



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

March 19, 2025: Closed Session Convenes at 5:00 p.m.

Open Session Convenes at 5:30 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>

Webinar ID: 897 0576 2125

Passcode: 470251

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. Adjourn to Closed Session
3. Closed Session
 - a) Conference with Legal Counsel Pursuant to Govt. Code Section 54956.9(d)(2)
Anticipated Litigation: Two Potential Cases
4. Reconvene to Open Session
5. Report on Actions Taken by the Board During Closed Session, If Any, Pursuant to California Government Code Section 54957.1
6. Approval of Agenda
7. 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.

8. Committee and Representative Report Out
 - a) Finance Committee
 - b) Ad-Hoc Interpretive Sign Committee
 - c) Central Marin Sanitation Agency (CMSA)
 - d) North Bay Watershed Association (NBWA)

9. Verbal Report by General Manager

10. Verbal Report by Board Members and Requests for Future Items

11. 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 February 19, 2025](#)
 - b) [Accept the January 2025 Financial Reports](#)
 - c) [Authorize the General Manager to Execute a Purchase Order Agreement to Rockwell Solutions of Walnut Creek for Pump Replacement at Pump Station 14, in the Total Amount of \\$88,357.31](#)
 - d) [Adopt Resolution No. 25-1666 Consenting to the Marin LAFCo Application to Annex Assessor Parcel No. 018-152-12 into the Ross Valley Sanitary District Service Area for the Purpose of Providing Wastewater Services](#)
 - e) [Adopt a New Salary Range for the Accounting Technician Position and Approve an Updated Complete Salary Schedule](#)
12. [Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with Zoon Engineering, Inc., for Construction Management Services for the FY 24/25 Gravity Sewer Improvements Project \(Project # 958\), in an amount not to exceed \\$597,996](#)
13. [Consideration of Terminating the Emergency Action Adopted in Resolution No. 25-1664 for Rehabilitation of the Storm-Damaged Sewer Main and Lower Laterals at 125-137 Hillside Avenue in Kentfield](#)
14. [Consideration of Approving Contract Change Orders No. 4 and 5 in the amount of \\$1,071,834.60; Adopt Resolution No. 25-1667 Approving Final Acceptance and Authorizing the General Manager to File Notice of Completion for the FY 23/24 Gravity Sewer Improvements Project \(#955\), with Glosage Engineering, Incorporated.](#)
15. Informational Items
 - a) [Monthly Operations and Maintenance Metrics Report – February 2025](#)

Adjourn

Next Meeting: Regular Meeting on April 16, 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.

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

Wednesday, February 19, 2025
5:00 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
Paul Bruemmer, O&M Manager
Phil Benedetti, Senior District Engineer
Gregory Newmark, Special Counsel

Public Present: Elise Semonian

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 5:00 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 5:01 p.m.

Item #3 – Closed Session

- a) Conference with Legal Counsel Pursuant to Govt. Code Section 54956.9(e)(3): Notice of Violation and Intent to File Suit Under the Federal Water Pollution Control Action (Clean Water Act), received January 6, 2025.

Item #4 – Reconvene to Open Session

The Board reconvened to Open Session at 5:40 p.m.

Item #5 – Report any Action Taken 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/Gaffney 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

Item #8 – Committee and Representative Report Out**Finance Committee**

Director Gaffney reported the Finance Committee discussed most of the items on consent, and received an update on bond refunding.

Business Plan Committee

Director Kelly reported that the Committee received an update on the business plan, including a review of how employee cross training is going and a discussion regarding permitting software.

Education & Outreach Committee

Director Kelly reported that the Committee reviewed engagement metrics for the District's social media outreach campaigns and discussed the presence of District ads and outreach materials across multiple platforms. Director Kelly thanked District staff for their efforts to generate community engagement.

Human Resources Committee

Director Boorstein reported Committee reviewed the consultant services agreement on consent.

Central Marin Sanitation Agency (CMSA)

Director Kelly reported that CMSA received a California Water Environment Association (CWEA) Engineering Achievement Award for 2024 and reviewed the efforts of CMSA to produce energy. He announced the achievement of CMSA being energy positive in 2024.

The Board discussed CMSA being energy-positive, and possible revenue opportunities.

North Bay Watershed Association (NBWA)

Director Meigs reported that NBWA received presentations on fleet management and electric vehicle infrastructure.

Director Meigs reported NBWA awarded their first grants and scholarships.

Item #9 - Verbal Report by General Manager

General Manager Moore updated the Board on staff efforts and cost information regarding a potential new interpretive sign by Pump Station 15. The Board formed the Interpretive Sign Ad Hoc Committee with President Sylla and Director Boorstein to consider the possible options.

ITEM 11a

General Manager Moore updated the Board on a recent spill in Greenbrae and reported on an avoided spill in Kentfield.

General Manager Moore discussed the Local Agency Formation Commission (LAFCo) meeting that he and Assistant General Manager Newhouse attended, and the updates to the District's sphere of influence.

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

Director Boorstein and Director Gaffney discussed the sessions they attended at the CASA Conference.

Director Kelly reported on ongoing District efforts to mitigate a private sewer overflow in Larkspur.

Item #11 – Consent Calendar

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

The Board approved the Consent Calendar.

Item #12 – Consideration of Resolution No. 25-1663 Declaring the Property at 2000 Larkspur Landing Circle in Larkspur, CA as Exempt Surplus, and Authorizing the General Manager to Develop a Request for Qualifications and/or Proposals (RFQ/P) for its Sale or Lease for Consideration at a Future Board Meeting

Motion: M/s Boorstein/Kelly adopting Resolution No. 25-1663 declaring the property at 2000 Larkspur Landing Circle in Larkspur, CA as Exempt Surplus and authorizing the General Manager to develop a request for qualifications and/or proposals (RFQ/P) for its sale or lease for consideration at a future Board Meeting.
Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
The motion passed.

General Manager Moore introduced the item with a brief history of the project, and an update on the current status. He provided an overview of the options available to the Board through the Surplus Lands Act (SLA).

The Board discussed next steps for the disposition of the property.

Item #13 – Consideration of Adopting Resolution No. 25-1664 to Declare an Emergency for Rehabilitation of the Storm-Damaged Sewer Main and Lower Laterals at 125-137 Hillside Avenue in Kentfield

Motion: M/s Gaffney/Boorstein to adopt Resolution No. 25-1664 to declare an emergency for rehabilitation of the storm-damaged sewer main and lower laterals at 125-137 Hillside Avenue in Kentfield
Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
The motion passed.

General Manager Moore introduced the item by providing information regarding the damage at 125-137 Hillside Avenue in Kentfield.

Senior Engineer Phil Benedetti discussed the history of the damaged infrastructure and detailed the District's response.

The Board discussed the process and policies for emergency items.

ITEM 11a

Item #14 – Consideration of Adopting Resolution No. 25-1665 Adopting a Mitigated Negative Declaration for FY 24/25 Gravity Sewer Improvements Project (Project #958)

Motion: M/s Kelly/Boorstein to adopt Resolution No. 25-1665 adopting a mitigated negative declaration for FY 24/25 Gravity Sewer Improvements Project (Project #958)

Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.

The motion passed.

General Manager Moore briefly summarized the item for the Board.

Item #15 – Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the FY 24/25 Gravity Sewer Improvements Project (#958), with Glosage Engineering, Inc., in the Amount Not to Exceed \$6,137,410

Motion: M/s Kelly/Gaffney to authorize the General Manager, upon review and approval of counsel, to execute construction contract for the FY 24/25 Gravity Sewer Improvement Project (#958), with Glosage Engineering Inc., in the amount not to exceed \$6,137,410

Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.

The motion passed.

General Manager Moore introduced the item providing background information on the project. Senior Engineer Benedetti provided the Board with a summary of the bids received.

The Board discussed the project and the importance of reducing inflow and infiltration (I&I).

Item #16a – Monthly Operations and Maintenance Metrics Report – January 2025

Operations and Maintenance Manager Bruemmer informed the Board of the Emergency Action training received by staff and recent work done by crews to address I&I. He reported January was a no-spill month.

Adjourn: The Board adjourned at 7:46 p.m.

Douglas T. Kelly
Secretary of the Board

Submitted by: _____

Christina Winnicki
Clerk of the Board



ROSS VALLEY SANITARY DISTRICT

MONTHLY FINANCIAL REPORT – JANUARY 31, 2025

Statement of Revenue and Expense	Budget	Current Month	YTD	Remaining	YTD % of Budget
Revenue by category					
Sewer service charges	28,665,842	(317)	16,350,389	28,666,159	57%
Property tax - ad valorem	10,058,700	90,956	5,508,025	1,435,894	55%
Other capital income	150,600	6,702	887,510	1,435,894	589%
Other operating income	\$ 1,551,014	\$ 115,120	\$ 873,017	\$ 143,898	56%
Capacity charges	200,000	2,712	129,090	-	65%
Total revenue	40,626,156	215,173	23,748,032	31,681,846	58.5%
Expenses by Category					
Capital Expenditures	18,796,600	960,421	7,175,440	11,621,160	38.2%
Treatment Costs	9,716,700	2,119,712	7,909,476	1,807,224	81.4%
Personnel Costs	9,584,840	317,639	4,545,054	5,039,786	47.4%
Administrative	2,236,322	112,899	1,423,576	812,746	63.7%
Services & Supplies	1,766,935	284,410	863,385	903,550	48.9%
Maintenance & Repairs	590,000	54,277	278,756	311,244	47.2%
Total expense	42,691,397	3,849,358	22,195,687	20,495,710	52.0%
Net Revenue/(Expense)	\$ (2,065,241)	\$ (3,634,185)	\$ 1,552,345	\$ 11,186,137	

Revenue: January is typically a low revenue month for the District. \$90 thousand of Property tax was collected in the period as well as \$105 thousand of interest earned from the Local Agency Investment Fund (LAIF).

Revenue is expected to remain relatively low until April, when the District will receive its next Teeter Plan distribution.

Expense: The most significant expenses for the month were treatment costs and capital expenditures, followed by personnel costs.

Treatment costs paid to CMSA totaled \$2.1 million which included the quarterly treatment cost payment in the amount of \$1.8 million as well as a debt service payment in the amount of \$300 thousand. This category is 81% of the annual budget since payments are made quarterly throughout the year.

Capital expenditures for the month were \$960 thousand, the majority of which was project costs for capital projects in the District's CIP. Costs for the Larkspur Landing project were \$518 thousand and costs for the Woodland Gravity Sewer project were \$254 thousand. This category is 38% of the annual budget but is likely to pick up pace as the weather improves.

Personnel costs were \$317 thousand for the period. This is in line with the annual budget at 49%.

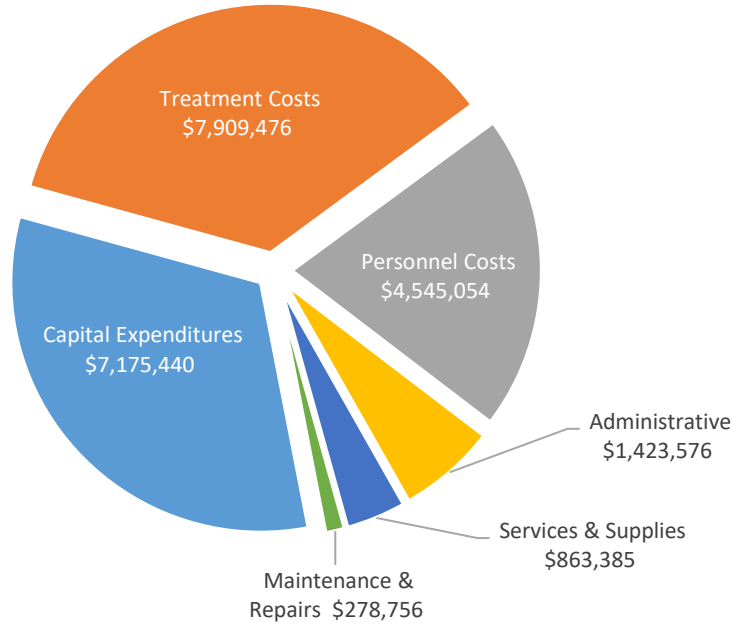
Administrative costs are running ahead of budget mainly due to temporary finance employee costs in the first three months of the fiscal year. These costs are offset by salary savings in the department due to vacant positions.



ROSS VALLEY SANITARY DISTRICT

MONTHLY FINANCIAL REPORT – JANUARY 31, 2025

YTD Expenditures by Category





ROSS VALLEY SANITARY DISTRICT

MONTHLY FINANCIAL REPORT – JANUARY 31, 2025

NET RESULTS:

Operating Fund

Revenue	\$ 114,802
Expenditure	(2,888,938)
Subtotal operating fund	(2,774,136)

Capital Fund

Revenue	\$ 100,370
Expenditure	(960,420)
Subtotal capital fund	(860,049)

Net Revenue/(Expense)	(3,634,185)
Net Position at beginning of Period	28,325,972
Net Position at end of Period	24,691,787

RESERVES

Committed	December	
	FY 25	Board Target
Operating reserve	\$ 8,861,997	\$ 11,972,000
Capital improvement	5,118,000	5,118,000
Emergency reserve	2,394,000	2,394,000
Committed	\$ 16,373,997	\$ 19,484,000

Restricted

CalPERS pension trust - restricted	\$ 8,198,034
SRF funds - restricted	67,085
Canyon Road - restricted	41,666
Bond trustee funds - restricted	11,005
Restricted	\$ 8,317,790

Unassigned

Unassigned	\$ -
Unassigned	-
Total Reserves	\$ 24,691,787

The Board committed reserves were fully replenished in December. In the current month, the operating reserve decreased \$3.1 million below the Board approved target. This reserve is likely to continue decreasing over the next couple of months until the next Teeter Plan distribution is received in April.



ROSS VALLEY SANITARY DISTRICT

MONTHLY FINANCIAL REPORT – JANUARY 31, 2025

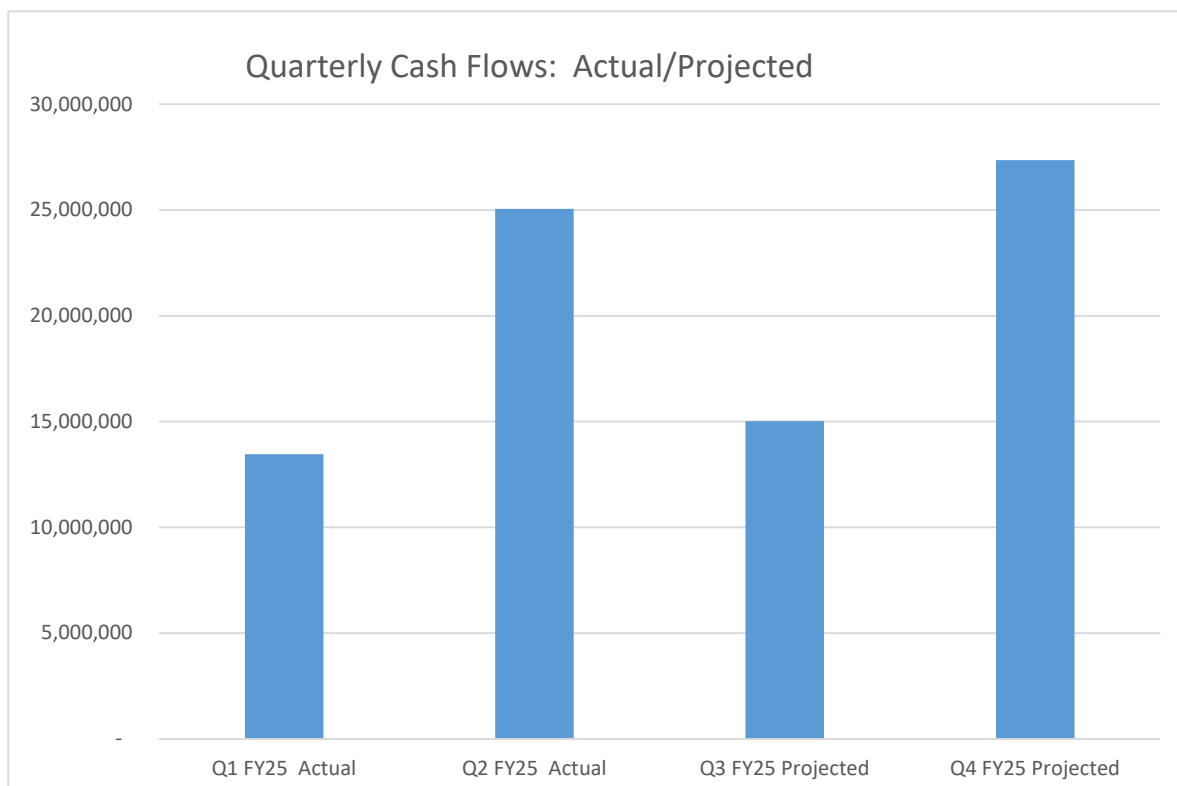
CASH

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 Account	1/31/2025
Operating account	\$ 4,875,174
Petty Cash	292
Local Agency Investment Fund	18,051,908
Total Cash	\$ 22,927,374

Restricted Cash Account	1/31/2025
Pension trust	8,198,034
SRF funds - restricted	67,085
CRAD trust	\$ 41,666
BNY bond trust	11,005
Total Restricted Cash	\$ 8,317,791

Combined Total - Cash	\$ 31,245,165
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Report Criteria:

Vendor:Vendor number = 1493

[Report].GL Period = "01/25"

Invoice Number	Seq	Invoice Date	GL Period	Description	GL Account	GL Account Description	Total Cost
1493 Wells Fargo Bank-Credit Card (AutoDR)							
DEC 2024 CC	1	12/30/2024	01/25	PB -- 1668 Admin Office Supplies - Coffee Mate > Smart and Final 526	100-200-000-720400-100	Office Supplies	32.15
DEC 2024 CC	2	12/30/2024	01/25	JH -- 1902 Ops. Rain Boots > Amazon Mark*Z33kq1bc2	100-100-000-720300-100	Uniforms	125.63
DEC 2024 CC	3	12/30/2024	01/25	JH -- 1902 CAT 4 Annual Training Reporting > DKF Solutionsgroup.com	100-100-000-750100-100	Conferences/Training/Meetings	150.00
DEC 2024 CC	4	12/30/2024	01/25	JH -- 1902 Fleet pick up > Uber	100-100-000-730200-100	Vehicle Fleet Repairs	58.92
DEC 2024 CC	5	12/30/2024	01/25	JH -- 1902 Furniture movers > Harbour Freight	100-100-000-730150-100	Fac Maint/Repair- Shared Lease	69.89
DEC 2024 CC	6	12/30/2024	01/25	JH -- 1902 EG 01 Repairs > Hansel Ford of Petaluma	100-100-000-730200-100	Vehicle Fleet Repairs	2,951.49
DEC 2024 CC	7	12/30/2024	01/25	JH -- 1902 Fleet pick up > Uber	100-100-000-730200-100	Vehicle Fleet Repairs	84.98
DEC 2024 CC	8	12/30/2024	01/25	MV -- 1739 Crew Lunch for Repair -	100-100-000-750100-100	Conferences/Training/Meetings	74.45
DEC 2024 CC	9	12/30/2024	01/25	SM -- 8652 Annual ASCE Membership Dues > ASCE	100-200-000-750200-100	Membership/Association/Certifi	326.00
DEC 2024 CC	10	12/30/2024	01/25	SM -- 8652 Monthly Board member Breakfast > Garden Cafe	100-200-000-755100-100	Board Conf/Training/Meetings	91.57
DEC 2024 CC	11	12/30/2024	01/25	AP -- 4097 Digital and Email Marketing platform > Eig	100-200-000-790200-100	Annual Software Renewal Costs	76.00
DEC 2024 CC	12	12/30/2024	01/25	AP -- 4097 Cell Phones > Vzwrflss*apocc Visb	100-100-000-745400-100	Telephone Utility	2,940.53
DEC 2024 CC	13	12/30/2024	01/25	AP -- 4097 Azure > Microsoft-G066358757	100-200-000-790200-100	Annual Software Renewal Costs	148.89
DEC 2024 CC	14	12/30/2024	01/25	AP -- 4097 Annual Subscription - Equipment Management > Fleetio.Com	100-200-000-790200-100	Annual Software Renewal Costs	300.00
DEC 2024 CC	15	12/30/2024	01/25	AP -- 4097 Marin IJ Advertising > Ca Newspapers Adv S	100-200-000-780700-100	Community Outreach Services	830.00
DEC 2024 CC	16	12/30/2024	01/25	AP -- 4097 Answering service > Gotocom*gotconnect	100-200-000-745400-100	Telephone Utility	630.38
DEC 2024 CC	17	12/30/2024	01/25	AP -- 4097 2000 Larkspur Landing > Comcast California	100-100-000-745300-100	Cable/Internet Utility	439.98
DEC 2024 CC	18	12/30/2024	01/25	AP -- 4097 Marin IJ 4-Week Digital Subscription > Marin Independent Journ	100-200-000-780700-100	Community Outreach Services	18.00
DEC 2024 CC	19	12/30/2024	01/25	AP -- 4097 Regional CWEA Employee Award Program > Smart and Final	100-200-000-750100-100	Staff Conf/Training/Meetings	3,415.40
DEC 2024 CC	20	12/30/2024	01/25	AP -- 4097 2960 Kerner Blvd - submitted Disconnect request. > Comcast California	100-100-000-745300-100	Cable/Internet Utility	150.29
DEC 2024 CC	21	12/30/2024	01/25	AP -- 4097 Internet back up > ATT	100-100-000-745300-100	Cable/Internet Utility	103.24
DEC 2024 CC	22	12/30/2024	01/25	AP -- 4097 1111 Andersen Dr > Comcast California	100-100-000-745300-100	Cable/Internet Utility	245.95
DEC 2024 CC	23	12/30/2024	01/25	AP -- 4097 Hotel Deposit - CSMFO 2025 Conference > Signia Hilton San Jose	100-200-000-755000-100	Travel/Airfare/Meals	287.19
DEC 2024 CC	24	12/30/2024	01/25	AP -- 4097 Certificate of Achievement Review Fee FY2024 > GFOA	100-200-000-750200-100	Membership/Association/Certifi	460.00
DEC 2024 CC	25	12/30/2024	01/25	AP -- 4097 Popular Annual Financial Report Fee FY2024 > GFOA	100-200-000-750200-100	Membership/Association/Certifi	250.00
DEC 2024 CC	26	12/30/2024	01/25	AP -- 4097 1111 Andersen Dr - Ethernet Equipment > Comcast Business	100-100-000-745300-100	Cable/Internet Utility	1,192.35
DEC 2024 CC	27	12/30/2024	01/25	AP -- 4097 Email marketing > Eig	100-200-000-790200-100	Annual Software Renewal Costs	76.00
DEC 2024 CC	28	12/30/2024	01/25	NS -- 1721 CB 01 Vaccum Body Coating Repair > Amazon Mktp	100-100-000-730200-100	Vehicle Fleet Repairs	30.59
DEC 2024 CC	29	12/30/2024	01/25	NS -- 1721 CB 01 Vaccum Body Coating Repair > Amazon Mktp	100-100-000-730200-100	Vehicle Fleet Repairs	229.37
DEC 2024 CC	30	12/30/2024	01/25	NS -- 1721 Engine Coolant for Fleet vehicles > Amazon.Com*125s1zy2	100-100-000-730200-100	Vehicle Fleet Repairs	47.72
DEC 2024 CC	31	12/30/2024	01/25	NS -- 1721 PS 06 Car Wash > Lucky Drive Carwash	100-100-000-730200-100	Vehicle Fleet Repairs	44.99
DEC 2024 CC	32	12/30/2024	01/25	NS -- 1721 EG01 Engine wiring harness repair form Rodent damage - Partial Payment > Hansel Ford of Petal	100-100-000-730200-100	Vehicle Fleet Repairs	2,000.00
DEC 2024 CC	33	12/30/2024	01/25	NS -- 1721 PT 12 Smog Test > Lucky Drive Carwash	100-100-000-730200-100	Vehicle Fleet Repairs	81.70
DEC 2024 CC	34	12/30/2024	01/25	NS -- 1721 EG 01 Smog Test > Lucky Drive Carwash	100-100-000-730200-100	Vehicle Fleet Repairs	81.70
DEC 2024 CC	35	12/30/2024	01/25	NS -- 1721 PT 11 Smog Test > Lucky Drive Carwash	100-100-000-730200-100	Vehicle Fleet Repairs	81.70
DEC 2024 CC	36	12/30/2024	01/25	NS -- 1721 PT 13 Smog Test > Lucky Drive Carwash	100-100-000-730200-100	Vehicle Fleet Repairs	81.70

Invoice Number	Seq	Invoice Date	GL Period	Description	GL Account	GL Account Description	Total Cost
DEC 2024 CC	37	12/30/2024	01/25	JV -- 7256 Dump Fees > Marin Recycle and Resource Recovery	100-100-000-745200-100	Garbage Utility	80.75
DEC 2024 CC	38	12/30/2024	01/25	JV -- 7256 Gear (Boot) Dryer Wall Mount 24 > The Warming Store Team	100-100-100-720000-100	Materials & Parts-PS	2,199.00
DEC 2024 CC	39	12/30/2024	01/25	CW -- 3477 Special Board Meeting Snacks > California Special Districts Association	100-200-000-750100-100	Staff Conf/Training/Meetings	265.00
DEC 2024 CC	40	12/30/2024	01/25	CW -- 3477 Training - HR > Liebertcass	100-200-000-750100-100	Staff Conf/Training/Meetings	150.00
DEC 2024 CC	41	12/30/2024	01/25	CW -- 3477 Lunch for senior CSW Panelists > Sq* Michaels Sourdough	100-100-000-790000-100	Recruiting/Hiring Fees	48.48
DEC 2024 CC	42	12/30/2024	01/25	CW -- 3477 Thank you Cards for Staff > Grocery Outlet	100-200-000-750100-100	Staff Conf/Training/Meetings	4.09
DEC 2024 CC	43	12/30/2024	01/25	CW -- 3477 O+M Supervisor recruitment posting > CWEA	100-100-000-790000-100	Recruiting/Hiring Fees	335.00
DEC 2024 CC	44	12/30/2024	01/25	CW -- 3477 O+M Supervisor recruitment Posting > Neogov	100-100-000-790000-100	Recruiting/Hiring Fees	199.00
DEC 2024 CC	45	12/30/2024	01/25	CW -- 3477 Office Supplies - Board room signage > MyDoorSign	100-200-000-720400-100	Office Supplies	158.76
DEC 2024 CC	46	12/30/2024	01/25	CW -- 3477 CASA Conference Flight > Alaska Air	100-200-000-750000-100	Staff Travel/Airfare/Meals	116.20
DEC 2024 CC	47	12/30/2024	01/25	PB -- 3485 Icloud additional Storage recurring fee > Apple.com	100-200-000-780200-100	Information Technology Service	.99
Total 1493 Wells Fargo Bank-Credit Card (AutoDR):							21,766.02
Grand Totals:							21,766.02

Report GL Period Summary

Vendor number hash: 0
Vendor number hash - split: 0
Total number of invoices: 0
Total number of transactions: 0

Report Criteria:

Vendor: Vendor number = 1493
[Report].GL Period = "01/25"

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
69811							
01/13/2025	69811	AG Security Services Inc.	100-100-000-730100-100	Facilities Maintenance/Repairs		Security Services for 01/1-03/31/2025	297.42
Total 69811:							297.42
25011302							
01/13/2025	25011302	Ardurra (ACH)	100-200-000-780700-100	Community Outreach Services		Communication & Outreach Services - 11/2024	2,048.50
Total 25011302:							2,048.50
25012701							
01/27/2025	25012701	Ardurra (ACH)	100-200-000-780700-100	Community Outreach Services		Communication & Outreach Services - 12/2024	1,737.00
Total 25012701:							1,737.00
69812							
01/13/2025	69812	AT&T CalNet	100-100-000-745400-100	Telephone Utility		BAN# Pd:9391032720	1,364.49
01/13/2025	69812	AT&T CalNet	100-100-000-745400-100	Telephone Utility		BAN# Pd: 9391032710	234.38
Total 69812:							1,598.87
25011303							
01/13/2025	25011303	{EE}	100-100-000-705250-100	Employee Wellness Reimburseme		Wellness (Gym) Reimbursement	174.00
Total 25011303:							174.00
69813							
01/13/2025	69813	Barbier Security Group	100-100-000-730150-100	Fac Maint/Repair- Shared Lease		Dec 2024 Security Patrol 1111 andersen	565.00
Total 69813:							565.00
25011304							
01/13/2025	25011304	Bay Area Digital Solutions	100-200-000-780700-100	Community Outreach Services		digital advertising	2,500.00

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 25011304:							2,500.00
69814							
01/13/2025	69814	Bayside Trenchless Inc	100-300-000-770000-200	Capital Outlay - CIP	EG-917-000-00	Sag Repair	8,160.00
Total 69814:							8,160.00
69815							
01/13/2025	69815	BrightView Landscape Ser	100-100-000-730150-100	Fac Maint/Repair- Shared Lease		Landscape Maintenance -Nov 2024, 1111 Anderson Drive, San Rafael	1,144.00
01/13/2025	69815	BrightView Landscape Ser	100-100-000-730100-100	Facilities Maintenance/Repairs		Landscape Maintenance - Jan 2025	1,174.83
01/13/2025	69815	BrightView Landscape Ser	100-100-000-730150-100	Fac Maint/Repair- Shared Lease		Landscape Maintenance - Jan 2025	1,144.00
Total 69815:							3,462.83
25013101							
01/31/2025	25013101	CalPERS - Retirement	100-200-000-705000-100	CalPERS Retirement Expense		Social Security Administration 218 - Annual Fee	110.00
Total 25013101:							110.00
69816							
01/13/2025	69816	Caselle Inc.	100-200-000-790200-100	Annual Software Renewal Costs		Support and Maintenance 2/1/25-02/28/25	3,496.00
Total 69816:							3,496.00
69843							
01/27/2025	69843	Century Urban LLC	100-200-000-780800-100	Other Miscellaneous Consulting		Matter: Real Estate Consulting Services for the Larkspur Landing 12/2024	20,016.25
Total 69843:							20,016.25
25012702							
01/27/2025	25012702	{EE}	100-200-000-745400-100	Telephone Utility		Cell Phone Reimbursement Q2 FY 24/25 (Oct - Dec 2024)	150.00
Total 25012702:							150.00
25011305							
01/13/2025	25011305	Cintas Corporation No 2	100-100-000-730100-100	Facilities Maintenance/Repairs		supplies	467.68
01/13/2025	25011305	Cintas Corporation No 2	100-100-000-730100-100	Facilities Maintenance/Repairs		supplies	454.99

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
01/13/2025	25011305	Cintas Corporation No 2	100-100-000-730100-100	Facilities Maintenance/Repairs		supplies	482.29
Total 25011305:							1,404.96
25012703							
01/27/2025	25012703	Cintas Corporation No 2	100-100-000-730100-100	Facilities Maintenance/Repairs		supplies	447.47
Total 25012703:							447.47
69844							
01/27/2025	69844	Coastside Concrete and C	100-000-000-320000-000	Construction Retention Payable		Retention	46,987.50
Total 69844:							46,987.50
69817							
01/13/2025	69817	Colantuono, Highsmith &	100-200-000-780300-100	Legal Services		legal services	3,772.27
Total 69817:							3,772.27
69818							
01/13/2025	69818	Corbet's Hardware Store -	100-100-200-720000-100	Materials & Parts-LM		Hex Bush	8.73
Total 69818:							8.73
69845							
01/27/2025	69845	CoreLogic Solutions LLC	100-200-000-790200-100	Annual Software Renewal Costs		PDRC List Services - 2025 Renewal (Homeowner/Property Data, Analytics)	4,566.71
Total 69845:							4,566.71
69819							
01/13/2025	69819	Corodata Record Manage	100-100-000-740200-100	Facilities Rent		Document Storage 12/01-12/31/2024	185.26
Total 69819:							185.26
25011306							
01/13/2025	25011306	Grant Recipient	100-300-000-770400-200	LRGP Disbursement		25-2936 Lateral Grant 69 Sir Francis Drake Blvd Ross	1,500.00
Total 25011306:							1,500.00

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
69820							
01/13/2025	69820	Cropper Rowe, LLP	100-200-000-780100-100	External Audit Services		Third and final progress billing for the audit for year ended 06/30/2024	8,500.00
Total 69820:							8,500.00
69821							
01/13/2025	69821	CSMFO	100-200-000-750100-100	Staff Conf/Training/Meetings		Government-Member-Full Conference -	565.00
Total 69821:							565.00
25011307							
01/13/2025	25011307	CSRMA Calif SanitationRis	100-000-000-130000-000	Prepaid Expense		2024-25 Pooled Liability Program Renewal	231,469.00
Total 25011307:							231,469.00
69846							
01/27/2025	69846	CWEA- California Water E	100-100-000-750200-100	Membership/Association/Certifi		CWEA ID: -	106.00
01/27/2025	69846	CWEA- California Water E	100-100-000-750200-100	Membership/Association/Certifi		CWEA ID: -	239.00
Total 69846:							345.00
69847							
01/27/2025	69847	DATCO	100-100-000-750200-100	Membership/Association/Certifi		Service fees Jan/Feb/March 2025	559.00
01/27/2025	69847	DATCO	100-100-000-790000-100	Recruiting/Hiring Fees		Query Fees	75.00
Total 69847:							634.00
25011308							
01/13/2025	25011308	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent		001-9012980-002 US FMV - 01/2025	791.85
01/13/2025	25011308	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent		001-9012980-003 US-FMV - 01/2025	115.67
01/13/2025	25011308	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent		001-9007289-004 US FMV - 01/2025	1,107.78
01/13/2025	25011308	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent		001-9007289-003 US FMV - 01/2025	1,319.79
01/13/2025	25011308	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent		001-9012980-001 US FMV - 01/2025	133.08
Total 25011308:							3,468.17
25012704							
01/27/2025	25012704	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent		Lease No. 001-9012980-004 (2 Dell servers/36-month term) -	

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
02/2025							1,331.48
Total 25012704:							1,331.48
25012705							
01/27/2025	25012705	{REE}	100-200-000-705310-100	OPEB Basic & ERM Benefit Exp		Monthly Enhance Retiree Medical Jan 25	756.27
Total 25012705:							756.27
69822							
01/13/2025	69822	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Service & Repair 2012 International 4300	346.45
01/13/2025	69822	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Service & Repair 2012 International Dura Star	295.20
01/13/2025	69822	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Service & Repair 2014 Ford S/D 550	343.25
01/13/2025	69822	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Service & Repair 2011 International Dura Star	354.10
Total 69822:							1,339.00
69848							
01/27/2025	69848	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Service & Repair 2013 Isuzu NQR	4,734.90
01/27/2025	69848	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Service & Repair 2004 PETERBILT PB-330	1,045.61
01/27/2025	69848	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Service & Repair 2013 Isuzu NQR	1,591.82
Total 69848:							7,372.33
25011309							
01/13/2025	25011309	DirectLine, Inc	100-100-000-745400-100	Telephone Utility		Jan Service	625.00
Total 25011309:							625.00
69823							
01/13/2025	69823	DNG Enterprises DBA Nap	100-100-200-720000-100	Materials & Parts-LM		BLSTR PK MINIATURES	13.09
01/13/2025	69823	DNG Enterprises DBA Nap	100-100-000-730200-100	Vehicle Fleet Repairs		2016 Ford F150 Repair/CanoBD2 Reader ABS	400.09
01/13/2025	69823	DNG Enterprises DBA Nap	100-100-000-730200-100	Vehicle Fleet Repairs		Refund Core Deposit inv#1071-910749 & 1071-902498	29.50-
Total 69823:							383.68
69849							
01/27/2025	69849	DNG Enterprises DBA Nap	100-100-000-730200-100	Vehicle Fleet Repairs		Hydrolic oil	7.67
01/27/2025	69849	DNG Enterprises DBA Nap	100-100-000-730200-100	Vehicle Fleet Repairs		Relay	75.73

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
01/27/2025	69849	DNG Enterprises DBA Nap	100-100-000-730200-100	Vehicle Fleet Repairs		2008 Chevrolet Silverado 1500 1/2 Ton Repair	123.08
01/27/2025	69849	DNG Enterprises DBA Nap	100-100-000-730200-100	Vehicle Fleet Repairs		Refund on Invoice#911771 - Replacement Lamp/Scotch Mask Tape	118.36-
Total 69849:							88.12
69824							
01/13/2025	69824	Downey Brand LLP	100-200-000-780300-100	Legal Services		Matter No. 44417.00000 - Legal Services	11,605.00
Total 69824:							11,605.00
69850							
01/27/2025	69850	Downey Brand LLP	100-200-000-780300-100	Legal Services		Matter No. 44417.00000 - Legal Services	5,862.93
Total 69850:							5,862.93
25011310							
01/13/2025	25011310	Duke's Root Control, Inc.	100-300-000-770000-200	Capital Outlay - CIP		Service agreement to foam approximately 14,000 feet for root control.	28,126.92
Total 25011310:							28,126.92
25011311							
01/13/2025	25011311	East Bay Tire Co.	100-100-000-730200-100	Vehicle Fleet Repairs		FLAT REPAIR/ BRASS VALVE STEM	45.00
Total 25011311:							45.00
69851							
01/27/2025	69851	EFFECTV (A Comcast Co	100-200-000-780700-100	Community Outreach Services		Digital TV Advertising - Cust No#49333	5,529.99
Total 69851:							5,529.99
25012706							
01/27/2025	25012706	Enterprise Fleet Managem	100-100-000-740100-100	Vehicle Fleet Rent		Fleet Monthly Lease	7,173.41
Total 25012706:							7,173.41
69825							
01/13/2025	69825	Fastenal	100-100-000-720200-100	Safety Equipment & Gear		Eyewear	68.12
01/13/2025	69825	Fastenal	100-100-000-720200-100	Safety Equipment & Gear		Disposable Gloves	387.62

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 69825:							455.74
25011312							
01/13/2025	25011312	Fleet Solutions, LLC	100-100-000-745600-100	Vehicle GPS Utility		Vehicle GPS	784.80
01/13/2025	25011312	Fleet Solutions, LLC	100-100-000-745600-100	Vehicle GPS Utility		Credit Memo for charged incorrectly 56 items @7.45	417.20-
Total 25011312:							367.60
25011313							
01/13/2025	25011313	EE}	100-100-000-705240-100	Boot Allowance		Boot Reimbursement	350.00
Total 25011313:							350.00
25012707							
01/27/2025	25012707	{REE}	100-200-000-705310-100	OPEB Basic & ERMB Benefit Exp		Monthly Enhance Retiree Medical Jan 25	527.70
Total 25012707:							527.70
25011314							
01/13/2025	25011314	Goldstreet Design	100-200-000-780700-100	Community Outreach Services		YouTube Advertising	500.00
Total 25011314:							500.00
25011315							
01/13/2025	25011315	Grainger (ACH)	100-100-100-720000-100	Materials & Parts-PS		Wireable Connector	20.96
01/13/2025	25011315	Grainger (ACH)	100-100-100-720000-100	Materials & Parts-PS		Wireable Connector	20.96
Total 25011315:							41.92
25012708							
01/27/2025	25012708	Grainger (ACH)	100-100-100-720000-100	Materials & Parts-PS		Hour Meter, AC Quartz Polymer	68.59
Total 25012708:							68.59
25012709							
01/27/2025	25012709	Henley Pacific LLC	100-100-000-730200-100	Vehicle Fleet Repairs		Oil change for 2018 Chevy Silverado 1500	168.15

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 25012709:							168.15
25013102							
01/31/2025	25013102	High Performing Culture LL	100-200-000-750100-100	Staff Conf/Training/Meetings		CultureWise Subscription - 01/2025	297.00
Total 25013102:							297.00
25012710							
01/27/2025	25012710	Innovyze LLC	100-100-000-790200-100	Annual Software Renewal Costs		Annual software renewal for Innovyze CMMS products	84,436.81
Total 25012710:							84,436.81
25011316							
01/13/2025	25011316	Integral Consulting (ACH)	100-300-000-780550-100	Engineering Studies		MSA TO #10 for 2020 General On-Call Permitting Support & Environmental Study Support - 10/2024-11/30/2024	768.75
01/13/2025	25011316	Integral Consulting (ACH)	100-300-000-770000-200	Capital Outlay - CIP	EG-956-000-00	CEQA Assistance for Project #956 - October 01, 2024 to November 30, 2024	548.75
01/13/2025	25011316	Integral Consulting (ACH)	100-300-000-770300-200	Capital Outlay - Studies	EG-958-000-00	GSIP 24/25 Consulting services for CEQA compliance - October 01, 2024 to November 30, 2024	26,714.65
Total 25011316:							28,032.15
69853							
01/27/2025	69853	Internal Revenue Service I	100-100-000-706000-100	Payroll Tax Expense		941 REVISED for 4th Qtr 2024	120.00
Total 69853:							120.00
25011317							
01/13/2025	25011317	IT Hub (ACH)	100-200-000-790200-100	Annual Software Renewal Costs		Microsoft 365 NCE Renewal	66.08
Total 25011317:							66.08
69826							
01/13/2025	69826	Jackson's Hardware	100-100-100-720000-100	Materials & Parts-PS		Handle Thrd, paint RLR Kit, Sprayer	50.17
01/13/2025	69826	Jackson's Hardware	100-100-100-720000-100	Materials & Parts-PS		MICROFIBER COVER	8.69
01/13/2025	69826	Jackson's Hardware	100-100-200-720000-100	Materials & Parts-LM		SPRYPAINT PRO	48.03
01/13/2025	69826	Jackson's Hardware	100-100-400-720000-100	Materials & Parts-CCTV		Trap Mouse/ C&S Cable USB	83.00
01/13/2025	69826	Jackson's Hardware	100-100-000-730100-100	Facilities Maintenance/Repairs		Toilet Plunger	42.09
01/13/2025	69826	Jackson's Hardware	100-100-400-720000-100	Materials & Parts-CCTV		Trap Mouse - Credit Return	33.95-

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 69826:							198.03
69854							
01/27/2025	69854	Jackson's Hardware	100-100-300-730000-100	Equipment Repairs-LR		Bit Drill, Hex Bolt, Nut Grade	159.20
01/27/2025	69854	Jackson's Hardware	100-100-200-720000-100	Materials & Parts-LM		COUPLE INSERT POLY 1"	3.47
01/27/2025	69854	Jackson's Hardware	100-100-200-720000-100	Materials & Parts-LM		Masking Tape/Caulk Alex, Sprypaint	50.16
01/27/2025	69854	Jackson's Hardware	100-100-200-720000-100	Materials & Parts-LM		Bit Drill, Hillman Assorted Fastner, Wrench Tap	64.15
01/27/2025	69854	Jackson's Hardware	100-100-200-720100-100	Tools-LM		Chain Sash/Drain Spade	174.26
Total 69854:							451.24
25012711							
01/27/2025	25012711	{EE}	100-100-000-705250-100	Employee Wellness Reimburseme		Welness Reimbursement - 01/07/2025	500.00
Total 25012711:							500.00
25012712							
01/27/2025	25012712	{EE}	100-000-000-190300-000	Employee Comp Purchase Loan L		Computer Loan Program	2,567.96
Total 25012712:							2,567.96
25012713							
01/27/2025	25012713	{EE}	100-100-000-745400-100	Telephone Utility		Cell Phone Reimbursement Q2 FY 24/25 (Oct - Dec 2024)	150.00
01/27/2025	25012713	{EE}	100-100-000-705250-100	Employee Wellness Reimburseme		Wellness (Gym) Reimbursement	399.50
Total 25012713:							549.50
25012714							
01/27/2025	25012714	{EE}	100-200-000-745400-100	Telephone Utility		Cell Phone Reimbursement Q2 FY 24/25 (Oct - Dec 2024)	150.00
Total 25012714:							150.00
25012715							
01/27/2025	25012715	{EE}	100-100-000-745400-100	Telephone Utility		Cell Phone Reimbursement Q2 FY 24/25 (Oct - Dec 2024)	150.00
Total 25012715:							150.00

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
69827							
01/13/2025	69827	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Legal Services Matter No.: MA129-00001	1,800.00
01/13/2025	69827	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Legal Services Matter No.: MA129-00021	1,545.00
01/13/2025	69827	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Legal Services Matter No.: MA129-00024	1,584.00
Total 69827:							4,929.00
69855							
01/27/2025	69855	LTD Engineering, Inc.	100-000-000-190000-000	Lateral Replacement Loan - LT		LRLP FY25 25-242-L, 33 Evergreen Dr. Kentfield CA, 94904, Parcel #075-092-12	2,364.43
Total 69855:							2,364.43
69828							
01/13/2025	69828	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility	10/29/24-12/26/24		746.36
01/13/2025	69828	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility	10/29/24-12/26/24		746.36
01/13/2025	69828	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility	10/29/24-12/26/24		883.76
01/13/2025	69828	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility	10/29/24-12/26/24		1,007.42
01/13/2025	69828	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility	10/29/24-12/26/24		760.10
01/13/2025	69828	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility	10/29/24-12/26/24		842.54
01/13/2025	69828	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility	10/15/24-12/10/24		1,083.63
01/13/2025	69828	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility	10/29/24-12/26/24		1,515.80
01/13/2025	69828	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility	10/29/24-12/26/24		1,955.48
01/13/2025	69828	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility	10/29/24-12/26/24		787.58
01/13/2025	69828	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility	10/29/24-12/26/24		27.34
01/13/2025	69828	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility	10/11/24-12/09/24		1,919.67
Total 69828:							12,276.04
69829							
01/13/2025	69829	Marin Resource Recovery	100-100-300-720000-100	Materials & Parts-LR		C&D Material	304.00
Total 69829:							304.00
69830							
01/13/2025	69830	Marin Sanitary Service	100-100-000-745200-100	Garbage Utility		Garbage service - 12/2024	892.35
Total 69830:							892.35

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
69856							
01/27/2025	69856	MCC Building Maintenance	100-100-000-730100-100	Facilities Maintenance/Repairs		Janitorial and Landscaping Maintenance, January 2025	1,575.00
Total 69856:							1,575.00
69857							
01/27/2025	69857	McMahon Fernandez Cons	100-000-000-190000-000	Lateral Replacement Loan - LT		LRLP FY25 25-242-L, 33 Evergreen Dr. Kentfield CA, 94904, Parcel #075-092-12	25,387.38
01/27/2025	69857	McMahon Fernandez Cons	100-000-000-190000-000	Lateral Replacement Loan - LT		LRLP FY25 25-242-L, 33 Evergreen Dr. Kentfield CA, 94904, Parcel #075-092-12	3,150.98
Total 69857:							28,538.36
25011301							
01/13/2025	25011301	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility		10/11/24-12/09/24	202.50
01/13/2025	25011301	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility		10/18/24-12/16/24	931.97
01/13/2025	25011301	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility		10/18/24-12/16/24	51.75
01/13/2025	25011301	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility		10/15/24-12/10/24	100.44
01/13/2025	25011301	MMWD Marin Municipal W	100-100-000-745100-100	Water Utility		10/11/24-12/09/24	464.49
Total 25011301:							1,751.15
69831							
01/13/2025	69831	MR Copy Inc	100-200-000-720400-100	Office Supplies		Copier use	467.26
Total 69831:							467.26
69832							
01/13/2025	69832	MSI Litho	100-200-000-720400-100	Office Supplies		Business Cards	226.87
Total 69832:							226.87
69833							
01/13/2025	69833	National Construction Rent	100-100-000-740200-100	Facilities Rent		fence rental	620.15
Total 69833:							620.15
25011318							
01/13/2025	25011318	NBS Local Government So	100-200-000-780000-100	Financial Consulting Services		District Administration - Sewer/Storm/Standby : Sewer Svc Charge - Professional Service 1/1-03/31/2025	7,232.00
01/13/2025	25011318	NBS Local Government So	100-200-000-780000-100	Financial Consulting Services		District Administration - Sewer/Storm/Standby : Lateral Loans -	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
						Professional Services 1/1-03/31/2025	1,029.00
		Total 25011318:					8,261.00
25012716							
01/27/2025	25012716	{REE}	100-200-000-705310-100	OPEB Basic & ERM Benefit Exp		Monthly Enhance Retiree Medical Jan 25	756.27
		Total 25012716:					756.27
25012717							
01/27/2025	25012717	Nute Engineering (ACH)	100-300-000-770000-200	Capital Outlay - CIP	EG-907-000-00	Amendment No. 2 to Task Order No. 8 with Nute Engineering for Design Engineering Services During Construction (ESDC) for the LS20, LS31, LS32 - 12/2024	1,909.00
		Total 25012717:					1,909.00
69858							
01/27/2025	69858	Pacific Infrastructure Corp.	100-000-000-320000-000	Construction Retention Payable		Retention	475,328.70
		Total 69858:					475,328.70
25011319							
01/13/2025	25011319	Park Engineering Inc. (AC	100-300-000-770000-200	Capital Outlay - CIP	EG-901-003-00	Construction Management services for project # 901-B for RVSD Headquarters - 12.01.2023-12.31.2024	22,392.72
01/13/2025	25011319	Park Engineering Inc. (AC	100-300-000-770000-200	Capital Outlay - CIP	EG-956-000-00	Consultant Services Agreement for Construction Management Services with Park Engineering for the Woodland Capacity and Creek Crossings Project (#956) - 09.01.2024-12.31.2024	1,662.80
		Total 25011319:					24,055.52
69859							
01/27/2025	69859	PG&E	100-100-000-745000-100	Power/Energy Utility		Power SD No. 1 12/02/2024-12/12/2024	13,052.36
01/27/2025	69859	PG&E	100-100-000-745050-100	Power Utility - 1111 Andersen		1111 Andersen Drive 12/2/2024-12/30/2024	7,973.24
		Total 69859:					21,025.60
25013103							
01/31/2025	25013103	PG&E	100-100-000-745000-100	Power/Energy Utility		A/C #1387181487-0 1 12/02/2024-12/30/2024	30,115.35

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 25013103:							30,115.35
69834							
01/13/2025	69834	Pitney Bowes-Purchase Po	100-200-000-720400-100	Office Supplies		Postage/Meter Rental Strmn 01-05-2025	88.49
Total 69834:							88.49
25011320							
01/13/2025	25011320	PSOMAS (ACH)	100-300-000-770000-200	Capital Outlay - CIP	EG-908-000-00	Task Order #11 Heatherwood and Heather Gardens Pump Station Projects Professional Services 10/25-11/21/2024	5,295.00
Total 25011320:							5,295.00
69835							
01/13/2025	69835	Quench	100-200-000-740000-100	Equipment Rent		Water dispenser rental 01/1/25-03/31/25	365.97
Total 69835:							365.97
69860							
01/27/2025	69860	Ragghianti Freitas - Riley F	100-200-000-780300-100	Legal Services		Professional Services - Dec 2024	650.00
Total 69860:							650.00
69836							
01/13/2025	69836	RDG - Restoration Design	100-300-000-770000-200	Capital Outlay - CIP	EG-944-000-00	Ross Creek Sewer Removal Project, Shady Lane Phase 2 - part of LDGS II-3B - 01.01-12.31.2024	2,285.23
Total 69836:							2,285.23
69861							
01/27/2025	69861	Rentokil North America Inc.	100-100-000-730150-100	Fac Maint/Repair- Shared Lease		Pest Control; 1111 Andersen	179.00
Total 69861:							179.00
69837							
01/13/2025	69837	Rex Moore Group	100-100-000-730150-100	Fac Maint/Repair- Shared Lease		2025 Testing January, February and March	325.00
Total 69837:							325.00

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
25012718							
01/27/2025	25012718	{EE} -	100-100-000-705250-100	Employee Wellness Reimburseme		Wellness (Gym) Reimbursement	390.43
Total 25012718:							390.43
25012719							
01/27/2025	25012719	Grant Recipient	100-300-000-770400-200	LRGP Disbursement		25-2938 Lateral Grant 432 Oak Manor Dr. Fairfax	1,500.00
Total 25012719:							1,500.00
25011321							
01/13/2025	25011321	Schaaf & Wheeler (ACH) C	100-300-000-770000-200	Capital Outlay - CIP	EG-908-000-00	Design and Engineering Services During Construction for LS30 Heather Gardens Improvements Project (#908)	2,002.00
Total 25011321:							2,002.00
25011322							
01/13/2025	25011322	Grant Recipient	100-300-000-770400-200	LRGP Disbursement		25-2937 Lateral Grant 122 Cypress Ave Kentfield	1,500.00
Total 25011322:							1,500.00
69862							
01/27/2025	69862	Shamsavari Shaheen & Ph	100-000-000-600300-100	Sewer Service Charge - Refund		Refund Property Damage Claim 120 Vista Grande, Greenbrae, CA 94904	317.48
Total 69862:							317.48
25012720							
01/27/2025	25012720	SmartCover Systems-Hadr	100-100-000-790200-100	Annual Software Renewal Costs		Smart Cover annual renewal - 02/01/2025-01/31/2026	86,001.00
Total 25012720:							86,001.00
25011323							
01/13/2025	25011323	The Wright Gardener	100-100-000-730100-100	Facilities Maintenance/Repairs		Monthly Plant Service	445.03
Total 25011323:							445.03
69863							
01/27/2025	69863	Theresa Davidson	100-100-000-720200-100	Safety Equipment & Gear		Installed Audio Speaker & Horns/Data Cabling	2,951.00

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 69863:							2,951.00
25013104							
01/31/2025	25013104	US Bank - Calcard CC (Aut	100-200-000-720400-100	Office Supplies		AP -- 0738 Office supplies > AMAZON MKTPL*ZE74X44G0	2,998.10
Total 25013104:							2,998.10
69838							
01/13/2025	69838	Vaccaro's Tree Service	100-100-000-730400-100	Easement Access Management		Clean Sewer Line for Equipment Access : 333 Via La Paz, Greenbrae	2,200.00
Total 69838:							2,200.00
69839							
01/13/2025	69839	Valley Tree Service	100-300-000-770000-200	Capital Outlay - CIP	EG-918-000-00	Remove Trees/Haul Away woods	1,300.00
Total 69839:							1,300.00
69864							
01/27/2025	69864	Van Dermeyden Makus Law	100-200-000-780300-100	Legal Services		Legal Services	4,636.40
Total 69864:							4,636.40
25012721							
01/27/2025	25012721	Verbal Judo Institute (ACH)	100-200-000-780400-100	Human Resource Services		Verbal Judo Webinar x3	500.00
Total 25012721:							500.00
25012722							
01/27/2025	25012722	Water Components & Bld S	100-100-200-720000-100	Materials & Parts-LM		Conduit Carrier/Pipe Solid for CBO2	233.31
Total 25012722:							233.31
25011324							
01/13/2025	25011324	Weco Industries LLC (ACH	100-100-200-720000-100	Materials & Parts-LM		NOZZLE JET CARBIDE ASSEMBLY	54.63-
01/13/2025	25011324	Weco Industries LLC (ACH	100-100-200-720000-100	Materials & Parts-LM		MANHOLE PROTECTIVE RING	381.28
01/13/2025	25011324	Weco Industries LLC (ACH	100-100-200-720000-100	Materials & Parts-LM		Single foam filled/Steel reinforce	2,094.05

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 25011324:							2,420.70
25011325							
01/13/2025	25011325	Wells Fargo Financial Leas	100-200-000-740000-100	Equipment Rent		Kyocera Copier Lease C#450-0111771-00 12/26/24-01/25/25	308.97
Total 25011325:							308.97
25012723							
01/27/2025	25012723	Wells Fargo Financial Leas	100-200-000-740000-100	Equipment Rent		Kyocera Copier Lease C#450-0111771-000 01/26/25-02/25/25	308.97
Total 25012723:							308.97
25011326							
01/13/2025	25011326	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) for 12/2024	12,290.00
Total 25011326:							12,290.00
69840							
01/13/2025	69840	Western Machine Electric	100-000-000-320000-000	Construction Retention Payable		Retention	52,896.58
Total 69840:							52,896.58
69865							
01/27/2025	69865	WEX Fleet Universal	100-100-000-730300-100	Vehicle Fleet Fuel		Dec Fleet Fuel	6,405.19
Total 69865:							6,405.19
25013105							
01/31/2025	25013105	WEX Fleet Universal	100-100-000-730300-100	Vehicle Fleet Fuel		Jan 2025 Fleet Fuel	7,145.29
Total 25013105:							7,145.29
69841							
01/13/2025	69841	White Ridge LLC	100-100-200-720000-100	Materials & Parts-LM		Tool and material storage baskets for CB02 and CB03	2,665.26
Total 69841:							2,665.26

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
25012724							
01/27/2025	25012724	WinCan LLC	100-100-000-790200-100	Annual Software Renewal Costs		CCTV WinCan Annual renewal	15,715.00
Total 25012724:							15,715.00
25011327							
01/13/2025	25011327	Xerox Corporation	100-200-000-740000-100	Equipment Rent		12/26-01/25 Lease x2 Copiers/Scanners	447.99
Total 25011327:							447.99
Grand Totals:							1,370,570.98

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Check.Voided = No

Includes unprinted checks

Board Packet No. 032

Ross Valley Sanitary District
Payroll Payment Detail
January 31, 2025

TOTAL DISTRICT PAYROLL

	Pay Date	Payroll Period	Paid Amount
1	1/10/2025	Payroll period 12/23/2024 - 01/05/2025	\$ 137,040.35
2	1/24/2025	Payroll period 01/06/2025 - 01/19/2025	129,034.48
3	Total payroll payments		\$ 266,074.83

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	1	\$ 314.00
2	Thomas Gaffney	2	628.00
3	Douglas Kelly	1	314.00
4	Pamela Meigs	2	628.00
5	Mary Sylla	2	628.00
6	Total District Board of Director stipends		\$ 2,512.00

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**ROSS VALLEY SANITARY DISTRICT**

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

STAFF REPORT**For the Meeting of March 19, 2025**

March 12, 2025

To: Board of Directors

From: Paul Bruemmer, Operations and Maintenance Manager
Kevin Lewis, Operations and Maintenance Superintendent

Subject: **Authorize the General Manager to Execute a Purchase Order Agreement to Rockwell Solutions of Walnut Creek for Pump Replacement at Pump Station 14, in the Total Amount of \$88,357.31**

Summary

This staff report is being presented to the Board for authorizing the General Manager to execute a purchase order agreement for three new Vaughan model PE6WCS-115 chopper pumps purchased through Rockwell Solutions.

Discussion

The District's main pump station in Larkspur (PS14) is currently equipped with three six-inch discharge Fairbanks-Morse centrifugal pumps utilizing 75 horsepower dry pit submersible electric motors. These three pumps were installed when the station was rehabilitated in 2004 and have been routinely overhauled one at a time approximately every three years. Overhaul work focused on repairing and re-machining shafts, installing new mechanical seals and new bearings. Major pump components, such as volutes and impellers were not replaced and as such these components passed their useful life and pump efficiency has suffered. Each overhaul costs between twelve and nineteen thousand dollars with impellers costing six thousand dollars each.

Staff initially began to solicit quotes for another round of pump overhauls but soon realized that due to the age of the pumps, replacement might be most cost effective. Staff recommendations purchasing and installing three new pumps which will provide increased pumping efficiency and extend service life between overhauls.

Staff solicited quotes from three vendors for replacement pumps: JM Squared Associates, Inc., Rockwell Solutions, and Motion Industries. The total purchase cost including taxes and shipping are listed in Table 1.

Table 1

Vendor	Cost
JM Squared Associates, Inc. (Fairbanks Morse pump)	\$123,600.06
Rockwell Solutions (Vaughn pump)	\$88,357.00
Motion Industries	Unable to quote

Fiscal Impact

In June 2024, the Board approved the Fiscal Year 2024/25 CIP budget, which included \$150,000 to purchase pump station equipment. After careful consideration of the three options, staff recommend the Vaughn model from Rockwell Solutions due to unique features that would be a benefit to the District. Most significantly, the Vaughn unit uses a robust chopper design impeller that is well suited when raw sewage is being conveyed. The Fairbanks Morse pump (from JM Squared Associates) uses standard impellers that can be subject to plugging or ragging in raw sewage applications. Previous staff experience has shown that Vaughn chopper pumps will cut and chop hair, rags, plastics, and other miscellaneous material, greatly reducing clogging and the need to disassemble and clean out pumps. Additionally, Vaughn replacement parts have significantly shorter lead times of four to six weeks compared to Fairbanks lead times of over 12 weeks. Lastly, Vaughn pumps use an oil filled flush-less mechanical seal that eliminates the need for potable water as a seal flush, saving valuable water. Rockwell solutions and the District worked together to design a custom installation that will directly replace existing pumps and use the existing motors therefore minimizing modifications.

Recommendation

Authorize the General Manager to execute a purchase order agreement in the total amount of \$88,357.31 to Rockwell Solutions of Walnut Creek for pump replacement at pump station 14.

Attachments:

- A) Rockwell Solutions quote
- B) J.M. Squared quote
- C) Motion industries "no quote" email



To: Ross Valley Sanitary District
Attn: Kevin Lewis

February 14th, 2025

RE: Vaughan Chopper Pumps



Kevin: Per our meeting, here is the updated information regarding the Vaughan Chopper Pump for the Station Operation. As we have shown at yours and in many local plants, the chopper pump will cut and chop hair, rags, plastics, and misc. other material. This includes areas like digesters (heat recirc. & mixing), pump stations, primary scum and sludge, screenings, and problem areas where the continuous chopping and cutting of the solids will keep the operation clean.

We would like the chance to continue to show you the advantages of the chopper pump and how we eliminate any need for other pumps, screens, and grinders. We know we can help your operations and guarantee the performance of the Vaughan Chopper Pumps.

Please let us know if you have any questions or need more information.

Thanks,

Kent Rockwell

Vaughan Model PE6WCS-115

Vertical Pedestal Chopper Pump consisting of:

Casing and Backplate, cast ductile iron, with 6" ANSI CL 125 discharge flange.

Impeller, Cutter Bar Cutter Nut and Upper Cutter, cast steel, heat treated to minimum Rockwell C60.

Shaft, heat treated steel.

Bearings, oil bath lubricated with minimum 100,000 hour L-10 bearing life.

Bearing Housing, cast ductile iron.

Flushless Mechanical Seal, cartridge type with stainless steel housing, integral stainless steel shaft sleeve, and silicon carbide faces.

Elastomers, Buna N

CUSTOM Pedestal Base with Inlet Flange, 8" 90° steel elbow with cleanout, drain and ANSI CL 150 inlet flange pedestal mounted on a fabricated steel base plate.

CUSTOM Stiffener Can, fabricated steel, piloted for self-aligning mounting of a P-Frame motor

Pump Finish: Solvent wash and coat with Tnemec Perma-Shield PL Series 431 epoxy. (Except Motor)

Drive: 75hp 1780rpm P-Frame motor to be reused. Coupling by others.

DRAWING APPROVAL REQUIRED FOR CUSTOM BASE.

PRICE EACH:	\$ 24,884.-
TOTAL FOR 3:	\$ 74,652.-
SALES TAX(9.25%):	\$ 6,905.31
FREIGHT:	\$ 1800.-
TOTAL:	\$ 83,357.31

Pump Performance: 2150GPM @ 92 FT. TDH / 975GPM @ 122 FT. TDH

Application: Lift Station

Industry: Municipal

Please call if you have any questions.

Thanks,

Kent Rockwell

[illegible]



Outlook

RE: [EXT] RE: PS14 pump replacement RFQ

From Niels Rifbjerg <Niels.Rifbjerg@motion.com>

Date Tue 2/4/2025 8:46 AM

To Kevin Lewis <klewis@rvsd.org>

Looks like we got skunked on all requests for a quote. Those FB guys keep the distribution very close to the vest... Sorry we have to no quote this...

Niels Rifbjerg

Account Rep



8076 CENTRAL AVENUE

NEWARK, CA 94560

T:510-266-0200 | M:707-787-8884 | F:510-266-0218

Niels.Rifbjerg@motion.com | www.motion.com

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From: Kevin Lewis <klewis@rvsd.org>

Sent: Monday, February 3, 2025 5:30 PM

To: Niels Rifbjerg <Niels.Rifbjerg@motion.com>

Subject: Re: [EXT] RE: PS14 pump replacement RFQ

External Email: This is an EXTERNAL email do not click links or open attachments unless you know the content is safe. Please use caution with Urgent Requests.

That would be great anyway to see the price.

Get [Outlook for iOS](#)

From: Niels Rifbjerg <Niels.Rifbjerg@motion.com>

Sent: Monday, February 3, 2025 5:13:59 PM

To: Kevin Lewis <klewis@rvsd.org>

Subject: Re: [EXT] RE: PS14 pump replacement RFQ

I can still quote it, but might be a little pricey.

Get [Outlook for iOS](#)

Niels Rifbjerg

Account Rep



8076 CENTRAL AVENUE

NEWARK, CA 94560

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From: Kevin Lewis <klewis@rvsd.org>

Sent: Monday, February 3, 2025 4:59:02 PM

To: Niels Rifbjerg <Niels.Rifbjerg@motion.com>

Subject: Re: [EXT] RE: PS14 pump replacement RFQ

External Email: This is an EXTERNAL email do not click links or open attachments unless you know the content is safe. Please use caution with Urgent Requests.

Dang

Get [Outlook for iOS](#)

From: Niels Rifbjerg <Niels.Rifbjerg@motion.com>

Sent: Monday, February 3, 2025 4:56:56 PM

To: Kevin Lewis <klewis@rvsd.org>

Subject: Re: [EXT] RE: PS14 pump replacement RFQ

Appreciate the try, but apparently, we don't have authorization for municipal pumps. We will need to buy it from whoever is the distributor.

Get [Outlook for iOS](#)

Niels Rifbjerg

Account Rep

MOTION

8076 CENTRAL AVENUE

NEWARK, CA 94560

T:510-266-0200 | M:707-787-8884 | F:510-266-0218

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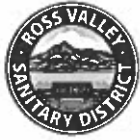
From: Kevin Lewis <klewis@rvsd.org>

Sent: Thursday, January 30, 2025 10:32:15 AM

To: Niels Rifbjerg <Niels.Rifbjerg@motion.com>

Subject: RE: [EXT] RE: PS14 pump replacement RFQ

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Kevin Lewis
Operations & Maintenance
Superintendent and Fleet Manager

Phone 415-870-9763

Web www.rvsd.org

Email klewis@rvsd.org

1111 Andersen dr., San Rafael, CA 94901

From: Niels Rifbjerg <Niels.Rifbjerg@motion.com>
Sent: Thursday, January 30, 2025 10:24 AM
To: Kevin Lewis <klewis@rvsd.org>
Subject: RE: [EXT] RE: PS14 pump replacement RFQ

So you just want the motor?

Niels Rifbjerg

Account Rep

MOTION

8076 CENTRAL AVENUE

NEWARK, CA 94560

T:510-266-0200 | M:707-787-8884 | F:510-266-0218

Niels.Rifbjerg@motion.com | www.motion.com

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From: Kevin Lewis <klewis@rvsd.org>
Sent: Thursday, January 30, 2025 10:22 AM
To: Niels Rifbjerg <Niels.Rifbjerg@motion.com>
Subject: [EXT] RE: PS14 pump replacement RFQ

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Try that



Kevin Lewis
Operations & Maintenance
Superintendent and Fleet Manager

Phone 415-870-9763

Web www.rvsd.org

Email klewis@rvsd.org

1111 Andersen dr., San Rafael, CA 94901

From: Kevin Lewis
Sent: Wednesday, January 29, 2025 10:54 AM
To: Niels Riffbjerg <Niels.Riffbjerg@motion.com>
Subject: PS14 pump replacement RFQ

Niels,
Please find attached the documentation I have for the pump at PS14 that we spoke about.



Kevin Lewis
Operations & Maintenance
Superintendent and Fleet Manager

Phone 415-870-9763

Web www.rvsd.org

Email klewis@rvsd.org

1111 Andersen dr., San Rafael, CA 94901

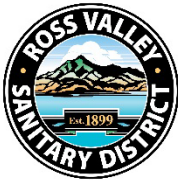
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ROSS VALLEY SANITARY DISTRICT

1111 Andersen Drive

San Rafael, CA 94901

(415) 259-2949 ~ rvsd.org

STAFF REPORT

For the Meeting of March 19, 2025

March 10, 2025

To: Board of Directors

From: Felicia Newhouse, Assistant General Manager

Subject: **Adopt Resolution No. 25-1666 Consenting to the Marin LAFCo Application to Annex Assessor Parcel No. 018-152-12 into the Ross Valley Sanitary District Service Area for the Purpose of Providing Wastewater Services**

Summary

This staff report presents a resolution consenting to the LAFCo application for annexation of the State of California Firing Range site into the Ross Valley Sanitary District service area.

Discussion

Marin LAFCo has received an application for the State-owned property adjacent to Drakes Cove Road, commonly known as the San Quentin Firing Range, to be annexed into the Ross Valley Sanitary District service area. A legal map identifying the parcel to be annexed is included as Exhibit "A" to the attached draft resolution consenting to the application. The application for annexation is for the purpose of future residential development on the property. The site is designated by Marin LAFCo as within the RVSD sphere of influence.



Future development would require a sewer extension to connect to the existing public sewer collection system owned and maintained by RVSD. New connections would be subject to permit fees and capacity charges per District Ordinance 93 as annually updated and posted on the RVSD website. Capacity charges, also known as sewer connection fees, are based on the quantity of drainage fixture units in the proposed development. In addition, public sewer extension (PSX) fees would be charged for the project for the approval and installation of the public sanitary sewer facilities to serve the proposed development, if needed. Future property development would be subject to annual sewer service charges set by the District's adopted rate schedule.

Any and all costs incurred to complete the annexation will be borne by the property owner(s). After RVSD's consent to the application for annexation, LAFCo will continue the proceedings for reorganization in accordance with the Cortese-Knox-Hertzberg Act. This item is scheduled to be heard at LAFCo's next regularly scheduled meeting on April 10, 2025.

Recommendation

Adopt Resolution No. 25-1666 consenting to the Local Agency Formation Commission (LAFCo) application to annex Assessor Parcel Number 018-152-12 into Ross Valley Sanitary District for the purpose of providing wastewater services.

Attachment:

- A) Resolution No. 25-1666 with Exhibits

**ROSS VALLEY SANITARY DISTRICT
RESOLUTION NO. 25-1666**

**A RESOLUTION OF THE BOARD OF DIRECTORS
CONSENTING TO THE MARIN LOCAL AGENCY FORMATION COMMISSION
(MARIN LAFCo) APPLICATION TO ANNEX THE PARCEL IDENTIFIED AS
LANDS OF THE STATE OF CALIFORNIA APN 018-152-12 TO RVSD'S SERVICE
AREA FOR THE PURPOSE OF PROVIDING WASTEWATER SERVICES**

WHEREAS, the Marin Local Agency Formation Commission (Marin LAFCo) has received a petition for proceeding pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, commencing with Section 56000 of the California Government Code, for a reorganization which would annex a certain parcel described as annexed into RVSD; and

WHEREAS, the principal reasons for the proposed reorganization are as follows: to extend or connect to existing public sewer collection system to provide sanitary sewer for a proposed development that is not currently within the RVSD service area bounds which is legally required by Marin LAFCo, the regulatory body that oversees the boundaries of government agencies; and

WHEREAS, the parcel proposed to be reorganized is mapped and descriptions of the boundaries are attached hereto and by this reference incorporated herein; and,

WHEREAS, this proposal is consistent with the RVSD sphere of influence; and,

WHEREAS, it is understood that the proposed annexation be subject to the following terms and conditions:

1. All costs incurred to complete the annexation including but not limited to Marin LAFCo application fees, environmental fees, surveyor fees, and the State Board of Equalization costs will be borne by the property owner(s).
2. Properties in the proposed area to be annexed will be subject to capacity fees and annual sewer service charges established by the District; and

WHEREAS, hereto and after, Marin LAFCo is responsible for the application proceedings regarding the boundary change.

NOW THEREFORE, BE IT RESOLVED that this Resolution of Application is hereby approved by the Board of Directors of the Ross Valley Sanitary District and Marin LAFCo is approved to take proceedings for the property identified in Exhibit A according to the terms and conditions stated above and in the manner provided by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

PASSED AND ADOPTED by the Board of Directors of the Ross Valley Sanitary District at a regular meeting held on the 19th day of March 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

Mary Sylla
President of the Board

Douglas T. Kelly
Secretary of the Board



Geographic Description

Annexation of APN 018-152-12
Into Ross Valley Sanitary District
LAFCO File #: _____
Marin County Mapping #: _____
Page 1 of 5

All that certain real property, situate in the County of Marin, State of California and being a portion of Rancho Punta De Quentin, being a reorganization into Ross Valley Sanitary District, more particularly described as follows:

Commencing at the intersection of the centerline of Drakes Cove Road and the northerly right of way line of Sir Francis Drake Boulevard;

Course 1 – thence South 50°40'01" East 86.50 feet to the most westerly corner of the Lands of the State of California, as described in the Deed recorded in Book U of Deeds at Page 598, Official Records of Marin County, said corner being the Point of Beginning, of the parcel herein being described;

Course 2 – thence leaving said Point of Beginning, along the westerly line of the Lands of the State of California, said line also being the easterly boundary of the Ross Valley Sanitary District, North 05°47'53" East 1397.98 feet (South 04°14'00" West 1470.50 feet per U of Deeds at Page 598);

Course 3 – thence leaving said easterly boundary of Ross Valley Sanitary District, South 50°56'39" East 509.70 feet (North 52°40'00" West per Book U of Deeds at Page 598);

Course 4 – thence South 80°32'39" East 851.00 feet (North 82°16'00" West per Book U of Deeds at Page 598);

Course 5 – thence South 70°53'39" East 182.16 feet (South 72°30' East 2.76 chains per Book H of Deeds at Page 365);

Course 6 – thence South 51°34'57" East 171.60 feet (South 55°45' East 2.60 chains per Book H of Deeds at Page 365);

Course 7 – thence South 79°15'40" East 474.65 feet (South 81°00' East per Book H of Deeds at Page 365) to the northwesterly right of way of Sir Francis Drake Boulevard;

Thence along said northwesterly right of way the following 18 courses;

Course 8 – thence South 13°26'45" West 201.59 feet (North 13°27'05" East 201.54 feet per 2378 OR 527);

Course 9 – thence along a non-tangent curve to the right with a radius that bears South 40°20'20" East 560.00 feet, through a central angle of 20°52'46", an arc distance of 204.07' feet;

Course 10 – thence South 72°32'35" West 199.86 feet (North 72°32'55" East per 2378 OR 527);

Course 11 – thence South 62°34'16" West 50.49 feet (North 62°34'36" East per 2378 OR 527);

Course 12 – thence South 70°32'26" West 66.29 feet (North 70°32'46" East per 2378 OR 527);



Geographic Description

Annexation of APN 018-152-12
Into Ross Valley Sanitary District
LAFCO File #: _____
Marin County Mapping #: _____
Page 2 of 5

Course 13 – thence along a tangent curve to the left with a radius of 640.00 feet, through a central angle of 46°11'42", an arc distance of 516.00' feet (55°12'21" 616.66 feet per 2378 OR 527);

Course 14 – thence North 65°39'01" West 10.00 feet (North 65°38'41" West per 2601 OR 301);

Course 15 – thence South 26°38'03" West 205.81 feet (South 26°38'23" West per 2601 OR 301);

Course 16 – thence South 17°14'09" West 91.09 feet (South 17°14'29" West per 2601 OR 301);

Course 17 – thence South 42°59'40" West 222.87 feet (South 43°00'00" West per 2601 OR 301);

Course 18 – thence South 72°50'16" West 155.94 feet (South 72°50'36" 155.91 feet West per 2601 OR 301);

Course 19 – thence South 85°35'45" West 182.54 feet (South 85°36'05" West per 2601 OR 301);

Course 20 – thence North 74°59'14" West 212.25 feet (North 74°58'54" West per 2601 OR 301);

Course 21 – thence North 47°27'23" West 181.89 feet (North 47°27'03" West per 2601 OR 301);

Course 22 – thence North 70°50'43" West 124.92 feet (North 70°50'23" West per 2601 OR 301);

Course 23 – thence North 37°09'08" West 82.80 feet (North 37°08'48" West per 2601 OR 301);

Course 24 – thence North 19°12'16" West 237.19 feet (North 19°11'56" West per 2601 OR 301);

Course 25 – thence North 52°26'46" West 78.61 (North 52°26'26" West per 2601 OR 301) feet to the Point of Beginning;

Containing 52.17 acres of land more or less.

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.

This description of land is intended for annexation of a portion of the lands in Book H of Deeds, at Page 365 and Book U of Deeds at Page 598, into the Ross Valley Sanitary District, only. Research of existing district boundaries was performed in preparation of this description; however, no maps or legal descriptions describing existing district boundaries were recovered. Therefore, this description relies upon existing parcel descriptions, a listing of assessor's parcels serviced by the district, and the MarinMap Map Viewer graphical information system as the best available evidence to determine existing district boundaries. No gaps between existing district boundaries and the westerly line of the lands described herein are intended.



Geographic Description

Annexation of APN 018-152-12
Into Ross Valley Sanitary District

LAFCO File #: _____

Marin County Mapping #: _____

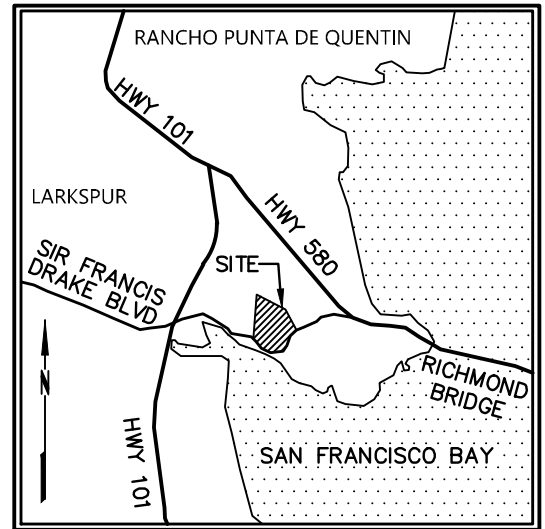
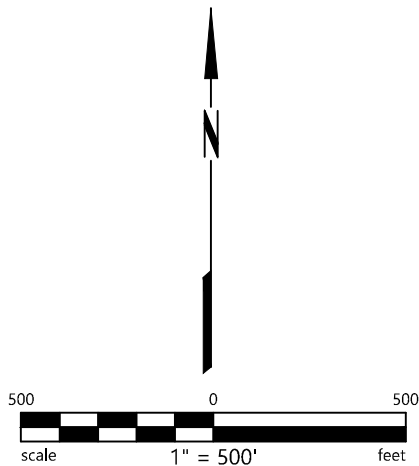
Page 3 of 5

Prepared by:
BKF ENGINEERS

PRELIMINARY

Brandon J Bowen, PLS. No. 9746

Dated:_____



LANDS OF MARIN
SANITY SERVICE
APN 018-180-76

LANDS OF THE CITY
OF LARKSPUR
APN 018-191-20

LANDS OF DRAKES COVE HOA
DN 2008-0026321
APN 018-250-27

DRAKES COVE CT
LANDS OF WELLS
DN 2021-0042608
35 DRAKES COVE CT
APN 018-250-24
DRAKES COVE RD

LANDS OF TITUS
DN 2012-0009979
3 DRAKES COVE RD
APN 018-250-10

LANDS OF DRAKES COVE HOA
DN 2008-0026321
APN 018-250-28

POINT OF
COMMENCEMENT

POINT OF
BEGINNING

LANDS OF THE STATE
OF CALIFORNIA
APN 018-152-12
BOOK H OF DEEDS PAGE 365
BOOK U OF DEEDS PAGE 598
52.17± ACRES

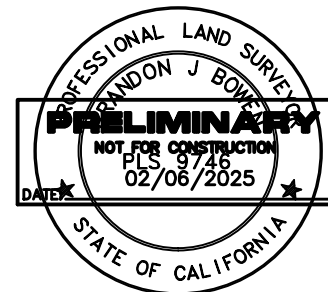
LANDS OF CENTRAL
MARIN SANITY AGENCY
APN 018-180-47

LEGEND

RVSD ROSS VALLEY SANITARY DISTRICT
EXISTING LIMITS OF RVSD ————
PROPOSED LIMITS OF RVSD ————
LIMITS OF CITY OF LARKSPUR - - - - -

DISCLAIMER:

FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL
PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY
NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.



BKF ENGINEERS
4040 CIVIC CENTER DR.
SUITE 530
SAN RAFAEL, CA 94903
(415) 930-7960
www.bkf.com

ANNEXATION OF APN
018-152-12 INTO ROSS
VALLEY SANITARY DISTRICT

LAFCO FILE #: _____
MARIN MAPPING #: _____

JOB # 201816-10
DATE FEB 2025
CHECKED. BJB
SHEET 4 OF 5

LINE TABLE			
LINE	COURSE	DIRECTION	LENGTH
L1	1	S50°40'01"E	86.50'
L2	3	S50°56'39"E	509.70'
L3	5	S70°53'39"E	182.16'
L4	6	S51°34'57"E	171.60'
L5	7	S79°15'40"E	474.65'
L6	8	S13°26'45"W	201.59'
L7	10	S72°32'35"W	199.86'
L8	11	S62°34'16"W	50.49'
L9	12	S70°32'26"W	66.29'
L10	14	N65°39'01"W	10.00'
L11	15	S26°38'03"W	205.81'
L12	16	S17°14'09"W	91.09'
L13	17	S42°59'40"W	222.87'
L14	18	S72°50'16"W	155.94'
L15	19	S85°35'45"W	182.54'
L16	20	N74°59'14"W	212.25'
L17	21	N47°27'23"W	181.89'
L18	22	N70°50'43"W	124.92'
L19	23	N37°09'08"W	82.80'
L20	24	N19°12'16"W	237.19'
L21	25	N52°26'46"W	78.61'
R1	RADIAL	S40°20'20"E	560.00'

CURVE TABLE				
CURVE	COURSE	DELTA	RADIUS	LENGTH
C1	9	20°52'46"	560.00'	204.07'
C2	13	46°11'42"	640.00'	516.00'



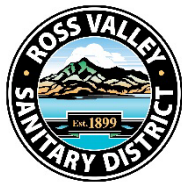
BKF ENGINEERS
 4040 CIVIC CENTER DR.
 SUITE 530
 SAN RAFAEL, CA 94903
 (415) 930-7960
 www.bkf.com

ANNEXATION OF APN
 018-152-12 INTO ROSS
 VALLEY SANITARY DISTRICT

LAFCO FILE #: _____
 MARIN MAPPING #: _____

JOB # 201816-10
 DATE FEB 2025
 CHECKED. BJB
 SHEET 5 OF 5

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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 March 19, 2025

March 11, 2025

To: Board of Directors

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

Subject: **Adopt a New Salary Range for the Accounting Technician Position and Approve an Updated Complete Salary Schedule**

Summary

Staff requests the Board adopt a new salary range for the position of Accounting Technician and approve an updated complete salary schedule.

Discussion

In June 2024, the Board approved the addition of a full-time Accountant position as part of the current fiscal year budget. In January 2025, based on the functional needs of the Finance Department, the Board approved replacing this budgeted Accountant position with an entry-level Accounting Technician position.

Initially, staff determined the proposed salary range for the Accounting Technician position using internal benchmarking. However, further market analysis indicates that a lower salary range is more appropriate for this entry-level role. As a result, staff recommends adjusting the salary range to \$6,218.35 – \$7,936.36 per month.

If approved, this adjustment will generate additional budget savings of \$22,000 for a total savings of \$44,000 from the Accountant position, while ensuring the salary remains competitive for the responsibilities of the position. Upon Board approval, staff will initiate an open recruitment process to fill the role immediately.

Additionally, to comply with the Publicly Available Pay Schedule requirements established by CalPERS, any salary schedule adjustment requires Board approval of the updated complete salary schedule (Attachment A).

Recommendation

Adopt a new salary range for an Accounting Technician position and approve the updated complete salary schedule.

Attachment(s):

- A) Complete Salary Schedule updated March 19, 2025

DRAFT**Ross Valley Sanitary District Salary Schedule**

All monthly salaries represented below are effective March 19, 2025 - June 30, 2025

		Monthly Salary					
JOB CLASSIFICATION	RANGE	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	37	\$ 6,218.35	\$ 6,529.26	\$ 6,855.73	\$ 7,198.51	\$ 7,558.44	\$ 7,936.36
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 March 19, 2025

Approved by the Board on:



ROSS VALLEY SANITARY DISTRICT

1111 Andersen Drive

San Rafael, CA 94901

(415) 259-2949 ~ rvsd.org

STAFF REPORT

For the Meeting of March 19, 2025

March 11, 2025

To: Board of Directors

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

Subject: **Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with Zoon Engineering, Inc., for Construction Management Services for the FY 24/25 Gravity Sewer Improvements Project (Project # 958), in an amount not to exceed \$597,996**

Summary

This staff report is being presented to the Board for consideration of approving and authorizing the General Manager, upon review and approval of Counsel, to execute a consultant services agreement with Zoon Engineering, Inc. for construction management (CM) services required for the FY 24/25 Gravity Sewer Improvements Project (Project # 958), in an amount not to exceed \$597,996.

Discussion

The purpose of this project is to replace 2.8 miles of existing aged gravity sanitary sewer pipelines in the towns of San Anselmo, Fairfax and Kentfield located in the County of Marin. This project will rehabilitate approximately 14,042 linear feet (LF) of sanitary sewers ranging in size from 4-inch to 10-inch and install 862 LF of new sanitary sewer with new high-density polyethylene (HDPE) pipe. Sewers will be replaced by open-cut removal and replacement (~3,994 LF), pipe bursting (~8,912 LF), and pipe reaming (~1,136 LF). The project includes removing and replacing or installing 33 sanitary sewer manholes. Lower laterals and property line cleanouts will also be replaced at all locations.

As with all construction projects, continuous oversight of construction activities and management of construction activities is critical to project success. A Construction Manager will provide project management to ensure that deadlines are met, disputes are resolved efficiently, and ensure effective communication throughout the project. Inspectors provide continuous monitoring of contractor activities and ensure that District standards are upheld.

Construction Manager Selection

Selection of Zoon as the Construction Manager followed the District's standard qualifications-based selection (QBS) process, in accordance with California state law for professional services of this type. California's QBS requirements can be found at Government Code Sections 4525 et seq. The submitted proposal was reviewed based upon firm and team qualifications, project approach and project schedule.

Zoon Engineering has been a responsive Construction Manager on many similar gravity sewer capital projects in the last several years, including recent gravity sewer projects with Glosage Engineering, Inc., the Contractor awarded the construction agreement at the February 19, 2025 Board meeting. Zoon has extensive experience working with representatives of local government and utilities and has a track record of managing capital projects effectively on behalf of these public agencies. Staff recommend a construction manager with an understanding of District needs and challenges with respect to both community relations and project delivery.

Staff reviewed the estimated level of effort proposed by Zoon in accordance with reasonableness relative to the scope of work and standard public works metrics for such services. Based upon District experience and other Bay Area agency infrastructure projects, construction management is, on average, 15% of the anticipated construction cost, which varies based on the scope, schedule, location, and complexity of the project. Staff reviewed the cost proposal and deemed it to be reasonable for the scope of work and schedule. To determine the proposed construction management costs as a percentage of construction cost, staff used the draft engineering cost estimate of \$8.3M. The cost proposed by Zoon, \$597,996, was determined to be reasonable at 7.2% of the estimated construction cost, and 9.7% of the awarded contract value (\$6.14M).

Recommendation

Approve and authorize the General Manager, upon review and approval of Counsel, to execute a consultant services agreement with Zoon Engineering, Inc. for construction management (CM) services required for the FY 24/25 Gravity Sewer Improvements Project (Project # 958), in an amount not to exceed \$597,996.

Attachment(s):

- A) Consultant Services Agreement with Exhibits

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 Zoon Engineering, Inc. ("Consultant").

Recitals

A. WHEREAS, District desires to obtain Construction Management services in connection with the FY 24/25 Gravity Sewer Improvements Project (#958) ("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 Brian McRae 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 March 20th, 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 Five Hundred Ninety-Seven Thousand Nine Hundred Ninety-Six Dollars (\$597,996). 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: Zoon Engineering
 3960 Adeline St
 Emeryville, CA 94608

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

ZOON ENGINEERING

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



CM | claims | project controls

March 12, 2025

Phil Benedetti, P.E.
Senior Engineer
Ross Valley Sanitary District
1111 Andersen Dr
San Rafael, CA 94901

**RE: Proposal to Provide Construction Management Services
Ross Valley 24 /25 Gravity Sewer Improvements Project**

Dear Mr. Benedetti:

Zoon Engineering is pleased to provide this proposal for construction management services on the 24/25 Gravity Sewer Improvements Project.

SCOPE OF SERVICES

We understand that the Ross Valley Sanitary District (RVSD) seeks full construction management services in connection with the 24/25 Gravity Sewer Improvements Project. The scope of work includes various tasks and responsibilities including pre construction activities through project closeout and post construction activities. It is anticipated that the following tasks will be required for this project:

- Coordination with all stakeholders
- Utility coordination
- Traffic management
- Storm water pollution prevention
- Overall quality management and acceptance
- Managing the relationship with the contractor
- Organizing and coordinating project meetings including:
 - Pre-construction meeting
 - Regular weekly meetings
 - Specific issues-focused meetings
- Inspection services for all aspects of the project including:
 - Underground construction activities
 - Shoring
 - Pipe bursting and pipe reaming
 - Disconnect and reconnect laterals
 - Constructing new manholes
 - Restoration work
 - Safety
- Coordination with adjacent projects
- Extensive Public and community outreach
- Document control
- Reporting to RVSD and other stakeholders
- Completion of project forms as required by the RVSD



CM | claims | project controls

- Communications with all project stakeholders
- Contractor schedule review and management
- Contractor progress payments
- Change order management and cost control
- Request for information management
- Submittal management
- Assistance with completion of record drawings (as-builts)
- Project closeout, final acceptance and post construction

Sincerely,

A handwritten signature in blue ink, appearing to read "Saeed Shahmirzai".

Saeed Shahmirzai, PE
Operations Manager

Attachment: Cost Proposal

Ross Valley Sanitary District
Request for Proposals For
Construction Management Inspection Services
For 2024/2025 Gravity Sewer Improvements Project
3/12/2025



Projected Labor Hours By Person

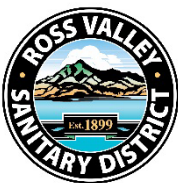
Name	Title	TASK 1. PRE- CONSTRUCTION PHASE SERVICES	TASK 2. CONSTRUCTION PHASE SERVICES	TASK 3. POST CONSTRUCTION SERVICES	TOTAL HOURS	Billing Rate	TOTAL
Saeed Shahmirzai, PE	Principal-In-Charge / Resident Engineer	-	160	20	180	\$ 239.00	\$ 43,020.00
Brian MacRae	Assistant Resident Engineer	40	1,200	100	1,340	\$ 195.00	\$ 261,300.00
Dana Hissen	Office Engineer	-	360	40	400	\$ 159.00	\$ 63,600.00
Patrick Varner	Construction Inspector	-	1,800	-	1,800	\$ 112.00	\$ 201,600.00
		40	3,520	160	3,720		

Total Labor Cost (Lump Sum): \$ 569,520.00
Contingency 5% \$ 28,476.00
GRAND TOTAL: \$ 597,996.00

Notes:

1. Above hourly rates include all overhead, fringe, and profit unless otherwise noted.
2. Cost proposal based on a 315 Calendar day (225 working days) construction duration. Any increase in contract duration may result in additional cost
3. Equipment, supplies, and incidental costs included in labor rates unless otherwise noted.
4. Cost proposal assumes contract commencement of April 2025 and completion by or before February 2026
5. Escalation for work beyond August 2026, if necessary is not accounted for.
6. Field office costs not included nor anticipated.
7. Materials Testing is not included, we can coordinate with any materials testing firm that the RVSD has contract with

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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 March 19, 2025

March 12, 2025

To: Board of Directors

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

Subject: **Consideration of Terminating the Emergency Action Adopted in Resolution No. 25-1664 for Rehabilitation of the Storm-Damaged Sewer Main and Lower Laterals at 125-137 Hillside Avenue in Kentfield**

Summary

This staff report is being presented to the Board to review and terminate the emergency action adopted in Resolution No. 25-1664, declaring the need for an emergency rehabilitation of the storm-damaged sewer main and lower laterals at 125-137 Hillside Avenue in Kentfield.

Discussion

Pursuant to Public Contract Code sections 20806 and 22050(b)1 and District Financial Policies sections 11.27 through 11.31, "Emergency Procurement – Authority to Award", the Board adopted a resolution in February 2025 declaring the need for an emergency rehabilitation of the storm-damaged sewer main and lower laterals at 125-137 Hillside Avenue in Kentfield. The emergency action was completed this past month and staff recommends termination of the emergency and acceptance of the work completed.

The District contracted with JNG Pipeline Construction Inc. to complete the repairs. The work included replacing the storm-damaged sewer main, replacing a rod hole with a small manhole, and minor pavement restoration on Hillside Ave. in accordance with County standards, and restoring three attached private sewer laterals. This line was a problematic high frequency cleaning (HFC) line and had two 90-degree bends in the main that were important to remove and thereby meet District design standards. The final project cost was \$58,700.

Section 11.29 of Financial Policies states that after the Board declares an emergency the Board will review the action at its next regular meeting and every regular meeting thereafter until the action is terminated.

Recommendation

Terminate the Emergency Action Adopted in Resolution No. 25-1664 for rehabilitation of the storm-damaged sewer and lower laterals at 125-137 Hillside Avenue in Kentfield.

Attachment(s):

- A) Site Map and Rehabilitation Plan

137 HILLSIDE AVE EMERGENCY REPAIR RECORD DRAWING

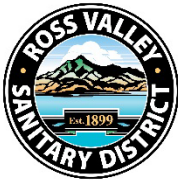


FALLEN TREE

2" PG&E GAS MAIN

DAMAGED RVSD
ROD INLET AND
SEWER MAIN





ROSS VALLEY SANITARY DISTRICT

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

STAFF REPORT

For the Meeting of March 19, 2025

March 12, 2025

To: Board of Directors

From: Steve Moore, P.E., General Manager

Subject: **Consideration of Approving Contract Change Orders No. 4 and 5 in the amount of \$1,071,834.60; Adopt Resolution No. 25-1667 Approving Final Acceptance and Authorizing the General Manager to File Notice of Completion for the FY 23/24 Gravity Sewer Improvements Project (#955), with Glosage Engineering, Incorporated.**

Summary

This staff report is being presented for consideration of authorizing the General Manager, upon review and approval of counsel, to execute Contract Change Orders No. 4 and 5 submitted by the Construction Manager in the amount of \$1,071,834.60 and adopt Resolution No. 25-1667 approving final acceptance and authorizing the General Manager to file the Notice of Completion for the FY 2023/24 Gravity Sewer Improvements Project with Glosage Engineering, Incorporated of Richmond.

Discussion

At the February 14, 2024, Board meeting, the Board approved the construction contract for the FY 23/24 Gravity Sewer Improvements Project with Glosage Engineering, Incorporated in the amount of \$5,994,971. The project involved the rehabilitation or replacement of approximately 18,200 feet of sanitary sewer via pipe bursting, lower lateral replacements and manholes at various locations throughout Fairfax, Greenbrae, and San Anselmo.

Construction on the project began in February 2024 with Final Completion was attained in December 2024. Final Completion was achieved within the allotted number of contract working days.

Contract Change Orders

Contract Change Order Nos. 1-3, in the amount of \$221,945, \$292,750, and \$146,288.78, respectively, were previously approved by the Board and included various changes to work items deemed necessary for the completion of the work as planned or to address critical infrastructure deficiencies identified by District maintenance crews within the project area.

Contract Change Order No. 4 is net increase of \$231,004.61, representing a four percent increase in the original contract amount. This change order encompasses several types of additional work that arose during construction. This included the investigation of inactive laterals for abandonment, additional excavations at various locations performed on force account, 6" lateral; replacements where larger laterals were required for multi-unit structures, upsizing pipe diameters in several locations, and additional manhole frame and cover replacements and rehabilitations. A summary of added work and detailed explanation is provided in change order No. 4 (Attachment A).

Contract Change Order No. 5 is net increase of \$840,829.99, representing a fourteen percent increase in the original contract amount. This balancing change order provides a summary of adjustments made to bid quantities to match the final installed field quantities; as well as adjusts the number of contract calendar days required for project completion based on days expended. Attachment B summarizes all change orders on the project and the specific bid items where project quantities were different than bid amounts. The additional work performed under change order No. 5 included the following benefits to the District: 2,171 feet of additional pipe replaced via pipe bursting, 26 additional lower laterals replaced, six additional manholes replaced, and 196 feet of additional sag repair.

A summary of Contract Change Orders requiring Board of Directors approval is presented in Table 1.

Table 1. Summary of Change Orders Changing Contract Value

Awarded Contract Amount	\$ 5,994,971.00
Previously Approved Contract Change Order (No. 1)	\$ 221,945.00
Previously Approved Contract Change Order (No. 2)	\$ 292,750.00
Previously Approved Contract Change Order (No. 3)	\$ 146,288.78
Proposed Contract Change Order (No. 4)	\$ 231,004.61
Proposed Contract Change Order (No.5)	<u>\$840,829.99</u>
Proposed Contract Change Orders Subtotal	\$1,071,834.60
Total Contract Change Orders to Date	\$1,732,818.38
Revised Contract Amount	\$ 7,727,789.38

Staff has reviewed this Contract Change Order for accuracy and finds no error. The total value of contract change orders necessary for completion of the work was \$1,732,818.38 and represents an approximate 22% increase over the original contract amount. This added work resulted in the replacement of an additional 4,193 lineal feet of pipe, 12 additional manholes, and 47 additional lower laterals.

The project was originally bid with an Engineer's Estimate of \$6,440,000 and Glosage Engineering's bid of \$5,994,971 left adequate budget remaining to cover some of the cost of the additional work. By adding these pipe segments to this project, the District was able to capitalize on the benefits of having a contractor that was already mobilized in adjacent areas and continue identical work, overall reducing traffic and noise impacts to these areas. As the prices for the

additional work were all based upon publicly-bid unit costs, the District received a very high-value product from the project.

Final Acceptance and Notice of Completion

The FY 23/24 Gravity Sewer Improvements Project constructed by Glosage Engineering, Incorporated, is now complete and ready for final acceptance. Attachment D is the recommendation of acceptance from the Construction Manager.

The final contract and payment summary for this project is included in Table 2. Staff recommend acceptance and filing the Notice of Completion with the County of Marin, a draft of which is included as Attachment C.

Table 2. Final Contract and Payment Summary

Awarded Contract Amount	\$ 5,994,971
Approved Contract Change Orders Necessary for Completion of this Project	\$ 1,732,818.38
Revised Contract Amount	\$ 7,727,789.38
Amount Earned by Contractor to Date	\$ 7,727,789.38
Amount Paid to Contractor to Date	\$ 7,341,399.91
Total Retention to be Released	\$ 386,389.469
Total Construction Expenditures	\$ 7,727,789.38

Recommendation:

Approve Contract Change Order Nos. 4, and 5 in the net amount of \$1,071,834.60; Adopt Resolution No. 25-1667 approving Final Acceptance and authorizing General Manager to file Notice of Completion for the FY 23/24 Gravity Sewer Improvements Project, with Glosage Engineering, Incorporated, and to authorize release of the 5% retention within the 35-day lien period.

Attachment(s):

- A) Contract Change Order No. 4
- B) Contract Change Order No. 5
- C) Resolution No 25-1667 and Notice of Completion
- D) Recommendation for Final Acceptance from Construction Manager



ROSS VALLEY SANITARY DISTRICT

1111 Anderson Dr San Rafael, CA 94901
Ph: 415.259.2949 Fax: 415.259.2957

Date: February 06, 2025

Contract Change Order No. 004

Project: FY 23/24 Gravity Sewer Improvements Project

Owner: Ross Valley Sanitary District

Phone: (415) 259-2949

Fax: (415) 259-2957

Contractor: Glosage Engineering, Inc.

Upon signing this Change Order, the contractor agrees to perform or make changes in the work as described herein. All work performed and changes made shall comply with the plans and specifications, except as necessary to comply with this change or addition required by this change order.

The following change is hereby made to the contract:

Description of Change:

This change order, in accordance with Section 700-7.01 of the Project Specifications and at the direction of the Construction Manager provides compensation to Glosage Engineering Inc., (Glosage) for the following items of work. The new infrastructure has passed final QA/QC tests and inspections, and no additional extra work is anticipated at this time.

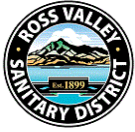
Reason for Change:

The additional work described herein was initiated at the request of the Owner or the result of unforeseen conditions and was deemed necessary either for the completion of work as planned or to address critical infrastructure deficiencies discovered during the performance of work on the Project.

COR No. 1 – Investigate Unknown Laterals

This change addresses additional costs incurred by Glosage to investigate and confirm inactivity of laterals not shown on the plans at various project locations. Glosage discovered and disconnected/abandoned 64 inactive laterals contributing infiltration and inflow (I&I) to the collection system. Disconnection of the laterals was paid at the bid unit prices for disconnect/reconnect lateral, with the investigative efforts to be paid at the unit prices in the table below.

ITEM NO.	LOCATION	QUANTITY	UNIT PRICE	AUTHORIZED AMOUNT
1	PP-01 to PP-03: Sir Francis Drake Blvd	2	\$1,113.00	\$2,226.00
2	PP-04 to PP-05: Taylor Dr	5	\$1,513.00	\$7,565.00
3	PP-08 to PP-10: Berry Trail	1	\$913.00	\$913.00
5	PP-14 to PP-16: Austin Ave	11	\$1,313.00	\$14,443.00
6	PP-17 to PP-18: Melville Ave and Vine Ave	5	\$1,413.00	\$7,065.00
7	PP-19 to PP-20: Melville Ave	9	\$1,413.00	\$12,717.00
8	PP-21 to PP-27: Ross Ave and Sunnyside Ave	29	\$1,613.00	\$46,777.00
9	PP-34 to PP-40: Almenar	1	\$1,213.00	\$1,213.00
10	PP-41 to PP-43: Manor Rd and Los Cerros Dr	1	\$1,413.00	\$1,413.00
SUBTOTAL				\$94,332.00



ROSS VALLEY SANITARY DISTRICT

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COR No.2 – Additional Excavation Various Locations (Force Account)

This change addresses additional costs incurred by Glosage to realign existing mainline due to obstructions such as bends in pipe or utility conflicts that would prevent performance of pipe bursting or open cut replacement per plan.

ITEM NO.	DATE	DESCRIPTION	AUTHORIZED AMOUNT
1	5/28/24	Removal of 45-degree bends to be able to pipe burst existing 4" sewer in concrete casing	\$4,378.91
2	6/4/24	Additional excavation to remove 3 bends at 806 & 809 Bolinas Road	\$6,732.93
3	6/4/24	Remove 15LF of ductile iron pipe on Sir Francis Drake	\$5,570.37
4	6/19/24	Additional excavation for electricity crossing at 2040 Sir Francis Drake Blvd	\$6,229.61
5	7/29/24	Unforeseen conflicts with existing alignment appx PP34 STA 40+28. Additional excavation for realignment of new 8" SS as required in the field	\$4,297.98
6	7/30/31	Unforeseen conflicts with existing alignment appx PP34 STA 40+28. Additional excavation for realignment of new 8" SS as required on the field and utility conflicts at appx STA 40+10	\$8,552.33
7	7/31/24	Removal of existing 45 bend utilities at appx STA 40+10 and realign the new 8" HDPE underneath all utilities	\$8,630.40
8	8/14/24	Storm Drain on top of sewer main in conflict with lateral connection at 26 Manor Rd	\$1,428.08
SUBTOTAL			\$45,820.61

COR No. 3 – 6" Lateral Replacements on Mitchell Dr & Los Cerros Dr

This change addresses additional costs incurred by Glosage to replace one 6" lateral and cleanout on Mitchell Dr and reconnect one 6" lateral on Los Cerros Dr. At these locations 6" laterals were not expected to be encountered, and pricing was not included in the contract. Unit Prices for this work were provided as shown in the table below.

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AUTHORIZED AMOUNT
1	Disconnect/Reconnect 6" Sewer Lateral to Main for Pipe Bursting	2	\$3,280.00	\$6,560.00
2	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 6" SS (Length 5-20)	1	\$2,350.00	\$2,350.00
3	Remove and Replace or Construct New 6" SSCO at Property Line	1	\$1,700.00	\$1,700.00
SUBTOTAL				\$10,610.00

COR No. 4 – Upsize Pipe on Bon Air Rd

This change addresses additional costs incurred by Glosage to upsize the mainline on Bon Air Rd from 12" to 14". It was discovered in the field that the existing mainline on Bon Air Rd was 12" instead of 14" as shown on the plans and required upsizing.



ROSS VALLEY SANITARY DISTRICT

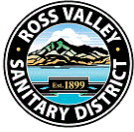
1111 Anderson Dr San Rafael, CA 94901
Ph: 415.259.2949 Fax: 415.259.2957

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AUTHORIZED AMOUNT
1	Upsize Pipe on Bon Air Rd	393	\$93.00	\$36,549.00
SUBTOTAL				\$36,549.00

COR No. 5 – Manhole Frame and Cover Replacement and Rehabilitation

This change addresses additional costs incurred by Glosage to install additional frames and covers and perform rehabilitation with calcium aluminate for manholes that did not require full structure removal and replacement

ITEM NO.	MH #	LOCATION	DESCRIPTION	AUTHORIZED AMOUNT
1	G320.050	Los Cerros	Replace Manhole Frame & Cover provided by the district at easement with round concrete collar	\$ 1,570.00
2	G320.040	Manor Rd	Replace Manhole Frame & Cover provided by the district at easement with round concrete collar	\$ 1,570.00
3	G320.010	Manor Rd	Replace Manhole Frame and Cover at easement with round concrete collar	\$ 1,900.00
4	G333.010	Los Cerros	Replace MH Frame & Cover at easement with square concrete top block & MH Rehab with calcium aluminate	\$ 6,150.00
5	G335.020	Los Cerros	Replace MH Frame & Cover provided by the district at easement with round concrete collar	\$ 1,570.00
6	G335.010	Los Cerros	Replace MH Frame & Cover in concrete/pavers area	\$ 2,380.00
7	G330.020	Corte Comoda	Replace MH Frame & Cover in concrete/pavers area	\$ 2,380.00
8	G330.030	Sir Francis Drake	MH Rehab with Calcium Aluminate	\$3,520.00
9	G330.040	Almenar	Replace MH Frame & Cover at easement with round concrete collar	\$ 1,900.00
10	G330.055	Almenar	Replace MH Frame & Cover at easement with round concrete collar	\$ 1,900.00
11	G331.080	Almenar	Replace MH Frame & Cover in concrete/pavers area and MH Rehab with Calcium Aluminate	\$ 2,380.00
12	G331.090	Almenar	Replace MH Frame & Cover at easement and MH Rehab with calcium aluminate	\$ 4,350.00
13	G331.100	Almenar	Replace MH Frame & Cover at easement and MH Rehab with calcium aluminate	\$ 4,350.00
14	G331.220	Almenar	Replace MH Frame & Cover at easement with round concrete collar	\$ 1,900.00
15	G331.250	Corte Balboa	Replace MH Frame & Cover provided by the district at easement with round concrete collar	\$ 1,570.00
16	G106.100/ G106.090	Bon Air	Square Concrete top Block at easement and replacement in concrete/pavers area	\$ 4,303.00
SUBTOTAL				\$43,693.00



ROSS VALLEY SANITARY DISTRICT

1111 Anderson Dr San Rafael, CA 94901
Ph: 415.259.2949 Fax: 415.259.2957

Pricing: \$ 231,004.61

COR NO.	DESCRIPTION	APPROVED DAYS	AUTHORIZED AMOUNT
1	Investigate Unknown Laterals Various Locations	0	\$94,332.00
2	Additional Excavation Various Locations	0	\$45,820.61
3	6" Lateral Replacements on Mitchell Dr & Los Cerros Dr	0	\$10,610.00
4	Upsize Pipe on Bon Air Rd	0	\$36,549.00
5	Manhole Frame and Cover Replacement & Rehabilitation	0	\$43,693.00
	TOTAL	0	\$231,004.61

Requested By: Owner / Contractor

Contract Time: By reason of this change order, the revised time of completion will be adjusted by:
0 Calendar Days.

The Owner and the Contractor hereby agree that this change order constitutes full and mutual accord and satisfaction for all time, all cost, and all impacts related to this revision. In accepting this change order, the Contractor agrees that it represents a full and equitable adjustment to the Contract, and further agrees to waive all rights to file claim with respect to any difficulties arising from, or as a result of this change.

Original Contract: \$ 5,994,971.00

Previous Additions: \$ 660,983.78

Previous Deductions: \$ 0.00

This Changer Order: \$ 231,004.61

Contract to Date: \$ 6,886,959.39

APPROVED:

Ross Valley Sanitary District, Owner

Psomas, Construction Manager

Luis Guzman

Glosage Engineering, Inc., Contractor



ROSS VALLEY SANITARY DISTRICT

1111 Anderson Dr San Rafael, CA 94901
Ph: 415.259.2949 Fax: 415.259.2957

Date: February 11, 2025

Contract Change Order No. 005

Project: FY 23/24 Gravity Sewer Improvements Project

Owner: Ross Valley Sanitary District

Phone: (415) 259-2949

Fax: (415) 259-2957

Contractor: Glosage Engineering, Inc.

Upon signing this Change Order, the contractor agrees to perform or make changes in the work as described herein. All work performed and changes made shall comply with the plans and specifications, except as necessary to comply with this change or addition required by this change order.

The following change is hereby made to the contract:

Description of Change:

The costs as shown herein for item(s) noted, when combined with quantities shown on the plans and summarized in Attachment 1 whether modified by field order or change orders, including revisions made by the Engineer or Construction Manager, shall be the final basis for which payment shall be made.

Reason for Change:

This change order provides a summary of adjustments to bid quantities to match installed field quantities, and additional days accrued due to added work and/or delays.

Item 1: Increased or Decreased Bid Item Costs– Misc.:

Bid Item Nos. 3,4,6,7,10, & 11 – These bid items were not used and therefor resulted in a \$28,000.00 decrease in contract costs.

Bid Item No. 8 – The \$39,200 increase in contract costs associated with this bid item is attributed to more sag repairs being necessary than was anticipated at bid time.

Bid Item No. 9 – The \$226,142.25 increase in contract costs associated with this item was primarily the result of added work at various locations.

Bid Item 12 – This bid item represents extra work not covered in change orders 1-4 including added work on Yolanda Dr. The result was a \$682.76 decrease in contract costs associated with this bid item.

Table 1: Summary of Cost Increases/Decreases – General Bid Items:

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Misc.								
1	Mobilization/ Demobilization	LS	1.00	1.00	\$290,000.00	\$290,000.00	\$290,000.00	\$0.00
2	Traffic Control	LS	1.00	1.00	\$150,000.00	\$150,000.00	\$150,000.00	\$0.00
3	Overexcavation and Special Pipe Foundation (Revocable if not used)	CY	10.00	0.00	\$50.00	\$500.00	\$0.00	\$(500.00)
4	Rock Excavation (Revocable if not used)	CY	15.00	0.00	\$100.00	\$1,500.00	\$0.00	\$(1,500.00)
5	Trench Sheet piling, Shoring and Bracing	LS	1.00	1.00	\$159,000.00	\$159,000.00	\$159,000.00	\$0.00
6	AC Surface Upheaval Repair (Revocable if not used)	SF	3,000	0.00	\$1.00	\$3,000.00	\$0.00	\$(3,000.00)
7	PCC Pavement/Slab Excavation	CY	100	0.00	\$25.00	\$2,500.00	\$0.00	\$(2,500.00)



ROSS VALLEY SANITARY DISTRICT

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Table 1: Summary of Cost Increases/Decreases – General Bid Items (Cont.):

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Misc.								
8	Sag Repair for HDPE SS	LF	530	726	\$200.00	\$106,000.0	\$145,200.00	\$39,200.00
9	HMA Surface Restoration Including 2" Mill Per Detail 2 on Sheet D-01	TON	200	447.15	\$915.00	\$183,000.00	\$409,142.25	\$226,142.25
10	Allowance for Remove and Replace Existing SSMH (Up to 5' Deep) (Revocable if not used)	EA	5.00	0.00	\$1,900.00	\$9,500.00	\$0.00	\$(9,500.00)
11	Allowance for Remove and Replace Existing SSMH (Depth 5'-10') (Revocable if not used)	EA	5.00	0.00	\$2,200.00	\$11,000.00	\$0.00	\$(11,000.00)
12	Bid Allowance for Districts Use	LS	1.00	0.998	\$400,000.00	\$400,000.00	\$399,317.24	\$(682.76)
Subtotal						\$1,316,000.00	\$1,552,659.49	\$236,659.49

Item 2: Increased or Decreased Bid Item Costs – Sir Francis Drake Blvd:

Bid Item No. 13a - The overall \$5,000 decrease in contract costs associated with this item is the result of a minor decrease in installed quantities as compared to plan quantities.

Bid Item No. 13b – The \$10,000 increase in contract costs associated with this bid item is the result of one additional manhole replacement than was shown on the plans.

Bid Item No. 13c – The \$5,600 increase in contract costs was the result of 2 inactive laterals discovered in this project area and requiring disconnection.

13d, 13e, 13f, 13g - The overall \$750 decrease in contract costs associated with these items is the result of minor decrease in installed quantities as compared to plan quantities.

Bid Item No. 13h & 13i - The overall \$4,960 decrease in contract costs associated with these items is the result of a Field Directive which changed the installation method of one mainline segment from open cut to pipe burst.

Bid Item No. 13j – The \$12,000 increase in contract costs associated with this item is the result of one additional manhole replacement than was shown on the plans.

Table 2: Summary of Cost Increases/Decreases – Sir Francis Drake Blvd:

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Sir Francis Drake Blvd								
13a	Remove and Replace or Construct New SSCO at Property Line	EA	13.00	8.00	\$1,000.00	\$13,000.00	\$8,000.00	\$(5,000.00)
13b	Construct New SSMH	EA	1.00	2.00	\$10,000.00	\$10,000.00	\$20,000.00	\$10,000.00
13c	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting	EA	10.00	12.00	\$2,800.00	\$28,000.00	\$33,600.00	\$5,600.00
13d	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 5'-10')	EA	2.00	2.00	\$100.00	\$200.00	\$200.00	\$0.00
13e	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 10'-15')	EA	6.00	5.00	\$150.00	\$900.00	\$750.00	\$(150.00)
13f	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 15'-20')	EA	1.00	0.00	\$200.00	\$200.00	\$0.00	\$(200.00)



ROSS VALLEY SANITARY DISTRICT

1111 Anderson Dr San Rafael, CA 94901
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Table 2: Summary of Cost Increases/Decreases – Sir Francis Drake Blvd (Cont.):

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Sir Francis Drake Blvd								
13g	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length > 25')	EA	4.00	2.00	\$200.00	\$800.00	\$400.00	\$(400.00)
13h	Pipe Burst Existing 6" with 10" SS	LF	982	1244	\$305.00	\$299,510.00	\$379,420.00	\$79,910.00
13i	Remove and Replace Existing 6" with 10" SS by Open Trench	LF	246	0.00	\$345.00	\$84,870.00	\$0.00	\$(84,870.00)
13j	Remove and Replace Existing SSCO/SSLH/SSRI with New SSMH	EA	2.00	3.00	\$12,000.00	\$24,000.00	\$36,000.00	\$12,000.00
						\$461,480.00	\$478,370.00	\$16,890.00

Item 3: Increased or Decreased Bid Item Costs– Taylor Dr:

Bid Item No. 14a - The net \$800 increase in contract costs associated with this item can be attributed to one additional cleanout installed than originally anticipated.

Bid Item No. 14b – The \$36,000 increase in contract costs associated with this bid item can be primarily attributed to 8 laterals on Rocca Dr added via field directive and 7 laterals that were not shown on the plans.

Bid Item Nos. 14c, 14d, 14e - The \$100 increase in contract costs associated with these items is attributed to lengths between the clean out and the main being shorter than shown on the plans.

Bid Item No. 14f - The \$10,890 increase in contract costs associated with this bid item is the result of multiple Field Directives including upsizing the mainline on Taylor drive from 6 to 8", adding one segment on Rocca Dr, and a change in installation method of 2 segments from open cut to pipe burst & sag repair.

Bid Item No. 14g – The \$67,320 decrease in contract costs associated with this bid item is the result of the change in installation method of two segment from open cut to pipe burst and sag repair.

Bid Item No. 14h & 14i - The overall \$10,900.00 decrease in contract costs associated with these items is the result of a Field Directive which changed one rod inlet to remove and not replace.

Table 3: Summary of Cost Increases/Decreases – Taylor Dr:

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Taylor Dr								
14a	Remove and Replace or Construct New SSCO at Property Line	EA	12.00	13.00	\$800.00	\$9,600.00	\$10,400.00	\$800.00
14b	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting	EA	8.00	23.00	\$2,400.00	\$19,200.00	\$55,200.00	\$36,000.00
14c	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 10'-15')	EA	3.00	12.00	\$100.00	\$300.00	\$1,200.00	\$900.00
14d	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 15'-20')	EA	8.00	1.00	\$100.00	\$800.00	\$100.00	\$(700.00)
14e	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 20'-25')	EA	1.00	0.00	\$100.00	\$100.00	\$0.00	\$(100.00)



ROSS VALLEY SANITARY DISTRICT

1111 Anderson Dr San Rafael, CA 94901

Ph: 415.259.2949 Fax: 415.259.2957

Table 3: Summary of Cost Increases/Decreases – Taylor Dr (Cont.):

14f	Pipe Burst Existing 6" with 6" SS	LF	393	448	\$198.00	\$77,814.00	\$88,704.00	\$10,890.00
14g	Remove and Replace Existing 6" with 6" SS by Open Trench	LF	255	0.00	\$264.00	\$67,320.00	\$0.00	\$(67,320.00)
14h	Remove and Replace Existing SSCO/SSLH/SSRI with New SSMH	EA	1.00	0.00	\$10,900.00	\$10,900.00	\$0.00	\$(10,900.00)
14i	Remove and Replace Existing SSMH with New Eccentric SSMH	EA	1.00	1.00	\$10,900.00	\$10,900.00	\$10,900.00	\$0.00
Subtotal						\$196,934.00	\$166,504.00	\$(30,430.00)

Item 4: Increased or Decreased Bid Item Costs– Sir Francis Drake/Live Oak Easement:

Bid Item No. 15a, 15b, 15c, 15d, 15e - The net \$800 decrease in contract costs associated with this item is the result of a minor difference in installed quantities compared to bid quantities.

Bid Item No. 15f – The \$201,720 Increase in contract costs associated with this bid item is the result of a Field Directive which changed the mainline installation on Berry trail from pipe burst 6" to 8" to pipe burst 6" to 6", meaning it could no longer be billed to bid item 17j and was billed to 15f instead.

Table 4: Summary of Cost Increases/Decreases – Sir Francis Drake/Live Oak Easement:

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Sir Francis Drake/Live Oak Easement								
15a	Remove and Replace or Construct New SSCO at Property Line	EA	4.00	3.00	\$800.00	\$3,200.00	\$2,400.00	\$(800.00)
15b	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting	EA	4.00	4.00	\$2,400.00	\$9,600.00	\$9,600.00	\$0.00
15c	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 0'-5')	EA	1.00	4.00	\$100.00	\$100.00	\$400.00	\$300.00
15d	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 5'-10')	EA	1.00	0.00	\$100.00	\$100.00	\$0.00	\$(100.00)
15e	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 10'-15')	EA	2.00	0.00	\$100.00	\$200.00	\$0.00	\$(200.00)
15f	Pipe Burst Existing 6" with 6" SS	LF	331	1315	\$205.00	\$67,855.00	\$269,575.00	\$201,720.00
Subtotal						\$81,055.00	\$281,975.00	\$200,920.00

Item 5: Increased or Decreased Bid Item Costs– Main Ct:

Bid Item No. 16f - The \$420 increase in contract costs associated with these items is due to a minor increase in installed quantities as compared to plan quantities.

Table 5: Summary of Cost Increases/Decreases – Main Ct:

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Main Ct								
16a	Remove and Replace or Construct New SSCO at Property Line	EA	4.00	4.00	\$750.00	\$3,000.00	\$3,000.00	\$0.00



ROSS VALLEY SANITARY DISTRICT

1111 Anderson Dr San Rafael, CA 94901
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Table 5: Summary of Cost Increases/Decreases – Main Ct (Cont.):

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Main Ct								
16b	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting	EA	4.00	4.00	\$2,400.00	\$9,600.00	\$9,600.00	\$0.00
16c	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 5'-10')	EA	1.00	1.00	\$100.00	\$100.00	\$100.00	\$0.00
16d	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 20'-25')	EA	1.00	1.00	\$100.00	\$100.00	\$100.00	\$0.00
16e	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length > 25')	EA	2.00	2.00	\$150.00	\$300.00	\$300.00	\$0.00
16f	Pipe Burst Existing 4" with 6" SS	LF	182	184	\$210.00	\$38,220.00	\$38,640.00	\$420.00
16g	Remove and Replace Existing SSCO/SSLH/SSRI with New SSMH	EA	1.00	1.00	\$9,800.00	\$9,800.00	\$9,800.00	\$0.00
Subtotal						\$61,120.00	\$61,540.00	\$420.00

Item 6: Increased or Decreased Bid Item Costs– Berry Trail:

Bid Item No. 17a & 17b – These bid items were not used and therefor resulted in a net \$975 decrease in contract costs.

Bid Item 17c & 17d – The \$10,600 increase in contract costs associated with these bid items is the result of field adjustments to open cut quantities and size of pipe on Berry trail. All mainline pipe on Berry trail was adjusted to be 6" via Field Directive resulting in an increase in 6" open cut quantities and no 8" open cut quantities. In addition, 17 LF of 6" open cut performed on Live Oak was charged to bid item 17c as live Oak did not have an open cut bid item.

Bid Item No. 17e, 17g, 17h, 17i - The \$34,800 increase in contract costs associated with these items is the result of more lateral connections to the main on Berry Trail than shown on the plans.

Bid Item No.17f – The \$10,000 increase in contract costs associated with this item is the result of one additional manhole replacement than was shown on the plans

17j – The \$60,280 decrease in contract costs associated with this item is the result of Field Directives which adjusted the size of mainlines on Berry Trail and Taylor Dr to 6" & 8" respectively. Mainline on Berry Trail was charged to bid item 15f and Taylor Dr was charged to 17j.

Table 6: Summary of Cost Increases/Decreases – Berry Trail:

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Berry Trail								
17a	Abandon Existing 6" By Filling Pipe	LF	61.00	0.00	\$13.00	\$793.00	\$0.00	\$(793.00)
17b	Abandon Existing 8" By Filling Pipe	LF	14.00	0.00	\$13.00	\$182.00	\$0.00	\$(182.00)
17c	Construct 6" SS by Open Trench	LF	43.00	87.00	\$300.00	\$12,900.00	\$26,100.00	\$13,200.00
17d	Construct 8" SS by Open Trench	LF	13.00	0.00	\$200.00	\$2,600.00	\$0.00	\$(2,600.00)
17e	Remove and Replace or Construct New SSCO at Property Line	EA	3.00	9.00	\$750.00	\$2,250.00	\$6,750.00	\$4,500.00
17f	Construct New SSMH	EA	1.00	2.00	\$10,000.00	\$10,000.00	\$20,000.00	\$10,000.00



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Table 6: Summary of Cost Increases/Decreases – Berry Trail (Cont.):

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Berry Trail								
17g	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting	EA	1.00	11.00	\$3,000.00	\$3,000.00	\$33,000.00	\$30,000.00
17h	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 5'-10')	EA	2.00	6.00	\$100.00	\$200.00	\$600.00	\$400.00
17i	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 15'-20')	EA	1.00	0.00	\$100.00	\$100.00	\$0.00	\$(100.00)
17j	Pipe Burst Existing 6" with 8" SS	LF	938	664.00	\$220.00	\$206,360.00	\$146,080.00	\$(60,280.00)
17k	Remove and Replace Existing SSCO/SSLH/SSRI with New SSMH	EA	1.00	1.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
17l	Remove and Replace Existing SSMH with New Eccentric SSMH	EA	1.00	1.00	\$9,800.00	\$9,800.00	\$9,800.00	\$0.00
17m	Remove and Replace Existing SSMH	EA	1.00	1.00	\$10,800.00	\$10,800.00	\$10,800.00	\$0.00
17n	Remove SSCO/SSLH/SSRI	EA	1.00	1.00	\$500.00	\$500.00	\$500.00	\$0.00
Subtotal						\$269,485.00	\$263,630.00	\$(5,855.00)

Item 7: Increased or Decreased Bid Item Costs– Coree Ln:

Bid Item 18b – The \$20,000 increase in contract costs associated with this bid item is attributed to more lateral connections to the mainline than shown on the plans.

Bid Item Nos. 18c, 18d, 18e, 18f – The \$100 decrease in contract costs associated with these bid items is the result of minor differences in installed quantities versus plan quantities.

Bid Item No. 18g - The overall \$3,080 increase in contract costs associated with this item is due to a minor difference in installed quantities versus plan quantities.

Table 7: Summary of Cost Increases/Decreases – Coree Ln:

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Coree Ln								
18a	Remove and Replace or Construct New SSCO at Property Line	EA	9.00	9.00	\$750.00	\$6,750.00	\$6,750.00	\$0.00
18b	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting	EA	7.00	15.00	\$2,500.00	\$17,500.00	\$37,500.00	\$20,000.00
18c	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 5'-10')	EA	3.00	1.00	\$100.00	\$300.00	\$100.00	\$(200.00)
18d	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 10'-15')	EA	2.00	2.00	\$100.00	\$200.00	\$200.00	\$0.00
18e	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 15'-20')	EA	1.00	2.00	\$100.00	\$100.00	\$200.00	\$100.00



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Table 7: Summary of Cost Increases/Decreases – Coree Ln (Cont.):

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Coree Ln								
18f	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 20'-25')	EA	3.00	3.00	\$110.00	\$330.00	\$330.00	\$0.00
18g	Pipe Burst Existing 4" with 6" SS	LF	332	346	\$220.00	\$73,040.00	\$76,120.00	\$3,080.00
18h	Remove and Replace Existing SSCO/SSLH/SSRI with New SSMH	EA	2.00	2.00	\$9,800.00	\$19,600.00	\$19,600.00	\$0.00
Subtotal						\$117,820.00	\$140,800.00	\$22,980.00

Item 8: Increased or Decreased Bid Item Costs– Wood Ln:

Bid Item No. 19a - The \$8,140 increase in contract costs associated with this item is attributed to minor a difference in installed quantities versus plan quantities.

Table 8: Summary of Cost Increases/Decreases – Wood Ln:

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Wood Ln								
19a	Pipe Burst Existing 4" with 6" SS	LF	276	313	\$220.00	\$60,720.00	\$68,860.00	\$8,140.00
19b	Remove and Replace Existing 6" with 6" SS by Open Trench	LF	14.00	14.00	\$240.00	\$3,360.00	\$3,360.00	\$0.00
19c	Remove and Replace Existing SSCO/SSLH/SSRI with New SSMH	EA	1.00	1.00	\$10,800.00	\$10,800.00	\$10,800.00	\$0.00
19d	Remove SSCO/SSLH/SSRI	EA	1.00	1.00	\$500.00	\$500.00	\$500.00	\$0.00
Subtotal						\$75,380.00	\$83,520.00	\$8,140.00

Item 9: Increased or Decreased Bid Item Costs– Bolinas Rd Easement:

Bid Item No. 20a – The overall \$2,365 increase in contract costs associated with this bid item is the result of minor differences in installed quantities compared to plan quantities.

Table 9: Summary of Cost Increases/Decreases – Bolinas Rd Easement:

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Bolinas Rd								
20a	Pipe Burst Existing 4" with 6" SS	LF	107	118	\$215.00	\$23,005.00	\$25,370.00	\$2,365.00
20b	Remove and Replace Existing SSCO/SSLH/SSRI with New SSMH	EA	1.00	1.00	\$11,000.00	\$11,000.00	\$11,000.00	\$0.00
20c	Remove SSCO/SSLH/SSRI	EA	2.00	2.00	\$250.00	\$500.00	\$500.00	\$0.00
Subtotal						\$34,505.00	\$36,870.00	\$2,365.00



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Item 10: Increased or Decreased Bid Item Costs– Austin Ave:

Bid Item No. 21a - The net \$10,500 decrease in contract costs associated with this item can be attributed to fewer houses requiring clean out replacement than anticipated.

Bid Item 21b – The \$10,400 increase in contract costs associated with this bid item is attributed to the presence of 4 additional lateral connections that were not shown on the plans.

Bid Item Nos. 21c, 21d, 21e, 21f - The \$1,900 decrease in contract costs associated with this item is due to more houses in the project area having recently replaced laterals than anticipated.

Bid Item No. 21g – The \$3,225 increase in contract costs associated with this item is due to a minor increase in installed quantities as compared to plan quantities.

Table 10: Summary of Cost Increases/Decreases – Austin Ave:

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Austin Ave								
21a	Remove and Replace or Construct New SSCO at Property Line	EA	28.00	14.00	\$750.00	\$21,000.00	\$10,500.00	\$(10,500.00)
21b	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting	EA	27.00	31.00	\$2,600.00	\$70,200.00	\$80,600.00	\$10,400.00
21c	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 10'-15')	EA	3.00	2.00	\$100.00	\$300.00	\$200.00	\$(100.00)
21d	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 15'-20')	EA	11.00	2.00	\$100.00	\$1,100.00	\$200.00	\$(900.00)
21e	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 20'-25')	EA	12.00	4.00	\$100.00	\$1,200.00	\$400.00	\$(800.00)
21f	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length > 25')	EA	2.00	1.00	\$100.00	\$200.00	\$100.00	\$(100.00)
21g	Pipe Burst Existing 6" with 8" SS	LF	1033	1048	\$215.00	\$222,095.00	\$225,320.00	\$3,225.00
21h	Remove SSCO/SSLH/SSRI	EA	1.00	1.00	\$500.00	\$500.00	\$500.00	\$0.00
Subtotal						\$316,595.00	\$317,820.00	\$1,225.00

Item 11: Increased or Decreased Bid Item Costs– Melville Ave and Vine Ave:

Bid Item No. 22a - The net \$10,500 decrease in contract costs associated with this item can be attributed to fewer houses requiring clean out replacement than anticipated.

Bid Item 22/2b – The \$7,500 increase in contract costs associated with this bid item is attributed to the presence of inactive laterals that were not shown on the plans and required disconnection.

Bid Item Nos. 22c, 22d, 22e, 22f, 22g - The \$2,400 decrease in contract costs associated with this item is due to more houses in the project area having recently replaced laterals than anticipated.

Bid Item No. 22h – The \$48,805 decrease in contract costs associated with this bid item is the result of a Field Directive which was initiated when S133.030 to S133.010 was discovered to be 6" instead of 4" as shown on the plans. These quantities were instead billed to bid item 23g.

Bid Item No. 22i – The \$13,952 decrease in contract costs associated with this bid item is the result of a field decision not to upsize one of the existing 6" segments to 8" as called out on the plans. These quantities were instead billed to bid item 23g.



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Table 11: Summary of Cost Increases/Decreases – Melville Ave and Vine Ave:

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Melville Ave and Vine Ave								
22a	Remove and Replace or Construct New SSCO at Property Line	EA	26.00	12.00	\$750.00	\$19,500.00	\$9,000.00	\$(10,500.00)
22b	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting	EA	25.00	28.00	\$2,500.00	\$62,500.00	\$70,000.00	\$7,500.00
22c	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 5'-10')	EA	2.00	1.00	\$100.00	\$200.00	\$100.00	\$(100.00)
22d	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 10'-15')	EA	15.00	8.00	\$100.00	\$1,500.00	\$800.00	\$(700.00)
22e	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 15'-20')	EA	7.00	1.00	\$100.00	\$700.00	\$100.00	\$(600.00)
22f	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 20'-25')	EA	1.00	0.00	\$1,000.00	\$1,000.00	\$0.00	\$(1,000.00)
22g	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length > 25')	EA	1.00	1.00	\$200.00	\$200.00	\$200.00	\$0.00
22h	Pipe Burst Existing 4" with 6" SS	LF	372	145	\$215.00	\$79,980.00	\$31,175.00	\$(48,805.00)
22i	Pipe Burst Existing 6" with 8" SS	LF	267	208	\$218.00	\$58,206.00	\$45,344.00	\$(12,862.00)
22j	Remove and Replace Existing SSCO/SSLH/SSRI with New SSMH	EA	3.00	3.00	\$9,800.00	\$29,400.00	\$29,400.00	\$0.00
Subtotal						\$253,186.00	\$186,119.00	\$(67,067.00)

Item 12: Increased or Decreased Bid Item Costs– Melville Ave:

Bid Item No. 23a - The net \$9,000 decrease in contract costs associated with this item can be attributed to fewer houses requiring clean out replacement than anticipated.

Bid Item 23b – The \$5,000 increase in contract costs associated with this bid item is attributed to the presence of inactive laterals that were not shown on the plans and required disconnection.

Bid Item Nos. 23c, 23d, 23e, 23f - The \$1,400 decrease in contract costs associated with this item is due to more houses in the project area having recently replaced laterals than anticipated.

Bid Item No. 23g - The \$26,271 increase in contract costs associated with this bid item is the result of a Field Directive which was initiated when S133.030 to S133.010 was discovered to be 6" instead of 4" as shown on the plans. These quantities were billed to bid item 23g instead of 22h.

Bid Item No. 23h – The \$38,060 increase in contract costs associated with this bid item is the result of a Field Directive which upsized S118.040 to S118.030 from 6" to 6" to 6" to 8".

Bid Item No. 23j – The \$9,800 increase in contract costs can be attributed to a field decision to replace one additional manhole determined to be in poor condition.



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Table 12: Summary of Cost Increases/Decreases – Melville Ave:

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Melville Ave								
23a	Remove and Replace or Construct New SSCO at Property Line	EA	21.00	9.00	\$750.00	\$15,750.00	\$6,750.00	\$(9,000.00)
23b	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting	EA	21.00	23.00	\$2,500.00	\$52,500.00	\$57,500.00	\$5,000.00
23c	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 5'-10')	EA	3.00	2.00	\$100.00	\$300.00	\$200.00	\$(100.00)
23d	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 10'-15')	EA	16.00	5.00	\$100.00	\$1,600.00	\$500.00	\$(1,100.00)
23e	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 15'-20')	EA	1.00	0.00	\$100.00	\$100.00	\$0.00	\$(100.00)
23f	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 20'-25')	EA	1.00	0.00	\$100.00	\$100.00	\$0.00	\$(100.00)
23g	Pipe Burst Existing 6" with 6" SS	LF	284	423	\$189.00	\$53,676.00	\$79,947.00	\$26,271.00
23h	Pipe Burst Existing 6" with 8" SS	LF	475	648	\$220.00	\$104,500.00	\$142,560.00	\$38,060.00
23i	Remove and Replace Existing SSCO/SSLH/SSRI with New SSMH	EA	1.00	1.00	\$9,800.00	\$9,800.00	\$9,800.00	\$0.00
23j	Remove and Replace Existing SSMH with New Eccentric SSMH	EA	1.00	2.00	\$9,800.00	\$9,800.00	\$19,600.00	\$9,800.00
23k	Remove SSCO/SSLH/SSRI	EA	1.00	1.00	300	\$300.00	\$300.00	\$0.00
Subtotal						\$248,426.00	\$317,157.00	\$68,731.00

Item 13: Increased or Decreased Bid Item Costs– Ross Ave and Sunnyside Ave:

Bid Item No. 24a - The net \$24,750 decrease in contract costs associated with this item can be attributed to fewer houses requiring clean out replacement than anticipated.

Bid Item 24b – The \$29,900 increase in contract costs associated with this bid item is attributed to the presence of inactive laterals that were not shown on the plans and required disconnection.

Bid Item No. 24c, 24d, 24e, 24f - The \$5,400 decrease in contract costs associated with this item is due to more houses in the project area having recently replaced laterals than anticipated.

Bid Item No. 24g and 24h – The \$44,937 increase in contract costs associated with this bid item can be attributed to two Field Directives; the first added one pipe burst 6" to 6" segment on Sunnyside S115.090 to S115.080, and the second adjusted the pipe size on Sunnyside S117.040 to S117.030 to 6" to 6" instead of 6" to 8" as shown on the plans.

Bid Item No. 24i - The \$555 increase in contract costs associated with this item is due to a minor increase in installed quantities as compared to plan quantities.

Bid Item No. 24j - The \$4,095 decrease in contract costs associated with this item is due to a minor decrease in installed quantities as compared to plan quantities.

Bid Item No. 24k – The \$58,500 increase in contract costs associated with this item is the result of a Field Directive which called for the replacement of all brick manholes.



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Bid Item No. 24l and 24m – the \$1,400 increase in contract costs associated with this item can be attributed to a Field Directive which eliminated one additional manhole and one additional lamp hole.

Table 13: Summary of Cost Increases/Decreases – Ross Ave and Sunnyside Ave:

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Ross Ave and Sunnyside Ave								
24a	Remove and Replace or Construct New SSCO at Property Line	EA	76.00	43.00	\$750.00	\$57,000.00	\$32,250.00	\$(24,750.00)
24b	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting	EA	73.00	86.00	\$2,300.00	\$167,900.00	\$197,800.00	\$29,900.00
24c	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 10'-15')	EA	5.00	1.00	\$100.00	\$500.00	\$100.00	\$(400.00)
24d	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 15'-20')	EA	12.00	3.00	\$100.00	\$1,200.00	\$300.00	\$(900.00)
24e	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 20'-25')	EA	36.00	18.00	\$100.00	\$3,600.00	\$1,800.00	\$(1,800.00)
24f	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length > 25')	EA	23.00	0.00	\$100.00	\$2,300.00	\$0.00	\$(2,300.00)
24g	Pipe Burst Existing 6" with 6" SS	LF	95	499	\$180.00	\$17,100.00	\$89,820.00	\$72,720.00
24h	Pipe Burst Existing 6" with 8" SS	LF	2028	1881	\$189.00	\$383,292.00	\$355,509.00	\$(27,783.00)
24i	Pipe Burst Existing 8" with 8" SS	LF	291	294	\$185.00	\$53,835.00	\$54,390.00	\$555.00
24j	Remove and Replace Existing 6" with 8" SS by Open Trench	LF	110	97	\$315.00	\$34,650.00	\$30,555.00	\$(4,095.00)
24k	Remove and Replace Existing SSCO/SSLH/SSRI with New SSMH	EA	3.00	9.00	\$9,750.00	\$29,250.00	\$87,750.00	\$58,500.00
24l	Remove SSCO/SSLH/SSRI	EA	1.00	2.00	\$400.00	\$400.00	\$800.00	\$400.00
24m	Remove SSMH	EA	1.00	2.00	\$1,000.00	\$1,000.00	\$2,000.00	\$1,000.00
Subtotal						\$752,027.00	\$853,074.00	\$101,047.00

Item 14: Increased or Decreased Bid Item Costs– Sir Francis Drake Blvd:

Bid Item No. 25e – The \$4,400 increase in contract costs associated with this item was the result of minor differences in installed quantities versus plan quantities.

Bid Item No. 25f – The \$11,000 decrease in contract costs associated with this bid item was the result of a Field Directive which changed one manhole to rehabilitate instead of remove and replace.

Table 14: Summary of Cost Increases/Decreases – Sir Francis Drake Blvd:

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Sir Francis Drake Blvd								
25a	Remove and Replace or Construct New SSCO at Property Line	EA	10.00	10.00	\$750.00	\$7,500.00	\$7,500.00	\$0.00
25b	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting	EA	10.00	10.00	\$2,500.00	\$25,000.00	\$25,000.00	\$0.00



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Table 14: Summary of Cost Increases/Decreases – Sir Francis Drake Blvd (Cont.):

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Sir Francis Drake Blvd								
25c	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 5'-10')	EA	9.00	10.00	\$100.00	\$900.00	\$1,000.00	\$100.00
25d	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 15'-20')	EA	1.00	0.00	\$100.00	\$100.00	\$0.00	\$(100.00)
25e	Pipe Burst Existing 6" with 8" SS	LF	1341	1361	\$220.00	\$295,020.00	\$299,420.00	\$4,400.00
25f	Remove and Replace Existing SSMH	EA	1.00	0.00	\$11,000.00	\$11,000.00	\$0.00	\$(11,000.00)
Subtotal						\$339,520.00	\$332,920.00	\$(6,600.00)

Item 15: Increased or Decreased Bid Item Costs– Corte Comoda:

Bid Item Nos. 26a, 26b, 26c, 26d, 26e - The net \$116,200 increase in contract costs associated with these items can be attributed to a Field Directive which added pipe bursting of mainline segment G330.190 to G330.010 and the associated laterals as well as removal and replacement of G330.190.

Table 15: Summary of Cost Increases/Decreases – Corte Comoda:

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Corte Comoda								
26a	Remove and Replace or Construct New SSCO at Property Line	EA	7.00	9.00	\$800.00	\$5,600.00	\$7,200.00	\$1,600.00
26b	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting	EA	7.00	10.00	\$2,400.00	\$16,800.00	\$24,000.00	\$7,200.00
26d	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 10'-15')	EA	7.00	7.00	\$100.00	\$700.00	\$700.00	\$0.00
26d	Pipe Burst Existing 6" with 8" SS	LF	262	707	\$220.00	\$57,640.00	\$155,540.00	\$97,900.00
26e	Remove and Replace Existing SSCO/SSLH/SSRI with New SSMH	EA	1.00	2.00	\$9,500.00	\$9,500.00	\$19,000.00	\$9,500.00
Subtotal						\$90,240.00	\$206,440.00	\$116,200.00

Item 16: Increased or Decreased Bid Item Costs– Bon Air Rd:

Bid Item No. 19a - The net \$2,184 increase in contract costs associated with this item can be attributed to a minor difference in installed quantities compared to plan quantities.

Table 16: Summary of Cost Increases/Decreases – Bon Air Rd:

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Bon Air Rd								
27a	Pipe Burst Existing 14" with 14" SS	LF	386	393	\$312.00	\$120,432.00	\$122,616.00	\$2,184.00
Subtotal						\$120,432.00	\$122,616.00	\$2,184.00



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Item 17: Increased or Decreased Bid Item Costs– Almenar Dr:

Bid Item No. 28a & 28k - The net \$16,060 decrease in contract costs associated with this bid item is the result of field decision to change installation method of all segments called out for open cut on Almenar Dr to pipe burst and sag repair.

Bid Item 28b, 28d, 28e, 28f, 28g, 28h – The \$20,500 decrease in contract costs associated with this bid item is attributed to fewer properties requiring lateral and cleanout installation/replacement than originally estimated.

Bid Item No. 28c, 28l, 28m, 28n - The \$42,900 decrease in contract costs associated with these items is due to 5 of the manholes called out for removal and replacement being determined to be in good condition and not requiring replacement as well as 2 rod inlets called out for replacement with new manholes being removed and not replaced.

Bid Item No. 28i & 28j – The \$80,775 increase in contract costs associated with these items is the result of multiple Field Directives which added pipe bursting work and adjusted the sizes of mainline segments on Almenar Dr and Corte Comoda.

Table 17: Summary of Cost Increases/Decreases – Almenar Dr:

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Almenar Dr								
28a	Construct 8" SS by Open Trench	LF	60.00	0.00	\$220.00	\$13,200.00	\$0.00	\$(13,200.00)
28b	Remove and Replace or Construct New SSCO at Property Line	EA	28.00	12.00	\$500.00	\$14,000.00	\$6,000.00	\$(8,000.00)
28c	Construct New SSMH	EA	1.00	2.00	\$9,500.00	\$9,500.00	\$19,000.00	\$9,500.00
28d	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting	EA	26.00	22.00	\$2,700.00	\$70,200.00	\$59,400.00	\$(10,800.00)
28e	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 5'-10')	EA	8.00	9.00	\$100.00	\$800.00	\$900.00	\$100.00
28f	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 10'-15')	EA	17.00	1.00	\$100.00	\$1,700.00	\$100.00	\$(1,600.00)
28g	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 15'-20')	EA	1.00	0.00	\$100.00	\$100.00	\$0.00	\$(100.00)
28h	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 20'-25')	EA	2.00	1.00	\$100.00	\$200.00	\$100.00	\$(100.00)
28i	Pipe Burst Existing 6" with 6" SS	LF	1064	1502	\$180.00	\$191,520.00	\$270,360.00	\$78,840.00
28j	Pipe Burst Existing 6" with 8" SS	LF	1302	1311	\$215.00	\$279,930.00	\$281,865.00	\$1,935.00
28k	Remove and Replace Existing 6" with 8" SS by Open Trench	LF	13.00	0.00	\$220.00	\$2,860.00	\$0.00	\$(2,860.00)
28l	Remove and Replace Existing SSCO/SSLH/SSRI with New SSMH	EA	6.00	1.00	\$8,900.00	\$53,400.00	\$8,900.00	\$(44,500.00)
28m	Remove and Replace Existing SSMH	EA	5.00	4.00	\$8,900.00	\$44,500.00	\$35,600.00	\$(8,900.00)
28n	Remove SSCO/SSLH/SSRI	EA	1.00	3.00	\$500.00	\$500.00	\$1,500.00	\$1,000.00
Subtotal						\$682,410.00	\$683,725.00	\$1,315.00

Item 18: Increased or Decreased Bid Item Costs– Manor Rd and Los Cerros Dr:

Bid Item No. 29a - The net \$1,890 increase in contract costs associated with this item can be attributed to a minor difference in installed quantities versus plan quantities.



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Bid Item 29b & 29e – The \$600 decrease in contract costs associated with these bid items is attributed to one fewer lateral and clean out replacement required than shown on the plans.

Bid Item No. 29d – The \$10,000 increase in contract costs associated with this bid item is the result of more lateral connections to the main than was shown on the plans.

Bid Item No. 29f – The \$4,142 increase in contract costs associated with this item is the result of a minor difference in installed quantities compared to plan quantities.

Table 18: Summary of Cost Increases/Decreases – Manor Dr and Los Cerros Dr:

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Manor Rd and Los Cerros Dr								
29a	Construct 8" SS by Open Trench	LF	264	270	\$315.00	\$83,160.00	\$85,050.00	\$1,890.00
29b	Remove and Replace or Construct New SSCO at Property Line	EA	13.00	12.00	\$500.00	\$6,500.00	\$6,000.00	\$(500.00)
29c	Construct New SSMH	EA	1.00	1.00	\$9,300.00	\$9,300.00	\$9,300.00	\$0.00
29d	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting	EA	11.00	15.00	\$2,500.00	\$27,500.00	\$37,500.00	\$10,000.00
29e	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 15'-20')	EA	13.00	12.00	\$100.00	\$1,300.00	\$1,200.00	\$(100.00)
29f	Pipe Burst Existing 6" with 8" SS	LF	902	921	\$218.00	\$196,636.00	\$200,778.00	\$4,142.00
29g	Remove and Replace Existing SSMH with New Overflow SSMH	EA	1.00	1.00	\$8,900.00	\$8,900.00	\$8,900.00	\$0.00
29h	Remove and Replace Existing SSMH	EA	1.00	1.00	\$9,750.00	\$9,750.00	\$9,750.00	\$0.00
Subtotal						\$343,046.00	\$358,478.00	\$15,432.00

Item 19: Increased or Decreased Bid Item Costs– Los Cerros Easement:

Bid Item No. 30a, 30b, 30c, 30d - The net \$8,4000 increase in contract costs associated with these items can be attributed to a Field Directive which added two additional mainline segments and their associated laterals.

Bid Item No. 30e – The \$23,760 increase in contract costs associated with this item is the result of a Field Directive which changed the segment G320.040 to G320.020 from upsize 6" to 8" to maintain size 6" to 6".

Bid Item No. 30f – The \$52,245 increase in contract costs associated with this item can be attributed to a Field Directive which added two additional mainline segments to be pipe burst.

Bid Item No. 30g – The \$9,800 decrease in contract costs associated with this item is the result of a Field Directive which changed one manhole from remove and replace to rehabilitate.

Table 19: Summary of Cost Increases/Decreases – Los Cerros Easement:

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Los Cerros Easement								
30a	Remove and Replace or Construct New SSCO at Property Line	EA	9.00	10.00	\$500.00	\$4,500.00	\$5,000.00	\$500.00
30b	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting	EA	9.00	12.00	\$2,600.00	\$23,400.00	\$31,200.00	\$7,800.00



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Table 19: Summary of Cost Increases/Decreases – Los Cerros Easement (Cont.):

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
Los Cerros Easement								
30c	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 5'-10')	EA	7.00	9.00	\$100.00	\$700.00	\$900.00	\$200.00
30d	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 10'-15')	EA	2.00	1.00	\$100.00	\$200.00	\$100.00	\$(100.00)
30e	Pipe Burst Existing 6" with 6" SS	LF	111	243	\$180.00	\$19,980.00	\$43,740.00	\$23,760.00
30f	Pipe Burst Existing 6" with 8" SS	LF	822	1065	\$215.00	\$176,730.00	\$228,975.00	\$52,245.00
30g	Remove and Replace Existing SSMH	EA	1.00	0.00	\$9,800.00	\$9,800.00	\$0.00	\$(9,800.00)
Subtotal						\$235,310.00	\$309,915.00	\$74,605.00

Item 20: Board Approved Change Orders:

During the Project several significant changes in scope of work were requested for which change orders were executed. After performance of the work, some changes in quantities were realized, resulting in an increase of \$81,668.50 in contract costs.

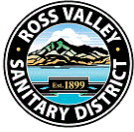
Table 20: Summary of Board Approved Change Order Costs:

CCO No.	CHANGE ORDER DESCRIPTION	ALLOCATED COST	FINAL COST	CHANGE
1	Additional Work Idalia & Redwood	\$221,945.00	\$221,505.00	\$(440.00)
2	Additional Work Mitchell Dr	\$292,750.00	\$353,834.00	\$61,084.00
3	Additional Work Idalia & Redwood not covered in CCO 01	\$146,288.78	\$167,313.28	\$21,024.50
4	Extra Work in various locations	\$231,004.61	\$231,004.61	\$0.00
Subtotal: Board Approved CCOs		\$ 891,988.39	\$973,656.89	\$81,668.50

Pricing \$ 840,829.99

Table 21: Balancing Change Order Summary:

Item No.	ITEM DESCRIPTION	ALLOCATED COST	FINAL COST	CHANGE
1	Misc.	\$1,316,000.00	\$1,552,659.49	\$236,659.49
2	Sir Francis Drake Blvd	\$461,480.00	\$478,370.00	\$16,890.00
3	Taylor Dr	\$196,934.00	\$166,504.00	\$(30,430.00)
4	Sir Francis Drake Blvd/Live Oak Easement	\$81,055.00	\$281,975.00	\$200,920.00
5	Main Ct	\$61,120.00	\$61,540.00	\$420.00
6	Berry Trail	\$269,485.00	\$263,630.00	\$(5,855.00)
7	Coree Ln	\$117,820.00	\$140,800.00	\$22,980.00
8	Wood Ln Easement	\$75,380.00	\$83,520.00	\$8,140.00
9	Bolinas Easement	\$34,505.00	\$36,870.00	\$2,365.00
10	Austin Ave	\$316,595.00	\$317,820.00	\$1,225.00
11	Melville Ave and Vine Ave	\$253,186.00	\$186,119.00	\$(67,067.00)
12	Melville Ave	\$248,426.00	\$317,157.00	\$68,731.00



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Table 21: Balancing Change Order Summary (Cont.):

Item No.	ITEM DESCRIPTION	ALLOCATED COST	FINAL COST	CHANGE
13	Ross Ave and Sunnyside Ave	\$752,027.00	\$853,074.00	\$101,047.00
14	Sir Francis Drake Blvd	\$339,520.00	\$332,920.00	\$(6,600.00)
15	Corte Comoda	\$90,240.00	\$206,440.00	\$116,200.00
16	Bon Air Rd	\$120,432.00	\$122,616.00	\$2,184.00
17	Almenar Dr	\$682,410.00	\$683,725.00	\$1,315.00
18	Manor Rd and Los Cerros	\$343,046.00	\$358,478.00	\$15,432.00
19	Los Cerros Easement	\$235,310.00	\$309,915.00	\$74,605.00
20	Contract Change Orders	\$ 891,988.39	\$ 973,656.89	\$ 81,668.50
Total Balancing CCO				\$ 840,829.99

Requested By: Owner/Construction Manager

Contract Time: Contract Time: Approved change orders adjusted the time of completion by a total of 0 calendar days. Final completion was attained 34 calendar days prior to the revised time of completion; therefore, by reason of this change order, the revised time of completion will be adjusted as follows: **(-34) Calendar Days.**

The Owner and the Contractor hereby agree that this change order constitutes full and mutual accord and satisfaction for all time, all cost, and all impacts related to this revision. In accepting this change order, the Contractor agrees that it represents a full and equitable adjustment to the Contract, and further agrees to waive all rights to file claim with respect to any difficulties arising from, or as a result of this change.

Original Contract: \$ 5,994,971.00

Previous Additions: \$ 891,988.39

Previous Deductions: \$ 0.00

This Changer Order: \$ 840,829.99

Contract to Date: \$ 7,727,789.38

APPROVED:

Ross Valley Sanitary District, Owner

Psomas, Construction Manager

Glosage Engineering, Inc., Contractor

RESOLUTION NO. 25-1667

**A RESOLUTION BY THE BOARD OF DIRECTORS OF
ROSS VALLEY SANITARY DISTRICT OF MARIN COUNTY
ACCEPTING THE FY 23/24 GRAVITY SEWER IMPROVEMENTS
PROJECT**

WHEREAS, the Board of Directors of Ross Valley Sanitary District and Glosage Engineering, Incorporated entered into a contract for the project known as the “FY 23/24 Gravity Sewer Improvements Project” as prepared by Harris & Associates. The Project rehabilitated approximately 18,221 LF of sanitary sewer pipelines. Work involved all of the following at various locations including, sawcut, excavation and backfill, shoring, replacement of laterals, lateral connections, abandoning existing sewer pipelines and manholes, constructing new sanitary sewer manholes and cleanouts, asphalt concrete pavement restoration, CCTV inspection, traffic control, project signs, and bypass pumping; and

WHEREAS, Glosage Engineering, Incorporated completed the work under said contract on December 1, 2024.

THEREFORE, BE IT RESOLVED that the Board of Directors of Ross Sanitary District of Marin County, California, does hereby authorize the acceptance of the project known as the “FY 23/24 Gravity Sewer Improvements Project”.

BE IT FURTHER RESOLVED that the General Manager be authorized to accept this project and file a Notice of Completion for same.

AYES:

NOES:

ABSENT:

ABSTAIN:

I hereby certify that the foregoing resolution was duly and regularly passed and adopted at a Regular Meeting of the Board of Directors of Ross Valley Sanitary District held on the 19th day of March 2025.

MARY SYLLA
President of the Board

ATTEST:

DOUGLAS T. KELLY
Secretary of the Board

Recording requested by & return to:

Ross Valley Sanitary District
1111 Andersen Dr
San Rafael, CA 94901
(415) 259-2949

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the project known as the “FY 23/24 Gravity Sewer Improvements Project”, as prepared by Harris & Associates; and undertaken by Glosage Engineering, Incorporated on behalf of **Ross Valley Sanitary District**, was completed on December 1, 2024.

The owner is **Ross Valley Sanitary District**, and its address is: 1111 Andersen Dr, San Rafael, CA 94901.

The work was accomplished on various roads, streets and easements in San Anselmo, Fairfax, and unincorporated Greenbrae.

Attached Resolution No. 25-1667

I declare under penalty of perjury that the foregoing is true and correct.

Dated this 19th day of March 2025 at San Rafael, California.

Steven M. Moore, P.E.
General Manager

February 26, 2025

Phil Benedetti, P.E.
Senior Engineer
1111 Andersen Dr
San Rafael, CA 94901

Subject: Notice of Completion for the FY 24/25 Gravity Sewer Improvements Project

Dear Mr. Benedetti,

This letter shall serve as recommendation for final acceptance and filing of Notice of Completion for the above referenced project. Glosage Engineering, Incorporated met the required project performance for Substantial Completion as of September 24, 2024; and achieved Final Completion of all work October 3, 2024. The dates noted for Substantial and Final Completion shall be recorded for warranty and bond performance starting dates, and as needed pursuant to Contract Documents.

Sincerely,

P S O M A S



Rory Marlow
Construction Manager

cc: Steve Moore, P.E. - RVSD General Manager
Project Files, 21



PERFORMANCE METRICS MONTHLY REPORT

OPERATIONS & MAINTENANCE – FEBRUARY 2025

Prepared by: Patrick Filipelli
Senior Business Systems Analyst

Date: March 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 hearing conservation training utilizing the District's web-based safety training platform (Target Solutions). The hearing conservation training is specific for District staff on proper techniques and use of safety equipment regarding hearing conservation. The training also incorporated on-site mobile hearing tests for all operational employees to track and monitor for any hearing loss.

Pump Crew

- Staff continued the important project to organize, count, label, and document the Districts' critical spare parts stored throughout the pump station network. The bulk of the District's parts are stored at PS13 and as such, staff started there. Shelving units were added and rearranged before staff began the detailed process of placing parts in specific locations and filling out documentation for inventory tracking. The parts information will be entered into CMMS to allow accurate inventory tracking and part costing on work orders. PS13 has nearly been completed and then staff will move to other storage areas throughout the District.
- During weekly rounds staff noted that PS13's wet well supply fan was making noises louder than normal. Staff removed access covers and inspected the unit for anomalies. Two internal supports for the fan housing were found to be broken off and laying in the unit. Staff fabricated heavy duty replacement supports and installed them. The noise has subsided, and the supply fan has been returned to service.
- Staff responded to PS33 high wet well alarm, and upon arrival staff found the high-level alarm was caused by contractor bypass pumping at PS 31 & 32 station rehabilitations. Staff used the portable trailer mounted chopper pump to pump down the wet well and regain control of the system level. Staff later worked with the contractor to adjust the bypass pump's float levels at PS31 and PS32 to prevent the inundation of PS33 during the remainder of the contractor-controlled station project.

Line Maintenance Crew

- Staff performing line maintenance of the system L311.020_L311.010 on Piedmont Ave. (Larkspur), found someone had removed the rod hole casting from node L311.020 and installed an unauthorized slab of concrete as a cover in place of it. The resident at 170 Piedmont Ave. (Larkspur) was contacted and informed of the issue. The resident was informed that the concrete cover will need to be removed per District policy. The current residents were not aware of the sewer being there since they just bought the property a year ago. After a District investigation, it was found that the previous owner poured a new concrete driveway and removed the casting, even after a conversation with the Engineering department, where they were told not to remove casting. This is an unfortunate event as the new owners knew nothing of the District's directive. District staff will collaborate with the homeowner for the best outcome for both parties in the replacement of the casting.
- Staff recovered a two-foot piece of sewer cleaning rod and auger while performing line maintenance of 10-inch pipe segment L185.040_L185.030 (Magnolia Ave, Larkspur). The recovery of the debris was achieved due to staff utilizing the Districts Hybrid nozzle, which is a combination of hydro flush nozzle with rodder blades. The blades give the nozzle the advantage of pushing debris and cutting large tap roots for recovery from the system. The pushing action of the nozzle helped extract the rod and auger, a potential source of a sewer system spill in the system.
- Staff located and reestablished access to one lost node (manholes or rod holes) in the month of February. Finding lost and missing nodes has been a District priority in the last year, and field staff have excelled at this objective, locating about 2/3 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 node found was unmapped or assigned an asset number, the asset will be updated and added into the Info Asset CMMS system for future maintenance.

Repair Crew

- Staff performed twelve 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-2, Ross -1, San Anselmo-16, Kent Woodlands -1.
- Staff worked installing nineteen 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. Greenbrae-4, Sleepy Hollow -1, San Anselmo-22, Kent Woodlands -1.

Condition Assessment Crew

- As part of the District's commitment to the Smart Cover system and the invaluable information it provides to the District, staff routinely perform tests and preventive maintenance of the Smart Cover system. During the month of February, staff assessed five Smart Cover units to ensure their reliability. These routine assessments include testing antennas, changing batteries, and cleaning and calibrating the sensors at each of the Smart Cover locations.
- Staff were tasked to CCTV the by-pass force main from Pump Station 14 to Pump Station 13. This work was to assess the condition of the main force after it ruptured and caused a spill. Staff were unable to do a fully effective assessment of the main force from the PS13 side. Staff have since opened the force main at the failure point and have evaluated fifty feet in either direction showing some structural issues. The evaluation has also shown the cause was most likely due to a high spot in the pipeline trapping corrosive H₂S gas. Staff did locate what is believed to be viable pipe for a repair solution in the near future in collaboration with the Engineering department.

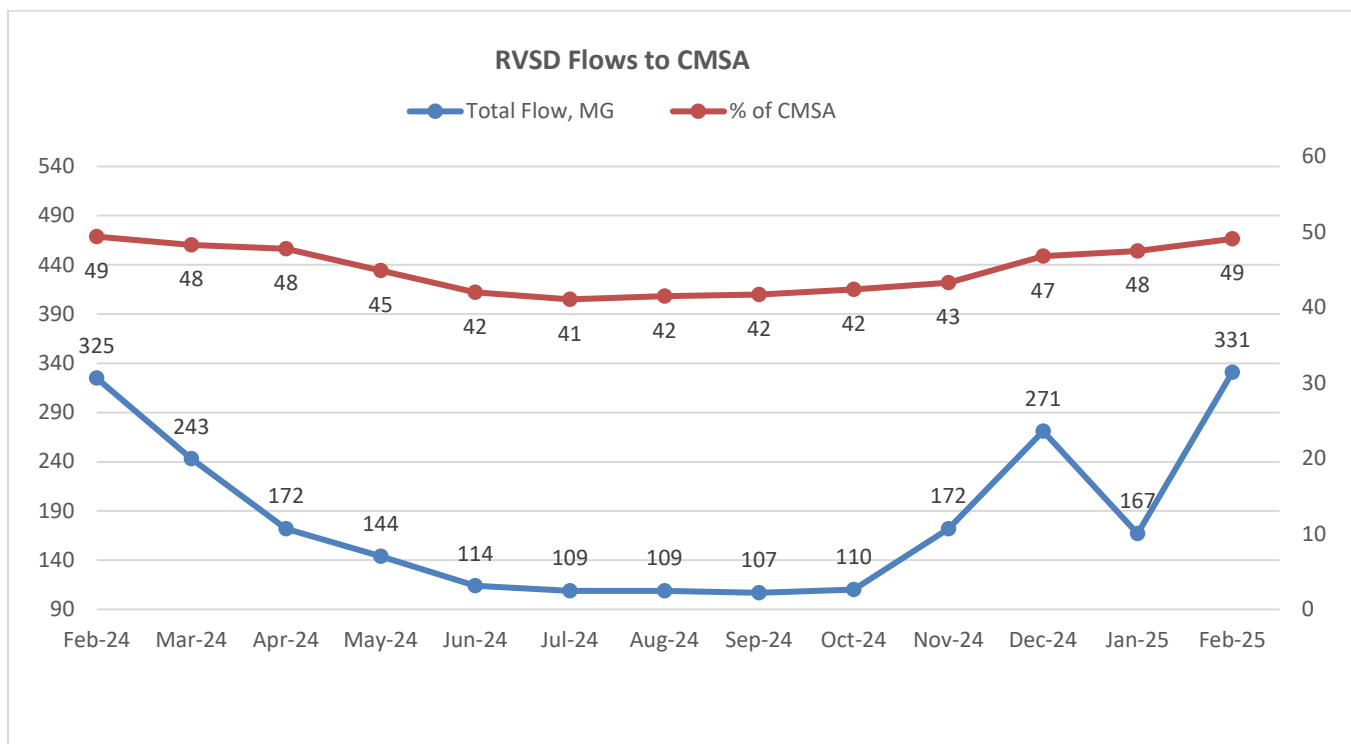
PUMP STATIONS

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

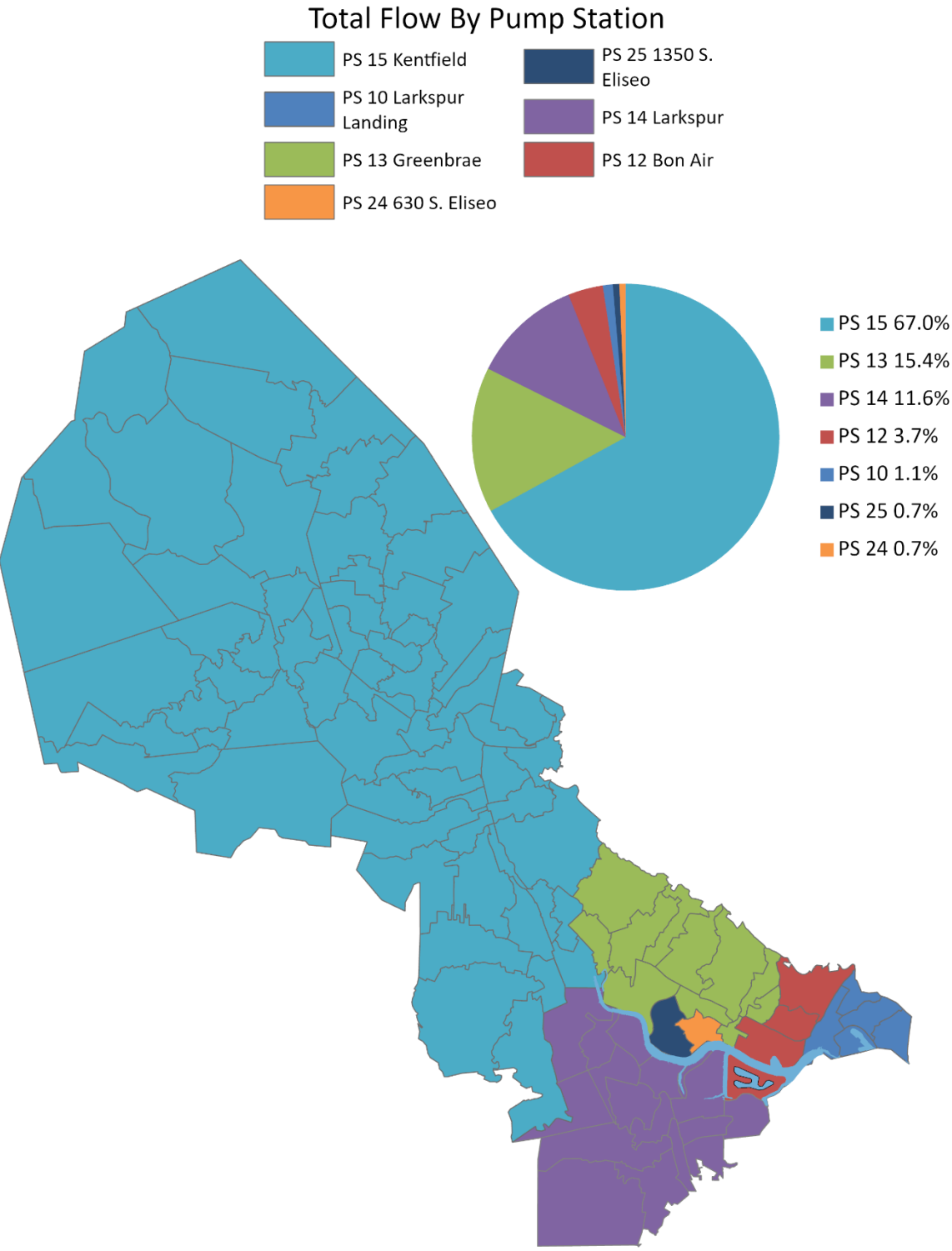
All of RVSD's flow is conveyed in the force main network to CMSA, through one of seven pump stations: PS 15 Kentfield, PS 24 630 S Eliseo, PS 25 1350 S Eliseo, PS 14 Larkspur, PS 12 Bon Air, PS 13 Greenbrae, or PS 10 Larkspur Landing B. Pump stations are the primary location where flow data is collected.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

Flow	
Total Flow Volume	331 MG
ADWF	5.3 MGD
Total Flow Volume versus Calculated ADWF Volume	2.23
PWWF	63.7 MGD
Wet Weather Peaking Factor (PWWF/ADWF)	12



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.



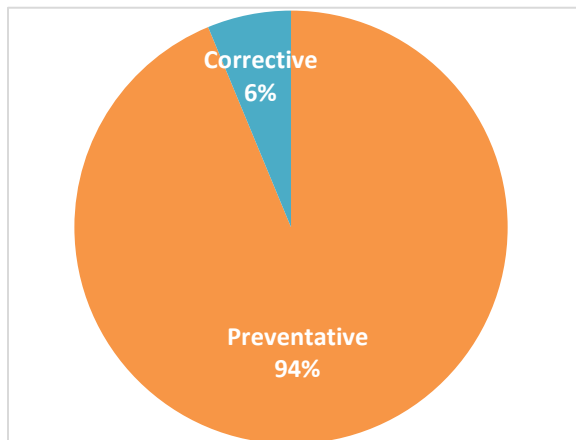
Pump Station Maintenance

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.

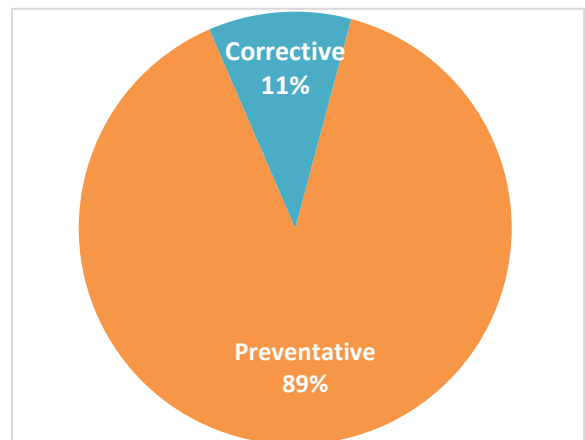
Maintenance Type Performed		
Maintenance Type	Current Month	FYTD
Mechanical Preventative	68	606
Mechanical Corrective	4	66
Electrical Preventative	7	123
Electrical Corrective	3	21
TOTAL	82	816

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

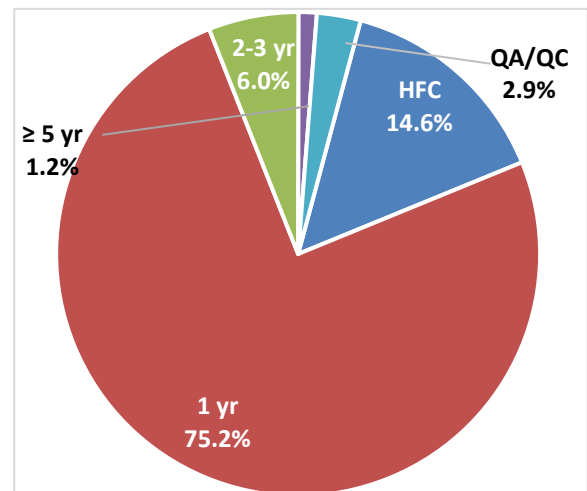
GRAVITY SEWER LINES

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	974	83,147
1 yr	63,681	426,909
2-3 yr	9,134	34,233
≥ 5 yr	0	6,847
CCTV QA/QC	3,166	16,619
TOTAL	76,955	567,755

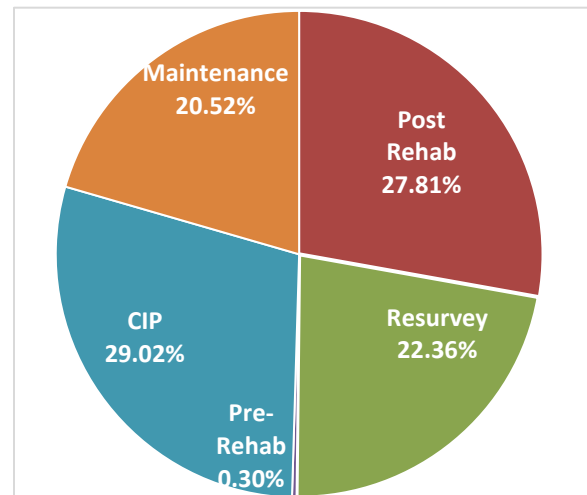


Cleaning and QA/QC Completed by Schedule

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	0	21,887
Maintenance Related	0	15,278
Routine Assessment	0	122
Resurvey	0	16,178
Post Rehab	0	26,032
Pre-Rehab	0	216
I/I Investigation	0	0
TOTAL	0	79,713



CCTV Completed by Purpose

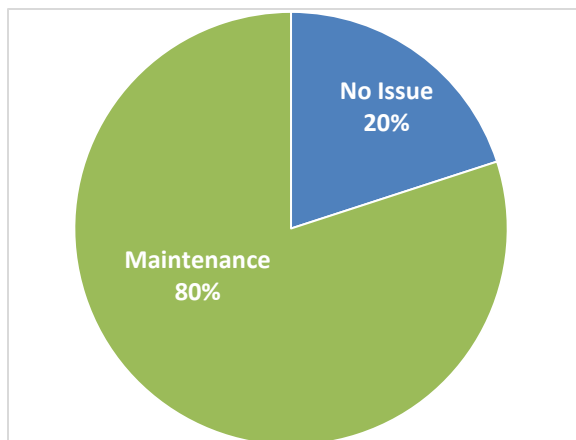
Manhole Observations

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.

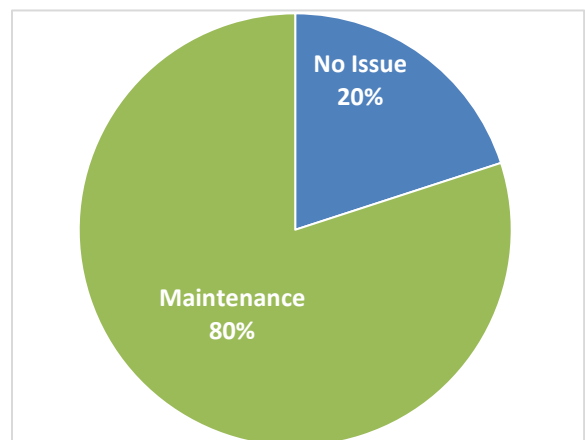
Manhole Observations		
Finding	Current Month	FYTD
No issue	1	1
Cleaning Needed	0	0
Maint. Needed	4	4
Risk of Blockage	0	0
TOTAL	5	5

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

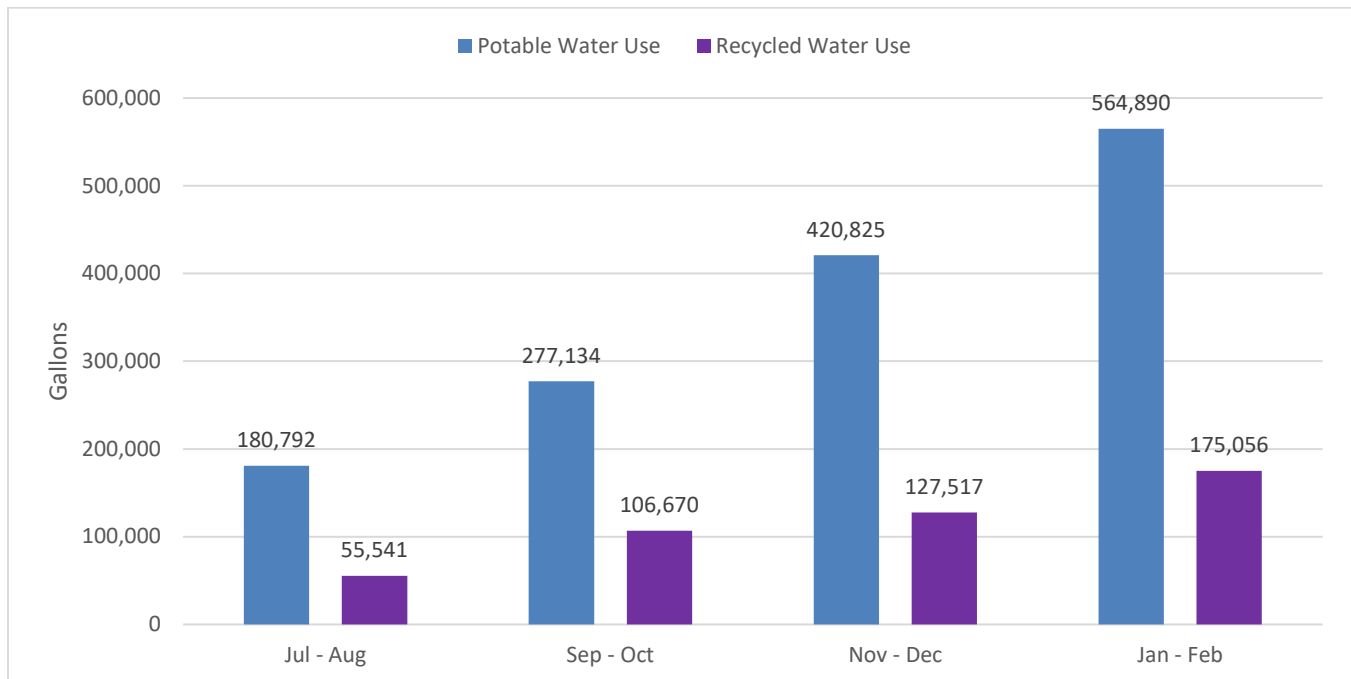
The District uses recycled water for sewer cleaning, using disinfected-23 MPN quality water from the CMSA truck fill station. Below is the total recycled water usage for the current month and fiscal year.

Recycled Water Use by Purpose (in gals)		
Purpose	Current Month	FYTD
Sewer Cleaning	17,824	175,056
TOTAL	17,824	175,056

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



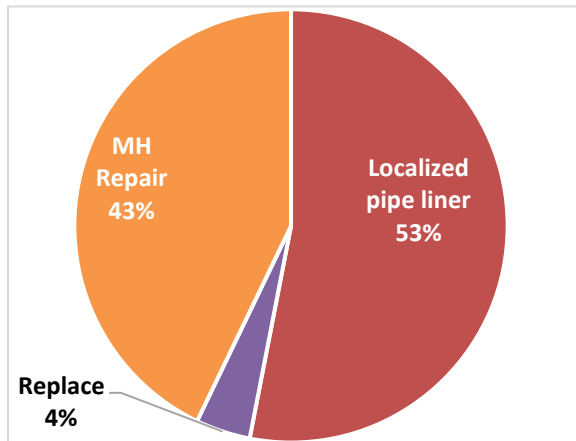
Repair

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

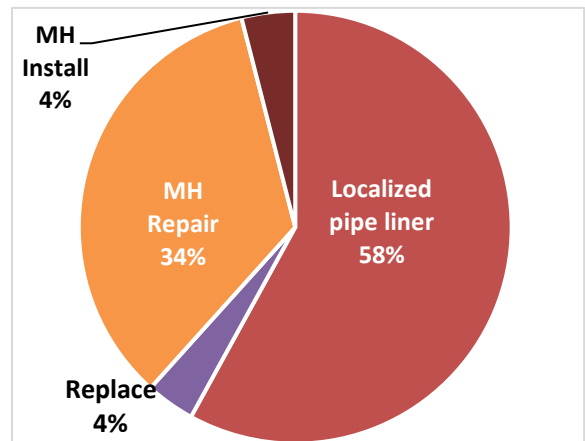
Repair Activity by Type		
Repair Type	Current Month	FYTD
Localized pipe liner	26	174
Replacement Repair	2	11
Manhole repair	21	103
Manhole Install	0	12
TOTAL	49	300

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.

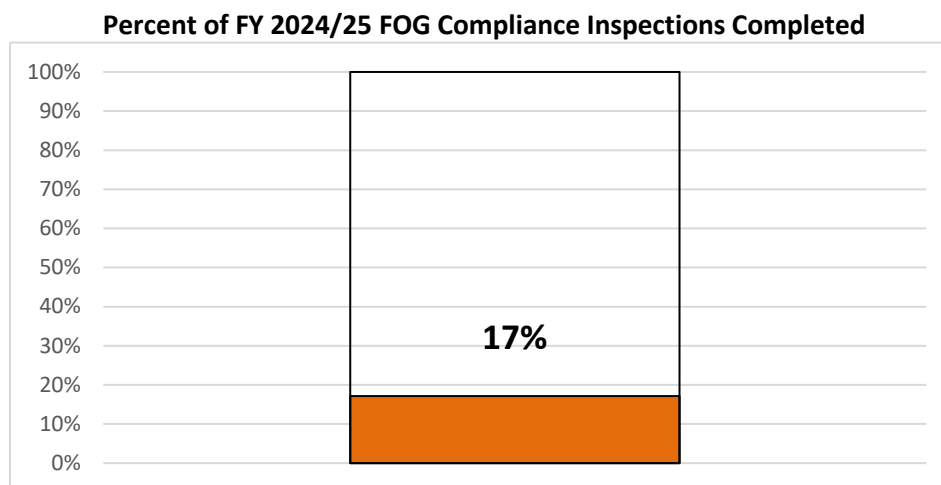
Inspections Performed			
Purpose	Current Month	FYTD	Total Planned INSP
Compliance	9	25	146
TOTAL	9	25	146

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.

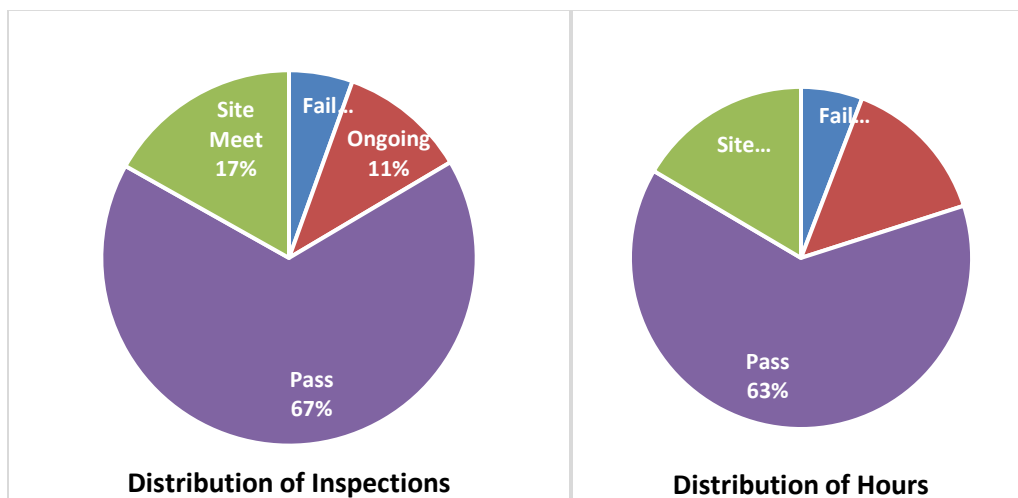
Number of Inspections and Footage Replaced

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	4	15	7	18
Ongoing	10	30	18	44
Pass	23	182	366	196
Site Meet	9	46	14	51
TOTAL	46	273	405	309

Lateral Replacements				
Type	INSP Current	INSP FYTD	Footage Current	Footage FYTD
Repaired	1	10	0	305
Replaced	22	172	1,133	13,161
TOTAL	23	182	1,133	13,466

Distribution by Inspection Type



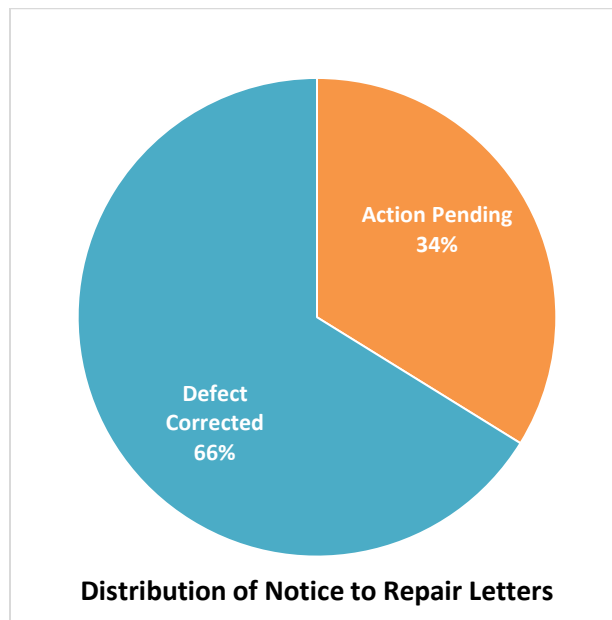
Dye Testing

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	0	21	0	41
TOTAL	0	21	0	41

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.

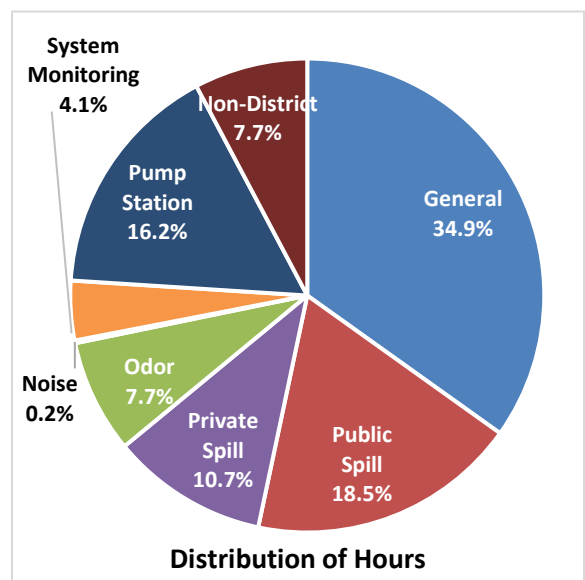
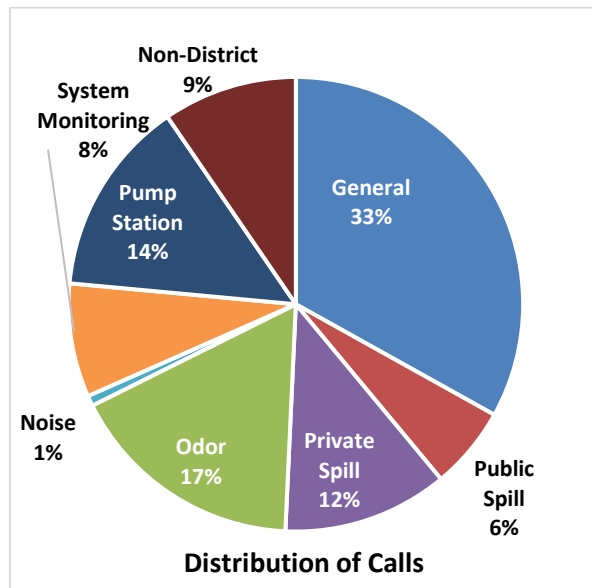
Number of Calls and Staff Hours

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	7	45	69	189
Public Spill	1	8	13	100
Private Spill	4	16	21	58
Odor complaints	0	23	0	42
Noise complaints	0	1	0	1
System Monitoring	7	11	14	22
Pump Station Alarms	4	19	20	88
Non-District incidents	3	13	9	51
TOTAL	26	136	146	551

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	2	113,289	114,309
2	0	0	0	0
3	0	3	0	865
4	0	3	0	51
TOTAL	1	8	113,289	115,225

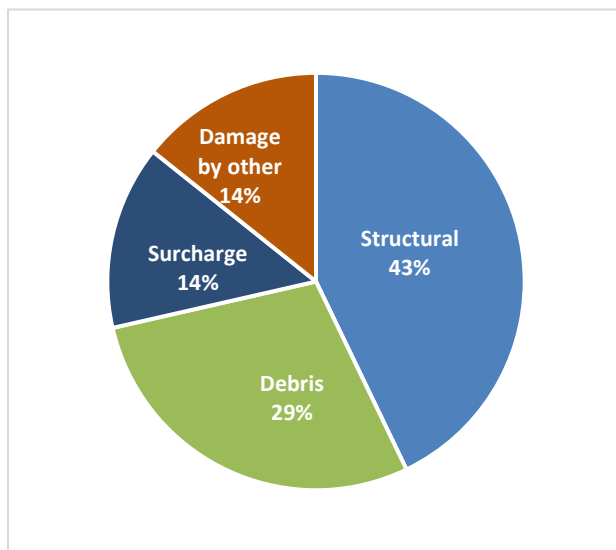
Public Spills by Cause

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.

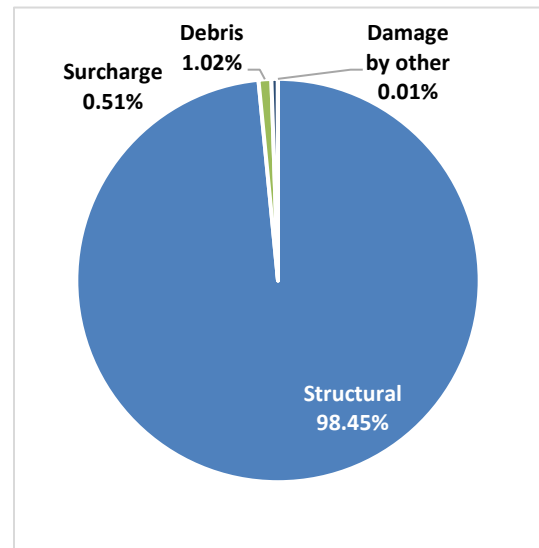
Spills by Cause				
Category	# Spills	Spills FYTD	Volume, gal	Volume FYTD
Structural	1	4	0	113,442
Roots	0	0	0	0
Debris	0	2	0	1,179
FOG	0	0	0	0
Construction	0	0	0	0
Surcharge	0	1	0	589
Operator Error	0	0	0	0
PS Power Failure	0	0	0	0
CS Maint. Caused	0	0	0	0
Damage by other	0	1	0	15

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. In the month of February, the District had one Category 1 spill. The spill occurred behind the Bon Air shopping center near PS13. The spill originated from the secondary force main which directs flow from PS14 to PS13. The cause of the spill was found to be several factors which included a high point in the secondary force main which appeared to have trapped highly corrosive H₂S gas, degrading the force main integrity. Staff also found previous construction work in the area may have added additional pressure to this section, as an old concrete post support was resting directly on top of the force main. Additional structural loading included a large concrete pad and shipping container resting on top of the post support over the failure point. Staff have brought the information to engineering to evaluate repair and replacement options in the near future.



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	%
February	113,289	331,000,000	0.03%

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