



ROSS VALLEY SANITARY DISTRICT

Serving the Greater Ross Valley Area for Over 125 Years

1111 Andersen Drive, San Rafael, Ca 94901

Ph: 415.259.2949 www.rvsd.org

Directors: Michael Boorstein ~ Thomas Gaffney ~ Doug Kelly ~ Pamela Meigs ~ Mary Sylla

REGULAR BOARD MEETING AGENDA

January 22, 2025: Open Session Convenes at 5:00 p.m.

1111 Andersen Drive, San Rafael, 94901

Welcome: *The RVSD Board of Directors welcomes members of the public at its meetings in person or remotely and encourages citizen participation and input. The Board takes seriously its responsibility to be a model of civility and to safeguard the public ability to directly address the Board by providing the appropriate Board Meetings Decorum in accordance with Resolution No. 10-1378, which is posted at every Board meeting. Thank you.*

Open Session Meeting URL: <https://meeting.rvsd.org/BoardMeeting>

Meeting ID: **895 2107 5327**

Passcode: **569154**

Any member of the public attending virtually may speak during Public Comment or may email public comments to clerk@rvsd.org. With a commitment to providing equal access to public meetings, Ross Valley Sanitary District will use best efforts to swiftly resolve requests for reasonable modifications or accommodations with individuals with disabilities, consistent with the Americans with Disabilities Act.

The Board President will call agenda items, ask for the Staff Report, hear questions or initial concerns from Board members, open the item for public comment and return to the Board for additional comments and action. The public may speak for up to three minutes or as time allows.

1. Call Meeting to Order
 - a) Roll Call
 - b) Pledge of Allegiance
2. Approval of Agenda
3. Public Comment

Anyone wishing to address the Board of Directors on matters within the District's jurisdiction but not on the posted agenda may do so. Each speaker is limited to three minutes. The Board may not take action on or discuss items not on the agenda but may briefly respond to statements or questions by a member of the public. The Board President may refer any matter to staff for further follow-up or elect to have the matter placed on an agenda for a future meeting.
4. Committee and Representative Report Out
 - a) Finance Committee
 - b) Central Marin Sanitation Agency (CMSA)
 - c) North Bay Watershed Association (NBWA)
5. Verbal Report by General Manager
6. Verbal Report by Board Members and Requests for Future Items

7. Consent Calendar

Matters listed under this item are considered routine and will be enacted by one motion. The consent calendar may include resolutions; therefore, the motion, second, and vote will also be applicable to the resolutions and recorded accordingly.

- a) [Approve the Regular Meeting Minutes of December 18, 2024](#)
 - b) [Accept the November 2024 Monthly Financials](#)
 - c) [Adopt Ordinance No. 103, an Ordinance Adopting an Administrative Remedies Procedure for Challenges to Fees, Charges, and Assessments](#)
 - d) [Adopt a New Job Description and Salary Range for an Accounting Technician Position and Change the Title of Accountant I/II to Accountant](#)
 - e) [Approve the Revised Fiscal Year 2024/25 Complete Salary Schedule](#)
 - f) [Authorize Written Comments to Local Agency Formation Commission \(LAFCo\) on Central Marin Wastewater Study – December 2024 Public Draft](#)
8. Informational Presentation and Discussion and Direction Regarding the Property at 2000 Larkspur Landing Circle, Larkspur, CA **No Staff Report**
9. [Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 32 to the Master Services Agreement with Integral Consulting Inc. for CEQA Compliance for the Palm-Mann-Cypress Gravity Sewer Improvements Project \(Project #959\) in an Amount Not to Exceed \\$78,590](#)
10. [Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with West Valley Construction for Design and Engineering Services During Construction \(ESDC\) for the Palm-Mann-Cypress Gravity Sewer Improvements Project \(#959\) in the Amount of \\$449,172](#)
11. [Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a three-year Small Utility Enterprise Agreement with Esri in the Amount of \\$87,900 and an annual subscription to ArcGIS Indoors for \\$11,450 per year, for a total amount not to exceed \\$122,250](#)
12. Informational Items
- a) [Monthly Operations and Maintenance Metrics Report – December 2024](#)
 - b) [NBS Annual Reports](#)
 - c) [Community Outreach Annual Report](#)
 - d) [Higher Rainfall in RVSD Drives Higher Wet Season Wastewater Flows](#)

Adjourn

Next Meeting: Regular Meeting on February 19, 2025, at 5:00 p.m. at 1111 Andersen Drive, San Rafael, 94901

Any person with a disability covered under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of the agenda packet prepared by the District, for this meeting, upon request in an appropriate alternative format and/or request a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting. Please contact the office at 415.259.2949 at least ten (10) working days prior to the meeting and provide information on the assistance required. Requests for mailed copies of agendas or agenda packets are valid for the calendar year in which requests are made and must be renewed annually after January 1.

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection 72 hours before each regularly scheduled Board meeting at the District Office, located at 1111 Andersen Drive, San Rafael, CA. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board regarding any item on this agenda after the agenda has been distributed will also be made available for inspection at the District Office during regular business hours.

**ROSS VALLEY SANITARY DISTRICT
REGULAR BOARD MEETING MINUTES**

Wednesday, December 18, 2024
5:30 PM

1111 Andersen Dr., San Rafael CA 94901

Directors Present: Michael Boorstein
Thomas Gaffney
Doug Kelly
Pamela Meigs
Mary Sylla

Directors Absent: None.

Staff/Consultants Present: Steve Moore, General Manager
Felicia Newhouse, Assistant General Manager
Andrea Clark, District Counsel
Victor Damiani, Finance Officer
Michael Colantuono, Special Counsel

Public Present: None.

Note: These minutes do not represent a transcript of the meeting and are intended to be a summary of the most important points. For a complete record, please refer to the video recording of the meeting, which will be available on the District's website at www.rvsd.org.

Item #1 – Call Meeting to Order and Roll Call

The meeting was called to order by President Sylla at 5:30 p.m. The clerk called roll. The meeting attendees recited the Pledge of Allegiance.

Item #2 – Adjourn to Closed Session

The Board adjourned to Closed Session at 5:30 p.m.

Item #3 – Closed Session

- a) Conference with Legal Counsel Pursuant to Govt. Code Section 54956.9(d)(2)
Anticipated Litigation: One Potential Case

Item #4 – Reconvene to Open Session

The Board reconvened to Open Session at 6:05 p.m.

Item #5 - Report on Action Taken by the Board During Closed Session, If Any, Pursuant to California Government Code Section 54957.1

The Board had no action to report.

Item #6 – Approval of Agenda

Motion: M/s Boorstein/Kelly to Approve the Agenda
Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
The motion passed.

The Board approved the Agenda.

Item #7 – Public Comment

There was no public comment or requests for future items.

Item #8 – Committees and Representatives Report Out

Finance Committee

Director Gaffney reported that the Finance Committee discussed most of the items on the consent calendar and reviewed the ACFR and PAFR.

Central Marin Sanitation Agency (CMSA)

Director Kelly reported that the CMSA Commission added an Assistant General Manager designation, discussed the ACFR and PAFR, and voted to have District counsel attend the monthly commission meeting.

North Bay Watershed Association (NBWA)

Director Meigs reported that the attendees met at Point Blue Conservation Center in Petaluma and heard a presentation regarding climate change.

Item #9 - Verbal Report by General Manager

General Manager Moore celebrated the one-year anniversary of the District move to 1111 Andersen as well as the recently awarded 2024 CWEA Redwood Empire Small Collection System of the Year.

He reported that the bidding window will open on December 19, for the Gravity Sewer Improvement Project 24/25 and described the areas that are included in the project.

General Manager Moore announced that the disposition of 2960 Kerner Blvd has been completed with a sale to Enriching Lives Through Music.

Item #10 – Verbal Report by Board Members and Requests for Future Items

Director Kelly asked for a map of average rainfall for each of the CMSA JPA agencies. He commended staff for their work on the lobby photo project. He also reported that he met with Ms. Mooney, a RVSD Superintendent, and a Marin County Engineer and would provide a more robust report in January about their meeting.

Director Boorstein mentioned that the Kentfield pump station would be a good location for an informational board about the District.

Item #11 – Consent Calendar

Motion: M/s Boorstein/Gaffney to accept items in the Consent Calendar.
Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
The motion passed.

Director Kelly expressed his excitement for the District receiving all three GFOA financial awards.

General Manager Moore commented that staff is reviewing the Innovyze CMMS functionality and considering options. He stated that staff will bring an item to the Board in the coming months with a recommendation for moving forward.

The motion as stated above was carried unanimously.

Item #12 – Consideration of Accepting the Fiscal Year 2024 (FY24) Financial Audit and Annual Comprehensive Financial Report (ACFR)

Motion: M/s Gaffney/Boorstein to accept the fiscal year 2024 (FY24) financial audit and Annual Comprehensive Financial Report (ACFR)
Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
The motion passed.

AGM Newhouse introduced Finance Officer Damiani and Auditor Cropper. Finance Officer Damiani reviewed the components of the ACFR as well as the financial highlights.

Auditor Cropper reported that the District received an unmodified opinion for the Fiscal Year 2024 Audit. He directed the Board to the Required Communications section of the audit and inquired if there were any questions about the recommendations.

The Board and Auditor discussed the District's strong financial position.

Item #13 – Consideration of Accepting the Fiscal Year 2024 (FY24) Popular Annual Financial Report (PAFR)

Motion: M/s Boorstein/Gaffney to accept the fiscal year 2024 (FY24) popular annual financial report (PAFR)
Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
The motion passed.

Finance Officer Damiani described the purpose and functionality of the PAFR. He expressed appreciation for Buel Designs for beautifully designing the PAFR and doing so on short notice.

The Board expressed their high opinion of the design and work that went into creating the PAFR.

Item #14 – Consideration of Adopting Resolution 24-1659 Approving a Memorandum of Understanding between Ross Valley Sanitary District and AFSCME Local 829

Motion: M/s Kelly/Boorstein to adopt Resolution 24-1659 approving a Memorandum of Understanding between Ross Valley Sanitary District and AFSCME Local 829
Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
The motion passed.

General Manager Moore described the negotiations process and reviewed changes that were agreed to including salary increases, vacation accruals, deferred compensation, and certification pay.

The Board expressed their appreciation for Labor Attorney Bolanos and the negotiations committee.

Item #15a – Monthly Operations and Maintenance Metrics Report – November 2024

General Manager Moore reported that the Operations department has been working diligently to get ready and handle the wet weather season. He recalled that there were grease issues that the District worked with CMSA to help mitigate.

Adjourn: The Board adjourned at 7: 09 p.m.

Douglas T. Kelly
Secretary of the Board

Submitted by: _____
Christina Winnicki
Clerk of the Board

ROSS VALLEY SANITARY DISTRICT

Monthly Financial Report

November 30, 2024



Prepared By: Victor Damiani, Finance Officer
Reviewed By: Felicia Newhouse, Assistant General Manager

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MONTHLY FINANCIAL REPORT – NOVEMBER 30, 2024



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SPECIAL CONSIDERATIONS

- 1) *All references within this document that are either “Ross Valley Sanitary District,” “District,” or “RVSD” all relate to the financial reporting entity, the Ross Valley Sanitary District.*
- 2) *The District’s Monthly Financial reports are presented on a modified accrual basis whereas the financial reports in the District’s Annual Comprehensive Financial Report are presented on an accrual basis. The differences in the two bases of presentation are outlined on page 17 of the District’s Fiscal Year 2024-25 Adopted Budget, which may be found at <https://www.rvsd.org/169/Financial-Stewardship>.*
- 3) *The information in this report is the most accurate and up-to-date information available at the time of publication. It is intended to provide the Board, Management, and the public with an overview of the state of the District’s general fiscal condition. It should be noted that this report is not an audited financial statement, and the numbers provided herein are preliminary and subject to change as the year progresses. Financial reporting is considered final once the District has completed its annual audit and finalized its Annual Comprehensive Financial Report (ACFR).*



ROSS VALLEY SANITARY DISTRICT

MONTHLY FINANCIAL REPORT – NOVEMBER 30, 2024

PERFORMANCE OVERVIEW

The current month is the fifth month within the Fiscal Year 2025 (FY25) adopted Budget. The Budget was adopted by the District's Board of Directors in June 2024. Revenues and Expenses are allocated between the Operating and Capital Funds for internal budgetary and reporting purposes.

REVENUE

The District receives revenue from several sources: (1) Sewer Service Charges, (2) Property Taxes – Ad Valorem, (3) Permit & Inspection Fees, (4) Capacity Charges from new connections, (5) Investment Income, (6) Leasing Fees, (7) Proceeds from Financing Activities, and (8) Other Miscellaneous Fees. The District's total revenue for the current month is \$1,296,251.

Sewer Service Charges: Sewer service charges are the District's primary revenue source. The District collects these annual fees from the residents and business owners within the service area through both coordination with the County of Marin via the property tax levy as well as direct bill of tax-exempt entities. For any levy associated with the County of Marin, the County remits 100% of the assessment to the participating government agencies following the approved Teeter Plan. The Teeter Plan specifies a remittance schedule of three installments, 55% in December, 40% in April, and the remainder in June. In addition to the County billings, the District further invoices its direct bill customers, i.e., local governmental agencies within the service area, which are not on the County property tax levy, for their usage of the collection and conveyance system. No sewer service charges were collected through the county property tax levy in the current period, as expected according to the Teeter Plan payment schedule. Direct bills issued in the current period were \$1,195,620.

Property Tax – Ad Valorem: The District receives periodic allocations from Marin County for its percentage share of the property taxes collected within its service area. Property tax collections primarily relate to the base tax levied on all secured and unsecured property as well as supplemental tax on the change in taxable basis from when property is revalued (sold or remodeled). A portion of the base property tax is remitted to the District following the Teeter Plan as described above. The District collected \$20,739 in the current period.

Other (Operating & Capital) Income & Capacity Charges: This category includes lease fees, investment income, permit fees, capacity charges, lateral replacement and employee computer program loan repayments, and miscellaneous income. Revenue in this category totaled \$79,891 for the period and included \$31,375 in lease revenue, \$14,041 in permit and inspection fees and \$21,022 in capacity fee charges. Additionally, \$13,153 was billed to partner agencies for their share of a community outreach campaign.

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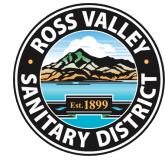


Chart 1 – Revenue November 2024

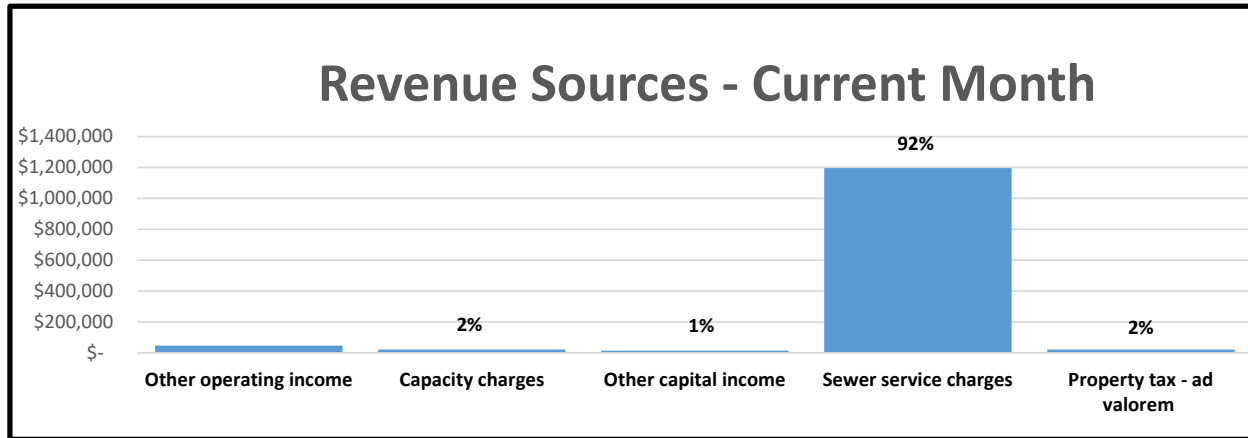


Table 1 – Revenue November 2024

Revenue Stream	Budget	Current Month	YTD	Remaining	YTD % of Budget
Other operating income	\$ 1,551,014	\$ 45,699	\$ 966,892	\$ 1,505,315	62.3%
Capacity charges	200,000	21,022	93,834	178,978	46.9%
Other capital income	150,600	13,170	16,866	137,430	11.2%
Sewer service charges	28,665,842	1,195,620	1,194,613	27,470,222	4.2%
Property tax - ad valorem	10,058,700	20,739	161,697	10,037,961	1.6%
Total revenue	\$ 40,626,156	\$ 1,296,251	\$ 2,433,902	\$ 39,329,906	6.0%



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EXPENSES

The District appropriates funds for the following: (1) Central Marin Sanitation Agency (CMSA), (2) Operations and Maintenance, (3) Engineering and Inspection, (4) Administrative Services, (5) Debt Service, (6) Capital Improvement Program, and (7) Canyon Road.

Expenses for the current month total \$1,683,404.

Chart 2– Expenses November 2024

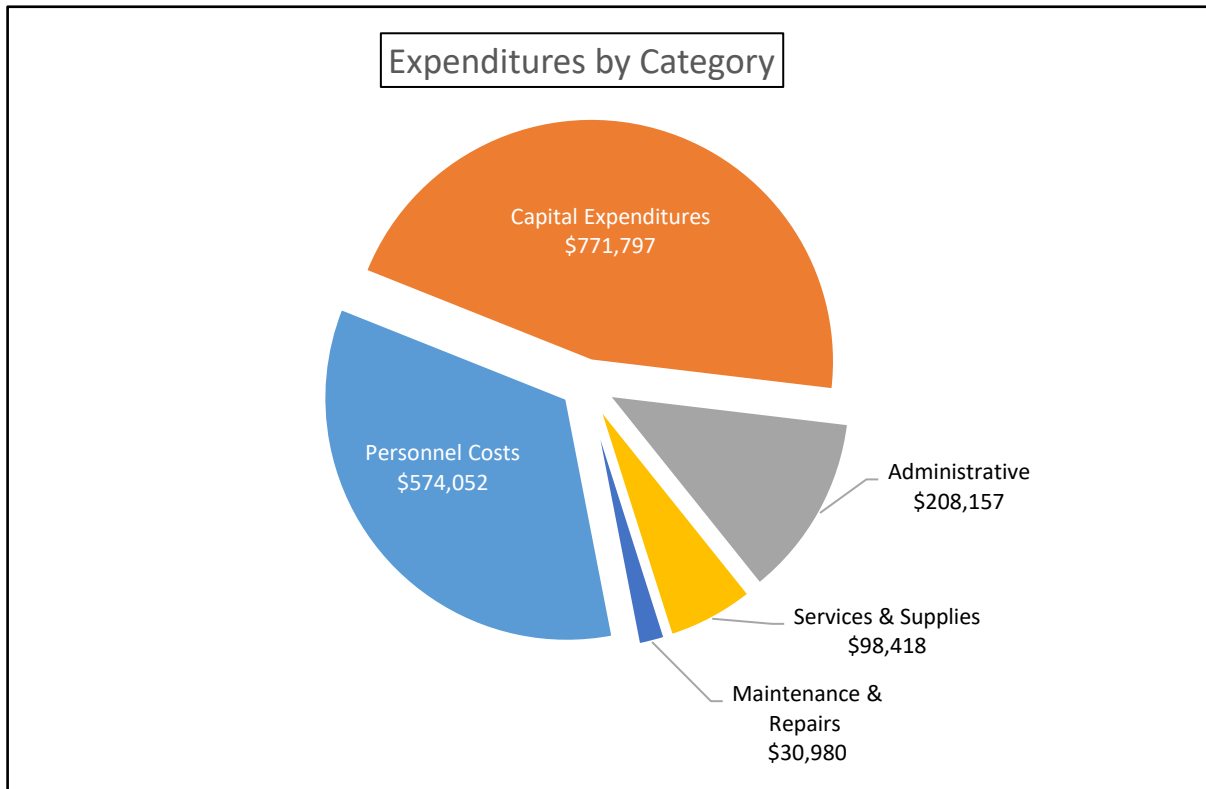


Table 2 – Expenses by Category November 2024

Expenses by Category	Budget	Current Month	YTD	Remaining	YTD % of Budget
Personnel Costs	9,584,840	574,052	3,771,173	5,813,667	39.3%
Capital Expenditures	18,796,600	771,797	6,430,368	12,366,232	34.2%
Administrative	2,236,322	208,157	835,307	1,401,015	37.4%
Services & Supplies	1,766,935	98,418	445,762	1,321,173	25.2%
Maintenance & Repairs	590,000	30,980	198,796	391,204	33.7%
Treatment Costs	9,716,700	-	5,789,764	3,926,936	59.6%
	<u>\$ 42,691,397</u>	<u>\$ 1,683,404</u>	<u>\$ 17,471,170</u>	<u>\$ 25,220,227</u>	40.9%

Capital Expenses: The Capital Expenses category includes debt service payments, capital project costs and capital purchases. The District has several capital projects that are either in progress or expected to start in the coming months. Total expenses in the capital projects category for the current month are

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MONTHLY FINANCIAL REPORT – NOVEMBER 30, 2024



\$771,797. These incurred costs related to continued progress on capital projects and the lateral replacement program. Significant capital projects costs expended were for the FY23-24 and FY24-25 gravity sewer projects in the amount of \$59,324. Costs of \$83,541 were incurred for the Andersen building generator project and \$221,650 for the Larkspur Landing Improvement project. Additionally, bond interest expense for the period was \$289,625.

Treatment Costs: The District is a member of the Central Marin Sanitation Agency (CSMA) which operates as a Joint Powers Authority (JPA). CMSA treats wastewater collected by JPA members. The District is billed periodically for its share of CMSA operating and debt service costs. Operating costs are allocated quarterly based on a weighted 36-month average treatment flow, and debt service costs are allocated semi-annually based on equivalent dwelling units (EDU) served by CSMA. There were no treatment costs in the current period. The next quarterly payment will be made in January of 2025.

Personnel Costs: Personnel costs for July were \$574,052. This amount includes regular salary and benefits costs. The YTD amount includes a payment to CalPERS for unfunded pension liabilities in the amount of \$790,206, which was made in July.

Table 3– Expenses by Department November 2024

Expenses by Department	Budget	Current Month	YTD	Remaining	YTD % of Budget
Non-Departmental	\$ 16,464,300	\$ 289,625	\$ 8,427,920	\$ 8,036,380	51.2%
Engineering	13,788,074	556,067	4,282,926	9,505,148	31.1%
Operations & Maintenance	8,612,725	464,263	3,215,633	5,397,092	37.3%
Administrative	3,826,298	373,450	1,544,691	2,281,607	40.4%
	<u>\$ 42,691,397</u>	<u>\$ 1,683,404</u>	<u>\$ 17,471,170</u>	<u>\$ 25,220,227</u>	40.9%

Non-Departmental: The “Non-departmental” department accounts for costs that are not attributable to any particular department. \$289,625 is bond interest expense (previously mentioned) and is in line with debt service schedules.

Operations & Maintenance (O&M): This Department performs maintenance of the District’s wastewater collection and conveyance system. In the current month, total expenses were \$464,263. Personnel costs are the highest cost for the department at \$333,055. YTD personnel costs include an annual payment to CalPERS for unfunded pension liabilities in the amount of \$608,452. Other charges included facilities and utilities costs of \$65,539 and maintenance and repair costs of \$51,737.

Engineering & Inspection (E&I): This Department conducts the District’s capital improvement projects, engineering studies, and wastewater system site inspections to determine compliance with District Standards and Specifications. Current monthly expenses recorded for the E&I Department are \$556,067. Personnel costs were \$72,717. YTD personnel costs include an annual payment to CalPERS for unfunded pension liabilities in the amount of \$108,124. Other notable expenses include the previously mentioned capital project work and bond interest in the amount of \$771,796.



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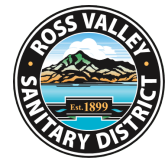
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Administrative Services (Admin): This department performs all other tasks within the District, such as accounting and finance, human resources, and customer service. The Admin Department manages the professional services contracts including information technology (IT), community outreach, and legal services, as well as the District's insurance-related risk management. Current monthly expenses recorded for the Administrative Service Department are \$373,450. Personnel costs were \$168,280 of the total. YTD personnel costs include an annual payment to CalPERS for unfunded pension liabilities in the amount of \$73,629. Other notable costs include Property Taxes of \$103,803 and legal services of \$40,526 as well as a California Association of Sanitation Agencies (CASA) membership fee of \$15,175.

Canyon Road Payments: The District issued a limited obligation bond to assist residents on Canyon Road in the Town of Fairfax to connect their homes to the District's wastewater collection and conveyance system. The District is required to collect special assessment proceeds from each of the residents to pay for both the debt service on the limited obligation bond as well as the administrative costs of maintaining the bond obligation. There were no payments made during the current month. The scheduled maturity of the bonds is September 2, 2026. The District intends to refund any bond reserve fund surplus to the bond holders six months in advance of the maturity date.

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BUDGET TO ACTUAL COMPARISON TABLE – OPERATING FUND

Operating Fund	PY Month A	CY Month B	YTD C	Total Budget D	Budget Remain E= D-C	Actual % F= C/D	Target % G
REVENUE							
1 Sewer service charges	\$ 1,009,046	\$ 1,195,620	\$ 1,194,613	\$ 28,665,842	\$ 27,471,229	4.2%	2.0%
2 Other operating income	98,955	45,699	966,892	1,551,014	584,123	62.3%	41.7%
3 Total operating revenue	1,108,001	1,241,319	2,161,505	30,216,856	28,975,537	4.1%	4.0%
EXPENDITURES							
Central Marin Sanitation Agency (CMSA)							
4 Treatment charges	-	-	3,642,752	7,295,100	3,652,348	49.9%	50.0%
5 JPA debt service	-	-	2,147,012	2,421,600	274,588	88.7%	89.0%
6 Total CMSA expenditures	-	-	5,789,764	9,716,700	3,926,936	59.6%	59.7%
Operations & maintenance (O&M)							
7 Salaries & benefits - operations	803,983	333,055	2,509,696	6,085,900	3,576,204	41.2%	41.7%
8 Maintenance & repair	112,865	51,737	290,534	889,100	598,566	32.7%	41.7%
9 Facilities & utilities	141,364	65,539	353,453	788,724	435,271	44.8%	41.7%
10 Supplies & equipment	3,749	7,809	17,079	65,000	47,921	26.3%	41.7%
11 Other O&M	13,853	6,122	44,870	525,801	480,931	8.5%	41.7%
12 Total O&M expenditures	1,075,814	464,263	3,215,633	8,354,525	5,138,892	38.5%	41.7%
Engineering & inspections (E&I)							
13 Salaries & benefits - engineering	170,216	72,717	473,196	1,404,440	931,244	33.7%	41.7%
14 Engineering studies - non-CIP	308	-	3,450	155,000	151,550	2.2%	41.7%
15 Other E&I	-	1,177	14,069	163,634	149,565	8.6%	41.7%
16 Total E&I expenditures	170,523	73,894	490,715	1,723,074	1,232,359	28.5%	41.7%
Administrative services (admin)							
17 Salaries & benefits - admin	291,355	168,280	788,282	2,094,500	1,306,218	37.6%	41.7%
18 Board of director fees	10,320	5,826	26,115	69,300	43,185	37.7%	41.7%
19 Insurance	77,963	-	77,933	637,600	559,667	12.2%	41.7%
20 Office supplies	3,087	2,256	11,385	42,000	30,615	27.1%	41.7%
21 Professional services - legal	7,402	40,526	105,342	170,000	64,658	62.0%	41.7%
22 Professional services - other	114,297	20,165	147,883	472,750	324,867	31.3%	41.7%
23 Other admin	59,525	136,397	356,698	623,348	266,650	57.2%	41.7%
24 Total admin expenditures	563,950	373,450	1,513,637	4,109,498	2,595,861	36.8%	41.7%
Special assessment (CRAD)							
25 Special assessment payment	-	-	31,054	40,600	9,546	76.5%	76.5%
26 Total operating expenditures	1,810,288	911,608	11,040,803	23,944,397	12,903,594	46.1%	48.9%
27 Operating net results	\$ (702,287)	\$ 329,712	\$ (8,879,298)	\$ 6,272,459	\$ 15,151,757	n/a	n/a

PY = Prior Year

CY = Current Year

YTD = Year-to-Date



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BUDGET TO ACTUAL COMPARISON TABLE – CAPITAL FUND

Capital Fund	PY Month A	CY Month B	YTD C	Total Budget D	Budget Remain E= D-C	Actual % F= C/D	Target % G
REVENUE							
28 Property tax - ad valorem	161,361	20,739	161,697	10,058,700	9,897,003	1.6%	2.0%
29 Capacity charges	45,235	21,022	93,834	200,000	106,166	46.9%	41.7%
30 Proceeds from financing activity	-	-	-	-	-	n/a	0.0%
31 Other capital revenues	2,103	13,170	16,866	150,600	133,734	11.2%	41.7%
32 Total capital revenue	208,699	54,931	272,397	10,409,300	10,136,903	2.6%	3.3%
EXPENDITURES							
Debt service							
33 Interest payment		289,625	2,137,764	3,643,200	1,505,436	59%	59%
34 Principal payment			488,847	3,063,800	2,574,953	16.0%	16.0%
35 Total debt service	-	289,625	2,626,611	6,707,000	6,417,375	39.2%	39.2%
Capital projects & upgrades							
36 Capital improvement projects	689,815	474,144	3,693,053	10,670,000	6,976,947	34.6%	49.0%
37 Fixed asset purchases	67	-	5,080	820,000	814,920	0.6%	41.7%
38 Engineering studies - CIP	-	-	40,480	-	(40,480)	n/a	41.7%
39 Lateral replacement program	28,588	8,029	65,144	550,000	484,856	11.8%	41.7%
40 Total capital project expenditures	718,470	482,172	3,803,757	12,040,000	8,236,243	31.6%	48.5%
41 Total capital expenditures	718,469	771,796	6,430,367	18,747,000	12,316,633	34.3%	45.2%
42 Capital net results	(509,770)	(716,865)	(6,157,970)	(8,337,700)	(2,179,730)	n/a	n/a
43 Total district net results	\$ (1,212,058)	\$ (387,153)	\$ (15,037,268)	\$ (2,065,241)	\$ 12,972,027	n/a	n/a

PY = Prior Year

CY = Current Year

YTD = Year-to-Date

Target percentages vary depending on whether a revenue source or expense is expected to be received or spent evenly throughout the year or according to another schedule. If the line item is expected to be received or expended evenly, the target percentage is simply 8.33% per month (1/12). In November, the fifth month of the fiscal year, the target percentage is 41.7%.

Some items, such as debt service and Central Marin Sanitation Agency have specific payment schedules, and the target percentages are calculated accordingly. Capital expenses are generally less predictable. A target percentage has been developed for capital expenses that assumes higher rates of expense during fiscal quarters one and four. These quarters are typically when construction work is most likely to occur due to weather considerations.



FUND BALANCE & RESERVE FUNDING

Per Financial Policies Chapter 7, *Minimum and Target Reserves*, the District is to maintain or target certain dollar amounts in specific reserve funds. The goal is to provide liquidity during stress points if the District needs additional funds. Certain reserves are either restricted by external parties or committed by the District’s Board for internal liquidity purposes. Restricted reserves relate to funds held for bond security and for the District’s pension prefunding trust. The restricted funds held under these arrangements are only to be used for these specific purposes.

Unassigned reserves may be utilized wherever and whenever needed prior to the District using committed funds designated by the District’s Board. If committed funds are utilized, the District is to replenish these committed reserves within the fiscal year to ensure internal compliance with its financial policies. For further information regarding District reserve policies and practices, please refer to the District Financial Policies at <https://www.rvsd.org/169/Financial-Stewardship>.

Table 4 - Fund Balance (Unrestricted) as of November 30, 2024

	November FY25	FY25 BUDGET
Beginning Fund Balance	\$ 9,955,009	\$ 23,447,567
Revenue	1,296,251	\$ 40,626,156
Expenditure	(1,683,404)	(42,691,397)
Ending Fund Balance	\$ 9,567,856	\$ 21,382,326

Due to the District’s uneven pattern of revenue collection, unrestricted fund balance will fluctuate from month to month throughout the year. In November of 2024, fund balance decreased \$387 thousand.

Overall, for the fiscal year, the District has budgeted a decrease in fund balance of \$2.1 million. The decrease in fund balance of \$2.1 million does not represent a structural deficit but instead is considered capital “pay-as-you-go” financing and represents a one-time use of funds for one-time costs.

Results through November indicate that fiscal year 2025 is likely to progress as planned in the annual budget.

As with the overall fund balance, the District’s reserve balances will fluctuate through the year due to the uneven receipt of revenues. The table below shows reserve balances through November 2024. As expected, several of the reserves have dropped below board target amounts. The reserves are expected to recover early in December when an infusion of revenue is anticipated.

The CalPERS pension trust stands at \$8.5 million and is restricted in use for pension costs.



ROSS VALLEY SANITARY DISTRICT

MONTHLY FINANCIAL REPORT – NOVEMBER 30, 2024

Table 5 – FY25 Reserve Balances as of November 30, 2024

Committed	August FY 25	Board Target
Operating reserve	\$ -	\$ 11,972,000
Capital improvement	-	5,118,000
Emergency reserve	1,047,166	2,394,000
Committed	<u>\$ 1,047,166</u>	<u>\$ 19,484,000</u>
Restricted		
CalPERS pension trust - restricted	\$ 8,474,737	
SRF funds - restricted	-	
Canyon Road - restricted	41,666	
Bond trustee funds - restricted	4,287	
Restricted	<u>\$ 8,520,690</u>	
Unassigned		
Unassigned	\$ -	
Unassigned	-	
Total Reserves	<u>\$ 9,567,856</u>	

Per District Financial Policy, the Board committed reserve target is calculated as follows:

- *Operating Reserve*: 50% of budgeted annual operating expenses.
- *Emergency Reserve*: 10% of budgeted annual operating expenses or \$2,000,000 minimum.
- *Capital Improvement Reserve*: 50% of the annual average of the latest 5- or 10-year forecasted capital program expenses.

ROSS VALLEY SANITARY DISTRICT

MONTHLY FINANCIAL REPORT – NOVEMBER 30, 2024



TREASURY MANAGEMENT

The District maintains several cash accounts for specific purposes. Most activity occurs within its operating account at US Bank. Some accounts function as subsidiary accounts for either meeting specific restrictions on proceeds, such as the District's bonds and pension prefunding trust, or for investment purposes following the current Investment Policy.

Table 6 – Cash & Investment Balances

Cash receipts and disbursements lag behind the revenue and expenses. This lag is attributable to the District's accounting accruals being posted when the transaction occurs versus when cash is recorded. For this reason, cash balances rarely if ever equal fund balances or net position. Cash receipts for the month were minimal and disbursements were high due to capital expenses and debt service costs. Unrestricted cash balance decreased for the month by \$2.9 million.

Cash Account	11/30/2024
Operating account	\$ 2,645,474
Petty Cash	293
Local Agency Investment Fund	5,946,932
Total Cash	\$ 8,592,699

Restricted Cash Account	11/30/2024
CRAD trust	\$ 41,666
Pension trust	8,474,737
BNY bond trust	4,287
Total Restricted Cash	\$ 8,520,690

Combined Total - Cash	\$17,113,389
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Investment Fair Value Note: The District adjusts its investment accounts to market value quarterly. It should be noted, however, that these adjustments represent unrealized gains (losses) and not actual cash transactions.



ROSS VALLEY SANITARY DISTRICT

MONTHLY FINANCIAL REPORT – NOVEMBER 30, 2024

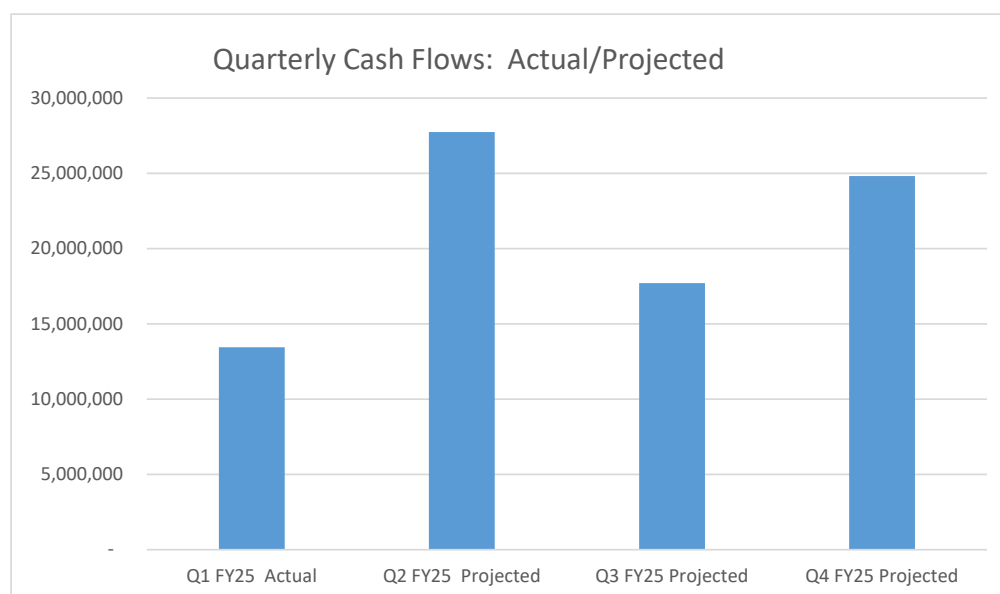
Cash disbursements for the current month are shown in the Check Register (*Appendix A*). Please note that the report is a system-generated report that alphabetizes the warrants by vendor name and details the breakdown by general ledger account code of each check payment. The general ledger account codes are included to the right of the vendor payee description.

- All general ledger account titles that state “capital outlay” are considered either capital improvement or fixed asset purchases.
- All general ledger account titles that state “LRGP” or “Lateral Replacement Loan” are disbursements for the respective Lateral Replacement Grant or Loan Programs.

District Portion of Payroll Payments Note: The District is responsible for its portion of the total payment to the various payroll vendors listed on the “Check Register – Board.” Its portion of the total payment for all pay periods to the IRS is \$24,715.57, Mission Square (457 Deferred Compensation Plan) is \$4,979.37, CalPERS retirement is \$42,789.43, and CalPERS health insurance is \$58,016.16. Otherwise, the District funds 100% of the benefit payments related to Delta Dental, Halcyon, Mutual of Omaha, and VSP. All remaining amounts are paid for by the employees via a payroll deduction.

Projected Cash Flow Model: The District prepares a projected cash flow model for monitoring its operations and capital activity. The projection is summarized on a quarterly basis with month-to-month detail. The month-to-month detail is a combination of both the actual activity recorded as well as the projected activity as expressed within the District’s adopted budget. Staff has presented a simplified cash flow analysis that focuses more on the differences between the budget to actual results and the cash balances. As can be seen, the differences center around two accrual accounts “Accounts Receivable” and “Accounts Payable.” Please refer to *Chart 3* below, and *Table 7* on the following page for the projected cash flow model.

Chart 3– Quarterly Cash Flows





ROSS VALLEY SANITARY DISTRICT

MONTHLY FINANCIAL REPORT – NOVEMBER 30, 2024

Table 7 – Projected Cash Flow Model

ROSS VALLEY SANITARY DISTRICT

CASH FLOW ANALYSIS; UNRESTRICTED CASH

FISCAL YEAR ENDING JUNE 2025

<u>Unrestricted Cash Balances</u>	Q1 FY25 Actual	10/31/2024 Actual	11/30/2024 Actual	12/31/2024 Budget	Q2 FY25 Projected	Q3 FY25 Projected	Q4 FY25 Projected	Total FY25 Projected
Beginning Cash	23,684,884	13,473,127	11,519,984	8,592,699	13,473,127	27,739,479	17,711,310	23,684,884
Change in Cash	(10,229,854)	(1,953,143)	(2,927,284)	19,146,780	14,266,353	(10,028,170)	7,102,965	1,129,391
Ending Cash	13,455,030	11,519,984	8,592,699	27,739,479	27,739,479	17,711,310	24,814,275	24,814,275

<u>Cash Reconciliation</u>	Q1 FY25 Actual	10/31/2024 Actual	11/30/2024 Budget	12/31/2024 Budget	Q2 FY25 Projected	Q3 FY25 Projected	Q4 FY25 Projected	Total FY25 Projected
Budget to Actual Results	(8,154,943)	(5,337,615)	(387,153)	20,053,841	14,329,072	(10,079,587)	7,051,548	3,146,091
Net Change in Receivables*	362,800	(54,796)	(1,205,555)	4,845	(1,255,505)	14,535	14,535	(863,635)
Net Change in Payables*	(2,437,710)	3,439,268	(1,334,576)	(4,011,906)	(1,907,214)	36,882	36,882	(4,253,065)
Sale of Capital Assets				3,100,000	3,100,000			3,100,000
Cash Reconciliation	(10,229,853)	(1,953,143)	(2,927,284)	19,146,780	14,266,353	(10,028,170)	7,102,965	1,129,391

Report Criteria:

Vendor:Vendor number = 1493

[Report].GL Period = "11/24"

Invoice Number	Seq	Invoice Date	GL Period	Description	GL Account	GL Account Description	Total Cost
1493 Wells Fargo Bank-Credit Card (AutoDR)							
Oct 2024 CC	1	10/06/2024	11/24	PB -- 1668 Taxi to Airport - Wef Tech Conference	100-100-000-750000-100	Travel/Airfare/Meals Reimb	38.00
Oct 2024 CC	2	10/06/2024	11/24	PB -- 1668 Baggage fee	100-100-000-750000-100	Travel/Airfare/Meals Reimb	40.00
Oct 2024 CC	3	10/06/2024	11/24	PB -- 1668 Parking for Wef Tech Conference	100-100-000-750000-100	Travel/Airfare/Meals Reimb	72.61
Oct 2024 CC	4	10/06/2024	11/24	PB -- 1668 Taxi from Airport Wef Tech Conference	100-100-000-750000-100	Travel/Airfare/Meals Reimb	38.00
Oct 2024 CC	5	10/06/2024	11/24	PB -- 1668 Baggage fee	100-100-000-750000-100	Travel/Airfare/Meals Reimb	40.00
Oct 2024 CC	6	10/06/2024	11/24	PB -- 1668 Hotel for Wef Tech Conference	100-100-000-750000-100	Travel/Airfare/Meals Reimb	874.02
Oct 2024 CC	7	10/06/2024	11/24	PB -- 1668 Membership / Cert	100-100-000-750200-100	Membership/Association/Certifi	121.00
Oct 2024 CC	8	10/06/2024	11/24	PB -- 1668 Ceiling Speaker + SIP/IP Horn Speaker	100-100-000-720200-100	Safety Equipment & Gear	2,488.06
Oct 2024 CC	9	10/06/2024	11/24	PB -- 1668 Car Wash	100-100-000-730200-100	Vehicle Fleet Repairs	46.00
Oct 2024 CC	10	10/06/2024	11/24	JH -- 1902 Vehicle drop off for repair >Uber	100-100-000-730200-100	Vehicle Fleet Repairs	91.42
Oct 2024 CC	11	10/06/2024	11/24	JH -- 1902 Vehicle pick up for repair > Uber	100-100-000-730200-100	Vehicle Fleet Repairs	109.88
Oct 2024 CC	12	10/06/2024	11/24	JH -- 1902 First Aid Supplies	100-100-000-720200-100	Safety Equipment & Gear	336.10
Oct 2024 CC	13	10/06/2024	11/24	JH -- 1902 First Aid Supplies	100-100-000-720200-100	Safety Equipment & Gear	57.18
Oct 2024 CC	14	10/06/2024	11/24	JH -- 1902 Vehicle drop off for repair > Uber	100-100-000-730200-100	Vehicle Fleet Repairs	76.47
Oct 2024 CC	15	10/06/2024	11/24	JH -- 1902 Operation Staff Meeting Food	100-100-000-750100-100	Conferences/Training/Meetings	45.89
Oct 2024 CC	16	10/06/2024	11/24	MV -- 1739 Diesel	100-100-000-730300-100	Vehicle Fleet Fuel	132.19
Oct 2024 CC	17	10/06/2024	11/24	MV -- 1739 Shelf Bracket	100-100-300-720000-100	Materials & Parts-LR	221.12
Oct 2024 CC	18	10/06/2024	11/24	MV -- 1739 Breaker	100-100-300-720000-100	Materials & Parts-LR	299.30
Oct 2024 CC	19	10/06/2024	11/24	MV -- 1739 Rubber Air House	100-100-300-720000-100	Materials & Parts-LR	16.38
Oct 2024 CC	20	10/06/2024	11/24	SM -- 8652 Board member breakfast	100-200-000-755100-100	Board Conf/Training/Meetings	90.25
Oct 2024 CC	21	10/06/2024	11/24	AP -- 4097 Purchase CA Newspaper Adv S	100-200-000-780700-100	Community Outreach Services	1,090.60
Oct 2024 CC	22	10/06/2024	11/24	AP -- 4097 email marketing	100-200-000-790200-100	Annual Software Renewal Costs	76.00
Oct 2024 CC	23	10/06/2024	11/24	AP -- 4097 web services	100-200-000-790200-100	Annual Software Renewal Costs	147.84
Oct 2024 CC	24	10/06/2024	11/24	AP -- 4097 Cell phones	100-100-000-745400-100	Telephone Utility	3,003.33
Oct 2024 CC	25	10/06/2024	11/24	AP -- 4097 Azure	100-200-000-790200-100	Annual Software Renewal Costs	148.77
Oct 2024 CC	26	10/06/2024	11/24	AP -- 4097 Marin IJ Advertising	100-200-000-780700-100	Community Outreach Services	830.00
Oct 2024 CC	27	10/06/2024	11/24	AP -- 4097 Fence Rental	100-100-000-740200-100	Facilities Rent	1,240.30
Oct 2024 CC	28	10/06/2024	11/24	AP -- 4097 Answering service	100-200-000-745400-100	Telephone Utility	630.38
Oct 2024 CC	29	10/06/2024	11/24	AP -- 4097 2000 Larkspur Landing	100-100-000-745300-100	Cable/Internet Utility	439.98
Oct 2024 CC	30	10/06/2024	11/24	AP -- 4097 Azure	100-200-000-790200-100	Annual Software Renewal Costs	207.75
Oct 2024 CC	31	10/06/2024	11/24	AP -- 4097 Annual Caselle Conference - refund will be made nex	100-200-000-750000-100	Staff Travel/Airfare/Meals	302.92
Oct 2024 CC	32	10/06/2024	11/24	stmt AP -- 4097 Annual Caselle Conference - Hotel	100-200-000-750000-100	Staff Travel/Airfare/Meals	605.84
Oct 2024 CC	33	10/06/2024	11/24	AP -- 4097 Annual Caselle Conference - Hotel	100-200-000-750000-100	Staff Travel/Airfare/Meals	605.84
Oct 2024 CC	34	10/06/2024	11/24	AP -- 4097 Internet back up	100-100-000-745300-100	Cable/Internet Utility	103.24
Oct 2024 CC	35	10/06/2024	11/24	AP -- 4097 Staff meeting Food > Panera Bread	100-200-000-755100-100	Board Conf/Training/Meetings	223.92
Oct 2024 CC	36	10/06/2024	11/24	AP -- 4097 1111 Andersen Dr	100-100-000-745300-100	Cable/Internet Utility	150.05

Invoice Number	Seq	Invoice Date	GL Period	Description	GL Account	GL Account Description	Total Cost
Oct 2024 CC	37	10/06/2024	11/24	AP -- 4097 2960 Kerner	100-100-000-745300-100	Cable/Internet Utility	245.95
Oct 2024 CC	38	10/06/2024	11/24	AP -- 4097 Marin IJ 4-Week Digital Subscription	100-200-000-780700-100	Community Outreach Services	18.00
Oct 2024 CC	39	10/06/2024	11/24	AP -- 4097 2960 Kerner	100-100-000-745300-100	Cable/Internet Utility	1,192.35
Oct 2024 CC	40	10/06/2024	11/24	AP -- 4097 Digital and Email Marketing platform	100-200-000-790200-100	Annual Software Renewal Costs	76.00
Oct 2024 CC	41	10/06/2024	11/24	NS -- 1721 Ut02 Step Replacement	100-100-000-730200-100	Vehicle Fleet Repairs	200.20
Oct 2024 CC	42	10/06/2024	11/24	NS -- 1721 PS 15 Booster Watersystem Repair	100-100-100-720000-100	Materials & Parts-PS	25.50
Oct 2024 CC	43	10/06/2024	11/24	NS -- 1721 2.5 Gallon Vaccum Bare Tool	100-100-100-720100-100	Tools-PS	197.48
Oct 2024 CC	44	10/06/2024	11/24	NS -- 1721 Welder Extension Cord	100-100-100-720100-100	Tools-PS	87.27
Oct 2024 CC	45	10/06/2024	11/24	NS -- 1721 Workshop table Custers	100-100-100-720100-100	Tools-PS	107.05
Oct 2024 CC	46	10/06/2024	11/24	NS -- 1721 Phone Case	100-100-100-720100-100	Tools-PS	32.67
Oct 2024 CC	47	10/06/2024	11/24	NS -- 1721 Shop Tool Holder	100-100-100-720100-100	Tools-PS	50.24
Oct 2024 CC	48	10/06/2024	11/24	NS -- 1721 TV03 Van Door Hinge	100-100-000-730200-100	Vehicle Fleet Repairs	32.23
Oct 2024 CC	49	10/06/2024	11/24	JV -- 7256 Basic Electricity Training	100-100-000-750100-100	Conferences/Training/Meetings	1,495.00
Oct 2024 CC	50	10/06/2024	11/24	JV -- 7256 Maintenance Training	100-100-000-750100-100	Conferences/Training/Meetings	1,495.00
Oct 2024 CC	51	10/06/2024	11/24	CW -- 3477 Employee Appreciation	100-200-000-750100-100	Staff Conf/Training/Meetings	36.88
Oct 2024 CC	52	10/06/2024	11/24	CW -- 3477 Employee Appreciation	100-200-000-750100-100	Staff Conf/Training/Meetings	61.45
Oct 2024 CC	53	10/06/2024	11/24	CW -- 3477 Employee Appreciation	100-200-000-750100-100	Staff Conf/Training/Meetings	655.50
Oct 2024 CC	54	10/06/2024	11/24	CW -- 3477 Board member Snacks	100-200-000-755100-100	Board Conf/Training/Meetings	157.88
Oct 2024 CC	55	10/06/2024	11/24	CW -- 3477 Room Deposit CASA Conference	100-200-000-755100-100	Board Conf/Training/Meetings	281.82
Oct 2024 CC	56	10/06/2024	11/24	CW -- 3477 Room Deposit CASA Conference	100-200-000-755100-100	Board Conf/Training/Meetings	281.82
Oct 2024 CC	57	10/06/2024	11/24	CW -- 3477 Room Deposit CASA Conference	100-200-000-755100-100	Board Conf/Training/Meetings	281.82
Oct 2024 CC	58	10/06/2024	11/24	CW -- 3477 Room Deposit CASA Conference	100-200-000-755100-100	Board Conf/Training/Meetings	281.82
Oct 2024 CC	59	10/06/2024	11/24	CW -- 3477 Room Deposit CASA Conference	100-100-000-750100-100	Conferences/Training/Meetings	281.82
Oct 2024 CC	60	10/06/2024	11/24	CW -- 3477 Room Deposit CASA Conference	100-100-000-750100-100	Conferences/Training/Meetings	281.82
Oct 2024 CC	61	10/06/2024	11/24	FN -- 9342 SRSD / RVSD Meeting - Parking	100-200-000-750100-100	Staff Conf/Training/Meetings	1.50
Oct 2024 CC	62	10/06/2024	11/24	FN -- 9342 Water Professional Appreciation week	100-200-000-755100-100	Board Conf/Training/Meetings	60.06
Oct 2024 CC	63	10/06/2024	11/24	FN -- 9342 Water Professional Appreciation week	100-200-000-755100-100	Board Conf/Training/Meetings	47.07
Oct 2024 CC	64	10/06/2024	11/24	FN -- 9342 Mtg with SRSD District Mgr - CMSA Service Agreement lunch	100-200-000-750100-100	Staff Conf/Training/Meetings	64.24
Oct 2024 CC	65	10/06/2024	11/24	FN -- 9342 Phone Accessories	100-200-000-720400-100	Office Supplies	38.76
Oct 2024 CC	66	10/06/2024	11/24	FN -- 9342 Meeting @ SRSD Food	100-200-000-755100-100	Board Conf/Training/Meetings	37.99
Oct 2024 CC	67	10/06/2024	11/24	FN -- 9342 SRSD / RVSD Meeting - Parking	100-200-000-750100-100	Staff Conf/Training/Meetings	1.50
Oct 2024 CC	68	10/06/2024	11/24	RZ -- 2033 Hydraulic Hose O ring for J305	100-100-000-730200-100	Vehicle Fleet Repairs	12.43
Oct 2024 CC	69	10/06/2024	11/24	PB -- 3485 County recorder fee - Loan#25-242-L	100-300-000-799200-200	LRLP Disbursement	28.50
Oct 2024 CC	70	10/06/2024	11/24	PB -- 3485 Icloud Storage recurring fee	100-200-000-780200-100	Information Technology Service	.99
Total 1493 Wells Fargo Bank-Credit Card (AutoDR):							23,191.24
Grand Totals:							23,191.24

Report Criteria:

Report type: Invoice detail
Check.Type = {<>} "Adjustment"
Check.Voided = No

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
69722							
11/19/2024	69722	A&S Landscape Materials I	100-100-300-720000-100	Materials & Parts-LR		Base rock	129.46
Total 69722:							129.46
24111901							
11/19/2024	24111901	All Bay Sewer, Inc.	100-000-000-190000-000	Lateral Replacement Loan - LT		LRLP FY25 25-242-L, 235 Via La Cumbre Greenbrae	10,500.00
Total 24111901:							10,500.00
69723							
11/19/2024	69723	AT&T CalNet	100-100-000-745400-100	Telephone Utility		BAN# Pd:9391082415	59.29
11/19/2024	69723	AT&T CalNet	100-100-000-745400-100	Telephone Utility		BAN# Pd:9391032720	1,312.61
11/19/2024	69723	AT&T CalNet	100-100-000-745400-100	Telephone Utility		BAN# Pd:9391032710	222.06
Total 69723:							1,593.96
69724							
11/19/2024	69724	Barbier Security Group	100-100-000-730150-100	Fac Maint/Repair- Shared Lease		Sept 2024 Security Patrol 1111 andersen	565.00
Total 69724:							565.00
24111902							
11/19/2024	24111902	Bay Area Digital Solutions	100-200-000-780700-100	Community Outreach Services		digital advertising	2,500.00
Total 24111902:							2,500.00
69725							
11/19/2024	69725	California Assoc Sanitation	100-200-000-750100-100	Staff Conf/Training/Meetings		Winter conference	4,170.00
11/19/2024	69725	California Assoc Sanitation	100-200-000-750300-100	District Non-JPA Membership		Membership Renewal - Agency - Ross Valley Sanitary District - O&M Budget	15,175.00
Total 69725:							19,345.00

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
24111801							
11/18/2024	24111801	CalPERS - Retirement	100-200-000-705000-100	CalPERS Retirement Expense		Arrears Contribution	26.98
Total 24111801:							26.98
24111903							
11/19/2024	24111903	Carly Miles	100-300-000-770400-200	LRGP Disbursement		25-2927 Lateral Grant 24 Rancho Dr San Anselmo	2,500.00
Total 24111903:							2,500.00
69726							
11/19/2024	69726	Caselle Inc.	100-200-000-790200-100	Annual Software Renewal Costs		Support and Maintenance 12/1/24-12/31/24	3,496.00
Total 69726:							3,496.00
24111904							
11/19/2024	24111904	Central Marin Sanitation A	100-100-000-790400-100	FOG Program Inspection		Fog Program	2,789.83
Total 24111904:							2,789.83
69727							
11/19/2024	69727	Century Urban LLC	100-200-000-780800-100	Other Miscellaneous Consulting		Matter: Real Estate Consulting Services	4,453.75
11/19/2024	69727	Century Urban LLC	100-200-000-780800-100	Other Miscellaneous Consulting		Matter: Real Estate Consulting Services	4,457.50
Total 69727:							8,911.25
24111905							
11/19/2024	24111905	{EE}	100-200-000-745400-100	Telephone Utility		Cell Phone Reimbursement Q1 FY 24/25	150.00
11/19/2024	24111905	{EE}	100-200-000-750000-100	Staff Travel/Airfare/Meals		Per Diem for Calpelra conference	230.00
Total 24111905:							380.00
24111906							
11/19/2024	24111906	Cintas Corporation No 2	100-100-000-730100-100	Facilities Maintenance/Repairs		supplies	477.03
11/19/2024	24111906	Cintas Corporation No 2	100-100-000-720300-100	Uniforms		Uniforms	501.87
11/19/2024	24111906	Cintas Corporation No 2	100-100-000-720300-100	Uniforms		Uniforms	473.41
Total 24111906:							1,452.31

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
69728							
11/19/2024	69728	Colantuono, Highsmith &	100-200-000-780300-100	Legal Services		legal services	4,590.00
Total 69728:							4,590.00
69729							
11/19/2024	69729	Corodata Record Manage	100-100-000-740200-100	Facilities Rent		Document storage 10/01-10/31/2024	222.54
Total 69729:							222.54
24111907							
11/19/2024	24111907	{EE}	100-200-000-745400-100	Telephone Utility		Cell phone reimbursement Q1 FY 24/25	75.00
Total 24111907:							75.00
69730							
11/19/2024	69730	CWEA- California Water E	100-100-000-750200-100	Membership/Association/Certifi		CWEA ID: 23458 - Membership/Certification Renewal	355.00
11/19/2024	69730	CWEA- California Water E	100-100-000-750200-100	Membership/Association/Certifi		CWEA ID: 457216 Membership/Certification Renewal	106.00
Total 69730:							461.00
69731							
11/19/2024	69731	D & L Supply Company Inc	100-100-300-720000-100	Materials & Parts-LR		Manhole frame and covers with RVSD Logo	20,396.97
Total 69731:							20,396.97
69732							
11/19/2024	69732	DATCO	100-100-000-790000-100	Recruiting/Hiring Fees		Pre-Employment Drug Testting service fees oct/nov/	60.00
11/19/2024	69732	DATCO	100-100-000-750200-100	Membership/Association/Certifi		dec	645.00
Total 69732:							705.00
24112701							
11/27/2024	24112701	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent	001-9012980-003	US FMV	115.67
11/27/2024	24112701	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent	001-9012980-002	US FMV	791.85
11/27/2024	24112701	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent	001-9007289-004	US FMV	1,107.78
11/27/2024	24112701	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent	001-9012980-001	US FMV	133.08
11/27/2024	24112701	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent	001-9007289-003	US FMV	1,319.79

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 24112701:							3,468.17
24111908							
11/19/2024	24111908	{REE}	100-200-000-705310-100	OPEB Basic & ERMB Benefit Exp		Nov Health Care Reimburse	650.23
Total 24111908:							650.23
69733							
11/19/2024	69733	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Service & Repair 2012 International Dura Star	3,589.30
Total 69733:							3,589.30
69734							
11/19/2024	69734	DNG Enterprises DBA Nap	100-100-000-730200-100	Vehicle Fleet Repairs		Relay, Coolant, Penetrant	156.66
11/19/2024	69734	DNG Enterprises DBA Nap	100-100-000-730200-100	Vehicle Fleet Repairs		2YR WTY BAT (170), Core Deposit	204.54
Total 69734:							361.20
69735							
11/19/2024	69735	Downey Brand LLP	100-200-000-780300-100	Legal Services		Matter No. 44417.00000 - General Counsel	13,423.00
Total 69735:							13,423.00
24111909							
11/19/2024	24111909	Enterprise Fleet Managem	100-100-000-740100-100	Vehicle Fleet Rent		Fleet Monthly Lease	7,142.41
Total 24111909:							7,142.41
69736							
11/19/2024	69736	Fastenal	100-100-400-720000-100	Materials & Parts-CCTV		Misc parts	283.34
11/19/2024	69736	Fastenal	100-100-400-720000-100	Materials & Parts-CCTV		Misc parts	91.05
11/19/2024	69736	Fastenal	100-100-000-730300-100	Vehicle Fleet Fuel		55 Gal Exhaust Fluid - Vehicle Fuel	235.97
11/19/2024	69736	Fastenal	100-100-400-720000-100	Materials & Parts-CCTV		XL 8milLightBlueGlov, ScrubsInABucket 72Ct	193.03
Total 69736:							803.39
69737							
11/19/2024	69737	Federated Indians of Grato	100-300-000-770000-200	Capital Outlay - CIP	EG-955-000-00	Native American fieldwork contract	200.00

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 69737:							200.00
24111910							
11/19/2024	24111910	{EE}	100-200-000-750000-100	Staff Travel/Airfare/Meals		Per Diem Travel to CalPelra	230.00
Total 24111910:							230.00
24111911							
11/19/2024	24111911	Fleet Solutions, LLC	100-100-000-745600-100	Vehicle GPS Utility		Geotab Hardware:14-Pin Harness	53.48
11/19/2024	24111911	Fleet Solutions, LLC	100-100-000-745600-100	Vehicle GPS Utility		Vehicle GPS	1,647.35
11/19/2024	24111911	Fleet Solutions, LLC	100-100-000-745600-100	Vehicle GPS Utility		Vehicle GPS	1,647.35
Total 24111911:							3,348.18
24111912							
11/19/2024	24111912	{REE}	100-200-000-705310-100	OPEB Basic & ERMB Benefit Exp		Monthly Enhance Retiree Medical MoYr	448.42
Total 24111912:							448.42
24111913							
11/19/2024	24111913	Glosage Engineering (ACH	100-300-000-770000-200	Capital Outlay - CIP	EG-918-000-00	2023-2024 Gravity Sewer Improvements Project - Additional 120 LF of 4" pipe fused in Fairfax	1,142.00
Total 24111913:							1,142.00
24111933							
11/19/2024	24111933	Glosage Engineering (ACH	100-000-000-320000-000	Construction Retention Payable		Progress payment 23-24 GSIP	2,075,838.35
Total 24111933:							2,075,838.35
24111914							
11/19/2024	24111914	Goldstreet Design	100-200-000-780700-100	Community Outreach Services		Door Hanger Update	805.34
11/19/2024	24111914	Goldstreet Design	100-200-000-780700-100	Community Outreach Services		Covid 19 Video	625.00
11/19/2024	24111914	Goldstreet Design	100-200-000-780700-100	Community Outreach Services		Covid 19 Video	1,125.00
11/19/2024	24111914	Goldstreet Design	100-200-000-780700-100	Community Outreach Services		Youtube advertising	500.00
Total 24111914:							3,055.34

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
24111915							
11/19/2024	24111915	Grainger (ACH)	100-100-100-720100-100	Tools-PS		Tools	101.55
11/19/2024	24111915	Grainger (ACH)	100-100-000-720200-100	Safety Equipment & Gear		Eyewash mount	137.37
Total 24111915:							238.92
24111916							
11/19/2024	24111916	Harris & Associates Inc. (A	100-300-000-770000-200	Capital Outlay - CIP	EG-955-000-00	TO #6 - FY 23/24 GProfessional Services from Sep 29, 2024 to Oct 26, 2024	255.00
Total 24111916:							255.00
24112702							
11/27/2024	24112702	Home Depot Commercial A	100-100-300-720000-100	Materials & Parts-LR		Quikrete	448.93
11/27/2024	24112702	Home Depot Commercial A	100-100-300-720000-100	Materials & Parts-LR		Quikrete	403.48
11/27/2024	24112702	Home Depot Commercial A	100-100-300-720100-100	Tools-LR		Drill & battery	467.59
11/27/2024	24112702	Home Depot Commercial A	100-100-300-720100-100	Tools-LR		Crescent, WB TAPING KNIVES, MKE JOBSITE STRAIGHT	179.76
11/27/2024	24112702	Home Depot Commercial A	100-100-300-720000-100	Materials & Parts-LR		stretch wrap	51.33
11/27/2024	24112702	Home Depot Commercial A	100-100-300-720100-100	Tools-LR		blower	195.56
Total 24112702:							1,746.65
69738							
11/19/2024	69738	Interstate Assembly Syste	100-100-000-730200-100	Vehicle Fleet Repairs		VALVE BLOCK REPLACEMENT	6,339.83
Total 69738:							6,339.83
24111917							
11/19/2024	24111917	IT Hub (ACH)	100-200-000-780200-100	Information Technology Service		Managed services Oct 2024	7,640.00
Total 24111917:							7,640.00
69739							
11/19/2024	69739	Jackson's Hardware	100-100-400-720000-100	Materials & Parts-CCTV		Chain jack	9.11
11/19/2024	69739	Jackson's Hardware	100-100-200-720000-100	Materials & Parts-LM		paint	28.33
11/19/2024	69739	Jackson's Hardware	100-100-000-730100-100	Facilities Maintenance/Repairs		CAP ABS DWV 3"	39.31
11/19/2024	69739	Jackson's Hardware	100-100-000-720300-100	Uniforms		Stl Toe well wdge DK & Boots	371.43
11/19/2024	69739	Jackson's Hardware	100-100-000-730100-100	Facilities Maintenance/Repairs		Tube, Larsen, Lasco, HSE Clmp	365.02

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 69739:							813.20
69740							
11/19/2024	69740	Janiline Supply	100-100-000-730100-100	Facilities Maintenance/Repairs		Supplies	564.11
Total 69740:							564.11
24111918							
11/19/2024	24111918	{EE}	100-100-000-750200-100	Membership/Association/Certifi		DOT Physical	115.00
Total 24111918:							115.00
24111919							
11/19/2024	24111919	{EE}	100-100-000-745400-100	Telephone Utility		Cell phone reimbursement Q1 FY 24/25	150.00
Total 24111919:							150.00
69741							
11/19/2024	69741	Justifacts	100-100-000-790000-100	Recruiting/Hiring Fees		Recruit Verification	99.20
Total 69741:							99.20
24111920							
11/19/2024	24111920	{EE}	100-200-000-745400-100	Telephone Utility		Cell phone reimbursement Q1 FY 24/25	150.00
Total 24111920:							150.00
24111921							
11/19/2024	24111921	{EE}	100-100-000-745400-100	Telephone Utility		Cell Phone Reimbursement Q1 FY 24/25	150.00
Total 24111921:							150.00
24111922							
11/19/2024	24111922	{REE}	100-200-000-705310-100	OPEB Basic & ERMB Benefit Exp		Nov Health Care Reimburse	650.23
Total 24111922:							650.23

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
69742							
11/19/2024	69742	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Legal fees matter# MA129-00001	4,140.00
11/19/2024	69742	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Legal fees matter# MA129-00011	90.00
11/19/2024	69742	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Legal fees matter# MA129-00001	3,069.45
11/19/2024	69742	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Legal fees matter# MA129-00001	3,240.00
Total 69742:							10,539.45
24112703							
11/27/2024	24112703	Marin Resource Recovery	100-100-000-730150-100	Fac Maint/Repair- Shared Lease		CONTAMINATED DRC	2,503.00
11/27/2024	24112703	Marin Resource Recovery	100-100-000-745200-100	Garbage Utility		CONTAMINATED DRC	1,711.00
Total 24112703:							4,214.00
69743							
11/19/2024	69743	Marin Sanitary Service	100-100-000-745200-100	Garbage Utility		Garbage service	892.35
Total 69743:							892.35
69744							
11/19/2024	69744	MCC Building Maintenance	100-100-000-730100-100	Facilities Maintenance/Repairs		Janitorial and Landscaping Maintenance, November 2024	2,025.00
Total 69744:							2,025.00
69745							
11/19/2024	69745	McMaster-Carr	100-100-100-720000-100	Materials & Parts-PS		Orings and wire	388.04
Total 69745:							388.04
24111923							
11/19/2024	24111923	{EE}	100-100-000-750200-100	Membership/Association/Certifi		CWEA Grade 3 Test	239.00
Total 24111923:							239.00
24112704							
11/27/2024	24112704	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility	8/13/24-10/10/24		123.18
11/27/2024	24112704	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility	8/20/24-10/17/24		689.57
11/27/2024	24112704	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility	8/20/24-10/17/24		51.75
11/27/2024	24112704	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility	8/14/24-10/14/24		100.44

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
11/27/2024	24112704	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility	8/14/24-10/14/24		1,446.41
11/27/2024	24112704	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility	6/20/24-8/27/24		828.94
11/27/2024	24112704	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility	8/13/24-10/10/24		638.21
Total 24112704:							3,878.50
24113001							
11/30/2024	24113001	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility	8/28/24-10/28/24		787.58
11/30/2024	24113001	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility	8/28/24-10/28/24		746.36
11/30/2024	24113001	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility	8/28/24-10/28/24		911.24
11/30/2024	24113001	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility	8/28/24-10/28/24		842.54
11/30/2024	24113001	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility	8/28/24-10/28/24		828.80
11/30/2024	24113001	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility	8/28/24-10/28/24		828.80
11/30/2024	24113001	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility	8/28/24-10/28/24		1,295.96
11/30/2024	24113001	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility	8/28/24-10/28/24		1,337.18
11/30/2024	24113001	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility	8/28/24-10/28/24		856.28
11/30/2024	24113001	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility	8/28/24-10/28/24		1,641.55
11/30/2024	24113001	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility	8/13/24-10/10/24		1,328.57
Total 24113001:							11,404.86
69746							
11/19/2024	69746	National Construction Rent	100-100-000-740200-100	Facilities Rent	fence rental		620.15
11/19/2024	69746	National Construction Rent	100-100-000-740200-100	Facilities Rent	fence rental		620.15
Total 69746:							1,240.30
69747							
11/19/2024	69747	Nerviani's Backflow	100-100-000-730100-100	Facilities Maintenance/Repairs	Backflow testing		841.00
Total 69747:							841.00
24111924							
11/19/2024	24111924	{REE}	100-200-000-705310-100	OPEB Basic & ERMB Benefit Exp	Nov Health Care Reimburse		650.23
Total 24111924:							650.23
24111925							
11/19/2024	24111925	Nute Engineering (ACH)	100-300-000-780500-100	Engineering Consultants	Engineering Services 10/01-10/31/2024 Inc. Beecher Inv#1024-60		938.00

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
11/19/2024	24111925	Nute Engineering (ACH)	100-300-000-770000-200	Capital Outlay - CIP	EG-907-000-00	Engineering Services 10/01-10/31/2024 Inc. Beecher Inv#0924-59 & 1024-59	5,257.00
Total 24111925:							6,195.00
69748							
11/19/2024	69748	Pace Supply	100-100-200-720000-100	Materials & Parts-LM		Misc material	277.50
Total 69748:							277.50
24111926							
11/19/2024	24111926	{EE}	100-100-000-750000-100	Travel/Airfare/Meals Reimb		Per Diem for CalPELRA 11/12-11/15/2024	322.00
Total 24111926:							322.00
24113002							
11/30/2024	24113002	PGE Pacific Gas & Electric	100-100-000-745000-100	Power/Energy Utility		Power Usage SD No. 1 10/01/2024-10/29/2024	20,454.19
11/30/2024	24113002	PGE Pacific Gas & Electric	100-100-000-745050-100	Power Utility - 1111 Andersen		1111 Andersen Drive 10/01/2024-10/29/2024	10,665.49
11/30/2024	24113002	PGE Pacific Gas & Electric	100-100-000-745000-100	Power/Energy Utility		Power Usage SD No. 1 10/17/2024-11/15/2024	401.71
Total 24113002:							31,521.39
24113003							
11/30/2024	24113003	Pitney Bowes-Purchase Po	100-200-000-720400-100	Office Supplies		Postage/Meter Rental Stmn 12-06-2024	88.49
Total 24113003:							88.49
69749							
11/19/2024	69749	Ragghianti Freitas - Riley F	100-200-000-780300-100	Legal Services		Consulting - Real Estate	1,500.00
Total 69749:							1,500.00
24111927							
11/19/2024	24111927	Robert Half International, I	100-200-000-790100-100	Temp Agency Fees		Week End 10/25/2024 Finance Dept	4,086.44
11/19/2024	24111927	Robert Half International, I	100-200-000-790100-100	Temp Agency Fees		Week End 11/01/2024 Finance Dept	4,068.00
Total 24111927:							8,154.44
69750							
11/19/2024	69750	Royal Wholesale Electric	100-100-300-720000-100	Materials & Parts-LR		misc parts	65.07

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 69750:							65.07
24111928							
11/19/2024	24111928	The Wright Gardener	100-100-000-730100-100	Facilities Maintenance/Repairs		plants	3,845.19
11/19/2024	24111928	The Wright Gardener	100-100-000-730100-100	Facilities Maintenance/Repairs		plant service	408.03
Total 24111928:							4,253.22
24111929							
11/19/2024	24111929	Uline (ACH)	100-100-000-720200-100	Safety Equipment & Gear		Earmuffs	238.06
Total 24111929:							238.06
24111930							
11/19/2024	24111930	United Site Services of Cali	100-100-000-740200-100	Facilities Rent		Rental Charge 08/16-09/12/2024	415.84
Total 24111930:							415.84
24113005							
11/30/2024	24113005	US Bank - Calcard CC (Aut	Multiple Accounts - See Credit Card Details			November 2024 Credit Card Total	2,426.61
Total 24113005:							2,426.61
24113004							
11/30/2024	24113004	Wells Fargo Bank-Credit C	Multiple Accounts - See Credit Card Details			October 2024 Credit Card Total	23,191.24
Total 24113004:							23,191.24
24111931							
11/19/2024	24111931	West Valley Construction C	100-300-000-770000-200	Capital Outlay - CIP	EG-958-000-00	Consultant Services Agreement with West Valley Construction for Design and Engineering Services During Construction (ESDC) for FY 2024/25 Gravity Sewer Improvements Project (#958)	25,180.00
Total 24111931:							25,180.00
69751							
11/19/2024	69751	White Ridge LLC	100-100-000-730200-100	Vehicle Fleet Repairs		Replacement of the bottom of the 2008 Peterbuilt Vac Truck #CB01	3,755.00

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 69751:							3,755.00
24111932							
11/19/2024	24111932	Willdan Financial Services	100-200-000-780000-100	Financial Consulting Services		Annual report prep	1,900.00
Total 24111932:							1,900.00
Grand Totals:							2,359,049.02

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Check.Voided = No

Includes unprinted checks

Board Packet No.036

Ross Valley Sanitary District
Payroll Payment Detail
November 30, 2024

TOTAL DISTRICT PAYROLL

	Pay Date	Payroll Period	Paid Amount
1	11/15/2024	Payroll period 10/28/2024 - 11/10/2024	\$ 137,150.89
2	11/29/2024	Payroll period 11/11/2024 - 11/24/2024	144,176.73
3	Total payroll payments		\$ 281,327.62

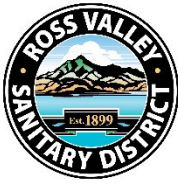
Note: The payroll payment on line #2 includes paid amounts related to the monthly stipend payments to the District's Board of Directors. To see the respective gross payouts to each Board member for the number of meetings, please see below.

DISTRICT BOARD OF DIRECTOR STIPENDS

**In alphabetical order by last name*

	Board Member Name	# of Meetings	Stipend
1	Michael Boorstein	2	\$ 628.00
2	Thomas Gaffney	3	942.00
3	Douglas Kelly	2	628.00
4	Pamela Meigs	3	942.00
5	Mary Sylla	3	942.00
6	Total District Board of Director stipends		\$ 4,082.00

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**ROSS VALLEY SANITARY DISTRICT**

1111 Andersen Drive
San Rafael, CA 94901
(415) 259-2949 ~ rvsd.org

STAFF REPORT

For the Meeting of January 22, 2025

January 14, 2025

To: Board of Directors

From: Felicia Newhouse, Assistant General Manager

Subject: **Consideration of Adopting Ordinance No. 103, an Ordinance Adopting an Administrative Remedies Procedure for Challenges to Fees, Charges, and Assessments**

Summary

This staff report is presented to the Board to introduce Assembly Bill 2257 and recommend Board adoption of Ordinance No. 103 to establish an administrative remedies procedure for challenges to fees, charges, and assessments, in advance of a future Prop 218 process for District rate increases.

Background

In May 2024, at a public hearing scheduled pursuant to Prop 218, the Board adopted Ordinance 102 to enact a five-year sewer service charge rate schedule, and these rates expire on June 30, 2029.

In September 2024, Governor Newsom signed Assembly Bill 2257 ("AB 2257") which authorizes agencies to require those who challenge new or increased fees, charges, or assessments under Prop 218 to exhaust administrative remedies before filing suit. This requires litigants to inform the agency, in writing, of the legal theories of the suit along with a protest under Prop. 218's procedures for property-related fees or assessments. If they do not, they cannot sue. If they do, they can sue only on the issues an objector raised.

Discussion

District Ordinance No. 103 (Attachment "A") requires individuals to exhaust administrative remedies before pursuing any legal challenges related to fees, charges, or assessments on real property, including the methodologies used to develop them. This means that anyone wishing to contest these fees or assessments must first submit a written objection to the District, clearly outlining the specific grounds for alleging noncompliance with applicable laws. Any subsequent judicial action is restricted to the issues raised in a written objection, unless a court determines that the issue could not have been reasonably identified during the objection process.

Under this ordinance, the District is required to follow a detailed process to ensure transparency and public participation when adopting new or amending existing fees and charges. First, it must notify the public by making the basis for proposed fees, charges, or assessments available at least 45 days before the deadline for objections. Additionally, the District must provide supporting documents, such as cost analyses or engineer reports, online and by mail upon request.

The notice of the public hearing must include clear instructions for submitting objections, with a statement in bold-faced type of 12 points or larger, emphasizing that failing to submit a written objection will bar any future court challenges. Property owners are allowed to submit written objections up until seven calendar days before the scheduled public hearing.

The agency is obligated to respond in writing to all timely objections and based on the feedback, the Board may choose to adjust, reduce, or abandon the proposal. Ultimately, the Board must determine whether changes to the proposal are warranted or if it should proceed as originally planned. Adopting a local policy to clarify and maximize the exhaustion requirement is a recommended priority for every local water or sewer provider.

Recommendation

Adopt Ordinance No. 103 to establish an administrative remedies procedure for challenges to fees, charges, and assessments.

Attachment(s):

- A) Draft Ordinance No. 103

ROSS VALLEY SANITARY DISTRICT
ORDINANCE NO. 103
AN ORDINANCE ADOPTING AN ADMINISTRATIVE REMEDIES PROCEDURE
FOR CHALLENGES TO FEES, CHARGES, AND ASSESSMENTS

BE IT ORDAINED by the Board of Directors of the Ross Valley Sanitary District as follows:

Section 1. **AUTHORITY.** This Ordinance is authorized by California Constitution, article XI, section 9 (utility power); the District's statutory authority to adopt fees and charges for its services, to impose assessments on real property, and to establish rules and regulations governing such fees, charges, and assessments; Government Code section 53759.1; and, other applicable law.

Section 2. Exhaustion of Administrative Remedies for Challenges to Fees, Charges, and Assessments on Real Property

A. Scope. The duty to exhaust administrative remedies imposed by this section extends to:

- a. any fee or charge subject to articles XIII C or XIII D of the California Constitution,
- b. any assessment on real property levied by the District, and
- c. the methodology used to develop and levy such a fee, charge, or assessment.

B. "Hearing" as used in this section means the hearing referenced in paragraph 4 of subsection D of this Ordinance.

C. Duty to Exhaust Issues. No person may bring a judicial action or proceeding alleging noncompliance with the California Constitution or other applicable law for any new, increased, or extended fee, charge, or assessment levied by the District, unless that person submitted to the Board Clerk a timely, written objection to that fee, charge, or assessment specifying the grounds for alleging noncompliance. The issues raised in any such action or proceeding shall be limited to those raised in such an objection unless a court finds the issue could not have been raised in such an objection by those exercising reasonable diligence.

D. Procedures. The District shall:

(1) Make available to the public any proposed fee, charge, or assessment to which this section is to apply no less than 45 days before the deadline for a ratepayer or assessed property owner to submit an objection pursuant to paragraph 4 of this subsection D.

(2) Post on its internet website a written basis for the fee, charge, or assessment, such as a cost of service analysis or an engineer's report, and include a link to the internet website in the written notice of the Hearing, including, but not limited to, a notice pursuant to

subdivision (c) of Section 4 or paragraph (1) of subdivision (a) of Section 6 of Article XIII D of the California Constitution.

(3) Mail the written basis described in paragraph 2 of this subsection D to a ratepayer or property owner on request.

(4) Provide at least 45 days for a ratepayer or assessed property owner to review the proposed fee or assessment and to timely submit to the Board Clerk a written objection to that fee, charge, or assessment that specifies the grounds for alleging noncompliance. Any objection shall be submitted seven calendar days before the date of the Public Hearing on the rate, charge or assessment.

(5) Include in a written notice of the Hearing, a statement in bold-faced type of 12 points or larger that:

(A) All written objections must be submitted to the Board Clerk seven calendar days before the date of the Public Hearing and that a failure to timely object in writing bars any right to challenge that fee, charge, or assessment in court and that any such action will be limited to issues identified in such objections.

(B) All substantive and procedural requirements for submitting an objection to the proposed fee, charge, or assessment such as those specified for a property-related fee under California Constitution, article XIII D, section 6(a) or for an assessment on real property under California Constitution, article XIII D, section 4(e).

E. Board Consideration; District Responses. Before or during the Hearing, the Board of Directors shall consider and the District shall respond in writing to, any timely written objections. The Board may adjourn the Hearing to another date if necessary to respond to comments received after the agenda is posted for the meeting at which the Hearing occurs. The District's responses shall explain the substantive basis for retaining or altering the proposed fee, charge, or assessment in response to written objections, including any reasons to reject requested amendments.

F. Board Determinations. The Board of Directors, in exercising its legislative discretion, shall determine whether:

(1) The written objections and the District's response warrant clarifications to the proposed fee, charge, or assessment.

(2) To reduce the proposed fee, charge or assessment.

(3) To further review the proposed fee, charge, or assessment before determining whether clarification or reduction is needed.

(4) To proceed with the Hearing, to continue it, or to abandon the proposal.

SECTION 3. CEQA FINDINGS. The Board of Directors finds that adoption of this Ordinance is exempt from CEQA because: (i) it is not a project within the meaning of Public Resources Code, section 21065 because it has no potential to alter the physical environment; (ii) and

pursuant to CEQA Guidelines section 15061(b)(3), the so-called “common sense” exemption, for this same reason.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause, phrase or portion of this Ordinance or its application to any person or circumstance is held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons and circumstances. The Board of Directors declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof despite the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional and, to that end, the provisions hereof are hereby declared to be severable.

SECTION 5. EFFECTIVE DATE. This Ordinance shall take effect and be in force upon expiration of the week of publication in a newspaper of a summary of this ordinance by the District pursuant to Health and Safety Code section 6491.3.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Ross Valley Sanitary District, held on the 22nd day of January 2025 by the following vote:

AYES:

NOES:

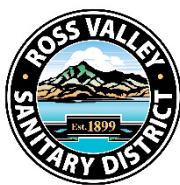
ABSENT:

ATTEST:

Mary Sylla
President of the Board

Doug Kelly
Secretary of the Board

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ROSS VALLEY SANITARY DISTRICT

1111 Andersen Drive
 San Rafael, CA 94901
 (415) 259-2949 ~ rvsd.org

STAFF REPORT

For the Meeting of January 22, 2025

January 14, 2025

To: Board of Directors

From: Victor Damiani, Finance Officer
 Felicia Newhouse, Assistant General Manager

Subject: **Adopt a New Job Description and Salary Range for an Accounting Technician Position and Change the Title of Accountant I/II to Accountant**

Summary

Staff requests the Board adopt a new job description and salary range for the position of Accounting Technician and change the title of Accountant I/II to Accountant.

Discussion

In June 2024, the Board approved one new full-time accountant position as part of the current fiscal year budget. This position is vacant. Prior to commencing the recruitment, staff further analyzed the functional needs of the department and now recommends an entry-level position for this work.

Rather than recruiting under the existing job classification of Accountant I/II, staff recommends that the new position be an Accounting Technician which focuses on transactional work. Introducing a lower-level accountant position provides a career development path for staff and budget savings for the District.

The salary range for the existing Accountant I classification is \$8,362.99 to \$10,673.52 per month. The recommended salary range for the Accounting Technician classification would be ten percent lower at \$7,576.45 to \$9,669.69 per month. If the replacement classification is approved, the result will be an approximate budget savings of \$22,000.00 for the current fiscal year and beyond. If approved, staff plans to begin an open recruitment process to fill the position immediately.

Staff further recommends that the current classification of "Accountant I/II" be changed to "Accountant". The recommendation to remove the I/II designation will mitigate compaction within the series. The job description and salary range for this classification would not change.

Recommendation

Adopt a new job description and salary range for an Accounting Technician position and change the title of Accountant I/II to Accountant.

Attachment(s):

- A) Accounting Technician Job Description



Ross Valley Sanitary District Accounting Technician

DEFINITION

Under general direction of the Finance Officer, this position performs professional and technical work of a confidential nature in the area of general accounting. This position assists with the day-to-day accounting and financial operations of the District, including accounts payable functions, bank reconciliations and deposits, maintenance of accounting and payroll records, and other tasks as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry level position in the accounting series. Positions in this class typically have limited related work experience and work under general supervision while learning job tasks. Incumbents work under general supervision while learning job tasks, progressing to direction as procedures and process of assigned area of responsibility are learned. The Accounting Technician position is primarily responsible for performing transactional work.

SUPERVISION RECEIVED AND EXERCISED

Receives functional and technical supervision from the Finance Officer or other professional or supervisory class as assigned. There are no direct reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following list provides examples of the most typical duties for positions in this job class. Individual responsibilities may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Prepare and maintain a variety of ledgers, reports, and schedules.
- Process accounts receivables/payables.
- Assist the Finance Officer with sewer service charge billings.
- Prepare bank deposits.
- Process purchase orders.
- Examine and explore technical transactions to resolve questions and confirm data.

*Ross Valley Sanitary District
Accounting Technician
Adopted by the Board on [Date]*

Page 1 of 4

- Apply general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of special districts
- Assist internal and external customers, provide information that may require judgment and discretion as well as interpretation of policies and procedures, request assistance for unusual situations or requests.
- Assist with closing of year-end books in preparation for annual audit, including supporting the Finance Supervisor and the Administrative Services Manager during the annual audit process.
- Research and assemble information; verify that information or data is complete, accurate, and consistent.
- Implement and maintain accurate recordkeeping practices and systems and maintain orderly working files (electronic and hardcopy).
- Provide support and coverage for other finance staff when needed.
- Perform other duties as required.

REQUIREMENTS

Knowledge

- Principles and practices of generally accepted accounting principles and practices
- Practices, methods, and terminology used in financial record keeping.
- Principles and practices of analytical research.
- Principles and practices of customer service and problem resolution techniques.
- Effective use of the English language, vocabulary, spelling, grammar, and punctuation; letter and report preparation.
- Effective use of standard office equipment and software to prepare documents, correspondence, reports, schedules, data management, and information and records management.

Skills and Abilities

- Collect and compile written and statistical information and data.
- Learn to apply accounting principles to accounting transactions and financial reports.
- Research and compile technical and statistical information.
- Maintain confidentiality of a wide range of sensitive information.
- Communicate clearly and effectively in English, both orally and in writing.
- Read, understand, and interpret documents, job-related policies, and procedures.
- Proficiently use office equipment, Microsoft Office software, and other information systems as required.
- Strong organizational skills with the ability to multi-task and prioritize effectively.

*Ross Valley Sanitary District
Accounting Technician
Adopted by the Board on [Date]*

Page 2 of 4

- Attention to detail, problem solving, and entry-level project coordination skills.
- Conduct District business in a professional and diplomatic manner.
- Use initiative, independent judgment, tact, and discretion, particularly when dealing with the public, District staff, management, and members of the Board of Directors.

Interpersonal Skills

- Collaborative problem identification and solution development.
- Communication that maintains productive working relationships and facilitates a useful exchange of information.
- Ability to diffuse situations of conflict with grace and demeanor.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Associate degree or higher (or equivalent) with major coursework in accounting, bookkeeping, or a field related to the work.
- Experience working in public agencies is desirable.

PHYSICAL WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class typically require:

Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a keyboard.

Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

The noise level in the work environment is quiet to moderate. Position may require overtime work on an as-needed basis.

*Ross Valley Sanitary District
Accounting Technician
Adopted by the Board on [Date]*

Page 3 of 4

Pre-employment Requirements

A pre-employment drug test and physical examination are required.

FLSA Status:	Non-Exempt
Employment Status:	Unrepresented
Approved by:	Ross Valley Sanitary District Board of Directors
Approval Date:	[Date]

*Ross Valley Sanitary District
Accounting Technician
Adopted by the Board on [Date]*

Page 4 of 4

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ROSS VALLEY SANITARY DISTRICT

1111 Andersen Drive
San Rafael, CA 94901
(415) 259-2949 ~ rvsd.org

STAFF REPORT

For the Meeting of January 22, 2025

January 13, 2025

To: Board of Directors

From: Christina Winnicki, Board Clerk/Management Analyst

Subject: **Approve the Revised Fiscal Year 2024/25 Complete Salary Schedule**

Summary

This staff report is being presented to the Board to approve the District's revised Complete Salary Schedule for fiscal year 2024/25 in accordance with California Public Employees Retirement System (CalPERS) regulations.

Discussion

In accordance with California Code of Regulations section 570.5 (CCR 570.5) The District is required to post a pay schedule that meets the following specific requirements:

- Approval: The employer's governing body must approve and adopt the Publicly Available Pay Schedule (PAPS)
- Position titles: The PAPS must identify the position title for each employee
- Pay rates: The PAPS must show the pay rate for each position, which can be a single amount or a range
- Time base: The PAPS must indicate the time base, such as hourly, daily, or annually
- Accessibility: The PAPS must be posted at the employer's office or available for public review during normal business hours
- Effective date: The PAPS must indicate an effective date and the date of any revisions
- Retainment: The employer must retain the PAPS and make it available for public inspection for at least five years
- No references: The PAPS must not reference another document instead of disclosing the pay rate

The purpose of CCR 570.5 is to ensure consistency between employers and to increase the transparency of public employee compensation.

With the adoption of the AFSCME/RVSD MOU, the represented employee's salary schedule was adjusted. This change is reflected in Attachment A, The Complete Salary Schedule revised January 2025. Salaries are determined by resolution for unrepresented employees, by the AFSCME/RVSD MOU for represented employees, and by applicable contracts for the District's executive staff.

The revised Complete Salary Schedule also includes the new Accounting Technician classification with salary range and the updated title for the Accountant classification.

Recommendation

Approve the revised FY 24/25 Complete Salary Schedule.

Attachment(s):

- A) FY 2024/25 Complete Salary Schedule revised January 2025

DRAFT**Ross Valley Sanitary District Salary Schedule**

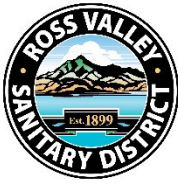
All monthly salaries represented below are effective January 22, 2025 - June 30, 2025

JOB CLASSIFICATION	RANGE	Monthly Salary					
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Administrative Coordinator I	37	\$ 6,218.35	\$ 6,529.26	\$ 6,855.73	\$ 7,198.51	\$ 7,558.44	\$ 7,936.36
Administrative Coordinator II	41	\$ 6,863.89	\$ 7,207.09	\$ 7,567.44	\$ 7,945.81	\$ 8,343.10	\$ 8,760.26
Senior Administrative Coordinator	45	\$ 7,576.45	\$ 7,955.27	\$ 8,353.04	\$ 8,770.69	\$ 9,209.22	\$ 9,669.69
Collection System Worker I	40	\$ 6,696.48	\$ 7,031.30	\$ 7,382.87	\$ 7,752.01	\$ 8,139.61	\$ 8,546.59
Collection System Worker II	46	\$ 7,765.86	\$ 8,154.16	\$ 8,561.86	\$ 8,989.96	\$ 9,439.46	\$ 9,911.43
Senior Collection System Worker	53	\$ 9,231.17	\$ 9,692.73	\$ 10,177.37	\$ 10,686.23	\$ 11,220.55	\$ 11,781.57
Management Analyst I	50	\$ 8,572.06	\$ 9,000.66	\$ 9,450.70	\$ 9,923.23	\$ 10,419.39	\$ 10,940.36
Management Analyst II	54	\$ 9,461.95	\$ 9,935.05	\$ 10,431.80	\$ 10,953.39	\$ 11,501.06	\$ 12,076.11
Accounting Technician	45	\$ 7,576.45	\$ 7,955.27	\$ 8,353.04	\$ 8,770.69	\$ 9,209.22	\$ 9,669.69
Accountant	53	\$ 9,231.17	\$ 9,692.73	\$ 10,177.37	\$ 10,686.23	\$ 11,220.55	\$ 11,781.57
Senior Accountant	57	\$ 10,189.49	\$ 10,698.96	\$ 11,233.91	\$ 11,795.60	\$ 12,385.38	\$ 13,004.65
Business Systems Analyst I	54	\$ 9,461.95	\$ 9,935.05	\$ 10,431.80	\$ 10,953.39	\$ 11,501.06	\$ 12,076.11
Business Systems Analyst II	58	\$ 10,444.22	\$ 10,966.43	\$ 11,514.76	\$ 12,090.49	\$ 12,695.02	\$ 13,329.77
Senior Business Systems Analyst	62	\$ 11,528.47	\$ 12,104.89	\$ 12,710.14	\$ 13,345.64	\$ 14,012.92	\$ 14,713.57
Board Clerk/Management Analyst I	58	\$ 10,444.22	\$ 10,966.43	\$ 11,514.76	\$ 12,090.49	\$ 12,695.02	\$ 13,329.77
Board Clerk/Management Analyst II	62	\$ 11,528.47	\$ 12,104.89	\$ 12,710.14	\$ 13,345.64	\$ 14,012.92	\$ 14,713.57
Senior Board Clerk/Management Analyst	66	\$ 12,725.27	\$ 13,361.54	\$ 14,029.61	\$ 14,731.09	\$ 15,467.65	\$ 16,241.03
Inspector	56	\$ 9,940.96	\$ 10,438.01	\$ 10,959.91	\$ 11,507.91	\$ 12,083.30	\$ 12,687.47
Operations Supervisor	60	\$ 10,972.96	\$ 11,521.61	\$ 12,097.69	\$ 12,702.57	\$ 13,337.70	\$ 14,004.59
Finance Officer	70	\$ 14,046.32	\$ 14,748.63	\$ 15,486.07	\$ 16,260.37	\$ 17,073.39	\$ 17,927.06
O & M Superintendent	66	\$ 12,725.27	\$ 13,361.54	\$ 14,029.61	\$ 14,731.09	\$ 15,467.65	\$ 16,241.03
Assistant Engineer	58	\$ 10,444.22	\$ 10,966.43	\$ 11,514.76	\$ 12,090.49	\$ 12,695.02	\$ 13,329.77
Associate Engineer	64	\$ 12,112.10	\$ 12,717.70	\$ 13,353.59	\$ 14,021.27	\$ 14,722.33	\$ 15,458.45
Senior Engineer	70	\$ 14,046.32	\$ 14,748.63	\$ 15,486.07	\$ 16,260.37	\$ 17,073.39	\$ 17,927.06
O & M Manager	N/A	\$ 14,959.69	\$ 15,707.67	\$ 16,493.05	\$ 17,317.71	\$ 18,183.59	\$ 19,092.77
Admin Services Mgr/AGM	N/A	\$ 18,255.92	\$ 19,309.39	\$ 20,325.56	\$ 21,396.43	\$ 22,521.86	\$ 23,647.96
General Manager	N/A						\$ 26,967.00

Revised January 13, 2025

Approved by the Board on:

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ROSS VALLEY SANITARY DISTRICT

1111 Andersen Drive
San Rafael, CA 94901
(415) 259-2949 ~ rvsd.org

STAFF REPORT

For the Meeting of January 22, 2025

January 15, 2025

To: Board of Directors

From: Felicia Newhouse, Assistant General Manager

Subject: **Authorize Written Comments to Local Agency Formation Commission (LAFCo)
on Central Marin Wastewater Study – December 2024 Public Draft**

Summary

This report is presented to the Board to authorize written comments on the LAFCo's December 2024 draft Municipal Services Report related to Central Marin wastewater services.

Background

In November 2024, the Marin Local Agency Formation Commission (LAFCo) published its draft Municipal Services Report (MSR) on Central Marin wastewater services. The Marin LAFCo reviewed its draft MSR at its December meeting and invited public comment on the document to be submitted by January 24, 2025.

Discussion

The public draft of the Municipal Services Review: Central Marin Wastewater Study dated December 2024 is posted on the LAFCo website [here](#).

Public comment will close on January 24, 2025 at 5:00 p.m.

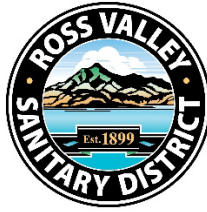
According to LAFCo staff, the MSR will be scheduled for approval by their Commissioners at their February 13, 2025 meeting.

Recommendation

Send written comments to Marin LAFCo as proposed in the attached draft letter.

Attachment(s):

- A) Draft Letter to LAFCo



ROSS VALLEY SANITARY DISTRICT

1111 Andersen Drive, San Rafael, CA 94901
Tel. 415-259-2949 | www.rvsd.org

January 22, 2025

Jason Fried, Executive Officer
Marin Local Agency Formation Commission
1401 Los Gatos, Suite 220
San Rafael, CA 94903
jfried@marinlafco.org

Re: Municipal Service Review — Central Marin Wastewater Study (December 2024 Public Draft)

Dear Jason:

Thank you for the opportunity to comment on this draft MSR. The Ross Valley Sanitary District appreciates LAFCo's attention to these issues and shares its continued focus on efficient, effective local services.

Our most significant concern is that the MSR, intended to last for several years, assumes CMSA Board of Commissioners' approval of a currently debated proposed contract to transfer the San Rafael Sanitation District staff to the Central Marin Sanitation Agency. That approval cannot be assumed — nor its ultimate terms, if it is approved. As detailed in a white paper prepared by retired City Manager Robert Richardson (which we shared with you under separate cover and which we request be made a part of the record of the adoption of this MSR), the proposal has significant unexplored consequences for CMSA, its three member agencies, and the public we all serve.

Therefore, RVSD urges LAFCo to analyze other options to address SRSD's reported difficulties in recruitment and retention, such as severing its administrative relationship with the City of San Rafael to escape the constraints of the City's personnel system so SRSD can compete more effectively for talent. If the concern is that a stand-alone SRSD would not be able to efficiently provide the administrative services the City of San Rafael now provides, those can be provided by contract with the County, a private contractor or another agency without the risks Mr. Richardson identifies. As you know, and as just one example, many small special districts obtain financial management services from County Auditor-Controllers.

Board Members: *Michael Boorstein ~ Thomas Gaffney ~ Doug Kelly ~ Pamela Meigs ~ Mary Sylla*

Serving the Communities of: *Fairfax, Larkspur, Greenbrae, Ross, Kentfield, San Anselmo, Kent Woodlands, and Sausalito* Board Packet No.056

A few more specific comments, each leading with the page number of the draft MSR which raises them:

p. 16: We disagree there are no opportunities for shared facilities among the agencies studied. Cooperation to better pursue opportunities to deliver recycled water should be considered.

p. 17: RVSD is open to the proposal to annex San Quentin Village to RVSD, but notes there will be administrative issues with the State to clarify payment responsibilities.

p. 17: Not all CMSA commissioners are members of their appointing boards; SRSD, at least, appoints other non-elected(s) to represent them on CMSA.

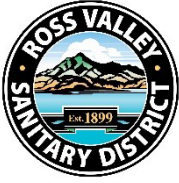
Pp. 30 & 52: The organization chart for the CMSA / SRSD contract is not current and will be uncertain until the agreement is approved — if it is approved. Does the chart add sufficient value to the MSR to risk including a proposal that may soon be outdated?

Thank you for your consideration of these comments. If you would like to discuss any of them, or require further information about any point, please let me know.

Very truly yours,

Mary Sylla, President
Ross Valley Sanitary District

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ROSS VALLEY SANITARY DISTRICT

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STAFF REPORT

For the Meeting of January 22, 2025

January 15, 2025

To: Board of Directors

From: Phil Benedetti, P.E., Senior Engineer
Steve Moore, P.E., General Manager

Subject: **Authorize the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 32 to the Master Services Agreement with Integral Consulting Inc. for CEQA Compliance for the Palm-Mann-Cypress Gravity Sewer Improvements Project (Project #959) in an Amount Not to Exceed \$78,590**

Summary

This staff report presents the scope of services proposed to meet California Environmental Quality Act (CEQA) compliance requirements for the upcoming Palm-Mann-Cypress Gravity Sewer Improvements Project (GSIP) and recommends authorizing the General Manager to approve Task Order No. 32 to the Master Services Agreement with Integral Consulting Inc. for an amount not to exceed \$78,590.

Discussion

The District established a Master Services Agreement with Integral Consulting Inc. to conduct environmental review and monitoring, pursuant to the California Environmental Quality Act (CEQA) for the District's numerous capital projects.

Palm-Mann-Cypress GSIP was conceived in response to County Public Works paving plans for 2025 which shifted this past fall. This project is needed to address infiltration and inflow (I&I) that was identified as a priority in the District's most recent wet weather monitoring of 2022.

CEQA Compliance

For the Palm-Mann-Cypress Gravity Sewer Improvements Project, Integral Consulting is proposed to provide consulting services for CEQA compliance for capital work occurring in Kentfield. This capital improvement project will replace existing gravity sewer lines based on our system-wide risk assessment under the District 2021 Infrastructure Asset Management Plan (IAMP), and also addresses priority areas identified by the Wastewater Collections System Capacity Evaluation prepared by West Yost in January 2023.

The main impacts to be analyzed by the Integral CEQA study are cultural resources, biological resources, and air quality. Integral will work with a subcontractor Far Western to provide the cultural resource impact assessment in the various project areas. The scope includes a consultation with Federated Indians of Graton Rancheria (FIGR) as well as development and implementation of a cultural resources testing plan in coordination with FIGR. The District will compensate FIGR directly for their time as needed.

Integral's scope of services for this project covers various tasks required for CEQA compliance. To begin, Integral will facilitate meetings and provide project management services to prepare the CEQA document, including tribal coordination. Following the initial meetings, Integral will research relevant CEQA documents and other studies conducted near the project areas. Following data collection and review, Integral will draft an initial study/mitigated negative declaration (IS/MND) under CEQA requirements with the consultation of the District. This study will analyze the overall environmental impacts of the sewer repair work occurring across all project locations.

Once the District reviews the draft IS/MND, Integral will assist the District with public noticing and mailings so the public can provide comments on the environmental review. Once the Board approves the final IS/MND, Integral will file the document with the clearinghouse and the County Clerk.

Once authorized by the Board, Integral will begin conducting the necessary CEQA compliance work. Integral anticipates producing a draft IS/MND for District review in April 2025 with the public comment period ending in May 2025. The expected adoption of the IS/MND would be in June 2025. The District expects construction for this capital project to begin in August 2025.

Budget for Work Under the Task Order

The FY 2024-25 capital budget did not specifically include the Palm-Mann-Cypress GSIP, as it was added in response to the County's paving project. Funds are available in the capital budget, originally budgeted for work at the Kerner property, the Winship Bridge project, and the FY 24/25 GSIP that are no longer needed for those purposes in this fiscal year. These available funds will cover the expected expenses for this CEQA compliance work as well as the design work that is proposed to be completed by June 2025.

Recommendation

Authorize the General Manager, upon review and approval of counsel, to approve Task Order No. 32 to the Master Services Agreement with Integral Consulting Inc. for CEQA compliance for the Palm-Mann-Cypress Gravity Sewer Improvements Project (Project #959) in an amount not to exceed \$78,590.

Attachment(s):

- A) Integral Master Services Agreement Task Order No. 32 for CEQA, Palm-Mann-Cypress Gravity Sewer Improvements Project, Multiple Locations in Kentfield, Marin County, California



MASTER SERVICES AGREEMENT – TASK ORDER NO.32

PALM/MANN/CYPRESS GRAVITY SEWER IMPROVEMENTS PROJECT (#959), MULTIPLE LOCATIONS IN KENTFIELD, MARIN COUNTY, CALIFORNIA

Integral Consulting Inc. (Integral) provides this scope and budget to the Ross Valley Sanitary District (District) for consulting services for California Environmental Quality Act (CEQA) compliance for the Palm/Mann/Cypress Gravity Sewer Improvements Project (#959), with multiple locations in Kentfield, Marin County, California.

This Task Order is pursuant to the Master Services Agreement (MSA) between Ross Valley Sanitary District (District), and Integral Consulting Inc. (Integral) dated March 15, 2018.

Ross Valley Sanitary District 1111 Anderson Drive San Rafael, CA 94901	Integral Principal: Bridgette DeShields (707) 630-4890
Contact: Steve Moore	Integral PM: Samantha Eanes
Phone: (415) 259-2949	(415) 787-6309

Site	Task
Multiple locations in Kentfield in Marin County, California.	Task 32: Palm/Mann/Cypress Gravity Sewer Improvements Project (#959)

TASK ORDER DOCUMENTS

1. This Task Order with its Scope of Services and Budget Estimate (see **Attachment A**, Integral's proposal, including Integral's hourly labor, equipment and expenses estimate).

PROJECT UNDERSTANDING

The District is requesting support for CEQA compliance for the Palm/Mann/Cypress Gravity Sewer Improvements Project (#959), with multiple locations in Kentfield, Marin County, California.

SCOPE OF SERVICES

The following information constitutes the Performance of Services, as provided in the MSA. The proposed scope of services to be provided by Integral for Task Order 32 are described below and in the attached proposal (Attachment A).

- Meeting and Project Management
- Data Collection and Review
- Cultural Resource Assessment and Testing
- Draft Initial Study/MND
- Public Notice and Clearinghouse
- Finalize Initial Study/MND

BUDGET ESTIMATE

The scope of services will be completed on a time and materials not-to-exceed basis in accordance with the rates provided in the attached proposal and compensation as provided in the MSA.

The proposed budget is based on the scope of services described above and is summarized in the table below.

Task Order 31 Description	<i>Integral Labor and Expenses</i>	<i>Sub- contractor</i>	<i>Task Budget</i>
Task 1. Meeting and Project Management	\$2,290	-	\$2,290
Task 2a. Data Collection and Review	\$15,460	\$16,500	\$31,960
Task 2b. Cultural Resource Assessment and Testing	\$2,090	\$6,160	\$8,250
Task 3. Draft Initial Study/MND	\$28,790	-	\$28,790
Task 4. Public Notice and Clearinghouse	\$4,860	-	\$4,860
Task 5. Finalize Initial Study/MND	\$2,440	-	\$2,440
Totals	\$55,930	\$22,660	\$78,590

SCHEDULE

Integral is prepared to start this work as soon as authorized. Assuming authorization by in January 2025 and receipt of the necessary plans and other information, testing would occur in late February or March (following tribal consultation). Assuming that all necessary information is available, a draft IS/MND would be available for review by the District by April 2025. The public review draft would be circulated starting in April with the public comment period ending in May. It is anticipated that the District's board would adopt the IS/MND no later than June 2025.

The District and Integral have executed this Task Order as of the date of the authorizing signatures below, which is the Effective Date.

SIGNATURES

IN WITNESS WHEREOF, the undersigned below represent and warrant that they are a corporate officer or representative explicitly vested with the powers to commit their organization to a binding agreement and have duly executed this Task Order as of the Effective Date written above.

Integral Consulting Inc.

Signature: 

Printed
Name: Bridgette DeShields

Title: Principal

Date: 1/9/2025

Ross Valley Sanitary District

Signature: ||

Printed
Name: || Steve Moore, P.E.

Title: || General Manager

Date: || 1/22/2025

ATTACHMENT – PROPOSAL



Integral Consulting Inc.
2455 Bennett Valley Rd
Suite C101
Santa Rosa, CA 95404

telephone: 707. 360-4890
www.integral-corp.com

January 9, 2025

Project No. C1888

Steve Moore
Ross Valley Sanitary District
1111 Anderson Drive
San Rafael, CA 94104

Subject: **Task Order 32 Proposal for CEQA, Palm/Mann/Cypress Gravity Sewer Improvements Project (#959), Multiple Locations in Kentfield, Marin County, California**

Dear Mr. Moore

Integral Consulting Inc. (Integral) is pleased to provide this proposal for consulting services to support California Environmental Quality Act (CEQA) compliance for the Palm/Mann/Cypress Gravity Sewer Improvements Project (#959), with multiple locations in Kentfield, Marin County, California. This project would require a new task order (Task Order 32) under our master services agreement (MSA) with the Ross Valley Sanitary District (the District).

Scope of Work

This proposal includes the following CEQA tasks.

- **Task 1, Meetings and Project Management.** Assumes preparation for and attendance of a meeting/call and scoping of the CEQA document, including tribal coordination under AB52. This task also includes minimal time for project management.
- **Task 2a, Data Collection/ Review:** Includes obtaining and review of prior and relevant CEQA documents and other studies conducted near the project area relevant to the CEQA analysis as well as project-specific information. Information from these prior documents and as well as completion of relevant studies (e.g., geotechnical) will be reviewed for use in the initial study. Integral will provide a biological resources evaluation, which includes a site walk. Far Western (subcontractor) will provide a CEQA Archaeological Inventory Report (which

includes a records search update and field survey). Consultation with Federated Indians of Graton Rancheria (FIGR) is included as well (one meeting is assumed). The completion of this task will also assist in identifying data/information gaps, and the level of effort for this task may need to be modified based on initial document review and tribal consultation. Drawings and figures, as well as a description of the project components, will be obtained from the design engineer for the project.

- **Task 2b, Cultural Resource Assessment and Testing:** Based on some of the areas of disturbance being within moderate and high cultural sensitivity areas and past discussions with FIGR, we assume a testing program is necessary. Far Western will prepare a Testing Plan that will be reviewed and approved by the District and FIGR prior to conducting the testing. This task includes a testing plan, presence/absence testing (up to 6 field days), and a testing report as well as coordination with FIGR for the testing. This scope assumes no new resources will be found and does not include creation of new Department of Parks and Recreation (DPR) site records. The District will compensate Graton Rancheria directly for their time. If less testing is required, the cost would be adjusted. If more testing is necessary, an additional estimate will be provided.
- **Task 3, Draft Initial Study/MND:** Prepare an initial study/mitigated negative declaration in accordance with CEQA requirements in consultation with the District. It is assumed that prior documents are sufficient to prepare a detailed project description and analyze impacts, and that minor comments from the District will be addressed on the initial draft.

The Initial Study will analyze environmental impacts associated with the sewer repair and rehabilitation in multiple locations where this work is expected to occur. The impact analysis will analyze environmental impacts against the relevant and guiding documents of each city or unincorporated area where work is expected to occur for each sewer repair and rehabilitation segment. One report will be prepared to address environmental impacts in all areas.

Main impacts to be analyzed include biological resources, cultural resources, and air quality. It is assumed that minor comments from the District will be addressed on the initial draft version.

- **Task 4, Public Review and Clearinghouse:** Integral staff will assist the District with noticing (provide noticing and mailings) and file the document with the State Clearinghouse. It is assumed that no public meeting will be necessary.
- **Task 5, Finalize Initial Study/MND:** It is assumed that minor comments from the public will be addressed. It is assumed that the Integral will submit the filing to the County Clerk. Filing fees will be covered by RVSD.

Schedule

Integral is prepared to start this work as soon as authorized. Assuming authorization by in January 2025 and receipt of the necessary plans and other information, testing would occur in late February or March (following tribal consultation). Assuming that all necessary information is available, a draft IS/MND would be available for review by the District by April 2025. The public review draft would be circulated starting in April with the public comment period ending in May. It is anticipated that the District's board would adopt the IS/MND no later than June 2025.

Cost Estimate

A cost estimate for the tasks identified above is \$78,590 including \$22,660 in subcontractor fees. Integral will provide the noticing but the District is assumed to cover filing fees. A summary of the costs is presented in the table below, and details are presented in Attachment A. The work will be conducted on a time-and-materials basis under the rates provided in the attached estimate.

Task	Description	Cost (\$)
1	Meetings and Project Management	\$2,290
2a	Data Collection and Review	\$31,960
2b	Cultural Resource Assessment and Testing	\$8,250
3	Initial Study/MND	\$28,790
4	Public Notice and Clearinghouse	\$4,860
5	Finalize Initial Study/MND	\$2,440
Total		\$ 78,590

Ross Valley Sanitary District
January 9, 2025
Page 4

We look forward to working with you on this project. Please contact me at 707-360-4890 (office) or 707-953-8192 (mobile) if you have questions.


Sincerely,

A handwritten signature in black ink, reading "Bridgette DeShields". The signature is written in a cursive, flowing style with a large initial 'B' and 'D'.

Bridgette DeShields
Principal Scientist

Attachment A

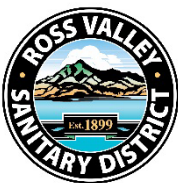
Attachment A. Table 1: Detailed Fee Proposal
CEQA Document, Palm/Mann/Cypress Gravity Sewer Improvements Project (#959)

 Title/Role	2025 Hourly Rates	Total		Task 1		Task 2a		Task 2b		Task 3		Task 4		Task 5	
		Hours	Cost	Meetings/PM		Data Collection and Review		Cultural Resource		Draft Initial Study/MND		Public Notice and		Finalize Initial	
				Hours	Cost	Hours	Cost	Hours	Cost	Hours	Hours Cost	Hours	Cost	Hours	Cost
Principal	\$ 330	12	\$3,960.00	2	\$ 660.00	2	\$660.00	2	\$660	4	\$1,320.00	1	\$ 330.00	1	\$330
Consultant	\$ 270	18	\$4,860.00	1	\$ 270.00	8	\$2,160.00	0	-	8	\$2,160.00	0	\$ -	1	\$270
Senior Engineer/Scientist	\$ 245	42	\$10,290.00	2	\$ 490.00	12	\$2,940.00	4	\$980	20	\$4,900.00	2	\$ 490.00	2	\$490
Project Engineer/Scientist	\$ 225	66	\$14,850.00	0	-	20	\$4,500.00	2	\$450	40	\$9,000.00	2	\$ 450.00	2	\$450
Scientist/Associate	\$ 200	56	\$11,200.00	0	-	16	\$3,200.00	0	-	40	\$8,000.00	0	\$ -	0	-
Associate/Technician 2	\$ 180	22	\$3,960.00	0	-	10	\$1,800.00	0	-	12	\$2,160.00	0	\$ -	0	-
Document Specialist	\$ 160	12	\$1,920.00	0	-	0	\$ -	0	-	6	\$960.00	4	\$ 640.00	2	\$320
Clerical/Project Coordinator	\$ 145	22	\$3,190.00	6	\$ 870.00	0	\$ -	0	-	2	\$290.00	10	\$ 1,450.00	4	\$580
Sub-total Labor		250	\$54,230.00	11	\$ 2,290.00	68	\$15,260.00	8	2,090.00	132	\$28,790.00	19	\$ 3,360.00	12	2,440.00
Subcontractors															
Far Western	10%	\$ 20,600.00		\$		\$ 15,000.00		\$ 5,600.00		\$ -		\$ -		\$	
		\$ 2,060.00		\$		\$ 1,500.00		\$ 560.00		\$ -		\$ -		\$	
		\$ 22,660.00		\$		\$ 16,500.00		\$ 6,160.00		\$ -		\$ -		\$	
Reimbursable expenses															
Other (noticing, printing/mailling)		\$ 1,500.00		\$		\$ -		\$		\$ -		\$ 1,500.00		\$	
Travel		\$ 200.00		\$		\$ 200.00		\$		\$ -		\$ -		\$	
Subtotal ODCs		\$ 1,700.00		\$		\$ 200.00		\$		\$ -		\$ 1,500.00		\$	
GRAND TOTAL		\$ 78,590.00		\$ 2,290.00		\$ 31,960.00		\$ 8,250.00		\$ 28,790.00		\$ 4,860.00		\$ 2,440.00	
Work Elements															
				Assumes attendance of 1-2 calls and tribal		Review of prior and relevant CEQA documents and studies. Existing documents and available information are assumed to be adequate. Design engineer will provide drawings/figures. Far Western will provide a CEQA Archaeological Inventory Report. Integral will provide a biological resource assessment.		Far Western has cultural resource outreach/coordination on site specific Includes one day of testing. Assumes resources/DPR site		It is assumed that project details sufficient to prepare a detailed project description and analyze impacts will be provided to Integral and minor comments from the District will be addressed on the initial draft. Main impacts to be analyzed include biological and cultural resources and air emissions. It is assumed that minor comments from the District will be addressed on the initial draft version.		Integral staff will assist District with noticing and mailings (Clearinghouse). It is assumed that no public meeting will be		It is assumed that comments from the will be addressed. It assumed that the final filing with Clerk. Fees will be by the District.	



Attachment A. Table A2: 2025 Fee Schedule for Integral Staff

Title/Role	2025
Principal 1	\$330
Sr Consultant/Sr Analyst 2	\$280
Consultant/Analyst 1	\$270
Senior Eng/Scientist/Analyst 2	\$245
Project Eng/Scientist/Analyst 1	\$225
Scientist/Associate	\$200
Associate/Technician 3	\$185
Associate/Technician 2	\$180
Editorial/Document Specialist	\$160
Clerical/Project Coordinator	\$140



ROSS VALLEY SANITARY DISTRICT

1111 Andersen Drive
San Rafael, CA 94901
(415) 259-2949 ~ rvsd.org

STAFF REPORT

For the Meeting of January 22, 2025

January 13, 2025

To: Board of Directors

From: Phil Benedetti, P.E., Senior Engineer
Steve Moore, P.E., General Manager

Subject: **Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with West Valley Construction for Design and Engineering Services During Construction (ESDC) for the Palm-Mann-Cypress Gravity Sewer Improvements Project (#959) in the Amount of \$449,172**

Summary

This staff report is being brought to the Board for consideration of authorizing the General Manager, upon review and approval of legal counsel, to execute a Consultant Services Agreement with West Valley Construction Company (WVCC) in the amount of \$449,172, for Design and Engineering Services During Construction (ESDC) for the Palm-Mann-Cypress Gravity Sewer Improvements Project (GSIP), project number 959.

Discussion

Palm-Mann-Cypress GSIP was conceived in response to County Public Works paving plans for 2025 which shifted this past fall. This project is needed to address infiltration and inflow (I&I) that was identified as a priority in the District's most recent wet weather monitoring of 2022.

The purpose of this project is to rehabilitate 1.9 miles of gravity sanitary sewer pipelines ranging from 4-inch to 6-inch using primarily pipe bursting method in Kentfield. Open-cut method will be used for the segments where pipe bursting is not feasible. This rehabilitation work will increase system reliability, reduce maintenance efforts, and decrease the risk of sanitary sewer spills and pipe failure.

In January of 2023, a Wastewater Collections System Capacity Evaluation was prepared by West Yost that identified several capacity issues within the proposed project area using a hydraulic

model that was developed as part of the 2021 IAMP. The proposed project area is upstream of Laurel Grove Ave. in Kentfield, where model storms showed some potential capacity issues during five and ten-year storm events. This project seeks to alleviate these downstream capacity issues by replacing tributary upstream mains that are known sources of I&I. This area of work was originally planned for the FY 28/29, as part of a regular Gravity Sewer Improvement Project.

In the Fall of 2024, the County of Marin Public Works Staff communicated to RVSD the need to perform extensive pavement rehabilitation on several streets that contain pipes identified to be replaced to address this capacity issue. The pavement rehabilitation method selected has been identified as Full Depth Reclamation (FDR), which involves a very deep grind of existing pavement and subgrade and recycling it in-place as new road base. This paving work is planned to commence in Summer of 2025.

Given the extent of this work planned, District Staff determined that the project area previously identified must be replaced prior to FDR work commencing to prevent cutting into moratorium pavement, and to avoid redundant paving rehabilitation work in this neighborhood. When this need came to light, WVCC was in the design phase of the FY 24/25 Gravity Sewer Improvements Project, on an area adjacent to the proposed project and had been previously discussed. These circumstances served as a natural nexus to request a proposal for design from WVCC. This proposal is provided in Attachment A, which includes the List of Pipes and Limits of Work Maps shown in Attachment A, Exhibits A and B respectively. The District has determined the preliminary methods for rehabilitation. West Valley will review the CCTV inspection data to verify the proposed methods.

West Valley Construction's project team will be led by Project Manager Daniel Wilkins and V.P. of Engineering Jasmine Cuffee, who have performed design work on numerous District gravity sewer rehabilitation projects over the past eight years. Staff recommend that West Valley Construction be awarded the contract without competitive solicitation in accordance with Financial Policy 11.14, as "other conditions exist such that the appropriate awarding authority determines that it is in the District's best interest to waive competitive solicitation for the required professional services." These other conditions include the fact that Daniel and Jasmine have had an extensive and successful record of gravity sewer rehabilitation projects with the District and are familiar with the specialized design approaches needed for challenging easement designs in this project. Additionally, there is an urgency to the nature of this work to accommodate the paving project planned by Marin County.

Schedule and Budget for Work Anticipated Under the Agreement

If approved, design work will begin immediately. The schedule (Exhibit C of Attachment A) has design to be completed by July 2, bidding complete July 30, 2025, and construction commencing by October 2, 2025 with construction completion by June 10, 2026.

The budget for the proposed Design and ESDC work was derived from the attached Letter of Proposal (Exhibit D of Attachment A). The proposed fee of \$449,172 for Design and ESDC is 12.5% of the \$3.6M preliminary construction cost estimate for the project. This proposed cost is in-line

with previous design costs for District projects that range from roughly 7-12% of construction costs, and the level of effort proposed matches that of other recently completed gravity sewer improvements projects.

The overall capital budget for FY 2024-25 is \$12,040,000 and while it did not have specific provision for the Palm-Mann-Cypress GSIP project, the proposed design contract is not expected to cause an exceedance of the capital budget or trigger the need to use additional capital reserves. With a planned bid date of July 2025, all construction costs for this project will be next fiscal year, as well as much of the design costs proposed in this contract. The District will be able to postpone initiation of other planned capital projects to accommodate this urgent priority to coordinate with the County's paving projects.

Funds are available in the capital budget, originally budgeted for work at the Kerner property, the Winship Bridge project, and the FY 24/25 GSIP that are no longer needed for those purposes in this fiscal year. These available funds will cover the expected expenses for this design work as well as CEQA compliance work that is proposed to be completed by June 2025.

Recommendation

Authorize the General Manager, upon review and approval of legal counsel, to execute a Consultant Services Agreement with West Valley Construction for Design and ESDC for the Palm-Mann-Cypress Gravity Sewer Improvements Project (#959) in the total amount of \$449,172.

Attachment(s):

- A) Proposed Consultant Services Agreement

CONSULTANT SERVICES AGREEMENT

THIS CONSULTANT SERVICES AGREEMENT ("Agreement") is entered into as of the Effective Date (defined below) by and between the ROSS VALLEY SANITARY DISTRICT ("District") and West Valley Construction ("Consultant").

Recitals

A. WHEREAS, District desires to obtain Design and Engineering Services During Construction services in connection with the Palm-Mann-Cypress Gravity Sewer Improvements Project (#959) ("Project"); and

B. WHEREAS, Consultant is skilled and able to provide such services described in Section 3 of this Agreement; and

C. WHEREAS, District desires to retain Consultant pursuant to this Agreement to provide the services described in Section 3 and Exhibit A of this Agreement.

Agreement

NOW, THEREFORE, in consideration of their mutual covenants, the parties hereto agree as follows:

1. Incorporation of Recitals. The recitals set forth above, and all defined terms set forth in such recitals and in the introductory paragraph preceding the recitals, are hereby incorporated into this Agreement as if set forth herein in full.

2. Project Coordination.

A. District. The General Manager or his/her designee shall represent District for all purposes under this Agreement.

B. Consultant. Consultant shall assign Daniel Wilkins to supervise the progress and implementation of this Agreement for Consultant.

3. Scope and Performance of Services.

A. Scope of Services. Subject to such policy direction and approvals as District through its staff may determine from time to time, Consultant shall perform the services set out in the "Scope of Work" attached hereto as Exhibit A and incorporated herein by this reference.

B. Time of Performance. The services of Consultant are to commence no sooner than January 23rd, 2025 and be completed not later than 365 days after Acceptance of the Construction work. Consultant shall perform its services in accordance with the schedule attached hereto as Exhibit A. Any changes to these dates in either this Section 3 or Exhibit A must be approved in writing by the Project Manager.

C. Standard of Quality. District relies upon the professional ability of Consultant as a material inducement to entering into this Agreement. All work performed by Consultant under this Agreement shall be in accordance with all applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Consultant's field of expertise and experienced in the performance of the work specified in the Scope of Work.

4. Compensation and Method of Payment.

A. Compensation. The compensation to be paid to Consultant, including both payment for professional services and reimbursable expenses, shall be at the rate and schedules attached hereto as Exhibit B. However, in no event shall the amount District pays Consultant exceed Four Hundred Forty-Nine Thousand One Hundred Seventy-Two Dollars (\$449,172). Payment by District under this Agreement shall not be deemed a waiver of unsatisfactory work, even if such defects were known to District at the time of payment.

B. Timing of Payment. Consultant shall submit itemized monthly statements for work performed. District shall make payment, in full, within thirty (30) days after approval of the invoice by the Project Manager.

C. Changes in Compensation. Consultant will not undertake any work that will incur costs in excess of the amount set forth in Section 4.A without prior written amendment to this Agreement. Consultant shall receive no premium or enhanced pay for overtime or holiday hours.

D. Taxes. Consultant shall pay all taxes, assessments and premiums under the federal Social Security Act, any applicable unemployment insurance contributions, Workers Compensation insurance premiums, sales taxes, use taxes, personal property taxes, or other taxes or assessments now or hereafter in effect and payable by reason of or in connection with the services to be performed by Consultant.

E. Disputed Payments. If District objects to all or any portion of any invoice, District shall notify Consultant of the objection within thirty (30) days from receipt of the invoice, give reasons for the objection, and pay that portion of the invoice not in dispute. It shall not constitute a default or breach of this Agreement for District not to pay any invoiced amounts to which it has objected until the objection has been resolved by mutual agreement of the parties.

5. Amendment to Scope of Work. District shall have the right to amend the Scope of Work within the Agreement by written notice to Consultant. In the event of a material change in the Scope of Work, the compensation and time of performance shall be subject to renegotiation of the contract price upon written demand of either party to the Agreement. Consultant shall not commence any work exceeding the Scope of Work without prior written authorization from District. Failure of Consultant to secure District's written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the contract price or time due, whether by way of compensation, restitution, quantum meruit, etc. for work done without the appropriate District authorization.

6. Term. This Agreement shall commence as of the Effective Date and shall continue in full force and effect until completed, amended pursuant to Section 20, or otherwise terminated as provided herein.

7. Inspection. Consultant shall furnish District with every reasonable opportunity for District to ascertain that the services of Consultant are being performed in accordance with the requirements and intentions of this Agreement. All work done and all materials furnished, if any, shall be subject to the Project Manager's inspection and approval. The inspection of such work shall not relieve Consultant of any of its obligations to fulfill the Agreement as prescribed.

8. Ownership of Documents. Title to all plans, specifications, maps, estimates, reports, manuscripts, drawings, descriptions and other draft and final work products compiled by Consultant under the Agreement shall be vested in District, none of which shall be used in any manner whatsoever, by any person, firm, corporation, or agency (including Consultant) without the expressed written consent of District. Basic survey notes and sketches, charts, computations, and other data prepared or obtained under the Agreement shall be made available, upon request, to District without restriction or limitations on their use and without further employment of or payment of any compensation to Consultant.

Consultant may retain copies of the above-described information but agrees not to disclose or discuss any information gathered, discussed or generated in any way through this Agreement without the written permission of District during the term of this Agreement, unless required by law.

9. Employment of Other Consultants, Specialists or Experts. Consultant will not employ or otherwise incur an obligation on behalf of District to pay other consultants, specialists, or experts for services in connection with this Agreement without the prior written approval of District.

10. Conflict of Interest.

A. Consultant covenants and represents that neither it, nor any officer or principal of its firm, has, or shall acquire any investment, income, business entity, interest in real property, or other interest, directly or indirectly, which would conflict in any manner with the interests of District, hinder Consultant's performance of services under this Agreement, or be affected in any manner or degree by performance of Consultant's services hereunder. Consultant further covenants that in the performance of the Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor without the express written consent of District. Consultant agrees to at all times avoid conflicts of interest, or the appearance of any conflicts of interest, with the interests of District in the performance of the Agreement.

B. Consultant is not a designated employee within the meaning of the Political Reform Act because Consultant:

(1) will conduct research and arrive at conclusions with respect to its rendition of information, advice, recommendation, or counsel independent of the control and direction of District or of any District official, other than normal contract monitoring; and

(2) possesses no authority with respect to any District decision beyond the rendition of information, advice, recommendation, or counsel. (2 Cal. Code Regs. § 18700(a)(2).)

11. Liability of District and Employees. Neither the District nor any representative officer, employee or agent of District shall be personally liable to Consultant or otherwise in the event of any default or breach of District, or for any amount which may become due to Consultant or any successor in interest, or for any obligations directly or indirectly incurred under the terms of this Agreement.

12. Indemnity. To the fullest extent permitted by law, Consultant hereby agrees to defend (by counsel reasonably satisfactory to District), indemnify, and hold harmless District, its officers, agents, employees, volunteers, and servants, from and against any and all claims, demands, damages, costs, liabilities, or obligations to the extent arising out of, pertaining to, or related to the negligence, recklessness, or willful misconduct of Consultant, its officers, employees, agents, and subcontractors undertaken pursuant to this Agreement excepting liabilities due to the sole negligence, active negligence, or willful misconduct of District. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable by or for Consultant under Worker's Compensation, disability or other employee benefit acts or the terms, applicability or limitations of any insurance held or provided by Consultant and shall continue to bind the parties after termination/completion of this agreement.

13. Consultant Not an Agent of District. Consultant, its officers, employees and agents shall not have any power to bind or commit District to any decision.

14. Independent Contractor. It is expressly agreed that Consultant, in the performance of the work and services agreed to be performed by Consultant, shall act as and be an independent contractor as defined in Labor Code 3353 and not an agent or employee of District; and as an independent contractor, Consultant shall obtain no rights to retirement benefits or other benefits which accrue to District's employees, and Consultant hereby expressly waives any claim it may have to any such rights.

15. Compliance with Laws.

A. General. Consultant shall use the standard of care in its profession to comply with all applicable federal, state, and local laws, codes, ordinances, and regulations. Consultant has and shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, insurance and approvals which are legally required for Consultant to practice its profession. Consultant shall maintain a District business license. District is not responsible or liable for Consultant's failure to comply with any or all of the requirements contained in this Section.

B. Workers' Compensation. Consultant certifies that it is aware of the provisions of the California Labor Code which require every employee to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and Consultant certifies that it will comply with such provisions before commencing performance of the Agreement and at all times in the performance of the Agreement.

C. District Not Responsible. District is not responsible or liable for Consultant's failure to comply with any and all of its requirements under this Section or otherwise under this Agreement. All such legal compliance obligations shall be borne by Consultant.

16. Assignment; Subcontractors; Employees.

A. Assignment. Consultant shall not assign, delegate, transfer, or convey its duties, responsibilities, or interests in this Agreement or any right, title, obligation, or interest in or to the same or any part thereof without District's prior written consent. Any assignment without such approval shall be void and, at District's option, shall immediately cause this Agreement to terminate.

B. Subcontractors; Employees. Consultant shall be responsible for employing or engaging all persons necessary to perform the services of Consultant hereunder. No subcontractor of Consultant shall be recognized by District as such; rather, all subcontractors are deemed to be employees of Consultant, and Consultant agrees to be responsible for their performance. Consultant shall give its personal attention to the fulfillment of the provisions of this Agreement by all of its employees and subcontractors, if any, and shall keep the work under its control. If any employee or subcontractor of Consultant fails or refuses to carry out the provisions of this Agreement or appears to be incompetent or to act in a disorderly or improper manner, it shall be discharged immediately from the work under this Agreement on demand of the Project Manager.

17. Insurance.

A. Minimum Scope of Insurance.

(1) Consultant agrees to have and maintain, for the duration of this Agreement, a Commercial General Liability insurance policy insuring it and its firm to an amount not less than \$2,000,000 (Two Million Dollars) combined single limit per occurrence and in the aggregate for bodily injury, personal injury, and property damage.

(2) Consultant agrees to have and maintain, for the duration of this Agreement, an Automobile Liability insurance policy insuring it and its staff to an amount not less than \$1,000,000 (One Million Dollars) combined single limit per accident for bodily injury and property damage.

(3) Consultant shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from Consultant's operations under this Agreement, whether such operations be by Consultant or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than \$1,000,000 (One Million Dollars) on a claims-made annual aggregate basis.

(4) A Workers' Compensation and Employers' Liability policy written in accordance with the laws of the State of California and providing coverage for any and all employees of Consultant:

(a) This policy shall provide coverage for Workers' Compensation (Coverage A).

(b) This policy shall also provide required coverage for Employers' Liability (Coverage B).

(5) All of the following endorsements are required to be made a part of each of the required policies, except for the Professional Liability and Workers' Compensation and Employers' Liability policies, as stipulated below:

(a) "District its officials, officers, agents, employees, and volunteers are hereby added as additional insureds, but only as respects work done by, for, or on behalf of the named insured."

(b) "This policy shall be considered primary insurance as respects any other valid and collectible insurance District may possess, including any self-insured retention District may have, and any other insurance District does possess shall be considered excess insurance only and shall not contribute with it."

(c) "This insurance shall act for each insured and additional insured as though a separate policy had been written for each. This, however, will not act to increase the limit of liability of the insuring company."

(6) Consultant shall provide to District all certificates of insurance with original endorsements effecting coverage required by this Section. Certificates of such insurance shall be filed with District on or before commencement of performance of this Agreement. District reserves the right to require complete, certified copies of all required insurance policies at any time.

(7) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to District, its officials, officers, agents, employees, and volunteers.

(8) Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(9) Coverage for District, its officers, directors and employees as additional insureds shall be provided by a policy provision or by an endorsement providing coverage at least as broad as Additional Insured (Form B) endorsement form CG 2010 as published by the Insurance Services Office (ISO).

B. All Coverages. Each insurance policy required shall provide that coverage shall not be canceled, except after 30-days' prior written notice by certified mail, return receipt requested, has been given to District. Current certification of such insurance shall be kept on file with the General Manager at all times during the term of this Agreement.

C. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

D. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by District. At District's option, Consultant shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

E. Verification of Coverage. Consultant shall furnish District with original Certificate(s) of Insurance verifying Consultant's receipt of the insurance coverage required herein.

F. Waiver of Subrogation. Owner and Consultant mutually waive any right of subrogation, which one may have against the other, with regard to any loss or damage arising out of or incident to the perils insured against by any policy of insurance required to be issued and maintained under this Contract. A waiver of subrogation shall be effective as to a person or entity even though that

person or entity would otherwise have a duty of indemnification, contractual or otherwise, or did not pay the insurance premium directly or indirectly, whether or not such person or entity had an insurable interest in the property damaged.

18. Termination of Agreement; Default.

A. This Agreement and all obligations hereunder may be terminated at any time, with or without cause, by District upon 5-days' written notice to Consultant.

B. If Consultant fails to perform any of its obligations under this Agreement within the time and in the manner herein provided or otherwise violate any of the terms of this Agreement, in addition to all other remedies provided by law, District may terminate this Agreement immediately upon written notice. In such event, Consultant shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total fees specified in the Agreement as the services satisfactorily rendered hereunder by Consultant bear to the total services otherwise required to be performed for such total fee; provided, however, that District shall deduct from such amount the amount of damages, if any, sustained by District by virtue of the breach of the Agreement by Consultant.

C. Upon termination of this Agreement with or without cause, Consultant shall turn over to the District immediately any and all copies of studies, sketches, drawings, computations, and other data, whether or not completed, prepared by Consultant or its subcontractors, if any, or given to Consultant or its subcontractors, if any, in connection with this Agreement. Such materials shall become the permanent property of District. Consultant, however, shall not be liable for District's use of incomplete materials nor for District's use of complete documents if used for other than as contemplated by this Agreement.

D. In addition to the foregoing right to terminate for default, District reserves the absolute right to terminate this Agreement without cause, upon written notice to Consultant. In the event of termination without cause, Consultant shall be entitled to payment in an amount not to exceed the Not-To-Exceed Amount which shall be calculated as follows: (1) Payment for Services then satisfactorily completed and accepted by District, plus (2) Payment for Additional Services satisfactorily completed and accepted by District, plus (3) Reimbursable Expenses actually incurred by Consultant prior to the date of termination, as approved by District. The amount of any payment made to Consultant prior to the date of termination of this Agreement shall be deducted from the amounts described in (1), (2) and (3) above. Consultant shall not be entitled to any claim or lien against District for any additional compensation or damages in the event of such termination and payment, it being understood that any payments are full compensation for services rendered prior to the time of payment and not for work that will not be performed. Consultant hereby waives all claims for damages and loss of anticipated profits on account of District's termination of the Agreement.

E. If this Agreement is terminated by District for default and it is later determined that the default termination was wrongful, such termination automatically shall be converted to and treated as a termination for convenience under this Section 18 and Consultant shall be entitled to receive only the amounts payable hereunder in the event of a termination for convenience.

19. Suspension. District shall have the authority to suspend this Agreement and the services contemplated herein, wholly or in part, for such period as it deems necessary due to unfavorable conditions or to the failure on the part of Consultant to perform any provision of this Agreement. Consultant will be paid for satisfactory Services performed through the date of temporary suspension.

20. Merger; Amendment. This Agreement constitutes the complete and exclusive statement of the agreement between District and Consultant and shall supersede all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written

instrument, signed by both District and Consultant. All provisions of this Agreement are expressly made conditions.

21. Interpretation. This Agreement shall be interpreted as though it was a product of a joint drafting effort and no provisions shall be interpreted against a party on the ground that said party was solely or primarily responsible for drafting the language to be interpreted.

22. Litigation Costs. If either party becomes involved in litigation arising out of this Agreement or the performance thereof, the court in such litigation shall award reasonable costs and expenses, including attorneys' fees, to the prevailing party.

23. Time of the Essence. Time is of the essence of this Agreement.

24. Written Notice. Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other party shall be in writing and either served personally or sent by prepaid, first class mail. Any such notice, demand, etc. shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within 72 hours from the time of mailing if mailed as provided in this Section.

If to District: Ross Valley Sanitary District
 1111 Andersen Drive
 San Rafael, CA 94901
 Attention: General Manager

If to Consultant: West Valley Construction
 2655 Stanwell Drive, Suite 215
 Concord, CA 94520

25. Consultant's Books and Records.

A. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to District and all documents and records which demonstrate performance under this Agreement for a minimum period of four (4) years, or for any longer period required by law, from the date of termination or completion of this Agreement.

B. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the General Manager, District Counsel, or a designated representative of any of the foregoing. Copies of such documents shall be provided to District for inspection when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Consultant's address indicated for receipt of notices in this Agreement.

C. District may, by written request by any of the above-named officers, require that custody of the records be given to District and that the records and documents be maintained in the District office. Access to such records and documents shall be granted to any party authorized by Consultant, Consultant's representatives, or Consultant's successor-in-interest.

D. Pursuant to California Government Code Section 10527, the parties to this Agreement shall be subject to the examination and audit of representative of the Auditor General of the State of California for a period of three (3) years after final payment under the Agreement. The examination and audit shall be confined to those matters connected with the performance of this Agreement including, but not limited to, the cost of administering the Agreement.

26. Agreement Binding. The terms, covenants, and conditions of this Agreement shall apply to, and shall bind, the heirs, successors, executors, administrators, assigns, and subcontractors of both parties.

27. Equal Employment Opportunity. Consultant is an equal opportunity employer and agrees to comply with all applicable state and federal regulations governing equal employment opportunity. Consultant will not discriminate against any employee or applicant for employment because of race, age, sex, creed, color, sexual orientation, marital status or national origin. Consultant will take affirmative action to ensure that applicants are treated during such employment without regard to race, age, sex, creed, color, sexual orientation, marital status, or national origin. Such action shall include, but shall not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; lay-offs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultant further agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

28. Section Headings. The headings of the several sections, and any table of contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

29. District Not Obligated to Third Parties. District shall not be obligated or liable for payment hereunder to any party other than Consultant.

30. Remedies Not Exclusive. No remedy herein conferred upon or reserved to District is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.

31. Severability. If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had not been contained herein.

32. No Waiver Of Default. No delay or omission of District to exercise any right or power arising upon the occurrence of any event of default shall impair any such right or power or shall be construed to be a waiver of any such default of an acquiescence therein; and every power and remedy given by this Agreement to District shall be exercised from time to time and as often as may be deemed expedient in the sole discretion of District.

33. Successors And Assigns. Subject to Section 16.A. above, all representations and covenants set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

34. Exhibits. The following exhibits are attached to this Agreement and incorporated herein by this reference as if set forth herein in full:

A. Exhibit A: Scope of Work and Compensation

35. Execution. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

36. Applicable Law; Venue. This Agreement shall be construed and interpreted according to California law. In the event that suit shall be brought by either party hereunder, the parties agree that trial of such action shall be held exclusively in a state court in the County of Marin, California.

IN WITNESS WHEREOF, District and Consultant have executed this Agreement as of the date first above written.

DISTRICT:

Consultant:

ROSS VALLEY SANITARY DISTRICT

WEST VALLEY CONSTRUCTION

By: _____
Name: Steven M. Moore
Title: General Manager
"Effective Date": _____

By: _____
Name: _____
Title: President _____
Date: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

By: _____
Name: Andrea P. Clark
Title: District Counsel

By: _____
Name: _____
Title: _____

EXHIBIT A

Scope of Work and Compensation



January 13, 2025

Phil Benedetti, PE

Senior Engineer

Ross Valley Sanitary District

1111 Andersen Dr

San Rafael, CA 94901

Subject: Paul/Mann/Cypress Gravity Sewer Improvements Project

Dear Phil,

We are pleased to submit our proposal to provide engineering services for the Paul/Mann/Cypress Gravity Sewer Improvements Project.

The following outlines our proposed scope of services and the estimated fee.

SCOPE

This project will rehabilitate roughly 1.9 miles of existing sanitary sewer in Kentfield ranging in size from 4-inch to 6-inch. The anticipated rehabilitation methods include Spot Repairs and upsizing pipes to 8-inch using Open Cut and Pipe Bursting. See the attached Exhibit A for the Limits of Work and Exhibit B for a list of pipes to be rehabilitated.

Tasks include:

- A. Project Management
- B. Project Meetings
- C. Preliminary Investigation/Gather Data
- D. CCTV Review
- E. Subsurface Utility Investigation
- F. Topographic Services
- G. Geotechnical "Desktop" Services
- H. Field Investigation
- I. Prepare Plans, Specifications and Estimates at 50%, 90% and Bid Documents.
- J. Bid Period Services
- K. Design Services During Construction

PROJECT SCHEDULE

See attached Exhibit C for our proposed schedule.

Fee

See attached Exhibit D for our proposed Level of Effort.

We are seeking approval for this amendment request.

We wish to again thank you for the opportunity to perform these design services for Ross Valley Sanitary District. If you have any questions regarding this request, please don't hesitate to contact me.

OWNER
Ross Valley Sanitary District

Date: _____

CONTRACTOR
West Valley Construction Company, Inc.

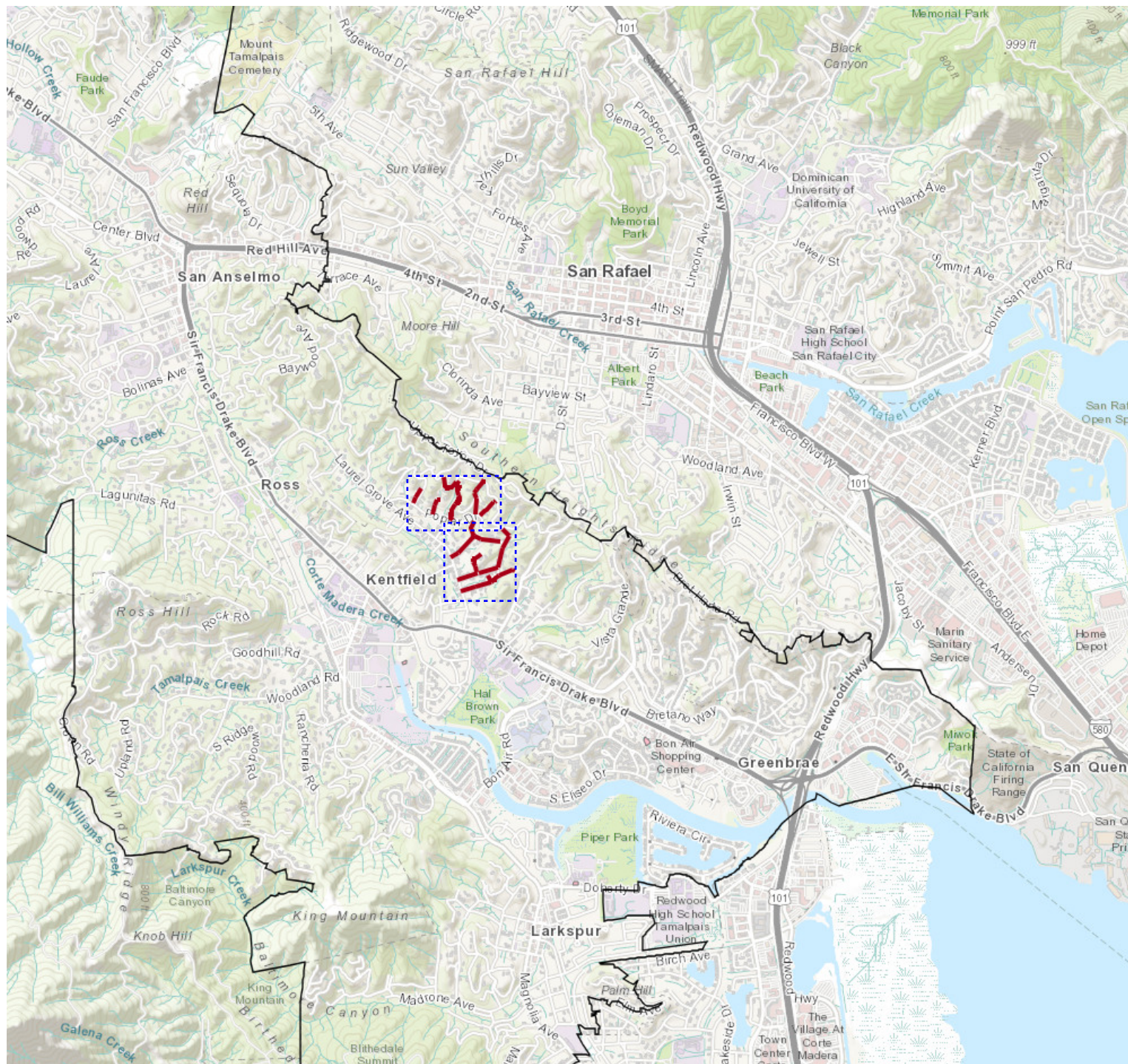


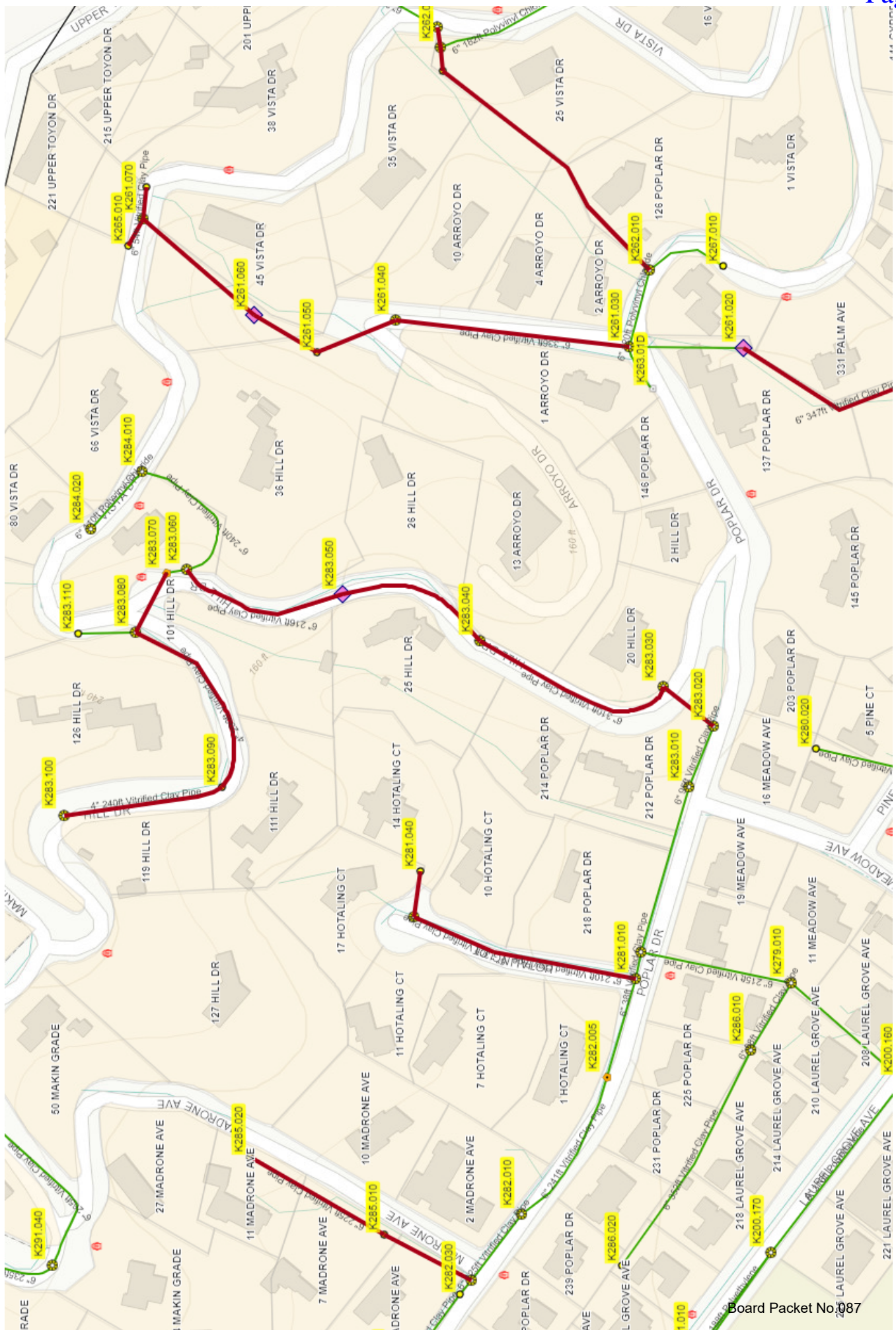
Jasmine Cuffee, P.E. Vice President of Engineering

Date: 01/13/2025

cc: Steve Moore, Ross Valley Sanitary District

PALM/MANN/CYPRESS GRAVITY SEWER IMPROVEMENTS PROJECT (#959)





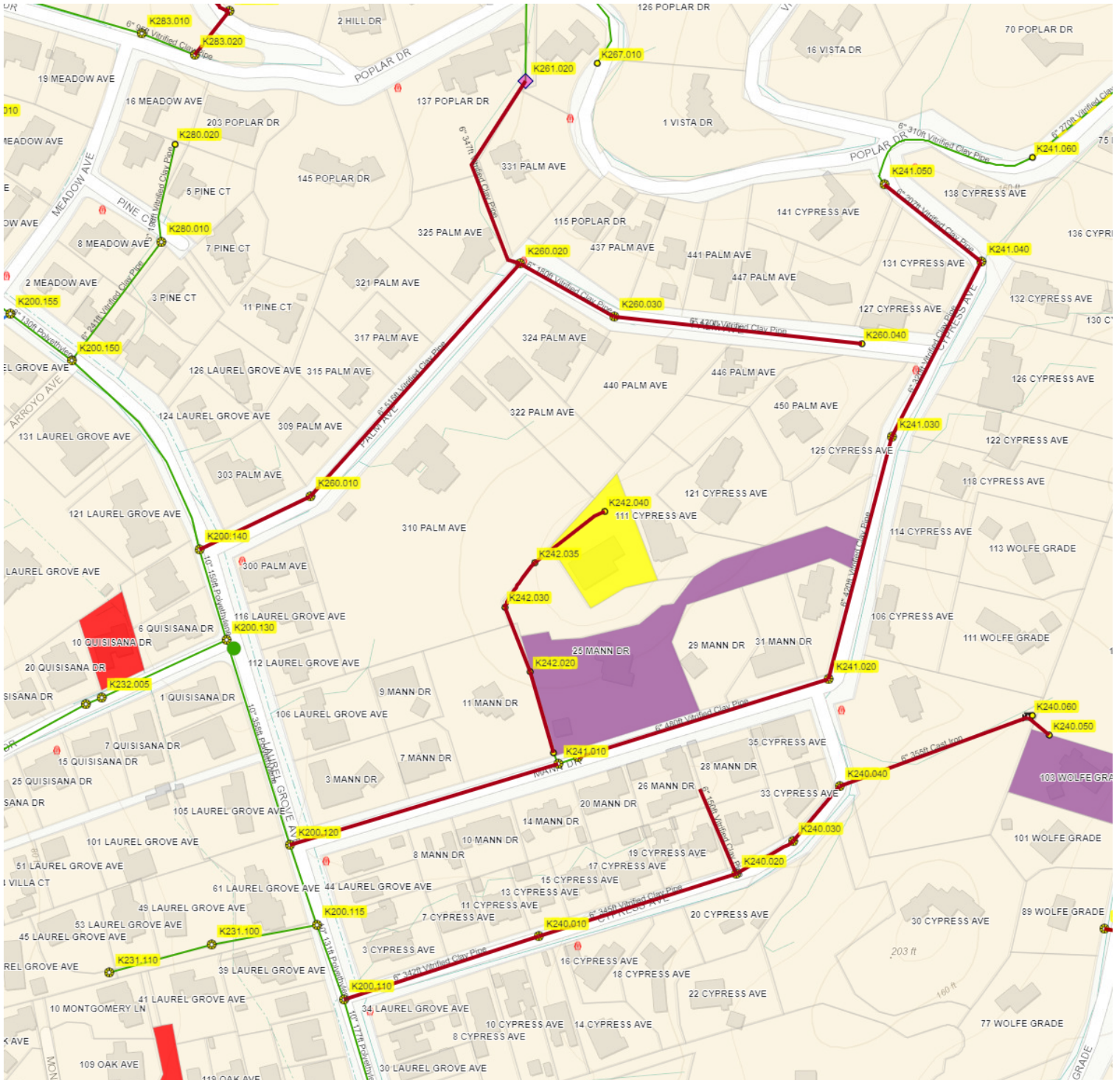
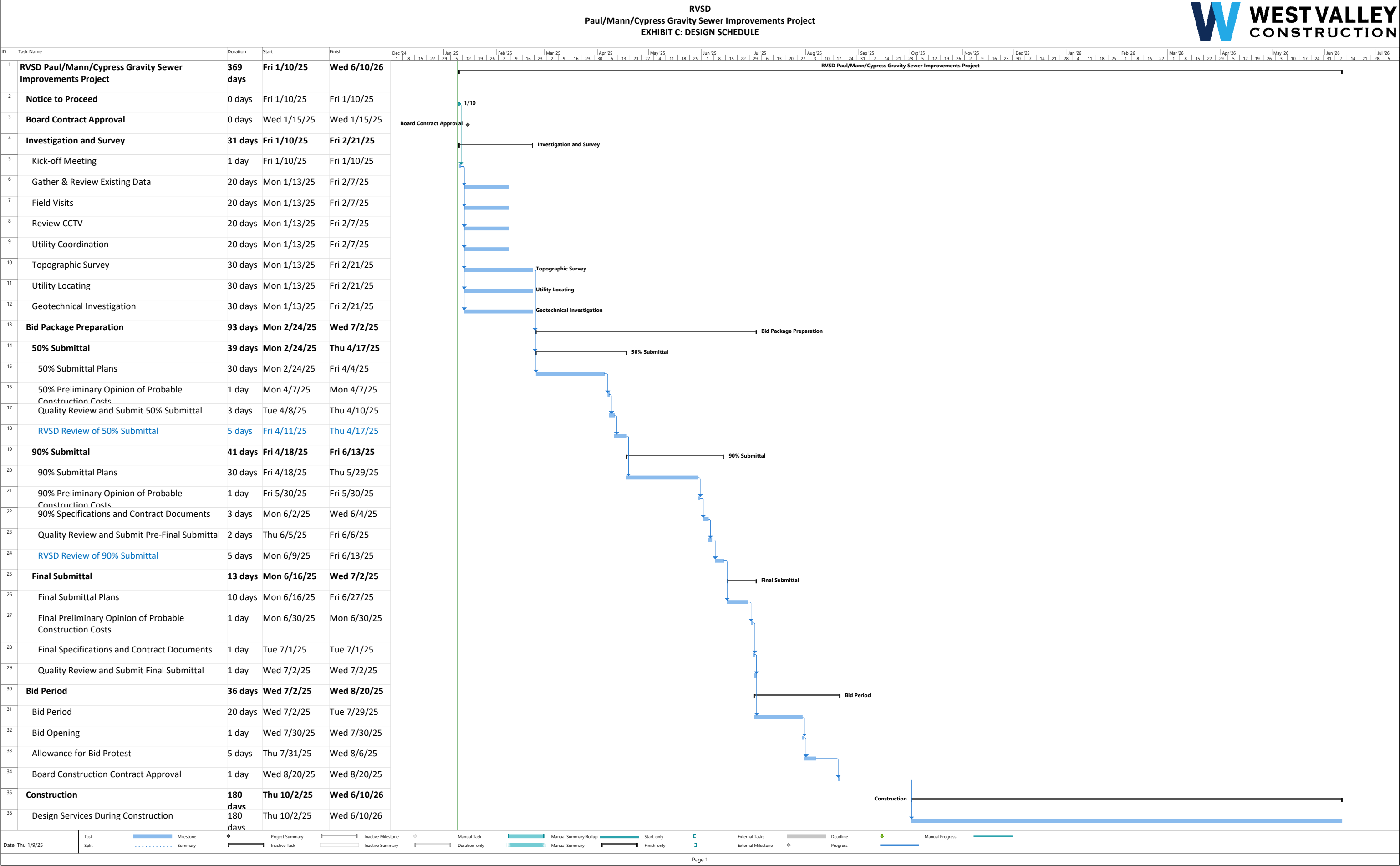


EXHIBIT B - List of Pipes

US Node	DS Node	Length (ft)	Diameter (in)	Ex. Material
K281.020	K281.010	210	6	VCP
K261.040	K261.030	336	6	VCP
K261.050	K261.040	125	6	VCP
K261.060	K261.050	105	6	VCP
K285.010	K282.020	150	6	VCP
K242.030	K242.020	115	6	VCP
K260.010	K200.140	205	6	VCP
K261.020	K260.020	347	6	VCP
K261.070	K261.060	175	6	VCP
K265.010	K261.070	40	6	VCP
K264.010	K261.070	54	6	VCP
K260.040	K260.030	430	6	VCP
K240.050	K240.04T	50	6	VCP
K241.010	K200.120	465	6	VCP
K242.020	K242.010	172	6	VCP
K260.020	K260.010	515	6	VCP
K241.050	K241.040	207	6	VCP
K241.040	K241.030	320	6	VCP
K242.040	K242.035	138	6	VCP
K240.020	K240.010	345	6	VCP
K260.030	K260.020	180	6	VCP
K240.04T	K240.040	355	6	CAS
K283.080	K283.070	46	6	VCP
K285.020	K285.010	225	6	VCP
K241.020	K241.100	480	6	VCP
K240.030	K240.020	110	6	VCP
K240.040	K240.030	120	6	VCP
K241.030	K241.020	420	6	VCP
K283.100	K283.090	240	4	VCP
K283.030	K283.020	90	6	VCP
K281.040	K281.030	67	6	VCP
K281.030	K281.020	130	6	VCP
K283.040	K283.030	310	6	VCP
K283.060	K283.050	216	6	VCP
K240.010	K200.110	342	6	VCP
K283.050	K283.040	275	6	VCP
K283.090	K283.080	290	4	VCP
K240.025	K240.020	150	6	VCP
K242.035	K242.030	111	6	VCP
K262.040	K262.030	16	6	VCP
K262.030	K262.020	67	6	VCP
K262.020	K262.010	421	6	VCP

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Ross Valley Santuary District
Paul/Mann/Cypress Gravity Sewer Improvements Project

Date: 1/13/2025

EXHIBIT D
LEVEL OF EFFORT

TASK, PHASE, DESCRIPTION	STAFF	Design Services					TOTALS
		Project Director	Project Manager	Project Engineer	Clerical	Subs (w/10%)	
		HOURS	HOURS	HOURS	HOURS	COSTS	
1.0 PROJECT MANAGEMENT AND MEETINGS							
1.1 Project Management; Invoicing, coordination with Subs			48				
1.2 Project Meetings (Assume 3)			8	8	4		
SUBTOTAL HOURS		0	56	8	4		68
SUBTOTAL DOLLARS		\$0	\$12,880	\$1,320	\$380		\$14,580
2.0 INVESTIGATION AND SURVEY							
2.1 Preliminary Investigation/Gather Data			4	16			
2.2 CCTV Review			4	32			
2.3 Utility Coordination			2	8			
2.4 Subsurface Utility Investigation			2	4		\$60,557	
2.5 Topographic Survey			4	8		\$140,250	
2.6 Geotechnical Investigation			2	4		\$7,150	
2.7 Field Investigation			24	24			
SUBTOTAL HOURS		0	42	96	0		138
SUBTOTAL DOLLARS		\$0	\$9,660	\$15,840	\$0	\$207,957	\$233,457
3.0 DESIGN PHASE							
A 50% Project Plans and Estimate							
3.1 50% Plans			72	244			
3.2 50% Opinion of Probable Construction Cost			4	16			
3.3 Quality Review		6					
SUBTOTAL HOURS		6	76	260	0		342
SUBTOTAL DOLLARS		\$1,680	\$17,480	\$42,900	\$0		\$62,060
B 90% Project Plans, Specifications and Estimate							
3.4 90% Plans			48	228			
3.5 90% Opinion of Probable Construction Cost			4	16			
3.6 90% Specifications			40	8	8		
3.7 Quality Review		8					
SUBTOTAL HOURS		8	92	252	8		360
SUBTOTAL DOLLARS		\$2,240	\$21,160	\$41,580	\$760		\$65,740
C Final Project Plans							
3.12 Final Plans			16	80			
3.13 Final Opinion of Probable Construction Cost			4	8			
3.14 Final Specifications			8	4	2		
3.15 Quality Review		8					
SUBTOTAL HOURS		8	28	92	2		130
SUBTOTAL DOLLARS		\$2,240	\$6,440	\$15,180	\$190		\$24,050
4.0 BID PERIOD SERVICES							
4.1 Pre-Bid Meeting			8	12			
4.2 Answer Bidder Questions (Assume 4)			8	16			
4.3 Addenda Assistance (Assume 3)			6	24	6		
SUBTOTAL HOURS		0	22	52	6		80
SUBTOTAL DOLLARS		\$0	\$5,060	\$8,580	\$570		\$14,210
5.0 DESIGN SERVICES DURING CONSTRUCTION							
5.1 Attend Pre-Construction Meeting			2	2			
5.2 Review Shop Drawings and Contractor Submittals (Assume 10)			12	27			
5.3 Change Order Assistance			12	12			
5.4 Field Visits			24	24			
5.5 Answer Contractor RFI's and Construction Manager Questions			12	10			
5.6 Prepare As-Built Drawings			8	40			
SUBTOTAL HOURS		0	70	115	0		185
SUBTOTAL DOLLARS		\$0	\$16,100	\$18,975	\$0		\$35,075
A. WVCC HOURS AND COST							
HOURS PER POSITION		22	386	875	20		1303
HOURLY RATE (TYPICAL)		\$280	\$230	\$165	\$95		
SUBTOTAL COST		\$6,160	\$88,780	\$144,375	\$1,900	\$207,957	
B. TOTAL COST FOR TEAM (NOT-TO-EXCEED BASIS):							\$449,172

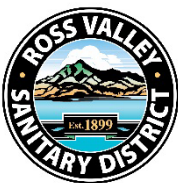
**Ross Valley Sanitary District
Paul/Mann/Cypress Gravity Sewer Improvements Project
EXHIBIT D
LEVEL OF EFFORT**

Date: 1/13/2025

ASSUMPTIONS UPON WHICH PROPOSAL IS BASED:

- 1 Hours and fee for individual tasks are a guide; the total hours and cost for the project takes precedence.
- 2 Hours and fee may be renegotiated if the project is delayed by factors beyond WVCC's control.
- 3 Hours for additional design iterations are not included.
- 4 Utilities will design their relocations, if any are needed.
- 5 CCTV inspection is not included. CCTV data will be
- 6 The number of budgeted meetings is indicated on the
- 7 District will provide Front End and Technical Specifications.
- 8 District review comments will be presented to WVCC on
- 9 This estimate assumes preparation of one bid package.
- 10 No property line boundary survey is included. Property lines and rights-of-way will be shown on plans as provided on Assessor's Parcel Map.
- 11 District will provide all relevant as-built information and
- 12 Significant redesign required due to changes made by District after 90% submittal review is subject to additional fee for WVCC.
- 13 Bypass plans are not included.
- 14 Geotechnical Services include patching bores with cold patch or rapid set concrete. Hot Mix Asphalt is not included.
- 15 Printing of final documents will be by District (or WV at cost
- 16 Approximate pipe length = 10,200 LF. Assumed number of drawings:

Paul/Mann/Cypress Gravity Sewer Improvements Project		
Anticipated Drawings	Scale	# of Sheets
Title Sheet	None	1
Key Map	None	1
Notes, Legend and Abbreviations	None	1
Plan and Profile	1" = 20'	36
Detail Sheets	Various	1
	Total	40

**ROSS VALLEY SANITARY DISTRICT**

1111 Andersen Drive
San Rafael, CA 94901
(415) 259-2949 ~ rvsd.org

STAFF REPORT

For the Meeting of January 22, 2025

January 10, 2025

To: Board of Directors

From: Patrick Filipelli, Senior Business Systems Analyst
Steve Moore, P.E., General Manager

Subject: **Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a three-year Small Utility Enterprise Agreement with Esri in the Amount of \$87,900 and an annual subscription to ArcGIS Indoors for \$11,450 per year, for a total amount not to exceed \$122,250**

Summary

This staff report is being brought to the Board for consideration of authorizing the General Manager to enter into a three-year Small Utility Enterprise Agreement (SUEA) with Esri, the Geographic Information System (GIS) firm, for \$29,300 annually, totaling \$87,900, along with an annual subscription to ArcGIS Indoors for \$11,450. The costs would be incurred annually, at \$40,750 per year. Currently the District pays \$10,000 per year for its Esri license, so the proposed price increase would be \$30,750 per year for three years.

This agreement will establish Esri as the District's primary geospatial system, providing robust tools for managing both horizontal and vertical assets while enhancing interoperability and integration with current and future systems.

The Esri platform will complement the District's existing Innovyze's InfoAsset Manager Computerized Maintenance Management System (CMMS). Esri's tools will address InfoAsset Manager's limitations in managing vertical assets, such as pump stations, valves, and buildings, while supporting real-time updates and data-driven decisions for horizontal assets like pipelines. Additionally, ArcGIS Indoors will provide detailed indoor mapping and management tools, creating a cohesive connection between indoor facilities and the District's broader underground infrastructure network.

Discussion

Since 2012, the District has relied on Innovyze's InfoAsset Manager as its primary tool for asset management and geospatial functions, integrated with Esri's ArcGIS to make it a web-based accessible format for staff. InfoAsset Manager has been a vital resource for managing pipeline infrastructure, facilitating work order management, and supporting rehabilitation planning. However, InfoAsset Manager has limitations in geospatial data management and analysis, particularly for non-pipeline infrastructure such as pump stations, valves, and buildings. These limitations have challenged the District's ability to comprehensively document, track, and analyze its vertical assets.

Benefits of Expanding Agreement with Esri

By adopting Esri as the District's primary geospatial system, we conform to industry standards, future-proof our infrastructure management by aligning with a reliable long-term entity like Esri and position ourselves for seamless integration with evolving technologies. For example, this investment would enable the District to integrate with future systems such as an upgraded permitting platform, ensuring operational excellence and modernization for years to come.

Esri's platform will establish a centralized, scalable geospatial framework, positioning it as the District's primary geospatial system. By fully integrating with InfoAsset Manager, Esri will support real-time updates for our horizontal assets (i.e., pipes and manholes), empowering data-driven decisions for rehabilitation and operational efforts. The addition of ArcGIS Indoors expands the District's ability to manage vertical assets (i.e., pump stations and buildings), offering detailed indoor mapping, asset tracking, and facility management tools. This ensures that both indoor and underground infrastructure systems are seamlessly integrated into a unified framework.

ArcGIS Indoors provides advanced tools for managing building layouts, tracking indoor assets, and optimizing space utilization. These capabilities significantly improve staff operations within facilities such as pump stations and administrative buildings by allowing easy navigation of indoor spaces to locate assets and inventory. Indoors enhances efficiency by enabling staff to quickly identify critical infrastructure and plan maintenance activities. The platform also supports emergency planning and wayfinding, ensuring staff and contractors can move through complex facilities with confidence. By addressing these key gaps in the District's current asset management capabilities, ArcGIS Indoors adds an essential dimension to the Esri platform's functionality.

The Esri platform ensures seamless integration not only with InfoAsset Manager but also with the District's current CCTV WinCan system. This compatibility will streamline workflows, enabling efficient sharing of inspection data and improving asset condition assessments. Furthermore, Esri's tools prepare the District for future system enhancements by supporting integration with potential new technologies, such as an upgraded permitting platform.

Moving to Esri as the primary geospatial system does not render the InfoAsset Manager obsolete. The District will continue to use InfoAsset Manager for its horizontal asset

management but will be able to migrate these functions to Esri over time. This is an example of future-proofing our operations, in case the InfoAsset Manager product line is no longer supported by Autodesk, who acquired Innovyze a few years ago. To offset these proposed additional software costs with Esri, the District is exploring ways to pare back its subscription costs with Innovyze.

Small Utility Enterprise Agreement

The Esri Small Utility Enterprise Agreement (SUEA) provides comprehensive licensing for \$29,300 annually, granting all staff access to Esri's advanced tools while ensuring access to comprehensive geospatial data to support informed decision-making. Separately, the ArcGIS Indoors subscription at \$11,450 annually effectively replaces the District's current \$10,000 annual expenditure on Esri products, delivering enhanced indoor mapping and facility management functionality that was not previously available. Together, these investments consolidate GIS needs into a cohesive solution, simplifying workflows, improving access to high-quality data, and supporting long-term infrastructure management goals.

Recommendation

Authorize the General Manager, Upon Review and Approval of Counsel, to execute a three-year Small Utility Enterprise Agreement (SUEA) with Esri for \$87,900, and an annual subscription to ArcGIS Indoors for \$11,450, for a total amount not to exceed \$122,250 in three years.

Attachment(s):

- A) Esri Small Utility Agreement Proposal



December 17, 2024

Steve Moore
 Ross Valley Sanitary District
 2960 Kerner Blvd
 San Rafael, CA 94901-5517

Dear Steve,

The Esri Small Utility Enterprise Agreement (SUEA) is a three-year agreement that will grant your organization access to Esri term license software. The EA will be effective on the date executed and will require a firm, three-year commitment.

Based on Esri's work with several organizations similar to yours, we know there is significant potential to apply Geographic Information System (GIS) technology in many operational and technical areas within your organization. For this reason, we believe that your organization will greatly benefit from an Enterprise Agreement (EA).

An EA will provide your organization with numerous benefits including:

- A lower cost per unit for licensed software
- Substantially reduced administrative and procurement expenses
- Complete flexibility to deploy software products when and where needed

The following business terms and conditions will apply:

- All current departments, employees, and in-house contractors of the organization will be eligible to use the software and services included in the EA.
- If your organization wishes to acquire and/or maintain any Esri software during the term of the agreement that is not included in the EA, it may do so separately at the Esri pricing that is generally available for your organization for software and maintenance.
- The organization will establish a single point of contact for orders and deliveries and will be responsible for redistribution to eligible users.
- The organization will establish a Tier 1 support center to field calls from internal users of Esri software. The organization may designate individuals as specified in the EA who may directly contact Esri for Tier 2 technical support.
- The organization will provide an annual report of installed Esri software to Esri.
- Esri software and updates that the organization is licensed to use will be automatically available for downloading.
- The fee and benefits offered in this EA proposal are contingent upon your acceptance of Esri's Small Utility EA terms and conditions.

- Licenses are valid for the term of the EA.

The terms and conditions in this Small Utility EA offer are for utilities with a total meter count which falls under the applicable tier in the Esri EA Small Utility Program. By accepting this offer, you confirm that your organization's meter count falls within this range on the date of signature and that you are therefore eligible for this pricing. If your organization's meter count does not fall within this range, please confirm your current meter count, and Esri will provide a revised quotation.

This program offer is valid for 90 days. To complete the agreement within this time frame, please contact me within the next seven days to work through any questions or concerns you may have.

To expedite your acceptance of this EA offer:

1. Sign and return the EA contract with a Purchase Order or issue a Purchase Order that references this EA Quotation and includes the following statement on the face of the Purchase Order:

"THIS PURCHASE ORDER IS GOVERNED BY THE TERMS AND CONDITIONS OF THE ESRI SMALL UTILITY EA, AND ADDITIONAL TERMS AND CONDITIONS IN THIS PURCHASE ORDER WILL NOT APPLY."

Have it signed by an authorized representative of the organization.

2. On the first page of the EA, identify the central point of contact/agreement administrator. The agreement administrator is the party that will be the contact for management of the software, administration issues, and general operations. Information should include name, title (if applicable), address, phone number, and e-mail address.
3. In the purchase order, identify the "Ship to" and "Bill to" information for your organization.
4. Send the purchase order and agreement to the address, email or fax noted below:

Esri
Attn: Customer Service SU-EA
380 New York Street
Redlands, CA 92373-8100

e-mail: service@esri.com
fax documents to: 909-307-3083

I appreciate the opportunity to present you with this proposal, and I believe it will bring great benefits to your organization.

Thank you very much for your consideration.

Best Regards,
Suzanne Timani



Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

*To expedite your order, please attach a copy of
this quotation to your purchase order.
Quote is valid from: 12/17/2024 To: 3/17/2025*

Quotation # Q-537903

Date: December 17, 2024

Customer # 444596 Contract # ENTERPRISE
AGREEMENT

Ross Valley Sanitary District
2960 Kerner Blvd
San Rafael, CA 94901-5517

ATTENTION: Steve Moore
PHONE: (415) 259-2949
EMAIL: smoore@rvsd.org

Small Utility Enterprise Agreement Term (2024 - 2027)

Material	Qty	Term	Unit Price	Total
168089	1	Year 1	\$29,300.00	\$29,300.00
Meter Counts 10,001 to 50,000 Small Utility Enterprise Agreement Annual Subscription				
168089	1	Year 2	\$29,300.00	\$29,300.00
Meter Counts 10,001 to 50,000 Small Utility Enterprise Agreement Annual Subscription				
168089	1	Year 3	\$29,300.00	\$29,300.00
Meter Counts 10,001 to 50,000 Small Utility Enterprise Agreement Annual Subscription				

Year (1) ArcGIS Indoors Maps for ArcGIS Enterprise

Material	Qty	Term	Unit Price	Total
181060	1		\$11,450.00	\$11,450.00
ArcGIS Indoors Maps for ArcGIS Enterprise Annual Subscription				

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Suzanne Timani	Email: stimani@esri.com	Phone: (909) 793-2853 x1627
<p>The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, then unless otherwise stated in this quotation, Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.</p>		

Board Packet No. 100

TIMANIS

This offer is limited to the terms and conditions incorporated and attached herein.



Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

*To expedite your order, please attach a copy of
this quotation to your purchase order.
Quote is valid from: 12/17/2024 To: 3/17/2025*

Quotation # Q-537903

Date: December 17, 2024

Customer # 444596 Contract # ENTERPRISE
AGREEMENT

Ross Valley Sanitary District
2960 Kerner Blvd
San Rafael, CA 94901-5517

ATTENTION: Steve Moore
PHONE: (415) 259-2949
EMAIL: smoore@rvsd.org

Subtotal:	\$99,350.00
Sales Tax:	\$0.00
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
Total:	\$99,350.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Suzanne Timani	Email: stimani@esri.com	Phone: (909) 793-2853 x1627
<p>The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, then unless otherwise stated in this quotation, Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.</p>		

Board Packet No. 101

TIMANIS

This offer is limited to the terms and conditions incorporated and attached herein.

Esri Use Only:

Cust. Name _____
 Cust. # _____
 PO # _____
 Esri Agreement # _____



SMALL ENTERPRISE AGREEMENT SMALL UTILITY (E215-2)

This Agreement is by and between the organization identified in the Quotation ("**Customer**") and **Environmental Systems Research Institute, Inc. ("Esri")**.

This Agreement sets forth the terms for Customer's use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

Table A
List of Products

Uncapped Quantities (annual subscription)**Desktop Software and Extensions (Single Use)**

ArcGIS Desktop Advanced
 ArcGIS Desktop Standard
 ArcGIS Desktop Basic
 ArcGIS Desktop Extensions: ArcGIS 3D Analyst,
 ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst,
 ArcGIS Publisher, ArcGIS Network Analyst, ArcGIS
 Workflow Manager, ArcGIS Data Reviewer

Developer Tools

ArcGIS Runtime Standard
 ArcGIS Runtime Analysis Extension

Enterprise Software and Extensions

ArcGIS Enterprise (Advanced and Standard)
 ArcGIS Monitor
 ArcGIS Enterprise Extensions: ArcGIS 3D Analyst,
 ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst,
 ArcGIS Network Analyst, ArcGIS Workflow Manager,
 ArcGIS Data Reviewer

ArcGIS Enterprise Additional Capability Servers

ArcGIS Image Server

Capped Quantities (annual subscription)

ArcGIS Online User Types		ArcGIS Enterprise User Types	
ArcGIS Online Viewer User Type	50	ArcGIS Enterprise Creator User Type	50
ArcGIS Online Creator User Type	50		
ArcGIS Online Apps and Other		ArcGIS Enterprise Apps and Extensions	
ArcGIS Insights in ArcGIS Online	5	ArcGIS Insights in ArcGIS Enterprise	5
ArcGIS Location Sharing for ArcGIS Online	10	ArcGIS Location Sharing for ArcGIS Enterprise	10
ArcGIS Online Service Credits	10,000	ArcGIS Advanced Editing User Type Extension for ArcGIS Enterprise	50
ArcGIS Business Analyst		ArcGIS CityEngine	
ArcGIS Business Analyst Web App Standard Online	1	ArcGIS CityEngine Single Use	2

Other Benefits

Number of Esri User Conference registrations provided annually	2
Number of Tier 1 Help Desk individuals authorized to call Distributor	3

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("**Ordering Document**"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("**Effective Date**").

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

Ross Valley Sanitary District
(Customer)

By: _____
Authorized Signature

Printed Name: Steve Moore

Title: General Manager

Date: 01/22/2025

CUSTOMER CONTACT INFORMATION

Contact: _____

Telephone: _____

Address: _____

Fax: _____

City, State, Postal Code: _____

E-mail: _____

Country: _____

Quotation Number (if applicable): _____

1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

"Case" means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

"Deploy", "Deployed" and "Deployment" mean to redistribute and install the Products and related Authorization Codes within Customer's organization(s).

"Fee" means the fee set forth in the Quotation.

"Maintenance" means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

"Master Agreement" means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

"Product(s)" means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

"Quotation" means the offer letter and quotation provided separately to Customer.

"Technical Support" means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

"Tier 1 Help Desk" means Customer's point of contact(s) to provide all Tier 1 Support within Customer's organization(s).

"Tier 1 Support" means the Technical Support provided by the Tier 1 Help Desk.

"Tier 2 Support" means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—ADDITIONAL GRANT OF LICENSE

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

2.2 Consultant Access. Esri grants Customer the right to permit Customer's consultants or contractors to use the Products exclusively for Customer's benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer's benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—TERM, TERMINATION, AND EXPIRATION

3.1 Term. This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 No Use upon Agreement Expiration or Termination. All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

3.3 Termination for a Material Breach. Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For an Agreement with government or government-

owned entities, either party may terminate this Agreement before any subsequent year if Customer is unable to secure funding through the legislative or governing body's approval process.

3.5 Follow-on Term. If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

4.0—PRODUCT UPDATES

4.1 Future Updates. Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

4.2 Product Life Cycle. During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other

than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to

supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.

4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.
5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—ADMINISTRATIVE REQUIREMENTS

7.1 OEM Licenses. Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 Annual Report of Deployments. At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download,

operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.

- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.

- c. Esri's federal ID number is 95-2775-732.

- d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

8.2 Order Requirements. Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

- a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.
- b. The following information will be included in each Ordering Document:
 - (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
 - (2) Order number
 - (3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

- 9.1 If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.
- 9.2 If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.
- 9.3 This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.

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PERFORMANCE METRICS MONTHLY REPORT

OPERATIONS & MAINTENANCE – DECEMBER 2024

Prepared by: Patrick Filipelli
Senior Business Systems Analyst

Date: January 2025

Reviewed by: Steve Moore Paul Bruemmer
General Manager Operations and Maintenance Manager

DISTRICT MISSION

We provide our customers with high quality wastewater collection service, through a system that has no avoidable sanitary sewer spills, at the lowest sustainable cost, in order to protect public health and the environment.

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INTRODUCTION

Purpose

The purpose of this performance metrics report is to present and discuss the management and performance of the collection system. Reports will be prepared on a monthly and annual basis.

Definitions

Performance metrics provide information on the collection system management and performance. A list of acronyms, abbreviations, terms, and definitions related to the District's collection systems, O&M, and performance metrics is provided at the end of this document.

Items of Note in Current Reporting Period

The following items of note were in this performance metrics reporting period:

Operations

- Staff received ERP (Emergency Response Plan) training utilizing the District's web-based safety training platform (Target Solutions). The ERP training is specific training for District Staff responding to pump station emergencies. Staff are trained in the proper response to pump station failures and the step-by-step instruction to operate the station or bypass pump from the station to ensure spill mitigation from stations in emergency situations.
- Staff received training on driving in inclement weather and the steps to take to ensure safe driving techniques.

Pump Crew

- Staff completed preventive maintenance at PS10 - Larkspur Landing B, PS12 - Bon Air, PS13 - Greenbrae and PS14 - Larkspur. Work consisted of inspecting pumps, servicing and exercising emergency standby generators, inspecting scrubber fans, cleaning check valves, checking oil levels, greasing electric motors, exercising suction and discharge valves, and confirming operational functionality of station controls and alarms. No deficiencies were noted.
- Staff resolved an on-going PLC (programmable logic controller) issue at PS14 – Larkspur. The pump station control system would not receive the pump call to run signal correctly from the Main PLC, this would send pump fail-to-run alarms. Through research and troubleshooting, it was discovered that the backup PLC control logic programming was not allowing the main PLC to operate correctly. The PLC logic programming was corrected which allowed the Main PLC to operate correctly and send the proper signal for the pumps to run at the desired interval which corrected the alarm and pump operational issue.

Line Maintenance Crew

- Staff provided Mutual Aid to MMWD (Marin Municipal Water District) at the San Geronimo Treatment Plant, 330 San Geronimo Valley Dr., Woodacre. Staff assisted Matthew Steiner, P.E., Associate Engineer to dewater a tank of 1,000 gallons of contaminated process water. The water was originally used to disinfect a Rotary Press piloted at the water treatment plant for water treatment activities. Staff utilized CB03 (large vac con) to remove the contaminated water and decanted it to the RVSD sewer system for treatment.
- Staff have collaborated with residents to obtain updated property contact information associated with District infrastructure on easements. Staff are adding this updated information into Info Asset for the properties and associated pipelines. This effort from our easement initiative adds residents' contact information automatically to work orders associated with access restrictions. This provides field staff with the residents' contact information to coordinate access to their property. These notes will appear in the Special Instructions section of the work order automatically going forward.
- Staff located and reestablished access to three (3) lost nodes (manholes or rod holes) in the month of August. Finding lost and missing nodes has been a District priority in the last year, and field staff have excelled at this objective, locating about two-thirds of these assets so far. Knowing where nodes are located, especially in easements on private property, ensures system access for all District tasks including emergency response situations such as spills. The nodes found are as follows, F321.040 - 137 Hillside Dr. Fairfax, G247.020 - 151 Los Cerros Dr. Greenbrae, G225.060-71 Altura Way Greenbrae.
- Staff worked with outside contractor, Dukes Root Control, to perform root foaming of 6-month high frequency cleaning lines. 13,748 feet of pipe were root foamed, equivalent to 58 pipe segments. This is the first root foaming work performed by the District in over five years. Staff performed the contracted work with the goal of rescheduling the 6-Month high frequency cleaning to a 1-year standard cleaning schedule. Condition Assessment will evaluate the effectiveness of root foam in six months to assess the next steps with the associated lines.

Repair Crew

- Staff performed twenty (20) manhole rehabilitations within the District's service area. Rehabilitation work ensures a free-flowing system, as rough, misaligned channels, failing bases or rim-and-covers can allow debris and infiltration to enter the collection system and block the conveyance of the sanitary sewer, possibly causing spills. New manhole installations improve access for maintenance to difficult infrastructure. The number of repairs conducted included locations as follows: Greenbrae-4, Larkspur-2, Fairfax-2, San Anselmo-9, Kent Woodlands-2, Ross-1.
- Staff worked installing eight point repairs utilizing the internal pipe patch repair system. Much of this work is to repair the most defective "Grade 5" defects, specifically categorized as "visible void", within the RVSD collection system. The number of repairs conducted included locations as follows: Larkspur-2, Greenbrae-2, Sleepy Hollow-4.

Condition Assessment Crew

- Staff have continued performing 2-year creek crossing inspections. Staff completed nine creek crossings in December for a total of 193 completed to date. These are important infrastructure locations and are sensitive areas of the collection system and environment. Per the 2021 IAMP, The District has 294 physical creek crossing inspections to complete ensuring the proper operation and integrity of the system.
- While performing routine CCTV assignments, staff have also been identifying failing lateral connections. Upon discovery of voids or failed connections, staff contact residents to dye test laterals for parcel owner confirmation and repair notifications. In December, staff dye-tested two residential lines and identified two lateral connections in need of repair. Property owners are sent notice of their defective lateral and encouraged to contact the District for information and assistance.

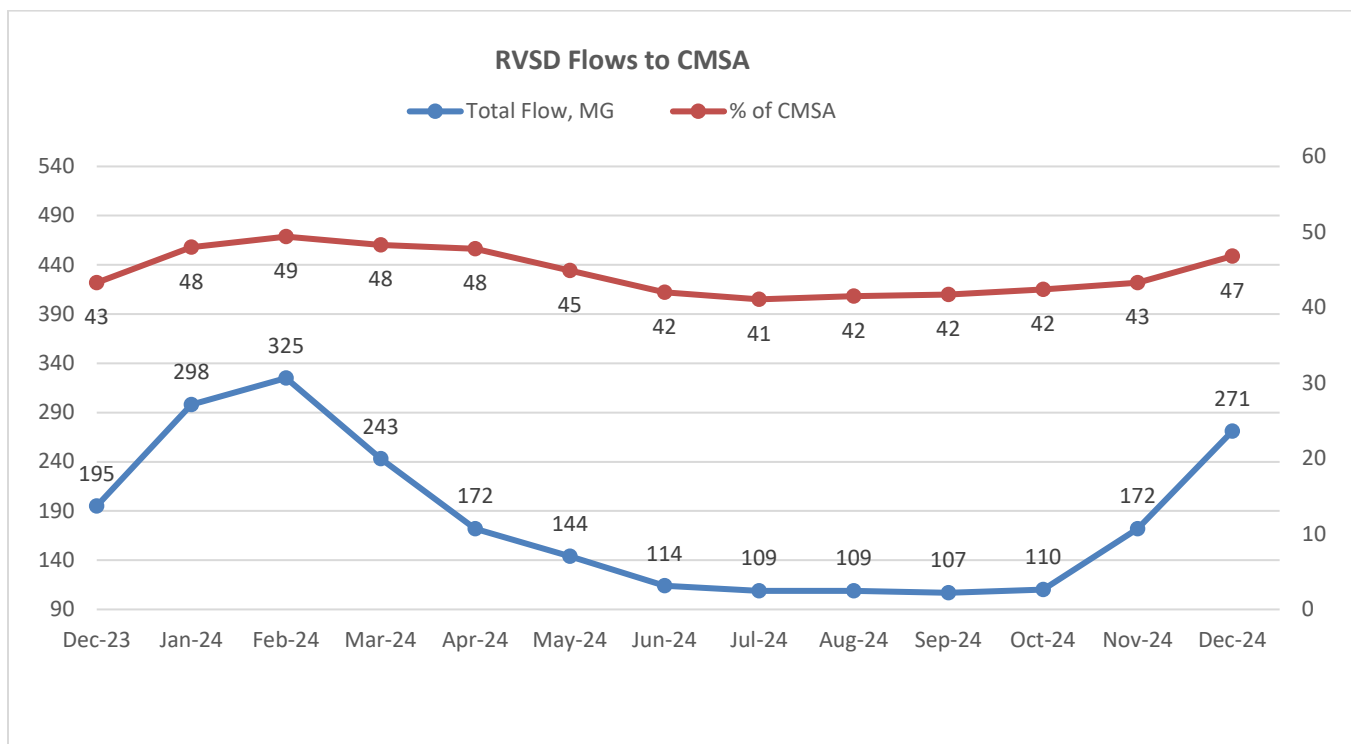
PUMP STATIONS

Pump stations convey wastewater collected by gravity through force mains to points downstream in the system or to the WWTP. Maintenance and monitoring of the pump stations and related assets is critical in managing the collection system. The metrics categories in this report for Pump Stations are Flow, Maintenance, and Energy.

Flow

All of RVSD's flow is conveyed in the force main network to CMSA, through one of seven pump stations: PS 15 Kentfield, PS 24 630 S Eliseo, PS 25 1350 S Eliseo, PS 14 Larkspur, PS 12 Bon Air, PS 13 Greenbrae, or PS 10 Larkspur Landing B. Pump stations are the primary location where flow data is collected. Maintenance and energy needs directly relate to flow conditions in the system.

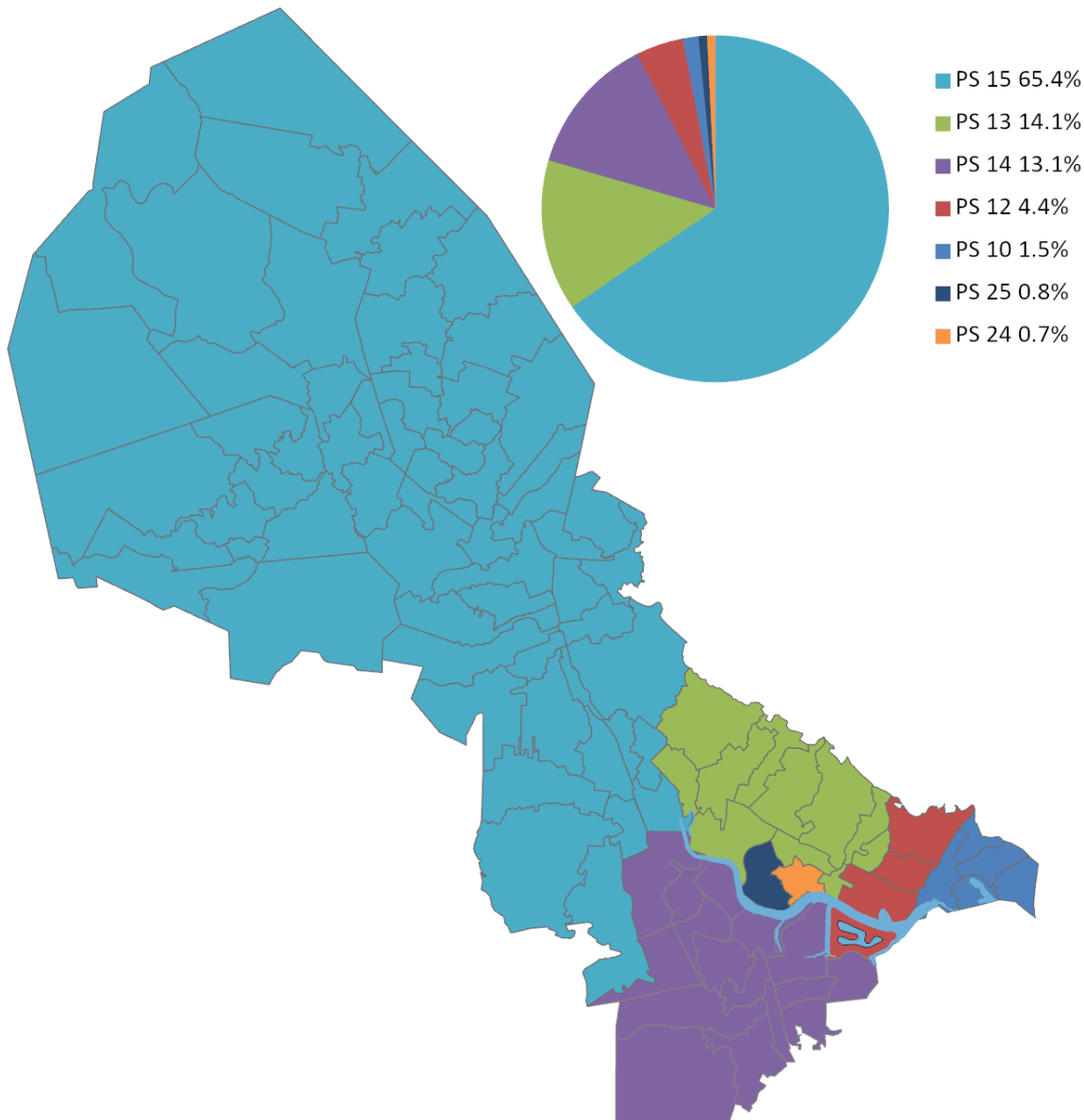
Flow	
Total Flow Volume	271 MG
ADWF	4.5 MGD
Total Flow Volume versus Calculated ADWF Volume	1.94
PWWF	49.2 MGD
Wet Weather Peaking Factor (PWWF/ADWF)	10.93



Pump Station Flow

RVSD has installed Supervisory Control and Data Acquisition (SCADA) software at all the major pump stations. SCADA allows the District to track pump station flows in real time and identify critical maintenance issues. Relative flows pumped by the pump stations to the CMSA treatment plant this month are shown in the graph below. In the wet season PS15 increases to above 2/3 of the total flow.

Total Flow By Pump Station



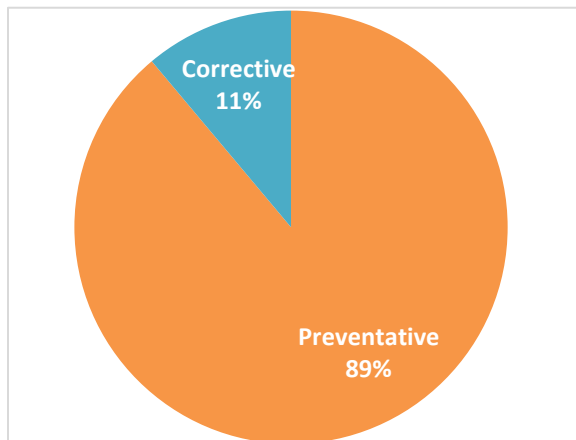
Pump Station Maintenance

Maintenance at pump stations is essential for operational reliability and efficiency. The many electrical, mechanical, and structural components at pump stations require regular preventative maintenance, which reduces overall costs, protecting or extending service life and improving reliability.

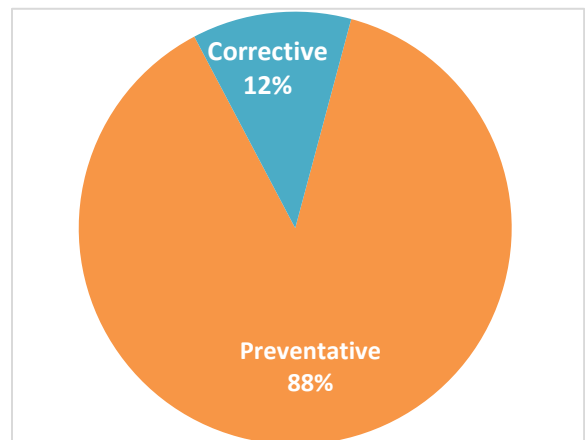
Maintenance Type Performed		
Maintenance Type	Current Month	FYTD
Mechanical Preventative	71	456
Mechanical Corrective	9	59
Electrical Preventative	17	100
Electrical Corrective	2	16
TOTAL	99	631

Distribution of Pump Station Maintenance

Understanding the distribution of preventative versus corrective maintenance aids in the effective planning of future O&M and capital improvement activities.



Maintenance Type Current Month



Maintenance Type FYTD

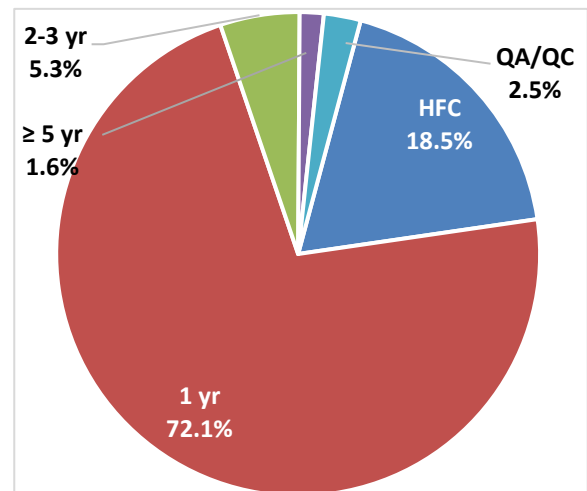
GRAVITY SEWER LINES

Gravity sewer lines collect and convey wastewater downstream. Maintenance, assessments, and repairs can prevent avoidable wastewater spills, protect public health and the environment, reduce odors, and minimize costs. The metrics categories in this report for Gravity Sewer Lines are Pipe Cleaning, Condition Assessment, and Repair.

Pipe Cleaning

Pipe cleaning is the fundamental preventative maintenance activity for gravity sewer pipelines and can prevent wastewater spills, reduce service calls, and extend the life of the assets. The District has implemented a quality assurance program to provide a higher level of service using CCTV cameras.

Pipe Cleaning Footage		
Cleaning Schedule	Current Month	FYTD
HFC	4,368	79,009
1 yr	61,559	307,385
2-3 yr	1,605	22,646
≥ 5 yr	0	6,847
CCTV QA/QC	2,018	10,493
TOTAL	69,550	426,380

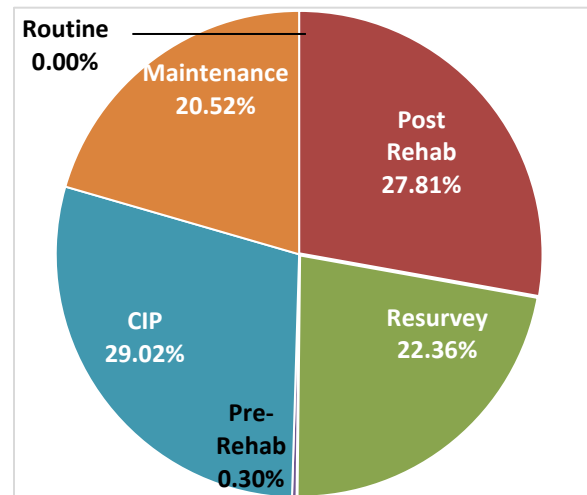


Cleaning and QA/QC Completed by Schedule

Condition Assessment

Condition assessment is used to understand and monitor the condition of infrastructure assets.

CCTV Inspection Footage by Purpose		
CCTV Purpose	Current Month	FYTD
CIP Assessment	11,698	20,998
Maintenance Related	2,076	14,846
Routine Assessment	0	122
Resurvey	0	16,178
Post Rehab	4,592	20,127
Pre-Rehab	0	216
I/I Investigation	0	0
TOTAL	18,366	72,487



CCTV Completed by Purpose

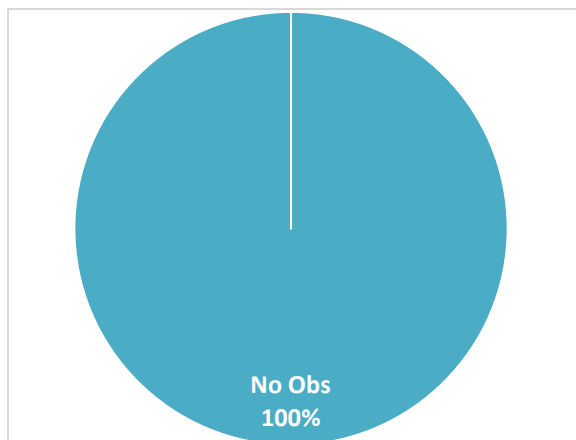
Manhole Observations

To ensure that there isn't root intrusion or other blockages forming in District assets, a manhole observation program was created at the end of FY 2022/23. All pipes that have not been cleaned in the last two years have their manholes observed and maintenance issues documented.

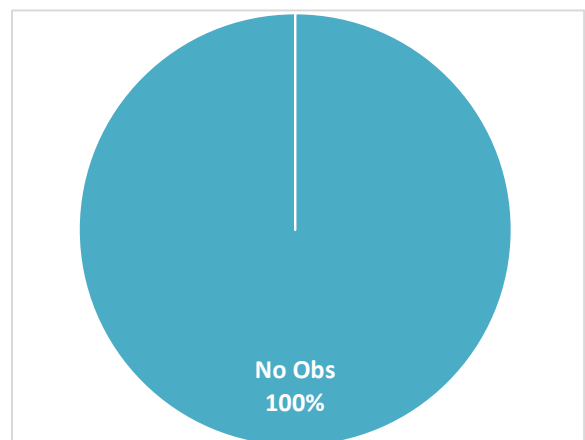
Manhole Observations		
Finding	Current Month	FYTD
No issue	0	0
Cleaning Needed	0	0
Maint. Needed	0	0
Risk of Blockage	0	0
TOTAL	0	0

Distribution of Observations

The distribution of observations allows more effective planning of future O&M improvement activities and informs the pipe cleaning schedule.



Observations Current Month



Observations FYTD

District Water Use

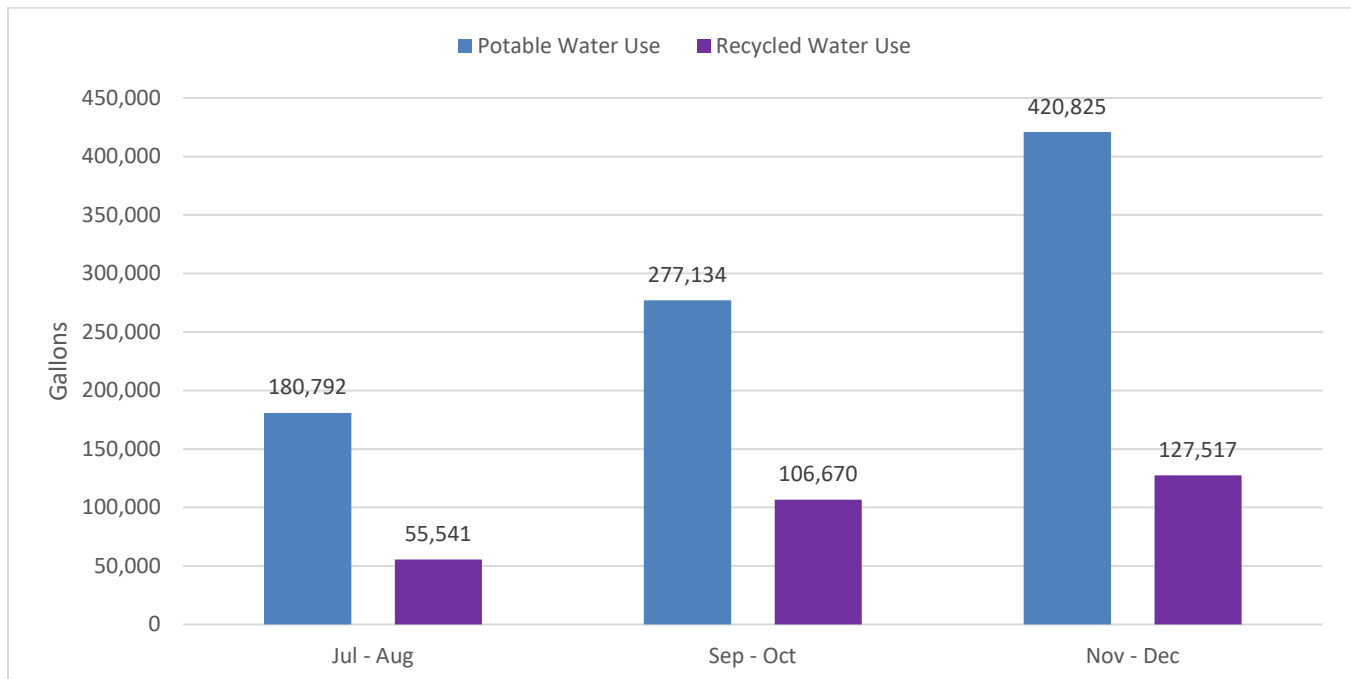
The District uses recycled water for sewer cleaning, using disinfected-23 MPN quality water from the CMSA truck fill station. Below is the total recycled water usage for the current month and fiscal year.

Recycled Water Use by Purpose (in gals)		
Purpose	Current Month	FYTD
Sewer Cleaning	13,722	127,517
TOTAL	13,722	127,517

Distribution of Water Use

Using recycled water for various operational activities is environmentally responsible and sustainable in the long term. The volume of recycled water use equals the volume of potable water conserved. Conserving potable water makes more available for human uses of water for health and safety, and environmental uses of water for fish and wildlife habitat in the Lagunitas Creek and Russian River watersheds. The Cumulative Potable and Recycled Water Use graph below is updated every other month when potable water use data is made available.

FY 2024/2025 Cumulative Potable and Recycled Water Use



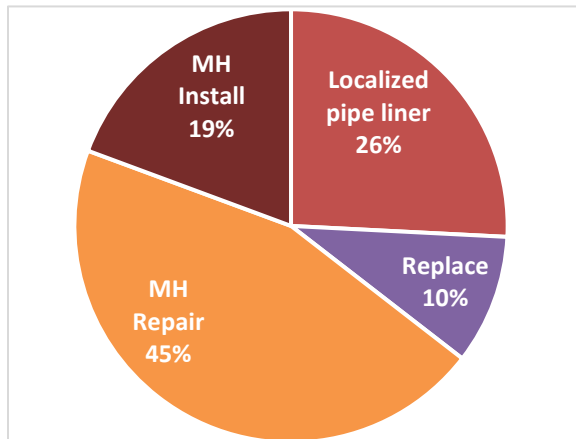
Repair

The Repair division allows the District to perform cost effective and vital work without the need to hire additional contractors.

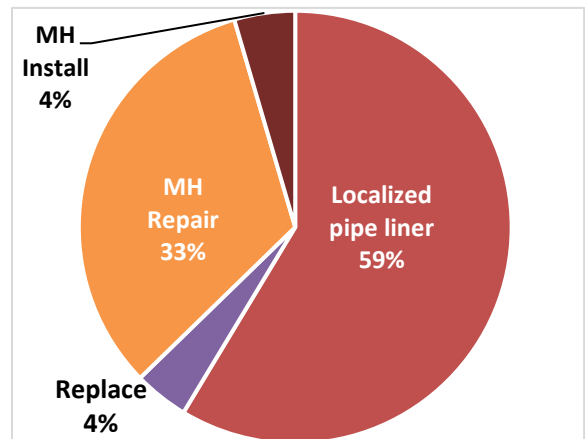
Repair Activity by Type		
Repair Type	Current Month	FYTD
Localized pipe liner	8	129
Replacement Repair	3	9
Manhole repair	14	72
Manhole Install	6	10
TOTAL	31	220

Distribution of Repair Work

Understanding the distribution of repair work allows more effective planning of future O&M and capital improvement activities.



Repair Type Current Month



Repair Type FYTD

Fats, Oils and Grease (FOG) Program

The District's Fats, Oils and Grease (FOG) Program is administered by CMSA through a program agreement. Currently, there are 83 Food Service Establishments (FSEs) within the District that require an annual inspection and 21 that are required to be inspected three times per year. This list will change over time as FSEs open or shut down. To have a highly effective FOG program it is essential that all FSEs are inspected at least annually or based on their permitted schedule. Below is the total number of inspections performed for the current month and fiscal year.

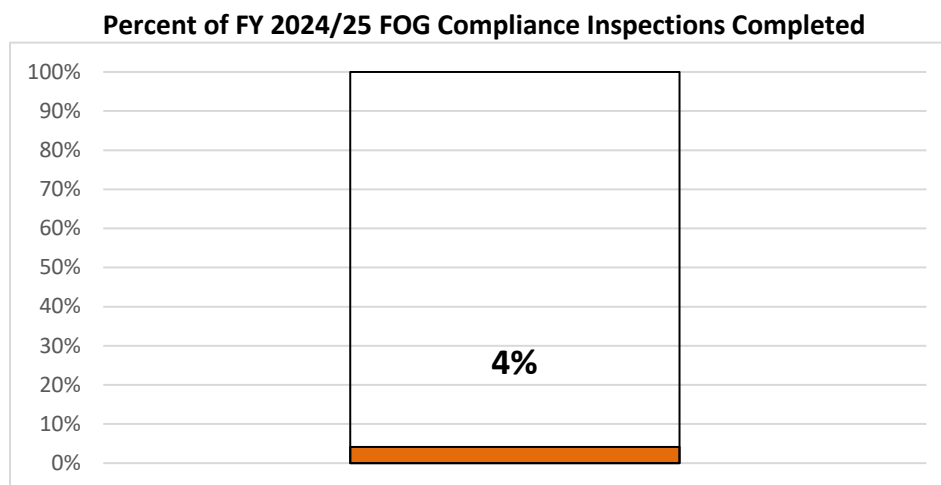
Inspections Performed			
Purpose	Current Month	FYTD	Total Planned INSP
Compliance	0	6	146
TOTAL	0	6	146

FOG Compliance Inspections

Staff utilizing the newly instated supervisor review function within Info Asset, have been notifying supervisory staff and CMSA inspectors of heavy grease within the collection system. Staff have reported that this coordination is making a positive impact within the system.

FOG Compliance Annual Progress

Compliance inspections completed are expected to average 8.3% (1/12) per month. Due to CMSA administering other FOG programs throughout the county, there will be some months that no compliance inspections take place within the Ross Valley service area.



LATERAL INSPECTIONS

District inspectors conduct inspections and provide technical customer support and enforcement over private sewer lateral repair and replacements.

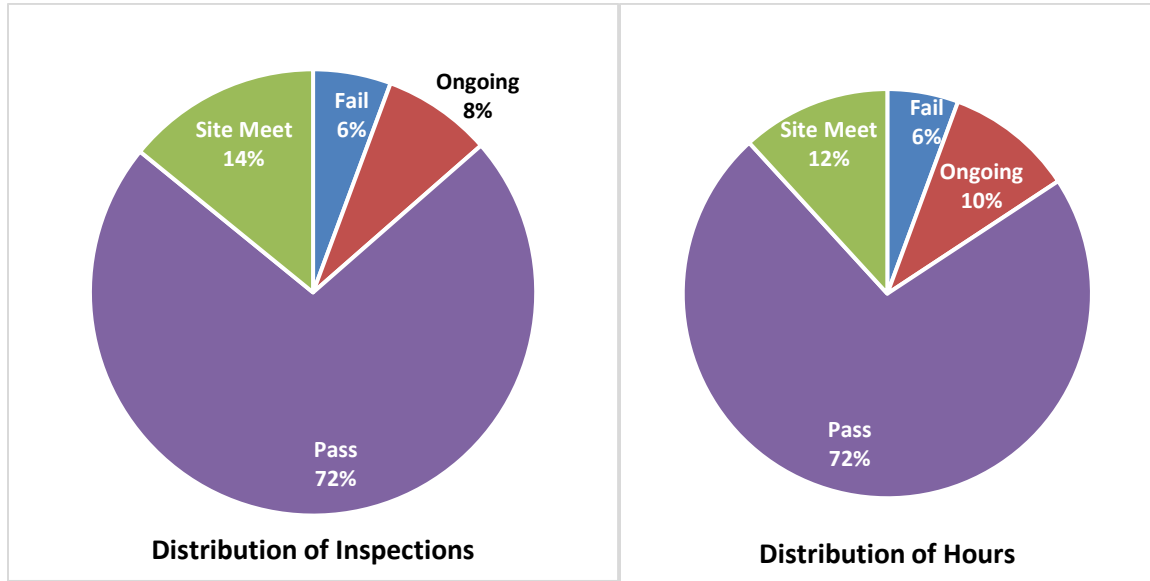
Number of Inspections and Footage Replaced

Lateral inspections have increased over the years due to increased lateral replacement activity driven by the District's lateral programs. Inspections staff complete more lateral inspection work orders than the number of laterals that are replaced, due to additional field meets and investigations as well as re-inspections when the lateral does not pass inspection the first time.

Lateral Inspections				
Type	INSP Current	INSP FYTD	Hours Current	Hours FYTD
Fail	3	10	3	10
Ongoing	3	14	3	18
Pass	16	128	16	129
Site Meet	7	25	7	25
TOTAL	29	177	29	182

Lateral Replacements				
Type	INSP Current	INSP FYTD	Footage Current	Footage FYTD
Repaired	0	8	0	207
Replaced	16	120	921	9,329
TOTAL	16	128	921	9,536

Distribution by Inspection Type



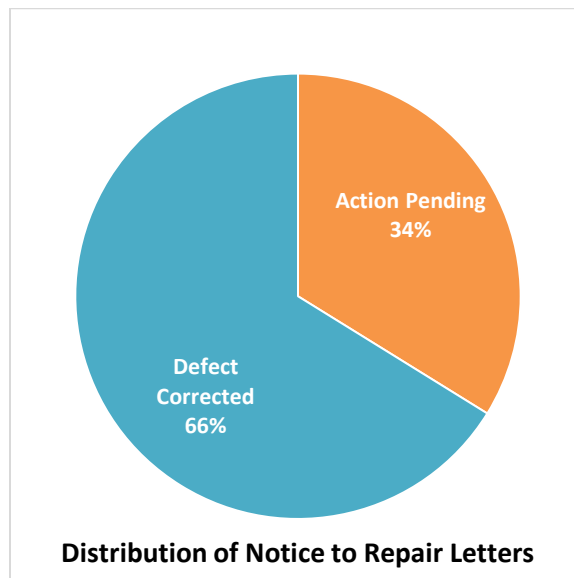
Dye Testing

When Condition Assessment staff come across a defective lateral during routine assessment, a dye test is performed to confirm ownership.

Dye Tests				
Type	Current	FYTD	Hours Current	Hours FYTD
Dye Test	1	12	1	22
TOTAL	1	12	1	22

Notice to Repair

The dye test information is used to generate “Notice to Repair” letters and the homeowner is notified of their responsibility to fix the defective connection. Below is the distribution of pending actions versus corrected defects since the inception of the program.



SERVICE CALLS

Service calls are by nature unplanned activities and can be a measure of the quality of wastewater collection service. A high number of service calls reduces the availability of O&M resources to complete preventative maintenance and scheduled repairs. The metrics categories in this report for Service Calls are the Number of Calls and Staff Hours and Distribution by Cause.

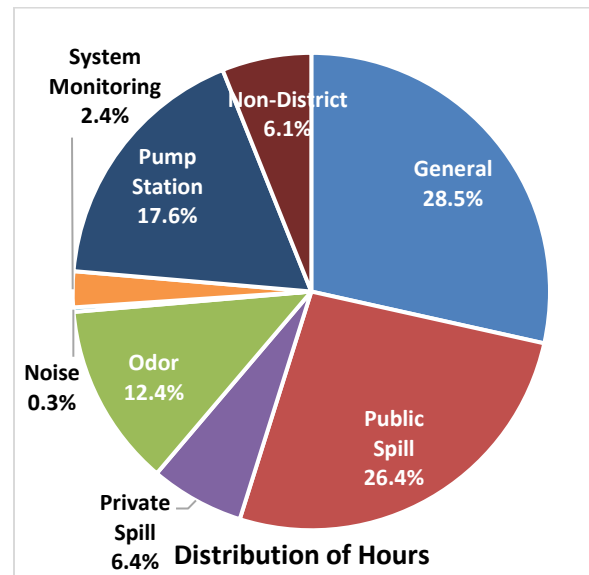
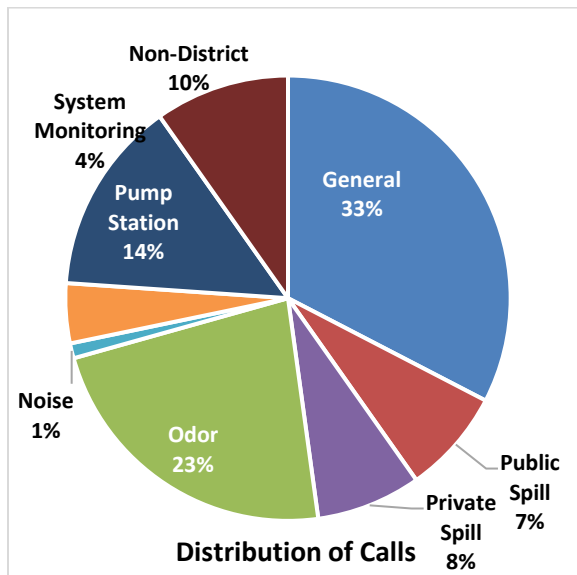
Number of Calls and Staff Hours

Service calls both during normal hours and after hours take up a considerable amount of staff resources. To provide a high level of service to customers, the District is committed to comprehensive management of all calls.

Calls and Hours by Cause of Service Call				
Cause	# Calls	Calls FYTD	Staff Hours	Hours FYTD
General	11	30	47	94
Public Spill	2	7	33	87
Private Spill	3	7	10	21
Odor complaints	2	21	3	41
Noise complaints	0	1	0	1
System Monitoring	1	4	2	8
Pump Station Alarms	3	13	18	58
Non-District incidents	3	9	21	41
TOTAL	25	92	134	351

Distribution by Cause

Understanding service call distribution by cause allows more effective planning of future O&M activities.



SANITARY SEWER SPILLS

Wastewater spills affect public health and the environment. Preventing spills is fundamental to the proper operation of the collection system. The metrics categories in this report for Sanitary Sewer Spills are the Public Spills by Category, Public Spills by Cause, Distribution of Spills by Cause, and Spill Volume versus Conveyance to WWTP.

Spill Categories

Category 1: Discharge of untreated or partially treated wastewater of any volume resulting from a sanitary sewer system failure or flow condition that either:

- Reaches surface water and/or drainage channel tributary to a surface water; or
- Reached a Municipal Separate Storm Sewer System (MS4) and was not fully captured and returned to the sanitary sewer system or otherwise captured and disposed of properly.

Category 2: Discharge of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from a sanitary sewer system failure or flow condition that either:

- Does not reach surface water, a drainage channel, or an MS4, or
- The entire Spill discharged to the storm drain system was fully recovered and disposed of properly.

Category 3: A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system that does not discharge to a surface water.

Category 4: A spill of less than 50 gallons, from or caused by a sanitary sewer system that does not discharge to a surface water.

Public Spills by Category

Public Spills are categorized for regulatory purpose by the State of California and reported through CIWQS to the RWQCB.

Spills by CIWQS Category				
Category	# Spills	Spills FYTD	Volume, gal	Volume FYTD
1	1	1	1,020	1,020
2	0	0	0	0
3	1	3	589	865
4	0	3	0	51
TOTAL	2	7	1,609	1,936

Public Spills by Cause

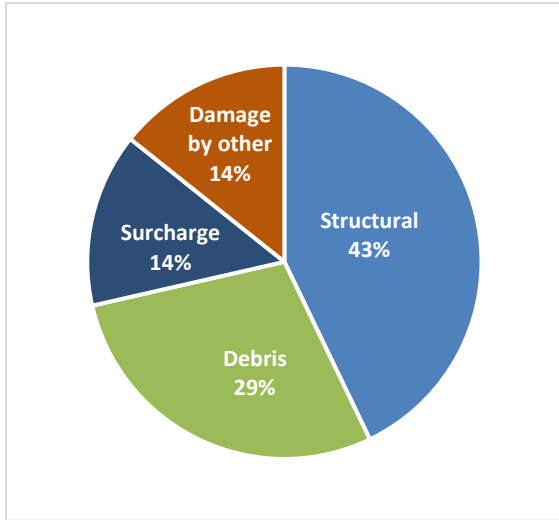
Tracking the cause of Spills is a regulatory requirement for CIWQS Spill reporting. The data is used in planning, O&M, capital improvement, and enforcement activities. November was a no spill month for the District

Spills by Cause				
Category	# Spills	Spills FYTD	Volume, gal	Volume FYTD
Structural	0	3	0	153
Roots	0	0	0	0
Debris	1	2	1,020	1,179
FOG	0	0	0	0
Construction	0	0	0	0
Surcharge	1	1	589	589
Operator Error	0	0	0	0
PS Power Failure	0	0	0	0
CS Maint. Caused	0	0	0	0
Damage by other	0	1	0	15

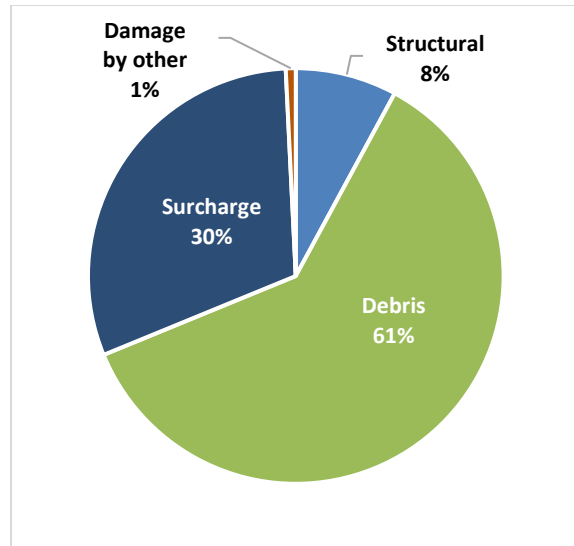
Distribution of Spills by Cause

Understanding how Spills are distributed by cause allows more effective planning of future O&M, capital improvement, and enforcement activities. The District had two spills in the month of December, one Category 3 spill totaling 589 gallons and one Category 1 spill (reaching surface waters) of 1,020 gallons. The first spill (Cat 3) was located within the Riviera Circle (Larkspur) during a simultaneous wet weather and “king” tide (seasonally high spring tides) event at the time of the spill. The system was inundated with storm and tidal influence which led to the spill appearing from a clean out in front of a residence, onto its front yard. Staff were actively removing water from the system (at downstream LS33) when the spill occurred. In response to this experience, staff will deploy additional bypass pumping capabilities to the Riviera Circle area during king tides and storm events. Sewers in this neighborhood are scheduled to be replaced in the FY 27-28 GSIP which will create additional capacity that will prevent similar spills.

The second spill (Cat 1) was located on Frances Ave. in Larkspur in Murray Park, where an overflowing manhole went into the storm drain system. It was due to lateral debris (roots) from a plumber which had settled within the system collecting grease and grit causing the spill. The spill was larger because the witness waited over two hours before reporting it. This line does not have significant defects and had been cleaned recently. A point repair on the line with a minor separation was rehabilitated by the repair crew as a short-term corrective measure, but this did not cause the spill. The spill was likely caused by a plumber (or similar) that sent lateral root debris down into the public sewer. The District will continue to coordinate with plumbing contractors with its annual outreach and business breakfasts, stressing the importance of coordination to capture debris from lateral clearing activities to avoid spills.



Distribution of Spills



Distribution of Spill Volume

Spill Volume versus Conveyance to WWTP

Spills are wastewater that could not be conveyed by the collection system.

Spill Volume versus WWTP Influent			
Month	Spill, gal	WWTP, gal	%
December	1,609	271,000,000	0.001%

ACRONYMS, ABBREVIATIONS, TERMS, AND DEFINITIONS

ADWF	Average Dry Weather Flow
CCTV	closed circuit television
CDO	Cease and Desist Order
CIP	Capital Improvement Plan or Program
CIWQS	California Integrated Water Quality System
CMMS	Computerized Maintenance Management System
CMSA	Central Marin Sanitation Agency
COF	Consequence of Failure
District	Ross Valley Sanitary District
F _c	Consequence of Failure
F _L	Likelihood of Failure
FM	force main
FOG	Fats, Oil, and Grease
ft	feet
FY	Fiscal Year
gal	gallons
GIS	Geographic Information Systems
GPS	Global Positioning System for satellite-based location information
HFC	High Frequency Cleaning, <1 year
hr	hour
IAMP	Infrastructure Asset Management Plan
I/I	infiltration/inflow
in	inches
InfoAsset	District's CMMS software
kWh	kilowatt-hour; unit of energy
LF	linear feet
LOF	Likelihood of Failure
LOS	Level of Service
LS	Lift Station
MACP	Manhole Assessment and Certification Program ©
MG	million gallons; measure of flow volume.
mgd	million gallons per day; measure of flow rate
mi	miles
O&M	Operations and Maintenance
PACP	Pipeline Assessment and Certification Program ©
PS	Pump Station
PWWF	Peak Wet Weather Flow
QA/QC	quality assurance and quality control
RDI/I	rainfall-dependent infiltration/inflow
RVSD	Ross Valley Sanitary District
RWQCB	Regional Water Quality Control Board
SCADA	supervisory control and data acquisition
SOP	Standard Operating Procedure
SSMP	Sewer System Management Plan
SSS	Sanitary Sewer Spill
yr	year

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ROSS VALLEY SANITARY DISTRICT

Fiscal Year 2024/25 Final Levy Report For:

Ross Valley and Larkspur Sewer Service Charge

December 2024

Prepared by:



Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516
Board Packet No. 131

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- Appendix B: Sewer Service Charge Assistance Application Listing for Fiscal Year 2024/25B**

1. DISTRICT ANALYSIS

1.1 District

Established on May 27, 1899, the Ross Valley Sanitary District (the “District”) is believed to be California’s oldest district. The District operates and maintains approximately 200 miles of collection sewer lines and 19 pumping stations which collect, pump, and transport wastewater per day to Central Marin Sanitary Agency for treatment. Service areas include Fairfax, San Anselmo, Ross, Larkspur, Bon Air, Sleepy Hollow, Kentfield, Kent Woodlands, Oak Manor and Greenbrae.

On May 22, 2024, the District’s Board of Directors (the “Board”) adopted Ordinance No. 102 which repealed Ordinance No. 101, enacted a new five-year rate schedule through 2028/29. The rates in Ordinance No. 102 take effect with the levy for Fiscal Year 2024/25.

1.2 Levy Summary

1.2.1 ROSS VALLEY SEWER SERVICE CHARGE

The summary of the applied levy for Fiscal Year 2024/25 is as follows:

Parcel Count ⁽¹⁾	Billed Accounts	FY 2024/25 Levy Amount ⁽²⁾
13,693	14,376	\$23,661,832.80

(1) Does not include an additional 1,251 parcels not levied, which include vacant lots, HOA property, and commercial property with no water meters. Includes corrections and adjustments through December 15, 2024.

(2) Includes direct billed amounts not placed on the Marin County tax roll. Excludes additional corrections or adjustments that may occur during the remainder of the year, and County collection fees of \$2 per parcel.

1.2.2 LARKSPUR SEWER SERVICE CHARGE

The summary of the applied levy for Fiscal Year 2024/25 is as follows:

Parcel Count ⁽¹⁾	Billed Accounts	FY 2024/25 Levy Amount ⁽²⁾
1,944	2,082	\$5,126,433.38

(1) Does not include an additional 220 parcels not levied, which include vacant lots, HOA property, and commercial property with no water meters. Includes corrections and adjustments through December 15, 2024.

(2) Includes direct billed amounts not placed on the Marin County tax roll. Excludes additional corrections or adjustments that may occur during the remainder of the year, and County collection fees of \$2 per parcel.

1.2.3 TOTAL SEWER SERVICE CHARGE

The summary of the applied levy for both Ross Valley and Larkspur Zones is as follows:

Parcel Count ⁽¹⁾	Billed Accounts	FY 2024/25 Levy Amount ⁽²⁾
15,637	16,458	\$28,788,886.70

- (1) Does not include an additional 650 parcels not levied, which include vacant lots, HOA property, and commercial property with no water meters. Includes corrections and adjustments through December 15, 2024.
- (2) Includes direct billed amounts not placed on the Marin County tax roll. Excludes additional corrections or adjustments that may occur during the remainder of the year, and County collection fees of \$2 per parcel.

1.3 Approved Sewer Service Charges Rates (FY 2024/25 – FY 2028/29)

Ordinance No. 102, as adopted by the Board on May 22, 2024, directs the District levy sewer service charge rates per EDU following the assigned rate payer type. Sewer Service Charge rates are disaggregated by which geographic zone a rate payer resides. The two geographic zones approved are the Ross Valley Rate Zone and the Larkspur Rate Zone. The former zone (Murray Park Area) is now included in the Ross Valley Rate Zone. The approved Sewer Service Charge Rates are as follows:

Proposed Annual Sewer Service Charges with EDU Factor	Effective July 1, 2024	Effective July 1, 2025	Effective July 1, 2026	Effective July 1, 2027	Effective July 1, 2028
Ross Valley Rate Zone					
Single Family	\$1,238	\$1,288	\$1,340	\$1,391	\$1,440
Single Family with ADU	\$1,857	\$1,932	\$2,010	\$2,087	\$2,160
Multi-Family	\$1,114	\$1,159	\$1,206	\$1,252	\$1,296
Commercial Low-Strength	\$1,238	\$1,288	\$1,340	\$1,391	\$1,440
Commercial High-Strength	\$2,897	\$3,014	\$3,136	\$3,255	\$3,370
Commercial minimum*	\$966	\$1,005	\$1,045	\$1,085	\$1,123
Larkspur Rate Zone					
Single Family	\$1,773	\$1,844	\$1,918	\$1,991	\$2,061
Single Family with ADU	\$2,659	\$2,766	\$2,877	\$2,987	\$3,092
Multi-Family	\$1,596	\$1,660	\$1,726	\$1,792	\$1,855
Commercial Low-Strength	\$1,773	\$1,844	\$1,918	\$1,991	\$2,061
Commercial High-Strength	\$4,149	\$4,315	\$4,488	\$4,659	\$4,823
Commercial minimum*	\$1,383	\$1,438	\$1,496	\$1,553	\$1,608

*For commercial accounts with no water usage.

Sewer Service charges are assessed per equivalent dwelling unit (EDU) and assigned as follows:

- Single Family residential = 1 EDU.
- Multi-Family = 0.9 EDU per dwelling unit.
- ADU (Accessory Dwelling Unit) = 0.5 EDU.
- Commercial (low-strength and high-strength) = 1 EDU per 205 gallons of average daily wintertime water usage, with a minimum of 1 EDU. High-strength rates are factored 2.34 times higher than low-strength.
- Commercial Minimum = 0.78 EDU.

1.4 Sewer Service Charge Assistance Program

The District's Sewer Service Charge Assistance Program offers a 25% discount on sewer service charges to owner-occupants of single-family residences that meet the eligibility requirements as well as low-income multi-family housing projects. Below is a summary of the program activity in 2024. For a full listing of qualified applicants receiving the discount in Fiscal Year 2024/25, please see Appendix B.

Area	Applicant Type	Parcel Count	Total Discount
Ross Valley Area	Single Family Residential	156	(\$49,116.28)
	Low-Income Multi-Family Housing	2	(1,238.02)
Larkspur Area	Single Family Residential	27	(11,658.00)
	Low-Income Multi-Family Housing	0	0.00
Totals:		185	(\$62,012.30)

NBS

Amanda Welker, Administrator
Adina McCargo, Project Manager
Nick Dayhoff, Client Services Director

APPENDIX A: FINAL CHARGE ROLL FOR FISCAL YEAR 2024/25

The following pages show the detailed levy amounts for Fiscal Year 2024/25.

The FOLLOWING PAGES CAN BE MADE AVAILABLE UPON REQUEST

ROSS VALLEY SANITARY DISTRICT

Fiscal Year 2024/25 Annual Report for:
Canyon Road Assessment District
December 2024

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1. DISTRICT ANALYSIS

1.1 District

Canyon Road Assessment District (the “District”) was formed by Sanitary District No. 1 of Marin County, Ross Valley Sanitary District (the “Sanitary District”) to provide funds for the purpose of installing sewer lines and providing sewer service to residential properties within the District. In 2006, the Sanitary District issued its \$437,794 Limited Obligation Improvement Bonds, Sanitary District No. 1 of Marin County, Ross Valley Sanitary District, Canyon Road Assessment District (the “Bonds”) to finance these improvements.

The final scheduled maturity of the Bonds is September 2, 2026.

1.2 Levy

For the Fiscal Year 2024/25 levy, 28 parcels were levied a total of \$39,962.96. There are no parcel changes to report for Fiscal Year 2024/25.

1.3 Funds

The following funds were established by the Resolution Authorizing Issuance of the Bonds, adopted April 4, 2006, and are all held and maintained by the Finance Director of the Sanitary District:

- Costs of Issuance Fund
- Redemption Fund
- Reserve Fund
- Improvement Fund

With the assistance of the District, NBS intends to complete a funds analysis in the spring of 2025 to determine the final levy amount for Fiscal Year 2025/26 and to determine if Bonds may be redeemed in advance of the final maturity date.

COSTS OF ISSUANCE FUND

The Costs of Issuance Fund was used to pay all expenses incurred in connection with the authorization, issuance, sale, and delivery of the Bonds. The Finance Director closed the Costs of Issuance Fund on or before July 20, 2006 (90 days from the April 20, 2006, closing date of the Bonds).

REDEMPTION FUND

Moneys in the Redemption Fund are held for the benefit of the District and the bond owners and should be disbursed for the payment of principal of, and interest and any premium on, the Bonds. As of June 30th, 2024, the Redemption Fund had sufficient balance to pay the debt service due on the Bonds in September, 2024.

RESERVE FUND

Amounts in the Reserve Fund are available solely for transfer into the Redemption Fund in the event of any deficiency at any time in the Redemption Fund of the amount then required for payment of the principal of, and interest and any premium on, the Bonds and are held by the Finance Director. The initial deposit to the

Reserve Fund was \$8,755.90, which was intentionally below the reserve requirement, but because of the high credit rating of the Bonds, and the District's participation in the Marin County Teeter Plan, the intent was that interest earnings would be allowed to accrue in the Reserve Fund until the balance equals the reserve requirement. As of June 30th, 2024, the Reserve Fund did not meet the Reserve Requirement of \$36,750. Despite the shortcoming, the District anticipates crediting the balance of the Reserve Fund toward the final debt service payment of the Bonds to reduce property owner assessments.

IMPROVEMENT FUND

The Improvement Fund was used to pay all costs associated with the improvement project. The Improvement Fund has been closed, as the improvement project has been completed.

1.4 Delinquencies

As of June 30, 2024, there is one parcel delinquent in one installment of the 2023/24 levy, totaling \$886.00. NBS will continue to monitor delinquencies and recommend the appropriate delinquency management actions to the Sanitary District as needed.

NBS

Amanda Welker, Administrator
Adina McCargo, Project Manager
Nick Dayhoff, Client Services Director

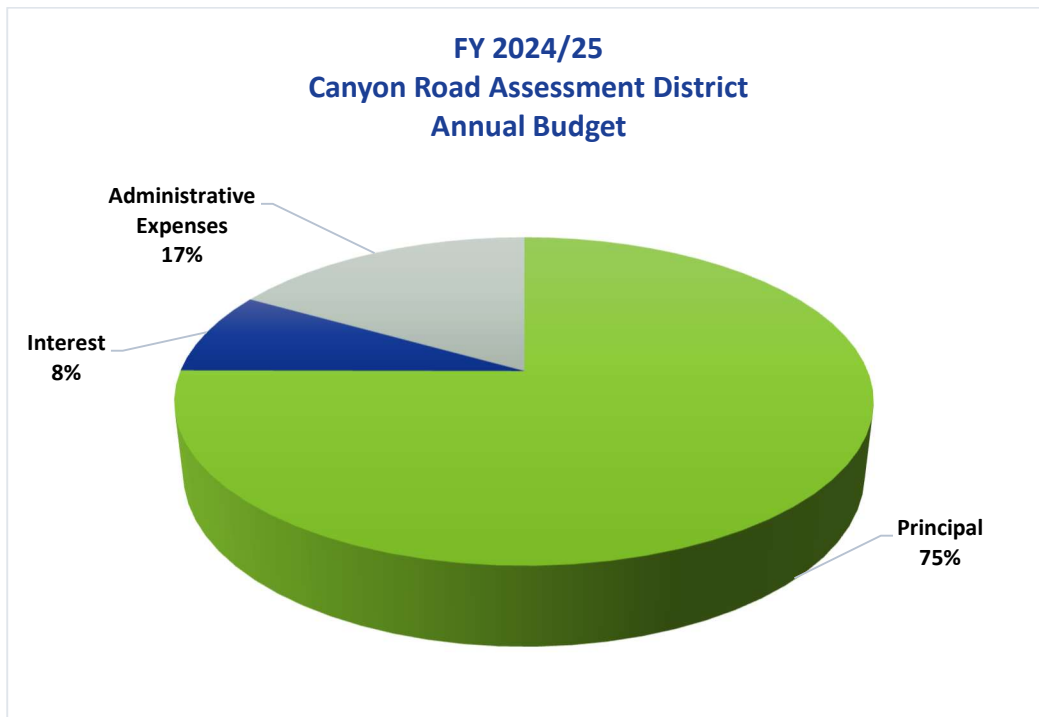
2. LEVY ANALYSIS

2.1 Levy Summary

A summary of the levy for Fiscal Year 2024/25 is shown in the table and chart below.

Description	Amount
Principal	\$30,000.00
Interest	3,250.12
Administrative Fees/Expenses ⁽¹⁾	6,712.84
Total Levy:	\$39,962.96

(1) Includes installment rounding for placement on the Marin County tax roll.



3. FINANCIAL STATUS

3.1 Fund Balances

Fund	6/30/2024 Balance
Improvement Fund	Closed
Redemption Fund	33,493.11
Reserve Fund	8,762.99
Cost of Issuance Fund	Closed

3.2 Redemption Fund

Description	Amount
Redemption Fund Balance 6/30/2024	\$33,493.11
9/2/2024 Debt Service	(32,375.00)
9/2/2024 Bond Call	(0.00)
Estimated Administrative Expenses ⁽¹⁾	(3,360.00)
Estimated Redemption Fund Balance 12/2024	(\$2,241.89)

(1) Represents approximately six months' worth of estimated administrative expenses.

3.3 Reserve Fund

Description	Amount
Reserve Fund Balance 6/30/2024	\$8,762.99
Reserve Requirement ⁽¹⁾	36,750.00
Estimated Reserve Fund Surplus/Deficit	(\$27,987.01)

(1) Reserve Requirement means as of any date of calculation, an amount not to exceed the lesser of (a) maximum annual debt service on the outstanding Bonds or (b) 10% of the total of the proceeds of the Bonds.

3.4 Value to Lien Ratio

Description	Amount
Assessed Value ⁽¹⁾	\$24,208,564
Unbilled Principal ⁽²⁾	35,000
Ratio	691.67:1

(1) The assessed value of levied parcels within the District, as of January 1, 2024 per the Marin County Assessor.

(2) Unbilled principal of active parcels after the Fiscal Year 2024/25 assessment levy.

APPENDIX A. ASSESSMENT DIAGRAM

The following pages show the District Assessment Diagram.

IN ASSASSINATING THE LEADER OF THE HOUSE OF REPRESENTATIVES, THE CONGRESS OF THE UNITED STATES HAS COMMITTED A CRIME OF THE MOST HEINOUS CHARACTER. ON THE 22ND MARCH, 1845, THE HOUSE OF REPRESENTATIVES WAS ASSAULTED BY A BAND OF VIOLENCE, WHO, IN THE PRESENCE OF THE WHOLE HOUSE, ASSASSINATED THE LEADER OF THE HOUSE, THE HON. JAMES A. GAY. THE ASSASSINATED LEADER OF THE HOUSE WAS THE HON. JAMES A. GAY, WHO WAS ASSASSINATED BY A BAND OF VIOLENCE, WHO, IN THE PRESENCE OF THE WHOLE HOUSE, ASSASSINATED THE LEADER OF THE HOUSE, THE HON. JAMES A. GAY.

THE UNIVERSITY OF CHICAGO PRESS

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DATE: _____

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ASSESSMENT DIAGRAM of CANYON ROAD

SEWER ASSESSMENT DISTRICT
SANTARY DISTRICT NO. 1
OF INDIAN COUNTY

Farmer, Marin County, California
July 2008

遊

ILS ASSOCIATES, INC.
OIL, IRONORES AND LUMBER SERVICES

CALL NOW FOR A FREE INFORMATION KIT (800) 235-2717 (outside US: 800-235-2713)

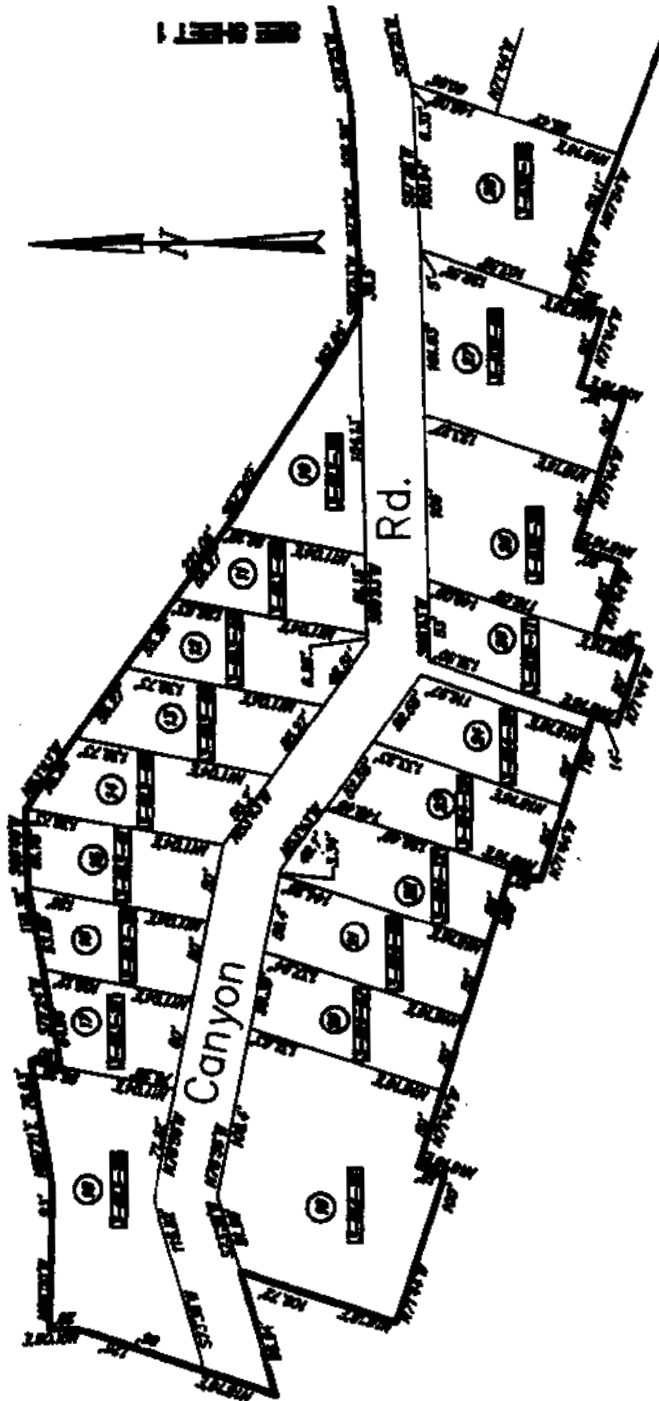
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Page 1 of 2



LEGEND

ADJUTANT GENERAL'S HEADQUARTERS
LOF LINE
ADJUTANT GENERAL
ADJUTANT GENERAL'S OFFICE, BANGOR



**ASSESSMENT DIAGRAM
of
CANYON ROAD**

SENDER ASSESSMENT DISTRICT
SUBDIVISION DISTRICT NO. 1
OF MARICOPA COUNTY

Phoenix, Maricopa County, California
July, 2005

PREPARED BY
ELS ASSOCIATES, INC.
REAL ESTATE AND LAND SERVICES
7000 WILLOW AVE. SUITE 100 PHOENIX, ARIZONA 85044-4400
TEL: (602) 998-8877 FAX: (602) 998-8878

SHEET 1 OF 1
SCALE: 1" = 100'

JOB NO. 7407

LEGEND

ASSESSMENT DISTRICT BOUNDARY
LOT LINE
ASSESSMENT NUMBER
ASSESSMENT PRICE RANGE

①
\$100,000 - \$150,000



APPENDIX B. CURRENT DEBT SERVICE SCHEDULE

The following page contains the Current Debt Service Schedule.

Ross Valley Sanitary District

Canyon Road Assessment District

Current Debt Service Schedule

Bonds Dated: 04/20/2006

Bonds Issued: \$437,794.00

Payment Date	CUSIP	Interest Rate	Balance	Principal	Interest	Payment Total	Annual Total	Call Premium	Status
03/02/2007		.0000%	\$437,794.00	\$0.00	\$17,323.26	\$17,323.26	\$0.00	2.0000%	Paid
09/02/2007	568003 AA 5	3.7000	437,794.00	7,794.00	9,994.19	17,788.19	35,111.45	2.0000	Paid
03/02/2008		3.8000	430,000.00	.00	9,850.00	9,850.00	.00	2.0000	Paid
09/02/2008	568003 AB 3	3.8000	430,000.00	15,000.00	9,850.00	24,850.00	34,700.00	2.0000	Paid
03/02/2009		3.8500	415,000.00	.00	9,565.00	9,565.00	.00	2.0000	Paid
09/02/2009	568003 AC 1	3.8500	415,000.00	15,000.00	9,565.00	24,565.00	34,130.00	2.0000	Paid
03/02/2010		3.9000	400,000.00	.00	9,276.25	9,276.25	.00	2.0000	Paid
09/02/2010	568003 AD 9	3.9000	400,000.00	15,000.00	9,276.25	24,276.25	33,552.50	2.0000	Paid
03/02/2011		4.0000	385,000.00	.00	8,983.75	8,983.75	.00	2.0000	Paid
09/02/2011	568003 AE 7	4.0000	385,000.00	15,000.00	8,983.75	23,983.75	32,967.50	2.0000	Paid
03/02/2012		4.1000	370,000.00	.00	8,683.75	8,683.75	.00	2.0000	Paid
09/02/2012	568003 AF 4	4.1000	370,000.00	20,000.00	8,683.75	28,683.75	37,367.50	2.0000	Paid
03/02/2013		4.1500	350,000.00	.00	8,273.75	8,273.75	.00	2.0000	Paid
09/02/2013	568003 AG 2	4.1500	350,000.00	20,000.00	8,273.75	28,273.75	36,547.50	2.0000	Paid
03/02/2014		4.2000	330,000.00	.00	7,858.75	7,858.75	.00	2.0000	Paid
09/02/2014	568003 AH 0	4.2000	330,000.00	20,000.00	7,858.75	27,858.75	35,717.50	2.0000	Paid
03/02/2015		4.3000	310,000.00	.00	7,438.75	7,438.75	.00	2.0000	Paid
09/02/2015	568003 AJ 6	4.3000	310,000.00	20,000.00	7,438.75	27,438.75	34,877.50	2.0000	Paid
03/02/2016		4.4000	290,000.00	.00	7,008.75	7,008.75	.00	2.0000	Paid
09/02/2016	568003 AK 3	4.4000	290,000.00	20,000.00	7,008.75	27,008.75	34,017.50	2.0000	Paid
03/02/2017		4.5000	270,000.00	.00	6,568.75	6,568.75	.00	2.0000	Paid
09/02/2017	568003 AL 1	4.5000	270,000.00	20,000.00	6,568.75	26,568.75	33,137.50	2.0000	Paid
03/02/2018		4.6000	250,000.00	.00	6,118.75	6,118.75	.00	2.0000	Paid
09/02/2018	568003 AM 9	4.6000	250,000.00	25,000.00	6,118.75	31,118.75	37,237.50	2.0000	Paid
03/02/2019		4.7000	225,000.00	.00	5,543.75	5,543.75	.00	2.0000	Paid
09/02/2019	568003 AN 7	4.7000	225,000.00	25,000.00	5,543.75	30,543.75	36,087.50	2.0000	Paid
03/02/2020		4.8000	200,000.00	.00	4,956.25	4,956.25	.00	2.0000	Paid
09/02/2020	568003 AP 2	4.8000	200,000.00	25,000.00	4,956.25	29,956.25	34,912.50	2.0000	Paid
03/02/2021		4.8500	175,000.00	.00	4,356.25	4,356.25	.00	2.0000	Paid
09/02/2021	568003 AQ 0	4.8500	175,000.00	25,000.00	4,356.25	29,356.25	33,712.50	2.0000	Paid
03/02/2022		5.0000	150,000.00	.00	3,750.00	3,750.00	.00	2.0000	Paid
09/02/2022	568003 AR 8	5.0000	150,000.00	25,000.00	3,750.00	28,750.00	32,500.00	2.0000	Paid
03/02/2023		5.0000	125,000.00	.00	3,125.00	3,125.00	.00	2.0000	Paid
09/02/2023	568003 AR 8	5.0000	125,000.00	30,000.00	3,125.00	33,125.00	36,250.00	2.0000	Paid
03/02/2024		5.0000	95,000.00	.00	2,375.00	2,375.00	.00	2.0000	Paid
09/02/2024	568003 AR 8	5.0000	95,000.00	30,000.00	2,375.00	32,375.00	34,750.00	2.0000	Unpaid
03/02/2025		5.0000	65,000.00	.00	1,625.00	1,625.00	.00	2.0000	Unpaid
09/02/2025	568003 AR 8	5.0000	65,000.00	30,000.00	1,625.00	31,625.00	33,250.00	2.0000	Unpaid
03/02/2026		5.0000	35,000.00	.00	875.00	875.00	.00	2.0000	Unpaid
09/02/2026	568003 AR 8	5.0000	35,000.00	35,000.00	875.00	35,875.00	36,750.00	2.0000	Unpaid
Grand Total:				\$437,794.00	\$259,782.45	\$697,576.45	\$697,576.45		

APPENDIX C. DEBT VARIANCE REPORT

The following page shows the Debt Variance Report.

Ross Valley Sanitary District
Canyon Road Assessment District
Debt Variance Report

Bill Date	Principal Billed	Principal Due	Interest Billed	Interest Due	Surplus (Deficit)
08/01/2025	\$35,000.23	\$35,000.00	\$1,749.90	\$1,750.00	\$0.13
Total:	\$35,000.23	\$35,000.00	\$1,749.90	\$1,750.00	\$0.13

APPENDIX D: DELINQUENCY SUMMARY

The following pages show the Delinquency Summary Report for the District.

Ross Valley Sanitary District
Delinquency Summary Report
As of: 06/30/2024

District	Due Date	Billed Amount	Paid Amount	Delinquent Amount	Delinquent Amount %	Billed Installments	Paid Installments	Delinquent Installments	Delinquent Installments %
Canyon Road - Canyon Road Assessment District									
08/01/2006 Billing:									
	12/10/2006	\$19,742.59	\$19,742.59	\$0.00	0.00%	29	29	0	0.00%
	04/10/2007	\$19,742.59	\$19,742.59	\$0.00	0.00%	29	29	0	0.00%
	Subtotal:	\$39,485.18	\$39,485.18	\$0.00	0.00%	58	58	0	0.00%
08/01/2007 Billing:									
	12/10/2007	\$20,281.15	\$20,281.15	\$0.00	0.00%	29	29	0	0.00%
	04/10/2008	\$20,281.15	\$20,281.15	\$0.00	0.00%	29	29	0	0.00%
	Subtotal:	\$40,562.30	\$40,562.30	\$0.00	0.00%	58	58	0	0.00%
08/01/2008 Billing:									
	12/10/2008	\$20,108.28	\$20,108.28	\$0.00	0.00%	28	28	0	0.00%
	04/10/2009	\$20,108.28	\$20,108.28	\$0.00	0.00%	28	28	0	0.00%
	Subtotal:	\$40,216.56	\$40,216.56	\$0.00	0.00%	56	56	0	0.00%
08/01/2009 Billing:									
	12/10/2009	\$19,504.93	\$19,504.93	\$0.00	0.00%	28	28	0	0.00%
	04/10/2010	\$19,504.93	\$19,504.93	\$0.00	0.00%	28	28	0	0.00%
	Subtotal:	\$39,009.86	\$39,009.86	\$0.00	0.00%	56	56	0	0.00%
08/01/2010 Billing:									
	12/10/2010	\$19,262.08	\$19,262.08	\$0.00	0.00%	28	28	0	0.00%
	04/10/2011	\$19,262.08	\$19,262.08	\$0.00	0.00%	28	28	0	0.00%
	Subtotal:	\$38,524.16	\$38,524.16	\$0.00	0.00%	56	56	0	0.00%
08/01/2011 Billing:									
	12/10/2011	\$21,415.90	\$21,415.90	\$0.00	0.00%	28	28	0	0.00%
	04/10/2012	\$21,415.90	\$21,415.90	\$0.00	0.00%	28	28	0	0.00%
	Subtotal:	\$42,831.80	\$42,831.80	\$0.00	0.00%	56	56	0	0.00%
08/01/2012 Billing:									
	12/10/2012	\$21,078.86	\$21,078.86	\$0.00	0.00%	28	28	0	0.00%
	04/10/2013	\$21,078.86	\$21,078.86	\$0.00	0.00%	28	28	0	0.00%
	Subtotal:	\$42,157.72	\$42,157.72	\$0.00	0.00%	56	56	0	0.00%

Ross Valley Sanitary District
Delinquency Summary Report
As of: 06/30/2024

District	Due Date	Billed Amount	Paid Amount	Delinquent Amount	Delinquent Amount %	Billed Installments	Paid Installments	Delinquent Installments	Delinquent Installments %
Canyon Road - Canyon Road Assessment District									
08/01/2013 Billing:									
	12/10/2013	\$20,703.06	\$20,703.06	\$0.00	0.00%	28	28	0	0.00%
	04/10/2014	\$20,703.06	\$20,703.06	\$0.00	0.00%	28	28	0	0.00%
	Subtotal:	\$41,406.12	\$41,406.12	\$0.00	0.00%	56	56	0	0.00%
08/01/2014 Billing:									
	12/10/2014	\$20,328.32	\$20,328.32	\$0.00	0.00%	28	28	0	0.00%
	04/10/2015	\$20,328.32	\$20,328.32	\$0.00	0.00%	28	28	0	0.00%
	Subtotal:	\$40,656.64	\$40,656.64	\$0.00	0.00%	56	56	0	0.00%
08/01/2015 Billing:									
	12/10/2015	\$20,082.24	\$20,082.24	\$0.00	0.00%	28	28	0	0.00%
	04/10/2016	\$20,082.24	\$20,082.24	\$0.00	0.00%	28	28	0	0.00%
	Subtotal:	\$40,164.48	\$40,164.48	\$0.00	0.00%	56	56	0	0.00%
08/01/2016 Billing:									
	12/10/2016	\$19,698.76	\$19,698.76	\$0.00	0.00%	28	28	0	0.00%
	04/10/2017	\$19,698.76	\$19,698.76	\$0.00	0.00%	28	28	0	0.00%
	Subtotal:	\$39,397.52	\$39,397.52	\$0.00	0.00%	56	56	0	0.00%
08/01/2017 Billing:									
	12/10/2017	\$21,950.64	\$21,950.64	\$0.00	0.00%	28	28	0	0.00%
	04/10/2018	\$21,950.64	\$21,950.64	\$0.00	0.00%	28	28	0	0.00%
	Subtotal:	\$43,901.28	\$43,901.28	\$0.00	0.00%	56	56	0	0.00%
08/01/2018 Billing:									
	12/10/2018	\$21,171.72	\$21,171.72	\$0.00	0.00%	28	28	0	0.00%
	04/10/2019	\$21,171.72	\$21,171.72	\$0.00	0.00%	28	28	0	0.00%
	Subtotal:	\$42,343.44	\$42,343.44	\$0.00	0.00%	56	56	0	0.00%
08/01/2019 Billing:									
	12/10/2019	\$20,732.00	\$20,732.00	\$0.00	0.00%	28	28	0	0.00%
	04/10/2020	\$20,732.00	\$20,732.00	\$0.00	0.00%	28	28	0	0.00%
	Subtotal:	\$41,464.00	\$41,464.00	\$0.00	0.00%	56	56	0	0.00%

Ross Valley Sanitary District

Delinquency Summary Report

As of: 06/30/2024

District	Due Date	Billed Amount	Paid Amount	Delinquent Amount	Delinquent Amount %	Billed Installments	Paid Installments	Delinquent Installments	Delinquent Installments %
Canyon Road - Canyon Road Assessment District									
08/01/2020 Billing:									
	12/10/2020	\$20,217.16	\$20,217.16	\$0.00	0.00%	28	28	0	0.00%
	04/10/2021	\$20,217.16	\$20,217.16	\$0.00	0.00%	28	28	0	0.00%
	Subtotal:	\$40,434.32	\$40,434.32	\$0.00	0.00%	56	56	0	0.00%
08/01/2021 Billing:									
	12/10/2021	\$19,588.97	\$19,588.97	\$0.00	0.00%	28	28	0	0.00%
	04/10/2022	\$19,588.97	\$19,588.97	\$0.00	0.00%	28	28	0	0.00%
	Subtotal:	\$39,177.94	\$39,177.94	\$0.00	0.00%	56	56	0	0.00%
08/01/2022 Billing:									
	12/10/2022	\$21,605.70	\$21,605.70	\$0.00	0.00%	28	28	0	0.00%
	04/10/2023	\$21,605.70	\$21,605.70	\$0.00	0.00%	28	28	0	0.00%
	Subtotal:	\$43,211.40	\$43,211.40	\$0.00	0.00%	56	56	0	0.00%
08/01/2023 Billing:									
	12/10/2023	\$20,960.32	\$20,960.32	\$0.00	0.00%	28	28	0	0.00%
	04/10/2024	\$20,960.32	\$20,074.66	\$885.66	4.23%	28	27	1	3.57%
	Subtotal:	\$41,920.64	\$41,034.98	\$885.66	2.11%	56	55	1	1.79%
Canyon Road	Total:	\$736,865.36	\$735,979.70	\$885.66	0.12%	1,012	1,011	1	0.10%

APPENDIX E: FISCAL YEAR 2024/25 ASSESSMENT ROLL

The following pages show the Final Billing Detail Report for Fiscal Year 2024/25.

**Ross Valley Sanitary District
Canyon Road Assessment District
Final Assessment Roll for Fiscal Year 2024/25**

APN	Principal	Interest	Prorata	Statutory Coll. Fee	Levy Total
003-013-18	\$1,098.42	\$119.00	\$229.39	\$16.00	\$1,462.80
003-013-21	1,098.42	119.00	229.39	16.00	1,462.80
003-013-45	1,098.42	119.00	229.39	16.00	1,462.80
003-013-48	1,098.42	119.00	229.39	16.00	1,462.80
003-013-49	1,098.42	119.00	229.39	16.00	1,462.80
003-014-07	1,098.42	119.00	229.39	16.00	1,462.80
003-014-08	1,098.42	119.00	229.39	16.00	1,462.80
003-014-12	1,098.42	119.00	229.39	16.00	1,462.80
003-014-14	1,098.42	119.00	229.39	16.00	1,462.80
003-014-16	1,098.42	119.00	229.39	16.00	1,462.80
003-031-01	1,098.42	119.00	229.39	16.00	1,462.80
003-031-05	1,098.42	119.00	229.39	16.00	1,462.80
003-031-07	1,098.42	119.00	229.39	16.00	1,462.80
003-031-10	1,098.42	119.00	229.39	16.00	1,462.80
003-031-11	1,098.42	119.00	229.39	16.00	1,462.80
003-031-23	1,098.42	119.00	229.39	16.00	1,462.80
003-031-24	1,098.42	119.00	229.39	16.00	1,462.80
003-031-26	1,098.42	119.00	229.39	16.00	1,462.80
003-032-02	1,098.42	119.00	229.39	16.00	1,462.80
003-032-04	1,269.75	137.56	265.17	16.00	1,688.48
003-032-05	549.21	59.50	114.69	16.00	739.40
003-032-06	549.21	59.50	114.69	16.00	739.40
003-032-11	1,098.42	119.00	229.39	16.00	1,462.80
003-032-16	1,269.75	137.56	265.17	16.00	1,688.48
003-032-19	1,098.42	119.00	229.39	16.00	1,462.80
003-032-20	1,098.42	119.00	229.39	16.00	1,462.80
003-032-21	1,098.42	119.00	229.39	16.00	1,462.80
003-032-41	1,098.42	119.00	229.39	16.00	1,462.80
28 Accounts	\$30,000.00	\$3,250.12	\$6,265.08	\$448.00	\$39,962.96

(1) Includes even cent installment rounding for odd levy amounts for placement on the Marin County tax roll.

ROSS VALLEY SANITARY DISTRICT

Fiscal Year 2024/25 Final Annual Report For:

Lateral Replacement and Septic-to-Sewer Conversion Program

December 2024

Prepared by:



Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516
Board Packet No. 156

TABLE OF CONTENTS

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1.3 Lateral Replacement and Septic-to-Sewer Conversion Program Terms.....	1
2. Preliminary Charge Roll for Fiscal Year 2024/25.....	4

1. DISTRICT ANALYSIS

1.1 Background

Established on May 27, 1899, the Ross Valley Sanitary District (the “District”) is believed to be California’s oldest district. The District operates and maintains approximately 200 miles of collection sewer lines and 19 pumping stations which collect, pump, and transport wastewater per day to Central Marin Sanitary Agency for treatment. Service areas include Fairfax, San Anselmo, Ross, Larkspur, Bon Air, Sleepy Hollow, Kentfield, Kent Woodlands, Oak Manor and Greenbrae.

On July 21, 2021, the District Board of Directors adopted Ordinance No. 70 establishing the framework and guidelines of the Lateral Loan Replacement Program. Property owners are eligible to apply for a loan to assist with the repair and replacement of private sewer laterals.

On August 16, 2023, the District Board of Directors adopted Ordinance No. 75 establishing updated Loan Program Guidelines and adding an additional loan provision for septic-to-sewer conversions. Below is the current Lateral Replacement and Septic-to-Sewer Conversion Program Summary.

1.2 Lateral Replacement and Septic-to-Sewer Conversion Program Summary

The detailed listing of the outstanding lateral loans is provided in Section 2. A summary of the outstanding loans for Fiscal Year 2024/25 is as follows:

Property Count	FY 2024/25 Loan Installments
106	\$136,215.90

1.3 Lateral Replacement and Septic-to-Sewer Conversion Program Terms

As prescribed within the adopted Ordinance No. 75, a loan applicant (“Applicant”) may apply for financial assistance directly with the District thereby obtaining a loan agreement. Property Owners must submit an application from the then-current Loan Program Guidelines for review and approval by the District. Only complete applications that meet the requirements listed below will be accepted and reviewed. The current Loan Program Guidelines are as follows:

- All applications will be taken on a first-come, first-served basis.
- Property owners not in a Common Interest Development (as defined in the Private Sewer Lateral Ordinance) may only apply for one loan per parcel regardless of the number of units, buildings, or laterals serving the property.
- A property owner that is responsible to maintain the private sewer lateral(s) of an individual unit within a Common Interest Development may apply for one loan if the unit does not share a common lateral connection with a neighboring unit and has its own separate connection to the sewer main.
- The Homeowners’ Association (HOA) of a Common Interest Development may not apply for loan funding as the loan is placed on the property taxes.

- e. Parcels that already have a Certificate of Compliance on file from previous work performed in earlier months/years may not qualify for loan funding. The current work needed, application review, and approval will be solely at the District's discretion.
- f. Applications will not be accepted unless funding has been authorized and is available.
- g. The Loan Program may not be used in conjunction with any other financial assistance program(s) offered by the District.
- h. Applications are subject to the established Loan Program Guidelines in place on the date that the application is received by the District. Applications not consistent with Guideline requirements will not be approved.
- i. Only complete lateral replacements and septic-to-sewer conversions will be considered for loan funding. A request for an exception can be made in writing to the District if a portion of the lateral has previously been replaced by the property owner, meets current District lateral standards and specifications, and passes a pressure test during final inspection of all laterals serving the property.
- j. A Permit must be obtained from the District prior to performing sewer work. All work must conform to the District's then current Standard Specifications and Drawings. All sewer work must pass final inspection by the District and the loan must be approved and executed prior to payment being administered. Any unpermitted work performed prior to receiving a District approved sewer permit is performed solely at the risk and cost of the Property Owner.
- k. The Property Owner is encouraged to obtain at least two estimates for the sewer work to be performed. The District has the discretion to provide Contractual Assessment Funds in the amount not to exceed either the actual cost of construction of the work performed or a maximum amount of twenty-five thousand dollars (\$25,000.00) for lateral replacements and fifty thousand dollars (\$50,000) for septic-to-sewer conversions, whichever is less.
- l. The Property Owner is responsible for managing the work, including the activities of the contractor, District permitting and inspection, restoration work, repairs and claims for damages incurred. The Property Owner shall retain all receipts, permits, inspection reports and other documents.
- m. The District may authorize payment to the contractor for the work after the Property Owner has submitted a complete application, an itemized statement of costs, and a Notice of Completion executed by the Property Owner accepting the improvements and authorizing payment. A "Contractual Assessment Agreement" (a copy of which is attached hereto in Exhibit "A") shall be executed and submitted to the District and approved by the District prior to payment. The District will pay the contractor directly for the work performed.
- n. The District shall have sole discretion to approve/disapprove any additional Contractual Assessment Funds for any extra work.

Once approved and the funds are disbursed, the Applicant thereby agrees to fully repay the Contractual Assessment. The Contractual Assessment comprises of both the applicable principal and interest associated with the obligation. The maximum allowed Contractual Assessment Principal for sewer lateral replacements per property is \$25,000. The maximum allowed Contractual Assessment Principal for septic-to-sewer system conversions per property is \$50,000. Interest on the principal balance is to accrue at a fixed interest rate of the ten-year U.S. Treasury (at the time of application) plus 0.5% per annum. The maximum term of the Contractual Assessment for either loan type is ten (10) years with no prepayment penalty to the Applicant. A loan payoff preparation fee may be applicable. Repayments are to be collected by the Tax Assessor at the County of Marin. Loans may not be subrogated.

NBS

Amanda Welker, Administrator
Adina McCargo, Project Manager
Nick Dayhoff, Client Services Director



2. CHARGE ROLL FOR FISCAL YEAR 2024/25

The following pages show the detailed installment levy amounts for Fiscal Year 2024/25.

RVSD Sewer Lateral Replacement and Septic-to-Sewer Conversion Loans

FY 2024/25 Installment Summary

Loan No.	Assessor's Parcel Number	Property Address	Loan Type	Loan Amount	FY 24/25 Installment Total
15-005-L	006-201-33	46 FORBES AVE	Lateral Replacement	\$3,080.00	\$372.34
15-007-L	005-063-18	9 CARLSON AVE	Lateral Replacement	7,450.00	889.42
15-008-L	073-261-10	3 ALLEN LN	Lateral Replacement	9,750.00	1,155.76
16-012-L	021-022-03	377 MADRONE AVE	Lateral Replacement	5,875.00	696.96
16-013-L	177-042-15	330 FAWN DR	Lateral Replacement	7,200.00	850.22
16-017-L	001-205-15	88 WILLOW AVE	Lateral Replacement	6,000.00	717.70
16-018-L	174-111-34	28 SHERMAN CT	Lateral Replacement	8,500.00	1,016.54
16-020-L	005-022-30	337 BUTTERFIELD RD	Lateral Replacement	10,000.00	1,179.02
16-021-L	003-142-22	450 BOLINAS RD	Lateral Replacement	9,500.00	1,119.52
16-023-L	176-193-03	25 OAK KNOLL DR	Lateral Replacement	7,450.00	885.06
16-026-L	070-213-07	10 ELISEO DR	Lateral Replacement	8,402.00	996.10
16-028-L	002-025-02	145 DOMINGA AVE	Lateral Replacement	8,000.00	951.60
16-030-L	070-311-06	60 CORTE RAMON	Lateral Replacement	9,800.00	1,173.18
16-035-L	007-031-43	9 SUMMIT RD	Lateral Replacement	6,800.00	811.36
16-036-L	021-072-08	50 ORANGE AVE	Lateral Replacement	9,270.00	1,109.84
16-037-L	001-042-12	87 RIDGE RD	Lateral Replacement	6,500.00	773.92
16-038-L	071-201-21	23 MANOR RD	Lateral Replacement	10,000.00	1,195.38
16-042-L	003-142-21	446 BOLINAS RD	Lateral Replacement	10,000.00	1,190.64
16-043-L	007-064-21	576 SCENIC AVE	Lateral Replacement	6,800.00	815.76
17-044-L	073-161-08	18 SYLVAN LN	Lateral Replacement	8,294.13	989.54
17-047-L	176-221-12	98 LEGEND RD	Lateral Replacement	10,000.00	1,199.66
17-048-L	020-201-08	675 MAGNOLIA AVE	Lateral Replacement	9,700.00	1,163.66
17-049-L	174-036-05	56 GREGORY DR	Lateral Replacement	7,746.00	929.26
17-051-L	007-083-12	55 REDWOOD RD	Lateral Replacement	10,000.00	1,199.66
17-052-L	071-152-14	14 VILLA CT	Lateral Replacement	7,911.00	949.04
17-053-L	005-252-05	56 OAK SPRINGS DR	Lateral Replacement	8,700.00	1,043.70
17-054-L	005-282-05	135 OAK SPRINGS DR	Lateral Replacement	6,600.00	791.78
17-055-L	070-121-12	107 BRETANO WAY	Lateral Replacement	9,737.00	1,168.10
17-056-L	001-192-11	80 CHESTER AVE	Lateral Replacement	5,498.00	659.58
17-057-L	007-041-40	137 SAUNDERS AVE	Lateral Replacement	10,000.00	1,199.66
16-034-L	006-072-18	34 SAIS AVE	Lateral Replacement	8,300.00	989.38
17-062-L	174-083-24	612 OAK MANOR	Lateral Replacement	7,750.00	929.74
17-065-L	074-072-02	243 KENT AVE	Lateral Replacement	10,000.00	1,199.66
17-066-L	176-141-08	15 GREEN VALLEY CT	Lateral Replacement	10,000.00	1,199.66
17-075-L	021-045-37	304 MADRONE AVE	Lateral Replacement	10,000.00	1,199.66
17-076-L	005-052-02	296 BUTTERFIELD RD	Lateral Replacement	10,000.00	1,199.66
18-077-L	006-051-17	39 KARL AVE	Lateral Replacement	10,000.00	1,199.66
18-078-L	007-051-16	425 CENTER BLVD	Lateral Replacement	10,000.00	1,199.66
18-079-L	007-092-06	132 FLORIBEL AVE	Lateral Replacement	10,000.00	1,199.66
18-080-L	002-072-03	112 PORTEOUS AVE	Lateral Replacement	9,193.00	1,102.84
18-084-L	007-112-37	15 LAUREL AVE	Lateral Replacement	10,000.00	1,199.66
18-086-L	006-144-59	136 JORDAN AVE	Lateral Replacement	10,000.00	1,199.66
18-088-L	005-222-03	46 CORDONE DR	Lateral Replacement	10,000.00	1,199.66
18-089-L	001-191-26	101 CHESTER AVE	Lateral Replacement	9,450.00	1,132.68
18-090-L	022-273-11	29 VIA LA BRISA	Lateral Replacement	8,600.00	1,031.70
18-093-L	005-252-04	11 TIMOTHY AVE	Lateral Replacement	10,000.00	1,199.66
18-094-L	022-273-13	3 VIA LA BRISA	Lateral Replacement	8,800.00	1,055.70
18-095-L	007-021-18	98 HUMBOLDT AVE	Lateral Replacement	10,000.00	1,199.66
18-097-L	022-273-12	17 VIA LA BRISA	Lateral Replacement	8,600.00	1,031.70
18-098-L	007-023-01	9 HUMBOLDT AVE	Lateral Replacement	8,800.00	1,055.70
18-099-L	022-272-06	16 VIA LA BRISA	Lateral Replacement	8,600.00	1,031.70
18-100-L	174-035-05	73 GREGORY DRIVE	Lateral Replacement	6,968.00	835.92
19-102-L	006-119-16	555 SEQUOIA DR	Lateral Replacement	10,000.00	1,199.66
19-103-L	003-042-02	14 CANYON RD	Lateral Replacement	10,000.00	1,199.66
19-107-L	005-123-15	56 SUFFIELD AVE	Lateral Replacement	10,000.00	1,199.66
19-109-L	002-104-03	145 BOLINAS RD	Lateral Replacement	4,937.50	592.32
19-110-L	006-191-48	114 BARBER AVE	Lateral Replacement	15,000.00	1,804.46
19-111-L	003-102-27	377 CASCADE DR	Lateral Replacement	8,500.00	1,019.70
19-112-L	176-121-13	265 VAN WINKLE DR	Lateral Replacement	13,453.30	1,620.30
19-113-L	021-142-24	40 LARK CT	Lateral Replacement	9,475.00	1,136.68
19-114-L	005-172-12	26 BROOKSIDE DR	Lateral Replacement	8,700.00	1,046.28
19-115-L	007-084-02	4 SAVANNAH RD	Lateral Replacement	10,000.00	1,198.90
19-116-L	174-111-04	7 GLEN DR	Lateral Replacement	10,000.00	1,199.36
19-117-L	005-172-07	12 BROOKSIDE CT	Lateral Replacement	6,500.00	783.86
19-118-L	005-172-05	8 BROOKSIDE CT	Lateral Replacement	6,000.00	719.20
20-101-L	005-193-06	50 MERCED AVE	Lateral Replacement	14,500.00	1,791.94
20-104-L	074-011-22	8 LOCUST AVE	Lateral Replacement	10,000.00	1,212.90
20-105-L	070-151-40	2 ALMENAR DR	Lateral Replacement	8,985.00	1,097.14

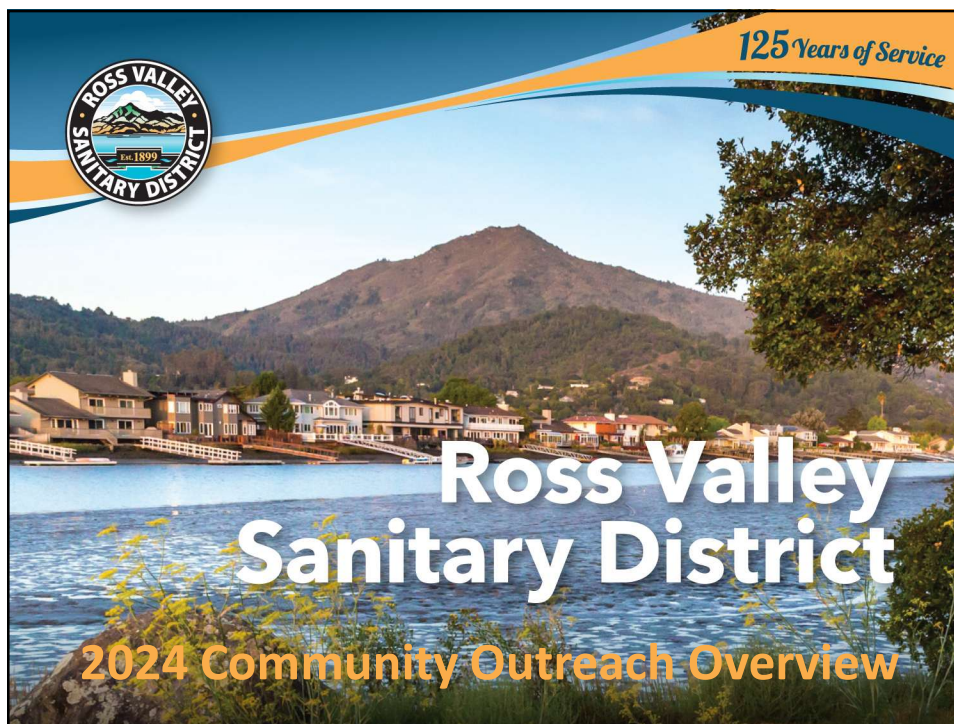
RVSD Sewer Lateral Replacement and Septic-to-Sewer Conversion Loans

FY 2024/25 Installment Summary

Loan No.	Assessor's Parcel Number	Property Address	Loan Type	Loan Amount	FY 24/25 Installment Total
20-107-L	074-043-05	823 SIR FRANCIS DRAKE BLVD	Lateral Replacement	9,450.00	1,150.44
21-200-L	003-131-31	53 MADRONE RD	Lateral Replacement	8,830.00	1,091.02
21-201-L	021-071-25	60 OLIVE AVE	Lateral Replacement	11,475.00	1,412.16
21-203-L	176-221-13	160 LEGEND RD	Lateral Replacement	10,576.00	1,303.32
21-204-L	005-311-03	3 ASPEN CT	Lateral Replacement	7,256.00	878.28
21-205-L	005-311-04	4 ASPEN CT	Lateral Replacement	7,256.00	878.28
21-206-L	005-311-05	5 ASPEN CT	Lateral Replacement	7,256.00	878.28
21-207-L	005-311-06	6 ASPEN CT	Lateral Replacement	7,256.00	880.00
21-210-L	005-311-10	10 ASPEN CT	Lateral Replacement	7,256.00	878.28
21-212-L	005-311-15	14 ASPEN CT	Lateral Replacement	7,256.00	880.00
21-213-L	071-111-12	25 QUISISANA DR	Lateral Replacement	12,223.54	1,479.56
21-214-L	001-231-01	202 RIDGEWAY AVE	Lateral Replacement	16,900.00	2,033.62
21-215-L	005-071-44	11 FAIRVIEW CT	Lateral Replacement	9,500.00	1,140.34
21-216-L	007-014-36	90 FLORENCE AVE	Lateral Replacement	10,350.00	1,239.42
22-217-L	005-022-03	77 ANGELA AVE	Lateral Replacement	19,637.00	2,388.52
22-218-L	006-043-24	19 AGATHA CT	Lateral Replacement	11,991.49	1,448.08
22-219-L	003-041-16	488 CASCADE DR	Lateral Replacement	12,900.00	1,599.80
22-220-L	007-081-04	21 FLORIBEL AVE	Lateral Replacement	11,483.67	1,379.54
22-221-L	020-033-03	7 HILLCREST AVE	Lateral Replacement	14,462.88	1,796.58
22-222-L	020-252-05	599 MAGNOLIA AVE	Lateral Replacement	24,562.88	3,042.94
22-223-L	020-253-02	549 MAGNOLIA AVE	Lateral Replacement	16,646.88	2,062.28
23-224-L	002-143-18	233 HILLSIDE DR	Lateral Replacement	14,400.00	1,783.92
23-225-L	005-091-03	52 CAMINO DE HERRERA	Lateral Replacement	11,500.00	1,406.66
23-226-L	074-043-15	26 ROSEBANK AVE	Lateral Replacement	15,875.00	1,926.42
23-227-L	007-092-26	130 ALLYN AVE	Lateral Replacement	11,880.00	1,451.56
23-228-L	002-041-13	22 WOOD LN	Lateral Replacement	15,350.00	1,856.18
23-229-L	002-213-14	33 HILL AVE	Lateral Replacement	11,500.00	1,425.30
23-230-L	174-024-14	200 OAK MANOR DR	Lateral Replacement	13,952.00	1,710.46
23-231-L	002-214-10	49 BELLE AVE	Lateral Replacement	11,500.00	1,411.50
23-232-L	005-243-06	1132 SIR FRANCIS DRAKE BLVD	Lateral Replacement	16,610.87	2,056.52
24-233-L	006-081-14	60 BELLA VISTA AVE	Lateral Replacement	14,564.00	1,901.62
24-234-L	006-042-24	71 PARK DR	Lateral Replacement	11,587.83	1,501.52
24-235-L	176-151-34	1177 BUTTERFIELD RD	Lateral Replacement	24,462.00	3,201.84
24-236-L	007-222-59	45 CEDAR ST	Lateral Replacement	12,048.00	1,594.54
24-237-L	002-022-09	222 BOLINAS RD	Lateral Replacement	14,125.00	1,862.30
24-238-L	003-083-11	348 CYPRESS DR	Septic-to-Sewer Conversion	42,351.00	5,723.16
24-239-L	022-271-16	668 RIVIERA CIR	Lateral Replacement	16,420.00	2,119.72
24-240-L	006-011-28	219 LOS ANGELES BLVD	Lateral Replacement	6,525.00	832.98
TOTALS:				\$1,114,850.97	\$136,215.90

Lateral Replacement 105
 Septic-to-Sewer Conversion 1
 TOTAL: 106

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1



Overview

- Ongoing Communications
- Special Events
- Metrics



www.RVSD.org

2

Ongoing Communications

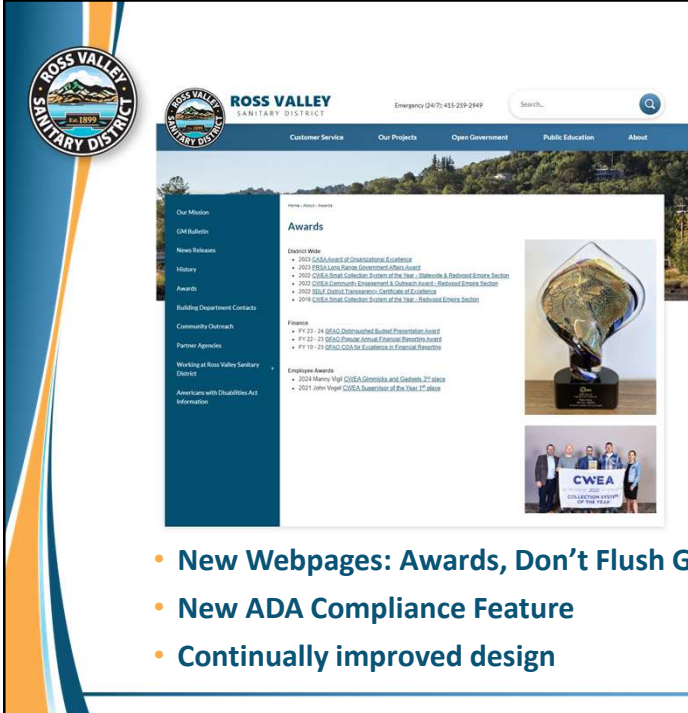
- Website
- Employee Portal
- GM Bulletin
- Printed Materials
- Community Ads
- Social Media



www.RVSD.org

3

Website

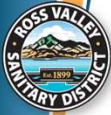


The screenshot shows the Ross Valley Sanitary District website. The header includes the district logo, name, emergency contact (24/7: 415-259-2949), and a search bar. The main navigation menu includes Customer Service, Our Projects, Open Government, Public Education, and About. The sidebar menu lists: Our Mission, GM Bulletin, News Subscribes, History, Awards, Building Department Contacts, Community Outreach, Partner Agencies, Working in Ross Valley Sanitary District, and Americans with Disabilities Act Information. The main content area displays the 'Awards' section, listing several awards won by the district, including the 2023 CSEA Award of Excellence and the 2023 CSEA Award of Excellence for the 2022-2023 Fiscal Year. A large image of a trophy is shown next to the awards list. The footer includes the website URL www.RVSD.org.

- New Webpages: Awards, Don't Flush Gloves
- New ADA Compliance Feature
- Continually improved design


www.RVSD.org

4




Employee Portal

- **Centralized Employee Resource Hub**




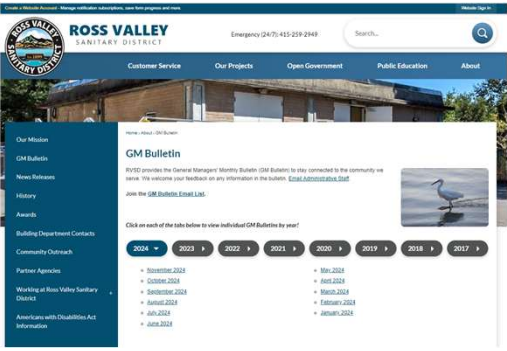
www.RVSD.org

5



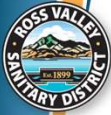
GM Bulletin

- **8th year**
- **Steady metrics**
- **Streamlined**



www.RVSD.org

6



Printed Materials

- Plumbers Brochure
- New Door Hangers
- Easements Outreach
- Sewer Service Charge Prop 218 Mailers

www.RVSD.org

7



Community Advertisements

- Ongoing Ads
- New Ads




www.RVSD.org


8

Old vs. New Ads

2023







You can receive **\$1,500-\$2,500** in Lateral Replacement Grant Program (LRGP) funds toward the cost of **replacing** your sewer lateral.



CLICK HERE to learn more, or visit www.RVSD.org/190

2024

www.RVSD.org

9

Social Media

- YouTube
- NextDoor
- LinkedIn



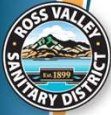
Contact Us

Ross Valley Sanitary District
1111 Andersen Dr
San Rafael, CA 94901
Phone: 415-259-2949
Email RVSD

Office Hours:
Monday - Friday
7:30 am - Noon
1:00 pm - 4:00 pm







www.RVSD.org

10



Youtube

- Outreach Ads
- Board Meetings

www.RVSD.org

11



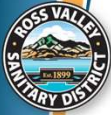
NextDoor

- GM Bulletins
- Board Meetings
- Agency Awards
- Grant & Loan Info
- Key Notices



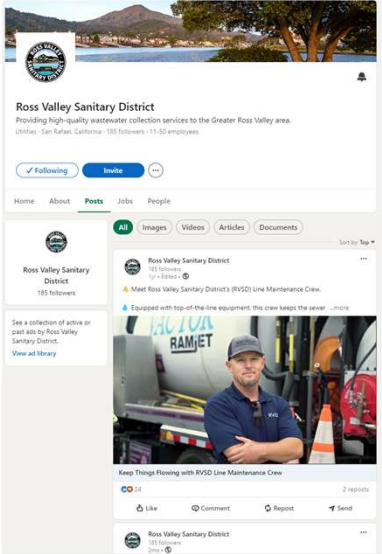
www.RVSD.org

12




LinkedIn

- **Agency Awards**
- **Key accomplishments**
- **Job postings & flyers**



www.RVSD.org

13



Special Events

- **Business Breakfasts**
- **125th Anniversary Celebration &**
- **RVSD 1111 Andersen Consolidation Ribbon Cutting**

www.RVSD.org

14

Business Breakfasts

Notify RVSD of Debris

Free help!

See Something?
Say Something!

Root Removal –
Contact Us

Remind your
customers – F.O.G.

Paving Debris in 10" Magnolia Sewer 2012

www.RVSD.org

www.RVSD.org

15

125th Anniversary & Ribbon Cutting

Celebrating...

125
Years of
Service

Join us!
May 28th at 1 pm

RVSD HEADQUARTERS
1111 Andersen Dr
San Rafael, CA 94901

Refreshments and live music will be provided

www.RVSD.org

16



Metrics

- Website
- GM Bulletin
- Marin IJ Digital Ads
- Nextdoor


www.RVSD.org

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Metrics: Website

Throughout 2024, the website saw steady engagement with a spike in users in February and a drop in December. Desktop users made up the majority of traffic.

2024 Website Month	Total Users	New Users	Sessions	Views	Average Session Duration (secs)	Desktop	Mobile	Tablet
January	1,128	1,000	2,124	4,164	76	969	194	7
February	3,628	3,484	4,729	7,356	91	3,399	278	9
March	1,240	1,076	2,241	4,804	208	1,004	303	9
April	1,097	934	1,984	4,042	227	874	263	11
May	1,131	988	2,156	4,386	226	899	280	12
June	1,130	997	2,050	4,466	230	929	256	9
July	1,258	1,133	2,234	4,975	254	1,037	255	8
August	1,436	1,294	2,428	5,498	319	1,224	252	16
September	1,384	1,245	2,466	4,871	209	1,149	253	35
October	1,530	1,367	2,681	5,012	201	1,262	314	17
November	1,429	1,279	2,293	4,389	197	1,166	294	23
December	999	839	1,916	4,046	241	799	228	12



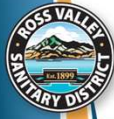
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Metrics: GM Bulletin

Throughout 2024, the GM Bulletin maintained high open rates, with desktop users in the majority.

2024 GM Bulletin Month	Posted	Sent	Open Rate %	Click Rate %	Bounces	Desktop	Mobile
January	1/31	427	57	2	9	96.5	3.5
February	2/29	424	56	3	34	95.5	4.5
March	3/29	417	54	1	11	95.1	4.9
April	4/29	418	54	9	11	98.1	1.9
May	5/31	418	60	9	12	95.4	4.6
June	6/26	419	57	9	13	98.4	1.6
July	7/30	421	59	10	10	97.2	2.8
August	8/30	421	58	11	14	96.3	3.7
September	9/30	421	66	13	13	97.8	2.2
October	10/28	421	59	11	12	96.7	3.3
November	11/26	418	65	11	13	95.2	4.8
December	12/20	419	64	11	14	96.4	3.6



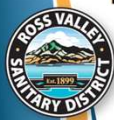
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Metrics: Advertisements

Marin IJ Ads consistently met or exceeded impression targets, with click-through rates (CTR) remaining steady at or above the national average range of 0.01% to 0.03%.

2024 Marin IJ Ads Month	Ad Type	Impressions Delivered	Impressions Target	Variance	Clicks	CTR
January	We've Moved	50,321	50,000	321	18	0.04%
February	Environmental	50,501	50,000	501	19	0.04%
March	Dollars at Work	50,501	50,000	501	17	0.03%
April	LRGP	50,500	50,000	500	26	0.05%
May	Easements	50,500	50,000	500	17	0.03%
June	Environmental	50,501	50,000	501	20	0.04%
July	Dollars at Work	50,501	50,000	501	14	0.03%
August	LRGP/Easements	45,445	45,000	445	16	0.04%
September	Environmental/Dollars at Work	45,618	45,000	618	10	0.02%
October	LRGP/Easements	48,347	45,000	3,347	11	0.02%
November	Environmental/Dollars at Work	50,014	45,000	5,014	11	0.02%
December	LRGP/Easements	48,658	45,000	3,658	19	0.04%



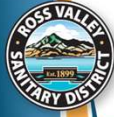
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Metrics: Social Media

Nextdoor saw consistent activity, with views correlating to the number of posts, as observed in October, which saw a notable peak in views.

2024 Nextdoor Month	# Posts	Post Dates	Views	Thanks	Verified Residents	Neighborhoods	New Members	Claimed Households
January	1	1/16	1,460	0	40,854	69	266	19,066
February	2	2/2 2/29	3,675	0	40,032	69	229	19,102
March	2	3/18 3/29	6,128	1	38,253	69	332	19,150
April	0	-	-	0	41,432	69	241	19,169
May	2	5/2 5/21	8,236	4	41,698	69	270	19,194
June	3	6/6 6/18 6/26	7,501	2	41,900	69	312	19,210
July	2	7/15 7/31	5,448	1	42,200	69	185	19,220
August	2	8/19 8/30	8,449	1	42,499	69	255	19,235
September	3	9/3 9/16 9/30	10,054	0	42,811	69	302	19,249
October	5	10/1 10/8 10/14 10/28 10/31	14,893	2	42,989	69	260	19,270
November	2	11/18 11/26	4,345	2	43,052	69	215	19,310
December	2	12/17 12/20	4,776	0	43,110	69	189	19,332



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Higher Rainfall in RVSD Drives Higher Wet Season Wastewater Flows

Steve Moore, P.E., General Manager

Dec. 26, 2024

In Ross Valley Sanitary District (RVSD) rainfall is significantly higher than in all other Marin County sewer systems as well as the entire San Francisco Bay Area. This is because of RVSD's proximity to Mount Tamalpais, which experiences the highest average rainfall in the San Francisco Bay Area. This higher rainfall correlates with relatively higher wastewater flows measured in the upper system of RVSD during periods of wet weather.

Average annual rainfall in RVSD is about 10 inches more per year (i.e., about 30% higher) than neighboring sanitary districts, including both JPA members of CMSA. Figure 1 is an isohyetal map that shows the contours of average annual rainfall in Marin County based on 50 years of data (1906-1956) and also shows the boundaries of the service areas of sewer systems, with the three CMSA JPA agencies shown in purple.

Overlaying these maps, there is a "finger" of higher rainfall (44 inches-per-year) that extends eastward from Mount Tamalpais into Kentfield, Ross and parts of Larkspur. In addition, Fairfax and San Anselmo average between 38 and 40 inches per year. The 36 inches-per-year contour aligns with the boundary of San Rafael Sanitation District (SRSD) and RVSD. Neighboring Las Gallinas (LGVSD, shown in blue) averages between 35 and 26 inches per year, as rainfall magnitude falls off toward the north, east and south of Mount Tamalpais. Rainfall in SRSD and Corte Madera (SD2) range from 32 to 24 inches per year, significantly lower than in RVSD. The same is true of all other sanitary districts in Marin County from Novato to Sausalito. Areas greater than or equal to 36 inches are included in RVSD and all other sanitary districts are less than 36 inches.

The higher average annual rainfall in RVSD correlates with a higher percentage of wastewater influent flow to the CMSA treatment plant during wet season months (January to April 2024, RVSD was 48-49% of CMSA flow). For comparison, over the dry season RVSD is much lower, at 40-42%.

Average annual rainfall appears to be the best explanation for why RVSD wet weather peaking factors (WWPF) are higher than other Marin County sewer systems. RVSD's WWPF is 13-17 times dry weather flow in non-drought years, which is higher than other systems that hover around 10-15. Rainfall drives seasonally high groundwater levels and infiltration into the sewer system, as well as direct storm water inflow, together known as "infiltration and inflow" or I&I. These rainfall-driven I&I pathways for water to enter the sewer system explain the higher wet season wastewater flows in RVSD compared to other nearby systems.

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The rainfall-driven I&I is further explained by comparing pump station flows within RVSD (Figures 2 and 3, below). The Kentfield Pump Station (PS15) conveys wastewater from the higher rainfall areas of the system described above. The other six pump stations in the system convey wastewater from Greenbrae and Larkspur, which have relatively lower average annual rainfall. Figure 2 shows a map and pie graph of relative pump station flows in February 2024, a high rainfall month. The flows from PS15 constituted 72% of the total RVSD flow pumped to CMSA for treatment in the wet season. Figure 3 shows a map and pie graph of relative pump stations flows in October 2024, at the end of the dry season. The flows from PS15 made up only 61.3% of the total RVSD flow pumped to CMSA in the dry season.

This dramatic change of percent total flow from PS15 between Figures 2 and 3 demonstrates the impact of relative rainfall on wastewater flow within the RVSD sewer system, independent of other factors. The RVSD management plan (i.e., O&M, capital, and private lateral replacement) is implemented consistently throughout its system, so these management factors do not explain the higher wet season flows observed in the upper system. Put simply, higher rainfall drives higher flows, and RVSD has the highest rainfall of any collection system in Marin County or the San Francisco Bay Area, by far.

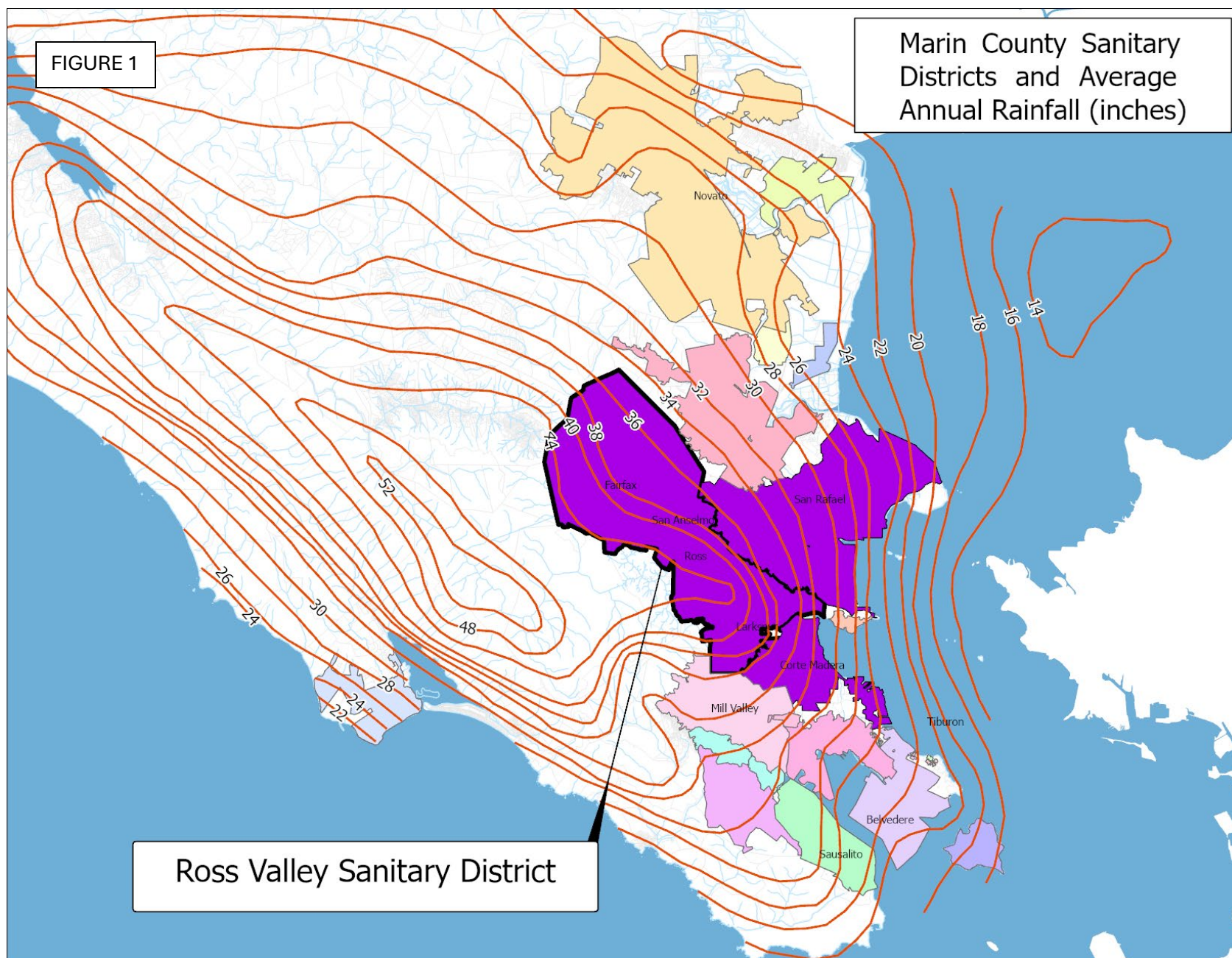


Figure 2 – WET SEASON February 2024 RVSD Pump Station Flows, showing 72% from higher rainfall areas (PS15) in wet weather

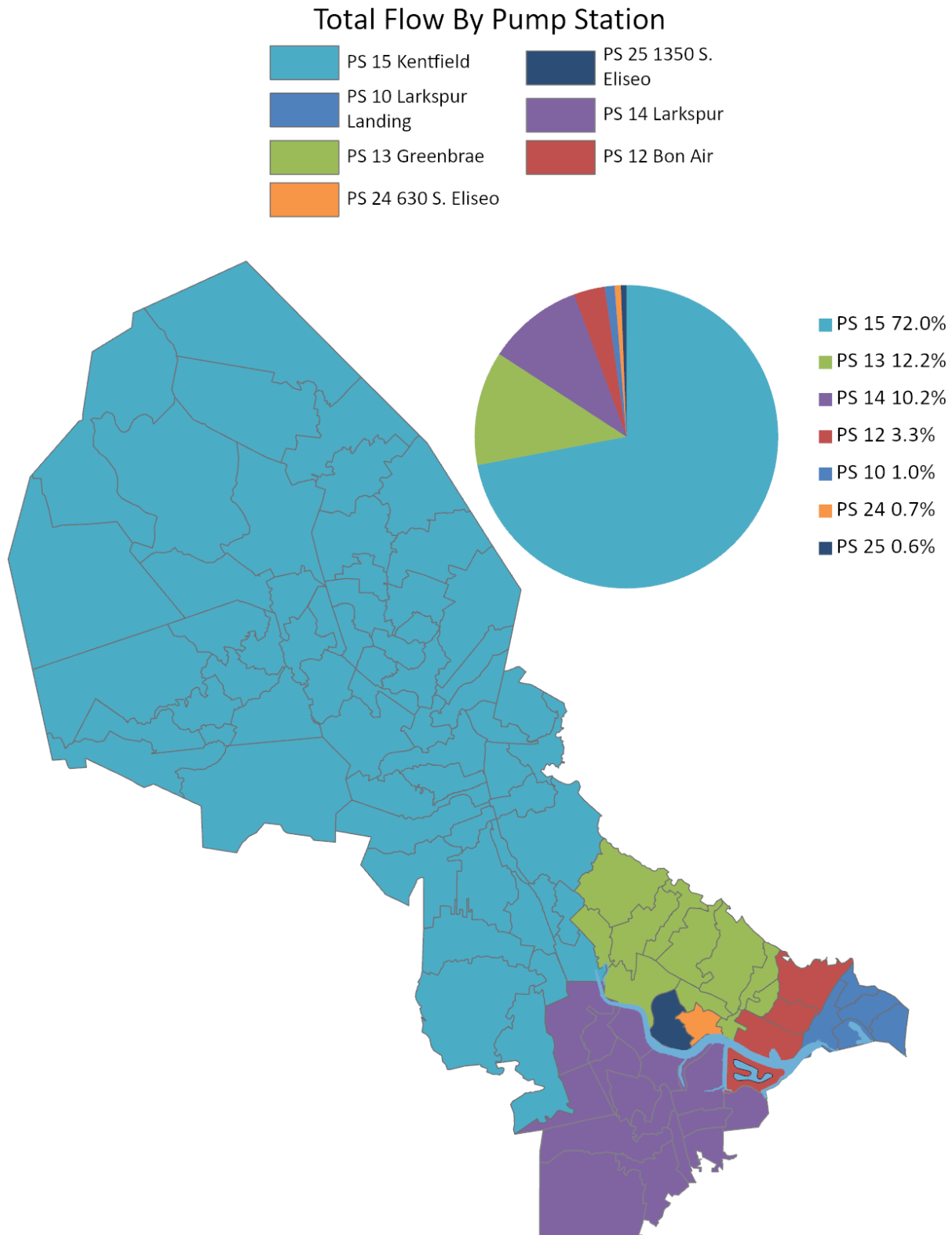


Figure 3 – DRY SEASON October 2024 RVSD Pump Station Flows, showing 61% from higher rainfall areas (PS15) in dry weather

