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

June 18, 2025: Open Session Convenes at 5:00 p.m.

1111 Andersen Drive, San Rafael, 94901

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

Open Session Meeting URL: **https://meeting.rvsd.org/BoardMeeting**
Webinar ID: **897 0576 2125**
Passcode: **470251**

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

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

1. Call Meeting to Order
   a) Roll Call
   b) Pledge of Allegiance

2. Approval of Agenda

3. Public Comment
   Anyone wishing to address the Board of Directors on matters within the District's jurisdiction but not on the posted agenda may do so. Each speaker is limited to three minutes. The Board may not take action on or discuss items not on the agenda but may briefly respond to statements or questions by a member of the public. The Board President may refer any matter to staff for further follow-up or elect to have the matter placed on an agenda for a future meeting.

4. Committee and Representative Report Out
   a) Finance Committee
   b) Business Plan Committee
   c) North Bay Watershed Association (NBWA)
   d) Central Marin Sanitation Agency (CMSA)

5. Verbal Report by General Manager

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

7. Consent Calendar

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

   a) Approve the Regular Meeting Minutes of May 21, 2025
   b) Accept the April 2025 Financial Reports
   c) Approval of Ross Valley Sanitary District 2025 Sewer System Management Plan (SSMP)

8. Consideration of Adopting Resolution No. 25-1669 Adopting a Mitigated Negative Declaration for the Palm/Mann/Cypress Gravity Sewer Improvements Project (#959)

9. Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the Palm/Mann/Cypress Gravity Sewer Improvements Project (#959), with Glosage Engineering, Inc., in the Amount Not to Exceed $3,544,115

10. Consideration of 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 Palm/Mann/Cypress Gravity Sewer Improvements Project (# 959), in an Amount Not to Exceed $346,552.50

11. Conduct Public Hearing in Compliance with Assembly Bill 2561 and Receive Report Regarding District Vacancies and Recruitment Efforts

12. Consideration of Adopting Resolution No. 25-1670 to Adopt the Ross Valley Sanitary District Fiscal Year 2025/26 Final Budget

13. Consideration of Adopting the Fiscal Year 2025/26 Business Plan

14. Consideration of Adopting Resolution No. 25-1671 Approving the Salary and Benefit Schedule for Unrepresented Employees of the District and Approving the Complete Salary Schedule for FY 2025/26

15. Consideration of Electing Board Officers, Representatives, and Committee Members for Fiscal Year 2025/26

16. Informational Items
    a) Monthly Operations and Maintenance Metrics Report – May 2025

Adjourn

Next Meeting: Regular Meeting on July 16, 2025, at 5:00 p.m. at 1111 Andersen Drive, San Rafael, 94901

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

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

ROSS VALLEY SANITARY DISTRICT
REGULAR BOARD MEETING MINUTES

Wednesday, May 21, 2025 1111 Andersen Dr., San Rafael CA 94901
5:00 PM

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
Austin Cho, District Counsel
Paul Bruemmer, Operations & Maintenance Manager
Victor Damiani, Finance Officer
Bryant Sparkman, Century Urban

Public Present: Leo Ma

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

Item #1 – Call Meeting to Order and Roll Call

The meeting was called to order by President Sylla at 5:02 p.m. The clerk called roll. The meeting attendees recited the Pledge of Allegiance.

Item #2 – Approval of Agenda

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

The Board moved item 9 to be discussed after public comment.

Item #3 – Public Comment

There was no public comment.

Item #9 – Consideration of Authorizing the General Manager to Issue a Request for Qualifications (RFQ) to Interested Developers for the Surplus Property at 2000 Larkspur Landing Circle, Larkspur, CA

Motion: M/s Boorstein/Gaffney to authorize the General Manager to issue a Request for Qualifications (RFQ) to interested developers for the surplus property at 2000 Larkspur Landing Circle, Larkspur, CA
Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
The motion passed.

GM Moore introduced this item reminding the Board of the exempt surplus property resolution that was adopted in February 2025. He detailed the RFQ process and invited Real Estate Consultant Sparkman to answer any questions the Board may have about the process. The Board discussed the RFQ process.

Item #4 – Committee and Representative Report Out

Finance Committee

Director Gaffney reported that the Finance Committee reviewed the monthly financials, draft budget and Larkspur Landing Request for Qualifications.

Human Resources Committee

Director Sylla reported that the Human Resources Committee discussed the AB 2561 vacancy reporting requirements, reviewed a draft salary and benefits resolution for the unrepresented staff, and learned about an overhaul of the Personnel Policy Book that uses the LCW model policies as a template.

Central Marin Sanitation Agency (CMSA)

Director Kelley reported that the CMSA Commissioners held a fee ordinance public hearing. He relayed that there was an update to the treasurer's report format and a vote on the San Quentin prison service contract.

Item #5 - Verbal Report by General Manager

General Manager Moore opened his report by celebrating the District's achievement in receiving the SDLF Transparency Award, recognizing its commitment to openness and accountability.

General Manager Moore relayed that the District presentation at the CWEA conference was well received and that Operations Supervisor Vogel was voted in as the Vice President. He recalled his participation on a BACWA panel, where discussions focused on climate resilience and managing uncertainty in operations. General Manager Moore reported that Sanitary District #2 hosted a regional meeting of sanitary districts throughout Marin County and the meeting led to collaborative discussions on shared challenges and opportunities relevant to all participating agencies.

General Manager Moore highlighted the Touch-a-Truck event as a successful community outreach initiative. The event was well attended and served as an excellent opportunity to engage with the public and raise awareness about the District's services. Director Boorstein expressed his appreciation for the District's participation.

Item #6 – Verbal Report by Board Members and Requests for Future Items

Doug Kelly commended the excellent traffic control arrangement that was set up during capital work in Fairfax along Sir Francis Drake.

Item #7 – Consent Calendar

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

The Board approved the Consent Calendar.

Item #8 – Consideration of Accepting the District's Draft Fiscal Year 2025-26 Budget and Provide Direction to Staff

Motion: M/s Gaffney/Boorstein to accept the District's draft fiscal year 2025-26 budget and provide direction to staff
Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
The motion passed.

Assistant General Manager Newhouse introduced this item highlighting that the draft budget was reviewed with the Finance Committee and comments from the Board are welcome through June 4, 2025. She expressed appreciation for Finance Officer Damiani for his work completing the draft budget and reminded the Board that the format aligns with the GFOA requirements for the Distinguished Budget award.

Finance Officer Damiani reviewed the budget document, highlighting items of importance including the overall funding sources for the District and major expense categories. He reviewed the capital budget plan and the reserve strategy. The Board and staff discussed the draft budget reserve targets and possibly including a narrative about funds coming from the disposition of the Larkspur Landing property.

Item #10a – Monthly Operations and Maintenance Metrics Report – April 2025

General Manager Moore reported that there were no spills in the month of April. O&M Manager Bruemmer reported on activity in the operations department including confined space training and continuing outreach to local healthcare agencies regarding not flushing latex gloves.

Item #10b – Recap of the Touch-a-Truck event on May 4, 2025

This item was discussed during the General Managers report.

Adjourn: The Board adjourned at 6:04 p.m.

_____

Douglas T. Kelly
Secretary of the Board

Submitted by: _____
Christina Winnicki
Clerk of the Board

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ROSS VALLEY SANITARY DISTRICT

Monthly Financial Report

April 30, 2025

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

Note: The information in this report is the most accurate and up-to-date information available at the time of publication. It is intended to provide the Board, Management, and the public with an overview of the state of the District's general fiscal condition. It should be noted that this report is not an audited financial statement, and the numbers provided herein are preliminary and subject to change as the year progresses. Financial reporting is considered final once the District has completed its annual audit and finalized its Annual Comprehensive Financial Report (ACFR).

Statement of Revenue and Expense	Budget	Current Month	YTD	Remaining	YTD % of Budget
Revenue by category					
Sewer service charges	$ 28,665,842	$ 11,029,110	$ 27,412,846	$ 1,252,996	95.6%
Property tax - ad valorem	10,058,700	3,880,294	9,406,609	652,091	93.5%
Other operating income	1,551,014	228,151	1,302,249	248,765	84.0%
Other capital income	150,600	67,469	958,828	-	636.7%
Capacity charges	200,000	36,095	230,413	-	115.2%
Total revenue	40,626,156	15,241,119	39,310,946	2,153,852	96.8%
Expenses by Category					
Personnel Costs	9,584,840	548,203	6,507,588	3,077,253	67.9%
Capital Expenditures	18,796,600	309,569	13,158,710	5,637,890	70.0%
Administrative	2,236,322	92,474	1,883,957	352,365	84.2%
Services & Supplies	1,766,935	66,089	1,223,255	543,680	69.2%
Maintenance & Repairs	590,000	36,969	390,234	199,766	66.1%
Treatment Costs	9,716,700	-	7,909,476	1,807,224	81.4%
Total expense	42,691,397	1,053,304	31,073,219	11,618,178	72.8%
Net Revenue/(Expense)	$ (2,065,241)	$ 14,187,815	$ 8,237,727	$ (9,464,326)	

Revenue: April is typically a high revenue month for the District with sewer service charges ($11M), property tax ($3.8M) and lateral loan repayment revenue ($67,428) remitted to the District from the County according to the Teeter Plan.

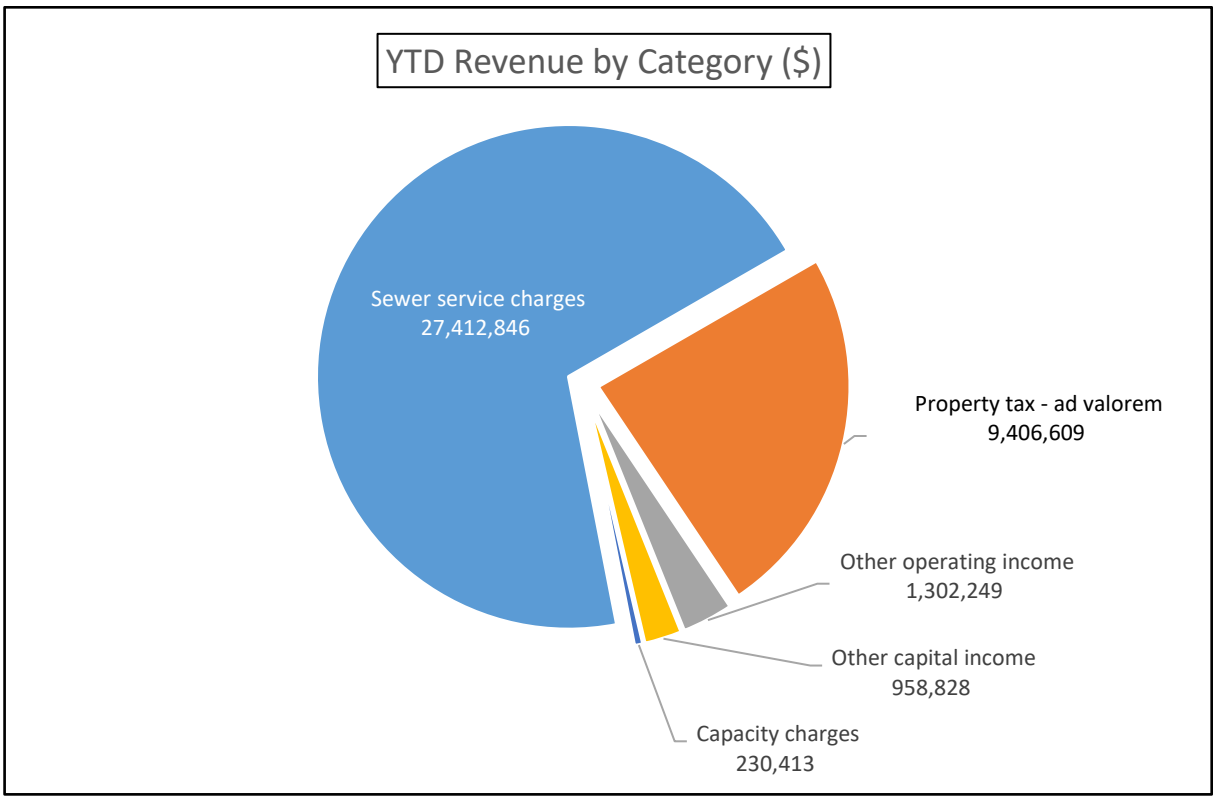
Other operating income includes $193k of interest from the District's invested balance with the Local Agency Investment Fund (LAIF). LAIF interest is posted quarterly.

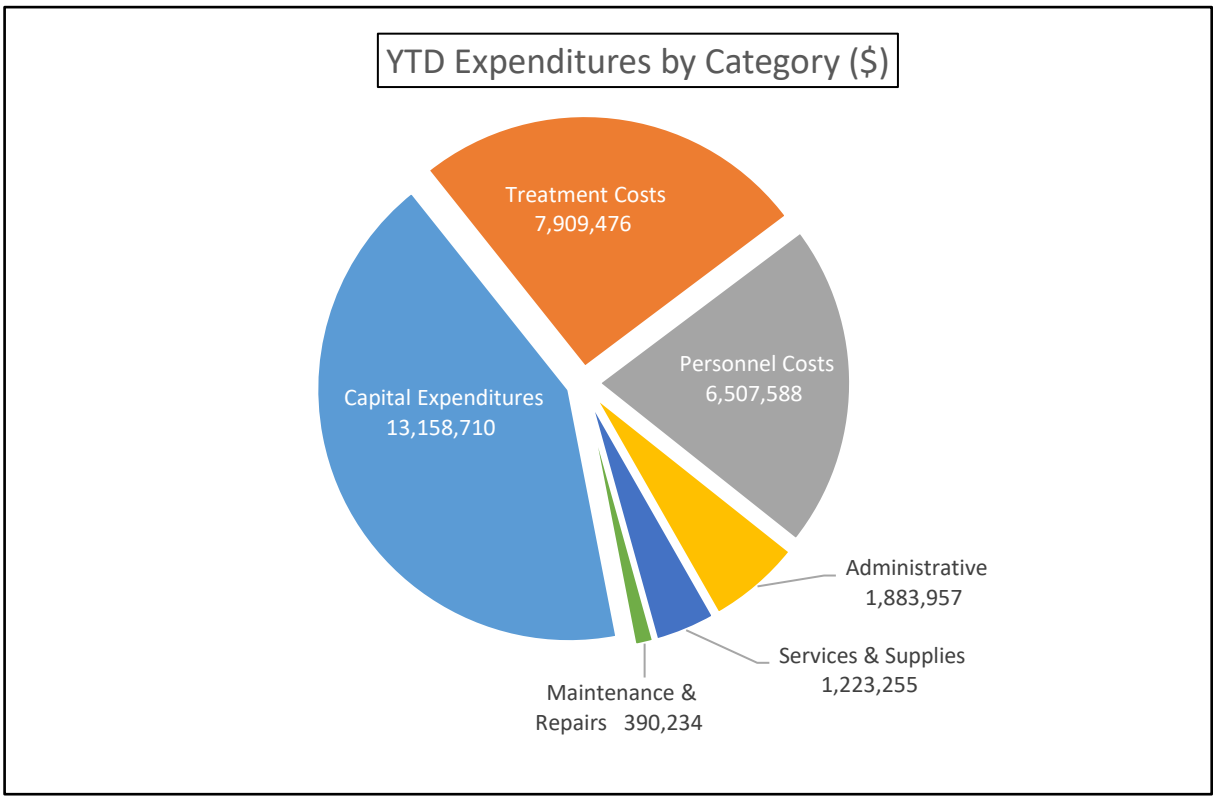
Through April, revenues stand at 96.8% of the annual budget. While property tax collections are likely to end the year under budget by about $100k to $200k, sewer service charges are likely to end the year slightly over budget and offset that budget miss. Other capital income has exceeded the annual budget due to sales proceeds from the Kerner building.

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

Personnel costs were $548k for the period and stand at 68% of the annual budget through March.

Capital expenditures for the month were $310k and included mostly project planning and design activities. Capital project spending is likely to pick up pace in May and June with the onset of favorable weather for construction work.


YTD Revenue by Category ($)
Sewer service charges
27,412,846
Property tax - ad valorem
9,406,609
Other operating income
1,302,249
Other capital income
958,828
Capacity charges
230,413


YTD Expenditures by Category ($)
Treatment Costs
7,909,476
Personnel Costs
6,507,588
Capital Expenditures
13,158,710
Administrative
1,883,957
Services & Supplies
1,223,255
Maintenance &
Repairs 390,234

NET RESULTS:

Fund	April FY 25
Operating Fund	
Revenue	$ 11,257,261
Expenditure	(743,736)
Subtotal operating fund	10,513,525
Capital Fund	
Revenue	$ 3,983,858
Expenditure	(309,568)
Subtotal capital fund	3,674,290
Net Revenue/(Expense)	14,187,815
Net Position at beginning of Peri	19,824,240
Net Position at end of Period	34,012,055

RESERVES:

Committed	April FY 25	Board Target
Operating reserve	$ 11,972,000	$ 11,972,000
Capital improvement	5,118,000	5,118,000
Emergency reserve	2,000,000	2,394,000
Committed	$ 19,090,000	$ 19,484,000

Restricted	
CalPERS pension trust - restricted	$ 8,304,537
SRF funds - restricted	68,085
Canyon Road - restricted	24,136
Bond trustee funds - restricted	11,598
Restricted	$ 8,408,356

Unassigned	
Unassigned	$ -
Unassigned	6,513,699
Total Reserves	$ 34,012,055

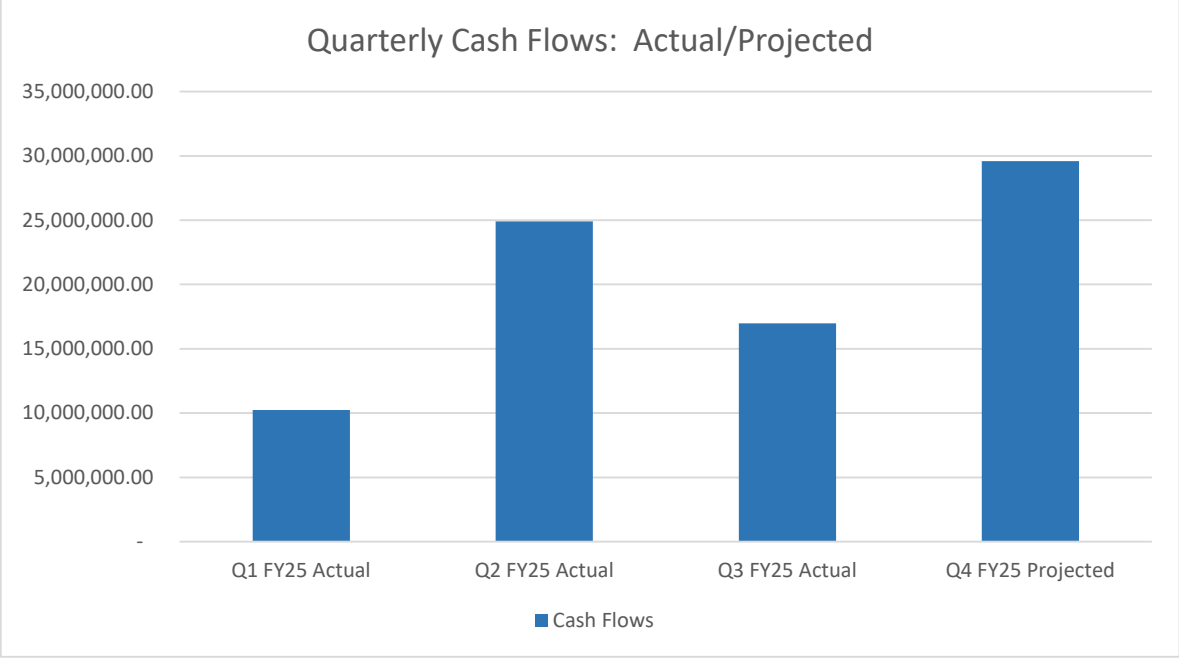
The Board committed reserves were fully replenished in April. The reserves will be drawn down substantially over the course of the next eight months. Other than the final 5% FY25 payment due from the County in June, revenue will be relatively sparse until December when the next Teeter revenue cycle begins. This is the normal cycle that the District experiences each year.

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	4/30/2025
Operating account	$ 17,027,149
Petty Cash	292
Local Agency Investment Fund	14,245,126
Total Cash	$ 31,272,567

Restricted Cash Account	4/30/2025
Pension trust	$ 8,304,537
CRAD trust	24,136
SRF funds -restricted	68,085
BNY bond trust	11,598
Total Restricted Cash	$ 8,408,356
Combined Total - Cash	$ 39,680,923



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
25042101							
04/21/2025	25042101	Airgas USA LLC (ACH)	100-100-100-740000-100	Equipment Rent-PS		March 2025 Rental - Large Acetylene/Argon	139.85
Total 25042101:							139.85
25042102							
04/21/2025	25042102	Alliant Insurance Services,	100-200-000-760100-100	Insurance Premium - Equipment		AMVP – Endt #6_Third Quarter Premiu 7/1/2024-07/1/2025	313.00
Total 25042102:							313.00
25040801							
04/08/2025	25040801	Alonso Castillo	100-100-000-730400-100	Easement Access Management		Removal of old Stair and Replacement	1,450.21
Total 25040801:							1,450.21
25040802							
04/08/2025	25040802	Ardurra (ACH)	100-200-000-780700-100	Community Outreach Services		Communication & Outreach Services - 02/2025	1,822.25
Total 25040802:							1,822.25
69989							
04/08/2025	69989	AT&T CalNet	100-100-000-745400-100	Telephone Utility		BAN# Pd:	63.27
04/08/2025	69989	AT&T CalNet	100-100-000-745400-100	Telephone Utility		BAN# Pd:	61.51
04/08/2025	69989	AT&T CalNet	100-100-000-745400-100	Telephone Utility		BAN# Pd:	229.90
04/08/2025	69989	AT&T CalNet	100-100-000-745400-100	Telephone Utility		BAN# Pd:	61.99
04/08/2025	69989	AT&T CalNet	100-100-000-745400-100	Telephone Utility		BAN# Pd:	229.06
04/08/2025	69989	AT&T CalNet	100-100-000-745400-100	Telephone Utility		BAN# Pd:	61.75
Total 69989:							707.48
70020							
04/21/2025	70020	AT&T CalNet	100-100-000-745400-100	Telephone Utility		BAN# Pd:	814.47
04/21/2025	70020	AT&T CalNet	100-100-000-745400-100	Telephone Utility		BAN# Pd:	229.06

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 70020:							1,043.53
69990							
04/08/2025	69990	Barbier Security Group	100-100-000-730150-100	Tenant Shared Cost - Repairs		Security Patrol Service 1111 andersen - 03/2025	565.00
Total 69990:							565.00
69991							
04/08/2025	69991	Bay Area Air Quality Mgmt	100-100-000-790300-100	Permit Fees		Transfer of Ownership Fee Facility ID#	102.00
Total 69991:							102.00
70021							
04/21/2025	70021	Bay Area Air Quality Mgmt	100-100-000-790300-100	Permit Fees		Annual Permit Renewal Facility ID#	547.00
Total 70021:							547.00
25040803							
04/08/2025	25040803	BNY Mellon	100-000-000-320400-000	Can Rd Passthru Pay		RSVLYSANDST Canyon Rd Assessment District Fee Pd 04/20/25-04/19/26	825.00
Total 25040803:							825.00
69992							
04/08/2025	69992	Burke, Williams & Sorense	100-200-000-780300-100	Legal Services		Legal Services - 02/2025	2,231.00
Total 69992:							2,231.00
69993							
04/08/2025	69993	CASA Education Foundatio	100-200-000-750200-100	Membership/Association/Certifi		2025 Education Foundation Support	5,000.00
Total 69993:							5,000.00
69994							
04/08/2025	69994	Caselle Inc.	100-200-000-790200-100	Annual Software Renewal Costs		Support and Maintenance 5/1/25-05/31/25	3,496.00
Total 69994:							3,496.00

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
25042201							
04/22/2025	25042201	Central Marin Sanitation A	100-000-000-320100-000	Connection Fees Due to CMSA		Capacity Fees Q3 FY 24/25	99,826.00
Total 25042201:							99,826.00
70022							
04/21/2025	70022	Century Urban LLC	100-200-000-780800-100	Other Miscellaneous Consulting		Matter: Real Estate Consulting Services for the Larkspur Landing 03/2025	6,630.00
Total 70022:							6,630.00
25042202							
04/22/2025	25042202	{EE}	100-200-000-745400-100	Telephone Utility		Cell Phone Reimbursement Q3 FY 24/25 (Jan - Mar 2025)	150.00
Total 25042202:							150.00
25040804							
04/08/2025	25040804	Cintas Corporation No 2	100-100-000-720300-100	Uniforms		Uniforms	401.34
04/08/2025	25040804	Cintas Corporation No 2	100-100-000-720300-100	Uniforms		Uniforms	444.30
Total 25040804:							845.64
25042103							
04/21/2025	25042103	Cintas Corporation No 2	100-100-000-720300-100	Uniforms		Uniforms	537.65
04/21/2025	25042103	Cintas Corporation No 2	100-100-000-720300-100	Uniforms		Uniforms	409.87
Total 25042103:							947.52
70023							
04/21/2025	70023	Coastside Concrete and C	100-000-000-320000-000	Construction Retention Payable		payment adjustment - PP#7	53,757.59
Total 70023:							53,757.59
69995							
04/08/2025	69995	Colantuono, Highsmith &	100-200-000-780300-100	Legal Services		legal services	2,507.50
Total 69995:							2,507.50
69996							
04/08/2025	69996	Corodata Record Manage	100-100-000-740200-100	Facilities Rent		Document Storage 03/01-03/31/2025	229.19

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 69996:							229.19
25040805							
04/08/2025	25040805	CSRMA Calif SanitationRis	100-200-000-760700-100	Insurance Deductible		CSRMA - PL Deductible Recovery File#	14,923.97
Total 25040805:							14,923.97
70024							
04/21/2025	70024	CWEA- California Water E	100-100-000-750200-100	Membership/Association/Certifi		CWEA ID: 32560 - CWEA Collection System Maintenance Grade-3	116.00
04/21/2025	70024	CWEA- California Water E	100-100-000-750200-100	Membership/Association/Certifi		CWEA ID: 47914 - CWEA Collection System Maintenance Grade-3	116.00
04/21/2025	70024	CWEA- California Water E	100-100-000-750200-100	Membership/Association/Certifi		CWEA ID: 53056 - CWEA Mechanical Technologist Grade 2	111.00
Total 70024:							343.00
69997							
04/08/2025	69997	DATCO	100-100-000-750200-100	Membership/Association/Certifi		Service fees April/May/June 2025	580.50
04/08/2025	69997	DATCO	100-100-000-790000-100	Recruiting/Hiring Fees		HR Test	60.00
Total 69997:							640.50
25040806							
04/08/2025	25040806	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent		US FMV - 04/2025	791.85
04/08/2025	25040806	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent		US FMV - 04/2025	115.67
04/08/2025	25040806	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent		US FMV - 04/2025	1,107.78
04/08/2025	25040806	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent		US FMV - 04/2025	133.08
Total 25040806:							2,148.38
25042203							
04/22/2025	25042203	Dell Technologies Inc.	100-200-000-740000-100	Equipment Rent		Lease No. US FMV	1,331.48
Total 25042203:							1,331.48
25042104							
04/21/2025	25042104	REE}	100-200-000-705310-100	OPEB Basic & ERMB Benefit Exp		Monthly Enhance Retiree Medical April 2025	756.27

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 25042104:							756.27
70025							
04/21/2025	70025	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Service & Repair 2004 PETERBILT PB-330 UT-02	346.45
04/21/2025	70025	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Service & Repair 2013 Isuzu NQR UT-03	276.75
04/21/2025	70025	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Service & Repair 2012 International 4300 BD-02	276.75
04/21/2025	70025	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Service & Repair 2014 Ford S/D 550 JT-03	258.30
04/21/2025	70025	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Service & Repair 2008 PETERBILT 367 CB-01 (VAC CON)	295.20
04/21/2025	70025	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Service & Repair 2012 International Dura Star BD-03	276.75
Total 70025:							1,730.20
25040807							
04/08/2025	25040807	DirectLine, Inc	100-100-000-745400-100	Telephone Utility		Monthly Service - 04/2025	647.00
Total 25040807:							647.00
69998							
04/08/2025	69998	DNG Enterprises DBA Nap	100-100-400-720000-100	Materials & Parts-CCTV		DELO 15W40 GAL (016)	65.19
Total 69998:							65.19
70026							
04/21/2025	70026	DNG Enterprises DBA Nap	100-100-200-720000-100	Materials & Parts-LM		BK 14X28NFPLUGTAP	4.94
Total 70026:							4.94
69999							
04/08/2025	69999	East Bay Muni Utility Distri	100-200-000-750300-100	District Non-JPA Membership		FY25 BACWA Membership and Special Programs Fees	2,581.00
Total 69999:							2,581.00
25040808							
04/08/2025	25040808	ECS Imaging Inc. (ACH)	100-100-000-790200-100	Annual Software Renewal Costs		Laserfiche and ECS Support Hours Annual Renewal	10,287.00
Total 25040808:							10,287.00

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
70000							
04/08/2025	70000	EFFECTV (A Comcast Co	100-200-000-780700-100	Community Outreach Services		Digital TV Advertising - Cust No#	4,075.14
Total 70000:							4,075.14
70001							
04/08/2025	70001	Ellis Investigations Law Cor	100-200-000-780300-100	Legal Services		Legal Services	880.00
Total 70001:							880.00
25040809							
04/08/2025	25040809	Enterprise Fleet Managem	100-100-000-740100-100	Vehicle Fleet Rent		Fleet Monthly Lease	7,275.42
Total 25040809:							7,275.42
70002							
04/08/2025	70002	Fastenal	100-100-000-720200-100	Safety Equipment & Services		Disposable Glv	315.73
04/08/2025	70002	Fastenal	100-100-400-720000-100	Materials & Parts-CCTV		AAA Procell Alk Btry	1.10
04/08/2025	70002	Fastenal	100-100-000-720200-100	Safety Equipment & Services		Gloves	130.77
Total 70002:							447.60
70027							
04/21/2025	70027	Fastenal	100-100-000-720200-100	Safety Equipment & Services		Gloves	130.77
04/21/2025	70027	Fastenal	100-100-000-720200-100	Safety Equipment & Services		Foam	7.90
04/21/2025	70027	Fastenal	100-100-000-720200-100	Safety Equipment & Services		Gloves	244.38
04/21/2025	70027	Fastenal	100-100-000-720200-100	Safety Equipment & Services		Gloves/Battery	11.29
Total 70027:							394.34
25040810							
04/08/2025	25040810	Fleet Solutions, LLC	100-100-000-745600-100	Vehicle GPS Utility		Geotab Telematics Device	15.30
04/08/2025	25040810	Fleet Solutions, LLC	100-100-000-745600-100	Vehicle GPS Utility		Vehicle GPS	861.50
Total 25040810:							876.80
70028							
04/21/2025	70028	Fowler Electric Services In	100-100-100-730000-100	Equipment Repairs-PS		Generator Installation	390.00

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 70028:							390.00
25042105							
04/21/2025	25042105	{REE}	100-200-000-705310-100	OPEB Basic & ERMB Benefit Exp		Monthly Enhance Retiree Medical April 2025	527.70
Total 25042105:							527.70
25042106							
04/21/2025	25042106	GCP WW Holdco LLC	100-100-000-705240-100	Boot Allowance		Boot Allowance -	340.75
Total 25042106:							340.75
25040811							
04/08/2025	25040811	Goldstreet Design	100-200-000-780700-100	Community Outreach Services		YouTube Advertising	500.00
Total 25040811:							500.00
25040812							
04/08/2025	25040812	Grainger (ACH)	100-100-100-720000-100	Materials & Parts-PS		Stair Edging	40.06
Total 25040812:							40.06
25042401							
04/24/2025	25042401	High Performing Culture LL	100-200-000-750100-100	Staff Conf/Training/Meetings		CultureWise Subscription - 04/2025	297.00
Total 25042401:							297.00
70029							
04/21/2025	70029	Home Depot Credit Service	100-100-300-720100-100	Tools-LR		Rover LED AC/DC Flood light	162.78
04/21/2025	70029	Home Depot Credit Service	100-100-300-720000-100	Materials & Parts-LR		Storage Reel/Pallet Dep/Quikrete fast-set Concrete	459.81
04/21/2025	70029	Home Depot Credit Service	100-100-300-720100-100	Tools-LR		Batteries	652.22
Total 70029:							1,274.81
25040813							
04/08/2025	25040813	Integral Consulting (ACH)	100-300-000-780550-100	Engineering Studies		MSA TO #10 for 2020 General On-Call Permitting Support & Environmental Study Support - 02/2025	870.00
04/08/2025	25040813	Integral Consulting (ACH)	100-300-000-770000-200	Capital Outlay - CIP	EG-958-000-00	GSIP 24/25 Consulting services for CEQA compliance - 02/2025	6,887.95
04/08/2025	25040813	Integral Consulting (ACH)	100-300-000-770000-200	Capital Outlay - CIP	EG-959-000-00	Task Order #32 Palm/Mann/Cypress GSIP - 02/2025	10,025.75

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
04/08/2025	25040813	Integral Consulting (ACH)	100-300-000-770000-200	Capital Outlay - CIP	EG-956-000-00	CEQA Assistance for Project #956. Cultural Resource Awareness Train - 02/2025	7,810.00
Total 25040813:							25,593.70
25040814							
04/08/2025	25040814	IT Hub (ACH)	100-200-000-780200-100	Information Technology Service		IT Hub Services for FY 24/25 - March 2025	7,640.00
Total 25040814:							7,640.00
25042107							
04/21/2025	25042107	IT Hub (ACH)	100-200-000-720400-100	Office Supplies		Hardware : Battery Backup and Spare	458.82
04/21/2025	25042107	IT Hub (ACH)	100-200-000-780200-100	Information Technology Service		Azure Hosting Fees for ArcGIS Enterprise - March 2025	7.43
04/21/2025	25042107	IT Hub (ACH)	100-200-000-790200-100	Annual Software Renewal Costs		33 - Microsoft 365 E3, 7- Exchange Online (Plan 2), Project Plan 3, Visio Plan 2 - Annual	15,648.00
Total 25042107:							16,114.25
70003							
04/08/2025	70003	Jackson's Hardware	100-100-300-720000-100	Materials & Parts-LR		Bosch, Zinc Wedge, Hillman Assorted Fastner	92.72
04/08/2025	70003	Jackson's Hardware	100-100-400-720000-100	Materials & Parts-CCTV		Elbow 45 PVC	14.73
Total 70003:							107.45
70030							
04/21/2025	70030	Jackson's Hardware	100-100-100-720000-100	Materials & Parts-PS		Double Side Tape/Cleaner Tire	43.67
04/21/2025	70030	Jackson's Hardware	100-100-400-720100-100	Tools-CCTV		Measuring wheel	87.39
04/21/2025	70030	Jackson's Hardware	100-100-000-730100-100	Facilities Maintenance/Repairs		Hillman Assorted Fastner	6.45
Total 70030:							137.51
25040815							
04/08/2025	25040815	JNG Pipeline	100-300-000-770000-200	Capital Outlay - CIP	EG-917-000-00	Mobilization, Shorlings, Spot Repair & Backfill & Restoration	5,800.00
Total 25040815:							5,800.00
25040816							
04/08/2025	25040816	{EE}	100-100-000-750000-100	Travel/Airfare/Meals Reimb		Per Diem for CWEA - Palm Springs	387.00

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 25040816:							387.00
25040817							
04/08/2025	25040817	{EE}	100-100-000-745400-100	Telephone Utility		Cell Phone Reimbursement - Q3 FY24/25 (Jan-March 2025)	150.00
Total 25040817:							150.00
70004							
04/08/2025	70004	Justifacts	100-100-000-790000-100	Recruiting/Hiring Fees		Employment Verification for new hire	244.55
Total 70004:							244.55
25040818							
04/08/2025	25040818	(EE)	100-200-000-745400-100	Telephone Utility		Cell Phone Reimbursement Q3 FY 24/25 (Jan - Mar 2025)	150.00
Total 25040818:							150.00
25042108							
04/21/2025	25042108	{REE}	100-200-000-705310-100	OPEB Basic & ERMB Benefit Exp		Monthly Enhance Retiree Medical April 2025	756.27
Total 25042108:							756.27
70005							
04/08/2025	70005	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Legal Services Matter No.: MA129-00001	2,306.00
04/08/2025	70005	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Legal Services Matter No.: MA129-00021	255.00
04/08/2025	70005	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Legal Services Matter No.: MA129-00024	4,860.00
Total 70005:							7,421.00
25040819							
04/08/2025	25040819	{EE} -	100-100-000-750000-100	Travel/Airfare/Meals Reimb		Per Diem for CWEA - Palm Springs	301.00
Total 25040819:							301.00
70031							
04/21/2025	70031	Marin County Tax Collector	100-100-000-790300-100	Permit Fees		CUPA - Check Returned Fee Cust#	40.00

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 70031:							40.00
70006							
04/08/2025	70006	Marin Local Agency Format	100-300-000-790850-100	Other Miscellaneous Costs		Land Surveying Reimbursement - Task Order 15 (Reso 25-08/1379)	247.50
Total 70006:							247.50
70007							
04/08/2025	70007	Marin Sanitary Service	100-100-000-745200-100	Garbage Utility		Garbage service - 03/2025	939.09
Total 70007:							939.09
70008							
04/08/2025	70008	Marlin Leasing Corporation	100-200-000-740000-100	Equipment Rent		03/26-04/25 Lease x2 Copiers/Scanners	447.99
Total 70008:							447.99
70009							
04/08/2025	70009	MCC Building Maintenance	100-100-000-730100-100	Facilities Maintenance/Repairs		Janitorial Maintenance - April 2025	1,575.00
Total 70009:							1,575.00
70010							
04/08/2025	70010	McMaster-Carr	100-100-100-720000-100	Materials & Parts-PS		P-25 Isolation Valvet Pressure Gauge	795.98
Total 70010:							795.98
70011							
04/08/2025	70011	Medical Center of Marin	100-100-000-790000-100	Recruiting/Hiring Fees		New Employee Pre Employment Medical	215.00
Total 70011:							215.00
70012							
04/08/2025	70012	MR Copy Inc	100-200-000-720400-100	Office Supplies		Copier use	190.60
Total 70012:							190.60

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
25042109							
04/21/2025	25042109	Municipal Maint. Equipmen	100-100-300-730000-100	Equipment Repairs-LR		CCTV Repair	1,188.39
04/21/2025	25042109	Municipal Maint. Equipmen	100-100-300-730000-100	Equipment Repairs-LR		CCTV Repair	2,235.06
04/21/2025	25042109	Municipal Maint. Equipmen	100-100-300-730000-100	Equipment Repairs-LR		CCTV Repair	831.60
04/21/2025	25042109	Municipal Maint. Equipmen	100-100-300-730000-100	Equipment Repairs-LR		CCTV Repair	283.50
04/21/2025	25042109	Municipal Maint. Equipmen	100-100-300-730000-100	Equipment Repairs-LR		CCTV Repair	1,996.50
Total 25042109:							6,535.05
70013							
04/08/2025	70013	National Construction Rent	100-100-000-740200-100	Facilities Rent		fence rental	620.15
Total 70013:							620.15
70032							
04/21/2025	70032	National Construction Rent	100-100-000-740200-100	Facilities Rent		fence rental	620.15
Total 70032:							620.15
70033							
04/21/2025	70033	Nerviani's Backflow Testing	100-100-000-730100-100	Facilities Maintenance/Repairs		Building backflow testing	382.00
Total 70033:							382.00
25042110							
04/21/2025	25042110	{REE}	100-200-000-705310-100	OPEB Basic & ERMB Benefit Exp		Monthly Enhance Retiree Medical April 2025	756.27
Total 25042110:							756.27
25042111							
04/21/2025	25042111	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 -Engineering Services 03/2025	954.50
Total 25042111:							954.50
25042112							
04/21/2025	25042112	Owen Equipment (ACH)	100-100-200-720100-100	Tools-LM		Nozzle Insert/Ceramic M14 INS	487.52

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 25042112:							487.52
70014							
04/08/2025	70014	Pace Supply	100-100-100-720000-100	Materials & Parts-PS		PS 25 Valve Replacement	1,510.91
Total 70014:							1,510.91
25040820							
04/08/2025	25040820	Park Engineering Inc. (AC	100-300-000-770000-200	Capital Outlay - CIP	EG-956-000-00	Consultant Services Agreement for Construction Management Services - 01/01-02/28/2025	1,247.10
Total 25040820:							1,247.10
70015							
04/08/2025	70015	Petaluma Mechanical Inc	100-100-000-730150-100	Tenant Shared Cost - Repairs		Replaced the belts on the exhaust fan and tested operations.	376.76
Total 70015:							376.76
70016							
04/08/2025	70016	PG&E	100-100-000-745000-100	Power/Energy Utility		A/C # 02/18/2025-03/18/2025	333.32
Total 70016:							333.32
70034							
04/21/2025	70034	PG&E	100-100-000-745000-100	Power/Energy Utility		A/C # 03/03/2025-03/31/2025	23,197.12
04/21/2025	70034	PG&E	100-100-000-745050-100	Tenant Shared Cost - Power		A/C # 03/03/2025-03/31/2025	9,310.63
04/21/2025	70034	PG&E	100-100-000-745000-100	Power/Energy Utility		A/C # 04/02-04/02/2025	8.97
Total 70034:							32,516.72
70035							
04/21/2025	70035	PG&E	100-300-000-770000-200	Capital Outlay - CIP	EG-907-000-00	Elec Reloc & Rearrangement Non-Ref - Contract# V3 Cust#	10,134.80
Total 70035:							10,134.80
70017							
04/08/2025	70017	Pitney Bowes-Purchase Po	100-200-000-720400-100	Office Supplies		Postage/Meter Rental Stmn 04-06-2025	226.31

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 70017:							226.31
25040821							
04/08/2025	25040821	PSOMAS (ACH)	100-300-000-770000-200	Capital Outlay - CIP	EG-908-000-00	Task Order #11 Heatherwood and Heather Gardens Pump Station Projects - 1/31-2/27/2025	7,602.00
Total 25040821:							7,602.00
25042113							
04/21/2025	25042113	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 Management Services with Psomas, Inc., for the LS20, 31, 32 Lift Stations Improvements Project (Project #907) 01/31 - 02/27/2025	20,980.00
04/21/2025	25042113	PSOMAS (ACH)	100-300-000-770000-200	Capital Outlay - CIP	EG-955-000-00	TO #10 FY 23/24 GSIP Professional Services - 2/2025-3/27/2025	1,050.00
04/21/2025	25042113	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 Management Services with Psomas, Inc., for the LS20, 31, 32 Lift Stations Improvements Project (Project #907) -02/28-03/27/2025	17,420.00
04/21/2025	25042113	PSOMAS (ACH)	100-300-000-770000-200	Capital Outlay - CIP	EG-908-000-00	Task Order #11 Heatherwood and Heather Gardens Pump Station Projects - 02/28-03/27/2025	8,477.00
Total 25042113:							47,927.00
25040822							
04/08/2025	25040822	Qovo Solutions Inc.	100-100-000-730100-100	Facilities Maintenance/Repairs		Card Pack - HU-1386PK25: HID	377.44
Total 25040822:							377.44
70018							
04/08/2025	70018	Quench USA, Inc.	100-200-000-740000-100	Equipment Rent		Water dispencer rental 04/1/25-06/30/25	365.97
Total 70018:							365.97
70036							
04/21/2025	70036	Ragghianti Freitas - Riley F	100-300-000-790850-100	Other Miscellaneous Costs		Engineering Services - 03/01-03/31/2025	680.00
Total 70036:							680.00
70037							
04/21/2025	70037	Rentokil North America Inc.	100-100-000-730150-100	Tenant Shared Cost - Repairs		Pest Control; 1111 Andersen - Oct 2024	179.00
04/21/2025	70037	Rentokil North America Inc.	100-100-000-730150-100	Tenant Shared Cost - Repairs		Pest Control; 1111 Andersen	179.00

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 70037:							358.00
25042114							
04/21/2025	25042114	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) -01/2025	2,509.00
Total 25042114:							2,509.00
25040823							
04/08/2025	25040823	{EE}	100-200-000-705250-100	Employee Wellness Reimburseme		Wellness Program : iFit Annual Membership	74.00
Total 25040823:							74.00
25042115							
04/21/2025	25042115	{EE}	100-200-000-750000-100	Staff Travel/Airfare/Meals		Per Diem for CWEA - Palm Springs	301.00
Total 25042115:							301.00
70038							
04/21/2025	70038	T & B Sports Inc.	100-100-000-720300-100	Uniforms		Trucker Hat with Embroidery	667.42
Total 70038:							667.42
25040824							
04/08/2025	25040824	The Wright Gardener	100-100-000-730100-100	Facilities Maintenance/Repairs		Monthly Plant Service	445.03
Total 25040824:							445.03
25043001							
04/30/2025	25043001	US Bank - Calcard CC (Aut	Various	Various		AP -- Various	6,022.09
Total 25043001:							6,022.09
70019							
04/08/2025	70019	Van Dermyden Makus Law	100-200-000-780400-100	Human Resource Services		Legal Services	799.00
Total 70019:							799.00

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
25040825							
04/08/2025	25040825	Water Components & Bld S	100-100-300-720000-100	Materials & Parts-LR		Bag Filled Sand	22.87
Total 25040825:							22.87
25042116							
04/21/2025	25042116	Water Components & Bld S	100-100-300-720100-100	Tools-LR		Multiquip Plate Comp	2,335.77
04/21/2025	25042116	Water Components & Bld S	100-100-300-720000-100	Materials & Parts-LR		Marking Flag/Paint Fl. Green Marking	83.77
Total 25042116:							2,419.54
25042117							
04/21/2025	25042117	Weco Industries LLC (ACH	100-100-300-720100-100	Tools-LR		Back up for current Hydro Excavation Truck	992.03
Total 25042117:							992.03
25040701							
04/07/2025	25040701	Wells Fargo Bank-Credit C	Various	Various		Various	16,869.32
Total 25040701:							16,869.32
25042402							
04/24/2025	25042402	Wells Fargo Bank-Credit C	Various	Various		Various	14,677.26
Total 25042402:							14,677.26
25042204							
04/22/2025	25042204	Wells Fargo Financial Leas	100-200-000-740000-100	Equipment Rent		Kyocera Copier Lease C# 04/26/25-05/25/25	308.97
Total 25042204:							308.97
25042118							
04/21/2025	25042118	West Valley Construction C	100-300-000-770000-200	Capital Outlay - CIP	EG-958-000-00	Consultant Services Agreement with West Valley Construction for Design and Engineering Services During Construction (ESDC) for FY 2024/25 Gravity Sewer Improvements Project (#958) 03/01-03/31/2025	1,760.00
04/21/2025	25042118	West Valley Construction C	100-300-000-770000-200	Capital Outlay - CIP	EG-959-000-00	Palm/Mann/Cypress GSIP Design - 03/01-03/31/2025	71,697.00
Total 25042118:							73,457.00

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
25040702							
04/07/2025	25040702	WEX Fleet Universal (Auto	100-100-000-730300-100	Vehicle Fleet Fuel		March 2025 Fleet Fuel	8,001.45
Total 25040702:							8,001.45
Grand Totals:							546,746.15

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

M = Manual Check, V = Void Check

Report Criteria:

Vendor.Vendor number = 1844

[Report].GL Period = "04/25"

Invoice Number	Seq	Invoice Date	GL Period	Description	GL Account	GL Account Description	Total Cost
1844 US Bank - Calcard CC (AutoDR)							
APR 2025 CC	1	03/26/2025	04/25	MV -- 4379 Meeting Expenses > TST*GOTTS ROADSIDE - MA	100-100-000-750100-100	Conferences/Training/Meetings	135.56
APR 2025 CC	2	03/26/2025	04/25	SM -- 4338 Meeting expenses w/ Fairfax Town Manager > BAREFOOT CAFE	100-200-000-750100-100	Staff Conf/Training/Meetings	26.83
APR 2025 CC	3	03/26/2025	04/25	AP -- 0738 Coffee > AMAZON RETA* WV7DB72Z3	100-200-000-720400-100	Office Supplies	93.71
APR 2025 CC	4	03/26/2025	04/25	AP -- 0738 Coffee > AMAZON RETA* 5R2Z16TD3	100-200-000-720400-100	Office Supplies	151.92
APR 2025 CC	5	03/26/2025	04/25	AP -- 0738 Office supplies > AMAZON MKTPL*151032XC3	100-200-000-720400-100	Office Supplies	26.98
APR 2025 CC	6	03/26/2025	04/25	AP -- 0738 Ops phone case > AMAZON MKTPL*LU14E2ZJ3	100-200-000-720400-100	Office Supplies	31.40
APR 2025 CC	7	03/26/2025	04/25	AP -- 0738 Office supplies > AMAZON MKTPL*WY2QI2O03	100-200-000-720400-100	Office Supplies	196.64
APR 2025 CC	8	03/26/2025	04/25	AP -- 0738 Office supplies > AMAZON MKTPL*5V6WI5I53	100-200-000-720400-100	Office Supplies	7.64
APR 2025 CC	9	03/26/2025	04/25	AP -- 0738 Azure > MSFT * E0400VGWY5	100-200-000-790200-100	Annual Software Renewal Costs	150.01
APR 2025 CC	10	03/26/2025	04/25	AP -- 0738 Office Supplies > SMART AND FINAL 526	100-200-000-720400-100	Office Supplies	12.67
APR 2025 CC	11	03/26/2025	04/25	AP -- 0738 All Hands meeting > SMART AND FINAL 526	100-200-000-750100-100	Staff Conf/Training/Meetings	56.16
APR 2025 CC	12	03/26/2025	04/25	AP -- 0738 Board meeting > WHOLEFDS SRF 10071	100-200-000-755100-100	Board Conf/Training/Meetings	159.64
APR 2025 CC	13	03/26/2025	04/25	AP -- 0738 Office supplies > AMAZON MKTPL*L13B237K3	100-200-000-720400-100	Office Supplies	21.82
APR 2025 CC	14	03/26/2025	04/25	AP -- 0738 Office supplies > AMAZON MKTPL*R82B87HC3	100-200-000-720400-100	Office Supplies	92.45
APR 2025 CC	15	03/26/2025	04/25	AP -- 0738 Office supplies > SMART AND FINAL 526	100-200-000-720400-100	Office Supplies	36.14
APR 2025 CC	16	03/26/2025	04/25	AP -- 0738 All Hands meeting > SMART AND FINAL 526	100-200-000-750100-100	Staff Conf/Training/Meetings	46.15
APR 2025 CC	17	03/26/2025	04/25	AP -- 0738 Office supplies > AMAZON RETA* KP7I83XW3	100-200-000-720400-100	Office Supplies	19.36
APR 2025 CC	18	03/26/2025	04/25	AP -- 0738 Meeting expenses (Retirement) > TST* NOTHING BUNDT CAKES	100-200-000-750100-100	Staff Conf/Training/Meetings	170.26
APR 2025 CC	19	03/26/2025	04/25	AP -- 0738 Business breakfast refund > EZCATER*RUSTIC BAKERY	100-200-000-750100-100	Staff Conf/Training/Meetings	451.89-
APR 2025 CC	20	03/26/2025	04/25	AP -- 0738 Business breakfast > EZCATER*RUSTIC BAKERY	100-200-000-750100-100	Staff Conf/Training/Meetings	451.89
APR 2025 CC	21	03/26/2025	04/25	AP -- 0738 Office supplies > AMAZON MKTPL*8315I5DY3	100-200-000-720400-100	Office Supplies	65.85
APR 2025 CC	22	03/26/2025	04/25	AP -- 0738 Office supplies > SMART AND FINAL 526	100-200-000-720400-100	Office Supplies	9.63
APR 2025 CC	23	03/26/2025	04/25	AP -- 0738 Meeting Beverages > SMART AND FINAL 526	100-200-000-750100-100	Staff Conf/Training/Meetings	6.76
APR 2025 CC	24	03/26/2025	04/25	AP -- 0738 Storage fee for storing CCTV backups - 03/2025 > AMAZON WEB SERVICES	100-200-000-790200-100	Annual Software Renewal Costs	148.52
APR 2025 CC	25	03/26/2025	04/25	AP -- 0738 Coffee > AMAZON RETA* DB53R1C73	100-200-000-720400-100	Office Supplies	155.80
APR 2025 CC	26	03/26/2025	04/25	AP2 -- 3102 Email marketing > EIG*CONSTANTCONTACT.COM	100-300-000-790200-100	Annual Software Renewal Costs	82.00
APR 2025 CC	27	03/26/2025	04/25	AP2 -- 3102 Annual e-subscription to North Bay Business Journal > PD-NBBJ-SIT-AC CIRC	100-200-000-780700-100	Community Outreach Services	65.00
APR 2025 CC	28	03/26/2025	04/25	AP2 -- 3102 Cell Phones > VZWRLSS*APOCC VISB	100-100-000-745400-100	Telephone Utility	2,827.98
APR 2025 CC	29	03/26/2025	04/25	KL -- 4361 CARB Clean Truck Check Compliance fees > CTC-VIS	100-100-000-790300-100	Permit Fees	699.44
APR 2025 CC	30	03/26/2025	04/25	KL -- 4361 CARB Clean Truck Check Service fee > CTC-VIS *SVC	100-100-000-790300-100	Permit Fees	20.91
APR 2025 CC	31	03/26/2025	04/25	KL -- 4361 CAT 5 cord reels for CCTV van connection per John V > AMAZON MKTPL*CX6YK2WO3	100-100-400-720000-100	Materials & Parts-CCTV	235.54
APR 2025 CC	32	03/26/2025	04/25	KL -- 4361 CARB Clean Truck Check Compliance fees > CTC-VIS	100-100-000-790300-100	Permit Fees	92.36
APR 2025 CC	33	03/26/2025	04/25	KL -- 4361 CARB Clean Truck Check Service fee > CTC-VIS *SVC	100-100-000-790300-100	Permit Fees	2.76
APR 2025 CC	34	03/26/2025	04/25	CW -- 4353 All Hands meeting 03/25/2025 > SMART AND FINAL 526	100-200-000-750100-100	Staff Conf/Training/Meetings	28.14
APR 2025 CC	35	03/26/2025	04/25	FN -- 2529 All staff meeting snacks > SMART AND FINAL 526	100-200-000-750100-100	Staff Conf/Training/Meetings	28.25
APR 2025 CC	36	03/26/2025	04/25	RZ -- 4312 Meeting Expenses > TST*THE HUB	100-100-000-750100-100	Conferences/Training/Meetings	117.81

Invoice Number	Seq	Invoice Date	GL Period	Description	GL Account	GL Account Description	Total Cost
Total 1844 US Bank - Calcard CC (AutoDR):							6,022.09
Grand Totals:							6,022.09

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 = "04/25"

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
04/22/2025	70039	Court Ordered Debt Collections FTB	100000000310150000	04/13/2025	Bill CD-9261-53890 Garnishment-IRS Pay Perio	180.24-	
04/04/2025	25040437	American Fidelity Assurance Flex	100000000310130000	03/30/2025	Flex Account EE Deductions FSA Dependent Care Pay Period: 3/30/2025	1,211.09-	
04/04/2025	25040438	California State Disbursement Unit	100000000310150000	03/30/2025	Garnishment-CA Disp Pay Period: 3/30/2	276.92-	
04/04/2025	25040439	CalPERS Retirement	100000000310100000	03/30/2025	Retirment Contributions CALPERS -Service Crdt Purchase Pay Period: 3/30/2025	38,105.38-	
04/04/2025	25040440	Employment Development Department	100000000310300000	03/30/2025	State Witholding Tax Pay Period: 3/30/2025	11,410.88-	
04/04/2025	25040441	IRS	100000000310400000	03/30/2025	Fed I Federal Withholding Tax Pay Period: 3/30/2025	55,636.50-	
04/04/2025	25040442	Mission Square 457 Retirement Trust	100000000310110000	03/30/2025	457 Employer Contribution Pay Period: 3/30/2025	19,311.08-	
04/18/2025	25041843	AFSCME	100000000310120000	04/13/2025	Union Dues Union Dues Pay Period: 4/13/2025	904.75-	
04/18/2025	25041844	American Fidelity Assurance Flex	100000000310130000	04/13/2025	Flex Account EE Deductions FSA Dependent Care Pay Period: 4/13/2025	1,171.09-	
04/18/2025	25041845	American Fidelity Assurance Supp Ins	100000000310160000	04/13/2025	Supp Insurance - After-Tax Pay Period: 4/13/2025	2,073.64-	
04/18/2025	25041846	California State Disbursement Unit	100000000310150000	04/13/2025	Garnishment-CA Disp Pay Period: 4/13/2	276.92-	
04/18/2025	25041847	CalPERS Health Insurance	100000000310161000	04/13/2025	Retiree PEMCHA payment	63,503.05-	
04/18/2025	25041848	CalPERS Retirement	100000000310100000	04/13/2025	Retirment Contributions CALPERS -Service Crdt Purchase Pay Period: 4/13/2025	36,812.90-	
04/18/2025	25041849	Delta Dental	100000000310162000	04/13/2025	Dental Insurance - Emp+ Family Pay Period: 4/13/2025	4,299.20-	
04/18/2025	25041850	Employment Development Department	100000000310300000	04/13/2025	State Witholding Tax Pay Period: 4/13/2025	11,527.61-	
04/18/2025	25041851	Halcyon	100000000310170000	04/13/2025	Halcyon EAP Pay Period: 4/13/2025	122.10-	
04/18/2025	25041852	IRS	100000000310400000	04/13/2025	Federal Withholding Tax Pay Period: 4/13/2025	55,942.70-	
04/18/2025	25041853	Mission Square 457 Retirement Trust	100000000310110000	04/13/2025	457 Employer Contribution Pay Period: 4/13/2025	7,863.85-	
04/18/2025	25041854	Mutual of Omaha	100000000310164000	04/13/2025	Invoice Reconciliation	2,411.77-	
04/18/2025	25041855	VSP	100000000310163000	04/13/2025	VSP Adjustment - - April 2025	592.84-	
Grand Totals:						313,634.51-	
	20						

Ross Valley Sanitary District
Payroll Payment Detail
April 30, 2025

TOTAL DISTRICT PAYROLL

	Pay Date	Payroll Period		Paid Amount
1	4/4/2025	Payroll period 03/17/2025 - 03/30/2025	$	134,351.65
2	4/18/2025	Payroll period 03/31/2025 - 04/13/2025		131,504.52
3	**Total payroll payments**		**$**	**265,856.17**

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	1		314.00
4	Pamela Meigs	2		628.00
5	Mary Sylla	3		942.00
6	**Total District Board of Director stipends**	10	**$**	**3,140.00**

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

STAFF REPORT

For the Meeting of June 18, 2025

June 6, 2025

To: Board of Directors

From: Steve Moore, P.E., General Manager
Paul Bruemmer, Operations and Maintenance Manager

Subject: **Approval of Ross Valley Sanitary District 2025 Sewer System Management Plan (SSMP)**

Summary

This staff report is presented for consideration of approval of the updated 2025 Sewer System Management Plan (SSMP), which is used to document the District's management of its collection system. This updated 2025 SSMP complies with the State Water Resources Control Board (SWRCB) Waste Discharge Requirements for Sanitary Sewer Systems (SSSWDR), as adopted in 2022.

Discussion

The District keeps an updated copy of its SSMP, its SSMP Audits, and associated reference documents on the website under "Open Government". According to the SSSWDR, the SSMP is a living planning document that documents ongoing local sewer system management program activities, procedures, and decision-making – at the scale necessary to address the size and complexity of the subject sanitary sewer system. The SSMP may incorporate other programs and other plans by reference, to address short-term and long-term system resilience through:

- Proactive planning and decision-making;
- Local government ordinances;
- Updated operations and maintenance activities and procedures;
- Implementation of capital improvements;
- Sufficient local budget to support staff resources, contractors, equipment, and training; and
- Updated training of staff and contractors.

In October 2024, the District selected Fischer Compliance to assist in updating the District's SSMP that was last adopted by the Board in 2019. The revised, updated SSMP is included as Attachment

A. As a living planning document, the existing SSMP has an associated Change Log and several reference documents such as the Wastewater Collection System Capacity Evaluation (2023), Spill Emergency Response Program (SERP, 2023), and Standards Specifications, Drawings and Approved Materials (2020) have been updated since the SSMP's 2019 adoption, as indicated in the Change Log online. When RVSD annexed the Murray Park Sewer Maintenance District in 2020, that change to the District service area was also indicated on the SSMP's Change Log.

The 2022 SSSWDR requires that all collection system enrollees in the statewide order update their SSMP, for board review and adoption, every six years and conduct an audit every three years. The SSMP update for RVSD is due on August 2, 2025. Staff completed the audit in February 2025 and uploaded it to the RVSD website and to the statewide California Integrated Water Quality System (CIWQS) in compliance with the SSSWDR. Many of the audit recommendations were to update the SSMP to reflect current practices and initiatives as well as to include new information required by the 2022 SSSWDR that was not previously required.

The eleven (11) required SSMP Elements that must be included in an SSMP are as follows:

1. Goal and Introduction
2. Organization
3. Legal Authority
4. Operation and Maintenance Program
5. Design and Performance Provisions
6. Spill Emergency Response Plan ("SERP")
7. Sewer Pipe Blockage Control Program (includes Fats Oils and Grease, "FOG")
8. System Evaluation, Capacity Assurance and Capital Improvements
9. Monitoring, Measurement and Program Modifications
10. Internal Audits
11. Communication Program

Upon approval by the Board the SSMP will be uploaded to CIWQS to meet the requirement of the SSSWDR.

Recommendation

Approve the 2025 Sewer System Management Plan.

Attachment(s):

A) Draft 2025 Sewer System Management Plan

Sewer System Management Plan

2025 Update

Ross Valley Sanitary District

(Waste Discharge ID: 2SSO10172)

Mission

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

REVIEWED AND APPROVED BY:

Steve Moore – General Manager
Legally Responsible Official

Sanitary Sewer Collection System
(includes Element Development Plans & Schedules)

Date Signed

PREPARED BY:

FISCHER COMPLIANCE LLC
PRACTICES THAT COMPLY

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Revision Date	SSMP Section	Approval Date	Description of Change/Revision Made	Initials

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Revision Date	SSMP Section	Approval Date	Description of Change/Revision Made	Initials

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Ross Valley Sanitary District
Attn: Steve Moore
General Manager/LRO
1111 Andersen Drive
San Rafael, CA 94901

Dear Steve Moore:

We are pleased to present the new 2025 Sewer System Management Plan (SSMP) Update developed in partnership with Agency management. The 2025 Update meets and exceeds compliance with the Reissued WDR (State Water Board, Water Quality Order No. 2022-0103-DWQ, Attachment D-10 and Specifications 5.4). The 2025 SSMP has been completely revised to harmonize with industry standard guidelines and incorporates the latest SSMP Audit findings.

The 2025 SSMP is a declaration of what the District is doing to demonstrate full compliance with the Reissued WDR. Attachment A of the Reissued WDR (page A-4), states “A sewer system management plan is a living document which requires the District to Enrollee develops and implements to effectively manage its sanitary sewer system(s) in accordance with this General Order.” This requires the District to periodically review and update the SSMP as necessary until its next required 6-year SSMP Update is completed.

We look forward to assisting the District wherever necessary to fully implementation its new 2025 SSMP Update.

Sincerely,

James Fischer, P.E.

Principal, Fischer Compliance LLC

Credentialed U.S. EPA NPDES Compliance Inspector

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Introduction

This Sewer System Management Plan (SSMP) or "Plan" has been prepared for the Ross Valley Sanitary District (District) with technical assistance from Fischer Compliance LLC for meeting and exceeding compliance with the State Water Resources Control Board 2022 General Waste Discharge Requirements, Order WQ 2022-0103-DWQ for Sanitary Sewer Systems (referred to throughout this document as the WDR). The District provided all details, information and institutional insights for preparation of the SSMP. The document has been developed to meet the size, scale, and complexity, serving as a "living document" used as a tool for managing and operating the District's sanitary sewer collection system. Additionally, the latest 2024 Sewer System Management Plan Guidance Manual published by the Bay Area Clean Water Agency (BACWA) was utilized as a model for development of the document to harmonize formatting/content and incorporate recommended suggested guidance wherever possible.

The District's commitment to meeting or exceeding regulatory requirements, along with their proactive approach to operation and management and implementation of initiatives to improve system performance and reduce spills has served them well as evidenced by downward trends in number of spills, volume of spills and volume of spills that reached surface water over the last ten years

CIWQS Category	2015-2019	2020-2024	Improvement
Number of Spills/Year	26.6	11.8	55%
Volume Spilled/Year	80,759	35,353	56%
Volume Reached Surface Water/Year	52,020	32,270	38%

Data obtained from the State Water Board's CIWQS database

Figure 1 provides key District spill metrics, including data comparing the District's spill record (Aug 2009 through April 2025) with state and regional system data.

Collection System Spill Summary

Operational Indices: Ross Valley Sanitary District CS

Spill Rate Index (spills/100mi/yr)

	Category 1			Category 2		Category 3	
	Main System	Laterals	Other	Main System	Other	Main System	Other
Ross Valley Sanitary District CS	3.48	N/A	0.22	0.71	0.0	6.96	0.31
State Municipal(Public) Average	1.47	N/A	0.43	0.54	0.43	2.81	0.52
Region Municipal Average	2.86	N/A	0.36	0.64	0.22	6.26	0.68

Net Volume Spills Indice (gallons/1000 Capita/yr)

	Category 1			Category 2		Category 3	
	Main System	Laterals	Other	Main System	Other	Main System	Other
Ross Valley Sanitary District CS	4442.7	N/A	138.68	88.64	0.0	39.44	0.98
State Municipal(Public) Average	1496.73	N/A	3111.27	234.04	1950.64	28.18	7.7
Region Municipal Average	764.94	N/A	425.99	76.22	5383.03	58.13	13.99

Introduction: Figure 1 (Collection System Operational Report – SWRCB Integrated Water Quality System (CIWQS))

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SSMP Organization

This SSMP is organized into 11 core elements following Attachment D of the WDR, with inclusion of applicable Specifications requirements.

Each individual element in the SSMP includes the following technical contents.

1. Requirements – Provides the actual description of applicable requirements in the WDR.
2. Compliance – Describes the District's approach to complying with the WDR requirements.
3. Effectiveness – As measured by Key Performance Indicators (KPIs.)
4. Implementation – Demonstrates how the District will ensure the Plan is being carried out as described.
5. Resilience – Demonstrates the resilience that is addressed in the SSMP and built-in to the District's collection system and procedures.
6. Appendix Inclusions – List the items included in the Appendix for each SSMP Element, if any.

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Abbreviations and Acronyms

BMP	Best Management Practices
CCTV	Closed Circuit Television
CIP	Capital Improvement Program
CIPP	Cured in Place Pipe
CIWQS	California Integrated Water Quality System (State Water Board Online Spill Database)
CMMS	Computerized Maintenance Management System
CMSA	Central Marin Sanitation Agency
District	Ross Valley Sanitary District
ENG	Engineering
EPA	US Environmental Protection Agency
FOG	Fats, Oils and Grease
FSE	Food Service Establishment
GCD	Grease Control Device
GIS	Geographic Information System
GM	General Manager
I & I	Inflow and Infiltration
LRO	Legally Responsible Official
MRP	Monitoring and Reporting Program
NPDES	National Polluant Discharge Elimination System
OMM	Operations and Maintenance Manager
OMS	Operations and Maintenance Superintendent
OPS	Operations Supervisor
RWQCB	Regional Water Quality Control Board (Lahontan Region)
SCADA	Supervisory Control and Data Acquisition
SERP	Spill Emergency Response Plan
SOP	Standard Operating Procedure
SSMP	Sewer System Management Plan
Spill	Sanitary Sewer Spill
WDR	Sanitary Sewer Systems General Wastewater Discharge Requirements Order issued by the State Water Board (Order No. 2022-0103-DWQ)
SWRCB	State Water Resources Control Board
WDID	Waste Discharge ID Number (CIWQS)

Introduction: Table 1 Abbreviations and Acronyms

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1. Goal and Introduction

REQUIREMENTS

Att. D-1 (pg. D-2)

"The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.

The Plan must include a narrative Introduction section that discusses the following items (see below):"

1.1. Regulatory Context

WDR REQUIREMENTS

Att. D-1.1 (pg. D-2)

"The Plan Introduction section providing a general description of the local sewer system management program and discuss Plan implementation and updates".

COMPLIANCE

The District is committed to fully implementing the WDR[1] which includes addressing all requirements by integrating a wide range of programs specifically designed for ensuring the integrity and efficiency of the District's sanitary sewer collection system. Moreover, the District is dedicated to maintaining its collection system in a systematic and efficient manner by implementing various work programs and initiatives, with a focus on critical areas, to prevent spills, allowing for a comprehensive approach to maintenance. Work programs include, gravity main assessment and cleaning, manhole inspection and rehabilitation, lift station inspection and maintenance, root control, source control easement clearing and pipe repair. Work programs are described in more detail in sections Specifications 5.19 Operation and Maintenance of this Sewer System Management Plan (SSMP.)

By prioritizing proactive measures and taking a comprehensive approach, the District is well-equipped with a proven track record of effectively operating its sanitary sewer collection system with the highest levels of service, complying with the WDR, and reducing/eliminating sewage spills. In addition, the District is committed to continuous improvement and will update the SSMP when upgrades are implemented.

[1] *State Water Resources Control Board, Statewide Waste Discharge requirements, General Order for Sanitary Sewer Systems*

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EFFECTIVENESS

N/A

IMPLEMENTATION PLAN/SCHEDULE

N/A

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1.2. SSMP Update Schedule

WDR REQUIREMENTS

Att. D-1.2 (pg. D-3)

"The Plan Introduction section must include a schedule for the Enrollee to update the Plan, including the schedule for conducting internal audits. The schedule must include milestones for incorporation of activities addressing prevention of sewer spills."

COMPLIANCE

The District utilizes the State Water Board's online lookup tool for ensuring all required due dates for updating its SSMP and completing its required SSMP Audits (see chart below).

The District's most recent SSMP audit was completed for the period 2022 through 2024.

Notable maintenance milestones include CCTV Inspections and manhole inspections on 12-, 8-, and 4-year intervals; Performance-based gravity main cleaning on I-to-8-year intervals, and performance-based Hot Spot cleaning on 6-to-12-month intervals.

Sewer System Management Plan and Subsequent Update Due Dates						
System Name	WDID Number	Original Plan Required Due Date	Required Plan Update Due Date	Required Plan Update Due Date	Required Plan Update Due Date	Required Plan Update Due Date
Ross Valley Sanitary District	2SSO10172	8/2/2009	8/2/2014	8/2/2019	8/2/2025	8/2/2031

Audit Due Dates									
System Name	WDID Number	Original Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	End of Required 3-year Audit Period **	End of Required 3-year Audit Period **
Ross Valley Sanitary District	2SSO10172	8/2/2011	8/2/2013	8/2/2015	8/2/2017	8/2/2019	8/2/2021	8/2/2024	8/2/2027

** The Audit is due to be submitted to CIWQS six months after end of Audit Period, 2/2/25 and 2/2/28)

Figure 1-1– Sewer System Management Plan, Subsequent Update and Audit Due Dates

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EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

1. Are SSMP Audits and SSMP Updates being performed as scheduled?
2. Has the Sewer System Management Plan been approved by the governing board on schedule (every six years)?
3. Are specific internally established sewer program milestones being monitored?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party			
			GM	OMM	OMS	ENG
1.2.1	Prepare for next SSMP Audit	Begin 8/2/2027	X	X	X	X
1.2.2	Complete and Upload next SSMP Audit	By 2/2/2028	X	X		
1.2.3	Incorporate Audit Findings, update Change Log and Update SSMP	Begin after completion of SSMP Audit	X	X		
1.2.4	Prepare for next SSMP Audit	Begin 8/2/2030	X	X	X	X
1.2.5	Complete and Upload next SSMP Audit	By 2/2/2031	X	X		
1.2.6	Incorporate Audit Findings, update Change Log and Update SSMP	Begin after completion of SSMP Audit	X	X		
1.2.7	Prepare for next SSMP Update	Begin 2/2/2031	X	X	X	X
1.2.8	Board Approval deadline for SSMP Update*	By 8/2/2031	X	X		

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1.3. Sewer System Asset Overview

WDR REQUIREMENTS

Att. D-1.3 (pg. D-3)

"The Plan Introduction section must provide a description of the Enrollee-owned assets and service area, including but not limited to:

Location, including county(ies).
Service area boundary.
Population and community served.
System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons.
Structures diverting stormwater to the sewer system.
Data management systems.
Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals.
Estimated number or percentage of residential, commercial, and industrial service connections; and
Unique service boundary conditions and challenge(s).
Additionally, the Plan Introduction section must provide reference to the Enrollee's up-to-date map of its sanitary sewer system, as required in section 4.1 (Updated Map of Sanitary Sewer System) of this Attachment."

COMPLIANCE

The Ross Valley Sanitary District (District) was established in 1899 and is believed to be California's oldest sanitary district. The District is in Marin County, approximately 15 miles north of San Francisco and directly south and west of the City of San Rafael. The service area is bounded on the east by the San Francisco Bay, and on the west by the coastal hills. See figure 1-2, below.

The District provides collection wastewater services Fairfax, San Anselmo, Ross, Larkspur, Bon Air, Sleepy Hollow, Kentfield, Kent Woodlands, Oak Manor and Greenbrae, with an approximate population of 47,712.

The District's collection system consists of 199 miles of gravity mains, 7 miles of force mains, 19 pump stations and 31 siphons. The system does not include storm water Diversion Structures. Laterals, both lower and upper, and the connection fitting to the sewer main, are owned and maintained by the individual private property owners.

There are a total of 15,451 lateral connections to the system. Connection Classification is as follows:

Classification	Number or % of Connections
Residential	14,676 (94.98%)
Commercial and Institutional	775 (5.02%)

Table 1-1 – District sewer connection flow classifications and connections data

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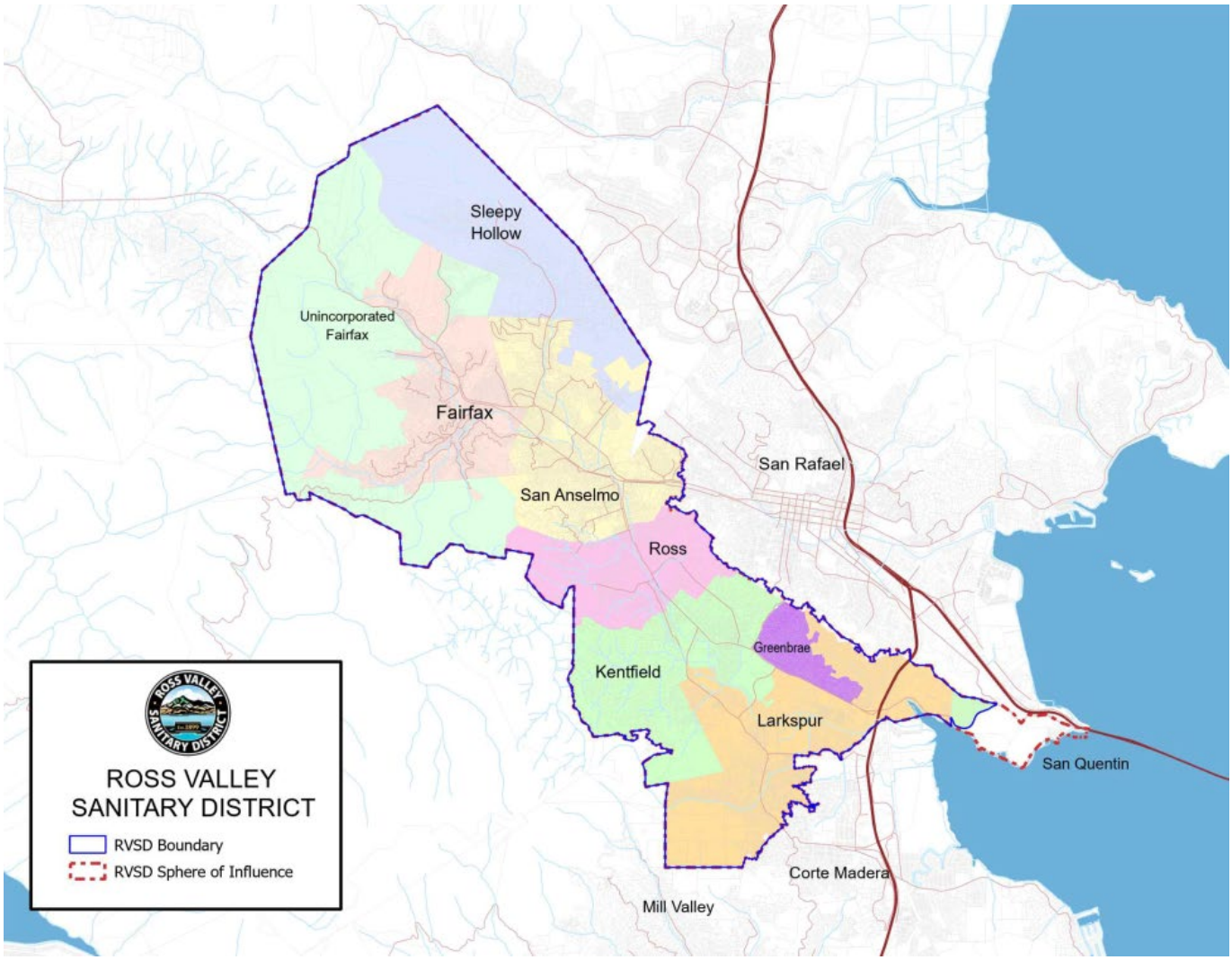


Figure 1-2 – District Vicinity Map and Service Area

The District manages system assets utilizing Innovyze® InfoAsset Manager™ for work orders and ArcGIS Enterprise for asset data.

The District service area includes several unique operational challenges.

The installation of the collection system began in 1899, so portions of it were not installed to current industry design standards. The District has 32,000-feet ($225^{+/-}$segments) of 4-inch gravity mains, of which a large amount is cast iron pipe. Sixty-six percent of the system's pipe is less than or equal to 6-inch diameter.

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These small diameter pipes are more susceptible to blockages, more difficult to maintain and more difficult to rehabilitate using current methods and technologies, especially trenchless options.

Thirty-three percent of the collection system is located on private property, which creates access issues for maintenance activities. All routine work requires advanced communication and coordination with property owners, which can sometimes take weeks to accomplish. Through its easement initiative the District is continuously making efforts to obtain contact information from property owners to mitigate this challenge, including a user-friendly interface on the District's website under "Customer Service" and "Sewer Utility Easements", as well as periodic outreach to those parcels. The hydro and CCTV units, in some cases, must be set up a good distance from the manhole and field staff must physically pull the equipment (camera & cable and nozzle & hose) to the manhole. Everything needed to perform repair work must be hauled in and out by hand. These circumstances do not prevent the District from completing these tasks, but it does take considerably more time and resources to complete.

There is a 1500-foot section of sewer pipe in the Boardwalk area in Larkspur that is located within a marsh and is not accessible with vehicles and equipment. Maintenance activities require additional staff. CCTV inspections are performed with push cameras, inspecting small sections at a time. Cleaning efforts require remote set up with the vehicles and equipment and manual efforts by field staff to complete tasks. Laterals connected to these pipes are susceptible to Lateral Blowback, which inhibits cleaning efforts, requiring more time to complete tasks. In addition, the marsh creates an unstable bedding for the pipes, which makes repair work a challenge.

Many of the public streets and roads within the service area are extremely narrow with tight turns that makes it difficult to navigate vehicles, even if there are no parked cars along the sides. This creates a challenge for scheduled activities and can inhibit emergency response activities.

System-wide the District has identified approximately 120 parcels that will experience lateral blowback during hydro-cleaning operations and an additional $150^{+/-}$ properties where the resident requires advanced notice of maintenance activities. These two circumstances significantly impact the time and effort required to complete maintenance tasks.

The District continuously strives to properly manage the collection system while maintaining its good standing with the residents and business owners within the communities served.

The District maintains up to date system maps. See Element 4.1 - Updated Map of Sanitary Sewer System maps for more detail.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Are asset statistics periodically reviewed and updated as necessary?
- Are omissions or errors addressed in a timely manner?
- Are system maps up to date?

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IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party			
			GM	OMM	OMS	ENG
1.3.1	Review District-owned asset statistics and element description; update as necessary	At the beginning of the audit cycle and when significant changes have been made.		X	X	
1.3.2	Update Maps	Within 6 months of Completed Asset Modifications or Additions		X		X

RESILIENCE

Resilience is addressed for Element 1 by:

- Adhering to an SOP for collecting and managing asset data.
- Redundancy: More than one member of staff is trained and able to retrieve and manage the data.
- Implementing a QA/QC process to help ensure information is accurate.
- Using Calendar Reminders to ensure compliance deadlines are met.

APPENDIX 1 INCLUSIONS:

- None

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Specifications 5.2 – SSMP Development and Implementation

WDR REQUIREMENTS

Spec. 5.2 (pg. 18)

"To facilitate adequate local funding and management of its sanitary sewer system(s), the District shall develop and implement an updated Sewer System Management Plan. The scale and complexity of the Sewer System Management Plan, and specific elements of The SSMP, must match the size, scale, and complexity of the Enrollee's sanitary sewer system(s). The Sewer System Management Plan must address, at minimum, the required Plan elements in Attachment D (Sewer System Management Plan – Required Elements) of this General Order. To be effective, the Sewer System Management Plan must include procedures for the management, operation, and maintenance of the sanitary sewer system(s). The procedures must: (1) incorporate the prioritization of system repairs and maintenance to proactively prevent spills, and (2) address the implementation of current standard industry practices through available equipment, technologies, and strategies."

COMPLIANCE

This SSMP has been updated to meet the requirements of Order WQ 2022-0103-DWQ and addresses all required Elements and Specifications required by the Reissued WDR (Order No. 2022-0103-DWQ). The SSMP addresses management, operations and maintenance procedures specific to the District's collection system. The District maintains a proactive O&M program to operate its system and identify defects, which are then prioritized for repair, replacement, rehabilitation, or placed on modified maintenance schedules. (See Elements 4 and 8 and Specifications 5.19 of this SSMP for more detail).

The District keeps up with current industry standards, technology and best practices by subscribing and reviewing industry periodicals, networking with JPA and mutual aid agencies in Marin County, attending and presenting at industry conferences and workshops (CASA, WEF, CWEA, DKF Solutions, etc.), through training from outside providers and through a network of vendors who introduce the latest equipment and technology. The District is active in Baywork, a consortium of water and wastewater agencies in the Bay Area focused on workforce development.

The District continuously evaluates emerging practices, equipment and technologies for possible implementation to enhance operations.

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Specifications 5.7 – Allocation of Resources

WDR REQUIREMENTS

Spec. 5.7 (pg. 22)

"The Agency shall comply with the following requirements:

- *Establish and maintain a means to manage all necessary revenues and expenditures related to the sanitary sewer system; and*
- *Allocate the necessary resources to its sewer system management program for: (a) compliance with this General Order, (b) full implementation of its updated SSMP, (c) system operation, maintenance, and repair, and (d) spill responses."*

COMPLIANCE

The District maintains various revenue sources to maintain financial stability, meet its operational needs and manage all necessary expenditures for its sewer system operation. Sources of revenue include:

Sewer Service charges, collected semi-annually via the property tax bill for residential customers. Commercial and institutional customers are billed directly. This accounts for approximately 75% of all revenue. This revenue is used for collection system operations, capital projects and treatment.

The District conducts a sewer rate study every five years and adopts five-year rate schedules for sewer service charges designed to pay for anticipated operations and maintenance (O&M) and capital programs, as well as treatment costs.

Ad Valorem property tax revenue accounts for approximately 20% of revenue. This money comes without restrictions and is generally used to finance the District's Capital program, Lateral Grant and Loan program, and the Low-Income Assistance program.

Capacity Charges are collected from developers and those that connect to the system. A portion of these funds are designated for the treatment plant infrastructure while a smaller portion is for discretionary use by the District.

The District is adequately staffed and owns the necessary vehicles and equipment to properly manage the collection system.

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Provisions 6.1 - Enforcement Provisions

WDR REQUIREMENTS

Provisions 6.1 (pg. 27)

"The following enforcement provisions are based on existing federal and state regulations, laws and policies, including the federal Clean Water Act, the state Water Code and the State Water Board Enforcement Policy."

COMPLIANCE

The District is aware of the consequences for noncompliance including associated penalties for violations. The District maintains a proactive stance with full implementation of its SSMP.

Noncompliance with requirements of this General Order or discharging sewage without enrolling in this General Order constitutes a violation of the Water Code and a potential violation of the Clean Water Act and is grounds for an enforcement action by the State Water Board or the applicable Regional Water Board. Failure to comply with the notification, monitoring, inspection, entry, reporting, and recordkeeping requirements may subject the Enrollee to administrative civil liabilities of up to $10,000 a day per violation pursuant to Water Code section 13385; up to $1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. Discharging waste not in compliance with the requirements of this General Order or the Clean Water Act may subject the Enrollee to administrative civil liabilities up to $10,000 a day per violation and additional liability up to $10 per gallon of discharge not cleaned up after the first 1,000 gallons of discharge; up to $5,000 a day per violation pursuant to Water Code section 13350 or up to $20 per gallon of waste discharged; or referral to the Attorney General for judicial civil enforcement.

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Provisions 6.3 Sewer System Management Plan Availability

WDR REQUIREMENTS

Provisions 6.3

"The Enrollee's updated Sewer System Management Plan must be maintained for public inspection at the Enrollee's offices and facilities and must be available to the public through CIWQS and/or on the Enrollee's website, in accordance with section 3.8 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order."

COMPLIANCE

The District has loaded this SSMP to the CIWQS database, as required, and publishes it on its website under "Open Government" and makes it available for public review at the District offices, by appointment, during regular business hours.

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2. Organization

WDR REQUIREMENTS

Att. D-2 (pg. D-3)

"The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:

- *The name of the Legally Responsible Official as required in section 5.1 (Designation of a Legally Responsible Official) of this General Order.*
- *The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan Elements.*
- *Organizational lines of authority.*
- *Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county health officer, county environmental health agency, and State Office of emergency Services.)*

COMPLIANCE

The above items are addressed in the order below:

The District's Legally Responsible Officials (LRO) are listed below:

- Steve Moore, General Manager. 415-870-9764
- Paul Bruemmer, Operations and Maintenance Manager. 415-870-9769
- Josh Hill, Operations and Maintenance Superintendent. 415-870-9767
- Kevin Lewis, Operation and Maintenance Superintendent. 415-870-9763

All meet the requirements set forth in Specifications 5.1 of the WDR (WQ-2022 0103-DWQ).

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IMPLEMENTATION RESPONSIBILITIES

Sewer System Management Plan Elements	Responsible Position
1. SSMP Plan, Goal and Introduction	Steve Moore
1.1. Regulatory Context	Steve Moore
1.2. SSMP Update Schedule	Paul Bruemmer
1.3. Sewer System Asset Overview	Steve Moore
2. Organization	Steve Moore
3. Legal Authority	Steve Moore
4. Operations and Maintenance Program	Paul Bruemmer
4.1. Updated maps of Sanitary Sewer System	Patrick Filipelli
4.2. Preventive Operation & Maintenance	Paul Bruemmer
4.3. Training	Josh Hill
4.4. Equipment Inventory	Kevin Lewis
5. Design/Performance	Steve Moore
5.1. Updated Design Criteria & Construction Standards	Phil Benedetti
5.2. Procedures and Standards	Phil Benedetti
6. Spill Emergency Response Plan	Paul Bruemmer
7. Sewer Pipe Blockage Program	Paul Bruemmer (Lead) / Steve Moore
8. System Eval, Capacity Assurance, Capital Imp.	Steve Moore (Lead) / Phil Benedetti
8.1. System Evaluation and Condition Assessment	Steve Moore (Lead) / Phil Benedetti
8.2. Capacity Assessment and Design Criteria	Steve Moore (Lead) / Phil Benedetti
8.3. Prioritization of Corrective Action	Steve Moore (Lead) / Phil Benedetti
8.4. Capital Improvement Plan	Steve Moore (Lead) / Phil Benedetti
9. Monitoring, Measurement & Program Modifications	Patrick Filipelli (Lead) / Paul Bruemmer
10. Internal Audits	Paul Bruemmer
11. Communication Program	Steve Moore

Table 2-1 – Implementation Responsibilities

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RESPONSIBLE POSITION CONTACT INFORMATION

Responsible Position Contact Information	Phone	Email
Steve Moore	415-870-9764	smoore@rvsd.org
Paul Bruemmer	415-870-9769	pbruemmer@rvsd.org
Patrick Filipelli	415-870-9772	pfilipelli@rvsd.org
Phil Benedetti	415-870-9771	pbenedetti@rvsd.org
Josh Hill	415-870-9767	jhill@rvsd.org
Kevin Lewis	415-870-9763	klewis@rvsd.org

Table 2-2 – Responsible Position Contact Information

2.1. Organizational Lines of Authority

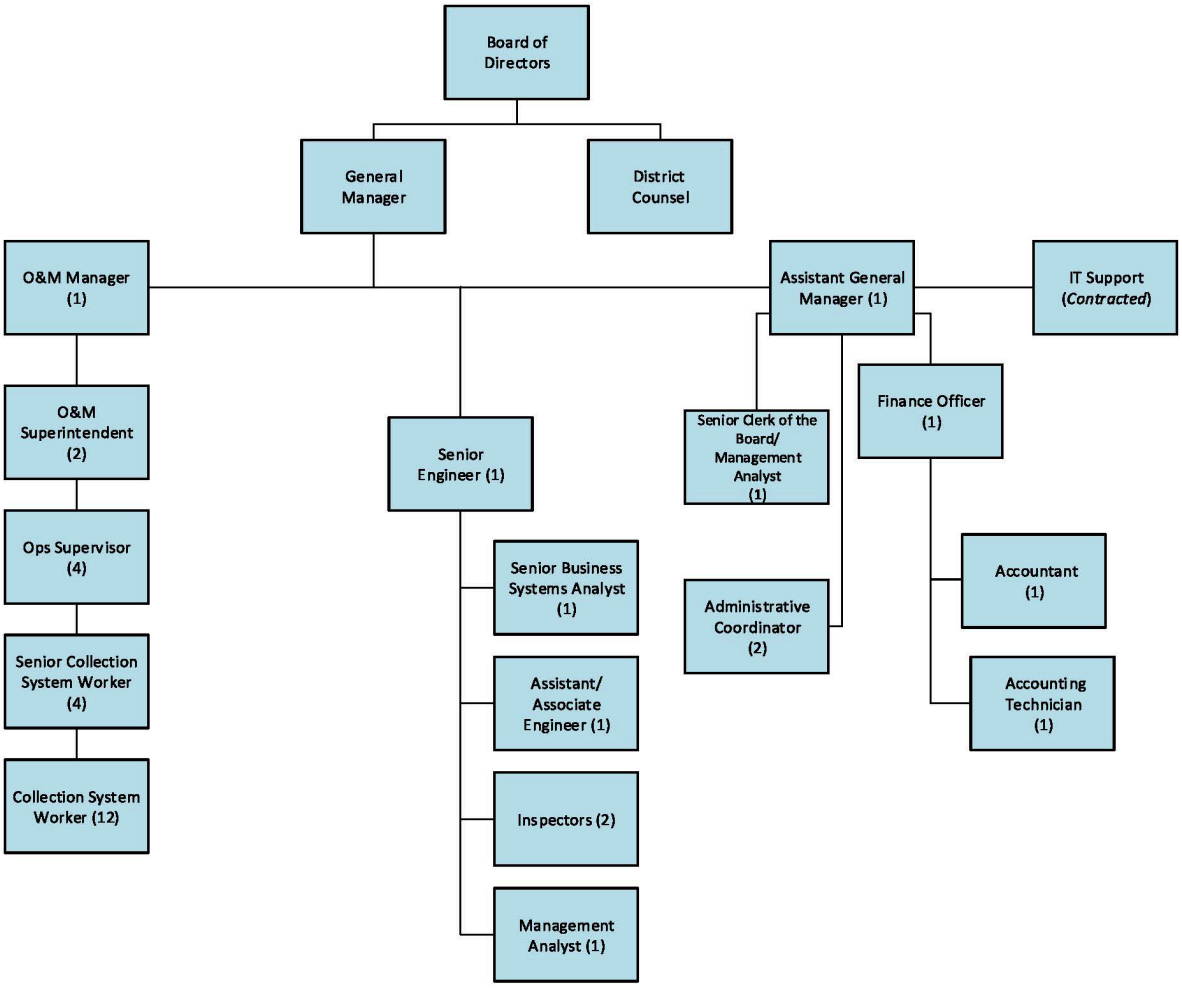


Figure 2-1 - Organization Chart

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2.2. Organizational Staffing Responsibilities

General Manager (LRO)

The position serves under the direction and supervision of the District Board of Directors. The position plans and manages the affairs of the District and directs staff in all functions and operations. The General Manager represents Board policy and programs with employees, community organizations, and the general public. The General Manager serves as the District Engineer and directs the engineering activities of the District. The position reviews all budget requests and makes recommendations to the Board on final expenditure levels; manages all labor/management activities; and performs all related work as required.

Operation and Maintenance Manager (LRO)

Under the general direction of the General Manager, the Operations and Maintenance Manager (O&M Manager) is responsible for managing the daily operations of the District wastewater collection and conveyance system, maintenance on infrastructure such as cleaning of gravity lines, operation and maintenance of pump, inspection and testing of air valve assemblies, customer service calls requiring field personnel response, of the Operations and Maintenance department.

Business Systems Analyst (Data Submitter)

Under direction, the Business Systems Analyst performs professional level work in the analysis, design, programming, testing, installation, implementation and maintenance of business applications systems, databases as well as overseeing the Computer Maintenance Management System (CMMS) and Geographic Information System (GIS).

Operation and Maintenance Superintendent (LRO)

Under the general direction of the Operations and Maintenance Manager, the Operations and Maintenance Superintendent is responsible for planning, organizing, and directing maintenance and operations activities associated with the District's wastewater collection and conveyance system, facilities, and fleet, and, as directed, for administering the safety program for all employees**.**

Operations Supervisor (Data Submitter)

Under general direction, the Operations Supervisor coordinates and supervises an assigned field crew performing inspection work on District's wastewater collection system to ensure that construction and maintenance tasks and projects are assigned, monitored, and completed; and performs related work as required.

Senior Collection System Worker (First Responder)

Under direction, performs a variety of skilled - journey level work and manual labor in the operations, maintenance, and repair of sewer lines and related mechanical, hydraulic and hand- operated equipment; and demonstrates a

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full understanding of all applicable policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

Collection System Worker I/II (First Responder)

Under general supervision of the Supervisor performs a variety of skilled - journey level work and manual labor in the operations, maintenance, and repair of sewer lines and related mechanical, hydraulic and hand-operated equipment; learns and demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

Senior Engineer (Data Submitter)

Under direction from the General Manager, the Senior Engineer plans, organizes, directs and supervises technical and professional civil engineering work including project management, construction management, design work, inspections and other engineering and technical services for the District; manages the more complex projects; and performs related work as required.

Inspector (First Responder)

Under general supervision of the Senior Engineer, the Inspector performs advanced, complex, and critical inspections and completes mapping requests. Working independently with minimal oversight, the Inspector is responsible for ensuring compliance with District regulations and codes related to repair of District infrastructure and constructions of private sewers, collection system pumping stations and related appurtenances, and for ensuring that safety measures are applied at job sites; performs other related duties as required.

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2.3. Chain of Communication for Reporting Spills

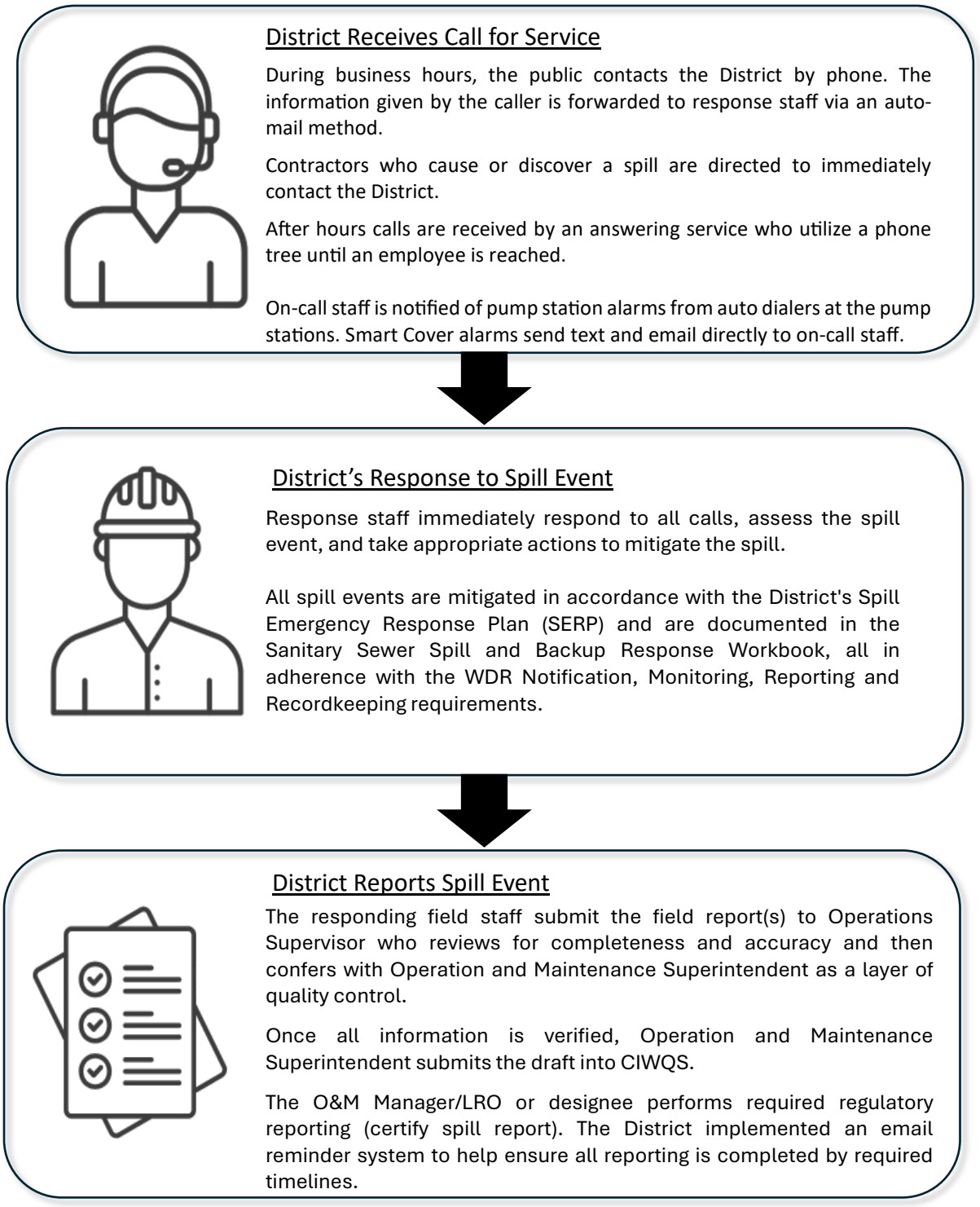


Figure 2-1 – Chain of Communication for Reporting Spills

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EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

1. Have there been any changes requiring updates to the Organizational Chart?
2. Have there been instances when a service call for a spill was not properly routed to response personnel?
3. Were all spill response activities documented and forwarded to the LRO?
4. Have there been any changes in assigned responsibilities for implementing the Sewer System Management Plan?
5. Is there a process in place to ensure all contact information remains up to date?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party			
			GM	OMM	OMS	ENG
2.1	Review names, contact information and position responsibilities. Update as necessary.	Semi-Annually		X	X	
2.2	Review Chain of Communication outcomes for all spill responses	Each Spill Event		X	X	
2.3	Review Organizational Chart for any changes. Update as necessary.	Semi-Annually	X	X	X	

RESILIENCE

Resilience is addressed for Element 2 by:

- Ensuring that more than one person is capable and responsible for specific duties for Sewer System Management Plan implementation, e.g., back-up personnel.
- Designation of more than one LRO to help ensure full and continuous coverage of duties.
- Testing the phone notification system to ensure calls are received and routed to appropriate personnel.

APPENDIX 2 INCLUSIONS:

- None

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3. Legal Authority

WDR REQUIREMENTS

Att. D-3 (pg. D-4)

"The Plan must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

- *Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages.*
- *Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure.*
- *Require that sewer system components and connections be properly designed and constructed.*
- *Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee.*
- *Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and*
- *Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.*

COMPLIANCE

The above items are addressed in order below. Refer to Sanitary Code - Ordinance No. 26 - Use of Public Sewer for more detail.

a. Illicit Discharges - The District's Sanitary Code Article VI, Sections 601 and 602 address prohibited discharges to the District's sanitary sewers.

b. Collaboration and Coordination with Storm Drain Agencies – The District serves 6 different jurisdictions, each responsible for the storm drain systems, each fully allow the District to operate within their systems. All storm drain maps are available to the District through the ArcGIS mapping software which incorporated Marin Maps data from storm drain agencies. Historically, the District has responded to spill events that impacted a storm drain system by accessing and cleaning the system and then notify the owner of the event. The District is pursuing more formal agreements with storm drain owners to better comply with this requirement.

c. Proper Design – Sanitary Code, Article V, Public Sewer Construction include the rules and regulations of the District with respect to the construction of sanitary sewerage facilities. The District's Standard-Specifications-and-Drawings provides the specific details for the design and installation of sewer system components and connections.

d. Access to Laterals. This requirement does not apply to the District, as the laterals, upper and lower, and the connection fitting to the District's gravity main are privately owned. The District does have

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the authority to access the lateral for inspections and right of entry authority for necessary District activities. See Ordinance-100, , Sections 7 through 13.

e. Enforce Violations – Sanitary Code, Article VIII, Section 801 provides the District the legal authority to enforce violations of the Sanitary Code and other ordinances, rules or regulations of the District.

f. Easement Accessibility - Sewer easements provide the District the legal right of use and access to any of its facilities, equipment or assets that are located on private property in order to maintain the sewer system. Sewer easements are either explicitly recorded as encumbrances on private property or prescriptive easements. Legal right of access applies in both cases. Ordinance-100, Section 8 addresses right of entry by the District.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

1. Are the District ordinances and standards adequate for fulfilling the Sewer System Management Plan legal requirements?
2. Does the District have a process in place for periodic review and evaluation of ordinances?
3. Have there been instances when the code or ordinance did not address a need or circumstance?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party			
			GM	OMM	OMS	ENG
3.1	Review Ordinance to confirm all documents provide necessary required legal authority.	Once per 6-year SSMP Update Cycle	X	X		
3.2	Confer with storm drain owners to ensure current practices and contact information are up to date.	Annually			X	
3.3	Monitor and Document occasions when ordinance(s) failed to address issues as intended.	Continuously	X	X	X	X

RESILIENCE

Resilience is addressed for Element 3 by:

- Keeping abreast of industry trends and local ordinances that may affect operations.

APPENDIX 3 INCLUSIONS:

- None

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4. Operation and Maintenance Program

The Plan must include the items listed below that are appropriate and applicable to the Enrollee's system.

4.1. Updated Map of Sewer System

WDR REQUIREMENTS

Att. D-4 (pg. D-4)

"An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries."

COMPLIANCE

The District maintains a GIS system and Computerized Maintenance Management System (CMMS) that uses the InfoAsset program for mapping and work orders. Maps include manholes, rodholes and other nodes with identifying number, pipe diameters and materials, pump stations, force mains, valve boxes, street names, and parcel addresses with linked lateral cards where available. Storm drain maps, provided by Marin Map for all jurisdictions served by the District, are overlayed on the District's GIS maps.

The District has a procedure for field staff to provide suggested revisions to the system maps. Corrections are made to maps in the GIS system by Engineering staff when edits are provide by the field staff. The District employes a quality assurance process to verify and approve suggested changes.

Upon acceptance by the District of all new and dedicated infrastructure, record drawings are provided to the District for inclusion in the GIS and sewer maps. Changes or additions to infrastructure as a result of capital improvement projects are also reflected in map updates.

Upon request, the District will provide State and Regional Water Board staff a link to system maps. In addition, system maps are available via the Customer Service tab, Sewer Utility Easement web page, Parcel Search Map.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Were all map updates completed in a timely manner?
- Are all staff trained in the procedure for providing map update information?
- Are newly installed sewer assets incorporated into the system maps?
- Are there terrain features or assets that should be incorporated in future map updates (e.g. exposed pipe, siphons, ARVs, surface water, etc.)

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IMPLEMENTATION PLAN/SCHEDULE

No	Plan	Schedule	Responsible Party			
			GM	OMM	OMS	ENG
4.1.1	Review map update procedures with all affected staff.	Annually		X	X	
4.1.2	Review/ensure all newly installed facilities have been updated and included in the system maps	Annually	X	X	X	X

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4.2. Preventive Operation and Maintenance Activities

WDR REQUIREMENTS

Att. D-4 (pgs. D-4/D-5)

A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors. The scheduling system must include:

- *Inspection and maintenance activities.*
- *Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems.*
- *Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.*

The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

COMPLIANCE

The purpose of a work order system is to program and track all required inspection and maintenance activities within the collection system to help proactively prevent blockages/operational problems and spills. District uses the Innovyze® InfoAsset Manager™ Computerized Maintenance Management System (CMMS), which allows the District to make informed decisions regarding its assets and infrastructure by using the collected data from field work orders and documented inspections. This is linked to Esri ArcGIS (geographic information system) which allows for geospatial work planning and prioritization in a constantly-updated sewer system map.

The District's CMMS maintains historical data for all maintenance activities and provides a basis for critical analysis and data-driven planning and decision-making today and into the future. This allows for prioritizing and planning routine activities such as CCTV inspections, line cleaning, repair, and pump station maintenance activities.

In addition, the CMMS is used to plan and schedule higher-frequency inspection and maintenance activities such as Hot Spot cleaning and root control activities. Work orders are initiated by staff, rather than the automated approach through the CMMS. This is done to help ensure advanced notice is provided to customers of pending work that might impact them. The District maintains a Flushing Map in ArcGIS that

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tracks the progress of cleaning crews and serves as a quality assurance feature to monitor for overdue line segments.

Staff utilize a supervisor review function integrated within the CMMS to notify supervisory staff of field observations in need of immediate response such as heavy roots , grease, pipeline breaks/ voids or debris such as heavy grit or rock. Emergency and other reactive activities are documented in work orders as well.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Is the District maintenance, operations, engineering work orders periodically audited for accuracy and completeness?
- Does the District monitor “open,” “overdue,” or “not yet completed” work orders to ensure completion of tasks?
- Are inspection and maintenance activities reducing the number and volume of spills?
- Is maintenance work being completed as scheduled?
- Critical issues are reported utilizing the Districts Supervisor review function within the CMMS for immediate review and response

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party			
			GM	OMM	OMS	ENG
4.2.1	Monitor “Past Due” work orders to ensure critical work is being completed	Quarterly		X	X	
4.2.2	Review scheduled PMs to ensure the prescribed schedule remains appropriate.	Annually		X	X	

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4.3. Training

WDR REQUIREMENTS

Att. D-4 (pg. D-5)

In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:

- *The requirements of this General Order.*
- *The Enrollee's Spill Emergency Response Plan procedures and practice drills.*
- *Skilled estimation of spill volume for field operators; and*
- *Electronic CIWQS reporting procedures for staff submitting data.*

COMPLIANCE

The District's training program covers several areas involving or associated with wastewater collection systems and serves to develop and maintain highly qualified, knowledgeable, and capable staff. This training is provided through a variety of modes (self-study, seminars, conferences, on-the-job, etc.) and begins from the first day on the job and continues regularly thereafter. Standard Operating Procedures (SOPs) provide the basis for much of the District training.

Staff involved in responding to customer service calls, including sewage spills, receive annual training on the District's Spill Emergency Response Plan. This training is part classroom and part hands-on exercises and scenario-based drills for responding to spill events and includes containment, restoring flow, spill volume, volume recovered, and spill start time estimations, clean up and completing the spill event data collection forms. Training is provided by in-house supervisory staff that have been qualified to provide overflow training.

Data Submitters and Legally Responsible officials will receive additional training from an external training resource. This training involves classroom and practical/scenario-based training. Both actual and hypothetical overflow scenarios are used to provide participants a wide variety of overflow scenarios.

The District requires contractors working on its wastewater collection system to have been trained on the District's Spill Response Requirements for Contractors form. This includes:

- Immediately notify the District of any sewage spill they encounter.
- Make attempts to contain and recover the spill.
- Cordon off the area to keep the public safe.
- Provide video and photo Documentation
- Remain onsite until District staff arrives and relieves them.

These procedures shall be discussed regularly, and especially at the pre-construction conference at the start of a project.

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EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Has all training been completed as scheduled?
- Have records of training and attendance been documented and maintained?
- Have all staff demonstrated ability and knowledge after each training event?
- Have contractors received, at a minimum, direction for reporting and responding to spills.

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party			
			GM	OMM	OMS	ENG
4.3.1	Review training documentation to ensure all staff have received required training	Quarterly		X	X	
4.3.2	Review agreements with contractors and/or Pre-Job meeting minutes to ensure contract personnel have received instruction for responding to sewage spills	Each Contract		X	X	X

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4.4. Equipment Inventory

WDR REQUIREMENTS

Att. D-4 (pg. D-5)

An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

COMPLIANCE

The District has equipment available for regular maintenance and repairs, and to respond to spill events. The list of the District's equipment and spare parts is maintained and periodically updated in the asset management system and includes storage location, spare parts deemed as "critical," and quantities of each item. This is available to staff in the field. In addition, the District has a list of contractors that can be contacted during a spill event to provide a variety of services including private residence cleaning, force main and pipeline repairs, welding, diesel fuel, and tank trucks.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Have inventory lists been audited as scheduled?
- Have any inventory deficiencies or omissions been discovered and rectified?
- Has the District experienced any equipment failure that inhibited a spill response?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party			
			GM	OMM	OMS	ENG
4.4.1	Audit inventory lists to ensure stock is adequate	Annually		X	X	
4.4.2	Check with vendors to ensure critical parts lead times are as expected.	Annually		X	X	
4.2.3	Ensure contracts with emergency support services are current	Annually			X	

RESILIENCE

Resilience is addressed for Element 4 by:

- Developing an SOP for updating maps when errors are discovered.
- Developing and using forms (paper or electronic) for data collection to help ensure all pertinent information is consistently collected.
- Periodically evaluating inspection cycle intervals to help ensure they are optimized.

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- Requiring staff to demonstrate ability and/or knowledge for all training activities.
- Monitoring equipment and critical spare parts usage for and trends.
- Performing periodic audits of the Vehicle and Equipment Inventory List.

APPENDIX 4 INCLUSIONS:

- None

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Specifications 5.19 - Operations and Maintenance

WDR REQUIREMENTS

Spec. 5.19 (pg. 27)

To prevent discharges to the environment, the Enrollee shall maintain in good working order, and operate as designed, any facility or treatment and control system designed to contain sewage and convey it to a treatment plant.

COMPLIANCE

Gravity Main Cleaning - The District uses a targeted approach and cleans the majority of the sewer system approximately every 1 to 8 years and cleans specific portions of the system with known problems on a more frequent basis. The District cleans mainline sewer pipe segments in its wastewater collection system using in-house staff. In addition to the CMMS, District staff utilize ArcGIS based mapping system (pipe clean dashboard) to track staff progress of scheduled line cleaning. The mapping system tracks the number of lines completed the previous day, alerts for overdue lines, alerts for lines without a line cleaning schedule, and completed CIP work for assessment and cleaning frequency reschedule. Hot Spot lines are targeted for cleaning on a preventive maintenance schedule on a 3- or 6-month schedule, depending upon the history of the individual line segment.

As of May 2025, approximately 5% of the pipeline asset inventory was on a six-month preventive maintenance schedule. Mainline cleaning is performed by dedicated maintenance crews. Lines are placed in the high frequency cleaning (HFC) category if they have a history of heavy grease or root accumulation, have a history of spills, or are deemed to present a high risk of a spill based on condition assessment or cleaning results. Extra attention is given to small diameter (4" and 6") pipes, which are more prone to blockages from roots, FOG, wipes and debris.

An important aspect of the District's sewer cleaning program is the recording of cleaning results for each manhole-to-manhole pipe segment. The results provide a basis for the Operations and Maintenance Manager to modify the frequency or method of cleaning for that pipe segment to reflect current field conditions. Follow-up video inspections and/or repairs are requested as needed by the Operations and Maintenance Manager to evaluate pipe performance and the (possible) need to adjust the cleaning interval, improve the quality of cleaning and for training of District employees. A review of this data in 2024, and follow-up management actions, was the HFC line reduction initiative that reduced the six-month lines from 400 to 295 sewer mains.

The District monitors technology changes in sewer cleaning tools to identify potential additions to the standard array of tools available to District cleaning crews.

The District implements a QA/QC program. In this program, Operations Supervisors provide feedback to cleaning crews to support modification of cleaning processes, practices, techniques, and tool use to improve line cleaning quality. Feedback is generally provided in staff meetings and in one-on-one meetings with employees.

Pump Stations – The District includes nineteen (19) pump stations. All major pump stations (PS-10 through 15, which pump directly to CMSA) are checked a minimum of twice per week as well as all minor pump stations or lift stations (PS-20 through 37, which pump to short force mains (pump stations) or gravity sewers (lift stations)). Condition assessments were performed in 2013 and 2021 as part of the District's

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Infrastructure Asset Management Plan (IAMP). By 2025, capital projects were completed at 4 major pump stations and 6 minor pump or lift stations based on recommendations of the IAMP.

Force Mains - Limited force main assessments were conducted as part of the IAMP. The evaluation focused on force mains comprised of welded steel or reinforced concrete cylinder pipe with significant length and flow. The force main pipes that were not assessed are relatively new, comprised of HDPE or PVC pipe, or receive flow from small pump and lift stations. The evaluation reviewed approximately 42 percent of the District's force mains by length, and 100 percent of the originally installed force main pipelines greater than 10 inches in diameter. The major force mains (FM-1, FM-2, FM-13, FM-14 and FM-33) were assessed in the 2021 IAMP update and found to have no notable defects.

Condition Assessment - The District dedicates one crew to the pipeline CCTV inspection program. The District's mainline sewer condition assessment program includes CCTV inspection of main line pipes to determine their condition and to identify cleaning issues. The CCTV inspection crew progresses through the system in an organized manner with the goal of inspecting the system on prescribed, performance-based intervals. Generally, pipes are inspected on a 12-year interval, Grade 4 structural defects on an 8 year cycle, Grade 5 structural defects every 5 years, pipes in the root foaming program are inspected after 6 months, in house Post repair pipes within 1 year and CIP post as completed/needed. When assessing for structural conditions, cleaning is performed prior to inspection to improve visibility, helping to ensure detection of the smallest defects. When assessing for maintenance defects, cleaning is not performed prior to cleaning so the full extent of the conditions can be observed. The District utilizes the National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification Program (PACP), to grade all defects discovered.

The District also follows up all sewer spills with video inspections. If a spill resulted from a gravity main structural defect, in most cases, depending upon the video results, repairs or replacements are generally made within one month after the spill (and follow-up investigation thereof) to prevent the defect in question from leading to a second spill.

Manhole Inspections - The District has limited information on the condition of manholes and other structures and typically collects this information during the CCTV inspection work using visual inspection methods. Crew members are developing a simplified manhole inspection form that incorporates relevant aspects of the Manhole Assessment and Certification Program (MACP) approach. The District most commonly assesses the condition of the manholes and other structures using District field crews and visual inspection methods during its system-wide sewer cleaning.

Easement Maintenance – The District performs pre-emptive easement clearing prior to maintenance activities to help ensure safety of staff and adequate access.

Creek Crossings – The District has identified over 300 gravity main creek crossings and inspects each on a two-year interval. The inspection includes a visual site inspection and a CCTV inspection of the pipes. This allows the District to address any issues in a pre-emptive manner, reducing the likelihood of a failure.

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5. Design and Performance Provisions

5.1. Updated Design Criteria/Construction Standards/Specifications

WDR REQUIREMENTS

Att. D-1.1 (pg. D-5)

Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria.

COMPLIANCE

The District maintains Standard Specifications, Drawings and Approved Materials (Standards), last updated in 2020.

Criteria for the design of new sewer lines, manholes and private laterals and cleanouts are detailed in Section 4 of the District's Standards. Criteria include design flows, pipe materials, minimum pipe sizes and slopes, pipe depths and clearance with other utilities, and required fittings.

Detailed technical requirements for pipe materials and appurtenances are included in the Technical Specifications (TS), Division 15 of the Standards. Also included are criteria for the construction of new sewer lines and force mains. This information includes trench widths, pipe jointing, connections to existing systems, and trenchless installations.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Is plan checking QA/QC processes helping to ensure adherence to the standards?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party			
			GM	OMM	OMS	ENG
5.1.1	Ensure all project plans are approved in accordance with the District's Standard Specifications and Details.	Each Project	X			X
5.1.2	Verify design standards are adequate and consistent with current standards of practice.	2025	X			X
5.1.3	Verify hydraulic model previously completed is adequate and consistent with current standards of practice	2030	X			X

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5.2. Procedures and Standards

WDR REQUIREMENTS

Att. D-1.1 (pg. D-5)

Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.

COMPLIANCE

Requirements for the preparation, submittal, and approval of plans and specifications are described in Section 5 of the District's Standards. All new construction plans are required to be prepared by a registered civil engineer and submitted to the District for review and approval prior to Board approval and permit issuance. The District has two full time inspectors and also uses outside contract forces to monitor the construction of CIP projects and customer's service installations to ensure compliance with the District's specifications. All District and private projects must be tested according to the requirements outlined in the specifications prior to consideration for District acceptance. In addition, record drawings of all final project elements must be submitted and approved by District staff prior to final acceptance of any project on District infrastructure.

Criteria for testing and inspecting of new and rehabilitated sewers and force mains are detailed in TS Division 2 of the District's Standards. This section describes water tests, air tests, infiltration tests, deflection tests, cleaning and television inspection.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Were any design or installation deficiencies found during warranty inspections?
- Are deviations from standard procedures and/or specs, testing, etc., justified and documented?
- Does the District stay abreast of industry design standards and technical advances in the industry?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party			
			GM	OMM	OMS	ENG
5.2.1	Verify inspection procedures are adequate and consistent with current standards of practice	2025	X			x

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RESILIENCE

Resilience is addressed for Element 5 by:

- Staying abreast of industry trends and standards.
- Performing warranty inspections of newly installed or repaired assets to evaluate design and installation practices.
- Evaluating as-built changes for trends and areas for design and performance improvements.

APPENDIX 5 INCLUSIONS:

- None

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6. Spill Emergency Response Plan

WDR REQUIREMENTS

Att. D-1.1 (pg. D-6)

The Plan must include an up-to-date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:

- *Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;*
- *Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;*
- *Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;*
- *Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;*
- *Address emergency system operations, traffic control and other necessary response activities;*
- *Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;*
- *Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;*
- *Remove sewage from the drainage conveyance system;*
- *Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;*
- *Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;*
- *Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;*
- *Conduct post-spill assessments of spill response activities;*
- *Document and report spill events as required in this General Order; and*
- *Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.*

COMPLIANCE

The District's Spill Emergency Response Plan (SERP) is a stand-alone document that contains all the key elements necessary for an appropriate Spill response: notification, emergency incident response, reporting, and impact mitigation. The SERP, prepared by DKF Solutions Group, meets the requirements of the State Water Resources Control Board's reissued Waste Discharge Requirements (Order WQ-2022-0103-DWQ), which became effective on June 5, 2023. Initial training has been provided to affected staff and refresher training is conducted annually.

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EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Have staff spill response efforts helped to prevent the discharge of sewage to surface waters?
- Do post-spill assessments indicate staff are following the procedures outlined in the SERP?
- Is SERP training effective and trainees demonstrating adequate knowledge and abilities?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party			
			GM	OMM	OMS	ENG
6.1	Perform SERP training including practice drills.	Annually		X	X	
6.2	Review Post Spill Assessments to ensure adherence and to indemnify any trends that should be addressed	Annually		X	X	

RESILIENCE

Resilience is addressed for Element 6 by:

- Multiple staff are trained to respond to spill events
- Post-spill assessments are conducted to evaluate staff adherence to the SERP and to identify areas for improvement.
- Data collection forms direct staff to collect all the required data to be submitted to CIWQS and are designed as a guide to a proper spill event response.
- The District employees several different spill volume estimation methods to account for different circumstances.

APPENDIX 6 INCLUSIONS:

- None

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7. Sewer Pipe Blockage Program

WDR REQUIREMENTS

Att. D-7 (pg. D-7)

The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed. The procedures must include, at minimum:

- *An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;*
- *A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;*
- *The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages.*
- *Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping and reporting requirements;*
- *Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;*
- *An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and*
- *Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.*

COMPLIANCE

The Central Marin Sanitation Agency (CMSA) implements the FOG source control program by contract, which includes regional FOG public education outreach program. See CMSA FOG Control Program Agreement for details.

In addition to this, the District public outreach efforts, which are more targeted, include messaging in the General Manager's monthly bulletin, which is distributed on the social media platform, Nextdoor, advertisements about FOG, wipes, drugs and spill reporting on cable TV, a presence on YouTube, door hangers for FOG, other blockages, easements, and latex glove disposal. The District displays banners in strategic and high traffic areas at its pump stations with messages such as "Fight FOG," and "Don't Flush Wipes."

The District utilizes root foaming as a small part of its sewer pipe blockage control plan, targeting lines that have historical CCTV data of heavy roots and are difficult to access for mechanical root control. Staff observations of debris capture from line cleaning also contributes to the root foaming work as it gives key indicators into the root mass loading within the pipe, this gives indication of the need for pipe assessment using CCTV for scheduling root abatement.

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The district utilizes the supervisor review function integrated within the CMMS to notify supervisory staff via email of field observations in need of immediate response such as heavy roots, grease, pipeline breaks/ voids or debris such as heavy grit or rock.

The District implements a Lateral Enforcement Program through its Private Sewer Lateral Ordinance (Ordinance 100, Notice of Defective Lateral) to send notices to owners with defective lateral connections and lateral root infiltration into the public sewer mains. Voluntary actions by private property owners to repair these defects provides the district with remediation required to keep roots, dirt, rock, broken pipe, and vermin from entering the system and creating a blockage.

The District maintains a variety of information on the District's website to engage the public in preventing sewer blockages.

- *Wipes Clog Pipes*
- *Fats, Oils & Grease*
- *Don't Flush Gloves*
- *Don't Flush Meds and Hazardous Waste*
- *Sewer Pipe Maintenance and Sump Pumps*
- *Sewer Utility Easements*
- *For Sewer Spills Call Us First*
- *Sewer Lateral Repairs and Grant and Loan Program*

Pipe blocking substances collected during maintenance activities are disposed of at the CMSA treatment plant, daily or as needed. CMSA currently accepts grease hauled from restaurant grease traps within their service area.

The District's Sanitary Code, Ordinance No. 26 - Use of Public Sewer provides the following legal authority:

- Prohibit discharges to the collection system
  - Article VI, Sections 601, 602
- Require grease removal devices and proper maintenance of the devices for FOG producing facilities.
  - Article VI, Sections 603, 604
- Inspect grease producing facilities
  - Article II, Section 210

The District has identified areas within the collection system that are subject to grease build up and mitigates these circumstances by employing a high-frequency cleaning program to manage the grease and maintain flows.

The District has approximately 85 Food Service Establishments (FSEs). As stated previously, CMSA implements the source control program within the District's service area. The District receives monthly reports of inspections, finding and enforcement actions, if any. Upon discovery of excessive grease in the

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system, District staff utilizing the supervisor review function notify supervisory staff who communicates and coordinates with CMSA for investigation and resolution.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Have there been any blockages/spills from any identified problem area?
- Is the District receiving feedback on public outreach efforts?
- Is the debris and other sewage solids collected during cleaning activities being disposed of appropriately?
- Have there been spills due to excessive fats, oil, grease, roots, or non-dispersible wipes discovered in the sewer system during the audit period?
- Are there repeat offenders among FSEs?
- Are enforcement trends decreasing?
- Are Source Control and Collection staff included in the plan check process?

IMPLEMENTATION PLAN/SCHEDULE

No	Plan	Schedule	Responsible Party			
			GM	OMM	OMS	ENG
7.1	Review/evaluate enforcement and inspection findings and implement changes as necessary.	Annually		X	X	
7.2	Review spill rates and causes and make changes to maintenance programs, as necessary.	Annually		X	X	

RESILIENCE

Resilience is addressed for Element 7 by:

- Inspection of select assets directly downstream of grease producing businesses to ensure source control is effective.
- Residential FOG outreach and education program.
- Performance of regular assessments of system assets to monitor performance.
- QA/QA process for evaluating pipe cleaning effectiveness.
- Daily disposal of pipe blocking materials retrieved during maintenance activities.
- Utilization of root foaming to decrease pipe blockage
- Supervisor review function to report blockage materials immediately for source control, CCTV inspection, root control, system cleaning and debris capture.
- Sewer lateral ordinance requires repairs from owners of private sewer laterals to keep roots, dirt, rock, broken pipe from entering the system causing blockages.

APPENDIX 7 INCLUSIONS:

- None

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8. System Evaluation, Capacity Assurance, Capital Improvements

WDR REQUIREMENTS

Att. D-8 (pgs. D-7/D-8)

The Plan must include procedures and activities for:

- *Routine evaluation and assessment of system conditions.*
- *Capacity assessment and design criteria.*
- *Prioritization of corrective actions; and*
- *A capital improvement plan.*

8.1. System Evaluation and Condition Assessment

WDR REQUIREMENTS

Att. D-8 (pgs. D-7/D-8)

The Agency SSMP must include procedures to:

- *Evaluate the sanitary sewer system assets utilizing the best practices and technologies available.*
- *Identify and justify the amount (percentage) of its system for its condition to be assessed each year.*
- *Prioritize the condition assessment of system areas that:*
- *Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies.*
    - *Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas.*
    - *Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List.*
    - *Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods.*
- *Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State.*
- *Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and*
- *Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: (a) sea level rise, (b) flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; (c) wildfires; and (4) increased power disruptions.*

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COMPLIANCE

The assessment of a collection system includes every component of the District's collection system, including pipelines, appurtenances, manholes, and pump stations. It is of key importance to regularly perform asset condition assessments and a condition baseline so conditions can be monitored over time.

The District performs regular assessments of gravity mains, utilizing CCTV equipment, visual assessments of pump stations and points of discharge of force mains, and manholes. Assessments are performed in a systematic manner with standard operating procedures (SOPs) to ensure consistency and increase efficiency. All assets are routinely evaluated, helping the District understand its asset conditions to inform maintenance priority actions and thereby achieve the goal of properly maintaining the system. In addition, the District utilizes Smart Cover flow level monitoring devices to help evaluate system performance and for advanced notification of potential failures. The District is utilizing Panorama pipe scanning (3D imaging) camera technology during manhole inspections. Panoramo® is a 360 degree CCTV video (3D imaging) that uses software to render a post "video" where the reviewer has a 360 degree view.

Sewer facilities located in easements, especially those located in unimproved and difficult-to-access areas, usually require more time and effort to conduct visual inspections.

The assessment of pipeline condition is the most common condition assessment responsibility of the District. The 2021 Infrastructure Asset Management Plan (IAMP) included a pipe deterioration analysis for hundreds of gravity main defects, where specific known defects were compared over time, and this informed the Pipe Structural Reinspection and Repair (RR) Plan.

The RR Plan produced recommendations for pipe assessment as follows:

- Structural Pipe Defect rating 5 – reinspection in 4-year cycle
- Structural Pipe Defect rating 4 – reinspection in 8-year cycle
- All other pipes – reinspection in 12-year cycle
- Creek Crossings are inspected on a 2-year cycle

Based on the deterioration analysis the District can adjust the gravity main reinspection and rehabilitation process to focus on defect types that have the most potential to deteriorate and reinspect the system at longer intervals.

Most of the District's assets assessed during the IAMP update were determined to be moderate to low risk based on the various risk model calculations for each asset type. Risk assessments were performed for gravity mains, creek crossings, manholes, lift stations, and force mains. These are updated every two years with a data model run that includes new condition assessment information and incorporates capital and in-house asset replacement activities.

The District has identified assets within close proximity to surface water and have assigned a higher risk factor to these assets due to consequence of failure. Over 300 creek crossings have been identified and assigned an appropriate risk factor. See IAMP, page 15 for more detail on creek crossings. It should be noted, the District's service area experiences higher than average annual rainfall that other sewer agencies in the Marin County and the greater Bay Area. The District receives an average of 45 inches of rainfall per year at the higher elevations and 32 inches per year at the lower elevations. There are numerous seasonal and perennial waterways that traverse the service area and terminate in Corte Madera Creek, which is the

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main drainage from the District's service area to the San Francisco Bay which places many sewer facilities within proximity to surface water.

The District is not aware of any exiting of sewage from the collection system and continuously inspects and evaluates for defects such as cracks, separated joints, and infiltration. Significant findings are addressed in a timely manner through the supervisor review function in the CMMS.

Inspection and assessment activities are documented in the District's CMMS. All collected data is used for the purpose of documenting maintenance efforts, evaluating system performance, and making maintenance and corrective action decisions today and into the future.

Aside from lift station improvements recently constructed to elevate electrical equipment out of the projected sea level rise floodplain, and responding to emergencies during higher-than-predicted intensity storms, the District has determined that the collection system is not especially impacted by climate change impacts, as detailed in the WDR requirements listed above. The District maintains back-up power for its pump stations and headquarters which guard against extended power outages that may accompany climate change and wildfires. The potential for these impacts will be periodically monitored, at least every three years during the SSMP audit cycle, so the District will be in a position to anticipate possible impacts and be prepared to act, as needed.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Has the District maintained its schedule for and is data being reviewed in a timely manner?
  - CCTV Gravity Mains
  - Laterals
  - Manholes
  - Pump Stations
- Are inspection efforts discovering deficiencies in a timely manner?
- Are maintenance and inspection activities being properly documented?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party			
			GM	OMM	OMS	ENG
8.1.1	Review/evaluate enforcement and inspection findings and implement changes as necessary.	Annually		X	X	
8.1.2	Review spill rates and causes and make changes to maintenance programs, as necessary.	Annually		X	X	
8.1.3	Periodically convene to discuss any issues that may result from climate change (i.e., sea level rise, low flows from drought, historically intense rainfall and runoff, or wildfires).	Annually	X	X	X	X

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8.2. Capacity Assessment and Design Criteria

WDR REQUIREMENTS

Att. D-8 (pgs. D-7/D-8)

The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:

- *Dry-weather peak flow conditions that cause or contributes to spill events;*
- *The appropriate design storm(s) or wet weather events that causes or contributes to spill events.*
- *The capacity of key system components; and*
- *Identify the major sources that contribute to the peak flows associated with sewer spills.*

The capacity assessment must consider:

- *Data from existing system condition assessments, system inspections, system audits, spill history, and other available information.*
- *Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions.*
- *Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change.*
- *Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;*
- *Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and*
- *Necessary redundancy in pumping and storage capacities.*

COMPLIANCE

The District completed a Wastewater Collection System Capacity Evaluation in 2023 which updated hydraulic modeling efforts of 2006, 2014 and 2020. The evaluation focused on both dry and wet weather conditions and included pump station capacity and inflow and infiltration assessments. Both a 5-year design storm and a 10-year design storm are considered in this analysis. In general, the 10-year design storm provided the basis for sizing of future facilities, and the 5-year design storm provides some additional information on the frequency and likelihood of surcharge and system capacity exceedances.

As is common with collection system modeling, the RVSD hydraulic model is limited to the larger diameter gravity mains and does not include most of the smaller collection gravity mains. The wastewater hydraulic model also includes most of the lift stations and force mains, and it does contain a limited number of small diameter collection gravity mains that are necessary for evaluating hydraulic connectivity.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Number of capacity-related spills or surcharge condition during the audit period?
- Has the system responded to rain events as indicated by the hydraulic model?
- Has there been any changes to zoning designations (residential, commercial, industrial)?

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IMPLEMENTATION PLAN/SCHEDULE

No	Plan	Schedule	Responsible Party			
			GM	OMM	OMS	ENG
8.2.1	Monitor/Evaluate significant rain events to see if they exceed the design storm in the hydraulic model.	Each significant rain event	X	X	X	X
8.2.2	Identify and monitor flood-prone areas susceptible to erosion from rain events	After each significant rain event	X	X	X	X
8.2.3	Monitor flows in each basin and update the hydraulic model	Conduct flow monitoring and hydraulic modeling study approximately every eight years	X			X

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8.3. Prioritization of Corrective Action

WDR REQUIREMENTS

Att. D-8 (pgs. D-7/D-8)

The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

COMPLIANCE

The RVSD Infrastructure Asset Management Plan published in 2021 is based on a risk model and is a forward-looking, data driven management program that was used to assess current system conditions, project future performance, assign risk (likelihood of failure (70%) and consequence of failure (30%) and allow for a prioritized and predictive approach to maintaining the collection system. The risk model was updated in 2023 and is scheduled to be updated every two years, as asset risk scores change with repair and rehabilitation of the assets. These findings as well as post-spill corrective actions and condition assessment findings are prioritized in the Capital Improvement Program (CIP).

The 2023 Wastewater Collection System Capacity Evaluation is an update to the 2006 System Hydraulic Evaluation and Capacity Assurance Plan (SHECAP). Three existing capacity projects were evaluated using the 2021 recalibrated hydraulic model and prioritized based on risk of surcharging. Eight additional capacity issues were identified and will be addressed in a prioritized manner.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Has the District adhered to its system evaluation/condition assessment schedule?
- Has the District adhered to its prioritization/corrective procedures for sewer repair and capacity improvement projects?
- Have projects been completed before deficiencies caused failures?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party			
			GM	OMM	OMS	ENG
8.3.1	Utilize all available data for prioritizing corrective actions considering probability and consequences of potential spills.	Each CIP Update		X	X	X
8.3.2	Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities.	Continuously		X	X	X

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8.4. Capital Improvement Plan

WDR REQUIREMENTS

Att. D-8 (pgs. D-7/D-8)

The capital improvement plan must include the following items:

- *Project schedules include completion dates for all portions of the capital improvement program.*
- *Internal and external project funding sources for each project; and*
- *Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.*

COMPLIANCE

The RVSD rolling 10-year Capital Improvement Plan (CIP), is published every May as part of the annual budget and consists of prioritized construction projects to replace outdated system infrastructure and enhance system reliability. Sometimes projects are added to coordinate with the five local government jurisdictions and other utilities, for instance in advance of pavement moratoria. The priorities of the CIP are guided by higher risk assets identified in the IAMP and associated data model updates, as well as Operations and Maintenance (O&M) priorities and post-spill correction reports. O&M priorities include rehabilitating certain high frequency cleaning (HFC) or Hotspot lines, as well as easement lines that have difficult access requirements. Project sheets included in each annual budget describe the project schedules, funding sources, annual project budgets, completion dates, project details, applicable plans, and related projects of other agencies where applicable.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Has the District's capital improvement plan schedule been adhered to?
- Is the capital improvement plan implementing rehabilitation of the IAMP's highest risk assets?
- Is the capital improvement plan addressing O&M priorities to improve efficiency?
- Have post-spill corrective report commitments been implemented in a timely manner?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party			
			GM	OMM	OMS	ENG
8.4.1	Hold regular coordination meetings, with all parties, to help keep the projects on track and resolve issues that may arise in a timely manner.	Annually	X	X	X	X
8.4.2	For schedules that are not kept, justify and document the reason	Each Delayed Project	X			X

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RESILIENCE

Resilience is addressed for Element 7 by:

- Is there an annual review of the Capital Improvement Plan by all appropriate individuals including both Engineering and Operations?

APPENDIX 8 INCLUSIONS

- None

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9. Monitoring, Measurement, and Program Modifications

WDR REQUIREMENTS

Att. D-9 (pg. D-9)

The Agency SSMP must include an Adaptive Management section that addresses Plan implementation effectiveness and the steps for necessary Plan improvement, including:

- *Maintaining relevant information, including audit findings, to establish and prioritize appropriate SSMP activities.*
- *Monitoring the implementation and measuring the effectiveness of each element.*
- *Assessing the success of the preventive operation and maintenance activities.*
- *Updating SSMP procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and*
- *Identifying and illustrating spill trends, including spill frequency, locations, and estimated volumes.*

COMPLIANCE

The above requirements are addressed in order below:

a. The District maintains accurate and relevant inspection and maintenance records for the collection system. Much of the documentation today is maintained electronically, which allows for ease of access and analysis. The District relies on this information to make sound decisions and prioritize activities when dealing with the routine and the unexpected.

b. Monitoring of the District's SSMP focuses on each element in terms of its implementation and effectiveness. The SSMP has been designed to include key performance indicators (KPIs) for each element, which are used to measure effectiveness. In addition, implementation responsibilities are included for each element to help ensure the SSMP is being implemented as intended.

c. The District assesses the success of maintenance and operation activities by ensuring activities are being performed as expected, by monitoring actual outcomes compared to intended outcomes, as well as monitoring spill trends. As an example, gravity main cleaning crews evaluate, rate and document debris collected from the cleaning process, and if there are questions about the quality of the cleaning, push cameras are used to evaluate the effectiveness after the cleaning. This information is used to help determine optimal maintenance intervals and can be a trigger to perform targeted outreach to help prevent illicit discharges from connected buildings and educate the public.

d. The District is committed to continuous improvement and monitors and evaluates performance of work programs and SSMP elements to ensure intended outcomes are achieved while looking for areas for improvement. Although the SWRCB requires that the SSMP be updated every six years, the SSMP is considered as a dynamic document and may require updating on a more frequent basis. Routine changes to administrative information, notwithstanding, minor changes may be required to address improvements identified through the SSMP Audit or through modifications required as conditions change.

e. The District monitors spill trends, at a minimum every three years during required audits, utilizing the CMMS database, inspection records, condition assessment information, and CIWQS data. These resources are helpful in planning and programming work, and adjusting as needed, enabling the District to be adaptive and capitalize on lessons learned.

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EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Are SSMP Elements being periodically evaluated for effectiveness?
- Are work activities and spill events being documented?
- Has a plan and schedule been established to address audit findings/deficiencies from the last audit?
- Is Trend Analysis being performed on spill causes?
- Have work programs been assessed and updated as necessary?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party			
			GM	OMM	OMS	ENG
9.1	Assess work programs to ensure outcomes are as intended	Annually		X	X	
9.2	Ensure updates to work programs and the SSMP based on assessments.	As Needed		X	X	
9.3	Monitor and evaluate spill trends. Document efforts.	Annually	X	X	X	X

RESILIENCE

Resilience is addressed for Element 9 by:

- Development of key performance indicators to measure effectiveness of the Sewer System Management Plan.
- Performing periodic reviews of the Sewer System Management Plan to help ensure the plan is being properly implemented.
- Developing and adhering to a timeline to correct deficiencies found during the audit process.
- Documenting work program outputs and outcomes in the annual performance metrics report and annual capital program report.
- Periodically evaluating work programs to help ensure effectiveness.

APPENDIX 9 INCLUSIONS:

- None

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10. Internal Audits

WDR REQUIREMENTS

Att. D-10 (pg. D-10)

The Agency SSMP shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order.

COMPLIANCE

The District completed its SSMP Audit for 2021-2024 in January 2025 and will complete audits every three (3) years moving forward. The objective of the audit is to evaluate compliance, implementation and effectiveness of the SSMP.

Additionally, the SSMP includes a description of how the District will comply with the requirements of each Element. The audit review includes an evaluation to determine if compliance has been met.

Implementation is evaluated by determining if the District is executing the SSMP as stated.

Effectiveness is evaluated by using key performance indicators, which have been developed specifically for each element.

An additional evaluation is performed to comply with Specifications 5.6 addressing resilience.

Resilience indicators have been developed for each element, and they serve to demonstrate how resilience is built into the SSMP and inspection, maintenance and spill response activities.

Any deficiencies discovered through the audit process are noted and a plan and schedule to implement corrective measures are established.

EFFECTIVENESS

The Agency utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Have audits been performed as required?
- Have the audits assessed compliance, implementation, and effectiveness?
- Have deficiencies been identified?
- Has a plan and schedule to rectify the deficiencies been established?

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IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party			
			GM	OMM	OMS	ENG
10.1	Schedule audits in advance of due dates to ensure adequate time to complete. Agency has 6 months to complete the audit from the end of the audit period.	Begin end of audit period		X	X	
10.2	Ensure a plan and schedule is developed to address deficiencies.	Once the Audit is completed	X	X	X	

RESILIENCE

Resilience is addressed for Element 10 by:

- Periodically evaluate key performance indicators during the audit period to assess effectiveness and make corrections, if necessary, prior to the audit.
- Evaluate previous audit to ensure deficiencies have been rectified.
- Calendar the audit due dates and complete the audit on time.

APPENDIX 10 INCLUSIONS:

- None

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11. Communication Program

WDR REQUIREMENTS

Att. D-11 (pg. D-10)

The Plan must include procedures for the Enrollee to communicate with:

a. *The public for:*

- *Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and*
- *The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.*

b. *Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:*

- *System operation, maintenance, and capital improvement-related activities.*

COMPLIANCE

a. When the District experiences a spill, it is standard procedure to secure the affected area and keep the public away. This is generally done using barricades, cones and caution tape. Should the District experience a spill that may require closure of public areas, signs are immediately placed indicating the issue and providing contact information. Staff will remain on site to provide an additional safety factor until appropriate authorities respond and direct otherwise. In all cases, the District will follow the advice of higher authorities, such as the Marin County Environmental Health department and other regulatory authorities.

   There are opportunities for stakeholders and the public to participate and provide input into the development and update of the District SSMP. The SSMP is available for review on the District website under "Open Government" and at District offices, by appointment. The District website's Customer Service page prominently displays the District's phone number and address.

   The District governing Board must approve the updated SSMP every six years during a regular Board meeting. The agenda for these meetings are noticed to the public prior to the Board meeting and public comment opportunities are provided for each action item on the agenda.

b. The District does not have other public sewer systems connecting to its collection system.

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EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Does the District place all Sewer System Management Plan action items on the agenda for regular board meetings?
- Does the District have signage, or other means, readily available to notify the public of environmental or public risk factors related to a sewage spill?
- Does the District perform outreach to residential and commercial customers?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party			
			GM	OMM	OMS	ENG
11.1	Ensure the Board of Directors approves the SSMP per schedule	Every 6 years	X	X	X	
11.2	Ensure the SSMP is posted on the District Website and the link functions properly.	Annually	X	X	X	X
11.3	Ensure Sewage Spill Warning signs are readily available to communicate with the public when necessary	Annually		x	X	

RESILIENCE

Resilience is addressed for Element 11 by:

- Use the Sewer System Management Plan as a tool to communicate to the public how the District is managing the system.
- Maintain a consistent presence in the service area by attending community events and issuing monthly newsletters or other communications to the public, including via the internet and Cable TV.
- Use public outreach materials in vicinity of sewer system locations where blockages or spills occur to help change behaviors that led to the blockages or spills (i.e., don't flush wipes, FOG, drugs, gloves or other debris).
- Make it clear and easy for the public to contact the District.

APPENDIX 11 INCLUSIONS

- None

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LIST OF APPENDICIES

APPENDIX 1

None

APPENDIX 2

None

APPENDIX 3

None

APPENDIX 4

None

APPENDIX 5

None

APPENDIX 6

None

APPENDIX 7

None

APPENDIX 8

None

APPENDIX 9

None

APPENDIX 10

None

APPENDIX 11

None

APPENDIX 12

None

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ROSS VALLEY SANITARY DISTRICT
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STAFF REPORT

For the Meeting of June 18, 2025

June 10, 2025

To: Board of Directors

From: Phil Benedetti, P.E., Senior Engineer

Subject: **Consideration of Adopting Resolution No. 25-1669 Adopting a Mitigated Negative Declaration for the Palm/Mann/Cypress Gravity Sewer Improvements Project (#959)**

Summary

This staff report is being presented to the Board to adopt Resolution No. 25-1669 adopting a Mitigated Negative Declaration for the Palm/Mann/Cypress Gravity Sewer Improvements Project (#959).

Discussion

The Ross Valley Sanitary District (RVSD) Palm/Mann/Cypress Gravity Sewer Improvements Project (#959) (Project) entails the construction and rehabilitation, within the existing alignment, of sanitary sewer mains and related appurtenances within the unincorporated community of Kentfield in Marin County, California. The primary objective of this Project is to relieve hydraulic and structural deficiencies and reduce groundwater infiltration with aging RVSD infrastructure.

The Project includes replacement of existing pipe segments via open cut removal (45 linear feet [LF]), and pipe bursting (5,451 LF). Existing pipe segments would be replaced with new polyvinyl chloride (PVC) or high-density polyethylene (HDPE) pipes. The Project also includes construction of new sanitary sewer lines via open cut trenching (1,622 LF), construction of 17 new manholes, removal and replacement of one existing manhole, removal of four existing manholes, and abandonment of four existing manholes. Lower laterals and property line cleanouts would be replaced at all locations.

The Project site encompasses approximately 0.3 acres and the total area disturbed would be approximately 12,200 sq ft. Depths of the excavation would vary between three and 10 ft based on location. Rehabilitation of all sanitary sewer mains would occur within the existing alignment. Most pipelines either fall within public rights-of-way or designated easements running through private property. For work in backyard easements, portable equipment would be used to accommodate space restrictions and minimize impact.

Construction is expected to begin in July 2025 and is anticipated to be completed in October 2025. Work hours would generally be 8:00 a.m. to 5:00 p.m.; however, hours would be dependent on location-specific constraints. It is anticipated that the Project would require approximately 90 working days (three months) for construction.

California Environmental Quality Act (CEQA)

Pursuant to CEQA Guidelines sections 15072 and 15105, the District provided a public review period for the draft Initial Study and proposed Mitigated Negative Declaration (Draft IS/MND) that ran from May 12, 2025, through June 11, 2025, as well as a review period for state agencies through the State Clearinghouse. The District received one comment on the Project in response to the public and agency review from the California Department of Fish and Wildlife.

Based on the record before it, the District finds that (1) there is no substantial evidence that the Project, as mitigated, will have a significant effect on the environment and (2) the Final IS/MND reflects the District's independent judgment and analysis. Copies of the IS/MND have been distributed to the District Board Members and have been made available to the public on the District's website at https://www.rvsd.org/DocumentCenter/View/5139/Final-ISMND---PalmMannCypress

Recommendation

Adopt Resolution No. 25-1669 Adopting a Mitigated Negative Declaration for the Palm/Mann/Cypress Gravity Sewer Improvements Project (#959).

Attachment(s):

A) Resolution No. 25-1669
B) Final IS/MND, including Mitigation Monitoring and Reporting Plan: https://www.rvsd.org/DocumentCenter/View/5139/Final-ISMND---PalmMannCypress

RESOLUTION NO. 25-1669

RESOLUTION BY THE BOARD OF DIRECTORS OF ROSS VALLEY SANITARY DISTRICT ADOPTING THE FY PALM/MANN/CYPRESS GRAVITY SEWER IMPROVEMENTS PROJECT MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PLAN

WHEREAS, Ross Valley Sanitary District ("District") proposes the Palm/Mann/Cypress Gravity Sewer Improvements Project (#959) ("Project") to replace existing aging wastewater collection system infrastructure; and

WHEREAS, District is serving as the lead agency for the Project because it is the public agency that will carry out the Project; and

WHEREAS, pursuant to CEQA and CEQA Guidelines Section 15063, District, as the lead agency for the Project, conducted an initial evaluation of the potential effects of the Project on the environment (the "Initial Study"); and

WHEREAS, based on the Initial Study District has determined that the Project would have potentially significant or significant impacts on cultural resources; however, mitigation measures are proposed to reduce these effects to less-than-significant levels; and

WHEREAS, pursuant to CEQA Guidelines Section 15097, District has prepared a Mitigation Monitoring and Reporting Plan (MMRP) for the Project; and

WHEREAS, based on the Initial Study, District determined that there is no substantial evidence, in light of the whole record before the agency, that the Project, as mitigated, may have a significant effect on the environment; and

WHEREAS, pursuant to CEQA Guidelines Sections 15072 and 15105, District provided a public review period for the Initial Study and proposed Mitigated Negative Declaration (IS/MND) that ran from May 12, 2025, to June 11, 2025, as well as a review period for state agencies through the State Clearinghouse; and

WHEREAS, District received no comments on the Project in response to the public and agency review; and

WHEREAS, pursuant to CEQA Guidelines Section 15074, District has considered the Final IS/MND, and finds on the basis of the record before it that there is no substantial evidence that the Project, as mitigated, will have a significant effect on the environment and the Final IS/MND reflects District's independent judgment and analysis.

THEREFORE, BE IT RESOLVED that the Board of Directors of the Ross Valley Sanitary District hereby approves the Project, and approves the Final Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan prepared for the Project.

BE IT FURTHER RESOLVED that District's General Manager is hereby instructed to execute a Notice of Determination and is directed to file it promptly, in accordance with applicable law. The General Manager is also hereby authorized to obtain any permits or other permission necessary to carry out the Project.

The documents which constitute the record of proceedings upon which District's decision is based are located at District's main office at 1111 Andersen Dr, San Rafael, CA 94901, and District's General Manager is the custodian of such documents.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Ross Valley Sanitary District at a meeting thereof on the 18th day of June 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

_____
Mary Sylla
President of the Board

_____
Douglas T. Kelly
Secretary of the Board

Final IS/MND, including Mitigation Monitoring and Reporting Plan:

https://www.rvsd.org/DocumentCenter/View/5139/Final-ISMND---PalmMannCypress

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ROSS VALLEY SANITARY DISTRICT
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STAFF REPORT

For the Meeting of June 18, 2025

June 13, 2025

To: Board of Directors

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

Subject: **Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the Palm/Mann/Cypress Gravity Sewer Improvements Project (#959), with Glosage Engineering, Inc., in the Amount Not to Exceed $3,544,115**

Summary

This staff report is being presented to the Board for consideration of awarding and authorizing the General Manager, upon review and approval of Counsel, to execute the construction contract for the Palm/Mann/Cypress Gravity Sewer Improvements Project (#959) (Project). Staff recommend awarding the construction contract to the lowest responsive and responsible bidder, Glosage Engineering, Inc (Glosage) in an amount not to exceed $3,544,115.

Discussion

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

In January of 2023, a Wastewater Collections System Capacity Evaluation was prepared by West Yost that identified several capacity issues within the proposed project area using a hydraulic model that was developed as part of the 2021 IAMP. The proposed project area is upstream of Laurel Grove Ave. in Kentfield, where model storms showed some potential capacity issues during five and ten-year storm events. This project seeks to alleviate these downstream capacity issues by replacing tributary upstream mains that are known sources of I&I. This area of work was originally planned for the 2028/29 fiscal year, as part of a regular Gravity Sewer Improvement Project.

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

Given the extent of this work planned, District staff determined that the project area previously identified must be replaced prior to FDR work commencing to prevent cutting into moratorium pavement, and to avoid redundant paving rehabilitation work in this neighborhood. Therefore, this has added an element of urgency to this work and contractual deadlines have been adjusted to ensure that this work is complete prior to commencement of County paving work.

Bids were publicly noticed starting May 21, 2025, and sealed bids were opened on June 5, 2025. The Contract Documents (design plans and construction contract specifications) were available for public view on the Blueprint Express (BPXpress) public bidding website. The Notice Inviting Bids was published in the Marin IJ (the newspaper of local circulation), posted on BPXpress, and sent to Builders' Exchanges and Plan Rooms.

Five (5) sealed bids were received on June 5, 2025. The bids were reviewed per the Contract Documents and the California Public Contract Code. A Bid Review Memo from the Design Engineering Firm for the project, West Valley Construction, is provided in Attachment B, and a Bid Tabulation is provided in Exhibit 1 of this attachment. The lowest responsive and responsible bid, from Glosage Engineering, Inc., was 24.7% below the Engineer's construction cost estimate of $4.7 million. Each of the bidders and the amounts bid are shown in Table 1:

Table 1. Bid Results for Bids Opened on June 5, 2025.

Name of Bidder	Amount Bid	% Above/Below Estimate
Glosage Engineering, Inc.	$ 3,544,115	-24.7%
KJ Woods Construction, Inc.	$ 3,714,000	-21.1%
Ranger Pipelines, Inc.	$3,818,840	-18.9%
Devaney Engineering, Inc.	$4,438,895	-5.7%
Precision Engineering, Inc.	$5,412,350	14.9%

The draft construction agreement is included as Attachment C.

Fiscal Impact

There is sufficient funding to start construction of the Project in FY 2025/26. The lowest responsive and responsible bid is within the budgeted amount for the project. This budget allows for other anticipated costs such as construction management and engineering services during construction (ESDC). The lowest responsive and responsible bid is 24.7% below the engineer's estimate which was higher than the original project budget.

Recommendation

Award and authorize the General Manager, upon review and approval of Counsel, to execute the construction contract for the Palm/Mann/Cypress Gravity Sewer Improvements Project to the lowest responsive and responsible bidder, Glosage Engineering, Inc, in an amount not to exceed $3,544,115.

Attachment(s):

A) Location Maps
B) Bid Review Memo w/Bid Tabulation
C) Draft Section 00500 Construction Agreement

PROJECT #959 LOCATION MAP

HILL DR, PALM AVE, MANN DR, AND CYPRESS AVE, KENTFIELD.



Attachment B

MEMORANDUM

June 10, 2025

To: File

From: Daniel Wilkins, P.E.
Project Manager, West Valley Construction

SUBJECT: PALM/MANN/CYPRESS GRAVTY SEWER IMPROVENTS PROJECT - REVIEW OF BID DOCUMENTS FROM JUNE 5, 2025

General Background of the Project

This project is part of the annual sewer improvements program. Existing sewers to be replaced are located in Kentfield in the County of Marin. The primary goal of this project is to replace aging Ross Valley Sanitary District infrastructure and reduce inflow and infiltration into the system.

Approximately 7,100 linear feet of existing 6-inch sanitary sewers will be replaced with new polyvinyl chloride (PVC) or high-density polyethylene (HDPE) pipe by means of open trench and pipe bursting. Existing manholes will be either be protected, replaced or rehabilitated based on their condition. In addition, lower laterals will be replaced, and new sanitary sewer cleanouts will be installed at all locations.

West Valley Construction has reviewed the bids submitted for this project and have found the lowest bid by Glosage Engineering, Inc. in the amount of $3,544,115, to be responsive.

The Distinction Between Whether a Bid is Responsive and Whether a Bidder is Responsible

The determination of responsiveness generally looks solely at the bid itself, while a determination of responsibility is focused on the bidder or factors beyond the face of the bid.

A "responsive" bid is one that is in strict and full accordance with all material terms of the bid package. Any variations will place the bidder at risk of being rejected by the District as non-responsive.

A “responsible“ bidder is one who is able to perform the contract if awarded. To be considered responsible, the bidder must demonstrate the attributes of trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the public works contract.

Basis of Bid

For this project, the determination of the lowest bid is based upon Base Bid.

Review of Bid Documents

The District received five (5) bids for the above-referenced project ranging from $3,544,115 to $5,412,350. A Bid tabulation is provided in Attachment 1. The following is a summary of the results of the three lowest bids from the lowest bidder to the highest:

- **Glosage Engineering, Inc.**

Glosage Engineering, Inc. (Glosage) submitted a complete bid with a Total Base Bid of $3,544,115. Glosage submitted the lowest apparent, responsive Base Bid. District staff has verified that all of the bid forms were complete. Design Engineer, West Valley Construction, also finds the bid package is complete and recommends award to Glosage.

- **K.J. Woods Construction, Inc.**

K.J. Woods Construction, Inc. (KJW) submitted a complete bid with a Total Base Bid of $3,714,000. KJW was not the apparent low bidder. District staff has verified that all of the bid forms were complete. Design Engineer, West Valley Construction, also finds the bid package is complete.

- **Ranger Pipelines , Inc.**

Ranger Pipelines, Inc. (Ranger) submitted a complete bid with a Total Base Bid of $3,818,840. District staff has verified that all of the bid forms were complete. Design Engineer, West Valley Construction, also finds the bid package is complete.

- **Devaney Engineering, Inc.**

Devaney Engineering, Inc. (DEI) submitted a complete bid with a Total Base Bid of $4,438,895. Because DEI was not the apparent low bid, District staff has not undertaken a review to determine bid responsiveness or whether the bidder is responsible.

- **Precision Engineering, Inc.**

Precision Engineering, Inc. (PEI) submitted a complete bid with a Total Base Bid and Additive Bid of $7,413,099. Because PEI was not the apparent low bid, District staff has not undertaken a review to determine bid responsiveness or whether the bidder is responsible.

Bid Protests

The specifications provide for bid protests, as described in Section 00100, INSTRUCTIONS TO BIDDERS, ARTICLE 13 – BID PROTEST. The Specifications require bid protests to be received by 4:00 p.m. of the 5th business day following Bid opening. No bid protests were received on this project.

Recommendation:

It is recommended that the District find Glosage Engineering, Inc.'s bid responsive and find that it is a responsible bidder and award the contract to Glosage Engineering, Inc.

Exhibit(s):

1. Bid tabulation

Exhibit 1

Project #959 Bid Tab

ITEM NO	ITEM DESCRIPTION	Unit	QTY	EE (UNIT)	EE (ITEM)	Glosage Engineering, Inc.		KJ Woods Construction, Inc.		Ranger Pipelines, Inc.		Devaney Engineering, inc.		Precision Engineering, Inc.	
	Miscellaneous					UNIT	ITEM	UNIT	ITEM	UNIT	ITEM	UNIT	ITEM	UNIT	ITEM
1	Mobilization and Demobilization	LS	1	$176,400	$176,400	$168,767	$168,767	$180,000	$180,000	$100,000	$100,000	$350,000	$350,000	$750,000	$750,000
2	Traffic Control	LS	1	$105,900	$105,900	$82,500	$82,500	$60,000	$60,000	$20,000	$20,000	$150,000	$150,000	$625,000	$625,000
3	Trench Sheeting, Shoring and Bracing	LS	1	$105,900	$105,900	$87,800	$87,800	$72,000	$72,000	$50,000	$50,000	$150,000	$150,000	$625,000	$625,000
4	Overexcavation and Special Pipe Foundation(Revocable if not used)	CY	10	$100	$1,000	$50	$500	$250	$2,500	$300	$3,000	$1,000	$10,000	$500	$5,000
5	Sag Repair for HDPE SS (Revocable if not used)	LF	100	$400	$40,000	$372	$37,200	$200	$20,000	$200	$20,000	$250	$25,000	$450	$45,000
6	AC Surface Upheaval Repair (Revocable if not used)	SF	300	$15	$4,500	$1	$300	$25	$7,500	$6	$1,800	$20	$6,000	$14	$4,200
7	PCC Surface/Slab Excavation (Revocable if not used)	SF	100	$20	$2,000	$25	$2,500	$50	$5,000	$30	$3,000	$20	$2,000	$5	$500
8	Rock Excavation (Revocable if not used)	CY	15	$315	$4,725	$150	$2,250	$500	$7,500	$100	$1,500	$100	$1,500	$500	$7,500
9	Investigation/Abandonment of Sewer Laterals Found to be Inactive	EA	5	$1,200	$6,000	$3,500	$17,500	$500	$2,500	$500	$2,500	$1,500	$7,500	$500	$2,500
10	HMA Surface Restoration Including 2" Mill per Detail 1/D-	TON	250	$430	$107,500	$850	$212,500	$450	$112,500	$400	$100,000	$400	$100,000	$500	$125,000
11	Bid Allowance for District Use	LS	1	$200,000	$200,000	$200,000	$200,000	$200,000	$200,000	$200,000	$200,000	$200,000	$200,000	$200,000	$200,000
	Subtotal: Miscellaneous				$753,925		$811,817		$669,500		$501,800		$1,002,000		$2,389,700
	12. Sanitary Sewer Improvements: PP-01 to PP-04 Hill Ave														
12a	Construct New 8" SS by Open Trench	LF	1,431	$429	$614,257	$375	$536,625	$400	$572,400	$570	$815,670	$285	$407,835	$450	$643,950
12b	Pipe Burst Existing SS with New 8" SS	LF	79	$303	$23,937	$305	$24,095	$290	$22,910	$290	$22,910	$250	$19,750	$450	$35,550
12c	Construct New SSMH	EA	7	$9,383	$65,680	$10,200	$71,400	$8,000	$56,000	$9,000	$63,000	$10,000	$70,000	$10,000	$70,000
12d	Rehabilitate Existing SSMH	EA	1	$4,495	$4,495	$6,200	$6,200	$6,550	$6,550	$4,000	$4,000	$5,000	$5,000	$6,000	$6,000
12e	Remove and Replace or Construct New SSCO at Property Line	EA	9	$1,034	$9,308	$550	$4,950	$720	$6,480	$1,200	$10,800	$2,500	$22,500	$500	$4,500
12f	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 5'-10')	EA	1	$2,646	$2,646	$300	$300	$2,800	$2,800	$1,600	$1,600	$2,500	$2,500	$1,500	$1,500
12g	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 10'-15')	EA	5	$3,207	$16,034	$100	$500	$3,000	$15,000	$1,700	$8,500	$3,000	$15,000	$1,500	$7,500
12h	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 15'-20')	EA	1	$3,520	$3,520	$100	$100	$3,500	$3,500	$1,800	$1,800	$3,500	$3,500	$1,500	$1,500
12i	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 20'-25')	EA	1	$3,873	$3,873	$100	$100	$4,500	$4,500	$1,900	$1,900	$4,000	$4,000	$1,500	$1,500
12j	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length > 25')	EA	1	$4,510	$4,510	$100	$100	$8,000	$8,000	$2,000	$2,000	$5,000	$5,000	$1,500	$1,500
12k	Abandon Ex 6" S By Filling Pipe	LF	1,441	$10	$14,554	$5	$7,205	$17	$24,497	$10	$14,410	$15	$21,615	$5	$7,205
12l	Abandon Ex SSMH	EA	4	$1,636	$6,545	$1,100	$4,400	$1,000	$4,000	$1,000	$4,000	$2,000	$8,000	$2,000	$8,000
12m	Remove Ex SSMH	EA	1	$1,717	$1,717	$1,800	$1,800	$2,863	$2,863	$1,500	$1,500	$3,000	$3,000	$2,500	$2,500
12n	Abandon Ex SSLH/SSCO	EA	2	$1,172	$2,343	$500	$1,000	$500	$1,000	$500	$1,000	$1,500	$3,000	$1,500	$3,000
	Subtotal: PP-01 to PP-04				$773,419		$658,775		$730,500		$953,090		$590,700		$794,205
	13. Sanitary Sewer Improvements: PP-05 Vista Dr														
13a	Construct New 8" SS by Open Trench	LF	49	$429	$21,033	$375	$18,375	$400	$19,600	$570	$27,930	$280	$13,720	$450	$22,050
13b	Remove and Replace Ex SS with New 8" SS by Open Trench	LF	45	$429	$19,316	$375	$16,875	$400	$18,000	$570	$25,650	$280	$12,600	$450	$20,250
13c	Remove and Replace Ex SSCO with New SSMH	EA	1	$9,029	$9,029	$10,200	$10,200	$8,000	$8,000	$9,000	$9,000	$12,000	$12,000	$10,000	$10,000
13d	Remove and Replace or Construct New SSCO at Property Line	EA	2	$1,034	$2,068	$450	$900	$720	$1,440	$1,200	$2,400	$1,500	$3,000	$500	$1,000

Project #959 Bid Tab

ITEM NO	ITEM DESCRIPTION	Unit	QTY	EE (UNIT)	EE (ITEM)	Glosage Engineering, Inc.		KJ Woods Construction, Inc.		Ranger Pipelines, Inc.		Devaney Engineering, inc.		Precision Engineering, Inc.	
13e	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 5'-10')	EA	1	$2,646	$2,646	$100	$100	$2,800	$2,800	$1,600	$1,600	$2,500	$2,500	$1,500	$1,500
13f	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 15'-20')	EA	1	$3,520	$3,520	$100	$100	$3,582	$3,582	$1,800	$1,800	$3,000	$3,000	$1,500	$1,500
13g	Abandon Ex 6" S By Filling Pipe	LF	34	$10	$343	$5	$170	$17	$578	$10	$340	$3,500	$119,000	$5	$170
	Subtotal: PP-05				$57,957		$46,720		$54,000		$68,720		$165,820		$56,470
	14. Sanitary Sewer Improvements: PP-06 to PP-09 Palm Ave														
14a	Pipe Burst Existing SS with New 8" SS	LF	1,328	$303	$402,384	$233	$309,424	$290	$385,120	$290	$385,120	$250	$332,000	$300	$398,400
14b	Construct New SSMH	EA	2	$9,383	$18,766	$9,800	$19,600	$8,000	$16,000	$9,000	$18,000	$12,000	$24,000	$10,000	$20,000
14c	Remove and Replace Ex SSCO with New SSMH	EA	1	$9,029	$9,029	$10,200	$10,200	$8,000	$8,000	$9,000	$9,000	$1,500	$1,500	$10,000	$10,000
14d	Disconnect/Reconnect Sewer Lateral To Main for Pipe Bursting/Reaming	EA	42	$1,490	$62,570	$3,250	$136,500	$50	$2,100	$500	$21,000	$1,500	$63,000	$250	$10,500
14e	Remove and Replace or Construct New SSCO at Property Line	EA	43	$1,034	$44,472	$300	$12,900	$720	$30,960	$1,200	$51,600	$2,500	$107,500	$500	$21,500
14f	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 5'-10')	EA	2	$2,646	$5,292	$100	$200	$2,800	$5,600	$1,600	$3,200	$2,500	$5,000	$1,500	$3,000
14g	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 10'-15')	EA	25	$3,207	$80,169	$100	$2,500	$3,000	$75,000	$1,700	$42,500	$3,000	$75,000	$1,500	$37,500
14h	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 15'-20')	EA	12	$3,520	$42,238	$100	$1,200	$3,500	$42,000	$1,800	$21,600	$3,500	$42,000	$1,500	$18,000
14i	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 20'-25')	EA	4	$3,873	$15,493	$100	$400	$1,800	$7,200	$1,900	$7,600	$4,000	$16,000	$1,500	$6,000
14j	Remove Ex SSMH	EA	1	$1,717	$1,717	$1,000	$1,000	$2,520	$2,520	$1,500	$1,500	$3,500	$3,500	$2,500	$2,500
	Subtotal: PP-06 to PP-09				$682,131		$493,924		$574,500		$561,120		$669,500		$527,400
	15. Sanitary Sewer Improvements: PP-10 137 Poplar Ave Easement														
15a	Pipe Burst Existing SS with New 8" SS	LF	327	$303	$99,081	$238	$77,826	$250	$81,750	$290	$94,830	$250	$81,750	$300	$98,100
15b	Disconnect/Reconnect Sewer Lateral To Main for Pipe Bursting/Reaming	EA	2	$1,490	$2,980	$3,250	$6,500	$50	$100	$500	$1,000	$1,500	$3,000	$250	$500
15c	Remove and Replace or Construct New SSCO at Property Line	EA	2	$1,034	$2,068	$400	$800	$720	$1,440	$1,200	$2,400	$2,500	$5,000	$500	$1,000
15d	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 0'-5')	EA	2	$1,959	$3,919	$50	$100	$2,355	$4,710	$1,500	$3,000	$3,500	$7,000	$1,500	$3,000
	Subtotal: PP-10				$108,048		$85,226		$88,000		$101,230		$96,750		$102,600
	16. Sanitary Sewer Improvements: PP-11 to PP-15 Mann Dr/Cypress Ave														
16a	Pipe Burst Existing SS with New 8" SS	LF	1,740	$303	$527,220	$238	$414,120	$290	$504,600	$290	$504,600	$250	$435,000	$300	$522,000
16b	Construct New 8" SS by Open Trench	LF	146	$429	$62,671	$315	$45,990	$420	$61,320	$570	$83,220	$300	$43,800	$450	$65,700
16c	Construct New SSMH	EA	2	$9,383	$18,766	$10,200	$20,400	$8,000	$16,000	$9,000	$18,000	$12,000	$24,000	$10,000	$20,000
16d	Rehabilitate Existing SSMH	EA	2	$4,495	$8,989	$4,800	$9,600	$6,550	$13,100	$4,000	$8,000	$5,000	$10,000	$6,000	$12,000
16e	Disconnect/Reconnect Sewer Lateral To Main for Pipe Bursting/Reaming	EA	51	$1,490	$75,977	$3,350	$170,850	$50	$2,550	$500	$25,500	$1,500	$76,500	$250	$12,750
16f	Remove and Replace or Construct New SSCO at Property Line	EA	57	$1,034	$58,952	$300	$17,100	$720	$41,040	$1,200	$68,400	$2,500	$142,500	$500	$28,500
16g	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 0'-5')	EA	1	$1,959	$1,959	$100	$100	$2,000	$2,000	$1,500	$1,500	$2,500	$2,500	$1,500	$1,500

Project #959 Bid Tab

ITEM NO	ITEM DESCRIPTION	Unit	QTY	EE (UNIT)	EE (ITEM)	Glosage Engineering, Inc.		KJ Woods Construction, Inc.		Ranger Pipelines, Inc.		Devaney Engineering, inc.		Precision Engineering, Inc.	
16h	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 10'-15')	EA	33	$3,207	$105,823	$100	$3,300	$3,000	$99,000	$1,700	$56,100	$3,000	$99,000	$1,500	$49,500
16i	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 15'-20')	EA	18	$3,520	$63,357	$100	$1,800	$3,500	$63,000	$1,800	$32,400	$3,500	$63,000	$1,500	$27,000
16j	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 20'-25')	EA	4	$3,873	$15,493	$100	$400	$1,200	$4,800	$1,900	$7,600	$4,000	$16,000	$1,500	$6,000
16k	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length > 25')	EA	1	$4,510	$4,510	$100	$100	$1,800	$1,800	$2,000	$2,000	$5,000	$5,000	$1,500	$1,500
16l	Abandon Ex 6" S By Filling Pipe	LF	135	$10	$1,364	$7	$945	$17	$2,295	$10	$1,350	$15	$2,025	$5	$675
16m	Remove Ex SSMH	EA	1	$1,717	$1,717	$1,800	$1,800	$1,495	$1,495	$1,500	$1,500	$3,500	$3,500	$2,500	$2,500
16n	Abandon Ex SSMH	EA	1	$1,636	$1,636	$1,100	$1,100	$1,000	$1,000	$1,000	$1,000	$2,000	$2,000	$2,000	$2,000
	Subtotal: PP-11 to PP-15				$948,433		$687,605		$814,000		$811,170		$924,825		$751,625
	17. Sanitary Sewer Improvements: PP-16 25 Mann Dr Easement														
17a	Pipe Burst Existing SS with New 8" SS	LF	511	$303	$154,833	$225	$114,975	$250	$127,750	$290	$148,190	$250	$127,750	$300	$153,300
17b	Remove and Replace Ex SSCO with new HDPE SSMH	EA	2	$8,898	$17,796	$13,800	$27,600	$7,000	$14,000	$9,000	$18,000	$12,000	$24,000	$10,000	$20,000
17c	Construct PCC Top Block at SSMH	EA	2	$1,879	$3,757	$4,200	$8,400	$1,000	$2,000	$1,800	$3,600	$2,000	$4,000	$500	$1,000
17d	Disconnect/Reconnect Sewer Lateral To Main for Pipe Bursting/Reaming	EA	2	$1,490	$2,980	$4,100	$8,200	$50	$100	$500	$1,000	$3,000	$6,000	$250	$500
17e	Remove and Replace or Construct New SSCO at Property Line	EA	2	$1,034	$2,068	$400	$800	$720	$1,440	$1,200	$2,400	$2,500	$5,000	$500	$1,000
17f	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 0'-5')	EA	2	$1,959	$3,919	$100	$200	$1,605	$3,210	$1,500	$3,000	$3,000	$6,000	$1,500	$3,000
17g	Remove Ex SSCO/SSLH	EA	3	$1,162	$3,485	$750	$2,250	$500	$1,500	$500	$1,500	$1,500	$4,500	$1,500	$4,500
	Subtotal: PP-16				$188,838		$162,425		$150,000		$177,690		$177,250		$183,300
	18. Sanitary Sewer Improvements: PP-17 to PP-20 Cypress Ave														
18a	Pipe Burst Existing SS with New 8" SS	LF	1,261	$303	$382,083	$238	$300,118	$290	$365,690	$290	$365,690	$250	$315,250	$300	$378,300
18b	Construct New 8" SS by Hand Digging	LF	50	$429	$21,463	$713	$35,650	$400	$20,000	$400	$20,000	$1,000	$50,000	$350	$17,500
18c	Remove and Replace Ex SSMH	EA	1	$8,343	$8,343	$10,800	$10,800	$7,290	$7,290	$9,000	$9,000	$12,000	$12,000	$10,000	$10,000
18d	Remove and Replace Ex SSCO with new HDPE SSMH	EA	2	$8,898	$17,796	$9,000	$18,000	$6,000	$12,000	$9,000	$18,000	$12,000	$24,000	$10,000	$20,000
18e	Rehabilitate Existing SSMH	EA	2	$4,495	$8,989	$5,800	$11,600	$6,550	$13,100	$4,000	$8,000	$5,000	$10,000	$6,000	$12,000
18f	Construct PCC Top Block at SSMH	EA	2	$1,879	$3,757	$4,800	$9,600	$1,000	$2,000	$1,800	$3,600	$2,000	$4,000	$500	$1,000
18g	Disconnect/Reconnect Sewer Lateral To Main for Pipe Bursting/Reaming	EA	43	$1,490	$64,059	$3,300	$141,900	$50	$2,150	$500	$21,500	$1,500	$64,500	$250	$10,750
18h	Remove and Replace or Construct New SSCO at Property Line	EA	44	$1,034	$45,507	$300	$13,200	$720	$31,680	$1,200	$52,800	$2,500	$110,000	$500	$22,000
18i	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 0'-5')	EA	2	$1,959	$3,919	$50	$100	$1,890	$3,780	$1,500	$3,000	$2,500	$5,000	$1,500	$3,000
18j	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 10'-15')	EA	28	$3,207	$89,789	$50	$1,400	$2,400	$67,200	$1,700	$47,600	$3,000	$84,000	$1,500	$42,000
18k	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 15'-20')	EA	12	$3,520	$42,238	$50	$600	$4,000	$48,000	$1,800	$21,600	$3,500	$42,000	$1,500	$18,000
18l	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length > 25')	EA	2	$4,510	$9,019	$50	$100	$1,800	$3,600	$2,000	$4,000	$5,000	$10,000	$1,500	$3,000

Project #959 Bid Tab

ITEM NO	ITEM DESCRIPTION	Unit	QTY	EE (UNIT)	EE (ITEM)	Glosage Engineering, Inc.		KJ Woods Construction, Inc.		Ranger Pipelines, Inc.		Devaney Engineering, inc.		Precision Engineering, Inc.	
18m	Abandon Ex 6" S By Filling Pipe	LF	30	$10	$303	$15	$450	$17	$510	$10	$300	$35	$1,050	$5	$150
18n	Remove Ex SSMH	EA	2	$1,717	$3,434	$1,000	$2,000	$1,000	$2,000	$1,500	$3,000	$3,000	$6,000	$2,500	$5,000
	Subtotal: PP-17 to PP-20				$700,699		$545,518		$579,000		$578,090		$737,800		$542,700
	19. Sanitary Sewer Improvements: PP-21 25 Mann Dr Easement														
19a	Pipe Burst Existing SS with New 8" SS	LF	157	$303	$47,571	$215	$33,755	$250	$39,250	$290	$45,530	$250	$39,250	$300	$47,100
19b	Remove and Replace Ex SSCO with new HDPE SSMH	EA	1	$8,898	$8,898	$4,200	$4,200	$5,970	$5,970	$9,000	$9,000	$12,000	$12,000	$10,000	$10,000
19c	Construct PCC Top Block at SSMH	EA	1	$1,879	$1,879	$3,800	$3,800	$970	$970	$1,800	$1,800	$2,000	$2,000	$500	$500
19d	Disconnect/Reconnect Sewer Lateral To Main for Pipe Bursting/Reaming	EA	3	$1,490	$4,469	$3,000	$9,000	$50	$150	$500	$1,500	$1,500	$4,500	$250	$750
19e	Remove and Replace or Construct New SSCO at Property Line	EA	3	$1,034	$3,103	$400	$1,200	$720	$2,160	$1,200	$3,600	$2,500	$7,500	$500	$1,500
19f	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 0'-5')	EA	3	$1,959	$5,878	$50	$150	$2,000	$6,000	$1,500	$4,500	$3,000	$9,000	$1,500	$4,500
	Subtotal: PP-21				$71,798		$52,105		$54,500		$65,930		$74,250		$64,350
				SUBTOTAL	$4,281,510										
	CONTINGENCY PERCENTAGE			10%	$428,151										
	TOTAL BASE BID =				**$4,709,661**		**$3,544,115**		**$3,714,000**		**$3,818,840**		**$4,438,895**		**$5,412,350**
	%Below/Above EE						24.7%		21.1%		18.9%		5.7%		-14.9%

SECTION 00500
AGREEMENT FOR THE CONSTRUCTION OF

Palm/Mann/Cypress Gravity Sewer Improvements Project (#959)

THIS AGREEMENT, made and executed, in triplicate, this 18th day of June, 2025, between the ROSS VALLEY SANITARY DISTRICT ("District"), San Rafael, California, and GLOSAGE ENGINEERING, INC. ("Contractor").

The District and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

W I T N E S E T H:

1. That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by and under the conditions expressed in the two bonds, bearing even date with these presents, and hereunto annexed, shall do all the work and furnish all the materials necessary to construct and complete in good workmanlike and substantial manner the project entitled: **Palm/Mann/Cypress Gravity Sewer Improvements Project** in strict conformity with the Contract Documents prepared therefore, which said Contract Documents are hereby specially referred to and by said reference made a part hereof.

2. In consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the Contractor hereby agrees to complete the Work in accordance with the terms and conditions stipulated in the Contract Documents for the sum of Three Million Five Hundred Forty-Four Thousand One Hundred Fifteen Dollars ($3,544,115) computed in accordance with Contractor's accepted proposal dated June 5th, 2025, which accepted proposal is incorporated herein by reference thereto as if herein fully set forth. Compensation shall be based upon any lump sum bid items plus the unit prices stated in the Bid Schedule times the actual quantities or units of work and materials performed or furnished. The further terms, conditions, and covenants of this Agreement are set forth in the Contract Documents, each of which is by this reference made a part hereof. Payments are to be made to the Contractor in accordance with the provisions of the Contract Documents and the Technical Specifications in legally executed and regularly issued warrants of the District, drawn on the appropriate fund or funds as required by law and order of the District thereof.

3. Contractor shall provide the materials and perform the Work according to the terms and conditions herein contained and referred to, for the prices aforesaid, and District shall pay the same at the time, in the manner and upon the conditions above set forth; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.

4. The Contractor and any subcontractor performing or contracting any work shall comply with all applicable provisions of the California Labor Code for all workers, laborers and mechanics of all crafts, classifications or types, including, but necessarily limited to the following:

   (a) The Contractor shall comply with all applicable provisions of Section 1810 to 1815, inclusive, of the California Labor Code relating to working hours. The Contractor shall, as a penalty to the District, forfeit the sum of twenty-five dollars ($25) for each worker employed in the execution of the Contract by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one (1) calendar day and forty (40) hours in any one calendar week, unless such worker receives compensation for all hours worked in excess of eight (8) hours at not less than 1-1/2 times the basic rate of pay.

   (b) The Contractor and any subcontractor under him shall pay not less than the higher of the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations or the Secretary of Labor (Davis Bacon). The Contractor is hereby advised that copies of the general State and Federal prevailing rates of per diem wages and the general prevailing rate for holidays, Saturdays and Sundays and overtime work in the locality in which the work is to be performed for each craft, classification, or type of worker required to execute the Contract, are on file in the office of the District, which copies shall be made available to any interested party on request. The Contractor shall post a copy of both State and Federal prevailing rates of per diem wages at each job site.

   (c) As required by Section 1773.1 of the California Labor Code, the Contractor shall pay travel and subsistence payments to each worker needed to execute the Work, as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with this Section.

   (d) To establish such travel and subsistence payments, the representative of any craft, classification, or type of workman needed to execute the contracts shall file with the Department of Industrial Relations fully executed copies of collective bargaining agreements for the particular craft, classification or type of work involved. Such agreements shall be filed within ten (10) days after their execution and thereafter shall establish such travel and subsistence payments whenever filed thirty (30) days prior to the call for bids.

   (e) The Contractor shall comply with the provisions of Section 1775 of the California Labor Code and shall, as a penalty to the District, forfeit up to fifty dollars ($50) for each calendar day, or portion thereof, for each worker paid less than the prevailing rate of per diem wages for each craft, classification, or type of worker needed to execute the contract. The Contractor shall pay each worker an amount equal to the difference between the prevailing wage rates and the amount paid worker for each calendar day or portion thereof for which a worker was paid less than the prevailing wage rate. Contractor is required to pay all applicable penalties and back wages in

the event of violation of prevailing wage law, and Contractor and any subcontractor shall fully comply with California Labor Code Section 1775, which is incorporated by this reference as though fully set forth herein.

(f) As required under the provisions of Section 1776 of the California Labor Code, Contractor and each subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work classification, and straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. Said payroll shall be certified and shall be available for inspection at all reasonable hours at the principal office of the Contractor on the following basis:

(1) A certified copy of an employee's payroll record shall be made available for inspection or furnished to the employee or his or her authorized representative on request.

(2) A certified copy of all payroll records enumerated in Paragraph 4(f), herein, shall be made available for inspection or furnished upon request to the District, the Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards of the Department of Industrial Relations.

(3) A certified copy of all payroll records enumerated in Paragraph 4(f), herein, shall be made available upon request by the public for inspection or for copies thereof; provided, however, that a request by the public shall be made through the District, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement. If the requested payroll records have not been provided pursuant to Paragraph 4(f) herein, the requesting party shall, prior to being provided the records, reimburse the costs of preparation by the Contractor, subcontractors, and the entity through which the request was made. The public shall not be given access to the records at the principal offices of the Contractor.

The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information as the forms provided by the division.

Each Contractor shall file a certified copy of the records, enumerated in Paragraph 4(f) with the entity that requested the records within ten (10) days after receipt of a written request. Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by the District, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number. The name and address of the Contractor awarded the contract or performing the contract shall not be marked or redacted. The Contractor shall inform the District of the location of the records enumerated under Paragraph 4(f) including the street address, city and county, and shall, within five (5) working days, provide a notice of change of location and address. The Contractor shall have ten (10) days in which to comply subsequent to receipt of

written notice specifying in what respects the Contractor must comply with this Paragraph 4(f). In the event that the Contractor fails to comply within the 10-day period, he or she shall, as a penalty to the state or the District, forfeit $25.00 dollars for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, these penalties shall be withheld from progress payments then due. Responsibility for compliance with Paragraph 4(f) lies with the Contractor.

(g) The Contractor and any subcontractors shall, when they employ any person in any apprenticeable craft or trade, apply to the joint apprenticeship committee administering the apprenticeship standards of the craft or trade in the area of the construction site for a certificate approving the Contractor or subcontractor under the apprenticeship standards for the employment and training of apprentices in the area or industry affected; and shall comply with all other requirements of Section 1777.5 of the California Labor Code. The responsibility of compliance with California Labor Code Section 1777.5 during the performance of this contract rests with the Contractor. Pursuant to California Labor Code Section 1777.7, in the event the Contractor willfully fails to comply with the provisions of California Labor Code Section 1777.5, the Contractor shall be denied the right to bid on any public works contract for up to three (3) years from the date noncompliance is determined and be assessed civil penalties.

(h) In accordance with the provisions of Article 5, Chapter 1, Part 7, Division 2 (commencing with Section 1860), and Chapter 4, Part 1, Division 4 (commencing with Section 3700) of the California Labor Code, the Contractor is required to secure the payment of compensation to its employees and for that purpose obtain and keep in effect adequate Workers' Compensation Insurance. If the Contractor, in the sole discretion of the District satisfies the District of the responsibility and capacity under the applicable Workers' Compensation Laws, if any, to act as self-insurer, the Contractor may so act, and in such case, the insurance required by this paragraph need not be provided.

The Contractor is advised of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code and shall comply with such provisions and have Employer's Liability limits of $1,000,000 per accident before commencing the performance of the work of this Contract.

The Notice to Proceed with the Work under this Contract will not be issued, and the Contractor shall not commence work, until the Contractor submits written evidence that it has obtained full Workers' Compensation Insurance coverage for all persons whom it employs or may employ in carrying out the work under this Contract. This insurance shall be in accordance with the requirements of the most current and applicable state Workers' Compensation Insurance Laws. In accordance with the provisions of Section 1861 of the California Labor Code, the Contractor in signing this agreement certifies to the District as true the following statement: "I am aware of

the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract."

A subcontractor is not allowed to commence work on the project until verification of Workers' Compensation Insurance coverage has been obtained and verified by the Contractor and submitted to the District for the District's review and records.

(i) In accordance with the provisions of Section 1727 of the California Labor Code, the District, before making payment to the Contractor of money due under a contract for public works, shall withhold and retain therefrom all wages and penalties which have been forfeited pursuant to any stipulation in the contract, and the terms of Chapter 1, Part 7, Division 2 of the California Labor Code (commencing with Section 1720). But no sum shall be withheld, retained or forfeited, except from the final payment, without a full investigation by either the Division of Labor Standards Enforcement or by the District.

5. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of the instrument and the bid proposal of said Contractor, then this instrument shall control, and nothing herein contained shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

6. The Contractor agrees to provide and maintain insurance coverage, and to indemnify and save harmless the parties named and in the manner set forth in Section 00800-Article 2, **INDEMNITY AND INSURANCE**.

   The duty of Contractor to indemnify and save harmless, as set forth herein, shall include a duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify against any responsibility or liability in contravention of Section 2782 of the California Civil Code.

7. The Contractor shall diligently prosecute the work so that it shall be substantially completed within the time specified in Section 00800-1.01, **TIME ALLOWED FOR COMPLETION**.

8. Except as otherwise may be provided herein, Contractor hereby expressly guarantees for one (1) full year from the date of the Substantial Completion of the work under this Agreement and acceptance thereof by the District, to repair or replace any part of the work performed hereunder which constitutes a defect resulting from the use of inferior or defective materials, equipment or workmanship. If, within said period, any repairs or replacements in connection with the work are, in the opinion of the District, rendered necessary as the result of the use of inferior or defective materials, equipment or workmanship, Contractor agrees, upon receipt of notice from District, and without expense to District, to promptly repair or replace such material or workmanship and/or correct any and all defects therein. If Contractor, after such notice, fails to proceed promptly to comply with the terms of this guarantee, District may perform the work necessary to effectuate such correction and recover the cost thereof from the Contractor or its sureties.

In special circumstances where a particular item of work or equipment is placed in continuous service before substantial completion of the Work, the correction period for that item may start to run from an earlier date. This date shall be agreed upon by the Contractor and District on or before the date the item is placed in continuous service.

Any and all other special guarantees which may be applicable to definite parts of the work under this Agreement shall be considered as an additional guarantee and shall not reduce or limit the guarantee as provided by Contractor pursuant to this paragraph during the first year of the life of such guarantee.

9. The Contractor shall provide, on the execution of this Agreement, a good and sufficient corporate surety bond in the penal sum of one hundred percent (100%) of amount bid, which bond shall be on the form provided by the District in Section 00610, **BOND OF FAITHFUL PERFORMANCE**, and be conditioned upon the faithful performance of all Work required to be performed by the Contractor under this Agreement. Said bond shall be liable for any and all penalties and obligations which may be incurred by Contractor under this Agreement. The corporate surety bond shall be issued by a corporate surety approved by the District's counsel. The corporate surety shall be authorized to conduct business in California. At its discretion, the District may request that a certified copy of the certificate of authority of the insurer issued by the Insurance Commissioner of the State of California be submitted by the surety to the District. At its discretion, the District may also require the insurer to provide copies of its most recent annual statement and quarterly statement filed with the Department of Insurance pursuant to Article 10 (commencing with Section 900) of Chapter 1 of Part 2 of Division 1 of the Insurance Code.

10. In addition to the bond required under Paragraph 9, hereof, Contractor shall furnish a good and sufficient corporate surety bond in the penal sum of one hundred percent (100%) of amount of bid, which bond shall be on the form provided by the District in Section 00620, **PAYMENT BOND**, and conform strictly with the provisions of Chapter 7, Title 15, Part 4, Division 3, of the Civil Code of the State of California, and all amendments thereto. The corporate surety bond shall be issued by a corporate surety approved by the District's counsel. The corporate surety shall be authorized to conduct business in California. At its discretion, the District may request that a certified copy of the certificate of authority of the insurer issued by the Insurance Commissioner of the State of California be submitted by the surety to the District. At its discretion, the District may also require the insurer to provide copies of its most recent annual statement and quarterly statement filed with the Department of Insurance pursuant to Article 10 (commencing with Section 900) of Chapter 1 of Part 2 of Division 1 of the Insurance Code.

11. The Contractor may substitute securities for the amounts retained by the District to ensure performance of the Work in accordance with the provisions of Section 22300 of the Public Contract Code.

12. The Contractor shall be provided the time period specified in Section 01300-1.03, **MATERIAL AND EQUIPMENT SUBSTITUTIONS**, for submission of data substantiating a request for a substitution of an "or equal" item.

13. As required by Section 6705 of the California Labor Code and in addition thereto, whenever work under the Contract involves the excavation of any trench or trenches five feet or more in depth, the Contractor shall submit in advance of excavations, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards established by the Construction Safety Orders of the Division of Industrial Safety in Title 8, Subchapter 4, Article 6, California Code of Regulations, the plan shall be prepared by a registered civil or structural engineer employed by the Contractor, and all costs therefore shall be included in the price named in the Contract for completion of the work as set forth in the Contract Documents. Nothing in this Section shall be deemed to allow the use of a shoring, sloping, or other protective system less effective than that required by the Construction Safety Orders. Nothing in this Section shall be construed to impose tort liability on the District and the Design Consultant nor any of their agents, consultants, or employees. The District's review of the Contractor's excavation plan is only for general conformance to the California Construction Safety Orders.

    Prior to commencing any excavation, the Contractor shall designate in writing to the District the competent person(s) with the authority and responsibilities designated in the Construction Safety Orders.

14. In accordance with Section 7104 of the Public Contract Code, whenever any work involves digging trenches or other excavations that extend deeper than four feet below the surface, the provisions of Section 00700-7.02, **DIFFERING SITE CONDITIONS**, shall apply.

15. In accordance with Section 7103.5 of the Public Contract Code, the Contractor and subcontractors shall conform to the following requirements. In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to a public works contract, the Contractor or subcontractor offers and agrees to assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act [Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code], arising from purchases of goods, materials or services pursuant to this Contract or the subcontract. Such assignment shall be made and become effective at the time the District tenders final payment to the Contractor, without further acknowledgment by the parties.

16. In accordance with Section 4552 of the Government Code, the Contractor shall conform to the following requirements. In submitting a Bid to the District, the Contractor offers and agrees that if the Bid is accepted, it will assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act [Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code], arising from purchase of goods, materials, or services by the Contractor for sale to the District pursuant to the Bid. Such assignment shall be made and become effective at the time the District tenders final payment to the Contractor.

17. Pursuant to Public Contract Code Section 7100, the acceptance by the Contractor of an undisputed payment made under the terms of the Contract shall operate as, and shall be, a release to the District, and their duly authorized agents, from all claim of and/or liability to the Contractor arising by virtue of the Contract related to those amounts. Disputed contract claims in stated amounts may be specifically excluded by the Contractor from the operation of the release.

18. In accordance with California Business and Professions Code Section 7030, the Contractor is required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four (4) years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within ten (10) years of the date of the alleged violation. Any questions concerning the Contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

19. The acceptance of each payment made to Contractor under this Agreement shall constitute a warranty that all subcontractors, laborers and material suppliers on the Project have been paid for all work, material, labor provisions, provender, equipment, or other supplies and efforts made toward the construction of improvements.

20. **INDEMNIFICATION**. Contractor shall indemnify, defend with counsel acceptable to District, and hold harmless to the fullest extent permitted by law, the District and its officers, officials, employees, agents and volunteers, Design Consultant, Construction Manager, and its consultants for the Work and their respective agents and employees and each of their respective agents and employees (collectively "the Indemnified Parties") in accordance with the requirements of Section 00800-2.01E, **Indemnification**.

21. **SEVERABILITY**. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 18th day of June, 2025.

CONTRACTOR

By: _____

Title: _____

ROSS VALLEY SANITARY DISTRICT

By: _____

Steve Moore, General Manager

ATTEST:

By: _____

Austin Cho, District Counsel

***** END OF SECTION ****

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ROSS VALLEY SANITARY DISTRICT
2960 Kerner Blvd
San Rafael, CA 94901
(415) 259-2949 ~ rvsd.org

STAFF REPORT

For the Meeting of June 18, 2025

June 13, 2025

To: Board of Directors

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

Subject: **Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with Zoon Engineering, Inc., for Construction Management Services for the Palm/Mann/Cypress Gravity Sewer Improvements Project (Project # 959), in an Amount Not to Exceed $346,552.50**

Summary

This staff report is being presented to the Board for consideration of authorizing the General Manager, upon review and approval of Counsel, to execute a consultant services agreement with Zoon Engineering, Inc. for construction management (CM) services required for the Palm/Mann/Cypress Gravity Sewer Improvements Project (Project # 959), in an amount not to exceed $346,552.50.

Discussion

The purpose of this project is to rehabilitate 1.9 miles of gravity sanitary sewer pipelines ranging from 4-inch to 6-inch using primarily pipe bursting method in Kentfield. Open-cut method will be used for the segments where pipe bursting is not feasible. This rehabilitation work will increase system reliability, reduce maintenance efforts, and decrease the risk of sanitary sewer spills and pipe failure. This project is on an accelerated schedule to keep ahead of a Marin County paving project that is set to begin in September 2025.

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

Construction Manager Selection

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

Zoon Engineering has been a responsive construction manager on the FY 24/25 Gravity Sewer Improvements Project, which was awarded to Glosage Engineering and is currently under construction. Glosage Engineering is also the apparent low bidder for the Palm/Mann/Cypress Gravity Sewer Improvements Project. Staff recommend a construction manager with an understanding of District needs and challenges with respect to both community relations and project delivery. There are many efficiencies gained by building off the existing CM/Contractor relationship across the two projects this summer.

Staff reviewed the estimated level of effort proposed by Zoon in accordance with reasonableness relative to the scope of work and standard public works metrics for such services. Based upon District experience and other Bay Area agency infrastructure projects, construction management is, on average, 15% of the anticipated construction cost, which varies based on the scope, schedule, location, and complexity of the project. Staff reviewed the cost proposal and deemed it to be reasonable for the scope of work and schedule. To determine the proposed CM costs as a percentage of construction cost, staff used the draft engineering cost estimate of $4.7M. The cost proposed by Zoon, $346,552.50, was determined to be reasonable at 7.3% of the estimated construction cost, and 9.8% of the lowest bid ($3.5M).

Recommendation

Authorize the General Manager, upon review and approval of Counsel, to execute a consultant services agreement with Zoon Engineering, Inc. for construction management (CM) services required for the Palm/Mann/Cypress Gravity Sewer Improvements Project (Project # 959), in an amount not to exceed $346,552.50.

Attachment(s):

A) Consultant Services Agreement with Exhibits

CONSULTANT SERVICES AGREEMENT

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

Recitals

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

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

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

Agreement

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

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

2. Project Coordination.

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

B. Consultant. Consultant shall assign Brian McRae to supervise the progress and implementation of this Agreement for Consultant.

3. Scope and Performance of Services.

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

B. Time of Performance. The services of Consultant are to commence no sooner than June 20th, 2025 and be completed not later than 365 days after Acceptance of the Construction work. Consultant shall perform its services in accordance with the schedule attached hereto as Exhibit A. Any changes to these dates in either this Section 3 or Exhibit A must be approved in writing by the Project Manager.

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

4. Compensation and Method of Payment.

A. Compensation. The compensation to be paid to Consultant, including both payment for professional services and reimbursable expenses, shall be at the rate and schedules attached hereto as Exhibit B. However, in no event shall the amount District pays Consultant exceed Three Hundred Forty-Six Thousand Five Hundred Fifty-Two Dollars ($346,552). Payment by District under this Agreement shall not be deemed a waiver of unsatisfactory work, even if such defects were known to District at the time of payment.

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

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

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

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

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

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

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

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

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

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

10. Conflict of Interest.

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

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

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

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

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

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

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

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

15. Compliance with Laws.

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

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

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

16. Assignment; Subcontractors; Employees.

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

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

17. Insurance.

A. Minimum Scope of Insurance.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

18. Termination of Agreement; Default.

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

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

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

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

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

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

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

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

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

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

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

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

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

If to Consultant: Zoon Engineering
P.O. Box 1285
Alamo, CA 94507

25. Consultant's Books and Records.

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

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

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

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

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

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

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

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

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

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

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

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

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

A. Exhibit A: Scope of Work and Compensation

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

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

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

DISTRICT:

ROSS VALLEY SANITARY DISTRICT

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

APPROVED AS TO FORM:

By: _____
Name: Austin Cho
Title: District Counsel

Consultant:

ZOON ENGINEERING

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

APPROVED AS TO FORM:

By: _____
Name: _____
Title: _____

EXHIBIT A

Scope of Work and Compensation

[Continued on next page]

ZOON engineering

CM | claims | project controls

May 30, 2025

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

RE: Proposal to Provide Construction Management Services Ross Valley Palm/Mann/Cypress Gravity Sewer Improvements Project (Project No. 959)

Dear Mr. Benedetti:

Zoon Engineering is pleased to provide this proposal for construction management services on the Palm/Mann/Cypress Gravity Sewer Improvements Project (Project No. 959).

SCOPE OF SERVICES

We understand that the Ross Valley Sanitary District (RVSD) seeks full construction management services in connection with the Palm/Mann/Cypress Gravity Sewer Improvements Project (Project No. 959). The scope of work includes various tasks and responsibilities including pre construction activities through project closeout and post construction activities. It is anticipated that the following tasks will be required for this project:

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

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

Sincerely,

Saeed Shahmirzai, PE
Operations Manager

Attachment: Cost Proposal

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Ross Valley Sanitary District
Request for Proposals For
Construction Management Inspection Services
For Palm/Mann/Cypress Gravity Sewer Improvements Project (Project No. 959)
5/30/2025

Projected Labor Hours By Person

Name	Title	TASK 1. PRE-CONSRUCTION PHASE SERVICES	TASK 2. CONSTRUCTION PHASE SERVICES	TASK 3. POST CONSTRUCTION SERVICES	TOTAL HOURS	Billing Rate	TOTAL
Saeed Shahmirzai, PE	Principal-In-Charge / Resident Engineer	-	80	20	100	$ 239.00	$ 23,900.00
Brian MacRae	Assistant Resident Engineer	40	420	100	560	$ 195.00	$ 109,200.00
Dana Hissen	Office Engineer	20	140	40	200	$ 159.00	$ 31,800.00
Colin Marchesini	Construction Inspector	-	850	-	850	$ 159.00	$ 135,150.00
		60	1,490	160	1,710		

Total Labor Cost (Lump Sum):	**$**	**300,050.00**
Material Testing	**$**	**30,000.00**
Contingency 5%	**$**	**16,502.50**
GRAND TOTAL:	**$**	**346,552.50**

Notes:

1. Above hourly rates include all overhead, fringe, and profit unless otherwise noted.
2. Cost proposal based on a 120 Calendar days construction duration. Any increase in contract duration may result in additional cost
3. Equipment, supplies, and incidental costs included in labor rates unless otherwise noted.
4. Cost proposal assumes contract commencement of July 2025 and completion by or before October 2025
5. Escalation for work beyond August 2026, if necessary is not accounted for.
6. Field office costs not included nor anticipated.

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

STAFF REPORT

For the Meeting of June 18, 2025

June 9, 2025

To: Board of Directors

From: Felicia Newhouse, Assistant General Manager
Christina Winnicki, Board Clerk/Management Analyst

Subject: **Conduct Public Hearing in Compliance with Assembly Bill 2561 and Receive Report Regarding District Vacancies and Recruitment Efforts**

Summary

In compliance with Assembly Bill 2561, beginning this fiscal year and each fiscal year moving forward, the Board is required to conduct a public hearing regarding the status of position vacancies and recruitment and retention efforts of the District. The District must also identify any policies or practices that may hinder hiring efforts and provide an opportunity for recognized bargaining units to comment on staffing issues.

Discussion

AB 2561 was signed into law by Governor Newsom on September 22, 2024, effective January 1, 2025, amending the Meyers-Milias-Brown Act. The law was introduced in response to concerns regarding the high number of vacancies in public sector jobs across the state. The Legislature recognized that vacancies contribute to increased workloads, burnout, and a decline in service delivery. AB 2561 mandates that local public agencies provide transparency and accountability through an annual hearing on workforce vacancies.

In accordance with AB 2561, the District is required to:

1. Hold a public hearing at least once per fiscal year to review a report on the status of vacancies, recruitment, and retention efforts.
2. Identify and discuss any policy, procedural, or practice changes that may address hiring challenges.
3. Provide an opportunity for recognized bargaining units to present at the hearing.

Additionally, if the number of vacancies meets or exceeds 20% of the total number of budgeted full-time positions in a particular bargaining unit, the District is required to include the following information in its presentation upon request of the recognized employee organization:

1. The total number of job vacancies within a bargaining unit.
2. The total number of applicants for vacant positions within the bargaining unit.
3. The average number of days to complete the hiring process from when a position is posted.
4. Opportunities to improve compensation and other working conditions.

Current Staffing Overview

The District has 37 full-time equivalent (FTE) positions approved in the Fiscal Year 2024–25 budget. Historically, spring has proven to be the most effective time for recruitment, as it aligns with when candidates are most likely to consider career transitions. Accordingly, the District will report vacancy rates as of June 1 each fiscal year before the adoption of the budget.

District staff is comprised of both AFSCME-represented employees and unrepresented employees. The table below provides a summary of current staffing levels and vacancies:

Unit	Budgeted Positions	Vacancies	Vacancy Rate
AFSCME 829	22	2	9%
Unrepresented	15	2	13%
Total	**37**	**4**	**11%**

Recruitment and Retention Efforts

The District has a proactive, strategic approach to managing vacancies and promoting long-term employee retention. Over the past year, recruitment efforts have spanned all departments, including Operations, Engineering, and Administration.

To strengthen recruitment efforts, the District has refined job descriptions, broadened candidate outreach through professional networks, and maintained competitive compensation and benefits through benchmarking. Retention is supported by competitive salaries and vacation accruals, modern wellness initiatives, and professional certification incentives.

As required by AB 2561, AFSCME was invited to participate in this public hearing and share feedback on issues related to staffing vacancies.

Recommendation

Conduct public hearing in compliance with AB 2561.

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

STAFF REPORT

For the Meeting of June 18, 2025

June 9, 2025

To: Board of Directors

From: Steve Moore, P.E., General Manager
Felicia Newhouse, Assistant General Manager
Paul Bruemmer, Operations & Maintenance Manager
Victor Damiani, Finance Officer

Subject: **Consideration of Adopting Resolution No. 25-1670 to Adopt the Ross Valley Sanitary District Fiscal Year 2025/26 Final Budget**

Summary

Staff presented and the Board accepted the draft Fiscal Year 2025/26 (FY26) budget at the May 2025 Board meeting. The proposed final budget is now being presented at the June 2025 meeting for the Board's consideration. The budget document may also be viewed on the District website at *https://www.rvsd.org/AgendaCenter*.

Discussion

The proposed final budget consists of four parts: (1) Introduction, (2) Organization & Budget Structure, (3) Budget Summaries, and (4) Appendix, including the Glossary and Acronym Listing along with the District's internal Financial Policies. The presentation of the budget document is to align with the criteria specified by the Government Finance Officers Association (GFOA) budget award. Budget highlights and noteworthy revisions made since the draft budget was received by the Board in May are presented below.

Budget Highlights

- Total revenues are projected to be $41.6 million. The main revenue sources are sewer service charges (SSC) of $29.8 million – an increase of 3.8% over the prior fiscal year, and property taxes of $9.9 million – a decrease of 1% over the prior fiscal year's budget. When compared to the projected year-end results for FY25, however, property tax revenue has been budgeted to increase 2.5%

- Total expenditures are projected to be $43.7 million which include CMSA treatment plant costs of $10.2 million, debt service costs of $6.7 million, and proposed capital

improvement program (CIP) expenditures of $10.8 million. Total expenditures include Operations department expenditures of $8.8 million, Administrative Services department expenditures of $4 million, and Engineering & Inspections department expenditures of $1.9 million.

- For FY26, total expenditures are budgeted to exceed total revenues by $2.1 million. This difference will be funded by drawing down the District's operating reserves to about $9.6 million. This draw down in reserves has been planned as part of the District's "pay-as-you-go" model for financing its capital projects.

- Table 29 (pages 68-69) in the FY26 budget is the District's most recent Ten-Year CIP Schedule. The ten-year lookahead provides a basis for the capital improvement reserve per the District's adopted Financial Policies. This reserve is expected to be drawn down during years of higher-than-average capital spending. Conversely, the District is expected to build this reserve during years when capital spending is lower than average. Having such a reserve is an integral component of a "pay-as-you-go" model.

- Capital expenditures include a mix of capital projects, equipment replacement, and lateral replacement program funding. The District's priority capital projects in FY26 are showcased in the Capital Budget Project Sheets (pages 70-85).

- Capital expenditures will be financed using these sources: ad valorem property taxes, capacity charges, lateral loan program repayments, and operating fund net revenue in the form of drawing down operating reserves. The operating fund is expected to transfer $6.2 million to the capital fund. In FY26, the Capital Fund's committed fund balance reserve (Capital Improvement Reserve) is expected to be at $0 compared to its calculated target of $5.5 million. The drawdown of these capital reserves is from the relatively high planned CIP expenditures in FY24, FY25 and FY26. However, the District expects to begin replenishing the capital reserve in FY30 after the operational reserves have been fully funded.

- The District's Five-Year Forecast (Tables 35-36; pages 94-96) shows efficient and effective use of funds for its CIP on a "pay-as-you-go model", funds sufficient for debt service payments, and maintaining a satisfactory operating budget.

Budget Revisions

Included below is a summary of the notable revisions that have been made to the budget since it was presented to the Board at their May meeting.

- The assumed number of meetings per board member per year was increased from 26 to 28.5. This change increased the budget for board fees from $40,820 to $44,745 which better aligns with anticipated costs. Additionally, the projected fiscal year-end 2025 balance for this line item decreased from $47,100 to $44,000.
- Salaries and wages for the Administrative Services department were reduced from $1,548,087 to $1,507,267 because it was discovered that the cost for board fees was inadvertently included in this line item resulting in a double counting of $40,820.

- The sequencing and costs for the ten-year Capital Improvement Program (CIP) were revised. While the FY26 budget request was not changed, the years beyond FY26 were updated. The total cost over ten years was reduced by $1.2M.
- Changes made to the operating and CIP budgets resulted in an $880,301 improvement to the 5-year forecast by FY31. The Capital Improvement Reserve is now forecast to begin replenishing in FY30 rather than FY31.
- A note was added to the 5-year forecast discussing the possible future sale of real property and the effect such a sale might have on District reserves.

Recommendation

Adopt Resolution 25-1670 adopting the Ross Valley Sanitary District's Fiscal Year 2025/26 Final Budget.

Attachment(s):

A) Proposed Final FY26 Budget
B) Proposed Final FY26 Budget-in-Brief
C) Draft Resolution No. 25-1670

Attachment A

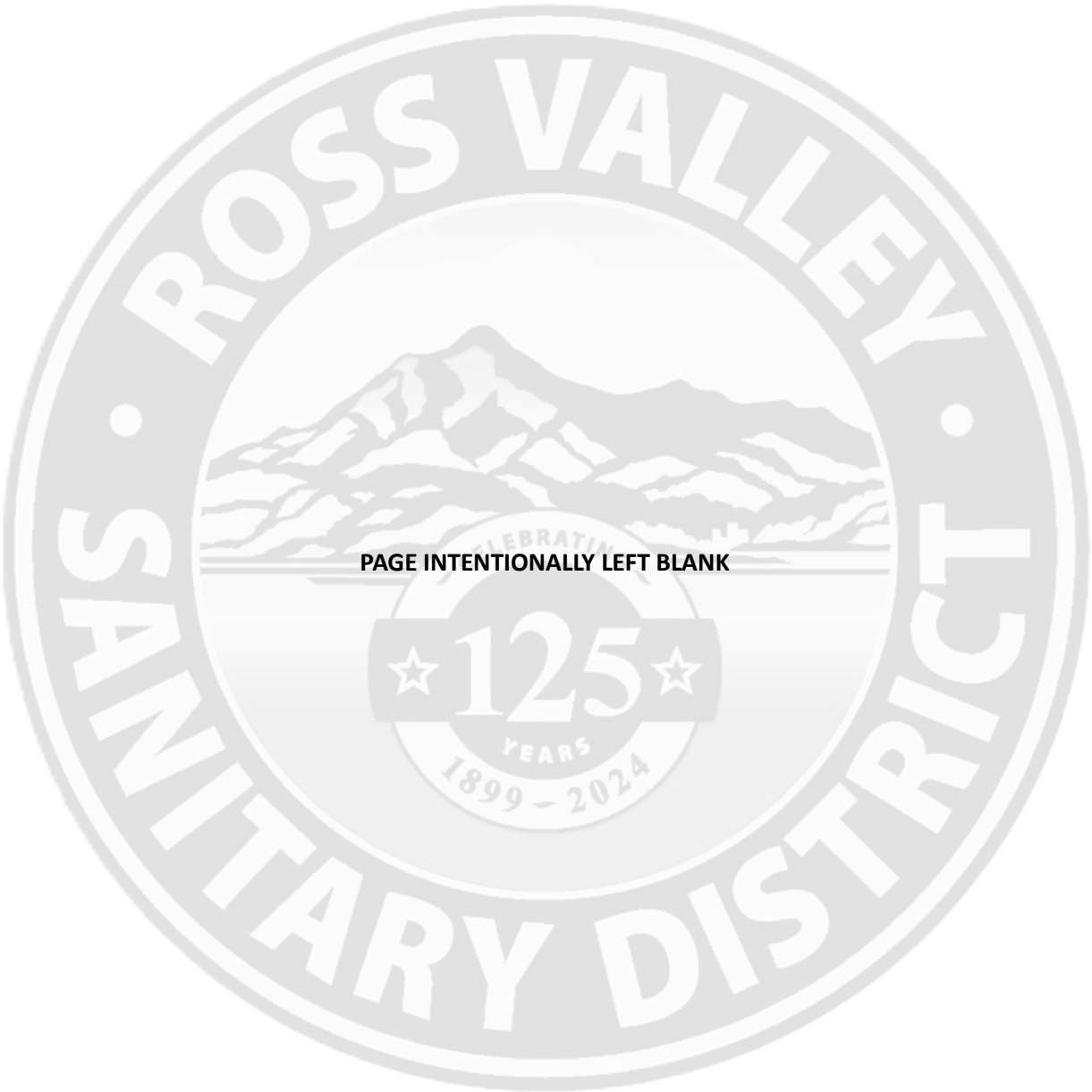
FISCAL YEAR BUDGET 2025-2026

July 1 - June 30



Ross Valley Sanitary District
1111 Andersen Dr.
San Rafael, CA 94901
www.rvsd.org

Board Packet No. 146



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Ross Valley Sanitary District

Annual Budget
For the Fiscal Year Ended June 30, 2026

Board of Directors

Mary Sylla Elected June 2012	**President**
Doug Kelly Elected June 2016	**Secretary**
Michael Boorstein Elected June 2014	**Treasurer**
Thomas Gaffney Elected June 2014	**Alternate Treasurer**
Pamela Meigs Elected June 2010	**Alternate Secretary**

Executive Team

Steve Moore, P.E.	**General Manager**
Felicia Newhouse	**Assistant General Manager**
Paul Bruemmer	**Operations & Maintenance Manager**

Prepared By
Administrative Services Department

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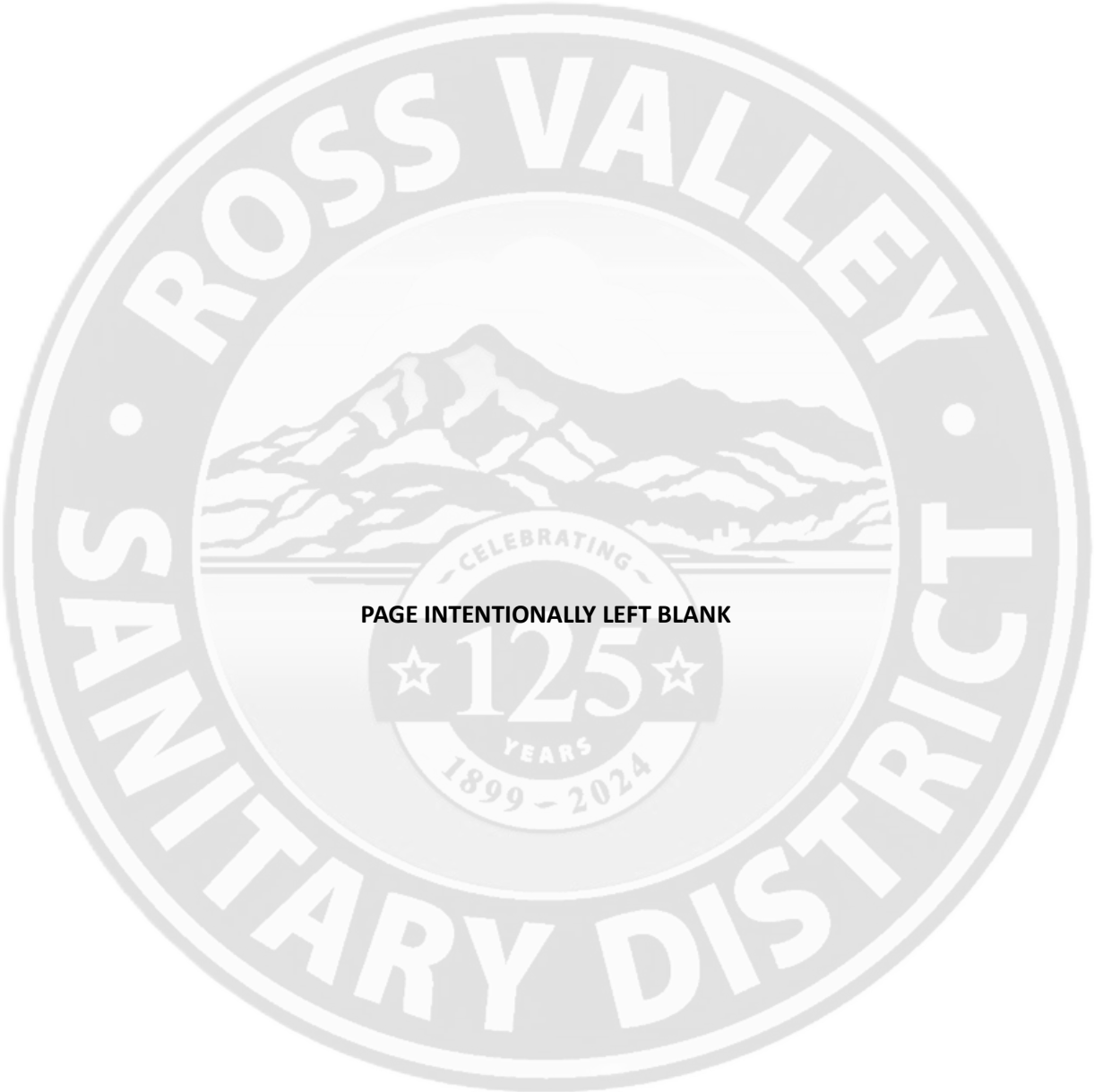
This Annual Budget is intended to present the Ross Valley Sanitary District's (RVSD or the District) budgeted financial position and operations for the fiscal year ended June 30, 2026. The overall structure of the Annual Budget follows the District's financial plan as described by its financial policies and the Government Finance Officers Association (GFOA). To best describe its financial plan, the Annual Budget is organized into the following four sections:

Introduction
The Introduction begins with a message from the District's General Manager showcasing the District's performance and achievements from the current fiscal year and providing direction for where the District is going to lead into the next fiscal year. It is then followed by an overview of the District, strategic plan, and local community.

Organization & Budget Structure
This section is designed to provide the reader with an overview of the District's organization, its organizational chart, and fund structure, as well as its financial and budgeting policies. This section also includes the key performance indicators to describe how the District controls its resources from a non-financial perspective for how it is meeting its mission and values.

Budget Summaries
The Budget Summaries section describes in detail the District's finances from both a consolidated and detailed fund level. Included are year-over-year budgetary comparisons, overview of the District fund balances and reserves, discussion of key drivers and forecast of its revenue budget, departmental budgets, debt obligations (capital and limited obligation) and the District's Capital Improvement Program (CIP). The section concludes with the District's Five-Year Forecast showing the latest estimates of where the District is going to be financially in five years.

Appendix
Included within the Appendix are the acronyms, glossary, key policies and strategic plan that assist the budget with its preparation, and Board Resolutions that relate to the approval of the budget.



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SECTION ONE:
INTRODUCTION

(1) Message from the General Manager

It is my honor on behalf of the Ross Valley Sanitary District Board of Directors and staff to present the District's Fiscal Year 2026 (FY26) budget. This document lays out the financial plan for the upcoming fiscal year, detailing the resource requirements to successfully manage our wastewater collection and conveyance infrastructure for District's ratepayers.

Our intention is to present a high-quality budget that clearly articulates the ways the District effectively and efficiently provides its services in a readily accessible and understandable format. All referenced financial documents in this budget are available online at *www.rvsd.org*.

FY 2026 Budget Highlights

The District's FY26 annual budget is expected to be balanced where funding requirements are sufficiently covered with funding sources.

Operating revenue is forecast to be $31.2 million, an increase of 3.2% over the prior year budget. Operating expenditures are forecast to be $25 million, an increase of approximately 4.3% as compared to the FY25 Budget. The FY26 Budget includes expected net operating revenue of approximately $6.2 million to be used to fund its committed reserves and capital projects.

Capital revenue is anticipated to remain flat at $10.4 million. Capital expenditures are forecast to be $18.7 million including $10.8 million on capital improvement projects, $650,000 for fixed asset purchases, $6.7 million for debt service and $550,000 for lateral loans and grants. This is the second year running with an aggressive capital improvement program and the District has been fortunate to have the flexibility to accelerate the implementation of certain projects in order to take advantage of conditions in the field. The net expenditure in the Capital fund will be funded with a transfer from the Operating fund as well as with appropriated fund balance.

Total funding requirements (Operating and Capital funds combined) for FY26 are $43.7 million, an increase of 2.4% year over year. Budgeted expenditures include a 5% cost of living adjustment (COLA) for District staff.

Total funding sources (Operating and Capital funds combined) are $43.7 million. Total funding sources include $41.6 million of revenue proceeds, an increase of 2.3% over the previous fiscal year projection. Revenue increases include a 4% increase in sewer-service rates according to the District's most recent rate plan. Property taxes are forecast to increase slightly by 2.5% over the projected FY25 total. The District proposes $2.1 million of appropriated fund balance to supplement revenue proceeds. Use of fund balance reserves as an additional funding source increased by $64,000 as compared to the previous year's budget. The District intends to use restricted reserves held in a Section 115 trust account with CalPERS to fund pension costs in the coming year. This will indirectly help the District fund the capital improvement program while continuing to maintain Board committed reserves.

The District is recognized as a high-performing and financially stable wastewater utility within Marin County and the San Francisco Bay Area. The District continues to be recognized by State and national organizations in the areas of facility operations, safety, and financial reporting.

Recent Major District Achievements

- Received "Small Collection System of the Year" award from the Redwood Empire Section of the California Water Environmental Association (CWEA). This is the third such award received in the last six years.
- Received the Certificate of Achievement for Excellence in Financial Reporting, the Award for Outstanding Achievement in Popular Financial Reporting, and the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA).
- Completed the renovation at 1111 Andersen Drive, relocated all District operations to this facility, and installed a generator for backup power.
- Sold former headquarters at 2960 Kerner Blvd. in accordance with the Surplus Land Act in a competitive bidding process to a nonprofit organization that provides music lessons and instruments to the local disadvantaged community.
- Declared the 10-acre former treatment plant site at 2000 Larkspur Landing Circle in Larkspur as Surplus Land and initiated the process of its disposal in accordance with the Surplus Land Act.
- Updated the service area boundary with neighboring Sanitary District No. 2 of Marin County in cooperation with Marin County Local Agency Formation Commission (LAFCo) based on our staff's field verification of service laterals to specific addresses.
- Implemented a successful initiative to reduce the number of sewer lines cleaned more than once per year (high frequency cleaning or HFC) by using system condition data in the computerized maintenance management system (CMMS) and presented the methodology to the annual statewide conference of CWEA.
- Maintained a high level of service to our ratepayers for a safe and effective wastewater collection and conveyance system, including maintaining a record low number of spills for three years in a row.

On behalf of all our employees, I would like to express our thanks and gratitude to the District Board of Directors for its ongoing support of the District's Mission and Values, and in securing the necessary resources to enable us to achieve a recognized level of high performance.

We hope that this annual budget will be insightful and clear in understanding how the District allocates its resources. We welcome your comments and feedback for improving future budget publications.

Respectfully,



Steve Moore, P.E.
General Manager

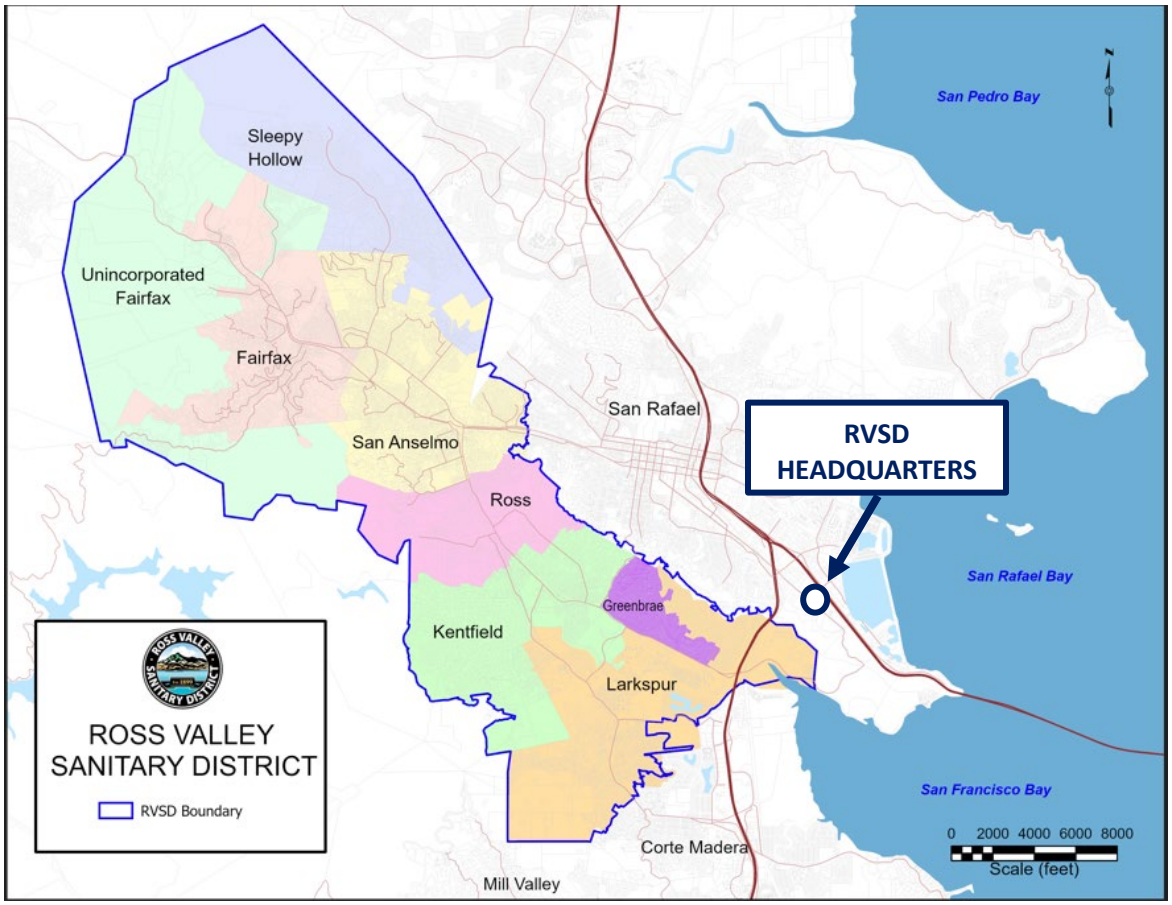
(2) District Overview

The Ross Valley Sanitary District was established on May 27, 1899, to provide wastewater collection and conveyance services for the ratepayers within the greater Ross Valley area of Marin County. This service area encompasses 26.75 square miles of jurisdictional boundaries including the Town of Fairfax, Town of San Anselmo, Town of Ross, City of Larkspur, and the unincorporated areas of Sleepy Hollow, Kentfield and Greenbrae.

The District is responsible for 24/7/365 operation of the wastewater collection and conveyance system. The system is comprised of approximately 4,200 manholes, 19 pump stations and over 200 miles of pipeline throughout the service area. Each fiscal year, the District's infrastructure collects and transports over two billion gallons of wastewater to the treatment plant at the Central Marin Sanitation Agency (CMSA). The District performs regular maintenance and invests capital funds to improve its infrastructure to protect public health and the environment by effective and efficient wastewater management.

Figure 1 below geographically shows the District's jurisdictional boundaries within its service area:

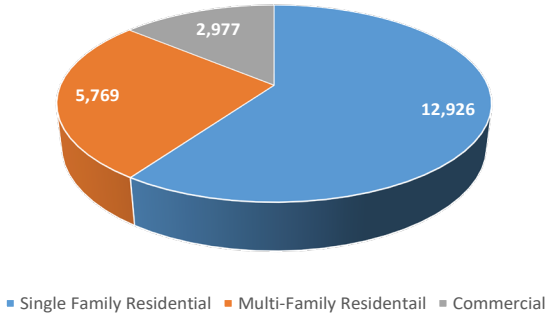
Figure 1 – District Service Area Within Local Municipal Boundaries



The District recovers its cost for services with sewer services charges paid by residential and commercial customers. Each customer account is assessed an annual Sewer Service Charge (SSC) on their Marin County property tax bill based on an equivalent dwelling unit (EDU). An EDU is a standardized unit of measure used for both residential and commercial accounts to equitably assess the appropriate user charge. Single-family residential customers are assessed one EDU, multi-family residential customers are assessed 0.9 EDUs per housing unit, and commercial accounts are assessed based on the account holder's recent winter water usage recorded by the Marin Municipal Water District. For FY26, the District is projected to serve 16,466 parcels and assess 21,672 EDUs of user fees.

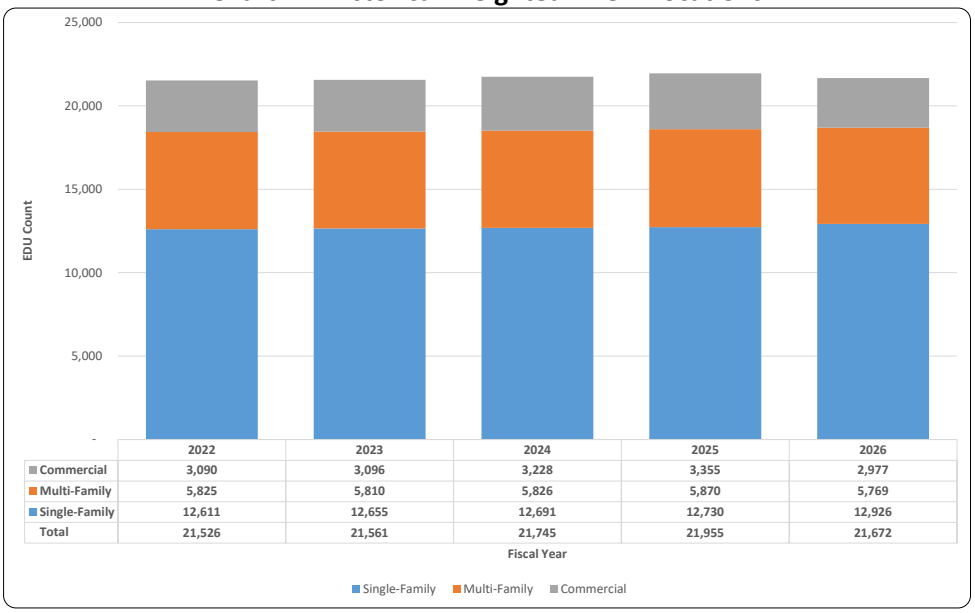
The total number of EDUs assessed can be further broken down based on customer account type:

Chart 1 – District Weighted EDU Allocation Fiscal Year 2026



Customer Account	EDU Qty
Single Family Residential	12,926
Multi-Family Residential	5,769
Commercial	2,977
Total EDUs	21,672

Chart 2 – Historical Weighted EDU Allocations



As may be seen above, the majority of the District's customers are single-family residential accounts. Between FY25 and FY26 the number of single-family EDUs increased by 196 or 1.5% due to the Marin County Assessor changing parcels from Multi Family to Single Family w/ADU. This caused the Multi Family count to be lower, but the Single-Family count to be higher. Total EDUs decreased by 283 or 1.3%, a result of irrigation meters that were erroneously classified in the previous year, which have since been corrected.

(3) Strategic Plan

The Strategic Plan charts a path to effectively maintain and improve the District's operations and services. RVSD's Strategic Plan has been developed to prioritize projects, focus energy and resources, set workplan priorities, and guide fundamental decisions and actions that will build on each other into the future.

In 2016 the Board of Directors adopted a Strategic Plan with updated mission, core values, policy level goals, objectives, and actions that have guided the District for several years. A consultant was used to facilitate a robust multi-phase development process with the Board and a staff planning committee. The RVSD Strategic Plan was developed through a series of interactive workshops, with the ultimate objective of answering two questions:

1. ***What does a successful future for RVSD look like?***
2. ***How does RVSD achieve that envisioned future by translating it into specific goals and objectives, and supporting actions?***

The adopted Strategic Plan is based on Effective Utility Management (EUM) framework attributes recognized by national utility organizations (AWWA, WEF, NACWA) and the US EPA. The EUM framework uses ten broadly defined areas to provide a comprehensive and balanced review of how well an organization is doing, identify gaps between actual and preferred conditions, and narrow the focus to what actions need to be taken to ensure the utility organization is highly functioning across the full spectrum of critical success factors.

A fundamental component of the Strategic Plan is the District mission, followed by its core values.

Mission

RVSD provides its customers with high quality wastewater collection service, through a system that has no avoidable sanitary sewer overflows, at the lowest sustainable cost, in order to protect public health and the environment.

Our Core Values

Individually and as a team, we value the following:

- Being fiscally responsible
- Protecting our natural resources
- Developing solutions that work today and for future generations
- Providing excellent quality service and creating quality work products
- Collaborating with each other and our stakeholders
- Being industry leaders
- Supporting efficiency and alignment with the mission of the Ross Valley Sanitary District through our resources and work

Every other element of the Strategic Plan is intended to directly support this organizational mission and core values. Based on this mission and the EUM 10 Attributes framework, the Board worked to establish policy-level goals and support objectives. These can be thought of as "what success looks like" at RVSD. Once those goals and objectives were developed, staff level workshops were then used to develop a detailed set of specific actions to achieve the goals.

The District's budget is closely aligned with the Strategic Plan and the annual Business Plan. The Board reviews and approves the annual Business Plan each year and makes it available to the public on the District website. The draft FY26 Business Plan's strategic actions were considered in this budget year's development process.

(4) Local Community

The District's service area includes four local municipalities (Town of Fairfax, Town of San Anselmo, Town of Ross, and City of Larkspur), and three named unincorporated areas within Marin County (Sleepy Hollow, Kentfield and Greenbrae) located just north of the City and County of San Francisco.

With the completion of the Golden Gate Bridge in the early 1930s, permanent connection between Marin County to San Francisco was established. This major development was the start of significant growth in population and local economy as working professionals began to move their families to Marin and the Ross Valley area. The area's population has since leveled off to be relatively stable. As of the 2022 census estimate, the total population of the District's service area is 44,946 as shown in *Table 1* below.

Table 1 – District Service Area Population

	Municipality	Population
1	Town of San Anselmo	12,569
2	City of Larkspur	12,754
3	Town of Fairfax	7,423
4	Town of Ross	2,300
5	Unincorporated County Area (Sleepy Hollow, Kentfield, Greenbrae)	9,900
6	**Total District Service Area**	**44,946**

Source: United States Census Bureau, 2022 American Community Survey

The local economy within Marin County continues to be resilient in terms of income, employment, and household wealth. As of 2022, the County recorded a 3.3% increase in per capita personal income to $171,177. This is at least in part attributable to the County's lower unemployment rate compared to the State. As of March 2025, the unemployment rate for the County was 3.9% compared to the state unemployment rate of 5.5%. The local housing market also remains strong with the median home price being $1.7 million as of March 2025 for a single-family house. These statistics point to a resilient base within the County given the proximity of employment to San Francisco jobs within the technology and financial institution industries.

Table 2 below lists the recent top ten employers in the service area:

Table 2 – District Service Area Top 10 Employers

Employer Name	Rank	Industry	Employee Count
Marinhealth Medical Ctr	1	Healthcare	1,229
College Of Marin	2	Education	533
Hospice By The Bay Marin	3	Healthcare	300
Woodlands Market	4	Consumer Goods	120
The Tamalpais Marin	5	Non-profit	160
Sweet L N MD Marin Radiology	6	Healthcare	147
Side By Side	7	Non-profit	140
San Domenico School	8	Education	180
Mollie Stone's Markets	9	Consumer Goods	120
Meadow Club	10	Recreation	100
Total Top 10 Employers			3,029

Source: Data-Axle.com

Table 3 below lists the recent top ten ratepayers in the service area:

Table 3 – District Service Area Top 10 Rate

Customer Name	Rank	Customer Type	Sewer Service Charge
Skylark Apartments	1	Multi-Family	$ 695,982
California Community Housing Agency	2	Multi-Family	371,754
Marin Healthcare District	3	Commercial	269,670
Teachers Insurance & Annuity Assoc.	4	Commercial	269,576
Marin Country Mart	5	Commercial	168,217
Fairfax Shopping Center	6	Commercial	136,036
Ross Valley Homes Inc	7	Commercial	132,053
CLG Larkspur LLC	8	Multi-Family	122,640
Bon Air Shopping Center	9	Commercial	118,961
Courtyard by Marriott Hotel	10	Commercial	114,397
Subtotal Top 10 Customers			2,399,286
Total Sewer Service Charges			$ 27,799,686
Percentage of Total Sewer Service Charges			8.63%

Source: District Records

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SECTION TWO:
ORGANIZATION & BUDGET STRUCTURE

Board Packet No. 162

(5) Organization Overview

The District is governed by a five-member Board of Directors who are elected on a non-partisan basis at large within the service area. Each board member serves a four-year term that is staggered between members for general consistency in governance.

The Board appoints both the General Manager to oversee the day-to-day operations of the District as well as the General Counsel to conduct the District's legal affairs. Reporting to the General Manager are departments that facilitate the activities of the District: Operations & Maintenance, Engineering & Inspection, and Administrative Services. The General Manager also serves as the District Engineer.

The Operations & Maintenance (O&M) Department is responsible for performing all ongoing upkeep of the District's collection and conveyance system. This includes repairing pipelines and pump stations, assessing infrastructure asset condition, and cleaning out pipelines, all of which are performed among the four divisions led by Operations Supervisors in Pumps, Line Repair, Line Maintenance and Condition Assessment. Operations Supervisors are under the general direction of either an O&M Superintendent or the O&M Manager.

The Engineering & Inspections (E&I) Department is responsible for monitoring the District's collection and conveyance system to identify areas of improvement following the latest Infrastructure Asset Management Plan (IAMP). Areas of improvement can be on the District's infrastructure or the property owner's private sewer lateral pipeline, which are both priorities to mitigate the risk of failure identified in the IAMP. All personnel within this Department are under general direction of the Senior Engineer.

The Administrative Services (Admin) Department is responsible for all administrative functions of the District. This includes managing all finance, payroll, risk management, information technology, customer service, legal, and human resources activities. Services for risk management, legal and information technology are currently contracted to outside vendors, and this Department manages these contract teams. All personnel within this Department are under the general direction of the Administrative Services Manager. The Administrative Services Manager also serves as the District's Assistant General Manager.

The District, in total, has 37 full-time employees allocated among the departments. *Figure 2* on the following page summarizes the District's reporting units under the General Manager.

For exact personnel make-up of each department, please review the respective Departmental Budget within *Section 4* of the Operating Budget under *Chapter 13* Departmental Costs.

Figure 2 – Organization Chart

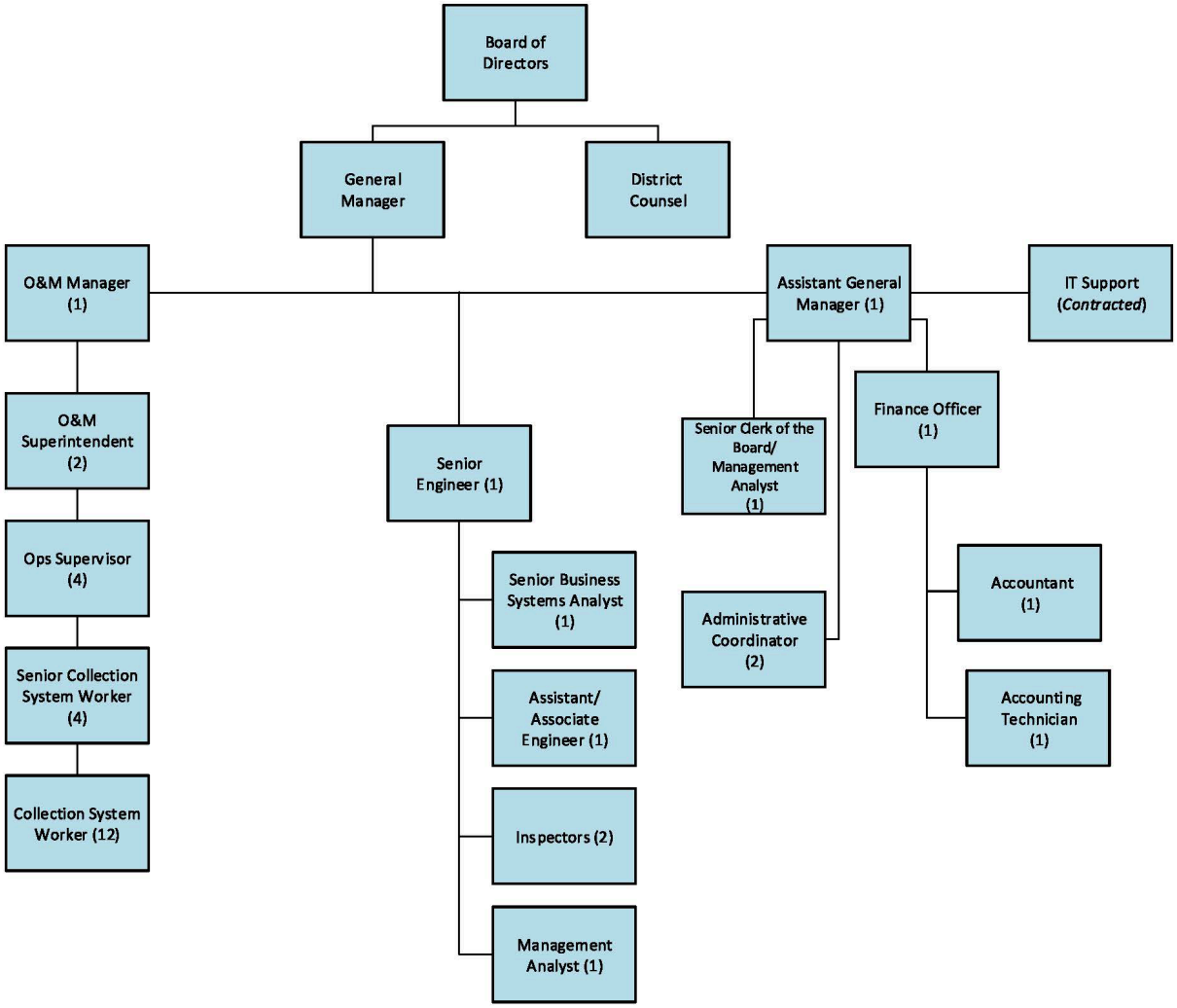


Table 4 – Full Time Equivalent (FTE) Employee Headcount

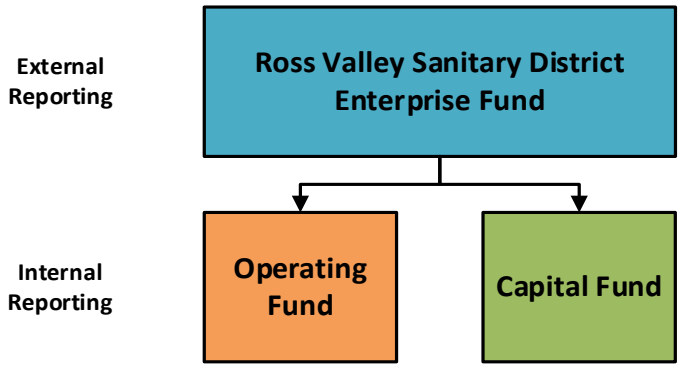
	Department	FY2024	FY2025	FY2026
1	Operations & Maintenace	23	23	23
2	Engineering & Inspections	5	6	6
3	Administrative Services	7	8	8
4	**Total Employee Headcount**	**35**	**37**	**37**

Note 1: The General Manager is included within Administrative Services.
Note 2: All consultants and contract services are excluded from FTE count.

(6) Fund Structure & Descriptions

The District is organized as a stand-alone proprietary fund-type, or enterprise fund. For external financial reporting purposes, the District maintains only one consolidated, stand-alone proprietary fund to organize its financial activity. For internal management tracking of the District's costs and activities and per the District's financial policies, the District maintains two internal enterprise funds for accountability purposes. The two internal enterprise funds are Operating and Capital. *Figure 3* below depicts the District's operational account setup.

Figure 3 – Internal Enterprise Funds



A. Operating Fund

The Operating Fund accounts for the District's wastewater collection and conveyance operations. This includes payment of District personnel costs, treatment costs, and all operations budgets. The Operating Fund recovers the costs incurred primarily through collection of Sewer Service Charge (SSC) revenues from the Marin County property tax roll. Installments are remitted to the District three times each fiscal year in accordance with the Teeter Plan. Other revenue sources include permit fees, investment income, lease fees, and other operating revenue. All other sources are collected periodically throughout the fiscal year and are used to further augment the Operating Fund's activities.

B. Capital Fund

The Capital Fund accounts for all activities related to Capital Improvement Projects (CIP) and payment of debt service. The Capital Fund is supported through several financing sources dependent on the CIP forecast. Sources include the District's allocation of ad valorem property taxes, capacity permit fees, proceeds from debt financings, other Capital revenue, and net Operating Fund revenue. Property taxes are remitted to the District from the County of Marin in three installments during the fiscal year in accordance with the Teeter Plan. Capacity permit fees are collected for all new and expanded connections to the District's system. Debt financing is selectively used when the District foreseeably forecasts very large, expected CIP expenditures. In FY26 and beyond, the District does not expect to issue debt given the adopted policy of a "pay-as-you-go" ("PayGo") capital funding methodology. Any net resulting shortfall within the Capital Fund is to be covered via a funds transfer using the net surplus from the Operating Fund or its Capital Improvement Reserve.

(7) Financial Policies Summary

The Board adopted a comprehensive set of financial policies to align with the District's guiding principles of financial planning, GFOA best practices, recommendations from the District's independent auditors, and the latest GASB pronouncements. The framework of financial policies governs the overall financial management and fiscal health of the District, and promotes accountability to effectively direct the financial planning, management, and operations of the District. The General Manager and Administrative Services Manager are responsible for ensuring staff compliance with the financial policies.

Individual policies are updated as needed; however, a full review and update is scheduled for every three to five years as a preliminary step for that fiscal year's budget preparation. The latest set of financial policies were adopted in April 2025, and are included in *Appendix C*. *Table 5* below summarizes each adopted policy from the latest approved set of financial policies:

Table 5 – Financial Policies

Policy Chapter	Policy Description
Internal Controls & Fraud Prevention	Defines authorization levels, signatory requirements, segregation of duties, banking requirements, fiduciary responsibilities, and other policies.
Ethics & Conflicts of Interest	Defines standards of ethical conduct District adheres to and expresses procedures and steps when unethical conduct is detected and remediated.
Budgeting & Long-Term Financial Planning	Defines the District's explicit guidelines when preparing its annual budget, budget amendments, budget tracking and financial forecasting.
Financial Reporting Guidelines	Defines the internal and external reporting requirements of the District, such as the monthly financial reports to the Board, annual audited financial statements and preparation of the Annual Comprehensive Financial Report (ACFR).
Minimum & Target Reserves	Defines the District's targeted reserve policy for its Operating and Capital Funds, such as the Operating Reserve, Capital Improvement Reserves, Emergency Reserves, and Pension Prefunding Trust Reserves.
Revenue & Cash Management	Defines the sources of revenues the District receives and what are the procedures for security of cash receipt handling that are not sent electronically.
Debt Management	Defines the types and terms of allowable debt obligations the District can issue, the initiative of maintaining/improving its credit standing, criteria for financial disclosure requirements and relevant internal controls over debt proceeds.
Investments	Defines the delegation of authorization, allowable investments, stated goal of diversification, procedures for selecting securities dealers and reporting.
Escheatments	Defines the conditions under which unclaimed money may revert to the District in the absense of legal claimants or heirs in conformance with California Government Code.
Procurement Policy	Defines the levels of authority for purchase orders, and signatory requirements for all types of procurement expenditures, and disposal of District property.
Credit Card & Purchasing Card Use	Defines the levels of authority for usage of District credit cards and applicable credit limits for specified employee designations.
Capital Asset Management	Defines the type of assets and capitalization dollar threshold for assets to be capitalized, and the proper accounting of capital assets.
Inventory Management	Defines the proper designation of purchases as inventory, capitalization threshold, and the appropriate accounting and valuation.
Risk Management & Insurance	Defines the responsibility of the District for managing its liability considerations with its property, fixed assets, and employees.

(8) Budget Process & Calendar

The annual budget process includes an analysis of the current year budget compared to historic expenditures and identification of expected future capital improvement program funding needs. Operating expenditure history is reviewed, and next year's projections are based on discussion with each of the department managers at the budget line-item level. The capital budget is developed with the District Engineer. All one-time capital equipment purchases and/or service contracts are submitted for budget approval to the General Manager and Administrative Services Manager.

Sufficient funding of the District's operating and capital activities is assessed through a review of current year budgeted revenues relative to projected annual revenues. Significant variances are identified and analyzed. Adjustments to the total budget are made as appropriate throughout the process.

As part of preparation, the budget is balanced between its revenues and expenditures. When revenues exceed expenditures, surplus funds are transferred into the required reserve accounts.

During budget development, the General Manager, Administrative Services Manager, and O&M Manager meet with the Finance Committee to present the draft budget to the Board of Directors in May for initial public comment and/or recommendations. Ratepayers within the District's service area are invited to attend to provide input on the proposed budget. Direction provided by the Board is incorporated into the final proposed budget and presented to the full Board for consideration of adoption at a public meeting in June. Once adopted, the budget serves as the revenue collection and spending plan for the following fiscal year from July 1 to June 30.

At any point after adoption if the budget is to be amended because of a change in policy or business direction, an amendment is to be proposed by the General Manager to justify the change in spending authority. Budget amendments are presented to the full Board. After approval, the amendment is included within the revised adopted budget. *Table 6* below summarizes the Budget Calendar.

Table 6 – Budget Calendar

	Date	Procedure
1	**January**	Develop upcoming budget calendar and analyze current year performance.
2	**February**	Budget kick-off with department managers for estimating projected expenditures and developing operational and capital budget expenditures.
3	**March**	Finalize District personnel and related insurance costing and revenue analysis.
4	**April**	Prepare preliminary budget tables/charts/graphs for District management review.
5	**May**	Prepare final proposed budget document for public/Finance Committee/Board of Director review and comments.
6	**June**	Final proposed budget presented to public/Finance Committee/Board of Directors for final review and adoption. Adopted budget published and distributed to stakeholders.

(9) Budgetary Basis of Accounting

Consistent with current Generally Accepted Accounting Principles in the United States of America (US GAAP), the District's activities are accounted for in an accrual method to produce its financial statements for external reporting, i.e., the Annual Comprehensive Financial Report (ACFR). The accrual method records revenue when earned and expenses when incurred, which is like private business enterprises. The intent is to present the District's operations on a cost recovery basis for all of its operations and capital project activity relative to the user fees levied.

While the District's audited financial statements are accounted for as an enterprise fund, the budget is prepared generally based on the modified accrual basis of accounting. The modified accrual basis of accounting records revenue when it is both measurable and available, and records expenditures when a current liability is incurred. The primary difference between the District's financial statements used for external financial reporting and its budgeting activities is the economic timing when a transaction occurs regardless of when the related cash transaction occurs. *Table 7* below lists the specific transactions that are presented differently in the District's budget relative to its ACFR:

Table 7 – Budget-to-ACFR Presentation Differences

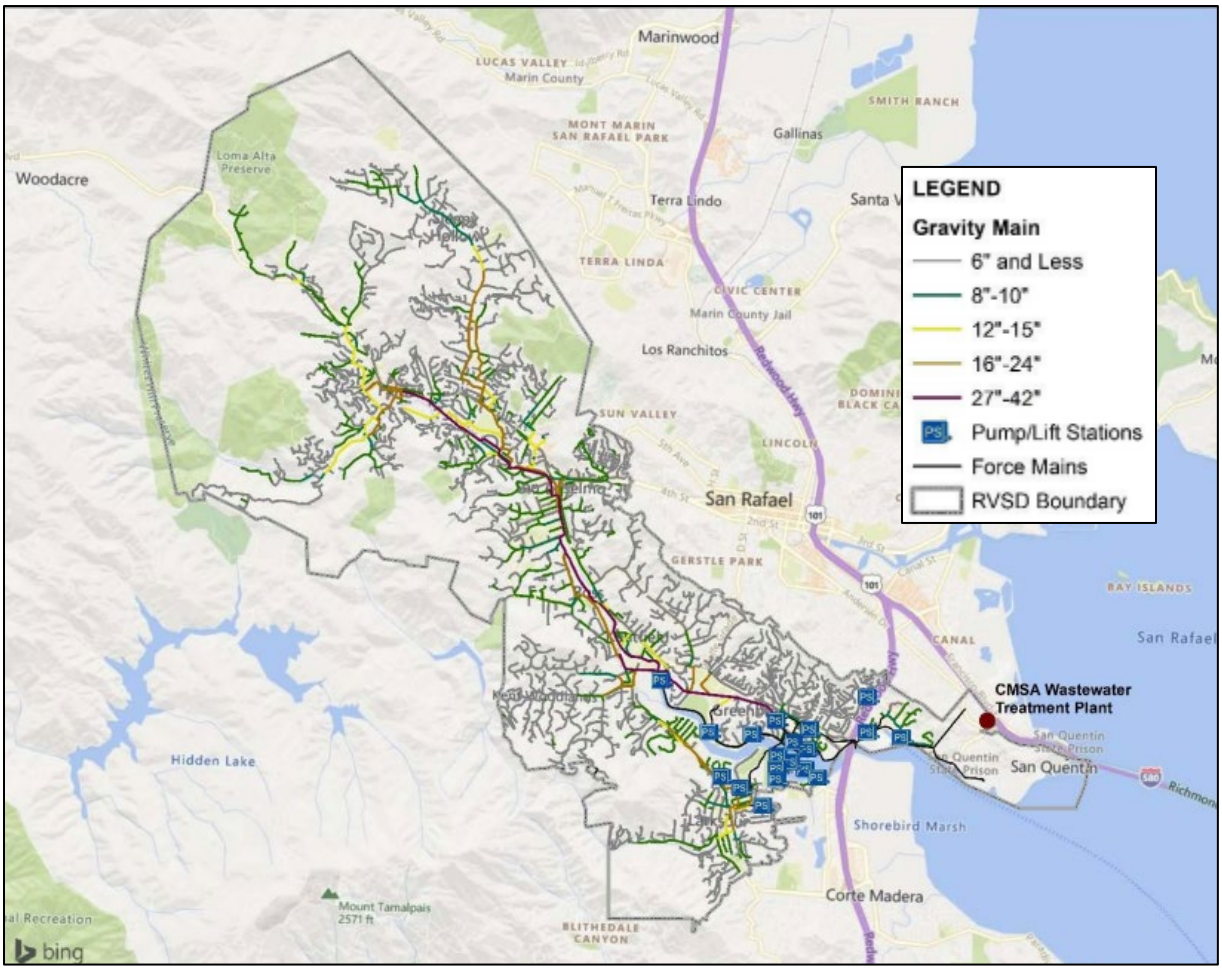
	Presentation Item	Rationale
1	Depreciation expense	Non-cash charge with no actual current resources being used.
2	Bond amortization expense	Non-cash charge with no actual current resources being used.
3	Bonds principal repayment	Expenditure reported on the ACFR as a reduction of a liability on the Statement of Net Position, not as an expense.
4	Loan principal repayment	Revenue reported on the ACFR as a reduction of an asset on the Statement of Net Position.
5	Debt principal proceeds	Revenue reported on the ACFR as an increase of liability on the Statement of Net Position.
6	Capital expenditures	Expenditure reported on the ACFR as an increase of capital assets on the Statement of Net Position, not as an expense.
7	Compensated absences expense	Non-cash charge with no actual current resources being used.
8	Actuarial retirement obligation expense	Non-cash charge with no actual current resources being used.
9	Actuarial insurance claims liability expense	Non-cash charge with no actual current resources being used.
10	Legal liability expense	Non-cash charge with no actual current resources being used.
11	Special assessment collection	Revenue reported on the ACFR as a reduction of liability on the Statement of Net Position.
12	Special assessment remittance	Expenditure reported on the ACFR as an increase of a liability on the Statement of Net Position.
13	Capital asset impairment expense	Non-cash charge with no actual current resources being used.
14	Capitalized lessee contra-expense	Non-cash charge with no actual current resources being used.
15	Capitalized lessor effective interest	Non-cash charge with no actual current resources being used.
16	Bad debt expense	Non-cash charge with no actual current resources being used.

(10) District Performance Metrics

The following section summarizes the District's key performance indicators to further explain the District's operations that drive the decisions and budget. The data presented is compiled from the *Performance Metrics Monthly Report* prepared for the monthly Board meeting agendas. These reports are publicly available on the District's website https://www.rvsd.org/233/District-Studies-and-Reports

The wastewater collection and conveyance system is designed to direct wastewater from service area residential homes and commercial businesses to its JPA treatment plant facility at CMSA. Once at CMSA, the wastewater is treated to remove pollutants from the influent flows using various physical, biological and chemical processes. While some of the reported performance metrics can be directly correlated to specific parts of the budget, most of the metrics reported below are accomplished by the O&M Department who is responsible for the successful maintenance and operation of the District's system. The goal of the operating budget within the Operating Fund is to provide District customers with high quality wastewater collection service, through a system that has no avoidable sanitary sewer overflows, at the lowest sustainable cost, in order to protect public health and the environment.

Figure 4 – District Collection & Conveyance System

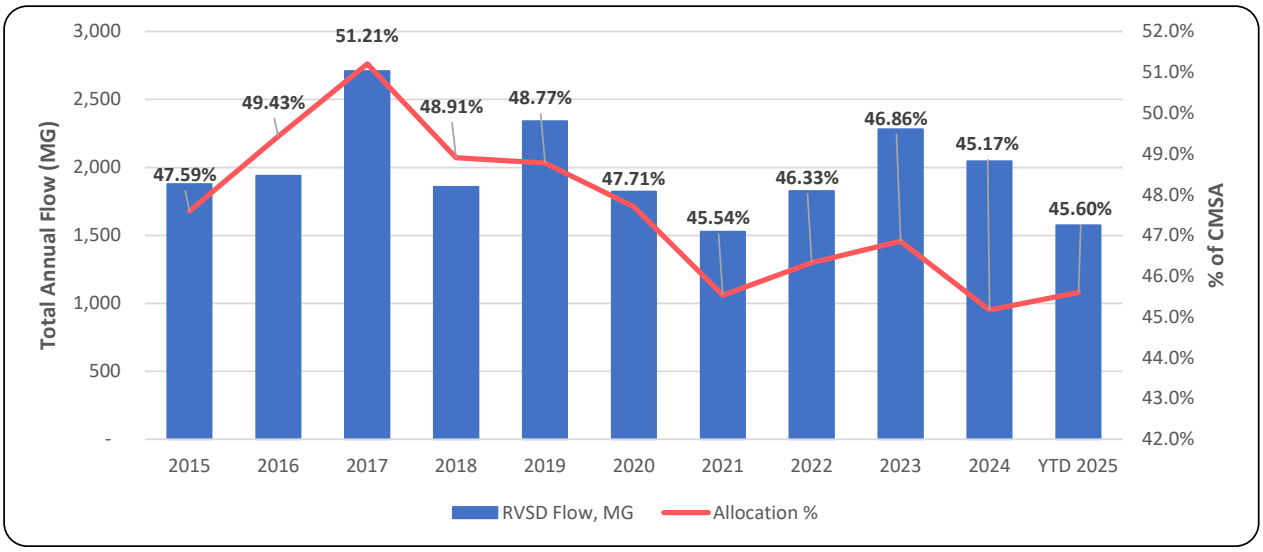


Within the annual budget, the District identifies seven key performance metrics that explain the District's operations and relate to the District's Strategic Plan. The performance metrics are identified and described below:

Volume of Wastewater Collected

CMSA is the District's treatment plant for collected wastewater that is conveyed for treatment and eventual disposal. The District is a JPA member along with two other sanitary districts, San Rafael Sanitation District and Sanitary District #2 (Town of Corte Madera). This metric captures the total volume of wastewater flow with the proportional allocation for each member. The District stresses the importance of reducing inflow and infiltration (I&I) to its system, and the trend that measures the District's successful ability to manage I&I is its proportional share of the total flow. The correlating budget data point is that a lower percentage of flow results in a reduced share of the District's treatment plant costs.

Chart 3 – Wastewater Flow

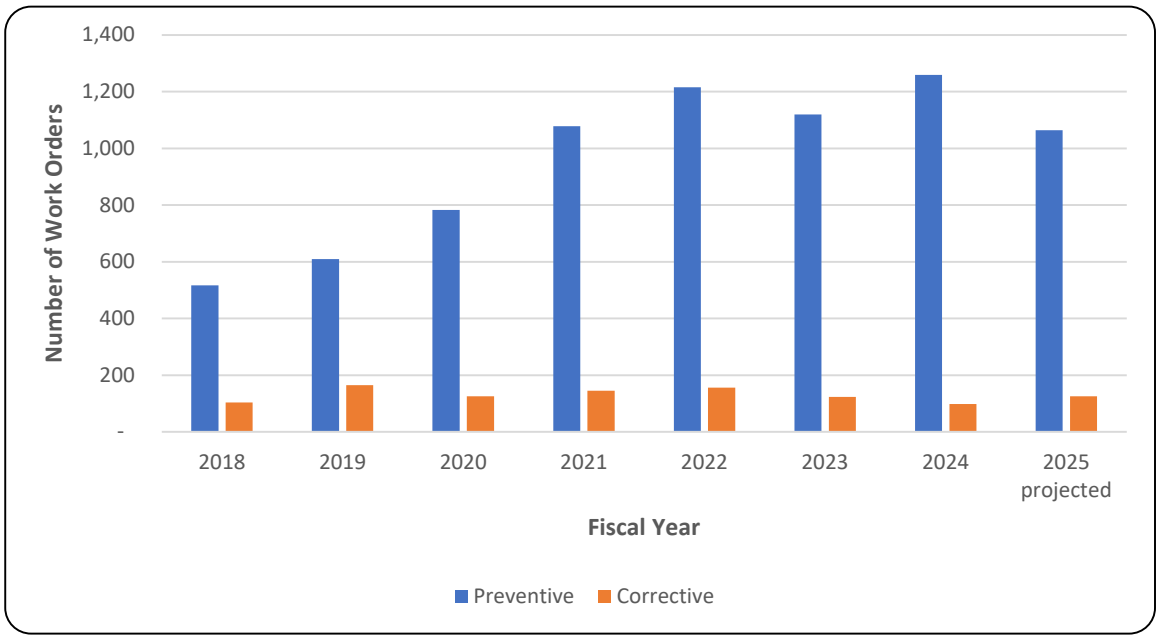


Note: 2025 is fiscal year to date through March 31, 2025

Pump Station Maintenance ("Pump Stations")

The District's pump stations are an integral part of the wastewater collection and conveyance system. In the process of moving wastewater flow to the District's treatment plant, basic wear and tear on pump station infrastructure occurs from being constantly exposed to harsh hazardous material. The District's 19 pump stations require routine preventive and corrective electrical and mechanical maintenance to ensure proper and efficient operation. Over the past few years, the District has invested in significant pump station renovations to implement new mechanical, electrical and instrumentation technologies. For example, photoionization odor scrubbers use ultraviolet light along with activated carbon to sanitize foul air before it is discharged into the atmosphere, mitigating environmental odors. Implementation of this and other advanced technologies are preventive-based maintenance investments made over operational corrective activities, as demonstrated in *Chart 4* below.

Chart 4 – Pump Station Maintenance Type



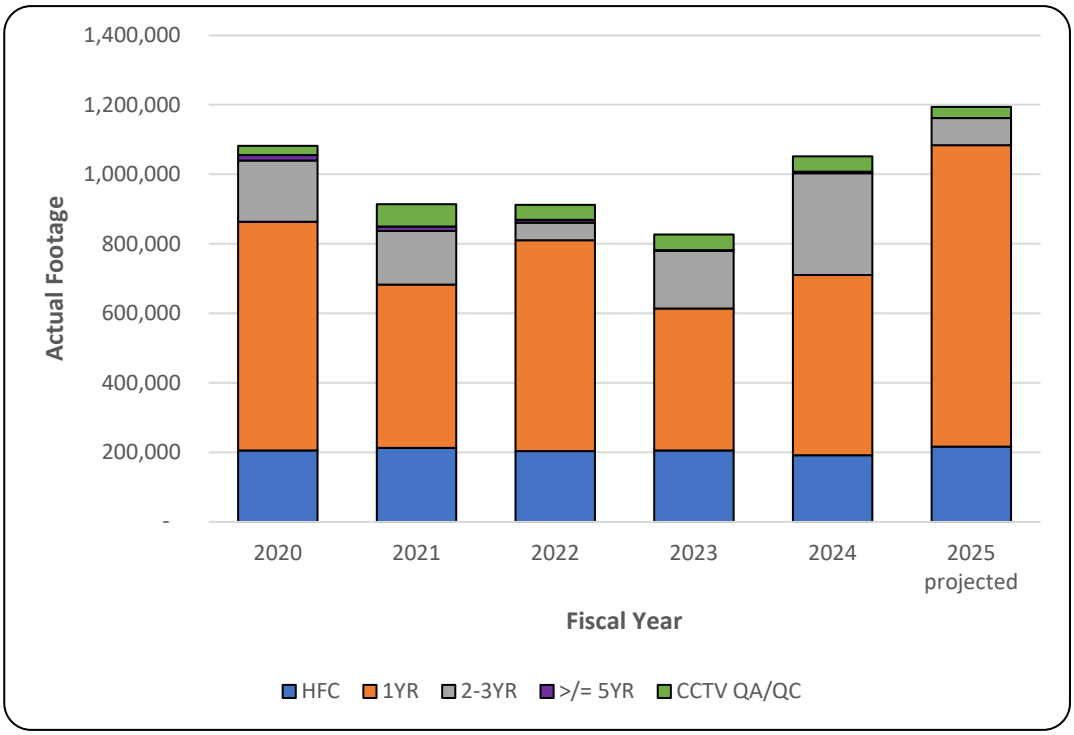
Note: 2025 is fiscal year to date through March 31, 2025

Preventive Gravity Pipe Cleaning ("Line Maintenance")

The District's wastewater collection and conveyance system is primarily made up of gravity main pipelines networked throughout its service area as shown in *Figure 4*. Gravity main pipelines are the District's primary capital asset and ensuring the pipelines are routinely cleaned of accumulated waste material is paramount for a well-functioning system. The District had been cleaning its system more aggressively as a result of the 2013 CDO. Now, the District's key metric will be performing targeted cleanings to both control cleaning costs and minimize the frequency of unnecessary high-pressure cleanings which degrade the pipelines over time.

Chart 5 below shows five years of history for the District's preventive pipe cleaning. HFC is high-frequency cleaning. CCTV QA/QC is Condition Assessment TV Quality Assurance/Quality Control.

Chart 5 – Line Maintenance Pipe Cleaning Footage



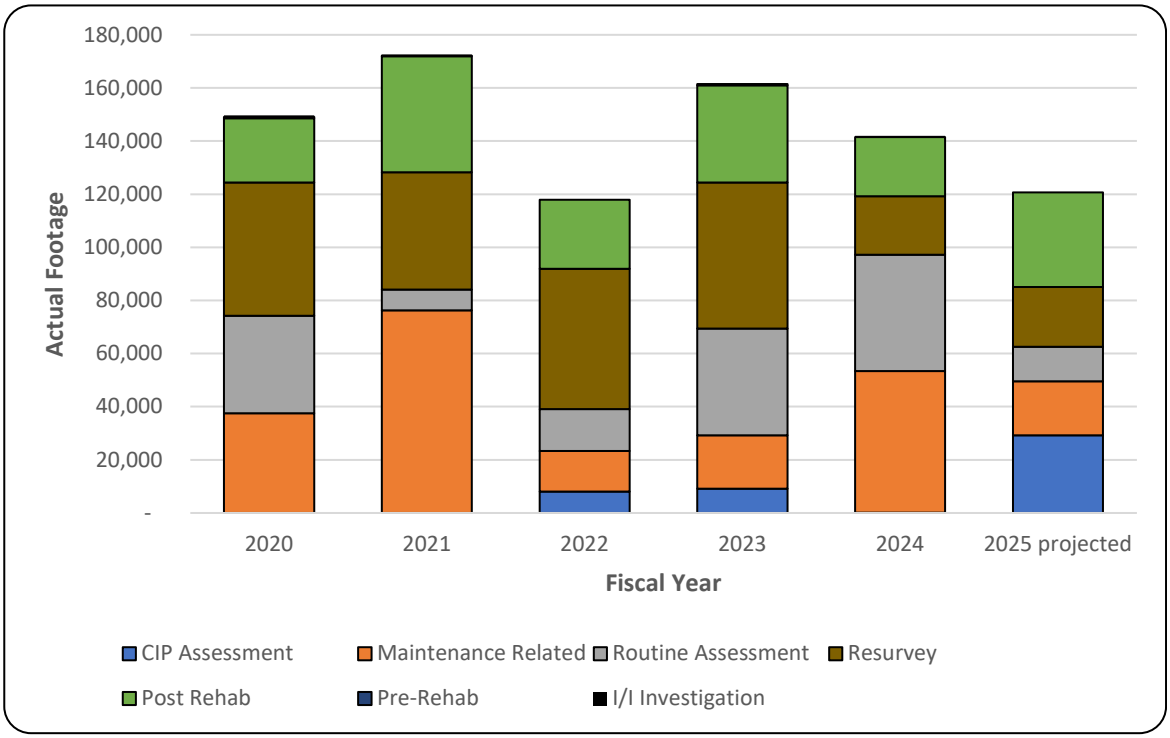
Note: 2025 is fiscal year to date through March 31, 2025

Gravity Pipeline Condition Assessment ("Condition Assessment")

To effectively manage the District's infrastructure asset network, specifically its gravity main pipelines and manholes, the District must continually monitor the condition of its assets. This entails sending CCTV cameras into the pipelines and various manhole connections to review the infrastructure's integrity. The District has dramatically increased its data collection over the past several years by methodically inspecting its pipeline network and documenting its integrity. The District's key metric will be performing more targeted inspections to help drive maintenance scheduling and control future repair costs.

Chart 6 below shows the liner feet of pipe that have been inspected over the past five years.

Chart 6 – Condition Assessment Pipe Footage Inspected



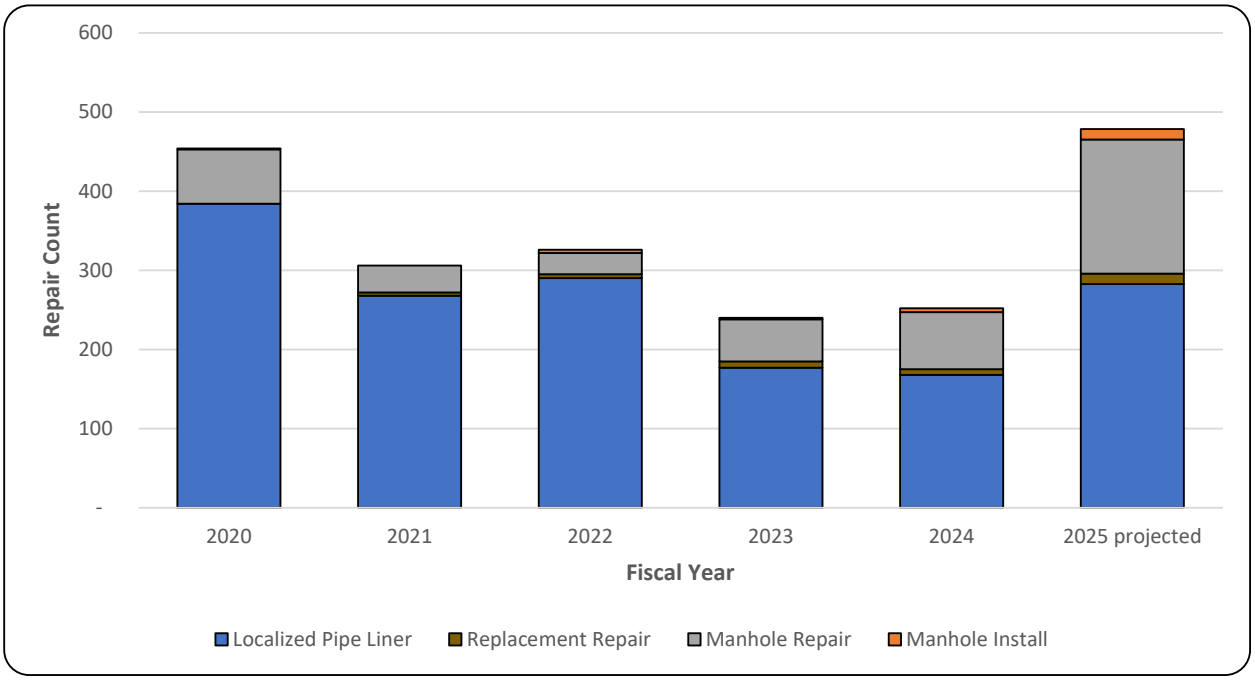
Note: 2025 is fiscal year to date through March 31, 2025

Gravity Pipeline Repair ("Line Repair")

Wear and tear on the District's underground pipe system is to be expected considering it is constantly being used. Depending on the scope and severity of damage, the District assesses whether to repair or replace the identified defect to prevent a sewer spill from occurring. The District has been performing a significant amount of in-house repair activity since the 2013 CDO in order to reinforce the integrity of the District's wastewater collection and conveyance system. When defects are identified, often by the condition assessment division, the line repair team responds to make the appropriate repair.

The number of repairs is generally normalizing over time, as shown in *Chart 7* below, demonstrating the ongoing and routine nature of maintaining the District's infrastructure.

Chart 7 – Line Repair Work Orders



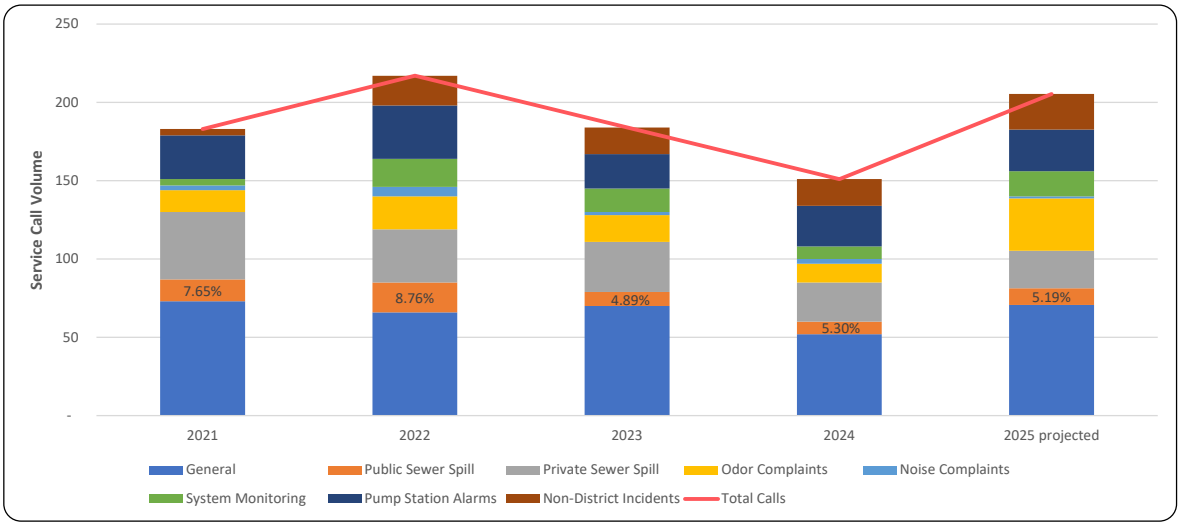
Note: 2025 is fiscal year to date through March 31, 2025

Service Call Volume

The District's service call volume is a key performance measure as it demonstrates the level of customer service provided and responsiveness to the community. The District is a public agency formed specifically to provide the community with wastewater collection and conveyance services. Ratepayers and stakeholders that inquire about District services or incidents are welcome and encouraged.

Emergency calls are handled by District staff 24/7/365. A key metric within the service call volume is the percentage of calls reporting sewer spills. The District's IAMP identifies that a lower number of sewer spills demonstrate a well-maintained wastewater collection and conveyance system. So, the lower the percentage allocation of sewer spills being reported as a service call, the better indication of the District system's integrity.

Chart 10 – Service Call Volume



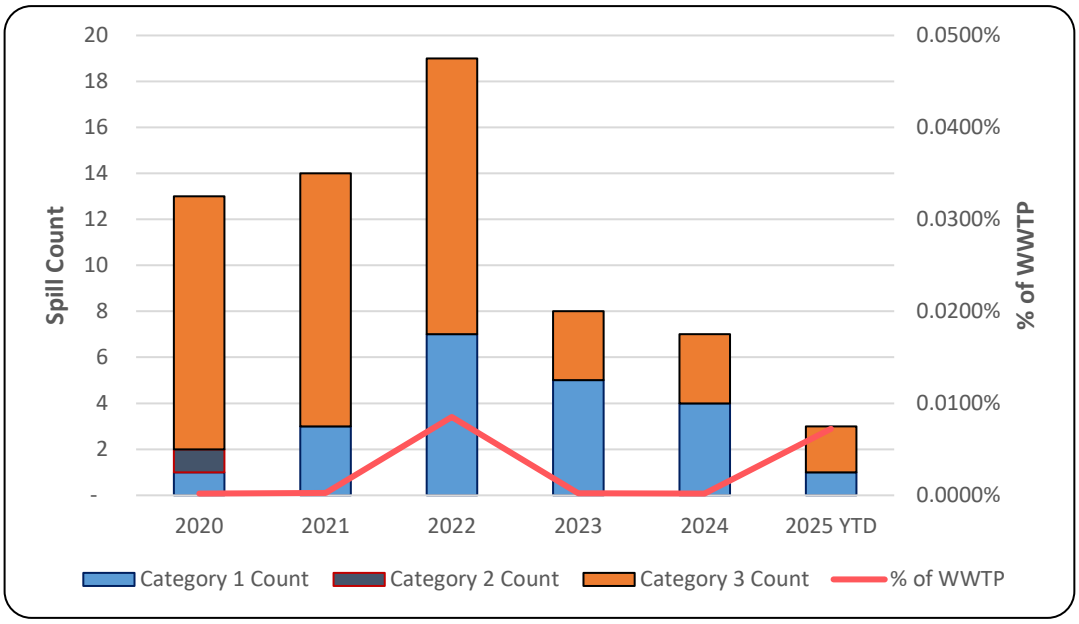
Note: 2025 is fiscal year to date through March 31, 2025

Sewer Spill Count

Sewer spills are a regulatory measure by the Regional Water Quality Control Board (RWQCB) where it signifies the overall success of the wastewater collection system. The lower the number of sewer spills, the more operationally sound the collection system is deemed to be no matter whether direct or indirect externalities cause them. Sewer spills are further categorized into one of three buckets where Category 1 is the most severe and Category 3 is the least severe. Sewer spills of any category have the potential to adversely impact public health and the local environment when they occur. So, it is critically important for the District to experience few sewer spills in any given fiscal year, with none being classified as Category 1.

As shown in *Chart 11*, the number of sewer spills are decreasing year-over-year clearly demonstrating the success of the District's CIP investments and the O&M Department's maintenance efforts.

Chart 11 – Sewer Spill Count by Category



Note: 2025 is fiscal year to date through March 31, 2025

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SECTION THREE:
BUDGET SUMMARIES

(11) Financial Summary

This section presents management's analysis of the District's financial condition and activities for the upcoming fiscal year ending June 30, 2026. It is intended to serve as an overview of the District's annual budget. This information includes the internal enterprise fund budgets, their respective reserves, and the District's plan to fund its retirement obligations.

The information in this overview is presented under the following headings:

- Financial Highlights
- Funding Sources & Uses
- Revenue Summary
- Expenditure Summary

A. Financial Highlights

- The District's FY26 Annual Budget is expected to be balanced with expected funding requirements sufficiently covered with funding sources. Total funding requirements for FY26 are $43.7 million and total funding sources are $43.7 million. Total funding sources include $41.6 million of revenue proceeds and $2.1 million in appropriated fund balance.

- Total revenue sources are expected to increase $946,000, or 2.3%.

- Total expenditures are expected to increase $1 million, or 2.4%.

- Total reserve usage as an additional funding source is expected to increase $64,124, or 3.1%.

B. Funding Sources & Uses

Table 8 – Total Enterprise Funding Sources & Uses

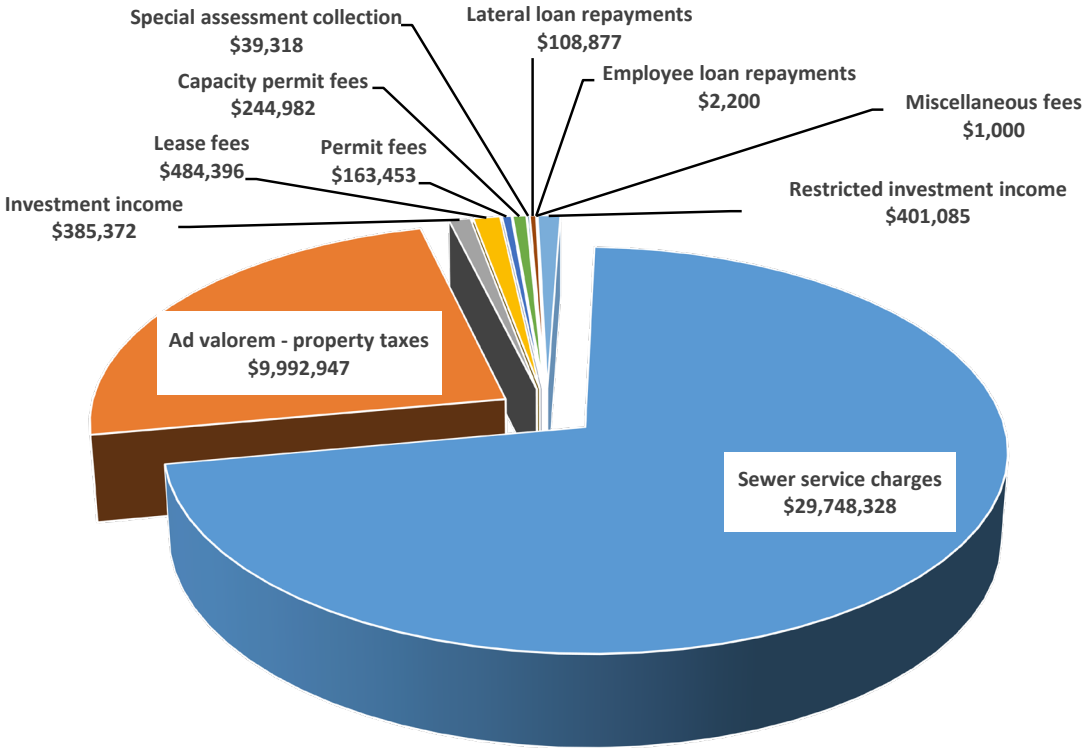
		Actual FY2024	Budget FY2025	Projected FY2025	Budget FY2026	Budget YoY $ Change	Budget YoY % Change
	USE OF FUNDS						
1	CMSA JPA charges	$ 9,298,042	$ 9,716,700	$ 9,730,852	$ 10,154,000	$ 437,300	4.5%
2	Personnel costs	8,225,231	9,634,140	8,736,817	9,945,154	311,014	3.2%
3	Infrastructure maintenance	772,894	655,500	589,957	645,500	(10,000)	-1.5%
4	Facilities & vehicles maintenance	526,461	447,400	437,623	500,000	52,600	11.8%
5	Utilities & rental charges	721,729	730,300	778,702	789,245	58,945	8.1%
6	Insurance premiums & deductibles	443,973	637,600	550,153	593,612	(43,988)	-6.9%
7	Software renewal costs	364,868	339,757	358,751	499,387	159,630	47.0%
8	Supplies	94,353	107,000	97,527	97,948	(9,052)	-8.5%
9	Training costs	175,675	264,150	164,160	225,847	(38,303)	-14.5%
10	Hiring & temporary help	211,172	40,000	122,062	10,000	(30,000)	-75.0%
11	Employee loan disbursements	-	9,000	4,100	5,000	(4,000)	-44.4%
12	Professional services charges	818,137	972,750	773,465	1,101,440	128,690	13.2%
13	Special assessment remittance	43,228	40,600	40,600	39,300	(1,300)	-3.2%
14	Other charges	502,441	349,500	301,436	360,990	11,490	3.3%
15	*Total operating use of funds*	*22,198,205*	*23,944,397*	*22,686,206*	*24,967,423*	*1,023,026*	4.3%
16	Capital projects	11,100,527	10,670,000	11,064,487	10,800,000	130,000	1.2%
17	Debt service charges	6,303,661	6,707,000	6,707,000	6,733,900	26,900	0.4%
18	Fixed asset procurement	1,064,514	820,000	220,000	650,000	(170,000)	-20.7%
19	Engineering studies	8,793	-	77,000	-	-	
20	Lateral replacement program	344,885	550,000	272,319	550,000	-	
21	*Total capital uses of funds*	*18,822,381*	*18,747,000*	*18,340,806*	*18,733,900*	*(13,100)*	-0.1%
22	**Total funding uses**	**41,020,586**	**42,691,397**	**41,027,012**	**43,701,323**	**1,009,926**	2.4%
	SOURCES OF FUNDS						
23	Sewer service charges	27,663,372	28,665,842	28,608,786	29,748,328	1,082,486	3.8%
24	Ad valorem - property taxes	9,523,787	10,058,700	9,749,216	9,992,947	(65,753)	-0.7%
25	Investment income	1,015,694	552,224	390,385	385,372	(166,852)	-30.2%
26	Lease fees	482,688	517,900	474,061	484,396	(33,504)	-6.5%
27	Permit fees	167,456	162,000	139,534	163,453	1,453	0.9%
28	Capacity permit fees	277,870	200,000	257,756	244,982	44,982	22.5%
29	Special assessment collection	41,388	39,900	41,259	39,318	(582)	-1.5%
30	Lateral loan repayments	124,134	120,100	104,339	108,877	(11,223)	-9.3%
31	Employee loan repayments	3,086	4,500	4,300	2,200	(2,300)	-51.1%
32	Proceeds from debt financing	-	-	737,102	-	-	
33	Net proceeds from asset sale	6,811	-	72,436	-	-	
34	Miscellaneous fees	86,334	600	10,002	1,000	400	66.7%
35	Restricted investment income	569,952	304,390	689,153	401,085	96,695	
36	**Total funding sources**	**39,962,572**	**40,626,156**	**41,278,328**	**41,571,958**	**945,801**	**2.3%**
37	Net revenue/(expense)	(1,058,014)	(2,065,241)	251,316	(2,129,365)	(64,124)	3.1%
38	Appropriated fund balance	1,058,014	2,065,241	(251,316)	2,129,365	64,124	3.1%
39	**Net funding position**	$ -	$ -	$ -	$ -	$ -	
40	Fund balance beginning	24,176,458	21,947,369	23,118,444	23,369,760	1,422,391	6.5%
41	Increase/(decrease) in fund balance	(1,058,014)	(2,065,241)	251,315.99	(2,129,365)	(64,124)	3.1%
42	**Fund balance ending**	**$ 23,118,444**	**$ 19,882,128**	**$ 23,369,760**	**$ 21,240,395**	**$ 1,358,267**	6.8%

C. Revenue Summary

Table 9 – Revenue Source by Category

	REVENUE SOURCE BY CATEGORY							
	CATEGORY	Actual FY 2024	Budget FY 2025	Projected FY 2025	Budget FY 2026	Budget YoY $ Change	Budget YoY % Change	Budget % of Total
1	Sewer service charges	$ 27,663,372	$ 28,665,842	$ 28,608,786	$ 29,748,328	$ 1,082,486	3.8%	72%
2	Ad valorem - property taxes	9,523,787	10,058,700	9,749,216	$ 9,992,947	(65,753)	-1%	24%
3	Investment income	1,015,694	552,224	390,385	$ 385,372	(166,852)	-30%	1%
4	Lease fees	482,688	517,900	474,061	$ 484,396	(33,504)	-6%	1%
5	Permit fees	167,456	162,000	139,534	$ 163,453	1,453	1%	0%
6	Capacity permit fees	277,870	200,000	257,756	$ 244,982	44,982	22%	1%
7	Special assessment collection	41,388	39,900	41,259	$ 39,318	(582)	-1%	0%
8	Lateral loan repayments	124,134	120,100	104,339	$ 108,877	(11,223)	-9%	0%
9	Employee loan repayments	3,086	4,500	4,300	$ 2,200	(2,300)	-51%	0%
10	Proceeds from debt financing	-	-	737,102	$ -	-	n/a	0%
11	Net proceeds from asset sale	6,811	-	72,436	$ -	-	n/a	0%
12	Miscellaneous fees	86,334	600	10,002	$ 1,000	400	67%	0%
13	Restricted investment income	569,952	304,390	689,153	$ 401,085	96,695	32%	1%
14	**Total revenue sources**	**$ 39,962,572**	**$ 40,626,156**	**$ 41,278,328**	**$ 41,571,958**	**$ 945,801**	**2%**	**100%**

Chart 12 – Budgeted Revenue by Category



The District receives revenue from various sources. The primary recurring revenue sources are Sewer Service Charges (SSC) and Ad Valorem – Property Taxes which account for 95.6% of the total FY26 budgeted revenue. Other revenue streams available to the District include investment income, lease fees, permit fees, capacity permit fees, special assessment collections, lateral loan repayments, employee loan repayments, and miscellaneous fees. Two other revenue categories: proceeds from debt financing and net proceeds from asset sales, are either highly infrequent or utilized only after careful consideration and in compliance with the District's financial policies.

A brief analysis and description are provided below for each category:

Sewer Service Charges (SSC): Sewer Service Charges are fees levied for providing wastewater collection, conveyance, and treatment by CMSA. The annual fee is based on a standardized metric of EDU from the corresponding winter water usage for a single-family residential account. Winter water usage is measured by the Marin Municipal Water District (MMWD) in hundred cubic feet (HCF) from the January and February months. This charge is included and collected on behalf of the District by Marin County on the property tax roll. In FY26, the SSCs are budgeted to increase by 4%. The increase in rates is according to the five-year rate plan, which was adopted by the Board of Directors in May of 2024. This revenue source provides for all operating expenses, operating reserves, and pension plan funding, with surplus funds directed to current and future CIP projects as anticipated in the current rate study.

Ad Valorem – Property Taxes: The District receives an allocation of property taxes from the County of Marin as per State of California legislation ("Teeter Plan"). Assessed property values increase by the lesser of inflation or 2% each fiscal year unless a change in ownership or new construction occurs in which case the District receives an allocation of supplemental property taxes collected from a revaluation of the taxable basis. Generally, due to higher mortgage rates, fewer properties are being sold which is expected to lead to lower supplemental property tax revenues as compared to the early 2020s. Many economists believed that interest rates would decline in 2025. Rate declines, however, have yet to materialize. Property taxes for the District are budgeted to increase by 2.5% following the expected annual revaluation of all property by 2% and estimated supplemental property tax revenues. This year's budget forecast was calculated as a percentage increase over the FY25 projected year end results rather than a percentage of the previous year's budget. Therefore, when compared to the previous year's budget, there is a slight decline. As compared to FY25 projected results, however, a 2.5% increase has been calculated.

Investment Income: Interest, dividends and unrealized gains/losses earned on the District's invested funds are held at various financial institutions and lent to various counterparties. The District currently holds cash and investments in these financial institutions: U.S. Bank (Operating & Canyon Road Trust Accounts), State of California Local Agency Investment Fund (LAIF), Bank of New York Mellon (Bond Trust), and California Public Employee's Retirement System (CalPERS) Section 115 trusts (CEPPT and CERBT). Investment income earned through each institution is used for operating and capital activities. Additionally, the District receives interest from its funds lent to its employees (computer purchase loans) and ratepayers (lateral replacement loan program). At the time of budget preparation, there is great uncertainty in the equity markets, monetary policy as set by the Federal Reserve, and prospect for economic growth. International trade wars have erupted with the U.S. charging tariffs on multiple other nations, and those nations charging tariffs on U.S. products in turn. Investment income is budgeted to decrease by 8% as compared to the FY25 budget.

Lease Fees: The District receives lease fees from the Comcast Corporation (tenant) for its occupied floor space within the District's recently purchased headquarters located at 1111 Andersen Drive in San Rafael. Budgeted lease fees are expected to decrease by 6.5% when compared to the FY25 budget. Comcast occupies 41.5% of the building's floor space and currently pays $22,619 monthly rent that escalates by 2% in February each year. The tenant also reimburses the District for their share of the operating expenses, i.e., utilities, maintenance, property taxes, etc. In the previous budget cycle, lease revenues were projected to increase by $120,000 due to new potential lease revenue for the District's property at 2960 Kerner Blvd in San Rafael. The additional lease revenue was not realized since the District opted to sell the property, rather than leasing it.

Sewer Permit Fees: The District charges a permit fee for repair or replacement work on private sewer laterals and other miscellaneous work resulting in discharge to the public sewer system. The fees are designed to cover the cost of maintaining standards and specification compliance and inspection. Adopted by Ordinance (most recently Ordinance 93 in May 2024), fees are adjusted annually based on the April-to-April Engineering News-Record Construction Cost Index for San Francisco, which in 2025 is -1.5%. As this is a modest decrease, sewer permit fees are projected to remain flat relative to FY25.

Capacity Permit Fees: The District collects capacity permit fees from property owners who add a new connection or modify their existing connection to the public sewer system. Capacity fees are based on the number of additional drainage fixture units (DFU). A DFU is a standardized factor that converts the number of appliances, such as sinks, showers, toilets, etc., to a count value based on the calculated increase of wastewater being added to the system. Like sewer permit fees, capacity permit fees are adopted by Ordinance (most recently Ordinance 93 in May 2024), and are adjusted annually based on the April-to-April Engineering News-Record Construction Cost Index for San Francisco, which in 2025 is -1.5%. As this is a modest decrease, capacity permit fees are projected to remain flat relative to FY25.

Special Assessment Collection: The District manages a special assessment district for the residents living on Canyon Road within the Town of Fairfax. The residents there voted in 2006 to organize into a special assessment district and fund the capital project cost of connecting their properties to the District's wastewater system. A limited obligation bond was issued with the express funding source for the debt service (and operating costs to manage the special assessment district) to be funded by a parcel tax. The parcel tax is collected by Marin County with SSC and Ad Valorem – Property Taxes. The parcel tax and the special assessment district are expected to sunset once the limited obligation bond is retired in 2026. The District is budgeting for 100% collection of these funds in FY26.

Lateral Loan Repayments: Eligible ratepayers within the service area may borrow funds from the District to assist with the cost of repair or replacement of their sewer lateral or septic system. Loans can be underwritten to the maximum allowable amount of $25,000 for laterals and $50,000 for septic-to-sewer conversions. Repayment is based on a ten-year term with interest stated at the 10-year Treasury Bond plus 0.5%. Loan principal repayments are collected by Marin County along with SSC and Ad Valorem – Property Taxes. While the District continues to issue new loans, several property owners have paid off their loans in full. Therefore, budgeted loan principal repayments are expected to remain relatively flat for the FY26 budget year.

Employee Loan Repayments: The District provides financial assistance to employees for the purchase of computer equipment to support the advancement of technical proficiencies. Loans can be underwritten to the maximum allowable amount of $3,000 with a two-year term plus interest at the then-current LAIF rate. Employee loan repayments are collected as a reduction in net pay. The District is budgeting for 100% collection of these funds in FY26.

Proceeds from Debt Financing: The District does not anticipate borrowing funds going into FY26 or into the future given the policy shift to a "pay-as-you-go" methodology of funding capital projects.

Net Proceeds from Asset Sale: This category is non-recurring and not budgeted for FY26.

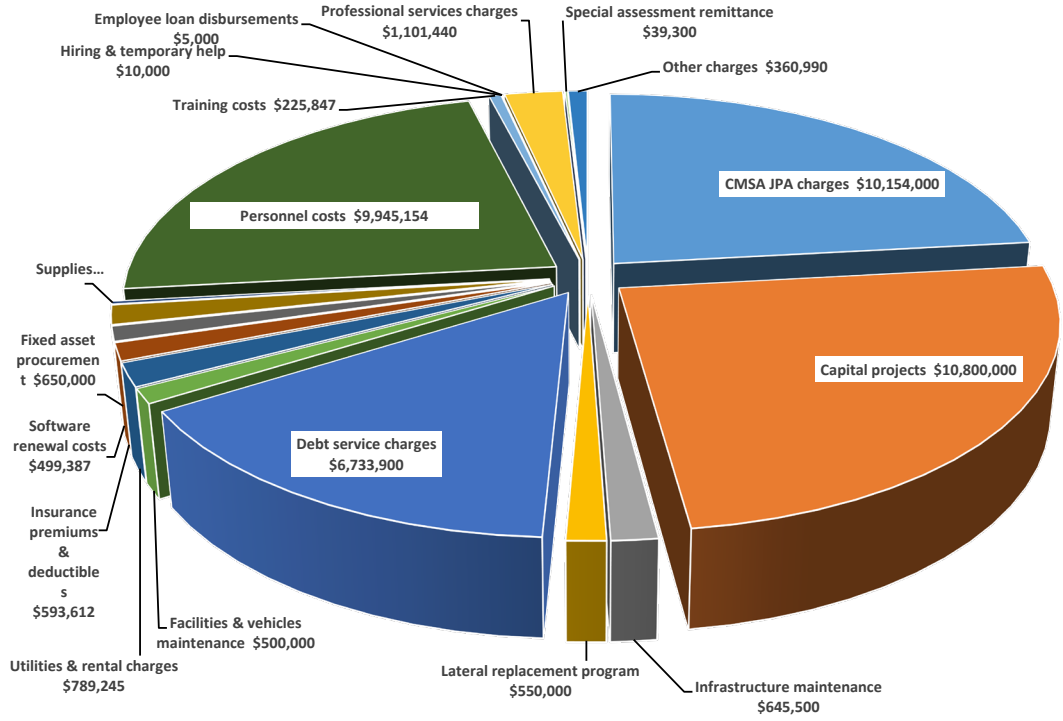
Miscellaneous Fees: The District collects an administrative fee for managing the Canyon Road Special Assessment District. This fee is paid to the District annually as part of the Marin County parcel tax collection. The District is budgeting for 100% collection of this fee in FY26.

D. Expenditure Summary

Table 10 – Expenditure Use by Category

EXPENDITURES BY CATEGORY								
	CATEGORY	Actual FY 2024	Budget FY 2025	Projected FY 2025	Budget FY 2026	Budget YoY $ Change	Budget YoY % Change	Budget % of Total
1	CMSA JPA charges	$ 9,298,042	$ 9,716,700	$ 9,730,852	$ 10,154,000	$ 437,300	5%	23%
2	Capital projects	11,100,527	10,670,000	11,064,487	$ 10,800,000	130,000	1%	25%
3	Infrastructure maintenance	772,894	655,500	589,957	$ 645,500	(10,000)	-2%	1%
4	Lateral replacement program	344,885	550,000	272,319	$ 550,000	-	0%	1%
5	Debt service charges	6,303,661	6,707,000	6,707,000	$ 6,733,900	26,900	0%	15%
6	Facilities & vehicles maintenance	526,461	447,400	437,623	$ 500,000	52,600	12%	1%
7	Utilities & rental charges	721,729	730,300	778,702	$ 789,245	58,945	8%	2%
8	Insurance premiums & deductibles	443,973	637,600	550,153	$ 593,612	(43,988)	-7%	1%
9	Software renewal costs	364,868	339,757	358,751	$ 499,387	159,630	47%	1%
10	Fixed asset procurement	1,064,514	820,000	220,000	$ 650,000	(170,000)	-21%	1%
11	Supplies	94,353	107,000	97,527	$ 97,948	(9,052)	-8%	0%
12	Personnel costs	8,225,231	9,634,140	8,736,817	$ 9,945,154	311,014	3%	23%
13	Training costs	175,675	264,150	164,160	$ 225,847	(38,303)	-15%	1%
14	Hiring & temporary help	211,172	40,000	122,062	$ 10,000	(30,000)	-75%	0%
15	Employee loan disbursements	-	9,000	4,100	$ 5,000	(4,000)	-44%	0%
16	Professional services charges	818,137	972,750	773,465	$ 1,101,440	128,690	13%	3%
17	Engineering studies	8,793	-	77,000	$ -	-	n/a	0%
18	Special assessment remittance	43,228	40,600	40,600	$ 39,300	(1,300)	-3%	0%
19	Other charges	502,441	349,500	301,436	$ 360,990	11,490	3%	1%
20	**Total expenditure uses**	**$ 41,020,586**	**$ 42,691,397**	**$ 41,027,012**	**$ 43,701,323**	**$ 1,009,926**	**2%**	**100%**

Chart 13 – Budgeted Expenditure by Category



The FY26 budget proposes $43.7 million of expenditures. Four recurring expenditure categories account for 86.1% of the total FY25 Budget: CMSA JPA charges, personnel costs, debt service charges and capital projects. Other uses include infrastructure maintenance, lateral replacement program, facilities and vehicle maintenance, utilities and rental charges, insurance premiums and deductibles, software renewal costs, fixed asset procurement, supplies, training costs, hiring and temporary help, employee loan disbursements, professional services charges, engineering studies, special assessment remittance, and other charges.

CMSA JPA Charges: The District pays for its allocated share of the cost related to wastewater treatment of and the CMSA JPA's debt service. FY26 budgeted costs for CMSA are expected to increase by 4.5% or $437,000 over the FY25 Budget and 4.3% over the forecasted FY25 actuals. The total amount budgeted is $10.2 million.

Capital Projects: Capital projects costs are infrastructure investment as expressed within the District's Infrastructure Asset Management Plan (IAMP). The District annually invests in capital asset improvement projects to modernize its wastewater collection and conveyance system and avoid sewage spills. The FY25 projected actuals are likely to end the year at $11 million and outpace budget by $394,487. Budgeted capital improvement projects for FY26 are proposed to increase by 1.2% or $130,000 over the previous year budget for the District's anticipated capital needs. Additional details on Capital Projects may be found in the Capital Improvement Program (CIP) section of this budget.

Infrastructure Maintenance: Repair and preventive maintenance costs include materials/tools purchases, repair activities, and easement management costs all of which are necessary to maintain an effective system. This category of expenses will decrease overall by 1.5% or $10,000.

Lateral Replacement Program: The District offers financial assistance to ratepayers who replace their aging private sewer lateral pipelines. Maintaining the integrity of private sewer lateral pipelines is just as critical as the District's sewer main pipelines; however, private sewer laterals are the responsibility of the property owner. To entice property owners to be vigilant of their private sewer lateral, the District offers both a grant and loan program for which ratepayers may apply to receive financial assistance in completing their private lateral replacement. The grant program offers awards for up to $2,500 and the loan program offers up to $25,000 for lateral replacements and up to $50,000 for septic-to-sewer conversions. Budgeted FY26 expenditures for both programs combined are proposed at the same level as FY25, $550,000.

Debt Service Charges: The District has issued several revenue bonds in the past as well as recently obtained direct financing from the State Water Resource Control Board (SWRCB). These obligations are to be repaid following the executed amortization schedule from the respective indenture agreements. Budgeted costs are expected to increase between FY26 and FY25 by 0.4% or $27,000 due to slight changes in the repayment schedules.

Facilities & Vehicle Maintenance: This category includes repair costs and recurring charges for the general upkeep of the District's local building facilities and vehicle fleet. Such costs include routine maintenance, vehicle fuel, non-recurring repair activities, and vehicle fleet rent. Budgeted costs are expected to increase by 11.8% or $53,000 in FY26 relative to FY25. The District plans to increase fleet leases by three vehicles in the coming year.

Utilities & Rental Charges: These charges are fixed recurring fees from Pacific Gas & Electric, MMWD, Marin Sanitary Service, AT&T, Comcast (cable and internet charges), and various equipment rental providers. These costs are expected to increase 8.1% or $59,000 year-over-year from FY25 to FY26 based on an analysis of current and past run rates for utilities.

Insurance Premiums & Deductibles: The District contracts with the California Sanitation Risk Management Authority (CSRMA) for purchase of pooled insurance coverage for its general liability and workers' compensation plans. Budgeted costs are expected to decrease by 6.9% or $44,000 when compared to the previous year budget. When compared to the projected actual results for FY25, however, this category is budgeted to increase 8% or $44,000. This indicates that the budget amount for FY25 may have been projected too high.

Software Renewal Costs: These costs are annual recurring charges from software providers for usage of their program(s) for daily operational needs including Microsoft Office, InfoAsset CMMS, Caselle, Laserfiche, and others. Budgeted costs are expected to increase by 47%, or $160,000, year-over-year between FY26 and FY25. The increase is primarily due to proposed roll out of new GIS and permit tracking software. Additionally, the District will undertake server refresh work and updates to the IT system firewall.

Fixed Asset Procurement: Capital expenditures for new equipment (capital and office) and software licenses are variable based on the need to replace aging equipment to increase operational efficiency. Budgeted costs are expected to decrease by 20.7% or $170,000 year-over-year between FY26 and FY25. Additional details on Fixed Asset Procurement may be found in the Capital Improvement Program (CIP) section of this budget.

Supplies: This is a recurring charge for office supplies and employee safety equipment, such as gloves and eye goggles. Budgeted expenditures are expected to decrease by 7.2% or $8,000 from FY26 to FY25 to better match historical results.

Personnel Costs: Personnel salaries and benefits are those expenditures related to payroll and staffing. These costs include base salaries and wages, overtime, payroll taxes, insurance benefits, and retirement benefits. Salaries and wages are expected to increase by 4.7%. This increase is due to the annual cost-of-living salary increases agreed upon with the District's labor groups in the fall of 2024. The District contracted with AFSCME for a COLA of 5% for FY26. COLA increases are offset somewhat by employee retirements and turnover, which often leads to new employees that are hired initially at a lower pay scale. Benefits costs are expected to remain substantially flat. The total amount budgeted is $10 million.

Training Costs: Employee training is an important element of the District's operations, especially with its specialized equipment. The District encourages its employees to participate in training seminars and conferences to maintain a high-quality team. The FY26 budget for training costs is expected to decrease by 15% or $39,000 to better match historical trends.

Employee Loan Disbursements: The District offers its employees financial assistance with purchasing personal computer equipment up to the allowable maximum of $3,000. These proceeds are repaid to the District within two years at the then-current LAIF interest rate. This category is dependent on employee

usage. The District budgets a flat amount for this category each year and this draft budget proposes $5,000.

Professional Services Charges: The District coordinates many services with third-party consultants. Such services include NBS Government for SSC billing, IT Hub for IT services, Willdan Financial for debt compliance services, TrueComp (formerly GovInvest) for retirement liability actuarial services, Downey Brand for general counsel, Liebert Cassidy Whitmore for employment law services, Cropper Accountancy for external audit services, Ardurra for community outreach activities, and others. Budgeted consultant services are proposed to increase by 13%, or $129,000, going into FY26.

Engineering Studies: The District completed its recent IAMP update in FY23. Starting in FY24 the District reallocated the budget for engineering studies into the professional service charges category.

Special Assessment Remittance: The District manages a special assessment district for the residents living on Canyon Road within the Town of Fairfax. The residents there voted in 2006 to organize into a special assessment district and fund the capital project cost of connecting their properties to the District's wastewater system. A limited obligation bond was issued with the express funding source for the debt service (and operating costs to manage the special assessment district) to be funded by a parcel tax. The parcel tax is collected by Marin County with SSC and Ad Valorem – Property Taxes. The parcel tax and the special assessment district are expected to sunset once the limited obligation bond is retired in 2026. The District's consultant, NBS, is currently analyzing the special assessment accounts and will make every effort to reduce the final year assessment in consideration of retiring the debt obligation early, as allowed in the bond indenture. The District is budgeting for 100% collection of these funds in FY26.

Other Charges: This category includes various other charges the District incurs as part of its daily operation, such as the Fats Oils & Grease (FOG) program and costs related to municipality paving projects. Overall budgeted costs are expected to increase by 3.3% or $12,000 in FY26 based on recent trends.

Table 11 – Operating Fund

		Actual FY2024	Budget FY2025	Projected FY2025	Budget FY2026	Budget YoY $ Change	Budget YoY % Change
	USE OF FUNDS						
1	CMSA JPA charges						
2	Treatment charges	$ 6,852,272	$ 7,295,100	$ 7,285,504	$ 7,734,100	$ 439,000	6.0%
3	Debt service charges	2,445,770	2,421,600	2,445,348	2,419,900	(1,700)	-0.1%
4	Personnel costs						
5	District employees	8,182,213	9,584,840	8,692,817	9,900,409	356,109	3.3%
6	District Board of Directors	43,018	49,300	44,000	44,745	(8,480)	-9.2%
7	Infrastructure maintenance	772,894	655,500	589,957	645,500	(10,000)	-1.5%
8	Facilities & vehicles maintenance	526,461	447,400	437,623	500,000	52,600	11.8%
9	Utilities & rental charges	721,729	730,300	778,702	789,245	58,945	8.1%
10	Insurance premiums & deductibles	443,973	637,600	550,153	593,612	(43,988)	-6.9%
11	Software renewal costs	364,868	339,757	358,751	499,387	159,630	47.0%
12	Supplies	94,353	107,000	97,527	97,948	(9,052)	-8.5%
13	Training costs	175,675	264,150	164,160	225,847	(38,303)	-14.5%
14	Hiring & temporary help	211,172	40,000	122,062	10,000	(30,000)	-75.0%
15	Employee loan disbursements	-	9,000	4,100	5,000	(4,000)	-44.4%
16	Professional services charges	818,137	972,750	773,465	1,101,440	128,690	13.2%
17	Special assessment remittance	43,228	40,600	40,600	39,300	(1,300)	-3.2%
18	Other charges	502,441	349,500	301,436	360,990	11,490	3.3%
19	**Total funding uses**	**22,198,205**	**23,944,397**	**22,686,206**	**24,967,422**	**1,059,640**	4.3%
	SOURCES OF FUNDS						
20	Sewer service charges	27,663,372	28,665,842	28,608,786	29,748,328	1,082,486	3.8%
21	Investment income	990,046	524,724	369,666	360,372	(164,352)	-31.3%
22	Lease fees	482,688	517,900	474,061	484,396	(33,504)	-6.5%
23	Permit fees	167,456	162,000	139,534	163,453	1,453	0.9%
24	Special assessment collection	41,388	39,900	41,259	39,318	(582)	-1.5%
25	Employee loan repayments	3,086	4,500	4,300	2,200	(2,300)	-51.1%
26	Miscellaneous fees	86,334	600	300	1,000	400	66.7%
27	Restricted investment income	563,367	301,390	686,998	396,350	94,960	31.5%
28	**Total funding sources**	**29,997,737**	**30,216,856**	**30,324,903**	**31,195,417**	**978,561**	**3.2%**
29	Revenue/(expense)	7,799,532	6,272,459	7,638,697	6,227,995	(81,079)	-0.7%
30	Transfer to Capital Fund	(7,799,532)	(6,272,459)	(7,638,697)	(6,227,995)	81,079	-0.7%
31	Net revenue/(expense)	-	-	-	-	-	

Table 12 – Capital Fund

		Actual FY2024	Budget FY2025	Projected FY2025	Budget FY2026	Budget YoY $ Change	Budget YoY % Change
	USE OF FUNDS						
1	Capital projects	11,100,527	10,670,000	11,064,487	10,800,000	130,000	1.2%
2	Debt service charges	6,303,661	6,707,000	6,707,000	6,733,900	26,900	0.4%
3	Fixed asset procurement	1,064,514	820,000	220,000	650,000	(170,000)	-20.7%
4	Engineering studies	8,793	-	77,000	-	-	n/a
5	Lateral replacement program	344,885	550,000	272,319	550,000	-	0.0%
6	**Total funding uses**	**18,822,381**	**18,747,000**	**18,340,806**	**18,733,900**	**(13,100)**	2.4%
	SOURCES OF FUNDS						
7	Ad valorem - property taxes	9,523,787	10,058,700	9,749,216	9,992,947	(65,753)	-0.7%
8	Investment income	25,649	27,500	20,719	25,000	(2,500)	-9.1%
9	Capacity permit fees	277,870	200,000	257,756	244,982	44,982	22.5%
10	Lateral loan repayments	124,134	120,100	104,339	108,877	(11,223)	-9.3%
11	Proceeds from debt financing	-	-	737,102	-	-	n/a
12	Net proceeds from asset sale	6,811	-	72,436	-	-	n/a
13	Miscellaneous fees	-	-	9,702	-	-	n/a
14	Restricted investment income	6,585	3,000	2,155	4,735	1,735	57.8%
15	**Total funding sources**	**9,964,835**	**10,409,300**	**10,953,425**	**10,376,540**	**(32,760)**	**-0.3%**
16	Revenue/(expense)	(8,857,546)	(8,337,700)	(7,387,381)	(8,357,360)	(19,660)	0.2%
17	Transfer from Operating Fund	7,799,532	6,272,459	7,638,697	6,227,995	81,079	-0.7%
18	Net revenue/(expense)	(1,058,014)	(2,065,241)	251,316	(2,129,365)	61,420	3.1%

(12) Revenue Requirements

The majority of the District's revenues are generated from Sewer Service Charges (SSC) and Ad Valorem – Property Taxes. Both sources of revenue are billed to the District's ratepayers and collected by the Marin County Tax Assessor on behalf of the District. The County levies the assessments in October and collects the assessments from the ratepayers in December and April. Payments from the County are remitted to the District in accordance with the Teeter Plan, 55% in December, 40% in April and 5% in June.

Each of these two primary revenue sources is discussed in more detail in the following sections, including a description of how they are calculated:

A. Sewer Service Charges

Sewer Service Charges are annual user fees assessed for all ratepayer parcels within the District's service area. The District coordinates its collection efforts for most of its customer accounts with Marin County by placing the user fee onto the property tax bill. Marin County then remits 100% of the user fees it has collected to the District following the approved Teeter Plan, i.e., 55% in December, 40% in April, and 5% in June. Marin County assumes all responsibility for delinquent payments in exchange for the semi-annual collection fee paid by the District. For the remaining accounts not billed by the County, the District annually invoices and collects payments from its direct bill customers. Direct bill customers include property tax-exempt parcels, such as municipalities and non-profit organizations.

The user fee is determined using a standardized metric called an EDU that is applied to the user fee rate. An EDU is an average factor designed to reflect the volume and strength of flows from a single-family residence. The purpose of standardizing flow is to make commercial customers comparable to a single-family residence for an equitable distribution of charging an affordable cost recovery user fee. It involves converting the winter water usage flow in HCF provided by MMWD following the below conversion formula expressed in Ordinance 102 that was approved by the District's Board on May 22, 2024.

Figure 5 – EDU Conversion Formula

$$Number\ of\ EDUs = \frac{Winter\ Water\ Usage\ (in\ HCF)\ x\ 748\ gallons\ per\ HCF}{60\ days\ x\ 205\ gallons\ per\ day}$$

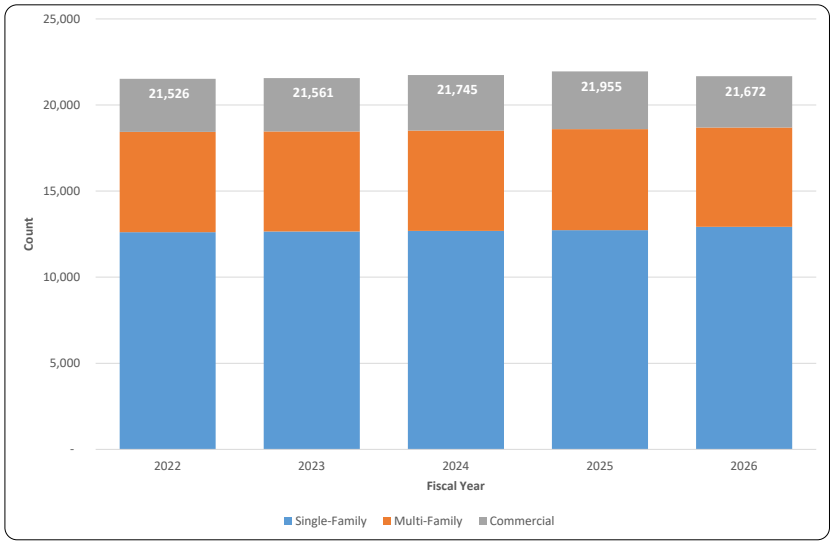
The metric of winter water usage is used as the baseline for the EDU conversion to provide a fair and average barometer of flow throughout any given year.

The District adopted a five-year rate plan in 2024. The District again worked with Hildebrand Consulting to adopt the new rate schedule for FY25 through FY29. The FY25 to FY29 rate schedule proposes increases between 3.3% to 4.0% across all County property use codes. The Rate Study incorporated the District's projected operating and capital costs and determined the applicable revenue required to sufficiently fund these District's projected costs. The Rate Study applies rate tiers based on the nature of the property, i.e., single-family-residence, multi-family residence, and commercial customers whose SSC is based on winter water usage. After following applicable Proposition 218 procedures in *Ordinance 102,* the Board of

Directors approved the new rate study in May 2024. For further detail on *Ordinance 102* or the Rate Study, please see here: *https://www.rvsd.org/159/Rates*.

The District's EDUs have remained relatively constant over the years due to Marin County being mostly built out. For FY26 there is a decrease in total EDUs of 283, or 1.3%. This increase is due to irrigation meters that were erroneously classified in the previous year, which have since been corrected. Chart 14 below displays the District's EDU trend over the past five years:

Chart 14 – District EDU Trend



For FY26, the District expects user fee revenues to increase based on the new Sewer Service Charge (SSC) Rate Schedule as displayed below in *Table 13*:

Table 13 – Five Year SSC Proposed Rate Schedule

		FY2025		FY2026		FY2027		FY2028		FY2029	
	Ross Valley Rate Zone										
1	Single-family residential	$ 1,238	2.1%	$ 1,289	4.1%	$ 1,341	4.0%	$ 1,392	3.8%	$ 1,441	3.5%
2	Single-family with ADU	$ 1,857	2.1%	$ 1,935	4.2%	$ 2,012	4.0%	$ 2,088	3.8%	$ 2,161	3.5%
3	Multi-family residential	$ 1,114	2.5%	$ 1,158	3.9%	$ 1,204	4.0%	$ 1,250	3.8%	$ 1,294	3.5%
4	Commercial low strength	$ 1,238	2.1%	$ 1,289	4.1%	$ 1,341	4.0%	$ 1,392	3.8%	$ 1,441	3.5%
5	Commercial high strength	$ 2,897	3.6%	$ 2,999	3.5%	$ 3,119	4.0%	$ 3,238	3.8%	$ 3,351	3.5%
6	Commercial minimum	$ 966	6.0%	$ 1,005	4.0%	$ 1,045	4.0%	$ 1,085	3.8%	$ 1,123	3.5%
	Larkspur Rate Zone										
7	Single-family residential	$ 1,776	3.7%	$ 1,847	4.0%	$ 1,921	4.0%	$ 1,994	3.8%	$ 2,064	3.5%
8	Single-family with ADU	$ 2,669	3.9%	$ 2,776	4.0%	$ 2,887	4.0%	$ 2,997	3.8%	$ 3,102	3.5%
9	Multi-family residential	$ 1,591	3.8%	$ 1,655	4.0%	$ 1,721	4.0%	$ 1,786	3.8%	$ 1,849	3.5%
10	Commercial low strength	$ 1,777	3.8%	$ 1,848	4.0%	$ 1,922	4.0%	$ 1,995	3.8%	$ 2,065	3.5%
11	Commercial high strength	$ 4,124	4.9%	$ 4,289	4.0%	$ 4,461	4.0%	$ 4,631	3.8%	$ 4,793	3.5%
12	Commercial minimum	$ 1,385	7.9%	$ 1,440	4.0%	$ 1,498	4.0%	$ 1,555	3.8%	$ 1,609	3.5%

For FY26 the user fee rate for the District's service area is split between the greater Ross Valley area and the Larkspur area. The Ross Valley service area is the original service area and has the largest volume of SSC rate revenue.

The Larkspur service area was annexed by the District in January 1993 from the City of Larkspur, at which time the District assumed operation of the City's wastewater and collection system going forward. The SSC for the Larkspur area is assessed at a higher rate than the Ross Valley area because no proportional property taxes were transferred from the City of Larkspur to the District as part of the Larkspur service area annexation, nor does the District receive ad valorem taxes from Larkspur rate payers. Therefore, the District must assess the area with higher SSC to equitably balance the property taxes collected from the Ross Valley service area customers.

The Murray Park service area was annexed by the District in September 2019 from Marin County and assumed operation of the area's wastewater collection and conveyance system going forward. At the time this area was annexed, an agreement was made that the SSC would be held flat at $472 per EDU until new rates were adopted by the District. Starting in FY25 the Murray Park service area was dissolved and merged into the Ross Valley service area.

The District offers a 25% discount on levied user fees for those ratepayers that meet eligible gross income thresholds or qualify as a non-profit or low-income housing development. Applications are submitted to the District via NBS for approval and the discount is made on the property tax assessment.

B. Ad Valorem – Property Taxes (Property Tax)

Property taxes are annual assessments to all ratepayer parcels within the District's service area as required under Article XIII within the State of California Constitution. The District receives an allocation of collected property taxes following applicable laws and regulations on apportionment with Marin County. Marin County remits the District's portion following the Teeter Plan, i.e., 55% in December, 40% in April, and 5% in June. Marin County assumes all responsibility for delinquent payments in exchange for the semi-annual collection fee paid by the District.

The tax assessment is determined by applying the statutorily assigned basic tax rate against the assessed taxable value of the owner's real property. From each tax year, the assessed taxable basis of real property is allowed to be reassessed either to the current CPI rate or at the maximum threshold of 2%. Furthermore, the assessed taxable basis can be revalued to its current market valuation when the real property is either sold or transferred to a third-party entity. This activity results in both an additional property tax assessment from the immediate basis change and a higher taxable basis going forward every year into the future. The basis valuation of all real property within the District's service area is determined and maintained by the Marin County Tax Assessor's Office.

The basic apportionment can be broken down into four main components:

- *Secured* – The main source of property tax levied on all real property sufficient for the tax to be considered a lien on the property within the service area (except from the Larkspur Service Area, as noted above). Examples of such property include primarily houses or buildings. This form of tax is traditionally stable within Marin County given the housing demographics. Housing turnover occurs less frequently within Marin County as compared to other housing markets within the San Francisco Bay Area. This is attributable to the population moving less frequently and the low home building rate. Therefore, the growth in the secured property tax rolls is expected to grow at the

statutorily capped percentage of 2%. Remittance of this form of property tax follows the Teeter Plan.

- *Unsecured* – The second main source of property tax levied on all real property not sufficient for the tax to be considered a lien on the property within the service area (except from the Larkspur Service Area, as noted above). Examples of such property include boats, airplanes, real estate improvements, and business property. This form of tax is traditionally stable and exhibits a similar nature to the Secured Property Tax roll. Remittance of this form of property tax follows the Teeter Plan.

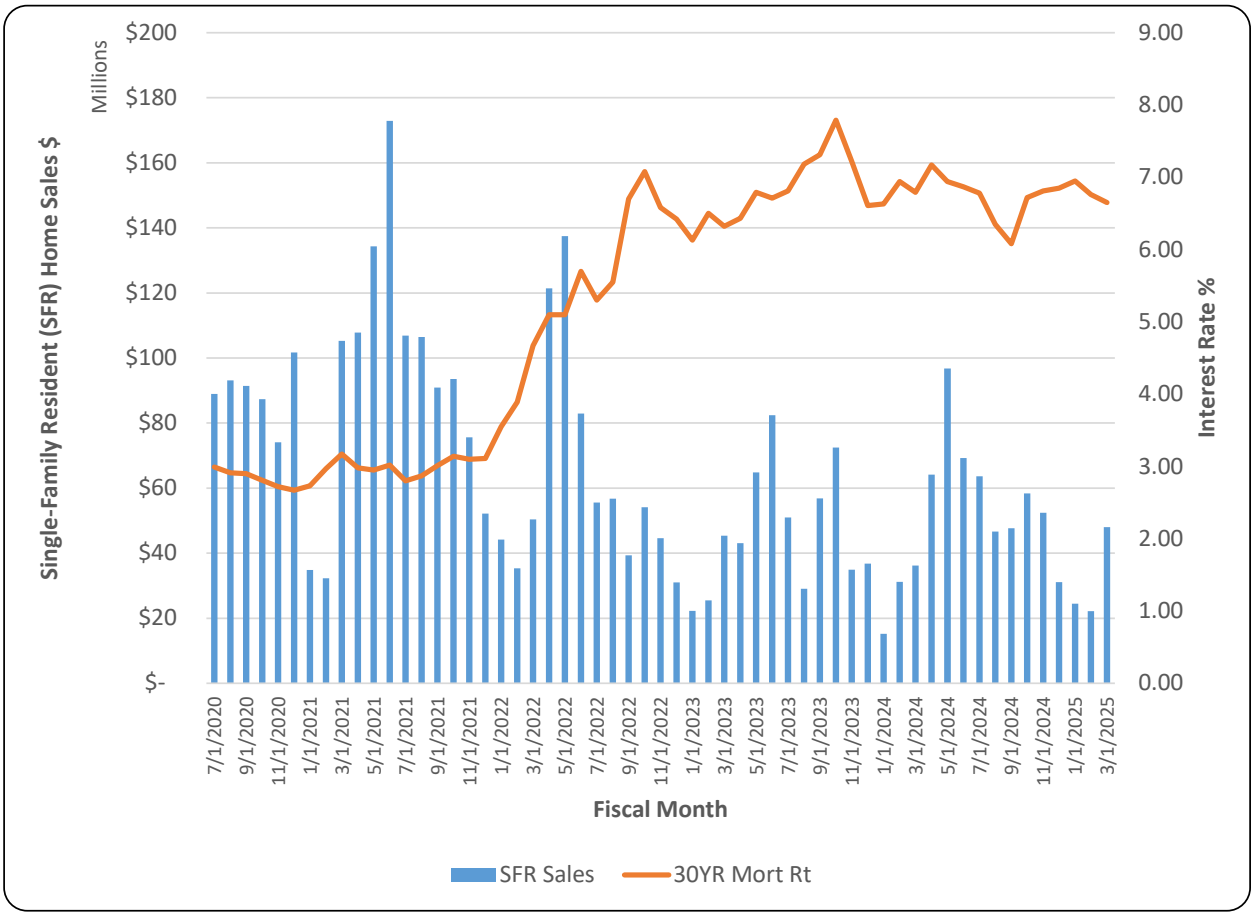
- *Supplemental* – The third main source of property tax levied on all real property when there is a change in ownership and the resulting market change is a change in assessed taxable valuation. This form of tax does fluctuate from period to period largely dependent on purchase and sale of property, new or used. Remittance of this form of property tax is typically monthly.

- *Excess Educational Revenue Augmentation Fund (ERAF)* – The last main source of property tax collected are excess funds apportioned to local government from the special education fund, ERAF. ERAF was set up in the 1990's as a mechanism by the State of California to shift a portion of the collected basic property tax money from local government towards K-12 and community college education to fund its required education contribution. However, any excess amount collected that is above and above the required contribution to education by the State is remitted to the local government agencies. This form of tax is traditionally stable and exhibits a similar nature to the Secured Property Tax roll. Remittance of this property tax is annually.

The District expects its property tax allocation to increase in the upcoming fiscal year by 2.5%. The District is projecting 2% growth in the appraised values for existing properties, and the remainder of the increase comes from supplemental property tax revenue, which is flat as compared to projected results for FY25. Due to higher interest rates, there has been a decline in residential real estate transactions as compared to FY21 through FY23, notwithstanding the increased seasonal activity in the spring and summer months. As of April 2025, there is great uncertainty as to the direction the Federal Reserve will take with regard to interest rates. For now, mortgage rates remain relatively elevated at around 6.5% to 7.0%

Chart 15 shows the current home sale activity within the District's service area relative to the 30-year mortgage rate:

Chart 15 – District Service Area Home Sale Activity



For further information about the property tax system, please refer to the County of Marin website at *https://www.marincounty.org/*.

(13) Departmental Budgets

The District is organized into three departments, Operating & Maintenance, Engineering & Inspections, and Administrative Services. Each department is responsible for managing their own respective budgeted use of funds to carry out the District's Business Plan objectives and meet the Board policy-level goals. How each department plans and uses its allocated funds is at the discretion of the respective department head and organizational setup following applicable District financial policies and procedures.

This section is organized for the reader to best understand the expenditure categories planned for each department. Some categories are not discussed from a departmental perspective because of the nature of the activities being indistinguishable between departments. For example, all personnel costs, except Board fees, are aggregated into a consolidated view. All other activities are individually discussed in relation to the department's purpose and objectives. Expenditure category explanations, personnel count, and department initiatives are presented for each department. Please note, only explanations for significant changes are included to assist the reader.

Table 15 – Departmental Budget Summary

		Actual FY2024	Budget FY2025	Projected FY2025	Budget FY2026	Budget YoY $ Change	Budget YoY % Change
1	Operations & maintenance	$ 7,795,562	$ 8,612,725	$ 8,025,417	$ 8,808,626	$ 195,901	2.27%
2	Engineering & inspections	1,377,314	1,748,074	1,330,693	1,931,205	183,131	10.48%
3	Administrative services	3,684,059	3,826,298	3,558,644	4,034,291	207,993	5.44%
4	**Total departmental costs**	**$ 12,856,935**	**$ 14,187,097**	**$ 12,914,754**	**$ 14,774,123**	**$ 587,026**	**4.14%**

Operations & Maintenance (O&M) Department Costs

The Operations & Maintenance (O&M) Department performs essential activities specific to the day-to-day operation of the District's wastewater collection and conveyance system. The O&M Department's activities include gravity pipeline cleaning and repair, condition assessment of the gravity pipeline, and pump station infrastructure, as well as operation of specialized heavy machinery. Each of these activities are handled by the specific O&M Divisions within the O&M Department: Line Maintenance for cleaning, Line Repair for infrastructure remediation, Condition Assessment for data collection, and Pumps for maintaining the pump station infrastructure. All such activities are to be performed following applicable regulations as required by the State Water Regional Control Board (SWRCB), National Pollutant Discharge Elimination System (NPDES), and Bay Area Quality Management District (BAAQMD) permit requirements.

Figure 6 – O&M Department Organization Chart

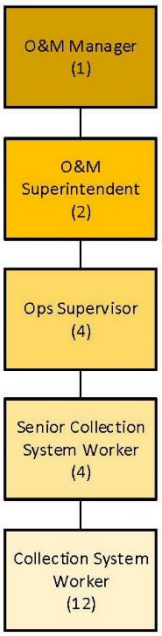


Table 16 – O&M Department FTE Count

	Authorized Position	FY2024	FY2025	FY2026
1	O&M Manager	1	1	1
2	O&M Superintendent	2	2	2
3	Operations Supervisor	4	4	4
4	Crew Lead	1	-	-
5	Senior Collection Systems Worker	2	4	4
6	Collection Systems Worker I/II	13	12	12
7	**Total O&M**	**23**	**23**	**23**

Table 17 – O&M Department Budget Summary

		Actual FY2024	Budget FY2025	Projected FY2025	Budget FY2026	Budget YoY $ Change	Budget YoY % Change
1	Salaries & wages	$ 3,437,724	$ 3,783,000	$ 3,516,225	$ 3,844,012	$ 61,012	1.61%
2	Benefits	1,806,343	2,025,600	1,896,477	2,015,395	(10,205)	-0.50%
3	Payroll taxes	231,277	277,300	242,835	274,847	(2,453)	-0.88%
4	*Total salaries & benefits*	*5,475,344*	*6,085,900*	*5,655,537*	*6,134,254*	*48,354*	*0.79%*
5	Pump station maintenance	337,956	168,000	167,826	168,000	-	0.00%
6	Line maintenance	73,780	85,000	55,184	90,000	5,000	5.88%
7	Sewer line repair	241,104	262,500	257,147	247,500	(15,000)	-5.71%
8	Condition assessment	92,263	65,000	46,601	65,000	-	0.00%
9	Easement access management	27,790	75,000	63,200	75,000	-	0.00%
10	*Total infrastructure maintenance*	*772,894*	*655,500*	*589,957*	*645,500*	*(10,000)*	*-1.53%*
11	Facilities maintenance	199,230	140,000	164,093	135,000	(5,000)	-3.57%
12	Vehicle maintenance	327,231	307,400	273,531	365,000	57,600	18.74%
13	*Total factilities & vehicle maintenance*	*526,461*	*447,400*	*437,623*	*500,000*	*52,600*	*11.76%*
14	Utilities charges	638,091	641,224	700,374	719,745	78,521	12.25%
15	Software renewal costs	-	185,051	193,176	217,500	32,449	17.54%
16	Rental fees	31,802	8,700	16,876	9,000	300	3.45%
17	*Total utilities, software, & rent*	*669,894*	*834,975*	*910,426*	*946,245*	*111,270*	*13.33%*
18	Professional services costs	34,062	110,000	53,123	150,000	40,000	36.36%
19	Supplies	54,680	65,000	59,948	65,000	-	0.00%
20	FOG inspection fees	32,137	30,000	30,000	35,000	5,000	16.67%
21	Permit fees	32,719	45,000	29,700	40,000	(5,000)	-11.11%
23	Hiring & temp agency fees	889	-	975	-	-	n/a
24	Workers' compensation premium	136,763	258,200	205,535	217,868	(40,332)	-15.62%
25	Miscellaneous costs	3,180	-	278	-	-	n/a
26	*Total other charges*	*350,969*	*588,950*	*431,873*	*583,628*	*(5,322)*	*-0.90%*
27	**Total Operations & Maintenance**	**$ 7,795,562**	**$ 8,612,725**	**$ 8,025,417**	**$ 8,809,626**	**$ 196,901**	**2.29%**

A. Salaries & Benefits

Personnel costs for the O&M Department are budgeted to increase $48,000, or 0.79%, going into FY26 primarily due to all employees receiving an expected COLA of 5%. COLA increases are offset somewhat by employee retirements and turnover, which often leads to new employees that are hired initially at a lower pay scale. Benefits costs are expected to remain substantially flat.

B. Facilities & Vehicle Maintenance

This category includes repair costs and recurring charges for the general upkeep of the District's local building facilities and vehicle fleet. Such costs include routine maintenance, vehicle fuel, non-recurring repair activities, and vehicle fleet rent. Budgeted costs are expected to increase by 11.8% or $53,000 in FY26 relative to FY25. The District plans to increase fleet leases by three vehicles in the coming year.

C. Utilities, Software, & Rent

Budgeted costs for this category are expected to increase $111,000, or 13.33%, compared to FY25. Sub-categories showing significant variances are discussed in further detail below:

- *Utilities Charges* – These charges are fixed recurring fees from Pacific Gas & Electric, MMWD, Marin Sanitary Service, AT&T, Comcast (cable and internet charges), and various equipment rental providers. Budgeted costs going into FY26 are expected to increase 12.25% or $79,000 based on current trends and recent run rates. A portion of the utilities costs from the Andersen Drive building are reimbursable from the tenant sharing the building.

- *Software Renewal Costs* – Software renewal costs were historically budgeted for in the Administrative Services department. However, starting in FY25 these costs have been separated out among the District's three departments based on the primary users of the software. Costs are budgeted to increase 18% or $33,000 for FY26, mostly due to increases for asset management software.

D. Other Charges

This Category includes professional services, supplies, permit fees, training costs and workers' compensation premiums among others. Budgeted costs for FY26 are expected to remain flat for FY26 as compared to the FY25 budget. When compared to the projected results for FY25, an increase of 10% has been budgeted.

Engineering & Inspections (E&I) Department Costs

The Engineering & Inspections (E&I) Department performs essential activities specific to monitoring and identifying improvement opportunities within the District's wastewater collection and conveyance system. The E&I Department's activities include inspecting all private sewer lateral connections to the District's gravity main pipeline network, coordinating efforts with professional services consultants for performing essential studies, and managing the District's CIP projects. All activities are handled under general direction of the District's Senior Engineer following the findings noted within the latest IAMP.

Figure 7 – E&I Department Organization Chart

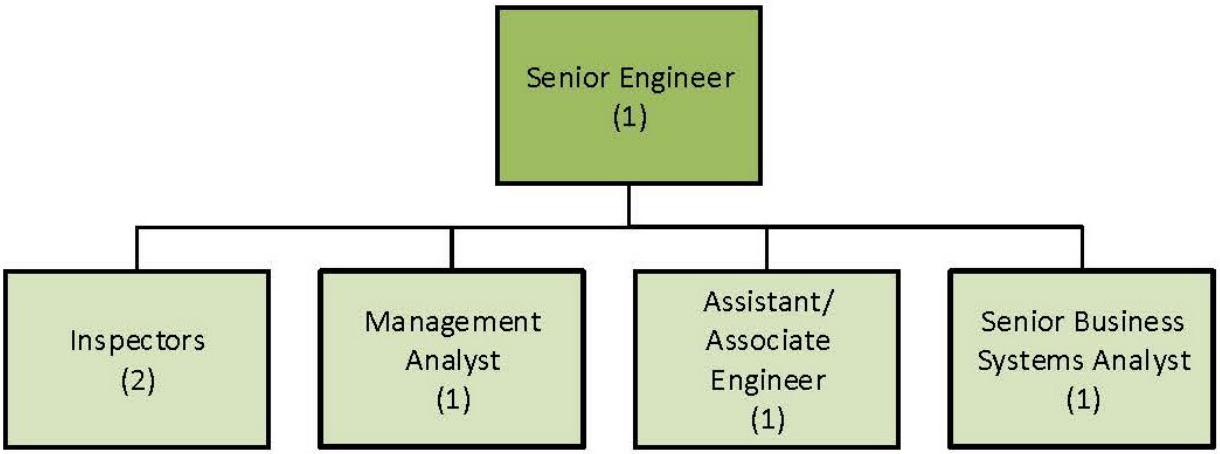


Table 18 – E&I Department FTE Count

	Authorized Position	FY2024	FY2025	FY2026
1	Senior Engineer	1	1	1
2	Senior Business Systems Analyst	1	1	1
3	Business Systems Analyst I/II	-	1	-
4	Assistant/Associate Engineer	-	-	1
5	Management Analyst I/II	1	1	1
6	Inspector	2	2	2
7	**Total E&I**	**5**	**6**	**6**

Table 19 – E&I Department Budget Summary

		Actual FY2024	Budget FY2025	Projected FY2025	Budget FY2026	Budget YoY $ Change	Budget YoY % Change
1	Salaries & wages	$ 702,477	$ 852,000	$ 716,936	$ 993,922	$ 141,922	16.66%
2	Benefits	360,443	488,440	351,766	510,799	22,359	4.58%
3	Payroll taxes	48,600	64,000	49,677	71,065	7,065	11.04%
4	*Total salaries & benefits*	*1,111,519*	*1,404,440*	*1,118,379*	*1,575,787*	*171,347*	*12.20%*
5	Engineering studies	39,858	75,000	37,718	75,000	-	0.00%
6	Professional services costs	24,550	145,000	46,150	45,000	(100,000)	-68.97%
7	*Total engineering firm services*	*64,408*	*220,000*	*83,868*	*120,000*	*(100,000)*	*-45.45%*
8	Municipality paving projects	183,452	50,000	40,000	75,000	25,000	50.00%
9	Workers' Compensation premium	16,699	25,000	19,901	21,095	(3,905)	-15.62%
10	Software renewal costs	-	31,634	61,039	123,574	91,940	290.64%
11	Training costs	791	17,000	7,478	15,750	(1,250)	-7.35%
12	Miscellaneous costs	445	-	28	-	-	0.00%
13	*Total other charges*	*201,387*	*123,634*	*128,446*	*235,419*	*111,785*	*90.42%*
14	**Total Engineering & Inspection**	**$ 1,377,314**	**$ 1,748,074**	**$ 1,330,693**	**$ 1,931,205**	**$ 183,131**	**10.48%**

A. Salaries & Benefits

The salary and benefit line items are projected to increase by $171,000, or 12.2%. These cost increases are driven by the addition of an Assistant/Associate Engineer position and cost of living adjustments for all employees, as well as performance-based step increases for various positions. The new Assistant/Associate Engineer position is budgeted for nine months in FY26 with recruitment set to begin in July of 2025. The position will be budgeted for a full year's costs in subsequent budgets.

B. Engineering Firm Services

Budgeted costs going into FY26 are expected to decrease by $45.5%, or $100,000 as compared to the FY26 budget. For FY26 these budgeted costs are expected to cover engineering consulting services and engineering studies. For FY26, $80,000 has been removed for inspection service support as it was determined that this service was not needed.

C. Other Charges

Other Charges going into FY26 are expected to increase $112,000, or 90%, compared to the FY25 budget. The increase is primarily due to the proposed roll out of new GIS and permit tracking software.

Municipality paving project costs are related to local municipalities within the District's service area requesting reimbursement for resetting manhole frames and covers when they re-pave the roads. This budgeted cost has been increased by $25,000 to meet anticipated demand.

Administrative Services (Admin) Department Costs

The Administrative Services (Admin) Department performs all other duties of the enterprise to maintain the backbone of the entity's back-office services. The Admin Department's activities include finance and accounting, payroll, accounts payable, accounts receivable, customer service (permitting and inspection scheduling), setting the agenda with the Board, human resources, and information technology (IT) services. All such activities are to be performed under the general direction of the Administrative Services Manager following applicable regulations, authoritative guidance from financial organizations and taxing authorities, as well as internal policies.

Note, IT support services are contracted with a third-party consultant, IT-Hub. The Administrative Services Manager also serves as the District's Assistant General Manager.

Figure 8 – Admin Department Organization Chart

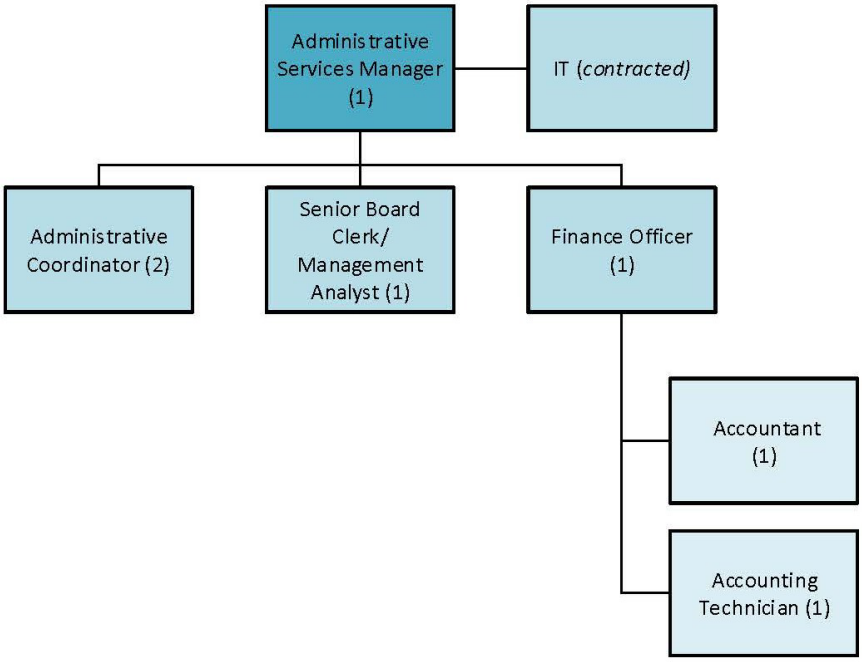


Table 20 – Admin Department FTE Count

	Authorized Position	FY2024	FY2025	FY2026
1	General Manager	1	1	1
2	Admin Services Manager/AGM	1	1	1
3	Senior Board Clerk/Management Analyst	1	1	1
4	Finance Officer	1	1	1
5	Accountant	1	1	1
6	Accounting Technician	-	1	1
7	Administrative Coordinator I/II	2	2	2
8	**Total Admin**	**7**	**8**	**8**

Note: The General Manager is allocated to the Admin Department for FTE reporting.

Table 21 – Admin Department Budget Summary

		Actual FY2024	Budget FY2025	Projected FY2025	Budget FY2026	Budget YoY $ Change	Budget YoY % Change
1	Salaries & wages	$ 1,125,699	$ 1,423,300	$ 1,368,243	$ 1,548,087	$ 124,787	8.77%
2	Benefits	405,060	580,700	482,317	572,132	(8,568)	-1.48%
3	Board fees	43,018	49,300	47,100	40,820	(8,480)	-17.20%
4	Payroll taxes	64,590	90,500	68,341	110,688	20,188	22.31%
5	*Total salaries & benefits*	*1,638,368*	*2,143,800*	*1,966,000*	*2,271,728*	*127,928*	*5.97%*
6	Insurance liability premiums	271,916	297,300	281,753	298,658	1,358	0.46%
7	Workers' Compensation premium	5,461	7,100	5,652	5,991	(1,109)	-15.62%
8	Insurance liability deductibles	13,134	50,000	37,312	50,000	-	0.00%
9	*Total insurance costs*	*290,511*	*354,400*	*324,717*	*354,649*	*249*	*0.07%*
10	Professional services costs	366,925	299,750	312,963	298,440	(1,310)	-0.44%
11	Legal services costs	154,002	170,000	224,457	365,000	195,000	114.71%
12	Community outreach costs	198,741	173,000	99,054	168,000	(5,000)	-2.89%
13	*Total professional services fees*	*719,668*	*642,750*	*636,474*	*831,440*	*188,690*	*29.36%*
14	Software renewal costs	364,868	123,072	104,536	158,313	35,241	28.63%
15	Utilities & Rental fees	51,836	80,376	61,452	60,500	(19,876)	-24.73%
16	Property tax fees	213,706	202,900	186,399	191,689	(11,211)	-5.53%
17	*Total software, rent & taxes*	*630,409*	*406,348*	*352,387*	*410,503*	*4,155*	*1.02%*
18	Employee loan disbursements	-	9,000	4,100	5,000	(4,000)	-44.44%
19	Hiring & temp agency fees	210,283	40,000	121,087	10,000	(30,000)	-75.00%
20	Training costs	118,345	166,400	104,368	133,037	(33,363)	-20.05%
21	Supplies	39,407	42,000	37,579	34,248	(7,752)	-18.46%
23	Miscellaneous costs	37,069	21,600	15,031	19,301	(2,299)	-10.65%
24	*Total other charges*	*405,103*	*279,000*	*282,165*	*201,586*	*(77,414)*	*-27.75%*
25	**Total Administrative Services**	**$ 3,684,059**	**$ 3,826,298**	**$ 3,561,744**	**$ 4,069,905**	**$ 243,607**	**6.37%**

A. Salaries & Benefits

The salary and benefit line items are projected to increase by $128,000, or 6%. These cost increases are driven by cost-of-living adjustments for all employees as well as promotions and performance-based step increases for various positions.

B. Professional Services

Budgeted costs going into FY26 are expected to increase $189,000, or 29.4%, relative to FY25. The increase is driven primarily by higher budgeted amounts for legal services to better align with recent trends and for anticipated legal and real estate development consulting work related to the former treatment plant site at 2000 Larkspur Landing Circle in Larkspur.

C. Software, Rent & Taxes

Total budgeted costs are expected to remain flat for this category as compared to the FY25 budget. Some sub-categories however show significant variances.

Software Renewal Costs – Total budgeted costs are expected to increase $35,000, or 28.6%. The year over year budget increase is due to a budgeting error in the prior year. Software renewal for the District's ERP

software was inadvertently under budgeted for FY25 and that error was fixed in the FY26 budget. Additionally, the District will undertake server refresh work and updates to the IT system firewall.

D. Other Charges

Total budgeted costs are expected to decrease $77,000 or 27.8% for FY26. The decrease is mainly due to less anticipated temporary agency fees due to the Finance function being staffed with full-time District employees. Training costs have also been budgeted lower in an effort to better align with recent departmental trends and expected needs.

(14) Treatment Plant Cost

The District is a member of the "Central Marin Sanitation Agency Joint Powers Authority" (CMSA JPA) where its collected wastewater is conveyed to the CMSA plant for treatment and eventual discharge. The other members of the CMSA JPA are the San Rafael Sanitation District (SRSD) and Sanitary District #2 (SD2) at the Town of Corte Madera. The City of Larkspur was a member previously until the District annexed their wastewater collection and conveyance operations in 1993. Since CMSA does not directly bill the ratepayers in each of the respective member service areas for its operations and capital budget cost recovery, CMSA instead charges each of its member agencies for its costs that are commensurate to the level of treatment and disposal service performed.

A. Treatment Charges

CMSA quarterly bills each of its members their proportional share of its operating and capital activities. The operating activities are invoiced as a "regional service charge" and the capital activities are invoiced as a "capital fee". The total amount of regional service charges and capital fees is determined by CMSA's budgeting process where its funding requirements for both its operating and capital activities are to be balanced with sufficient funding sources. The total treatment charge amounts are then scheduled to escalate every year following the Board of Commissioner's approved five-year rate schedule. Allocation of the total charge is performed using a weighted 36-month average wastewater flow rate that includes factors such as total flow volume in gallons, flow strength (TSS), and biomass solids (BOD) composition.

Table 18 below charts CMSA's amended five-year rate schedule that was recently adopted by the JPA Commission:

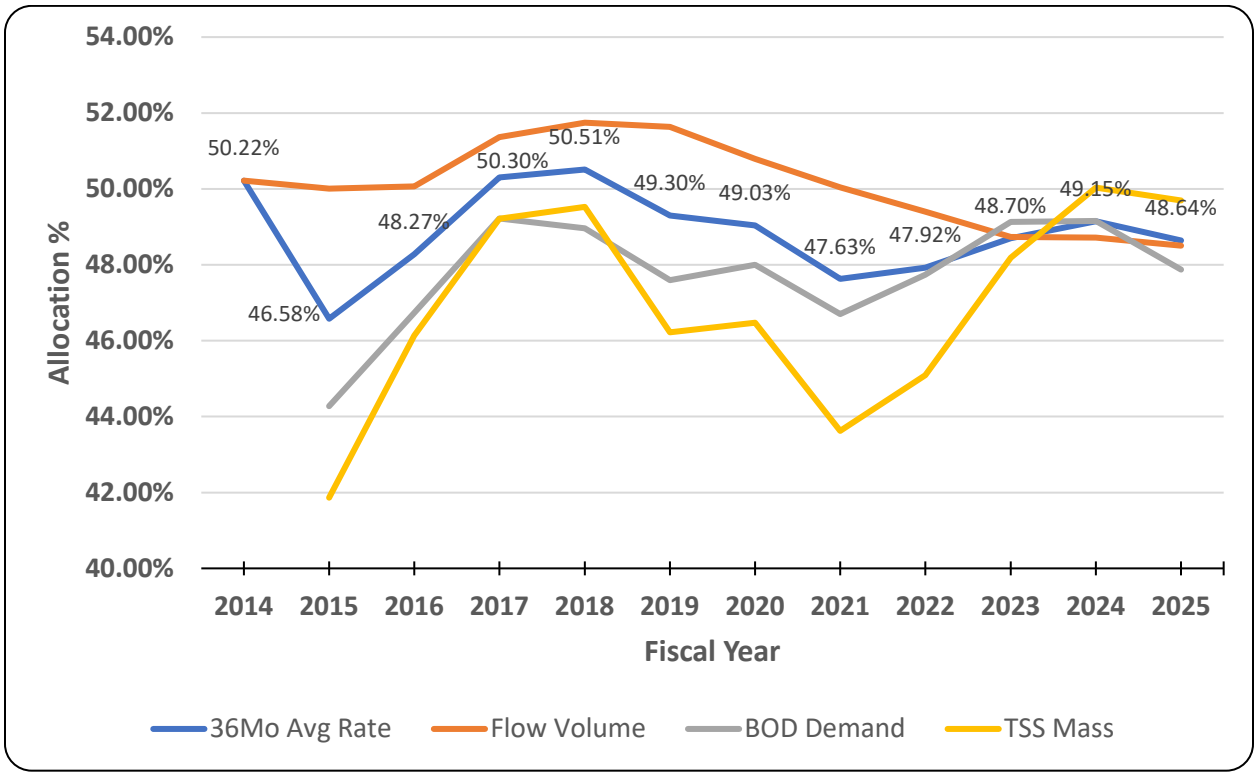
Table 22 – CMSA Five-Year Rate Schedule

	FY2024	FY2025	FY2026	FY2027	FY2028
Scheduled Increases	4.0%	4.5%	4.5%	4.5%	4.5%

Note: The scheduled fee increases are for the total CMSA JPA charge (treatment charge and debt service coverage) being levied against the District. CMSA's debt service does slightly decrease year-to-year, so the capital fee acts as a catch-all fee to net the total growth to the approved rate schedule.

Chart 16 below depicts the District's allocation rate over the past ten years:

Chart 16 – RVSD Allocation Billing Rate



Note: In FY14 and earlier, CMSA invoiced the District for its allocated share of treatment charges using the average 12-month flow rate.

As a percentage share of the total influent wastewater flow in gallons, the District's allocation is decreasing from the investments made to substantially reduce inflow & infiltration (I&I) into the wastewater collection and conveyance system. Wastewater composition as measured by biochemical oxygen demand (BOD) and total suspended solids (TSS) significantly increased the weighted average billing rate for FY25 up to 49.15% but the rate has come down slightly to FY24 levels at 48.64% for FY26. CMSA flow meters measure flow at the RVSD interceptor and CMSA subtracts flows measured at four SD2 stations and the San Quentin pump station to calculate RVSD's flow. This procedure is being reviewed as it may be overestimating actual RVSD flows based on review of individual RVSD pump station data. CMSA takes samples for BOD and TSS at various locations, intervals and sampling methods, and this year updated its procedures in response to RVSD inquiries that identified inconsistencies. The recent increases in BOD and TSS are under investigation and may be adjusted.

Table 23 – CMSA Treatment Charge Composition

		Actual FY2024	Projected FY2025	Budget FY2026
1	Regional service charge	$ 6,852,272	$ 7,024,353	$ 7,243,992
2	Capital fee	388,055	469,003	490,108
3	**Total treatment charge**	**$ 7,240,328**	**$ 7,493,355**	**$ 7,734,100**

Debt Service Fee

CMSA semi-annually bills each of its members their proportional share of its debt service related to its capital debt obligations plus a 25% coverage fee. The total fee is determined by consolidating the total debt service to be paid by CMSA on its capital debt, applying an additional 25% coverage fee over and above the debt service amount, and then allocating the total amount to each member based on EDU. The EDU allocation is a static amount that does not fluctuate year-over-year. Per agreement between CMSA and its JPA members, a long-term average EDU allocation was selected and agreed to be used for allocating CMSA's debt service. The allocation rates agreed between all the entities are the following:

Table 24 – CMSA Debt Service EDU Allocations

	Agency	EDU Count	Allocation Rate
1	SRSD	19,545	37.55%
2	RVSD	22,404	43.05%
3	SD2	6,090	11.70%
4	SQSP	4,005	7.70%
5	**Total**	**52,044**	**100.00%**

Table 25 – CMSA Debt Service Fees

		Actual FY2024	Projected FY2025	Budget FY2026
1	Debt service - allocated	$ 1,956,616	$ 1,956,278	$ 1,935,900
2	Coverage fee	489,154	489,070	484,000
3	**Total debt service fee**	**$ 2,445,770**	**$ 2,445,348**	**$ 2,419,900**

Allocated debt service is expected to decrease in FY26 according to CMSA's debt amortization schedules.

For further detail regarding CMSA's budget or its annual financial statements, its financial information can be found here: *https://www.cmsa.us/finance/documents*.

(15) Canyon Road Assessment District (CRAD)

The ratepayers residing on Canyon Road located within the Town of Fairfax voted to organize into a Special Assessment District to connect their properties to the District's wastewater collection and conveyance system. Prior to 2006, the homeowners were on septic tanks. In coordination with the ratepayers, the District formed the Canyon Road Special Assessment District (CRAD) and issued a Limited Obligation Bond in the amount of $437,794 for the express intent of financing the capital project cost to convert their septic tanks to full new connections. The bond obligation and the operating costs are 100% financed through a parcel tax levied on the residents within the CRAD. The parcel tax is annually placed onto the property tax roll for Marin County to collect and remit to the District following the approved Teeter Plan, i.e., 55% in December, 40% in April, and 5% in June. The collected proceeds are then remitted to the paying agent for the debt service, Marin County for their collection services, and the administrator for managing the assessment district. The bond obligation and assessment district are to be retired in 2026.

The FY26 budget for CRAD remittance is composed of the following elements:

- *Limited bond obligation debt service* – The indenture agreement's stated principal and interest payment due within the upcoming fiscal year. Note, this amount may differ from the collection revenue due to timing corresponding to Marin County's collection schedule so the District can receive the proceeds in advance of when the debt service is due.

- *Marin County collection fee* – A fee paid to the County for their services and guaranteeing 100% collection of the special assessment parcel tax according to the Teeter Plan. The fee amount is $6 per applicable parcel, and there are 28 parcels within the CRAD.

- *Paying Agent trust fee* – A fee paid to the paying agent, Bank of New York Mellon, for both receiving the paid debt service and remitting out to the bond investors.

- *Administration fee* – A fee paid for administration of the special assessment district. The District is designated as the CRAD's trustee, and the District coordinates the administration of CRAD with NBS Local Government Solutions to calculate the applicable parcel tax and file the required reporting with Marin County for placing the special assessment on the property tax roll.

Table 26 – Special Assessment Remittance Detail

	Fee Category	FY2026
1	Debt Service	32,500
2	Marin County Collection Fee	168
3	Pay Agent Trustee Fee	750
4	Administration Fees	5,882
5	**Total collection**	**39,300**

(16) Debt Obligations

Since 2013, the District has issued and borrowed several types of debt obligations to assist it with its CIP financing and other functions. The majority of its borrowings stem from public issuances of revenue bond obligations. However, the District did complete a private placement issuance with the State Water Resources Control Board (SWRCB) under its State Revolving Fund (SRF) program in FY23. As such, the District is to make regular principal and interest repayments on its debt obligations to gradually decrease its debt over time.

The following paragraphs provide a brief description of each of the District's current and outstanding debt obligations:

- *2013 Revenue Bonds* – The District issued the Series 2013 Revenue Bonds in August 2013 in the principal amount of $17,780,000 to finance its CIP and refund its Bank of Marin mortgage loan. The bonds were issued at a premium of approximately $133,038.90 providing an effective interest rate of 4.896%. The bonds are fully registered, with principal due annually on October 1, and interest payable semi-annually on October 1 and April 1. The bonds became callable on or after October 1, 2023, with no call premium.

- *2014 Revenue Bonds* – The District issued the Series 2014 Revenue Bonds in November 2014 in the principal amount of $30,155,000 to finance its CIP. The bonds were issued at a premium of approximately $1,243,225 providing an effective interest rate of 3.51%. The bonds are fully registered, with principal due annually on July 1, and interest payable semi-annually on January 1 and July 1. The bonds are callable starting on January 1, 2025, with no call premium.

- *2018 Revenue Bonds* – The District issued the Series 2018 Revenue Bonds in January 2018 in the principal amount of $21,870,000 to finance its CIP. The bonds were issued at a premium of approximately $3,400,854 providing an effective interest rate of 3.63%. The bonds are fully registered, with a principal payment due annually on July 1, and interest payable semi-annually on January 1 and July 1. The bonds are callable any time on or after January 1, 2025, with no call premium.

- *2019 Revenue Bonds* – The District issued the Series 2019 Revenue Bonds in July 2019 in the principal amount of $31,455,000 to finance its CIP, purchase of its new administration building on 1111 Andersen Drive, and completion of the Larkspur Landing EPA remediation. The bonds were issued at a premium of approximately $3,866,351 providing an effective interest rate of 3.39%. The bonds are fully registered, with a principal payment due annually on July 1, and interest payable semi-annually on January 1 and July 1. The bonds are callable starting on January 1, 2029, with no call premium. Furthermore, there is a special covenant of $11,120,000 for early redemption starting on February 1, 2022, if the District were to sell or lease the Larkspur Landing Property.

- *SWRCB SRF* – The District coordinated direct financing from the SWRCB for SRF financing for one of the District's capital projects in the amount of $1,708,256 in June 2022. The effective interest rate is 1.1% with principal and interest payments paid annually on July 1.

With respect to the covenants of each borrowing, the District is required to maintain a minimum debt service coverage ratio over its net revenues. The coverage ratio is split between its revenue bond obligations and its private placement SRF loan where the revenue bonds stipulate a coverage ratio of at least 1.10x and the SRF stipulates a coverage ratio of at least 1.20x. There are no other covenants or debt limitations noted from each of the issuances. The most recent audited financial statements (fiscal year 2023-24) indicate the District has a 2.69x debt coverage ratio.

For further detail on each of the above debt obligations, inspection of the respective issuance's executed debt agreement can be reviewed at *https://www.emma.msrb.org/*.

Regarding the District's FY26 budgeted debt service expenditures, the District expects its costs to be fairly constant and in line with the executed amortization schedules. The District does not expect to issue any further debt obligations given its expressed intent to fund its CIP on a PayGo basis.

Credit Ratings Note:

The District received and continues to receive credit ratings from rating agencies such as Standard & Poor's (S&P) and Fitch Ratings (Fitch). The latest ratings the District has received from both agencies on its public debt obligations are 'AA Stable Outlook' from S&P and 'AA Positive Outlook' from Fitch. Fitch, from its most recent surveillance in February 2024, upgraded the District's rating from "AA Stable Outlook" to 'AA Positive Outlook'. The rationale for both ratings is that the District is in a strong financial position, is managing its sewage spill performance relative to its recent history and exerts a stable public utility revenue stream. Furthermore, the District is situated in an affluent community with a strong housing market further validating the revenue defensibility. The District's credit ratings can be found here: *https://www.spglobal.com* and *https://www.fitchratings.com*.

Table 27 on the next page displays the amount of outstanding debt service payments FY26 through FY53.

Table 27 – Debt Service Obligations

Debt Issues	Original Principal	Outstanding Principal FY26 Beg	FY2025 Debt Service	Outstanding Principal FY26 End
2013 Bonds	$ 17,780,000	$ 13,920,000	$ 1,142,200	$ 13,455,000
2014 Bonds	30,155,000	21,415,000	1,884,644	20,285,000
2018 Bonds	21,870,000	18,060,000	1,543,000	17,420,000
2019 Bonds	31,455,000	25,970,000	2,075,000	25,045,000
SWRCB SRF	1,708,256	1,609,101	67,085	1,559,717
Totals	**$ 102,968,256**	**$ 80,974,101**	**$ 6,711,928**	**$ 77,764,717**

	Fiscal	2013 Revenue Bonds		2014 Revenue Bonds		2018 Revenue Bonds		2019 Revenue Bonds		SWRCB SRF Loan		TOTAL DEBT SERVICE			Beginning	Ending
	Year End	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total	Principal	Principal
1	2026	465,000	677,200	1,130,000	754,644	640,000	903,000	925,000	1,150,000	49,384	17,700	3,209,384	3,502,544	6,711,928	80,974,101	77,764,717
2	2027	485,000	658,200	1,165,000	720,744	675,000	871,000	965,000	1,113,000	49,928	17,157	3,339,928	3,380,101	6,720,028	77,764,717	74,424,789
3	2028	500,000	636,000	1,200,000	685,794	705,000	837,250	1,005,000	1,074,400	50,477	16,608	3,460,477	3,250,051	6,710,528	74,424,789	70,964,312
4	2029	525,000	610,375	1,235,000	649,794	745,000	802,000	1,045,000	1,034,200	51,032	16,052	3,601,032	3,112,421	6,713,453	70,964,312	67,363,280
5	2030	555,000	583,375	1,275,000	612,744	780,000	764,750	1,085,000	992,400	51,593	15,491	3,746,593	2,968,760	6,715,353	67,363,280	63,616,686
6	2031	580,000	555,000	1,315,000	572,900	820,000	725,750	1,130,000	949,000	52,161	14,924	3,897,161	2,817,574	6,714,735	63,616,686	59,719,525
7	2032	610,000	525,250	1,355,000	530,163	860,000	684,750	1,175,000	903,800	52,735	14,350	4,052,735	2,658,312	6,711,047	59,719,525	55,666,791
8	2033	640,000	494,000	1,400,000	486,125	905,000	641,750	1,220,000	856,800	53,315	13,770	4,218,315	2,492,445	6,710,760	55,666,791	51,448,476
9	2034	675,000	461,125	1,445,000	438,875	950,000	596,500	1,270,000	808,000	53,901	13,183	4,393,901	2,317,683	6,711,585	51,448,476	47,054,574
10	2035	705,000	426,625	1,500,000	388,300	995,000	549,000	1,320,000	757,200	54,494	12,590	4,574,494	2,133,715	6,708,210	47,054,574	42,480,080
11	2036	740,000	390,500	1,550,000	335,800	1,045,000	499,250	1,375,000	704,400	55,094	11,991	4,765,094	1,941,941	6,707,035	42,480,080	37,714,987
12	2037	780,000	352,500	1,610,000	273,800	1,100,000	447,000	1,430,000	649,400	55,700	11,385	4,975,700	1,734,085	6,709,785	37,714,987	32,739,287
13	2038	820,000	312,500	1,675,000	209,400	1,155,000	392,000	1,485,000	592,200	56,312	10,772	5,191,312	1,516,872	6,708,185	32,739,287	27,547,974
14	2039	860,000	270,500	1,745,000	142,400	1,210,000	334,250	1,550,000	527,000	56,932	10,153	5,421,932	1,284,303	6,706,235	27,547,974	22,126,043
15	2040	900,000	226,500	1,815,000	72,600	1,270,000	273,750	1,625,000	449,500	57,558	9,526	5,667,558	1,031,876	6,699,435	22,126,043	16,458,484
16	2041	945,000	180,375	-	-	1,335,000	210,250	1,710,000	368,250	58,191	8,893	4,048,191	767,768	4,815,960	16,458,484	12,410,293
17	2042	995,000	131,875	-	-	1,400,000	143,500	1,795,000	282,750	58,831	8,253	4,248,831	566,378	4,815,210	12,410,293	8,161,462
18	2043	1,045,000	80,875	-	-	1,470,000	73,500	1,885,000	193,000	59,478	7,606	4,459,478	354,981	4,814,460	8,161,462	3,701,983
19	2044	1,095,000	27,375	-	-	-	-	1,975,000	98,750	60,133	6,952	3,130,133	133,077	3,263,210	3,701,983	571,851
20	2045	-	-	-	-	-	-	-	-	60,794	6,290	60,794	6,290	67,085	571,851	511,056
21	2046	-	-	-	-	-	-	-	-	61,463	5,622	61,463	5,622	67,085	511,056	449,594
22	2047	-	-	-	-	-	-	-	-	62,139	4,946	62,139	4,946	67,085	449,594	387,455
23	2048	-	-	-	-	-	-	-	-	62,823	4,262	62,823	4,262	67,085	387,455	324,632
24	2049	-	-	-	-	-	-	-	-	63,514	3,571	63,514	3,571	67,085	324,632	261,118
25	2050	-	-	-	-	-	-	-	-	64,212	2,872	64,212	2,872	67,085	261,118	196,906
26	2051	-	-	-	-	-	-	-	-	64,919	2,166	64,919	2,166	67,085	196,906	131,987
27	2052	-	-	-	-	-	-	-	-	65,633	1,452	65,633	1,452	67,085	131,987	66,355
28	2053	-	-	-	-	-	-	-	-	66,355	730	66,355	730	67,085	66,355	0
29	**TOTALS**	**$ 13,920,000**	**$ 7,600,150**	**$ 21,415,000**	**$ 6,874,081**	**$ 18,060,000**	**$ 9,749,250**	**$ 25,970,000**	**$ 13,504,050**	**$ 1,609,101**	**$ 269,267**	**$ 80,974,101**	**$ 37,996,798**	**$ 118,970,899**		

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(17) Capital Improvement Program (CIP)

The collection and conveyance of wastewater is a highly regulated enterprise that requires significant capital infrastructure and investment. The District operates a continuously flowing collection and conveyance system, and its various assets and equipment are subjected to heavy use in a sometimes-harsh operating environment. Many assets are subjected to constant contact with wastewater, abrasive materials, and chemicals. The District monitors the development of new technologies and considers systems and processes that may improve conveyance efficiency, reduce future sewer spills, reduce odors, save energy, and assist with meeting changing regulatory requirements. The maintenance, replacement, and addition of capital assets are an essential part of the District's CIP budget.

The District embarked on development of an Infrastructure Asset Management Plan (IAMP) that documented the District's capital projects in order of priority for the next ten years starting from July 1, 2022. The IAMP was initially developed in 2013 as part of the District's strategy to meet the requirements of the Cease & Desist Order from the State Water Resources Control Board (SWRCB); now the plan is risk-based and periodically updated based on system condition assessment information, integrated with the District's process of developing its CIP. For further information about the District's current IAMP, the report can be reviewed here: *https://www.rvsd.org/309/Infrastructure-Asset-Management-Plan*.

The CIP plans out the required minimum capital expenditures over the next ten years to maintain its critical infrastructure and what would be the appropriate funding plan. The ten-year CIP includes the replacement and rehabilitation of existing capital assets, as well as the acquisition or construction of new capital assets. Priorities from the Ten-Year CIP are included within the FY26 budget for rehabilitation and improvement capital projects. These initiatives are organized into six categories:

1) Gravity Sewer Projects
2) Pump Station Projects
3) Force Main Projects
4) Land & Building Projects
5) Lateral Replacement Program
6) Fixed Asset Purchases

Capital expenditures are cash transactions made by the District that result in the acquisition or construction of a capital asset. For financial reporting purposes, a capital asset is any asset valued over $10,000 with a useful life of more than one year. Examples include land, buildings, machinery, vehicles, and equipment. All capital assets expected to be acquired or constructed are included in the FY26 CIP.

This chapter is organized to describe the District's CIP by providing the following:

- *Major CIP Capital Projects & Procurement Highlights* – Summarize the District's major CIP initiatives both in the upcoming fiscal year and over the next ten years.

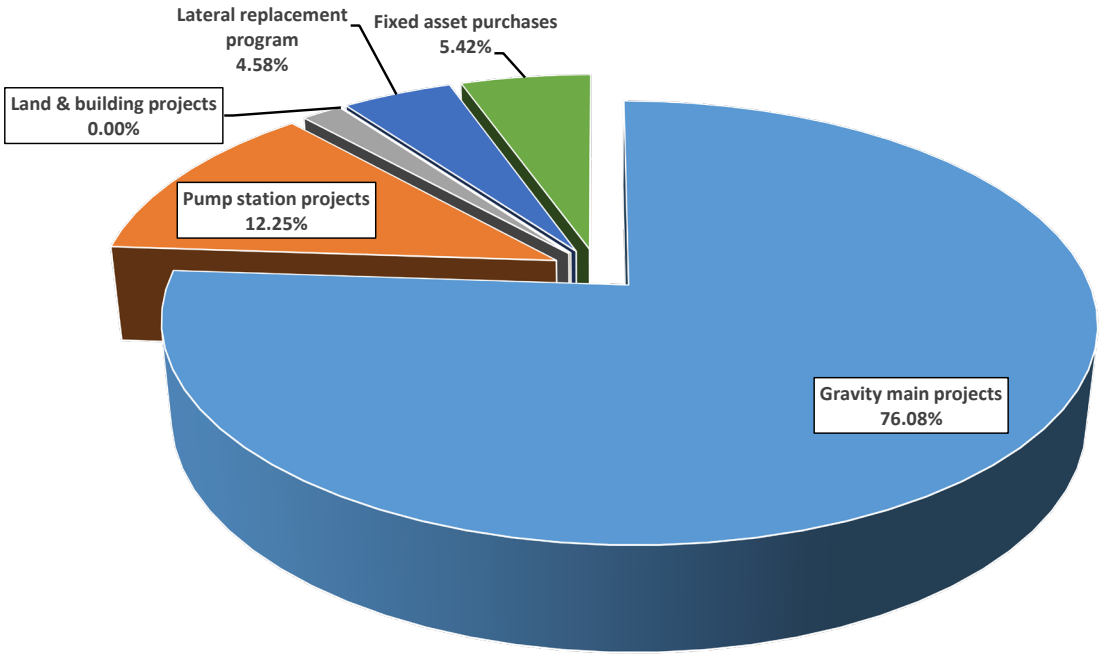
- *CIP Planning & Funding* – Provide how the CIP plan is developed and include detailed information on the District's CIP in terms of projects over the next ten years.

Table 28 – CIP Categories

		Actual FY2024	Budget FY2025	Projected FY2025	Budget FY2026	Budget YoY $ Change	Budget YoY % Change
1	Gravity main projects	$ 7,391,330	$ 7,400,000	$ 6,380,250	$ 9,130,000	$ 1,730,000	23.38%
2	Pump station projects	975,068	2,730,000	4,104,237	1,470,000	(1,260,000)	-46.15%
3	Force main projects	-	-	-	200,000	200,000	0.00%
4	Land & building projects	1,625,717	540,000	580,000	-	(540,000)	-100.00%
5	Lateral replacement program	344,885	550,000	272,319	550,000	-	0.00%
6	Fixed asset purchases	1,064,514	820,000	220,000	650,000	(170,000)	-20.73%
7	**Total CIP cost**	**$ 11,401,515**	**$ 12,040,000**	**$ 11,556,806**	**$ 12,000,000**	**$ (40,000)**	**-0.33%**

Note 1: The FY25 projected results are based on each project's progress through March 31, 2025.
Note 2: The above costs would generally be capitalized and presented on the District's balance sheet; however, they are presented in the budget as an expenditure following the Modified Accrual Basis of Accounting.

Chart 17 – FY26 CIP Categories Allocation



Major CIP Capital Projects & Procurement Highlights

The ten-year CIP includes many important projects to maintain and improve the operation of the District's wastewater collection and conveyance system. Within the CIP, several projects have additional detailed project descriptions that further explain the scope, schedule, and budget for the project. The following are the major projects for FY26:

Gravity Sewer Projects – Gravity sewer projects ($9.13 million) include a mix of restoration, rehabilitation, and replacement work. Except for the as-needed construction services and capitalized repairs, these projects will be designed and constructed in FY26. In the ten-year CIP, there are three gravity projects associated with municipal bridge replacements in the towns of Ross, San Anselmo and Fairfax whose schedules depend on the actions of the municipalities, and $80,000 is budgeted in FY26 for these projects. Approximately six miles of gravity sewer lines will be upgraded by the projects in design or construction in FY26, all of which are identified as priorities by condition assessment and line maintenance, risk modeling in the 2021 Infrastructure Asset Management Plan (IAMP), and the 2023 wastewater collection system capacity evaluation.

Pump Station Projects – Pump station projects are budgeted at $1,470,000. Expenditures for construction are mostly for Lift Station 30 renovation at Heather Gardens, a priority of the 2021 IAMP co-located on lands of the City of Larkspur. Other miscellaneous pump station equipment upgrades are budgeted at $150,000, and these funds are used to address mechanical or electrical issues that may arise through the year. Example expenditures include replacement of pumps, motors, variable frequency drives, alarms, level controllers, electrical equipment, or backup power components.

Force Main Projects – Force main capital repairs and assessment is budgeted at $200,000 in FY26. A bypass force main (FM-14) was damaged during wet weather this past fiscal year and it will be assessed for its repair or replacement. These funds may be used to conduct force main assessments based on the findings associated with this damaged force main or past assessment work. In upcoming years FY27 and FY28, $2.5 million is in this project budget to implement recommendations of assessments conducted.

Land & Building Projects – This category includes capital projects related to the District land and buildings. The District has no projects within this category in FY26.

Grant and Loan Program – Financial assistance funding and maximum amounts for lateral replacements are established each fiscal year as part of the annual budget process. Funding for financial assistance in FY26 includes grant and loan funding totaling $550,000.

Capital Equipment – The District has several capital equipment needs in this year's budget totaling $560,000. Capital equipment needs are detailed below.

Replacement RamJet pump - Truck # JT01 is a RamJet truck used for hydro jet cleaning that recently had a new engine installed and is in otherwise good shape. The pump is leaking from a weep hole which is an indication that the pump needs attention before complete failure occurs. The pump removed from the truck will be rebuilt as a critical spare part that can be used in the future on any of the four RamJet trucks

to ensure continuous line maintenance operations. The FY26 budget includes $45,000 to replace the pump.

The construction truck for the Line Repair crew needs to be replaced. It is a specialized vehicle that includes a compressor, generator, and a crane needed to install manhole barrels. The existing 2005 Peterbilt truck has been breaking down with engine issues and other key components on the truck, including the crane, the starter, the generator, and the engine block that contains an oil leak. It does not have updated emissions controls like the newer trucks, which may have contributed to the exhaust plugging up with debris. The FY26 budget includes $350,000 for the new construction truck. This budgeted item has been carried over from last year due to longer lead times than expected.

The Repair Crew has identified an additional item, a lateral reinstatement cutter, to complement the Picote Cutter system. The Picote Cutter only works on laterals that have a building clean-out (BO) or property line cleanout (CO) from which the repair crew can access the system via the lateral. The lateral is reinstated by cutting from the lateral side of the lateral connection, and the Picote Cutter cannot be used to cut from inside the sewer main. While BO's and COs are required by the lateral ordinance and installed when permits are issued, many laterals do not have a BO or CO because they have not received permits from the District for decades. Staff estimate that over half the system is not yet equipped with BO's, Type 1 (Contra Costa or mushroom valve) or Type 2 (sewer popper). Therefore, a lateral reinstatement cutter that can be used to access and reinstate the lateral connection from within the sewer main is proposed for this year's budget at $150,000. This item is proposed to roll forward from the previous year's budget with an increased cost of $50,000.

The Line Repair Crew currently uses two medium size class B dump trunks (BD02, BD03). Both dump trucks have been outfitted to not only haul trailers with equipment on them, spoils from excavations, clean backfill materials, but also tools and necessities to complete a wide array of sewer repairs. Both trucks currently are equipped with generators for power on the jobsite. Both generators are over a decade old and non-operational. The generators allow the Line Repair Crew to creatively select the right vehicles and equipment for the right job. Often the Line Repair Crew must sacrifice a piece of the repair equation to accomplish the job, whether it be due to limited access or not enough crew members to get all necessary equipment to the jobsite. The importance of having vehicles equipped with the necessary equipment to complete the job can be the difference between getting the job done that day, or having to work overtime, or finishing the job the next day. Replacing both generators on the dump trucks ensures the Line Repair Crew will have power for another decade and be able to continue operating in the same efficient manner they pride themselves on. Replacement of truck mounted generators is budgeted at $15,000.

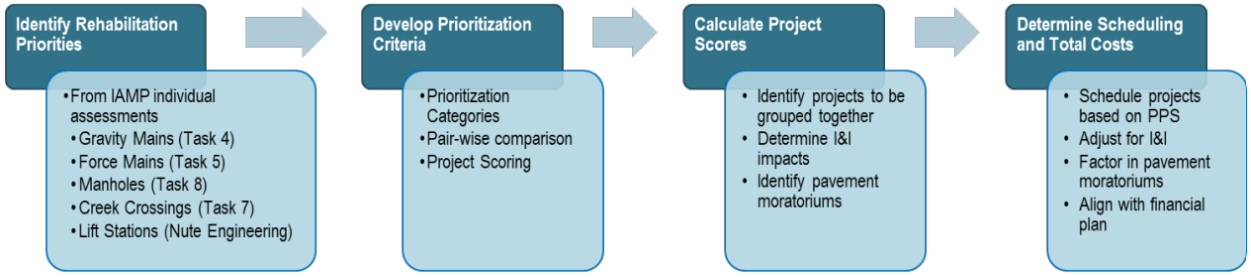
Software Purchases – The District has budgeted $90,000 for the procurement and the implementation of a new permitting software. Ongoing support costs (Operating Fund) for the new software will be $66,844.00 per year.

CIP Planning & Funding

The District annually assesses its ten-year CIP as part of the budget development process using its latest IAMP as a guide. The FY26 CIP Budget and ten-year CIP schedule were prepared by the General Manager in close coordination between the Engineering and Operations & Maintenance Departments. The General Manager and Senior Engineer are responsible for developing and managing the annual CIP Budget, determining the appropriate delivery method for each project and activity, and monitoring and reporting CIP activities. The General Manager and Assistant General Manager/Administrative Services Manager are responsible for working with the Board and Finance Committee to develop a long-term funding plan for the CIP.

The IAMP was developed in 2021 as a ten-year plan listing out the District's priorities for its infrastructure asset management with a goal of reducing future I&I and minimizing risk. Four years later many higher priorities in the 2021 IAMP have been constructed under the CIP, and priorities have adjusted based on new condition assessment and O&M information. Each asset category is assessed with a priority based on its likelihood of failure (LoF) and consequence of failure (CoF) probability. The LoF/CoF is a risk model framework considering a key set of parameters, such as structural integrity, system capacity, environmental impacts, stakeholder/customer service, regulatory compliance, health and safety, financial impact, ability to restore to design level of service, and location/critical facility impact. Using the results from the assessment model updated every other year, each asset is weighted using priority scoring.

Figure 9 – IAMP Prioritization Process



The Ten-Year CIP is developed in conjunction with the budget process. It is based on the IAMP risk assessments as well as priorities established from review of maintenance issues, capacity issues, sewer spill locations, and pavement moratoriums established by the local municipal jurisdictions. Cost estimates for projects are determined by utilizing costs from similar projects conducted by the District and neighboring agencies. Once the budget has been adopted, the District is required to comply with the California Uniform Public Construction Cost Accounting Act (UPCCAA) to deliver the project. All construction and professional service contracts and purchases that are over the dollar threshold set by UPCCAA and District policies require Board approval at an open public meeting.

The total cost of the CIP over the next ten years, inclusive of the upcoming budget year is approximately $110 million. This ten-year CIP scope focuses primarily on replacing priority infrastructure and assets, and is funded by property taxes, lateral loan repayments, capacity charges and unassigned operating or capital reserves. The District is focusing on using a "pay-as-you-go" model to fund all capital projects.

Please refer to the following documents for detailed information regarding the current year CIP:

- *Ten-Year Capital Improvement Program Schedule* – The schedule shows the next ten years of the District's planned capital activities along with the upcoming fiscal year.

- *Capital Improvement Program – Account/Project Descriptions* – Each project, initiative and activity in the upcoming budget year is described by budget account number and serves to guide the District's staff in the execution of budgeted activities and is a reference when assigning account numbers for purchase orders and payment of goods and services.

- *Detailed Project Descriptions* – Each large or multi-year initiative has a dedicated project sheet which describes the major project by its scope, justification, costs by fiscal year and activity, and includes a map of the project being described.

Table 29 – Ten Year CIP Schedule

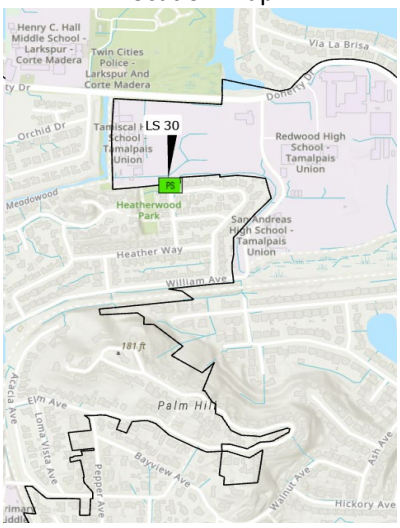
	Project ID	Project Name	Project Category	Prior Years Balance	Actual FY2024	Budget FY2025	Projected FY2025	Budget FY2026
1	EG-944-000-00	Large Diameter Gravity II-3B	Gravity Sewer	$ 4,375		$ -	$ -	$ -
2	EG-946-000-00	Winship Bridge Sewer Relocation	Gravity Sewer	125,481	10,499	50,000	-	-
3	EG-952-000-00	Nokomis Bridge Sewer Relocation	Gravity Sewer	8,697		-	-	-
4	EG-954-000-00	Meadow Way Bridge Sewer Relocation	Gravity Sewer	5,006	215	-	-	80,000
5	EG-955-000-00	FY 23/24 Gravity Sewer	Gravity Sewer	435,287	4,666,697	4,850,000	2,048,016	-
6	EG-956-000-00	Woodland Capacity Improvements	Gravity Sewer	225,035	1,992,730		332,234	-
7	EG-957-000-00	Fairfax Capacity Improvements	Gravity Sewer	-	262,525	-	200,000	350,000
8	EG-958-000-00	24-25 Gravity Sewer	Gravity Sewer	-	-	2,000,000	3,100,000	4,200,000
9	EG-959-000-00	Palm-Mann-Cypress Gravity Sewer	Gravity Sewer	-	-	-	200,000	4,200,000
10	EG-970-000-00	26-27 Gravity Sewer	Gravity Sewer	-	-	-	-	-
11	EG-971-000-00	27-28 Gravity Sewer	Gravity Sewer	-	-	-	-	-
12	EG-972-000-00	28-29 Gravity Sewer	Gravity Sewer	-		-	-	-
13	EG-973-000-00	29-30 Gravity Sewer	Gravity Sewer	-	-	-	-	-
14	EG-974-000-00	30-31 Gravity Sewer	Gravity Sewer	-	-	-	-	-
15	EG-975-000-00	31-32 Gravity Sewer	Gravity Sewer	-	-	-	-	-
16	EG-976-000-00	32-33 Gravity Sewer	Gravity Sewer	-	-	-	-	-
17	EG-977-000-00	33-34 Gravity Sewer	Gravity Sewer		-	-	-	-
18	EG-978-000-00	34-35 Gravity Sewer	Gravity Sewer	-	-	-	-	-
19	EG-917-000-00	Capitalized Repairs-Contractor	Gravity Sewer	-	337,619	250,000	250,000	150,000
20	EG-918-000-00	On Call Construction	Gravity Sewer	-	121,045	250,000	250,000	150,000
21	*Total Gravity Sewer Projects*			***803,881***	***7,391,330***	***7,400,000***	***6,380,250***	***9,130,000***
22	EG-961-000-00	Lower FM-14 Bypass Force Main Replacement	Force Main	-	-	-	-	200,000
23	EG-962-000-00	Bon Air Force Main Lining (FM-15 and FM-14)	Force Main	-	-	-	-	-
24	EG-963-000-00	29-30 Force Main Appurtenances	Force Main	-	-	-	-	-
25	EG-964-000-00	South Elisio Force Main Capacity Improvement	Force Main	-	-	-	-	-
26	EG-965-000-00	FM-33 Replacement Project	Force Main	-	-	-	-	-
27	EG-966-000-00	Future Force Main Replacement Project	Force Main					
27	*Total Force Main Projects*			-	-	-	-	***200,000***
28	EG-905-000-00	Other Pump Station Equipment	Pump Station	-	-	150,000	150,000	150,000
29	EG-907-000-00	LS 20, 31, 32 and FM-31, FM-32 Improvement	Pump Station	184,127	861,636	2,000,000	3,354,237	-
30	EG-908-000-00	LS 30 Heather Gardens Lift Station Improvement	Pump Station	1,925	113,432	580,000	600,000	1,320,000
31	EG-909-000-00	LS 33, 34, 35, 36 Riviera Circle	Pump Station	-	-	-	-	-
32	EG-910-000-00	LS 22, 23 Drakes Landing	Pump Station	-	-	-	-	-
33	EG-911-000-00	LS 21 Improvements or Gravity Sewer	Pump Station	-	-	-	-	-
34	EG-912-000-00	PS 15 Kentfield Capacity Improvements	Pump Station	-	-	-	-	-
35	EG-913-000-00	PS 10 Larkspur Landing B Improvements	Pump Station	-	-	-	-	-
36	EG-914-000-00	PS 13 Greenbrae Improvements	Pump Station	-	-	-	-	-
37	EG-915-000-00	PS 14 Larkspur Improvements	Pump Station	-	-	-	-	-
38	*Total Pump Station Projects*			***186,052***	***975,068***	***2,730,000***	***4,104,237***	***1,470,000***
39	EG-900-000-00	Larkspur Landing Activities	Land/Building			-		
40	EG-901-002-00	Andersen Building Improvement A - Building	Land/Building				-	
41	EG-901-003-00	Andersen Building Improvement B - Site	Land/Building	48,327	1,625,717	540,000	580,000	-
42	*Total Land & Building Projects*			***48,327***	***1,625,717***	***540,000***	***580,000***	-
43	EG-935-001-00	Capital Equipment	Procurement	-	1,064,514	680,000	220,000	560,000
44	EG-950-000-00	Software Purchases	Procurement	-	-	130,000	-	90,000
45	*Total Fixed Asset Purchases*			-	***1,064,514***	***820,000***	***220,000***	***650,000***
46	*N/A*	Lateral Replacement Grant Program	Lateral Program	-	167,500	300,000	139,000	300,000
47	*N/A*	Lateral Replacement Loan Program	Lateral Program	-	177,385	250,000	133,319	250,000
48	*Total Lateral Replacement Program*			-	***344,885***	***550,000***	***272,319***	***550,000***
49	**Total Capital Improvement Program**			**$ 1,038,260**	**$ 11,401,515**	**$ 12,040,000**	**$ 11,556,806**	**$ 12,000,000**

Forecast FY2027	Forecast FY2028	Forecast FY2029	Forecast FY2030	Forecast FY2031	Forecast FY2032	Forecast FY2033	Forecast FY2034	Forecast FY2035	Multi-Year Project Totals
$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,375
876,020	-	-	-	-	-	-	-	-	1,012,000
-	100,000	718,303	-	-	-	-	-	-	827,000
119,779	-	-	-	-	-	-	-	-	205,000
-	-	-	-	-	-	-	-	-	7,150,000
-	-	-	-	-	-	-	-	-	2,550,000
5,187,475	-	-	-	-	-	-	-	-	6,000,000
-	-	-	-	-	-	-	-	-	7,300,000
-	-	-	-	-	-	-	-	-	4,400,000
2,000,000	4,000,000	-	-	-	-	-	-	-	6,000,000
-	1,600,000	6,000,000	-	-	-	-	-	-	7,600,000
-	-	450,000	4,500,000	-	-	-	-	-	4,950,000
-	-	-	650,000	6,500,000	-	-	-	-	7,150,000
-	-	-	-	450,000	4,500,000	-	-	-	4,950,000
-	-	-	-	-	500,000	5,000,000	-	-	5,500,000
-	-	-	-	-	-	650,000	6,500,000	-	7,150,000
-	-	-	-	-	-	-	700,000	7,500,000	8,200,000
-	-	-	-	-	-	-	-	800,000	800,000
250,000	250,000	250,000	250,000	250,000	250,000	300,000	300,000	300,000	3,137,619
250,000	250,000	250,000	250,000	250,000	250,000	300,000	300,000	300,000	2,921,045
8,683,274	***6,200,000***	***7,668,303***	***5,650,000***	***7,450,000***	***5,500,000***	***6,250,000***	***7,800,000***	***8,900,000***	***87,807,038***
300,000	-	-	-	-	-	-	-	-	500,000
-	100,000	1,400,000	-	-	-	-	-	-	1,500,000
-	-	50,000	500,000	-	50,000	500,000	-	-	1,100,000
-	-	200,000	2,000,000	-	-	-	-	-	2,200,000
250,000	1,650,000	-			-	-	-	-	1,900,000
							1,000,000	1,500,000	2,500,000
550,000	***1,750,000***	***1,650,000***	***2,500,000***	***-***	***50,000***	***500,000***	***1,000,000***	***1,500,000***	***9,700,000***
150,000	180,000	180,000	180,000	200,000	200,000	250,000	250,000	250,000	2,140,000
-	-	-	-	-	-	-	-	-	4,400,000
-	-	-	-	-	-	-	-	-	2,035,357
-	-	200,000	2,000,000	-	-	-	-	-	2,200,000
-	-	-	80,000	340,000	-	-	-	-	420,000
-	-	-	-	80,000	1,250,000	-	-	-	1,330,000
-	-	125,000	150,000	2,250,000	-	-	-	-	2,525,000
-	-	-	-	200,000	2,500,000	-	-	-	2,700,000
-	-	-	-	-	150,000	1,250,000	-	-	1,400,000
-	-	-	-	-	-	150,000	1,500,000	-	1,650,000
150,000	***180,000***	***505,000***	***2,410,000***	***3,070,000***	***4,100,000***	***1,650,000***	***1,750,000***	***250,000***	***20,800,357***
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-			-	-	-
-	-	-	-	-	200,000	2,250,000	-	-	4,704,044
-	***-***	***-***	***-***	***-***	***200,000***	***2,250,000***	***-***	***-***	***4,704,044***
150,000	150,000	700,000	500,000	150,000	150,000	500,000	1,000,000	150,000	5,294,514
-	-	-	-	-	-	-	-	-	90,000
150,000	***150,000***	***700,000***	***500,000***	***150,000***	***150,000***	***500,000***	***1,000,000***	***150,000***	***5,384,514***
300,000	250,000	250,000	250,000	200,000	200,000	200,000	200,000	200,000	2,656,500
250,000	300,000	300,000	300,000	300,000	200,000	200,000	200,000	200,000	2,810,704
550,000	***550,000***	***550,000***	***550,000***	***500,000***	***400,000***	***400,000***	***400,000***	***400,000***	***5,467,204***
$ 10,083,274	**$ 8,830,000**	**$ 11,073,303**	**$ 11,610,000**	**$ 11,170,000**	**$ 10,400,000**	**$ 11,550,000**	**$ 11,950,000**	**$ 11,200,000**	**$ 133,863,158**

LS 30 Heather Gardens Lift Station Improvements

Project Number:	**908**
Total Project Costs:	**$2,035,000**
Facility Type:	Pump Station
Status:	Construction
Project Description:	Update aging lift station and separate it from a co-existing storm water pump station owned and operated by City of Larkspur. Install a new generator and fuel tank, removing reliance on portable generator for backup power.

Location Map:



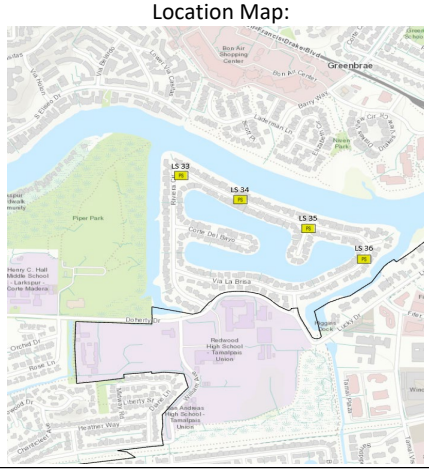
Project Scope:	Convert aging pump station to submersible pump station, separate from the existing combined storm/sanitary pump station location originally constructed by City of Larkspur. Install a new generator and fuel tank, removing reliance on portable generator for backup power.
Useful Life of Completed Project:	15 to 30 years
Risk Assessment/ Justification:	Lift station reliability
Operating Impact:	Improve reliability at minor lift station, reducing O&M staff costs and overtime costs and reducing risk of overflows exacerbated by adjacent storm water pump station wet well.
Cross-Reference Project(s):	City of Larkspur Storm Water Pump Station Renovation
Planning Document(s):	2021 IAMP

Source of Funds (in $000)	**Prior Years**	**FY 25/26**	**FY 26/27**	**FY 27/28**	**FY 28/29**	**FY 29/30**	**FY 30/31**	**Future Years**	**Total**
Capital Fund	715	1,320							2,035
Revenue Bonds									
SRF Loans									
Other									
Total	715	1,320							2,035

LS 33, 34, 35, 36 (Riviera Circle) Improvements

Project Number:	**909**
Total Project Costs:	**$2,200,000**
Facility Type:	Pump Station
Status:	Planning
Project Description:	Update aging lift stations in Riviera Circle neighborhood known as Larkspur Marina

Location Map:



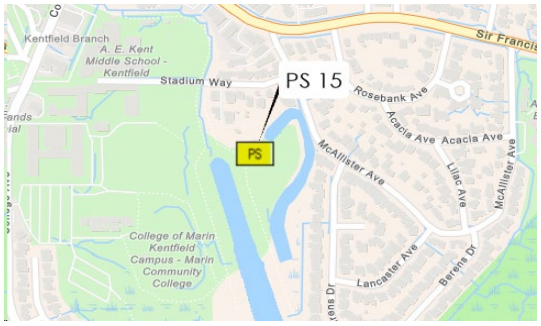
Project Scope:	Convert aging pump stations to submersible pump stations, completing the lift station rehabilitations in the area (building on the LS 31 and LS 32 improvements).
Useful Life of Completed Project:	15 to 30 years
Risk Assessment/ Justification:	Lift station reliability
Operating Impact:	Improve reliability at minor lift stations, reducing O&M staff costs. Complete construction around same time as the Riviera Circle gravity sewer improvements in 27/28 Project.
Cross-Reference Project(s):	FY 2027/28 Gravity Sewer Improvements, FM-33 Replacement
Planning Document(s):	2021 IAMP

Source of Funds (in $000)	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	Future Years	Total
Capital Fund					200	2,000			2,200
Revenue Bonds									
SRF Loans									
Other									
Total					200	2,000			2,200

PS 15 Kentfield Capacity Improvements

Project Number:	**912**
Total Project Costs:	**$2,525,000**
Facility Type:	Pump Station
Status:	Planning
Project Description:	To address capacity deficiencies identified in the 2023 flow modeling study, increase firm capacity of PS15 from 37.9 MGD to 45.0 MGD, replacing three (3) large pumps (400 hp) and two standard dry weather pumps that were originally installed in 1997 and are showing signs of age. (two of the large pumps were replaced in 2023)

Location Map:



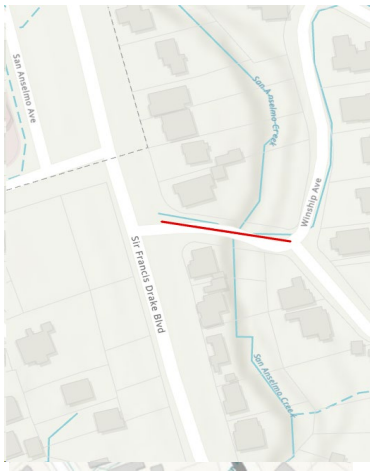
LS 33,	Replace three (3) 400 hp wet weather pumps at PS15 Kentfield with appropriate sized pumps to achieve increase in firm capacity to 45 MGD.
Useful Life of Completed Project:	15 to 30 years
Risk Assessment/ Justification:	Replacement of aging wet weather pumps at PS 15, address capacity issue identified in 2023 Capacity Evaluation Study
Operating Impact:	Improve reliability at major pump stations
Cross-Reference Project(s):	South Eliseo Force Main (FM-15) Capacity Improvements
Planning Document(s):	2023 Wastewater Collection System Capacity Evaluation

Source of Funds (in $000)	**Prior Years**	**FY 25/26**	**FY 26/27**	**FY 27/28**	**FY 28/29**	**FY 29/30**	**FY 30/31**	**Future Years**	**Total**
Capital Fund					125	150	2,250		2,525
Revenue Bonds									
SRF Loans									
Other									
Total					125	150	2,250		2,525

Winship Capacity Improvements and Bridge Sewer Relocation

Project Number:	**946**
Total Project Costs:	**$1,012,000**
Facility Type:	Gravity Sewer
Status:	Design
Project Description:	Replacement of gravity sewer attached to bridge with a double-barrel siphon and redirection of system for hydraulic capacity deficiencies and coordination with Town of Ross flood control improvements at Winship Bridge

Location Map:



Project Scope:	100 LF double barrel siphon under San Anselmo Creek at Winship Bridge and 120 LF to redirect sewer southbound on Sir Francis Drake Blvd.
Useful Life of Completed Project:	70 Years
Risk Assessment/ Justification:	Hydraulic capacity deficiencies and elimination of an aerial creek crossing.
Operating Impact:	New siphon
Cross-Reference Project(s):	Town of Ross Winship Bridge
Planning Document(s):	2013 IAMP, SHECAP 2006

Source of Funds (in $000)	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	Future Years	Total
Capital Fund	76		876						952
Revenue Bonds	60								60
SRF Loans									
Other									
Total	136		876						1,012

Nokomis Bridge Sewer Relocation

Project Number:	**952**
Total Project Costs:	**$827,000**
Facility Type:	Gravity Sewer
Status:	Design
Project Description:	Replacement of gravity sewer attached to bridge with a double-barrel siphon for structural rehabilitation and coordination with Town of San Anselmo flood control improvements at Nokomis Bridge. Estimated project timing: 2024

Location Map:



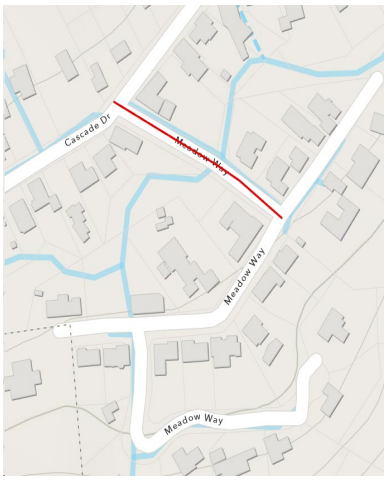
Project Scope:	100 LF double barrel siphon under San Anselmo Creek at Nokomis Bridge
Useful Life of Completed Project:	70 years
Risk Assessment/ Justification:	Structural rehabilitation and elimination of an aerial creek crossing
Operating Impact:	New siphon
Cross-Reference Project(s):	Town of San Anselmo Nokomis Bridge
Planning Document(s):	N/A

Source of Funds (in $000)	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	Future Years	Total
Capital Fund	9			100	718				827
Revenue Bonds									
SRF Loans									
Other									
Total	9			100	718				827

Meadow Way Bridge Sewer Relocation

Project Number:	**954**
Total Project Costs:	**$205,000**
Facility Type:	Gravity Sewer
Status:	Design
Project Description:	Replacement of gravity sewer attached to bridge, including temporary sewer on temporary bridge as new bridge is constructed by Town of Fairfax.

Location Map:



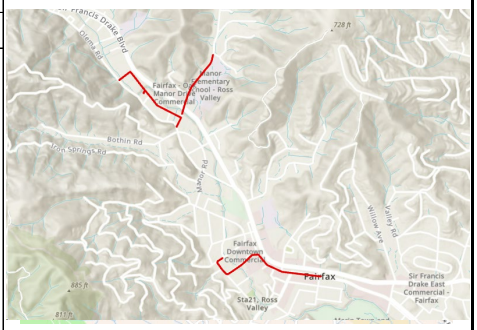
Project Scope:	Town of Fairfax is replacing the Meadow Way Bridge over San Anselmo Creek near Cascade Drive. This project will relocate an existing clay sewer between manholes including a 70-foot section of ductile iron sewer hung from the existing bridge. A temporary sewer will be installed on a temporary bridge during bridge construction.
Useful Life of Completed Project:	70-100 years
Risk Assessment/ Justification:	Rehabilitate older clay sewer between manholes in addition to replacing the sewer attached to the existing bridge.
Operating Impact:	Reduce frequency of line maintenance activities.
Cross-Reference Project(s):	Town of Fairfax Meadow Way Bridge Replacement
Planning Document(s):	N/A

Source of Funds (in $000)	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	Future Years	Total
Capital Fund	5	80	120						205
Revenue Bonds									
SRF Loans									
Other (CDFW grant)									
Total	5	80	120						205

Fairfax Capacity and Creek Crossings Project

Project Number:	**957**
Total Project Costs:	**$6,000,000**
Facility Type:	Gravity Sewer
Status:	Design
Project Description:	The project will replace approximately 3,259 linear feet of existing sanitary sewer main in the Westbrae/Olema and Oak Manor areas, primarily through pipe bursting methods and three creek crossings. For capacity, upsize 405 feet of 15-inch gravity main to 18-inch gravity main on Spruce Road and Park Road from Arroyo Road to Merwin Avenue, with a parallel siphon (10-inch and 15-inch diameter) to cross the creek. Install 2,000 feet of 18-inch gravity main eastward along Merwin & Broadway to Pacheco.

Location Map:



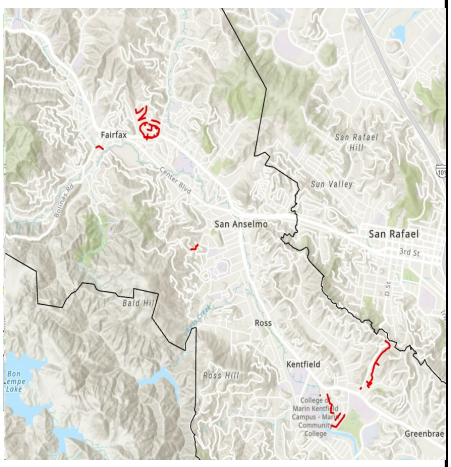
Project Scope:	Construct relief sewer through downtown Fairfax to prevent surcharging and overflows in downtown area during intense storms, including new dual siphon beneath Fairfax Creek along Merwin Ave. Increase capacity of Westbrae/Hawthorne area by increasing diameters in easements and installing a new sewer on Olema Road. Addresses Capacity issue 8 at Oak Manor area.
Useful Life of Completed Project:	70-100 years
Risk Assessment/ Justification:	Capacity assurance, I&I reduction, SSO reduction, and O&M improvements
Operating Impact:	Lower the risk of spills and I&I associated with large storm events. Includes new siphon.
Cross-Reference Project(s):	System Hydraulic Evaluation and Capacity Assurance, 2006
Planning Document(s):	2023 Wastewater Collection System Capacity Evaluation

Source of Funds (in $000)	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	Future Years	Total
Capital Fund	463	350	5,187						6,000
Revenue Bonds									
SRF Loans									
Other									
Total	463	350	5,187						6,000

FY 2024/25 Gravity Sewer Improvements

Project Number:	**958**
Total Project Costs:	**$7,300,000**
Facility Type:	Gravity Sewer
Status:	Construction
Project Description:	Replace approximately 2.8 miles of sewer segments prioritized in the 2023 data model update of the 2021 IAMP, as well as maintenance priorities, primarily installed via the pipebursting method.

Location Map:



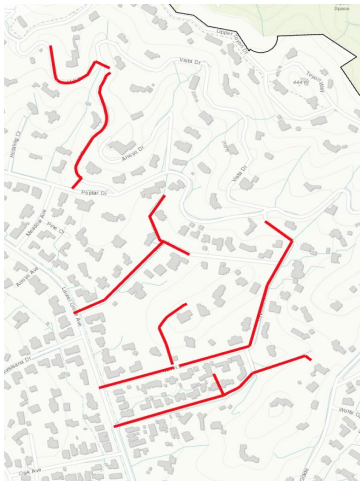
Project Scope:	Includes highest risk sewer at Sherman and Bolinas Rd. in Fairfax, and other higher risk sewers of Rutherford/Suffield in San Anselmo, Sir Francis Drake at Fairfax/San Anselmo border, Wolfe Canyon upstream of 22/23 project improvements, Stadium Way fly-line to mitigate trunkline back-up risk to residents, and Berens, McAllister, Lancaster to reduce I&I and salt intrusion.
Useful Life of Completed Project:	70-100 years
Risk Assessment/ Justification:	Structural rehabilitation, I&I reduction, spill reduction, salt intrusion reduction and O&M improvements
Operating Impact:	Reduce frequency of line maintenance activities and spills on public and private sewers, lower the risk of spills and I&I. Reduce salt water intrusion that affects recycled water quality.
Cross-Reference Project(s):	N/A
Planning Document(s):	2021 IAMP

Source of Funds (in $000)	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	Future Years	Total
Capital Fund	3,100	4,200							7,300
Revenue Bonds									
SRF Loans									
Other									
Total	3,100	4,200							7,300

Palm-Mann-Cypress Gravity Sewer Improvements Project

Project Number:	**959**
Total Project Costs:	**$4,400,000**
Facility Type:	Gravity Sewer
Status:	Design
Project Description:	In advance of planned paving by Marin County, approximately 1.37 miles of rehabilitation and upsizing of gravity sewer mostly by trenchless pipebursting and some open cut/trench construction where pipebursting not feasible. Sewers are higher risk assets prioritized in the 2023 wastewater capacity evaluation and gravity lines with maintenance and access issues identified through SSMP.

Location Map:



Project Scope:	Rehabilitate 1.37 miles of pipe and manhole assets upstream of a Priority 1 capacity issue identified in Laurel Grove Avenue in Wastewater Collection System Capacity Evaluation of 2023. Project triggered by planned paving by Marin County along Palm Ave., Mann Ave., Cypress Ave., Poplar Ave., Arroyo Ave., and connected streets and easements in Kentfield.
Useful Life of Completed Project:	70-100 years
Risk Assessment/ Justification:	Structural rehabilitation, I&I reduction, SSO reduction, and O&M improvements. Capacity increase.
Operating Impact:	Pipe maintenance frequency will decrease. Risk of capacity related overflows in Laurel Grove Ave. trunk sewer will decrease by targeted reduction in I&I in branch sewers and lower laterals.
Cross-Reference Project(s):	System Hydraulic Evaluation and Capacity Assurance, 2006
Planning Document(s):	2023 Wastewater Collection System Capacity Evaluation

Source of Funds (in $000)	**Prior Years**	**FY 25/26**	**FY 26/27**	**FY 27/28**	**FY 28/29**	**FY 29/30**	**FY 30/31**	**Future Years**	**Total**
Capital Fund	200	4,200							4,400
Revenue Bonds									
SRF Loans									
Other									
Total	200	4,200							4,400

Lower FM-14 Bypass Force Main Replacement

Project Number:	**961**
Total Project Costs:	**$500,000**
Facility Type:	Force Main
Status:	Planning
Project Description:	Replacement of Damaged Bypass Force Main Section of FM-14 that conveys wastewater from PS14 - Larkspur to PS13 - Greenbrae. Installation of replacement pipe and air release valve(s) to reinstate secondary force main.

Location Map:



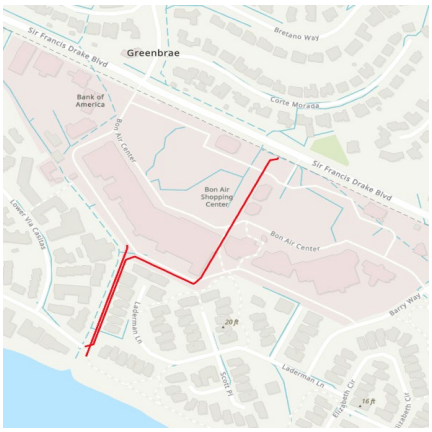
Project Scope:	Replacement of damaged force main at Bon Air Center (FM-14).
Useful Life of Completed Project:	70 years
Risk Assessment/ Justification:	Replace damaged section of 60-year-old force main which had a spill because of corrosion caused by a high point w/ no ARV.
Operating Impact:	Create flexibility in wet weather operations through ability to divert PS14 (Larkspur) flows to PS13 (Greenbrae), increasing capacity of the FM-2 line that conveys flows from the largest PS15 (Kentfield). Enables shut down of FM-2 force main for maint.
Cross-Reference Project(s):	Bon Air Force Main Lining (FM-15 and FM-14)
Planning Document(s):	N/A

Source of Funds (in $000)	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	Future Years	Total
Capital Fund		200	300						500
Revenue Bonds									
SRF Loans									
Other									
Total		200	300						500

Bon Air Force Main Lining (FM-15 and FM-14)

Project Number:	**962**
Total Project Costs:	**$1,500,000**
Facility Type:	Gravity Sewer
Status:	Planning
Project Description:	Slip Line with HDPE Approximately 1,417 feet of 36" Techite Force Main that bypasses FM-15 and FM-14 flows around PS13 (and away from FM-2) into FM-13 at the Bon Air Shopping Center. Also Slipline about 528 feet of FM-14 from the Isolation Valve at South Eliseo up to the FM-14 repair location in Bon Air Shopping Center.

Location Map:



Project Scope:	Place bypass force main system back into service in the Bon Air Center area, increasing operational flexibility especially during wet weather. Slipline FM-15 bypass force main with HDPE. This was the original route of the FM-15 force main installed in 1969 before FM-2 was installed along the Corte Madera Creek multi-use path in 1986. Also slipline the metallic portion of bypass force main FM-14 between the Isolation Valve at South Eliseo and the Replaced portion of Lower FM-14 (Project No. 961)
Useful Life of Completed Project:	70-100 years
Risk Assessment/ Justification:	Restore integrity of Techite and Steel force mains by slip lining with HDPE, similar to what was done with FM-15 on Bike Path at Creekside Park.
Operating Impact:	Enable shut downs of FM-14 and FM-2 force mains through use of the bypass force main through Bon Air Shopping Center, so that these force mains can be inspected or maintained as needed.
Cross-Reference Project(s):	Lower FM-14 Repair and Replacement Project
Planning Document(s):	2013 IAMP

Source of Funds (in $000)	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	Future Years	Total
Capital Fund				100	1,400				1,500
Revenue Bonds									
SRF Loans									
Other									
Total				100	1,400				1,500

South Eliseo Force Main FM-15 Capacity Improvements

Project Number:	**964**
Total Project Costs:	**$2,200,000**
Facility Type:	Gravity Sewer
Status:	Planning
Project Description:	Install 1,789 feet of parallel 32" force main to FM-15 from Bon Air Bridge, under Bon Air Road, to PS 24 along South Eliseo Drive to address a priority capacity issue identified in the 2023 Capacity Evaluation

Location Map:



Project Scope:	Installation of 1,789 feet of 32" parallel force main by open cut methods
Useful Life of Completed Project:	70-100 years
Risk Assessment/ Justification:	Address under-sized portion of FM-15 force main system confirmed in 2023 Wastewater Capacity Evaluation
Operating Impact:	Ensures capacity of PS15, FM-15 system through design storm conditions
Cross-Reference Project(s):	PS 15 Kentfield Capacity Improvements
Planning Document(s):	2023 Wastewater Collection System Capacity Evaluation

Source of Funds (in $000)	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	Future Years	Total
Capital Fund					200	2,000			2,200
Revenue Bonds									
SRF Loans									
Other									
Total					200	2,000			2,200

FM-33 Force Main Replacement Project

Project Number:	**965**
Total Project Costs:	**$1,900,000**
Facility Type:	Gravity Sewer
Status:	Planning
Project Description:	Install 1,545 feet of 4-inch diameter force main to replace 1960s tidal creek crossing and Sch40 PVC force main through Drake's Landing neighborhood. Includes approximately 663 feet of HDPE force main under tidal inlet and wetlands crossing, installed by horizontal directional drilling.

Location Map:



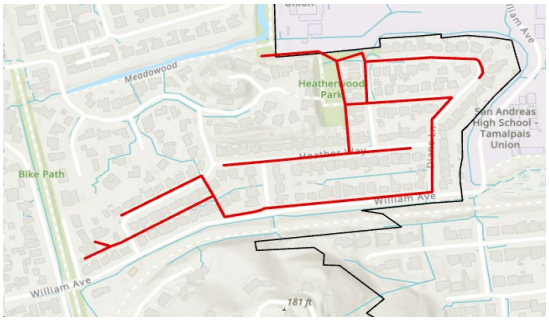
Project Scope:	Install 1,545 feet of 4-inch diameter force main to replace 1960s tidal creek crossing and Sch40 PVC force main through Drake's Landing neighborhood. Includes approximately 663 feet of HPDE force main under tidal inlet and wetlands crossing, installed by horizontal directional drilling.
Useful Life of Completed Project:	70-100 years
Risk Assessment/ Justification:	Address aging force main installed under Corte Madera Creek in the 1960s that includes rubber hose and schedule 40 PVC materials.
Operating Impact:	Ensures wastewater from Larkspur Marina is sustainably conveyed to the PS12 pump station
Cross-Reference Project(s):	LS 33, 34, 35, 36 Improvements
Planning Document(s):	

Source of Funds (in $000)	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	Future Years	Total
Capital Fund			250	1,650					1,900
Revenue Bonds									
SRF Loans									
Other									
Total			250	1,650					1,900

FY 2026/27 Gravity Sewer Improvements

Project Number:	**970**
Total Project Costs:	**$6,000,000**
Facility Type:	Gravity Sewer
Status:	Planning
Project Description:	Replace approximately 2 miles of sewer segments including shallow sewers in City of Larkspur in the Diane Lane area and Larkspur Plaza Dr. to eliminate LS37. Also replace sewers prioritized in the 2023 data model update of the 2021 IAMP, as well as maintenance priorities, primarily installed via the pipebursting method.

Location Map:



Project Scope:	Includes shallow sewers in the Diane Lane area that drain to refurbished LS30 (Heather Gardens) where there is a history of spills during wet weather. Includes deepening the sewer on Larkspur Plaza Dr. so that Lift Station 37 is no longer necessary to convey from the Larkspur Isle area to PS14. Includes other various high priority sewers identified in the 2023 update of the IAMP.
Useful Life of Completed Project:	70-100 years
Risk Assessment/ Justification:	I&I reduction, spill reduction, and reduction of O&M maintenance for storm patrols and upkeep of Lift Station 37 including service call-related alarms.
Operating Impact:	Reduce frequency of line maintenance activities and spills on public and private sewers, lower the risk of spills and I&I.
Cross-Reference Project(s):	LS 30 (Heather Gardens) Improvements
Planning Document(s):	2023 Update of 2021 IAMP

Source of Funds (in $000)	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	Future Years	Total
Capital Fund			2,000	4,000					6,000
Revenue Bonds									
SRF Loans									
Other									
Total			2,000	4,000					6,000

FY 2027/28 Gravity Sewer Improvements

Project Number:	**971**
Total Project Costs:	**$7,600,000**
Facility Type:	Gravity Sewer
Status:	Planning
Project Description:	Replace approximately 1.5 miles of sewer segments including sewers in City of Larkspur's Larkspur Marina neighborhood (Riviera Circle) mostly by open cut method due to extensive sags in bay mud. Also replace sewers prioritized in the 2023 data model update of the 2021 IAMP, as well as maintenance priorities, primarily installed via the pipebursting method.

Location Map:



Project Scope:	Includes sewers in the Larkspur Marina neighborhood (Riviera Circle) that have subsided due to unsteady bay mud soils, leading to infiltration of groundwater that is tidally influenced, causing salt water intrusion. Includes other various high priority sewers identified in the 2023 update of the IAMP.
Useful Life of Completed Project:	70-100 years
Risk Assessment/ Justification:	I&I reduction, spill reduction, reduction of O&M line maintenance and repair activities, reduction of salt water intrusion into CMSA system.
Operating Impact:	Reduce frequency of line maintenance activities and spills on public and private sewers, lower the risk of spills and I&I, reduce salt water intrusion that affects recycled water quality.
Cross-Reference Project(s):	LS 33, 34, 35, 36 Improvements, FM-33 Replacement
Planning Document(s):	2023 Update of 2021 IAMP

Source of Funds (in $000)	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	Future Years	Total
Capital Fund				1,600	6,000				7,600
Revenue Bonds									
SRF Loans									
Other									
Total				1,600	6,000				7,600

FY 2028/29 Gravity Sewer Improvements

Project Number:	**972**
Total Project Costs:	**$4,950,000**
Facility Type:	Gravity Sewer
Status:	Planning
Project Description:	Replace approximately 2 miles of sewer segments prioritized in the 2023 data model update of the 2021 IAMP, as well as maintenance priorities, primarily installed via the pipebursting method.

Location Map:

Project Scope:	Includes various high priority sewers identified in the 2023 data model update of the 2021 IAMP.
Useful Life of Completed Project:	70-100 years
Risk Assessment/ Justification:	I&I reduction, spill reduction, reduction of O&M line maintenance and repair activities.
Operating Impact:	Reduce frequency of line maintenance activities and spills on public and private sewers, lower the risk of spills and I&I
Cross-Reference Project(s):	
Planning Document(s):	2023 Update of 2021 IAMP

Source of Funds (in $000)	Prior Years	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	Future Years	Total
Capital Fund					450	4,500			4,950
Revenue Bonds									
SRF Loans									
Other									
Total					450	4,500			4,950

(18) Reserve Funding

Under District Financial Policy #7, *Minimum & Target Reserves*, the District is to maintain or target certain dollar amounts in specific reserve funds. The goal is to provide liquidity during stress points if the District needs additional funds to meet its funding requirements in any planning period. The Financial Policy does allow for flexibility for the District in that it may use its reserves and fall below the reserve target during the fiscal year. The District's management team, however, must demonstrate that it has a plan to fully replenish the depleted reserve if it remains below the target in either the current planning year or the upcoming one thereafter.

The District's target reserves as per internal policy are the following:

Table 30 – Financial Policy Target Reserves

	Target Reserve	Fund	Description and Calculation
1	Operating reserve	Operating	The target 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 Marin County. The target amount is calculated to be 50% of budgeted operating expenditures.
2	Emergency reserve	Operating	The target emergency reserve is designed 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. Late in FY25, the District Board determined that $2,000,000 was a sufficient amount to maintain in the Emergency Reserve rather than the previous goal, which was set at 10% of operating expenditures.
3	Capital improvement reserve	Capital	The target capital improvement reserve is to satisfy annual cash flow requirements and ensure continuity in executing the CIP. This reserve should be drawn down during years of higher-than-average capital spending. Conversely, the District should build this reserve during years when capital spending is below average. Having such a reserve is an integral component of a "pay-as-you-go" model. The target amount is calculated to be 50% of the average annual capital expenditures forecasted in the current 5-year or 10-year CIP.

The District's reserves represent the net assets leftover after subtracting all current liabilities. Under the modified accrual basis of accounting, there are five categories of fund balance:

- *Non-spendable fund balance* – Amounts that cannot be spent because they are not in spendable form or are legally or contractually required to be maintained intact. The District does not deem this to be an applicable category for its internal tracking of fund balance given supplies inventory purchased or insurance prepaid in advance are used within the fiscal year.

- *Restricted fund balance* – The amount that is restricted for specific purposes by either (a) external third-party entities, such as creditors, grantors, contributors, or laws or regulations of other

governments, or (b) impositions by law through constitutional provisions or enabling legislation. The District maintains several arrangements where certain proceeds collected can only be used for a specific purpose as required by its respective trustee or indenture debt agreement, e.g., CalPERS CEPPT for pension purposes, bond trust investment income proceeds for debt service, CRAD trust investment income proceeds for the special assessment remittance.

- *Committed fund balance* – The amount that can only be used for specific purposes pursuant to constraints imposed by the most binding formal action of the government's highest level of decision-making authority, i.e., District's Board of Directors via the approved Financial Policies. The District's internal reserves are classified under this category of fund balance.

- *Assigned fund balance* – The amount that is constrained by the government's intent to be used for specific purposes but is not restricted or committed. The District does not deem this to be an applicable category for its internal tracking of fund balance given the District's Board approved Financial Policies are fairly robust in delineating what collected proceeds can be spent for and the District does not track specific programs where it can only be funded with specific sources for which is not already accounted for using the committed fund balance.

- *Unassigned fund balance* – The residual classification.

Consistent with the District's Financial Policy #7, the District is to use its unassigned fund balance first before it is to use funds designated from its committed fund balance, or reserves.

For further information regarding District reserve policies and practices, please refer to the District Financial Policies at *https://www.rvsd.org/169/Financial-Stewardship*.

Table 31 –Fund Balance

Fund Balance	Actual FY2024	Budget FY2025	Projected FY2025	Budget FY2026
Beginning Balance	24,176,458	21,947,369	23,118,444	23,369,760
Net Results	(1,058,014)	(2,065,241)	251,316	(2,129,365)
Ending Fund Balance	23,118,444	19,882,128	23,369,760	21,240,395

Fund balance is expected to decrease in FY26 by $2.2 million. The decrease is primarily due to a second year of substantial investment in capital projects. The District pays for capital projects using ongoing capital revenues, supplementing those revenues with any excess operating revenues and lastly filling any shortfall by using appropriated fund balance. In FY26, $2.2 million dollars of fund balance is expected to be used for capital project work.

Table 32 –Reserves

Fund Balance	Actual FY2024	Budget FY2025	Projected FY2025	Budget FY2026	Budget YoY $ Change	Budget YoY % Change
Restricted						
Restricted - Pension	$ 7,925,211	$ 7,919,941	$ 8,606,849	$ 8,213,250	$ 293,309	4%
Restricted - CRAD	-	7,392	7,666	7,756	364	5%
Restricted - Bonds	1,466,956	1,386,892	1,384,147	1,403,822	16,930	1%
Restricted - SRF	48,848	67,154	67,085	67,085	(69)	0%
Restricted Total	9,441,015	9,381,379	10,065,747	9,691,913	310,534	3%
Committed						
Committed - Operating Reserve	11,409,429	8,106,750	10,910,013	9,548,482	1,441,732	18%
Committed - Emergency Reserve	2,268,000	2,394,000	2,394,000	2,000,000	(394,000)	-16%
Committed - Capital Improvement Reserve	-	-	-	-	-	n/a
Committed Total	13,677,429	10,500,750	13,304,013	11,548,482	1,047,732	10%
Unassigned	-	-	-	-	n/a	n/a
Total Reserves	23,118,444	19,882,129	23,369,760	21,240,395	1,358,266	7%

Fund balance is held in various reserves as shown in the table above.

Restricted reserves are budgeted to increase by $310,000 as compared to the FY25 budget. This is true even while the District intends to use restricted pension funds to pay CalPERS unfunded liabilities in the amount of $795,000. The District will use the restricted pension funds while still maintaining a pension funded ratio of over 90%.

Committed reserves are budgeted to increase by $1 million as compared to the FY25 budget. The District's operating reserve is calculated as a percentage of budgeted operating expenditures. Therefore, as budgeted expenditures increase, so too do committed operating reserve targets. While the District does not expect to end the fiscal year with reserves at the target level set by the Board, the $1 million increase shows that the District is trending in that direction.

Table 33 –Reserve Targets

Board Targets	Actual FY2024	Budget FY2025	Projected FY2025	Budget FY2026	Budget YoY $ Change	Budget YoY % Change
Operating Reserve	$ 11,339,000	$ 11,972,000	$ 11,972,000	$ 12,483,711	$ 511,711	4%
Emergency Reserve	2,268,000	2,394,000	2,394,000	2,000,000	(394,000)	-16%
Capital Improvement Reserve	5,250,000	5,118,000	1,885,037	5,456,700	338,700	7%
	$ 18,857,000	$ 19,484,000	$ 16,251,037	$ 19,940,411	$ 456,411	2%
% Funded	73%	54%	82%	58%		

(19) Pension Funding Plan

The District participates in the CalPERS system to pool its defined benefit retirement obligation along with other public agencies throughout the State of California. However, CalPERS' investments over a span of years underperformed relative to the promised benefit formula for all members participating within the pool. This underperformance led to the development of an unfunded portion of the plan's expected benefit payments where the plan theoretically would not have sufficient plan assets to pay out when an employee retires. CalPERS began requiring plan participants to contribute more to the plan in addition to the normal cost to stabilize the performance. Thus, annually, the District is required to contribute an amount based on net normal cost expressed as a percent of payroll ("normal costs") and an additional cash amount toward paying off its "unfunded actuarial liability" (UAL).

In April 2019, the Board developed a strategy to fully fund its pension liability by committing an additional $350,000 contribution each year for 12 years. This contribution is supplementary to the required normal costs and UAL payments. In May 2020, the Board established a California Employers' Pension Prefunding Trust (CEPPT) account with CalPERS for the purpose of "pre-funding" the District's required pension contributions. The CEPPT is a Section 115 irrevocable trust fund that provides an investment vehicle for pre-funding pension liabilities. The funding plan has two objectives:

1) Build assets in an investment account earning a higher rate of return relative to the District's money market cash account (LAIF), and
2) Use the accumulated proceeds to make payments towards CalPERS' required UAL contributions or additional discretionary contributions until the UAL is fully paid.

CEPPT allows the District to prefund its future pension costs, accumulate assets over time, and help manage long-term costs. The District had accumulated sufficient proceeds from its budget savings over the past several years and, in FY23, the District accelerated its funding plan by investing $7 million in its CEPPT. In light of the one-time $7 million investment, the $350,000 annual contribution was discontinued. CalPERS' Actuarial Valuations (Classic and PEPRA) as of June 30, 2023, set required contributions for FY26 and projected the District's total liability at $33.5 million. As of June 30, 2023, the District's CalPERS assets were $24.3 million, and its Section 115 ending balance was $7.9 million resulting in a combined funding ratio of 96%. As of March 2025, the Section 115 trust balance has grown to $8.6 million.

As a result of this improvement, the District updated its financial policies in April of 2025 so that the target pension funding ratio is maintained above 90% rather than striving for 100% funding. This change will allow the District to shift focus to rebuilding its operational and capital reserves in FY26. The proposed budget includes a drawdown of pension trust funds to pay unfunded pension liabilities in the amount of $795,000. This will indirectly allow the District to continue a vigorous capital improvement program, while also rebuilding operational and capital reserves.

For further information on the investment performance of CalPERS, please refer to the actuarial and valuation reports located at *https://www.calpers.ca.gov*.

(20) OPEB Funding Plan

In April 2019, the District's Board adopted an Other Post-Employment Benefit (OPEB) prefunding plan to "fully fund" its unfunded accrued liability (UAL). The plan specified annual contributions of $100,000 over six years to its Section 115 trust, the California Employers' Retiree Benefit Trust (CERBT) held with CalPERS. CERBT is a Section 115 irrevocable trust fund that provides an investment vehicle for pre-funding OPEB liabilities. The original plan amount and timing were informed by the District's consulting actuarial analysis with the goal of achieving fully funded status by 2025. This funding plan had two objectives:

1) Build assets in an investment account earning a higher rate of return relative to the District's money market cash account (LAIF), and
2) Use the accumulated proceeds to make payments towards the plan's required benefit disbursements and gradually increase the plan's funding ratio for reporting purposes.

The District historically administered an OPEB plan to provide a post-employment benefit as a reward for long-term service by reimbursing a portion of the employee's medical insurance premium after retirement to age 65 (Medicare eligible). In 2019, the District adopted an Enhanced Retiree Medical Benefit (ERMB) to increase the defined benefit for life based on years of service. The offset to the retiree medical benefit increase was the inclusion of non-refundable contributions from current employees to provide 100% funding for the augmented benefit. The added benefit provision increased the OPEB UAL in the FY21 actuarial report by $400,000. Based on a presentation by the District's consulting actuary, the Board increased its share of contributions to $280,000 in FY24 to maintain its funding goal timeline of 2025.

As of the most recent actuarial reports dated June 30, 2024, the District has a net OPEB liability of $525,000. The total OPEB liability is just over $2 million. The District's past investments in its CERBT account have helped offset that total liability. The June 30, 2024, actuarial reports showed the District's OPEB liabilities were funded at 75.1%. The District will make a $280,000 contribution into the trust for FY25 and the FY26 budget also calls for a $280,000 contribution. After considering the District's additional contributions to its CERBT account, the projected funded percentage for June 30, 2025, will meet the Board's stated goal of 100%.

For further information on the District's OPEB valuation, please refer to the posted valuation reports listed here: *https://www.rvsd.org/Archive.aspx?AMID=39&Type=&ADID=*.

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(21) Five-Year Forecast

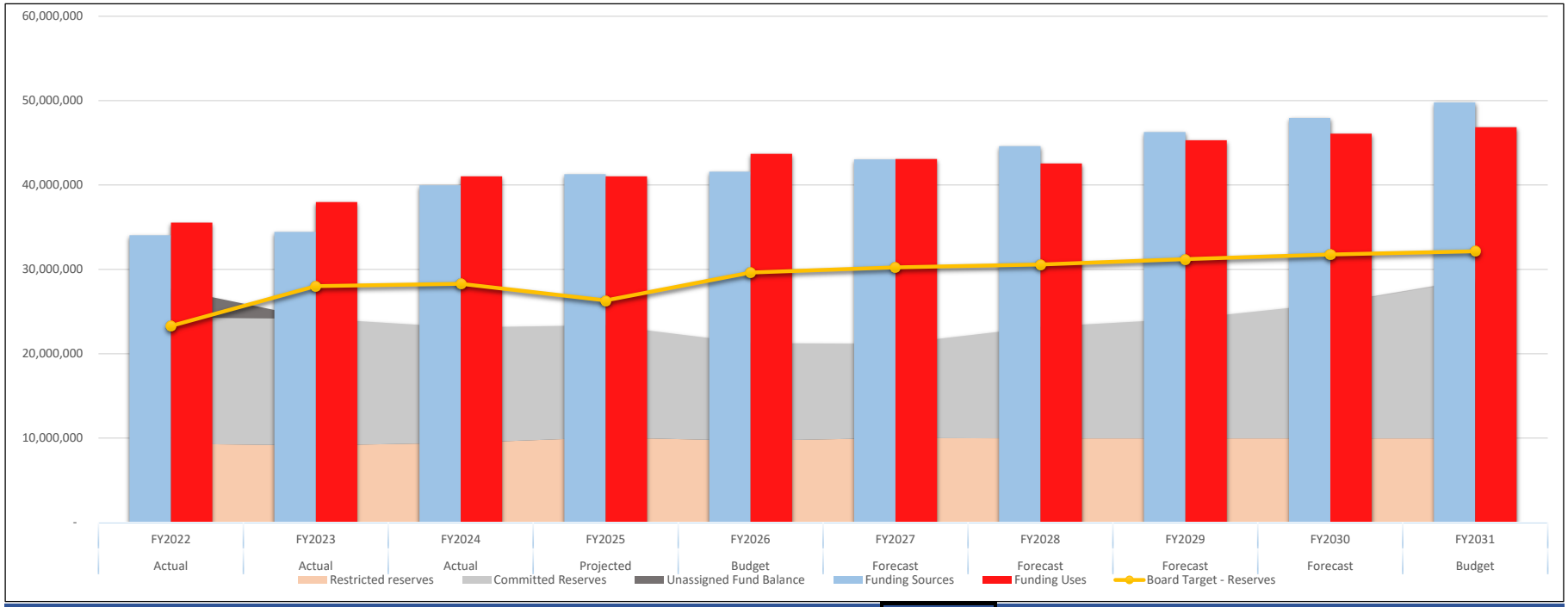
With each annual budget, the District adopts a five-year financial forecast to accompany it. The forecast is a model of revenues, expenses, and reserves, and sets forth a strategic plan to guide funding-sources-and-uses-decisions for the operating and capital budgets. The financial forecast consists of several components that comparably display the anticipated results given the most likely set of assumptions about revenue and expenditure growth and reserve contributions or usages.

The following assumptions were used in developing the five-year forecast. Each line item in the forecast corresponds to a listed assumption in the table below:

Table 34 –Forecast Assumption

Note	Use of Funds Assumptions
Note 1	CMSA JPA Charges follow the JPA's amended 5-Year Rate Schedule of 4.5% rate increases From FY25 to FY28. The charges then grow at 4.0% for the remainder of the forecast.
Note 2	Personnel costs are expected to grow based on annual COLA of 5% for FY26 and 4.5% for the remainder of the forecast period; healthcare benefit costs are expected to grow 7% annually; CalPERS pension contributions are frozen using FY25's contribution rates and UAL schedule from the actuarial reports; otherwise follows pension/OPEB funding plan. A 5.5% blended rate is used for forecasting purposes. Contributions to the Pension and OPEB trusts are expected to discontinue once liabilities are fully funded.
Note 3	Between 2% to 3% growth as per long-term inflation.
Note 4	3% growth rate based on recent year trends.
Note 5	6% growth rate based on recent year trends.
Note 6	Special assessment remittance follows amortization schedule; to sunset in FY26.
Note 7	Follows CIP plan.
Note 8	Dependent on employee usage of loan program. 2 maximum loans assumed per year @ $2,500. Bond Debt service and lateral loan program follow debt service schedules.
Note	**Source of Funds Assumptions**
Note 6	Special assessment remittance follows amortization schedule; to sunset in FY26.
Note 8	Dependent on employee usage of loan program. 2 maximum loans assumed per year @ $2,500. Bond Debt service and lateral loan program follow debt service schedules.
Note 9	Follows 5 year rate plan. 4% FY26, 4%, FY27, 3.8% FY28, 3.5% FY28 and thereafter
Note 10	Property taxes to grow nominally in FY26 due to lower real estate market activity and then to grow between 3% to 6% annually, which is in line with the compounded annual growth rate for the past decade.
Note 11	Investment income forecast for modest increases of 1% in FY26-FY29; Thereafter rising to 5%
Note 12	Follows lease schedule with 2% annual escalator.
Note 13	Held constant.
Note 14	No new debt to be issued.
Note 15	Negligible collected fees.

Table 35 –Five-Year Forecast; Revenues, Expenditures and Fund Balance



		Forecast Note	Actual FY2022	Actual FY2023	Actual FY2024	Projected FY2025	Budget FY2026	Forecast FY2027	Forecast FY2028	Forecast FY2029	Forecast FY2030	Forecast FY2031
	USE OF FUNDS											
1	CMSA JPA charges	*Note 1*	$ 8,462,641	$ 8,869,040	$ 9,298,042	$ 9,730,852	$ 10,154,000	$ 10,610,930	$ 11,088,422	$ 11,531,959	$ 11,993,237	$ 12,472,967
2	Personnel costs	*Note 2*	6,657,521	7,815,941	8,225,231	8,736,817	9,945,154	10,156,552	10,361,119	10,557,465	10,744,067	10,919,258
3	Infrastructure maintenance	*Note 3*	409,679	593,875	772,894	589,957	645,500	661,638	685,850	706,518	777,005	747,381
4	Facilities & vehicles maintenance	*Note 3*	249,074	478,676	526,461	437,623	500,000	512,500	525,313	535,819	546,535	557,466
5	Utilities & rental charges	*Note 4*	715,135	787,411	721,729	778,702	789,245	812,922	837,310	862,429	888,302	914,951
6	Insurance premiums & deductibles	*Note 5*	566,445	309,406	443,973	550,153	593,612	629,228	666,982	707,001	749,421	794,386
7	Software renewal costs	*Note 3*	326,855	319,223	364,868	358,751	499,387	511,872	524,669	535,162	545,865	556,783
8	Supplies	*Note 3*	95,336	93,646	94,353	97,527	97,948	100,397	102,907	104,965	107,064	109,205
9	Training costs	*Note 3*	168,669	200,688	175,675	164,160	225,847	231,493	237,281	242,026	246,867	251,804
10	Hiring & temporary help	*Note 3*	262,190	70,099	211,172	122,062	10,000	10,250	10,506	10,716	10,931	11,149
11	Employee loan disbursements	*Note 8*	-	-	-	4,100	5,000	5,000	5,000	5,000	5,000	5,000
12	Professional services charges	*Note 3*	544,641	705,230	818,137	773,465	1,101,440	1,128,976	1,157,200	1,180,344	1,203,951	1,228,030
13	Special assessment remittance	*Note 6*	39,206	37,975	43,228	40,600	39,300	35,900	-	-	-	-
14	Other charges	*Note 3*	450,152	323,470	502,441	301,436	360,990	370,014	379,265	386,850	394,587	402,479
15	*Total operating use of funds*		*18,947,544*	*20,604,682*	*22,198,205*	*22,686,206*	*24,967,423*	*25,777,672*	*26,581,822*	*27,366,254*	*28,212,831*	*28,970,859*

16	Capital projects	*Note 7*	9,125,052	9,634,849	11,100,527	11,064,487	10,800,000	9,383,274	8,130,000	9,823,303	10,560,000	10,520,000
17	Debt service charges	*Note 8*	6,637,594	6,645,594	6,303,661	6,707,000	6,733,900	6,720,000	6,710,500	6,713,500	6,715,400	6,714,800
18	Fixed asset procurement	*Note 7*	315,167	661,009	1,064,514	220,000	650,000	150,000	150,000	700,000	500,000	150,000
19	Engineering studies	*Note 7*	236,686	20,400	8,793	77,000	-	-	-	-	-	-
20	Lateral replacement program	*Note 7*	280,612	417,030	344,885	272,319	550,000	550,000	550,000	550,000	550,000	500,000
21	*Total capital uses of funds*		*16,595,112*	*17,378,881*	*18,822,381*	*18,340,806*	*18,733,900*	*16,803,274*	*15,540,500*	*17,786,803*	*18,325,400*	*17,884,800*
22	**Total funding uses**		**35,542,656**	**37,983,563**	**41,020,586**	**41,027,012**	**43,701,323**	**42,580,946**	**42,122,322**	**45,153,057**	**46,538,231**	**46,855,659**
	SOURCES OF FUNDS											
23	Sewer service charges	*Note 9*	24,485,733	24,485,733	27,663,372	28,608,786	29,748,328	30,938,261	32,175,792	33,398,472	34,567,418	35,777,278
24	Ad valorem - property taxes	*Note 10*	8,923,825	8,923,825	9,523,787	9,749,216	9,992,947	10,292,735	10,652,981	11,079,100	11,522,264	12,098,377
25	Investment income	*Note 11*	(285,809)	(285,809)	1,015,694	390,385	385,372	389,226	393,118	397,049	416,902	437,747
26	Lease fees	*Note 12*	508,918	508,918	482,688	474,061	484,396	494,084	503,966	514,045	524,326	534,812
27	Permit fees	*Note 13*	156,473	156,473	167,456	139,534	163,453	162,000	162,000	162,000	162,000	162,000
28	Capacity permit fees	*Note 13*	119,250	119,250	277,870	257,756	244,982	200,000	200,000	200,000	200,000	200,000
29	Special assessment collection	*Note 6*	38,578	38,578	41,388	41,259	39,318	43,600	-	-	-	-
30	Lateral loan repayments	*Note 8*	110,055	110,055	124,134	104,339	108,877	114,321	108,605	114,035	108,333	113,750
31	Employee loan repayments	*Note 8*	5,482	5,482	3,086	4,300	2,200	2,200	2,200	2,200	2,200	2,200
32	Proceeds from debt financing	*Note 14*	-	-	-	737,102	-	-	-	-	-	-
33	Net proceeds from asset sale	*Note 15*	25,710	25,710	6,811	72,436	-	-	-	-	-	-
34	Miscellaneous fees	*Note 15*	63,386	63,386	86,334	10,002	1,000	600	-	-	-	-
35	Restricted investment income	*Note 11*	(114,909)	297,170	569,952	689,153	401,085	405,095	409,146	413,238	433,900	455,595
36	**Total funding sources**		**34,036,692**	**34,448,772**	**39,962,572**	**41,278,328**	**41,571,958**	**43,042,122**	**44,607,807**	**46,280,139**	**47,937,343**	**49,781,759**
37	Net revenue/(expense)		(1,505,964)	(3,534,791)	(1,058,014)	251,316	(2,129,365)	461,176	2,485,485	1,127,082	1,399,111	2,926,100
38	Appropriated fund balance		1,505,964	3,534,791	1,058,014	(251,316)	2,129,365	(461,176)	(2,485,485)	(1,127,082)	(1,399,111)	(2,926,100)
39	**Net funding position**				**$ -**	**$ -**						
40	Fund balance beginning		29,217,213	27,711,249	24,176,458	23,118,444	23,369,760	21,240,395	21,701,571	24,187,056	25,314,138	26,713,249
41	Increase/(decrease) in fund balance		(1,505,964)	(3,534,791)	(1,058,014)	251,316	(2,129,365)	461,176	2,485,485	1,127,082	1,399,111	2,926,100
42	**Fund balance ending**		**$ 27,711,249**	**$ 24,176,458**	**$ 23,118,444**	**$ 23,369,760**	**$ 21,240,395**	**$ 21,701,571**	**$ 24,187,056**	**$ 25,314,138**	**$ 26,713,249**	**$ 29,639,349**

As may be seen in the table above, fund balance is expected to grow over the next five years. The Board's targets for the operating reserves and capital reserves, however, increase in tandem with increases in operating and capital costs. The gap between the Board's targets and forecasted results is expected to narrow over the next five years. The five-year forecast for specific reserves may be found on the following page.

Note: The District plans to sell all or part of a 10.7-acre site, which it owns in Larkspur, located at 2000 Larkspur Landing Circle. Two recent events may accelerate the sale of the property; 1) The City of Larkspur has completed its Larkspur 2040 General Plan Update and EIR, and 2) The District has declared the property as exempt surplus land in accordance with the California Surplus Land Act. The sale of the property would almost certainly replenish the District's reserves at the Board's targeted levels. The sale is likely to occur prior to 2031.

Table 36 –Five-Year Forecast; Reserves

	Target Committed Reserves	Actual FY2022	Actual FY2023	Actual FY2024	Projected FY2025	Budget FY2026	Forecast FY2027	Forecast FY2028	Forecast FY2029	Forecast FY2030	Budget FY2031
1	Operating Reserve	$ 10,306,000	$ 10,302,341	$ 11,339,000	$ 11,972,000	$ 12,483,711	$ 12,888,836	$ 13,290,911	$ 13,683,127	$ 14,106,416	$ 14,485,429
2	Emergency Reserve	2,061,000	2,145,000	2,268,000	2,394,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
3	Capital Improvement Reserve	1,583,000	6,445,000	5,250,000	1,885,037	5,456,700	5,339,158	5,320,830	5,555,330	5,678,000	5,682,000
4	Committed Reserves	$ 13,950,000	$ 18,892,341	$ 18,857,000	$ 16,251,037	$ 19,940,411	$ 20,227,994	$ 20,611,742	$ 21,238,457	$ 21,784,416	$ 22,167,429

	Actual Reserves	Actual FY2022	Actual FY2023	Actual FY2024	Projected FY2025	Budget FY2026	Budget FY2027	Budget FY2028	Budget FY2029	Budget FY2030	Budget FY2031
	Committed Reserves										
5	Operating Reserve	$ 10,306,000	$ 10,306,000	$ 11,409,429	$ 10,906,913	$ 9,548,482	$ 9,688,884	$ 12,216,149	$ 13,343,231	$ 14,106,416	$ 14,485,429
6	Emergency Reserve	2,061,000	2,145,000	2,268,000	2,394,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
7	Capital Improvement Reserve	2,596,377	2,596,377	-	-	-	-	-	-	635,926	3,183,013
8	Committed Reserves	14,963,377	15,047,377	13,677,429	13,300,913	11,548,482	11,688,884	14,216,149	15,343,231	16,742,342	19,668,442
9	Restricted Reserves										
10	Restricted - Pension	7,751,934	7,532,353	7,925,211	8,606,849	8,213,250	8,541,780	8,500,000	8,500,000	8,500,000	8,500,000
11	Restricted - CRAD	8,545	8,652	-	7,666	7,756	-	-	-	-	-
12	Restricted - Bonds	1,573,048	1,520,992	1,466,956	1,384,147	1,403,822	1,403,822	1,403,822	1,403,822	1,403,822	1,403,822
13	Restricted - SRF	-	67,085	48,848	67,085	67,085	67,085	67,085	67,085	67,085	67,085
14	Restricted Reserves	9,333,527	9,129,082	9,441,015	10,065,747	9,691,913	10,012,687	9,970,907	9,970,907	9,970,907	9,970,907
15	Unassigned fund balance										
16	Unassigned fund balance	3,414,345.45	-	-	-	-	-	-	-	-	-
17	Total fund balance	27,711,249	24,176,459	23,118,444	23,366,660	21,240,395	21,701,571	24,187,056	25,314,138	26,713,249	29,639,349

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SECTION FOUR:
APPENDIX

Board Packet No. 249

Appendix A – Acronym Listing

ACFR	Annual Comprehensive Financial Report
Admin	Administrative Services
CalPERS	California Public Employees' Retirement System
Cap Imp	Capital Improvement Reserve
CCTV	Closed Circuit Television
CDO	Cease and Desist Order
CEPPT	California Employers' Pension Prefunding Trust
CERBT	California Employers' Retiree Benefit Trust
CIP	Capital Improvement Program
CMMS	Computerized Maintenance Management System
CMSA	Central Marin Sanitation Agency
COLA	Cost of Living Adjustment
CoF	Consequence of Failure
CPI	Consumer Price Index
CRAD	Canyon Road Assessment District
CSRMA	California Sanitation Risk Management Authority
EDU	Equivalent Dwelling Unit
E&I	Engineering & Inspections
EPA	Environmental Protection Agency
FTE	Full Time Equivalent
FY	Fiscal Year
GFOA	Government Finance Officers Association
GSIP	Gravity Sewer Improvement Project
IAMP	Infrastructure Asset Management Plan
IT	Information Technology
I&I	Inflow & Infiltration
JPA	Joint Powers Authority
LAIF	Local Agency Investment Fund
Lof	Likelihood of Failure
LS	Lift Station
MGD	Million Gallons per Day
MMWD	Marin Municipal Water District
O&M	Operations & Maintenance
OP	Operating
OPEB	Other Post-Employment Benefits
PS	Pump Station
RVSD	Ross Valley Sanitary District
SRF	State Revolving Fund
SRSD	San Rafael Sanitation District
SSC	Sewer Service Charge
SSMP	Sewer System Management Plan
SWRCB	State Water Resources Control Board

Appendix B – Glossary

Assets: Anything of material and economic value or usefulness that is owned by the entity.
Bond Premium: A bond that is priced higher than its stated face (par) value.
Capital Assets: Includes District land, pump stations, force mains, gravity sewer pipelines, lift stations, buildings, facilities, and equipment net of depreciation.
Capital Expenditure: An expenditure of $5,000 or more that is used to purchase a capital asset with a useful life of one year or more, or an investment that improves the useful life of an existing asset.
Capital Improvement Program (CIP): A plan that describes and explains the District's capital and asset management projects, delineated by type of project and funding source, over ten fiscal years. The CIP is a planning document that provides the District with an opportunity to evaluate and assess its capital needs from financial, engineering, operations and planning perspectives.
Capacity Charge: A one-time fee charged to all new users connecting to, and creating additional demand on, the wastewater collection and treatment systems. Government code requires capacity charges to fund capital projects.
Current and Other Assets: Assets that can easily be converted to cash or consumed within one year. Includes cash, investments, receivables, prepaid expenses, and inventory.
Current Liabilities: Payment obligations owed by the District within the next 12 months.
Equivalent Dwelling Unit (EDU): A standardized metric for accounting of water usage flow from the Marin Municipal Water District (MMWD) and making it comparable to a single-family residence.
Enterprise Fund: A government accounting fund that provides goods or services to the public for a fee that makes the entity self-reporting.
Flow(s): The winter water usage recorded by MMWD that is used to calculate the sewer service charge.
FOG: Fats, Oils and Grease
Full Time Equivalent (FTE): A position converted to a decimal equivalent of a full-time employee position.
Fund Balance: The difference between total assets and total liabilities for a governmental fund.
Infrastructure Asset Management Plan (IAMP): The District's Capital Improvement Program (CIP) risk assessment report documenting the priority capital projects and programs needed in order to reduce Inflow & Infiltration (I&I) over the next ten years.
Joint Powers Authority (JPA): An agreement between two or more local government agencies to form a separate governmental entity distinct from the member governments.
Liabilities: What the District owes to others.
Non-Current Liabilities: Payment obligations owed by the District more than 12 months in the future.
Other Non-Operating Revenue: Includes CSRMA dividends, settlement claims, the occasional sale of assets, and other miscellaneous revenue sources.
Pay Go: Financing capital improvements with current revenue in-lieu of issuing debt.
OPEB: Other post-employment benefits, which are specifically medical benefits for retired employees.
PEPRA: Public Employees' Pension Reform Act established a cap on the amount of compensation that can be used to calculate a retirement benefit for new public employees hired on or after January 1, 2013.
Revenue Bond: Debt obligation for which interest and principal payments are secured by the debt service portion of service charge revenues.
Sewer Service Charges: A fee for wastewater collection and conveyance for treatment service.
Sewer System Management Plan: The District's operating plan for how its maintenance activities are to be directed and utilized.

Teeter Plan: The Teeter Plan (first enacted in 1949) provides California counties with an optional alternative method for allocating delinquent property tax revenues. The county apportions the full property tax assessment to all taxing jurisdictions, even if 100% of the payments have not been collected yet. The county will essentially "front" these revenues and in return receive all interest and delinquent penalties.

Appendix C – District Financial Policies

Available here: https://www.rvsd.org/169/Financial-Stewardship

Appendix D – Board Adoption Resolution

Placeholder.

Appendix E – Authorized Positions

Department	Authorized Position Title	FY2024	FY2025	FY2026
Operations & Maintenance	O&M Manager	1	1	1
Operations & Maintenance	O&M Superintendent	2	2	2
Operations & Maintenance	Operations Supervisor	4	4	4
Operations & Maintenance	Crew Lead	1	-	-
Operations & Maintenance	Senior Collection Systems Worker	2	4	4
Operations & Maintenance	Collection Systems Worker I/II	13	12	12
Subtotal Operations & Maintenance		**23**	**23**	**23**
Engineering & Inspections	Senior Engineer	1	1	1
Engineering & Inspections	Senior Business Systems Analyst	1	1	1
Engineering & Inspections	Business Systems Analyst I/II	-	1	-
Engineering & Inspections	Assistant/Associate Engineer	-	-	1
Engineering & Inspections	Management Analyst I/II	1	1	1
Engineering & Inspections	Inspector	2	2	2
Subtotal Engineering & Inspection		**5**	**6**	**6**
Administrative Services	General Manager	1	1	1
Administrative Services	Admin Services Manager/AGM	1	1	1
Administrative Services	Senior Board Clerk/Management Analyst	1	1	1
Administrative Services	Finance Officer	1	1	1
Administrative Services	Accountant	1	1	1
Administrative Services	Accounting Technician	-	1	1
Administrative Services	Administrative Coordinator I/II	2	2	2
Subtotal Administrative Services		**7**	**8**	**8**
Total Positions Authorized		**35**	**37**	**37**

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Ross Valley Sanitary District
1111 Andersen Dr.
San Rafael, CA 94901
www.rvsd.org

Board Packet No. 257



ROSS VALLEY SANITARY DISTRICT
Est. 1899

BUDGET IN BRIEF

FY 2025 - 2026

Board Packet No. 258

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Budget Process 1
GM's Budget Message 2
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About the District 8

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Ross Valley Sanitary District
California

For the Fiscal Year Beginning

July 01, 2024

Christopher P. Morrill

Executive Director



BUDGET PROCESS

01
January
Develop upcoming budget calendar and analyze current year performance.

02
February
Budget kick-off with department managers for estimating projected expenditures and developing operational and capital budget expenditures.

03
March
Finalize District personnel and related insurance costing and revenue analysis.

04
April
Prepare preliminary budget tables/charts/graphs for District management review.

05
May
Prepare final proposed budget document for public/Finance Committee/Board of Director review and comments.

06
June
Final proposed budget presented to public/Finance Committee/Board of Directors for final review and adoption. Adopted budget published and distributed to stakeholders.





Message from the General Manager

It is my honor on behalf of the Ross Valley Sanitary District Board of Directors and staff to present the District's Fiscal Year 2026 (FY26) budget. This document lays out the financial plan for the upcoming fiscal year, detailing the resource requirements to successfully manage our wastewater collection and conveyance infrastructure for District's ratepayers.

Our intention is to present a high-quality budget that clearly articulates the ways the District effectively and efficiently provides its services in a readily accessible and understandable format. All referenced financial documents in this budget are available online at www.rvsd.org.

FY 2026 Budget Highlights

The District's FY26 annual budget is expected to be balanced where funding requirements are sufficiently covered with funding sources.

Operating revenue is forecast to be $31.2 million, an increase of 3.2% over the prior year budget. Operating expenditures are forecast to be $25 million, an increase of approximately 4.3% as compared to the FY25 Budget. The FY26 Budget includes expected net operating revenue of approximately $6.2 million to be used to fund its committed reserves and capital projects.

Capital revenue is anticipated to remain flat at $10.4 million. Capital expenditures are forecast to be $18.7 million including $10.8 million on capital improvement projects, $650,000 for fixed asset purchases, $6.7 million for debt service and $550 for lateral loans and grants. This is the second year running with an aggressive capital improvement program and the District has been fortunate to have the flexibility to accelerate the implementation of certain projects in order to take advantage of conditions in the field. The net expenditure in the Capital fund will be funded with a transfer from the Operating fund as well as with appropriated fund balance.

Total funding requirements (Operating and Capital funds combined) for FY26 are $43.7 million, an increase of 2.4% year over year. Budgeted expenditures include a 5% cost of living adjustment (COLA) for District Staff.

Total funding sources (Operating and Capital funds combined) are $43.7 million. Total funding sources include $41.6 million of revenue proceeds, an increase of 2.3% over the previous year. Revenue increases include a 4% increase in sewer-service rates according to the District's most recent rate plan. Property taxes are forecast to increase slightly at 2.4%. The District proposes $2.1 million of appropriated fund balance to supplement revenue proceeds. Use of fund balance reserves as an additional funding source increased by $64,000 as compared to the previous year's budget. The District intends to use restricted reserves held in a 115 with CalPERS to fund pension costs in the coming year. This will indirectly help the District fund the capital improvement program while continuing to maintain board committed reserves.

The District is recognized as a high-performing and financially stable wastewater utility within Marin County and the San Francisco Bay Area. The District continues to be recognized by state and national organizations in the areas of facility operations, safety, and financial reporting.

On behalf of all our employees, I would like to express our thanks and gratitude to the District Board of Directors for its ongoing support of the District's Mission and Values, and in securing the necessary resources to enable us to achieve a recognized level of high performance.

We hope that this annual budget will be insightful and clear in understanding how the District allocates its resources. We welcome your comments and feedback for improving future budget publications.

Respectfully,

Steve Moore, P.E.
General Manager

RECENT ACCOMPLISHMENTS

01 Received "Small Collection System of the Year" award from the Redwood Empire Section of the California Water Environmental Association (CWEA). This is the third such award received in the last six years.

02 Received the Certificate of Achievement for Excellence in Financial Reporting, the Award for Outstanding Achievement in Popular Financial Reporting, and the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA).

03 Completed the renovation at 1111 Andersen Drive, relocated all District operations to this facility, and installed a generator for backup power.

04 Sold former headquarters at 2960 Kerner Blvd. in accordance with the Surplus Land Act in a competitive bidding process to a nonprofit organization that provides music lessons and instruments to the local disadvantaged community.

05 Declared the 10-acre former treatment plant site at 2000 Larkspur Landing Circle in Larkspur as Surplus Land and initiated the process of its disposal in accordance with the Surplus Land Act.

06 Updated the service area boundary with neighboring Sanitary District No. 2 of Marin County in cooperation with Marin County Local Agency Formation Commission (LAFCo) based on our staff's field verification of service laterals to specific addresses.

07 Implemented a successful initiative to reduce the number of sewer lines cleaned more than once per year (high frequency cleaning or HFC) by using system condition data in the computerized maintenance management system (CMMS) and presented the methodology to the annual statewide conference of CWEA.

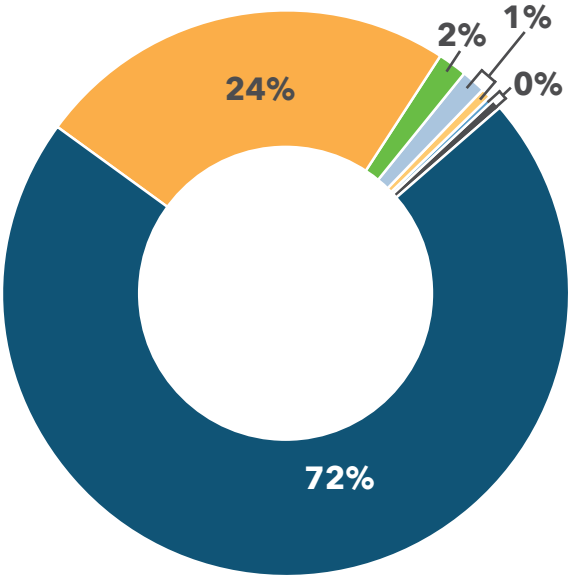
08 Maintained a high level of service to our ratepayers for a safe and effective wastewater collection and conveyance system, including maintaining a record low number of spills for three years in a row.

REVENUE BUDGET

How Is The District Funded?

The District's primary funding source is sewer service fees paid by the district customer base and is budgeted at $29.8M for FY26. Sewer Service rates are set approximately every five years according to an in depth rate study and are designed to pay the cost of operating the system as well as infrastructure and other capital maintenance and repair. Property taxes, budgeted at $9.9M for FY26, are the District's secondary revenue source and are dedicated to infrastructure and other capital maintenance and repair. The District has various other minor revenue sources.

Total $41,571,958



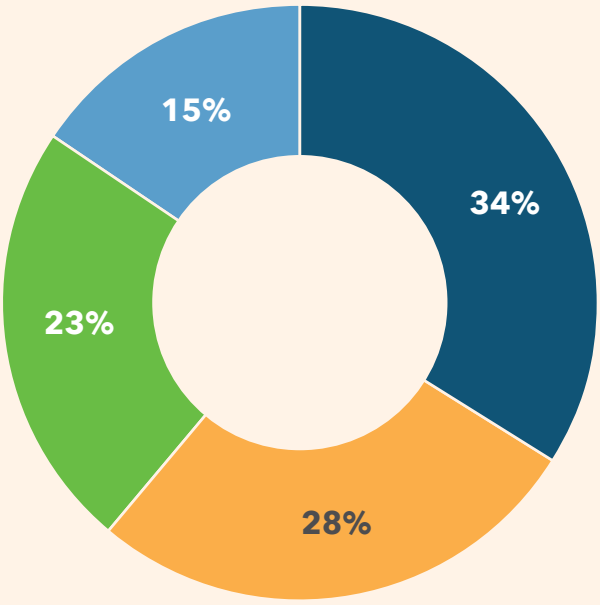
- **Sewer Service Charges** $29,748,328 (71.56%)
- **Ad Valorem - Property Taxes** $9,992,947 (24.04%)
- **Investment Income** $786,457 (1.89%)
- **Lease Fees** $484,396 (1.17%)
- **Capacity Permit Fees** $244,982 (0.59%)
- **Permit Fees** $163,453 (0.39%)
- **Other** $151,395 (0.36%)

EXPENDITURE BUDGET

Where Do The Funds Go?

The District has two main operating costs; Operations and Maintenance of the collection and conveyance system is budgeted in FY26 at $14.8M. Once wastewater is conveyed to the treatment plant, the District pays a treatment charge to the Central Marin Sanitation Agency, with $10.2 M budgeted in the upcoming year. Capital Costs include current year projects and purchases budgeted at $12M for FY26. Additionally, debt service is a capital cost and the $6.7M budgeted in the coming year is a payment against debt used to finance over $90M worth of capital investment in prior years.

Total $43,701,323



- **Operating & Maintenance** $14,813,423 (33.90%)
- **Capital Projects & Purchases** $12,000,000 (27.44%)
- **Sewage Treatment Charges** $10,154,000 (23.22%)
- **Debt Service** $6,733,900 (15.40%)

BUDGET SUMMARY

Budget Summary

Revenue	$ 41,571,958
Appropriated Fund Balance	2,129,365
Expenditures	(43,701,323)
Balanced Budget	$ –

Fund Balance

Beginning Balance	23,369,760
Appropriated Fund Balance	(2,129,365)
Ending Balance	$ 21,240,395

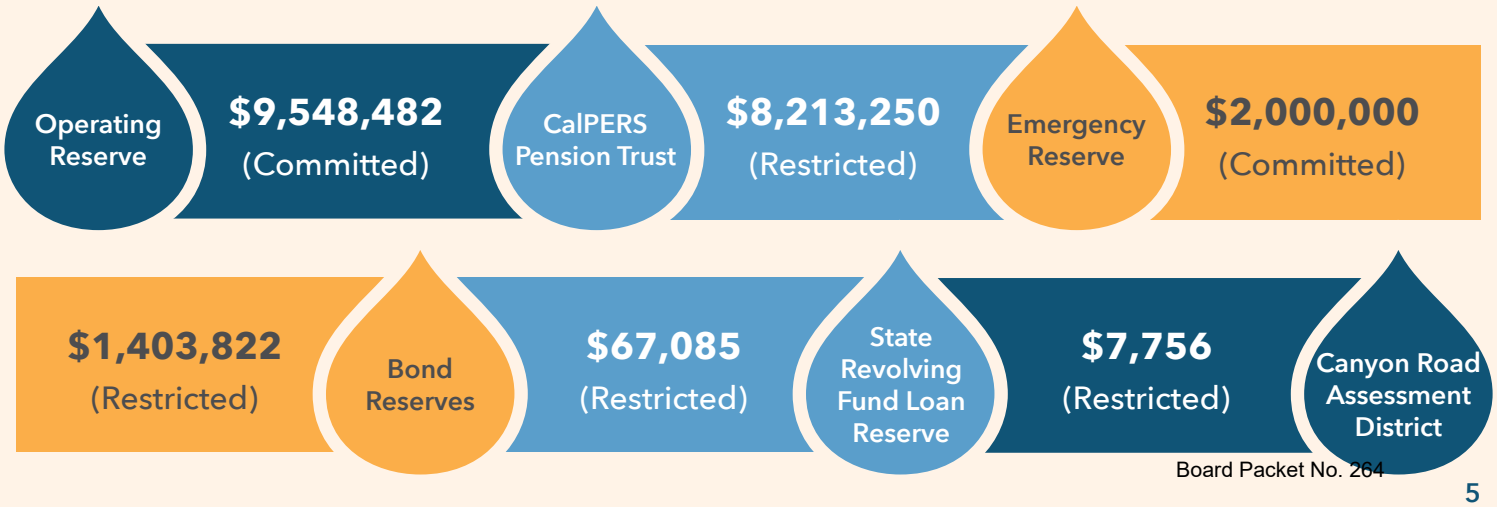
Where We Stand

For FY26 total budgeted revenue is less than budgeted expenditures by $2.1M The primary driver of the variance is the robust capital improvement plan. The difference will be made up by using existing fund balance drawn first from the capital reserve and secondly from the operating reserve. The draw down is expected since the District recently began financing capital improvements with a pay-as-you-go system rather than issuing debt.

RESERVES

RVSD Is Prepared

Some reserves are restricted in use by other Agencies, by contract or by law. For example, the District has $8.2M in restricted pension reserves that may only be used for pension costs. Other reserves have been set aside by the Board of Directors for specific purposes and are labeled as committed. The District is planning to set aside $9.5 M in the Operating Reserve to ensure the cash flow requirements of day-to-day operations. Additionally, the District will set aside $2M in the Emergency Reserve in case of significant unforeseen events that cause a dramatic or immediate impact. The Capital Reserve is currently depleted as the District is undertaking a third year of significant capital project expenditures. This reserve will be replenished over the next few years.



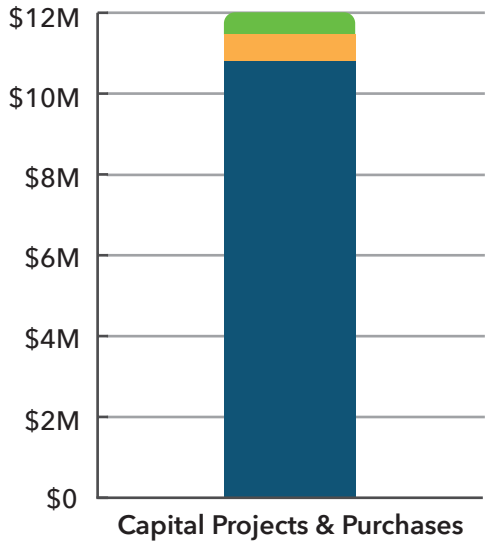
CAPITAL BUDGET

RVSD is working to rehabilitate underground wastewater pipelines through a construction program that is spread out over roads and easements throughout the Ross Valley communities.

The Capital Improvement Program (CIP) consists of construction projects needed to upgrade pipeline and pump station assets to protect public health and the environment by reducing the risk of sewer spills and reducing infilltration and inflow (I&I) impacts to the system and the treatment plant.

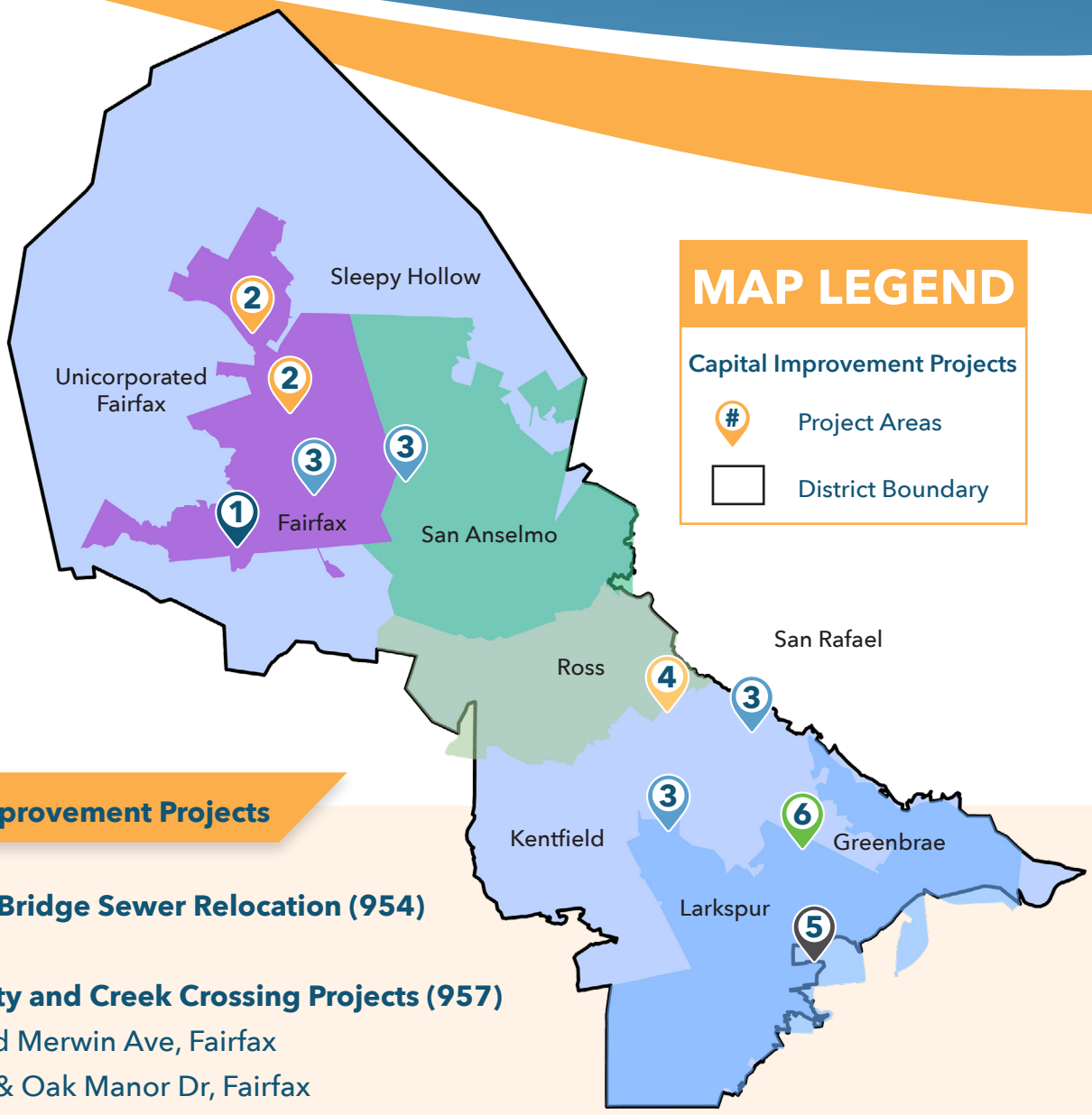
Total $12,000,000

- **Capital Projects**
  $10,800,000
- **Capital Equipment Purchases**
  $650,000
- **Lateral Grant Program**
  $550,000





CAPITAL PROJECT DETAILS



MAP LEGEND

Capital Improvement Projects

Project Areas

District Boundary

N

Map is Not to Scale

FY 2026 Capital Improvement Projects

1. **Meadow Way Bridge Sewer Relocation (954)**

2. **Fairfax Capacity and Creek Crossing Projects (957)**
   - Broadway and Merwin Ave, Fairfax
   - Westbrae Dr & Oak Manor Dr, Fairfax

3. **FY 2024/25 Gravity Sewer Improvements Project (958)**
   - Bolinas Rd & Sherman Ave, Fairfax
   - McAllister Ave, Kentfield
   - Sir Francis Drake Blvd and Suffield Ave, San Anselmo & Fairfax

4. **Palm-Mann-Cypress Gravity Sewer Improvements Project (959)**

5. **LS 30 Heather Gardens Lift Station Improvements (908)**

6. **Lower FM-14 Bypass Force Main Replacement (961)**

THE DISTRICT AT WORK

ABOUT

Established: May 27, 1899

Service Area: Fairfax, Greenbrae, Kentfield, Larkspur, Ross, San Anselmo, and Sleepy Hollow

Fun Fact: California's oldest sanitary district

INFRASTRUCTURE

- 205 miles of collection sewer lines
- 19 pumping stations
- 3.8 million gallons of wastewater transported per day
- 45% installed prior to 1955

RVSD STAFFING (FY 26 Full-Time)

Operations & Maintenance: 23 Employees

Administrative Services: 8 Employees

Engineering & Inspections: 6 Employees

POPULATION

Population: 43,736

Per Capita Income: $180,575

Unemployment Rate: 3.8%

Contact Information

Ross Valley Sanitary District

1111 Andersen Dr.,
San Rafael, CA 94901
rvsd.org

Call: 415-259-2949
Email: info@rvsd.org

Executive Team

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

Felicia Newhouse ..... Assistant General Manager

Paul Bruemmer ..... Operations & Maintenance Manager

Board of Directors

Mary Sylla ..... President
Elected June 2012

Doug Kelly ..... Secretary
Elected June 2016

Michael Boorstein ..... Treasurer
Elected June 2014

Pamela Meigs ..... Director
Elected June 2010

Thomas Gaffney ..... Director
Elected June 2014

RESOLUTION NO. 25-1670

RESOLUTION OF THE BOARD OF DIRECTORS OF ROSS VALLEY SANITARY DISTRCT ADOPTING THE BUDGET FOR FISCAL YEAR 2025-2026

WHEREAS, the Board of Directors of Ross Valley Sanitary District ("District") has reviewed the financial condition of the District, as presented in the Fiscal Year 2025-2026 Budget; and

WHEREAS, the Board of Directors of Ross Valley Sanitary District has found it necessary to adopt a budget for Fiscal Year 2025-2026 to establish the present and upcoming financial commitments of the District;

NOW, THEREFORE BE IT RESOLVED that the Board does hereby approve the Budget dated June 18, 2025, and authorizes the following expenditure amounts for Fiscal Year 2025-2026 and that any unused funds remaining at the conclusion of the fiscal year shall be held in reserve for that fund or as required by law:

Operations and Maintenance	$24,967,422
Capital (including Debt Service)	$18,733,900
Total Budget	$43,701,323

AND BE IT FURTHER RESOLVED that the Board hereby approves and directs the use of the funds identified above for the District in managing the financial functions of the District.

PASSED, APPROVED AND ADOPTED by the Board of Directors of Ross Valley Sanitary District at the regular meeting held this 18th day of June 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

Mary Sylla, President of the Board

ATTEST:

_____

Douglas T. Kelly, Secretary of the Board

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

STAFF REPORT

For the Meeting of June 18, 2025

June 6, 2025

To: Board of Directors

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

Subject: **Consideration of Adopting the Fiscal Year 2025/26 Business Plan**

Summary

This report is presented to the Board in consideration of adopting the Fiscal Year 2025/26 Business Plan, an annual commitment to refining and implementing its Strategic Plan.

Discussion

The District's Business Plan reflects the policy-level goals associated with Effective Utility Management (EUM) attributes, originally articulated in the District's Strategic Plan (2016). The Business Plan provides an annually updated guide for maintaining and continuously improving the District's operations and services, sets organizational priorities, and guides fundamental decisions and actions that shape District activities into the future. The Business Plan objectives also provide the Board a means to evaluate performance of RVSD management and staff.

At the regular meeting in July 2024, the District Board appointed Director Kelly and Director Meigs to serve on the Business Plan Committee. The Committee met on February 4, 2025 to review progress on its implementation. On May 30, 2025, the Committee members met with General Manager Moore to provide direction on the draft FY 2025/26 Business Plan. They reviewed the current FY 2024/25 Business Plan and status of each Objective, including the many achieved Objectives.

This staff report is organized by which Objectives have been completed, which have not yet been completed, and which have been added to the Business Plan under the various EUM Attributes. In addition, a separate section listing the ongoing Objectives is at the end of this report, as many strategic initiatives have become annual commitments.

The EUM Attributes in the Business Plan from the Strategic Plan are:

Customer Service, Stakeholder Understanding and Support
Employee and Leadership Development
Enterprise Resiliency
Financial Viability/Sustainability
Infrastructure Stability and Product Quality (Wastewater Conveyance)
Operational Optimization
Water Resources and Community Sustainability

For this past fiscal year, the following Business Plan Objectives under various ***EUM Attributes*** are **completed** and are *proposed to be removed* from the FY 2025/26 Business Plan:

Customer Service, Stakeholder Understanding and Support

- Renew the District's Transparency Certificate of Excellence

Employee and Leadership Development

- Update Five-Year MOU with Represented Employees
- Conduct Effective Supervisory Practices Workshop for New and Existing Supervisors

Enterprise Resiliency

- Use recent Pump Station Inventory to develop list of critical spare parts and/or equipment and include in budget
- Conduct Sewer System Management Plan (SSMP) Audit
- Install new generator (for backup power) at 1111 Andersen

Financial Viability/Sustainability

- Review and update District Financial Policies for Board approval
- Consider adopting a two-year budget cycle

- Larkspur Landing parcel planning: Phase 2 (cont.): property disposition, coordination with lengthened City of Larkspur General Plan process

- Kerner parcel planning: property disposition, Surplus Lands Act process

Operational Optimization

- 1111 Andersen Facility – Completion of Site Improvements

For the coming fiscal year, Objectives that are **not yet completed or otherwise ongoing** and *proposed to be continued* under the ***EUM Attributes***, include:

Customer Service, Stakeholder Understanding and Support

- Participate in Discussions Related to Consolidation with JPA partner agencies

- Coordinate with LAFCo for annexing/de-annexing parcels to/from District, including Sphere of Influence Area and Boundary with SRSD

Employee and Leadership Development

- Increase capabilities of the pump station crew through additional skill sets in mechanical, electrical and instrumentation technologies

- Consider Opportunities in Staff Cross-Training for Succession Planning and Organizational Resilience

- Review and update District Personnel Policies for Board approval

Enterprise Resiliency

- Install new generator (for backup power) at LS 30 (Heather Gardens)

- Update SSMP (August 2025)

Financial Viability/Sustainability

- Increase Credit Rating from AA to AA+, Consider Re-funding Bonds

Operational Optimization

- Include All Preventative Maintenance Tasks in ArcGIS Indoors related to the Pump Station Asset Inventory

- Explore permit tracking system solution for permit forms and inspection workflows with web-based customer service portal for application intake

- Integrate ArcGIS/InfoAsset data for field access to property ("lateral") records

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For this year's Business Plan, Objectives that are proposed to be **added** to implement ***EUM Attributes*** include:

Customer Service, Stakeholder Understanding and Support

- Adopt Five-Year Update of Standard Specifications, Drawings and Approved Materials, Coordinating with other Marin Wastewater Collection Systems

- Participate and Provide Leadership in newly formed Association of Marin Wastewater Collection Systems

- Apply for the "District of Distinction" Certificate from Special District Leadership Foundation (SDLF)

Employee and Leadership Development

- Program Update to The RVSD Way (Culture Wise), the leadership initiative that encourages a high performing culture based on positive behaviors

- Renew Joint Labor Management Committee (JLMC) meetings to foster productive relationships between union employees and management.

Enterprise Resiliency

- Update Strategic Plan

Financial Viability/Sustainability

- Larkspur Landing parcel planning Phase 3: property disposition, Select Developer

Infrastructure Stability and Product Quality (Wastewater Conveyance)

- Run Data Model for IAMP to update asset risk scores based on updated condition assessment information (two-year update), including Pump Station Asset Inventory

Operational Optimization

- Use CMMS Spill Information, Maintenance Records, and Condition Data to Refine Line Cleaning Frequencies and Repair Priorities

Water Resources and Community Sustainability

- Assess environmental sustainability at pump stations by optimizing energy use, reducing resource waste, upgrading eco-friendly infrastructure, and minimizing ecological impact

  This replaces and expands the previous Objective of "Review Energy Use at Pump Stations and Identify Opportunities for Efficiency"

Ongoing and As-Needed Objectives

Some objectives such as implementing capital projects from Table 29 of the annual budget, implementing the funding plan for pension and OPEB liabilities, optimizing recycled water use and the annual performance metrics report are ongoing commitments indicated in the Business Plan under various EUM attributes.

Objectives and Tasks that recently began as strategic initiatives which have become annual commitments include:

Customer Service, Stakeholder Understanding and Support

- Business Breakfasts at 1111 Andersen Board Room – Annual Outreach Events
- Easement Program – Vegetation Clearing, Access Maintenance and Property Owner Coordination
- Code Enforcement Initiative – Followup letters and actions for lateral connection defects or smoke testing defects
- Combined outreach with JPA Members and other Marin sanitary districts on Sewer PSAs– Cable TV, YouTube, Brochures, Handouts

Enterprise Resiliency

- Conduct annual emergency operations training including spill response
- Apply for CSRMA Reimbursement for Workers' Compensation and Pooled Liability Programs (Safety & Risk Control Items and Health & Wellness Items)
- Apply for CSRMA 2025 Workers' Compensation Excellence Award

Infrastructure Stability and Product Quality (Wastewater Conveyance)

- Use Dye Test Data from Code Enforcement Initiative to Map Lateral Connections

- Integrate Infrastructure Asset Management Plan (IAMP) highest risk assets into capital projects and in house repair program

Water Resources and Community Sustainability

- Stabilize sewers at creek crossings and remove sewers from streambeds where feasible

- Include gravity sewer and force main improvements in tidally influenced groundwater zones in upcoming capital projects

Each item assigns responsible person(s) as well as a target date for implementation.

Recommendation

Adopt the District's Fiscal Year 2025/26 Business Plan.

Attachment(s):

A) RVSD Fiscal Year 2025/26 Business Plan

Attachment A

FY 2025-26 BUSINESS PLAN

ROSS VALLEY SANITARY DISTRICT

Board Packet No. 275

INTRODUCTION

In 2016, the Ross Valley Sanitary District established a Strategic Plan based on Effective Utility Management (EUM) Attributes. The Annual Business Plan implements the structure of the Strategic Plan by adding and completing various objectives that further the District's mission, core values, and policy-level goals established in the Strategic Plan. New objectives in the 2025-2026 plan are shown in blue. Together the objectives in the Business Plan, past and present, contribute to the District's aim to be a high performing organization delivering excellent public service to its customers.

The annual Business Plan is organized according to the following EUM Attributes:

1. Customer Service, Stakeholder Understanding and Support
2. Employee and Leadership Development
3. Enterprise Resiliency
4. Financial Viability/Sustainability
5. Infrastructure Stability and Product Quality (Wastewater Conveyance)
6. Operational Optimization
7. Water Resources and Community Sustainability

EUM ATTRIBUTE NO. 1: CUSTOMER SERVICE, STAKEHOLDER UNDERSTANDING AND SUPPORT

POLICY-LEVEL GOALS

- Provide High Quality, Reliable, Cost-Effective Customer Service
- Provide Customers with awareness of and confidence in RVSD and how the District provides its services
- Engage in collaborative partnerships with JPA member agencies to maximize quality and efficiency of wastewater utility services in central Marin
- Cooperate with our local government partners to work together on areas of common interest to our customers and citizens
- Maintain positive relationships with RWQCB and meet or exceed all regulatory enforcement requirements

2025-2026 BUSINESS PLAN OBJECTIVES

OBJECTIVE	DATE	RESPONSIBLE PERSON	STATUS TO DATE
Code Enforcement Initiative – Followup letters and actions for lateral connection defects or smoke testing defects	Ongoing	PBr, PF	
Combined outreach with JPA Members and other Marin sanitary districts on Sewer PSAs– Cable TV, YouTube, Brochures, Handouts	Nov-Feb 2025-26 and Mar-May 2026	SM, CV	
Participate in Discussions Related to Consolidation with JPA partner agencies	As Needed	SM, FN	
Adopt Five-Year Update of Standard Specifications, Drawings and Approved Materials, Coordinating with other Marin Wastewater Collection Systems	September 2025	PhB	
Easement Program – Vegetation Clearing, Access Maintenance and Property Owner Coordination	June 2026	PBr, JH	

OBJECTIVE	DATE	RESPONSIBLE PERSON	STATUS TO DATE
Coordinate Lateral Program and Capital Program with Town/City/County paving projects	As Needed	PhB, PBr	
Participate and Provide Leadership in newly formed Association of Marin Wastewater Collection Systems	Quarterly or Semi-Annually	SM, PhB, CV	
Implement Cost Recovery Program for assisting JPA and other local agencies with various short-term tasks	As Needed	PBr, SM	
Coordinate with Regional Water Board for Rescission of 2013 CDO	Summer 2026	SM	
Coordinate with LAFCo for annexing/de-annexing parcels to/from District, including Sphere of Influence Area and Boundary with SRSD	Summer-Fall 2025	SM, FN	
Standing committee on public education and outreach	As Needed	SM	
Business Breakfasts at 1111 Andersen Board Room – Annual Outreach Events	Feb/March 2026	FN, CV	
Apply for the "District of Distinction" Certificate from Special District Leadership Foundation (SDLF)	December 2025	CW	

EUM ATTRIBUTE NO. 2: EMPLOYEE AND LEADERSHIP DEVELOPMENT

POLICY-LEVEL GOALS

- Develop and support an organizational culture of trust, teamwork, mutual respect, and professionalism at all levels of the RVSD organization
- Ensure Board members have clear roles and responsibilities, and regular professional development opportunities to ensure effective organizational leadership
- Ensure District commitment to professional development, career paths, and succession planning
- Attract, develop, and retain high quality staff
- Ensure staff have skills and tools to maximize the value of their work
- Ensure staffing resources/skills appropriately aligned with level of service objectives
- Maintain effective level of professional HR management services

2025-2026 BUSINESS PLAN OBJECTIVES

OBJECTIVE	DATE	RESPONSIBLE PERSON	STATUS TO DATE
Safety Committee to organize required training for information awareness, skills, and regulatory compliance	Monthly	JH, FN	
Program Update to The RVSD Way (Culture Wise), the leadership initiative that encourages a high performing culture based on positive behaviors	September 2025	SM, CW	
Competency-based training for collection system workers, supervisors, and inspectors. SOP updates for new equipment.	Ongoing	PBr, JH, KL	
Increase capabilities of the pump station crew through additional skill sets in mechanical, electrical and instrumentation technologies.	Ongoing	PBr, KL	

OBJECTIVE	DATE	RESPONSIBLE PERSON	STATUS TO DATE
Consider Opportunities in Staff Cross-Training for Succession Planning and Organizational Resilience	As Needed	FN, PBr	
Review and update District Personnel Policies for Board approval	September 2025	FN	
Renew Joint Labor Management Committee (JLMC) meetings to foster productive relationships between union employees and management.	January 2026	FN, CW	

EUM ATTRIBUTE NO. 3: ENTERPRISE RESILIENCY

POLICY-LEVEL GOALS

- Develop effective emergency planning and preparation
- Maintain critical infrastructure in a high-quality state, with planned redundancy for critical systems
- Partner with local agencies to provide backup resources
- Consider financial risk from a range of sources as part of the District's risk management strategy; property damage, legal/litigation, regulatory factors, personnel, etc.

2025-2026 BUSINESS PLAN OBJECTIVES

OBJECTIVE	DATE	RESPONSIBLE PERSON	STATUS TO DATE
Update Strategic Plan	June 2026	SM	
Conduct annual emergency operations training including spill response	December 2025	PBr, JH	
Update SSMP	August 2025	SM, PBr	
Install new generator (for backup power) at LS 30 Heather Gardens	June 2026	PhB, PBr	
Implement Mutual Aid Agreement with JPA and other Marin County sanitary districts	As Needed	PBr, JH	
Apply for CSRMA 2025 Workers' Compensation Excellence Award	Sept 2025	JH, CW	
Apply for CSRMA Reimbursement for Workers' Compensation and Pooled Liability Programs (Safety & Risk Control Items and Health & Wellness Items)	June 2026	CW	

EUM ATTRIBUTE NO. 4: FINANCIAL VIABILITY/SUSTAINABILITY

POLICY-LEVEL GOALS

- Utilize best practices of public utility industry financial planning and apply these practices to an annually updated five-year rolling forecast
- Manage utility rates to ensure predictable, smooth trends in rates
- Achieve and maintain the highest possible bond credit rating; lowest cost of capital
- Track and adequately fund long-term pension and OPEB liabilities

2025-2026 BUSINESS PLAN OBJECTIVES

OBJECTIVE	DATE	RESPONSIBLE PERSON	STATUS TO DATE
Increase Credit Rating from AA to AA+, Consider Re-funding Bonds	January 2026	FN, SM	
Annual review of District Pension and OPEB liabilities	April 2026	FN, SM	
Larkspur Landing parcel planning: Phase 3: property disposition, Select Developer	February 2026	FN, SM	

EUM ATTRIBUTE NO. 5: INFRASTRUCTURE STABILITY AND PRODUCT QUALITY (WASTEWATER CONVEYANCE)

POLICY-LEVEL GOALS

- Utilize Asset Management methods and tools as the foundation-enhancing infrastructure stability and customer Level of Service, at the lowest sustainable life cycle cost
- Support a steady, cost-effective, long-term program for private lateral replacements
- Invest in appropriate technology, tools, and processes to support Asset Management and leverage efficiency gains in resource requirements

2025-2026 BUSINESS PLAN OBJECTIVES

OBJECTIVE	DATE	RESPONSIBLE PERSON	STATUS TO DATE
Document Asset Management Activities in Annual Metrics and Capital Reports	Metrics: Nov 2025, Capital: Dec 2025	PF, PhB, PBr, SM	
Run Data Model for IAMP to update asset risk scores based on updated condition assessment information (two-year update), including Pump Station Asset Inventory	September 2025	PF, PBr, KL, PhB, SM	
Implementation of the capital projects in Table 29 of the Budget: Design and Construction	Construction of New Projects in Summer-Fall 2025, Design in Summer-Winter, Construction Spring 2026-	SM, PhB	
Integrate Infrastructure Asset Management Plan (IAMP) highest risk assets into capital projects and in house repair program	Design of 2026/27 Gravity Sewer Improvements, Force Main Replacements and Winship Br. Sewer	PhB, PF, PBr	

OBJECTIVE	DATE	RESPONSIBLE PERSON	STATUS TO DATE
Maintain lateral program participation with various incentives, including paving projects, condition-based enforcement, and RVSD capital projects	Ongoing, Documented in Monthly and Annual Metrics Reports	PhB, PBr	
Use Dye Test Data from Code Enforcement Initiative to Map Lateral Connections	Ongoing	PBr	

EUM ATTRIBUTE NO. 6: OPERATIONAL OPTIMIZATION

POLICY-LEVEL GOALS

- Utilize select metrics and regular performance reporting to assess the efficiency and effectiveness of operations, business services, and customer services
- Develop and maintain integrated information systems for business services, O&M, capital program management, and financial systems
- Utilize CMMS to manage 100% of its non-emergency O&M operations, preventative maintenance, and field service calls

2025-2026 BUSINESS PLAN OBJECTIVES

OBJECTIVE	DATE	RESPONSIBLE PERSON	STATUS TO DATE
Include All Preventative Maintenance Tasks in ArcGIS Indoors related to the Pump Station Asset Inventory	Fall 2025	PBr, PF, KL	
Use CMMS Spill Information, Maintenance Records, and Condition Data to Refine Line Cleaning Frequencies and Repair Priorities	January 2026	PF, PBr, JH	
Explore permit tracking system solution for permit forms and inspection workflows with web-based customer service portal for application intake	October 2025	FN, PhB	
Integrate ArcGIS/InfoAsset data for field access to property ("lateral") records	October 2025	FN, PhB, PF	

EUM ATTRIBUTE NO. 7: WATER RESOURCES AND COMMUNITY SUSTAINABILITY

POLICY-LEVEL GOALS

- Maintain and operate RVSD's system in a manner that supports local watershed health and water resources management
- Minimize the impacts from Inflow and Infiltration (I&I) on RVSD cost of service (capital and O&M) and recycled water feasibility
- Plan and mitigate for long-term impacts of sea level rise on RVSD infrastructure and operations
- Track and report the carbon footprint of the enterprise; provide carbon-neutral wastewater utility service

2025-2026 BUSINESS PLAN OBJECTIVES

OBJECTIVE	DATE	RESPONSIBLE PERSON	STATUS TO DATE
Optimize regular use of recycled water from CMSA	Ongoing	PBr, JH, SM	
Assess environmental sustainability at pump stations by optimizing energy use, reducing resource waste, upgrading eco-friendly infrastructure, and minimizing ecological impact	June 2026	PhB, PBr, KL, PF, SM	
Stabilize sewers at creek crossings and remove sewers from streambeds where feasible	As needed	PhB, SM	
Include gravity sewer and force main improvements in tidally influenced groundwater zones in upcoming capital projects	February 2024	PhB, SM	

Responsible Person Initials Key:

SM – Steve Moore

FN- Felicia Newhouse

PBr – Paul Bruemmer

PhB – Phil Benedetti

CW – Christina Winnicki

CV – Cristina Velazquez

PF – Patrick Filipelli

JH – Josh Hill

KL – Kevin Lewis

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

STAFF REPORT

For the Meeting of June 18, 2025

June 11, 2025

To: Board of Directors

From: Felicia Newhouse, Assistant General Manager
Christina Winnicki, Board Clerk/Management Analyst

Subject: **Consideration of Adopting Resolution No. 25-1671 Approving the Salary and Benefit Schedule for Unrepresented Employees of the District and Approving the Complete Salary Schedule for FY 2025/26**

Summary

This staff report is being presented to the Board to adopt Resolution No. 25-xxxx approving the salary and benefit resolution for unrepresented employees of the District and approving the complete salary schedule for FY 25/26 in accordance with CalPERS Publicly Available Pay Schedule Guidelines.

Discussion

Annually since 2018, the Board has adopted by resolution the salary and benefits compensation for unrepresented employees. Approving salary and benefit compensation in alignment with the fiscal year budget is a common practice in public sector agencies. Additionally, in accordance with the CalPERS Publicly Available Pay Schedule Guidelines, the District Board must approve the complete salary schedule of the District when any updates to the schedule take effect. The complete salary schedule is included as Attachment C.

On April 30, 2025, the HR Committee met to discuss the draft changes to the salary and benefits resolution for unrepresented employees as shown in the attached redline (Attachment B). The following are highlights of the proposed draft:

Cost of Living Adjustment (COLA)
The attached draft resolution provides a cost-of-living adjustment (COLA) of 5%. Consistent with the District's prior years' practice for COLAs, this recommendation matches the benefit contracted with the AFSCME-represented employees. Exhibit B of the resolution reflects the 5%

increase for all unrepresented classifications except the General Manager as that classification is not subject to the COLA.

Holidays
The District's work holiday calendar is currently documented in the Personnel Policy Book. As part of the recent MOU negotiations, the Board recognized Juneteenth as a new District work holiday and replaced the two half-day holidays on December 24 and January 31 with one full day holiday on December 24. To allow greater flexibility in adapting to recognized work holidays, staff recommends incorporating the work holiday schedule into the annually updated resolution. For similar reasons, the floating holiday benefit is also included in the salary and benefits resolution.

Vacation
Language is being proposed that establishes a timeline for new employees to report service credit to the District upon hire.

Technology Stipend
Language is proposed that changes the reimbursement from a quarterly schedule to a bi-annual schedule.

Cash Loan Program
The District currently offers a computer loan benefit for the purpose of promoting technology competency. This program has been limited to a specific range of purchases related to computing equipment. The draft salary and benefits resolution includes a Cash Loan Program similar to the terms of the computer loan benefit offered; however, the new loan program would be expanded to allow for cash loans available for any purchase or expense incurred by the employee. Employees would repay the loan through payroll deductions over no more than fifty-two (52) pay periods. The maximum loan amount would be $3,000 and the interest rate would be fixed, based on the then-current three-year U.S. Treasury rate plus 0.5% per annum.

Recommendation

Adoption of Resolution No. 25-1671 approving the Salary and Benefit Resolution for Unrepresented Employees of the District and approve the complete salary schedule for fiscal year 2025/26.

Attachment(s):
A) Resolution No. 24-1656 with Redline
B) Draft Resolution No. 25-1671
C) Fiscal Year 2025/26 Complete Salary Schedule

ROSS VALLEY SANITARY DISTRICT
RESOLUTION NO. 254-16561671

A RESOLUTION OF THE BOARD OF DIRECTORS APPROVING A SALARY AND BENEFITS SCHEDULE FOR UNREPRESENTED EMPLOYEES OF THE DISTRICT

WHEREAS, the Board annually adopts by resolution the salary and benefits compensation for unrepresented employees; and

WHEREAS, the salary and benefits compensation contained in this Resolution shall apply, unless modified by further Board action, until June 30, 20256; and

WHEREAS, in the event of a conflict between this Resolution and the Board-adopted Administrative and Personnel Policy Book, the terms of this Resolution shall govern; and

WHEREAS, in the event of a conflict between this Resolution and Board-adopted employment contract, the terms of the individual employment contract shall govern.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Ross Valley Sanitary District hereby resolve as follows:

Unrepresented professional and administrative District staff listed in **Exhibit A** are subject to the following salary and benefits compensation, implementation and administration of which shall be carried out by the General Manager or designee on behalf of the District.

1. Salary

Effective the first full pay period after July 1, 20254, the District shall increase the schedule of base salaries by 54.3% to reflect a cost-of-living adjustment (COLA). based on one-half percent (0.5%) above the San Francisco Bay Area Urban CPI, measured from April of the prior year to April of the year of the increase (3.8% in 2024) with a CPI floor of 2.5% and a CPI ceiling of 4%.

Exhibit B contains the Salary Schedule effective the first full pay period in July 20254.

2. Insurance Benefits

The following benefits shall be provided to employees listed in Exhibit A:

a. Workers' Compensation Insurance as required by law; premiums paid entirely by the District.

b. Unemployment Insurance as required by law; premiums paid entirely by the District.

c. Medical Insurance shall be made available to each employee. The District contribution toward the health plan shall be as follows:

Subscriber Only – Maximum District contribution shall equal 100% of the premium for Kaiser Bay Area for employee only.

Subscriber Plus One – Maximum District contribution shall equal 100% of the premium for Kaiser Bay Area for employee plus one qualifying dependent.

Subscriber Plus Two or more – Maximum District contribution shall equal 100% of the premium for Kaiser Bay Area for employee plus two or more qualifying dependents.

The employee shall pay any difference between the District's maximum contribution toward medical insurance, if applicable, and the actual premium of medical insurance selected by the employee. In no event shall the District's contribution exceed the actual cost of the premium of the employee's selected medical insurance.

d. Minimum Employer Contribution

For qualifying regular full-time employees enrolled in a CalPERS medical plan, the District is obligated to pay the minimum employer contribution to qualifying employees pursuant to the Public Employees' Medical & Hospital Care Act (PEMHCA) and the District's CalPERS resolution. The District's medical contributions above include the minimum amount required under Government Code §22892.

e. Medical Insurance In-Lieu

An employee covered by this Resolution may apply in writing to the District for waiver of required participation in the District's medical insurance program and to receive a payment of $200.00 per pay period in-lieu of medical insurance coverage. To opt-out of the District's medical insurance and receive a payment in-lieu, the employee must provide proof of alternative minimum essential medical coverage for the employee and the employee's tax family. Employees must provide proof of alternative minimum essential medical coverage each plan year during open enrollment. The payment-in-lieu of District medical insurance shall be paid as a taxable cash benefit and is not reportable to CalPERS as pensionable compensation. Employees enrolled in the District's medical insurance coverage will not receive any waiver payment.

f. Dental Insurance

The District shall provide dental insurance at no cost to the employee and his/her dependents. Dental Insurance plan documents are on file with the District's Human Resources office and benefit levels are subject to change.

g. Life Insurance

The District shall provide term life insurance at no cost to the employee. Life insurance plan documents are on file with the District's Human Resources office and benefit levels are subject to change.

h. Short-Term Disability Coverage

The District shall provide short-term disability insurance at no cost to the employee. Short-term disability insurance plan documents are on file with the District's Human Resources office and benefit levels are subject to change.

i. Long-Term Disability Insurance

The District shall provide long-term disability insurance at no cost to the employee. Long-term disability insurance plan documents are on file with the District's Human Resources office and benefit levels are subject to change.

j. Vision Insurance

The District shall provide vision insurance at no cost to the employee and his/her dependents. Vision insurance plan documents are on file with the District's Human Resources office and benefits levels are subject to change.

k. Paid Parental Leave

The District will provide paid parental leave insurance at no cost to the employee. Paid parental leave insurance plan documents are on file with the District's Human Resources office and benefit levels are subject to change.

3. Retirement Benefits

The District shall continue as an employer under the provisions of the California Public Employees Retirement System (CalPERS). As required by Government Code §7522.32, for the purposes of determining a retirement benefit, final compensation for employees shall be based on the highest average annual pensionable compensation earned by the member during the thirty-six (36) consecutive months immediately preceding his or her retirement.

a. New (PEPRA) CalPERS Members – Benefit Formula and Employee Contribution.

All employees hired on or after January 1, 2013 will be provided CalPERS retirement benefits in compliance with the 2012 Public Employees' Pension Reform Act (PEPRA). Employees classified as "New" under PEPRA will be covered by the CalPERS 2% at 62 retirement formula. Employees shall contribute at least fifty percent (50%) of the Normal Cost of their Plan as calculated annually by CalPERS.

b. Classic CalPERS Members – Benefit Formula and Employee Contribution

Employees hired prior to January 1, 2013 or "Classic" CalPERS members hired subsequently shall be provided the 2.7% at 55 retirement formula. Effective July 1, 2015, employees shall contribute 100% of the required member contribution.

4. Medical Insurance after Retirement – Basic Plan

a. Minimum Employer Contribution.

All eligible retirees shall be entitled to the required minimum employer contribution upon retirement, pursuant to the District's CalPERS PEMHCA resolution.

b. Basic Retiree Medical Plan

The District provides an additional contribution on a reimbursement basis above the minimum employer contribution required under PEMHCA for eligible retirees. The District contribution will be forty percent (40%) of the employee-only premium for the least expensive PERS Medical insurance available, to the retiree, each year and will be made only until the retiree reaches Medicare-eligible age. This contribution is inclusive of the PEMHCA minimum. The retiree shall pay the balance of the premium. Once an employee reaches the age for Medicare eligibility, the District's additional contribution towards retiree medical insurance shall cease. In no event shall the District's contribution exceed the actual cost of the premium of the retiree's selected medical insurance. For the purposes of this section, comparable public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.

c. Eligibility

Employees must be age fifty-five (55) or older and have twenty (20) years of District or comparable public sector service. Employees must retire from the District to receive the benefit in accordance with the following schedule.

BASIC RETIREE MEDICAL PLAN	
Years of Service	**District Contribution**
Retired at age 55 or older with at least 5 years of District service and with 20 or more years of District or comparable public sector service.	40% of employee only premium, based on lowest cost PERS medical plan available, to the retiree, until Medicare eligible.

d. Funding

The District shall bear 100% of the cost for the Basic Retiree Medical Plan. The cost is determined in accordance with the Governmental Accounting Standard Board guidelines and shall be updated in accordance with CalPERS CERBT requirements, every two years.

5. Medical Insurance after Retirement – Enhanced Plan

a. All employees shall contribute to the Enhanced Retiree Medical Plan.

b. Employees who at the time of retirement are age fifty-five (55) or older with at least five (5) years of District service and a total of at least ten (10) years of District or comparable public sector service, the District provides an additional contribution on a reimbursement basis to augment the required PEMHCA retiree medical contribution. The total District contribution shall be fifty percent (50%) of the employee-only premium of the least expensive PERS Medical Insurance available, to the retiree, each year, for life. The retiree shall pay any difference between the District's contribution toward medical insurance and the actual premium of medical insurance selected by the retiree. In no event shall the District's contribution exceed the actual cost of the premium of the retiree's selected medical insurance. For the purposes of this section, comparable public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.

c. Employees who at the time of retirement are age fifty-five (55) or older with at least five (5) years of District service and a total of at least fifteen (15) years of District or comparable public sector service, the District provides an additional contribution on a reimbursement basis to augment the required PEMHCA retiree medical contribution. The total District contribution shall be seventy five percent (75%) of the employee-only premium of the least expensive PERS Medical Insurance available each year, to the retiree, for life. The retiree shall pay any difference between the District's contribution toward medical insurance and the actual premium of medical insurance selected by the retiree. In no event shall the District's contribution exceed the actual cost of the premium of the retiree's selected medical insurance. For the purposes of this section, comparable public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.

d. Employees who at the time of retirement are age fifty-five (55) or older with at least five (5) years of District service and a total of twenty (20) years or more of District or comparable public sector service, the District provides an additional contribution on a reimbursement basis to augment the required PEMHCA retiree medical contribution. The total District contribution shall be one hundred percent (100%) of the employee-only premium of the least expensive PERS Medical Insurance available each year, to the retiree, for life. The retiree shall pay any difference between the District's contribution toward medical insurance and the actual premium of medical insurance selected by the retiree. In no event shall the District's contribution exceed the actual cost of the premium of the retiree's selected medical insurance. For the purposes of this section, comparable public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.

e. In no event shall the District's contribution exceed the actual cost of the premium of the retiree's selected medical insurance.

f. Employees enrolled in the Enhanced Retiree Medical Plan that retire directly from District service on or after January 1, 2020, and who have contributed to the plan funding, will be eligible for plan benefits in accordance with the following schedule:

ENHANCED RETIREE MEDICAL PLAN	
Years of Service	**District Contribution**
Retired at age 55 or older with a minimum of 5 years of District service AND a minimum of 10 years of District or comparable public sector service	50% of employee only premium, based on lowest cost PERS medical plan available in the North Bay, for life.
Retired at age 55 or older with a minimum of 5 years of District service AND a minimum of 15 years of District or comparable public sector service.	75% of employee only premium, based on lowest cost PERS medical plan available in the North Bay, for life.
Retired at age 55 or older with a minimum of 5 years of District service AND a minimum of 20 years of District or comparable public sector service.	100% of employee only premium, based on lowest cost PERS medical plan available in the North Bay for life.

g. Funding

Employees shall bear 100% of the cost difference between the Basic Retiree Medical Plan and the Enhanced Retiree Medical Plan. Employees shall make required contributions via payroll deduction. The employee cost is determined in accordance with the Governmental Accounting Standard Board guidelines and shall be updated in accordance with CalPERS CERBT requirements, every two years. The District shall provide sixty (60) days' notice of any changes in the required employee contribution.

6. 457 Deferred Compensation Plan

Effective the first full pay period of July 2024, the District will match employee contributions to the 457 Plan, up to $100.00 per pay period.

7. Physical Wellness Reimbursement Program

The District offers a voluntary wellness reimbursement program consisting of an annual reimbursement of up to five hundred dollars ($500.00) per fiscal year for an employee's wellness-related expenditures. Reimbursement may be made for a range of programs and/or purchases intended to improve and promote employee health and fitness, including gym memberships, smoking cessation, diabetes management, weight loss programs, healthy meal plan programs, home gym equipment, and personal fitness equipment including wearable fitness trackers.

Employees must submit all requests for reimbursement no later than July 31 of each calendar year for expenses incurred during the preceding fiscal year (July 1 through June 30). Employees may also be required to submit supporting information demonstrating that the purchase and/or program promotes health and/or reduces risks of chronic disease or injury. The General Manager's approval or denial of any reimbursement request will be made in writing and is final.

8. Preventive Healthcare Incentive Program

The District offers its employees a preventive healthcare incentive program which provides a payment of fifty dollars ($50.00) for each preventive healthcare activity, up to two hundred and fifty dollars ($250.00) per fiscal year. Preventative healthcare activities such as receiving a flu or Covid vaccine, getting an eye exam, mammogram, or colonoscopy, and/or an annual physical, are eligible for the preventive healthcare incentive pay. Making a blood donation also qualifies for the preventive healthcare incentive pay.

Evidence of participation in a preventive healthcare activity is required to receive the incentive payment. Employees must submit all requests for payment no later than July 31 of each calendar year for preventative healthcare activities taking place during the preceding fiscal year (July 1 through June 30). Employees may also be required to submit supporting information demonstrating that the preventative healthcare activity promotes health and/or reduces risks of chronic disease or injury. The General Manager's approval or denial of any reimbursement request will be made in writing and is final.

9. Holidays

Employees will be entitled to the following holidays with pay:

- First day of January, known as New Year's Day
- Third Monday in January, known as Dr. M. L. King Jr. Day
- Third Monday in February, known as Presidents' Day
- Last Monday in May, known as Memorial Day
- Nineteenth (19th) day of June, known as Juneteenth
- Fourth (4th) of July, known as Independence Day
- First Monday in September, known as Labor Day
- Eleventh (11th) day of November, known as Veterans' Day
- Fourth Thursday in November, known as Thanksgiving Day
- The Friday immediately following Thanksgiving Day
- December twenty-fourth (24th), known as Christmas Eve
- December twenty-fifth (25th), known as Christmas Day

Also, at the District's discretion, every day appointed by the President of the United States or the Governor of the State of California for a public fast, thanksgiving or holiday.

10. Floating Holiday

Each employee accrues four (4) floating holidays per year, which are posted to the employee's leave account quarterly. A request to take a floating holiday(s) requires the approval of the supervisor. Unused floating holidays will be cashed out annually on the last pay period of the year.

~~9.~~11. Vacation

Employees shall be entitled to annual vacation accrual based on CalPERS service credit in accordance with the adopted Administrative and Personnel Policy Book and the following schedule:

0-3 years of service	10 working days (80 hours)
3-10 years of service	15 working days (120 hours)
10-15 years of service	20 working days (160 hours)
15-20 years of service	22 working days (176 hours)
After 20 years of service	25 working days (200 hours)

For the purposes of this section, public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity. Newly hired employees have thirty (30) days from the date of hire to provide the District with their detailed public sector service history.

~~10.~~12. Administrative Leave Benefits

In lieu of overtime, the following FLSA exempt classifications shall be eligible for up to ten days [eighty (80) hours] of administrative leave benefits per calendar year. The procedure for requesting approval to use administrative leave is the same as that required to schedule vacation time.

- Assistant/Associate Engineer
- Administrative Services Manager
- Finance Officer
- Operations & Maintenance Manager
- Operations & Maintenance Superintendent
- Senior Business Systems Analyst
- Senior Board Clerk/Management Analyst
- Senior Engineer

Administrative leave shall accrue as follows:

- First pay period that includes January 1: 20 Hours
- First pay period that includes April 1: 20 Hours
- First pay period that includes July 1: 20 Hours
- First pay period that includes October 1: 20 Hours

There is no limit to the number of administrative hours that can accrue. However, employees are limited to a carryover of forty (40) hours from one calendar year to the next. Any unused accrued administrative leave in excess of forty (40) hours as of December 31 on any given year shall be cashed out automatically and paid the first pay period that includes January 1 of the subsequent year.

~~11.~~13. Technology Stipend

District employees who do not have a District-issued cell phone may be eligible to receive a reimbursement of up to fifty dollars ($50.00) per month for the reasonable cost of using a personal

mobile phone for District-related business. Each fiscal year, the requested technology stipend is reviewed for approval by the Administrative Services Manager. Approved stipends are paid ~~quarterly~~ semi-annually to the employee.

~~12.~~14. Take Home Vehicle

The Operations and Maintenance Superintendent may be assigned a take home vehicle to minimize response times during District emergencies. The Superintendent shall remain within fifty-five (55) driving miles of the District office when assigned a take home vehicle.

Take home use of the District vehicle is limited to commute and incidental usage between the District and employee's home and any necessary emergency response during off-duty hours, nights and weekends. Use of the District take home vehicle is subject to the District's vehicle use policies and are a taxable benefit pursuant to IRS fringe benefit policies.

15. Cash Loan Program

The District's Cash Loan Program provides for a~~A~~n employee ~~may elect~~ to receive a cash loan in an amount not to exceed three thousand dollars ($3,000). Cash loans will be at an annual interest rate based off the current three-year U.S. Treasury rate plus 0.5% per annum (fixed). Interest rates will remain at that rate throughout the two-year term of the loan. The loan amount will be repaid with interest by payroll deduction over the next fifty-two (52) pay periods or the balance paid in full upon separation. The District retains the right to modify, change or cancel said program with thirty (30) day notice to employees.

~~13.~~16. General Provisions

It is hereby understood that federal law, state law, and the District's adopted Administrative Personnel Policies determine procedures and policies relating to the terms and conditions of employment, except as otherwise provided by this Resolution. Any and all prior provisions applicable to the positions covered under this Resolution that are contained in any but the aforementioned sources and in this Resolution are hereby declared null and void.

~~14.~~17. Duration

Upon adoption, this Resolution shall be effective ~~July~~ June 19, 202~~4~~5 and shall terminate June 30, 202~~5~~6.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Ross Valley Sanitary District at a meeting thereof on the 1~~8~~9th day of June 202~~5~~4, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Attest:

~~Michael Boorstein~~Mary Sylla
President of the Board

~~Tom Gaffney~~ Douglas T. Kelly
Secretary of the Board

Exhibit A

List of Unrepresented Professional & Administrative Job Classifications
As of ~~July 1~~June 18, 202~~5~~4

Accountant ~~I/II~~
Accounting Technician
Administrative Coordinator I/II
Assistant/Associate Engineer
Assistant General Manager (contract position)
Business Systems Analyst I/II
Board Clerk/Management Analyst I/II
Finance Officer
Administrative Services Manager (contract position)
General Manager (contract position)
Management Analyst I/II
Operations & Maintenance Manager (contract position)
Operations & Maintenance Superintendent
Senior Accountant
Senior Administrative Coordinator
Senior Business Systems Analyst
Senior Board Clerk/Management Analyst
Senior Engineer

Exhibit B - Salary Schedule
Salary Ranges for Unrepresented Job Classifications
Effective the first full pay period in July 2025~~4~~

		UNREPRESENTED POSITIONS - Monthly Base Salary					
JOB CLASSIFICATION	**RANGE**	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**	**STEP 6**
Administrative Coordinator I	37	$ 6,529.26	$ 6,855.73	$ 7,198.51	$ 7,558.44	$ 7,936.36	$ 8,333.18
Administrative Coordinator II	41	$ 7,207.09	$ 7,567.44	$ 7,945.81	$ 8,343.10	$ 8,760.26	$ 9,198.27
Senior Administrative Coordinator	45	$ 7,955.27	$ 8,353.04	$ 8,770.69	$ 9,209.22	$ 9,669.69	$ 10,153.17
Management Analyst I	50	$ 9,000.66	$ 9,450.70	$ 9,923.23	$ 10,419.39	$ 10,940.36	$ 11,487.38
Management Analyst II	54	$ 9,935.05	$ 10,431.80	$ 10,953.39	$ 11,501.06	$ 12,076.11	$ 12,679.92
Accountanting Technician	37	$ 6,529.26	$ 6,855.73	$ 7,198.51	$ 7,558.44	$ 7,936.36	$ 8,333.18
Accountant	53	$ 9,692.73	$ 10,177.37	$ 10,686.23	$ 11,220.55	$ 11,781.57	$ 12,370.65
Senior Accountant	57	$ 10,698.96	$ 11,233.91	$ 11,795.60	$ 12,385.38	$ 13,004.65	$ 13,654.89
Board Clerk/Mgmt Analyst I	58	$ 10,966.43	$ 11,514.76	$ 12,090.49	$ 12,695.02	$ 13,329.77	$ 13,996.26
Board Clerk/Mgmt Analyst II	62	$ 12,104.89	$ 12,710.14	$ 13,345.64	$ 14,012.92	$ 14,713.57	$ 15,449.25
Senior Board Clerk/Mgmt Analyst	66	$ 13,361.54	$ 14,029.61	$ 14,731.09	$ 15,467.65	$ 16,241.03	$ 17,053.08
Business Systems Analyst I	54	$ 9,935.05	$ 10,431.80	$ 10,953.39	$ 11,501.06	$ 12,076.11	$ 12,679.92
Business Systems Analyst II	58	$ 10,966.43	$ 11,514.76	$ 12,090.49	$ 12,695.02	$ 13,329.77	$ 13,996.26
Senior Business Systems Analyst	62	$ 12,104.89	$ 12,710.14	$ 13,345.64	$ 14,012.92	$ 14,713.57	$ 15,449.25
Finance Officer	70	$ 14,748.63	$ 15,486.07	$ 16,260.37	$ 17,073.39	$ 17,927.06	$ 18,823.41
O & M Superintendent	66	$ 13,361.54	$ 14,029.61	$ 14,731.09	$ 15,467.65	$ 16,241.03	$ 17,053.08
Assistant Engineer	58	$ 10,966.43	$ 11,514.76	$ 12,090.49	$ 12,695.02	$ 13,329.77	$ 13,996.26
Associate Engineer	64	$ 12,717.70	$ 13,353.59	$ 14,021.27	$ 14,722.33	$ 15,458.45	$ 16,231.37
Senior Engineer	70	$ 14,748.63	$ 15,486.07	$ 16,260.37	$ 17,073.39	$ 17,927.06	$ 18,823.41
O & M Manager	N/A	$ 15,707.67	$ 16,493.05	$ 17,317.71	$ 18,183.59	$ 19,092.77	$ 20,047.41
Assistant General Manager	N/A	$ 19,168.72	$ 20,274.86	$ 21,341.84	$ 22,466.25	$ 23,647.95	$ 24,830.36
General Manager	N/A						$ 26,967.00

		UNREPRESENTED POSITIONS - Monthly Base Salary					
JOB CLASSIFICATION	**RANGE**	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**	**STEP 6**
Administrative Coordinator I	37	$ 6,218.35	$ 6,529.26	$ 6,855.73	$ 7,198.51	$ 7,558.44	$ 7,936.36
Administrative Coordinator II	41	$ 6,863.89	$ 7,207.09	$ 7,567.44	$ 7,945.81	$ 8,343.10	$ 8,760.26
Senior Administrative Coordinator	45	$ 7,576.45	$ 7,955.27	$ 8,353.04	$ 8,770.69	$ 9,209.22	$ 9,669.69
Management Analyst I	50	$ 8,572.06	$ 9,000.66	$ 9,450.70	$ 9,923.23	$ 10,419.39	$ 10,940.36
Management Analyst II	54	$ 9,461.95	$ 9,935.05	$ 10,431.80	$ 10,953.39	$ 11,501.06	$ 12,076.11
Accountant I	49	$ 8,362.99	$ 8,781.13	$ 9,220.19	$ 9,681.20	$ 10,165.26	$ 10,673.52
Accountant II	53	$ 9,231.17	$ 9,692.73	$ 10,177.37	$ 10,686.23	$ 11,220.55	$ 11,781.57
Senior Accountant	57	$ 10,189.49	$ 10,698.96	$ 11,233.91	$ 11,795.60	$ 12,385.38	$ 13,004.65
Board Clerk/Mgmt Analyst I	58	$ 10,444.22	$ 10,966.43	$ 11,514.76	$ 12,090.49	$ 12,695.02	$ 13,329.77
Board Clerk/Mgmt Analyst II	62	$ 11,528.47	$ 12,104.89	$ 12,710.14	$ 13,345.64	$ 14,012.92	$ 14,713.57
Senior Board Clerk/Mgmt Analyst	66	$ 12,725.27	$ 13,361.54	$ 14,029.61	$ 14,731.09	$ 15,467.65	$ 16,241.03
Business Systems Analyst I	54	$ 9,461.95	$ 9,935.05	$ 10,431.80	$ 10,953.39	$ 11,501.06	$ 12,076.11
Business Systems Analyst II	58	$ 10,444.22	$ 10,966.43	$ 11,514.76	$ 12,090.49	$ 12,695.02	$ 13,329.77
Senior Business Systems Analyst	62	$ 11,528.47	$ 12,104.89	$ 12,710.14	$ 13,345.64	$ 14,012.92	$ 14,713.57
Finance Officer	70	$ 14,046.32	$ 14,748.63	$ 15,486.07	$ 16,260.37	$ 17,073.39	$ 17,927.06
O & M Superintendent	66	$ 12,725.27	$ 13,361.54	$ 14,029.61	$ 14,731.09	$ 15,467.65	$ 16,241.03
Assistant Engineer	58	$ 10,444.22	$ 10,966.43	$ 11,514.76	$ 12,090.49	$ 12,695.02	$ 13,329.77
Associate Engineer	64	$ 12,112.10	$ 12,717.70	$ 13,353.59	$ 14,021.27	$ 14,722.33	$ 15,458.45
Senior Engineer	70	$ 14,046.32	$ 14,748.63	$ 15,486.07	$ 16,260.37	$ 17,073.39	$ 17,927.06
O & M Manager	N/A	$ 14,959.69	$ 15,707.67	$ 16,493.05	$ 17,317.71	$ 18,183.59	$ 19,092.77
Assistant General Manager	N/A	$ 18,255.92	$ 19,309.39	$ 20,325.56	$ 21,396.43	$ 22,521.86	$ 23,647.96
General Manager	N/A						$ 24,567.69

ROSS VALLEY SANITARY DISTRICT
RESOLUTION NO. 25-1671

A RESOLUTION OF THE BOARD OF DIRECTORS APPROVING A SALARY AND BENEFITS SCHEDULE FOR UNREPRESENTED EMPLOYEES OF THE DISTRICT

WHEREAS, the Board annually adopts by resolution the salary and benefits compensation for unrepresented employees; and

WHEREAS, the salary and benefits compensation contained in this Resolution shall apply, unless modified by further Board action, until June 30, 2026; and

WHEREAS, in the event of a conflict between this Resolution and the Board-adopted Administrative and Personnel Policy Book, the terms of this Resolution shall govern; and

WHEREAS, in the event of a conflict between this Resolution and Board-adopted employment contract, the terms of the individual employment contract shall govern.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Ross Valley Sanitary District hereby resolve as follows:

Unrepresented professional and administrative District staff listed in **Exhibit A** are subject to the following salary and benefits compensation, implementation and administration of which shall be carried out by the General Manager or designee on behalf of the District.

1. Salary

Effective the first full pay period after July 1, 2025, the District shall increase the schedule of base salaries by 5% to reflect a cost-of-living adjustment (COLA).

Exhibit B contains the Salary Schedule effective the first full pay period in July 2025.

2. Insurance Benefits

The following benefits shall be provided to employees listed in Exhibit A:

a. Workers' Compensation Insurance as required by law; premiums paid entirely by the District.

b. Unemployment Insurance as required by law; premiums paid entirely by the District.

c. Medical Insurance shall be made available to each employee. The District contribution toward the health plan shall be as follows:

Subscriber Only – Maximum District contribution shall equal 100% of the premium for Kaiser Bay Area for employee only.

Subscriber Plus One – Maximum District contribution shall equal 100% of the premium for Kaiser Bay Area for employee plus one qualifying dependent.

Subscriber Plus Two or more – Maximum District contribution shall equal 100% of the premium for Kaiser Bay Area for employee plus two or more qualifying dependents.

The employee shall pay any difference between the District's maximum contribution toward medical insurance, if applicable, and the actual premium of medical insurance selected by the employee. In no event shall the District's contribution exceed the actual cost of the premium of the employee's selected medical insurance.

d. Minimum Employer Contribution

For qualifying regular full-time employees enrolled in a CalPERS medical plan, the District is obligated to pay the minimum employer contribution to qualifying employees pursuant to the Public Employees' Medical & Hospital Care Act (PEMHCA) and the District's CalPERS resolution. The District's medical contributions above include the minimum amount required under Government Code §22892.

e. Medical Insurance In-Lieu

An employee covered by this Resolution may apply in writing to the District for waiver of required participation in the District's medical insurance program and to receive a payment of $200.00 per pay period in-lieu of medical insurance coverage. To opt-out of the District's medical insurance and receive a payment in-lieu, the employee must provide proof of alternative minimum essential medical coverage for the employee and the employee's tax family. Employees must provide proof of alternative minimum essential medical coverage each plan year during open enrollment. The payment-in-lieu of District medical insurance shall be paid as a taxable cash benefit and is not reportable to CalPERS as pensionable compensation. Employees enrolled in the District's medical insurance coverage will not receive any waiver payment.

f. Dental Insurance

The District shall provide dental insurance at no cost to the employee and his/her dependents. Dental Insurance plan documents are on file with the District's Human Resources office and benefit levels are subject to change.

g. Life Insurance

The District shall provide term life insurance at no cost to the employee. Life insurance plan documents are on file with the District's Human Resources office and benefit levels are subject to change.

h. Short-Term Disability Coverage

The District shall provide short-term disability insurance at no cost to the employee. Short-term disability insurance plan documents are on file with the District's Human Resources office and benefit levels are subject to change.

i. Long-Term Disability Insurance

The District shall provide long-term disability insurance at no cost to the employee. Long-term disability insurance plan documents are on file with the District's Human Resources office and benefit levels are subject to change.

j. Vision Insurance

The District shall provide vision insurance at no cost to the employee and his/her dependents. Vision insurance plan documents are on file with the District's Human Resources office and benefits levels are subject to change.

k. Paid Parental Leave

The District will provide paid parental leave insurance at no cost to the employee. Paid parental leave insurance plan documents are on file with the District's Human Resources office and benefit levels are subject to change.

3. Retirement Benefits

The District shall continue as an employer under the provisions of the California Public Employees Retirement System (CalPERS). As required by Government Code §7522.32, for the purposes of determining a retirement benefit, final compensation for employees shall be based on the highest average annual pensionable compensation earned by the member during the thirty-six (36) consecutive months immediately preceding his or her retirement.

a. New (PEPRA) CalPERS Members – Benefit Formula and Employee Contribution.

All employees hired on or after January 1, 2013 will be provided CalPERS retirement benefits in compliance with the 2012 Public Employees' Pension Reform Act (PEPRA). Employees classified as "New" under PEPRA will be covered by the CalPERS 2% at 62 retirement formula. Employees shall contribute at least fifty percent (50%) of the Normal Cost of their Plan as calculated annually by CalPERS.

b. Classic CalPERS Members – Benefit Formula and Employee Contribution

Employees hired prior to January 1, 2013 or "Classic" CalPERS members hired subsequently shall be provided the 2.7% at 55 retirement formula. Effective July 1, 2015, employees shall contribute 100% of the required member contribution.

4. Medical Insurance after Retirement – Basic Plan

a. Minimum Employer Contribution.

All eligible retirees shall be entitled to the required minimum employer contribution upon retirement, pursuant to the District's CalPERS PEMHCA resolution.

b. Basic Retiree Medical Plan

The District provides an additional contribution on a reimbursement basis above the minimum employer contribution required under PEMHCA for eligible retirees. The District contribution will be forty percent (40%) of the employee-only premium for the least expensive PERS Medical insurance available, to the retiree, each year and will be made only until the retiree reaches Medicare-eligible age. This contribution is inclusive of the PEMHCA minimum. The retiree shall pay the balance of the premium. Once an employee reaches the age for Medicare eligibility, the District's additional contribution towards retiree medical insurance shall cease. In no event shall the District's contribution exceed the actual cost of the premium of the retiree's selected medical insurance. For the purposes of this section, comparable public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.

c. Eligibility

Employees must be age fifty-five (55) or older and have twenty (20) years of District or comparable public sector service. Employees must retire from the District to receive the benefit in accordance with the following schedule.

BASIC RETIREE MEDICAL PLAN	
Years of Service	**District Contribution**
Retired at age 55 or older with at least 5 years of District service and with 20 or more years of District or comparable public sector service.	40% of employee only premium, based on lowest cost PERS medical plan available, to the retiree, until Medicare eligible.

d. Funding

The District shall bear 100% of the cost for the Basic Retiree Medical Plan. The cost is determined in accordance with the Governmental Accounting Standard Board guidelines and shall be updated in accordance with CalPERS CERBT requirements, every two years.

5. Medical Insurance after Retirement – Enhanced Plan

a. All employees shall contribute to the Enhanced Retiree Medical Plan.

b. Employees who at the time of retirement are age fifty-five (55) or older with at least five (5) years of District service and a total of at least ten (10) years of District or comparable public sector service, the District provides an additional contribution on a reimbursement basis to augment the required PEMHCA retiree medical contribution. The total District contribution shall be fifty percent (50%) of the employee-only premium of the least expensive PERS Medical Insurance available, to the retiree, each year, for life. The retiree shall pay any difference between the District's contribution toward medical insurance and the actual premium of medical insurance selected by the retiree. In no event shall the District's contribution exceed the actual cost of the premium of the retiree's selected medical insurance. For the purposes of this section, comparable public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.

c. Employees who at the time of retirement are age fifty-five (55) or older with at least five (5) years of District service and a total of at least fifteen (15) years of District or comparable public sector service, the District provides an additional contribution on a reimbursement basis to augment the required PEMHCA retiree medical contribution. The total District contribution shall be seventy five percent (75%) of the employee-only premium of the least expensive PERS Medical Insurance available each year, to the retiree, for life. The retiree shall pay any difference between the District's contribution toward medical insurance and the actual premium of medical insurance selected by the retiree. In no event shall the District's contribution exceed the actual cost of the premium of the retiree's selected medical insurance. For the purposes of this section, comparable public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.

d. Employees who at the time of retirement are age fifty-five (55) or older with at least five (5) years of District service and a total of twenty (20) years or more of District or comparable public sector service, the District provides an additional contribution on a reimbursement basis to augment the required PEMHCA retiree medical contribution. The total District contribution shall be one hundred percent (100%) of the employee-only premium of the least expensive PERS Medical Insurance available each year, to the retiree, for life. The retiree shall pay any difference between the District's contribution toward medical insurance and the actual premium of medical insurance

selected by the retiree. In no event shall the District's contribution exceed the actual cost of the premium of the retiree's selected medical insurance. For the purposes of this section, comparable public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.

e. In no event shall the District's contribution exceed the actual cost of the premium of the retiree's selected medical insurance.

f. Employees enrolled in the Enhanced Retiree Medical Plan that retire directly from District service on or after January 1, 2020, and who have contributed to the plan funding, will be eligible for plan benefits in accordance with the following schedule:

ENHANCED RETIREE MEDICAL PLAN	
Years of Service	**District Contribution**
Retired at age 55 or older with a minimum of 5 years of District service AND a minimum of 10 years of District or comparable public sector service	50% of employee only premium, based on lowest cost PERS medical plan available in the North Bay, for life.
Retired at age 55 or older with a minimum of 5 years of District service AND a minimum of 15 years of District or comparable public sector service.	75% of employee only premium, based on lowest cost PERS medical plan available in the North Bay, for life.
Retired at age 55 or older with a minimum of 5 years of District service AND a minimum of 20 years of District or comparable public sector service.	100% of employee only premium, based on lowest cost PERS medical plan available in the North Bay for life.

g. Funding

Employees shall bear 100% of the cost difference between the Basic Retiree Medical Plan and the Enhanced Retiree Medical Plan. Employees shall make required contributions via payroll deduction. The employee cost is determined in accordance with the Governmental Accounting Standard Board guidelines and shall be updated in accordance with CalPERS CERBT requirements, every two years. The District shall provide sixty (60) days' notice of any changes in the required employee contribution.

6. 457 Deferred Compensation Plan

Effective the first full pay period of July 2024, the District will match employee contributions to the 457 Plan, up to $100.00 per pay period.

7. Physical Wellness Reimbursement Program

The District offers a voluntary wellness reimbursement program consisting of an annual reimbursement of up to five hundred dollars ($500.00) per fiscal year for an employee's wellness-related expenditures. Reimbursement may be made for a range of programs and/or purchases intended to improve and promote employee health and fitness, including gym memberships, smoking cessation, diabetes management, weight loss programs, healthy meal plan programs, home gym equipment, and personal fitness equipment including wearable fitness trackers.

Employees must submit all requests for reimbursement no later than July 31 of each calendar year for expenses incurred during the preceding fiscal year (July 1 through June 30). Employees may also be required to submit supporting information demonstrating that the purchase and/or program promotes health and/or

reduces risks of chronic disease or injury. The General Manager's approval or denial of any reimbursement request will be made in writing and is final.

8. Preventive Healthcare Incentive Program

The District offers its employees a preventive healthcare incentive program which provides a payment of fifty dollars ($50.00) for each preventive healthcare activity, up to two hundred and fifty dollars ($250.00) per fiscal year. Preventative healthcare activities such as receiving a flu or Covid vaccine, getting an eye exam, mammogram, or colonoscopy, and/or an annual physical, are eligible for the preventive healthcare incentive pay. Making a blood donation also qualifies for the preventive healthcare incentive pay.

Evidence of participation in a preventive healthcare activity is required to receive the incentive payment. Employees must submit all requests for payment no later than July 31 of each calendar year for preventative healthcare activities taking place during the preceding fiscal year (July 1 through June 30). Employees may also be required to submit supporting information demonstrating that the preventative healthcare activity promotes health and/or reduces risks of chronic disease or injury. The General Manager's approval or denial of any reimbursement request will be made in writing and is final.

9. Holidays

Employees will be entitled to the following holidays with pay:

- First day of January, known as New Year's Day
- Third Monday in January, known as Dr. M. L. King Jr. Day
- Third Monday in February, known as Presidents' Day
- Last Monday in May, known as Memorial Day
- Nineteenth (19th) day of June, known as Juneteenth
- Fourth (4th) of July, known as Independence Day
- First Monday in September, known as Labor Day
- Eleventh (11th) day of November, known as Veterans' Day
- Fourth Thursday in November, known as Thanksgiving Day
- The Friday immediately following Thanksgiving Day
- December twenty-fourth (24th), known as Christmas Eve
- December twenty-fifth (25th), known as Christmas Day

Also, at the District's discretion, every day appointed by the President of the United States or the Governor of the State of California for a public fast, thanksgiving or holiday.

10. Floating Holiday

Each employee accrues four (4) floating holidays per year, which are posted to the employee's leave account quarterly. A request to take a floating holiday(s) requires the approval of the supervisor. Unused floating holidays will be cashed out annually on the last pay period of the year.

11. Vacation

Employees shall be entitled to annual vacation accrual based on CalPERS service credit in accordance with the adopted Administrative and Personnel Policy Book and the following schedule:

0-3 years of service	10 working days (80 hours)
3-10 years of service	15 working days (120 hours)
10-15 years of service	20 working days (160 hours)
15-20 years of service	22 working days (176 hours)
After 20 years of service	25 working days (200 hours)

For the purposes of this section, public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity. Newly hired employees have thirty (30) days from the date of hire to provide the District with their detailed public sector service history.

12. Administrative Leave Benefits

In lieu of overtime, the following FLSA exempt classifications shall be eligible for up to ten days [eighty (80) hours] of administrative leave benefits per calendar year. The procedure for requesting approval to use administrative leave is the same as that required to schedule vacation time.

- Assistant/Associate Engineer
- Administrative Services Manager
- Finance Officer
- Operations & Maintenance Manager
- Operations & Maintenance Superintendent
- Senior Business Systems Analyst
- Senior Board Clerk/Management Analyst
- Senior Engineer

Administrative leave shall accrue as follows:

- First pay period that includes January 1: 20 Hours
- First pay period that includes April 1: 20 Hours
- First pay period that includes July 1: 20 Hours
- First pay period that includes October 1: 20 Hours

There is no limit to the number of administrative hours that can accrue. However, employees are limited to a carryover of forty (40) hours from one calendar year to the next. Any unused accrued administrative leave in excess of forty (40) hours as of December 31 on any given year shall be cashed out automatically and paid the first pay period that includes January 1 of the subsequent year.

13. Technology Stipend

District employees who do not have a District-issued cell phone may be eligible to receive a reimbursement of up to fifty dollars ($50.00) per month for the reasonable cost of using a personal mobile phone for District-related business. Each fiscal year, the requested technology stipend is reviewed for approval by the Administrative Services Manager. Approved stipends are paid semi-annually to the employee.

14. Take Home Vehicle

The Operations and Maintenance Superintendent may be assigned a take home vehicle to minimize response times during District emergencies. The Superintendent shall remain within fifty-five (55) driving miles of the District office when assigned a take home vehicle.

Take home use of the District vehicle is limited to commute and incidental usage between the District and employee's home and any necessary emergency response during off-duty hours, nights and weekends. Use of the District take home vehicle is subject to the District's vehicle use policies and are a taxable benefit pursuant to IRS fringe benefit policies.

15. Cash Loan Program

The District's Cash Loan Program provides for an employee to receive a cash loan in an amount not to exceed three thousand dollars ($3,000). Cash loans will be at an annual interest rate based off the current three-year U.S. Treasury rate plus 0.5% per annum (fixed). Interest rates will remain at that rate throughout the two-year term of the loan. The loan amount will be repaid with interest by payroll deduction over the next fifty-two (52) pay periods or the balance paid in full upon separation. The District retains the right to modify, change or cancel said program with thirty (30) day notice to employees.

16. General Provisions

It is hereby understood that federal law, state law, and the District's adopted Administrative Personnel Policies determine procedures and policies relating to the terms and conditions of employment, except as otherwise provided by this Resolution. Any and all prior provisions applicable to the positions covered under this Resolution that are contained in any but the aforementioned sources and in this Resolution are hereby declared null and void.

17. Duration

Upon adoption, this Resolution shall be effective June 19, 2025 and shall terminate June 30, 2026.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Ross Valley Sanitary District at a meeting thereof on the 18th day of June 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Attest:

_____
Mary Sylla
President of the Board

_____
Douglas T. Kelly
Secretary of the Board

Exhibit A

List of Unrepresented Professional & Administrative Job Classifications
As of June 18, 2025

Accountant
Accounting Technician
Administrative Coordinator I/II
Assistant/Associate Engineer
Assistant General Manager (contract position)
Business Systems Analyst I/II
Board Clerk/Management Analyst I/II
Finance Officer
Administrative Services Manager (contract position)
General Manager (contract position)
Management Analyst I/II
Operations & Maintenance Manager (contract position)
Operations & Maintenance Superintendent
Senior Accountant
Senior Administrative Coordinator
Senior Business Systems Analyst
Senior Board Clerk/Management Analyst
Senior Engineer

Exhibit B - Salary Schedule
Salary Ranges for Unrepresented Job Classifications
Effective the first full pay period in July 2025

		UNREPRESENTED POSITIONS - Monthly Base Salary					
JOB CLASSIFICATION	**RANGE**	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**	**STEP 6**
Administrative Coordinator I	37	$ 6,529.26	$ 6,855.73	$ 7,198.51	$ 7,558.44	$ 7,936.36	$ 8,333.18
Administrative Coordinator II	41	$ 7,207.09	$ 7,567.44	$ 7,945.81	$ 8,343.10	$ 8,760.26	$ 9,198.27
Senior Administrative Coordinator	45	$ 7,955.27	$ 8,353.04	$ 8,770.69	$ 9,209.22	$ 9,669.69	$ 10,153.17
Management Analyst I	50	$ 9,000.66	$ 9,450.70	$ 9,923.23	$ 10,419.39	$ 10,940.36	$ 11,487.38
Management Analyst II	54	$ 9,935.05	$ 10,431.80	$ 10,953.39	$ 11,501.06	$ 12,076.11	$ 12,679.92
Accountanting Technician	37	$ 6,529.26	$ 6,855.73	$ 7,198.51	$ 7,558.44	$ 7,936.36	$ 8,333.18
Accountant	53	$ 9,692.73	$ 10,177.37	$ 10,686.23	$ 11,220.55	$ 11,781.57	$ 12,370.65
Senior Accountant	57	$ 10,698.96	$ 11,233.91	$ 11,795.60	$ 12,385.38	$ 13,004.65	$ 13,654.89
Board Clerk/Mgmt Analyst I	58	$ 10,966.43	$ 11,514.76	$ 12,090.49	$ 12,695.02	$ 13,329.77	$ 13,996.26
Board Clerk/Mgmt Analyst II	62	$ 12,104.89	$ 12,710.14	$ 13,345.64	$ 14,012.92	$ 14,713.57	$ 15,449.25
Senior Board Clerk/Mgmt Analyst	66	$ 13,361.54	$ 14,029.61	$ 14,731.09	$ 15,467.65	$ 16,241.03	$ 17,053.08
Business Systems Analyst I	54	$ 9,935.05	$ 10,431.80	$ 10,953.39	$ 11,501.06	$ 12,076.11	$ 12,679.92
Business Systems Analyst II	58	$ 10,966.43	$ 11,514.76	$ 12,090.49	$ 12,695.02	$ 13,329.77	$ 13,996.26
Senior Business Systems Analyst	62	$ 12,104.89	$ 12,710.14	$ 13,345.64	$ 14,012.92	$ 14,713.57	$ 15,449.25
Finance Officer	70	$ 14,748.63	$ 15,486.07	$ 16,260.37	$ 17,073.39	$ 17,927.06	$ 18,823.41
O & M Superintendent	66	$ 13,361.54	$ 14,029.61	$ 14,731.09	$ 15,467.65	$ 16,241.03	$ 17,053.08
Assistant Engineer	58	$ 10,966.43	$ 11,514.76	$ 12,090.49	$ 12,695.02	$ 13,329.77	$ 13,996.26
Associate Engineer	64	$ 12,717.70	$ 13,353.59	$ 14,021.27	$ 14,722.33	$ 15,458.45	$ 16,231.37
Senior Engineer	70	$ 14,748.63	$ 15,486.07	$ 16,260.37	$ 17,073.39	$ 17,927.06	$ 18,823.41
O & M Manager	N/A	$ 15,707.67	$ 16,493.05	$ 17,317.71	$ 18,183.59	$ 19,092.77	$ 20,047.41
Assistant General Manager	N/A	$ 19,168.72	$ 20,274.86	$ 21,341.84	$ 22,466.25	$ 23,647.95	$ 24,830.36
General Manager	N/A						$ 26,967.00

DRAFT

Ross Valley Sanitary District Salary Schedule

All monthly salaries represented below are effective July 7, 2025 - June 30, 2026

		Monthly Salary					
JOB CLASSIFICATION	**RANGE**	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**	**STEP 6**
Administrative Coordinator I	37	$ 6,529.26	$ 6,855.73	$ 7,198.51	$ 7,558.44	$ 7,936.36	$ 8,333.18
Administrative Coordinator II	41	$ 7,207.09	$ 7,567.44	$ 7,945.81	$ 8,343.10	$ 8,760.26	$ 9,198.27
Senior Administrative Coordinator	45	$ 7,955.27	$ 8,353.04	$ 8,770.69	$ 9,209.22	$ 9,669.69	$ 10,153.17
Collection System Worker I	40	$ 7,031.30	$ 7,382.87	$ 7,752.01	$ 8,139.61	$ 8,546.59	$ 8,973.92
Collection System Worker II	46	$ 8,154.16	$ 8,561.86	$ 8,989.96	$ 9,439.46	$ 9,911.43	$ 10,407.00
Senior Collection System Worker	53	$ 9,692.73	$ 10,177.37	$ 10,686.23	$ 11,220.55	$ 11,781.57	$ 12,370.65
Accounting Technician	37	$ 6,529.26	$ 6,855.73	$ 7,198.51	$ 7,558.44	$ 7,936.36	$ 8,333.18
Accountant	53	$ 9,692.73	$ 10,177.37	$ 10,686.23	$ 11,220.55	$ 11,781.57	$ 12,370.65
Senior Accountant	57	$ 10,698.96	$ 11,233.91	$ 11,795.60	$ 12,385.38	$ 13,004.65	$ 13,654.89
Management Analyst I	50	$ 9,000.66	$ 9,450.70	$ 9,923.23	$ 10,419.39	$ 10,940.36	$ 11,487.38
Management Analyst II	54	$ 9,935.05	$ 10,431.80	$ 10,953.39	$ 11,501.06	$ 12,076.11	$ 12,679.92
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Board Clerk/Management Analyst II	62	$ 12,104.89	$ 12,710.14	$ 13,345.64	$ 14,012.92	$ 14,713.57	$ 15,449.25
Senior Board Clerk/Management Analyst	66	$ 13,361.54	$ 14,029.61	$ 14,731.09	$ 15,467.65	$ 16,241.03	$ 17,053.08
Inspector	56	$ 10,438.01	$ 10,959.91	$ 11,507.91	$ 12,083.30	$ 12,687.47	$ 13,321.84
Operations Supervisor	60	$ 11,521.61	$ 12,097.69	$ 12,702.57	$ 13,337.70	$ 14,004.59	$ 14,704.82
Finance Officer	70	$ 14,748.63	$ 15,486.07	$ 16,260.37	$ 17,073.39	$ 17,927.06	$ 18,823.41
O & M Superintendent	66	$ 13,361.54	$ 14,029.61	$ 14,731.09	$ 15,467.65	$ 16,241.03	$ 17,053.08
Assistant Engineer	58	$ 10,966.43	$ 11,514.76	$ 12,090.49	$ 12,695.02	$ 13,329.77	$ 13,996.26
Associate Engineer	64	$ 12,717.70	$ 13,353.59	$ 14,021.27	$ 14,722.33	$ 15,458.45	$ 16,231.37
Senior Engineer	70	$ 14,748.63	$ 15,486.07	$ 16,260.37	$ 17,073.39	$ 17,927.06	$ 18,823.41
O & M Manager	N/A	$ 15,707.67	$ 16,493.05	$ 17,317.71	$ 18,183.59	$ 19,092.77	$ 20,047.41
Admin Services Mgr/AGM	N/A	$ 19,168.72	$ 20,274.86	$ 21,341.84	$ 22,466.25	$ 23,647.95	$ 24,830.36
General Manager	N/A						$ 26,967.00

Approved by the Board on:

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

STAFF REPORT

For the Meeting of June 18, 2025

June 10, 2025

To: Board of Directors

From: Christina Winnicki, Board Clerk/Management Analyst

Subject: **Consideration of Electing Board Officers, Representatives, and Committee Members for Fiscal Year 2025/26**

Summary

The purpose of this staff report is for the Board to consider electing Board officers, organization representatives, and Board committee members for Fiscal Year 2025/26. This staff report also includes information on compensation for each appointment based on Board Policy 109 updated January 17, 2024.

Discussion

Historically, the Board elects its officers to serve as President, Secretary, Treasurer, Alternate Secretary, and Alternate Treasurer. On January 17, 2024 the Board removed the positions of Alternate Secretary and Alternate Treasure with the adoption of Board Policy 104 *Board Positions.*

The current slate of officers is as follows:

OFFICE	OFFICE HOLDER
President	Mary Sylla
Secretary	Doug Kelly
Treasurer	Michael Boorstein

Officers of the Board are compensated for attending Regular and Special Board Meetings as well as Standing Committee meetings. The term is one year in length and begins at the beginning of the Board Meeting in July.

The District Board also elects its representatives to Central Marin Sanitation Agency (CMSA), California Sanitation Risk Management Authority (CSRMA), and North Bay Watershed Association (NBWA) each new fiscal year.

Central Marin Sanitation Agency (CMSA) Representatives

RVSD is represented on the CMSA Board by two District Board members or appointees. The Board elects two representatives ("CMSA Commissioners") and the remaining members are alternates.

The current slate of CMSA representatives is as follows:

POSITION	REPRESENTATIVES
CMSA Commissioners	Mary Sylla Doug Kelly
CMSA Alternates	Michael Boorstein Tom Gaffney Pamela Meigs

Per the Board Policy 109 (Attachment A), CMSA Commissioners and CMSA alternates are not compensated for attending CMSA Board meetings.

California Sanitation Risk Management Authority (CSRMA) Representatives

RVSD is represented on the CSRMA Board by one District Board member and the District General Manager. The Board elects one representative ("CSRMA Board Member") and one alternate.

The current slate of CSRMA representatives is as follows:

POSITION	REPRESENTATIVES
CSRMA Board Member	Michael Boorstein
CSRMA Alternate	Pamela Meigs

The CSRMA Board meets during the bi-annual CASA Conference for which RVSD Board Members are compensated upon pre-approval of the Board per Board Policy 112.

North Bay Watershed Association (NBWA) Representatives

RVSD is represented on the NBWA Board by one District Board member and the District General Manager. The Board elects one representative ("NBWA Board Member") and one alternate.

The current slate of NBWA representatives is as follows:

POSITION	REPRESENTATIVES
NBWA Board Member	Pamela Meigs
NBWA Alternate	Michael Boorstein

Service on the NBWA Board is compensable upon pre-approval of the Board per Board Policy 109.

Board Committees

Annually, the Board reviews its existing committees, disbands committees which are no longer needed, creates and elects members to new committees, and determines compensation for attendance at Ad Hoc Committee meetings.

The current slate of Committees, meeting frequency, and compensation is as follows:

Board Committee	**Members**	**Meetings**	**Compensation (Yes/No)**
Standing Finance Committee	Tom Gaffney Mary Sylla	Monthly	Yes
Standing HR Committee	Michael Boorstein Mary Sylla	As needed	Yes
Standing Education and Outreach Committee	Pamela Meigs Doug Kelly	As needed	Yes
Standing Annual Business Plan Committee	Doug Kelly Pamela Meigs	As needed	Yes
Ad Hoc Kerner Facilities Committee	Michael Boorstein Tom Gaffney	As needed	No
Ad Hoc Interpretive Sign Committee	Michael Boorstein Mary Sylla	As needed	Yes

Per Board Policy 109, serving on a Standing Committee is compensable. Compensation for serving on an Ad-Hoc Committee is approved by the Board when the committee is formed or at the annual election of members.

Recommendation
Elect officers and representatives and review Committees and Committee assignments for Fiscal Year 2025/26.

Attachment(s):

A) Board Policy 109 *Board Compensation*

Policy 109 – Board Compensation

PURPOSE

This policy sets forth the Board member activities that are compensated pursuant to Ordinance No. 80.

POLICY STATEMENT

Board members are compensated at $314/day, up to six days per month. Consistent with Ordinance 80 and applicable provisions of the Health and Safety Code, the District compensates its Board members at this rate for attendance at Regular and Special Board meetings and Standing Committee meetings.

The following activities are also eligible for compensation at the above referenced rate, along with associated costs, upon pre-approval of the Board and submission of applicable documentation:

- Attendance at Ad Hoc Committee Meetings if approved by the Board when the Committee is formed or at annual appointment of members.
- Service on other boards/associations such as North Bay Watershed Association (NBWA) to which a Board member has been appointed by the Board.
- Trainings, conferences, seminars, webinars, facility tours, and other meetings or events where District interests are related. Travel costs will be provided only for activities taking place more than thirty (30) miles from the District office.

Board members may decline compensation for any and all of the above activities.

Board members are not compensated for service on the CMSA Board or CMSA Board appointments.

Board members are not eligible for reimbursement of travel, meal or lodging expenses for any meeting or event within thirty (30) miles of the District office.

Board members are not compensated for medical, health, dental, vision or other insurance by the District.

Board members do not receive pension benefits from the District.

Reference: Ordinance No. 80

ROSS VALLEY SANITARY DISTRICT

PERFORMANCE METRICS MONTHLY REPORT
OPERATIONS & MAINTENANCE – MAY 2025

Prepared by: Patrick Filipelli
Senior Business Systems Analyst

Date: June 2025

Reviewed by: Steve Moore
General Manager

Paul Bruemmer
Operations and Maintenance Manager

DISTRICT MISSION

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

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INTRODUCTION

Purpose

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

Definitions

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

Items of Note in Current Reporting Period

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

Operations

- Staff updated the Standard Operating Procedure (SOP) for CB03, the new Large Vac-Con combination unit, to enhance guidance on hydro excavation operations and overall control utilization. Through internal collaboration, essential information was incorporated into the revised SOP, ensuring comprehensive coverage of operational procedures. The update includes detailed step-by-step instructions and accompanying images to support proper equipment operation, providing all District field staff with up-to-date, accessible information.

Pump Crew

- Staff responded to multiple alarms at PS 10 (Larkspur Landing) in the month of May. Upon investigation, Pump #3 was found plugged and not pumping due to rags wedged into the impeller. The following day, another alarm was triggered, and staff identified that the motor starter for Pump #3 had failed, likely due to strain caused by the previous blockage. The pump was turned off, and two new motor starters were ordered—one for immediate station repair and the other for critical spare inventory.
- During monthly preventive maintenance at Pump Station 21 (Hwy 101 at the end of Corte Placita - Greenbrae), staff identified pump #1 experiencing an extended run time. Upon inspection, a small rubber child's toy was found wedged into the impeller, restricting pump capacity. This incident underscores the District's dedication to maintaining optimal pump station operations, as prolonged reduced capacity can be costly. Additionally, it highlights the importance of ongoing public outreach efforts to educate residents on proper disposal practices—reinforcing the message to *Trash it, Don't Flush it* to prevent system blockages and inefficiencies.

Line Maintenance Crew

- Staff performing post-paving system cleaning and inspections encountered node L165.010 (Monte Vista Ave – Larkspur) with loose bricks in the channel obstructing flow. The bricks were promptly removed, and the system was inspected to determine the source of the debris. Using the supervisor review function, staff immediately informed the Repair Supervisor of the issue and necessary repairs. The Repair crew responded without delay, correcting the deficiencies to restore the asset and ensure a free-flowing system.
- In May, District staff encountered two near misses while performing cleanings and routine inspections and maintenance. During an inspection of node R543.010 (Madrona Ave.-Ross) staff found a two foot long by almost four-inch round root ball likely from a private lateral cleaning. This instance shows the importance of the District's outreach efforts to plumbing contractors to contact the District for debris capture when clearing laterals to prevent system blockages. The second instance was at Node W102.050- W102.030 (Easement between Rock Rd. and Buckeye Way. – Kent Woodlands). Staff performing system maintenance experienced a sudden system surcharge. Staff investigated immediately and discovered a large root mass at the mouth of node W102.030 the root was removed, alleviating the backup. Staff notified the repair department to install an internal pipe patch to eliminate root access to the system in the future. These incidents highlight the importance of continuous monitoring and proactive maintenance to safeguard system integrity and prevent sewer spills.
- In May, six manholes were inspected for maintenance as part of ongoing assessment efforts. During the inspection, manhole S952.100 (Indian Rock Rd.- San Anselmo) was identified as needing root removal and cleaning. Concurrently, the team evaluated the maintenance schedule, ensuring updates were accurately reflected in InfoAsset to enhance infrastructure tracking and long-term operational planning. The inspected manholes included S952.100 (above), L416.030, L416.040 (Skylark Dr.- Larkspur), S217.010 (Barber Ave - San Anselmo), F393.070 (Bosque Ave – Fairfax), and S000.630 (Center Blvd - San Anselmo).

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-5, San Anselmo-2, Kent Woodlands -4, Fairfax-1, Bon Air-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-6, Sleepy Hollow -1, San Anselmo-13, Bon Air-3, Fairfax-2, Ross-1, Kent Woodlands-1.

Condition Assessment Crew

- Staff routinely perform tests and preventive maintenance of the Smart Cover system. During the month of May, staff assessed six (6) Smart Cover units to ensure their reliability. These routine assessments include testing antennas, changing batteries, and cleaning and calibrating the sensors at each of the Smart Cover locations.

- In May, the Condition Assessment team conducted a thorough CCTV inspection at 9 Upper Ames – Ross, successfully identifying and exposing three previously lost nodes. A fourth node was located but remained inaccessible. Plans were developed to revisit the site with enhanced equipment, including a metal detector and locator, to ensure the district access point could be fully uncovered. These efforts contribute to improved infrastructure mapping and maintenance, supporting operational efficiency and long-term asset management.

- During routine CCTV inspections in May, staff identified failing lateral connections and contacted residents for dye testing to confirm parcel connections and notify homeowners of necessary repairs. A total of five (5) parcels underwent dye testing, with three located on Oak Manor Drive in Fairfax and two on Laurel Lane in Fairfax. The inspections revealed voids or failed lateral connections requiring corrective action. Next steps include notifying property owners of repair requirements, providing guidance on necessary actions and timelines.

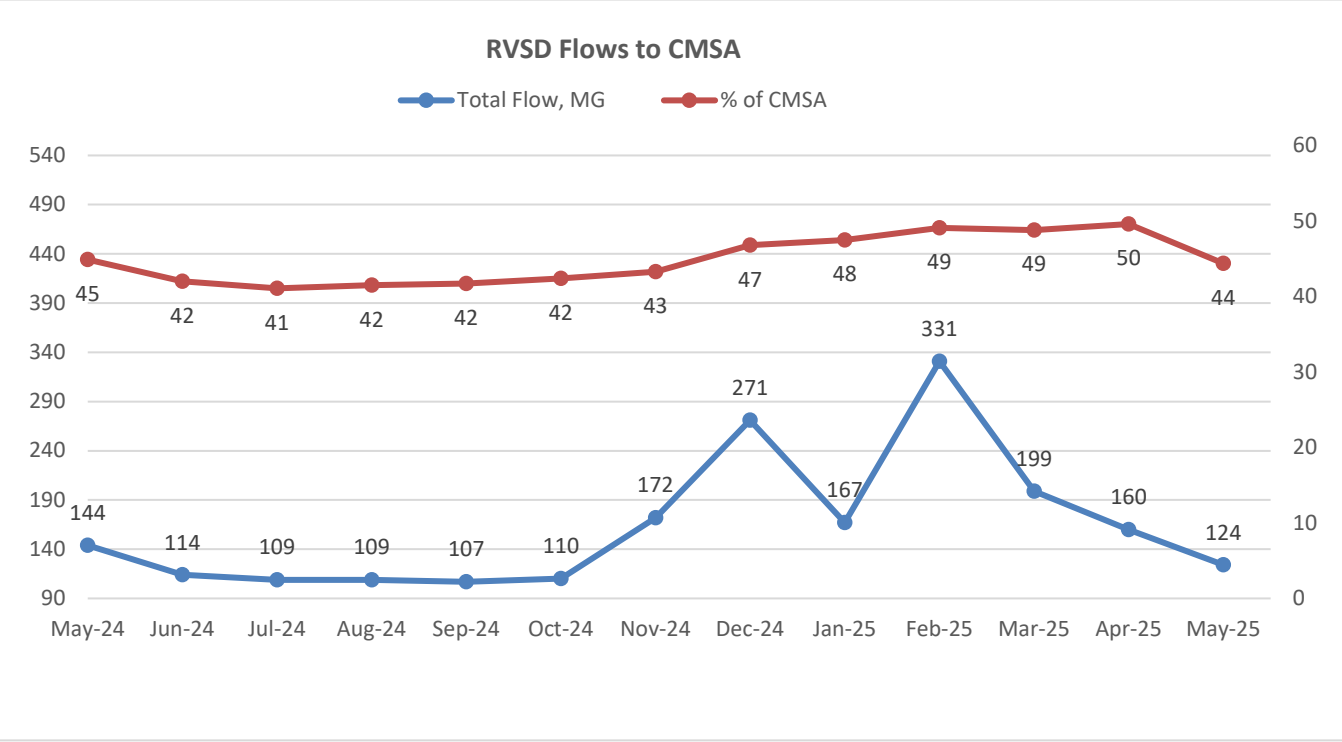
PUMP STATIONS

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

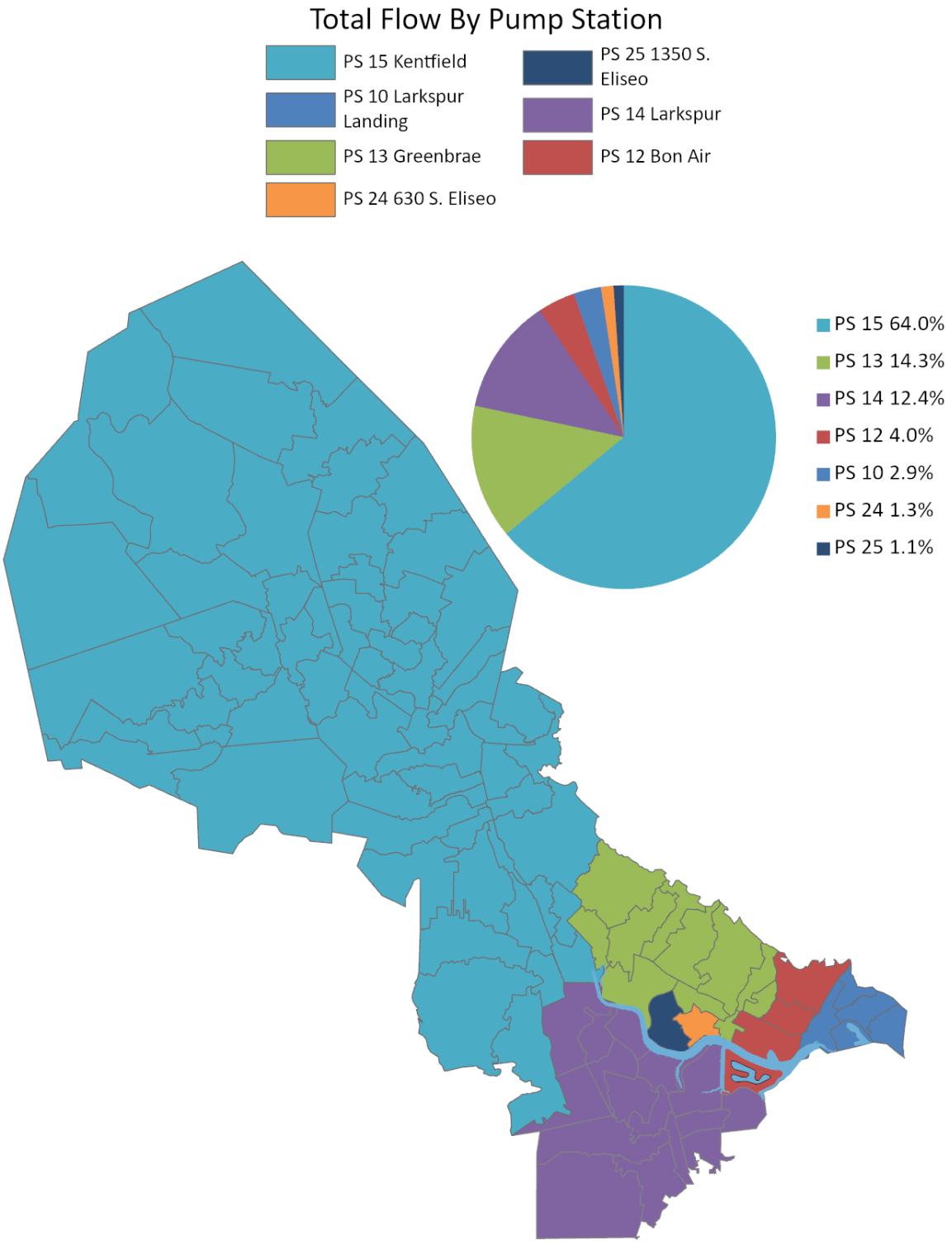
All of RVSD's flow is conveyed in the force main network to CMSA, through one of seven pump stations: PS 15 Kentfield, PS 24 630 S Eliseo, PS 25 1350 S Eliseo, PS 14 Larkspur, PS 12 Bon Air, PS 13 Greenbrae, or PS 10 Larkspur Landing B. Pump stations are the primary location where flow data is collected.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

Flow	
Total Flow Volume	124 MG
ADWF	3.8 MGD
Total Flow Volume versus Calculated ADWF Volume	1.05
PWWF	13.7 MGD
Wet Weather Peaking Factor (PWWF/ADWF)	3.6



Pump Station Flow

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



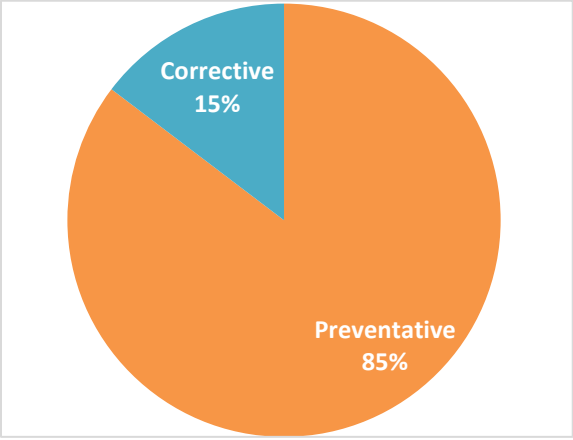
Pump Station Maintenance

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

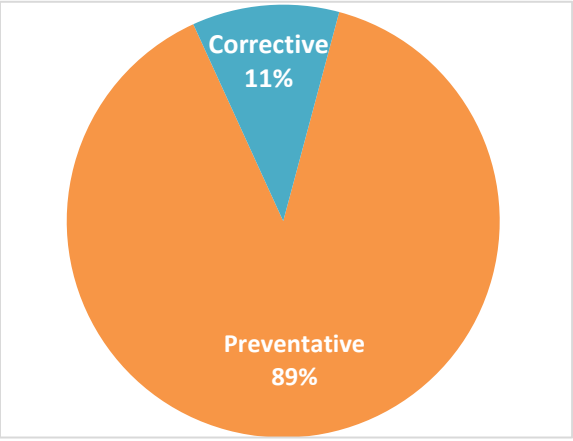
Maintenance Type Performed		
Maintenance Type	Current Month	FYTD
Mechanical Preventative	53	792
Mechanical Corrective	4	83
Electrical Preventative	11	164
Electrical Corrective	7	35
TOTAL	**75**	**1074**

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

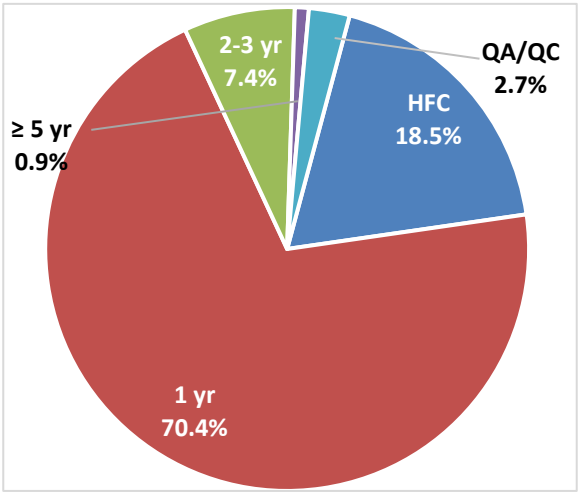
GRAVITY SEWER LINES

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	7,212	135,874
1 yr	38,229	515,462
2-3 yr	7,962	54,516
≥ 5 yr	0	6,847
CCTV QA/QC	951	19,950
TOTAL	**54,354**	**732,649**

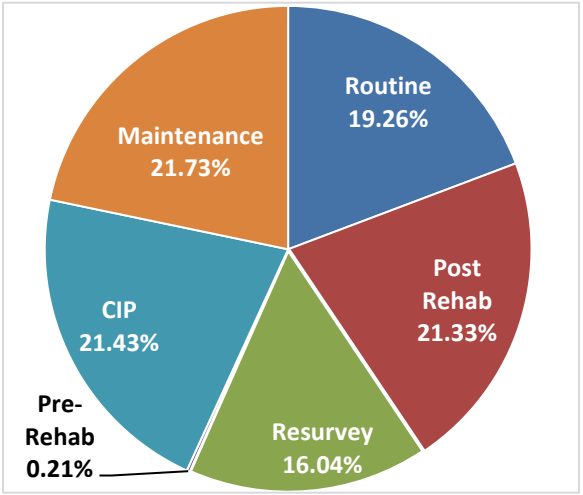


Cleaning and QA/QC Completed by Schedule

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	2,568	22,833
Routine Assessment	4,532	20,234
Resurvey	0	16,857
Post Rehab	0	22,411
Pre-Rehab	0	216
I/I Investigation	0	0
TOTAL	**7,100**	**105,065**



CCTV Completed by Purpose

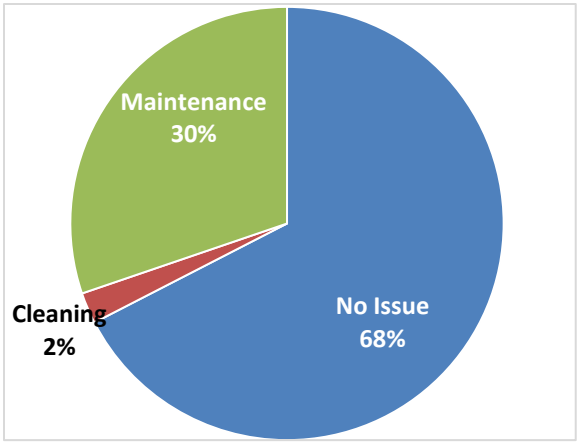
Manhole Observations

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.

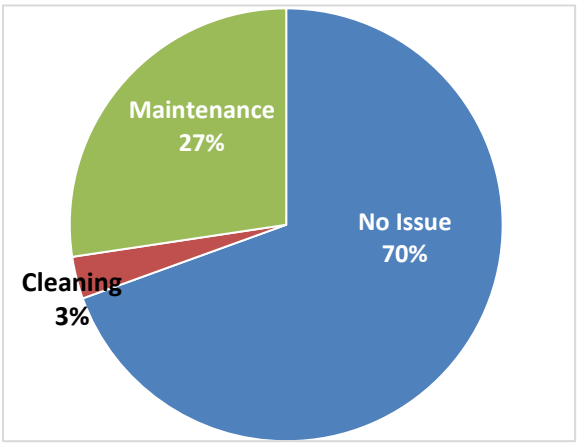
Manhole Observations		
Finding	Current Month	FYTD
No issue	29	66
Cleaning Needed	1	3
Maint. Needed	13	26
Risk of Blockage	0	0
TOTAL	**43**	**95**

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

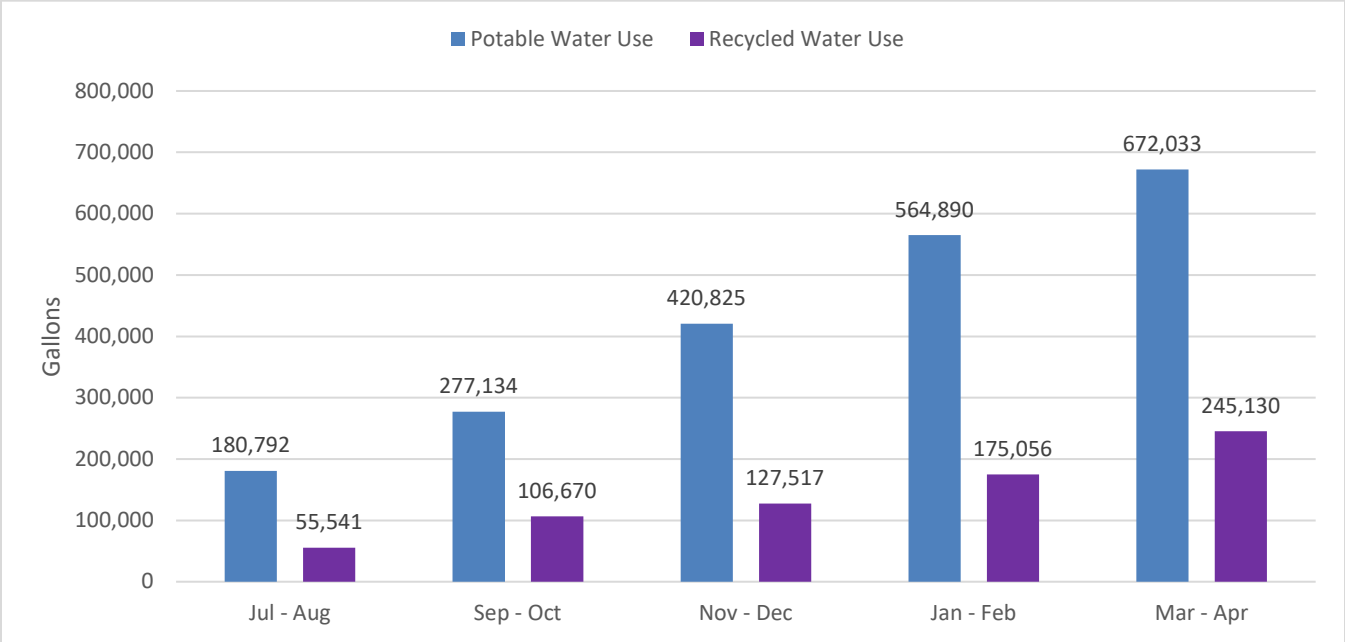
The District uses recycled water for sewer cleaning, using disinfected-23 MPN quality water from the CMSA truck fill station. Below is the total recycled water usage for the current month and fiscal year.

Recycled Water Use by Purpose (in gals)		
Purpose	Current Month	FYTD
Sewer Cleaning	28,872	274,002
TOTAL	**28,872**	**274,002**

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



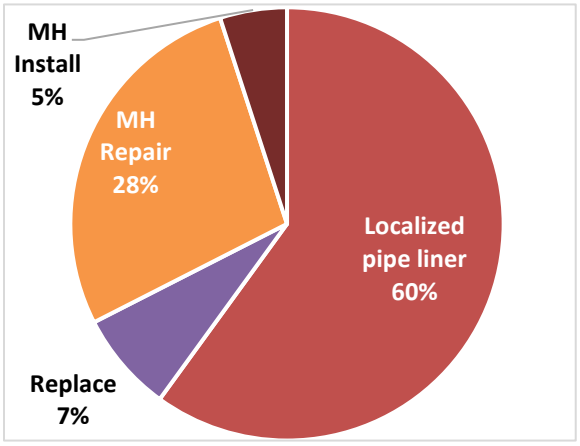
Repair

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

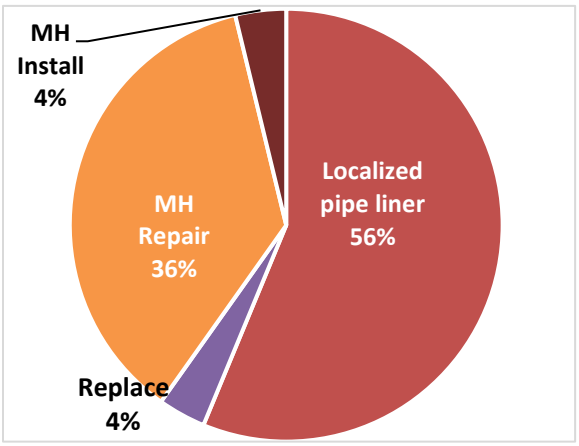
Repair Activity by Type		
Repair Type	Current Month	FYTD
Localized pipe liner	24	252
Replacement Repair	3	16
Manhole repair	11	163
Manhole Install	2	17
TOTAL	**40**	**448**

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	51	105	146
TOTAL	**51**	**105**	**146**

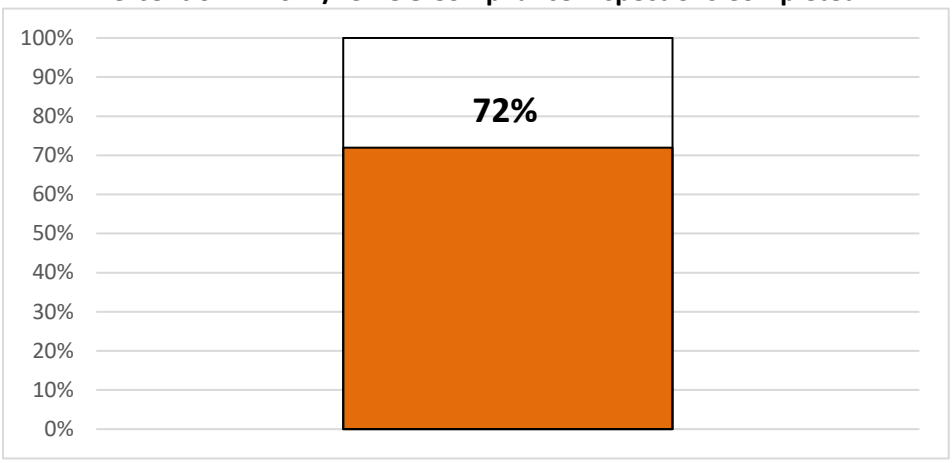
FOG Compliance Inspections

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

FOG Compliance Annual Progress

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

Percent of FY 2024/25 FOG Compliance Inspections Completed



LATERAL INSPECTIONS

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

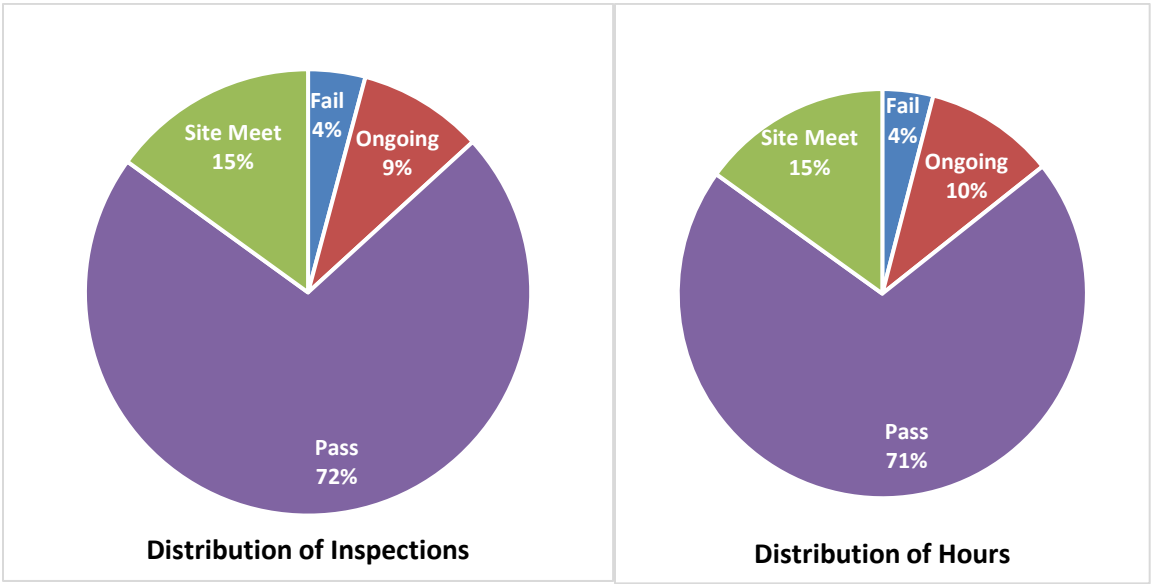
Number of Inspections and Footage Replaced

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	1	16	1	16
Ongoing	3	35	3	41
Pass	23	277	24	281
Site Meet	4	58	5	60
TOTAL	**31**	**386**	**33**	**398**

Lateral Replacements				
Type	INSP Current	INSP FYTD	Footage Current	Footage FYTD
Repaired	1	17	1	640
Replaced	22	260	1,403	17,820
TOTAL	**23**	**277**	**1,404**	**18,460**

Distribution by Inspection Type



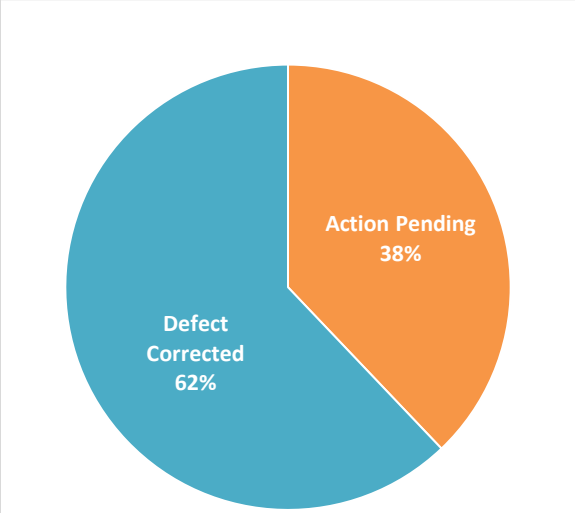
Dye Testing

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	5	30	6	53
TOTAL	**5**	**30**	**6**	**53**

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.



Distribution of Notice to Repair Letters

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

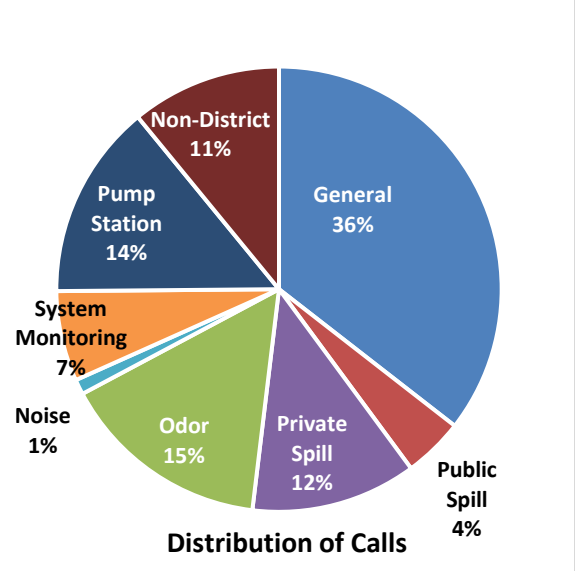
Service calls both during normal hours and after hours take up a considerable amount of staff resources. To provide a high level of service to customers, the District is committed to comprehensive management of all calls.

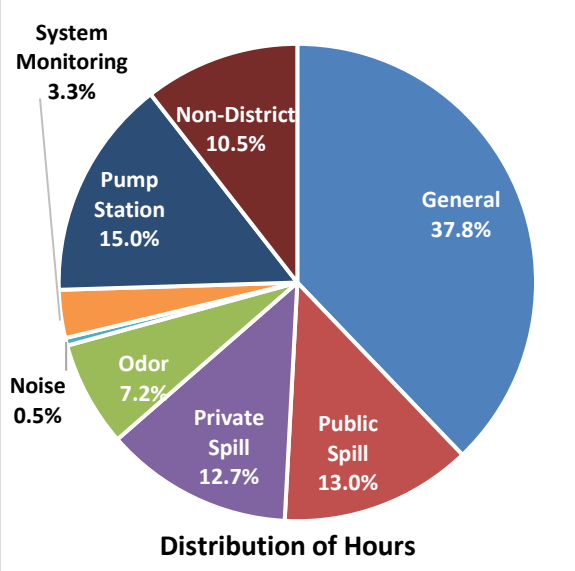
Calls and Hours by Cause of Service Call

Cause	# Calls	Calls FYTD	Staff Hours	Hours FYTD
General	5	65	17	291
Public Spill	0	8	0	100
Private Spill	2	22	27	98
Odor complaints	2	28	6	55
Noise complaints	1	2	3	4
System Monitoring	0	12	0	25
Pump Station Alarms	4	26	10	115
Non-District incidents	1	20	3	81
TOTAL	**15**	**183**	**66**	**769**

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
TOTAL	**0**	**8**	**0**	**115,225**

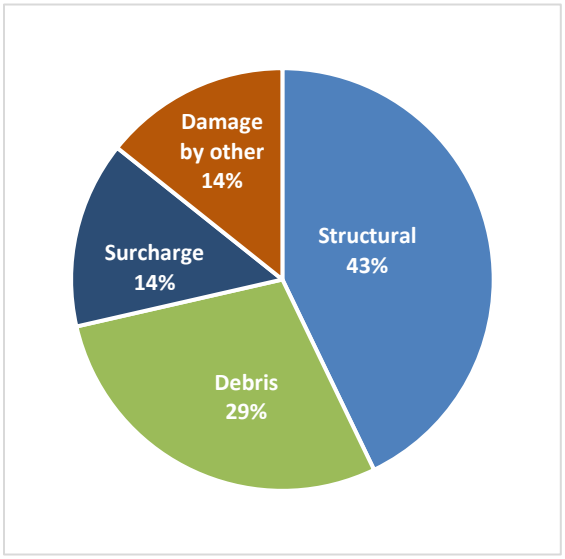
Public Spills by Cause

Tracking the cause of Spills is a regulatory requirement for CIWQS Spill reporting. The data is used in planning, O&M, capital improvement, and enforcement activities.

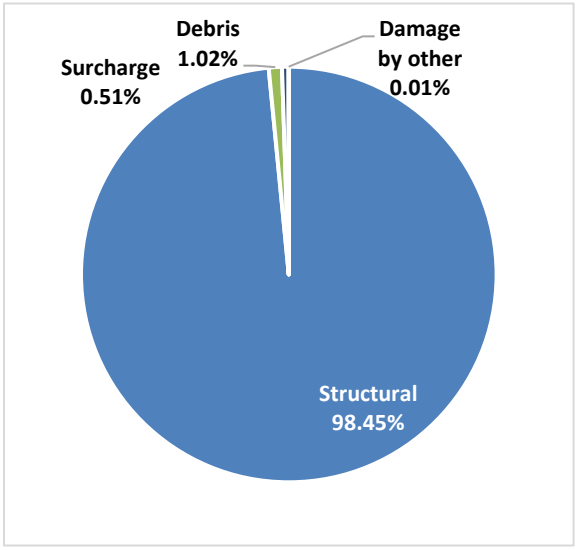
Spills by Cause				
Category	# Spills	Spills FYTD	Volume, gal	Volume FYTD
Structural	0	4	0	113,442
Roots	0	0	0	0
Debris	0	2	0	1,179
FOG	0	0	0	0
Construction	0	0	0	0
Surcharge	0	1	0	589
Operator Error	0	0	0	0
PS Power Failure	0	0	0	0
CS Maint. Caused	0	0	0	0
Damage by other	0	1	0	15

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 May, the District had no sewer spills, for the third consecutive calendar month.



Distribution of Spills



Distribution of Spill Volume

Spill Volume versus Conveyance to WWTP

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

Spill Volume versus WWTP Influent			
Month	Spill, gal	WWTP, gal	%
May	0	124,000,000	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_C	Consequence of Failure
F_L	Likelihood of Failure
FM	force main
FOG	Fats, Oil, and Grease
ft	feet
FY	Fiscal Year
gal	gallons
GIS	Geographic Information Systems
GPS	Global Positioning System for satellite-based location information
HFC	High Frequency Cleaning, <1 year
hr	hour
IAMP	Infrastructure Asset Management Plan
I/I	infiltration/inflow
in	inches
InfoAsset	District's CMMS software
kWh	kilowatt-hour; unit of energy
LF	linear feet
LOF	Likelihood of Failure
LOS	Level of Service
LS	Lift Station
MACP	Manhole Assessment and Certification Program ©
MG	million gallons; measure of flow volume.
mgd	million gallons per day; measure of flow rate
mi	miles
O&M	Operations and Maintenance
PACP	Pipeline Assessment and Certification Program ©
PS	Pump Station
PWWF	Peak Wet Weather Flow
QA/QC	quality assurance and quality control
RDI/I	rainfall-dependent infiltration/inflow
RVSD	Ross Valley Sanitary District
RWQCB	Regional Water Quality Control Board
SCADA	supervisory control and data acquisition
SOP	Standard Operating Procedure
SSMP	Sewer System Management Plan
SSS	Sanitary Sewer Spill
yr	year

Clerk Note: This handout was presented to the Board as part of the General Managers report out during the meeting.

Interpretive Sign Estimates

Interpretive Sign (with 48"x36" dimensions)
Low: $2,600 (no installation)
Mid-range: $7,075 (with installation)
High: $9,621.46 (with installation)



Bike Maintenance Station
Low: $1,300 (no installation)
Mid-range: $5,580 (with installation)
High: $6,100+ (with installation)
Installation starts at $3,500



Design
Estimate: $900- $1,350