

**A G E N D A**  
**SAN RAFAEL SANITATION DISTRICT**  
**BOARD OF DIRECTORS**  
**FRIDAY – JUNE 21, 2024 – 9:00 A.M.**  
**SAN RAFAEL CITY HALL**  
**1400 FIFTH AVENUE – COUNCIL CHAMBERS**  
**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](mailto: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.

Each speaker in both Zoom or in-person will have 2 minutes to provide public comment per agenda item.

**Members of the public may speak on Agenda items.**

**1. ROLL CALL**

**2. OPEN PERIOD**

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

**3. CONSENT CALENDAR**

**a. Minutes of the Meeting – May 17, 2024**

**b. Payments – May 2024**

**4. PUBLIC HEARING**

**Consideration of proposed increase in Sewer Service Charge for Fiscal Years 2024-25, 2025-26, and 2026-27.**

**Adopt ordinance establishing sewer user service charges for Fiscal Years 2024-25, 2025-26, and 2026-27.**

**5. OTHER AGENDA ITEMS**

a. Discussion on Strategic Planning Efforts for the District.

**6. INFORMATIONAL ITEMS**

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

**8. ADJOURNMENT**

The next scheduled meeting is July 19, 2024.

**SAN RAFAEL SANITATION DISTRICT**  
**Minutes of the Regular Meeting**  
**May 17, 2024 – 9:00 A.M.**

Regular Meeting

In Person

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

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

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

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

**1. ROLL CALL**

A roll call was taken at 9:05 A.M., Director Bushey, and Chair Kate were present with Director Rice attending at 9:21 A.M.

**2. OPEN PERIOD**

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

**3. CONSENT CALENDAR**

- a. Minutes of the Meeting - April 26, 2024
- b. Minutes of the Special Meeting – May 1, 2024
- c. Payments – April 2024

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

**AYES:**        Director Bushey, Chair Kate

**NOES:**        None

**ABSENT:**     Director Rice

Motion Carried

#### 4. OTHER AGENDA ITEMS

**a. Discussion on Strategic Planning Efforts for the District.**

District Manager, Doris Toy updated the Board of the steps that have been taken up to this point regarding the Strategic Planning efforts: Chair Kate sent CMSA a letter on May 1, 2024 in regards to the Board's decision to prepare a service agreement in operational consolidation with CMSA; at May 14 CMSA Board Meeting, CMSA Board authorized its staff to enter discussions with District staff to form basis of a service agreement and create an Ad-hoc committee. District Manager Toy informed the Board that the next steps will be developing a task list and schedule.

**b. Adopt resolution establishing the sewer connection fee for FY 2024-25.**

District Manager Toy explains that the sewer connection fees have not been raised since fiscal year 2020-21 and that the construction cost index has increased 20.27% since then.

**MOTION** by Director Bushey, seconded by Chair Kate, to unanimously adopt the Resolution increasing sewer connection fees in accordance with Ordinance No 56 effective July 1, 2024, through June 30, 2025, all in favor.

**AYES:** Director Bushey, Chair Kate

**NOES:** None

**ABSENT:** Director Rice Motion Carried

**c. First reading of proposed ordinance increasing the sewer service charges and setting the public hearing for June 21, 2024**

read by Director Bushey.

**MOTION** by Director Bushey, to propose AN ORDINANCE AMENDING ORDINANCE NUMBER 58 INCREASING THE SEWER USER SERVICE CHARGE FROM \$71.72 PER MONTH PER USER UNIT TO \$80.33 PER MONTH FOR FISCAL YEAR JULY 1, 2024, TO JUNE 30, 2025, AND INCREASING THAT SEWER USER SERVICE CHARGE TO \$84.34 PER MONTH FOR FISCAL YEAR JULY 1, 2025, TO JUNE 30, 2026, AND INCREASING THAT SEWER USER SERVICE CHARGE TO \$88.56 PER MONTH FOR FISCAL YEAR JULY 1, 2026, TO JUNE 30, 2027, AND SUCH MONTHLY CHARGE SHALL REMAIN AT \$88.56 PER MONTH FOR EACH SUCCESSIVE YEAR UNTIL CHANGED BY THE DISTRICT BOARD OF DIRECTORS seconded by Chair Kate, to accept the reading of Ordinance Number 59, all in favor.

**AYES:** Director Bushey, Chair Kate

**NOES:** None

**ABSENT:** Director Rice Motion Carried

**d. Authorize publication of a summary of the proposed ordinance, which includes the date of the hearing on such proposed ordinance, in the Marin Independent Journal by June 5, 2024, and the posting of the full text of the proposed ordinance at both the District Office and City Hall.**

**MOTION** by Director Bushey, to authorize publication of a summary of the proposed ordinance, which includes the date of the hearing on such proposed ordinance, in the Marin Independent Journal by June 5, 2024, and the posting of the full text of the proposed ordinance at both the District Office and City Hall seconded by Chair Kate, all in favor.

**AYES:** Director Bushey, Chair Kate

**NOES:** None

**ABSENT:** Director Rice Motion Carried

**e. Adopt resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Nute Engineering for design related services for the Bayside Acres Beach Sewer Relocation Project.**

District Manager, Doris Toy explains to the Board the necessity for an Amendment to the Agreement with Nute Engineering for design related services for the Bayside Acres Beach Sewer Relocation Project.

**MOTION** by Director Bushey, seconded by Director Rice and Chair Kate, to unanimously adopt the Resolution, all in favor.

**AYES:** Director Bushey, Director Rice, and Chair Kate

**NOES:** None

**ABSENT:** None Motion Carried

**5. INFORMATIONAL ITEMS**

Introduction of Rizalino Abrera, Construction Inspector

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

None.

**7. ADJOURNMENT**

There being no further business to come before the Board, the regular meeting of May 17, 2024, was adjourned at 9:40 A.M. with the next scheduled regular meeting on June 21, 2024, at 9:00 A.M.

Respectfully submitted,

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Maribeth Bushey, Secretary/Director

ATTEST THIS 21st DAY OF JUNE 2024

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Kate Colin, Chair

## SAN RAFAEL SANITATION DISTRICT

## PAYMENT SUMMARY

May 1, 2024 - May 31, 2024

Vendor/Payee	Memo	Class	Account	Amount
AT&T *1523	Telephone Service - land lines for pump stations and dialers from 4/02/24-4/30/24	100	2534 · Telephone service	611.26
AT&T MOBILITY #9313	Telephone Service - cell phone service through 5/01/24	100	2534 · Telephone service	590.99
BPXPRESS	Miramar and Miraflores - print plans	300	4306 · Miramar and Miraflores (80)	109.80
BPXPRESS	Miramar and Miraflores - print specs	300	4306 · Miramar and Miraflores (80)	230.24
BWS DISTRIBUTORS	Safety Equipment - gloves and lens	200	2365 · Safety equipment and supplies	257.77
BWS DISTRIBUTORS	Safety Equipment - gloves	200	2365 · Safety equipment and supplies	169.40
CALAMP WIRELESS NETWORKS CORPORATION	Vehicles - vehicles GPS monthly services	200	2083 · Parts and repairs vehicles	249.30
CALCON SYSTEMS, INC.	West Railroad Pump Station - west railroad PLC upgrade	200	2359 · Maint-Pump Sta's & force mains	25,187.50
CALIFORNIA CAD SOLUTIONS INC(CALCAD)	Facilities Mapping Services - miscellaneous projects for February-April 2024	100	4188 · Facilities mapping services	3,075.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - simms gen PM and load bank	200	2359 · Maint- pump sta's & force mains	2,140.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - west railroad generator pm and load bank	200	2359 · Maint- pump sta's & force mains	2,945.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - peacock generator PM and loadbank	200	2359 · Maint- pump sta's & force mains	2,065.00
CAUSEY CONSULTING	Consulting Services - strategic planning support services through 4/30/24	100	2325 · Consulting services	2,527.30
CENTRAL MARIN SANITATION AGENCY	CMSA Connection Fees - POSTMIS, LLC / Cadillac Mar	200	221000 · Connection fees payable cmsa	8,018.78
CENTRAL MARIN SANITATION AGENCY	FOG Program - FOG Control Program Management from 1/01/24-3/31/24	100	4300 · FOG Program	9,984.43
COLIN, KATE	Director's Fees - Kate Colin on 4/26/24 and 5/01/24	100	2282 · Director's fees	200.00
COUNTY OF MARIN	Director's Fees - Katie Rice on 4/26/24 and 5/01/24	100	2282 · Director's fees	200.00
CWEA-TCP	Staff Training & Education - membership renewal for Hector Rodriguez expires 7/31/24	100	2388 · Training and education	98.00
CWEA-TCP	Staff Training & Education - membership renewal for Kris Ozaki expires 7/31/24	100	2388 · Training and education	103.00
EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - odor control quarterly services from 4/01/24-4/30/24	200	2106 · Odor control chemicals	2,033.14
JACKSON'S HARDWARE	Collection System - fiberglass pole for shovel extension	200	2360 · O&M - collection systems	59.25
LEAK DETECTION PROS, INC.	Bayside Acres Beach Sewer Improvements Project - inspect and locate sewer systems using a fiber optic video camera 189 & 193 Oak Drive	300	4338 · Rehab Beach Swr Baysid PhABC-80	500.00
MAHER ACCOUNTANCY	Accounting Services - May 2024	100	2717 · Accounting services	4,100.00
MARIBETH BUSHEY	Director's Fees - Maribeth Bushey on 4/26/24 and 5/01/24	100	2282 · Director's fees	200.00
MARIN MUNICIPAL WATER DIS	Water - vactor 8192 water meter	200	2536 · Water utility costs	616.04
MARIN MUNICIPAL WATER DIS	Water - vactor 8150 water meter 309,000 gal	200	2536 · Water utility costs	5,341.50
NUTE ENGINEERING INC	Bayside Acres Beach Sewer Improvements Project - engineering services from 3/01/24-3/31/24	300	4338 · Rehab Beach Swr Baysid PhABC-80	6,609.00
NUTE ENGINEERING INC	Consulting Services - engineering services for flow capacity review for 930 Irwin Street plan review	100	2325 · Consulting services	3,202.00
NUTE ENGINEERING INC	Consulting Services - engineering services for Third Street Pump Station improvement project for April 2024	300	4154 · Third St (combined w 4149 fibr)	1,041.75
NUTE ENGINEERING INC	Consulting Services - engineering services for pump station CIP plan SRSD 2023 for 4/01/24-4/30/24	100	2325 · Consulting services	4,978.50
OWEN EQUIPMENT SALES	Vehicles - vactor 8192 PTO and swivel bearing	200	2083 · Parts and repairs vehicles	14,201.35
PARK ENGINEERING, INC	2020 Sewer Pipe Repair and Replacement Project - Phase 2 services October-November 2023	300	4342 · 2020-21 Sewer Improvement (80)	41,711.79
PARK ENGINEERING, INC	Consulting Services - Permit Inspection Services	100	2325 · Consulting services	4,077.20
PARK ENGINEERING, INC	Sewer PipeBurst - 2022 sewer pipe burst project and Inspection Services	300	4355 · 2023 Sewer Pipeburst (80)	43,756.83
PARK ENGINEERING, INC	Isolation Valve Replacement Project - inspection services	300	4345 · Isolation Valve Replacement (10)	1,990.20
PAT NELSON CONSTRUCTION	Bayside Acres Beach Sewer Improvements Project - progress payment #1	300	4338 · Rehab Beach Swr Baysid PhABC-80	64,004.19
SAN FRANCISCO BAY CONSERVATION AND DEVELO	Bayside Acres Beach Sewer Improvements Project - BCDC permit application fee for phase B-2	300	4338 · Rehab Beach Swr Baysid PhABC-80	600.00
SCHAAF & WHEELER, INC	2023 Sewer Rehabilitation Project - professional engineering services through 3/31/24	300	4351 · 2023 Sewer Rehabilitation (80)	77,001.32
SCHAAF & WHEELER, INC	2020 Sewer Pipe Repair and Replacement Project - engineering services through 3/31/24	300	4342 · 2020-21 Sewer Improvement (80)	2,397.50
Unicorn Group	Postage amount for Sanitation District Rate Hearing Notice	100	2221 · Legal notice publications	4,221.00
Unicorn Group	Public Outreach - 2024/25-2026/27 sewer service charge-increase notices	100	2221 · Legal notice publications	3,752.28
US BANK CORPORATE PAYMENT	Membership - Marin IJ	100	2131 · Memberships and subscriptions	332.12
US BANK CORPORATE PAYMENT	Office Supplies - phone case for assistant engineer	200	2133 · Office & shop supplies	13.55
US BANK CORPORATE PAYMENT	Office Supplies - replacement headset	100	2133 · Office & shop supplies	53.52
US BANK CORPORATE PAYMENT	Pump Stations - black hoodie	200	2359 · Maint- pump sta's & force mains	140.69
VESTIS	Uniforms - weekly service ending 4/23/24	200	2021 · Uniforms	281.35
VESTIS	Uniforms - weekly service ending 4/30/24	200	2021 · Uniforms	281.35

<b>VESTIS</b>	Uniforms - weekly service ending 5/07/24	200	2021 - Uniforms	<b>281.35</b>
<b>WATER COMPONENTS &amp; BLDG SUPPLY</b>	Pump Station - pipe for stilling well at WRR	200	2359 - Maint- pump sta's & force mains	<b>1,217.35</b>
<b>WATER COMPONENTS &amp; BLDG SUPPLY</b>	Collection System - MH562 repair	200	2360 - O&M - collection systems	<b>136.88</b>
<b>WOODLAND CTR AUTO SUPPLY</b>	Pump Stations - funnel for draining pump truck	200	2359 - Maint- pump sta's & force mains	<b>9.37</b>
<b>WOODLAND CTR AUTO SUPPLY</b>	Pump Stations - barrel pump manual t	200	2359 - Maint- pump sta's & force mains	<b>79.95</b>
<b>WORKSMART AUTOMATION, INC</b>	Pump Stations - troubleshoot loss of SCADA communication	200	2359 - Maint- pump sta's & force mains	<b>370.00</b>
				<b>348,355.09</b>

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

**DATE:** June 21, 2024

**TO:** Board of Directors, San Rafael Sanitation District

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

**SUBJECT:** Adoption of Ordinance Increasing Sewer Service Charge

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**RECOMMENDATION:**

Adopt the ordinance increasing the sewer service charge from \$71.72 per month (\$860.63 per year) to \$80.33 per month (\$963.91 per year) for fiscal year 2024-25, and from \$80.33 per month (\$963.91 per year) to \$84.34 per month (\$1,012.11 per year) for fiscal year 2025-26, and from \$84.34 per month (\$1,012.11 per year) to \$88.56 per month (\$1,062.72 per year) for fiscal year 2026-27.

**BACKGROUND:**

On May 6, 2024, the District mailed out a notice to all property owners within our District advising them of today's Public Hearing at which the Board will consider an increase in the sewer service charge from \$71.72 to \$88.56 per month over a 3-year period, i.e.:

Present Rate	\$71.72 per month
Year 1	\$80.33 per month
Year 2	\$84.34 per month
Year 3	\$88.56 per month

There are several reasons for the proposed increase:

1. To recover some of the inflation costs since the last rate increase in 2017, during which time inflation has risen by 25%.
2. To accelerate its sewer replacement from 1.6 miles per year to 2.5 miles per year.
3. To fund the increased cost to the District from Central Marin Sanitation Agency due to capital improvements at its wastewater treatment plant and other increasing costs, i.e. chemicals, insurance, and inflation.

District mailed 11,980 notices to every ratepayer within the District boundaries in accordance with the requirements of Proposition 218. A summary of the proposed ordinance was also published in the Marin Independent Journal on June 5, 2024. The Post Office returned 3 notices as undeliverable. As of June 20, 2024, we have received a total of 36 letters, including **36 written protests** to the proposed increase in the sewer service charges and 10 telephone calls.

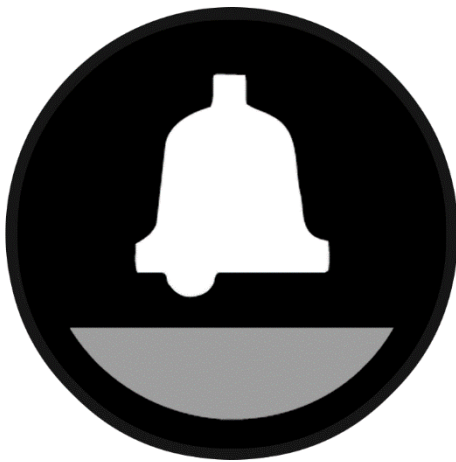


The Board would need to receive a minimum of 50% plus one (1) written protests by mail or personally delivered at today's hearing in order not to proceed with the proposed increase.

**ACTION REQUIRED:**

It is the recommendation of District staff for the Board to adopt the ordinance increasing the sewer service charge.

Attachments: Notice of Public Hearing  
Proposed Ordinance No. 59



## San Rafael Sanitation District

### Contact

Mail: 111 Morphew St.  
San Rafael, CA 94901  
Telephone: (415) 454-4001  
Email: SRSD@cityofsanrafael.org

### Board of Directors

Kate Colin, Chair  
Maribeth Bushey, Secretary/Director  
Katie Rice, Director

### District Manager/Engineer

Doris Toy

## NOTICE OF PUBLIC HEARING ON PROPOSED INCREASES IN SEWER SERVICE CHARGES

The San Rafael Sanitation District (SRSD) provides your sewage collection, treatment, and disposal.

The District is proposing a rate increase over three years. These increases are necessary to:

- Meet regulatory and community standards for a well maintained and high performing sewage collection and treatment system;
- Keep pace with annual increases in treatment costs charged by the regional wastewater treatment facility (Central Marin Sanitation Agency);
- Cover increasing operational costs;
- Allow the District to accelerate replacement of aging sewer pipes throughout San Rafael.

Your sewage rates have not been increased in seven years (since 2017), during which time inflation has risen by 25%.

Even with the proposed rate increase, District rates are expected to remain lower than our neighboring sanitation districts.

### PROPOSED RATE INCREASES

The District is considering changes to sewer service charges.

The current amount per residential unit is \$71.72 per month.

The proposed amounts are:

2024-25 \$80.33/month

2025-26 \$84.34/month

2026-27 \$88.56/month

The District Manager has calculated the increase in the sewer service charge based upon all estimated District costs, including those described in this document. A copy of these calculations is on file at the District office located at 111 Morphew Street, San Rafael.

**San Rafael Sanitation District Works Continuously to Hold Costs Down.**

Some of the more notable cost-saving actions include:

**Collaborate with Our Neighbors**

on many programs: pollution prevention, inspections, businesses outreach, household hazardous waste, and more.

**Participate in Joint Treatment Plant**

by sharing a single, regional wastewater treatment facility, the District and our neighbors improve quality, increase environmental protection, and lower costs for all.

**Cross-train Staff** to maintain a smaller, more efficient workforce.

**Install Energy-saving, High-efficiency Pumps and Motors** to lower electrical power and maintenance costs.

**Combine Sewer Projects with City Projects** to lower construction, bidding, repaving, and management costs.

**Carry Out Key Services in-house**, such as project management and inspection.

**QUESTIONS? CONTACT US**

*If you have any questions or if you wish to review the data on which the District's charges are calculated, please:*

**Call the District Office** at (415) 454-4001 during regular business hours, Monday through Friday.

**Participate in the Public Hearing**

on June 21, 2024, in the City of San Rafael Council Chambers.

**NOTICE OF HEARING ON PROPOSED INCREASES IN SEWER SERVICE CHARGE**

**Friday, June 21, 2024, at 9:00 A.M. at the Council Chambers located in the City Hall of the City of San Rafael (1400 Fifth Avenue, San Rafael).**

**Proposed Charge Per EDU to Be Considered.** At the hearing, the Board of Directors of San Rafael Sanitation District will consider the passage of an ordinance to increase the District's sewer service charge per Equivalent Dwelling Unit (EDU) as shown below:

Current Rate	\$71.72/month (\$860.63 annually)
2024-2025	\$80.33/month (\$963.91 annually)
2025-2026	\$84.34/month (\$1,012.11 annually)
2026-2027	\$88.56/month (\$1,062.72 annually)

During the hearing, the District Board will consider all protests against the proposed increases and will vote on the proposed increases. Should a majority of the parcel owners make a written protest of the increase, then the Board will not impose any increase.

**Residential Charges.** One EDU is the average amount of wastewater calculated to come from each residential dwelling unit. All residential units are charged one EDU.

**Non-Residential Charges.** The sewer service charge for non-residential customers is calculated individually based upon the volume and strength (cost to treat) of the sewage measured in EDUs. For example, restaurants pay a higher strength factor due to the grease and food in their sewage. The same EDU rate that applies to residential users also applies to non-residential users, and the proposed increases in EDU rates are identical. For assistance calculating the specific charge for a business contact the District.

**Effective Date.** If there is no majority protest and the majority of the Board of Directors approves the sewer service charge increases, the increases will be reflected on the September 2024, property tax bill and will be implemented in fiscal years 2024-2027.

**HOW TO PROTEST THE PROPOSED CHANGES**

Any affected property owner may submit a written protest to the proposed increases. However, only one written protest per parcel shall be counted in calculating a majority protest. If a majority of the affected property owners within the District's service area submit written protests, the proposed rate increases will not go into effect. A valid protest must: 1) be in writing; 2) state opposition to the proposed sewer rates; 3) state the location of the owner's parcel by County Assessor's Parcel Number (APN) or street address; 4) list the owner's name(s); 5) have an original signature; and 6) be received at or before the time of the above public hearing.

Protests may be mailed to 111 Morphew St. San Rafael, CA 94901, or personally delivered to the hearing at City Hall of the City of San Rafael at 1400 Fifth Avenue, San Rafael. The District will not accept email, fax, and photocopied protests. All protests must be received prior to the conclusion of the public hearing.

This notice is being sent to you pursuant to Proposition 218 [California Constitution, Article XIII, D., Section 6]. Proof of service of this notice of public hearing to you is on file in the District office.

**SAN RAFAEL SANITATION DISTRICT  
PROPOSED ORDINANCE NUMBER 59**

**AN ORDINANCE AMENDING ORDINANCE NUMBER 58  
INCREASING THE SEWER USER SERVICE CHARGE FROM \$71.72  
PER MONTH PER USER UNIT TO \$80.33 PER MONTH FOR FISCAL  
YEAR JULY 1, 2024, TO JUNE 30, 2025, AND INCREASING THAT  
SEWER USER SERVICE CHARGE TO \$84.34 PER MONTH FOR FISCAL  
YEAR JULY 1, 2025, TO JUNE 30, 2026, AND INCREASING THAT  
SEWER USER SERVICE CHARGE TO \$88.56 PER MONTH FOR FISCAL  
YEAR JULY 1, 2026, TO JUNE 30, 2027, AND SUCH MONTHLY CHARGE  
SHALL REMAIN AT \$88.56 PER MONTH FOR EACH SUCCESSIVE YEAR  
UNTIL CHANGED BY THE DISTRICT BOARD OF DIRECTORS**

**THE BOARD OF DIRECTORS OF THE SAN RAFAEL SANITATION  
DISTRICT OF MARIN COUNTY DO ORDAIN** as follows:

**SECTION 1. Definitions.**

(a) **Agent.** An agent means any person specifically authorized to act on behalf of the engineer for the San Rafael Sanitation District.

(b) **Assessor's Use Code.** Assessor's Use Code means the number coding and classification of property in use by the Marin County Assessor.

(c) **Connection.** Connection means any physical connection between any type of piping not owned by the District to any type of piping which is directly or indirectly connected to the District Sewer System.

(d) **District.** District means the SAN RAFAEL SANITATION DISTRICT, a special district organized pursuant to California Health and Safety Code Section 4700.

(e) **District Sewer System.** District sewer system means any sewer which is part of the sewage facilities owned and operated by the District.

(f) **Dwelling Unit.** Dwelling unit means any residence, portion of apartment house, or other habitation occupied by a single person or single family and requiring sewage disposal services.

(g) **Engineer.** Engineer means the engineer appointed, employed or retained and designated by the Board of the San Rafael Sanitation District to perform the District's engineering and administrative work.

(h) **Owner.** Owner means the person holding fee title to any premises as shown by the official records of the County Recorder of Marin County.

(i) **Person.** Person means any person, firm, company, corporation, partnership, association, any public corporation, political subdivision, city, county, district, the State of California, or the United States of America, or any department or agency thereof.

(j) **Premises.** Premises means any lot, piece or parcel of real property improved or unimproved within the territorial limits of the District.

**(k) Sewer User Unit.** Sewer user unit means any dwelling unit or any building, commercial establishment, industry, or other improvement which discharges sewage flow equivalent to one dwelling unit.

**SECTION 2. Purpose.**

The purpose of the ordinance shall be to operate the San Rafael Sanitation District.

**SECTION 3. Free Services.**

No facilities or services of the sewer system shall be furnished to any premises or to any owner or other person free of charge.

**SECTION 4. Minimum Monthly Sewer Service Charge.**

For each premise connected or required by the District to be connected to the sewer system, the minimum monthly sewer service charge shall be established by this ordinance of the District Board and may be amended from time to time by future ordinances. There will be no charge for vacant land or premises not connected to the District's sewer system.

**SECTION 5. Sewer Service Charge as Minimum.**

As used herein, the minimum monthly sewer service charge shall be construed to mean the minimum amount chargeable for said service; however, for any of the classifications listed herein, the monthly service charge may be more than that adopted by the District Board pursuant to Section 4 when it is determined by the District Engineer that because of certain facts involved, it is uneconomical for the District to supply sewer services to the user for the minimum sewer service charge.

**SECTION 6. Sewer User Description.**

The following sewer user classes are as defined by the Marin County Assessor. Future changes or additions by the Marin County Assessor may be included by the District.

<b>Assessor's Use Code</b>	<b>Assessor's Use Code Description</b>	<b>Sewer User Unit Assignments</b>
00	Vacant	One per dwelling unit
10	Single Family Residential - Unimproved	One per dwelling unit
11	Single Family Residential - Improved	One per dwelling unit
12	Mobile Home - Improved	One per dwelling unit
14	Attached Single Family Residential (condominium)	One per dwelling unit
15	Common Area Parcel (residential and commercial)	One per dwelling unit or equivalent thereof
20	Multiple Residential - Unimproved	One per dwelling unit
21	Multiple Residential - Improved	One per dwelling unit
36	Open Space - Unimproved	One per dwelling unit or equivalent thereof

40	Industrial - Unimproved	One per dwelling unit or equivalent thereof
41	Industrial - Improved	One per dwelling unit or equivalent thereof
50	Commercial - Unimproved	One per dwelling unit or equivalent thereof
51	Commercial - Improved	One per dwelling unit or equivalent thereof
51	Commercial - Improved (condominium)	One per dwelling unit or equivalent thereof
60	Subject to Exemption - Unimproved (churches, schools, etc.)	One per dwelling unit or equivalent thereof
61	Subject to Exemption - Improved	One per dwelling unit or equivalent thereof
80	Non-Taxable - Unimproved/Improved	One per dwelling unit or equivalent thereof
90	Public Utility - Unimproved/Improved	One per dwelling unit or equivalent thereof

**SECTION 7. Assignment of Sewer User Units.**

(a) **One Unit Minimum.** All premises connected to the District’s facilities will be assigned a minimum of one sewer user unit.

(b) **Residential Dwellings.** One sewer user unit shall be assigned to each single family residential dwelling unit, each dwelling unit of a multiple residential building, and each dwelling unit contained in a commercial, industrial, or other improved premise.

(c) **Non-Residential Premises.** For premises other than dwelling units and commercial condominiums, sewer user units shall be assigned based on the water usage of the premise. One sewer user unit shall be assigned for each 1,000 cubic feet of average monthly water consumption determined from the latest winter water consumption records (mid-December to mid-February) available from Marin Municipal Water District. Irrigation flows and other flows not discharging to the sewerage system are assigned zero sewer user units.

**High Strength Sewage.** For certain non-residential premises which discharge sewage having significantly greater strength characteristics as measured by concentration of suspended solids or biochemical oxygen demand than residential sewage, the total sewer user unit assignment shall be determined by multiplying the units by the strength factor indicated below:

<u>User</u>	<u>Strength Factor</u>
Markets with garbage disposals	2.34
Restaurants	2.34
Bakeries	2.34

Mortuaries	2.34
Food Service Establishments with grease interceptors	2.09

For other users, if any, discharging high-strength sewage, the strength factor shall be determined by the District Manager.

Sewer user units, as calculated above, shall be rounded to the nearest integer (not less than one).

**(d) Inquiries Regarding Assignment of Sewer User Units.** Questions or inquiries regarding the assignment of sewer user units must be submitted to the District in writing before changes in unit assignments will be made.

**(e) Correctness of District Sewer User Charges.** Each property owner is responsible for the correctness of their own sewer user charges. Refunds and the collection of undercharges would be permitted as mandated by State law and District policy regarding refunds.

**SECTION 8. Monthly Service Charge.**

For fiscal year 2024/2025, the sewer user charge shall be increased from \$71.72 per month to \$80.33 per month; and for fiscal year 2025/2026, the sewer user charge shall be increased from \$80.33 per month to \$84.34 per month; and for fiscal year 2026/2027, the sewer user charge shall be increased from \$84.34 per month to \$88.56 per month and shall remain at \$88.56 per month for each successive year until changed by the District Board of Directors.

**SECTION 9. Person Responsible for Payment.**

The person responsible for payment of all charges shall be the owner of record of such premise.

**SECTION 10. Effective Date of Sewer Service Charges.**

Sewer service charges shall become effective against all premises immediately upon connection to the District's facilities. However, charges are established once a year in July for the following fiscal year.

**SECTION 11. Termination of Service.**

If any premises shall become vacant, the applicable minimum monthly service charge shall continue to be charged to and collected from the owner of such premises until the District Manager is notified in writing that such premises are vacant or unoccupied, or until the District Manager receives a written statement or request from such owner to disconnect such premises from the sewer system. No rebates will be given for discontinued service for the remainder of the current fiscal year.

**SECTION 12. Severability.**

If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, no other provision of this ordinance shall be affected thereby.

**SECTION 13. Repeals.**

All parts of prior ordinances of this District which are inconsistent or in conflict with the constitutional enforcement of this ordinance are hereby repealed.

**SECTION 14. Effective Date.**

This ordinance shall be effective (30) days after its passage; and before the expiration of fifteen (15) days after its passage, it shall be published once with the names of the members voting for and against it in the Marin Independent Journal, a newspaper of general circulation published within said Sanitation District.

**SECTION 15. Challenge to Ordinance.**

Any person challenging the validity of any provision of this ordinance must do so within a court of competent jurisdiction not later than ninety (90) days from the effective date of this ordinance.

**PASSED AND ADOPTED** at a regular meeting of the San Rafael Sanitation District, held this 21st day of June 2024, by the following vote:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

\_\_\_\_\_  
**Kate Colin, Chair**

**ATTEST:**

\_\_\_\_\_  
**Maribeth Bushey, Secretary**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Kerry Gerchow, Deputy County Counsel**



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

**DATE:** June 21, 2024  
**TO:** Board of Directors, San Rafael Sanitation District  
**FROM:** Doris Toy, District Manager/District Engineer  
**SUBJECT:** Discussion on Strategic Planning Efforts for the District

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**SUMMARY:**

At the May 14, 2024, Central Marin Sanitation Agency (CMSA) Commission Meeting, the Board authorized its General Manager (Jason Dow) to enter into discussions to form the basis of a service agreement with San Rafael Sanitation District and their representatives; and directed its staff to create an Ad-hoc committee that complies with the Brown Act to support the District discussions and service agreement.

In the past month, Paul Causey and I have met with Jason Dow several times, primarily focused on creating a task list and outlining the service agreement. Mr. Dow has scheduled a meeting with the Ad-hoc committee on June 27, 2024, at noon, to present our working documents for their comments.

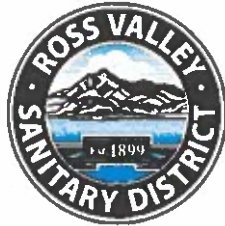
I have also met with the City Manager, Human Resource Director, and Finance Director to discuss employee related issues, i.e. worker's compensation, union representation, unfunded liability, and office relocation, which are on-going discussions.

Please note that the Ross Valley Sanitary District (RVSD) has sent the attached June 3, 2024, letter to CMSA which was discussed at the June 11, 2024, CMSA Commission meeting.

**ACTION REQUIRED:**

Discussion and provide direction to District Manager, as appropriate.

Attachments: June 3, 2024, RVSD letter to CMSA



## ROSS VALLEY SANITARY DISTRICT

1111 Andersen Drive, San Rafael, CA 94901  
Tel. 415-259-2949 | [www.rvsd.org](http://www.rvsd.org)

June 3, 2024

RE: May 14, 2024 CMSA Agenda Item *San Rafael Sanitation District Request for an Operational Service Agreement*

Dear CMSA Commissioners,

On behalf of the Ross Valley Sanitary District Board of Directors, I write regarding the proposal considered and motion passed by the Central Marin Sanitation Agency (CMSA) at the May 14, 2024, meeting to “authorize the General Manager to enter into discussions to form the basis of a service agreement with San Rafael Sanitation District and their representatives and appoint an ad hoc committee comprised of one representative of each member of the JPA”. This agenda item included a proposal by the San Rafael Sanitation District (SRSD) to transfer its employees to CMSA. The RVSD Board discussed this motion and effort at our May 22, 2024, meeting when our delegates to the CMSA Commission, Doug Kelly and Michael Boorstein, brought the issue to seek input. The RVSD Board formally requests that the CMSA Commissioners pause this effort for reasons described below.

First, we note that in a November 13, 2023, staff report (SRSD agenda item 4a) from Doris Toy, District Manager/Engineer, to the SRSD Board, option number 6 of the “Consideration of Strategic Planning Options” was “Enter into a Shared Services Agreement with CMSA or other JPA Member(s) – any or all services”. This item was highlighted in orange and indicated that “Board directed review and consideration of these options at August Study Session”.

Contradicting this statement of “options”, SRSD representatives to the CMSA Commission have initiated a process pointing towards only one option: a shared services agreement with, or – more accurately described – a hiring of SRSD employees by the CMSA. To date we have not received any information or analysis regarding the proposed scheme over other alternatives that SRSD purported to consider. Our CMSA delegates are aware of no data,

Board Members: *Michael Boorstein ~ Thomas Gaffney ~ Doug Kelly ~ Pamela Meigs ~ Mary Sylla*

Serving the Communities of: *Fairfax, Larkspur, Greenbrae, Ross, Kentfield, San Anselmo, Kent Woodlands, and Sleepy Hollow*

financial analysis or feasibility study that demonstrates that this arrangement with CMSA is the best option for the rate payers of San Rafael. Nor has there been information or analysis provided to address how the services of the treatment plant and thereby the services provided to other JPA members would be impacted by CMSA becoming responsible for a set of collection system employees, and therefore how this model might compare to others.

Good governance requires that options be considered in public meetings, and that information to support a decision be presented. Fortunately, there is an excellent available solution to this situation. The Marin County Local Agency Formation Commission (LAFCo) has announced a Municipal Services Review of the Central Marin wastewater agencies during the next few months. This process can include a close examination of the SRSD proposal, and determine the best and most cost-efficient provision of services, including functional and/or actual consolidation of SRSD with either CMSA or another JPA member.

We urge the CMSA Commission allow LAFCo to proceed with their review prior to any implementation steps of the SRSD plan. Anything else would smack of a shortcut to a foregone conclusion which is the antithesis of good governance. From a practical perspective, RVSD's CMSA delegates will decline to participate in the ad hoc committee as declared by the May 14, 2024, motion to move the SRSD/CMSA consolidation forward.

Sincerely,



Michael Boorstein  
President, RVSD Board of Directors

cc: Kate Colin, SRSD Chair  
Doris Toy, SRSD District Manager/Engineer  
Eli Beckman, SD2 Board President  
Jason Dow, CMSA General Manager  
Cristina Alilovich, City of San Rafael City Manager