

A G E N D A

**SAN RAFAEL SANITATION DISTRICT
BOARD OF DIRECTORS
THURSDAY – APRIL 1, 2021 - 11:00 A.M.
Join Zoom Meeting at <https://zoom.us/j/97026299529>
Meeting ID: 970 2629 9529**

**Or by Phone:
One tap mobile
+16699006833,,97026299529# US (San Jose)**

**Dial by your location
+1 669 900 6833 US (San Jose)**

Meeting ID: 970 2629 9529

Find your local number: <https://zoom.us/u/abNB30QXOE>

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 – March 15, 2021.

3. PAYMENTS

Request approval as submitted.

4. OLD BUSINESS

None scheduled.

5. NEW BUSINESS

- a. Discussion on Sewer Permit.
- b. Present update on current Capital Improvement Projects.

6. INFORMATIONAL ITEMS

7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

8. ADJOURNMENT

The next scheduled meeting is May 6, 2021.



**SAN RAFAEL SANITATION DISTRICT
Minutes of the Meeting
March 15, 2021**

Special Meeting

Via Teleconferencing

The meeting was called to order at 4:02 P.M. by Chair Kate.

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

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

Attendance Others: Dean DiGiovanni, CMSA Commissioner for SRSD
Jason Dow, General Manager of CMSA

1. OPEN PERIOD - No persons were present to address the Board. A roll call was taken, and Chair Kate, Director Bushey, and Director Rice were present.

2. MINUTES OF FEBRUARY 4, 2021.

MOTION by Director Bushey, seconded by Director Rice, to approve the minutes of the February 4, 2021, meeting as presented.

AYES: Director Bushey, Director Rice, Chair Kate

NOES: None

ABSENT: None

Motion Carried

3. PAYMENTS

MOTION by Director Rice, seconded by Director Bushey, to approve the payments for February 2021 in the amount of \$1,639,041.41 for maintenance and operation of the District and for capital improvements.

AYES: Director Bushey, Director Rice, Chair Kate

NOES: None

ABSENT: None

Motion Carried

4. OLD BUSINESS

None.

5. NEW BUSINESS

- a. **Adopt resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Nute Engineering for engineering related services for the Third Street Pump Station and Beach Fiberglass Pump Station Improvement Project.**

District Manager Toy reported that the Third Street Pump Station is located in front of San Rafael High School's stadium. It is approximately 60 years old, and the District has been doing minor upgrades to this station over the years. This station collects wastewater from the nearby businesses on Third Street and from San Rafael High School. The pump station controls are located behind the sidewalk in an easement on the School District's property, but the pumps are in an underground wet well in the parking lane, and the power meter is in the median. Manager Toy reported that this project will explore expanding the easement and relocating the power meter and wet well from roadway into the easement. She then reported that staff would also like to add the Beach Fiberglass Pump Station to this project. This pump station is located on Beach Drive off of Point San Pedro Road, which collects wastewater from the homes in the Bayside Acres neighborhood, including the beach homes that are part of the District's Bayside Acres Beach Sewer Relocation Project. This pump station is approximately 50 years old, and the pump motors are located below ground in a small pump room. These motors are subject to damage from flooding if a pipe were to break or a valve were to fail. This pump station also requires staff to enter a confined space in order to service the pumps. Manager Toy reported that staff would like to replace both the Third Street Pump Station and the Beach Fiberglass Pump Station with submersible pump stations so that the pump controls are above ground and above the 100-year flood level and the County's sea level rise projections. She also reported that because Nute Engineering has been the consultant on the District's previous pump station rehabilitation projects, staff has requested Nute to submit a proposal to provide the engineering services described above for these two pump stations. Nute Engineering proposes to perform this work on a time-and-materials basis for an amount not to exceed \$315,800.00.

MOTION by Director Rice, seconded by Director Bushey, 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 Third Street Pump Station and Beach Fiberglass Pump Station Improvement Project for an amount not to exceed \$315,800.00.

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

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 North Francisco Pump Station and West Railroad Pump Station Predesign Study.**

District Manager Toy reported that this is for the predesign study for the North Francisco Pump Station and the West Railroad Pump Station. The North Francisco Pump Station is located off the northerly end of Francisco Boulevard East, between the Highway 101 Northbound Central San Rafael offramp and Grand Avenue, adjacent to the San Rafael

Canal. This pump station is approximately 50 years old and collects wastewater from the West End, Sun Valley, Fairhills, Lincoln/San Rafael Hill, Gerstle Park, Downtown, and Dominican neighborhoods. The West Railroad Pump Station is located on Castro Avenue, between Bellam Boulevard and Francisco Boulevard East. This pump station was rebuilt approximately 35 years ago and collects wastewater from the Canal neighborhood as well as all the neighborhoods off of Point San Pedro Road, i.e. Peacock Gap, Glenwood, Bayside Acres, Loch Lomond, and Country Club. Manager Toy reported that because the Third Street and Beach Fiberglass pump stations are the last projects on the District's Capital Improvement Program, staff is beginning to evaluate the condition of the District's other pump stations, beginning with the two largest stations, i.e. North Francisco and West Railroad. Because some of the equipment at these stations is outdated and hard to replace, staff has requested Nute Engineering to submit a proposal to perform a predesign study for these stations, which will include the electrical, control, mechanical, and structural elements. Nute will receive assistance from Beecher Engineering for the electrical evaluation and Whitchurch Engineering for the structural evaluation. Nute will then submit a report that will assist staff to determine the next steps for the District's future rehabilitation projects. Nute Engineering proposes to perform this work on a time-and-materials basis for an amount not to exceed \$81,670.00.

MOTION by Director Bushey, seconded by Director 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 North Francisco Pump Station and West Railroad Pump Station Predesign Study for an amount not to exceed \$81,670.00.

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

Motion Carried

c. Review Budget Status Report for the period 7-1-20 through 12-31-20.

District Manager Toy reviewed the Budget Status Report and reported the following: **Revenue** – Most of the District's revenue comes from the annual sewer service charges, which are collected through the property tax bills twice a year. Each December the District receives a little more than half of the sewer service charges and a small amount of property tax revenue. **Expenditures** – Some of the budget line items were overestimated and others were underestimated. Back in June 2011, the Board gave authorization to the District Manager to move funds at her discretion as long as they were between line items within the same funding category. The changes made to the budget line items between 7-1-20 and 12-31-20 are reflected in the staff memo along with an explanation. **Supplies and Services** – The budget for General Insurance, Water Utility Costs, and the FOG Program will require a total budget increase of \$43,000, which will be taken from the O & M Collection System. There will be no changes made to the budget for **Central Marin Sanitation Agency** or **Equipment Acquisition**. **Capital Improvements (80-Year Life-Cycle)** – the line items that are in the red were not budgeted for the current fiscal year, either because they were not anticipated, because they began last fiscal year and continued into this fiscal year, or because they were delayed due to COVID. Funds will be moved out of the Rehab of the Beach Sewers-Bayside Acres and the 2020-21 Sewer Improvement projects in order to cover these budget shortfalls. The Beach Sewer Project is currently in

design and will not be in construction until next fiscal year, and the 2020-21 Sewer Improvement Project will not need the full amount of funding budgeted since only the most urgent repairs will be done in the current fiscal year (2020-21). **Capital Improvements (Pump Stations & Force Mains)** – the South Francisco Pump Station is in the red because this project was funded for last fiscal year when it was in design, but construction did not begin until March and was not completed until December of the current fiscal year (2020-21). Funds will be moved from the Fiberglass Pump Station Project, the Third Street Pump Station Project, and the Miscellaneous Projects in order to cover the budget shortfall. The Board had some questions regarding the transfer of funds between line items and requested that this matter be referred to John Maher, CPA, with Maher Accountancy in order to establish a funding policy.

MOTION by Director Bushey, seconded by Director Rice, to accept the Budget Status Report for the period 7-1-20 through 12-31-20.

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

Motion Carried

d. Adopt resolution approving the Marin County investment policy as the investment policy for the San Rafael Sanitation District.

District Manager Toy reported that the California Government Code requires all California Special Districts to adopt an investment policy annually. She also reported that the District utilizes the County of Marin to collect its revenues, disburse expenses, and to invest its cash. The County also invests the cash held in custody for other Marin County special districts in accordance with its Statement of Investment Policy that is adopted annually by the Marin County Board of Supervisors. Because the County manages the District's investments, the County's investment policy serves as the investment policy of the District.

MOTION by Director Bushey, seconded by Director Rice, to adopt the resolution approving the Marin County investment policy as the investment policy for the San Rafael Sanitation District.

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

Motion Carried

e. Discussion on performing an agency review for the District.

District Manager Toy reported that she and Chair Kate had discussed the possibility of obtaining a consulting firm to perform an agency review for the District. She also reported that the consultant would be looking at the District's job classifications, compensation, and staffing, which would also assist the District with its strategic planning. The City of San Rafael has used MRG for HR related matters, and MRG specializes in assessing the current status of workforces. Carmen Valdez, the City's Interim HR Director comes from MRG, and she (Manager Toy) has spoken with Ms. Valdez and will be setting up a meeting with one of Ms. Valdez' colleagues, Mike Bakaldin. Mr. Bakaldin previously served as the Deputy General Manager of Delta Diablo Sanitary District for five years and as the Public Works Director for the City of San Leandro for eight years. She (Manager Toy) will talk

to Mr. Bakaldin and explain how the District runs and then get a cost proposal to bring to the Board for review. The Board then had a brief discussion and were in favor of having an agency review.

6. INFORMATIONAL ITEMS

a. Sanitary Sewer Overflow Annual Summary.

District Manager Toy presented tables showing the Sanitary Sewer Overflows (SSOs) that had occurred within the District over the past five years. She pointed out that in spite of the COVID-19 pandemic, the District had only seven SSOs in 2020 due to improved maintenance procedures, the use of different equipment, and maintaining the cleaning schedule, which had helped to reduce the number of SSOs due to roots. She reported that there had been an increase in the number of wipes (such as Clorox wipes) being flushed into the system in 2020 compared to prior years, which attributed to approximately half of the SSOs that occurred last year. Manager Toy then reported that the District had teamed up with several other sewer districts in the County to campaign against flushing wipes down the toilet through television commercials, newsletters, and post cards.

7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

None.

8. ADJOURNMENT

There being no further business to come before the Board, the meeting of March 15, 2021, was adjourned at 4:39 P.M. The next meeting of the San Rafael Sanitation District was scheduled for Thursday, April 1, 2021, at 11:00 A.M via teleconferencing.

Respectfully submitted,

Maribeth Bushey, Recording Secretary

ATTEST THIS 1st DAY OF APRIL 2021

Katie Colin, Chair



SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY
 March 1, 2021 - March 31, 2021
 Vendor/Payee

	Class	Acct #	Account Name	Amount
AMERICAN MESSAGING SERVICE	100	2534	Telephone service	59.95
ARAMARK UNIFORM SERVICES	200	2021	Uniforms	165.75
ARAMARK UNIFORM SERVICES	200	2021	Uniforms	301.01
ARAMARK UNIFORM SERVICES	200	2021	Uniforms	189.93
ARAMARK UNIFORM SERVICES	200	2021	Uniforms	164.60
AT&T *4667	100	2534	Telephone service	198.94
AT&T *8362	100	2534	Telephone service	332.61
BWS DISTRIBUTORS	200	2365	Safety equipment and supplies	624.89
CALCON SYSTEMS, INC.	200	2359	Maint- pump sta's & force mains	9,250.00
CALCON SYSTEMS, INC.	200	2359	Maint- pump sta's & force mains	1,722.50
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	200	2359	Maint- pump sta's & force mains	702.35
CITY OF SAN RAFAEL	200	2359	Maint- pump Stations delivered on 8/26/20	1,686.74
CITY OF SAN RAFAEL	200	2083	Parts and repairs vehicles	69.31
CITY OF SAN RAFAEL	200	2083	Parts and repairs vehicles	4,923.27
CITY OF SAN RAFAEL	200	2083	Parts and repairs vehicles	242.38
CITY OF SAN RAFAEL	300	4340	Third St (Hayes to Ritter) (80)	1,127.50
CSW/STUBER-STROEH ENGR GROUP INC.	100	2388	Training and education	192.00
CWEA-TCP	200	2360	O&M - collection systems	1,664.90
DURACABLE MANUFACTURING	200	2106	Odor control chemicals	1,663.07
EVOQUA WATER TECHNOLOGIES, LLC	300	4344	Air Release, Francisco Harb 10	12,807.28
EWERS ENGINEERING INC	300	4344	Air Release, Francisco Harb 10	2,100.00
EWERS ENGINEERING INC	300	4345	Isolation Valve Replacement (10	34,305.00
EWERS ENGINEERING INC	300	4345	Isolation Valve Replacement (10	1,050.00
EWERS ENGINEERING INC	300	4151	Force Main Cond A	16,284.36
GHILOTTI BROS.	200	2359	Maint- pump sta's & force mains	157.99
GRAINGER	300	4148	S. Francisco Pump Station (10)	7.95
JACKSON'S HARDWARE	200	2133	Office & shop supplies	211.09
KIMBALL MIDWEST	300	4340	Third St (Hayes to Ritter) (80)	3,070.00
KIMLEY-HORN AND ASSOCIATES, INC.	300	4337	Sewer Rep Richmond SR Bridge(80	4,200.00
MAGGIORA & GHILOTTI INC	100	2717	Accounting services	3,600.00
MAHER ACCOUNTANCY	100	2133	Office & shop supplies	30.00
MARIN COUNTY TAX COLLECTOR	200	2536	Water utility costs	77.20
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	794.53
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	562.17
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	77.20
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	77.20
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	398.62
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	157.31
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	77.20
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	504.20
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	103.91

MARIN MUNICIPAL WATER DIS	Water - North San Pedro Road from 12/17/20-2/16/21	200	2536	Water utility costs	77.20
MARIN MUNICIPAL WATER DIS	Water - Peacock Drive from 12/17/20-2/16/21	200	2536	Water utility costs	77.20
MARIN MUNICIPAL WATER DIS	Water - Point San Pedro Road from 12/16/20-2/16/21	200	2536	Water utility costs	81.29
MARIN MUNICIPAL WATER DIS	Water - Riviera Dr L28 Sewer Pump from 12/17/20-2/16/21	200	2536	Water utility costs	77.20
MARIN MUNICIPAL WATER DIS	Water - Simms St. from 12/11/20-2/10/21	200	2536	Water utility costs	77.20
MARIN MUNICIPAL WATER DIS	Water - Woodland Ave. from 12/11/20-2/10/21	200	2363	Standby services	650.00
MARIN ROTO-ROOTER SEWER SERVICE, INC	Standby - service for 29 Porto Bello Drive on 2/27/21	200	2363	Standby services	325.00
MARIN ROTO-ROOTER SEWER SERVICE, INC	Standby - service for Bay Vista Way and Tierra Vista Way on 2/13/21	300	4337	Sewer Rep Richmond SR Bridges(80	5,900.00
MILLER PACIFIC ENGINEERING GROUP INC	Francisco Blvd. East at Grange Way Sewer and Storm Drain Project - geotechnical investigation services, phase 1 from 11/16/20-2/21/21	200	2360	O&M - collection systems	723.12
OWEN EQUIPMENT SALES	Collection System - float ball cage for vacor truck	200	2133	Office & shop supplies	44.20
PERIN - BATTERIES PLUS	Shop Supplies - batteries	200	2535	Electric utility costs	16,496.69
PG&E a/c 2480926202-5	Power - electric service for pump stations 10/9/21-2/08/21	200	2359	Maint- pump sta's & force mains	8,834.18
PUMP REPAIR SERVICE CO INC	Pump Stations - new pump for Baypoint Pump Station	300	4342	2020-21 Sewer Improvement (80)	14,642.50
SCHAAF & WHEELER, INC	2020 Sewer Pipe Repair and Replacement Project - design related services through 1/31/21	300	4338	Woodland Pl/Ave & Octavia (80)	38,373.05
SCHAAF & WHEELER, INC	Woodland Ave. Sewer Improvement Project - engineering services through 1/31/21	200	2360	O&M - collection systems	149.21
SITEONE LANDSCAPE SUPPLY, LLC	Collection System - rat bait	100	2133	Office & shop supplies	299.70
STAPLES INC	Office Supplies - pocket files	300	4148	S. Francisco Pump Station (10)	16.33
STAPLES INC	South Francisco Pump Station Improvements Project - storage bins for South Francisco Pump Station files and drawings	200	2369	Maint- pump sta's & force mains	3,600.00
TREEMASTERS INC	Pump Stations - tree pruning services on 2/19/21 at North Francisco Pump Station	100	2133	Office & shop supplies	281.09
US BANK CORPORATE PAYMENT	Office Supplies - frames	100	2131	Memberships and subscriptions	163.51
US BANK CORPORATE PAYMENT	Subscriptions - Marni U for 8 weeks	100	2388	Training and education	125.00
US BANK CORPORATE PAYMENT	Training and Education - Defensible Spill Start Time and Spill Volume Estimation online training for Sewer Maintenance staff on 2/18/21	200	2083	Parts and repairs vehicles	573.13
US BANK CORPORATE PAYMENT	Vehicles - window tinting for CCTV van	100	2534	Telephone service	380.16
VERIZON WIRELESS	Telephone Service - wireless service for laptops from 1/21/21-2/20/21	200	2360	O&M - collection systems	146.08
WATER COMPONENTS & BLDG SUPPLY	Collection System - cleanout cover for rod hole R413 at 214 Prospect Drive	200	2360	O&M - collection systems	25.46
WATER COMPONENTS & BLDG SUPPLY	Collection System - test plug for manhole MH125 to lamp hole LH13 at 809 B Street	200	2360	O&M - collection systems	677.98
WECO INDUSTRIES LLC	Collection System - blades and tiger tails for power rodder	200	2360	O&M - collection systems	5,066.08
WECO INDUSTRIES LLC	Collection System - continuous rod for power rodder	200	2369	Maint- pump sta's & force mains	162.76
WOODLAND CTR AUTO SUPPLY	Pump Stations - battery for Simms St. P.ump Station stationary generator	200	2359	Maint- pump sta's & force mains	465.00
WORKSMART AUTOMATION, INC	Pump Stations - FactoryTalk View software installation in new computer in maintenance shop	200			\$ 206,433.03



SAN RAFAEL SANITATION DISTRICT

Agenda Item 5.a.

DATE: April 1, 2021
TO: San Rafael Sanitation District Board of Directors
FROM: Doris Toy, District Manager/District Engineer
SUBJECT: Discussion on Sewer Permit

SUMMARY:

Prior to 2008, the District did not have an inspector on staff to inspect construction projects or private lateral repairs. The City of San Rafael Public Works inspector would inspect the sewer lateral repairs under the City's Encroachment Permit. In 2008, when the District began increasing its capital improvement projects, the District created a construction inspector position. Since then, the District has not charged a Sewer Permit fee. In alignment with the Las Gallinas Valley Sanitary District (LGVSD), neither SRSD or LGVSD charges a Sewer Permit fee since both agencies want to encourage contractors and property owners to apply for a Sewer Permit in order to ensure that all repairs are done in compliance with each agency's Standard Specifications. Contractors may not want to pay a fee for the District's Sewer Permit in addition to the fee for the City or County Encroachment Permit, which is also required whenever the work is in the public right-of-way. However, staff is finding that sometimes the contractors are not ready for their inspections at the scheduled appointment times, and the inspections must then be rescheduled; this wasted time could have been used for another inspection for a lateral repair or for one of the District's capital improvement projects.

Several years ago, the District developed its Sewer Permit application based on the City's Encroachment Permit application. Before COVID, most contractors or property owners would come to the District office to complete their Sewer Permit application; and if their work was in the City right-of-way, they would also complete a City Encroachment Permit application since both the District and the City Public Works Department serve the public at the same counter. The Sewer Permit application is also available to be downloaded from the District's webpage. However, in order to complete the form, it has to be printed off in order to be filled out and signed by the contractor, and then it must be scanned and emailed back to the District. District staff then also needs to print off the form in order to sign it (signifying that the permit has been approved) and scan and email it back to the contractor. Since the District office, as well as

Public Works, has been closed for the past year, all the permits have been performed electronically. Staff has updated and created a draft form so that everything can be performed online, with drop down menu selections and electronic signatures. The draft form will be presented at the meeting.

DISCUSSION:

The following are discussion items for the Board:

1. Sewer Permit Fee –
 - a. Board to discuss whether the District should charge a fee to administer, review, and inspect permitted sewer work.
 - b. Board to discuss whether to adopt a multiple inspection fee to be used in cases where the inspector needs to make a second inspection or additional inspections because the contractor was not ready for the scheduled inspection or because the work fails the inspection.
2. Sewer Permit application – comments on the draft form.

ACTION REQUIRED:

Board to provide direction to staff.