

Notice and Agenda

REGULAR MEETING — BOARD OF DIRECTORS — COUNTY SANITATION DISTRICT NO. 34

To be held at the OFFICE OF THE DISTRICT
1955 Workman Mill Road, Whittier, California

In Response to concerns about the Novel Coronavirus (COVID-19), and in accordance with the Governor’s Executive Order N-29-20, Directors will attend these meetings via teleconference. Interested members of the public may call in to listen and provide comments by calling (719) 387-1138, passcode 458803 or may submit public comments to: info@lacs.d.org up to two hours prior to the start of the meeting. You may find further information at: www.lacs.d.org/aboutus/governance/agenda_and_minutes/default.asp

WEDNESDAY		June 24, 2020		At 1:30 P.M.	
BROWN	EICH	DAVITT (Chairperson)	GUNTER	WALKER	

1. Approve Minutes of Special Meeting Held April 22, 2020
2. Approve January, February, March, and April 2020 Expenses in Amount of \$5,883.11

Summary: Local District expenses represent costs incurred for operations, maintenance, and capital projects that are the sole responsibility of the individual District. Allocated expenses represent the District’s proportionate share of expenses made by District No. 2, the Administrative District, on its behalf pursuant to the Joint Administration Agreement. This Agreement provides for the joint administration and technical support for all of the signatory Districts along with the methodology for determining the proportionate costs for each District. A listing of Districts’ payments and previously approved budgets can be found on the Districts’ website at lacs.d.org/financial-documents. This item is consistent with the Districts’ Guiding Principle of commitment to fiscal responsibility and prudent financial stewardship.

Local District Expenses:	
Operations & Maintenance (O & M)	\$2,928.93
Allocated Expenses:	
Joint Administration	<u>2,954.18</u>
Total Expenses	<u>\$5,883.11</u>

3. Re: Wastewater Budget Matters for Fiscal Year 2020-21
 - (a) Adopt Operating Budget
 - (b) Authorize Appropriations Per Budget

Summary: A letter discussing 2020-21 fiscal year budgetary matters accompanies the agenda. This item is consistent with the Districts’ Guiding Principles of commitment to fiscal responsibility and prudent financial stewardship, and to plan for both short-term and long-term needs to minimize the need for significant rate increases.

Adjourn

Status Report: Prior to or during the meeting session, the Chief Engineer and General Manager may update the Directors on various matters concerning the Districts that may be of current interest to the Directors.

Public Comment: Members of the public may address the Board of Directors on any item shown on the agenda or matter under the Board’s authority. A “Request to Address Board of Directors” form is available. In compliance with the Americans with Disabilities Act, if you require special assistance to participate in this meeting, please contact the Secretary to the Boards’ Office (562) 908-4288, extension 1100. Notification of 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to this meeting. (28CFR 35.101 et seq. ADA Title II).

Document Requests: Links to supporting documents are available online at the time of posting. Agendas and supporting documents or other writings that will be distributed to Board members in connection with matters subject to discussion or consideration at this meeting that are not exempt from disclosure under the Public Records Act are available for inspection following the posting of this agenda at the office of the Secretary to the Boards of Directors located at the Districts’ Joint Administration Building, 1955 Workman Mill Road, Whittier, California, 90601, or at the time of the meeting at the address posted on this agenda.



**LOS ANGELES COUNTY
SANITATION DISTRICTS**
Converting Waste Into Resources

Robert C. Ferrante
Chief Engineer and General Manager

1955 Workman Mill Road, Whittier, CA 90601-1400
Mailing Address: P.O. Box 4998, Whittier, CA 90607-4998
(562) 699-7411 • www.lacsd.org

June 3, 2020

Boards of Directors
Los Angeles County Sanitation Districts
of Los Angeles County

Dear Directors:

Wastewater Budget Matters for Fiscal Year 2020-21

The agendas for the upcoming meetings of the Boards of Directors for most Districts contain items relating to wastewater budget matters for fiscal year (FY) 2020-21. These items include establishing an appropriations limit on the proceeds of taxes; adopting the sewerage system final budget; requesting the tax levy; authorizing appropriations per the sewerage system budget; and, for certain Districts, actions related to the previously filed Service Charge Report.

APPROPRIATIONS LIMIT

The Constitution of the State of California places a limit on the authorization to expend the proceeds of taxes levied by state and local governments in California. In addition, the Government Code requires the governing body for each local jurisdiction to establish, by resolution, an appropriations limit for each fiscal year. The appropriations limit for FY 2020-21 has been determined by adjusting the previous limit for FY 2019-20 based upon population change factors for Los Angeles County and the change in the California Personal Per Capita Income. The appropriations limit has also been adjusted to include the increased operation and maintenance and capital costs of treatment processes and facilities needed to comply with state and federal requirements. All of this is in accordance with the procedures outlined in Article XIII B of the Constitution and Section 7910 of the Government Code. The proposed appropriations limit and anticipated tax revenue are enclosed. This information has been available to the public at the Districts' Joint Administration Office in conformance with the requirement that the documentation used in the determination of the appropriations limit be available fifteen days prior to its establishment by the Board of Directors.

FINAL BUDGET FOR FISCAL YEAR 2020-21

Enclosed for your review is the proposed final fiscal year 2020-21 budgets for the District and the Joint Outfall System (JOS), if applicable. Budgets include a list of proposed capital projects (if any) along with descriptions of the projects; a list of user fees; information on the monies set aside in various funds/reserves; and an explanation of terms used in the budget. The JOS budget will only be adopted by District No. 2, the administrative District for the JOS. Joint Administration and Joint Outfall costs are allocated to each District according to the ratio of the number of sewage units in a District to the total number of sewage units in all the Districts signatory to each agreement. A sewage unit represents the average daily sewage flow and strength (measured in terms of chemical oxygen demand and suspended solids) from a single-family home. This method of allocating costs considers flow as well as the strength of sewage from all types of users and is the most equitable way to distribute Joint costs.

DOC 5699571

SERVICE CHARGE REPORT

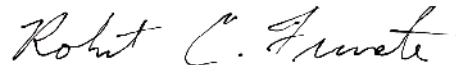
Districts Nos. 4, 9, 14, 17, and 20 will also have an item regarding the Service Charge Report previously filed with the District Clerk. Adoption of the Report is needed for the continued collection of service charges on the property tax roll for residential, commercial and small industrial dischargers. This is the most cost-effective and efficient means of collecting the service charges.

Prior to considering adoption of the Report, the Board must hold a public hearing. The date, time, and location of the public hearing will be held as listed on the agenda. Notice of the public hearing was published twice in newspapers of general circulation within the District. Public testimony will be accepted at the hearing and all written comments must be received at or by this time. After all public input has been received by the Board, the public hearing will be closed, and the Board will consider adoption of the Report. A copy of the Service Charge report is attached for Districts considering this action.

SUMMARY OF REQUIRED ACTIONS

At the June Board meetings, it will be recommended that the Boards of Directors adopt a resolution establishing the appropriations limit on the proceeds of taxes; adopt the budget for FY 2020-21; adopt a resolution requesting the tax levy; authorize appropriations in the sewerage system budget; and adopt the Service Charge Report (certain Districts), all as shown on the agenda.

Very truly yours,



ROBERT C. FERRANTE

RCF:gc
Enclosures

Exhibit 1

SUMMARY OF 2020-21 APPROPRIATIONS LIMIT FOR EACH SANITATION DISTRICT

DISTRICT NUMBER	2019-20 APPRO. LMT. EXCLUDING MANDATED COSTS	POPULATION CHANGE FACTOR	APPRO. LMT.* CHANGE FACTOR	2020-21 APPRO. LMT. EXCLUDING MANDATED COSTS	2020-21 MANDATED COSTS	2020-21 APPRO. LMT. INCLUDING MANDATED COSTS	ESTIMATED AD VALOREM TAX REVENUES	DISTRICT NUMBER
1	\$ 18,534,541	0.9989	1.0362	\$ 19,204,731	\$ 2,080,339	\$ 21,285,070	\$ 3,532,000	1
2	31,867,173	0.9989	1.0362	33,019,457	3,081,213	36,100,670	7,365,000	2
3	22,431,409	0.9989	1.0362	23,242,506	2,343,848	25,586,354	5,516,000	3
4	2,939,217	0.9989	1.0362	3,045,496	-	3,045,496	653,000	4
5	46,895,600	0.9989	1.0362	48,591,297	3,483,412	52,074,709	12,515,000	5
8	8,781,290	0.9989	1.0362	9,098,812	1,155,744	10,254,556	1,996,000	8
9	1,128,518	0.9989	1.0362	1,169,324	-	1,169,324	105,000	9
14	52,210,583	1.0002	1.0375	54,166,232	12,553,645	66,719,877	1,474,000	14
15	18,527,935	0.9997	1.0370	19,213,498	2,605,046	21,818,544	8,110,000	15
16	12,988,505	1.0002	1.0375	13,475,457	1,396,138	14,871,595	5,778,000	16
17	1,808,713	0.9989	1.0362	1,874,114	187,230	2,061,344	625,000	17
18	13,962,791	0.9989	1.0362	14,467,671	1,581,057	16,048,728	4,370,000	18
19	5,477,137	0.9989	1.0362	5,675,185	490,035	6,165,220	1,551,000	19
20	42,182,424	0.9989	1.0362	43,707,697	12,589,667	56,297,364	1,351,000	20
21	53,242,449	0.9989	1.0362	55,167,641	2,024,863	57,192,504	4,361,000	21
22	12,389,240	0.9998	1.0371	12,848,423	1,659,648	14,508,071	4,554,000	22
23	6,237,894	0.9989	1.0362	6,463,450	272,756	6,736,206	420,000	23
27	941,836	0.9989	1.0362	975,892	-	975,892	369,000	27
28	1,061,320	0.9989	1.0362	1,099,696	55,476	1,155,172	706,000	28
29	880,053	0.9989	1.0362	911,875	71,656	983,531	131,000	29
SBC	24,564,939	0.9989	1.0362	25,453,182	626,413	26,079,595	5,895,000	SBC
SCV	22,215,478	0.9998	1.0371	23,040,225	-	23,040,225	7,586,000	SCV
34						N/A**		34
NR						N/A**		NR

* This column represents the net change resulting from the percent change in population and the percent change in Per Capita Income of 3.73%.

** This District is not subject to an appropriations limit as it does not receive any proceeds of taxes.

**County Sanitation District No. 34 of Los Angeles County
Operating Fund Final Wastewater Budget
Fiscal Year 2020-21**

	2019-20	2020-21
<u>Beginning Balance</u>	\$ 3,838	\$ 4,957
<u>Sources of Funds</u>		
La Cañada Flintridge	\$ 5,400	\$ 6,209
Total Operating Revenues	5,400	6,209
Interest	77	50
Total Non-Operating Revenues	77	50
Total Sources of Funds	\$ 5,477	\$ 6,259
<u>Use of Funds</u>		
Joint Administration Operations	\$ 4,880	\$ 5,519
Joint Administration Capital	494	739
Total Use of Funds	\$ 5,374	\$ 6,259
<u>Ending Balance</u>	\$ 3,942	\$ 4,957

Sanitation Districts of Los Angeles County
Wastewater Budget Explanation and Glossary of Terms
Fiscal Year 2020-21

Introduction

The budget package for each District consists of the following sections:

- **Operating Fund Wastewater Budget:** Details of the sources and uses of funds for the Operating Fund, which is the only Unrestricted Reserve fund as described in the District’s wastewater reserve policy. The preliminary budget for the upcoming fiscal year is compared to the final adopted budget for the current fiscal year.
- **Proposed Capital Projects:** Shows major capital projects budgeted expenditures for the fiscal year. If a District has no major capital projects budgeted, this section is omitted.
- **Designated and Restricted Reserve Budget:** Provides beginning and ending balances of each category of reserves along with major inflows to and outflows from that reserve.
- **Rate and Other Information Summary:** Shows current and budgeted rates for the various user fees; summary of projected sewage units; and other metrics.

Terms used in the Budget

Below are explanations of budget line items and other terms used in the budgets. Note that some terms may not apply for certain Districts.

Operating Fund Beginning Balance	Projected cash balance in the Operating Fund as of July 1 at the beginning of the fiscal year shown.
Ad Valorem Taxes Revenue	The District’s share of Ad Valorem (property) taxes paid by property owners in the District.
Service Charge Revenue	Fees paid by residential, commercial and small industrial users of the District’s wastewater system. These fees are generally collected on the property tax bill as a separate line item.
Industrial Waste Revenue	Fees paid by large industrial users of the District’s wastewater system.
Contract Revenue	Sales of reclaimed water; commodity and energy revenue; leases; and other similar sources of revenue.
Interest Revenue	Interest generated by District’s Unrestricted and Designated Reserves.
Grant Revenue	Grant proceeds received, generally state and/or federal grants toward capital projects.

Loan Proceeds	Funds received from loans taken out to finance capital projects, primarily State Revolving Fund Clean Water Loans.
Transfers from Capital Improvement Funds	Funds transferred from Capital Improvement Funds to be used toward capital expenditures.
Joint Administration Operations Expenditures	The District's share of Joint Administration Operating Expenditures less any operational or non-operational Joint Administration Revenues
Joint Outfall Operations Expenditures	The District's share of Joint Outfall System Operating Expenditures less any operational or non-operational Joint Outfall System Revenues
District's Sewer System Operations Expenditures	Expenditures related to operating and maintaining the District's sewers and pumping plants.
Treatment Plant Operations Expenditures	Expenditures related to operating and maintaining treatment plants.
Composting Facility Operations and Maintenance Expenditures	Expenditures related to operating and maintaining composting facilities.
Contract Disposal Operations and Maintenance Expenditures	Expenditures related to the operation and maintenance for conveyance and treatment of wastewater performed by another entity.
Other Operational Expenditures	The District's operational expenditures that are not directly related to the District's facilities, such as insurance, annexations, and certain regulatory work.
Joint Administration Capital Expenditures	The District's share of Joint Capital Expenses minus Joint Capital Revenues.
District Sewer System Capital Expenditures	Capital expenditures related to rehabilitation or expansion of the District's sewers and pumping plants.
Treatment Plant Capital Expenditures	Capital expenditures related to upgrade, repair or expansion of treatment plants.
Composting Facility Capital Expenditures	Capital expenditures related to upgrade, repair or expansion of composting facilities.
Field Office Capital Expenditures	Capital expenditures related to upgrade, repair or expansion of field offices.
Contract Disposal Capital Expenditures	Capital expenditures related to conveyance and treatment of wastewater performed by another entity.

Loan Repayment	Interest and principal payments toward loans, primarily State Revolving Fund Clean Water Loans.
Bond Repayment	Interest and principal payments toward bond debt.
Transfers to Designated Reserves	Surplus funds at the end of the fiscal year not required for operating or cash-flow purposes that are transferred to designated reserves. Designated reserves are primarily used to help stabilize future rates and to set aside funds for future capital projects.
Operating Fund Ending Balance	Projected balance in the Operating Fund as of June 30 at the end of the fiscal year shown.