

## A G E N D A

### SAN RAFAEL SANITATION DISTRICT BOARD OF DIRECTORS

THURSDAY – MARCH 3, 2022 - 11:00 A.M.

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### **CORONAVIRUS (COVID-19) ADVISORY NOTICE**

Consistent with the provisions in Assembly Bill 361, this Board 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](mailto: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 – February 3, 2022 and February 17, 2022.

**5. PAYMENTS**

Request approval as submitted.

**6. OLD BUSINESS**

a. Discussion on the Bayside Acres Beach Sewer Improvement Project.

**7. NEW BUSINESS**

a. Report on Bid Opening for the 2022 Sewer Maintenance Cleaning Project.

**8. INFORMATIONAL ITEMS**

**9. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS**

**10. CLOSED SESSION**

**a. Conference with Legal Counsel-Anticipated Litigation**

California Government Code Section 54956.9(d)(2)

Number of Cases: One (1)

**11. ADJOURNMENT**

The next scheduled meeting is April 7, 2022.

**SAN RAFAEL SANITATION DISTRICT**  
*Agenda Item No. 2.*

**DATE:** March 3, 2022

**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

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**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. 22-1244**

**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 3rd day of March 2022 by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

**SAN RAFAEL SANITATION DISTRICT**

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**Kate Colin, Chair**

**ATTEST:**

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**Maribeth Bushey, Secretary**

**SAN RAFAEL SANITATION DISTRICT**  
**Minutes of the Meeting**  
**February 3, 2022**

Regular Meeting

Via Teleconferencing

The meeting was called to order at 11:02 A.M. by Chair Kate.

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

Attendance Staff: Doris Toy, District Manager/District Engineer  
David Nicholson, Senior Civil Engineer  
Kris Ozaki, Operations and Maintenance Manager  
Tim Tran, Associate Civil Engineer

Attendance Others: None

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1. **ROLL CALL** – A roll call was taken, and Chair Kate and Director Bushey were present.
  2. **ADOPT TELECONFERENCE MEETING RESOLUTION TO COMPLY WITH ASSEMBLY BILL 361**

Adopt 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.

**MOTION** by Director Bushey, seconded by Chair Kate, to adopt the resolution 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.

**AYES:** Director Bushey, Chair Kate

**NOES:** None

**ABSENT:** Director Rice

*Motion Carried*

3. **OPEN PERIOD** – No persons were present to address the Board.

**4. MINUTES OF DECEMBER 10, 2021.**

**MOTION** by Director Bushey, seconded by Chair Kate, to approve the minutes of the December 10, 2021, meeting as presented.

**AYES:** Director Bushey, Chair Kate

**NOES:** None

**ABSENT:** Director Rice

*Motion Carried*

**5. PAYMENTS**

**MOTION** by Director Bushey, seconded by Chair Kate, to approve the payments for December 2021 and January 2022 for maintenance and operation of the District and for capital improvements.

**AYES:** Director Bushey, Chair Kate

**NOES:** None

**ABSENT:** Director Rice

*Motion Carried*

*Director Rice entered meeting at 11:07am*

**6. OLD BUSINESS**

**a. Update on Organizational Review and Analysis Report Recommended Work Plan.**

District Manager Toy reported that MRG presented the Organizational Review and Analysis Report Recommended Work Plan in September 2021, which was discussed at a workshop in October 2021. At the workshop, the Board directed staff to review the recommended priorities in the MRG report, i.e. determine a proposed timeline, make comments, and bring them back to the Board at a future meeting. This task has not been completed due to staffing shortage. Liza, the Junior Engineer, left the District at the end of November 2021. Chair Kate suggested the District to seek support from MRG. MRG submitted a proposal to assist the District with the prioritization, scheduling and tracking the workplan recommendations; advise the District on the implementation of the various recommendations; provide training and coaching, if necessary, to implement the recommendations; and facilitate meetings with staff. MRG estimates that it will take up to six months to complete the workplan implementation and will invoice the District on an hourly basis not to exceed \$25,000.

Chair Kate stated that having MRG support is essential, and the proposal is aligning with the new mission statement keeping up our excellent services. Director Bushey expressed the concern that we would not want to adopt MRG's objectives but having MRG to support us and what our agency wants is to prioritize and fully commit to the internal needs. Chair Kate recommended to have regular updates at future Board meetings.

**MOTION** by Director Rice, seconded by Director Bushey, to accept MRG proposal.

**AYES:** Director Bushey, Director Rice, Chair Kate

**NOES:** None

**ABSENT:** None

*Motion Carried*

**b. Update on the Reimbursement Agreement with the City of San Rafael for Contract and Construction Management of the Third Street Rehabilitation Project.**

District Manager Toy reported at the December 2021, Board meeting, the Board authorized the District Manager to execute a reimbursement agreement with the City of San Rafael for the Third Street Improvement Project. This is a city project which consist of installing ADA sidewalks and ramps, traffic signal upgrades, bike and pedestrian safety improvements, paving the road, and the District's sanitary sewer and MMWD pipeline improvements. At the December Board meeting, the reimbursement agreement was based on the cost estimates, since the project bid opening was on January 6, 2021. The city received five bids. The lowest bidder was Ghilotti Bros, Inc. in the amount of \$18,248,707.54, and JDB & Sons Construction will perform the sanitary sewer improvements portion in the amount of \$3,871,760.00. JDB is also the lowest bidder for the sewer portion of work for all the prime contractors. JDB has sewer construction experience similar to this project. The awarded bid provided the actual dollar amount to finalize the reimbursement agreement. The draft reimbursement agreement in the December Board meeting showed a total reimbursement amount to the City of \$3.7 million, based on an engineer's estimate of \$3.3 million for construction; the final version has the reimbursement amount of about \$4.9 million, which includes 12% contingency; and the District has added more work to the project that was not included in the previous engineering estimate. If the Board accepts the final reimbursement amount, the District Manager will execute the reimbursement agreement with City of San Rafael as authorized under Resolution 21-1241.

Director Bushey asked District Manager Toy to give a full detail of why the bid amount was larger than the cost estimates. She explained there was a half million dollars for additional work and another half million dollar for contingency which was not included in the previous cost estimates. Director Bushey asked if we had projects that had similar arrangements. District Manager Toy responded stating that the District had a similar arrangement on the H Street Storm Drain and Sewer Project, where the District reimbursed the City for sewer improvements, including the construction costs and construction management services. In this case, the District will also share the same construction management/inspection consultant, Coastland Engineering, with the City. The reimbursement includes construction costs, construction management and inspection.

**MOTION** by Director Bushey, seconded by Director Rice, to approve the reimbursement agreement.

**AYES:** Director Bushey, Director Rice, Chair Kate

**NOES:** None

**ABSENT:** None

*Motion Carried*

**c. Update on the Bayside Acres Beach Sewer Improvement Project. (David Nicholson)**

Senior Civil Engineer Nicholson briefly summarized that in the December 2021 Board meeting, staff presented four alternatives: 1) Recondition the existing pipe in place; 2) Suspend a new pipe above the waterline along the shore; 3) Combined/shared pump systems; and 4) Individual private pumps. There were two feasible alternatives, which

is to have combined pump systems and to have individual pump systems; the other two alternatives are unfeasible. Nicholson reported that the Marin County is planning to do road improvements on Point San Pedro Road in August 2022; thus, the District need to have the sewer work on Point San Pedro Road done prior to that timeline. As a result, staff has asked Nute Engineering to provide a design and bid package for the new sewer main. Staff propose to advertise bids on April 1st, open bids on April 28th, award on May 5th, and construct between June and August. For outreach, staff is working with Rauch Communication Consultants to notify the Bayside property owners of the project, which is planned for February 22nd and 23rd. District would notify the owners two weeks in advance through email. In addition, staff and Rauch are developing information packets to inform the public ahead of time. Rauch has also recommended sending a press release to the public in order to gain support.

Director Rice suggested notifying the residents early and having different methods to reach the public, such as email, phone call, one-on-one meeting, etc. and include in the notification, a contact email address and zoom link with a support number to call if the public has technical difficulties.

Director Bushey suggested to hold a site tour to walk the site and address any public concern/question, which the staff intends to do, similar to the recent Woodland Avenue project.

Senior Civil Engineer Nicholson stated that after the public presentations, staff will gather the public's comments and present to the Board; and the Board will direct staff on an alternative. Nicholson informed the Board that after speaking with many of the property owners, the majority appears to be supporting the individual pumps alternative. He also noted that in industry standard, the owner is responsible for financial and maintenance of his individual pump system. Director Rice suggested to have Woodland Ave project as a model regarding to the District financial responsibility.

## 7. NEW BUSINESS

### a. **Adopt resolution approving the Marin County Investment Policy FY21-22 as the investment policy for the San Rafael Sanitation District.**

District Manager Toy explained that the California Government Code requires all special Districts to adopt an investment policy annually. The District uses the county services to collect its revenue, disburse expenses, and to invest in its cash. Since the District maintains its cash with the County and the County invests the cash for the District, the District would adopt the County's Statement of Investment Policy.

**MOTION** by Director Bushey, seconded by Director Rice, to adopt the Marin County Investment Policy for FY21-22 as the investment policy for the San Rafael Sanitation District.

**AYES:** Director Bushey, Director Rice, Chair Kate

**NOES:** None

**ABSENT:** None

*Motion Carried*

### b. **Review District's Insurance Policy.**

District Manager Toy spoke to Seth Cole, the Senior Vice President of the District's insurance carrier, Alliant Insurance Services, and reviewed the District's Policy Register. Cole noted that the District do not have public officials' liability, earthquake, or flood insurance. For the public officials liability, the City covers Chair Kate and Director Bushey; however, the County is unsure about covering Director Rice. District Manager Toy is working with the County and providing additional documents to the County so that they can determine if the County would cover Director Rice. If the County determines Director Rice is not covered, and the District decides to have the public official liability, then it is a \$19,000 annual premium for a million dollar limit and \$50,000 deductible. For the District earthquake insurance, District Manager Toy stated the earthquake coverage would be for its 32-pump stations with a \$10 million limit, which is about \$85,000 to \$95,000 annually, and for \$20 million limit, it was about \$120,000 to \$130,000 annually. Because the coverage is very expensive, most public agencies do not have earthquake insurance. For example, both CMSA and City of San Rafael do not have earthquake insurance. For flood insurance, District Manager Toy stated that for the last 15 years, the District's pump station rehabilitation project includes installing equipment above flood level, so the chance of flood damages are low. Director Rice asked Manager Toy to copy her and Brian Washington, County legal counsel, in future correspondence with the Risk Manager pertaining to the Public Officials Liability. Director Bushey suggested that we may consider placing a reserve as a long-term financial planning in case of flood or earthquake disasters.

## **8. INFORMATIONAL ITEMS**

### **a. Report on Sanitary Sewer Overflows. (Kris Ozaki)**

#### **Category 1 SSO at 10 Spring Grove Avenue**

Operations and Maintenance Manager Ozaki reported that we had three Category 1 SSO's in the month of January. The first SSO was reported that water was coming out of the ground at 10 Spring Grove Ave, which was estimated at 930 gallons. There was an SSO at this location that occurred three to five years ago. Part of the District's action items was to add this pipe to the District's cleaning list, which was not performed. Staff is looking into ways of improving District procedures to ensure that pipes are added into the cleaning list. Chair Kate asked if the reason for more significant SSO is because of the hillside. O&M Manager Ozaki said that the issue was root intrusion. One of the owners was upset because he thought that it should have been taken care of, but the cleaning of the pipe slipped through the maintenance cleaning log. Director Rice suggested that part of our software upgrades mentioned in the MRG report can include a software that can have some type of flagging to address this issue. Manager Ozaki has been considering a GIS tracking system that could sound an alarm if something had not been taken care of.

#### **Category 1 SSO at Fourth Street and B Street**

On the evening of January 3rd, Operations and Maintenance Manager Ozaki received a call from a friend informing him of an SSO at Fourth and B Streets. The spill was about 9,400 gallons. The pipe was televised and was determined that there were grease and root

intrusion in the pipe. Ozaki explained that there have not been any issues on Fourth Street and that perhaps due to the recent drought, the trees are looking for water, which caused the roots to find its way into the pipe cracks and blocked the pipe. The pipe was placed on a cleaning list schedule. He added that the District used to have a root control program with Duke's Root Control; however, CMSA has discouraged the program since the chemicals were harmful to the fish and water quality, so the District discontinued the program. Ozaki suggested to revisit the root control program and discuss with CMSA lab to find out if there are acceptable chemicals that the District can use for root control. Director Rice asked if the issue would continue to occur. He responded by stating that the pipe is added to the frequent cleaning list, and it will remain on the list until the pipe is replaced, but it would take a long time and the list continues to grow. Ozaki added that more staffing would be required to manage and decrease the pipes on the cleaning list.

### **Category 1 SSO at 2300 Fifth Avenue**

The third SSO was about a couple of weeks ago in the Sun Valley Neighborhood. Operations and Maintenance Manager Ozaki received a call from an owner who said the plumber cleaned their sewer pipe, but the backup still occurred. District staff estimated the spill was 2,360 gallons. The pipe was recently televised and had high scoring rate by our contractor. However, when District staff televised the pipe, staff found severe offset joints that could accumulate rags. In the past, staff has sent a letter to the houses and the neighborhood school to inform them that rags and wipes cannot be flushed into the sewer pipes. Staff is currently considering doing more educational outreach for rags, rerouting the pipe out of the creek to Fifth Avenue and also add the pipe in the District's frequent cleaning list. Director Rice suggested to have MRG looking on reviewing staffs and workflow and if we have the necessary resource to resolve the SSO issues.

*Director Rice left the meeting at 11:59 A.M.*

### **9. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS**

None.

### **11. ADJOURNMENT**

There being no further business to come before the Board, the meeting of February 3, 2022, was adjourned at 12:07 P.M. The next meeting of the San Rafael Sanitation District was scheduled for Thursday, March 3, 2022, at 11:00 A.M via teleconferencing.

Respectfully submitted,

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Maribeth Bushey, Recording Secretary

**ATTEST THIS 3rd DAY OF MARCH 2022**

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Kate Colin, Chair

**SAN RAFAEL SANITATION DISTRICT**  
**Minutes of the Meeting**  
**February 17, 2022**

Special Meeting

Via Teleconferencing

The meeting was called to order at 9:00 A.M. by Chair Kate.

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

Attendance Staff: Doris Toy, District Manager/District Engineer  
David Nicholson, Senior Civil Engineer  
Kris Ozaki, Operations and Maintenance Manager  
Tim Tran, Associate Civil Engineer  
Darlene Baten, Temporary Administrative Assistant

Attendance Others: Martin Rauch, Pres., Rauch Communication Consultants, Inc.  
Jason Dow, CMSA General Manager

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1. **ROLL CALL** – A roll call was taken, and Chair Kate and Director Bushey were present. Director Rice was absent.
  2. **OPEN PERIOD** – No persons were present to address the Board.
  3. **OLD BUSINESS**
    - a. **Discussion on Bayside Acres Beach Sewer Improvement Project. (David Nicholson)**

Senior Civil Engineer Nicholson provided a brief review of the meeting's purpose, which was to present the general scope and engineer cost estimates for Alternatives 3 (shared pump system) and 4 (individual pump system), and to request from the Board if the District will fund Alternative 4. This will enable staff to ensure the Bayside property owners that the District intends to pay for Alternative 4 in the upcoming public meeting in March.

Senior Civil Engineer Nicholson clarified that the shared pump system would be installed and maintained by the District, and the individual pump system would be installed by the District and then turned over to the property owners for them to operate and maintain.

*Director Rice entered the meeting at 9:09 A.M.*

Chair Kate asked for more clarification on the cost details of each alternative to gain understanding of the cost burden to homeowners. Nicholson clarified that the shared pump system infrastructure purchase and installation cost would be by the District. Not included in the shared pump alternative costs is private easement procurement. That would be a cost burden to the private property owners who will require a private easement across their neighbor's property. For the individual pumps system, staff proposes to pay for the purchase and installation of the sewer pump systems and any needed electrical panel upgrade, but no major re-landscaping. Chair Kate asked to better understand what the District is willing to put-in and what the homeowner will need to put-in. Nicholson said that about \$300/year cost per pump system is predicted, which includes operation and maintenance. Chair Kate asked which Alternative the property owners are leaning toward. Nicholson replied that most property owners are leaning toward the individual pump system.

Director Bushey asked how the cost of Alternative 4 was calculated. Nicholson described that the cost is based on an assessment of each individual pump system on each property. Director Bushey asked if an individual agreement with each landowner is planned for the future to ensure property owners clearly understand that they will be responsible for the new pump systems, and to establish District precedent to have a clear rule and to be financially consistent and fair to all similar District sewer system improvements for perpetuity. Nicholson clarified that an agreement will be generated and agreed with the need for fair fiscal consistency with similar District sewer main improvements.

Martin Rauch iterated the importance of not placing a financial burden on property owners because some may choose to fund it themselves in their own time, which could be timely and would induce higher risk to the District for continuing to have the sewer main in the Bay.

Director Rice iterated the need to have legal counsel involved on this project. Chair Kate agreed. Director Rice said that although there may be different preferences by the homeowners for which Alternative to implement, the District may need to make that call on which Alternative and that legal counsel will need to be involved to get the legal backing. The District has a lot of risk with regards to a spill and a lot of responsibility to the system failing and that is really what allows us to drive forward with this. Director Rice asked if any of the individual systems will require an electrical panel upgrade which adds benefits to the property owner. Nicholson replied that electrical panel upgrades are anticipated on some homes.

The Directors collectively iterated that they want to be sure that the District has clear legal counsel direction on Alternative 4 to provide clear understanding on the District's legal obligations for handing over the operations and maintenance of private pumps in the event any property owner refuses to take over and pay for

its operation and maintenance.

District Manager Toy iterated that the District legal counsel has been involved from the start of the project. Director Rice asked that a clear legal path on the options be clearly identified, and that clear policy is established for the future. Also, Director Rice recommended meeting with counsel prior to the March Board of Directors meeting.

In reference to the future public meetings, Director Bushey iterated that it should be more of a presentation of what District staff has discovered in its assessment and its having determined the best, most feasible and industry standard Alternative [Alternative 4], unless something is brought up that has not been thought about. Director Rice agreed with Director Bushey, and that meeting with property owners up to this point has been a part of the decision.

Jason Dow iterated that it appears there has been great technical analysis done, and looks like [Alternative] number 4 is the right solution, we just need to get the legal advice.

District Manager Toy described another similar successful project where the District moved its sewer main at a higher elevation and installed individual active pump system, where the District installed the pump systems and the property owners continued to own and maintain their laterals, including their pump systems.

**4. NEW BUSINESS**

**5. INFORMATIONAL ITEMS**

None.

**6. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS**

Director Bushey MCCMC water committee met with Congressional Representative Jared Hoffman who encourages any application for water or sewer projects that would be eligible for infrastructure funding.

**7. ADJOURNMENT**

There being no further business to come before the Board, the meeting of February 17, 2022, was adjourned at 12:07 P.M. The next meeting of the San Rafael Sanitation District was scheduled for Thursday, March 3, 2022, at 11:00 A.M via teleconferencing.

Respectfully submitted,

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Maribeth Bushey, Recording Secretary

**ATTEST THIS 3rd DAY OF MARCH 2022**

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Kate Colin, Chair

**SAN RAFAEL SANITATION DISTRICT**  
**PAYMENT SUMMARY**  
**February 1, 2022 - February 28, 2022**

<i>Vendor/Payee</i>	<i>Memo</i>	<i>Class</i>	<i>Acct #</i>	<i>Account Name</i>	<i>Amount</i>
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 1/19/22	200	2021	Uniforms	212.58
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 1/26/22	200	2021	Uniforms	194.38
AT&T MOBILITY	Telephone Service - cell phone service from 12/04/21 to 01/03/22 and replacement phone	100	2534	Telephone service	936.41
BWS DISTRIBUTORS	Safety - nitrile gloves	200	2365	Safety equipment and supplies	397.56
CALCON SYSTEMS, INC.	Pump Stations - North Francisco Pump Station generator timer replacement and programming	200	2359	Maint- pump sta's & force mains	1,061.66
CALIFORNIA CAD SOLUTIONS INC(CALCAD)	Facilities Mapping Services - SRSD share of GIS upgrade from 2/01/22-1/31/23	100	4188	Facilities mapping services	5,940.00
CINGOLANI, PAUL	Sewer Main Extension - repayment agreement for 365 & 366 Margarita Drive	100	2220	Sewer extension reimbursement	3,160.75
DOWNNEY BRAND LLP	Legal Services - legal services through 12/31/21	100	2713	Legal services	581.00
FARAMARZI, SASAN AND THERESA CAMPBELL	Sewer Main Extension - repayment agreement for 365 & 366 Margarita Drive	100	2220	Sewer extension reimbursement	6,321.50
HOBLER, ROGER	Collection Systems - reimbursement for plumbing services	200	2360	O&M - collection systems	210.00
KERR, JENNIFER	Refunds - refund of overpayment for FY2018-19 to 2020-21 sewer service charges for 201 Main Street APN 012-142-23	100	2122	Rebate/Refunds	2,647.43
KIMLEY-HORN AND ASSOCIATES, INC.	2021 Sewer Pipe Repair and Replacement Project - 2021 sewer repair predesign study through 10/31/21	300	4349	2021 Sewr Pipe Repair/Repl (80)	1,345.00
KIMLEY-HORN AND ASSOCIATES, INC.	2021 Sewer Pipe Repair and Replacement Project - 2021 sewer repair predesign study through 12/31/21	300	4349	2021 Sewr Pipe Repair/Repl (80)	770.00
KIMLEY-HORN AND ASSOCIATES, INC.	Third Street Sewer Rehab. Project Lootens Place to Mary Street - design and construction related services through 10/31/21	300	4340	Third St (Hayes to Ritter) (80)	8,437.50
KIMLEY-HORN AND ASSOCIATES, INC.	Third Street Sewer Rehab. Project Lootens Place to Mary Street - design and construction related services through 12/31/21	300	4340	Third St (Hayes to Ritter) (80)	1,075.00
LAVELLE, JAMES AND BARBARA FISHER-LAVELLE	Sewer Main Extension - repayment agreement for 365 & 366 Margarita Drive	100	2220	Sewer extension reimbursement	3,160.75
MARIN ROTO-ROOTER SEWER SERVICE, INC	Standby - standby service for 182 Knight Drive on 1/19/22	200	2363	Standby services	750.00
MCGIVERN, LAURA	Claims and Deductibles - reimbursement for garden damage caused by main city sewer line at #8 Hillview Avenue	100	2051	Claims and deductibles	2,854.00
MCR TECHNOLOGIES INC.	Pump Stations - San Pedro Pump Station submersible transducer	200	2359	Maint- pump sta's & force mains	1,262.44
NORLAB, INC.	Collection Systems - liquid tracing dye	200	2360	O&M - collection systems	251.00
NUTE ENGINEERING INC	Bayside Acres Beach Sewers Improvements Project - engineering services from 12/01/21-12/31/21	300	4338	Rehab of Beach Swr Bayside (80)	6,654.25
NUTE ENGINEERING INC	Bayside Acres Beach Sewers Improvements Project - engineering services from 1/01/22-1/31/22	300	4338	Rehab of Beach Swr Bayside (80)	10,100.50
NUTE ENGINEERING INC	North Francisco and West Railroad Pump Station - engineering related services from 1/01/22-1/31/22	300	4155	N. Francisco/WRR Pump St (10)	19,664.00
NUTE ENGINEERING INC	Third Street PS and Beach Fiberglass PS Improvement Project - engineering related services from 12/01/21-12/31/21	300	4149	Third St / Fiberglass PS (10)	17,306.00
PAC MACHINE CO	Collection System - pipe ramp for road crossings	200	2360	O&M - collection systems	5,577.79
PERIN - BATTERIES PLUS	Office Supplies - batteries	100	2133	Office & shop supplies	26.22
PERIN - BATTERIES PLUS	Office Supplies - batteries	100	2133	Office & shop supplies	42.50
PORZIO, JOHN F. AND JEAN WU, HSIU	Sewer Main Extension - repayment agreement for 365 & 366 Margarita Drive	100	2220	Sewer extension reimbursement	6,321.50
REYNOLDS, FREDERICK	Sewer Main Extension - repayment agreement for 365 & 366 Margarita Drive	100	2220	Sewer extension reimbursement	3,160.75
SCHAAF & WHEELER, INC	2020 Sewer Pipe Repair and Replacement Project - design related services through 12/31/21	300	4342	2020-21 Sewer Improvement (80)	3,614.60
SCHAAF & WHEELER, INC	Woodland Ave. SIP - engineering services through 12/31/21	300	4339	Woodland Pl/Ave & Octavia (80)	4,695.00
THOMAS, MATTHEW	Sewer Main Extension - repayment agreement for 365 & 366 Margarita Drive	100	2220	Sewer extension reimbursement	3,160.75
US BANK CORPORATE PAYMENT	Collection System - cameras for SSO documentation	200	2360	O&M - collection systems	327.40
US BANK CORPORATE PAYMENT	Collection System - encroachment permit for spot repair at 914 Mission	200	2360	O&M - collection systems	246.00
US BANK CORPORATE PAYMENT	Collection Systems - memory chip for CCTV	200	2360	O&M - collection systems	21.84
US BANK CORPORATE PAYMENT	Collection Systems - vehicle camera cases	200	2360	O&M - collection systems	78.60
US BANK CORPORATE PAYMENT	Office Supplies - binders for maintenance record keeping	100	2133	Office & shop supplies	14.72
US BANK CORPORATE PAYMENT	Office Supplies - tide calendars	100	2133	Office & shop supplies	83.80
US BANK CORPORATE PAYMENT	Pump Stations - lattice for Glenwood Pump Station fence repair	200	2359	Maint- pump sta's & force mains	34.94
US BANK CORPORATE PAYMENT	Subscriptions - Marin IJ for 8 weeks	100	2131	Memberships and subscriptions	219.38
VERIZON WIRELESS(242395655)	Telephone Service - private IP addresses for the San Pedro and Peacock Pump Stations from 12/18/21-1/17/22	100	2534	Telephone service	134.16
WESTLAND CONTRACTORS, INC.	Woodland Ave. SIP - services from 9/01/21-9/30/21	300	4339	Woodland Pl/Ave & Octavia (80)	193,160.65
					<b>\$ 316,214.31</b>

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

**DATE:** March 3, 2022

**TO:** Board of Directors, San Rafael Sanitation District

**FROM:** Doris Toy, District Manager/District Engineer

**SUBJECT:** Discussion on the Bayside Acres Beach Sewer Improvement Project

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**SUMMARY:**

At the February 17, 2022 Special Board Meeting, the Board and staff continued our discussion on the Bayside Acres Beach Sewer Improvement Project in regards to costs for the Alternative 3 (shared pump systems) and Alternative 4 (individual pump systems) in preparation for the March public meetings. During the discussion, the Board had questions pertaining to legal matters and has requested that legal counsel attends the next board meeting. Therefore, District Legal Counsel, Kerry Laiw Gerchow will be attending this meeting to address any legal concerns the Board may have.

**ACTION REQUIRED:**

Board to continue discussion in regards to cost responsibilities and provide direction to staff on the public meetings.

Attachment: Bayside Acres Informational Packet to Property Owners (DRAFT)



# You Are Invited to a Public Meeting on the Bayside Acres Sewer Rehabilitation Project

## Bayside Acres Project Summary

There is a half-century-old main sewer pipeline located in the Bay near Point San Pedro Rd., Beach Rd., Marine Dr., and Oak Dr. in the Bayside Acres Development that is aging and must be replaced.

**Aging, corroded, main sewer pipeline and manholes in the Bay.** The District has been unable to properly inspect or maintain the underwater sewer pipeline due to high tides, corroded manhole lids, and general inaccessibility. The District is increasingly concerned about the manholes. The original four-to-six-inch-thick concrete structure protecting the manholes has been corroded down to about two inches. Wave action will eventually cause a break in the manholes, pollute the Bay, lead to regulatory fines, and require costly cleanup and repair.

**In addition, the private lateral pipelines that run from homes to the main sewer pipeline in the Bay are also corroding, and some are leaking.** Leaking private laterals allow seawater to enter the sewer system and causing corrosion. These laterals must be replaced and, in most cases, redirected to new, secure sewer main pipelines in the streets.

The District is developing a plan to seal the old pipeline and manholes in the Bay, install a new pipeline in the streets, and install new laterals and pumps/sumps from homes to the new pipelines.

## Two Neighborhood Meetings Will Be Held on The Bayside Project

Both meetings will provide identical information. District staff will explain the project's purpose, present the alternatives, and provide details. You will have an opportunity to ask questions and get answers from District staff. Attend the one that is most convenient for you.

**Tuesday, March 23, 2022, at 1:00 PM OR**

**ZOOM LINK AND PHONE NUMBER**

**Wednesday, March 24, 2022, at 6:00 PM**

**ZOOM LINK AND PHONE NUMBER**

## Questions?

Please get in touch with Senior Civil Engineer David Nicholson with any questions you have before the meeting: by phone at (415) 458-5369 (Office) or email at [David.Nicholson@cityofsanrafael.org](mailto:David.Nicholson@cityofsanrafael.org)



**If you would like to speak during the public comment portion of the meeting, you have two options:**

**ONLINE:** Use the chat to ask to speak or submit your question. Chat is visible to all participants.



**PHONE:** Press \*9 to raise your hand to request to be unmuted to speak or ask a question

**If you are having difficulty logging in, you may call Lynda for assistance at (888) 839-3503**



## Main Sewer Pipeline Options Considered

### **ALTERNATIVE-1 (*Infeasible*): Rehabilitate the Existing Main Sewer Pipeline in Place Underwater**

Rehabilitating the existing pipeline is infeasible due to the difficulty of obtaining permits, the risk of a spill that could immediately contaminate the Bay, and the visual impact caused by new manholes that would rise about 10 feet above the waterline.

### **ALTERNATIVE-2 (*Infeasible*): Construct a New Above-Water Main Sewer Pipeline**

The above-water (along the shoreline) main sewer pipeline is infeasible due to the difficulty of obtaining permits, the risk of a sewer spill that could lead to immediate contamination of the Bay, and the visual impact caused by an elevated structure needed to secure the pipeline that would rise 10 feet or more above the shoreline along the pipeline's entire length.

### **ALTERNATIVES-3 & 4 (*Recommended by Staff*): Install New, Secure Main Sewer Pipelines in the Streets**

New sewer main pipelines will need to be installed in Oak Drive, Marine Drive, and Point San Pedro Road. This new sewer main pipeline project is being designed and the District plans to award a contract for construction in May.

## Pump/Sump and Lateral Alternatives

### **Shared Pumps/Sumps and Laterals (Alternative 3)**

New laterals from groups of two to four homes would be installed and sent to shared pumps/sumps that would send sewage to the new sewer main pipelines in the streets above.

- **Locations.** The final identified shared pump/sump locations will allow the laterals from each home to flow by gravity to the central pump/sump serving that home. These pump/sump locations will, in most cases, not be practical to install in alternative locations.
- **Construction costs.** The District would pay all construction and maintenance costs estimated at \$2.0 million.
- **Landscaping.** The District would take care with construction to minimize the impact on landscaping and clean up thoroughly. The District would not be responsible for replacing all landscaping to 100% original condition. The District would work with the property owners on any aesthetic actions to hide the pumps/sumps and control panels.
- **Private easements.** Some property owners would need to obtain easements for their laterals to cross their neighbors' properties and reach the shared pump /sump stations. The District has no authority here but could provide some help.
  - a. **Public easements.** The District would need to obtain easements for the pumps/sumps and control panels and the pressurized laterals that would go to the main sewer pipelines in Point San Pedro Road, Marine Drive, and Oak Drive. Obtaining easements could extend the project timeline, increasing the risk of a spill from the existing main sewer pipe. Obtaining public easements also add cost to the project.



## Pump/Sump and Lateral Alternatives cont.

- **Ownership and maintenance**

- a. **Property Owner.** The portion of the lateral from the home to the shared pump/sump stations would be transferred to the property owner and become their responsibility after construction.
- b. **District.** The shared pump/sump and the lateral pipeline from the pump/sump to the main sewer pipeline in the street would be owned and maintained by the District. The District would conduct on-site inspections up to three times per week as it does for all its pump stations. Additionally, District staff would need 24/7 access to the pump/sump stations to address maintenance issues.

- **Timing.** Installation would occur in the fall.

Following careful review, the shared pump/sump option is considered less desirable by the District due to potential delays caused by the need to obtain public and private easements, the long-term maintenance cost for the District (\$185,000 per year), the higher initial construction cost, and because it is unfair to other customers for the City to take responsibility for these laterals when all others are the responsibility of the property owner.

### Individual Pumps/Sumps and Laterals (Alternative 4)

New private laterals and individual private pumps/sumps would be installed for each home and send sewage to the new main sewer pipelines in the streets.

- **Locations.** The final identified locations for pumps/sumps and laterals will, in most cases, not be practical to move.
- **Construction costs.** The District would pay all construction costs for the laterals, pump/sumps, power, controls, and backup batteries estimated at \$1.64 million.
- **Landscaping.** The District would take care with construction to minimize the impact on landscaping and clean up thoroughly. The District would not be responsible for replacing all landscaping to 100% original condition. The District would work with the property owners on any aesthetic actions to hide the pumps/sumps and control panels.
- **Easements will not be needed.**
- **Ownership and maintenance.** Once constructed, the laterals, pumps/sumps, controls, and related equipment would become the landowner's responsibility. Note that it is District policy and the overall industry standard is for property owners to own and maintain their laterals. Following an inquiry with a local sewer pump maintenance firm, the cost for landowners to maintain a private pump system is estimated to be about \$350 annually to inspect and maintain and about \$60 for electricity at current rates. The lifespan of the pumps is dependent on the usage. For example, pumps with more dwelling occupants will increase usage and decrease lifespan. Likewise, certain items flushed down the toilet can reduce lifespan and increase maintenance such as feminine products, condoms, dental floss, wipes, and rags.
- **Timing.** Construction would begin in the late summer and is expected to take about 8 to 12 months to complete.



*A corroded manhole in the Bay.*



*A non-corroded manhole on land.*



## Pump/Sump and Lateral Alternatives cont.

### What Happens Next

After staff create the engineering design and develop individual Agreements for each property, they will walk through the Agreement and all the project details with each property owner. The Agreement will be signed by both the property owner and the District. The agreement, among other details, will recognize that any individual laterals, pumps/sumps, controls, etc., that are replaced or upgraded by the District will be owned by and maintained by the property owner once installed.

Before construction, the contractor will walk through the final construction details with each property owner.

### Decision-Making Process and Timeline

Staff will consider the public input with all the engineering, financial, regulatory, and other parameters and make a recommendation to the District Board. We expect the District Board to select an alternative in April and direct staff to implement it.

**What is driving the project timing?** We know that private laterals are deteriorating and believe the 50-year-old main sewer in the Bay is also deteriorating and must be replaced before a break or clog spills sewage into the Bay. In addition, the County is resurfacing Point San Pedro Road this summer, which will start a 10-year moratorium on any construction in that street. Any sewer work in the road must be done before then, wait another decade, or pay to fully repave the street, which would be a waste of taxpayer dollars.

March	April	May	June	July	August
Hold Public Meetings.	Board selects an alternative.	Select contractor for main sewer pipeline construction in the roads. Begin working with property owners on lateral details.	Sewer main pipeline construction in the roads.		County road sealing Construction. Begin lateral construction (8 to 12 months estimated).

**New main sewer pipeline installation timeline.** Construction of new pumps systems and laterals at homes would begin in the fall of 2022.

### Post Construction Assistance

District staff will provide post-construction assistance for six months. This involves answering basic questions and helping identify resources if more complex inspection or maintenance is needed.



## What Shared Pumps/Sumps Look Like

The pumps are housed in a sump, which is like a barrel to hold sewage and provide backup storage.



The picture below shows a pump/sump combination under the blue lid. The control panel is the gray box on the wall. The pump/sump is buried underground and can be hidden behind fences, landscaping, painted, etc. Note that pumps at sites near sea level will need to be above ground.





## Individual Pump/Sump System Questions and Answers

from a Neighbor with 30 Years' Experience Having a Pump in Their Home

One of the properties within the affected neighborhood installed a pump system 30 years ago and has been running it without incident since then. We asked the property owner about their pump; their answers are below. *Minor edits and additions for clarity from District staff are shown with underlined text.*

- 1. **Q: How long has the pump been in place and functioning?**  
A: Over 30 years
- 2. **Q: Have you experienced any issues since installing the pump (needs to rebuild or replace a pump)?**  
A: Once over 20 years ago, the pump was upgraded to a larger one because the first pump was too small.
- 3. **Q: How often and how much maintenance has it required since installed? Do you do have any yearly preventative maintenance?**  
A: Yes, we check it out under the house to make sure it's not clogged. We are very diligent about NOT throwing anything other than biodegradable toilet paper down the toilet.
- 4. **Q: What kind of maintenance is typically needed/encountered?**  
A: Not much maintenance is needed. All we do to ensure it's working, we set a certain time for it to go off every day and listen for the faint humming sound when it turns back on. There have been no problems with it.
- 5. **Q: How have power outages affected its operation? And, how long can you use water during an outage before the holding tank fills up?**  
A: There has been no problem with a power outage. When electricity comes back on, it resets itself. The sump is designed to hold about 3-days of light sewage use as a backup, and the pump has battery backup.
- 6. **Q: Do you have a backup generator to power the pump during an outage?**  
A: We have found no need for a backup generator. However, we have one but haven't needed to use it.
- 7. **Q: How has having the pump affected your monthly electric bill?**  
A: Don't realize any additional cost. However, I'm sure there has to be, but it's minimal.
- 8. **Q: When you installed the pump, did you need to make any upgrades to your electric panel and/or add any circuits?**  
A: We didn't, but that would be whatever additions your system would need.
- 9. **Q: Are there any odors associated with the system?**  
A: A little smell inside the pump room under the house when the system is churning the waste disposal, but not within the house.
- 10. **Q: How and where do you vent the sump?**  
A: For ventilation within the pump room itself, we have a large cement cellar with a door, of course, and windows. For venting the pump and sump, a pipe vents outside.
- 11. **Q: Have you had any issues with the lateral (pressurized pipe between pump and sewer main pipeline)?**  
A: No, never.
- 12. **Q: Can you hear the pump while inside your home? Does its operation interrupt your daily lives?**  
A: No daily interruption
- 13. **Q: Do you have any alarms on the pump system, and if so, how often do they go off? (examples: pump fail, high water alarm, power outage, etc.)**  
A: Yes, we have an alarm on all of the system. Only has gone off a couple of times in 25 years when the power went out.
- 14. **Q: Are you more mindful about what gets flushed down the toilet, such as wipes, dental floss, or feminine products, etc.?**  
A: Yes, you have to be prudent in maintaining your system. None of the above except biodegradable toilet paper.
- 15. **Q: Overall, are you glad you installed the pump? Were there any options to avoid installing the pump?**  
A: We didn't see any other option. Very happy with the system that was installed.
- 16. **Q: What does it cost to maintain and operate the pump.**  
A: The cost for electricity at PG&E's average peak rate of \$0.34/kwh would be about \$70 per year or about \$5.83 per month. Manufacturers recommend an annual inspection by a plumber and claim that typical pumps last 20 to 30 years before requiring replacement. Local plumbers tell us that a yearly inspection and maintenance would cost about \$350.



## What Individual Home Pumps/Sumps May Look Like

The picture below shows a duplex dwelling with one pump in the ground and a control panel on each home's wall.

A single-family home would have only a single sump/pump and controls.

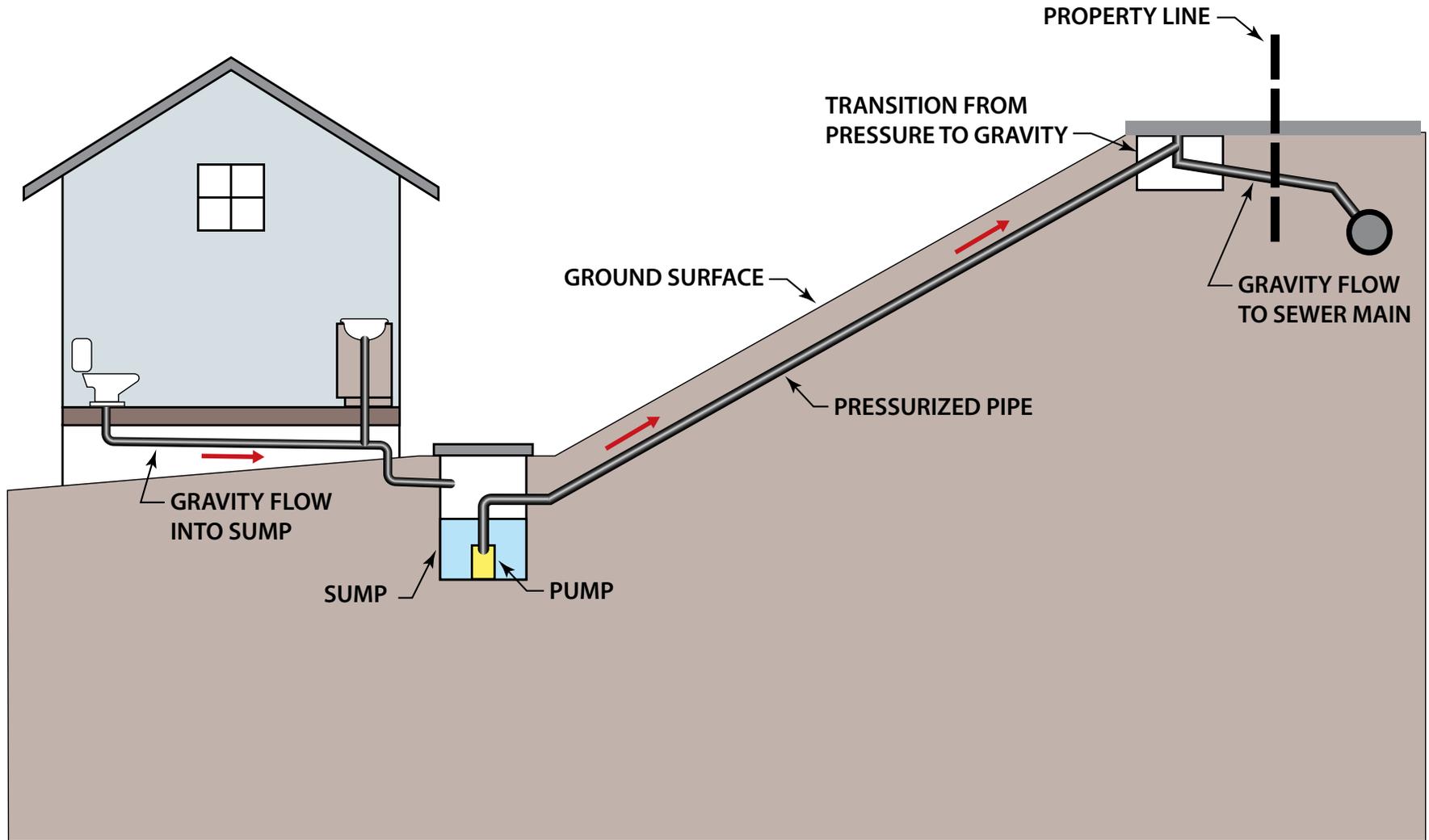


Pump and sump combinations can often be hidden or masked. Here is an example of a sump/pump under a house. The pumps can be outside, under homes, under decks, etc.

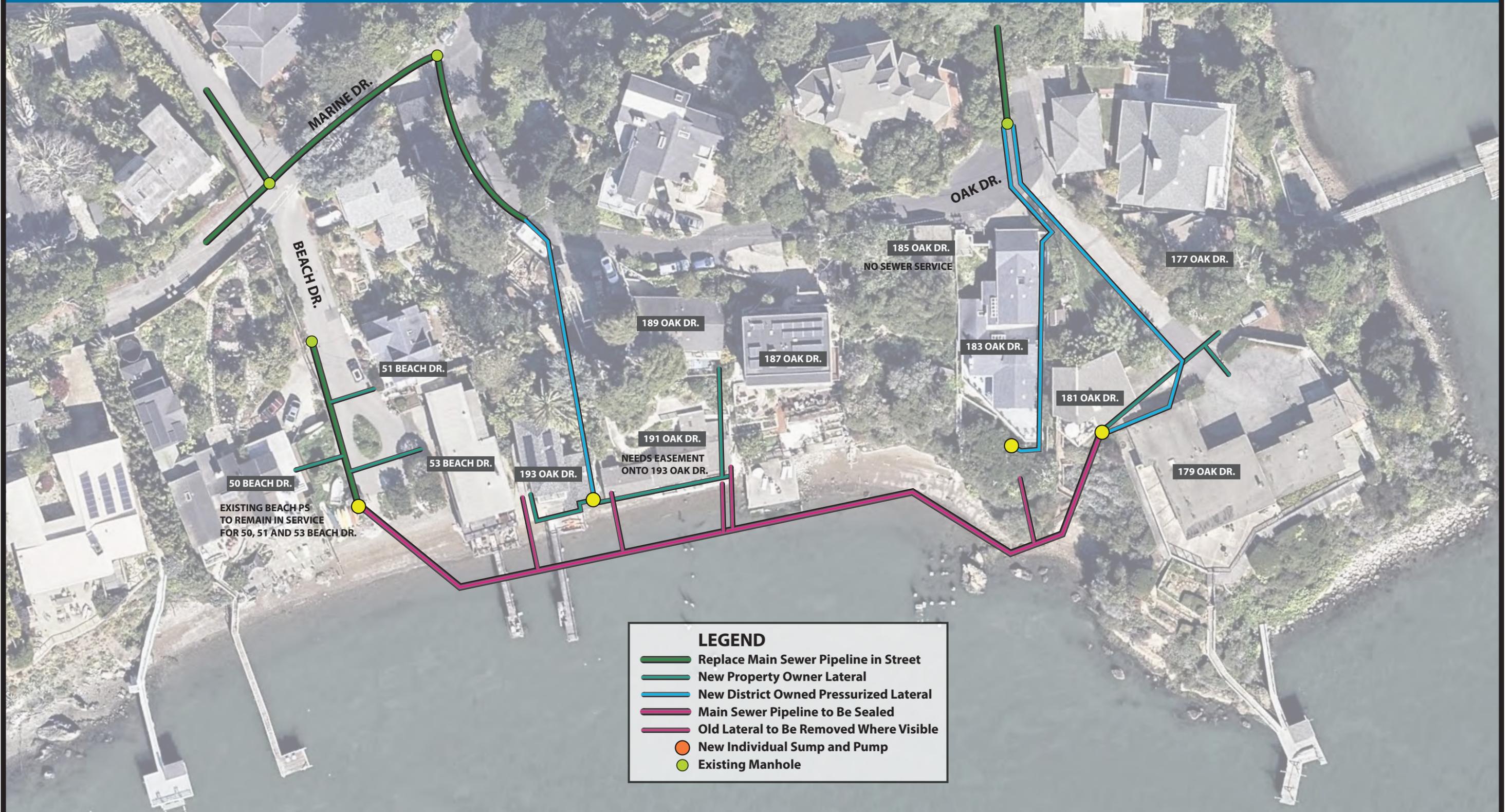




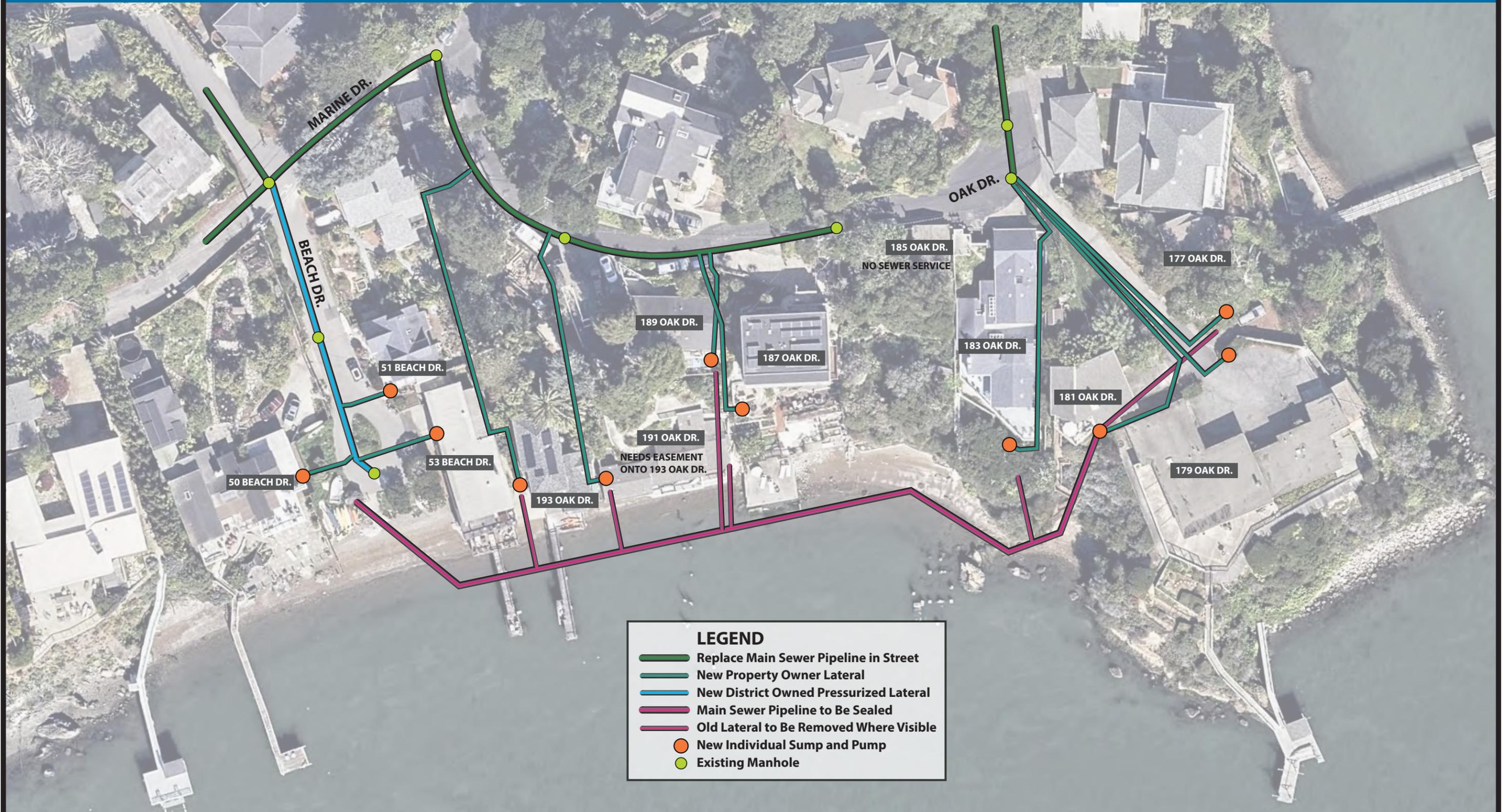
# Cross section Showing Pump/Sump & Laterals Connection to Sewer Main Pipeline



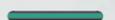
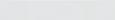
## Individual Pumps/Sumps & Laterals South Line



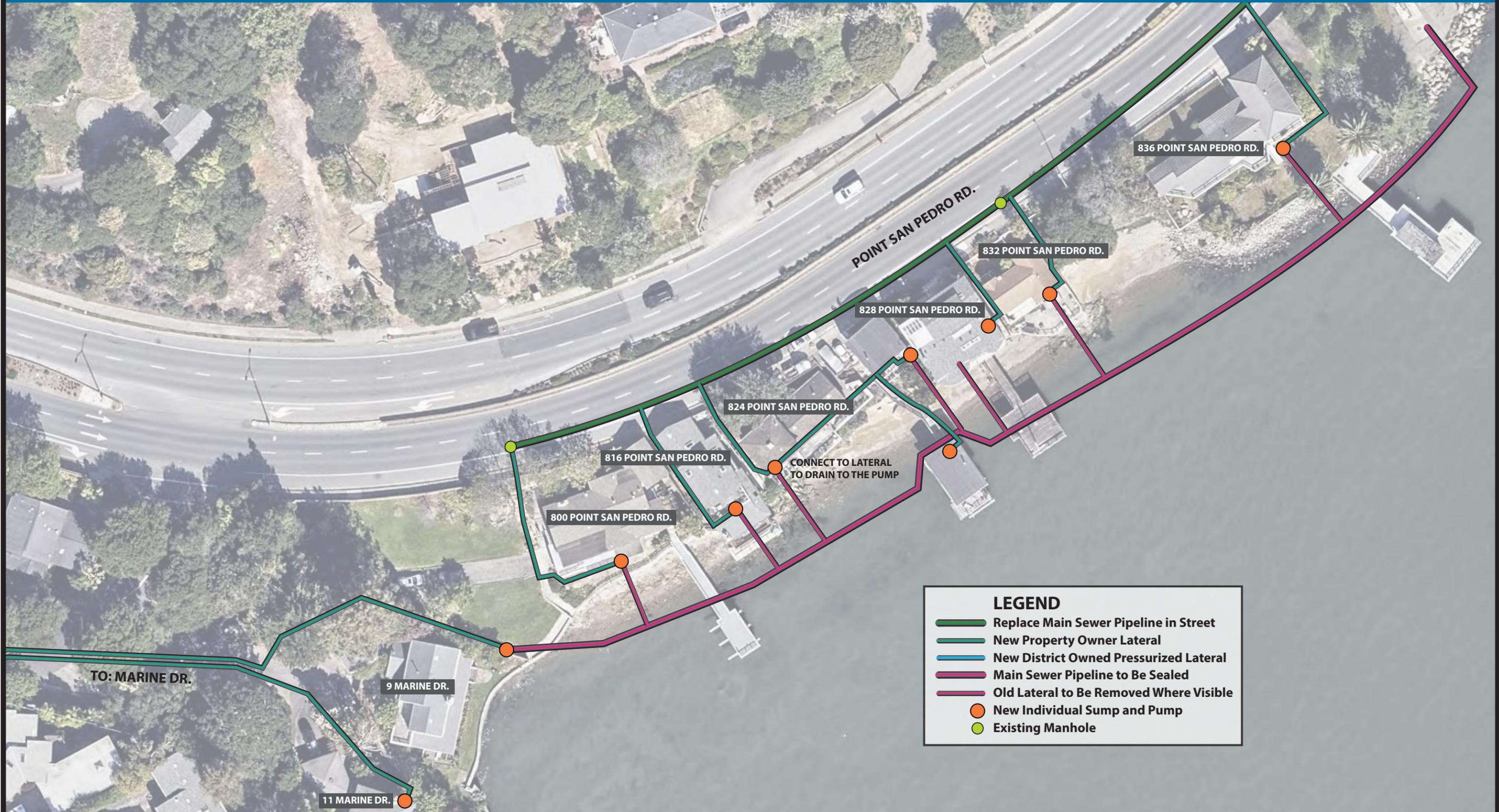
## Shared Pump/Sumps & Laterals South Line



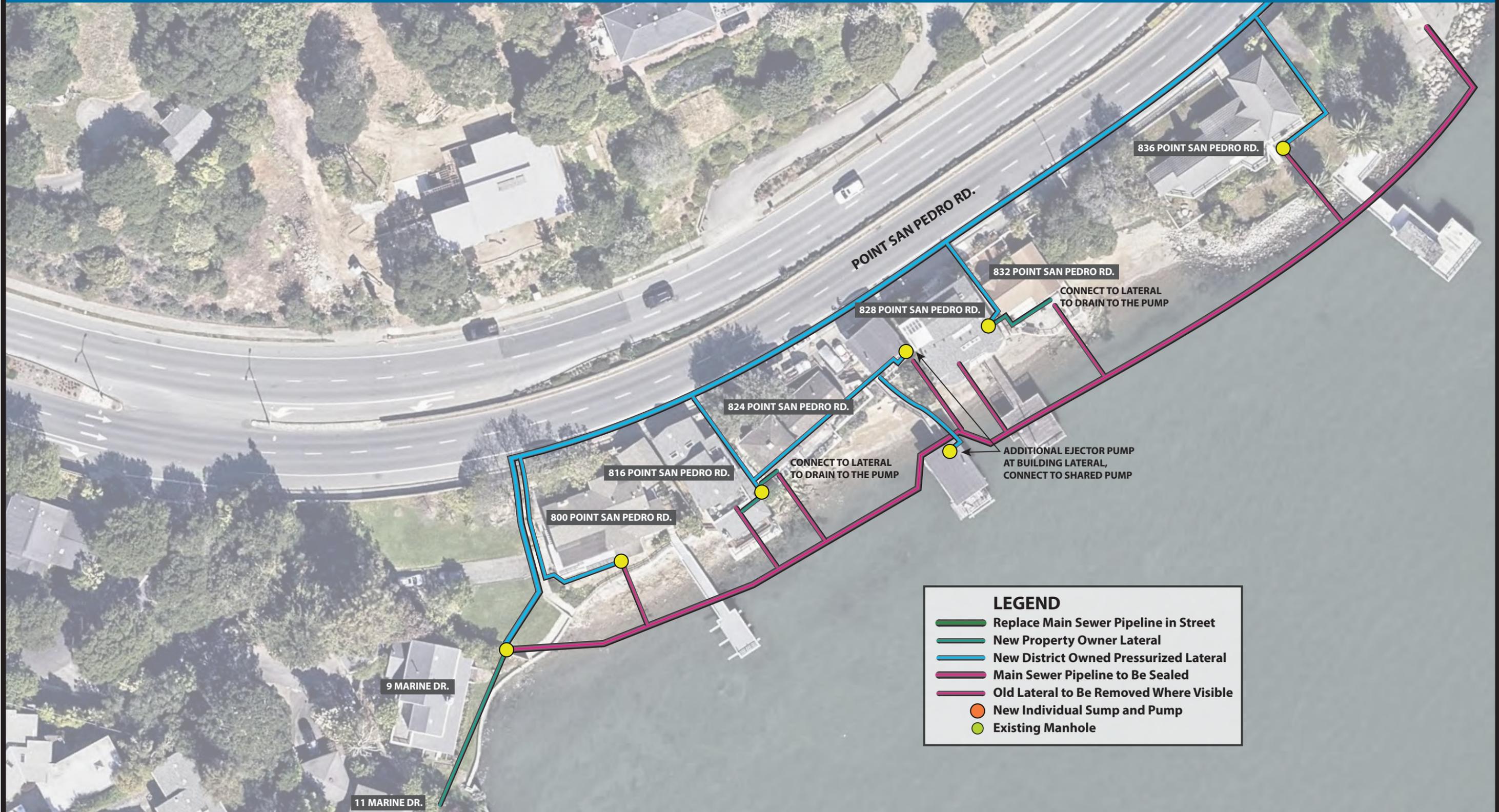
**LEGEND**

-  Replace Main Sewer Pipeline in Street
-  New Property Owner Lateral
-  New District Owned Pressurized Lateral
-  Main Sewer Pipeline to Be Sealed
-  Old Lateral to Be Removed Where Visible
-  New Individual Sump and Pump
-  Existing Manhole

## Individual Pumps/Sumps & Laterals North Line



## Shared Pumps/Sumps & Laterals North Line



**LEGEND**

-  Replace Main Sewer Pipeline in Street
-  New Property Owner Lateral
-  New District Owned Pressurized Lateral
-  Main Sewer Pipeline to Be Sealed
-  Old Lateral to Be Removed Where Visible
-  New Individual Sump and Pump
-  Existing Manhole

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

**DATE:** March 3, 2022

**TO:** Board of Directors, San Rafael Sanitation District

**PREPARED BY:** David Nicholson, Senior Civil Engineer

**APPROVED BY:** Doris Toy, District Manager/District Engineer

**SUBJECT:** Report on Bid Opening for the 2022 Sewer Maintenance Cleaning Project

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**RECOMMENDATION:**

Staff recommends that the Board reject the bid and adopt the resolution rejecting the bid for the 2022 Sewer Maintenance Cleaning Project.

**BACKGROUND:**

District staff determined that an outside contractor is needed to assist in sewer pipe maintenance cleaning throughout the District. In February 2022, the District published a notice inviting bids for the 2022 Sewer Maintenance Cleaning Project, with a bid open date of February 24<sup>th</sup>, but only one bid was received.

The following is the Engineer's Estimate and the bid received:

Engineer's Estimate	\$260,000.00
Professional Pipe Services	\$298,297.50

**ANALYSIS:**

Since the District received only one bid that is 15% above engineer's estimate, staff wishes to investigate the reason that other contractors did not submit bids by contacting local contractors and other contractors that have submitted bids in the past. Staff is considering breaking the project into two separate projects by its cleaning methods, i.e. one project for hydro-flushing, and a second project for rodding. This will result in a smaller scope of work and would attract more contractors with limited equipment for each project; thus, have more competitive bids. The scope of work will be rewritten, a revised bid package constructed, and re-advertisement for bids will be published on the two projects.

**FISCAL IMPACT:**

This project will be funded under the Operations and Maintenance Fund from the FY 2021-22 Budget.

**OPTIONS:**

- 1) Staff recommends that the Board reject the bid and adopt the resolution rejecting bids for the 2022 Sewer Maintenance Cleaning Project and rebid the project.

- 2) The Board may accept this singular bid for the project and award the contract to Professional Pipe Services. Staff does not recommend this option as more competitive bids are expected when District rebids the project as two separate projects.

**ACTION REQUIRED:**

Approve staff recommendation.

Attachments: Resolution

**SAN RAFAEL SANITATION DISTRICT**

**RESOLUTION NO. 22-1245**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN RAFAEL SANITATION DISTRICT  
REJECTING BIDS FOR THE  
2022 SEWER MAINTENANCE CLEANING PROJECT**

**WHEREAS**, sealed bids or proposals were received by the San Rafael Sanitation District for the 2022 Sewer Maintenance Cleaning Project, and all such bids were publicly opened, examined, and declared; and

**WHEREAS**, Professional Pipe Services submitted the only bid for the project in the amount of \$298,297.50; and

**WHEREAS**, the bid received from Professional Pipe Services was fifteen percent higher than the Engineer's Estimate; and

**WHEREAS**, staff shall investigate and contact contractors to determine the reason of the low response; and

**WHEREAS**, District shall re-advertise for bids for competitive bidding; and

**WHEREAS**, pursuant to Section 00100, Instructions to Bidders (Subsection 1.10 Acceptance and Rejection of Bids), of the Contract Documents, the District reserves the right to reject any and all bids.

**NOW, THEREFORE, IT IS HEREBY ORDERED AND RESOLVED**, that all bids received for the 2020 Sewer Maintenance Cleaning Project be rejected in accordance with Section 00100, Instructions to Bidders (Subsection 1.10 Acceptance and Rejection of Bids), of the Contract Documents and that staff be directed to rebid the project.

**PASSED AND ADOPTED** at a regular meeting of the San Rafael Sanitation District Board of Directors held on the 3rd day of March, 2022, by the following vote, to wit:

**AYES:**

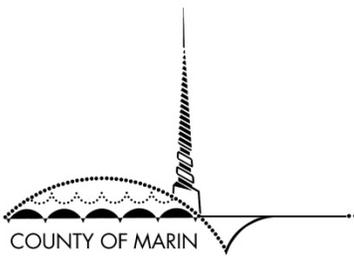
**NOES:**

**ABSENT:**

\_\_\_\_\_  
**Kate Colin, Chair**

**ATTEST:**

\_\_\_\_\_  
**Maribeth Bushey, Secretary**



March 3, 2022

Brian E. Washington  
COUNTY COUNSEL

**CONFIDENTIAL**

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ASSISTANT COUNTY COUNSEL

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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 March 3, 2022, to discuss pending 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:

Marin County Civic Center  
3501 Civic Center Drive  
Suite 275  
San Rafael, CA 94903  
415 473 6117 T  
415 473 3796 F  
415 473 2226 TTY  
[www.marincounty.org/cl](http://www.marincounty.org/cl)

**CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED  
LITIGATION  
California Government Code section 54956.9(d)(2)  
Number of Cases: One**

Should you have any further questions, please contact me.

Very truly yours,

Kerry Gerchow  
Deputy County Counsel