

# **A G E N D A**

**SAN RAFAEL SANITATION DISTRICT  
BOARD OF DIRECTORS  
WEDNESDAY – JULY 10, 2019 - 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 – June 12, 2019.

## **3. PAYMENTS**

Request approval as submitted.

## **4. OLD BUSINESS**

None.

## **5. NEW BUSINESS**

- a. Adopt resolution to amend the 2018-19 Budget.
- b. Adopt resolution establishing the sewer connection fee for FY 2019-20.
- c. Appropriations limit for 2019-20 on tax proceeds (Proposition 4).
  - Adopt resolution establishing the 2019-20 appropriations limit.
- d. Consider rescheduling the September, November, and December Board meeting dates.

## **6. INFORMATIONAL ITEMS**

## **7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS**

## **8. ADJOURNMENT**

The next scheduled meeting is August 14, 2019.

**SAN RAFAEL SANITATION DISTRICT  
Minutes of the Meeting  
June 12, 2019**

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  
Katie Rice, Director

Attendance Staff: Karen Chew, Senior Civil Engineer  
Cynthia Hernandez, District Secretary

Attendance Jason Dow, General Manager of CMSA  
John W. Maher, CPA, Maher Accountancy  
Dean DiGiovanni, CMSA Commissioner for SRSD

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

**2. MINUTES OF APRIL 29, 2019.**

**MOTION** by Director Rice, seconded by Chair Phillips, to approve the minutes of the April 29, 2019, meeting as presented.

**AYES:** Director Rice, Chair Phillips

**NOES:** None

**ABSTAIN:** Director Bushey

*Motion Carried*

**3. PAYMENTS**

**MOTION** by Director Bushey, seconded by Director Rice, to approve the payments for April 2019 in the amount of \$2,292,682.05 and for May 2019 in the amount of \$59,732.94 for maintenance and operation of the District and for capital improvements.

**AYES:** Director Bushey, Director Rice, Chair Phillips

**NOES:** None

**ABSENT:** None

*Motion Carried*

#### 4. OLD BUSINESS

##### a. Consider approval of the Amended CMSA Joint Exercise of Powers Agreement. (Jason Dow)

CMSA Manager Dow reported that the City of Larkspur is very interested in withdrawing from the CMSA JPA. He also reported that Larkspur's City Council had talked about this a couple of times in the last year and had taken action to approve the withdrawal. He then reported that Larkspur had sent a letter to CMSA only, not the JPA members, stating that they had voted to withdraw from the JPA and that they understood there was an administrative detail that needed to be worked out before that could happen. Next, CMSA Manager Dow reported that the JPA Managers had met and had drafted up some revisions to the JPA that reflected Larkspur's withdrawal. He also reported that one of the revisions to the JPA included a provision stating that financial responsibilities associated with debt issuance would need to be resolved. He then reported that CMSA had worked with their financial advisor and their bond counsel in order to obtain letters and supporting documents from Moody's and Standard & Poor's stating that Larkspur's withdrawal would not impact CMSA's credit or that of the current bond holders. CMSA Manager Dow then reported that Ross Valley Sanitary District's Board proceeded to approve the amended JPA, which was then given to the SRSD Board for approval. Next, he reported that Director Bushey noted that the procedure for withdrawal from the JPA, as outlined in Section 20, had not been followed. This section of the JPA states that "if a Member's governing board decides to withdraw from the JPA, the Members will convene a meeting to discuss the withdrawal process and details." CMSA Manager Dow then reported that this did not happen and speculated that it might have been because Larkspur was not aware of this sentence in the JPA. He then reported that the SRSD Board had scoped out a process for Larkspur's withdrawal at their February meeting, which consisted of having the CMSA Board approve the agreement between CMSA and Larkspur and then having each of the JPA Members approve it and then sign the amended JPA. Next, CMSA Manager Dow reported that this process seemed to work for everyone until the attorney for Sanitary District No. 2 (SD2) found some concerns with the agreement between Larkspur and CMSA. He reported that both he and Legal Counsel Jack Govi did not see any problems with the agreement but felt that this matter was between Larkspur and SD2. He then reported that because Larkspur and SD2 could not agree on the revised language for the agreement, it was never revised. CMSA Manager Dow then reported that Larkspur's attorney felt that the amended JPA was sufficient and that the separate agreement between Larkspur and CMSA was unnecessary. He also reported that SD2's initial concerns were dispelled once they learned that Larkspur's liabilities would be transferred back to Ross Valley Sanitary District after their withdrawal, per Larkspur's 1993 Annexation Agreement. CMSA Manager Dow then reported that the Amended JPA was quickly approved by SD2's Board but was put on hold by the SRSD's Board. Chair Phillips then reported that this matter had been postponed by SRSD because the Board wanted to get Director Bushey's input on this matter. Director Bushey then thanked the Board for waiting to get her input on this matter before adopting the amended CMSA JPA. She also reported that her position had not changed in regard to the need for an agreement between Larkspur and CMSA prior to the approval of the amended JPA. The Board then had a lengthy

discussion on this matter, and it was decided that Director Bushey would convene a meeting with legal counsels, including Jack Govi and the attorney for SD2, in order to develop an agreement that would be acceptable to all of the JPA members, including Larkspur.

**MOTION** by Director Rice, seconded by Chair Phillips, to authorize Director Bushey to pursue a path toward the signing of an agreement by each of the JPA members, including the City of Larkspur, that codifies the terms for the withdrawal of the City of Larkspur from the JPA as written in the Amended CMSA Joint Exercise of Powers Agreement under Section 20. Withdrawal.

**AYES:** Director Bushey, Director Rice, Chair Phillips

**NOES:** None

**ABSENT:** None

*Motion Carried*

## 5. NEW BUSINESS

### a. **Adopt resolution approving the 2019-20 and 2020-21 Budget and review Budget Status Report for the period 7-1-18 through 3-31-19. (John Maher)**

CPA John Maher presented a copy of the 2019-20 and 2020-21 Budget that had been revised due to a formula error. He reported that the first page of the document is the actual budget, but the supporting schedules (provided for analysis) are not considered part of the budget. He also reported that this allows management to transfer funds between line items, without Board approval, as long as they are within the same fund account, when necessary. CPA Maher then gave a brief explanation of fund balances. He reported that fund balances are on a full-accrual basis in the audited financial statements; but in the budget, they are on a modified or current-funds basis and have more fluidity. He then referred to the Revenue section of the 2019-2020 Budget and reported the following: The projected available cash at June 30, 2019, is \$14.8 million, and the anticipated revenue is \$19.4 million, which totals \$34.2 million in available resources. Some of this revenue is allocated for outflow and some for reserves. Property Taxes can increase by a couple of percentages per year. There is no scheduled increase in User Fees. Connection Fees are uncertain, and were kept about the same as last year. Interest Rates are also uncertain and were kept about the same as last year. Next, CPA Maher referred to the Expenditure section of the budget and reported the following: The budget for Operations and Maintenance is mostly historical numbers with some inflation included. In some cases, there are reserves for legal claims, attorney fees, or emergency operations. In most cases expenses will be at or below the budgeted amounts. There is a budget for CMSA's charges. CMSA Debt Service fees are fixed. A small cushion was added to the Service Fees to cover inflation and any variance in EDUs. The transfers made to the Equipment Reserves are based on level contributions over a 10-year period in the form of a sinking fund used to cover a schedule of property that is currently owned and anticipated to be owned. The current transfer to the Equipment Reserves is \$310,000, which will be added to the beginning balance of \$1.7 million already in the Equipment Acquisition Fund. Some large expenditures are anticipated to be made from this fund for next year. CPA Maher then passed out a copy of the Revised Budget due to

an error in the in the amount of Working Capital shown. He explained that approximately half of the District's cash flow is received in December and the other half in April and that there is basically no income during the first five months of the year. (This is due to the scheduling of the property tax payments, which include the annual sewer service charge.) He also explained that the Working Capital is the amount of funds that the District will need to pay bills during the first half of the fiscal year. He then reported this figure is based on approximately half of the annual amounts needed to pay for both SRSD Operations and Maintenance and CMSA Treatment Services, plus three quarters of the Debt Service to CMSA. Chair Phillips then discussed the possibility of paying off the amount owed to the City for Pension and Other Post-Retirement Benefits. The Board then gave their approval for him to discuss this matter with the City Manager.

CPA Maher then reviewed the Budget Status Report for July 1, 2018, through March 31, 2019, and reported the following: Under Revenue, in Account No. 400000 for Sewer Assessments and Charges, only 58% of the sewer Service Charges had been collected as of the ending date of this report (3-31-19). He also reported that under Expenditures, in Account No. 4147 for the San Pedro Road Pump Station Upgrade, there was an over expenditure because this project was not anticipated when the budget was adopted two years ago. He then reported that there will be a retroactive amendment to the 2018-19 Budget at the next Board meeting in the amount of approximately \$250,000. CPA Maher then suggested that it might be a good idea to review the budget about half way through since the District adopts a 2-year budget, and Chair Phillips agreed and reported that a review would be done at the end of each year. The Board then thanked CPA Maher for his presentation of the budget.

**MOTION** by Director Bushey, seconded by Director Rice, to adopt the resolution approving the revised 2019-20 and 2020-21 Budget as presented at the meeting.

**AYES:** Director Bushey, Director Rice, Chair Phillips

**NOES:** None

**ABSENT:** None

*Motion Carried*

**b. Report on bid opening for the Forbes Avenue Sewer Improvements Project and adopt resolution to award contract. (Karen Chew)**

Senior Civil Engineer Chew reported that the bids for the Forbes Avenue Sewer Improvements Project were opened on June 4, 2019, and that the District would like to award the project. She also reported that staff had designed this project in-house with no outside assistance from a consultant. She then reported that the low bid was received from D'Arcy & Harty Construction, Inc., for the amount of \$963,020. Senior Civil Engineer Chew reported that this was a very good bid and that D'Arcy & Harty is a very good contractor that has previously worked for the District on numerous occasions. She also reported that D'Arcy & Harty is currently working on the 2018 Sewer Pipe Repair and Replacement Project for the District and that this project is on schedule. She then reported that both projects could easily be done back-to-back.

**MOTION** by Director Bushey, seconded by Director Rice, to adopt the resolution awarding the contract to D'Arcy & Harty Construction, Inc., for the Forbes Avenue Sewer Improvements Project, Includes El Cerrito Avenue and 21-141 Fairhills Drive, for the amount of \$963,020.

**AYES:** Director Bushey, Director Rice, Chair Phillips

**NOES:** None

**ABSENT:** None

*Motion Carried*

**6. INFORMATIONAL ITEMS.**

None.

**7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS.**

Director Rice requested that the following matters be brought to a future Board meeting:

- 1) Information on the District's plans for power shutdowns, such as backup generators, and organizational operations at various building sites.
- 2) Information on the District becoming deep green.
- 3) Updates on 205 Alpine Street and the Bret Harte slide in closed session.

**8. ADJOURNMENT**

There being no further business to come before the Board, the meeting of June 12, 2019, was adjourned at 10:03 A.M. The next meeting of the San Rafael Sanitation District was scheduled for Wednesday, July 10, 2019, at 9:00 A.M. at San Rafael City Hall.

Respectfully submitted,

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Maribeth Bushey, Recording Secretary

**ATTEST THIS 10th DAY OF JULY 2019**

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Gary Phillips, Chair





**SAN RAFAEL SANITATION DISTRICT**  
**PAYMENT SUMMARY**

June 1, 2019 - June 30, 2019  
 Vendor/Payee

	Memo	Class	Acct #	Account Name	Amount
3T EQUIPMENT COMPANY	Collection System - ring for manhole to protect vactor hose	200	2360	O&M - collection systems	79.41
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 4/17/19	200	2021	Uniforms	100.51
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 5/01/19	200	2021	Uniforms	118.01
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 5/15/19	200	2021	Uniforms	100.51
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 5/22/19	200	2021	Uniforms	100.51
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 5/29/19	200	2021	Uniforms	101.51
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 6/05/19	200	2021	Uniforms	100.51
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 6/12/19	200	2021	Uniforms	101.51
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 6/19/19	200	2021	Uniforms	100.51
AT&T *4667	Telephone Service - pump station dialers to CMSA from 4/20/19-5/19/19	100	2534	Telephone service	240.20
AT&T *4667	Telephone Service - pump station dialers to CMSA from 5/20/19-6/19/19	100	2534	Telephone service	240.20
AT&T *8362	Telephone Service - land lines for pump stations and dialers from 5/02/19-6/01/19	100	2534	Telephone service	340.15
AT&T MOBILITY	Telephone Service - cell phone service from 4/04/19-5/03/19	100	2534	Telephone service	669.41
AT&T MOBILITY	Telephone Service - cell phone service from 5/04/19-6/03/19	100	2534	Telephone service	663.21
BEYAZ & PATEL INC.	N. Francisco Force Main Relocation Project - structural engineering services from 11/01/18-4/30/19	300	4152	North Francisco Force Main (10)	2,101.25
BPXPRESS	Forbes Ave SIP - plans & specs	300	4333	Forbes Ave SIP	120.51
CALIFORNIA CAD SOLUTIONS INC	Consulting Services - additional sewer service charge revenue, payment 3 of 3	100	2325	Consulting services	18,718.80
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual service and load bank testing for Cayes Main Pump Station generator	200	2359	Maint- pump sta's & force mains	1,300.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual service and load bank testing for Glenwood Pump Station generator	200	2359	Maint- pump sta's & force mains	1,775.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual service and load bank testing for North Francisco Pump Station generator	200	2359	Maint- pump sta's & force mains	3,500.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual service and load bank testing for backup generator Doosan 260 kw	200	2359	Maint- pump sta's & force mains	2,075.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual service and load bank testing for Loch Lomond PS generator	200	2359	Maint- pump sta's & force mains	2,100.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual service and load bank testing for Riviera PS generator	200	2359	Maint- pump sta's & force mains	1,775.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual service and load bank testing for West Railroad PS generator	200	2359	Maint- pump sta's & force mains	2,225.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - annual service for West Railroad PS generator	200	2359	Maint- pump sta's & force mains	1,098.00
CALIFORNIA DIESEL & POWER INC.	Pump Stations - replace block heater hoses on generator at Loch Lomond Pump Station	200	2359	Maint- pump sta's & force mains	1,014.46
CALIFORNIA DIESEL & POWER INC.	Pump Stations - replace block heater on generator at Riviera Pump Station	200	2359	Maint- pump sta's & force mains	927.39
CALIFORNIA DIESEL & POWER INC.	Pump Stations - replace voltage selector switches on portable generator at Cayes Main Pump Station	200	2359	Maint- pump sta's & force mains	852.47
CAL-STEAM CO INC	Pump Stations - spare parts for shop stock	200	2359	Maint- pump sta's & force mains	79.84
CENTRAL MARIN SANITATION AGENCY	CMSA Connection Fees - 32 Fairway Drive and 21 G Street	200	2210	Connection fees payable cmsa	54,848.52
CENTRAL MARIN SANITATION AGENCY	FOG Program - personnel services from Jan-March 2019	100	4300	FOG Program	4,764.57
CITY OF SAN RAFAEL	Vehicles - maintenance and repairs to vehicle #s 8201, 8154, 8202, 8157, 8149, 8199, 8174, 8203 and 8192	200	2083	Parts and repairs vehicles	1,605.67
CITY OF SAN RAFAEL	Vehicles - new tire for vactor truck, vehicle #8192	200	2083	Parts and repairs vehicles	452.26
CONTROL SYSTEMS WEST, INC	Pump Stations - troubleshoot PLC at Peacock Pump Station	200	2359	Maint- pump sta's & force mains	585.00
COUNTY OF MARIN	Director's Fees - Katie Rice on 4/29/19	100	2282	Director's fees	100.00
COUNTY OF MARIN	Director's Fees - Katie Rice on 6/12/19	100	2282	Director's fees	100.00
CWEA-TCP	Memberships and Dues - certification renewal, Douglas W St. Cyr	100	2388	Training and education	87.00
CWEA-TCP	Memberships and Dues - certification renewal, Hector Rodriguez	100	2388	Training and education	87.00
CWEA-TCP	Memberships and Dues - certification renewal, Kris Ozaki	100	2388	Training and education	92.00
D'ARCY & HARTY CONSTRUCTION, INC	Sewer Pipe Repair 2018, Phase 1 - progress payment no. 1	300	4332	Sewer Pipe Repair '18, Phs1(80)	418,076.00
DOWNEY BRAND LLP	Legal Services - for services thru April 2019 re: NPDES permit	100	2713	Legal services	75.00


DURACABLE MANUFACTURING	Collection System - freight charge for cable previously purchased	200	2360	O&M - collection systems	127.58
DURACABLE MANUFACTURING	Collection System - hand rodder blades	200	2360	O&M - collection systems	201.40
EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - new chemical tank for Loch Lomond Pump Station	200	2106	Odor control chemicals	1,833.00
EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - odor control chemicals for Loch Lomond PS delivered on 4/30/19	200	2106	Odor control chemicals	6,099.26
EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - quarterly service and inspection of Chemical Tanks at pump stations from 3/1/19-5/31/19	200	2106	Odor control chemicals	4,332.75
EWERS ENGINEERING INC	Force Main Condition Assessment Program Development, Phase 2 - engineering services for 4/11/19-6/17/19	300	4151	Force Main Condition Assess(10)	9,672.50
FASTENAL	Collection System - Locfitte thread locker	200	2360	O&M - collection systems	17.80
FLYERS ENERGY, LLC	Pump Stations - red dye diesel for North Francisco Pump Station	200	2359	Maint- pump sta's & force mains	1,027.09
FLYERS ENERGY, LLC	Pump Stations - red dye diesel for West Railroad Pump Station	200	2359	Maint- pump sta's & force mains	1,493.93
FORSTER & KROEGER INC.	Pump Stations - annual backflow testing	200	2359	Maint- pump sta's & force mains	1,200.00
GHILOTTI BROS.	Caltrans San Rafael Harbor Bridge - Progress Payment No. 5 - retention release	300	4331	Caltrans SR Harbor Bridge (80)	57,506.30
GHILOTTI BROS.	Caltrans San Rafael Harbor Bridge - sewer relocation project 2018, Progress Payment No. 4	300	4331	Caltrans SR Harbor Bridge (80)	166,947.02
MAHER ACCOUNTANCY	Accounting Services - May	100	2717	Accounting services	3,600.00
MAHER ACCOUNTANCY	Accounting Services - June	100	2717	Accounting services	3,600.00
MARIBETH BUSHEY	Director's Fees - Maribeth Bushey on 6/12/19	100	2282	Director's fees	100.00
MARIN MUNICIPAL WATER DIS	Water - 220 Tamal Vista Blvd. 2/28/19-4/30/19 - water for vacor truck	200	2536	Water utility costs	880.53
MARIN ROTO-ROOTER SEWER SERVICE, INC	Collection System - spot repair at 27 Vineyard Drive	200	2360	O&M - collection systems	2,965.00
MARIN ROTO-ROOTER SEWER SERVICE, INC	Collection System - spot repair at 41 Clark Street	200	2360	O&M - collection systems	6,485.00
MARIN ROTO-ROOTER SEWER SERVICE, INC	Collection System - spot repair at 212 Courtright Road	200	2360	O&M - collection systems	6,485.00
MARIN ROTO-ROOTER SEWER SERVICE, INC	Collection System - spot repairs behind 15 Circle Drive	200	2360	O&M - collection systems	22,985.00
MARIN ROTO-ROOTER SEWER SERVICE, INC	Emergency Projects - repair sewer main at 609 E Street due to sinkhole	300	4321	Emergency Projects (80yr)	3,715.33
MARIN ROTO-ROOTER SEWER SERVICE, INC	Standby - service at 33 Ross Street	200	2363	Standby services	650.00
MARIN ROTO-ROOTER SEWER SERVICE, INC	Standby - service at 60 Scentic Avenue	200	2363	Standby services	650.00
MARIN ROTO-ROOTER SEWER SERVICE, INC	Standby - service at 105 F Street	200	2363	Standby services	650.00
MARIN ROTO-ROOTER SEWER SERVICE, INC	Standby - service at 505 Fourth Street	200	2363	Standby services	1,811.00
MILLER PACIFIC ENGINEERING GROUP	Sewer Pipe Repair 2018, Phase 1 - geotechnical services 4/22/19-6/09/19	300	4332	Sewer Pipe Repair '18, Phs1(80)	5,864.80
NORTH BAY PETROLEUM	Pump Stations - oil for pump maintenance	200	2359	Maint- pump sta's & force mains	578.78
NUTE ENGINEERING	Caltrans San Rafael Harbor Bridge - services from 4/01/19-4/30/19	300	4331	Caltrans SR Harbor Bridge (80)	27.25
NUTE ENGINEERING	Caltrans San Rafael Harbor Bridge - services from 5/01/19-5/31/19	300	4331	Caltrans SR Harbor Bridge (80)	295.50
NUTE ENGINEERING	Consulting Services - revise standard specs services from 4/01/19-4/30/19	100	2325	Consulting services	272.50
NUTE ENGINEERING	Consulting Services - revise standard specs services from 5/01/19-5/31/19	100	2325	Consulting services	218.00
NUTE ENGINEERING	N. Francisco Force Main Relocation Project - services from 4/01/19-4/30/19	300	4152	North Francisco Force Main (10)	616.00
NUTE ENGINEERING	San Pedro Pump Station Improvements Project - outside services from 10/01/18-3/31/19	300	4147	San Pedro Pump Station (10)	21,978.00
NUTE ENGINEERING	South Francisco Pump Station Improvements Project - services from 4/01/19-4/30/19	300	4148	S. Francisco Pump Station (10)	19,885.75
NUTE ENGINEERING	South Francisco Pump Station Improvements Project - services from 5/01/19-5/31/19	300	4148	S. Francisco Pump Station (10)	17,947.50
PATRICK NEWMAN BUILDING	Pump Stations - Glenwood Pump Station fence repair	200	2359	Maint- pump sta's & force mains	2,500.00
PERIN - BATTERIES PLUS	Collection System - flashlight batteries for camera skid	200	2360	O&M - collection systems	15.25
PG&E a/c 2480926202-5	Power - electric service for pump stations April-May 2019	200	2535	Electric utility costs	10,777.97
PHILLIPS, GARY	Director's Fees - Gary O. Phillips on 4/29/19	100	2282	Director's fees	100.00
PHILLIPS, GARY	Director's Fees - Gary O. Phillips on 6/12/19	100	2282	Director's fees	100.00
STAPLES INC	Office Supplies - address labels	100	2133	Office & shop supplies	54.48
STAPLES INC	Shop Supplies - new shop printer and ink for printer	200	2133	Office & shop supplies	219.04
STAPLES INC	Pump Stations - uninterrupted power source for Peacock Pump Station	200	2359	Maint- pump sta's & force mains	179.84
TELSTAR INSTRUMENTS INC	Pump Stations - annual preventative maintenance from 4/29/19-5/02/19	200	2359	Maint- pump sta's & force mains	6,180.00



TELSTAR INSTRUMENTS INC	Pump Stations - electrical work at Loch Lomond Pump Station	200	2359	Maint- pump sta's & force mains	3,748.00
TELSTAR INSTRUMENTS INC	Pump Stations - troubleshooting at Riviera PS and begin repair at Andersen B PS	200	2359	Maint- pump sta's & force mains	1,217.00
TIFCO INDUSTRIES	Shop Supplies - duct taps and Ty-Rap	200	2133	Office & shop supplies	94.12
TIFCO INDUSTRIES	Pump Stations - shop stock	200	2359	Maint- pump sta's & force mains	168.23
TRANSBAY SECURITY SERVICE	Pump Stations - keys for pump stations	200	2359	Maint- pump sta's & force mains	48.01
TRANSBAY SECURITY SERVICE	Pump Stations - keys for pump stations	200	2359	Maint- pump sta's & force mains	68.76
US BANK CORPORATE PAYMENT	Collection System - storage box for CCTV camera for transport	200	2360	O&M - collection systems	163.49
US BANK CORPORATE PAYMENT	Forbes Ave. Sewer Improvements Project - notice inviting bids	300	4333	Forbes Ave SIP	807.25
US BANK CORPORATE PAYMENT	Subscriptions - Marin Independent Journal for 8 weeks	100	2131	Memberships and subscriptions	112.00
VALENTINE CORPORATION	San Pedro Pump Station Improvements Project - Progress Payment #12 - retention release	300	4147	San Pedro Pump Station (10)	104,521.12
VERIZON WIRELESS	Telephone Service - wireless service for laptops 4/21/19-5/20/19	100	2534	Telephone service	266.07
WATER COMPONENTS & BLDG SUPPLY	Collection System - caulking gun and caulking for rod hole RH589	200	2360	O&M - collection systems	14.58
WOODLAND CTR AUTO SUPPLY	Pump Stations - oil for pumps	200	2359	Maint- pump sta's & force mains	42.50
WORKSMART AUTOMATION, INC	San Pedro Pump Station Improvements Project - troubleshooting San Pedro PS communications failure	300	4147	San Pedro Pump Station (10)	698.50
					\$ 1,028,367.68

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



**DATE:** July 10, 2019  
**TO:** Board of Directors, San Rafael Sanitation District  
**FROM:** Doris Toy, District Manager/District Engineer   
**SUBJECT:** Adopt Resolution to Amend the District Budget for Fiscal Year 2018-19

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**RECOMMENDATION**

Adopt resolution authorizing a retroactive budget increase to the Pump Station and Force Main Capital Improvements Project Fund for Fiscal Year 2018-19.

**SUMMARY**

At the last Board meeting, during the review of the third quarter Budget Status Report, it was noted that the Fiscal Year 2018-19 Budget for the Pump Station and Force Main Capital Improvement Fund had been exceeded; and the Board was advised that this portion of the budget would be amended at the July meeting.

The Pump Station and Force Main Capital Improvement Fund was over budget because the San Pedro Pump Station Improvements Project began later than anticipated. This project was budgeted for construction in Fiscal Year 2017-18; however, because the project was rebid due to the high bid amounts received, it was postponed and was not awarded until December 2017. Although construction began in Fiscal Year 2017-18, the project was not completed until Fiscal Year 2018-19; and this project had not been budgeted for Fiscal Year 2018-19.

Another project that was paid from the Pump Station and Force Main Capital Improvement Fund for Fiscal Year 2018-19, which was unanticipated, was the North Francisco Force Main project for the SMART project at Francisco Boulevard West and Rice Drive. SMART installed a concrete protection slab over the existing force main at the old Rice Drive and a conduit "sleeve" beneath the new tracks for future force main replacement.

**FISCAL IMPACT**

The Pump Station and Force Main Capital Improvement Fund requires a budget increase of \$290,000 for a total of \$2,155,000. This increase is proposed to be funded from the District's Pump Station and Force Main Fund Balance Reserve.

**ACTION REQUIRED**

Staff recommends that the Board adopt the resolution authorizing a retroactive budget increase for the Pump Station and Force Main Capital Improvement Fund for Fiscal Year 2018-19.

Attachment: Resolution

**SAN RAFAEL SANITATION DISTRICT**

**RESOLUTION NO. 19-1191**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN RAFAEL SANITATION DISTRICT  
AUTHORIZING A RETROACTIVE BUDGET INCREASE  
FOR THE PUMP STATION AND FORCE MAIN  
CAPITAL IMPROVEMENT FUND  
FOR FISCAL YEAR 2018-2019**

**WHEREAS**, the District adopted the Budget for Fiscal Years 2017-2018 & 2018-2019 on June 22, 2017; and

**WHEREAS**, the 2018-2019 Budget for the Pump Station and Force Main Capital Improvement Fund requires an amendment due to unanticipated expenditures; and

**WHEREAS**, the increased expenditures can be funded from the Pump Station and Force Main Fund Balance Reserve.

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that the Board of Directors of the San Rafael Sanitation District hereby adopts the retroactive budget increase of \$290,000 for a total budget of \$2,155,000 for the Pump Station and Force Main Capital Improvement Fund for Fiscal Year 2018-2019.

**PASSED AND ADOPTED** at a regular meeting of the San Rafael Sanitation District Board of Directors held on the 10th day of July, 2019, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

**SAN RAFAEL SANITATION DISTRICT**

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**Gary O. Phillips, Chair**

**ATTEST:**

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**Maribeth Bushey, Secretary**

5.b.

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

**DATE:** July 10, 2019  
**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, 2019 – June 30, 2020**

**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 2018 was 12,014.72. This year, the ENR Index for May 2019 is 12,333.48, which results in a 2.65% increase in the District's connection fees.

**FISCAL IMPACT:**

The following are the proposed connection fees for FY 2019-2020 with an increase of 2.65%:

<b>Connection Fees</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>Change</b>
Administrative/Inspection	\$1,481.29	\$1,520.54	\$39.25
Single Family Residence	\$3,565.32	\$3,659.80	\$94.48
Multiple Dwelling/unit	\$3,565.32	\$3,659.80	\$94.48
Commercial for first 16 plumbing fixture units	\$3,565.32	\$3,659.80	\$94.48
Each Fixture unit over 16	\$222.83	\$228.73	\$5.90
Public schools & Public agencies for first 16 plumbing fixture units	\$3,565.32	\$3,659.80	\$94.48
Each Fixture unit over 16	\$222.83	\$228.73	\$5.90

**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 2019-20.

**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, 2019 – June 30, 2020.

Attachment: Resolution



**SAN RAFAEL SANITATION DISTRICT**

**RESOLUTION NO. 19-1192**

**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, 2019 - JUNE 30, 2020**

**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, 2019, would result in an increase of 2.65% 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, 2019 through June 30, 2020, 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	\$1,520.54
Single family residence	\$3,659.80
Multiple dwelling, per unit	\$3,659.80
Commercial establishments for the first 16 plumbing fixture units plus \$228.73 for each fixture unit over 16	\$3,659.80
Public schools and public agencies for the first 16 plumbing fixture units plus \$228.73 for each fixture unit over 16	\$3,659.80

**PASSED AND ADOPTED** at a regular meeting of the San Rafael Sanitation District Board of Directors held on the 10<sup>th</sup> day of July, 2019, by the following vote:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

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**Gary O. Phillips, Chair**

**ATTEST:**

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**Maribeth Bushey, Secretary**

5.c.

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

**DATE:** July 10, 2019  
**TO:** San Rafael Sanitation District Board of Directors  
**FROM:** Doris Toy, District Manager/District Engineer   
**SUBJECT:** **2019-20 Appropriations Limit (Proposition 4)**

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**Recommendation:**

Adopt resolution establishing the Fiscal Year 2019-20 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 2019-20 Appropriations Limit. Using the factors provided, the calculated maximum limit applicable to the Fiscal Year 2019-20 appropriations of tax proceeds is \$1,260,149.

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 2019-20, 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  
2019-20 Appropriation Limit Calculation  
Department of Finance Price and Population Information

**SAN RAFAEL SANITATION DISTRICT**

**RESOLUTION NO. 19-1193**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE SAN RAFAEL SANITATION DISTRICT  
ESTABLISHING THE 2019-20 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 2019-20 appropriation of tax proceeds is \$1,260,149 in accordance with Article XIII B of the Constitution of the State of California.

**PASSED AND ADOPTED** at a regular meeting of the San Rafael Sanitation District Board of Directors on the 10<sup>th</sup> day of July, 2019, by the following vote:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

**SAN RAFAEL SANITATION DISTRICT**

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**Gary O. Phillips, Chair**

**ATTEST:**

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**Maribeth Bushey, Secretary**


SAN RAFAEL SANITATION DISTRICT  
2019-20 APPROPRIATION LIMIT CALCULATION

Per Capita Personal Income Change For FY 2019-20			3.85%
<u>PCPI Ratio:</u>	<u>3.85+100</u>		<u>1.0385</u>
	100		
Population Change For FY 2019-20			
San Rafael	0.04		
Unincorporated	0.01		
Population Change Weighted Average:	(a)	(b)	(a) x (b)
San Rafael	0.04	0.90	0.0360
Unincorporated	0.01	0.10	0.0010
		<u>1.00</u>	<u>0.0370</u>
<u>Population Ratio:</u>	<u>0.0370+100</u>		<u>1.0004</u>
	100		
	(a)	(b)	(a) x (b)
Factor for FY 2019-20	1.0385	1.0004	1.0389
FY 2018-19 Appropriation Limit			1,212,983
	(a)	(b)	(a) x (b)
Calculated FY 2019-20 Appropriation Limit	1.0389	1,212,983	<u>1,260,149</u>



5.d.

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

**DATE:** July 10, 2019  
**TO:** Board of Directors, San Rafael Sanitation District  
**FROM:** Doris Toy, District Manager/District Engineer   
**SUBJECT:** Consider Rescheduling the September, November, and December Board Meeting Dates

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**SUMMARY**

The District's Board meetings are scheduled for the second Wednesday of the month at 9:00 A.M. However, Director Katie Rice has a conflict with the September, November, and December Board meeting dates for 2019.

**DISCUSSION**

The Board may consider rescheduling the September, November and December Board meetings. The following are dates and times to consider:

September Meeting Alternative Dates/Times

9/19 at 2:00, 3:00, or 4:00 p.m.  
9/20 at 9:00 a.m.

November Meeting Alternative Dates/Times

11/12 at 9:30 a.m. and 4:00 p.m.  
11/18 at 9:00 a.m., 10:00 a.m.  
11/21 at 2:00, 3:00, 4:00 p.m.  
11/22 at 9:00 a.m.

December Meeting Alternative Dates/Times

12/18 at 2:00, 3:00, or 4:00 p.m.  
12/19 at 9:30 a.m., 10:00 a.m., 11:00 a.m., 2:00, 3:00, 4:00 p.m.  
12/20 at 9:00 a.m.

**ACTION REQUIRED**

Option 1: Board to set rescheduled meeting dates for September, November, and December 2019  
Option 2: No action. The Board meeting will have a quorum with two members attending.  
Option 3: Board to provide staff with direction.