

A G E N D A

**SAN RAFAEL SANITATION DISTRICT
BOARD OF DIRECTORS
FRIDAY – APRIL 28, 2017 - 9:00 A.M.
SAN RAFAEL CITY HALL
1400 FIFTH AVENUE –CONFERENCE ROOM 201
SAN RAFAEL, CALIFORNIA 94901**

Members of the public may speak on Agenda items.

1. OPEN PERIOD

Opportunity for the public to address the Board on items not on the agenda.
(Presentations are generally limited to 2 minutes.)

2. MINUTES OF THE MEETING

Request approval as submitted – March 28, 2017.

3. PAYMENTS

Request approval as submitted.

4. OLD BUSINESS

- a. Update on the North Francisco Sewer Force Main Relocation Project at Rice Drive.
 - Adopt resolution authorizing the District Manager/District Engineer to sign an agreement with Nute Engineering for design and construction related services for the North Francisco Sewer Force Main Relocation Project at Rice Drive.

5. NEW BUSINESS

- a. Accept appointment of County Supervisor Damon Connolly to serve as a Director on the San Rafael Sanitation District Board.
- b. Call for applications to fill the position of Alternate Commissioner to represent the San Rafael Sanitation District on the CMSA Board of Commissioners.
- c. Report on bid opening for the San Pedro Pump Station Improvements Project and adopt resolution to award contract.
- d. Adopt resolution to accept Mt. Tam Property Capital Investments, LLC, Grant of Lien to the District.
- e. Review Budget Status Report for the period 7-1-16 through 9-30-16 and through 12-31-16.

6. INFORMATIONAL ITEMS

7. DISTRICT MANAGER'S REPORT

- a. Update on CMSA JPA update process.

8. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

9. ADJOURNMENT

The next scheduled meeting is May 26, 2017.

2.

SAN RAFAEL SANITATION DISTRICT
Minutes of the Meeting
March 28, 2017

Special Meeting

City of San Rafael
Conference Room 201
1400 Fifth Avenue
San Rafael, CA 94901

The meeting was called to order at 8:34 A.M. by Chairman Phillips.

Attendance Board: Gary O. Phillips, Chairman
Maribeth Bushey, Secretary/Director
Katie Rice, Director

Attendance Staff: Doris Toy, District Manager/District Engineer
Karen Chew, Senior Civil Engineer

Attendance Others: Jack F. Govi, Assistant County Counsel

1. OPEN PERIOD - No persons were present to address the Board.

2. MINUTES OF FEBRUARY 24, 2017

MOTION by Director Bushey, seconded By Director Rice, to approve the minutes of the February 24, 2017, meeting as presented.

AYES: Director Bushey, Director Rice

NOES: None

ABSTAIN: Chairman Phillips

Motion Carried

3. PAYMENTS

MOTION by Director Bushey, seconded by Director Rice, to approve the payments for February 2017 in the amount of \$1,647,704.43 for maintenance and operation of the District and for capital improvements.

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

4. CLOSED SESSION

- a. Conference with Legal Counsel –Existing Litigation**
California Government Code Section 54956.9(d)(1)
Name of Case: Lavelle v. Reynolds, SRSD, et al.;
Marin County Superior court, Case No. CIV 17-00973

Closed Session – Opened at 8:36 A.M.

Closed Session – Ended at 8:41 A.M.

Legal Counsel Govi reported that the District had taken action to formally reject the Lavelle claim against the San Rafael Sanitation District and that District staff will prepare the Notice of Rejection of Claim.

- b. Conference with Legal Counsel**
California Government Code Section 54956.9(d)(2)
Number of Potential Cases: One (1)

Closed Session – Opened at 8:43 A.M.

Closed Session – Ended at 9:07 A.M.

Chairman Phillips reported that there was no reportable action.

5. OLD BUSINESS

None.

6. NEW BUSINESS

- a. Adopt resolution authorizing the District Manager/District Engineer to sign an agreement with Nute Engineering for design and construction related services for the North Francisco Sewer Force Main Relocation Project at Rice Drive.**

District Manager Toy reported that this project is related to the second phase of the SMART project, which will allow the train to run from downtown San Rafael to Larkspur Landing. She reported that SMART is in the process of selecting their design/build contractor and plans to begin construction of the second phase in San Rafael this August. She also reported that SMART will be realigning Francisco Boulevard West as well as the intersection at Rice Drive and has requested that all utilities in this section of Rice Drive be relocated. Manager Toy then reported that SRSD has a 36-inch force main in this vicinity, which comes from the North Francisco Pump Station on the north side of Highway 101 and carries the flow from Central San Rafael to the sewer treatment plant. She reported that this project will be a big undertaking since the force main carries a large volume of wastewater that will need to continue to flow during the

relocation process. She also reported that the cost of this project will be approximately \$800,000 and will be borne by the District because SMART does not have the funding. Next, Manager Toy reported that the District will be working with Nute Engineering in the hope that the former force main can be used during the relocation of the current force main, which will help to save money. She also reported that she would like to put the North Francisco Sewer Force Main Relocation Project out to bid in May due to time constraints. The Board then expressed their concerns about the cost of this project and need to have the utilities relocated. After a brief discussion, the Board requested that staff convene a meeting with each of the utility companies being required to move their utilities and to come up with a plan. They also requested Manager Toy to include Public Works Director Bill Guerin in this endeavor. The Board then reported that they would like to reconvene on this matter in the next couple of weeks or as soon as more information has been gathered in regard to the other utilities involved, the costs to have the utilities relocated, and the reasoning behind the relocation.

MOTION by Director Bushey, seconded by Director Rice, to table this item until a new meeting is set by the District Manager.

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

- b. Adopt resolution authorizing the District Manager/District Engineer to sign an agreement with Nute Engineering for design and construction related services for the 2017 Sewer Pipe Repair and Replacement Project.**

District Manager Toy reported that the City Public Works Department does an annual paving/resurfacing project and provides the District with a list of streets to be included in this project so that the District can replace any sewer lines that need replacing prior to the paving, which imposes a 5-year moratorium before the street can be reopened. She then reported that the District was given a list of 20 streets to be repaved by the City back in December and that seven (7) of those streets (listed in the staff report), plus a section of F Street near Latham, contain pipe sections that need to be repaired or replaced from manhole to manhole. She also reported that there was a delay in getting these streets televised due to the storms. Manager Toy then reported that she would like to put this project out to bid in May so that the work can be completed by August, which is when the City plans to begin repaving.

MOTION by Director Bushey, seconded by Director Rice, to adopt the resolution authorizing the District Manager/District Engineer to sign an agreement with Nute Engineering for design and construction related services for the 2017 Sewer Pipe Repair and Replacement Project.

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

7. INFORMATIONAL ITEMS.

None.

8. DISTRICT MANAGER'S REPORT

a. Update on CMSA JPA update process.

District Manager Toy reported that because she would be having a JPA Managers' meeting on Thursday, she did not have much to report at this time. She then reported that Sanitary District No. 2 (Corte Madera) had discussed updating the CMSA JPA at their Board meeting, and their Board had agreed that the JPA needed to be revised. Director Bushey then reported to Chairman Phillips that she would be serving as the SRSD representative on the JPA multi-Board working committee.

9. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS.

None.

10. ADJOURNMENT

There being no further business to come before the Board, the meeting of March 28, 2017, was adjourned at 9:26 A.M. The next meeting of the San Rafael Sanitation District was scheduled for Friday, April 28, 2017, at 9:00 A.M. at San Rafael City Hall.

Respectfully submitted,

Maribeth Bushey, Recording Secretary

ATTEST THIS 28th DAY OF MARCH 2017

Gary O. Phillips, Chairman

3.

SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY
March 1, 2017 - March 31, 2017

Vendor/Payee	Memo	Class	Acct #	Account Name	Amount
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 2/22/17	200	2021	Uniforms	\$ 149.33
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 3/01/17	200	2021	Uniforms	\$ 128.27
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 3/08/17	200	2021	Uniforms	\$ 132.21
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 3/15/17	200	2021	Uniforms	\$ 138.42
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 3/22/17	200	2021	Uniforms	\$ 132.42
AT&T *4667	Telephone Service - pump station dialers to CMSA from 1/20/17-2/19/17	100	2534	Telephone service	\$ 239.54
AT&T MOBILE	Telephone Service - cell phones service from 2/04/17-3/03/17	100	2534	Telephone service	\$ 668.10
CALIFORNIA CAD SOLUTIONS INC	Facilities Mapping Services - cleaning list changes	100	4188	Facilities mapping services	\$ 1,350.00
CAL-STEAM CO INC	Pump Stations - Air release valve cleaning parts	200	2359	Maint- pump sta's & force mains	\$ 68.85
CAL-STEAM CO INC	Pump Stations - Air release valve parts	200	2359	Maint- pump sta's & force mains	\$ 64.20
COUNTY OF MARIN	Director's Fees - Katie Rice board meeting on 2/24/17	100	2282	Director's fees	\$ 100.00
CRATUS INC.	Lincoln Ave. - sewer improvement project Prospect Ave to Paloma Ave. progress payment #5	300	4328	Pipe Burst Sewer Rehab'16 (10)	\$ 117,209.29
EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - chemicals for pump stations 1/11/17	200	2105	Odor control chemicals	\$ 13,234.69
EWERS ENGINEERING INC	Force Main Condition Assessment - engineering services for 10/1/16-2/28/17	300	4151	Force Main Condition Assess(10)	\$ 11,366.48
FRANK OLSEN CO	Pump Stations - air release valve	200	2359	Maint- pump sta's & force mains	\$ 3,111.69
GOLDSTREET DESIGN AGENCY, INC	Public Outreach - FOG post cards	100	2321	Public outreach	\$ 6,191.30
HADRONEX, INC.	Collection System - renewal of tech services and warrants	200	2360	O&M - collection systems	\$ 1,924.00
MAHER ACCOUNTANCY	Accounting Services - February	100	2717	Accounting services	\$ 3,600.00
MAHER ACCOUNTANCY	Accounting Services - March	100	2717	Accounting services	\$ 3,600.00
MARIBETH BUSHEY	Director's Fees - Maribeth Bushey, board meeting on 2/24/17	100	2282	Director's fees	\$ 100.00
MARIN COUNTY TAX COLLECTOR	County Counsel - 2nd Qtr Oct/ Nov/ Dec FY 2016/17	100	2713	Legal services	\$ 1,817.50
MARIN MUNICIPAL WATER DIS	Water- 44 Lagoon Rd. from 12/15/16-2/15/17	200	2536	Water utility costs	\$ 46.08
MARIN MUNICIPAL WATER DIS	Water- 220 Tamal Vista Blvd. from 11/01/16-12/29/16 for Vactor Truck	200	2536	Water utility costs	\$ 777.20
MARIN MUNICIPAL WATER DIS	Water- 220 Tamal Vista Blvd. from 12/30/16-2/28/17 for Vactor Truck	200	2536	Water utility costs	\$ 818.78
MARIN MUNICIPAL WATER DIS	Water- 1271 Andersen Dr. from 12/09/16-2/09/17	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water- 3106 Kerner Blvd. from 12/14/16-2/14/17	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water- Andersen Dr. from 12/09/16-2/09/17	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water- Castro Ave. from 12/13/16-2/13/17	200	2536	Water utility costs	\$ 534.75
MARIN MUNICIPAL WATER DIS	Water- Catalina Blvd. from 12/13/16-2/13/17	200	2536	Water utility costs	\$ 74.95
MARIN MUNICIPAL WATER DIS	Water- E Francisco Blvd. from 12/13/16-2/13/17	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water- E Francisco Blvd. from 12/14/16-2/14/17	200	2536	Water utility costs	\$ 231.25
MARIN MUNICIPAL WATER DIS	Water- Montecito Rd. from 12/14/16-2/14/17	200	2536	Water utility costs	\$ 53.45
MARIN MUNICIPAL WATER DIS	Water- N San Pedro Rd. from 12/15/16-2/15/17	200	2536	Water utility costs	\$ 46.45
MARIN MUNICIPAL WATER DIS	Water- Peacock Dr. from 12/15/16-2/15/17	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water- Pt. San Pedro Rd. from 12/14/16-2/14/17	200	2536	Water utility costs	\$ 53.45
MARIN MUNICIPAL WATER DIS	Water- Riviera Dr. from 12/15/16-2/15/17	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water- Simms St. from 12/09/16-2/09/17	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water- Woodland Ave. from 12/09/16-2/09/17	200	2536	Water utility costs	\$ 42.65
MILLER PACIFIC ENGINEERING GROUP	Lincoln Avenue - geotechnical services from 11/7/16-3/12/17	300	4319	Lincoln, Prospect/Paloma (80)	\$ 1,911.90
NUTE ENGINEERING	Glenwood - improvement services from 1/1/17-1/31/17	300	4146	Glenwood Pump Station (10Yr)	\$ 2,519.50
NUTE ENGINEERING	Lincoln Ave. - sewer improvement services from 1/1/17-1/31/17	300	4319	Lincoln, Prospect/Paloma (80)	\$ 6,725.50
NUTE ENGINEERING	Pipe Bursting - services from 1/1/17-1/31/17	300	4328	Pipe Burst Sewer Rehab'16 (10)	\$ 980.00
NUTE ENGINEERING	San Pedro - pump station services from 1/1/17-1/31/17	300	4147	San Pedro Pump Station Upgrade	\$ 19,197.00
NUTE ENGINEERING	Sun Valley - rehabilitation services from 1/1/17-1/31/17	300	4324	SunValley-Ca.Solano, Alpine(80)	\$ 13,364.00
PERIN - BATTERIES PLUS	Pump Stations - dialer batteries	200	2359	Maint- pump sta's & force mains	\$ 13.10
PERIN - BATTERIES PLUS	Shop Supplies - batteries for various uses	200	2133	Office & shop supplies	\$ 28.51
PG&E	San Pedro - deposit for new electric service at San Pedro Pump Station	300	4147	San Pedro Pump Station Upgrade	\$ 2,000.00
PG&E a/c 2480926202-5	Power - service for pump stations 1/09/17-2/08/17	200	2535	Electric utility costs	\$ 30,771.34
PUMP REPAIR SERVICE CO	Pump Stations - pump repair for Bret Harte pump station	200	2359	Maint- pump sta's & force mains	\$ 13,725.55

SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY
March 1, 2017 - March 31, 2017

Vendor/Payee	Memo	Class	Acct #	Account Name	Amount
ROTO-ROOTER SEWER SERVICE INC	Standby - 10 Oakmont Ave	200	2363	Standby services	\$ 1,480.00
ROTO-ROOTER SEWER SERVICE INC	Standby - 350 4th St.	200	2363	Standby services	\$ 377.00
ROTO-ROOTER SEWER SERVICE INC	Standby - 1447 4th St.	200	2363	Standby services	\$ 460.00
ROY'S SEWER SERVICE INC	Sewer System - CCTV at various locations	300	4301	Sewer Syst cond/capacity (80)	\$ 7,646.68
ROY'S SEWER SERVICE INC	Sewer System - CCTV at various locations	300	4301	Sewer Syst cond/capacity (80)	\$ 19,003.75
SEBASTOPOL BEARING & HYDRAULIC	Collection System - repair of swedge tool used to splice hose on vactor truck	200	2360	O&M - collection systems	\$ 67.50
SEQUOIA SAFETY SUPPLY COM	Safety - Gloves	200	2365	Safety equipment and supplies	\$ 112.16
TELSTAR INSTRUMENTS INC	Pump Stations - fans for West Railroad	200	2359	Maint- pump sta's & force mains	\$ 193.17
TELSTAR INSTRUMENTS INC	Pump Stations - replace VFD fans at West Railroad	200	2359	Maint- pump sta's & force mains	\$ 695.00
TIFCO INDUSTRIES	Collection System - shop stock	200	2360	O&M - collection systems	\$ 185.00
TIFCO INDUSTRIES	Pump Stations - shop stock	200	2359	Maint- pump sta's & force mains	\$ 120.86
US BANK CORPORATE PAYMENT	San Pedro - project meeting	300	4147	San Pedro Pump Station Upgrade	\$ 42.39
US BANK CORPORATE PAYMENT	Training and Education - training course on sewer backup response	100	2388	Training and education	\$ 310.00
VERIZON WIRELESS	Telephone Service - wireless service for laptops 1/21/17-2/20/17	100	2534	Telephone service	\$ 266.51
WATER COMPONENTS & BLDG SUPPLY	Collection System - coupling for sewer repair at 1523 Lincoln Avenue	200	2360	O&M - collection systems	\$ 54.30
WATER COMPONENTS & BLDG SUPPLY	Collection System - manhole repair at 224 Laurel Place	200	2360	O&M - collection systems	\$ 43.96
WATER COMPONENTS & BLDG SUPPLY	Collection System - test plug for manhole MH2077 at 990 Francisco Blvd, East	200	2360	O&M - collection systems	\$ 9.03
WATER COMPONENTS & BLDG SUPPLY	Pump Stations - coupling for floor drain repair at West Railroad	200	2359	Maint- pump sta's & force mains	\$ 9.96
WATER COMPONENTS & BLDG SUPPLY	Pump Stations - couplings for floor drain repair at West Railroad	200	2359	Maint- pump sta's & force mains	\$ 6.49
WATER COMPONENTS & BLDG SUPPLY	Pump Stations - pipe and coupling for drain repair at West Railroad	200	2359	Maint- pump sta's & force mains	\$ 23.59
WECO INDUSTRIES LLC	Parts and Repairs - power rodder repair	200	2083	Parts and repairs vehicles	\$ 115.27
WECO INDUSTRIES LLC	Collection System - power rodder cleaning tools	200	2360	O&M - collection systems	\$ 1,392.88
WECO INDUSTRIES LLC	Collection System - power rodder cleaning tools	200	2360	O&M - collection systems	\$ 1,486.64
WOODLAND CTR AUTO SUPPLY	Pump Stations - fan belt for beach drive fiberglass pump station and grease for pump stations	200	2359	Maint- pump sta's & force mains	\$ 40.60
Total					\$ 293,682.99

4.α.

SAN RAFAEL SANITATION DISTRICT
Agenda Item No. 4.a.

DATE: April 28, 2017

TO: Board of Directors, San Rafael Sanitation District

FROM: Doris Toy, District Manager/District Engineer *DTJ*

SUBJECT: Update on the North Francisco Sewer Force Main Relocation Project at Rice Drive

SUMMARY:

At the March 28, 2017, Board meeting, staff presented a design proposal from Nute Engineering to relocate 550 feet of 36-inch force main at Rice Drive due to the planned realignment of Francisco Boulevard West as part of the Sonoma Marin Area Rail Transit (SMART) project. Please refer to the attached March 28, 2017, memo for additional information.

Nute Engineering's cost estimate was approximately \$800,000 to design, construct, and relocate the sewer force main. This estimate includes a 24-hour bypass system. However, staff is currently working with Nute Engineering to determine whether a former force main could still be used during construction. If this is a viable option, it will provide some cost savings. Staff has discussed cost sharing for this portion of the project with SMART representatives, as was done in the first phase of the SMART project; however, SMART stated that it did not have sufficient funding for this.

At the last meeting, the Board requested staff to meet with the other affected utility companies, i.e. Marin Municipal Water District (MMWD), PG&E, and AT&T, in order to discuss ways to cut costs, such as sharing a trench or other individual methods, and the reasoning behind the required relocation of the utilities. The Board also tabled the agenda item to enter into a Professional Services Agreement with Nute Engineering for the design work for this project until this additional information could be gathered.

Staff has now spoken to each of the aforementioned utility companies and has obtained the following information. In order for all of the utilities to be relocated from the existing Rice Drive and Francisco Boulevard West intersection, the cost would be approximately \$2.4 million, including the force main relocation. PG&E and AT&T will be in a joint trench, however, MMWD and SRSD will require separate trenches. Because the District's force main has a different alignment than the other utilities, it will not be possible for the District to share a trench.

After receiving a more detailed drawing from SMART, it appears that there are two locations where the District's force main is in conflict with the railroad facilities – at the edge of the track pad, where it is subject to rail loading, and at the new gates, where the foundation posts may damage the force main. Please refer to the attached drawing, which shows the aforementioned locations and the area of land with the existing force main (depicted in green) that is being exchanged with a private property owner. As stated in the drawing, "The exchange is being done for two reasons. A) to reduce real estate cost and B) to work out a deal with the property owner and not impact the business."

The District previously received a letter from the City of San Rafael dated October 28, 2016, which stated that the utilities in the realignment portion of Rice Drive will need to be relocated based on the District's current franchise agreement with the City. However, the District does not have a franchise agreement, and it is not required since the District is a special district that is governed under State law.

If the force main could remain in its existing location, the District would only need to relocate the small portion of the pipe that is in conflict with the new SMART facilities. This would mean relocating approximately 150 feet of pipe instead of 550 feet of pipe, which would result in some cost savings.

SMART staff has informed me that their contractor's cost to relocate the 550 feet of force main would be approximately \$600,000; however, the contractor's bid was based on standard specifications. This is a design/build project, which means that the contractor would need to perform both the design and construction work. Therefore, the cost may increase if there is something special in the design or issues that were not accounted for. SMART would also absorb the design cost for the District, as long as the design is less than 10 sheets.

FISCAL IMPACT:

The North Francisco Sewer Force Main Relocation Project is estimated to be approximately \$800,000 and will be funded from the Pump Station and Force Main Capital Improvements Program for Fiscal Years 2016-17 and 2017-18.

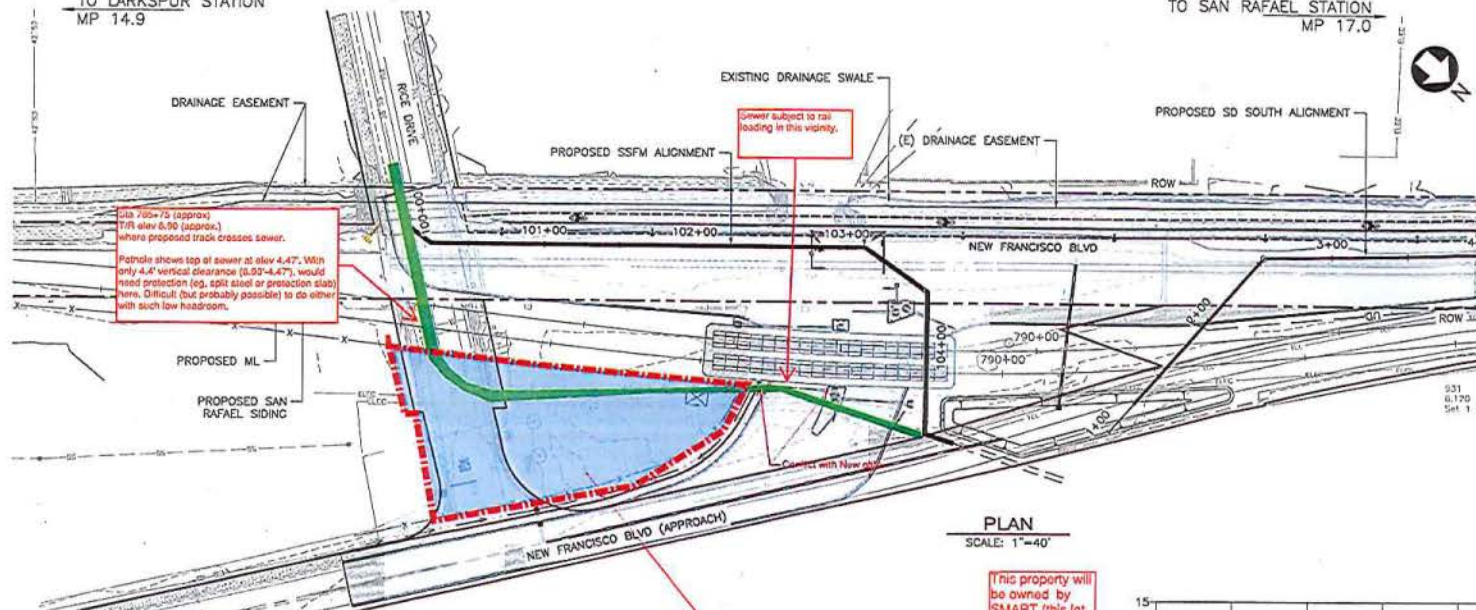
ACTION REQUIRED:

1. Provide direction to staff; and/or
2. Adopt the resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Nute Engineering for design and construction related services for the North Francisco Sewer Force Main Relocation Project at Rice Drive.

Attachments: SMART utility plan
March 28, 2017, Board Agenda Item 6.a.
Memo to Board
Resolution
Professional Services Agreement
Proposal from Consultant, Exhibit "A"

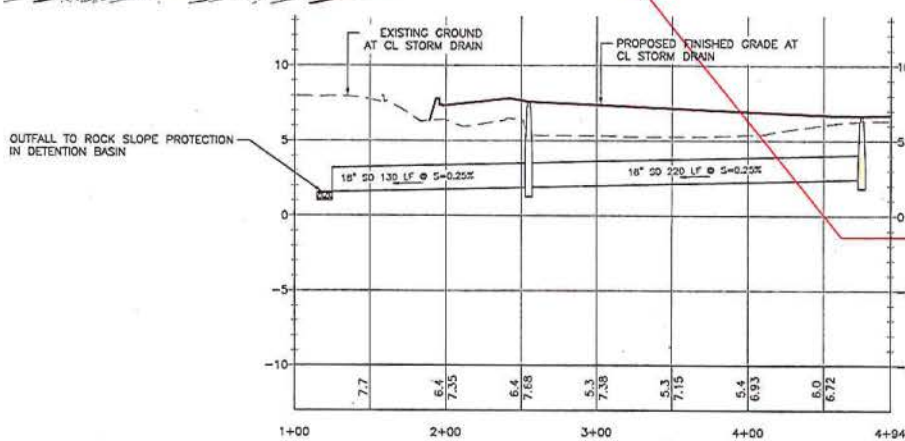
TO LARKSPUR STATION
MP 14.9

TO SAN RAFAEL STATION
MP 17.0



- NOTE:
1. FOR GRADE CROSSING INFORMATION AT RICE DRIVE AND TRACKS, SEE GRADE CROSSING SHEETS.
 2. FOR TRACK INFORMATION, SEE TRACK SHEETS.
 3. FOR ROADWAY INFORMATION, SEE ROADWAY SHEETS.
 4. (E) SSFM IS 36" DUCTILE IRON PIPE POLYETHYLENE (P.E.) LINED & P.E. ENCASED.
 5. FOR UTILITY INFORMATION NOT SHOWN, SEE U100 & U110.

40' 0' 40' 80'
SCALE

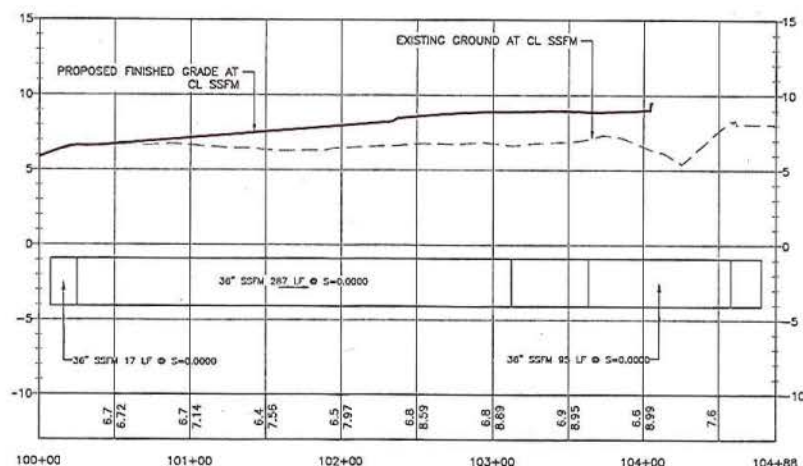


(This property will be owned by SMART (this lot is a combination of City property and Caltrans). The new lot will then be transferred to Bacci as an exchange. This lot will become part of the car dealership.

The exchange is being done for two reasons. A to reduce real estate cost - B to work out a deal with the property owner and not impact the business.

*all utilities will need to follow the new street configuration.

A letter went out from the City on October of 2016 to inform all utilities.



DRAFT

REV	DATE	BY	CHK	APP	DESCRIPTION



PREPARED BY
S. DOVE
CHECKED BY
R. SILVA
IN CHARGE
R. BERGER
DATE
AUG 12, 2016

PRELIMINARY
NOT FOR CONSTRUCTION



LARKSPUR EXTENSION
UTILITY PLAN
STORM DRAIN AND SSFM PLAN & PROFILE
SHEET 13 OF 17

CADD FILENAME
U112-U113.dwg
SCALE
1"= 40'
CONTRACT NO.
CV-DB-11-001
DWG. NO.
U112
WILLPOST

6.a.

SAN RAFAEL SANITATION DISTRICT
Agenda Item No. 6.a.

DATE: March 28, 2017

TO: Board of Directors, San Rafael Sanitation District

FROM: Doris Toy, District Manager/District Engineer *DT*

SUBJECT: Adopt Resolution Authorizing the District Manager/District Engineer to Execute a Professional Services Agreement with Nute Engineering for Design and Construction Related Services for the North Francisco Sewer Force Main Relocation Project at Rice Drive

RECOMMENDATION:

Adopt resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Nute Engineering for design and construction related services for the North Francisco Sewer Force Main Relocation Project at Rice Drive.

BACKGROUND:

The Sonoma Marin Area Rail Transit (SMART) is currently developing its rail facility from downtown San Rafael to Larkspur Landing. SMART is now in the process of selecting its design/build firm to construct the improvements, which will begin in August 2017 in the San Rafael area. As part of the SMART project, Francisco Boulevard West will be realigned south of Irwin Street, and a portion of Rice Drive will also be realigned. SMART has requested that all the utilities in this portion of Rice Drive be relocated. Unfortunately, the District will need to relocate approximately 500 feet of a 36-inch force main in this area.

ANALYSIS:

The District's 36-inch force main comes from the North Francisco Pump Station on the north side of Highway 101, near Grand Avenue and East Francisco Boulevard, which carries the flow from Central San Rafael to the treatment plant. Since this is a pressurized pipe, the wastewater must continue to flow through bypass piping around the construction area. District staff is currently looking to see whether a former force main from the North Francisco Pump Station could still be used during construction. If this is a viable option, it will provide some cost savings.

Since Nute Engineering is familiar with the District's pump stations and force mains, staff has asked Nute to assist the maintenance crew with the temporary use of the former force main and a proposal to relocate the force main at Rice Drive. The scope of this work is described in detail in Nute's proposal, which is attached as Exhibit "A".

In addition, SMART will be adding a second track at Second Street, where the District has a 30-inch sewer main. Therefore, staff has also requested Nute to investigate this 30-inch sewer main in order to verify whether the existing casing extends under the proposed second track. If there is additional work to be done, staff may need to request the Board to authorize an addendum to the proposed Agreement.

Nute Engineering proposes to perform the design and construction related services on a time-and-materials basis, not to exceed \$93,350.

FISCAL IMPACT:

The North Francisco Sewer Force Main Relocation Project will be funded from the Pump Station and Force Main Capital Improvements Program for Fiscal Year 2016-17.

ACTION REQUIRED:

Staff recommends that the Board adopt the resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Nute Engineering for design and construction related services for the North Francisco Sewer Force Main Relocation Project at Rice Drive.

Attachment: Resolution
Professional Services Agreement
Proposal from Consultant, Exhibit "A"

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 17-1148

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
AUTHORIZING THE DISTRICT MANAGER/DISTRICT ENGINEER
TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH
NUTE ENGINEERING FOR DESIGN AND CONSTRUCTION RELATED SERVICES
FOR THE NORTH FRANCISCO SEWER FORCE MAIN RELOCATION PROJECT
AT RICE DRIVE
FOR AN AMOUNT NOT TO EXCEED \$93,350**

**THE BOARD OF DIRECTORS OF THE SAN RAFAEL SANITATION DISTRICT,
COUNTY OF MARIN,** hereby resolves as follows:

The District Manager/District Engineer is hereby authorized to execute, on behalf of the San Rafael Sanitation District, a Professional Services Agreement with Nute Engineering for design and construction related services for the North Francisco Sewer Force Main Relocation Project at Rice Drive, a copy of which is hereby attached and by this reference made a part hereof.

PASSED AND ADOPTED at a special meeting of the San Rafael Sanitation District Board of Directors held on the 28th day of March, 2017, by the following vote, to wit:

AYES:

NOES:

ABSENT/ABSTAIN:

SAN RAFAEL SANITATION DISTRICT

Gary O. Phillips, Chairman

ATTEST:

Maribeth Bushey, Secretary

**PROFESSIONAL SERVICES AGREEMENT
FOR DESIGN AND CONSTRUCTION RELATED SERVICES FOR THE
NORTH FRANCISCO SEWER FORCE MAIN RELOCATION PROJECT AT RICE DRIVE**

This Agreement is made and entered into this 28th day of March, 2017, by and between the SAN RAFAEL SANITATION DISTRICT (hereinafter "DISTRICT"), and *NUTE ENGINEERING* (hereinafter "CONSULTANT").

RECITALS

WHEREAS, the DISTRICT has selected *NUTE ENGINEERING* to perform the required design and construction related services for the "North Francisco Sewer Force Main Relocation Project at Rice Drive" (hereinafter "PROJECT"); and

WHEREAS, the CONSULTANT has offered to render certain specialized professional services in connection with this Project.

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. DEFINITIONS.

DISTRICT and CONSULTANT have outlined the scope of services to be provided, and related expenses as described in Exhibit "A" and Exhibit "B" attached and incorporated herein.

2. PROJECT COORDINATION

A. DISTRICT. The District Manager/District Engineer shall be the representative of the DISTRICT for all purposes under this Agreement. The Senior Civil Engineer is hereby designated as the PROJECT MANAGER for the DISTRICT, and said PROJECT MANAGER shall supervise all aspects of the progress and execution of this Agreement.

B. CONSULTANT. CONSULTANT shall assign a single PROJECT DIRECTOR to have overall responsibility for the progress and execution of this Agreement for CONSULTANT. *MARK WILSON* is hereby designated as the PROJECT DIRECTOR for CONSULTANT. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute PROJECT DIRECTOR for any reason, the CONSULTANT shall notify the DISTRICT within ten (10) business days of the substitution.

3. DUTIES OF CONSULTANT

CONSULTANT shall perform the duties and/or provide services as follows; the CONSULTANT agrees to provide professional services as an Engineering Consultant to prepare work outlined in the Proposal from CONSULTANT dated March 27, 2017, marked Exhibit "A", attached hereto and incorporated herein by this reference. The CONSULTANT agrees to be available and perform the work specified in this Agreement in the time frame as specified and as shown in Exhibit "A".

4. DUTIES OF THE DISTRICT

DISTRICT shall perform the duties as described and incorporated herein.

5. COMPENSATION

For the full performance of the services described herein by CONSULTANT, DISTRICT shall pay CONSULTANT on a time-and-materials basis for services rendered in accordance with the rates shown on the current fee schedule as described in Exhibit "A" attached and incorporated herein. The total payment will not exceed \$93,350.

Payment will be made monthly upon receipt by PROJECT MANAGER of itemized invoices submitted by CONSULTANT.

6. TERM OF AGREEMENT

The term of this Agreement shall be from the date of execution until the Project is complete.

7. TERMINATION

A. Discretionary. Either party may terminate this Agreement without cause upon thirty (30) days written notice mailed or personally delivered to the other party.

B. Cause. Either party may terminate this Agreement for cause upon ten (10) days written notice mailed or personally delivered to the other party, and the notified party's failure to cure or correct the cause of the termination notice, to the reasonable satisfaction of the party giving such notice, within thirty (30) days of the receipt of said notice.

C. Effect of Termination. Upon receipt of notice of termination, neither party shall incur additional obligations under any provision of this Agreement without the prior written consent of the other.

D. Return of Documents. Upon termination, any and all DISTRICT documents or materials provided to CONSULTANT and any and all of CONSULTANT's documents and materials prepared for or relating to the performance of its duties under this Agreement, shall be delivered to DISTRICT as soon as possible, but not later than thirty (30) days after termination.

8. OWNERSHIP OF DOCUMENTS

The written documents and materials prepared by the CONSULTANT in connection with the performance of its duties under this Agreement shall be the sole property of DISTRICT. DISTRICT may use said property for any purpose, including projects not contemplated by this Agreement.

9. INSPECTION AND AUDIT

Upon reasonable notice, CONSULTANT shall make available to DISTRICT, or its agent, for inspection and audit, all documents and materials maintained by CONSULTANT in connection with its performance of its duties under this Agreement. CONSULTANT shall fully cooperate with DISTRICT or its agent in any such audit or inspection.

10. ASSIGNABILITY

The parties agree that they shall not assign or transfer any interest in this Agreement nor the performance of any of their respective obligations hereunder, without the prior written consent of the other party, and any attempt to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

11. INSURANCE

A. During the term of this Agreement, CONSULTANT shall maintain, at no expense to DISTRICT, the following insurance policies:

1. A commercial general liability insurance policy in the minimum amount of one million (\$1,000,000) dollars per occurrence and \$2,000,000 aggregate for death, bodily injury, personal injury, or property damage;

2. An automobile liability (owned, non-owned, and hired vehicles) insurance policy in the minimum amount of one million (\$1,000,000) dollars per occurrence;

3. If any licensed professional performs any of the services required to be performed under this Agreement, a professional liability insurance policy in the minimum amount of one million (\$1,000,000) dollars to cover any claims arising out of the CONSULTANT's performance of services under this Agreement.

B. The insurance coverage required of the CONSULTANT by Section 11. A., shall also meet the following requirements:

1. The insurance shall be primary with respect to any insurance or coverage maintained by DISTRICT and shall not call upon DISTRICT's insurance or coverage for any contribution;

2. Except for professional liability insurance, the insurance policies shall be endorsed for contractual liability and personal injury;

3. Except for professional liability insurance, the insurance policies shall be specifically endorsed to include the DISTRICT, its officers, agents, and employees as additionally named insureds under the policies;

4. CONSULTANT shall provide to PROJECT MANAGER, (a) Certificates of Insurance evidencing the insurance coverage required herein, and (b) specific endorsements naming DISTRICT, its officers, agents and employees, as additional insureds under the policies;

5. The insurance policies shall provide that the insurance carrier shall not cancel or terminate said insurance policies except upon thirty (30) days written notice to DISTRICT's PROJECT MANAGER;

6. If the insurance is written on a Claims Made Form, then, following termination of this Agreement, said insurance coverage shall survive for a period of not less than five years as long as the insurance is reasonably affordable and available;

7. The insurance policies shall provide for a retroactive date of placement coinciding with the effective date of this Agreement;

8. The insurance shall be approved as to form and sufficiency by PROJECT MANAGER and the County Counsel.

C. If it employs any person, CONSULTANT shall maintain Workers' Compensation and Employer's Liability Insurance, as required by the State Labor Code and other applicable laws and regulations, and as necessary to protect both CONSULTANT and DISTRICT against all liability for injuries to CONSULTANT's officers and employees.

D. Any deductibles or self-insured retentions exceeding \$20,000 in CONSULTANT's insurance policies must be declared to and approved by the PROJECT MANAGER and the County Counsel. At District's option, the deductibles or self-insured retentions with respect to DISTRICT shall be reduced or eliminated to DISTRICT's satisfaction, or CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees, and defense expenses.

12. INDEMNIFICATION

CONSULTANT shall indemnify, release, and hold harmless DISTRICT, its officers, and employees against any claim, demand, suit, judgment, loss, liability, or expense of any kind, including attorney's fees, arising out of or resulting in any way from any negligent acts or omissions or negligence of CONSULTANT or CONSULTANT's officers, agents, and employees in the performance of their duties and obligations under this Agreement.

13. NONDISCRIMINATION

CONSULTANT shall not discriminate, in any way, against any person on the basis of age, sex, race, color, religion, ancestry, national origin or disability in connection with or related to the performance of its duties and obligations under this Agreement.

14. COMPLIANCE WITH ALL LAWS

CONSULTANT shall use due professional care to observe and comply with all applicable Federal, State and local laws, ordinances, codes, and regulations in the performance of its duties and obligations under this Agreement. CONSULTANT shall perform all services under this Agreement in accordance with these laws, ordinances, codes, and regulations.

15. NO THIRD PARTY BENEFICIARIES

DISTRICT and CONSULTANT do not intend, by any provision of this Agreement, to create in any third party any benefit or right owed by one party, under the terms and conditions of this Agreement, to the other party.

16. NOTICES

All notices and other communications required or permitted to be given under this Agreement, including any notice of change of address, shall be in writing and given by personal delivery or deposited with the United States Postal Service, postage prepaid, addressed to the parties intended to be notified. Notice shall be deemed given as of the date of personal delivery or, if mailed, upon the date of deposit with the United States Postal Service. Notice shall be given as follows:

TO DISTRICT: Ms. Karen Chew
San Rafael Sanitation District
111 Morphew Street
P.O. Box 151560
San Rafael, CA 94915-1560

TO CONSULTANT: Mr. Mark Wilson
Nute Engineering
907 Mission Avenue
San Rafael, CA 94901

17. INDEPENDENT CONSULTANT

For the purposes and for the duration of this Agreement, CONSULTANT, its officers, agents, and employees shall act in the capacity of an Independent Contractor, and not as employees of the DISTRICT. CONSULTANT and DISTRICT expressly intend and agree that the status of CONSULTANT, its officers, agents, and employees be that of an Independent Contractor and not that of an employee of DISTRICT.

18. ENTIRE AGREEMENT -- AMENDMENTS

A. The terms and conditions of this Agreement, all exhibits attached, and all documents expressly incorporated by reference represent the entire Agreement of the parties with respect to the subject matter of this Agreement.

B. This written Agreement shall supersede any and all prior agreements, oral or written, regarding the subject matter between the CONSULTANT and the DISTRICT.

C. No other agreement, promise, or statement, written or oral, relating to the subject matter of this Agreement shall be valid or binding except by way of a written amendment to this Agreement.

D. The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by the CONSULTANT and the DISTRICT.

E. If any conflicts arise between the terms and conditions of this Agreement and the terms and conditions of the attached exhibits or the documents expressly incorporated by reference, the terms and conditions of this Agreement shall control.

19. SET-OFF AGAINST DEBTS

CONSULTANT agrees that DISTRICT may deduct from any payment due to CONSULTANT under this Agreement any monies which CONSULTANT owes DISTRICT under any ordinance, agreement, contract, or resolution for any unpaid taxes, fees, licenses, assessments, unpaid checks, or other amounts.

20. WAIVERS

The waiver by either party of any breach or violation of any term, covenant, or condition of this Agreement or of any ordinance, law, or regulation, shall not be deemed to be a waiver of any other term, covenant, condition, ordinance, law, or regulation or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law or regulation. The subsequent acceptance by either party of any fee, performance, or other consideration which may become due or owing under this Agreement, shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, condition, or covenant of this Agreement or any applicable law, ordinance, or regulation.

21. CITY BUSINESS LICENSE/OTHER TAXES

CONSULTANT shall obtain and maintain during the duration of this Agreement a CITY business license as required by the San Rafael Municipal Code. CONSULTANT shall pay any and all State and Federal taxes and any other applicable taxes. CONSULTANT's taxpayer identification number is 94-1510137, and CONSULTANT certifies under penalty of perjury that said taxpayer identification number is correct.

22. APPLICABLE LAW

The laws of the State of California shall govern this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day, month and year first above written.

SAN RAFAEL SANITATION DISTRICT

CONTRACTOR

Doris Toy, P.E.
District Manager/District Engineer

NUTE ENGINEERING

APPROVED AS TO FORM:

By: _____
Mark Wilson

Jack F. Govi
Assistant County Counsel

Title: _____



Civil & Sanitary Consultants

March 27, 2017

EXHIBIT A

Ms. Doris Toy, District Manager/District Engineer
San Rafael Sanitation District
111 Morpew Street
San Rafael, CA 94901

**Re: 2017 North Francisco Sewer Force Main Relocation Project at Rice Drive
Proposal for Design Engineering Services and Construction Engineering
Services**

Dear Doris:

In response to your request Nute Engineering is pleased to submit the following proposal for the preparation of plans and technical specifications for the relocation of a portion of the North Francisco 36 inch Force Main located near the intersection of Rice Drive and Francisco Blvd West in San Rafael. This relocation is being planned simultaneously as Sonoma Marin Area Rail Transit (SMART) is proceeding with the design of the Larkspur Rail Extension.

The District's North Francisco Force Main crosses from the North Francisco Pump Station on the north side of Highway 101, near Grand Ave and East Francisco Blvd to the south side of Highway 101 running along the south side of West Francisco Blvd along the railroad right of way and turning at the Rice Drive intersection and crossing the historical rail road easement at Rice Drive.

North Francisco Force Main Alignment and Planned Relocation

The North Francisco Force Main is a 36 inch ductile iron restrained joint pipeline usually installed in 20 foot lengths. The pipeline in the vicinity of Rice Drive was designed in 1992 as Phase II of the overall pipeline project and constructed soon after. The record drawings for the project indicate the pipeline to be generally about 4 feet deep in the area of the project.

SMART staff provided to the District a Preliminary Utility Plan entitled *The Larkspur Extension 30%* which is attached to this proposal for reference and indicates expectations for the nearly 500 foot long bypass pipeline. It appears that SMART is planning to move the train alignment to the immediate north of the historical alignment. The new bypass pipeline, when constructed, will make a perpendicular crossing of the railroad. This pipeline crossing will need to follow railroad design standards for utilities crossing the rail line.

Construction of the Force Main Relocation

Successful construction of the relocated force main segment will rely on periods of continuous sewage bypassing around the construction area during certain facets of the construction process (e.g., tying in the new pipeline segment). However, because a parallel pipeline alignment is being constructed, much of the new pipeline could be constructed ahead of the rail construction without affecting the operation of the existing force main. In addition, the District has not abandoned the former 27 inch North Francisco Force Main which is located on the north side of Highway 101 and runs east toward the West Railroad Pump Station. In the next few weeks, District staff intend to test this force main to verify that it is capable of future bypass of sewage flow.

Another sewage bypass challenge for work on the force main is downstream of the planned relocation pipeline. Four of the District's pump stations including McPhails pump station and Bret Harte pump station discharge into the force main. Currently, there is not an existing isolation valve upstream of these pump stations to allow operation of only the downstream section. Therefore, any extended shut off of the 36 inch force main would require the installation of a line stop into the pipeline. A line stop is a mechanically installed system on the exterior of a pipeline which can deploy a type of temporary plug and stop the water flow. These systems are expensive, but can save critical time on work of this nature.

Second Street 30" RCP Trunk Pipeline Investigations

We will investigate the condition of the existing 30" RCP trunk pipeline and the existing railroad required steel casing on Second Street where it crosses the railroad right of way. This can include recommendations for field investigations including pothole locations to verify steel casing location. We will prepare a memo describing our findings. Contractor pothole and investigation costs are separate and not included in this proposal.

SCOPE OF WORK

The scope of work to prepare for rehabilitation of the sewers listed above will consist of the following:

Schedule A Services – Preparation of Plans and Specifications

1. Investigate the planned project and review pipeline constructability issues with the SMART planned pipeline relocation and summarize in a written report.
2. Conduct our own topographical survey using SMART control points (optional, if we can obtain the current SMART survey data).
3. Prepare plan drawings showing the sewer pipe line relocation, sewer bypass directions and construction details.

4. Prepare technical specifications and/or contract documents as necessary for the project.
5. Confer with San Rafael Public Works Staff regarding traffic control requirements necessary for this work, specifically for the Rice Drive intersection. Incorporate these and possible night time work requirements into the plans and specifications.
6. Based on the construction plans and specifications, prepare a final estimate of the project construction cost.
7. Investigate 30" Second Street sewer existing steel casing location and written memo.
8. It is our understanding this design will be provided to the SMART's selected contractor and we can assist the District at one (1) planning meeting related to the implementation of this project by SMART.
9. We will attend two (2) meetings with District staff to review the planned project.

Schedule B Services – Services During Construction (OPTIONAL)

1. Review Contractor's submittals and shop drawings.
2. Monitor and evaluate proposals from the Contractor for modifications to the contract work and Plans and Specifications, and prepare change orders to the contract for the District's approval.
3. Provide daily, on-going construction inspection and construction engineering for all aspects and phases of project.
4. Prepare digital video and still photographs of initial site conditions prior to construction.
5. Monitor and coordinate overall safety at the jobsite.
6. Monitor all Contractor construction permit compliance and recommend action for non-compliance.
7. Review project for safety issues/concerns and bring to attention of Contractor and District.
8. Perform final inspection for all aspects of construction, including new items resulting from Contractor's activities.
9. Maintain project report (inspection reports, pictures, material testing reports, etc.) to submit to District.

10. Schedule/conduct completion inspections, issue punch lists, review compliance, recommend acceptance by the District.

SCHEDULE

The construction of the SMART North Francisco Force Main Relocation Project is to be undertaken during the 2017 construction season. The following is the proposed schedule for the project design:

Force Main Relocation Project – 2017

- SRSD Board approves proposal – March 28, 2017
- 35% submittal, preliminary plans – May 1, 2017
- 90% submittal, plans and specifications – May 15, 2017
(District staff one week review)
- 100% submittal, full size plans, specifications and engineer's estimate – May 26, 2017

SERVICES NOT INCLUDED IN THIS PROPOSAL

It is understood that the following services are outside the scope of this proposal and will need to be provided by others as necessary or advisable.

1. Geotechnical engineering and soil contamination investigation services.
2. Hazardous materials investigations, assessment or removal.
3. Locating or potholing of underground utilities.
4. Existing pavement evaluation. District will provide specific pavement restoration guidance from Public Works to Nute Engineering for the Design as necessary. For purpose of this proposal pavement restoration will consist of trench excavation pavement plug.
5. Environmental review or preparation of an environmental impact report of the project.
6. Necessary permit applications and application fees.
7. Legal services in connection with the project.

8. Acquisition of rights of ways, rights of entries or permits. Moving the Force Main will likely move it out of the existing right of way and a new easement/quitclaim of existing easement may be required.
9. Printing of plans and specifications for bidding purposes and for the Contractor's use.
10. Clerical time to send bid documents out to bidders.

ENGINEERING FEE


We propose to do all the work on a time and materials basis to be billed according to the Schedule of Hourly Rates attached hereto as Attachment A. The following are budgets for the engineering fees for the various schedules outlined above:

Schedule A - Preparation of Plans and Specifications	\$ 53,350
Schedule B - Services During Construction	\$ 40,000

Very truly yours,

NUTE ENGINEERING

By:


Mark T. Wilson, P.E.

Attachment A - Schedule of Hourly Rates
Attachment B - Project Estimating Sheet
Attachment C - SMART Preliminary Utility Plan



Civil & Sanitary Consultants

ATTACHMENT A

HOURLY RATE SCHEDULE

OFFICE PERSONNEL	HOURLY RATE
Principal Engineer	\$235.00
Senior Engineer	192.00
Engineer III	182.00
Engineer II	176.00
Engineer I	150.00
Field Representative*	165.00
Assistant Engineer II	118.00
Assistant Engineer I	108.00
Senior Designer	173.00
CAD Drafter II	144.00
CAD Drafter I	124.00
Technical Administrative Support	106.00
Clerical	93.00
LITIGATION SERVICES	
Court Appearance/Deposition	340.00

*Field Representative for construction is a Prevailing Wage category as required by the California Department of Industrial Relations.

REIMBURSABLE EXPENSES

Sub-consultants will be charged at 1.10 times cost. Charges for reproductions, blueprinting, outside computer services, rental of special equipment, delivery, express mail, insurance certificates (where client requires to be listed as an additional insured) and meals and lodging will be charged at 1.10 times cost. Mileage will be charged at the IRS approved rate. Nute Engineering reserves the right to adjust its hourly rate structure for all ongoing contracts.

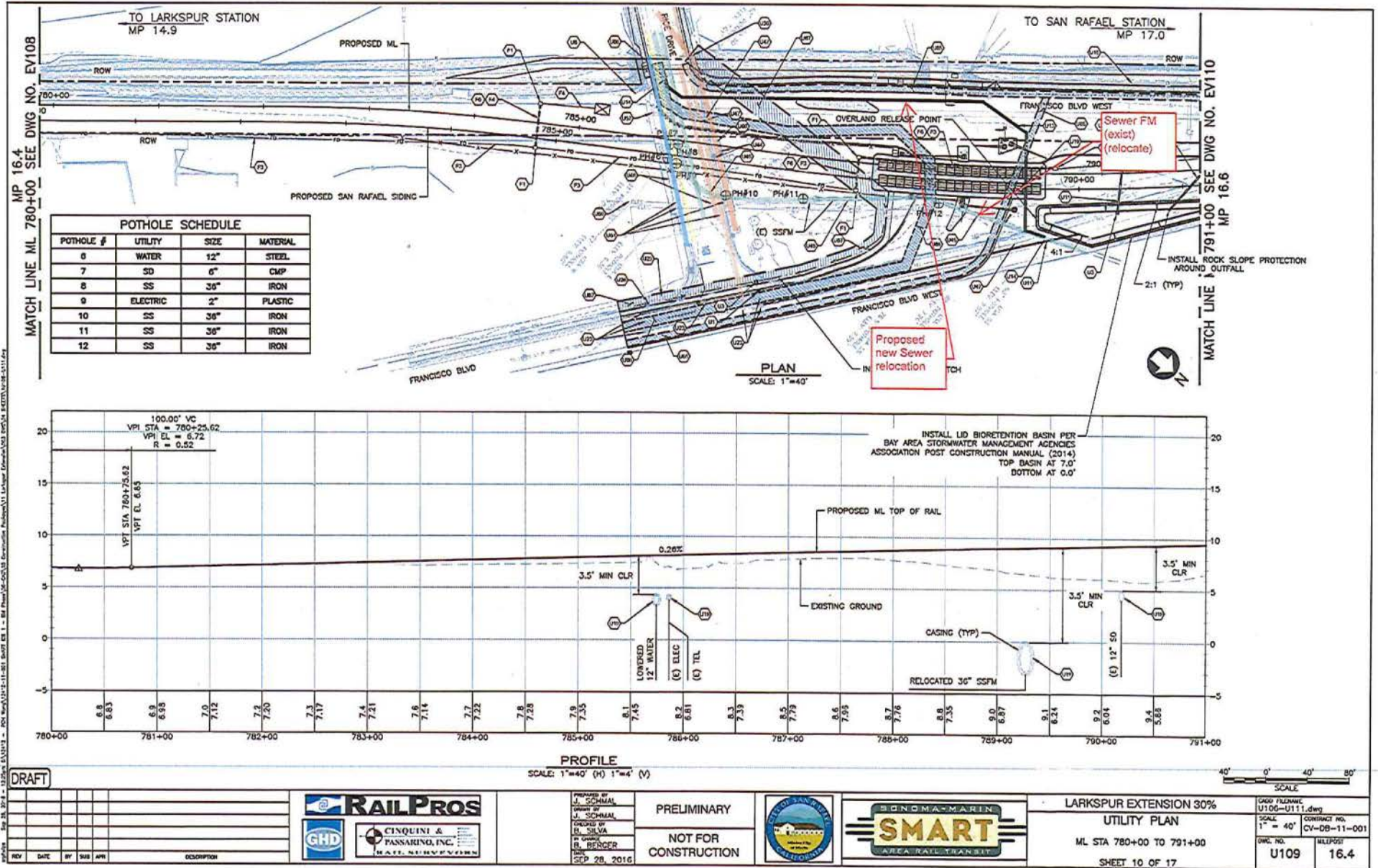
EFFECTIVE DATE: January 1, 2017

ATTACHMENT B
SAN RAFAEL SANITATION DISTRICT
2017 NORTH FRANCISCO FORCE MAIN RELOCATION - SMART LARKSPUR EXTENTSION
PROPOSAL FOR ENGINEERING SERVICES
PROJECT ESTIMATING SHEET

	Principal Engineer	Senior Engineer	Engineer III	Senior Designer	Tech Admin Support	Direct Cost	Direct Cost Markup	TOTAL
Description	Rate \$/Hr	\$235	\$192	\$182	\$173	\$106		
Schedule A Services - Design and Prepare Plans and Specifications								
1. Investigate and Review Force Main Relocation Constructability Issues	4	6	8	20				
2. Conduct project topo survey and monitor third party potholing, if necessary		2	4	4		\$3,840	\$384	
3. Prepare plan drawings for force main relocation		20	46	70				
4. Prepare technical specifications and contract documents, if necessary		4	16		14			
5. Confer with San Rafael PW Dept. Regarding Traffic Control and Night Work			8					
6. Prepare a final estimate of the project construction cost		4	6					
7. Investigate 30" Second Street sewer existing steel casing location and written memo		6	12					
8. Attend one (1) meeting with SMART		2	5		2			
9. Attend two (2) meeting with staff to review the project		6	6		4			
10. Coordinate with SMART on Final Project Billing								
Hours	4	50	111	94	20			
Cost	\$940	\$9,600	\$20,202	\$16,262	\$2,120	\$3,840	\$384	\$53,348
Schedule B Services (Optional) - Construction Engineering Services								
1. Review Contractor's submittals and shop drawings		8		24	12			
2. Monitor and evaluate Contractor proposed modifications to P&S and Contract work, prepare COs		20		6				
3. Provide daily construction observation for all aspects and phases of project *		10	80		12			
4. Prepare digital video/still photographs of initial site conditions prior to construction			4					
5. Monitor and coordinate overall safety at the jobsite **		4						
6. Monitor Contractor construction permit compliance and recommend action for non-compliance **								
7. Review project for safety issues/concerns and bring to attention of Contractor and District **								
8. Perform final inspection for all construction, including new items from Contractor's activities			12		12			
9. Maintain project report to submit to District		2	6		16			
10. Schedule/conduct completion inspections, punch lists, review compliance, recommend proj. acceptance		2	8		4			
Hours		46	110	30	56			
Cost		\$8,832	\$20,020	\$5,190	\$5,936			\$39,978
Grand Total								\$93,326

*Assumes construction observation during construction period of 4 weeks at 4 hours per day

**This item will be addressed by construction observer during the regular site visits



5.a.

SAN RAFAEL SANITATION DISTRICT
Agenda Item No. 5.a.

DATE: April 28, 2017
TO: Board of Directors, San Rafael Sanitation District
FROM: Doris Toy, District Manager/District Engineer *DT*
SUBJECT: Accept Appointment of County Supervisor Damon Connolly to Serve as an Alternate Director on the San Rafael Sanitation District Board

RECOMMENDATION:

Accept appointment of County Supervisor Damon Connolly to serve as an Alternate Director on the San Rafael Sanitation District Board.

SUMMARY:

On January 3, 2017, the Marin County Board of Supervisors appointed Supervisor Damon Connolly to replace Supervisor Steve Kinsey as an Alternate for Director Katie Rice on the San Rafael Sanitation District Board of Directors.

ACTION REQUIRED:

Staff recommends that the Board accept appointment of County Supervisor Damon Connolly to serve as Alternate Director on the San Rafael Sanitation District Board.

5.b.

SAN RAFAEL SANITATION DISTRICT
Agenda Item No. 5.b.

DATE: April 28, 2017

TO: Board of Directors, San Rafael Sanitation District

FROM: Doris Toy, District Manager/District Engineer 

SUBJECT: Call for Applications to Fill the Position of Alternate Commissioner to represent the San Rafael Sanitation District on the CMSA Board of Commissioners

RECOMMENDATION:

It is recommended that the Board:

- a. Call for applications to fill the position of Alternate Commissioner to represent the San Rafael Sanitation District on the Central Marin Sanitation Agency Board of Commissioners.
- b. Set deadline for receipt of applications for Tuesday, May 23, 2017, at 5:00 P.M. in the San Rafael Sanitation District Office.
- c. Set date for interviews of applicants at a special meeting to be held on a date to be determined.

SUMMARY:

At the present, Director Maribeth Bushey and former SRSD Chairman Albert Boro are Commissioners on the CMSA Board; and prior to the February 24, 2017, Board meeting, Chairman Gary Phillips and City Councilmember Kate Colin were the Alternate Commissioners representing the San Rafael Sanitation District. Unfortunately, Mr. Boro has not been able to attend the CMSA Board of Commissioners meetings for several months because of personal matters, and Chairman Phillips has other commitments.

According to the CMSA Joint Exercise of Powers Agreement, each Commissioner may be either an elected official of the San Rafael Sanitation District or a resident of the District. Under advisement by the District's legal counsel, the District should advertise before appointing a member of the public; however, the District can make a temporary appointment until the advertisement and selection process are completed.

At the February 24, 2017, Board meeting, the Board appointed Dean DiGiovanni, a District resident, as the second Alternate Commissioner until a formal advertisement and selection process are completed. Mr. DiGiovanni has been filling in for Mr. Boro since his appointment. Director Katie Rice was also appointed as a third Alternate Commissioner, just in case she should be needed in the future. The Board also directed the District Manager to bring the formal advertisement and selection process to the next meeting for approval.

The following is the selection process, which is similar to the City of San Rafael's.

1. Call for applications.
2. Advertise for a minimum of 3 weeks.
3. Post application on website.
4. Set a special meeting for interviews with the Board. It is an "open door" meeting.
5. The interview panel consists of the Board members.
6. Staff develops a list of questions, and the Board selects a minimum of three.
7. Personal information is redacted from the applications, i.e. home address and email, prior to going out to the public.
8. Board selects and appoints the applicant to serve as Alternate Commissioner.

ACTION REQUIRED:

Approve staff recommendation.

Attachments: Vacancy Notice
Application

ONE VACANCY – SAN RAFAEL SANITATION DISTRICT

CENTRAL MARIN SANITATION AGENCY BOARD OF COMMISSIONERS

Alternate Commissioner to Represent the San Rafael Sanitation District

APPLICATIONS to serve on the CENTRAL MARIN SANITATION AGENCY BOARD OF COMMISSIONERS as an Alternate Commissioner to represent the San Rafael Sanitation District may be obtained at the San Rafael Sanitation District Office, 111 Morpew Street, San Rafael and on the San Rafael Sanitation District webpage at <https://www.cityofsanrafael.org/departments/sanitation-district/>.

The deadline for filing applications is **Tuesday, May 23, 2017, at 5:00 P.M.** in the San Rafael Sanitation District Office.

Alternate Commissioners receive \$100 as their daily meeting stipend. Members must comply with the Board of Commissioners' Policies, which may be obtained at the San Rafael Sanitation District Office or on the Central Marin Sanitation Agency website at <https://www.cmsa.us/board/>.

ONLY RESIDENTS OF THE SAN RAFAEL SANITATON DISTRICT MAY APPLY

The District serves the Central San Rafael area, south of the top of Puerto Suello Hill and includes the unincorporated areas within this jurisdiction.

The CENTRAL MARIN SANITATION AGENCY BOARD OF COMMISSIONER regularly meets on the second Tuesday of each month at 7:00 P.M. at Central Marin Sanitation Agency in San Rafael.

Interviews of applicants to be scheduled on a date to be determined.

Cynthia Hernandez
District Secretary

Dated: April 28, 2017

SAN RAFAEL SANITATION DISTRICT

APPLICATION TO SERVE AS ALTERNATE COMMISSIONER ON THE
CENTRAL MARIN SANITATION AGENCY BOARD OF COMMISSIONERS

NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP CODE: _____

RESIDENT OF THE CITY OF SAN RAFAEL FOR _____ YEARS

PRESENT POSITION: _____

NAME OF FIRM: _____

BUSINESS ADDRESS: _____

*HOME & BUSINESS PHONE: _____

*E-MAIL ADDRESS: _____

EDUCATION: _____

PARTICIPATION IN THE FOLLOWING CIVIC ACTIVITIES: _____

MEMBER OF FOLLOWING CIVIC ORGANIZATIONS: _____

MY REASONS FOR WANTING TO SERVE ARE: _____

DATE: _____

SIGNATURE: _____

Filing Deadline:

Date: Tuesday, May 23, 2017
Time: 5:00 P.M.

Mail or deliver to: San Rafael Sanitation District
111 Morphew Street
San Rafael, CA 94901

*Information kept confidential to the extent permitted by law

5.c.

SAN RAFAEL SANITATION DISTRICT
Agenda Item No. 5.c.

DATE: April 28, 2017
TO: San Rafael Sanitation District Board of Directors
FROM: Doris Toy, District Manager/District Engineer 
SUBJECT: Report on Bid Opening for the San Pedro Pump Station Improvements Project and Adopt Resolution

RECOMMENDATION:

Staff recommends that the Board reject all bids and adopt the resolution rejecting bids for the San Pedro Pump Station Improvements Project.

BACKGROUND:

The San Pedro Pump Station was originally built in 1949 and is presently collecting wastewater from the Country Club residential neighborhood and two small lift stations on Third Street and Mooring Road. It is located on the corner of Pt. San Pedro Road, Loma Linda Road, and Marina Boulevard. The three-level pump station structure is constructed out of reinforced concrete with two of the levels located below grade. The wet well walls are deteriorating and need to be repaired. The pump motors are located below ground, so they would be subject to flooding if a pipe were to break. The project will consist of replacing the pump station with submersible pumps, removing the building, and replacing all equipment.

In addition, the gravity sewer line that connects to the pump station from Marina Boulevard, and runs from La Crescenta Way to Loma Linda Road to Marina Boulevard, is flat and needs to be replaced with a deeper, more sloped line. Therefore, the project will also consist of replacing approximately 900 feet of pipe.

The Bids for the San Pedro Pump Station Improvements Project were opened on April 25, 2017.

The following are the Engineer's Estimate and the bids received:

<u>Engineer's Estimate</u>	<u>\$ 1,782,015.00</u>
JMB Construction, Inc.	\$ 2,405,895.00
Maggiora & Ghilotti, Inc.	\$ 2,542,542.00

See attached bid summary for the breakdown of items.

ANALYSIS:

The Engineer's Estimate was \$1,782,015. JMB Construction, Inc., with a bid of \$2,405,895.00, was the lowest responsible bidder for this project. However, their bid was approximately \$624,000, or 35%, above the Engineer's Estimate. The Engineer's Estimate was based upon the costs from the District's Glenwood Pump Station Improvements Project, which was bid in July 2015. The District had a mandatory pre-bid meeting last week that was attended by four prime contractors; however, only two of the contractors submitted bids. It appears that at the present time, there are many pump station projects, and many contractors and laborers are busy, which is reflected in this bid. In reference to the bid summary table, it appears that the large difference in costs between the Engineer's Estimate and contractor's cost is in the pump station portion of work.

Since the current construction market appears to have many pump station projects in this area, staff is considering separating out the gravity pipeline portion of this project and putting it out to bid in a couple of weeks (if the Board decides to reject all bids). The District can then bid the pump station portion of the work as a separate project and advertise for bids at the end of the year and start construction in the spring of 2018. The District may receive more bids from contractors in the winter and, thus, have a more competitive bid.

FISCAL IMPACT:

District staff will perform the construction management and inspection on this project. The project will be funded under the Pump Station and Force Main Capital Improvements Program from the 2016-17 and 2017-18 Budget and the 80-Year Life-Cycle Sewer Improvements Program from the 2017-18 Budget.

Proposed Construction Costs:

Construction (Includes 10% Contingency)	\$ 2,650,000.00
Nute Engineering Services	\$ 87,200.00
Miller Pacific Engineering Group	\$ 15,000.00
<u>Miscellaneous and Incidental Costs</u>	<u>\$ 20,000.00</u>
Total Construction Cost	\$ 2,772,200.00

Proposed Funding Source:

Pump Station & Force Main Capital Improvement	
Program FY 2016-17	\$ 450,000.00
Program FY 2017-18	\$ 1,550,000.00
 80-Year Life-Cycle Sewer Improvements FY 17-18	 \$ 800,000.00
Total Funding	\$ 2,800,000.00

OPTIONS:

1. Staff recommends that the Board reject all bids and adopt the resolution rejecting bids for the San Pedro Pump Station Improvement Project.
2. The Board may award the contract to JMB Construction, Inc.

ACTION REQUIRED:

Approve staff recommendation.

Attachments:

1. Nute Engineering Bid Review Letter, dated April 26, 2017
2. Bid Summary
3. Contractor's License Details
4. Resolution



April 26, 2017

Ms. Doris Toy, District Manager/District Engineer
San Rafael Sanitation District
111 Morpew Street
San Rafael, CA 94901

Re: San Pedro Pump Station Improvements

Dear Doris:

On April 25, 2017 two bids were received for the above-referenced project. A spreadsheet comparing these bids is enclosed.

The lowest apparent bid of \$2,405,895 was submitted by JMB Construction, Inc. of South San Francisco.

Enclosed is the license detail obtained from the Contractor's License Board which show that JMB Construction, Inc. has a valid Contractor's License and evidence that the contractor is registered with the California Department of Industrial Relations (DIR). JMB Construction's three subcontractors also have valid Contractor's Licenses and are registered with the DIR.

Our review has found that JMB Construction, Inc. has provided a complete and responsive bid package.

Very truly yours,

NUTE ENGINEERING

By


Mark T. Wilson, P.E.

Enclosure(s)

SAN RAFAEL SANITATION DISTRICT
MARIN COUNTY, CALIFORNIA
SAN PEDRO PUMP STATION IMPROVEMENTS PROJECT

Bid Opening: 10:00 am
April 25, 2017
Design Job Nos: 8616

Item No.	Total Quantity	Description	ENGINEER'S ESTIMATE**		JMB Construction South San Francisco		Maggiora & Ghilotti San Rafael	
			Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1.	LS	Mobilization, Demob, SWPPP, Permits & Licenses		\$78,000		\$105,000		\$125,052
2.	147 LF	A-Line - 12" PVC C-900 Sewer Main Sta 0+00 To Sta 1	350	\$51,450	350	\$51,450	450	\$66,150
3.	26 LF	B-Line - 18" 24" HDPE Sewer Main Pipe	450	\$11,700	1,200	\$31,200	1,000	\$26,000
4.	713 LF	A Line - Loma Linda Road - Install New 8" PVC C-900	275	\$196,075	225	\$160,425	340	\$242,420
5.	5 Ea	4' Diameter Standard Manhole	6,000	\$30,000	12,000	\$60,000	13,000	\$65,000
6.	1 Ea	5' Diameter Standard Manhole***	16,000	\$16,000		\$16,000		\$19,000
7.	1 Ea	Connect to Existing 5' Diameter Manhole, Rebuild Chan		\$1,500		\$3,200		\$6,000
8.	1 Ea	Abandon Existing Manhole on San Pedro Pump Station S		\$1,500		\$1,500		\$4,000
9.	6 Ea	Remove Existing Manhole	1,500	\$9,000	800	\$4,800	2,500	\$15,000
10.	1 Ea	Internal Drop Connection		\$1,600		\$3,000		\$4,000
11.	11 Ea	Live Lateral Determination	100	\$1,100	350	\$3,850	365	\$4,015
12.	12 Ea	Field Locate Existing Live Laterals By Potholing	150	\$1,800	950	\$11,400	495	\$5,940
13.	11 Ea	4" Lateral Two-Way Cleanouts, Relief Valves & Cleano	1,100	\$12,100	1,100	\$12,100	1,500	\$16,500
14.	250 LF	Replace 4" Lower Laterals, Fittings & Connections	150	\$37,500	250	\$62,500	270	\$67,500
15.	75 LF	Curb and Gutter Replacement	45	\$3,375	90	\$6,750	65	\$4,875
16.	300 SF	Concrete Sidewalk and Driveway Approach Replacemen	15	\$4,500	30	\$9,000	20	\$6,000
17.	50 LF	Hard Rock Excavation	100	\$5,000	200	\$10,000	380	\$19,000
18.	100 SF	Excavate and Dispose of Contaminated Soil***	65	\$6,500	65	\$6,500	200	\$20,000
19.	240 SF	Asphalt Concrete Trench Repair With "T" Cut	200	\$48,000	225	\$54,000	265	\$63,600
20.	LS	125 KW Engine Generator With Base Tank and Sound E		\$80,000		\$110,000		\$85,000
21.	LS	San Pedro Pump Station Improvements (Total 21A - 21I	782,000	\$782,000		\$1,370,000		\$1,515,000
21a.	LS	Pump Station Demolition Work		\$52,000		\$225,000		\$225,000
21b.	LS	Pump Station Excavation Work		\$40,000		\$35,000		\$10,000
21c.	LS	Pump Station Concrete Work		\$100,000		\$250,000		\$150,000
21d.	LS	Pump Station Mechanical Work		\$120,000		\$330,000		\$450,000
21e.	LS	Pump Station Site Work Including Fence & Gate		\$30,000		\$70,000		\$65,000
21f.	LS	Pump Station Generator Pad Installation		\$25,000		\$10,000		\$10,000
21g.	LS	Pump Station Pump Control Panel (PCP)		\$240,000		\$200,000		\$340,000
21h.	LS	Pump Station Portable Engine Generator Interface Panel		\$20,000		\$22,000		\$10,000
21i.	LS	Pump Station 200A Utility Series Meter/Main Pedestal		\$15,000		\$50,000		\$15,000
21j.	LS	Pump Station Electrical Conduit, Conductors, And Cond		\$100,000		\$130,000		\$165,000
21k.	LS	Radio Antennae and Lighting		\$20,000		\$12,000		\$25,000
21l.	LS	All Electrical And Signal Connections		\$20,000		\$36,000		\$50,000
22.	LS	Deepening of Auxiliary Pit and Pump Pit		\$50,000		\$150,000		\$55,000
23.	92 tons	Asphalt Concrete Grind and Overlay and Pump Station S	220	\$20,240	330	\$30,360	420	\$38,640
24.	200 SF*	Auxiliary Pit High Strength Concrete Wall Repair	100	\$20,000	200	\$40,000	40	\$8,000
25.	50 gal	Epoxy Filler	225	\$11,250	300	\$15,000	220	\$11,000
26.	LS	Shoring For All Excavations		\$35,000		\$17,500		\$17,970
27.	4 Ea	Pothole Utility Mains	300	\$1,200	1,000	\$4,000	690	\$2,760
28.	LS	Traffic Control and Notifications		\$20,000		\$40,000		\$5,000
29.	1,772 LF	Internal Televising of Sewer Mains	4	\$7,088	5	\$8,860	10	\$17,720
30.	11 Ea	Internal Televising of New Sewer Laterals***	500	\$5,500	500	\$5,500	400	\$4,400
31.	LS	Record Drawing		\$600		\$2,000		\$2,000
SUBTOTAL				\$1,549,578		\$2,405,895		\$2,542,542
Contingencies and Incidentals (15%)				\$232,437.00		\$0		\$0
GRAND TOTAL				\$1,782,015		\$2,405,895		\$2,542,542
Check Percentage Bid Item 1 to Total Project (5% max)				5.0%		4.4%		4.9%
Addendum Acknowledge						2		2
Bid Bond						y		y
Contract Signed						y		y
License Number						y		y
Non-Collusion Affidavit						y		y
Contractors License Number						715324		226767

			ENGINEER'S ESTIMATE**		JMB Construction South San Francisco		Maggiora & Ghilotti San Rafael	
					1		2	
Item No.	Total Quantity	Description	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
		Subcontractors			Liffey Electric		Mike Brown Electric	
					Jeffco Painting		Jeffco Painting	
					Fence Corp Inc		Ahlborn Fence & Steel	
							Sonoma Reinforcing	
							Roys Sewer Service	
		Site Visit Affidavit				y		y
		Drug-Free Certification				y		y
		Bidder's Statement Financial Responsibility & Experience				y		y
		Three Year EMR				0.65		1.41
		RIR				2.23		5.38
		LTR				0		3.28
		Financial Statement Submitted				y		no
		Safety Compliance Affidavit				y		y

*The District reserves the right to increase or decrease this quantity by 50%.

** Numbers in red in Enginner's Estimate are from late additions to the bid schedule. The unit prices used are from the apparent low bidder.

Multiplication Error

***Final Bid Items not included in original Engineer's Estimate.



CONTRACTORS STATE LICENSE BOARD



Contractor's License Detail for License # 715324

DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

CSLB complaint disclosure is restricted by law (B&P 7124.6) If this entity is subject to public complaint disclosure, a link for complaint disclosure will appear below. Click on the link or button to obtain complaint and/or legal action information.

Per B&P 7071.17, only construction related civil judgments reported to the CSLB are disclosed.

Arbitrations are not listed unless the contractor fails to comply with the terms of the arbitration.

Due to workload, there may be relevant information that has not yet been entered onto the Board's license database.

Data current as of 4/25/2017 2:28:46 PM

Business Information

JMB CONSTRUCTION INC
132 SOUTH MAPLE AVE
SOUTH SAN FRANCISCO, CA 94080
Business Phone Number:(650) 267-5300

Entity Corporation

Issue Date 11/16/1995

Expire Date 11/30/2017

License Status

This license is current and active.

All information below should be reviewed.

Additional Status

There is Complaint Disclosure information for this license.

Classifications

A - GENERAL ENGINEERING CONTRACTOR

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with WESTCHESTER FIRE INSURANCE COMPANY.

Bond Number: K08748901

Bond Amount: \$15,000

Effective Date: 01/01/2016

Contractor's Bond History

Bond of Qualifying Individual

The qualifying individual MARGARET PATRICIA BURKE certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.

Effective Date: 11/16/1995

Workers' Compensation

This license has workers compensation insurance with the NATIONAL UNION FIRE INSURANCE COMPANY OF
PITTSBURGH, PA

Policy Number: WC025893658

Effective Date: 10/01/2016

Expire Date: 04/01/2018

Workers' Compensation History

Other

Personnel listed on this license (current or disassociated) are listed on other licenses.

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 17-1150

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
REJECTING BIDS FOR THE
SAN PEDRO PUMP STATION
IMPROVEMENTS PROJECT**

WHEREAS, sealed bids or proposals were received by the San Rafael Sanitation District for the San Pedro Pump Station Improvements Project, and all such bids were publicly opened, examined, and declared; and

WHEREAS, JMB Construction, Inc., submitted the low bid for the project in the amount of \$2,405,895; and

WHEREAS, The bid received from JMB Construction, Inc., was substantially higher than the Engineer's Estimate; and.

WHEREAS, it may not be in the District's best interest to accept their bid; and

WHEREAS, the second low bid was also substantially higher than the Engineer's Estimate; and

WHEREAS, the bid climate for construction projects is presently not conducive to competitive bidding; and

WHEREAS, pursuant to Section 00100, Instructions to Bidders (Subsection 7.0 Bid Guaranty Bond and Contract Award), of the Contract Documents, the District reserves the right to reject any and all bids.

NOW, THEREFORE, IT IS HEREBY ORDERED AND RESOLVED, that all bids received for the San Pedro Pump Station Improvements Project be rejected in accordance with Section 00100, Instructions to Bidders (Subsection 7.0 Bid Guaranty Bond and Contract Award), of the Contract Documents and that staff be directed to rebid the project.

PASSED AND ADOPTED at a regular meeting of the San Rafael Sanitation District Board of Directors held on the 28th day of April, 2017, by the following vote, to wit:

AYES:

NOES:

ABSENT:

Gary O. Phillips, Chairman

ATTEST:

Maribeth Bushey, Secretary

5.d.

SAN RAFAEL SANITATION DISTRICT
Agenda Item No. 5.d.

DATE: April 28, 2017

TO: Board of Directors, San Rafael Sanitation District

FROM: Doris Toy, District Manager/District Engineer *DT*

SUBJECT: Adopt Resolution to Accept Mt. Tam Property Capital Investments, LLC,
Grant of Lien to the District

RECOMMENDATION:

Adopt resolution to accept Mt. Tam Property Capital Investments, LLC, Grant of Lien to the District.

SUMMARY:

Mt. Tam Property Capital Investments, LLC, is the owner of 355 Margarita Drive, which is currently on a septic tank. They have applied to the Marin Local Agency Formation Commission (LAFCO) for annexation to the District, and on February 9, 2017, LAFCO approved their request. The San Rafael Sanitation District then accepted LAFCO's approval at its February 24th meeting.

The District has approved the plans for installing a new sewer lateral, which will connect to the sewer main located within an easement adjacent to this property. This section of sewer main is also known as the 365 and 366 Margarita Drive Sewer Main Extension, which was installed by the owners of these properties at their own cost. The next step is for Mt. Tam Property Capital Investments to pay the sewer fees. In addition to the SRSD and CMSA sewer connection fees totaling \$9,290.94, they will also be required to pay the reimbursement fee stated in the Repayment Agreement for the 365 and 366 Margarita Drive Sewer Main Extension, which is \$42,144.00. Since this amount is fairly large and Mt. Tam Property Capital Investments is planning to sell the house next month, they have asked if they could grant the District a lien in the amount of \$42,144.00 in lieu of immediate payment. They have also agreed to pay this fee within 180 days of the recordation of the lien. See attached Grant of Lien and Agreement, which were both reviewed by the District's legal counsel.

ACTION REQUIRED:

Staff recommends that the Board adopt the resolution to accept Mt. Tam Property Capital Investments, LLC, Grant of Lien to the District.

Attachments: Grant of Lien
Agreement for Grant of Lien
Resolution

RECORDING REQUESTED BY
MT. TAM PROPERTY CAPITAL INVESTMENTS,
LLC, A CALIFORNIA LIMITED LIABILITY
COMPANY

WHEN RECORDED MAIL TO

San Rafael Sanitation District
111 Morphew Street
San Rafael, CA 94901

SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN: 016-011-19

GRANT OF LIEN

I/We, Mt. Tam Property Capital Investments, LLC, a California limited liability company, owner(s) of the property described in that certain Deed from Helga E. Baer, Trustee of the Helga E. Baer 2006 Trust, dated April 11, 2006, Grantor to Mt. Tam Property Capital Investments, LLC, Grantee dated December 03, 2015, and recorded December 09, 2015, Series Number 2015-0057267 in Official Records of the County Recorder of Marin County do hereby grant a lien to the San Rafael Sanitation District in the amount of \$42,144.00 for our payment to the sewer main extension that allowed our real property to connect to the sewer main.

Mt. Tam Property Capital Investments, LLC,
a California limited liability company

By: Parent Capital Group, LLC it's Managing Member

By: _____
Paul Cingolani, Co-Managing Member

By: _____
Matthew Thomas, Co-Managing Member

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

State of _____
County of _____

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

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

Name: _____
(Typed or Printed)

(Seal)



**San Rafael
Sanitation
District**

111 Morpheus St
PO Box 151560
San Rafael, CA 94915-1560

Telephone 415 454-4001
Facsimile 415 454-2270

Board of Directors
Gary O. Phillips, Chairman
Maribeth Bushey, Secretary/Director
Katie Rice, Director

District Manager/District Engineer
Doris Toy, P.E.

April 7, 2017

Mt. Tam Property Capital Investments
Attn: Mr. Matthew Thomas, Partner
636 College Avenue
Kentfield, CA 94904

Re: 355 Margarita Drive – Agreement for Grant of Lien

Dear Mr. Thomas:

This is in regard to the Grant of Lien to the San Rafael Sanitation District in the amount of \$42,144.00 for Mt. Tam Property Capital Investments' payment for the sewer main extension that will allow its real property at 355 Margarita Drive to connect to the sewer main. If the lien is to be executed, the District requires a \$500 administration fee for staff time to review, process, and present this matter to the District Board.

Therefore, the following is a revised summary of the sewer fees, which shall be due prior to the installation of the sewer lateral at 355 Margarita Drive.

Item	Amount
SRSD Annexation Fee	\$232.00
Connection Fee*	\$9,290.94
Administration Fee for Repayment Agreement	\$500.00
Administration Fee for Grant of Lien	\$500.00
Total Fee	\$10,522.94

*Connection Fee includes Central Marin Sanitation Agency fee of \$5,863.20

Please submit a check payable to the San Rafael Sanitation District for a total of \$10,522.94.

In addition, Mt. Tam Property Capital Investments agrees to pay the lien amount of \$42,144.00 within 180 days of the recordation of the lien. If the payment is not received within 180 days, Mt. Tam Property Capital Investments agrees that the sewer service to 355 Margarita Drive will be terminated, and its sewer lateral will be capped.

By signing below, we acknowledge and agree to the foregoing payment terms and agree that if the payment of \$42,144.00 is not made to the San Rafael Sanitation District within 180 days of the recordation of the lien, sewer service will be terminated and the sewer lateral at 355 Margarita Drive, San Rafael, CA, will be capped.

Matthew Thomas, Co-Managing Partner:

DocuSigned by:
Matthew Thomas

Paul Cingolani, Co-Managing Partner:

DocuSigned by:
Paul Cingolani
7D37DCC8A4DB42C...

If you have any questions, please contact me at (415) 485-3484.

Sincerely,



Doris Toy, P.E.
District Manager/District Engineer

DT/ch

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 17-1151

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
ACCEPTING GRANT OF LIEN
FROM MT. TAM PROPERTY CAPITAL INVESTMENTS, LLC
FOR 355 MARGARITA DRIVE (APN 016-011-19)**

**THE BOARD OF DIRECTORS OF THE SAN RAFAEL SANITATION DISTRICT,
COUNTY OF MARIN**, hereby resolves as follows:

The San Rafael Sanitation District accepts the Grant of Lien from Mt. Tam Property Capital Investments, LLC, for 355 Margarita Drive, a copy of which is hereby attached and by this reference made a part hereof.

PASSED AND ADOPTED at a regular meeting of the San Rafael Sanitation District Board of Directors held on the 28th day of April, 2017, by the following vote, to wit:

AYES:

NOES:

ABSENT/ABSTAIN:

SAN RAFAEL SANITATION DISTRICT

Gary O. Phillips, Chairman

ATTEST:

Maribeth Bushey, Secretary

5.e.

Budget Status

San Rafael Sanitation District

July 1, 2016 through September 30, 2016

OPERATING FUND				
ACCOUNT NUMBER - DESCRIPTION OF ITEM	ANNUAL BUDGET 16-17	ACTUAL	BUDGET REMAINING	Actual as % of Budget
FUND BALANCE AT JUNE 30, 2016	12,446,000	8,019,363	(4,426,637)	
REVENUE				
400000 · Sewer assessments and charges	16,260,000	-	(16,260,000)	0%
410010 · Connection fees	10,000	16,574	6,574	166%
451000 · Property taxes	1,180,000	148	(1,179,852)	0%
4410125 · Interest income	15,000	18,078	3,078	121%
461000 · Aid from governmental agencies	-	26,522	26,522	*
499000 · Miscellaneous income	-	-	-	*
Total Revenue	17,465,000	61,322	(17,403,678)	0%
TOTAL RESOURCES AVAILABLE	29,911,000	8,080,685	(21,830,315)	
EXPENDITURES				
Supplies and Services				
2361 · Contract with San Rafael	3,285,000	725,507	2,559,493	22%
2388 · Training and education	6,500	604	5,896	9%
2477 · Conferences	5,500	-	5,500	0%
2131 · Memberships and subscriptions	14,500	161	14,339	1%
2534 · Telephone service	19,000	5,029	13,971	26%
2282 · Director's fees	5,200	800	4,400	15%
2713 · Legal services	30,000	1,333	28,667	4%
2325 · Consulting services	66,500	48,879	17,621	74%
2717 · Accounting fees	59,000	10,800	48,200	18%
2716 · Tax collection fees	40,000	-	40,000	0%
2059 · General insurance	128,000	32,115	95,885	25%
2051 · Claims and deductibles	35,000	-	35,000	0%
2321 · Public outreach	10,000	-	10,000	0%
2221 · Legal notice publications	1,500	-	1,500	0%
2122 · Rebates, refunds of conn fees	10,000	788	9,212	8%
2133 · Office & shop supplies	12,300	1,092	11,208	9%
2389 · Miscellaneous expenses	1,500	143	1,357	10%
2359 · Maint - pump sta's and force mains	210,000	17,950	192,050	9%
2360 · O&M - collection systems	170,000	4,608	165,392	3%
2535 · Electric utility costs	155,000	31,529	123,471	20%
2536 · Water utility costs	13,000	2,511	10,489	19%
2363 · Standby services	40,000	3,363	36,637	8%
2083 · Parts and repairs vehicles	53,000	8,491	44,509	16%
2106 · Odor control chemicals	84,000	25,253	58,747	30%
2021 · Uniforms	11,500	1,711	9,789	15%
2365 · Safety equipment and supplies	13,000	174	12,826	1%
4045 · Manhole raising	55,000	2,400	52,600	4%
4300 · FOG Program	38,000	4,716	33,284	12%
4188 · Facilities mapping services	60,000	12,300	47,700	21%
Total Supplies and Services	4,632,000	942,257	3,689,743	20%

¹ Revenue collection concentrated in second and fourth quarters of fiscal year.

Budget Status

San Rafael Sanitation District

July 1, 2016 through September 30, 2016

OPERATING FUND (Continued)				
ACCOUNT NUMBER - DESCRIPTION OF ITEM	ANNUAL BUDGET 16-17	ACTUAL	BUDGET REMAINING	Actual as % of Budget
746040 - Central Marin Sanitation Agency				
4112 - Sewage treatment	4,700,000	1,114,742	3,585,258	24%
4113 - Sewage treatment - debt service	1,950,000	1,442,998	507,002	74%
Total 746040 - Central Marin Sanitation Agency	6,650,000	2,557,740	4,092,260	38%
Transfers to Capital Funds				
Equipment acquisition fund	320,000	320,000	-	100%
80-year life-cycle sewer replacement fund	5,012,000	5,012,000	-	100%
Pump station & force main capital improvements	1,687,000	1,687,000	-	100%
Total Transfers to Capital Funds	7,019,000	7,019,000	-	100%
Budget Status Summary				
Total Supplies & Services	4,632,000	942,257	3,689,743	20%
Total Central Marin Sanitation District	6,650,000	2,557,740	4,092,260	38%
Total Transfers to capital funds	7,019,000	7,019,000	0	100%
Total Budgeted Expenditures	18,301,000	10,518,997	7,782,003	57%
FUND BALANCE - ENDING	11,610,000	(2,438,312)		

2 Full amount of annual transfers to capital funds recorded in quarter ended September 2016.

EQUIPMENT ACQUISITION FUND				
ACCOUNT NUMBER - DESCRIPTION OF ITEM	ANNUAL BUDGET 16-17	ACTUAL	BUDGET REMAINING	Actual as % of Budget
FUND BALANCE AT JUNE 30, 2016	1,172,000	1,370,842	198,842	
REVENUE				
Transfers from Operating Fund	320,000	320,000	-	100%
TOTAL RESOURCES AVAILABLE	1,492,000	1,690,842	198,842	113%
EXPENDITURES				
Equipment Acquisitions				
4830 - Vehicle and equipment acquisition	339,000	-	339,000	0%
Total Equipment Acquisitions	339,000	-	339,000	0%
FUND BALANCE - ENDING	1,153,000	1,690,842		

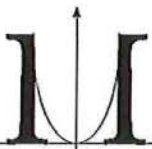
Budget Status

San Rafael Sanitation District

July 1, 2016 through September 30, 2016

80-YEAR LIFE-CYCLE SEWER REPLACEMENT FUND				
ACCOUNT NUMBER - DESCRIPTION OF ITEM	ANNUAL BUDGET 16-17	ACTUAL	BUDGET REMAINING	Actual as % of Budget
FUND BALANCE AT JUNE 30, 2016	4,841,000	7,419,322	2,578,322	
REVENUE				
Transfers from Operating Fund	5,012,000	5,012,000	-	100%
TOTAL RESOURCES AVAILABLE	9,853,000	12,431,322	2,578,322	126%
EXPENDITURES				
Capital Improvements - Expend				
4313 - Warner Ct, Woodland Pl	-	290	(290)	*
4301 - Sewer System condition/capacity	350,000	-	350,000	0%
4316 - Second St., Ida to E St.	100,000	-	100,000	0%
4319 - Lincoln Ave, Prospect to Paloma	2,200,000	1,057,546	1,142,454	48%
4320 - Rehab of Beach Sewers-Bayside	300,000	-	300,000	0%
4311 - #22 El Cerrito to Forbes	325,000	-	325,000	0%
4321 - Miscellaneous Projects	135,000	36,491	98,509	27%
4302 - Rehab of Gravity Sewer	200,000	17,921	182,079	9%
4323 - Woodland Pl/Ave & Octavia	500,000	-	500,000	0%
4324 - Sun Valley-Calif, Solano, Alpine, Winds	2,200,000	1,335,605	864,395	61%
4326 - Francisco Bldn. E Medway to Hoag	380,000	-	380,000	0%
Total 746010 - Capital Improvements - Expend	6,690,000	2,447,853	4,242,147	37%
FUND BALANCE - ENDING	3,163,000	9,983,469		

PUMP STATION & FORCE MAIN CAPITAL IMPROVEMENT FUND				
ACCOUNT NUMBER - DESCRIPTION OF ITEM	ANNUAL BUDGET 16-17	ACTUAL	BUDGET REMAINING	Actual as % of Budget
FUND BALANCE AT JUNE 30, 2016	629,000	1,148,868	519,868	
REVENUE				
Transfers from Operating Fund	1,687,000	1,687,000	-	100%
TOTAL RESOURCES AVAILABLE	2,316,000	2,835,868	519,868	122%
EXPENDITURES				
Capital Improvements - Expend				
4130 - Pt. San Pedro Road Pump Station	650,000	-	650,000	0%
4146 - Glenwood Pump Station	-	627,613	(627,613)	*
4151 - Force Main Condition Assessment	133,000	19,627	113,373	15%
4200 - Miscellaneous projects	135,000	9,690	125,310	7%
Total 746010 - Capital Improvements - Expend	918,000	656,930	261,070	72%
FUND BALANCE - ENDING	1,398,000	2,178,938		



MAHER ACCOUNTANCY

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Financial Plumline

ACCOUNTANTS' COMPILATION REPORT

Board of Directors
San Rafael Sanitation District

Management is responsible for the accompanying special purpose statement of San Rafael Sanitation District (a California Special District) which comprise the budgetary status report for the period ended September 30, 2016, and for determining that the budgetary basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the accompanying statement nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any assurance on this special purpose budgetary comparison statement.

The special purpose statement is prepared in accordance with the budgetary basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. This report is intended for the information of the Board of Directors of the District.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the special purpose budgetary comparison statement, they might influence the user's conclusions about the District's results of operations. Accordingly, this special purpose budget status report is not designed for those who are not informed about such matters.

We are not independent with respect to the District because we performed certain accounting services that impaired our independence.

Maher Accountancy

San Rafael, California

March 15, 2017

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Budget Status

San Rafael Sanitation District

July 1, 2016 through December 31, 2016

OPERATING FUND				
ACCOUNT NUMBER - DESCRIPTION OF ITEM	ANNUAL BUDGET 16-17	ACTUAL	BUDGET REMAINING	Actual as % of Budget
FUND BALANCE AT JUNE 30, 2016	12,446,000	8,019,363	(4,426,637)	
REVENUE				
400000 · Sewer assessments and charges	16,260,000	154,746	(16,105,254)	1%
410010 · Connection fees	10,000	24,853	14,853	249%
451000 · Property taxes	1,180,000	9,511,186	8,331,186	806%
4410125 · Interest income	15,000	49,028	34,028	327%
461000 · Aid from governmental agencies	-	29,317	29,317	*
499000 · Miscellaneous income	-	-	-	*
Total Revenue	17,465,000	9,769,130	(7,695,870)	56%
TOTAL RESOURCES AVAILABLE	29,911,000	17,788,493	(12,122,507)	
EXPENDITURES				
Supplies and Services				
2361 · Contract with San Rafael	3,285,000	1,451,014	1,833,986	44%
2388 · Training and education	6,500	859	5,641	13%
2477 · Conferences	5,500	-	5,500	0%
2131 · Memberships and subscriptions	14,500	11,157	3,343	77%
2534 · Telephone service	19,000	8,384	10,616	44%
2282 · Director's fees	5,200	1,300	3,900	25%
2713 · Legal services	30,000	1,333	28,667	4%
2325 · Consulting services	66,500	73,279	(6,779)	110%
2717 · Accounting fees	59,000	31,500	27,500	53%
2716 · Tax collection fees	40,000	23,959	16,041	60%
2059 · General insurance	128,000	59,306	68,694	46%
2051 · Claims and deductibles	35,000	-	35,000	0%
2321 · Public outreach	10,000	-	10,000	0%
2221 · Legal notice publications	1,500	-	1,500	0%
2122 · Rebates, refunds of conn fees	10,000	788	9,212	8%
2133 · Office & shop supplies	12,300	1,764	10,536	14%
2389 · Miscellaneous expenses	1,500	638	862	43%
2359 · Maint - pump sta's and force mains	210,000	60,036	149,964	29%
2360 · O&M - collection systems	170,000	6,627	163,373	4%
2535 · Electric utility costs	155,000	71,650	83,350	46%
2536 · Water utility costs	13,000	5,578	7,422	43%
2363 · Standby services	40,000	14,793	25,207	37%
2083 · Parts and repairs vehicles	53,000	17,185	35,815	32%
2106 · Odor control chemicals	84,000	33,607	50,393	40%
2021 · Uniforms	11,500	3,488	8,012	30%
2365 · Safety equipment and supplies	13,000	503	12,497	4%
4045 · Manhole raising	55,000	30,400	24,600	55%
4300 · FOG Program	38,000	9,278	28,722	24%
4188 · Facilities mapping services	60,000	12,300	47,700	21%
Total Supplies and Services	4,632,000	1,930,726	2,701,274	42%

¹ Revenue collection concentrated in second and fourth quarters of fiscal year.

Budget Status

San Rafael Sanitation District

July 1, 2016 through December 31, 2016

OPERATING FUND (Continued)

ACCOUNT NUMBER - DESCRIPTION OF ITEM	ANNUAL BUDGET 16-17	ACTUAL	BUDGET REMAINING	Actual as % of Budget
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746040 - Central Marin Sanitation Agency

4112 - Sewage treatment	4,700,000	2,229,485	2,470,515	47%
4113 - Sewage treatment - debt service	1,950,000	1,442,998	507,002	74%
Total 746040 - Central Marin Sanitation Agency	6,650,000	3,672,483	2,977,517	55%

Transfers to Capital Funds

Equipment acquisition fund	320,000	320,000	-	100%
80-year life-cycle sewer replacement fund	5,012,000	5,012,000	-	100%
Pump station & force main capital improvements	1,687,000	1,687,000	-	100%
Total Transfers to Capital Funds	7,019,000	7,019,000	-	100%

Budget Status Summary

Total Supplies & Services	4,632,000	1,930,726	2,701,274	42%
Total Central Marin Sanitation District	6,650,000	3,672,483	2,977,517	55%
Total Transfers to capital funds	7,019,000	7,019,000	0	100%
Total Budgeted Expenditures	18,301,000	12,622,209	5,678,791	69%
FUND BALANCE - ENDING	11,610,000	5,166,284		

² Full amount of annual transfers to capital funds recorded in quarter ended September 2016.

EQUIPMENT ACQUISITION FUND

ACCOUNT NUMBER - DESCRIPTION OF ITEM	ANNUAL BUDGET 16-17	ACTUAL	BUDGET REMAINING	Actual as % of Budget
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FUND BALANCE AT JUNE 30, 2016 1,172,000 1,370,842 198,842

REVENUE

Transfers from Operating Fund	320,000	320,000	-	100%
TOTAL RESOURCES AVAILABLE	1,492,000	1,690,842	198,842	113%

EXPENDITURES

Equipment Acquisitions

4830 - Vehicle and equipment acquisition	339,000	-	339,000	0%
Total Equipment Acquisitions	339,000	-	339,000	0%

FUND BALANCE - ENDING 1,153,000 1,690,842

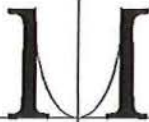
Budget Status

San Rafael Sanitation District

July 1, 2016 through December 31, 2016

80-YEAR LIFE-CYCLE SEWER REPLACEMENT FUND				
ACCOUNT NUMBER - DESCRIPTION OF ITEM	ANNUAL BUDGET 16-17	ACTUAL	BUDGET REMAINING	Actual as % of Budget
FUND BALANCE AT JUNE 30, 2016	4,841,000	7,419,322	2,578,322	
REVENUE				
Transfers from Operating Fund	5,012,000	5,012,000	-	100%
TOTAL RESOURCES AVAILABLE	9,853,000	12,431,322	2,578,322	126%
EXPENDITURES				
Capital Improvements - Expend				
4313 - Warner Ct, Woodland Pl	-	290	(290)	*
4301 - Sewer System condition/capacity	350,000	-	350,000	0%
4316 - Second St., Ida to E St.	100,000	-	100,000	0%
4319 - Lincoln Ave, Prospect to Paloma	2,200,000	1,575,398	624,602	72%
4320 - Rehab of Beach Sewers-Bayside	300,000	-	300,000	0%
4311 - #22 El Cerrito to Forbes	325,000	-	325,000	0%
4321 - Miscellaneous Projects	135,000	36,491	98,509	27%
4302 - Rehab of Gravity Sewer	200,000	434,247	(234,247)	217%
4323 - Woodland Pl/Ave & Octavia	500,000	-	500,000	0%
4324 - Sun Valley-Calif, Solano, Alpine, Winds	2,200,000	2,085,864	114,136	95%
4326 - Francisco Bldn. E Medway to Hoag	380,000	-	380,000	0%
Total 746010 - Capital Improvements - Expend	6,690,000	4,132,290	2,557,710	62%
FUND BALANCE - ENDING	3,163,000	8,299,032		

PUMP STATION & FORCE MAIN CAPITAL IMPROVEMENT FUND				
ACCOUNT NUMBER - DESCRIPTION OF ITEM	ANNUAL BUDGET 16-17	ACTUAL	BUDGET REMAINING	Actual as % of Budget
FUND BALANCE AT JUNE 30, 2016	629,000	1,148,868	519,868	
REVENUE				
Transfers from Operating Fund	1,687,000	1,687,000	-	100%
TOTAL RESOURCES AVAILABLE	2,316,000	2,835,868	519,868	122%
EXPENDITURES				
Capital Improvements - Expend				
4130 - Pt. San Pedro Road Pump Station	650,000	51,781	598,219	8%
4146 - Glenwood Pump Station	-	830,708	(830,708)	*
4151 - Force Main Condition Assessment	133,000	28,477	104,523	21%
4200 - Miscellaneous projects	135,000	9,690	125,310	7%
Total 746010 - Capital Improvements - Expend	918,000	920,656	(2,656)	100%
FUND BALANCE - ENDING	1,398,000	1,915,212		



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Financial Plumblne

ACCOUNTANTS' COMPILATION REPORT

Board of Directors
San Rafael Sanitation District

Management is responsible for the accompanying special purpose statement of San Rafael Sanitation District (a California Special District) which comprise the budgetary status report for the period ended December 31, 2016, and for determining that the budgetary basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the accompanying statement nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any assurance on this special purpose budgetary comparison statement.

The special purpose statement is prepared in accordance with the budgetary basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. This report is intended for the information of the Board of Directors of the District.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the special purpose budgetary comparison statement, they might influence the user's conclusions about the District's results of operations. Accordingly, this special purpose budget status report is not designed for those who are not informed about such matters.

We are not independent with respect to the District because we performed certain accounting services that impaired our independence.

Maher Accountancy

San Rafael, California

March 15, 2017

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