

A G E N D A
SAN RAFAEL SANITATION DISTRICT
BOARD OF DIRECTORS
THURSDAY – AUGUST 11, 2016 - 3:30 P.M.
SAN RAFAEL CITY HALL
1400 FIFTH AVENUE – CONFERENCE ROOM 201
SAN RAFAEL, CALIFORNIA 94901

Members of the public may speak on Agenda items.

1. OPEN PERIOD

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

2. MINUTES OF THE MEETING

Request approval as submitted – July 14, 2016.

3. PAYMENTS

Request approval as submitted.

4. OLD BUSINESS

None scheduled.

5. NEW BUSINESS

- a. Adopt resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Nute Engineering for additional construction related services for the Sun Valley Sewer Replacement Project, Phase 2.

6. INFORMATIONAL ITEMS

7. ADJOURNMENT

The next scheduled meeting is September 8, 2016.

SAN RAFAEL SANITATION DISTRICT
Minutes of the Meeting
July 14, 2016

Regular Meeting

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

The meeting was called to order at 3:33 P.M. by Chairman Phillips.

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

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

Attendance Others: Joseph and Margaret Caramucci, Owners of
8 Surfwood Circle, San Rafael

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

2. MINUTES OF APRIL 14, 2016, MAY 10, 2016, & JUNE 9, 2016

MOTION by Director Rice, seconded by Chairman Phillips, to approve the minutes of the April 14, 2016, meeting as presented.

AYES: Director Rice, Chairman Phillips

NOES: None

ABSTAIN: Director Bushey

Motion Carried

MOTION by Director Rice, seconded by Director Bushey, to approve the minutes of the May 10, 2016, meeting as presented.

AYES: Director Rice, Director Bushey

NOES: None

ABSTAIN: Chairman Phillips

Motion Carried

MOTION by Director Bushey, seconded by Chairman Phillips, to approve the minutes of the June 9, 2016, meeting as presented.

AYES: Director Bushey, Chairman Phillips

NOES: None

ABSTAIN: Director Rice

Motion Carried

3. PAYMENTS

MOTION by Director Bushey, seconded by Director Rice, to approve the payments for May 2016 in the amount of \$1,141,737.28 and June 2016 in the amount of \$751,680.91 for maintenance and operation of the District and for capital improvements.

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

4. OLD BUSINESS

None.

5. NEW BUSINESS

The Board decided to skip to Item 5.g.

g. Discuss Joseph and Margaret Caramucci letter dated June 29, 2016, regarding the Glenwood Pump Station Improvement Project.

District Manager Toy reported that the letter dated June 29, 2016, from Joseph and Margaret Caramucci was received on July 1, 2016. She also reported that Mr. and Mrs. Caramucci live at 8 Surfwood Circle, which is next door to the Glenwood Pump Station. She then reported that the Glenwood Pump Station has been under construction since October 30, 2015. Manager Toy reported that this letter refers to the events that occurred on June 29, 2016, when the PG&E crew was working at the Glenwood Pump Station. She reported that PG&E had to remove a transformer by using a crane to load the transformer onto a flatbed truck. Mr. Caramucci then reported that he had taken his wife to a medical appointment on June 29th and that upon their return, they were unable to access their driveway or park in front of their home due to the flatbed truck, crane, and PG&E trucks parked in front of their home. He reported that he was forced to park three houses away. He also reported that Senior Civil Engineer Chew offered her assistance when she saw him taking pictures of the vehicles, but he was not pleased with her response. Mr. Caramucci reported that he had written the letter because he was upset over this incident and felt that there was a lack of timely communication. He also expressed his frustration with the on-going project. Mrs. Caramucci then read a prepared statement in which she expressed her frustration with the project and the many inconveniences it has caused, such as the loss of use of her dining room because her crystal and china are being stored there due to the vibrations and not being able to wear her hearing aids because of the noise. She also referred to some cracks both inside and outside the home that she felt were due to the project. The Board and staff then discussed these issues with Mr. and Mrs. Caramucci. Manager Toy reported that the process for handling any damages resulting from a CIP project is to file a claim with the contractor since the contractor signs an agreement to indemnify the District and to hold the District harmless. There was also a discussion regarding

an antenna and light pole at the pump station, and Manager Toy reported that the District was looking into various options for them. She advised Mr. and Mrs. Caramucci that staff would meet with them once all of the information had been gathered.

a. Adopt resolution establishing the sewer connection fee for FY 2016-17.

District Manager Toy reported that according to the District's ordinance, the Board may adjust the sewer connection fee by an increment determined by the change in the base index as shown in the Engineering News Record Construction Cost Index (ENR Index), or the Board may, at its discretion, postpone this adjustment. She reported that the ENR Index for May 2016 would allow the District to increase the connection fee by 3.41% and recommended that the Board increase the fee in order to avoid a larger increase in the future.

MOTION by Director Rice, seconded by Director Bushey, to implement the annual connection fee adjustment to align with the recommendation of staff at 3.41% and adopt the resolution establishing the sewer connection fee for FY 2016-17.

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

b. Appropriations limit for 2016-17 on tax proceeds (Proposition 4).

- **Adopt resolution establishing the 2016-17 appropriations limit.**

District Manager Toy reported that the California State appropriations limit was established by Proposition 4, which places an upper limit on the amount of money the District can spend each year from State tax proceeds. She also reported that the appropriations limit is updated each year and is based on the change in population, which includes both the City of San Rafael and the unincorporated areas, and also the change in per capita personal income. She then reported that if the District's appropriations limit is less than the amount or tax revenue received from the State, the District can still keep the difference as long as it is spent on capital improvements. Manager Toy reported that the District's 2016-17 appropriations limit is \$1,125,796, and the State tax revenue is anticipated to be approximately \$1,180,000, which is approximately \$55,000 more than the limit. She then reported that this will not be a problem because this money will be spent on capital improvement projects.

MOTION by Director Bushey, seconded by Director Rice, to adopt the resolution establishing the 2016-17 Appropriations Limit.

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

c. Report on Adoption of Investment Policy.

- **Adopt resolution approving the Marin County investment policy as the investment policy for the San Rafael Sanitation District.**

District Manager Toy reported that the California Government Code requires all special districts to adopt an investment policy annually. She also reported that because the District maintains all of its cash with the County of Marin's pooled cash and investments, the County's investment policy also serves as the District's investment policy since the County does all of the investments for the District. Manager Toy then recommended that the Board adopt the County's investment policy.

MOTION by Director Rice, seconded by Director Bushey, to adopt the resolution approving the Marin County investment policy as the investment policy for the San Rafael Sanitation District.

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

d. Review Budget Status Report for the period 1-1-16 to 3-31-16.

District Manager Toy reported that this is the third quarter report for Fiscal Year 2015-16. She reported that \$66,363 in sewer connection fees had been collected, which was mainly due to the connection fees from the new Marin Academy science center and a new mixed-use building at 1700 Fourth Street. She also reported that the District had received \$6.9 million in sewer service charges, which is approximately 55% of the total amount due. Manager Toy then reported that the District had paid the City of San Rafael 72% of the contractual amount owed and that the rest of the expenditures were fairly routine.

MOTION by Director Bushey, seconded by Director Rice, to accept the Budget Status Report for the period 1-1-16 through 3-31-16.

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

e. Adopt resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Miller Pacific Engineering Group for geotechnical construction observation and testing services for the Sun Valley Sewer Replacement Project, Phase 2.

District Manager Toy reported that at the May Board meeting, the Board had awarded the Sun Valley Sewer Replacement Project, Phase 2, to Ranger Pipelines. She also reported that the District now needed to find someone to perform the geotechnical observation and testing services. She then reported that because Miller Pacific Engineering Group had performed the geotechnical investigation and consultation services for the design portion of this project, the

District had asked them to provide a quote for the construction phase. Next, Manager Toy reported that Miller Pacific had submitted a proposal to perform the geotechnical observation and testing services on a time-and-materials basis for an amount not to exceed \$29,000.

MOTION by Director Rice, seconded by Director Bushey, to adopt the resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Miller Pacific Engineering Group for geotechnical construction observation and testing services for the Sun Valley Replacement Project, Phase 2, for an amount not to exceed \$29,000.

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

- f. Adopt resolution approving a Second Amendment to the Agreement Between the City of San Rafael and the San Rafael Sanitation District for the Transfer of City's Sanitary Sewer Gravity Collection System to the District.**

District Manager Toy reported that this item is a follow-up to the September 2015 Board meeting when John Maher of Maher Accountancy discussed the new requirement by the Government Accounting Standards Board (GASB) that requires government agencies to record the full liability for pension and post-employment benefits from the past in their financial statements. She also reported that Mr. Maher had discussed how the City of San Rafael and the District have an agreement from 1987 that states that the District agrees to pay the city for all costs associated with the contractual administrative, operational, and maintenance costs for the sanitary sewer gravity collection system but does not have any statement regarding the pension and other post-employment benefits. Manager Toy then reported that this proposed Second Amendment to the 1987 Agreement between the City and the District does reference the pension and other post-employment benefits.

MOTION by Director Rice, seconded by Director Bushey, to adopt the resolution approving a Second Amendment to the Agreement Between the City of San Rafael and the San Rafael Sanitation District for the Transfer of the City's Sanitary Sewer Gravity Collection System to the District.

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

- h. Adopt resolution authorizing the Chairman and the Secretary to enter into a Repayment Agreement for the 365 and 366 Margarita Drive Sewer Main Extension.**

District Manager Toy reported that in 2002 the District entered into an agreement for the 365 and 366 Margarita Drive Sewer Main Extension, which was paid for by Ms. Theresa Campbell and Mr. Sasan Faramarzi, who own 366 Margarita

Drive, and by Mr. Frederick Reynolds, who was the former owner of 365 Margarita Drive. She also reported that Mr. Reynolds later sold his home to Mr. and Mrs. Patton prior to the installation of the sewer main extension, and the agreement for the 365 and 366 Margarita Drive Sewer Main Extension was between Ms. Campbell and Mr. Faramarzi and Mr. and Mrs. Patton, who were the new owners of 365 Margarita Drive, even though the former owner, Mr. Reynolds, paid for the sewer main extension. Manager Toy then reported that the sewer main was completed and accepted by the District in 2005, which means that the District now maintains this sewer main extension at no cost to the owners. Next, Manager Toy reported that Ms. Campbell and Mr. Faramarzi had been trying to enter into a Repayment Agreement with the other legal owner of the sewer main extension in order to help them recoup some of the monies that they had paid to install the sewer main extension. She reported that a Repayment Agreement would allow the original owners to charge a proportionate share of the total cost of the sewer main extension to any subsequent property owners that connect to the new sewer main. She then reported that in this instance, the appropriate legal "second owner" for the Repayment Agreement is unclear because Mr. Reynolds, the original owner of 365 Margarita Drive, put \$100,000 into an escrow account to help pay for the sewer main extension but sold the property to Mr. and Mrs. Patton during the construction of the sewer main extension, and Mr. and Mrs. Patton later sold the property to Mr. and Mrs. Lavelle. Manager Toy reported that now the District does not know whether the legal "second owner" for the Repayment Agreement should be Mr. Reynolds or Mr. and Mrs. Lavelle, who are the current owners of 365 Margarita Drive. She then reported that the District's legal counsel, Jack Govi, recommended that the District be listed as the legal second party to Ms. Campbell and Mr. Faramarzi on the Repayment Agreement in order to get the Repayment Agreement in place. The District would then put the second party's portion of any monies received in an escrow account until the dispute regarding the legal "second owner" has been resolved without the involvement of the District.

MOTION by Director Bushey, seconded by Director Rice, to adopt the resolution authorizing the Chairman and the Secretary to enter into a Repayment Agreement for the 365 and 366 Margarita Drive Sewer Main Extension.

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

6. INFORMATIONAL ITEMS.

None.

7. ADJOURNMENT

There being no further business to come before the Board, the meeting of July 14, 2016, was adjourned at 4:31 P.M. The next meeting of the San Rafael Sanitation District was scheduled for Thursday, August 11, 2016, at 3:30 P.M. at San Rafael City Hall.

Respectfully submitted,

Maribeth Bushey, Recording Secretary

ATTEST THIS 11th DAY OF AUGUST 2016

Gary O. Phillips, Chairman

SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY
July 1, 2016 - July 31, 2016

Vendor/Payee	Memo	Class	Acct #	Account Name	Amount
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 06/22/16	200	2021	Uniforms	\$ 125.24
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 06/29/16	200	2021	Uniforms	\$ 125.15
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 07/06/16	200	2021	Uniforms	\$ 125.15
AT&T *4667	Telephone Service - pump station dialers to CMSA from 5/20/16-6/19/16	100	2534	Telephone service	\$ 242.03
CALIFORNIA CAD SOLUTIONS	Collection System - set up email alerts for gravity lines and create new maintenance group layer	200	2360	O&M - collection systems	\$ 1,800.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual load bank testing, Bret Harte	200	2359	Maint- pump sta's & force mains	\$ 1,830.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual load bank testing, Cayes portable gnerator	200	2359	Maint- pump sta's & force mains	\$ 1,425.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual load bank testing, Doosan G325 Generator	200	2359	Maint- pump sta's & force mains	\$ 2,249.50
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual load bank testing, Glenwood	200	2359	Maint- pump sta's & force mains	\$ 1,980.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual load bank testing, Loch Lomond	200	2359	Maint- pump sta's & force mains	\$ 2,249.50
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual load bank testing, North Francisco	200	2359	Maint- pump sta's & force mains	\$ 3,674.50
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual load bank testing, Peacock portable generator	200	2359	Maint- pump sta's & force mains	\$ 1,425.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual load bank testing, Riviera	200	2359	Maint- pump sta's & force mains	\$ 2,004.50
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual load bank testing, San Pedro	200	2359	Maint- pump sta's & force mains	\$ 1,425.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual load bank testing, San Pedro	200	2359	Maint- pump sta's & force mains	\$ 1,425.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual load bank testing, Simms St.	200	2359	Maint- pump sta's & force mains	\$ 1,830.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual load bank testing, West Railroad	200	2359	Maint- pump sta's & force mains	\$ 2,449.50
CALIFORNIA SANITATION RISK MGMT ATH	General Insurance - property insurance renewal for 2016-17	100	2059	General insurance	\$ 4,923.55
CENTRAL MARIN SANITATION AGENCY	Connection Fees - 207 Chula Vista Dr.	200	2210	Connection fees payable cmsa	\$ 5,665.47
CENTRAL MARIN SANITATION AGENCY	Connection Fees - 1700 Fourth St.	200	2210	Connection fees payable cmsa	\$ 56,654.70
CITY OF SAN RAFAEL	Collection System - concrete saw repair	200	2360	O&M - collection systems	\$ 254.11
CITY OF SAN RAFAEL	Facility Mapping - continuation of mapping program services	300	4188	Facilities mapping services	\$ 45,000.00
CITY OF SAN RAFAEL	Vehicles - repair unit 8157	200	2083	Parts and repairs vehicles	\$ 92.34
CITY OF SAN RAFAEL	Vehicles - repair unit 8191	200	2083	Parts and repairs vehicles	\$ 126.91
CITY OF SAN RAFAEL	Vehicles - repair unit 8192	200	2083	Parts and repairs vehicles	\$ 396.99
CITY OF SAN RAFAEL	Vehicles - repair unit 8194	200	2083	Parts and repairs vehicles	\$ 497.66
CITY OF SAN RAFAEL	Vehicles - repair unit 8200	200	2083	Parts and repairs vehicles	\$ 150.29
CRATUS INC.	Lincoln Ave. - sewer improvement project Prospect Ave to Paloma Ave, progress payment #2	300	4319	Lincoln, Prospect/Paloma (80)	\$ 663,337.50
FOWLER ELECTRIC	Pump Stations - new electrical meter pedestal installed at Third St. pump station	200	2359	Maint- pump sta's & force mains	\$ 2,609.75
GRAINGER	Pump Stations - piston air compressor	200	2359	Maint- pump sta's & force mains	\$ 1,064.86
JACKSON'S HARDWARE	Collection System - generator cable	200	2360	O&M - collection systems	\$ 46.97
JMB CONSTRUCTION, INC.	Glenwood - improvement project, Progress Payment #8	300	4146	Glenwood Pump Station (10Yr)	\$ 92,502.12
MARIN MUNICIPAL WATER DIS	Water - 44 Lagoon Rd. from 4/15/16-6/15/16	200	2536	Water utility costs	\$ 41.00
MARIN MUNICIPAL WATER DIS	Water - 1271 Andersen Dr. from 4/09/16-6/09/16	200	2536	Water utility costs	\$ 41.00
MARIN MUNICIPAL WATER DIS	Water - 3106 Kemer Blvd. from 4/14/16-6/14/16	200	2536	Water utility costs	\$ 41.00
MARIN MUNICIPAL WATER DIS	Water - Andersen Dr. from 4/09/16-6/09/16	200	2536	Water utility costs	\$ 41.00
MARIN MUNICIPAL WATER DIS	Water - Catalina Blvd. from 4/13/16-6/13/16	200	2536	Water utility costs	\$ 72.05
MARIN MUNICIPAL WATER DIS	Water - Castro Ave. from 4/13/16-6/13/16	200	2536	Water utility costs	\$ 247.25
MARIN MUNICIPAL WATER DIS	Water - E Francisco Blvd. from 4/13/16-6/13/16	200	2536	Water utility costs	\$ 44.65
MARIN MUNICIPAL WATER DIS	Water - E Francisco Blvd. from 4/14/16-6/14/16	200	2536	Water utility costs	\$ 189.45
MARIN MUNICIPAL WATER DIS	Water - Montecito Rd. from 4/14/16-6/14/16	200	2536	Water utility costs	\$ 51.40
MARIN MUNICIPAL WATER DIS	Water - N San Pedro Rd. from 4/15/16-6/15/16	200	2536	Water utility costs	\$ 55.60
MARIN MUNICIPAL WATER DIS	Water - Peacock Dr. from 4/15/16-6/15/16	200	2536	Water utility costs	\$ 41.00
MARIN MUNICIPAL WATER DIS	Water - Pt. San Pedro Rd. from 4/14/16-6/14/16	200	2536	Water utility costs	\$ 51.40
MARIN MUNICIPAL WATER DIS	Water - Riviera Dr. from 4/15/16-6/15/16	200	2536	Water utility costs	\$ 41.00
MARIN MUNICIPAL WATER DIS	Water - Simms St. from 4/09/16-6/09/16	200	2536	Water utility costs	\$ 41.00

SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY
July 1, 2016 - July 31, 2016

<i>Vendor/Payee</i>	<i>Memo</i>	<i>Class</i>	<i>Acct #</i>	<i>Account Name</i>	<i>Amount</i>
MARIN MUNICIPAL WATER DIS	Water - Woodland Ave. from 4/09/16-6/09/16	200	2536	Water utility costs	\$ 44.65
MILLER PACIFIC ENGINEERING GROUP	Lincoln - geotechnical services from 3/21/16-6/19/16	300	4319	Lincoln, Prospect/Paloma (80)	\$ 10,498.70
MILLER PACIFIC ENGINEERING GROUP	Sun Valley - geotechnical services from 4/18/16-6/12/16	300	4324	Sun Valley-Cal, Solano, Alpine,	\$ 962.40
PUMP REPAIR SERVICE CO	Pump Stations - repair submersible pump at Bret Harte	200	2359	Maint- pump sta's & force mains	\$ 3,855.03
PUMP REPAIR SERVICE CO	Pump Stations - replace submersible pump at Beach Drive	200	2359	Maint- pump sta's & force mains	\$ 7,717.48
PUMP REPAIR SERVICE CO	Pump Stations - replace submersible pump at Sea Way	200	2359	Maint- pump sta's & force mains	\$ 12,839.41
PUMP REPAIR SERVICE CO	Pump Stations - replace submersible pump at West Railroad	200	2359	Maint- pump sta's & force mains	\$ 16,299.10
ROTO-ROOTER SEWER SERVICE	Standby - work at 71 Twin Oaks Ave.	200	2363	Standby services	\$ 460.00
TELSTAR INSTRUMENTS INC	Pump Stations - annual preventive maintenance on pump station control panels and infrared scanning	200	2359	Maint- pump sta's & force mains	\$ 15,050.00
TELSTAR INSTRUMENTS INC	Pump Stations - repair VFD at West Railroad	200	2359	Maint- pump sta's & force mains	\$ 860.00
US BANK CORPORATE PAYMENT	Office Supplies - miscellaneous office supplies	100	2133	Office & shop supplies	\$ 61.56
VERIZON WIRELESS	Telephone Service - wireless service for laptops 5/21/16-6/20/16	100	2534	Telephone service	\$ 266.97
WATER COMPONENTS & BLDG SUPPLY	Collection System - rod hole lid for Castlewood Drive	200	2360	O&M - collection systems	\$ 116.54
WATER COMPONENTS & BLDG SUPPLY	Collection System - sewer repair job at 186 Tamal Vista Drive	200	2360	O&M - collection systems	\$ 175.39
WATER COMPONENTS & BLDG SUPPLY	Collection System - spot repair at 1412 Grand Ave.	200	2360	O&M - collection systems	\$ 212.22
WECO INDUSTRIES LLC	Collection System - CCTV camera repair	200	2360	O&M - collection systems	\$ 2,133.59
WORKSMART AUTOMATION, INC	Glenwood - programming for new programmable logic controller	300	4146	Glenwood Pump Station (10Yr)	\$ 7,790.00
WORKSMART AUTOMATION, INC	Glenwood - SCADA programming services for the Glenwood pump station, 90% complete	300	4146	Glenwood Pump Station (10Yr)	\$ 6,075.00
WORKSMART AUTOMATION, INC	Pump Stations - programming services for the Loch Lomond Mariana sewage pump station, 66% complete	200	2359	Maint- pump sta's & force mains	\$ 4,560.00
Total					\$ 990,685.13

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

DATE: August 11, 2016

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 Nute Engineering for additional Construction Related Services for the Sun Valley Sewer Replacement Project, Phase 2

RECOMMENDATION:

Adopt resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Nute Engineering for additional construction related services for the Sun Valley Sewer Replacement Project, Phase 2.

BACKGROUND:

At the May Board Meeting, the Board awarded the Sun Valley Sewer Replacement Project, Phase 2, to Ranger Pipelines, Inc. The project consists of replacing and installing approximately 1 mile of sewer pipe on Solano and Alpine streets; California Avenue, from Humboldt Street to the end of Windsor Avenue; and Center Street, from J to K streets. It is anticipated that the construction will be completed by mid-February of 2017.

On July 25, 2016, our Assistant Civil Engineer, Ana Bernardes, gave the District a 2-week notice that she would be leaving her employment with the City of San Rafael, and her last day was August 5th. Ms. Bernardes was managing the Sun Valley project until her last day.

ANALYSIS:

Since the construction project is currently on-going, the District needs to fill the construction management role as seamlessly as possible. Since Nute Engineering designed the project and has been assisting the District during construction, they are the most familiarized with it. Therefore, staff asked Nute Engineering for a proposal to provide construction management assistance; and Gary Robards, who designed the project and assisted Ms. Bernardes during construction, will be assigned to perform this task.

Nute Engineering is proposing to perform this work on a time-and-materials basis for an amount not to exceed \$65,000.

FISCAL IMPACT:

The additional construction management assistance from Nute Engineering will be funded under the 80-Year Life Cycle Sewer Replacement Program from the current 2016-17 Budget.

ACTION REQUIRED:

Staff recommends that the Board adopt the resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Nute Engineering for additional construction related services for the Sun Valley Sewer Replacement Project, Phase 2.

Attachment: Resolution
Amendment to Agreement
Proposal from Consultant, Exhibit "A"

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 16-1142

**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 NUTE ENGINEERING
FOR ADDITIONAL CONSTRUCTION RELATED SERVICES FOR
THE SUN VALLEY SEWER REPLACEMENT PROJECT, PHASE 2
FOR AN ADDITIONAL AMOUNT OF \$65,000**

**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 Nute Engineering for additional construction related services for the Sun Valley Sewer Replacement Project, Phase 2, a copy of which is hereby attached and by this reference made a part hereof.

PASSED AND ADOPTED at a regular meeting of the San Rafael Sanitation District Board of Directors held on the 11th day of August, 2016, 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 CONSTRUCTION RELATED SERVICES
BY NUTE ENGINEERING FOR THE
SUN VALLEY SEWER REPLACEMENT PROJECT, PHASE 2**

This Amendment to the original Agreement is made and entered into this 11th day of August, 2016, by and between the SAN RAFAEL SANITATION DISTRICT and NUTE ENGINEERING.

This Amendment covers increasing the original contract budget amount of \$180,000 for design and construction related services by approximately \$65,000 to cover construction management assistance and other additional engineering services requested by District staff for the Sun Valley Sewer Replacement Project, Phase 2.

All of the additional work will be in accordance with the attached proposal dated August 3, 2016, and attached herein as Exhibit "A".

SAN RAFAEL SANITATION DISTRICT

CONTRACTOR

Doris Toy
District Manager/District Engineer

Nute Engineering_____

By: _____

Title: _____

APPROVED AS TO FORM:

Jack F. Govi
Assistant County Counsel



EXHIBIT A

August 3, 2016

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

**Re: Sun Valley Sewer Replacement Project - Phase 2
Alpine St, Solano St, California Ave, and Windsor Ave
Center Street between K and J Streets, Bypass between Forbes and Fifth Avenues
Proposal for Additional Construction Engineering Services**

Dear Doris:

As you requested, we are pleased to submit this letter outlining the additional engineering services requested for the above referenced project. These additional services should be considered in addition to our Schedule B from our previously approved proposal dated February 9, 2016.

BACKGROUND

Ranger Pipelines of San Francisco is currently in contract with the District for the Sun Valley Sewer Replacement Project Phase 2. Construction began in July and currently the A Line sewer main has been partially placed. Nute Engineering provided the project pipeline design and has been providing submittal review and other services under a typical scope of engineering construction services (Schedule B) intended to assist both the District staff and their Construction Inspector, Park Engineering of Orinda, CA.

Recent staff changes have compelled the District to request further construction engineering services from Nute Engineering for the remainder of the project. Nute Engineering is very familiar with the current project and our office is located in San Rafael, CA, just minutes away from the project area. Nute Engineering can begin providing these additional services immediately.

PROJECT DESCRIPTION

The Sun Valley Sewer Replacement Project Phase 2 is for the rehabilitation of various sewers in the Sun Valley Community and requires constructing new replacement sewers in the center of the streets and reconnecting the laterals to the new sewer lines. Nute Engineering

understands that since this is a residential community, it is important that the construction team continue to try to reduce the difficult construction impacts of this project to the community.

BASIC SERVICES TO BE PERFORMED BY THE ENGINEER

The following Schedule B is the previously approved scope of services we currently are providing on the above referenced Sun Valley Sewer Replacement Project Phase 2. Schedule B is reproduced in the attached table.

Schedule B Services – Phase 2 – Design Services During Construction

1. Attend preconstruction meeting.
2. Provide one set offset stakes designating the alignment and depth of the new sewer and prepare grade sheets.
3. Review the contractor's submittals and working drawings as necessary.
4. Attend weekly construction meetings as necessary.
5. Evaluate proposals for modifications to the contract work and prepare change orders to the contract for the District's approval, to include modifications in the contract.
6. Prepare a set of record drawings for the project.

For the new requested services we are providing a Schedule C that shall be used in conjunction with Schedule B.

Schedule C Services – Phase 2 – Construction Management Assistance

1. Provide Daily Construction Manager oversight - Gary Robards, PE will assume overall construction management duties from the District's departing staff engineer on August 8, 2016. This will include daily coordination as necessary with the construction inspector and District Staff. The existing project construction inspector will be the primary contact for the contractor in the field, as well as homeowners, but Nute Engineering will assist to make sure the lines of communication from the residents stay open to the project team.
2. Conduct and document weekly project meetings – Gary will prepare agendas, conduct weekly meetings and complete the meeting minutes.
3. Coordinate and track submittals, RFI's – Nute Engineering will complete our Schedule B services with as needed coordination with District Inspector and Staff.
4. Prepare and submit weekly progress reports to the District – Time for preparation of these reports will be included in Task 1.
5. Review pay requests and recommend payment to the District – Nute Engineering will coordinate with the construction inspector and prepare the pay request for signature.

6. Review and track project schedule – Time for this task will be included in Task 2.
7. Determine Changed Conditions – In addition to Schedule B Tasks for Changed condition evaluation, Nute Engineering will coordinate with the construction inspector, the contractors representative, and District Staff to resolve changed condition claims by the contractor.

SERVICES NOT INCLUDED IN THIS PROPOSAL

It is understood that the following services are outside the scope of this proposal and will be provided by others:

1. Geotechnical engineering and soil contamination investigation services.
2. Hazardous material investigations, assessment or removal.
3. Potholing of underground utilities.
4. Environmental review or preparation of an environmental impact report of the project.
5. Payment of permit application fees.
6. Title reports or rights of entries.
7. Legal services in connection with the project.
8. On-site inspection services.

ENGINEERING FEE

We propose to do all the work on a time and materials basis to be billed according to the Schedule of Hourly Rates attached hereto as Attachment A. The estimated labor hours and costs for the work by task and job classification are shown in Attachment B. The budget for the three schedules is given below.

Schedule C \$ 65,000

Very truly yours,

NUTE ENGINEERING

By: 

Gary E. Robards, P.E.

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



ATTACHMENT A

HOURLY RATE SCHEDULE

OFFICE PERSONNEL	HOURLY RATE
Principal Engineer	\$219.00
Senior Engineer	188.00
Engineer III	179.00
Engineer II	172.00
Engineer I	146.00
Field Representative (Construction) I	124.00
Field Representative (Construction) II	140.00
Engineering Technician II	118.00
Engineering Technician I	87.00
Senior Designer	169.00
CAD Drafter II	160.00
CAD Drafter I	116.00
Technical Administrative Support	101.00
Clerical	65.00
 LITIGATION SERVICES	
Court Appearance/Deposition	310.00

REIMBURSABLE EXPENSES

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

EFFECTIVE DATE: January 1, 2015

ATTACHMENT B
SAN RAFAEL SANITATION DISTRICT
SUN VALLEY SEWER REPLACEMENT PROJECT - PHASE 2
ALPINE ST, SOLANO ST, CALIFORNIA AVE, AND WINDSOR AVE
CENTER ST BETWEEN K ST AND J ST, BYPASS BETWEEN FORBES AVE AND FIFTH AVE
PROPOSAL FOR DESIGN ENGINEERING SERVICES - LEVEL OF EFFORT

NUTE ENGINEERING
907 Mission Ave
San Rafael, CA 94900

	Senior Engineer	Engineer III	Senior Designer	Eng. Tech I	Tech Admin Support	Direct Cost	Direct Cost Markup	TOTALS
Rate \$/Hr.	\$188	\$179	\$169	\$87	\$101			
SCHEDULE B SERVICES - Phase2 Project - Design Services During Construction								
1. Attend preconstruction meeting	4	4						
2. Provide 1 set offset stakes for align./depth of new sewers, prepare grade sheets		12				12,000	1,200	
3. Review contractor's submittals and working drawings as necessary	8	16	6		14			
4. Attend weekly construction meetings as necessary (Assume 12 meetings)		24						
5. Evaluate proposed contract work modifications and prepare change orders		20	24					
6. Prepare a set of record drawings for the project	2			60				
Hours	14	76	30	60	14			
Cost	\$2,632	\$13,604	\$5,070	\$5,220	\$1,414	\$12,000	\$1,200	\$41,140
SCHEDULE C SERVICES - Phase2 Project - Construction Management Assistance								
1. Provide daily Construction Manager oversight*	183							
2. Conduct and document weekly project meetings**	98							
3. Coordinate and track submittals, RFIs.	34				6			
4. Prepare and submit weekly progress report to District***								
5. Review Pay Requests and recommend payment to District	10				6			
6. Review and track project schedule****								
7. Determine changed conditions and present findings to District staff	14							
Hours	339				12			
Cost	\$63,732				\$1,212			\$64,944
TOTAL								

Notes:

*Time for this subtask assumes 210 calendar day project (use 131 work days from Aug 8, 2016 at 1.4 hours per day)

**Assumes 25 meetings at 3.5 hours per meeting for agenda, meeting and minutes

***Time for this task will be covered under Task 1

**** Time for this task will be covered under Task 2