

A G E N D A

**SAN RAFAEL SANITATION DISTRICT
BOARD OF DIRECTORS
THURSDAY – NOVEMBER 4, 2021 - 11:00 A.M.
Join Zoom Meeting at <https://zoom.us/j/97026299529>**

Meeting ID: 970 2629 9529

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One tap mobile
+16699006833,,97026299529# US (San Jose)**

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Meeting ID: 970 2629 9529

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

CORONAVIRUS (COVID-19) ADVISORY NOTICE

In response to 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 held virtually using Zoom.

Public comments for this meeting can be submitted via email to the District Clerk at Cindy.Hernandez@cityofsanrafael.org. The public comment period opens when the agenda is posted online and will close two hours prior to the start of the meeting. Include your name and the item you would like to provide written comment on.

To provide comments during the meeting, please use the “raise hand” feature in the Zoom Meeting and the host will notify and unmute you when it is your turn to speak.

If you experience an issue providing comments in the meeting or want to comment via phone, please call 415-485-3132.

Members of the public may speak on Agenda items.

1. ROLL CALL

2. ADOPT TELECONFERENCE MEETING RESOLUTION TO COMPLY WITH ASSEMBLY BILL 361

Adopt resolution making findings that the proclaimed state of emergency continues to impact the ability to meet safely in person and declaring that the Board will continue to meet remotely in order to ensure the health and safety of the public.

3. OPEN PERIOD

Opportunity for the public to address the Board on items not on the agenda.
(Presentations are generally limited to 2 minutes.)

4. MINUTES OF THE MEETING

Request approval as submitted – October 7, 2021.

5. PAYMENTS

Request approval as submitted.

6. OLD BUSINESS

- a. Presentation on Investment Income. (Roy Given)
- b. Update on Bayside Acres Beach Sewer Improvement Project. *

7. NEW BUSINESS

- a. Adopt resolution rescinding Resolution No. 05-909 and establishing authority limits and procedures for professional services agreements.

8. INFORMATIONAL ITEMS

- a. Report on October 24, 2021, rain event. (Kris Ozaki)
- b. Report on Alternate Board Members. *
- c. Update on Organizational Review and Analysis Report Recommended Work Plan. *
- d. Call Us First for a Sewer Emergency Video.

9. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

10. ADJOURNMENT

The next scheduled meeting is December 2, 2021.

* Information not furnished with Agenda.



SAN RAFAEL SANITATION DISTRICT
Agenda Item No. 2.

DATE: November 4, 2021

TO: Board of Directors, San Rafael Sanitation District

FROM: Doris Toy, District Manager/District Engineer

SUBJECT: Adopt Resolution Making Findings that the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safety in Person and Declaring that the Board will Continue to Meet Remotely in Order to Ensure the Health and Safety of the Public

RECOMMENDATION:

Adopt resolution making the findings that the proclaimed state of emergency continues to impact the ability to meet in person and declaring that the Board will continue to meet remotely in order to ensure the health and safety of the public.

BACKGROUND:

The Ralph M. Brown Act requires that except as specifically provided, “meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body,” Gov. Code Section 54953(a). For many years, the Brown Act has authorized members of a local agency’s legislative body to attend a public meeting by teleconference in compliance with strict procedural requirements. Under Government Code Section 54953(b)(3), in order to use teleconferencing, at least a quorum of the legislative body must participate from locations within the agency’s boundaries; and the agency must give notice of each teleconference location and allow members of the public to address the Council at each teleconference location.

On March 4, 2020, Governor Newsom declared a statewide State of Emergency in connection with the COVID-19 pandemic. Subsequently, on March 18, 2020, the Governor issued Executive Order No. N-29-20 suspending the Brown Act’s requirements for in-person meetings and facilitating the use of teleconferencing for public meetings during the State of Emergency. The Executive Order authorized public meetings to be held by teleconference only, provided that notice and accessibility requirements are met, members of the public are allowed to observe and address the legislative body at the meeting, and there is a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities. This order has allowed the Board to hold its public meetings using teleconference technologies, with the requisite notice and public participation; however, the order was due to expire on September 30, 2021, and without legislative action, in-person meetings and the strict teleconferencing procedures of the Brown Act would again be required.

Because the statewide State of Emergency continues and the COVID-19 pandemic still poses a health risk for public meetings, on September 16, 2021, Governor Newsom signed into law as an urgency measure Assembly Bill (AB) 361. AB 361 amends the Brown Act provisions governing the use of teleconferencing for public meetings of a local agency's legislative bodies, allowing more liberal teleconferencing requirements to continue during the current and future state-declared emergencies.

ANALYSIS:

Executive Order N-29-20 has now expired, but AB 361 is now in effect, and its amendments to the Brown Act will allow the District to continue to hold its meetings using teleconferencing technology after September 30th. Government Code Section 54953, as amended by AB 361, now provides in new subsection (e)(1) that during the current and any future state-declared State of Emergency, the legislative body of a local agency may use teleconferencing without complying with the procedural requirements of Government Code Section 54953(b)(3) in any of three circumstances:

- (A) The legislative body holds a meeting during a proclaimed State of Emergency, and State or local officials have imposed or recommended measures to promote social distancing.
- (B) The legislative body holds a meeting during a proclaimed State of Emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- (C) The legislative body holds a meeting during a proclaimed State of Emergency and has determined, by majority vote, pursuant to subparagraph (B), that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

Certain additional requirements would apply under the new law, however, including specific requirements as to how public comment must be allowed and heard, with which the Board already complies. In addition:

- In the event of a disruption which prevents the Board from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the District's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevent the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.
- If a State of Emergency remains active or state of local officials have imposed or recommended measures to promote social distancing in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to

subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

- The legislative body has reconsidered the circumstances of the State of Emergency.
- Any of the following circumstances exist:
 - (i) The State of Emergency continues to directly impact the ability of the members to meet safely in person.
 - (ii) State or local officials continue to impose or recommend measures to promote social distancing.

This resolution is intended to comply with the requirement to make specified findings every 30 days. The resolution finds that the State of Emergency continues in effect, that measures to promote social distancing are still being imposed by the State and county, and that the State of Emergency directly impacts the ability of the public and the members of the Board to meet safely in person. The proposed resolution confirms the Board's determination that its public meetings should continue to be held using only teleconferencing technology.

Staff plans to agendize the same type of resolution at each regular Board meeting during the pendency of the statewide state of emergency so that the Board may continue to reconsider these findings at least every 30 days.

The Brown Act amendments adopted by AB 361 will be operative until January 1, 2024, and will then expire unless extended by new legislation.

FISCAL IMPACT:

None.

OPTIONS:

The Board has the following options to consider on this matter:

1. Adopt the resolution as proposed.
2. Adopt a modified resolution.
3. Direct staff to return with more information.
4. Take no action.

ACTION REQUIRED:

Staff recommends that the Board adopt the resolution making the findings that the proclaimed State of Emergency continues to impact the ability to meet in person and declaring that the Board will continue to meet remotely in order to ensure the health and safety of the public.

Attachment: Resolution

RESOLUTION NO. 21-1237

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN RAFAEL
SANITATION DISTRICT MAKING FINDINGS THAT THE PROCLAIMED STATE OF
EMERGENCY CONTINUES TO IMPACT THE ABILITY TO MEET SAFELY IN
PERSON AND DECLARING THAT THE BOARD OF DIRECTORS WILL CONTINUE
TO MEET REMOTELY IN ORDER TO ENSURE THE HEALTH AND SAFETY OF
THE PUBLIC**

WHEREAS, the San Rafael Sanitation District (the “District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative body conduct their business; and

WHEREAS, the Brown Act, Government Code Section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code Section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19; and

WHEREAS, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings electronically without a physical meeting place; and

WHEREAS, as a result of Executive Order N-29-20, staff set up Zoom teleconference meetings for all District Board of Directors meetings; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which specified that Executive Order N-29-20 would remain in effect through September 30, 2021, at which point it would expire; and

WHEREAS, since the issuance of Executive Order N-08-21, the Delta variant has emerged, causing a spike in COVID-19 cases throughout the State; and

WHEREAS, the Governor's proclaimed State of Emergency remains in effect, and State and local officials, including the Marin County Director of Health and Human Services, the California Department of Public Health, and the Department of Industrial Relations, have imposed or recommended measures to promote social distancing; and

WHEREAS, on September 16, 2021, the Governor signed Assembly Bill 361 into law, as urgency legislation that goes into effect on October 1, 2021, amending Government Code Section 54953 of the Brown Act to allow legislative bodies to continue to meet remotely during a proclaimed State of Emergency, provided certain conditions are met and certain findings are made; and

WHEREAS, the continued local rates of transmission of the virus and variants causing COVID-19 are such that the Director of Health & Human Services has recommended that the County continue to emphasize social distancing in order to minimize the potential spread of COVID-19 during indoor, public meetings.

WHEREAS, the District cannot maintain adequate safe social distance between members of the public, Board members and staff in their respective meeting locations; and

WHEREAS, because of the rise in cases due to the Delta variant, the District is concerned about the health and safety of attendees, the District's Board of Directors desires to take the actions necessary to comply with AB 361 and to continue to hold its Board and committee meetings remotely.

NOW, THEREFORE, THE SAN RAFAEL SANITATION DISTRICT BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

1. The Board has reconsidered the circumstances of the State of Emergency and finds that:
 - a. The factors triggering the State of Emergency continue to directly impact the ability of the members of the Board of Directors, District staff, and members of the public to meet safely in person; and
 - b. State and local officials continue to recommend measures to promote social distancing.
2. District Board of Directors meetings will continue to be conducted remotely for the next 30 days in compliance with AB 361 and Government Code Section 54953(e)(2), in order to ensure the health and safety of the public while providing access to public meetings.
3. The Board of Directors will reconsider the circumstances of the State of Emergency and revisit the need to conduct meetings remotely within 30 days of the adoption of this Resolution.

PASSED AND ADOPTED at a regular meeting of the San Rafael Sanitation District Board of Directors held on the 4th day of November 2021 by the following vote, to wit:

AYES:

NOES:

ABSENT/ABSTAIN:

SAN RAFAEL SANITATION DISTRICT

Katie Rice, Acting Chair

ATTEST:

Maribeth Bushey, Secretary



SAN RAFAEL SANITATION DISTRICT
Minutes of the Meeting
October 7, 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: Doris Toy, District Manager/District Engineer
David Nicholson, Senior Civil Engineer
Kris Ozaki, Operations and Maintenance Manager
Tim Tran, Associate Civil Engineer
Liza Justo, Junior Engineer
Cynthia Hernandez, District Secretary

Attendance Others: Michael Maher, CPA, Maher Accountancy
Melissa Thorne, Partner, Downey Brand, LLP
Kerry Laiw Gerchow, Deputy County Counsel
Dean DiGiovanni, CMSA Commissioner for SRSD

1. OPEN PERIOD – A roll call was taken, and Chair Kate and Director Bushey were present, and Director Rice was absent. CMSA Commissioner Dean DiGiovanni then requested to address the Board and reported that Governor Newsom’s Executive Order N-29-20 was no longer in effect and that Assembly Bill 361 that authorizes teleconference meetings and aligns with the Brown Act went into effect on October 1, 2021. Chair Kate then then thanked CMSA Commissioner DiGiovanni for bringing this to the Board’s attention and requested Director Bushey to make an emergency motion to adopt AB 361.

MOTION by Director Bushey, seconded by Chair Kate, to adopt the provisions of AB 361 on an emergency basis

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

Motion Carried

2. MINUTES OF SEPTEMBER 2, 2021.

MOTION by Director Bushey, seconded by Chair Kate, to approve the minutes of the September 2, 2021, meeting as presented.

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

Motion Carried

3. PAYMENTS

MOTION by Director Bushey, seconded by Chair Kate, to approve the payments for September 2021 in the amount of \$98,710.12 for maintenance and operation of the District and for capital improvements.

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

Motion Carried

4. OLD BUSINESS

a. Discussion on Strategic Planning.

Chair Kate reported that the Board had its first Strategic Planning meeting on Monday, October 4, 2021, and requested Manager Toy to report on this item. District Manager Toy then presented the final version of the District's Mission Statement for the Board's review. The Mission Statement reads as follows: "The San Rafael Sanitation District's mission is to protect the public health and the environment through proactively planning and operating a fiscally responsible and safe wastewater collection system." Manager Toy then reported that she would continue to review the list of priorities in the MRG report, determine a timeline, make some comments, and then bring this matter back to the Board at a future meeting.

5. NEW BUSINESS

a. Presentation of the 2020-21 Financial Statements for acceptance and approval. (Michael Maher)

CPA Michael Maher reported that the District's audit firm, Eide Bailly, had just completed the audit of the District's 2020-21 Financial Statements. He reported that the auditors had given the financial statements a clean opinion and that there were no misstatements, no reclassifications, and no deficiencies. He then presented the financial statements and reported the following: On Page 8, the Total Assets had increased from approximately \$94 million to approximately \$99 million, mostly due to an increase in cash. The Assets exceed the Liabilities by approximately \$40 million (Net Position-Unrestricted), which is intended for use on various projects. The Obligation to the City for OPEB has decreased by approximately \$10,000. On Page 9, the Revenues and Expenses are very similar to last year's except for the Investment Income, which dropped from approximately \$876,000 to approximately \$48,000 due to decreases in interest rates and the fair market value of the assets that are being held. All of the District's money is in the Marin County Investment Pool. Page 18 shows the increases in the Capital Improvements. The Board then had a discussion regarding the large decrease in Investment Income, and they requested that someone from the County come to the next Board meeting to present both an oral and written report on this subject and to answer any questions. The Board also requested to receive information on what could be expected for next year's Investment Income. CPA Maher then expressed interest in attending that meeting and referred the Board to some information on Page 16 regarding Fair Value Measurement. Chair Kate then reported that the District will be addressing the matter of a reserve policy in the following year.

MOTION by Director Bushey, seconded by Chair Kate, to accept and approve the 2020-21 Financial Statements.

AYES: Director Bushey, Chair Kate

NOES: None

ABSENT: Director Rice

Motion Carried

b. Presentation of the 2020-21 Schedule of Connection Fees for acceptance and approval. (Michael Maher)

CPA Michael Maher presented the 2020-21 Schedule of Connection Fees and reported that this item is a required disclosure regarding the sewer connection fees collected by the District. He reported that the sewer connection fees are required to be used to fund specific projects by the end of the fiscal year or be considered a restricted asset. He also reported that the sewer connection fees are assigned to specific projects as they are received and that the District had received \$277,752 in connection fees in FY 2020-21. He then reported that the District had more than enough projects to which the money could be applied and that there was no unused connection fee revenue at the end of the fiscal year.

MOTION by Director Bushey, seconded by Chair Kate, to accept and approve the 2020-21 Schedule of Connection Fees.

AYES: Director Bushey, Chair Kate

NOES: None

ABSENT: Director Rice

Motion Carried

c. Adopt resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Kimley-Horn and Associates, Inc., for engineering related services for the 2021 Sewer Repairs Predesign Study.

District Manager Toy reported that the sewer maintenance staff has prepared a list of approximately a dozen locations that they would like to see repaired or improved due to poor pipe conditions or access issues. She also reported that because the engineering staff is busy with current projects, she had requested Kimley-Horn and Associates to provide the District with a proposal to perform a preliminary design study on this matter. This study would include a review of the list of pipes, the performance of some investigations, providing recommendations and/or any alternatives, and then putting this information into a technical report along with the cost estimates. Once these things have been completed, staff will decide how best to proceed. She then reported that Kimley-Horn will perform the 2021 Sewer Repairs Predesign Study on a time-and-materials basis for an amount not to exceed \$28,350.

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 Kimley-Horn and Associates, Inc., for engineering related services for the 2021 Sewer Repairs Predesign Study for an amount not to exceed \$28,350.

AYES: Director Bushey, Chair Kate

NOES: None

ABSENT: Director Rice

Motion Carried

6. INFORMATIONAL ITEMS

a. Introduction of SRSD's new Associate Civil Engineer, Tim Tran.

District Manager Toy reported that Associate Civil Engineer Tran had graduated from San Jose State University with a bachelor's degree in civil engineering. She also reported that he had spent the last five years working for the City of San Jose Public Works Department where he mainly worked on projects at their wastewater treatment plant; and prior to that, he worked for the City of Gilroy Building Department for a couple of years. She then reported that Associate Civil Engineer Tran began working with the District about three weeks ago and had taken on some of the capital improvement projects she had started. Next, she reported that he would also be taking on some of the GIS duties as well and that he has been a great help. Associate Civil Engineer Tran then spoke briefly, and the Board then welcomed him.

7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

- a.** Chair Kate requested information on the District's Alternate Directors, and Manager Toy reported that she would bring this information back to the Board at the next meeting.
- b.** Chair Kate reported that information on the District's investment income would be brought back to the Board at the next meeting.
- c.** Chair Kate requested that the District Manager's signing authority be increased to mirror that of CMSA at the next meeting.

8. CLOSED SESSION

Closed Session – Opened at 11:33 A.M.

- a. Conference with Legal Counsel
California Government Code
Section 54956.9(d)(2)
Number of Potential Cases: One (1)**

Closed Session – Ended at 11:53 A.M.

Deputy County Counsel Gerchow reported that the Board had given further instruction to outside counsel regarding this matter, but no final action had been taken.

9. ADJOURNMENT

There being no further business to come before the Board, the meeting of October 7, 2021, was adjourned at 11:54 A.M. The next meeting of the San Rafael Sanitation District was scheduled for Thursday, November 4, 2021, at 11:00 A.M via teleconferencing.

Respectfully submitted,

Maribeth Bushey, Recording Secretary

ATTEST THIS 7th DAY OF OCTOBER 2021

Katie Rice, Acting Chair

5.

**SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY**

October 1 2021 - October 31, 2021

Vendor/Payee	Memo	Class	Acct #	Account Name	Amount
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 9/22/21	200	2021	Uniforms	263.29
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 9/29/21	200	2021	Uniforms	207.54
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 10/06/21	200	2021	Uniforms	253.58
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 10/13/21	200	2021	Uniforms	192.08
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 10/20/21	200	2021	Uniforms	219.48
AT&T MOBILITY	Telephone Service - cell phone service from 9/04/21-10/03/21	100	2534	Telephone service	490.09
BAY PACIFIC PIPELINES, INC.	Francisco Blvd. East at Grange Avenue Sew and Storm Drain Project - progress payment #1	300	4337	Sewer Rep Richmond SR Bridge(80)	381,277.75
BWS DISTRIBUTORS	Safety - coverall	200	2365	Safety equipment and supplies	208.46
BWS DISTRIBUTORS	Safety - gloves	200	2365	Safety equipment and supplies	406.85
BWS DISTRIBUTORS	Safety - repair to gas detector	200	2365	Safety equipment and supplies	266.67
CALIFORNIA AIR RESOURCES BOARD	Pump Stations - portable equipment regulation program renewal for 2014 Cummins generator on trailer #8201	200	2359	Safety equipment and supplies	633.75
CALIFORNIA CAD SOLUTIONS INC(CALCAD)	Consulting Services - annual sewer billing updates for FY 2021-22 and historic billing entries	200	2325	Maint- pump sta's & force mains	5,750.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - diagnose engine fault error from portable generator at Cayes Main Pump Station	100	2359	Consulting services	440.72
CAL-STEAM CO INC	Pump Stations - air release valves	200	2359	Maint- pump sta's & force mains	205.42
CENTRAL MARIN SANITATION AGENCY	CMSA Connection Fees - 1959-1961 Fifth Ave., 955 Pt. San Pedro Rd., 46 Castro Avenue, 345 Highland Ave., 1001 Irwin St.	200	2210	Connection fees payable cmsa	17,091.96
CENTRAL MARIN SANITATION AGENCY	Service Charges - second quarter service charges for 10/01/21-12/31/21	400	4112	Sewage treatment	1,394,258.45
CITY OF SAN RAFAEL	Contract with San Rafael - 2nd quarter FY 2021-22 reimbursement	100	2081	Contract with San Rafael	860,371.60
CITY OF SAN RAFAEL	Vehicles - diesel and unleaded fuel charges from 7/01/21-9/30/21	200	2083	Parts and repairs vehicles	8,606.40
COLIN, KATE	Director's Fees - Kate Colin on 10/07/21	100	2282	Director's fees	100.00
CSWIS/UEBER-STROEH ENGR GROUP INC.	Third Street Sewer Rehab. Project Lootens Place to Fourth Street - design and construction related services through 9/05/21	300	4340	Third St (Hayes to Ritter) (80)	11,242.00
CWEA-TCF	Memberships and Dues - CWEA membership renewal, Kris Ozaki	100	2388	Training and education	192.00
CWEA-TCF	Memberships and Dues - CWEA membership renewal, Wes Andrew Sitchler	100	2388	Training and education	192.00
D&D Pipelines Inc	2020 Sewer Pipe Repair and Replacement Project - progress payment #2	300	4342	2020-21 Sewer Improvement (80)	123,937.95
DEPT OF MOTOR VEHICLES	Miscellaneous Expenses - maintenance fee for PTI record	100	2389	Miscellaneous expenses	10.00
DNG ENTERPRISES INC	Vehicles - gauge for vehicle #8149	200	2083	Parts and repairs vehicles	25.08
DOWNNEY BRAND LLP	Legal Services - legal services through 8/31/21	100	2713	Legal services	332.00
EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - service and inspection of chemical tanks from 9/01/21-09/30/21	200	2106	Odor control chemicals	1,566.65
MAHER ACCOUNTANCY	Accounting Services - October 2021	100	2717	Accounting services	3,600.00
MAHER ACCOUNTANCY	Accounting Services - prepare FY 2021-21 financial statements for auditors	100	2717	Accounting services	10,500.00
MARIBETH BUSHEY	Director's Fees - Maribeth Bushey on 10/07/21	100	2282	Director's fees	100.00
MARIN COUNTY TAX COLLECTOR	Office Supplies - map books	100	2133	Office & shop supplies	2,618.00
MARIN MUNICIPAL WATER DIS	Pump Stations - application for water service for North Francisco Pump Station	200	2359	Maint- pump sta's & force mains	850.00
MUNICIPAL RESOURCE GROUP, LLC	Consulting Services - services from 8/02/21-9/02/21	100	2325	Consulting services	3,977.50
NUTE ENGINEERING INC	Bayside Acres Beach Sewer Improvements Project - engineering services from 9/01/21-9/30/21	300	4338	Rehab of Beach Swr Bayside (80)	5,982.75
NUTE ENGINEERING INC	South Francisco Pump Station Improvements Project - engineering services from 9/01/21-9/30/21	300	4148	S. Francisco Pump Station (10)	4,330.25
NUTE ENGINEERING INC	Third Street PS and Beach Fiberglass PS Improvement Project - engineering services from 9/01/21-9/30/21	300	4149	Third St / Fiberglass PS (10)	27,231.50
OWEN EQUIPMENT SALES	Collection System - hose reel shaft for 2008 vactor truck #8192	200	2360	O&M - collection systems	1,304.11
PERIN - BATTERIES PLUS	Pump Stations - light bulbs for North Francisco Blvd. Pump Station	200	2359	Maint- pump sta's & force mains	17.64
PERIN - BATTERIES PLUS	Shop Supplies - batteries for shop stock	200	2133	Office & shop supplies	37.04
PG&E a/c 2480926202-5	Power - electric service for pump stations 8/11/21-9/09/21	200	2535	Electric utility costs	15,213.17
PUMP REPAIR SERVICE CO INC	Pump Stations - repair to sewage pump at West Railroad Pump Station	200	2359	Maint- pump sta's & force mains	16,388.35
SCHAARF & WHEELER, INC	2020 Sewer Pipe Repair and Replacement Project - design related services through 8/31/21	300	4342	2020-21 Sewer Improvement (80)	22,000.00

SCHAAF & WHEELER, INC	Woodland Ave. SIP - engineering services through 8/31/21	300	4339	Woodland Pl/Ave & Octavia (80)	7,469.24
US BANK CORPORATE PAYMENT	Memberships - membership for Lorman Education Services through 8/31/22	100	2388	Training and education	299.00
US BANK CORPORATE PAYMENT	Pump Stations - adhesive for gaskets	200	2359	Maint- pump sta's & force mains	48.89
US BANK CORPORATE PAYMENT	Training and Education - CIWQS training	100	2388	Training and education	99.00
US BANK CORPORATE PAYMENT	Subscriptions - Marri LJ for 8 weeks	100	2131	Memberships and subscriptions	187.91
US BANK CORPORATE PAYMENT	Training and Education - CIWQS training	100	2388	Training and education	125.00
US BANK CORPORATE PAYMENT	Training and Education - SSO emergency preparedness, response, and documentation for Maintenance crews	100	2388	Training and education	125.00
VERIZON WIRELESS(242395665)	Telephone Service - private IP addresses for the San Pedro and Peacock Pump Stations 8/18/21-9/17/21	100	2534	Telephone service	143.26
WATER COMPONENTS & BLDG SUPPLY	Collection System - couplings for spot repair at 245 Jewell St. MH710 to C192	200	2360	O&M - collection systems	235.63
WATER COMPONENTS & BLDG SUPPLY	Collection System - lid for rod hole No. R47 at 895 Mission Avenue	200	2360	O&M - collection systems	141.48
WATER COMPONENTS & BLDG SUPPLY	Pump Stations - adapter to hook up water truck to hose bibb to provide water to the North Francisco Pump Station	200	2359	Maint- pump sta's & force mains	4.09
WATER COMPONENTS & BLDG SUPPLY	Pump Stations - concrete for water line repair at North Francisco Pump Station	200	2359	Maint- pump sta's & force mains	25.50
WATER COMPONENTS & BLDG SUPPLY	Pump Stations - glue and pipe to repair water line at North Francisco Pump Station	200	2359	Maint- pump sta's & force mains	86.46
WATER COMPONENTS & BLDG SUPPLY	Safety - hard hat	200	2365	Safety equipment and supplies	52.37
WESTLAND CONTRACTORS, INC.	Woodland Ave. SIP - services from 7/01/21-8/31/21	300	4339	Woodland Pl/Ave & Octavia (80)	534,724.60
WORKSMART AUTOMATION, INC	Pump Stations - installation of new software to communicate with new server	200	2359	Maint- pump sta's & force mains	5,231.25
					\$ 3,471,890.76



SAN RAFAEL SANITATION DISTRICT
Agenda Item No. 6.a.

DATE: November 4, 2021
TO: Board of Directors, San Rafael Sanitation District
FROM: Doris Toy, District Manager/District Engineer
SUBJECT: Presentation on Investment Income

SUMMARY:

At our last month's Board meeting when Michael Maher presented the District's 2020-21 Financial Statements, he noted that the Investment Income, under Nonoperating Revenues, was \$876,369 at the end of Fiscal Year 2020 and \$48,614 at the end of Fiscal Year 2021. The Board then had questions regarding this dramatic decrease. Since the District's cash is in the Marin County Investment Pool, the Board directed staff to invite a County representative to explain this decrease and their thoughts on future investment income.

Roy Given, Marin County's Director of Finance, will be making a presentation to the Board.

OPTIONS:

The Board has the following options to consider on this matter:

1. Direct staff to return with more information.
2. Take no action.
3. Other action.

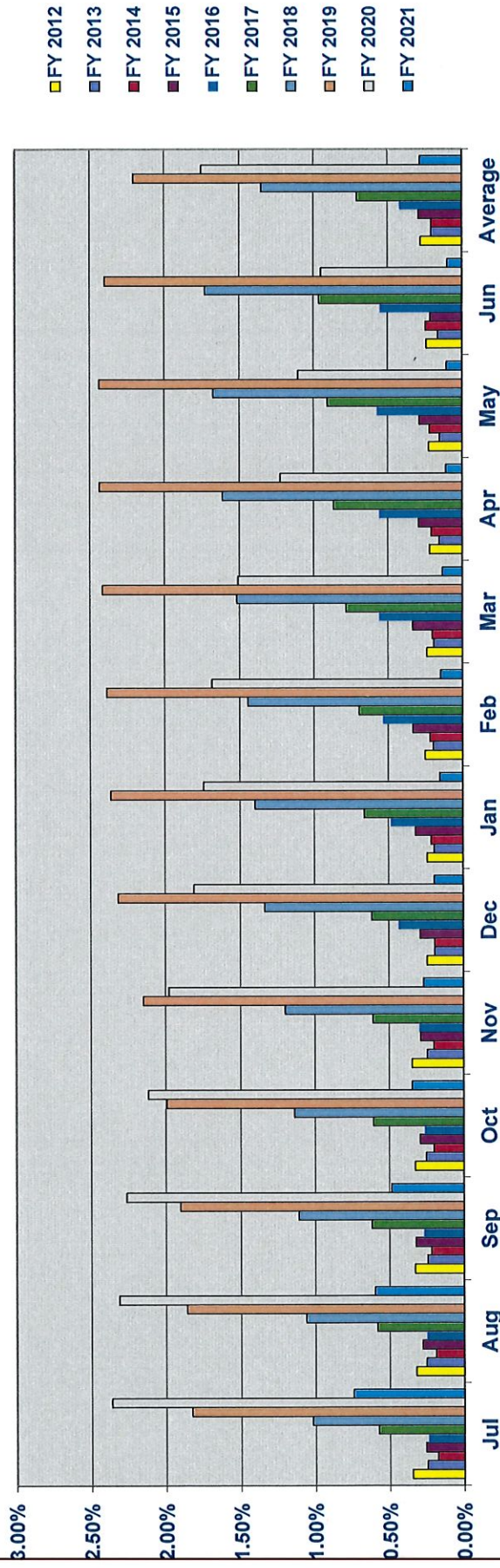
ACTION REQUIRED:

None.

Attachments: Marin County Investment Pool 10-Year Charts
Fitch Ratings on Marin County Investment Pool
Treasury Oversight Committee Information
County of Marin, Treasury Oversight Committee Examination Independent
Accountant's Report, June 30, 2021

Marin County Investment Pool Net Yield by Month FY 2012-2021

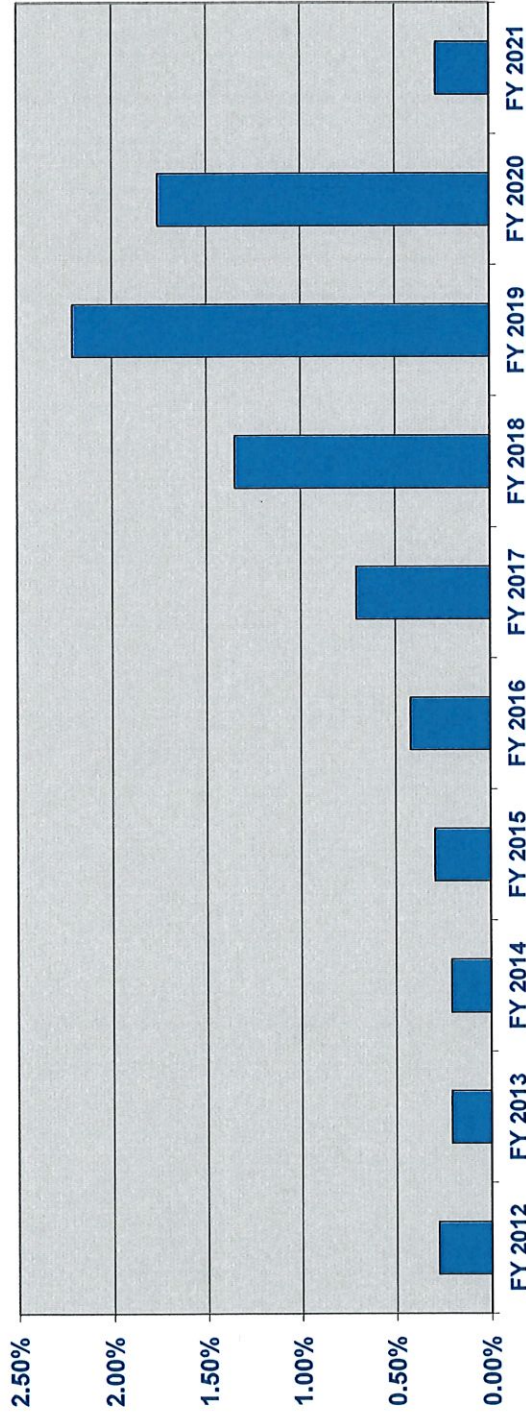
Net Yields - Multi Year by Month



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average
FY 2012	0.348%	0.322%	0.328%	0.327%	0.346%	0.244%	0.241%	0.254%	0.239%	0.219%	0.224%	0.238%	0.278%
FY 2013	0.248%	0.253%	0.245%	0.254%	0.245%	0.190%	0.193%	0.196%	0.191%	0.154%	0.149%	0.162%	0.207%
FY 2014	0.176%	0.186%	0.217%	0.199%	0.200%	0.191%	0.213%	0.220%	0.203%	0.209%	0.219%	0.246%	0.207%
FY 2015	0.256%	0.279%	0.323%	0.295%	0.289%	0.291%	0.320%	0.336%	0.333%	0.295%	0.288%	0.214%	0.293%
FY 2016	0.243%	0.254%	0.271%	0.263%	0.300%	0.438%	0.488%	0.537%	0.563%	0.560%	0.576%	0.554%	0.421%
FY 2017	0.575%	0.582%	0.619%	0.605%	0.607%	0.615%	0.663%	0.694%	0.781%	0.863%	0.905%	0.962%	0.706%
FY 2018	1.018%	1.058%	1.109%	1.137%	1.198%	1.334%	1.398%	1.446%	1.517%	1.614%	1.674%	1.729%	1.353%
FY 2019	1.826%	1.860%	1.903%	1.991%	2.149%	2.318%	2.364%	2.389%	2.416%	2.436%	2.437%	2.399%	2.207%
FY 2020	2.365%	2.315%	2.265%	2.118%	1.979%	1.811%	1.742%	1.685%	1.510%	1.225%	1.104%	0.950%	1.756%
FY 2021	0.741%	0.597%	0.485%	0.347%	0.268%	0.192%	0.154%	0.146%	0.133%	0.110%	0.102%	0.097%	0.281%

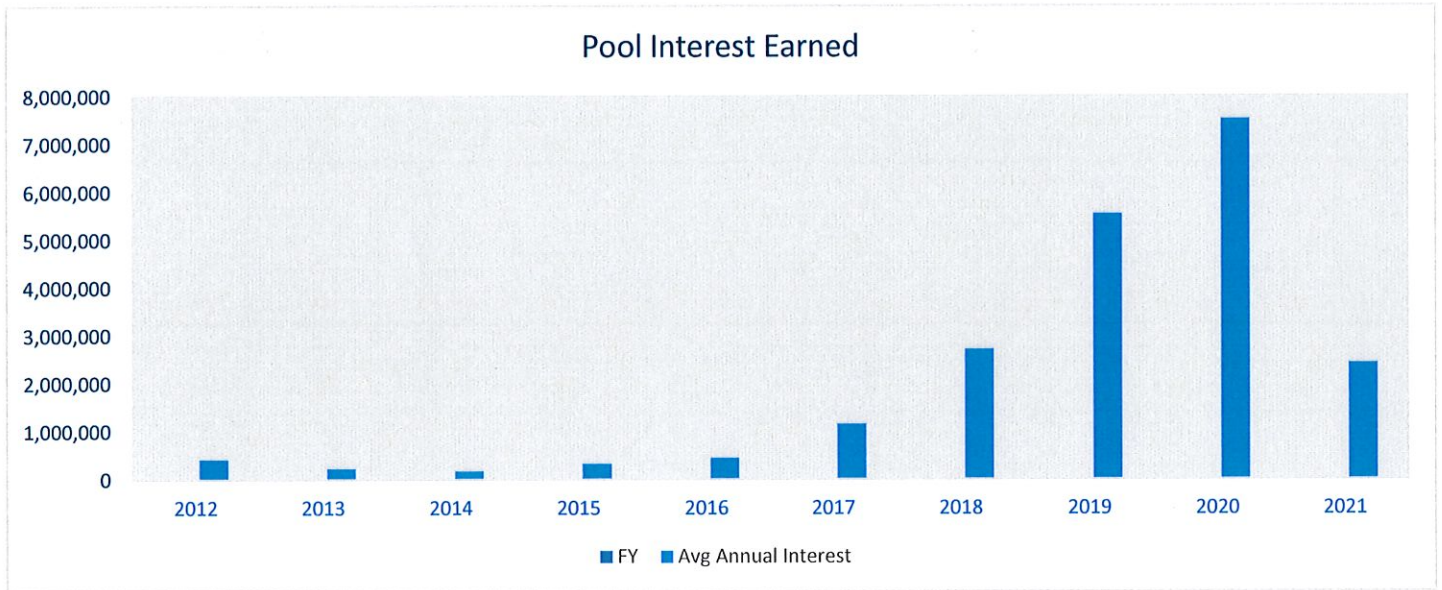
Marin County Investment Pool Average Yields by Fiscal Year FY 2012-2021

Average Net Yields



Average Net Yields Multi Year										
FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
0.278%	0.207%	0.207%	0.293%	0.421%	0.706%	1.353%	2.207%	1.756%	0.281%	

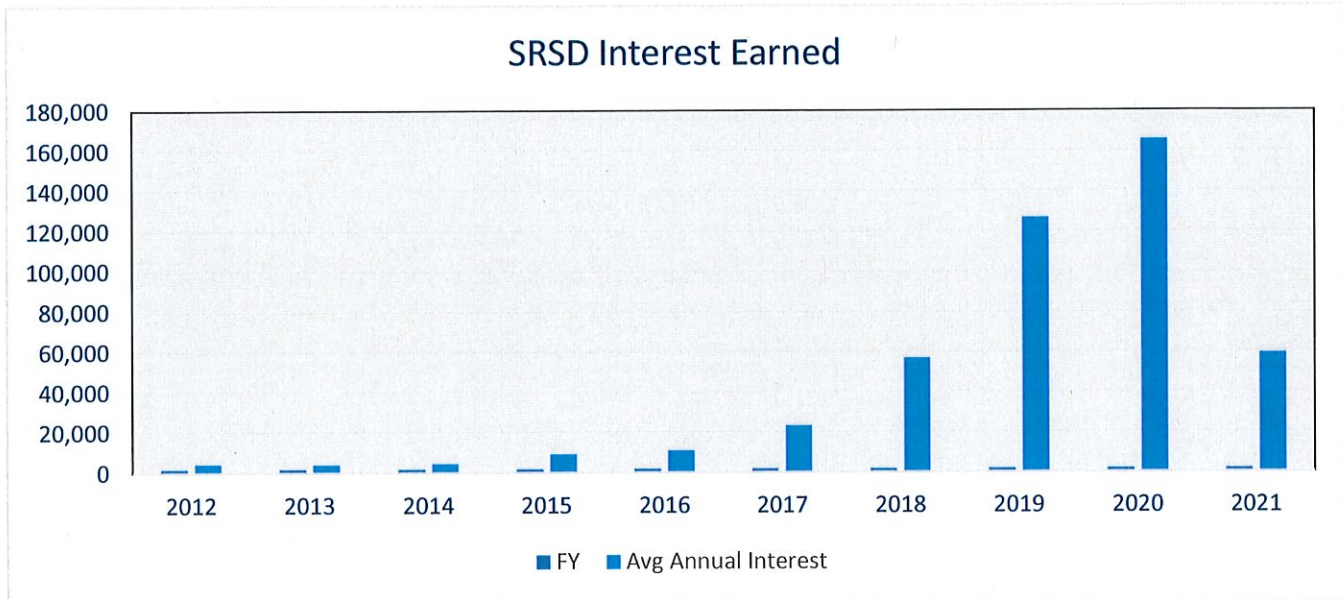
Marin County Investment Pool Average Annual Interest Earned FY 2012-2021



Net Earnings Allocated (Gross Interest less Costs)

Averaged Qrtly		Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
		Q1	Q2	Q3	Q4
432,414.12	2012	673,556.67	471,133.89	195,827.61	389,138.30
236,712.77	2013	223,767.26	403,225.65	140,004.71	179,853.45
177,945.84	2014	166,761.12	195,678.27	155,624.10	193,719.88
341,764.03	2015	105,837.13	414,319.12	166,488.89	680,410.96
456,601.94	2016	120,854.61	386,951.73	242,631.41	1,075,970.00
1,161,793.67	2017	699,213.42	1,535,995.87	858,471.26	1,553,494.15
2,725,213.66	2018	1,921,341.02	2,765,902.24	2,710,429.25	3,503,182.12
5,552,677.01	2019	4,210,008.77	6,715,147.23	4,548,643.93	6,736,908.10
7,526,850.43	2020	7,311,284.72	9,592,685.35	6,565,445.71	6,637,985.95
2,430,142.57	2021	5,492,354.20	2,614,106.85	873,606.92	740,502.30

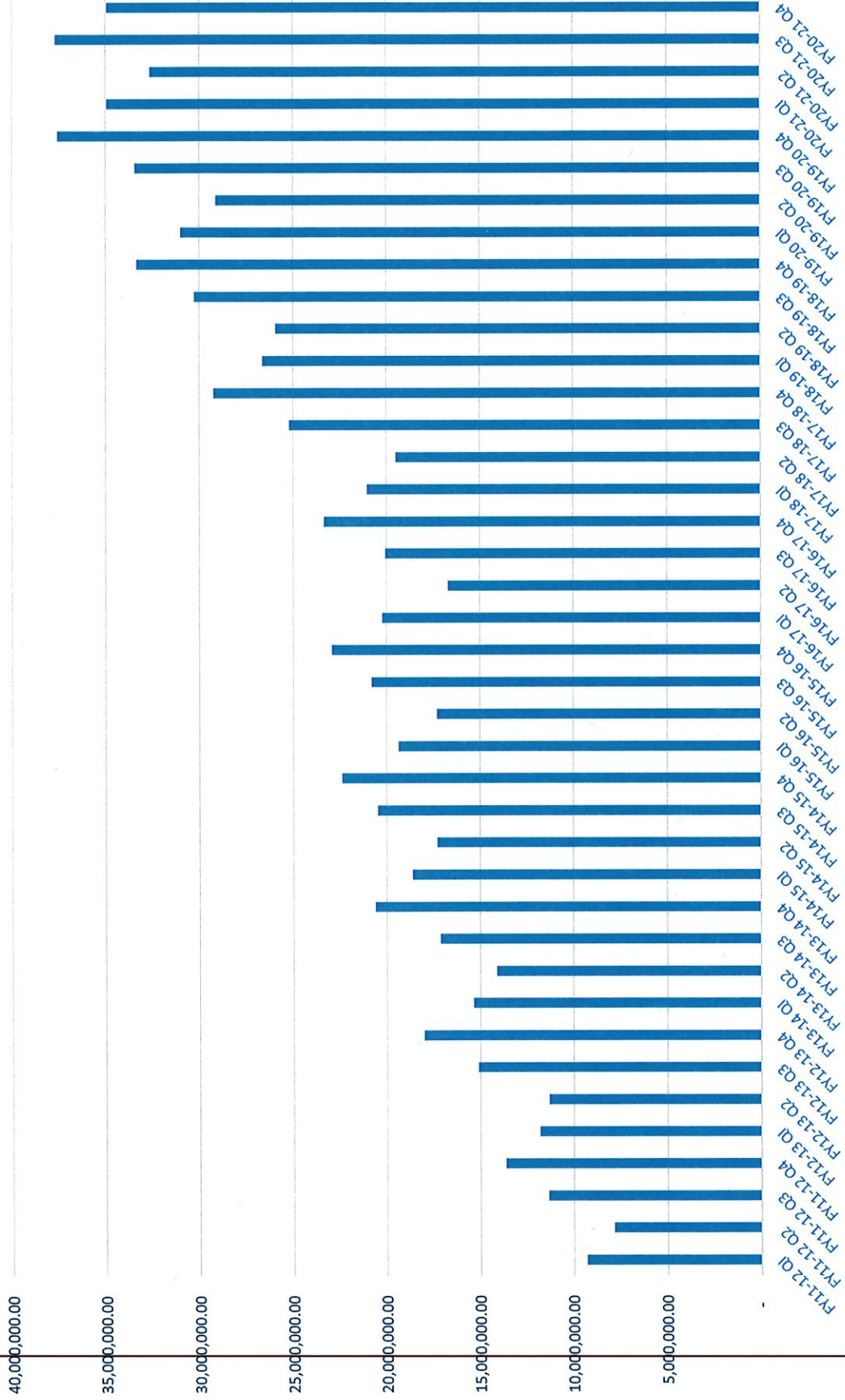
Marin County Investment Pool SRSD Average Annual Interest Earned FY 2012-2021



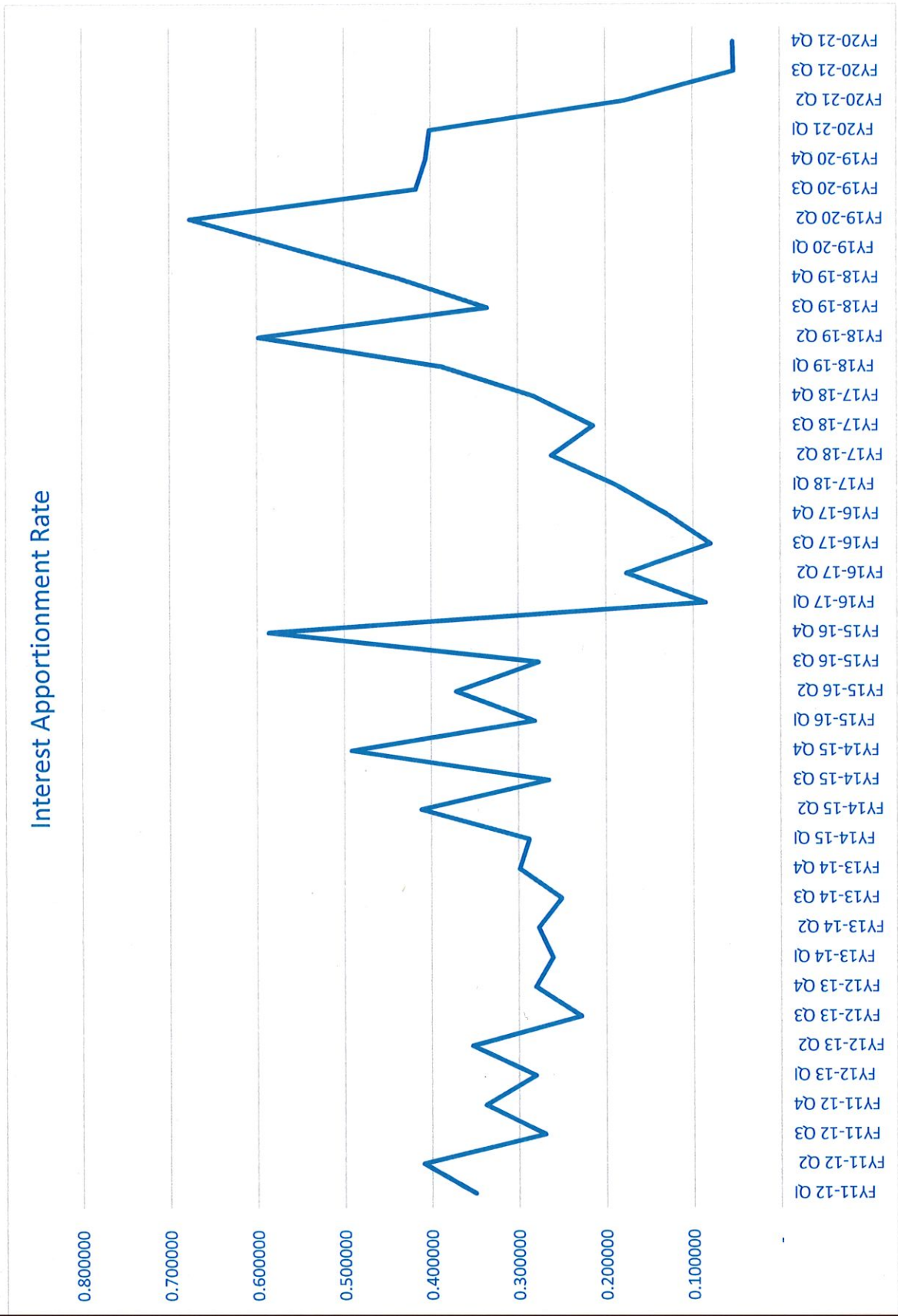
	Net Earnings Allocated (Gross Interest less Costs)				
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	
Averaged Qrtly	Q1	Q2	Q3	Q4	
4,490.21	2012	3,511.65	5,181.83	3,173.78	6,093.57
4,239.88	2013	3,573.84	6,332.65	2,829.05	4,223.96
4,698.44	2014	3,872.94	4,763.85	4,034.37	6,122.60
9,168.44	2015	3,413.58	10,869.69	4,574.04	17,816.46
11,168.18	2016	3,448.05	9,872.87	6,115.08	25,236.71
23,336.29	2017	17,374.89	29,502.90	16,078.61	30,388.77
56,862.16	2018	39,790.63	51,120.12	53,965.85	82,572.04
126,687.40	2019	103,446.99	155,164.39	101,708.72	146,429.51
165,733.36	2020	173,459.65	197,139.83	139,707.15	152,626.81
59,428.92	2021	140,471.33	58,199.67	20,105.75	18,938.91

**Marin County Investment Pool
 SRSD Average Daily Cash Balances
 FY 2012-2021**

AVG Daily Cash Bal



Marin County Investment Pool Average Quarterly Interest Apportionment Rate FY 2012-2021



Marin County Investment Pool

Federal Funds Rate - Historical Annual Yield Data

Year	Average Yield	Year Open	Year High	Year Low	Year Close	Annual % Change
2021	0.08%	0.09%	0.10%	0.05%	0.08%	-11.11%
2020	0.36%	1.55%	1.60%	0.04%	0.09%	-94.19%
2019	2.16%	2.40%	2.45%	1.55%	1.55%	-35.42%
2018	1.79%	1.42%	2.40%	1.34%	2.40%	80.45%
2017	1.00%	0.55%	1.42%	0.55%	1.33%	141.82%
2016	0.39%	0.20%	0.66%	0.20%	0.55%	175.00%
2015	0.13%	0.06%	0.37%	0.06%	0.20%	233.33%
2014	0.09%	0.07%	0.13%	0.06%	0.06%	-14.29%
2013	0.11%	0.09%	0.17%	0.06%	0.07%	-22.22%
2012	0.14%	0.04%	0.19%	0.04%	0.09%	125.00%

RATING ACTION COMMENTARY

Fitch Affirms Marin County Investment Pool at 'AAAf'/'S1'

Thu 02 Sep, 2021 - 4:47 PM ET

Fitch Ratings - New York - 02 Sep 2021: Fitch Ratings has affirmed the International Fund Credit Quality Rating (FCQR) and Fund Market Risk Sensitivity Rating of the Marin County Investment Pool at 'AAAf'/'S1'.

The ratings reflect Fitch's review of the pool's investment and credit guidelines, and the portfolio's credit quality and diversification. The 'AAAf' FCQR indicates the highest underlying credit quality (or lowest vulnerability to default). The 'S1' rating indicates a very low sensitivity to market risk.

KEY RATING DRIVERS

Asset Credit Quality: The main driver of the fund credit quality rating is the high credit quality of the portfolio. As per the pool's investment policy, the objectives include the safety and preservation of principal, liquidity sufficient to meet operating cash flow requirements and reasonable rates of return or yield consistent with these objectives.

As of the review date, the pool primarily invested in direct agencies. Other investments included the Local Agency Investment Fund (LAIF), commercial paper and government securities.

The pool's weighted average rating factor (WARF) is in line with Fitch's 'AAAf' rating criteria of 0.3 or less. WARF is a risk-weighted measure of a portfolio of assets that accounts for the portfolio's credit quality and maturity profile.

Portfolio Sensitivity to Market Risks: The pool's Market Risk Sensitivity Factor (MRSF) is in line with Fitch's 'S1' rating criteria of 2.0 or less. A portfolio's market risk factor is calculated by combining the portfolio interest rate duration and risk-adjusted spread duration of the securities in the portfolio, and adjusting the result for the effect of any leverage.

INVESTMENT MANAGER

The pool is managed by the Marin County Director of Finance. The investment policy is reviewed and approved annually by the Oversight Committee and then approved by the County Board of Supervisors.

RATING SENSITIVITIES

Factors that could, individually or collectively, lead to positive rating action/upgrade:

Positive rating actions are not applicable as the assigned ratings are the highest ratings outcomes under Fitch's Bond Fund Ratings criteria.

Factors that could, individually or collectively, lead to negative rating action/downgrade:

The ratings are sensitive to material changes in the credit quality or market risk profiles of the fund. A material decrease in portfolio credit quality could result in the FCQR being lowered. Meanwhile, a material increase in portfolio duration could result in the MRSR being lowered.

Fitch conducted stress tests as outlined in its rating criteria to test the sensitivity of the fund's ratings against potential changes in the portfolios' credit quality.

Fitch receives monthly fund portfolio holdings information including credit quality, market value and duration of the individual securities to conduct surveillance against the Bond Fund Rating criteria. For additional information about Fitch bond fund ratings criteria, please review the criteria referenced below, which can be found on Fitch's website.

SOURCES OF INFORMATION

The sources of information used to assess this rating were the public domain and Marin County Director of Finance.

RATING ACTIONS

ENTITY/DEBT	RATING			PRIOR
Marin County Investment Pool	Fund Cr Qual Rtg	AAAf	Affirmed	AAAf
●	Sensitivity	S1	Affirmed	S1

[VIEW ADDITIONAL RATING DETAILS](#)

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Marin County Investment Pool

Key Rating Drivers

Portfolio: The Marin County Investment Pool invests primarily in U.S. government obligations and registered money market funds rated 'AAAmf' by Fitch Ratings, or equivalent. The pool also has the ability to invest in the Local Agency Investment Fund (LAIF), a local government investment pool (LGIP) managed by California's Pooled Money Investment Board. See chart below for a recent breakout of the portfolio's asset allocation.

Duration: The maturity profile of the pool is managed to meet anticipated cash flow needs of pool participants. Market risk is mitigated by the duration of the pool, which typically is two years or less, as well as the predictable nature of the cash outflows of the largely captive participant base.

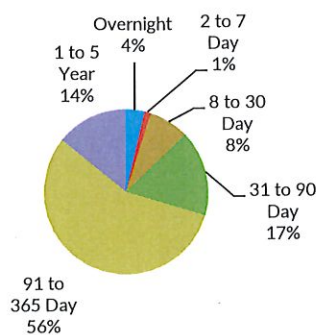
Investor Base/Liquidity Management: The pool is managed on behalf of its participants, which are largely captive in nature and include Marin County, school districts, trial courts, recreation and park districts, libraries, landfills and other special districts. The pool employs a cash flow-matching investment strategy to structure investment maturities to coincide with conservative expectations of draws on the portfolio.

Investment Advisor: The pool is managed by the Marin County Treasurer's Office on behalf of the pool participants.

Oversight: Portfolio oversight and operational controls are consistent with the assigned ratings. The pool is organized and invested in accordance with the state of California government code sections 53600 and 53639, and is not registered under federal law. A treasury oversight committee reviews the pool on a regular basis. The pool is also subject to quarterly and annual audits from external auditors.

Rating Rationale: The Marin County Investment Pool is rated 'AAAf'/'S1' by Fitch. The 'AAAf' Fund Credit Quality Rating reflects the investment portfolio's vulnerability to losses as a result of defaults in its bond holdings, and is based on the actual and expected credit quality of the portfolio's investments. The 'S1' Fund Market Risk Sensitivity Rating reflects the relative sensitivity of the portfolio's total return and NAV to changes in interest rates and credit spread. Fitch's evaluation of the portfolio also considered the management and operational capabilities of the Marin County Treasurer's Office, and the legal and regulatory framework under which the portfolio operates.

Marin County Investment Pool
(Maturity Distribution, as of May 31, 2021)



Source: Marin County Director of Finance.

Marin County Investment Pool
(Asset Allocation, as of May 31, 2021)



Source: Marin County Director of Finance.

Pool Characteristics

Data as of: May 31, 2021

Fund Credit Quality Rating	AAAf
Weighted Average Risk Factor	0.06
Fund Market Risk Sensitivity Rating	S1
Market Risk Factor	0.60
Assets (\$ Bil.)	1.8
Weighted Average Life (Years)	0.58
Investment Advisor	Marin County Director of Finance
Objective	The pool's objectives are the preservation of capital, maintaining sufficient liquidity to meet participant needs and obtaining a rate of return consistent with the first two objectives.
Inception Date	1950

Source: Fitch Ratings, Marin County.

Applicable Criteria

[Bond Fund Rating Criteria \(July 2019\)](#)

Analysts

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COUNTY OF MARIN
TREASURY OVERSIGHT COMMITTEE EXAMINATION
INDEPENDENT ACCOUNTANTS' REPORT
FOR THE YEAR ENDED
JUNE 30, 2021



WEALTH ADVISORY | OUTSOURCING
AUDIT, TAX, AND CONSULTING

**COUNTY OF MARIN
TREASURY OVERSIGHT COMMITTEE EXAMINATION**

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CliftonLarsonAllen LLP
CLAconnect.com

INDEPENDENT ACCOUNTANTS' REPORT

Members of the Treasury Oversight Committee
County of Marin
San Rafael, California

We have examined the Department of Finance Treasury Division of the County of Marin's (Treasury Division) assertion that the County complied with the requirements in accompanying Note 2, California Government Code of Regulations, for the fiscal year ended June 30, 2021. The County's Treasury Division is responsible for its assertion. Our responsibility is to express an opinion on the Treasury Division's assertion about the County's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Treasury Division's assertion about compliance is fairly stated, in all material respects. An examination involves performing procedures to obtain evidence about whether the Treasury Division's assertion is fairly stated, in all material respects. The nature, timing, and extent of the procedures selected depend on judgment, including an assessment of the risks of material misstatement of the Treasury Division's assertion, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the County's compliance with specified requirements.

In our opinion, the Treasury Division's assertion that the County of Marin complied, with the requirements listed in accompanying Note 2, California Government Code of Regulations, is fairly stated, in all material respects.

This report is intended solely for the information and use of the Board of Supervisors, Treasury management and the County Treasury Oversight Committee and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

CliftonLarsonAllen LLP

Roseville, California
October 5, 2021

COUNTY OF MARIN
NOTES TO THE TREASURY OVERSIGHT COMPLIANCE EXAMINATION
JUNE 30, 2021

NOTE 1 - BACKGROUND AND GENERAL

In 1995, the California legislature passed provisions requiring each county and city establish an oversight committee of 3 to 11 members representing various organizations (The pool of organizations was also specified in the legislation). The purpose of this committee was to oversee the policies that guide the investment of public funds. The committee was not to impinge on the day-to-day operations of the County Treasurer, but rather to review and monitor the Treasurer's investment policy and reporting. Some counties dissolved their Treasury Oversight Committees when they became optional as a result of new legislation, but other committees have continued to operate, providing ongoing oversight and monitoring compliance with state requirements.

COMMITTEE MEMBERS FISCAL YEAR 2020-2021

<u>Members</u>	<u>Organization Representing</u>
Nancy Lynch	Schools Districts
Jean Bonander	Public
Alyssa Schiffmann	Special Districts
Dan Eilerman	County Administrator
Mathew Hymel	County Administrator
Mary Jane Burke	Superintendent of Schools
Roy Given	Director of Finance

COUNTY OF MARIN
NOTES TO THE TREASURY OVERSIGHT COMPLIANCE EXAMINATION
JUNE 30, 2021

NOTE 2 – CALIFORNIA GOVERNMENT CODE OF REGULATIONS

The Treasury Division asserts compliance with the following investment compliance requirements as presented in the California Government Code of Regulations:

Title 3, Division 2, Part 3, Chapter 5, Article 6

County Treasury Oversight Committee

27130 - The Legislature finds and declares that local agencies, including school districts, should participate in reviewing the policies that guide the investment in those funds; by pooling deposits from local agencies and other participants, the county treasuries operate in the public interest by consolidating banking and investment activities, reducing duplication, achieving economies of scale, and carrying out coherent and consolidated investment strategies; and the creation of a county Oversight Committee will promote public interest by involving depositors in the management of their funds and by enhancing the security and investment return on their funds by providing a more stable and predictable balance for investments by establishing criteria for withdrawal of funds.

27131 - The Board may establish an Oversight Committee that consists of from three to eleven members.

27132 - The Oversight Committee shall consist of members appointed from the following: County Treasurer, County Auditor, Auditor-Controller or Finance Director; representative appointed by the Board; County Superintendent of Schools or Designee; representative selected by a majority of the presiding officers of the governing bodies of the school or community college districts; a representative selected by a majority of the presiding officers of the legislative bodies of the special districts; up to five other members of the public who either have expertise or academic background in finance or are economically diverse and bipartisan in political registration.

27132.1 - The Oversight Committee members may not be employed by an entity that has contributed to the campaign of a candidate for the office of local treasurer or to the campaign of a candidate to be a member of a legislative body of any of local agency that has deposited funds in the County Treasury in the previous three years or during the period that the employee is a member of the Oversight Committee.

27132.2 - The Oversight Committee members may not directly or indirectly raise money for a candidate for local treasurer or a member of the governing board of any local agency that has deposited funds in the County Treasury while a member of the Oversight Committee.

27132.3 - The Oversight Committee members may not secure employment with bond underwriters, bond counsel, security brokerages or dealers, or with financial services firms during the period that the person is a member of the committee or for one year after leaving the Oversight Committee.

COUNTY OF MARIN
NOTES TO THE TREASURY OVERSIGHT COMPLIANCE EXAMINATION
JUNE 30, 2021

27132.4 - The Oversight Committee meetings shall be open to the public and be subject to the Ralph M. Brown Act.

27133 - The County Treasurer shall annually prepare an investment policy that will be reviewed and monitored by the Oversight Committee, including the following: authorized investments; maximum security term; brokers and dealers' selection; limits on the receipt of gifts; investment report; cost calculation and apportionment policy; deposit terms and conditions; and funds withdrawal criteria.

27134 - The Oversight Committee shall require an annual audit to be conducted to determine the County Treasury's compliance with the investment compliance requirements presented in the California Government Code of Regulations, Article 6, Sections 27130 through 27137, and set forth in this schedule.

27135 - The County shall absorb costs in complying with the investment compliance requirements.

27136 - The County Treasurer shall evaluate each proposed withdrawal of funds for the purpose of investing or depositing those funds outside the County Treasury pool in accordance with the withdrawal policy.

27137 - The Oversight Committee shall not direct individual investment decisions; select individual investment advisors, brokers, or dealers; or impinge on the day-to-day operations of the County Treasury.

Treasury Oversight Committee

The Treasury Oversight Committee was established in accordance with California Government Code Section 27130-27137 to provide oversight in the investment of public funds. The Committee reviews and approves the County of Marin Statement of Investment Policy and is responsible for causing an annual compliance audit of the Treasurer's investment operations.

The Committee represents all government agencies for which the Marin County Treasury is statutorily designated as the custodian of funds as well as other local agencies that rely on the Treasurer for investment of public funds. Representatives of cities and districts where the Treasurer does not have statutory oversight participate subject to the consent of the Treasurer and in accordance with California Government Code.

Membership:

- the Marin County Director of Finance
- the Marin County Administrator
- the Marin County Superintendent of Schools or her/his designee
- a representative selected by a majority of the presiding officers of the governing bodies of the school districts and community college districts in the county
- a representative selected by a majority of the presiding officers of the legislative bodies of the special districts in the county that are required or authorized to deposit funds in the county treasury
- up to five members of the public

<https://www.marincounty.org/depts/df/divisions/treasurer>



SAN RAFAEL SANITATION DISTRICT
Agenda Item No. 7.a.

DATE: November 4, 2021
TO: Board of Directors, San Rafael Sanitation District
FROM: Doris Toy, District Manager/District Engineer
SUBJECT: Adopt Resolution Rescinding Resolution No. 05-909 and Establishing Authority Limits and Procedures for Professional Services Agreements

SUMMARY:

Resolution No. 05-909 was adopted in April 2005, which establishes the authority limits and procedures for Professional Services Agreements. It states that the District Administrator shall have the authority to approve Professional Services Agreements in an amount not to exceed \$20,000, and the Board shall approve all Professional Services Agreements in excess of \$20,000.

In recent years, most District's Professional Services Agreements have been more than \$20,000, which need to be approved by the Board, which meets monthly. Thus, increasing the District Manager's authority limit would expedite the professional services for critical repairs and small projects. In addition, the District's Organizational Review and Analysis Report prepared by Municipal Resource Group in August 2021, recommends increasing the District Manager's procurement signing authority limit.

At the October Board Meeting, the Board recommended that staff to look into the signature authority limit for Central Marin Sanitation Agency's (CMSA) General Manager. Its General Manager's signature authority limit is based on the California Uniform Construction Cost Accounting Commission (CUCCAC), which establishes uniform construction cost accounting procedures for implementation by public agencies for contracting on public projects, especially for cities with populations of less than 75,000. The CUCCAC limit for Professional Services Agreements is currently \$60,000; therefore, the CMSA General Manager's signature authority limit for Professional Services Agreements is \$60,000. Based on this information, staff recommends that the District Manager's signing authority limit for Professional Services Agreements be increased to \$60,000.

OPTIONS:

The Board has the following options to consider on this matter:

1. Adopt the resolution as proposed.
2. Direct staff to return with more information.
3. Take no action.

ACTION REQUIRED:

Staff recommends adopting the resolution rescinding Resolution No. 05-909 and establishing authority limits and procedures for Professional Services Agreements.

Attachment: Resolution

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 21-1238

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
RESCINDING RESOLUTION NO. 05-909 AND
ESTABLISHING AUTHORITY LIMITS AND PROCEDURES
FOR PROFESSIONAL SERVICES AGREEMENTS**

SECTION 1. Purpose.

The purpose of this Resolution is to establish authority limits and procedures for Professional Services Agreements. This Resolution does not apply to public works contracts or to contracts for the purchase of services, supplies, materials, or equipment.

SECTION 2. Definition.

“Professional Services” means services of consultants or individuals or organizations possessing a high degree of technical skill, such as, but not limited to, the services of attorneys, physicians, architects, engineers, and surveyors.

SECTION 3. Encumbrance of Funds.

Except in cases of emergency, no purchase order, contract, or agreement for professional services shall be approved unless there exists an unencumbered, budgeted appropriation in the fund account against which the said contract, purchase order, or agreement is to be charged.

SECTION 4. Authority Limits for Professional Services Agreements.

Pursuant to the provisions of the State of California Health and Safety Code, Section 4773, the District Manager shall have the authority to approve Professional Services Agreements in an amount not to exceed sixty thousand (\$60,000) dollars. The San Rafael Sanitation District Board shall approve all Professional Services Agreements in excess of sixty thousand (\$60,000) dollars.

SECTION 5. Contract Requirements.

The County Counsel shall establish appropriate requirements for insurance and indemnification of the District by the Contractor. Prior to approval by the District Manager or Board, all Professional Services Agreements of which the District is to be a party, shall be submitted to the County Counsel together with a Certificate of Insurance, Endorsement, or any other required documentation. Each Agreement approved by the District Manager shall be attested by the District Secretary. Each Agreement approved by the Board shall be attested by the Board Secretary.

SECTION 6. Contract Form.

All Professional Services Agreements shall be in a form approved and reviewed by the County Counsel prior to submission to the District Manager or Board for final approval.

SECTION 7. Competitive Bidding Not Required.

Competitive bidding is not required prior to the District entering into a Professional Services Agreement.

SECTION 8. Challenge to Resolution.

If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Resolution. The Board hereby declares that it would have adopted this Resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, subsections, sentences, clauses, or phrases be declared invalid.

PASSED AND ADOPTED at a regular meeting of the San Rafael Sanitation District Board of Directors held on the 4th day of November 2021 by the following vote, to wit:

AYES:

NOES:

ABSENT/ABSTAIN:

SAN RAFAEL SANITATION DISTRICT

Katie Rice, Acting Chair

ATTEST:

Maribeth Bushey, Secretary

APPROVED AS TO FORM:

Kerry L. Gerchow, Deputy County Counsel



SAN RAFAEL SANITATION DISTRICT
Agenda Item No. 8.a.

DATE: November 1, 2021

TO: Doris Toy, District Manager/District Engineer

FROM: Kris Ozaki, Operations and Maintenance Manager

SUBJECT: Bomb Cyclone Event on Sunday, October 24, 2021

Heavy rain began falling in the early hours after midnight on Sunday, October 24th. The first call came in from our Raco Verbatim Autodialer at our Loch Lomond Pump Station because of a flooded standpipe vault. This happens on occasion when leaves or road debris clog the sump pump. When this call came in, Hector Rodriguez, our on-call person, did not feel that it was necessary to respond to the call right away. Three hours later at 4:00 A.M., the autodialer at our Cayes Main Pump Station called due to valve pit flooding. This alarm is not a normal call that we would expect to see, so Hector decided that he should see what was going on.

At 5:00 A.M., with rain becoming heavier, the inflow and infiltration into our pipes began to overwhelm our gravity collection system, and our SmartCovers started sending out Advisory Reports informing us that the water levels in our manholes were rising. When the SmartCover sends out notifications, it sends them to everyone on the list who is authorized to receive alarms. This includes me. We currently have five SmartCovers at the following locations: Fifth and Scenic, Albert Park Lane, Third and Lootens, Second and Brooks, and Beach Drive near Fiberglass Pump Station. These alarms were coming in every 6 minutes. Shortly after 5:00 A.M., I sent Hector a text to see how he was doing and whether he needed any help. He replied that he was driving in and that it was slow going with heavy rain and wind and that he had called in some of the other SRSD maintenance crews to come in and assist.

The initial call Hector responded to at our Cayes Main Pump Station was due to the glued fitting coming loose on a pressurized drainpipe that runs from the valve pit to the main wet well. All of the vaults at this pump station are below grade and are equipped with sump pumps to remove water (rainwater runoff or sewage from maintenance on our

sealed system). The quick fix that was performed during the storm was done in order to disable the existing sump pump and install a separate pump that is designed to run dry and not burn up and is also equipped with a discharge hose that leads directly to the wet well.

Throughout the morning, Hector, Wes Sitchler (Sewer Maintenance Supervisor) and I exchanged texts and phone calls to keep me updated on the various situations. Several pump stations were pumping at full capacity, which meant that every pump was running but was beginning to lose ground. The crews were monitoring the water levels; and if the levels became critical, they would have to begin removing loads of water with our Vactor trucks. We did have to set up bypass pumping at our Fiberglass Pump Station in order to prevent an overflow. Unbeknownst to us at the time, a section of pipe leading to one of the pumps had a small crack in it that was allowing in air and causing a reduction in pumping efficiency.

At around noon, I suggested to Wes that we should think about bringing in a second crew and rotating guys out before they got too exhausted. I told Wes that I did not want anyone working too long of shifts and then driving home. My standard rule is a 12-hour shift maximum. At 1:00 P.M., Wes began calling in the remaining crews to rotate with the ones that had been working. I would lead the second shift and then decide how long to keep everyone. The Flash Flood Advisory was due to expire at 11:00 P.M.

At approximately 1:30 P.M., Wes was checking on some of the Advisory messages coming in from the Smart Cover; and when he drove down Fifth Avenue to inspect the SmartCover located at Fifth and Scenic Avenues, he spotted a homeowner directing traffic around two dancing manhole covers. Wes spoke to the homeowner who told him that he had been out clearing debris from the catch basins when he noticed that the manhole lids had begun to dance at around 1:00 P.M. This area has historically been prone to overflows during heavy rains; but roughly ten years ago, we completed a major pipe upgrade involving the installation of a larger pipe that would be capable of carrying the heavier winter flows. The manholes that were overflowing were right at the siphon. The siphon is where our pipe gets diverted down under a large 8-foot by 6-foot concrete storm drainage culvert. We have two pipes going down Fifth Avenue at this location, a 15-inch diameter pipe and 10-inch diameter pipe. The 15-inch diameter pipe splits into three smaller diameter pipes, which dive down below the culvert and comes up the other side, creating a siphon-like system. The 10-inch diameter pipe goes over the culvert. The manholes that were overflowing were on the 10-inch diameter pipe. After an inspection of the downstream manhole at Fifth Avenue and H Street, the sewer main appeared to be flowing at full capacity.

At the time, we felt that this overflow could not have been prevented, as we were experiencing an unprecedented amount of rain. If we had bypassed the flow from Fifth Avenue to Harcourt or Center Streets, it would have caused those smaller diameter pipes to overflow. On Friday, October 29, 2021, our crews were able to televise the 10-inch diameter overflow pipe on Fifth Avenue and found root intrusion. It was initially thought that the cause of the SSO had been due to the excess inflow and infiltration that was getting into the gravity system; but upon seeing the size of the root blockage, it became apparent that the flow was being impeded by a root mass covering the bottom half of the cross section of the pipe. This pipe is on a three-to-four-year cleaning cycle; however, the last time this pipe was cleaned was in 2014. We had been receiving lists from Cal-CAD (our GIS consultant), that provide us with information on how long it had been since we had last cleaned any of our pipes. Unfortunately, this pipe had missed its scheduled cleaning. We are currently searching for a modernized Computerized Maintenance Management Software that would assist us in preventing mis-scheduled cleaning in the future. This software is also recommended in the MRG Organizational Review Report. We are currently performing research on all of our pipes to verify which ones may have gone beyond the four-year cleaning cycle.

We had several other casualties from this storm but not as severe. Our AT&T land lines were knocked out at the West Railroad, San Pedro, Peacock, and Riviera Pump Stations. All of the land lines to these pump stations have been restored, except for the Riviera Pump Station. We also experienced several power outages throughout San Rafael, but nearly all of the power was restored by 11:00 P.M. on Sunday, October 24th. However, McNear's Beach Park was without power until 4:30 P.M. on Monday, October 25th.

The Third Street Pump Station, located in front of the San Rafael High School football field, experienced an outage on Sunday, October 24th, and Monday, October 25th. When this pump station was constructed 40 plus years ago, they connected the power to an existing light pole in the center island. That light pole is no longer there, but our power connection for the pump station is still there. The wiring then travels 75 feet in length and about 2 feet deep underground in the center median in what one could assume is a metal conduit to our meter. Somewhere within that 75-foot section, the conduit became crushed and severed our power. We are currently using a generator for the power needed to pump down the well water twice a day. Instead of guessing when to check on the height of the well water and when to trailer the generator to the site to pump it down, we moved a SmartCover from a manhole at Third Street and Lootens Place to a different manhole on Third Street next to our pump station wet well. This SmartCover will now notify us when the well water rises and when to take the generator out to pump it down. We are currently waiting for PG&E to allow us to temporarily reconnect our power.

We also responded to several other non-sewer related calls. It seems like whenever someone sees a manhole overflowing, they immediately think of calling the Sewer Department (some manholes do say STORM SEWER). All of the overflowing manhole calls were related to storm drain pipes that were not able to keep up with the flow. Unfortunately, when Wes Sitchler responded to one of those calls, he mistakenly identified a storm manhole as a sewer manhole and notified the California Office of Emergency Services of a Sanitary Sewer Overflow (SSO). Once the manhole was correctly identified, the SSO notification was rescinded.

Going into this storm we had three working 60kw portable generators. One of our newer Doosan generators has been out for service for the past month. Our Koehler generator, which is the oldest of the 60kw fleet at 25 years old, began acting up during the storm but got us through worst of it. The following day our generator service contractor came by to diagnose why it was not providing a steady 240 volts of power and advised us that they would need to take it offline for period of time in order to figure out what was going on with it. This leaves us with two working portable 60kw generators. During the storm, the Peacock and the Peacock Lagoon Pump Stations were without power most of the time, which meant that the portable generators at those locations needed to stay there. If we have another storm or power outage in the east side of San Rafael, we will only have two working portable generators to utilize. I am currently in talks with our generator vendor to see if we could test a smaller generator that could be forklifted into the back of a truck. This would make it easier to navigate the narrow pathways at McNear's Beach Park instead of pulling a trailer. I would also like to get our larger generators wired so that we could hook up a smaller power cord.

At some point on Sunday, October 24th, Doris and I were talking, and she asked whether we had planned to have two shifts or whether it had just worked out that way. On Friday, October 22nd, towards the end of the workday when the guys usually dash out to begin their weekend, I asked the crew who would be available to work if Hector needed help over the weekend. Because we knew that the forecast called for heavy rain and because we often see power outages in the eastern sections of San Rafael early in the season, everyone raised their hands. The shift work is something we have become accustomed to over the years. We have often split the crew in half with each crew working a 12-hour shift. Fortunately, during my shift (the later evening shift), the rain had dwindled to a light drizzle, and most of the power had been restored. Therefore, we were able to avoid working past midnight. According to NOAA, Mt. Tamalpais received 16.55 inches of rain, and San Rafael received 6.59 inches of rain in a 24-hour period. Fun times.



SAN RAFAEL SANITATION DISTRICT
Agenda Item No. 8.d.

DATE: November 4, 2021
TO: Board of Directors, San Rafael Sanitation District
FROM: Doris Toy, District Manager/District Engineer
SUBJECT: Call Us First for a Sewer Emergency Video

SUMMARY:

In the past couple of years, the District has joined other Marin sanitation agencies in broadcasting videos that educate the public on various topics, e.g., “flushable” wipes, Fats Oils and Grease, and medication disposal. Ross Valley Sanitary District (RVSD) has been the lead agency for this campaign and has contracted with Gold Street Design to develop these videos. They have been aired via Comcast/Xfinity Cable Television at various times throughout the years, especially during the holiday season and on YouTube.

Recently, the District has joined RVSD and other agencies in developing a video to inform the public to call their local sanitation agency when they see a sewer spill. The video is on television from October 5th through January 2, 2022. You can watch the “Call Us First for a Sewer Emergency” Video at the following link on YouTube:

<https://www.youtube.com/watch?v=NipSynoYhKI>