

A G E N D A
SPECIAL MEETING
SAN RAFAEL SANITATION DISTRICT
BOARD OF DIRECTORS
FRIDAY – MARCH 22, 2024 - 9:00 A.M.
SAN RAFAEL CITY HALL
1400 FIFTH AVENUE – CONFERENCE ROOM CD3
SAN RAFAEL, CALIFORNIA 94901

Members of the Public may also participate in Open Session through the following:

Zoom link: <https://cityofsanrafael-org.zoom.us/j/86356279311>

Or by Phone: 1 669 444 9171 US

Meeting ID: 863 5627 9311

Public comments for this meeting can be submitted via email to the District Clerk at Kathryn.Nelson@cityofsanrafael.org. The public comment period opens when the agenda is posted online and will close two hours prior to the start of the meeting. Include your name and the item you would like to provide a written comment on.

To provide comments during the meeting, please use the “raise hand” feature in the Zoom Meeting and the host will notify and unmute you when it is your turn to speak.

Members of the public may speak on Agenda items.

1. ROLL CALL

2. CLOSED SESSION REPORT – FEBRUARY 16, 2024

3. OPEN PERIOD

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

4. CONSENT CALENDAR

a. Minutes of the Meeting – February 16, 2024.

b. Payments – February 2024

5. OTHER AGENDA ITEMS

- a. Discussion on Strategic Planning Efforts for the District.*
- b. Discussion on 10-Year Budget Projection.
- c. Discussion and schedule new date and time for April 2024 meeting.

6. INFORMATIONAL ITEMS

7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

8. CLOSED SESSION

- a. **Public Employee Performance Evaluation**
California Government Code Section 54957
Title: District Manager
- b. **Conference with Real Property Negotiator[s]**
California Government Code Section 54956.8
Real Property Address: 2960 Kerner Blvd., San Rafael, CA 94901
Agency Negotiator(s): Doris Toy, District Manager
Real Property Owner: Ross Valley Sanitary District
Owner's Representative: Unknown
Property Negotiator: Unknown
Negotiation: Price and/or terms of payment

9. ADJOURNMENT

*Information not furnished with Agenda.

SAN RAFAEL SANITATION DISTRICT
Minutes of the Regular Meeting
February 16, 2024

Regular Meeting

In Person

The meeting was called to order at 9:04 A.M. by Chair Kate.

Attendance Board: Kate Colin, Chair
 Maribeth Bushey, Secretary/Director
 Katie Rice, Director

Attendance Staff: Doris Toy, District Manager/District Engineer
 Kris Ozaki, Operations and Maintenance Manager
 Philip Buckley, Principal Civil Engineer
 Tim Tran, Associate Civil Engineer
 Cindy Diaz, Assistant Engineer
 Kathryn Nelson, Administrative Analyst

Attendance Other: Kerry Gerchow, Deputy County Counsel
 Dean DiGiovanni, CMSA Commissioner for SRSD
 Paul Causey, Causey Consulting

1. **ROLL CALL**

A roll call was taken at 9:04 A.M., Director Bushey, and Chair Kate were present. There being a quorum, the meeting began. Director Rice attended at 9:09 A.M.

2. **OPEN PERIOD**

No one was present to address the Board for open period.

3. **CONSENT CALENDAR**

- a. **Minutes of the Meeting – January 19, 2024**
- b. **Payments – January 2024**

MOTION by Director Bushey, seconded by Director Kate, to unanimously approve the Consent Calendar, all in favor.

AYES: Director Bushey, Director Rice, and Chair Kate
NOES: None
ABSENT: None Motion Carried

4. **OTHER AGENDA ITEMS**

- a. **Discussion on Strategic Planning Efforts for the District** – Informational items not furnished with Agenda.

District Manager Doris Toy updated the Board about her meetings with Ross Valley Sanitation District (RVSD) and Central Marin Sanitation Agency (CMSA) and reports that MRG is doing a full comp study for Sanitary District Staff positions that are not at CMSA.

5. **INFORMATIONAL ITEMS**

- a. **Letter to Regional Water Quality Control Board, dated February 1, 2024, NPDES Permit, Annual Progress Report**

District Manager Toy reviews the Annual Progress Report to the Water Quality Control Board.

- b. **Introduce new staff**

District Manager Toy introduced Assistant Engineer Cindy Diaz.

6. **DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS**

7. **CLOSED SESSION**

- a. **Public Employee Performance Evaluation California Government Code Section 54957 Title: District Manager**

The closed session began at 9:32 AM and ended at 10:52 AM

8. **ADJOURNMENT**

There being no further business to come before the Board, the regular meeting of February 16, 2024, was adjourned at 10:55 A.M. with the next scheduled meeting on March 15, 2024.

Respectfully submitted,

Maribeth Bushey, Secretary/Director

ATTEST THIS 22nd DAY OF MARCH 2024

Kate Colin, Chair

**SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY**
February 1, 2024 - February 29, 2024

<i>Vendor/Payee</i>	<i>Memo</i>	<i>Class</i>	<i>Account</i>	<i>Amount</i>
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 1/23/24	200	2021 · Uniforms	259.83
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 1/30/24	200	2021 · Uniforms	256.83
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 2/06/24	200	2021 · Uniforms	256.83
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 2/13/24	200	2021 · Uniforms	256.83
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 2/20/24	200	2021 · Uniforms	256.83
AT&T *1523	Telephone Service - land lines for pump stations and dialers from 1/02/24-2/01/24	100	2534 · Telephone service	616.43
AT&T MOBILITY #9313	Telephone Service - cell phone service through 2/01/24	100	2534 · Telephone service	381.11
BAY AREA AIR QUALITY MANAGEMENT DIS	Pump Stations - North Francisco generator permit	200	2359 · Maint- pump sta's & force mains	699.00
BAY AREA AIR QUALITY MANAGEMENT DIS	Pump Stations - Bret Harte generator permit	200	2359 · Maint- pump sta's & force mains	578.00
BWS DISTRIBUTORS	Safety Equipment - new engineer gear and extra gloves	200	2365 · Safety equipment and supplies	389.51
BWS DISTRIBUTORS	Safety Equipment - vests for team	200	2365 · Safety equipment and supplies	628.20
CALCON SYSTEMS, INC.	Pump Stations - Riviera Pump Station, North Francisco, and WRR Pump Station service calls	200	2359 · Maint- pump sta's & force mains	12,348.85
CALIFORNIA CAD SOLUTIONS INC(CALCAD)	Facilities Mapping Services - facilities mapping subscription and upgrades Dec 23 - Jan 24	100	4188 · Facilities mapping services	1,575.00
CAUSEY CONSULTING	Consulting Services - Strategic Planning Support Services through 1/31/24	100	2325 · Consulting services	1,265.00
CENTRAL MARIN SANITATION AGENCY	FOG Program - FOG Control Program from 10/01/23-12/31/23	100	4300 · FOG Program	3,858.82
CENTRAL MARIN SANITATION AGENCY	CMSA Connection Fees - Ritter Center / Aegis Living	200	221000 · Connection fees payable cmsa	333,575.35
COLIN, KATE	Director's Fees - Kate Colin on 2/16/24	100	2282 · Director's fees	100.00
COUNTY OF MARIN	Director's Fees - Katie Rice on 2/16/24	100	2282 · Director's fees	100.00
DIEGO TRUCK REPAIR, INC.	Vehicles - vactor service	200	2083 · Parts and repairs vehicles	1,731.77
DLT SOLUTIONS, LLC	Memberships and Subscriptions - annual Autocad subscription	100	2131 · Memberships and subscriptions	5,874.15
EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - odor control quarterly services from 1/01/24-1/31/24	200	2106 · Odor control chemicals	2,033.14
JACKSON'S HARDWARE	Pump Stations - Glenwood fence repair	200	2359 · Maint- pump sta's & force mains	24.56
JACKSON'S HARDWARE	Collection System - small machine power adapter	200	2360 · O&M - collection systems	60.08
MAHER ACCOUNTANCY	Accounting Services - February 2024	100	2717 · Accounting services	4,100.00
MARIBETH BUSHEY	Director's Fees - Maribeth Bushey on 2/16/24	100	2282 · Director's fees	100.00
MARIN COUNTY TAX COLLECTOR	Legal - County Counsel Svc- second quarter Sept - Dec FY 2023/24	100	2713 · Legal services	7,232.50
MARIN MUNICIPAL WATER DIS	Water - Andersen B from 12/12/23-2/09/24	200	2536 · Water utility costs	79.54
MARIN MUNICIPAL WATER DIS	Water - Simms Street from 12/12/23-2/09/24	200	2536 · Water utility costs	79.54
MARIN MUNICIPAL WATER DIS	Water - Bret Harte from 12/12/23-2/09/24	200	2536 · Water utility costs	88.57
MARIN MUNICIPAL WATER DIS	Water - Andersen A from 12/12/23-2/09/24	200	2536 · Water utility costs	79.54
MARIN MUNICIPAL WATER DIS	Water - S Francisco from 12/14/23-2/13/24	200	2536 · Water utility costs	79.54
MARIN MUNICIPAL WATER DIS	Water - W. Railroad from 12/14/23-2/13/24	200	2536 · Water utility costs	197.18
MARIN MUNICIPAL WATER DIS	Water - Cayes Main from 12/14/23-2/13/24	200	2536 · Water utility costs	79.54
MARIN MUNICIPAL WATER DIS	Water - San Pedro from 12/15/23-2/14/24	200	2536 · Water utility costs	79.54
MARIN MUNICIPAL WATER DIS	Water - Kerner A from 12/15/23-2/14/24	200	2536 · Water utility costs	79.54
MARIN MUNICIPAL WATER DIS	Water - Third St from 12/15/23-2/14/24	200	2536 · Water utility costs	79.54
MARIN ROTO-ROOTER SEWER SERVICE, INC	Standby - after hours call at 164 Park Street	200	2363 · Standby services	750.00
MMWD (vendor)	Water Utility - hydrant meter permit for vactor truck 8192	200	2536 · Water utility costs	1,400.00
MMWD (vendor)	Water Utility - hydrant meter permit for vactor truck 8150	200	2536 · Water utility costs	1,400.00
NUTE ENGINEERING INC	Consulting Services - engineering services for pump station CIP plan Jan 2024	100	2325 · Consulting services	146.00

NUTE ENGINEERING INC	Bayside Acres Beach Sewer Improvements Project - engineering services from 1/01/24-1/31/24	300	4338 · Rehab Beach Swr Baysid PhABC-80	43,605.75
NUTE ENGINEERING INC	N. Francisco Pump Station - engineering services from 1/01/24-1/31/24	300	4155 · N. Francisco/WRR Pump St (10)	252.00
PERIN - BATTERIES PLUS	Pump Stations - batteries for Glenwood Pumpstation and shop	200	2359 · Maint- pump sta's & force mains	210.94
PG&E a/c 2480926202-5	Power - electric service for pump stations from 1/17/24-2/14/24	200	2535 · Electric utility costs	55,772.84
ROSS VALLEY SANITARY	Public Outreach - ad campaign from Nov. 2022 to Nov. 2023	100	2321 · Public outreach	3,718.08
SHAMROCK	Pump Stations - beach drive - rock for roadside pumpstation	200	2359 · Maint- pump sta's & force mains	131.10
WATER COMPONENTS & BLDG SUPPLY	Collection System - shop tools	200	2360 · O&M - collection systems	6.00
WECO INDUSTRIES LLC	Collection System - manhole cover hooks	200	2360 · O&M - collection systems	1,046.58
WECO INDUSTRIES LLC	Collection System - rodder diagnostic and fix	200	2360 · O&M - collection systems	10,153.48
				498,073.46

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

DATE: March 22, 2024
TO: Board of Directors, San Rafael Sanitation District
FROM: Doris Toy, District Manager/District Engineer
SUBJECT: Discussion on 10-Year Budget Projection

SUMMARY:

At this meeting, staff and John Maher will present a preliminary 10-year budget projection for discussion, which will include the following subject matter:

- Strategic planning efforts
- Employee compensation
- Anticipated future large developments

Currently in Construction:

Aegis Living, 800 Mission St, 101 units
Aldersly, 326 Mission, 35 units

Recently Completed:

AC Hotel, 1201 Fifth Ave, 140 room hotel
815 B St, 41-unit apartment
21 G St, 8 townhomes
Vivalon, 999 Third St, 67 units

Has Entitlements:

Hampton Inn, 1075 Francisco Blvd, 184-room hotel
88 Vivian, 70 condos
55 Brookdale – 10-unit apartments
1515 Fourth Street – 162-unit apartments
1610 Fourth Street – 24-unit apartments

Applying for Entitlements:

930 Irwin Street – 185 apartment units
Dominican – 59 residential units

- Connection Fees
- Capital Improvement Projects
- Equipment and Vehicle Replacement

ACTION REQUIRED:

None.

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

DATE: March 22, 2024

TO: Board of Directors, San Rafael Sanitation District

FROM: Doris Toy, District Manager/District Engineer

SUBJECT: Discussion and schedule new date and time for April 2024 meeting

SUMMARY:

One of the Board members are not able to attend the April 19th meeting.
Staff request that board discuss new date and time for April board meeting.

ACTION REQUIRED:

Board to designate a new Board meeting date and time for April 2024 and revise 2024 Board Meeting Schedule.