

A G E N D A

SAN RAFAEL SANITATION DISTRICT BOARD OF DIRECTORS

THURSDAY – AUGUST 5, 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 – July 1, 2021.

3. PAYMENTS

Request approval as submitted.

4. OLD BUSINESS

None scheduled.

5. NEW BUSINESS

None scheduled.

6. INFORMATIONAL ITEMS

7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

8. CLOSED SESSION

a. Conference with Legal Counsel

California Government Code

Section 54956.9(d)(2)

Number of Potential Cases: One (1)

9. ADJOURNMENT

The next scheduled meeting is September 2, 2021.



SAN RAFAEL SANITATION DISTRICT
Minutes of the Meeting
July 1, 2021

Regular Meeting

Via Teleconferencing

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

Attendance Board:	Kate Colin, Chair Maribeth Bushey, Secretary/Director
Attendance Staff:	David Nicholson, Senior Civil Engineer Kris Ozaki, Operations and Maintenance Manager Cynthia Hernandez, District Secretary
Attendance Others:	John W. Maher, CPA, Maher Accountancy Michael Maher, CPA, Maher Accountancy Dean DiGiovanni, CMSA Commissioner for SRSD

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

2. MINUTES OF JUNE 3, 2021.

MOTION by Director Bushey, seconded by Chair Kate, to approve the minutes of the June 3, 2021, meeting as presented.

AYES:	Director Bushey, Chair Kate	
NOES:	None	
ABSENT:	Director Rice	<i>Motion Carried</i>

3. PAYMENTS

MOTION by Director Bushey, seconded by Chair Kate, to approve the payments for June 2021 in the amount of \$369,422.49 for maintenance and operation of the District and for capital improvements.

AYES:	Director Bushey, Chair Kate	
NOES:	None	
ABSENT:	Director Rice	<i>Motion Carried</i>

4. OLD BUSINESS

a. Adopt resolution adopting and approving the budget for Fiscal Years 2021-22 and 2022-23. (Michael Maher)

CPA Michael Maher reported that there had been some very minor changes to the budget and then reported the following in response to the questions that had been asked by the Board at the prior meeting. Discount Rate: The discount rate used to determine the \$5 million OPEB reserve amount was 7%, which was based on the City of San Rafael's actuarial OPEB report for June 2020. Reserves: The District's reserve amount is around 120/130% of unrestricted net position compared to budget expenses, which is a little on the higher side in comparison with some of the other agencies, which have reserves ranging from around 40% up to 180%. The Board then requested that staff present a report prior to the next budget that would explain the reserve levels and the District's rate policies along with the supporting data. The Board then decided to adopt the budget with the plan to revisit the matters related to the reserves at a later date.

MOTION by Director Bushey, seconded by Chair Kate, to adopt the resolution adopting and approving the budget for Fiscal Years 2021-22 and 2022-23.

AYES: Director Bushey, Chair Kate

NOES: None

ABSENT: Director Rice

Motion Carried

5. NEW BUSINESS

a. Report on bid opening for the Francisco Boulevard East at Grange Avenue Sewer and Storm Drain Project and adopt resolution to award contract. (David Nicholson)

Senior Civil Engineer Nicholson reported the following information: This project consists of making improvements to the sewer main from 2031 Francisco Boulevard East to just west of Grange Avenue at 2165 Francisco Boulevard East. The project also comprises the replacement of approximately 220 feet of storm drain extending eastward from Grange Avenue and parallel to the existing sewer main, per the request of the City Public Works Department. Nute Engineering has provided the design for the replacement of these sections of both the sewer and the storm drain and has coordinated with the affected property owners on the replacement of their lower laterals and/or upper laterals. Staff would like to get this project completed as quickly as possible so as not to hold up the construction of the subsequent sidewalk/bike lane project planned by Caltrans and the Bay Area Toll Authority (BATA), which is tentatively scheduled to begin early this fall. The bids for the Francisco Boulevard East at Grange Avenue Sewer and Storm Drain Project were opened on June 25, 2021, with an Engineer's Estimate of \$795,616 for the base bid and \$44,346 for the additive alternate bid for the replacement of the upper laterals if necessary. The total Engineer's Estimate was \$839,962. The low bid was from Bay Pacific Pipelines, Inc., from Novato for a total of \$754,692 (the base bid was \$730,492 and the additive alternate bid was \$24,200). District staff and Nute Engineering have reviewed Bay Pacific Pipelines' bid and have found it to be responsible. He then reported that staff recommends that this project be awarded to Bay Pacific Pipelines, Inc. After a discussion on the proposed construction management, the Board authorized the award of the contract to Bay Pacific Pipelines, Inc.

MOTION by Director Bushey, seconded by Chair Kate, to adopt the resolution awarding contract to Bay Pacific Pipelines, Inc., for the Francisco Boulevard East at Grange Avenue Sewer and Storm Drain Project.

AYES: Director Bushey, Chair Kate

NOES: None

ABSENT: Director Rice

Motion Carried

- b. **Adopt resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Tesco Controls, Inc., for engineering related services for the Bret Harte Pump Station PLC upgrade. (Kris Ozaki)**

Operations and Maintenance Manager Ozaki reported the following information: This agreement with Tesco Controls, Inc., is for the upgrade to the Bret Harte Pump Station programmable logic controller (PLC). The Bret Harte Pump Station is located at the intersection of DuBois Street and Woodland Avenue in the parking lot of Jackson's Hardware. This pump station receives water from the Bret Harte neighborhood and the surrounding businesses. The level controller in the Bret Harte Pump Station was installed in 1993. This controller is fairly robust and acts as the brain of the pump station, letting the pumps know when turn on and off and sends out alarms. Over the past six months during normal preventive maintenance, the maintenance crews noticed that the level controller could no longer be programmed because the keypad had stopped working. He then reached out to WorkSmart, a local programmer that the District had previously used during the recent pump station upgrades; but because this matter was a little beyond their scope of work, they asked to contact Tesco Controls, who had also previously worked on the District's pump stations. Tesco then prepared a quote to do the design work, remove existing equipment, and install new equipment; and WorkSmart would work as a subcontractor for Tesco and do all of the programming. The programming would involve installing a new PLC (the level controller); a new HMI (human-machine interface), which is like a touch screen on an iPad (it displays all of the set points and alarms) and is used to control the PLC; and SCADA, which is needed to communicate with the pump stations. In response to an inquiry by the Board, Operations and Maintenance Manager Ozaki reported that this work would upgrade all of the internal components of the motor control cabinet, but the District would continue to utilize the existing generator, pumps, and valving and piping.

MOTION by Director Bushey, seconded by Chair Kate, to adopt the resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Tesco Controls, Inc., for engineering related services for the Bret Harte Pump Station PLC upgrade for an amount not to exceed \$83,400.00.

AYES: Director Bushey, Chair Kate

NOES: None

ABSENT: Director Rice

Motion Carried

6. INFORMATIONAL ITEMS

a. Associate Civil Engineer second interview.

Senior Civil Engineer Nicholson reported that staff are currently conducting interviews for an Associate Civil Engineer. He also reported that one person had been interviewed a couple of weeks ago and had been invited back for a second interview.

b. Water Truck

Operations and Maintenance Manager Ozaki reported that the District had just received its new water truck that had recently been purchased. He reported the following: Most things had already been installed on the truck, including the radio and the decals. He had contacted Marin Water District in regard to obtaining the proper permit so that the District could begin using recycled water. Once the license plates have been received, the District could begin using the new truck, and the rental truck could be returned. He was able to find a new 2022 water truck even though the shortage of chips has made it difficult to find vehicles. Chair Kate reported that this would make a great photo op.

7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

a. MRG

Chair Kate reported that MRG has been talking to staff as well as Board members in order to obtain information for their report. She reported that their initial feedback is expected to be received around the end of summer and that this information would be on the August or September agenda.

8. ADJOURNMENT

There being no further business to come before the Board, the meeting of July 1, 2021, was adjourned at 11:31 A.M. The next meeting of the San Rafael Sanitation District was scheduled for Thursday, August 5, 2021, at 11:00 A.M via teleconferencing.

Respectfully submitted,

Maribeth Bushey, Recording Secretary

ATTEST THIS 5th DAY OF AUGUST 2021

Kate Colin, Chair



SAN RAFAEL SANITATION DISTRICT

PAYMENT SUMMARY

July 1, 2021 - July 31, 2021

Vendor/Payee

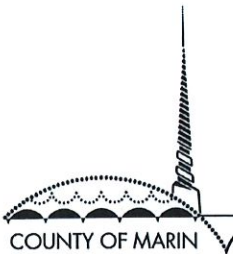
Memo

Class Acct # Account Name

Amount

ARAMARK UNIFORM SERVICES		Uniforms - weekly service ending 6/23/21	200	2021	Uniforms	205.28
ARAMARK UNIFORM SERVICES		Uniforms - weekly service ending 6/30/21	200	2021	Uniforms	266.14
ARAMARK UNIFORM SERVICES		Uniforms - weekly service ending 7/07/21	200	2021	Uniforms	240.25
AT&T MOBILITY		Telephone Service - cell phone service from 5/04/21-6/03/21	100	2534	Telephone service	1,007.92
BXPRESS		Francisco Blvd. East at Grange Way Sewer and Storm Drain Project - plans and specs	300	4337	Sewer Rep Richmond SR Bridge(80	404.24
BUCKLES-SMITH ELECTRIC COMPANY		Pump Stations - service contract with Rockwell Automation for SCADA software support and upgrades for 6/24/21-6/23/22	200	2359	Maint- pump sta's & force mains	3,924.50
CAL WEST RENTALS INC.		Collection System - water truck rental from 6/25/21-7/23/21	200	2360	O&M - collection systems	3,570.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)		Pump Stations - repair to generator alternator at West Railroad Pump Station	200	2359	Maint- pump sta's & force mains	969.94
CALIFORNIA DIESEL & POWER INC. (CD&POWER)		Pump Stations - repair to generator at Peacock Pump Station #2	200	2359	Maint- pump sta's & force mains	428.00
CALIFORNIA SANITATION RISK MGMT ATH		General Insurance - property insurance renewal for 7/01/21-7/01/22	100	2059	General insurance	22,317.45
CENTRAL MARIN SANITATION AGENCY		CMSA Connection Fees - 1133 Fourth St., 1628 Fifth Ave., 75 Bellam Blvd. Unit J, 1600 Mission Ave., and 409/411 Third St.	200	2210	Connection fees payable cmsa	78,847.22
CENTRAL MARIN SANITATION AGENCY		Debt Service - debt service on CMSA bonds due 9/01/21	400	4113	Sewage treatment - debt service	1,786,691.65
CENTRAL MARIN SANITATION AGENCY		Service Charges - first quarter service charges for 7/01/21-9/30/21	400	4112	Sewage treatment	1,394,258.45
CITY OF SAN RAFAEL		Vehicle - diesel and unleaded fuel for 4/01/21-6/30/21	200	2083	Parts and repairs vehicles	8,819.83
CITY OF SAN RAFAEL		Vehicle - repair and parts from 6/01/21-6/22/21	200	2083	Parts and repairs vehicles	3,373.56
COLIN, KATE		Director's Fees - Kate Colin on 7/01/21	100	2282	Director's fees	100.00
EVOQUA WATER TECHNOLOGIES, LLC		Odor Control - odor control chemical delivered to pump stations on 6/18/21	200	2106	Odor control chemicals	10,883.91
EVOQUA WATER TECHNOLOGIES, LLC		Odor Control - service and inspection of chemical tanks at pump stations from 6/01/21-6/30/21	200	2106	Odor control chemicals	1,566.65
JRL Machine & Driveline		Pump Stations - rebalance two driveshafts at West Railroad Pump Station	200	2359	Maint- pump sta's & force mains	567.50
MAHER ACCOUNTANCY		Accounting Services - development of budget for fiscal years 2021-22 and 2022-23	100	2717	Accounting services	8,800.00
MARIBETH BUSHEY		Director's Fees - Maribeth Bushey on 7/01/21	100	2282	Director's fees	100.00
MARIN COUNTY TAX COLLECTOR		2020 Sewer Pipe Repair and Replacement Project, Phase 1 - printing services for public outreach	300	4342	2020-21 Sewer Improvement (80)	297.87
MARIN COUNTY TAX COLLECTOR		Vehicles - decals for vehicles	200	2083	Parts and repairs vehicles	106.30
MARIN COUNTY TAX COLLECTOR		Woodland Ave. SIP - printing services for public outreach	300	4339	Woodland Pl/Ave & Octavia (80)	197.58
MARIN MUNICIPAL WATER DIS		Water - 44 Lagoon Road from 4/15/21-6/16/21	200	2536	Water utility costs	80.30
MARIN MUNICIPAL WATER DIS		Water - 1271 Andersen Drive from 4/10/21-6/10/21	200	2536	Water utility costs	80.30
MARIN MUNICIPAL WATER DIS		Water - 3106 Kerner Blvd. from 4/14/21-6/15/21	200	2536	Water utility costs	80.30
MARIN MUNICIPAL WATER DIS		Water - Andersen Drive from 4/10/21-6/10/21	200	2536	Water utility costs	80.30
MARIN MUNICIPAL WATER DIS		Water - Castro Avenue from 4/13/21-6/14/21	200	2536	Water utility costs	312.71
MARIN MUNICIPAL WATER DIS		Water - Catalina Blvd. from 4/13/21-6/14/21	200	2536	Water utility costs	121.29
MARIN MUNICIPAL WATER DIS		Water - E. Francisco Blvd. from 4/13/21-6/14/21	200	2536	Water utility costs	80.30
MARIN MUNICIPAL WATER DIS		Water - Montecito Road from 4/14/21-6/15/21	200	2536	Water utility costs	93.53
MARIN MUNICIPAL WATER DIS		Water - North San Pedro Road from 4/14/21-6/15/21	200	2536	Water utility costs	473.34
MARIN MUNICIPAL WATER DIS		Water - North San Pedro Road from 4/15/21-6/16/21	200	2536	Water utility costs	80.30
MARIN MUNICIPAL WATER DIS		Water - Peacock Drive from 4/15/21-6/16/21	200	2536	Water utility costs	80.30
MARIN MUNICIPAL WATER DIS		Water - Point San Pedro Road from 4/14/21-6/15/21	200	2536	Water utility costs	80.30
MARIN MUNICIPAL WATER DIS		Water - Riviera Dr LT28 Sewer Pump from 4/15/21-6/16/21	200	2536	Water utility costs	101.60
MARIN MUNICIPAL WATER DIS		Water - Simms Street from 4/10/21-6/10/21	200	2536	Water utility costs	84.56
MARIN MUNICIPAL WATER DIS		Water - Woodland Avenue from 4/10/21-6/10/21	200	2536	Water utility costs	84.56
MARIN ROTO-ROOTER SEWER SERVICE, INC		Standby - service for 29 Edgewood Way on 7/05/21	200	2363	Standby services	650.00

MSI LITHO PRINTING	2020 Sewer Pipe Repair and Replacement Project, Phase 1 - printing services for public outreach	300	4342	2020-21 Sewer Improvement (80)	236.87
PACE SUPPLY	Vehicle Equipment and Acquisition - fitting for water truck front spray	100	4830	Vehicle equipment & acquisition	50.95
SCHAAF & WHEELER, INC	2020 Sewer Pipe Repair and Replacement Project - design related services through 5/31/21	300	4342	2020-21 Sewer Improvement (80)	35,459.61
SCHAAF & WHEELER, INC	Woodland Ave. SIP - engineering services through 5/31/21	300	4339	Woodland Pl/Ave & Octavia (80)	5,630.00
STAPLES INC	Shop Supplies - tags with strings used for labeling	200	2133	Office & shop supplies	61.17
TIFCO INDUSTRIES	Shop Supplies - glass cleaner and penetrating oil	200	2133	Office & shop supplies	120.07
US BANK CORPORATE PAYMENT	2020 Sewer Pipe Repair and Replacement Project, Phase 1 - city encroachment permit	300	4342	2020-21 Sewer Improvement (80)	919.00
US BANK CORPORATE PAYMENT	Francisco Blvd. East at Grange Way Sewer and Storm Drain Project - publication of notice inviting bids	300	4337	Sewer Rep Richmond SR Bridge(80)	901.00
US BANK CORPORATE PAYMENT	Pump stations - sealant for Beach Drive Fiberglass Pump Station	200	2359	Maint- pump sta's & force mains	52.54
US BANK CORPORATE PAYMENT	Subscriptions - Marin IJ for 8 weeks	100	2131	Memberships and subscriptions	187.91
US BANK CORPORATE PAYMENT	Subscriptions - Zoom account annual renewal 5/28/21-5/25/22	100	2131	Memberships and subscriptions	149.90
VERIZON WIRELESS(242395655)	Telephone Service - private IP addresses for the San Pedro and Peacock Pump Stations 5/18/21-6/17/21	100	2534	Telephone service	137.38
VERIZON WIRELESS(372347623)	Telephone Service - wireless service for laptops 5/21/21-6/20/21	100	2534	Telephone service	266.07
WATER COMPONENTS & BLDG SUPPLY	Collection System - brushes for cleaning vector screens	200	2360	O&M - collection systems	30.60
WATER COMPONENTS & BLDG SUPPLY	Collection System - white paint for USA markings	200	2360	O&M - collection systems	52.44
WATER COMPONENTS & BLDG SUPPLY	Vehicle Equipment and Acquisition - adaptor for water truck	100	4830	Vehicle equipment & acquisition	78.61
					\$ 3,374,842.35



OFFICE OF THE
COUNTY COUNSEL

July 29, 2021

Brian E. Washington
COUNTY COUNSEL

CONFIDENTIAL

Renee Giacomini Brewer
ASSISTANT COUNTY COUNSEL

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Tarisha K. Bal
Deidre K. Smith
Brandon W. Halter
Sarah B. Anker
Jacy C. Dardine
Kate K. Stanford

Re: Closed Session – Conference with Legal Counsel – Anticipated Litigation

Dear Board Members:

I request that you conduct a closed session during your regular meeting on August 5, 2021, to to discuss anticipated litigation involving the San Rafael Sanitation District. In my opinion, public discussion of this matter would prejudice your position.

The specific reasons and the legal authority for the closed session is: Government Code section 54956.9(d)(2).

DEPUTIES

Colleen McGrath
ADMINISTRATIVE SERVICES
OFFICER

It should be noted that Government Code section 54954.5 requires the Board to post a Closed Session item on the Board Agenda. With respect to the above referenced matter, the agenda description should read as follows:

**CONFERENCE WITH LEGAL COUNSEL
California Government Code
Section 54956.9(d)(2)
Number of Potential Cases: One (1)**

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Should you have any further questions, please contact me.

Very truly yours,

Kerry Gerchow
Deputy County Counsel