

A G E N D A
SPECIAL MEETING
SAN RAFAEL SANITATION DISTRICT
BOARD OF DIRECTORS
FRIDAY – DECEMBER 9, 2016 - 9:30 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 13, 2016.

3. PAYMENTS

Request approval as submitted.

4. CLOSED SESSION

- a. **Conference with Legal Counsel**
California Government Code Section 54956.9(d)(2)
Number of Potential Cases: One (1)

5. OLD BUSINESS

None scheduled.

6. NEW BUSINESS

- a. Discussion and update on Sewer Billing Review, Analysis, and Automation performed by California CAD Solutions, Inc.
- b. Adopt resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Nute Engineering for additional design and construction related services for the Glenwood Pump Station Improvement Project.

7. INFORMATIONAL ITEMS

8. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

9. ADJOURNMENT

The next scheduled meeting is January 12, 2017.

**SAN RAFAEL SANITATION DISTRICT
Minutes of the Meeting
October 13, 2016**

Regular Meeting

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

The meeting was called to order at 3:32 P.M. by Director Bushey.

Attendance Board: Maribeth Bushey, Acting Chairperson
Gary O. Phillips, Director

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

Attendance Others: John W. Maher, CPA, Maher Accountancy
Michael Maher, CPA, Maher Accountancy
Jason Dow, General Manager, CMSA

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- 1. **OPEN PERIOD** - No persons were present to address the Board.
 - 2. **MINUTES OF SEPTEMBER 8, 2016**

MOTION by Director Phillips, seconded by Acting Chairperson Bushey, to approve the minutes of the September 8, 2016, meeting as presented.

AYES: Director Phillips, Acting Chairperson Bushey

NOES: None

ABSENT: Director Rice

Motion Carried

3. PAYMENTS

MOTION by Director Phillips, seconded by Acting Chairperson Bushey, to approve the payments for September 2016 in the amount of \$1,543,221.14 for maintenance and operation of the District and for capital improvements.

AYES: Director Phillips, Acting Chairperson Bushey

NOES: None

ABSENT: Director Rice

Motion Carried

4. OLD BUSINESS

- a. **Approve Amendment No. 1 to the Payment for Treatment Services Agreement and the Memorandum of Understanding between CMSA and the JPA agencies.**

Acting Chairman Bushey reported that the CMSA Board had approved this Agreement at their last meeting. District Manager Toy clarified that this Payment Agreement is for the CMSA bonds, which were used to expand the sewer treatment plant. Acting Chairman Bushey then reported that the bonds were later refinanced. She also reported that after San Quentin's EDU count changed, there was a change to the way the debt service is calculated and that this Agreement would formalize it. Manager Toy then reported that the debt service for each of the member agencies was initially based solely on their EDU count, which was fairly constant until Ross Valley Sanitary District (RVSD) reduced San Quentin's EDU count in 2011 by approximately 4,000 EDUs, which was 55% of San Quentin's total EDU count. She reported that this change resulted in an increase to the debt service payments made by each of the member agencies and that SRSD's debt service payment was increased by approximately \$192,000. Next, Manager Toy reported that in 2014 the JPA managers decided that it would be better for the debt service payments to be based on a fixed method that would provide stability for the remaining term of the bond payments. She reported that an amendment to the Agreement, which would base the payments on the average debt service allocation from FY 2006-07 (when the debt service payments began) through FY 2013-14 was then prepared. She also reported that due to RVSD's position in regard to the San Quentin Wastewater Service lawsuit, their legal counsel had advised them against approving the amendment, and it was not adopted. Manager Toy then reported that in 2015, CMSA refinanced its bonds, and the lawsuit was settled. She also reported that the JPA Managers then decided to reconsider amending the Agreement, and CMSA's Bond Counsel helped them to develop Amendment No. 1 to the Payment for Treatment Services Agreement and the Memorandum of Understanding (MOU). Finally, she reported that with the adoption of this Amendment to the Agreement (Amendment No. 1) and the MOU, the debt service payments would be a fixed percentage, determined by the average actual EDU counts over the past 10 years.

MOTION by Director Phillips, seconded by Acting Chairperson Bushey, to approve Amendment No. 1 to the Payment for Treatment Services Agreement and the Memorandum of Understanding between CMSA and the JPA agencies.

AYES: Director Phillips, Acting Chairperson Bushey

NOES: None

ABSENT: Director Rice

Motion Carried

5. NEW BUSINESS

a. Presentation of the 2015-16 Financial Statements for acceptance and approval. (John Maher)

Mr. John Maher reported that the auditors had given the District a clean opinion and that the audit was on an accelerated schedule this year. He then reported that the quarterly Budget Status Reports are prepared on a budgetary basis, but the audited financial statements and the OPEBs are not. (Mr. Maher then provided copies of the July 1, 2015, through June 30, 2016, Budget Status Report.) He also reported that the OPEBs are adjusted annually at the end of the fiscal. Mr. Maher then gave an explanation of how the OPEBs are recorded by the District and how this is impacted by the District's relationship with both the City of San Rafael and MCERA. Next, Mr. Maher reviewed the District's revenue and expenditures in relation to the fee structure and the capital improvement projects. He also reviewed the fund balances and how they serve as reserves. Mr. Maher then reported on the fact that the District maintains all of its cash in the Marin County pooled investment fund and discussed other investment options. He also reported that an adjustment had been made to increase the depreciation life of some of the newer subsurface lines from 40 to 80 years. Finally, he referred to Page 19, which showed the flow of the capital improvement funds. Mr. Maher then summarized his report by stating that the District is maintaining its operations and balances in a healthy way, the financial accounting is strong, and there is a good segregation of duties (no adjustments were required, and the auditors seem comfortable with the internal controls). He also reported that the Audit Manager, Gail Smith with VTD, is very conscientious. District Manager Toy then confirmed that she supports all of the representation made by VTD and Maher Accountancy and requests that the Board accept and approve the 2015-16 Financial Statements. Mr. Maher then gave credit to Mr. Michael Maher for his key role in the work, and the Board then thanked them both.

MOTION by Director Phillips, seconded by Acting Chairperson Bushey, to accept and approve the 2015-16 Financial Statements.

AYES: Director Phillips, Acting Chairperson Bushey

NOES: None

ABSENT: Director Rice

Motion Carried

b. Presentation of the 2015-16 Schedule of Connection Fees for acceptance and approval. (John Maher)

Mr. John Maher reported that the connection fees are required to be used for capital purposes, and the District's methodology is to apply them on a first-in-first-out basis on capital improvements. He also reported that the Glenwood Pump Station Sewer Improvement Project was designated as the recipient of the 2015-16 sewer connection fees. Mr. Maher then reported that this procedure is

followed in order to comply with the California Government Code requirements regarding connection fees. District Manager Toy then confirmed that she concurs with the report given by Mr. Maher and the 2015-16 Schedule of Connection Fees prepared by Maher Accountancy.

MOTION by Director Phillips, seconded by Acting Chairperson Bushey, to accept and approve the 2015-16 Schedule of Connection Fees.

AYES: Director Phillips, Acting Chairperson Bushey

NOES: None

ABSENT: Director Rice

Motion Carried

- c. **Adopt resolution authorizing the District Manager/District Engineer to sign the Second Amendment to Agreement with Park Engineering, Inc., for additional inspection related services for various projects for an additional amount of \$94,813.49.**

District Manager Toy reported that in December of 2015, the District entered into an Agreement with Park Engineering in the amount of \$47,871 for inspection services for various projects. Next, she reported that in April 2016 the District entered an Amendment to the Agreement with Park Engineering for additional inspection services because the District's inspector went on medical leave for 2 ½ months. She also reported that the additional services were for two inspectors to assist the District with both the Lincoln Avenue and Sun Valley projects. Manager Toy then reported that staff had intended to reduce the inspection services provided by Park Engineering to one part-time inspector (Danielle White) once the District's inspector had returned to work at full capacity; but because the District's Assistant Civil Engineer had left her employment with the City on August 5th, staff had requested Ms. White to stay on full time in order to continue working on the Sun Valley Project until it is completed in January 2017. Next, Manager Toy reported that Park Engineering had now exceeded its budget and that a Second Amendment to Agreement was needed. She then reported that when the Lincoln Avenue Project is completed (scheduled for November 2016), the District's inspector may be able to take over the inspection work on the Sun Valley Project, and the District would not require Ms. White's services beyond November. Finally, she reported that she would like to be conservative and recommended that the Board adopt the resolution authorizing her to sign the Second Amendment to the Agreement.

MOTION by Director Phillips, seconded by Acting Chairperson Bushey, to adopt the resolution authorizing the District Manager/District Engineer to sign the Second Amendment to Agreement with Park Engineering, Inc., for additional inspection related services for various projects for an additional amount of \$94,813.49.

AYES: Director Phillips, Acting Chairperson Bushey

NOES: None

ABSENT: Director Rice

Motion Carried

- d. **Report on selection of engineering firm to perform engineering services for the San Pedro Pump Station Improvements Project and adopt resolution authorizing the District Manager/District Engineer to execute a professional services agreement.**

District Manager Toy reported that this project would basically involve the demolition and reconstruction of a new sewer pump station. She reported that an RFP/RFQ had been sent out for engineering design services to the following four (4) engineering firms: Carollo, CSW/Stuber-Stroeh, Harris and Associates, and Nute. She also reported that all four (4) firms had attended the mandatory field review meeting, but only Nute Engineering and CSW/Stuber-Stroeh Engineering Group, Inc., had submitted proposals. She then reported that the other two firms had not submitted proposals because they were too busy to do the research on this project and felt that the local firms would have the advantage. Next, she reported that although both proposals were good, staff felt that Nute had a better package.

MOTION by Director Phillips, seconded by Acting Chairperson Bushey, to adopt the resolution authorizing the District Manager/District Engineer to execute a professional services agreement with Nute Engineering to perform engineering services for the San Pedro Pump Station Improvements Project.

AYES: Director Phillips, Acting Chairperson Bushey

NOES: None

ABSENT: Director Rice

Motion Carried

6. INFORMATIONAL ITEMS.

- a. **Request for change in Board meeting start time.**

Acting Chairperson Bushey reported that due to a job change, she needed to request an early morning start time for the Board meetings beginning November 1st. She requested that the start time be changed to 8:00 A.M. District Manager Toy then reported that staff would check to see if this time would work for Chairman Phillips and Director Rice.

7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS.

None.

8. ADJOURNMENT

There being no further business to come before the Board, the meeting of October 13, 2016, was adjourned at 4:10 P.M. The November meeting of the San Rafael Sanitation District was tentatively scheduled for Thursday, November 10, 2016, at 8:00 A.M. but was later cancelled. The December meeting was tentatively scheduled for Thursday, December 8, 2016, at 3:30 P.M. but was later rescheduled for Friday, December 9, 2016, at 9:30 A.M. at San Rafael City Hall.

Respectfully submitted,

Gary O. Phillips, Acting Recording Secretary

ATTEST THIS 9th DAY OF DECEMBER 2016

Maribeth Bushey, Acting Chairperson

3.

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

Vendor/Payee	Memo	Class	Acct #	Account Name	Amount
ALDRAN CHEMICAL, INC.	Collection System - disinfectant for sewage cleanup	200	2360	O&M - collection systems	\$ 350.69
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 09/14/16	200	2021	Uniforms	\$ 145.39
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 09/21/16	200	2021	Uniforms	\$ 131.34
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 09/28/16	200	2021	Uniforms	\$ 145.28
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 10/05/16	200	2021	Uniforms	\$ 131.34
AT&T *4667	Telephone Service - pump station dialers to CMSA from 8/20/16-9/19/16	100	2534	Telephone service	\$ 242.03
AT&T MOBILE	Telephone Service - cell phones service from 8/04/16-9/03/16	100	2534	Telephone service	\$ 625.58
BXPRESS	Pipe Bursting - project setup, plans and specs	300	4328	Pipe Bursting Sewer Rehab 2016	\$ 504.61
BRANDON TIRE	Vehicles - tire repair for vactor truck - vehicle #8192	200	2083	Parts and repairs vehicles	\$ 114.32
CALIFORNIA CAD SOLUTIONS	Facility Mapping - miscellaneous updates to the GIS	100	4188	Facilities mapping services	\$ 1,200.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - block heater replacement at Riviera Pump Station	200	2359	Maint- pump sta's & force mains	\$ 905.45
CAL-STEAM CO INC	Pump Stations - force main fittings for transient pressure monitor	200	2359	Maint- pump sta's & force mains	\$ 6.01
CENTRAL MARIN SANITATION AGENCY	Pump Stations - annual cathodic protection survey for Simms St. Force Main	200	2359	Maint- pump sta's & force mains	\$ 1,910.00
CENTRAL MARIN SANITATION AGENCY	Sewage Treatment - second quarter service charges from 10/1/16-12/31/16	400	4112	Sewage treatment	\$ 1,114,742.49
CITY OF SAN RAFAEL	Contract with San Rafael - 2nd quarter FY 16-17 reimbursement	100	2361	Contract with San Rafael	\$ 725,506.93
CITY OF SAN RAFAEL	Vehicles - repair unit 8149	200	2083	Parts and repairs vehicles	\$ 17.50
CITY OF SAN RAFAEL	Vehicles - repair unit 8149	200	2083	Parts and repairs vehicles	\$ 712.93
CITY OF SAN RAFAEL	Vehicles - repair unit 8154	200	2083	Parts and repairs vehicles	\$ 263.44
CITY OF SAN RAFAEL	Vehicles - repair unit 8180	200	2083	Parts and repairs vehicles	\$ 41.70
CITY OF SAN RAFAEL	Vehicles - repair unit 8190	200	2083	Parts and repairs vehicles	\$ 17.50
CITY OF SAN RAFAEL	Vehicles - repair unit 8192	200	2083	Parts and repairs vehicles	\$ 17.50
CITY OF SAN RAFAEL	Vehicles - repair unit 8194	200	2083	Parts and repairs vehicles	\$ 17.50
CITY OF SAN RAFAEL	Vehicles - repair unit 8199	200	2083	Parts and repairs vehicles	\$ 17.50
CITY OF SAN RAFAEL	Vehicles - repair unit 8200	200	2083	Parts and repairs vehicles	\$ 614.48
CITY OF SAN RAFAEL	Vehicles - repair unit 8202	200	2083	Parts and repairs vehicles	\$ 342.01
CITY OF SAN RAFAEL	Vehicles - repair unit 8203	200	2083	Parts and repairs vehicles	\$ 111.59
CRATUS INC.	Lincoln Ave. - sewer improvement project Prospect Ave to Paloma Ave, progress payment #4	300	4319	Lincoln, Prospect/Paloma (80)	\$ 282,482.50
CRATUS INC.	Miscellaneous Projects - emergency repair at Bellam Blvd. and Castro Ave	300	4321	Miscellaneous Projects (80Yr)	\$ 36,491.37
CWEA-TCP	Memberships and Dues - CWEA membership renewal, Wes Andrew Sitchler	100	2388	Training and education	\$ 172.00
CWEA-TCP	Memberships and Dues - CWEA membership renewal, Kris Ozaki	100	2388	Training and education	\$ 172.00
DEPT OF MOTOR VEHICLES	Miscellaneous - permanent trailer identification maintenance fee	100	2389	Miscellaneous expenses	\$ 10.00
EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - chemicals for pump stations 9/27/16	200	2106	Odor control chemicals	\$ 8,534.95
HERNANDEZ, CYNTHIA	Office Supplies - petty cash reimbursement for marking pens	100	2133	Office & shop supplies	\$ 4.58
JACKSON'S HARDWARE	Collection System - parts for electric hammer	200	2360	O&M - collection systems	\$ 225.98
JMB CONSTRUCTION, INC.	Glenwood - improvement project, Progress Payment #11	300	4146	Glenwood Pump Station (10Yr)	\$ 81,465.55
MAHER ACCOUNTANCY	Accounting Services - September	100	2717	Accounting services	\$ 3,600.00
MAHER ACCOUNTANCY	Accounting Services - October	100	2717	Accounting services	\$ 3,600.00
MILLER PACIFIC ENGINEERING GROUP	Lincoln Ave. - geotechnical services from 8/08/16-9/25/16	300	4319	Lincoln, Prospect/Paloma (80)	\$ 4,282.60
MR. ROOTER PLUMBING OF NAPA AND MARIN	Collection System - sewer main blockage cleared at 20 Knoll Rd.	200	2360	O&M - collection systems	\$ 350.00
NUTE ENGINEERING	Consulting Services - Loch Lomond Village plan review services from 8/1/16-8/31/16	100	2325	Consulting services	\$ 2,722.00
NUTE ENGINEERING	Lincoln Ave - sewer improvement services from 8/01/16-8/31/16	300	4319	Lincoln, Prospect/Paloma (80)	\$ 5,414.75
NUTE ENGINEERING	Pipe Bursting - PG&E damage repair services from 8/01/16-8/31/16	300	4328	Pipe Bursting Sewer Rehab 2016	\$ 1,937.25
NUTE ENGINEERING	Pipe Bursting - PG&E damage repair services from 8/01/16-8/31/16	300	4328	Pipe Bursting Sewer Rehab 2016	\$ 5,870.75
NUTE ENGINEERING	Sun Valley - sewer rehabilitation services from 8/01/16-8/31/16	300	4324	Sun Valley-Cal, Solano, Alpino,	\$ 23,004.95
PERIN - BATTERIES PLUS	Pump Stations - battery for verbatim dialer at Sea Way	200	2359	Maint- pump sta's & force mains	\$ 14.15
PG&E a/c 7009154287-1	Power - electric service for Glenwood Pump Station from 7/11/16-9/28/16	200	2535	Electric utility costs	\$ 2,551.29

SAN RAFAEL SANITATION DISTRICT

PAYMENT SUMMARY

October 1, 2016 - October 31, 2016

<i>Vendor/Payee</i>	<i>Memo</i>	<i>Class</i>	<i>Acct #</i>	<i>Account Name</i>	<i>Amount</i>
PG&E a/c 2480926202-5	Power - service for pump stations 8/10/16-9/08/16	200	2535	Electric utility costs	\$ 8,216.78
ROTO-ROOTER SEWER SERVICE	Standby - work at 25 Vineyard Dr.	200	2363	Standby services	\$ 460.00
ROTO-ROOTER SEWER SERVICE	Standby - work at 221 San Marino Dr.	200	2363	Standby services	\$ 575.00
SEQUOIA SAFETY SUPPLY COM	Pump Stations - absorbent pads for oil and water	200	2359	Maint- pump sta's & force mains	\$ 105.54
SHAMROCK	Collection System - crushed rock for back fill for sewer repair at 8 Welcome Lane	200	2360	O&M - collection systems	\$ 49.05
STAPLES INC	Office Supplies - miscellaneous supplies	100	2133	Office & shop supplies	\$ 246.92
TELSTAR INSTRUMENTS INC	Pump Stations - electrical work at North Francisco, Loch Lomond and Baypoint Lagoon	200	2359	Maint- pump sta's & force mains	\$ 93.46
TELSTAR INSTRUMENTS INC	Pump Stations - electrical work at North Francisco, Loch Lomond and Baypoint Lagoon	200	2359	Maint- pump sta's & force mains	\$ 2,374.03
VAVRINEK, TRINE, DAY & CO	Consulting Services - August auditing services for FY 15-16	100	2325	Consulting services	\$ 3,000.00
VERIZON WIRELESS	Telephone Service - wireless service for laptops 8/21/16-9/20/16	100	2534	Telephone service	\$ 266.51
WATER COMPONENTS & BLDG SUPPLY	Collection System - sewer repair at 8 Welcome Lane	200	2360	O&M - collection systems	\$ 356.22
WATER COMPONENTS & BLDG SUPPLY	Collection System - sewer repair at 8 Welcome Lane	200	2360	O&M - collection systems	\$ 537.50
WATER COMPONENTS & BLDG SUPPLY	Collection System - tape pipe wrap for sewer repair at 8 Welcome Lane	200	2360	O&M - collection systems	\$ 12.53
Total					\$ 2,328,035.32

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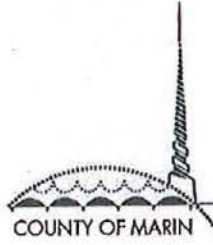
**SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY
November 1, 2016 - November 30, 2016**

Vendor/Payee	Memo	Class	Acct #	Account Name	Amount
AABET Business Systems	Office Supplies - laser checks	100	2133	Office & shop supplies	\$ 209.50
ACE PRINTING & MAIL SERVICE	Pipe Bursting - sewer rehabilitation project, public out reach to Greenwood Ave.	300	4328	Pipe Bursting Sewer Rehab 2016	\$ 486.53
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 10/12/16	200	2021	Uniforms	\$ 187.32
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 10/19/16	200	2021	Uniforms	\$ 132.34
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 10/26/16	200	2021	Uniforms	\$ 131.34
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 11/02/16	200	2021	Uniforms	\$ 98.71
AT&T *4667	Telephone Service - pump station dialers to CMSA from 9/20/16-10/19/16	100	2534	Telephone service	\$ 242.03
AT&T MOBILE	Telephone Service - cell phones service from 9/04/16-10/03/16	100	2534	Telephone service	\$ 700.35
CENTRAL MARIN SANITATION AGENCY	Connection Fees - 1200Irwin/524 Mission	200	2210	Connection fees payable cmsa	\$ 28,327.35
CENTRAL MARIN SANITATION AGENCY	Connection Fees - 2468 Fifth Ave.	200	2210	Connection fees payable cmsa	\$ 11,726.40
CENTRAL MARIN SANITATION AGENCY	Fog Program - personnel services from July-September 2016	100	4300	FOG Program	\$ 4,716.33
CITY OF SAN RAFAEL	Vehicles - Fuel from 7/08/16-9/26/16	200	2083	Parts and repairs vehicles	\$ 4,273.99
CWEA-TCP	Memberships and Dues - CWEA membership renewal, Matthew F Smith	100	2388	Training and education	\$ 172.00
EWERS ENGINEERING	Force Main Condition Assessment - engineering services for 8/01/16-9/30/16	300	4151	Force Main Condition Assessment	\$ 17,598.47
FASTENAL	Collection Systems - tyvek coveralls	200	2360	O&M - collection systems	\$ 245.41
JACKSON'S HARDWARE	Pump Stations - tool bag	200	2359	Maint- pump sta's & force mains	\$ 21.84
JMB CONSTRUCTION, INC.	Glenwood - improvement project, Progress Payment #12	300	4146	Glenwood Pump Station (10Yr)	\$ 69,607.45
MAHER ACCOUNTANCY	Accounting Services - compile financial statements, prepare various schedules, provide documents for FY 15-16	100	2717	Accounting services	\$ 9,900.00
MARIBETH BUSHEY	Director's Fees - board meetings on 10/13/16	100	2282	Director's fees	\$ 100.00
MARIN INDEPENDENT JOURNAL	Subscriptions - Marin IJ 26 week renewal	100	2131	Memberships and subscriptions	\$ 338.00
MARIN MUNICIPAL WATER DIS	Water - 44 Lagoon Rd. from 8/17/16-10/14/16	200	2536	Water utility costs	\$ 46.08
MARIN MUNICIPAL WATER DIS	Water - 1271 Andersen Dr. from 8/11/16-10/10/16	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water - 3106 Kemer Blvd from 8/16/16-10/13/16	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water - Andersen Dr. from 8/11/16-10/10/16	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water - Castro Ave. from 8/13/16-10/12/16	200	2536	Water utility costs	\$ 314.35
MARIN MUNICIPAL WATER DIS	Water - Catalina Blvd. from 8/13/16-10/12/16	200	2536	Water utility costs	\$ 78.75
MARIN MUNICIPAL WATER DIS	Water - E Francisco Blvd. from 8/13/16-10/12/16	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water - E Francisco Blvd. from 8/16/16-10/13/16	200	2536	Water utility costs	\$ 200.85
MARIN MUNICIPAL WATER DIS	Water - Montecito Rd. from 8/16/16-10/13/16	200	2536	Water utility costs	\$ 53.45
MARIN MUNICIPAL WATER DIS	Water - N San Pedro Rd. from 8/17/16-10/14/16	200	2536	Water utility costs	\$ 50.25
MARIN MUNICIPAL WATER DIS	Water - Peacock Dr. from 8/17/16-10/14/16	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water - Pt. San Pedro Rd. from 8/16/16-10/13/16	200	2536	Water utility costs	\$ 57.25
MARIN MUNICIPAL WATER DIS	Water - Riviera Dr. from 8/17/16-10/14/16	200	2536	Water utility costs	\$ 46.45
MARIN MUNICIPAL WATER DIS	Water - Simms St. from 8/11/16-10/10/16	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water - Woodland Ave. from 8/11/16-10/10/16	200	2536	Water utility costs	\$ 46.45
MILLER PACIFIC ENGINEERING GROUP	Sun Valley - geotechnical services from 9/18/16-10/16/16	300	4324	Sun Valley-Cal, Solano, Alpine,	\$ 13,532.70
NUTE ENGINEERING	Consulting Services - Loch Lomond Village plan review services from 9/01/16-9/30/16	100	2325	Consulting services	\$ 94.00
NUTE ENGINEERING	Consulting Services - Revise Standard Specs services from 9/01/16-9/30/16	100	2325	Consulting services	\$ 3,707.25
NUTE ENGINEERING	Glenwood - Construction Review services from 9/01/16-9/30/16	300	4146	Glenwood Pump Station (10Yr)	\$ 4,040.25
NUTE ENGINEERING	Lincoln Ave. - Sewer Improvement services from 9/01/16-9/30/16	300	4319	Lincoln, Prospect/Paloma (80)	\$ 4,903.00
NUTE ENGINEERING	Pipe Bursting - PG&E damage repair services from 9/01/16-9/30/16	300	4328	Pipe Bursting Sewer Rehab 2016	\$ 4,696.00
NUTE ENGINEERING	Pipe Bursting - PG&E damage repair services from 9/01/16-9/30/16	300	4328	Pipe Bursting Sewer Rehab 2016	\$ 404.00
NUTE ENGINEERING	Sun Valley - Rehabilitation Phase II services from 9/01/16-9/30/16	300	4324	Sun Valley-Cal, Solano, Alpine,	\$ 17,899.00
OWEN EQUIPMENT	Collection System - vactor parts	200	2360	O&M - collection systems	\$ 210.72
PG&E a/c 7009154287-1	Power - electric service for Glenwood from 9/28/16-9/30/16	200	2535	Electric utility costs	\$ 38.69
PHILLIPS, GARY	Director's Fees - board meeting 10/13/16	100	2282	Director's fees	\$ 100.00
RANGER PIPELINES, INC	Sun Valley - sewer replacement project, Progress Payment #2	300	4324	Sun Valley-Cal, Solano, Alpine,	\$ 565,734.69
ROY'S SEWER SERVICE INC	Pump Station - West Railroad, cleaned out pump station of debris and grit	200	2359	Maint- pump sta's & force mains	\$ 2,500.00
SEQUOIA SAFETY SUPPLY COM	Safety - gloves	200	2365	Safety equipment and supplies	\$ 144.25

SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY
 November 1, 2016 - November 30, 2016

Vendor/Payee	Memo	Class	Acct #	Account Name	Amount
STAPLES INC	Pump Stations - clip boards	200	2359	Maint- pump sta's & force mains	\$ 12.65
TELSTAR INSTRUMENTS INC	Pump Stations - service call at West Railroad	200	2359	Maint- pump sta's & force mains	\$ 607.00
TRANSBAY SECURITY SERVICE	Pump Stations - keys	200	2359	Maint- pump sta's & force mains	\$ 4.81
US BANK CORPORATE PAYMENT	Collection System - city encroachment permit for 30 Harcourt St., permit # EP16-585	200	2360	O&M - collection systems	\$ 919.00
US BANK CORPORATE PAYMENT	Collection System - tools for fabrication work	200	2360	O&M - collection systems	\$ 18.22
US BANK CORPORATE PAYMENT	Glenwood - pressure transducer for wet well level	300	4146	Glenwood Pump Station (10Yr)	\$ 736.39
US BANK CORPORATE PAYMENT	Miscellaneous - on line job posting	100	2389	Miscellaneous expenses	\$ 495.00
US BANK CORPORATE PAYMENT	Office & Shop Supplies - cell phone holsters	100	2133	Office & shop supplies	\$ 57.90
US BANK CORPORATE PAYMENT	Pipe Bursting - 327 Laurel Place, permit # EP16-480	300	4328	Pipe Bursting Sewer Rehab 2016	\$ 919.00
US BANK CORPORATE PAYMENT	Safety Equipment - shipping fee to return safety video to CSRMA	200	2365	Safety equipment and supplies	\$ 9.08
VERIZON WIRELESS	Telephone Service - wireless service for laptops 9/21/16-10/20/16	100	2534	Telephone service	\$ 266.53
WORKSMART AUTOMATION, INC	Glenwood - programming services	300	4146	Glenwood Pump Station (10Yr)	\$ 4,820.00
Total					\$ 777,235.27

4.a.



OFFICE OF THE
COUNTY COUNSEL

December 6, 2016

Steven M. Woodside
COUNTY COUNSEL

Jack F. Govi
ASSISTANT COUNTY COUNSEL

Renee Giacomini Brewer
SUPERVISING DEPUTY

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

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

Re: Closed Session – Anticipated Litigation

Dear Directors,

I request that you conduct a closed session during your special meeting on **December 9, 2016**, to discuss the following matters: (1) significant exposure to litigation pursuant to California Government Code §54956.9(d)(2). In my opinion, public discussion of this matter would prejudice your position.

The specific reasons and the legal authority for the closed session are:

Government Code Section 54956.9(d)(2). A legislative body of a local agency may hold closed sessions with the local agency's designated representatives when a point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency.

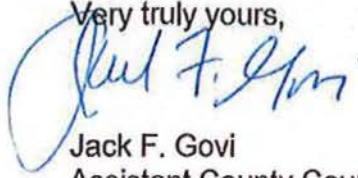
It should be noted that Government Code Section 54954.5 requires the Board to post a Closed Session item on the Board Agenda. With respect to the above referenced matters, you should include the number of potential cases (estimated at one at this juncture) and the fact that the Board will be meeting with counsel regarding the anticipated litigation.

I suggest that the Agenda read:

CONFERENCE WITH LEGAL COUNSEL
California Government Code
Section 54956.9(d)(2)
Number of Potential Cases: One (1)

Should you have any further questions, please do not
hesitate to contact me.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Jack F. Govi". The signature is written in a cursive style with a large initial "J".

Jack F. Govi
Assistant County Counsel

6.b.

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

DATE: December 9, 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 Design and Construction 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 Nute Engineering for additional design and construction related services for the Glenwood Pump Station Improvement Project.

BACKGROUND:

The District entered into a Professional Services Agreement with Nute Engineering to perform the design and construction related services for the Glenwood Pump Station Improvement Project on December 17, 2014, for a not-to-exceed amount of \$242,518 (includes \$168,032 for design and \$74,486 for construction services). The construction portion of the project began October 30, 2015.

During the course of the construction, District staff requested Nute Engineering to perform out-of-scope work, which caused the contract amount of \$242,518 to be exceeded.

ANALYSIS:

Nute Engineering has performed the following out-of-scope work:

1. Coordination, engineering, and design changes for the odor control chemical tank. The District's chemical contractor, Evoqua, provided a different measurement for the tank size, which required the size and design of the concrete pad to be changed. Also, for the past several pump station improvement projects, Evoqua has provided the piping design, since the tank and equipment are theirs; however, during the construction phase of this project, Evoqua informed the District that they do not provide the design work, and they should not have done so in the past.
2. Miscellaneous pump station site issues, such as assisting with the radio antennae relocation when the adjacent neighbors disapproved of the designed location; assisting with sound reduction methods for the contractor's temporary sewage bypass pump system, since one of the adjacent neighbors has tinnitus and is home all day; and assisting with outreach to the adjacent neighbors.

3. Investigation of the recent discovery of construction damage to one of the existing sewer pipes within the pump station property.
4. Nute Engineering's electrical engineering consultant, Todd Beecher, had additional out-of-scope work, i.e. additional electrical, control, and instrumentation issues; factory test visits to Tesco Controls regarding the motor control center panel; and project commissioning field visits.

Nute Engineering has requested the District to increase its contract amount by \$38,910.75 in order to cover the cost of the out-of-scope work.

FISCAL IMPACT:

The additional construction related services from Nute Engineering in the amount of \$38,910.75 will be funded under the Pump Station and Force Main Capital Improvements 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 design and construction related services for the Glenwood Pump Station Improvement Project.

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

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 16-1147

**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 DESIGN AND CONSTRUCTION RELATED SERVICES FOR
THE GLENWOOD PUMP STATION IMPROVEMENT PROJECT
FOR AN ADDITIONAL AMOUNT OF \$38,910.75**

**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 design and construction related 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 9th day of December, 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 DESIGN AND
CONSTRUCTION RELATED SERVICES
BY NUTE ENGINEERING FOR THE
GLENWOOD PUMP STATION IMPROVEMENT PROJECT**

This Amendment to the original Agreement is made and entered into this 9th day of December, 2016, by and between the SAN RAFAEL SANITATION DISTRICT and NUTE ENGINEERING.

This Amendment covers increasing the original contract budget amount of \$242,518 for design and construction related services by approximately \$38,910.75 to cover additional engineering services requested by District staff for the Glenwood Pump Station Improvement Project.

All of the additional work will be in accordance with the attached proposal dated December 2, 2016, and attached hereto 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

December 2, 2016

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

Re: SRSD Glenwood Pump Station Improvements – Budget Increase Request for Construction Engineering

Dear Doris:

As we have discussed previously, Nute Engineering exceeded our previously approved construction engineering services several months ago. We have continued to provide as needed construction engineering services during the final commissioning of the substantially completed pump station. At this point the majority of the issues have been resolved by District construction management staff and the pump station is fully operational and prepared for the possibility of winter storms. This letter will describe the primary unexpected construction period issues that affected the approved construction engineering services scope and the level of effort by the Nute Engineering/Beecher Electric to assist the District in resolving these issues.

BUDGET DISCUSSION

The approved Design of Improvements to the Glenwood Pump Station budget including a design budget of \$168,032, and a construction engineering services budget of \$74,486, for a total of \$242,518 approved in 2014.

The initial budget for construction engineering services was \$74,486 also included \$27,786 for electrical engineering services. Nute Engineering had exhausted the budgeted scope for engineering assistance by the end of the month of July, 2016. Since that time we have continued to assist the District through the several final pump station testing and commissioning phases which identified the multiple tasks indicated below:

Out of Scope Construction Period Issues

1. Coordination, engineering and design changes required by District contract chemical provider Evoqua, during the construction period, and post initial design.

2. Additional construction period electrical, control and instrumentation issues which have been addressed include protracted submittal coordination with contractors supplier, additional factory test visits at Tesco Controls in Sacramento, additional project commissioning field visits, and investigation of pump station level control instrument failure.
3. Miscellaneous pump station site issues including investigating pump station level control and troubleshooting, assisting with telemetry radio antennae re-location, assisting with sound reduction methods for contractors temporary sewage bypass pump system, assisting with owner outreach with adjacent property owners, and adjusting final design pavement grade for prevention of flooding.
4. Recent discovery of construction damage to one of the pump station existing influent sewers required subsequent investigation.

Remaining Construction Engineering Tasks

Not unlike most pump station projects, we expect to be assisting District staff with final punch list development to address outstanding facility issues, but most of our responsibilities are coming to a close with pump station completion.

1. Nute Engineering will complete preparation of contract record drawings once contractors markup plans are available.

REQUEST FOR ENGINEERING SERVICES INCREASE

Due to the issues described above we request a onetime increase to the initial design engineering services during construction budget. This increase request is based on work completed on a time and materials basis during the last few months and held because we had reached our initial budget. The following summarizes the attached invoices since work through July 2016:

Work from 7/1/16 through 7/31/16	\$ 5,110.50
Work from 8/1/16 through 8/31/16	\$ 16,234.50
Work from 9/1/16 through 9/30/16	\$ 4,040.25
Work from 10/1/16 through 10/31/16	\$ 5,631.50
Work from 11/1/16 through 11/30/16	<u>\$ 6,128.00</u>
Subtotal	\$ 35,058.75

Expected Record Drawing and Misc. assistance	<u>\$ 3,852.00</u>
Total Requested Budget Increase	\$ 38,910.75

We respectfully request a budget increase for the Glenwood Pump Station Improvement Project of \$38,910.75.

Very truly yours,

NUTE ENGINEERING

By: 
Mark T. Wilson *Pres.*

Attachment A – Held Nute Invoices