; FORCE MAINS)</b>							
27	11200-03	A	4153	John Duckett Pump Station & HWY 101 Terra Linda Trunk Sewer Design	200,000	200,000	-
28	12300-05	A	4483	Rafael Meadows Pump Station - Electrical	249,574	249,574	-
29	20300-09	A	4459	Smith Ranch Pump Station Electrical Upgrades	310,000	310,000	-
30	18360-01	A	4481	Marin Lagoon Pump Station No.1 (2)	271,525	271,525	-
31	21300-01	A	4829	Contempo Marin MH N050.07 & Connection Improvement	140,000	140,000	-
32	18350-01	A	4238	Captains Cove Pump Station Upgrades(2)	30,000	-	30,000
33	20200-01	A	4153	Force Main Assessment, Cleaning, Location Marking, & Mapping	350,000	100,000	250,000
34	21300-03	A	4830	Standby/Towable Generators for Minor Pump Stations	400,000	400,000	-
35	21350-01	A	4834	Automatic Transfer Switches for Pump Stations	250,000	90,000	160,000
36	19200-01 & 20200-01	A	4153	Sewer Main Rehabilitation (Air Release Valve & Vault Replacements) - two project numbers, budget of \$400,000 in FY 20-21	257,856	257,856	-
37	21300-04	A	4831	Pump Station Site Lighting, Safety, & Security Improvements	250,000	190,000	60,000
38	19200-02	A	4240	Manhole Frame & Cover Adjustment Allowance	50,000	50,000	-
39	21300-06	A	4832	Fencing Improvements at Various Locations	60,000	49,600	10,400
40	21600-01	A	4835	Emergency Bypass Pumping Analysis & Emergency Response Plan	112,083	52,083	60,000
41	21600-03	A	4837	Annual Facility Paving at Various Locations	35,000	-	35,000
42	18300-05	A	4857	Hawthorn Pump Station Fencing	25,000	25,000	-
43	New Job #	N		Rafael Meadows Pump Station - Civil, fencing, other	180,000	-	180,000
44	New Job #	N		Mulligan PS wetwell upgrade	60,000	-	60,000
45	21300-07	A	4833	IWMP Pump Station & Force Main Projects (Placeholder)	250,000	-	250,000
<b>Subtotal:</b>					<b>3,481,038</b>	<b>2,385,638</b>	<b>1,095,400</b>
<b>RECLAMATION</b>							
62	21500-01	N	4838	Reclamation Pump Station Improvements	150,000	150,000	-
63	New Job #	N		St. Vincent's Pump Station Improvements	100,000	-	100,000
64	New Job #	A		Reclamation Storage Pond Valves & Catwalk piers	175,000	-	175,000
67	21500-04	N	4841	Reclamation Pasture Irrigation System Assessment Study	45,000	-	45,000
68	20500-05	A	4290 /	Marsh Pond Vegetation Removal & Long-Term Vegetation Management Plan	156,948	156,948	-
69	11500-09	A	4412	Miller Creek Vegetation Maintenance repair, maint. Modify)	118,429	43,429	75,000
68	21500-07	N	4843	IWMP Reclamation Projects (Placeholder)	150,000	-	150,000
69	New Job #	N	4330	Solar Relay Rehab Project - (3) inverters and other replacements	150,000	-	150,000
<b>Subtotal:</b>					<b>1,045,377</b>	<b>350,377</b>	<b>695,000</b>
<b>TREATMENT PLANT (INCL. RECYCLED WATER)</b>							
82	21100-01	N	4861	Plant Operations Control & Admin Building Design	1,500,000	1,375,000	125,000
85	20100-02	A	4306	Plant Operations Control & Admin Building - Site Evaluation	21,864	21,864	-
84	21600-07	N	4862	Digester Inspection & Coating Improvement	300,000	300,000	-

Line No.	Project No.	Type	Account	Project Name	Year 1 Projected Expenditures 2021-22	Use of Carryover from 2020-21	Year 1 2021-22 Funding Request
85	21600-06	A	4846	Digester Room MCC #2 Upgrade Design & Construction	670,000	670,000	-
86	21600-11	A	4851	Annual Plant Paving at Various Locations	60,000	-	60,000
87	21600-12	N	4852	Maintenance Shop & Locker Room Improvements	50,000	50,000	-
88	18300-05	N	4857	Radio Antenna at Hawthorn Pump Station	20,000	20,000	-
89	21600-08	A	4848	Grit Chambers Coating & Auger Rebuild	300,000	300,000	-
90	21600-09	N	4849	Plant Lighting Improvements and Other Electrical Enhancement	100,000	100,000	-
91	20600-04	A	4328	Flow Equalization Basin Design and Construction	375,000	375,000	-
92	20600-03	N	4250	BERS Canopy (Biogas Equip CNG Fueling)	150,000	150,000	-
93	New Job #	N		Primary Clarifier #1 Repair	300,000	300,000	-
94	New Job #	N		Chemical Tanks Replacement & Eyewash Station	60,000	-	60,000
95	21600-15	N	4855	Miscellaneous Plant Equipment Demolition & Disposal	30,000	-	30,000
96	21600-16	A	4856	IWMP Treatment Plant Projects (Placeholder)	250,000	-	250,000
<b>Subtotal:</b>					<b>4,186,864</b>	<b>3,661,864</b>	<b>525,000</b>
<b>Total (Non-Financed):</b>					<b>11,476,276</b>	<b>7,711,633</b>	<b>3,764,642</b>

FINANCED PROJECTS							
112	12600-07 & 16650-02	A	4501 & 4225	Secondary Treatment Plant Upgrade & Recycled Water Expansion	12,899,478	12,939,410	-
<b>Subtotal:</b>					<b>12,899,478</b>	<b>12,939,410</b>	<b>-</b>
<b>GRAND TOTAL CAPITAL OUTLAY:</b>					<b>24,375,754</b>	<b>20,651,043</b>	<b>3,764,642</b>



# FY 2021-2022 Capital Improvements Program - Capital Outlay

(Date: 5/10/2021)

# Ver. 12

Line No.	Project No.	Type	Account	Project Name	BUDGET 2021-22		PROJECTED EXPEDITURES					5-Year Total Requests
					Year 1 Projected Expenditures 2021-22	Use of Carryover from 2020-21	Year 1 2021-22 Funding Request	Year 2 2022-23	Year 3 2023-24	Year 4 2024-25	Year 5 2025-26	
<b>PLANNING, SOFTWARE, &amp; OTHER ENGINEERING</b>												
1	20100-05	C	4362	Integrated Wastewater Master Plan Phase 1 <sup>(1)</sup>	-	-	-	-	-	-	-	-
2	20100-05	A	4362	Integrated Wastewater Master Plan Phase 2 <sup>(1)</sup>	714,983	714,983	-	-	-	-	-	-
3	20100-05	A	4362	Integrated Wastewater Master Plan Phase 3 <sup>(1)</sup>	305,000	-	305,000	100,000	-	-	-	405,000
4	21500-08	A	4859	Biosolids System Improvement Analysis	75,000	66,758	8,242	-	-	-	-	8,242
6	21300-07,	A		Arc Flash Study	250,000	138,000	112,000	-	-	-	-	112,000
7	New Job #			Sea Level Rise Mitigation Program Design	100,000	-	100,000	100,000	100,000	100,000	100,000	500,000
8	New Job #			Standard Specifications and Drawings Update Project - engineering	75,000	-	75,000					75,000
9	20125-01	A	4117	On-Call Engineering Contract	273,613	173,613	100,000	100,000	100,000	100,000	100,000	500,000
10	New Job #	N	4117	On-Call Inspection	45,000	-	45,000	100,000	100,000	100,000	100,000	445,000
11	New Job #	N		On-Call Construction Contract (2021-2023)	100,000		100,000	100,000	100,000	100,000	100,000	500,000
12	20125-01	A		On-Call Construction Contract (2019-2021)	-		-					
13	New Job #	N		IT Pipes Software Upgrade for Video Interface w/CityWorks	35,000		35,000	2,000	2,000	2,000	2,000	43,000
14	20100-01		4361	Accounting ERP Integration - O&M beginning in FY 22-23	100,000	100,000	-	5,000	5,000	5,000		15,000
15	New Job #		4361	Website Improvement - O&M beginning in FY 22-23	25,000	-	25,000	5,000	5,000	5,000		40,000
16	17200-03	N	4413	City Works Annual Licensing	30,000		30,000	36,000	36,000	36,000	36,000	174,000
17	New Job #	N		Fleet Maintenance Software annual licenses	2,000		2,000	2,000	2,000	2,000	2,000	10,000
18	21600-20			Asset Management Onboarding Task 1 STPURWE CMMS CityWorks	111,000	111,000						-
19	New Job #			Asset Management Onboarding Task 2-4 CMMS CityWorks	460,000	-	460,000	875,000	875,000	510,000	110,000	2,830,000
20	21125-02	A	4821	Drafting Software & Computer Upgrade	9,401	9,401	-	-	-	-	-	-
21		N		Sea Level Rise Mitigation Construction	-		-	-	-	-	3,000,000	3,000,000
<b>Subtotal:</b>					<b>2,710,997</b>	<b>1,313,754</b>	<b>1,397,242</b>	<b>1,425,000</b>	<b>1,325,000</b>	<b>960,000</b>	<b>3,550,000</b>	
<b>FLEET &amp; EQUIPMENT (To be procured through Vehicle Replacement Fund) and OTHER EQUIPMENT</b>												
22	20300-07	N	4440	Bypass Pump Connection Components & Pipe	-		-	-	-	-	-	-
23	New Job #	N		Smart Covers (3) Additional	15,000		15,000	-	-	-	-	15,000
24	New Job #	N		Mower Attachment Equipment	27,000		27,000	-	-	-	-	27,000
25	New Job #	N		Hose Trailer Equipment	10,000		10,000	-	-	-	-	10,000
26	19200-01	N	4361	Synentic Phone Upgrade - NOT IN BUDGET FOR FY 20-21	-		-	-	-	-	-	-
<b>Subtotal:</b>					<b>52,000</b>	<b>-</b>	<b>52,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>COLLECTION SYSTEM (INCL. PUMP STATIONS &amp; FORCE MAINS)</b>												
27	11200-03	A	4153	John Duckett Pump Station & HWY 101 Terra Linda Trunk Sewer Design	200,000	200,000	-	-	-	-	-	-
28	12300-05	A	4483	Rafael Meadows Pump Station - Electrical	249,574	249,574	-	-	-	-	-	-
29	20300-09	A	4459	Smith Ranch Pump Station Electrical Upgrades	310,000	310,000	-	-	-	-	-	-
30	18360-01	A	4481	Marin Lagoon Pump Station No.1 (2)	271,525	271,525	-	-	-	400,000	400,000	800,000
31	21300-01	A	4829	Contempo Marin MH N050.07 & Connection Improvement	140,000	140,000	-	-	-	-	-	-

Line No.	Project No.	Type	Account	Project Name	BUDGET 2021-22		PROJECTED EXPEDITURES					5-Year Total Requests
					Year 1 Projected Expenditures 2021-22	Use of Carryover from 2020-21	Year 1 2021-22 Funding Request	Year 2 2022-23	Year 3 2023-24	Year 4 2024-25	Year 5 2025-26	
32	18350-01	A	4238	Captains Cove Pump Station Upgrades(2)	30,000	-	30,000	20,000	-	-	-	50,000
33	20200-01	A	4153	Force Main Assessment, Cleaning, Location Marking, & Mapping	350,000	100,000	250,000	250,000	-	-	-	500,000
34	21300-03	A	4830	Standby/Towable Generators for Minor Pump Stations	400,000	400,000	-	-	-	-	-	-
35	21350-01	A	4834	Automatic Transfer Switches for Pump Stations	250,000	90,000	160,000	-	-	-	-	160,000
36	19200-01 & 20200-01	A	4153	Sewer Main Rehabilitation (Air Release Valve & Vault Replacements) - two project numbers, budget of \$400,000 in FY 20-21	257,856	257,856	-	-	-	-	-	-
37	21300-04	A	4831	Pump Station Site Lighting, Safety, & Security Improvements	250,000	190,000	60,000	-	-	-	-	60,000
38	19200-02	A	4240	Manhole Frame & Cover Adjustment Allowance	50,000	50,000	-	50,000	50,000	50,000	50,000	200,000
39	21300-06	A	4832	Fencing Improvements at Various Locations	60,000	49,600	10,400	60,000	-	-	-	70,400
40	21600-01	A	4835	Emergency Bypass Pumping Analysis & Emergency Response Plan	112,083	52,083	60,000	-	-	-	-	60,000
41	21600-03	A	4837	Annual Facility Paving at Various Locations	35,000	-	35,000	35,000	35,000	35,000	35,000	175,000
42	18300-05	A	4857	Hawthorn Pump Station Fencing	25,000	25,000	-	-	-	-	-	-
43	New Job #	N		Rafael Meadows Pump Station - Civil, fencing, other	180,000	-	180,000	-	400,000	-	-	580,000
44	New Job #	N		Mulligan PS wetwell upgrade	60,000	-	60,000	250,000	-	-	-	310,000
45	21300-07	A	4833	IWMP Pump Station & Force Main Projects (Placeholder)	250,000	-	250,000	250,000	2,000,000	2,000,000	2,000,000	6,500,000
46	11500-01	N	4161	SCADA Integration & Control Panel Replacements for Minor Pump Stations (4)	-	-	-	250,000	250,000	250,000	250,000	1,000,000
47		N		Systemwide Cathodic Protection Improvements	-	-	-	200,000	200,000	-	-	400,000
48		N		Lower Marinwood Trunk Sewer M000.5 and MH M000.03 Access Road	-	-	-	-	60,000	-	-	60,000
49		N		Marinwood HWY 101 Trunk Sewer MH M000.51 & M000.49 Access Road	-	-	-	-	60,000	-	-	60,000
50		N		Sewer Main Rehabilitation (Locations TBD)	-	-	-	-	-	2,000,000	-	2,000,000
51	14300-05	P	4492	Smith Ranch Rd Combined Force Main	-	-	-	-	-	-	250,000	250,000
52		N		Descanso Pump Station Odor Control	-	-	-	-	-	45,000	100,000	145,000
53	20600-03	P	4217	Smith Ranch CNG Filling Station Canopy	-	-	-	-	-	-	45,000	45,000
54		N		Captains Cove and Marin Lagoon Pump Station Telemetry(2)	-	-	-	-	-	-	250,000	250,000
55		N		Civic Center Pump Station VFD Control	-	-	-	-	-	-	100,000	100,000
56		N		Lower Marinwood TS Capacity Upgrade & Relocation	-	-	-	-	-	-	250,000	250,000
57		N		McInnis Pump Station Improvements	-	-	-	-	-	-	75,000	75,000
58		N		Vac Truck Recycled Water Filling Station & Wash Rack	-	-	-	-	-	-	60,000	60,000
59		N		Smith Ranch Pump Station Generator Diesel Conversion	-	-	-	-	-	-	-	-
60		N		HWY 101 Northgate Industrial Park 8", Northgate North 12", Mulligan 18" TS	-	-	-	-	-	-	-	-
61		N		Mulligan TS Capacity Upgrade	-	-	-	-	-	-	-	-
Subtotal:					3,481,038	2,385,638	1,095,400	1,365,000	3,055,000	4,780,000	3,865,000	
<b>RECLAMATION</b>												
62	21500-01	N	4838	Reclamation Pump Station Improvements	150,000	150,000	-	150,000	-	-	-	150,000
63	New Job #	N		St. Vincent's Pump Station Improvements	100,000	-	100,000	100,000	200,000	-	-	400,000
64	New Job #	A		Reclamation Storage Pond Valves & Catwalk piers	175,000	-	175,000	-	-	-	-	175,000
67	21500-04	N	4841	Reclamation Pasture Irrigation System Assessment Study	45,000	-	45,000	-	-	45,000	-	90,000
68	20500-05	A	4290 /	Marsh Pond Vegetation Removal & Long-Term Vegetation Management Plan	156,948	156,948	-	-	-	-	-	-
69	11500-09	A	4412	Miller Creek Vegetation Maintenance repair, maint. Modify)	118,429	43,429	75,000	75,000	75,000	-	-	225,000
68	21500-07	N	4843	IWMP Reclamation Projects (Placeholder)	150,000	-	150,000	150,000	150,000	150,000	2,000,000	2,600,000
69	New Job #	N	4330	Solar Relay Rehab Project - (3) inverters and other replacements	150,000	-	150,000	300,000	-	-	-	450,000
70		N		Reclamation Staging Area	-	-	-	60,000	-	-	-	60,000
71		N		Sludge Lagoon Liner Replacement/Repair	-	-	-	75,000	75,000	75,000	-	225,000

Line No.	Project No.	Type	Account	Project Name	BUDGET 2021-22		PROJECTED EXPEDITURES					5-Year Total Requests
					Year 1 Projected Expenditures 2021-22	Use of Carryover from 2020-21	Year 1 2021-22 Funding Request	Year 2 2022-23	Year 3 2023-24	Year 4 2024-25	Year 5 2025-26	
72		N		Storage Pond 1 Transfer Pipe Repair			-	-	100,000	-	-	100,000
73	20500-01	C	4264	Center Pivot No. 2 Irrigation Pipe System			-	-	-	-	-	-
74	20500-03	C	4454	St. Vincent's Pump Station Headwall			-	-	-	-	-	-
75	20500-02	A	4262	Reclamation Storage Pond Valves & Transfer Boxes - 3 catwalks			-	-	-	-	-	-
76	21500-02	N	4839	Reclamation Shop Improvements			-	-	-	-	-	-
77	21500-06	A	4842	Automated Gate for Reclamation Bridge			-	-	-	-	-	-
78	11500-09	CANC	4412	Reclamation Parking Lot / Miller Creek			-	-	-	-	-	-
79	20500-04	C	4330	Solar Phase II Replacement Project			-	-	-	-	-	-
80	21500-01	A	4838	Reclamation Levee Capping - SLR mitigation			-	-	-	-	-	-
81		N		Pond Security Fencing			-	-	-	-	-	-
Subtotal:					1,045,377	350,377	695,000	910,000	600,000	270,000	2,000,000	
<b>TREATMENT PLANT (INCL. RECYCLED WATER)</b>												
82	21100-01	N	4861	Plant Operations Control & Admin Building Design	1,500,000	1,375,000	125,000	-	-	-	-	125,000
85	20100-02	A	4306	Plant Operations Control & Admin Building - Site Evaluation	21,864	21,864	-	-	-	-	-	-
84	21600-07	N	4862	Digester Inspection & Coating Improvement	300,000	300,000	-	-	-	-	-	-
85	21600-06	A	4846	Digester Room MCC #2 Upgrade Design & Construction	670,000	670,000	-	-	-	-	-	-
86	21600-11	A	4851	Annual Plant Paving at Various Locations	60,000	-	60,000	60,000	60,000	60,000	60,000	300,000
87	21600-12	N	4852	Maintenance Shop & Locker Room Improvements	50,000	50,000	-	-	-	-	-	-
88	18300-05	N	4857	Radio Antenna at Hawthorn Pump Station	20,000	20,000	-	-	-	-	-	-
89	21600-08	A	4848	Grit Chambers Coating & Auger Rebuild	300,000	300,000	-	-	-	-	-	-
90	21600-09	N	4849	Plant Lighting Improvements and Other Electrical Enhancement	100,000	100,000	-	-	150,000	-	-	150,000
91	20600-04	A	4328	Flow Equalization Basin Design and Construction	375,000	375,000	-	-	1,000,000	-	-	1,000,000
92	20600-03	N	4250	BERS Canopy (Biogas Equip CNG Fueling)	150,000	150,000	-	-	-	-	-	-
93	New Job #	N		Primary Clarifier #1 Repair	300,000	300,000	-	-	-	-	-	-
94	New Job #	N		Chemical Tanks Replacement & Eyewash Station	60,000	-	60,000	-	-	-	-	60,000
95	21600-15	N	4855	Miscellaneous Plant Equipment Demolition & Disposal	30,000	-	30,000	-	-	-	-	30,000
96	21600-16	A	4856	IWMP Treatment Plant Projects (Placeholder)	250,000	-	250,000	250,000	2,000,000	2,000,000	5,000,000	9,500,000
97		N		BERS Tail Gas Piping	-	-	-	-	400,000	-	-	400,000
98		N		Comcast Cable Installation	-	-	-	-	250,000	-	-	250,000
99		N		Covered Vehicle Parking & Storage	-	-	-	-	200,000	-	-	200,000
100	20100-03	CANC	4801	Equipment (Office redesign)	-	-	-	-	-	-	-	-
101	20600-01	C	4180	Influent Screen Rebuild	-	-	-	-	-	-	-	-
102	21600-15	A	4855	Misc Plant Equipment Demolition & Disposal	-	-	-	-	-	-	-	-
103	21600-17	A	4858	Sludge Thickener Structure Demolition	-	-	-	-	-	-	-	-
104	21600-14	A	4854	Bioassay Tank Installation	-	-	-	-	-	-	-	-
105	12600-02	C	4142	WWTP Upgrades - retention payoff Gregory Equipment	-	-	-	-	-	-	-	-
106	20600-02	C	4137	Lab Cabinet Rehab for Dishwasher & Sink	-	-	-	-	-	-	-	-
107	21400-01	CANC	4845	Carport & Paving Lab cancelled - USED FOR Paving Project 2020	-	-	-	-	-	-	-	-
108		N		Primary Clarifiers - Improvements	-	-	-	-	-	-	-	-
109		N		Disinfection System Review and Upgrade Design	-	-	-	-	-	-	-	-
110		N		Fixed Film Reactor Demolition	-	-	-	-	-	-	150,000	150,000
111		N		Plant Potable Water Hydrant Installation	-	-	-	-	-	-	-	-
Subtotal:					4,186,864	3,661,864	525,000	310,000	4,060,000	2,060,000	5,210,000	

Line No.	Project No.	Type	Account	Project Name	BUDGET 2021-22		PROJECTED EXPEDITURES					5-Year Total Requests
					Year 1 Projected Expenditures 2021-22	Use of Carryover from 2020-21	Year 1 2021-22 Funding Request	Year 2 2022-23	Year 3 2023-24	Year 4 2024-25	Year 5 2025-26	

Total (Non-Financed): 11,476,276 7,711,633 3,764,642 4,010,000 9,040,000 8,070,000 14,625,000

FINANCED PROJECTS											
112	12600-07 & 16650-02	A	4501 & 4225	Secondary Treatment Plant Upgrade & Recycled Water Expansion	12,899,478	12,939,410	-	-	-	-	-
113		N		Property Acquisition(3)			-	-	-	-	-
114		N		Opeations Control Center Building Construction and soft costs (build up cash			-	3,000,000	3,000,000	22,000,000	28,000,000
115		N		John Duckett Pump Station & HWY 101 Terra Linda TS crossing Construction			-	6,000,000	6,000,000	-	12,000,000
Subtotal:					12,899,478	12,939,410	-	9,000,000	9,000,000	22,000,000	-

GRAND TOTAL CAPITAL OUTLAY: 24,375,754 20,651,043 3,764,642 13,010,000 18,040,000 30,070,000 14,625,000

73,852,400

- <sup>(1)</sup> - Project with multi-year budgeting.
- <sup>(2)</sup> - Funded by Captains Cove & Marin Lagoon HOA.
- <sup>(3)</sup> - Unknown at this time, staff may request for budget increase when appropriate.

Legend

Collections	
Finance	
Operations	





# Agenda Summary Report

**To:** Mike Prinz, General Manager *MSP*  
**From:** Michael P. Cortez, PE, District Engineer  
 (415) 526-1518; [mcortez@lgvsd.org](mailto:mcortez@lgvsd.org)  
**Meeting Date:** May 20, 2021  
**Re:** Award of Contract for Shock and Arc Flash Hazard Analysis  
**Item Type:** Consent \_\_\_\_\_ Action X Information \_\_\_\_\_ Other \_\_\_\_\_  
**Standard Contract:** Yes X No \_\_\_\_\_ (See attached) Not Applicable \_\_\_\_\_

## STAFF RECOMMENDATION

Board to Award Contract to P2S Inc. for Shock and Arc Flash Hazard Analysis in the amount of \$129,968.

## BACKGROUND

District staff has identified during the Business Risk Vulnerability Assessment workshop with Kennedy Jenks that electrical shock, electrocution, and arc flash injuries are potential hazards to operator safety at all electrical facilities in the District and that no current Shock and Arc Flash hazard analysis exists for District facilities. On March 31, 2021 staff issued a Request for Proposals (RFP) for the Shock and Arc Flash Hazard Analysis to perform engineering analyses to reduce exposure to the risks and injuries to District staff in compliance with applicable OSHA Regulations and the National Fire Protection Association (NFPA) latest edition of *Standard for Electrical Safety in the Workplace*, also known as NFPA 70E. The scope of work consists of the following:

- Identify, remove, or mitigate known shock and electrical arc flash hazards.
- Perform short circuit and interrupt rating analyses.
- Perform protective device coordination analysis and identify the appropriate personnel protective equipment (PPE).
- Label appropriate electrical equipment and determine safe work zones.
- Develop a customized Electrical Safety Program.

On April 30, 2021, the District received a proposal from P2S Inc. outlining the detailed tasks for all electrical facilities at the treatment plant, collection system, and reclamation area. No other consultant responded to the RFP. P2S staff's experience in providing services outlined in the RFP includes the preparation of similar NFPA 70E and arc flash studies for City of Anaheim Water Department, Palmdale Water District, and Water Facilities Authority in Upland. In addition, each member of P2S project team appears to have significant relevant experience with arc flash studies and other electrical engineering projects. Staff has reviewed P2S's proposal and deemed the scope of work and fee schedule reasonable.

## PREVIOUS BOARD ACTION

N/A



**ENVIRONMENTAL REVIEW**

N/A

**FISCAL IMPACT**

Up to \$129,968, which is within the project budget for FY 2020-21.



## **Las Gallinas Valley Sanitary District**

Shock and Arc Flash Hazard Analysis

PROPOSAL & STATEMENT OF QUALIFICATIONS

ENGINEERING SERVICES

APRIL 30, 2021

## ARC FLASH PROJECT EXPERIENCE

### City of Anaheim Water Department, Arc Flash Study

The City of Anaheim turned to P2S for a short circuit analysis, protective device coordination and Arc Flash study. The project involved visiting all 21 identified locations and collecting the appropriate data, developing flash protection boundaries for each class of equipment, establishing personal protective equipment (PPE) requirements for each class of equipment, and labeling for each class of equipment. The safety signage included voltage shock hazard, flash hazard boundary, incident energy, PPE level, limit shock approach boundary, and restricted shock approach boundary. Recommendations were compliant with NFPA 70E-2018 requirements.

**PROJECT DATES:** June 2018- December 2018

**OWNER CONTACT:**

Jon Sanks, Environmental Services Manager  
714.765.4117, jsanks@anaheim.net

**PROJECT OWNER:** City of Anaheim

**PROJECT TEAM:**

Aravind Batra, Principal-in-Charge  
Marco Cabibbo, PM, Electrical Engineer  
Richard Bono, Electrical Engineer  
Tim Haddadian, Electrical Design Engineer

### Palmdale Water District, Arc Flash Study

P2S provided electrical engineering services for the Palmdale Water District which included a short circuit, protective device coordination, and Arc Flash Study for 23 groundwater wells and 7 booster pumping stations.

**PROJECT DATES:** August 2020- December 2022

**OWNER CONTACT:**

Scott L. Rogers, PE, Engineering Manager  
661.456.1020, srogers@palmdalewater.org

**PROJECT OWNER:** Palmdale Water District

**PROJECT TEAM:**

Aravind Batra, Principal-in-Charge  
Marco Cabibbo, PM, Electrical Engineer  
Aaron Chee, Power Systems Engineer  
Richard Bono, Electrical Engineer  
Tim Haddadian, Electrical Design Engineer

### Water Facilities Authority, Arc Flash Study

P2S performed a comprehensive Arc Flash Analysis for the Water Facilities Authority in Upland, CA. We collected the appropriate data, developed flash protection boundaries for each class of equipment, established personal protective equipment (PPE) requirements for each class of equipment, and safety signage and labeling for each class of equipment. The safety signage and labeling included voltage shock hazard, flash hazard boundary, incident energy, PPE level, limit shock approach boundary, and restricted shock approach boundary. Our recommendations met the prevailing NFPA 70E requirements, compliant with applicable OSHA regulations and IEEE standards.

**PROJECT DATES:** October 2019- March 2020

**OWNER CONTACT:**

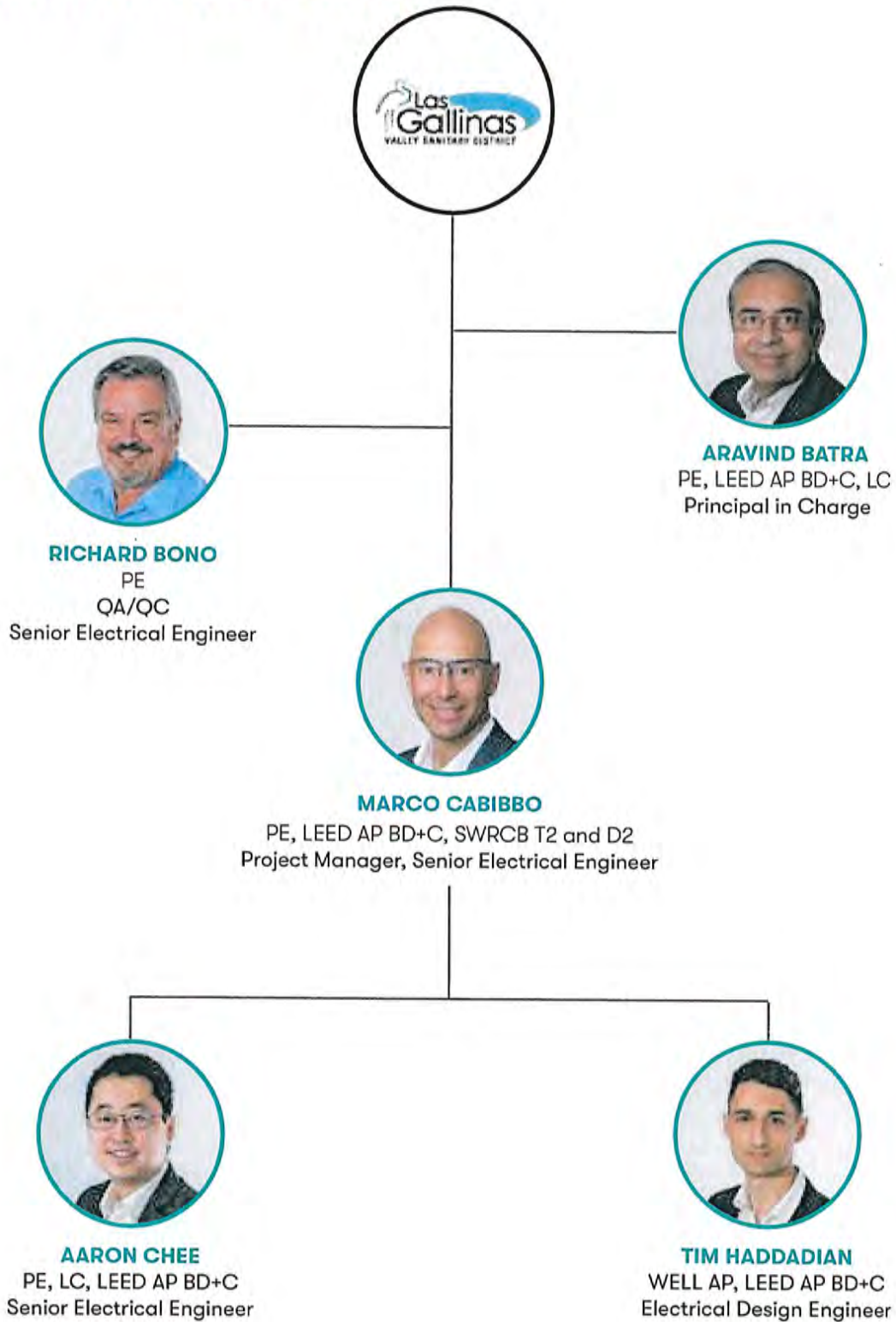
Jake Stepp, Operations Superintendent  
909.981.9454 ext.21, jstepp@wfajpa.org

**PROJECT OWNER:** Upland Water Facilities Authority

**PROJECT TEAM:**

Aravind Batra, Principal-in-Charge  
Marco Cabibbo, PM, Electrical Engineer

# ORGANIZATIONAL CHART





## ARAVIND BATRA

PE, LC, LEED AP BD+C

Principal-in-Charge, Senior Electrical Engineer | P2S Inc.

Aravind Batra has over 25 years of experience in consulting engineering covering both renovation and new construction. He currently serves as Vice President where he helps to continuously assure P2S quality standards. Aravind brings an in-depth knowledge of electrical systems and their requirements to numerous needs assessments, systems upgrades, renovations and new building projects for various educational clients. He is also responsible for the design of numerous high performance buildings, independent reviews of various types of buildings, and providing peer review on various renovations and new buildings projects for educational, industrial and commercial facilities.

Aravind currently serves as campus Executive Electrical Engineer for University of California, San Diego where he has assisted the University in planning and upgrading their medium voltage electrical distribution system to achieve reliability, redundancy, flexibility and the required capacity to meet the aggressive growth that the University has seen over the years. Aravind has also assisted a number of community colleges and state and private universities with their planning and upgrading of the electrical systems to meet the demands of their existing and proposed facilities.

### EDUCATION

BS, Electrical Engineering,  
Bangalore University

### REGISTRATIONS

Electrical Engineer,  
California, E16609

### CERTIFICATIONS

- LC Credential, National Council on Qualifications for the Lighting Professions (NCQLP)
- LEED Accredited Professional

### AFFILIATIONS

- AEE
- IEE
- IESNA
- USGBC

### RELEVANT PROJECT EXPERIENCE

- **Cal Poly Pomona**  
12kV Medium Voltage Electrical Infrastructure Upgrades  
Pomona, CA
- **UC San Diego**  
Electrical Master Specifications  
La Jolla, CA
- **UC San Diego**  
Revelle Switching Station  
La Jolla, CA
- **UC San Diego**  
Satellite Utility Plant  
La Jolla, CA
- **UC Irvine**  
Primary Electrical Upgrades  
Irvine, CA
- **San Diego State University**  
Utility Master Plan  
San Diego, CA
- **Fullerton College**  
Utility Master Plan  
Fullerton, CA
- **UC San Diego**  
North Campus 12kV Switching Station  
La Jolla, CA
- **CSU Northridge**  
Utility Infrastructure Master Plan  
Northridge, CA
- **CSU San Marcos**  
Utility Infrastructure Master Plan  
San Marcos, CA
- **San Bernardino Community College District**  
Utility Master Plan Peer Review  
San Bernardino, CA
- **Chaffey College**  
Utility Infrastructure Master Plan  
Rancho Cucamonga, CA
- **Cypress Community College**  
Utility Master Plan  
Cypress, CA
- **Long Beach City College**  
Utility Infrastructure Master Plan  
Long Beach, CA



## MARCO CABIBBO

PE, LEED AP BD+C

Project Manager, Senior Electrical Engineer | P2S Inc.

### EDUCATION

MS, Electrical Engineering,  
CSU Long Beach

BS, Electrical Engineering,  
Cal Poly Pomona

### REGISTRATIONS

Electrical Engineer,  
California, E17508

Electrical Contractor,  
California, C10 658090

Water Treatment  
Operator Grade 2, 20440

Water Distribution  
Operator Grade 2, 9011

### CERTIFICATIONS

- LEED Accredited Professional

### AFFILIATIONS

- IEEE
- AWWA
- ISA

Marco Cabibbo is an Electrical Engineering Group Manager, electrician, licensed electrical contractor, and certified Grade 2 water treatment and distribution system operator. He specializes in industrial power systems, instrumentation and control system design. His 30+ years of experience includes research, design, engineering, construction administration, and project management for an extensive range of facilities including water/wastewater treatment plants, petrochemical refineries, bulk loading plants, motion picture studios, healthcare and educational facilities.

Marco strives to deliver top-tier projects through close collaboration with project stakeholders and equipment manufacturers, as well as his extensive field experience in construction, troubleshooting, maintenance and repair. Marco volunteers his time to various initiatives in the Long Beach community. He is a member of the IEEE, AWWA and the ISA.

### RELEVANT PROJECT EXPERIENCE

- **Elsinore Valley Municipal Water District**  
Arc Flash Risk Assessment  
Lake Elsinore, CA
- **Electrical Training Institute**  
Arc Flash Study  
Commerce, CA
- **TECOM Industries**  
Arc Flash Study  
Thousand Oaks, CA
- **Port of Long Beach**  
Infrastructure Assessment  
Long Beach, CA
- **Port of Los Angeles**  
Distribution Center Medium Voltage  
Infra Upgrades  
San Pedro, CA
- **City of Monterey Park**  
Water Utility Well & Booster Station  
Electrical Upgrades  
Monterey Park, CA
- **Irvine Ranch Water District**  
Pressure Regulating Station  
Instrumentation & Controls  
Irvine, CA
- **City of Anaheim**  
Water Department Arc Flash  
Analysis  
Anaheim, CA
- **City of Anaheim**  
Design-Build Harbor 12kV  
Substation  
Anaheim, CA
- **City of Monrovia**  
Arc Flash Study  
Monrovia, CA
- **Los Angeles Department of Water and Power**  
Sun Valley Battery Storage  
Sun Valley, CA
- **San Diego State University**  
Infrastructure Assessment  
San Diego, CA
- **Long Beach Water Department**  
Groundwater Treatment Plant HVAC  
Study  
Long Beach, CA
- **City of Long Beach**  
Willow Springs Wetlands Restoration  
Project Electrical Plan Review  
Long Beach, CA



## RICHARD BONO

PE

Quality Assurance / Quality Control | P2S Inc.

### EDUCATION

Bachelor's Degree, Electrical Engineering, The City University of New York

### REGISTRATIONS

Electrical Engineer, California E12315

Electrical Contractor California C10 1022099

### AFFILIATIONS

- IEEE
- IEEE PCIC
- IEEE IAS

Richard Bono has over 50 years experience in electrical engineering. His experience includes numerous schedule-driven projects for the design and construction of refineries, fossil, gas turbine and nuclear-fueled electrical utility generating stations, combined cycle and industrial cogeneration facilities and related interconnection substations. During his tenure with Fluor, he directed the engineering, design specification and selection of new electrical systems as well as modified systems for revamp projects, performed economic evaluations of major electrical equipment and system components and directed several electrical system fault and reliability studies. He also performed computer optimization studies for electrical systems using the ETAP Powerstation software, grounding and cathodic protection design and protective relaying design for refinery, power plant and high voltage electrical systems. He ensured that the overall design meets the client's expectations and requirements for a safe, reliable, constructible and maintainable system.

Richard is a Life Senior Member of the Institute of Electrical and Electronic Engineers (IEEE) and participates in the Industrial Applications Society (IAS) and Petroleum and Chemical Industry Committee (PCIC). He has had two publications for the IEEE PCIC annual conference.

---

### RELEVANT PROJECT EXPERIENCE

- **Elsinore Valley Municipal Water District**  
Arc Flash Risk Assessment  
Lake Elsinore, CA
- **City of Anaheim**  
Water Department Arc Flash Analysis  
Anaheim, CA
- **Los Angeles Department of Water and Power**  
Haynes Units 3-6 Demolition  
Long Beach, CA
- **Veterans Affairs Medical Center**  
Electrical Design for Clinic Renovation  
San Francisco, CA
- **CSU Long Beach**  
Lighting and Power Electrical Design for Cart Storage  
Long Beach, CA
- **Veterans Affairs San Diego**  
DDC Controls Upgrade  
San Diego, CA
- **Veterans Affairs Central**  
California Healthcare  
PACT Building Electrical Design  
Clovis, CA
- **Port of Long Beach**  
Maintenance Yard Energy Pilot Project Support|  
Long Beach, CA
- **Moffett Federal Airfield**  
12kV Electrical-Communications Infrastructure  
Mountain View, CA
- **Los Angeles Pierce College**  
Campus Wide Fire Alarm and Electrical Repairs  
Woodland Hills, CA
- **Plenty Farms**  
Lighting and Power Electrical Design  
San Francisco, CA
- **2177 3rd Street**  
Electrical Design  
San Francisco, CA





## AARON CHEE

PE, LC, LEED AP BD+C

Senior Power Systems Engineer | P2S Inc.

Aaron Chee has provided power systems analysis on a wide variety of facilities. His experience working at ETAP before joining P2S has provided Aaron a depth of knowledge and experience with electrical transient analysis that surpasses most of his contemporaries. Aaron has prepared numerous arc flash and short circuit coordination studies while working at P2S.

As a power systems engineer, Aaron's duties included verifying and documenting electrical distribution systems, gathering field data for short circuit, coordination, and arc-flash studies, and recommending protective device coordination improvements and arc-flash mitigation measures for his clients.

### EDUCATION

BS, Electrical Engineering,  
California State University  
Long Beach

### REGISTRATIONS

Electrical Engineer,  
California E21080

### CERTIFICATIONS

- LEED Accredited Professional
- LC Credential, National Council on Qualifications for the Lighting Professions (NCQLP)

### AFFILIATIONS

- IEEE

### RELEVANT PROJECT EXPERIENCE

- **City of Monrovia**  
Arc Flash Study  
Monrovia, CA
- **UC Davis Medical Center**  
Coordination and Arc Flash Study  
Sacramento, CA
- **Cal Poly Pomona**  
Coordination and Arc Flash Study  
Pomona, CA
- **Crafton Hills College**  
Coordination and Arc Flash Study  
Yucaipa, CA
- **LA Southwest College**  
Switchgear Maintenance and Arc  
Flash Study  
Los Angeles, CA
- **University of Nevada, Reno**  
Environmental Research Facility  
Renovation  
Reno, NV
- **San Diego State University**  
Campus Wide Electrical System  
Assessment  
San Diego, CA
- **CSU Long Beach**  
LEED Platinum College of  
Professional and International  
Education (CPIE) Net Zero Energy  
Building  
Long Beach, CA
- **CSU Long Beach**  
Substation Upgrade  
Long Beach, CA
- **UC Irvine**  
Engineering Tower Electrical  
Distribution Assessment &  
Renovation  
Irvine, CA
- **UC Irvine**  
Engineering Tower Emergency Load  
Addition  
Irvine, CA
- **Aberdeen Proving Grounds**  
Load Flow and Short-Circuit Study  
Aberdeen, MD
- **Santa Monica College**  
Math and Science Building  
Santa Monica, CA



## TIM HADDADIAN

Electrical Design Engineer | P2S Inc.

Tim Haddadian is a detail-oriented electrical design engineer with five years of working experience in sustainable design. Adapting quickly to new responsibilities, Tim can problem solve with limited time and resources and has proven to effectively communicate between multi-disciplinary groups. Tim has experience designing electrical systems for projects in water/wastewater, K-12, higher education, hospitality, infrastructure and entertainment sectors.

### EDUCATION

BS, Electrical Engineering,  
CSU Long Beach, Emphasis in  
Power Systems

### REGISTRATIONS

Engineer in Training, California  
(EIT)

### AFFILIATIONS

- IEEE

### RELEVANT PROJECT EXPERIENCE

- **Los Angeles Department of Water and Power**  
Haynes Units 3-6 Demolition  
Electrical Design  
Long Beach, CA
- **Suburban Water Systems**  
Plant 505 Residual Chlorine System  
Addition Electrical Design  
Walnut, CA
- **City of Anaheim Water Dept**  
Arc Flash Analysis  
Power Systems Analysis  
Anaheim, CA
- **City of Anaheim**  
Harbor 12 kV Substation  
Electrical Design  
Anaheim, CA
- **City of Diamond Bar**  
Diamond Bar Blvd Streetscape  
Design Electrical Design  
Diamond Bar, CA
- **Riverside County Health**  
Restorative Transformation Center  
Renovation  
Riverside, CA
- **Port of Long Beach**  
Pier E Terminal South Battery  
Exchange Building Electrical Design  
Long Beach, CA
- **Port of Long Beach**  
Pier E Administration Building  
Construction Support Services  
Long Beach, CA
- **Center for Transportation and the Environment**  
Eagle Marine Services Wireless  
Charging  
Los Angeles, CA
- **Coast Community College**  
Administration and Student Support  
Center  
Costa Mesa, CA
- **Mt. San Jacinto College**  
Field Act Programming  
Temecula, CA
- **Antelope Valley College**  
Fox Field Improvements  
Lancaster, CA
- **Anaheim Union High School District**  
Electric Bus Charging Station  
Electrical Design  
Anaheim, CA
- **Anaheim Union High School District**  
Propane Refueling Station  
Electrical Design  
Anaheim, CA
- **Los Angeles Unified School District**  
Ivanhoe Elementary School  
Electrical Design with EV Charging  
Los Angeles, CA



P2S INC.  
RATE SCHEDULE FOR ENGINEERING SERVICES ON A  
TIME AND EXPENSE BASIS

<u>Category</u>	<u>Rate</u>
PRINCIPAL ENGINEER	\$319
ENGINEER GRADE 05	\$268
ENGINEER GRADE 04	\$259
ENGINEER GRADE 03	\$222
ENGINEER GRADE 02	\$205
ENGINEER GRADE 01	\$182
DESIGN ENGINEER GRADE 05	\$222
DESIGN ENGINEER GRADE 04	\$205
DESIGN ENGINEER GRADE 03	\$182
DESIGN ENGINEER GRADE 02	\$161
DESIGN ENGINEER GRADE 01	\$143
DESIGNER GRADE 04	\$152
DESIGNER GRADE 03	\$143
DESIGNER GRADE 02	\$131
DESIGNER GRADE 01	\$125
CAD/BIM DESIGNER GRADE 04	\$126
CAD/BIM DESIGNER GRADE 03	\$115
CAD/BIM DESIGNER GRADE 02	\$102
CAD/BIM DESIGNER GRADE 01	\$93
COMMISSIONING GRADE 05	\$268
COMMISSIONING GRADE 04	\$232
COMMISSIONING GRADE 03	\$198
COMMISSIONING GRADE 02	\$158
COMMISSIONING GRADE 01	\$136
PROJECT ASSISTANT	\$93

In addition, for direct out-of-pocket expenses (if and when they occur) we quote the following:

- 1) Automobile: at current IRS rate per mile from home office for travel outside Los Angeles, Orange, San Diego, San Bernardino, Riverside & King counties
- 2) Travel Expense: at Cost
- 3) Subsistence: While away from home office for more than 1 day: at Cost, but not to exceed \$250 per day per person.
- 4) Plan Check Fees: at Cost plus 10% markup
- 5) Third Party Services: at Cost plus 10% markup
  - Printing and copy services
  - Consultant and subcontract professional fees
  - Surveying / Soils Investigation
  - Testing Laboratory Work

LIABILITY LIMITS

Professional Liability	\$ 2,000,000.
General Liability	\$ 5,000,000.

Effective January 1, 2021 – December 31, 2021  
RT-221

DETAILED TASKS	ELECTRICIAN	EDE 01	EE 04	EE 05	EE05 (QA/QC)	PRINCIPAL	TOTAL COST
	\$188	\$143	\$259	\$268	\$268	\$319	
<b>Field Investigation</b>	<b>27</b>	<b>106</b>	<b>106</b>	<b>0</b>		<b>0</b>	<b>\$42,612</b>
WWTP		54	54				
Collection		44	44				
Reclamation		8	8				
<b>ETAP Input</b>		<b>106</b>	<b>27</b>	<b>20</b>	<b>6</b>	<b>0</b>	<b>\$29,119</b>
WWTP		54	14	14	2		
Collection		44	11	3	2		
Reclamation		8	2	3	2		
<b>Report</b>		<b>24</b>	<b>30</b>	<b>15</b>	<b>6</b>	<b>3</b>	<b>\$17,787</b>
WWTP		8	10	5	2	1	
Collection		8	10	5	2	1	
Reclamation		8	10	5	2	1	
<b>Labeling</b>		<b>53</b>	<b>53</b>	<b>0</b>		<b>0</b>	<b>\$21,306</b>
WWTP		27	27				
Collection		22	22				
Reclamation		4	4				
<b>Label Expenses (635 Panels @\$10)</b>		<b>\$6,350</b>					<b>\$6,350</b>
WWTP							
Collection							
Reclamation							
<b>Training</b>			<b>9</b>				<b>\$2,331</b>
WWTP			3				
Collection			3				
Reclamation			3				
<b>Travel &amp; Lodging Expenses</b>			<b>\$5,400</b>				<b>\$5,400</b>
WWTP							
Collection							
Reclamation							
<b>Electrician</b>	<b>\$5,063</b>						<b>\$5,063</b>
	<b>Electrician</b>	<b>EDE Hrs</b>	<b>EDE</b>	<b>EE Hrs</b>	<b>EE Hrs Total</b>	<b>Principal</b>	<b>Total Fee</b>
	<b>Hrs Total</b>	<b>Total</b>	<b>Hrs</b>	<b>Total</b>		<b>Hrs Total</b>	<b>Proposed</b>
			<b>Total</b>				
<b>TOTALS</b>	<b>27</b>	<b>289</b>	<b>216</b>	<b>35</b>	<b>12</b>	<b>3</b>	<b>\$129,968</b>

No additional itemized time or material fees available for pricing at this time.



### Contact

Marco Cabibbo, PE, LEED AP BD+C, SWRCB T2 and D2 | Engineering Group Leader  
O 562.497.2999 || C 714.580.1977  
marco.cabibbo@p2sinc.com

p2sinc.com

### Our Locations

#### Long Beach

5000 E. Spring Street, Suite 800  
Long Beach, CA 90815  
T: 562.497.2999 F: 562.497.2990

#### Irvine

18575 Jamboree Rd, Suite 100  
Irvine, CA 92612  
T: 949.570.1701

#### Los Angeles

5901 Century Blvd, Suite 750  
Los Angeles, CA 90045  
T: 310.338.0031 F: 310.641.3434

#### San Diego

9665 Chesapeake Drive, Suite 230  
San Diego, CA 92123  
T: 619.618.2347 F: 619.330.0668

#### San Jose

18 S. 2nd Street, Suite 115  
San Jose, CA 95113  
T: 669.268.1007

#### Seattle

920 5th Avenue, Suite 2300  
Seattle, WA 98104  
T: 206.448.1911 F: 206.448.9485



# Agenda Summary Report

**To:** Mike Prinz, General Manager *MSP*  
**From:** Mel Liebmann, Plant Manager [mliebmann@lgvsd.org](mailto:mliebmann@lgvsd.org) 415-526-1526  
**Mtg. Date:** May 20, 2021  
**Re:** Regulatory Compliance Consulting Services Contract Award for July 1, 2021 to June 30, 2022  
**Item Type:** Consent  Action  Information  Other   
**Standard Contract:** Yes  X  No  (See attached) Not Applicable

### STAFF RECOMMENDATION

Board to award a contract to EOA, Inc. to provide regulatory compliance consulting services from July 1, 2021 to June 30, 2022.

### BACKGROUND

In March of this year, staff issued a request for proposals for regulatory compliance consulting services to four regional firms selected from criteria based on team experience, expertise in environmental regulation and NPDES permitting, and prominence in the industry. Two firms were responsive to staff's request, EOA, Inc., the District's current consultant, and Trinity Consultants of Oakland.

A careful review of the two firm's proposals by the Plant Manager and the District's on-call engineering firm, Hazen and Sawyer, supported a decision to remain with EOA, Inc. to support the District with regulatory compliance consulting services.

District consultant, Ray Goebel of EOA, has provided sewage collection system and treatment plant discharge regulatory compliance consulting services to the District for over 15 years. Mr. Goebel's regulatory expertise has proven essential in meeting existing and new regulatory requirements. In addition to his advisory skills, Mr. Goebel completes numerous mandatory regulatory reports outlined in the attached EOA proposal.

Mr. Goebel's familiarity with the District's facilities and compliance history has been instrumental on several occasions when staff has had questions regarding the interpretation, intent and history of the many permits for which the District is required to maintain compliance. Mr. Goebel regularly reviews written correspondence between the District and the Regional Water Quality Board to improve the effectiveness of communication. He also keeps staff informed of pending or future requirements that could impact District operations. EOA has an exemplary record of providing reports on time and being responsive to Staff requests throughout their years of service to the District.



Staff is currently working with Mr. Goebel on the Secondary Treatment Plant Upgrade and Recycled Water Expansion Project (STPURWE) configuring monitoring parameters and database calculations necessary for regulatory reporting and staff process decisions. Mr. Goebel has attended several STPURWE Project related meetings and has provided guidance to staff in making decisions regarding process monitoring and reporting requirements that will result in a treatment facility that will exceed existing regulations and ensure compliance for years to come.

This fee is based on an estimated level of effort, which is anticipated to be reduced upon filling the Environmental Compliance Manager position in FY 21-22.

Staff is inquiring with EOA regarding succession planning within the firm. Further, staff anticipates issuing future RFP's for regulatory compliance support services at a frequency to be determined by a District RFP policy which is in development.

**PREVIOUS BOARD ACTION**

The Board awarded a contract to EOA, Inc. for Regulatory Compliance Support Services for FY 2020-21 at the May 12, 2020 Meeting.

**ENVIRONMENTAL REVIEW:**

NA

**FISCAL IMPACT:**

\$168,100

**EOA Scope of Work for Las Gallinas Valley Sanitary District  
Technical Support for Regulatory Permits and NPDES Permit Reissuance  
July 1, 2021 – June 30, 2022**

**BACKGROUND**

The District's NPDES discharge permit (Order R2-2020-0022) was reissued at the Water Board's July 8, 2020 hearing, with an effective date of September 1, 2020. The District is also subject to the Water Board's regional Mercury and PCBs Permit (Order R2-2017-0041), the regional Nutrient Permit (Order R2-2019-0017), the District's Reclamation Permit (Order 92-064), the State Water Board's General Orders for Water Reuse (Order 2016-0068-DDW) and Sanitary Sewer Systems (Order 2006-003-DWQ), two addition "minor" NPDES permits that affect monitoring requirements, various Permits to Operate issued by the Bay Area Air Quality Management District (BAAQMD) for treatment plant and pump station generators and equipment, and other regulations established by these agencies and the USEPA.

EOA provides technical and regulatory support to the District related to the above permits and regulations. Work performed by EOA on behalf of the District includes assistance in securing the permits (where applicable), preparation of permit-mandated reports, documents and plans, coordination of permit-mandated studies, support for the District's data management and reporting systems, participation in plant upgrade planning processes, and technical support to the District staff on various operational, regulatory, and permit compliance issues. Yorke Engineering is available as a EOA subconsultant to assist with permits and other issues related to air quality.

**SUMMARY OF FY 2020/21 WORK**

Under its FY 2020/21 contract with the District, EOA prepared the following documents for submittal to the Water Board as required by the District's NPDES and other permits:

- Annual NPDES Self-Monitoring Report (2/1/21)
- Plant O&M Manual, Contingency Plan, Wastewater Treatment Plant Reliability Assurance Plan, Wastewater Facilities Report, and Wet Weather Improvements Plan: conducted annual reviews, updated as needed and prepare status reports (2/1/21)
- Annual Reclamation Project Report (3/9/21)
- Annual Recycled Water Facility Report (4/30/21)

EOA assisted District staff in the preparation of the Annual Pollution Prevention Report and Annual Biosolids Report.

EOA also provided technical support to District staff in a number of other areas, including:

- Support to plant operations and laboratory, primarily in areas related to compliance with the above-referenced permits, but also general support (e.g., treatment process performance evaluation, development of SOPs, etc.)
- Support for the laboratory data management system (Operator 10), which hosts monitoring data required by the NPDES, Recycled Water and Reclamation permits, as well as other data used by plant operations for process control.



- STPURWE Project: A significant portion of EOA’s overall support in 2020/2021 was directed toward the STPURWE Project, including:
  - Response to Division of Drinking Water Comments on the updated Engineering Report for the Recycled Water Facility (RWF). These responses and other requested information were included in an updated version of the report dated October 2020.
  - Coordinated with Aqua Engineering for submittal of an RWF Operations Plan per DDW requirement.
  - Coordinated the preparation and submittal to the Regional Water Board of documentation regarding the new Secondary Treatment facilities, per NPDES permit requirement.
  - Prepared and submitted a request for 90-day waiver of enforcement penalties for effluent limit violations that might occur during startup of the new secondary process.
  - Participated in STPURWE weekly process startup review meetings, and meetings of the process monitoring subgroup.
  - Incorporated additional monitoring and calculations associated with the new secondary treatment process into the laboratory’s Operator 10 data management system. Coordinated with lab director and monitoring subgroup on the data collection effort.
- Support to the collection system operations and implementation of the District’s Sewer System Management Plan (SSMP) and tracking of developments related to the State’s reissuance of the General Order for Sanitary Sewer Systems.
- Assistance in responding to inquiries from regulatory agencies and discharger organizations, and review of documents prepared by those entities (e.g., surveys issued by BACWA, CASA, or the Regional Water Board)
- Participation on District’s behalf in permit-mandated regional activities, and in the activities of Bay Area Clean Water Agencies (BACWA) on issues of importance to the District (e.g., regional nutrient permit.).
- Tracking of local and State regulatory developments that will impact the District (e.g. State Water Board’s chronic toxicity policy).
- Miscellaneous support and advice to District managers and staff on a range of technical and regulatory issues

## EOA SCOPE OF WORK FOR FY 2021/2022

Consistent with past District practices, this scope of work is designed to provide the District with assistance in implementing requirements of the District’s various permits described above. The scope and budget presented herein are for the period July 1, 2021 through June 30, 2022. The hour estimates contained in this scope of work are based on assumptions regarding the level of support needed by the District and necessary to generate the various work products, and that EOA’s work effort will not vary significantly from current expectations. Hours may be reallocated among tasks to respond to unanticipated issues or needs raised by regulatory agencies or District management.

Table 1 list tasks and/or deliverables required by the District’s various permits (or other regulatory mandates) in FY 2020/2021, the tasks under which those deliverables will be prepared, and the specified due dates. Except where indicated, EOA has the lead role in preparing these reports. Many of the Permit deliverables are due during the January-March period.

EOA will continue to provide District staff with an annual schedule of permit-mandated reports and milestones, and will coordinate with the District’s other consultants or contractors on issues related to compliance, operations, and facilities.

**Table 1. FY 2021/2022 NPDES Permit Tasks and Deliverables**

Permit Provision	Permit Due Date	EOA Task #	Description
Attach. G Prov. VC.1	Monthly	Task 1	Monthly Compliance Reports (support to LGVSD staff)
Attach. G Prov. V.C.1	2/1/21	Task 1	Prepare Annual NPDES Report
Attach. G Prov. I.C.1	2/1/21	Task 2	Plant O&M Manual, Contingency Plan, Wastewater Facilities Status Report: update as needed and prepare status report for inclusion in the NPDES Annual Report
Provision V.I.C.5	2/1/21	Task 2	Report on progress in implementing Wet Weather Improvement Plan, collection system conditiona and improvements, and other measures to reduce blending, and prepare status report for inclusion in the NPDES Annual Report.
Provision V.I.C.4.a and 40CFR503	2/19/21	Task 1	Provide support to LGVSD staff for preparation of the Annual EPA Biosolids Report.
Provision V.I.C.3	2/28/21	Task 1	Assist staff in reviewing Annual Pollution Prevention Program Report (prepared by CMSA)
Reclamation Permit	3/15/21	Task 1	Prepare Annual Reclamation Project Report (Order 92-064)
Recycled Water Permit	4/30/21	Task 6	Prepare Annual Recycled Water Report (Statewide Order WQ 2016-0068-DDW)

Tasks to be performed by EOA under this scope of work are as follows:

**Task 1. Support for Permit Self-Monitoring Programs, Data Management, and Compliance and Operational Assistance**

Under Task 1, EOA will provide ongoing technical assistance to District staff in meeting the self-monitoring program requirements specified in the District’s NPDES Permit, Reclamation Permit, the regional NPDES permits for mercury, PCBs, and nutrients, the USEPA biosolids regulations, and in preparing monthly and annual self-monitoring compliance reports required by these permits; support for the District’s toxicity testing programs; support for the laboratory/operations data management (Operator 10 database); support to staff in responding to inquiries and requests for information from regulatory agencies, and for other “as needed” assistance related to monitoring,



reporting, permit compliance, and plant operations.<sup>1</sup> Historically, EOA has provided only limited support for the District's Pollution Prevention Program (i.e., advice on program implementation and review of Annual Report), since primary support for this Program is provided by CMSA. Technical support on air-related issues (e.g., securing BAAQMD permits or assistance in reporting) will be provided under Task 7 by EOA or Yorke Engineering as appropriate.

Estimated Hours: 144 hr, plus 24 hr clerical/technician

## **Task 2. Plant Reports and Documents- Review, Revise and Develop Status Updates**

The Permit requires the District to annually review, revise and provide status updates for the plant O&M Manual, Contingency Plan, Spill Prevention Plan, and Wastewater Facilities Status Report. Historically, EOA has had primary responsibility for maintaining all of these documents except the Contingency Plan, and we assume this division of responsibility will remain the case in FY 2020/21. (EOA did a significant update of the Contingency Plan in 2018 within the Task 2 budget). Aside from fulfilling a permit requirement, the O&M Manual (and related plant SOPs) are used as training and reference documents for new operations staff, and are important for retaining "institutional memory" of treatment plant practices. The O&M Manual/SOPs also document that the plant's wet weather blending practices are an integral part of the plant design and are applied in a consistent and traceable manner.<sup>2</sup> Significant updates to the Plant O&M Manual will be required for new secondary treatment facilities constructed under the STPURWE project. Much of the material is expected to be generated by Aqua Engineering. EOA will review those materials and incorporate them into the O&M Manual.

The NPDES Permit contains several tasks to reduce wet weather bypasses (blending), including continued implementation and updates of the District's Wet Weather Improvement Plan and reporting on collection system activities. Time requirements for follow-up and annual status reporting related to these documents are now relatively small. These activities have been incorporated into Task 2.

Estimated Hours: 80, plus 4 hr clerical

## **Task 3. Participation in Discharger Organizations and Regional Regulatory Mandates**

Organizations such as BACWA, CASA, and CWEA play a critical role in representing the interests of treatment plant and collection system agencies in regulatory and policy making decisions by State and local regulatory agencies. In addition, these organizations provide member agencies with resources and technical support to meet shared permit requirements, such as the Regional

---

<sup>1</sup> District staff have responsibility for all permit-required monitoring and for the preparation of monthly and quarterly self-monitoring reports. EOA's role in these reports is limited to support and (when needed) review. However, EOA takes the lead role in preparing the various annual reports.

<sup>2</sup> The practice of "blending" (bypassing high wet weather flows around certain treatment processes to avoid wash-out of biological processes) remains controversial. It is essential that a treatment plant that employs blending have the practice recognized in its NPDES permit, and that the practice be well documented as being a part of the plant design and operations.

Monitoring Program (RMP), the Copper and Cyanide Action Plans, requirements of the regional Mercury & PCBs Permit, and of the regional Nutrient Permit (Order R2-2014-0014).<sup>3</sup> .

The Statewide Sanitary Sewer Systems General Permit (State Board Order WQ-2006-003) may be reissued during the FY 2020/21 period. The reissuance process is being closely monitored by the BACWA Collections Committee, which has provided significant input to State Board staff in the development of permit requirements.

Task 3 provides for 2 hr/month for EOA to track and/or participate in the activities of these organizations on the District's behalf, with an emphasis on the BACWA Permits, Collection System, and Recycled Water committees (the latter is generally through review of meeting minutes and occasional attendance at committee meeting for items of particular relevance to the District). EOA will periodically update District staff and Board on important developments that emerge from these committees.

Estimated Hours: 24

#### **Task 4. Support for STPURWE Project**

Task 4 provides for ongoing support related to the STPURWE project, including response to District questions on regulatory and compliance issues, coordination with Regional Water Board staff regarding the project, participation in the certain project meetings, and incorporation of the project's monitoring needs into existing data management applications (e.g. Operator 10 database). Over time these tasks will be incorporated into Task 1, but all called out separately for purposes of this year's budget estimate.

Estimated Hours: 144

#### **Task 5. Support for Sewer System Management Plan and Collection System Issues**

In 2005, the Regional Water Board issued a requirement that all wastewater collection system agencies develop Sewer System Management Plans (SSMPs), to reduce or eliminate occurrences of sanitary sewer overflows (SSOs). The State Water Board also issued SSMP requirements in the form of a General Order No. 2006-003 that closely paralleled similar requirement imposed by Regional Water Board. The District's SSMP was completed and certified in August 2008, and recertified in October 2013 and May 2020. The required SSMP review and biannual internal have audits been conducted by EOA and District staff in the spring of even numbered years. The next internal audit and Plan update will be conducted in spring of 2022. As noted above, the State Water Board may reissue the Statewide General Order in FY 2021/22, which may change the auditing and updating deadlines.

Under Task 5, EOA will continue to support the District's implementation of the SSMP and provide ongoing support to staff on issues related to the collection system, including initiation of changes that may result if the Statewide Order is reissued.

---

<sup>3</sup> The District is required to contribute financially to monitoring activities and regional special studies required under the Nutrient Permit. The District's role in the study is limited to providing certain information to the study coordinator and reviewing study documents that relate to District facilities for accuracy. Under Task 3, EOA will continue supporting the District's role in the study.

Estimated Hours: 48

**Task 6. Support for Recycled Water Permit**

The RWF is now operating under the Statewide Order WQ 2016-0068 by FY 2020/21. LGVSD's role under this order is limited to that of recycled water Producer, while NMWD and MMWD are responsible for distribution and regulation of recycled water use sites. Order WQ 2016-0068 requires ongoing monitoring of recycled water quality (performed by District laboratory staff) and preparation of an annual report. Under Task 6, EOA will coordinate with ArcSine on needed updating of reports and data management related to the RWF expansion, will prepare the Recycled Water Annual Report for submittal by April 30, 2021, and will provide support to District staff on operational and compliance issues related to the RWF.

Estimated Hours: 36

**Task 7. Air Board Permitting and Air-Related Issues**

Specific District needs related to Air BAAQMD permitting and other air-related issues have not yet been defined for the FY 2021-2022 period. This task therefore includes "placeholder" budget of \$8,300 (30 hr) to address possible District needs in that area. The majority of any work will likely be performed by Yorke Engineering as a subcontractor to EOA, unless the District elects to contract directly with Yorke for its services.

Estimated Hours: 30

**Task 8. Miscellaneous & Contingency**

At the discretion of the General Manager and subject to the allocated budget, EOA will provide technical and regulatory support for miscellaneous and/or unanticipated issues that may arise during the course of this contract that do not fall under Tasks 1-7.

Estimated Hours: 34

**BUDGET**

EOA's budgets for each of the above-described tasks are listed in Table 2. This proposal provides for approximately 526 hours of engineering/scientist staff time, plus 28 hours of technician/clerical support. The not-to-exceed budget of \$165,200 includes a \$1,200 allowance for expenses and \$600 subcontractor markup. Work will be performed on a time and materials basis in accordance with the attached EOA 2020/2021 fee schedule and the Yorke Engineering 2021 schedule.

**STAFFING**

The Project Manager will be Ray Goebel, P.E. He will be supported by Kristin Kerr, P.E, who has also worked with the District on permit issues for over 15 years. Other qualified EOA staff may provide support as appropriate. The lead staff person for Yorke Engineering will be Raj Rangaraj, Ph.D., P.E., Principal Engineer.



**Table 2  
EOA Budget for FY 202122**

Task No.	Task Description	Task Budgets		
		EOA	Expns	Total
1	Support for NPDES, Reclamation, and Recycled Water Permit Self-Monitoring Programs, Plant Operations, Data Management, and Compliance Assistance	\$51,100		\$51,100
2	Prepare Various Plant Reports for Submittal to Water Board	\$23,800		\$23,800
3	Participation in Discharger Organizations and Regional Regulatory Efforts	\$7,000		\$7,000
4	Support for Planning of Secondary Treatment Process Improvements	\$42,200		\$42,200
5	Support for Sewer System Management Plan and Collection System Issues	\$14,100		\$14,100
6	Air Permitting & related	\$10,500		\$10,500*
7	NPDES Permit Reissuance	\$8,300		\$8,300
8	Miscellaneous & Contingency	\$7,000		\$9,900
XP	Project Expenses		\$1,200	\$1,200
	<b>Total Project Budget</b>	<b>\$164,000</b>	<b>\$1,200</b>	<b>\$168,100</b>

\* Includes 10% mark-up on Yorke Engr. Hours.

**TOTAL NOT-TO-EXCEED BUDGET:                    \$168,100**

Attachment A: EOA Fee Schedule for 2020-21 (to be applied to 2021-22 work)  
Yorke Engineering 2021 Fee Schedule



## AGENDA ITEM 7

**5/20/2021**

### **PUBLIC COMMENT**

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

5/20/2021

## **BOARD MEMBER REPORTS**

### **CLARK**

NBWA Board Committee, 2021 Operations Control Center Ad Hoc Committee, Other Reports

### **ELIAS**

NBWRA , Ad Hoc Engineering Sub-Committee re: STPURWE, 2021 GM Evaluation Ad Hoc Subcommittee, 2021 Operations Control Center Ad Hoc Committee, Other Reports

### **MURRAY**

Marin LAFCO, CASA Energy Committee, 2021 GM Evaluation Ad Hoc Subcommittee, 2021 Legal Services Ad Hoc Committee, Marin Special Districts Association, Other Reports

### **SCHRIEBMAN**

Gallinas Watershed Council/Miller Creek Watershed Council, JPA Local Task Force, NBWA Tech Advisory Committee, Other Reports – LAFCO Shared Services Webinar

### **YEZMAN**

Flood Zone 7, CSRMA, Ad Hoc Engineering Sub-Committee re: STPURWE, 2021 Legal Services Ad Hoc Committee, Other Reports



Shared Services Webinar  
Marin LAFCO—April 29, 2021, 9 am to 11:30 am111

Schrieberman  
Agenda Item 8.4  
Date: May 20, 2021

Todd Cusimano (Police chief CM now City Manager) Police Dept: shared services between Twin Cities (Larkspur/Corte Madera) and San Anselmo looking to cut overhead costs. Uniforms the same with community outreach. Then went to consolidation following retirements. Council of each town were on board to solve the problems that came up. Shared values but problems solved differently; long term work to address big issues; checking ego at the door to form the JPA, including labor group. A large group of different people, different points of view, all coming together. Council, labor, city staff, Police chiefs—asking are you willing to get together to provide the services needed and cut costs? Had help from **Dan Schwartz** who helped merge/consolidate cities. Mission to maintain services while cutting costs by cutting top staff (captains, sergeants, etc via retirement) but keeping local servicepeople. People want services but the rising pension liability is a concern. CalPers is an issue w/sharing services.

Michael Frank, Exec Officer, Marin General Services Authority: Large city (Union City), bigger than county, their fire dept and city manager with same situation in next city and the fire depts. were consolidated, lead by the two strong city managers. Labor unions were tough. Strong personality in dept. 2 years later undid the entire consolidation. Todd's was more organic, building relationships, not lead by two strong leaders but built with a broader coalition rather than top down leadership.

Bob McCaskill, former Belvedere CC: self-funding JPA, all volunteer, for recreation/school district coordination. Board runs the JPA. Traffic relief JPA takes funding for bus passes, which are subsidized, so that 50% of students ride the busses.

Michael Frank, MTA: Not a merger but took on the Marin Telecommunications Board JPA, which had councilmember from every jurisdiction. Was able to dissolve the JPA and consolidate it within MGSA. Legislature removed some of the key points for the JPA; mostly ministerial in nature so appropriate for it to have what it still did taken over by MTA. Funding from Cable bills, etc and funding the nonprofit CCMC to run public TV. No significant policy decisions to the JPA anymore so cut costs and had low overhead agency take over the remaining administration.

Todd: Central Marin Fires, same leadership, supportive of consolidation, familiar with Police model. When it happens organically with support of the two labor groups, is better. Fire was more coordinated so easier to form. Shared services and consolidation does not always solve every problem. When costs go up so high, can't provide the services that are needed for public health and safety. Can we eliminate redundancy and add paramedic fire firefighters to all stations? Needed to reform the pension formula so **forming a JPA allowed them to reform the pension formula** by transferring people from one group to another. Need for shared values with all players.

Todd: New law re: fire service consolidation: Last JPA that CalPers accepted for their program due to a JPA going bankrupt. Partnered with cities in East Bay to pass an Assembly bill to speak to that, to develop the language to sever a JPA and not leave costs unexamined.

Todd: Smaller Sanitary District which uses contracts. Consolidation plan doesn't make sense as a town. But sharing services with Ross Valley and Southern Marin does; saves money on contracts and services.

Lessons learned?

Todd: Councils and Managers; Debbie Stutsman's Analogy: Like marriage: you don't necessarily marry the girl next door. Start by Dating. Be honest. Meet the family. Don't surprise the community. Engagement: now you are putting the plans/assets together. Wedding Day: commitment of the partners to the overall good of the community. Happily Ever After? Takes work over time; build on a strong foundation.

Michael: The Trust piece. Maintaining the relationship is hard but it has to be done on an ongoing basis or Trust can deteriorate over time. Avoid duplicating administrative structure. Contract with another agency to provide the finance eg 10 hours a week with TAM to open mail, scan and send out, rather than hiring a clerical person. Marin Fire JPA, newest one, **encouraged them to contract with existing agencies to have shared finance, HR, payroll, etc vs having your own. Helps to have shared values but pursue that first before hiring new employees to handle the functions that exist.**

Jason Fried, L AFCO:



## Types of Shared Service Arrangements

Informal Agreement	Memorandum of Understanding (MOU)	Joint Powers Agreements (JPA)	Consolidation or Merger
<p>Two or more agencies work together to get similar services at a better cost than if they would alone. Legal agreements tend not to be used.</p>	<p>MOUs occur when two or more agencies agree to work together on a given item or area of interest with a legal agreement in place. Each member of the MOU maintains its own independence.</p>	<p>JPAs are formal agreements between multiple agencies where, normally, each agency hands over control of a given item to the JPA to run on behalf of all member agencies. Normally each member agency appoints a member to the JPA Board.</p>	<p>When two or more agencies either form a new agency or move one agency into another agency.</p>

Most shared services are done by MOU.

Panel:

Cathryn Hilliard: Southern Marin Fire Protection District. Sharing fire system while having independent services. Board was in negotiation with Sausalito, due to shared borders. Sausalito had troubles w/budget, small staff, concerns over safety, then lost their chief so they shared their chief. Thought to merge but that took 8 year to vet the process w/elected and the public. Concerns: loss of control over decision making, budget, political power, etc. LAFCO got involved and worked out benefits to both agencies. Had to go to a public vote. Now working with Mill Valley but still early in the process; benefits are getting laid out. Constituents are the public. Need to know who they are,

what they want, what is needed locally.



## Southern Marin Fire District's Experience

### HOW TO IMPLEMENT A SHARED SERVICES AGREEMENT

- Look for the opportunity
- Start the conversations early, even if you don't implement the agreement for some time or ever
- Create a Plan or Agreement through collaboration with the agencies involved. Must encompass perceived benefits to each party
- Leadership by Elected Officials, Management Staff, Labor, and Community Leaders are essential.
- Include LAFCo in early stages.



## Southern Marin Fire District's Experience

Clearly spell out:

### WHAT:

- What is being shared and how? [The Vision](#)

### WHEN:

- When does the Sharing of Services begin and end. When can the participating agencies and their constituents expect to see the matrices that will be used to evaluate the benefits and risks to each party. [The Benefit](#)

### WHY:

- Make clear to all elected officials, administrators, labor and the community what we hope to accomplish that will benefit all. [The Support](#)

NEED to have support of your workers and labor at the start or it won't work. Need to have benefits well laid out to the public.

Betsy Swenerton, Murray Park: MPSMD Annexation into RVSD: small sewer district run by Marin County; County did not have the experience or staff to do the daily work, so contracted that to Ross Valley. Rates were below what was needed to fund the sewer system; had to do a 218 notice in 2008 to let people know re: rate structure; residents were paying through their property taxes vs rates instead so public education was needed. Procss dropped off until 2016; contacted by LAFCO

via Municipal Services Review, kickstarted the annexation process again.



## MPSMD Annexation into RVSD

### Murray Park Sewer Maintenance District (MPSMD)

- Established in 1949
- 5,500 LF of gravity sewer pipeline serving 91 living units
- Maintained since 1993 by Ross Valley Sanitary District (RVSD)
- Located entirely within RVSD's boundary
- Drains into RVSD's system

### Ross Valley Sanitary District (RVSD)

- Established in 1889, changed its name in 2017
- Serves over 47,000 customers, operating and maintaining 200 miles of pipe and 19 pump stations



10/1/2015 9:11:56 AM - 10/1/2015 9:11:56 AM

LAFCO helped the annexation process w/Ross Valley by forming working group; identified hurdles to annexation and came up with solutions. Engaged stakeholders in community early. Able to transfer reserve funds from county to Murray Park parcels, so Ross could accept them with their old rates into the system w/o doing a new 218 process for all of Ross Valley. Ross Valley had been maintaining their system for decades so transition was easy.

Michael Norton: Central Marin Police Chief at Twin Cities in JPA as Sgt; looking to add San Anselmo. Perspective of Labor in the process. POA President of TW; San Anselmo also had POA President. Had never met. Different cultures in police dept! Even when next to each other. Wanted the process to happen; were in agreement with the process. Important to have both sides on board early. Seniority and rank are really important (shifts, vacation priority, benefits, 2 MOUs, Schedules) all had to be worked out as they merged. Promotions and retirements were happening. Had two boards that had to be merged. Police and Fire pick as a place to work for 30 years; so merging can be uncomfortable. The two cities are quite different. Need to hear concerns to keep morale up; say, this will be a good thing. Extra workload during the merger. In charge of 50% more training when started sharing services.

Could do better: Keeping people in the loop. Triple whatever you are doing. They are wondering if they want to stay or not; if they'll be happy with the merger. Do a lot of team building so that people get to know each other. Needed to have BBQs quarterly and off hours hanging out, bonding. Have to trust the other person with your life. Underestimated the amount of training, different streets, the crime areas, the municipal codes are all different. The IT equipment was different and needed to work together. Need to meet monthly with anyone who was interested. Was shielding them from the negative, but that created lack of trust, so share the good, the bad and the ugly. Have to pay attention to all the different stakeholders. Social media: need monthly updates with multiple ways of getting the word out. 40K calls for services yearly. Only a few show up at meetings. Are still explaining the merger to residents! And it was done in 2013!

Tax-sharing agreements: If going through a LAFCO process, you will need to discuss how you will pay for things. Giving some money up to do this. Need to have clear ways for public to reach out to appropriate officials if a problem exists.



### Lessons Learned

- Shared services may not result in consolidation.
- Aligning stakeholders - public, management, electeds, labor - is important.
- Long road to consolidation - many years to develop relationships, resolve issues along the way.



### Lessons Learned, cont.

- It may take more than 1 attempt or approach - or it may not be possible at this time.
- Official LAFCo process is the final step after all the work is done.
- Including LAFCo early in the planning process can save time and money when you go for LAFCo approval.



### Thank You For Attending!

Email us at [staff@marinlafco.org](mailto:staff@marinlafco.org) to join our mailing list and participate in a short survey on today's workshop.

We would really appreciate your feedback!

Contact:

Jason Fried

[jfried@marinlafco.org](mailto:jfried@marinlafco.org)

415-578-2304



## BOARD MEMBER MEETING ATTENDANCE REQUEST

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

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

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

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

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

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

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

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

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

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

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

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

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

Board packets are uploaded 7 days before the Board Meeting. Please submit your request to the Board Secretary, no later than 2:00 p.m. on the second or fourth Tuesday of the month.

**5/20/2021**

**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

# A nasty pandemic problem: More flushed wipes are clogging pipes, sending sewage into homes

By **Katherine Shaver**

April 23, 2021 at 7:00 a.m. PDT

Some wastewater utilities say they are facing a nasty pandemic problem: More disposable wipes being flushed down toilets are clogging pipes, jamming pumps and sending raw sewage into homes and waterways.

Utilities have urged customers for years to ignore “flushable” labels on increasingly popular, premoistened wipes used by nursing home staffs, potty-training toddlers and people who shun toilet paper. But some utilities say their wipe woes significantly worsened a year ago during a pandemic-induced toilet paper shortage, and have yet to let up.

They say some customers who resorted to baby wipes and “personal hygiene” wipes appear to have stuck with them long after toilet paper returned to store shelves. Another theory: People who wouldn’t take wipes to the office are using more while working from home.

More disinfectant wipes also are getting improperly flushed, utilities say, as people sanitize counters and doorknobs. Paper masks and latex gloves tossed into toilets and washed into storm drains also are jamming sewer equipment and littering rivers.

At WSSC Water, which serves 1.8 million residents in the Maryland suburbs, workers at its largest wastewater pumping station removed about 700 tons of wipes last year — a 100-ton jump over 2019.

“It started last March and really hasn’t eased up since,” said WSSC Water spokeswoman Lyn Riggins.

Utilities say the wipes twist into ropy wads, either in a home’s sewer pipe or miles down the line. They then congeal with grease and other cooking fats improperly sent down drains to form sometimes massive “fatbergs” that block pumps and pipes, sending sewage backing up into basements and overflowing into streams. On Wednesday, WSSC Water said 10,200 gallons of untreated sewage reached a creek in Silver Spring after an estimated 160 pounds of wipes plugged a pipe.

Cynthia Finley, director of regulatory affairs for the National Association of Clean Water Agencies, said some utilities have had to more than double their wipes work during the pandemic — a cost passed on to customers.

Too many, she said, “don’t think about what happens to it after it gets flushed.”

In Charleston, S.C., the utility spent an additional \$110,000 — a 44 percent increase — last year to prevent and clear wipe-related blockages and expects to do so again this year. Wipe-catching screens that used to need cleaning once a week are requiring it three times a week, officials said.



“It took a few months for the wipes to collect in our system,” said Baker Mordecai, director of wastewater collection for the Charleston Water System. “Then we started noticing a dramatic increase in clogs.”

The Charleston utility recently filed a federal lawsuit against Costco, Walmart, CVS and four other companies that manufacture or sell wipes labeled “flushable,” alleging they have caused “massive” damage to sewer systems. The lawsuit seeks to prohibit wipes from being marketed as “flushable” or safe for sewer systems until the companies prove they disintegrate into pieces small enough to avoid clogs.

Mordecai said the lawsuit stemmed from a 2018 blockage in which divers had to swim down 90 feet through raw sewage into a dark wet well to pull a 12-foot-long mass of wipes from three pumps.

“The gross factor definitely caught people’s attention,” Mordecai said.

In the Detroit area, one pumping station began averaging about 4,000 pounds of wipes collected weekly after the pandemic started — four times as much as before, officials said.

In the Seattle area, where workers remove wipes from pipes and pumps around-the-clock, it used to be rare to find surgical masks in the system, said Marie Fiore, a King County spokeswoman.

“Now, it’s very common,” she said.

D.C. Water officials said they saw more wipes than usual early in the pandemic, presumably due to the toilet paper shortage, but the amount has ebbed in recent months. Pumps at the Blue Plains Advanced Wastewater Treatment Plant in Southwest Washington are larger than at some other utilities and less vulnerable to debris, officials said, but the utility continues to see wipes blocking pipes.

The D.C. Council passed a law in 2016 requiring that wipes sold in the city be labeled “flushable” only if they break apart in a “short period” after flushing. However, wipes manufacturer Kimberly-Clark Corp. sued the city, arguing that the law — the first of its kind in the United States — was unconstitutional because it would regulate businesses beyond the District. A judge put the case on hold in 2018, pending the city issuing detailed regulations.

A spokesman for the D.C. Department of Energy and Environment said the agency has proposed regulations but is still working with D.C. Water “to ensure that the appropriate standards are adopted.”

Officials in the “nonwoven fabrics” industry say their wipes have gotten a bad rap from people flushing baby wipes, sanitizing wipes and others that aren’t meant for toilets.

The recently formed Responsible Flushing Alliance, funded by 14 wipes manufacturers and suppliers, supports state legislation that would require “do not flush” labels on the 93 percent of wipes sold that aren’t designed for flushing, said alliance president Lara Wyss.

Last year, Washington state became the first to require the labels. Five more states — California, Oregon, Illinois, Minnesota and Massachusetts — are considering similar legislation, according to the National Association of Clean Water Agencies.

“We need people to understand the vast majority of these products that keep our homes safe are not intended to be flushed,” Wyss said.

However, she said, the 7 percent of wipes sold as “flushable” have plant-based fibers that, like toilet paper, break down when flushed and become “unrecognizable.” Wyss said “forensic analyses” have found that 1 to 2 percent of the wipes in fatbergs were designed as flushable, probably getting ensnared quickly before they could disintegrate.

The wipes industry and utilities continue to disagree on testing standards for how quickly, and how much, wipes should have to break apart to be deemed “flushable.”

“They say they’re flushable, but they’re not,” said Brian Johnson, executive director of the Greater Peoria Sanitary District in Illinois. “They may be technically flushable ...”

“So is a flip-flop,” added Dave Knoblett, the utility’s collection system supervisor, “but you shouldn’t.”

Utility officials say they worry the problem will outlast the pandemic as some consumers form new habits. The Association of the Nonwoven Fabrics Industry said sales of disinfecting and flushable wipes are up about 30 percent and are expected to remain strong.

As of early April, sales of bathroom cleaning wipes were up 84 percent, and “bath and shower” wipes were up 54 percent compared to the 12-month period ending in April 2020, according to Chicago-based NielsenIQ, which tracks consumer behavior. Sales of premoistened wipes for toileting use had jumped by 15 percent as of April 2020 but have dropped slightly since.

Meanwhile, utilities are asking customers to stick with the “three P’s” — pee, poop and (toilet) paper — when they flush.

“Use these wipes to your heart’s content,” said Riggins, of Maryland’s WSSC Water. “But just put them in the trash can rather than the toilet.”

Updated April 28, 2021

## Transportation: Infrastructure and the pandemic

### Infrastructure plans

## Market for homes in Marin climbing

### REAL ESTATE

Sales, prices increase despite the pandemic

By Matthew Pera

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

The Marin County real estate market continued its upward trend in February, with home sales up 64% year-over-year.

The county recorded 162 sales of detached homes in February, the most recent month for which data are available. That was up 7% from the 151 sales in January and up from 99 sales a year ago.

The median price for a detached home was \$1.53 million in February, according to data released this week by the county assessor's office. That was up from \$1.4 million the month prior and \$1.25 million in February 2020. The median home price is the number at which half are above and half below.

In the months leading up to the coronavirus pandemic, Marin houses "were selling at asking or sometimes sitting a little bit longer," said Laura Slanec, a Marin Realtor with Berkshire Hathaway. "Then, the

house across the street in February has 12 offers."

Slanec attributes the market boost during the pandemic to both low interest rates and the switch to remote working for many companies. Many buyers are moving into Marin from San Francisco, Slanec said.

"They were living in small places and all of a sudden the pandemic hit and now that small place is way too small," she said. "I think a lot of people are working from home and they're thinking, 'I'm never going to see interest rates this low again.'" But interest rates are rising. That could slow California's real estate market, or whip it into

---

a frenzy as buyers try to snap up homes before the rates escalate further, said Jordan Levine, chief economist for the California Association of Realtors.

"The upward movement in rates has called into question whether the market will sustain its momentum going into the spring home-buying season," Levine said. "While rates are off their record lows, they are still relatively low by historical standards. Recent increases in mortgage rates will likely slow the pace of price growth in the coming months but will also motivate those who truly want to buy to enter the market before rates start moving further up." As for condominiums and townhouses, Marin County logged 71 sales in February, up 31% from the 54 sales in January and up 48% from the 48 sales a year ago. The median price was \$665,000, up from \$659,000 in January. The median price in February 2020 was \$662,250.

3

But the 462,720 homes sold represented a 9.7% jump from February 2020. It was the eighth straight month that the state has posted year-over-year gains, the association said.

The state's median home price was \$699,000 in February, down 0.1% from January and up 21% from the prior year, according to the association.

"While higher rates may slow growth in home sales temporarily, the major roadblock in the long run is a shortage of homes for sale," said Dave Walsh, the association's vice president. "With inventory dropping more than a half from a year ago, the market will soften in the second half of 2021 if we don't see enough homes come on the market to meet demand."



Statewide, single-family home sales were down 5% in February from the month prior, according to data from the California Association of Realtors.

---

[Copyright Terms and Terms of Use. Please review new arbitration language here.](#)  
Powered by TECNAVIA

---

Saturday, 05/01/2021 Page .A01

Copyright Terms and Terms of Use. Please review new arbitration language here.

## Water use restrictions tightened by MMWD

### DROUGHT

New rules affect pools, outdoor sprinkler use

By Will Houston

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

In response to historic dry conditions, the Marin Municipal Water District became the first major Bay Area supplier to restrict lawn watering to two days per week or face penalties as high as \$250 per violation.

The rules adopted on Tuesday are in response to the driest 16-month period in the district's 143 years of rainfall records. Only 20 inches fell this rain season, the second-lowest on record and less than was received during Marin's worst drought, in 1976-77.

"It's looking like we are in another historic drought," Lucy Croy, the district's water quality manager, told the board on Tuesday.

The board voted unanimously to limit outdoor sprinkler use to two days per week and require pools to be covered when not in use. Drip irrigation is allowed

three days per week. There are no limits on watering using a hose with an attached spray nozzle.

The rules took effect immediately and affect 191,000 customers in central and southern Marin.

Enforcement will begin on May 1 and appears to rely heavily on citizen reporting. Rulebreakers will be given an initial warning. Any subsequent violation will result in a \$25 fine, then a \$250 fine that can be increased should violations continue.

---

The district is encouraging ratepayers to report water waste by emailing [Conservation@MarinWater.org](mailto:Conservation@MarinWater.org), calling 415-945-1523 or submitting an online form at [marinwater.org/forms/water-waste-report](http://marinwater.org/forms/water-waste-report).

The sprinkler restrictions and pool cover requirements are the latest rules adopted by the district in an attempt to cut back on water use by 40% to ensure it has enough supply by the coming winter.

Other prohibitions adopted by the district in late April include vehicle washing at home; power washing; refilling decorative fountains; golf course irrigation except for greens and tees beginning May 20; and using water for dust control and street cleaning.

Achieving the 40% reduction would equate to all customers using an average of 60 gallons of water per day or less.

The district's seven reservoirs in the Mount Tamalpais watershed are just over half full when they would

plans, including a temporary desalination plant and a temporary water pipeline over the Richmond-San Rafael Bridge to pump in State Water Project supplies from the East Bay. Several residents called on the district to adopt even stricter regulations, including water rationing. Frank Egger of Fairfax and other attendees urged the board to adopt a moratorium on new water connections.

"One more dry year and we're in deep trouble," Egger said. "We will run out of water. It's time to end the casual approach to our water usage and supply."

The board plans to discuss potential changes to new water connections at its May 18 meeting, according to Ben Horenstein, the general manager.

In response to calls for stricter measures, Horenstein said the board will be able to adapt its rules as the water supply situation changes.

2

normally be close to 90% full at this time of year.

Through conservation, the district hopes to have at least 30,000 acre-feet of supply — just over a third of its total supply capacity and one year’s worth of supply under normal water use. If supplies drop below that amount in December, that will automatically trigger a 50% conservation mandate.

The board initially considered restricting sprinkler use to one day per week and assigning specific watering days for each community. However, the board changed it to two days per week after residents raised concerns last month that people would abuse the rule and drench their lawns and landscapes.

Board members signaled that tougher conservation rules might be needed should residents and businesses not cut back enough.

“I’m concerned that we’re not taking enough action soon enough,” said director Larry Russell, who suggested the board revisit the rules at least monthly.

Director Monty Schmitt said he was alarmed that April water use among customers was higher than the previous five years despite the dry conditions.

“I worry about our projections into the future, that we may be in uncharted territory,” Schmitt said.

Should next winter continue to be dry, the district is already in early talks on costly emergency backup

4

“I think we have time to be measured and thoughtful and bring the community along,” Horenstein said.

Other residents raised concerns about the potential financial impacts of requiring pool coverings, especially for pools that have irregular shapes. On Tuesday, the board adopted a \$100 rebate for pool covers.

Additionally, the board voted unanimously to improve other rebates and water-saving incentives on

Tuesday, such as:

- increasing the turf conversion rebate from \$1 to \$3 per square foot through October
- offering free sheet mulching provided by local nonprofit organizations to remove lawns
- a \$115 discount on “smart” metering technology provided by Flume
- a \$50 rebate on hot water recirculating devices. “This is the other piece for a comprehensive approach,” director Larry Bragman said. “We have the stick. This is the carrot.”

More information about the district’s water restrictions can be found at [marinwater.org/waterrules](http://marinwater.org/waterrules).

Copyright Terms and Terms of Use. Please review new arbitration language here.  
Powered by TECNAVIA