

A G E N D A
SAN RAFAEL SANITATION DISTRICT
BOARD OF DIRECTORS
FRIDAY – JANUARY 19, 2024 - 9:00 A.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/86356279311>

Or by Phone: 1 669 444 9171 US

Meeting ID: 863 5627 9311

Public comments for this meeting can be submitted via email to the District Clerk at 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 – December 15, 2023.
- b. Payments – December 2023
- c. Adopt resolution approving the Marin County Investment Policy as the investment policy for the San Rafael Sanitation District.

4. OTHER AGENDA ITEMS

- a.** Report on bid opening for the Bayside Acres Beach Sewer Relocation Project, Phase B1 and adopt resolution to award contract.
- b.** Report on Municipal Resource Group Recommended Workplan.
- c.** Report on Staffing Status.
- *d.** Discussion on Strategic Planning for the District.

5. INFORMATIONAL ITEMS

6. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

7. ADJOURNMENT

The next scheduled meeting is February 16, 2024.

SAN RAFAEL SANITATION DISTRICT
Minutes of the Regular Meeting
December 15, 2023

Regular Meeting

In Person

The meeting was called to order at 9:05 A.M. by Chair Kate.

Attendance Kate Colin, Chair
Board: Maribeth Bushey, Secretary/Director
 Katie Rice, Director – Not in attendance

Attendance Doris Toy, District Manager/District Engineer
Staff: Kris Ozaki, Operations and Maintenance Manager
 Philip Buckley, Principal Civil Engineer
 Tim Tran, Associate Civil Engineer
 Kathryn Nelson, Administrative Analyst

Attendance Kerry Gerchow, Deputy County Counsel
Other: Dean DiGiovanni, CMSA Commissioner for SRSD
 Jason Dow, General Manager for CMSA
 Paul Causey, Causey Consulting

1. **ROLL CALL**

A roll call was taken at 9:06 A.M., Director Bushey, 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 Meeting – November 13, 2023.
- b. Payments – November 2023
- c. Approve Board meeting schedule for calendar year 2024.
- d. Adopt resolution rescinding Resolution No. 22-1259 and authorizing approved signatories on District checks.

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

AYES: Director Bushey, Chair Kate

NOES: None

ABSENT: Director Rice

Motion Carried

4. **OTHER AGENDA ITEMS**

a. Discussion on Strategic Planning for the District

District Manager Toy reviews and updates the Board regarding the completed tasks of the Strategic Planning since the last Board meeting; the Board discusses the various options and requirements needing to be addressed and places this discussion as an Agenda Item for January 19, 2024, Board meeting.

5. **INFORMATIONAL ITEMS**

a. Welcome to Philip Buckley, New Principal Civil Engineer.

b. New Junior Engineer starting in January 2024; Board requests an updated staffing/position opening matrix in January meeting.

c. Bayside Acres Beach Sewer Project, Phase B1 Update

District Manager Toy updated the Board with the status of the Bayside Acres Beach Sewer Project, Phase B1, and reviewed the remaining phases of the project, the Board had a lengthy discussion on how to move things along.

d. Director Bushey shares that the CMSA Board adopted increased percentages of the recently increased rates to 4.5% per year for the 5year Financial Plan.

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

a. Board requests an updated staffing/position opening matrix in January meeting and MRG/SRSD Workplan update in January or February meeting.

7. **ADJOURNMENT**

There being no further business to come before the Board, the regular meeting of December 15, 2023, was adjourned at 9:50 A.M. with the next scheduled meeting on January 19, 2024.

Respectfully submitted,

Maribeth Bushey, Secretary/Director

ATTEST THIS 15th DAY OF DECEMBER 2023

Kate Colin, Chair

SAN RAFAEL SANITATION DISTRICT

PAYMENT SUMMARY

December 1, 2023 - December 31, 2023

Vendor/Payee	Memo	Class	Account	Amount
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 11/14/23	200	2021 · Uniforms	262.00
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 11/21/23	200	2021 · Uniforms	251.58
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 09/26/23	200	2021 · Uniforms	239.30
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 11/28/23	200	2021 · Uniforms	257.58
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 12/05/23	200	2021 · Uniforms	251.58
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 12/12/23	200	2021 · Uniforms	251.58
AT&T *1523	Telephone Service - land lines for pump stations and dialers from 11/02/23-12/01/23	100	2534 · Telephone service	639.75
AT&T MOBILITY #9313	Telephone Service - cell phone service from 10/19/23-11/01/23	100	2534 · Telephone service	1,194.45
AT&T MOBILITY #9313	Telephone Service - cell phone service from 11/02/23-12/01/23	100	2534 · Telephone service	380.46
BWS DISTRIBUTORS	Safety Equipment - work gloves	200	2365 · Safety equipment and supplies	47.36
BWS DISTRIBUTORS	Safety Equipment - gloves	200	2365 · Safety equipment and supplies	323.54
CALCON SYSTEMS, INC.	Pump Stations - Anderson B and pump for VFD WRR	200	2359 · Maint- pump sta's & force mains	2,955.00
CALIFORNIA CAD SOLUTIONS INC(CALCAD)	Facilities Mapping Services - miscellaneous GIS updates for November 2023	100	4188 · Facilities mapping services	4,387.50
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - San Pedro Pump Station generator diagnostic	200	2359 · Maint- pump sta's & force mains	3,681.81
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - Riviera Pump Station diagnosis and quote for generator for parts and repair	200	2359 · Maint- pump sta's & force mains	3,299.87
CALIFORNIA DIESEL & POWER INC. (CD&POWER)	Pump Stations - Glenwood Pump Station diagnostic for generator	200	2359 · Maint- pump sta's & force mains	1,100.00
CENTRAL MARIN SANITATION AGENCY	CMSA Connection Fees - Baywood Terrace Family Holdings	200	221000 · Connection fees payable cmsa	10,205.58
CENTRAL MARIN SANITATION AGENCY	CMSA Connection Fees - Baywood Terrace Family Holdings	200	221000 · Connection fees payable cmsa	15,551.47
COLIN, KATE	Director's Fees - Kate Colin on 11/13/23	100	2282 · Director's fees	100.00
COLLICUTT ENERGY SERVICES	Pump Station - replace enclosure due to tree damage at San Pedro Pump Station	200	2359 · Maint- pump sta's & force mains	17,967.31
COLLICUTT ENERGY SERVICES	Pump Station - block heater replacement at San Pedro Pump Station	200	2359 · Maint- pump sta's & force mains	986.23
COUNTY OF MARIN	Director's Fees - Katie Rice on 11/13/23	100	2282 · Director's fees	100.00
COUNTY OF MARIN - Public Works Dept	Pump Stations - Glenwood CUPA hazmat	200	2359 · Maint- pump sta's & force mains	415.00
COUNTY OF MARIN - Public Works Dept	Pump Stations - Riviera Pump Station CUPA hazmat	200	2359 · Maint- pump sta's & force mains	415.00
COUNTY OF MARIN - Public Works Dept	Pump Stations - Loch Lomond CUPA hazmat	200	2359 · Maint- pump sta's & force mains	415.00
COUNTY OF MARIN - Public Works Dept	Pump Stations - Simms Pump Station CUPA hazmat	200	2359 · Maint- pump sta's & force mains	357.00
COUNTY OF MARIN - Public Works Dept	Pump Stations - Bret Harte Pump Station CUPA hazmat	200	2359 · Maint- pump sta's & force mains	357.00
COUNTY OF MARIN - Public Works Dept	Pump Stations - North Francisco Pump Station CUPA hazmat	200	2359 · Maint- pump sta's & force mains	415.00
COUNTY OF MARIN - Public Works Dept	Pump Stations - Cayes Main Station CUPA hazmat	200	2359 · Maint- pump sta's & force mains	415.00
COUNTY OF MARIN - Public Works Dept	Pump Stations - San Pedro Pump Station CUPA hazmat	200	2359 · Maint- pump sta's & force mains	357.00
COUNTY OF MARIN - Public Works Dept	Pump Stations - South Francisco Pump Station CUPA hazmat	200	2359 · Maint- pump sta's & force mains	357.00
COUNTY OF MARIN - Public Works Dept	Pump Stations - West Railroad CUPA hazmat	200	2359 · Maint- pump sta's & force mains	415.00
COUNTY OF MARIN - Public Works Dept	Pump Stations - Peacock CUPA hazmat	200	2359 · Maint- pump sta's & force mains	357.00
CSW/STUBER-STROEH ENGR GROUP INC.	Miramar and Miraflores - professional services through 11/05/23	300	4306 · Miramar and Miraflores (80)	717.50
CWEA-TCP	Membership and Dues - CWEA association membership for Kris Ozaki	100	2131 · Memberships and subscriptions	221.00
DIEGO TRUCK REPAIR, INC.	Pump Stations - Loch Lomond Pump Station generator repairs	200	2359 · Maint- pump sta's & force mains	3,312.51
EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - chemicals delivery on 10/31/23	200	2106 · Odor control chemicals	1,899.86
EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - chemicals delivery on 11/17/23	200	2106 · Odor control chemicals	10,604.13
EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - chemicals delivery on 11/02/23	200	2106 · Odor control chemicals	6,688.17
EVOQUA WATER TECHNOLOGIES, LLC	Odor Control - odor control quarterly services from 11/01/23-11/30/23	200	2106 · Odor control chemicals	1,899.86
EWERS ENGINEERING INC	Isolation Valve Replacement Project - engineering services from 11/01/23-11/30/23	300	4345 · Isolation Valve Replacement (10	11,175.00
JACKSON'S HARDWARE	Pump Stations - generator fuel	200	2359 · Maint- pump sta's & force mains	120.16

JACKSON'S HARDWARE	Pump Stations - fuel for pump station	200	2359	Maint- pump sta's & force mains	120.16
JACKSON'S HARDWARE	Pump Stations - springs for check valves	200	2359	Maint- pump sta's & force mains	14.38
KIMLEY-HORN AND ASSOCIATES, INC.	2023 Sewer Improvements - various locations - for engineering services rendered through 10/31/23	300	4356	Sewer Improv-mult Locations80	82,910.50
MAHER ACCOUNTANCY	Accounting Services - November 2023	100	2717	Accounting services	4,100.00
MAHER ACCOUNTANCY	Accounting Services - December 2023	100	2717	Accounting services	4,100.00
MARIBETH BUSHEY	Director's Fees - Maribeth Bushey on 11/13/23	100	2282	Director's fees	100.00
MARIN ROTO-ROOTER SEWER SERVICE, INC	Standby - after hours call at 359 Yosemite	200	2363	Standby services	400.00
MARIN ROTO-ROOTER SEWER SERVICE, INC	Standby - repair to MH1360 and sewer main due to MMWD water main break	200	2363	Standby services	10,281.77
MARIN ROTO-ROOTER SEWER SERVICE, INC	Standby - after hours call at 35 West Seaview Avenue	200	2363	Standby services	400.00
MUNICIPAL RESOURCE GROUP, LLC	Consulting Services - workplan update meeting services through 10/31/23	100	2325	Consulting services	225.00
NELSON, KATHRYN	Conferences - CSDA Conference in Monterey, CA for 2023 Board Clerk	100	2477	Conferences	660.12
NELSON, KATHRYN	Office Supplies - window shades for the engineering offices	100	2133	Office & shop supplies	2,340.14
NUTE ENGINEERING INC	Consulting - engineering services from 10/01/23-10/31/23 for preliminary design	300	4155	N. Francisco/WRR Pump St (10)	4,921.00
NUTE ENGINEERING INC	Consulting - engineering services from 10/01/23-10/31/23 for pumpstation CIP Plan	300	2325	Consulting services	1,869.00
NUTE ENGINEERING INC	Bayside Acres Beach Sewer Improvements Project - engineering services from 10/01/23-10/31/23	300	4338	Rehab Beach Swr Baysid PhABC-80	12,537.75
NUTE ENGINEERING INC	Bayside Acres Beach Sewer Improvements Project - engineering services from 11/01/23-11/30/23	300	4338	Rehab Beach Swr Baysid PhABC-80	26,033.00
NUTE ENGINEERING INC	N. Francisco Pump Station - engineering services from 11/01/23-11/30/23	300	4155	N. Francisco/WRR Pump St (10)	3,789.00
PERIN - BATTERIES PLUS	Collection System - batteries for exercise clock (ats)	200	2360	O&M - collection systems	19.77
PG&E a/c 2480926202-5	Power - electric service for pump stations from 10/17/23-11/14/23	200	2535	Electric utility costs	16,371.63
RAUCH COMMUNICATIONS CONSULTANTS INC	Bayside Acres Beach Sewer Improvements Project - P.R. related services from 5/01/23-5/31/23	300	4338	Rehab Beach Swr Baysid PhABC-80	1,462.50
RAUCH COMMUNICATIONS CONSULTANTS INC	Bayside Acres Beach Sewer Improvements Project - P.R. related services from 8/01/23-9/30/23	300	4338	Rehab Beach Swr Baysid PhABC-80	1,068.75
SAN FRANCISCO BAY CONSERVATION AND DEVELO	Bayside Acres Beach Sewer Improvements Project - BCDC permit application fee for phase B-1	300	4338	Rehab Beach Swr Baysid PhABC-80	2,100.00
SCHAAF & WHEELER, INC	2023 Sewer Pipe Repair and Replacement Project - professional engineering services through 10/31/23	300	4351	2023 Sewer Rehabilitation (80)	28,922.50
SCHAAF & WHEELER, INC	2020 Sewer Repair Project - professional engineering services through 10/31/23	300	4342	2020-21 Sewer Improvement (80)	1,032.50
SCHAAF & WHEELER, INC	2023 Sewer Pipe Repair and Replacement Project - professional engineering services through 11/30/23	300	4351	2023 Sewer Rehabilitation (80)	5,654.25
STATE WATER RESOURCES CONTROL BOARD	Memberships - SWRCB annual permit fee from 7/01/23 - 6/30/24	100	2131	Memberships and subscriptions	3,746.00
TESCO CONTROLS, INC	Pump Stations - Kerner C Pump Station controller upgrade	200	2359	Maint- pump sta's & force mains	63,351.00
TIFCO INDUSTRIES	Collection System - industrial grease for vehicles	200	2360	O&M - collection systems	98.27
US BANK CORPORATE PAYMENT	Office Supplies - iphone charging accessories	100	2133	Office & shop supplies	72.56
US BANK CORPORATE PAYMENT	Office Supplies - iphone case	100	2133	Office & shop supplies	38.18
US BANK CORPORATE PAYMENT	Office Supplies - iphone holsters	100	2133	Office & shop supplies	182.00
US BANK CORPORATE PAYMENT	Office Supplies - tidelands calendars	100	2133	Office & shop supplies	99.80
US BANK CORPORATE PAYMENT	Office Supplies - iphone cases and screen protector	100	2133	Office & shop supplies	41.26
US BANK CORPORATE PAYMENT	Office Supplies - iphone cases and screen protector	100	2133	Office & shop supplies	157.20
US BANK CORPORATE PAYMENT	Collection System - cutoff battery charger batteries	200	2360	O&M - collection systems	185.73
VERIZON WIRELESS(242395655)	Telephone Service - private IP addresses for the San Pedro and Peacock Pump Stations from 10/18/23-11/17/23	100	2534	Telephone service	131.27
VERIZON WIRELESS(372347623)	Telephone Service - wireless service for laptops from 8/18/23-10/20/23	100	2534	Telephone service	639.38
VERIZON WIRELESS(372347623)	Telephone Service - wireless service for laptops from 10/21/23-11/20/23	100	2534	Telephone service	313.31
W. R. FORDE ASSOCIATES (INC)	Sewer Pipe Repair and Replacement Project - Phase 2, progress payment #9	300	4342	2020-21 Sewer Improvement (80)	478,073.44
WATER COMPONENTS & BLDG SUPPLY	Third Street Sewer Rehab. Project Lootens Place to Mary Street - manhole and rings	300	4340	Third St (4th to Mary) (80)	533.77
WATER COMPONENTS & BLDG SUPPLY	Collection System - repair at R157 behind 51 Valencia	300	2360	O&M - collection systems	776.46
WATER COMPONENTS & BLDG SUPPLY	Collection System - repair at R157 behind 51 Valencia	300	2360	O&M - collection systems	327.90
WATER COMPONENTS & BLDG SUPPLY	Collection System - repair at R157 behind 51 Valencia	300	2360	O&M - collection systems	514.31
WATER COMPONENTS & BLDG SUPPLY	Collection System - repair at R157 behind 51 Valencia	300	2360	O&M - collection systems	941.27
WATER COMPONENTS & BLDG SUPPLY	Collection System - repair at R157 behind 51 Valencia	300	2360	O&M - collection systems	47.06

WECO INDUSTRIES LLC	Collection System - cctv camera repair	200	2360 · O&M - collection systems	5,418.35
WECO INDUSTRIES LLC	Collection System - cctv camera repair (tax and freight)	200	2360 · O&M - collection systems	459.27
WOODLAND CTR AUTO SUPPLY	Pump Stations - light bulbs	200	2359 · Maint- pump sta's & force mains	21.17
WOODLAND CTR AUTO SUPPLY	Pump Stations - North Francisco Pump Station fan belt and generator coolant	200	2359 · Maint- pump sta's & force mains	78.47
				873,028.29

SAN RAFAEL SANITATION DISTRICT
Agenda Item 3.c.

DATE: January 19, 2024
TO: Board of Directors, San Rafael Sanitation District
FROM: Doris Toy, District Manager/District Engineer
SUBJECT: Adoption of Investment Policy

RECOMMENDATION:

Approve and adopt the *Statement of Investment Policy, FY 2023-2024* of the County of Marin as the investments policy for the San Rafael Sanitation District.

BACKGROUND/SUMMARY:

The California Government Code Section 53600 requires all California special districts to adopt an investment policy annually. The District utilizes the services of the County of Marin to collect its revenues, disburse expenses, and to invest its cash not required for immediate use. The County of Marin invests all of its cash and cash held in custody for other Marin County special districts in accordance with its Statement of Investment Policy adopted annually by the Marin County Board of Supervisors. The Marin County investment policy meets the requirements of the California Government Code and is audited annually for conformance with its stated policy and California law.

The District maintains all of its cash with the County of Marin's pooled cash and investments. Given that the District does not independently manage investments, the District's investments, therefore, conform with those of the County of Marin to the extent of its pro-rata share of the aggregate investment pool. Accordingly, the investments policy of the County of Marin effectively serves as the investments policy of the District.

FINANCIAL IMPACT:

None.

Attachments: District Resolution
County of Marin Statement of Investment Policy, FY 2023-2024

SAN RAFAEL SANITATION DISTRICT**RESOLUTION NO. 24-1277****A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
TO APPROVE THE INVESTMENT POLICY
OF THE COUNTY OF MARIN AS THE INVESTMENT POLICY
FOR THE SAN RAFAEL SANITATION DISTRICT**

WHEREAS, all California Special Districts are required by the California Government Code to adopt an investment policy annually; and

WHEREAS, the District does not independently manage investments but rather utilizes the services of the County of Marin for most of its cash management needs; and

WHEREAS, the County of Marin invests the District's cash as well as all other cash in its custody in accordance with its *Statement of Investment Policy* adopted annually by the Marin County Board of Supervisors and audited annually by the County's external auditors; and

WHEREAS, the District's investments are its pro-rata share of the aggregate Marin County pool.

NOW, THEREFORE, BE IT HEREBY RESOLVED to approve and adopt the *Statement of Investment Policy, FY 2023-24* of the County of Marin as the investment policy for the San Rafael Sanitation District.

PASSED AND ADOPTED by the Board of Directors of the San Rafael Sanitation District at a regular meeting held on January 19, 2024, by the following vote:

AYES:

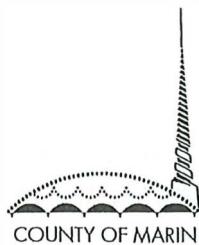
NOES:

ABSENT/ABSTAIN:

Kate Colin, Chair

ATTEST:

Maribeth Bushey, Secretary



DIVISION OF THE DEPARTMENT OF FINANCE
TREASURER

Excellent and responsive fiscal leadership.

May 23, 2023

Mina Martinovich, CPA
 DIRECTOR

Karen Shaw
 FINANCE DIVISION CHIEF

Marin County Board of Supervisors
 3501 Civic Center Drive
 San Rafael, CA 94901



Dear Board Members:

SUBJECT: Request to approve the FY 2023/24 Statement of Investment Policies governing the Marin County Investment Pool and the Marin County Long-Term Investment Pool

Marin County Civic Center
 3501 Civic Center Drive
 Suite 219
 PO Box 4220
 San Rafael, CA 94913-4220
 415 473 6143 T
 415 473 3741 F
 CRS Dial 711
www.marincounty.org/treas

Dear Supervisors,

RECOMMENDATION: Pursuant to Government Code Section 53646, the following are submitted for review and approval:

- FY 2023/24 Statement of Investment Policy for funds on deposit in the County Treasury on behalf of participants in the Marin County Investment Pool; and
- FY 2023/24 Statement of Investment Policy for funds on deposit in the County Treasury on behalf of participants in the Marin County Long-Term Investment Pool.

SUMMARY:

In accordance with California Government Code Section 53646, the Director of Finance may annually render to the Treasury Oversight Committee and the Board of Supervisors a statement of investment policy for review and approval. The primary objectives of the Investment Policy, in priority order, are to maintain the safety of principal, to provide liquidity, and to achieve a return on funds invested. These objectives align with those in State law.

The proposed FY 2023/24 Statement of Investment Policies include both major and non-substantive changes which were reviewed and approved by the Marin County Treasury Oversight Committee (TOC) on May 4, 2023. The authority for the TOC and their responsibilities are contained in Government Codes sections 27130-27137.

1. FY 2023/24 Statement of Investment Policy for funds on deposit in the County Treasury on behalf of participants in the Marin County Investment Pool:
 - Non-substantive changes in various sections to update the wording to align to relevant sections of the California Government Code and Marin County Municipal Code

2. FY 2023/24 Statement of Investment Policy for funds on deposit in the County Treasury on behalf of participants in the Marin County Long-Term Investment Pool:

- Major changes to Section 7, whereby the interest rate of any indebtedness of Allowed Investments (defined in Section 6 of the policy) was changed from “the key rate of Prime plus 1 percent” to “the most current rate of a comparable market investment plus 1 percent.”
- Non-substantive changes in various sections to update the wording to align to relevant sections of the California Government Code and Marin County Municipal Code

Additionally, the Annual Statement of Investment Policy is reviewed and monitored monthly by Fitch Ratings, an independent rating agency. We continue with a rating of AAA/S1. The County’s ‘AAA’ rating has been maintained since 1994. The rating received is reflective of the outstanding work of the Treasury unit.

FISCAL / STAFFING IMPACT: None

REVIEWED BY:

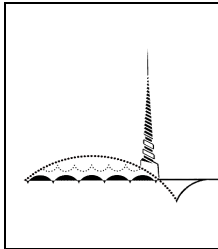
<input checked="" type="checkbox"/>	Director of Finance	<input type="checkbox"/>	N/A
<input type="checkbox"/>	County Counsel	<input checked="" type="checkbox"/>	N/A
<input type="checkbox"/>	County Administrator	<input checked="" type="checkbox"/>	N/A

Respectfully submitted,



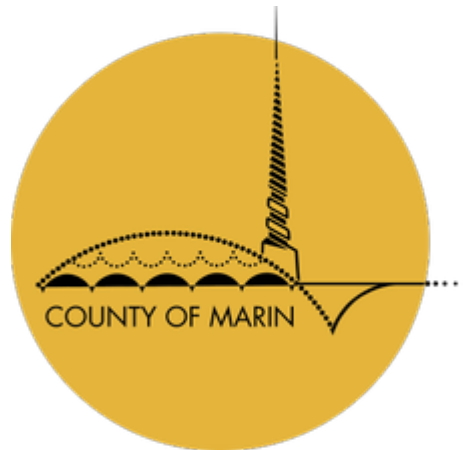
 Mina Martinovich
 Director of Finance

cc: Treasury Oversight Committee:
 Matthew Hymel, County Administrator
 Dan Eilerman, Alternate Representative, County Administrator
 John Carroll, Marin County Superintendent of Schools
 Alyssa Shiffman, Special Districts
 Jean Bonander, Public Member
 Marin County School Districts
 Special Districts
 MCERA



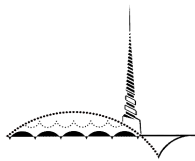
COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



Department of Finance
Mina Martinovich, Director

Fiscal Year 2023-2024



COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



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Under the authority delegated to the Director of Finance by the Board of Supervisors and in accordance with the California Government Code, the following sets forth the investment policy of the County of Marin:

1. OBJECTIVES:

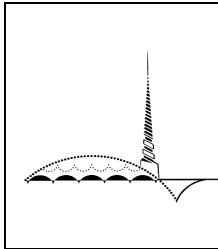
All funds on deposit in the County Treasury shall be invested in accordance with the California Government Code Sections 53600 et seq. and Sections 53639 et seq. to ensure:

- (a) **Preservation of capital** through high quality investments and by continually evaluating the credit of financial institutions approved for investment transactions, and securities considered and held in safekeeping.
- (b) Maintenance of sufficient **liquidity** to enable the participants and other depositors to meet their operating requirements.
- (c) A **rate of return** consistent with the above objectives.

2. PARTICIPANTS

Participants in the Marin County Pool are defined as Marin County, Marin Public School Agencies, Marin Community College, Marin County Office of Education, districts under the control of the County Board of Supervisors, autonomous/independent districts whose treasurer is the Director of Finance and any other district or agency approved by the Board of Supervisors and the Director of Finance using the County of Marin as their fiscal agent.

- (a) **Statutory participants** are those government agencies within the County of Marin for which the Marin County Treasurer is statutorily designated as the Custodian of Funds.
- (b) **Voluntary participants** are other local agencies that may participate in the Pooled Investment Fund, such as special districts and cities for which the Marin County Treasurer is not statutorily designated as the Custodian of Funds. Participation is subject to approval by the Director of Finance, and in accordance with California Government Code Section 53684.



COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



3. AUTHORIZED PERSONS

Authorized persons for investment purposes include principal staff as designated by the Director of Finance on the Authorized Investor List. Designated Principal Staff shall make all investment decisions. To minimize the risk of disrupting the day-to-day business activities, Principal Staff shall use separate means of travel to attend training and conferences.

All investment decisions shall be made with the care, skill, prudence, and diligence, under the circumstances then prevailing, that a prudent person acting, as a trustee, in a like capacity and familiarity would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the participants.

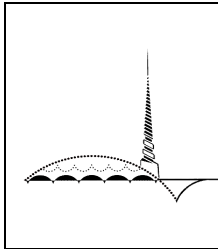
4. BIDS & PURCHASE OF SECURITIES

Prior to the purchase of an investment pursuant to this policy the persons authorized to make investments shall assess the market and market prices using information obtained from available sources including investment services, broker/dealers, and the media. Bids for various investments shall be evaluated considering preservation of capital as the most important factor, liquidity as the second most important factor and thirdly, yield. Investments in commercial paper, banker's acceptances, and certificates of deposit for each issuer shall be limited to five percent (5%) of Treasury assets, determined using the Treasury balance at the time of purchase, with the exception being investments in overnight commercial paper shall be limited to seven percent (7%) of Treasury assets for any one issuer. The investment selected for purchase shall be that investment which in the opinion of the purchaser most clearly meets these objectives. All security transactions shall be documented at the time the transaction is consummated.

5. TERM

Maturities of investments in the Marin County Treasury Pool shall be selected based upon liquidity requirements. The maximum remaining term to maturity for an investment shall be three (3) years; except that, subject to the limitations set forth in Sections 53601 et seq. and 53635 et seq. of the California Government Code, the Director of Finance may authorize investments in U.S. Treasury obligations and/or U.S. and local agency obligations with a maximum remaining term to maturity that shall not exceed five (5) years. The weighted average maturity of the investment pool, to be determined at the time of purchase, shall not exceed 540 days to final maturity/call.

Capital Funds, Construction Funds, or money obtained through the sale of agency surplus property, may be invested by the Director of Finance in specific investments outside of the Pool provided the Director of Finance obtains written approval from the governing board of the County, School District or Special District. No investment shall have a remaining maturity in excess of five (5) years.



COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY

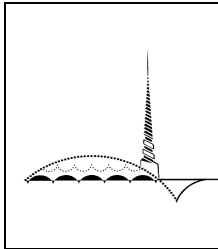


Proceeds of Debt Issues set aside for repayment of any County, School District, or Special District financings shall not be invested for a term that exceeds the term set forth in the financing documents.

6. **ALLOWED INVESTMENTS**

Pursuant to California Government Code Sections 53601 et seq. and 53635 et seq., the County Director of Finance may invest in the following subject to the limitations as set forth:

- (a) **United States Treasury obligations.**
- (b) **United States Agency obligations.**
- (c) **Securities of U.S. Government Agencies & Instrumentalities**
- (d) **State of California Bonds and Registered Warrants.**
- (e) **Bonds, Notes, Warrants** or other evidence of indebtedness of a **local agency** within the State of California.
- (f) **Bankers' acceptances** not to exceed one hundred eighty (180) days to maturity or at the time of purchase thirty percent (30%) of the treasury fund balance.
- (g) **Commercial paper** of "prime" quality of the highest letter and numerical rating as provided for by Moody's Investors Service, Inc., or Standard and Poor's Corporation, to be chosen from among corporations organized and operating within the United States with assets in excess of \$500,000,000.00 and having an "A" or higher rating for the issuer's debt, other than commercial paper, as provided for by Moody's Investors Service or Standard and Poor's Corporation. Purchases of eligible commercial paper may not exceed two hundred seventy (270) days in maturity and may not exceed forty percent (40%) of the treasury fund balance.
- (h) **Negotiable certificates of deposit** issued by a nationally or state-chartered bank, a state or federal association or by a state-licensed branch of a foreign bank selected on the basis of financial stability and credit rating criteria employed by the County Director of Finance. Negotiable certificates of deposit may not exceed thirty percent (30%) of the treasury fund balance.
- (i) **Non-negotiable certificates of deposit (Time Deposits)** with a nationally or state-chartered bank or a state or federal association selected on the basis of financial stability, credit rating and reputation



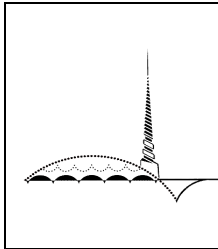
COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



using criteria employed by the County Director of Finance fully collateralized at one hundred ten percent (110%) of market value with U.S. Government Securities, high-grade Municipal Bonds, instruments of federal agencies, including mortgage backed securities at one hundred fifty percent (150%) of market value with promissory notes secured by first deeds of trust upon improved residential real property as provided by the Government Code.

- (j) **Medium-term Notes** rated "A" or better, to be chosen from among corporations with assets in excess of \$500,000,000.00 with a maturity not to exceed two years from the date of purchase. Purchase of eligible medium-term notes may not exceed thirty percent (30%) of the treasury fund balance.
- (k) **Shares of beneficial interest issued by diversified management companies**, which are money market funds investing in securities and obligations as authorized by this investment policy. To be eligible for investment these companies shall attain the highest ranking, or the highest letter and numerical rating provided by no less than two nationally recognized statistical rating organizations and have assets under management in excess of \$500,000,000.00. The purchase price may not include any commissions that these companies may charge, and the purchase of shares in any one mutual fund may not exceed ten percent (10%) of the treasury balance and the total invested may not exceed twenty percent (20%) of the treasury balance. Shares of beneficial interest issued by diversified management companies may include shares in investment trusts established under provisions of the California Joint Exercise of Powers Act.
- (l) **Repurchase agreements** on any investment authorized by this investment policy where the term of the agreement does not exceed one year. The market value of securities that underlay a repurchase agreement shall be valued at one hundred two percent (102%) or greater of the funds borrowed against those securities, and the value shall be adjusted daily. The County Director of Finance or designee must approve any collateral substitution by the seller, and any new collateral should be reasonably identical to the original collateral in terms of maturity, yield, quality, and liquidity.
- (m) **California State Local Agency Investment Pool (LAIF)** operated by the State Treasurer's office.
- (n) **Financial Institution Investment Accounts** All funds on deposit with the County shall be managed by the Director of Finance. The Director of Finance may, at his option, at the time of placement, place not more than five percent (5%) of the Treasury assets at the time of investment with a financial institution for the purpose of managing such funds. Securities



COUNTY OF MARIN

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eligible for purchase by the financial institution are limited to United States Treasury and Agency obligations with a “AAA” credit quality rating, must be held in the County’s name in a third-party custody account, may not have a remaining maturity in excess of three (3) years, and the account shall have an average maturity of 1.5 years or less. All security transactions shall be supervised and approved by designated staff on the Authorized Investor List.

Where a percentage limitation is specified for a particular category of investments, that percentage is applicable only at the time of purchase.

7. **PROHIBITED INVESTMENTS**

- (a) The County Director of Finance **shall not invest** in any **Derivatives** such as inverse floaters, range notes, or interest only strips that are derived from a pool of mortgages or any security bearing a rate of interest which is not known at the time of purchase.
- (b) The County Director of Finance shall not invest any funds in any security that could result in **zero interest accrual** if held to maturity or where there is a risk of loss of principal when held to maturity.
- (c) **Reverse repurchase agreements**, securities lending agreements and all other investments that are not specifically allowed by this investment policy are prohibited.
- (d) In accordance with Marin County Municipal Code 23.12 Nuclear-Free Zone (Exhibit 1) as approved by the voters on November 4, 1986, the County is prohibited from investing in securities or other obligations of any corporation or business entity which is a **nuclear weapons contractor**.

Furthermore, said corporations or business entities that the County Director of Finance does invest in must file an affidavit as required by Marin County Municipal Code 23.12.050(b) certifying that neither it, nor its parent company, affiliates or subsidiaries are nuclear weapons contractors. A copy of each affidavit received shall be sent to the Peace Conversion Commission.

8. **BROKERS**

Broker/dealers shall be selected by the Director of Finance upon recommendation by the Investment Officer or designated principal staff on the Authorized Investor List. Selection of broker/dealers shall be based upon the following criteria: the reputation and financial strength of the company or financial institution and the reputation and expertise of the individuals employed. The Director of Finance shall be prohibited from selecting



any broker, brokerage firm, dealer, or securities firm that has, within any 48 consecutive month period following January 1, 1996, made a political contribution in an amount exceeding the limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board, any member of the Board of Supervisors, any member of the governing board of a local agency having funds held in the County Treasury, or any candidate for those offices. The broker/dealers shall be provided with and acknowledge receipt of the County Investment Policy.

9. WITHDRAWALS

No withdrawals from the Marin County Pool shall be made for the purpose of investing and or depositing those funds outside the pool without the prior approval of the Marin County Director of Finance. The Director of Finance shall evaluate each proposed withdrawal to assess the effect the withdrawal will have upon the stability and predictability of the investments in the County Treasury. Approval shall be given unless the withdrawal will adversely affect the interests of the other depositors.

Notice in writing of at least five (5) business days shall be required for withdrawals in excess of \$250,000.00 for loan repayments, capital expenditures and any expenditure not in the ordinary course of operations.

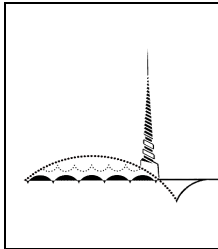
Requests for withdrawals for the purpose of investing or depositing funds outside the pool shall be made in writing at least ten (10) business days in advance of the proposed withdrawal date. The value of participants' equity withdrawn shall be based on the book value of the participants' percentage of participation as of the most recent asset valuation as reported by the Treasurer.

10. SWAPS

Securities can be swapped for other approved securities with similar maturity schedules to gain higher rates of return. When a swap involves a change in liquidity, future cash needs shall be conservatively estimated.

11. LOSSES

Losses are acceptable on a sale before maturity and may be taken if the reinvestment proceeds will earn an income flow with a present value higher than the present value of the income flow that would have been generated by the original investment, considering any investment loss or foregoing interest on the original investment.



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STATEMENT OF INVESTMENT POLICY



12. DELIVERY & SAFEKEEPING

Delivery of all securities shall be through a third-party custodian. Non-negotiable certificates of deposit and notes of local agencies may be held in the Director of Finance's safe. The County's safekeeping agent shall hold all other securities. No security shall be held in safekeeping by the broker/dealer from whom it was purchased. Settlement payment in a securities transaction will be against delivery only, and a Due Bill or other substitution will not be acceptable. Persons authorized under section three (3) who did not originate the investment transaction shall review all confirmations for conformity with the original transaction. Confirmations resulting from securities purchased under a repurchase agreement shall state the exact and complete nomenclature of the underlying securities purchased.

13. APPORTIONMENT OF INTEREST & COSTS

Interest shall be apportioned to all pool participants quarterly based upon the ratio of the average daily balance of each individual fund to the average daily balance of all funds in the investment pool. The amount of interest apportioned shall be determined using the cash method of accounting whereby interest will be apportioned for the quarter in which it was actually received. The Director of Finance shall deduct from the gross interest received those actual administrative costs relating to the management of the treasury including salaries and other compensation, banking costs, equipment purchased, supplies, costs of information services, audits and any other costs as provided by Section 27013 of the Government Code.

14. CONFLICT OF INTEREST

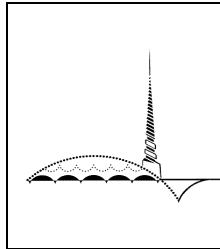
A member of the county treasury oversight committee, the County Director of Finance or County employees working in the Treasurer's office shall not accept honoraria, gifts, and gratuities from advisors, brokers, dealers, bankers, or other persons with whom the county treasury conducts business, consistent with state law.

15. AUDITS

Pursuant to Government Code 27134, the County of Marin investment portfolio shall be subject to an annual examination by an independent external auditor to determine the County Treasury's compliance with Article 6 of the Government Code. The results of the audit shall be reported annually to the Marin County Treasury Oversight Committee.

15.1 Compliance Audit: Government Code Section 27134

The Treasury Oversight Committee shall cause an annual audit to be conducted to determine the County Treasury's compliance with the investment compliance requirements presented in Article 6 of the Government Code, Sections 27130 through 27137.



COUNTY OF MARIN

STATEMENT OF INVESTMENT POLICY



16. REVIEW

The Director of Finance and designated staff will perform a monthly review of the investment function.

17. REPORTS

The Director of Finance shall prepare a monthly report listing all investments in the County Pool as of the last day of the month and a report of the average days to maturity and yield of investments in the County Pool. The Director of Finance shall also prepare a monthly report for all non-pooled investments. These reports shall be distributed to the Marin County Board of Supervisors, Superintendent of Schools, Marin Public School Agencies, Special Districts, non-pooled investors, the County's investment oversight committee, and any other participant upon request.

18. INVESTMENT POLICY

The County Director of Finance shall prepare and submit an annual statement of investment policy to the Board of Supervisors.

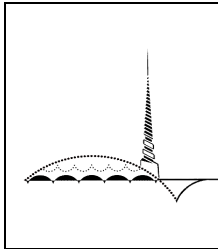
19. TREASURY OVERSIGHT COMMITTEE

Consistent with State law the County has established a Treasury Oversight Committee. The Committee includes representatives from the County of Marin, Superintendent of Schools' Office, School Districts and Special Districts. The Committee shall review and monitor the Investment Policy as contained in California Government Code Sections 27130 – 27137.

20. DISASTER /BUSINESS CONTINUITY PLAN

The County of Marin's banking and investment functions are mission critical and as such, the office must have a business continuity plan.

The goal of a disaster/business recovery plan is to protect and account for all funds on deposit with the county treasury and to be able to continue our banking and investment functions for all participants in the event of an occurrence (Earthquake, Fire, Pandemic, or other event) which disrupt normal operations. Our plan provides for the ability to perform our banking and investment function at an off-site location under less-than-optimal conditions and, if needed, even outside our county.



COUNTY OF MARIN

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In the event of an occurrence which precludes staff from being able to operate from our office, the attached plan (Exhibit 2) will be activated. The plan includes:

- Scope
- Chain of Command
- Continuity Procedure
- Functions and Tasks to be performed
- Equipment and Emergency Packets
- Disaster Assignment
- Off-site locations

Normal processes may be modified in response to an occurrence. However, the county's investment policy shall be strictly followed.

Dated: May 23, 2023

Mina Martinovich
Director of Finance

Approved by Marin County Board of Supervisors on May 23, 2023.

Reviewed and monitored by Marin Treasury Oversight Committee on May 4, 2023.

Attachments:

Exhibit 1 - [Marin County Municipal Code 23.12 - Nuclear-Free Zone](#)

Exhibit 2 - Disaster/Business Continuity Plan

Exhibit 3 - Authorized Investor List

Exhibit 1

Chapter 23.12 - NUCLEAR-FREE ZONE

23.12.020 - Purpose and findings.

- (a) The presence of nuclear weapons, or the development, production and/or storage of nuclear weapons-related components and material within the county is in direct conflict with the maintenance of the community's public health, safety, economic well-being, general welfare, and adherence to international law.
- (b) The purpose of this chapter is to establish the county as a nuclear-free zone in which work on nuclear weapons, and/or the storage or transportation of weapons-related components and nuclear material is prohibited, or appropriately restricted.
- (c) This chapter's further purpose is to prohibit or restrict the county from contracting for services or products with, or investing county funds in, any business which is a nuclear weapons contractor.

(Ord. 2924 § 2, 1986)

23.12.020 - Definitions.

As used in this chapter, the following words shall have the following definitions:

- (a) "Component of a nuclear weapon" means any device, radioactive or nonradioactive, originally produced or manufactured for exclusive use as part of a nuclear weapon system, whether to be placed on land, at sea, in the air, or in outer space.
- (b) "County funds," or "public funds" are those moneys, grants and funds received and managed by the county of Marin.
- (c) "Direct activities of the federal government" are the actions of the federal government or of its agencies, but shall exclude the actions of independent contractors.
- (d) "Nuclear waste" is any material which is the byproduct of any nuclear reaction or nuclear weapon production, except for the byproduct of applied nuclear medicine.
- (e) "Nuclear weapon" means any device the intended explosion of which results from the energy released by fission or fusion reactions involving atomic nuclei, including the means of propelling, guiding or triggering the device if the means is destroyed or rendered useless in the propelling, guiding, triggering or detonation of the device.
- (f) "Nuclear weapons contractor" means any person, corporation or other business entity which knowingly or intentionally is engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems, or nuclear weapons components. A business entity which is a 100% owned subsidiary branch of, and is therefore completely controlled by, an entity described in the foregoing sentence shall also be deemed to be a nuclear weapons contractor.
- (g) "Person" means any private person, corporation, institution, or other entity, which is within the jurisdiction of the county of Marin.
- (h) "Special nuclear material" or "radioactive material" means any material giving off, or potentially capable of giving off, radiant energy in the form of particles or rays (such as alpha, beta, and gamma rays) by the spontaneous disintegration of atomic nuclei, including accelerator-produced isotopes and byproduct material; and any other material which the Nuclear Regulatory Commission determines to be special nuclear material.
- (i) "Transport and transportation" means transportation by any means over passable roadways, navigable waterways, or in the airspace, that are within the jurisdiction of the County of Marin, except where referred to as meaning roadways, waterways, or airspace regulated by preemptive federal or state law.

(Ord. 3308 § 1, 2000; Ord. 2924 § 3, 1986)

Exhibit 1

23.12.030 - Prohibition against nuclear weapons, materials, and county contracts and investments.

The county of Marin is declared to be a nuclear-free zone.

- (a) No person shall knowingly engage in any activity within the county, the purpose of which is the applied research, development, production, transport, deployment, launching, testing, maintenance or storage of nuclear weapons or components of nuclear weapons. Nor shall any person store, use, transport, or dispose of special nuclear material or nuclear waste within the jurisdiction of the county.
- (b) The transportation of nuclear weapons, their fissionable components, and weapons-related nuclear material and wastes through the county on roadways, waterways, or in airspace regulated by preemptive state or federal law, in the interest of public health and safety, is subject to the following restriction:
 - (1) As to roadways which are within the exclusive jurisdiction of the county, transportation of such materials is prohibited,
 - (2) As to roadways which are demonstrably within the jurisdiction of the state or federal government, the county board of supervisors shall post as a regular monthly notice, once each month, in a newspaper of general circulation within the county the fullest description possible of any shipment of such material that has occurred that previous month, transported through or across the county by any means of transportation whatsoever.
- (c) The county, nor any agent thereof, shall not make any contract with, or investments in, any nuclear weapons contractor.
- (d) The county board of supervisors shall adopt a "peace conversion plan," and shall, within ninety days of the enactment of this chapter, establish a county peace conversion commission of not less than three or more than five members, which shall be comprised of volunteers from the community. The purpose of said commission shall be to divest the county, as a government entity, within two years of the adoption of the ordinance codified in this chapter, of all such existing prohibited investments or contracts held by it. Said commission shall:
 - (1) Conduct studies of existing county contracts and public fund investments with nuclear weapons contractors, and determine in which cases any reasonable alternative contract or investment exists, in a manner consistent with prudent investment policy, and mindful of the intent and purpose of this chapter. The commission shall further make regular reports to the county board of supervisors concerning the progress of said divestiture, listing the book value of remaining investments in nuclear weapons contractors.
 - (2) Identify those businesses presently existing and operating in the county, and those who have made application to the county, who are nuclear weapons contractors. The commission will be responsible for conducting a timely phase-out of nuclear weapons contractors from the county, and for insuring the smooth conversion of Marin County businesses to alternative work that is more consistent with the public welfare. For this purpose the commission shall solicit testimony from the public.

(Ord. 2924 § 4, 1986)

Exhibit 1

23.12.040 - Exclusions.

Nothing in this chapter shall be construed to prohibit:

- (a) Any activity not specifically described in this chapter;
- (b) Research in and application of nuclear medicine or other pure research unrelated to nuclear weapons;
- (c) Beneficial or peaceful uses of the technology such as smoke detectors, light-emitting watches and clocks, and other consumer products; or
- (d) Activities of the federal and state governments that are preempted by existing law.

(Ord. 2924 § 5, 1986)

23.12.050 - Notice and enforcement.

- (a) The county is directed to install and maintain appropriate signs to be displayed at each ferry terminal, at Gness Field Airport, and on all the major roads leading into the county, at or near the county line, including, but not limited to, the following:
 - (1) U.S. Highway 101 (both ends);
 - (2) State Highway 1 (both ends);
 - (3) State Highway 17;
 - (4) State Highway 37;
 - (5) Fallon-Two Rock Road;
 - (6) Tamales-Petaluma Road;
 - (7) Chileno Valley Road;
 - (8) Marshall-Petaluma Road;
 - (9) Point Reyes-Petaluma Road; identifying Marin as a nuclear-free zone and making reference to this chapter. Further, the county must notify the federal government and other appropriate authorities that this law has been enacted.
- (b) Before any further public funds shall be invested by the county in the stock, securities or other obligations of any corporation or business entity, the county board of supervisors shall require that said corporation or business submit to the peace conversion commission an affidavit certifying that neither it, nor its parent company, affiliates or subsidiaries are nuclear weapons contractors.
- (c) The county is directed to require of each city incorporated within Marin County that, in addition to any other information deemed necessary by its business license officer, that any application for a business license within a city in the county shall state whether or not said business is a nuclear weapons contractor.
- (d) Each violation of this chapter shall be punishable by up to one-year imprisonment and/or a fine of up to five thousand dollars. Each day of violation shall be deemed a separate violation. Residents of Marin shall also have the right to enforce this chapter by appropriate civil actions for declaratory or injunctive relief. Reasonable attorneys' fees in enforcing this chapter shall be awarded as is appropriate.

(Ord. 2924 § 6, 1986)



Scope

The County of Marin’s banking and investment functions are mission critical. As such, the Treasurer’s office must have a Disaster/Business Continuity Plan in place. In the event we are unable to operate from our office, the plan shall be activated. Periodically, the plan shall be tested.

The plan’s goal is to protect and account for all funds on deposit with the county and to be able to continue our banking and investment functions for all participants in the event of occurrence (earthquake, fire, pandemic, or other event) which disrupts normal operations.

Chain of Command

The chain of command shall be in the order of “authorized persons” as identified in the Statement of Investment Policy, item 3.

Continuity Procedure

In the event we are unable to conduct normal business operations, the authorized persons shall interact with one another by home phone, email or cell to decide on the alternate location. If unable to contact one another, the authorized persons shall through the county’s office of emergency services establish contact with one another.

Functions & Tasks to be Performed

Recognizing we may be operating in less than optimal conditions, the primary functions are to protect and continue to account for all funds on deposit with the county. While normal processes may be modified, the investment policy shall be strictly followed.

Tasks to be performed include:

- ◆ Daily cash work up
- ◆ Investment of maturing securities and any daily deposits after making an allowance for checks/wires expected to clear
- ◆ Daily cash and bank reconciliation
- ◆ For deposits, the treasurer’s office will notify county departments, special districts and schools of any changes to their deposit location. Deposits to any account other than those established by the treasurer’s office are prohibited.



- ◆ Disbursement activity will be coordinated with the County Director of Finance
Equipment and Emergency Access

The Authorized Investor List shall designate authorized staff to have the following equipment and online access (through the County server) such that either of them may carry out the plan. In the event that none of the authorized persons are able to respond, the county's office of Emergency Services shall have a copy of this plan in a secured location within their office. All policies and procedures of this plan shall be provided to the County Administrator and County Director of Finance.

The following equipment and access to items for the emergency packets are:

- ◆ Laptop with wi-fi connectivity
- ◆ All software that is currently in use shall be loaded on each laptop and be set up for remote access
- ◆ Online access to the Investment Policy and the Disaster/Continuity Recovery Plan
- ◆ Online access to current monthly report of investments
- ◆ Online access to the county's financial accounting system, online banking and securities safekeeping
- ◆ Online Listing of the home phones and addresses, cell, email addresses of the "authorized persons" and treasury staff. Listings shall also include the County Administrator, County Director of Finance, County Counsel and the Office of Emergency Services.
- ◆ Online access to bank, custodian and authorized broker/dealers names and contact information including phone numbers and email addresses
- ◆ Online access to district, County and school bank signature cards
- ◆ Online access to contact names, numbers, email and addresses of each agency whose funds are held within the county.
- ◆ Emergency check stock will be housed in the Office of Emergency Services located at 1600 Los Gamos Drive (50 checks).*



Disaster Assignment

The “authorized persons” in the treasurer’s office including support staff are to be considered official Disaster workers and are assigned to support our Disaster/Business Recovery Plan. Each shall have on their possession their County of Marin Identification Card.

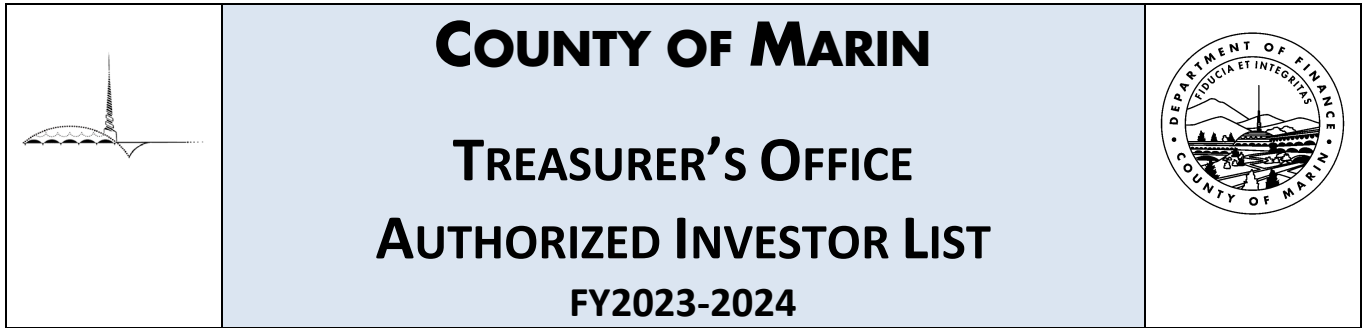
The level of disruption and assigned work location will be determined by the Director of Finance, or those individuals indicated on the Authorized Investor List. All related costs shall be absorbed by the Treasurer’s office and reimbursed pursuant to Government section 27013.

In all cases, the safety of treasury personnel is paramount. In no event should our alternate location or alternate procedure be employed if doing such would put an individual in danger.

* Emergency checks are issued from a separate account which is linked to the County’s main account. These checks are to be used only if this plan is activated and the county is unable to issue payments. Authorized signers for these checks are designated on the Deposit Account Documentation Signature Card and include the Director of Finance, those individuals authorized under the Authorized Investor List and the County Administrator. In the event that check stock cannot be accessed, electronic payments through the County’s banking services can be originated.

Failing the ability to operate from our office, our operations will move to a location determined by the County Office of Emergency Services, Director of Finance or County Administrator.

Origination: Nov 7, 2007
Revised: Oct. 12, 2020



Effective: May 1, 2023

Investment Purposes:

1. To make investment decisions
2. To recommend brokers
3. To perform a review of the investment function

Authorized Persons:

Authorized to make investment decisions for with a maturity of up to five years:

- **Mina Martinovich *** **Director of Finance**

Authorized to make investment decisions for with a maturity of up to three years:

- **Karen Shaw *** **Division Chief, Finance**
- **Sandra Kacharos** **Assistant Director of Finance**
- **Victoria Seils** **Accounting Unit Manager**

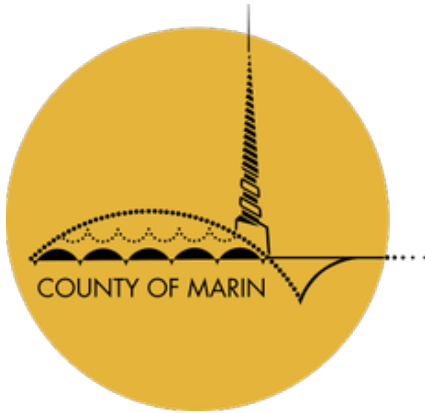
Authorized to make investment decisions for short term investments with a maturity of up to one year:

- **Lisa De Carlo** **Division Chief, Fiscal Administrative Services**
- **Bevin Gardner** **Senior Accountant –Treasury**

**Authorized for equipment and emergency packets as defined under the Disaster/Business Continuity Plan*

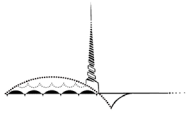
Approved:

 4/27/2023
Mina Martinovich **Date**
Director of Finance



***Department of Finance
Mina Martinovich, Director***

Fiscal Year 2023-2024



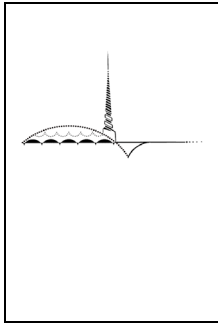
COUNTY OF MARIN

LONG-TERM INVESTMENT POOL STATEMENT OF INVESTMENT POLICY



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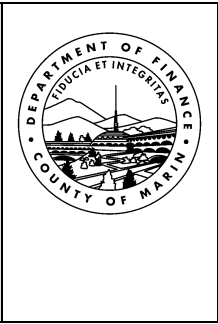
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COUNTY OF MARIN

LONG-TERM INVESTMENT POOL

STATEMENT OF INVESTMENT POLICY



Under the authority delegated to the Director of Finance by the Board of Supervisors and in accordance with the California Government Code, the following sets forth the investment policy of the County of Marin Long-Term Investment Pool:

1. OBJECTIVES:

All funds on deposit in the Marin County Long-Term Investment Pool shall be invested in accordance with the California Government Code Sections 53600 et seq. and Sections 53639 et seq. to ensure:

- (a) **Preservation of capital** through high quality investments and by continually evaluating the credit of financial institutions approved for investment transactions, and securities considered and held in safekeeping;
- (b) Maintenance of sufficient **liquidity** to enable the participants and other depositors to meet their operating requirements that may be reasonably anticipated; and
- (c) Attaining a market **rate of return** throughout budgetary and economic cycles, consistent with the above objectives.

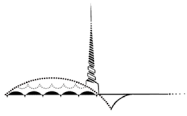
2. PARTICIPANT

The participant in the Marin County Long-Term Investment Pool is the **Marin County General Fund**.

3. AUTHORIZED PERSONS

Authorized persons for investment purposes include principal staff as designated by the Director of Finance on the Authorized Investor List. Designated Principal Staff shall make all investment decisions. To minimize the risk of disrupting the day-to-day business activities, Principal Staff shall use separate means of travel to attend training and conferences.

All investment decisions shall be made with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person acting, as a trustee, in a like capacity and familiarity would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the participant.



COUNTY OF MARIN



LONG-TERM INVESTMENT POOL STATEMENT OF INVESTMENT POLICY

4. **INVESTMENTS**

Prior to investing pursuant to this policy the persons authorized to make investments shall assess the market and market pricing information obtained from available sources and the media. Investments shall be evaluated considering preservation of capital as the most important factor, liquidity as the second most important factor, and thirdly, yield. Any investment selected shall be that investment which in the opinion of the purchaser most clearly meets these objectives. All transactions shall be documented at the time the transaction is consummated.

5. **TERM**

Pursuant to California Government Code Section 53601, where this section does not specify a limitation on the term or remaining maturity at the time of the investment, no investment shall be made in any security that at the time of the investment has a term remaining to maturity in excess of five years, unless the legislative body has granted express authority to make that investment either specifically or as a part of an investment program approved by the legislative body no less than three months prior to the investment. The approval of this Long-Term Investment Policy on an annual basis by the Legislative Board (Marin County Board of Supervisors) authorizes investments of no more than 10 years for bonds, notes, warrants, or other evidences of indebtedness of a local agency within the County of Marin, including bonds or notes payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the County, or by a department, board, agency, or authority of the County.

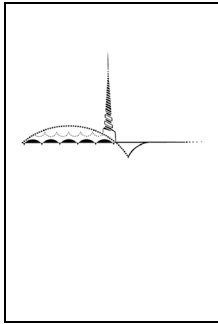
6. **ALLOWED INVESTMENTS**

Pursuant to California Government Code Sections 53601 et seq. and 53635 et seq., the County Director of Finance may directly purchase the following, subject to the limitations as set forth:

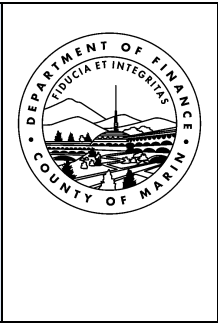
Bonds, Notes, Warrants or other evidence of indebtedness of a **local agency** within the County of Marin, California.

7. **RATE**

The interest rate of any indebtedness pursuant to the preceding paragraph shall use the most current rate of a comparable market investment plus 1 percent, as determined by Bloomberg on the date the Department of Finance approves the purchase of the indebtedness.



COUNTY OF MARIN
LONG-TERM INVESTMENT POOL
STATEMENT OF INVESTMENT POLICY



8. APPORTIONMENT OF INTEREST & COSTS

Interest shall be apportioned to the General Fund annually based upon the ratio of the average daily balance of each individual fund to the average daily balance of all funds in the investment pool. The amount of interest apportioned shall be determined using the cash method of accounting, whereby interest will be apportioned for the year in which it was actually received. The Director of Finance shall deduct from the gross interest received those actual administrative costs relating to the management of the treasury including salaries and other compensation, banking costs, equipment purchased, supplies, costs of information services, audits and any other costs as provided by Section 27013 of the Government Code.

9. CONFLICT OF INTEREST

The Director of Finance and County employees working in the Treasurer's office shall not accept honoraria, gifts, and gratuities from advisors, brokers, dealers, bankers, or other person with whom the County Treasury conducts business, that are in violation of state law.

10. AUDITS

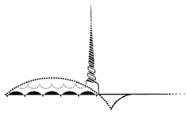
Pursuant to Government Code 27134, the County of Marin investment portfolio, which includes both the County of Marin investment pool and the Long-Term investment pool, shall be subject to an annual examination performed by an independent external auditor to determine the County Treasury's compliance with the investment compliance requirements presented in Article 6 of the Government Code. The results of the audit shall be reported annually to the County Treasury Oversight Committee.

11. REVIEW

The Director of Finance and designated staff will perform a monthly review of the investment function.

12. REPORTS

The Director of Finance shall prepare an annual report, listing all investments in the County Pool as of the last day of the fiscal year and a report of the average days to maturity and yield of investments in the County of Marin Long-Term Investment Pool.



COUNTY OF MARIN

LONG-TERM INVESTMENT POOL STATEMENT OF INVESTMENT POLICY



13. INVESTMENT POLICY

The Director of Finance shall prepare and submit an annual statement of investment policy to the Board of Supervisors.

Dated: May 23, 2023

Mina Martinovich
Director of Finance

Approved by Marin County Board of Supervisors on May 23, 2023.

Reviewed and monitored by Marin Treasury Oversight Committee on May 4, 2023.

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

DATE: January 19, 2024

TO: Board of Directors, San Rafael Sanitation District

FROM: Doris Toy, District Manager/District Engineer

SUBJECT: Report on Bid Opening for the Bayside Acres Beach Sewer Relocation Project, Phase B1 and Adopt Resolution to Award Contract

RECOMMENDATION:

Adopt resolution awarding contract to Pat Nelson Construction, Inc. for the Bayside Acres Beach Sewer Relocation Project, Phase B1 in the amount of \$406,587.00.

BACKGROUND:

Within the Bayside Acres Beach neighborhood, there are nineteen 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 cannot access the sewer main to perform maintenance.

The Bayside Acres Beach Sewer Relocation Project will consist of three phases, i.e. Phase A, B, and C, of replacing the sewer system for these twenty properties. The first phase, Phase A, consist of installing approximately 1,800 feet of new 8-inch sewer main in the street on Oak Drive, Marine Drive, and Point San Pedro Road, where the future laterals will make their connections. This phase has been completed in February 2023. After the new sewer main is installed, the next phase, Phase B, is to install new laterals for each of the nineteen properties, and then once they are connected, the District will abandon the 50-year old sewer main in the beach, as Phase C.

Since Phase B consists of sewer laterals and pump systems for each of the nineteen private properties with various site conditions and needs, staff determined to group them into four sets of four or more neighboring homes with similar characteristics. Focusing the construction on smaller groups is expected to also speed up construction at each home by keeping the work area compact; improve overall responsiveness and service from the contractor; and help staff to manage the construction effectively.

Staff propose to group the following properties based on proximity, similar permit requirements and similar construction methods:

- Phase B1 will be 177, 179, 181, and 183 Oak Drive.
- Phase B2 will be 9 and 11 Marine Drive, and 50, 51 and 53 Beach Drive.
- Phase B3 will be 187, 189, 191, and 193 Oak Drive.

- Phase B4 will be 800, 816, 824, 828, 832, and 836 Point San Pedro Road.

The Bayside Acres Beach Sewer Relocation Project, Phase B1, is the first phase of replacing the lateral and pump systems for the private properties, which will be for the homes at 177, 179, 181, and 183 Oak Drive. All of the property owners for these 4 properties have signed an Agreement for Right of Entry and Release of Liability for design and construction, prior to bidding.

On December 13, 2023, and December 20, 2023, the District published a notice inviting bids for the Bayside Acres Beach Sewer Relocation Project, Phase B1. The District held a mandatory pre-bid meeting on January 5, 2023, with eleven contractors attended; and bids were opened on January 12, 2024.

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

<u>Engineer’s Estimate</u>	<u>\$260,475</u>
Pat Nelson Construction, Inc.	\$406,587
Maggiora & Ghilotti, Inc.	\$490,900
Oak Grove Construction	\$625,425
Kerex Engineering	\$864,150

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

ANALYSIS:

The Engineer’s Estimate for the bid was \$260,475. Pat Nelson Construction, Inc. with a bid of \$406,587 was the lowest responsible bidder for this project. It appears that the majority of the cost is for the labor, since construction will be difficult in the existing site conditions for each site.

The District’s engineering consultant, Nute Engineering, has reviewed their submitted bid package and recommend that this project be awarded to Pat Nelson Construction, Inc.

FISCAL IMPACT:

Pat Nelson Construction’s total bid amount is \$406,587. This construction project will be funded under the 80-Year Life Cycle Sewer Replacement Program from the FY 2023-24 Budget.

OPTIONS:

- 1) Staff recommends that the Board award the contract to Pat Nelson Construction, Inc.
- 2) The Board may reject all bids and rebid the project. Staff does not recommend this option since this will delay construction of the remaining phases, including the abandonment of the sewer main in the beach.

ACTION REQUIRED:

Staff recommends that the Board adopt the resolution awarding contract to Pat Nelson Construction, Inc., for the Bayside Acres Beach Sewer Relocation Project, Phase B1, in the amount of \$406,587.

Attachments:

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



January 18, 2024

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 B-1
Award Recommendation

Dear Doris:

On January 5, 2024 eight (8) bids were received for the above-referenced project. A spreadsheet comparing these bids is enclosed.

The lowest apparent bid of \$406,587 was submitted by Nelson Construction of Petaluma. Enclosed are the license details obtained from the Contractor's License Board which shows that Nelson Construction has a valid Contractor's License and they are registered with the California Department of Industrial Relations (DIR). The subcontractors also have a valid Contractor's License and are registered with the DIR.

We reviewed their submitted bid package and recommend that the Board award the bid to Nelson Construction.

Very truly yours,

NUTE ENGINEERING

By 

Mark T. Wilson, P.E.

Attachments

**SAN RAFAEL SANITATION DISTRICT
MARIN COUNTY, CALIFORNIA
BAYSIDE ACRES BEACH SEWER RELOCATION PROJECT - PHASE B-1**

Bid Opening: 2:00 pm
January 12, 2024
Design Job Nos: 8299
Engineer's Est: \$260,475

No.	Quantity	Description	Nelson Construction Petaluma		Maggiora & Ghilotti San Rafael		Oak Grove Construction Petaluma		Kerex Engineering San Rafael	
			1		2		3		4	
			Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1.	LS	Mobilization, Demobilization, Encroachment Permits & Licenses (Less Than 5% Of Total Cost)	16,498	\$16,498	5,000	\$5,000	23,625	\$23,625	30,000	\$30,000
2.	100 LF	Shared Trench for Force Mains With 6" Minimum Separation in County Paved Street	340	\$34,000	150	\$15,000	174	\$17,400	1,000	\$100,000
3.	53 LF	Asphalt Concrete Trench Restoration and Pavement Repair	434	\$23,002	650	\$34,450	819	\$43,407	750	\$39,750
4.	LS	Shoring and Trench Safety	4,000	\$4,000	2,000	\$2,000	13,595	\$13,595	15,000	\$15,000
5.	10 Ea	Pothole Utility Mains in County ROW	450	\$4,500	750	\$7,500	1,430	\$14,300	1,500	\$15,000
6.	LS	Temporary Traffic Control and Notifications	5,000	\$5,000	7,000	\$7,000	20,295	\$20,295	2,500	\$2,500
7.	LS	Complete Set of As-Built Drawings	5,000	\$5,000	5,000	\$5,000	5,000	\$5,000	5,000	\$5,000
177 Oak Drive, San Rafael										
8.	LS	Obtain CoMarin Bldg Permit for All New Work at 177 Oak Dr to Install Below Ground Private Pump System, Including Electrical and Controls	3,000	\$3,000	2,000	\$2,000	1,015	\$1,015	7,500	\$7,500
9.	LS	Field Locate And Pothole Existing Building Sewer/ Upper Lateral	1,500	\$1,500	4,000	\$4,000	2,335	\$2,335	3,500	\$3,500
10.	51 LF	Install 2" HDPE Pipe Within Property of 177 Oak Drive From Lift Station to ROW Shared Force Main Trench	81	\$4,131	150	\$7,650	355	\$18,105	600	\$30,600
11.	LS	Install 2" Sch 80 PVC Vent Piping to Roof	5,000	\$5,000	8,000	\$8,000	4,255	\$4,255	12,500	\$12,500
12.	LS	Install All Electrical Conduits and Conductors, Including Buried Conduits and Conductors	7,000	\$7,000	22,000	\$22,000	13,425	\$13,425	15,000	\$15,000
13.	LS	Remove Existing District Sewer MH 2272	4,200	\$4,200	2,500	\$2,500	25,495	\$25,495	10,000	\$10,000
14.	LS	Install Below Ground Private Pump System, Including All Plumbing and Controls at 177 Oak Drive	37,000	\$37,000	30,000	\$30,000	33,910	\$33,910	30,000	\$30,000
15.	LS	Connect Building Sewer for 177 Oak Drive to New Below Ground Private Pump System, All System Testing and Final Commissioning	5,000	\$5,000	3,000	\$3,000	3,375	\$3,375	15,000	\$15,000
16.	LS	177 Oak Drive Landscape and Improvements Restoration	4,200	\$4,200	3,000	\$3,000	6,115	\$6,115	5,000	\$5,000
179 Oak Drive, San Rafael										
17.	LS	Obtain CoMarin Bldg Permit for All New Work at 179 Oak Dr to Install Below Ground Private Pump System, Including Electrical and Controls	3,000	\$3,000	2,000	\$2,000	1,015	\$1,015	7,500	\$7,500
18.	LS	Field Locate And Pothole Existing Building Sewer/ Upper Lateral	1,500	\$1,500	4,000	\$4,000	1,165	\$1,165	3,000	\$3,000
19.	48 LF	Install 2" HDPE Pipe Within Property of 179 Oak Drive to Shared Force Main Trench	81	\$3,888	200	\$9,600	134	\$6,432	700	\$33,600
20.	LS	Install 2" Sch 80 PVC Vent Piping to Roof	6,500	\$6,500	9,000	\$9,000	9,765	\$9,765	12,500	\$12,500
21.	LS	Install All Electrical Conduits and Conductors, Including Buried Conduits and Conductors	8,000	\$8,000	20,000	\$20,000	14,790	\$14,790	12,500	\$12,500
22.	LS	Remove and Replace Existing Electrical Sub Panel	5,000	\$5,000	3,000	\$3,000	896	\$896	4,500	\$4,500
23.	LS	Install Below Ground Private Pump System, Including All Plumbing and Controls at 179 Oak Drive	25,000	\$25,000	20,000	\$20,000	47,965	\$47,965	3,500	\$3,500
24.	LS	Connect Building Sewer for 179 Oak Drive to New Below Ground Private Pump System, All System Testing and Final Commissioning	3,000	\$3,000	3,000	\$3,000	3,005	\$3,005	15,000	\$15,000
25.	LS	179 Oak Drive Landscape and Improvements Restoration	6,000	\$6,000	6,000	\$6,000	8,035	\$8,035	5,000	\$5,000
181 Oak Drive, San Rafael										
26.	LS	Obtain CoMarin Bldg Permit for All New Work at 181 Oak Dr to Install Below Ground Private Pump System, Including Electrical and Controls	3,000	\$3,000	2,000	\$2,000	1,015	\$1,015	7,500	\$7,500
27.	LS	Field Locate And Pothole Existing Building Sewer/ Upper Lateral	1,500	\$1,500	4,000	\$4,000	2,270	\$2,270	3,000	\$3,000
28.	88 LF	Install 2" HDPE Pipe Within Property of 181 Oak Drive to Shared Force Main Trench	81	\$7,128	150	\$13,200	146	\$12,848	650	\$57,200
29.	LS	Install 2" Sch 80 PVC Vent Piping to Roof	3,500	\$3,500	15,000	\$15,000	1,850	\$1,850	15,000	\$15,000

No.	Quantity	Description	Nelson Construction Petaluma		Maggiore & Ghilotti San Rafael		Oak Grove Construction Petaluma		Kerex Engineering San Rafael	
			1	2	3	4	Unit Price	Total Amount	Unit Price	Total Amount
30.	LS	Remove and Replace Existing Electrical Sub Panel	5,000	\$5,000	3,000	\$3,000	No Amount	No Amount	15,000	\$15,000
31.	LS	Install All Electrical Conduits and Conductors, Including Buried Conduits and Conductors	5,000	\$5,000	20,000	\$20,000	15,350	\$15,350	4,500	\$4,500
32.	LS	Remove Existing District Sewer MH 2273	5,000	\$5,000	3,000	\$3,000	26,435	\$26,435	10,000	\$10,000
33.	LS	Remove and Replace Concrete Drainage Swale	4,000	\$4,000	3,000	\$3,000	6,805	\$6,805	10,000	\$10,000
34.	LS	Install Below Ground Private Pump System, Including All Plumbing and Controls at 181 Oak Drive	25,000	\$25,000	17,000	\$17,000	28,875	\$28,875	30,000	\$30,000
35.	LS	Connect Building Sewer for 181 Oak Drive to New Below Ground Private Pump System, All System Testing and Final Commissioning	5,000	\$5,000	3,000	\$3,000	3,590	\$3,590	15,000	\$15,000
36.	LS	181 Oak Drive Landscape and Improvements Restoration	7,000	\$7,000	4,000	\$4,000	7,940	\$7,940	5,000	\$5,000
183 Oak Drive, San Rafael										
37.	LS	Obtain CoMarin Bldg Permit for All New Work at 183 Oak Dr to Install Below Ground Private Pump System, Including Electrical and Controls	3,000	\$3,000	2,000	\$2,000	1,015	\$1,015	7,500	\$7,500
38.	LS	Field Locate And Pothole Existing Building Sewer/ Upper Lateral	1,500	\$1,500	3,000	\$3,000	10,480	\$10,480	3,000	\$3,000
39.	120 LF	Install 2" HDPE Pipe Within Property of 183 Oak Drive to Shared Force Main Trench	81	\$9,720	250	\$30,000	285	\$34,200	550	\$66,000
40.	LS	Install 2" Sch 80 PVC Vent Piping to Roof	9,000	\$9,000	10,000	\$10,000	6,545	\$6,545	15,000	\$15,000
41.	LS	Install All Electrical Conduits and Conductors, Including Buried Conduits and Conductors	9,000	\$9,000	20,000	\$20,000	14,285	\$14,285	15,000	\$15,000
42.	LS	Install Below Ground Private Pump System, Including All Plumbing and Controls	25,000	\$25,000	20,000	\$20,000	55,115	\$55,115	35,000	\$35,000
43.	LS	Connect Building Sewer for 183 Oak Drive to New Below Ground Private Pump System, All System Testing and Final Commissioning	5,000	\$5,000	3,000	\$3,000	2,410	\$2,410	25,000	\$25,000
44.	LS	Exposed Aggregate Concrete Patio Trench Restoration	5,000	\$5,000	10,000	\$10,000	5,060	\$5,060	20,000	\$20,000
45.	4 Ea	Install Foundation Micropile 9' (Ft) Deep Minimum	7,500	\$30,000	9,000	\$36,000	17,060	\$68,240	10,000	\$40,000
46.	24 SF	Pressure Treated Wood Retaining Wall "Type C" Drawing No. 160	180	\$4,320	500	\$12,000	358	\$8,592	500	\$12,000
47.	1 Ea	Existing Wood Stair Replacement	2,000	\$2,000	5,000	\$5,000	6,310	\$6,310	15,000	\$15,000
48.	LS	183 Oak Drive Landscape and Improvements Restoration	7,000	\$7,000	18,000	\$18,000	18,575	\$18,575	5,000	\$5,000
TOTAL				\$406,587		\$490,900		\$676,525		\$864,150
Check Percentage Bid Item 1 to Total Project (5% max)				4.1%		1.0%				3.5%
Addendum Acknowledge				1		1				1
Bid Bond				yes		yes				yes
Contract Signed				yes		yes				yes
License Number Included				yes		yes				yes
Site Visit Affidavit				yes		yes				yes
Certification of Drug Free Workplace				yes		yes				yes
Statement of Financial Responsibility, Technical Ability and Experience				yes		yes				yes
License Number				601031		1002913				1002913
DIR Number				1000024827		1000007991				1000033698
SUBCONTRACTORS:			Sonoma Marin Electric, 1052323 (C10)		**Mike Brown Electric, 306767				Sonoma Marin Electric, 1052323 (C10)	
			Icon Plumbing, 904120 (C36, C4)		Pacific Coast Drilling, 539855				Pacific Coast Drilling, 539855	
			Forster Pump & Well, 242168 (C10, C38, C5)		***Tully Group, NA				Construction West Services, 964217	
Three Year EMR ≤ 1.1				0.53		0.83				1.04
RIR ≤ 5.5				0		NA				0
LTIR ≤ 3.1				0		NA				0
Financial Qualificatons Submitted -Meets Requirements				yes		yes				yes
Affidavit of Non-Collusion				yes		yes				yes
Affidavit of Safety Compliance				yes		yes				yes
						*** Not found, no license??	**Lic exp 4/30/24??	*DNQ-Does Not Qualify wrong bid form used		

SAN RAFAEL SANITATION DISTRICT**RESOLUTION NO. 24-1278****A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN RAFAEL SANITATION DISTRICT AWARDING CONTRACT
TO PAT NELSON CONSTRUCTION, INC. FOR THE BAYSIDE ACRES
BEACH SEWER RELOCATION PROJECT, PHASE B1**

WHEREAS, sealed bids or proposals were received by the San Rafael Sanitation District for the Bayside Acres Beach Sewer Relocation Project, Phase B1, and all such bids were publicly opened, examined, and declared; and

WHEREAS, the bid or proposal of Pat Nelson Construction, Inc., at the quotation stated in their bid, was and is the lowest responsible bid or proposal; and

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 Pat Nelson Construction, Inc., for the Bayside Acres Beach Sewer Relocation Project, Phase B1, 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 regular meeting of the San Rafael Sanitation District Board of Directors held on the 19th day of January 2024 by the following vote,

to wit:

AYES:

NOES:

ABSENT:

Kate Colin, Chair

ATTEST:

Maribeth Bushey, Secretary

SAN RAFAEL SANITATION DISTRICT
Recommendations / Proposed Work Plan
Update: January 19, 2024

<i>Recommendation (MRG Aug 2021)</i>	<i>Goal Date (SRSD)</i>	<i>Status (SRSD)</i>	<i>Comments (SRSD)</i>
A. STAFFING			
A.1 - Consider Reclassifying the Associate Engineer position as a Project Manager classification for future recruitments and have it oversee the District's GIS system.	N/A	N/A	Assoc Eng position filled 9/16/21.
A.2 - Consider creating a part-time Administrative Assistant position.	May 2023	Complete	FT Admin Assist started 9/1/23
SRSD ADDED			
A.3 – Sr. Administrative Assistant – fill position to replace retiree	Nov 2022	Complete	Admin Analyst start 12/16/22
A.4 – Sr. Civil Engineer – fill position	Apr 2023	Complete	Principal Eng start 12/1/23
A.5 – Fixed-Term Assistant District Manager – fill position	Apr 2023	Remove	Hired Principal Eng
A.6a – Sewer Maintenance Supervisor – fill position	July 2024	In Progress	Revise MOU. New contract 7/1/24
A.6b – Sewer Maintenance Lead Worker – fill position	July 2024	Not started	Wait for Supervisor Open
A.6c – Sewer Maintenance Worker I/II – fill position	Aug 2024	Not started	Wait for Lead Worker Open. Fixed-Term/Temp start 1/2/24
B. TECHNICAL AND EQUIPMENT ENHANCEMENTS			
B.1 - Identify and implement a CMMS to schedule and track work and eliminate the duplicative paperwork scheduling and tracking systems.	Sept 2022	Complete	
B.2 - Identify and implement project management software and/or develop procedures and processes related to project management.	Sept 2024	Postpone	Not needed at this time. Re-evaluate next FY.
B.3 - Update the District's website and establish a schedule for reviewing and updating the website.	Apr 2024	In Progress	Staff completed training. Updating as we go. Mgmt to identify and establish schedule.
SRSD ADDED			
B.4 – Develop/update online sewer permit application	Jan 2023	Complete	Fillable form online

<i>Recommendation (MRG Aug 2021)</i>	<i>Goal Date (SRSD)</i>	<i>Status (SRSD)</i>	<i>Comments (SRSD)</i>
C. ORGANIZATIONAL EFFECTIVENESS			
C.1 - Evaluate the District's/City's contract with CALCAD to ensure that all needed GIS-related services are provided and that all necessary or desired system features are functional.		Complete	
C.2 - Update the District's Strategic Plan.	Dec 2024	In Progress	High Priority
C.3a - Develop a Succession Plan and Employee Development Program.	Dec 2024	Postpone	Revisit end of 2024
C.3b – Compensation Lite Study, (SRSD added item)	May 2023	Complete	
C.4 - Institute regular District-wide staff meetings and increase staff interaction to increase communication and transparency and provide an open forum for staff to ask questions and offer input.	Feb 2023	Complete	Establish quarterly mtgs
C.5 - Increase the District's transparency and communication by providing more written information with Board agenda items, especially the District's budget and Capital Improvement Program.	Feb 2023	Remove	Staff determine not necessary since quarterly mtgs
C.6 - Establish performance or workload measures for the District.	July 2024	In Progress	MRG submit report for Mgmt review
C.7 - Identify key functions District-wide and cross-train staff and/or develop written procedures to ensure that there is back-up staff or a step-by-step guide for each key function.	June 2023	Complete	Backup staff and Procedures complete. Procedures update as we go.
C.8 - Cross-train the new Junior Engineer position on critical duties performed by the Inspector.	Oct 2022	Complete	
C.9 - Ensure performance evaluations are completed consistently and in a timely manner.	Apr 2024	In Progress	
C.10 - Identify and offer various training opportunities to staff on topics such as leadership, customer service, and management/supervision.	May 2023	Complete	City provides training courses. MRG provide a list; MRG provide Communication Coach
C.11 - Promote CWEA and other industry-related training and networking opportunities and encourage staff to participate and be more active in the industry.	May 2023	Complete	Include in Comp Lite Study
D. OPERATIONAL EFFECTIVENESS			
D.1 - Assess the O&M Division's field practices to find ways to increase productivity and efficiency to meet the District's goals for cleaning its gravity system.	July 2023	Complete	Implement Acoustic Pipe Assmt

<i>Recommendation (MRG Aug 2021)</i>	<i>Goal Date (SRSD)</i>	<i>Status (SRSD)</i>	<i>Comments (SRSD)</i>
D.2 - Ensure that the daily work data being entered into MapServer or any future CMMS system is accurate and reliable by developing procedures and nomenclature, increasing staff training, potentially restricting data entry to a limited number of staff, and through consistent and effective oversight and quality control by the Sewer Maintenance Supervisor.	Sept 2022	Complete	Customized maintenance data entry for iPad
D.3 - Consider transitioning from a once-every-three-year gravity line cleaning goal to a risk-based, field-condition driven cleaning schedule.	Dec 2022	Complete	
D.4 - Explore options for addressing root intrusion into the gravity system with a more aggressive and proactive root control program.	Jun 2023	Remove	Will continue to seek product that meets CMSA's reqmts; NGO not in favor
D.5 - Clarify which division is responsible for USA tickets near the District's force mains.	Dec 2021	Complete	Maintenance crew
D.6 - Develop and institute a more structured cross-training and rotation program for O&M staff to ensure that all field staff are able to operate and maintain all District equipment and systems safely and effectively.	Sept 2022	Complete	
D.7 - Evaluate alternatives to dedicating a full-time maintenance worker to driving a water truck during the drought.	Sept 2024	Not started	
SRSD ADDED			
D.8 – Sewer Permit Inspection Fee	July 2024	In Progress	
D.9 – Update the District's Sanitary Sewer Management Plan	Jun 2023	Complete	
E. LONG-TERM SUSTAINABILITY OF DISTRICT FINANCES AND ASSETS			
E.1 - Survey and visit other agencies with well-developed condition assessment and risk management tools and protocols to develop a more structured collection system repair and replacement prioritization methodology.	Sept 2024	In Progress	
E.2 - Accelerate the annual CCTV program to complete inspection of the entire gravity system in no more than 10 years from the initial start date.		Complete	Plan for 8-year cycle
E.3 - Review the District Manager's procurement signing authority limit.		Complete	

<i>Recommendation (MRG Aug 2021)</i>	<i>Goal Date (SRSD)</i>	<i>Status (SRSD)</i>	<i>Comments (SRSD)</i>
E.4 - Consider the adoption of a sewer lateral inspection and replacement program.	July 2024	In Progress	
SRSD ADDED			
E.5 – Electronic signatures on District’s checks	Nov 2022	Complete	Determined to be too complex. Revised check sign to one signature
E.6 – Develop District Reserve Policy	April 2023	Complete	
E.7 – Draft Budget for FY 2023/24 & FY 2024/25	June 2023	Complete	
F. CAPITAL IMPROVEMENT PROGRAM (SRSD ADDED)			
F.1 – Develop 2-yr CIP Plan for Budget	May 2023	Complete	
F.2 – Develop next 5 years of capital projects for NPDES permit	Feb 2023	Complete	
F.3 – Develop a plan to monitor Inflow/Infiltration	Mar 2024	Not started	Install SmartCovers compare dry vs wet weather. Identify I/I areas. Performance metric for CIP’s/lateral replacement affect amount of water to WWTP.
F.4 – Develop a plan to monitor saltwater intrusion	Mar 2024	In Progress	

SRSD STAFFING UPDATE JAN 2023 TO FEB 2024

POSITIONS	MONTHLY STATUS														
	2023												2024		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
Admin Analyst (Kathryn)															
Sr Admin Assistant (Cindy)			Retired and Reclass to Admin Analyst												
Admin Assistant (Rainbow)	Temp until August								FTE start						
Sr Civil Engineer/Principal Eng		Sr. Eng (Dave) Retired		Vacant								Principal Eng (Philip)			
Assoc Civil Engineer (Tim)															
Jr Engineer					Kelvin left	Vacant								Cindy	
Construction Inspector	Vacant since 1/13/23														
Constr Inspector (Consultant)															
O&M Manager (Kris)															
Maintenance Supervisor	Vacant since Aug 2022														
Sewer Lead Worker (1 FTE)															
Sewer Lead Worker (1 FTE)															
Sewer Maintenance Worker (1 FTE)	Vacant since Sept 2022										Vacant				
Sewer Maintenance Worker (7 FTE)															
Sewer Maintenance Worker (Fixed Term)															

Present Working
 Not Present