

A G E N D A
SAN RAFAEL SANITATION DISTRICT
BOARD OF DIRECTORS
MONDAY – AUGUST 27, 2018 - 9:00 A.M.
SAN RAFAEL CITY HALL
1400 FIFTH AVENUE – CONFERENCE ROOM 201
SAN RAFAEL, CALIFORNIA 94901

Members of the public may speak on Agenda items.

1. OPEN PERIOD

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

2. MINUTES OF THE MEETING

Request approval as submitted – July 23, 2018.

3. PAYMENTS

Request approval as submitted.

4. OLD BUSINESS

None

5. NEW BUSINESS

- a. Resignation letter from Albert J. Boro as an Alternate Commissioner representing SRSD on the CMSA Board.
- b. Adopt resolution authorizing the District Manager/District Engineer to recruit a Junior Engineer.

6. INFORMATIONAL ITEMS

7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

8. CLOSED SESSION

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

9. ADJOURNMENT

The next scheduled meeting is September 24, 2018.

SAN RAFAEL SANITATION DISTRICT
Minutes of the Meeting
July 23, 2018

Regular Meeting

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

The meeting was called to order at 9:03 A.M. by Chair Phillips.

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

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

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

2. MINUTES OF JUNE 25, 2018.

MOTION by Director Bushey, seconded by Chair Phillips, to approve the minutes of the June 25, 2018, meeting as presented.

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

Motion Carried

3. PAYMENTS

MOTION by Director Bushey, seconded by Chair Phillips, to approve the payments for June 2018 in the amount of \$1,050,389.32 for maintenance and operation of the District and for capital improvements.

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

Motion Carried

4. OLD BUSINESS

None.

5. NEW BUSINESS

- a. **Adopt resolution authorizing the District Manager/District Engineer to execute an agreement with Park Engineering, Inc., for engineering related services.**

The Board and staff discussed reasons why the SRSD engineering position had not yet been filled. They also discussed the cost of paying a consultant for engineering services. Manager Toy then reported that this position had been reposted and would now include junior engineers. The Board then requested staff to bring this matter back to the Board if the position is not filled within the next few months. Staff then reported that the District's salaries are lower than those of other special districts because District staff are City employees.

MOTION by Director Bushey, seconded by Chair Phillips, to adopt the resolution authorizing the District Manager/District Engineer to execute an agreement with Park Engineering, Inc., for engineering related services for an amount not to exceed \$59,740.

AYES: Director Bushey, Chair Phillips

NOES: None

ABSENT: Director Rice

Motion Carried

- b. **Review Budget Status Report for the period 7-1-17 through 3-31-18.**

District Manager Toy reported that this is the third quarter report through March 31st. She reported that the full amount of the sewer service charges had not yet been received because they are paid in December and April; the sewer connection fees received were approximately \$86,000, which were mostly from the new Andy's Market, the new Public Safety Center, and Fire Station No. 52 on Third Street; property taxes received were approximately \$895,000 (55% of budget). In response to inquiries by the Board regarding public outreach and utility costs, she reported that thus far she had not had the time to work on public outreach this year and that electric costs vary from year-to-year, depending on how much rain is received since the pumps must run more frequently during storms. Director Bushey then suggested using the website, Next Door, or Face Book for public outreach in lieu of mail service, and Manager Toy thought this was a good idea.

MOTION by Director Bushey, seconded by Chair Phillips, to accept the Budget Status Report for the period 7-1-17 through 3-31-18.

AYES: Director Bushey, Chair Phillips

NOES: None

ABSENT: Director Rice

Motion Carried

6. INFORMATIONAL ITEMS.

None.

7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS.

None.

8. ADJOURNMENT

There being no further business to come before the Board, the meeting of July 23, 2018, was adjourned at 9:21 A.M. The next meeting of the San Rafael Sanitation District was scheduled for Monday, August 27, 2018, at 9:00 A.M. at San Rafael City Hall.

Respectfully submitted,

Maribeth Bushey, Recording Secretary

ATTEST THIS 27th DAY OF AUGUST 2018

Gary Phillips, Chair

SAN RAFAEL SANITATION DISTRICT

PAYMENT SUMMARY


July 1, 2018 - July 31, 2018

Vendor/Payee

	Memo	Class	Acct #	Account Name	Amount
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 6/27/18	200	2021	Uniforms	\$ 204.22
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 7/04/18	200	2021	Uniforms	\$ 137.72
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 7/11/18	200	2021	Uniforms	\$ 137.72
AT&T 4667	Telephone Service - pump station dialers to CMSA from 5/20/18-6/19/18	100	2534	Telephone service	\$ 240.83
AT&T 8362	Telephone Service - land lines for pump stations and dialers from 6/02/18-7/01/18	100	2534	Telephone service	\$ 322.76
BWS DISTRIBUTORS	Safety Equipment - leather work gloves	200	2365	Safety equipment and supplies	\$ 98.83
BWS DISTRIBUTORS	Safety Equipment - replacement gas detector	200	2365	Safety equipment and supplies	\$ 990.66
CALIFORNIA CAD SOLUTIONS INC	Facilities Mapping Services - cleaning list changes 5/30/18 and 6/20/18	100	4188	Facilities mapping services	\$ 675.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - cooling system repairs and load bank testing West Railroad PS generator	200	2359	Maint- pump sta's & force mains	\$ 9,442.46
CALIFORNIA SANITATION RISK MGMT ATH	General Insurance - property insurance renewal for 7/01/18-6/30/19	100	2059	General insurance	\$ 5,677.00
CENTRAL MARIN SANITATION AGENCY	Debt Service - semi-annual debt service payment for 9/01/18	400	4113	Sewage treatment - debt service	\$ 1,487,674.66
CENTRAL MARIN SANITATION AGENCY	Services Charges - first quarter service charges for 7/01/18-9/30/18	400	4112	Sewage treatment	\$ 1,167,945.82
CORDONE, RICHARD	Collection System - reimbursement for plumbing service at 732 Fourth St. (Spotless Cleaners)	200	2360	O&M - collection systems	\$ 390.00
COUNTY OF MARIN	Director's Fees - Katie Rice on 6/25/18	100	2282	Director's fees	\$ 100.00
CSWSTUBER-STROEH ENGR GROUP INC.	Miramar and Miraflores Sewer Replacement Project - sanitary sewer rehab on 6/17/18	300	4306	Miramar and Miraflores (80)	\$ 15,539.30
FASTENAL	Pump Stations - eyewash station tags	200	2359	Maint- pump sta's & force mains	\$ 18.84
FLYERS ENERGY, LLC	Pump Stations - red dye diesel for North Francisco Pump Station generator	200	2359	Maint- pump sta's & force mains	\$ 1,177.11
FLYERS ENERGY, LLC	Pump Stations - red dye diesel for West Railroad Pump Station and other pump station generators	200	2359	Maint- pump sta's & force mains	\$ 1,604.23
JACKSON'S HARDWARE	Pump Stations - hose fittings for the Bret Harte Pump Station	200	2359	Maint- pump sta's & force mains	\$ 7.89
MARIBETH BUSHEY	Director's Fees - Maribeth Bushey on 6/25/18	100	2282	Director's fees	\$ 100.00
MARIN COUNTY TAX COLLECTOR	County Counsel - 4th Qtr Apr/May/Jun FY 2017/18	100	2713	Legal services	\$ 2,475.00
MARIN MUNICIPAL WATER DIS	Water - 44 Lagoon Rd. from 4/17/18-6/14/18	200	2536	Water utility costs	\$ 46.57
MARIN MUNICIPAL WATER DIS	Water - 3106 Kerner Blvd. from 4/14/18-6/13/18	200	2536	Water utility costs	\$ 50.55
MARIN MUNICIPAL WATER DIS	Water - Castro Ave. from 4/13/18-6/12/18	200	2536	Water utility costs	\$ 252.92
MARIN MUNICIPAL WATER DIS	Water - Catalina Blvd. from 4/13/18-6/12/18	200	2536	Water utility costs	\$ 81.78
MARIN MUNICIPAL WATER DIS	Water - E Francisco Blvd. from 4/14/18-6/13/18	200	2536	Water utility costs	\$ 222.80
MARIN MUNICIPAL WATER DIS	Water - Montecito Rd. from 4/14/18-6/13/18	200	2536	Water utility costs	\$ 58.31
MARIN MUNICIPAL WATER DIS	Water - N San Pedro Rd. from 4/17/18-6/14/18	200	2536	Water utility costs	\$ 50.55
MARIN MUNICIPAL WATER DIS	Water - Peacock Dr. from 4/17/18-6/14/18	200	2536	Water utility costs	\$ 50.55
MARIN MUNICIPAL WATER DIS	Water - Pt San Pedro Rd. from 04/14/18-06/13/18	200	2536	Water utility costs	\$ 46.57
MARIN MUNICIPAL WATER DIS	Water - Riviera Dr. from 4/17/18-6/14/18	200	2536	Water utility costs	\$ 20,702.00
MICHAEL PAUL COMPANY INC.	Collection System - spot repair at 51 Moncada Way	200	2360	O&M - collection systems	\$ 2,870.50
NUTE ENGINEERING	Caltrans San Rafael Harbor Bridge - services from 6/01/18-6/30/18	300	4331	Caltrans SR Harbor Bridge (80)	\$ 10,824.50
NUTE ENGINEERING	San Pedro Pump Station Improvement Project Rebid - services from 6/01/18-6/30/18	300	4147	San Pedro Pump Station (10)	\$ 44.64
PERIN - BATTERIES PLUS	Telephone Service - replacement battery for District Manager's cell phone	100	2534	Telephone service	\$ 16,177.37
PG&E a/c 2480926202-5	Power - service for pump stations 5/09/18-6/07/18	200	2535	Electric utility costs	\$ 100.00
PHILLIPS, GARY	Director's Fees - Gary O. Phillips on 6/25/18	100	2282	Director's fees	\$ 660.00
PONTON INDUSTRIES, INC.	Force Main Condition Assessment - flow measurement at North Francisco Pump Station on 6/28/18	300	4151	Force Main Condition Assess(10)	\$ 1,842.78
R & B COMPANY	Pump Stations - check valve for Kerner B Pump Station	200	2359	Maint- pump sta's & force mains	\$

SEQUOIA SAFETY SUPPLY COM	Safety Equipment - safety vests	200	2385	Safety equipment and supplies	\$	62.13
STAPLES INC	Office Supplies - binders	100	2133	Office & shop supplies	\$	168.84
STAPLES INC	Office supplies - miscellaneous office supplies	100	2133	Office & shop supplies	\$	55.57
TELSTAR INSTRUMENTS INC	Pump Stations - annual preventive maintenance - various locations 4/23/18-4/27/18	200	2359	Maint- pump sta's & force mains	\$	7,350.00
TELSTAR INSTRUMENTS INC	Pump Stations - annual preventive maintenance - Bret Harte Pump Station	200	2359	Maint- pump sta's & force mains	\$	1,736.74
TELSTAR INSTRUMENTS INC	Pump Stations - annual preventive maintenance - various locations 4/30/18-5/04/18	200	2359	Maint- pump sta's & force mains	\$	5,972.29
TELSTAR INSTRUMENTS INC	Pump Stations - annual preventive maintenance - work on preventive maint. report	200	2359	Maint- pump sta's & force mains	\$	1,225.00
TIFCO INDUSTRIES	Pump Stations - lubricant	200	2359	Maint- pump sta's & force mains	\$	122.20
US BANK CORPORATE PAYMENT	Collection System - Go Pro camera	200	2360	O&M - collection systems	\$	146.71
US BANK CORPORATE PAYMENT	Office Supplies - miscellaneous office supplies	100	2133	Office & shop supplies	\$	41.40
US BANK CORPORATE PAYMENT	Office Supplies - phone holsters with belt clips	100	2133	Office & shop supplies	\$	24.19
US BANK CORPORATE PAYMENT	Office Supplies - plastic sheet protectors for map books	100	2133	Office & shop supplies	\$	114.51
US BANK CORPORATE PAYMENT	Pump Stations - spray bottles for graffiti removal	200	2359	Maint- pump sta's & force mains	\$	21.76
US BANK CORPORATE PAYMENT	Telephone Service - YP advertising	100	2534	Telephone service	\$	1,387.68
US BANK CORPORATE PAYMENT	Vehicle - fuel for vehicle #8149 for trip to Sacramento to pick up 2017 Ford F550 from Lodi Equipment for crane repair	200	2083	Parts and repairs vehicles	\$	30.52
VALENTINE CORPORATION	San Pedro Pump Station Improvement Project Rebid - sewer improvement project, Progress Payment #3	300	4147	San Pedro Pump Station (10)	\$	167,835.95
VERIZON WIRELESS	Telephone Service - wireless service for laptops 5/21/18-6/20/18	100	2534	Telephone service	\$	266.07
					\$	2,935,654.55

SAN RAFAEL SANITATION DISTRICT
Agenda Item 5.a.

DATE: August 27, 2018
TO: San Rafael Sanitation District Board of Directors
FROM: Doris Toy, District Manager/District Engineer 
SUBJECT: **Resignation Letter from Albert J. Boro as an Alternate Commissioner representing SRSD on the CMSA Board**

SUMMARY

On August 9, 2018, the District received a copy of a letter from Albert Boro dated July 23, 2018, informing Mayor Phillips that he is resigning from the Central Marin Sanitation Agency (CMSA) Board of Commissioners as an Alternate Commissioner effective July 31, 2018.

At the present, Director Maribeth Bushey and Dean DiGiovanni are the Commissioners and Director Katie Rice is the Alternate Commissioner representing the San Rafael Sanitation District on the CMSA Board.

ACTION REQUIRED:

Board to discuss and consider appointment of an Alternate Commissioner to replace Albert Boro and provide direction to staff, if any.

Please note that according to the CMSA Joint Exercise of Powers Agreement, each Commissioner may be either an elected official of the San Rafael Sanitation District or a resident of the District.

Attachment: Letter from Albert Boro dated July 23, 2018

4/7

Albert Boro
274 Mountain View Avenue
San Rafael, CA 94901

July 23, 2018

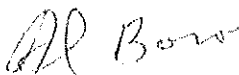
Gary O. Phillips, Mayor
City of San Rafael
1400 Fifth Avenue
San Rafael, CA 94901

Dear Mayor Phillips,

It is with regret that I am writing to inform you of my decision to resign my position as an alternate Commissioner on the Board of Central Marin Sanitation Agency, effective July 31, 2018.

It has been a pleasure working with the members of the CMSA Board and staff on the issues of concern in the community we serve. I am very proud of all we have accomplished during my tenure since 1990, and I have no doubt the Board will continue these successes in the future.

Very truly yours,



Al Boro

cc: Diane Furst, CMSA Board Chair
Jason Dow, CMSA General Manger

SAN RAFAEL SANITATION DISTRICT
Agenda Item 5.b.

DATE: August 27, 2018

TO: San Rafael Sanitation District Board of Directors

FROM: Doris Toy, District Manager/District Engineer *DT*

SUBJECT: **Adopt Resolution Authorizing the District Manager/District Engineer to Recruit a Junior Engineer**

RECOMMENDATION:

Adopt resolution authorizing the District Manager/District Engineer to recruit a Junior Engineer.

BACKGROUND

For Fiscal Year 2018-19, the District has a \$4.8 million 80-Year Life Cycle Sewer Replacement Program to replace a portion of the 130 miles of gravity pipe and a \$1.9 million Pump Station and Force Main Capital Improvement Program to improve portions of its 13 miles of force main and 33 pump stations. In two to three years, the District will complete its scheduled list of projects for both of these programs and will need to develop a new list of projects for the next five to ten years.

ANALYSIS:

The District has a very lean engineering staff, which consists of one Senior Civil Engineer, one Associate Civil Engineer, and one Construction Inspector. The Associate Civil Engineer has been assisting the Senior Civil Engineer with capital projects as well as plan reviews and other engineering related tasks.

I recommend that the District recruit a Junior Engineer to help develop the next five to ten year list of projects for both the 80-Year Life Cycle Sewer Replacement Program and the Pump Station and Force Main Capital Improvement Program and to assist with the current capital improvement projects.

The Junior Engineer is an entry level engineer that requires a BS degree in civil engineering and does not require any formal work experience or engineering certification.

At the present, the District is in the process of recruiting for an Assistant/Associate Civil Engineer to fill a vacant position that has been vacant since January. The District was unsuccessful with the first round of recruitment. When District began the second round of recruitment last month, it was expanded to include the position of Junior Engineer. On August 14th, the District interviewed four applicants for the Assistant/Associate Civil Engineer position

and five applicants for the Junior Engineer position. District staff is planning to invite the top three candidates in each job classification for a second interview on August 28th and 29th.

I would like to fill the Assistant/Associate Civil Engineer position and would also like to hire a Junior Engineer.

FISCAL IMPACT:

The Junior Engineer would cost the District between \$110,000 to \$135,000 per year, which would include wages and benefits. The District has sufficient funding to cover this cost, since an additional engineer was included in the 2013-2018 Sewer User Fee rate increase.

RECOMMENDATION:

It is the recommendation of District staff that the Board authorize the District Manager/District Engineer to recruit a Junior Engineer.

Attachment: Resolution

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 18-1177

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
AUTHORIZING THE DISTRICT MANAGER/DISTRICT ENGINEER
TO RECRUIT A JUNIOR ENGINEER**

WHEREAS, the San Rafael Sanitation District has an 80-Year Life Cycle Sewer Replacement Program, which consists of replacing 1.6 miles of sewer pipeline per year and a Pump Station and Force Main Capital Improvement Program to improve portions of its 13 miles of force main and 33 pump stations; and

WHEREAS, the District will complete the list of projects for both programs in two to three years; and

WHEREAS, the District has one Senior Civil Engineer, one Associate Civil Engineer, and one Construction Inspector on its engineering staff; and

WHEREAS, it has become necessary to increase the District's engineering staff with the addition of a Junior Engineer in order to develop the next five to ten year list of projects for both programs and to assist with current projects.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board of Directors of the San Rafael Sanitation District, County of Marin, State of California, authorizes the District Manager/District Engineer to recruit a Junior Engineer.

PASSED AND ADOPTED at a regular meeting of the San Rafael Sanitation District Board of Directors held on the 27th day of August, 2018, by the following vote, to wit:

AYES:

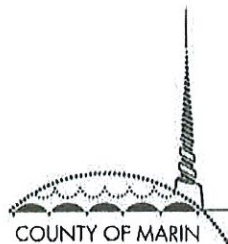
NOES:

ABSENT/ABSTAIN:

Gary O. Phillips, Chair

ATTEST:

Maribeth Bushey, Secretary



OFFICE OF THE
COUNTY COUNSEL

8.a.

August 21, 2018

Brian E. Washington
COUNTY COUNSEL

Jack F. Govi
ASSISTANT COUNTY COUNSEL

Renee Giacomini Brewer
CHIEF DEPUTY COUNTY COUNSEL

Mari-Ann G. Rivers
Patrick M. K. Richardson
Stephen R. Raab
Steven M. Perl
Brian C. Case
Jenna J. Brady
Valorie R. Boughey
Kerry L. Gerchow
Tarisha K. Bal
Ayriel A. Bland
Deidre K. Smith
Newton F. Oldfather
Brandon W. Halter

DEPUTIES

Jeanine Michaels
ADMINISTRATIVE ASSISTANT

Marin County Civic Center
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275
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415 473 6117 T
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www.marincounty.org/cl

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

Re: Closed Session – Anticipated Litigation

Dear Directors,

I request that you conduct two closed sessions during your regular meeting on **August 27, 2018**, to discuss the following matter: (1) significant exposure to litigation pursuant to California Government Code §54956.9(d)(2). In my opinion, public discussion of this matter would prejudice your position.

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

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

It should be noted that Government Code Section 54954.5 requires the Board to post a Closed Session item on the Board Agenda. With respect to the above referenced matter, you should include the number of potential cases and the fact that the Board will be meeting with counsel regarding the anticipated litigation. Please note that disclosure of the facts of this matter may, in my opinion, prejudice the District.

I suggest that the Agenda read:

CONFERENCE WITH LEGAL COUNSEL

California Government Code

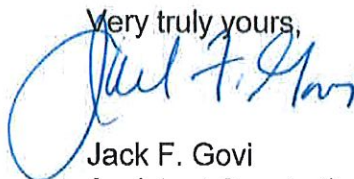
Section 54956.9(d)(2)

Number of Potential Cases: ~~One (1)~~ Two (2)

* D1

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

Very truly yours,



Jack F. Govi
Assistant County Counsel

* Per Jack Govi's authorization.