



# 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

**April 16, 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](mailto: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: One Potential Case
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) Central Marin Sanitation Agency (CMSA)
- c) 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 March 19, 2025](#)
  - b) [Accept the February 2025 Financial Reports](#)
  - c) [Grant Tentative Approval for Public Sewer Extension \(PSX\) Permit No. 410, to be Constructed within Magnolia Ave., Larkspur, CA](#)
  - d) [Adopt Resolution No. 25-1668 Reducing Sewer Connection Fees for the Affordable Housing Units at 1141 Magnolia Ave, Larkspur](#)
  - e) [Approve Exception to Loan Limits for Lateral Replacement at 360 Redwood Road in San Anselmo](#)
12. [Consideration of Accepting the FY2024 Defined Benefit Pension and OPEB Actuarial Reports, as presented, and Discussion on the District's Retirement Obligation Funding Plans](#)
13. [Informational Presentation Regarding District Use of Sewer Line Root Control](#)
14. [Consideration of Adopting Updated District Financial Policies](#)
15. Informational Items
- a) [Monthly Operations and Maintenance Metrics Report – March 2025](#)

**Adjourn**

**Next Meeting:** Regular Meeting on May 21, 2025, at 5:00 p.m. at 1111 Andersen Drive, San Rafael, 94901

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

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

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

Wednesday, March 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, Operations & Maintenance Manager  
Phil Benedetti, Senior Engineer  
Saeed Shahmirzai, Zoon Engineering

Public Present: Elizabeth Mooney

*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](http://www.rvsd.org).*

**Item #1 – Call Meeting to Order and Roll Call**

The meeting was called to order by President Sylla at 5:02 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 5:03 p.m.

**Item #3 – Closed Session**

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

**Item #4 – Reconvene to Open Session**

The Board reconvened to Open Session at 5:49 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**

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

The Board approved the Agenda.

**Item #7 – Public Comment**

Elizabeth Mooney – Reported that she wrote an email that she would like to Board to review.

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

Director Gaffney highlighted that the financial reports have been shortened and are now easier to read. He described the items that the Finance Committee reviewed.

**Ad-Hoc Interpretive Sign Committee**

Director Boorstein reported that the Committee reviewed different options available for the interpretive sign and discussed the possibility of collaborating with other entities. Director Sylla expressed excitement about the opportunity to inform the public about the work the District does.

**Central Marin Sanitation Agency (CMSA)**

Director Kelly reported that CMSA received a large grant for the co-digester upgrade and the Commission certified that the work was done. He updated the Board on capital projects.

**North Bay Watershed Association (NBWA)**

Director Meigs reported that the Board reviewed a work plan for the coming year and discussed relevant legislation.

**Item #9 - Verbal Report by General Manager**

General Manager Moore provided updates on activities at District headquarters, including the installation of a backup generator and the restart of the Business Breakfast outreach program. He updated the Board on last month's spill, confirming that the 45-day technical report was submitted on time.

He informed the Board of the proposed timeline for disposing the exempt-surplus property at Larkspur Landing and discussed a collaborative effort with the Marin Emergency Radio Authority and the Marin Municipal Water District to transfer ownership of a radio tower located at the edge of the District's service area. He emphasized the importance of retaining the tower, as District staff rely on its radio frequency for communication in areas with limited or no cell service.

Last, General Manager Moore announced that District Counsel Clark will be transitioning to a new role at River Partners and thanked her for her ten years of dedicated service to the District.

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

Director Meigs commended General Manager Moore and Senior Engineer Benedetti for their presentation to the Fairfax Chamber of Commerce regarding the upcoming capacity work being performed in the Town of Fairfax.

#### **Item #11 – Consent Calendar**

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

#### **Item #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**

<b>Motion:</b> M/s Kelly/Boorstein to 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 services for the FY 24/25 Gravity Sewer Improvements Project (Project #958), in an amount not to exceed \$597,996
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<b>Vote:</b> Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
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The motion passed.
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Senior Engineer Benedetti introduced this item relayed that the District reached out to Zoon Engineering based on a reference from Glosage Engineering who was awarded the construction contract. He recalled the positive references he received from other public entities Zoon Engineering has worked with and introduced Construction Manager Shahmirzai.

Construction Manager Shahmirzai described his previous experience working on similar projects and his appreciation for the opportunity to work with the District.

#### **Item #13 – Consideration of Terminating the Emergency Action Adopted in Resolution No. 25-1664 for Rehabilitation for the Storm-Damaged Sewer Main and Lower Laterals at 125-137 Hillside Avenue in Kentfield**

<b>Motion:</b> M/s Gaffney/Boorstein to terminate the emergency action adopted in Resolution No. 25-1664 for rehabilitation for the storm-damaged sewer main and lower laterals at 125-137 Hillside Avenue in Kentfield
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<b>Vote:</b> Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
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The motion passed.
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General Manager Moore introduced this item reminding the Board of the previous action to declare emergency. He reported on total project costs.

Senior Engineer Benedetti detailed the work that was completed as part of this emergency action. The Board and staff discussed the removal of the tree that had fallen.

**Item #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 Improvement Project (#955), Glosage Engineering, Incorporated.**

**Motion:** M/s Boorstein/ to approve 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 Improvement Project (#955), Glosage Engineering, Incorporated.

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

The motion passed.

General Manager Moore introduced this item describing the locations covered in this project which spanned several jurisdictions. He spoke about the opportunities the District had during this project to address additional areas of concern.

Senior Engineer Benedetti detailed the work covered by the change orders, including the discovery of many inactive laterals that had to be researched and removed during this project.

**Item #15a – Monthly Operations and Maintenance Metrics Report – February 2025**

Operations & Maintenance Manager Bruemmer recalled the work that was accomplished by the Operations Department throughout the month, including creating an inventory for the pump stations and finding lost nodes. The Board inquired about the cadence of Fats, Oils, and Grease inspections.

**Adjourn:** The Board adjourned at 6:57 p.m.

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Douglas T. Kelly  
Secretary of the Board

Submitted by: \_\_\_\_\_  
Christina Winnicki  
Clerk of the Board



## ROSS VALLEY SANITARY DISTRICT

### MONTHLY FINANCIAL REPORT – FEBRUARY 28, 2025

Statement of Revenue and Expense	Budget	Current Month	YTD	Remaining	YTD % of Budget
<b>Revenue by category</b>					
Sewer service charges	\$ 28,665,842	\$ -	\$ 16,350,389	\$ 12,315,453	57.0%
Property tax - ad valorem	10,058,700	8,826	5,516,852	4,541,848	54.8%
Other operating income	1,551,014	17,465	860,980	690,034	55.5%
Other capital income	150,600	74,774	887,510	(736,910)	589.3%
Capacity charges	200,000	50,312	179,402	20,598	89.7%
<b>Total revenue</b>	<b>40,626,156</b>	<b>151,377</b>	<b>23,795,133</b>	<b>16,831,023</b>	<b>58.6%</b>
<b>Expenses by Category</b>					
Personnel Costs	9,584,840	560,886	5,105,939	4,478,901	53.3%
Capital Expenditures	18,796,600	560,582	7,736,292	11,060,308	41.2%
Administrative	2,236,322	176,683	1,600,260	636,062	71.6%
Services & Supplies	1,766,935	138,303	995,884	771,051	56.4%
Maintenance & Repairs	590,000	28,770	307,526	282,474	52.1%
Treatment Costs	9,716,700	-	7,909,476	1,807,224	81.4%
<b>Total expense</b>	<b>42,691,397</b>	<b>1,465,223</b>	<b>23,655,378</b>	<b>19,036,019</b>	<b>55.4%</b>
<b>Net Revenue/(Expense)</b>	<b>\$ (2,065,241)</b>	<b>\$ (1,313,847)</b>	<b>\$ 139,755</b>	<b>\$ (2,204,996)</b>	

**Revenue:** February is typically a low revenue month for the District. \$50 thousand of capacity charges were collected as well as \$75 thousand of lateral loan repayments.

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 personnel costs, followed by capital expenditures.

Personnel costs were \$561 thousand for the period and stands at 53% of the annual budget through February.

Capital expenditures for the month were \$560 thousand, the majority of which was project costs for capital projects in the District's CIP. Costs for the Larkspur Landing pump station project were \$285 thousand and cost for the Fairfax Capacity Improvements project were \$60 thousand.

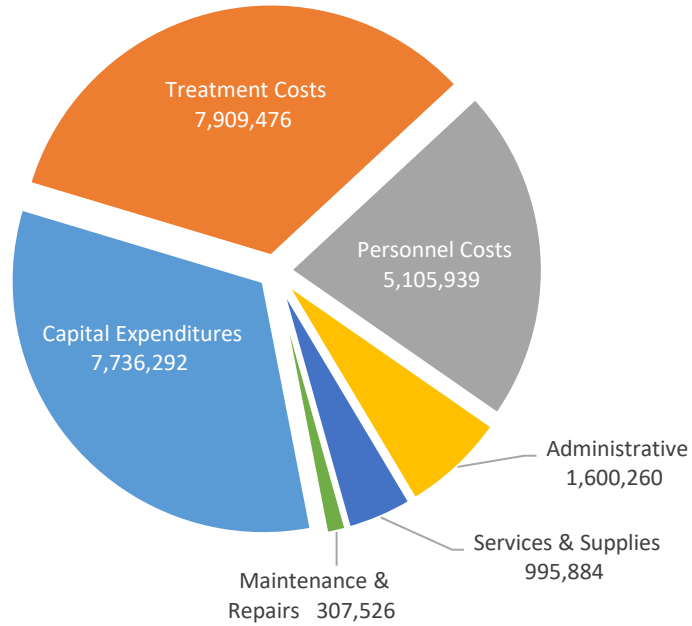
Administrative costs are running ahead of budget mainly due to temporary employee costs in the Finance department in the first three months of the fiscal year. These costs are offset by salary savings in the department due to vacant positions. Administrative cost also includes some unforeseen legal costs.



# ROSS VALLEY SANITARY DISTRICT

## MONTHLY FINANCIAL REPORT – FEBRUARY 28, 2025

YTD Expenditures by Category







## ROSS VALLEY SANITARY DISTRICT

### MONTHLY FINANCIAL REPORT – FEBRUARY 28, 2025

#### NET RESULTS:

##### Operating Fund

Revenue	\$ 17,465
Expenditure	(904,642)
Subtotal operating fund	(887,178)

##### Capital Fund

Revenue	\$ 133,912
Expenditure	(560,581)
Subtotal capital fund	(426,669)

Net Revenue/(Expense)	(1,313,847)
Net Position at beginning of Period	24,691,787
Net Position at end of Period	23,377,940

#### RESERVES

Committed	February FY 25	Board Target
Operating reserve	\$ 11,972,000	\$ 11,972,000
Capital improvement	692,636	5,118,000
Emergency reserve	2,394,000	2,394,000
Committed	\$ 15,058,636	\$ 19,484,000

##### Restricted

CalPERS pension trust - restricted	\$ 8,198,034
SRF funds - restricted	68,085
Canyon Road - restricted	41,666
Bond trustee funds - restricted	11,519
Restricted	\$ 8,319,304

##### Unassigned

Unassigned	\$ 321,282
Unassigned	321,282
Total Reserves	\$ 23,699,222



## ROSS VALLEY SANITARY DISTRICT

### MONTHLY FINANCIAL REPORT – FEBRUARY 28, 2025

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The Board committed reserves were fully replenished in December. In the current month, the capital reserve decreased \$4.4 million below the Board approved target. Reserves are likely to continue decreasing over the next couple of months until the next Teeter Plan distribution is received in April.

#### 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	2/28/2025
Operating account	\$ 1,210,494
Petty Cash	293
Local Agency Investment Fund	18,051,908
<b>Total Cash</b>	<b>\$ 19,262,696</b>

Restricted Cash Account	2/28/2025
CRAD trust	\$ 41,666
Pension trust	8,198,034
BNY bond trust	11,520
<b>Total Restricted Cash</b>	<b>\$ 8,251,220</b>

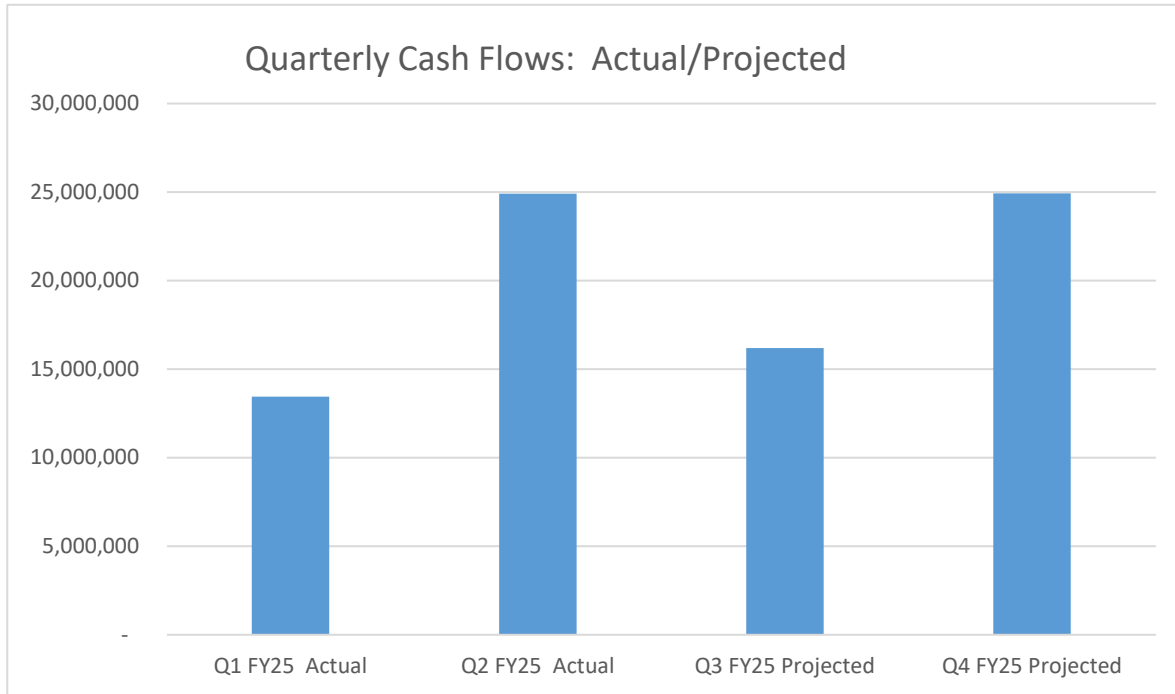
  

<b>Combined Total - Cash</b>	<b>\$ 27,513,916</b>
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# ROSS VALLEY SANITARY DISTRICT

## MONTHLY FINANCIAL REPORT – FEBRUARY 28, 2025



## 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
<b>25021001</b>							
02/10/2025	25021001	Airgas USA LLC (ACH)	100-100-100-740000-100	Equipment Rent-PS		Dec 2024 Rental - Large Acetylene/Argon	130.05
Total 25021001:							130.05
<b>25022501</b>							
02/25/2025	25022501	Airgas USA LLC (ACH)	100-100-100-740000-100	Equipment Rent-PS		Jan 2025 Rental - Large Acetylene/Argon	139.85
Total 25022501:							139.85
<b>69866</b>							
02/11/2025	69866	AT&T CalNet	100-100-000-745400-100	Telephone Utility		BAN# Pd: 9391032720	1,392.41
02/11/2025	69866	AT&T CalNet	100-100-000-745400-100	Telephone Utility		BAN# Pd: 9391032710	228.22
Total 69866:							1,620.63
<b>69910</b>							
02/25/2025	69910	AT&T CalNet	100-100-000-745400-100	Telephone Utility		BAN# Pd: 9391032720	1,342.47
Total 69910:							1,342.47
<b>25022502</b>							
02/25/2025	25022502	Avanti International	100-100-300-720000-100	Materials & Parts-LR		Fast-Set / 12 Cartridges per case	3,820.00
Total 25022502:							3,820.00
<b>69867</b>							
02/11/2025	69867	Barbier Security Group	100-100-000-730150-100	Tenant Shared Cost - Repairs		Jan 2025 Security Patrol 1111 andersen	565.00
Total 69867:							565.00
<b>25021002</b>							
02/10/2025	25021002	Bay Area Digital Solutions	100-200-000-780700-100	Community Outreach Services		digital advertising	2,500.00

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 25021002:							2,500.00
<b>25021003</b>							
02/10/2025	25021003	Bayside Trenchless Inc	100-300-000-770000-200	Capital Outlay - CIP	EG-917-000-00	95 Corte Placida: Replace ~150LF of 4" cast iron pipe via pipe bursting w/ 6" HDPE. Replace 2 rod holes w/manholes. 917. 3 quotes obtained, Bayside is lowest quote.	38,335.00
Total 25021003:							38,335.00
<b>69868</b>							
02/11/2025	69868	BrightView Landscape Ser	100-100-000-730100-100	Facilities Maintenance/Repairs		Landscape Maintenance - Feb 2025	1,174.83
02/11/2025	69868	BrightView Landscape Ser	100-100-000-730150-100	Tenant Shared Cost - Repairs		Landscape Maintenance - Feb 2025 1111 Anderson Dr	1,144.00
Total 69868:							2,318.83
<b>69869</b>							
02/11/2025	69869	Buck's Saw Service, Inc.	100-100-300-730000-100	Equipment Repairs-LR		Replaced Card, Fuel Filter and Spark Plug	142.10
02/11/2025	69869	Buck's Saw Service, Inc.	100-100-300-730000-100	Equipment Repairs-LR		Replaced/Cleaned saw/sharpened Chain	83.34
Total 69869:							225.44
<b>69870</b>							
02/11/2025	69870	BWS Distributors	100-100-300-720100-100	Tools-LR		Iron Belted Cpnstruction	360.53
Total 69870:							360.53
<b>69871</b>							
02/11/2025	69871	California State Board of E	100-100-000-790300-100	Permit Fees		LAFCO File 1378	350.00
Total 69871:							350.00
<b>69872</b>							
02/11/2025	69872	California State Board of E	100-100-000-790300-100	Permit Fees		LAFCO File 1379	350.00
Total 69872:							350.00
<b>69911</b>							
02/25/2025	69911	Caselle Inc.	100-200-000-790200-100	Annual Software Renewal Costs		Support and Maintenance 3/1/25-03/31/25	3,496.00

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 69911:							3,496.00
<b>25021004</b>							
02/10/2025	25021004	Central Marin Sanitation A	100-000-000-320100-000	Connection Fees Due to CMSA		Capacity Fees Q2 FY 24/25	98,268.16
02/10/2025	25021004	Central Marin Sanitation A	100-400-000-710100-100	Debt Service Charges - CMSA		FY25 2nd Installment : Coverage Fee-RVSD	298,335.83
02/10/2025	25021004	Central Marin Sanitation A	100-400-000-710000-100	Treatment Charges - CMSA		Regional Service Charge/Capital Fee - RVSD	1,821,376.12
02/10/2025	25021004	Central Marin Sanitation A	100-100-000-790400-100	FOG Program Inspection		Fog Program Oct - Dec 2024	4,066.20
Total 25021004:							2,222,046.31
<b>25021005</b>							
02/10/2025	25021005	Cintas Corporation No 2	100-100-000-730100-100	Facilities Maintenance/Repairs		Supplies	456.21
02/10/2025	25021005	Cintas Corporation No 2	100-100-000-720300-100	Uniforms		Uniforms	670.61
02/10/2025	25021005	Cintas Corporation No 2	100-100-000-720300-100	Uniforms		Uniforms	497.07
02/10/2025	25021005	Cintas Corporation No 2	100-100-000-730100-100	Facilities Maintenance/Repairs		Supplies	413.90
Total 25021005:							2,037.79
<b>25022503</b>							
02/25/2025	25022503	Cintas Corporation No 2	100-100-000-720300-100	Uniforms		Uniforms	428.48
02/25/2025	25022503	Cintas Corporation No 2	100-100-000-730100-100	Facilities Maintenance/Repairs		Supplies	408.27
Total 25022503:							836.75
<b>69874</b>							
02/11/2025	69874	Colantuono, Highsmith &	100-200-000-780300-100	Legal Services		legal services	1,700.00
Total 69874:							1,700.00
<b>69875</b>							
02/11/2025	69875	Corbet's Hardware Store -	100-100-100-720000-100	Materials & Parts-PS		Caulk Polymr	28.38
02/11/2025	69875	Corbet's Hardware Store -	100-100-100-720000-100	Materials & Parts-PS		Batteries Alkline	21.84
Total 69875:							50.22
<b>69876</b>							
02/11/2025	69876	Corodata Record Manage	100-100-000-740200-100	Facilities Rent		Document Storage 01/01-01/31/2025	263.59

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 69876:							263.59
<b>25022504</b>							
02/25/2025	25022504	CSRMA Calif SanitationRis	100-200-000-760700-100	Insurance Deductible		CSRMA - PL Deductible Recovery File#3032249	21.60
Total 25022504:							21.60
<b>69877</b>							
02/11/2025	69877	CWEA- California Water E	100-100-000-750200-100	Membership/Association/Certifi		CWEA ID: Renewal - Membership/Certification	239.00
02/11/2025	69877	CWEA- California Water E	100-100-000-750200-100	Membership/Association/Certifi		CWEA ID: Renewal - Membership/Certification	239.00
02/11/2025	69877	CWEA- California Water E	100-100-000-750200-100	Membership/Association/Certifi		CWEA ID: Renewal - Membership/Certification	121.00
Total 69877:							599.00
<b>69912</b>							
02/25/2025	69912	CWEA- California Water E	100-100-000-750200-100	Membership/Association/Certifi		CWEA ID: Renewal - Membership/Certification	106.00
02/25/2025	69912	CWEA- California Water E	100-100-000-750200-100	Membership/Association/Certifi		CWEA ID: Renewal - CWEA Association Membership	239.00
02/25/2025	69912	CWEA- California Water E	100-100-000-750200-100	Membership/Association/Certifi		CWEA ID: Grade 1 - Mechanical Technologist	106.00
02/25/2025	69912	CWEA- California Water E	100-100-000-750200-100	Membership/Association/Certifi		CWEA ID: Renewal - Membership/Certification	116.00
Total 69912:							567.00
<b>25021006</b>							
02/10/2025	25021006	{EE}	100-100-000-705250-100	Employee Wellness Reimburseme		Wellness (Gym) Reimbursement	500.00
Total 25021006:							500.00
<b>25021007</b>							
02/10/2025	25021007	{EE}	100-100-000-705240-100	Boot Allowance		Boot Allowance	350.00
Total 25021007:							350.00
<b>69878</b>							
02/11/2025	69878	DATCO	100-100-000-790000-100	Recruiting/Hiring Fees		Test-	45.00

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 69878:							45.00
<b>25021008</b>							
02/10/2025	25021008	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent		001-9012980-002 US FMV - 02/2025	791.85
02/10/2025	25021008	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent		001-9012980-003 US FMV	115.67
02/10/2025	25021008	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent		001-9007289-004 US FMV	1,107.78
02/10/2025	25021008	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent		001-9007289-003 US FMV - Property Tax Mgmt Fee	38.70
02/10/2025	25021008	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent		001-9012980-001 US FMV	133.08
Total 25021008:							2,187.08
<b>25022505</b>							
02/25/2025	25022505	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent		Lease No. 001-9012980-004 (2 Dell servers/36-month term) - 3/2025	1,331.48
Total 25022505:							1,331.48
<b>25022506</b>							
02/25/2025	25022506	REE}	100-200-000-705310-100	OPEB Basic & ERMB Benefit Exp		Monthly Enhance Retiree Medical Feb 25	756.27
Total 25022506:							756.27
<b>69879</b>							
02/11/2025	69879	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Service & Repair 2014 Ford F-750	258.30
02/11/2025	69879	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Service & Repair 2008 PETERBILT 367	295.20
02/11/2025	69879	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Service & Repair - 2014 Ford F-750	1,001.92
02/11/2025	69879	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Service & Repair - 2008 PETERBILT 367	1,625.20
02/11/2025	69879	Diego Truck Repair Inc.	100-100-200-730000-100	Equipment Repairs-LM		2023 Freightliner 108SD Base	246.00
Total 69879:							3,426.62
<b>69913</b>							
02/25/2025	69913	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		2010 Mercedes Benz 3500 Van	2,255.88
02/25/2025	69913	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		2014 Ford S/D 550	1,395.78
02/25/2025	69913	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		2014 Ford S/D 550	905.84
Total 69913:							4,557.50

M = Manual Check, V = Void Check



Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
<b>25021009</b>							
02/10/2025	25021009	DirectLine, Inc	100-100-000-745400-100	Telephone Utility	Feb 2025 Service		625.00
Total 25021009:							625.00
<b>69880</b>							
02/11/2025	69880	DNG Enterprises DBA Nap	100-100-000-730200-100	Vehicle Fleet Repairs	Parts - PL32WASH		25.65
02/11/2025	69880	DNG Enterprises DBA Nap	100-100-000-730200-100	Vehicle Fleet Repairs	WASH AND WAX		22.07
02/11/2025	69880	DNG Enterprises DBA Nap	100-100-200-720100-100	Tools-LM	Wrench Adjustable		399.25
Total 69880:							446.97
<b>69914</b>							
02/25/2025	69914	DNG Enterprises DBA Nap	100-100-100-720100-100	Tools-PS	Extension Cord, battery Charger		183.65
02/25/2025	69914	DNG Enterprises DBA Nap	100-100-100-720000-100	Materials & Parts-PS	DELO 15W40 GAL (016)		152.86
Total 69914:							336.51
<b>25021010</b>							
02/10/2025	25021010	Douglas Kelly {BM}	100-200-000-755000-100	Board Travel/Airfare/Meals	Travel Reimb. - CASA Conference		136.00
Total 25021010:							136.00
<b>25021011</b>							
02/10/2025	25021011	East Bay Tire Co.	100-100-000-730200-100	Vehicle Fleet Repairs	FLAT REPAIR - CHEVROLE Silverado		45.00
Total 25021011:							45.00
<b>69881</b>							
02/11/2025	69881	EFFECTV (A Comcast Co	100-200-000-780700-100	Community Outreach Services	Digital TV Advertising - Cust No#49333		4,557.86
Total 69881:							4,557.86
<b>69915</b>							
02/25/2025	69915	Ellis Investigations Law Cor	100-200-000-780300-100	Legal Services	Legal Services		6,128.00
Total 69915:							6,128.00

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
<b>25022507</b>							
02/25/2025	25022507	Enterprise Fleet Managem	100-100-000-740100-100	Vehicle Fleet Rent		Fleet Monthly Lease	7,142.41
Total 25022507:							7,142.41
<b>69882</b>							
02/11/2025	69882	Environmental Products	100-100-200-720000-100	Materials & Parts-LM		Tiger Tail Assembly, Leader Hose, J-Hook Style	2,207.01
Total 69882:							2,207.01
<b>69916</b>							
02/25/2025	69916	Environmental Products	100-100-300-720100-100	Tools-LR		Hydroflex Machete Nozzle	1,044.23
Total 69916:							1,044.23
<b>69883</b>							
02/11/2025	69883	Environmental Systems, In	100-100-000-730150-100	Tenant Shared Cost - Repairs		Traine BCI-R Backnet Board/Installation	6,589.42
Total 69883:							6,589.42
<b>69884</b>							
02/11/2025	69884	ESRI	100-300-000-790200-100	Annual Software Renewal Costs		Enterprise agreement fee Software/Maintenance 02/01/25-01/31/2026	29,300.00
02/11/2025	69884	ESRI	100-300-000-790200-100	Annual Software Renewal Costs		GL to be determined.	11,450.00
Total 69884:							40,750.00
<b>69885</b>							
02/11/2025	69885	Fastenal	100-100-100-720000-100	Materials & Parts-PS		Silicone Spray, Bi-Metal Blade,Tape, Eyewear	358.01
02/11/2025	69885	Fastenal	100-100-400-720000-100	Materials & Parts-CCTV		Towelette, XLFoam, Procell	51.58
02/11/2025	69885	Fastenal	100-100-100-720000-100	Materials & Parts-PS		S/S Bolts / Disposable Gloves	508.41
02/11/2025	69885	Fastenal	100-100-000-720200-100	Safety Equipment & Services		HD/ Disposable Gloves	315.73
02/11/2025	69885	Fastenal	100-100-000-720200-100	Safety Equipment & Services		Gloves	130.77
02/11/2025	69885	Fastenal	100-100-000-730100-100	Facilities Maintenance/Repairs		ScrubsInABucket, Gloves	170.74
Total 69885:							1,535.24
<b>69917</b>							
02/25/2025	69917	Fastenal	100-100-000-720200-100	Safety Equipment & Services		Safety Goggle, Ear Plug	78.80
02/25/2025	69917	Fastenal	100-100-000-730300-100	Vehicle Fleet Fuel		55gal ExhaustFluid	290.59

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
02/25/2025	69917	Fastenal	100-100-000-720200-100	Safety Equipment & Services		Disposable Gloves	204.76
Total 69917:							574.15
<b>25021012</b>							
02/10/2025	25021012	Fleet Solutions, LLC	100-100-000-745600-100	Vehicle GPS Utility		GPS Asset Trackers for Towable Generators and Pump	1,069.05
02/10/2025	25021012	Fleet Solutions, LLC	100-100-000-745600-100	Vehicle GPS Utility		Vehicle GPS	829.50
Total 25021012:							1,898.55
<b>25022508</b>							
02/25/2025	25022508	{REE}	100-200-000-705310-100	OPEB Basic & ERMB Benefit Exp		Monthly Enhance Retiree Medical Feb 25	527.70
Total 25022508:							527.70
<b>25021013</b>							
02/10/2025	25021013	GCP WW Holdco LLC	100-100-000-705240-100	Boot Allowance		Boot Allowance -	292.35
Total 25021013:							292.35
<b>25022509</b>							
02/25/2025	25022509	GCP WW Holdco LLC	100-100-000-705240-100	Boot Allowance		Credit Memo for Inv#2565603 returned	160.22-
02/25/2025	25022509	GCP WW Holdco LLC	100-100-000-705240-100	Boot Allowance		Boot Allowance -	340.75
02/25/2025	25022509	GCP WW Holdco LLC	100-100-000-705240-100	Boot Allowance		Boot Allowance -	153.64
Total 25022509:							334.17
<b>25021014</b>							
02/10/2025	25021014	Goldstreet Design	100-200-000-780700-100	Community Outreach Services		YouTube Advertising	500.00
Total 25021014:							500.00
<b>25021015</b>							
02/10/2025	25021015	Grainger (ACH)	100-100-400-720000-100	Materials & Parts-CCTV		Butyl Tape Black	35.36
02/10/2025	25021015	Grainger (ACH)	100-100-100-720000-100	Materials & Parts-PS		Spin-On, Fuel/Water Separator	241.41
02/10/2025	25021015	Grainger (ACH)	100-100-100-720000-100	Materials & Parts-PS		Fuel Filter	58.85
02/10/2025	25021015	Grainger (ACH)	100-100-300-720100-100	Tools-LR		Carrying Bag	293.59

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 25021015:							629.21
<b>25022510</b>							
02/25/2025	25022510	Grainger (ACH)	100-100-300-720100-100	Tools-LR		Soil Pipe Cutter	1,028.09
Total 25022510:							1,028.09
<b>69886</b>							
02/11/2025	69886	H&R Plumbing - H&R Und	100-300-000-770000-200	Capital Outlay - CIP	EG-918-000-00	G220.190 Brick manhole Rehab	14,700.00
Total 69886:							14,700.00
<b>25021016</b>							
02/10/2025	25021016	Harris & Associates Inc. (A	100-300-000-770000-200	Capital Outlay - CIP	EG-957-000-00	TO #7 - Fairfax Capacity and Creek Crossings Project- 11/24/2024 through 12/28/2024	6,840.00
Total 25021016:							6,840.00
<b>25022511</b>							
02/25/2025	25022511	Harris & Associates Inc. (A	100-300-000-770000-200	Capital Outlay - CIP	EG-957-000-00	TO #7 - Fairfax Capacity and Creek Crossings Project - 12/29/2024-01/25/2025	52,577.20
Total 25022511:							52,577.20
<b>25022512</b>							
02/25/2025	25022512	Henley Pacific LLC	100-100-000-730200-100	Vehicle Fleet Repairs		Oil change for 2018 Ford	54.19
Total 25022512:							54.19
<b>69918</b>							
02/25/2025	69918	High Performing Culture LL	100-200-000-780400-100	Human Resource Services		Consulting Fee	3,283.00
Total 69918:							3,283.00
<b>25022801</b>							
02/28/2025	25022801	High Performing Culture LL	100-200-000-750100-100	Staff Conf/Training/Meetings		CultureWise Subscription - 12/2024	297.00
Total 25022801:							297.00

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
<b>69919</b>							
02/25/2025	69919	Home Depot Credit Service	100-100-300-720100-100	Tools-LR		Drill, Torch Metal	732.26
02/25/2025	69919	Home Depot Credit Service	100-100-300-720000-100	Materials & Parts-LR		Chaulk, Bucket, Metal Hole Saw	1,214.22
Total 69919:							1,946.48
<b>25021017</b>							
02/10/2025	25021017	Integral Consulting (ACH)	100-300-000-780550-100	Engineering Studies		MSA TO #10 for 2020 General On-Call Permitting Support - 12/2024	307.50
02/10/2025	25021017	Integral Consulting (ACH)	100-300-000-770000-200	Capital Outlay - CIP	EG-956-000-00	CEQA Assistance for Project #956. The proposed scope of services to be provided by Integral for Task Order 29 are described below: □ - 12/2024	597.50
02/10/2025	25021017	Integral Consulting (ACH)	100-300-000-770000-200	Capital Outlay - CIP	EG-958-000-00	GSIP 24/25 Consulting services for CEQA compliance	26,219.40
Total 25021017:							27,124.40
<b>25021018</b>							
02/10/2025	25021018		100-300-000-770400-200	LRGP Disbursement		25-2940 Lateral Grant 18 Amberwood Ln San Anselmo	2,500.00
Total 25021018:							2,500.00
<b>25021019</b>							
02/10/2025	25021019	IrthSolutions (ACH)	100-200-000-790200-100	Annual Software Renewal Costs		Utilisphere Fixed Subscription Fees	5,358.15
Total 25021019:							5,358.15
<b>25021020</b>							
02/10/2025	25021020	IT Hub (ACH)	100-200-000-780200-100	Information Technology Service		Managed Services - Dec 2024	7,640.00
02/10/2025	25021020	IT Hub (ACH)	100-200-000-720400-100	Office Supplies		Canon Printer imageCLASS MF462dw - Admin Dept.	309.89
Total 25021020:							7,949.89
<b>25022513</b>							
02/25/2025	25022513	IT Hub (ACH)	100-200-000-780200-100	Information Technology Service		Managed Services - Jan 2025	7,640.00
Total 25022513:							7,640.00
<b>69920</b>							
02/25/2025	69920	J W Mobile JW	100-100-400-730000-100	Equipment Repairs-CCTV		2020 Honda-Smoker Repair	275.05

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
02/25/2025	69920	J W Mobile JW	100-100-000-730200-100	Vehicle Fleet Repairs		2020 Parts-Adaptor Male Connector	43.53
Total 69920:							318.58
<b>69887</b>							
02/11/2025	69887	Jackson's Hardware	100-100-200-720000-100	Materials & Parts-LM		Nylon Rope/Bit Drill Turbomax	63.29
02/11/2025	69887	Jackson's Hardware	100-100-000-705240-100	Boot Allowance		Boot	136.55
02/11/2025	69887	Jackson's Hardware	100-100-000-730100-100	Facilities Maintenance/Repairs		Ply Cotton, Mop Bucket, Handle Tapr	193.27
Total 69887:							393.11
<b>69921</b>							
02/25/2025	69921	Jackson's Hardware	100-100-000-730100-100	Facilities Maintenance/Repairs		Keys #2014 Brass	8.72
Total 69921:							8.72
<b>25022514</b>							
02/25/2025	25022514	{EE}	100-100-000-705250-100	Employee Wellness Reimburseme		Wellness Reimbursement (Vibration Plate)	408.74
Total 25022514:							408.74
<b>25021021</b>							
02/10/2025	25021021	{EE}	100-200-000-755000-100	Board Travel/Airfare/Meals		Travel Expense Reimbursement 1/17-01/27/2025	21.07
Total 25021021:							21.07
<b>25021022</b>							
02/10/2025	25021022	Kyocera (ACH)	100-200-000-720400-100	Office Supplies		Copier usage	54.11
Total 25021022:							54.11
<b>69888</b>							
02/11/2025	69888	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Legal Services Matter No.: MA129-00001	2,565.00
02/11/2025	69888	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Legal Services Matter No.: MA129-00024	1,233.00
Total 69888:							3,798.00
<b>69922</b>							
02/25/2025	69922	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Legal Services Matter No.: MA129-00001	2,943.00

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
02/25/2025	69922	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Legal Services Matter No.: MA129-00021	180.00
02/25/2025	69922	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Legal Services Matter No.: MA129-00024	90.00
Total 69922:							3,213.00
<b>25022515</b>							
02/25/2025	25022515	{EE} -	100-000-000-190300-000	Employee Comp Purchase Loan L		Computer Loan Program	1,525.59
Total 25022515:							1,525.59
<b>69889</b>							
02/11/2025	69889	Marin County Recorder's O	100-100-000-790300-100	Permit Fees		LAFCo File 1378	50.00
Total 69889:							50.00
<b>69890</b>							
02/11/2025	69890	Marin County Recorder's O	100-100-000-790300-100	Permit Fees		LAFCo File 1379	50.00
Total 69890:							50.00
<b>69892</b>							
02/11/2025	69892	Marin County Tax Collector	100-100-000-790300-100	Permit Fees		Permit Fees - Facility ID 21-000-600159 - Pump Station 13, 70 Bon Air Ctr	1,237.00
02/11/2025	69892	Marin County Tax Collector	100-100-000-790300-100	Permit Fees		Permit Fees - Facility ID 21-000-600328 - Pump Station 15, Stadium Way Bike Path	1,237.00
02/11/2025	69892	Marin County Tax Collector	100-100-000-790300-100	Permit Fees		Permit Fees - Facility ID 21-000-600329 - Pump Station 10, 2000 Larkspur Landing Cir	837.00
02/11/2025	69892	Marin County Tax Collector	100-100-000-790300-100	Permit Fees		Permit Fees - Facility ID 21-000-601105 - Pump Station 14, 200 Doherty Dr	357.00
02/11/2025	69892	Marin County Tax Collector	100-100-000-790300-100	Permit Fees		Permit Fees - Facility ID 21-000-601332 - Pump Station 12, 380 Bon Air Ctr	357.00
02/11/2025	69892	Marin County Tax Collector	100-100-000-790300-100	Permit Fees		Permit Fees - Facility ID 21-000-601588 - District HQ, 1111 Andersen Dr.	306.00
Total 69892:							4,331.00
<b>69893</b>							
02/11/2025	69893	Marin H20	100-100-000-730150-100	Tenant Shared Cost - Repairs		Plumbing 1111 andersen - 01.30.2025	1,054.86
Total 69893:							1,054.86

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
<b>69894</b>							
02/11/2025	69894	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility		Acc#147168 Service Period 11/14/24-01/13/25	2,501.93
02/11/2025	69894	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility		Acc#307591 Service Period 11/19/24-01/15/25	126.20
Total 69894:							2,628.13
<b>69924</b>							
02/25/2025	69924	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility		Acc#140436 Service Period 12/10/24-02/10/25	83.52
02/25/2025	69924	Marin Municipal Water Dist	100-100-000-745150-100	Tenant Shared Cost - Water		Acc#562183 Service Period 12/11/2024 - 02/11/2025	100.44
02/25/2025	69924	Marin Municipal Water Dist	100-100-000-745150-100	Tenant Shared Cost - Water		Acc#562183 Service Period 12/11/2024 - 02/11/2025	713.35
02/25/2025	69924	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility		Acc#700076 Service Period 12/10/24-02/10/25	282.27
02/25/2025	69924	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility		Acc#700078 Service Period 12/10/24-02/10/25	870.53
Total 69924:							2,050.11
<b>69895</b>							
02/11/2025	69895	Marin Sanitary Service	100-100-000-745200-100	Garbage Utility		Garbage service - 01/2025	939.09
Total 69895:							939.09
<b>69896</b>							
02/11/2025	69896	MCC Building Maintenance	100-100-000-730100-100	Facilities Maintenance/Repairs		Janitorial Maintenance - February 2025	1,575.00
02/11/2025	69896	MCC Building Maintenance	100-100-000-730100-100	Facilities Maintenance/Repairs		Patch and paint wall on 2nd Floor	180.00
Total 69896:							1,755.00
<b>69897</b>							
02/11/2025	69897	McMaster-Carr	100-100-200-720000-100	Materials & Parts-LM		On/Off Inline Hydraulic Valve, 1 NPT Female Inlet	391.57
02/11/2025	69897	McMaster-Carr	100-100-100-720000-100	Materials & Parts-PS		Wall Connector, Fire Fighting Hose Fitting	336.63
02/11/2025	69897	McMaster-Carr	100-100-100-720000-100	Materials & Parts-PS		High-Pressure Soft PVC Plastic Tubing for Air	58.29
Total 69897:							786.49
<b>69925</b>							
02/25/2025	69925	McMaster-Carr	100-100-100-720000-100	Materials & Parts-PS		Galvanized Steel Stud, Steel Oval Eye Nut, SDS-Plus	359.73
Total 69925:							359.73

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
<b>25021023</b>							
02/10/2025	25021023	Michael Boorstein {BM}	100-200-000-755000-100	Board Travel/Airfare/Meals		Travel Reimb. - CASA Conference	1,042.93
Total 25021023:							1,042.93
<b>69898</b>							
02/11/2025	69898	MR Copy Inc	100-200-000-720400-100	Office Supplies		Copier use	95.53
Total 69898:							95.53
<b>69899</b>							
02/11/2025	69899	MSI Litho	100-200-000-720400-100	Office Supplies		Annual Financial Report,Cover Print	359.52
02/11/2025	69899	MSI Litho	100-200-000-720400-100	Office Supplies		Annual Comprehensive Financial Report Print	921.68
Total 69899:							1,281.20
<b>25021024</b>							
02/10/2025	25021024	Municipal Maint. Equipmen	100-100-200-720100-100	Tools-LM		Bulldog - Cross-Jet Head w/ Skid & Thrust	2,481.29
Total 25021024:							2,481.29
<b>69926</b>							
02/25/2025	69926	National Construction Rent	100-100-000-740200-100	Facilities Rent		fence rental	620.15
Total 69926:							620.15
<b>25021025</b>							
02/10/2025	25021025	NBS Local Government So	100-200-000-780000-100	Financial Consulting Services		District Administration - Bonded Assessment - Canyon Road	5,802.64
Total 25021025:							5,802.64
<b>69900</b>							
02/11/2025	69900	Nerviani's Backflow	100-100-100-730000-100	Equipment Repairs-PS		Annual Backflow Test - 220 Tamal Vista Blvd.	85.00
Total 69900:							85.00
<b>25022516</b>							
02/25/2025	25022516	{REE}	100-200-000-705310-100	OPEB Basic & ERMB Benefit Exp		Monthly Enhance Retiree Medical Feb 25	756.27

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 25022516:							756.27
<b>25022517</b>							
02/25/2025	25022517	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 Services - 1/1/25-1/31/25	2,305.00
02/25/2025	25022517	Nute Engineering (ACH)	100-300-000-780500-100	Engineering Consultants		MSA & Task Order No. 1 - On Call Engineering Services 1/1/25-1/31/25	253.00
Total 25022517:							2,558.00
<b>25021026</b>							
02/10/2025	25021026	Owen Equipment (ACH)	100-100-200-730000-100	Equipment Repairs-LM		Single Axis J19	1,540.30
Total 25021026:							1,540.30
<b>25022518</b>							
02/25/2025	25022518	Owen Equipment (ACH)	100-100-100-720000-100	Materials & Parts-PS		Minimizer - 55 Gal	3,842.33
02/25/2025	25022518	Owen Equipment (ACH)	100-100-200-720000-100	Materials & Parts-LM		Cam Handle	273.73
Total 25022518:							4,116.06
<b>69901</b>							
02/11/2025	69901	Pacific Infrastructure Corp.	100-000-000-320000-000	Construction Retention Payable		Retention	243,891.60
Total 69901:							243,891.60
<b>25021027</b>							
02/10/2025	25021027	Paladin Technologies (USA)	100-300-000-770000-200	Capital Outlay - CIP		San Rafael Pedestrian Gate Reader Quote 207408PJPJ023327	1,750.00
Total 25021027:							1,750.00
<b>69927</b>							
02/25/2025	69927	Pape Machinery	100-100-000-730200-100	Vehicle Fleet Repairs		JD 333G 1T0333GMPNF431325 Svc Maintenance	2,089.73
02/25/2025	69927	Pape Machinery	100-100-000-730200-100	Vehicle Fleet Repairs		JD 50D 1FF050DXTCG276919 Svc Maintenance	2,065.60
02/25/2025	69927	Pape Machinery	100-100-000-730200-100	Vehicle Fleet Repairs		KU KX121-3 35064 Svc Maintenance	1,820.72
Total 69927:							5,976.05

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
<b>69902</b>							
02/11/2025	69902	PG&E	100-100-000-745050-100	Tenant Shared Cost - Power		A/C #3622494846-7 12/31/2024-01/29/2025	8,346.27
02/11/2025	69902	PG&E	100-100-000-745000-100	Power/Energy Utility		A/C #2970259016-6 1 12/18/2024-01/16/2024	312.90
Total 69902:							8,659.17
<b>69928</b>							
02/25/2025	69928	PG&E	100-100-000-745000-100	Power/Energy Utility		A/C #1387181487-0 12/31/2024-01/29/2025	23,221.04
Total 69928:							23,221.04
<b>25021028</b>							
02/10/2025	25021028	Precision Engineering, Inc.	100-000-000-320000-000	Construction Retention Payable		PP3 RVSD Woodland Less 5% Retention	239,685.00
Total 25021028:							239,685.00
<b>25021029</b>							
02/10/2025	25021029	PSOMAS (ACH)	100-300-000-770000-200	Capital Outlay - CIP	EG-907-000-00	Task Order No. 9 to the Master Services Agreement for Construction - 11/22-12/26/2024	15,605.00
02/10/2025	25021029	PSOMAS (ACH)	100-300-000-770000-200	Capital Outlay - CIP	EG-908-000-00	Task Order #11 Heatherwood and Heather Gardens Pump Station - 11/22-12/26/2024	9,225.00
02/10/2025	25021029	PSOMAS (ACH)	100-300-000-770000-200	Capital Outlay - CIP	EG-955-000-00	TO #10 FY 23/24 GSIP	2,225.00
Total 25021029:							27,055.00
<b>25022519</b>							
02/25/2025	25022519	PSOMAS (ACH)	100-300-000-770000-200	Capital Outlay - CIP	EG-955-000-00	TO #10 FY 23/24 GSIP - Professional Services 12/ 27/2024 - 1/30/2025	13,585.31
Total 25022519:							13,585.31
<b>25021030</b>							
02/10/2025	25021030	{EE}	100-100-000-750000-100	Travel/Airfare/Meals Reimb		Travel Reimb.- CWEA award	87.80
Total 25021030:							87.80
<b>69929</b>							
02/25/2025	69929	Ragghianti Freitas - Riley F	100-200-000-780300-100	Legal Services		Professional Services - Dec 01, 2024-Jan 31, 2025	3,445.00
Total 69929:							3,445.00

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
<b>69903</b>							
02/11/2025	69903	Reliance Towing Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		towing of JT02 to Petersen trucks	830.00
Total 69903:							830.00
<b>69904</b>							
02/11/2025	69904	Rentokil North America Inc.	100-100-000-730150-100	Tenant Shared Cost - Repairs		Pest Control; 1111 Andersen	179.00
Total 69904:							179.00
<b>25021031</b>							
02/10/2025	25021031	Riverview International Tru	100-300-000-770100-200	Capital Outlay - Equipment	EG-935-001-00	Replacement chassis for Rodder + refurbished rodder body + fabrication to installed the two components.	144,203.93
Total 25021031:							144,203.93
<b>69905</b>							
02/11/2025	69905	RoadSafe Traffic System	100-100-200-720100-100	Tools-LM		Cone W/reflective/Collar/Cone Sign	1,672.95
Total 69905:							1,672.95
<b>69930</b>							
02/25/2025	69930	RootX	100-100-200-720000-100	Materials & Parts-LM		RootX 40lb Case	1,254.61
Total 69930:							1,254.61
<b>69906</b>							
02/11/2025	69906	Royal Wholesale Electric	100-100-300-720000-100	Materials & Parts-LR		B22 Galc Strut 10'	76.91
Total 69906:							76.91
<b>25021032</b>							
02/10/2025	25021032	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) - Professional and Reimb Expense	1,093.00
Total 25021032:							1,093.00
<b>69907</b>							
02/11/2025	69907	Sharjo LLC	100-100-000-780600-100	Sewer System Outside Services		Bio Clean up	1,188.80

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 69907:							1,188.80
<b>25021033</b>							
02/10/2025	25021033	Source 1 Environmental (A	100-100-300-720000-100	Materials & Parts-LR		Fiberglass Roll	2,227.83
Total 25021033:							2,227.83
<b>25022520</b>							
02/25/2025	25022520	Source 1 Environmental (A	100-100-300-720000-100	Materials & Parts-LR		Winter Resin For 6" Kit + Shipping	5,809.54
Total 25022520:							5,809.54
<b>69908</b>							
02/11/2025	69908	State Water Resources Co	100-100-000-790300-100	Permit Fees		Annual Permit Fee 07/01/24-06/30/25 - Shady Lane Sewer Removal	563.00
02/11/2025	69908	State Water Resources Co	100-100-000-790300-100	Permit Fees		Annual Permit Fee 07/01/24-06/30/25 - Woodland Capacity and Creek CR	496.00
02/11/2025	69908	State Water Resources Co	100-100-000-790300-100	Permit Fees		Annual Permit Fee 07/01/24-06/30/25 - 1111 Andersen Drive	21,150.00
Total 69908:							22,209.00
<b>25021034</b>							
02/10/2025	25021034	Steven Moore {GM}	100-200-000-750000-100	Staff Travel/Airfare/Meals		Travel Reimb. - CASA Conference	82.56
Total 25021034:							82.56
<b>25021035</b>							
02/10/2025	25021035	The Wright Gardener	100-100-000-730100-100	Facilities Maintenance/Repairs		Monthly Plant Service	445.03
Total 25021035:							445.03
<b>25021036</b>							
02/10/2025	25021036	Thomas Gaffney {BM}	100-200-000-755000-100	Board Travel/Airfare/Meals		Travel Reimb. - CASA Conference	1,005.25
Total 25021036:							1,005.25
<b>25021037</b>							
02/10/2025	25021037	Uline (ACH)	100-100-300-720000-100	Materials & Parts-LR		Micro-Foam Coated, Dispenser Box, Elastic Coverall Bulk, Stanley - Alpine	1,071.67

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 25021037:							1,071.67
<b>25022521</b>							
02/25/2025	25022521	Uline (ACH)	100-100-300-720000-100	Materials & Parts-LR		Corrugated Boxes, Anti-Static Bubble Roll	295.61
Total 25022521:							295.61
<b>69931</b>							
02/25/2025	69931	United Rentals	100-100-300-730000-100	Equipment Repairs-LR		Testing and Repair on Shoring	137.19
Total 69931:							137.19
<b>25022802</b>							
02/28/2025	25022802	US Bank - Calcard CC (Aut	100-200-000-720400-100	Office Supplies		AP -- 0738 Office supplies > AMAZON RETA* Z52KZ6K21	1,460.85
Total 25022802:							1,460.85
<b>69909</b>							
02/11/2025	69909	Vaccaro's Tree Service	100-100-000-730400-100	Easement Access Management		Chip and haul all debris - 300 Vista Grande, Greenbrae CA	1,420.00
02/11/2025	69909	Vaccaro's Tree Service	100-100-000-730400-100	Easement Access Management		Chip and haul all debris - 32 Corte Del Norte, Greenbrae CA	1,120.00
02/11/2025	69909	Vaccaro's Tree Service	100-100-000-730400-100	Easement Access Management		Chip and haul all debris - 57 Corte Gracitas, Greenbrae CA	920.00
Total 69909:							3,460.00
<b>69932</b>							
02/25/2025	69932	Van Dermeyden Makus Law	100-200-000-780300-100	Legal Services		Legal Services	24,485.61
Total 69932:							24,485.61
<b>25021038</b>							
02/10/2025	25021038	Water Components & Bld S	100-100-100-730000-100	Equipment Repairs-PS		PS 15 Booster Water System Repair	31.04
02/10/2025	25021038	Water Components & Bld S	100-100-200-720000-100	Materials & Parts-LM		Fire Hose	1,005.10
02/10/2025	25021038	Water Components & Bld S	100-100-200-720000-100	Materials & Parts-LM		Fire Hose	830.30
02/10/2025	25021038	Water Components & Bld S	100-100-300-720000-100	Materials & Parts-LR		HDPE 6" DR17 IPS 22°	451.57
Total 25021038:							2,318.01

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
<b>25022522</b>							
02/25/2025	25022522	Water Components & Bld S	100-100-200-720000-100	Materials & Parts-LM		Pipe DR18 Blue	65.42
02/25/2025	25022522	Water Components & Bld S	100-100-300-720000-100	Materials & Parts-LR		FIRE HOSE, Freight	879.46
02/25/2025	25022522	Water Components & Bld S	100-100-300-720000-100	Materials & Parts-LR		BAG FILLED SAND POLY 30LB WHITE	57.17
02/25/2025	25022522	Water Components & Bld S	100-100-300-720000-100	Materials & Parts-LR		Waddles for excavation next to creek @ bypass Force Main.	57.99
02/25/2025	25022522	Water Components & Bld S	100-100-200-720000-100	Materials & Parts-LM		Refund : FIRE HOSE 2-1/2 (25FT)	830.30-
Total 25022522:							229.74
<b>25022523</b>							
02/25/2025	25022523	Wells Fargo Financial Leas	100-200-000-740000-100	Equipment Rent		Kyocera Copier Lease C#450-0111771-000 02/26/25-03/25/25	303.14
Total 25022523:							303.14
<b>25021039</b>							
02/10/2025	25021039	West Valley Construction C	100-300-000-770000-200	Capital Outlay - CIP	EG-959-000-00	Palm/Mann/Cypress GSIP Design - 1/1/25 - 1/31/25	2,475.00
Total 25021039:							2,475.00
<b>25021040</b>							
02/10/2025	25021040	Willdan Financial Services	100-200-000-780000-100	Financial Consulting Services		FISCAL YEAR 2023/24 ANNUAL CONTINUING DISCLOSURE SERVICES	3,200.00
Total 25021040:							3,200.00
<b>25021041</b>							
02/10/2025	25021041		100-300-000-770400-200	LRGP Disbursement		25-2939 Lateral Grant 28 Forest Ave San Anselmo	1,500.00
Total 25021041:							1,500.00
<b>25021042</b>							
02/10/2025	25021042	Xerox Corporation	100-200-000-740000-100	Equipment Rent		01/26-02/25 Lease x2 Copiers/Scanners	447.99
Total 25021042:							447.99
Grand Totals:							3,339,572.08

Report Criteria:

Includes the following check types:

Transmittal

Includes unprinted checks

Check Issue Date	Check Number	Payee	GL Account	Pay Period Date	Description	Amount	Void
02/06/2025	25020732	American Fidelity Assurance Flex	100000000310130000	02/02/2025	Flex Account EE Deductions FSA Dependent Care Pay Period: 2/2/2025	1,211.09-	
02/06/2025	25020733	California State Disbursement Unit	100000000310150000	02/02/2025	Garnishment-CA Disp Pay Period: 2/2/20	276.92-	
02/06/2025	25020734	CalPERS Retirement	100000000310100000	02/02/2025	Retirement Contributions CALPERS -Service Crdt Purchase Pay Period: 2/2/2025	38,118.80-	
02/06/2025	25020735	Employment Development Department	100000000310300000	02/02/2025	EDD No. 93200905 State Withholding Tax Pay Period: 2/2/2025	11,062.16-	
02/06/2025	25020736	IRS	100000000310400000	02/02/2025	Federal Withholding Tax Pay Period: 2/2/2025	53,094.80-	
02/06/2025	25020737	Mission Square 457 Retirement Trust	100000000310110000	02/02/2025	457 Employer Contribution Pay Period: 2/2/2025	8,521.92-	
02/21/2025	25022138	AFSCME	100000000310120000	02/16/2025	Union Dues Union Dues Pay Period: 2/16/2025	930.60-	
02/21/2025	25022139	American Fidelity Assurance Flex	100000000310130000	02/16/2025	Flex Account EE Deductions FSA Dependent Care Pay Period: 2/16/2025	1,211.09-	
02/21/2025	25022140	American Fidelity Assurance Supp Ins	100000000310160000	02/16/2025	Supp Insurance - After-Tax Pay Period: 2/16/2025	2,073.64-	
02/21/2025	25022141	California State Disbursement Unit	100000000310150000	02/16/2025	Garnishment-CA Disp Pay Period: 2/16/2	276.92-	
02/21/2025	25022142	CalPERS Health Insurance	100200000790710100	02/16/2025	Admin Fee	65,734.19-	
02/21/2025	25022143	CalPERS Retirement	100000000310100000	02/16/2025	Retirement Contributions CALPERS -Service Crdt Purchase Pay Period: 2/16/2025	38,698.90-	
02/21/2025	25022144	Delta Dental	100000000310162000	02/16/2025	Dental Insurance - Emp+ Family Pay Period: 2/16/2025	4,458.42-	
02/21/2025	25022145	Employment Development Department	100000000310300000	02/16/2025	tate Withholding Tax Pay Period: 2/16/2025	11,642.31-	
02/21/2025	25022146	Halcyon	100000000310170000	02/16/2025	Halcyon EAP Pay Period: 2/16/2025	126.17-	
02/21/2025	25022147	IRS	100000000310400000	02/16/2025	Federal Withholding Tax Pay Period: 2/16/2025	56,603.78-	
02/21/2025	25022148	Mission Square 457 Retirement Trust	100000000310110000	02/16/2025	457 Employer Contribution Pay Period: 2/16/2025	8,725.27-	
02/21/2025	25022149	Mutual of Omaha	100000000310164000	02/16/2025	MOO Pay Period: 2/16/2025	2,667.15-	
02/21/2025	25022150	VSP	100000000310163000	02/16/2025	Vision Insurance Emp+Family Pay Period: 2/16/2025	640.42-	
Grand Totals:						306,074.55-	
						19	



## Report Criteria:

Vendor:Vendor number = 1493

[Report].GL Period = "02/25"

Invoice Number	Seq	Invoice Date	GL Period	Description	GL Account	GL Account Description	Total Cost
<b>1493 Wells Fargo Bank-Credit Card (AutoDR)</b>							
FEB 2025 CC	1	02/05/2025	02/25	PB -- 1668 Fuel > Chevron 0204974	100-100-000-730300-100	Vehicle Fleet Fuel	93.07
FEB 2025 CC	2	02/05/2025	02/25	PB -- 1668 Lift Station CIP project Radio Equipment > Future Technologies	100-300-000-770000-200	Capital Outlay - CIP	2,987.11
FEB 2025 CC	3	02/05/2025	02/25	PB -- 1668 Final IS/MND for 24/25 GSIP Filing fee & CDFW Fee > Recorder Clerk,County of Marin	100-300-000-770000-200	Capital Outlay - CIP	3,021.25
FEB 2025 CC	4	02/05/2025	02/25	JH -- 1902 Vehicle Pick Up > Uber *trip	100-100-000-730200-100	Vehicle Fleet Repairs	39.01
FEB 2025 CC	5	02/05/2025	02/25	JH -- 1902 Fuel - PT14 > Chevron 0098933	100-100-000-730300-100	Vehicle Fleet Fuel	94.96
FEB 2025 CC	6	02/05/2025	02/25	JH -- 1902 Vehicle Pick Up > Uber *trip	100-100-000-730200-100	Vehicle Fleet Repairs	83.95
FEB 2025 CC	7	02/05/2025	02/25	JH -- 1902 Vehicle Pick Up > Uber *trip	100-100-000-730200-100	Vehicle Fleet Repairs	126.95
FEB 2025 CC	8	02/05/2025	02/25	JH -- 1902 PT 14 Wash > Spotless Car Wash	100-100-000-730200-100	Vehicle Fleet Repairs	31.00
FEB 2025 CC	9	02/05/2025	02/25	JH -- 1902 Ear Plugs > Amazon Mark* K655048n3	100-100-000-720200-100	Safety Equipment & Services	96.12
FEB 2025 CC	10	02/05/2025	02/25	JH -- 1902 Jackets > Amazon Reta* Fz2gy4453	100-100-000-720300-100	Uniforms	103.45
FEB 2025 CC	11	02/05/2025	02/25	MV -- 1739 Permits for dig jobs > Town Of San Anselmo	100-100-300-720000-100	Materials & Parts-LR	287.00
FEB 2025 CC	12	02/05/2025	02/25	MV -- 1739 Permits for dig jobs > Townofsananselmo*servi	100-100-300-720000-100	Materials & Parts-LR	8.01
FEB 2025 CC	13	02/05/2025	02/25	SM -- 8652 Baggage fee > Alaska Air	100-200-000-750000-100	Staff Travel/Airfare/Meals	35.00
FEB 2025 CC	14	02/05/2025	02/25	SM -- 8652 CASA Conference - Hotel > Hilton Hotels	100-200-000-750000-100	Staff Travel/Airfare/Meals	563.64
FEB 2025 CC	15	02/05/2025	02/25	SM -- 8652 CASA Conference - Hotel > Hilton Hotels	100-200-000-750000-100	Staff Travel/Airfare/Meals	563.64
FEB 2025 CC	16	02/05/2025	02/25	SM -- 8652 Travel - Hotel to Airport > Uber *trip	100-200-000-750000-100	Staff Travel/Airfare/Meals	17.13
FEB 2025 CC	17	02/05/2025	02/25	SM -- 8652 Travel Lunch > Sfo Little Chihuahua 3323	100-200-000-750000-100	Staff Travel/Airfare/Meals	19.05
FEB 2025 CC	18	02/05/2025	02/25	SM -- 8652 Travel - Airport to Home > Uber *trip	100-200-000-750000-100	Staff Travel/Airfare/Meals	85.81
FEB 2025 CC	19	02/05/2025	02/25	SM -- 8652 Monthly Board Member Breakfast > Garden Cafe	100-200-000-755100-100	Board Conf/Training/Meetings	85.02
FEB 2025 CC	20	02/05/2025	02/25	AP -- 4097 Cell Phones > Vzwrllss*apocc Visb	100-100-000-745400-100	Telephone Utility	2,937.19
FEB 2025 CC	21	02/05/2025	02/25	AP -- 4097 Marin IJ Advertising > Ca Newspapers Adv S	100-200-000-780700-100	Community Outreach Services	830.00
FEB 2025 CC	22	02/05/2025	02/25	AP -- 4097 Azure > Microsoft#g078040179	100-200-000-790200-100	Annual Software Renewal Costs	153.79
FEB 2025 CC	23	02/05/2025	02/25	AP -- 4097 Marin IJ 4-Week Digital Subscription > Marin Independent Journ	100-200-000-780700-100	Community Outreach Services	18.00
FEB 2025 CC	24	02/05/2025	02/25	AP -- 4097 Answering service > Gotocom*gotoconnect	100-200-000-745400-100	Telephone Utility	631.73
FEB 2025 CC	25	02/05/2025	02/25	AP -- 4097 2000 Larkspur Landing > Comcast California	100-100-000-745300-100	Cable/Internet Utility	442.16
FEB 2025 CC	26	02/05/2025	02/25	AP -- 4097 1111 Andersen Dr - Fiber Services > Comcast California	100-100-000-745300-100	Cable/Internet Utility	93.76
FEB 2025 CC	27	02/05/2025	02/25	AP -- 4097 CSMFO Conference - Hotel > Signia San Jose Sertif	100-200-000-750000-100	Staff Travel/Airfare/Meals	574.38
FEB 2025 CC	28	02/05/2025	02/25	AP -- 4097 Internet back up > Att	100-100-000-745300-100	Cable/Internet Utility	103.24
FEB 2025 CC	29	02/05/2025	02/25	AP -- 4097 1111 Andersen Dr > Comcast California	100-100-000-745300-100	Cable/Internet Utility	258.59
FEB 2025 CC	30	02/05/2025	02/25	AP -- 4097 1111 Andersen Dr - Ethernet Equipment > Comcast Business	100-100-000-745300-100	Cable/Internet Utility	1,192.35
FEB 2025 CC	31	02/05/2025	02/25	NS -- 1721 Portable Generator Solar Charges > Amazon.com	100-100-100-720000-100	Materials & Parts-PS	27.30
FEB 2025 CC	32	02/05/2025	02/25	NS -- 1721 Water Jug Lid > Amazon Mktp	100-100-000-720200-100	Safety Equipment & Services	262.10
FEB 2025 CC	33	02/05/2025	02/25	CW -- 3477 Get well soon Cards (x2) > Rite Aid 05957	100-200-000-720400-100	Office Supplies	9.81
FEB 2025 CC	34	02/05/2025	02/25	CW -- 3477 Parking for CSMFO Conference > Csj Cnvnvnt Ctr Garage	100-200-000-750000-100	Staff Travel/Airfare/Meals	25.00
FEB 2025 CC	35	02/05/2025	02/25	CW -- 3477 Gift card for Panelists Recruitment > Amazon.Com*pq6ue0to3	100-100-000-790000-100	Recruiting/Hiring Fees	57.90
FEB 2025 CC	36	02/05/2025	02/25	CW -- 3477 CSW recruitment posting > Neogov	100-100-000-790000-100	Recruiting/Hiring Fees	199.00

Invoice Number	Seq	Invoice Date	GL Period	Description	GL Account	GL Account Description	Total Cost
FEB 2025 CC	37	02/05/2025	02/25	FN -- 9342 Ops morning meeting (all ops staff) > Sq *bobs Donuts Mill Val, CA	100-200-000-750100-100	Staff Conf/Training/Meetings	66.50
FEB 2025 CC	38	02/05/2025	02/25	FN -- 9342 Pre-LAFCO meeting SD No. 2 > Spo*mulberrystreetpizzeri, CA	100-200-000-750100-100	Staff Conf/Training/Meetings	56.87
FEB 2025 CC	39	02/05/2025	02/25	RZ -- 2033 Fuel for JT05 > A&a Gas & Food Mart L	100-100-000-730300-100	Vehicle Fleet Fuel	125.04
FEB 2025 CC	40	02/05/2025	02/25	RZ -- 2033 Fuel for JT05 > Peters Beacon	100-100-000-730300-100	Vehicle Fleet Fuel	133.99
FEB 2025 CC	41	02/05/2025	02/25	RZ -- 2033 Fuel for JT06 > Peters Beacon	100-100-000-730300-100	Vehicle Fleet Fuel	109.45
FEB 2025 CC	42	02/05/2025	02/25	PB -- 3485 Engineering Crew Lunch > Tst*gotts Roadside - Ma	100-100-000-750100-100	Conferences/Training/Meetings	122.01
FEB 2025 CC	43	02/05/2025	02/25	PB -- 3485 Icloud additional Storage recurring fee > Apple.Com/Bill	100-200-000-780200-100	Information Technology Service	.99
FEB 2025 CC	44	02/05/2025	02/25	PB -- 3485 County recorder fee - 125-137 Hillside Avenue, Kentfield > Recorder Clerk,County of Marin	100-300-000-799200-200	LRLP Disbursement	52.50
FEB 2025 CC	45	02/05/2025	02/25	PB -- 3485 County recorder fee - 52 Camino De Herrera > Recorder Clerk,County of Marin	100-300-000-799200-200	LRLP Disbursement	44.50
JAN 2025 CC	1	01/25/2025	02/25	PB -- 1668 Parts for Refrigeratos < Parts Town, LLC	100-100-000-730100-100	Facilities Maintenance/Repairs	95.68
JAN 2025 CC	2	01/25/2025	02/25	JH -- 1902 Pick UP Vehicle < Uber	100-100-000-730200-100	Vehicle Fleet Repairs	81.92
JAN 2025 CC	3	01/25/2025	02/25	JH -- 1902 Returned Rain Boots < Amazon Mark*Z33kq1bc2	100-100-000-720300-100	Uniforms	125.63
JAN 2025 CC	4	01/25/2025	02/25	JH -- 1902 CWEA Awards Dinner < California Water Environ	100-100-000-750100-100	Conferences/Training/Meetings	50.00
JAN 2025 CC	5	01/25/2025	02/25	JH -- 1902 First AIDE Supplies < Amazon Mark* Z512x3d31	100-100-000-720200-100	Safety Equipment & Services	37.99
JAN 2025 CC	6	01/25/2025	02/25	JH -- 1902 First AIDE Supplies < Amazon Mark* Z50443w61	100-100-000-720200-100	Safety Equipment & Services	32.70
JAN 2025 CC	7	01/25/2025	02/25	MV -- 1739 CWEA Empire Award Banquet 2025-Member < California Water Environ	100-100-000-750100-100	Conferences/Training/Meetings	50.00
JAN 2025 CC	8	01/25/2025	02/25	SM -- 8652 Monthly Board member Breakfast < Garden Cafe	100-200-000-755100-100	Board Conf/Training/Meetings	90.25
JAN 2025 CC	9	01/25/2025	02/25	SM -- 8652 Travel Lunch < Sfo Bourbon Pub	100-200-000-750000-100	Staff Travel/Airfare/Meals	30.16
JAN 2025 CC	10	01/25/2025	02/25	SM -- 8652 Baggage fee < Alaska Air	100-200-000-750000-100	Staff Travel/Airfare/Meals	35.00
JAN 2025 CC	11	01/25/2025	02/25	SM -- 8652 Board Member Dinner < Pool Lobby Bar - Hilton	100-200-000-750000-100	Staff Travel/Airfare/Meals	91.48
JAN 2025 CC	12	01/25/2025	02/25	SM -- 8652 Trave - Airport to Hotel < Uber *trip	100-200-000-750000-100	Staff Travel/Airfare/Meals	31.43
JAN 2025 CC	13	01/25/2025	02/25	SM -- 8652 Board Member Dinner < El Mirasol Regional Cuisi	100-200-000-750000-100	Staff Travel/Airfare/Meals	116.26
JAN 2025 CC	14	01/25/2025	02/25	SM -- 8652 Travel - Hotel to Restaurant < Uber *trip	100-200-000-750000-100	Staff Travel/Airfare/Meals	17.39
JAN 2025 CC	15	01/25/2025	02/25	SM -- 8652 Travel - Restaurant to Hotel < Uber *trip	100-200-000-750000-100	Staff Travel/Airfare/Meals	17.32
JAN 2025 CC	16	01/25/2025	02/25	SM -- 8652 Travel - Hotel to Field Trip < Uber *trip	100-200-000-750000-100	Staff Travel/Airfare/Meals	28.18
JAN 2025 CC	17	01/25/2025	02/25	AP -- 4097 Cell Phones < Vzwriss*apocc Visb	100-100-000-745400-100	Telephone Utility	2,951.57
JAN 2025 CC	18	01/25/2025	02/25	AP -- 4097 Cartridge, Chair Mat, Printer Paper < Amazon Mktp	100-200-000-720400-100	Office Supplies	372.07
JAN 2025 CC	19	01/25/2025	02/25	AP -- 4097 5 - Heavy Duty Date Stamp < Amzn Mktp Us	100-200-000-720400-100	Office Supplies	201.85
JAN 2025 CC	20	01/25/2025	02/25	AP -- 4097 Marin IJ Advertising < Ca Newspapers Adv S	100-200-000-780700-100	Community Outreach Services	830.00
JAN 2025 CC	21	01/25/2025	02/25	AP -- 4097 Azure < Microsoft-G073452876	100-200-000-790200-100	Annual Software Renewal Costs	153.76
JAN 2025 CC	22	01/25/2025	02/25	AP -- 4097 Answering service < Gotocom*gotconnect	100-200-000-745400-100	Telephone Utility	631.73
JAN 2025 CC	23	01/25/2025	02/25	AP -- 4097 2000 Larkspur Landing < Comcast California	100-100-000-745300-100	Cable/Internet Utility	439.98
JAN 2025 CC	24	01/25/2025	02/25	AP -- 4097 Marin IJ 4-Week Digital Subscription < Marin Independent Journ	100-200-000-780700-100	Community Outreach Services	18.00
JAN 2025 CC	25	01/25/2025	02/25	AP -- 4097 Internet back up < ATT	100-100-000-745300-100	Cable/Internet Utility	103.24
JAN 2025 CC	26	01/25/2025	02/25	AP -- 4097 1111 Andersen Dr < Comcast California	100-100-000-745300-100	Cable/Internet Utility	258.59
JAN 2025 CC	27	01/25/2025	02/25	AP -- 4097 Membership / Cert < California Water Environ	100-100-000-750200-100	Membership/Association/Certifi	3,880.00
JAN 2025 CC	28	01/25/2025	02/25	AP -- 4098 1111 Andersen Dr - Ethernet Equipment < Comcast Business	100-100-000-745300-100	Cable/Internet Utility	1,192.35
JAN 2025 CC	29	01/25/2025	02/25	AP -- 4099 Marin IJ Advertising < Ca Newspapers Adv S	100-200-000-780700-100	Community Outreach Services	901.80
JAN 2025 CC	30	01/25/2025	02/25	AP -- 4100 Email marketing < Eig	100-200-000-790200-100	Annual Software Renewal Costs	82.00
JAN 2025 CC	31	01/25/2025	02/25	NS -- 1721 Tools for Pump Crew PT01 < Amazon.com	100-100-100-720100-100	Tools-PS	77.93
JAN 2025 CC	32	01/25/2025	02/25	NS -- 1721 Smog Test < Fuel 24-7 Lucky Drive	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
JAN 2025 CC	33	01/25/2025	02/25	NS -- 1721 PT15 Tail Light Replacement < Amazon Mktp	100-100-000-730200-100	Vehicle Fleet Repairs	50.24
JAN 2025 CC	34	01/25/2025	02/25	NS -- 1721 Pump Crew Tools - Milwaukee Lithium-Iron Brushless Cordless < Amazon Mktp	100-100-100-720100-100	Tools-PS	393.29
JAN 2025 CC	35	01/25/2025	02/25	NS -- 1721 Pump Crew Tools - Milwaukee M18 Six Pack Sequential Charger < Amazon Mktp	100-100-100-720100-100	Tools-PS	151.77
JAN 2025 CC	36	01/25/2025	02/25	NS -- 1721 Shop Fleet Tools < Amazon.com	100-100-000-730200-100	Vehicle Fleet Repairs	87.53
JAN 2025 CC	37	01/25/2025	02/25	NS -- 1721 Spare level Transmitter < Instrumart	100-100-100-730000-100	Equipment Repairs-PS	776.84
JAN 2025 CC	38	01/25/2025	02/25	NS -- 1721 Key Tags < Amazon Mktp	100-100-100-730000-100	Equipment Repairs-PS	14.19
JAN 2025 CC	39	01/25/2025	02/25	NS -- 1721 Trailer Plugs for PS < Amazon Mktp	100-100-100-730000-100	Equipment Repairs-PS	39.42
JAN 2025 CC	40	01/25/2025	02/25	NS -- 1721 Water Jug for Clean up < Amazon Mktp	100-100-400-730000-100	Equipment Repairs-CCTV	25.73
JAN 2025 CC	41	01/25/2025	02/25	NS -- 1721 PS Generator Light < Amazon Mktp	100-100-100-730000-100	Equipment Repairs-PS	10.27
JAN 2025 CC	42	01/25/2025	02/25	JV -- 7256 Plastic Pedal RAT Snap Trap < Home Depot	100-100-000-730150-100	Tenant Shared Cost - Repairs	35.08
JAN 2025 CC	43	01/25/2025	02/25	JV -- 7256 Leadership, Team-Building and Coaching Skills for Managers and Supervisors < Fred Pryor- Caree	100-100-000-750100-100	Conferences/Training/Meetings	299.00
JAN 2025 CC	44	01/25/2025	02/25	JV -- 7256 Smog Check < Fuel 24-7 Lucky Dr Smog	100-100-000-730200-100	Vehicle Fleet Repairs	81.70
JAN 2025 CC	45	01/25/2025	02/25	CW -- 3477 SHRM annual membership < Societyforhumanresource	100-200-000-750200-100	Membership/Association/Certifi	264.00
JAN 2025 CC	46	01/25/2025	02/25	CW -- 3477 Operation Supervisor Job Posting < Jobelephant.Com, Inc.	100-100-000-790000-100	Recruiting/Hiring Fees	410.97
JAN 2025 CC	47	01/25/2025	02/25	CW -- 3477 Refund from Hotel - CASA < Hilton Hotels	100-200-000-755000-100	Board Travel/Airfare/Meals	281.82-
JAN 2025 CC	48	01/25/2025	02/25	CW -- 3477 Refund from Hotel - CASA < Hilton Hotels	100-200-000-755000-100	Board Travel/Airfare/Meals	281.82-
JAN 2025 CC	49	01/25/2025	02/25	CW -- 3477 BACWA meeting drinks < Smart And Final 526	100-200-000-750100-100	Staff Conf/Training/Meetings	34.17
JAN 2025 CC	50	01/25/2025	02/25	CW -- 3477 BACWA meeting lunch < Ezcater*nick The Greek	100-200-000-750100-100	Staff Conf/Training/Meetings	276.73
JAN 2025 CC	51	01/25/2025	02/25	CW -- 3477 Moore flight to CWEA < Alaska Air	100-100-000-750000-100	Travel/Airfare/Meals Reimb	166.60
JAN 2025 CC	52	01/25/2025	02/25	CW -- 3477 Flight to CWEA < Southwes	100-100-000-750000-100	Travel/Airfare/Meals Reimb	217.96
JAN 2025 CC	53	01/25/2025	02/25	CW -- 3477 HR Forum drinks/dessert < Smart And Final 526	100-200-000-750100-100	Staff Conf/Training/Meetings	43.32
JAN 2025 CC	54	01/25/2025	02/25	CW -- 3477 HR Forum lunch < Ezcater*the Artisan Ki	100-200-000-750100-100	Staff Conf/Training/Meetings	348.49
JAN 2025 CC	55	01/25/2025	02/25	PB -- 3485 CWEA Empire Award Banquet 2025-Member < CWEA	100-100-000-750100-100	Conferences/Training/Meetings	50.00
JAN 2025 CC	56	01/25/2025	02/25	PB -- 3485 Icloud additional Storage recurring fee < Apple.com	100-200-000-780200-100	Information Technology Service	.99
JAN 2025 CC	57	01/25/2025	02/25	PB -- 3485 WEF - Young Professionals Membership, CA WEA < Water Environment Federation	100-300-000-750200-100	Membership/Association/Certifi	37.50
Total 1493 Wells Fargo Bank-Credit Card (AutoDR):							32,978.17
Grand Totals:							32,978.17

## 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 = 1844

[Report].GL Period = "02/25"

Invoice Number	Seq	Invoice Date	GL Period	Description	GL Account	GL Account Description	Total Cost
<b>1844 US Bank - Calcard CC (AutoDR)</b>							
FEB 2025 CC	1	01/08/2025	02/25	AP -- 0738 Office supplies > AMAZON RETA* Z554D23O2	100-200-000-720400-100	Office Supplies	151.93
FEB 2025 CC	2	01/08/2025	02/25	AP -- 0738 Storage fee for storing CCTV backups - 12/2024 > AMAZON WEB SERVICES	100-200-000-790200-100	Annual Software Renewal Costs	148.24
FEB 2025 CC	3	01/08/2025	02/25	AP -- 0738 Coffee > AMAZON RETA* ZD0IQ8XI0	100-200-000-720400-100	Office Supplies	136.76
FEB 2025 CC	4	01/08/2025	02/25	AP -- 0738 Office supplies > AMAZON MKTPL*ZD7GH0870	100-200-000-720400-100	Office Supplies	36.03
FEB 2025 CC	5	01/08/2025	02/25	AP -- 0738 Azure > MSFT * E0400UT3TD	100-200-000-790200-100	Annual Software Renewal Costs	144.97
FEB 2025 CC	6	01/08/2025	02/25	AP -- 0738 County clerk fee for notary filing > VCN*MARINCOCLERKCTR	100-200-000-750100-100	Staff Conf/Training/Meetings	31.50
FEB 2025 CC	7	01/08/2025	02/25	AP -- 0738 Recorder's fee for notary > VCN*MARINCORECORDERCTR	100-200-000-750100-100	Staff Conf/Training/Meetings	20.50
FEB 2025 CC	8	01/08/2025	02/25	AP -- 0738 Shipping charge for notary bond > NOTARY LEARNING CENTER, I	100-200-000-750100-100	Staff Conf/Training/Meetings	30.00
FEB 2025 CC	9	01/08/2025	02/25	AP -- 0738 Office supplies > AMAZON MKTPL*Z549T5BN1	100-200-000-720400-100	Office Supplies	62.74
FEB 2025 CC	10	01/08/2025	02/25	AP -- 0738 Creamer > MOLLIE STONES #4	100-200-000-720400-100	Office Supplies	4.29
FEB 2025 CC	11	01/08/2025	02/25	AP -- 0738 Meeting with county supervisor > SQ *VICTORIA BAKERY & CAF	100-200-000-750100-100	Staff Conf/Training/Meetings	19.86
FEB 2025 CC	12	01/08/2025	02/25	AP -- 0738 Office supplies > AMAZON RETA* Z52KZ6K21	100-200-000-720400-100	Office Supplies	7.14
FEB 2025 CC	13	01/08/2025	02/25	AP -- 0738 Board meeting > WHOLEFDS SRF 10071	100-200-000-755100-100	Board Conf/Training/Meetings	124.64
FEB 2025 CC	14	01/08/2025	02/25	AP -- 0738 Sandwiches for county supervisor meeting > ANDRONICO'S #2455	100-200-000-750100-100	Staff Conf/Training/Meetings	15.98
FEB 2025 CC	15	01/08/2025	02/25	AP -- 0738 Napkins for supervisor meeting > MOLLIE STONES #4	100-200-000-750100-100	Staff Conf/Training/Meetings	7.09
FEB 2025 CC	16	01/08/2025	02/25	AP -- 0738 Meeting with county supervisor > SQ *VICTORIA BAKERY & CAF	100-200-000-750100-100	Staff Conf/Training/Meetings	14.72
FEB 2025 CC	17	01/08/2025	02/25	AP -- 0738 Creamer > SMART AND FINAL 526	100-200-000-720400-100	Office Supplies	10.68
FEB 2025 CC	18	01/08/2025	02/25	AP -- 0738 All hands meeting > SMART AND FINAL 526	100-200-000-750100-100	Staff Conf/Training/Meetings	62.96
FEB 2025 CC	19	01/08/2025	02/25	AP -- 0738 Office supplies > AMAZON MKTPL*ZC2K66CV1	100-200-000-720400-100	Office Supplies	10.80
FEB 2025 CC	20	01/08/2025	02/25	AP -- 0738 Office supplies > AMAZON MKTPL*ZC2968OC1	100-200-000-720400-100	Office Supplies	23.04
FEB 2025 CC	21	01/08/2025	02/25	AP -- 0738 UPS pick up > UPS*29CEMK2CKKM	100-200-000-720400-100	Office Supplies	14.75
FEB 2025 CC	22	01/08/2025	02/25	AP -- 0738 Label for Condition Assessment package > UPS*1Z8JTV650325532220	100-200-000-720400-100	Office Supplies	112.91
FEB 2025 CC	23	01/08/2025	02/25	AP -- 0738 Storage fee for storing CCTV backups - 01/2025 > AMAZON WEB SERVICES	100-200-000-790200-100	Annual Software Renewal Costs	148.34
FEB 2025 CC	24	01/08/2025	02/25	AP -- 0738 Office supplies > AMAZON MKTPL*Z77233010	100-200-000-720400-100	Office Supplies	120.98
JAN 2025 CC	1	12/06/2024	02/25	AP -- 0738 Graphic Design Services > BUEL CREAT* (1 OF 1 PA	100-200-000-780700-100	Community Outreach Services	1,080.00
JAN 2025 CC	2	12/06/2024	02/25	AP -- 0738 UPS pickup for condition assessment crew > UPS*299BK8B7D1G	100-200-000-720400-100	Office Supplies	13.90
JAN 2025 CC	3	12/06/2024	02/25	AP -- 0738 Plates > AMAZON RETA* ZX6LP2XK2	100-200-000-720400-100	Office Supplies	82.58
JAN 2025 CC	4	12/06/2024	02/25	AP -- 0738 All hands and coffee creamer > SMART AND FINAL 526	100-200-000-750100-100	Staff Conf/Training/Meetings	54.04
JAN 2025 CC	5	12/06/2024	02/25	AP -- 0738 Office supplies > AMAZON MKTPL*ZR0WX69K0	100-200-000-720400-100	Office Supplies	125.03
JAN 2025 CC	6	12/06/2024	02/25	AP -- 0738 Office supplies > AMAZON RETA* ZR97J7YR1	100-200-000-720400-100	Office Supplies	140.56
JAN 2025 CC	7	12/06/2024	02/25	AP -- 0738 Graphic Design Services - additional > BUEL CREAT* (1 OF 1 PA	100-200-000-780700-100	Community Outreach Services	1,080.00
JAN 2025 CC	8	12/06/2024	02/25	AP -- 0738 Azure > MSFT * E0400UHKLJ	100-200-000-790200-100	Annual Software Renewal Costs	164.83
JAN 2025 CC	9	12/06/2024	02/25	AP -- 0738 Creamer > SMART AND FINAL 526	100-200-000-720400-100	Office Supplies	18.57
JAN 2025 CC	10	12/06/2024	02/25	AP -- 0738 End of year party cookies > CARDENAS MARKETS	100-200-000-720400-100	Office Supplies	15.98
JAN 2025 CC	11	12/06/2024	02/25	AP -- 0738 Board meeting food > WHOLEFDS SRF 10071	100-200-000-755100-100	Board Conf/Training/Meetings	145.32
JAN 2025 CC	12	12/06/2024	02/25	AP -- 0738 Office supplies > AMAZON MKTPL*ZE74X44G0	100-200-000-720400-100	Office Supplies	35.68

Invoice Number	Seq	Invoice Date	GL Period	Description	GL Account	GL Account Description	Total Cost
JAN 2025 CC	13	12/06/2024	02/25	AP -- 0738 Office supplies > AMAZON MKTPL*ZE4341RT2	100-200-000-720400-100	Office Supplies	41.61
Total 1844 US Bank - Calcard CC (AutoDR):							4,458.95
Grand Totals:							4,458.95

## 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 = 1844  
[Report].GL Period = "02/25"

**Ross Valley Sanitary District  
Payroll Payment Detail  
February 28, 2025**

**TOTAL DISTRICT PAYROLL**

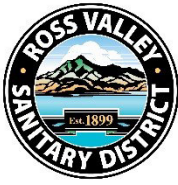
	Pay Date	Payroll Period	Paid Amount
1	2/5/2025	Payroll period 01/20/2025 - 02/02/2025	\$ 127,003.40
2	2/19/2025	Payroll period 02/03/2025 - 02/16/2025	131,895.99
3	<b>Total payroll payments</b>		<b>\$ 258,899.39</b>

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

**DISTRICT BOARD OF DIRECTOR STIPENDS**

*\*In alphabetical order by last name*

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



## ROSS VALLEY SANITARY DISTRICT

1111 Andersen Dr

San Rafael, CA 94901

415-259-2949 ~ rvsd.org

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### STAFF REPORT

**For the Meeting of April 16, 2025**

April 3, 2025

To: Board of Directors

From: Phil Benedetti, P.E., Senior Engineer  
Cristina Velazquez, Management Analyst

Subject: **Grant Tentative Approval for Public Sewer Extension (PSX) Permit No. 410, to be Constructed within Magnolia Ave., Larkspur, CA**

#### Summary

This staff report is being brought to the Board for consideration of granting tentative approval for PSX Permit No. 410, to be constructed within Magnolia Ave. near the intersection with Estelle Ave., to serve the property of 1141 Magnolia Avenue, Larkspur, CA.

#### Background and Discussion

The Magnolia Village Townhouse Condominiums project is a proposed 20-unit apartment complex with two additional commercial units located at 1141 Magnolia Ave, Larkspur, CA 94939 ("Magnolia Village"). The project consists of the partial remodel of existing commercial buildings to be replaced with 3-story townhouse style condominium buildings comprised of 20 apartment units, and two retail units, with another portion of the commercial area to be retained and remodeled.

The housing development, which is in the vicinity of College of Marin and North Magnolia Business District, includes a parking lot structure and site work that necessitates rerouting an existing 95 linear foot sewer main, requiring a Public Sewer Extension (PSX) to bring sewer service to the new housing and commercial units. The current project includes the construction of 71 linear feet of 6-inch sewer main, and one new sanitary sewer manhole on Magnolia Ave.

Additionally, a total of 358 linear feet of private sewer laterals are to be installed with this work to serve the 22 new units that are currently in the planning stages. These new units will pay a permit fee as well as capacity charges to Ross Valley Sanitary District and Central Marin Sanitation Agency and sewer service charges in the future.

#### Tentative Approval of Public Sewer Extension

The proposed sewer system improvements on the applicant's preliminary construction plans were reviewed and found to comply, in general, with District Standards. Please note that the

plans depict both the Public Sewer Extension (PSX) elements as well as the on-site (private) sewer lateral improvements. The Board is only being asked to evaluate and consider the tentative approval of the PSX improvements. The on-site private lateral improvements will be subject to a private lateral permit issued by staff.

Staff have reviewed the applicant's PSX plans and associated documents received to date, including the PSX application fee of \$500 per Ordinance No. 93, and recommends tentative approval of the PSX. Once the tentative approval is granted, the applicant may continue with the application process with the guidance of staff.

#### California Environmental Quality Act (CEQA)

This project to construct the new housing development with commercial units is located in the City of Larkspur, and the developers are addressing the requirements of CEQA through the City's planning and permitting processes.

#### Next Steps

If tentative approval is granted for PSX 410, the applicant will submit the final approval PSX fee of \$8,578, a set of approved engineered plans, and performance and maintenance bonds equal to 100% and 10%, respectively, of the District's estimate of construction costs.

#### **Recommendation**

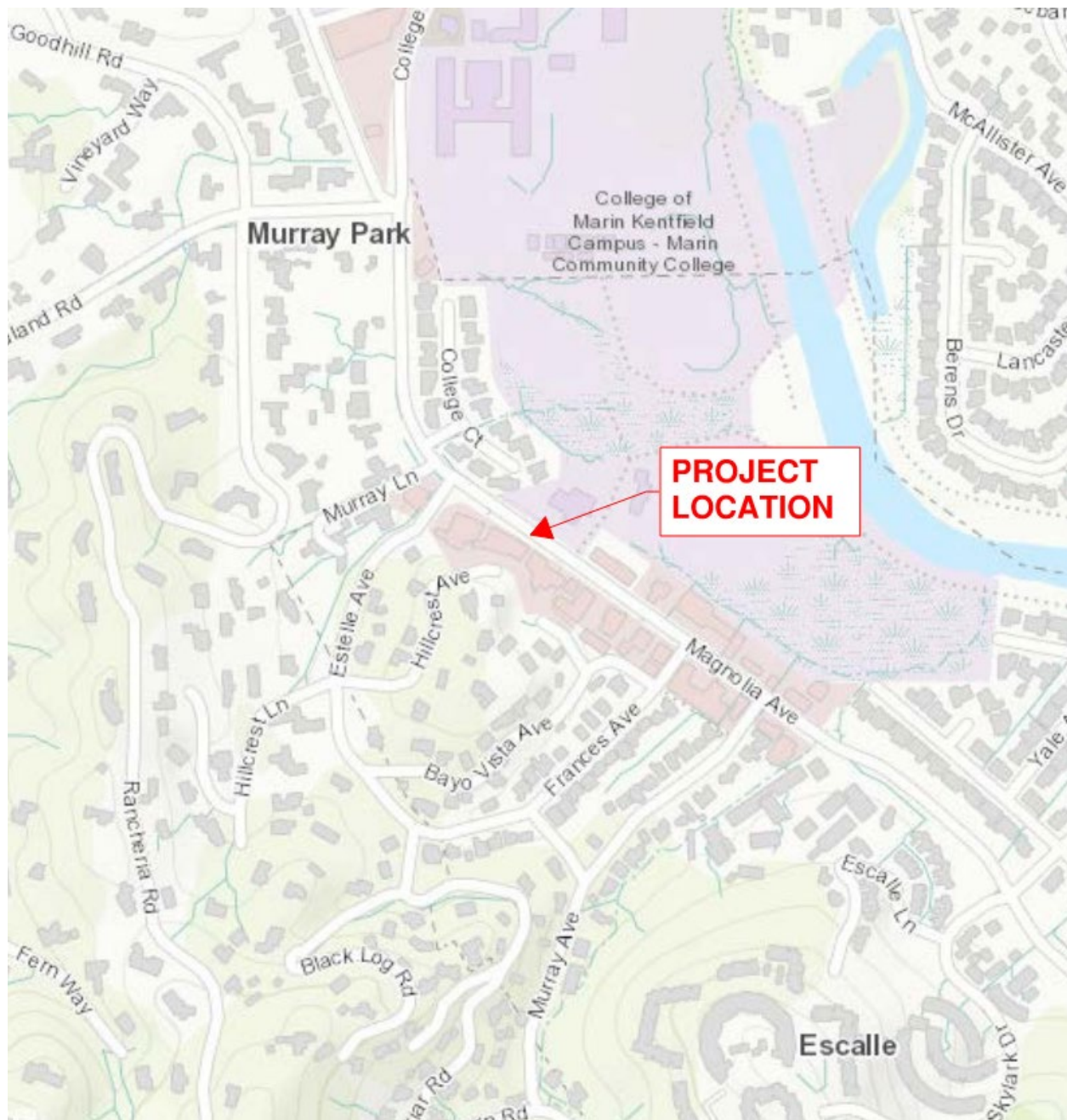
Grant tentative approval for Public Sewer Extension (PSX) Permit No. 410, to be constructed within Magnolia Ave, to serve the property of 1141 Magnolia Ave, Larkspur, CA.

Attachment(s):

- A) Location Map
- B) PSX Permit Application



## Project Location Map





## ROSS VALLEY SANITARY DISTRICT

1111 Andersen Dr., San Rafael, CA 94901

Tel. 415-259-2949 | www.rvsd.org

### Public Sewer Extension (PSX) Application

**1. TENTATIVE APPROVAL:** Applicant hereby applies for a permit to install a PSX at the location described below. Said sewer shall become a public sewer upon completion and acceptance by the District's Board.

Applicant's Name: Anthony J. Craig

Applicant's Phone: [REDACTED]

Applicant's Email: [REDACTED]

Applicant's Address: 121 San Anselmo Avenue #159, San Anselmo, CA 94979

Location of PSX to be installed under this application: Lot 1 of APN 020-34-14. 1159 Magnolia Avenue, Larkspur, CA. **Applicant herewith submits:**

- District Application Fee (\$500.00 cashier's check or money order).
- Electronic preliminary plans & specifications for preliminary review and comment.
- Name of engineer who prepared plans and specifications: CBG
- Engineer's License Number: 89309
- Engineer's Materials List (Page 3 of application form).

### 2. LOCAL PLANNING AGENCY APPROVAL:

- Applicant's Name: Edge Development Group
- Local Planning Agency Approval of project was granted on 5/3/2023
- Approved by: City of Larkspur City Council
- Local Planning Agency document copy submitted to the District on 5/16/2022 (will serve letter)
- If the Local Planning Agency requires the District to perform CEQA review, Applicant must meet requirements in the following **Section 3**. If no, proceed to **Section 4**.

**3. CEQA REVIEW (if required):** If District is required to perform CEQA review, Applicant must submit a letter requesting the District proceed with CEQA Review and pay a processing fee of **\$2,000.00**. The District shall refund the applicant any difference between the fee paid and the actual cost of processing. If the actual cost exceeds \$2,000, Applicant shall pay the District an amount equal to the full cost associated with the CEQA review process.

- \$\_\_\_\_\_ CEQA processing fee (\$2,000 cashier's check or money order) paid \_\_\_\_/\_\_\_\_/\_\_\_\_.
- \$\_\_\_\_\_ Total CEQA associated costs
- \$\_\_\_\_\_ Difference paid by or credited to Applicant on \_\_\_\_/\_\_\_\_/\_\_\_\_.
- Project met CEQA requirements on \_\_\_\_/\_\_\_\_/\_\_\_\_.

**4. FINAL REVIEW:** Applicant hereby requests final approval of the PSX by the Board and submits:

- Final District Approval Fee less the Application Fee of \$500.00 (see fee schedule).
- Electronic final approved engineered plans.
- Performance Bond (100% of the District's estimate) \$ \_\_\_\_\_ Submitted on \_\_\_\_/\_\_\_\_/\_\_\_\_
- Maintenance Bond (10% of the District's estimate) \$ \_\_\_\_\_ Submitted on \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant certifies that they understand the District Sanitary Code, Standard Specifications & Drawings, and the Procedures for Public Sewer Extensions. Applicant certifies they are acquainted with all terms and requirements.

Undersigned acknowledges that payment of the PSX costs and fees does not include the private sewer connection permit fees, which must be paid upon application for the private sewer connection permit(s), after the Board accepts the PSX.

Date: 4/2/2025

Signed by Applicant: \_\_\_\_\_

DocuSigned by:

Mark Yazdani

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**For District Use Only:**

Date Application received by District: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Initial Site Review conducted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Staff Conducting Initial Site Review: \_\_\_\_\_

Preliminary proof of right-of-way or deed of easement required? Yes or No

Preliminary soils evaluation prepared by a Soils Engineer required? Yes or No

District's estimated cost of installation: \$ \_\_\_\_\_

Tentative approval granted by the Board on \_\_\_\_/\_\_\_\_/\_\_\_\_.

Tentatively approved on behalf of District by \_\_\_\_\_

(**NOTE:** Tentative approval is effective for six months from date of Board approval during which time Applicant must obtain local planning approval of a project to be served by the PSX applied for. Upon request of Applicant prior to expiration, extensions may be granted at Board's discretion.)

**FINAL APPROVAL:**

PSX Project was accepted by the Board on \_\_\_\_/\_\_\_\_/\_\_\_\_

Public Sewer Extension Permit Number \_\_\_\_\_

Issued on \_\_\_\_/\_\_\_\_/\_\_\_\_

Issued by: \_\_\_\_\_

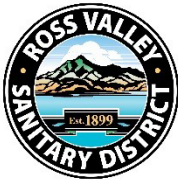
(**NOTE: The permit expires one year from date of issue.**)

**ENGINEER'S MATERIALS LIST**

The Engineer's Materials List shall include the following: lineal feet, size, and depth of Public Sewer pipe, number of manholes and/or rod holes. This will be the basis of the District's calculations to determine the District's estimated cost of the proposed PSX.

\* See District Specifications to determine whether a concrete cap is needed depending on type of pipe and depth public sewer is to be installed.

Item	Description	Quantity	Unit Cost	Total this Item
Sanitary Sewer Main (Include pipe size, type, lineal ft., and depth			\$	\$
Sanitary Sewer Manholes and/or Rod holes				
Concrete Cap, if applicable				
<b>Total Construction Cost</b>				<b>\$</b>

**ROSS VALLEY SANITARY DISTRICT**

1111 Andersen Dr

San Rafael, CA 94901

415-259-2949 ~ rvsd.org

**STAFF REPORT****For the Meeting of April 16, 2025**

April 4, 2025

To: Board of Directors

From: Phil Benedetti, P.E., Senior Engineer  
Cristina Velazquez, Management AnalystSubject: **Adopt Resolution No. 25-1668 Reducing Sewer Connection Fees for the Affordable Housing Units at 1141 Magnolia Ave., Larkspur****Summary**

Staff requests Board consideration of adopting Resolution No. 25-1668 reducing the connection fees for the affordable housing units project located at 1141 Magnolia Ave., Larkspur.

**Background and Discussion**

On May 22, 2024, the District passed and adopted Ordinance No. 93, establishing Sewer Capacity Charges. Section 26 of Ordinance No. 93 allows the District, by resolution of the Board, to approve a reduction of up to 50% of Sewer Capacity Charges for legally restricted affordable, low income, disabled, senior citizen and similar below-market rate housing units approved by the appropriate land use and zoning jurisdiction.

The Magnolia Village Townhouse Condominiums project, a proposed 20-unit apartment complex with commercial units located at 1141 Magnolia Ave, Larkspur, CA 94939 ("Magnolia Village") will provide legally restricted apartments, with four of the 20 units designated as below-market rate housing units for low-income residents.

**Sewer Connection Fee Reduction Request**

As the attached adopted Resolution (Attachment A) from the City of Larkspur dated May 3, 2023, indicates, Magnolia Village qualifies (for purposes of Ordinance No. 93, Section 26) as a below-market rate housing unit, the recommended reduction in fees is 50%.

<b>Connection Fee Undiscounted</b>	<b>Connection Fee w/50% Reduction</b>
\$254,603.04	\$216,407.40

A complete summary of fees to be paid by the applicant is provided as Attachment B.

As a reminder, the District's total connection fee includes a Central Marin Sanitation Agency (CMSA) capacity fee. Over half of the connection fee collected by RVSD is a pass-thru to CMSA. CMSA Ordinance 2023-1 provides that

*...“Those residential construction projects which a Member Agency designates and determines are qualified for reduced local sewer connection fees shall also automatically qualify for a reduced regional capacity charge. However, the Agency’s regional capacity charge shall be reduced only by the same proportionate amount as the Member Agency’s connection fee”.*

Should the District Board reduce the project connection fees to \$216,407.40, the District would receive \$88,639.39 in actual connection fee revenue. The other part of the connection fees collected would be delivered to CMSA as the treatment plant capacity charge payment for the project.

Other utility districts in the area provide similar fee reductions to projects of this nature. Sausalito-Marin City Sanitary District (SMCSD) reduces fees on a “case-by-case” basis, upon petition to their Board of Directors. The City of Santa Rosa Utility Department offers a 50% reduction for 100% affordable projects. Also, Marin Municipal Water District (MMWD) provides a 50% reduction in connection fees to eligible projects.

In Fiscal Year 2024-25, the District's net revenue connection/capacity charges are budgeted at \$200,000. Connection fee revenues are dedicated to the District's capital budget. This year's connection fee revenue is exceeding the budgeted amount. In this context, reducing the fee will not adversely affect expected revenue in this category.

### **Recommendation**

Adopt Resolution No. 25-1668 reducing connection fees by 50% for the affordable housing units at 1141 Magnolia Ave., Larkspur.

Attachment(s):

- A) City of Larkspur Resolution adopted May 3, 2023
- B) Summary of Fees to be Collected
- C) Draft Resolution 25-1668
- D) Ord. 93 Sewer Connection Fees and Sewer Permit Fees

**CITY OF LARKSPUR  
RESOLUTION 20/23**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LARKSPUR  
DENYING AN APPEAL AND APPROVING APPLICATION NO. #21-55 FOR THE  
MAGNOLIA VILLAGE PROJECT AT 1133-1169 MAGNOLIA AVENUE PROPOSING  
TO MODIFY AN EXISTING 5,230 SQ FT COMMERCIAL BUILDING AND PERMIT A  
MIXED-USE 20-UNIT CONDOMINIUM AND RETAIL PROJECT, INCLUDING FOUR  
AFFORDABLE RESIDENTIAL UNITS ON TWO RECONFIGURED PARCELS**

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**WHEREAS**, on October 21, 2021, Edge Development Group (Applicant) submitted a "Preliminary Application" pursuant to Government Code Section 65941.1 for development of a mixed-use housing development project for the site located 1133 - 1169 Magnolia Avenue (APN: 020-034-14) under the then-existing ordinances, policies, and standards; and

**WHEREAS**, on November 17, 2021, the City of Larkspur Planning Department received a applications requesting a Vesting Tentative Map, a Conditional Use Permit, a Design Review Permit, Circulation Assessment Permit, and Slope and Hillside Development Permit to construct a new, mixed-use project with 20 residential units (including 4 units affordable to moderate and low income households) and 6,958 sq ft of commercial/retail space and 50 on-site parking spaces, and requesting waivers and concessions under the State Density Bonus Law for height/stories, parking, floor area, and setbacks (the "Project"); and

**WHEREAS**, the Project is located in the C-2 District, which allows multiple-family housing as a second floor use above commercial with a conditional use permit at a maximum density of 21 dwelling units per acre of land; and

**WHEREAS**, the 1.64 acre Project site is made up of multiple lots and the Project proposes through the Vesting Tentative Map to merge and resubdivide the site into two lots including one 1.17 acre lot that will allow a base residential density of 24 dwelling units and 20 dwelling units are proposed; and

**WHEREAS**, the City's Inclusionary Housing Requirements, LMC Chapter 18.25, requires 10 percent of the for-sale units to be for moderate income households (2 units) and 10 percent for low-income households (2 units), which entitles the Project to receive one density bonus concession and unlimited waivers of development standards pursuant to Government Code Section 65915, et seq.; and

**WHEREAS**, the Applicant is seeking to use the density bonus concession and waivers to allow: a) a building with a primary height of 54 feet and four stories, where the Zoning Code allows for 25 feet and 2 stories; b) a front setback of 13.5 feet, where the Code requires a setback of 15 feet; c.) a street side setback of 0 feet, where the Code requires a setback of 12 feet for residential uses; d) a rear setback of 6 feet, where the Code requires a setback of 15 feet for residential uses; e) floor area ratio of 1.02, where the Code allows 0.40 and only exempts 2<sup>nd</sup> story residential floor area over 1<sup>st</sup> story commercial area; and f) waiver of commercial parking spaces; and



**WHEREAS**, the applicant seeks reduced parking available under Government Code Section 65915(e) to allow for a reduction in the minimum onsite parking requirement for residential units; and

**WHEREAS**, the application was deemed complete on February 1, 2023; and

**WHEREAS**, the Project can be found categorically exempt from environmental review as in-fill development in accordance with Section 15332 of the California Environmental Quality Act ("CEQA") Guidelines (2 Cal. Code Regs. § 15332); and

**WHEREAS**, on February 15, 2023, the City mailed notice to all property owners and occupants within 500 feet of the project site and posted agendas on the three City bulletin boards announcing a February 28, 2023, Planning Commission public hearing to review the application; and

**WHEREAS**, on February 28, 2023, the Larkspur Planning Commission held a duly noticed Public Hearing on the proposed project by teleconference and considered the staff report, project plans, correspondence and other written materials, and heard testimony from the applicant and interested parties; and

**WHEREAS**, the findings and conclusions made by the Planning Commission in this Resolution are based upon the oral and written evidence presented as well as the entirety of the administrative record for the proposed Project, which is incorporated herein by this reference and the findings are not based solely on the information provided in this Resolution; and

**WHEREAS**, during the regular scheduled meeting of February 28, 2023, the Planning Commission reviewed and adopted the findings, including modified conditions, for approval of the Project;

**WHEREAS**, on March 10, 2023, March 22, 2023, and March 23, 2023, Appellants filed appeals requesting the Larkspur City Council overturn or amend the decision of the Planning Commission;

**WHEREAS**, on April 19, 2023, the Larkspur City Council held a duly-noticed public hearing, noticed in accordance with LMC 2.50.090, to consider the appeal of the Planning Commission's action, at which time all interested parties had the opportunity to be heard.

**NOW, THEREFORE, BE IT RESOLVED**, based upon the entire record, including but not limited to the staff report, oral and written testimony, correspondence and documents referred to in the staff report, that the Larkspur City Council finds that the Project is categorically exempt from review under CEQA Guidelines section 15332 and 15183 for the reasons stated in Exhibit A.

**BE IT FURTHER RESOLVED THAT**, based upon the entire record, including but not limited to the staff report, oral and written testimony, correspondence and documents referred to in the staff report, the Larkspur City Council hereby denies the Appellants' request to overturn or modify the February 28, 2023 action of the Planning Commission



and upholds the Planning Commission's decision to conditionally approve the Project, Planning Application No. #21-55, and approves the Project subject to the findings and conditions in Exhibit A.

**IT IS HEREBY CERTIFIED** that the City Council of the City of Larkspur duly introduced and regularly adopted the foregoing resolution at a regular meeting held on May 3, 2023, by the following vote:

AYES: COUNCILMEMBER: Candell, Carroll, Way, and Mayor Paulson

NOES: COUNCILMEMBER: Haroff

ABSENT: COUNCILMEMBER: None

ABSTAIN: COUNCILMEMBER: None

DocuSigned by:

*Gabe Paulson*

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Gabe Paulson, Mayor

ATTEST:

DocuSigned by:

*Alison Foulis*

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Alison Foulis, City Clerk

**EXHIBIT A**  
**FINDINGS**  
**1133-1169 MAGNOLIA AVENUE, PROJECT 21-55**

**The City Council finds and determines as follows:**

**CEQA.**

On February 1, 2023, staff determined the Project categorically exempt from the requirement for preparation of environmental documents pursuant to the California Environmental Quality Act (Public Resources Code Sections 21000, *et seq.* ("CEQA") and the State CEQA Guidelines (California Code of Regulations, Title 14, Sections 15000, *et seq.*). In-fill development projects that meet the following criteria are categorically exempt from CEQA pursuant to Section 15332 of the State CEQA Guidelines:

- a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.
- b) The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.
- c) The project site has no value as habitat for endangered, rare, or threatened species.
- d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.
- e) The site can be adequately served by all required utilities and public services.

Based on Peer Review analysis of the Project materials, which are included with the agenda item documents associated with this City Council hearing, and incorporated herein by reference, the City Council hereby finds that the project is exempt from further environmental review under CEQA. No exceptions per CEQA Guidelines Section 15300.2 apply to the Project that have not been previously identified and mitigated pursuant to the regulatory requirements and development standards as identified in the 1990 Larkspur General Plan EIR.

Separately and independently, the City Council finds that the Project meets the criteria of CEQA Guidelines Section 15183 and no further environmental review is required based on that CEQA streamlining provision. Based on an examination of the analysis, findings, and conclusions of the 1990 Larkspur General Plan EIR, including in the Project documents provided to the City Council, and incorporated herein by reference, the potential environmental impacts associated with the Project have been analyzed and covered in the 1990 Larkspur General Plan EIR. Specifically:

- The General Plan and Zoning Consistency Analysis demonstrates that, with approval of concessions and waivers under the State Density Bonus Law, the Project is consistent with the applicable bulk, density and land use standards as established by policies of the Land Use Element of the City of Larkspur General Plan, and implementing regulations of the applicable zoning district for the site.
- A Program EIR was prepared and certified by the City of Larkspur for the General Plan (the 1990 Larkspur General Plan EIR). The Project is consistent with the development assumptions of that prior General Plan EIR.
- The Project will not result in significant impacts that were not previously identified as significant project-level, cumulative or off-site effects in the General Plan EIR.
- The Project would not result in new or more severe environmental effects than those previously disclosed in the 1990 Larkspur General Plan EIR, or which may be peculiar

to the Project or its site. The Project's potentially significant effects have already been addressed as such in the 1990 Larkspur General Plan EIR, and any such potentially significant effects will be substantially mitigated by the imposition of regulatory requirements and Project plans prepared pursuant to those regulations and other General Plan policy requirements.

#### **USE PERMIT LMC SECTION 18.76.050**

- 1. The use would be consistent with the intent and purpose stated in the sections of this title which establish the applicable zoning classification.**
- 2. The use would be consistent with the general plan.**
- 3. The use will not be detrimental to the health, safety, morals, comfort, convenience or general welfare of persons residing or working in the neighborhood of such proposed use, nor be injurious to property or improvements in the neighborhood.**
- 4. The use will not be detrimental to the general welfare.**

The proposed Project includes the development of 20 residential condominiums over two corner retail spaces and maintains and improves an existing commercial building and adds an outdoor patio area. The proposed residential units further the City's goals to develop housing. The project site is adjacent to residential uses. The commercial uses in the area are neighborhood serving and will not be detrimental to residential occupants. The Project includes stabilizing the hillside to prevent and capture debris from slides and an on site drainage plan. Although, LMC Section 18.48.022(K) allows only multi-family residential on the second floor over ground floor commercial, the Project qualifies for one concession that allows for modification of this requirement pursuant to State Density Bonus Law (Government Code § 65915). Therefore, after the application of the concession under State Density Bonus Law, the Project is consistent with the intent and purpose and is consistent with the General Plan. The proposed residential uses will not be detrimental to the health, safety, morals, comfort, convenience or general welfare of persons residing or working in the neighborhood of such proposed use, nor be injurious to property or improvements in the neighborhood and the proposed use will not be detrimental to the general welfare.

#### **DENSITY BONUS LMC 18.26.050 (C)**

- 1. If the density bonus is based all or in part on a donation of land, the conditions of Government Code Section 65915(g)(2)(A) through (H) are met.**
- 2. *If the density bonus, incentive or concession is based all or in part on the inclusion of a child care facility, that the conditions included in Government Code Section 65915(h)(2)(A) and (B) are met.***
- 3. *If the incentive or concession includes mixed use development, the findings included in Government Code Section 65915(k)(2) are met.***
- 4. *If a waiver or modification of a development standard is requested, the developer has demonstrated, for each requested waiver or modification, that the waiver or modification is necessary to make the housing units economically feasible and that the development standards from which a waiver or modification is requested will have the effect of precluding the construction of a housing development at the densities to which***

***the applicant is entitled pursuant to this chapter or with the concessions and incentives permitted by this chapter.***

- 5. If affordable housing existed on the site in the five (5) years preceding the application, that the application meets all of the requirements of Government Code Section 65915(c)(3).***

The proposed Project is not located on donated land and does not include a childcare facility. The proposed Project meets the definition of “mixed-use development” as defined in Government Code Section 65915(k)(2). As a mixed-use project, the retail portion of the project is consistent with the Magnolia Avenue commercial corridor and will facilitate the development of the residential units. The requested waivers modify applicable objective standards that would otherwise preclude the construction of the housing at the proposed density. There is no existing affordable housing on the project site.

#### **DESIGN REVIEW LMC 18.64.050**

- 1. Criteria.** The proposed structure or alteration is substantially in conformance with Section 18.64.050, Criteria for Approval of Applications.
- 2. Compatibility with neighbors.** The height, elevations, and placement on the site of the proposed structure or addition are compatible with the prevailing neighborhood character and scale and with the existing pattern of development in the neighborhood and/or commercial area. Further, the proposed structure or addition avoids significant or unreasonable loss or interference with privacy, light, solar access, and prominent scenic views (i.e., views of hillsides, Mt. Tamalpais, and San Francisco Bay from primary living areas).
- 3. Bulk.** The orientation and scale of the proposed structure or addition in relation to the immediate neighborhood minimizes the perception of excessive bulk. The proposed structure or addition employs architectural features and details, which accentuate, the prominence of the structure.
- 4. Overall Design.** Architectural features of multiple structures, additions, or design elements combine together in an attractive and visually cohesive manner. Further, the overall composition of the proposed structure or addition is compatible with and compliments the historic, architectural, and/or aesthetic character of the neighborhood or commercial area. These considerations include, but are not limited to, the structure’s architectural style, size, design quality, use of building materials, and similar elements (e.g., relative to residential development, garage location, garage doors-number and size, window styles, front porches or entry stoops).
- 5. Other Plans and Regulations.** The project is consistent with any applicable specific, area, or precise plans and conforms to the standards and regulations of all applicable provisions of the Larkspur Municipal Code.
- 6. Public Health, Safety and Welfare.** The location, size, design, and characteristics of the proposed structure(s) are compatible with and will not be detrimental to the public health, safety and welfare of the persons residing in or working in the proposed structures or in developments adjacent to the proposed project. This includes the layout of the structures, parking, circulation, pathways, landscaping and other amenities proposed for the site.

**7. Green Building. The project design includes features that foster renewable energy and/or resource conservation, and the overall project (i.e., site design, building construction, energy efficiency, and waste reduction) meets or exceeds the applicable compliance threshold for green building as set forth by resolution of the City Council.**

The project proposes 20 units of new residential housing in five new buildings three to four stories tall. The City is precluded from applying subjective standards. Based on the project plans and details, including the submitted materials sample and color board, with approval of concessions and waivers under the State Density Bonus Law, and as conditioned, the proposed structures are found to be in substantial conformance with objective standards in Section 18.64.050, Criteria for Approval of Applications.

Several buildings are proposed and not one single massive structure. Parking is proposed to be hidden in the interior of the site. Proposed materials are intended to break up building planes and mass. Muted grays, white stucco, and other earth tone colors are intended to create visual articulation among the different planes on the front façade. Corner commercial units are defined by two-story stone and stuccos facades. Different colored fiber cement siding provides differentiation between stories and individual balconies helping to reduce the overall bulk and mass of the proposed Project.

The existing buildings along Magnolia feature a wide range of styles, materials, and colors. Flat and pitched roofs of the upper stories provide for variation in building heights and attempt to reduce the overall mass and height of the Project. Alabaster toned stucco is proposed on the ground floor to help to anchor the lower building façade to Magnolia Avenue. Garage doors along the internal circulation drive are designed in a horizontal siding similar to the residential unit finishes, and to hide vehicles from public view. Balconies for all units and variation of building heights and materials reduce a visually long building mass.

The proposed project has been peer reviewed by professional consultants hired by the City to ensure compatibility with environmental criteria specific to design and development of the site, including geotechnical engineering and architectural aesthetics. The proposed structure avoids significant or unreasonable loss or interference with privacy, light, solar access, and prominent scenic views (i.e., views of hillsides, Mt. Tamalpais, and San Francisco Bay from primary living areas).

There are no specific or precise plan regulations for this neighborhood. The project will serve to maintain and enhance the use of the property as a mixed-use residential and commercial development within a designated commercial district. As designed, the project will comply with all standards and regulations of the Larkspur Municipal Code.

The project will serve to maintain and enhance the use of the property as a mixed-use residential and commercial development within a commercial district. The project is set-back from Magnolia and Estelle and provides public/pedestrian access through and across the site. In addition, a proposed soil-nail retaining wall will provide stability to the site and hillside above. As such, it is not anticipated that this project will result in any significant detrimental impacts to persons working or residing in the structure or adjacent structures in the neighborhood.

The City has adopted green building standards based upon the California Green Building Standards Code (CALGreen) for new construction. The project is required to incorporate sufficient green building measures to meet or exceed the minimum requirements of the applicable State and local green building regulations as set forth by CALGreen and LMC Chapter 15 at the time of submittal of building permits.

## **VESTING TENTATIVE MAP LMC 17.24.100 and 17.26.040**

**The map shall be denied if any of the following findings are made:**

- 1. The proposed map is inconsistent with the applicable general and specific plans as specified in Government Code Section 65451.**
- 2. The design or improvement of the proposed subdivision is inconsistent with applicable general and specific plans.**
- 3. The site is not physically suitable for the type of development.**
- 4. The site is not physically suitable for the proposed density of development.**
- 5. The design of the subdivision or the proposed improvements are likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitats.**
- 6. The design of the subdivision or the type of improvements are likely to cause serious public health problems.**
- 7. The design of the subdivision or the type of improvements will conflict with easements acquired by the public at large, for access through or use of property within the proposed subdivision. In this connection, the governing body may approve a map if it finds that alternate easements, for access or for use, will be provided, and that these will be substantially equivalent to ones previously acquired by the public. This subsection shall apply only to easements of record or to easements established by judgment of a court of competent jurisdiction, and no authority is granted to a legislative body to determine that the public at large has acquired easements for access through or use of property within the proposed subdivisions.**
- 8. The subdivision does not provide or have available reasonable public access to and easements for public use of public water resources as specified by Larkspur Municipal Code Sections 17.12.030 and 17.12.040.**

The existing project site is a single assessor's parcel made up of eleven existing lots. The Vesting Tentative Map would merge and resubdivide the existing lots into two larger parcels as well as the 20 proposed residential condominiums. The General Plan density for the site is 21 units an acre and the Project proposes a reduced density and does not maximize the allowable units. The Vesting Tentative Map is consistent with the applicable general and specific plans as specified in Government Code Section 65451. The proposed design is consistent with the Larkspur General Plan and is physically suitable for the type and proposed residential and commercial density of the project site. The proposed improvements will not cause any significant impacts or environmental damage or substantially injure fish or wildlife or their habitats as the development is proposed where the site is already disturbed. The proposed project is consistent with applicable development standards and has been reviewed by the Planning, Building, and Department of Public Works and would not cause any serious public health problems. The proposed project will not conflict with easements acquired by the public at large, for access through or use of property within the proposed subdivision. The proposed project provides reasonable public access to and does not have any easements for public use of public water resources as specified by Larkspur Municipal Code Sections 17.12.030 and 17.12.040.

## **USE PERMIT / CONDOMINIUMS LMC 17.24.105**

- 1. The proposed condominium conforms or will be modified to conform to the following requirements:**
  - a. The applicable zoning district regulation in which the condominium is situated.**
  - b. The Condominium Ordinance, Larkspur Municipal Code Chapter 18.38.**
  - c. Parking Regulations, Larkspur Municipal Code Chapter 18.56.**
  - d. The provisions of the latest adopted edition of the Uniform Building Code.**
  - e. Larkspur Municipal Code Chapter 17.16, Design and Improvement, of the Subdivision Ordinance.**
- 2. The Applicant has submitted preliminary covenants, conditions, and restrictions (CC&Rs), bylaws, and sales price information in compliance with Larkspur Municipal Code Sections 18.38.060(C) and 17.24.025. The preliminary documents are satisfactory to the City Attorney and the City Council and meet the requirements of Larkspur Municipal Code Sections 18.38.060(C) and 17.24.025.**

The Vesting Tentative Map is consistent with the applicable commercial zoning district regulation in which the condominium is proposed and is consistent with the Condominium Ordinance, Parking Regulations, and the Uniform Building Code. The proposed project is consistent with the LMC Chapter 17.16. The preliminary CC&Rs, bylaws, and sales price information have been submitted the Applicant and reviewed and found satisfactory by the City Attorney and City Council. The Project will be conditioned to require that, prior to approval of a Final Map, the Applicant shall submit final versions of the CC&Rs, bylaws, and sales price information,.

## **SLOPE USE PERMIT LMC 18.34.060(C)**

- 1. Off-site and on-site views of the ridges will not be substantially impaired.**
- 2. The proposed project takes into account the environmental characteristics of that property, including but not limited to prominent geological features, natural drainage ways, and significant tree cover, and limits grading to only what is necessary to allow reasonable development of the site.**
- 3. The project incorporates adequate construction management measures to address staging of materials, parking of workers' vehicles, traffic control, and maintenance of public infrastructure.**
- 4. The project is designed in keeping with the best engineering practices as determined by the City Engineer to avoid erosion, slides or flooding, in order to have as minimal an effect on said environment as possible.**
- 5. Adequate fire safety measures have been incorporated into the design of the project.**
- 6. The proposed project will not be detrimental to the health, safety, morals, comfort, convenience, or general welfare of the public or persons residing or working in the neighborhood of such proposed use.**

**7. The project is consistent with the General Plan and all other provisions of the municipal code.**

The proposed Project includes the development of a soil-nail retaining wall to provide stability to the hillside behind the Project. The resulting retaining wall has been designed to mimic natural rock formations and would not substantially impair views on or off-site. The overall Project would also not result in impaired views of ridges on or off-site. The proposed retaining wall has been designed to minimize excessive cuts to the hillside and would not result in unnecessary disturbances to prominent geological features, natural drainage ways, or significant tree cover. The Project has been reviewed by the Department of Public Works and Peer Reviewed by geotechnical engineer Craig Herzog and has been determined consistent with best engineering practices to avoid erosion, slides or flooding, so as to result in minimal effects on the environment. The project also includes a construction management plan and has been conditioned to require a final construction management plan prior to issuance of building permits. Adequate fire safety measures have been incorporated into the design of the project and the internal driveway includes a fire truck turnaround for emergency access. The proposed project will not be detrimental to the health, safety, morals, comfort, convenience, or general welfare of the public or persons residing or working in the neighborhood of such proposed use. The project is consistent with the General Plan and all other provisions of the municipal code.

Significant grading is proposed to remove bad mud fill and stabilize the site for new development. A construction management plan is required to minimize traffic impacts of the cut and fill proposed.

**AFFORDABLE HOUSING AND DENSITY BONUS FINDINGS.**

The applicant is offering two for-sale moderate income units and two for-sale low income units, 20 percent of the Project's base density, which qualifies the project for a State Density Bonus concession, waivers and a parking requirement alteration.

For its concession, the Project Applicant requests the City allow ground floor residential uses where 2<sup>nd</sup> story residential units are allowed above ground story commercial.

A project can request a waiver or reduction of development standards that have the effect of physically precluding the construction of a development in addition to the incentive permitted by the Code. Consistent with these requirements, the applicants seek waivers under Government Code Section 65915 to allow: a) a building with a primary height of 54 feet and four stories, where the Zoning Code allows for 25 feet and 2 stories; b) a front setback of 13.5, where the Code requires a setback of 15 feet; c.) a street side setback of 0 feet, where the Code requires a setback of 12 feet for residential uses; d) a rear setback of 6 feet, where the Code requires a setback of 15 feet for residential uses; e) floor area ratio of 1.02, where the Code allows 0.40 and only exempts 2nd story residential floor area over 1st story commercial area; and f) waiver of commercial parking spaces. The basis to grant the waivers is supported by the fact that they are required in order to provide the 20 units on site at the size proposed in order to make construction of the units possible. As conditioned to reduce the overall building heights, roof decks and 4<sup>th</sup> story elements, they will not have a specific, adverse impact upon health, safety, or the physical environment, they will not have an adverse impact on any listed historic resources and will not be contrary to state or federal law.

**NO NET LOSS LAW**

Government Code section 65863 "No Net Loss Law" requires the City to maintain a sufficient supply of adequate sites in its housing element at all times throughout the housing element



planning period to meet the City's remaining unmet share of the Regional Housing Needs Allocation (RHNA) for each income category. To comply with the No Net Loss Law, the City must ensure its actions do not create a shortfall of available sites. The City finds that the project does not propose a lower density than what was assumed in the 2015-2023 or draft 2023-2031 Housing Element sites inventories and its remaining sites are sufficient to accommodate its remaining RHNA.

For the 2015-2023 Housing Element cycle, the City has nearly met its share of the RHNA for each income category and most of the sites identified in the Housing Element inventory remain undeveloped. The Project site has the potential for approximately 36 units, but the North Magnolia Commercial Area was assessed with a realistic capacity of only seven units in the 2015-2023 Housing Element. The site is assessed with a realistic capacity of twenty units (with 2 moderate and 2 low income) for the draft 2023-2031 Housing Element and the City has identified adequate sites for the remaining RHNA for all income categories and all of the sites remain undeveloped. Therefore, this project will not result in an insufficient supply of adequate sites to meet the 2015-2023 or 2023-2031 RHNA.

### **CIRCULATION ASSESSMENT PERMIT**

To approve the circulation assessment permit, the City Council must find the project consistent with the Larkspur General Plan and, as applicable, with the Downtown Specific Plan or other specific plans. and must make at least one additional finding:

1. The project's projected peak hour trip generation will not exceed the average existing peak hour trip generation which results when the trip generation rates as described in the ITE "Trip Generation Manual" are applied to the existing use on the project site.
2. The project's traffic, when added to the existing traffic plus projected traffic, will not cause the performance of intersections or roadway linkages to fall below acceptable level of service standards or otherwise significantly further reduce the system performance if it is already below the acceptable level of service, nor will it cause a significant degradation in service levels for impacted intersections at their peak traffic periods. Significant intersection service level degradation is defined as an increase of 0.01 or more in the peak hour volume to capacity (V/C) ratio as calculated under the planning procedures for signalized intersections in the Transportation Research Circular 212.
- 3 The agreement by the project sponsor to provide the project specific transportation system improvements as may be required by the City and to pay traffic impact fees as described in Larkspur Municipal Code Chapter 18.15 which will provide the project's proportionate share of the funds necessary to construct the transportation improvements as shown on the programmed transportation improvements list will adequately mitigate the project's adverse impacts.
4. The project's peak hour traffic will not increase the traffic volume on any roadway segment or intersection approach of the City's primary circulation system by more than one percent of the existing traffic volume or by more than ten (10) vehicles, whichever is less.
- 5 The project will provide an overriding public benefit that will sufficiently offset its adverse traffic impacts. Any affirmative decision of the Planning Commission or the

**City Council based upon this finding must be approved by a four-fifths majority. The grounds for making this finding must be set forth in the approving motion.**

The proposed project is consistent with the 1990 General Plan. The site has a general plan land use designation of Commercial and a zoning designation of C-2, Commercial. The site is identified in the City's 5th Cycle General Plan Housing Element sites inventory for housing. The Commercial general plan land use designation "encourages" residential units above the ground floor. The Applicant proposes to develop a 20-unit mixed use for-sale housing development project. Four units would be deed-restricted affordable housing units, including two units for moderate-income households and two units for low-income households. A portion of one existing commercial building would remain on one site and two new commercial spaces would be constructed at the ground floor of the residential development with units built above the commercial spaces and some with ground floor residential uses. By proposing some ground floor retail spaces with residential units above and a mix of commercial and residential uses, the project is consistent with the General Plan. With approval of waivers of development standards, the project is consistent with 0.40 floor area ratio and plan for "low intensity" buildings.

The project's projected peak hour trip generation will not exceed the average existing peak hour trip generation which results when the trip generation rates as described in the ITE "Trip Generation Manual" are applied to the existing use on the project site. Based on the January 9, 2023, traffic study, the proposed project is expected to generate 730 fewer daily trips, including 28 fewer a.m. peak hour trips and 95 fewer p.m. peak hour trips, compared to full occupation of the existing retail space.

**EXHIBIT B**  
**CONDITIONS OF APPROVAL**  
**1133-1169 MAGNOLIA AVENUE, PROJECT 21-55**

Project Approval - General Conditions

1. Project Approval. Application **#21-55** proposing the development of 20 for-sale, multi-family, residential condominium units over two ground-floor corner commercial spaces. Of the 20 residential units, four (4) units would be deed-restricted affordable units, with two (2) units affordable to moderate-income households and two (2) units affordable to low-income households. The Project will demolish two of the commercial buildings as well as a portion of the third, leaving an approximately 5,470 square foot building, which would undergo a remodel and facade enhancements. Included in the Tentative Map proposal, the Project would subdivide the current property into two distinct parcels: Lot 1, a 1.17-acre parcel containing the mixed-use residential and commercial uses, and; Lot 2 – a .46-acre parcel that will remain for the Rustic Bakery building and existing uses. The Project will remain in substantial conformance with the approved plans, entitled “Magnolia Village, 1135 – 1169 Magnolia Ave., Larkspur California”, based upon the Plans dated November 2022 as considered by the Planning Commission on February 28, 2023 and submitted to the City on April 7, 2023, except as modified in these conditions of approval. This project includes development of 20 residential units or condominiums in five different buildings and 6,958 sq. ft. of ground-floor commercial spaces, including the restoration/renovation of the “Rustic Bakery” building and 50 on-site parking spaces (including 36 spaces in residential parking garages).
2. Indemnification. The applicant/owner agrees to indemnify, defend (with counsel acceptable to the City), protect, and hold the City, including without limitation, its individual Council members, Planning Commissioners, representatives, agents, officers, employees and volunteers (collectively, called “City”) harmless from all costs, expenses, liability, damages, claims, judgments, losses (direct or indirect), actions or proceedings (including attorney’s fees or other legal costs, expert witness or other consultant fees, City Attorney or staff time, expenses or costs) incurred by the City or held to be the liability of the City in connection with the City’s defense in any proceedings, brought in any State or Federal Court or otherwise, challenging any action with respect to the applicant’s project. The City may elect, in its sole discretion, to participate in the defense of said action, and the applicant/owner shall reimburse the City for its reasonable costs and legal expenses, including, without limitation, attorney’s fees. The obligations described herein shall survive termination, extinguishment or invalidation of any City approvals associated with the project.
3. Expiration. This Use Permit shall run with the land and shall remain valid regardless of any change of ownership of the project site, subject to these conditions, provided that a grading permit or building permit is issued by the City and work commences or a time extension request is submitted to the City’s Planning Department within two (2) years and 10 days of this approval, unless a longer approval period is allowed under State law. Failure to obtain a grading permit and building permit and begin construction or submit any time extension request allowed under Larkspur zoning regulations by the specified date will result in the expiration of this approval.
4. Required Modifications to Plans. The plans submitted for a building permit shall be modified as follows: A.) plans shall match the plans presented by the applicant at the February 28, 2023, Planning Commission hearing and submitted to the City on April 7, 2023, including moved mezzanine level; B.) all electric development; C.) Bay Area native landscaping; D.) reduce the

overall building height by 3 feet; and E.) remove or make transparent the parapets at the 3rd floor and replace them with a sloped roof. In addition, the new roof plan shall demonstrate that the fourth floor “mezzanine” rooms are setback further from the Magnolia/Estelle frontage, and the adjacent roof decks are set back further from the front façade to eliminate the solid roof railing above the front façade.

5. Limits on the Use of Roof Decks. Additional structures taller than 36” are prohibited on outdoor roof decks. Structure heights shall be measured from the approved elevation of the roof deck where the structure is located. Nothing placed on outdoor roof decks shall project above the roof line of the project mezzanine closest to the item. The project CC&R’s required by the Larkspur Municipal Code and Condition of Approval 12 shall include the limitations on the use of roof decks set forth in this condition of approval. For the purposes of this condition of approval, “structure” means anything constructed or erected, the use of which requires location on the floor of a roof deck, attached to something having location on the floor of a roof deck, or attached directly or indirectly to any part of a building.

6. Parking Supply. Prior to submittal of a building permit, the applicant/project sponsor shall use reasonable efforts to explore potential off-site shared parking agreements for weekend and off-hour uses. The applicant/project sponsor shall provide documentation to the Planning Director detailing attempts to acquire a shared parking agreement with other off-site properties within the surrounding neighborhood.

7. Affordable Units. Pursuant to LMC Chapter 18.25, and to receive the approved waivers and concessions to development standards under the State Density Bonus Law (California Government Code Section 65915), the Project shall provide two units available at affordable sales prices to moderate-income households whose annual household income does not exceed one hundred twenty (120) percent of median income and two units available at affordable sales prices to low income households whose annual household income does not exceed eighty (80) percent of median income. The four affordable units shall be Unit 1 in Building A, Unit 1 in Building B, Unit 1 in Building D and Unit 1 in Building E. The interior of the units shall have comparable appearance, finishes and overall quality of construction to the market rate units. The affordable units shall be in the same homeowners association as the market rate units. The applicant shall execute and record at the Marin County Recorder’s Office the City’s agreement with owner and Marin Housing Authority imposing restrictions on real property, which agreement shall explain the affordability requirements and complies with LMC Chapter 18.25 and State Density Bonus law. The agreement shall be approved by the City Attorney prior to recordation. The property owner shall agree to, and the City shall insure continued affordability of, the four units identified as low-income and moderate income in perpetuity. The final and parcel map shall bear a note indicating compliance with the requirements of this section must be met prior to issuance of a building permit for each lot created by such map. No temporary or permanent certificate of occupancy shall be issued, final inspection approved or release of utilities authorized for any new dwelling unit until the property owner has satisfactorily completed the construction of the affordable units.

8. Building Permit Submission and Processing. Separate building permits may be issued for work on Lot 1 and work on Lot 2. The City shall direct its contract building official to prioritize and expedite review of the building permit plans for the residential project to help with project schedule and project economics. The City shall process the building permit application following the time

limits of Government Code Section 65913.3: 1.) City shall determine whether an application for a postentitlement phase permit is complete and provide written notice of this determination to the applicant not later than 15 business days after the City received the application; and 2.) City shall complete the review and either return in writing a full set of comments to the applicant with a comprehensive request for revisions or return the approved permit application on each postentitlement phase permit requested, and immediately transmit that determination to the applicant by electronic mail and, if applicable, by posting the response on its internet website not later than 30 business days after the City determines that an application for a postentitlement phase permit is complete.

9. Retaining “Soil-Nail” Wall. Prior to building permit submittal for the Soil-Nail retaining wall, the project sponsor shall submit a detailed construction plan and schedule that is consistent with the overall project plan for development of the site. In addition, the project sponsor shall pay a deposit/bond to the City equal to 50% of the construction costs for the wall. The bond will ensure that if construction of the residential portion of the project is significantly delayed, the City can utilize the funds to complete the wall with finishes as approved and to ensure that the public safety and general welfare of the community is protected and no imminent hazards are present. This includes preventing direct access to the wall and/or screening measures to protect views into and across the site. Upon completion of wall and sign off from Department of Public Works the bond amount shall be reduced to 10%. Additionally, if the project sponsor applies for permits for demolition and construction of the “soil-nail” retaining wall for Lot 1 separate from a building permit for the construction of the mixed-use project on Lot 1, the project sponsor shall provide the City with security in the form of a bond equal to 100% of the cost to restore the hillside to its condition prior to the start of construction of the “soil-nail” retaining wall. As part of the application, the project sponsor shall provide an engineer’s report substantiating the costs to restore the hillside. The security shall be usable by the City in the event that the project sponsor does not apply for a bond permit for construction of the mixed-use project on Lot 1. Upon start of construction of the mixed-use project on Lot 1, the Department of Public Works will return the bond to the project sponsor.

10. Acoustical Report. If exterior mechanical equipment is proposed, the applicant shall submit a report from an acoustical engineer verifying that the exterior mechanical equipment operating simultaneously will meet the City’s noise regulations.

11. Future Modifications and Uses. Permitted uses of the commercial spaces in Building A and B include any uses permitted in Larkspur Municipal Code Section 18.48.020 Permitted Uses. A separate Conditional Use Permit application submittal to the Planning Department, in compliance with Section 18.38.090 of the LMC is required to establish any Conditional Uses allowed under 18.48.022. A Conditional Use Permit application shall also require submittal to amend this Use Permit and the Design Review Permit (CUP/DR/TM #21-55) for the project. This Use Permit does not allow the subsequent conversion of the approved residential units or apartments without a separate Tentative Map application submittal to the Planning Department, in compliance with Condominium Conversions and the Subdivision Ordinance (currently Chapters 17.24 and 18.38.090 of the LMC), and review and approval by the Planning Commission. A Tentative Map application shall also require submittal to amend this Use Permit and the Design Review Permit (CUP/DR/TM #21-55) for the project.

12. Conditions, Covenants and Restrictions (CC& R' s) bylaws, and sales price information for the residential condominium units shall be prepared and submitted with an application for a Final Map. Prior to recordation of the final map, the CC& R' s shall be reviewed and approved by the Planning Department and the City Attorney' s Office. Approved CC& R' s shall be recorded concurrently with the final map. The CC& R' s shall include the following requirements and provisions:

- a. The formation of a homeowners association (HOA).
- b. HOA responsibilities for ongoing maintenance of the shared or common facilities, including but not limited to the common driveway, common landscaping and irrigation, fencing, subdivision infrastructure improvements (storm water, bio-retention and sanitary sewer facilities), proper maintenance of the Project soil-nail retaining wall (including, but not limited to, regular clearing of drainage components and inspection and repair/replacement of components designed to mitigate effects of rockfall) and exterior building and lighting improvements.
- c. Restrictions and regulations imposed on each lot owner. The CC& R' s shall include provisions, which restrict the use of the parking spaces to vehicle parking.
- d. Requirements and provisions for professional management services or the services of a Certified Public Accountant to oversee the HOA responsibilities and budget.

13. Drainage Maintenance Agreement. Prior to building permit submittal, the project sponsor shall submit a drainage/maintenance agreement to the Department of Public Works for review and approval by the Public Works Director. The drainage/maintenance agreement shall include language documenting responsibilities and procedures to ensure that all bio-retention infrastructure is maintained in proper operations between the two lots. This maintenance agreement includes ensuring proper drainage of the on-site basins and management of the catchment fence and ditch above the retaining wall.

14. Payment of Processing Fees. Approval of application **#21-55** shall not be considered valid until any and all outstanding application processing fees are paid in full to the City of Larkspur. This condition is not intended to extend or abrogate the time periods established under Section 18.76.070 of the Larkspur Municipal Code.

15. Final Conditions of Approval. Final conditions shall be located on the Title Sheet of the construction plans. Building Permit Plans shall indicate that the project must conform to Larkspur Municipal Code, Chapter 17.19, Tentative Map.

Prior to Issuance of a Building Permit

16. Applicable Codes. All construction and construction related activities shall be in conformance with the most recently adopted California Building, Residential, Electrical, Mechanical, Plumbing, Fire, Energy and Green Building Codes, and the City of Larkspur Municipal Code.

17. Authorized Construction Hours:  
Monday through Friday (Excluding Holidays) – 7 a.m. to 6 p.m.  
Saturdays (Excluding Holidays) - 9 a.m. to 5 p.m.

Sundays and Holidays – Prohibited

Includes warm-up or servicing of equipment and any preparation for construction.

18. WUI Zone. The project is located in the Wildland Urban Interface Zone and required to comply with the fire resistance provisions set forth in the California Residential Code (CRC) §R337. For remodels and additions, compliance is limited to any new, replaced or relocated building components.
19. Roofing Material. Class “A” roofing materials are required for all new roofs, and for reroofs and additions exceeding 25% of the existing roof area. LMC §15.08.020.
20. A laundry to landscape gray water system may be required by Marin Municipal Water District if a new water service is required, or if an existing service is required to be upgraded. Gray water systems must be installed in accordance with the standards in Chapter 16 of the California Plumbing Code.
21. Tree Protection. All tree protection, as recommended in the December 6, 2021 arborist report by Urban Forestry Associates, shall be installed and the project arborist shall provide written confirmation that the protection measures have been properly installed to the prescribed standards.
22. Minor Modifications. The Community Development Director may approve minor modifications to the project and and Director may refer more substantial modifications to the Planning Commission for review.
23. Demolition Plan. Building Permit submittal shall include a detailed demolition plan for review and approval of the Building Department. Demolition of existing structures and improvements shall not exceed that necessary to achieve compliance with the approved project plans, identified above under condition No. 1.
24. CalGreen. The project is required to comply with CalGreen at the Tier I level excluding Division A4.2 *Energy Efficiency* unless more restrictive requirements have been adopted by the City. The worksheets can be located on the City’s website on the building department page. The worksheets are to be printed on plan sheets in the plan set. Prior to project final, the applicant shall submit verification that the structures were built in compliance with the California Green Building Standards and City’s Construction and Demolition Debris recycling requirements.
25. Easement for Sidewalk. Public Works Department requires a verified proof of easement for the sidewalk prior to permit issuance.
26. Construction General Permit: Evidence of a Construction General Permit will be required prior to issuance of a Building Permit.
27. Americans with Disabilities Act: All improvements shall comply with all applicable provisions of the Americans with Disabilities Act (ADA). The grading plan shall identify spot elevations and cross slopes to show that new sidewalk and flatwork is ADA compliant. As a reminder, new sidewalk and flatwork shall be designed to meet ADA requirements including tolerances. For example, sidewalks should be designed with a 1.5% cross slope to account for construction errors and settlement allowance.

28. Encroachment Permit Required: An Encroachment Permit is required for all improvements, work activities, and temporary staging of equipment within the public right of way, subject to approval of the Director of Public Works. Any permanent installations proposed in the public right-of-way beyond ground cover type landscaping and flatwork will require a license agreement.

29. Trenching on a Moratorium Road Prohibited: Trenching/excavation on newly repaved and moratorium streets (Estelle Ave: paved Summer 2021; Magnolia Ave: paved in Summer 2022) is prohibited unless there is no other feasible alternative to providing or upgrading utility services without impacting the pavement. Should this be the case, the applicant will be required to request an exception in writing with their encroachment permit application, including reasoning for why trenching in the street is unavoidable. Approval of this exception will be at the discretion of the Public Works Director.

Should an exception be granted, the applicant will be responsible for providing an in-lieu fee for pavement restoration the length of the entire property frontage and width of the street (per Larkspur Municipal Code CH 15.32.075) in addition to minimum pavement restoration per Larkspur Standards (See DWG. No. 330, 340, 350, 360, 370 and 380).

30. Grading Permit Required. This project will require a Grading Permit pursuant to Larkspur Municipal Code Chapter 15.20 GRADING, EXCAVATIONS AND FILLS.

31. Building Permit Site Plan Required. The project will require a Site Plan showing the property line location (referencing the survey source and mapping information), any existing easements, building setbacks, etc.

32. Geotechnical Investigation or Review Letter Required: The geotechnical investigation/letter should address site preparation, foundation, grading and drainage recommendations. The Geotechnical Engineer of record shall review the proposed Grading & Drainage Plans for conformance with their recommendation prior to Building Permit issuance.

33. Topographic Survey Required: Topographic Survey information should be included either on the site plan or on a separate plan. The basis for determining elevations (assumed, NGVD, or NAVD) should also be clearly indicated. The surveyor's name and license number should be included.

34. Grading and Drainage Plan Required: The project will require a detailed Grading Plan & Drainage Plan showing cut and fill earth volumes, perimeter and pad grades, slopes away from foundations and site drainage including but not limited to roof leader drainage, inlets, storm drains, swales, proposed tie-ins and discharge locations. Plans shall incorporate MCSTOPPP (Marin County Stormwater Pollution Prevention) design standards to the satisfaction of the City Engineer. Please consult the BASMAA Post Construction Manual for MCSTOPPP design guidance and submittal requirements for regulated projects: <http://www.marincounty.org/~media/files/departments/pw/mcstoppp/development/basmaa-postconstruction-manual.pdf?la=en>

Please be aware, the preliminary grading and drainage plan approved as part of the design review application may require revisions prior to issuance of a building permit. The final grading and drainage plan will be subject to review and approval by the City Engineer and shall conform to all applicable standards set forth in the Larkspur Municipal Code and BASMAA Post Construction



Manual. Drainage shall be designed such that flooding or erosion does not occur, and concentrated runoff is not redirected to any neighboring properties, to the public right of way or over any designated public path of travel.

The bioretention facilities will require a maintenance plan and funding plan for the operation and maintenance of the same.

The plan shall explicitly note that all storm drain utilities on site shall be privately maintained and operated.

35. Utility Plan Required: The project will require a Utility Plan (if not shown on the Site Plan) showing the existing site utilities and their alignment and locations, along with any proposed new locations or alignments for sewer, water, irrigation, gas, electrical, telephone, cable TV, etc. The plan shall be explicit in noting which utilities are public and which are private for both operations and maintenance purposes.

36. Erosion and Sediment Control Plan Required: The project will require an Erosion and Sediment Control Site Plan incorporating, as appropriate, the MCSTOPPP Minimum Erosion/Sediment Control Measures for Small Construction Projects. ([http://www.marincounty.org/depts/pw/divisions/mcstoppp/development/~media/Files/Departments/PW/mcstoppp/development/MECM\\_final\\_2009.pdf](http://www.marincounty.org/depts/pw/divisions/mcstoppp/development/~media/Files/Departments/PW/mcstoppp/development/MECM_final_2009.pdf)) The applicant will also be required to submit a completed checklist in supplement to the erosion control site plan as identified above. The MCSTOPPP standard template for the checklist can be found at the following URL: (<http://www.marincounty.org/~media/files/departments/pw/mcstoppp/development/mcstoppp-erosion-and-sediment-control-plan-applicant-package.pdf?la=en>)

37. Construction Management Plan Required: The project will require a Final Construction Management Plan identifying the following:

- Information on nearby elementary and middle school drop off/pick up/bike and walk schedules and timing of trucking and deliveries and large construction vehicle trips to avoid these times
- detailed project duration and timeline
- construction schedule of milestones (excavation, grading, and offhaul duration; foundation work; framing; flatwork/paving; punch list/final inspection)
- excavation and disposal methods
- equipment to be used
- site access location
- storage and staging location of materials and equipment/portable toilet/debris box and waste bins
- truck loading area and temporary traffic control required as necessary
- any disruptions to vehicle or pedestrian (ADA) access along city or otherwise public routes impacted by the project shall be mitigated for in a plan developed by the applicant and approved by the City. Of particular note: Existing public pedestrian way is currently within the site. There is significant bicycle use on Magnolia Avenue
- haul route (**No trucks are allowed on residential streets behind the project site**)
- For construction requiring earthwork between October 15<sup>th</sup> and April 15<sup>th</sup>, an action plan for storm water pollution prevention and erosion and sediment control prior to an anticipated rain event
- construction worker parking areas
- signage with contact information for site supervisor

38. Permanent Erosion Control Plan Required: The project will require a Permanent Erosion Control Plan (landscape plan) and irrigation plan subject to review and approval by Marin Municipal Water District.

### **During Construction**

39. Archeological Resources. In the event that a cultural resource is inadvertently discovered during Project activities, work must be halted within 30 feet of the find and a qualified archaeologist (36 CFR Part 61) notified immediately so that its potential significance can be assessed. Construction activities may continue in other areas, but may not resume in the area of the find until the Marin County (District) provides written permission. If the discovery proves to be significant, additional work, such as data recovery excavation, may be warranted and would be discussed in consultation with affiliated tribal organizations and any other relevant regulatory agencies or invested parties, as appropriate. If human remains are discovered the owner/applicant shall follow State of California Health and Safety Code Section 7050.5 and no further disturbance may occur until the County Coroner has made a determination of origin and disposition of the remains pursuant to PRC Section 5097.98. The County Coroner must be notified of the find immediately upon discovery. If the human remains are determined to be of Native American origin, the coroner will notify the NAHC, which will determine and notify a Most Likely Descendent (MLD). The MLD must complete an inspection of the site within 48 hours of notification and may recommend scientific removal and nondestructive analysis of human remains and items associated with Native American burials.

40. Site Inspection - General. City staff and building inspector shall have the right to enter the property at all times during construction to inspect operating procedures, progress, compliance with permit, conditions of approval, and applicable codes.

41. Before approval of the foundation inspection: A licensed Land Surveyor or Civil Engineer with proper certification shall conduct a survey of the (front, sides, rear, all) property lines and install property line markers that can be readily verified by Building Inspection staff to verify setbacks and submit a written (stamped) confirmation to the Building Department that the staking of the property lines has been completed.

42. Before approval of the foundation inspection: The project Geotechnical Engineer shall inspect all foundation excavations and submit a written (stamped) verification that all is in conformance with the approved Construction Documents.

43. Before approval of the foundation inspection: The project Structural Engineer, Architect, or Special Inspector shall inspect all foundation reinforcing and related hardware and submit a written (stamped) verification that all is in conformance with the approved Construction Documents.

44. Before approval of the framing inspection: The project Structural Engineer, Architect, or Special Inspector shall inspect all lateral force resisting elements of the structure and submit a written (stamped) verification that all is in conformance with the approved Construction Documents.

45. Before approval of the framing inspection: A licensed Land Surveyor or Civil Engineer with proper certification shall submit a written (stamped) building height survey confirming that the buildings conform to the roof ridge elevations that are shown on the approved Construction Documents.

### **Central Marin Fire Department – Conditions of Approval:**

46. Compliance with WUI Requirements. The project is located in the Wildland Urban Interface Zone and required to comply with the fire-resistant provisions set forth in the California Building Code Chapter 7A.

47. Fire Hydrant Requirement. A fire hydrant capable of delivering a minimum of 1625 gallons per minute shall be installed at the entrance to the driveway between Building A and Building B.

48. Fire Sprinkler Requirement. A fire sprinkler system shall be installed throughout all of the new construction buildings, which complies with the requirements of the National Fire Protection Association (**NFPA**) 13 and local standards. A separate deferred permit shall be required for this system. Plans and specifications for the system shall be submitted by an individual or firm licensed to design and /or design-build sprinkler systems. Fire sprinklers shall be required for improvements to the existing commercial building if work proposed to that building triggers the requirement for sprinklers under the adopted building codes or LMC Section 15.08.020.

49. Fire Alarm Requirements. A fire alarm system shall be installed within all the buildings with occupant notification, which complies with the requirements of the National Fire Protection Association (**NFPA**) 72 and local standards. A separate deferred permit shall be required for this system. Plans and specifications for the system shall be submitted by an individual or firm licensed to design and /or design-build fire alarm systems.

50. Vegetation Management Plan Requirement. Projects located within a designated Wildland Urban Interface Zone "WUI" shall have a vegetation management plan submitted to the Central Marin Fire Department for approval prior to the installation/planting of any landscaping. Shall be noted on the plans as a deferred submittal. The Vegetation Management Plan shall be approved and in place prior to Final Inspection. Central Marin Fire Department Vegetation Management Standard # 220 does not allow for plantings within 5 feet of a building. <https://centralmarinfire.org/prevention/documents/file/Standards/CMFD%20220%20Vegetation%20Management%20Plan.pdf>

51. Smoke Alarms. All smoke detectors in the residence shall be provided with AC power and be interconnected for simultaneous alarm within each individual unit. Detectors shall be located in each sleeping room, outside of sleeping rooms centrally located in the corridor and over the center of all stairways with a minimum of one detector per story of the occupied portion of the residence.

52. Address Numbers. Address numbers shall be proposed by the applicant for review and approval by the City prior to submittal of plans for the building permit. The building permit plans shall identify the units by approved number. Numbers at least 12" tall must be in place on each building, and each living unit shall have a minimum of a 4" address number located by the main entrance to the unit. If not clearly visible from the street, additional numbers are required. Residential numbers must be internally illuminated (backlit), placed to a light or be reflective numbers.



**ROSS VALLEY SANITARY DISTRICT**  
 1111 Andersen Dr., San Rafael, CA 94901  
 415-259-2949 | www.rvsd.org

**PERMIT & CAPACITY FEE INVOICE**

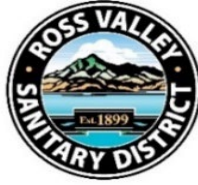
<b>ADDRESS: 1141 MAGNOLIA AVE LARKSPUR</b>		
<b>APN: 020-034-14</b>		
Permit Type		Remodel
Property Type		Residential & Non-Residential
High Strength User		No
18 Unit Proposed Drainage Fixture Units (DFU's)		431
Total Existing Drainage Fixture Units (DFU's)	-	217
<b>18 Unit Total Drainage Fixture Units (DFU's)</b>		<b>214</b>

<b>Ross Valley Sanitary District (RVSD) Fees</b>			
Additional DFU's (\$339.00 per DFU)	214	\$	72,546.00
District Permit Fee		\$	519.00
		<b>\$</b>	<b>73,065.00</b>

<b>Central Marin Sanitation Agency (CMSA) Fees</b>			
Additional DFU's (\$491.34 per DFU)	214	\$	105,146.76
High Strength Fees (\$1,149.76 per DFU)	-	\$	-
		<b>\$</b>	<b>105,146.76</b>

<b>Total</b>		<b>\$</b>	<b>178,211.76</b>
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\*RVSD collects fees on behalf of CMSA. For RVSD New Connections, additional fixture units beyond 23 DFUs incur an additional charge per fixture. For CMSA New Connections, additional fixture units beyond 16 DFUs incur an additional charge per fixture. High Strength Users are charged based on higher usage. Fees are subject to annual adjustments. \*\*DFU (Drainage Fixture Unit) represents the units of measure for wastewater generation from plumbing fixtures defined in the California Plumbing Code.



**ROSS VALLEY SANITARY DISTRICT**  
1111 Andersen Dr., San Rafael, CA 94901  
415-259-2949 | www.rvsd.org

**PERMIT & CAPACITY FEE INVOICE**

<b>ADDRESS: 1141 MAGNOLIA AVE LARKSPUR</b>	
<b>APN: 020-034-14</b>	
Permit Type	Remodel
Property Type	Residential & Non-Residential
High Strength User	No
<b>4 Unit Total Drainage Fixture Units (DFU's)</b>	<b>92</b>

<b>Ross Valley Sanitary District (RVSD) Fees</b>			
Additional DFU's (\$339.00 per DFU)	92	\$	31,188.00
		<b>\$</b>	<b>31,188.00</b>

<b>Central Marin Sanitation Agency (CMSA) Fees</b>			
Additional DFU's (\$491.34 per DFU)	92	\$	45,203.28
High Strength Fees (\$1,149.76 per DFU)	-	\$	-
		<b>\$</b>	<b>45,203.28</b>

<b>Total</b>		<b>\$</b>	<b>76,391.28</b>
<b>50% Fee Reduction</b>	-	<b>\$</b>	<b>38,195.64</b>
<b>Total Discounted Rate</b>		<b>\$</b>	<b>38,195.64</b>

<b>18 Units</b>	<b>\$</b>	<b>178,211.76</b>
<b>4 Units +</b>	<b>\$</b>	<b>38,195.64</b>
	<b>\$</b>	<b>216,407.40</b>

### EXISTING - NONRESIDENTIAL DRAINAGE FIXTURE COUNT

Existing Commercial Structures				
Lav Sink/Wash Basin	1	x	21	= 21
Lav Sink/Wash Basin in Sets	2	x		= 0
Wash Sink/Hand/Prep	2	x	10	= 20
Sink/Commercial/Industrial	3	x	17	= 51
Dishwasher	2	x	4	= 8
Drinking Fountain	1	x		= 0
Water Closet 1.6 GPF or less	4	x		= 0
Water Closet over 1.6 GPF	6	x	16	= 96
Nonwater Urinal	1	x		= 0
Urinal, stall or wall	2	x		= 0
Service or Mop Basin	3	x		= 0
Bathtub or Shower	2	x		= 0
Floor Sink/Drain	2	x	9	= 18
Clothes Washer	3	x	1	= 3
Laudry Sink	2	x		= 0

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### RESIDENTIAL DRAINAGE FIXTURE COUNT

16 Units - Proposed			
Proposed Drainage Fixtures	Value	Quantity	Fixture Count
Kitchen Sink/Dishwasher	2 x	16 =	32
Bar Sink/Utility Sink	1 x	10 =	10
Bathtub or Shower	2 x	36 =	72
Additional Shower Heads	1 x	=	0
Bath Sink/Wash Basin	1 x	45 =	45
Sink/Wash Basin in sets	2 x	15 =	30
Water Closet 1.6 GPF or less	3 x	60 =	180
Water Closet over 1.6 GPF	4 x	=	0
Bidet	1 x	=	0
Clothes Washer	3 x	16 =	48
Laundry Sink	2 x	=	0
Floor Drain, standard	2 x	=	0

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### NON-RESIDENTIAL DRAINAGE FIXTURE COUNT

2 Retail Units - Proposed			
Plumbing Fixtures	Value	Quantity	Fixture Count
Lav Sink/Wash Basin	1 x	2 =	2
Lav Sink/Wash Basin in Sets	2 x	=	0
Wash Sink/Hand/Prep	2 x	=	0
Sink/Commercial/Industrial	3 x	=	0
Dishwasher	2 x	=	0
Drinking Fountain	1 x	=	0
Water Closet 1.6 GPF or less	4 x	2 =	8
Water Closet over 1.6 GPF	6 x	=	0
Nonwater Urinal	1 x	=	0
Urinal, stall or wall	2 x	=	0
Service or Mop Basin	3 x	=	0
Bathtub or Shower	2 x	=	0
Floor Sink/Drain	2 x	2 =	4
Clothes Washer	3 x	=	0
Laundry Sink	2 x	=	0
	0 x	=	0

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**TOTAL PROPOSED**

**431**

### RESIDENTIAL DRAINAGE FIXTURE COUNT

4 Affordable Housing Units - Proposed			
Proposed Drainage Fixtures	Value	Quantity	Fixture Count
Kitchen Sink/Dishwasher	2 x	4 =	8
Bar Sink/Utility Sink	1 x	=	0
Bathtub or Shower	2 x	12 =	24
Additional Shower Heads	1 x	=	0
Bath Sink/Wash Basin	1 x	12 =	12
Sink/Wash Basin in sets	2 x	=	0
Water Closet 1.6 GPF or less	3 x	12 =	36
Water Closet over 1.6 GPF	4 x	=	0
Bidet	1 x	=	0
Clothes Washer	3 x	4 =	12
Laundry Sink	2 x	=	0
Floor Drain, standard	2 x	=	0

92
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**RESOLUTION NO. 25-1668**

**RESOLUTION BY THE BOARD OF DIRECTORS OF THE  
ROSS VALLEY SANITARY DISTRICT  
APPROVING A REDUCTION OF 50% OF CAPACITY CHARGES  
FOR THE MAGNOLIA VILLAGE TOWNHOUSE CONDOMINIUM PROJECT**

**WHEREAS**, Ross Valley Sanitary District (“District”) is authorized by the Sanitary District Act of 1923 (Health & Safety Code §6400 *et seq.*) to provide public services and facilities related to the acquisition, construction, replacement, maintenance and operation of wastewater collection facilities within the District’s service area; and

**WHEREAS**, the District is empowered to prescribe, revise and collect fees, rates and charges related to said wastewater collection facilities pursuant to Health & Safety Code §6520.5, including Sewer Capacity Charges; and

**WHEREAS**, the District imposes Sewer Capacity Charges, in accordance with Government Code §66013, upon all persons obtaining a permit to connect to and utilize the District’s wastewater collection facilities in order to reimburse the District for costs related to its wastewater collection facilities; and

**WHEREAS**, on May 22, 2024, the District passed and adopted Ordinance No. 93, establishing Sewer Capacity Charges; and

**WHEREAS**, Section 26 of Ordinance No. 93 allows the District, by resolution of the Board, to approve a reduction of up to 50% of Sewer Capacity Charges for legally restricted affordable, low income, disabled, senior citizen and similar below-market rate housing units approved by the appropriate land use and zoning jurisdiction; and

**WHEREAS**, the Magnolia Village Townhouse Condominiums, a 20-unit apartment complex with commercial units located at 1141 Magnolia Ave, Larkspur, CA 94939 (“Magnolia Village”) will provide legally restricted apartments, with 4 of the 20 units designated as below-market rate housing units for low income residents; and

**WHEREAS**, Magnolia Village has been approved by the City of Larkspur Planning Commission; and

**WHEREAS**, Magnolia Village therefore qualifies, for purposes of Ordinance No. 93, Section 26, as a legally restricted affordable, low income, disabled, senior citizen, or similar below-market rate housing unit approved by the appropriate land use and zoning jurisdiction; and

**WHEREAS**, the Board wishes to approve a 50% reduction of Sewer Capacity Charges on affordable units for Magnolia Village.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Ross Valley Sanitary District hereby approves a reduction of 50% of Sewer Capacity Charges for the Magnolia Village Townhouse Condominiums.

**PASSED, APPROVED, AND ADOPTED** by the Board of Directors of the Ross Valley

Sanitary District at a meeting thereof on the 16th day of April, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Mary Sylla, President of the Board

**ATTEST:**

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Douglas T. Kelly, Secretary of the Board

**APPROVED AS TO FORM:**

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Austin Cho, District Counsel

**ROSS VALLEY SANITARY DISTRICT  
ORDINANCE NO. 93**

An Ordinance Repealing Ordinance No. 92  
adopted March 18, 2020 and Enacting this Ordinance  
Relating to Sewer Capacity Charges and Sewer Permit Fees

**WHEREAS**, Ross Valley Sanitary District ("District") is authorized by the Sanitary District Act of 1923 (Health & Safety Code §6400 et seq.) to provide public services and facilities related to the acquisition, construction, replacement, improvement, maintenance and operation of wastewater collection facilities within the District's service area; and

**WHEREAS**, the District is empowered to prescribe, revise and collect fees, rates and charges related to said wastewater collection facilities pursuant to Health and Safety Code §6520.5, including Sewer Capacity Charges; and

**WHEREAS**, the District imposes Sewer Capacity Charges in accordance with Government Code §66013; and

**WHEREAS**, the owners or occupants of the properties upon which all Sewer Capacity Charges established by this Ordinance desire to discharge wastewater to the District's wastewater collection facilities; and

**WHEREAS**, the District incurs costs to improve, upgrade, and expand the District's wastewater collection facilities in order to protect public health and safety, preserve the environment without damage, and conform to regulatory requirements; and

**WHEREAS**, the District's upgrades and improvements of existing wastewater collection facilities effectively increases the District's capacity to serve more customers; and

**WHEREAS**, the District periodically undertakes evaluation and study of fair and equitable charges to connect to and use the wastewater collection system; and

**WHEREAS**, the District maintains an asset register, fee studies, and financial and engineering reports (collectively referred to as the "Administrative Record") which are made available to the public, both prior to and after their public review at noticed public meetings; and

**WHEREAS**, the reasonable value of the District's facilities, as shown in the Administrative Record, are based on best available information and data relating to population projections, wastewater flow rates, current asset values; and

**WHEREAS**, the District has previously, by duly adopted ordinances, established Sewer Capacity Charges (previously referred to as "Connection Fees") to be paid by all persons obtaining a permit to connect to and utilize the District's wastewater collection facilities; and

**WHEREAS**, the District finds that the Sewer Capacity Charges imposed for a new connection pursuant to this Ordinance will not exceed the estimated reasonable cost for the District's existing and future facilities; and

**WHEREAS**, the District finds that the Sewer Capacity Charges established by this Ordinance are neither an incident of property ownership nor a property-related service having a direct relationship to property ownership and, therefore, are not subject to the requirements of California Constitution Article XIII D (also known as Proposition 218); and

**WHEREAS**, the District finds that the Sewer Capacity Charges established by this Ordinance are not imposed as a condition of approval of a proposed development project as defined in Government Code §66001 and, therefore, are not subject to the requirements for imposing development charges set forth in Government Code §66000 et seq.; and

**WHEREAS**, the District finds that the Sewer Capacity Charges established by this Ordinance do not exceed the estimated reasonable cost of providing the service for which the charges are imposed, pursuant to Government Code §66013 and §66016; and

**WHEREAS**, the District finds that the Sewer Capacity Charges established by this Ordinance are non-discriminatory as applied to all users of the District's wastewater collection facilities and are established upon a rational basis; and

**WHEREAS**, the District finds that the purpose of the Sewer Capacity Charges established in this Ordinance is to reimburse the District for costs which have been paid for existing wastewater collection facilities and will be paid for a reasonable share of the cost of future facilities and provide funds for capital projects necessary to maintain service, including service to new connections, within the existing District service area, and so the adoption of this Ordinance is Statutorily Exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines §15273( a); and

**WHEREAS**, the District finds that all Sewer Capacity Charges and Permit Fees established by this Ordinance have been approved by the District's Board of Directors at a duly noticed public meeting and in accordance with applicable provisions of law.

**NOW, THEREFORE**, the Board of Directors of the Ross Valley Sanitary District does ordain as follows:

**SECTION 1. Recitals.** The above Recitals are true and incorporated by reference herein.

**SECTION 2.** Ordinance No. 92 is hereby repealed in its entirety and is replaced by this Ordinance.

### **SECTION 3. Definitions**

"Accessory Dwelling Unit" ("ADU") is defined in California state law and means a separate attached or detached residential dwelling unit, not exceeding 1,200 square feet, which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. An accessory dwelling unit also includes the following: an efficiency

unit, as defined in the Health and Safety Code §17958.1; or a manufactured home, as defined in the Health and Safety Code §18007.

For the purpose of this Ordinance, the District defines four distinct types of ADUs:

**"Type 1"** means an ADU constructed within the existing interior space and exterior wall footprint of an existing single-family residence. Type 1 ADUs include "Junior ADUs" as defined by local municipal ordinances. No new sewer lateral connection to the public main shall be required for Type 1 ADUs. No additional Sewer Capacity Charge shall be required for Type 1 ADUs. Permit fees shall be required as listed in "Exhibit A".

**"Type 2"** means an ADU constructed by expansion or addition to an existing single-family residential structure or accessory structure. No new separate sewer lateral connection to the public main shall be required. Sewer Capacity Charges and permit fees shall be required as listed in "Exhibit A".

**"Type 3"** means an ADU constructed by conversion of an existing, detached accessory structure. No additional Sewer Capacity Charge shall be required for Type 3 ADUs, provided there is no expansion of the existing accessory structure area square footage. No new separate sewer lateral connection to the public main shall be required. Any new private lateral needed to connect the new ADU to the existing residential structure or the existing private lateral shall be constructed to then-current District standards and subject to District inspection and approval.

**"Type 4"** means an ADU newly constructed on the same residential parcel and detached from the existing residence or accessory structure. A Type 4 ADU shall be served with a new private lateral connecting to the existing private lateral and shall be constructed to then-current District lateral standards and subject to District inspection and approval. At the Owner's discretion, a new separate private lateral may be constructed directly from the new Type 4 ADU to the public main in accordance with then current District construction standards. The owner shall be responsible for all applicable encroachment and other agency permitting requirements for construction in the public right-of-way. Sewer Capacity Charges and Permit fees shall be required as listed in "Exhibit A".

**"Board of Directors"** or **"Board"** means the governing board of Ross Valley Sanitary District.

**"Drainage Fixture Units"**, or **"DFUs"**, mean the units of measure of wastewater generation from plumbing fixtures defined in the then-current California Plumbing Code.

**"Equivalent Dwelling Unit"** means a residential Single-Family Dwelling Unit that includes up to twenty-three (23) DFUs. For non-residential connections, this District-specific ratio of twenty-three (23) DFUs per EDU shall be used in conjunction with the actual DFU for the proposed connection, to establish the total EDUs including any fraction thereof. For purposes of this Ordinance, "Equivalent Dwelling Unit" and "Single Family Dwelling Unit" are used synonymously. As addressed in Section 22 of this Ordinance, the Central Marin Sanitation Agency ("CMSA") charges a separate capacity charge which may include a different definition of Equivalent Dwelling Unit.

**"Existing Sewer Connection"** means any lateral connection to the public wastewater collection facilities authorized pursuant to a valid permit.

**"Expanded Use"** means expanding the use of an Existing Sewer Connection to increase the Drainage Fixture Units associated with that connection in excess of twenty-three (23) DFUs.

**"General Manager"** means the person appointed by the Board of Directors, or their designee, authorized to administer and enforce the rules and regulations of the District.

**"New Sewer Connection"** means any lateral connection to the District's wastewater collection facilities for which a permit has not previously been issued.

**"Non-Discriminatory"** means that the Sewer Capacity Charge does not exceed the reasonable share of the costs of the District's wastewater collection facilities of benefit to the person or property being charged, based upon the proportionate share of use of those facilities.

**"Owner"** means the recorded owner as shown by the official records of the County Recorder of Marin County.

**"Parcel"** means a single parcel of land for which a legal description has been filed on record, or the boundaries of which are shown on a subdivision map or a record of survey map, filed in the office of the County Recorder.

**"Permit Applicant"** means the Parcel Owner or their authorized agent for purposes of permit processing. The terms "Permit Applicant" and "Owner" may be used synonymously in this Ordinance.

**"Permit Fee"** means any sewer permit fee required by this Ordinance, other than a Sewer Capacity Charge, intended to cover the direct District staff and administrative costs for inspections, plan reviews, and processing permit applications.

**"Private Sewer Lateral Permits"** mean the various private sewer lateral permits issued by the District. The permit types, requirements, and fees are shown in "Exhibit A".

**"Public Sewer Extension Permit"**, or PSX Permit, means the discretionary permit to remove, replace, relocate, rehabilitate, or otherwise install public sanitary sewer infrastructure (sewer mainline pipelines, manholes, etc.) to be built by the private party applicant, and dedicated back to the District for public ownership and maintenance. The related permit fees are shown in "Exhibit A".

**"Sewer Capacity Charge"** means a charge for wastewater collection facilities in existence at the time a charge is imposed and/or a charge for new sewer facilities to be acquired or constructed in the future that are of proportional benefit to the person or property being charged.

**SECTION 4. Application.** This Ordinance imposes a one-time, Non-Discriminatory Sewer Capacity Charge on Parcel Owners as a condition of the District permitting those Parcel Owners to establish a New Sewer Connection or to expand the use of an Existing Sewer Connection. No Sewer Capacity Charge shall be imposed for temporary structures, as determined by the General

Manager. The District shall refund any Sewer Capacity Charge paid for which no New Sewer Connection is made.

**SECTION 5. Permit Required.** A permit is required to perform work on public sewer infrastructure or for private sewer laterals. The type of permit is defined in this Ordinance and the associated Permit Fees are set forth in "Exhibit A". No Parcel Owner or unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance, or perform any work on a private sewer lateral, without first obtaining a permit from the District.

**SECTION 6. Application for Permit.** The Permit Applicant shall make an application on forms provided by the District for that purpose. The Permit Applicant shall give a description of the character of the work proposed to be done and the location, ownership, occupancy and use of the premises in connection therewith as well as any other information required by District policy. The District Engineer may require plans, specifications or drawings and such other information as he or she may deem necessary. Except in those instances when approval from the Board is required, if the District Engineer determines that the plans, specifications, drawings, descriptions or information furnished by the applicant are in compliance with the ordinances, rules and regulations of the District, the permit shall be issued upon payment of the required fees in "Exhibit A".

**SECTION 7. Compliance with Permit.** After approval of the application, evidenced by the issuance of a permit, no change shall be made in the location of the sewer, the grade, materials or other details from those described in the permit or as shown on the plans and specifications for which the permit was issued except with written permission from the District Engineer.

**SECTION 8. Time Limit on Permits.** If work under a permit is not complete within one year from the date of issuance, the permit shall become void and no further work shall be done until a new permit has been issued. Prior to expiration of the permit, the applicant may request in writing and the General Manager (or other duly authorized District representative) may authorize up to a one year, one-time extension of the permit from the date of the written request.

**SECTION 9. Agreement.** The Permit application for any permit as set forth in this Ordinance shall constitute an agreement to comply with the provisions, terms and requirements of this and other ordinances, rules and regulations of the District, and with the approved plans and specifications filed with the application. Requests for changes to the agreement shall be made in writing and are subject to the discretionary approval of the District Engineer.

**SECTION 10. Use of Revenues.** The District may impose Sewer Capacity Charges to pay for wastewater collection facilities in existence at the time the charge is imposed or to pay for new or improved facilities to be constructed in the future, provided those facilities are of benefit to the property being charged and the charges do not exceed the reasonable cost of the service provided. The District may use revenues derived from Sewer Capacity Charges for the acquisition, construction and reconstruction of the District's wastewater collection facilities; to repay principal and interest on debt instruments; or to repay federal or state loans for the construction and reconstruction of said sewer facilities, together with costs of administration and provisions for necessary reserves.

**SECTION 11. Payment Required.** Payment in full of Capacity Charges and Permit Fees is required prior to the District approving and issuing the permit, and prior to the performance of any work covered by the permit.

**SECTION 12. Time of Payment.** Sewer Capacity Charges and Permit Fees shall be paid in full prior to the District approving or issuing a permit.

**SECTION 13. Amount of Payment.** Sewer Capacity Charges and Permit Fees shall be paid in accordance with the charges effective on the date that a permit is issued.

**SECTION 14. Person Responsible.** The Owner of the parcel requesting a New Sewer Connection or Expanded Use of an Existing Sewer Connection shall be solely responsible for payment of applicable Permit and Capacity Charges.

**SECTION 15. No Credit.** No credit shall be taken against a Sewer Capacity Charge or Permit Fee for any amount paid or to be paid for any other fee or charge imposed pursuant to other District ordinances.

**SECTION 16. Runs with the Parcel.** A Sewer Capacity Charge paid for by a Parcel Owner related to a New Sewer Connection or Expanded Use of an Existing Connection, is a one-time charge upon a Parcel which, upon payment, runs with the Parcel.

**SECTION 17. All Work to be Inspected.** All sewer construction work, both public sewer and private sewer laterals, shall be inspected by the District to ensure compliance with all requirements of the District. No sewer work shall be backfilled or covered at any point until it has been inspected by the District and passed for acceptance. No New Sewer Connection or Expanded Use of an Existing Connection work shall be connected to the District's public sewer until the work covered by the permit has been completed, inspected and approved by the District Inspector. All work covered prior to inspection shall be uncovered and is subject to additional inspection fees.

**SECTION 18. Notification for Inspection.** It shall be the responsibility of the Permit Applicant to notify the District in writing that said work is ready for inspection. Notification shall be given not less than twenty-four (24) hours before the work is to be inspected.

**SECTION 19. Condemned Work.** When any New Sewer Connection or Expanded Use of an Existing Connection work has been inspected and the work condemned and no certification of satisfactory completion given, a written notice to that effect will be given instructing the Parcel Owner, or the agent of such Owner, to repair the sewer or other work authorized by the permit in accordance with the ordinances, rules and regulations of the District.

**SECTION 20. Encroachment Permit.** A separate permit must be secured from the county, city, or other person or entity having jurisdiction, by the Permit Applicant to excavate in a public street for the purpose of installing sewers (public or private), making sewer connections, or otherwise conducting sewer work under the applicable District permit. The Permit Applicant shall be solely responsible for compliance with all other agencies permit conditions.

**SECTION 21. Liability.** The Permit Applicant shall indemnify, defend, protect, and hold harmless the District and its officers, agents and employees from any and against any, all and



every demand, claim, damage, judgment, liability, obligation, penalty, fine, action, loss, cost and expense (including without limitation reasonable attorneys' fees) associated with District's imposition of charges pursuant to this Ordinance, including all costs, expenses, fees and interest incurred in defending same or in seeking to enforce this provision. In no event shall District's approval of any plans, specifications and drawings for any alterations constitute a representation or warranty by District of the accuracy or completeness of the plans, specifications, drawings and alterations or the absence of design defects or construction flaws therein, or the qualification of any person or entity, or compliance with applicable laws, and District shall incur no liability by reason of such approval. Permit Applicant waives any right of action against the District. The District and its officers, agents and employees shall have no liability for injury or death to any person or damage to any property arising during or relating directly or indirectly to the performance of any work by the Permit Applicant.

**SECTION 22. CMSA Treatment Plant Capacity Charge.** The Central Marin Sanitation Agency ("CMSA") treatment plant capacity charge is established and set by CMSA and is in addition to the Sewer Capacity Charges and/or Permit Fees imposed by this Ordinance. The District collects the CMSA capacity charge from the Permit Applicant, under conditions set forth in the CMSA Joint Powers Authority Agreement.

**SECTION 23. Establishment of Sewer Capacity Charge and Permit Fees.** Effective upon approval of this Ordinance, the Sewer Capacity Charge and Permit Fees shall be in the amount set forth in Exhibit "A".

**SECTION 24. Adjustment of Capacity Charge and Permit Fees.** Each year on July 1 the Sewer Capacity Charge and Permit Fees shall be adjusted by an increment based on the most recent annual change (April to April) in the Engineering News-Record Construction Cost Index (ENR CCI) for San Francisco. However, the District Board may at its option determine, by resolution adopted prior thereto, that such adjustment shall not be effective for the next succeeding year or may determine other amounts as appropriate. The base index in this Ordinance is based on the ENR CCI of 12014.72 (June 2018).

**SECTION 25. Right to Review, Hearing, and Appeal.** A Permit Applicant subject to Sewer Capacity Charges and Permit Fees may request review of any decision by District staff related to imposition of those charges by filing with the District a written request for an informal hearing before the District's General Manager. Said request must be made prior to payment of any Sewer Capacity Charges and Permit Fees. Failure by a Parcel Owner to timely file said written request shall result in a waiver of the right to said hearing.

Within thirty (30) days of a Parcel Owner's filing of a written request, and on at least ten (10) days written notice of the informal hearing to the Permit Applicant, the General Manager shall meet with the Permit Applicant to hear the Permit Applicant's objections. Within five (5) days of said informal hearing, the General Manager shall issue a written response to the Applicant.

In ruling on a request, the General Manager may, in their sole discretion, affirm, reverse or modify the District staff's decision and make any adjustments and impose any conditions deemed just and proper, if they find and determine that the provisions of this Ordinance are not being equitably applied to the matter under consideration.

If a ruling by the General Manager is unsatisfactory to the Permit Applicant, the Permit Applicant may, within fifteen (15) days after notification of that ruling, file a written request for an appeal of the General Manager's ruling with the District Board. The request for an appeal shall be considered by the District's Board of Directors at a regular scheduled meeting within sixty (60) days after filing, and on at least ten (10) days written notice of the meeting to the Permit Applicant. The Board shall make a final ruling on the matter within fifteen (15) days of the close of the meeting at which the appeal is considered, and the District shall thereafter timely notify the Permit Applicant of the Board's ruling by first-class mail. The Board's determination on the matter shall be final.

In ruling on a request for an appeal, the Board may, in its sole discretion, affirm, reverse or modify the General Manager's ruling and make any adjustments and impose any conditions it deems just and proper, if it finds and determines that the provisions of this Ordinance are not being equitably applied to the matter under consideration.

**SECTION 26. Capacity Charge Waiver for Below-Market Rate Housing.** On adoption of a resolution by the Board, the District may approve a reduction of up to 50% of Capacity Charges for legally restricted affordable, low income, disabled, senior citizen and similar below-market rate housing units approved by the appropriate land use and zoning jurisdiction.

**SECTION 27. Affordable Housing Priority.** In accordance with Section 65589.7 of the California Government Code ("Section 65589.7") or any successor statute, the Ross Valley Sanitary District. ("District") shall grant priority to proposed developments with housing units affordable to lower income households for sewer connection. The District shall not deny or condition the approval of an application for connection to, or reduce the amount of District's services applied for by a proposed development that includes housing units affordable to lower income households unless it makes specific written findings that the denial, condition, or reduction of service is necessary due to the existence of one or more of the following:

1. The District does not have a sufficient water supply, is operating under a water shortage emergency, or does not have sufficient distribution capacity for the proposed development as demonstrated by a written engineering analysis.
2. The District is subject to a compliance order issued by the State Department of Health Services that prohibits new water connections.
3. The District does not have sufficient collection capacity, as demonstrated by a written engineering analysis and report on the collection of works, to serve the needs of the proposed development.
4. The San Francisco Bay Area Regional Water Quality Control Board issues an order to the District prohibiting new wastewater connections.
5. The applicant failed to agree to reasonable terms and conditions relating to the provision of service generally applicable to development projects seeking the District's services, including requirements of local, state or federal laws and regulations, or payment of a charge or fee.

The District shall review and adopt these policies with objective standards conforming with Section 65589.7 at least once every five years. The definitions and provisions under Section 65589.7 or any successor statute apply to this District Policy. This District Policy serves as the District's compliance with Section 65589.7 subsection (b).

**SECTION 28. Severability.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held invalid, unconstitutional or unenforceable, such holding shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that anyone or more sections, subsections, sentences, clauses or phrases is for any reason held invalid, unconstitutional or unenforceable.

**SECTION 29. Repeals and Inconsistent Ordinances.** As of the effective date of this Ordinance, the following ordinances of this District are hereby repealed: Ordinance 92 adopted March 18, 2020; Ordinance 91 adopted October 16, 2019; Ordinance 90 adopted February 21, 2018 and updated March 2018; Ordinance 64 adopted August 21, 2013; Ordinance 60 adopted August 25, 2009; Ordinance No. 37 adopted November 5, 1991; Ordinance No. 35 adopted November 5, 1985; Ordinance No. 33 adopted May 21, 1985; Ordinance 32 adopted February 1, 1982. All other District ordinances and resolutions and parts of District ordinances and resolutions inconsistent herewith are hereby repealed.

**SECTION 30. Effective Date of this Ordinance.** A summary of this Ordinance shall be published once in the Marin Independent Journal, a newspaper of general circulation published in the District. The effective date of this Ordinance shall be July 1, 2024.

PASSED AND ADOPTED this 22<sup>nd</sup> day of May 2024 by the following vote:

AYES:

NOES:

ABSTAIN:



THOMAS GAFFNEY

SECRETARY OF THE BOARD



MICHAEL BOORSTEIN

PRESIDENT OF THE BOARD



## ROSS VALLEY SANITARY DISTRICT

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

### “EXHIBIT A”

#### **ORDINANCE 93 SEWER CAPACITY CHARGES, SERVICE FEES AND PERMIT FEE SCHEDULE**

The following describes Ross Valley Sanitary District’s sewer capacity charges, service fees and permit fees. **In addition to these charges and fees, the District collects the Central Marin Sanitation Agency’s (CMSA) capacity charge and passes this charge through to CMSA.** See current CMSA fee schedules for applicable CMSA capacity charges.

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All Permit Fees are non-refundable.

#### **SEWER LATERAL REPAIR OR REPLACEMENT**

A permit is required anytime work is performed on the private sewer lateral outside of the building foundation. This fee includes one inspection. Additional required inspections for the same permit may be subject to an additional inspection fee.

Permit Fee: \$348

Capacity Charges do not apply.

#### **NEW CONNECTIONS**

Permit Fee: \$568

This fee includes one inspection. Additional required inspections for the same permit may be subject to an Additional Inspection Fee.

**Sewer Capacity Charges:** \$7,801 per EDU.

A minimum of 1 EDU shall be charged. For additional drainage fixture units (DFUs<sup>1</sup>) beyond 23 DFUs, the Capacity Charge shall include an additional \$339/DFU.

#### **REMODEL/ADDITION PROJECTS (non-ADU projects)**

Permit Fee: \$519

This fee includes one inspection. Additional required inspections for the same permit may be subject to an Additional Inspection Fee.

**Capacity Charge:** \$339 per DFU. Credit will be given for pre-remodel drainage fixture units (DFUs) when DFUs are counted by District inspector prior to the start of work or can be otherwise verified with official building records. Existing laterals may be maintained in use upon testing and receipt of Certification of Lateral Compliance.

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<sup>1</sup> Drainage Fixture Units (DFUs) as defined in the latest version of the California Plumbing Code, California Code of Regulations, Title 24, Part 5.

## ACCESSORY DWELLING UNITS (ADUs)

ADU projects shall be subject to permit fees, the District's capacity charges and CMSA capacity charges. The capacity charges for Type 2 and Type 4 ADUs are determined on a per-new-DFU basis, as shown in the following table. Capacity charges will be charged for DFUs greater than a total of 23 DFUs on the parcel, such that credit will be given for DFUs less than 23 DFUs in the existing structures on the same parcel of the ADU project. Should the credit equal or exceed the number of DFUs in the proposed ADU, no capacity charges shall be applied. To receive credit, the number of pre-ADU DFUs on the parcel must be counted by the District inspector prior to the start of work or otherwise verified with official building records.

	ADU Type 1	ADU Type 2	ADU Type 3	ADU Type 4
<b>Permit Fee:</b>	\$519			
<b>District Capacity Charge:</b>	N/A	\$339/DFU	N/A	\$339/DFU

"Type 1" means an ADU constructed within the existing interior space and exterior wall footprint of an existing single-family residence.

"Type 2" means an ADU constructed by expansion or addition to an existing single-family residential structure or accessory structure.

"Type 3" means an ADU constructed by conversion of an existing, detached accessory structure.

"Type 4" means an ADU newly constructed on the same residential parcel and detached from the existing residence or accessory structure.

Type 1 and Type 3 ADUs are not assessed a capacity charge per California Law (Govt Code §65852.2).

## DISCHARGE PERMIT

A permit is required anytime a discharge is performed into the public sewer system. Additional required inspections for the same permit may be subject to an Additional Inspection Fee.

Permit Fee: \$247

Capacity Charges do not apply.

## POOL DRAIN

A permit is required anytime a pool is drained into the public sewer system. Additional required inspections for the same permit may be subject to an additional inspection fee.

Permit Fee: \$138

Capacity Charges do not apply.

## PUBLIC SEWER EXTENSIONS (PSX)

Permit Fee: \$9,078

Refer to the separate PSX Application for a full description of the PSX process fees. Capacity charges may apply if the PSX project includes new sewer connection(s).

## **SPECIAL PROJECTS**

The District's General Manager (or other duly authorized District representative) may determine a project to be a Special Project if the nature or scope of the project deviates from the project types listed above. Most Common Interest Development (CID) projects will be permitted and processed as Special Projects. Special Projects shall be charged on a time and material basis (as tracked by District staff) at the following hourly rates:

<b><u>Title</u></b>	<b><u>Hourly Rate</u></b>
Engineer	\$ 112.29
Inspector	\$ 104.97
Senior Admin Coordinator	\$ 76.28
Management Analyst	\$ 92.88
Accountant	\$ 66.75
Finance & Administrative Services Manager	\$ 179.56

## **ADDITIONAL INSPECTIONS FEE**

The additional inspections fee is \$237. At the discretion of the District Engineer (or other duly authorized District representative), projects may be charged for additional inspections. Reasons for requiring additional inspections include failure to meet District code and/or insufficient notice prior to cancelling a scheduled inspection.

## **SERVICE RESUMPTION FEE**

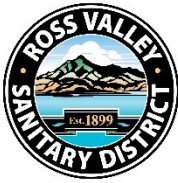
In the event that sewer service charge payments to the District are discontinued at an existing sewer connection for longer than a 12-month period, the owner shall be responsible for a service resumption fee in order to resume sewer services. The purpose of this fee is to recognize that sewer service charges, which were avoided by the parcel owner for a substantial period of time, are used to pay for maintenance work on the collection system, which is work that benefits the parcel owner once the sewer services are re-established.

Based on the 2024 Sewer Rate Study, the cost of maintenance is more than 50% of the District's annual expenditures. As such, the fee to resume service will be calculated based on half of the annual sewer service charges that were applicable to the parcel for each full year of the period of non-payment.

The service resumption fee shall be in addition to any other applicable permit fees and capacity charges.

## **METHOD OF PAYMENT**

Personal/Business check, cashier's check, money order, debit card or major credit cards. Each credit/debit card transaction will be assessed a bank transaction fee. If the bank for any reason does not honor payment tendered, the full amount plus a ten percent (10%) penalty must be paid by a cashier's check to the District immediately to avoid legal action.

**ROSS VALLEY SANITARY DISTRICT**

1111 Andersen Dr

San Rafael, CA 94901

415-259-2949 ~ rvsd.org

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**STAFF REPORT****For the Meeting of April 16, 2025**

April 4, 2025

To: Board of Directors

From: Felicia Newhouse, Assistant General Manager  
Cristina Velazquez, Management AnalystSubject: **Approve Exception to Loan Limits for Lateral Replacement at 360 Redwood Road in San Anselmo****Summary**

This agenda item seeks Board approval of a request for exception to the \$25,000 loan limit for a lateral replacement at 360 Redwood Road in San Anselmo.

**Background and Discussion**

The Lateral Replacement Loan Program (LRLP) was established to assist property owners in replacing private sewer laterals that connect to the public sewer system. The program offers low-interest loans to eligible property owners who cannot afford the full cost of a lateral replacement. Repayment is collected through owner's semi-annual property tax bills over a 10-year period. The interest rate based on the current 10-year U.S. Treasury rate plus 0.5% per annum (fixed). Loans are filed as a lien against the owner's property, are non-transferable, and the owner must pay the remaining balance prior to selling.

As outlined in the LRLP, the maximum loan amount for lateral replacements is set at \$25,000, a limit that was established to address typical replacement costs. The property owner of 360 Redwood Road is requesting that the District approve a loan of up to \$50,000 for the replacement of their lateral, as the estimated cost is approximately \$48,650. The owner requests an exception to the limit due to the unusually long length of the lateral, which is approximately 400 feet from the house to the sewer main located on Allyn Avenue. Three bids were obtained for the proposed work and the owner's selected vendor cost estimate is included as Attachment A.

The owner's request aligns with the objectives of the LRLP, as it addresses a critical need for maintaining the safety, health, and functionality of the public sewer system in accordance with RVSD regulations and standards. The Board's approval would be a one-time exception to the standard loan cap based on the unique circumstances of the applicant's project.

### Fiscal Impact

The FY24-25 Loan Program Budget is \$250,000. If this loan is approved for \$50,000, the remaining funds for this fiscal year would be \$124,200.

### **Recommendation**

Approve the exception to the loan limits for the lateral replacement at 360 Redwood Road, allowing the property owner to receive a loan of up to \$50,000 to cover the cost of the replacement.

Attachment(s):

- A) Estimate of Work for Lateral Replacement Cost at 360 Redwood Road



**TRENCHLESS****TITAN**  
SEWER REPAIR

March 28, 2025

PAGE 1 OF 4

**CUSTOMER NAME:**

Alan Flaks  
alanflaks@gmail.com  
415-720-6098

**PROJECT ADDRESS:**

360 Redwood Road  
San Anselmo, CA 94960

**PROPOSAL/CONTRACT**

Hardiman Construction/Trenchless Titan (HCTT) will furnish labor, material and equipment to complete the following work for the property located at **360 Redwood Road** per the "Scope" below. All work will be completed in a workmanlike manner, according to standard building practices and in compliance with the applicable sanitary district's specifications. Contractor and Owner agree that the following scope of work be performed:

**Scope of Work for the Sum of \$48,650.00:**

1. Install new two-way cleanouts (4) and backflow prevention devices (4) at the foundation wall of the house.
2. Replace the existing 4" primary sewer lateral pipe serving the main dwelling with approximately 400' of new 4" HDPE pipe from the house to the sewer main on Allyn Avenue via the pipe bursting method; includes the installation of a new 6"X4" connection to the CIPP-lined sewer main as necessary.
3. Replace the two (2) branch laterals located on the left side of the main dwelling from the house to the primary sewer lateral pipe.
4. Install new two-way cleanouts (4) and backflow prevention devices (4) at the exterior foundation wall of the ADU.
5. Reroute the existing 4" primary sewer lateral pipe serving the ADU from the exterior foundation wall of the ADU to the primary sewer lateral pipe serving the main dwelling via the trenchless and open trench methods.
6. Replace the three (3) branch laterals serving the ADU from the exterior foundation wall of the ADU to the primary sewer lateral pipe serving the ADU.
7. Disconnect the existing secondary lateral serving the main dwelling from the ejector tank and reroute the pipe from the exterior foundation wall of the main dwelling to the primary sewer lateral pipe serving the main dwelling via the trenchless and open trench methods.
8. Backfill the excavations and restore the site; includes standard concrete (to a maximum of 4" thick) restoration as necessary.
9. Obtain the necessary standard sanitary district sewer permit and City/County encroachment permit: HCTT pays up to \$350.00 for the sanitary district sewer permit and up to \$350.00 for the City/County encroachment permit; any balance over the allotment will be billed at final invoice. No credits for fees not paid or for permits not obtained.

**NOTE: AT OUR DISCRETION, HCTT MAY ELECT TO OPEN TRENCH A PORTION(S) OF THE PROJECT DUE TO CIRCUMSTANCES THAT REQUIRE AN OPEN EXCAVATION. THIS WORK WILL BE PERFORMED WITHOUT PRIOR CONSENT FROM THE CUSTOMER.**

**NOTE: Although HCTT is experienced in concrete excavation/restoration, HCTT is not a concrete specialist. Owner is encouraged to contract a concrete specialist at their own expense should there be existing concrete that requires special attention.**

A \$4,500.00 deposit/mobilization/demobilization fee to be made to HARDIMAN CONSTRUCTION upon acceptance of Contract and prior to commencement of work. Upon completion of authorized, approved and performed work, the balance of the Contract amount is to be paid to HARDIMAN CONSTRUCTION, INC. in full via cash, check, or money order. If payment is not made within 5 days of completion HCTT may charge interest and late penalties allowed by law. An invoice for any additional charges/fees will be sent separately. **NOTE: Item #13 of page two (2) of the Proposal/Contract.** A PAID receipt will be provided upon payment in full. Refunds due to cancellation will be less fees charged or retained by the City, County or Sanitary District for permits plus a charge of 35% of the deposit amount for administration fees to HCTT.

**\*Customer is encouraged to contact HCTT to schedule a site visit prior to the start of the project to review the installation process and the impact the project will have on the property/yard, landscape/hardscape and/or driveway. NOTE ITEM #11 UNDER EXCLUSIONS.**

**\*IMPORTANT: PLEASE USE FACILITIES SPARINGLY WHILE THE SEWER LATERAL INSTALLATION IS BEING PERFORMED. FURTHER, THERE MAY BE A TIME WHEN THE INSTALL CREW WILL ASK YOU NOT TO USE THE FACILITIES FOR A SHORT TIME.**

END OF PAGE 1 OF 4

Contractor Signature:  
Thomas Hardiman

DATE: X

SIGNATURE: X

Board Packet No. 089



March 28, 2025

PAGE 2 OF 4

**CUSTOMER NAME:**

Alan Flaks

**PROJECT ADDRESS:**360 Redwood Avenue  
San Anselmo, CA 94960**NOTES:**

- IF CUSTOMER EXPERIENCES ISSUES THAT COULD BE CAUSED BY THE INSTALLATION OF THE SEWER LATERAL PIPE; CUSTOMER AGREES TO CONTACT HCTT AT 415-924-2555 OR 415-847-0010 (CALL/TEXT) FIRST TO DETERMINE IF THE ISSUE WAS CAUSED BY THE INSTALLATION OF THE PIPE; HCTT WILL NOT BE RESPONSIBLE OR LIABLE SHOULD THE CUSTOMER CONTRACT WITH ANOTHER CONTRACTOR AND WILL NOT BE RESPONSIBLE FOR REIMBURSEMENT OF PAYMENT TO SAID CONTRACTOR; HCTT IS TO BE HELD HARMLESS FROM ANY AND ALL LIABILITY ARISING FROM FEES AND WORK PERFORMED BY OTHERS.
- All work is to be performed via the trenchless and/or pipe bursting method unless the open trench method is necessary/required.
- HCTT will mobilize to your project between 7:15 AM and 8:00 AM unless notified. If HCTT is held up due to lack of access, HCTT may charge a hold up fee of \$553.35 (our one hour minimum) for the time our crew is waiting for access to the site.
- Primary cleanouts are installed where the existing sewer pipe exits the foundation wall of the house/building at an approx. distance of 18" to 24" per the Sanitary Districts specifications. Cleanouts are installed as close to the foundation wall of the house/building as possible.
- A typical sewer lateral install should take approximately 1-14 business days to complete and due to unforeseen circumstances could take longer; Site backfill and restoration within the property line can take approximately 1-14 business days from the final sewer inspection to complete.
- HCTT requires access to the work area for the duration of the project for parking construction vehicles/equipment and delivery/storage of materials, as well as an adequate water supply on or adjacent to the property and a sufficient and reliable electrical power source to perform the installation and perform site restoration at no charge to contractor. Arranging parking/storage and water/electrical for the project is the responsibility of the homeowner/client.
- Homeowner is to clear/remove plants/trees and personal items/debris from the work area upon execution of the Contract and prior to commencement of work. If site conditions are not suitable for the install, HCTT will remove necessary items; this may result in additional charges based on time and material at a rate of \$553.35/hr and will be held harmless from any/all liability due to damage or loss.
- Delays by Owner or others in the progress of the project will result in additional charges and billed on a time and material basis at the rate of \$553.35/hr. If HCTT is unable to perform the installation, homeowner will be charged 8 hours/1 day at a rate of \$553.35/hr for time lost.
- Insurance: Owner will carry all necessary COC, fire, flood and all related homeowner insurance.
- In the event suit should be brought to enforce any provisions hereunder or monies due for additional work performed, by either party, the prevailing party shall be entitled to collect costs incurred in connection with such action, including a reasonable attorney's fee.
- Because sewer pipe is an underground utility, connections to the lateral may be missed and/or not identified for various reasons including but not limited to debris, roots, bends, sags, scaling and water. In addition, there may be times when "potholing" utilities will be necessary. If this occurs, HCTT is to be held harmless from any and all liability, including repairs, arising from the missed connection or "potholing". HCTT may charge a time and material fee of \$553.35/hour to remedy any situation that occurs from missed connections or necessary "potholing". This includes excavation, backfill, compaction testing, pavement/asphalt restoration, and concrete restoration.
- Sags are not considered warranty work as they are natural occurrences due to shifting ground conditions; Sags that occur following final sanitary district inspection/approval are not covered under HCTT warranty. HCTT will provide a proposal to remove any sags should they occur. HCTT is to be held harmless should a sag develop after final inspection and is hereby released from any and all liability arising due to after inspection/approval sags.
- ANY DRAINAGE CONNECTIONS TO THE SEWER LATERAL PIPE WILL BE DISCONNECTED PER SANITARY DISTRICT REQUIREMENTS; IT IS THE CUSTOMER'S RESPONSIBILITY TO REDIRECT AND/OR CONNECT THE DRAINAGE TO OTHER MEANS. HCTT IS TO BE HELD HARMLESS FROM ANY AND LIABILITY ARISING FROM ANY AND ALL DRAINAGE ISSUES CAUSED BY DISCONNECTING THE DRAINAGE PIPES. UPON REQUEST, HCTT WILL SUBMIT A PROPOSAL TO REROUTE AND/OR CONNECT THE DRAINAGE PIPE(S) TO OTHER MEANS.
- If this Contract is not signed and received by HCTT within 15 days of the above date, HCTT retains the right to increase the bid or withdraw the Proposal/Contract.
- Customer is the same as client, owner, homeowner and/or contractor.

**Contractor Exclusions and Customer/Client/Homeowner/Owner Responsibilities:**

1. All plans, permits, engineering revisions, testing, observation, fees, bonds or survey work, encroachment permit/encroachment permit bonds or deposits, moratorium or street bonds/permits, special/additional permits, special inspections and prevailing wages.
2. Relocation, removal or work on any utilities of any kind. NOTE: if water/utility/gas lines or meters are in close proximity of the sewer lateral pipe they can be disturbed during the sewer pipe installation process. Any repairs or maintenance/adjustments to the utility pipe/meters are to be the responsibility of the homeowner. HCTT is to be held harmless from any and all liability resulting in the installation of the sanitary sewer lateral pipe.
3. If concrete/rock is encountered while excavating, or the existing sewer lateral pipe or sewer main is encased in concrete or has been backfilled with pea gravel, an additional fee will be charged to the client/homeowner. In addition, if any concrete slabs (driveway/path/patio/sidewalk) is more than the standard of 4" thick, an additional fee will be charged to the client/homeowner. Said fee will be based on a time and material basis at a rate of \$553.35/hr. Said fee will be incurred from the time jackhammering/removal begins until the lateral/main has been exposed. Concrete will be restored if applicable. The final invoice will reflect the charge.
4. HCTT makes every effort to identify all connections on the existing lateral. If connections are found or identified during excavation/installation, HCTT will make the connection or install the additional lateral to bring the sewer into compliance per the sanitary district's code for an additional charge. This fee will be charged on a time and material basis at \$553.35 per hour. This charge will be reflected on the final invoice. NOTE: If connections or secondary laterals are identified after HCTT has completed their original scope of work, customer hereby holds HCTT harmless from any and all damages and liability arising from the missed connection(s)/lateral(s).

**END OF PAGE 2 OF 4****DATE:** X**SIGNATURE:** X

Board Packet No. 090



March 28, 2025

PAGE 3 OF 4

**CUSTOMER NAME:**

Alan Flaks

**PROJECT ADDRESS:**360 Redwood Avenue  
San Anselmo, CA 94960**Contractor Exclusions and Customer/Client/Homeowner/Owner Responsibilities (cont'd):**

5. Any unforeseen circumstances (including rock, concrete, utilities, etc) that significantly change the scope of work will be charged as extra work and additional fees charged; homeowner is aware of this and agrees to pay the applicable extra fee of \$553.35 per hour for extra work performed.
6. If landscaping is disturbed/damaged, HCTT will replace it using the existing material; HCTT does not guarantee that the grass/shrubs/bushes/turf, etc will survive the replanting of said material or appear as it did prior to construction. Artificial grass/turf or any artificial landscape material will be removed and replaced by others. HCTT is to be held harmless should any of the disturbed landscaping/grass/shrubs/bushes, etc. not live after the replanting/installation or appear as it did prior to the sewer installation/construction. It is the Homeowner/Client responsibility to keep the removed landscaping alive/protected for replanting.
7. If the dwelling has an asphalt, concrete, tile, brick, rock, special material, etc driveway, path, patio, wall, stairs etc, the sewer lateral pipe may run under, through or around said "structure". During the course of construction the removal of the "structure" or a portion of the "structure" may be necessary. Homeowner is advised that HCTT, when applicable, will pour new concrete/rock/tile that may not match the existing when replaced and/or that HCTT will re-use existing material for re-installation of tile/brick/wood, etc. A pavement/ac patch will be installed and may not match the existing; special materials, rock and tile will be the responsibility of the homeowner. Homeowner is aware that a qualified contractor in the applicable field should be hired at their own expense to replace/reinstall and/or protect the material of any and all "structures" upon execution of the Contract and before work begins. HCTT is to be held harmless from any and all liability resulting in the removal and/or replacement or damage of said driveway, paths, patios, walls, stairs etc.
8. Any and all deck/porch/wood/fence or synthetic board removal and replacement of any kind is to be done by others, if not done by others upon acceptance of the Contract or prior to the sewer lateral pipe installation HCTT will remove and replace the material during the course of construction and will reuse the existing material. HCTT will not be held liable for the condition/damage of the material once removed and re installed and is hereby held harmless from any and all removal and replacement of said material.
9. During the course of construction/installation of the sewer lateral pipe, there may be unavoidable/unforeseen damage, including but not limited to lifting/buckling and/or cracking (concrete, stone or asphalt driveway, path, patio, etc) or oil/dirt/mud or rock splatter during construction excavation that may result in walls/tile/doors/fences/pathways/driveway/street etc getting dirty/damaged/cracked; HCTT will make every effort to prevent such damage but make no guarantees. Homeowner hereby holds HCTT harmless from any and all liability for any damages and/or liability of said damage/lifting/splatter.
10. If the sewer main is three or less feet deep, the specifications of the sanitary district require that a concrete cap is installed on the portion of lateral pipe in the street (curb to the main); this will result in additional charges that can exceed \$3,000.00. HCTT is subject to the direction of the inspector from the sanitary district and may have to perform unforeseen work that may result in additional charges; homeowner is aware and will be charged accordingly.
- 11.
12. Homeowner is to remove any above-ground and mark any under-ground utilities, sprinklers and irrigation systems as well as any other pipes/wires/structures that may be in the work area prior to construction and upon acceptance of the Contract; if said systems/pipes/wires/structures are not removed/marked and are damaged or broken during the course of construction HCTT is to be held harmless from any/all liability and damage. Homeowner is responsible for any repairs/replacement of such systems/sprinklers/pipes/wires/structures and any damages caused as a result of the unmarked utilities and irrigation systems etc. Homeowner is responsible to pay for any damage and repairs at their own expense.
13. Any/All markings, including USA paint marks, made by HCTT or any other utility company will be the responsibility of the homeowner to remove; HCTT will not be responsible or liable for the removal of the markings and will be held harmless for the removal of same. HCTT may charge a minimum of \$553.35/hour for the removal of the marks/paint.
14. Homeowner is advised that pavement/concrete restoration in the street is not part of the sewer/plumbing permit specifications and agrees to make payment to HCTT in full upon completion of the sewer lateral installation; Street pavement/concrete restoration should be completed within six to twelve months of the signed off sewer/plumbing/building permit and is the responsibility of HCTT to adhere and complete the encroachment permit specifications and requirements. Restoration is done periodically therefore time/day notice will not be given to the homeowner. HCTT will perform the restoration when their schedule permits. Homeowner understands and accepts this and holds HCTT harmless from any and all liability that may result in the pavement/concrete restoration in the street when performed.
15. An additional fee will be charged to homeowner if the subject property is found to be on a moratorium street or a street requiring pavement restoration larger than the dimensions of the actual trench (approx. 4'X4' or 16sf) and/or CalTrans Type II Micro Seal or special slurry seal coating per the County/City/Town requirements. HCTT's Contract includes a maximum of 1 hour for a 16sf pavement restoration at \$553.35/hr. The additional pavement restoration will be billed to the homeowner once pavement restoration is completed on a time and material basis for the sum of \$553.35/hour. Homeowner is advised that pavement restoration can take up to six months to complete and agrees to make payment as specified. A separate invoice for the pavement restoration may be provided.
16. If the sewer lateral of the subject property enters, runs through, or ends in a neighboring property it is the client/homeowner's/property owner's responsibility to obtain permission from said neighbor upon acceptance of the Contract, to gain access to the work area and holds HCTT harmless from any and all liability (including legal defense) that may result from entering the property or performing work on said property, including the sewer lateral installation, potholing, landscaping, irrigation and other construction activities. Customer is to notify neighbor that removal and/or replacement of any markings, identifying stakes, or otherwise will be the responsibility of the property owner and that HCTT is to be held harmless if the marks/stakes or structures are damaged or misplaced during the installation process. If neighbor(s)/person(s) file a claim with HCTT's insurance for damages of any kind, client/homeowner/property owner will reimburse HCTT the amount of the claim paid to the neighbors within 20 days of the date that the claim is paid, including legal defense and any fees.
17. Should the sanitary sewer lateral pipe have a sag(s) that is not corrected during the trenchless process it is possible that the sag(s) will have to be repaired/removed via the open trench method and additional charges incurred. Homeowner is advised and understands that there is a possibility that additional charges may be incurred and reflected on the Invoice on a time and material basis at a rate of \$553.35/hour to remove sags that are not within tolerance. Sags are considered to be within tolerance and are acceptable when inspected and approved by the Sanitary District at the time of final inspection.

**END OF PAGE 3 OF 4****DATE:** X**SIGNATURE:** X

Board Packet No. 091



March 28, 2025

PAGE 4 OF 4

**CUSTOMER NAME:**

Alan Flaks

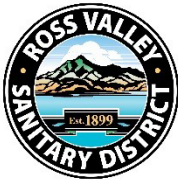
**PROJECT ADDRESS:**360 Redwood Avenue  
San Anselmo, CA 94960**Contractor Exclusions and Customer/Client/Homeowner/Owner Responsibilities (cont'd):**

18. During the course of construction, the discovery of an acceptable cleanout/backflow prevention device and/or section of existing sewer lateral pipe or material may be found. HCTT at its discretion will connect the new sewer pipe to the existing acceptable pipe; homeowner is aware of this possibility and that no adjustments will be made to the Contract price.
19. To ensure that there is adequate space to perform the sewer lateral installation, personal vehicles should be parked away from the project site and should not be parked on or around the work area (street, driveway, etc); vehicle/property owner holds HCTT harmless from any and all liability that may arise from all possible damage done to all vehicles when parked near the construction site.
20. Under certain circumstances, there may be times when HCTT will require that the toilets/sinks/utilities not be used for a period of time and may have to shut off water/electric. When this occurs, HCTT is to be held harmless from any and all liability that the situation may cause; Any/all damages are the responsibility of the homeowner.
21. HCTT is to be held harmless from any and all liability arising from damage to retaining walls where concrete is encasing or is below or on top of the sewer lateral pipe.
22. HCTT will not be responsible for any and all erosion protection, diversion of water, plastic sheeting, hay bales, etc.

**END OF PAGE 4 OF 4**

**OWNER HAS READ, APPROVED AND ACCEPTS THE TERMS OF THIS FOUR PAGE PROPOSAL/CONTRACT: The price, conditions, specifications and exclusions are satisfactory and are hereby accepted. HCTT is hereby authorized to perform the work as specified.**

Date: **X** \_\_\_\_\_Owner Signature: **X** \_\_\_\_\_ Print Name: **X** \_\_\_\_\_Phone: **X** \_\_\_\_\_ Email: **X** \_\_\_\_\_Billing Address: **X** \_\_\_\_\_



## ROSS VALLEY SANITARY DISTRICT

1111 Andersen Dr  
San Rafael, CA 94901  
(415) 259-2949 ~ [rvsd.org](http://rvsd.org)

### STAFF REPORT

**For the Meeting of April 16, 2025**

April 8, 2025

To: Board of Directors

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

Subject: **Consideration of Accepting the FY2024 Defined Benefit Pension and OPEB Actuarial Reports, as presented, and Discussion on the District's Retirement Obligation Funding Plans**

#### Summary

As required by the Governmental Accounting Standards Board ("GASB"), the District reports the liability for both its allocated share of the net pension liability held at the California Public Employees' Retirement System ("CalPERS") and its net Other Post Employment Benefit ("OPEB") liability promised to its employees upon retirement. Furthermore, the District invests contribution proceeds, independent of the CalPERS pension program, into Internal Revenue Service (IRS) Section 115 trust accounts hosted by CalPERS based on the Board of Directors' risk tolerance to earn a rate of return for payment of the future retirement liabilities.

#### Background

The District obtains valuation reports from both CalPERS and its principal actuary, TrueComp (f/k/a GovInvest), that summarize its retirement liabilities. The District's fiscal year-end financial statements are adjusted annually to report the proportionate share of the net retirement liability in accordance with accounting standards GASB Statements 68 and 75.

The District has implemented the following initiatives to fund these liabilities:

- A) Establishing IRS Section 115 Trust accounts for both its OPEB (CERBT in July 2014) and pension (CEPPT in June 2020) plans.
- B) Contributing the required amounts as expressed by either CalPERS or its Actuary to fully fund the actuarially determined contribution balance.
- C) Implementing funding policies that promote sustainable management of the District's ongoing retirement liabilities.

Continuous monitoring is performed on these plans' performance by both District staff and the Board of Directors.

## **Discussion**

A full analysis of the pension plans and the OPEB plans has been prepared by the District's principal actuary, TrueComp. The analysis is attached to this staff report and will be presented tonight by TrueComp.

As of fiscal year-ended 2024 (measurement fiscal year 2023), the District's pension plan funding and OPEB funding are both in a strong position.

The pension plan funding in particular is nearing 100% when the District's Section 115 Trust assets are included. With the plan nearing 100% funding, the Board may consider using trust assets to pay pension costs in the upcoming budget year (FY2026). This would not only be a good use of District assets, but it would also indirectly help fund a second year of aggressive capital investment. Even with a drawdown of Section 115 Trust funds, staff predicts the District's funding percentage will remain above the 90% target outlined in the District's Financial Policies (under consideration of approval by the Board tonight).

The District's OPEB plan shows a funded percentage of just over 75%. Staff propose to budget an additional \$280 thousand contribution in the FY2026 budget, which should bring the plan to 100% funded. The Enhanced Benefit plan is entirely funded by employee contributions. The current employee contribution rate is \$78.75 per pay period and has been steadily decreasing since 2020. The rate will be updated in the fall with the new rate going into effect January 1, 2026.

## **Recommendation**

Accept the FY2024 Defined Benefit Pension and OPEB actuarial reports, as presented; direct staff to use CEPPT 115 Trust funds to pay pension costs in FY2026; and direct staff to budget a \$280 thousand contribution to the District's OPEB plan in FY2026.

Attachment(s):

- A) TrueComp PowerPoint Presentation – Pension Funding Update
- B) TrueComp PowerPoint Presentation – OPEB Funding Update

# Pension Funding Update

Ross Valley Sanitary District, CA

April 15 & 16, 2025



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## Understanding Pension Funding



Pension Basics



Impact of those  
Changes



Changes Since the Last  
Valuation



Impact of 115 Trust

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# CalPERS Pension Basics

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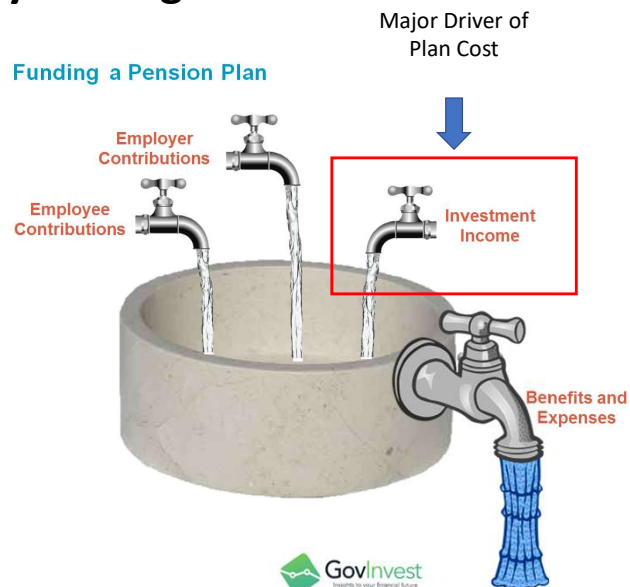


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## Money going into CalPERS is equal to the Money coming out of CalPERS

### Funding a Pension Plan



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## CalPERS Projects Future Benefit Payments using a Series of Assumptions



### Economic

- Inflation
- Investment Return
- Salary Growth



### Demographic

- Retirement
- Disability
- Death
- Termination

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## District has Two Benefit Structures- Miscellaneous

	<i>Classic Miscellaneous</i>	<i>PEPRA Miscellaneous</i>
<b>Hire Date</b>	On or before 12/31/12	On or after 1/1/13
<b>Formula</b>	2.7% @ 55	2% @ 62
<b>Final Pay Period</b>	36 months	36 months
<b>COLA</b>	2% per year	2% per year
<b>Employee Contributions</b>	8% of pay	7.75% of pay (50% of Normal Cost)

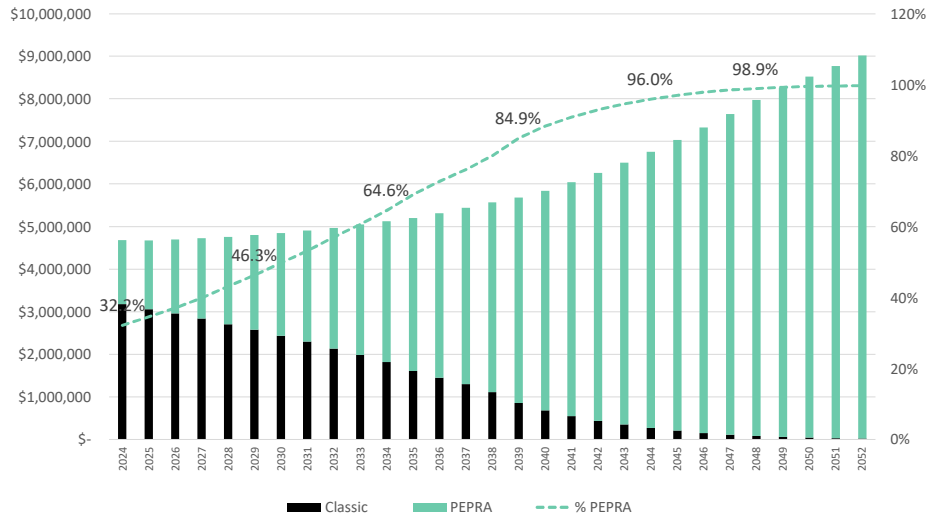
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## Over the Next Few Years, More Employees will be in the PEPRA Tier



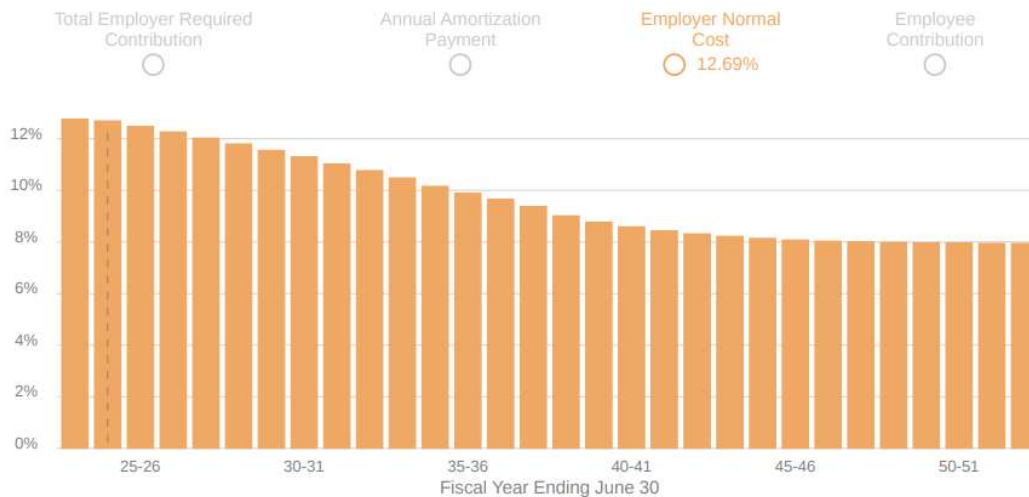
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## As the Workforce shifts toward more PEPRA members, the Normal Cost will decrease as a Percent of Pay



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## How is Ross Valley Sanitary District doing Relative to Other Agencies?

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### Comparison Metrics

- **Funded Percentage**
  - Plan assets divided by Plan liabilities
  - Calculated as of June 30, 2023
- **Total Contribution Percentage**
  - Actuarially Determined Contribution divided by Projected Pensionable Compensation
  - For Fiscal Year 2025-26

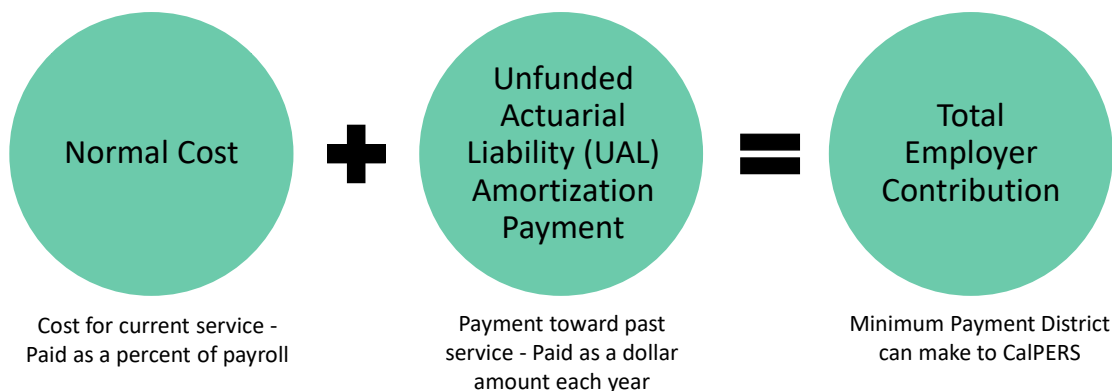
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## Actuarially Determined Contribution



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## Comparison Group

- District results are being compared against the results for all CalPERS agencies in the Risk Pool
- Does not include any assets in 115 Pension Trust
- Comparisons are made to similar classifications:
  - Classic Miscellaneous Plan against all Classic Miscellaneous Plans
  - PEPRM Miscellaneous Plan against all PEPRM Miscellaneous Plans

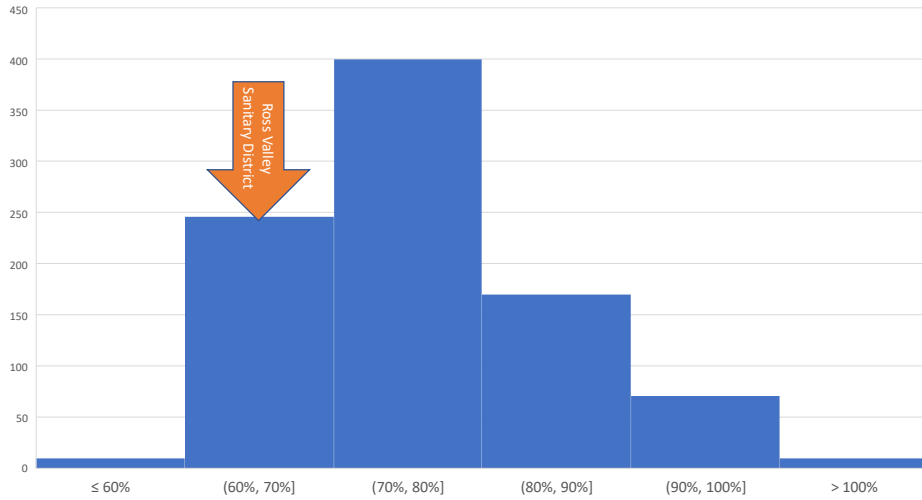
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## Miscellaneous Classic Plan – Funded Percentage as of June 30, 2023 (69.4%)



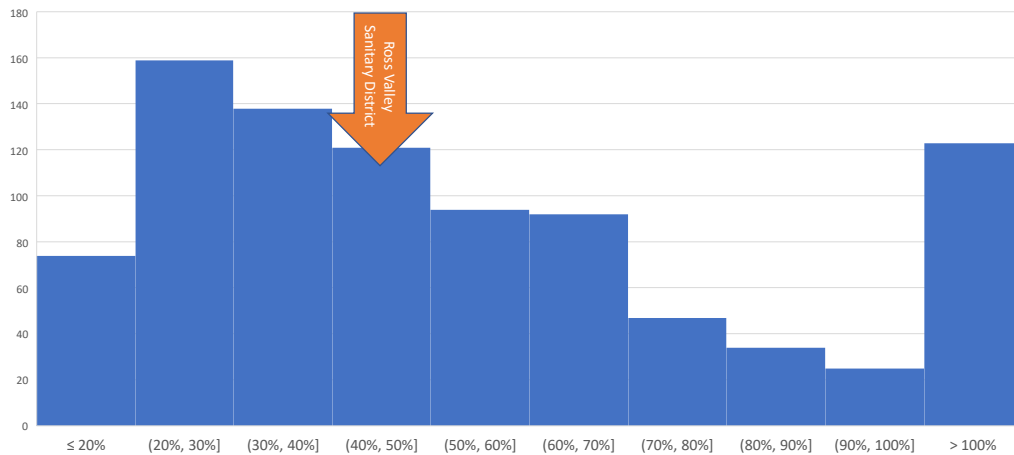
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## Miscellaneous Classic Plan – Total Contribution Percentage as of June 30, 2023 (44.3%)

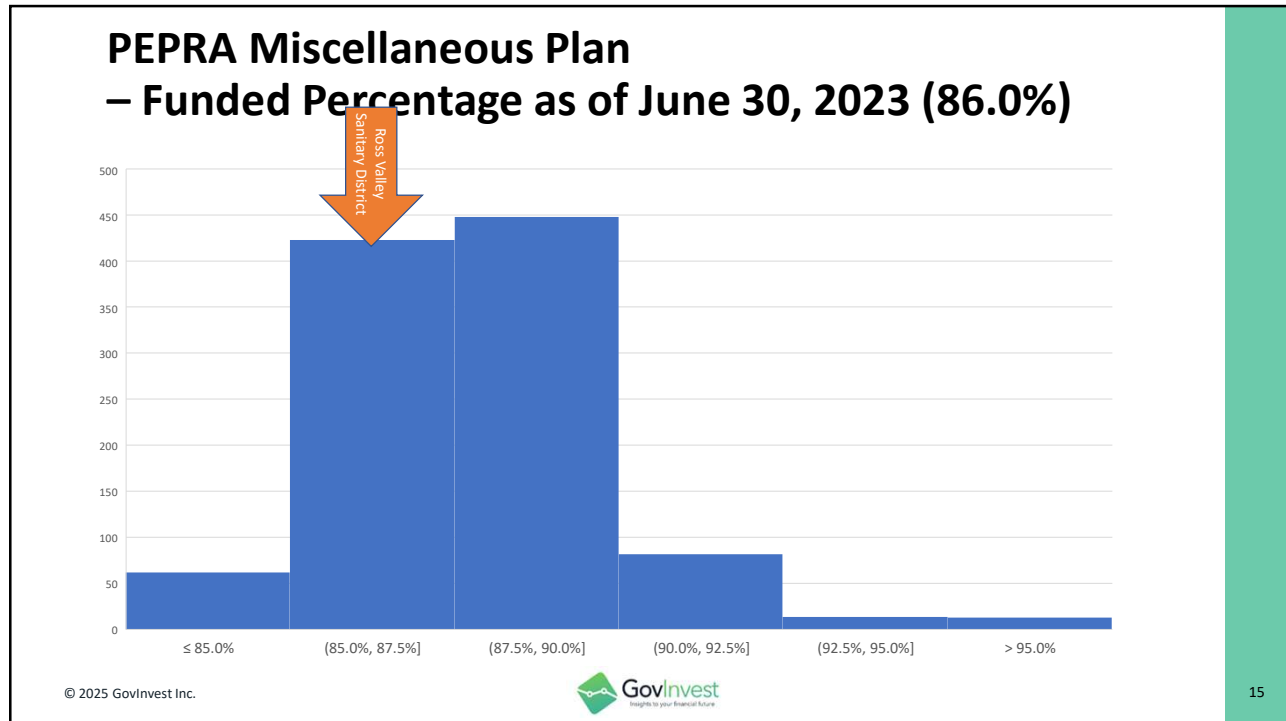


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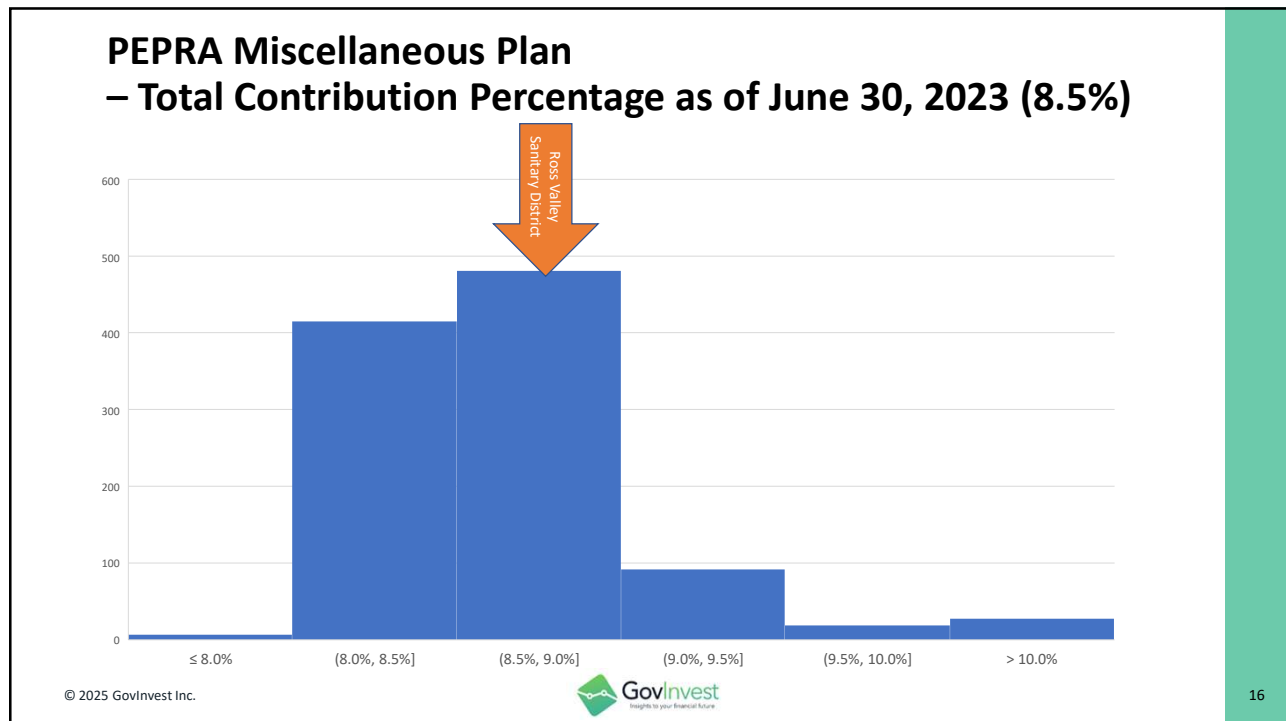


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## Changes Since Prior Valuation

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**CalPERS Investment Return:**  
**5.8% in 2022/23**  
**9.3% in 2023/24**

Weak return in 2022/23 followed by better return in 23/24

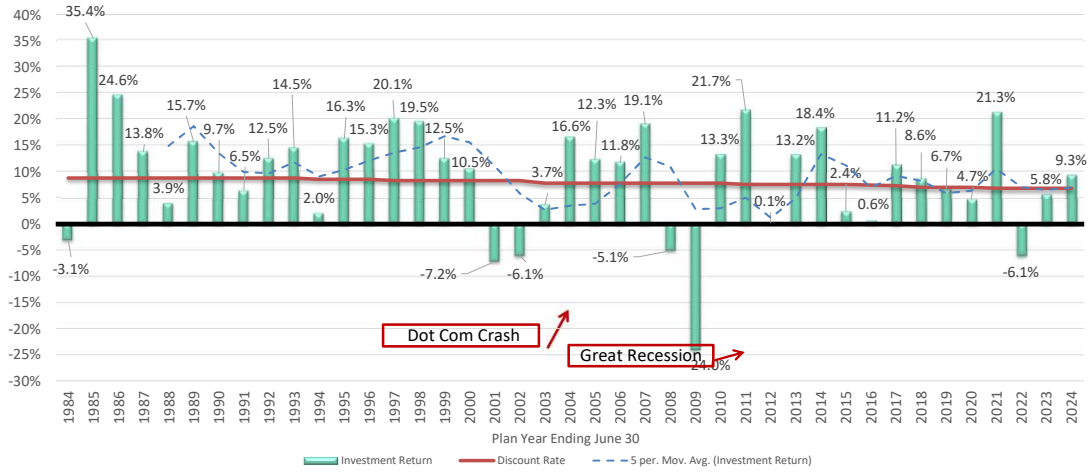
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## CalPERS Actual Investment Returns versus Assumed Investment Return



Discount Rate = Assumed Investment Return Rate

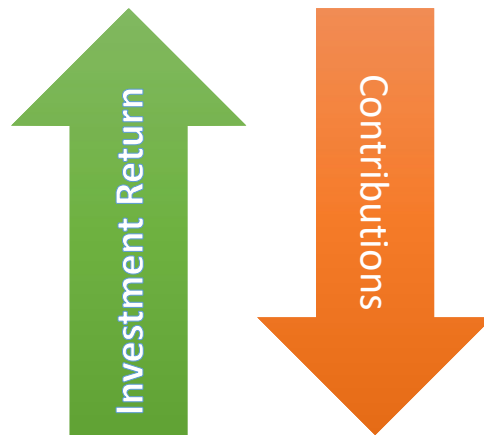
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## More Money from Investment Return means Less Money Required from Contributions



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## Ross Valley Sanitary District's 115 Trust

- Goal
  - Make Additional Contributions of \$350,000 per year to CEPPT
  - Invest 2/3 in Strategy 1 and 1/3 in Strategy 2

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## Ross Valley Sanitary District's 115 Trust

- Additional Contributions Made During Fiscal Year 23-24
  - CEPPT Strategy 1: \$0.00
  - CEPPT Strategy 2: \$0.00
- Disbursements Made During Fiscal Year 23-24
  - CEPPT Strategy 1: \$113,571.00
  - CEPPT Strategy 2: \$56,785.00

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## Ross Valley Sanitary District's 115 Trust

- Balance as of June 30, 2024:
  - CEPPT Strategy 1: \$5,377,213.48
  - CEPPT Strategy 2: \$2,547,997.41
- Investment Return Net of Expenses
  - CEPPT Strategy 1: 8.7%
  - CEPPT Strategy 2: 6.0%

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## Impact of Changes

How the changes impact the District's Unfunded Actuarial Liability,  
Funded Percentage and Required Contribution

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# Without 115 Trust

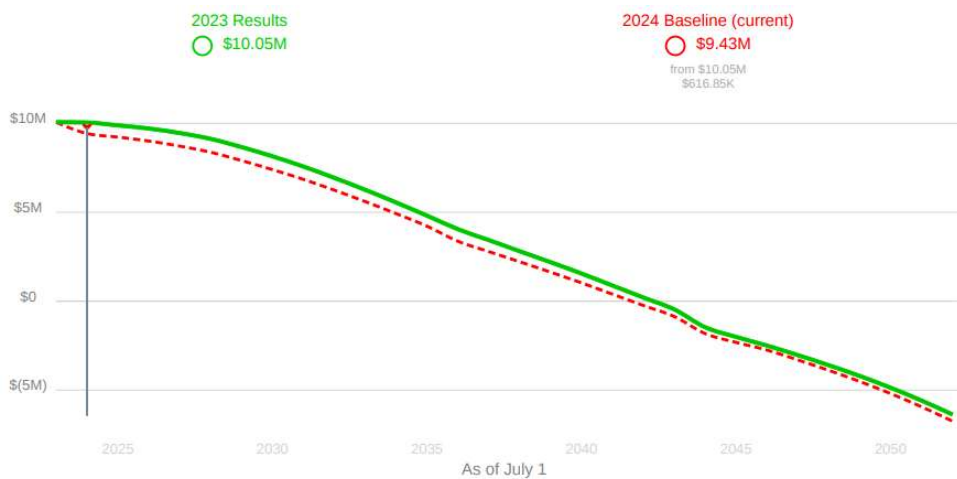
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## Unfunded Accrued Liability (Without Trust)



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## Funded Percentage (Without Trust)



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## Required Employer Contributions

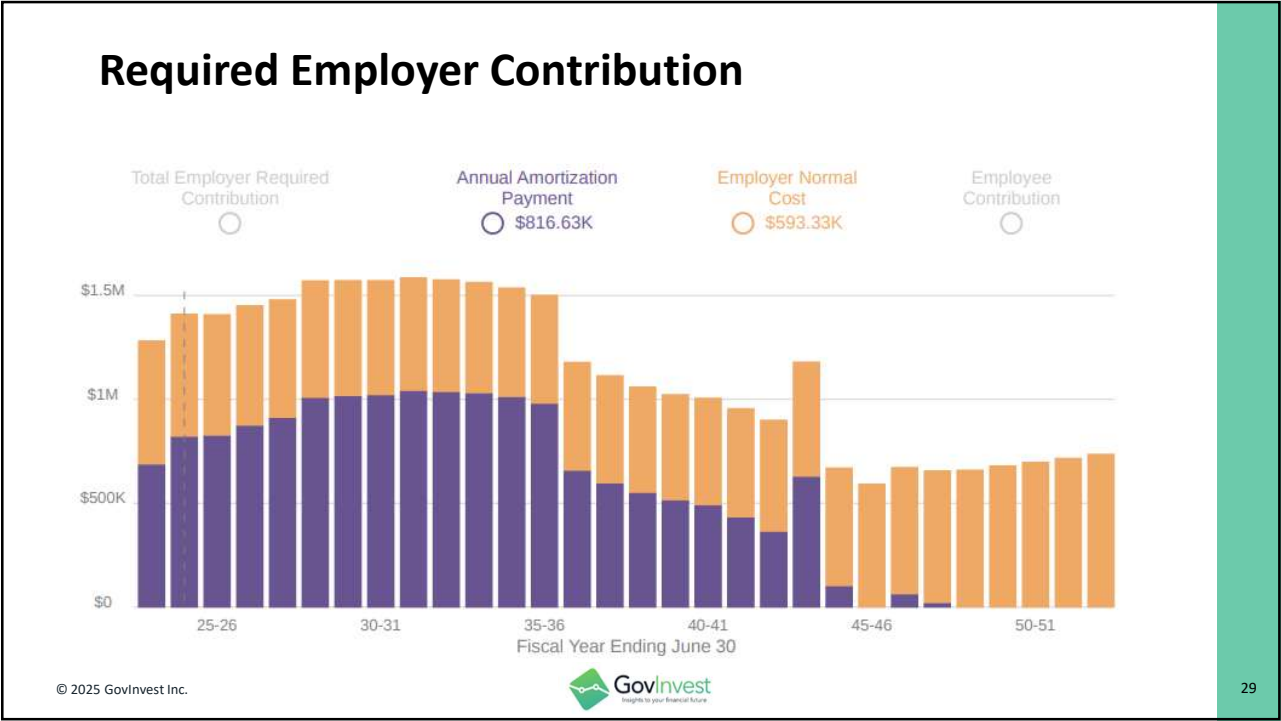


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## With 115 Trust

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## With 115 Trust

- These graphs show the Unfunded Liability and Funded Percentage both with and without the 115 Trust balance
- For the purpose of these graphs, we have assumed no additional contributions to the 115 Trust or disbursements from the 115 Trust

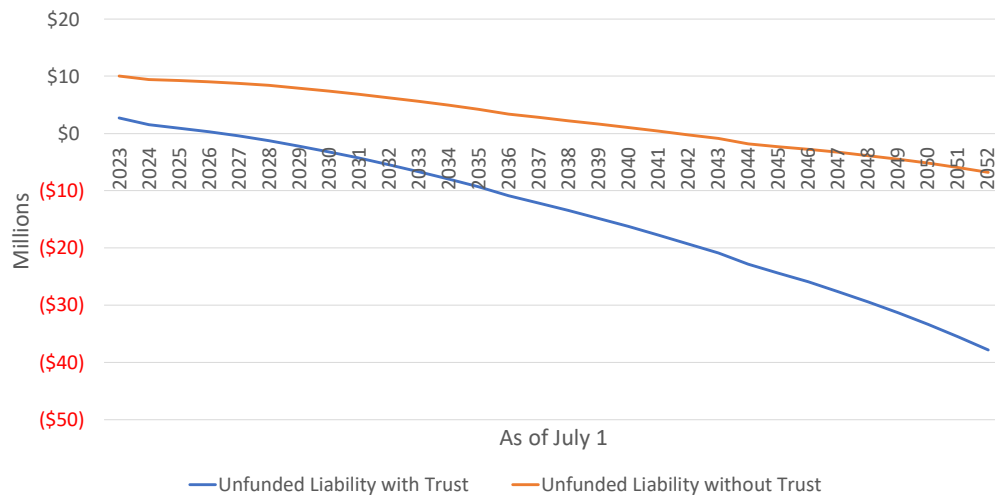
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## Unfunded Accrued Liability (With Trust)

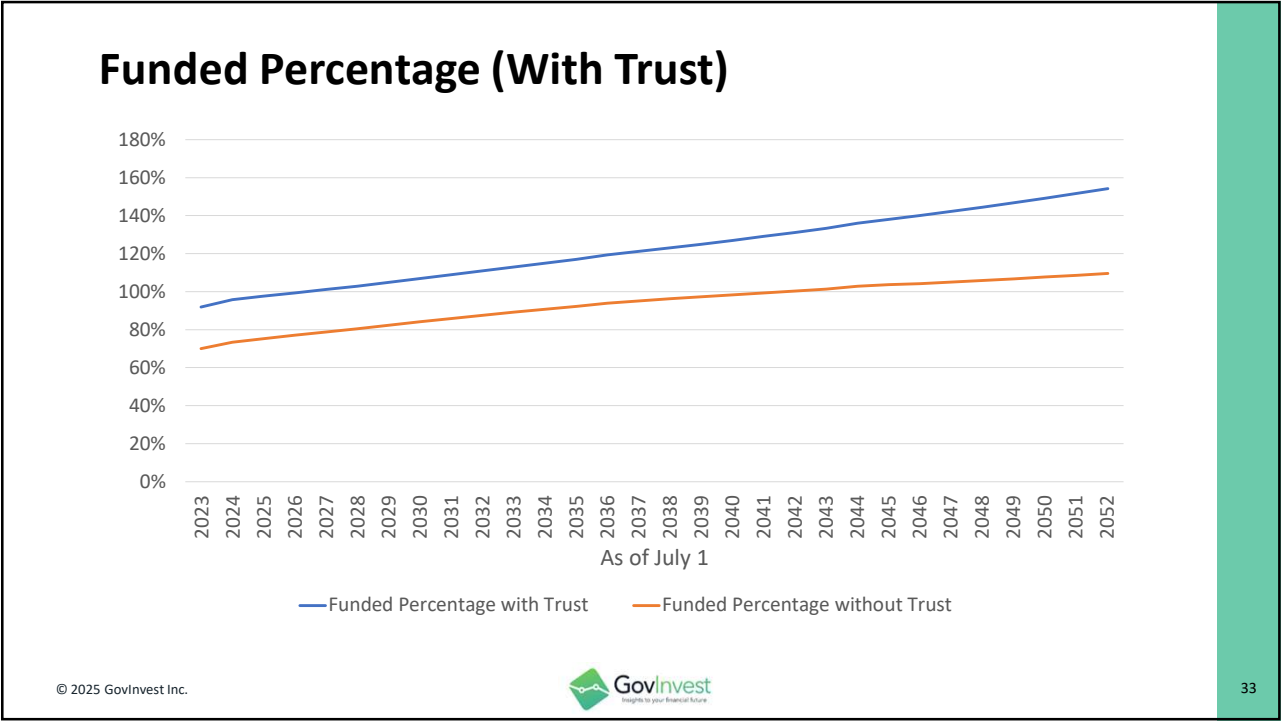


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# Questions

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# OPEB Funding Update

Ross Valley Sanitary District  
April 15 & 16, 2025



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## Other Post-Employment Benefits (OPEB)


- Includes
  - Retiree Health Benefits
  - Retiree Dental Benefits
  - Retiree Vision Benefits
  - Retiree Life Insurance Benefits
- Excludes
  - Pensions
  - Severance Pay
- Ross Valley Sanitary District only provides Retiree Health Benefits

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OPEB – Where Are We Now?			
Report Date June 30, 2024	Unfunded Liability	Funded Percentage	
	\$525,321	75.1%	
Measurement Date June 30, 2023	Projected Explicit Benefit Payments FY 25-26	Projected Implicit Benefit Payments FY 25-26	
	\$51,638	\$49,633	
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Investment Return	
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## Annual Rate of Return for CERBT Fund

- Assets are invested in CERBT Strategy 1
- Fiscal Year Ended June 30, 2023: 6.3%

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## Change in Assumed Rate of Return

- Reduced from 6.28% to 6.27% beginning with 2023 valuation

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# Enhanced Benefit

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## Basic Benefit – District Funded

- Eligibility – Must meet all conditions
  - Retire directly from the District
  - At least age 55
  - At least 20 years of District Service at retirement
- Benefit
  - PEMHCA minimum, plus
  - 40% of difference between full premium and PEMHCA minimum
- Payment Period
  - Payment ends at Medicare eligibility

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## Enhanced Benefit – Employee Funded

- Eligibility – Must meet all conditions
  - Retire directly from the District
  - At least age 55
  - At least 5 years of District Service at retirement
- Benefit
  - PEMHCA minimum, plus
  - 10 years District or Public Sector Service: 50% of difference between full premium and PEMHCA minimum
  - 15 years District or Public Sector Service: 75% of difference between full premium and PEMHCA minimum
  - 20 years District or Public Sector Service: 100% of difference between full premium and PEMHCA minimum
- Payment Period
  - Payment continues for life

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## Additional Employee Contributions

- Employees pay additional contributions to pay for enhancement
- Additional employee contribution is equal to:
  - The difference between the Actuarially Determined Contribution calculated with the Enhanced Benefits, and the Actuarially Determined Contribution calculated without the Enhanced Benefits
  - Divided by the number of active employees (33 in the latest actuarial valuation)
  - Divided by the number of pay period in a year (26)

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# Additional Employee Contributions

- Additional contribution amount for each pay period
  - \$109.73 per pay period beginning in 2020
  - \$88.10 per pay period beginning in 2022
  - \$78.75 per pay period beginning in 2024
- Rate will be updated effective January 1, 2026

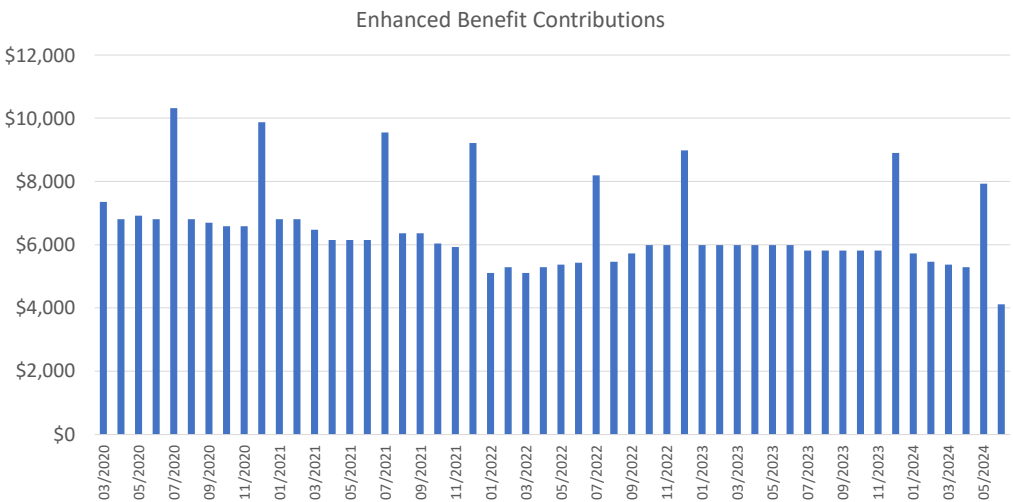
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# Enhanced Benefit Contributions

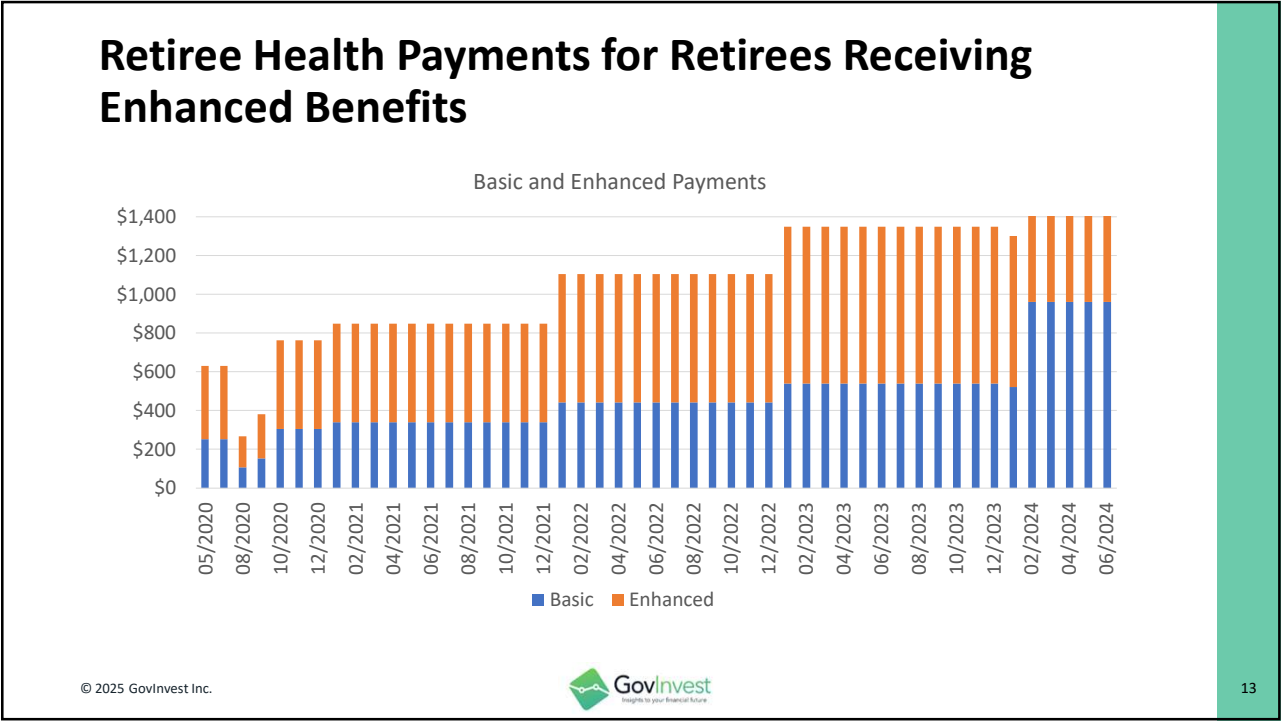


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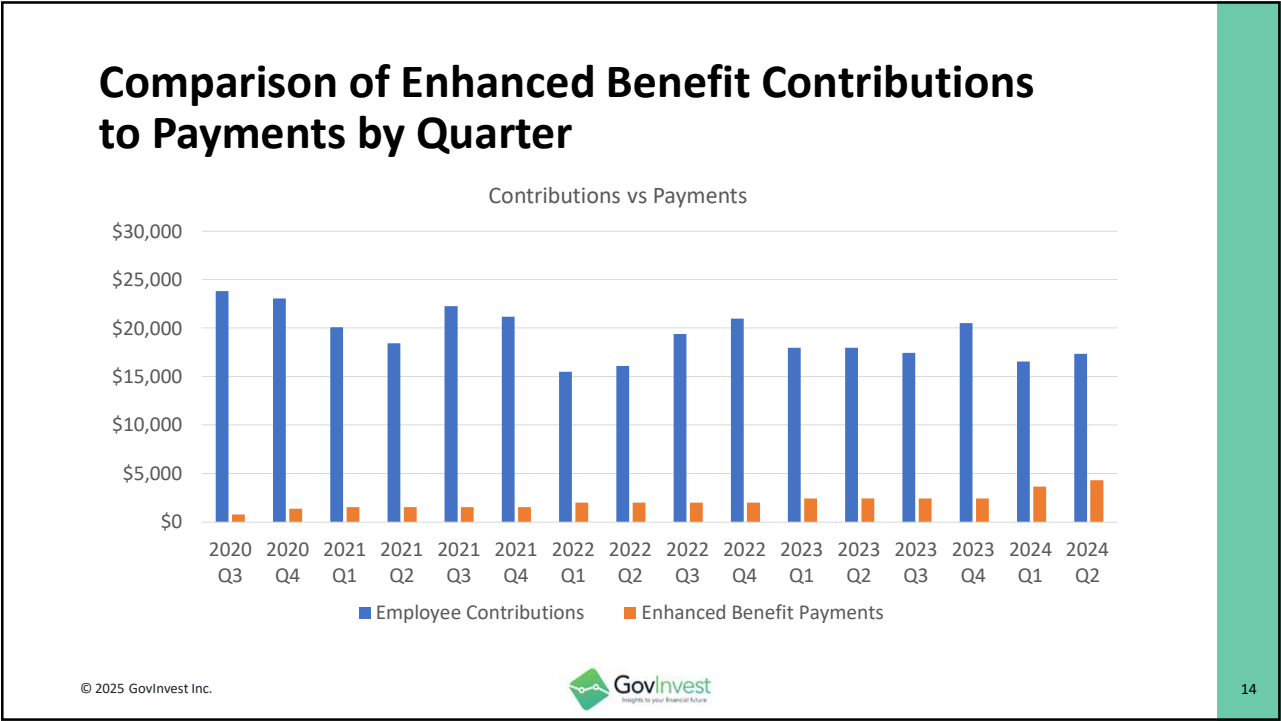


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# Funding

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## Contributions

- Fiscal Year 2020/21
  - District contributed \$100K into CERBT
  - An additional \$86,629 in Employee Contributions were paid into CERBT
- Fiscal Year 2021/22
  - District contributed \$175K into CERBT, which included employee contributions
- Fiscal Year 2022/23
  - District contributed \$280K into CERBT
  - An additional \$79,201.90 in Employee Contributions were paid into CERBT
- Fiscal Year 2023/24
  - District contributed \$280K into CERBT
  - An additional \$77,096 in Employee Contributions were paid into CERBT

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## District Funding Policy

- District also made Benefit Payments to current retirees from General Fund
- These payments will continue until 100% funded
- Once the Plan reaches 100% funded:
  - District Contribution will drop to Actuarially Determined Contribution
  - Benefit Payments will be made from CERBT

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## Current Funding Projection

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## Projecting Contributions and Unfunded Liability

- Discount Rate
  - Assumed to remain at 6.27% for future valuations
- Investment Return
  - Match Assumed Discount Rate in following years
- Contributions
  - Benefit Payments paid from General Fund until Funding reaches 100%
  - Additional Contributions
    - \$280K per year from District
    - \$70K per year from Employees for Enhanced Benefits

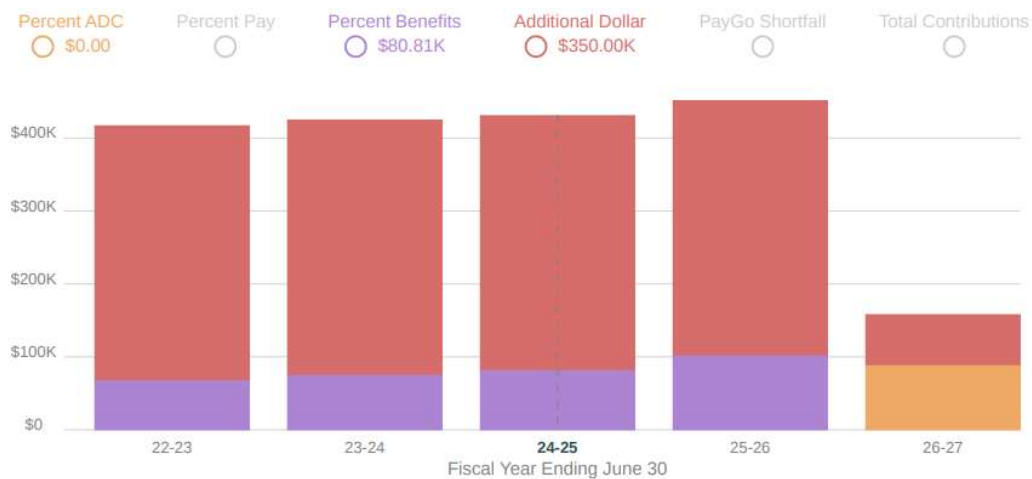
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## Total Contributions

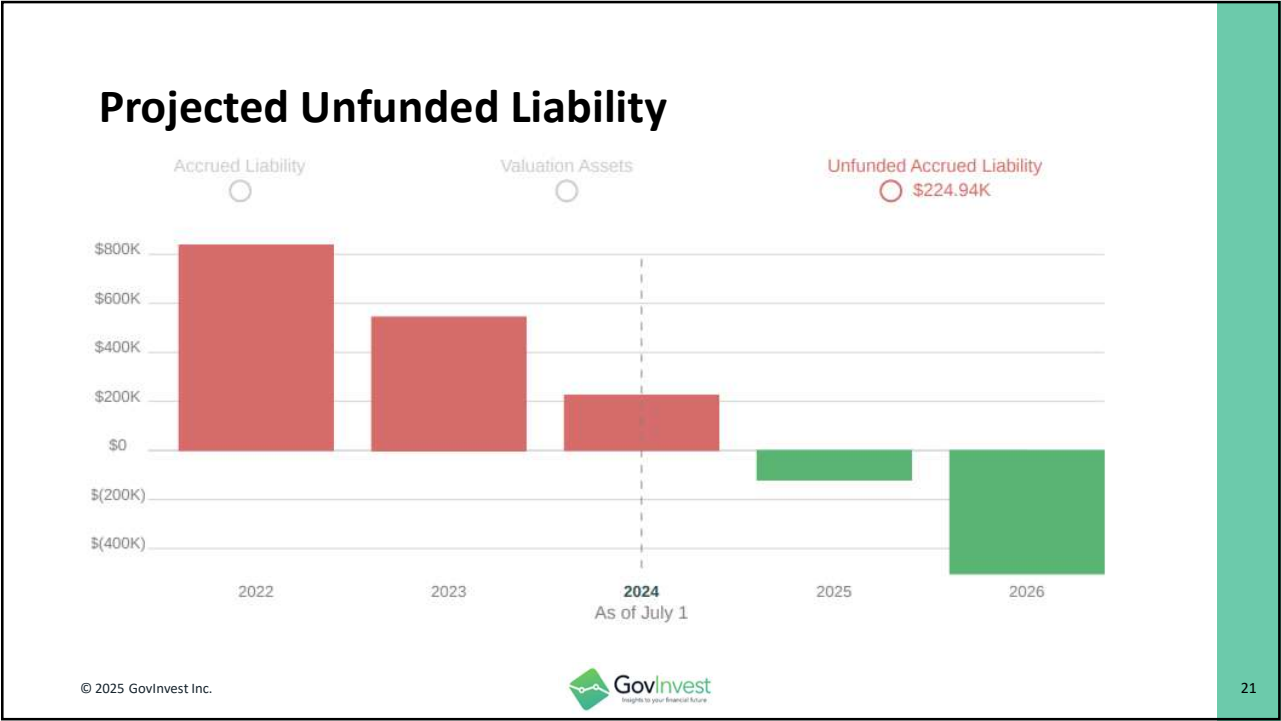


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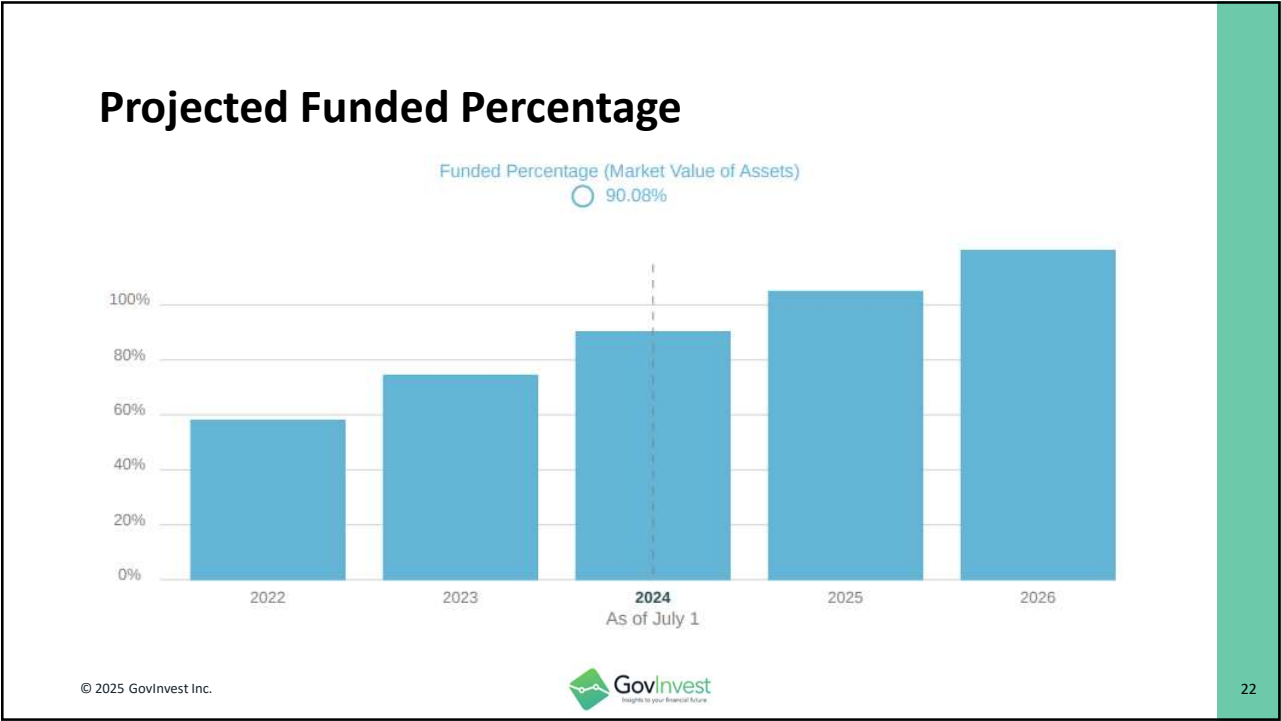


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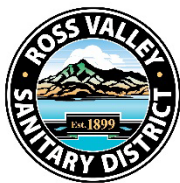
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**ROSS VALLEY SANITARY DISTRICT**

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San Rafael, CA 94901

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# Informational Presentation Regarding District Use of Sewer Line Root Control

## CHEMICAL SEWER LINE ROOT CONTROL

- Tom Edwards, Pacific Regional Manager – Duke's Root Control, Inc.
- BS Degree Plant & Soil Science, CSU Chico
- PCA Plant Growth Regulators
- QAL Sewer Line Root Control
- Duke's Root Control, Inc. – 30 Years
- Former Elected Sanitary District Board Member



1



Dukes.com  
800.447.6687

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## OUR EXPERIENCE



- 75** Years in Business
- 40** Years in Root Control
- 450** Million Feet of Sewer Pipe Treated
- 2000** Customers Across the Country

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## CHEMICAL SEWER LINE ROOT CONTROL

- Used in Severe Circumstances (IPM)
- Extends Pipe Life
- More Effective
- Longer Lasting
- Equipment Access Problems
- Employee Safety
- Travels Up Lateral Lines



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## US EPA REGISTRATION

- RAZORROOTER EPA REGISTRATION NUMBER 94625-3
- Cal/EPA REGISTRATION NUMBER 94625-3-AA
- MARIN COUNTY AGRICULTURE COMMISSIONER REGISTERED
- CENTRAL MARIN SANITATION AGENCY



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## RAZORROOTER®

- 37.3% DIQUAT DIBROMIDE
- 1.5 GALLONS/4200 FT 6 INCH PIPE (LAST JOB 7754 FEET OR 2.76 GALLONS CONCENTRATE
- "CAUTION" SIGNAL WORD
- MINIMAL PPE
- TIGHTLY BINDS TO ORGANIC MATTER
- LESS THAN 48 HOUR HALF-LIFE



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## RAZORROOTER®

### \*Breakdown of Chemical in Water

Since diquat is purposely applied to water to control the growth of aquatic weeds, its ability to last as an effective residue has been studied carefully. These studies suggest that diquat is not persistent in water (14). When diquat is applied to open water, it disappears rapidly because it binds to suspended particles in the water. These particles are then taken up by plants. Diquat dibromide's half-life, or the period of time that it usually takes for half of the amount of the material to be broken down by natural processes, is less than 48 hours in water (31). As affected plants decompose, the adsorbed diquat rapidly disappears from open waters.



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## RAZORROOTER®

### \*EXTOXNET

#### Extension Toxicology Network

A Pesticide Information Project of Cooperative Extension Offices of Cornell University, Michigan State University,

Oregon State University, and University of California at Davis. Major support and funding was provided by the

USDA/Extension Service/National Agricultural Pesticide Impact Assessment Program.



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## RAZORROOTER®

- 2-3 YEAR LONGEVITY
- 300 GALLONS OF WATER/4200 FEET
- 3000-7000 FEET DAILY PRODUCTION
- RVSD WORKER SAFETY
- SMALL FOOTPRINT
- FAST APPLICATION
- NO DIESEL IDELING



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## CHEMICAL SEWER LINE ROOT CONTROL



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## QUESTIONS AND ANSWERS

### LOCAL CUSTOMERS

- NOVATO SD
- PETALUMA
- SAN RAFAEL SD
- VALLEJO F&WWD
- NAPA SD
- FAIRFIELD
- VACAVILLE
- DIXON
- BENICIA
- DELTA DIABLO SD
- PITTSBURG
- ANTIOCH

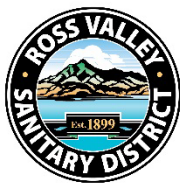


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**STAFF REPORT****For the Meeting of April 16, 2025**

April 10, 2025

To: Board of Directors

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

Subject: **Consideration of Adopting Updated District Financial Policies**

**Summary**

Staff requests the Board consider and adopt the District's Financial Policies.

**Discussion**

The objectives in adopting written financial policies are to meet legal covenants, regulatory mandates, and establish clear policy direction for management. The District Financial Policies were last updated in January 2022.

On December 17, 2024, the Finance Committee of the Board of Directors reviewed and provided comments on proposed updates to the District's adopted financial policies. Substantive changes include:

- *Guiding Principles of Financial Planning* (Policy 2) includes one additional bullet point regarding the establishment of a rate stabilization fund.
- *Financial Reporting Guidelines* (Policy 6) includes clarification to paragraph 6.3.
- *Minimum and Target Reserves* (Policy 7) includes clarification to paragraph 7.5, including the addition of a target funding ratio for the District's pension plans of 90%.
- A new policy *Escheatments* (Policy 9) has been added and closely mirrors California Government Code.
- *Procurement Policy* (Policy 12) includes clarifications regarding recurring charges and updates for new competitive bidding thresholds under the Uniform Public Construction Cost Accounting Act, as outlined in AB 2192 which became effective January 1, 2025.
- *Credit Card and Purchasing Card Use* (Policy 13) has been updated to include new credit limits for certain positions.

The following additional changes are proposed:

- *Capital Asset Management* (Policy 14) includes an increase in the capitalization cost threshold from \$5,000 to \$10,000.
- *Procurement Policy* (Policy 12) includes increased purchasing authorization levels for department managers and the general manager; and an increase in the threshold for the purchase of goods and materials requiring competitive quotes from \$10,000 to \$15,000.

The overall intent of these proposed changes is to keep pace with inflation. The capitalization cost threshold increase is intended to minimize the cost of staff time for record keeping. The increase in purchasing authorization levels is intended to minimize the cost of staff time for efforts to obtain multiple bids for smaller purchases. As stated in the procurement policy, District staff responsible for procurement processes are expected to use good judgment, proper regard and the greatest discretion for taxpayer dollars when making purchases for the District.

In response to comments from the Finance Committee, other minor and clerical changes and clarifications have been proposed throughout the policies.

The District is currently in discussions with PFM Asset Management regarding investment management services. If changes are recommended by PFM Asset Management, staff may bring forward further revisions to the District's investments policy (Policy 11) concurrently with bringing a service contract to the board for review.

The attached set of Financial Policies reflects changes discussed and recommended by the Finance Committee, with edits shown in ~~red-strikeout-text~~ for deletions and red underlined text for added language.

### **Recommendation**

Staff recommends the Board consider and adopt the attached Financial Policies.

Attachment(s):

- A) Financial Policies Redline



## FINANCIAL POLICIES

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### Ross Valley Sanitary District

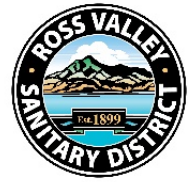
Adopted by the Board of Directors on November 15, 2017  
Revised by the Board on December 18, 2019  
Revised by the Board on January 19, 2022  
Revised by the Board on insert date

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# 1 INTRODUCTION

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## 1.1 POLICY OBJECTIVES

The financial policies of the District are intended to meet the following objectives:

- Provide a framework for fairly and accurately recording and reporting the financial transactions and financial position of the District.
- Provide the District's Board of Directors the tools required to meet their fiduciary responsibility.
- Provide guidance in the areas of:
  - Financial planning and management
  - Compliance with laws and industry best practices
  - Internal controls for business practices
- Ensure that the District's financial reports contain information that is useful to all stakeholders, which may include:
  - General public
  - District Board of Directors
  - Other legislative or oversight bodies
  - Bond holders and/or creditors
  - District management

## 1.2 POLICY REVIEW

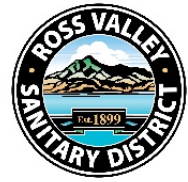
The District will periodically review all financial policies to determine the need to make appropriate updates. Factors to consider when determining the need for updates include:

- Changes in or new GASB statements that are applicable to the District.
- Changes in the legal or other regulatory environment.
- Changes in personnel or other environmental factors within the District.
- Recommended improvements in accountability or efficiency.
- Changes in the financial and related business systems or practices.

Financial policies will be updated as needed; however, a full review and update will be performed every three to five years as a preliminary step in that year's budget development cycle.

## 1.3 POLICIES VS PROCEDURES

The focus of the financial policies is to provide concise and comprehensive direction from the Board with respect to the proper actions to take in managing and conducting the District's financial affairs. Each policy is organized to provide succinct, explicit, and current direction to designated stakeholders. These policies are linked to and complement financial procedures. Procedures are separately detailed with specific directions and steps for implementing the policies. Generally, policies tend to be less specific than procedures. Policies should pass the test of time, while procedures, keeping with the intent of the policies, may change more frequently to adapt to changes in operational needs and technology. Financial procedures are maintained by the Finance/Administration Department.

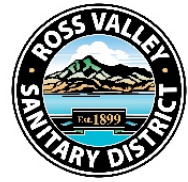


## 2 GUIDING PRINCIPLES OF FINANCIAL PLANNING

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The District's Board of Directors annually appoint two Board members to a Finance Committee who provide advance review of Board financial business. The Finance Committee is guided by the adopted Financial Policies and the following principles of sound financial planning:

- Use a 5-year revenue planning period based on a 10-year rolling financial forecast.
- Balance the operating budget over the budget planning period.
- Maintain the operating reserve at 50% of the annual operating expenses.
- Maintain an emergency reserve fund of \$2,000,000.
- Ensure adequate funding for the capital improvement program (CIP) during the planning period.
- Maintain a capital reserve equal to 50% of the annual average value of the future 5-year or 10-year CIP.
- To the reasonable extent possible, use Pay-~~as-you-Go~~-go funding for the CIP. Secure low-interest State Revolving Fund loans or issue debt to fund the balance of CIP projects.
- Target an average EDU rate increase of less than 4% per year.
- Establish a Sewer Service Rate Stabilization Fund to absorb smooth out short term revenue fluctuations.



### 3 INTERNAL CONTROLS AND FRAUD PREVENTION

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The purpose of the *Internal Controls and Fraud Prevention Policy* is to provide direction on managing the District's internal accounting methods and practices and to prevent fraudulent activities and misuse of District funds in accordance with California Government Code §6500, et seq.

#### 3.1 INTERNAL CONTROLS

District staff shall establish and maintain procedures, documents and systems of internal controls to safeguard financial assets, to manage financial assets in an accountable, secure, efficient, and effective manner, and to ensure accurate financial data. The Finance & Administrative Services Manager shall be responsible for this function.

#### 3.2 INTERNAL ACCOUNTING PRACTICES

District staff shall perform internal accounting practices in accordance with Generally Accepted Accounting Principles (GAAP) for government agencies, including applicable Financial Accounting Standards Board (FASB) pronouncements, and all relevant Governmental Accounting Standards Board (GASB) pronouncements.

District staff shall ensure that:

- Each employee understands his/her role, responsibility, and accountability when conducting financial transaction for the District.
- All transactions are properly authorized.
- Accounting records and documentation are properly maintained.
- Access to both assets and records are effectively controlled.
- General ledger accounts are periodically reviewed for their reasonableness, and for the validity and accuracy of the underlying items they represent.

If any of these practices are found to be improperly implemented or maintained, District staff shall take immediate remedial action to improve and/or change the practice. (See *Ethics Policy*).

#### 3.3 INTERNAL REVIEW AND RECOMMENDATIONS

The Finance & Administrative Services Manager shall perform a periodic review of all financial policies, procedures, and practices, and make recommendations for changes and updates to the General Manager. As appropriate, the General Manager shall make policy change recommendations to the Board of Directors for its review and approval, and/or direct District staff to make appropriate procedural changes.

#### 3.4 PUBLIC FIDUCIARY LIABILITY

The General Manager shall recommend, for Board review and approval, methods for reducing and mitigating risks associated with potential public fiduciary liabilities such as claims made against the District for any alleged wrongful fiduciary act and/or breach of fiduciary duties for which the District might be responsible.

The General Manager shall consult with the California Sanitation Risk Management Authority (CSRMA) and other respected resources to make recommendations regarding the procurement of public official bonds, fiduciary liability insurance, and establishing other mechanisms for reducing and mitigating such risks.

### 3.5 AUDITS

Internal control and financial audits shall be performed annually by an independent firm of certified public accountants and coordinated by the ~~Finance &~~ Administrative Services Manager in accordance with Generally Accepted Auditing Standards, the District's Joint Powers Agreement effective September 2006 (Section 11), and applicable State laws. The ~~Finance &~~ Administrative Services Manager shall incorporate the financial audit results into the financial section of the Annual Comprehensive Finance Report (ACFR). District staff shall implement auditor recommendations for improved internal controls. The Board shall annually review and ~~approve-accept~~ the audits and ~~accept-approve~~ the ACFR (See *Financial Reporting Policy*). In addition, based on the recommendation of the General Manager from an evaluative process, the Board shall periodically review and approve the selection of an independent auditor to perform the annual financial audit.

### 3.6 SEGREGATION OF DUTIES

In implementing this policy and related procedures, District staff shall segregate financial transaction roles, responsibilities, and duties to the extent possible to safeguard assets against the risk of loss, mishandling, misuse, and fraud.

### 3.7 OPERATING FUND ACCOUNT

The Board of Directors shall approve the selection of a federally insured banking institution that would be entrusted to securely handle and transact, at District staff direction, any funds deposited in the District's operating fund account. The General Manager shall periodically recommend to the Board the selection through an evaluative process of a new banking institution due to changes in current banking institution performance, banking market conditions, or for other benefits or advantages to the District. The evaluation shall include, but is not limited to, qualifications associated with banking services provided, fees charged, and financial and administrative benefits for the District. The ~~Finance &~~ Administrative Services Manager shall develop procedures to manage the daily and routine operations of the account and its cash balances.

### 3.8 AUTHORIZED CHECK SIGNERS

District staff shall require that all ~~paper~~ live checks disbursed from the District's operating account have two signatures and be for valid, documented, and approved expenses of the District. At no time or occasion shall blank checks be signed. The Board shall designate authorized check signers who may include the General Manager, Board Directors, and District staff. The General Manager shall seek Board authorization to update authorized check signers whenever a previously designated check signer is no longer affiliated with the District. All checks written on behalf of Ross Valley Sanitary District shall be

signed by two of the following unique individuals: District General Manager, Assistant General Manager, ~~Finance &~~ Administrative Services Manager, Operations & Maintenance Manager, Board President, or Board Treasurer.

Board members are not compensated for signing checks on behalf of the District as signatures required by this Policy shall not be deemed to qualify as a day of service which mandates compensation under Ordinance 80 adopted by the Board on July 19, 2017.

### **3.9 WIRE TRANSFERS**

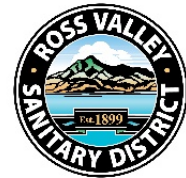
The District uses an operating account and investment accounts to properly manage its funds. The General Manager, ~~Finance &~~ Administrative Services Manager, and District staff appointed by the General Manager shall be authorized to transfer funds between these accounts. District staff shall accept wire transfer payments to its operating account for services rendered after review and approval by the ~~Finance &~~ Administrative Services Manager.

### **3.10 PAYMENTS TO DISTRICT AND BANK DEPOSITS**

District staff shall deposit in the bank all payments to the District on a bi-weekly basis based on appropriate financial procedures. Deposit of cash receipts shall be performed and verified by designated staff. Prior to the time in which the receipts are processed for bank deposit, District staff shall store checks and cash in a locked District cash box.

### **3.11 PETTY CASH**

District staff shall securely maintain petty cash funds for small cash transaction purposes. Disbursements from petty cash shall be pursuant to the District's *Procurement Policy* and associated procedures. At no time or occasion shall checks be cashed out of petty cash currency, or petty cash funds borrowed for any purpose. District staff shall keep petty cash in a locked box.



## 4 ETHICS AND CONFLICTS OF INTEREST

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### 4.1 POLICY OBJECTIVES

The Board of Directors, General Manager, and District staff shall serve as stewards of the public's resources, trust, and confidence, and thus shall be held to the high standards of ethical fiscal conduct in the public's interest as opposed to personal interests. The purpose of the *Ethics and Conflicts of Interest Policy* is to affirm required standards of conduct and practices with respect to financial roles and responsibilities.

The Board of Directors shall establish and maintain financial policies for standards of ethical responsibility. Directors and District staff should understand that improper financial and contractual activities could damage the reputation of, and confidence in, the District and its employees, and could result in serious adverse financial and legal consequences for the District.

Directors and District staff shall conduct ~~him/herself~~themselves in ~~his/her~~their official business dealings in practice and appearance according to ethical fiscal standards, regulatory requirements, and the public trust. District staff shall develop and implement methods and controls for preventing, avoiding, and reducing potential ethical fiscal improprieties, conflicts, and fraudulent behavior, and to ensure procedures and structures are in place to properly implement this policy. The General Manager, as necessary, will periodically schedule appropriate ethics training for Board Directors and designated District staff as required by the California Government Code.

### 4.2 VIOLATION OF THIS POLICY AND RELATED FINANCIAL POLICIES

The General Manager or designee shall investigate any allegation and/or observation of improprieties that would violate this policy and other financial policies. If a violation is determined to have occurred, the General Manager shall handle the matter under the District's Personnel Policies, which may result in disciplinary action.

### 4.3 REPORTING UNETHICAL AND FRAUDULENT BEHAVIOR

Directors and District staff shall report any observation in practice or appearance of a violation of the District's financial policies, procedures, and resolutions including this Policy to a supervisor or the General Manager, who will investigate the matter. A verbal or written report will be considered a personnel matter and will be handled with strict confidentiality under the District's personnel policies. If the suspect employee is the General Manager, District staff have a responsibility to contact the President of the Board of Directors.

As a member of the California Sanitation Risk Management Authority (CSRMA), the District is a participant in the WeTip Corporate Ethics Hotline program ([www.wetip.com](http://www.wetip.com)). Information regarding fraud or misconduct related to agency activities can be anonymously reported 24/7/365 to a live operator at 1-800-78-CRIME (1-800-782-7463).

#### 4.4 WHISTLEBLOWER PROVISION

District staff who report unethical or fraudulent behavior are protected by the provisions in the California Government Code §8547 ~~–§8547.12, Article 3 et seq.~~, known as the “California Whistleblower Protection Act.” as well as California Labor Code §1102.5.

#### 4.5 USE OF PUBLIC FUNDS

District staff shall make expenditures of District funds only after the transaction has been properly reviewed, approved and authorized as established by *Internal Controls, Financial Planning, Procurement, and Asset Management* policies and related procedures. District staff shall only receive funds for authorized and approved District activities as established by *Internal Controls, Revenue Management, and Financial Planning* policies and related procedures. District staff shall not spend or receive public funds for any “public purposes” they choose; all funds of the District shall be utilized solely for Board adopted purposes (California Government Code §8314).

District staff shall be prohibited from the practice and appearance of potentially fraudulent activities that could involve, and are not limited to, the following activities: borrowing District funds, accounting or recordkeeping that results in borrowing schemes, contract or bid rigging, pilfering or petty theft, unapproved reimbursement of funds, unauthorized disposal or taking possession of surplus or unused District property and supplies, double accounting or making double payments, false claims, payroll and benefit fraud, and false programming or hacking of electronic and automated financial systems and transactions.

Directors and District staff shall comply with the District’s *Administrative and Personnel Policy Book*.

#### 4.6 CONFLICT OF INTEREST

Government Code §87300 requires every state and local government agency to adopt a Conflict of Interest Code to prohibit and prevent financial conflicts of interest.

Directors and District staff shall not make, participate in making, or in any way attempt to use their official positions to influence a District decision in which they know or have reason to know that they have a financial interest (California Government Code §87100, et seq.). In addition, Board Directors and District staff shall not be financially interested in contracts they enter on behalf of the District. Board Directors and District staff shall avoid contractual improprieties that could occur both in practice and appearance (California Government Code §1090, et seq.).

Directors and District staff shall not engage in any employment or enterprise for compensation that is inconsistent, incompatible, or in conflict with their official duties and responsibilities associated with the District (California Government Code §1126). Each Board member and designated District staff, as stated in the District’s Conflict of Interest Code, shall file Form 700, Statement of Economic Interests, with the Marin County Office of Elections. The General Manager shall make the statements available for public inspection and reproduction (California Government Code §81008).

## 4.7 BRIBERY AND EXTORTION

Federal and California law both prohibit bribery and extortion of or involving public officials and employees. Directors and District staff shall not ask, receive, or agree to receive a bribe, and shall not demand or extort money in return for the performance of their official duties. A bribe involves asking for, giving, receiving, and accepting anything of value for gaining present or prospective advantage, performance, and/or influence in any affairs of the District (California Penal Code §67 and §68).

## 4.8 EXTRA COMPENSATION

Directors and District staff shall explicitly uphold the California Constitution, Article XI, Section 10 that prohibits “extra compensation”:

*“...A local government body may not grant extra compensation or extra allowance to a public officer, public employee, or contractor after service has been rendered or a contract has been entered into and performed in whole or in part or pay a claim under an agreement made without authority of law.”*

## 4.9 GIFTS TO EMPLOYEES AND OFFICIALS

Directors and District staff shall explicitly follow the California Political Reform Act (Government Code §86203, §89503 and §89506) and relevant U.S. Internal Revenue Service codes and pronouncements that set forth the rules and provisions that must be followed by public employees and officials related to the receipt of gifts and applicable taxes. These laws limit the value of gifts that may be accepted by Board Directors and District employees. Government codes cover a broad subject area regarding gifts including, but not limited to, the maximum value of gifts that public employees and officials may receive (amounts are set by the California Fair Political Practices Commission), lobbyist limitations, special rules for gifts of travel, exceptions to the gift limitations, and other regulations regarding gifts. See the California Fair Political Practices Commission website [www.fppc.ca.gov](http://www.fppc.ca.gov) for more information.

## 4.10 HONORARIA BAN

Directors and District staff shall explicitly follow California Government Code §89502, which prohibits public officials from accepting honoraria. Honoraria is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering.

## 4.11 GIFTS OF PUBLIC FUNDS

Directors and District staff shall uphold California Constitution, Article XVI, Section 6 that prohibits public agencies from making gifts of public funds:

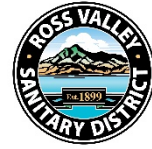
*“... shall have no power... to make any gift or authorize the making of any gift of any public money or thing of value to any individual, municipal or other corporation whatever the purpose...”*





#### **4.12 RECEIVING PRIVATE DONATED FUNDS**

The Board of Directors shall receive donated funds and/or property of value from private individuals, corporations, and organizations on behalf of the District when such funds or property are directly related to the mission, public purpose, and operations of the District. The Board shall not receive such donations in exchange for compensation, services, and/or any item of value that would benefit the donator in fact, practice, or appearance, other than those derived from tax-exempt donations prescribed in Federal and State tax laws. The General Manager shall review, approve, and accept items of de minimus value on behalf of the District. The Board shall review and consider accepting all other donations.



## 5 BUDGETING AND LONG-TERM FINANCIAL PLANNING

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### 5.1 BUDGET GUIDELINES

The budget is the central financial planning document, which embodies all revenue and expenditure decisions. It establishes the level of service to be provided by the District and reflects the Board of Directors' collective prioritization of resource utilization. The District is committed to long-term capital and financial planning, maintaining appropriate reserve levels, and employing prudent practices in governance, management, and budget administration. To this end, the District has established the following general budget guidelines:

- ***Use of funds for financial planning*** – The budget is presented with two “funds,” Operating and Capital. Revenues and expenditures are budgeted separately for each and planned inter-fund “transfers” are shown.
- ***Operating expenses*** – Current Operating revenues will be sufficient to support current Operating expenditures. Revenue estimates will be realistic and debt financing will not be used to support current operating expenses.
- ***Resources greater than budgeted expenditures*** – Resources (fund balances) greater than budgeted expenditures in either fund are to be considered “one-time” resources and shall not be used to fund ongoing service delivery programs. Priority for such funds will be placed on:
  - Ensuring that target reserve balances are met, or
  - Used to minimize future service rate increases and/or fund one-time service goals.
- ***Budget adoption level*** – Budget adoption by the District’s Board of Directors is at the fund level. Any changes in planned revenues or expenditures at the fund level requires Board approval.
- ***Full-time equivalent (FTE) budgeting*** – As a tool for Board consideration, all adopted budgets of the District will list the actual and proposed FTE allocation on a department basis.
- ***Level of Service Objectives*** – To aid in the prudent management of the District, level of service objectives will be established, monitored, and reviewed for consideration in establishing required financial resources.

### 5.2 ANNUAL BUDGET ADOPTION

The budget is to be prepared in accordance with the basic guidelines and presented for adoption prior to the beginning of each fiscal year (July 1). At least thirty (30) days prior to the adoption deadline, the Board will have considered all approved updates to rates and fees and made any adjustments as needed to align the budget and level of service objectives. All adjustments will conform to applicable state law, including the State Constitution, Government Code, and District Ordinances.

### 5.3 MANAGEMENT REVIEW

It is the responsibility of District management to manage expenditures within budget and periodically review actual financial results compared to budget. Analysis of any significant variances will be provided to the Board at least quarterly.

## **5.4 BUDGET AMENDMENTS**

In the event of unforeseen or unanticipated circumstances, amendments to the adopted fiscal year budget may be necessary. Budget amendments shall be considered when funds are justified, available, and necessary to maintain the District's ongoing operational and financial performance, and service expectations as directed by the Board.

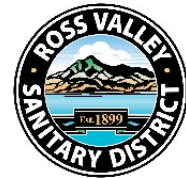
The Board shall approve budget amendments (except those authorized by the General Manager as noted below) that would increase the total aggregate fiscal year budget, based on the evaluation and recommendation of the General Manager that the proposed amendment meets the intent and purpose of this policy.

The General Manager shall establish and approve procedures for department managers to 1) request budget transfers within the adopted operating and capital budgets that do not increase the total aggregate fiscal year budget, and 2) to request budget amendments that would increase the total aggregate fiscal year budget subject to the General Manager's and/or Board's review and approval.

In the event of an emergency, the General Manager can approve budget amendments that would increase the District's annual budget, with the conditions that, 1) these amendments are necessary to maintain the District's ongoing and routine operations, and 2) the aggregate amounts of the amendments cannot exceed \$100,000. The General Manager shall notify the President of the Board about the situation and the reason for the budget amendment, and report to the Board about these actions at its next scheduled meeting.

## **5.5 FINANCIAL PLANNING**

The District maintains a rolling five-year financial forecast that estimates resources and expenditure trends for the five years beyond the current budget period. The rolling forecast will be included in each annual budget report. This financial forecast will be used to assess the long-term impacts of current policy and budget decisions.



## 6 FINANCIAL REPORTING GUIDELINES

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### 6.1 POLICY OBJECTIVES

The District identifies the following characteristics as key to properly presented financial statements:

- **Understandable** – Information is expressed as simply as possible.
- **Reliable** – Information is verifiable, free from bias, faithfully represented, and comprehensive.
- **Relevant** – Information can make a difference in a user's assessment of a problem, condition, or event.
- **Timely** – Information is issued soon enough after the reported events to affect decisions.
- **Consistent** – Once adopted, an accounting principle or reporting method is used for all similar transaction and events. If a change is required, then full disclosure of the nature, reason, and effect of the change is made.
- **Comparable** – Information allows users to make comparisons among governments (e.g., of the costs of specific functions or components of revenue).

The District's financial reporting policy objectives include:

- Financial reporting should assist in fulfilling the District's duty to be publicly accountable and should enable users to assess that accountability by:
  - Providing information to determine whether current-year revenues were sufficient to pay for current-year services.
  - Demonstrating whether resources were obtained and used in accordance with the District's legally adopted budget and demonstrating compliance with other finance-related legal or contractual requirements.
  - Providing information to assist users in assessing the service efforts, costs, and accomplishments of the District.
- Financial reporting should assist users in evaluating the annual operating results of the District by:
  - Providing information about sources and uses of financial resources.
  - Providing information about how it financed its activities and met its cash requirements.
  - Providing information necessary to determine whether its financial position improved or deteriorated as a result of the year's operations.
- Financial reporting should assist users in assessing the level of service that can be provided by the District and its ability to meet its obligations as become due by:
  - Providing information about its financial position and condition.
  - Providing information about its physical and other nonfinancial resources having useful lives that extend beyond the current year, including information that can be used to assess the service potential of those resources.
  - Disclosing legal or contractual restrictions on resources and the risk of potential loss of resources.

## 6.2 GENERAL LEDGER

It is the responsibility of District management to develop and maintain an appropriate accounting system, which utilizes an organized set of general ledger accounts. Accounts will be grouped by number and title to facilitate accurate recording and reporting of financial transactions. Access to the general ledger for maintenance and update will be limited to the assigned responsible financial management personnel.

## 6.3 MONTHLY REPORTING

Interim financial statements will be produced and submitted monthly to the Board of Directors for review. These financial statements are unaudited and are to be used solely to monitor the District's financial progress throughout the fiscal year. The interim financial statements are not to be presented to outside parties for the purpose of incurring debt, investing, or other activities where a user may place legal reliance on the document.

At minimum, the interim financial reports should include all of the following:

- Summary of key statistics such as cash on hand, total revenue, and total expenditures
- A statement of revenue and expenditures by fund
- A cash flow projection
- [Expenditures, including Aa check register listing and credit card charges detail](#)

## 6.4 SEMI-ANNUAL FINANCIAL PERFORMANCE REPORT

A financial performance report will be produced at the mid-point of each fiscal year and presented to the Board of Directors at the next regular board meeting. The report will compare year-to-date actual versus budget by category of financial item (e.g., revenue, salaries and benefits, capital, etc.) and will provide a detailed explanation of any significant variances. This report is a communication tool for management to provide the Board and general public with information about financial performance and significant actions taken related to financial management of the District.

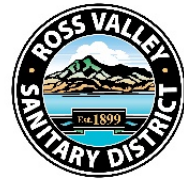
## 6.5 ANNUALLY AUDITED FINANCIAL STATEMENTS

The District will engage a qualified independent auditor/audit firm to perform an annual audit of the District's financial records and internal controls. The final product will comply with all governing laws, regulations, and pronouncements from the Governmental Accounting Standards Board (GASB).

The independent auditor will be selected through a competitive request for proposals process and will be engaged for three years, dependent upon performance. Qualifications and proposals will be reviewed by management and recommendations made to the Board of Directors for [the](#) selection of a qualified independent auditor. At the discretion of the Board, an auditor approved for a three-year contract can have that contract extended by up to two years. Rotation of lead auditors or firms should be considered every five years but in no case any longer than six consecutive fiscal years. [Government Code §12410.6]

## **6.6 ANNUAL COMPREHENSIVE FINANCIAL REPORT**

It is the District's intent to provide more than the minimum required annual reports. To support that intent, the District will produce a Annual Comprehensive Financial Report (ACFR), a report that provides additional narrative and statistical information to assist in providing context to the standard financial reports. To ensure consistency and comparability, the District will submit the ACFR to the Government Financial Officers Association (GFOA) for consideration of their Award of Financial Reporting Achievement.



## 7 MINIMUM AND TARGET RESERVES

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The following reserve policies are grouped into “minimum” reserves and “target” reserves. The minimum reserves are meant to be sustained at all times over the course of a financial planning period. On the other hand, a target reserve has more flexibility and is meant to provide a targeted reserve level for the end of a planning period but doesn’t necessarily need to be sustained at all times over the course of a planning period.

### 7.1 OPERATING RESERVE

Ross Valley Sanitary District maintains cash and investments necessary to meet the liquidity needs for the District’s day-to-day operations. Furthermore, the District will maintain unrestricted cash and investments as required by any debt covenants.

The targeted operating fund reserve is designed to ensure coverage for the cash flow (liquidity) requirements of day-to-day operations between April and December when the District experiences a prolonged gap in revenue receipts from the County.

Liquidity needs are calculated as follows: on June 30 of each year the District will maintain a level of cash and investments, less those amounts held in reserve by a fiscal agent, in an amount at least equal to one half of the operating expenses budgeted for the coming fiscal year. This target fund balance is exclusive of all other reserve targets.

**Primary funding source:** Sewer Service Charges

### 7.2 CAPITAL IMPROVEMENT RESERVES

Ross Valley Sanitary District maintains a reserve for capital improvement in order to satisfy annual cash flow requirements and ensure continuity in executing the Capital Improvement Plan (CIP).

The purpose of this reserve is to smooth the inherent volatility of the capital spending program. This reserve should be drawn down during years of higher-than-average capital spending. Conversely, and very importantly, the District should build this reserve during years when capital spending is below average. Having such a reserve is an integral component of a PayGo model.

The target reserve is equal to fifty percent (50%) of the average annual capital expenditures forecasted in the current 5-Year or 10-Year Capital Improvement Plan (CIP). This target reserve balance is exclusive of all other reserve targets.

**Primary funding source:** Ad Valorem Tax, Capacity Fees, Net Operating Fund Revenue

**Secondary funding source:** Debt Financing

### 7.3 EMERGENCY RESERVES

Ross Valley Sanitary District maintains an emergency reserve for use during operational or financial emergencies. Emergencies constitute significant unforeseen events that have a dramatic and immediate impact on the operations, assets or financial condition of the District. In the event funds from this reserve are used, a plan to replenish the funds used during a fiscal year will be developed and approved through the budgeting process in the following fiscal year. The target amount of the reserve should be calculated to be at least equal to ten percent (10%) of the budgeted annual operating expenses, but not less than two million dollars (\$2,000,000). This target balance is exclusive of all other reserve targets.

**Primary Funding Source:** Sewer Service Charges

### 7.4 OTHER POST-EMPLOYMENT BENEFITS RESERVES

Ross Valley Sanitary District maintains an Other Post-Employment Benefits (OPEB) reserve to fund future payments of retiree post-employment health benefits. This is a restricted reserve and may not be utilized for any other purpose. The target balance is exclusive of all other reserve targets. The funds in this reserve are held in trust with the CalPERS California Employers' Retiree Benefit Trust (CERBT) fund. Annual contributions to this reserve are based on the most recent actuarial analysis with the policy goal of fully funding the liability in the most fiscally responsible manner.

### 7.5 PENSION PREFUNDING TRUST RESERVES

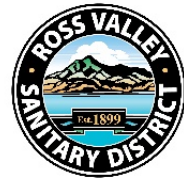
Ross Valley Sanitary District maintains an additional Pension Prefunding Trust reserve to fund future payments of retiree pension payments. This is a restricted reserve and may not be utilized for any other purpose. The target balance is exclusive of all other reserve targets. The funds in this reserve are held in trust with the CalPERS California Employer's Pension Prefunding Trust (CEPPT) fund. Annual contributions to this reserve are based on the recent actuarial analysis with the policy goals of smoothing the volatility in the required pension contribution rates and fully funding the liability in a fiscally responsible manner.

To reduce interest costs associated with employee pension liabilities, the District remits its payment for any required Unfunded Annual Liability payments on a prepaid basis versus monthly installments, to the extent of available liquidity. The District strives to achieve and maintain a funding ratio of at least 90% for its pension plan. The funding ratio for internal management purposes is calculated by adding the District's proportionate share of assets held in the CalPERS pension plan together with the District's assets held in the CalPERS Prefunding Trust (CEPPT) and dividing the result by the District's proportionate share of the CalPERS pension plan total pension liability.

### 7.6 FUNDING OF RESERVES

Ross Valley Sanitary District makes every attempt to maintain target levels in all reserves. Funds held in reserve accounts may be used for District purposes provided that any funds used shall be replenished within twelve (12) months of use. If reserves are depleted, a plan for replenishment will be developed and included in the next fiscal year's budget.





## 8 REVENUE AND CASH MANAGEMENT

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### 8.1 POLICY OBJECTIVES

The District's *Revenue and Cash Management Policy* is intended to meet the following key objectives:

- Define existing sources and uses of revenue.
- Identify appropriate methods for estimation of revenues for planning purposes.
- Assist the Board and District management in understanding and managing revenue flows.

### 8.2 FUNDS

The District has established two internal funds to assist in the management of revenues and other resources. Those funds are:

- **Operating Fund** – This fund's primary revenue source is the sewer service charge, which is collected via the property tax rolls. Activities supported by this fund include operation and maintenance of the District's infrastructure and any administrative costs required to administer and manage those activities.
- **Capital Fund** – This fund is supported through multiple revenue sources; however, primary sources are ad valorem property tax, sewer service charge, and proceeds from financing. Activities supported by this fund include replacement or improvement of infrastructure, debt service, and other asset acquisition (maintenance equipment, etc.).

### 8.3 REVENUE SOURCES

As a single-purpose special district, Ross Valley Sanitary District operates as an enterprise fund. Within an enterprise fund, a fee is charged for specific services, which is then used to support the activities required to provide that service.

- **Annual Sewer Service Charge** – Pursuant to the requirements of Article XIII D, Section 6 of the California Constitution, this fee is set by Ordinance with a four-fifths vote of the District's Board of Directors (Board) after proper public notice and hearing. The District consists of two rate zones: Larkspur and Ross Valley. The rates established for each zone may differ in order to balance the total annual fees paid by the ratepayers in each zone. The Ordinance may include a fee schedule for multiple years (up to five). This fee is structured to support the Operating Fund and partially support the Capital Fund.
- **Ad Valorem Tax** – Property owners within the District's [legal boundaries rate zone](#) pay a base property tax to the County of Marin. The District is allocated a portion of that tax by the County. The County does not allocate ad valorem tax from Larkspur rate zone to the District. Until such a time as the allocation of this tax is equal between the two rate zones, the sewer service charge will reflect a proportionally higher charge in the Larkspur zone. Ad valorem tax revenue is allocated to the Capital Fund.
- **Capacity Fees** – Capacity fees are imposed on new connections and increased demand to the wastewater collection system. The fee amount is established by Ordinance with a four-fifths vote

of the Board after proper public notice and hearing. These fees are allocated solely to the Capital Fund.

- **Miscellaneous Fees** – These include inspection fees, administrative fees, plan fees, etc. These fees are allocated to the Operating Fund.
- **Other Sources** – These include interest earned, rebates, and other miscellaneous items. These funds are allocated to the appropriate fund according to the revenue source.

## 8.4 CASH RECEIPTS

Most cash receipts for the District are wired directly into the District's primary operating account at the bank. This includes ad valorem property taxes and approximately 97% of the sewer service charges. Cash is received directly for permit fees, public sewer extensions, and other miscellaneous items as well as for payments of the sewer service charge for some direct-bill customers. The following measures are in place to ensure security and proper recording of cash receipts:

- A locking cash box is used to hold all cash received at the District office.
- All checks are immediately marked "For Deposit Only" to the RVSD main operating bank account.
- Deposits of all cash and checks received are made bi-weekly.
- All cash and checks received are matched with a receipt or invoice to ensure proper recording in the general ledger.
- Staff responsible for receipt of cash and checks are not the same persons who are responsible for the reconciliation of deposits or recording of cash receipts in the general ledger.



## **9 ESCHEATMENTS**

### **9.1 POLICY OBJECTIVES**

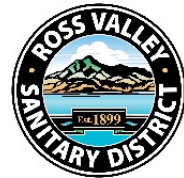
#### Escheatments

Escheatment is the reversion of property to a governmental entity in the absence of legal claimants or heirs.

California Government Code Section 50050 et seq. provides for local governments to establish policies and procedures for the escheatment of unclaimed monies held in the District's possession.

Unclaimed monies are amounts that are not the property of the District but held in its custody. Unclaimed money (checks, deposits and other monetary items) that is fifteen dollars (\$15) or more and remains unclaimed for more than three years will become the property of the District if it remains unclaimed after proper notification. Money becoming property of the District will be transferred to the originating fund, unless otherwise restricted.

Unclaimed money less than fifteen dollars (\$15), or any amount if the owner is unknown, which remains unclaimed for one year will become the property of the District without notification and be transferred to the originating fund, unless otherwise restricted.



## 910 DEBT MANAGEMENT

This policy is intended to comply with Government Code §8855(i), effective on January 1, 2017, and shall govern all debt undertaken by the District. This policy sets forth debt management objectives for the District, establishes overall parameters for issuing and administering the debt portfolio, and provides policy guidelines to decision makers. The District recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the District's sound financial position.
- Ensure the District has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the District's credit worthiness.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the District.
- Ensure that the District's debt is consistent with the District's strategic goals and objectives and Capital Improvement Plan (CIP) or budget, as applicable.

### 9.110.1 PAY-AS-YOU-GO VS. DEBT FINANCING

The District recognizes that future ratepayers will benefit from long-lived capital investments and that it is appropriate that they pay a share of the asset cost through future debt repayment. However, to reduce interest costs, the District shall have a preference to finance capital improvements using pay-as-you-go financing and shall issue long-term debt only to finance capital improvements that cannot be readily financed from current revenues. The District will limit total debt outstanding, as a ratio of operating expensestotal revenues, to a level that sustains or improves its bond rating. The intended use of debt shall be described in and integrated into the District's Capital Improvement Plan and any long-range financial forecasts. Long-term debt financing shall not be used to fund operating costs.

### 9.210.2 PERMITTED DEBT BY TYPE

The District may legally issue both short-term and long-term debt using the debt instruments described below or issue any other long or short-term instruments approved by and deemed appropriate by the Board of Directors to meet the capital financing needs of the District. The District, in consultation with the District's Counsel, Bond Counsel and Municipal Advisors, shall determine the most appropriate instrument for a proposed debt issuance.

#### ***General Obligation Bonds***

The District is empowered, under the Sanitary District Act of 1923 ("Act"), to levy taxes on all taxable property within its boundaries for the purpose of paying its voter approved general obligation bonds subject to the limitations in the California Revenue and Taxation Code and the California Constitution. The District is authorized to sell general obligation bonds under Section 6640 through 6655 of the Act, subject to the approval of a two-thirds majority of those voting in a local election.

### ***Installment Sale Agreement (ISA)***

The District is authorized by the laws of the State of California and Section 6670.1 of the Act to acquire certain improvements to the District's system and to finance construction or improvements through the execution of installment sale agreements. An installment sale agreement ("ISA") can be a vehicle for a public borrowing through one of two ways:

1. **Certificates of Participation (COPs)** -- Certificates of Participation provide debt financing through a lease or installment sale agreement. In a certificates of participation financing, a financing entity such as a JPA enters into a lease or an installment sale agreement with the District. The financing entity sells certificates representing participations in annual payments of principal and interest under the lease or ISA.
2. **Joint Exercise of Powers Authority (JPA) Revenue Bonds** -- In an installment sale revenue bond financing, the District enters into an installment sale agreement with a JPA which in turn issues bonds payable solely from the installment sale payments. The Ross Valley Public Financing Authority is a JPA that was formed by the District for this purpose and is governed by the District's Board of Directors.

### ***Loans, Letters of Credit, Lines of Credit, Sate Loans***

The District may from time to time borrow through a loan with a commercial bank, ~~L~~etter of ~~C~~redit, ~~L~~ines of ~~C~~redit with a commercial bank, state revolving loan program or other governmental agency. Each loan will have a specific purpose. Voter approval is not required for obtaining a loan ~~is~~if such loan is structured as an ~~i~~installment ~~S~~sale ~~A~~greement through a COP or JPA.

### ***Refunding Bonds***

Bonds may be refinanced (refunded) ~~on or before the call date and~~ as permitted by federal tax law for the purpose of providing a net positive economic benefit to the District.

### **9.310.3 LENGTH OF DEBT OBLIGATIONS**

The debt repayment period should not exceed the expected useful life of the completed capital project, facilities or equipment being financed and should coincide with the stream of benefits provided by the projects being financed. ~~When the District finances capital projects by incurring debt, the debt repayment period should be no longer than the expected useful life of the project being financed.~~

### **9.410.4 DEBT SERVICE COVERAGE POLICY**

The District shall, each fiscal year, strictly comply with covenants regarding the coverage of annual debt service by net revenues embodied in the terms of outstanding debt obligations. Over and above that, the District intends to maintain an average annual debt service coverage ratio of 150%, but no less than 125%.

### **9.510.5** TIMING AND SIZE OF BOND ISSUES

For the sale of new money bonds, the timing and size of the issue will be influenced by:

1. Limitations of tax rules regarding size, generally limited to three years of capital expenditures
2. Transaction costs for each sale
3. Negative cost of carry if reinvestment rates are less than the cost of funds

### **9.610.6** REFUNDING BONDS

Bonds may be refinanced (refunded) on or after at the call date (“current refunding”) or in advance of the call date by putting refunding proceeds in an invested escrow account pending the call date (“advance refunding”). The authorization by the District for a bond refund shall include verification by the Board that a net positive financial benefit will accrue from the transaction.

### **9.710.7** USE OF CREDIT ENHANCEMENTS

When issuing long-term debt, credit enhancements (letters of credit, bond insurance, etc.) may be used, but only when net debt service on the debt is reduced by more than the cost of the enhancement, or the enhancement is a requirement for the loan or debt issuance.

### **9.810.8** BOND RATING

The District shall seek to maintain and, if possible, improve its current bond rating in order to minimize borrowing costs and preserve access to credit.

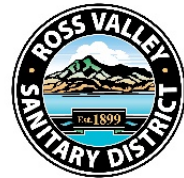
### **9.910.9** FINANCIAL DISCLOSURE

The District shall fully disclose financial and pertinent credit information as it relates to the District’s outstanding securities, including continuing disclosure obligations pursuant to bond covenants.

### **9.1010.10** INTERNAL CONTROLS

To ensure debt proceeds are used as intended, the District shall implement internal control procedures that include at least the following:

- Debt proceeds shall be deposited in an account separate from other District accounts, with only revenues and expenditures directly associated with the debt proceeds included in the account.
- At least two approvals from different reviewers will be required on all expenditures of debt proceeds, to review and ensure the expenditure is appropriate to be paid from debt proceeds.
- District accounting staff shall prepare periodic reports on the use of debt proceeds for management and Board review.



## **1011** INVESTMENTS

The Board of Directors of the Ross Valley Sanitary District has adopted this policy in order to establish the investment scope, objectives, delegation of authority, standards of prudence, reporting requirements, internal controls, eligible investments and transactions, diversification requirements, risk tolerance, and safekeeping and custodial procedures for the investment of the funds of the District. All District funds will be invested in accordance with this policy and with applicable sections of the California Government Code ~~§53106-53601~~ through §53659.

This *Investment Policy* replaces any previous investment policy or investment procedures of the District.

### **10.111.1** SCOPE

The provisions of this policy shall apply to all financial assets of the District except bond funds governed by bond documents, as accounted for in the District's Annual Comprehensive Financial Report. Bond funds shall be invested separately at the direction of the District and managed pursuant to the definition of Permitted Investments under the specific bond trust indenture. All other excess cash shall be pooled for investment purposes and subject to this policy. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective average balances relative to the total pooled balance. Investment income shall be distributed to the individual funds not less than annually.

### **10.211.2** OBJECTIVES

The District's funds shall be invested in accordance with all applicable District codes and resolutions, California statutes, and Federal regulations, and in a manner designed to accomplish the following objectives, which are listed in priority order:

- Preservation of capital and protection of investment principal.
- Maintenance of sufficient liquidity to meet anticipated cash flows.
- Attainment of a market rate of return (yield).
- Diversification to avoid incurring unreasonable market risks.

### **10.311.3** POLICY REVIEW

The policy shall be adopted by the Board of Directors. It shall be reviewed regularly to ensure its consistency with the overall objectives of preservation of principal, liquidity, yield and diversification and its relevance to current law and economic trends. Amendments to the *Investments Policy* shall be approved by the Board of Directors.

## 11.4 DELEGATION OF AUTHORITY

### 10.4 ~~Delegation of Authority~~

The management responsibility for the District's investment program is delegated annually by the Board of Directors to the Treasurer, as provided for in California Government Code §53607. The District's ~~General Manager~~Finance Officer serves as the Treasurer and shall work in conjunction with the ~~Finance & Administrative Services Manager~~ to conduct investment transactions and to manage the operation of the investment

~~pp~~portfolio. No person may engage in an investment transaction except as expressly provided under the terms of this policy.

The General Manager or designee shall develop administrative procedures and internal controls, consistent with this policy, for the operation of the District's investment program. Such procedures shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the District. The District may engage the support services of outside investment advisors with respect to its investment program, so long as it can be demonstrated that these services produce a net financial advantage or necessary financial protection of the District's financial resources.

### ~~10.5~~11.5 PRUDENCE

The standard of prudence to be used for managing the District's investment program is California Government Code §53600.3, the prudent investor standard which states

*"When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."*

The District's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The District recognizes that no investment is totally without risk and that the investment activities of the District are a matter of public record. Accordingly, the District recognizes that occasional measured losses may occur in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented and that the sale of a security is in the best long-term interest of the District.

The General Manager or designee and authorized investment personnel acting in accordance with established procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion to the Board of Directors and appropriate action is taken to control adverse developments.



#### ~~10.6~~11.6 AUTHORIZED SECURITIES AND TRANSACTIONS

All investments and deposits of the District shall be made in accordance with California Government Code §53600, et seq. Any revisions or extensions of these code sections will be assumed to be part of this policy immediately upon being enacted. Within the investments permitted by the Government Code, the District further restricts eligible investments to those listed below. In the event of any discrepancy between this policy and the Government Code, the more restrictive parameters shall take precedence.

The District's portfolio shall be diversified by security type and institution to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions. Where this section specifies a percentage limitation for a particular category of investment, that percentage is applicable only at the date of purchase.

INVESTMENT TYPE	MAXIMUM REMAINING MATURITY	MAXIMUM SPECIFIED % OF PORTFOLIO	MINIMUM QUALITY REQUIREMENTS
Local Agency Bonds (RVSD bonds)	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
State Obligations: CA and Others	5 years	None	None for CA; AA or better for other States
CA Local Agency Obligations	5 years	None	AA
Commercial Paper: Pooled Funds	270 days or less	20% of RVSD's investible funds	Highest letter and number rating
Negotiable Certificates of Deposit	5 years	15%	Highest letter and number rating
Placement Service Deposits	5 years	\$250,000 per deposit per institution	FDIC insured
Repurchase Agreements	90 days	None	None
Medium-term Notes	5 years or less	5% (with not more than 20% in any one institution)	"A" rating category or better
Mutual Funds and Money Market Mutual Funds	N/A	20% (no more than 10% invested in any one mutual fund; limitation does not apply to money market mutual funds)	Multiple <sup>1</sup>
County Pooled Investment Funds- Marin County Pool	N/A	None	None
Joint Powers Authority Pool (CAMP, CalTrust)	N/A	None	Multiple <sup>2</sup>
Local Agency Investment Fund (LAIF)	N/A	None	None

<sup>1</sup>A money market mutual fund must receive the highest ranking by not less than two nationally recognized rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investment in money market instruments with assets under management in excess of \$500 million

<sup>2</sup>A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investment in instruments authorized by Section 53601, subdivisions (a) to (o)~~<sup>2</sup>A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under~~

~~management in excess of \$500 million, and has at least five years' experience investment in instruments authorized by Section 53601, subdivisions (a) to (e).~~

The foregoing list of authorized securities and transactions shall be strictly interpreted. Any deviation from this list must be preapproved by the Board of Directors.

Securities that have been downgraded to a level that is below the minimum ratings described herein may be sold or held, at the District's discretion. The portfolio will be brought back into compliance with Investment Policy guidelines as soon as ~~is~~ practical.

#### **10.711.7 TERM OF INVESTMENTS**

It is the objective of the District to accurately monitor and forecast revenues and expenditures so that the District can invest funds to the fullest extent possible. Funds of the District shall be invested in accordance with sound treasury management principles.

Where this Policy does not specify a maximum remaining maturity at the time of the investment, no investment shall be made in any security, other than a security underlying a repurchase agreement, that at the time of the investment has a term remaining to maturity in excess of five years, unless the Board has granted express authority to make that investment either specifically or as part of an investment program approved by the Board no less than three months prior to the investment.

#### **10.811.8 INVESTMENT DIVERSIFICATION**

The District shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. Nevertheless, the asset allocation in the investment portfolio should be flexible depending upon the outlook for the economy, the securities markets and the District's anticipated cash flow needs.

#### **10.911.9 PROHIBITED INVESTMENTS**

Any investment in a security not specifically listed above, but otherwise permitted by the California Government Code, is allowed. Government Code §53601.6 specifically disallows investments in invoice floaters, range notes, or interest-only strips that are derived from a pool of mortgages. In addition to the limitations in Government Code §53601.6, this policy further restricts investments as follows:

1. No investment shall be made that has either (a) an embedded option or characteristic which could result in a loss of principal if the investment is held to maturity, or (b) an embedded option or characteristic which could seriously limit accrual rates or which could result in zero accrual periods.
2. No investment shall be made that could cause the portfolio to be leveraged.
3. Any security that could result in zero interest accrual if held to maturity shall not be made.

#### ~~10.10~~11.10 BANKS AND SECURITIES DEALERS

The General Manager or designee is authorized to make investments based on the recommendations of the Board approved investment advisor whose recommendations shall adhere to this policy. Any approved investment advisor shall annually review the District's *Investments Policy*. The investment advisor may request the Board approve recommended changes to this policy as permitted by the California Government Code ~~§53106-53601~~ through §53659. For investments made by an investment advisor, the Board authorizes the investment advisor to use broker/dealers and financial institutions that the

investment advisor has reviewed and approved by the General Manager or designee. The investment advisor's approved list shall be approved and reviewed annually by the District and reported to the Board of Directors.

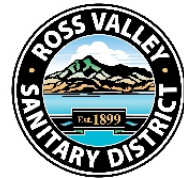
#### ~~10.11~~11.11 PORTFOLIO PERFORMANCE

The investment portfolio shall be designed to attain a market rate of return throughout budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities, and cash flow requirements. The performance of the District's investments shall be monitored quarterly and compared to a nationally published index that most closely corresponds to the portfolio's composition and weighted average effective maturity.

#### ~~10.12~~11.12 REPORTING

Semi-annually, the General Manager or designee shall submit to the Board of Directors a report of the investment earnings and performance results of the District's investment portfolio. The report shall include the following information:

1. A description of the investment the District holds as of the reporting date.
2. A market value as of the date of the report (or the most recent valuation available) and the source of the valuation.
3. Period-over-period change in the market valuation from the current reporting period to the former reporting period.



## **11.12      PROCUREMENT POLICY**

All purchases of goods and services purchased on behalf of Ross Valley Sanitary District must be made within the applicable provisions of the California Public Contracts Code, California Government Code, and the District's administrative and financial policies. No District employee may commit payment for goods or services without adherence to the applicable District policies and State laws. District employees are expected to use good judgment, proper regard and the greatest discretion for taxpayer dollars when making purchases for the District.

### **11.112.1      DESIGNATION OF PURCHASING AGENT**

The General Manager is the designated Purchasing Agent for the District and is charged with the duties and powers described by the applicable laws of the state relating to purchasing agents, this policy, and applicable resolutions of the Board of Directors. When it is not feasible or practical for the General Manager to serve as Purchasing Agent, the ~~Finance &~~ Administrative Services Manager will serve as Purchasing Agent.

### **11.212.2      AUTHORITY TO COMMIT FUNDS**

Only the Board of Directors, the General Manager/Purchasing Agent, or their designee may commit District funds for the purchase of goods, equipment or services for District benefit. Said commitment of District funds may be made only where the person making the commitment is authorized to do so by a specific provision of this policy. Except in cases of emergency as hereinafter provided, or in cases where the Board of Directors has made specific provision, no purchase of property by any governing body or person other than the Board of Directors, the General Manager/Purchasing Agent, or their designee will be binding on the District or constitute a lawful charge against District funds. Authorization levels are defined by position or management level in this policy.

### **11.312.3      DELEGATION OF AUTHORITY**

The Purchasing Agent may delegate the authority for the purchase of goods and supplies and for the procurement of professional service to the District's managers as described herein.

### **11.412.4      UNAUTHORIZED PURCHASES**

Unauthorized purchases are not considered an obligation of the District and the individual making such purchases will be held personally liable for the cost of the purchase. Unauthorized purchases are defined to include any of the following:

- Any procurement made not in conformance with these policies, including any actions to circumvent the delegation of procurement authority.
- Any procurement where the good or service is intended for personal use and not intended for use by the District.

#### **11.512.5 DUTIES OF THE PURCHASING AGENT**

The Purchasing Agent or his/her designee will:

- Monitor and coordinate District purchases for all materials, supplies, services, furnishings, equipment and other property in accordance with rules and regulations prescribed by District ordinances, resolutions, policies, and procedures, and as otherwise provided for by law.
- Engage independent contractors to perform services for the District in accordance with the provisions of this policy.
- Engage independent contractors to construct, repair or furnish any building or structure consistent with the authority vested in the Purchasing Agent by this policy.
- When authorized, sell or dispose of surplus property of the District.
- Perform such other services as the Board of Directors may from time to time by resolution require.

#### **11.612.6 RULES AND PROCEDURES**

The Purchasing Agent is charged with the authority and responsibility for coordinating and managing the procurement of goods, supplies, equipment, and services according to applicable law and this policy. This authority includes the responsibility to establish rules and procedures to ensure that applicable laws, regulations and procurement policies are followed.

#### **11.712.7 LOCAL BUSINESS PARTICIPATION**

Local business participation in District contracts is encouraged. The District staff will make every reasonable effort to contract with and obtain price quotations from local businesses for labor, supplies, and materials on all contracts that are not required by law or this policy to be competitively awarded. On all public contracts that are required by law to be competitively bid, the District staff will make every reasonable effort to encourage the participation of local businesses. All notices inviting bids will include language to the effect that it is the District's policy to encourage bidders to utilize local business whenever possible on District projects.

## 11-812.8 PURCHASING AUTHORIZATION LEVELS

District Position	Maximum Amount Authorized for Purchases				
	<u>Supplies Goods/ Materials</u>	<u>Operations &amp; Maintenance</u>	Professional Services	Professional Services Related to Construction	Construction/ <u>CIP</u>
Board of Directors	Any	Any	Any	Any	Any
General Manager (Budget)*	<del>\$25,000</del> <u>\$50,000</u>	<del>\$35,000</del> <u>\$50,000</u>	<del>\$35,000</del> <u>\$50,000</u>	<del>\$35,000</del> <u>\$50,000</u>	<del>\$60,000</del> <u>\$75,000</u>
General Manager (Other)	<del>\$25,000</del> <u>\$35,000</u>	<del>\$25,000</del> <u>\$35,000</u>	<del>\$25,000</del> <u>\$35,000</u>	<del>\$25,000</del> <u>\$35,000</u>	<del>\$60,000</del> <u>\$75,000</u>
Dept Managers	<del>\$10,000</del> <u>\$15,000</u>	<del>\$10,000</del> <u>\$15,000</u>	<del>\$10,000</del> <u>\$15,000</u>	<del>\$10,000</del> <u>\$15,000</u>	<del>\$10,000</del> <u>\$15,000</u>
Superintendent	\$6,000	\$6,000	None	None	None
Supervisor	\$3,000	\$3,000	None	None	None

Note: Authorization for emergency purchases is covered in the Section *Emergency Procurement*.

\* Purchases for items specifically listed in the District-approved budgets, i.e., studies, services, equipment, etc., may be approved for purchase by the General Manager pursuant to the terms of this policy.

\* For purposes of this section, "Maintenance Work" includes all of the following: routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes; minor repainting; landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.

## 11-912.9 RECURRING CHARGES

The Purchasing Agent may identify vendors and contractors who provide recurring services and exclude them from the standard purchasing process. Some examples of appropriate exclusions would include suppliers of annual software subscription services (e.g., ~~SmartCovers~~remote sewer monitoring systems, ~~Innovyze~~asset management systems), equipment lease agreements (e.g., ~~Dell~~ computers, ~~Enterprise~~ fleet), utility services, freight carriers, postal service, and payments to the District's risk management pool, California Sanitation Risk Management Authority (CSRMA), and to the Central Marin Sanitation Agency (CMSA). This is at the discretion of the Purchasing Agent, who will maintain a list of vendors designated as "Recurring."

## 11-1012.10 PURCHASE OF GOODS AND MATERIALS UNDER ~~\$10,000~~\$15,000

Competitive quotes for the purchase of goods and materials are not required when the total cost of such goods is under ~~ten-fifteen~~ thousand dollars (~~\$15,000~~\$10,000). The Purchasing Agent may delegate the authority to purchase goods and materials under ~~ten-fifteen~~ thousand dollars (~~\$15,000~~\$10,000) to specific District positions, including managers and supervisors.

#### **11.1112.11 PURCHASE OF GOODS AND MATERIALS ~~\$10,000~~\$15,000 OR OVER**

- Except as otherwise provided by the policy, at least three quotes will be solicited for the purchase of those goods and materials with a cost of ~~ten-fifteen~~ thousand dollars (~~\$15,000~~~~\$10,000~~) and above, with the contract for purchase awarded to the best value quote. Quotes shall be documented.
- Except as allowable through the *Sole Source Procurement* section of this policy, bid/quote specifications should be written to allow for competition and not to exclude all but one kind or type of product, and should describe the performance requirements rather than its formulation, description or design.
- The Purchasing Agent may delegate the authority to purchase goods and materials over ~~ten-fifteen~~ thousand dollars (~~\$15,000~~~~\$10,000~~) to District managers.
- The District reserves the right to reject any or all quotes when, after consideration of all relevant circumstances, such action is considered in the best interest of the District. The District further reserves the right to re-quote any purchase of goods or materials, regardless of any prior actions to request quotes.

#### **11.1212.12 PROCUREMENT OF PROFESSIONAL SERVICES**

Professional services are consulting, or professional/technical services not provided by District employees. Professional services include, but are not limited to, financial, economic, accounting, legal, medical, therapeutic, and administrative services.

#### **11.1312.13 PROFESSIONAL SERVICES FOR SELECT PROFESSIONS**

Per California Government Code §4526, the selection of a vendor to provide architectural, landscape architectural, engineering, environmental, land surveying, or construction project management professional services will be made on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. For these selected professions, there are special procedures for acquiring these services.

#### **11.1412.14 CRITERIA FOR USE OF PROFESSIONAL SERVICE CONTRACTS**

Contracted professional service may be used only under any one of the following conditions:

- Urgent need which cannot be met by District employees.
- Temporary, intermittent, or irregular services which cannot be performed effectively by District employees.
- Special or highly technical skills which cannot be obtained from District employees.
- Need for an independent opinion, appraisal, audit, or similar services.
- Lack of sufficient personnel to accomplish the work in the required time frame.



### ~~11.15~~ **12.15 SELECTION OF VENDORS FOR PROFESSIONAL SERVICES – GENERAL**

Vendors for professional services other than those identified in California Government Code §4526 are to be selected as follows:

1. Vendor selection will be based on a competitive process whenever reasonably feasible. Professional services may be competitively solicited through informal Requests for Quotes (RFQ) and information Requests for Proposals (RFP) or through formal sealed competitive proposals. The type of service to be contracted for, the anticipated award amount, and the potential risks involved affect the decision whether to use informal or formal purchasing procedures.
2. Professional service contracts may be awarded without competitive solicitation when there is only one person or vendor available or capable of providing the required service, when there are limitations in the availability of potential contractors, when the services required are of such a specialized nature that precludes competitive solicitation, or when other conditions exist such that the appropriate awarding authority determines that it is in the District's best interest to waive competitive solicitation for the required professional services.

### ~~11.16~~ **12.16 SELECTION OF VENDORS FOR SELECT PROFESSIONAL SERVICES**

Vendor selection for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms, as defined in California Government Code §4525 will follow the procedure outlined below:

1. Prospective vendors are requested to submit proposals and statements of qualifications to the District for the required services or proposed project. Proposals and statements of qualifications may be solicited through trade publications and by other means of advertisement. Pricing will be submitted separate from the proposal and will not be considered in the initial review process.
2. District staff will evaluate the proposals, statements of qualifications, and performance data submitted by firms regarding the proposed project, and, when available, select the firms with the top three rated proposals for further evaluation.
3. Based upon the pricing submitted separately from the proposal, District staff will negotiate a contract with the firm submitting the top-rated proposal. Should the District be unable to successfully negotiate a contract with the firm submitting the top-rated proposal, at a price the District deems fair and reasonable, then negotiations with that individual or firm will be terminated. The District will then commence negotiations with the firm submitting the next highest rated proposal. Should the District be unable to negotiate a satisfactory contract with the firm submitting the second highest rated proposal, the District will terminate the negotiations and undertake negotiations with the firm submitting the next highest rated proposal. Should the District be unable to negotiate a satisfactory contract with any of the selected firms, the District will select additional firms in order of the ratings of their proposals and qualifications until an agreement is reached.

### ~~11.17~~12.17 SOLE SOURCE PROCUREMENT – COMPETITION IS PRESUMED

All reasonable attempts should be made to identify multiple vendors or multiple brands prior to any approval of sole source procurement.

### ~~11.18~~12.18 SOLE SOURCE PROCUREMENT DEFINED

Sole source procurement is any acquisition which, by virtue of the specifications required or by the clear and specific restrictions imposed by a provider, restricts the procurement to one vendor or to one brand.

### ~~11.19~~12.19 ALLOWABLE JUSTIFICATIONS FOR SOLE SOURCE PROCUREMENT

Sole source procurements are allowed under the following conditions or when procuring the following goods or services:

- Goods or materials where cost is under ten thousand dollars (\$10,000).
- Professional services performed by vendors on jobs less than twenty-five thousand dollars (\$25,000).
- Maintenance work performed by contractors on jobs less than twenty-five thousand dollars (\$25,000), as long as the price from the contractor is within ten percent (10%) of a District Engineer's or independent engineer's estimate of probable cost.
- Property or services, the price of which is fixed by law.
- Training seminars or other classes for personnel.
- Materials, supplies or equipment or services that can only be obtained from one supplier, generally because of technological, specialized or unique character.
- The product is unique in design and/or has features which are required for a specific application.
- The product must be compatible with existing equipment.
- The product or service is available only from the manufacturer's authorized representative.
- Automotive and heavy equipment repairs.
- When, in the judgment of the Purchasing Agent, it is in the best interest of the District to negotiate, without engaging in competitive bidding process, an extension of an existing contract for goods or services based upon satisfactory performance, as long as such negotiated price is fair and reasonable.
- Purchases made from other public agencies by use of joint powers agreement, cooperative purchasing programs, pooling agreements, and other recognized types of agreements used by government agencies for the purpose of combining purchasing requirements in order to reduce cost, increase efficiency, or reduce administrative expenses.
- Goods or services on, or provided by vendors on, the California Multiple Award Schedules (CMAS) list, subject to the limitations and provisions of the CMAS program, or other comparable cooperative purchasing program lists.
- Materials, supplies or services that are acquired from a vendor based on a contractual arrangement with the vendor that was established pursuant to a California government competitive bid process.

### ~~11.20~~11.22 **SURPLUS PROPERTY - DECLARATION**

Only the Purchasing Agent has the authority to determine whether property owned by the District no longer has any useful value to the District. The Purchasing Agent has the authority to declare equipment and other property surplus if the equipment has a current estimated market value of five thousand dollars (\$5,000) or less. If the current estimated market value exceeds five thousand dollars (\$5,000), ~~or the property is recorded as a fixed asset,~~ the Board of Directors has the sole authority to declare the property surplus.

### ~~11.21~~11.22 **DISPOSAL OF SURPLUS PROPERTY**

The Purchasing Agent is responsible for ensuring that the sale, lease, transfer, exchange, and disposal of surplus property is conducted in such a manner as to realize the maximum value possible from the sale or disposal of surplus property. The Purchasing Agent will sell, lease, transfer, dispose of, or exchange surplus property in the manner authorized by the District Board of Directors, or as described below:

1. The Purchasing Agent may contract with an auctioneer to conduct a District public auction, or with an auction service to arrange for the disposal of surplus property.
2. For items valued at five thousand dollars (\$5,000) or less, the Purchasing Agent may conduct a publicly advertised cash-only “garage sale” or may authorize disposal at a scrap or recycling facility in exchange for the scrap/recycling value. Sale proceeds will be deposited into the District’s Operating Fund.
3. Surplus items that have no value, or when the labor, transportation and administrative cost to dispose of a surplus item exceeds the item’s value, the Purchasing Agent may discard the surplus item or otherwise dispose of the items, including giving the item to a school or charity within Marin County.

### ~~11.22~~11.22 **TRADE-IN ALLOWANCE**

When purchasing property for which it is not required to advertise for bids, the Purchasing Agent is authorized to solicit and accept advantageous trade-in allowances for District property which has previously been declared surplus. Competitive bids for the purchase of property by the District may include a request for trade-in of equipment that has previously been declared surplus.

### ~~11.23~~11.23 **PROHIBITION AGAINST PURCHASE BY EMPLOYEES**

The General Manager and District managers are prohibited from purchasing any District surplus property. Additionally, employees assigned any of the following duties within the District will not, either directly or indirectly, bid or purchase surplus District property:

- Purchasing functions
- Responsible for surplus declarations
- Access to privileged information regarding the item or equipment or the value thereof, which is not available to all prospective bidders
- Assigned to the department having custody of the surplus property

## ~~11.24~~**12.24** PROCEEDS FROM DISPOSITION OF SURPLUS PROPERTY

Proceeds from the Disposition of surplus property will be deposited into the District's Operating Fund for use by the District. The disposal of surplus land is subject to Government Code §54220 et seq.

## ~~11.25~~**12.25** FORMAL BIDDING FOR CONSTRUCTION

The District complies with all sections of the California Public Contract Code as they apply to agencies organized under the Sanitary District Act of 1923 (California Health & Safety Code, §6400 through §6830). The General Manager and District Engineer are responsible for ensuring compliance with bidding for public projects as defined by the Public Contract Code.

The Board of Directors delegates the authority to adopt plans, specifications, and working details for all public projects exceeding the amount specified in PCC subdivision (c) of Section 22032 to the General Manager (PCC § 22039).

## ~~11.26~~**12.26** UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

The Uniform Public Construction Cost Accounting Act adopted by the Board of Directors (Ordinance 110) provides for informal bidding procedures for projects defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code.

The Board of Directors delegates the authority to award informal contracts to the General Manager (PCC § 22034) consistent with the provisions of the Uniform Public Construction Cost Accounting Act.

Beginning January 1, 2025, AB 2192 increases the competitive bidding thresholds currently imposed by Sections 22032 and 22034 of the Public Contract Code as follows:

- Public projects of **\$75,000** or less to be performed by public agency employees will be authorized by force account, negotiated contract, or purchase order.
- Public projects of **\$220,000** or less may be let to contract by informal procedures.
- Public contracts of more than **\$220,000** are to be let to contract by formal procedures.

If all of the bids received for the performance of a public contract exceed \$220,000, the governing body of a public agency is authorized to award the contract at \$235,000 or less to the lowest responsible bidder if the governing body determines, by resolution, that the public agency's cost estimate was reasonable.

Effective January 1, 2019, these limits are as stated here:

- ~~Public projects of \$60,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.~~
- ~~Public projects of \$200,000 or less may be let to contract by informal procedures as set forth in the Public Contract Code.~~

- ~~• Public projects of greater than \$200,000 shall, except as otherwise provided in the Public Contract Code, be let to contract by formal bidding procedure.~~

### **11.2712.27 EMERGENCY PROCUREMENT – AUTHORITY TO AWARD**

In the event of an emergency, District funds may be spent for a project without following the statutory procedures for competitive bidding pursuant to the provisions of this policy.

### **11.2812.28 EMERGENCY DEFINED**

For the purpose of this policy, “emergency” is defined as follows:

1. A sudden unexpected occurrence that poses a clear and eminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services; and
2. The necessity is such that time does not permit following the normal bid process of Public Contract Code §20804.

### **11.2912.29 BOARD ACTION**

In the event of an emergency, the District, upon the adoption by the Board of a four-fifths vote of a resolution declaring an emergency pursuant to this policy and Public Contract Code §20806, may take any directly related and immediate action required by the emergency and procure the necessary equipment, services, and supplies for those purposes without giving notice for bids to let contracts. If the Board of Directors orders any action as a result of an emergency, the Board of Directors will review the emergency action at its next regularly scheduled meeting and at every regularly scheduled meeting thereafter until the action is terminated, to determine, by four-fifths vote, whether there is a need to continue the action.

### **11.3012.30 GENERAL MANAGER’S AUTHORITY TO ACT**

If the nature of the emergency does not permit a Board meeting to adopt a Resolution of Emergency, the General Manager may take the action as set forth in this policy. If the General Manager orders any action pursuant to this section, the General Manager will report to the Board of Directors, at its next meeting, the reasons justifying why the emergency does not permit a delay resulting from a competitive solicitation for bids and why the action was necessary to respond to the emergency. The Board of Directors will initially review the emergency action taken by the General Manager no later than seven days after the action, or at its next regularly scheduled meeting if that meeting will occur not less than fourteen (14) days after the action and at least at every regularly scheduled meeting thereafter, until the action is termination, to determine, by four-fifths vote, whether or not there is a need to continue the action unless the General Manager has terminated the action.

### ~~11.31~~11.32 **12.31 TERMINATION OF EMERGENCY ACTION**

When the Board of Directors reviews the emergency action, it will terminate the action at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed by giving notice for bids to let contracts.

### ~~11.32~~11.32 **12.32 PROTEST AND APPEAL OF PROCUREMENT ACTIONS**

Vendors may protest any procurement actions involving formal sealed bids and competitive sealed proposals. The following procedures apply:

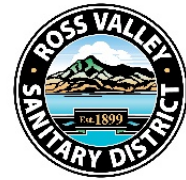
1. Any directly affected party who is aggrieved in connection with the solicitation or award of a purchase order or contract issued through a formal sealed bid procedure may protest the procurement action taken.
2. Such protests must be filed in writing with the District within five working days from the time of the occurrence giving rise to the protest. Protest received after this time will not be considered.
3. Any protest will include the date and action taken resulting in a protest, and identify the material issue, including a detailed explanation of the basis for the protest, and the remedy sought. Specification related protests must be fully supported by technical data test results, or other pertinent information.

### ~~11.33~~11.33 **12.33 RESOLUTION PROCESS**

Upon receipt of protest, the Purchasing Agent or designee will convene, at the earliest possible convenience, discussions between the protesting party and the appropriate District staff to seek informal resolution and/or to clarify the issues. If the protest is not resolved by mutual agreement, the Purchasing Agent or designee will provide a written response to the protesting party within fifteen (15) working days following the information meeting. The response will state the Purchasing Agent's or designee's decision the facts supporting the decision and will inform the protesting party of its right to appeal the decision to the Board of Directors.

In the event the informal resolution procedure is unsuccessful, the protesting party may request an appeal hearing before the Board of Directors by filing a written request with the General Manager no later than five working days after notification of the Purchasing Agent's or designee's decision. Any appeal hearing will be scheduled within thirty (30) working days from the date the request is received by the General Manager. The General Manager will notify the appellant of the scheduled hearing date by placing such notice in the U.S. Mail, 1st class, not less than ten working days from the date of hearing. The appellant will have the right to testify at the hearing, to be represented by counsel, to present witnesses on his/her behalf, and to present oral and written documents and evidence on the issue. The hearing will be conducted in an informal manner and the rules of evidence will not apply. After the conclusion of the hearing, the Board of Directors will make findings of fact and a decision concerning the issue(s).

In the event of a timely protest under this section, the District will not proceed further with the solicitation or the award of the contract or purchase order until the protest is resolved, unless the Purchasing Agent, in consultation with the manager of the requisitioning department and District Counsel, makes a written determination that the award of the purchase order or contract without further delay is necessary to protect a substantial interest of the District.



## **12.13 CREDIT CARD AND PURCHASING CARD USE POLICY**

### **12.13.1 CREDIT CARDS**

The following positions are authorized to use a general-purpose District credit card issued in their name. Each cardholder is responsible for entering into a Cardholder Agreement with the District. A copy of the Cardholder Agreement is kept in the cardholder's personnel file. Each cardholder must surrender the card immediately upon retirement, termination, or upon request of the General Manager. Use of the card after privileges are revoked is prohibited.

Position	Credit Limit
General Manager	\$15,000
Dept. Managers	<del>\$ 7,500</del> 10,000
Superintendent	<del>\$ 5,000</del> 6,000
Supervisor	\$ 3,000
Clerk of the Board	\$ 3,000
Senior Admin Coordinator	\$ 3,000
First On-Call Staff	\$ 1,000

### **12.213.2 RESPONSIBILITIES OF THE DISTRICT**

The District assumes responsibility for the payment of all charges incurred on the credit cards.

### **12.313.3 RESPONSIBILITIES OF THE EMPLOYEE/CARDHOLDER**

Each cardholder is responsible for the security of the card and for all purchases made with the card. Each cardholder is required to review and attest to the accuracy of each monthly statement. A receipt/invoice is required to substantiate every purchase made using the credit card. Receipts/invoices must contain the following information:

- Description of items/services purchased
- Quantity purchased
- Price per item
- Amount of sales tax and shipping
- Total purchase amount

Employees are to use the District credit card for purchases related solely to District business. Lost or stolen cards must be reported to the credit card company and the ~~Finance &~~ Administrative Services Manager or General Manager within one day of discovery. Failure to comply with District's Financial Policies may result in the credit card being placed on hold and/or cancelled.

### **12.413.4 AUTHORIZATION TO ESTABLISH CREDIT CARD ACCOUNTS**

The General Manager is authorized to select a provider of credit card services and establish accounts that comply with the restrictions set forth in this policy

### **12.513.5 REVIEW AND APPROVAL OF CHARGES**

All individual cardholder credit card statements will be reviewed and approved by the General Manager or their designee prior to payment. No statement will be approved by the cardholder of the card for which that statement is reporting.

### **12.613.6 PURCHASING CARDS (P-CARDS)**

Purchasing cards may be authorized by the General Manager for any position of the District where need is demonstrated. Each cardholder must surrender the card immediately upon retirement, termination, or upon request of the General Manager. Use of the card after privileges are revoked is prohibited.

### **12.713.7 RESTRICTIONS**

Purchasing cards are restricted to a maximum total credit limit of three thousand dollars (\$3,000), with a per transaction limit of five hundred dollars (\$500). Purchasing cards will be restricted for use with businesses that provide materials and services required for District activities. Restaurants, grocery stores, hotels, and general retail establishments will be excluded.

### **12.813.8 RESPONSIBILITIES OF THE DISTRICT**

The District assumes responsibility for the payment of all charges incurred on the purchasing cards.

### **12.913.9 RESPONSIBILITIES OF THE EMPLOYEE/CARDHOLDER**

Each cardholder is responsible for the security of the card and for all purchases made with the card. Each cardholder is required to review and attest to the accuracy of each monthly statement. A receipt/invoice is required to substantiate every purchase made using the credit card. Receipts/invoices must contain the following information

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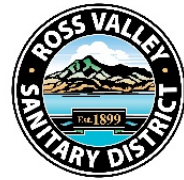
### **12.1013.10 AUTHORIZATION TO ESTABLISH CREDIT CARD ACCOUNTS**

The General Manager is authorized to select a provider of purchasing card services and establish accounts that comply with the restrictions set forth in this policy.

### **12.1113.11 REVIEW AND APPROVAL OF CHARGES**

All individual cardholder statements will be reviewed and approved by the General Manager or their designee prior to payment. No statement will be approved by the cardholder of the card for which that statement is reporting.





## **13.14** CAPITAL ASSET MANAGEMENT

### **13.14.1** POLICY OBJECTIVES

The District's capital asset management policy covers all capital assets, including land and improvements, buildings and improvements, vehicles, machinery, equipment, infrastructure and all other tangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period and an original cost generally in excess of five ten thousand dollars ~~(\$5,000)~~ (\$10,000).

The objective of this policy is to provide a framework to ensure capital assets are valued and recorded properly according to Governmental Accounting Standards Board Statement No. 34 (GASB 34). This policy also sets standards for maintenance and security of all capital assets and inventory.

### **13.14.2** RESPONSIBILITY

The General Manager or his or her designee is authorized and responsible for developing procedures to manage and value assets according to the terms of this policy. This responsibility includes monitoring compliance with those procedures and practices and taking corrective action to ensure compliance, including the update of procedures or the discipline of employees.

### **13.14.3** SECURITY

Assets are to be stored in such a manner as to be secure from theft or damage. Depending on the nature of the asset, it may be stored in a locked facility and protected from the weather and climate conditions, or it may be stored out of doors in the District's corporate yard behind a gate that is locked during non-business hours.

Most infrastructure assets are located in public areas within the District's service area. The largest portion of those assets are underground pipes; however, the District has a number pumping and lift stations containing key equipment. The pumping and lift stations are to be kept locked and secured to prevent public access.

### **13.14.4** REPORTING CAPITAL ASSETS

Capital assets should be reported at historical cost. The cost of a capital asset should include capitalized interest and ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges include costs that are directly attributable to asset acquisition – such as freight and transportation charges, site preparation costs, and professional fees.

### **13.14.5** INFRASTRUCTURE ASSETS

Infrastructure assets are long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include pipelines, pump stations and equipment, and appurtenances. Repairs and/or maintenance valued at ten five thousand dollars ~~(\$5,000)~~ (\$10,000) or more, which extends the life of the system or subsystem should be considered a capitalized asset. Additions and improvements to infrastructure assets, valued at ten five thousand dollars ~~(\$5,000)~~ (\$10,000) or more, should be

capitalized. Additions or improvements increase the capacity or efficiency of infrastructure assets rather than preserve the useful life of the assets. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized and therefore, expensed.

Capitalization policies should find an appropriate balance between ensuring that all material capital assets, collectively, are capitalized while minimizing the cost of record keeping for capital assets.

#### ~~13.6~~14.6 CONTRIBUTED INFRASTRUCTURE ASSETS

Infrastructure assets that are donated or otherwise granted to the District will be valued based on estimated fair market value at the time of the donation or grant.

#### ~~13.7~~14.7 INFRASTRUCTURE ASSETS DEPRECIATION

Infrastructure asset depreciation is computed using the straight-line method over the following estimated useful lives of assets:

Sewer Lines	50 Years
Pump Stations & Equipment	15 Years
Land/Easements	Indefinite (not depreciated)
Buildings	40 Years

The District will budget for the adequate maintenance of infrastructure assets and facilities to protect the public investment and maximum the asset's useful life.

#### ~~13.8~~14.8 CAPITAL IMPROVEMENT PLAN FOR MAJOR INFRASTRUCTURE ASSETS

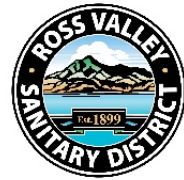
The District will prepare, adopt and update annually a multi-year Capital Improvement Plan that identifies and sets priorities for all major infrastructure assets to be acquired, constructed or replaced by the District. The Capital Improvement Plan shall be included in the Adopted Budget and list all major capital projects (new assets). Major infrastructure assets are those costing more than fifty thousand dollars (\$50,000). The Capital Improvement Plan shall forecast the funding necessary to support the acquisition, construction, and replacement of assets identified in the plan.

#### ~~13.9~~14.9 OTHER CAPITAL ASSETS

Other capital assets are tools, equipment, furniture, vehicles, and other non-infrastructure/non-inventory tangible property with an initial cost of ~~ten five~~ ten thousand dollars (\$~~510~~10,000) or more and a useful life of more than one year. Any upgrade or other maintenance work that either adds significant value or significantly extends the asset beyond its original estimated useful life will be added to the remaining value of the asset and capitalized over the newly estimated useful life. Depreciation is computed using the straight-line method over the following estimated useful lives of assets:

Vehicles and Major Equipment	5 – 10 Years
Office Equipment/ <del>Software</del>	5 Years

Other capital assets will be identified and counted annually. As part of the process, other capital assets no longer in use will be identified and evaluated for disposal in accordance with applicable District policy.



## **14.15** INVENTORY MANAGEMENT AND VALUATION

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### **14.15.1** RESPONSIBILITY

The General Manager or his or her designee is authorized and responsible for developing procedures to manage and value inventory according to the terms of this policy. This includes procedures to ensure monitoring and compliance with the policy.

### **14.215.2** INVENTORY DEFINED

Inventory is defined as materials or parts used by the District in the construction or capitalized repair of its infrastructure assets. This includes individual items that have a cost equal to or greater than five hundred dollars (\$500). It does not include tools, vehicles, generators, miscellaneous hardware such as screws and bolts, or other supplies used in maintenance and inspections.

### **14.315.3** SECURITY OF INVENTORY

Inventory is to be stored in such a manner as to be secure from theft or damage. Depending on the nature of the inventory item, it may be stored in a locked facility and protected from the weather and climate conditions, or it may be stored out of doors in the District's corporate yard behind a gate that is locked during non-business hours.

### **14.415.4** RECORDING OF INVENTORY TRANSACTIONS

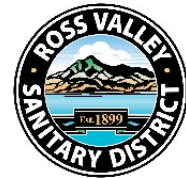
District employees authorized to handle inventory will record all additions and uses of inventory as they occur. These inventory usage records will be provided to the Finance Department for entry into the accounting system on an annual basis. The accounting system will track the perpetual inventory.

### **14.515.5** PHYSICAL INVENTORY

A complete physical inventory will be conducted at least once annually, as close to the fiscal year end as possible. Interim physical inventories or cycle counts may be performed as considered necessary by District management. Any differences between the perpetual inventory quantity shown in the accounting system and the physical count should be investigated and documented, and proper adjustments should be made to ensure the perpetual inventory record is correct.

### **14.615.6** VALUATION

The District values inventory on a First-In, First-Out (FIFO) basis.



## **1516**            **RISK MANAGEMENT AND INSURANCE**

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### **15.116.1**            **PURPOSE**

The purpose of this *Risk Management and Insurance Policy* is to provide direction to District staff on managing the District's liability, property, fixed assets, vehicles, and employee-related risks in a reliable, economical, and beneficial manner.

### **15.216.2**            **POLICY**

The General Manager shall be responsible for managing all aspects of risks encountered by the District. As such, District staff shall coordinate and obtain appropriate levels of insurance coverage and implement other risk management and mitigating strategies and safety management approaches, as recommended by the California Sanitation Risk Management Authority (CSRMA). Acceptable risk management strategies need to be in compliance with applicable Federal and State laws and California Occupational Safety and Health Administration (CalOSHA) regulations. Insurance coverage and risk management strategies shall include, but are not limited to, liability, property, vehicles, workers' compensation, hazards, general safety, and loss control, and may consist of self-insurance programs when economical and cost effective.

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# PERFORMANCE METRICS MONTHLY REPORT

## OPERATIONS & MAINTENANCE – MARCH 2025

**Prepared by:** Patrick Filipelli  
Senior Business Systems Analyst

**Date:** April 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

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### 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 annual HazCom and GHS (CalOSHA) training, utilizing the District's web based safety training platform (Target Solutions). The Hazard Communication (HazCom) Program's purpose is to protect staff from injuries and illnesses associated with the use of hazardous chemicals. The Globally Harmonized System (GHS) refers to the classification and labeling of chemicals in the workplace. Training is vital to ensure best practices are utilized during first aid or other possible contact with hazardous materials.

#### Pump Crew

- Staff worked in collaboration with the contractor Pacific Infrastructure Corporation (PIC) at Pump Station 25 (PS25 - 1350 South Eliseo), located at the corner of Bon Air Road, to enhance its operational flexibility to better utilize the two force mains that are connected to it. PS25 conveys sewage from a smaller portion of Greenbrae, shown in dark blue on the map on page 8, below. The work included installation of custom piping and a stainless knife valve to isolate Pump No. 1 from Pumps Nos. 2 & 3 in the discharge piping. This modification allows staff to either divert a portion of the flow through a secondary force main in front of Marin General Hospital to a gravity system leading to Greenbrae Pump Station 13, or into Force Main 15 which is the Kentfield Pump Station 15 force main along South Eliseo Drive that leads all the way to the CMSA treatment plant. It also allows staff operational options such as working on Pump Nos. 2 or 3 isolation valves while still maintaining operational function through Pump No. 1 without a station shutdown. Staff also installed two new 8-inch replacement isolation valves and a new 8-inch check valve for Pump No.1 during this work. The work required shutting down the station for most of the morning and staff managed wet well levels with a Vac-Con combo unit.



- Staff performing monthly preventive maintenance discovered evidence of rodent intrusion into Larkspur Pump Station 14's generator during its monthly test run. Staff located the access points and covered them with wire mesh to prevent further issues. During winter months rodent intrusion is a common issue, as generators have a heating unit used to keep the engine at operating temperature. Rodents search out the heat and can cause damage by chewing on wires and insulation, building nests.
- During routine monthly station preventive maintenance at Lift Station 30 (Heather Gardens), staff discovered the station's alarm auto dialer was not calling out or sending alarms. Staff researched the failure and traced the issue to the phone line outside the station. It was repaired by the phone company and the system now works as designed.

### **Line Maintenance Crew**

- While performing manhole inspections in the area of Woodland Market in Kentfield, staff discovered a one-foot-long piece of clay pipe inside node W100.280. The piece of pipe had dislodged from the manhole channel and was laying in the flow ready to cause a blockage. Staff removed the piece of clay pipe and created a supervisor review work order to repair the manhole channel.
- Staff provided mutual aid at the request of the Larkspur Corte Madera School District (LCMSD) with sewer-related issues related to the Marin Primary A and Middle School Independent. The facility was dealing with a persistent sewer blockage in one of the school's sewer laterals. A contractor tried to clear the blockage, but the issue reappeared. Staff met with the school and LCMSD staff, collaborating on a plan to assist and locate the issues plaguing the school's sewer system. Staff found the location of the sewer lateral entering the RVSD system at Node L164.190 and hydro jetted the lateral until blockage was relieved. Staff proceeded to CCTV the lateral to see what caused the blockage and found that the lateral had several defects, and a section of pipe was missing. Staff informed the LCMSD and school staff of the repairs required. While on site, staff also found deficiencies that were allowing dirt into the main and Node L164.190. There was also evidence of rodent activity creating large holes around the area. Additionally, while performing this mutual aid assistance, staff noted an issue with the L164.190 manhole and repaired it to District specifications.

### **Repair Crew**

- Staff performed twenty-eight (28) 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-3, Ross -2, San Anselmo-4, Kent Woodlands -7, Bon-Air-2, Fairfax-2, Sleepy Hollow-1, Larkspur-6, Kentfield-1.
- Staff worked installing twenty-seven (27) 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-1, Sleepy Hollow -2, San Anselmo-17, Larkspur-7.

- Staff eliminated a major source of debris and infiltration within the District's service area in downtown Larkspur. Staff abandoned a 16-inch pipe segment entering manhole L185.010 (East Ward St. at the bike path) near the American Legion Hall. The node had a large amount of infiltration and debris entering. Staff utilized grout and concrete to seal the inside of the manhole preventing any further infiltration into this node.

#### **Condition Assessment Crew**

- During routine condition assessment inspections, staff discovered a significant Grade 5 void in the pipe segment S426.080\_S426.070 on Jordan Ave, San Anselmo. This defect was allowing inflow and infiltration (I&I) and soil into the system creating the perfect conditions for a system spill if not corrected. Staff immediately informed the line repair supervisor and followed up with a supervisor review notification in the CMMS work order system, ensuring the repair was scheduled with high priority. The defect mentioned has been repaired and is no longer a threat to the compliance of the District's system.
- In the month of March, Condition Assessment staff responded to five (5) service calls for the District for a total of 13 staff hours. Staff provided services for calls of the following nature: (1) Standing water / 5 Almenar Dr., Greenbrae, (2) Private lateral sewer spill/ 980 Magnolia Ave., Larkspur, (3) Sewer smell / 148 Oak Springs Dr., San Anselmo, (4) Loose manhole cover / 25 Hunter Creek Rd, Fairfax, and (5) Private lateral sewer spill / 33 Richmond Rd San Anselmo.

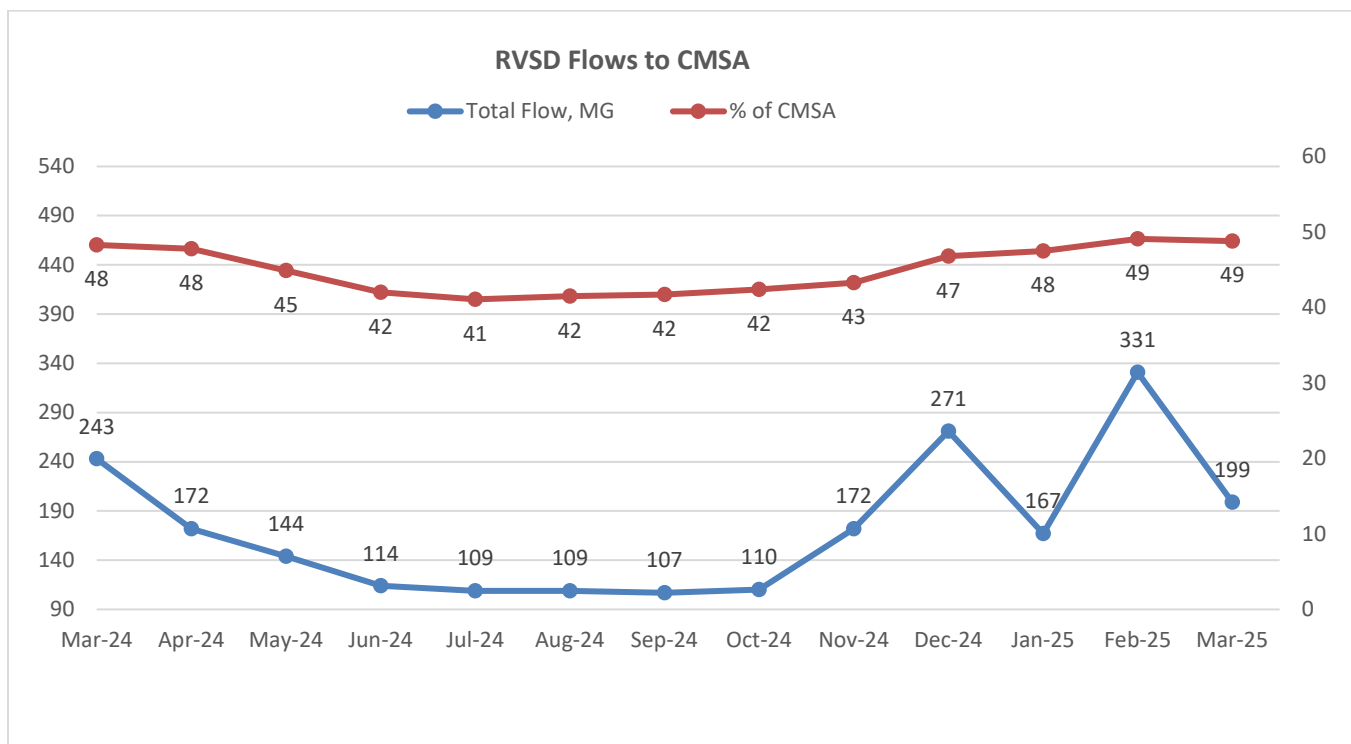
## PUMP STATIONS

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.

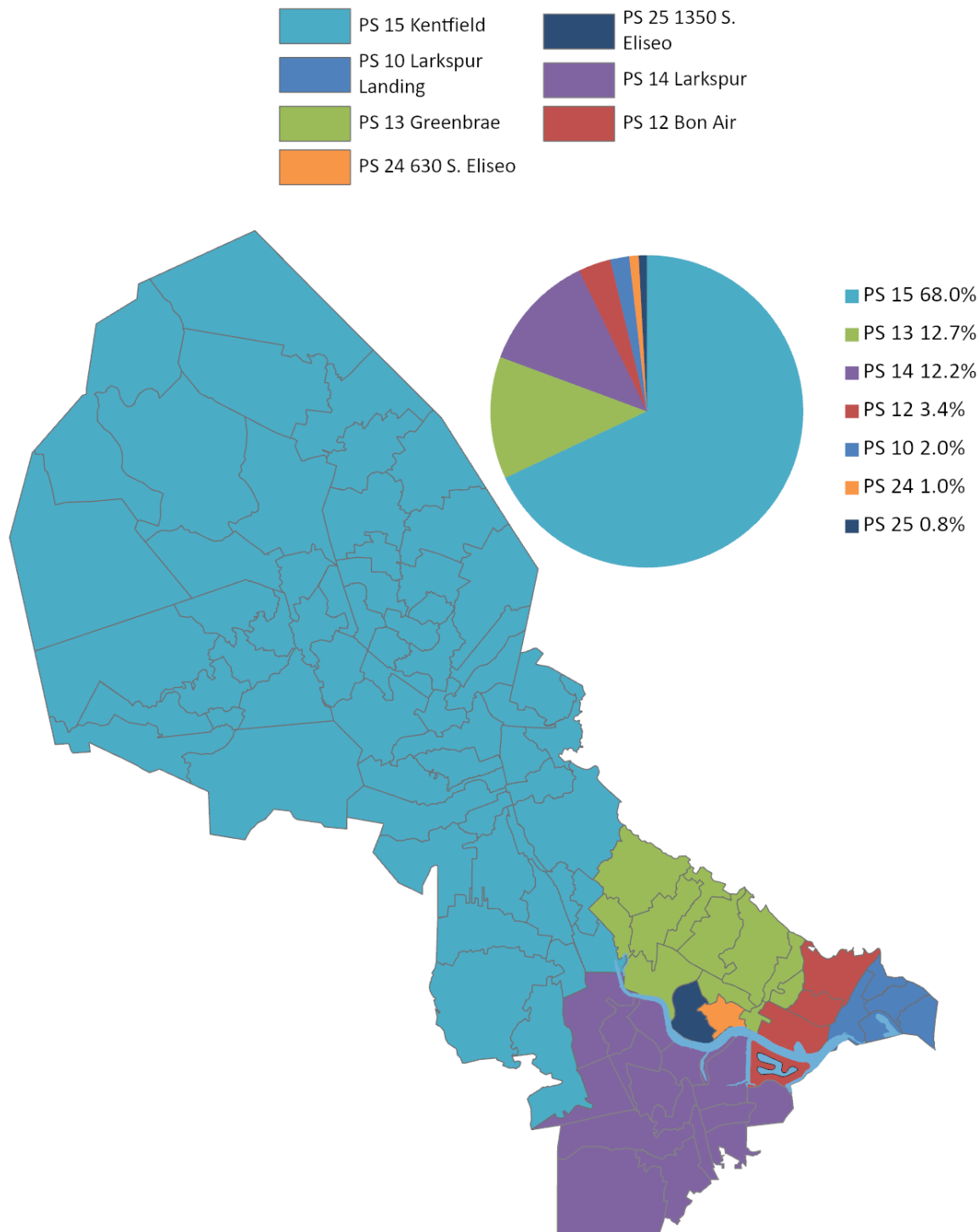
Flow	
Total Flow Volume	199 MG
ADWF	5.1 MGD
Total Flow Volume versus Calculated ADWF Volume	1.26
PWWF	16.8 MGD
Wet Weather Peaking Factor (PWWF/ADWF)	3.3



## Pump Station Flow

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

Total Flow By Pump Station



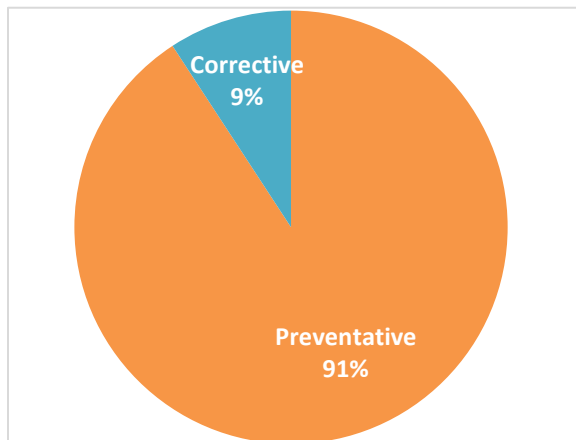
## Pump Station Maintenance

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

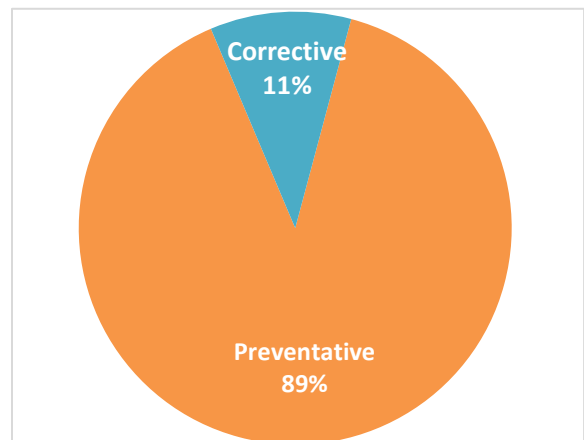
Maintenance Type Performed		
Maintenance Type	Current Month	FYTD
Mechanical Preventative	55	661
Mechanical Corrective	3	69
Electrical Preventative	14	137
Electrical Corrective	4	25
<b>TOTAL</b>	<b>76</b>	<b>892</b>

## 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

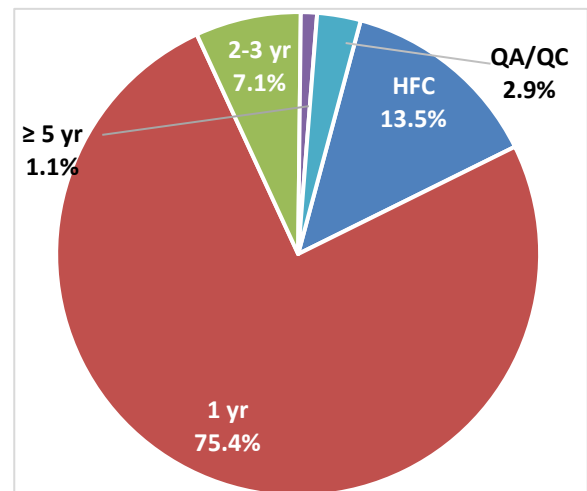
## GRAVITY SEWER LINES

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	2,385	85,532
1 yr	50,324	477,233
2-3 yr	10,425	44,658
≥ 5 yr	0	6,847
CCTV QA/QC	1,783	18,402
<b>TOTAL</b>	<b>64,917</b>	<b>632,672</b>

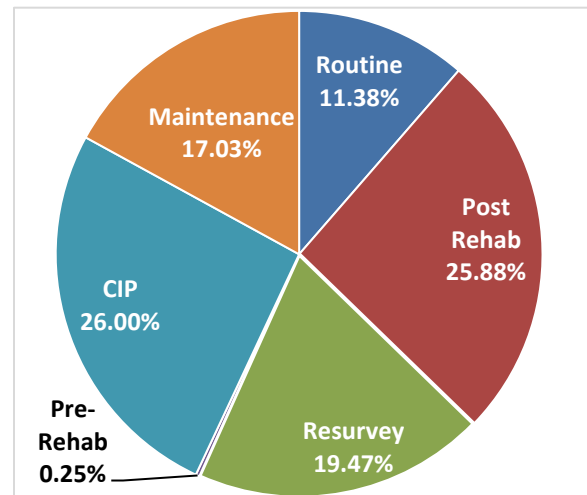


Cleaning and QA/QC Completed by Schedule

### 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	22,514
Maintenance Related	0	14,744
Routine Assessment	9,606	9,856
Resurvey	680	16,857
Post Rehab	690	22,411
Pre-Rehab	0	216
I/I Investigation	0	0
<b>TOTAL</b>	<b>10,976</b>	<b>86,598</b>



CCTV Completed by Purpose

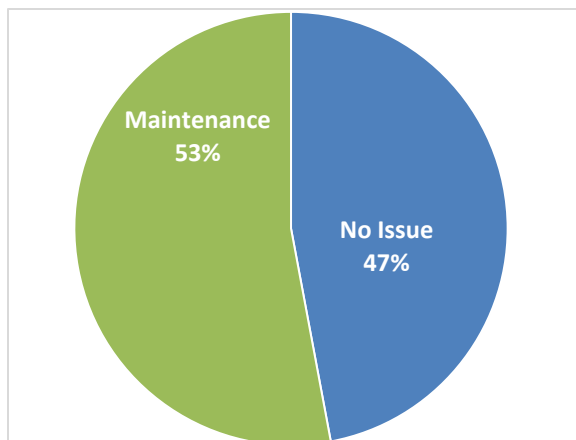
## Manhole Observations

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.

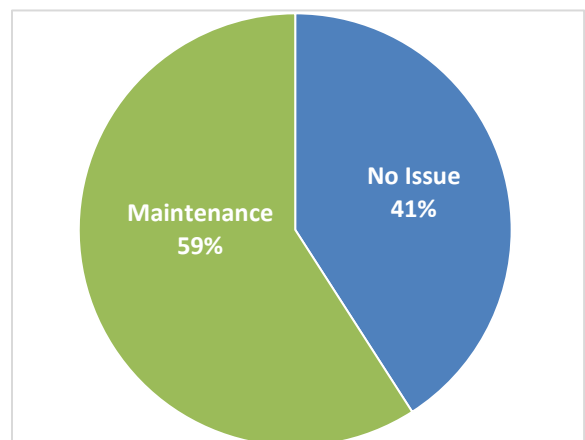
Manhole Observations		
Finding	Current Month	FYTD
No issue	8	9
Cleaning Needed	0	0
Maint. Needed	9	13
Risk of Blockage	0	0
<b>TOTAL</b>	<b>17</b>	<b>22</b>

## 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

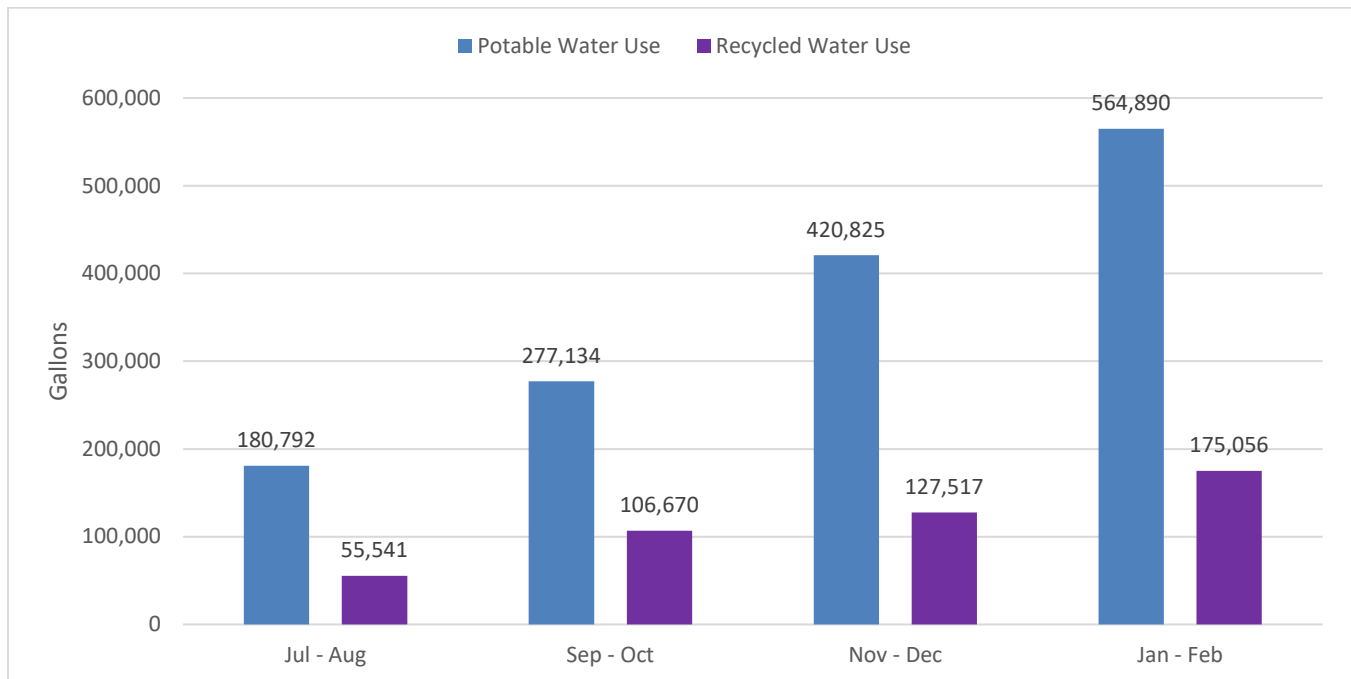
The District uses recycled water for sewer cleaning, using disinfected-23 MPN quality water from the CMSA truck fill station. Below is the total recycled water usage for the current month and fiscal year.

Recycled Water Use by Purpose (in gals)		
Purpose	Current Month	FYTD
Sewer Cleaning	34,249	209,305
<b>TOTAL</b>	<b>34,249</b>	<b>209,305</b>

## 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**





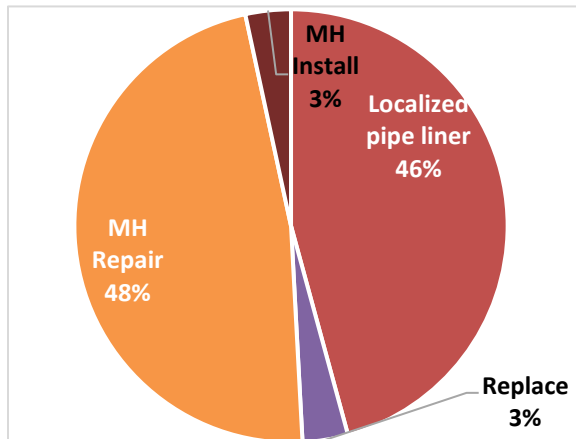
## Repair

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

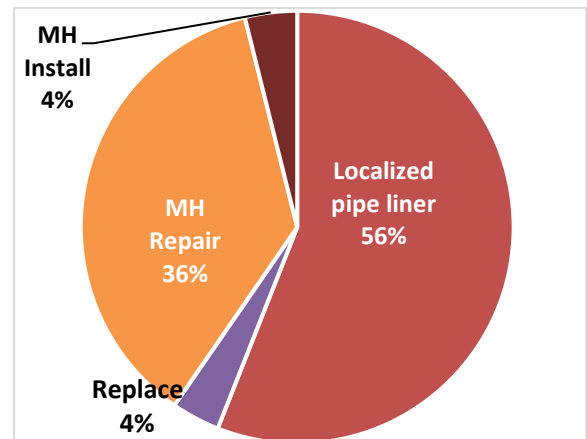
Repair Activity by Type		
Repair Type	Current Month	FYTD
Localized pipe liner	27	201
Replacement Repair	2	13
Manhole repair	28	131
Manhole Install	2	14
<b>TOTAL</b>	<b>59</b>	<b>359</b>

## 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.

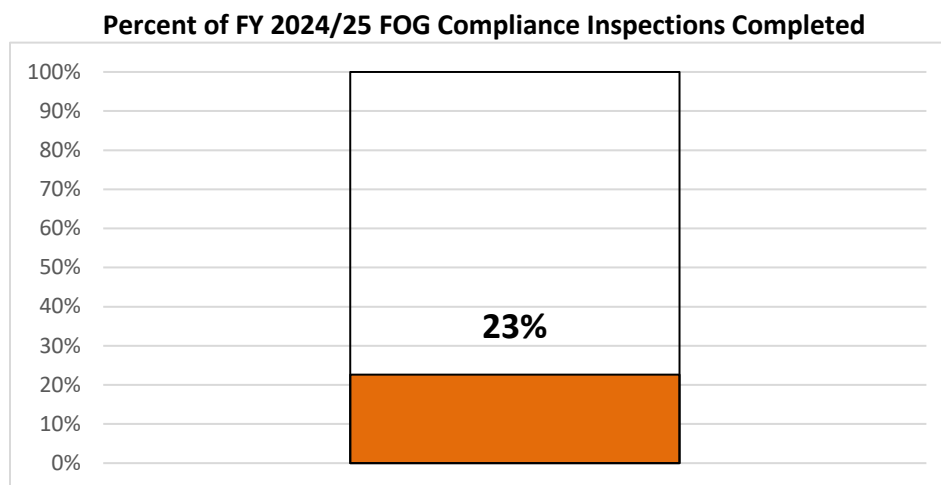
Inspections Performed			
Purpose	Current Month	FYTD	Total Planned INSP
Compliance	8	33	146
<b>TOTAL</b>	<b>8</b>	<b>33</b>	<b>146</b>

## 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.

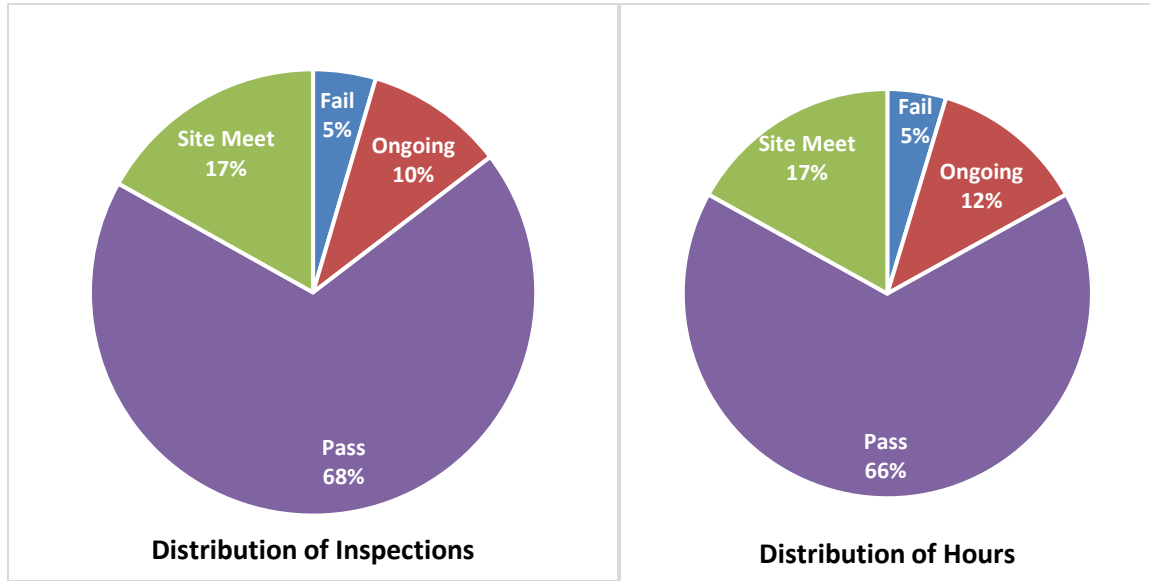
### Number of Inspections and Footage Replaced

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	0	14	0	17
Ongoing	2	31	2	45
Pass	26	211	43	242
Site Meet	7	52	12	62
<b>TOTAL</b>	<b>35</b>	<b>308</b>	<b>57</b>	<b>366</b>

Lateral Replacements				
Type	INSP Current	INSP FYTD	Footage Current	Footage FYTD
Repaired	4	10	240	603
Replaced	22	172	1,843	15,692
<b>TOTAL</b>	<b>26</b>	<b>182</b>	<b>2,083</b>	<b>16,295</b>

## Distribution by Inspection Type



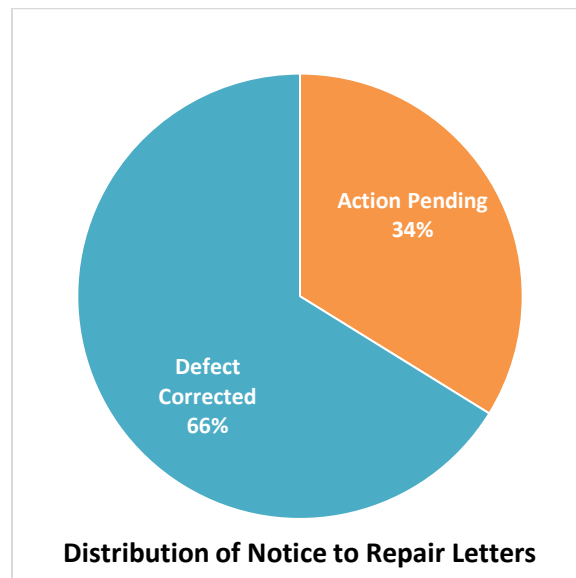
## Dye Testing

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

Dye Tests				
Type	Current	FYTD	Hours Current	Hours FYTD
Dye Test	1	22	2	43
<b>TOTAL</b>	<b>1</b>	<b>22</b>	<b>2</b>	<b>43</b>

## 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.

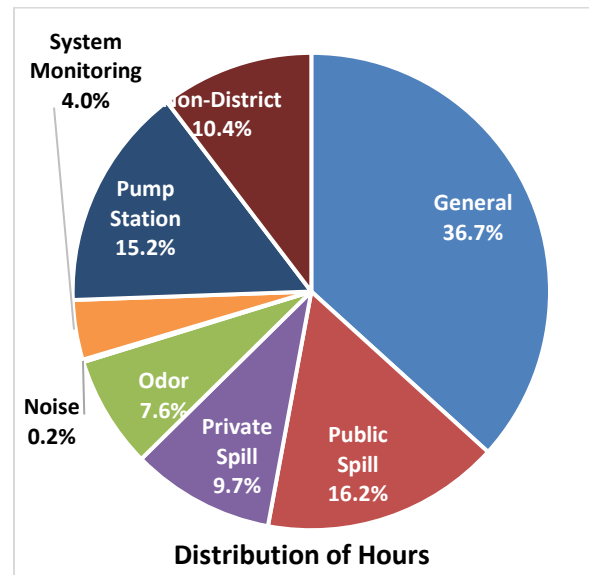
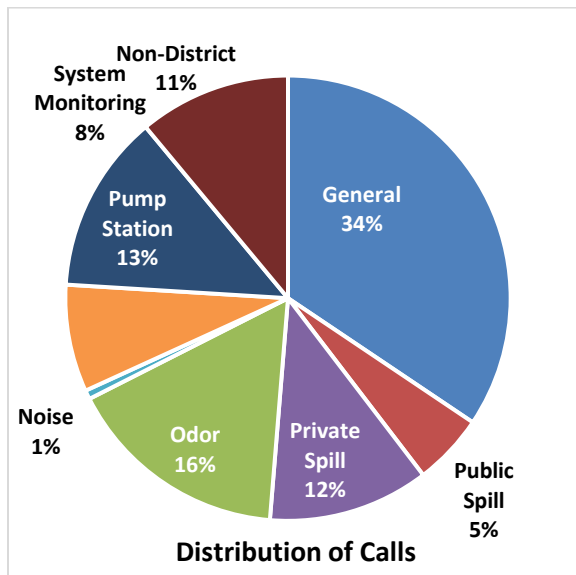
### Number of Calls and Staff Hours

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	8	53	38	227
Public Spill	0	8	0	100
Private Spill	2	18	6	60
Odor complaints	2	25	5	47
Noise complaints	0	1	0	1
System Monitoring	1	12	3	25
Pump Station Alarms	1	20	6	94
Non-District incidents	4	17	13	64
<b>TOTAL</b>	<b>18</b>	<b>154</b>	<b>71</b>	<b>618</b>

### 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	0	2	0	114,309
2	0	0	0	0
3	0	3	0	865
4	0	3	0	51
<b>TOTAL</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>115,225</b>

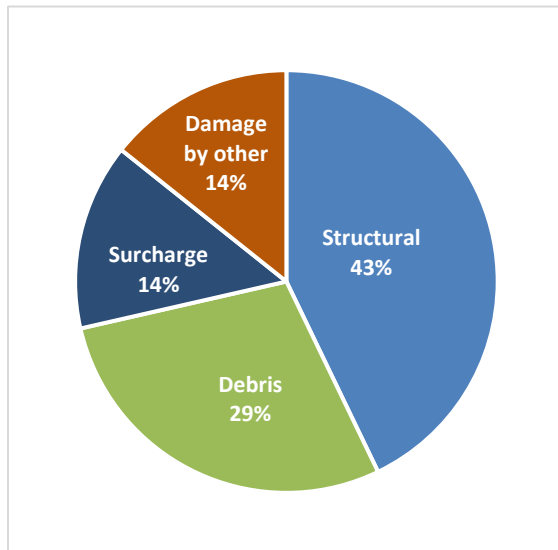
## Public Spills by Cause

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.

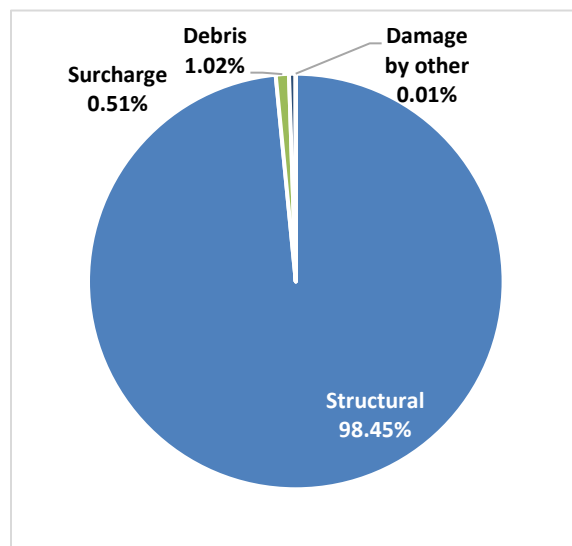
Spills by Cause				
Category	# Spills	Spills FYTD	Volume, gal	Volume FYTD
Structural	0	4	0	113,442
Roots	0	0	0	0
Debris	0	2	0	1,179
FOG	0	0	0	0
Construction	0	0	0	0
Surcharge	0	1	0	589
Operator Error	0	0	0	0
PS Power Failure	0	0	0	0
CS Maint. Caused	0	0	0	0
Damage by other	0	1	0	15

## 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 March, the District had no sewer spills



Distribution of Spills



Distribution of Spill Volume



## Spill Volume versus Conveyance to WWTP

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

Spill Volume versus WWTP Influent			
Month	Spill, gal	WWTP, gal	%
March	0	199,000,000	0%

## 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 <sub>c</sub>	Consequence of Failure
F <sub>L</sub>	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