

A G E N D A

SPECIAL MEETING

SAN RAFAEL SANITATION DISTRICT BOARD OF DIRECTORS

THURSDAY – JANUARY 7, 2021 - 10:30 A.M.

Join Zoom Meeting at <https://zoom.us/j/99402450780>

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CORONAVIRUS (COVID-19) ADVISORY NOTICE

In response to Governor Newsom's Executive Order N-29-20, the San Rafael Sanitation District will no longer offer an in-person meeting location for the public to attend. This meeting will be available by virtual and teleconference.

If you experience an issue providing comments in the meeting or have any questions regarding the meeting, please contact the District Clerk (email cindy.hernandez@cityofsanrafael.org or phone 415-485-3132).

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 – December 3, 2020.

3. PAYMENTS

Request approval as submitted – November 2020 and December 2020.

4. OLD BUSINESS

- a. Adopt resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Schaaf & Wheeler for additional engineering related services for the Woodland Avenue Sewer Improvement Project.

5. NEW BUSINESS

- a. Accept Mayor Kate Colin to the San Rafael Sanitation District Board as Director.
- b. Appoint new Chair to fill position previously held by former Chair Gary O. Phillips.
- c. Accept appointment of Councilmember Rachel Kertz by the San Rafael City Council to the San Rafael Sanitation District Board as Alternate Director.
- d. Adopt resolution rescinding Resolution No. 20-1211 and authorizing approved signatories on District checks.

6. INFORMATIONAL ITEMS

7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

8. ADJOURNMENT

The next scheduled meeting is February 4, 2021.



**SAN RAFAEL SANITATION DISTRICT
Minutes of the Meeting
December 3, 2020**

Regular Meeting

Via Teleconferencing

The meeting was called to order at 11:01 A.M. by Chair Phillips.

Attendance Board: Gary O. Phillips Chair
Maribeth Bushey, Secretary/Director
Katie Rice, Director

Attendance Staff: Doris Toy, District Manager/District Engineer
David Nicholson, Senior Civil Engineer
Kris Ozaki, Sewer Maintenance Superintendent
Cynthia Hernandez, District Secretary

Attendance Others: Benjamin L. Shick, P.E., Vice President, Schaaf & Wheeler
Kerry Laiw Gerchow, Deputy County Counsel
Dean DiGiovanni, CMSA Commissioner for SRSD

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

2. MINUTES OF SEPTEMBER 18, 2020, AND OCTOBER 1, 2020.

MOTION by Director Bushey, seconded by Director Rice, to approve the minutes of the September 18, 2020, and October 1, 2020, meetings as presented.

AYES: Director Bushey, Director Rice, Chair Phillips

NOES: None

ABSENT: None

Motion Carried

3. PAYMENTS

MOTION by Director Bushey, seconded by Director Rice, to approve the payments for September 2020 in the amount of \$1,268,362.98 and October 2020 in the amount of \$2,175,163.36 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. **Presentation update and discussion on Woodland Avenue Sewer Improvement Project. (Schaaf & Wheeler)**

District Manager Toy reported that at the October meeting, Ben Shick from Schaaf & Wheeler had given an update on this project and that most of the discussion was in regard to the sewer laterals on Woodland Place, i.e., how they currently tie into the sewer through the utility easements behind the properties, how they will need to be turned around in order to tie into the new sewer main in the street, and how the costs for this work should be assigned. She also reported that at the end of that meeting, the Board had directed staff to obtain additional field data and feedback from the property owners that would assist with this phase of the project. She then requested Mr. Shick to give the Board an update on the project and the costs associated with the replacement of the upper laterals. Mr. Shick then gave a brief overview of the project and reported the following: The overall project encompasses work along B Street, Woodland Avenue, Octavia Street, and Woodland Place. The goal of this project is to re-slope the sewer line in Woodland Avenue in order to allow the sewer in Warner Court to drain properly towards B Street. There are currently two sewer lines in very tight easements running behind the homes on both sides of Woodland Place. Both lines are in very poor condition with a lot of sags, which have caused sewer backups to occur. In addition, District maintenance staff have had difficulty inspecting and maintaining the pipes, which require quite a bit of maintenance just to keep them functioning adequately. The alternative to relocate the sewer main into the street on Woodland Place will require redirecting twelve sewer laterals from the back of the properties out to the street. Once this is done, the sewer lines in the utility easements can be abandoned and will no longer need to be maintained. Mr. Shick then provided information on the current status of the project. He reported that the following tasks had already been performed: initial public outreach and coordination with almost all of the property owners, field investigations (visit each site to accurately identify the location of the laterals and determine expected impacts and costs associated with the relocation of the laterals), lateral dye testing, and utility potholing. He then reported that the remaining upcoming task is to establish where the responsibility lies for the upper laterals in regard to who will design them, construct them, and pay for those services. Next, Mr. Shick reviewed the estimated costs for the project, which included a breakdown of the estimated costs for the work on Woodland Place for the relocation of the sewer laterals. He also reviewed options for the upper lateral responsibility on Woodland Place, as well as the benefits and shortcomings associated with these options. Mr. Shick reported that based on the additional investigations, it appears that most of the major impacts to these properties can be avoided, such as to concrete driveways; and most of the impacts will be to landscaping, such as smaller trees, bushes, irrigation, and smaller concrete walkways. He also reported that it appears most of the impacts to the private improvements can be avoided. Mr. Shick then referred back to the upper lateral responsibility and reported that the upper lateral could either be installed by the property owner or by the District. He reported that if the work is done by the property owner, the District could offer some financial assistance; and if the work is done by the District, the property owner could also contribute to the cost. He also reported that both options offer benefits and shortcomings. The Board then had a thorough discussion regarding this matter, and decided that due to the unique circumstances associated with the sewers on Woodland Place, the District would deviate from its normal policy of requiring property owners to pay for the replacement of

their upper laterals and would pay for the design and construction costs for the relocation and replacement of said laterals as part of the Woodland Avenue Sewer Improvement Project, and any additional work and surface restoration and improvements on those properties would be the responsibility of the property owners. The Board also decided to authorize Schaaf & Wheeler to move forward with the design for this portion of the project in order to help expedite the work. The Amendment to the Agreement will be on the agenda for next month's meeting.

MOTION by Director Rice, seconded by Director Bushey, that due to the finding of unique circumstances associated with the sewers on Woodland Place, the District is justified in deviating from its normal policy of having homeowners pay for the replacement of their upper laterals, and the District will pay for the design and construction costs for the relocation and replacement of said laterals as part of the Woodland Avenue Sewer Improvement Project, and any additional work and surface restoration and improvements on those properties will be the responsibility of the property owners. In order to expedite the work, Schaaf & Wheeler is also authorized to move forward with the design for this portion of the project.

AYES: Director Bushey, Director Rice, Chair Phillips

NOES: None

ABSENT: None

Motion Carried

5. NEW BUSINESS

a. Adopt resolution of appreciation for Gary O. Phillips.

Director Rice told Mayor Phillips goodbye and that she was going to miss him before leaving the meeting, and he thanked her for her work.

Director Rice left the meeting at 11:36 A.M.

Director Bushey told Mayor Phillips that it had been a delight to be part of this very important agency with him at the helm over the past seven years that she had been on the Board. She also told him that he had made an incredible contribution to the community by his attention to detail in regard to the District's finances. She stated that the District has a very capital-intensive program, even though no one wants to think about their sewers. Director Bushey then read a portion of the resolution and thanked Mayor Phillips for his service on behalf of the entire community. Mayor Phillips then thanked Director Bushey for her comments and expressed his respect for her and everyone on the Board. He also stated that the Board has been outstanding and that it has been a delight spending time with everyone. He then reported that it was his pleasure to accept the resolution and expressed his thanks.

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 December 3, 2020, was adjourned at 11:41 A.M. The next meeting of the San Rafael Sanitation District was scheduled for Thursday, January 7, 2021, at 11:00 A.M., which was later changed to 10:30 A.M., via teleconferencing.

Respectfully submitted,

Maribeth Bushey, Recording Secretary

ATTEST THIS 7th DAY OF JANUARY 2021

Katie Rice, Director, for Gary O. Phillips, Retired Chair



SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY
 November 1, 2020 - November 30, 2020

Vendor/Payee	Memo	Class	Acct #	Account Name	Amount
3T EQUIPMENT COMPANY	Collection System - leader hose for vactor truck	200	2360	O&M - collection systems	555.26
AMERICAN MESSAGING SERVICE	Telephone Service - pager reconnect fee	100	2534	Telephone service	23.92
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 10/21/20	200	2021	Uniforms	164.66
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 10/28/20	200	2021	Uniforms	164.66
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 11/04/20	200	2021	Uniforms	164.66
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 11/11/20	200	2021	Uniforms	164.66
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 11/18/20	200	2021	Uniforms	164.66
AT&T *4667	Telephone Service - pump stations dialers to CMSA from 10/20/20-11/19/20	100	2534	Telephone service	197.49
AT&T *8362	Telephone Service - land lines for pump stations and dialers from 10/02/20-11/01/20	100	2534	Telephone service	332.27
AT&T MOBILITY	Telephone Service - cell phone service from 10/04/20-11/03/20	100	2534	Telephone service	734.69
BWS DISTRIBUTORS	Safety - gloves	200	2365	Safety equipment and supplies	686.89
BWS DISTRIBUTORS	Safety - repair to gas detector	200	2365	Safety equipment and supplies	118.42
CALCON SYSTEMS, INC.	Pump Stations - repair to dialer alarms	200	2359	Maint- pump sta's & force mains	1,513.75
CAL-STEAM CO INC	Pump Stations - parts for fuel tank meter at Peacock Pump Station	200	2359	Maint- pump sta's & force mains	11.31
CAL-STEAM CO INC	Pump Stations - parts for fuel tank meter at Peacock Pump Station	200	2359	Maint- pump sta's & force mains	20.98
CENTRAL MARIN SANITATION AGENCY	FOG Program - FOG Control Program Management from 7/01/20-9/30/20	100	4300	FOG Program	9,127.22
CITY OF SAN RAFAEL	Contract with San Rafael - second quarter FY 2020-21 reimbursement	100	2361	Contract with San Rafael	778,936.35
CWEA-TCP	Memberships and Dues - CWEA certification renewal, Wes Stichter	100	2388	Training and education	91.00
DURACABLE MANUFACTURING	Collection System - chuck spindle for power rodder	200	2360	O&M - collection systems	108.06
EIDE BAILLY LLP	Consulting Services - audit of financial statements for FY 2019-20	100	2325	Consulting services	15,000.00
EMERS ENGINEERING INC	Force Main Condition Assessment Program Development, Phase 2 - engineering services for Sept and Oct 2020	300	4151	Force Main Cond A	12,300.00
JACKSON'S HARDWARE	Pump Stations - adhesive for pump station signs	200	2359	Maint- pump sta's & force mains	7.50
JACKSON'S HARDWARE	Pump Stations - tie downs for generators	200	2359	Maint- pump sta's & force mains	19.57
JACKSON'S HARDWARE	Pump Stations - tie wire	200	2359	Maint- pump sta's & force mains	15.89
JMB CONSTRUCTION, INC.	South Francisco Pump Station Improvements Project - progress payment #7	300	4148	S. Francisco Pump Station (10)	121,695.00
JMB CONSTRUCTION, INC.	South Francisco Pump Station Improvements Project - progress payment #7 retention for escrow account	300	4148	S. Francisco Pump Station (10)	6,405.00
KIMLEY-HORN AND ASSOCIATES, INC.	Third Street Sewer Rehab. Project Lootens Place to Mary Street - design & construction related services through 10/31/20	300	4340	Third St (Hayes to Ritter) (80)	1,550.00
KJ WOODS CONSTRUCTION, INC.	Francisco Blvd. East Sewer Rehab. Project - progress payment #2	300	4336	Francisco Blvd. East-Medway(80)	181,759.59
MAHER ACCOUNTANCY	Accounting Services - November 2020	100	2717	Accounting services	3,600.00
MARIN COUNTY TAX COLLECTOR	County Counsel - 1st quarter July/Aug/Sept FY 2020/21	100	2713	Legal services	4,458.50
MARIN MUNICIPAL WATER DIS	Water - 44 Lagoon Road from 8/15/20-10/14/20	200	2536	Water utility costs	77.20
MARIN MUNICIPAL WATER DIS	Water - 220 Tamal Vista Blvd. from 9/01/20-10/30/20 - water for vactor truck	200	2536	Water utility costs	643.81
MARIN MUNICIPAL WATER DIS	Water - 220 Tamal Vista Blvd. from 9/01/20-10/30/20 - water for vactor truck	200	2536	Water utility costs	863.61
MARIN MUNICIPAL WATER DIS	Water - 3106 Kerner Blvd. from 8/14/20-10/13/20	200	2536	Water utility costs	77.20
MARIN MUNICIPAL WATER DIS	Water - Castro Ave. from 8/13/20-10/12/20	200	2536	Water utility costs	292.28
MARIN MUNICIPAL WATER DIS	Water - Catalina Blvd. from 8/13/20-10/12/20	200	2536	Water utility costs	161.40
MARIN MUNICIPAL WATER DIS	Water - E. Francisco Blvd. from 8/13/20-10/12/20	200	2536	Water utility costs	158.12
MARIN MUNICIPAL WATER DIS	Water - E. Francisco Blvd. from 8/14/20-10/13/20	200	2536	Water utility costs	459.21
MARIN MUNICIPAL WATER DIS	Water - Montecito Road from 8/14/20-10/13/20	200	2536	Water utility costs	103.91
MARIN MUNICIPAL WATER DIS	Water - North San Pedro Road from 8/15/20-10/14/20	200	2536	Water utility costs	77.20

MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	77.20
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	77.20
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	81.29
MARIN ROTO-ROTER SEWER SERVICE, INC	200	2360	O&M - collection systems	4,821.76
MARIN ROTO-ROTER SEWER SERVICE, INC	200	2360	O&M - collection systems	4,885.32
MARIN ROTO-ROTER SEWER SERVICE, INC	200	2360	O&M - collection systems	5,842.56
MARIN ROTO-ROTER SEWER SERVICE, INC	200	2360	O&M - collection systems	3,590.07
MARIN ROTO-ROTER SEWER SERVICE, INC	200	2360	O&M - collection systems	7,895.89
MARIN ROTO-ROTER SEWER SERVICE, INC	200	2363	Standby services	650.00
MARIN ROTO-ROTER SEWER SERVICE, INC	200	2363	Standby services	650.00
MARIN ROTO-ROTER SEWER SERVICE, INC	200	2363	Standby services	650.00
MARIN ROTO-ROTER SEWER SERVICE, INC	200	2363	Standby services	325.00
MARIN ROTO-ROTER SEWER SERVICE, INC	200	2363	Standby services	325.00
MARIN ROTO-ROTER SEWER SERVICE, INC	200	2363	Standby services	650.00
MILLER PACIFIC ENGINEERING GROUP	300	4336	Francisco Blvd. East Sewer Rehab. Project - geotechnical services for 8/10/20-9/20/20	447.60
NUTE ENGINEERING	300	4338	Rehab of Beach Swr Bayside (80)	6,632.25
NUTE ENGINEERING	300	4338	Rehab of Beach Swr Bayside (80)	12,492.00
NUTE ENGINEERING	300	4337	Sewer Rep Richmond SR Bridge(80)	12,096.30
NUTE ENGINEERING	300	4336	Francisco Blvd. East-Medway(80)	6,640.70
NV5	300	4336	Francisco Blvd. East-Medway(80)	420.00
NV5	300	4336	Francisco Blvd. East-Medway(80)	280.00
NV5	300	4148	S. Francisco Pump Station (10)	1,190.00
NV5	300	4148	S. Francisco Pump Station (10)	1,680.00
OWEN EQUIPMENT SALES	200	2360	O&M - collection systems	2,703.41
PG&E a/c 2480926202-5	200	2535	Electric utility costs	14,362.50
PG&E a/c 2480926202-5	200	2535	Electric utility costs	14,880.40
ROY'S SEWER SERVICE INC	300	4340	Third St (Hayes to Ritter) (80)	22,735.20
SCHAAF & WHEELER, INC	300	4342	2020-21 Sewer Improvement (80)	9,785.00
SCHAAF & WHEELER, INC	300	4338	Woodland Pl/Ave & Octavia (80)	6,820.00
STAPLES INC	100	2133	Office & shop supplies	34.29
STAPLES INC	300	4148	S. Francisco Pump Station (10)	81.74
THOMAS AND ASSOCIATES	200	2359	Maint- pump sta's & force mains	578.15
TRANSBAY SECURITY SERVICE	300	4148	S. Francisco Pump Station (10)	979.91
US BANK	100	2133	Office & shop supplies	32.68
US BANK	200	2359	Maint- pump sta's & force mains	459.35
US BANK	200	2359	Maint- pump sta's & force mains	83.92
US BANK	100	2388	Training and education	125.00
US BANK	100	2388	Training and education	125.00
US BANK	100	2388	Training and education	125.00
US BANK	100	2534	Telephone service	150.56
US BANK	100	2534	Telephone service	1,699.72
VERIZON WIRELESS	100	2534	Telephone service	342.11

WATERSAVERS IRRIGATION INC.	South Francisco Pump Station Improvements Project - backflow blanket for South Francisco Pump Station	300	4148	S. Francisco Pump Station (10)	97.31
WECO INDUSTRIES LLC	Collection System - repair and parts for push camera	200	2360	O&M - collection systems	1,080.48
WORKSMART AUTOMATION, INC	South Francisco Pump Station Improvements Project - programming and associated tasks for South Francisco PS	300	4148	S. Francisco Pump Station (10)	12,439.00
					\$ 1,305,696.77



SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY
 December 1, 2020 - December 31, 2020

Vendor/Payee	Memo	Class	Acct #	Account Name	Amount
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 11/25/20	200	2021	Uniforms	164.66
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 12/02/20	200	2021	Uniforms	164.66
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 12/09/20	200	2021	Uniforms	166.96
AT&T #8362	Telephone Service - land lines for pump stations and dialers from 11/02/20 - 12/01/20	100	2534	Telephone service	312.18
AT&T MOBILITY	Telephone Service - cell phone service from 11/04/20-12/03/20	100	2534	Telephone service	643.22
BUSSE, NICHOLAS	Training & Education - Seismic Design Review webinar for SRSD Junior Engineer	100	2388	Training and education	545.00
BUSSE, NICHOLAS	Training & Education - Seismic Design Review workbook for SRSD Junior Engineer	100	2388	Training and education	128.00
CAL-STEAM CO INC	Pump Stations - parts for Corporation yard fuel tank	200	2359	Maint- pump sta's & force mains	7.00
CENTRAL MARIN SANITATION AGENCY	CAMS Connection Fees - 2 Capri Court, 29 Sea Way, and 496 B Street (1st Fl.)	200	2210	Connection fees payable crmsa	26,573.71
EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - odor control chemical delivered to pump stations on 11/12/20	200	2106	Odor control chemicals	10,458.49
EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - service and inspection of chemical tanks at pump stations from 9/01/20 to 11/30/20	200	2106	Odor control chemicals	4,549.67
EWERS ENGINEERING INC	Force Main Condition Assessment Program Development, Phase 2 - engineering services for November 2020	300	4151	Force Main Cond A	5,600.00
GOLDSTREET DESIGN AGENCY, INC	Public Outreach - printing and mailing of FOG and wipes post cards	100	2321	Public outreach	6,937.90
JACKSON'S HARDWARE	Pump Stations - ARV bracket	200	2359	Maint- pump sta's & force mains	8.67
MAHER ACCOUNTANCY	Accounting Services - December 2020	100	2717	Accounting services	3,600.00
MARIN ROTO-ROOTER SEWER SERVICE, INC	Standby - service for 1 Jones Place on 12/07/20	200	2363	Standby services	325.00
MARIN ROTO-ROOTER SEWER SERVICE, INC	Standby - service for 124 Ross Street on 12/09/20	200	2363	Standby services	650.00
NUTE ENGINEERING	Bayside Acres Beach Sewer Improvements Project - engineering services from 11/01/20-11/30/20	300	4338	Rehab of Beach Swr Bayside (80)	4,366.50
NV5	South Francisco Pump Station Improvements Project - COVID-19 jobsite Safety Accountability Supervisor Nov. 2020	300	4148	S. Francisco Pump Station (10)	280.00
PIPE AND PLANT SOLUTIONS, INC.	Sanitary Sewer Televising Project 2019 - progress payment #1 for September 2020	300	4334	2019 Sewer Televising	104,018.83
SCHAAF & WHEELER, INC	Woodland Ave. SIP - engineering services through 11/30/20	300	4339	Woodland Pl/Ave & Octavia (80)	5,725.00
SCHAAF & WHEELER, INC	2020 Sewer Pipe Repair and Replacement Project - design related services through 11/30/20	300	4342	2020-21 Sewer Improvement (80)	19,032.50
STATE WATER RESOURCES CONTROL BOARD	Memberships - SWRCB annual permit fee 7/01/19-6/30/20	100	2131	Memberships and subscriptions	2,848.00
UNITED TEXTILE	Pump Stations - shop rags	200	2359	Maint- pump sta's & force mains	112.58
US BANK	Subscriptions - Marin Independent Journal for 8 weeks	100	2131	Memberships and subscriptions	163.51
US BANK	Memberships and Dues - membership for Lorman Education Services through 8/31/21	100	2388	Training and education	299.00
US BANK	Pump Stations - parts	200	2359	Maint- pump sta's & force mains	10.97
US BANK	South Francisco Pump Station Improvements Project - backflow blanket for South Francisco Pump Station	300	4148	S. Francisco Pump Station (10)	97.31
US BANK	South Francisco Pump Station Improvements Project - hose	300	4148	S. Francisco Pump Station (10)	32.67
UTILITY AERIAL	Vehicles - repair outrigger leg on vehicle #8149	200	2083	Parts and repairs vehicles	843.75
VERIZON WIRELESS	Telephone Service - wireless service for laptops 10/21/20-11/20/20	100	2534	Telephone service	416.90
WATER COMPONENTS & BLDG SUPPLY	Pump Stations - parts for backflow repair at Cayes Main PS	200	2359	Maint- pump sta's & force mains	35.56
WOODLAND CTR AUTO SUPPLY	Pump Stations - gas nozzle for vehicle #8149	200	2359	Maint- pump sta's & force mains	47.13
WOODLAND CTR AUTO SUPPLY	Pump Stations - meter for fuel tank at Corporation yard	200	2359	Maint- pump sta's & force mains	293.46
WOODLAND CTR AUTO SUPPLY	Pump Stations - meter for fuel tank at Peacock Pump Station	200	2359	Maint- pump sta's & force mains	293.46
WOODLAND CTR AUTO SUPPLY	Pump Stations - swivel for gas nozzle for vehicle #8149	200	2359	Maint- pump sta's & force mains	40.86
WORKSMART AUTOMATION, INC	Pump Stations - Peacock Pump Station cell modern SCADA integration	200	2359	Maint- pump sta's & force mains	13,603.36
					\$ 213,390.47

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

4.a.

DATE: January 7, 2021

TO: Board of Directors, San Rafael Sanitation District

PREPARED BY: David Nicholson, Senior Civil Engineer

APPROVED BY: Doris Toy, District Manager/District Engineer

SUBJECT: Adopt Resolution Authorizing the District Manager/District Engineer to Sign an Amendment to Agreement with Schaaf & Wheeler for Additional Engineering Related Services for the Woodland Avenue Sewer Improvement Project

RECOMMENDATION:

Adopt resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Schaaf & Wheeler for additional engineering related services for the Woodland Avenue Sewer Improvement Project.

BACKGROUND:

The Woodland Avenue Sewer Improvement Project includes replacement of sewer facilities on B Street and the Woodland Avenue area within the City. The B Street improvements are between First and Taylor Streets, which serves many commercial businesses. The Woodland Avenue improvements are between B & Lindaro streets and include Warner Court, Woodland Place, and Octavia Street, which serve residences built in the late 1940's.

Existing sewer and site conditions for the homes on Woodland Place warrant moving the sewer mains from their current locations behind the properties into the Woodland Place right-of-way. This would in turn warrant rerouting all private sewer laterals to the new sewer main. To expedite the process of relocating the laterals, and because the District is mandating the relocation of the sewer main, it was decided by the Board of Directors that the District fund the design and construction of the new laterals. Subsequently, District staff requested a cost proposal from Schaaf & Wheeler consulting engineers for the additional engineering related services associated with the new lateral design.

In addition, during preliminary design, Schaaf & Wheeler discovered that it needed to perform more utility potholing than anticipated in its original estimated budget. This additional cost is also included in the cost proposal.

ANALYSIS:

Schaaf & Wheeler has provided a cost proposal for the proposed design of the lateral replacements needed on Woodland Place in the amount of \$66,230.00 and the additional utility potholing in the amount of \$11,154.00. Therefore, staff is requesting a budget increase from \$237,213.00 (original agreement amount) to \$314,597.00 (increase of \$66,230.00 and \$11,154.00) for engineering related design services.

FISCAL IMPACT:

Schaaf & Wheeler's additional design related services for the Woodland Avenue Sewer Improvement Project will be funded by the 80-Year Life Cycle Sewer Replacement Program for Fiscal Year 2020-21.

ACTION REQUIRED:

Staff recommends that the Board adopt the resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Schaaf & Wheeler for additional engineering related services for the Woodland Avenue Sewer Improvement Project.

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

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 21-1215

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
AUTHORIZING THE DISTRICT MANAGER/DISTRICT ENGINEER
TO EXECUTE AN AMENDMENT TO AGREEMENT WITH
SCHAAF & WHEELER FOR ADDITIONAL ENGINEERING RELATED SERVICES
FOR THE WOODLAND AVENUE SEWER IMPROVEMENT PROJECT
FOR AN ADDITIONAL AMOUNT OF \$77,384.00**

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

The District Manager/District Engineer is hereby authorized to execute, on behalf of the San Rafael Sanitation District, an Amendment to Agreement with Schaaf & Wheeler for additional engineering related services for the Woodland Avenue Sewer Improvement Project, a copy of which is hereby attached and by this reference made a part hereof.

PASSED AND ADOPTED at a special meeting of the San Rafael Sanitation District Board of Directors held on the 7th day of January 2021, by the following vote, to wit:

AYES:

NOES:

ABSENT/ABSTAIN:

SAN RAFAEL SANITATION DISTRICT

Katie Rice, Acting Chair

ATTEST:

Maribeth Bushey, Secretary

**AMENDMENT TO AGREEMENT
FOR PROFESSIONAL SERVICES
TO COVER ADDITIONAL ENGINEERING RELATED SERVICES
BY SCHAFF & WHEELER ON THE
WOODLAND AVENUE SEWER IMPROVEMENT PROJECT**

This Amendment to the original Agreement is made and entered into this 7th day of January 2021, by and between the SAN RAFAEL SANITATION DISTRICT and SCHAFF & WHEELER.

This Amendment covers increasing the original contract budget amount of \$237,213.00 for design related services by approximately \$77,384.00 to cover additional engineering related services requested by District staff for the Woodland Avenue Sewer Improvement Project.

All of the additional work will be in accordance with the attached proposed scope of services dated December 21, 2020, and attached herein as Exhibit "A".

SAN RAFAEL SANITATION DISTRICT

CONTRACTOR

Doris Toy
District Manager/District Engineer

SCHAFF & WHEELER

By: _____

Title: _____

APPROVED AS TO FORM:

Kerry Laiw Gerchow
Deputy County Counsel

EXHIBIT "A"

SCOPE OF SERVICES

This Scope of Work herein provides additional design services for the Woodland Avenue Sewer Improvement Project (project) for the San Rafael Sanitary District.

Task 1: Woodland Place Upper Lateral Design and Coordination

Schaaf & Wheeler will coordinate and design the replacement and relocation of the upper sewer laterals for the properties on Woodland Place to redirect the flows to the proposed sewer main within the street. Design will include individual site plans for each lateral showing the existing improvements, proposed lateral route, and restoration requirements. Schaaf & Wheeler will assist the District with property owner coordination and procurement of right of entry agreements.

Task 2: Boundary Surveying – Woodland Place

Schaaf & Wheeler's surveying subconsultant, Kier & Wright, will perform a field survey to identify and locate monuments, property corners and other evidence of occupation such as fence lines. The field survey along with backup documents, record map research, calculations and field survey work will be used to determine a resolved boundary within Woodland Place. The property lines will be located and staked.

Task 3: Topographic Surveying to Locate Buildings, Cleanouts, and Structures

Schaaf & Wheeler's surveying subconsultant, Kier & Wright, will a field survey to horizontally and vertically locate the existing residential buildings along Woodland Place. Existing surface features will be surveyed such as sewer cleanouts, trees, patios, and other surface features within the proposed sewer lateral route.

Task 4: Utility Locating – Woodland Place Private Properties

Existing utilities will be field located in locations where the proposed sewer laterals may conflict with utility services. This scope of services includes locating and marking utilities, potholing utilities if necessary, and taking field measurements to accurately identify the existing utility locations. This task assumes that all utility locating work in Woodland Place can be completed within one working day.

Task 5: Utility Potholing

The original agreement for Project included an estimated budget for utility potholing. Based on preliminary utility investigations and design additional utility potholing was required to accurately locate existing utilities to identify and mitigate potential utility conflicts. This scope includes utility potholing, backfilling and surface restoration per City requirements, traffic control, soil disposal, and a utility potholing report.

FEES AND PAYMENT SCHEDULE

The proposed fee estimate for the scope of services identified herein is provided below:

Schaaf & Wheeler Fee Proposal - December 21, 2020		Senior Engineer	Associate Engineer	Assistant Engineer	Schaaf & Wheeler Subtotal	Kier & Wright - Surveying	Bess Testlabs - Potholing	Subconsultant Markup (10%)	Total
	Hourly Rate	\$210	\$190	\$175					
Task 1	Woodland Place Upper Lateral Design and Coordination	40	80	72	\$ 36,200			\$ -	\$ 36,200
Task 2	Boundary Surveying – Woodland Place				\$ -	\$ 17,600		\$ 1,760	\$ 19,360
Task 3	Topographic Surveying to Locate Buildings, Cleanouts, and Structures				\$ -	\$ 4,400		\$ 440	\$ 4,840
Task 4	Utility Locating – Woodland Place Private Properties				\$ -		\$ 5,300	\$ 530	\$ 5,830
Task 5	Utility Potholing				\$ -		\$ 10,140	\$ 1,014	\$ 11,154
	TOTAL	40	80	72	\$ 36,200	\$ 22,000	\$ 15,440	\$ 3,744	\$ 77,384

5.d.

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

DATE: January 7, 2021
TO: Board of Directors, San Rafael Sanitation District
FROM: Doris Toy, District Manager/District Engineer
SUBJECT: Adopt Resolution Rescinding Resolution No. 20-1211 and Authorizing Approved Signatories on District Checks

Summary

On December 31, 2008, the San Rafael Sanitation District terminated the accounting services with the County of Marin, which included the issuing of checks. However, the District has continued to use the County for collecting, safeguarding, and investing District funds. The County currently has an agreement with Bank of America for its banking services. Since the termination of accounting services with the County, we have obtained Maher Accountancy to perform this service for the District, including the issuing of checks. These checks require two authorized signatures.

Analysis

Per Resolution No. 20-1211, the Board authorized Doris Toy, the District Manager/District Engineer, and David Nicholson, the Senior Civil Engineer, to be the approved signatories on District checks. In the event that one of the signatories is not available, Gary Phillips, Board Chairman; Katie Rice, Board Director; and Maribeth Bushey, Board Secretary/Director are the alternate approved signatories. However, since Gary Phillips is no longer the Chair and Mayor Kate Colin is now the Chair, Resolution No. 20-1211 needs to be updated and amended.

Options:

1. Keep the same signatories listed on Resolution No. 20-1211, but replace Gary Phillips with Kate Colin as one of the alternate signatories.
2. Appoint other signatories.
3. As directed by the Board.

Action Required

Staff recommends that the Board of Directors of the San Rafael Sanitation District choose Option 1 and adopt the resolution rescinding Resolution No. 20-1211 and authorizing approved signatories on District checks.

Attachment: Resolution

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 21-1216

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
RESCINDING RESOLUTION NO. 20-1211 AND AUTHORIZING
APPROVED SIGNATORIES ON DISTRICT CHECKS**

WHEREAS, San Rafael Sanitation District (District) terminated the accounting services with County of Marin, which included the issuing of checks, on December 31, 2008; and

WHEREAS, District will continue to use the County's treasurer services, such as the collecting, safeguarding, and investing District funds; and

WHEREAS, County currently has an agreement with Bank of America for its banking services; and

WHEREAS, the County Treasurer will continue to be the authority on the District account; and

WHEREAS, District began issuing checks after December 31, 2008; and

WHEREAS, District checks require two (2) authorized signatures.

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 following as the approved signatories: Doris W. Toy, District Manager/District Engineer; and David M. Nicholson, Senior Civil Engineer. In the event that one signatory is not available, Kate Colin, Board Chair; Katie Rice, Board Director; and Maribeth Bushey, Board Secretary/Director are the alternate approved signatories.

PASSED AND ADOPTED at a special meeting of the San Rafael Sanitation District Board of Directors held on the 7th day of January, 2021, by the following vote, to wit:

AYES:

NOES:

ABSENT/ABSTAIN:

Kate Colin, Chair

ATTEST:

Maribeth Bushey, Secretary