

A G E N D A

SAN RAFAEL SANITATION DISTRICT BOARD OF DIRECTORS

THURSDAY – JUNE 3, 2021 - 11:00 A.M.

Join Zoom Meeting at <https://zoom.us/j/97026299529>

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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 – May 6, 2021.

3. PAYMENTS

Request approval as submitted.

4. OLD BUSINESS

None.

5. NEW BUSINESS

- a.** Review draft budget for Fiscal Years 2021-22 and 2022-23. (Maher Accountancy)
- b.** Report on bid opening for the Woodland Avenue Sewer Improvement Project, and adopt resolution to award contract. (David Nicholson)
- c.** Review and approve the request for annexation of 345 Highland Avenue, San Rafael (APN 016-011-20) to the San Rafael Sanitation District.
- d.** Adopt resolution establishing the FY 2021-22 Sewer Connection Fees.
- e.** Adopt resolution establishing the FY 2021-22 Appropriations Limit on tax proceeds (Proposition 4).
- f.** Discuss next scheduled meeting date.

6. INFORMATIONAL ITEMS

- a.** Eide Bailly planning communication letter for the audit of the FY 2020-21 Financial Statements for SRSD.

7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

8. ADJOURNMENT

The next scheduled meeting is July 1, 2021.



SAN RAFAEL SANITATION DISTRICT
Minutes of the Meeting
May 6, 2021

Regular Meeting

Via Teleconferencing

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

Attendance Board: Kate Colin, Chair
 Katie Rice, Acting Secretary/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: Steven Perl, County Counsel
 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 and Director Rice were present and Director Bushey was absent.

2. MINUTES OF APRIL 1, 2021.

MOTION by Director Rice, seconded by Chair Kate, to approve the minutes of the April 1, 2021, meeting as presented.

AYES: Director Rice, Chair Kate

NOES: None

ABSENT: Director Bushey

Motion Carried

3. PAYMENTS

MOTION by Director Rice, seconded by Chair Kate, to approve the payments for April 2021 in the amount of \$2,623,863.07 for maintenance and operation of the District and for capital improvements.

AYES: Director Rice, Chair Kate

NOES: None

ABSENT: Director Bushey

Motion Carried

4. OLD BUSINESS

a. Report on Bayside Acres/Beach Sewers update. (David Nicholson)

Senior Civil Engineer Nicholson presented a brief update on the Bayside Acres Beach Sewers Rehabilitation Project. He reviewed the regulatory compliance information as well as the costs associated with the relocation of the private laterals and the installation of the individual pumps, which will involve 20 properties at the average cost of approximately \$62,350 per dwelling. He also reported that staff would like to request the Board to consider the alternative design in relocating the sewer main in the road, including the relocation of the laterals and installation of the pumps. The Board agreed and directed staff to continue the design with this alternative. Senior Civil Engineer Nicholson then reported that the goal is to begin this project next summer. District Manager Toy reported that the maintenance crews have been checking on these pipes and repairing them as needed. The Board then requested that this practice continue on a regular basis. The Board also requested to receive future updates on this project.

5. NEW BUSINESS

a. Adopt resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Municipal Resource Group, LLC, for organization review services.

District Manager Toy reported that this matter was previously discussed at the March Board meeting. She reported that MRG would perform an agency review that would involve job classifications, compensation, and staffing. She also reported that she had a couple of meetings with the City's Interim HR Director, Carmen Valdez, and with Mike Bakaldin of MRG to discuss District staffing and the scope of work for the review so that MRG could develop a proposal. She then reported that MRG had since submitted a proposal and is preparing to interview District staff and to survey other comparable agencies, including members of the JPA, and review the City's most recent compensation study. Manager Toy reported that the information gathered by MRG would be used to prepare a final report that will include recommendations on appropriate staffing levels, improvements on the organizational structure, and how the District's compensation compares to the other JPA members. She also reported that this study will take approximately two to three months and will be done on a time-and-materials basis for a cost not to exceed \$19,350.00. She then reported that MRG could perform a more in-depth review if needed at a later date.

MOTION by Director Rice, seconded by Chair Kate, to adopt the resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Municipal Resource Group, LLC, for organization review services for an amount not to exceed \$19,350.00.

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

Motion Carried

b. Adopt resolution authorizing the signing of an agreement with CMSA to participate in the Fats, Oils, & Grease (FOG) Source Control Program.

District Manager Toy reported that approximately 15 years ago the District entered into an agreement with CMSA for CMSA to develop, implement, manage, and administer a FOG Program for the District. She also reported that because the FOG Program has been fully developed and the food service establishments (FSEs) are complying with the FOG Ordinance, the District and CMSA wish to update the 2006 Agreement. The proposed updated agreement involves removing and updating language pertaining to program development and maintaining the program. Manager Toy then reported that the District currently has approximately 131 FSEs that CMSA oversees for compliance with the FOG Program. CMSA has been charging the District based on a time-and-materials basis with a 10% overhead, and the cost for the next two fiscal years will be approximately \$40,000 per year.

MOTION by Director Rice, seconded by Chair Kate, to adopt the resolution authorizing the signing of an agreement with CMSA to participate in the Fats, Oils, & Grease (FOG) Source Control Program.

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

Motion Carried

c. Report on bid opening for the 2020 Sewer Pipe Repair and Replacement Project, Phase 1, and adopt resolution to award contract.

Senior Civil Engineer Nicholson reported that the bid opening for the 2020 Sewer Pipe Repair and Replacement Project, Phase 1, had gone well. He reported that D & D Pipelines, Inc., was the lowest responsible bidder and that Manager Toy and Operations and Maintenance Manager Ozaki have both had prior experience working with D & D Pipelines that was positive. He also reported that the District's consultant had recommended that some of the areas included in this project needed more urgent attention. Therefore, the project was divided into two phases, and this is the first phase (Phase 1) of the project. This phase includes work on both Ross Street and Second Street, and the contractor has been given 60 calendar days to complete this portion of the project. Senior Civil Engineer Nicholson then reported that the District is concurrently working on Phase 2 of this project, which is a much larger job.

MOTION by Director Rice, seconded by Chair Kate, to adopt the resolution awarding contract to D & D Pipelines, Inc., for the 2020 Sewer Pipe Repair and Replacement Project, Phase 1.

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

Motion Carried

d. Adopt resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Schaaf & Wheeler for construction management services for the 2020 Sewer Pipe Repair and Replacement Project.

Senior Civil Engineer Nicholson reported that because the District is currently short staffed, staff had requested Schaaf & Wheeler to assist the District with construction management services for Phase 1 of the 2020 Sewer Pipe Repair and Replacement Project. He also reported that Schaaf & Wheeler had provided the District with a proposal of approximately \$39,000 to provide these services.

MOTION by Director Rice, seconded by Chair Kate, to adopt the resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Schaaf & Wheeler for construction management services for the 2020 Sewer Pipe Repair and Replacement Project for an additional amount of \$39,000.00.

AYES: Director Rice, Chair Kate

NOES: None

ABSENT: Director Bushey

Motion Carried

e. Discuss Marin Municipal Water District Ordinance No. 449 on additional water conservation measures.

District Manager Toy reported that in response to the current drought conditions, Marin Municipal Water District had adopted Ordinance No. 449, which addresses additional water conservation and enforcement measures, at its April 20, 2021, Board meeting. She also reported that one of the water conservation measures listed in this ordinance prohibits the District from using water from hydrants. Manager Toy reported that the District mainly uses water from hydrants to fill its vacuum trucks, which use pressurized water to clean the sewer lines. She also reported that the District's contractors also use water from the hydrants for soil compaction when trenching in order to replace or repair sewer lines and for dust control during construction. She then reported that this would also impact the District's televising and cleaning projects because the contractors need to clean the pipes before they are televised. Next, Manager Toy reported that the District would now need to obtain the water for its vacuum trucks from CMSA's reclaimed water, which is less efficient than obtaining it from the nearest hydrant when working at a job site. For this reason, the District decided to rent a water truck and began using it on Monday, May 3rd. The cost to rent this truck is \$3,500 per month. She also reported that staff is not certain what financial impact this situation may have on the District's construction projects, since its contractors will not be able to obtain water from the hydrants and will require a permit from MMWD and training from CMSA in order to obtain the reclaimed water from CMSA. She then reported that the District may request a variance from MMWD since the District does not have time to wait to get water from CMSA in an emergency situation, such as a sewer spill. Next, Manager Toy reported that it may be better to buy a water truck, which would cost approximately \$90,000 for a new 2,000-gallon truck. CMSA Manager Dow reported that CMSA may consider requesting the Regional Water Board to allow CMSA to use its second fill station so that one could be used by the JPA members and the other one could be used by the contractors. He also reported that CMSA may request the Regional Water Board to grant exceptions to the types of usage for its reclaimed water. He then reported

that CMSA is looking at the possibility of upgrading its facility to a tertiary facility in order to have extended types of usage for its reclaimed water. The Board felt that it would be a good idea to invest in the purchase of a water truck and recommended that it be a newer truck so that it would have fewer emissions. The Board also suggested that staff look into the possibility of obtaining a grant for this potential purchase. CMSA Commissioner DiGiovanni and the Board felt that it would be a good idea to use reclaimed water going forward, even aside from reasons related to the drought. The Board then requested staff to obtain more information on the purchase of a water truck.

6. INFORMATIONAL ITEMS

None.

7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

None.

8. CLOSED SESSION

Closed Session – Opened at 11:50 A.M.

- a. Conference with Legal Counsel – Anticipated Litigation
Deciding whether or not to initiate litigation pursuant to
California Government Code Section 54956.9(c): One potential case.**

Closed Session – Ended at 11:57 A.M.

County Counsel Perl reported that the Board had decided that it would not be necessary to initiate any litigation and that the matter is resolved.

9. ADJOURNMENT

There being no further business to come before the Board, the meeting of May 6, 2021, was adjourned at 11:58 A.M. The next meeting of the San Rafael Sanitation District was scheduled for Thursday, June 3, 2021, at 11:00 A.M via teleconferencing.

Respectfully submitted,

Katie Rice, Acting Recording Secretary

ATTEST THIS 3rd DAY OF JUNE 2021

Kate Colin, Chair

NUTE ENGINEERING INC	Bayside Acres Beach Sewer Improvements Project - engineering services from 2/01/21-2/28/21	300	4338	Rehab of Beach Swr Bayside (80)	9,649.50
NUTE ENGINEERING INC	Francisco Blvd. East at Grange Way Sewer and Storm Drain Project - engineering services from 3/01/21-3/31/21	300	4337	Sewer Rep Richmond SR Bridge(80)	371.50
PG&E ac: 2480926202-5	Power - electric service for pump stations from 3/11/21-4/1/121	200	2535	Electric utility costs	14,267.86
SCHAAF & WHEELER, INC	2020 Sewer Pipe Repair and Replacement Project - design related services through 3/31/21	300	4942	2020-21 Sewer Improvement (80)	47,307.95
SCHAAF & WHEELER, INC	Woodland Ave. Sewer Improvement Project - engineering services through 3/31/21	300	4359	Woodland PIAVAs & Octavia (80)	9,200.50
SHAPE INC	Pump Stations - coolant for pump stations	200	2359	Maint- pump sta's & force mains	912.24
STAPLES INC	Office Supplies - binders and markers	100	2133	Office & shop supplies	15.81
US BANK CORPORATE PAYMENT	Collection System - plugs for shop stock	200	2360	O&M - collection systems	671.10
US BANK CORPORATE PAYMENT	Pump Stations - anodes for various pump stations	200	2359	Maint- pump sta's & force mains	192.55
US BANK CORPORATE PAYMENT	Pump Stations - distilled water for generators and pumps	200	2359	Maint- pump sta's & force mains	8.52
US BANK CORPORATE PAYMENT	Pump Stations - distilled water for pump station pumps	200	2359	Maint- pump sta's & force mains	38.70
US BANK CORPORATE PAYMENT	Pump Stations - glue epoxy	200	2359	Maint- pump sta's & force mains	32.69
US BANK CORPORATE PAYMENT	Subscriptions - MarIn U for 8 weeks	100	2131	Memberships and subscriptions	163.88
VERIZON WIRELESS(242395655)	Telephone Service - private IP addresses for the San Pedro and Peacock Pump Stations 3/18/21-4/17/21	100	2534	Telephone service	150.61
VERIZON WIRELESS(872347623)	Telephone Service - wireless service for laptops from 3/21/21-4/20/21	100	2534	Telephone service	244.06
WATER COMPONENTS & BLDG SUPPLY	Collection System - camblock gaskets for vector fill hoses	200	2360	O&M - collection systems	9.83
WATER COMPONENTS & BLDG SUPPLY	Collection System - parts for vector bypass meter	200	2360	O&M - collection systems	77.69
WATER COMPONENTS & BLDG SUPPLY	Collection System - parts for water truck hose to fill vector trucks with water	200	2360	O&M - collection systems	50.95
WATER COMPONENTS & BLDG SUPPLY	Collection System - pipe materials and t-wrench for sewer bypass at 41 Marinita Avenue	200	2360	O&M - collection systems	1,377.18
WECO INDUSTRIES LLC	Collection System - rod for power rodder and crown for vector suction tube	200	2360	O&M - collection systems	921.99
WOODLAND CTR AUTO SUPPLY	Pump Stations - fan belts for West Railroad Pump Station generator	200	2359	Maint- pump sta's & force mains	9.27
WOODLAND CTR AUTO SUPPLY	Pump Stations - fan belts for West Railroad Pump Station generator	200	2359	Maint- pump sta's & force mains	27.80
WORKSMART AUTOMATION, INC	Pump Stations - assistance with SCADA & MDS radio at Glenwood PS and set up of private IP addresses for San Pedro & Peacock PS	200	2359	Maint- pump sta's & force mains	2,982.50
					\$ 143,834.05



SAN RAFAEL SANITATION DISTRICT
BUDGET - FISCAL YEARS ENDING JUNE 30, 2022 AND 2023

	FY2022	FY2023
OPERATING FUND		
RESOURCES AVAILABLE:		
FUND BALANCE, BEGINNING	\$ 15,103,601	\$ 15,170,234
REVENUES		
Property taxes	1,922,354	1,960,688
User fees	16,899,123	16,899,123
Connection fees	231,580	231,580
Interest income	358,587	358,587
Total revenues	<u>19,411,643</u>	<u>19,449,977</u>
TOTAL RESOURCES AVAILABLE	<u>\$ 34,515,244</u>	<u>\$ 34,620,211</u>
RESOURCES EXPENDED AND REMAINING		
EXPENDITURES		
Operations and maintenance	\$ 4,486,770	\$ 4,644,246
Sewage treatment (CMSA)	7,722,839	8,006,305
Transfers to Capital Funds		
Equipment acquisition fund	235,400	235,400
Capital improvement projects:		
80-year life-cycle sewer replacement	4,900,000	4,900,000
Pump station & force main capital improvements	2,000,000	2,000,000
TOTAL EXPENDITURES	<u>19,345,009</u>	<u>19,785,951</u>
ENDING FUND BALANCE		
Assigned:		
Working capital	6,926,000	7,152,000
Pension and other post-retirement benefits	5,000,000	5,000,000
Emergencies	1,000,000	1,000,000
Total assigned	<u>12,926,000</u>	<u>13,152,000</u>
Unassigned	2,244,234	1,682,260
Total ending fund balance	<u>15,170,234</u>	<u>14,834,260</u>
TOTAL RESOURCES EXPENDED & REMAINING	<u>\$ 34,515,244</u>	<u>\$ 34,620,211</u>
<hr/>		
EQUIPMENT ACQUISITION FUND		
FUND BALANCE, BEGINNING	\$ 1,825,195	\$ 1,960,595
Transfers from Operating Fund	235,400	235,400
Expenditures	(100,000)	(34,000)
FUND BALANCE, ENDING	<u>\$ 1,960,595</u>	<u>\$ 2,161,995</u>
<hr/>		
80-YEAR LIFE-CYCLE SEWER REPLACEMENT		
FUND BALANCE, BEGINNING	\$ 18,810,814	\$ 12,310,814
Transfers from Operating Fund	4,900,000	4,900,000
Expenditures	\$ (11,400,000)	\$ (7,950,000)
FUND BALANCE, ENDING	<u>\$ 12,310,814</u>	<u>\$ 9,260,814</u>
<hr/>		
PUMP STATION & FORCE MAIN CAPITAL IMPROVEMENTS		
FUND BALANCE, BEGINNING	\$ 6,083,385	\$ 4,808,385
Transfers from Operating Fund	2,000,000	2,000,000
Expenditures	(\$3,275,000)	(\$2,800,000)
FUND BALANCE, ENDING	<u>\$ 4,808,385</u>	<u>\$ 4,008,385</u>

SUPPORTING SCHEDULES

SAN RAFAEL SANITATION DISTRICT
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2022 AND 2023
 SUPPORTING SCHEDULE
 EXPENDITURE DETAILS

Acct. Code	Account Title	Description	Actual 2019-20	Budget 2020-21	Projected 2020-21	Proposed 2021-22	Proposed 2022-23	Comments
FUND 74600 - OPERATIONS & MAINTENANCE								
2361	Contractual Costs to City of San Rafael	Salaries, benefits, summer help, technology replacement, utilities	\$ 2,959,700	\$ 3,198,200	\$ 3,136,400	\$ 2,988,000	\$ 3,077,640	City Estimate plus estimated inflation; starting FY21-22, no 0.35 FTE GIS Analyst
2388	Staff Training, Education, and Memberships	Registration, tuition, manuals, texts, etc. for District personnel training and certification courses & seminars on confined space, SSMP, management, etc.	\$ 2,400	\$ 4,200	\$ 3,500	\$ 3,611	\$ 3,720	Based on 2020-21 Projection plus estimated inflation
2477	Conferences	Travel, lodging, and related expenses for Board and staff, CASA quarterly meetings, and other misc. conferences	\$ -	\$ 6,500	\$ 1,600	\$ 6,000	\$ 6,180	Based on 2020-21 Projection plus estimated inflation
2131	Memberships & Subscriptions	Annual membership dues	\$ 13,600	\$ 15,100	\$ 16,400	\$ 16,844	\$ 17,349	Based on 2020-21 Projection plus estimated inflation
	<i>Details:</i>							
	State WRCB			\$ 2,300	\$ 3,000	\$ 3,000	\$ 3,500	
	CASA			\$ 9,000	\$ 9,000	\$ 9,500	\$ 10,000	
	BACWA			\$ 1,500	\$ 1,500	\$ 1,750	\$ 2,000	
	Other			\$ 2,300	\$ 2,900	\$ 2,594	\$ 1,849	
2534	Telephone Service	District office, District fax, pump stations, cell phones, pagers, dialers for pump stations, laptop connection cards, private IP's	\$ 20,000	\$ 21,400	\$ 21,000	\$ 25,000	\$ 25,750	Based on 2020-21 Projection plus estimated inflation
2282	Director Fees	Payment to Board of Directors for meetings	\$ 2,000	\$ 5,200	\$ 3,400	\$ 5,200	\$ 5,200	Based on meetings expected
2713	Legal Services	Legal services performed by the County Counsel and outside counsel for the District.	\$ 7,100	\$ 32,000	\$ 21,700	\$ 22,383	\$ 23,055	Based on 2020-21 Projection plus estimated inflation
2325	Consulting Services	Engineering, professional and specialized consulting services	\$ 27,500	\$ 61,800	\$ 39,000	\$ 63,000	\$ 64,890	Based on 2020-21 Projection plus estimated inflation
	<i>Details:</i>							
	Nute engineering			\$ 36,864	\$ 5,000	\$ 36,000	\$ 36,864	
	California CAD			\$ 6,144	\$ 6,500	\$ 6,000	\$ 6,144	
	Audit of financial statement			\$ 16,384	\$ 15,000	\$ 16,000	\$ 16,384	
	Other			\$ 2,408	\$ 12,500	\$ 5,000	\$ 5,498	
2717	Accounting Services	Accounting and financial management services	\$ 53,100	\$ 68,900	\$ 68,900	\$ 55,200	\$ 69,277	Based on 2020-21 Projection plus estimated inflation
	<i>Details:</i>							
	Maher Accountancy			\$ 43,200	\$ 43,200	\$ 43,200	\$ 43,200	
	Monthly accounting			\$ 25,700	\$ 25,700	\$ 12,000	\$ 26,077	Add budget development in year 2021
	Special projects							
6832	Tax collection fees	County Tax collection and sewer service administration fees	\$ 37,100	\$ 41,200	\$ 35,000	\$ 42,000	\$ 43,000	Based on 2020-21 Projection plus estimated inflation
2059	General Insurance	CSRMA - public liability, property, and auto insurance	\$ 127,700	\$ 142,900	\$ 142,300	\$ 146,540	\$ 150,936	Based on 2020-21 Projection plus estimated inflation
2051	Claims and Deductibles	Claims and deductible payments	\$ 58,500	\$ 37,100	\$ 10,300	\$ 45,000	\$ 45,000	Includes allowance for unidentified claims
2321	Public Outreach	Informational fliers, website, videos	\$ 19,500	\$ 21,700	\$ 13,900	\$ 20,000	\$ 20,000	
2221	Legal Notices	Publication of notices of hearings, ordinances, etc.	\$ -	\$ 1,600	\$ 400	\$ 1,500	\$ 1,500	Includes allowance for unidentified items
2122	Rebates/Refunds	Refund of sewer user & connection fees	\$ 6,200	\$ 10,300	\$ 2,600	\$ 10,300	\$ 10,300	Includes allowance for unidentified items
2133	Office/Shop Supplies	District office & maintenance	\$ 2,800	\$ 10,300	\$ 4,300	\$ 7,500	\$ 8,500	Includes allowance for unidentified items
2389	Miscellaneous expenses		\$ -	\$ 1,100	\$ 400	\$ 1,100	\$ 1,200	Includes allowance for unidentified items

SAN RAFAEL SANITATION DISTRICT
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2022 AND 2023
 SUPPORTING SCHEDULE
 EXPENDITURE DETAILS

Acct. Code	Account Title	Description	Actual 2019-20	Budget 2020-21	Projected 2020-21	Proposed 2021-22	Proposed 2022-23	Comments
2359	Maintenance and Operations, Pump Stations, Force Mains, Generators	All maintenance, repairs, and supplies for pump stations and force mains, including rebuilding pumps, motors, electrical panels, controls, comminutors, replacing and/or repairing valves, replace motor control centers, etc.	\$ 299,400	\$ 226,600	\$ 165,400	\$ 225,000	\$ 250,000	Based on 2020-21 Projection, allowance for unidentified items, plus estimated inflation
2360	Maintenance and Operations - Collection System	All maintenance, pipe spot repairs, and supplies for collection system, including accessory parts and materials for vactor and power rodder.	\$ 212,000	\$ 162,900	\$ 185,400	\$ 215,000	\$ 206,000	Based on 2020-21 Projection, allowance for unidentified items, plus estimated inflation; add water truck rental to FY21-22
2535	Power	Cost of electricity and gas for all pump stations	\$ 164,600	\$ 206,000	\$ 193,800	\$ 199,626	\$ 205,615	Includes allowance for unidentified items
2536	Water	Water purchases	\$ 19,800	\$ 25,000	\$ 18,300	\$ 22,000	\$ 24,000	Based on 2020-21 Projection plus estimated inflation
2363	Standby Services	Cost to respond to sewer emergencies by Roto-Rooter after hours and on weekends and holidays	\$ 25,200	\$ 41,200	\$ 23,400	\$ 30,000	\$ 35,000	Based on 2020-21 Projection, allowance for unidentified items, plus estimated inflation
2083	Vehicle repair & parts	Parts, maintenance, repairs, fuel & oil for District vehicles	\$ 31,800	\$ 61,800	\$ 66,500	\$ 75,000	\$ 77,250	Based on 2020-21 Projection, allowance for unidentified items, plus estimated inflation; add diesel fuel
2106	Odor Control	Bioxide chemical odor control & equipment for pump stations	\$ 53,200	\$ 92,700	\$ 80,100	\$ 82,515	\$ 84,990	Based on 2020-21 Projection plus estimated inflation
2021	Uniforms	Rental & cleaning of uniforms	\$ 6,600	\$ 10,300	\$ 9,400	\$ 9,651	\$ 9,940	Based on 2020-21 Projection plus estimated inflation
2365	Safety Equipment and Supplies	Equipment and supplies for on-the-job safety gear, safety signing, first aid supplies, gas detectors and confined space training equipment for compliance with OSHA requirements, including servicing fire extinguishers.	\$ 15,300	\$ 6,200	\$ 3,900	\$ 7,000	\$ 7,500	Based on 2020-21 Projection, allowance for unidentified items, plus estimated inflation
4045	Manhole Raising	Reimburse City of San Rafael or Marin County for raising manholes to grade upon completion of City/County street or Right-of-Way improvement projects.	\$ 31,600	\$ 56,700	\$ 14,200	\$ 60,000	\$ 61,800	Based on 2020-21 Projection, allowance for unidentified items, plus estimated inflation
4300	FOG Program	Fats, Oils, and Grease Program administered by CMSA	\$ 11,800	\$ 35,000	\$ 19,300	\$ 40,000	\$ 45,000	Based on 2020-21 Projection, allowance for unidentified items, plus estimated inflation
4188	Facilities Mapping Services	Continuation of Facilities Mapping Program, updating GIS interface, data base structure, activity tracking, locating structures, easement research, mapping, sewer map books.	\$ 50,000	\$ 61,800	\$ 31,800	\$ 61,800	\$ 63,654	Based on 2020-21 Projection, allowance for unidentified items, plus estimated inflation; starting FY 21-22, no longer have City's Engineering Tech to assist, will possibly outsource.
TOTAL MAINTENANCE & OPERATIONS			\$ 4,258,500	\$ 4,680,800	\$ 4,332,600	\$ 4,486,770	\$ 4,644,246	
FUND 74604 - CENTRAL MARIN SANITATION AGENCY								
4112	SRSD Share of Operation	District's proportionate share based on flow volume and strength.	\$ 5,134,010	\$ 5,436,000	\$ 5,397,227	\$ 5,577,034	\$ 5,861,950	Estimate from CMSA Budget
4113	SRSD Share of Plant Expansion	District's proportionate share of CMSA bond payments based on the total EDU count for all JPA members per Agency budget	\$ 1,862,402	\$ 2,060,000	\$ 1,857,555	\$ 2,145,805	\$ 2,144,355	Estimate from CMSA Budget
TOTAL CENTRAL MARIN SANITATION AGENCY			\$ 6,996,412	\$ 7,496,000	\$ 7,254,782	\$ 7,722,839	\$ 8,006,305	

SAN RAFAEL SANITATION DISTRICT
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2022 AND 2023
 SUPPORTING SCHEDULE
 EXPENDITURE DETAILS

Acct. Code	Account Title	Description	Actual 2019-20	Budget 2020-21	Projected 2020-21	Proposed 2021-22	Proposed 2022-23	Comments
FUND 74600 - FIXED ASSETS								
4830	Vehicle & equipment acquisition	Acquisition of vehicles, equipment & furniture	\$ 480,893	\$ 237,000	\$ 31,000	\$ 100,000	\$ 34,000	Based on Asset Replacement Schedule
TOTAL FIXED ASSETS			\$ 480,893	\$ 237,000	\$ 31,000	\$ 100,000	\$ 34,000	
FUND 74601 - CAPITAL IMPROVEMENTS								
80-YEAR LIFE-CYCLE PROGRAM								
4316	Second St, Ida to E St	Replace 1,500LF of sewer. Postpone.	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
4302	Rehabilitation of Gravity Sewer	Replace miscel. sewer pipes	\$ 1,853	\$ 200,000	\$ 40,000	\$ 200,000	\$ 200,000	
4331	CaTrans SR Harbor Bridge	Reroute 115LF of 36" sewer pipe at Hwy 101, Central San Rafael offramp for CalTrans Harbor Bridge Project. State to reimburse.	\$ 2,362	\$ -	\$ -	\$ -	\$ -	
4306	Miramar and Miraflores	Replace 1,500LF of sewer, include re-route.	\$ 40,637	\$ -	\$ 30,000	\$ 1,100,000	\$ -	
4332	2018 Sewer Pipe Repair	Pipe repairs (3,220LF) at various location	\$ 299,026	\$ -	\$ -	\$ -	\$ -	
4333	Forbes Sewer Impt	Replace 2,945LF of sewer, incl. El Cerrito, Fairhills easement.	\$ 922,367	\$ -	\$ -	\$ -	\$ -	
4301	2018 Sewer Televising	Develop sewer facilities data; analyze sewer system capacity; CCTV Program	\$ 156,118	\$ -	\$ -	\$ -	\$ -	
4334	2019 Sewer Televising	Develop sewer facilities data; analyze sewer system capacity; CCTV Program	\$ 848	\$ 300,000	\$ 270,000	\$ -	\$ -	
4335	2020 Sewer Televising	Develop sewer facilities data; analyze sewer system capacity; CCTV Program	\$ -	\$ 460,000	\$ -	\$ -	\$ -	
4346	2021 Sewer Televising	Develop sewer facilities data; analyze sewer system capacity; CCTV Program	\$ -	\$ -	\$ -	\$ 350,000	\$ -	
4347	2022 Sewer Televising	Develop sewer facilities data; analyze sewer system capacity; CCTV Program	\$ -	\$ -	\$ -	\$ -	\$ 400,000	
4336	Francisco Blvd East at Medway & Vivian	Replace 950 LF of corrugated metal pipe. Included in City's sidewalk widening project.	\$ 42,817	\$ 700,000	\$ 700,000	\$ -	\$ -	
4337	Sewer Repl for Richmond-SR Bridge Impt	Replace 875LF of sewer between Grange and Bay Park Center for State's project.	\$ 3,975	\$ 450,000	\$ 70,000	\$ 500,000	\$ -	
4338	Rehabilitation of Beach Sewers-Bayside Acres	Replace 2,800LF of sewer in beach community	\$ 88,383	\$ 1,025,000	\$ 170,000	\$ 750,000	\$ 1,250,000	
4339	Woodland Pl/Ave & Octavia	Replace 1,760LF of sewer; reroute Woodland Place.	\$ 77,985	\$ 200,000	\$ 200,000	\$ 1,500,000	\$ -	
4340	Third St (4th to Mary)	Replace 1,790LF of sewer prior to City's Third Street Improvement Project.	\$ 14,770	\$ 200,000	\$ 130,000	\$ 1,800,000	\$ -	
4327	#70-96 Bret Harte Easement	Replace/repair retaining wall in sewer easement.	\$ 88,757	\$ 600,000	\$ -	\$ 1,000,000	\$ 1,000,000	
4342	2020 Sewer Pipe Repair/Repl, ph 1/2/3	Replace 7,000 LF of sewer	\$ -	\$ -	\$ 500,000	\$ 3,500,000	\$ 500,000	
4349	2021 Sewer Pipe Repair/Repl	Replace 7,000 LF of sewer	\$ -	\$ -	\$ -	\$ 500,000	\$ 3,500,000	
4350	2022 Sewer Pipe Repair/Repl	Replace 7,000 LF of sewer	\$ -	\$ -	\$ -	\$ -	\$ 500,000	
4343	Fifth Ave, Ray Ct to Sirard Ln	Replace 1,450LF of sewer. Consider relocating from front yards to street.	\$ -	\$ 425,000	\$ -	\$ -	\$ 300,000	
4321	Emergency Projects		\$ -	\$ 200,000	\$ -	\$ -	\$ -	

SAN RAFAEL SANITATION DISTRICT
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2022 AND 2023
 SUPPORTING SCHEDULE
 EXPENDITURE DETAILS

Acct. Code	Account Title	Description	Actual 2019-20	Budget 2020-21	Projected 2020-21	Proposed 2021-22	Proposed 2022-23	Comments
TBD	Miscellaneous Projects		\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	
TOTAL 80-YEAR LIFE-CYCLE PROGRAM			\$ 1,739,898	\$ 4,760,000	\$ 2,110,000	\$ 11,400,000	\$ 7,950,000	
10-YEAR CAPITAL IMPROVEMENT PROGRAM								
4151	Force Main Condition Assessment	Develop data and analyze the condition of force mains	\$ 121,148	\$ 200,000	\$ 62,000	\$ 100,000	\$ 100,000	
4152	N. Francisco Force Main	Upgrade pump station	\$ 175,000	\$ -	\$ -	\$ -	\$ -	
4148	South Francisco Pump Station	Upgrade pump station	\$ 923,649	\$ 1,490,000	\$ 1,466,000	\$ -	\$ -	
4154	Third Street & Fiberglass Pump Station	Upgrade pump station	\$ -	\$ 200,000	\$ 40,000	\$ 1,300,000	\$ 1,000,000	
4155	N. Francisco & WRR Pump Station	Upgrade pump station	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,500,000	
4344	ARV at Harbor	Upgrade pump station	\$ -	\$ -	\$ 80,000	\$ 200,000	\$ -	
4345	Isolation Valve Replacement	Replace valves at 3 sites, i.e N. Fran PS, Pt San Pedro near Yacht Club and Glenwood PS	\$ -	\$ -	\$ 125,000	\$ 475,000	\$ -	
4200	Miscellaneous projects		\$ -	\$ 883,000	\$ -	\$ 200,000	\$ 200,000	
TOTAL PUMP STATION & FORCE MAIN CAPITAL IMPROVEMENTS			\$ 1,219,797	\$ 2,773,000	\$ 1,773,000	\$ 3,275,000	\$ 2,800,000	
TOTAL CAPITAL IMPROVEMENTS			\$ 2,959,695	\$ 7,533,000	\$ 3,883,000	\$ 14,675,000	\$ 10,750,000	

SAN RAFAEL SANITATION DISTRICT
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2022 AND 2023
 SUPPORTING SCHEDULE
 CENTRAL MARIN SANITATION AGENCY

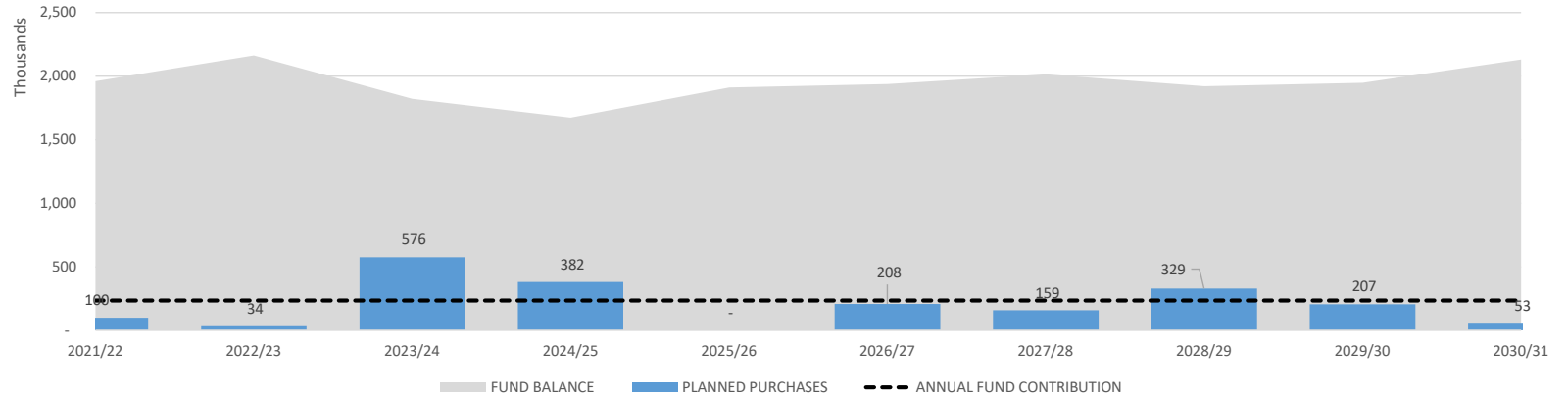
	Projected 2020-21	Proposed 2021-22	Proposed 2022-23
Sewer Treatment - Maintenance & Operations	\$ 5,436,000	\$ 5,577,034	\$ 5,861,950
Sewer Treatment - Debt Service	\$ 2,060,000	\$ 2,145,805	\$ 2,144,355
Total	\$ 7,496,000	\$ 7,722,839	\$ 8,006,305

SAN RAFAEL SANITATION DISTRICT
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2022 AND 2023
 SUPPORTING SCHEDULE
 EQUIPMENT RESERVE AND EQUIPMENT ACQUISITION PLAN

EQUIPMENT ACQUISITION FUND & EXPENSE

METHODOLOGY

In order to stabilize the general fund, equipment purchases are estimated base on a 10-year projection, and 1/10th of that amount is reserved each budget year. Actual expenditures will draw from the reserve account.



Equipment description	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	10 Year Total	10 Year Avg
	0	3	6	9	12	15	18	21	24	27	30	33		
Chevy 3/4-ton pickup	39,000	-	-	-	-	-	-	-	-	-	-	-	39,000	3,900
Chevy 1 1/2 -ton pickup with equip	115,000	-	-	-	-	-	-	-	-	-	-	-	115,000	11,500
Sewer Combo Vactor Truck	381,000	-	-	-	-	-	-	-	-	-	-	-	381,000	38,100
2011 Ford Escape Hybrid (from City)	-	-	-	-	47,000	-	-	-	-	-	-	-	47,000	4,700
Ford Truck F-250	-	-	-	-	48,000	-	-	-	-	-	-	-	48,000	4,800
Mobile Pump Godwin 4-inch	-	-	-	-	-	74,000	-	-	-	-	-	-	74,000	7,400
OK Champion Rodder Truck	-	-	-	-	273,000	-	-	-	-	-	-	-	273,000	27,300
2008 Ford Escape Hybrid	-	-	-	34,000	-	-	-	-	-	-	-	-	34,000	3,400
Godwin DRI-Prime CD225M Diesel Pump	-	-	-	-	-	-	-	92,000	-	-	-	-	92,000	9,200
Ingersoll-Rand Doosan G70 Trailer Mounted Diesel	-	-	-	-	-	-	-	52,000	-	-	-	-	52,000	5,200
I.R. Doosan G70 Trailer Mounted Diesel (PG Pump Str	-	-	-	-	-	-	-	52,000	-	-	-	-	52,000	5,200
Haulmark Emergency repair trailer	-	-	-	-	-	-	-	12,000	-	-	-	-	12,000	1,200
OK Champion Rodder Truck	-	-	-	-	-	-	-	-	-	329,000	-	-	329,000	32,900
Ford F250 2014	-	-	-	-	42,000	-	-	-	-	-	-	-	42,000	4,200
Doosan Generator G70	-	-	-	-	-	81,000	-	-	-	-	-	-	81,000	8,100
Doosan Generator G325-T4F	-	-	-	-	-	185,000	-	-	-	-	-	-	185,000	18,500
Chevy Silverado 2015	-	-	-	-	-	42,000	-	-	-	-	-	-	42,000	4,200
Emergency repair trailer	-	-	-	-	-	-	-	-	-	-	-	11,000	-	-
Ford F550 2017 with crane assembly install	-	-	-	-	-	-	-	-	89,000	-	-	-	89,000	8,900
Ford F350 2017 with radio	-	-	-	-	-	-	-	-	70,000	-	-	-	70,000	7,000
Closed circuit televised camera	-	-	-	-	-	69,000	-	-	-	-	-	-	69,000	6,900
Replace Odor Scrubber at West Railroad Pump Station	-	-	-	-	-	49,000	-	-	-	-	-	-	49,000	4,900
PLANNED FIRST-TIME ACQUISITIONS														
Water Truck	-	-	100,000	-	-	-	-	-	-	-	-	-	100,000	10,000
2021 Ford Escape Hybrid	-	31,000	-	-	-	-	-	-	-	-	-	42,000	31,000	3,100
REPLACEMENT OF FUTURE ACQUISITIONS														
REPLACEMENT of Closed circuit televised camera	-	-	-	-	-	-	-	-	-	80,000	-	-	80,000	8,000
REPLACEMENT of Replace Odor Scrubber at West Ra	-	-	-	-	-	-	-	-	-	57,000	-	-	57,000	5,700
PLANNED PURCHASES	535,000	31,000	100,000	34,000	576,000	382,000	-	208,000	159,000	329,000	206,963	53,000	2,354,000	235,400
ANNUAL FUND CONTRIBUTION	235,400	235,400	235,400	235,400	235,400	235,400	235,400	235,400	235,400	235,400	235,400	235,400	2,354,000	
FUND BALANCE	1,825,195	1,825,195	1,960,595	2,161,995	1,821,395	1,674,795	1,910,195	1,937,595	2,013,995	1,920,395	1,948,832	2,131,232		

SAN RAFAEL SANITATION DISTRICT
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2022 AND 2023
 SUPPORTING SCHEDULE
 80-YEAR LIFE-CYCLE PROGRAM (GRAVITY SEWERS)

Project	Est. Cost	Projected	Projected	Projected
		2020-21	2021-22	2022-23
Second St, Ida to E St	\$1,300,000			\$100,000
Rehabilitation of Gravity Sewer	\$641,853	\$40,000	200,000.00	\$200,000
Miramar and Miraflores	\$1,170,637	30,000	1,100,000.00	
2018 Sewer Televising	\$426,118	270,000		
2021 Sewer Televising	\$350,000		350,000.00	
2022 Sewer Televising	\$400,000			400,000.00
2023 Sewer Televising	\$400,000			
Francisco Blvd East at Medway & Vivian	\$742,817	700,000		
Sewer Repl for Richmond-SR Bridge Impt	\$573,975	70,000	500,000.00	
2020 Sewer Pipe Repair/Repl, ph 1/2/3	\$4,500,000	500,000	3,500,000.00	\$500,000
2021 Sewer Pipe Repair/Repl	\$4,000,000		500,000.00	\$3,500,000
2022 Sewer Pipe Repair/Repl	\$4,000,000			\$500,000
2023 Sewer Pipe Repair/Repl	\$500,000			
Rehabilitation of Beach Sewers-Bayside Acres	\$2,175,863	\$170,000	750,000.00	\$1,250,000
Woodland Pl/Ave & Octavia	\$1,777,985	\$200,000	1,500,000.00	
Third St (Hayes to Ritter)	\$1,944,770	130,000	1,800,000.00	
#70-96 Bret Harte Easement	\$3,088,757		1,000,000.00	\$1,000,000
Fifth Ave, Ray Ct to Sirard Ln	\$2,000,000			\$300,000
Miscellaneous Projects	\$600,000	-	200,000.00	200,000
TOTAL EXPENDITURES (hide for rounding)		\$2,110,000	\$11,400,000	\$7,950,000
Rounding		\$0	\$0	\$100,000
TOTAL EXPENDITURES		\$2,110,000	\$11,400,000	\$7,950,000

Beginning Fund Balance	\$16,020,814	18,810,814	\$12,310,814
Transfers In from Operation	4,900,000	4,900,000	4,900,000
Estimated Expense	(\$2,110,000)	(\$11,400,000)	(\$7,950,000)
Ending Balance	\$18,810,814	\$12,310,814	\$9,260,814

SAN RAFAEL SANITATION DISTRICT
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2022 AND 2023
 SUPPORTING SCHEDULE
 PUMP STATION & FORCE MAIN CAPITAL IMPROVEMENT PROGRAM

Project	Est. Cost	Estimated	Projected	Projected
		2020-21	2021-22	2022-23
CAPITAL IMPROVEMENT PROJECTS				
Force Main Condition Assessment	\$383,148	\$62,000	\$100,000	\$100,000
N. Francisco & WRR Pump Station	\$2,500,000		\$1,000,000	\$1,500,000
South Francisco Pump Station	\$2,389,649	\$1,466,000		
Third Street & Fiberglass Pump Station	\$2,340,000	\$40,000	\$1,300,000	\$1,000,000
ARV at Harbor	\$280,000	\$80,000	\$200,000	
Isolation Valve Replacement	\$600,000	\$125,000	\$475,000	
Miscellaneous projects	\$400,000		\$200,000	\$200,000
TOTAL CAPITAL EXPENDITURES		\$1,773,000	\$3,275,000	\$2,800,000

Beginning Fund Balance	\$5,856,385	6,083,385	\$4,808,385
Transfers In from Operation	\$2,000,000	\$2,000,000	\$2,000,000
Estimated Expense	(\$1,773,000)	(\$3,275,000)	(\$2,800,000)
Ending Balance	\$6,083,385	\$4,808,385	\$4,008,385


SAN RAFAEL SANITATION DISTRICT

SUPPORTING SCHEDULE
NET POSITION DESIGNATED FOR WORKING CAPITAL

	2021-22		2022-23	
	Year	July - Dec	Year	July - Dec
Budgeted Expenditures for subsequent period				
Supplies and services	\$ 4,644,246	\$ 2,322,000	\$ 4,784,000	\$ 2,392,000
CMSA Treatment	5,861,950	2,931,000	6,038,000	3,019,000
CMSA Debt Service	2,144,355	1,673,000	2,209,000	1,741,000
<hr/>				
Total designation for subsequent year expenditures to be made before December apportionment		<u>\$ 6,926,000</u>		<u>\$ 7,152,000</u>

5.b.

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

DATE: June 3, 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: Report on Bid Opening for the Woodland Avenue Sewer Improvement Project and Adopt Resolution to Award Contract

RECOMMENDATION:

Adopt resolution awarding contract to Westland Contractors, Inc., for the Woodland Avenue Sewer Improvement Project in the amount of \$1,152,907.00.

BACKGROUND:

The Woodland Avenue Sewer Improvement Project includes sewer facilities on B Street between First Street and Taylor Street, Woodland Avenue between B & Taylor Streets and Lindaro Street, Woodland Place, Octavia Street, and a short section on Lindaro Street. These are residential streets that were built in the late 1940's. B Street has several commercial businesses, including Safeway and the City's Community Center and playground. The Trinity Preschool and Davidson Middle School also fronts Woodland Avenue.

In 1993 a study prepared for the District by Nute Engineering recommended that a deeper sewer be constructed in Woodland Avenue starting at Taylor and B Streets to obtain a better depth and grade for a new sewer at both Woodland Place and Warner Court. Improvements have already been made on Warner Court but not for Woodland Place.

Woodland Place is very flat and is bounded on the south by Woodland Avenue and on the north by the drainage channel that parallels Albert Park Lane. The sewer main serving the homes on both sides of Woodland Place backs their properties; and over the years, it has been encroached upon with structures and foundations. Both sewer main pipes are in poor condition, with offset joints, cracks, and root intrusions. They are also flat and shallow, approximately 2.5 feet deep, and hold standing water, which increases the chances of having sewer backups. Our maintenance crew cleans these lines up to six times a year; and they have found grease, grit, and black water, which results from standing water. The Woodland Place portion of this project proposes to move the sewer main serving Woodland Place into the street and install new gravity private laterals for each of the 11 parcels.

Wastewater from Woodland Place currently flows to a 6-inch diameter sewer main in Woodland Avenue, which runs to the east to another 6-inch diameter sewer on Lindaro Street. The Woodland Place wastewater will flow into the newly lowered main in Woodland Avenue but will flow in the opposite direction toward B Street.

In June 2019, the District had a sewer overflow in front of 703 B Street. Wastewater was weeping out of the cracks in the pavement on B Street. Staff attempted to video the sewer main to find the source of the leak; however, they were unsuccessful since the camera was underwater. The video did show grease in the pipe. It appears this section of sewer is flat. There is a storm drain crossing the sewer just downstream of this location, which may be the reason for the sewer being flat. The portion of this project on B Street will solve this issue.

On Octavia Street, the sewer main is in poor condition and is shallow, so it will be replaced as a part of this project. Portions of the sewer pipe within Lindaro Street were identified as needing repairs in the 2020 Sewer Pipe Repair & Replacement Project, but it was determined that since the Woodland Avenue Project is in the vicinity of these needed repairs, District staff added the Lindaro Street repair near the intersection of Woodland Avenue.

In late April of 2021, the District published a notice inviting bids for the Woodland Avenue Sewer Improvement Project, and bids were opened on May 28, 2021.

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

Engineer's Estimate	\$ 1,960,000.00
Westland Contractors, Inc.	\$ 1,152,907.00
Bay Pacific Pipelines, Inc.	\$ 1,278,005.00
Michael Paul Company, Inc.	\$ 1,400,925.00
K.J. Woods Construction, Inc.	\$ 1,488,000.00
Cratus, Inc.	\$ 1,568,875.00
Argonaut Constructors	\$ 1,812,219.25
W.R. Forde Associates, Inc.	\$ 2,094,718.00
D & D Pipelines, Inc.	\$ 2,380,995.00
Team Ghilotti, Inc.	\$ 2,427,141.00

Please see the attached bid summary for an itemized breakdown of the items.

ANALYSIS:

The Engineer's Estimate was \$1,960,000.00. Westland Contractors, Inc., with a bid of \$1,152,907.00, was the lowest responsible bidder for this project. The District has worked with Westland Contractors, Inc., on the 2017 Sewer Repair and Replacement Project and has experienced them as competent and capable of completing this project.

The District's design consultant, Schaaf & Wheeler, has reviewed the bids and acknowledges that some of the bid prices were much lower than their engineer's estimate. They believe this is due to the competitive bidding market and lack of infrastructure construction projects. District staff has reviewed Westland Contractors' bid and recommends that this project be awarded to Westland Contractors, Inc.

FISCAL IMPACT:

This project will be funded under the 80-Year Life Cycle Sewer Replacement Program from the FY 2020-21 and FY 2021-22 Budget.

OPTIONS:

- 1) Staff recommends that the Board award the contract to Westland Contractors, Inc.
- 2) The Board may reject all bids and rebid the project. Staff does not recommend this option since this will delay construction. Staff's intent is to complete the portion of the project that is in close proximity to the schools during summer, prior to the start of school. If this project is delayed, we will be constructing during school hours or will have to wait until next summer.

ACTION REQUIRED:

Staff recommends that the Board adopt the resolution awarding contract to Westland Contractors, Inc., for the Woodland Avenue Sewer Improvement Project, in the amount of \$1,152,907.00.

Attachments:

1. Bid Summary
2. Schaaf & Wheeler letter, dated June 1, 2021
3. Resolution

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS

2200 Range Avenue, Ste. 201
Santa Rosa, CA 95403
707-528-4848

June 1, 2021

David Nicholson, P.E.
Senior Civil Engineer
San Rafael Sanitation District
111 Morpew Street
San Rafael, CA 94901

Subject: Woodland Avenue Sewer Improvement Project, Results of Bid Opening on May 28, 2021

Dear Mr. Nicholson,

On May 28, 2021, nine bids were received for the Woodland Avenue Sewer Improvement Project. The apparent lowest responsive bidder is Westland Contractors, Inc. with a Total Bid in the amount of \$1,152,907.00. The engineer's estimate is \$1,959,676 which is significantly higher than the lowest responsive bid.

We reviewed the bid prices for each bid item and the bid prices are consistently lower than the engineer's estimate and also lower than recent bid results for similar projects throughout the Bay Area. Based on our review of the bid prices there are no obvious errors or omissions with the bids. We conclude that the lower bid prices are due to the competitive bidding market and lack of infrastructure construction projects.

If the District determines the entire bid package to be responsive and responsible, we recommend that the Woodland Avenue Sewer Improvement Project be awarded to Westland Contractors, Inc.

Sincerely,
Schaaf & Wheeler



Benjamin L. Shick, PE
Vice President

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 21-1229

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
AWARDING CONTRACT TO WESTLAND CONTRACTORS, INC.
FOR THE WOODLAND AVENUE SEWER IMPROVEMENT PROJECT**

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

WHEREAS, the bid or proposal of Westland Contractors, Inc., at the quotation stated in their bid, was and is the lowest responsible bid or proposal; and

WHEREAS, the District's consulting engineer, Schaaf & Wheeler, after review and evaluation, has recommended award of the contract to Westland Contractors, Inc.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Chair and Secretary are authorized to execute a contract on behalf of the San Rafael Sanitation District with Westland Contractors, Inc., for construction of the Woodland Avenue Sewer Improvement Project, in accordance with the terms, specifications, and general provisions of said bid or proposal.

BE IT FURTHER RESOLVED that all other bids or proposals are hereby rejected, and the District Manager/District Engineer is directed to return all accompanying certified checks, cash, and bonds of said unsuccessful bidders.

PASSED AND ADOPTED at a regular meeting of the San Rafael Sanitation District Board of Directors held on the 3rd day of June 2021 by the following vote, to wit:

AYES:

NOES:

ABSENT:

Kate Colin, Chair

ATTEST:


Maribeth Bushey, Secretary



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

DATE: June 3, 2021

TO: Board of Directors, San Rafael Sanitation District

FROM: Doris Toy, District Manager/District Engineer 

SUBJECT: **Review and Approve the Request for Annexation of 345 Highland Avenue (APN 016-011-20) to the San Rafael Sanitation District**

RECOMMENDATION:

Staff recommends that the Board of Directors of the San Rafael Sanitation District approve the request for the annexation of 345 Highland Avenue (APN 016-011-20) to the San Rafael Sanitation District and authorize the District Manager/District Engineer to sign the Marin Local Agency Formation Commission Consent Form.

BACKGROUND:

Jennifer and Robert Andrews, owners of 345 Highland Avenue, have applied to the Marin Local Agency Formation Commission (LAFCo) for annexation of their property to the District in order to connect to the District's sanitary sewer system. Their existing septic system is old and has resulted in plumbing issues in the past. Per the Marin County Department of Health and Human Services, they are not allowed to replace the septic system due to the steep terrain on their parcel.

The nearest sewer main is located within an easement adjacent to the property. It was installed in 2004 with the intent that this property and five other properties would connect in the future. Therefore, the District's sewer system has adequate capacity to accept the wastewater from this property.

ANALYSIS:

The property is currently using a septic tank, and this annexation would allow the owners to abandon the tank and connect to the District's sanitary sewer system. The District is currently reviewing Nute Engineering's design of the sanitary sewer lateral that will connect to the District's sewer mainline.

Marin LAFCo has requested that the District sign its consent form to approve or provide comments to the application. This application is on LAFCo's Agenda for its June 10, 2021, Meeting.

FISCAL IMPACT:

The District will have one additional residential connection.

ACTION REQUIRED:

Staff recommends that the Board of Directors of the San Rafael Sanitation District approve the request for the annexation of 345 Highland Avenue (APN 016-011-20) to the San Rafael Sanitation District and authorize the District Manager/District Engineer to sign the Marin Local Agency Formation Commission Consent Form.

Attachment: Marin LAFCo letter dated April 7, 2021



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

NOTICE OF REVIEW

April 7, 2021

SENT VIA EMAIL

TO: **Affected Agency**
San Rafael Sanitary District

Interested Agencies

City of San Rafael
Marin Municipal Water District
Marin County Committee on School District Organization
San Rafael City Schools
Marin County Sheriff
College of Marin
Community Development Agency
County Service Area 19

FROM: Olivia Gingold, Clerk/Jr. Analyst

SUBJECT: **Request for Proposal Review and Comment**
Annexation of 345 Highland Avenue, San Rafael (APN 016-011-20) to Marin Municipal Water District (LAFCo File #1354)

The Marin Local Agency Formation Commission (LAFCo) is reviewing a proposed boundary change pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. Marin LAFCo respectfully requests each listed affected and interested agency to review the following proposal summary and attached application materials and offer any comments – such as technical advisements, requested conditions, or related recommendations – no later than **Friday, May 7th**.

Attachments:

- 1) File #1354 Application Questionnaire
- 2) Consent Form

Administrative Office

Jason Fried, Executive Officer
1401 Los Gatos Drive, Suite 220
San Rafael, California 94903
T: 415-448-5877 E: staff@marinlafco.org
www.marinlafco.org

Damon Connolly, Regular
County of Marin

Judy Arnold, Regular
County of Marin

Dennis Rodoni, Alternate
County of Marin

Sashi McEntee, Chair
City of Mill Valley

Barbara Coler, Regular
Town of Fairfax

James Campbell, Alternate
City of Belvedere

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Lew Kiou, Regular
Almonte Sanitary District

Tod Moody, Alternate
Sanitary District #5

Larry Loder, Regular
Public Member

Chris Skelton, Alternate
Public Member



Marin Local Agency Formation Commission
Regional Service Planning | Subdivision of the State of California

MARIN LAFCO
APPLICATION QUESTIONNAIRE

In accordance with requirements set forth in the California Government Code, the Commission must review specific factors in its consideration of this proposal. In order to facilitate the Commission's review, please respond to the following questions:

I. GENERAL INFORMATION

3. Please check the method by which this application was initiated:

- Petition (Landowner)
 Resolution of Application (City/Town or District)

4. Does the application possess 100% written consent of each property owner in the subject territory? Yes No

9. A. This application is being submitted for the following boundary change:

(BE SPECIFIC: For example, "annexation," "reorganization")

The annexation of APN 016-011-20 to the San Rafael Sanitation District.

B. The reason for the proposed action(s) being requested:

(BE SPECIFIC: For example, "Annexation to sewer district for construction of three homes")

The annexation to the San Rafael Sanitation District will allow for the abandonment of the septic system on the parcel thereby benefiting the environment.

4. State general location of proposal:


The work is generally located at 345 Highland Avenue in San Rafael, CA.



Marin Local Agency Formation Commission
Regional Service Planning | Subdivision of the State of California

Additional Notification Approval (Optional)

I/We hereby authorize, that in addition to the application representative, the persons listed below are granted permission to receive copies of application notices, and reports.



Property Owner Signature

Please provide the names, email addresses, and phone numbers of any persons who are to be furnished copies of the Agenda, Executive Officer's Report, and Notice of Hearings:

<u>Please Print Name</u>	<u>Email Address</u>	<u>Phone Number</u>
Cindy Hernandez	Cindy.Hernandez@cityofsanrafael.org	(415) 485-3132
Doris Toy	Doris.Toy@cityofsanrafael.org	(415)-485-3484
Paul Jensen	Paul.Jensen@cityofsanrafael.org	(415)-485-5064



Marin Local Agency Formation Commission
 Regional Service Planning | Subdivision of the State of California

LANDOWNERS SIGNATURES
 (§56700, et seq.)

We the undersigned landowners hereby request proceedings be initiated pursuant to Government Code §56000, et seq. for the change(s) of organization described on the attached Proposal Application.

Name and Address of Applicant: Jennifer and Robert Andrews
365 Highland Ave, San Rafael, CA 94901
San Rafael, CA
 Contact Number: (415) 320-9998 Email: jvolpe10@yahoo.com

Agent Representative (optional)

I/We hereby authorize David Stier to act as my/our agent to process all phases of the LAFCo action relating to the parcels listed below.

Name and Address of Agent: David Stier, Nute Engineering
907 Mission Avenue
San Rafael, CA 94901
 Contact Number: (415) 717-3496 Email: d.stier@nute-engr.com

All owners of each parcel must sign. Original signatures are required.

<u>[Signature]</u> Property Owner Signature	<u>3/20/21</u> Date
<u>[Signature]</u> Property Owner Signature	<u>3/23/21</u> Date
<u>[Signature]</u> Property Owner Signature	<u>3/17/21</u> Date



Marin Local Agency Formation Commission
 Regional Service Planning | Subdivision of the State of California

MARIN LAFCO

PETITION FOR PROCEEDING PURSUANT TO THE CORTESE-KNOX-HERTZBERG ACT
LOCAL GOVERNMENT REORGANIZATION ACT OF 2000

The undersigned hereby petition(s) the Marin Local Agency Formation Commission for approval of a proposed change or organization or reorganization and stipulates as follows:

1. This proposal is made pursuant to Part 3, Division 3, and Title 5 of the California Government Code (commencing with Section 56000, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000).
2. The specific change(s) of organization proposed (i.e. Annexation, Detachment, Reorganization, etc.) is/are the annexation of APN 016-011-20 to the San Rafael Sanitation District.
3. The boundaries of the territory(ies) included in the proposal are as described in Exhibits "A" and "B" attached hereto and by this reference incorporated herein.
4. The territory(ies) included in the proposal is/are:
 Inhabited (12 or more registered voters)
 Uninhabited
5. This proposal is or is not consistent with the sphere(s) of influence of the affected city and/or district(s).
6. The reason(s) for the proposed Annexation (ie. Annexation, Detachment, Reorganization, etc.) is/are connect the single family dwelling located at 345 Highland Ave to the San Rafael Sanitation District collection system so the existing septic system can be abandoned.
7. The proposal is requested to be made subject to the following terms and conditions:

8. The persons signing this petition have signed as:
 Registered voters
 Owners of the land

Jennifer Volpe Jennifer Volpe 3/28/21
 Print Name Signature Date



Marin Local Agency Formation Commission
 Regional Service Planning | Subdivision of the State of California

5. Is the proposal within a city's boundaries?

Yes _____ Which city? _____

No X If the proposal is adjacent to a city, provide city name: San Rafael

6. Is the subject territory located within an island of unincorporated territory?

Yes X No _____ If applicable, indicate city San Rafael

7. Would this proposal create an island of unincorporated territory? Yes _____ No X

If yes, please justify proposed boundary change: _____

8. Provide the following information regarding the area proposed for annexation:

(Attach additional if needed)

A. Assessor's Parcel Number(s)

016-011-20

Site Address(es)

345 Highland Ave, San Rafael, CA 94901

B. Total number of parcels included in this application: 1

9. Total land area in acres: 0.940 Acres



Marin Local Agency Formation Commission
Regional Service Planning | Subdivision of the State of California

II. LAND USE AND DEVELOPMENT POTENTIAL

1. Describe any special land use concerns:

None

2. Indicate current land use: (such as: number of dwellings, permits currently held, etc.)

One single family dwelling.

3. Indicate the current zoning (either city/town or county) title and densities permitted:

R1-B4, Residential Single Family

4. Has the area been rezoned? No _____ N/A Yes _____

What is the rezoning classification, title and densities permitted?

5. Describe the specific development potential of the property: (Number of units allowed in zoning)

One unit allowed, no development potential



Marin Local Agency Formation Commission
Regional Service Planning | Subdivision of the State of California

III. ENVIRONMENT

1. Is the site presently zoned or, designated for, or engaged in agricultural use?

Yes _____ No X _____

If yes, explain: _____

2. Will the proposal result in a reduction of public or private open space?

Yes _____ No X _____

If yes, explain: _____

3. Will service extension accomplished by this proposal induce growth in:

- A. This site? Yes _____ No X _____ N/A _____
B. Adjacent sites? Yes _____ No X _____ N/A _____
C. Unincorporated? Yes _____ No X _____
D. Incorporated? Yes _____ No X _____

4. State general description of site topography: The topography generally consists of steeper southwestern slopes with intermittent drainage ravines.

5. Indicated Lead Agency for this project: LAFCo

6. Indicate Environmental Determination by Lead Agency: _____
with respect to (indicate project) _____
Dated: _____

(COPY OF ENVIRONMENTAL DOCUMENTS MUST BE SUBMITTED WITH APPLICATION.)



III. INDEMNIFICATION AGREEMENT

As part of this Application, Applicant and its successors and assigns, shall indemnify, defend and hold harmless, LAFCo, its officials, officers, employees, agents, representatives, contractors and assigns from and against any and all claims, demands, liability, judgments, damages (including consequential damages), awards, interests, attorneys' fees, costs and expenses of whatsoever kind or nature, at any time arising out of, or in any way connected with any legal challenges to or appeals associated with LAFCo's review and/or approval of the Application (collectively, "Indemnification Costs"). Applicant's obligation to indemnify, defend and hold harmless LAFCo, its officials, officers, employees, agents, representatives, contractors and assigns under this Agreement shall apply regardless of fault, to any acts or omissions, or negligent conduct, whether active or passive, on the part of the Applicant, LAFCo, its officials, officers, employees, agents, representatives, contractor or assigns. Applicant's obligation to defend LAFCo, its officials, officers, employees, agents, representatives, contractor or assigns under this Agreement shall be at Applicant's sole expense and using counsel selected or approved by LAFCo in LAFCo's sole discretion.

In the event of a lawsuit, Applicant will be notified by LAFCo within three (3) business days of being served. An invoice will be submitted to the Applicant by LAFCo for an amount between \$10,000 and \$25,000 to cover a portion of the Indemnification Costs ("Reserve"), which shall depend upon the estimated cost to resolve the matter and shall be determined in LAFCo's sole discretion. Applicant shall pay the Reserve to LAFCo within seven (7) calendar days of LAFCo's request. The Reserve shall be applied against LAFCo's final bill for the Indemnification Costs, with any unused portion to be returned to Applicant. LAFCo shall bill Applicant month for the Indemnification Costs, which shall be paid to LAFCo no later than 15 calendar days after receipt of LAFCo's bill. LAFCo may stop defending the matter, if at any time LAFCo has not received timely payment of the Reserve and/or the Indemnification Costs. This will not relieve Applicant of any of its obligations pursuant to this Agreement.

As the Applicant I hereby attest with signature,

Jeanifer Voipe
Applicant Signature

3/23/21
Date

Jeanifer Voipe
Print Name

Owner
Title



Marin Local Agency Formation Commission
Regional Service Planning | Subdivision of the State of California

PLAN FOR PROVIDING SERVICES
(For City/Town or District Only)

This section to be completed by a city/town or district representative for all **applications initiated by resolution or as required by Executive Officer.**

1. Enumerate and describe services to be extended to the affected territory:

Police: _____
Fire: _____
Sewer: _____
Water: _____
Other: _____

2. Advise whether any of the affected agencies serving or expected to serve this site are current operating at or near capacity: _____

3. Describe the level and range of services: _____

4. Indicate when services can/will be extended to the affected territory: _____

5. Note any improvements or upgrading of structures, roads, sewer or water facilities, or other conditions required within the affected territory: _____



Marin Local Agency Formation Commission
Regional Service Planning | Subdivision of the State of California

6. Describe financial arrangements for construction and operation of services extended to the affected territory. Will the territory be subject to any special taxes, charges or fees? (If so, please specify.)

This section completed by:

Signature

Title

Print Name

Agency

Contact Email

Contact Number

EXHIBIT "A"
Annexation
of the
Lands of Andrews Living Trust etal
(APN 016-011-20)
to the
San Rafael Sanitary District

All that real property situate in the County of Marin, State of California, being the Lands of Ronald Andrews Revocable Living Trust described in Grant Deed recorded August 24, 2017 under Document No. 2017-0033909, described as follows:

Beginning .at the most Southerly corner of that certain parcel of Land conveyed to Edrick C Noon, et ux, by Deed recorded July 12, 1945 in Book 491 of Official Records at Page 32, Marin County Records, thence along the easterly line of said parcel North 11° 21' 10" East, 205.64 feet; thence leaving said easterly line, North 87° 40' West, 245.84 feet to the most Southerly corner of that parcel of Land conveyed to Marin County Abstract Company by Deed dated January 18, 1951, recorded May 3, 1951 in Book 686 of Official Records page 376, Marin County Records; thence along the Southerly line of said parcel, North 81° 02' West, 24.38 feet to a point in the Westerly line of said Lands of Edrick C Noon, et ux; thence along said Westerly line, South 28° 21' West, 98.40 feet to a point in Northerly Right-of-Way of a 40 foot road, herein called Highland Avenue; thence along said Right-of-Way South 81° 10' East, 9.10 Feet; thence continuing along said Right-of-Way, South 3° 11' East, 15.01 Feet to a point on the Southerly line of said Lands of Edrick C Noon, thence leaving said Right-of-Way along said Southerly line South 67° 49' East, 226.50 feet and South 64° 29' East to the Point of Beginning.

Containing 1.0 Acres, more or less.

Exhibit B Attached

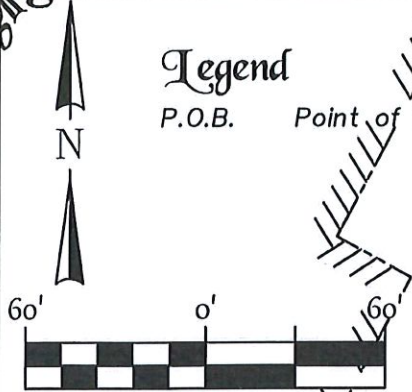
(End of Legal Description)

This real property description has been prepared by me,
or under my direction, in conformance with the
Professional Land Surveyors Act.



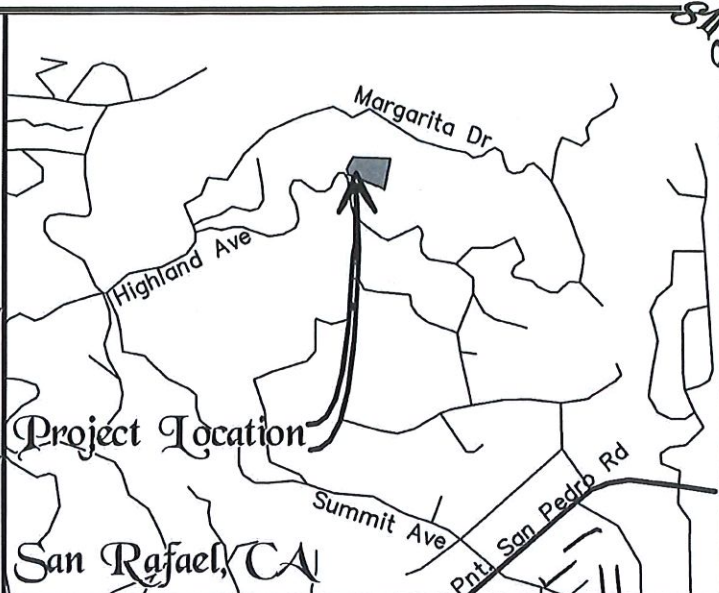
Legend

P.O.B. Point of Beginning



Scale: 1"=60'

Ex. SRSD Boundary



Vicinity Map
NOT TO SCALE

APN 016-011-30

APN 016-011-19

Lands of
Andrews Living Trust et al
Doc. No. 17-0033909
APN 016-011-20
+/- 1.0 Acres

N81°02'W 24.38'

N87°40'W 245.84'

S28°21'W 98.40'

S81°10'E 9.10'
S3°11'E 15.01'

N11°21'10"E 205.64'

APN 016-011-18

Highland Ave

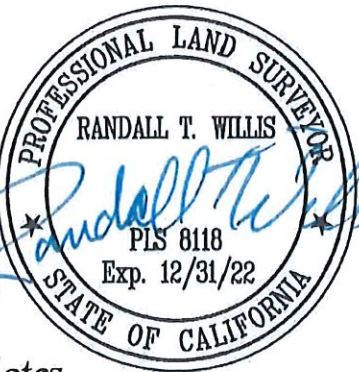
S67°49'E 226.50'
Exist. San Rafael Sanitary District Boundary

APN 016-011-15

S64°29'E 62.50'

P.O.B.

APN 016-011-14



Notes

- 1) All Distances and Dimensions shown are in Feet or Decimal Thereof.
- 2) This sheet is for graphical purposes only. Any errors or omissions shall not affect the property descriptions.

Annexation of the Lands of Andrews Living Trust et al to the San Rafael Sanitary District
LAFCo FILE _____
MAPPING No. _____

MARIN LOCAL AGENCY FORMATION COMMISSION

AFFECTED AND IMPACTED AGENCY CONSENT FORM

Application Title: Annexation of 345 Highland Avenue, San Rafael (APN 016-011-20) to San Rafael Sanitary District (LAFCo File #1354)

We request that you make comment on the proposal in writing no later than **Friday, May 7**. If there are no comments on the attached proposal, please check the box below, and return this memorandum to Marin LAFCo. This form may be returned by postal mail to Marin LAFCo, 1401 Los Gamos Drive, Suite 220, San Rafael, CA 94903, electronically to staff@marinlafco.org or by facsimile to (415) 785-7897.

(Fill-in Agency Name)

has no comment regarding the application for:

Annexation of 345 Highland Avenue, San Rafael (APN 016-011-20) to San Rafael Sanitation District (File #1354)

Date of Board Action (if taken):

Authorized Signature:

Print Name:

Title:

Date:



SAN RAFAEL SANITATION DISTRICT
Agenda Item 5.d.

DATE: June 3, 2021

TO: San Rafael Sanitation District Board of Directors

FROM: 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, 2021 – June 30, 2022**

RECOMMENDATION:

Staff recommends that the Board of Directors of the San Rafael Sanitation District adopt the resolution establishing the sewer connection fees effective July 1, 2021 – June 30, 2022.

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 1st, 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 2020 was 12,819.17. This year, the ENR Index for May 2021 is 13,425.35, which results in a 4.73% increase in the District’s connection fees.

FISCAL IMPACT:

The following are the proposed connection fees for FY 2021-2022 with an increase of 4.73%:

Connection Fees	FY 20-21	FY 21-22	Change
Administrative/Inspection	\$1,580.45	\$1,655.21	\$74.76
Single Family Residence	\$3,804.00	\$3,983.93	\$179.93
Multiple Dwelling/unit	\$3,804.00	\$3,983.93	\$179.93
Commercial for first 16 plumbing fixture units	\$3,804.00	\$3,983.93	\$179.93
Each Fixture unit over 16	\$237.74	\$248.99	\$11.25
Public schools & Public agencies for first 16 plumbing fixture units	\$3,804.00	\$3,983.93	\$179.93
Each Fixture unit over 16	\$237.74	\$248.99	\$11.25

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 2021-22.

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, 2021 – June 30, 2022.

Attachment: Resolution

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 21-1230

**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, 2021 - JUNE 30, 2022**

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, 2021, would result in an increase of 4.73% 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, 2021 through June 30, 2022, 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) <u>Basic Connection Fee</u>	
Administrative/Inspection fee	\$1,655.21
Single family residence	\$ 3,983.93
Multiple dwelling, per unit	\$3,983.93
Commercial establishments	\$ 3,983.93
for the first 16 plumbing fixture units plus \$248.99 for each fixture unit over 16	
Public schools and public agencies	\$ 3,983.93
for the first 16 plumbing fixture units plus \$248.99 for each fixture unit over 16	

PASSED AND ADOPTED at a regular meeting of the San Rafael Sanitation District Board of Directors held on the 3rd day of June 2021 by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Kate Colin, Chair

ATTEST:

Maribeth Bushey, Secretary

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

DATE: June 3, 2021
TO: San Rafael Sanitation District Board of Directors
FROM: Doris Toy, District Manager/District Engineer *DT*
SUBJECT: **2021-22 Appropriations Limit (Proposition 4)**

Recommendation:

Adopt resolution establishing the Fiscal Year 2021-22 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 2021-22 Appropriations Limit. Using the factors provided, the calculated maximum limit applicable to the Fiscal Year 2021-22 appropriations of tax proceeds is \$1,364,721.

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 2021-22, 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
2021-22 Appropriation Limit Calculation
Department of Finance Price and Population Information

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 21-1231

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SAN RAFAEL SANITATION DISTRICT
ESTABLISHING THE 2021-22 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 2021-22 appropriation of tax proceeds is \$1,364,721 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 3rd day of June 2021 by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

SAN RAFAEL SANITATION DISTRICT

Kate Colin, Chair

ATTEST:

Maribeth Bushey, Secretary

SAN RAFAEL SANITATION DISTRICT
2021-22 APPROPRIATION LIMIT CALCULATION

Per Capita Personal Income Change For FY 2021-22			5.73%
<u>PCPI Ratio:</u>	<u>5.73+100</u>		<u>1.0573</u>
	100		
Population Change For FY 2020-21			
San Rafael	(0.62)		
Unincorporated	(0.47)		
Population Change Weighted Average:	(a)	(b)	(a) x (b)
San Rafael	(0.62)	0.90	(0.5580)
Unincorporated	(0.47)	0.10	(0.0470)
		<u>1.00</u>	<u>(0.6050)</u>
<u>Population Ratio:</u>	<u>(0.6050)+100</u>		<u>0.9940</u>
	100		
	(a)	(b)	(a) x (b)
Factor for FY 2021-22	1.0573	0.9940	1.0509
FY 2020-21 Appropriation Limit			1,298,617
	(a)	(b)	(a) x (b)
Calculated FY 2021-22 Appropriation Limit	1.0509	1,298,617	<u>1,364,721</u>



May 2021

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2021, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2021-22. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2021-22 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2021.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY MARTIN BOSLER
Director
By:

/s/ Erika Li

Erika Li
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2021-22 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2021-22	5.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2021-22 appropriation limit.

2021-22:

Per Capita Cost of Living Change = 5.73 percent
 Population Change = -0.46 percent

Per Capita Cost of Living converted to a ratio: $\frac{5.73 + 100}{100} = 1.0573$

Population converted to a ratio: $\frac{-0.46 + 100}{100} = 0.9954$

Calculation of factor for FY 2021-22: $1.0573 \times 0.9954 = 1.0524$

Fiscal Year 2021-22

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021

County City	Percent Change 2020-2021	--- Population Minus Exclusions ---		Total Population
		1-1-20	1-1-21	1-1-2021
Marin				
Belvedere	-0.58	2,078	2,066	2,066
Corte Madera	-0.55	10,084	10,029	10,029
Fairfax	-0.36	7,525	7,498	7,498
Larkspur	-0.54	12,260	12,194	12,194
Mill Valley	-0.50	14,623	14,550	14,550
Novato	-0.10	53,532	53,477	53,486
Ross	-0.35	2,556	2,547	2,547
San Anselmo	-0.41	12,741	12,689	12,689
San Rafael	-0.62	59,385	59,016	59,016
Sausalito	-0.45	7,388	7,355	7,355
Tiburon	-0.57	9,510	9,456	9,456
Unincorporated	-0.47	64,535	64,229	66,888
County Total	-0.43	256,217	255,106	257,774

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



May 5, 2021

To the Board of Directors
San Rafael Sanitation District
San Rafael, California

This letter is provided in connection with our engagement to audit the financial statements of San Rafael Sanitation District (the "District") as of and for the year ended June 30, 2021. Professional standards require that we communicate with you certain items including our responsibilities with regard to the financial statement audit and the planned scope and timing of our audit.

Our Responsibilities

As stated in our engagement letter dated April 23, 2021, we are responsible for conducting our audit in accordance with auditing standards generally accepted in the United States of America and in accordance with *Government Auditing Standards*, and any state or regulatory audit requirements for the purpose of forming and expressing opinions about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit does not relieve you or management of your respective responsibilities.

Planned Scope of the Audit

Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Our audit is designed to provide reasonable, but not absolute, assurance about whether the financial statements as a whole are free of material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations. Because of this concept of reasonable assurance and because we will not examine all transactions, there is a risk that material misstatements may exist and not be detected by us.

Our audit will include obtaining an understanding of the entity and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and as a basis for designing the nature, timing, and extent of further audit procedures. However, we will communicate to you at the conclusion of our audit, significant matters that are relevant to your responsibilities in overseeing the financial reporting process, including any material weaknesses, significant deficiencies, and violation of laws or regulations that come to our attention.

What inspires you, inspires us. | eidebailly.com

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We expect to begin our audit on approximately August 30, 2021 and issue our report on approximately September 17, 2021.

This information is intended solely for the information and use of Board of Directors and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,

A handwritten signature in black ink that reads "Eide Bailly LLP". The signature is written in a cursive, flowing style.

Menlo Park, California