

**A G E N D A**  
**SPECIAL MEETING**  
**SAN RAFAEL SANITATION DISTRICT**  
**BOARD OF DIRECTORS**  
**THURSDAY – JUNE 22, 2017 - 11:00 A.M.**  
**SAN RAFAEL CITY HALL**  
**1400 FIFTH AVENUE – CDD CONF. ROOM, 3<sup>RD</sup> FL.**  
**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**

None submitted.

**3. PAYMENTS**

Request approval as submitted.

**4. OLD BUSINESS**

- a. Discussion on LAFCO's Central Marin Wastewater Study, April 2017 Draft Report.
- b. Discussion and consideration of adopting resolution approving and authorizing the Chairman to execute the San Rafael Sanitation District's Response to the 2016-17 Marin County Civil Grand Jury Report entitled "Overcoming Barriers to Housing Affordability."

**5. NEW BUSINESS**

- a. Adopt resolution approving the 2017-18 and 2018-19 Budget.
- b. Adopt resolution establishing the sewer connection fee for FY 2017-18.
- c. Appropriations limit for 2017-18 on tax proceeds (Proposition 4).
  - Adopt resolution establishing the 2017-18 appropriations limit.
- d. Report on Adoption of Investment Policy.
  - Adopt resolution approving the Marin County investment policy as the investment policy for the San Rafael Sanitation District.
- e. Report on bid opening for the La Crescenta Way, Loma Linda Road, and Marina Blvd. Sewer Improvement Project and adopt resolution to award contract.
- f. Report on bid opening for the 2017 Sewer Pipe Repair and Replacement Project and adopt resolution to award contract.

**6. INFORMATIONAL ITEMS**

- a. Review Budget Status Report for the period 7-1-16 through 3-31-17.

**7. ADJOURNMENT**

The next scheduled meeting is July 28, 2017.

3.

**SAN RAFAEL SANITATION DISTRICT  
PAYMENT SUMMARY  
May 1, 2017 - May 31, 2017**

Vendor/Payee	Memo	Class	Acct #	Account Name	Amount
3T EQUIPMENT COMPANY	Collection System - vactor hoses	200	2360	O&M - collection systems	\$ 546.34
3T EQUIPMENT COMPANY	Collection System - vactor parts	200	2360	O&M - collection systems	\$ 42.27
ALL STAR RENTS	Vehicles - boom lift rental for SCADA radio system work	100	4830	Vehicle equipment & acquisition	\$ 301.54
APPLIED TECHNOLOGY GROUP, INC.	Vehicle Equipment - SCADA Radio System Work	100	4830	Vehicle equipment & acquisition	\$ 48.51
APPLIED TECHNOLOGY GROUP, INC.	Vehicle Equipment - SCADA Radio System Work	100	4830	Vehicle equipment & acquisition	\$ 937.10
APPLIED TECHNOLOGY GROUP, INC.	Vehicle Equipment - SCADA Radio System Work	100	4830	Vehicle equipment & acquisition	\$ 1,926.08
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 4/12/17	200	2021	Uniforms	\$ 132.21
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 4/19/17	200	2021	Uniforms	\$ 132.21
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 4/26/17	200	2021	Uniforms	\$ 149.46
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 5/03/17	200	2021	Uniforms	\$ 134.68
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 5/10/17	200	2021	Uniforms	\$ 137.44
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 5/17/17	200	2021	Uniforms	\$ 134.68
AT&T *4667	Telephone Service - pump station dialers to CMSA from 3/20/17-4/19/17	100	2534	Telephone service	\$ 239.54
AT&T *4667	Telephone Service - pump station dialers to CMSA from 4/20/17-5/19/17	100	2534	Telephone service	\$ 239.54
AT&T MOBILE	Telephone Service - cell phones service from 3/04/17-4/03/17	100	2534	Telephone service	\$ 706.17
AT&T MOBILE	Telephone Service - cell phones service from 4/04/17-5/03/17	100	2534	Telephone service	\$ 667.41
BRELJE AND RACE LABORATORIES, INC	Collection System - water samples tested 4/19/17 at Third Street Storm Water Pump Station	200	2360	O&M - collection systems	\$ 297.00
BRELJE AND RACE LABORATORIES, INC	Collection System - water samples tested 4/20/17 and 4/21/17 at Third Street Storm Water Pump St.	200	2360	O&M - collection systems	\$ 693.00
CALIFORNIA CAD SOLUTIONS INC	Facilities Mapping Services - cleaning list changes	100	4188	Facilities mapping services	\$ 300.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - generator service call at Peacock Pump Station Portable	200	2359	Maint- pump sta's & force mains	\$ 492.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - generator service call at Bret Harto Pump Station	200	2359	Maint- pump sta's & force mains	\$ 413.00
CAL-STEAM CO INC	Pump Stations - air release valve parts	200	2359	Maint- pump sta's & force mains	\$ 150.27
CAL-STEAM CO INC	Pump Stations - air release valve parts	200	2359	Maint- pump sta's & force mains	\$ 358.40
CAL-STEAM CO INC	Pump Stations - ARV hose adapter for flushing reducer coupling	200	2359	Maint- pump sta's & force mains	\$ 10.71
CENTRAL MARIN SANITATION AGENCY	Connection Fees - 6 Live Oak Way	200	2210	Connection fees payable cmsa	\$ 5,863.20
CENTRAL MARIN SANITATION AGENCY	Connection Fees - 86 Fair Drive	200	2210	Connection fees payable cmsa	\$ 5,863.20
CENTRAL MARIN SANITATION AGENCY	Connection Fees - 355 Margarita Drive	200	2210	Connection fees payable cmsa	\$ 5,863.20
CENTRAL MARIN SANITATION AGENCY	Connection Fees - 920 B Street	200	2210	Connection fees payable cmsa	\$ 38,843.70
CENTRAL MARIN SANITATION AGENCY	Fog Program - personnel services from January - March 2017	100	4300	FOG Program	\$ 2,289.17
CENTRAL MARIN SANITATION AGENCY	Sewage Treatment - FY 17 Fourth Quarter Service Charges for FY 2016-17 April 1 to June 30, 2017	400	4112	Sewage treatment	\$ 960,418.12
CITY ELECTRIC SUPPLY	Pump Stations - power outlets for Peacock pump station	200	2359	Maint- pump sta's & force mains	\$ 54.35
CITY OF SAN RAFAEL	Contract with San Rafael - 4th quarter FY 16-17 reimbursement	100	2361	Contract with San Rafael	\$ 725,506.93
CITY OF SAN RAFAEL	Vehicles - fuel for 12/25/16 & 1/15/17 to 3/25/17	200	2083	Parts and repairs vehicles	\$ 5,142.56
COUNTY OF MARIN	Director's Fees - Damon Connolly on 4/28/17	100	2282	Director's fees	\$ 100.00
CRATUS INC.	Collection System - replace rod holes at 90 Terradillo Ave.	200	2360	O&M - collection systems	\$ 6,500.00
CRATUS INC.	Collection System - spot repair at 4 Coleman Dr.	200	2360	O&M - collection systems	\$ 5,500.00
CRATUS INC.	Collection System - spot repair at 15 Knoll Rd.	200	2360	O&M - collection systems	\$ 5,500.00
CRATUS INC.	Lincoln Ave - sewer improvement project, Progress Payment #5	300	4319	Lincoln, Prospect/Paloma (80)	\$ 133,142.48
CRATUS INC.	Pipebursting - sewer improvement project, Progress Payment #3	300	4328	Pipe Burst Sewer Rehab'16 (10)	\$ 138,720.17
CWEA-TCP	Memberships and Dues - CWEA certification renewal, Douglas W St. Cyr	100	2388	Training and education	\$ 83.00
CWEA-TCP	Memberships and Dues - CWEA certification renewal, Hector Rodriguez	100	2388	Training and education	\$ 83.00
CWEA-TCP	Memberships and Dues - CWEA certification renewal, Kris Ozaki	100	2388	Training and education	\$ 88.00
FASTENAL	Pump Stations - fluorescent light bulbs	200	2359	Maint- pump sta's & force mains	\$ 59.30
JMB CONSTRUCTION, INC.	Glenwood - improvement project, Progress Payment #15	300	4146	Glenwood Pump Station (10Yr)	\$ 63,175.00
JMB CONSTRUCTION, INC.	Glenwood - improvement project, Progress Payment #16	300	4146	Glenwood Pump Station (10Yr)	\$ 109,906.70
MAHER ACCOUNTANCY	Accounting Services - April	100	2717	Accounting services	\$ 3,600.00
MAHER ACCOUNTANCY	Accounting Services - May	100	2717	Accounting services	\$ 3,600.00
MARIBETH BUSHEY	Director's Fees - Maribeth Bushey on 4/28/17	100	2282	Director's fees	\$ 100.00
MARIN COUNTY TAX COLLECTOR	County Counsel - 3rd Qtr Jan/ Feb/ Mar FY 2016/17	100	2713	Legal services	\$ 1,980.00

**SAN RAFAEL SANITATION DISTRICT  
PAYMENT SUMMARY  
May 1, 2017 - May 31, 2017**


Vendor/Payee	Memo	Class	Acct #	Account Name	Amount
MARIN INDEPENDENT JOURNAL	Subscriptions - Marin IJ 26 week renewal for 5/10/17 through 11/07/17	100	2131	Memberships and subscriptions	\$ 338.78
MARIN MUNICIPAL WATER DIS	Water - 44 Laqood Rd. from 2/16/17-4/14/17	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water - 1271 Andersen Dr. from 2/10/17-4/10/17	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water - 3106 Kemer Blvd. from 2/15/17-4/13/17	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water - Andersen Dr. from 2/10/17-4/10/17	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water - Castro Ave. from 2/14/17-4/12/17	200	2536	Water utility costs	\$ 401.75
MARIN MUNICIPAL WATER DIS	Water - Catalina Blvd. from 2/14/17-4/12/17	200	2536	Water utility costs	\$ 74.95
MARIN MUNICIPAL WATER DIS	Water - E Francisco Blvd. from 2/14/17-4/12/17	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water - E Francisco Blvd. from 2/15/17-4/13/17	200	2536	Water utility costs	\$ 200.85
MARIN MUNICIPAL WATER DIS	Water- Montecito Rd. from 2/15/17-4/13/17	200	2536	Water utility costs	\$ 57.25
MARIN MUNICIPAL WATER DIS	Water - N San Pedro Rd. from 2/16/17-4/14/17	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water - Peacock Dr. from 2/16/17-4/14/17	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water - Pt. San Pedro Rd. from 2/15/17-4/13/17	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water - Riviera Dr. from 2/16/17-4/14/17	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water - Simms St. from 2/10/17-4/10/17	200	2536	Water utility costs	\$ 42.65
MARIN MUNICIPAL WATER DIS	Water - water for vactor truck 220 Tamal Vista Bl. from 3/01/17-4/28/17	200	2536	Water utility costs	\$ 818.78
MARIN MUNICIPAL WATER DIS	Water - Woodland Ave. from 2/10/17-4/10/17	200	2536	Water utility costs	\$ 46.45
MILLER PACIFIC ENGINEERING GROUP	Sun Valley - geotechnical services from 1/09/17-5/14/17	300	4324	SunValley-Ca,Solano, Alpine(80)	\$ 1,100.00
NUTE ENGINEERING	Glenwood Pump Station - improvement services from 3/01/17-3/31/17	300	4146	Glenwood Pump Station (10Yr)	\$ 756.00
NUTE ENGINEERING	Lincoln Ave. - sewer improvement services from 3/01/17-3/31/17	300	4319	Lincoln, Prospect/Paloma (80)	\$ 91.00
NUTE ENGINEERING	Pipe Bursting - services from 3/01/17-3/31/17	300	4328	Pipe Burst Sewer Rehab'16 (10)	\$ 472.00
NUTE ENGINEERING	San Pedro Pump Station - services from 3/1/17-3/31/17	300	4147	San Pedro Pump Station Upgrade	\$ 44,705.50
NUTE ENGINEERING	Sewer Pipe Repair - services from 3/1/17-3/31/17	300	4329	2017 Sewer Pipe Repair and Repl	\$ 10,036.50
OWEN EQUIPMENT	Collection System - part for vactor truck	200	2360	O&M - collection systems	\$ 318.13
PERIN - BATTERIES PLUS	Office Supplies - batteries	200	2133	Office & shop supplies	\$ 6.81
PG&E a/c 2480926202-5	Power - service for pump stations 3/10/17-4/10/17	200	2535	Electrnc utility costs	\$ 20,546.64
PG&E a/c 2480926202-5	Power - service for pump stations 4/10/17-5/10/17	200	2535	Electric utility costs	\$ 16,695.08
PHILLIPS, GARY	Director's Fees - Gary O. Phillips on 4/28/17	100	2282	Director's fees	\$ 100.00
ROTO-ROOTER SEWER SERVICE INC	Standby - 7 Broadview Dr.	200	2363	Standby services	\$ 188.50
ROTO-ROOTER SEWER SERVICE INC	Standby - 47 El Camino Ave.	200	2363	Standby services	\$ 2,975.00
ROTO-ROOTER SEWER SERVICE INC	Standby - 47 W Crescent Dr.	200	2363	Standby services	\$ 460.00
ROTO-ROOTER SEWER SERVICE INC	Standby - 48 Dunfries Ter.	200	2363	Standby services	\$ 460.00
ROTO-ROOTER SEWER SERVICE INC	Standby - 129 Jordan St.	200	2363	Standby services	\$ 460.00
ROTO-ROOTER SEWER SERVICE INC	Standby - 225 Woodland Ave.	200	2363	Standby services	\$ 460.00
ROTO-ROOTER SEWER SERVICE INC	Standby - 720 W Francisco Blvd.	200	2363	Standby services	\$ 1,510.00
ROTO-ROOTER SEWER SERVICE INC	Standby - 830 Third Street	200	2363	Standby services	\$ 1,510.00
ROTO-ROOTER SEWER SERVICE INC	Standby - 830 Third Street	200	2363	Standby services	\$ 517.50
ROTO-ROOTER SEWER SERVICE INC	Standby - sewer clean up at 7 Eucalyptus	200	2363	Standby services	\$ 460.00
SEQUOIA SAFETY SUPPLY COM	Safety - gloves	200	2365	Safety equipment and supplies	\$ 175.69
SEQUOIA SAFETY SUPPLY COM	Safety - safety vests	200	2365	Safety equipment and supplies	\$ 167.74
SHAMROCK	Collection System - crushed rock for back fill of sewer repair at 17 Twin Oaks Ave.	200	2360	O&M - collection systems	\$ 24.47
SHAMROCK	Collection System - crushed rock for back fill of sewer repair at 17 Twin Oaks Ave.	200	2360	O&M - collection systems	\$ 9.79
TELSTAR INSTRUMENTS INC	Pump Stations - annual preventative maintenance	200	2359	Maint- pump sta's & force mains	\$ 14,445.00
TIFCO INDUSTRIES	Pump Stations - miscellaneous supplies	200	2359	Maint- pump sta's & force mains	\$ 217.27
US BANK CORPORATE PAYMENT	Collection System - landscaping for 7 Eucalyptus Lane	200	2360	O&M - collection systems	\$ 32.63
US BANK CORPORATE PAYMENT	Miscellaneous - parking fee for department meeting	100	2389	Miscellaneous expenses	\$ 3.50
US BANK CORPORATE PAYMENT	Miscellaneous - staff meeting	100	2389	Miscellaneous expenses	\$ 250.00
US BANK CORPORATE PAYMENT	San Pedro - project meeting	300	4147	San Pedro Pump Station Upgrade	\$ 19.20

**SAN RAFAEL SANITATION DISTRICT**  
**PAYMENT SUMMARY**  
**May 1, 2017 - May 31, 2017**

<i>Vendor/Payee</i>	<i>Memo</i>	<i>Class</i>	<i>Acct #</i>	<i>Account Name</i>	<i>Amount</i>
<b>US BANK CORPORATE PAYMENT</b>	San Pedro - project meeting	300	4147	San Pedro Pump Station Upgrade	\$ 61.17
<b>US BANK CORPORATE PAYMENT</b>	San Pedro - project publication of notice inviting bids	300	4147	San Pedro Pump Station Upgrade	\$ 960.95
<b>VERIZON WIRELESS</b>	Telephone Service - wireless service for laptops 3/21/17-4/20/17	100	2534	Telephone service	\$ 266.07
<b>WATER COMPONENTS &amp; BLDG SUPPLY</b>	Collection System - hose for reclaimed water on vactor truck	200	2360	O&M - collection systems	\$ 72.49
<b>WATER COMPONENTS &amp; BLDG SUPPLY</b>	Collection System - oil mix for weed eaters	200	2360	O&M - collection systems	\$ 20.60
<b>WATER COMPONENTS &amp; BLDG SUPPLY</b>	Collection System - parts for sewer repair at 17 Twin Oaks Ave.	200	2360	O&M - collection systems	\$ 262.48
<b>WATER COMPONENTS &amp; BLDG SUPPLY</b>	Collection System - parts for sewer repair at 17 Twin Oaks Ave.	200	2360	O&M - collection systems	\$ 175.76
<b>WATER COMPONENTS &amp; BLDG SUPPLY</b>	Collection System - parts for sewer repair at 17 Twin Oaks Ave.	200	2360	O&M - collection systems	\$ 269.01
<b>WATER COMPONENTS &amp; BLDG SUPPLY</b>	Collection System - parts for sewer repair at 17 Twin Oaks Ave.	200	2360	O&M - collection systems	\$ 242.09
<b>WATER COMPONENTS &amp; BLDG SUPPLY</b>	Pump Station - lid for cathodic protection can at Cayes Main Pump Station	200	2359	Maint- pump sta's & force mains	\$ 18.01
<b>WATER COMPONENTS &amp; BLDG SUPPLY</b>	Pump Stations - pipe wrap tape	200	2359	Maint- pump sta's & force mains	\$ 6.11
<b>WOODLAND CTR AUTO SUPPLY</b>	Pump Stations - antifreeze for Bret Harte pump station generator	200	2359	Maint- pump sta's & force mains	\$ 19.06
<b>WOODLAND CTR AUTO SUPPLY</b>	Pump Stations - pump oil	200	2359	Maint- pump sta's & force mains	\$ 62.65
<b>Total</b>					\$ 2,355,147.35

4.a.

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

**DATE:** June 22, 2017  
**TO:** Board of Directors, San Rafael Sanitation District  
**FROM:** Doris Toy, District Manager/District Engineer   
**SUBJECT:** Discussion on LAFCO's Central Marin Wastewater Study, April 2017 Draft Report

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**RECOMMENDATION:**

Review and discuss LAFCO's Central Marin Wastewater Study Draft Report and District's draft response letter and provide direction to staff.

**SUMMARY:**

On April 13, 2017, Marin Local Agency Formation Commission (LAFCO) released a public draft of the Central Marin Wastewater Study Municipal Service Review, and comments are due on June 30, 2017. At the May 2017 Board meeting, the Board and staff discussed the draft report and several recommendations relating to our District. The Board asked staff to draft a response for further discussion at this meeting.

The JPA Managers will be meeting on June 30<sup>th</sup> and will discuss each agency's comments. If there are common comments, the JPA Managers are planning to send a joint letter to LAFCO with the common comments.

Attachment: SRSD's draft response letter



**San Rafael  
Sanitation  
District**

111 Morphew 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.

June 30, 2017

Mr. Keene Simonds, Executive Officer  
Marin Local Agency Formation Commission  
1401 Los Gamos Drive, Suite 220  
San Rafael, CA 94903

RE: Central Marin Wastewater Study, April 2017 Draft Report

Dear Mr. Simonds:

The San Rafael Sanitation District has reviewed the Central Marin Wastewater Study Draft Report and appreciates the opportunity to participate in the study through the Technical Advisory Committee and to provide its comments. The District has comments in regard to the following Recommendations stated in the Executive Summary portion of the report.

*Recommendation #2: CMSA should develop a plan to allocate treatment capacity among its member agencies to enhance regional growth management. This plan would appropriately inform each member agency as well as local land use authorities with more certainty with respect to their ability to forecast and accommodate new development within their jurisdictional boundaries going forward.*

SRSD disagrees. Wastewater agencies are not land use authorities and do not have any decision making authority on land use and growth. The local land use authorities are the County of Marin and City of San Rafael. SRSD works with the County, City, and developers to provide the capacity for the new developments.

*Recommendation #4: CMSA should reorganize its governing board structure to limit and or remove the City of Larkspur's presence within the joint powers authority to better align and weight governance with vested participation.*

*Recommendation #5: SRSD should designate the lone board seat statutorily dedicated to a member of the County of Marin to the incumbent holding Supervisor District 1 given it covers nearly all of the District's jurisdictional boundary. This designation would provide a more logical and direct match between SRSD voters and their appointed representatives.*

SRSD disagrees. The SRSD jurisdictional boundary includes Supervisor Districts 1, 2, and 4. Although District 1 has more coverage of SRSD, one can also say that the ratepayers in District 1 are double represented since the other two SRSD Board members are from the City Council. Also, by allowing the Supervisor from either District 1, 2, or 4 to sit on the SRSD Board, it offers the Board of Supervisors more flexibility in their appointment to the SRSD Board.

*Recommendation #6: Corrective action is needed to appropriately amend jurisdictional boundaries to better align service areas with existing property lines within the Ross Valley and San Rafael Creek Watersheds. Similarly boundary clean-ups are needed to correct instances where actual service provision in this subregion does not match up with assigned jurisdictional boundaries.*

SRSD agrees.

*Recommendation #8: The Commission should consider authorizing an addendum to fully evaluate options to reorganize and consolidate public wastewater services in Central Marin and most pertinently among agencies in the Ross Valley and San Rafael Creek Watersheds. This topic – which has been previously reviewed by the agencies specific to assessing cost-savings but not the Commission - responds to Marin LAFCO's directive to independently assess the notional sense affirmed in this study that a consolidation would appear primed to produce greater accountability and efficiency within the combined watershed.*

SRSD agrees and is in favor of performing a consolidation study. Several years ago, SRSD asked LAFCO to consider evaluating available alternative government structure options involving wastewater services within the region. SRSD is interested in the report findings and its determination of efficiency and best operations.

*Recommendation #9: Septic Systems are increasingly problematic in urban and or developing areas in Central Marin and pose a public safety threat to the health and environment of the agencies' service areas. The affected agencies should work to identify all septic systems within their respective areas in step with resiliency planning and determining future system risks.*

SRSD agrees and plans to work with the County's Environmental Health Services Department.

*Recommendation #11: The affected agencies in Central Marin should coordinate efforts to establish policies and protocols in addressing the increasing effects of climate change relative to wastewater services. This includes resiliency planning with respect to droughts, storm events, raising water tables as well as future demands.*

SRSD agrees. SRSD is currently working with the County of Marin on its Marin Shoreline Sea Level Rise Vulnerability Assessment (also known as the BayWAVE study) and the City of San Rafael's Local Hazard Mitigation Plan.

The District also has the following comments on the District's Agency Profile section.

Wastewater Flow as a unit of measurement. The report compares daily average flows, dry-weather day flow, and peak day flows and breaks it down to the amount of flow per resident, per occupied housing unit, and per service connection. This can be misleading and misrepresented for the following reasons: 1) the flow data includes all flow from residents, commercial, industrial, and inflow/infiltration; 2) our District has more commercial facilities, i.e. restaurants, than other agencies in Central Marin; and 3) during wet weather, the amount of rain varies throughout the City and County as well as from year to year.

Pension Obligations. The report discusses the City of San Rafael's pension obligations. The District represents approximately 3.3% of the City of San Rafael's total unfunded liability. This liability is reported in the District's Financial Statements. The City's unfunded liability, as a percentage of its unrestricted fund balance, is not relevant to the District's financial position. The operating structure of the City and District are not the same; thus, the City, which has a much higher percentage of personnel costs to total expenditures than the District, will have a much higher pension contribution as a percentage of payroll, than will the District.

Please see the attached Agency Profile with additional comments.

The District would like to thank LAFCO for its time and effort to review and consider our comments. We look forward to working with LAFCO and the other Central Marin and local agencies to pursue the recommendations and improve efficiencies and operations in wastewater services. If you have any questions, please contact Doris Toy, District Manager.

Sincerely,


Gary O. Phillips  
Chairman

Attachment



4.b.

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

**DATE:** June 22, 2017  
**TO:** Board of Directors, San Rafael Sanitation District  
**FROM:** Doris Toy, District Manager/District Engineer   
**SUBJECT:** Adopt Resolution Approving and Authorizing the Chairman to Execute the San Rafael Sanitation District's Response to the 2016-2017 Marin County Civil Grand Jury Report: "Overcoming Barriers to Housing Affordability"

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**RECOMMENDATION:**

Adopt resolution approving and authorizing the Chairman to execute the San Rafael Sanitation District's response to the 2016-2017 Marin County Civil Grand Jury Report: "Overcoming Barriers to Housing Affordability."

**SUMMARY:**

On April 12, 2017, the Marin County Civil Grand Jury released the report, "Overcoming Barriers to Housing Affordability." The Grand Jury requested that the District to respond in writing to the Findings and Recommendations contained in the report, which in this case the District is to respond to:

Recommendation, R5, "Each utility district should adopt waivers for hook-up fees for low income housing projects and accessory dwelling units."

At the present, the District provides a discounted "connection fee" for accessory dwelling units that are within the footprint of the house and/or that are connected to the house lateral. For Fiscal Year 2016-2017, the discounted rate is the \$1,424.13 administrative fee compared to the \$3,427.74 connection fee for a single dwelling unit. However, the District does not have a waiver for low income housing projects.

At the last Board meeting, the Board felt that it was worth considering and wanted to continue with further discussion in the near future.

The Grand Jury requests that the District respond in writing to the Findings and Recommendations contained in the Report within 90 days (July 12, 2017).

Please see the attached "Response to Grand Jury Report Form."

**ACTION REQUIRED:**

Staff recommends that the Board adopt the resolution approving and authorizing the Chairman to execute the San Rafael Sanitation District's response to the 2016-2017 Marin County Civil Grand Jury Report: "Overcoming Barriers to Housing Affordability."

Attachment: 2016-2017 Marin County Civil Grand Jury Report, "Overcoming Barriers to  
Housing Affordability"  
Response to Grand Jury Report Form  
Resolution  
Response Letter

## RESPONSE TO GRAND JURY REPORT FORM

Report Title: *Overcoming Barriers to Housing Affordability*

Report Date: April 6, 2017

Public Release Date: April 12, 2017

Response by: July 12, 2017

### FINDINGS

- I (we) agree with the findings numbered: N/A
- I (we) disagree wholly or partially with the findings numbered: N/A  
(Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)

### RECOMMENDATIONS

- Recommendations numbered R5 have been implemented.  
(Attach a summary describing the implemented actions.) **See Attachment A.**
- Recommendations numbered N/A have not yet been implemented, but will be implemented in the future.  
(Attach a timeframe for the implementation.)
- Recommendations numbered R5 require further analysis.  
(Attach an explanation and the scope and parameters of an analysis or study and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the Grand Jury report.)
- Recommendations numbered N/A will not be implemented because they are not warranted or are not reasonable.  
(Attach an explanation.)

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
GARY O. PHILLIPS, Board Chairman  
San Rafael Sanitation District

Number of pages attached 2 (including this page)

## ATTACHMENT "A"

### RESPONSE FROM THE SAN RAFAEL SANITATION DISTRICT TO GRAND JURY REPORT "OVERCOMING BARRIERS TO HOUSING AFFORDABILITY"

#### Recommendations:

**R5: Each utility district should adopt waivers for hook-up fees for low income housing projects and accessory dwelling units.**

**Response:** *Have been implemented and require further analysis:* Currently SRSD charges a discounted "connection fee" for an accessory dwelling unit that is within the footprint of the house and/or that is connected to the house lateral. For Fiscal Year 2016-17, the discounted rate is the \$1,424.13 administrative fee compared to the \$3,427.74 connection fee for a single dwelling unit. However, the District will discuss with legal counsel and consider if the District shall also offer some type of connection fee waiver for low income housing projects within the next six months.

**SAN RAFAEL SANITATION DISTRICT**

**RESOLUTION NO. 17-1152**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN RAFAEL SANITATION DISTRICT  
APPROVING AND AUTHORIZING THE CHAIRMAN TO EXECUTE  
THE SAN RAFAEL SANITATION DISTRICT'S RESPONSE TO  
THE 2016-2017 MARIN COUNTY CIVIL GRAND JURY REPORT ENTITLED  
"OVERCOMING BARRIERS TO HOUSING AFFORDABILITY"**

**WHEREAS**, pursuant to Penal Code Section 933, a public agency which receives a Grand Jury Report addressing aspects of the public agency's operations must comment on the findings and recommendations contained in the Report in writing within ninety (90) days to the Presiding Judge of the Superior Court with a copy to the Foreperson of the Grand Jury; and

**WHEREAS**, Penal Code Section 933 specifically requires that the "governing body" of the public agency provide said response; and, in order to lawfully comply, the governing body must consider and adopt the response at a noticed public meeting pursuant to the Brown Act; and

**WHEREAS**, the Board of Directors of the San Rafael Sanitation District has received and reviewed the 2016-2017 Marin County Civil Grand Jury Report dated April 6, 2017, entitled "Overcoming Barriers to Housing Affordability" and has agendized it for this meeting for a response.

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that the Board of Directors of the San Rafael Sanitation District hereby:

1. Approves and authorizes the Chairman to execute the San Rafael Sanitation District's response to the 2016-2017 Marin County Civil Grand Jury Report entitled "Overcoming Barriers to Housing Affordability," a copy of which is attached hereto and incorporated herein.

2. Directs the District Secretary to forward the District's response to the Grand Jury Report to the Presiding Judge of the Marin County Superior Court and to the Foreperson of the Marin County Civil Grand Jury.

**PASSED AND ADOPTED** at a special meeting of the San Rafael Sanitation District Board of Directors held on the 22nd day of June, 2017, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

**SAN RAFAEL SANITATION DISTRICT**

\_\_\_\_\_  
**Gary O. Phillips, Chairman**

**ATTEST:**

\_\_\_\_\_  
**Katie Rice, Acting Secretary**



**San Rafael  
Sanitation  
District**

111 Morphew 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.

June 22, 2017

The Honorable Judge Kelly V. Simmons  
Marin County Superior Court  
P.O. Box 4988  
San Rafael, CA 94913-4988

Re: Grand Jury Report: **“Overcoming Barriers to Housing Affordability”**

Honorable Judge Kelly Simmons:

We are forwarding to you the following documents:

- Duplicate original of Resolution No. 17-1152 adopted by the San Rafael Sanitation District on June 22, 2017, approving and authorizing the Chairman to execute the District's response; and
- Original of the “Response to Grand Jury Report Form,” executed by the District Chairman on June 22, 2017, together with Attachment “A”.

Please contact Doris Toy, the SRSD District Manager/District Engineer, at 485-3484 if you have any questions.

Sincerely,

GARY O. PHILLIPS  
Board Chairman  
San Rafael Sanitation District

GOP/ch

Attachments

cc: Doris Toy, District Manager/District Engineer (with enclosures)  
Jack F. Govi, Assistant County Counsel (with enclosures)



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Maribeth Bushey, Secretary/Director  
Katie Rice, Director

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

June 22, 2017

Mr. Jay Hamilton-Roth, Foreperson  
Marin County Civil Grand Jury  
3501 Civic Center Drive, Room 275  
San Rafael, CA 94903

Re: Grand Jury Report: **“Overcoming Barriers to Housing Affordability”**

Dear Mr. Hamilton-Roth:

We are forwarding to you the following documents:

- Duplicate original of Resolution No. 17-1152 adopted by the San Rafael Sanitation District on June 22, 2017, approving and authorizing the Chairman to execute the District’s response; and
- Original of the “Response to Grand Jury Report Form,” executed by the District Chairman on June 22, 2017, together with Attachment “A”.

Please contact Doris Toy, the SRSD District Manager/District Engineer, at 485-3484 if you have any questions.

Sincerely,

GARY O. PHILLIPS  
Board Chairman  
San Rafael Sanitation District

GOP/ch

Attachments

cc: Doris Toy, District Manager/District Engineer (with enclosures)  
Jack F. Govi, Assistant County Counsel (with enclosures)



5.a.

**SAN RAFAEL SANITATION DISTRICT**

**RESOLUTION NUMBER 17-1154**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN RAFAEL SANITATION DISTRICT  
ADOPTING AND APPROVING THE BUDGET  
FOR FISCAL YEARS 2017-2018 & 2018-2019**

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

**WHEREAS,** the Board of Directors has reviewed the budget for Fiscal Years 2017-2018 and 2018-2019, including any changes made to the budget by the Board.

**NOW, THEREFORE, BE IT RESOLVED** that the San Rafael Sanitation District does hereby adopt the attached budget for Fiscal Years 2017-2018 and 2018-2019.

**PASSED AND ADOPTED** at a special meeting of the San Rafael Sanitation District Board of Directors held on the 22nd day of June, 2017, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

**SAN RAFAEL SANITATION DISTRICT**

\_\_\_\_\_  
**Gary O. Phillips, Chairman**

**ATTEST:**

\_\_\_\_\_  
**Katie Rice, Acting Secretary**

SAN RAFAEL SANITATION DISTRICT  
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2018 AND 2019

	FY2018	FY2019
<b>OPERATING FUND</b>		
<b>RESOURCES AVAILABLE:</b>		
FUND BALANCE, BEGINNING	\$ 8,153,130	\$ 6,998,442
<b>REVENUES</b>		
Property taxes	1,650,763	1,650,763
User fees	16,297,708	16,623,662
Connection fees	71,503	71,503
Interest income	92,011	92,011
<b>Total revenues</b>	<u>18,111,985</u>	<u>18,437,939</u>
<b>TOTAL RESOURCES AVAILABLE</b>	<u>\$ 26,265,115</u>	<u>\$ 25,436,381</u>
<b>RESOURCES EXPENDED AND REMAINING</b>		
<b>EXPENDITURES</b>		
Maintenance and operations	\$ 4,322,027	\$ 4,421,677
Sewage treatment (CMSA)	6,370,715	6,587,429
<b>Transfers to Capital Funds</b>		
Equipment acquisition fund	123,931	123,931
<i>Capital improvement projects:</i>		
80-year life-cycle sewer replacement	5,200,000	5,200,000
Pump station & force main capital improvements	3,250,000	2,000,000
<b>TOTAL EXPENDITURES</b>	<u>19,266,673</u>	<u>18,333,037</u>
<b>ENDING FUND BALANCE</b>		
<b>Assigned:</b>		
Working capital	5,825,000	6,042,000
Emergencies	1,000,000	1,000,000
<b>Total assigned</b>	<u>6,825,000</u>	<u>7,042,000</u>
<b>Unassigned</b>	<u>173,442</u>	<u>61,343</u>
<b>Total ending fund balance</b>	<u>6,998,442</u>	<u>7,103,343</u>
<b>TOTAL RESOURCES EXPENDED &amp; REMAINING</b>	<u>\$ 26,265,115</u>	<u>\$ 25,436,381</u>
<hr/>		
<b>EQUIPMENT ACQUISITION FUND</b>		
FUND BALANCE, BEGINNING	\$ 1,685,842	\$ 1,369,471
Transfers from Operating Fund	123,931	123,931
Expenditures	(440,303)	(185,000)
<b>FUND BALANCE, ENDING</b>	<u>\$ 1,369,471</u>	<u>\$ 1,308,402</u>
<hr/>		
<b>80-YEAR LIFE-CYCLE SEWER REPLACEMENT</b>		
FUND BALANCE, BEGINNING	\$ 7,066,321	\$ 9,006,321
Transfers from Operating Fund	5,200,000	5,200,000
Expenditures	(\$3,660,000)	(\$4,800,000)
<b>FUND BALANCE, ENDING</b>	<u>\$ 8,606,321</u>	<u>\$ 9,006,321</u>
<hr/>		
<b>PUMP STATION &amp; FORCE MAIN CAPITAL IMPROVEMENTS</b>		
FUND BALANCE, BEGINNING	\$ 2,262,046	\$ 2,072,046
Transfers from Operating Fund	3,250,000	2,000,000
Expenditures	(\$3,440,000)	(\$1,865,000)
<b>FUND BALANCE, ENDING</b>	<u>\$ 2,072,046</u>	<u>\$ 2,207,046</u>

## **SUPPORTING SCHEDULES**

SAN RAFAEL SANITATION DISTRICT  
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2018 AND 2019  
 SUPPORTING SCHEDULE  
 EXPENDITURE DETAILS

Acct. Code	Account Title	Description	Actual 2015-16	Budget 2016-17	Projected 2016-17	Proposed 2017-18	Proposed 2018-19	Comments
<b>FUND 74600 - MAINTENANCE AND OPERATION</b>								
2351	Contractual Costs to City of San Rafael	Salaries, benefits, summer help, technology replacement, utilities	2,899,992	\$ 3,285,000	2,917,219	\$ 2,997,232	\$ 3,058,926	3% increase per City Estimate
2388	Staff Training, Education, and Memberships	Registration, tuition, manuals, texts, etc. for District personnel training and certification courses & seminars on confined space, SSMP, management, etc.	1,966	\$ 6,600	\$ 1,717	\$ 1,758	\$ 1,800	Based on 2016-17 Projection plus General Inflation
2477	Conferences	Travel, lodging, and related expenses for Board and staff, CASA quarterly meetings, and other misc. conferences	-	\$ 5,600	\$ -	\$ 5,500	\$ 5,632	
2131	Memberships & Subscriptions	Annual membership dues	10,994	\$ 14,500	\$ 11,496	\$ 14,500	\$ 14,848	
	<i>Details:</i>							
	USA			\$ 200	\$ 165	\$ 200	\$ 200	
	State WRCB			\$ 2,300	\$ 2,088	\$ 2,300	\$ 2,300	
	CASA			\$ 9,000	\$ 8,570	\$ 9,000	\$ 9,000	
	Marin I.J.			\$ 500	\$ 673	\$ 500	\$ 500	
	BACWA			\$ 1,800	\$ -	\$ 1,500	\$ 1,500	
	Other			\$ 1,000	\$ -	\$ 1,000	\$ 1,000	
	<b>Total</b>			\$ 14,500	\$ 11,496	\$ 14,500	\$ 14,500	
2534	Telephone Service	District office, District fax, pump stations, cell phones, pagers, dialers for pump stations, laptop connection cards	18,004	\$ 19,000	\$ 14,868	\$ 15,225	\$ 15,590	Based on 2016-17 Projection plus General Inflation
2282	Director Fees	Payment to Board of Directors for meetings	2,800	\$ 5,200	\$ 2,305	\$ 5,000	\$ 5,120	
2713	Legal Services	Legal services performed by the County Counsel and outside counsel for the District	11,736	\$ 30,000	\$ 6,494	\$ 30,000	\$ 30,720	
2325	Consulting Services	Engineering, professional and specialized consulting services	42,462	\$ 68,600	\$ 77,418	\$ 65,000	\$ 68,560	Based on 2016-17 Projection plus General Inflation
	<i>Details:</i>							
	Note engineering			\$ 43,300	\$ 7,500	\$ 43,000	\$ 44,032	
	California CAD			\$ 15,500	\$ 52,000	\$ 5,000	\$ 5,120	
	Audit of financial statement			\$ 7,700	\$ 14,000	\$ 16,000	\$ 16,384	
	Other			\$ -	\$ 3,918	\$ 1,000	\$ 1,024	
2717	Accounting Services	Accounting and financial management services	53,100	\$ 59,000	\$ 53,500	\$ 56,200	\$ 57,549	Based on 2016-17 Projection plus General Inflation
	<i>Details:</i>							
	Maher Accountancy			\$ 46,000	\$ 43,200	\$ 43,200	\$ 43,200	
	Monthly accounting			\$ 13,000	\$ 9,900	\$ 13,000	\$ 14,349	
6832	Tax collection fees	County Tax collection and sewer service administration fees	33,896	\$ 40,000	\$ 37,441	\$ 38,340	\$ 39,260	Based on 2016-17 Projection plus General Inflation
2059	General Insurance	CSRMA - public liability, property, and auto insurance	113,559	\$ 128,000	\$ 114,571	\$ 117,321	\$ 120,136	Based on 2016-17 Projection plus General Inflation
2051	Claims and Deductibles	Claims and deductible payments	400	\$ 35,000	\$ -	\$ 35,000	\$ 35,840	
2321	Public Outreach	Informational fliers, website	1,356	\$ 10,000	\$ 6,191	\$ 20,000	\$ 20,480	
2221	Legal Notices	Publication of notices of hearings, ordinances, etc.	-	\$ 1,500	\$ -	\$ 1,500	\$ 1,536	

SAN RAFAEL SANITATION DISTRICT  
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2018 AND 2019  
 SUPPORTING SCHEDULE  
 EXPENDITURE DETAILS

Acct. Code	Account Title	Description	Actual 2015-16	Budget 2016-17	Projected 2016-17	Proposed 2017-18	Proposed 2018-19	Comments
2122	Rebates/Refunds	Refund of sewer user & connection fees	744	\$ 10,000	\$ 768	\$ 10,000	\$ 10,240	
2133	Office/Shop Supplies	District office & maintenance	9,464	\$ 12,300	\$ 2,414	\$ 10,000	\$ 10,240	
2389	Miscellaneous expenses		274	\$ 1,500	\$ 953	\$ 1,500	\$ 1,536	
2359	Maintenance and Operations, Pump Stations, Force Mains, Generators	All maintenance, repairs, and supplies for pump stations and force mains, including rebuilding pumps, motors, electrical panels, controls, comminutors, replacing and/or repairing valves, replace motor control centers, etc.	199,605	\$ 210,000	\$ 208,233	\$ 213,231	\$ 218,349	Based on 2016-17 Projection plus General Inflation
2350	Maintenance and Operations Collection System	All maintenance, pipe spot repairs, and supplies for collection system, including accessory parts and materials for vactor and power rodder.	101,331	\$ 170,000	\$ 39,024	\$ 140,000	\$ 140,000	Based on history. FY1617 was unusually low.
2535	Power	Cost of electricity and gas for all pump stations	139,153	\$ 155,000	\$ 201,941	\$ 206,788	\$ 211,751	Power rates have increased. And more pump time this wet weather season
2536	Water	Water purchases	8,371	\$ 13,000	\$ 12,223	\$ 13,079	\$ 13,995	Based on 2016-17 Projection plus General Inflation
2363	Standby Services	Cost to respond to sewer emergencies by Roto-Rooter after hours and on weekends and holidays	19,041	\$ 40,000	\$ 29,209	\$ 40,000	\$ 40,960	Maintain budget for emergencies
2083	Vehicle repair & parts	Parts, maintenance, repairs, fuel & oil for District vehicles	38,018	\$ 53,000	\$ 30,838	\$ 50,000	\$ 51,200	Maintain budget for emergencies
2106	Odor Control	Bioxide chemical odor control for pump stations	57,373	\$ 84,000	\$ 59,329	\$ 84,000	\$ 85,016	Past couple of years, our shipment has decreased because of pump station rehab projects. We should have normal deliveries now. Recommend to budget back the \$84K.
2021	Uniforms	Rental & cleaning of uniforms	6,003	\$ 11,500	\$ 7,159	\$ 10,000	\$ 10,240	
2365	Safety Equipment and Supplies	Equipment and supplies for on-the-job safety gear, safety signing, first aid supplies, gas detectors and confined space training equipment for compliance with OSHA requirements, including servicing fire extinguishers.	2,324	\$ 13,000	\$ 1,771	\$ 5,000	\$ 5,120	
4045	Manhole Raising	Reimburse City of San Rafael or Marin County for raising manholes to grade upon completion of City/County street or Right-of-Way improvement projects.	11,500	\$ 55,000	\$ 30,400	\$ 55,000	\$ 55,000	Maintain budget due to irregular timing of projects
4300	FOG Program	Fats, Oils, and Grease Program administered by CMSA	27,656	\$ 38,000	\$ 28,694	\$ 29,383	\$ 30,088	Based on 2016-17 Projection plus General Inflation
4188	Facilities Mapping Services	Continuation of Facilities Mapping Program and development of data base tracking system for: mapping interface, data base structure, activity tracking, locating structures, easement research, mapping, sewer map books.	87,650	\$ 60,000	\$ 60,030	\$ 61,471	\$ 62,946	Based on 2016-17 Projection plus General Inflation
<b>TOTAL MAINTENANCE &amp; OPERATIONS</b>			<b>\$ 3,898,814</b>	<b>\$ 4,632,000</b>	<b>\$ 3,956,227</b>	<b>\$ 4,322,027</b>	<b>\$ 4,421,677</b>	

SAN RAFAEL SANITATION DISTRICT  
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2018 AND 2019  
 SUPPORTING SCHEDULE  
 EXPENDITURE DETAILS

Acct. Code	Account Title	Description	Actual 2015-16	Budget 2016-17	Projected 2016-17	Proposed 2017-18	Proposed 2018-19	Comments
<b>FUND 74600 - FIXED ASSETS</b>								
4830	Vehicle & equipment acquisition	Acquisition of vehicles, equipment & furniture	\$ 34,158	\$ 339,000	\$ 5,000	\$ 440,303	\$ 185,000	Based on Asset Replacement Schedule
<b>TOTAL FIXED ASSETS</b>			\$ 34,158	\$ 339,000	\$ 5,000	\$ 440,303	\$ 185,000	
<b>FUND 74604 - CENTRAL MARIN SANITATION AGENCY</b>								
4112	SRSO Share of Operation	Per Agency budget	\$ 4,245,440	\$ 4,700,000	\$ 4,700,000	\$ 4,510,860	\$ 4,722,269	Estimate from CMSA
4113	SRSO Share of Plant Expansion	District's proportionate share of CMSA bond payments based on the total EDU count for all JPA members per Agency budget	\$ 1,688,582	\$ 1,950,000	\$ 1,950,000	\$ 1,859,855	\$ 1,865,160	Estimate from CMSA
<b>TOTAL CENTRAL MARIN SANITATION AGENCY</b>			\$ 5,934,023	\$ 6,650,000	\$ 6,650,000	\$ 6,370,715	\$ 6,587,429	
<b>FUND 74601 - CAPITAL IMPROVEMENTS</b>								
<b>30-YEAR LIFE-CYCLE PROGRAM</b>								
4322	SMART - Tamalpais Sewer Relocation		\$ -	\$ -	\$ -	\$ -	\$ -	
4317	H Street, Fourth to Forbes		\$ 85,835	\$ -	\$ -	\$ -	\$ -	
4309	Sun Valley-Calf, Humboldt, Nevada		\$ 1,423,619	\$ -	\$ -	\$ -	\$ -	
4318	Lincoln, Paloma/Mission (80)	Replace 1,350 LF of sewer and increase capacity.	\$ 670,905	\$ -	\$ -	\$ -	\$ -	
4313	Warner Court	Replace approx. 2,300 LF of sewer pipe, which majority are in easements and increase capacity	\$ 11,766	\$ -	\$ 300	\$ -	\$ -	
4324	Sun Valley-Calf, Solano, Alpine, Windsor		\$ 154,695	\$ 2,200,000	\$ 2,900,000	\$ -	\$ -	
4319	Lincoln Ave. Prospect to Paloma	Replace 2,450 LF of sewer and increase capacity.	\$ 1,357,154	\$ 2,200,000	\$ 1,600,000	\$ -	\$ -	
4301	System Condition/Capacity Assessment	Develop sewer facilities data, analyze sewer system capacity, CCTV Program	\$ 875	\$ 350,000	\$ 27,000	\$ 400,000	\$ 400,000	
4302	Rehabilitation of Gravity Sewer (80-year)		\$ 90,829	\$ 200,000	\$ 760	\$ 200,000	\$ 200,000	
4330	La Crescenta, Loma Linda, Marina Sewer Impt		\$ -	\$ -	\$ 20,000	\$ 850,000	\$ -	
4328	2016 Pipe Bursting Sewer Rehab		\$ -	\$ -	\$ 706,000	\$ -	\$ -	
4329	2017 Sewer Pipe Repair and Replacement		\$ -	\$ -	\$ 65,000	\$ 800,000	\$ -	
4320	Rehabilitation of Beach Sewers-Bayside Acres		\$ -	\$ 300,000	\$ -	\$ 200,000	\$ 1,700,000	
4323	Woodland Pl/Ave & Octavia		\$ -	\$ 500,000	\$ -	\$ 100,000	\$ 1,100,000	
4311	El Cerrito to Forbes		\$ -	\$ 325,000	\$ -	\$ 470,000	\$ -	

SAN RAFAEL SANITATION DISTRICT  
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2018 AND 2019  
 SUPPORTING SCHEDULE  
 EXPENDITURE DETAILS

Acct. Code	Account Title	Description	Actual 2015-16	Budget 2016-17	Projected 2016-17	Proposed 2017-18	Proposed 2018-19	Comments
4305	Mramar and Mrafores	Replace 300 LF of 4' sewer and increase capacity	\$ -	\$ -	\$ -	\$ -	\$ 500,000	
4316	Second St, Ida to E Streets		\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	
4327	#70-96 Bret Harle Easement		\$ -		\$ -	\$ -	\$ 100,000	
4321	Emergency Projects		\$ -	\$ 135,000	\$ 45,000	\$ 140,000	\$ 200,000	
TBD	Projects to be identified		\$ -	\$ -	\$ 940	\$ 500,000	\$ 500,000	
<b>TOTAL 60-YEAR LIFE-CYCLE PROGRAM</b>			<b>\$ 3,795,678</b>	<b>\$ 6,690,000</b>	<b>\$ 5,385,000</b>	<b>\$ 3,660,000</b>	<b>\$ 4,800,000</b>	
<b>10-YEAR CAPITAL IMPROVEMENT PROGRAM</b>								
4143	Cayes Main PS/Catalina FM	Upgrade pump station	\$ 2,250,000	\$ 650,000	\$ -	\$ -	\$ -	
4145	Cathodic Protection	Restore cathodic protection devices for N. Francisco Pump Station and at 24 galvanic test stations	\$ 32,000	\$ -	\$ -	\$ -	\$ -	
4146	Glenwood Pump Station	Upgrade pump station	\$ 174,000		\$ 504,000	\$ -	\$ -	
4130	San Pedro Pump Station Upgrade	Upgrade pump station	\$ -	\$ -	\$ 176,721	\$ 2,100,000	\$ -	
4151	Force Main Condition Assessment	Develop data and analyze the condition of force mains	\$ -		\$ 40,000	\$ 200,000	\$ 200,000	
nlfm	N. Francisco Force Main Relocation		\$ -		\$ -	\$ 800,000	\$ -	
sfps	South Francisco Pump Station		\$ -	\$ -	\$ -	\$ 100,000	\$ 1,420,000	
4142	Stand Pipe at Pump Stations	Install stand pipes at valve pts	\$ -		\$ -	\$ 100,000	\$ -	
FPSU	Fiberglass Pump Station Upgrade	Upgrade pump station	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
4200	Emergency Projects for PS and FM	Emergency repairs	\$ 130,000		\$ 9,690	\$ 140,000	\$ 145,000	
4999	Projects to be identified	Future Projects	\$ -		\$ -	\$ -	\$ -	
<b>TOTAL PUMP STATION &amp; FORCE MAIN CAPITAL IMPROVEMENTS</b>			<b>\$ 2,586,000</b>	<b>\$ 918,000</b>	<b>\$ 1,130,411</b>	<b>\$ 3,440,000</b>	<b>\$ 1,865,000</b>	
<b>TOTAL CAPITAL IMPROVEMENTS</b>			<b>\$ 6,381,678</b>	<b>\$ 7,608,000</b>	<b>\$ 6,495,411</b>	<b>\$ 7,100,000</b>	<b>\$ 6,665,000</b>	

SAN RAFAEL SANITATION DISTRICT  
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2018 AND 2019  
 SUPPORTING SCHEDULE  
 CENTRAL MARIN SANITATION AGENCY

	Projected 2016-17	Proposed 2017-18	Proposed 2018-19
Sewer Treatment - Maintenance & Operations	\$ 4,700,000	\$ 4,510,860	\$ 4,722,269
Sewer Treatment - Debt Service	\$ 1,950,000	\$ 1,859,855	\$ 1,865,160
Total	<u>\$ 6,650,000</u>	<u>\$ 6,370,715</u>	<u>\$ 6,587,429</u>

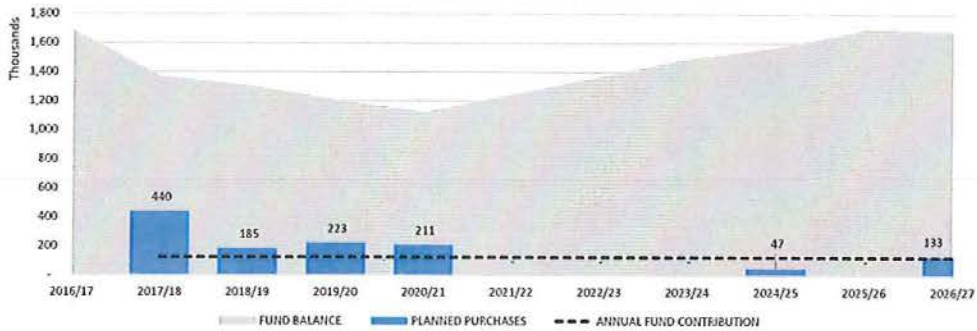


SAN RAFAEL SANITATION DISTRICT  
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2018 AND 2019  
 SUPPORTING SCHEDULE  
 EQUIPMENT RESERVE AND EQUIPMENT ACQUISITION PLAN

EQUIPMENT ACQUISITION FUND & EXPENSE

METHODOLOGY

In order to stabilize the general fund, equipment purchases are estimated base on a 10-year projection, and 1/10th of that amount is reserved each budget year. Actual expenditures will draw from the reserve account.



Equipment description	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	10 Year Total	10 Year Avg
Replace 2007 Chevy 3/4-ton pickup		46,000	-	-	-	-	-	-	-	-	-	46,000	4,600
Replace 2007 Chevy 1 1/2-ton pickup		122,000	-	-	-	-	-	-	-	-	-	122,000	12,200
Replace 2008 Escape Hybrid		41,000	-	-	-	-	-	-	-	-	-	41,000	4,100
MERA radios		40,000	-	-	-	-	-	-	-	-	-	40,000	4,000
Closed circuit televised camera		20,000	-	-	-	-	-	-	-	-	-	20,000	2,000
SCADA System Upgrade I		138,500	-	-	-	-	-	-	-	-	-	138,500	13,850
Replace Odor Scrubber at West Railroad Pump Station		32,803	-	-	-	-	-	-	-	-	-	32,803	3,280
SCADA System Upgrade II		-	143,000	-	-	-	-	-	-	-	-	143,000	14,300
Replace 2009 Toyota Prius		-	42,000	-	-	-	-	-	-	-	-	42,000	4,200
PLANNED BEYOND BUDGET (anything with Year Replaced between 3-10 years out)													
SCADA System Upgrade III		-	-	148,000	-	-	-	-	-	-	-	148,000	14,800
REPLACE Sewer Combo Vactor Truck		-	-	41,000	-	-	-	-	-	-	-	41,000	4,100
REPLACE OK Champion Rodder Truck		-	-	34,000	-	-	-	-	-	-	-	34,000	3,400
REPLACE Ford Truck F-250		-	-	-	32,144	-	-	-	-	-	-	32,144	3,214
REPLACE 2011 Ford Escape Hybrid		-	-	-	23,490	-	-	-	-	-	-	23,490	2,349
REPLACE Ford Truck F-250		-	-	-	99,000	-	-	-	-	-	-	99,000	9,900
REPLACE 2011 Ford Escape Hybrid		-	-	-	56,000	-	-	-	-	-	-	56,000	5,600
REPLACE Mobile Pump Godwin 4-inch		-	-	-	-	-	-	-	47,454	-	-	47,454	4,745
REPLACE Godwin DRI-Prima CD225M Diesel Pump		-	-	-	-	-	-	-	-	-	58,854	58,854	5,885
REPLACE Ingersoll-Rand Doosan G70 Trailer Mounted Diesel		-	-	-	-	-	-	-	-	-	33,320	33,320	3,332
REPLACE I.R. Doosan G70 Trailer Mounted Diesel (PG Pump Str)		-	-	-	-	-	-	-	-	-	33,320	33,320	3,332
REPLACE Hautmark Emergency repair trailer		-	-	-	-	-	-	-	-	-	7,427	7,427	743
0													
PLANNED PURCHASES		440,303	185,000	223,000	210,634	-	-	-	47,454	-	132,921	1,239,312	123,931
ANNUAL FUND CONTRIBUTION		123,931	123,931	123,931	123,931	123,931	123,931	123,931	123,931	123,931	123,931	1,239,312	123,931
FUND BALANCE	1,685,842	1,369,471	1,308,402	1,209,333	1,122,630	1,246,561	1,370,493	1,494,424	1,570,901	1,694,832	1,685,842		

SAN RAFAEL SANITATION DISTRICT  
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2018 AND 2019  
 SUPPORTING SCHEDULE  
 80-YEAR LIFE-CYCLE PROGRAM (GRAVITY SEWERS)

Project	Est. Cost	Estimated	Projected	Projected
		2016-17	2017-18	2018-19
Warner Court	\$71,959	\$300	\$0	\$0
Sun Valley-Calif, Solano, Alpine, Windsor	\$3,054,695	\$2,900,000	\$0	
Lincoln Ave. Prospect to Paloma	\$2,957,154	\$1,600,000	\$0	
System Condition/Capacity Assessment	\$1,754,989	\$27,000	\$400,000	\$400,000
Rehabilitation of Gravity Sewer (80-year)	\$1,034,844	\$760	\$200,000	\$200,000
La Crescenta, Loma Linda, Marina Sewer Impt	\$870,000	\$20,000	\$650,000	
2016 Pipe Bursting Sewer Rehab	\$706,000	\$706,000		
2017 Sewer Pipe Repair and Replacement	\$865,000	\$65,000	\$800,000	
Rehabilitation of Beach Sewers-Bayside Acres	\$1,937,366	\$0	\$200,000	\$1,700,000
Woodland Pl/Ave & Octavia	\$1,200,000	\$0	\$100,000	\$1,100,000
El Cerrito to Forbes	\$479,116	\$0	\$470,000	
Miramar and Miraflores	\$500,566	\$0	\$0	\$500,000
Second St, Ida to E Streets	\$1,300,000	\$0	\$0	\$100,000
#70-96 Bret Harte Easement	\$1,000,000	\$0	\$0	\$100,000
Emergency Projects	\$944,534	\$45,000	\$140,000	\$200,000
Projects to be identified		\$940	\$500,000	\$500,000
<b>TOTAL EXPENDITURES</b>		<b>\$5,365,000</b>	<b>\$3,660,000</b>	<b>\$4,800,000</b>

Beginning Fund Balance	\$7,066,321	\$7,066,321	\$8,606,321
Transfers In from Operation	\$5,365,000	\$5,200,000	\$5,200,000
Estimated Expense	<b>(\$5,365,000)</b>	<b>(\$3,660,000)</b>	<b>(\$4,800,000)</b>
Ending Balance	\$7,066,321	\$8,606,321	\$9,006,321

SAN RAFAEL SANITATION DISTRICT  
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2018 AND 2019  
 SUPPORTING SCHEDULE  
 PUMP STATION & FORCE MAIN CAPITAL IMPROVEMENT PROGRAM<sup>1</sup>

Project	Est. Cost	Estimated	Projected	Projected
		2016-17	2017-18	2018-19
Glenwood Pump Station	\$1,874,000	\$904,000		
San Pedro Pump Station Upgrade	\$2,276,721	\$176,721	\$2,100,000	
Force Main Condition Assessment	\$565,000	\$40,000	\$200,000	\$200,000
N. Francisco Force Main Relocation	\$800,000		\$800,000	
South Francisco Pump Station	\$1,720,000		\$100,000	\$1,420,000
Stand Pipe at Pump Stations	\$209,308		\$100,000	
Fiberglass Pump Station Upgrade	\$850,000			\$100,000
Third Street Pump Station	\$600,000			
Projects to be identified				
<b>SUBTOTAL CAPITAL IMPROVEMENTS</b>		\$1,120,721	\$3,300,000	\$1,720,000
Emergency Projects for PS and FM		\$9,690	\$140,000	\$145,000
<b>TOTAL CAPITAL EXPENDITURES</b>		\$1,130,411	\$3,440,000	\$1,865,000
Beginning Fund Balance		\$1,705,457	\$2,262,046	\$2,072,046
Transfers In from Operation		\$1,687,000	\$3,250,000	\$2,000,000
Estimated Expense		(\$1,130,411)	(\$3,440,000)	(\$1,865,000)
Ending Balance		\$2,262,046	\$2,072,046	\$2,207,046

SAN RAFAEL SANITATION DISTRICT  
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2018 AND 2019  
 SUPPORTING SCHEDULE  
 NET POSITION DESIGNATED FOR WORKING CAPITAL

	2017-18		2018-19	
	Year	July - Dec	Year	July - Dec
<b>Budgeted Expenditures for subsequent period</b>				
Supplies and services	\$ 4,421,677	\$ 2,186,000	\$ 4,528,000	\$ 2,211,000
CMSA Treatment	4,722,269	2,235,000	\$ 4,835,603	2,361,000
CMSA Debt Service	1,865,160	1,404,000	\$ 1,909,924	1,470,000
Total designation for subsequent year		<u>\$ 5,825,000</u>		<u>\$ 6,042,000</u>
expenditures to be made before December apportionment As of June 30				

5.b.

**SAN RAFAEL SANITATION DISTRICT**  
*Agenda Item 5b.*

**DATE:** June 22, 2017  
**TO:** San Rafael Sanitation District Board of Directors  
**PREPARED BY:** Doris Toy, District Manager/District Engineer *DT*  
**SUBJECT:** Resolution of the Board of Directors of the San Rafael Sanitation District Establishing Sewer Connection Fees Effective July 1, 2017 – June 30, 2018

**RECOMMENDATION:**

Staff recommends that the Board of Directors of the San Rafael Sanitation District adopt the resolution.

**BACKGROUND:**

Ordinance No. 56, Section 5 (Annual Connection Fee Adjustment), which was adopted March 1, 2006, states that each year, commencing on July 1, 2006, and continuing thereafter on each July 1<sup>st</sup>, the sewer connection fees shall be adjusted by an increment determined by the change in the base index as shown in the Engineering News Record Construction Cost Index (ENR Index) for San Francisco. However, the District Board may, at its discretion, postpone the adjustment for any successive year.

**ANALYSIS:**

When the sewer connection fees were increased last year, the ENR Index for May 2016 was 11,550.40. This year, the ENR Index for May 2017 is 11,691.03, which results in a 1.21% increase in the District's connection fees.

**FISCAL IMPACT:**

The following are the proposed connection fees for FY 2016-2017 with an increase of 3.41%:

<b>Connection Fees</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>Change</b>
Administrative/Inspection	\$1,424.13	\$1,441.36	\$17.23
Single Family Residence	\$3,427.74	\$3,469.22	\$41.48
Multiple Dwelling/unit	\$3,427.74	\$3,469.22	\$41.48
Commercial for first 16 plumbing fixture units	\$3,427.74	\$3,469.22	\$41.48
Each Fixture unit over 16	\$214.23	\$216.83	\$2.60
Public schools & Public agencies for first 16 plumbing fixture units	\$3,427.74	\$3,469.22	\$41.48
Each Fixture unit over 16	\$214.23	\$216.83	\$2.60

**OPTIONS:**

1. The Board may decide not to adopt the resolution. In the future when the Board does decide to increase the connection fees, it may be a larger increase.
2. Staff recommends increasing the connection fees in small increments, such as annually, and adopting the resolution to increase the sewer connection fees for FY 2017-18.

**ACTION REQUIRED:**

It is the recommendation of District staff that the Board of Directors of the San Rafael Sanitation District adopt the resolution increasing sewer connection fees in accordance with Ordinance Number 56, effective July 1, 2017 – June 30, 2018.

Attachment: Resolution

**SAN RAFAEL SANITATION DISTRICT**

**RESOLUTION NO. 17-1153**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN RAFAEL SANITATION DISTRICT  
INCREASING SEWER CONNECTION FEES  
IN ACCORDANCE WITH ORDINANCE NUMBER 56  
EFFECTIVE JULY 1, 2017 - JUNE 30, 2018**

**WHEREAS**, an important element of the San Rafael Sanitation District's Financing Plan for Wastewater Transport System Improvements was the need for regular adjustments of the District's sewer connection charges; and

**WHEREAS**, said Financing Plan recommended annual adjustments to said charges to stay even with construction cost inflation; and

**WHEREAS**, the most widely accepted measure of change in construction costs is the Engineering News Record Construction Cost Index (ENR Index); and

**WHEREAS**, District Ordinance Number 56, adopted March 1, 2006, revised sewer connection fees and provided for an annual adjustment based on the change in said Construction Cost Index; and

**WHEREAS**, the ENR Index for May, 2017, would result in an increase of 1.21% in District sewer connection fees.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Board of Directors of the San Rafael Sanitation District, County of Marin, State of California, that effective July 1, 2017 through June 30, 2018, sewer connection fees are established as follows:

**SECTION 1.** Section 4 of Ordinance Number 56 is hereby amended to read as follows:

**SECTION 4. Connection fees.** The connection fees for connecting to the District's sewer system are as follows:

(a) **Basic Connection Fee**

Administrative/Inspection fee	\$1,441.36
Single family residence	\$3,469.22
Multiple dwelling, per unit	\$3,469.22
Commercial establishments	\$3,469.22
for the first 16 plumbing fixture units plus \$216.83 for each fixture unit over 16	
Public schools and public agencies	\$3,469.22
for the first 16 plumbing fixture units plus \$216.83 for each fixture unit over 16	

**PASSED AND ADOPTED** at a special meeting of the San Rafael Sanitation District Board of Directors held on the 22<sup>nd</sup> day of June, 2017, by the following vote:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

\_\_\_\_\_  
**Gary O. Phillips, Chairman**

**ATTEST:**

\_\_\_\_\_  
**Katie Rice, Acting Secretary**



5.c.

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

**DATE:** June 22, 2017  
**TO:** San Rafael Sanitation District Board of Directors  
**FROM:** Doris Toy, District Manager/District Engineer *DT*  
**SUBJECT:** 2017-18 Appropriations Limit (Proposition 4)

**Recommendation:**

Adopt resolution establishing the Fiscal Year 2017-18 Appropriations Limit.

**Background/Summary:**

Article XIII B of the California Constitution specifies that appropriations made by State and local governments may increase annually by a factor comprised of the change in population combined with either the change in California per capita personal income or of the change in the local assessment roll due to local non-residential construction.

The Department of Finance is mandated to provide the population and California per capita personal income change data for local jurisdictions to calculate their appropriations limits. District staff has been provided with the new price and population factors for setting the Fiscal Year 2017-18 Appropriations Limit. Using the factors provided, the calculated maximum limit applicable to the Fiscal Year 2017-18 appropriations of tax proceeds is \$1,170,265.

The District receives proceeds of taxes from property taxes and ERAF revenues that may be excluded from the limit as qualified capital outlay under the rules for appropriations subject to limitation. For the Fiscal Year 2017-18, the District anticipates its proceeds of taxes to be excluded from the limit in their entirety or excluded below the limit and the amount subject to refund to be \$0. The calculation of actual proceeds of taxes received and the extent of proceeds of taxes excluded from the limit is included as part of the annual audit.

Attachments: Resolution  
2017-18 Appropriation Limit Calculation  
Department of Finance Price and Population Information

**SAN RAFAEL SANITATION DISTRICT**

**RESOLUTION NO. 17-1155**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE SAN RAFAEL SANITATION DISTRICT  
ESTABLISHING THE 2017-18 APPROPRIATIONS LIMIT  
(PROPOSITION 4)**

**BE IT RESOLVED** by the Board of Directors of the San Rafael Sanitation District, County of Marin, State of California, that the calculated maximum limit applicable to the 2017-18 appropriation of tax proceeds is \$1,170,265 in accordance with Article XIII B of the Constitution of the State of California.

**PASSED AND ADOPTED** at a special meeting of the San Rafael Sanitation District Board of Directors on the 22nd day of June, 2017, by the following vote:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

**SAN RAFAEL SANITATION DISTRICT**

\_\_\_\_\_  
**Gary O. Phillips, Chairman**

**ATTEST:**

\_\_\_\_\_  
**Katie Rice, Acting Secretary**

SAN RAFAEL SANITATION DISTRICT  
2017-18 APPROPRIATION LIMIT CALCULATION

Per Capita Personal Income Change For FY 2017-18			3.69%
<u>PCPI Ratio:</u>	<u>3.69+100</u>		<u>1.0369</u>
	100		
Population Change For FY 2017-18			
San Rafael	0.25		
Unincorporated	0.24		
Population Change Weighted Average:	(a)	(b)	(a) x (b)
San Rafael	0.25	0.90	0.2250
Unincorporated	0.24	0.10	0.0240
		<u>1.00</u>	<u>0.2490</u>
<u>Population Ratio:</u>	<u>0.2490+100</u>		<u>1.0025</u>
	100		
	(a)	(b)	(a) x (b)
Factor for FY 2017-18	1.0369	1.0025	1.0395
FY 2016-17 Appropriation Limit			1,125,796
	(a)	(b)	(a) x (b)
Calculated FY 2017-18 Appropriation Limit	1.0395	1,125,796	<u>1,170,265</u>



DEPARTMENT OF  
**FINANCE**  
OFFICE OF THE DIRECTOR

EDMUND G. BROWN JR. ■ GOVERNOR  
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

May 2017

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

#### **Appropriations Limit**

The California Revenue and Taxation Code, section 2227, requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2017, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2017-18. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2017-18 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

#### **Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. The Revenue and Taxation Code, section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

#### **Population Certification**

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2017.**

**Please Note:** Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN  
Director  
By:

AMY M. COSTA  
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2017-18 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2017-18	3.69

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2017-18 appropriation limit.

**2017-18:**

Per Capita Cost of Living Change = 3.69 percent  
 Population Change = 0.85 percent

Per Capita Cost of Living converted to a ratio:  $\frac{3.69 + 100}{100} = 1.0369$

Population converted to a ratio:  $\frac{0.85 + 100}{100} = 1.0085$

Calculation of factor for FY 2017-18:  $1.0369 \times 1.0085 = 1.0457$

Fiscal Year 2017-18

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2016 to January 1, 2017 and Total Population, January 1, 2017**

County City	Percent Change 2016-2017	--- Population Minus Exclusions ---		Total Population
		1-1-16	1-1-17	1-1-2017
<b>Marin</b>				
Belvedere	-0.05	2,173	2,172	2,172
Corte Madera	0.06	9,480	9,486	9,486
Fairfax	0.15	7,560	7,571	7,571
Larkspur	0.17	12,551	12,572	12,572
Mill Valley	0.15	14,887	14,910	14,910
Novato	0.10	54,205	54,261	54,522
Ross	0.08	2,541	2,543	2,543
San Anselmo	0.06	12,929	12,937	12,937
San Rafael	0.25	60,692	60,842	60,842
Sausalito	0.18	7,314	7,327	7,327
Tiburon	0.12	9,497	9,508	9,508
Unincorporated	0.24	65,258	65,412	69,214
<b>County Total</b>	<b>0.18</b>	<b>259,087</b>	<b>259,541</b>	<b>263,604</b>

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

5.d.

**SAN RAFAEL SANITATION DISTRICT**  
*Agenda Item 5.d.*

**DATE:** June 22, 2017  
**TO:** Board of Directors, San Rafael Sanitation District  
**FROM:** Doris Toy, District Manager/District Engineer *DT*  
**SUBJECT:** Adoption of Investment Policy

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**RECOMMENDATION:**

Approve and adopt the *Statement of Investment Policy, FY 2016-2017* of the County of Marin as the investments policy for the San Rafael Sanitation District.

**BACKGROUND/SUMMARY:**

The California Government Code Section 53600 requires all California special districts to adopt an investment policy annually. The District utilizes the services of the Marin County to collect its revenues, disburse expenses, and to invest its cash not required for immediate use. The County of Marin invests all of its cash and cash held in custody for other Marin County special districts in accordance with its Statement of Investment Policy adopted annually by the Marin County Board of Supervisors. The Marin County investment policy meets the requirements of the California Government Code as well as County-specific requirements such as the Nuclear Freeze Ordinance Measure A approved by Marin voters in 1986. The Marin County investment policy is audited annually for conformance with its stated policy and California law.

The District maintains all of its cash with the County of Marin's pooled cash and investments. Given that the District does not independently manage investments, the District's investments, therefore, conform with those of the County of Marin to the extent of its pro-rata share of the aggregate investment pool. Accordingly, the investments policy of the County of Marin effectively serves as the investments policy of the District.

**FINANCIAL IMPACT:**

None.

Attachments: District Resolution  
County of Marin Statement of Investment Policy, FY 2016-2017

**SAN RAFAEL SANITATION DISTRICT**

**RESOLUTION NO. 17-1156**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN RAFAEL SANITATION DISTRICT  
TO APPROVE THE INVESTMENT POLICY  
OF THE COUNTY OF MARIN AS THE INVESTMENT POLICY  
FOR THE SAN RAFAEL SANITATION DISTRICT**

**WHEREAS**, all California Special Districts are required by the California Government Code to adopt an investment policy annually; and

**WHEREAS**, the District does not independently manage investments but rather utilizes the services of the County of Marin for most of its cash management needs; and

**WHEREAS**, the County of Marin invests the District's cash as well as all other cash in its custody in accordance with its *Statement of Investment Policy* adopted annually by the Marin County Board of Supervisors and audited annually by the County's external auditors; and

**WHEREAS**, the District's investments are its pro-rata share of the aggregate Marin County pool.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** to approve and adopt the *Statement of Investment Policy, FY 2016-17* of the County of Marin as the investment policy for the San Rafael Sanitation District.

**PASSED AND ADOPTED** by the Board of Directors of the San Rafael Sanitation District at its special meeting of June 22, 2017, by the following vote:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

---

**Gary O. Phillips, Chairman**

**ATTEST:**


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**Katie Rice, Acting Secretary**



5.e.

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

**DATE:** June 22, 2017  
**TO:** San Rafael Sanitation District Board of Directors  
**FROM:** Doris Toy, District Manager/District Engineer   
**SUBJECT:** Report on Bid Opening for the La Crescenta Way, Loma Linda Road and Marina Blvd. Sewer Improvement Project and Adopt Resolution to Award Contract

**RECOMMENDATION:**

Staff recommends that the Board adopt the resolution awarding contract to Cratus, Inc., for the La Crescenta Way, Loma Linda Road and Marina Blvd. Sewer Improvement Project in the amount of \$663,734.

**BACKGROUND:**

On April 25, 2017, the District opened bids for the San Pedro Pump Station Improvement Project, which consists of replacing the pump station and approximately 900 feet of gravity pipe that connects into the pump station. The lowest bid was 35% above the Engineer's Estimate. Per staff's recommendation, the Board rejected all bids.

Since the large difference in costs between the Engineer's Estimate and contractor's cost was in the pump station portion of work, the gravity pipeline portion was removed from the project and bid separately as the "La Crescenta Way, Loma Linda Road and Marina Blvd. Sewer Improvement Project." The sewer line is flat and needs to be replaced with a deeper, more sloped line.

The Bids for the La Crescenta Way, Loma Linda Road and Marina Blvd. Sewer Improvement Project were opened on June 6, 2017.

The following are the Engineer's Estimate and the bids received:

<u>Engineer's Estimate</u>	<u>\$ 674,700.00</u>
Northern Pacific Corp.. .....	\$ 659,876.00
Cratus, Inc.....	\$ 663,734.00
Maggiora & Ghilotti, Inc.. .....	\$ 727,727.00
JMB Construction, Inc.....	\$ 764,705.00
W.R. Forde Associates.....	\$ 898,246.00

See attached bid summary for the breakdown of items.

**ANALYSIS:**

The Engineer’s Estimate was \$674,700. Northern Pacific Corp., with a bid of \$659,876, was the lowest bidder for this project. As part of the bid package, the bidder is required to submit a list of at least three similar projects or other projects reasonably similar in nature that have been completed within the last seven (7) years and are of a similar size and complexity and indicate the Bidder’s experience as a Contractor. It appears that the majority of Northern Pacific’s work experience is for developers and private owners at localized sites, which is very different and more complex than working in public streets with existing utilities, traffic, public relations issues, and deep sewer trenches with various soil conditions.

The second lowest bidder, Cratus, Inc., with a bid of \$663,734 (approximately \$4,000 more than Northern Pacific), has experience with projects of a similar size and complexity as this project. The District has worked with Cratus, Inc., on several projects in the past, e.g., the Sun Valley Sewer Improvement Project, Phase 1; the Lincoln Avenue Sewer Improvement Project, Paloma to Prospect; and the 2016 Pipe Bursting Sewer Rehabilitation Project, all with good outcomes. Therefore, both District staff and Nute Engineering recommend that this project be awarded to Cratus, Inc.

**FISCAL IMPACT:**

District staff will perform the construction management and inspection on this project. The project will be funded under the 80-Year Life-Cycle Sewer Improvements Program from the 2017-18 Budget.

**Proposed Construction Costs:**

Construction (Includes 10% Contingency)	\$ 730,100.00
Nute Engineering Services	\$ 15,000.00
Miller Pacific Engineering Group	\$ 15,000.00
Miscellaneous and Incidental Costs	\$ 10,000.00
<b>Total Construction Cost</b>	<b>\$ 775,100.00</b>

**Proposed Funding Source:**

80-Year Life-Cycle Sewer Improvements FY 17-18	\$ 850,000.00
--	---------------

**OPTIONS:**

1. Staff recommends that the Board adopt the resolution awarding contract to Cratus, Inc., for the La Crescenta Way, Loma Linda Road and Marina Blvd. Sewer Improvement Project in the amount of \$663,734.
2. The Board may award the contract to Northern Pacific Corp.

**ACTION REQUIRED:**

Approve staff recommendation.

**Attachments:**

1. Northern Pacific Corp. Project Experience List
2. Nute Engineering Bid Review Letter, dated June 21, 2017
3. Bid Summary
4. Resolution



Statement of Experience of Bidder - La Crescenta

Nature of work performed	For whom	Amount of contract	Dates of work	Name of Architect, Engineer or Supervising Person
New CalFire Facility: Grading , paving, grading, underground of 3 arce site including Caltrans offsite improvements	Hilbers Inc	1.2 mil	3/2011 - 12/2012	Tom Jones (530) 673-2947
Mending Wall Winery: Grading , paving, underground of 4 arce site including County of Napa offsite improvements	Ledcor Group	1.3 mil	6/2014 - 7/2015	Jeff Baptista (707) 257-5231
Chesapeake Village: Grading , paving, underground of 6 acre townhouse development including City of Napa offsite improvements including onsite City owned streets and utilities.	DeNova Homes	1.1 mil	3/2014 - 5/2015	Ryan Parlett (925) 685-0110
The Gallery at Greenhorn: Grading , paving, underground of 20 acre tract development including City of Angels offsite improvements and City owned streets and utilities. City SS pump station upgrade.	DeNova Homes	1.4 mil	11/2014 - 8/2016	Ryan Parlett (925) 685-0110
The Haven at Petaluma: Grading, paving, underground of 6 acre apartment site including City of Petaluma offsite improvements	Midstate Construction	1.6 mil	10/2014 - 9/2016	Monica Nelson (707) 762-3200
Las Alcobas Resort: Grading , paving, underground of 3 arce site including Caltrans offsite improvements and upgrade of City of St Helena SS pump station	Tricorp Group	1.9 mil	8/2014 - 4/2017	Deanna Bohler (916) 779-8010
Canyon Ridge: Grading, paving, underground of 6 acre apartment site including City of American Canyon offsite improvements	Midstate Construction	2.2 mil	9/2015 - 4/2017	Monica Nelson (707) 762-3200



June 8, 2017

Mr. Gary Robards  
Nute Engineering  
907 Mission Avenue  
San Rafael, CA 949031

RE: La Cresecenta Way, Loma Linda Road and Marina Blvd. Sewer Improvements  
San Rafael Sanitation District

Dear Gary,

Thank you for your call yesterday regarding Northern Pacific Corporation's (herein NPC) previous experience (Section 00460 - B) referenced in the bid book.

In regards to your concern about NPC's experience and as agreed upon in the phone conversation, I am hereby attaching resumes from our V.P. of Estimating, Dan Palmer and Project Manager Mark Casarotti.

Also enclosed and as required by Section 00460 - D we are submitting the District's Financial Statement Form signed by Mr. Daniel Fujimoto of California Bank of Commerce.

Please do not hesitate to contact us should you have any questions.

Regards,  
NORTHERN PACIFIC CORP.

A handwritten signature in blue ink, appearing to read 'Bradley E. Koeberer', is written over the printed name.

Bradley E. Koeberer  
President

Encl.

*Daniel C. Palmer*  
*207 Grove St.*  
*Windsor, CA. 95492*

*Oct. 31, 2016*

Over 38 years of experience in the heavy civil construction industry working throughout California and the 11 western states, I have been involved in bidding major highway and airport improvement projects in California, Nevada, Idaho, Utah & New Mexico. I have also been involved in proving & acquiring aggregate sources for imported borrow, crushing and asphalt plant production within same region. Emphasis has been primarily on multi-stage highway projects involving grading, materials production and asphalt concrete paving.

**PROFESSIONAL EXPERIENCE**

**SENIOR ESTIMATOR - Ghilotti Bros. Inc.**

**San Rafael, CA**

**2014 to 2016**

Estimating public & private projects throughout the Greater Bay Area. Projects range from **\$1 Million to \$50 Million** in value. Successfully acquired **\$24 Million** in total work for 1st year with GBI. Largest project to date is the **\$9.9 Million CALTRANS Hwy 29 widening & overlay project** in Napa County near St. Helena, CA.

**SENIOR ESTIMATOR - OC Jones & Sons**

**Berkeley, CA**

**2013 to 2014**

Estimated public & private projects ranging from **\$1 Million to \$25 Million**. Successful low bidder on **\$23 Million Sonoma Co Airport runway expansion** and several other local agency projects throughout the Bay Area.

**SENIOR ESTIMATOR - Ghilotti Construction Co.**

**Santa Rosa, CA**

**2008 to 2013**

Estimated & procured highway projects in the North Bay Area. Projects ranged from **\$2 Million to \$80 Million**. Successful low bidder on over **\$100 Million** of Caltrans projects in the past four years. Estimated over **\$300 Million** in projects over the same period.

**SENIOR ESTIMATOR - DeSilva Gates Construction**

**Dublin, CA**

**2005 to 2008**

Estimated and procured aggregate & borrow sources as well as permitting sites for crushing aggregates in Sacramento Valley for Caltrans and other public agency projects. Project size ranged from **\$10 Million to \$135 Million.**

**RESOURCE PROCUREMENT / SENIOR ESTIMATOR,**

**Teichert Construction Heavy - Highway Division**

**Sacramento, CA**

**2003 to 2005**

Procured aggregate sources, hot plant sites & crushing sites in CA and NV for Caltrans FHWA and NDOT projects. Estimated numerous projects from **\$5 to \$40 Million.** Purchased, permitted and mobilized a **400 TPH** portable asphalt plant for a **\$40 Million** Caltrans project on Hwy 80 near Auburn, CA. to produce **450,000 Tons** of asphalt concrete.

**PLANT MANAGER - Teichert Aggregates**

**Woodland, CA**

**2002 to 2003**

Managed two permanent aggregate facilities in Woodland & Esparto, CA. as well as a 700 TPH portable crushing plant for Teichert Aggregates. Managed four plant crews of up to 40 men. Responsible for managing cost of production as well as providing monthly cost analysis & implementation of major plant modifications.

**SENIOR ESTIMATOR - Teichert Construction**

**Woodland, CA**

**1999 to 2002**

Estimated and managed subdivisions and agency projects ranging from **\$1 to \$10 Million** throughout the Sacramento Valley. Provided project management when needed including contract change orders, correspondence and coordination with superintendents to manage projects efficiently.

**SENIOR ESTIMATOR - W. Jaxon Baker, Inc.**

**Redding, CA**

**1997 to 1999**

Estimated and managed Caltrans projects throughout No. CA and Northern Nevada. Major emphasis on paving projects which required locating aggregate sources for portable aggregate crushing & hot plant operations in conjunction with Caltrans projects. Project size ranged from **\$1 to 12 Million.**

**VP / CHIEF ESTIMATOR - Daley Corporation**

**San Diego, CA**

**1995 to 1997**

Managed a six man estimating dept. procuring public works projects in San Diego Orange & Imperial Co. Emphasis on Caltrans, San Diego Port Dist, FAA and Dept. of the Navy civil projects. Annual bidding volume of **\$300 Million**. Project size ranged from **\$2 to \$40 Million**.

**SENIOR ESTIMATOR - 3B's Corp.**

**Alamo, CA**

**1993 to 1994**

Primary emphasis on highway & airport projects in 11 Western states. Assignments involved mass grading, storm drains, base & paving. Involved in pit acquisition for portable crushing and portable batch plant projects in Idaho, Utah, New Mexico & NV. Project size ranged from **\$7 to \$40 Million**.

**SENIOR ESTIMATOR - Oliver De Silva Inc.**

**Fairfield, CA**

**1992 to 1993**

Estimated public & private projects out of the Cordelia office. Emphasis on mass grading, drainage & paving as a prime contractor. Project size ranged from **\$500,000 to \$5 Million**

**GENERAL MANAGER - Windsor Fuel Co.**

**1989 to 1992**

Managed an asphalt emulsion facility in the North Bay area with a customer base of over 50 contractors. Supervised a staff of 8, including 3 asphalt spreader trucks. Responsible for all financial mgt & field operations of a **\$2 Million** per year operation.

**SENIOR ESTIMATOR - Daley Corporation**

**San Diego, CA**

**1988 to 1989**

Estimated and managed Caltrans projects in the San Diego area. Emphasis on major Caltrans projects involving grading, drainage and paving. Project size ranged from **\$1 to \$15 Million**.

**CHIEF ESTIMATOR - Baldwin Contracting Co.**

**Chico, CA**

**1985 to 1988**

Managed an estimating staff of three in the Chico office. Primary focus on grading, paving and setup and operation of a portable asphalt plant in remote sites throughout Northern CA. Major emphasis on Caltrans FHWA and local agencies. Project size ranged from \$200,000 to \$2 Million.

**ESTIMATOR/ENGINEER - Baldwin Contracting Co.**

**Chico, CA**

**1978 to 1985**

Estimated and managed private and public projects in Northern CA. Primary emphasis on sitework, subdivisions and small agency projects. Responsibilities included take-off, estimating and project management of grading and paving projects from 50,000 to \$500,000.

**EDUCATION**

**B.S. CONSTRUCTION ENGINEERING - 1978**

Oregon State University

Corvallis, OR

**A.A. - CIVIL ENGINEERING TECHNOLOGY - 1974**

Butte Community College

Durham, CA.



# Mark Casarotti

562 Richmond Drive Santa Rosa, CA. 95401  
(707) 703-7275  
markcasarotti4@gmail.com

## Objective

To obtain a management position taking advantage of my successful project history, strong computer knowledge, and outstanding interpersonal skills.

## Qualifications

- Successful history managing projects up to \$63 million.
- Strong computer knowledge in various word processing, spreadsheet, CMP scheduling and project management software programs.
- Strong knowledge in Storm Water Pollution Prevention.
- Excellent interpersonal skills with an emphasis on conflict resolution.
- Proven ability to communicate and maintain positive relationships with clients, subcontractors, suppliers, and team members.

## Employment

### Ranger Pipelines, Inc.

7/14 - Present

Responsible for the overall management of heavy engineering and utility projects which included:

Development and maintenance of project baseline schedule.

Procure contracts, submittals, RFI's, PCO's, change orders, materials, prime and subcontract billings.

Reporting to and working with the Operations Manager to coordinate the resources of the firm to maximize the effectiveness of each project.

### Key Projects

- San Francisco Groundwater Supply Pipeline - San Francisco, CA - \$9 Million

- El Cerrito/Crystal Springs Sewer Replacement - Hillsborough, CA - \$7 Million

**Ghilotti Bros., Inc.**

**5/05-3/14**

Performed Assistant Project Manager/Project Engineer duties which included:

Scheduling and overseeing subcontractor activities.

Procure contracts, submittals, RFI's, PCO's, change orders, materials, prime and subcontract billings

Estimate and track project costs.

Maintain cost reports and track daily productions.

Perform all aspects of SWPPP requirements.

**Key Projects**

- Highway 101 HOV Expansion Santa Rosa Ave. to Rohnert Park Expressway – Rohnert Park, CA - \$45 Million
- Highway 101 HOV Expansion Atherton Ave. to Hwy. 37 –Novato, CA - \$45 Million

**Walsh Pacific Construction**

**6/98 -5/05**

Performed Project Engineer duties which included:

Scheduling and overseeing subcontractor activities.

Procure contracts, submittals, RFI's, PCO's change orders and materials.

Maintain cost reports and track project productions.

Purchased, maintained and directed installation of permanent equipment.

Manage self performed concrete operations.

**Key Projects**

- Easterly Wastewater Treatment Plant –Vacaville, CA - \$63 Million
- Soscol Water Recycling Facility – Napa, CA - \$36 Million

### **Education**

California State University, Chico  
B.S. – Construction Management, 1998

Ken W. Bowers  
9847 Harvey Rd.  
Galt, Ca  
209-744-6617

To Whom it may concern,

It comes with great pleasure sharing with you the work experience I have. Over 36 years of my career in the underground utilities business throughout Central Valley and Bay Area (East and South.) As a California state licensed contractor, I started contracting in 1981 with a C-34 Pipeline License #408488, see attached. Also, an A-General Engineering License #773971. I have been involved in all phases of underground utilities, from design build, engineering and surveying, problem-solving, to managing crews to complete said projects. Work includes all installation per city standard specifications but not limited to, domestic water mains, sewer mains and laterals, storm drains, fire water mains, and pump station. I have done on and off site, public and private projects. My emphasis has been on said underground utilities and working with agencies/owners to reduce the cost on their projects in a timely manner. Training is useful but there is no substitute for experience. I have 36 years in installing wet underground utilities based on "been there done that" work experience.

Sewer Replacement, City of Stockton Public Works Dept. Purchase orders 3+ years

Sewer/water repairs, City of Tracy - Purchase Orders - 2+ years

Mosher Slough @ Kelly Drive. Pump St / Water intercept- City of Stockton

Wyandotte St, Sewer Main Replacement- PWD City of Stockton

Pilgrim St. Storm Drain Rehab- PWD City of Stockton

Oak St. Sewer Main Replacement- PWD City of Stockton

11<sup>th</sup> St. Sewer Main Replacement- PWD City of Tracy

Bushman Ave. Pump Station Abandonment/sewer main replacement- City of Tracy

Laser Isotope Separation Lab / Sewer main extension- Lawrence Livermore Lab

Anderson St. Sewer Main Replacement- PWD City of Stockton

Plymoth Pump Station- PWD City of Stockton

Oak Park Domestic Water & Irrigation System - PWD City of Stockton

Harney Lane Migrant Farm Labor Camp ~ H.U.D.

Territory Treatment Facility , Sewer Repair- PWD City of Stockton

Carmax, Site Utilities - Pleasanton, Ca

# State of California Contractors State License Board

Pursuant to Chapter 9 of Division 3 of the Business and Professions Code  
and the Rules and Regulations of the Contractors State License Board,  
the Registrar of Contractors does hereby issue this license to:

**BOWERS CONSTRUCTION**



to engage in the business or act in the capacity of a contractor  
in the following classification(s):

**A - GENERAL ENGINEERING CONTRACTOR**



Witness my hand and seal this day,  
January 24, 2000

Issued January 21, 2000

*[Handwritten Signature]*

Signature of Licensee

*[Handwritten Signature]*

C. Lance Barnett, Ph.D.  
Registrar of Contractors

\_\_\_\_\_  
Signature of License Qualifier

This license is the property of the Registrar of Contractors, is not  
transferrable, and shall be returned to the Registrar upon demand  
when suspended, revoked, or invalidated for any reason. It becomes  
void if not renewed.

773971

License Number

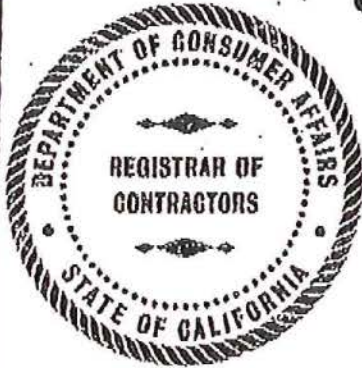


CONTRACTORS STATE LICENSE BOARD

408400

This license is the property of the Registrar of Contractors, is not transferable, and shall be returned to the Registrar upon demand when suspended, revoked, or invalidated for any reason. It becomes void if not renewed.

CONTRACTOR'S LICENSE



Pursuant to the provisions of Chapter 9 of Division 3 of the Business and Professions Code and the Rules and Regulations of the Contractors State License Board, the Registrar of Contractors does hereby issue this license to:

KEN BOWERS

to engage in the business or act in the capacity of a contractor in the following classification(s):

C 34 PIPELINE

Handwritten signature of Ken W. Bowers

Signature of licensee

WITNESS my hand and official seal this 8TH day of JULY 1981

Handwritten signature of Registrar of Contractors

Signature of person who qualified on behalf of the licensee



Civil & Sanitary Consultants

June 20, 2017

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

**Re: 2017 Sewer Improvement Project – La Cresenta Way, Loma Linda Road, and  
Marina Blvd.  
Recommendation for Award**

Dear Doris:

As you know the District solicited and received bids on June 6, 2017 for the above referenced project. Northern Pacific Corporation of Sonoma was low bidder in the amount of \$659,876. Cratus Inc., of San Francisco, was the next lowest bidder at \$663,734.

After our review of these bids, we found both of the contractors bids to be complete, except for the requirement of similar project experience which requires the bidder to list "three (3) similar projects or other projects of reasonably similar nature completed in the last seven (7) years of similar size and complexity that indicate the bidder's experience as a contractor". The low bidder, Northern Pacific Corporation, did not list public gravity sewer projects of a similar size, nature, or complexity, only private sector projects. This requirement in the contract documents also indicates that the "Failure to provide this information with the Bid may render the Bid non-responsive and may be the basis for rejection of the Bid".

We requested additional experience references from Northern Pacific Corporation after the bid opening and received only experience references for their planned Project Team. These references included gravity sewer work for the planned Project Foreman and Project Manager.

The second lowest bidder, however, did submit the required similar project experience for the Contractor's license they work under. In addition, the District has several recent project experiences with Cratus, Inc. of similar complexity. For this project, complexity can be interpreted as the degree of difficulty in constructing the new 12 to 14 foot deep sewer trench with pavement restoration in the highly variable ground conditions as shown on the geotechnical engineers report. Successfully excavating and supporting the sewer trenches in the variable conditions can possibly affect the existing road surface and nearby buried utilities.

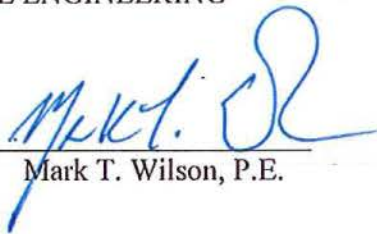


Based on the above discussion, we recommend the District exercise their right to consider Northern Pacific Corp's bid non-responsive due to the fact there bid did not include the required verification of similar project experience. We recommend the District award the project to Cratus, Inc., of San Francisco for their bid amount of \$663,734.

If you have any questions regarding this letter please contact me.

Very truly yours,

NUTE ENGINEERING

By:   
Mark T. Wilson, P.E.

SAN RAFAEL SANITATION DISTRICT  
 MARIN COUNTY, CALIFORNIA  
 LA CRESCENTA WAY, LOMA LINDA ROAD  
 AND MARINA BLVD  
 SEWER IMPROVEMENT PROJECT

Bid Opening: 2:00 pm  
 Date: June 6, 2017  
 Design Job No: 8616A  
 Engineer's Est: \$674,700

Item No.	Total Quantity	Description	Northern Pacific Corp Sonoma		Cratus, Inc San Francisco		Maggiora & Ghilotti San Rafael		JMB Construction South San Francisco		W R Forde Assoc Richmond	
			1		2		3		4		5	
			Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1.	LS	Mobilization, Demob, SWPPP, Permits & Licenses		\$33,000		\$30,000		\$35,000		\$35,000		\$30,000
2.	221 LF	A-Line - 12" PVC C-900 Sewer Main Sta 0+00 To Sta 1	250	\$55,250	525	\$116,025	410	\$90,610	380	\$83,980	566	\$125,086
3.	716 LF	A Line - Loma Linda Road - Install New 8" PVC C-900	240	\$171,840	450	\$322,200	310	\$221,960	280	\$200,480	450	\$322,200
4.	4 Ea	4" Diameter Standard Manhole	12,000	\$48,000	8,000	\$32,000	12,000	\$48,000	14,000	\$56,000	7,500	\$30,000
5.	3 Ea	5" Diameter Standard Manhole	14,000	\$42,000	10,000	\$30,000	15,000	\$45,000	19,000	\$57,000	15,000	\$45,000
6.	5 Ea	Remove Existing Manhole	2,500	\$12,500	3,000	\$15,000	2,000	\$10,000	1,800	\$9,000	5,000	\$25,000
7.	1 Ea	Internal Drop Connection		\$3,300		\$4,000		\$3,500		\$3,000		\$3,000
8.	12 Ea	Live Lateral Determination	620	\$7,440	50	\$600	320	\$3,840	300	\$3,600	300	\$3,600
9.	12 Ea	Field Locate Existing Live Laterals By Potholing	900	\$10,800	50	\$600	475	\$5,700	1,000	\$12,000	500	\$6,000
10.	11 Ea	4" Lateral Two-Way Cleanouts, Relief Valves & Clean	1,500	\$16,500	100	\$1,100	1,500	\$16,500	1,500	\$16,500	1,600	\$17,600
11.	250 LF	Replace 4" Lower Laterals, Fittings & Connections	295	\$73,750	50	\$12,500	255	\$63,750	230	\$57,500	250	\$62,500
12.	75 LF	Curb and Gutter Replacement	120	\$9,000	15	\$1,125	60	\$4,500	95	\$7,125	70	\$5,250
13.	300 SF	Concrete Sidewalk and Driveway Approach Replacement	20	\$6,000	12	\$3,600	20	\$6,000	30	\$9,000	12	\$3,600
14.	50 CY	Hard Rock Excavation	126	\$6,300	10	\$500	640	\$32,000	190	\$9,500	50	\$2,500
15.	100 tons	Excavate and Dispose of Contaminated Soil	63	\$6,275	10	\$1,000	200	\$20,000	43	\$4,300	120	\$12,000
16.	190 tons	Asphalt Concrete Trench Repair With "T" Cut	250	\$47,500	90	\$17,100	270	\$51,300	275	\$52,250	146	\$27,740
17.	80 tons	Asphalt Concrete Grind and Overlay and Pump Station S	265	\$21,200	400	\$32,000	330	\$26,400	435	\$34,800	350	\$28,000
18.	LS	Shoring For All Excavations		\$6,000		\$20,000		\$15,923		\$29,000		\$110,000
19.	4 Ea	Pothole Utility Mains	2,000	\$8,000	100	\$400	1,000	\$4,000	1,100	\$4,400	850	\$3,400
20.	LS	Traffic Control and Notifications		\$61,600		\$20,000		\$5,000		\$64,500		\$20,000
21.	1,874 LF	Internal Telesighting of Sewer Mains	4	\$7,496	1	\$1,874	6	\$11,244	5	\$9,370	5	\$9,370
22.	11 Ea	Internal Telesighting of New Sewer Laterals	375	\$4,125	10	\$110	500	\$5,500	400	\$4,400	400	\$4,400
23.	LS	As-Built Drawings		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000
<b>TOTAL</b>				\$659,876		\$663,734		\$727,727		\$764,705		\$898,246
Addendum Acknowledge				1		1		1		1		1
Bid Bond				y		y		y		y		y
Bid Signed				y		y		y		y		y
Contractors License Number				886022		987888		226767		715324		1025853
Non-Collusion Affidavit				y		y		y		y		y
Subcontractors			CMC Traffic Control		none		Roy's Sewer Service		none			Roto Rooter Plumbers
							Bruce Enterprises					
Site Visit Affidavit				y		y		y		y		y
Drug-Free Certification				y		y		y		y		y
Bidder's Statement Financial Responsibility & Experience				y		y		y		y		y
Three Year EMR				109		100		141		65		82
RIR				3.77		0		5.38		2.23		6.45
LTR				3.77		0		4.04		0		0
Financial Statement Submitted				yes, 6/9/17		yes		yes, 6/8/17		yes		no
Safety Compliance Affidavit				y		y		y		y		y

**SAN RAFAEL SANITATION DISTRICT**

**RESOLUTION NO. 17-1157**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN RAFAEL SANITATION DISTRICT  
AWARDING CONTRACT TO CRATUS, INC.  
FOR THE LA CRESCENTA WAY, LOMA LINDA ROAD, AND MARINA BLVD.  
SEWER IMPROVEMENT PROJECT  
IN THE AMOUNT OF \$663,700**

**WHEREAS**, sealed bids or proposals were received by the San Rafael Sanitation District for the La Crescenta Way, Loma Linda Road, and Marina Blvd. Sewer Improvement Project, and all such bids were publicly opened, examined, and declared; and

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

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

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Chairman and Secretary are authorized to execute a contract on behalf of the San Rafael Sanitation District with Cratus, Inc., for construction of the La Crescenta Way, Loma Linda Road, and Marina Blvd. Sewer Improvement Project in accordance with the terms, specifications, and general provisions of said bid or proposal.

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

**PASSED AND ADOPTED** at a special meeting of the San Rafael Sanitation District Board of Directors held on the 22<sup>nd</sup> day of June, 2017, by the following vote,

to wit:

**AYES:**

**NOES:**

**ABSENT:**


\_\_\_\_\_  
**Gary O. Phillips, Chairman**

**ATTEST:**

\_\_\_\_\_  
**Katie Rice, Acting Secretary**



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

**DATE:** June 22, 2017  
**TO:** Board of Directors, San Rafael Sanitation District  
**PREPARED BY:** Karen Chew, Senior Engineer  
**APPROVED BY:** Doris Toy, District Manager/ Engineer   
**SUBJECT:** Adopt Resolution Awarding Contract to Westland Contractors, Inc., for the 2017 Sewer Pipe Repair and Replacement Project

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**RECOMMENDATION:**

Adopt resolution awarding contract to Westland Contractors, Inc., for the 2017 Sewer Pipe Repair and Replacement Project in the amount of \$444,998.

**BACKGROUND:**

The 2017 Sewer Pipe Repair and Replacement Project includes the replacement of pipeline at the following locations:

- F Street and Latham Street (225 linear feet)
- Hoag Street (300 linear feet)
- Vivian Way (300 linear feet)
- Broadview Drive (2 spot repairs)
- Bellevue Ave. (spot repair)
- Bay Court (spot repair)
- Francisco Blvd. East near Morpew Street (2 spot repairs)

This project was developed to repair our sewer pipes prior to the City of San Rafael's paving project that will be starting in September 2017.

The Bids for the 2017 Pipe Repair and Replacement Project were opened on June 20, 2017.

The following is the Engineer's Estimate and a list of the bids received.

Engineer's Estimate	\$ 350,000.00
<hr/>	
<b>Westland Contractors, Inc.</b>	<b>\$ 444,998.00</b>
Maggiora & Ghilotti, Inc	\$ 467,467.00
Cratus, Inc.	\$ 531,032.00
W. R. Forde Associates	\$ 653,424.00

See attached bid summary for itemized breakdown of items.

**ANALYSIS:**

The Engineer’s Estimate was \$350,000.00. Westland Contractors, Inc., with a bid of \$444,998.00, was the lowest responsible bidder for this project. Although the low bid was approximately 25% higher than the Engineer’s Estimate, the second lowest bid amount was fairly close, which shows that the bid is comparable and is at the current bid market. Many of the recent public work bids have been high in the Bay Area due to the quantity of construction projects in the summer months and the lengthy rainy season. We have reviewed the bids, and both District staff and Nute Engineering recommend that this project be awarded to Westland Contractors, Inc. If the District does not award the project, staff would not have sufficient time to rebid and award the project prior to the City’s paving project. Since the City has a 5-year moratorium for paved roads, the District would incur additional costs to pave the entire street or, at the minimum, the width of the street, depending on the size of the repairs.

Westland Contractors, Inc., is qualified to perform the work on this project. Staff has checked their references, and Westland Contractors, Inc., has completed at least three similar projects in nature in the past two (2) years for public agencies.

Our engineering consultant, Nute Engineering, has reviewed their submitted bid package and has recommended that this project be awarded to Westland Contractors, Inc.

**FISCAL IMPACT:**

District staff will implement the construction management for the project. This project will be funded under the 80-Year Life Cycle Sewer Replacement Program from the 2017-18 Budget.

**Proposed Construction Costs:**

Construction (includes 10% contingency)	\$ 489,500.00
Construction Services (Nute & geotechnical)	\$ 50,000.00
Miscellaneous and Incidental Costs	\$ 25,000.00
Total	\$ 564,500.00

**Proposed Funding Source:**

80-Year Life-Cycle Sewer Improvements FY 17-18:	\$ 800,000.00
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**OPTIONS:**

- 1) Staff recommends that the Board award the contract to Westland Contractors, Inc.
- 2) The Board may reject all bids and rebid. Staff does not recommend this option, since this will delay construction, and the City will proceed with its paving project.

**ACTION REQUIRED:**

Staff recommends that the Board adopt the resolution awarding contract to Westland Contractors, Inc., for the 2017 Sewer Pipe Repair and Replacement Project in the amount of \$444,998.00.

**Attachments:**

1. Nute Engineering Recommendation Letter
2. Bid Summary
3. Resolution



Civil & Sanitary Consultants

June 21, 2017

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

Re: 2017 Pipe Repair and Replacement Project

Dear Doris:

On June 20, 2017 four bids were received for the above-referenced project. A spreadsheet comparing these bids is enclosed.

The lowest apparent bid of \$444,998 was submitted by Westland Contractors, Inc. of Burlingame.

Enclosed is the license detail obtained from the Contractor's License Board which shows that Westland Contractors, Inc. has a valid Contractor's License and the contractor is registered with the California Department of Industrial Relations (DIR). Westland Contractors' subcontractor also has a valid Contractor's License and is registered with the DIR.

All bids were higher than the revised Engineer's estimate, but the two lowest contractor's bids were comparable. (The original bid package included pipeline construction in Francisco Blvd. East that was removed last week due to an upcoming public works project which lowered the original estimate to \$350,000). Many of the recent public work bids have been high in the Bay Area due to the quantity of construction projects in the summer months and the lengthy rainy season. This job, in particular, has a short contract time of 45 days in order to complete the work prior to the City's repaving project, and the project areas are widely dispersed throughout the District making mobilization difficult.

Westland Contractors, Inc. has not completed a San Rafael Sanitation District before, but is constructing a project designed and observed by Nute Engineering in the Alto Sanitary District. We favorably reviewed their submitted bid package and recommend that the Board award this project to Westland Contractors, Inc., provided a favorable financial statement is received within five days of the bid.

Very truly yours,

NUTE ENGINEERING

By   
Gary E. Robards, P.E.

Enclosure(s)

SAN RAFAEL SANITATION DISTRICT  
 MARIN COUNTY, CALIFORNIA  
 2017 SEWER PIPE REPAIR AND REPLACEMENT PROJECT

Bid Opening: 2:00 pm  
 Date: June 20, 2017  
 Design Job No: 8662  
 Engineer's Est: \$350,000

Item No.	Total Quantity	Description	Westland Contractors Burlingame		Maggiora & Ghilotti San Rafael		Cratus, Inc San Francisco		WR Forde Associates Richmond	
			1		2		3		4	
			Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1.	LS	Mobilization, Demob, SWPPP, Permits & Licenses		\$15,000		\$30,505		\$20,000		\$30,000
2.	192 LF	A Line, F St – Insert New 10" HDPE Sewer Line	210	\$40,320	170	\$32,640	250	\$48,000	175	\$33,600
3.	34 LF	A Line, Latham St – Install 12" PVC C-900 Sewer	388	\$13,192	290	\$9,860	375	\$12,750	595	\$20,230
4.	308 LF	B Line, Hoag St – Install 10" PVC C-900 Sewer	299	\$92,092	230	\$70,840	375	\$115,500	245	\$75,460
5.	0 LF	C Line, Francisco Blvd East – Install 10" PVC C-900 Sewer		\$0		\$0		\$0		\$0
6.	0 LF	C Line, Francisco Blvd East at Medway Rd – Install 18" PVC		\$0		\$0		\$0		\$0
7.	290 LF	D Line, Vivian Way – Install 10" PVC C-900 Sewer	299	\$86,710	190	\$55,100	375	\$108,750	245	\$71,050
8.	10 LF	Spot Repair No. 1, Broadview Dr – Replace (E) 6" VCP Sewer	940	\$9,400	800	\$8,000	1,500	\$15,000	876	\$8,760
9.	10 LF	Spot Repair No. 2, Broadview Dr – Replace (E) 6" VCP Sewer	975	\$9,750	800	\$8,000	1,500	\$15,000	876	\$8,760
10.	10 LF	Spot Repair No. 3, Bellevue Ave – Replace (E) 6" PVC Sewer	895	\$8,950	800	\$8,000	1,500	\$15,000	876	\$8,760
11.	10 LF	Spot Repair No. 4, Bay Ct – Replace (E) 6" VCP Sewer	960	\$9,600	800	\$8,000	1,500	\$15,000	876	\$8,760
12.	10 LF	Spot Repair No. 5, Francisco Blvd East – Replace (E) 12" VCP	1,120	\$11,200	800	\$8,000	1,500	\$15,000	1,600	\$16,000
13.	10 LF	Spot Repair No. 6, Francisco Blvd East – Replace (E) 12" VCP	1,140	\$11,400	800	\$8,000	1,500	\$15,000	1,600	\$16,000
14.	1 Ea	4" Diameter Standard Manhole		\$7,900		\$8,000		\$8,000		\$6,500
15.	1 Ea	3" Diameter Flat Top Manhole		\$6,000		\$5,000		\$6,000		\$5,500
16.	3 Ea	Connect To Existing Manhole, Rebuild Channels	500	\$1,500	1,500	\$4,500	2,500	\$7,500	1,850	\$5,550
17.	5 Ea	Remove Existing Manholes	300	\$1,500	2,000	\$10,000	2,000	\$10,000	3,000	\$15,000
18.	4 Ea	Remove Existing Rodholes		\$800		\$4,000		\$8,000		\$8,000
19.	4 Ea	Install New Rodholes	1,100	\$4,400	1,000	\$4,000	2,500	\$10,000	2,000	\$8,000
20.	10 Ea	Live Lateral Determination		\$1,000		\$8,000		\$500		\$3,500
21.	18 Ea	Field Locate Existing Live Laterals By Potholing	100	\$1,800	800	\$14,400	50	\$900	800	\$14,400
22.	13 Ea	4" Lateral Two-Way Cleanouts, Relief Valves & Cleanout	910	\$11,830	1,000	\$13,000	650	\$8,450	2,250	\$29,250
23.	520 Ea	Replace 4" Lower Laterals, Fittings & Connections	50	\$26,000	125	\$65,000	50	\$26,000	146	\$75,920
24.	20 Ea	Install Standard Concrete Pipe Protection	15	\$300	200	\$4,000	50	\$1,000	60	\$1,200
25.	20 Ea	Curb and Gutter/Rolled Gutter Replacement	75	\$1,500	50	\$1,000	50	\$1,000	85	\$1,700
26.	200 SF	Concrete Sidewalk & Driveway Approach Replacement	48	\$9,600	20	\$4,000	10	\$2,000	25	\$5,000
27.	10 CY	Hard Rock Excavation	10	\$100	1	\$10	50	\$500	150	\$1,500
28.	180 tons	Asphalt Concrete Trench Repair	120	\$21,600	220	\$39,600	90	\$16,200	350	\$63,000
29.	LS	Replace Pavement Markings		\$4,000		\$3,000		\$2,500		\$3,000
30.	LS	Shoring For All Excavations		\$21,000		\$6,000		\$10,000		\$15,000
31.	10 Ea	Pothole Utility Mains	400	\$4,000	600	\$6,000	100	\$1,000	1,200	\$12,000
32.	LS	Traffic Control and Notifications		\$2,900		\$4,000		\$10,000		\$53,000
33.	1,352 LF	Internal Televising of Sewer Mains	2.00	\$2,704	6.00	\$8,112	1.00	\$1,352	12.00	\$16,224
34.	13 Ea	Internal Televising of Completed Sewer Laterals	150.00	\$1,950	300.00	\$3,900	10.00	\$130	600.00	\$7,800
35.	LS	As-Built Drawings		\$5,000		\$5,000		\$5,000		\$5,000
<b>TOTAL</b>				\$444,998		\$467,467		\$531,032		\$653,424
Check if bid item 1 less than 5% total cost				3.37%		6.53%		3.77%		4.59%
Addendum Acknowledge				2		2		2		2
Bid Bond				y		y		y		y
Bid Signed				y		y		y		y
Contractors License Number				1018057		226767		987888		1025853
Non-Collusion Affidavit				y		y		y		y
Subcontractors			George Throop		Roy's Sewer Service		Roy's Sewer Service		Roy's Sewer Service	
					Striping Graphics		Striping Graphics		Striping Graphics	
Site Visit Affidavit				y		y		y		y
Bidder's Statement Financial Responsibility & Experience				y		y		y		y
Three Year EMR				100		141		100		100
RIR				0		5.38		0		0
LTR				0		4.04		0		0
Financial Statement Submitted				no		no		yes		no
Safety Compliance Affidavit				y		y		y		y





# Contractor's License Detail for License # 1018057

**DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.**

CSLB complaint disclosure is restricted by law (B&P 7124.6) If this entity is subject to public complaint disclosure, a link for complaint disclosure will appear below. Click on the link or button to obtain complaint and/or legal action information.

Per B&P 7071.17, only construction related civil judgments reported to the CSLB are disclosed.

Arbitrations are not listed unless the contractor fails to comply with the terms of the arbitration.

Due to workload, there may be relevant information that has not yet been entered onto the Board's license database.

Data current as of 6/21/2017 9:37:43 AM

### Business Information

WESTLAND CONTRACTORS INC  
433 AIRPORT BOULEVARD SUITE  
321  
BURLINGAME, CA 94010  
Business Phone Number:(650) 373-2037

Entity Corporation  
Issue Date 09/09/2016  
Expire Date 09/30/2018

### License Status

This license is current and active.

All information below should be reviewed.

### Classifications

A - GENERAL ENGINEERING CONTRACTOR  
B - GENERAL BUILDING CONTRACTOR  
C29 - MASONRY

### Bonding Information

#### Contractor's Bond

This license filed a Contractor's Bond with AMERICAN CONTRACTORS INDEMNITY COMPANY.

Bond Number: 100321376

Bond Amount: \$15,000

Effective Date: 08/18/2016

#### Bond of Qualifying Individual

This license filed Bond of Qualifying Individual number 30015758 for KENNETH JOSEPH ST MARTIN in the amount of \$12,500 with HUDSON INSURANCE COMPANY.

Effective Date: 08/18/2016

### Workers' Compensation

This license has workers compensation insurance with the STATE COMPENSATION INSURANCE FUND

Policy Number:9165755

Effective Date: 09/07/2016

Expire Date: 09/07/2017

### Other

**SAN RAFAEL SANITATION DISTRICT**

**RESOLUTION NO. 17-1158**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN RAFAEL SANITATION DISTRICT  
AWARDING CONTRACT TO WESTLAND CONTRACTORS, INC.  
FOR THE 2017 SEWER PIPE REPAIR AND REPLACEMENT PROJECT  
IN THE AMOUNT OF \$444,998**

**WHEREAS**, sealed bids or proposals were received by the San Rafael Sanitation District for the 2017 Sewer Pipe Repair and Replacement Project, and all such bids were publicly opened, examined, and declared; and

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

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

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Chairman and Secretary are authorized to execute a contract on behalf of the San Rafael Sanitation District with Westland Contractors, Inc., for construction of the 2017 Sewer Pipe Repair and Replacement Project in accordance with the terms, specifications, and general provisions of said bid or proposal.

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

**PASSED AND ADOPTED** at a special meeting of the San Rafael Sanitation District Board of Directors held on the 22<sup>nd</sup> day of June, 2017, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

\_\_\_\_\_  
**Gary O. Phillips, Chairman**

**ATTEST:**

\_\_\_\_\_  
**Katie Rice, Acting Secretary**



# Budget Status

# San Rafael Sanitation District

July 1, 2016 through March 31, 2017

OPERATING FUND				
ACCOUNT NUMBER - DESCRIPTION OF ITEM	ANNUAL BUDGET 16-17	ACTUAL	BUDGET REMAINING	Actual as % of Budget
<b>FUND BALANCE AT JUNE 30, 2016</b>	<b>12,446,000</b>	<b>8,019,363</b>	<b>(4,426,637)</b>	
<b>REVENUE</b>				
400000 · Sewer assessments and charges	16,260,000 <sup>1</sup>	8,883,344	<span style="color: red;">(7,376,656)</span>	55%
410010 · Connection fees	10,000	31,709	21,709	317%
451000 · Property taxes	1,180,000	811,159	<span style="color: red;">(368,841)</span>	69%
4410125 · Interest income	15,000	65,982	50,982	440%
461000 · Aid from governmental agencies	-	3,362	3,362	*
499000 · Miscellaneous income	-	27,946	27,946	*
<b>Total Revenue</b>	<b>17,465,000</b>	<b>9,823,502</b>	<b><span style="color: red;">(7,641,498)</span></b>	<b>56%</b>
<b>TOTAL RESOURCES AVAILABLE</b>	<b>29,911,000</b>	<b>17,842,865</b>	<b><span style="color: red;">(12,068,135)</span></b>	
<b>EXPENDITURES</b>				
<b>Supplies and Services</b>				
2361 · Contract with San Rafael	3,285,000	2,176,521	1,108,479	66%
2388 · Training and education	6,500	1,463	5,037	23%
2477 · Conferences	5,500	-	5,500	0%
2131 · Memberships and subscriptions	14,500	11,157	3,343	77%
2534 · Telephone service	19,000	11,891	7,109	63%
2282 · Director's fees	5,200	1,800	3,400	35%
2713 · Legal services	30,000	5,130	24,870	17%
2325 · Consulting services	66,500	73,279	<span style="color: red;">(6,779)</span>	<span style="color: red;">110%</span>
2717 · Accounting fees	59,000	42,300	16,700	72%
2716 · Tax collection fees	40,000	23,959	16,041	60%
2059 · General insurance	128,000	86,727	41,273	68%
2051 · Claims and deductibles	35,000	-	35,000	0%
2321 · Public outreach	10,000	6,191	3,809	62%
2221 · Legal notice publications	1,500	-	1,500	0%
2122 · Rebates, refunds of conn fees	10,000	788	9,212	8%
2133 · Office & shop supplies	12,300	2,212	10,088	18%
2389 · Miscellaneous expenses	1,500	642	858	43%
2359 · Maint - pump sta's and force mains	210,000	98,708	111,292	47%
2360 · O&M - collection systems	170,000	31,677	138,323	19%
2535 · Electric utility costs	155,000	154,129	871	99%
2536 · Water utility costs	13,000	8,556	4,444	66%
2363 · Standby services	40,000	24,843	15,157	62%
2083 · Parts and repairs vehicles	53,000	23,915	29,085	45%
2106 · Odor control chemicals	84,000	50,575	33,425	60%
2021 · Uniforms	11,500	5,295	6,205	46%
2365 · Safety equipment and supplies	13,000	1,264	11,736	10%
4045 · Manhole raising	55,000	30,400	24,600	55%
4300 · FOG Program	38,000	11,567	26,433	30%
4188 · Facilities mapping services	60,000	13,650	46,350	23%
<b>Total Supplies and Services</b>	<b>4,632,000</b>	<b>2,898,639</b>	<b>1,733,361</b>	<b>63%</b>

<sup>1</sup> Revenue collection concentrated in second and fourth quarters of fiscal year.

**Budget Status**

**San Rafael Sanitation District**

July 1, 2016 through March 31, 2017

<b>OPERATING FUND (Continued)</b>				
<b>ACCOUNT NUMBER - DESCRIPTION OF ITEM</b>	<b>ANNUAL BUDGET 16-17</b>	<b>ACTUAL</b>	<b>BUDGET REMAINING</b>	<b>Actual as % of Budget</b>
<b>746040 - Central Marin Sanitation Agency</b>				
4112 - Sewage treatment	4,700,000	3,344,227	1,355,773	71%
4113 - Sewage treatment - debt service	1,950,000	1,850,508	99,492	95%
<b>Total 746040 - Central Marin Sanitation Agency</b>	<b>6,650,000</b>	<b>5,194,735</b>	<b>1,455,265</b>	<b>78%</b>
<b>Transfers to Capital Funds</b>				
Equipment acquisition fund	320,000	320,000	-	100%
80-year life-cycle sewer replacement fund	5,012,000	5,012,000	-	100%
Pump station & force main capital improvements	1,687,000	1,687,000	-	100%
<b>Total Transfers to Capital Funds</b>	<b>7,019,000 <sup>2</sup></b>	<b>7,019,000</b>	<b>-</b>	<b>100%</b>
<b>Budget Status Summary</b>				
Total Supplies & Services	4,632,000	2,898,639	1,733,361	63%
Total Central Marin Sanitation District	6,650,000	5,194,735	1,455,265	78%
Total Transfers to capital funds	7,019,000	7,019,000	0	100%
<b>Total Budgeted Expenditures</b>	<b>18,301,000</b>	<b>15,112,374</b>	<b>3,188,626</b>	<b>83%</b>
<b>FUND BALANCE - ENDING</b>	<b>11,610,000</b>	<b>2,730,491</b>		

<sup>2</sup> Full amount of annual transfers to capital funds recorded in quarter ended September 2016.

<b>EQUIPMENT ACQUISITION FUND</b>				
<b>ACCOUNT NUMBER - DESCRIPTION OF ITEM</b>	<b>ANNUAL BUDGET 16-17</b>	<b>ACTUAL</b>	<b>BUDGET REMAINING</b>	<b>Actual as % of Budget</b>
<b>FUND BALANCE AT JUNE 30, 2016</b>	<b>1,172,000</b>	<b>1,370,842</b>	<b>198,842</b>	
<b>REVENUE</b>				
Transfers from Operating Fund	320,000	320,000	-	100%
<b>TOTAL RESOURCES AVAILABLE</b>	<b>1,492,000</b>	<b>1,690,842</b>	<b>198,842</b>	<b>113%</b>
<b>EXPENDITURES</b>				
<b>Equipment Acquisitions</b>				
4830 - Vehicle and equipment acquisition	339,000	-	339,000	0%
<b>Total Equipment Acquisitions</b>	<b>339,000</b>	<b>-</b>	<b>339,000</b>	<b>0%</b>
<b>FUND BALANCE - ENDING</b>	<b>1,153,000</b>	<b>1,690,842</b>		

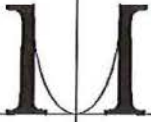
**Budget Status**

**San Rafael Sanitation District**

July 1, 2016 through March 31, 2017

<b>80-YEAR LIFE-CYCLE SEWER REPLACEMENT FUND</b>				
<b>ACCOUNT NUMBER - DESCRIPTION OF ITEM</b>	<b>ANNUAL BUDGET 16-17</b>	<b>ACTUAL</b>	<b>BUDGET REMAINING</b>	<b>Actual as % of Budget</b>
<b>FUND BALANCE AT JUNE 30, 2016</b>	<b>4,841,000</b>	<b>7,419,322</b>	<b>2,578,322</b>	
<b>REVENUE</b>				
Transfers from Operating Fund	5,012,000	5,012,000	-	100%
<b>TOTAL RESOURCES AVAILABLE</b>	<b>9,853,000</b>	<b>12,431,322</b>	<b>2,578,322</b>	<b>126%</b>
<b>EXPENDITURES</b>				
<b>Capital Improvements - Expend</b>				
4313 · Warner Ct, Woodland Pl	-	290	(290)	*
4301 · Sewer System condition/capacity	350,000	26,650	323,350	8%
4316 · Second St., Ida to E St.	100,000	-	100,000	0%
4318 · Lincoln Ave, Paloma to Mission	-	-	0	*
4319 · Lincoln Ave, Prospect to Paloma	2,200,000	1,588,786	611,214	72%
4320 · Rehab of Beach Sewers-Bayside	300,000	-	300,000	0%
4311 · #22 El Cerrito to Forbes	325,000	-	325,000	0%
4321 · Miscellaneous Projects	135,000	36,491	98,509	27%
4302 · Rehab of Gravity Sewer	200,000	706,579	(506,579)	353%
4323 · Woodland Pl/Ave & Octavia	500,000	-	500,000	0%
4324 · Sun Valley-Calif, Solano, Alpine, Windsor	2,200,000	2,747,859	(547,859)	125%
4326 · Francisco Bldn. E Medway to Hoag	380,000	-	380,000	0%
4329 · 2017 Sewer pipe repair and replace	-	10,037	(10,037)	*
<b>Total 746010 · Capital Improvements - Expend</b>	<b>6,690,000</b>	<b>5,116,692</b>	<b>1,573,308</b>	<b>76%</b>
<b>FUND BALANCE - ENDING</b>	<b>3,163,000</b>	<b>7,314,630</b>		

<b>PUMP STATION &amp; FORCE MAIN CAPITAL IMPROVEMENT FUND</b>				
<b>ACCOUNT NUMBER - DESCRIPTION OF ITEM</b>	<b>ANNUAL BUDGET 16-17</b>	<b>ACTUAL</b>	<b>BUDGET REMAINING</b>	<b>Actual as % of Budget</b>
<b>FUND BALANCE AT JUNE 30, 2016</b>	<b>629,000</b>	<b>1,148,868</b>	<b>519,868</b>	
<b>REVENUE</b>				
Transfers from Operating Fund	1,687,000	1,687,000	-	100%
<b>TOTAL RESOURCES AVAILABLE</b>	<b>2,316,000</b>	<b>2,835,868</b>	<b>519,868</b>	<b>122%</b>
<b>EXPENDITURES</b>				
<b>Capital Improvements - Expend</b>				
4147 · San Pedro Road Pump Station upgrade	650,000	144,266	505,734	22%
4146 · Glenwood Pump Station	-	903,767	(903,767)	*
4151 · Force Main Condition Assessment	133,000	39,843	93,157	30%
4200 · Miscellaneous projects	135,000	9,690	125,310	7%
<b>Total 746010 · Capital Improvements - Expend</b>	<b>918,000</b>	<b>1,097,566</b>	<b>(179,566)</b>	<b>120%</b>
<b>FUND BALANCE - ENDING</b>	<b>1,398,000</b>	<b>1,738,302</b>		



## ACCOUNTANTS' COMPILATION REPORT

Board of Directors  
San Rafael Sanitation District

Management is responsible for the accompanying special purpose statement of San Rafael Sanitation District (a California Special District) which comprise the budgetary status report for the period ended March 31, 2017, and for determining that the budgetary basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the accompanying statement nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any assurance on this special purpose budgetary comparison statement.

The special purpose statement is prepared in accordance with the budgetary basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. This report is intended for the information of the Board of Directors of the District.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the special purpose budgetary comparison statement, they might influence the user's conclusions about the District's results of operations. Accordingly, this special purpose budget status report is not designed for those who are not informed about such matters.

We are not independent with respect to the District because we performed certain accounting services that impaired our independence.

*Maher Accountancy*  
San Rafael, California  
June 20, 2017

