

A G E N D A

**SAN RAFAEL SANITATION DISTRICT
BOARD OF DIRECTORS
WEDNESDAY – DECEMBER 12, 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 – September 24, 2018, and October 31, 2018.

3. PAYMENTS

Request approval as submitted.

4. OLD BUSINESS

None

5. NEW BUSINESS

- a. Report on bid opening for the Sanitary Sewer Televising Project 2018 and adopt resolution to award contract.
- b. Discuss and approve canceling January 9, 2019, Board meeting.

6. INFORMATIONAL ITEMS

7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

8. ADJOURNMENT

The next scheduled meeting is TBD (January 9, 2019, or February 13, 2019).

**SAN RAFAEL SANITATION DISTRICT
Minutes of the Meeting
September 24, 2018**

Regular Meeting

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

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

Attendance Board:	Gary O. Phillips, Chair Maribeth Bushey, Secretary/Director
Attendance Staff:	Doris Toy, District Manager/District Engineer Karen Chew, Senior Civil Engineer Cynthia Hernandez, District Secretary
Attendance Others:	John W. Maher, CPA, Maher Accountancy Jack F. Govi, Assistant County Counsel Dean DiGiovanni, CMSA Commissioner for SRSD

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

2. MINUTES OF AUGUST 27, 2018.

MOTION by Director Bushey, seconded by Chair Phillips, to approve the minutes of the August 27, 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 August 2018 in the amount of \$908,692.52 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. Presentation of the 2017-18 Financial Statements for acceptance and approval. (John Maher)

CPA John Maher reported that Vavrinek, Trine, Day & Co., LLP (VTD), did the audit in accordance with Government Auditing Standards, even though it is not required for entities that do not receive Federal funds. He also reported that the District had been given a clean opinion and that there were no audit adjustments needed. He then reported that Maher Accountancy and the District had worked with a new VTD audit partner this year (Ahmad Gharaibeh) since the former VTD partner, A. J. Major, III, had retired. Next, CPA Maher reviewed the audited Financial Statements and reported the following: SRSD's net position at June 30, 2018, was approximately \$74,507,000 (\$48,633,000 invested in capital assets and \$25,874,000 unrestricted) as shown on Page 3. The Operating Revenues of \$16,829,908 for FY 2017-18 were the last of the 5-year sewer service charge rate increase, and this figure should be approximately the same for Fiscal Year 2018-19 since no rate increase is currently scheduled (Page 5). Operating expenses in FY 2017-18 were very stable, and CMSA expenses only increased by \$159,000 from FY 2016-17 to FY 2017-18 (Page 5). More increases in operating expenses are expected in FY 2018-19 and going forward due to the Capital Improvement Program. The audit was very straight forward, and there are no issues with internal controls or over expenditures. Chair Phillips then thanked Mr. Maher for doing a good job on the audit report.

MOTION by Director Bushey, seconded by Chair Phillips, to accept and approve the 2017-18 Financial Statements.

AYES: Director Bushey, Chair Phillips

NOES: None

ABSENT: Director Rice

Motion Carried

b. Presentation of the 2017-18 Schedule of Connection Fees for acceptance and approval. (John Maher)

CPA John Maher reported that each year California Government Code Section 66013 requires certain disclosures regarding the sewer connection fees. He reported that if these fees are not spent annually, they would need to be kept in a separate account and interest would need to be paid on these funds. He also reported that around 2010 the District adopted a policy that would require these funds to be spent on a first-in-first-out basis and for the expenditures to be identified. CPA Maher then presented a report identifying the projects for which the funds were used and the dollar amounts expended on each project. The Board then commended Mr. Maher for doing a good job on this report.

MOTION by Director Bushey, seconded by Chair Phillips, to accept and approve the 2017-18 Schedule of Connection Fees.

AYES: Director Bushey, Chair Phillips

NOES: None

ABSENT: Director Rice

Motion Carried

c. Adopt resolution designating those employees and consultants subject to conflict of interest filing requirements.

District Manager Toy reported that all public agencies are required to adopt a Conflict of Interest Code designating which positions must file a Statement of Economic Interest (Form 700). She also reported that each agency is required to review its Conflict of Interest Code every two years. Manager Toy then reported that the District must update its Conflict of Interest Code this year in order to include the position of Junior Engineer since the District will soon be adding a Junior Engineer to its staff.

MOTION by Director Bushey, seconded by Chair Phillips, to adopt the resolution designating those employees and consultants subject to conflict of interest filing requirements.

AYES: Director Bushey, Chair Phillips

NOES: None

ABSENT: Director Rice

Motion Carried

d. Call for applications to fill the position of Alternate Commissioner to represent the San Rafael Sanitation District on the CMSA Board of Commissioners.

District Manager Toy reported that a letter of resignation from Albert J. Boro had been presented at the last meeting for his position as an Alternate Commissioner representing SRSD on the CMSA Board.

MOTION by Director Bushey, seconded by Chair Phillips, to call for applications to fill the position of Alternate Commissioner to represent the San Rafael Sanitation District on the CMSA Board of Commissioners.

AYES: Director Bushey, Chair Phillips

NOES: None

ABSENT: Director Rice

Motion Carried

e. Report on bid opening for the Harbor Bridge Trunk Sewer Relocation Project and adopt resolution to award contract.

District Manager Toy reported that Caltrans will award its "San Rafael Harbor Bridge Replacement Project" in January 2019, which consists of replacing the bridge and widening the off-ramp at the Highway 101 Central San Rafael northbound off-ramp. She also reported that the District currently has a 36-inch pipe located in the shoulder of the off-ramp that will be in the travel lane after the off-ramp has been widened. She then reported that this will require the District to relocate its 36-inch pipe for maintenance purposes. Manager Toy then reported that Caltrans had agreed to reimburse the District for the full cost of this work since the District's pipe was in place prior to the State's ownership of the property. Next, she reported that the District had put its Harbor Bridge Trunk Sewer Relocation Project out to bid and had received three bids that were opened on September 20, 2018. She reported that the bids were from Ghilotti Bros., Cratus, and Maggiora & Ghilotti and that Ghilotti Bros. had the low bid of \$1,191,188. She also

reported that the preliminary Engineer's Estimate was \$730,000, which was later increased by \$333,000 to include night work (due to the need for a lane closure) and the possibility of working with contaminated soil and water. Manager Toy then reported that the cost of the project was subject to change, depending on the level of any contamination that might be encountered. She also reported that District's Agreement with Caltrans might need to be revised due to the increase in the cost of the project.

MOTION by Director Bushey, seconded by Chair Phillips, to adopt the resolution awarding contract to Ghilotti Bros., Inc., for the Harbor Bridge Trunk Sewer Relocation Project, in the amount of \$1,191,188.

AYES: Director Bushey, Chair Phillips

NOES: None

ABSENT: Director Rice

Motion Carried

- f. **Adopt resolution authorizing the District Manager/District Engineer to request bids and execute an Informal Emergency Project in accordance with Section 20783 of the Public Contract Code for the replacement of the sanitary sewer on Second Street at Lindaro Street.**

District Manager Toy reported that Public Works had notified the District that PG&E was going to be replacing a portion of their gas line on Second Street, which would also require repaving that section of the street. She reported that the District then decided to check on the condition of its sewer main at this location in case it needed any work so that the work could be done prior to the street repaving. Next, she reported that the District had the sewer main televised and found that approximately 360 feet of 18-inch vitrified clay pipe on Second and Lindaro had multiple cracks and holes in it and that the pipe was only about 3 feet deep. She also reported that because this section of pipe was in the middle of the street, night work might be required. Manager Toy then reported that the District's estimate for this work is approximately \$200,000.

MOTION by Director Bushey, seconded by Chair Phillips, to adopt the resolution authorizing the District Manager/District Engineer to request bids and execute an Informal Emergency Project in accordance with Section 20783 of the Public Contract Code for the replacement of the sanitary sewer on Second Street at Lindaro Street.

AYES: Director Bushey, Chair Phillips

NOES: None

ABSENT: Director Rice

Motion Carried

- g. **Adopt resolution authorizing the District Manager/District Engineer to request bids and execute an Informal Emergency Project in accordance with Section 20783 of the Public Contract Code for the replacement of the sanitary sewer on St. Francis Lane.**

District Manager Toy reported that she would like to strike this item from the agenda.

MOTION by Director Bushey, seconded by Chair Phillips, to strike this item from the agenda.

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. CLOSED SESSION

a. Conference with Legal Counsel

California Government Code Section 54956.9(d)(1)

Number of Potential Cases: One (1)

This item was canceled due to the lack of a quorum.

9. ADJOURNMENT

There being no further business to come before the Board, the meeting of September 24, 2018, was adjourned at 9:33 A.M. The next meeting of the San Rafael Sanitation District scheduled for Monday, October 22, 2018, was later rescheduled for Wednesday, October 31, 2018, at 9:00 A.M. at San Rafael City Hall.

Respectfully submitted,

Maribeth Bushey, Recording Secretary

ATTEST THIS 12th DAY OF DECEMBER 2018

Gary Phillips, Chair

**SAN RAFAEL SANITATION DISTRICT
Minutes of the Meeting
October 31, 2018**

Special Meeting

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

The meeting was called to order at 9:00 A.M. by Acting Chair Rice.

Attendance Board: Katie Rice, Acting Chair
Maribeth Bushey, Secretary/Director

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

Attendance Others: Jack F. Govi, Assistant County Counsel

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

2. MINUTES

The minutes for the September 24, 2018, meeting were not presented since Chair Phillips was not present to approve them.

3. PAYMENTS

MOTION by Director Bushey, seconded by Acting Chair Rice, to approve the payments for September 2018 in the amount of \$637,591.40 for maintenance and operation of the District and for capital improvements.

AYES: Director Bushey, Acting Chair Rice

NOES: None

ABSENT: Chair Phillips

Motion Carried

4. OLD BUSINESS

None.

5. NEW BUSINESS

a. Adopt resolution of appreciation for Albert J. Boro.

MOTION by Director Bushey, seconded by Acting Chair Rice, to adopt the resolution of appreciation for Albert J. Boro.

AYES: Director Bushey, Acting Chair Rice

NOES: None

ABSENT: Chair Phillips

Motion Carried

b. Adopt resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Nute Engineering for engineering related services for the South Francisco Pump Station Improvement Project for an amount not to exceed \$259,400.

District Manager Toy reported that this pump station is located near the corner of Shoreline Parkway and Francisco Boulevard East where the BMW dealership is located. She reported that the District plans to demolish the current above-ground concrete pump station, which is over 50 years old, and construct a new submersible pump station. She also reported that the new station will have submersible pumps, which are safer because they can be lifted to the surface for servicing and do not require staff to enter a confined space. In addition, she reported that the floor will be raised above the flood level since the control panels will be in the portion of the station that is above ground. Next, Manager Toy reported that the District had requested Nute Engineering to submit a proposal for engineering related services because they are familiar with the District's sewer system, which would help minimize staff time during the review process. She then reported that Nute's proposal was for \$259,400, which includes design services, preparation of contract documents, and design support during construction. Director Rice then suggested that Nute and District staff should begin looking into alternative sources of energy for the District's pump station generators since diesel fuel may be regulated out over the next 10-15 years.

MOTION by Director Bushey, seconded by Acting Chair Rice, to adopt the resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Nute Engineering for engineering related services for the South Francisco Pump Station Improvement Project for an amount not to exceed \$259,400.

AYES: Director Bushey, Acting Chair Rice

NOES: None

ABSENT: Chair Phillips

Motion Carried

c. Adopt resolution authorizing the District Manager/District Engineer to execute an Amendment to Agreement with Nute Engineering for additional engineering related services for the 36-Inch Trunk Sewer Relocation Project for the Caltrans San Rafael Harbor Bridge Replacement Project for an additional amount of \$85,210.

District Manager Toy reported that this agreement is for the Caltrans Harbor Bridge Replacement Project that involves replacing the bridge section of the off-ramp at the northbound Central San Rafael Highway 101 exit. She reported that this will require the District to replace its 36-inch sewer line, which is currently on the shoulder of the off-ramp, because it would be in the far left traffic lane after the bridge has been widened and realigned. She also reported that Caltrans will reimburse the District for all of the costs associated with the relocation of the sewer main, including design and construction. Next, Manager Toy reported that Nute Engineering had exceeded its design budget by approximately \$35,000 due to additional services provided during design for compliance with Caltrans encroachment permit requirements, recent changes to the traffic lanes (second right-hand turn lane), and possible soil and groundwater contamination. She also reported that Nute did not have sufficient information to develop a proposal for its assistance during construction, which will be approximately \$50,000. She then requested the Board to approve an increase of approximately \$85,000 to the District's Professional Services Agreement with Nute, which will be fully reimbursable by Caltrans. District Manager Toy then reported that if the District's estimated costs should exceed the amount stated in its agreement with Caltrans by more than 125%, an amendment to the agreement would be required.

MOTION by Director Bushey, seconded by Acting Chair Rice, to adopt the resolution authorizing the District Manager/District Engineer to execute an Amendment to Agreement with Nute Engineering for additional engineering related services for the 36-Inch Trunk Sewer Relocation Project for the Caltrans San Rafael Harbor Bridge Replacement Project for an additional amount of \$85,210.

AYES: Director Bushey, Acting Chair Rice

NOES: None

ABSENT: Chair Phillips

Motion Carried

- d. Adopt resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Pure Technologies U.S. Inc. for pipeline inspection services for the Force Main Condition Assessment Program for an amount not to exceed \$49,099.**

District Manager Toy reported that the District had been using Pure Technologies since the beginning of this year to help the District inspect its force mains through the use of a leak and gas detection system, which involves sending a ball-shaped device into the sewer system. She reported that approximately 16,000 feet of force main pipe from the North Francisco Pump Station had already been inspected (with no significant findings) and that the District would now like to use Pure Technologies to inspect an additional 4,700 feet of force main pipe from the Cayes Main Pump Station in the Spinnaker Point neighborhood. She also reported that staff has requested Pure to submit a proposal for this work; and the proposal was for \$49,099, which is the same unit rate per foot that the District was previously charged. Manager Toy then reported that the District would also be using Ewers Engineering to assist with the review of the data.

MOTION by Director Bushey, seconded by Acting Chair Rice, to adopt the resolution authorizing District Manager/District Engineer to execute a Professional Services Agreement with Pure Technologies U.S. Inc. for pipeline inspection services for the Force Main Condition Assessment Program for an amount not to exceed \$49,099.

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

Motion Carried

e. Discuss new Board meeting schedule.

District Manager Toy reported that it seemed like all of the Board members would be available to attend the monthly Board meeting on second Wednesday of each month, beginning with the December 2018 meeting.

6. INFORMATIONAL ITEMS.

District Manager Toy reported that there are two applicants for the position of CMSA Alternate Commissioner to represent SRSD on the CMSA Board. She reported that they are Alan Zahradnik and Marc Solomon.

7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS.

None.

8. CLOSED SESSION

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

Closed Session – Opened at 9:22 A.M.
Closed Session – Ended at 9:36 A.M.

Acting Chair Rice reported that direction was given to District Manager Toy on the discussed potential litigation.

9. ADJOURNMENT

There being no further business to come before the Board, the meeting of October 31, 2018, was adjourned at 9:37 A.M. The next meeting of the San Rafael Sanitation District scheduled for Monday, November 26, 2018, was later cancelled, and the following meeting was scheduled for Wednesday, December 12, 2018, at 9:00 A.M. at San Rafael City Hall.

Respectfully submitted,

Maribeth Bushey, Recording Secretary

ATTEST THIS 12th DAY OF DECEMBER 2018

Katie Rice, Acting Chair

SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY
October 1, 2018 - October 31, 2018
Vendor/Payee

	Memo	Class	Acct #	Account Name	Amount
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 9/19/18	200	2021	Uniforms	\$ 137.72
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 9/26/18	200	2021	Uniforms	\$ 137.72
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 10/03/18	200	2021	Uniforms	\$ 139.63
AT&T *4667	Telephone Service - pump station dialers to CMSA from 8/20/18-9/19/18	100	2534	Telephone service	\$ 240.18
BAY AREA BARRICADE SERVICE	Safety Equipment - arrow cone signs and "keep right" sign	200	2365	Safety equipment and supplies	\$ 215.53
BXPRESS	Caltrans San Rafael Harbor Bridge - plans and specs	300	4331	Caltrans SR Harbor Bridge (80)	\$ 429.27
CAPITAL FLOW, INC.	Caltrans San Rafael Harbor Bridge - 36 inch DR21 C900 pipes	300	4331	Caltrans SR Harbor Bridge (80)	\$ 18,748.47
CENTRAL MARIN SANITATION AGENCY	Service Charges - second quarter service charges for 10/01/18-12/31/18	400	4112	Sewage treatment	\$ 1,167,945.82
CITY OF SAN RAFAEL	Manhole Raising - street resurfacing 2016-2017 project	100	4045	Manhole raising	\$ 24,000.00
CSW/STUBER-STROEHL ENGR GROUP INC.	Miramar/Mira Flores Sewer Replacement Project - engineering services through 9/16/18	300	4306	Miramar and Miraflores (80)	\$ 571.25
CWEA-TCP	Memberships and Dues - CWEA membership renewal, Douglas W St. Cyr	100	2388	Training and education	\$ 188.00
CWEA-TCP	Memberships and Dues - CWEA membership renewal, Kris Ozaki	100	2388	Training and education	\$ 188.00
CWEA-TCP	Memberships and Dues - CWEA membership renewal, Wes Andrew Stichter	100	2388	Training and education	\$ 188.00
DAVID M. BERNARDI	N. Francisco Force Main Relocation Project - services from 9/01/18-9/30/18	300	4152	North Francisco Force Main (10)	\$ 2,200.00
EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - odor control chemicals for Cayes Main, Lock Lomond, Glenwood, and Riviera PS deliv. on 8/12/18	200	2106	Odor control chemicals	\$ 15,314.37
GRAINGER	Pump Stations - eyewash caps	200	2359	Maint- pump sta's & force mains	\$ 61.12
MAGGIORA & GHILOTTI INC	Caltrans San Rafael Harbor Bridge - potholing	300	4331	Caltrans SR Harbor Bridge (80)	\$ 2,036.27
MAHER ACCOUNTANCY	Accounting Services - prepare annual financial statements and prepare/provide docs to independent auditors	100	2717	Accounting services	\$ 9,900.00
MARIBETH BUSHEY	Director's Fees - Maribeth Bushey on 9/24/18	100	2282	Director's fees	\$ 100.00
MILLER PACIFIC ENGINEERING GROUP	San Pedro Pump Station Improved Project Rebid - geotechnical services from 6/04/18-6/24/18	300	4147	San Pedro Pump Station (10)	\$ 1,396.30
PARK ENGINEERING, INC	Sewer Pipe Repair 2018, Phase 1 - design services 7/01/18-9/04/18	300	4332	Sewer Pipe Repair '18, Phs1(80)	\$ 19,714.20
PERIN - BATTERIES PLUS	Pump Stations - light bulbs for portable trucks	200	2359	Maint- pump sta's & force mains	\$ 16.30
PG&E a/c 2480926202-5	Power - service for pump stations 8/09/18-9/09/18	200	2535	Electric utility costs	\$ 10,699.15
PHILLIPS, GARY	Director's Fees - Gary O. Phillips on 9/24/18	100	2282	Director's fees	\$ 100.00
ROTO-ROOTER SEWER SERVICE INC	Standby - service at 4 Villa Avenue	200	2363	Standby services	\$ 2,900.00
ROTO-ROOTER SEWER SERVICE INC	Standby - service at 431 First street	200	2363	Standby services	\$ 463.00
SHAPE INC	Pump Stations - single phase kit	200	2359	Maint- pump sta's & force mains	\$ 367.70
SHAPE INC	Pump Stations - sliding brackets for various pump stations	200	2359	Maint- pump sta's & force mains	\$ 2,519.80
STAPLES INC	Office Supplies - miscellaneous office supplies	100	2133	Office & shop supplies	\$ 151.70
STAPLES INC	Office Supplies - pens	100	2133	Office & shop supplies	\$ 9.85
STAPLES INC	Office Supplies - two USB external hard drives	100	2133	Office & shop supplies	\$ 103.53
TELSTAR INSTRUMENTS INC	Pump Stations - service call at Baypoint PS	200	2359	Maint- pump sta's & force mains	\$ 1,537.96
TELSTAR INSTRUMENTS INC	Pump Stations - service call at Peacock #2 PS	200	2359	Maint- pump sta's & force mains	\$ 1,838.52
US BANK CORPORATE PAYMENT	Caltrans San Rafael Harbor Bridge - parking fee for meeting with Caltrans	300	4331	Caltrans SR Harbor Bridge (80)	\$ 15.00
US BANK CORPORATE PAYMENT	Collection System - sprayers	200	2360	O&M - collection systems	\$ 49.03
US BANK CORPORATE PAYMENT	Miscellaneous Expenses - car wash for vehicle No. 8180	100	2389	Miscellaneous expenses	\$ 20.00
US BANK CORPORATE PAYMENT	Pump Stations - canvas pump covers	200	2359	Maint- pump sta's & force mains	\$ 465.05

3.

US BANK CORPORATE PAYMENT	Pump Stations - canvas pump covers	200	2359	Maint- pump sta's & force mains	\$	521.00
US BANK CORPORATE PAYMENT	Pump Stations - foam sealant	200	2359	Maint- pump sta's & force mains	\$	6.47
US BANK CORPORATE PAYMENT	Pump Stations - hoses and hose hangers	200	2359	Maint- pump sta's & force mains	\$	109.82
VALENTINE CORPORATION	San Pedro Pump Station Improvement Project Rebid - Progress Payment #6	300	4147	San Pedro Pump Station (10)	\$	134,496.40
VAVRINEK, TRINE, DAY & CO	Consulting Services - final audit for fiscal year 2017-18	100	2325	Consulting services	\$	8,400.00
VERIZON WIRELESS	Telephone Service - wireless service for laptops 8/21/18-9/20/18	100	2534	Telephone service	\$	266.07
WATER COMPONENTS & BLDG SUPPLY	Pump Stations - Visqueen for use at the North Francisco PS	200	2359	Maint- pump sta's & force mains	\$	109.00
					\$	1,429,016.60

SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY
November 1, 2018 - November 31, 2018
Vendor/Payee


	Class	Acct #	Account Name	Amount
ALDRAN CHEMICAL, INC.	200	2360	O&M - collection systems	451.03
ARAMARK UNIFORM SERVICES	200	2021	Uniforms	141.54
ARAMARK UNIFORM SERVICES	200	2021	Uniforms	137.72
ARAMARK UNIFORM SERVICES	200	2021	Uniforms	137.72
ARAMARK UNIFORM SERVICES	200	2021	Uniforms	141.54
ARAMARK UNIFORM SERVICES	200	2021	Uniforms	324.40
ARAMARK UNIFORM SERVICES	200	2021	Uniforms	642.80
AT&T *4667	100	2534	Telephone service	240.18
AT&T *8362	100	2534	Telephone service	328.12
AT&T *8362	100	2534	Telephone service	331.98
AT&T MOBILITY	100	2534	Telephone service	802.07
AT&T MOBILITY	100	2534	Telephone service	693.99
BEYAZ & PATEL INC.	300	4152	North Francisco Force Main (10)	2,646.00
BPXPRESS	300	4331	Caltrans SR Harbor Bridge (80)	376.76
BRANDON TIRE	200	2083	Parts and repairs vehicles	170.25
CAL ASSOC. OF SANITATION AGENCIES	100	2131	Memberships and subscriptions	8,913.00
CALIFORNIA DIESEL & POWER INC.	200	2359	Maint- pump sta's & force mains	1,128.50
CAL-STEAM CO INC	200	2359	Maint- pump sta's & force mains	34.19
CENTRAL MARIN SANITATION AGENCY	300	4300	FOG Program	2,071.79
CITY OF SAN RAFAEL	100	4045	Manhole raising	1,600.00
CITY OF SAN RAFAEL	200	2083	Parts and repairs vehicles	6,836.96
CITY OF SAN RAFAEL	200	2083	Parts and repairs vehicles	133.70
COORDINATED WIRE ROPE OF NO. CA	200	2359	Maint- pump sta's & force mains	24.78
COUNTY OF MARIN	100	2282	Director's fees	100.00
CSW/STUBER-STROEH ENGR GROUP INC.	300	4306	Miramar and Miraflores (80)	1,962.50
CWEA-TCP	100	2388	Training and education	87.00
EVOGUA WATER TECHNOLOGIES, LLC	200	2106	Odor control chemicals	14,142.99
FASTENAL	200	2360	Odor control chemicals	85.30
FASTENAL	200	2360	O&M - collection systems	58.99
FASTENAL	200	2360	O&M - collection systems	21.32
FASTENAL	200	2359	Maint- pump sta's & force mains	59.12
HERNANDEZ, CYNTHIA	100	2133	Office & shop supplies	27.13
JACKSON'S HARDWARE	300	4147	San Pedro Pump Station (10)	13.16
MAHER ACCOUNTANCY	100	2717	Accounting services	3,600.00
MAHER ACCOUNTANCY	100	2717	Accounting services	3,600.00
MARIBETH BUSHEY	100	2282	Director's fees	100.00
MARIN COUNTY TAX COLLECTOR	100	2713	Legal services	2,257.75
MARIN FENCING INC.	200	2359	Maint- pump sta's & force mains	14,987.00
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	46.57



SEQUOIA SAFETY SUPPLY COM	Safety - gloves	200	2365	Safety equipment and supplies	112.16
SEQUOIA SAFETY SUPPLY COM	Safety - poison oak/poison ivy cleanser and dintment	200	2365	Safety equipment and supplies	85.41
SEQUOIA SAFETY SUPPLY COM	Safety - safety vests	200	2365	Safety equipment and supplies	170.86
SEQUOIA SAFETY SUPPLY COM	Safety - sweat bands for hard hats	200	2365	Safety equipment and supplies	32.70
SHAMROCK	Collection System - bark for 31 Driftwood Court	200	2360	O&M - collection systems	16.74
SHAMROCK	Pump Stations - base rock for use at Fiberglass Pump Station	200	2359	Maint- pump sta's & force mains	25.15
SHAMROCK	San Pedro Pump Station Improvements Project Rebid - concrete mix for San Pedro Pump Station	300	4147	San Pedro Pump Station (10)	28.78
STATE WATER RESOURCES CONTROL BOARD	Caltrans San Rafael Harbor Bridge - SWRCB permit fee	300	4331	Caltrans SR Harbor Bridge (80)	442.00
TELSTAR INSTRUMENTS INC	Pump Stations - service at Bay Point and Cayes Main PS	200	2359	Maint- pump sta's & force mains	1,225.00
THURSTON SCREEN PRINTING INC	Safety - printing on safety vests	200	2365	Safety equipment and supplies	50.66
TIFCO INDUSTRIES	Shop Supplies - drill bits, zip ties, and electrical tape	200	2133	Office & shop supplies	214.07
US BANK CORPORATE PAYMENT	Emergency Projects - Second Street Emergency Repair Project - City Encroachment Permit	300	4321	Emergency Projects	919.00
US BANK CORPORATE PAYMENT	Pump Stations - rental of core drill for work at North Francisco PS	200	2359	Maint- pump sta's & force mains	169.32
US BANK CORPORATE PAYMENT	Pump Stations - shower rings for PS eye wash stations.	200	2359	Maint- pump sta's & force mains	3.25
US BANK CORPORATE PAYMENT	Safety - shipping fee to return safety video to CSRMA	200	2365	Safety equipment and supplies	9.43
US BANK CORPORATE PAYMENT	Sanitary Sewer Televising Project 2018, notice inviting bids	300	4301	Sewer Syst cond/capacity (80)	512.90
VALENTINE CORPORATION	San Pedro Pump Station Improvement Project Rebid - Progress Payment #7	300	4147	San Pedro Pump Station (10)	484,090.25
VALENTINE CORPORATION	San Pedro Pump Station Improvement Project Rebid - Progress Payment #8	300	4147	San Pedro Pump Station (10)	126,100.99
VERIZON WIRELESS	Telephone Service - wireless service for laptops 9/21/18-10/20/18	100	2534	Telephone service	266.07
WATER COMPONENTS & BLDG SUPPLY	Collection System - black paint for USA marking revisions	200	2360	O&M - collection systems	8.76
WATER COMPONENTS & BLDG SUPPLY	Collection System - cement compound to seal water leaks for shop stock	200	2360	O&M - collection systems	114.95
WATER COMPONENTS & BLDG SUPPLY	Collection System - crushed rock for sewer repair at 31 Watt Avenue	200	2360	O&M - collection systems	31.24
WATER COMPONENTS & BLDG SUPPLY	Collection System - repair manhole MH647 on Sea View Avenue	200	2360	O&M - collection systems	185.91
WATER COMPONENTS & BLDG SUPPLY	Collection System - supplies for sewer repair at 31 Watt Avenue (pipe, couplings, and crushed rock)	200	2360	O&M - collection systems	479.84
WECO INDUSTRIES LLC	Collection System - CCTV camera repair	200	2360	O&M - collection systems	115.00
WECO INDUSTRIES LLC	Collection System - continuous rod for power rodder	200	2360	O&M - collection systems	2,417.65
WESTLAND CONTRACTORS, INC.	Sewer Pipe Repair & Replacement 2017 - services from 8/01/18-9/01/18	300	4329	2017 Sewer Pipe Repair and (80)	41,725.35
WESTLAND CONTRACTORS, INC.	Sewer Pipe Repair & Replacement 2017 - services from 8/01/18-9/01/18 - 5% retention release	300	1210	Construction contract retention	22,174.84
WORKSMART AUTOMATION, INC	San Pedro Pump Station Improvements Project Rebid - programming services	300	4147	San Pedro Pump Station (10)	19,500.00
					\$ 1,009,356.69

5.a.

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

DATE: December 12, 2018
TO: Board of Directors, San Rafael Sanitation District
FROM: Doris Toy, District Manager/District Engineer 
SUBJECT: Report on Bid Opening for the Sanitary Sewer Televising Project 2018 and Adopt Resolution to Award Contract

RECOMMENDATION:

Adopt resolution awarding contract to Hoffman Southwest Corp. for the Sanitary Sewer Televising Project 2018.

BACKGROUND:

The Sanitary Sewer Televising Project consists of cleaning and televising 5 miles of the District's sewer main in West San Rafael. The project includes assessing the condition of manholes and pipe from 4-inch to 21-inch diameter, using a North American standard rating system, Pipeline Assessment Certification Program (PACP), supported by the National Association of Sewer Service Companies. The results will determine our next group of capital improvement projects.

Staff originally issued this project to clean and televise 10 miles of pipe. However, as the bid opening date approached, the District did not receive any requests for copies of the plans and specifications. The District advertised in the Marin Independent Journal and sent copies to builders' exchanges. Staff also contacted local plumbing contractors who perform this type of work, and their responses were that they were busy and they are small companies that could not dedicate a crew to work on a project for a long period of time. There were suggestions to reduce the amount of work to half. Therefore, the District revised the contract to reduce the amount of pipe to be cleaned and televised to 5 miles, extended the bid opening date for another 3 weeks, and contacted PACP certified contractors in the Bay Area informing them of the project.

The Bids for the Sanitary Sewer Televising Project 2018 were opened on November 15, 2018.

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

Engineer's Estimate	\$ 117,936.00
Hoffman Southwest Corp.	\$ 91,005.53
Lamassu Utility Services, Inc.	\$ 106,995.95
National Plant Services, Inc.	\$ 116,449.93
Pipe & Plant Solutions, Inc.	\$ 154,086.00
Swan Engineering, Inc.	\$ 170,000.66

See attached bid summary for itemized breakdown of items.

ANALYSIS:

The Engineer's Estimate was \$117,936.00 for the Sanitary Sewer Televising Project 2018. Hoffman Southwest Corp., with a bid of \$91,005.53, was the lowest responsible bidder for this project. Since 1947, Hoffman has provided a wide spectrum of services in underground infrastructure in the Western United States. It has three divisions – Roto-Rooter franchises (12 branches), Western Drain Supply, and Professional Pipe Services (Pro-Pipe). The Pro-Pipe division works with municipalities to inspect, clean, and rehabilitate underground pipes. The majority of its work has been in southern California, and it recently opened an office in Martinez 6 months ago. East Bay Municipal Utilities District (EBMUD) has been working with Hoffman for the past 18 months on various sewer projects, including the cleaning and televising of pipes. Staff contacted EBMUD, and its project manager described Hoffman as professional and easy to conduct business with. Staff also contacted other references, such as the Los Angeles County Sanitation District and the City of Los Angeles, which had similar comments – professional, does not request unnecessary change orders, completes projects on time, and no complaints from the public.

Staff recommends that this project be awarded to Hoffman Southwest Corp.

FISCAL IMPACT:

Hoffman Southwest Corp. has a bid amount of \$91,005.53 for the Sanitary Sewer Televising Project 2018. District Staff will implement the construction management for this project. This project will be funded under the 80-Year Life Cycle Sewer Replacement Program from the FY 2018-19 Budget.

ACTION REQUIRED:

Staff recommends that the Board adopt the resolution awarding contract to Hoffman Southwest Corp. for the Sanitary Sewer Televising Project 2018.

Attachments:

1. Bid Summary
2. Resolution

Bid Opening: 10:00 am
11/15/2018
Design Job No:
Engineer's Est: \$117,936

**SAN RAFAEL SANITATION DISTRICT
MARIN COUNTY, CALIFORNIA
SANITARY SEWER TELEVISION PROJECT 2018**

Item No.	Total Quantity	Unit of Measure	Description	Hoffman Southwest Corp. Mission Viejo, CA		Lamassu Utility Services, Inc. Benicia, CA		National Plant Services, Inc. Hayward, CA		Pipe & Plant Solutions, Inc. Oakland, CA		Swan Engineering, Inc. Rocklin, CA	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1.a.	65	LF	Cleaning 4" sewer pipe	12.44	\$808.60	2.00	\$130.00	2.50	\$162.50	5.00	\$325.00	\$1.00	\$65.00
1.b.	12505	LF	Cleaning 6" sewer pipe	1.87	\$23,384.35	1.25	\$15,631.25	2.10	\$26,260.50	1.50	\$18,757.50	\$3.00	\$37,515.00
1.c.	4,259	LF	Cleaning 8" sewer pipe	1.28	\$5,451.52	1.30	\$5,536.70	1.68	\$7,155.12	2.00	\$8,518.00	\$3.15	\$13,415.85
1.d.	935	LF	Cleaning 10" sewer pipe	1.51	\$1,411.85	1.35	\$1,262.25	2.07	\$1,935.45	2.00	\$1,870.00	\$3.25	\$3,038.75
1.e.	2,682	LF	Cleaning 12" sewer pipe	1.25	\$3,352.50	1.50	\$4,023.00	2.05	\$5,498.10	2.00	\$5,364.00	\$3.25	\$8,716.50
1.g.	674	LF	Cleaning 15" sewer pipe	1.67	\$1,125.58	2.50	\$1,685.00	2.37	\$1,597.38	7.00	\$4,718.00	\$2.50	\$1,685.00
1.h.	4,099	LF	Cleaning 18" sewer pipe	1.29	\$5,287.71	2.75	\$11,272.25	2.57	\$10,534.43	8.00	\$32,792.00	\$2.50	\$10,247.50
1.i.	1,105	LF	Cleaning 21" sewer pipe	1.45	\$1,602.25	3.40	\$3,757.00	3.34	\$3,690.70	9.00	\$9,945.00	\$3.00	\$3,315.00
2.a.	65	LF	Inspection 4" sewer pipe	11.97	\$778.05	3.50	\$227.50	2.50	\$162.50	5.00	\$325.00	\$1.00	\$65.00
2.b.	12,505	LF	Inspection 6" sewer pipe	1.75	\$21,883.75	1.50	\$18,757.50	1.74	\$21,758.70	1.50	\$18,757.50	\$3.25	\$40,641.25
2.c.	4,259	LF	Inspection 8" sewer pipe	1.20	\$5,110.80	1.10	\$4,684.90	1.39	\$5,920.01	2.00	\$8,518.00	\$3.25	\$13,841.75
2.d.	935	LF	Inspection 10" sewer pipe	1.51	\$1,411.85	1.10	\$1,028.50	1.20	\$1,122.00	2.00	\$1,870.00	\$3.25	\$3,038.75
2.e.	2,682	LF	Inspection 12" sewer pipe	1.25	\$3,352.50	1.10	\$2,950.20	1.20	\$3,218.40	2.00	\$5,364.00	\$3.25	\$8,716.50
2.g.	674	LF	Inspection 15" sewer pipe	1.59	\$1,071.66	1.10	\$741.40	1.62	\$1,091.88	3.00	\$2,022.00	\$3.00	\$13,280.76
2.h.	4,099	LF	Inspection 18" sewer pipe	1.21	\$4,959.79	1.50	\$6,148.50	2.24	\$9,181.76	3.00	\$12,297.00	\$3.24	\$13,280.76
2.j	1,105	LF	Inspection 21" sewer pipe	1.37	\$1,513.85	2.00	\$2,210.00	2.10	\$2,320.50	3.00	\$3,315.00	\$3.25	\$3,591.25
3.	20	EA	Reverse setups for cleaning & televising	50.00	\$1,000.00	350.00	\$7,000.00	400.00	\$8,000.00	100.00	\$2,000.00	\$265.00	\$5,300.00
4.	114	EA	Manhole inspection	65.78	\$7,498.92	175.00	\$19,950.00	60.00	\$6,840.00	152.00	\$17,328.00	\$13.20	\$1,504.80
TOTAL					\$91,005.53		\$106,995.95		\$116,449.93		\$154,086.00		\$170,000.66

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 18-1185

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
AWARDING CONTRACT TO HOFFMAN SOUTHWEST CORP.
FOR THE SANITARY SEWER TELEVISIONING PROJECT 2018**

WHEREAS, sealed bids or proposals were received by the San Rafael Sanitation District for the Sanitary Sewer Televisioning Project 2018, and all such bids were publicly opened, examined, and declared; and

WHEREAS, the bid or proposal of Hoffman Southwest Corp. was and is the lowest responsible bid or proposal; and

WHEREAS, the District Manager/District Engineer, after review and evaluation, has recommended award of the contract to Hoffman Southwest Corp.

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 Hoffman Southwest Corp. for the Sanitary Sewer Televisioning Project 2018 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 regular meeting of the San Rafael Sanitation District Board of Directors held on the 12th day of December, 2018, by the following

vote, to wit:

AYES:

NOES:

ABSENT:

Gary O. Phillips, Chairman

ATTEST:

Maribeth Bushey, Secretary