

A G E N D A
SPECIAL MEETING
SAN RAFAEL SANITATION DISTRICT
BOARD OF DIRECTORS
MONDAY – NOVEMBER 23, 2015 - 10:00 A.M.
SAN RAFAEL CITY HALL
1400 FIFTH AVENUE –CONFERENCE ROOM 201
SAN RAFAEL, CALIFORNIA 94901

Members of the public may speak on Agenda items.

1. OPEN PERIOD

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

2. MINUTES OF THE MEETING

Request approval as submitted – October 5, 2015.

3. PAYMENTS

Request approval as submitted.

4. OLD BUSINESS

a. Discussion on pension and OPEB liability. (Mark Moses)

5. NEW BUSINESS

a. Consent for boundary change of 91 Glenside Way (APN 179-261-72) for the detachment from the San Rafael Sanitation District and annexation into the Las Gallinas Valley Sanitary District.

b. Adopt resolution to summarily vacate a 10-foot sanitary sewer easement at 83 Summit Avenue, APN 009-052-09, San Rafael, California.

c. Adopt resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with WorkSmart Automation, Inc., for additional programming related services for the Glenwood Pump Station Improvements Project.

d. Consider changing current Board meeting schedule.

6. INFORMATIONAL ITEMS

a. Report on San Francisco Bay Regional Water Quality Control Board inspection.

b. Report on claim from 15 Gloucester Cove.

7. ADJOURNMENT

The next scheduled meeting is Monday, December 7, 2015.

SAN RAFAEL SANITATION DISTRICT
Minutes of the Meeting
October 5, 2015

Regular Meeting

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

The meeting was called to order at 9:05 A.M. by Chairman Phillips.

Attendance Board:	Gary O. Phillips, Chairman Maribeth Bushey, Secretary/Director
Attendance Staff:	Doris Toy, District Manager/District Engineer Karen Chew, Senior Civil Engineer Cynthia Hernandez, District Secretary
Attendance Others:	Keene Simonds, Executive Officer, Marin LAFCO John W. Maher, CPA, Maher Accountancy Jason Dow, General Manager, CMSA

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

2. **MINUTES OF SEPTEMBER 8, 2015.**

MOTION by Director Bushey, seconded by Chairman Phillips, to approve the minutes of the September 8, 2015, meeting as presented.

AYES:	Director Bushey, Chairman Phillips	
NOES:	None	
ABSENT:	Director Rice	<i>Motion Carried</i>

3. **PAYMENTS**

MOTION by Director Bushey, seconded by Chairman Phillips, to approve the payments for September 2015 in the amount of \$791,120.60 for maintenance and operation of the District and for capital improvements.

AYES:	Director Bushey, Chairman Phillips	
NOES:	None	
ABSENT:	Director Rice	<i>Motion Carried</i>

4. OLD BUSINESS

None.

5. NEW BUSINESS

a. Discussion on LAFCO Regional Municipal Service Review on Public Wastewater Services and request for Agency participation in Technical Advisory Committee. (Keene Simonds)

Keene Simonds reported that he plans to create a technical committee to assist LAFCO staff with the required municipal service review on wastewater services. He reported that he would be looking at six (6) governmental agencies for such things as the way wastewater services are provided, financing for those services, and the organization of those services relative to Marin LAFCO's charge by the legislature to independently weigh in on the availability, capacity, and solvency question. He also reported that he would be looking at some assumptions for consolidation inquiries. Mr. Simonds reported that he would like for each of the six agencies to provide a staff member to attend monthly meetings at the LAFCO office in order to provide information to LAFCO staff for a period of 6-8 months. District Manager Toy then reported that she would be the staff member from SRSD. Next, Mr. Simonds reported that LAFCO would independently assess the information provided by the technical committee and would make the final analysis and comments on things, such as infrastructure needs or deficiencies, population, financial stability, and whether alternative governance options should be explored. He reported that the technical committee would help LAFCO staff prioritize the issues that have already been addressed efficiently and then LAFCO would focus on whether reorganizations within an existing structure make sense. Mr. Simonds reported that he felt LAFCO may want more collective input on whether it makes sense to transition CMSA into a special district in which the governing board would be directly elected and have the ability to issue its own debt through Prop 218 votes without the need for concurrence with the four agencies that contract with CMSA. He reported that he envisions creating a document that presents suggestions on potential areas of new analysis which could be explored by Marin LAFCO. He also reported that he hopes the technical committee will assist LAFCO in producing a report that meets the baseline requirements and then in creating an addendum list that could be followed up on through a separate process. At the request of Chairman Phillips, Jason Dow reported that he felt it would be good idea take a look at this issue. He also reported that that the governance structure for the delivery of wastewater services in central Marin may not be the most efficient model. Mr. Simonds reported that this is LAFCO's appeal to the agencies for their formal participation in the baseline data collection and analysis so that everyone can then focus on the policy issues. After some discussion, the Board reported that they encourage and authorize District Manager Toy to participate in the Technical Advisory Committee.

b. Presentation of the 2014-15 Financial Statements for acceptance and approval. (John Maher)

John Maher referred to Page 1 of the audited financial statements and reported that the auditors had given the District a clean opinion once again. He also reported that there were no adjustments to the financial statements. Next, Mr. Maher reported that during the development of the Agreement between SRSD and the City of San Rafael on post-employment benefits for City employees assigned to the District, there was a lot of communication between himself, the City Finance Director (Mark Moses), District Manager Toy, the District's auditors, and the City's auditors. He reported that there are a lot of technical issues in regard to how such an obligation should be presented. He also reported that the approach that was used was not to record the liabilities in precisely the same way as the accounting standards for post-employment benefits and pensions, but rather as a contractual obligation from the District to the City. Mr. Maher reported that the final number for the obligation was slightly above the range that was previously discussed and that it has no bearing on actual cash-flow timing or on the actual obligation. He reported that the original Agreement with the City was understood by the District to be a pay-as-you go obligation and that this Agreement was reinterpreted and now documents that the District does have an obligation to participate in the funding of the unfunded liability. He also reported that the District's previous reimbursement payments to the City did contain a portion of the unfunded liability. Mr. Maher then reported that there is no financial difference from how things were before the Agreement was reinterpreted. Next, Mr. Maher reviewed the Management's Discussion and Analysis, which provides an overview of the District's financial activities for the fiscal years ended June 30, 2015, and 2014. He also discussed some of the items shown in the Basic Financial Statements. Mr. Maher then reported that the internal controls are being continued and that there are multilevel reviews of the expenditures. He also reported that the District's audit firm, Vavrinek, Trine, Day and Company does a good job and is very thorough.

MOTION by Director Bushey, seconded by Chairman Phillips, to accept and approve the 2014-15 Financial Statements.

AYES: Director Bushey, Chairman Phillips

NOES: None

ABSENT: Director Rice

Motion Carried

c. Presentation of the 2014-15 Schedule of Connection Fees for acceptance and approval. (John Maher)

John Maher reported that the District has a policy to apply the sewer connection fees to the capital improvement costs on a first-in-first-out basis so that they are not carried as an unexpended obligation on the balance sheet. The 2014-15 Schedule of Connection Fees reflected that \$133,692 had been collected and applied to the Cayes Pump Station Sewer Improvement Project.

MOTION by Director Bushey, seconded by Chairman Phillips, to accept and approve the 2014-15 Schedule of Connection Fees.

AYES: Director Bushey, Chairman Phillips

NOES: None

ABSENT: Director Rice

Motion Carried

d. Adopt resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with WorkSmart Automation, Inc., for programming related services for the Glenwood Pump Station Improvements Project for an amount not to exceed \$21,750.

District Manager Toy reported that the Board had awarded the Glenwood Pump Station Improvements Project to JMB Construction at the July meeting. She also reported that the programming portion of the work was not included in the contract. She then reported that staff would like to contract with WorkSmart Automation to perform this work since they had previously done the programming at the Cayes Main Pump Station. Manager Toy reported that WorkSmart had previously been the lowest bidder for the programming work at the Cayes Main Pump Station and came highly recommended by the other local agencies. She also reported that they had done good work, and their costs were very reasonable. She then reported that because of these things and because WorkSmart is now familiar with the District's system, she would like to request that the Board award the project for programming services at the Glenwood Pump Station to WorkSmart for \$21,750.

MOTION by Director Bushey, seconded by Chairman Phillips, to adopt the resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with WorkSmart Automation, Inc., for programming related services for the Glenwood Pump Station Improvements Project for an amount not to exceed \$21,750.

AYES: Director Bushey, Chairman Phillips

NOES: None

ABSENT: Director Rice

Motion Carried

- e. **Adopt resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Nute Engineering for design and construction related services for the Lincoln Avenue Sewer Improvement Project, Paloma Avenue to Prospect Drive, for an amount not to exceed \$270,967.**

District Manager Toy reported that there had been two previous projects on Lincoln Avenue. The first project was located between Second and Mission, and the second project, which had just been completed, was located between Mission and Paloma. She then reported that this project would complete the work on Lincoln Avenue and would be located between Paloma and Prospect at the top of Lincoln near the Highway 101 off-ramp/on-ramp. Manager Toy reported that the District is under a tight timeline to complete this project prior to the start of service by the SMART train in late 2016 due to traffic concerns. She reported that because this section of Lincoln Avenue is longer than the prior two projects, it will take approximately 7 months to complete. She also reported that the District would like to begin work in April and complete work by Thanksgiving 2016. Next, Manager Toy reported that she had requested Nute Engineering to submit a proposal for the design and construction related services because they had already done the pre-design for this project as part of the previous project. She reported that because of Nute's involvement with the previous two projects, they are familiar with the field conditions and potential obstacles. She also reported that Nute would obtain the encroachment permit from Caltrans for the District since a portion of the work will be near the Highway 101 off-ramp/on-ramp. Manager Toy reported that Nute's costs will be less than 8% of the total project cost compared to a typical range of 12-15%. She also reported that there is \$55,000 left in Nute's previous contract with the District for the work between Mission and Paloma that could be used toward their work on this project. She then reported that the use of that funding would not be necessary because she had already allocated \$4 million for this project. Director Bushey then expressed her concerns regarding traffic issues, and Manager Toy responded that although there will be some traffic issues, it will probably not be as bad as the previous work in the downtown area.

MOTION by Director Bushey, seconded by Chairman Phillips, to adopt the resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Nute Engineering for design and construction related services for the Lincoln Avenue Sewer Improvement Project, Paloma Avenue to Prospect Drive, for an amount not to exceed \$270,967.

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

Motion Carried

- f. **Adopt resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with CSW/Stuber-Stroeh Engineering Group, Inc., for additional engineering services for the Cayes Main Pump Station and Catalina Force Main Project for an additional amount of \$12,737.**

District Manager Toy reported that CSW/Stuber-Stroeh was the engineering consultant for the Cayes Main Pump Station and Catalina Force Main Project which had just been completed. She then reported that CSW had just incurred some additional costs for extra services that had just been requested by staff. She reported that staff had requested CSW to obtain a sanitary sewer easement for the District from the City of San Rafael and to design an air release valve for the force main on Bellam Boulevard. She also reported that CSW had previously spent additional time on unknown field conditions and meetings. Manager Toy reported that due to these additional services, CSW had requested the District to increase their contract from \$232,516 to \$245,253, for an additional amount of \$12,737.

MOTION by Director Bushey, seconded by Chairman Phillips, to adopt the resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with CSW/Stuber-Stroeh Engineering Group, Inc., for additional engineering services for the Cayes Main Pump Station and Catalina Force Main Project for an additional amount of \$12,737.

AYES: Director Bushey, Chairman Phillips

NOES: None

ABSENT: Director Rice

Motion Carried

6. INFORMATIONAL ITEMS.

- a. **Request for proposals for upcoming projects.**

District Manager Toy reported that she wanted to make the Board aware that staff is currently developing Request for Proposal packages for the upcoming Woodland Avenue Sewer Improvement Project and the Sun Valley Sewer Replacement Project, Phase II. She also reported that the Woodland Avenue Project incorporates sewer lines on Woodland Avenue, Woodland Place, and Octavia Street. Manager Toy reported that the sewer lines that serve the properties on Woodland Place are located in the back of the properties. She also reported that these lines are very flat and need to be dug up and reinstalled with a better slope. She reported that because these lines are in the back of the properties, there are structures that have been built over them, and there is not much room to work. She then reported that the District will abandon the sewer lines that are in the rear of the properties and will relocate them to the front of the homes. After some inquiries by the Board, Manager Toy reported that the previous Board had discussed the possibility of cost sharing with the property owners but were undecided. Manager Toy reported that she planned to bring this

matter back to the Board at a later date for further discussion. Next, Manager Toy reported that the Sun Valley Project (off of California Avenue) had been divided into two phases. She reported that the District had just awarded Phase I of this project, which consists of the bottom half of the neighborhood, and would then do Phase II, which consists of the upper half. She also reported that Phase II of this project would cost approximately \$2 million.

7. ADJOURNMENT

There being no further business to come before the Board, the meeting of October 5, 2015, was adjourned at 9:50 A.M. The next meeting of the San Rafael Sanitation District scheduled for Monday, November 2, 2015, at 8:30 A.M. at San Rafael City Hall was later rescheduled for Monday, November 23, at 10:00 A.M at San Rafael City Hall.

Respectfully submitted,

Maribeth Bushey, Recording Secretary

ATTEST THIS 23rd DAY OF NOVEMBER 2015

Gary O. Phillips, Chairman

3.

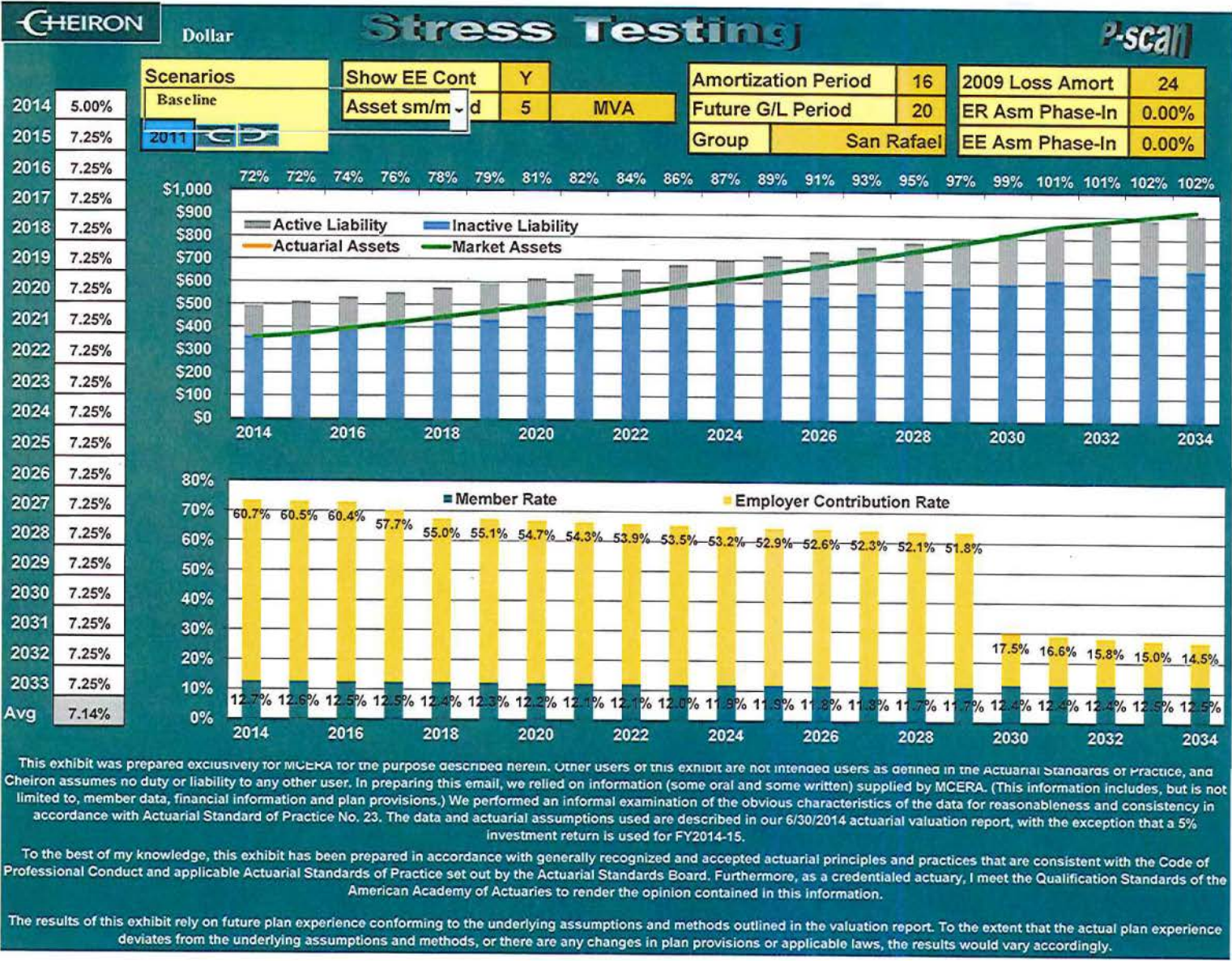
**SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY
October 1, 2015 - October 31, 2015**

Vendor/Payee	Memo	Class	Acct #	Account Name	Amount
ACE PRINTING & MAIL SERVICE	Glenwood - public outreach notices	300	4146	Glenwood Pump Station	\$ 576.67
ADVANCED TRENCHLESS INC.	Rehab Gravity - work performed at 16 Wildwood Way and Oakmont	300	4302	Rehab of Gravity Sewer 80yr	\$ 28,750.00
ADVANCED TRENCHLESS INC.	Rehab Gravity - work performed at 26 Wildwood Way	300	4302	Rehab of Gravity Sewer 80yr	\$ 5,950.00
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 9/23/15	200	2021	Uniforms	\$ 107.93
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 9/30/15	200	2021	Uniforms	\$ 107.93
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 10/07/15	200	2021	Uniforms	\$ 107.93
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 10/14/15	200	2021	Uniforms	\$ 107.99
AT&T	Telephone Service - land lines for dialers to CMSA from 8/3/15-9/19/15	100	2534	Telephone service	\$ 406.04
AT&T	Telephone Service - land lines for dialers and pump stations from 9/02/15-10/01/15	100	2534	Telephone service	\$ 306.11
CENTRAL MARIN SANITATION AGENCY	Pump Stations - reimbursement for annual cathodic protection survey for Simms St.	200	2359	Maint- pump sta's & force mains	\$ 1,830.00
CENTRAL MARIN SANITATION AGENCY	Sewage Treatment - second quarter service charges from 10/01/15-12/31/15	400	4112	Sewage treatment	\$ 1,096,728.30
CITY OF SAN RAFAEL	Vehicles - Fuel used by SRSD from 7/06/15-9/28/15	200	2083	Parts and repairs vehicles	\$ 4,781.70
CITY OF SAN RAFAEL	Vehicles - repair unit #8149	200	2083	Parts and repairs vehicles	\$ 599.08
CITY OF SAN RAFAEL	Vehicles - repair unit #8155	200	2083	Parts and repairs vehicles	\$ 184.07
CITY OF SAN RAFAEL	Vehicles - repair unit #8155	200	2083	Parts and repairs vehicles	\$ 35.00
CITY OF SAN RAFAEL	Vehicles - repair unit #8174	200	2083	Parts and repairs vehicles	\$ 645.89
CITY OF SAN RAFAEL	Vehicles - repair unit #8174	200	2083	Parts and repairs vehicles	\$ 216.35
CITY OF SAN RAFAEL	Vehicles - repair unit #8174	200	2083	Parts and repairs vehicles	\$ 122.03
CITY OF SAN RAFAEL	Vehicles - repair unit #8192	200	2083	Parts and repairs vehicles	\$ 1,099.38
CITY OF SAN RAFAEL	Vehicles - repair unit #8192	200	2083	Parts and repairs vehicles	\$ 642.96
CITY OF SAN RAFAEL	Vehicles - repair unit #8192	200	2083	Parts and repairs vehicles	\$ 32.50
CITY OF SAN RAFAEL	Vehicles - repair unit #8199	200	2083	Parts and repairs vehicles	\$ 32.50
CITY OF SAN RAFAEL	Vehicles - repair unit #8200	200	2083	Parts and repairs vehicles	\$ 53.23
CITY OF SAN RAFAEL	Vehicles - repair unit #8200	200	2083	Parts and repairs vehicles	\$ 145.00
CSW/STUBER-STROEH ENGR GROUP INC.	Cayes - professional fees through 10/04/15	300	4143	Cayes Pump Station	\$ 6,448.94
CWEA-TCP	Memberships and Dues - Ozaki membership renewal	100	2388	Training and education	\$ 164.00
CWEA-TCP	Memberships and Dues - Stichter membership renewal	100	2388	Training and education	\$ 164.00
CWEA-TCP	Memberships and Dues - Smith membership renewal	100	2388	Training and education	\$ 164.00
D&D PIPELINES INC.	Warner Ct. - release of contract retention, progress payment #2	300	1210	Construction contract retention	\$ 11,182.73
EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - chemicals for pump stations 9/21/15	200	2106	Odor control chemicals	\$ 8,277.61
GRAINGER	Pump Stations - fan belt	200	2359	Maint- pump sta's & force mains	\$ 85.12
GRAINGER	Pump Stations - fans for control cabinet	200	2359	Maint- pump sta's & force mains	\$ 68.44
MAHER ACCOUNTANCY	Accounting Services - preparation for year end audit	100	2717	Accounting services	\$ 9,900.00
MARIBETH BUSHEY	Director's Fees - board meetings on 10/05/15	100	2282	Director's fees	\$ 100.00
MILLER PACIFIC ENGINEERING GROUP	Lincoln Ave. - geotechnical services from 7/27/15-8/09/15	300	4318	Lincoln Ave, Paloma to Mission	\$ 1,276.00
MILLER PACIFIC ENGINEERING GROUP	Lincoln Ave. - geotechnical services from 8/10/15-9/27/15	300	4318	Lincoln Ave, Paloma to Mission	\$ 1,901.20
PACE SUPPLY	Pump Stations - ARV parts	200	2359	Maint- pump sta's & force mains	\$ 312.90
PG&E	Power - service for pump stations 8/11/15-9/10/15	200	2535	Electric utility costs	\$ 9,705.68
PHILLIPS, GARY	Director's Fees - board meeting 10/05/15	100	2282	Director's fees	\$ 100.00
ROTO-ROOTER SEWER SERVICE	Standby - work at 45 Duffy Pl.	200	2363	Standby services	\$ 460.00
STAPLES INC	Office & Shop Supplies - various office supplies	100	2133	Office & shop supplies	\$ 96.09
TIFCO INDUSTRIES	Office & Shop Supplies - window cleaner	200	2133	Office & shop supplies	\$ 80.77
TOY, DORIS	Memberships - reimbursement for renewal of professional engineer license	100	2131	Memberships and subscriptions	\$ 115.00
US BANK CORPORATE PAYMENT	Office & Shop Supplies - rubber stamps	100	2133	Office & shop supplies	\$ 60.90
VERIZON WIRELESS	Telephone Service - wireless service for laptops 8/21/15-9/20/15	100	2534	Telephone service	\$ 266.73
WATER COMPONENTS & BLDG SUPPLY	Collection System - pipe and couplings for sewer repair on 10 Margarita Dr.	200	2360	O&M - collection systems	\$ 443.75

SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY
October 1, 2015 - October 31, 2015

<i>Vendor/Payee</i>	<i>Memo</i>	<i>Class</i>	<i>Acct #</i>	<i>Account Name</i>	<i>Amount</i>
WATER COMPONENTS & BLDG SUPPLY	Pump Stations - cleaning pipe for West Railroad wet well	200	2359	Maint- pump sta's & force mains	\$ 97.74
WORKSMART AUTOMATION, INC	Vehicle & Equipment Acquisitions - SCADA integration services for Cayes Main PS, payment #1	100	4830	Vehicle equipment & acquisition	\$ 24,101.64
Total					\$ 1,219,141.83

4.a.



5.a.

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

DATE: November 23, 2015
TO: Board of Directors, San Rafael Sanitation District
FROM: Doris Toy, District Manager/District Engineer *DT*
SUBJECT: Consent for boundary change of 91 Glenside Way (APN 179-261-72) for the detachment from the San Rafael Sanitation District and annexation into the Las Gallinas Valley Sanitary District

RECOMMENDATION:

Consent for boundary change of 91 Glenside Way for the detachment from the San Rafael Sanitation District (SRSD) and annexation into the Las Gallinas Valley Sanitary District (LGVSD).

BACKGROUND:

91 Glenside Way is located in the Rafael Meadows/Los Ranchitos neighborhood on the border of LGVSD and SRSD. Prior to 1995, this property was in the LGVSD until its septic system was unable to function due to a mudslide. Unfortunately, LGVSD did not have a sewer main in the area at that time. Therefore, this property had to annex into the SRSD and pump its sewage into the SRSD sewer main on Rustic Way.

LGVSD now has a sewer main that runs along 91 Glenside Way. Therefore, the owner of 91 Glenside Way, Michael Muldoon, has submitted a proposal to the Marin Local Agency Formation Commission requesting approval for a reorganization that would allow him to concurrently detach his property from SRSD and annex into the LGVSD.

ANALYSIS:

By approving the detachment from SRSD and annexation into the LGVSD, the owner will be able to eliminate his private pump and allow his wastewater to gravity feed directly to LGVSD. This will also allow him to landscape his yard to a preferred alternative design.

FISCAL IMPACT:

The District will have one less residential connection.

ACTION REQUIRED:

Staff recommends that the Board accept the boundary change of 91 Glenside Way for the detachment from SRSD and annexation into the LGVSD.

Attachments: Marin LAFCO Letter dated September 30, 2015
Michael Muldoon's application to LAFCO (Petition for Proceeding Pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000)



Marin Local Agency Formation Commission

Planning Agency / Subdivision of the State of California

September 30, 2015

Delivered by Electronic Mail

Ms. Doris Toy
General Manager
San Rafael SD
doris.toy@cityofsanrafael.org

Mr. Mark Williams
General Manager
Las Gallinas VSD
mwilliams@lgvdsd.org

Mr. Daniel Eilerman
Deputy County Administrator
County of Marin
deilerman@marincounty.org

SUBJECT: Notice to Apply Master Property Tax Exchange Agreement:
Proposed Reorganization / LAFCO File No. 1329

Doris, Mark, and Dan:

The Marin Local Agency Formation Commission (LAFCO) has received a proposal from Michael Muldoon ("applicant") requesting approval of a reorganization involving 91 Glenside Way (179-261-72) in the unincorporated island community of Los Ranchitos. The desired reorganization involves the concurrent detachment of the affected territory from San Rafael Sanitation District and annexation into the Las Gallinas Valley Sanitary District. The purpose of the desired reorganization is to eliminate the applicant's existing need to operate a private pump to connect to San Rafael Sanitation District and instead gravity feed directly to Las Gallinas Valley Sanitary District. (Removal of the pump station would also allow the applicant to proceed with a preferred alternative design for a landscaping project in the residence's backyard.) A copy of the memorandum prepared by LAFCO as part of the interagency review process is attached.

All proposed boundary changes necessitate the need for the affected agencies to adopt a property tax exchange agreement involving the subject territory before the underlying action may be considered by LAFCO under Revenue and Taxation Code Section 99(b). This statute also authorizes counties to adopt a single property tax exchange agreement – individual or master – on behalf of special districts for use by LAFCOs in processing boundary changes so long as the affected districts do not object. Accordingly, and unless notified by an agency, LAFCO will assume the master property tax agreement adopted by the County of Marin in 2014 for special district annexations applies to the referenced proposal. This would result in a zero exchange in property tax revenues between all three affected agencies in the event the proposal is approved by LAFCO.

(over)

No response to this communication is needed unless an agency wishes to initiate a new property tax exchange negotiation as referenced above. Questions or related follow up, nevertheless, are certainly welcome and I am available by telephone at 415-446-4409 or by e-mail at ksimonds@marinlafco.org. Thank you.

Sincerely,



Keene Simonds
Executive Officer

Attachments: as stated

cc: 1) Tom Lai, Assistant Planning Director, County of Marin
2) Roy Given, Auditor, County of Marin



Marin Local Agency Formation Commission

Planning Agency / Subdivision of the State of California

NOTICE OF REVIEW

September 30, 2015

TO: Affected Agencies

- Las Gallinas Valley Sanitary District
- San Rafael Sanitation District
- County of Marin – Community Development
- County of Marin – Environmental Health
- County of Marin – CSA 18 (Park/Recreation)
- County of Marin – CSA 19 (Fire)
- Marin Municipal Water District
- Dixie Elementary School District
- San Rafael High School District
- Marin County Committee on School District Organization
- College of Marin District

FROM: Keene Simonds, Executive Officer

SUBJECT: Request for Agency Review and Comment / LAFCO File No. 1329

The Marin Local Agency Formation Commission (LAFCO) is reviewing a proposed reorganization pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. LAFCO respectfully requests each listed agency review the proposal summary and attached application materials and offer any comments – such as technical advisements, requested conditions, or related recommendations – no later than Friday, October 30, 2015.

Proposal Summary

Applicant Request / Purpose

Marin LAFCO has received a proposal from landowner Michael Muldoon (“applicant”) requesting a reorganization approval involving 91 Glenside Way (179-261-72) in the unincorporated island community of Los Ranchitos. The desired reorganization involves the concurrent detachment of the affected territory from San Rafael Sanitation District and annexation into the Las Gallinas Valley Sanitary District. The purpose of the desired reorganization is to eliminate the applicant’s current need to operate a private pump in accessing the San Rafael Sanitation District’ sewer main and instead gravity feed directly to Las Gallinas Valley Sanitary District. (Removal of the pump station would also allow the applicant to proceed with a preferred alternative design for a landscaping project in the residence’s backyard.)



Conformance to Commission Policies

Concurrent sphere of influence amendments (remove from San Rafael Sanitation and add to Las Gallinas Valley Sanitary) are needed to accommodate the desired reorganization under LAFCO law. Factors to be considered with respect to the sphere amendments are outlined under Government Code 56425 and focus on social and economic communities of interest. Factors to be considered with respect to the boundary changes are outlined under Government Code Section 56668 and focus on service and financial capacities and consistency with local policies.

Environmental Review

Marin LAFCO serves as lead agency for assessing potential impacts of the reorganization under the California Environmental Quality Act. A preliminary review of the application materials suggest the proposal qualifies as an exempt project under Public Resources Code Section 15320. Specifically, the reorganization would not change the geographic area in which existing service powers are exercised.

Attached to this notice are copies of the application materials. Comment forms are also attached for specific reviewers. All reviewers are also welcome to email comments in summary form to Keene Simonds at ksimonds@marinlafco.org. Thank you.

**PETITION FOR PROCEEDING
PURSUANT TO
THE CORTESE-KNOX-HERTZBERG
LOCAL GOVERNMENT REORGANIZATION ACT OF 2000**

The undersigned hereby petition(s) the Marin Local Agency Formation Commission for approval of a proposed change of organization or reorganization and stipulate(s) as follows:

1. This proposal is made pursuant to Part 3, Division 3, and Title 5 of the California Government Code (commencing with Section 56000, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000).
2. The specific change(s) of organization proposed (i.e., annexation, detachment, reorganization, etc.) is/are: ANNEXATION
3. The boundaries of the territory(ies) included in the proposal are as described in Exhibit(s) A attached hereto and by this reference incorporated herein.
4. The territory(ies) included in the proposal is/are:
 inhabited (12 or more registered voters) or
 uninhabited.
5. This proposal is is not consistent with the sphere(s) of influence of the affected city and/or district(s).
6. The reason(s) for the proposed ANNEXATION (annexation, detachment, reorganization, etc.) is/are: GRAVITY FLOW SEWER LINE NOW AVAILABLE IN LAS GALLINAS VALLEY SANITARY DISTRICT
7. The proposal is requested to be made subject to the following terms and conditions: _____
8. The persons signing this petition have signed as:
 Registered voters or
 Owners of the land.

Chief Petitioners (not to exceed three):

	<u>DATE</u>	<u>PRINTED NAME</u>	<u>SIGNATURE</u>	<u>RESIDENCE ADDRESS</u>
1.	8/5/15	MICHAEL MULDON		91 E LENSIDE WAY SAN RAFAEL CA 94903
2.				
3.				

MARIN LAFCO
APPLICATION QUESTIONNAIRE

In accordance with requirements set forth in the California Government Code, the Commission must review specific factors in its consideration of this proposal. In order to facilitate the Commission's review, please respond to the following questions:

I. GENERAL INFORMATION

1. Please check the method by which this application was initiated:

Resolution of Application
 Petition

2. Does the application possess 100% written consent of each property owner in the subject territory? Yes No

3. A. Application is submitted for the following boundary change:

(BE SPECIFIC; i.e., "annexation," "reorganization".)

ANNEXATION OF 91 GLENVIEW WAY TO LAS
GRULLINAS VALLEY SANITARY DISTRICT; DETACHMENT
FROM SAN RAFAEL CONCURRENTLY

B. The reason the proposed action(s) has been requested:

(BE SPECIFIC; i.e., "annexation to sewer district for construction of three homes")

ANNEXATION TO LAS GRULLINAS VALLEY SEWER
DISTRICT FOR GRAVITY FLOW SEWER

4. State general location of proposal:

91 GLENVIEW WAY, SAN RAFAEL, CA

5. Is the proposal within a city's boundaries?

Yes . Which city? _____

No . If the proposal is adjacent to a city, provide city name: SAN RAFAEL

6. Is the subject territory located within an island of unincorporated territory? Yes No

Indicate city, if applicable: _____

7. Would this proposal create an island of unincorporated territory? Yes ___ No X. If yes, please justify proposed boundary change: _____

8. Provide the following information regarding the area proposed for annexation:
(Attach list if necessary.)

A. Assessor's Parcel Number(s) 179-261-72 Site Address(es) 91 GLENSIDE WAY

B. Total number of parcels: 1

9. Total land area: 1.01 ACRE

II. LAND USE AND DEVELOPMENT POTENTIAL

1. Describe any special land use concerns: NONE

2. Indicate current land use:
(i.e., number of dwellings, permits currently held, etc.)
ONE SINGLE FAMILY DWELLING

3. Indicate the current zoning (either city or county) title and densities permitted:

4. Has the area been rezoned? No ___ N/A X Yes ___
What is the rezoning classification, title and densities permitted? _____

5. Describe the specific development potential of the property:
(Number of units allowed in zoning.)
N/A ALREADY DEVELOPED
CURRENT EXTERIOR REMODELING IN PROCESS
RESIDENTIAL REMODEL PLANNED FOR FUTURE

III. ENVIRONMENT

1. Is the site presently zoned or, designated for, or engaged in agricultural use?

Yes _____ No X

If yes, explain: _____

2. Will the proposal result in a reduction of public or private open space?

Yes _____ No X

If yes, explain: _____

3. Will service extension accomplished by this proposal induce growth in:

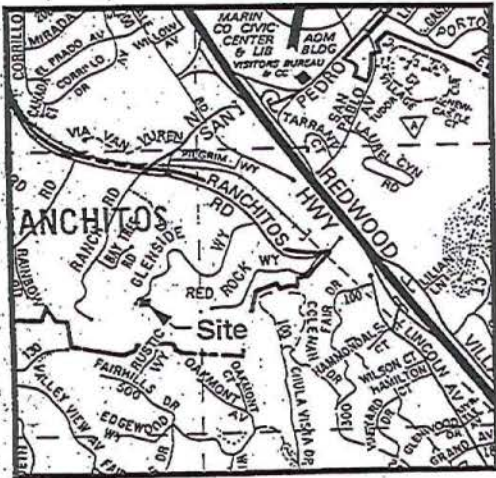
A. This site?	Yes _____	No <u>X</u>	N/A <u>X</u>
B. Adjacent sites?	Yes _____	No <u>X</u>	N/A <u>X</u>
C. Unincorporated?	Yes _____	No <u>X</u>	
D. Incorporated?	Yes _____	No <u>X</u>	

4. State general description of site topography: UPSLOPE

5. Indicated Lead Agency for this project: _____

6. Indicate Environmental Determination by Lead Agency: _____
with respect to (indicate project) _____
dated _____.

(COPY OF ENVIRONMENTAL DOCUMENTS MUST BE SUBMITTED WITH APPLICATION.)



Location Map

Not to Scale

LEGEND

- EXISTING DISTRICT BOUNDARY
- PROPOSED DISTRICT BOUNDARY
- L.G.V.S.D. LAS GALLINAS VALLEY SANITARY DISTRICT
- S.R.S.D. SAN RAFAEL SANITATION DISTRICT

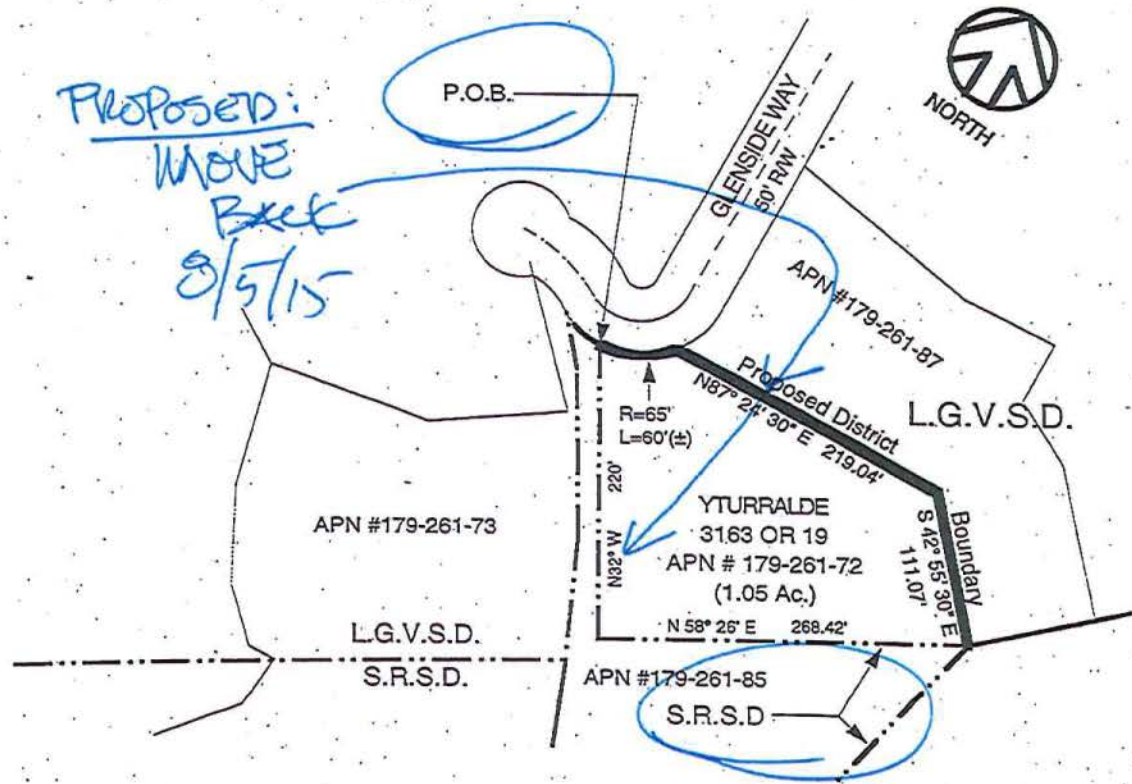


EXHIBIT "A"

Mapping No. 4/95

Date: 4/15/95 Scale: 1"=100'	CMF File No. 93-006 Drawn LM/GLC	CMF Consultants 335 West I St Benicia, CA 94510	Glenside Way Reorganization Detachment from Las Gallinas Valley Sanitary District Annexation to San Rafael Sanitation District
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LEGAL DESCRIPTION
GLENSIDE WAY REORGANIZATION

DETACHMENT FROM THE
LAS GALLINAS VALLEY SANITARY DISTRICT
AND
ANNEXATION TO THE
SAN RAFAEL SANITATION DISTRICT

MAPPING NO. 4/95

All that certain real property situate the County of Marin, State of California, and being more particularly described as follows:

Beginning at a point on the existing boundary line of the San Rafael Sanitation District and the Las Gallinas Valley Sanitary District, said Point also being the most Easterly corner of the Lands of Yturralde as said Lands are described in Deed to Yturralde in Book 3163 at Page 10, Marin County Records; said Point also is on the Southerly line of Glenside Way as said Southerly line is shown on "Amended Record of Survey of Los Ranchitos", filed September 26, 1947 in Book 2 of Official Surveys at Page 116, Marin County Records; thence from said Point of Beginning, along said Southerly line of Glenside Way, on a curve to the left with a radius of 65 feet, an arc length of 60 feet, more or less; thence leaving said Southerly line of Glenside Way, along the Northerly line of said Lands of Yturralde, North 87° 24' 30" East, 219.04 feet; thence South 42° 55' 30" East, 111.07 feet, to the existing mutual boundary of said San Rafael Sanitation District County and Las Gallinas Valley Sanitary District; thence along said District boundary line southwesterly and northwesterly to the Point of Beginning.

Containing 1.05 acres, more or less, in area.

Date: April 1995


Proposed:
REVERSE
BOUNDARY
BACK
8/5/15

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

5.b.

DATE: November 23, 2015

TO: Board of Directors, San Rafael Sanitation District

FROM: Doris Toy, District Manager/District Engineer 

SUBJECT: Adopt Resolution to Summarily Vacate a 10-Foot Sanitary Sewer Easement at 83 Summit Avenue, APN 009-052-09, San Rafael, California

RECOMMENDATION:

Adopt resolution to summarily vacate a 10-foot sanitary sewer easement at 83 Summit Avenue, APN 009-052-09, San Rafael, California.

BACKGROUND:

According to the "Map of Marina Vista," a record map dated February 11, 1946, there is a 10-foot sewer easement located at 83 Summit Avenue. The property owner, Laurie Bautista, recently purchased the property and has requested that the District vacate the sewer easement for her house remodel.

ANALYSIS:

The District has a sewer main along Summit Avenue, which begins in front of 83 Summit Avenue and connects to the sewer main on Pt. San Pedro Road (see attached map). The sewer easement runs longitudinally from the front to the back of 83 Summit Avenue. Since the subject property is located at the end of Summit Avenue and is surrounded by water on three sides, the District has never needed to extend the sewer main into this easement and does not foresee a need for this in the future.

Per California Streets and Highways Code Section 8333, the District is allowed to summarily vacate a public service easement where the easement has not been used for the purpose for which it was dedicated or acquired for five (5) consecutive years immediately preceding the proposed vacation.

Staff has reviewed this issue with legal counsel and has verified that the District is following the required procedure to summarily vacate the easement.

FISCAL IMPACT:

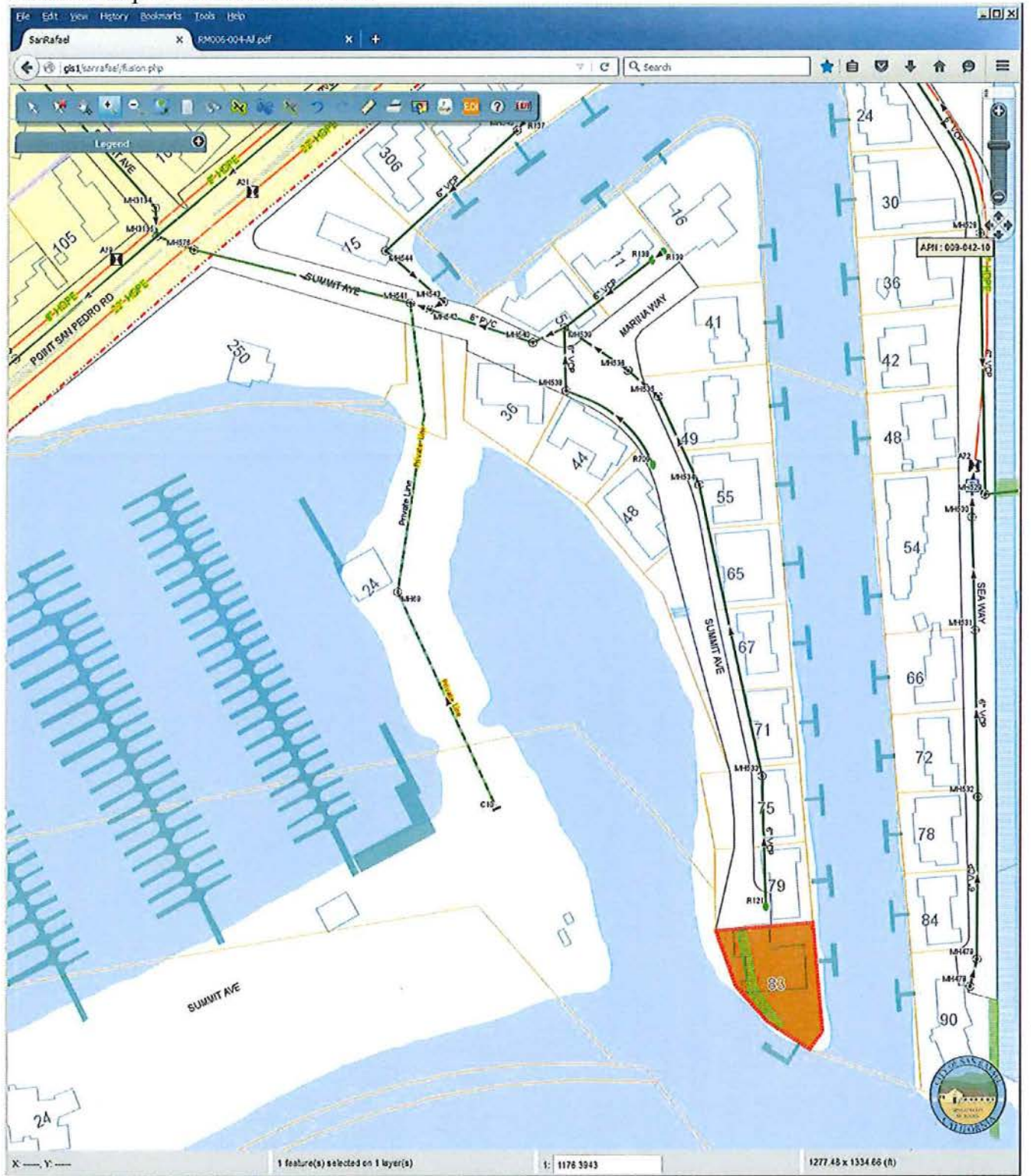
None.

ACTION REQUIRED:

Staff recommends that the Board adopt the resolution to summarily vacate a 10-foot sanitary sewer easement at 83 Summit Avenue, APN 009-052-09, San Rafael, California.

Attachment: Location Map
Resolution
Easement Quitclaim Deed

Location Map for 83 Summit Avenue



Not to Scale

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 15-1123

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
TO SUMMARILY VACATE A 10-FOOT
SANITARY SEWER EASEMENT
AT 83 SUMMIT AVENUE, APN 009-052-09
SAN RAFAEL, CALIFORNIA**

WHEREAS, the San Rafael Sanitation District acquired an easement at 83 Summit Avenue, APN 009-052-09, San Rafael, California on or about 1946; and

WHEREAS, the easement acquired is more particularly described in Exhibit A and shown in Exhibit B, attached hereto and incorporated herein by reference; and

WHEREAS, the San Rafael Sanitation District has not used this easement for the past 69 years on the grounds that the easement was not utilized due to the location of the easement on a parcel that is at the end of a street; and

WHEREAS, California Streets and Highways Code Section 8333 authorizes the legislative body of a local agency to summarily vacate a public service easement where the easement has not been used for the purpose for which it was dedicated or acquired for five (5) consecutive years immediately preceding the proposed vacation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SAN RAFAEL SANITATION DISTRICT that the public service easement described in Exhibit A has not been used for more than five (5) consecutive years and thus, pursuant to California Streets and Highways Code Section 8333, this public service easement is hereby summarily vacated.

BE IT FURTHER RESOLVED that this Resolution shall be recorded upon the real property where the easement was located. The Resolution shall be recorded with the Marin County Recorder's Office.

PASSED AND ADOPTED at a special meeting of the San Rafael Sanitation District Board of Directors held on the 23rd day of November, 2015, by the following vote, to wit:

AYES:

NOES:

ABSENT/ABSTAIN:

SAN RAFAEL SANITATION DISTRICT

Gary O. Phillips, Chairman

ATTEST:

Maribeth Bushey, Secretary

RECORDING REQUESTED BY:

San Rafael Sanitation District

Title No.:

When Recorded Mail To:

San Rafael Sanitation District
111 Morpew Street
San Rafael, CA. 94901

Record without fee per G.C. 27383

APN: 009-052-09

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Easement Quitclaim Deed

The undersigned grantor(s) declare(s)

Documentary transfer tax is \$ None value less than \$100.00

- computed on full value of property conveyed, or
- computed on full value less value of liens or encumbrances remaining at time of sale,
- Unincorporated Area City of San Rafael

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, San Rafael Sanitation District, a municipal corporation

hereby REMISE(S), RELEASE(S) AND FOREVER QUITCLAIM(S) to Laurie Dunn Bautista, a married woman as her sole and separate property.

The following described real property in the City of San Rafael, County of Marin, State of California:

SEE EXHIBIT "A" ATTACHED FOR LEGAL DESCRIPTION and EXHIBIT "B" ATTACHED FOR MAP OF LEGAL DESCRIPTION
See Resolution No. 15-1123 Attached

Dated: 08/21/2015

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

Doris Toy, PE District Manager

State of California)
County of _____)

On _____ before me,
_____, Notary Public
(here insert name and title of the officer), personally appeared
Doris Toy

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

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

WITNESS my hand and official seal.

Signature _____ (Seal)

EXHIBIT "A"

Being a sewer easement 10 feet in width over a portion of the lands of Laurie Bautista as described in Document Number 2015-003823, Marin County Records, also being a portion of Lot 31 as shown on the Map of Marina Vista recorded in Book 6 of Subdivision Maps, at Pages 4, Marin County Records, and being more particularly described as follows:

Beginning at northwest corner of Lot 31 as shown on said Map of Marina Vista;

Thence along the westerly line of said Lot 31 the following two courses;

South 11°20' East, 53.60' feet;

South 36°20' East, 60.63 feet;

Thence leaving said westerly line of Lot 31 North 53°40' East, 10.00 feet;

Thence North 36°20' West, 58.41 feet;

Thence North 11°20' West, 51.38 feet;

Thence South 78°40' West, 10.00 feet to the **Point of Beginning**.

Containing 1120 square feet, more or less

The Basis of Bearings for this description is the Map of Marina Vista recorded in Book 6 of Subdivision Maps, at Pages 4, Marin County Records.

This descriptions was prepared by me or under my direct supervision in August 2015.

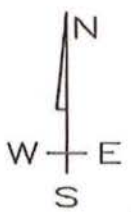
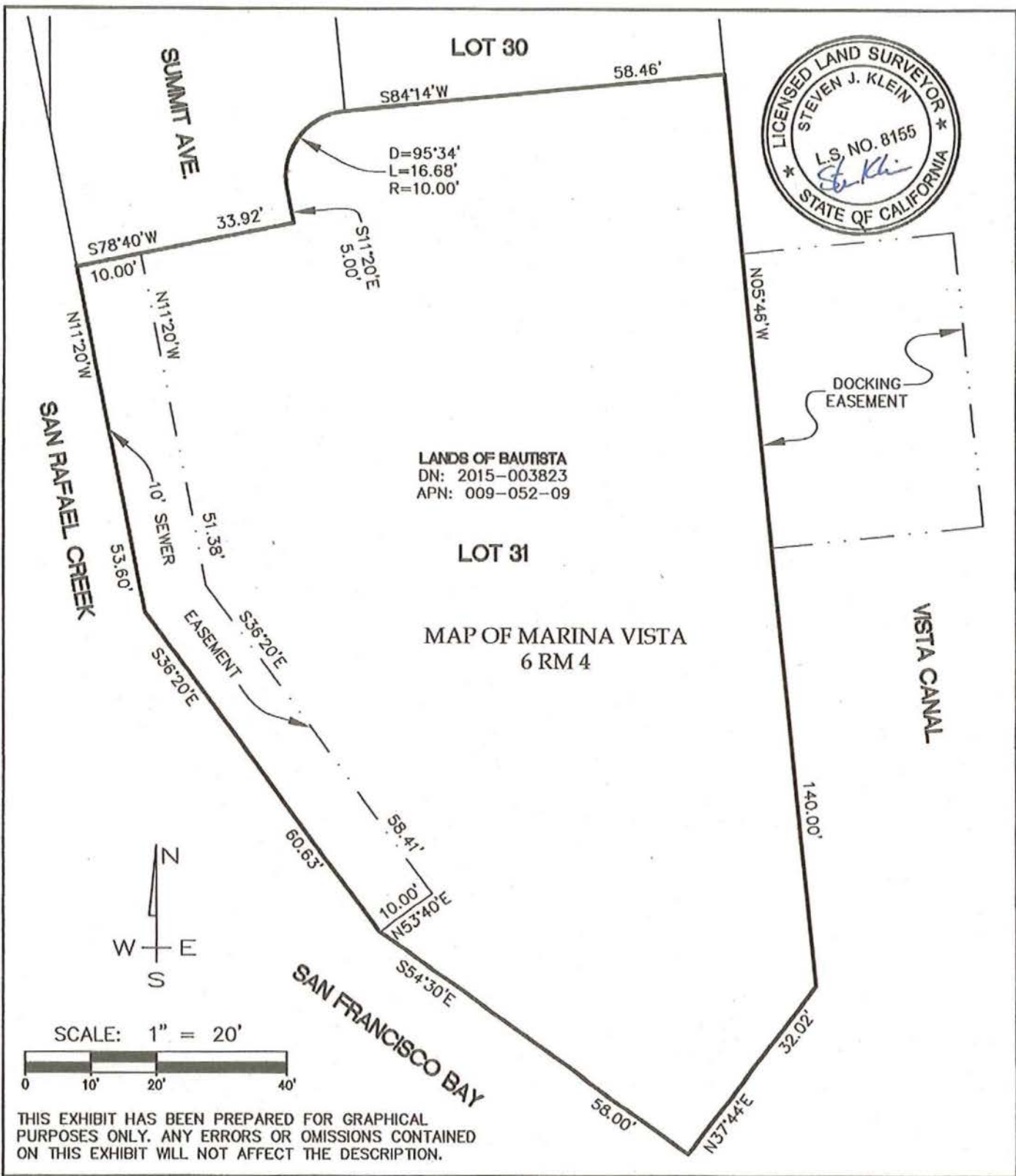
Steven J. Klein 8/20/15

Steven J. Klein, PLS 8155

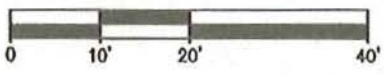
Date



It is the sole purpose of this Deed to extinguish any and all interest that the San Rafael Sanitation District has in the easement described over Lot 31 on Exhibit "A" and as shown on that certain map entitled "Map of Marina Vista, City of San Rafael, Marin County, California" filed for record March 11, 1946 in Book 6 of Maps at Page 4



SCALE: 1" = 20'



THIS EXHIBIT HAS BEEN PREPARED FOR GRAPHICAL PURPOSES ONLY. ANY ERRORS OR OMISSIONS CONTAINED ON THIS EXHIBIT WILL NOT AFFECT THE DESCRIPTION.

DATE: AUGUST 2015
JOB NO. 18-15
SHEET 1 of 1

EXHIBIT "B"

SEWER EASEMENT

APN 009-052-09
83 SUMMIT AVE
SANTA RAFAEL, CALIFORNIA



DVC GROUP INC.

CIVIL ENGINEERING ♦ LAND PLANNING

219 SHORELINE HIGHWAY
MILL VALLEY, CA 94941
(707) 775-8986

5.c.

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

DATE: November 23, 2015
TO: Board of Directors, San Rafael Sanitation District
FROM: Doris Toy, District Manager/District Engineer *DT*
SUBJECT: Adopt Resolution Authorizing the District Manager/District Engineer to Sign an Amendment to Agreement with WorkSmart Automation, Inc., for Additional Programming Related Services for the Glenwood Pump Station Improvement Project

RECOMMENDATION:

Adopt resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with WorkSmart Automation, Inc., for additional programming related services for the Glenwood Pump Station Improvement Project.

BACKGROUND:

At the July Board meeting, the Board awarded the Glenwood Pump Station Improvement Project to JMB Construction, Inc. The contract specifications did not include the programming portion of work because District staff wanted this work to be performed by a consultant who is familiar with the programming of our pump stations.

At our October 5, 2015, Board meeting, the Board authorized the District Manager/District Engineer to enter into a Professional Services Agreement with WorkSmart Automation, Inc., to perform the programming work for the Glenwood Pump Station Project. However, the Agreement did not include the Supervisory Control Data Acquisition (SCADA) programming services, since the new SCADA system for the District's pump stations had not yet been installed. (The SCADA system is used to monitor and control the equipment at our pump stations remotely and can be used to gather data, i.e. the amount of flow in a given period.)

The District's SCADA system was installed in mid-October by WorkSmart.

ANALYSIS:

WorkSmart Automation, Inc., performed all the programming for our previous pump station project, the Cayes Main Pump Station and Catalina Force Main Improvement Project, including SCADA, and also installed the District's SCADA system. WorkSmart's staff has been responsive, has offered recommendations based upon their own experiences, and has performed extra work at fair costs.

The original agreement is in the amount of \$21,750, and the proposed SCADA programming services will be an additional \$6,750.

FISCAL IMPACT:

This project will be funded under the Pump Station and Force Main Capital Improvements Program in the current 2015-16 Budget.

Proposed Budget:

October 5, 2015, Professional Services Agreement:	\$21,750
<u>November 23, 2015, Amendment to Agreement:</u>	<u>\$ 6,750</u>
Total	\$28,500

ACTION REQUIRED:

Staff recommends that the Board adopt the resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with WorkSmart Automation, Inc., for additional programming related services for the Glenwood Pump Station Improvement Project.

Attachment: Resolution
Amendment to Agreement

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 15-1124

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
AUTHORIZING THE DISTRICT MANAGER/DISTRICT ENGINEER
TO SIGN AN AMENDMENT TO AGREEMENT WITH
WORKSMART AUTOMATION, INC.
FOR ADDITIONAL PROGRAMMING SERVICES FOR
THE GLENWOOD PUMP STATION IMPROVEMENT PROJECT
FOR AN ADDITIONAL AMOUNT OF \$6,750**

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

The District Manager/District Engineer is hereby authorized to execute, on behalf of the San Rafael Sanitation District, an Amendment to Agreement with WorkSmart Automation, Inc., for additional programming services for the Glenwood Pump Station Improvement Project, a copy of which is hereby attached and by this reference made a part hereof.

PASSED AND ADOPTED at a special meeting of the San Rafael Sanitation District Board of Directors held on the 23rd day of November, 2015, by the following vote, to wit:

AYES:

NOES:

ABSENT/ABSTAIN:

SAN RAFAEL SANITATION DISTRICT

Gary O. Phillips, Chairman

ATTEST:

Maribeth Bushey, Secretary

**AMENDMENT TO AGREEMENT
FOR PROFESSIONAL SERVICES
TO COVER ADDITIONAL PROGRAMMING SERVICES BY
WORKSMART AUTOMATION, INC., FOR THE
GLENWOOD PUMP STATION IMPROVEMENT PROJECT**

This Amendment to the original Agreement is made and entered into this 23rd day of November, 2015, by and between the SAN RAFAEL SANITATION DISTRICT and WorkSmart Automation, Inc.

This Amendment covers an increase to the original contract budget amount of \$21,750 for programming services by approximately \$6,750 to cover Supervisory Control Data Acquisition programming, and other additional programming services requested by District staff for the Glenwood Pump Station Improvement Project.

All of the additional work will be in accordance with the attached proposals dated October 29, 2015, and attached herein as Exhibit "A".

SAN RAFAEL SANITATION DISTRICT

CONTRACTOR

Doris Toy
District Manager/District Engineer

WorkSmart Automation, Inc.

By: _____

Title: _____

APPROVED AS TO FORM:

Jack F. Govi
Assistant County Counsel



WorkSmart Automation, Inc.
Software Automation Specialists
3112 O Street, Suite 11
Sacramento, CA 95816

Phone (916) 454-1718
Fax (916) 454-1819

October 29, 2015

Quote: SRV15-2952

TO: Doris Toy, P.E.
District Manager/District Engineer
San Rafael Sanitation District
Doris.Toy@cityofsanrafael.org

**EXHIBIT
A**

FROM: Dan Jones
WorkSmart Automation, Inc.

SUB: Quotation for Services – Glenwood Pump Station SCADA Programming Services

Hi Doris,

Pursuant to your request, WorkSmart Automation is pleased to submit this quotation for the above mentioned project.

Overview

WorkSmart Automation is currently under contract with San Rafael Sanitation District (SRSD) for providing PLC and OIT programming and related project services for the Glenwood Pump Station. SCADA programming services were not included in the original scope of work as the new SCADA system for sewage pump stations did not yet exist.

This quote is for adding SCADA programming services for the Glenwood Pump station. WorkSmart will develop required graphic displays and programming in parallel with our existing contract for this pump station so that the testing and training requirements of the existing contract include SCADA displays and programming.

The following outlines WorkSmart's scope of work for this project:

Programming

The programming scope of tasks for WorkSmart Automation involves the following:

- **SCADA Programming**
Provide programming and configuration for up to (3) graphic displays to provide graphical control, alarm, and indication features specified and required to operate the new pump station from the District's FactoryTalk SCADA system.

Testing

A representative of WorkSmart Automation will attend and participate in the required testing as specified and required for pump station operation for the following tests and will include SCADA displays and alarms as part of the testing requirement:

- **Operational Readiness Test (ORT)**
WorkSmart Automation will attend and participate in the Operational Readiness testing as specified and required for pump station operation.

- **Functional Acceptance Test (FAT)**

WorkSmart Automation will participate in the field functional acceptance testing as specified and required for pump station operation.

Training

WorkSmart Automation shall provide operator/user training on the new SCADA displays during a 1 –day visit. The training will be on-site at the Corp yard where we will review the SCADA displays for the pump station and how to operate the station using the available SCADA displays. This training will take place during the same visit as PLC and OIT training is provided.

Project Meetings

WorkSmart Automation will attend project meetings on-site as requested by contractor and owner throughout the course of the project.

Warranty

WorkSmart Automation will warrant our programming and SCADA configuration for a period of one year from the date of acceptance as specified. We will correct any programming errors uncovered during this time at no additional charge. This warranty excludes operational changes and new features to the PLC program, OIT displays, and SCADA displays.

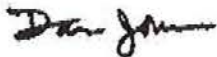
Assumptions / Exclusions

- WorkSmart will contract directly with owner (DISTRICT).
- No hardware or installation of hardware or wiring is included in this quote.
- No PLC or OIT programming and development software licensing is included in this quote.
- Any work requested outside the scope of this project will be quoted separately at WorkSmart's current labor and travel rates.
- WorkSmart carries \$1,000,000 in General liability insurance, \$1,000,000 in Professional Liability, and \$1,000,000 in Automobile Liability insurance for our clients. Amounts requested above these limits may require a change in contract price.

Total costs for these services shall be \$6,750 lump sum.

Please give me a call if you have any questions.

Best regards,



Dan Jones
Director of Business Development
WorkSmart Automation, Inc.

WASTEWATER COLLECTION SYSTEM INSPECTION CHECKLIST

Agency:	San Rafael Sanitation District
Inspection Team:	Michael Chee, SFBRWQCB
Facility Representatives:	
Date of Inspection:	

A. SEWER SYSTEM OVERVIEW

Please provide responses to the information requested in the right column below or in a separate attachment as appropriate.

Item	Response
1. Population served by your agency's sewer system	41,000
2. Service Area (sq. mi.)	13
3. Are other agencies/communities discharging into this sewer system? If so, please provide a list of these agencies/communities. Does an interagency agreement exist and who is responsible for maintaining the other system(s)?	None
4. Map showing major interceptors, trunk lines and pump stations	See attached
5. Flow monitoring program in place? If so, please briefly describe the program and provide actual sewer system flows in #6 below.	3 pump stations have flow meters. Flows for #6 are taken from headworks at WWTP (Central Marin Sanitation Agency)
6. Provide design and actual sewer system flows: <ul style="list-style-type: none"> a. Average daily dry weather flow (MGD): Lowest average of three corresponding months during the dry weather season (May-October) – 5 years reported b. Peak dry weather flow (MGD): Highest daily 24 hour peak flow during the dry weather season (May – October) – 5 years reported c. Peak wet weather flow (MGD): Highest daily 24 hour peak flow during the wet weather season (Nov – April) – 5 years reported 	From CMSA: a. 2010-3.5, 2011-3.4, 2012-3.3, 2013-3.2, 2014-3.1 b. 2010-11.6, 2011-7.9, 2012-5.3, 2013-5.4, 2014-3.9 c. 2010-20.2, 2011-18.0, 2012-24.8, 2013-6.0, 2014-26.7

Item	Response
d. Seasonal dry weather flow (MGD): Average of daily dry weather flows during the dry weather season (May – October)	d. 2010-3.5, 2011-3.4, 2012-3.3, 2013-3.2, 2014-3.1
7. Basis of peak flow (storm frequency):	Projected flows were based on estimated I/I in terms of gallons/acre/day (gad). Older sewer areas were given high gad values and newer areas were given lower values. Also used a probability graph of the sewage flow frequency based on flow data.
8. Average annual precipitation (in):	From CMSA: 2010-54.8", 2011-45.1", 2012-40.2", 2013-(rain gauge not working), 2014-38.7"
9. Miles of sewer (total)	146
10. Miles of gravity sewers	133
11. Miles of forced mains and other pressure systems	13
12. What percentage of your sewer system was constructed between the years of: a. 2000-Present b. 1980-1999 c. 1960-1979 d. 1950-1959?? e. 1940-1949 f. 1920-1939 g. Before 1919	0.03% 10.20% 17.32% 14.81% 9.51% 6.88% 41.26%
13. Responsibility for laterals? (e.g., at main line connection or from main line to property line (or easement or cleanout) or beyond property line)	Private
14. # of Pump stations	32
15. % Pump stations with remote status monitoring	14 (or 44%) PS have dialers; 4 (or 12.5%) are SCADA ready.
16. % Pump stations with backup power sources	10 (or 31%) have generators (8 stationaries and 2 mobiles)

Please present a general overview of the information requested in Sections B-E below. Please provide two hard copies and if available an electronic-copy of the documents indicated. Please note that some documents should only be made available for viewing purposes during the site inspection and will be indicated as such. When appropriate, please provide responses in the right column or in a separate attachment (provide two hard copies and if available an electronic copy). In some cases, your staff may be requested to provide a demonstration and/or present an overview of the information requested during the site visit.

B. SEWER SYSTEM MANAGEMENT AND SPILL RESPONSE:

Item	Response						
1. Sewer maps (viewing only) and/or demonstration of GIS							
2. Presentation and two copies of the 11 Elements of your agency's Sewer System Management Plan (SSMP) <ul style="list-style-type: none"> a. Goals b. Organization c. Overflow Emergency Response Plan d. Fats, Oils and Grease (FOG) Control Program e. Legal Authority f. Measures and Activities (map; resources and budget; prioritized preventive maintenance; scheduled inspections and condition assessment; sewer cleaning and maintenance inventory, spare parts inventory; training; and outreach to plumbers and building contractors) g. Design and Construction Standards h. Capacity Management (assessment, system evaluation and capacity assurance plan) i. Monitoring, Measurement and Program Modifications j. SSMP Audit k. Communication Program 	Submitted by email						
3. Number of current vacancies to operate and maintain sewer system in your organization	0						
4. Annual Budget for past three years	<table style="width: 100%; border: none;"> <tr> <td style="text-align: right; width: 60%;">FY 15-16</td> <td style="width: 40%;">\$17,465,000</td> </tr> <tr> <td style="text-align: right;">FY 14-15</td> <td>\$17,107,000</td> </tr> <tr> <td style="text-align: right;">FY 13-14</td> <td>\$16,114,000</td> </tr> </table>	FY 15-16	\$17,465,000	FY 14-15	\$17,107,000	FY 13-14	\$16,114,000
FY 15-16	\$17,465,000						
FY 14-15	\$17,107,000						
FY 13-14	\$16,114,000						
5. Most recent Sewer Master Plan (Viewing only)							
6. List of capital improvement projects completed in the past three years; List of current and future capital improvement projects.	See attached.						
7. Sources of funding for sewer O&M and capital improvement projects (i.e. sewer fees, general fund, bonds)	Sewer fees- 90% Property tax – 9% Connection						

Item	Response
	fees/Miscel – 1%
8. Average residential sewer fee (\$/month), basis of sewer rate fee, and allocations of sewer fees	\$65.68/month for FY15-16
9. Summary of spills (SSOs and treatment plant) over the last five years and current year <ul style="list-style-type: none"> a. For each calendar year, indicate spill date, location, total volume of spill, total volume recovered and returned to collection system, and spill cause b. Tabulate total number of spills for each calendar year and for the total period requested c. Tabulate total spills (# and % of total) caused by pump station failure, root blockage, FOG, force main breaks, and inadequate capacity (spills from pipes running full, otherwise unobstructed). Note: pump station failure includes mechanical and electrical problems and inadequate pump station capacity. 	(a) see attached. (b) see attached. (c) see attached “Summary of SSOs”
10. Average time from spill report to on-site response for each calendar year for the past five years and current year.	2015- 13.60 min. 2014- 14.43 min. 2013- 20.90 min. 2012- 14.55 min. 2011- 12.28 min. 2010- 19.50 min.
11. Demonstration of spill response tracking system (manual or computerized information management system). Make available for viewing customer complaint records, field spill reports, and office spill reports.	Viewing on-site
12. Contingency equipment and replacement inventories. If not already included in the SSMP, provide an up-to-date list of critical spare parts, major equipment for O&M and for effective response to emergency conditions.	Included in SSMP and OERP
13. Pump Station Inventory. Provide a list of pump stations including type and configuration, flow, percent of service area served by pump station, number of pumps and capacity, backup power, and alarms listing.	See attached.
14. Overflow Emergency Response Plan (Viewing Only). If the plan is only referenced and not summarized in the SSMP, please provide a copy of the plan.	Viewing on-site

C. SEWER SYSTEM MAINTENANCE:

Item	Response
1. Demonstration of maintenance management system (manual, computerized management information system or computer-based maintenance management system (CCMS)). Make available for	Viewing on-site

Item	Response
viewing service request reports, work orders, system inventory, sewer inspection and condition assessment records, maintenance and cleaning records, and pump station O&M records/log books.	
2. Demonstration of telemetered monitoring and supervisory control systems (i.e. Supervisory Control And Data Acquisition (SCADA) system or system to gather data, supervise and control operations of the sewer collection system)	Viewing on-site
3. Sewer cleaning statistics for last three full calendar years per year <ul style="list-style-type: none"> a. System cleaning production (miles per year) b. System cleaning frequency (years) c. Pipes cleaned at least once per year (% of system) d. Number of manholes inspected annually e. Force mains inspected annually (miles or feet) 	<p>(a) 2012 – 150miles; 2013 – 160 miles; 2014 – 159 miles.</p> <p>(b) Varies. Hot spots are min. 2x's/year. Others are once/3 years.</p> <p>(c) 44% avg. for past 3 years.</p> <p>(d) Manholes are inspected at the same time when the crew clean the pipeline. If there is a defect, the crew make note in maintenance mgmt. system on computer.</p> <p>(e) In 2012, Cathodic Protection Survey on DIP's was performed. In 2014 and 2015, SRSD replaced test stations and anodes as recommended in 2012 Survey. SRSD plans & have budgeted for a force main system condition program for next 3 years. Also, force main valves are turned and ARV's are inspected and cleaned at minimum every 6 months.</p>

Item	Response
4. Hot spot cleaning/inspection schedule (a-e above) and workload	See attached Hydro Schedule and Rodder Schedule (2 doc'ts)
5. Average frequency of Food Service Establishments inspection over the past five full calendar years	Contract with CMSA. Initial Site Inspection and then Pre-Permit Inspection with a dye test to ensure proper connections. Annual inspections are performed 3 times per calendar year as long as they are in compliance. Additional times if they are not cleaning or having trap or interceptor cleaned on the required cleaning frequency included in their permit. Cleaning frequencies are based on grease levels in trap when inspected or if SRSD informs CMSA there is heavy grease in the line when cleaning.
6. Summary of CCTV condition assessment rating	
7. Written explanation of pipe condition rating system	PACP

D. SEWER SYSTEM CAPACITY

Item	Response
Has the system undergone a capacity and an Inflow/Infiltration (I/I) assessment? If so, please provide date and a summary of the findings.	In 1979, the I/I assessment determine that it was more cost effective to provide pumping & treatment capacity, than to replace/reline sewer main & laterals to resolve the I/I.

Item	Response
	<p>CMSA, operation in 1985, was designed with extra hydraulic capacity.</p> <p>In 1986, the I/I assessment was used to develop a long range plan for Pump Station and force main improvements.</p> <p>In 1997, the I/I assessment was used to update the 1986 plan and develop next CIP's.</p> <p>In 2010, I/I assessment on key trunk lines; results are added projects to the CIP.</p>
Is the City currently implementing an I/I reduction program?	80-year replacement program for gravity sewers; replacing lower laterals in CIP's; City informing owners to inspect/ possibly replace laterals prior to paving.
Capacity assessment reports and Inflow/Infiltration (I/I) studies (Viewing Only)	Viewing on-site

SAN RAFAEL SANITATION DISTRICT
 80-YEAR LIFE-CYCLE PROGRAM (GRAVITY SEWERS)
 SUPPORTING SCHEDULE TO FY 2018-19

Project	Est. Cost	Fiscal Year						
		2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Pt. San Pedro Road Sewer (east)	\$126,557		\$14,057					
Fifth Ave. Eye to K Streets	\$1,453,705	\$15,000	\$206,500					
Magnolia and Acacia, Dominican	\$1,279,147	\$4,000						
B St. Fourth St to Fifth Ave	\$66,955	\$1,323						
G St. and Forbes	\$284,353	\$56,244						
#34 Valley View, Fairhills	\$133,315	\$129,792						
Lincoln Ave, Mission to Ritter	\$1,345,787	\$40,000	\$1,213,749					
Irwin St. - Lynn Court to Woodland	\$107,001	\$40,000	\$55,178					
H Street, Fourth to Forbes	\$835,733		\$25,733	\$740,000	\$70,000			
Shaver, Latham to Second	\$385,488		\$56,426	\$329,062				
Upper Fremont	\$316,613		\$4,462	\$304,271				
SMART - Tamalpais Sewer Relocation ¹	\$440,000			\$438,593				
Warner Court	\$359,893			\$40,000	\$300,000			
Lincoln Ave, Paloma to Mission	\$1,060,000			\$220,000	\$840,000			
Sun Valley-Calif, Humboldt, Nevada	\$2,000,000			\$100,000	\$1,883,817			
Sun Valley-Calif, Solano, Alpine, Windsor	\$2,300,000				\$100,000	\$2,200,000		
Lincoln Ave, Prospect to Paloma	\$4,000,000				\$1,800,000	\$2,200,000		
Woodland Pl/Ave & Octavia	\$1,200,000				\$700,000	\$500,000		
Rehabilitation of Beach Sewers-Bayside Acres	\$1,937,366		\$35,324	\$2,042		\$300,000	\$1,600,000	
El Cerrito to Forbes	\$470,000		\$0			\$325,000	\$135,000	
Miramar and Miraflores	\$400,000						\$399,434	
Francisco Blvd. East-Medway to Hoag end & Vivian	\$380,000					\$380,000		
Second St, Ida to E Streets	\$1,300,000					\$100,000	\$1,200,000	
#96 Bret Harte Easement	\$350,000						\$350,000	
Fifth Ave, Ray Ct to Sirard Ln	\$550,000						\$550,000	
System Condition/Capacity Assessment	\$1,177,114		\$546	\$20,000	\$350,000	\$350,000	\$350,000	
Rehabilitation of Gravity Sewer (80-year)	\$754,930	\$100,000	\$54,550	\$380	\$200,000	\$200,000	\$200,000	
Emergency Projects	\$525,289		\$73,289	\$47,000	\$130,000	\$135,000	\$140,000	
Projects to be identified	\$26,561,923			2,364,522	(1,629,771)	(1,803,632)	108,525	5,183,947
TOTAL CAPITAL EXPENDITURES	\$27,788,569	\$386,359	\$1,739,814	\$4,605,870	\$4,744,046	\$4,886,368	\$5,032,959	\$5,183,947

Completed Project

¹Tamalpais project was \$880k total, but was split 50/50 with SMART

SAN RAFAEL SANITATION DISTRICT
PUMP STATION & FORCE MAIN CAPITAL IMPROVEMENT PROGRAM
SUPPORTING SCHEDULE TO FY 2020-21

Project	Est. Cost	Fiscal Year								
		2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
CAPITAL IMPROVEMENT PROJECTS										
Cayes Main PS/Catalina FM	\$2,386,013		\$136,013	\$2,250,000						
Cathodic Protection	\$142,251		\$120,251	\$22,000						
Cathodic Protection, Phase 2	\$300,000			\$10,000	\$290,000					
Glenwood Pump Station	\$1,874,000			\$174,000	\$1,700,000					
San Pedro Pump Station Upgrade	\$1,900,000					\$650,000	\$1,250,000			
South Francisco Pump Station	\$1,720,000						\$560,000	\$1,160,000		
Fiberglass Pump Station Upgrade	\$820,000							\$270,000	\$550,000	
Third Street Pump Station	\$600,000							\$200,000	\$400,000	
Stand Pipe at Pump Stations	\$109,308				\$100,000					
Force Main Condition Assessment	\$663,642				\$128,750	\$132,613	\$136,591	\$140,689		
Projects to be identified	\$5,067,617								\$1,976,717	\$1,000,000
Emergency Projects for PS and FM	\$1,465,769			\$125,000	\$130,000	\$135,000	\$140,000	\$145,000		
TOTAL CAPITAL EXPENDITURES	\$33,723,270	\$0	\$256,264	\$2,581,000	\$2,348,750	\$917,613	\$2,086,591	\$1,915,689	\$2,926,717	\$1,000,000

Completed Project

SUMMARY OF SANITARY SEWER OVERFLOWS FROM 2005 TO 9/30/15

Volume of SSOs

	2010	2011	2012	2013	2014	2015
Volume of SSO's	Volume (gallons)	Volume (gallons)	Volume (gallons)	Volume (gallons)	Volume (gallons)	Volume (gallons)
Total volume contained and returned to sewer system for treatment	1,558	1,952	500	4,377	3,500	1,621
Total volume reaching waters of the State	600	200	510	3,158	1,575	0
Total volume not contained but not reaching waters of the State (everything else)	2,118	243	596	2,657	580	261
Total Volume of SSO's	4,276	2,395	1,606	10,192	5,655	1,882

SUMMARY OF SSO'S CAUSED BY PUMP STATION FAILURE, ROOT BLOCKAGE, FOG, FORCE MAIN BREAKS, AND INADEQUATE CAPACITY

Items	2010		2011		2012		2013		2014		2015**	
	Number of Spills	% of Spills	Number of Spills	% of Spills	Number of Spills	% of Spills	Number of Spills	% of Spills	Number of Spills	% of Spills	Number of Spills	% of Spills
Cause of SSO's												
Pump Station failure*	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Root Blockage	13	59.1%	5	20.8%	9	31.0%	15	38.5%	13	43.3%	6	40.0%
FOG	1	4.5%	1	4.2%	2	6.9%	3	7.7%	2	6.7%	0	0.0%
Force Main Break	0	0.0%	0	0.0%	1 ²	3.4%	2	5.1%	1 ²	3.3%	0	0.0%
Inadequate Capacity	1 ¹	4.5%	0	0.0%	1	3.4%	0	0.0%	0	0.0%	0	0.0%
Total SSO's caused by the above	15	68.2%	6	25.0%	13	44.8%	20	51.3%	16	53.3%	6	40.0%
Total Spills for the year (including above)	22		24		29		39		30		15	

*Pump station failure includes mechanical and electrical problems and inadequate pump station capacity.

** January 1, 2015 to September 30, 2015

¹ 2010, Inadequate Capacity was due to a contractor who installed an undersized bypass pipe during a sewer pipe repair.

² 2012 & 2014, Force Main Break was due to ARV break.

SRSD PUMP STATION INVENTORY

	Andersen A	Andersen B	Kerner A	Mooring Road	West Francisco	Third Street	North Francisco	McPhail's	Bret Harte	Simms St	South Francisco	West Railroad	Cayes Main (Catalina)
Characteristic	No. 1	No. 2	No. 3	No. 4	No. 5	No. 6	No. 7	No. 8	No. 9	No. 10	No. 11	No. 12	No. 13
Location	1001 Andersen Drive	1271 Andersen Drive	3098 Kerner Boulevard	2 Pt San Pedro Rd	699 Andersen Drive	119 Third St	201 Francisco Boulevard E	460 DuBois St	86 Woodland Ave	40 Simms St	1601 Francisco Boulevard E	47 Castro Ave	19 Gloucester Cove
Date Constructed	1971	1971	1974	1973	1997	1958	1971	1985	1958	1949	1983	1949	1963
and Expansions	1991	1991	1994	1995		1982	1994		1994	2002		1991	1983, 2015
Type	Submersible	Submersible	Submersible	Submersible	Submersible	Submersible	Wet Pit	Submersible	Submersible	Submersible	Wet Pit	Wet Pit	Submersible
							Dry Pit				Dry Pit	Dry Pit	
Average Run Time (min/day)	45	30	150	30	45		1200	30	240	60	240	1020	500
Auxiliary Pump Pit	No	No	No	No	No	No	No	No	No	Yes	No	No	Yes
Pumping Units													
Number	2	2	2	2	2	2	5	2	3	3	2	4	3
Suction Size, in	--	--	--	--	--	--	2 @ 8", 3 @ 14"	--	--	--	4"	8"	--
Discharge Size, in	4"	4"	4"	4"	4"	4"	2 @ 8", 3 @ 12"		8"	8"		8"	8"
Installed Capacity, each, gpm	300	210	400	400	520	300	2 @ 2300 3 @ 8000	350	1100	1200	900	700, 1,700	3 @ 400
Design TDH, ft	20	16	21	17	22	20	2 @ 30, 3 @ 98	15	64	60	58	30	87
Model	Flygt	Flygt	Flygt	Flygt	Flygt	Flygt	5 Allis-Chalmers	Peabody Barnes	Flygt	Flygt	Fairbanks	Fairbanks	Flygt
	3127	3102	3085	3085	3127	4085	8x8x17, 14x12x21	SE 203	3170	C-3170	Morse	Morse	NP3153 HT3-463
Voltage	208V	208V	208V	240V	240V	208V	480V	240V	208V	480V	240V	480V	460V
Impeller No													
Primary Pump Controls	Ultrasonic	Ultrasonic	Bubbler	Ultrasonic	Ultrasonic	Ultrasonic	Bubbler	Ultrasonic	Bubbler	Ultrasonic	Bubbler	Ultrasonic	Ultrasonic
Secondary Pump Controls	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches
Motors												Vari-Speed	
Speed, RPM	1750	1750	1750	1700	1725	--	Vari-Speed	1725	1160	1750	1720	VFD	VFD
Horsepower	10	5	10	3	10	3	2 @ 25, 3 @ 250	2	30	30	20	2 @ 50, 2 @ 100	20
Standby Power	Plug	Plug	Plug	Plug	Plug	Plug	Plug	Plug	Plug	Plug	None	Plug	Plug
Fuel Source	--	--	--	--	--	--	Diesel	--	Diesel	Diesel	--	Diesel	Diesel
Rating, KW	--	--	--	--	--	--	750	--	125	125	--	350	60
Discharge Force Main													
Year													
Size, in	8"/45"	8"/45"	6"	6"	8"	8"	27"/36"/45"	8"	8"	12"/16"/36"/45"	10"	12"/16"/36"/45"	8"
Length, ft	40/3537	50/948	743	18	830	490	13,220 (Total)	300	1265	15/45/22/4352	570	35/57/1588/4352	1230/1209
Type of Pipe	Techite/CCP	Techite/CCP	ACP	PVC	PVC	CI	CCP	CI	DIP	DI	CCP	CCP	HDPE/CCP
Static Lift, ft	45	40	12	15	20	7	29	7	11.5	37	35.5	39	42.7
Flowmeter	No	No	No	No	No	No	Yes	No	No	No	Yes	Yes	Yes
Est Pumping Capacity, mgd			0.6*	0.6*	0.7*	0.4*	24	0.5*	2.3	1.7	2.9	2.3	1.44
Discharge Point	CMSA Plant	CMSA Plant	Gravity Sewer to PS #5	Gravity Sewer to PS #15	Gravity Sewer to PS #10	Gravity Sewer to PS #15	CMSA Plant	Gravity Sewer to PS #9	CMSA Plant	CMSA Plant	CMSA Plant	CMSA Plant	CMSA Plant
Percent of Total Area	0.5%	0.5%	0.5%	2.0%	0.5%	2.8%	53.4%	0.5%	4.5%	2.6%	1.0%	19.0%	2.0%
Alarms	Yes	Yes	Panel Alarms	Panel Alarms	Panel Alarms	Panel Alarms	Yes	Panel Alarms	Yes	Yes	Yes	Yes	Yes
Raco Dialer							Yes		Yes	Yes	Yes	Yes	Yes
Ethernet Radio SCADA													Yes
Beacon/Audible with Backup UPS	Yes	Yes					Yes			Yes	Yes	Yes	Yes
CMSA monitor (redundancy)							Yes			Yes	Yes	Yes	Yes
Bypass to Collection System				Yes	Yes								Yes

* One pump only

SRSD PUMP STATION INVENTORY

	Newport Way	San Pedro	Loch Lomond	Glenwood	Sea Way	Beach Drive Fiberglass	Beach Drive by Bay	Riviera (Peacock No. 1)	Peacock (No. 2)	Peacock Lagoon (No. 3)	Main Drive	McNear's Beach	Biscayne
Characteristic	No. 14	No. 15	No. 16	No. 17	No. 18	No. 19	No. 20	No. 21	No. 22	No. 23	No. 24	No. 25	No. 26
Location	11 Newport Way	48 Marina @ Pt San Pedro	575 Pt San Pedro Rd	905 Pt San Pedro Rd	50 Sea Way	11 Beach Dr	35 Beach Dr	301 Riviera Dr	140 Peacock Dr	44 Lagoon Rd	850 Pt San Pedro Rd	201 Canterra Way	403 Biscayne Drive
Date Constructed		1949	1956	1956	1970	1972	1972	1960	1962	1962	1972		1986
and Expansions	1982, 1995	1968, 1994	1972, 2008	1983, 2016	1982	1984	1982, 1995	1983, 2005	2011	1984	1982, 1995		
Type	Submersible	Wet Pit	Submersible	Submersible	Submersible	Self Priming	Submersible	Submersible	Submersible	Submersible	Submersible	Submersible	Submersible
Average Run Time (min/day)	45	150	60	240	60	120	30	420	210	120	120	25	120
Auxiliary Pump Pit	No	No	Yes	No	No	No	No	Yes	Yes	No	No	No	No
Pumping Units													
Number	2	3	4	3	2	2	2	3	3	2	2	2	2
Suction Size, in	--	5"	--	--	--	3"	--	--	--	--	--	--	--
Discharge Size, in	4"	5"	8"	6"	3"	4"	4"	8"	6"	4"	4"	4"	4"
Installed Capacity, each, gpm	300	2 @ 700	990	3 @ 900	300	100	300	990	500	125	100	125	125
Design TDH, ft	20	20	88	162	20	30	20	162	35	25	30	22	22
Model	Flygt	Fairbanks	Flygt	Flygt	Flygt	Gormann-Rupp	Flygt	Flygt	flygt	Flygt	Flygt	Flygt	Flygt
	3085	Morse	C-3300	3301.095	3085	T343B	3085	C-3300	NP 3127-181	3085	3085	3127	3085
Voltage	240V	240V	480V	460V	240V	240V	240V	480V	240V	240V	240V	240V	240V
Impeller No.				464									
Primary Pump Controls	Ultrasonic	Bubbler	Ultrasonic	Bubbler	Ultrasonic	Bubbler	Bubbler	Ultrasonic	Ultrasonic	Ultrasonic	Ultrasonic	Bubbler	Bubbler
Secondary Pump Controls	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches
Motors				Vari Speed									
Speed, RPM	1700	2 @ 1150/860	1770	1000/1800	1700	1700	1750	1770	1735	1750	1750	1750	1750
Horsepower	3	2 @ 7.5/10	88	60	10	3	3	88	10		5	9.4	
Standby Power	Plug				None	Plug	Plug	None	Mobile	Plug	Plug	Plug	Plug
Fuel Source	--	Diesel	Diesel	Diesel	--	--	--	Diesel	Diesel	--	--	--	--
Rating, KW	--	60	275	237	--	--	--	180	60	--	--	--	--
Discharge Force Main													
Year			1996	1995	2001								
Size, in	4"	12"	20" 00	10"/16"	6"	4"	4"	12"/14"/22"	8"	4"	4"	4"	4"
Length, ft	10	750	5500	4300	957	225	174	6140	1120	800	152	1273	40
Type of Pipe	DI	Concrete	HDPE	CI / HDPE	HDPE	CIP	CIP	PE	HDPE	DI	CIP	ACP	DI
Static Lift, ft		2	78.5	72	11	11	20	83	15	9.5	19	64	
Flowmeter	No	No	No	No	No	No	No	No	No	No	No	No	No
Est Pumping Capacity, mgd	0.4*		1.4*	0.9*	0.4*	0.14*	0.4*		0.72	0.18*	0.14*	0.18*	0.18*
Discharge Point	Gravity Sewer to PS #13	Gravity Sewer to PS #12	Gravity Sewer to PS #12	Gravity Sewer to PS #12	Gravity Sewer to PS #15	Gravity Sewer to PS #16	Gravity Sewer to PS #19	Glenwood Force Main	Gravity Sewer to PS #21	Gravity Sewer to PS #21	Gravity Sewer to PS #17	Gravity Sewer to PS #21	Gravity Sewer to PS #22
Percent of Total Area	0.5%	3.0%	7.0%	4.0%	0.5%	0.5%	0.5%	4.0%	2.0%	1.0%	<1%	<1%	1.0%
Alarms	Yes	Yes	Yes	Yes	Yes	Yes	Panel Alarm	Yes	Yes	Panel Alarms	Panel Alarms	Yes	Yes
Raco Dialer		Yes	Yes	Yes	Yes	Yes		Yes	Yes			Yes	
Ethernet Radio SCADA		Yes	SCADA Ready	Yes		Yes		SCADA Ready	SCADA Ready				
Beacon/Audible with Backup UPS	Yes	Yes	Yes	Yes		Yes			Yes				Yes
CMSA monitor (redundancy)		Yes											
Bypass to Collection System		Yes			Yes								

* One pump only

SRSD PUMP STATION INVENTORY

	Kerner B	Kerner C	Bedford	Baypoint	Marin Bay Park	Baypoint Lagoon	Loch Lomond Marina
Characteristic	No. 27	No. 28	No. 29	No. 30	No. 31	No. 32	
Location	2599 Kerner	2450 Kerner	47 Bedford	30 Baypoint	1 Canterra	147 Baypoint	Future
	Boulevard	Boulevard	Cove	Drive	Way	Drive	
Date Constructed	1987	1987	1989	1993	1985	1995	
and Expansions							
Type	Submersible	Submersible	Submersible	Submersible	Submersible	Submersible	Submersible
Average Run Time (min/day)	60						
Auxiliary Pump Pit	No	No	No	No	No	No	No
Pumping Units							
Number	2	2	2	2	2	2	2
Suction Size, in	--	--	--	--	--	--	--
Discharge Size, in	4"	4"	4"	4"	4"	4"	4"
Installed Capacity, each, gpm	125	125	300	300	300	300	270
Design TDH, ft	22	2	30	30	30	30	19.5
Model	Flygt	Flygt	Flygt	Flygt	Flygt	Flygt	Flygt
	3085	3085	3085	3085	3085	3085	NP 3085-462
Voltage	240V	240V	240V	240V	240V	240V	Future
Impeller No.							
Primary Pump Controls	Milltronics	Bubbler	Ultrasonic	Bubbler	Bubbler	Ultrasonic	Ultrasonic
Secondary Pump Controls	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches	Float Switches
Motors							
Speed, RPM	1750	1750	1750	1750	1750	1750	1750
Horsepower		3.2	3.2	3.2	3.2	3.2	3
Standby Power	Plug	Plug	Plug	Plug	Plug	Plug	Plug
Fuel Source			--	--	--	--	--
Rating, KW			--	--	--	--	--
Discharge Force Main							
Year							
Size, in	4"	4"	6"	6"	6"	6"	6"
Length, ft	30	50	50	30	500	30	1400
Type of Pipe	PVC	PVC	PVC	PVC	PVC	PVC	PVC
Static Lift, ft							
Flowmeter	No	No	No	No	No	No	
Est Pumping Capacity, mgd	0.18*	0.18*	0.4*	0.4*	0.4*	0.4*	0.39*
Discharge Point	Gravity Sewer to PS #11	Gravity Sewer to PS #27	Gravity Sewer to PS #14	Gravity Sewer to PS #13	Gravity Sewer to PS #21	Gravity Sewer to PS #28	Gravity Sewer to PS #16
Percent of Total Area	1.0%	1.0%	0.5%	0.5%	0.5%	0.5%	0.5%
Alarms	Yes	Yes	Yes	Yes	Panel Alarm	Yes	Yes
Raco Dialer							
Ethernet Radio SCADA							Yes
Beacon/Audible with Backup UPS	Yes	Yes	Yes	Yes		Yes	Yes
CMSA monitor (redundancy)							
Bypass to Collection System							Yes

* One pump only

6.b.

SC-100

Plaintiff's Claim and ORDER to Go to Small Claims Court

Clerk stamps date here when form is filed.

FILED
OCT 01 2015
JAMES M. KIM, Court Executive Officer
MARIN COUNTY SUPERIOR COURT
By: L. Mauga, Deputy

Notice to the person being sued:

- You are the Defendant if your name is listed in ② on page 2 of this form. The person suing you is the Plaintiff, listed in ① on page 2.
- You and the Plaintiff must go to court on the trial date listed below. If you do not go to court, you may lose the case.
- If you lose, the court can order that your wages, money, or property be taken to pay this claim.
- Bring witnesses, receipts, and any evidence you need to prove your case.
- Read this form and all pages attached to understand the claim against you and to protect your rights.

Fill in court name and street address:

Superior Court of California, County of Marin
Marin County Superior Court
3501 Civic Center Drive, Room 113
P.O. Box 4968
San Rafael, CA 94913-4988

Aviso al Demandado:

- Usted es el Demandado si su nombre figura en ② de la página 2 de este formulario. La persona que lo demanda es el Demandante, la que figura en ① de la página 2.
- Usted y el Demandante tienen que presentarse en la corte en la fecha del juicio indicada a continuación. Si no se presenta, puede perder el caso.
- Si pierde el caso la corte podría ordenar que le quiten de su sueldo, dinero u otros bienes para pagar este reclamo.
- Lleve testigos, recibos y cualquier otra prueba que necesite para probar su caso.
- Lea este formulario y todas las páginas adjuntas para entender la demanda en su contra y para proteger sus derechos.

Court fills in case number when form is filed.

Case Number:
SMC 1510029
Case Name:

Order to Go to Court

The people in ① and ② must go to court: (Clerk fills out section below.)

Trial Date	Date	Time	Department	Name and address of court if different from above
	NOV 13 2015	10:30AM	P	CHECK BULLETIN BOARD LOCATED IN LOBBY ON COURT FLOOR
2.				
3.				
	Date: OCT 01 2015		Clerk, by JAMES M. KIM	L. MAUGA, Deputy

Instructions for the person suing:

- You are the Plaintiff. The person you are suing is the Defendant.
- Before you fill out this form, read Form SC-100-INFO, *Information for the Plaintiff*, to know your rights. Get SC-100-INFO at any courthouse or county law library, or go to www.courts.ca.gov/smallclaims/forms.
- Fill out pages 2 and 3 of this form. Then make copies of all pages of this form. (Make one copy for each party named in this case and an extra copy for yourself.) Take or mail the original and these copies to the court clerk's office and pay the filing fee. The clerk will write the date of your trial in the box above.
- You must have someone at least 18—not you or anyone else listed in this case—give each Defendant a court-stamped copy of all five pages of this form and any pages this form tells you to attach. There are special rules for "serving," or delivering, this form to public entities, associations, and some businesses. See Forms SC-104, SC-104B, and SC-104C.
- Go to court on your trial date listed above. Bring witnesses, receipts, and any evidence you need to prove your case.



Plaintiff (list names):

Case Number:

1 The Plaintiff (the person, business, or public entity that is suing) is:

Name: Yvonne Postelle Phone: 415 457-5251
Street address: 385 Mountain View Avenue San Rafael CA 94901
Mailing address (if different):

If more than one Plaintiff, list next Plaintiff here:

Name: Phone:
Street address:
Mailing address (if different):

- Check here if more than two Plaintiffs and attach Form SC-100A.
Check here if either Plaintiff listed above is doing business under a fictitious name. If so, attach Form SC-103.

2 The Defendant (the person, business, or public entity being sued) is:

Name: San Rafael Sanitation District Phone: 415 454-4001
Street address: 111 Morphew Street San Rafael CA 94901
Mailing address (if different): P.O. Box 151560 San Rafael CA 94901

If more than one Defendant, list next Defendant here:

Name: JMB Constuction Inc. Phone: 650 267-5300
Street address: 132 South Maple Avenue South San Francisco CA 94080
Mailing address (if different):

- Check here if more than two Defendants and attach Form SC-100A.
Check here if any Defendant is on active military duty, and write his or her name here:

3 The Plaintiff claims the Defendant owes \$ 4,962 . (Explain below):

- a. Why does the Defendant owe the Plaintiff money?
Repeated shaking and land movement that tore up the fence, shifted the deck, during work to update and expand the Cayes Main Pump next door to property.
When did this happen? (Date):
b. If no specific date, give the time period: Date started: Winter 2014 Through: Spring 2015
c. How did you calculate the money owed to you? (Do not include court costs or fees for service.)
Bid for replacing fence by A-1 Construction adhering to requirements of Spinnaker Point Homeowners Assn.

Check here if you need more space. Attach one sheet of paper or Form MC-031 and write "SC-100, Item 3" at the top.

Plaintiff (list names):

Case Number:

4 You must ask the Defendant (in person, in writing, or by phone) to pay you before you sue. Have you done this? Yes No

If no, explain why not:

5 Why are you filing your claim at this courthouse?

This courthouse covers the area (check the one that applies):

- a. (1) Where the Defendant lives or does business. (4) Where a contract (written or spoken) was made, signed, performed, or broken by the Defendant or where the Defendant lived or did business when the Defendant made the contract.
- (2) Where the Plaintiff's property was damaged.
- (3) Where the Plaintiff was injured.
- b. Where the buyer or lessee signed the contract, lives now, or lived when the contract was made, if this claim, is about an offer or contract for personal, family, or household goods, services, or loans. (Code Civ. Proc., § 395(b).)
- c. Where the buyer signed the contract, lives now, or lived when the contract was made, if this claim is about a retail installment contract (like a credit card). (Civ Code, § 1812.10.)
- d. Where the buyer signed the contract, lives now, or lived when the contract was made, or where the vehicle is permanently garaged, if this claim is about a vehicle finance sale. (Civ Code, § 2984.4.)
- e. Other (specify): _____

6 List the zip code of the place checked in 5 above (if you know): 94901

7 Is your claim about an attorney-client fee dispute? Yes No
If yes, and if you have had arbitration, fill out Form SC-101, attach it to this form, and check here:

8 Are you suing a public entity? Yes No
If yes, you must file a written claim with the entity first. A claim was filed on (date): July 22, 2015
If the public entity denies your claim or does not answer within the time allowed by law, you can file this form.

9 Have you filed more than 12 other small claims within the last 12 months in California?
 Yes No If yes, the filing fee for this case will be higher.

10 I understand that by filing a claim in small claims court, I have no right to appeal this claim.

11 I have not filed, and understand that I cannot file, more than two small claims cases for more than \$2,500 in California during this calendar year.

I declare, under penalty of perjury under California State law, that the information above and on any attachments to this form is true and correct.

Date: 10/01/2015 Yvonne Postelle
Plaintiff types or prints name here

▶ *Yvonne Postelle*
Plaintiff signs here

Date: _____
Second Plaintiff types or prints name here

▶ _____
Second Plaintiff signs here



Requests for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the trial. Contact the clerk's office for Form MC-410, Request for Accommodations by Persons With Disabilities and Response. (Civ. Code, § 54.8.)



"Small claims court" is a special court where claims for \$5,000 or less are decided. A "natural person" (not a business or public entity) may generally claim up to \$10,000, including a sole proprietor. (See below for exceptions. *) The process is quick and cheap. The rules are simple and informal. You are the *Defendant*—the person being sued. The person who is suing you is the *Plaintiff*.

Do I need a lawyer?

You may talk to a lawyer before or after the case. But you *may not* have a lawyer represent you in court (unless this is an appeal from a small claims case).

How do I get ready for court?

You don't have to file any papers before your trial, unless you think this is the wrong court for your case. But bring to your trial any witnesses, receipts, and evidence that supports your case. And read "Be Prepared for Your Trial" at www.courts.ca.gov/smallclaims/prepare.

What if I need an accommodation?

If you have a disability or are hearing impaired, fill out Form MC-410, *Request for Accommodations*. Give the form to your court clerk or the ADA/Access Coordinator.

What if I don't speak English well?

Bring an adult who is not a witness to interpret for you, or ask the court clerk for an interpreter at least five days before your court date. A court-provided interpreter may not be available or there may be a fee for using a court interpreter unless you qualify for a fee waiver. You may ask the court for a list of interpreters and also the *Request to Waive Court Fees* (form FW-001).

Where can I get the court forms I need?

Go to any courthouse or your county law library, or print forms at www.courts.ca.gov/smallclaims/forms.

What happens at the trial?

The judge will listen to both sides. The judge may make a decision at your trial or mail the decision to you later.

What if I lose the case?

If you lose, you can appeal. You'll have to pay a fee. (Plaintiffs cannot appeal their own claims.)

- If you were at the trial, file Form SC-140, *Notice of Appeal*. You must file within 30 days after the judge's decision.
- If you were *not* at the trial, fill out and file Form SC-135, *Notice of Motion to Vacate Judgment and Declaration*, to ask the judge to cancel the judgment (decision). If the judge does not give you a new trial, you have 10 days to appeal the decision. File Form SC-140.

For more information on appeals, see www.courts.ca.gov/smallclaims/appeals.

Do I have options?

Yes. If you are being sued, you can:

- **Settle your case before the trial.** If you and the Plaintiff agree on how to settle the case, both of you must notify the court. Ask the Small Claims Advisor for help.
- **Prove this is the wrong court.** Send a letter to the court *before* your trial explaining why you think this is the wrong court. Ask the court to dismiss the claim. You must serve (give) a copy of your letter (by mail or in person) to all parties. (Your letter to the court must say you have done so.)
- **Go to the trial and try to win your case.** Bring witnesses, receipts, and any evidence you need to prove your case. To make sure the witnesses go to the trial, fill out Form SC-107, and the clerk will subpoena (order) them to go.
- **Sue the person who is suing you.** File Form SC-120, *Defendant's Claim*. There are strict filing deadlines you must follow.
- **Agree with the Plaintiff's claim and pay the money.** Or, if you can't pay the money now, go to your trial and say you want to make payments.
- **Let the case "default."** If you don't settle and do not go to the trial (default), the judge may give the Plaintiff what he or she is asking for plus court costs. If this happens, the Plaintiff can legally take your money, wages, and property to pay the judgment.

What if I need more time?

You can change the trial date if:

- You cannot go to court on the scheduled date (you will have to pay a fee to postpone the trial), *or*
- You did not get served (receive this order to go to court) at least 15 days before the trial (or 20 days if you live outside the county), *or*
- You need more time to get an interpreter. One postponement is allowed, and you will not have to pay a fee to delay the trial.

Ask the Small Claims Clerk about the rules and fees for postponing a trial. Or fill out Form SC-150 (or write a letter) and mail it to the court *and* to all other people listed on your court papers before the deadline. Enclose a check for your court fees, unless a fee waiver was granted.



Need help?

Your county's Small Claims Advisor can help for free.

Or go to www.courts.ca.gov/smallclaims/advisor.

* Exceptions: Different limits apply in an action against a defendant who is a guarantor. (See Code Civ. Proc. § 116.220(c).)

La "Corte de reclamos menores" es una corte especial donde se deciden casos por \$5,000 ó menos. Una "persona natural" (que no sea un negocio ni una entidad pública) puede reclamar hasta \$10,000. Una "persona natural" (que no sea un negocio ni una entidad pública), que incluye un dueño único, generalmente puede reclamar hasta \$10,000.

(Vea abajo para las excepciones.)* El proceso es rápido y barato. Las reglas son sencillas e informales. Usted es el Demandado—la persona que se está demandando. La persona que lo está demandando es el Demandante.

¿Necesito un abogado?

Puede hablar con un abogado antes o después del caso. Pero *no puede tener* a un abogado que lo represente ante la corte (a menos que se trate de una apelación de un caso de reclamos menores).

¿Cómo me preparo para ir a la corte?

No tiene que presentar ningunos papeles antes del juicio, a menos que piense que ésta es la corte equivocada para su caso. Pero lleve al juicio cualquier testigos, recibos y pruebas que apoyan su caso. Y lea "Esté preparado para su juicio" en www.courts.ca.gov/reclamosmenores/preparesse.

¿Qué hago si necesito una adaptación?

Si tiene una discapacidad o tiene impedimentos de audición, llene el formulario MC-410, *Request for Accommodations*. Entregue el formulario al secretario de la corte o al Coordinador de Acceso/ADA de su corte.

¿Qué pasa si no hablo inglés bien?

Traiga a un adulto que no sea testigo para que le sirva de intérprete. O pida al secretario de la corte que le asigne uno. Si quiere que la corte le asigne un intérprete, lo tiene que pedir como mínimo menos cinco días antes de la fecha en que tenga que ir a la corte. Es posible que no haya disponible un intérprete proporcionado por la corte o que tenga que pagar una cuota por emplear un intérprete de la corte, a menos que tenga una exención de cuotas. Puede pedir a la corte una lista de intérpretes y la Solicitud de exención de cuotas de la corte (formulario FW-001S).

¿Dónde puedo obtener los formularios de la corte que necesito? Vaya a cualquier edificio de la corte, la biblioteca legal de su condado, o imprima los formularios en www.courts.ca.gov/smallclaims/forms (página está en inglés).

¿Qué pasa en el juicio?

El juez escuchará a ambas partes. El juez puede tomar su decisión durante la audiencia o enviársela por correo después.

¿Qué pasa si pierdo el caso?

Si pierde, puede apelar. Tendrá que pagar una cuota. (El Demandante no puede apelar su propio reclamo.)

- Si estuvo presente en el juicio, llene el formulario SC-140, *Aviso de apelación*. Tiene que presentarlo dentro de 30 días después de la decisión del juez.
- Si *no* estuvo en el juicio, llene y presente el formulario SC-135, *Aviso de petición para anular el fallo y Declaración* para pedirle al juez que anule el fallo (decisión). Si la corte no le otorga un nuevo juicio, tiene 10 días para apelar la decisión. Presente el formulario SC-140.

Para obtener más información sobre las apelaciones, vea www.courts.ca.gov/reclamosmenores/apelaciones.

¿Tengo otras opciones? Sí. Si lo están demandando, puede:

- **Resolver su caso antes del juicio.** Si usted y el Demandante se ponen de acuerdo en resolver el caso, ambos tienen que notificar a la corte. Pídale al Asesor de Reclamos Menores que lo ayude.
- **Probar que es la corte equivocada.** Envíe una carta a la corte *antes* del juicio explicando por qué cree que es la corte equivocada. Pídale a la corte que despida el reclamo. Tiene que entregar (dar) una copia de su carta (por correo o en persona) a todas las partes. (Su carta a la corte tiene que decir que hizo la entrega.)
- **Ir al juicio y tratar de ganar el caso.** Lleve testigos, recibos y cualquier prueba que necesite para probar su caso. Para asegurarse que los testigos vayan al juicio, llene el formulario SC-107, y el secretario emitirá una orden de comparecencia ordenándoles que se presenten.
- **Demandar a la persona que lo demandó.** Presente el formulario SC-120, *Reclamo del demandado*. Hay fechas límite estrictas que debe seguir.
- **Aceptar el reclamo del Demandante y pagar el dinero.** O, si no puede pagar en ese momento, vaya al juicio y diga que quiere hacer los pagos.
- **No ir al juicio y aceptar el fallo por falta de comparecencia.** Si no llega a un acuerdo con el Demandante y no va al juicio (fallo por falta de comparecencia), el juez le puede otorgar al Demandante lo que está reclamando más los costos de la corte. En ese caso, el Demandante legalmente puede tomar su dinero, su sueldo o sus bienes para cobrar el fallo.

¿Qué hago si necesito más tiempo? Puede cambiar la fecha del juicio si:

- No puede ir a la corte en la fecha programada (tendrá que pagar una cuota para aplazar el juicio), o
- No le entregaron los documentos legalmente (no recibió la orden para ir a la corte) por lo menos 15 días antes del juicio (ó 20 días si vive fuera del condado), o
- Necesita más tiempo para conseguir intérprete. (Se permite un solo aplazamiento sin tener que pagar cuota para aplazar el juicio).

Pregúntele al secretario de reclamos menores sobre las reglas y las cuotas para aplazar un juicio. O llene el formulario SC-150 (o escriba una carta) y envíelo antes del plazo a la corte y a todas las otras personas que figuran en sus papeles de la corte. Adjunte un cheque para pagar los costos de la corte, a menos que le hayan dado una exención.



¿Necesita ayuda? El Asesor de Reclamos Menores de su condado le puede ayudar sin cargo.

O vea Información por condado en www.courts.ca.gov/reclamosmenores/asesores.

* Excepciones: Existen diferentes límites en un reclamo contra un garante. (Vea el Código de Procedimiento Civil, sección 116.220 (c).)



**San Rafael
Sanitation
District**

111 Morpew Street
PO Box 151560
San Rafael, CA 94915-1560

Telephone 415 454-4001
Facsimile 415 454-2270

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

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

SC100 - ITEM 3

August 26, 2015

Ms. Yvonne Postelle
385 Mountain View Avenue
San Rafael, CA 94901

Claimant: Yvonne Postelle
Date of Occurrence: Winter 2014/Spring 2015
Amount of Claim: \$4,962.00
Location: 15 Gloucester Cove
San Rafael, CA 94901

NOTICE OF REJECTION OF CLAIM
(Government Code Section 913)

NOTICE IS HEREBY GIVEN that the claim which you presented to the San Rafael Sanitation District of the County of Marin, received on July 23, 2015, was rejected on August 24, 2015. However, your claim has been forwarded to the engineering contractor working for the San Rafael Sanitation District. The contractor is JMB Construction, Inc., 132 South Maple Avenue, South San Francisco, CA 94080, and they indemnify the District against all claims resulting from their work. I recommend that you contact them directly regarding your claim.

WARNING

Subject to certain exceptions, you have only six (6) months from the date this notice was personally delivered or deposited in the mail to file a court action on this claim. See Government Code Section 945.6.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Sincerely,

KAREN CHEW, P.E.
Senior Civil Engineer

KC/ch

Attachment

cc: JMB Construction, Inc.
Doris Toy, District Manager/District Engineer
Jack F. Govi, Assistant County Counsel
Elaine Kim, Alliant Insurance Services



**San Rafael
Sanitation
District**

111 Morphew St
PO Box 15160
San Rafael, CA 94915-1560

Telephone 415 454-4001
Facsimile 415 454-2270

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

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

August 26, 2015

JMB Construction, Inc.
Attn: Margaret Burke, President
132 South Maple Avenue
South San Francisco, CA 94080

Re: Claim from Yvonne Postelle, 385 Mountain View Avenue, San Rafael, CA 94901
For 15 Gloucester Cove, San Rafael, CA 94901
Cayes Main Pump Station and Catalina Force Main Improvement Project

Attached please find a copy of a claim from Yvonne Postelle that was filed against the San Rafael Sanitation District in connection with the Cayes Main Pump Station and Catalina Force Main Improvement Project.

As part of the contract agreement you have entered into with the District for this project, you have agreed to indemnify the District against all claims. Therefore, we are forwarding this claim to you for processing by your insurance carrier. Please advise the District on the final settlement of this claim.

Please contact the District office at 485-3132 if you need any additional information.

Thank you for your prompt response to this claim.

Sincerely,

Karen Chew, P.E.
Senior Civil Engineer

KC/ch

Attachment

cc: Elaine Kim, Alliant Insurance Services

JMB CONSTRUCTION INC.
General
Engineering Contractor
CCL 715324

August 27th, 2015

JMB LTR #: 808.10.90.20

To: Yvonne Postelle
15 Gloucester Cove, San Rafael, CA 94901.
Phone: (415) 457 5251

Attention: Yvonne Postelle

Project: Cayes Main Pump Station and Catalina Force Main Improvement Project

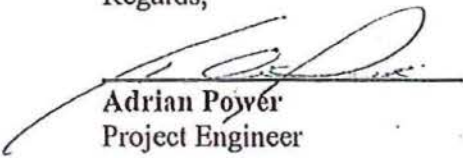
Subject: Claim

Yvonne,

JMB Construction would like to acknowledge receipt of your claim dated July 22nd, 2015, which was forwarded to us by San Rafael Sanitation District. Per our conversation on August 26th, 2015, JMB Construction regrets to inform you that we have denied the claim pertaining to the fence and will await your direction regarding the deck alignment at the end of September, 2015.

Should you have any questions please don't hesitate to contact me.

Regards,


Adrian Pórvér
Project Engineer