

**A G E N D A**  
**SPECIAL MEETING**  
**SAN RAFAEL SANITATION DISTRICT**  
**BOARD OF DIRECTORS**  
**FRIDAY – AUGUST 4, 2023 - 1:00 P.M.**  
**SAN RAFAEL CITY HALL**  
**1400 FIFTH AVENUE – CONFERENCE ROOM CD3**  
**SAN RAFAEL, CALIFORNIA 94901**

Members of the Public may also participate in Open Session through the following:

**Zoom link:** <https://cityofsanrafael-org.zoom.us/j/83792027349>

**Or by Phone: 1 669 444 9171 US**

**Meeting ID: 837 9202 7349**

Public comments for this meeting can be submitted via email to the District Clerk at [Kathryn.Nelson@cityofsanrafael.org](mailto:Kathryn.Nelson@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 a 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.

**Members of the public may speak on Agenda items.**

**1. ROLL CALL**

**2. OPEN PERIOD**

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

**3. CONSENT CALENDAR**

- a. Minutes of the Meeting – June 16, 2023.
- b. Payments – June 2023 and July 2023.
- c. Adopt resolution approving the budget for Fiscal Years 2023-24 and 2024-25.
- d. Adopt resolution awarding contract for the Isolation Valve Replacement Project.

**4. OTHER AGENDA ITEMS**

- a. Review and approve District Financial Reserve Policy Statement. (John Maher)

**5. INFORMATIONAL ITEMS**

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

**7. ADJOURNMENT**

The next scheduled meeting is August 18, 2023.

**SAN RAFAEL SANITATION DISTRICT**  
**Minutes of the Regular Meeting**  
**June 16, 2023**

Regular Meeting

In Person

The meeting was called to order at 9:05 A.M. by Director Bushey.

Attendance Kate Colin, Chair

Board: Maribeth Bushey, Secretary/Director

Katie Rice, Director

Attendance Doris Toy, District Manager/District Engineer

Staff: Kris Ozaki, Operations and Maintenance Manager

Kathryn Nelson, Administrative Analyst

Attendance Kerry Laiw Gerchow, Deputy County Counsel

Other: Michael Maher, CPA, Maher Accountancy

Patricia Francisco, Municipal Resources Group (MRG)

1. **ROLL CALL**

A roll call was taken at 9:06 A.M., Director Bushey, Director Rice and Chair Kate were present. There being a quorum, the meeting began.

2. **OPEN PERIOD**

No one was present to address the Board for open period.

3. **CONSENT CALENDAR**

a. Minutes of the Special Meeting – May 26, 2023

b. Payments – May 2023

c. Adopt resolution establishing the FY 2023-24 Appropriations Limit on tax proceeds (Proposition 4)

d. Adopt resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement for design and construction related services for the 2023 Sewer Improvements-Variou Locations Project.

e. Adopt resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement for pipe assessment related services.

**MOTION** by Director Rice, seconded by Director Bushey, to unanimously approve the Consent Calendar, all in favor.

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

**NOES:** None

**ABSENT:** None *Motion Carried*

4. **OTHER AGENDA ITEMS**

**a. Review of draft budget for Fiscal Years 2023-24 and 2024-25**

Michael Maher explains the draft budget to the Board for the upcoming Fiscal Years 2023-24 and 2024-25, and Manager Toy explains the attached supporting schedules.

**MOTION** by Director Rice, seconded by Director Bushey, to adopt the presented draft budget with a signing of resolution at next scheduled meeting.

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

**NOES:** None

**ABSENT:** None *Motion Carried*

**b. Adopt Resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Park Engineering for Engineering and Inspection related services.**

Manager Toy explains current employee vacancies and plans for hiring while vacant positions are temporarily filled by Park Engineering staff; the Board agrees that this is a great idea and adopts the Resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Park Engineering for Engineering and Inspection related services.

**MOTION** by Director Bushey, seconded by Director Rice,

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

**NOES:** None

**ABSENT:** None *Motion Carried*

**c. Approve the updated Sanitary Sewer System Management Plan.**

Discussion of the Sanitary Sewer System Management Plan and that it is currently to be completed on paper and not electronically with the recommendation from the Board to have a digital version available as well.

**MOTION** by Director Bushey, seconded by Director Rice

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

**NOES:** None

**ABSENT:** None

*Motion Carried*

5. **INFORMATIONAL ITEMS**

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

7. **CLOSED SESSION**

**a. CONFERENCE WITH LABOR NEGOTIATORS**

California Government Code Section 54957.6

Unrepresented Employee: Senior Civil Engineer

County Council states that the Board has provided instructions to the Labor representative regarding this meeting.

8. **ADJOURNMENT**

There being no further business to come before the Board, the meeting of June 16, 2023, was adjourned at 10:49 A.M. with the next scheduled meeting on July 21, 2023.

Respectfully submitted,

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Maribeth Bushey, Recording Secretary

**ATTEST THIS 4th DAY OF AUGUST 2023**

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Kate Colin, Chair

**SAN RAFAEL SANITATION DISTRICT**  
**PAYMENT SUMMARY**  
**June 1, 2023 - June 30, 2023**

<i>Vendor/Payee</i>	<i>Memo</i>	<i>Class</i>	<i>Account</i>	<i>Amount</i>
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 5/24/23	200	2021 · Uniforms	221.06
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 5/31/23	200	2021 · Uniforms	221.06
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 6/07/23	200	2021 · Uniforms	223.56
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 6/14/23	200	2021 · Uniforms	223.56
AT&T *1523	Telephone Service - land lines for pump stations and dialers from 5/02/23-6/01/23	100	2534 · Telephone service	578.73
AT&T MOBILITY #1362	Telephone Service - cell phone service from 5/03/23-6/03/23	100	2534 · Telephone service	582.47
CALAMP WIRELESS NETWORKS CORPORATION	Vehicles - vehicles GPS	200	2083 · Parts and repairs vehicles	249.30
CALCON SYSTEMS, INC.	Pump Stations - San Pedro Lift Station level sensors	200	2359 · Maint- pump sta's & force mains	985.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - annual service and load bank testing for Bret Hart Pump Station generator	200	2359 · Maint- pump sta's & force mains	2,115.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - annual service and load bank testing for Castro Pump Station generator	200	2359 · Maint- pump sta's & force mains	2,920.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - annual service and load bank testing for Cayes Main Pump Station generator	200	2359 · Maint- pump sta's & force mains	2,040.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - annual service and load bank testing for So. Francisco Pump Station generator	200	2359 · Maint- pump sta's & force mains	2,115.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - annual service and load bank testing for No. Francisco Pump Station generator	200	2359 · Maint- pump sta's & force mains	4,540.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - annual service and load bank testing for Loch Lomond Pump Station generator	200	2359 · Maint- pump sta's & force mains	2,675.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - annual service and load bank testing for Port. Generator #8156 at Peacock Pump Station	200	2359 · Maint- pump sta's & force mains	2,040.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - annual service and load bank testing for Port. Generator #8195 at Peacock Pump Station	200	2359 · Maint- pump sta's & force mains	2,040.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - annual service and load bank testing fort Riviera Pump Station generator	200	2359 · Maint- pump sta's & force mains	2,365.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - annual service and load bank testing for Simms Pump Station generator	200	2359 · Maint- pump sta's & force mains	2,115.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - annual service and load bank testing for Port. Generator @ Simms Pump Station	200	2359 · Maint- pump sta's & force mains	2,365.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - annual service and load bank testing for West Railroad Pump Station generator	200	2359 · Maint- pump sta's & force mains	2,365.00
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - annual service and load bank testing for Port. Generator at Corp Yard	200	2359 · Maint- pump sta's & force mains	2,040.00
CAUSEY CONSULTING	Consulting Services - professional services through 5/31/23	100	2325 · Consulting services	3,145.90
COLIN, KATE	Director's Fees - Kate Colin on 5/26/23	100	2282 · Director's fees	100.00
COLIN, KATE	Director's Fees - Kate Colin on 6/16/23	100	2282 · Director's fees	100.00
COUNTY OF MARIN	Director's Fees - Katie Rice on 6/16/23	100	2282 · Director's fees	100.00
CSW/STUBER-STROEH ENGR GROUP INC.	Third Street (Fourth Street to Mary) - design support during construction through 5/07/23	300	4340 · Third St (4th to Mary) (80)	307.50
CWEA-TCP	Membership and Dues - CWEA certification renewal, Douglas W St. Cyr	100	2388 · Training and education	95.00
CWEA-TCP	Membership and Dues - CWEA certification renewal, Hector Rodriguez	100	2388 · Training and education	95.00
CWEA-TCP	Membership and Dues - CWEA certification renewal, Kris Ozaki	100	2388 · Training and education	100.00
EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - service and inspections of chemical tanks at pump stations from 5/01/23-5/31/23	200	2106 · Odor control chemicals	1,899.86
EXPRESS SERVICES INC.	Consulting Services - temporary administrative assistant for the week ending on 5/21/23	100	2325 · Consulting services	1,495.88
EXPRESS SERVICES INC.	Consulting Services - temporary administrative assistant for the week ending on 5/28/23	100	2325 · Consulting services	1,495.88
GOLDSTREET DESIGN AGENCY, INC	Public Outreach - Call us First for Sewer Overflows postcards	100	2321 · Public outreach	369.51
GRAINGER	Pump Stations - marking paint-fluorescent green	200	2359 · Maint- pump sta's & force mains	364.47
GRAINGER	Pump Stations - replacement die grinder	200	2359 · Maint- pump sta's & force mains	195.89
JACKSON'S HARDWARE	Shop Supplies - door hinge for Simms Pump Station	200	2133 · Office & shop supplies	24.02
LEE, THERESA	Pump Stations - phase relay stock supplies	200	2359 · Maint- pump sta's & force mains	122.94
MAHER ACCOUNTANCY	Accounting Services - June 2023	100	2717 · Accounting services	3,600.00
MARIBETH BUSHEY	Director's Fees - Maribeth Bushey on 5/26/23	100	2282 · Director's fees	100.00
MARIBETH BUSHEY	Director's Fees - Maribeth Bushey on 6/16/23	100	2282 · Director's fees	100.00

<b>MARIN FENCE COMPANY</b>	Claims and Deductibles - fence repair for fallen tree at San Pedro Pump Station	100	2359 · PS Repair	<b>17,710.00</b>
<b>MARIN MUNICIPAL WATER DIS</b>	Water - 1271 Andersen Drive from 4/13/23-6/12/23	200	2536 · Water utility costs	<b>86.63</b>
<b>MARIN MUNICIPAL WATER DIS</b>	Water - 3106 Kerner Boulevard from 4/19/23-6/15/23	200	2536 · Water utility costs	<b>86.63</b>
<b>MARIN MUNICIPAL WATER DIS</b>	Water - Andersen Drive from 4/13/23-6/12/23	200	2536 · Water utility costs	<b>86.63</b>
<b>MARIN MUNICIPAL WATER DIS</b>	Water - Castro Avenue from 4/18/23-6/14/23	200	2536 · Water utility costs	<b>181.01</b>
<b>MARIN MUNICIPAL WATER DIS</b>	Water - Catalina Boulevard from 4/18/23-6/14/23	200	2536 · Water utility costs	<b>86.63</b>
<b>MARIN MUNICIPAL WATER DIS</b>	Water - East Francisco Boulevard from 4/18/23-6/14/23	200	2536 · Water utility costs	<b>86.63</b>
<b>MARIN MUNICIPAL WATER DIS</b>	Water - East Francisco Boulevard from 4/19/23-6/15/23	200	2536 · Water utility costs	<b>86.63</b>
<b>MARIN MUNICIPAL WATER DIS</b>	Water - Montecito Road from 4/19/23-6/15/23	200	2536 · Water utility costs	<b>49.67</b>
<b>MARIN MUNICIPAL WATER DIS</b>	Water - Point San Pedro Road from 4/19/23-6/15/23	200	2536 · Water utility costs	<b>86.63</b>
<b>MARIN MUNICIPAL WATER DIS</b>	Water - Simms Street from 4/13/23-6/12/23	200	2536 · Water utility costs	<b>86.63</b>
<b>MARIN MUNICIPAL WATER DIS</b>	Water - Woodland Avenue from 4/13/23-6/12/23	200	2536 · Water utility costs	<b>86.63</b>
<b>MARIN ROTO-ROOTER SEWER SERVICE, INC</b>	Collection System - spot repair at 22 Valley View	200	2360 · O&M - collection systems	<b>12,650.00</b>
<b>MARIN ROTO-ROOTER SEWER SERVICE, INC</b>	Standby - leak investigation at 277 Woodland Avenue	200	2363 · Standby services	<b>800.00</b>
<b>MARIN ROTO-ROOTER SEWER SERVICE, INC</b>	Standby - sewage leak near 338 Paloma Avenue	200	2363 · Standby services	<b>800.00</b>
<b>MUNICIPAL RESOURCE GROUP, LLC</b>	Consulting Services - graphics for Sr. Civil Engineer services through 4/30/23	100	2325 · Consulting services	<b>168.75</b>
<b>MUNICIPAL RESOURCE GROUP, LLC</b>	Consulting Services - workplan implementation services through 4/30/23	100	2325 · Consulting services	<b>225.00</b>
<b>NUTE ENGINEERING INC</b>	Bayside Acres Beach Sewer Improvements Project - engineering services from 5/01/23-5/31/23	300	4338 · Rehab Beach Swr Baysid PhABC-8	<b>37,387.70</b>
<b>NUTE ENGINEERING INC</b>	North Francisco and West Railroad Pump Stations - engineering related services from 5/01/23-5/31/23	300	4155 · N. Francisco/WRR Pump St (10)	<b>724.00</b>
<b>OWEN EQUIPMENT SALES</b>	Collection System - cleaning nozzle for vactor	200	2360 · O&M - collection systems	<b>1,487.13</b>
<b>OWEN EQUIPMENT SALES</b>	Collection System - roller hardware for vactor	200	2360 · O&M - collection systems	<b>482.60</b>
<b>OWEN EQUIPMENT SALES</b>	Collection System - roller pin for vactor	200	2360 · O&M - collection systems	<b>485.71</b>
<b>PACE SUPPLY</b>	Collection System - pipe couplers for #10 River Oaks and #341 Point San Pedro Road	200	2360 · O&M - collection systems	<b>301.85</b>
<b>PERIN - BATTERIES PLUS</b>	Pump Stations - 2 pack of 3v lithium coin battery	200	2359 · Maint- pump sta's & force mains	<b>9.89</b>
<b>PG&amp;E a/c 2480926202-5</b>	Power - electric service for pump stations from 5/10/23-6/08/23	200	2535 · Electric utility costs	<b>16,424.07</b>
<b>PLATT</b>	Pump Stations - plug-in relay	200	2359 · Maint- pump sta's & force mains	<b>111.29</b>
<b>SCHAAF &amp; WHEELER, INC</b>	2020 Sewer Pipe Repair and Replacement Project - professional engineering services through 5/31/23	300	4342 · 2020-21 Sewer Improvement (80)	<b>1,680.00</b>
<b>US BANK CORPORATE PAYMENT</b>	Collection System - shipping MH detector for repair	200	2360 · O&M - collection systems	<b>88.13</b>
<b>US BANK CORPORATE PAYMENT</b>	Miscellaneous Expenses - job posting for Construction Inspector	100	2389 · Miscellaneous expenses	<b>199.00</b>
<b>US BANK CORPORATE PAYMENT</b>	Miscellaneous Expenses- job posting for Senior Civil Engineer	100	2389 · Miscellaneous expenses	<b>199.00</b>
<b>US BANK CORPORATE PAYMENT</b>	Subscriptions - Marin IJ	100	2131 · Memberships and subscriptions	<b>274.26</b>
<b>VERIZON WIRELESS(242395655)</b>	Telephone Service - private IP addresses for the San Pedro and Peacock Pump Stations from 5/18/23-6/17/23	100	2534 · Telephone service	<b>129.21</b>
<b>VERIZON WIRELESS(372347623)</b>	Telephone Service - wireless service for laptops from 4/21/23-5/20/23	100	2534 · Telephone service	<b>426.11</b>
<b>VERIZON WIRELESS(372347623)</b>	Telephone Service - wireless service for laptops from 5/21/23-6/20/23	100	2534 · Telephone service	<b>426.11</b>
<b>W. R. FORDE ASSOCIATES (INC)</b>	2020 Sewer Pipe Repair and Replacement Project - Phase 2, progress payment #5	300	4349 · 2021 Sewr Pipe Repair/Repl (80)	<b>491,585.92</b>
<b>WATER COMPONENTS &amp; BLDG SUPPLY</b>	Collection System - #10 River Oaks rod hole for sewer spot repair	200	2360 · O&M - collection systems	<b>426.93</b>
<b>WATER COMPONENTS &amp; BLDG SUPPLY</b>	Collection System - pipe couplers & tools #10 River Oaks and #341 Point San Pedro	200	2360 · O&M - collection systems	<b>187.67</b>
				<b>635,232.27</b>

**SAN RAFAEL SANITATION DISTRICT****PAYMENT SUMMARY**

July 1, 2023 - July 31, 2023

<i>Vendor/Payee</i>	<i>Memo</i>	<i>Class</i>	<i>Account</i>	<i>Amount</i>
<b>ARAMARK UNIFORM SERVICES</b>	Uniforms - weekly service ending 6/21/23	200	2021 · Uniforms	<b>250.47</b>
<b>ARAMARK UNIFORM SERVICES</b>	Uniforms - weekly service ending 6/28/23	200	2021 · Uniforms	<b>223.72</b>
<b>ARAMARK UNIFORM SERVICES</b>	Uniforms - weekly service ending 7/05/23	200	2021 · Uniforms	<b>236.72</b>
<b>ARAMARK UNIFORM SERVICES</b>	Uniforms - weekly service ending 7/12/23	200	2021 · Uniforms	<b>236.72</b>
<b>ARAMARK UNIFORM SERVICES</b>	Uniforms - weekly service ending 7/19/23	200	2021 · Uniforms	<b>236.72</b>
<b>AT&amp;T *1523</b>	Telephone Service - land lines for pump stations and dialers from 6/02/23-7/01/23	100	2534 · Telephone service	<b>581.97</b>
<b>BAY AREA AIR QUALITY MANAGEMENT DIS</b>	Pump Stations - annual permit renewal fee for Glenwood Pump Station from 9/01/23-9/01/24	200	2359 · Maint- pump sta's & force mains	<b>592.00</b>
<b>BAY AREA AIR QUALITY MANAGEMENT DIS</b>	Pump Stations - annual permit renewal fee for Riviera Pump Station from 9/01/23-9/01/24	200	2359 · Maint- pump sta's & force mains	<b>562.00</b>
<b>BUCKLES-SMITH ELECTRIC COMPANY</b>	Pump Stations - service contract with Rockwell Automation for SCADA software support and upgrade from 6/25/22-6/24/25	200	2359 · Maint- pump sta's & force mains	<b>4,136.16</b>
<b>BWS DISTRIBUTORS</b>	Safety - gloves	200	2365 · Safety equipment and supplies	<b>416.30</b>
<b>CALAMP WIRELESS NETWORKS CORPORATION</b>	Vehicles - vehicles GPS	200	2083 · Parts and repairs vehicles	<b>249.30</b>
<b>CALAMP WIRELESS NETWORKS CORPORATION</b>	Vehicles - vehicles GPS	200	2083 · Parts and repairs vehicles	<b>16.38</b>
<b>CALAMP WIRELESS NETWORKS CORPORATION</b>	Vehicles - vehicles GPS	200	2083 · Parts and repairs vehicles	<b>12.48</b>
<b>CALAMP WIRELESS NETWORKS CORPORATION</b>	Vehicles - vehicles GPS	200	2083 · Parts and repairs vehicles	<b>232.35</b>
<b>CALAMP WIRELESS NETWORKS CORPORATION</b>	Vehicles - vehicles GPS	200	2083 · Parts and repairs vehicles	<b>232.35</b>
<b>CALAMP WIRELESS NETWORKS CORPORATION</b>	Vehicles - vehicles GPS	200	2083 · Parts and repairs vehicles	<b>152.55</b>
<b>CALIFORNIA SANITATION RISK MGMT ATH</b>	General Insurance - property insurance renewal for 7/01/23-7/01/24	100	2059 · General insurance	<b>38,342.11</b>
<b>CAUSEY CONSULTING</b>	Consulting Services - professional services through 6/30/23	100	2325 · Consulting services	<b>1,322.50</b>
<b>CENTRAL MARIN SANITATION AGENCY</b>	CMSA Connection Fees - multiple addresses	200	221000 · Connection fees payable cmsa	<b>1,916.52</b>
<b>CENTRAL MARIN SANITATION AGENCY</b>	Debt Service - debt service on CMSA bonds from 7/01/23-9/30/23	400	4113 · Sewage treatment - debt service	<b>1,836,798.74</b>
<b>CENTRAL MARIN SANITATION AGENCY</b>	FOG Program - FOG Control Program Management from 4/01/23-6/30/23	100	4300 · FOG Program	<b>14,216.76</b>
<b>CENTRAL MARIN SANITATION AGENCY</b>	Service Charges - first quarter service charge for 7/01/23-9/30/23	400	4112 · Sewage treatment	<b>1,489,306.19</b>
<b>CITY OF SAN RAFAEL - PUBLIC WORKS</b>	Vehicles - fuel charges for 4/01/23-6/30/23	200	2083 · Parts and repairs vehicles	<b>8,295.93</b>
<b>CITY OF SAN RAFAEL - PUBLIC WORKS</b>	Vehicles - vehicles repairs from 4/04/23-6/15/23	200	2083 · Parts and repairs vehicles	<b>14,627.14</b>
<b>CSW/STUBER-STROEH ENGR GROUP INC.</b>	Third Street (Fourth Street to Mary) - design support during construction through 6/04/23	300	4340 · Third St (4th to Mary) (80)	<b>10,841.50</b>
<b>DIEGO TRUCK REPAIR, INC.</b>	Vehicles - generator cooling system	200	2083 · Parts and repairs vehicles	<b>604.01</b>
<b>DIEGO TRUCK REPAIR, INC.</b>	Vehicles - vehicle repairs for vactor truck on 4/05/23	200	2083 · Parts and repairs vehicles	<b>482.75</b>
<b>EVOQUA WATER TECHNOLOGIES, LLC</b>	Odor Control - service and inspections of chemical tanks at pump stations from 6/01/23-6/30/23	200	2106 · Odor control chemicals	<b>1,899.86</b>
<b>EWERS ENGINEERING INC</b>	Isolation Valve Replacement Project - design services from 6/01/23-6/30/23	300	4345 · Isolation Valve Replacement (10	<b>8,401.62</b>
<b>EXPRESS SERVICES INC.</b>	Consulting Services - temporary administrative assistant for the week ending on 6/04/23	100	2325 · Consulting services	<b>1,196.70</b>
<b>EXPRESS SERVICES INC.</b>	Consulting Services - temporary administrative assistant for the week ending on 6/11/23	100	2325 · Consulting services	<b>1,196.70</b>
<b>EXPRESS SERVICES INC.</b>	Consulting Services - temporary administrative assistant for the week ending on 6/18/23	100	2325 · Consulting services	<b>1,495.88</b>
<b>EXPRESS SERVICES INC.</b>	Consulting Services - temporary administrative assistant for the week ending on 6/25/23	100	2325 · Consulting services	<b>1,196.70</b>
<b>EXPRESS SERVICES INC.</b>	Consulting Services - temporary administrative assistant for the week ending on 7/02/23	100	2325 · Consulting services	<b>1,495.88</b>
<b>EXPRESS SERVICES INC.</b>	Consulting Services - temporary administrative assistant for the week ending on 7/11/23	100	2325 · Consulting services	<b>1,196.70</b>
<b>FORSTER &amp; KROEGER INC.</b>	Collection System - weed easements from 7/10/22-7/13/22	200	2360 · O&M - collection systems	<b>9,240.00</b>
<b>JACKSON'S HARDWARE</b>	Pump Stations - paint for Force Main valve	200	2359 · Maint- pump sta's & force mains	<b>10.91</b>
<b>KIMLEY-HORN AND ASSOCIATES, INC.</b>	Third Street (Fourth Street to Mary) - design support during construction through 5/31/23	300	4340 · Third St (4th to Mary) (80)	<b>660.00</b>
<b>MAHER ACCOUNTANCY</b>	Accounting Services - budget for fiscal years 2023-24 and 2024-25	100	2717 · Accounting services	<b>9,250.00</b>
<b>MAHER ACCOUNTANCY</b>	Accounting Services - July 2023	100	2717 · Accounting services	<b>4,100.00</b>
<b>MARIN MUNICIPAL WATER DIS</b>	Water - 44 Lagoon Road from 4/20/23-6/19/23	200	2536 · Water utility costs	<b>90.50</b>
<b>MARIN MUNICIPAL WATER DIS</b>	Water - North San Pedro Road from 4/20/23-6/19/23	200	2536 · Water utility costs	<b>86.63</b>
<b>MARIN MUNICIPAL WATER DIS</b>	Water - Peacock Drive from 4/20/23-6/19/23	200	2536 · Water utility costs	<b>142.22</b>
<b>MARIN MUNICIPAL WATER DIS</b>	Water - Riviera Drive LT 28 Sewer Pump from 4/20/23-6/19/23	200	2536 · Water utility costs	<b>91.25</b>



<b>MARIN ROTO-ROOTER SEWER SERVICE, INC</b>	Standby - emergency call at 2261 Fifth Street	200	2363	Standby services	<b>4,162.50</b>
<b>MILLER PACIFIC ENGINEERING GROUP INC</b>	2020 Sewer Pipe Repair and Replacement Project - geotechnical services from 5/14/23-7/16/23	300	4342	2020-21 Sewer Improvement (80)	<b>19,708.60</b>
<b>MUNICIPAL RESOURCE GROUP, LLC</b>	Consulting Services - compensation study lite services through 5/31/23	100	2325	Consulting services	<b>1,687.50</b>
<b>MUNICIPAL RESOURCE GROUP, LLC</b>	Consulting Services - compensation study lite services through 6/30/23	100	2325	Consulting services	<b>1,706.25</b>
<b>MUNICIPAL RESOURCE GROUP, LLC</b>	Consulting Services - executive recruitment - Deputy/Assistant General Manager services through 6/30/23	100	2325	Consulting services	<b>112.50</b>
<b>MUNICIPAL RESOURCE GROUP, LLC</b>	Consulting Services - review Senior Civil Engineer posting and advertisement through 5/31/23	100	2325	Consulting services	<b>450.00</b>
<b>MUNICIPAL RESOURCE GROUP, LLC</b>	Consulting Services - workplan implementation services through 5/31/23	100	2325	Consulting services	<b>3,150.00</b>
<b>MUNICIPAL RESOURCE GROUP, LLC</b>	Consulting Services - workplan implementation services through 6/30/23	100	2325	Consulting services	<b>956.25</b>
<b>NUTE ENGINEERING INC</b>	Bayside Acres Beach Sewer Improvements Project - engineering services from 6/01/23-6/30/23	300	4338	Rehab Beach Swr Baysid PhABC	<b>24,264.00</b>
<b>NUTE ENGINEERING INC</b>	Consulting Services - engineering services for updated pump station plan from 6/01/23-6/30/23	100	2325	Consulting services	<b>9,845.00</b>
<b>NUTE ENGINEERING INC</b>	Third Street PS and Beach Fiberglass PS Improvement Project - engineering services from 6/01/23-6/30/23	300	4154	Third St (combined w 4149 fibr)	<b>627.00</b>
<b>PARK ENGINEERING, INC</b>	2020 Sewer Pipe Repair and Replacement Project - repair and replacement project services through 5/31/23	300	4342	2020-21 Sewer Improvement (80)	<b>19,690.65</b>
<b>PARK ENGINEERING, INC</b>	Consulting Services - permit inspection services through 5/31/23	100	2325	Consulting services	<b>1,536.15</b>
<b>PG&amp;E a/c 2480926202-5</b>	Power - electric service for pump stations from 6/09/23-7/10/23	200	2535	Electric utility costs	<b>19,428.98</b>
<b>PLATT</b>	Pump Stations - Newport Pump Station fuses	200	2359	Maint- pump sta's & force mains	<b>15.56</b>
<b>SHAMROCK</b>	Collection System - San Pedro Pump Station spot repair	200	2360	O&M - collection systems	<b>60.09</b>
<b>TESCO CONTROLS, INC</b>	Pump Stations - San Pedro Pump Station Electrical equip repair due to fallen tree	200	2359	Maint- pump sta's & force mains	<b>7,896.00</b>
<b>TIFCO INDUSTRIES</b>	Pump Stations - shop supplies	200	2359	Maint- pump sta's & force mains	<b>193.63</b>
<b>US BANK CORPORATE PAYMENT</b>	Collection System - hard case for detector	200	2360	O&M - collection systems	<b>94.43</b>
<b>US BANK CORPORATE PAYMENT</b>	Collection System - steel flange	200	2360	O&M - collection systems	<b>200.00</b>
<b>US BANK CORPORATE PAYMENT</b>	Pump Stations - repair metal detector	200	2359	Maint- pump sta's & force mains	<b>153.57</b>
<b>US BANK CORPORATE PAYMENT</b>	Training and Education - verbal judo training	100	2388	Training and education	<b>185.00</b>
<b>VERIZON WIRELESS(242395655)</b>	Telephone Service - private IP addresses for the San Pedro and Peacock Pump Stations from 6/18/23-7/17/23	100	2534	Telephone service	<b>129.45</b>
<b>VERIZON WIRELESS(372347623)</b>	Telephone Service - wireless service for laptops from 6/21/23-7/20/23	100	2534	Telephone service	<b>426.11</b>
<b>W. R. FORDE ASSOCIATES (INC)</b>	2020 Sewer Pipe Repair and Replacement Project - Phase 2, progress payment #6	300	4342	2020-21 Sewer Improvement (80)	<b>781,302.35</b>
<b>WATER COMPONENTS &amp; BLDG SUPPLY</b>	Collection System - concrete for manhole repair	200	2360	O&M - collection systems	<b>165.24</b>
<b>WATER COMPONENTS &amp; BLDG SUPPLY</b>	Collection System - water plug for manhole on 21 Seaway	200	2360	O&M - collection systems	<b>165.24</b>
<b>WATER COMPONENTS &amp; BLDG SUPPLY</b>	Collection System - water plug for manhole on 21 Seaway	200	2360	O&M - collection systems	<b>165.24</b>
<b>WATER COMPONENTS &amp; BLDG SUPPLY</b>	Pump Stations - float switch for Andersen B Pump Station	200	2359	Maint- pump sta's & force mains	<b>187.25</b>
<b>WATER COMPONENTS &amp; BLDG SUPPLY</b>	Pump Stations - pump switch	200	2359	Maint- pump sta's & force mains	<b>108.98</b>
					<b>4,365,647.41</b>

**SAN RAFAEL SANITATION DISTRICT**  
*Agenda Item No. 3.c.*

**DATE:** August 4, 2023

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

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

**SUBJECT:** Adopt Resolution Adopting and Approving the Budget For Fiscal Years 2023-2024 and 2024-2025

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**RECOMMENDATION:**

Adopt resolution adopting and approving the Budget for Fiscal Years 2023-24 and 2024-25.

**SUMMARY:**

At the June 16, 2023 Board Meeting, staff presented the draft Budget for Fiscal Years 2023-24 and 2024-25. After staff's presentation and discussion with the Board, the Board approved the Budget and directed staff to put this item on the agenda for the next meeting to formally adopt the Budget by Resolution. (Since the District's July Board meeting was canceled, the next meeting was scheduled for today, August 4, 2023, as a Special Meeting.)

**ACTION REQUIRED:**

Staff recommends that the Board adopt the resolution adopting and approving the Budget for Fiscal Year 2023-24 and 2024-25.

Attachment: Resolution  
Budget for Fiscal Years 2023-24 and 2024-25

**SAN RAFAEL SANITATION DISTRICT**

**RESOLUTION NUMBER 23-1272**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN RAFAEL SANITATION DISTRICT  
ADOPTING AND APPROVING THE BUDGET  
FOR FISCAL YEARS 2023-2024 & 2024-2025**

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

**WHEREAS**, the Board of Directors has reviewed and approved the budget for Fiscal Years 2023-2024 and 2024-2025 at the June 16, 2023 Board Meeting.

**NOW, THEREFORE, BE IT RESOLVED** that the San Rafael Sanitation District does hereby adopt the attached budget for Fiscal Years 2023-2024 and 2024-2025.

**PASSED AND ADOPTED** at a special meeting of the San Rafael Sanitation District Board of Directors held on the 4th day of August 2023 by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

**SAN RAFAEL SANITATION DISTRICT**

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**Kate Colin, Chair**

**ATTEST:**

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**Maribeth Bushey, Secretary**

**SAN RAFAEL SANITATION DISTRICT  
BUDGET - FISCAL YEARS ENDING JUNE 30, 2024 AND 2025**

	FY2024	FY2025
<b>OPERATING FUND</b>		
<b>RESOURCES AVAILABLE:</b>		
<b>FUND BALANCE, BEGINNING</b>	\$ 9,148,976	\$ 11,929,077
<b>REVENUES</b>		
Property taxes	2,188,294	2,231,949
User fees	16,645,122	16,645,122
Connection fees	396,359	396,359
Interest income	992,129	992,129
<b>Total revenues</b>	<u>20,221,904</u>	<u>20,265,559</u>
<b>TOTAL RESOURCES AVAILABLE</b>	<u>\$ 29,370,880</u>	<u>\$ 32,194,636</u>
<b>RESOURCES EXPENDED AND REMAINING</b>		
<b>EXPENDITURES</b>		
Operations and maintenance	\$ 5,589,849	\$ 5,257,710
Sewage treatment (CMSA)	8,090,888	8,427,617
Transfers to Capital Funds		
Equipment acquisition fund	211,066	211,066
Capital improvement projects:		
80-year life-cycle sewer replacement	3,300,000	4,300,000
Pump station & force main capital improvements	250,000	250,000
<b>TOTAL EXPENDITURES</b>	<u>17,441,803</u>	<u>18,446,393</u>
<b>ENDING FUND BALANCE</b>		
<b>Assigned:</b>		
Working capital	7,440,000	7,732,000
Pension and other post-retirement benefits	3,400,000	5,000,000
Emergencies	1,000,000	1,000,000
<b>Total assigned</b>	<u>11,840,000</u>	<u>13,732,000</u>
<b>Unassigned</b>	<u>89,077</u>	<u>16,243</u>
Total ending fund balance	<u>11,929,077</u>	<u>13,748,243</u>
<b>TOTAL RESOURCES EXPENDED &amp; REMAINING</b>	<u>\$ 29,370,880</u>	<u>\$ 32,194,636</u>
<b>EQUIPMENT ACQUISITION FUND</b>		
<b>FUND BALANCE, BEGINNING</b>	\$ 2,158,800	\$ 1,926,866
Transfers from Operating Fund	211,066	211,066
Expenditures	(443,000)	(382,000)
<b>FUND BALANCE, ENDING</b>	<u>\$ 1,926,866</u>	<u>\$ 1,755,932</u>
<b>80-YEAR LIFE-CYCLE SEWER REPLACEMENT</b>		
<b>FUND BALANCE, BEGINNING</b>	\$ 21,412,193	\$ 12,872,193
Transfers from Operating Fund	\$3,300,000	\$4,300,000
Expenditures	\$ (11,840,000)	\$ (10,900,000)
<b>FUND BALANCE, ENDING</b>	<u>\$ 12,872,193</u>	<u>\$ 6,272,193</u>
<b>PUMP STATION &amp; FORCE MAIN CAPITAL IMPROVEMENTS</b>		
<b>FUND BALANCE, BEGINNING</b>	\$ 9,873,410	\$ 7,873,410
Transfers from Operating Fund	250,000	250,000
Expenditures	\$ (2,250,000)	\$ (5,800,000)
<b>FUND BALANCE, ENDING</b>	<u>\$ 7,873,410</u>	<u>\$ 2,323,410</u>

## **SUPPORTING SCHEDULES**

SAN RAFAEL SANITATION DISTRICT  
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2024 AND 2025  
 SUPPORTING SCHEDULE  
 EXPENDITURE DETAILS

Acct. Code	Account Title	Description	Actual 2021-22	Budget 2022-23	Projected 2022-23	Proposed 2023-24	Proposed 2024-25	Comments
<b>FUND 74600 - OPERATIONS &amp; MAINTENANCE</b>								
2361	Contractual Costs to City of San Rafael	Salaries, benefits, summer help, technology replacement, utilities	\$ 3,178,383	\$ 3,077,640	\$ 3,365,922	\$ 3,259,000	\$ 3,421,950	City Estimate plus estimated inflation
2388	Staff Training, Education, and Memberships	Registration, tuition, manuals, texts, etc. for District personnel training and certification courses & seminars on confined space, SSMP, management, etc.	\$ 3,924	\$ 3,720	\$ 3,215	\$ 5,000	\$ 5,500	Based on 2022-23 Projection plus estimated inflation
2477	Conferences	Travel, lodging, and related expenses for Board and staff, CASA quarterly meetings, and other misc. conferences	\$ -	\$ 6,180	\$ 1,550	\$ 6,000	\$ 6,300	Based on expected costs
2131	Memberships & Subscriptions	Annual membership dues	\$ 15,375	\$ 17,349	\$ 19,979	\$ 20,978	\$ 22,027	Based on 2022-23 Projection plus estimated inflation
	<i>Details:</i>							
	State WRCB			\$ 3,500	\$ 3,000	\$ 3,000	\$ 3,500	
	CASA			\$ 10,000	\$ 9,000	\$ 9,500	\$ 10,000	
	BACWA			\$ 2,000	\$ 1,500	\$ 1,750	\$ 2,000	
	Other	Marin IJ, Yellow Pages		\$ 1,849	\$ 6,479	\$ 6,728	\$ 6,527	
2534	Telephone Service	District office, District fax, pump stations, cell phones, pagers, dialers for pump stations, laptop connection cards, private IP's	\$ 17,215	\$ 25,750	\$ 21,082	\$ 25,000	\$ 26,250	Based on 2022-23 Projection plus estimated inflation
2282	Director Fees	Payment to Board of Directors for meetings	\$ 3,300	\$ 5,200	\$ 4,000	\$ 5,200	\$ 5,200	Based on meetings expected
2713	Legal Services	Legal services performed by the County Counsel and outside counsel for the District.	\$ 17,978	\$ 23,055	\$ 14,855	\$ 25,000	\$ 25,000	Based on 2022-23 Projection plus estimated inflation
2325	Consulting Services	Engineering, professional and specialized consulting services	\$ 69,984	\$ 64,890	\$ 126,284	\$ 162,000	\$ 80,000	Based on 2022-23 Projection plus estimated inflation
	<i>Details:</i>							
	Nute engineering			\$ 36,864	\$ 5,000	\$ 80,000	\$ 37,000	FM/PS Study for CIP schedule
	California CAD	Sewer service charges		\$ 6,144	\$ 6,500	\$ 6,000	\$ 6,144	
	Audit of financial statement			\$ 16,384	\$ 15,000	\$ 16,000	\$ 16,384	
	Other	Temp staff, Strategic Plan		\$ 5,498	\$ 99,784	\$ 60,000	\$ 20,472	
2717	Accounting Services	Accounting and financial management services	\$ 53,700	\$ 69,277	\$ 69,500	\$ 64,518	\$ 81,313	Based on 2022-23 Projection plus estimated inflation
	<i>Details:</i>							
	Maier Accountancy			\$ 43,200	\$ 43,200	\$ 49,200	\$ 49,200	Based on 2022-23 Projection plus estimated inflation
	Monthly accounting			\$ 26,077	\$ 25,700	\$ 15,318	\$ 32,113	Add budget development in year 2025
	Special projects							
6832	Tax collection fees	County Tax collection and sewer service administration fees	\$ 38,194	\$ 43,000	\$ 39,012	\$ 42,000	\$ 43,000	Based on 2022-23 Projection plus estimated inflation
2059	General Insurance	CSRMA - public liability, property, and auto insurance	\$ 163,054	\$ 153,906	\$ 176,368	\$ 185,187	\$ 194,446	Based on 2022-23 Projection plus estimated inflation
2051	Claims and Deductibles	Claims and deductible payments	\$ 55,432	\$ 45,000	\$ 11,196	\$ 45,000	\$ 45,000	
2321	Public Outreach	Informational fliers, website, videos	\$ 10,355	\$ 20,000	\$ 5,425	\$ 20,000	\$ 20,000	
2221	Legal Notices	Publication of notices of hearings, ordinances, etc.	\$ -	\$ 1,500	\$ 400	\$ 1,500	\$ 1,500	
2122	Rebates/Refunds	Refund of sewer user & connection fees	\$ 4,369	\$ 10,300	\$ 2,575	\$ 10,300	\$ 10,300	
2133	Office/Shop Supplies	District office & maintenance	\$ 5,582	\$ 8,500	\$ 7,204	\$ 8,000	\$ 9,000	
2389	Miscellaneous expenses	Recruitment for vacant positions, staff meeting supplies	\$ 35	\$ 1,200	\$ 5,000	\$ 25,000	\$ 8,000	

SAN RAFAEL SANITATION DISTRICT  
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2024 AND 2025  
 SUPPORTING SCHEDULE  
 EXPENDITURE DETAILS

Acct. Code	Account Title	Description	Actual 2021-22	Budget 2022-23	Projected 2022-23	Proposed 2023-24	Proposed 2024-25	Comments
2359	Maintenance and Operations, Pump Stations, Force Mains, Generators	All maintenance, repairs, and supplies for pump stations and force mains, including rebuilding pumps, motors, electrical panels, controls, comminutors, replacing and/or repairing valves, replace motor control centers, etc.	\$ 233,499	\$ 250,000	\$ 240,988	\$ 250,000	\$ 250,000	Based on 2022-23 Projection, allowance for unidentified items, plus estimated inflation
2360	Maintenance and Operations - Collection System	All maintenance, pipe spot repairs, and supplies for collection system, including accessory parts and materials for vactor and power rodder.	\$ 126,216	\$ 206,000	\$ 242,821	\$ 725,000	\$ 300,000	Based on 2022-23 Projection, and FY 23/24 Pipe Assessment Project and Patch Pave project
2535	Power	Cost of electricity and gas for all pump stations	\$ 245,388	\$ 205,615	\$ 300,812	\$ 325,000	\$ 300,000	Based on 2022-23 Projection, plus anticipated utility rate increases
2536	Water	Water purchases	\$ 11,462	\$ 24,000	\$ 9,192	\$ 10,000	\$ 10,000	Based on 2022-23 Projection plus estimated inflation
2363	Standby Services	Cost to respond to sewer emergencies by Roto-Rooter after hours and on weekends and holidays	\$ 21,260	\$ 35,000	\$ 24,288	\$ 30,000	\$ 35,000	Based on 2022-23 Projection, allowance for unidentified items, plus estimated inflation
2083	Vehicle repair & parts	Parts, maintenance, repairs, fuel & oil for District vehicles	\$ 64,913	\$ 77,250	\$ 86,895	\$ 75,000	\$ 78,750	Based on 2022-23 Projection, allowance for unidentified items, plus estimated inflation
2106	Odor Control	Bioxide chemical odor control & equipment for pump stations	\$ 53,975	\$ 84,990	\$ 95,458	\$ 100,230	\$ 105,242	Based on 2022-23 Projection plus estimated inflation
2021	Uniforms	Rental & cleaning of uniforms	\$ 10,656	\$ 9,940	\$ 10,701	\$ 11,236	\$ 11,798	Based on 2022-23 Projection plus estimated inflation
2365	Safety Equipment and Supplies	Equipment and supplies for on-the-job safety gear, safety signing, first aid supplies, gas detectors and confined space training equipment for compliance with OSHA requirements, including servicing fire extinguishers.	\$ 3,752	\$ 7,500	\$ 8,286	\$ 8,700	\$ 9,135	Based on 2022-23 Projection, allowance for unidentified items, plus estimated inflation
4045	Manhole Raising	Reimburse City of San Rafael or Marin County for raising manholes to grade upon completion of City/County street or Right-of-Way improvement projects.	\$ -	\$ 61,800	\$ 14,175	\$ 60,000	\$ 63,000	Based on expectations, allowance for unidentified items, plus estimated inflation
4300	FOG Program	Fats, Oils, and Grease Program administered by CMSA	\$ 21,116	\$ 45,000	\$ 29,511	\$ 40,000	\$ 45,000	Based on 2022-23 Projection, allowance for unidentified items, plus estimated inflation
4188	Facilities Mapping Services	Continuation of Facilities Mapping Program, updating GIS interface, data base structure, activity tracking, locating structures, easement research, mapping, sewer map books.	\$ 45,840	\$ 63,654	\$ 27,865	\$ 45,000	\$ 45,000	Based on 2022-23 Projection, allowance for unidentified items, plus estimated inflation;
<b>TOTAL MAINTENANCE &amp; OPERATIONS</b>			<b>\$ 4,474,955</b>	<b>\$ 4,647,216</b>	<b>\$ 4,964,559</b>	<b>\$ 5,589,849</b>	<b>\$ 5,257,710</b>	
<b>FUND 74604 - CENTRAL MARIN SANITATION AGENCY</b>								
4112	SRSD Share of Operation	District's proportionate share based on flow volume and strength.	\$ 5,511,893	\$ 5,861,950	\$ 5,626,260	\$ 5,957,225	\$ 6,294,323	Estimate from CMSA Budget
4113	SRSD Share of Plant Expansion	District's proportionate share of CMSA bond payments based on the total EDU count for all JPA members per Agency budget	\$ 2,145,805	\$ 2,144,355	\$ 2,144,355	\$ 2,133,663	\$ 2,133,294	Estimate from CMSA Budget
<b>TOTAL CENTRAL MARIN SANITATION AGENCY</b>			<b>\$ 7,657,698</b>	<b>\$ 8,006,305</b>	<b>\$ 7,770,615</b>	<b>\$ 8,090,888</b>	<b>\$ 8,427,617</b>	

SAN RAFAEL SANITATION DISTRICT  
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2024 AND 2025  
 SUPPORTING SCHEDULE  
 EXPENDITURE DETAILS

Acct. Code	Account Title	Description	Actual 2021-22	Budget 2022-23	Projected 2022-23	Proposed 2023-24	Proposed 2024-25	Comments
<b>FUND 74600 - FIXED ASSETS</b>								
4830	Vehicle & equipment acquisition	Acquisition of vehicles, equipment & furniture	\$ -	\$ 34,000	\$ 34,000	\$ 443,000	\$ 382,000	Based on Asset Replacement Schedule
<b>TOTAL FIXED ASSETS</b>			\$ -	\$ 34,000	\$ 34,000	\$ 443,000	\$ 382,000	
<b>FUND 74601 - CAPITAL IMPROVEMENTS</b>								
<b>80-YEAR LIFE-CYCLE PROGRAM</b>								
4316	Second St, Ida to E St	Replace 1,500LF of sewer. Postpone.	\$ -	\$ 100,000	\$ -	\$ -	\$ -	Re-prioritized
4302	Rehabilitation of Gravity Sewer	Replace unscheduled misc. sewer pipes and emergencies	\$ -	\$ 200,000	\$ -	\$ -	\$ -	
4301	2018 Sewer Televising	Develop sewer facilities data; analyze sewer system capacity; CCTV Program	\$ -	\$ -	\$ (270,000)	\$ -	\$ -	
4334	2019 Sewer Televising	Develop sewer facilities data; analyze sewer system capacity; CCTV Program	\$ 39,408	\$ -	\$ 270,000	\$ -	\$ -	
4348	2023 Sewer Televising	Develop sewer facilities data; analyze sewer system capacity; CCTV Program	\$ -	\$ 400,000	\$ 10,000	\$ 390,000	\$ -	Postponed to FY23/24
4353	2024 Sewer Televising	Develop sewer facilities data; analyze sewer system capacity; CCTV Program	\$ -	\$ -	\$ -	\$ 100,000	\$ 300,000	
4354	2025 Sewer Televising	Develop sewer facilities data; analyze sewer system capacity; CCTV Program	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
4336	Francisco Blvd East at Medway & Vivian	Replace 950 LF of corrugated metal pipe. Included in City's sidewalk widening project.	\$ 25,076	\$ -	\$ -	\$ -	\$ -	
4337	Sewer Repl for Richmond-SR Bridge Impt	Replace 875LF of sewer between Grange and Bay Park Center for State's project.	\$ 721,653	\$ -	\$ -	\$ -	\$ -	
4338	Rehab. of Beach Sewers- Bayside Acres Ph A/B/C	Replace 2,800LF of sewer in beach community	\$ 189,768	\$ 1,250,000	\$ 1,560,000	\$ 725,000	\$ 1,000,000	PhA-completed in FY22/23; PhB-construct in FY23/24 and FY24/25; PhC-construct in FY 24/25
4339	Woodland Pl/Ave & Octavia	Replace 1,760LF of sewer; reroute Woodland Place.	\$ 1,279,316	\$ -	\$ -	\$ -	\$ -	
4340	Third St (4th to Mary)	Replace 1,790LF of sewer prior to City's Third Street Improvement Project.	\$ 119,909	\$ -	\$ 3,130,000	\$ 275,000	\$ -	
4327	Bret Harte Easement Wall Improvements	Replace/repair retaining wall in sewer easement.	\$ -	\$ 1,000,000	\$ 5,000	\$ 2,000,000	\$ 1,000,000	Begin design FY 22/23; Construct in FY 23/24 & FY24/25
4342	2020 Sewer Pipe Repair/Repl, ph 1/2/3	Replace 12,400 LF (2.3 mi) of sewer	\$ 450,162	\$ 500,000	\$ 1,500,000	\$ 4,750,000	\$ -	Ph 1 - FY 21/22; Ph 2 - FY22/23 & FY23/24 and no Ph3
4349	2021 Sewer Pipe Repair/Repl	Replace 7,000 LF of sewer	\$ 20,993	\$ 3,500,000	\$ 10,000	\$ -	\$ -	Revised to a Preliminary Design Study
4350	2022 Sewer Pipe Repair/Repl	Replace 7,000 LF of sewer	\$ -	\$ 500,000	\$ -	\$ -	\$ -	
4351	2023 Sewer Rehabilitation	Replace 13,000 LF (2.5 mi) of sewer	\$ -	\$ -	\$ 10,000	\$ 500,000	\$ 7,000,000	
4352	2024 Sewer Rehabilitation	Replace 13,000 LF (2.5 mi) of sewer	\$ -	\$ -	\$ -	\$ -	\$ 500,000	
4343	Fifth Ave, Ray Ct to Sirard Ln	Replace 1,450LF of sewer. Consider relocating from front yards to street.	\$ -	\$ 300,000	\$ -	\$ -	\$ -	Re-prioritized
4356	2023 Sewer Improvements- Various Locations	Sewer main improvements at 12 locations	\$ -	\$ -	\$ 10,000	\$ 1,900,000	\$ -	
4355	2023 Sewer Pipeburst	Replace 2,100 LF of sewer by pipe burst	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	
TBD	Miscellaneous Gravity Sewer	Replace unscheduled misc. sewer pipes and emergencies	\$ -	\$ 200,000	\$ 60,000	\$ 200,000	\$ 1,000,000	
<b>TOTAL 80-YEAR LIFE-CYCLE PROGRAM</b>			\$ 2,846,285	\$ 7,950,000	\$ 6,295,000	\$ 11,840,000	\$ 10,900,000	



SAN RAFAEL SANITATION DISTRICT  
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2024 AND 2025  
 SUPPORTING SCHEDULE  
 EXPENDITURE DETAILS

Acct. Code	Account Title	Description	Actual 2021-22	Budget 2022-23	Projected 2022-23	Proposed 2023-24	Proposed 2024-25	Comments
<b>10-YEAR CAPITAL IMPROVEMENT PROGRAM</b>								
4151	Force Main Condition Assessment	Develop data and analyze the condition of force mains	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	
4148	South Francisco Pump Station	Upgrade pump station	\$ 6,873	\$ -	\$ -	\$ -	\$ -	
4154	Third Street & Fiberglass Pump Station	Upgrade pump station	\$ 155,548	\$ 1,000,000	\$ -	\$ 400,000	\$ 800,000	Split into 2 projects. This account is for Third St P.S. Fiberglass PS is Acct #4158 below
4155	N. Francisco & WRR Pump Station	Upgrade pump station	\$ 48,070	\$ 1,500,000	\$ 8,000	\$ 400,000	\$ 3,000,000	FY21/22 & FY22/23- Prelim Study for both PS. Starting FY23/24, split into 2 separate projects. This Account will become N. Francisco PS only. WRR PS is Acct#4157 below
4158	Fiberglass Pump Station	Upgrade pump station	\$ -	\$ -	\$ -	\$ 700,000	\$ 300,000	
4157	WRR Pump Station	Upgrade pump station	\$ -	\$ -	\$ -	\$ 200,000	\$ 1,500,000	
4345	Isolation Valve Replacement	Replace valves at 3 sites, i.e N. Fran PS, Pt San Pedro near Yacht Club and Glenwood PS	\$ 55,063	\$ -	\$ 80,000	\$ 350,000	\$ -	
4200	Miscellaneous projects		\$ 99,985	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	
<b>TOTAL PUMP STATION &amp; FORCE MAIN CAPITAL IMPROVEMENTS</b>			<b>\$ 365,539</b>	<b>\$ 2,800,000</b>	<b>\$ 388,000</b>	<b>\$ 2,250,000</b>	<b>\$ 5,800,000</b>	
<b>TOTAL CAPITAL IMPROVEMENTS</b>			<b>\$ 3,211,824</b>	<b>\$ 10,750,000</b>	<b>\$ 6,683,000</b>	<b>\$ 14,090,000</b>	<b>\$ 16,700,000</b>	

SAN RAFAEL SANITATION DISTRICT  
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2024 AND 2025  
 SUPPORTING SCHEDULE  
 CENTRAL MARIN SANITATION AGENCY

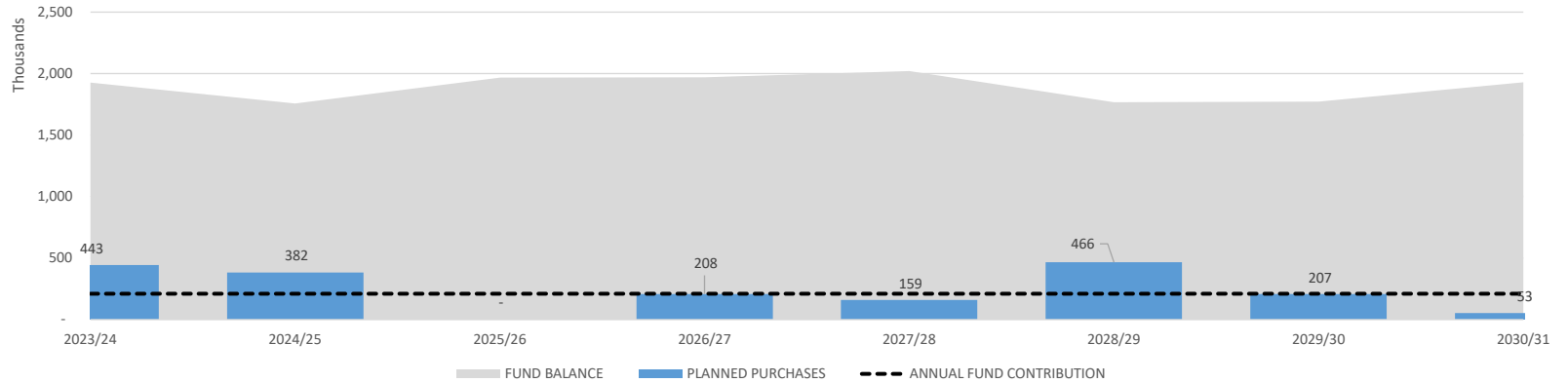
	Projected 2022-23	Proposed 2023-24	Proposed 2024-25
Sewer Treatment - Maintenance & Operations	\$ 5,626,260	\$ 5,957,225	\$ 6,294,323
Sewer Treatment - Debt Service	\$ 2,144,355	\$ 2,133,663	\$ 2,133,294
Total	<b>\$ 7,770,615</b>	<b>\$ 8,090,888</b>	<b>\$ 8,427,617</b>

SAN RAFAEL SANITATION DISTRICT  
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2024 AND 2025  
 SUPPORTING SCHEDULE  
 EQUIPMENT RESERVE AND EQUIPMENT ACQUISITION PLAN

EQUIPMENT ACQUISITION FUND & EXPENSE

METHODOLOGY

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



Equipment description	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	10 Year Total	10 Year Avg
2011 Ford Escape Hybrid (from City)	47,000	-	-	-	-	-	-	-	-	-	47,000	4,700
Ford Truck F-250	48,000	-	-	-	-	-	-	-	-	-	48,000	4,800
Mobile Pump Godwin 4-inch	-	74,000	-	-	-	-	-	-	-	-	74,000	7,400
Godwin DRI-Prime CD225M Diesel Pump	-	-	-	92,000	-	-	-	-	-	-	92,000	9,200
Ingersoll-Rand Doosan G70 Trailer Mounted Diesel	-	-	-	52,000	-	-	-	-	-	-	52,000	5,200
I.R. Doosan G70 Trailer Mounted Diesel (PG Pump Stn)	-	-	-	52,000	-	-	-	-	-	-	52,000	5,200
Haulmark Emergency repair trailer	-	-	-	12,000	-	-	-	-	-	-	12,000	1,200
OK Champion Rodder Truck	-	-	-	-	-	329,000	-	-	-	-	329,000	32,900
Ford F250 2014	42,000	-	-	-	-	-	-	-	-	-	42,000	4,200
Doosan Generator G70	-	81,000	-	-	-	-	-	-	-	-	81,000	8,100
Doosan Generator G325-T4F	-	185,000	-	-	-	-	-	-	-	-	185,000	18,500
Chevy Silverado 2015	-	42,000	-	-	-	-	-	-	-	-	42,000	4,200
Emergency repair trailer	-	-	-	-	-	-	-	11,000	-	-	11,000	1,100
Ford F550 2017 with crane assembly install	-	-	-	-	89,000	-	-	-	-	-	89,000	8,900
Ford F350 2017 with radio	-	-	-	-	70,000	-	-	-	-	-	70,000	7,000
Closed circuit televised camera	69,000	-	-	-	-	-	-	-	-	-	69,000	6,900
Replace Odor Scrubber at West Railroad Pump Station	49,000	-	-	-	-	-	-	-	-	-	49,000	4,900
Water Truck	-	-	-	-	-	-	-	-	147,000	-	147,000	14,700
2021 Ford Escape Hybrid	-	-	-	-	-	-	-	42,000	-	-	42,000	4,200
<b>PLANNED FIRST-TIME ACQUISITIONS</b>												
Chassis replacement for 2011 OK Champion Rodder Truck	75,000	-	-	-	-	-	-	-	-	-	75,000	7,500
Equipment from 2011 OK Champion Rodder transferred to 2024 Chassis	65,000	-	-	-	-	-	-	-	-	-	65,000	6,500
<b>REPLACEMENT OF FUTURE ACQUISITIONS</b>												
Second Replacement of Chevy 3/4-ton pickup	-	-	-	-	-	-	52,413	-	-	-	52,413	5,241
Second Replacement of Chevy 1 1/2-ton pickup with equip	-	-	-	-	-	-	154,550	-	-	-	154,550	15,455
Second Replacement of Ford Truck F-250	48,000	-	-	-	-	-	-	-	-	-	48,000	4,800
<b>PLANNED BEYOND BUDGET (anything with Year Replaced between 3-10 years out)</b>												
REPLACEMENT of 2008 Ford Escape Hybrid	-	-	-	-	-	-	-	-	-	45,693	45,693	4,569
REPLACEMENT of Closed circuit televised camera	-	-	-	-	-	80,000	-	-	-	-	80,000	8,000
REPLACEMENT of Replace Odor Scrubber at West Railroad Pump Station	-	-	-	-	-	57,000	-	-	-	-	57,000	5,700
<b>PLANNED PURCHASES</b>	<b>443,000</b>	<b>382,000</b>	<b>-</b>	<b>208,000</b>	<b>159,000</b>	<b>466,000</b>	<b>206,963</b>	<b>53,000</b>	<b>147,000</b>	<b>45,693</b>	<b>2,110,656</b>	<b>211,066</b>
<b>ANNUAL FUND CONTRIBUTION</b>	<b>211,066</b>	<b>211,066</b>	<b>211,066</b>	<b>211,066</b>	<b>211,066</b>	<b>211,066</b>	<b>211,066</b>	<b>211,066</b>	<b>211,066</b>	<b>211,066</b>	<b>2,110,656</b>	<b>211,066</b>
<b>FUND BALANCE</b>	<b>1,926,866</b>	<b>1,755,932</b>	<b>1,966,997</b>	<b>1,970,063</b>	<b>2,022,128</b>	<b>1,767,194</b>	<b>1,771,297</b>	<b>1,929,362</b>	<b>1,993,428</b>	<b>2,158,800</b>		

SAN RAFAEL SANITATION DISTRICT  
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2024 AND 2025  
 SUPPORTING SCHEDULE  
 80-YEAR LIFE-CYCLE PROGRAM (GRAVITY SEWERS)

Project	Est. Cost	Projected	Projected	Projected	Projected
		2022-23	2023-24	2024-25	2025-26
2023 Sewer Televising	\$400,000	\$10,000	\$390,000		
2024 Sewer Televising	\$400,000		\$100,000	\$300,000	
2025 Sewer Televising	\$400,000			\$100,000	\$300,000
2020 Sewer Pipe Repair/Repl, ph 1/2/3	\$6,700,162	\$1,500,000	\$4,750,000		
2021 Sewer Pipe Repair/Repl	\$30,993	\$10,000			
2023 Sewer Rehabilitation	\$7,510,000	\$10,000	\$500,000	\$7,000,000	
2024 Sewer Rehabilitation	\$7,500,000			\$500,000	\$7,000,000
Rehab.of Beach Sewers-Bayside Acres Ph A/B/C	\$3,474,768	\$1,560,000	\$725,000	\$1,000,000	
Third St (4th to Mary)	\$3,524,909	\$3,130,000	\$275,000		
Bret Harte Easement Wall Improvements	\$3,005,000	\$5,000	\$2,000,000	\$1,000,000	
2023 Sewer Improvements-Various Locations	\$1,910,000	\$10,000	\$1,900,000		
2023 Sewer Pipeburst	\$1,000,000		\$1,000,000		
Miscellaneous Gravity Sewer	\$3,260,000	\$60,000	\$200,000	\$1,000,000	\$2,000,000
<b>TOTAL EXPENDITURES (hide for rounding)</b>		<b>\$6,295,000</b>	<b>\$11,840,000</b>	<b>\$10,900,000</b>	<b>\$9,300,000</b>
Rounding		\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>		<b>\$6,295,000</b>	<b>\$11,840,000</b>	<b>\$10,900,000</b>	<b>\$9,300,000</b>

Beginning Fund Balance	\$22,607,193	\$21,412,193	\$12,872,193	\$6,272,193
Transfers In from Operation	\$5,100,000	3,300,000	4,300,000	5,100,000
Estimated Expense	(\$6,295,000)	(\$11,840,000)	(\$10,900,000)	(\$9,300,000)
Ending Balance	\$21,412,193	\$12,872,193	\$6,272,193	\$2,072,193

SAN RAFAEL SANITATION DISTRICT  
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2024 AND 2025  
 SUPPORTING SCHEDULE  
 PUMP STATION & FORCE MAIN CAPITAL IMPROVEMENT PROGRAM

Project	Est. Cost	Estimated	Projected	Projected
		2022-23	2023-24	2024-25
<b>CAPITAL IMPROVEMENT PROJECTS</b>				
Force Main Condition Assessment	\$100,000	\$100,000		
N. Francisco & WRR Pump Station	\$3,456,070	\$8,000	\$400,000	\$3,000,000
WRR Pump Station	\$1,700,000		\$200,000	\$1,500,000
South Francisco Pump Station	\$6,873			
Third Street & Fiberglass Pump Station	\$1,355,548		\$400,000	\$800,000
Fiberglass Pump Station	\$1,000,000		\$700,000	\$300,000
Isolation Valve Replacement	\$485,063	\$80,000	\$350,000	
Miscellaneous projects	\$699,985	\$200,000	\$200,000	\$200,000
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>\$388,000</b>	<b>\$2,250,000</b>	<b>\$5,800,000</b>

Beginning Fund Balance	\$8,211,410	9,823,410	\$7,823,410
Transfers In from Operation	\$2,000,000	\$250,000	\$250,000
Estimated Expense	(\$388,000)	(\$2,250,000)	(\$5,800,000)
Ending Balance	\$9,823,410	\$7,823,410	\$2,273,410

SAN RAFAEL SANITATION DISTRICT  
 BUDGET - FISCAL YEARS ENDING JUNE 30, 2024 AND 2025  
 SUPPORTING SCHEDULE  
 NET POSITION DESIGNATED FOR WORKING CAPITAL

	2023-24		2024-25	
	Year	July - Dec	Year	July - Dec
<b>Budgeted Expenditures for subsequent period</b>				
Supplies and services	\$ 5,257,710	\$ 2,629,000	\$ 5,468,000	\$ 2,734,000
CMSA Treatment	6,294,323	3,147,000	6,515,000	3,258,000
CMSA Debt Service	2,133,294	1,664,000	2,208,000	1,740,000
Total designation for subsequent year expenditures to be made before December apportionment		<u>\$ 7,440,000</u>		<u>\$ 7,732,000</u>

**SAN RAFAEL SANITATION DISTRICT**  
*Agenda Item No. 3.d.*

**DATE:** August 4, 2023

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

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

**SUBJECT:** Adopt Resolution to award contract for the Isolation Valve Replacement Project.

**RECOMMENDATION:**

Adopt resolution awarding contract to W. R. Forde Associates, Inc., for the Isolation Valve Replacement Project, in the amount of \$569,880.00.

**BACKGROUND:**

The Isolation Valve Replacement Project consists of replacing five plug valves on force mains that have become inoperable on three different sites at the request of the District's maintenance staff. The first site is at the North Francisco Pump Station where a new vault will be constructed around the existing force main to house the new replaced 16-inch valve. The second site is on Pt. San Pedro Road near Montecito Road fronting the Marin Yacht Club property, where two 12-inch valves will be replaced. And the third site is also on Pt. San Pedro Road in front of the Glenwood Pump Station (905 Pt. San Pedro Road) where a 12-inch and a 16-inch valve will be replaced.

Since the valves have been known to have two-to-three-month procurement time, the District has ordered the valves ahead of construction and have them in storage. Thus, minimizing the length of the construction period and be able to replace the valves prior to the wet season. Since the work is on the force mains, the pump stations feeding them would have to be shut down. Coincidentally, Central Marin Sanitation Agency (CMSA) is planning to replace a water meter on the District's pipe entering its treatment plant on the week of September 11<sup>th</sup>. This work will involve shutting down all the District's pump station at night. Our contractor for this Isolation Valve Project will coordinate a portion of the valve replacement work with CMSA's work.

On July 10, 2023, the District published a notice inviting bids for the Isolation Valve Project in Builders Exchanges in the Bay Area and in the Marin Independent Journal (IJ), and a second publication in the Marin IJ on July 17, 2023. The bids were opened on July 28, 2023.

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

<u>Engineer's Estimate</u>	<u>\$436,800.00</u>
<b>W.R. Ford Associates, Inc.</b>	<b>\$569,880.00</b>
Koios Engineering, Inc.	\$704,240.00

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

**ANALYSIS:**

The Engineer's Estimate for the bid was \$436,800.00. W. R. Forde Associates, Inc., with a bid of \$569,880.00, was the lowest responsible bidder for this project. There is a thirty percent difference between the Engineer's Estimate and the low bidder. Staff believe that it is due to the lack of competition since many contractors are busy; and this is a small complex project that involves night work.

W.R. Forde is also the same contractor who constructed the Bayside Acres Beach Sewer Relocation Project, Phase A, in the fall of 2022 and is currently constructing the 2020 Sewer Pipe Repair and Replacement Project, Phase 2.

The District's engineering consultant, Ewers Engineering, has reviewed their submitted bid package and contacted their references which all gave a favorable review. Therefore, Ewers Engineering has recommended that this project be awarded to W. R. Forde Associates.

**FISCAL IMPACT:**

W. R. Forde's total bid amount is \$569,880.00. This construction project will be funded under the Pump Station and Force Main Program from the FY 2023-24 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 valve replacement until next spring. It is not recommended to perform any force main work in the wet weather season.

**ACTION REQUIRED:**

Staff recommends that the Board adopt the resolution awarding contract to W. R. Forde Associates, Inc., for the Isolation Valve Replacement Project, in the amount of \$569,880.00.

Attachments:

1. Ewers Engineering Recommendation Letter
2. Bid Summary
3. Resolution





31 July 2023

Doris Toy, P.E.  
District Engineer  
San Rafael Sanitation District  
111 Morpew Drive  
San Rafael, California 94901

Re: Isolation Valve Replacement Project  
Award Recommendation

Dear Doris:

On July 28, 2023, two (2) bids were received for the above-referenced project. A spreadsheet comparing these bids is enclosed.

The lowest apparent bid of \$569,880 was submitted by W. R. Forde Associates of Richmond. Enclosed are the license details obtained from the Contractor's License Board which shows that W. R. Forde Associates has a valid Contractor's License and is registered with the California Department of Industrial Relations (DIR). W.R. Forde has proposed no subcontractors for this project.

We reviewed their submitted bid package, confirmed their project experience references, and recommend the bid be awarded to W. R. Forde Associates.

Yours truly,  
Ewers Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Chris Ewers", is written over a horizontal line.

By: Chris Ewers, P.E.  
Principal Engineer

Attachments: California State Licensing Board and California Department of Industrial Relations reports

<b>San Rafael Sanitation District</b>				Bid Opening 10 AM 7/28/23		<b>WR Forde Associates, Inc.</b>		<b>Koios Engineering, Inc.</b>	
<b>Isolation Valve Replacement Project</b>				Date: 7/31/23		Richmond		San Francisco	
<b>Bid Results Summary</b>				Job No.: 117-21-001		1		2	
Engineer's Estimate: \$436,800						<b>BASE BID</b>		<b>BASE BID</b>	
No.	Quant	U/M	Item Description	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	1	LS	Mobilization, Demobilization, SWPPP, Permits & Licenses	20,000	20,000	70,000	70,000		
2	1	LS	Site 1: Cast-In-Place Vault	150,000	150,000	100,000	100,000		
3	1	LS	Site 1: Appurtenant Pipe and Support	48,000	48,000	10,000	10,000		
4	2.4	TON	Site 1: Repave and Resurface	2,200	5,280	500	1,200		
5	1	LS	Site 2: Install Valves V1 and V6	63,000	63,000	150,000	150,000		
6	2.0	TON	Site 2: Repave and Resurface	2,500	5,000	500	1,000		
7	1	LS	Site 2: Anodes, Test Stations, and Insulating Flanges	12,500	12,500	45,000	45,000		
8	1	LS	Site 3: Install Valves V15 and V16	74,000	74,000	150,000	150,000		
9	1	TON	Site 3: Repave and Resurface	3,000	3,000	500	500		
10	1	EA	Site 3: Replace Anode	2,800	2,800	5,000	5,000		
11	10	EA	Pothole Utilities	1,500	15,000	1,000	10,000		
12	1	LS	Traffic Control and Notifications	22,000	22,000	80,000	80,000		
13	3	TON	Asphalt Concrete Overlay	2,000	6,000	500	1,500		
14	80	LF	Curb and Gutter Replacement	160	12,800	125	10,000		
15	120	SF	Concrete Sidewalk	25	3,000	42	5,040		
16	1	LS	Replace Pavement Markings	4,500	4,500	5,000	5,000		
17	1	LS	Shoring for All Excavations	120,000	120,000	50,000	50,000		
18	1	LS	As-Built Drawings	3,000	3,000	10,000	10,000		
<b>Total Bid</b>					<b>569,880</b>		<b>704,240</b>		

Check percentage Bid Item 1 to Total Project (5% max)	3.5%	9.9%
Addendum acknowledged	Yes (1)	Yes (1)
Bid Bond	Yes	Yes
Contract Signed	Yes	Yes
License Number	Yes	Yes
Non-Collusion Affidavit	Yes	Yes
Contractor License Number	1025853	1079921
SUBCONTRACTORS	None	FJ&I Engineering Inc., 1040314
Site Visit Affidavit	Yes	Yes
Drug-Free Certification	Yes	Yes
Bidder's Statement of Financial Responsibility & Experience	Yes	Yes
Three-Year EMR ≤ 1.0	0.76	1
Three-year RIR ≤ 5.5	4.2	0
Three-year LTIR ≤ 2.0	0.73	0
Financial Statement Submitted	Yes	Yes
Safety Compliance Affidavit	Yes	Yes
Project recommendations check	Yes	N/A



## 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 7/31/2023 9:56:31 AM

### 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** 04/30/2025

### 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:** \$25,000

**Effective Date:** 01/01/2023

[Contractor's Bond History](#)

#### 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 EVEREST PREMIER INSURANCE

[COMPANY](#)

**Policy Number:** 7600023655221

**Effective Date:** 10/01/2022

**Expire Date:** 10/01/2023

[Workers' Compensation History](#)

#### Other

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

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### Contractor Information

Legal Entity Name  
 W.R. FORDE ASSOCIATES INC.  
 Legal Entity Type  
 Corporation  
 Status  
 Active  
 Registration Number  
 1000048412  
 Registration effective date  
 07/01/22  
 Registration expiration date  
 06/30/25  
 Mailing Address  
 984 HENSLEY ST. RICHMOND 94801 CA United States of America  
 Physical Address  
 984 HENSLEY ST. RICHMOND 94801 CA United States of America  
 Email Address  
 candace@wrforde.net  
 Trade Name/DBA  
 License Number (s)  
 CSLB:1025853

### Registration History

Effective Date	Expiration Date
06/20/18	06/30/19
06/01/17	06/30/18
04/17/17	06/30/17
07/01/19	06/30/22
07/01/22	06/30/25

### Legal Entity Information

Corporation Entity Number: C4010295  
 Federal Employment Identification Number: 821217974  
 President Name: Donald Russell  
 Vice President Name:  
 Treasurer Name: Candace Clapp  
 Secretary Name: Donald Russell  
 CEO Name: Donald Russell

Agency for Service:  
 Agent of Service Name: Donald Russell  
 Agent of Service Mailing Address: 984 Hensley St Richmond 94801 CA United States of America

### Worker's Compensation

Do you lease employees through Professional Employer Organization (PEO)?: No  
 Please provide your current worker's compensation insurance information below:

PEO Information	PEO Name	PEO Phone	PEO Email
Insured by Carrier			
Policy Holder Name:	W.R.FORDE ASSOCIATES INC.		
Insurance Carrier:	TRAVELERS PROPERTY CASUALTY COMPANY OF AMERICA		
Policy Number:	UB-3R02399A		
Inception date:	10/01/21		
Expiration Date:	10/01/22		

**SAN RAFAEL SANITATION DISTRICT**

**RESOLUTION NO. 23-1273**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN RAFAEL SANITATION DISTRICT  
AWARDING CONTRACT TO W. R. FORDE ASSOCIATES, INC.  
FOR THE ISOLATION VALVE REPLACEMENT PROJECT**

**WHEREAS**, sealed bids or proposals were received by the San Rafael Sanitation District for the Isolation Valve Replacement Project, 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, Ewers Engineering, 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 Isolation Valve Replacement Project, in accordance with the terms, specifications, and general provisions of said bid or proposal.

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

**PASSED AND ADOPTED** at a special meeting of the San Rafael Sanitation District Board of Directors held on the 4th day of August 2023 by the following vote,

to wit:

**AYES:**

**NOES:**

**ABSENT:**

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

**ATTEST:**

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

**SAN RAFAEL SANITATION DISTRICT**  
*Agenda Item No. 4.a.*

**DATE:** August 4, 2023

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

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

**SUBJECT:** Review and approve District Financial Reserve Policy Statement.

**RECOMMENDATION:**

Review and approve District Financial Reserve Policy Statement.

**SUMMARY:**

During its meeting of April 21, 2023, the Board of Directors discussed the attached Survey of Reserve Policy Statements of several comparable districts with the intent of developing a financial reserve policy document for San Rafael Sanitation District. District staff was directed to present a draft policy statement with the assistance of John Maher of Maher Accountancy.

The accompanying draft *Reserve Policy Statement* includes the recommendations of John Maher. In developing the recommended policy statement, consideration was given to current reserves and expenditures that are planned for the next several years. The draft statement assumes that current user rates will be maintained. A comprehensive rate study, with accompanying long-term financial projections, may present the need to modify the recommendations included in the accompanying draft *Reserve Policy Statement*.

Attachments:

1. Reserve Policy Statement (Draft)
2. Survey of Reserve Policies from Comparable Districts (April 21, 2023, Agenda Packet)



## SAN RAFAEL SANITATION DISTRICT RESERVE FUND POLICY

### POLICY STATEMENT:

San Rafael Sanitation District (the District) is committed to prudent financial planning to ensure that sufficient funding is available for current operating, capital, and debt service cost needs. A critical element in the execution of fiscal responsibility is to anticipate and prepare for both planned and unplanned future funding requirements. Reserve funds will be accumulated and maintained in a manner that allows the District to provide for costs consistent with its long-range objectives for operations and capital asset management while avoiding significant rate fluctuations due to changes in cash flow requirements. The District will also maintain an emergency reserve position that may be utilized to fund unexpected disasters or unanticipated major failures. The Board of Directors will biennially review the level of reserve funds maintained.

### DEFINITIONS:

The following definitions are used in this policy statement:

**Reserve** is a term used to describe the spendable net resources of the District.

**Restricted Reserves** are subject to restrictions that are imposed by an outside source, such as creditors, granters, contributors, laws, or regulations of other governments.

**Unrestricted Reserves** have no externally imposed use restriction. The use of Unrestricted Reserves is at the discretion of the Board of Directors. There are two categories of Unrestricted Reserves: Designated and Undesignated.

**Designated Reserves** are set aside for specific purposes as determined by the Board of Directors. The Board of Directors also has the authority to redirect the use of these reserve funds as the needs of the District change.

**Undesignated Reserves** are spendable fund balance resources that are not designated for a specific purpose and are available for current operations.

### SAN RAFAEL SANITATION DISTRICT RESERVES:

#### RESTRICTED RESERVES:

**Capacity Expansion Reserve:** The District receives fees that are restricted by contract or state law for costs to provide for increasing the District's capacity to provide Sanitation Services (e.g., development impact fees). The District's policy is to use restricted costs for qualified expenditures before using unrestricted costs.

#### UNRESTRICTED - DESIGNATED RESERVES:

**Operating Reserve:** The majority of operating revenues are received according to the Marin County property tax collection cycle and operating expenses are incurred each month. An Operating Reserve is necessary to maintain cash to pay expenses between collection dates. At the end of each fiscal year, the Operating Reserve is set at fifty percent of the operating and maintenance expenses budgeted for the subsequent fiscal year.

**Capital Reserves:** San Rafael Sanitation District maintains a reserve for capital improvement to satisfy annual cash flow requirements and ensure continuity in executing the Capital Improvement Plan (CIP).

The purpose of this reserve is to smooth the inherent volatility of the capital spending programs. These reserves may be drawn down during years of higher-than-average capital spending. Conversely, the District builds up the reserves during years when capital spending is below average.

**80-Year Life-Cycle Sewer Replacement Reserve:** Annual contributions from general revenues provide for the replacement of subsurface sewer lines. As of the end of each fiscal year, the balance of this reserve is to be no less than 50% of the subsequent year's planned expenditures and no more than expenditures anticipated for the subsequent five years.

**Pump Station & Force Main Capital Improvement Reserve:** Annual contributions from general revenues are made a level sufficient to fund projected expenditures for the succeeding five years. As of the end of each fiscal year, the balance of this reserve is to be no less than 50% of the subsequent year's planned expenditures and no more than the total expenditures anticipated for the subsequent five years.

**Equipment Acquisition Reserve:** Annual contributions maintain a reserve equal to planned equipment additions and replacement for the following ten years.

**Emergency Reserve:** The District maintains an emergency reserve for use during operational or financial emergencies. Emergencies constitute significant unforeseen events that have a dramatic and immediate impact on the operations, assets, or financial condition of the District. In the event that funds from this reserve are used, a plan to replenish the funds used during a fiscal year will be developed and approved through the budgeting process in the following budget cycle. To the extent that resources are available, the District intends to build an emergency reserve equivalent to 20% of budgeted annual operating expenses.

**Post-Employment Benefits Reserve:** The District has an obligation to the City of San Rafael that represents an estimate of the City's actuarially determined obligation for pension and other post-employment benefits for City employees assigned to serve at the District. The District recognizes that actuarially determined values are subject to significant fluctuations due to changes in investments markets, actuarial assumptions, and other factors. In order to smooth the effect of changes in the reserves and to anticipate cost inflation, the policy will be determined at 110% of the average of the obligation to the City of San Rafael as reported in the audited financial statements for the three previous years, rounded to the nearest one hundred thousand dollars.

~~**Rate Stabilization Reserve:** In order to provide means to reduce rate increases resulting from rising costs, the District has established a Rate Stabilization Reserve. The Rate Stabilization Reserve is increased annually by the amount of total fund equity that is not accounted for in other of the District's reserves. To the extent available, the balance of this reserve will be available for use authorized in the Board approved budget.~~

**Undesignated Reserves** are spendable fund balance resources that are not designated for a specific purpose and are available for current operations. The District's rate-setting process includes consideration of the District's intention to not accumulate unnecessary undesignated reserves

**SAN RAFAEL SANITATION DISTRICT  
OVERVIEW OF CURRENT RESERVE BALANCES**

Projected Reserves as of June 30, 2024 (from Budget Adopted June 2023):

**ENDING FUND BALANCE**

**Assigned:**

Working capital	\$7,440,000
Pension and other post-retirement benefits	3,400,000
Emergencies	1,000,000
<b>Total assigned</b>	<u>11,840,000</u>

**Unassigned**

Total ending fund balance	<u>89,077</u>
	<u>\$11,929,077</u>

**EQUIPMENT ACQUISITION FUND**

<b>FUND BALANCE, BEGINNING</b>	\$2,158,800
Transfers from Operating Fund	211,066
Expenditures	(443,000)
<b>FUND BALANCE, ENDING</b>	<u>\$1,926,866</u>

**80-YEAR LIFE-CYCLE SEWER REPLACEMENT**

<b>FUND BALANCE, BEGINNING</b>	\$21,412,193
Transfers from Operating Fund	\$3,300,000
Expenditures	\$(11,840,000)
<b>FUND BALANCE, ENDING</b>	<u>\$12,872,193</u>

**PUMP STATION & FORCE MAIN CAPITAL IMPROVEMENTS**

<b>FUND BALANCE, BEGINNING</b>	\$9,873,410
Transfers from Operating Fund	250,000
Expenditures	\$(2,250,000)
<b>FUND BALANCE, ENDING</b>	<u>\$7,873,410</u>

**SAN RAFAEL SANITATION DISTRICT  
SURVEY OF RESERVE POLICIES FROM COMPARABLE DISTRICTS**

**LEGEND**

*NS = Not Stated in Policy Document*

	Required Contributions from unrestricted resources	Min.	Max	Source	Disposition of excess funds	Notes
<b>Operating / Working Capital Reserve</b>						
<i>(To provide for expenditures between semi-annual revenue collections via tax rolls.)</i>						
SRSD (current)	<i>NS</i>	50% of Oper. Exp.	<i>NS</i>	<i>NS</i>	<i>NS</i>	Reset each 2-year budget cycle
Ross Valley Sanitary District	<i>NS</i>	50% of Oper. Exp.	<i>NS</i>	<i>NS</i>	<i>NS</i>	
Castro Valley Sanitary District	<i>NS</i>	83.3% of Oper. Exp.	<i>NS</i>	<i>NS</i>	<i>NS</i>	
Stege Sanitary District	<i>NS</i>	60% of Oper. & Main. Exp.				
Cupertino Sanitary District	<i>NS</i>	33% of Oper. Exp.	33%	Service charges & interest income	Capital replacement reserve	
<b>Capital Replacement Reserve</b>						
<i>(To provide smoothed annual funding for capital expenditures that vary from year to year due to variable project size, weather and other factors that affect timing. )</i>						
SRSD (current)	CapEx Cost to provide 1.6 miles of subsurface pipelines	50% of planned CapEx for subsequent year	<i>NS</i>	Developer fees and other general	<i>NS</i>	Target to provide that funding (including annual contributions) will be available for CapEx for 5 years
Ross Valley Sanitary District	<i>NS</i>	50% Avg CapEx (Target)	<i>NS</i>	<i>NS</i>	<i>NS</i>	
Castro Valley Sanitary District	<i>NS</i>	<i>NS</i>	<i>NS</i>	Developer fees	<i>NS</i>	
Stege Sanitary District	<i>NS</i>	100% of avg. annual CapEx.	<i>NS</i>	<i>NS</i>	<i>NS</i>	
Cupertino Sanitary District	<i>NS</i>	<i>NS</i>	10-yrs CapEx	Developer fees, services charges, & interest	<i>NS</i>	

**SAN RAFAEL SANITATION DISTRICT  
SURVEY OF RESERVE POLICIES FROM COMPARABLE DISTRICTS**

**LEGEND**

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	Required Contributions from unrestricted resources	Min.	Max	Source	Disposition of excess funds	Notes
<b>Vehicle &amp; Equipment Replacement Reserve</b>						
<i>(To provide smoothed annual funding for the acquisition of new and replacement vehicles and equipment.)</i>						
SRSD (current)	Annual contributions maintain a reserve equal to equipment additional and replacement for the following ten years.	Target balance of 10-year CapEx	Target balance of 10-year CapEx	<i>NS Unrestricted general reserves implied)</i>	<i>NS</i>	
Ross Valley Sanitary District	<i>NS</i>	<i>NS</i>	<i>NS</i>	<i>NS</i>	<i>NS</i>	
Castro Valley Sanitary District	<i>NS</i>	<i>NS</i>	<i>NS</i>	<i>NS</i>	<i>NS</i>	
Cupertino Sanitary District	<i>NS</i>	<i>NS</i>	<i>NS</i>	<i>NS</i>	<i>NS</i>	
<b>Emergency Reserve</b>						
<i>(To provide for expenditures required due to natural and man-made disasters.)</i>						
SRSD (current)	<i>NS</i>	\$1 million	<i>NS</i>	<i>NS</i>	<i>NS</i>	Reset each 2-year budget cycle
Ross Valley Sanitary District		Greater of \$2 million or 10% of budgeted annual operating expenses	<i>NS</i>	<i>NS</i>	<i>NS</i>	
Castro Valley Sanitary District						
Cupertino Sanitary District	<i>NS</i>	\$250,000	\$250,000	<i>NS</i>	<i>NS</i>	

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SURVEY OF RESERVE POLICIES FROM COMPARABLE DISTRICTS**

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	Required Contributions from unrestricted resources	Min.	Max	Source	Disposition of excess funds	Notes
<b>Post-Retirement Benefits Reserve</b>						
<i>(To provide for the estimated current value of obligations for prior services by employees.)</i>						
SRSD (current)		\$5 million	NS	NS	NS	Reset each 2-year budget cycle
Ross Valley Sanitary District	NS	NS	NS	NS	NS	
Castro Valley Sanitary District	NS	NS	NS	NS	NS	
Cupertino Sanitary District	NS	NS	NS	NS	NS	
<b>Capital Improvement Reserve</b>						
<i>(To account for money received that is legally restricted to capital expenditures)</i>						
SRSD (current)	NS	NS	NS	NS	NS	SRSD designates such funds as the first money used for qualified capital expenditures and balances have been fully used in the year of receipt
Ross Valley Sanitary District	NS	NS	NS	NS	NS	
Castro Valley Sanitary District	NS	NS	NS	Restricted sources	NS	
Cupertino Sanitary District	NS	NS	NS	Change of use fees, frontage or area fees	NS	

**SAN RAFAEL SANITATION DISTRICT  
SURVEY OF RESERVE POLICIES FROM COMPARABLE DISTRICTS**

**LEGEND**

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	Required Contributions from unrestricted resources	Min.	Max	Source	Disposition of excess funds	Notes
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**SAN RAFAEL SANITATION DISTRICT  
SURVEY OF RESERVE POLICIES FROM COMPARABLE DISTRICTS**

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	Required Contributions from unrestricted resources	Min.	Max	Source	Disposition of excess funds	Notes
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**Other reserve categories**

**Operating repair and replacement**

*(To fund large repairs and replacement that are not consider capital expenditures. For instance, \$10k to 125k)*

**Rate Stabilization**

*(To provide for future periods in circumstances where service fee rates are not adequate to provide for expenses.)*

**Debt service reserves**

*(To provide security to lenders to service outstanding debt..)*

**Administration Facilities Reserve**

Castro Valley and Stege Sanitary Districts provide for replacement of administrative facilities.