



# 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

## SPECIAL BOARD MEETING AGENDA

**July 25, 2025: Open Session Convenes at 3:00 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](mailto:clerk@rvsd.org). With a commitment to providing equal access to public meetings, Ross Valley Sanitary District will use best efforts to swiftly resolve requests for reasonable modifications or accommodations with individuals with disabilities, consistent with the Americans with Disabilities Act.

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

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

2. 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. [Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Amendment No. 2 to the Contract for Real Estate Services with Century Urban not to exceed \\$178,505, and Consider Adopting Resolution 25-1673 Authorizing Budget Amendment 2601 to the Fiscal Year 2025/26 Budget](#)

*Continued from July 16, 2025*

5. [Conduct Public Hearing and Consideration of Adopting Resolution No. 25-1674 Approving the Report of Sewer Service Charges for Fiscal Year 2025/26 and Directing the Filing of Charges for Collection by the County Tax Collector](#)

### **Adjourn**

**Next Meeting:** Regular Meeting on August 20, 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

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

### STAFF REPORT

**For the Meeting of July 25, 2025**

July 24, 2025

To: Board of Directors

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

Subject: **Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Amendment No. 2 to the Contract for Real Estate Services with Century Urban not to exceed \$178,505, and Consider Adopting Resolution 25-1673 Authorizing Budget Amendment 2601 to the Fiscal Year 2025/26 Budget**

#### Summary

This staff report is being presented for consideration of authorizing the General Manager, upon review and approval of counsel, to execute Amendment No. 2 to the contract for real estate services with Century Urban, and to consider adopting a resolution authorizing a budget amendment in the amount of \$103,505.

#### Discussion

On August 19, 2020, the District awarded a contract with Century Urban for real estate consulting services related to the disposition of property at 2000 Larkspur Landing Circle in Larkspur, the 10.7-acre site of the District's former wastewater treatment plant. On March 15, 2023 the District approved Amendment No. 1 to this contract.

Century Urban includes a multi-disciplinary team of consultants with demonstrated experience in real estate financial analysis, valuations, appraisals, market and economic impact analysis, and other real estate consulting services. Additional experience includes public engagement processes, calling tax exempt bonds, working with municipal jurisdictions (e.g., the City of Larkspur), screening potential developers, and negotiating ground leases.

Century Urban's principals are Bryant Sparkman and Leo Ma. Mr. Sparkman and Mr. Ma lead a team of experienced firms that provide the District with specialized assistance with the various tasks associated with the land disposition process. Companies on the project team have included Urban Planning Partners, Town Hall Public Affairs, and LDP Architecture.

Century Urban work completed in the last two years includes assisting with Surplus Lands Act compliance tasks and providing critical input to the Larkspur General Plan and Housing Element Update. They performed some analytical work between October 2024 and January 2025 that reviewed how the Housing Element updates would fit on the property and if declaring the

property as Exempt Surplus Land would be feasible. This work supported the Board's February 2025 formal declaration of the property as Exempt Surplus Land. Century Urban prepared a Request for Qualifications (RFQ) document for potential developers that the Board approved in May 2025.

Amendment No. 2, included as Attachment A, would support work planned in the coming year. This scope includes continuation of the RFQ process and then management of a Request for Proposals (RFP) process from a shortlist of developers selected under the RFQ process. Century Urban will then work with the District to select a preferred developer, and subsequently negotiate and prepare transaction documents on the District's behalf. This work is planned to be completed in mid-2026, with the schedule as shown in Attachment B.

The terms of the contract amendment include compensation based on hourly billing and a closing commission. The hourly billing compensation amounts to \$178,505 for services expected through June 30, 2026. The closing commission is proposed to be one-half percent (0.50%) of the Larkspur Landing property sale price.

### Fiscal Impact

The District budgeted \$75,000 in the adopted fiscal year 2025/26 budget for services from Century Urban. Entering into Amendment No. 2 with Century Urban would require an increase in appropriations of \$103,505 to bring the fiscal year 2025/26 budgeted amount up to the \$178,505 contract amount for hourly billings. The impact of the proposed amendment on the adopted budget would be to increase the use of District reserves from \$2,129,365 to \$2,232,870. The sale of the Larkspur Landing property has the potential to generate revenue substantially in excess of the proposed budget amendment. The closing commission cost would be borne by the sale proceeds and do not have impact on the current year's budget.

### **Recommendation**

Authorize the General Manager, upon review and approval of counsel, to execute Amendment No. 2 to the contract for real estate services with Century Urban in an amount not to exceed \$178,505 and adopt Resolution No. 25-1673 authorizing Budget Amendment 2601 to the Fiscal Year 2025/26 Budget to increase appropriations by \$103,505.

### Attachment(s):

- A) Amendment No. 2 to Consultant Services Agreement with Century Urban
- B) Work Plan Budget
- C) Resolution No. 25-1673

## AMENDMENT NO. 2 TO CONSULTANT SERVICES AGREEMENT WITH CENTURY URBAN, LLC

This Amendment No. 2 to the Consultant Services Agreement between Ross Valley Sanitary District ("District") and Century Urban, LLC, a California Limited Liability Company ("Consultant") ("Amendment No. 2") is entered into as of the 25th day of July, 2025 ("Effective Date"), by and between District and Consultant.

### RECITALS

- A. District and Consultant are parties to a Consultant Services Agreement for real estate consulting services for the 2000 Larkspur Landing Circle property, dated August 19, 2020 as amended by Amendment No. 1 to Consulting Services Agreement, dated March 15, 2023 (collectively the "Agreement").
- B. District and Consultant now desire to enter into this Amendment No. 2 to provide for additional services as described below.

### AGREEMENT

NOW, THEREFORE, in consideration of the following mutual promises, the parties hereby amend the Agreement as follows:

1. Scope of Services. In addition to the services provided under the Agreement, Consultant shall retain its affiliate, CU Advisory Corporation ("Manager"), as a licensed real estate brokerage firm to issue and manage a Request for Qualifications-Proposals ("RFQ-P") process to solicit third-party developers to purchase fee simple interest and/or to ground lease the 2000 Larkspur Landing Circle property.

Additionally, Consultant shall provide District with ongoing project management and entitlement oversight services including, but not limited to: review and evaluation of third-party developer qualifications and proposals; assistance with third-party developer selection; drafting, negotiating, and executing transaction documents; review of project documents such as proposed plans, entitlement applications, public agency correspondence, etc.; and monitoring the selected third-party developer until the sale and/or ground lease of the 2000 Larkspur Landing Circle property has closed.

2. Time of Performance. Consultant shall complete the services described in this Amendment No. 2 not later than June 30, 2027. To the extent that sale of 2000 Larkspur Landing Circle property has not closed by June 30, 2027, the date for completion of services may be extended by mutual written agreement of the parties.

3. Compensation.

- a. Hourly Billings. Consultant shall be compensated for work performed in fulfillment of the Scope of Services in Section 1 in accordance with monthly invoices to be submitted to District based on hourly billable rates of \$385.00 for Principals, \$295.00 for Vice Presidents, and \$240.00 for Financial Analysts and reimbursable expenses consistent with the terms of the Agreement. Payment for submitted invoices will be due and payable within 30 days of submittal. Hourly billable rates will be subject to 3.0% annual escalation on the first day of each calendar year. The estimated total budget for services to be provided hereunder is not to exceed \$178,505. This estimated budget amount does not include the closing commission to be paid as specified in Section 3.b. below.
  - b. Closing Commission. In addition to any hourly billings to be paid to Consultant pursuant to 3.a. above, Manager shall receive a closing commission equal to one-half percent (0.50%) of the 2000 Larkspur Landing Circle property sale price for services provided to review project documents such as proposed plans, entitlement applications, public agency correspondence, etc., and monitoring the selected third-party developer until the sale and/or ground lease of the 2000 Larkspur Landing Circle property has closed, which shall be paid by District to Manager from escrow at the closing of the transaction. In the event that all or a portion of the 2000 Larkspur Landing Circle property is ground leased to a third-party developer, the parties will engage in discussions to determine if an imputed sale price for the ground-leased portion of the property can be agreed upon for purposes of calculating the closing commission to be paid to Manager. If the parties are unable to agree upon such sale price, the sale price will be determined by an appraisal prepared by a mutually agreed-upon third-party appraiser. The cost of such appraisal will be split evenly between District and Manager.
4. Agreement in Effect. Except as amended by this Amendment No. 2, the Agreement shall remain in full force and effect.
5. Counterpart Signatures. This Amendment No. 2 may be signed in multiple counterparts which, when signed by all parties, shall constitute a binding agreement.

IN WITNESS THEREOF, the parties have executed this Amendment No. 2 as of the Effective Date.

**ROSS VALLEY SANITARY DISTRICT:      CENTRUY URBAN, LLC:**

By: \_\_\_\_\_ /  
Name: Steve Moore  
Title: General Manager

By: \_\_\_\_\_ /  
Name: Bryant Sparkman  
Title: President & Managing Principal

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Name: Austin Cho  
Title: District Counsel

Larkspur Landing - Preliminary Delivery Schedule									
No.	Task Description	Start	End	# of Quarters	Jun-25	2025 Q3	2025 Q4	2026 Q1	2026 Q2
1.)	Develop Conceptual Program & Transaction Structure	2024 Q2	2025 Q2	5	2025 Q2				
2.)	Notify & Confirm SLA Exemption with HCD	2025 Q1	2025 Q2	1	2025 Q2				
3.)	Declare Land Surplus & Exempt	2025 Q1	2025 Q2	1	2025 Q2				
RFQ/RFP Process									
4.)	Draft & Issue Developer RFQ	2025 Q2	2025 Q3	2	2025 Q2	2025 Q3			
5.)	RFQ Response Period & Site Tour/ Presentation for Potential Respondents	2025 Q3	2025 Q3	1		2025 Q3			
6.)	Evaluate RFQ Responses/Interviews/Shortlist	2025 Q3	2025 Q3	1		2025 Q3			
7.)	Draft & Issue RFP to Shortlisted Developers	2025 Q3	2025 Q4	2		2025 Q3	2025 Q4		
8.)	RFP Response Period	2025 Q4	2026 Q1	2			2025 Q4	2026 Q1	
9.)	Evaluate Responses/Interviews. Select Preferred Developer for Board Approval.	2026 Q1	2026 Q1	1				2026 Q1	
10.)	Negotiate & Execute Transaction Documents with Preferred Developer	2026 Q2	2026 Q3	1					2026 Q2

Project Team	Hourly Rate	Total							
Principal	\$ 385.00	289	25	96	72	48	48		
Vice President	\$ 295.00	184	16	60	48	36	24		
Financial Analyst	\$ 240.00	54	10	16	16	8	4		
Quarterly Hours		527	51	172	136	92	76		
Quarterly Time & Materials		\$ 178,505	\$ 16,745	\$ 58,500	\$ 45,720	\$ 31,020	\$ 26,520		



**ROSS VALLEY SANITARY DISTRICT  
RESOLUTION NO 25-1673**

**A RESOLUTION OF THE BOARD OF DIRECTORS AUTHORIZING BUDGET  
AMENDMENT NO. 2601 TO THE FISCAL YEAR 2025/26 BUDGET  
APPROPRIATING \$103,505 OF RESERVES IN ORDER TO INCREASE THE SERVICE  
CONTRACT WITH CENTURY URBAN**

**WHEREAS**, the Ross Valley Sanitary District Board of Directors adopted a fiscal year 2025/26 budget on June 18, 2025; and

**WHEREAS**, Ross Valley Sanitary District Financial Policy 5.4 provides a procedure by which the Board of Directors may amend the adopted budget; and

**WHEREAS**, the Ross Valley Sanitary District General Manager has evaluated a proposed amendment to the service contract with Century Urban for real estate services; and

**WHEREAS**, the Ross Valley Sanitary District General Manager recommends an amendment to the adopted fiscal year 2025/26 budget for additional real estate services; and

**WHEREAS**, the General Manager's evaluation and recommendation were presented to the Ross Valley Sanitary District Board of Directors on July 25, 2025; and

**WHEREAS**, In accordance with Ross Valley Sanitary District fiscal policies, the Board of Directors wishes to amend the adopted fiscal year 2025/26 budget as recommended by the District's General Manager.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Ross Valley Sanitary District that Budget Amendment 2601 is approved, appropriating \$103,505 from District reserves to be used for additional real estate services.

**PASSED, APPROVED, AND ADOPTED** at a special meeting by the Board of Directors of Ross Valley Sanitary District held on the 25th of July 2025 following vote:

**AYES:**

**NOES:**

**ABSENT:**

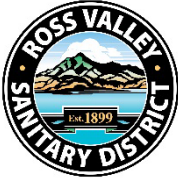
**ABSTAIN:**

**ATTEST:**

\_\_\_\_\_  
Douglas T. Kelly  
President of the Board

\_\_\_\_\_  
Pamela Meigs  
Secretary of the Board

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**ROSS VALLEY SANITARY DISTRICT**

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San Rafael, CA 94901  
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**STAFF REPORT**

**For the Meeting of July 25, 2025**

July 8, 2025

To: Board of Directors

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

Subject: **Conduct Public Hearing and Consideration of Adopting Resolution No. 25-1674 Approving the Report of Sewer Service Charges for Fiscal Year 2025/26 and Directing the Filing of Charges for Collection by the County Tax Collector**

**Summary**

Each fiscal year, the Board must approve the Report of Sewer Service Charges for the current fiscal year and authorize the submission of the charges to the County of Marin for inclusion on the annual property tax bills.

**Discussion**

On May 22, 2024, the Board of Directors adopted Ordinance No. 102, amending the established wastewater utility service rates (sewer service charges) for FY 2024/25 through FY 2028/29.

Pursuant to Health and Safety Code section 5471 et seq., the District collects its sewer service charges on the County of Marin property tax rolls. Annually, as required by code, the District prepares a report containing a description of each parcel of real property subject to the sewer service charge and the amount of the sewer service charge for each parcel (Attachment A).

Prior to approving the report and authorizing its submission to the County of Marin, the Board must hold a public hearing to consider any protests or objections to the report. Notice of this public hearing was published in the Marin Independent Journal (Marin IJ) on July 11, 2025, and July 18, 2025. The report that was made available to the public at the District's offices is also available for viewing at this hearing.

Attached is a draft resolution that approves the report and associated sewer charges and authorizes the General Manager to transmit the report to the County for filing. It is recommended that the Board consider the report and any received protests or objections, adopt the attached resolution approving the sewer service charges for the current fiscal year and direct the filing of the charges for collection by the County Tax Collector.

## **Recommendation**

Adopt Resolution No. 25-1674, approving the report of sewer service charges for Fiscal Year 2025/26 and direct the filing of charges for collection by the County Tax Collector.

### Attachment(s):

- A) RVSD Preliminary Report Summary
- B) Canyon Road Assessment District Preliminary Report Summary
- C) Lateral Replacement and Septic-to-Sewer Conversion Program Annual Report
- D) Draft Resolution No. 25-1674

# RVSD Preliminary Report Summary

## 1. DISTRICT ANALYSIS

### 1.1 District

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

### 1.2 Preliminary Levy Summary

#### 1.2.1 ROSS VALLEY SEWER SERVICE CHARGE

The summary of the applied levy for Fiscal Year 2025/26 is as follows:

Parcel Count <sup>(1)(2)</sup>	FY 2025/26 Preliminary Levy Amount <sup>(3)</sup>
13,662	\$24,725,180.28

- (1) Does not include an additional 1,277 parcels not levied, which include vacant lots, HOA property, and commercial property with no lateral connection.
- (2) Some parcels (APNs) have multiple Accounts which represent individual service numbers set up with Marin Municipal Water District. The total Accounts billed for FY 2025/26 is 14,372.
- (3) Includes 61 direct billed parcels totaling \$1,016,678 not placed on the Marin County tax roll.

#### 1.2.2 LARKSPUR SEWER SERVICE CHARGE

The summary of the applied levy for Fiscal Year 2025/26 is as follows:

Parcel Count <sup>(1)(2)</sup>	FY 2025/26 Preliminary Levy Amount <sup>(3)</sup>
1,942	\$5,365,757.14

- (1) Does not include an additional 222 parcels not levied, which include vacant lots, HOA property, and commercial property with no lateral connection.
- (2) Some parcels (APNs) have multiple Accounts which represent individual service numbers set up with Marin Municipal Water District. The total Accounts billed for FY 2025/26 is 2,072.
- (3) Includes 10 direct billed parcels totaling \$73,307 not placed on the Marin County tax roll.

#### 1.2.3 COMBINED TOTAL SEWER SERVICE CHARGE

The summary of the applied levy for Fiscal Year 2025/26 is as follows:

Parcel Count	FY 2025/26 Preliminary Levy Amount
15,604	\$30,090,937.42

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

Ordinance 102, as adopted by the District's Board of Directors on May 22, 2024, directs the District levy sewer service charge rates per Equivalent Dwelling Unit (EDU) following the assigned rate payer type. Sewer Service Charge rates are disaggregated by which geographic zone a rate payer resides. The two geographic zones approved are the Ross Valley Rate Zone and the Larkspur Rate Zone. The approved Sewer Service Charge Rates are as follows:

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

\*For commercial accounts with no water usage.

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

- Single Family residential = 1 EDU.
- Multi-Family = 0.9 EDU per dwelling unit.
- ADU (Accessory Dwelling Unit) = 0.5 EDU.
- Commercial (low-strength and high-strength) = 1 EDU per 215 gallons of average daily wintertime water usage, with a minimum of 1 EDU.
- Commercial minimum = 0.78 EDU.
- Owner-occupied single-family households that submit a Sewer Service Charge Assistance Program Application and are approved receive a 25% discount to the Single Family or Multi-Family rates.

#### NBS

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



## 2. PRELIMINARY CHARGE ROLL FOR FISCAL YEAR 2025/26

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The Charge Roll for FY 2025/26 is available at the District Headquarters.

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# Canyon Road Assessment District Preliminary Report Summary

## 1. DISTRICT ANALYSIS

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### 1.1 Background

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

The final scheduled maturity of the Bonds is September 2, 2026, however, the Sanitary District plans to redeem the Bonds early in March 2026 to provide interest savings to the District property owners.

### 1.2 Levy Summary

For the Fiscal Year 2025/26 levy, 28 parcels were levied a total of \$37,481.36 which includes a \$6,000 reserve fund credit and \$875 interest fund credit. There are no parcel changes to report for Fiscal Year 2025/26.

#### NBS

Amanda Welker, Administrator

Adina McCargo, Project Manager

Nick Dayhoff, Client Services Director



## 2. FISCAL YEAR 2025/26 PRELIMINARY ASSESSMENT ROLL

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The Charge Roll for FY 2025/26 is available at the District Headquarters.

# Lateral Replacement and Septic-to-Sewer Conversion Program Annual Report

## 1. DISTRICT ANALYSIS

### 1.1 Background

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

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

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

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

The detailed listing of the outstanding lateral loans is provided in Section 2. A summary of the outstanding loans for Fiscal Year 2025/26 is as follows:

Property Count	FY 2025/26 Loan Installments
98	\$133,214.10

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

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

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

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

Once approved and the funds are disbursed, the Applicant thereby agrees to fully repay the Contractual Assessment. The Contractual Assessment comprises of both the applicable principal and interest associated with the obligation. The maximum allowed Contractual Assessment Principal for sewer lateral replacements per property is \$25,000. The maximum allowed Contractual Assessment Principal for septic-to-sewer system conversions per property is \$50,000. Interest on the principal balance is to accrue at a fixed interest rate of the ten-year U.S. Treasury (at the time of application) plus 0.5% per annum. The maximum term of the Contractual Assessment for either loan type is ten (10) years with no prepayment penalty to the Applicant. A loan payoff preparation fee may be applicable. Repayments are to be collected by the Tax Assessor at the County of Marin.

**NBS**

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



## 2. CHARGE ROLL FOR FISCAL YEAR 2025/26

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The detailed installment levy amounts for Fiscal Year 2025/26 are available at District Headquarters.

**ROSS VALLEY SANITARY DISTRICT  
RESOLUTION NO. 25-1674**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
APPROVING THE REPORT OF SEWER SERVICE CHARGES FOR  
FISCAL YEAR 2025/26 AND DIRECTING THE FILING OF CHARGES FOR COLLECTION BY  
THE COUNTY TAX COLLECTOR**

**WHEREAS**, pursuant to Ordinance No. 102 of the Ross Valley Sanitary District (“District”), the District imposes a Sewer Service Charge upon parcels connected to the sewer system; and

**WHEREAS**, pursuant to the California Health & Safety Code section 5471 et seq., the District has elected to have the County of Marin (“County”) annually collect the Sewer Service Charge on the property tax roll; and

**WHEREAS**, the General Manager has caused to be prepared a report (the “Report”) containing a description of each parcel of real property subject to the Sewer Service Charge and the amount of the Sewer Service Charge for each such parcel for Fiscal Year 2025/26, computed in conformity with the rates prescribed by Ordinance No. 102 of the District, which report is filed with the General Manager, available for public inspection, and incorporated herein by reference; and

**WHEREAS**, on July 25, 2025, following the publication of notice as required by law, the Board of Directors held a full and fair public hearing (“Hearing”) for the purpose of hearing objections and protests to the Report; and

**WHEREAS**, the Board of Directors heard and considered all protests and objections to the Report at the Hearing; and

**WHEREAS**, the Board of Directors desires to approve the Report and to submit the Sewer Service Charges described therein to the Marin County Tax Collector for collection on the Fiscal Year 2025/26 tax roll.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Ross Valley Sanitary District hereby authorizes that:

1. The Board of Directors hereby overrules any and all protests and objections to the Report on the Sewer Service Charges and confirms and approves the Report and each Sewer Service Charge as submitted; and
2. The General Manager is instructed and authorized to transmit the Report to the Marin County Tax Collector and to file the necessary documents with the Tax Collector that the Sewer Service Charges set forth in the Report will be included on the Marin County Tax Roll for Fiscal Year 2025/26.

**PASSED, APPROVED, AND ADOPTED** by the Board of Directors of the Ross Valley Sanitary District at a meeting thereof on the 25th day of July 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

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Douglas T. Kelly  
President of the Board

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Pamela Meigs  
Secretary of the Board