

A G E N D A
SPECIAL MEETING
SAN RAFAEL SANITATION DISTRICT
BOARD OF DIRECTORS
MONDAY – AUGUST 8, 2022 - 11:00 A.M.
Join Zoom Meeting at <https://us06web.zoom.us/j/89521384378>
Meeting ID: 895 2138 4378

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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. 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 – June 2, 2022.

5. PAYMENTS

Request approval as submitted.

6. OLD BUSINESS

a. Discussion and update on the Bayside Acres Sewer Relocation Project.

7. NEW BUSINESS

a. Report on bid opening for the 2020 Sewer Pipe Repair and Replacement Project, Phase 2, and adopt resolution to award contract.

b. Adopt resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Schaaf & Wheeler for construction related services for Phase 2 of the 2020 Sewer Pipe Repair and Replacement.

c. Adopt resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Nute Engineering for construction related services for Bayside Acres Beach Sewer Relocation Project.

d. Adopt resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Rauch Communication Consultants, Inc., for additional public relations related services for the Bayside Acres Beach Sewer Relocation Project.

e. Discussion on providing assistance to the District Manager/District Engineer.

8. INFORMATIONAL ITEMS

a. District Manager executed a Professional Services Agreement with Maze and Associates for audit related services.

9. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

10. ADJOURNMENT

The next scheduled meeting is September 1, 2022.



SAN RAFAEL SANITATION DISTRICT
Agenda Item No. 2.

DATE: August 8, 2022

TO: Board of Directors, San Rafael Sanitation District

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

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. 22-1248

**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 special meeting of the San Rafael Sanitation District Board of Directors held on the 8th day of August 2022 by the following vote, to wit:

AYES:

NOES:

ABSENT/ABSTAIN:

SAN RAFAEL SANITATION DISTRICT

Kate Colin, Chair

ATTEST:

Maribeth Bushey, Secretary

**SAN RAFAEL SANITATION DISTRICT
Minutes of the Meeting
June 2, 2022**

Regular Meeting

Via Teleconferencing

The meeting was called to order at 11:00 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
Kris Ozaki, Operations and Maintenance Manager
Tim Tran, Associate Civil Engineer
Darlene Baten, Administrative Assistant Temp

Attendance Others: Kerry Laiw Gerchow, Deputy County Counsel

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- 1. **ROLL CALL** – A roll call was taken, and Chair Kate, Director Bushey, and Director Rice were present.
 - 2. **ADOPT TELECONFERENCE MEETING RESOLUTION TO COMPLY WITH ASEMBLY 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 Director Rice, 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, Director Rice, Chair Kate
NOES: None
ABSENT: None

Motion Carried

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

4. MINUTES OF MAY 5, 2022, AND MAY 20, 2022

MOTION by Director Bushey, seconded by Director Rice, to approve the minutes of the May 5, 2022, regular meeting and the May 20, 2022, special meeting as presented.

AYES: Director Bushey, Director Rice, Chair Kate

NOES: None

ABSENT: None

Motion Carried

5. PAYMENTS

MOTION by Director Bushey, seconded by Director Rice, to approve the payments for May 2022 for maintenance and operation of the District and for capital improvements.

AYES: Director Bushey, Director Rice, Chair Kate

NOES: None

ABSENT: None

Motion Carried

6. OLD BUSINESS

None.

7. NEW BUSINESS

a. Report on bid opening for the Bayside Acres Beach Sewer Relocation Project, Phase A, and adopt resolution to award contract.

District Manager Toy reported that the District plans to divide this project into multiple phases, decommission the sewer main in the beach, and relocate it to the street. At the last meeting, the Board decided to install a new individual pump system to each of the affected homes. The first phase of this project will be to install the new sewer main in the street, the second phase will be to install the new individual pump systems, and the third phase will be to decommission the sewer main in the beach. She also reported that the new sewer main to be installed in the street (Phase A) will be 1,800 feet long and 8 inches in diameter. It will be installed in Point San Pedro Road, Oak Drive, and Marine Drive. The Notice of Exemption was filed for CEQA at the County Clerk's office on May 25th and will be posted for 30 days. She then reported that the bid opening was held on May 27th. The Engineer's Estimate was \$1,114,816, and there were four bidders. W. R. Forde Associates, Inc., had the low bid of \$1,244,155. Nute Engineering reviewed Forde's bid package. The District has used W. R. Forde for a couple of force main projects in the past, and Novato Sanitary District has used them for its on-call services for its reclaimed water infrastructure. Nute recommends that the District award this project to W. R. Forde Associates, Inc., and staff agrees with this recommendation.

MOTION by Director Bushey, seconded by Director Rice, to adopt the resolution awarding the contract to W. R. Forde Associates, Inc., for the Bayside Acres Beach Sewer Relocation Project, Phase A.

AYES: Director Bushey, Director Rice, Chair Kate

NOES: None

ABSENT: None

Motion Carried

b. Adopt resolution establishing the FY 2022-23 Appropriations Limit on tax proceeds (Proposition 4).

District Manager Toy reported that the California State appropriations limit was originally established by Proposition 4 in 1979 and places an upper limit on the monies that can be spent each year from State tax proceeds. The appropriations limit is updated annually based on changes in the population and per capita income. If the appropriations limit is below the tax revenue received from the State, the District can retain this revenue as long as it is used for capital projects; otherwise, it would need to be refunded to the ratepayers. The District's FY 2022-23 Appropriations Limit is \$1,452,640, and the District anticipates receiving approximately \$1.9 million from State taxes (approximately \$500,000 over the appropriations limit). However, the District will be permitted to keep the tax revenue under the rules for appropriations subject to limitations because the District will be able to spend it on capital projects.

MOTION by Director Bushey, seconded by Director Rice, to adopt the resolution establishing the FY 2022-23 Appropriations Limit on tax proceeds (Proposition 4).

AYES: Director Bushey, Director Rice, Chair Kate

NOES: None

ABSENT: None

Motion Carried

c. Discussion on District's reserve policy.

District Manager Toy reported that she had reviewed the previous meeting minutes and notes on this matter and saw that the Board had inquired about such things as the industry norm, other agencies' reserve policies, and how the District's reserves had managed to build up over time. She reported that she felt the buildup of the reserves had occurred because the District had fallen behind in its CIP projects. The District's goal has been to replace 1.6 miles of sewer pipeline per year, but it has been unable to accomplish this. She also reported that she would look into how the District could catch up on its projects and then come up with a plan. Manager Toy reported that she would discuss this with the District's accountant, Michael Maher, and would bring this matter back to the Board in the near future. The Board then reported that the following matters would also need to be addressed: the establishment of a reserve target with a floor and a ceiling, a status report to meet those numbers, reasons for the reserve, best practices by other agencies, and a plan to show that the reserves have an actual future allocation in order to better explain the balance sheet. The Board also asked that staff consider matters other than CIPs that will require funding as part of this policy, such as one-time projects, recommendations made by MRG, etc.

8. INFORMATIONAL ITEMS

None.

9. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

None.

10. CLOSED SESSION

**a. Public Employee Performance Evaluation
California Government Code Section 54957
Title: District Manager**

**Closed Session – Opened at 11:18 A.M.
Closed Session – Ended at 12:25 P.M.**

Chair Kate reported that the Board met in closed session on the public employee performance evaluation. Deputy County Counsel Gerchow reported that the Board unanimously agreed to approve the District Manager's request for a salary increase from 3.5% to 4% retroactive to July 2021.

11. ADJOURNMENT

There being no further business to come before the Board, the meeting of June 2, 2022, was adjourned at 12:26 P.M. The next regular meeting of the San Rafael Sanitation District scheduled for July 7, 2022, and the regular meeting for August 4, 2022, were later canceled, and a special meeting was scheduled for Monday, August 8, 2022, at 11:00 A.M. via teleconferencing.

Respectfully submitted,

Maribeth Bushey, Recording Secretary

ATTEST THIS 8th DAY OF AUGUST 2022

Kate Colin, Chair



SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY
June 1, 2022 - June 30, 2022
Vendor/Payee

	Memo	Class	Acct #	Account Name	Amount
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 5/18/22	200	2021	Uniforms	194.78
AT&T MOBILITY	Telephone Service - cell phone service from 4/04/22-5/03/22	100	2534	Telephone service	667.60
BFXPRESS	Bayside Acres Beach Sewer Improvements Project - plans and specs for bid	300	4338	Rehab of Beach Swr Bayside (80)	407.38
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - annual service and load bank testing for Bret Hart Pump	200	2359	Maint- pump sta's & force mains	1,915.00
CITY OF SAN RAFAEL	Third Street Sewer Rehab, Project Fourth Street to Mary - reimbursement for sewer construction	300	4340	Third St (Hayes to Ritter) (80)	62,339.00
CSW/STUBER-STROEH ENGR GROUP INC.	Third Street Sewer Rehab, Project Fourth Street to Mary - design and construction related services through 1/02/22	300	4340	Third St (Hayes to Ritter) (80)	939.50
CWEA-TCP	Membership and Dues - CWEA membership renewal, Douglas W St, Cyr	100	2388	Training and education	91.00
CWEA-TCP	Membership and Dues - CWEA membership renewal, Hector Rodriguez	100	2388	Training and education	91.00
CWEA-TCP	Membership and Dues - CWEA membership renewal, Kris Ozaki	100	2388	Training and education	96.00
ELECTRO-MOTION	Pump Stations - work to fix transfer switch	200	2359	Maint- pump sta's & force mains	7,488.15
EXPRESS SERVICES INC.	Consulting Services - temporary administrative assistant for the week ending on 5/15/22	100	2325	Consulting services	906.70
FRANK OLSEN CO	Isolation Valve Replacement - DeZurik valve parts	300	4345	Isolation Valve Replacement (10)	26,042.30
GRAINGER	Pump Stations - bypass pump road ramp non slip tape	200	2359	Maint- pump sta's & force mains	110.42
KIMLEY-HORN AND ASSOCIATES, INC.	2021 Sewer Pipe Repair and Replacement Project - 2021 sewer repairs redesign study through 4/30/22	300	4349	2021 Sewr Pipe Repair/Repl (80)	1,880.00
KIMLEY-HORN AND ASSOCIATES, INC.	Third St Sewer Rehab, Proj Loolens Place to Mary Street - design and construction related services through 4/30/22	300	4340	Third St (Hayes to Ritter) (80)	1,355.00
MAHER ACCOUNTANCY	Accounting Services - May 2022	100	2717	Accounting Services	3,600.00
NORTH BAY PETROLEUM	Pump Stations - ultra low red dyed diesel for generator	200	2359	Maint- pump sta's & force mains	5,027.59
PG&E a/c 2480926202-5	Power - electric service for pump stations from 4/11/22-5/09/22	200	2535	Electric utility costs	15,633.05
RAUCH COMMUNICATIONS CONSULTANTS INC	Bayside Acres Beach Sewer Improvements Project - PR for Bayside Acres Sewer Rehabilitation through 3/31/22	300	4338	Rehab of Beach Swr Bayside (80)	9,228.75
SHAMROCK	Collection Systems - gravity sewer repair	200	2360	O&M - collection systems	16.19
US BANK CORPORATE PAYMENT	Bayside Acres Beach Sewer Improvements Project - Marin IJ notice of bid	300	4338	Rehab of Beach Swr Bayside (80)	892.12
US BANK CORPORATE PAYMENT	Pump Stations - radio repair	200	2359	Maint- pump sta's & force mains	509.00
US BANK CORPORATE PAYMENT	Pump Stations - generator door hinges for Riviera Pump Station	200	2359	Maint- pump sta's & force mains	32.70
VERIZON WIRELESS(242395655)	Telephone Service - private IP addresses for the San Pedro and Peacock Pump Stations from 4/18/22-5/17/22	100	2534	Telephone service	134.72
VERIZON WIRELESS(872347623)	Telephone Service - wireless service for laptops from 4/21/22-5/20/22	100	2534	Telephone service	386.10
					\$ 140,004.05



**SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY**

July 1, 2022 - July 31, 2022
Vendor/Payee

	Class	Acct #	Account Name	Amount
ARAMARK UNIFORM SERVICES	200	2021	Uniforms	203.13
ARAMARK UNIFORM SERVICES	200	2021	Uniforms	196.93
ARAMARK UNIFORM SERVICES	200	2021	Uniforms	196.93
ARAMARK UNIFORM SERVICES	200	2021	Uniforms	200.68
ARAMARK UNIFORM SERVICES	200	2021	Uniforms	195.78
ARAMARK UNIFORM SERVICES	200	2021	Uniforms	244.08
ARAMARK UNIFORM SERVICES	200	2021	Uniforms	195.78
ARAMARK UNIFORM SERVICES	200	2021	Uniforms	197.37
AT&T *1523	100	2534	Telephone service	511.36
AT&T *1523	100	2534	Telephone service	515.15
AT&T *6362	100	2534	Telephone service	515.42
AT&T MOBILITY	100	2534	Telephone service	686.00
AT&T MOBILITY	100	2534	Telephone service	180.97
BUCKLES-SMITH ELECTRIC COMPANY	200	2359	Maint- pump sta's & force mains	4,136.16
BWS DISTRIBUTORS	200	2365	Safety equipment and supplies	531.46
BWS DISTRIBUTORS	200	2365	Safety equipment and supplies	57.56
BWS DISTRIBUTORS	200	2365	Safety equipment and supplies	88.29
CALIFORNIA CAD SOLUTIONS INC(CALCAD)	100	4188	Facilities mapping services	8,925.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	200	2359	Maint- pump sta's & force mains	1,409.50
CALIFORNIA SANITATION RISK MGMT ATH	100	2059	General insurance	27,453.73
CENTRAL MARIN SANITATION AGENCY	400	4113	Debt service - primary insurance renewal for 7/01/22-7/01/23	1,812,525.22
CENTRAL MARIN SANITATION AGENCY	400	4112	Debt service - debt service on CMSA bonds due 9/01/22	1,448,370.22
CENTRAL MARIN SANITATION AGENCY	400	4112	Service Charges - first quarter service charges for 7/01/22-9/30/22	550.00
CITY OF SAN RAFAEL	100	2388	Training and education	10,188.63
CITY OF SAN RAFAEL	200	2083	Parts and repairs vehicles	11,694.25
CSW/STUBER-STROEH ENGR GROUP INC.	300	4340	Third St (Hayes to Ritter) (80)	1,201.00
CSW/STUBER-STROEH ENGR GROUP INC.	300	4340	Third St (Hayes to Ritter) (80)	1,083.50
CSW/STUBER-STROEH ENGR GROUP INC.	300	4340	Third St (Hayes to Ritter) (80)	1,202.50
DNG ENTERPRISES INC	200	2359	Maint- pump sta's & force mains	259.92
EPISCOPAL BISHOP OF CALIFORNIA	100	2122	Rebate/Refunds	1,721.28
EVOQUA WATER TECHNOLOGIES, LLC	200	2106	Odor control chemicals	1,620.83
EVOQUA WATER TECHNOLOGIES, LLC	200	2106	Odor control chemicals	1,620.83
EXPRESS SERVICES INC.	100	2325	Consulting services	747.14
EXPRESS SERVICES INC.	100	2325	Consulting services	1,416.10
EXPRESS SERVICES INC.	100	2325	Consulting services	1,136.87
EXPRESS SERVICES INC.	100	2325	Consulting services	1,196.70
EXPRESS SERVICES INC.	100	2325	Consulting services	1,316.37
EXPRESS SERVICES INC.	100	2325	Consulting services	669.35
EXPRESS SERVICES INC.	100	2325	Consulting services	1,495.88
FEDERAL EXPRESS CORPORATI	200	2083	Parts and repairs vehicles	13.95
FRANK OLSEN CO	300	4345	Isolation Valve Replacement (10	5,941.02
FRANK OLSEN CO	300	4345	Isolation Valve Replacement (10	3,724.33
GRAINGER	200	2360	O&M - collection systems	70.42
GRAINGER	200	2360	O&M - collection systems	160.62

HARDIMAN CONSTRUCTION	200	2360	O&M - collection systems	6,450.00
Collection System - spot repair for 914 Mission Avenue				
JACKSON'S HARDWARE	200	2359	Maint- pump sta's & force mains	34.83
Pump Stations - glue epoxy for Bret Harte Pump Station				
JACKSON'S HARDWARE	200	2359	Maint- pump sta's & force mains	9.55
Pump Stations - parts for Bret Harte Pump Station				
JACKSON'S HARDWARE	200	2359	Maint- pump sta's & force mains	7.62
Pump Stations - shockwave hammer bit for Bret Harte Pump Station				
JACKSON'S HARDWARE	200	2359	Maint- pump sta's & force mains	10.89
Pump Stations - shockwave hammer bit for Bret Harte Pump Station				
KIMLEY-HORN AND ASSOCIATES, INC.	300	4340	Third St (Hayes to Ritter) (80)	3,340.00
Third Street Sewer Rehab. Project Fourth Street to Mary - design and construction related services through 3/31/22				
KIMLEY-HORN AND ASSOCIATES, INC.	300	4340	Third St (Hayes to Ritter) (80)	1,855.00
Third Street Sewer Rehab. Project Fourth Street to Mary - design and construction related services through 5/31/22				
KIMLEY-HORN AND ASSOCIATES, INC.	300	4340	Third St (Hayes to Ritter) (80)	3,267.50
Third Street Sewer Rehab. Project Fourth Street to Mary - design and construction related services through 6/30/22				
MAHER ACCOUNTANCY	100	2717	Accounting services	3,600.00
Accounting Services - June 2022				
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	83.29
Water - 44 Lagoon Road from 4/16/22-6/15/22				
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	83.29
Water - 1271 Andresen Drive from 4/12/2022-6/09/2022				
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	83.29
Water - 3106 Kerner Boulevard from 4/15/22-6/14/22				
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	83.29
Water - Andresen Drive from 4/12/22-6/09/22				
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	174.04
Water - Catalina Boulevard from 4/14/22-6/13/22				
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	83.29
Water - East Francisco Boulevard from 4/14/22-6/13/22				
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	3.94
Water - East Francisco Boulevard from 4/15/22-6/14/22				
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	162.64
Water - East Francisco Boulevard from 4/15/22-6/14/22				
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	83.29
Water - Montecito Road from 4/15/22-6/14/22				
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	87.73
Water - North San Pedro Road from 4/16/22-6/15/22				
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	83.29
Water - Peacock Drive from 4/16/22-6/15/22				
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	96.61
Water - Point San Pedro Road from 4/15/22-6/14/22				
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	83.29
Water - Riviera Drive LT28 Sewer Pump from 4/16/22-6/15/22				
MARIN MUNICIPAL WATER DIS	200	2536	Water utility costs	83.29
Water - Simms Street from 4/12/22-6/09/22				
MARIN MUNICIPAL WATER DIS	200	2360	O&M - collection systems	4,553.00
Water - Woodland Avenue from 4/12/22-6/09/22				
MARIN ROTO-ROOTER SEWER SERVICE, INC	200	2363	Standby services	750.00
Collection System - emergency work at 38 Deer Park Avenue on 7/08/22				
MARIN ROTO-ROOTER SEWER SERVICE, INC	200	2363	Standby services	750.00
Standby - service for 4 Miramar Avenue on 6/10/22				
MARIN ROTO-ROOTER SEWER SERVICE, INC	200	2363	Standby services	750.00
Standby - service for 1354 Lincoln Avenue on 6/01/22				
MARIN ROTO-ROOTER SEWER SERVICE, INC	200	2363	Standby services	750.00
Standby - service for 2300 Fifth Avenue on 6/19/22				
MILLER PACIFIC ENGINEERING GROUP INC	300	4338	Rehab of Beach Swr Bayside (80)	13,900.00
Bayside Acres Beach Sewer Improvements Project - geotechnical investigation services phase 1				
NUTE ENGINEERING INC	300	4338	Rehab of Beach Swr Bayside (80)	11,986.00
Bayside Acres Beach Sewer Improvements Project - engineering services from 5/01/22-5/31/22				
NUTE ENGINEERING INC	300	4338	Rehab of Beach Swr Bayside (80)	10,428.00
Bayside Acres Beach Sewer Improvements Project - engineering services from 6/01/22-6/30/22				
NUTE ENGINEERING INC	300	4345	Isolation Valve Replacement (10)	422.00
Isolation Valve Replacement Project - engineering services from 6/01/22-6/30/22				
NUTE ENGINEERING INC	300	4200	Miscellaneous projects (10Yr)	1,017.50
Miscellaneous Projects - Bret Harte Pump Station MCC modifications from 6/01/22-6/30/22				
NUTE ENGINEERING INC	300	4155	N. Francisco/WRR Pump St. (10)	7,372.75
North Francisco and West Railroad Pump Stations - engineering services from 6/01/22-6/30/22				
NUTE ENGINEERING INC	300	4154	Third St (combined w 4149 fibr)	6,675.50
Third Street PS and Beach Fiberglass PS Improvement Project - engineering services from 5/01/22-5/31/22				
OWEN EQUIPMENT SALES	200	2360	O&M - collection systems	1,484.47
Collection Systems - vector parts				
PAC MACHINE CO	200	2359	Maint- pump sta's & force mains	96.30
Pump Stations - gaskets for hoses				
PARK ENGINEERING, INC	100	2325	Consulting services	9,139.10
Consulting Services - sewer permit inspections for April and May 2022				
PG&E a/c 2480926202-5	200	2535	Electric utility costs	15,816.00
Power - electric service for pump stations from 5/10/22-6/08/22				
RAUCH COMMUNICATIONS CONSULTANTS INC	300	4338	Rehab of Beach Swr Bayside (80)	10,923.75
Bayside Acres Beach Sewer Improvements Project - PR for Bayside Acres Sewer Rehabilitation through 4/30/22				
RAUCH COMMUNICATIONS CONSULTANTS INC	300	4338	Rehab of Beach Swr Bayside (80)	5,695.00
Bayside Acres Beach Sewer Improvements Project - PR for Bayside Acres Sewer Rehabilitation through 5/31/22				
SHAMROCK	200	2359	Maint- pump sta's & force mains	54.76
Pump Stations - concrete for leak repair at North Francisco Pump Station				
TESCO CONTROLS, INC	300	4200	Miscellaneous projects (10Yr)	98,560.00
Miscellaneous Projects - Bret Harte Pump Station control panel				
US BANK CORPORATE PAYMENT	300	4338	Rehab of Beach Swr Bayside (80)	52.50
Bayside Acres Beach Sewer Improvements Project - file notice of exemption				
US BANK CORPORATE PAYMENT	200	2360	O&M - collection systems	15.24
Collection System - coupling				
US BANK CORPORATE PAYMENT	100	2131	Memberships and subscriptions	1,677.53
Subscriptions - AutoCAD from 5/23/22-3/23/23				
US BANK CORPORATE PAYMENT	100	2131	Memberships and subscriptions	219.38
Subscriptions - Main LJ for 8 Weeks				

US BANK CORPORATE PAYMENT	Subscriptions - one year subscription to Zoom for online meetings	100	2131	Memberships and subscriptions	149.90
US BANK CORPORATE PAYMENT	Vehicles - car wash for vehicle #8180	200	2083	Parts and repairs vehicles	37.99
VELOCITYEHS	Pump Stations - to maintain material safety data sheets from 5/31/22-5/30/23	200	2359	Maint- pump sta's & force mains	2,831.00
VERIZON WIRELESS(242395655)	Telephone Service - private IP addresses for the San Pedro and Peacock Pump Stations from 5/18/22-6/17/22	100	2534	Telephone service	134.15
VERIZON WIRELESS(972347623)	Telephone Service - wireless service for laptops from 5/21/22-6/20/22	100	2534	Telephone service	386.10
WATER COMPONENTS & BLDG SUPPLY	Collection System - emergency pipe repair at 103 Reservoir	200	2360	O&M - collection systems	651.37
WATER COMPONENTS & BLDG SUPPLY	Collectin System - Late Fee	200	2360	O&M - collection systems	0.46
WATER COMPONENTS & BLDG SUPPLY	Pump Stations - Riviera Pump Station valve check	200	2359	Maint- pump sta's & force mains	70.10
WATER COMPONENTS & BLDG SUPPLY	Pump Stations - Riviera Pump Station valve check and piping for bioxide chemical tank	200	2359	Maint- pump sta's & force mains	72.46
					\$ 3,583,173.77



SAN RAFAEL SANITATION DISTRICT
Agenda Item No. 6a.

DATE: August 8, 2022
TO: Board of Directors, San Rafael Sanitation District
FROM: Doris Toy, District Manager/District Engineer *DT*
SUBJECT: Discussion and Update on the Bayside Acres Beach Sewer Relocation Project

BACKGROUND:

At the May 20, 2022, Board Meeting, the Board approved the following on the Bayside Acres Beach Sewer Relocation Project:

- The private sewer lateral and residential pump systems alternative;
- District to contract with a plumbing company for the first year to maintain the 20 pump stations;
- District to provide a list of plumbing companies that inspect and service these types of pump systems to the property owners;
- District to make a reasonable effort to screen or hide each control panel and pump-sump unit against the house, such as in the crawl space or under a deck, by fully or partially burying it and/or with landscaping or fencing;
- District to file a Categorical Exemption; and
- District staff to proceed with the engineering design of the individual systems in consultation, as appropriate, with the property owners.

The Board also requested staff to produce further information in regard to a backup power source for the 20 homes with the proposed private individual pump systems; and for the property owners of 50/51/53 Beach Drive, to provide a cost estimate to connect them to the existing pump station at the end of Beach Drive. Nute Engineering and its electrical engineer are currently performing their research on the backup power and will present a technical report within the next couple of meetings.

In regard to the homes at 50/51/53 Beach Drive connecting to the District's pump station, Nute Engineering has developed a preliminary evaluation to produce a budgetary amount for Board consideration as described below.

ANALYSIS:

In order for the existing pump station to provide service to 50/51/53 Beach Drive, the pump station requires a retrofit to accommodate the three households. The sump and pumps will need to decrease in size for a much smaller volume of storage to minimize the generation of odors; the 50-year-old force main will also need to be replaced with a smaller diameter pipe for the volume

decrease and for its pipe condition. Thus, the site will also need to be retrofitted to accommodate the changes, as well as a replacement of a new control panel.

The budgetary cost estimate for the design of repurposing the Beach Drive Pump Station is \$16,000 and the construction cost estimate is \$191,362, which totals to \$207,362.

Since a sanitation agency has a higher level of expectations and responsibilities for pump station reliability compared to a homeowner, it is the District's policy to visit each of its 33 pump stations three times per week for a routine maintenance check. The repurposed pump station would be unique since it is a much smaller station that has a different type of maintenance, procedure, and equipment. Spare parts will also be unique to the station, unlike the District's other pump stations where parts and equipment are similar so that they can be shared with other stations. Therefore, the District may consider contracting the maintenance to another plumbing company that specializes in this type of pump station, which would cost approximately \$20,000 annually. If the District contracts with another company, staff will need to make sure that the company maintains the pump station properly. This would take additional staff time.

Since the May 20th meeting, several property owners have communicated to staff that they believe it would not be fair for these three properties to connect to a District pump station when the other property owners will be required to own and maintain their individual pump stations. It may also not be fair to other District ratepayers for the District to maintain the shared pump system for just three properties. Some districts charge a special fee for maintaining a pump station for a small number of properties. Therefore, the Board may consider charging a special fee for these three properties.

Another note to consider is that the District is not only planning for the current set of circumstances, but also for the future. When one of these three homes sells, the future property owner may not agree to this special fee and may want to revisit this issue, which is something the District would like to avoid. In addition, a District pump station makes the District permanently responsible for what should be an individual responsibility, taking staff time and attention that is already fully occupied with its core responsibilities.

COSTS ANALYSIS:

Budgetary Cost Estimates:

Design of Repurposing the Beach Drive Pump Station	\$ 16,000
Construction of Repurposing the Beach Drive Pump Station	<u>\$191,362</u>
Total	\$207,362

Annual Maintenance of the Repurposed Beach Dr. Pump Station \$ 20,020

If the District decides to implement a special fee for the 50/51/53 Beach Drive properties for the design and construction of the repurposed pump station, it will cost each owner approximately \$69,120 and an additional \$6,675 for annual maintenance.

OPTIONS:

1. Board to approve that 50/51/53 Beach Drive properties may connect to the existing pump station and direct staff to design for repurposing the pump station.
2. If Board approves Option 1, Board to decide if there will be a special fee and the amount.
3. Board to direct staff to design a private individual pump station for each of the properties at 50/51/53 Beach Drive.
4. Provide other direction to staff.

ACTION REQUIRED:

Board to discuss and choose one of the options above.

Attachment: August 5, 2022, Nute Engineering's Beach Drive Pump Station Repurpose Evaluation



Civil and Sanitary Consultants

August 5, 2022

Ms. Doris Toy, District Manager/District Engineer
San Rafael Sanitation District
111 Morphew St.
San Rafael, CA 94901

Re: San Rafael Sanitation District – Bayside Acres Beach Sewer Relocation Project
Beach Drive Pump Station Repurpose Evaluation

Dear Doris:

Per your request we are pleased to provide this evaluation of the tasks required for retrofit and repurposing of the District's Beach Drive Pump Station.

BACKGROUND

Beach Drive Pump Station is operated by the San Rafael Sanitation District and is a submersible pump station located at the lower dead end of Beach Drive in the Bayside/Beach area. This pump station serves several residences on lower Beach Drive (#50, #51, and #53) and it also serves six residences which front onto San Francisco Bay on Oak Drive. The Oak Drive homes discharge sewage flows through buried private laterals to the historical District gravity sewer main buried below the beach in the intertidal zone.

On May 20, 2022, in a special Board meeting, the San Rafael Sanitation District Board voted unanimously to proceed with the design for replacement of the existing buried beach gravity sewers with new residential private sewer pump systems. These new residential pump systems would pump the household sewage up the hill to newly extended gravity sewers in the streets above the homes (Oak Drive).

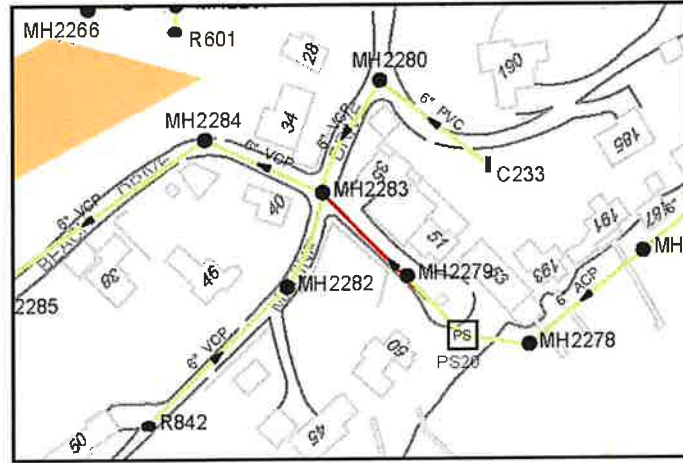


Beach Drive Pump Station

During this Board meeting homeowners for #50, #51, and #53 brought to the Board's attention their viewpoint that the

existing Beach Drive Pump Station could be repurposed to just serve their three homes. These homes are the closest homes to the pump station and do not have a lateral which is within the intertidal area of the beach.

The District sewer system map below shows how these three houses are located in proximity to the Beach Drive Pump Station which pumps the sewage to a manhole at the intersection of Marina Drive and Beach Drive.



If the Beach Drive Pump Station is repurposed to serve three (3) houses, the pump station would become a District owned and operated “shared” pump station.

RECOMMENDED PUMP STATION MODIFICATIONS

The pumps in a sewage pump station are designed to meet the expected sewage loading (capacity) for both dry and wet weather. The pumps are also selected to meet the demands of the total dynamic head required to “lift” the sewage out of the low area where the pump station is located, to a nearby gravity system manhole at an elevation higher than the pump station. Modern pump stations, both large and small are highly reliable. However, a sanitation district expects a higher level of reliability for their pump station because in the event of a pump system failure, a public agency such as the San Rafael Sanitation District, is held to a higher level of responsibility than the general public would be for an individual private pump system.

Therefore, to repurpose the existing Beach Drive Pump Station into a reliable pump system serving only 3 houses, the existing pump station needs to be modified for the lower volume sewage flows to minimize the generation of odors to prevent storage of a large volume of raw sewage. The existing pump station also has age related damage to systems which should be improved during a retrofit process, including the noticeable reduction of cross sectional area in the buried discharge force main from tuberculation, corrosive damage to the aged wetwell coating, and a corroded wetwell hatch.

The purpose of this report is to evaluate the modifications required to repurpose the Beach Drive Pump Station. The following modifications are described:

1. Install new 155 lineal foot 4 inch high density polyethylene pipe force main adjacent and parallel to the existing aged cast iron pipe force main and connect to existing valve pit. If this is planned properly, there will be no disruption of service to the three homes listed above.
2. Install temporary sewage bypass in existing manhole on the bayside of pump station wetwell, by installing a pipe through the wetwell to the manhole, and installing temporary submersible pumps in the manhole. The temporary bypass pumps will be connected to the newly constructed force main.
3. Demolish existing wetwell concrete deck slab only, retain valve pit deck with hatch. Remove the two existing pumps, pump rails and pump mounts. Clean concrete wetwell.
4. Reduce 8 foot diameter wetwell to 4 foot diameter to reduce storage capacity pump station to minimize odor generation. This will be done by installing Flygt pump system TOPS sump basin insert with a 48 inch diameter PVC pipe section as a liner. The annular space between the old concrete wetwell wall and new liner will be grouted. Construct new concrete deck and hatch.
5. Install new, smaller, District Standard Flygt submersible pumps and Flygt pump controls.
6. Reinstate new pump connections to existing valve pit piping, remove bypass system and reinstate pump station operation.

PROJECT COST ESTIMATE FOR REPURPOSING OF BEACH DRIVE PUMP STATION

<u>Task #</u>	<u>Description</u>	<u>Estimated Costs</u>
1.	Install 155 LF 4" HDPE Force Main and pave at \$250/LF	\$ 38,750
2.	Install temporary sewage bypass system in existing manhole	\$ 8,000
3.	Demolish existing wetwell concrete deck slab and existing pump system	\$ 10,000
4.	Reduce 8' diameter wetwell capacity, construct new deck	\$ 40,000
5.	Install new duplex pump system and pump control panel	\$ 35,000
6.	Reinstate pump station flow and remove bypass system	\$ 10,000
	<i>Subtotal</i>	<i>\$141,750</i>
	35% Contingency	<u>\$ 49,612</u>
	Total	\$191,362

ESTIMATED PUMP STATION MAINTENANCE EFFORT

District pump station maintenance policy is to visit pump stations three (3) times per week to verify operation of all systems. The below cost estimate is based on a quote from an area service vendor.

ANNUAL ESTIMATED PUMP STATION MAINTENANCE COST


<u>Task #</u>	<u>Description</u>	<u>Estimated Costs</u>
1.	Three (3) maintenance visits per week at \$350 per visit	\$ 18,200
	10% Contingency	\$ 1,820
	Total	\$20,020



Beach Drive Pump Station Valve Pit

Very truly yours,

NUTE ENGINEERING

By: 
Mark T. Wilson, P.E.



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

DATE: August 8, 2022
TO: Board of Directors, San Rafael Sanitation District
FROM: Doris Toy, District Manager/District Engineer *DT*
SUBJECT: Report on Bid Opening for the 2020 Sewer Pipe Repair and Replacement Project, Phase 2, and Adopt Resolution to Award Contract

RECOMMENDATION:

Adopt resolution awarding contract to W. R. Forde Associates, Inc., for the 2020 Sewer Pipe Repair and Replacement Project, Phase 2, in the amount of \$6,142,198.

BACKGROUND:

As part of the 80-Year Gravity Main Lifecycle Replacement Program, it is the District's goal to replace 1.6 miles of pipe per year. The District has completed its 10-year list of Capital Improvement Projects. In order for the District to develop future projects, the District plans to televise and assess more than 10 miles of sewer main, including its manholes, every one to two years. The pipes and manholes are assessed using a North American standard rating system, Pipeline Assessment Certification Program (PACP), supported by the National Association of Sewer Services Companies.

In 2019, the District televised and assessed approximately 10 miles of sewer main and manholes throughout central and southern San Rafael, using the PACP rating system. In 2020, the District signed a Professional Services Agreement with Schaaf & Wheeler to perform the analysis for the 2019 Pipeline Condition Assessment Report and compile a list of sewers recommended for replacement. During their analysis, Schaaf & Wheeler identified five locations that needed urgent repairs. Therefore, District staff decided to break the 2020 Sewer Pipe Repair and Replacement Project into two phases. Phase 1 was the five urgent repairs that were completed last year.

Phase 2 consists of repairing and replacing short segments of pipe and pipes between manholes, which total approximately 2.3 miles of sewer main. The pipe sizes range from 6 inches to 21 inches in diameter, and they are located in the Dominican, Gerstle Park, Downtown, and Francisco Boulevard West neighborhoods. The pipes will be replaced by either open trench or pipe bursting methods. This project will also include the replacement of 210 lower laterals and will rehabilitate 27 manholes, which will take approximately ten months to complete.

On July 1, 2022, and July 15, 2022, the District published a notice inviting bids for the 2020 Sewer Pipe Repair and Replacement Project, Phase 2, and bids were opened on August 1, 2022.

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

<u>Engineer's Estimate</u>	<u>\$6,844,100.00</u>
W.R. Ford Associates, Inc.	\$6,142,198.00
Cratus, Inc.	\$6,502,384.50
Mitchell Engineering	\$6,553,171.00
K. J. Woods Construction, Inc.	\$6,988,000.00
Glosage Engineering, Inc.	\$7,259,865.50
Maggiora & Ghilotti, Inc.	\$7,457,457.00
Argonaut Constructors	\$7,722,389.50
JMB Construction, Inc.	\$7,808,355.00

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

ANALYSIS:

The Engineer's Estimate for the bid was \$6,844,100.00. W. R. Forde Associates, Inc., with a bid of \$6,142,198.00, was the lowest responsible bidder for this project. They are also the same contractor for the Bayside Acres Beach Sewer Relocation Project, Phase A, which will begin construction on August 15, 2022.

The District's engineering consultant, Schaaf & Wheeler, has reviewed their submitted bid package and has recommend that this project be awarded to W. R. Forde Associates.

FISCAL IMPACT:

W. R. Forde's total bid amount is \$6,142,198.00. This construction project will be funded under the 80-Year Life Cycle Sewer Replacement Program from the FY 2022-23 Budget.

OPTIONS:

- 1) Staff recommends that the Board award the contract to W. R. Forde Associates, Inc.
- 2) The Board may reject all bids and rebid the project. Staff does not recommend this option since this will delay the start of construction until into the rainy season, and construction costs may increase due to the cost climate.

ACTION REQUIRED:

Staff recommends that the Board adopt the resolution awarding contract to W. R. Forde Associates, Inc., for the 2020 Sewer Pipe Repair and Replacement Project, Phase 2, in the amount of \$6,142,198.00.

Attachments:

1. Schaaf & Wheeler Recommendation Letter
2. Bid Summary
3. Resolution

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS

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

August 2, 2022

Doris Toy
District Manager/District Engineer
San Rafael Sanitation District
111 Morpew Street
San Rafael, CA 94901

**Subject: 2020 Sewer Pipe Repair and Replacement Project, Phase 2
Results of Bid Opening on August 1, 2022**

Dear Doris,

On August 1, 2022 eight (8) bids were received for the 2020 Sewer Pipe Repair and Replacement Project, Phase 2. A tabulation comparing the bids is attached for reference. The apparent lowest responsive bidder is W.R. Forde Associates, Inc. with a Total Bid in the amount of \$6,142,198.

W.R. Forde Associates, Inc. has a current Contractor's license and is registered with the Department of Industrial Relations (DIR). The proposed subcontractors also have current Contractor's licenses and are currently registered with the DIR. Contractor license and DIR registration details are attached for reference.

We have reviewed the submitted bid package for both responsiveness and responsibility. Based on our review, we recommend that the 2020 Sewer Pipe Repair and Replacement Project, Phase 2 be awarded to W.R. Forde Associates, Inc.

Best regards,
Schaaf & Wheeler



Benjamin L. Shick, PE
Vice President

Item No.	U/M	Description	ENGINEERS ESTIMATE		1		2		3		4		5		6		7		8	
			Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
47	EA	Street Monument Replacement	\$4,000	\$4,000	\$2,000	\$2,000	\$8,129	\$8,129	\$8,129	\$8,129	\$5,000	\$5,000	\$5,000	\$5,000	\$2,000	\$2,000	\$2,000	\$2,000	\$1,200	\$1,200
48	TON	Asphalt Disposal w/ Reinforcing Fabric	\$50	\$70,000	\$30	\$18,000	\$43	\$22,800	\$43	\$22,800	\$19	\$11,400	\$70	\$18,000	\$1	\$600	\$150	\$90,000	\$73	\$15,000
49	CY	Hard Rock Excavation	\$100	\$20,000	\$70	\$14,000	\$54	\$27,200	\$54	\$27,200	\$200	\$10,000	\$200	\$10,000	\$30	\$300	\$250	\$12,500	\$113	\$5,750
50	LS	As Built Drawings	\$5,000	\$5,000	\$2,500	\$2,500	\$5,000	\$5,000	\$10,000	\$10,000	\$5,000	\$5,000	\$20,000	\$20,000	\$5,000	\$5,000	\$250	\$250	\$2,000	\$2,000
TOTAL				\$6,844,100		\$6,142,100		\$6,502,384.50		\$6,553,171		\$6,988,800		\$7,259,865.50		\$7,457,457		\$7,232,309.50		\$7,408,255
Check Percentage Bid Item 1 to Total Project (5% max)				4.47%		4.1%		3.1%		5.0%		4.6%		4.5%		4.7%		3.2%		4.6%
Addendum/G Acknowledged				4		4		4		4		4		4		4		4		4
Bid Items				Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes
Contract Signed				Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes
License Number				Yes		Yes		987888		754676		1000007909		100000359		Baystate Stripe & Seal		Baystate Stripe & Seal		Baystate Stripe & Seal
Non-Collision Affidavit				Yes		Yes		1025853		754676		1000007909		100000359		Baystate Stripe & Seal		Baystate Stripe & Seal		Baystate Stripe & Seal
Contractors License Number				1025853		1025853		1025853		754676		1000007909		100000359		Baystate Stripe & Seal		Baystate Stripe & Seal		Baystate Stripe & Seal
DIR Number				1000008412		1000008412		1000008412		100000359		1000007909		100000359		Baystate Stripe & Seal		Baystate Stripe & Seal		Baystate Stripe & Seal
SUBCONTRACTORS				1		2		2		3		2		3		Baystate Stripe & Seal		Baystate Stripe & Seal		Baystate Stripe & Seal
Subcontractors				I&R Plumbing & Drain		I&R Plumbing & Drain		I&R Plumbing & Drain		Baystate Stripe & Seal		Baystate Stripe & Seal		Baystate Stripe & Seal		Baystate Stripe & Seal		Baystate Stripe & Seal		Baystate Stripe & Seal
Site Visit Affidavit				Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes
Drug-Free Certification				Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes
Bidder's Statement Financial Responsibility & Experience				Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes
Project Experience Criteria				Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes
Three Year EBR ≤ 1.0				0.72		0.72		0.88		1.86		1.86		1.86		1.86		1.86		1.86
RIR ≤ 5.0				-1.27		-1.27		0.09		4.70		4.70		4.70		4.70		4.70		4.70
LIR ≤ 1.0				0.00		0.00		0.00		1.60		1.60		1.60		1.60		1.60		1.60
Financial Qualifications (Credit Report) Submitted				Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes
Safely Complete Affidavit				Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes

Contractor's License Detail for License # 1025853

DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

- ▶ CSLB complaint disclosure is restricted by law (B&P 7124.6) if this entity is subject to public complaint disclosure click on link that will appear below for more information. Click here for a definition of disclosable actions.
- ▶ Only construction related civil judgments reported to CSLB are disclosed (B&P 7071.17).
- ▶ Arbitrations are not listed unless the contractor fails to comply with the terms.
- ▶ Due to workload, there may be relevant information that has not yet been entered into the board's license database.

Data current as of 8/2/2022 2:32:43 PM

Business Information

W R FORDE ASSOCIATES INC
984 HENSLEY ST
RICHMOND, CA 94801
Business Phone Number:(510) 215-9338

Entity Corporation
Issue Date 04/17/2017
Expire Date 04/30/2023

License Status

This license is current and active.

All information below should be reviewed.

Classifications

- ▶ A - GENERAL ENGINEERING
- ▶ B - GENERAL BUILDING
- ▶ C21 - BUILDING MOVING, DEMOLITION

Certifications

- ▶ HAZ - HAZARDOUS SUBSTANCES REMOVAL

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with FIDELITY AND DEPOSIT COMPANY OF MARYLAND.
Bond Number: 9234264
Bond Amount: \$15,000
Effective Date: 03/23/2017

Bond of Qualifying Individual

The qualifying individual DONALD JAMES RUSSELL certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.
Effective Date: 04/17/2017

Workers' Compensation

This license has workers compensation insurance with the TRAVELERS PROPERTY CASUALTY COMPANY OF AMERICA
Policy Number: UB3R02399A
Effective Date: 10/01/2020
Expire Date: 10/01/2022
[Workers' Compensation History](#)

Other

- ▶ Personnel listed on this license (current or disassociated) are listed on other licenses.

Contractor Information

Legal Entity Name

W.R. FORDE ASSOCIATES INC.

Legal Entity Type

Corporation

Status

Active

Registration Number

1000048412

Registration effective date

7/1/2022

Registration expiration date

6/30/2025

Mailing Address

984 HENSLEY ST. RICHMOND 94801 CA United ...

Physical Address

984 HENSLEY ST. RICHMOND 94801 CA United ...

Email Address
Trade Name/DBA
License Number(s)

CSLB:1025853

Registration History

Effective Date	Expiration Date
6/20/2018	6/30/2019
6/1/2017	6/30/2018
4/17/2017	6/30/2017
7/1/2019	6/30/2022
7/1/2022	6/30/2025

Legal Entity Information

Corporation Number:
Federal Employment Identification Number:
President Name:

Donald Russell

Vice President Name:
Treasurer Name:

Candace Clapp

Secretary Name:

Donald Russell

CEO Name:

Donald Russell

Agent of Service Name:

Donald Russell

Agent of Service Mailing Address:

984 Hensley St Richmond 94801 CA United States of America

Workers Compensation

Do you lease employees No
through Professional

**Employer Organization
(PEO)?:**

**Please provide your
current workers**

**compensation insurance
information below:**

	PEO	PEO	PEO
PEO Information	Name	Phone	Email

Insured by Carrier

Policy Holder Name:W.R.FORDE ASSOCIATES INC.**Insurance Carrier:**

TRAVELERS PROPERTY CASUALTY COMPANY OF AMERICAP**Policy Number:**UB-3R02399A

Inception date:10/1/2021**Expiration Date:**10/1/2022

Contractor's License Detail for License # 878364

DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

- ▶ CSLB complaint disclosure is restricted by law (B&P 7124.6) If this entity is subject to public complaint disclosure click on link that will appear below for more information. Click here for a definition of disclosable actions.
- ▶ Only construction related civil judgments reported to CSLB are disclosed (B&P 7071.17).
- ▶ Arbitrations are not listed unless the contractor fails to comply with the terms.
- ▶ Due to workload, there may be relevant information that has not yet been entered into the board's license database.

Data current as of 8/2/2022 2:30:03 PM

Business Information

H & R PLUMBING AND DRAIN CLEANING INC
dba H & R UNDERGROUND

4221 APPIAN WAY
EL SOBRANTE, CA 94803
Business Phone Number:(510) 222-5556

Entity Corporation
Issue Date 05/24/2006
Reissue Date 04/26/2012
Expire Date **04/30/2024**

License Status

This license is current and active.

All information below should be reviewed.

Classifications

- ▶ C36 - PLUMBING
- ▶ C42 - SANITATION SYSTEM

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with OHIO CASUALTY INSURANCE COMPANY (THE).

Bond Number: 255358C

Bond Amount: \$15,000

Effective Date: 08/26/2019

Contractor's Bond History

Bond of Qualifying Individual

The qualifying individual HORACIO FRANCO certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.

Effective Date: 04/26/2012

Workers' Compensation

This license has workers compensation insurance with the CYPRESS INSURANCE COMPANY

Policy Number:HRWC219490

Effective Date: 12/01/2021

Expire Date: 12/01/2022

Workers' Compensation History

Miscellaneous Information

- ▶ 04/26/2012 - LICENSE REISSUED TO ANOTHER ENTITY

Contractor Information

Legal Entity Name
H & R PLUMBING AND DRAIN CLEANING, INC.

Legal Entity Type
Corporation

Status
Active

Registration Number
1000009915

Registration effective date
7/1/2020

Registration expiration date
6/30/2023

Mailing Address
4221 APPIAN WAY EL SOBRANTE 94803 CA Unit...

Physical Address
4221 APPIAN WAY EL SOBRANTE 94803 CA Unit...

Email Address

Trade Name/DBA
H & R PLUMBING AND DRAIN CLEANING, INC.

License Number(s)
CSLB:878364
CSLB:878364

Registration History

Effective Date	Expiration Date
5/1/2018	6/30/2019
5/8/2017	6/30/2018
5/10/2016	6/30/2017
6/26/2015	6/30/2016
2/23/2015	6/30/2015
7/1/2019	6/30/2020
7/1/2020	6/30/2023

Legal Entity Information

Corporation Number:
C2900133

Federal Employment Identification Number:

President Name:
HORACIO FRANCO

Vice President Name:
ALEJANDRA FRANCO

Treasurer Name:
HORACIO FRANCO

Secretary Name:
ALEJANDRA FRANCO

CEO Name:
HORACIO FRANCO

Agent of Service Name:
ALEJANDRA FRANCO

Agent of Service Mailing Address:
3990 LA CIMA ROAD EL SOBRANTE 94803 CA United States of America

Workers Compensation

Do you lease employees through Professional Employer Organization (PEO)?:

No

Please provide your current workers compensation insurance information below:

	PEO	PEO	PEO
PEO InformationName	Phone		Email

Insured by Carrier

Policy Holder Name:H & R PLUMBING AND DRAIN CLEANING, INC.**Insurance Carrier:** Cypress Insurance Co.**Policy Number:**HRWC014394**Inception date:**12/1/2019
Expiration Date:12/1/2020

▼ Contractor's License Detail for License # 883985

DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

- ▶ CSLB complaint disclosure is restricted by law (B&P 7124.6) If this entity is subject to public complaint disclosure click on link that will appear below for more information. [Click here for a definition of disclosable actions.](#)
- ▶ Only construction related civil judgments reported to CSLB are disclosed (B&P 7071.17).
- ▶ Arbitrations are not listed unless the contractor fails to comply with the terms.
- ▶ Due to workload, there may be relevant information that has not yet been entered into the board's license database.

Data current as of 8/2/2022 2:35:00 PM

Business Information

BAYSIDE STRIPE & SEAL INC
P O BOX 703
PETALUMA, CA 94953
Business Phone Number:(707) 765-2871

Entity Corporation
Issue Date 09/12/2006
Reissue Date 05/11/2010
Expire Date 05/31/2024

License Status

This license is current and active.

All information below should be reviewed.

Classifications

- ▶ C32 - PARKING AND HIGHWAY IMPROVEMENT
- ▶ C27 - LANDSCAPING

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with OLD REPUBLIC SURETY COMPANY.
Bond Number: W150056851
Bond Amount: \$15,000
Effective Date: 01/01/2016
[Contractor's Bond History](#)

Bond of Qualifying Individual

The qualifying individual RAMY ANTHONY MUGHANNAM certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.
Effective Date: 05/11/2010

Workers' Compensation

This license has workers compensation insurance with the STATE COMPENSATION INSURANCE FUND
Policy Number:9253517
Effective Date: 05/04/2022
Expire Date: 05/04/2023
[Workers' Compensation History](#)

Miscellaneous Information

- ▶ 05/11/2010 - LICENSE REISSUED TO ANOTHER ENTITY

Contractor Information

Legal Entity Name

BAYSIDE STRIPE & SEAL, INC.

Legal Entity Type

Corporation

Status

Active

Registration Number

1000001757

Registration effective date

7/1/2022

Registration expiration date

6/30/2023

Mailing Address

P.O. BOX 703 PETALUMA 94953 CA United State...

Physical Address

335 BLODGETT ST. COTATI 94931 CA United Sta...

Email Address
Trade Name/DBA
License Number(s)

CSLB:883985

CSLB:883985

Registration History

Effective Date	Expiration Date
6/21/2018	6/30/2019
6/12/2017	6/30/2018
6/13/2016	6/30/2017
6/18/2015	6/30/2016
10/30/2014	6/30/2015
7/1/2019	6/30/2020
7/1/2020	6/30/2021
7/1/2021	6/30/2022
7/1/2022	6/30/2023

Legal Entity Information

Corporation Number:
Federal Employment Identification Number:
President Name:

Ramy A Mughannam

Vice President Name:
Treasurer Name:

Kathleen M. Mughannam

Secretary Name:
CEO Name:
Agent of Service Name:

Ramy Mughannam

Agent of Service Mailing Address:

P.O. Box 703 PETALUMA 94953 CA United States of America

Workers Compensation

Do you lease employees through Professional No

Employer Organization

(PEO)?:

**Please provide your
current workers**

**compensation insurance
information below:**

	PEO	PEO	PEO
PEO InformationName	Phone	Email	

Insured by Carrier

Policy Holder Name:BAYSIDE STRIPE & SEAL, INC.**Insurance Carrier:**

State Compensation Insurance Fund**Policy Number:**925351722**Inception date:**5/4/2022

Expiration Date:5/3/2023

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 22-1249

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
AWARDING CONTRACT TO W. R. FORDE ASSOCIATES, INC.
FOR THE 2020 SEWER PIPE REPAIR AND REPLACEMENT PROJECT, PHASE 2**

WHEREAS, sealed bids or proposals were received by the San Rafael Sanitation District for the 2020 Sewer Pipe Repair and Replacement Project, Phase 2, and all such bids were publicly opened, examined, and declared; and

WHEREAS, the bid or proposal of W. R. Forde Associates, Inc., at the quotation stated in their bid, was and is the lowest responsible bid or proposal; and

WHEREAS, the District's consulting engineer, Schaaf & Wheeler, after review and evaluation, has recommended award of the contract to W. R. Forde Associates, Inc.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Chair and Secretary are authorized to execute a contract on behalf of the San Rafael Sanitation District with W. R. Forde Associates, Inc., for construction of the 2020 Sewer Pipe Repair and Replacement Project, Phase 2, in accordance with the terms, specifications, and general provisions of said bid or proposal.

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

PASSED AND ADOPTED at a special meeting of the San Rafael Sanitation District Board of Directors held on the 8th day of August 2022 by the following vote, to wit:

AYES:

NOES:

ABSENT:

Kate Colin, Chair

ATTEST:

Maribeth Bushey, Secretary

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

7.b.

DATE: August 8, 2022

TO: Board of Directors, San Rafael Sanitation District

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

SUBJECT: Adopt Resolution Authorizing the District Manager/District Engineer to Sign a Second Amendment to Agreement with Schaaf & Wheeler for Construction Related Services for Phase 2 of the 2020 Sewer Pipe Repair and Replacement Project

RECOMMENDATION:

Adopt resolution authorizing the District Manager/District Engineer to sign a second Amendment to Agreement with Schaaf & Wheeler for additional design and construction related services for Phase 2 of the 2020 Sewer Pipe Repair and Replacement Project from the amount of \$342,000 to the amount of \$477,381.00.

BACKGROUND:

On August 6, 2020, the District entered into a Professional Services Agreement with Schaaf & Wheeler for design related services for the 2020 Sewer Pipe Repair and Replacement Project. The District amended its Agreement on May 6, 2021, to add construction management services for the 2020 Sewer Pipe Repair and Replacement Project, Phase 1, due to existing shortages in District staff. Schaaf & Wheeler assisted the District in overseeing the contractor during Phase 1 of construction.

Schaaf & Wheeler has now reached its Agreement amount of \$342,000 for performing design and construction management services for Phase 1 and design services for Phase 2. During the design work for Phase 2, Schaaf & Wheeler provided additional design work for utility potholing, surveying, pavement repair locations, and additional sewer replacements beyond their original scope of work per District staff's direction. Staff has also requested them to design the relocation of a sewer main from an easement between 445 Francisco Boulevard East (Toyota Marin) and 475 Francisco Boulevard East (Infinity of Marin) to Yacht Club Drive. This design work would consist of utility potholing, surveying, obtaining title reports, and designing new sewer laterals for the two dealerships and the new sewer main. The new sewer main to be installed in Yacht Club Drive will be constructed in Phase 2 of this project, as part of a contract change order.

Schaaf & Wheeler's original proposal did not include the construction related services, since the parameters and scope of work for the construction of this project was unknown before performing the preliminary design work. Schaaf & Wheeler's construction support services will include attending meetings and site visits, reviewing submittals, responding to the contractor's questions, and preparing record drawings.

ANALYSIS:

Schaaf & Wheeler has provided a cost estimate for both the additional design services and the construction related services. Their cost estimate for the scope of work for additional design is \$72,771, and the estimate for construction support services is \$62,610.

District staff has reviewed Schaaf & Wheeler’s additional scope of work and cost estimate and is in agreement with it as presented.

FISCAL IMPACT:

These additional design and construction related services will be funded under the 80-Year Life Cycle Sewer Replacement Program from the FY 2021-22 and FY 2022-23 Budget.

Existing Agreement and Proposed Additional Costs:

Original Schaaf & Wheeler Consultant Agreement Cost	\$ 303,000.00
Added Construction Management/Inspection for Phase 1	\$ 39,000.00
Added Design Services for Phase 2	\$ 72,771.00
Added Construction Support Services for Phase 2	<u>\$ 62,610.00</u>
Total	\$ 477,381.00

OPTIONS:

- 1) Staff recommends that the Board approve the increase in Schaaf & Wheeler’s budget to include the additional design and construction related services from \$342,000 to \$477,381.00, for an additional amount of \$135,381.00.
- 2) The Board may reject approval of the budget increase. Staff does not recommend this option since this will increase staff workload, which will impact other District projects.

ACTION REQUIRED:

Staff recommends that the Board adopt the resolution authorizing the District Manager/District Engineer to sign a Second Amendment to Agreement with Schaaf & Wheeler for design and construction related services for the 2020 Sewer Pipe Repair and Replacement Project from the amount of \$342,000.00 to the amount of \$477,381.00, for an additional amount of \$135,381.00.

Attachments:

1. Resolution
2. Second Amendment to Agreement

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 22-1250

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
AUTHORIZING THE DISTRICT MANAGER/DISTRICT ENGINEER
TO EXECUTE A SECOND AMENDMENT TO AGREEMENT
WITH SCHAAF & WHEELER FOR DESIGN AND
CONSTRUCTION RELATED SERVICES FOR THE
2020 SEWER PIPE REPAIR AND REPLACEMENT PROJECT, PHASE 2
FOR AN ADDITIONAL AMOUNT OF \$135,381.00**

**THE BOARD OF DIRECTORS OF THE SAN RAFAEL SANITATION DISTRICT,
COUNTY OF MARIN,** hereby resolves as follows:

The District Manager/District Engineer is hereby authorized to execute, on behalf of the San Rafael Sanitation District, a second Amendment to Agreement with Schaaf & Wheeler for design and construction related services for the 2020 Sewer Pipe Repair and Replacement Project, Phase 2, a copy of which is hereby attached and by this reference made a part hereof.

PASSED AND ADOPTED at a special meeting of the San Rafael Sanitation District Board of Directors held on the 8th day of August 2022 by the following vote, to wit:

AYES:

NOES:

ABSENT/ABSTAIN:

SAN RAFAEL SANITATION DISTRICT

Kate Colin, Chair

ATTEST:

Maribeth Bushey, Secretary

**SECOND AMENDMENT TO AGREEMENT
FOR PROFESSIONAL SERVICES
TO COVER ADDITIONAL DESIGN AND CONSTRUCTION
RELATED SERVICES
BY SCHAAF & WHEELER FOR THE
2020 SEWER PIPE REPAIR AND REPLACEMENT PROJECT, PHASE 2**

This second Amendment to the original Agreement is made and entered into this 8th day of August 2022, by and between the SAN RAFAEL SANITATION DISTRICT and SCHAAF & WHEELER.

This second Amendment covers increasing the original contract budget amount of \$303,000 for design related services and the first Amendment to the Agreement for an additional amount of \$39,000 for construction management/inspection services for Phase 1 by approximately \$135,381 to cover additional design and construction related services for Phase 2 requested by District staff for the 2020 Sewer Pipe Repair and Replacement Project, Phase 2.

All of the additional work will be in accordance with the attached proposed scope of services dated July 29, 2022, and attached herein as Exhibit "A".

SAN RAFAEL SANITATION DISTRICT

CONTRACTOR

Doris Toy
District Manager/District Engineer

SCHAAF & WHEELER

By: _____

Title: _____

APPROVED AS TO FORM:

Kerry Laiw Gerchow
Deputy County Counsel

EXHIBIT "A"

SCOPE OF SERVICES

This Scope of Work herein provides additional design services and construction support services for the 2020 Sewer Pipe Repair and Replacement Project, Phase 2 (project) for the San Rafael Sanitary District.

1. ADDITIONAL DESIGN SERVICES

The following additional design services will be provided for the subject project.

A. Additional Utility Potholing

The original scope of services for the 2020 Sewer Repair Project included an assumed budget for utility locating and potholing. This scope provides additional utility potholing as required for the design of the project.

B. Surveying, Title Report, and Mapping of at the Infinity Dealership

Schaaf & Wheeler's surveying subconsultant, Kier & Wright, will provide additional topographic surveying, utility investigations, will obtain and review a preliminary title report for the dealership property to accurately define the existing easements, and will provide basemapping of the property along the sewer route.

C. Yacht Club Drive Utility Potholing and Design

Schaaf & Wheeler's potholing subconsultant will provide utility potholing of up to 4 utilities in Francisco Blvd to determine the feasibility of re-routing the sewer main that crosses the Infinity Dealership property to Yacht Club Drive.

Schaaf & Wheeler will design the new sewer main within Yacht Club Drive and will design new sewer laterals for the two dealership properties.

This scope does not include easement acquisition services. It is assumed that the District will coordinate and obtain any necessary right of entry agreements with the dealership properties prior to construction. This scope assumes that the Yacht Club Drive Sewer design will be constructed with the Phase 2 project as part of a contract change order. This scope does not include preparation of complete bid documents, bid phase services, or construction support services for the project to be constructed as a separate project.

D. Additional Topographic Surveying, Du Bois Street

Schaaf & Wheeler's surveying subconsultant, Kier & Wright, will provide additional topographic surveying of the existing sewer manholes on Du Bois Street from Irwin Street to Anderson Drive.

E. Additional Pavement Repair Locations

Schaaf & Wheeler will determine the extents of pavement repairs for previously performed sewer repairs. Schaaf & Wheeler will perform site visits to take field measurements and document existing conditions and will prepare plans identifying the pavement rehabilitation requirements.

F. Design of Additional Improvements

The original scope of services for the 2020 Sewer Repair Project assumed a total of 8,000 LF of sewer replacement to be designed as part of the project. Based on the sewer assessment and recommendations, the total length of sewer replacements designed as part of the project included 12,684 LF for Phase 1 and Phase 2. This scope includes additional site visits, utility investigations, project coordination, and design efforts.

2. CONSTRUCTION SUPPORT SERVICES

Schaaf & Wheeler will provide construction support services for the Phase 2 project as listed below:

A. Meetings & Project Coordination

1. Weekly
 - a) Schaaf & Wheeler will prepare the agenda for the weekly progress meetings and other construction meetings required during the project. It is assumed that the weekly meetings will be virtual and that in-person attendance is not necessary.
 - b) Schaaf & Wheeler will facilitate and prepare the record of discussions for the weekly progress and other construction meetings.
2. Miscellaneous
 - a) For any other meetings required during the progress of the work, Schaaf & Wheeler will coordinate all parties, facilitate the meeting and provide records of discussion for distribution.
 - b) This scope of services includes up to 50 meetings (1 Preconstruction Meeting, 43 Weekly Meetings, and 6 Misc. Meetings).
3. Project Coordination
 - a) Schaaf & Wheeler will provide general project correspondence throughout construction of the project.
 - b) This scope includes a total of 43 hours of project coordination (43 week construction contract duration @ 1 hour per week).

B. Submittals

1. Schaaf & Wheeler will review project submittals.
2. Schaaf & Wheeler will maintain a log and tracking system for submittals.

C. Clarification Processing

1. Schaaf & Wheeler will receive all Requests for Information (RFIs) from the Contractor and determine if the request is a valid RFI; if not, Schaaf & Wheeler will return the RFI to the Contractor with an appropriate response, if required.
2. Schaaf & Wheeler will provide a response to the Contractor for any administrative and general RFIs.
3. Schaaf & Wheeler will maintain a system for logging and tracking RFIs.
4. Schaaf & Wheeler will prepare the Clarification Letter for transmittal to the Contractor.

D. Progress Payment

1. It is assumed that the District will review, confirm quantities, and process the Contractor's progress payments throughout construction.
2. If requested by the District, Schaaf & Wheeler will provide review and recommendations of progress payments. This scope includes up to 8 hours of assistance.

E. Site Visits

1. This scope of services includes attendance at up to 10 site visits throughout construction to review existing conditions.

F. Final Punchlist

1. Schaaf & Wheeler will assist the District inspector to prepare the Final Punchlist with input from the District.
2. Schaaf & Wheeler will confirm with the District inspector that the items identified in the Final Punchlist are completed.
3. This scope of work includes up to two 4 hour site visits with District and City staff to review field conditions. Note that this does not provide scope to review all project locations, it is assumed that the District's inspector will provide site visits, inspections and punchlist items for all project locations.

G. Record Drawings

1. Schaaf & Wheeler will prepare project record drawings based on markups provided by the District and the Contractor.

Assumptions:

1. Staffing and level of effort is based on an assumed number of hours. The scope included herein will be performed upon request of the District on a time and materials basis. If the fee included herein is exceeded additional budget will be necessary to complete additional work.
2. Material testing and compaction testing is not included within this scope of services.
3. Coordination of warranty work after the Contract Period is not included in this Scope of Services or budget.
4. This scope does not include budget for observation, testing and handling of hazardous material.
5. Dispute resolution services using third parties or special processes (e.g. Mediation, Arbitration, Mini-Trials, Dispute Consultants), or those requiring extraordinary efforts by Schaaf & Wheeler are not included in this Scope of Work. If such non-routine dispute resolution services are required, either an amendment or a separate task order will be executed.

FEES AND PAYMENT SCHEDULE

The proposed fee estimate for the scope of services identified herein is provided below:

Schaaf & Wheeler San Rafael Sanitation District Additional Services for 2020 Sewer Pipe Repair and Replacement Project Fee Proposal - July 29, 2022		Senior Engineer & Principal Project Manager	Associate Engineer	Assistant Engineer	Schaaf & Wheeler Subtotal	Kier & Wright - Surveying	Bess Testlabs - Potholing	Subconsultant Markup (10%)	Total
		\$210	\$190	\$175					
	Hourly Rate								
Task 1	Additional Design Services	50	32	116	\$ 36,880	\$ 14,517	\$ 18,111	\$ 3,263	\$ 72,771
A	Additional Utility Potholing	4			\$ 840		\$ 6,111	\$ 611	\$ 7,562
B	Surveying, Title Report, and Mapping of at the Infinity Dealership	4			\$ 840	\$ 9,500		\$ 950	\$ 11,290
C	Yacht Club Drive Utility Potholing and Design	8		32	\$ 7,280		\$ 12,000	\$ 1,200	\$ 20,480
D	Additional Topographic Surveying, Du Bois Street	4			\$ 840	\$ 5,017		\$ 502	\$ 6,359
E	Additional Pavement Repair Locations	6		24	\$ 5,460			\$ -	\$ 5,460
F	Design of Additional Improvements	24	32	60	\$ 21,620			\$ -	\$ 21,620
Task 2	Construction Support Services	227	16	68	\$ 62,610	\$ -	\$ -	\$ -	\$ 62,610
A.1	Pre-Construction and Weekly Construction Meetings (up to 54)	108			\$ 22,680			\$ -	\$ 22,680
A.2	Miscellaneous Meetings (up to 6)	12			\$ 2,520			\$ -	\$ 2,520
A.3	Project Coordination (43 weeks @ 1hr/week)	43			\$ 9,030			\$ -	\$ 9,030
B	Submittals	6	16	24	\$ 8,500			\$ -	\$ 8,500
C	Clarification Processing	8		12	\$ 3,780			\$ -	\$ 3,780
D	Progress Payment	8			\$ 1,680			\$ -	\$ 1,680
E	Site Visits (up to 10)	30			\$ 6,300			\$ -	\$ 6,300
F	Final Punchlist	8		12	\$ 3,780			\$ -	\$ 3,780
G	Record Drawings	4		20	\$ 4,340			\$ -	\$ 4,340
	TOTAL	277	48	184	\$ 99,490	\$ 14,517	\$ 18,111	\$ 3,263	\$ 135,381

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



DATE: August 8, 2022

TO: Board of Directors, San Rafael Sanitation District

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

SUBJECT: Adopt resolution authorizing the District Manager/District Engineer to Sign an Amendment to Agreement with Nute Engineering for Construction Related Services for Phase A of the Bayside Acres Beach Sewer Relocation Project

RECOMMENDATION:

Adopt resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Nute Engineering for construction related services for Phase A of the Bayside Acres Beach Sewer Relocation Project from the amount of \$380,000 to the amount of \$420,321.

BACKGROUND:

Within the Bayside Acres Beach neighborhood, there are approximately 20 homes located along the beach with addresses on Beach Drive, Oak Drive, Marine Drive, and Point San Pedro Road where the homes sit between the road and the beach, and the road is at a higher elevation. Their laterals run down to the beach where the sewer main is located. The sewer was installed in 1972, and at that time, the high tides and sea-level rise were not an issue. At present, our sewer infrastructure is in the tidal zone; and the moderate to high tides cover the manholes, which have lids that have corroded shut. Due to this situation, our staff is unable to access the sewer main to perform maintenance.

Since the Bayside Acres Beach Sewer Relocation Project has many components, District staff and Nute Engineering decided to break the project in several phases. The first phase (Phase A) consists of installing approximately 1,800 feet of new 8-inch sewer main in Oak Drive, Marine Drive, and Point San Pedro Road, where the future laterals will be connected. After the new sewer main is installed, the next phase will be to install the new laterals for each of the 20 properties. Once they have been connected, the District will decommission the existing sewer main in the beach.

On July 17, 2020, the District entered into a Professional Services Agreement with Nute Engineering for only the design related services for the Bayside Acres Beach Sewer Relocation Project. Now that the District has clear direction on this project and has awarded the Phase A portion of the project to W. R. Forde Associates, Nute Engineering has been able to submit its proposal for engineering services during the construction of Phase A.

Nute Engineering's construction support services will include attending meetings and site visits, reviewing submittals, responding to the contractor's questions, and preparing record drawings.

ANALYSIS:

Nute Engineering has provided a cost estimate for engineering services during construction. Their cost estimate for the proposed scope of work for this project is \$40,321.

District staff has reviewed Nute Engineering’s additional scope of work and cost estimate and is in agreement with it as presented.

FISCAL IMPACT:

These additional construction related services will be funded under the 80-Year Life Cycle Sewer Replacement Program from the FY 2022-23 Budget.

Existing Agreement and Proposed Additional Costs:

Original Nute Engineering Agreement Cost	\$ 380,000.00
Added Construction Support Services for Phase A	<u>\$ 40,321.00</u>
Total	\$ 420,321.00

OPTIONS:

- 1) Staff recommends that the Board approve the increase in Nute Engineering’s budget to include the additional construction related services for Phase A from \$380,000 to \$420,321.00, for an additional amount of \$40,321.00.
- 2) The Board may reject approval of the budget increase. Staff does not recommend this option since this will increase staff workload, which will impact other District projects.

ACTION REQUIRED:

Staff recommends that the Board adopt the resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Nute Engineering for construction related services for Phase A of the Bayside Acres Beach Sewer Relocation Project from the amount of \$380,000.00 to the amount of \$420,321.00, for an additional amount of \$40,321.00.

Attachments:

1. Resolution
2. Amendment to Agreement

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 22-1251

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
AUTHORIZING THE DISTRICT MANAGER/DISTRICT ENGINEER
TO EXECUTE AN AMENDMENT TO AGREEMENT WITH
NUTE ENGINEERING FOR CONSTRUCTION RELATED SERVICES FOR
THE BAYSIDE ACRES BEACH SEWER RELOCATION PROJECT, PHASE A
FOR AN ADDITIONAL AMOUNT OF \$40,321.00**

**THE BOARD OF DIRECTORS OF THE SAN RAFAEL SANITATION DISTRICT,
COUNTY OF MARIN,** hereby resolves as follows:

The District Manager/District Engineer is hereby authorized to execute, on behalf of the San Rafael Sanitation District, an Amendment to Agreement with Nute Engineering for construction related services for the Bayside Acres Beach Sewer Relocation Project, Phase A, a copy of which is hereby attached and by this reference made a part hereof.

PASSED AND ADOPTED at a special meeting of the San Rafael Sanitation District Board of Directors held on the 8th day of August 2022 by the following vote, to wit:

AYES:

NOES:

ABSENT/ABSTAIN:

SAN RAFAEL SANITATION DISTRICT

Kate Colin, Chair

ATTEST:

Maribeth Bushey, Secretary

**AMENDMENT TO AGREEMENT
FOR PROFESSIONAL SERVICES
TO COVER ADDITIONAL CONSTRUCTION RELATED SERVICES
BY NUTE ENGINEERING FOR THE
BAYSIDE ACRES BEACH SEWER RELOCATION PROJECT, PHASE A**

This Amendment to the original Agreement is made and entered into this 8th day of August 2022, by and between the SAN RAFAEL SANITATION DISTRICT and NUTE ENGINEERING.

This Amendment covers increasing the original contract budget amount of \$380,000 for construction related services by approximately \$40,321.00 to cover additional construction related services requested by District staff for the Bayside Acres Beach Sewer Relocation Project, Phase A.

All of the additional work will be in accordance with the attached proposed scope of services dated July 1, 2022, and attached herein as Exhibit "A".

SAN RAFAEL SANITATION DISTRICT

CONTRACTOR

Doris Toy
District Manager/District Engineer

NUTE ENGINEERING _____

By: _____

Title: _____

APPROVED AS TO FORM:

Kerry Laiw Gerchow
Deputy County Counsel



EXHIBIT "A"

July 1, 2022

Ms. Doris Toy, District Manager/District Engineer
San Rafael Sanitation District
111 Morphew Street
San Rafael, CA 94901

**Re: Bayside Acres Beach Sewer Relocation Project – Phase A
Proposal for Engineering Services During Construction**

Dear Doris:

As you requested, we are pleased to submit this letter outlining the engineering services proposed to be furnished by our firm for the engineering services during construction for the Bayside Acres Beach Sewer Relocation Project – Phase A.

BACKGROUND AND PROJECT DESCRIPTION

The sanitary sewers for the Bayside Acres Beach area were installed in the Beach around 1972. There are 20 homes which are served by the two District sewer pipelines located on the beach within the tidal zone. The District has found these two sewers on the beach to be very difficult to maintain. Homes with addresses on Beach Drive, Oak Drive and on Pt. San Pedro Road are served by these sewer pipelines in the beach. These District sewers drain into two District operated lift stations that pump the sewage up the hill and into other District gravity sewers. On May 20, 2022 the District Board directed District Staff to proceed with the design of private residential pump systems to replace the gravity sewers in the beach and the District operated lift stations.

The Bayside Acres Beach Sewer Relocation Project – Phase A extends existing gravity sewers on Pt. San Pedro Road, Main Drive and Oak Drive to serve the future private residential pump systems. W.R. Forde Associates, of Richmond, CA. was awarded the construction contract with the low bid of \$1,244,155..

BASIC SERVICES TO BE PERFORMED BY THE ENGINEER

The following is the scope of services we propose to provide on the above project.

Schedule A Services – Engineering Services During Construction

We will assist the District during construction by providing the following services on an as needed basis:

1. Attend preconstruction meeting
2. Provide one set offset stakes designating the alignment and depth of the new sewer and prepare grade sheets
3. Review the contractor's submittals and working drawings as necessary
4. Attendance at weekly construction meetings (assume eight (8) meetings)
5. Attend onsite field meetings if requested (assume three (3) meetings)
6. Evaluate proposals for modifications to the contract work and assist District in preparing change orders to the contract for the District's approval
7. Prepare a set of record drawings for the project

SERVICES NOT INCLUDED IN THIS PROPOSAL

It is understood that the following services are outside the scope of this proposal and will be provided by others:

1. Geotechnical engineering, soil compaction testing, and soil contamination investigation services.
2. Hazardous material investigations, assessment or removal
3. Potholing of underground utilities
4. Payment of permit application fees
5. Legal services in connection with the project
6. On-site inspection services


ENGINEERING FEE

We propose to do all the work on a time and materials basis to be billed according to the Schedule of Hourly Rates attached hereto as Attachment A. The estimated labor hours and costs for the work by task and job classification are shown in Attachment B. We recommend the following budget for this work.

Schedule A – Engineering Services During Construction \$40,321

Very truly yours,

NUTE ENGINEERING

By: 
Mark T. Wilson, P.E.

Attachment A – Schedule of Hourly Rates
Attachment B – Project Estimating Sheet



ATTACHMENT A

2022 HOURLY RATE SCHEDULE

OFFICE PERSONNEL	HOURLY RATE
Principal Engineer	\$258.00
Senior Engineer	211.00
Engineer III	199.00
Engineer II	191.00
Engineer I	165.00
Field Representative*	181.00
Assistant Engineer II	129.00
Assistant Engineer I	119.00
Senior Designer	188.00
CAD Drafter II	158.00
CAD Drafter I	138.00
Technical Administrative Support	118.00
Clerical	101.00
LITIGATION SERVICES	
Court Appearance/Deposition	372.00

*Field Representative for construction is a Prevailing Wage category as required by the California Department of Industrial Relations.

REIMBURSABLE EXPENSES

Sub-consultants will be charged at 1.10 times cost. Charges for reproductions, blueprinting, outside computer services, rental of special equipment, delivery, express mail, insurance certificates (where client requires to be listed as an additional insured) and meals and lodging will be charged at 1.10 times cost. Mileage and technology charges are included in the hourly rates. Nute Engineering reserves the right to adjust its hourly rate structure for all ongoing contracts.

EFFECTIVE DATE: January 1, 2022

Rate \$/Hr	Senior Engineer	Engineer II	CAD Drafter I	Tech Admin Support	Direct Cost	Direct Cost Markup	TOTALS
	\$211	\$191	\$138	\$118			
SCHEDULE A - ENGINEERING SERVICES DURING CONSTRUCTION							
1. Attend preconstruction meeting	2	3					
2. Provide one set offset stakes designating alignment and depth of new sewer and prepare grade sheets		4			\$8,608	\$861	
3. Review contractor's submittals and working drawings as necessary	10	28		30			
4. Attendance at weekly construction meetings (assume 8 meetings)	10	12					
5. Provide on-site field visits (assume 3 field visits)		6					
6. Evaluate proposals for modifications to contract, assist District to prepare change orders	8	25		10			
7. Prepare a set of record drawings for the project		4	30				
Hours	30	82	30	40			
Cost	\$6,330	\$15,662	\$4,140	\$4,720	\$8,608	\$861	\$40,321

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



DATE: August 8, 2022

TO: Board of Directors, San Rafael Sanitation District

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

SUBJECT: Adopt Resolution Authorizing the District Manager/District Engineer to Sign an Amendment to Agreement with Rauch Communication Consultants, Inc., for Additional Public Relations Related Services for the Bayside Acres Beach Sewer Relocation Project

RECOMMENDATION:

Adopt resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Rauch Communication Consultants, Inc., for additional public relations related services for the Bayside Acres Beach Sewer Relocation Project from the amount of \$38,975 to the amount of \$81,664.

BACKGROUND:

Within the Bayside Acres Beach neighborhood, there are approximately 20 homes located along the beach with addresses on Beach Drive, Oak Drive, Marine Drive, and Point San Pedro Road where the homes sit between the road and the beach, and the road is at a higher elevation. Their laterals run down to the beach where the sewer main is located. The sewer was installed in 1972, and at that time, the high tides and sea-level rise were not an issue. At present, our sewer infrastructure is in the tidal zone; and the moderate to high tides cover the manholes, which have lids that have corroded shut. Due to this situation, our staff is unable access the sewer main to perform maintenance.

Since the Bayside Acres Beach Sewer Relocation Project involves a tremendous amount of public relations work and requires someone with public relations experience to work with the 20 affected property owners, the District entered into a Professional Services Agreement with Rauch Communication Consultants, Inc., on December 7, 2021.

Since Rauch Communication started the public relations services, Rauch has assisted District staff with correspondence to the property owners in various formats, e.g., emails, newsletters, and phone calls; presentations to the property owners and Board; and has attended staff meetings. Rauch has now spent its budget of \$38,975 assisting the District to reach its decision on project approach, which is that each property owner will have their own private pump system.

District staff wishes Rauch Communication to continue its public relations services during the design of each private pump system on the 20 impacted properties. The proposal includes updated monthly newsletters, web updates, staff meetings, and other outreach support if needed.

ANALYSIS:

Rauch Communication has provided a cost estimate for additional public relations services. Their cost estimate for the proposed scope of work for this project is \$42,689.

District staff has reviewed Rauch Communication’s additional scope of work and cost estimate and is in agreement with it as presented.

FISCAL IMPACT:

These additional public relations services will be funded under the 80-Year Life Cycle Sewer Replacement Program from the FY 2022-23 Budget.

Existing Agreement and Proposed Additional Costs:

Original Rauch Communication Agreement Cost	\$ 38,975.00
Added Public Relations Services	\$ 42,689.00
Total	\$ 81,664.00

OPTIONS:

- 1) Staff recommends that the Board approve the increase in Rauch Communication’s budget to include additional public relation services from \$38,975 to \$81,664, for an additional amount of \$42,689.
- 2) The Board may reject approval of the budget increase. Staff does not recommend this option since staff does not have this expertise; and this would increase staff workload, which would impact other District projects.

ACTION REQUIRED:

Staff recommends that the Board adopt the resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Rauch Communication Consultants, Inc., for public relations related services for the Bayside Acres Beach Sewer Relocation Project from the amount of \$38,975 to the amount of \$81,664, for an additional amount of \$42,689.00.

Attachments:

1. Resolution
2. Amendment to Agreement

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 22-1252

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
AUTHORIZING THE DISTRICT MANAGER/DISTRICT ENGINEER
TO EXECUTE AN AMENDMENT TO AGREEMENT WITH
RAUCH COMMUNICATION CONSULTANTS, INC., FOR
ADDITIONAL PUBLIC RELATIONS RELATED SERVICES FOR
THE BAYSIDE ACRES BEACH SEWER RELOCATION PROJECT
FOR AN ADDITIONAL AMOUNT OF \$42,689.00**

**THE BOARD OF DIRECTORS OF THE SAN RAFAEL SANITATION DISTRICT,
COUNTY OF MARIN, hereby resolves as follows:**

The District Manager/District Engineer is hereby authorized to execute, on behalf of the San Rafael Sanitation District, an Amendment to Agreement with Rauch Communication Consultants, Inc., for additional public relations related services for the Bayside Acres Beach Sewer Relocation Project, a copy of which is hereby attached and by this reference made a part hereof.

PASSED AND ADOPTED at a special meeting of the San Rafael Sanitation District Board of Directors held on the 8th day of August 2022 by the following vote, to wit:

AYES:

NOES:

ABSENT/ABSTAIN:

SAN RAFAEL SANITATION DISTRICT

Kate Colin, Chair

ATTEST:

Maribeth Bushey, Secretary

**AMENDMENT TO AGREEMENT
FOR PROFESSIONAL SERVICES
TO COVER ADDITIONAL PUBLIC RELATIONS RELATED SERVICES
BY RAUCH COMMUNICATION CONSULTANTS, INC., FOR THE
BAYSIDE ACRES BEACH SEWER RELOCATION PROJECT**

This Amendment to the original Agreement is made and entered into this 8th day of August 2022, by and between the SAN RAFAEL SANITATION DISTRICT and RAUCH COMMUNICATION CONSULTANTS, INC.

This Amendment covers increasing the original contract budget amount of \$38,975.00 for public relations related services by approximately \$42,689.00 to cover additional public relations related services requested by District staff for the Bayside Acres Beach Sewer Relocation Project.

All of the additional work will be in accordance with the attached proposed scope of services dated July 27, 2022, and attached herein as Exhibit "A".

SAN RAFAEL SANITATION DISTRICT

CONTRACTOR

Doris Toy
District Manager/District Engineer

RAUCH COMMUNICATION
CONSULTANTS, INC.

By: _____

Title: _____

APPROVED AS TO FORM:

Kerry Laiw Gerchow
Deputy County Counsel



Phone: 408-374-0977
Email: info@rauchcc.com
Web: www.rauchcc.com
936 Old Orchard Rd. Campbell, CA 95008

Dynamic Public Outreach, Smart Strategic Planning

For local governments, special districts, and the engineering, environmental and law firms that support them.

DATE: July 27, 2022 **NO OF PAGES:** 3
TO: Doris Toy, District Manager
FROM: Martin Rauch **RE:** Public Relations Services for Bayside Acres Sewer Main Rehabilitation

This document is a proposal to provide public relations services for the design and construction phase of the Bayside project.

The project and timing

Following selection by the Board of the private sewer lateral and residential pump systems, the District's consulting engineer is proceeding with the design of the systems. In the meantime, construction is set to begin in mid-August of the main sewer pipelines in the street. Construction of the pump and sump units, any electrical upgrades, and cleanup and return of landscaping to its original condition are expected to last until summer 2023.

Scope of Work

The focus will be on proactively keeping the public informed as the project progresses, ensuring they know where and how to communicate any questions or input they have in a timely way so the project team can be responsive. Here are the key elements:

1. **Prepare a monthly or as-needed update document** emailed, mailer, or hand delivered to each neighbor, local county supervisor (since they have been contacted about this project in the past), the local HOA, and a few others. The document will inform people of recent progress, announce upcoming actions, and provide contact information and other relevant information. We propose that Barbara continue to distribute the document.
2. **Monthly or as-needed web updates.** This will provide similar information as the update mailer and be available 24/7. The District will physically make the edits that we will propose in detail.
3. **Prepare for and participate in weekly planning meetings** to remain informed and be in a position to be responsive and proactive, and work with the team to identify and resolve potential issues before they become a problem.
4. **Ongoing outreach support.** A public outreach program must be responsive to the evolving needs of the public it serves and changing circumstances as the project is implemented. We will provide whatever type of outreach support is needed over time. This may include: press work, social media engagement, responding to challenging issues, and more

A handwritten signature in black ink, appearing to read 'Martin Rauch', is written over a light blue horizontal line.

Martin Rauch, Senior Consultant

Project Understanding and Key Issues

Our Understanding of The Community And Issues Facing The Ratepayers.

Below are key elements that we took into account while planning this proposal.

The key decisions have been made. Following an extensive public outreach and engagement process, the District has selected a project approach and is moving forward. Construction of the main sewers is about to begin.

A motivated engaged community that are directly impacted. Perhaps the most important issue with this project is that it directly affects the involved people. We can expect a variety of strong opinions and strong engagement by at least some of the participants. However, with the project defined and key decisions made, the issues become more narrow and focused on individual owners.

Focus moves to customer service around the design and construction. The consultant believes that the most important communication issues are moving from overall outreach to more of a customer service approach around the design and construction. The owners are likely to have specific design or construction concerns or complaints about issues like noise, dust, or damage. The focus of this falls more on the engineering and construction teams rather than on outreach. Nonetheless, ongoing, general outreach is needed to update people about progress, timing, and next steps, maintain a web presence, support the design and construction engagement, etc.

The core impacts are on very few people. There is some likelihood that the interest, concern, and impact of this project will be limited to the 20 directly impacted families. That is an easy scale to manage in terms of communication. However, if the project were to become controversial, attention to it could spread to the wider community so the project and the outreach program need to be prepared to deal with that.

This could escalate. As mentioned above, sometimes a local issue escalates to an issue of broader concerns. We have extensive experience working with controversial projects that are receiving a lot of attention and heat.

This is a smart and beneficial project that will be supported by most people. Rehabilitating or replacing an aging, corroded sewer pipe in the Bay decreases the chance of sewer spills and overflows in the Bay -- something virtually (or literally) everyone in a community would want. In addition, the District has been very proactive and open in working with the community which would likely be viewed positively by a majority of your constituency.

COST PROPOSAL

Below is a not-to-exceed, time, and materials estimate of \$42,689. It is important that a program of this sort be flexible to respond to the needs of the community. Therefore, the deliverables, quantities, and hours are estimates designed to give an initial scope of the effort. The specific deliverables may change and the amount of time for each deliverable may also change depending on the evolving needs of the District and the public it serves.

San Rafael Sanitation District	Senior Consultant	Web master	Graphic Design	Media / Writing	Social Media	Project Manager	Material Expenses	Subtotal
	\$225	\$115	\$115	\$75	\$105	\$75		
Hours	65	0	13	0	0	0	0	78
1. Monthly (or so) update document) 5 hours per month for senior and 1 hour for graphic design x 13	\$14,625	\$0	\$1,495	\$0	\$0	\$0	\$0	\$16,120
Hours	19.5	0	0	0	0	0	0	19.5
Monthly or as-needed web updates. 1.5 hours per month for senior x 13	\$4,388	\$0	\$0	\$0	\$0	\$0	\$0	\$4,388
Hours	18.25	0	0	0	0	0	\$0	16.25
Prepare for and participate in weekly planning meetings. 1.25 hours per month for senior x 13	\$3,656	\$0	\$0	\$0	\$0	\$0	\$0	\$3,656
Hours	78	0	0	0	0	13	0	91
Ongoing outreach support. Press, social media, and other. 6 hours per month for senior. 1 hour per month for Project Manager x 13	\$17,550	0	0	0	0	\$975	\$0	\$18,525
HOURS	178.75	0	13	0	0	13		
TOTAL ESTIMATE	\$40,219	\$0	\$1,495	\$0	\$0	\$975	\$0	\$42,689

Current Rates. Outreach and public involvement programs rate for the senior consultant (Martin) is \$225 per hour. Webmaster (Mike and Jay) \$115/hour. Graphic Design (Chris) \$115/hour. Media Consultant and Writing (Alex) \$75. Social Media (Viveca) \$105. Project Manager (Lynda) \$75).

Travel and Expenses Additional. Material expenses, including, travel expenses (transportation and lodging), printing, shipping, and sales tax are additional and passed on at cost. Car mileage is at the IRS California rate at the time or actual rental car cost plus fuel. For meetings involving travel, the minimum charge is four hours.

SAN RAFAEL SANITATION DISTRICT
Agenda Item No. 7e.

DATE: August 8, 2022

TO: Board of Directors, San Rafael Sanitation District

FROM: Doris Toy, District Manager/District Engineer

SUBJECT: Discussion on providing assistance to the District Manager/District Engineer

BACKGROUND:

Prior to 2005, both the City of San Rafael's Public Works Director and Assistant Public Works Director were part-time District Administrator (or District Manager/District Engineer, as it is called now) and part-time Deputy District Administrator, respectively. When the Assistant Public Works Director retired in 2005, the District rehired the retiree to continue his capacity as the Deputy District Administrator on a part-time basis to assist the District Administrator to continue managing some of the District's new programs at that time. During that period, the District was using City's public works engineering staff for District capital improvement projects and was starting to develop the 80-Year Lifecycle Replacement Program. Therefore, in 2007, the District created a full-time Senior Civil Engineer to assist the District Administrator to develop and administer both the engineering and administration of the 80-Year Lifecycle Replacement Program. In order to fund the full-time Senior Civil Engineer, the part-time Deputy District Administrator position was eliminated, and the District no longer paid for the 50% FTE for a public works civil engineer and 15% FTE for a public works senior civil engineer.

Since 2007, the District has added the following positions to help implement the 80-Year Program: a Construction Inspector in 2008; an Associate Civil Engineer (licensed) in 2013; and a Junior Engineer in 2018. All these positions are City employees, just like all the other employees dedicated to the District. Please note that although the District has an Associate Engineer since 2013 and a Junior Engineer since 2018, there have been long periods of time that these positions were vacant. It's been difficult for the District to hire and retain experienced engineers due to competitive compensations with other special districts and higher cost of living in Marin.

Last year, the District asked Municipal Resource Group, LLC (MRG) to conduct a high-level review and assessment of the District's organizational structure, staffing levels, service delivery methods, and staff compensation. At the September Board Meeting, MRG staff presented an Organizational Review and Analysis report, which included a recommended work plan.

ANALYSIS:

MRG's recommended workplan is quite extensive and would require additional staff time to implement all the tasks. Although the District just filled both the Construction Inspector and Junior Engineer positions last month, the Senior Civil Engineer position remains vacant since April 1, 2022, and the Associate Engineer has been with the District for less than a year. The District Manager and with the assistance of the Operations and Maintenance Manager has been managing various projects and training new staff. Therefore, the District Manager would require additional assistance to work on MRG's recommended workplan.

Last week, the Chair and District Manager discussed the idea of hiring a temporary executive professional to assist the District Manager, such as a Deputy or an Assistant District Manager, for two years. The Deputy Manager can manage the daily matters of the engineering division and report to the District Manager; while the District Manager can focus on MRG's recommended workplan, other Board matters and planning for the District's future.

The District Manager has requested MRG for a proposal to provide executive recruitment services for the temporary Deputy/Assistant District Manager position. MRG's tasks include developing the job description, establishing the compensation, advertising, reviewing applications, performing a preliminary interview with candidates, preparing the final candidates' application package, and assisting the District's interview process with the finalists.

At the next Board Meeting in September, staff will present a draft of the job announcement and salary range for the Deputy/Assistant District Manager position for the Board's review and approval.

FINANCIAL IMPACT:

MRG submitted the attached proposal to provide executive recruitment services for the temporary Deputy/Assistant District Manager position at \$225 per hour, not to exceed \$28,250.

RECOMMENDATION:

Staff recommends that the Board approve the District hiring a temporary Deputy/Assistant District Manager for a 2-year term and approve MRG's proposal.

Attachment: MRG's proposal, dated August 5, 2022



August 5, 2022

Doris Toy, District Manager
San Rafael Sanitation District
111 Morpew Street
San Rafael, California 94901

RE: Executive Recruitment - Deputy/Assistant General Manager

Dear Ms. Toy:

Thank you for engaging Municipal Resource Group (“MRG”) to provide executive recruitment services for the position of an interim Deputy/Assistant General Manager. An outreach process for the position is provided in this summary workplan to find the best candidate for this important position at San Rafael Sanitation District (SRSD). MRG is fully aware that the position must be filled with a candidate who possesses excellent leadership, management, oral/written communication, and administrative skills. With this in mind, we have put together the workplan for the recruitment with our proven methodology.

Included are the project steps, timeline, and costs. We anticipate the selection process will take up to three months to bring in qualified candidates for interviews with SRSD. If there is any way that we can reduce the length of time during the recruitment, we will certainly do so, but not to the detriment of finding the best candidates for the positions. MRG Consultant Patty Francisco with assistance from David Howard will provide the recruitment services for the Deputy/Assistant General Manager position with the full support of the MRG Team. Please review the recruitment plan and background information from MRG.

Respectfully submitted,

Mary Egan
Managing Partner
MRG, LLC
916-261-7547
egan@solutions-mrg.com



I. EXECUTIVE SUMMARY

Municipal Resource Group, LLC is an experienced, full-service consulting firm dedicated to assisting local government clients in attaining their strategic goals. MRG was founded in 2009 by highly skilled and broadly experienced professionals. Our consultants have hundreds of years of combined experience working to address local government challenges. MRG consultants are independent contractors, most of whom have held executive and upper management positions in public agencies.

II. EXPERIENCE

MRG is a great partnering resource for the San Rafael Sanitation District. MRG seeks to provide its clients with professional transformational Human Resources services. Many of our public-sector clients rely on us to review their historical processes and make practical recommendations to streamline practices and enrich services. As you will hear from our client references, we deliver modern, thoughtful, and strategic recommendations that reflect our clients' values and priorities.

MRG has over ten years' experience providing recruiting and human resources services in agencies and understands that each organization is unique. MRG strives to understand its clients' expectations, organization, and practices.

In order to complete the project successfully, MRG expects that District staff will be required to furnish all reasonable requests for information. To complete the scope of work, the District will, within reason, make project stakeholders available for interviews and other necessary project activities.

III. FIRM BACKGROUND

MRG is a full-service consulting firm assisting public and private agencies. We have over 50 consultants engaged in technical, leadership and organizational support for public and private agencies throughout California. Mary Egan is the Managing Partner in charge of this engagement.

Name of Organization:	Municipal Resource Group, LLC ("MRG")
Managing Partner	Mary Egan
Telephone Number:	(916) 261-7547
E-Mail:	egan@solutions-mrg.com



Mailing Address: PO Box 561, Wilton CA 95693
Website: www.Solutions-MRG.com
Year Established: 2009
Type of Organization: Limited Liability Company (Partnership)

The following is a partial list of MRG clients provided with similar services:

Oakland Housing Authority
California FFA Foundation
Cameron Park Community Services District
City of Elk Grove – specialized positions for the new Animal Shelter, plus Public Works
City of Los Altos
City of Redwood City – several management-level positions
City of Vallejo
City of Yuba
Colusa Reclamation District
Community Resource Project
El Dorado LAFCO
Lincoln Avenue Water District
Putah Creek Council
San Ramon Fire Protection District
UC Davis Health System – over a dozen specialized positions
Yuba County Water District (Yuba Water Agency)

*MRG has also assisted many agencies in outreach services to support recruitment goals.

IV. PROJECT STAFFING

MRG prides itself in providing consulting services based on our hands-on experience in managing local, regional, and state governments as well as our experience in delivering products that meet and exceed our clients' expectations. A listing of our full services and our experienced consultants can be found on our website.

Mary Egan is the partner overseeing this entire practice and provides high-level leadership over every engagement including this matter for San Rafael Sanitation District.

- **Mary Egan** (Managing Partner) - Mary provides advice and coaching in the areas of human resources and organizational effectiveness. Mary's specialties include assisting leaders to identify practical methods to address and remediate interpersonal and conduct-related challenges impacting the organizational culture. She was a lead recruitment specialist for ten years with Shannon and Associates Executive Search firm. Key clients include international Fortune 500 firms, worldwide construction companies and major health



providers as well as elected officials and public agencies. As a certified professional Executive Coach, Mary helps managers and executives maximize opportunities to enhance their leadership. Her primary role in this project and similar completed projects is client relationship and project finalization as the Partner in charge. She reviews final project deliverables and provides oversight for the client engagement. Mary is readily available to oversee the project team and meet project deadlines.

- **Patty Francisco** (Lead Consultant and Project Manager) - Patty has over 30 years of public sector human resources experience and is primarily responsible for the consulting practice in the Southern California region. She is a dynamic recruiter and her recent experience at Metrolink equips her with the experience and the outreach opportunities for locating the best candidates.

As an MRG consultant, Patty focuses on strategic human resources advice and counsel to help organizations achieve successful results. She provides expert counsel and guidance on various HR functions including organizational strategy and staffing design, employee and labor relations and MOU administration, employee benefits, classification, and compensation, organizational development, and employee engagement. Through collaboration and partnership with clients, Patty works well in identifying issues and offering meaningful recommendations to ensure sustainable outcomes. Based on the foundation of developing strong relationships and reliance on expert knowledge, Patty thrives in maintaining the balance in advocating for both employee and management to ensure that the overall best interest of the organization serves as its cornerstone. Patty received her bachelor's degree in Public Administration from the University of Southern California, and then went on to earn her Master's degree in Human Resources Design from Claremont Graduate University. Patty earned her Ph.D. in Organizational Leadership from The Chicago School of Professional Psychology.

- **David Howard** (Consultant) – David is a retired senior executive from Los Angeles County. He is a Civil Engineering management professional that brings a wealth of experience to this technical recruitment. His outreach efforts will ensure the best candidates will be considered. David's expertise originated in Public Works working on a variety of projects ranging from bike trails to water quality as well as construction. As his administrative role increased, he managed grant programs and worked with the County Treasurer on bond measures. As an Assistant Deputy Director of Public Works, he managed the delivery of Capital Projects for numerous County Departments including the Hollywood Bowl Amphitheater and MLK Jr, Medical Center Replacement Project. During his final years with Los Angeles County led the Asset Management Branch of the Chief Executive Office of 80 employees and focus the County's resources on re-investing in the aging infrastructure. During the first year of the COVID-19 pandemic, he was responsible for many aspects of the disaster response.



- The entire team of MRG affiliated consultants can be found at www.Solutions-MRG.com. We have a wide range of professional subject matter experts in addition to Human Resources.

V. RECRUITMENT PLAN

MRG is a professional, qualified fit for San Rafael Sanitation District. SRSD desires to be an efficient and effective organization. The goal of the MRG recruiting process is to assist employers achieve organizational success by hiring the right people. During our recruiting relationship we will deliver our best advice and an expert point of view with both our clients and candidates. Our recruitment strategy is based on integrity, respect, collaboration, commitment, and communication.

- **Integrity:** We embrace and uphold the highest standards of personal and professional ethics, honesty, and trust.
- **Respect:** We treat everyone with uncompromising respect, civility, and fairness.
- **Collaboration:** We work as a team with our clients and candidates to promote the best outcome for all stakeholders.
- **Commitment:** We are committed to assisting our clients in identifying their recruitment goals while providing a consistent methodology to obtain those goals.
- **Communication:** We believe that providing periodic updates to both client and candidate during the recruitment process reduces the loss of qualified candidates and allows for timely adjustments requested by the client.

Establishing the Deputy/Assistant General Manager Position

- **Develop job description and establish the compensation**

Review and develop job description for the Deputy/Assistant General Manager to delineate specific duties and responsibilities during the interim period of two years. Survey similar benchmark agencies to determine the appropriate salary range for the position.

Recruitment Steps

- **Client Interview**

One of the most important tasks in a successful recruitment is to interview the client to determine the details of the hiring goal. During this process, we may facilitate the discussion of more specific criteria for the position and ask how the candidate will fit into the organization. It



is important for the recruiter to be able to convey this information to the candidate honestly in the preliminary interview.

- **Advertisement/Tracking**

The advertisement outreach is the first impression made upon the candidate pool and needs to precisely articulate the goals/values of an organization and should portray a positive and welcoming image. The fundamental purpose of an advertisement is to generate reader interest and response. The core of a recruitment ad provides background information, specific job details, and aspects of the organization that cause a potential candidate to want to know more. Successful recruitment advertising includes concise and clear details of the vacancy and the desired applicant profile along with information on how to easily apply. Collection of the outreach details and responses provide necessary data to effectively manage all aspects of the recruitment process and allows seamless communication with the client.

- **Outreach**

Often the difference between a satisfactory recruitment and an exceptional recruitment is the level of outreach conducted. Making personal contact with candidates who may not be seeking a position but excited once they hear about the opportunity is the “secret sauce” of a successful recruitment.

MRG prides itself in engaging in extensive outreach efforts that attract and recruit diverse candidates for all our executive recruitments. We are mindful, intentional and thoughtful in our practice to ensure that we are meeting the needs of our clients while at the same time being socially aware and continuously advocating for diversity, equity and inclusion in selecting candidates.

We will work with leadership to identify their ideal candidate and industry professionals who meet those criteria. We will contact those professionals and follow the chain to recommended candidates.

- **Resume Review and Ranking**

As candidates resume packages are received, they are reviewed and ranked by the recruiter according to preliminary qualifications to determine best matches. The candidate is notified that their package has been received given information regarding “next steps” in the process.

Status is provided periodically to the client during the open advertisement and review period.

- **Preliminary Interview with Candidates (Recruiter)**

Based on the established criteria and organization goals the recruiter will conduct a preliminary interview with the highest ranked candidates. Supplemental questions and/or writing exercises



may be requested for candidates recommended for interviews. After the preliminary interviews are completed, a summary is provided to the client along with a copy of the candidate resume package. This information is delivered in a bookmarked easy to navigate PDF document. A preliminary google search is completed for candidates recommended for panel interviews.

- **Interview with Candidates/Ranking** (Interview Panel)

Zoom interviews are scheduled with the top 5-10 recommended candidates dependent on the Client's preference. This panel interview is typically focused on determining a good "fit" as the qualifications have been vetted in the preliminary interview with the recruiter. Consistent questions are developed and asked by the interview panel during each candidate interview with facilitation by the recruiter. A simple ranking sheet is recommended which will illustrate any need for a second interview for the top candidates.

- **Second Interview** (To Be Determined)

A second interview of the top candidates is sometimes preferred with a different interview panel if the candidates have similar qualifications.

- **Interview Panel Discussion-Selection**

The recruiter will facilitate discussion regarding the qualification and organizational fit of the top candidates with the interview panel based on the direction of the client.

- **Candidate Background/Offer** (Client or Recruiter)

Based on the Client's desire, the recruiter may assist in the completion of the background check and delivery of the job offer.

- **Handoff to Organizational Human Resources**

After the successful candidate is selected, the recruiter will provide the client with a complete recruitment package for the recruited position:

- Advertisement
- Outreach list
- Ranking of resumes
- Preliminary Interview Summary
- Candidate Resumes
- Interview Panel Ranking
- Google Search Information on successful candidate
- Background check information (if provided by recruiter)
- Offer



- **Follow-up with Client/Candidate**

The recruiter will follow up with both the successful candidate and the client within 30 to 60 days after placement, and if appropriate, may check in again after a few months.

Proposed High Level Timeline and Status

- 08/15/2022** Clarify with District Manager desired candidate characteristics.
- 08/30/2022** Finalize announcement for position and outreach opportunities and begin launch/post announcement

Outreach Ideas:

- Indeed
- NeoGov
- LinkedIn
- APWA--American Public Works Association
- ASCE—American Society of Civil Engineers
- CASA—California Association of Sanitation Agencies

- 09/30/2022** Close candidate submissions and begin resume and qualification review
- 10/03/2022** Provide a comprehensive list of candidates with preliminary rankings for feedback
- 10/14/2022** Complete preliminary phone interviews with appropriate candidates
- 10/17/2022** Provide Candidate Package to interview Panel
- 10/24/2022** Begin Zoom candidate interviews with assigned panel
- 10/31/2022** Debrief and select best candidate or schedule second interview
- 11/04/2022** Complete preliminary background
- 11/14/2022** Start Date for Position

VI. FEES

The contract total for Deputy/Assistant General Manager executive position is estimated at \$28,250 which will be invoiced at \$225 per hour for the scope of services outlined above plus up to an estimated \$3,000 in expenses. The breakdown of the hours is up to 90 hours for the recruitment process including developing the job description and up to 20 hours to research and



provide a compensation study. Expenses may include but are not limited to advertising (if not paid for directly by SRSD) and miscellaneous costs. We anticipate conducting the recruitment remotely and therefore do not anticipate travel expenses.

Additional work not contemplated in this proposal will be billed at \$225 per hour and will begin only after agreed upon between SRSD and MRG.

VII. REFERENCES

Here is the contact information for professional references:

Mr. Duane Hopkins
Chief Officer of Program and Finance Administration
Oakland Housing Authority
1619 Harrison Street
Oakland, CA 94612
dhopkins@Oakha.org

Dave Vaughn
City Manager, Yuba City
1201 Civic Center Boulevard,
Yuba City, CA 95993
(530) 822-4602

John Clairday, Board President
Lincoln Avenue Water Company
564 West Harriet Street
Altadena, CA 91001
(626) 798-9101

Curt Aikens, General Manager (retired)
Yuba County Water Agency
1220 F Street
Marysville, CA 95901
(530) 741-5000

Leah Lockhart, in her capacity as HR Manager in Redwood City
1017 Middlefield Road
Redwood City, CA 94063
Currently Human Resource Director, City of South San Francisco
(650) 877-8522



**PROFESSIONAL SERVICES AGREEMENT
FOR AUDITING SERVICES
FOR THE SAN RAFAEL SANITATION DISTRICT**

This Agreement is made and entered into this 25th day of July, 2022, by and between the SAN RAFAEL SANITATION DISTRICT (hereinafter "DISTRICT"), and MAZE & ASSOCIATES (hereinafter "CONSULTANT").

RECITALS

WHEREAS, the DISTRICT has selected MAZE & ASSOCIATES, to perform the required auditing services (hereinafter "PROJECT") for the DISTRICT; and

WHEREAS, the CONSULTANT has offered to render certain specialized professional services in connection with this PROJECT.

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. DEFINITIONS.

DISTRICT and CONSULTANT have outlined the scope of services to be provided, and related expenses as described in Exhibit "A" attached and incorporated herein.

2. PROJECT COORDINATION

A. DISTRICT. The District Manager/District Engineer shall be the representative of the DISTRICT for all purposes under this Agreement. The District Manager/District Engineer is hereby designated as the PROJECT MANAGER for the DISTRICT, and said PROJECT MANAGER shall supervise all aspects of the progress and execution of this Agreement.

B. CONSULTANT. CONSULTANT shall assign a single PROJECT DIRECTOR to have overall responsibility for the progress and execution of this Agreement for CONSULTANT. David Alvey, is hereby designated as the PROJECT DIRECTOR for CONSULTANT. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute PROJECT DIRECTOR for any reason, the CONSULTANT shall notify the DISTRICT within ten (10) business days of the substitution.

3. DUTIES OF CONSULTANT

CONSULTANT shall perform the duties and/or provide services as follows; the CONSULTANT agrees to provide professional services as an Auditor Consultant to prepare work outlined in the Proposal from CONSULTANT dated July 14, 2022, marked Exhibit "A", attached hereto, and incorporated herein by this reference. The CONSULTANT agrees to be available and perform the work specified in this agreement for the three fiscal years beginning with the fiscal year ending June 30, 2022, as shown in Exhibit "A".

4. DUTIES OF THE DISTRICT

DISTRICT shall perform the duties as described and incorporated herein.

5. COMPENSATION

For the full performance of the services described herein by CONSULTANT, DISTRICT shall pay CONSULTANT on a monthly basis for services rendered in accordance with the fee as described in Exhibit "A" attached and incorporated herein.

Payment will be made monthly upon receipt by PROJECT MANAGER of an invoice submitted by CONSULTANT.

6. TERM OF AGREEMENT

The term of this Agreement shall be from the date of execution until the Project is complete.

7. TERMINATION

A. Discretionary. Either party may terminate this Agreement without cause upon thirty (30) days written notice mailed or personally delivered to the other party.

B. Cause. Either party may terminate this Agreement for cause upon ten (10) days written notice mailed or personally delivered to the other party, and the notified party's failure to cure or correct the cause of the termination notice, to the reasonable satisfaction of the party giving such notice, within thirty (30) days of the receipt of said notice.

C. Effect of Termination. Upon receipt of notice of termination, neither party shall incur additional obligations under any provision of this Agreement without the prior written consent of the other. However, CONSULTANT'S duties and obligation in Sections 11 and 12 hereunder shall survive the expiration or termination of this Agreement.

D. Return of Documents. Upon termination, any and all DISTRICT documents or materials provided to CONSULTANT and any and all of CONSULTANT'S documents and materials prepared for or relating to the performance of its duties under this Agreement, shall be delivered to DISTRICT as soon as possible, but not later than thirty (30) days after termination.

8. OWNERSHIP OF DOCUMENTS

The written documents and materials prepared by the CONSULTANT in connection with the performance of its duties under this Agreement shall be the sole property of DISTRICT. DISTRICT may use said property for any purpose, including projects not contemplated by the Agreement.

9. INSPECTION AND AUDIT

Upon reasonable notice, CONSULTANT shall make available to DISTRICT, or its agent, for inspection and audit, all documents and materials except auditing work papers maintained by CONSULTANT in connection with its performance of its duties under this Agreement. CONSULTANT shall fully cooperate with DISTRICT or its agent in any such audit or inspection. All reports issued by the consultant shall be the property of the District.

10. ASSIGNABILITY

The parties agree that they shall not assign or transfer any interest in this Agreement nor the performance of any of their respective obligations hereunder, without the prior written consent of the other party, and any attempt to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

11. INSURANCE

A. During the term of this Agreement, CONSULTANT shall maintain, at no expense to DISTRICT, the following insurance policies:

1. A commercial general liability insurance policy in the minimum amount of one million (\$1,000,000) dollars per occurrence and \$2,000,000 aggregate for death, bodily injury, personal injury, or property damage;

2. An automobile liability (owned, non-owned, and hired vehicles) insurance policy in the minimum amount of one million (\$1,000,000) dollars per occurrence;

3. If any licensed professional performs any of the services required to be performed under this Agreement, a professional liability insurance policy in the minimum amount of one million (\$1,000,000) dollars to cover any claims arising out of the CONSULTANT's performance of services under this Agreement.

B. The insurance coverage required of the CONSULTANT by Section 11. A., shall also meet the following requirements:

1. The insurance shall be primary with respect to any insurance or coverage maintained by DISTRICT and shall not call upon DISTRICT's insurance or coverage for any contribution;

2. Except for professional liability insurance, the insurance policies shall be endorsed for contractual liability and personal injury;

3. Except for professional liability insurance, the insurance policies shall be specifically endorsed to include the DISTRICT, its officers, agents, and employees as additionally named insureds under the policies;

4. CONSULTANT shall provide to PROJECT MANAGER, (a) Certificates of Insurance evidencing the insurance coverage required herein, and (b) specific endorsements naming DISTRICT, its officers, agents and employees, as additional insureds under the policies;

5. The insurance policies shall provide that the insurance carrier shall not cancel or terminate said insurance policies except upon thirty (30) days written notice to DISTRICT's PROJECT MANAGER;

6. If the insurance is written on a Claims Made Form, then, following termination of this Agreement, said insurance coverage shall survive for a period of not less than five years as long as the insurance is reasonably affordable and available;

7. The insurance policies shall provide for a retroactive date of placement coinciding with the effective date of this Agreement;

8. The insurance shall be approved as to form and sufficiency by PROJECT MANAGER and the County Counsel.

C. If it employs any person, CONSULTANT shall maintain Workers' Compensation and Employer's Liability Insurance, as required by the State Labor Code and other applicable laws and regulations, and as necessary to protect both CONSULTANT and DISTRICT against all liability for injuries to CONSULTANT's officers and employees.

D. Any deductibles or self-insured retentions exceeding \$20,000 in CONSULTANT's insurance policies must be declared to and approved by the PROJECT MANAGER and the County Counsel. At District's option, the deductibles or self-insured retentions with respect to DISTRICT shall be reduced or eliminated to DISTRICT's satisfaction, or CONSULTANT shall procure a

bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees, and defense expenses.

12. INDEMNIFICATION

CONSULTANT shall indemnify, release, and hold harmless DISTRICT, its officers, and employees against any claim, demand, suit, judgment, loss, liability, or expense of any kind, including attorney's fees, arising out of or resulting in any way from any acts or omissions, negligent or otherwise, of CONSULTANT or CONSULTANT's officers, agents, and employees in the performance of their duties and obligations under this Agreement.

13. NONDISCRIMINATION

CONSULTANT shall not discriminate, in any way, against any person on the basis of age, sex, race, color, religion, ancestry, national origin or disability in connection with or related to the performance of its duties and obligations under this Agreement.

14. COMPLIANCE WITH ALL LAWS

CONSULTANT shall use due professional care to observe and comply with all applicable Federal, State and local laws, ordinances, codes, and regulations in the performance of its duties and obligations under this Agreement. CONSULTANT shall perform all services under this Agreement in accordance with these laws, ordinances, codes, and regulations.

15. NO THIRD PARTY BENEFICIARIES

DISTRICT and CONSULTANT do not intend, by any provision of this Agreement, to create in any third party any benefit or right owed by one party, under the terms and conditions of this Agreement, to the other party.

16. NOTICES

All notices and other communications required or permitted to be given under this Agreement, including any notice of change of address, shall be in writing and given by personal delivery or deposited with the United States Postal Service, postage prepaid, addressed to the parties intended to be notified. Notice shall be deemed given as of the date of personal delivery or, if mailed, upon the date of deposit with the United States Postal Service. Notice shall be given as follows:

TO DISTRICT: Ms. Doris Toy
San Rafael Sanitation District
111 Morphew Street
San Rafael, CA 94901

TO CONSULTANT: Mr. David M. Alvey, CPA
Maze & Associates
3478 Buskirk Avenue, Suite 215
Pleasant Hill, CA 94523

17. INDEPENDENT CONSULTANT

For the purposes and for the duration of this Agreement, CONSULTANT, its officers, agents, and employees shall act in the capacity of an Independent Contractor, and not as employees of the DISTRICT. CONSULTANT and DISTRICT expressly intend and agree that the status of CONSULTANT, its officers, agents, and employees be that of an Independent Contractor and not that of an employee of DISTRICT.

18. ENTIRE AGREEMENT -- AMENDMENTS

A. The terms and conditions of this Agreement, all exhibits attached, and all documents expressly incorporated by reference represent the entire Agreement of the parties with respect to the subject matter of this Agreement.

B. This written Agreement shall supersede any and all prior agreements, oral or written, regarding the subject matter between the CONSULTANT and the DISTRICT.

C. No other agreement, promise, or statement, written or oral, relating to the subject matter of this Agreement shall be valid or binding except by way of a written amendment to this Agreement.

D. The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by the CONSULTANT and the DISTRICT.

E. If any conflicts arise between the terms and conditions of this Agreement and the terms and conditions of the attached exhibits or the documents expressly incorporated by reference, the terms and conditions of this Agreement shall control.

19. SET-OFF AGAINST DEBTS

CONSULTANT agrees that DISTRICT may deduct from any payment due to CONSULTANT under this Agreement any monies which CONSULTANT owes DISTRICT under any ordinance, agreement, contract, or resolution for any unpaid taxes, fees, licenses, assessments, unpaid checks, or other amounts.

20. WAIVERS

The waiver by either party of any breach or violation of any term, covenant, or condition of this Agreement or of any ordinance, law, or regulation, shall not be deemed to be a waiver of any other term, covenant, condition, ordinance, law, or regulation or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law or regulation. The subsequent acceptance by either party of any fee, performance, or other consideration which may become due or owing under this Agreement, shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, condition, or covenant of this Agreement or any applicable law, ordinance, or regulation.

21. CITY BUSINESS LICENSE/OTHER TAXES

CITY business license is not required under this Agreement. CONSULTANT shall pay any and all State and Federal taxes and any other applicable taxes. CONSULTANT's taxpayer identification number is 94-2590179, and CONSULTANT certifies under penalty of perjury that said taxpayer identification number is correct.

22. APPLICABLE LAW

The laws of the State of California shall govern this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day, month and year first above written.

SAN RAFAEL SANITATION DISTRICT

CONSULTANT

Doris Toy, P.E.
District Engineer/District Manager
APPROVED AS TO FORM:

MAZE & ASSOCIATES

By: _____
David M. Alvey

Kerry Laiw Gerchow
Deputy County Counsel

Title: Audit Partner

EXHIBIT "A"



July 14, 2022

San Rafael Sanitation District
Doris Toy, District Manager/District Engineer
111 Morpew Street
San Rafael, CA 94901

Dear Ms. Toy

We are pleased to enclose one electronic copy of our Technical Proposal to provide Financial Auditing Services for the San Rafael Sanitation District for the three fiscal years beginning with the fiscal year ending June 30, 2022, with an option of extending for two additional one-year periods.


Yours very truly,

A handwritten signature in black ink, appearing to read 'David Alvey', written in a cursive style.

David M. Alvey, CPA
Audit Partner/Shareholder

DMA:saa

Enclosures



**FINANCIAL
AUDITING SERVICES
PROPOSAL
July 14, 2022**

PREPARED FOR

San Rafael Sanitation District
Doris Toy, District Manager/District Engineer
111 Morphew Street
San Rafael, CA 94901

David M. Alvey, CPA
3478 Buskirk Ave, Ste 215
Pleasant Hill, CA 94523
(925) 930-0902
davida@mazeassociates.com

M MAZE
& ASSOCIATES

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**SAN RAFAEL SANITATION DISTRICT
FINANCIAL AUDITING SERVICES PROPOSAL**

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July 14, 2022

San Rafael Sanitation District
Doris Toy, District Manager/District Engineer
111 Morphew Street
San Rafael, CA 94901

Dear Ms. Toy:

We appreciate this opportunity to submit our proposal to provide external audit services for the San Rafael Sanitation District (District). We understand we will audit the District's Basic Financial Statements for the three fiscal years ending June 30, 2022 through June 30, 2024, with two optional one year extensions. We will also perform additional procedures and complete the other assurance services as specified in the District's Request for Proposal, within the time periods established by the District.

We are quite certain we are the most qualified firm to be your independent accountants. As our founder, Scott Maze, first coined over forty years ago, "*We are in Business to Help Our Clients Succeed!*" Since that time, we have rigorously employed this philosophy along with our commitment to continual improvement. Our clients know from experience we employ a variety of techniques, technologies and strategies to maximize effective and efficient audits without shifting our work onto our client's staff. We've summarized these techniques, technologies and strategies below and explained them in more depth in our proposal.

- **We are the best-known regional municipal audit firm in Northern California.** Our firm has been in business over 40 years, and over that time, we have achieved national recognition with the consistently high quality of our work and with our leadership on issues such as GASB Statements 34, 68 and 75, and internal control enhancement. We frequently speak at CSMFO and CSDA events and webinars.

Municipal auditing is our main business. Our clients presently include a total of over one hundred municipal entities, including many special districts the size of San Rafael Sanitation District.

- **Our Partners are actively involved** in planning, conducting and completing the audit in our client's offices, and our Partners are available when you need them. We resolve issues on the spot while the audit is going on.
- **When our partners communicate with Boards and Committees, their knowledge is based on detailed specifics,** not information which has been filtered through several layers of review.
- We have a long-term track record of client retention beyond our client's original contract terms because of the quality of our service.
- We are properly licensed to practice in California.

- Our fee includes one free day of live training. Starting in 2016, we implemented the annual Maze Live training. This will provide you with knowledge of upcoming GASB pronouncements and changes in the municipal field. Past classes included topics such as year two of GASB Statement 68, GASB Update, Implementation of GASB Statements 74 and 75, Fraud Environment, Cybersecurity and Single Audit under Uniform Guidance. Future classes will focus on similar topics as well as the information to prepare for the implementation of GASB Statement 87.
- With our qualified information systems staff, **we have developed and employ a number of technologies to streamline our audit process, ensure open channels of communication and data transfer while ensuring security and confidentiality of client data.** These technologies include paperless audit workpapers, and a major upgrade of our “electronic transfer of data” technique eliminating manual financial statement inputs and maximizing easy to use financial rollup reports.
- **Our Closing Checklists** help you prepare in advance for both our interim and year-end audits. These Checklists do away with last-minute requests for schedules and analyses at year-end and help identify potential problems early in the process. We will coordinate them with the work papers you are already preparing, so **you don’t have to prepare workpapers only for the auditors.**
- We have one in Pleasant Hill, and employ approximately 60 people. This allows for smooth communication, and reduces delays other firms experience when having to deal with multiple offices for quality assurance and report generation and production.
- We do our best not to change staffing from year to year and from interim to final unless the District requests a change.
- **Our references** – indeed, any of our clients, will confirm we are your best choice.
- We are a Small Business Enterprise (Certification ID 38671) as defined by the California Department of General Services

As with all our audits, we are committed to providing timely, quality audit services to San Rafael Sanitation District. We have no doubt that we are the firm best qualified to perform the services described in the request for proposal. After you have analyzed our proposal and - most important - talked with our references, we are quite confident you will agree.

David M. Alvey Vice President (davida@mazeassociates.com), and Vikki C. Rodriguez , Vice President (vikr@mazeassociates.com), are authorized to represent, sign for and contractually obligate Maze & Associates, a Professional Corporation, located at 3478 Buskirk Avenue, Suite 215, Pleasant Hill, CA, 94523, (925) 930-0902. The proposal is a firm and irrevocable offer for 180 days.

We look forward to the opportunity to provide quality audit services for San Rafael Sanitation District!

Yours very truly,

A handwritten signature in black ink, appearing to read "David Alvey". The signature is fluid and cursive, with the first name "David" and last name "Alvey" clearly distinguishable.

David M. Alvey, CPA
Audit Partner

DMA:saa

LICENSE TO PRACTICE IN CALIFORNIA

We are properly licensed California Certified Public Accountants. We are members of the Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO) as well as the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants.

All assigned key professional staff are properly licensed to practice in California. Those staff that are certified public accountants have current California CPA licenses in the attest function, and have **received more than twice the required level of continuing education**. Even though not required, all non-certified audit staff receive the same level of training. We believe the level of training we provide is unmatched by any other accounting firm. **Our audit staff receives an average of 80 hours of continuing education annually, including an average of over 48 hours of municipal audit and accounting training. This is twice the amount required by professional standards.**

Our program places heavy emphasis on governmental accounting and auditing classes conducted by our own staff, supplemented by courses offered by the California Society of Certified Public Accountants, the American Institute of Certified Public Accountants, the Government Finance Officers Association and the California State Municipal Finance Officers Organization.

INDEPENDENCE

Independence

As independent auditors, **our most valuable asset is our independence**. Unlike many firms, we have never allowed our independent audit function to be used to promote consulting or other work. In fact, consulting and related work have never amounted to more than a few percent of our total revenues, while our independent audit work has amounted to over eighty percent of our revenues.

Our firm and all our partners and employees are independent of the San Rafael Sanitation District as that term is defined by the General Accountability Office's *Government Auditing Standards*, the American Institute of Certified Public Accountants, the California Society of Certified Public Accountants and the California State Board of Accountancy. We have no present or past professional relationships with the District or any of its Board members or employees that would compromise our independence.

We will discuss in advance with the District any professional relationships being contemplated during the period of engagement that may present a potential conflict of interest. If the District and we believe any such relationship presents a conflict of interest, we will not enter into it.

FIRM QUALIFICATIONS AND EXPERIENCE

Firm Profile

We are a professional services corporation located in Pleasant Hill, California. We presently have a total of approximately 60 employees, including seven shareholders, three Directors, three Managers, eleven Supervisors and many more Audit Associates and Tax/Office Staff. Fifteen (15) of our professional staff are California Certified Public Accountants and two additional staff are in the process of completing their applications for licensure. Forty-two (42) of our professional staff comprise our governmental audit staff, as our firm's emphasis is on governmental auditing and accounting. Several of our professional staff have national accounting firm experience, which we have blended with the more personal approach of a smaller firm.

The majority of our clients are cities, special districts, or other municipal entities and we do this work twelve months of the year. We limit our practice in other areas and focus on being the best municipal audit firm in Northern California. Our clients include several special districts similar to the District in size. Our audit strategy is tailored to municipalities and is quite different from the traditional approach adapted from commercial clients by general practice accounting firms.

We have focused on municipalities since our inception in 1986. We are active in GFOA, CSMFO, CSDA, CalCPA and CMTA, and our Partners have been speakers at many GFOA, CSMFO, CSDA and CMTA functions.

We are in business to help our clients succeed. We help you use the ever-growing tangle of accounting rules properly, but to your best advantage, by helping you keep out of trouble and helping you do the right thing. We stay in touch throughout the year to keep you abreast of municipal accounting developments and to help you avoid problems, instead of coming in afterwards to assess the damage. We rotate our audit emphasis based on our planning meetings with you as well as our fraud and audit planning discussions with Board members, so areas that concern you can be addressed as a normal part of the audit at no extra cost.

Reputation

We believe quality and an emphasis on doing our job right is far more important than being cheaper than our competitors. Despite the economic pressures faced by municipalities and the need to save money, there are other, more serious concerns to be weighed. For instance, the perceived or actual audit failures in the municipal audit sector. The City of Bell news, especially the State Controller's Office Report on that City's audit firm, raised serious questions about municipal audit quality. Whether this is justified or not isn't really the issue. What is at issue is the perception of poor quality in municipal audits. We received a number of inquiries and requests for proposal from that firm's clients who desired a change in auditors. A former client of ours, which rotated to them several years ago, called us and asked if we would propose on the City's work. They said that the council simply did not want to expend the energy to defend whether that firm was providing quality work.

FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

These trends indicate that it would be unwise to reduce audit effort for any municipal audit. Our commitment to quality and preserving our firm's reputation remains our top priority and serves our clients best.

Capacity and Resources

We have consistently demonstrated the ability of our capacity and resources to meet the demands of our clients. We have never missed a reporting deadline for any of our clients.

Over the years we have made substantial additional investments in our people and our systems.

We have continued our policy of at least doubling the required amount of Continuing Education we provide our people. We routinely provide an average of one hundred hours of Continuing Education each year—the State requirement is forty hours. We routinely ensure that at least eighty of those hours are specific to municipal audit and accounting—the State and government auditing standard requirements are twenty-four hours.

We have more than doubled the number of people on our staff over the past ten years, and most of these new people are professional audit staff members. More people and more continuity combine to mean that our people capacity and resources have more than doubled.

Hand-in-hand with our continuing investment in our people has been our increased investment in systems and hardware support. Eight years ago, our systems work was handled by an outside consultant. **Today, we have a full-time staff of three people who maintain our state-of-the-art systems capabilities and provide increasing levels of such service to our clients.** Every person on our staff is now armed with a late model PC that communicates with all our other PCs, printers, servers, etc., via our own wireless network establish in each client's office at the start of each audit. Most of our work-papers are now prepared on these PCs as we continue to move toward paperless audit and paperless files.

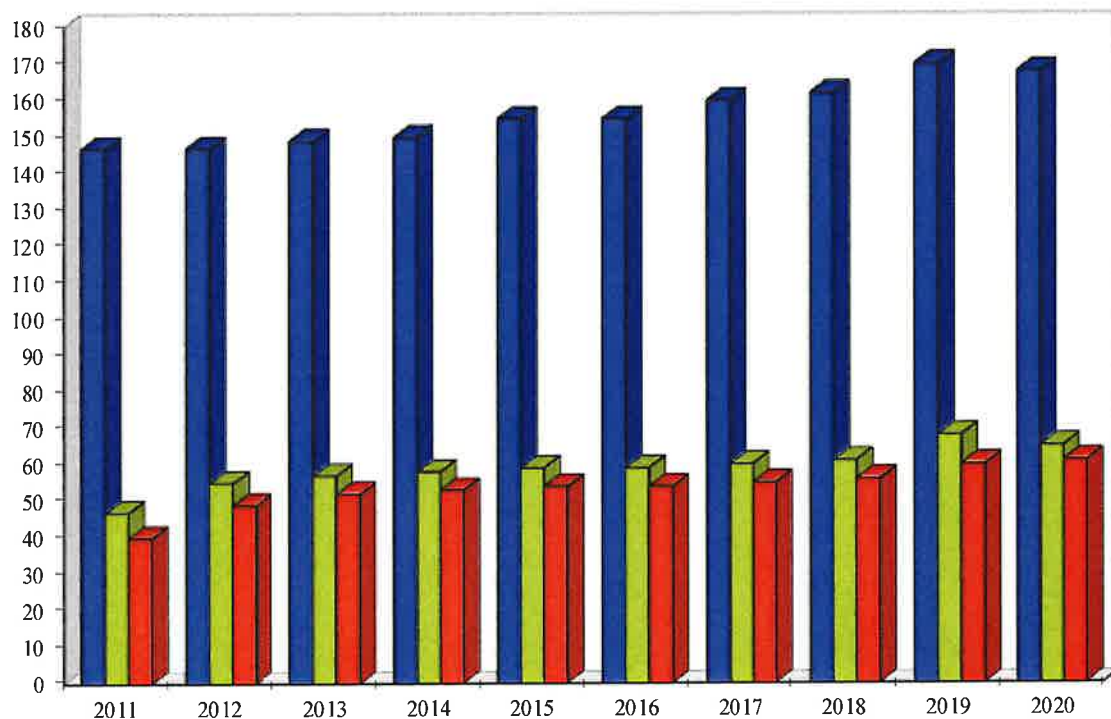
We have moved most of our clients from a manual input of their general ledger data to **a fully mechanized computer dump** of that data direct to our Excel-based financial statement formats. At the same time, we have added significant numbers of internal data controls to financial statement formats. This strategy has virtually eliminated input errors, increased efficiency, and allowed our clients to spend less time reviewing and approving the financial statements. Not only does our new direct dump produce fund-basis financial statements, it produces the Entity-wide financial statements. And these improvements have been made without a hiccup - we **consistently deliver final draft financial statements and reports to our clients the last day of our fieldwork in our client's offices.**

We are not relying on the capabilities or resources of any other firms in our proposal.

FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

Experience

Our practice includes over fifty city, town or county clients and more than fifty special districts, including over forty city and special district ACFR award winners—more award winners than any other Northern California accounting firm or international firm branch office. Included in those totals are six award-winning Special District ACFRs. Eighty percent of our practice is municipal auditing, accounting and consulting, continuing throughout the entire year. Our growth can be seen in the graph below, which shows the growth in the number of our total municipal entity clients in blue, City audit clients in green and ACFR award winners in red.



Every one of the above ACFRs won awards from GFOA and/or CSMFO.

As you can see from the client list in the Firm Qualifications and Experience – City, Town, and County Clients Section below we have a winning combination that has resulted in **strong client loyalty and retention**. Several clients who left have returned after seeing the difference between our firm and our competitors. **Others have remained our clients after completing a full-blown proposal** process, most recently Cities of Belmont, Hayward, Milpitas, Moraga, Oakley, Pittsburg, Santa Clara, South San Francisco and Sutter Creek.

FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

City and Town Clients

The table below summarizes our most recent experience with audits of cities, towns and counties. We are responsible for all phases of the work on these clients. **All of this work represents recurring annual audit and related work; all this work and that presented in the table was completed on or before the deadline from the first year listed for each client.** Please also see the References Section for names and current phone numbers for contacts on work quality and performance.

CITY AND TOWN EXPERIENCE

Client Name	Scope of Work	Client Start Date	Annual Comprehensive Financial Report Submission	GFOA Award	Single Audit
Population > 100,000					
Concord	Audits of City financial statements, Successor Agency, Healthcare District, Financing Authority, Single Audit	2019 - Present	✓ Yes	✓ Yes	✓ Yes
Daly City	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit, Transportation Measure, JPAs audits	1992 - Present	✓ Yes	✓ Yes	✓ Yes
Hayward	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit, Transportation Measure, Financing Corporation Audit	2011 - Present	✓ Yes	✓ Yes	✓ Yes
Santa Clara	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit, Silicon Valley Power Audit	2012 - Present	✓ Yes	✓ Yes	✓ Yes
Population < 100,000					
Alameda	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit, Transportation Measures	2018 - Present	✓ Yes	✓ Yes	✓ Yes
Atherton	Audit of Basic Financial Statements, Single Audit	2009 - Present	*	*	✓ Yes
Belmont	Audit of City financial statements, Successor Agency, Single Audit, Transportation Measure	1998 - Present	✓ Yes	✓ Yes	✓ Yes
Belvedere	Audit of City financial statements	2018 - Present	✓ Yes	✓ Yes	*
Benicia	Audit of City financial statements, Single Audit, Transportation Development Act Audit	2011 - Present	✓ Yes	✓ Yes	✓ Yes
Brentwood	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit	2007 - Present	✓ Yes	✓ Yes	✓ Yes
Brisbane	Audit of City financial statements, Successor Agency	2011 - Present	*	*	*
Burlingame	Audit of City financial statements, Single Audit, Transportation Development Act Audit,	2016 - Present	✓ Yes	✓ Yes	✓ Yes
Davis	Audit of City financial statements, Single Audit	2015 - Present	✓ Yes	✓ Yes	✓ Yes
Elk Grove	Audit of City financial statements and Single Audit	2017 - Present	✓ Yes	✓ Yes	✓ Yes
Fairfax	Audit of Basic Financial Statements	2009 - Present	*	*	*
Half Moon Bay	Audit of City financial statements, Single Audit, Transportation Development Act Audit	2014 - Present	✓ Yes	✓ Yes	✓ Yes

FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

City, Town and County Clients (Continued)

Client Name	Scope of Work	Client Start Date	Annual Comprehensive Financial Report		
			Submission	GFOA Award	Single Audit
Lathrop	Audit of City financial statements, Single Audit	2011 - 2020	✓ Yes	✓ Yes	✓ Yes
Los Altos	Audit of City financial statements, Single Audit, Transportation Measure	2014 - Present	✓ Yes	✓ Yes	✓ Yes
Los Altos Hills	Audit of City financial statements and North County Library Authority, Single Audit, Transportation Development Audit	2016 - Present	✓ Yes	✓ Yes	✓ Yes
Manteca	Audit of City financial statements, Successor Agency, Single Audit, Financing Authority Audit	1986 - Present	✓ Yes	✓ Yes	✓ Yes
Martinez	Audit of City financial statements, Single Audit, Transportation Development Act Audit	2001 - Present	✓ Yes	✓ Yes	✓ Yes
Milpitas	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit, Financing Corporation Audit	1995 - Present	✓ Yes	✓ Yes	✓ Yes
Moraga	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit	2012 - Present	✓ Yes	✓ Yes	✓ Yes
Mill Valley	Audits of City Basic Financial Statements and Sewerage Agency of Southern Marin	2020 - Present	*	*	*
Morgan Hill	Audit of City financial statements, Single Audit, Transportation Development Act Audit	2015 - Present	✓ Yes	✓ Yes	✓ Yes
Oakley	Audit of City financial statements, Successor Agency, Single Audit	2000 - Present	✓ Yes	✓ Yes	✓ Yes
Orinda	Audit of City financial statements, Single Audit, Transportation Development Act Audit	2015 - Present	✓ Yes	✓ Yes	✓ Yes
Pacifica	Audit of City financial statements, Single Audit, Transportation Development Act Audit, Transportation Measure	2015 - Present	✓ Yes	✓ Yes	✓ Yes
Pleasanton	Audit of City financial statements, Single Audit, Transportation Development Act Audit	2016 - 2020	✓ Yes	✓ Yes	✓ Yes
Pittsburg	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit, Retirement Plan Audit	2011 - Present	✓ Yes	✓ Yes	✓ Yes
Portola Valley	Audit of Basic Financial Statements and Transportation Measure	2005 - Present	*	*	*
Redwood City	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit, Audit of Port of Redwood City, Audits of Joint Power Authorities	2019 - Present	✓ Yes	✓ Yes	✓ Yes

FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

City, Town and County Clients (Continued)

Client Name	Scope of Work	Client Start Date	Annual Comprehensive Financial Report Submission	GFOA Award	Single Audit
San Bruno	Audit of City financial statements, Single Audit, Transportation Development Act Audit	2016 - Present	✓ Yes	✓ Yes	✓ Yes
San Carlos	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act	2016 - Present	✓ Yes	✓ Yes	✓ Yes
San Leandro	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit, Transportation Measures	2011 - Present	✓ Yes	✓ Yes	✓ Yes
San Pablo	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit	1995 - Present	✓ Yes	✓ Yes	✓ Yes
San Rafael	Audit of City financial statements, Successor Agency, Single Audit	2007 - Present	✓ Yes	✓ Yes	✓ Yes
South San Francisco	Audit of City financial statements, Successor Agency, Single Audit, Transportation Development Act Audit, Transportation Measure	2004 - Present	✓ Yes	✓ Yes	✓ Yes
Sutter Creek	Audit of Basic Financial Statements, Single Audit	2015 - Present	*	*	✓ Yes
Tracy	Audit of City financial statements, Successor Agency, Single Audit	2015 - 2020	✓ Yes	✓ Yes	✓ Yes
Turlock	Audit of Basic Financial Statements, Successor Agency, Single Audit, Transportation Development Act Audit, Financing Authority Audit, Abandoned Vehicle Abatement Program	2013 - Present	*	*	✓ Yes
Visalia	Audit of City financial statements, Successor Agency, Single Audit, Transit Fund Audit, Transportation Measure	2015 - 2020	✓ Yes	✓ Yes	✓ Yes
Watsonville	Audit of the City financial statements, Single Audit	2017 - Present	✓ Yes	✓ Yes	✓ Yes

FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

Significant Special District Audit Engagements

The chart below shows our most recent experience with District and Authority audits. We are or were responsible for all phases of work for these entities.

Special Districts and Authority Clients	1st Year	Compliance Requirements	Single Audit/ Special Report
FINANCING			
Association of Bay Area Governments FAN	1997	X	
City of Rancho Cordova Financing Authority	2009	X	
Concord Joint Powers Financing Authority	1992	X	
Governments of Livermore Financing Authority	1991	X	
Hayward Public Financing Authority	1996	X	
Manteca Financing Authority	1991	X	
Milpitas Public Financing Authority	1995	X	
Palo Alto Public Financing Corporation	1998	X	
Richmond Joint Powers Financing Authority	2005	X	
HOUSING			
Napa Valley Housing Authority	2000	X	X
Napa Housing Authority	2000	X	X
Richmond Housing Authority	2005	X	X
Suisun Housing Authority	2007	X	X
Vallejo Housing Authority	2004	X	X
PUBLIC SAFETY			
Belmont Fire Protection District	1998		X
East Contra Costa Fire Protection District	2011		
Menlo Park Fire Protection District	2009		X
Net Six Joint Powers Authority (Dispatch services)	1998	X	
Novato Fire Protection District	2013		
Rodeo-Hercules Fire Protection District	2009		X
Ross Valley Fire Department	2013		
Ross Valley Paramedic Authority	1991	X	
San Mateo Pre-Hospital Emergency Svcs. Providers Group	2000	X	X
San Ramon Valley Fire Protection District	2000	X	X
South County Fire Authority	1998	X	X
South San Mateo Police Joint Powers Authority	2000	X	
Twin Cities Police Authority	1991	X	
RECREATION AND OTHER			
Association of Bay Area Governments	1997	X	X
Contra Costa Mosquito and Vector Control District	2008		
East Bay Regional Park District	1987	X	X
Livermore Area Recreation and Park District	1989	X	X
Manteca Recreational Facilities Authority	1986	X	
Marin-Sonoma Mosquito and Vector Control District	2013		
Silicon Valley Animal Control Authority	2001		
West Contra Costa Integrated Waste Management Authority	2019		
RISK MANAGEMENT			
Association of California Water Agencies JPIA	2009		
Association of Bay Area Governments PLAN	1997		
Association of Bay Area Governments SHARP	1997		
California Joint Powers Risk Management Authority	1993		
Redwood Empire Municipal Insurance Fund	2013		
Small Cities Organized Risk Effort	2009		

FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

Significant Special District Audit Engagements (Continued)

TRANSPORTATION			
Alameda Contra Costa County Transit Authority	2010	X	X
Alameda County Transportation Improvement Authority	2010	X	X
City/County Association of Governments	2005	X	X
Contra Costa Transportation Authority	2003	X	X
Eastern Contra Costa Transit Authority	2012	X	X
Livermore/Amador Valley Transportation Authority	1994	X	X
Measure J Traffic Congestion Relief Agency (TRAFFIX)	2012		
Peninsula Corridor Joint Powers Board	2010	X	X
Peninsula Traffic Congestion Relief Alliance	2001	X	X
Ralston/Holly /Harbor Grade Separation Projects	1998	X	X
San Francisco Bay Area Water Emergency Transit Auth.	1997	X	X
San Mateo County Transit District	2010	X	X
San Mateo County Transportation Authority	2010	X	
Solano Transportation Authority	2004	X	X
Sonoma-Marín Area Rail Transit District (SMART)	2017	X	X
West Contra Costa Transportation Authority Commission	1995	X	
UTILITY			
Alameda Municipal Power	1990	X	
Bay Area Clean Water Agencies	2005		
Bethel Island Municipal Improvement District	2007		
Calaveras County Water District	2004		X
California Association of Sanitation Agencies (Non-profit)	2005		
Central Contra Costa Sanitary District	2013		
Coastside County Water District	1993	X	X
Contra Costa Water District	2002		X
Contra Costa Solid Waste Authority	1993	X	X
Diablo Water District	2014		
Dublin San Ramon Services District	1999	X	X
DSRSD/EBMUD Recycled Water Authority	2005		
East Bay Dischargers Authority	2015		
East Bay Municipal Utility District	2005	X	X
East Palo Alto Sanitary District	2013	X	
El Dorado Irrigation District	2007	X	X
Fairfield Suisun Sewer District	2000		
Freeport Regional Water Authority	2005		
Livermore-Amador Valley Water Management Agency	1987		X
Mid-Peninsula Water District	2006		
Novato Sanitary District	2013		X
Palo Alto Regional Water Quality Control Plant	1998	X	X
Placer County Water Authority	2005		X
Sacramento Suburban Water District	2020		
Santa Clara Valley Water District	2004		
Sausalito-Marín City Sanitary District	2011		
Silicon Valley Power	2012		
Skyline County Water District	1992		
Solano Irrigation District	2006		
South Bay System Authority	1998	X	
South Bay Transfer Station Authority	1997	X	
South San Joaquin Irrigation District	2004		
South Placer Wastewater Authority	2001	X	
Stanislaus Waste-to-Energy	2005		
Stinson Beach County Water District	2011	X	
Tri-Valley Wastewater Authority	1990		
Union Sanitary District	2000		
Upper Mokelumne River Watershed Authority	2005		
Vallejo Sanitation and Flood Control District	2016		
West Valley Sanitation District	2004		
Zone 7 Water Agency	2010	X	X

FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

As you can see from the client lists above, we have a winning combination that has resulted in **strong client loyalty and retention**. **Several clients who left have returned after seeing the difference between our firm and our competitors**, most recently Dublin-San Ramon Services District, Livermore-Amador Valley Water Management Authority, Contra Costa Water District, and Benicia. **Others have gone through a full proposal process and retained us.**

Assistive Resources

Our client support is unmatched by any other firm. As a San Francisco Bay Area municipal audit niche firm with five audit partners, we are positioned perfectly to provide staff and Board with a wide variety of resources. Support ranges from turnkey financial statement drafts with linked footnotes and direct download-based financial statements to professional continuing education sessions. We are active in professional organizations affecting local government and have a strong presence in neighboring local governments which keeps our knowledge current that we readily share with our clients. And we do not charge extra for the five-minute phone calls throughout the year.

Client Training and Professional Development

We can provide you with varying levels of training and professional development resources. We provide our semi-annual continuing education to our staff and have on occasion opened it up to our clients who wish to keep their licensees current. Our audit fee includes providing training and assistance with the implementation of applicable new GASB statements, at no additional charge. Depending upon the complexity of the GASB Statement requiring implementation, the assistance could take the form of free access to web-based training, one-on-one or group training, suggested footnote disclosure templates and/or Excel spreadsheet templates.

We have also developed and conducted training specifically for our clients. Training can be general theory in nature, semi-customized or fully customized training that fits your operations. Theory intensity can be at the beginning, intermediate and advanced levels. On occasion, we have provided our clients with shorter presentations of new pronouncements and other requirements. At the City of Richmond, for example, we developed and taught monthly training sessions on virtually every major finance area to its staff over a twelve-month period. Much of their staff had assumed new functions in the aftermath of serious staffing cuts several years ago and their Finance Director was seeking an economical method of enhancing their knowledge base and skill sets. At the Cities of Richmond, Livermore, El Cerrito and Belmont we provided grants management training to several departments as a means of solving coordination weaknesses.

In 2016, we launched Maze Live – this is a full day of training which is free to our clients and qualifies for continuing education credit. Past classes included topics such as year two of GASB 68, GASB update, Implementation of GASB Statements 74 and 75, Fraud Environment, Cybersecurity and Single Audit under Uniform Guidance. Future classes will focus on similar topics.

FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

Professional Activities

We are active members of the Government Finance Officers Association and the California Society of Municipal Finance Officers as well as the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants. We are also a member of the Association of California Water Agencies (ACWA). We are frequent speakers at various organizations.

We attend CSMFO Northern California chapter meetings on a regular basis, and we have served as speakers on various occasions. We also attend the CSMFO Annual Conference, at which our Partners and IT Director have been speakers. We have also attended the League of California Cities' annual Financial Management Seminars.

Amy Meyer, Partner, and Katherine Yuen, Partner, serve on the Governmental Accounting and Auditing Committee of the California Society of CPAs. David Alvey, Partner, serves on the Accounting Procedures and Assurance Services Committee of CalCPA and the Professional Standards Committee of CSMFO. Amy Meyer and David Alvey are ACFR reviewers for the ACFR Award Program of the Government Finance Officers Association.

Staff Training

We believe the level of training we provide is unmatched by any other accounting firm. **Our audit staff receives an average of 80 hours of continuing education annually, including an average of over 48 hours of municipal audit and accounting training. These are twice the amount required by professional standards.**

Our program places heavy emphasis on governmental accounting and auditing classes conducted by our own staff, supplemented by courses offered by the California Society of Certified Public Accountants, the American Institute of Certified Public Accountants, the Government Finance Officers Association, the California State Municipal Finance Officers Organization and the Association of California Water Agencies.

We accomplish this task by reserving two weeks each year solely for staff training. Our training is very specific and very participatory; lectures are almost non-existent as people are involved in a continual give-and-take format designed to educate while it helps us improve our services. We deal with specific clients and situations, we solve problems and do case studies, and we train people for real-life situations through role-play exercises. Everyone is equal in these exercises and everyone contributes their own experience in the field and the ideas they have formulated from that experience. **Suggestions coming out of staff training sessions are the source of most of the service improvements and refinements we make each year.**

FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

A listing of our continuing education courses provided to all our staff, both certified and non-certified, over the past three years is as follows:

Area/Course	2018		2019		2020	
	Spring 40 Hrs.	Summer 40 Hrs.	Spring 40 Hrs.	Summer 40 Hrs.	Spring 40 Hrs.	Summer 40 Hrs.
Auditing and Accounting Management						
Municipal Audit - Practice Analysis and Review	☞	☞	☞	☞		☞
Managing Municipal Audits - Audit Supervisors	☞	☞	☞	☞		☞
Control Testing	☞		☞	☞	☞	☞
Quality Control	☞	☞	☞			
GAAP Updates						
Cash, Debt, and Capital Asset Auditing Updates	☞	☞	☞	☞	☞	☞
GASB/FASB Update	☞	☞	☞	☞	☞	☞
GASB 74/75	☞	☞	☞		☞	
GASB 68			☞		☞	
Journal Entry Testing			☞		☞	
Compliance Audits						
Transportation Audits - TDA, STIP and Measures A, B, C				☞		☞
RDA Compliance/Successor Agency Audit			☞		☞	
Single Audit Compliance	☞	☞	☞		☞	
Auditing Standards						
Audit Standards Update				☞		
New SASs, Risk Assessment and Impacts on Approach			☞			
Assessing Internal Control Risks/ Sample Sizes	☞	☞	☞		☞	
Updating our Audit Approach	☞			☞		
Yellow Book Update		☞	☞			☞
IT/Paperless/Other						
Team Building: Building and Maintaining Effective and Successful Teams				☞		
CCII Paperless Audit Software/ Trial Balance Function	☞	☞				
IT Information Systems Review Updates	☞		☞		☞	☞
Professional Writing					☞	

Qualifications and Continuity

Our people accumulate over 1,500 hours of purely municipal audit and accounting experience annually, far more than in any general service accounting firm.

We provide our clients continuity while introducing enough new people to keep our perspective fresh and provide you with the benefits of rotation. We intend to retain all the people assigned to your audit throughout this year's entire engagement. In future years we plan to rotate no more than one person on each segment whom we will replace with someone of equal experience. Changes to the engagement partner, manager, or supervisory staff will be made only after written permission from the District.

FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

We do everything we can to ensure continuity because it helps you, it helps our staff and it helps us. We schedule the entire year in advance to avoid conflicts, and we give priority to clients who are able to accurately predict the date their books will be closed, so that the staff on their audit will not be affected if another client's closing or audit is delayed. We attempt to match personalities as well as skills and abilities so that our staff and yours will get along well.

External Quality Control Review/Peer Review

We are members of the Quality Review Program of the AICPA, which means we subject ourselves to a peer review of our workpapers and quality control procedures every three years by independent accountants specializing in such work. **Our most recent completed peer review was completed in 2018; we again received a rating of pass, the highest level of assurance possible.** This peer review included a review of several governmental and non-profit audit engagements, including three Special Districts. A copy of our most recent peer review opinion is located at the end of this section.

We have just undergone the peer review process again in early 2021.

Our municipal audit reports are subject to annual reviews by various branches of the Office of the State Controller. District audit reports and Single Audit Act reports receive scrutiny. During the past five years every one of these reports has been accepted as submitted. Of course, all of our clients' ACFRs are also reviewed by GFOA for award consideration; every report submitted has won an award from GFOA.

Litigation

We have not been sued over poor work quality, nor have we paid any such claims out of court in the past five years, and there are no current and we are not aware of any potential lawsuits. In addition, we have not received any disciplinary action taken or pending action against us during the past three years with state regulatory bodies or professional organizations.

FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

Peer Review Letter



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Report on the Firm's System of Quality Control

February 9, 2021

To Maze & Associates Accountancy Corporation and the Peer Review
Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation (the firm) in effect for the year ended May 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

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Member: American Institute of CPAs • California, Hawaii, & Oregon Societies of CPAs

FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

Peer Review Letter (Continued)

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation in effect for the year ended May 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Maze & Associates Accountancy Corporation has received a peer review rating of *pass*.

Coughlan Napa CPA Company, Inc.

Coughlan Napa CPA Company, Inc.

PROJECT TEAM

Audit Team

We are proposing to assign David Alvey, CPA as Engagement Partner, Vikki Rodriguez, CPA as Alternate/Technical Review Partner, Whitney Crockett, CPA as the Manager, and Daniel Gonzalez as the Supervisor. We have selected this team based on their extensive municipal experience.

We understand that engagement partners and other supervisory staff may be changed only with the express written permission.

We will balance out our resources with our Senior Associates and Associates to form fully leveraged teams. All of our audit staff are experienced with audits of Basic Financial Statements, enterprise operations, retirement plans, capital assets and infrastructure, long term debt, including swaps and related compliance and continuing disclosures, and all other aspects of municipal accounting and financial reporting.

No sub-proposers will be utilized.

Resumes of Staff Assigned to Your Audit



DAVID ALVEY, CPA, Engagement Partner – graduated from St Mary’s College, Moraga with a Bachelor of Science Degree in Accounting and a Minor in Business Administration. David has received **500 hours of continuing education in the past five years**. David has experience as an internal auditor at California Savings Bank in Oakland, CA. He is a Certified Public Accountant in the State of California. He is a member of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants. David is also a member of the Association of Certified Fraud Examiners. He is also a member of the CalCPA Accounting Procedures and Assurance Services Committee and the CSMFO Professional Standards Committee. He is a

frequent speaker at our annual training and recently taught a class of over 100 attendees on Fraud and GASB updates at the annual MazeLive client training event. He has published articles with California Special District Association’s newspaper. His relevant experience includes:

Alameda County Mosquito Abatement District
Alameda County Transportation Authority
Alameda County Transportation
Improvement Authority
Alameda-Contra Costa Transit District
City of American Canyon
American River Authority
Association of Bay Area Governments
Associated Community Action Program

City of Larkspur
City of Livermore
City of Los Altos
Town of Los Altos Hills
City of Manteca
Mid-Peninsula Water District
Middle Fork Project Finance Authority
Monument Crisis Center
City of Napa

PROJECT TEAM (Continued)

David Alvey, (Continued)

Bay Area Clean Water Agencies	City of Oakley
City of Benicia	Partners in School Innovation
City of American Canyon	City of Petaluma
Bethel Island Municipal Improvement District	City of Pittsburg
Calaveras County Water District	Placer County Water Authority
Castle Rock County Water District	City of Pleasant Hill
Central Contra Costa Sanitary District	Regional Parks Foundation
Central Market Community Benefit District	Richmond Housing Authority
Citrus Heights Water District	City of Rio Vista
Clausen House	City of Roseville
Coastside County Water District	City of San Bruno
Contra Costa Water Financing Authority	City of San Leandro
Contra Costa Water District	San Mateo Community College Foundation
Contra Costa Water District Retirement Plan	San Mateo County Transportation Authority
City of Cupertino	Peninsula County Joint Powers Authority
City of Daly City	San Mateo County Transit District
City of Davis	Santa Clara County Central
Delta Diablo	Fire Protection District
Diablo Water District	Santa Clara Valley Water District
East Contra Costa County Transit Authority	Skyline County Water District
East Contra Costa Habitat Conservancy	Solano Irrigation District
DSRSD/EBMUD Recycled Water Authority	Solano Transportation Authority
Dublin San Ramon Services District	Sonoma County Agricultural Preservation &
East Bay Municipal Utilities District (EBMUD)	Open Space District
EBMUD Employee Retirement System	Sonoma-Marin Area Rail Transit
East Palo Alto Sanitary District	South San Joaquin Irrigation District
Education Pioneers	Southern Marin Fire Protection District
El Dorado County	Stanislaus Waste to Energy
El Dorado Irrigation District	Stinson Beach County Water District
City of Escalon	Stopwaste
Fairfield-Suisun Sewer District	City of Sunnyvale
Freeport Regional Water Authority	Upper Mokelumne River Watershed Authority
City of Galt	Yolo Habitat Conservancy
City of Hayward	Walnut Creek Chamber of Commerce
ID Business Solutions	West Bay Sanitary District
Livermore Amador Valley	
Transportation Authority	

PROJECT TEAM (Continued)



VIKKI C. RODRIGUEZ, CPA, Technical Review/Alternate Partner – Vikki graduated from San Diego State University where she received her Bachelor of Science Degree in Accounting with a Minor in English, and received her Master's in Taxation at Golden Gate University in 2006. She is a Certified Public Accountant in the State of California. She is a member of the American Institute of Certified Public Accountants. Vikki spent a year and a half working as an accountant at the City of Daly City and her college years working part time for both municipal government and nonprofit organizations prior to joining the firm in 1998. Vikki has accumulated over 360 hours of continuing education in the past three years as an instructor, participant and student. She has attended many of the annual Nonprofit Organization Conferences held by the California CPA Foundation, as well as CSMFO conferences. Vikki has served as a member on several non-profit Boards and Audit Committees and is currently the Board President of the Center for Human Development. Her audit experience includes the following:

Special Districts

Alameda-Contra Costa Transit District	Livermore Amador Valley Transit Authority
Association of Bay Area Governments	Livermore Area Recreation & Park District
Alameda Municipal Power	Livermore Amador Valley Water Management Agency
Amador Regional Sanitation Agency	Marin-Sonoma Mosquito & Vector Control District
Bay Area Clean Water Agencies	Menlo Park Fire Protection District
Belvedere-Tiburon Library Agency	Mid-Peninsula Water District
Bethel Island Municipal Improvement District	Novato Sanitary District
Calaveras County Water District	Peninsula Corridor Joint Powers Board
Coastside County Water District	Rodeo-Hercules Fire Protection District
Contra Costa County Abandoned Vehicle Abatement Services Authority	San Francisco Bay Area Water Emergency Transit Authority
Contra Costa Mosquito & Vector Control District	San Mateo Transportation Authority
Contra Costa Transportation Authority	San Mateo County Transit Authority
Contra Costa Water District	Santa Clara Valley Animal Control Authority
Copperopolis Fire Protection District	Santa Clara Valley Water District
Delta Diablo Sanitation District	Silicon Valley Animal Control Authority
Diablo Water District	South San Joaquin Irrigation District
DSRSD/EBMUD Recycled Water Authority	Skyline County Water District
Dublin San Ramon Services District	Solano Transit Authority
East Bay Municipal Utility District	TRAFFIX
East Bay Dischargers Authority	Upper Mokelumne River Watershed Authority
East Palo Alto Sanitation District	West Bay Sanitary District
Eastern Contra Costa Transit Authority	West Contra Costa Integrated Management Authority
El Dorado Irrigation District	West Contra Costa Transportation Advisory Council
Fairfield Suisun Sewer District	West Valley Sanitation District
Freeport Regional Water Authority	

PROJECT TEAM (Continued)

Vikki Rodriguez, (Continued)

Cities

- City of Alameda
- City of American Canyon
- City of Belmont
- City of Belvedere
- City of Benicia
- City of Cupertino
- City of Daly City
- City of El Cerrito
- City of Emeryville
- Town of Fairfax
- City of Half Moon Bay
- City of Hayward
- City of Larkspur
- City of Livermore
- City of Los Banos
- Town of Los Altos Hills
- Town of Los Gatos
- City of Manteca
- City of Martinez
- City of Milpitas
- Town of Moraga
- City of Newark
- City of Palo Alto
- City of Petaluma
- City of Pittsburg
- City of Pleasant Hill
- City of Pleasanton
- City of Rio Vista
- City of San Carlos
- City of San Pablo
- City of San Rafael
- City of Suisun City
- City of Sutter Creek
- City of San Mateo
- City of South Lake Tahoe
- City of Tracy
- City of Visalia



WHITNEY L. CROCKETT, CPA, Manager – graduated from Washington State University with a Bachelors of Arts in Business Administration in Accounting in May 2011 and received a Masters of Accounting Degree in August 2012. She is a Certified Public Accountant in the State of California. **Whitney has received over 240 hours of continuing education** in the past three years and has participated in the following audits:

- City of Alameda
- Town of Atherton
- City of Brisbane
- Central Contra Costa Sanitary District
- Charitable Federated Group
- City of Concord
- Contra Costa Water District
- City of Daly City
- El Dorado County
- Alameda County Transportation Commission
- City of Milpitas
- Town of Moraga
- Transbay Joint Power Authority
- Novato Sanitary District
- City of Oakley
- City of Pacifica

PROJECT TEAM (Continued)

Whitney Crockett, (Continued)

City of Dublin	Peninsula Traffic Congestion Relief Alliance
Dublin San Ramon Services District	City of Petaluma
City of East Palo Alto	City of Richmond
City of El Cerrito	City of Roseville
Town of Fairfax	City of Santa Clara
City of Hayward	City of San Pablo
City of Lafayette	City of San Rafael
City of Larkspur	City of Sausalito
Livermore Amador Valley Transit Authority	South San Joaquin Irrigation District
City of Los Banos	Stopwaste
City of Manteca	TRAFFIX
Marin/Sonoma Mosquito and Vector Control District	Tri-Dam Project/Tri-Dam Power Authority
City of Martinez	City of Vallejo
City of Mountain View	City of Watsonville
City of Pittsburg	City of West Sacramento
Livermore-Amador Valley Water Management Agency	Town of Woodside

REFERENCES

Citrus Heights Water District –A client from 2015 to 2021

Engagement Partner – David Alvey

Work Scope & Reports:

Annual comprehensive Financial Report (**We assisted in their first successful ACFR award!**)

Memorandum on Internal Controls

Novato Sanitary District – A client since 2014

Engagement Partner – David Alvey

Work Scope & Reports:

District's Comprehensive Annual Financial Report

Memorandum on Internal Control and Required Communications

Central Contra Costa Sanitary District – A client since 2013

Engagement Partner – David Alvey and Vikki Rodriguez

Work Scope & Reports:

Comprehensive Annual Financial Report

Memorandum on Internal Control and Required Communications

Agreed Upon Procedures (Internal Audit)

Annual Report of Financial Transactions

REFERENCES

Contra Costa Water District – A client from 2000 – 2010 and returned in 2013 and again in 2021

Engagement Partners – David Alvey and Vikki Rodriguez

Audit Manager – Whitney Crockett

Work Scope & Reports:

- District's Annual Comprehensive Financial Report
- Memorandum on Internal Control and Required Communications
- Retirement Plan Basic Financial Statements
- Other Post Employment Benefit Basic Financial Statements
- Contra Costa Water Authority (JPA) Basic Financial Statements

Santa Clara Valley Water District – A client since 2019

Engagement Partner – David Alvey

Work Scope & Reports:

- Annual comprehensive Financial Report
- Memorandum on Internal Control and Required Communications
- Single Audit

SEGMENTED TIME AND FEE

Based on the review of the June 30, 2021 basic financial report, we have estimated our time as follows:

Audit Activities	Budgeted Hours						Total
	Engagement Partner	Alternate Partner	Manager	Supervisor	Associates	Office	
General Procedures/Planning/Confirm/Checklists			4.00	2.00			6.00
SAS #99 Fraud Assessment	1.00		2.00	1.00			4.00
MInutes-resolutions				1.00			1.00
Report	3.00	1.00	4.00	1.00		1.00	10.00
Supervision/review	2.00		4.00	6.00			12.00
Conferences & meetings	2.00		2.00	1.00			5.00
Management letter	1.00		1.00	1.00		0.50	3.50
Internal Control Environment / Info Systems Review					16.00		16.00
Cash & Investments					8.00		8.00
Revenue/Receivables					10.00		10.00
Capital Assets					24.00		24.00
Accounts Payable					16.00		16.00
Obligation to the City					8.00		8.00
Net position					1.00		1.00
Risk Management					3.00		3.00
Commitments and Contingencies					2.00		2.00
Grand Total	9.00	1.00	17.00	13.00	88.00	1.50	129.50

SEGMENTED TIME AND FEE (Continued)

Our fee for the work outline in the RFP is as follows:

	Hours (3)	Hourly Rates (4)	Totals (2)			Three Year Total	Optional Extensions		Grand Total
			2022	2023	2024		2025	2026	
Basic Financial Statements & Management Letter:									
Partner	10.00	\$300	\$3,000	\$3,100	\$3,200	\$9,300	\$3,300	\$3,400	\$16,000
Manager	17.00	165	2,800	2,900	3,000	8,700	3,100	3,200	15,000
Supervisor	13.00	130	1,700	1,750	1,800	5,250	1,850	1,900	9,000
Associates	88.00	90	7,900	8,200	8,500	24,600	8,800	9,100	42,500
Office	1.50	75	100	100	100	300	100	100	500
Basic Financial Statements & Management Letter:	129.50		15,500	16,050	16,600	48,150	17,150	17,700	83,000
Out-of-pocket expenses (1)			0	0	0	0	0	0	0
Total all-inclusive maximum price:			\$15,500	\$16,050	\$16,600	\$48,150	\$17,150	\$17,700	83,000

NOTES:

- (1) Out-of-pocket expenses are included in our standard hourly rate.
- (2) Our policy is to attempt to keep our clients fees constant after inflation. Therefore, the fees for years subsequent to 2022 have been adjusted for the estimated CPI increase. Bureau of Labor Statistics for the San Francisco-Oakland Area.
- (3) Estimated hours are expected to remain constant.
- (4) The hourly rates can be used for any additional work the District may request that would be outside the scope of the audit engagement.