

A G E N D A
SPECIAL MEETING
SAN RAFAEL SANITATION DISTRICT
BOARD OF DIRECTORS
THURSDAY – JULY 16, 2015 - 3:00 P.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 – June 11, 2015.

3. PAYMENTS

Request approval as submitted.

4. CLOSED SESSION

a. Conference with Legal Counsel – Anticipated Litigation

Deciding whether or not to initiate litigation pursuant to California Government Code Section 54956.9(c): One potential case.

5. OLD BUSINESS

None scheduled.

6. NEW BUSINESS

- a. Report on bid opening for the Glenwood Pump Station Improvements Project.**
- Adopt resolution awarding contract to JMB Construction, Inc., for the Glenwood Pump Station Improvements Project.

7. INFORMATIONAL ITEMS

- a. Report on Wildwood Way Sewer Pipe Bursting Project.**
- b. Revision of Standard Specifications for Sewer Laterals.**
- c. Letter from CMSA dated July 6, 2015, regarding CMSA Future Revenue Planning.**

8. ADJOURNMENT

The next scheduled meeting is August 3, 2015.



SAN RAFAEL SANITATION DISTRICT
Minutes of the Meeting
June 11, 2015

Special Meeting

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

The meeting was called to order at 2:05 P.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
Cynthia Hernandez, District Secretary

Attendance Others: John W. Maher, CPA, Maher Accountancy

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

2. **MINUTES OF MAY 14, 2015.**

MOTION by Director Rice, seconded by Director Bushey, to approve the minutes of the May 14, 2015, meeting as presented.

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

3. **PAYMENTS**

MOTION by Director Rice, seconded by Director Bushey, to approve the payments for May 2015 in the amount of \$2,118,110.08 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. OLD BUSINESS

None.

5. NEW BUSINESS

a. Adopt resolution establishing the sewer connection fee for FY 2015-16.

District Manager Toy reported that District Ordinance No. 56 states that the sewer connection fees shall be adjusted annually by an increment determined by the change in the base index as shown in the Engineering News Record Construction Cost Index (ENR Index) for San Francisco. She also reported that the District Board may postpone this adjustment for any successive year. Manager Toy reported that the ENR Index for May 2015 results in a 2.51% increase and referred to a comparison between the 2014-15 rates and the proposed 2015-16 rates shown in her report. Manager Toy then recommended that the Board adopt the proposed rate increase in order to avoid a potential need for a larger increase at a later date.

MOTION by Director Bushey, seconded by Director Rice, to adopt the resolution establishing the sewer connection fee for FY 2015-16.

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

b. Appropriations limit for 2015-16 on tax proceeds (Proposition 4).

• Adopt resolution establishing the 2015-16 Appropriations Limit.

District Manager Toy reported that the appropriations limit is the maximum amount of tax revenue that the District can receive from State and local governments. She also reported that the District's appropriations limit is updated annually based on a change in population for a portion of both the City of San Rafael and the unincorporated areas and a change in California per capita personal income. She then reported that any tax proceeds used for capital projects can be excluded from the appropriations limit. Next, Manager Toy reported that the District's 2015-16 Appropriations Limit has been calculated to be \$1,067,004, and the tax proceeds are anticipated to be \$1,157,000, which would exceed the limit by approximately \$90,000. She then reported that because the revenue to be spent on capital projects in 2015-16 will exceed \$90,000, the District will be permitted to spend all of its anticipated tax proceeds.

MOTION by Director Rice, seconded by Director Bushey, to adopt the resolution establishing the 2015-16 Appropriations Limit.

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

c. Adopt resolution approving the 2015-16 and 2016-17 Budget.

Mr. John Maher reported that he and Manager Toy had discussed the roll-over of unspent capital improvement project funds from one year to the next. He then presented three different versions of the 2015-16 and 2016-17 Budget as an approach to this matter [Format A (historical format); Format B (single fund, smoothed additions to reserves); and Format C (segregated "capital" funds and "smoothed" transfers)]. He reported that the current capital improvement project (CIP) policy is to set aside 50% of the subsequent year's planned expenditures. He also reported that the cost to replace 1.6 miles of sewer is approximately \$4.5 million per year. Mr. Maher reported that he felt it would be helpful to fund a more stable or "smoothed" amount whereby unspent funds would accumulate and any expenditures would reduce the reserves. He reported that there are basically two approaches to address this matter. The first would be to have a single fund with smoothed additions to the reserves. The second would be to adopt a smooth contribution to separate funds. He then reported that monies would be deposited into these funds annually on a regular basis, and any unspent monies would remain in those funds as reserves. Next, Mr. Maher explained the difference between restricted and committed funds. He reported that restricted funds must be spent on their intended use, and committed funds are designated and can be changed by formal Board action. He also reported that there are also assigned funds, which can be designated by internal designation. Mr. Maher then reviewed the three budget format options with the Board. He reported that Format A is the current format and includes all activity in one fund with no change in policy (uses 50% of subsequent year's planned expenditures for CIPs and is shown under Ending Fund Balance as "Committed"); Format B also includes only one fund and provides that book entries would be used to segregate money for the various reserves; Format C would separate three reserve funds from the Operating Fund. The Operating Fund would make transfers to the restricted funds in amounts that represent the average of the annual expected expenditures over a designated future multi-year period. In response to the Board's inquiry, Mr. Maher reported that he preferred Format C because the capital funds are segregated from the Operating Fund, which would show that the Board is very intentional about providing for the CIPs. Chairman Phillips then reported that he liked the smoothing concept due to the fact that the CIPs will be performed over a long period of time and smoothing would allow for more stability in the Operating Fund. He also reported that a reserve amount would need to be decided upon. Mr. Maher reported that current estimates indicate that in 2015-16 the reserves would start off at approximately \$6.3 million and would drop down to approximately \$3.3 million and would remain around that amount. Director Bushey reported that she liked having segregated funds so that the operating budget would not be driven by the timing of the capital projects. Mr. Maher then reviewed the budgeted figures in Format C with the Board. He recommended that the Board consider increasing Contingencies from its current amount of \$1 million, which was established as a minimum amount. After some consideration, the Board directed that they would prefer that "Contingencies" be renamed "Emergencies." The Board then discussed the possibility of putting some of the Unassigned funds into the 80-Year Plan but decided to wait one more year before

making this decision. The Board then discussed reserves. Mr. Maher reported that although the unassigned fund balance is currently projected to drop by approximately \$1 million per year, he expected that the District would be able to reduce the budget for Pump Station & Force Main Capital Improvements in approximately 3 years by about the same amount. The Board then discussed how \$5 million might best be used if it was taken from the reserves and used for capital improvements. Director Bushey suggested that the best use for these funds might be for a special project, such as the prevention of rainwater/saltwater intrusion. She also suggested doing a study to determine the most intrusive sites. Manager Toy then reported that she would need a chance to consider the options for how best to use \$5 million. Mr. Maher then reported that there were no major changes to the Supporting Schedules except that there would be one additional staff member per year over the next 2 years—an additional engineer and an additional administrative assistant. Director Rice then inquired about a lateral grant program, and Manager Toy reported this might be considered a gift of public funds. She reported that she would prefer to have a lateral loan program, and the Board then recommended that the District offer some type of lateral program as an incentive for lateral replacement. Manager Toy also reported she was going to see how Las Gallinas Valley Sanitary District was doing with their recent lateral loan program.

MOTION by Director Bushey, seconded by Director Rice, to adopt the resolution approving and adopting the 2015-16 and 2016-17 Budget as proposed in Format C (with the CIPs separated from the Operating Fund) and including capital funding on a smoothed basis and changing the word “Contingencies” to “Emergencies.”

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

Mr. Maher then requested that the resolution be amended to include the establishment of separate accounting funds for the Operations, Equipment Acquisition, the 80-Year Life-Cycle Sewer Replacement Program, and the Pump Station and Force Main Capital Improvements Program and separate accounts for the 80-Year Life-Cycle Sewer Replacement Program and the Pump Station & Force Main Capital Improvements Program with the Marin County Treasurer, and the authorization of a policy to make annual transfers from the Operating Fund to the Equipment Acquisition Fund, the 80-Year Life-Cycle Sewer Replacement Program, and the Pump Station & Force Main Capital Improvements Program in amounts approximating the average projected annual expenditures.

MOTION by Director Bushey, seconded by Director Rice, to adopt the amended the resolution (a) approving and adopting the 2015-16 and 2016-17 Budget as proposed in Format C (establishing capital funds separated from the Operating Fund) and changing the word “Contingencies” to “Emergencies,” (b) establishing separate accounting funds for the Operations, Equipment Acquisition, the 80-Year Life-Cycle Sewer Replacement Program, and the Pump Station & Force Main Capital Improvements Program and separate accounts for the 80-Year Life-Cycle

Sewer Replacement Program and the Pump Station & Force Main Capital Improvements Program with the Marin County Treasurer, and (c) authorizing a policy to make annual transfers from the Operating Fund to the Equipment Acquisition Fund, the 80-Year Life Cycle Sewer Replacement Program, and the Pump Station & Force Main Capital Improvements Program in amounts approximating the average projected annual expenditures.

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

d. Report on bid opening for the Warner Court Sewer Improvements Project.

- **Adopt resolution awarding contract to D & D Pipelines for the Warner Court Sewer Improvements Project.**

District Manager Toy reported that Warner Court has two separate sewer mains which run through the front yards of the properties on each side of the street. She reported that the District plans to abandon those lines and install a new sewer main in the middle of the street. She reported that the District had received four bids, which were opened on May 21, 2015, and the engineer's estimate was \$250,000. She also reported that D & D Pipelines was the low bidder with a bid of \$227,291. Manager Toy reported that they had submitted a complete bid package but had forgotten to notarize one of the documents. She reported that staff called them about this matter, and they submitted the notarized document the next day. She then requested the Board to waive this irregularity. Manager Toy also reported that D & D Pipelines had previously done a project for the District back in 2006. She then reported that District staff had checked their references on previous jobs for the City of Palo Alto and the City of Burlingame, and everyone had positive comments about them. Director Rice then reported that because the District would only be replacing the lateral from the old main to the new main, she felt that this project would present the perfect opportunity for the District to offer something to the property owners that would help them replace their entire lateral. Manager Toy then reported that when the District replaces the sewer main and the lower laterals, the contractor usually offers the property owners a favorable rate if they choose to replace their upper lateral at the same time. Manager Toy reported that the cost for a sewer lateral replacement is usually between \$5,000 and \$10,000.

MOTION by Director Bushey, seconded by Director Rice, to adopt the resolution awarding contract to D & D Pipelines for the Warner Court Sewer Improvements Project.

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

e. Adopt resolution entering an agreement regarding improvements in sewer easement at 45 Dunfries Terrace.

District Manager Toy reported that the District has a 5-foot wide sewer easement on the west side of 45 Dunfries Terrace. She also reported that there is a 6-inch clay pipe and a manhole within this easement. Manager Toy reported that around the end of last year or the beginning of this year, the property owner decided to build a fence and a retaining wall within this easement, which are located pretty close to the District's sewer main. She also reported that because the owner had raised the grade of this property, the manhole was now 2 feet below grade, which makes it inaccessible. Manager Toy then reported that although the District does not currently allow property owners to construct any permanent structures over its easements, back in 1962 the City entered into an agreement with the property owner allowing the construction of these structures within this easement. She also reported that this agreement states that if the District damages these structures, it would have to replace them at its own cost. Next, Manager Toy reported that the District had televised the sewer main and found it to be in good condition. She reported that District staff had met with the property owner's attorney and had agreed to let the current structures remain. She also reported that the property owner would be responsible for removing and replacing any new improvements if the District needed access to its sewer facilities. Manager Toy then reported that the current owner is now selling this property and that escrow would be closing tomorrow. She also reported that the District's legal counsel, Jack Govi, had already approved this agreement and that she had previously reviewed this matter with Chairman Phillips.

MOTION by Director Bushey, seconded by Director Rice, to adopt the resolution entering an agreement regarding improvements in sewer easement at 45 Dunfries Terrace.

AYES: Director Bushey, Director Rice, Chairman Phillips
NOES: None
ABSENT: None

Motion Carried

6. INFORMATIONAL ITEMS.

None.

7. ADJOURNMENT

There being no further business to come before the Board, the meeting of June 11, 2015, was adjourned at 2:58 P.M. The next meeting of the San Rafael Sanitation District was scheduled for Monday, July 6, 2015, at 8:30 A.M. at San Rafael City Hall. This meeting was later rescheduled for Thursday, July 16, 2015, at 3:00 P.M. at San Rafael City Hall.

Respectfully submitted,

Maribeth Bushey, Recording Secretary

ATTEST THIS 16th DAY OF JULY 2015

Gary O. Phillips, Chairman

3.

SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY
 June 1, 2015 - June 30, 2015

Vendor/Payee	Memo	Class	Acct #	Account Name	Amount
ACE PRINTING & MAIL SERVICE	Lincoln Ave. - public outreach	300	4318	Lincoln Ave, Paloma to Mission	\$ 771.33
AMERICAN SPECIALTY OFFICE PRODUCTS	Office Supplies - numbered file labels	100	2133	Office & shop supplies	\$ 26.18
APPLIED TECHNOLOGY GROUP, INC.	Equipment Reserve - SCADA site survey	100	4830	Vehicle equipment & acquisition	\$ 3,921.48
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 5/27/15	200	2021	Uniforms	\$ 98.98
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 6/03/15	200	2021	Uniforms	\$ 105.93
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 6/10/15	200	2021	Uniforms	\$ 98.93
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 6/17/15	200	2021	Uniforms	\$ 98.93
AT&T	Telephone Service - land lines for dialers and pump stations from 5/02/15-6/01/15	100	2534	Telephone service	\$ 288.48
AT&T MOBILE	Telephone Service - cell phone service from 5/04/15-6/03/15	100	2534	Telephone service	\$ 666.45
BPXPRESS	Cathodic Protection - reprographics	300	4145	Cathodic Protection	\$ 706.70
BPXPRESS	Warner Ct. - reprographics	300	4313	Warner Ct., Woodland (80yr)	\$ 794.36
CALIFORNIA DIESEL & POWER	Pump Stations - Brett Hart, annual load bank testing	200	2359	Maint- pump sta's & force mains	\$ 1,800.00
CALIFORNIA DIESEL & POWER	Pump Stations - Glenwood, annual load bank testing	200	2359	Maint- pump sta's & force mains	\$ 1,950.00
CALIFORNIA DIESEL & POWER	Pump Stations - Loch Lomond, annual load bank testing	200	2359	Maint- pump sta's & force mains	\$ 2,225.00
CALIFORNIA DIESEL & POWER	Pump Stations - North Francisco, annual load bank testing	200	2359	Maint- pump sta's & force mains	\$ 3,650.00
CALIFORNIA DIESEL & POWER	Pump Stations - Peacock, annual load bank testing	200	2359	Maint- pump sta's & force mains	\$ 1,425.00
CALIFORNIA DIESEL & POWER	Pump Stations - Riviera, annual load bank testing	200	2359	Maint- pump sta's & force mains	\$ 1,950.00
CALIFORNIA DIESEL & POWER	Pump Stations - San Pedro, annual load bank testing	200	2359	Maint- pump sta's & force mains	\$ 1,425.00
CALIFORNIA DIESEL & POWER	Pump Stations - San Pedro portable, annual load bank testing	200	2359	Maint- pump sta's & force mains	\$ 1,425.00
CALIFORNIA DIESEL & POWER	Pump Stations - Simms, annual load bank testing	200	2359	Maint- pump sta's & force mains	\$ 1,800.00
CALIFORNIA DIESEL & POWER	Pump Stations - West Railroad, annual load bank testing	200	2359	Maint- pump sta's & force mains	\$ 2,375.00
CENTRAL MARIN SANITATION AGENCY	Connection Fees - 1081 Andersen Dr.	200	2210	Connection fees payable crmsa	\$ 6,562.98
CITY OF SAN RAFAEL	H Street - roadway improvement project, progress payment #1	300	4317	H Street, Fourth to Forbes	\$ 617,150.89
COUNTY OF MARIN	Director's Fees - Katie Rice board meeting on 5/14/15	100	2282	Director's fees	\$ 100.00
COUNTY OF MARIN	Director's Fees - Katie Rice board meeting on 6/11/15	100	2282	Director's fees	\$ 100.00
CSW/STUBER-STROEH ENGR GROUP INC.	Cayes - professional services through 5/03/15	300	4143	Cayes Pump Station	\$ 6,193.87
GRAINGER	Collection System - wheel for hand rodder	200	2360	O&M - collection systems	\$ 67.62
HARRIS & ASSOCIATES INC	Sewer System - professional services from 5/01/15-5/31/15	300	4301	Sewer Syst condition/capacity	\$ 1,260.00
JMB CONSTRUCTION, INC.	Cayes Pump Station - progress payment #7	300	4143	Cayes Pump Station	\$ 76,208.36
MAHER ACCOUNTANCY	Accounting Services - May	100	2717	Accounting services	\$ 3,600.00
MAHER ACCOUNTANCY	Accounting Services - June	100	2717	Accounting services	\$ 3,600.00
MARIBETH BUSHEY	Director's Fees - board meetings on 5/14/15	100	2282	Director's fees	\$ 100.00
MARIBETH BUSHEY	Director's Fees - board meetings on 6/11/15	100	2282	Director's fees	\$ 100.00
MARIN COUNTY TAX COLLECTOR	Legal Services - from 1/01/15-3/31/15	100	2713	Legal services	\$ 26,906.25
MARIN MUNICIPAL WATER DIS	Water - 1271 Andersen Dr. from 4/10/15-6/10/15	200	2536	Water utility costs	\$ 21.53
MARIN MUNICIPAL WATER DIS	Water - 3106 Kerner Bl. from 4/15/15-6/15/15	200	2536	Water utility costs	\$ 21.53
MARIN MUNICIPAL WATER DIS	Water - Andersen Dr. from 4/10/15-6/10/15	200	2536	Water utility costs	\$ 21.53
MARIN MUNICIPAL WATER DIS	Water - Castro Ave. from 4/14/15-6/12/15	200	2536	Water utility costs	\$ 223.62
MARIN MUNICIPAL WATER DIS	Water - Catalina Bl. from 4/14/15-6/12/15	200	2536	Water utility costs	\$ 55.32
MARIN MUNICIPAL WATER DIS	Water - E Francisco Bl. from 4/14/15-6/12/15	200	2536	Water utility costs	\$ 21.53
MARIN MUNICIPAL WATER DIS	Water - E Francisco Bl. from 4/15/15-6/15/15	200	2536	Water utility costs	\$ 86.59
MARIN MUNICIPAL WATER DIS	Water - Montecito Rd. from 4/15/15-6/15/15	200	2536	Water utility costs	\$ 23.81
MARIN MUNICIPAL WATER DIS	Water - Pt. San Pedro Rd. from 4/15/15-6/15/15	200	2536	Water utility costs	\$ 23.81
MARIN MUNICIPAL WATER DIS	Water - Simms St. from 4/10/15-6/10/15	200	2536	Water utility costs	\$ 21.53
MARIN MUNICIPAL WATER DIS	Water - Woodland Ave. from 4/10/15-6/10/15	200	2536	Water utility costs	\$ 25.27
MILLER PACIFIC ENGINEERING GROUP	Sun Valley - geotechnical services from 3/02/15-5/03/15	300	4309	Alpine St., Sun Valley	\$ 12,900.00
NUTE ENGINEERING	Cayes - consultation services from 4/01/15-4/30/15	300	4143	Cayes Pump Station	\$ 1,914.78
NUTE ENGINEERING	Cayes - consultation services from 5/01/15-5/31/15	300	4143	Cayes Pump Station	\$ 752.00
NUTE ENGINEERING	Consulting Services - Loch Plan Review services from 4/01/15-4/30/15	100	2325	Consulting services	\$ 2,670.75

SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY
 June 1, 2015 - June 30, 2015

Vendor/Payee	Memo	Class	Acct #	Account Name	Amount
NUTE ENGINEERING	Consulting Services - Loch Plan Review services from 5/01/15-5/31/15	100	2325	Consulting services	\$ 940.00
NUTE ENGINEERING	Glenwood - Design Schedule A services from 4/01/15-4/30/15	300	4146	Glenwood Pump Station	\$ 23,426.51
NUTE ENGINEERING	Glenwood - Design Schedule A services from 5/01/15-5/31/15	300	4146	Glenwood Pump Station	\$ 22,894.68
NUTE ENGINEERING	Lincoln Ave. - printing of plan and specs services from 4/01/15-4/30/15	300	4318	Lincoln Ave, Paloma to Mission	\$ 1,510.51
NUTE ENGINEERING	Lincoln Ave. - SIP services from 4/01/15-4/30/15	300	4318	Lincoln Ave, Paloma to Mission	\$ 30,789.98
NUTE ENGINEERING	Lincoln Ave. - SIP services from 5/01/15-5/31/15	300	4318	Lincoln Ave, Paloma to Mission	\$ 3,274.50
NUTE ENGINEERING	Pump Stations - overflow emergency response plan from 4/01/15-4/30/15	200	2359	Maint- pump sta's & force mains	\$ 6,597.32
NUTE ENGINEERING	Pump Stations - overflow emergency response plan from 5/01/15-5/31/15	200	2359	Maint- pump sta's & force mains	\$ 4,963.00
NUTE ENGINEERING	Sun Valley - sewer replacement services from 4/01/15-4/30/15	300	4309	Alpine St., Sun Valley	\$ 17,496.75
NUTE ENGINEERING	Sun Valley - sewer replacement services from 5/01/15-5/31/15	300	4309	Alpine St., Sun Valley	\$ 4,973.00
NUTE ENGINEERING	Warner Ct. - sewer replacement services from 5/01/15-5/31/15	300	4313	Warner Ct., Woodland (80yr)	\$ 1,456.00
PAC MACHINE CO	Vehicle Equipment - cable and camlock connectors for Doosan Generator model G325 genset	100	4830	Vehicle equipment & acquisition	\$ 2,094.65
PG&E	Power - service for pump stations from 4/10/15-5/12/15	200	2535	Electric utility costs	\$ 8,981.48
PHILLIPS, GARY	Director's Fees - board meeting 5/14/15	100	2282	Director's fees	\$ 100.00
PHILLIPS, GARY	Director's Fees - board meeting 6/11/15	100	2282	Director's fees	\$ 100.00
PUMP REPAIR SERVICE CO	Pump Stations - replace sewage pump	200	2359	Maint- pump sta's & force mains	\$ 7,658.15
ROTO-ROOTER SEWER SERVICE	Collection System - work at 85 Pt. San Pedro Rd.	200	2360	O&M - collection systems	\$ 2,296.00
ROTO-ROOTER SEWER SERVICE	Stand By - work at 10 Robinhood Dr.	200	2363	Standby services	\$ 460.00
ROTO-ROOTER SEWER SERVICE	Stand By - work at 242 Mountain View Ave.	200	2363	Standby services	\$ 5,330.00
ROTO-ROOTER SEWER SERVICE	Stand By - work at 612 Biscayne Dr.	200	2363	Standby services	\$ 1,020.00
SEQUOIA SAFETY SUPPLY COM	Safety Supplies - gloves	200	2365	Safety equipment and supplies	\$ 112.42
SEQUOIA SAFETY SUPPLY COM	Safety Supplies - gloves	200	2365	Safety equipment and supplies	\$ 54.02
STAPLES INC	Office and Shop Supplies - various office supplies	100	2133	Office & shop supplies	\$ 559.43
TRANSBAY SECURITY SERVICE	Cayes - padlocks and keys	300	4143	Cayes Pump Station	\$ 223.75
US BANK CORPORATE PAYMENT	Equipment Reserve - lift to install antenna	100	4830	Vehicle equipment & acquisition	\$ 626.13
US BANK CORPORATE PAYMENT	Misc. Expenses - plant for long time vendor	100	2389	Miscellaneous expenses	\$ 78.48
US BANK CORPORATE PAYMENT	Misc. Expenses - plaque for retiring DPW Director	100	2389	Miscellaneous expenses	\$ 125.35
US BANK CORPORATE PAYMENT	Misc. Expenses - refreshments for JPA Maintenance Supervisors' meeting	100	2389	Miscellaneous expenses	\$ 6.79
US BANK CORPORATE PAYMENT	Misc. Expenses - refreshments for JPA Maintenance Supervisors' meeting	100	2389	Miscellaneous expenses	\$ 18.39
US BANK CORPORATE PAYMENT	Misc. Expenses - refreshments for JPA Maintenance Supervisors' meeting	100	2389	Miscellaneous expenses	\$ 43.95
US BANK CORPORATE PAYMENT	Pump Stations - Francisco Pump Station pipe fittings	200	2359	Maint- pump sta's & force mains	\$ 38.35
US BANK CORPORATE PAYMENT	Pump Stations - Francisco Pump Station pipe fittings	200	2359	Maint- pump sta's & force mains	\$ 4.70
US BANK CORPORATE PAYMENT	Pump Stations - monument markers for marking force mains	200	2359	Maint- pump sta's & force mains	\$ 836.30
US BANK CORPORATE PAYMENT	Warner Ct. - bid request publication	300	4313	Warner Ct., Woodland (80yr)	\$ 833.35
VERIZON WIRELESS	Telephone Service - wireless service for laptops 4/21/15-5/20/15	100	2534	Telephone service	\$ 152.10
WATER COMPONENTS & BLDG SUPPLY	Collection System - rope	200	2360	O&M - collection systems	\$ 85.22
WATER COMPONENTS & BLDG SUPPLY	Collection System - water plug and trowel margin square	200	2360	O&M - collection systems	\$ 39.02
WECO INDUSTRIES LLC	Collection System - cleaning tools for power rodder	200	2360	O&M - collection systems	\$ 239.96
WECO INDUSTRIES LLC	Collection System - rods for power rodder	200	2360	O&M - collection systems	\$ 4,872.87
WOODLAND CTR AUTO SUPPLY	Pump Stations - oil filter for generator	200	2359	Maint- pump sta's & force mains	\$ 12.23
WOODLAND CTR AUTO SUPPLY	Pump Stations - oil for pumps	200	2359	Maint- pump sta's & force mains	\$ 59.78
WORKSMART AUTOMATION, INC	Equipment Reserve - SCADA site survey	100	4830	Vehicle equipment & acquisition	\$ 1,587.50
Total					\$ 945,308.94



RECEIVED

JUN 29 2015

SAN RAFAEL
SANITATION DIST.

4.a.

OFFICE OF THE
COUNTY COUNSEL

Steven M. Woodside
COUNTY COUNSEL

Jack F. Govi
ASSISTANT COUNTY COUNSEL

Renee Giacomini Brewer
SUPERVISING DEPUTY

Mari-Ann G. Rivers
David L. Zaltsman
Michele Keno
Patrick M. K. Richardson
Stephen R. Raab
Steven M. Perl
Sheila Shah Lichtblau
Edward J. Kiernan
Jessica Mills Sutherland
Brian C. Case
Jenna J. Brady
Valorie R. Boughey

DEPUTIES

Jeanine Michaels
ADMINISTRATIVE ASSISTANT

Marin County Civic Center
3501 Civic Center Drive
Suite 275
San Rafael, CA 94903
415 473 6117 T
415 473 3796 F
415 473 2226 TTY
www.marincounty.org/cl

June 25, 2015

Board of Directors
San Rafael Sanitation District
P.O. Box 151560
San Rafael, California 94915-1560

Re: Closed Session

Dear Board Members:

I request that you conduct a closed session, during your meeting on July 16, 2015 to discuss possible initiation of litigation. In my opinion, public discussion of this matter would prejudice your position. The specific reason and the legal authority for the closed session is Government Code Section 54956.9(c).

The San Rafael Sanitation District is deciding whether to initiate litigation.

The agenda description should read as follows:

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Deciding whether or not to initiate litigation pursuant to California Government Code Section 54956.9(c): One potential case.

Respectfully submitted,

Steven M. Perl
Deputy County Counsel

cc: Doris Toy



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

DATE: July 16, 2015
TO: San Rafael Sanitation District Board of Directors
FROM: Doris Toy, District Manager/District Engineer
SUBJECT: Adopt Resolution Awarding Contract to JMB Construction, Inc.,
for the Glenwood Pump Station Improvements Project

RECOMMENDATION:

Adopt the resolution awarding contract to JMB Construction, Inc., for the Glenwood Pump Station Improvements Project.

BACKGROUND:

The Glenwood Pump Station was built in 1956 and collects wastewater from the Glenwood residential neighborhood. The pump station structure is reinforced concrete with two dry pit pumps located in a below ground pump pit. The pump motors are located below ground, so they would be subject to flooding if a pipe were to break. Also, the pump station site is low and is subject to flooding. The project will consist of replacing the pump station with submersible pumps, increasing the capacity of the pumps, adding a third pump as a backup, and raising the site to a level that is above the flood elevation.

The Bids for the Glenwood Pump Station Improvements Project were opened on July 9, 2015.

The following bids were received:

JMB Construction, Inc.	\$ 1,795,085.00
Thompson Builders	\$ 2,057,442.00
McGuire and Hester.....	\$ 2,170,739.00
Maggiore & Ghilotti.....	\$ 2,191,911.00

See attached bid summary for breakdown of items.

ANALYSIS:

The Engineer's estimate was \$1,500,000.00. JMB Construction, Inc., with a bid of \$1,795,085.00, was the lowest responsible bidder for this project. We have reviewed the bids, and both District staff and Nute Engineering recommend that this project be awarded to JMB Construction, Inc.

An Alternate Bid Item for deepening the pump pit was also included in the bid. JMB bid this item at \$112,770.00, which is somewhat consistent with the other contractors' bids. A deeper wet well is a preferable design, as this would prevent the influent pipe from becoming surcharged during the normal operation of the pump station. If the District awards both the base and the alternate bid to JMB, the total amount would be \$1,907,855.00.

FISCAL IMPACT:

Nute Engineering will provide construction management support. District staff will perform the construction management on this project. The project will be funded under the Pump Station and Force Main Capital Improvements Program from the 2015-16 Budget.

Proposed Construction Costs:

Construction (Includes 10% Contingency)	\$ 2,100,000.00
Nute Engineering Services	\$ 74,500.00
Miller Pacific Engineering Group	\$ 15,000.00
Miscellaneous and Incidental Costs	\$ 10,000.00
Total Construction Cost	\$ 2,199,500.00

Proposed Funding Source:

Pump Station & Force Main Capital Improvement Program FY 2015-16	\$ 2,199,500.00
Total Funding	\$ 2,199,500.00

OPTIONS:

1. Staff recommends that the Board award the contract to JMB Construction, Inc.
2. The Board may reject the bid from JMB Construction, Inc., and award the contract to the second lowest responsible bidder, Thompson Builders.
3. The Board may reject all bids and rebid the project. Staff does not recommend this option since this would delay construction.

ACTION REQUIRED:

Adopt the resolution awarding contract to JMB Construction, Inc., for the Glenwood Pump Station Improvements Project.

Attachments:

1. Resolution
2. Nute Engineering Bid Review Letter, dated July 10, 2015
3. Bid Summary
4. Contractor's License Details

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 15-1117

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
AWARDING CONTRACT TO JMB CONSTRUCTION, INC.
FOR THE GLENWOOD PUMP STATION IMPROVEMENTS PROJECT
IN THE AMOUNT OF \$1,907,855**

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

WHEREAS, the bid or proposal of JMB Construction, Inc., at the quotation stated in their bid, was and is the lowest responsible bid or proposal; and

WHEREAS, the District's consulting engineer, Nute Engineering, after review and evaluation, has recommended award of the contract to JMB Construction, Inc.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Chairman and Secretary are authorized to execute a contract on behalf of the San Rafael Sanitation District with JMB Construction, Inc., for construction of the Glenwood Pump Station Improvements Project in accordance with the terms, specifications, and general provisions of said bid or proposal.

BE IT FURTHER RESOLVED that all other bids or proposals are hereby rejected, and the District Manager/District Engineer is directed to return all accompanying certified checks, cash, and bonds of said unsuccessful bidders.

PASSED AND ADOPTED at a special meeting of the San Rafael Sanitation District Board of Directors held on the 16th day of July, 2015, by the following vote, to wit:

AYES:

NOES:

ABSENT:

Gary O. Phillips, Chairman

ATTEST:

Maribeth Bushey, Secretary



July 10, 2015

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

Re: Glenwood Pump Station Improvements Project

Dear Doris:

On July 9, 2014 four bids were received for the above-referenced project. A spreadsheet comparing these bids is attached.


The lowest apparent bid of \$1,795,085 was submitted by JMB Construction, Inc. of South San Francisco, CA. Enclosed is the license details obtained from the Contractor's License Board that show that JMB Construction, Inc. has a valid Contractor's License and is registered with the California Department of Industrial Relations (DIR). JMB Construction, Inc. subcontractors also have valid Contractor's Licenses and are registered with the DIR.

JMB Construction, Inc. also submitted a financial statement with their bid that appears to satisfy the Contract requirements.

We favorably reviewed their submitted bid package and recommend that this project be awarded to JMB Construction, Inc.

Very truly yours,

NUTE ENGINEERING

By 

Gary E. Robards, P.E.

Enclosure(s)

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

Bid Opening: 2:00 PM
 July 9, 2015
 Design Job No: 8437
 Engineer's Estimate: \$1,500,000

Item No.	Total Quantity	Description	JMB Construction South San Francisco		Maggiora & Ghilotti San Rafael		McGuire and Hester Oakland		Thompson Builders Novato	
			1		2		3		4	
			Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
GLENWOOD PUMP STATION IMPROVEMENTS BASE BID										
1.	LS	Mobilization, Demobilization, Swppp, Permits & Licenses		\$90,000		\$100,000		\$105,000		\$50,000
2.	41 LF	A-Line - 8" PVC C-900 Sewer Main - Open Cut	310	\$12,710	950	\$38,950	865	\$35,465	1,130	\$46,330
3.	5 LF	B-Line - 12" PVC C-900 Sewer Main Pipe Stub And Transition Coupling - Open Cut	7,000	\$35,000	3,000	\$15,000	2,900	\$14,500	1,185	\$5,925
4.	34 LF	C-Line 6" PVC C-900 Sewer Main - Open Cut	180	\$6,120	300	\$10,200	235	\$7,990	1,185	\$40,290
5.	2 Ea	Connect To Existing Manhole Rebuild Channels	2,300	\$4,600	7,000	\$14,000	1,500	\$3,000	1,625	\$3,250
6.	LS	Abandon Existing Manhole 2362		\$2,700		\$10,000	5,500	\$5,500	4,550	\$4,550
7.	1 Ea	Construct Two Foot Diameter Manhole And Abandon Existing Manhole 2361	8,000	\$8,000	12,000	\$12,000	10,000	\$10,000	3,250	\$3,250
8.	LS	Glenwood Pump Station Improvements		\$1,418,000		\$1,890,376		\$1,802,040		\$1,690,485
9.	42 LF	Curb And Gutter Replacement	94	\$3,948	75	\$3,150	80	\$3,360	52	\$2,184
10.	200 SF	Concrete Sidewalk And Driveway Approach Replacement	30	\$6,000	35	\$7,000	35	\$7,000	26	\$5,200
11.	3 tons	Asphalt Concrete Trench Repair	12	\$36	900	\$2,700	770	\$2,310	1,300	\$3,900
12.	3,119 SF	Raise Grade Of Pump Station Site With Lightweight Fill And AC Overlay	19	\$59,261	15	\$46,785	26	\$81,094	42	\$130,998
13.	50 gal	Epoxy Filler	255	\$12,750	225	\$11,250	350	\$17,500	330	\$16,500
14.	LS	Shoring For All Excavations		\$120,000		\$9,500		\$50,000		\$26,000
15.	6 Ea	Pothole Utility Mains	900	\$5,400	500	\$3,000	1,150	\$6,900	975	\$5,850
16.	LS	Traffic Control And Notifications		\$6,000		\$8,000		\$15,000		\$16,250
17.	80 LF	Internal Televising Of Sewer Mains	32	\$2,560	100	\$8,000	26	\$2,080	56	\$4,480
18.	LS	As-Built Drawings		\$2,000		\$2,000		\$2,000		\$2,000
BASE BID TOTAL				\$1,795,085		\$2,191,911		\$2,170,739		\$2,057,442

Item No.	Total Quantity	Description	JMB Construction South San Francisco		Maggiora & Ghilotti San Rafael		McGuire and Hester Oakland		Thompson Builders Novato	
			1		2		3		4	
			Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
ADDITIVE ALTERNATE A - PUMP PIT DEEPENING										
1.	LS	Pump Pit Deepening		\$112,770		\$45,500		\$140,000		\$130,000
ADDITIVE ALTERNATE A BID TOTAL				\$112,770		\$45,500		\$140,000		\$130,000

Addendum Acknowledge		Y		Y		Y		Y		Y
Contract Signed		Y		Y		Y		Y		Y
License Number		715324		226767		95679		626859		
SUBCONTRACTORS:	Redwood Painting	Pump Repair Service	Calco Fence	Camblin Steel						
	Mike Brown Electric	Camblin Steel	Redwood Painting	Redwood Painting						
		Bay Line Construction	Camblin Steel	Mike Brown Electric						
		Farwest Corrosion	V. Dolan Trucking							
		Roto Rooter	Mike Brown Electric							
		Calco Fence								
		Redwood Painting								
		Mike Brown Electric								
Site Visit Affidavit		Y		Y		Y		Y		Y
Builder's Statement Financial Responsibility & Experience		Y		Y		Y		Y		Y
Financial Statement Submitted		Y		N		N		N		N
EMR AVG # 3YR (1.0 or less)		0.75		1.3		0.97		0.97		0.97
RIR AVG # 3YR (5.5 or less)		0.94		3.52		1.57		1.81		1.81
LTIR AVG # 3YR (2.0 or less)		0.00		2.12		0.78		--		--
Affidavit Non-Collusion		Y		Y		Y		Y		Y
Affidavit Safety Compliance		Y		Y		Y		Y		Y
Safety Programs		Y		Y		Y		Y		Y
Bid Bond		Y		Y		Y		Y		Y



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 7/9/2015 4:40:04 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 11/30/2015

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: \$12,500
Effective Date: 02/08/2013
Contractor's Bond History

Bond of Qualifying Individual

The Responsible Managing Officer (RMO) BURKE MARGARET PATRICIA certified that he/she owns 10 percent or more of the voting stock/equity of the corporation. A bond of qualifying individual is not required.
Effective Date: 11/16/1995

Workers' Compensation

This license has workers compensation insurance with the TRAVELERS PROPERTY CASUALTY COMPANY OF AMERICA

Policy Number:DTJUB0F460917

Effective Date: 10/01/2014

Expire Date: 10/01/2015

Workers' Compensation History

Other

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

T.a.

SAN RAFAEL SANITATION DISTRICT
Agenda Item 7.a.

DATE: July 16, 2015
TO: San Rafael Sanitation District Board of Directors
FROM: Doris Toy, District Manager/District Engineer
SUBJECT: Report on Wildwood Way Sewer Pipe Bursting Project

BACKGROUND:

Last month, the City of San Rafael Department of Public Works contacted the District and advised us that they will add 10 potential streets to their resurfacing project for this summer and asked if we would have any sewer work on those streets in the near future. Although, we did not have any work scheduled, the sewer pipes were televised in order to check the condition of the pipes. We then discovered that one of the pipes on Wildwood Way (in the Fairhills neighborhood) needed to be replaced. The pipe on Wildwood Way is approximately 320 linear feet, is made of vitrified clay, and has longitudinal cracks, offset joints, root intrusions, and voids. This pipe will be replaced by the pipe bursting method.

Since our estimate of the project was less than \$35,000, we were able to bid this project as an informal bid per Public Contract Code Section 20783.

The following bids were received:

Advanced Trenchless, Inc.	\$28,750.00
Hardiman Construction's Trenchless Titan	\$34,500.00
Roto-Rooter	\$59,850.00

We have informed Public Works that we will need to replace our sewer main on Wildwood Way, and they have incorporated language in their Street Resurfacing 2014-15 contract specifications that will provide for Wildwood Way to be resurfaced at the end of the project.

ANALYSIS:

Advanced Trenchless, Inc., with a bid of \$28,750.00, is the lowest responsible bidder for this project. They have also submitted a separate bid of \$5,950.00 for replacing one lower lateral that connects to the sewer main. We worked with Advanced Trenchless in early March on a small pipe bursting repair, and the job was successful. Since the total bid amount for the replacement of the sewer main and a lower lateral is \$34,700 and meets the requirement for an informal bid, we will award this project to Advanced Trenchless, Inc, for the amount of \$34,700.00

FISCAL IMPACT:

District staff will implement the construction management on this project. The project will be funded from the Rehabilitation of the Gravity Sewer System (80-Year) in the current 2015-16 Budget.

7.6.



June 25, 2015

Ms. Doris Toy, District Administrator/District Engineer
San Rafael Sanitation District
111 Morphew Street
San Rafael, CA 94901

**Re: Revision of the Standard Specifications for Side Sewers and Laterals
Proposal for Engineering Services**

Dear Doris:

In accordance with your request we are pleased to submit the following proposal to revise the District's Standard Specifications for Side Sewers and Laterals.

BACKGROUND

San Rafael Sanitation District currently has a Standard Specifications for Side Sewers and Laterals which is a separate document from the District's overall Standard Specifications. The purpose of this specification is to act as guidance for homeowners or builders for the construction of new laterals or rehabilitation of existing laterals. The current document covers:

- General information including issues such as jurisdiction, ownership, permitting and prohibited wastes.
- Design requirements including pipe material, pipeline construction, cleanouts, residential pumping systems and abandonment of facilities.
- Construction requirements including inspection and testing
- Lateral Details and Drawings

The District would like to revise the current specification by eliminating redundant sections with the overall Standard Specifications and update the specifications to meet current construction methods and materials. In addition, the new specification is intended to meet the needs of the other sanitary agency within the City of San Rafael, Las Gallinas Valley Sanitary District in order to provide consistent requirements for residents in San Rafael, regardless of which District they reside.

PROJECT OBJECTIVE

The objective of the revision of the Standard Specifications for Side Sewers and Laterals is to have a standalone document for both agencies to distribute to property owners, home builders, and plumbers for the purpose of constructing new laterals and rehabilitating existing laterals

Key to this objective will be to research other regional sewer agencies standards for side sewers and laterals, and identify successful approaches for the District's consideration. We will meet with both Districts' staff to consider the proposed elements of the standards and finalize the document for eventual distribution.

SCOPE OF WORK

The following is the scope of work for the Revision of the Standard

1. Review the current SRSD/LGVSD specifications for side sewers and laterals and compare with each agencies Standard Specifications and Drawings.
2. Conduct an internet literature search and call regional sanitary agencies for the purpose of collecting other example standard specifications for side sewers and laterals and prepare a table of specification features for comparison, including standard lateral drawings.
3. Meet with both SRSD and LGVSD staff members for a "brainstorming" session to present the summary of the existing specifications and compare to findings of search results of other regional sanitary agencies.
4. Develop draft specifications based on comments received from the above "brainstorming" session including revising standard drawings.
5. Deliver draft specifications to agencies for their final review, meet and discuss comments.
6. Finalize the Standards and provide each agency 5 copies and electronic version for their reproduction.
7. Drawings shall be provided in both .pdf and AutoCAD format.

DISTRICT COORDINATION

In conducting this revision of the Standard Specifications for Side Sewers and Laterals we believe it is important to work closely with District Staff to identify what has worked in the past with the public perception of the lateral standards and what ways they can be improved.

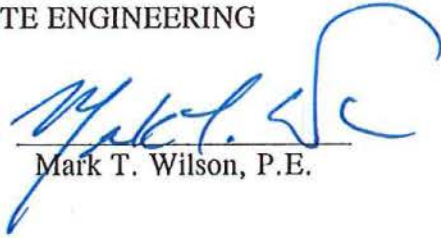
ENGINEERING FEE

We suggest a budget of \$18,000 for the Revision of the Standard Specifications for Side Sewers and Laterals.

Very truly yours,

NUTE ENGINEERING

By:



Mark T. Wilson, P.E.

Attachment A - Schedule of Hourly Rates
Attachment B - Project Estimating Sheet



ATTACHMENT A

RATE SCHEDULE

OFFICE PERSONNEL	HOURLY RATE
Principal Engineer	\$219.00
Senior Engineer	188.00
Engineer III	179.00
Engineer II	172.00
Engineer I	146.00
Field Representative (Construction) I	124.00
Field Representative (Construction) II	140.00
Engineering Technician II	118.00
Engineering Technician I	87.00
Senior Designer	169.00
CAD Drafter II	160.00
CAD Drafter I	116.00
Technical Administrative Support	101.00
Clerical	65.00

LITIGATION SERVICES	
Court Appearance/Deposition	310.00

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 at the beginning of each new year for all ongoing contracts.

EFFECTIVE DATE: January 1, 2015

ATTACHMENT B
 SAN RAFAEL SANITATION DISTRICT
 REVISION OF STANDARD SPECIFICATIONS FOR SIDE SEWERS AND LATERALS
 PROPOSAL FOR ENGINEERING SERVICES
 PROJECT ESTIMATING SHEET

NUTE ENGINEERING
 907 Mission Ave
 San Rafael, CA 94901

	Rate \$/Hr	Principal Engineer	Senior Engineer	Engineer III	Senior Designer	Tech Admin Support	TOTALS
		\$219	\$188	\$179	\$169	\$101	
SCOPE OF WORK							
1. Review and compare current SRSD/LGVSD side sewer/lat specs w/standard specs & dwgs			2	8			
2. Research, collect, compare sample standard side sewer/lat specs & dwgs, prepare comparison table				16		4	
3. Meet with SRSD/LGVSD staff to brainstorm, present and compare research findings			4	4			
4. Develop draft specifications based on comments from brainstorming session			4	16	16	8	
5. Deliver draft specifications to agencies for final review, meet and discuss			2	6			
6. Finalize standards, provide 5 paper copies and electronic copy for reproduction				4		4	
7. Provide drawings in AutoCAD format					10		
Subtotals	Hours		12	54	26	16	
	Cost		\$2,256	\$9,666	\$4,394	\$1,616	\$17,932

T.C.



CENTRAL MARIN SANITATION AGENCY

Jason R. Dow P.E.
General Manager

1301 Andersen Drive, San Rafael, CA 94901-5339

Phone (415) 459-1455

Fax (415) 459-3971

www.cmsa.us

RECEIVED

JUN 11 2015

SAN RAFAEL
SANITATION DIST.

July 6, 2015

Gary Phillips, Board President
San Rafael Sanitation District
P.O. Box 151560
San Rafael, CA 94915-1560

Subject: CMSA Future Revenue Planning

Dear Gary,

CMSA's Board of Commissioners received a presentation on the Agency's draft FY 2015-16 budget at their May 12, 2015 Board meeting. Included in that presentation was a review of the updated 10-year Capital Improvement Program (CIP) and revised 10-year Financial Forecast (Forecast). The Board uses the Forecast to estimate future revenues and expenses, project uses of restricted and unrestricted reserve funds, and plan adjustments to operating and capital revenues. In 2013, the Board approved a 5-year revenue program (FY 14 – FY18) to balance the Agency's operating and capital budgets during that period, and provide funding for future year CIP activities. The Forecast incorporates the negotiated 2014 contract labor agreement compensation and benefit adjustments with all employee groups.

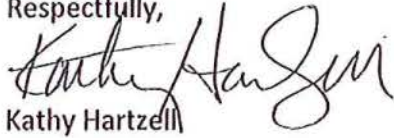
As you know, the Agency refinanced its 2006 Revenue Bonds in April 2015 saving the JPA member agencies approximately \$15 million in debt service and coverage expenses over the remaining 17-year bond term. Debt service coverage is a bond covenant, and is 25% of the annual debt service payment. Debt service coverage revenue from the JPA members is utilized by the Agency as a dedicated CIP funding source. Thus, the bond refinancing savings resulted in a reduction in the Agency's coverage revenue and we project a CIP funding reduction of approximately \$1.6 million over its 10-year planning period, lowering the CIP funding level to 83%. The current Forecast indicates that the CIP reserve fund will be depleted during FY 2021. In addition, the Agency projects that annual operating expenses will exceed operating revenues by FY 2019, requiring the Agency to begin using operating reserves to balance its operating budget, with operating reserves projected to be depleted by FY 2022.

When the Agency was discussing the disposition of the savings resulting from the bond refinancing with the member agencies, the coverage reduction factor was discussed and the member agencies understood the need to rebuild the Agency's CIP reserve fund in the future.

Next year, the Agency's Finance Committee will be working with CMSA staff to develop the next 5-year revenue program to provide funding for the future projected operating and CIP shortfalls described above. Our General Manager will then confer with the JPA district managers on the revenue program alternatives, and present the preferred alternative to the CMSA Board for review, discussion, and consideration of implementation. This collaborative development, review, and selection process was successfully utilized during the development of the current 5-year revenue program.

Please do not hesitate to contact me or the Agency's General Manager to discuss the FY16 budget and/or Forecast.

Respectfully,



Kathy Hartzell
CMSA Board Chair