

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

February 18, 2026: Closed Session Convenes at 5:00 p.m.

Open Session Convenes at 5:30 p.m.

1111 Andersen Drive, San Rafael, 94901

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

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

Webinar ID: 897 0576 2125

Passcode: 470251

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

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

1. Call Meeting to Order
 - a) Roll Call
 - b) Pledge of Allegiance
2. Adjourn to Closed Session
3. Closed Session
 - a) Conference with Legal Counsel Pursuant to Govt. Code Section 54956.9(d)(4) Anticipated Litigation: One Potential Case
4. Reconvene to Open Session
5. Report on Actions Taken by the Board During Closed Session, If Any, Pursuant to California Government Code Section 54957.1

6. Approval of Agenda

7. Public Comment

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

8. Committee and Representative Report Out
 - a) Finance Committee
 - b) Business Plan Committee Meeting
 - c) North Bay Watershed Association (NBWA)
 - d) Central Marin Sanitation Agency (CMSA)
9. Verbal Report by General Manager
10. Verbal Report by Board Members and Requests for Future Items
11. Consent Calendar

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

 - a) [Approve the Regular Meeting Minutes of January 21, 2026](#)
 - b) [Accept the January 2026 Monthly Financial Reports](#)
 - c) [Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Amendment No. 2 to the Contract for Real Estate Legal Services with Burke Williams & Sorensen, LLP not to exceed \\$75,000, and Approve Resolution No. 26-1678 to Amend the Fiscal Year 2025-26 Budget](#)
 - d) [Approve Contract Change Order No. 4 in the amount of \\$15,670.26; Adopt Resolution No. 26-1679 Approving Final Acceptance and Authorizing the General Manager to File Notice of Completion for the LS 20, 31, 32 Pump Stations Improvements Project \(Project # 907\), with Pacific Infrastructure Corporation](#)
12. [Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with West Valley Construction for Design and Engineering Services During Construction \(ESDC\) for the Lower FM-14 Bypass Force Main Replacement Project \(#961\) in the Amount of \\$91,120](#)
13. [Consideration of Approval of Contract Change Order No. 2 for Additional Work on the FY 2024/25 Gravity Sewer Improvements Project \(#958\) with Glosage Engineering, Inc., in an Amount Not to Exceed \\$1,164,906.30](#)
14. [Consideration of Granting Tentative Approval for Public Sewer Extension \(PSX\) Permit No. 411, to be Constructed within East Sir Francis Drake Blvd. and Drakes Cove Road, Larkspur, CA.](#)
15. [Consideration of Authorizing a Limited-term Administrative Coordinator Position for a period of 12 months](#)
16. Informational Items
 - a) [Monthly Operations and Maintenance Metrics Report – January 2026](#)
 - b) [Community Outreach Annual Metrics](#)

Adjourn

Next Meeting: Regular Meeting on March 18, 2026, at 5:00 p.m. at 1111 Andersen Drive, San Rafael, 94901

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

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

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

Wednesday, January 21, 2026
5:00 PM

1111 Andersen Dr., San Rafael CA 94901

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

Directors Absent: None

Staff/Consultants
Present: Steve Moore, General Manager
Felicia Newhouse, Assistant General Manager
Austin Cho, District Counsel
Paul Bruemmer, Operations and Maintenance Manager
Michael Colantuono, Special Counsel

Public Present: Dan Martino
Stephen Keese

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 Kelly at 5:00 p.m. The clerk called roll. The meeting attendees recited the Pledge of Allegiance.

Item #2 – Adjourn to Closed Session

The Board adjourned to Closed Session at 5:01 p.m.

Item #3 – Closed Session

- a) Conference with Legal Counsel Pursuant to Govt. Code Section 54956.9(d)(4) Anticipated Litigation: One Potential Case

Item #4 – Reconvene to Open Session

The Board reconvened to Open Session at 5:31 p.m.

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

The Board took no action to report.

Item #6 – Approval of Agenda

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

The Board moved item 12 to be discussed next.

Item #12 – Proposed Management and Operation Services Agreement between San Rafael Sanitation District (SRSD) and Central Marin Sanitation Agency (CMSA)

Motion: M/s Sylla/Gaffney to direct the RVSD representatives to oppose this item, as proposed, should it come before the CMSA Commission in the February meeting.
Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
The motion passed.

General Manager Moore introduced the item and provided a brief overview of the history of the proposed contract between SRSD and CMSA, including the various versions that have been presented over time.

The Board discussed the proposed contract and expressed several concerns including uncertainty due to ongoing revisions, the structure of the proposed governance model, the transparency of CMSA’s finances, CMSA’s limited experience operating a collection system, responsibility for unfunded liabilities, and overall trust in the leadership involved.

Board members recalled that RVSD representatives had recused themselves on a CMSA commission vote regarding RVSD’s rental of space on CMSA property, following a comment made by a SRSD representative.

The Board discussed an alternative proposal that the JPA member agencies consolidate under one organization headquartered at 1111 Andersen, and discussed inviting the Board members from the other organizations to join a conversation to develop this idea.

Public comment included a question about whether consolidation would have altered the outcome of the recent flooding in Marin County. Additional public comment expressed support for consolidation in concept but raised concerns about the contract currently under consideration.

General Manager Moore stated that consolidation of the three JPA member agencies could lead to increased operational efficiency.

Item #7 – Public Comment

There was no public comment.

Item #8 – Committee and Representative Report Out

Finance Committee

Director Gaffney reported that the Finance Committee reviewed the mid-year financial reports and that the District is in good financial position.

Central Marin Sanitation Agency (CMSA)

Director Boorstein reported that the Commission approved the lease for the Marin Airpotter and accepted the ACFR and PAFR reports. Director Gaffney reported that the General Manager contract was pulled off the consent calendar and described the amendments to the contract that were proposed. He relayed that the proposed amendments were not approved by the Commission.

CMSA Ad Hoc JPA Member Representatives to Consider the JPA’s Organization Development Future

Director Gaffney reported that the CMSA General Manager and Counsel were not in attendance. He recalled that the contract has been under consideration for over a year and revisions are constantly being made.

Item #9 - Verbal Report by General Manager

General Manager Moore announced that the District received an upgraded credit rating from Fitch, moving from AA to AA+. He also shared that the District was awarded the CSRMA Workers’ Compensation Excellence Award.

General Manager Moore reported on the recent King Tide event, recalling the District’s preparation efforts, including organizing staff to ensure a prompt response. He described the District’s actions during the event, highlighting the staff’s quick response to the spills and noting that all state reporting was completed on time. He also provided details regarding the spills that occurred on Riviera Circle.

He reported that the District has planned capital improvements for the areas affected by flooding, scheduled for Fiscal Years 2027 and 2028. He expressed his appreciation for the operations staff who worked through the King Tide event during the New Year’s Day holiday and weekend, and commended them for handling the situation effectively.

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

Director Meigs inquired about when the Canyon Road Assessment District bond began. She expressed a wish to celebrate the bonds being paid off later this year with the Town of Fairfax or the Canyon Road residents. Assistant General Manager Newhouse agreed the public outreach would be a good idea and the District would work on that.

Director Kelly reported on his attendance at the CASA Conference.

Item #11 – Consent Calendar

Motion: M/s Gaffney/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 #13a – Monthly Operations and Maintenance Metrics Report – December 2025

Operations and Maintenance Manager Bruemmer reported on the work that the operations teams completed throughout the month, including training the new employees on traffic control. General Manager Moore described the data model that the District designed and is utilizing artificial intelligence (AI) to help identify areas where spills are more probable.

Item #13b – NBS Annual Reports

General Manager Moore reminded the Board that this report comes out annually and can be a resource for questions the Board or public may have regarding sewer service charges, lateral loans and other rate-related programs. Assistant General Manager Newhouse reviewed the reports. She described the process of resolving delinquencies.

Adjourn: The Board adjourned at 6:51 p.m.

Pamela Meigs
Secretary of the Board

Submitted by: _____
Christina Winnicki
Clerk of the Board

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ROSS VALLEY SANITARY DISTRICT

Monthly Financial Report

January 31, 2026



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).



ROSS VALLEY SANITARY DISTRICT

MONTHLY FINANCIAL REPORT – JANUARY 31, 2026

Statement of Revenue and Expense	Budget	Current Month	YTD	Remaining \$	YTD % of Budget
Revenue by category					
Sewer service charges	\$ 29,748,328	\$ -	\$ 17,001,990	\$ 12,746,338	57.2%
Property tax - ad valorem	9,992,947	117,397	5,759,021	4,233,926	57.6%
Other operating income	1,447,089	292,925	1,140,769	306,320	78.8%
Other capital income	138,612	6,101	904,512	-	652.6%
Capacity charges	244,982	15,698	177,965	67,017	72.6%
Total revenue	41,571,958	432,121	24,984,257	17,353,601	60.1%
Expenses by Category					
Salary	6,345,201	520,917	3,528,549	2,816,652	55.6%
Benefits	3,555,208	264,836	1,806,282	1,748,926	50.8%
Personnel Costs	9,900,409	785,753	5,334,831	4,565,578	53.9%
Capital Expenditures	18,778,200	2,664,908	11,603,207	7,174,993	61.8%
Administrative	2,232,751	139,898	1,074,245	1,158,506	48.1%
Services & Supplies	2,131,967	147,080	951,955	1,180,012	44.7%
Maintenance & Repairs	607,500	55,445	293,386	314,114	48.3%
Treatment Costs	10,154,000	2,166,722	8,164,283	1,989,717	80.4%
Total expense	43,804,828	5,959,806	27,421,907	16,382,921	62.6%
Net Revenue/(Expense)	(2,232,870)	(5,527,685)	(2,437,650)	970,680	

Revenue: January is typically a low revenue month for the District. Other operating income included unrealized investment gains of \$115k from the District’s 115 Trust for retirement benefits, and \$46k from the District’s holdings with LAIF. Additionally, the District received \$69k of earned interest from LAIF. The District also received \$40k of rental income from the District’s tenant at 1111 Andersen Drive. Property tax was received in January in the amount of \$117K.

Revenue is expected to remain relatively low until April, when the District receives its second Teeter plan distribution for fiscal year 2025-26.

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

Treatment costs for the month were \$1.9M. A debt service payment in the amount of \$252k was made to CMSA.

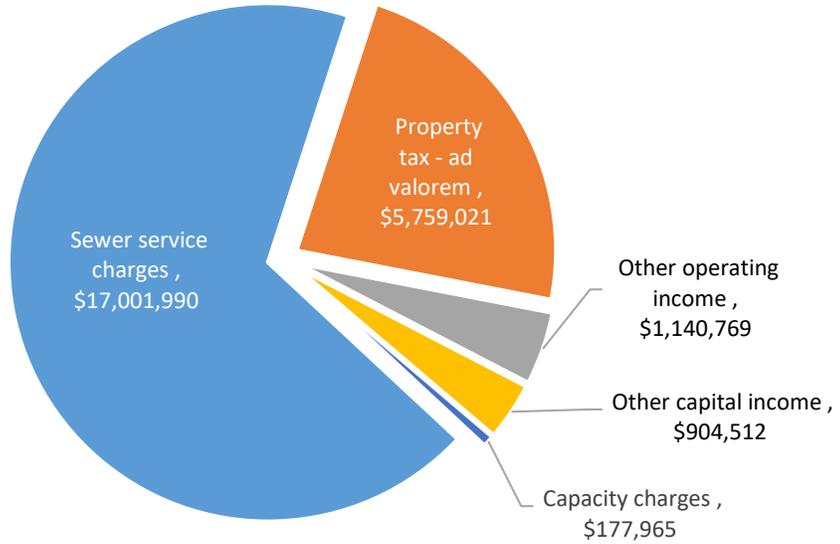
Capital expenditures were \$2.7M for the period. \$1.1 million was paid for the Heather Gardens Lift Station project and \$1.6M for the 24-25 Gravity Sewer project.



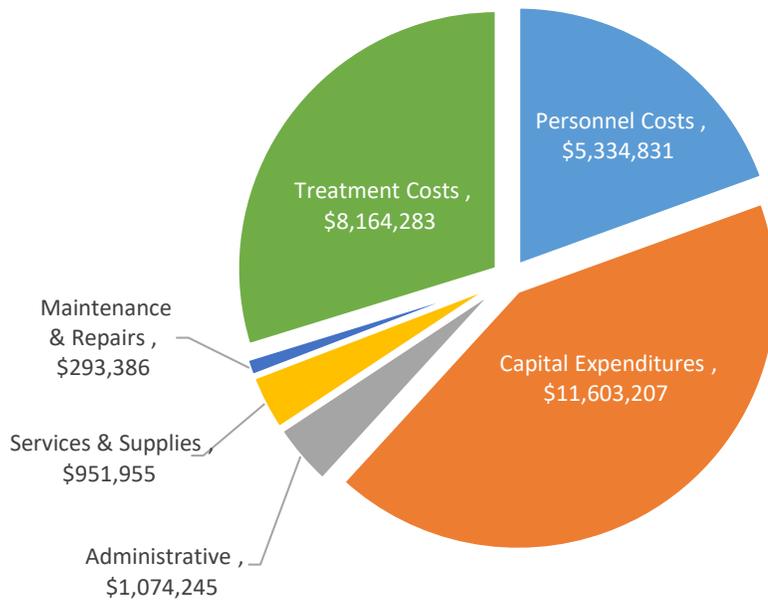
ROSS VALLEY SANITARY DISTRICT

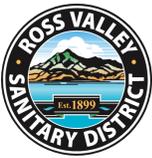
MONTHLY FINANCIAL REPORT – JANUARY 31, 2026

YTD Revenue by Category (\$)



YTD Expenditures by Category (\$)





ROSS VALLEY SANITARY DISTRICT

MONTHLY FINANCIAL REPORT – JANUARY 31, 2026

NET RESULTS:

Fund	FY26 January
Operating Fund	
Revenue	\$ 308,623
Expenditure	(3,294,898)
Subtotal operating fund	(2,986,276)
Capital Fund	
Revenue	\$ 123,499
Expenditure	(2,664,908)
Subtotal capital fund	(2,541,409)
Net Revenue/(Expense)	(5,527,685)
Fund Balance at beginning of Period	20,428,135
Fund Balance at end of Period	<u>14,900,450</u>

RESERVES:

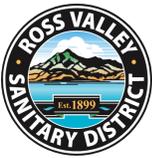
Committed	FY26	
	January	Board Target
Operating reserve	\$ -	\$ 11,972,000
Capital improvement	4,452,189	5,118,000
Emergency reserve	2,000,000	2,000,000
Committed	<u>\$ 6,452,189</u>	<u>\$ 19,090,000</u>

Restricted

CalPERS pension trust - restricted	\$ 8,352,003
SRF funds - restricted	67,085
Canyon Road - restricted	9,028
Bond trustee funds - restricted	20,146
Restricted	<u>\$ 8,448,261</u>

Unassigned

Unassigned	\$ -
Unassigned	<u>-</u>
Total Reserves	<u>\$ 14,900,450</u>



ROSS VALLEY SANITARY DISTRICT

MONTHLY FINANCIAL REPORT – JANUARY 31, 2026

The Board committed reserves were replenished in December. January through March, however, are high expenditure months, with treatment plant payments and capital project progress payments coming due. With the \$2.1M payment to CMSA and \$2.6M of capital project payments in January, the Board reserves began decreasing. The reserves are expected to be replenished again in April.

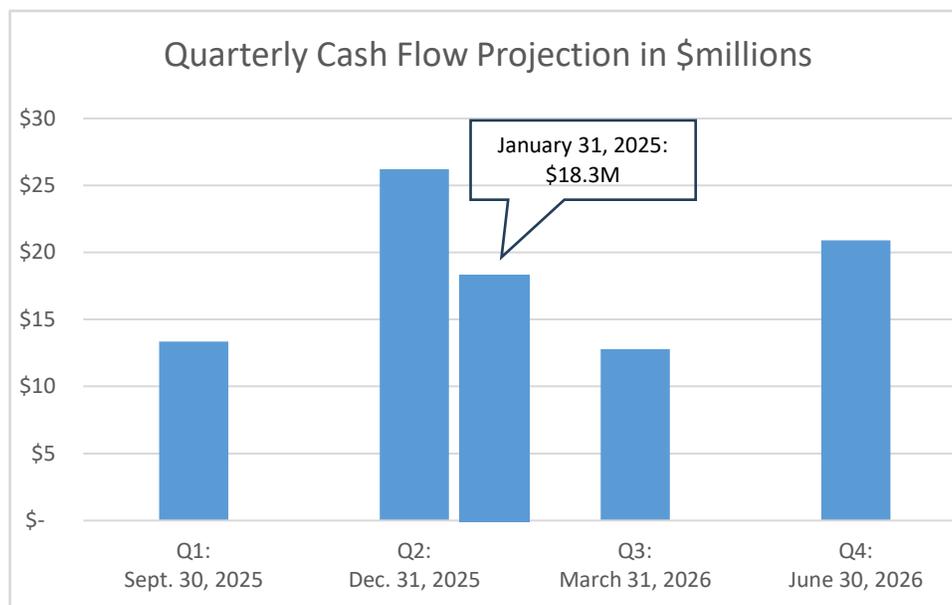
CASH

Cash receipts and disbursements lag behind accounting for revenue and expense. This lag is attributable to the District’s accounting accruals being posted when the transaction occurs versus when cash is received or expended. For this reason, cash balances are unlikely to ever equal fund balance or net position. Cash balances as of 11/30/2025 are as follows:

Cash Account	1/31/2026
U.S. Bank Operating account	\$ 3,569,049
Petty Cash	527
Local Agency Investment Fund	14,670,200
Total Cash	\$ 18,239,776

Restricted Cash Account	1/31/2026
CRAD trust	9,028
SRF funds -restricted	67,085
BNY bond trust	20,146
Total Restricted Cash	\$ 96,259

Combined Total - Cash	\$ 18,336,035
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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
70512							
01/08/2026	70512	AG Security Services Inc.	100-100-000-730100-100	Facilities Maintenance/Repairs		Security Services for 01/01/26-03/31/26	109.11
Total 70512:							109.11
26010801							
01/08/2026	26010801	Airgas USA LLC (ACH)	100-100-200-720000-100	Materials & Parts-LM		Ramjet Camera Set up	330.58
Total 26010801:							330.58
26012701							
01/27/2026	26012701	Airgas USA LLC (ACH)	100-100-100-740000-100	Equipment Rent-PS		December 2025 Rental - Large Acetylene/ Argon	151.32
Total 26012701:							151.32
70513							
01/08/2026	70513	AT&T CalNet	100-100-000-745400-100	Telephone Utility		BAN# Pd:9391032720	1,195.59
01/08/2026	70513	AT&T CalNet	100-100-000-745400-100	Telephone Utility		BAN# Pd:9391032710	230.65
Total 70513:							1,426.24
70539							
01/27/2026	70539	Barbier Security Group	100-100-000-730150-100	Tenant Shared Cost - Repairs		Security Patrol Service 1111 Andersen 12/2025	1,331.95
Total 70539:							1,331.95
70514							
01/08/2026	70514	Battalion One Fire	100-100-000-730150-100	Tenant Shared Cost - Repairs		Quarterly Fire Sprinkler Inspection	756.00
Total 70514:							756.00
26012702							
01/27/2026	26012702	BNY Mellon	100-000-000-180200-000	Rest Cash - Bond Proceeds BNY		Interest RSVLYSANDST	875.00

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 26012702:							875.00
70515							
01/08/2026	70515	Burke, Williams & Sorensen	100-200-000-780300-100	Legal Services		Legal Services - 11/2025	8,717.50
01/08/2026	70515	Burke, Williams & Sorensen	100-200-000-780300-100	Legal Services		Legal Services - 11/2025	3,555.00
Total 70515:							12,272.50
70540							
01/27/2026	70540	Burke, Williams & Sorensen	100-200-000-780300-100	Legal Services		Legal Services - 12/2025	1,305.00
01/27/2026	70540	Burke, Williams & Sorensen	100-200-000-780300-100	Legal Services		Legal Services - 12/2025	9,511.50
Total 70540:							10,816.50
70541							
01/27/2026	70541	BWS Distributors	100-100-000-720200-100	Safety Equipment & Services		66L RKI 4 Gas Mix	458.85
Total 70541:							458.85
70516							
01/08/2026	70516	Carbon Health	100-100-000-750200-100	Membership/Association/Certifi		DOT Drug Screen	80.00
Total 70516:							80.00
70542							
01/27/2026	70542	Carbon Health	100-100-000-750200-100	Membership/Association/Certifi		DOT Physical	135.00
Total 70542:							135.00
70517							
01/08/2026	70517	Caselle Inc.	100-200-000-790200-100	Annual Software Renewal Costs		Support and Maintenance 02/01-02/28/26	3,994.00
Total 70517:							3,994.00
70543							
01/27/2026	70543	Central Marin Sanitation A	100-400-000-710000-100	Treatment Charges - CMSA		Regional Service Charge/ Capital Fee - RVSD	1,914,847.36

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 70543:							1,914,847.36
26012703							
01/27/2026	26012703	Central Marin Sanitation A	100-000-000-320100-000	Connection Fees Due to CMSA		Capacity Fees Q2 25/26	68,273.64
01/27/2026	26012703	Central Marin Sanitation A	100-400-000-710100-100	Debt Service Charges - CMSA		FY26 2nd Installment Debt Service: Coverage Fee	251,874.39
Total 26012703:							320,148.03
70518							
01/08/2026	70518	Century Urban LLC	100-200-000-780800-100	Other Miscellaneous Consulting		Matter: Real Estate Consulting Services for the Larkspur Landing 11/2025	18,743.75
Total 70518:							18,743.75
70544							
01/27/2026	70544	Century Urban LLC	100-200-000-780800-100	Other Miscellaneous Consulting		Matter: Real Estate Consulting Services for the Larkspur Landing 12/2025	7,965.00
Total 70544:							7,965.00
26012704							
01/27/2026	26012704	{EE}	100-200-000-745400-100	Telephone Utility		Cellphone Reimbursement Q1 & Q2 FY 25/26	300.00
Total 26012704:							300.00
26010802							
01/08/2026	26010802	Cintas Corporation No 2	100-100-000-720300-100	Uniforms		Uniforms	444.35
01/08/2026	26010802	Cintas Corporation No 2	100-100-000-720300-100	Uniforms		Uniforms	436.46
01/08/2026	26010802	Cintas Corporation No 2	100-100-000-720300-100	Uniforms		Uniforms	436.46
Total 26010802:							1,317.27
26012705							
01/27/2026	26012705	Cintas Corporation No 2	100-100-000-720300-100	Uniforms		Uniforms	436.46
01/27/2026	26012705	Cintas Corporation No 2	100-100-000-720300-100	Uniforms		Uniforms	436.46
Total 26012705:							872.92

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
70545							
01/27/2026	70545	Colantuono, Highsmith &	100-200-000-780300-100	Legal Services		legal services through 12/2025	1,826.50
Total 70545:							1,826.50
70519							
01/08/2026	70519	Community Media Center o	100-200-000-780700-100	Community Outreach Services		Board Meetings Video Production June 2025- December 2025	1,050.00
Total 70519:							1,050.00
70546							
01/27/2026	70546	CoreLogic Solutions LLC	100-200-000-790200-100	Annual Software Renewal Costs		PDRC List Services - 2026 Renewal (Homeowner/Property Data, Analytics)	4,703.71
Total 70546:							4,703.71
70520							
01/08/2026	70520	Corodata Record Manage	100-100-000-740200-100	Facilities Rent		Document Storage 12/1/2025- 12/31/2025	120.41
Total 70520:							120.41
70521							
01/08/2026	70521	Cropper Rowe, LLP	100-200-000-780100-100	External Audit Services		2nd and Final Billing FY24/25 Audit	11,000.00
Total 70521:							11,000.00
26010803							
01/08/2026	26010803	CSRMA Calif SanitationRis	100-000-000-130000-000	Prepaid Expense		12/31/2025-2026 Pooled Liability Program	259,990.00
01/08/2026	26010803	CSRMA Calif SanitationRis	100-000-000-130000-000	Prepaid Expense		12/31/2025-2026 Pooled Liability Program	4,184.00
Total 26010803:							264,174.00
26012706							
01/27/2026	26012706	CSRMA Calif SanitationRis	100-200-000-760700-100	Insurance Deductible		CWIC - PL Deductible Recovery File #3065766	613.87
Total 26012706:							613.87
70547							
01/27/2026	70547	CultureWise LLC	100-200-000-780400-100	Human Resource Services		Way Cards; Consulting Fee	8,305.04

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 70547:							8,305.04
70522							
01/08/2026	70522	CWEA- California Water E	100-100-000-750200-100	Membership/Association/Certifi		CWEA ID: 435692 CWEA Association Membership	251.00
Total 70522:							251.00
70548							
01/27/2026	70548	CWEA- California Water E	100-100-000-750200-100	Membership/Association/Certifi		CWEA ID: 435692 CWEA Association Membership	251.00
Total 70548:							251.00
26012707							
01/27/2026	26012707	{REE}	100-200-000-705310-100	OPEB Basic & ERMB Benefit Exp		Monthly Enhance Retiree Medical Jan 2026	484.79
Total 26012707:							484.79
26010804							
01/08/2026	26010804	Dell Financial Services LL	100-200-000-740000-100	Equipment Rent		Lease No: 001-9012980-005 (30 Laptops & 7 Docks/12 Months) - FY25/26	2,558.84
01/08/2026	26010804	Dell Financial Services LL	100-200-000-740000-100	Equipment Rent		Lease No. 001-9012980-004 (2 Dell servers/10-month term) - FY25/26	1,331.48
01/08/2026	26010804	Dell Financial Services LL	100-200-000-740000-100	Equipment Rent		Lease No: 001-9012980-002 (11 Laptops/12 Months) - FY25/26	791.85
01/08/2026	26010804	Dell Financial Services LL	100-200-000-740000-100	Equipment Rent		Lease No: 001-9012980-003 (7 Laptops/12 Months) - FY25/26	115.67
01/08/2026	26010804	Dell Financial Services LL	100-200-000-740000-100	Equipment Rent		Lease No: 001-9012980-005 (30 Laptops & 7 Docks/12 Months) - FY25/26	2,558.84
01/08/2026	26010804	Dell Financial Services LL	100-200-000-740000-100	Equipment Rent		Lease No. 001-9012980-006 (2 Dell laptops; 2 Smart Docks 36-month term) - FY 25/26	209.79
Total 26010804:							7,566.47
26012708							
01/27/2026	26012708	Dell Financial Services LL	100-200-000-740000-100	Equipment Rent		Lease No. 001-9012980-004 (2 Dell servers/10-month term) - FY25/26	1,331.48
Total 26012708:							1,331.48
26012709							
01/27/2026	26012709	{REE}	100-200-000-705310-100	OPEB Basic & ERMB Benefit Exp		Monthly Enhance Retiree Medical Jan 2026	807.58

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 26012709:							807.58
70523							
01/08/2026	70523	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Labor Service and parts: 2012 International 4300 (See attached)	1,406.72
01/08/2026	70523	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Labor Service and parts: 2004 PETERBILT PB-330	892.74
01/08/2026	70523	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Labor Service and parts: 2012 International Dura Star	895.59
01/08/2026	70523	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Labor Service and parts: 2012 International 4300	1,074.11
01/08/2026	70523	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Labor Service and parts: 2014 Ford S/D 550	328.00
01/08/2026	70523	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Labor Service and parts: 2013 Isuzu NQR	276.75
Total 70523:							4,873.91
70549							
01/27/2026	70549	Diego Truck Repair Inc.	100-100-000-730200-100	Vehicle Fleet Repairs		Labor Service and parts: 2022 Ram 2500 Tradesman	547.77
Total 70549:							547.77
26010805							
01/08/2026	26010805	DirectLine, Inc	100-100-000-745400-100	Telephone Utility		Monthly Service - 12/2025	647.00
Total 26010805:							647.00
26012710							
01/27/2026	26012710	Disney Construction, Inc.	100-000-000-320000-000	Construction Retention Payable		Retention	991,135.00
Total 26012710:							991,135.00
70550							
01/27/2026	70550	DNG Enterprises DBA Nap	100-100-100-720000-100	Materials & Parts-PS		Tri Power Belt: PS 13	260.10
01/27/2026	70550	DNG Enterprises DBA Nap	100-100-200-720100-100	Tools-LM		Jumper Cables	139.82
01/27/2026	70550	DNG Enterprises DBA Nap	100-100-000-730200-100	Vehicle Fleet Repairs		J103 Battery	224.20
01/27/2026	70550	DNG Enterprises DBA Nap	100-100-000-730200-100	Vehicle Fleet Repairs		EG01 Battery	210.38
Total 70550:							834.50
70524							
01/08/2026	70524	Downey Brand LLP	100-200-000-780300-100	Legal Services		General Counsel No. 44417.00000	4,440.00

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 70524:							4,440.00
26010806							
01/08/2026	26010806	East Bay Tire Co.	100-100-000-730200-100	Vehicle Fleet Repairs		Ram 2500 Flat Repair	45.99
01/08/2026	26010806	East Bay Tire Co.	100-100-000-730200-100	Vehicle Fleet Repairs		Freightliner Vactor Flat Repair	1,884.97
Total 26010806:							1,930.96
26012711							
01/27/2026	26012711	Enterprise FM Trust (ACH)	100-100-000-740100-100	Vehicle Fleet Rent		Fleet Monthly Lease	8,811.60
Total 26012711:							8,811.60
70525							
01/08/2026	70525	Fastenal	100-100-000-720200-100	Safety Equipment & Services		Wipes, gloves, bucket	851.46
01/08/2026	70525	Fastenal	100-100-000-720200-100	Safety Equipment & Services		Gloves	243.93
Total 70525:							1,095.39
70551							
01/27/2026	70551	Fastenal	100-100-100-720000-100	Materials & Parts-PS		Brake Cleaner, Glove, Cutting Wheel	44.40
01/27/2026	70551	Fastenal	100-100-000-720200-100	Safety Equipment & Services		Gloves	261.29
01/27/2026	70551	Fastenal	100-100-000-720200-100	Safety Equipment & Services		Gloves	521.66
Total 70551:							827.35
26010807							
01/08/2026	26010807	{EE}	100-100-000-750200-100	Membership/Association/Certifi		DOT Physical from Medical Center of Marin	170.00
Total 26010807:							170.00
26010808							
01/08/2026	26010808	Fleet Solutions, LLC	100-100-000-745600-100	Vehicle GPS Utility		Vehicle GPS	861.50
Total 26010808:							861.50
26012712							
01/27/2026	26012712	{EE}	100-100-000-750200-100	Membership/Association/Certifi		DOT Physical Exam Reimbursement	100.00

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 26012712:							100.00
26012713							
01/27/2026	26012713	{REE}	100-200-000-705310-100	OPEB Basic & ERMB Benefit Exp		Monthly Enhance Retiree Medical Jan 2026	565.19
Total 26012713:							565.19
26010809							
01/08/2026	26010809	{EE}	100-100-000-750200-100	Membership/Association/Certifi		DOT Physical	130.00
Total 26010809:							130.00
26010810							
01/08/2026	26010810	Goldstreet Design	100-200-000-780700-100	Community Outreach Services		YouTube Advertising	500.00
Total 26010810:							500.00
26010811							
01/08/2026	26010811	Grainger (ACH)	100-100-100-720000-100	Materials & Parts-PS		Hookup wire PVC; Machine Tool Wire; Digital Multimeter	418.69
01/08/2026	26010811	Grainger (ACH)	100-100-100-720000-100	Materials & Parts-PS		Nozzle	27.95
01/08/2026	26010811	Grainger (ACH)	100-100-100-720000-100	Materials & Parts-PS		Mig Weld	41.44
Total 26010811:							488.08
26012714							
01/27/2026	26012714	Grainger (ACH)	100-100-100-720000-100	Materials & Parts-PS		PS Parts	292.79
Total 26012714:							292.79
26012301							
01/23/2026	26012301	High Performing Culture LL	100-200-000-750150-100	Employee Engagement		CultureWise Subscription - 01/2026	333.00
Total 26012301:							333.00
26010812							
01/08/2026	26010812	IT Hub (ACH)	100-200-000-780200-100	Information Technology Service		Managed Services Oct 2025	8,705.00
01/08/2026	26010812	IT Hub (ACH)	100-300-000-790200-100	Annual Software Renewal Costs		Azure Subscription for ArcGIS	852.79
01/08/2026	26010812	IT Hub (ACH)	100-200-000-790200-100	Annual Software Renewal Costs		Adobe Acrobat License 10/09/2025-06/30/2025	124.06

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
01/08/2026	26010812	IT Hub (ACH)	100-200-000-790200-100	Annual Software Renewal Costs		Microsoft Entra Private Access 10/20/2025-04/05/0206	27.62
Total 26010812:							9,709.47
26012715							
01/27/2026	26012715	IT Hub (ACH)	100-200-000-780200-100	Information Technology Service		Managed Services Dec 2025	8,705.00
01/27/2026	26012715	IT Hub (ACH)	100-300-000-790200-100	Annual Software Renewal Costs		Azure Subscription for ArcGIS	710.11
Total 26012715:							9,415.11
70526							
01/08/2026	70526	Jackson's Hardware	100-100-200-720000-100	Materials & Parts-LM		Hillman Wire Lock Pin	13.09
01/08/2026	70526	Jackson's Hardware	100-100-400-720000-100	Materials & Parts-CCTV		WELDABLE SHEET8"X18"X16G	21.84
01/08/2026	70526	Jackson's Hardware	100-100-200-720100-100	Tools-LM		Marvin 12' Tele Pole	458.82
Total 70526:							493.75
70552							
01/27/2026	70552	Jackson's Hardware	100-100-100-720000-100	Materials & Parts-PS		Slow Moving Signs	61.07
Total 70552:							61.07
26012716							
01/27/2026	26012716	{EE}	100-100-000-750100-100	Conferences/Training/Meetings		Per Diem for trip to San Diego	301.00
Total 26012716:							301.00
26012717							
01/27/2026	26012717	{EE}	100-100-000-745400-100	Telephone Utility		FY 25/26 Q1 and Q2 Cellphone Reimbursement	300.00
Total 26012717:							300.00
26012718							
01/27/2026	26012718	{EE}	100-100-000-745400-100	Telephone Utility		Cell Phone Reimbursement Q1Q2 FY 25/26	300.00
Total 26012718:							300.00
26012719							
01/27/2026	26012719	{REE}	100-200-000-705310-100	OPEB Basic & ERMB Benefit Exp		Monthly Enhance Retiree Medical Jan 2026	807.58

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 26012719:							807.58
70527							
01/08/2026	70527	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Client/Matter No.: MA129-00024	263.50
01/08/2026	70527	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Client/Matter No.: MA129-00021	10,560.00
01/08/2026	70527	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Client/Matter No.: MA129-00001	2,182.50
Total 70527:							13,006.00
70553							
01/27/2026	70553	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Client/Matter No.: MA129-00900	2,150.00
01/27/2026	70553	Liebert Cassidy Whitmore	100-200-000-780300-100	Legal Services		Client/Matter No.: MA129-10000	1,000.00
Total 70553:							3,150.00
70528							
01/08/2026	70528	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility		Acct #419744 08/29- 10/24/2025	799.04
01/08/2026	70528	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility		Acct #420029 10/25- 12/23/2025	814.40
01/08/2026	70528	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility		Acct #419744 08/26- 10/24/2025	829.76
01/08/2026	70528	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility		Acct #420029 10/25- 12/23/2025	783.68
01/08/2026	70528	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility		Acct #473574 10/25- 12/23/2025	1,582.40
01/08/2026	70528	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility		Acct #473575 10/25- 12/23/2025	1,259.84
01/08/2026	70528	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility		Acct #568867 10/25- 12/23/2025	799.04
01/08/2026	70528	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility		Acct #508459 10/25- 12/23/2025	814.40
01/08/2026	70528	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility		Acct #568867 10/25- 12/23/2025	998.72
01/08/2026	70528	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility		Acct #568868 10/25- 12/23/2025	2,350.40
01/08/2026	70528	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility		Acct #568869 10/25- 12/23/2025	937.28
01/08/2026	70528	Marin Municipal Water Dist	100-100-000-745100-100	Water Utility		Acct #575550 10/25- 12/23/2025	783.68
Total 70528:							12,752.64
70555							
01/27/2026	70555	Marin Resource Recovery	100-100-300-720000-100	Materials & Parts-LR		DRC Disposal	1,200.00
Total 70555:							1,200.00
70529							
01/08/2026	70529	Marin Sanitary Service	100-100-000-745200-100	Garbage Utility		Garbage service - 12/2025	939.09

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 70529:							939.09
70530							
01/08/2026	70530	Marlin Leasing Corporation	100-200-000-740000-100	Equipment Rent		12/26/2025-12/25/2026 Lease x2 Copiers/Scanners	447.99
Total 70530:							447.99
70531							
01/08/2026	70531	MCC Building Maintenance	100-100-000-730100-100	Facilities Maintenance/Repairs		Janitorial Maintenance January 2026	1,600.00
Total 70531:							1,600.00
26012720							
01/27/2026	26012720	MCCi, LLC (ACH)	100-200-000-780800-100	Other Miscellaneous Consulting		Retention Table/ Workflow consulting for Laserfiche upgrade	1,050.00
01/27/2026	26012720	MCCi, LLC (ACH)	100-200-000-790200-100	Annual Software Renewal Costs		Laserfiche RV Compliant Cloud Renewal Coverage: Annual Billing for 2026-2027	1,135.00
Total 26012720:							2,185.00
70556							
01/27/2026	70556	McMaster-Carr	100-100-000-730200-100	Vehicle Fleet Repairs		CB03 Flapper Repair	198.39
Total 70556:							198.39
70532							
01/08/2026	70532	Mr Copy Inc	100-200-000-720400-100	Office Supplies		Underpayment of invoice	15.24
01/08/2026	70532	Mr Copy Inc	100-200-000-720400-100	Office Supplies		Copier use	321.40
01/08/2026	70532	Mr Copy Inc	100-200-000-720400-100	Office Supplies		Copier use	264.54
01/08/2026	70532	Mr Copy Inc	100-200-000-720400-100	Office Supplies		Copier use	250.79
01/08/2026	70532	Mr Copy Inc	100-200-000-720400-100	Office Supplies		Copier use	850.52
01/08/2026	70532	Mr Copy Inc	100-200-000-720400-100	Office Supplies		Copier use	616.10
Total 70532:							2,318.59
70557							
01/27/2026	70557	Municipal Equipment Expor	100-100-200-720100-100	Tools-LM		Debris catchers; Rod; Nozzle	1,615.00
01/27/2026	70557	Municipal Equipment Expor	100-100-200-720000-100	Materials & Parts-LM		Custom versa chuck	140.00

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 70557:							1,755.00
26010813							
01/08/2026	26010813	Municipal Maint. Equipmen	100-100-400-720000-100	Materials & Parts-CCTV		CCTV Labor and Shop Supply Fee	524.12
Total 26010813:							524.12
26012721							
01/27/2026	26012721	Municipal Maint. Equipmen	100-100-300-730000-100	Equipment Repairs-LR		CCTV Labor; Rear Side cover; O ring	1,683.68
01/27/2026	26012721	Municipal Maint. Equipmen	100-100-300-730000-100	Equipment Repairs-LR		CCTV Labor and Mainline Reterm Kit	1,949.82
Total 26012721:							3,633.50
70558							
01/27/2026	70558	National Construction Rent	100-100-000-740200-100	Facilities Rent		fence rental	620.15
Total 70558:							620.15
26010814							
01/08/2026	26010814	NBS Local Government So	100-200-000-780000-100	Financial Consulting Services		District Administration- Sewer / Storm/ Standby Sewer Svc Charge - (01/01/2026-03/31/2026)	7,293.00
01/08/2026	26010814	NBS Local Government So	100-200-000-780000-100	Financial Consulting Services		District Administration- Sewer / Storm/ Standby Lateral Loans - (01/01/2026-03/31/2026)	1,025.00
Total 26010814:							8,318.00
26012722							
01/27/2026	26012722	{REE}	100-200-000-705310-100	OPEB Basic & ERMB Benefit Exp		Monthly Enhance Retiree Medical Jan 2026	807.58
Total 26012722:							807.58
26012723							
01/27/2026	26012723	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 Lift Station Improvements Project (#907)	561.00
Total 26012723:							561.00
26010815							
01/08/2026	26010815	Owen Equipment (ACH)	100-100-200-730000-100	Equipment Repairs-LM		Hose Guide Roll; Danger Decal	209.16

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 26010815:							209.16
26010816							
01/08/2026	26010816	Parento Agency LLC	100-100-000-705280-100	Parental Leave Insurance		Paid Parental Leave Insurance Premium; Parento Support Program	2,842.95
Total 26010816:							2,842.95
70533							
01/08/2026	70533	Peterson Power Systems I	100-100-100-730000-100	Equipment Repairs-PS		Generator Service for Pump Station 15	7,494.04
Total 70533:							7,494.04
70534							
01/08/2026	70534	PG&E	100-100-000-745000-100	Power/Energy Utility		A/C #2970259016-6 11/18-12/17/2025	309.26
Total 70534:							309.26
70559							
01/27/2026	70559	PG&E	100-100-000-745000-100	Power/Energy Utility		A/C #1387181487-0 12/02-12/30/2025	26,263.69
01/27/2026	70559	PG&E	100-100-000-745050-100	Tenant Shared Cost - Power		A/C #3622494846-7 12/02-12/30/2025	9,937.25
Total 70559:							36,200.94
26010817							
01/08/2026	26010817	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) in the Total Amount Not to Exceed \$305,558	3,456.15
01/08/2026	26010817	PSOMAS (ACH)	100-300-000-770000-200	Capital Outlay - CIP	EG-908-000-00	Task Order #11 Heatherwood and Heather Gardens Pump Station Projects	31,831.73
01/08/2026	26010817	PSOMAS (ACH)	100-300-000-770000-200	Capital Outlay - CIP	EG-957-000-00	Task Order 12: Project #958 Design Constructability Review	5,700.00
Total 26010817:							40,987.88
70535							
01/08/2026	70535	Quench USA, Inc.	100-200-000-740000-100	Equipment Rent		Water dispenser rental: 01/01/2026-03/31/2026	402.59
Total 70535:							402.59

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
70560							
01/27/2026	70560	RDG - Restoration Design	100-300-000-770000-200	Capital Outlay - CIP	EG-944-000-00	Ross Creek Sewer Removal Project, Shady Lane Phase 2 - part of LDGS II-3B - CSA for design, perm...	3,050.00
Total 70560:							3,050.00
70561							
01/27/2026	70561	Rentokil North America Inc.	100-100-000-730150-100	Tenant Shared Cost - Repairs		Pest Control; 1111 Andersen	191.04
Total 70561:							191.04
70536							
01/08/2026	70536	Rex Moore Group	100-100-000-730150-100	Tenant Shared Cost - Repairs		TT with unrestored zone_T&M	2,293.22
01/08/2026	70536	Rex Moore Group	100-100-000-730150-100	Tenant Shared Cost - Repairs		2026 Testing January, February, March	345.00
Total 70536:							2,638.22
70562							
01/27/2026	70562	RoadSafe Traffic System	100-100-200-720100-100	Tools-LM		Cone W/ Reflective Collar	1,483.29
Total 70562:							1,483.29
70537							
01/08/2026	70537	Rubenstein Supply Compa	100-100-200-720000-100	Materials & Parts-LM		Potable water fill hose repair	553.16
Total 70537:							553.16
26010818							
01/08/2026	26010818	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)	3,323.00
Total 26010818:							3,323.00
26012724							
01/27/2026	26012724	Source 1 Environmental (A	100-100-300-720000-100	Materials & Parts-LR		Epoxy Order for the year FY 25/26	5,640.32
Total 26012724:							5,640.32
26012725							
01/27/2026	26012725	The Wright Gardener	100-100-000-730100-100	Facilities Maintenance/Repairs		Monthly Plant Service	445.03

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Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
Total 26012725:							445.03
26012726							
01/27/2026	26012726	Transbay Lock Inc (ACH)	100-100-000-730200-100	Vehicle Fleet Repairs		Key copies	17.75
Total 26012726:							17.75
70538							
01/08/2026	70538	True North Landscapes, LL	100-100-000-730150-100	Tenant Shared Cost - Repairs		Monthly Maintenance - January 2026	800.00
Total 70538:							800.00
26013101							
01/31/2026	26013101	US Bank - Calcard CC (Aut	100-200-000-755100-100	Various Credit Card Transactions		Various Credit Card Transactions	25,954.09
Total 26013101:							25,954.09
26010819							
01/08/2026	26010819	(EE)	100-200-000-750000-100	Staff Travel/Airfare/Meals		CSMFO regional chapter meeting	43.68
Total 26010819:							43.68
70563							
01/27/2026	70563	WateReuse	100-300-000-750200-100	Membership/Association/Certifi		2026 Membership Dues	1,633.26
Total 70563:							1,633.26
26010820							
01/08/2026	26010820	Weco Industries LLC (ACH)	100-100-200-720100-100	Tools-LM		Flex Sharp Blades 6" & Blades Mount	1,816.06
Total 26010820:							1,816.06
26012727							
01/27/2026	26012727	Wells Fargo Financial Leas	100-200-000-740000-100	Equipment Rent		Kyocera Copier Lease C#450-0111771-000 1/26-2/25/26	315.53
Total 26012727:							315.53

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Job Number	Description	Check Amount
26010601							
01/06/2026	26010601	WEX Fleet Universal (Auto	100-100-000-730300-100	Vehicle Fleet Fuel		December 2025 Fleet Fuel	6,532.71
Total 26010601:							6,532.71
26010821							
01/08/2026	26010821	Willdan Financial Services	100-200-000-780000-100	Financial Consulting Services		Annual Continuing Disclosure Information Statement Preparation	3,200.00
Total 26010821:							3,200.00
26012728							
01/27/2026	26012728	WinCan LLC	100-100-000-790200-100	Annual Software Renewal Costs		CCTV WinCan Annual renewal	11,575.00
Total 26012728:							11,575.00
26012729							
01/27/2026	26012729	Zoon Engineering, Inc.	100-300-000-770000-200	Capital Outlay - CIP	EG-958-000-00	CM Services for FY 24/25 GSIP (Project #958)- December 2025	26,900.00
01/27/2026	26012729	Zoon Engineering, Inc.	100-300-000-770000-200	Capital Outlay - CIP	EG-959-000-00	Palm/Mann/Cypress GSIP Construction Management Contract	5,274.00
Total 26012729:							32,174.00
Grand Totals:							3,883,239.26

Report Criteria:

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

Report Criteria:

Vendor:Vendor number = 1844

[Report].GL Period = "01/26"

Invoice Number	Seq	Invoice Date	GL Period	Description	GL Account	GL Account Description	Total Cost
1844 US Bank - Calcard CC (AutoDR)							
JANUARY 2026 CC	1	12/08/2025	01/26	AP -- 0738 executive meeting lunch	100-200-000-750100-100	Staff Conf/Training/Meetings	56.08
JANUARY 2026 CC	2	12/08/2025	01/26	AP -- 0738 office supplies	100-200-000-720400-100	Office Supplies	6.49
JANUARY 2026 CC	3	12/08/2025	01/26	AP -- 0738 extra silverware for kitchen	100-200-000-720400-100	Office Supplies	8.18
JANUARY 2026 CC	4	12/08/2025	01/26	AP -- 0738 office supplies	100-200-000-720400-100	Office Supplies	65.52
JANUARY 2026 CC	5	12/08/2025	01/26	AP -- 0738 keyboard	100-200-000-720400-100	Office Supplies	31.13
JANUARY 2026 CC	6	12/08/2025	01/26	AP -- 0738 Azure	100-200-000-790200-100	Annual Software Renewal Costs	150.01
JANUARY 2026 CC	7	12/08/2025	01/26	AP -- 0738 board meeting snacks	100-200-000-755100-100	Board Conf/Training/Meetings	110.46
JANUARY 2026 CC	8	12/08/2025	01/26	AP -- 0738 office supplies	100-200-000-720400-100	Office Supplies	42.48
JANUARY 2026 CC	9	12/08/2025	01/26	AP -- 0738 refunded keyboard	100-200-000-720400-100	Office Supplies	31.13-
JANUARY 2026 CC	10	12/08/2025	01/26	AP -- 0738 HR shipment pick up	100-200-000-720400-100	Office Supplies	15.75
JANUARY 2026 CC	11	12/08/2025	01/26	AP -- 0738 HR shipment	100-200-000-720400-100	Office Supplies	112.72
JANUARY 2026 CC	12	12/08/2025	01/26	AP -- 0738 office supplies	100-200-000-720400-100	Office Supplies	61.85
JANUARY 2026 CC	13	12/08/2025	01/26	AP -- 0738 Storage fee for storing CCTV backups - 1/2025	100-200-000-790200-100	Annual Software Renewal Costs	152.01
JANUARY 2026 CC	14	12/08/2025	01/26	AP -- 0738 stand for culture committee box	100-200-000-720400-100	Office Supplies	29.16
JANUARY 2026 CC	15	12/08/2025	01/26	AP2 -- 3102 Tools - Basic Annual Subscription	100-200-000-755100-100	Board Conf/Training/Meetings	300.00
JANUARY 2026 CC	16	12/08/2025	01/26	AP2 -- 3102 All hands	100-200-000-755100-100	Board Conf/Training/Meetings	66.09
JANUARY 2026 CC	17	12/08/2025	01/26	AP2 -- 3102 Advertising	100-200-000-780700-100	Community Outreach Services	830.00
JANUARY 2026 CC	18	12/08/2025	01/26	AP2 -- 3102 Drinks for executive meetinb	100-200-000-755100-100	Board Conf/Training/Meetings	24.56
JANUARY 2026 CC	19	12/08/2025	01/26	AP2 -- 3102 Azure	100-200-000-790200-100	Annual Software Renewal Costs	148.78
JANUARY 2026 CC	20	12/08/2025	01/26	AP2 -- 3102 Answering service	100-200-000-745400-100	Telephone Utility	632.46
JANUARY 2026 CC	21	12/08/2025	01/26	AP2 -- 3102 2000 Larkspur Landing	100-100-000-745300-100	Cable/Internet Utility	442.16
JANUARY 2026 CC	22	12/08/2025	01/26	AP2 -- 3102 Marin IJ 4-Weel Digital Subscription	100-200-000-780700-100	Community Outreach Services	34.00
JANUARY 2026 CC	23	12/08/2025	01/26	AP2 -- 3102 CWEA Awards	100-200-000-750200-100	Membership/Association/Certifi	3,610.95
JANUARY 2026 CC	24	12/08/2025	01/26	AP2 -- 3102 Internet Backup	100-100-000-745300-100	Cable/Internet Utility	103.24
JANUARY 2026 CC	25	12/08/2025	01/26	AP2 -- 3102 1111 Andersen Dr	100-100-000-745300-100	Cable/Internet Utility	281.87
JANUARY 2026 CC	26	12/08/2025	01/26	AP2 -- 3102 1111 Andersen Dr- Ethernet Equipment	100-100-000-745300-100	Cable/Internet Utility	1,234.07
JANUARY 2026 CC	27	12/08/2025	01/26	AP2 -- 3102 Email Marketing	100-300-000-790200-100	Annual Software Renewal Costs	91.00
JANUARY 2026 CC	28	12/08/2025	01/26	AP2 -- 3102 Cell Phones	100-100-000-745400-100	Telephone Utility	3,597.23
JANUARY 2026 CC	29	12/08/2025	01/26	CW -- 4353 CSMFO Membership Renewal	100-200-000-750200-100	Membership/Association/Certifi	60.00
JANUARY 2026 CC	30	12/08/2025	01/26	CW -- 4353 Flight for SC	100-200-000-750000-100	Staff Travel/Airfare/Meals	206.60
JANUARY 2026 CC	31	12/08/2025	01/26	JP -- 6522 PS 20 parts	100-100-100-720000-100	Materials & Parts-PS	177.91
JANUARY 2026 CC	32	12/08/2025	01/26	JV -- 4296 Smog test	100-100-400-720000-100	Materials & Parts-CCTV	81.70
JANUARY 2026 CC	33	12/08/2025	01/26	JH -- 4320 first aide restock	100-100-000-720200-100	Safety Equipment & Services	80.88
JANUARY 2026 CC	34	12/08/2025	01/26	JH -- 4320 first aide restock	100-100-000-720200-100	Safety Equipment & Services	36.31
JANUARY 2026 CC	35	12/08/2025	01/26	JH -- 4320 hard hat sample	100-100-000-720200-100	Safety Equipment & Services	19.46
JANUARY 2026 CC	36	12/08/2025	01/26	JH -- 4320 smog PT12	100-100-000-730200-100	Vehicle Fleet Repairs	81.70

Invoice Number	Seq	Invoice Date	GL Period	Description	GL Account	GL Account Description	Total Cost
JANUARY 2026 CC	37	12/08/2025	01/26	JH -- 4320 smog PT11	100-100-000-730200-100	Vehicle Fleet Repairs	81.70
JANUARY 2026 CC	38	12/08/2025	01/26	JH -- 4320 first aide restock	100-100-000-720200-100	Safety Equipment & Services	46.09
JANUARY 2026 CC	39	12/08/2025	01/26	JH -- 4320 drop off CCTV van	100-100-000-730200-100	Vehicle Fleet Repairs	87.92
JANUARY 2026 CC	40	12/08/2025	01/26	KL -- 4361 Electrical Tool	100-100-100-720100-100	Tools-PS	142.45
JANUARY 2026 CC	41	12/08/2025	01/26	KL -- 4361 Fire ext. for jetter	100-100-000-720200-100	Safety Equipment & Services	85.87
JANUARY 2026 CC	42	12/08/2025	01/26	KL -- 4361 PS13 exterior lighting	100-100-100-720100-100	Tools-PS	275.64
JANUARY 2026 CC	43	12/08/2025	01/26	KL -- 4361 Hydraulic oil for Jetter	100-100-000-730200-100	Vehicle Fleet Repairs	203.28
JANUARY 2026 CC	44	12/08/2025	01/26	KL -- 4361 ARV parts	100-100-100-720000-100	Materials & Parts-PS	239.60
JANUARY 2026 CC	45	12/08/2025	01/26	KL -- 4361 PT11 Smog	100-100-000-730200-100	Vehicle Fleet Repairs	81.70
JANUARY 2026 CC	46	12/08/2025	01/26	KL -- 4361 Cart for electrical training	100-100-100-720100-100	Tools-PS	178.04
JANUARY 2026 CC	47	12/08/2025	01/26	KL -- 4361 Moisture eliminator	100-100-100-720000-100	Materials & Parts-PS	26.32
JANUARY 2026 CC	48	12/08/2025	01/26	MV -- 4379 key fob for UT07	100-100-000-730200-100	Vehicle Fleet Repairs	19.65
JANUARY 2026 CC	49	12/08/2025	01/26	MV -- 4379 Air compressor maintenance on UT02	100-100-300-730000-100	Equipment Repairs-LR	1,459.30
JANUARY 2026 CC	50	12/08/2025	01/26	MV -- 4379 EP 62 Estates Dr Sleepy Hollow	100-100-300-720000-100	Materials & Parts-LR	17.30
JANUARY 2026 CC	51	12/08/2025	01/26	MV -- 4379 EP 62 Estates Dr Sleepy Hollow	100-100-300-720000-100	Materials & Parts-LR	736.20
JANUARY 2026 CC	52	12/08/2025	01/26	PB -- 4304 Award dinner	100-100-000-750100-100	Conferences/Training/Meetings	60.00
JANUARY 2026 CC	53	12/08/2025	01/26	PB -- 4304 CWEA Award	100-100-000-750100-100	Conferences/Training/Meetings	245.07
JANUARY 2026 CC	54	12/08/2025	01/26	PB -- 4304 CCTV van repairs /accounting working on setting up account	100-100-000-730200-100	Vehicle Fleet Repairs	4,192.83
JANUARY 2026 CC	55	12/08/2025	01/26	PB -- 4346 iCloud Additional Storage Recurring Fee	100-200-000-780200-100	Information Technology Service	.99
JANUARY 2026 CC	56	12/08/2025	01/26	PB -- 4346 Annual software license, AutoCAD	100-300-000-790200-100	Annual Software Renewal Costs	2,870.00
JANUARY 2026 CC	57	12/08/2025	01/26	SM -- 4338 Monthly Breakfast Meeting with Board Members	100-200-000-755100-100	Board Conf/Training/Meetings	83.71
JANUARY 2026 CC	58	12/08/2025	01/26	SM -- 4338 Parking Goodfellows Luncheon	100-200-000-755100-100	Board Conf/Training/Meetings	2.75
JANUARY 2026 CC	59	12/08/2025	01/26	SM -- 4338 Parking- Retirement event for Water Board Employee	100-200-000-755100-100	Board Conf/Training/Meetings	6.00
JANUARY 2026 CC	60	12/08/2025	01/26	VD -- 6449 ACFR Design	100-200-000-720400-100	Office Supplies	1,080.00
JANUARY 2026 CC	61	12/08/2025	01/26	VD -- 6449 Popular Annual Financial report fee FY 2025	100-200-000-750200-100	Membership/Association/Certifi	275.00
JANUARY 2026 CC	62	12/08/2025	01/26	VD -- 6449 Certificate of Achievement review fee FY2025	100-200-000-750200-100	Membership/Association/Certifi	505.00
Total 1844 US Bank - Calcard CC (AutoDR):							25,954.09
Grand Totals:							25,954.09

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:

Includes the following check types:

Transmittal

Includes unprinted checks

Check Issue Date	Check Number	Payee	GL Account	Pay Period Date	Description	Amount	Void
01/09/2026	26010955	American Fidelity Assurance Flex	100000000310130000	01/04/2026	Flex Account EE Deductions FSA Dependent Care Pay Period: 01/04/2026	1,700.01-	
01/09/2026	26010956	CalPERS Retirement	100000000310100000	01/04/2026	Retirement Contributions CALPERS -Service Crdt Purchase Pay Period: 01/04/2026	45,216.23-	
01/09/2026	26010957	Employment Development Department	100000000310300000	01/04/2026	EDD No. State Withholding Tax Pay Period: 01/04/2026	16,198.82-	
01/09/2026	26010958	IRS	100000000310400000	01/04/2026	Fed ID# Federal Withholding Tax Pay Period: 01/04/2026	79,149.04-	
01/09/2026	26010959	Mission Square 457 Retirement Trust	100000000310110000	01/04/2026	457 Employer Contribution Pay Period: 01/04/2026	9,941.61-	
01/23/2026	26012360	AFSCME	100000000310120000	01/18/2026	Union Dues Union Dues Pay Period: 01/18/2026	1,034.00-	
01/23/2026	26012361	American Fidelity Assurance Flex	100000000310130000	01/18/2026	Flex Account EE Deductions FSA Dependent Care Pay Period: 01/18/2026	1,700.01-	
01/23/2026	26012362	American Fidelity Assurance Supp Ins	100000000310160000	01/18/2026	Acct #: Supp Insurance - After-Tax Pay Period: 01/18/2026	2,511.40-	
01/23/2026	26012363	CalPERS Health Insurance	100100000705200100	01/18/2026	Invoice Reconciliation	80,594.16-	
01/23/2026	26012364	CalPERS Retirement	100000000310100000	01/18/2026	Retirement Contributions CALPERS -Service Crdt Purchase Pay Period: 01/18/2026	45,320.02-	
01/23/2026	26012365	Employment Development Department	100000000310300000	01/18/2026	EDD No. State Withholding Tax Pay Period: 01/18/2026	13,682.76-	
01/23/2026	26012366	Halcyon	100000000310170000	01/18/2026	Halcyon EAP Pay Period: 01/18/2026	146.52-	
01/23/2026	26012367	IRS	100000000310400000	01/18/2026	Fed ID Federal Withholding Tax Pay Period: 01/18/2026	66,201.12-	
01/23/2026	26012368	Mission Square 457 Retirement Trust	100000000310110000	01/18/2026	457 Employer Contribution Pay Period: 01/18/2026	9,952.62-	
01/23/2026	26012369	Mutual of Omaha	100100000705230100	01/18/2026	Invoice Reconciliation	2,924.56-	
01/23/2026	26012370	VSP	100000000310163000	01/18/2026	Client ID 1 Vision Insurance Emp+Family Pay Period: 01/18/2026	716.95-	
Grand Totals:						<u>376,989.83-</u>	
						<u>16</u>	

Ross Valley Sanitary District
Payroll Payment Detail
January 31, 2026

TOTAL DISTRICT EMPLOYEE PAYMENTS

	Pay Date	Payroll Period	Paid Amount
1	1/9/2026	Payroll period 12/22/2025 - 01/04/2026	\$ 184,311.83
2	1/23/2026	Payroll period 01/05/2026 - 1/18/2026	151,080.89
3	Total employee payments		335,392.72

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	4	\$ 1,256.00
2	Thomas Gaffney	2	628.00
3	Douglas Kelly	1	314.00
4	Pamela Meigs	4	1,256.00
5	Mary Sylla	5	1,570.00
6	Total District Board of Director stipends	16	\$ 5,024.00

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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 February 18, 2026

February 6, 2026

To: Board of Directors

From: Felicia Newhouse, Administrative Services Manager/Assistant General Manager

Subject: **Authorize the General Manager, upon Review and Approval of Counsel, to Execute Amendment No. 2 to the Contract for Real Estate Legal Services with Burke Williams & Sorensen, LLP not to exceed \$75,000, and Approve Resolution No. 26-1678 to Amend the Fiscal Year 2025/26 Budget**

Summary

This staff report is being presented to authorize the General Manager, upon review and approval of counsel, to execute Amendment No. 2 to the contract for real estate legal services with Burke Williams & Sorenson not to exceed \$75,000, and to approve an amendment to the Fiscal Year 2025/26 Budget.

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.

In February 2025, the District's general counsel, Andrea Clark of Downey Brand, recommended the District retain specialized legal services from Gerald (Jerry) Ramiza of Burke, Williams & Sorensen (BWS). Specifically, Mr. Ramiza's expertise is in real estate transactional matters representing public agencies, including drafting and negotiating complex development agreements.

Since becoming engaged by the District, Mr. Ramiza has been a reliable partner to the real estate consultant team with his knowledge and understanding of Surplus Lands Act compliance. Also, in November 2025, Mr. Ramiza prepared the draft Exclusive Negotiating Agreement (ENA) for the developer RFP and has subsequently participated in the review and analysis of developer RFP questions and responses.

In anticipation of the next phase of the District's work on the disposition of the Larkspur Landing property, Mr. Ramiza proposes a scope and budget to complete negotiations and the drafting of

a Disposition and Development Agreement (DDA) over the next approximately 120-day period (see Attachment A).

Fiscal Impact

In June 2025, the Board adopted the Fiscal Year 2025/26 Annual Budget and authorized \$30,000 in real estate legal expenses. To date, the District has spent \$28,705. The proposed budget of \$75,000 for DDA-related legal work exceeds the budgeted amount and a budget amendment is requested to authorize the additional expense (Attachment C).

However, the total fiscal impact is expected to be neutral as the selected developer will be obligated to pay the District's out-of-pocket expenses, including BWS legal fees, incurred in connection with negotiation and drafting of the proposed DDA and ancillary agreements.

Recommendation

Authorize the General Manager, upon review and approval of counsel, to execute Amendment No. 2 to the contract for real estate services with Burke, Williams & Sorensen in an amount not to exceed \$75,000.

Attachment(s):

- A) Proposed Budget for Larkspur Landing Circle DDA-Related Work by Burke, Williams & Sorensen, LLP
- B) Proposed Amendment No. 2 to Consultant Services Agreement with Burke, Williams & Sorensen
- C) Draft Resolution to Amend the Fiscal Year 2025-26 Budget

Direct No.: 510.273.8723
jramiza@bwslaw.com

January 13, 2026

VIA E-MAIL

Steve Moore P.E.
General Manager
Ross Valley Sanitary District
1111 Andersen Drive
San Rafael, CA 94901
smoore@rvsd.org

Felicia Newhouse
Assistant General Manager
Ross Valley Sanitary District
1111 Andersen Drive
San Rafael, CA 94901
fnewhouse@rvsd.org

Re: Proposed Budget for Larkspur Landing Circle DDA-Related Work

Dear Steve & Felicia:

The purpose of this letter is to provide you with a preliminary legal services budget for negotiation and drafting of the Larkspur Landing Circle Disposition and Development Agreement (DDA) and related agreements, including a Driveway Easement and Maintenance Agreement and an Affordable Housing Covenant, between Ross Valley Sanitary District (District) and District's selected developer (Developer).

All work on this matter will be undertaken at the request of and under the direction of the General Manager's office. In performing our work, we will also coordinate with District's General Counsel, Austin Cho, and the Century Urban team.

Budget Leading up to DDA Approval

Our initial estimate of the hours and costs required to complete negotiation and drafting of the proposed DDA and ancillary agreements over the 120-day negotiation period contemplated by our template form of Exclusive Negotiating Agreement (ENA) is as follows:

- Negotiate and draft a detailed term sheet for the DDA transaction (15 hours)
- Negotiate and draft a comprehensive DDA for conveyance and development of the Larkspur Landing Circle property (80 hours)

Steve Moore
Felicia Newhouse
January 13, 2026
Page 2

- Negotiate and draft a Driveway Easement and Maintenance Agreement committing Developer to construct and grant easement rights to District over a new shared-use driveway providing access to and from District's pump station via Sir Francis Drake Blvd and Larkspur Landing Circle. This agreement is anticipated to commit Developer and its successors, including a future homeowner's association, to maintain the shared use driveway in perpetuity at their expense (15 hours)
- Negotiate and draft an Affordable Housing Covenant imposing phased affordable housing development requirements consistent with the State Surplus Land Act and HCD's implementing guidelines (15 hours)
- Negotiate and draft a Cooperative Agreement, Memorandum of Understanding or similar agreement among District, City of Larkspur and Developer to ensure appropriate phasing of affordable units and market rate units by tying issuance of market rate building permits to achievement of affordable housing development milestones (15 hours)
- Review and comment on staff reports and resolutions and attend District Board meeting at which DDA is considered for approval (10 hours).

Estimated Time: 150 hours

Under our Consultant Services Agreement, BWS' hourly rates increase annually by the percentage increase in the San Francisco-Oakland-San Jose Consumer Price Index (CPI-U). Effective January 1, 2026, BWS' hourly rates (reflecting the applicable CPI-U 3.0% increase) are: Senior Partners - \$500, Junior Partners - \$465, Associates - \$440, and Paralegals \$285. Based on the total estimated time to complete the above tasks (150 hours), and applying a blended rate of \$485/hour, I suggest a budget of \$75,000 (rounded) for legal work between January 1, 2026, and the date on which the DDA is considered for approval by the District Board.

It is difficult to estimate costs of negotiating and drafting a complex agreement like the DDA because actual costs will depend upon the duration of negotiations, the extent of the selected Developer's comments on our initial draft DDA, and Developer's willingness to cooperate with District to resolve open issues. We can, of course, keep District as well as its selected Developer informed of our progress in relation to the initial estimated DDA budget.

Steve Moore
Felicia Newhouse
January 13, 2026
Page 3

Because our template form of ENA obligates District's selected Developer to pay District's out-of-pocket expenses, including BWS legal fees, incurred in connection with negotiation and drafting of the proposed DDA and ancillary agreements, I anticipate District will be reimbursed substantially all of its legal fees for this project.

Post DDA Approval Related Work

It is important to keep in mind that additional legal work will be required following DDA approval, including review of Developer project submittals, monitoring of DDA schedule of performance milestones, preparation of closing documents, including escrow instructions and the like. We will endeavor to negotiate DDA provisions which obligate the Developer to reimburse substantially all of District's legal expenses following initial approval of the DDA and continuing to close of escrow for sale of the property. We will have a better idea of the scope and budget for the post-DDA approval tasks as we get into the drafting process and can provide a cost estimate at that time.

Thank you for trusting our firm to assist District with this important project. If you have any questions, please feel free to give me a call.

Sincerely,

BURKE, WILLIAMS & SORENSEN, LLP



Gerald J. Ramiza

GJR:hc

ADDENDUM NO. 2 TO CONSULTANT SERVICES AGREEMENT

This Addendum No. 2 ("Addendum") is made and entered into as of February 19, 2026 by and between ROSS VALLEY SANITARY DISTRICT ("District") and Burke, Williams, & Sorensen, LLP ("Consultant") in connection with that certain Consultant Services Agreement dated February 11, 2025 ("Agreement").

RECITALS

WHEREAS, the District and Consultant entered into the Agreement to provide certain specialized legal services as described in Section 3(A) of the Agreement; and

WHEREAS, the District now desires to expand the scope of services to include additional legal services as may be directed by District Staff from time to time.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereby agree as follows:

1. **Amendment to Scope of Services.**

Section 3(A) of the Agreement is hereby amended to read in its entirety as follows:

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 agreement as described in Exhibit A (the "Services"), **or such additional legal services as may be directed by District Staff**, which includes details regarding the Services to be performed thereunder, the schedule for performance of those Services, and compensation and reimbursable expenses, if any, in connection with the performance of those Services.

2. **No Other Changes.**

Except as specifically amended by this Addendum, all other terms and conditions of the Agreement shall remain in full force and effect.

3. **Counterparts.**

This Addendum may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Addendum as of the date first written above.

DISTRICT:
ROSS VALLEY SANITARY DISTRICT

CONSULTANT:
Burke Williams & Sorensen, LLP

By: _____
Steve Moore, General Manager

By: _____
Gerald J. Ramiza, Partner

**ROSS VALLEY SANITARY DISTRICT
RESOLUTION NO 26-1678**

**A RESOLUTION OF THE BOARD OF DIRECTORS AUTHORIZING BUDGET
AMENDMENT NO. 2602 TO THE FISCAL YEAR 2025/26 BUDGET
APPROPRIATING \$75,000 OF RESERVES IN ORDER TO INCREASE THE SERVICE
CONTRACT WITH BURKE, WILLIAMS & SORENSEN, LLP**

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 consultant services agreement with Burke, Williams & Sorensen for real estate legal 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 legal services; and

WHEREAS, the General Manager's evaluation and recommendation were presented to the Ross Valley Sanitary District Board of Directors on February 18, 2026; 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 2602 is approved, appropriating \$75,000 from District reserves to be used for additional real estate legal services.

PASSED, APPROVED, AND ADOPTED at a regular meeting by the Board of Directors of Ross Valley Sanitary District held on the 18th of February 2026 following vote:

AYES:

NOES:

ABSENT:

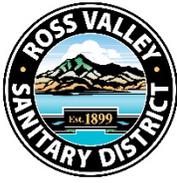
ABSTAIN:

ATTEST:

Douglas T. Kelly
President of the Board

Pamela Meigs
Secretary of the Board

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ROSS VALLEY SANITARY DISTRICT

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

STAFF REPORT

For the Meeting of February 18, 2026

February 12, 2026

To: Board of Directors

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

Subject: **Approve Contract Change Order No. 4 in the amount of \$15,670.26; Adopt Resolution No. 26-1679 Approving Final Acceptance and Authorizing the General Manager to File Notice of Completion for the LS 20, 31, 32 Pump Stations Improvements Project (Project # 907), with Pacific Infrastructure Corporation**

Summary

This staff report is being presented for approval of Contract Change Order No. 4 in the amount of \$15,670.26, to adopt resolution No. 26-1679 approving final acceptance and authorize the General Manager to file the Notice of Completion for the LS 20, 31, 32 Pump Stations Improvements Project (Project # 907) with Pacific Infrastructure Corporation (PIC).

Discussion

At the July 2023 Regular Board Meeting, The Board approved the construction contract for the LS 20, 31, 32 Pump Stations Improvements Project (Project # 907) with Pacific Infrastructure Corporation. The Project included the following improvements to the various Pump Stations:

This project replaced the antiquated and maintenance-intensive Gorman Rupp pumps with Flygt submersible pumps at all three lift stations. New electrical control panels, communications equipment, and flow meters will improve reliability of the lift stations and allow for faster response times to issues at each station. Fall protection for the wet wells was brought to current standards, improving safety for District staff. The project also included the replacement of 341 lineal feet of 6-inch sanitary sewer force main on Riviera Circle, improving the reliability of LS 31 and 32.

Construction on the Project began in August 2023 with Substantial Completion being attained in October 2025, and Final Completion in December 2025. The Project Duration exceeded the Original Contract Duration due to the extended lead times of multiple major electrical components including the electrical control panels for the pump stations. The District and the

Contractor discussed the extended duration and agreed that a No Cost Time Extension was acceptable.

Change Order Scope

Contract Change Order No. 4 in the amount of \$15,670.26 includes extra work that was necessary for successful completion of the project. This included the installation of additional bollards at LS 20 to protect the natural gas meter, and additional paving at all three lift stations in the project to improve site access as well as restoration of publicly maintained streets. A summary of work is included in the Change Order No. 4 document as Attachment C.

Previously Approved Contract Change Orders

Contract Change Orders No. 1, 2, and 3 in the respective amounts of \$53,662, \$26,053, and \$17,298, were previously approved by the General Manager and included various changes to work items deemed necessary for the completion of the work as planned or to address critical infrastructure deficiencies and further site improvements identified by District maintenance crews at the various Pump Stations. This work included the relocation of several junction boxes at all three lift stations, revision of force main repair work, changes to the concrete wet well bases, and various piping and valving changes at PS 25.

Final Acceptance and Notice of Completion

The LS 20, 31, 32 Pump Stations Improvements Project with Pacific Infrastructure Corporation is now complete and ready for final acceptance. Attachment A is the recommendation of acceptance from the Construction Manager.

The final contract and payment summary for this project is included in Table 1. Staff recommends acceptance and filing the Notice of Completion with the County of Marin, a draft of which is included as Attachment B.

Table 1. Final Contract and Payment Summary

Awarded Contract Amount	\$ 3,728,304.00
Previously Approved Contract Change Orders	\$ 97,013.00
Contract Change Order No. 4 (Under Board Consideration)	\$ 15,670.26
Revised Contract Amount	\$ 3,840,987.26
Amount Earned by Contractor to Date	\$ 3,840,987.26
Amount Paid to Contractor to Date	\$ 3,648,937.90
Total Retention to be Released	\$ 192,049.36
Total Construction Expenditures	\$ 3,840,987.26

Recommendation

Approve Contract Change Order No. 4 and Adopt Resolution No. 26-1679 Approving Final Acceptance and Authorizing General Manager to File Notice of Completion for the LS 20, 31, 32

Pump Stations Improvements Project with Pacific Infrastructure Corporation, and authorize release of the 5% retention at the end of the 35-day lien period.

Attachment(s):

- A) Recommendation for Final Acceptance from Construction Manager
- B) Resolution 26-1679 and Notice of Completion
- C) Contract Change Order #4



January 22, 2026

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

Subject: Notice of Completion for the LS20, LS31, LS32 Pump Stations Improvements Project

Dear Mr. Benedetti,

This letter shall serve as recommendation for final acceptance and filing of Notice of Completion for the above referenced project. The project consisted of three separate lift stations, two of which (LS31 & LS32) were substantially complete and put into operation on April 25, 2025. The General Contractor, Pacific Infrastructure Corporation (PIC), met the required project performance for Substantial Completion for the entire project on October 15, 2025 when they completed and put into operation the third lift station (LS20), PIC subsequently achieved Final Completion of all work on December 29, 2025. The dates noted for Substantial and Final Completion shall be recorded for warranty and bond performance starting dates, and as needed pursuant to Contract Documents.

Sincerely,

PSOMAS

A handwritten signature in blue ink, appearing to read "Rory Marlow".

Rory Marlow
Construction Manager

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

RESOLUTION NO. 26-1679

**A RESOLUTION BY THE BOARD OF DIRECTORS OF
ROSS VALLEY SANITARY DISTRICT OF MARIN COUNTY
ACCEPTING THE LS 20, 31, 32 PUMP STATIONS IMPROVEMENTS
PROJECT**

WHEREAS, the Board of Directors of Ross Valley Sanitary District and Pacific Infrastructure Corporation entered into a contract for the project known as the “LS 20, 31, 32 Pump Stations Improvements Project” as prepared by Nute Engineering. The Project rehabilitated three sanitary sewer pump stations by replacing antiquated Gorman Rupp pumps with Flygt submersible pumps at 3 lift stations, force main replacement on Riviera Circle, and numerous electrical and site improvements; and

WHEREAS, Pacific Infrastructure Corporation completed the work under said contract on December 29, 2025.

THEREFORE, BE IT RESOLVED that the Board of Directors of Ross Sanitary District of Marin County, California, does hereby authorize the acceptance of the project known as the “LS 20, 31, 32 Pump Stations Improvements Project”.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

I hereby certify that the foregoing resolution was duly and regularly passed and adopted at a Regular Meeting of the Board of Directors of Ross Valley Sanitary District held on the 20th day of March 2024.

ATTEST:

DOUGLAS T. KELLY
President of the Board

PAMELA MEIGS
Secretary of the Board

Recording requested by & return to:

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

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the project known as the “LS 20, 31, 32 Pump Stations Improvements Project”, as prepared by Nute Engineering; and undertaken by Pacific Infrastructure Corporation on behalf of **Ross Valley Sanitary District**, was completed on December 29, 2025.

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

The work was accomplished in the City of Larkspur.

Attached Resolution No. 26-1679.

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

Dated this 18th day of February 2026 at San Rafael, California.

Steven M. Moore, P.E.
General Manager



ROSS VALLEY SANITARY DISTRICT

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

Date: February 11, 2026

Contract Change Order No. 004

Project: LS20, LS31, LS32 Pump Stations Improvements Project

Owner: Ross Valley Sanitary District

Phone: (415) 259-2949

Fax: (415) 259-2957

Contractor: Pacific Infrastructure Corporation

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

The following change is hereby made to the contract:

Description of Change:

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

Reason for Change:

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

COR No. 10 – Bollards at Lift Station 20

This change addresses costs incurred by PIC to add 3 bollards to protect the gas service at Lift Station 20.

ITEM NO.	DESCRIPTION	AUTHORIZED AMOUNT
1	Bollards at Lift Station 20	\$7,784.26
SUBTOTAL		\$7,784.26

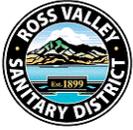
COR No. 11 – Paving at Lift Station 20

This change addresses costs associated with additional paving required to restore the site at Lift Station 20.

ITEM NO.	DESCRIPTION	AUTHORIZED AMOUNT
1	Additional Paving at Lift Station 20	\$915.00
SUBTOTAL		\$915.00

COR No. 12 – Balance Bid Items and Contract Time

This change addresses adjustments to bid quantities to match installed field quantities.



ROSS VALLEY SANITARY DISTRICT

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

Bid Item No. 9 – Asphalt Concrete Trench Repair – Quantity of street paving performed was in excess of the estimated contract quantity and therefore resulted in a \$11,275 increase in contract costs

Bid Item No. 10 – Replace Pavement Markings and Stripings – No pavement markings or striping was disturbed during the project which resulted in a \$2,000 decrease in contract costs.

Bid Item No. 14 – Internal Televising of New Sewer Force Main – The force main was not pipebursted as originally designed and CCTV of the new line was not necessary resulting in a \$2,304 decrease in contract costs.

Item No.	Item Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
9	Asphalt Concrete Trench Repair	TON	25	47.55	\$500.00	\$12,500.00	\$23,775.00	\$11,275.00
10	Replace Pavement Markings and Stripings	LS	1	0	\$2,000.00	\$2,000.00	\$0.00	\$(2,000.00)
14	Internal Televising of New Sewer Force Main	LF	768	0	\$3.00	\$2,304.00	\$0.00	\$(2,304.00)
Subtotal						\$20,404.00	\$23,775.00	\$6,971.00

Pricing:

COR NO.	DESCRIPTION	APPROVED DAYS	AUTHORIZED AMOUNT
10	Bollards at Lift Station 20	0	\$7,784.26
11	Paving at Lift Station 20	0	\$915.00
12	Balance Bid Items and Contract Time	513	\$6,971.00
TOTAL		513	\$15,670.26

Requested By: Owner / Contractor

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

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

Original Contract: \$ 3,728,304.00
 Previous Additions: \$ 97,013.00
 Previous Deductions: \$ 0.00
 This Changer Order: \$ 15,670.26
 Contract to Date: \$ 3,840,987.26

APPROVED:

 Ross Valley Sanitary District, Owner

Amy J. [Signature]

 Psomas, Construction Manager

Mark Gorgenson

 Pacific Infrastructure Corporation, Contractor


ROSS VALLEY SANITARY DISTRICT

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

STAFF REPORT

For the Meeting of February 18, 2026

February 13, 2026

To: Board of Directors

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

Subject: **Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with West Valley Construction for Design and Engineering Services During Construction (ESDC) for the Lower FM-14 Bypass Force Main Replacement Project (#961) in the Amount of \$91,120**

Summary

This staff report is being brought to the Board for consideration of authorizing the General Manager, upon review and approval of legal counsel, to execute a Consultant Services Agreement with West Valley Construction Company (WVCC) in the amount of \$91,172, for Design and Engineering Services During Construction (ESDC) for the Lower FM-14 Bypass Replacement Project (#961).

Discussion

The purpose of this project is to replace about 400 linear feet of 18-inch sanitary sewer force main FM-14 by abandoning a failed section of 18-inch Reinforced Concrete Cylinder Pipe (RCCP) with new HDPE pipe via Horizontal Direction Drilling (HDD). The project will also address issues related to the existing configuration of discharge into the PS13 (Greenbrae) wet well, which currently has the potential to create conditions that precede cavitation in the PS 13 pumps.

In February of 2025 approximately 70 feet of the existing RCCP force main failed in the project location, behind Bon Air Shopping Center in Greenbrae. This failure was investigated and found to be the result of corrosion of the interior cement lining and steel pipe in a localized high point that would trap sewer gas and create corrosive conditions. This resulted in a Sanitary Sewer Spill of 89,912 gallons into a drainage channel that discharges to Corte Madera Creek. This project will replace the failed section of force main with corrosion-proof HDPE pipe and realign the force main to eliminate the high point. The discharge location of this force main is planned to be

reconfigured as part of this project to eliminate the current cascading conditions in PS13's wet well that entrain air and causes cavitation on PS13 pumps. Further investigation of the upstream RCCP force main FM-14 is planned to be performed during construction. This investigation will identify potential repairs or replacements needed on the upstream sections of force main, located between Bon Air Shopping Center and South Eliseo Drive.

In January of 2023, a Wastewater Collections System Capacity Evaluation was prepared by West Yost that identified a capacity issue with Force Main 15 (FM-15) using a hydraulic model that was developed as part of the 2021 IAMP. The proposed project will reinstate the District's ability to redirect the flow from PS14 (Larkspur) and bypass this portion of the force main system that was identified by the 2023 study as being at hydraulic capacity under certain conditions.

West Valley Construction's project team will be led by Project Manager Daniel Wilkins and V.P. of Engineering Jasmine Cuffee, who have performed design work on numerous District sewer rehabilitation projects over the past eight years.

Schedule and Budget for Work Anticipated Under the Agreement

If approved, design work will begin immediately. The schedule (Exhibit B of Attachment A) has the design to be completed by May 13, 2026, bidding complete June 10, 2026, and construction commencing by July 30, 2026 with construction completion by September 23, 2026.

The project is included in this year's capital budget, where \$200,000 is included for design and beginning of construction. The budget for the proposed Design and ESDC work was derived from the attached Letter of Proposal (Exhibit C of Attachment A). The proposed fee of \$91,210 for Design and ESDC is within budget and 22.8% of the \$400,000 preliminary construction cost estimate for the project. This proposed cost is higher than typical design costs for District projects that range from roughly 7-12% of construction costs. However, this range is based upon typical gravity sewer projects that benefit from economies of scale on larger, more costly projects.

Recommendation

Authorize the General Manager, upon review and approval of counsel, to execute a Consultant Services Agreement with West Valley Construction for Design and ESDC for the Lower FM-14 Bypass Force Main Replacement Project (#961) in the total amount of \$91,120.

Attachment(s):

- A) Proposed Consultant Services Agreement

CONSULTANT SERVICES AGREEMENT

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

Recitals

A. WHEREAS, District desires to obtain Design and Engineering Services During Construction services in connection with the Lower FM-14 Bypass Forcemain Replacement Project (#961) ("Project"); and

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

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

Agreement

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

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

2. Project Coordination.

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

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

3. Scope and Performance of Services.

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

B. Time of Performance. The services of Consultant are to commence no sooner than February 19th, 2026 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 Ninety One Thousand One Hundred Twenty Dollars (\$91,120). Payment by District under this Agreement shall not be deemed a waiver of unsatisfactory work, even if such defects were known to District at the time of payment.

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

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

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

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

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

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

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

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

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

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

10. Conflict of Interest.

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

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

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

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

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

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

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

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

15. Compliance with Laws.

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

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

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

16. Assignment; Subcontractors; Employees.

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

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

17. Insurance.

A. Minimum Scope of Insurance.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

18. Termination of Agreement; Default.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

25. Consultant's Books and Records.

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

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

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

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

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

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

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

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

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

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

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

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

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

A. Exhibit A: Scope of Work and Compensation

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

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

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

DISTRICT:

Consultant:

ROSS VALLEY SANITARY DISTRICT

WEST VALLEY CONSTRUCTION

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

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

APPROVED AS TO FORM:

APPROVED AS TO FORM:

By: _____
Name: Austin Cho
Title: District Counsel

By: _____
Name: _____
Title: _____

EXHIBIT A
Scope of Work and
Compensation



West Valley Construction
1001 Galaxy Way, Suite 400
Concord, CA 94520
925-440-1703
jcuffee@wvcc.com
www.westvalley.com

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

RE: 2026 Lower FM-14 Bypass Force Main Replacement Project Proposal

Dear Phil,

West Valley (WV) is pleased to submit this proposal to the Ross Valley Sanitary District (District) to provide engineering services for the **2026 Lower FM-14 Bypass Force Main Replacement Project**. This proposal presents our understanding of the project, proposed scope of services and approach, tentative schedule, and estimated fee.



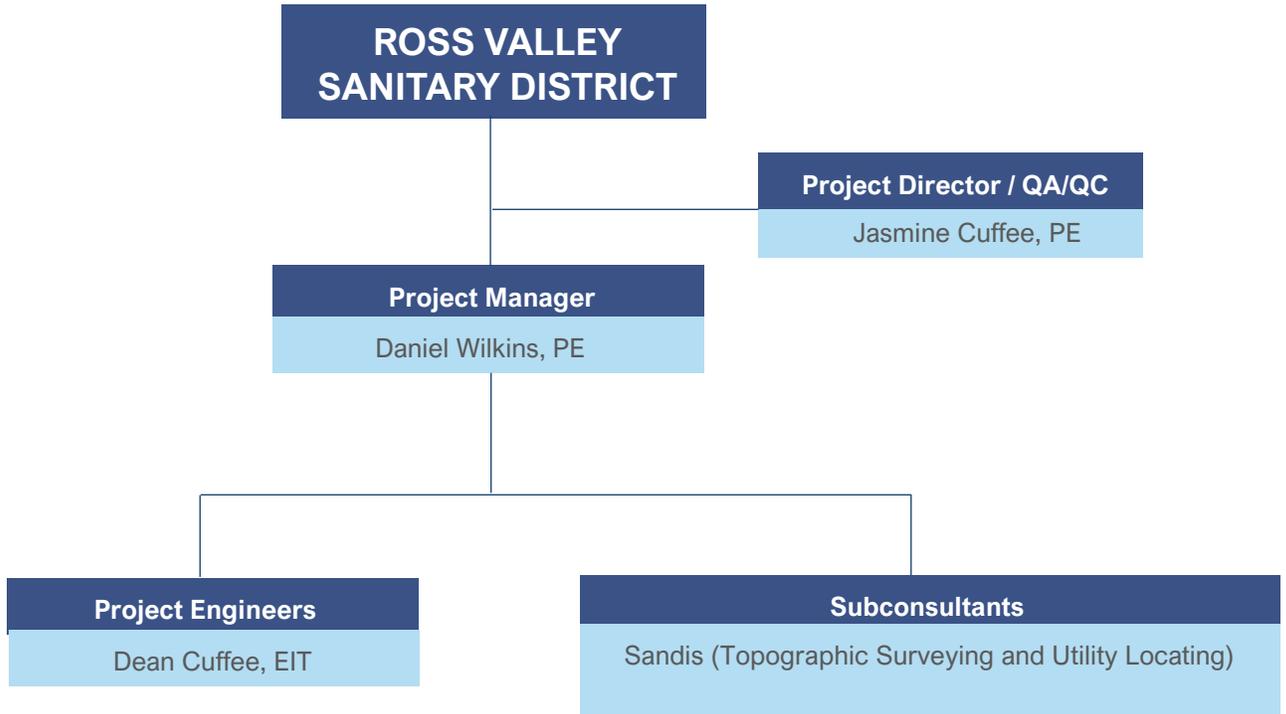
PROJECT UNDERSTANDING

An existing 18-inch reinforced concrete cylinder pipe force main (RCCP-FM) is located within an easement behind the Bon Air Center located at 301 Sir Francis Drake Blvd in Greenbrae, CA. The force main conveys flows from **Pump Station 14 (PS-14)** to the wet well at **Pump Station 13 (PS-13)** and is utilized only during periods when additional system capacity is required.

The force main discharges at an elevation above the normal water surface elevation in the PS-13 wet well. Due to this high discharge elevation, the pump periodically experiences cavitation. During a recent cavitation event, a valve near PS-13 was closed, resulting in increased internal pressure within the force main. Existing deterioration of the CCP-FM subsequently led to a recent pipe failure, causing a **Class 1 sanitary sewer overflow** into the adjacent creek.

The proposed project will abandon the failed portion of the existing RCCP force main and reroute approximately **400 linear feet** with new 18-inch HDPE force main using **horizontal directional drilling (HDD)** methods. The new HDPE force main will be tied into the existing force main and PS-13 wet well. Additionally, the project will evaluate the existing cavitation issue that PS-13 is currently experiencing and address in the design. The limits of work are shown on **Exhibit A**.

The West Valley team will be led by Project Manager, Daniel Wilkins, PE. Members of the WV team have delivered several similar projects for the District over the years thus will be able to hit the ground running.





SCOPE OF WORK

See below of our proposed Scope of Work, defining the tasks that will be used to complete this project.

TASK	OUR APPROACH	DELIVERABLE
1.0 PROJECT MANAGEMENT AND MEETINGS		
1.1 Project Management	The Project Manager (PM) will supervise, coordinate, and manage the WV team and our subconsultants. The PM will monitor the schedule and budget and verify conformance with applicable standards. A brief progress report will accompany each monthly invoice. It will provide budget status; schedule, highlighting critical path elements of the project; issues resolved and unresolved; and anticipated next steps. WV will maintain all records and documents related to the projects on file and make them available in the event of an audit.	Monthly progress reports and invoices.
1.2 Project Meetings	WV will meet with District staff and others, as appropriate, throughout the design process to kick-off the project, discuss milestone submittals and other check-in meetings. (Three meetings are budgeted)	Minutes of each meeting highlighting agreed-upon action items.
2.0 PRELIMINARY INVESTIGATION		
2.1 Preliminary Investigation/Gather Data	WV will gather existing background information about the project including utility locations; design standards, details, and specifications; District contract documents; CCTV inspection; and lateral cards. This activity will require assistance from District staff in researching documents and resolving design parameters and project issues.	List of requested documents.
2.2 Utility Coordination	WV will provide utility coordination services throughout the life of the project. WV will determine known utilities in the area, identify applicable contacts, request utility maps from known utility companies in the area early in the preliminary design phase, and supplement and conform subsurface utility engineering investigations conducted by Sandis. WV will send 90% preliminary design plans to utility companies for their review and comment. Early coordination with the utility companies will help us identify utility conflicts and resolve issues with utility owners. WV will work closely with utility owners and address concerns.	Existing facility maps from various utility agencies.

TASK	OUR APPROACH	DELIVERABLE
2.3 Subsurface Utility Investigation	Our utility locator, Sandis will perform the subsurface utility engineering investigation for the project. They will locate existing underground utilities using electromagnetic field induction and ground penetrating radar, and transmitters on the end of fiberglass rods for certain sewer and drain lines. Utilities will be painted on the ground, and these marks will be surveyed and plotted onto a utility composite drawing, by layers, in AutoCAD format.	Existing utility locations on base layout sheets incorporated into AutoCAD Civil 3D.
2.4 Topographic Survey	Our surveyor, Sandis, will perform topographic survey for the entire project. They shall set control points throughout the project and perform a topographic survey of the entire project limits. The existing right-of-way and parcel boundaries will not be surveyed but will be included on base plans in their approximate locations as provided by the District.	Survey information incorporated into AutoCAD Civil 3D. Horizontal datum shall be CCS Zone III, NAD83. Vertical datum shall be NAVD 88.
2.5 Field Investigation	WV will visit the sites to determine if there are any potential constraints to the proposed construction. WV will also evaluate traffic control requirements and special public impacts to residents and businesses. Site visits will occur prior to initial design and be ongoing throughout the final design.	
3.0 DESIGN PHASE		
3.1 90% Plans	WV will develop and submit 90% complete plans and profiles.	90% Plans of title sheet, notes sheet, key map, sanitary sewer sheets and detail sheets. (PDFs)
3.2 90% Opinion of Probable Construction Cost (OPC)	WV will prepare 50% opinion of probable construction costs	90% itemized OPC
3.3 90% Specifications	At the 90% complete stage, WV will prepare pre-final specifications. Specifications will use District Front-End. It is assumed that WV will utilize District Standard Specifications for the Technical Specifications. WV will create addendums to the District Technical Specifications, if needed.	Electronic copy in Word and PDF of 90% Technical Specifications.
3.4 Quality Review	Prior to the 90% design phase submittal, all plans and documents will be reviewed by WV's Quality Control Manager	N/A
3.5 Final Plans	Upon receipt of the District's comments on the 90% plans, WV will proceed to prepare the final plans.	Final Plans (DWGs and PDFs)

TASK	OUR APPROACH	DELIVERABLE
3.6 Final Opinion of Probable Construction Cost (OPC)	WV will finalize the OPC line items based on the final plans	Final Opinion of Probable Construction Cost
3.7 Final Specifications	Based upon District review comments at 90% stage, WV will Finalize the Specifications.	Electronic copy in Word and PDF of Final Specifications.
3.8 Quality Review	Prior to the final design phase submittal, all plans and documents will be reviewed by WV's Quality Control Manager.	N/A
4.0 BID PERIOD SERVICES		
4.1 Pre-Bid Meeting	WV will attend the pre-bid meeting scheduled by the District.	Minutes from pre-bid meeting.
4.2 Answer Bidders Questions	WV will answer questions from bidders through District staff during the advertising period. WV will log questions and provide District with documented responses.	Log of questions received and answers given for District to distribute, if appropriate.
4.3 Addenda Assistance	WV will prepare any required technical or design-related addenda for distribution by the District. (3 Addendas are assumed)	Addenda input for District's use in issuing any addenda.
5.0 DESIGN SERVICES DURING CONSTRUCTION		
5.1 Attend Pre-Construction Meeting	Design team members will attend the pre-construction meeting scheduled by the District.	N/A.
5.2 Review Shop Drawings and Contractor Submittals	WV will review all contractor submittals and make recommendations to the District. (10 submittals are assumed)	Written evaluation of submittals.
5.3 Change Order Assistance	WV will provide the District with the necessary documentation for change order processing.	Written response and recommendation for change orders.
5.4 Field Visits	WV will make periodic or as-necessary site visits during construction to discuss construction progress and any required revisions to design.	Meeting notes, design revisions, if necessary.
5.5 Answer Contractor RFI's and Construction Manager Questions	WV will respond to questions and Requests for Information (RFIs) as they come up during the construction phase of the project.	Written responses to questions.
5.6 Prepare As-Built Drawings	WV will prepare ACAD record drawings based on construction manager mark-ups.	Electronic copies of record drawings.



TENTATIVE SCHEDULE

See **Exhibit B** for our proposed design schedule.



PROPOSED FEE

Our fee estimate is included in **Exhibit C**.

Thank you for the opportunity to partner with you on this important project. We are excited to serve you and this community. If you have any comments or questions, please don't hesitate to contact us.

Warm regards,

Jasmine Cuffee, PE
Vice President of Engineering
jcuffee@wvcc.com | (925) 440-1703

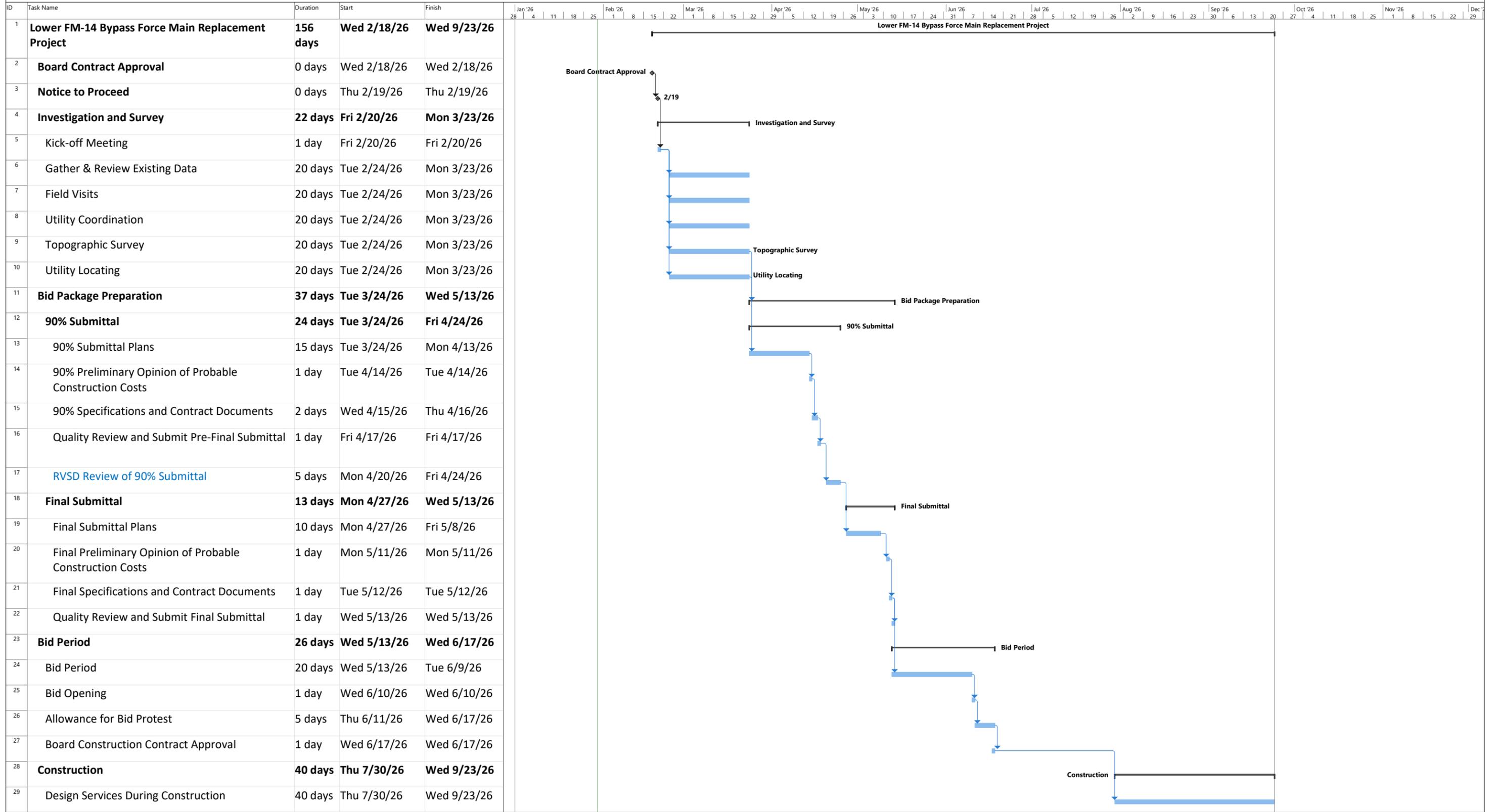
Daniel Wilkins, PE
Engineering Manager
dwilkins@wvcc.com | (925) 878-9641

Attachments:

- Exhibit A Limits of Work Map
- Exhibit B Schedule
- Exhibit C Level of Effort (fee)



**RVSD
Lower FM-14 Bypass Force Main Replacement Project
EXHIBIT B: DESIGN SCHEDULE**



Date: Fri 1/30/26

Task	Milestone	Project Summary	Inactive Milestone	Manual Task	Manual Summary Rollup	Start-only	External Tasks	Deadline	Manual Progress
Split	Summary	Inactive Task	Inactive Summary	Duration-only	Manual Summary	Finish-only	External Milestone	Progress	

Ross Valley Sanitary District
Lower FM-14 Bypass Force Main Replacement Project
EXHIBIT C
LEVEL OF EFFORT

Date: 1/30/2026

TASK, PHASE, DESCRIPTION	STAFF	Design Services				TOTALS
		Project Director	Project Manager	Project Engineer	Subs (w/10%)	
		HOURS	HOURS	HOURS	COSTS	
1.0 PROJECT MANAGEMENT AND MEETINGS						
1.1 Project Management; Invoicing, coordination with Subs			12			
1.2 Project Meetings (Assume 3)			6	6		
SUBTOTAL HOURS		0	18	6		24
SUBTOTAL DOLLARS		\$0	\$4,140	\$1,020		\$5,160
2.0 INVESTIGATION AND SURVEY						
2.1 Preliminary Investigation/Gather Data			4	16		
2.2 Utility Coordination			2	8		
2.3 Subsurface Utility Investigation			2	4	\$5,170	
2.4 Topographic Survey			2	4	\$6,600	
2.5 Field Investigation			6	6		
SUBTOTAL HOURS		0	16	38		54
SUBTOTAL DOLLARS		\$0	\$3,680	\$6,460	\$11,770	\$21,910
3.0 DESIGN PHASE						
A	90% Project Plans, Specifications and Estimate					
3.1 90% Plans			8	40		
3.2 90% Opinion of Probable Construction Cost			4	8		
3.3 90% Specifications			16	8		
3.4 Quality Review	4					
SUBTOTAL HOURS	4	28	56			88
SUBTOTAL DOLLARS	\$1,120	\$6,440	\$9,520			\$17,080
B	Final Project Plans					
3.5 Final Plans			6	40		
3.6 Final Opinion of Probable Construction Cost			2	4		
3.7 Final Specifications			16	4		
3.8 Quality Review	8					
SUBTOTAL HOURS	8	24	48			80
SUBTOTAL DOLLARS	\$2,240	\$5,520	\$8,160			\$15,920
4.0 BID PERIOD SERVICES						
4.1 Pre-Bid Meeting			4	8		
4.2 Answer Bidder Questions (Assume 4)			8	16		
4.3 Addenda Assistance (Assume 3)			6	24		
SUBTOTAL HOURS	0	18	48			66
SUBTOTAL DOLLARS	\$0	\$4,140	\$8,160			\$12,300
5.0 DESIGN SERVICES DURING CONSTRUCTION (DSDC)						
5.1 Attend Pre-Construction Meeting			2	2		
5.2 Review Shop Drawings and Contractor Submittals (Assume 10)			10	20		
5.3 Change Order Assistance			8	8		
5.4 Field Visits			12	12		
5.5 Answer Contractor RFI's and Construction Manager Questions			8	4		
5.6 Prepare As-Built Drawings			2	8		
SUBTOTAL HOURS	0	42	54			96
SUBTOTAL DOLLARS	\$0	\$9,660	\$9,180			\$18,840
A. WVCC HOURS AND COST						
HOURS PER POSITION		12	146	250		408
HOURLY RATE (TYPICAL)		\$280	\$230	\$170		
SUBTOTAL COST		\$3,360	\$33,580	\$42,500	\$11,770	
B1. TOTAL DESIGN COST FOR TEAM (NOT-TO-EXCEED BASIS):						\$72,370
B2. TOTAL DESIGN + DSDC COST FOR TEAM (NOT-TO-EXCEED BASIS):						\$91,210

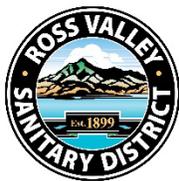
**Ross Valley Sanitary District
Lower FM-14 Bypass Force Main Replacement Project
EXHIBIT C
LEVEL OF EFFORT**

Date: 1/30/2026

ASSUMPTIONS UPON WHICH PROPOSAL IS BASED:

- 1 Hours and fee for individual tasks are a guide; the total hours and cost for the project takes precedence.
- 2 Hours and fee may be renegotiated if the project is delayed by factors beyond WVCC's control.
- 3 Hours for additional design iterations are not included.
- 4 Utilities will design their relocations, if any are needed.
- 5 Geotechnical Investigation and CCTV inspection are not included.
- 6 The number of budgeted meetings is indicated on the spreadsheet.
- 7 District will provide Front End and Technical Specifications. WVCC will prepare Addendums to Technical Specifications as needed.
- 8 District review comments will be presented to WVCC on one consolidated set of marked up documents.
- 9 This estimate assumes preparation of one bid package.
- 10 No property line boundary survey is included. Property lines and rights-of-way will be shown on plans as provided on Assessor's Parcel Maps.
- 11 District will provide all relevant as-built information and other existing data, as needed for design.
- 12 Significant redesign required due to changes made by District after 90% submittal review is subject to additional fee for WVCC.
- 13 Bypass plans are not included.
- 14 Geotechnical Services include patching bores with cold patch or rapid set concrete. Hot Mix Asphalt is not included.
- 15 Printing of final documents will be by District (or WV at cost plus markup).
- 16 Approximate pipe length = 400 LF. Assumed number of drawings:

Lower FM-14 Bypass Force Main Replacement Project		
Anticipated Drawings	Scale	# of Sheets
Title Sheet	None	1
Key Map	None	1
Notes, Legend and Abbreviations	None	1
Plan and Profile	1" = 20'	1
Detail Sheets	Various	1
	Total	5

**ROSS VALLEY SANITARY DISTRICT**

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

STAFF REPORT**For the Meeting of February 18, 2026**

February 12, 2026

To: Board of Directors

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

Subject: **Consideration of Approval of Contract Change Order No. 2 for Additional Work on the FY 2024/25 Gravity Sewer Improvements Project (#958) with Glosage Engineering, Inc., in an Amount Not to Exceed \$1,164,906.30**

Summary

This staff report is being presented to consider the approval of Contract Change Order No. 2 for the FY 2024/25 Gravity Sewer Improvements Project, with Glosage Engineering, Inc., in the amount not to exceed \$1,164,906.30, for additional work in Kentfield, San Anselmo, and Greenbrae.

Discussion

At the February 19, 2025, Board meeting, the Board approved the construction contract for the FY 2024/25 Gravity Sewer Improvements Project (#958) with Glosage Engineering, Inc., in the amount not to exceed \$6,137,410.

This proposed change order to Project #958 is recommended based on recent field and engineering investigations which have discovered portions of the existing clay and cast-iron pipe adjacent to the project on Lancaster Avenue, Berens Drive, Stadium Way, and easements along Wolfe Grade and Eliseo Drive are defective and in need of immediate replacement. The proposed added work includes pipes that are directly upstream of the system that is being replaced as part of the original scope of contract work, except for Eliseo Drive which was discovered during line cleaning activities. This change order also includes the final adjustment of unit quantities for several completed work areas including Sir Francis Drake Boulevard, Suffield Avenue, Valley Road, and Berens Drive.

This change order seeks to streamline the delivery of this critical work by utilizing an existing contract with Glosage Engineering, who have demonstrated an exceptional ability to replace very difficult parts of our system using pipe bursting methods, while maintaining good relations with residents and local road departments.

Change Order Scope of Work

The additional work contained in this change order includes the replacement of 2,384 linear feet of sanitary sewer main, 18 manholes, and 32 lower laterals. This change order also includes the investigation and elimination of 35 dead taps that are a source of inflow and infiltration (I&I) and debris into the sanitary sewer system. Additional hot-mix asphalt paving was needed to comply with various County of Marin requirements to restore pavement on Berens Drive, Lancaster Avenue, and Sherwood Court resulting in an additional \$52,612.50 of cost. A full description of the change order scope of work is provided in Attachment A. Maps of the additional work areas are in Attachment B.

Contract Change Order

Contract Change Order No. 2 is a net increase of \$1,164,906.30, representing a **19% increase** in the original Contract amount. The Construction Manager and staff reviewed the cost adjustment from Glosage Engineering for accuracy and found it matched our own records. Unit costs were based on the contract bid items when the added work was the same. Staff reviewed the contract change order for accuracy and found no errors.

This change order was initiated by the Owner and Construction Manager to take advantage of cost efficiencies in the current contract, and to expedite construction as opposed to bidding the work as separate contracts at a later date. See below for additional discussion.

Table 2. Board Approvals for Contract Change Orders

Awarded Contract Amount	\$6,137,410.00
Previous Contract Change Orders	\$137,980.00
Contract Change Order No. 2*	\$1,164,906.30
Total Contract Change Orders to Date	\$1,302,886.30
Revised Contract Amount	\$7,440,296.30

*under consideration by the Board

Justification for Approval

The work contained in this Contract Change Order is needed to prevent risks to public health from failing sanitary sewer mains and to limit I&I, especially in the tidally influenced zones where work was being done at Stadium Way, Lancaster Drive and Berens Drive. The condition of these pipes has deteriorated to the point that staff are unable to maintain these lines properly, and immediate repair is necessary. There are several major defects in this system, with evidence of I&I, and some of these pipes are four-inch-diameter cast iron that have heightened risk of blockage-related spills. Additionally, the proposed scope includes 32 lower laterals, which should further reduce I&I. Utilizing an existing contract to carry out urgent work takes advantage of numerous efficiencies and allows for a higher probability of successful repairs.

The proposed added work is the same as the scope of the existing contract, as it consists of pipe bursting vitrified clay pipe with HDPE pipe. The proposed work is adjacent existing contract work in the Town of San Anselmo, Kentfield, and Greenbrae and will be added to the existing Encroachment Permit. The costs for pipe bursting, manhole replacement, and lateral work in this change order are within the average of the original contract bid items for the different areas of work.

Fiscal Impact

This additional work will be paid from the FY2024/25 Gravity Sewer Improvements Project construction funds, as the low bid for this contract and other costs are well below the respective budgeted amounts for this Project and several other ongoing Projects. For example the Palm/Mann/Cypress Gravity Sewer Improvements Project completed in Fall 2025 was under budget. The additional costs fall within the overall Capital Improvement Program budget for the fiscal year.

Recommendation

Approve Contract Change Order No. 2 in the amount not to exceed \$1,164,906.30 for additional work in Kentfield, San Anselmo, and Greenbrae in the FY 2024/25 Gravity Sewer Improvements Project (#958) with Glosage Engineering, Inc.

Attachment(s):

- A) Contract Change Order No. 2
- B) Additional Work Maps



ROSS VALLEY SANITARY DISTRICT

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94901 Ph: 415.259.2949 Fax:
415.259.2957

Date: February 4, 2026

Contract Change Order No. 002

Project: FY 2024/25 Gravity Sewer Improvements Project - Project No. 958

Owner: Ross Valley Sanitary District

Phone: (415) 259-2949

Fax: (415) 259-2957

Contractor: Glosage Engineering, Inc.

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

The following change is hereby made to the contract:

Description of Change:

This change order, in accordance with Section 700-7.01 of the Project Specifications and at the direction of the Construction Manager provides compensation to Glosage Engineering, Inc. to perform additional work as directed by Ross Valley Sanitary District (District).

Item 1: Stadium Way Easement:

The contractor was asked to provide a price for constructing an additional 167 linear feet of new 6-inch sanitary sewer main using 6-inch HDPE pipe. This scope of work includes disconnecting and reconnecting existing sewer laterals to the new sewer main during construction, as well as removing one rod inlet and replacing it with a sanitary sewer manhole. All proposed work is located within the Sanitary Sewer Easement that extends from Stadium Way. The associated costs for this additional work are detailed in Table 1 below.

Table 1 Summary of Costs: Stadium Way Easement:

Sanitary Sewer Improvements: Stadium Way Easement - Extra Work					
Item No.	Description	Unit	Est Qty	Unit Cost	Total
1.1	Pipe Burst Existing SS with New 6" SS	LF	137	\$ 202.00	\$ 27,674.00
1.2	Construct New 6" SS by Open Trench	LF	30	\$ 405.00	\$ 12,150.00
1.3	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting/Reaming	EA	4	\$ 2,800.00	\$ 11,200.00
1.4	Construct New SSMH	EA	1	\$ 9,800.00	\$ 9,800.00
Subtotal: Stadium Way Easement - Extra Work					\$ 60,824.00

Item 2: Large Diameter SSMH replacement:

The Contractor was asked to provide a price for constructing two truck line manholes on Mcallister Ave, south of Sir Francis Drake Blvd in Marin County. The costs are listed in Table #2 below.

Table 2 Summary of Costs: Large Diameter SSMH replacement:

Sanitary Sewer Improvements: Trunk Line Manhole Replacement - Extra Work					
Item No.	Description	Unit	Est Qty	Unit Cost	Total
2.1	Construct New SSMH K100.080	EA	1	\$ 13,400.00	\$ 13,400.00
2.2	Construct New SSMH K100.090	EA	1	\$ 13,400.00	\$ 13,400.00
Subtotal: Truck Line Manhole Replacement – Extra Work					\$ 26,800.00



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Item 3 - Berens Dr. and Lancaster Ave. additional sewer main replacement:

The Contractor was asked to pipe burst 670 feet of 6-inch sewer main with new 8-inch HDPE, reconnect 18 sewer laterals, build 9 cleanouts, replace 4 rod inlets with manholes, pipe burst 9 lower laterals, repair 91 LF of sag, and restore 115 tons of HMA surface. This work is located south of Sir Francis Drake Blvd in Marin County, with costs listed in table #3.

Table 3 Summary of Costs: Berens Dr. and Lancaster Ave. additional sewer main replacement:

Sanitary Sewer Improvements: Lancaster Ave and Berens Dr--additional sewer					
Item No.	Description	Unit	Est Qty	Unit Cost	Total
3.1	Pipe Burst Existing SS with New 8" SS	LF	670	\$ 198.00	\$ 132,660.00
3.2	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting/Rearing	EA	18	\$ 2,500.00	\$ 45,000.00
3.3	Remove and Replace Ex SSCO with New SSMH	EA	4	\$ 7,800.00	\$ 31,200.00
3.4	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 10'-20')	EA	9	\$ 100.00	\$ 900.00
3.5	Remove and Replace or Construct New SSCO at Property Line	EA	9	\$ 500.00	\$ 4,500.00
3.6	Sag Repair for HDPE SS	LF	91	\$ 372.00	\$ 33,852.00
3.7	HMA Surface Restoration Including 2" Mili per Detail 1/D-1	SF	115	\$ 457.50	\$ 52,612.50
Subtotal: Lancaster Ave and Berens DR - Extra Work					\$ 300,724.50

Item 4: Sir Francis Drake 6" lateral construction:

A price was requested for the Contractor to construct 6" laterals at three properties on Sir Francis Drake Blvd, within the Town of San Anselmo. Costs and property addresses for this work are shown below on table #4.

Table 4 Summary of Costs: Sir Francis Drake 6" lateral construction:

Sanitary Sewer Improvements: 6" Lateral Work at 1598, 1586 and 1562 Sir Francis Drake - Extra Work					
Item No.	Description	Unit	Est Qty	Unit Cost	Total
4.1	Disconnect/Reconnect 6" Sewer Lateral to Main for Pipe Bursting/Reaming	LF	3	\$ 4,300.00	\$ 12,900.00
4.2	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 6" SS (Various Lengths)	EA	3	\$ 2,910.00	\$ 8,730.00
4.3	Remove and Replace or Construct New 6" SSCO at Property Line	EA	3	\$ 2,540.00	\$ 7,620.00
Subtotal: 6" Lateral Work at 1598, 1586 and 1562 Sir Francis Drake - Extra Work					\$ 29,250.00

Item 5: Berens Dr. true-up for construction of 8" sewer by open trench:

A true-up cost, in addition to the amount included for pipe bursting, was requested for the contractor to perform open trench work and reroute the new 8" sewer main. This rerouting was necessary to avoid the existing concrete encasement along Berens Dr., specifically from Station 16+17 to Station 20+32 (PP-35 and PP-36). Also included is abonnement and grouting of the existing 6" sewer along this same alignment. The associated costs for this work are provided below in Table 5.

Table 5 Summary of Costs: Berens Dr. true-up for construction of sewer by open trench:

Sanitary Sewer Improvements: Berens Dr. Open Trench True-up Cost					
Item No.	Description	Unit	Est Qty	Unit Cost	Total
5.1	Construct New 8" SS by Open Trench (true up for OC from Sta. 16+17 to Sta. 20+32 on PP-35 & PP-36)	LF	415	\$ 209.00	\$ 86,735.00
5.2	Abandon Existing 6" Sewer by Filling with Grout	LF	402	\$ 7.00	\$ 2,814.00
Subtotal: Berens Dr. Open Trench True-up					\$ 89,549.00



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Item 6: Investigate and abandon dead laterals:

As part of the project scope, the contractor was asked to provide a price for investigating and abandoning dead laterals found within the designated project area. During construction, the contractor identified and abandoned a total of 28 laterals located at different street locations, as well as 8 laterals situated at various easement locations. The associated costs for performing this work are detailed in Table 6 below.

Table 6 Summary of Costs: Investigate and abandon dead laterals:

Sanitary Sewer Improvements: Investigate and abandon dead laterals					
Item No.	Description	Unit	Est Qty	Unit Cost	Total
6.1	Investigate and abandon dead lateral in the street	LF	28	\$ 4,792.33	\$ 134,185.24
6.2	Investigate and abandon dead easement lateral	EA	7	\$ 2,289.08	\$ 16,023.56
Subtotal: Investigate and abandon dead laterals					\$ 150,208.80

Item 7: Replace manhole frame and cover:

A price was requested for the contractor to replace manhole frame and covers at various locations. During their work the contractor has replaced frame and covers at 6 manhole locations. Costs for this work are shown below on table #7.

Table 7 Summary of Costs: Replace manhole frame and cover:

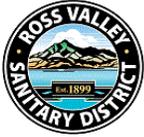
Sanitary Sewer Improvements: Replace SSMH frame and cover					
Item No.	Description	Unit	Est Qty	Unit Cost	Total
7.1	Replace SSMH frame and cover	EA	6	\$ 2,280.00	\$ 13,680.00
Subtotal: Replace SSMH frame and cover					\$ 13,680.00

Item 8: Wolf Grade additional 383 LF of 6” sewer main replacement:

The Contractor was requested to provide pricing for pipe bursting an additional 383 linear feet of existing 4-inch sanitary sewer (SS) main and replacing it with new 6-inch HDPE piping. As part of this scope, the Contractor will disconnect and reconnect two existing sewer laterals to the new sewer main for pipe bursting. Additionally, the work includes constructing two new sanitary sewer cleanouts, removing and replacing two rod inlets with two new sanitary sewer manholes, and pipe bursting two new 4-inch lower laterals. All proposed additional work is located off Wolf Grade within the County of Marin. The costs associated with this additional work are detailed below in Table 8.

Table 8 Summary of Costs: Wolf Grade additional 383 LF of 6” sewer main replacement:

Sanitary Sewer Improvements: Wolf Grade Extra 6" Sewer Main					
Item No.	Description	Unit	Est Qty	Unit Cost	Total
8.1	Pipe Burst Existing SS with New 6” SS	LF	297	\$217.00	\$ 64,449.00
8.2	Construct 6” SS by open trench	LF	86	\$405.00	\$ 34,830.00
8.3	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting/Reaming	EA	2	\$2,800.00	\$ 5,600.00
8.4	Remove and Replace or Construct New SSCO at Property Line	EA	2	\$500.00	\$ 1,000.00
8.5	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Various Lengths)	EA	2	\$1,500.00	\$ 3,000.00
8.6	Remove and Replace Existing SSCO with New SSMH	EA	2	\$7,500.00	\$ 15,000.00
Subtotal: Wolf Grade Extra 6" Sewer Main					\$ 123,879.00



ROSS VALLEY SANITARY DISTRICT

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Item 9: 380 Eliseo Drive Easement additional 359 LF of 6” sewer main replacement:

The Contractor was requested to provide pricing for replacing an additional 359 linear feet of existing 4-inch sanitary sewer (SS) main and replacing it with new 6-inch HDPE piping. As part of this scope, the Contractor will disconnect and reconnect three existing sewer laterals to the new sewer main for pipe bursting. Additionally, the work includes constructing four new 4-inch lower laterals, removing and replacing one rod inlet, and reconstructing manhole bases at four locations. All proposed additional work is located along the 380 Eliseo Drive sewer easement within the Town of Larkspur. The costs associated with this additional work are detailed below in Table 9.

Table 9: Summary of Costs: 380 Eliseo Drive Easement additional 359 LF of 6” sewer main replacement:

Sanitary Sewer Improvements: 380 Eliseo Drive Easement					
Item No.	Description	Unit	Est Qty	Unit Cost	Total
9.1	6" Open Cuts HDPE by hand Excavation	LF	174	\$432.00	\$ 75,168.00
9.2	Pipe Burst Existing SS with New 6” SS	LF	185	\$217.00	\$ 40,145.00
9.3	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting/Reaming	EA	4	\$3,000.00	\$ 12,000.00
9.4	New Rod Inlet	EA	1	\$4,700.00	\$ 4,700.00
9.5	Reform MH Benches in Place	EA	3	\$1,900.00	\$ 5,700.00
9.6	Construct New Sewer Lateral with New 4" SS (Various Lengths)	EA	4	\$1,500.00	\$ 6,000.00
9.7	Manhole Frame and Cover	EA	2	\$1,970.00	\$ 3,940.00
Subtotal: 380 Eliseo Drive Easement					\$ 147,653.00

Item 10: Increased or Decreased Bid Item Costs – Valley Dr.

Bid Item No. A5a and A5a.1 - The overall \$50,700.00 increase in contract costs associated with these items is the result of a Field Directive which changed the main installation method from open cut to pipe burst and includes pipe bursting an additional 397 LF between SSMH S230.050 to S230.070.

Bid Item No. A5d, A5e and A5f - The overall \$6,600.00 increase in contract costs associated with these items is the result of a Field Directive which added lateral replacement between SSMH S230.050 to S230.070.

Bid Item No. A5h.1 - The overall \$42,000.00 increase in contract costs associated with these items is the result of a Field Directive which changed the main installation method from open cut to pipe burst and required the disconnection and reconnection of 15 laterals to the sewer main for pipe bursting.



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Table 10: Summary of Costs Increases/Decreases – Valley Dr:

Sanitary Sewer Improvements: Valley Rd								
Item No.	Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
A5a	Construct New 8" SS by Open Trench	LF	229	0	\$325.00	\$ 74,425.00	\$ -	\$(74,425.00)
A5a.1	(ADDED ITEM DESCRIPTION) Pipe Burst Existing SS with New 8" SS	LF	0	583	\$214.62	\$ -	\$ 125,125.00	\$ 125,125.00
A5b	Construct New SSMH	LF	1	1	\$10,200.00	\$ 10,200.00	\$ 10,200.00	\$ -
A5c	Rehabilitate Existing SSMH	EA	1	1	\$3,200.00	\$ 3,200.00	\$ 3,200.00	\$ -
A5d	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (length 10'-15')	EA	5	11	\$200.00	\$ 1,000.00	\$ 2,200.00	\$ 1,200.00
A5e	Pipe Burst, Remove and Replace, or Construct New Sewer Lateral with New 4" SS (Length 15'-20')	EA	1	4	\$200.00	\$ 200.00	\$ 800.00	\$ 600.00
A5f	Remove and Replace or Construct New SSCO at Property Line	EA	6	12	\$800.00	\$ 4,800.00	\$ 9,600.00	\$ 4,800.00
A5g	Abandon Ex 6" S By Filling Pipe	EA	220	0	\$15.00	\$ 3,300.00	\$ -	\$(3,300.00)
A5h	Abandon Ex SSMH	EA	1	1	\$1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -
A5h.1	(ADDED ITEM DESCRIPTION) Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting/Reaming	EA	0	15	\$2,800.00	\$ -	\$ 42,000.00	\$ 42,000.00
Subtotal: Valley Dr.						\$ 98,125.00	\$ 194,125.00	\$ 96,000.00

Item 11: Increased or Decreased Bid Item Costs – Suffield Ave.

Bid Item No. 13a, 13b and 13c - The overall \$25,650.00 increase in contract costs associated with these items is the result of a Field Directive which changed the main installation method to pipe burst but also includes 95 LF of open trench installation upstream of SSMH S230.025.

Bid Item No. 13d and 13f- The \$10,000 increase in contract costs associated with this bid item is the result of two additional manhole replacements and three less manhole rehabilitations than was shown on the plans.

Bid Item No. 13g, 13h, 13i, 13j, 13k, and 13l - The overall \$92,550 increase in contract costs associated with these items is the result of increases and decreases in the installed lateral quantities as compared to plan quantities.

Bid Item No. 13m, and 13n - The overall \$468 increase in contract costs associated with these items is the result of increases and decreases in the completed quantities as compared to plan quantities.

Bid Item No. 130 – This bid item was not used and therefor resulted in a \$2,330 decrease in contract costs.

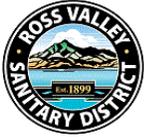


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Table 11: Summary of Costs Increases/Decreases – Suffield Ave:

Sanitary Sewer Improvements: Suffield Ave								
Item No.	Description	Unit	Bid Qty	Final Qty	Unit Cost	Bid Cost	Final Cost	Change
13a	Construct New 8" SS by Open Trench	LF	654	0	\$270.00	\$ 176,580.00	\$ -	\$ (176,580.00)
13b	Remove and Replace Ex SS with New 8" SS by Open Trench " SS	LF	400	95	\$270.00	\$ 108,000.00	\$ 25,650.00	\$ (82,350.00)
13c	Pipe Burst Existing SS with New 8" SS	LF	51	1105	\$270.00	\$ 13,770.00	\$ 298,350.00	\$ 284,580.00
13d	Construct New SSMH	EA	1	3	\$9,800.00	\$ 9,800.00	\$ 29,400.00	\$ 19,600.00
13e	Remove and Replace Ex SSCO with New SSMH	EA	1	1	\$9,800.00	\$ 9,800.00	\$ 9,800.00	\$ -
13f	Rehabilitate Existing SSMH	EA	4	1	\$3,200.00	\$ 12,800.00	\$ 3,200.00	\$ (9,600.00)
13g	Disconnect/Reconnect Sewer Lateral to Main for Pipe Bursting/Reaming	EA	1	28	\$3,800.00	\$ 3,800.00	\$ 106,400.00	\$ 102,600.00
13h	Construct New Sewer Lateral with New 4" SS (Length 5'-10')	EA	1	26	\$1,200.00	\$ 1,200.00	\$ 31,200.00	\$ 30,000.00
13i	Construct New Sewer Lateral with New 4" SS (Length 10'-15')	EA	18	2	\$200.00	\$ 3,600.00	\$ 400.00	\$ (3,200.00)
13j	Construct New Sewer Lateral with New 4" SS (Length 15'-20')	EA	8	0	\$200.00	\$ 1,600.00	\$ -	\$ (1,600.00)
13k	Construct New Sewer Lateral with New 4" SS (Length 20'-25')	EA	3	0	\$200.00	\$ 600.00	\$ -	\$ (600.00)
13l	Construct New SSCO at Property Line	EA	30	21	\$3,850.00	\$ 115,500.00	\$ 80,850.00	\$ (34,650.00)
13m	Abandon Ex SSLH/SSCO	EA	1	4	\$800.00	\$ 800.00	\$ 3,200.00	\$ 2,400.00
13n	Abandon Ex 6" SS By Filling Pipe	LF	332	56	\$7.00	\$ 2,324.00	\$ 392.00	\$ (1,932.00)
13o	Abandon Ex 8" SS By Filling Pipe	LF	233	0	\$10.00	\$ 2,330.00	\$ -	\$ (2,330.00)
Subtotal: Suffield Ave.						\$462,504.00	\$ 588,842.00	\$ 126,338.00



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Table 12: Change Order Summary:

ITEM NO.	ITEM DESCRIPTION	CHANGE
1	Stadium Way Easement - Extra Sewer Main	\$60,824.00
2	Large Diameter Manhole Replacement	\$26,800.00
3	Lancaster Ave and Berens Dr - Extra Sewer Main	\$300,724.50
4	6" Lateral Construction at 1598, 1586 and 1562 Sir Francis Drake	\$29,250.00
5	Berens Dr. Open Trench True-up Costs	\$89,549.00
6	Investigate and Abandon Dead Laterals Project Wide	\$150,208.80
7	Replace SSMH frame and cover	\$13,680.00
8	Wolf Grade - Extra Sewer Main	\$123,879.00
9	380 Eliseo Drive Easement – Extra Sewer Main	\$147,653.00
10	Valley Dr - Increased or Decreased Bid Item Costs	\$96,000.00
11	Suffield Ave - Increased or Decreased Bid Item Costs	\$126,079.00
TOTAL CHANGE ORDER		\$1,164,906.30

Requested By: Owner/Contractor

Contract Time: The Owner and the Contractor hereby agree that no additional time will be included for this change order. The revised time of completion will be adjusted as follows: **(0)** Calendar Days.

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

APPROVED:

Original Contract: \$6,137,410.00

Ross Valley Sanitary District, Owner

Previous Additions: \$137,890.00

Zoon, Construction Manager

This Changer Order: \$1,164,096.30

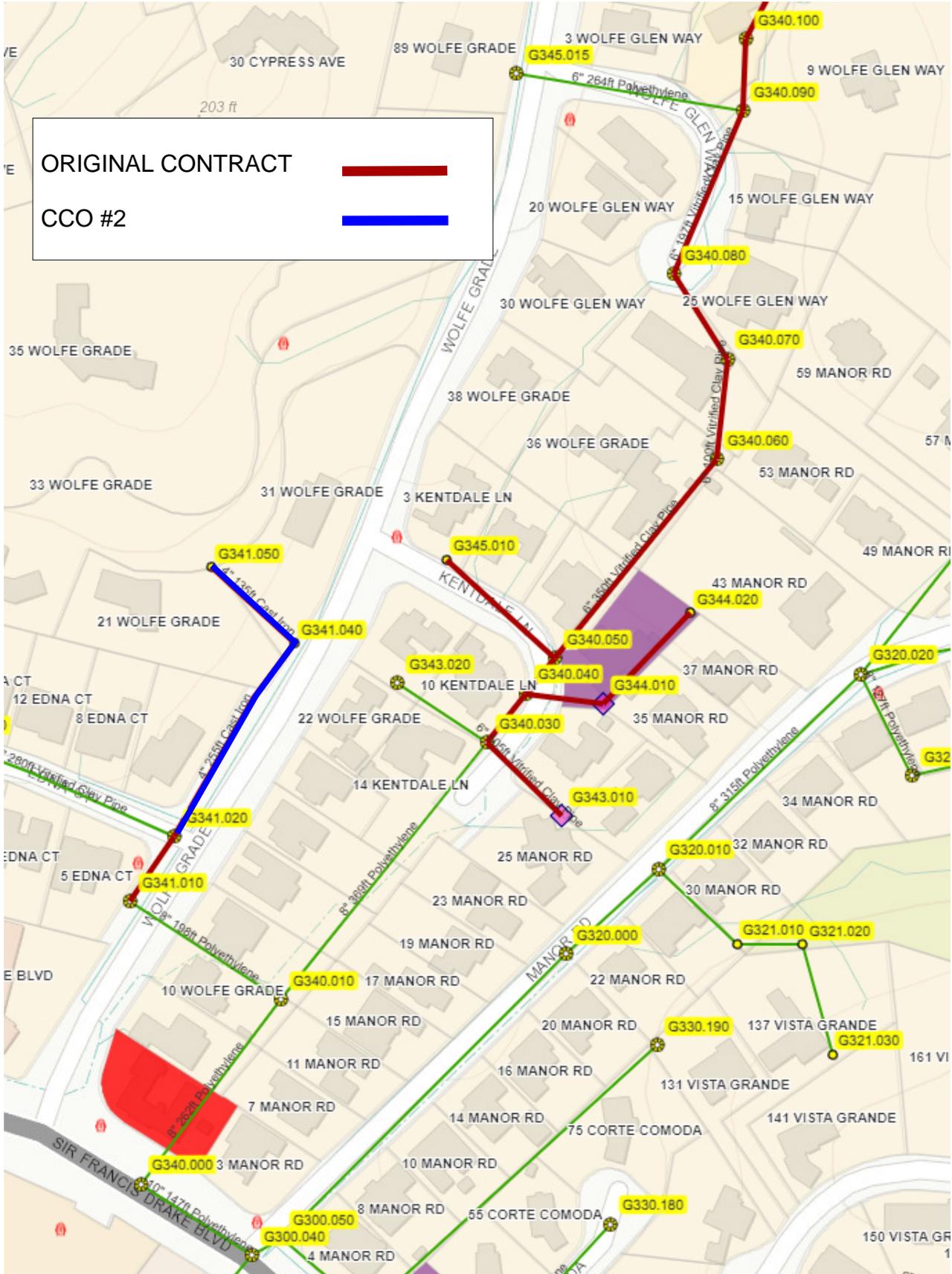
Glosage Engineering, Inc., Contractor

New Contract Total: \$7,440,206.30

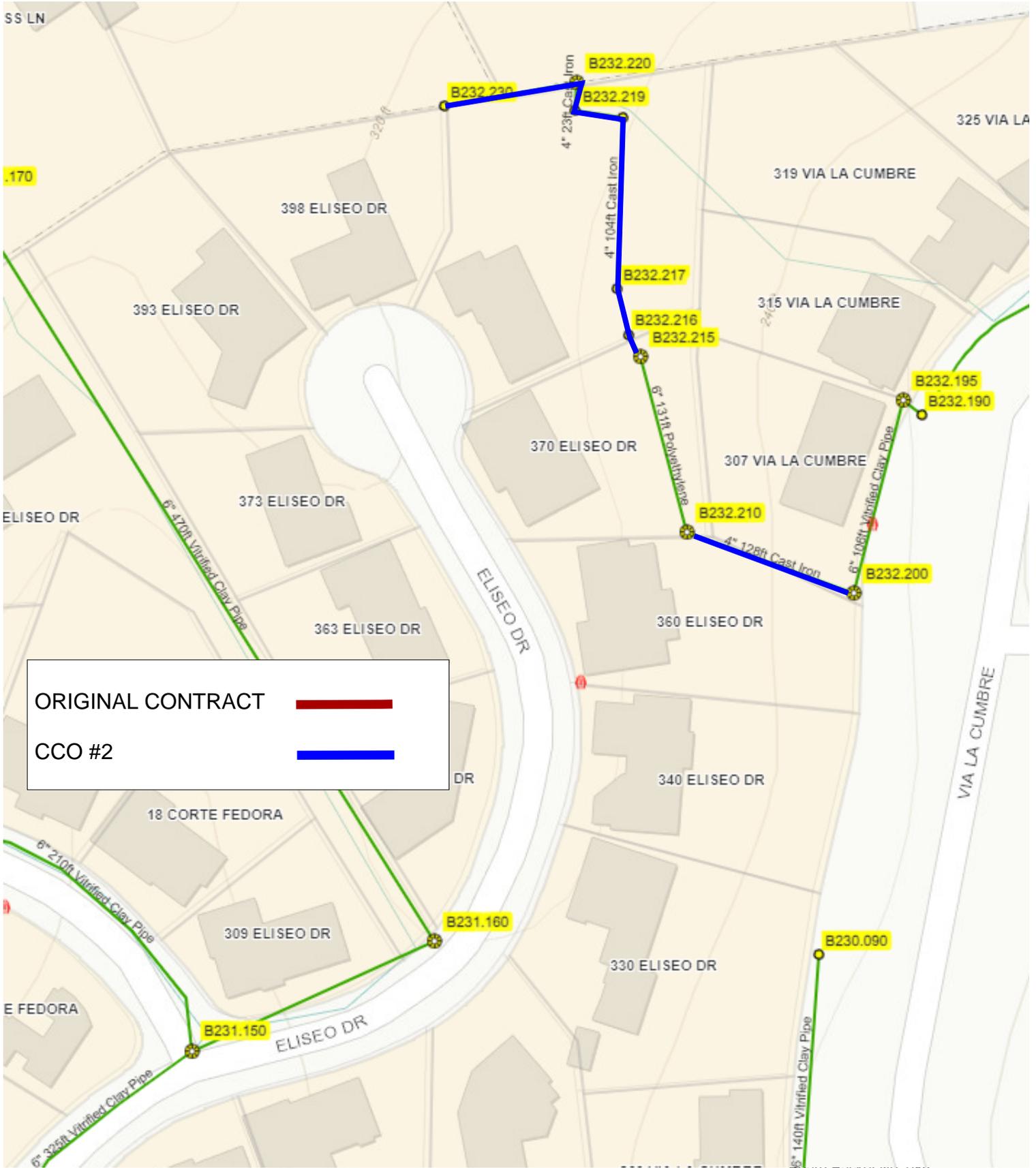
ADDITIONAL WORK MAPS KENTFIELD



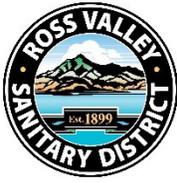
ADDITIONAL WORK MAPS GREENBRAE



ADDITIONAL WORK MAPS GREENBRAE, CONTD.



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ROSS VALLEY SANITARY DISTRICT

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STAFF REPORT

For the Meeting of February 18, 2026

February 12, 2026

To: Board of Directors

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

Subject: **Consideration of Granting Tentative Approval for Public Sewer Extension (PSX) Permit No. 411, to be Constructed within East Sir Francis Drake Blvd. and Drakes Cove Road, Larkspur, CA.**

Summary

This staff report is being brought to the Board for consideration of Tentative Approval for PSX Permit No. 411, to be constructed within East Sir Francis Drake Blvd. at the intersection with Drakes Cove Road in Larkspur, to serve the proposed Oak Hill Apartments development on state lands in unincorporated Marin County.

Discussion

The Oak Hill Apartments project is a proposed 250-unit apartment complex located at 191 and 193 E. Sir Francis Drake Blvd. in unincorporated Marin County at the boundary of Larkspur, CA ("Oak Hill Apartments"). The project consists of two affordable residential communities — 115 apartments developed for lower income families (Building 193) and 135 apartments to be built for income-qualifying teachers and staff of local school districts and employees of the County of Marin (Building 191). The community would share some amenity areas and a parking structure.

Proposed Development Over Major Force Main

The proposed development is co-located with some of the most sensitive and important assets of RVSD and its neighboring agencies. The San Quentin Junction Box (SQJB) is located on this property, where FM-1, a 54-inch-diameter force main that conveys the wastewater of RVSD and Sanitary District No. 2 (SD2), joins with the San Quentin Force Main. The proposed buildings straddle the 54-inch-diameter force main that comes out of the SQJB that carries this wastewater through a tunnel to the Central Marin Sanitation Agency (CMSA) plant for treatment, reuse and disposal. The force main is co-owned by RVSD and SD2 and is maintained by CMSA. There is also a hydrogen peroxide dosing station located in a recorded easement next to the SQJB that CMSA manages to keep sewer gases from causing odors in the Canal neighborhood of San Rafael, and to protect workers at the headworks from dangerous atmospheres.

Due to the proximity of the important assets, RVSD and CMSA staff provided comments to the Oak Hill development team in 2022 that no structures could be in the force main easement, and the proposed project was modified to place structures further up the hill, over the tunnel instead of over the pipe. While not optimal, the proposed plans provide access to the force main and the parallel recycled water line to allow assessment, maintenance and rehabilitation of these assets in the future, although those essential activities may be disruptive to the future community there. In addition, there continues to be significant concerns about the development footprint impacting CMSA's access to the hydrogen peroxide dosing station and the costs and logistics of relocating that essential facility.

RVSD Annexation and Proposed Public Sewer Extension

In early 2025, RVSD worked with the Marin County Local Agency Formation Commission (LAFCo) to annex the property to be able to provide sewer services to the proposed development. Like the earlier work with SD2, this annexation changed the boundaries of the RVSD service area and these changes were made to the District maps and uploaded to the state's database in compliance with the statewide collection systems order.

The housing development is on state lands in unincorporated Marin County, in the vicinity of Larkspur Landing and San Quentin. The distance from the development to the public sewer system is more than the maximum distance permitted for a private sewer lateral to connect to the public sewer main. This requires that a 100-linear-foot Public Sewer Extension (PSX) be installed at the intersection of Drake's Cove Road and E. Sir Francis Drake Blvd., mostly within the City of Larkspur. Drawings of the proposed work are included as part of the PSX application in Attachment B.

Additionally, a total of 648 linear feet of private sewer laterals are to be installed with this work to serve the new units that are currently in the planning stages. These new units will pay a permit fee as well as capacity charges to RVSD and CMSA and sewer service charges in the future.

Tentative Approval of Public Sewer Extension

The proposed sewer system improvements on the applicant's preliminary construction plans were reviewed and found to comply, in general, with District Standards. Please note that the plans depict both the Public Sewer Extension (PSX) elements as well as the on-site (private) sewer lateral improvements. The Board is only being asked to evaluate and consider the Tentative Approval of the PSX improvements. The on-site private lateral improvements will be subject to a private lateral permit issued by staff.

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

California Environmental Quality Act (CEQA)

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

Next Steps

If Tentative Approval is granted for PSX 411, the applicant will submit the Final Approval PSX fee of \$8,578, a set of approved engineered plans, and performance and maintenance bonds equal to 100% and 10%, respectively, of the District's estimate of construction costs.

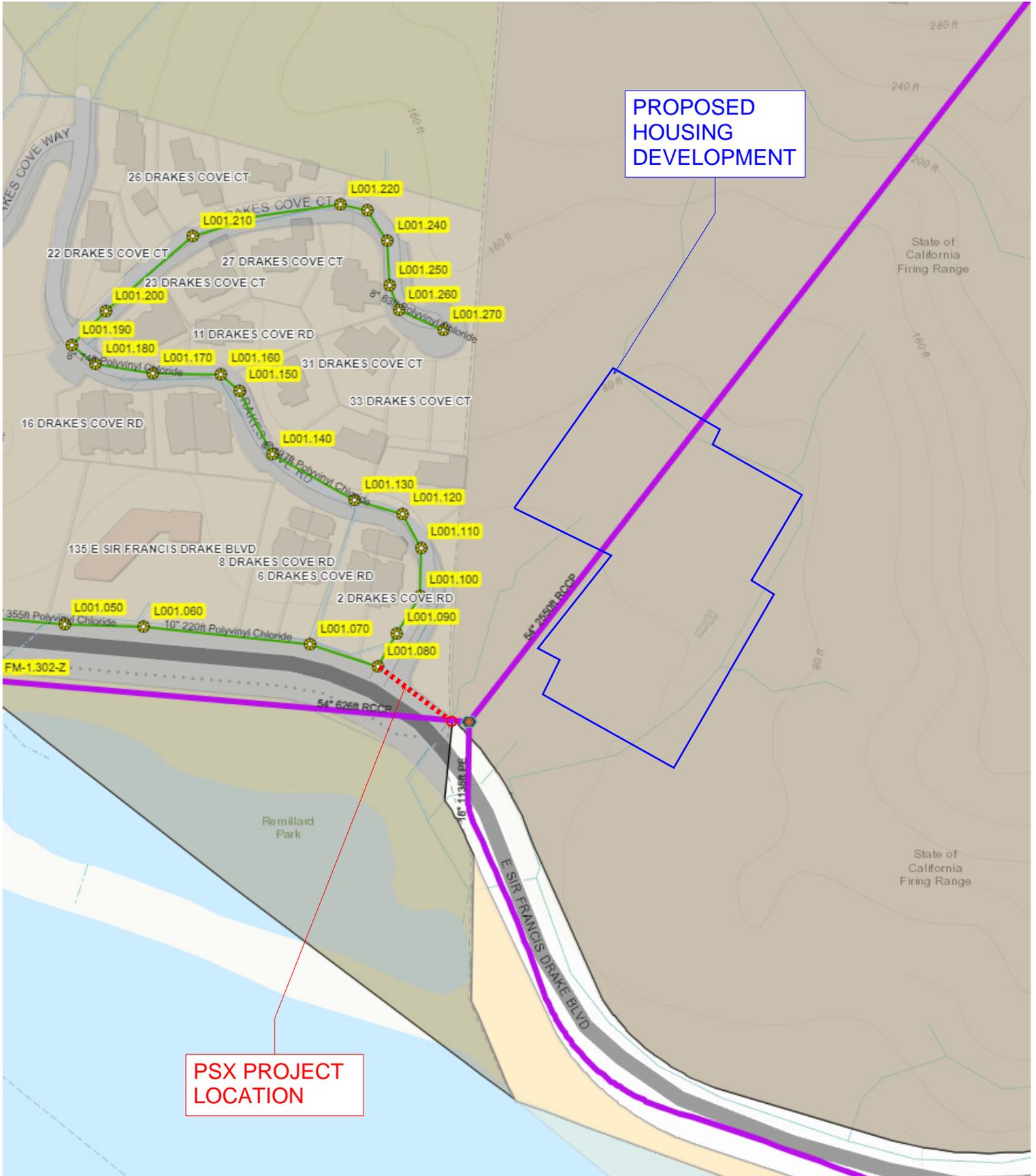
Recommendation

Grant Tentative Approval for Public Sewer Extension (PSX) Permit No. 411, to be constructed within East Sir Francis Drake Blvd and Drakes Cove Road in Larkspur, to serve the properties of 191 and 193 East Sir Francis Drake Blvd. in the County of Marin.

Attachment(s):

- A) Location Map
- B) PSX 411 Application

PROJECT LOCATION MAP





ROSS VALLEY SANITARY DISTRICT

2960 Kerner Blvd., San Rafael, CA 94901

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

Procedures and Requirements for Public Sewer Extensions

In accordance with Ross Valley Sanitary District ("District") Code adopted by the Board of Directors ("Board"), the following are the standard procedures for owners/developers/contractors ("Applicant") for a Public Sewer Extension ("PSX"):

STEP 1- Tentative District Approval of PSX

1. Applicant must schedule an appointment with the District Engineer to review the site proposed development, existing sanitary facilities, and determine if a preliminary soils evaluation is required.
 - A Site Review Form will be completed by the District and a copy will be given to the Applicant.
2. Applicant must submit the following:
 - Application Fee - **\$500.00** (cashier's check or money order)
 - Completed PSX Permit Application
 - Engineer's Materials List
 - Electronic preliminary engineered plans and specifications (Plan drawn at 1" = 20' scale and profile drawn at 1" = 5')
 - Preliminary proof of right-of-way or deed of easement, if needed.
 - Preliminary soils evaluation prepared by a Soils Engineer, if needed.
3. Review of documentation, plans, and profile for conformance with District's Sanitary Code and Standard Specifications and Drawings.
 - Staff review: approved or changes requested.
 - Applicant incorporates requested changes.
 - District calculates estimated cost of construction.
 - Application scheduled for tentative approval at next regular Board Meeting.
 - Applicant notified of scheduled hearing.
4. Board considers tentative approval of PSX.
 - Board review: approved or changes requested.
 - If changes requested, Applicant incorporates requested changes and requests rescheduling for regular Board Meeting.
 - Applicant notified of rescheduled hearing.
 - Board reviews and tentatively approves PSX.
 - Tentative approval of the PSX is effective for **six months** from date of Board approval. If the Applicant is proceeding diligently and, for reasons beyond the Applicant's control, it is not possible to complete **STEP 2 and STEP 3** within the six-month period, Board may extend the time limit. If final PSX is not approved within six months (or any extension thereof) of the date of tentative approval, the PSX Application is rejected, and fees forfeited. For re-submittal of application, Applicant would return to **STEP 1 and 2**.

STEP 2 - Local Planning Jurisdiction Approval

1. Applicant seeks Local Planning Jurisdiction approval of the project to be served by the PSX.
2. Local Planning Jurisdiction Agency grants project approval:
 - With Local Planning Agency addressing CEQA requirements for the PSX. Local Planning Agency documentation submitted to District. Applicant proceeds with **STEP 4**; or
 - Without Local Planning Agency addressing CEQA requirements for the PSX, the District must address CEQA requirements. Local Planning Agency documentation submitted to District. Applicant proceeds with **STEP 3**.
3. Applicant submits Local Planning Jurisdiction approval documentation to District.

STEP 3 - CEQA Review

1. Applicant requests District to perform CEQA review of the PSX, if needed.
 - Submits letter of request for District to proceed with CEQA Review.
 - Pays CEQA review fee of **\$2,000.00** (cashier's check or money order).
2. Applicant's consultant/engineer prepares District Environmental Checklist.
3. District reviews Environmental Checklist and makes preliminary Environmental Impact Assessment determination.
4. District sets hearing on the Environmental Checklist and preliminary Environmental Impact Assessment.
5. District posts and mails notification of hearing as per CEQA and District requirements.
6. Public hearing held at the appointed time and place (the public hearing could be continued for several Board meetings until determination can be made):
 - Negative Declaration - Environmental Impact Report (EIR) not required - mitigation measures imposed if review requires.
 - Applicant proceeds to **STEP 4**, or
 - If EIR required:
 - Applicant enters into agreement to pay all costs associated with the CEQA EIR, including District's costs related to the CEQA process.
 - District hires consultant to prepare EIR.
 - Consultant completes EIR.
 - District notifies required and interested parties of EIR hearing(s).
 - Hearing(s) held; public comment received.
 - Incorporation of hearing findings into the PSX requirements. Applicant proceeds with **STEP 4**, or
 - **Further consideration of the PSX denied.**

STEP 4 - Final Review Process

1. Applicant submits:
 - Final Approval Fee less the Application Fee of \$500.00 (see fee schedule [here](#)).
 - Electronically submitted copy of the approved engineered plans.
 - Bonds (letter of credit, passbook, cashier's check, money order, or bond):
 - Performance bond equal to 100% of District's estimate to run until acceptance of the PSX.
 - Maintenance bond equal to 10% of District's estimate to run 1 year after acceptance of PSX.
2. Applicant must start work within one year of the date of Board's Final Approval and diligently pursue installation of the PSX. All work is to be performed in accordance with the District's Standard Specifications and Drawings.
3. Applicant's Contractor must schedule a pre-job site meet prior to start of construction.
4. Applicant must notify the District office 48-72 hours in advance, prior to construction to schedule inspection work. District inspectors must inspect bedding preparations, pipe installation, and back- fill.
5. Applicant must retain a soils engineering firm to provide required compaction testing. The number, location and depth of compaction test shall be determined by the District.
6. Applicant to retain civil engineering firm to provide cut sheets and set grade stakes.
7. After installation of the PSX:
 - Applicant must clean and hydrostatically test the PSX at Applicant's expense.
 - Upon approval of the hydrostatic test and cleaning in the presence of a District Inspector, the Applicant must have the PSX televised at Applicant's expense with a District Inspector present.

STEP 5 – Project Acceptance

1. After passing the televising test and satisfactory completion of all project requirements, District staff will present the completed PSX to the Board for final acceptance. Presentation to the Board will be at a regular Board Meeting.
2. After the Board accepts the PSX, the performance bond/money will be released. The maintenance bond/money will be held for one year from the date of acceptance and may be used by the District to maintain the project free from defects in materials and/or faulty workmanship during the twelve months after acceptance of the project by the District, after which Applicant may request a refund/release of any unused portion. Release of bond money will be made to the Applicant only.

Notes:

- Release of the performance bond money could be delayed up to one month after completion of the project. Applicants planning to use the bond money to pay the contractor should inform the contractor of the possible delay.
- Each building/residence connecting to the PSX must obtain a private sewer connection permit and pay the appropriate capacity and permit fees. **The PSX Permit Fees do not include any building/residence private sewer connection fees.**
- Any violation of these procedures or any other ordinances, rules or regulations will result in a hold on the construction and possibly a fine or imprisonment as per District Sanitary Code.



ROSS VALLEY SANITARY DISTRICT

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Public Sewer Extension (PSX) Application

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

Applicant's Name: Melinda Thomas

Applicant's Phone: _____

Applicant's Email: _____

Applicant's Address: 1646 N. California Boulevard, Suite 400, Walnut Creek, CA 94596

Location of PSX to be installed under this application: Northwestern corner of Sir Francis Drake Boulevard and Drakes Cove Road intersection in Lakespur, CA 94939

Applicant herewith submits:

- District Application Fee (\$500.00 cashier's check or money order).
- Electronic preliminary plans & specifications for preliminary review and comment.
- Name of engineer who prepared plans and specifications: Christopher Mills
- Engineer's License Number: No. C60251
- Engineer's Materials List (Page 3 of application form).

2. LOCAL PLANNING AGENCY APPROVAL:

- Applicant's Name: Bruce Dorfman, Education Housing Partners
- Local Planning Agency Approval of project was granted on 10 / 24 / 2025
- Approved by: Michael Echelmeier, Sixth Dimension PMCM, Inc.
- Local Planning Agency document copy submitted to the District on / /
- If the Local Planning Agency requires the District to perform CEQA review, Applicant must meet requirements in the following **Section 3**. **If no**, proceed to **Section 4**.

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

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

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

- Final District Approval Fee less the Application Fee of \$500.00 (see fee schedule [here](#)).
- Electronic final approved engineered plans.
- Performance Bond (100% of the District’s estimate) \$ _____ Submitted on ____/____/____
- Maintenance Bond (10% of the District’s estimate) \$ _____ Submitted on ____/____/____

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

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

Date: _____ Signed by Applicant: _____

For District Use Only:

Date Application received by District: ____/____/____

Date of Initial Site Review conducted: ____/____/____

Name of Staff Conducting Initial Site Review: _____

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

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

District's estimated cost of installation: \$ _____

Tentative approval granted by the Board on ____/____/____.

Tentatively approved on behalf of District by _____

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

FINAL APPROVAL:

PSX Project was accepted by the Board on ____/____/____

Public Sewer Extension Permit Number _____

Issued on ____/____/____

Issued by: _____

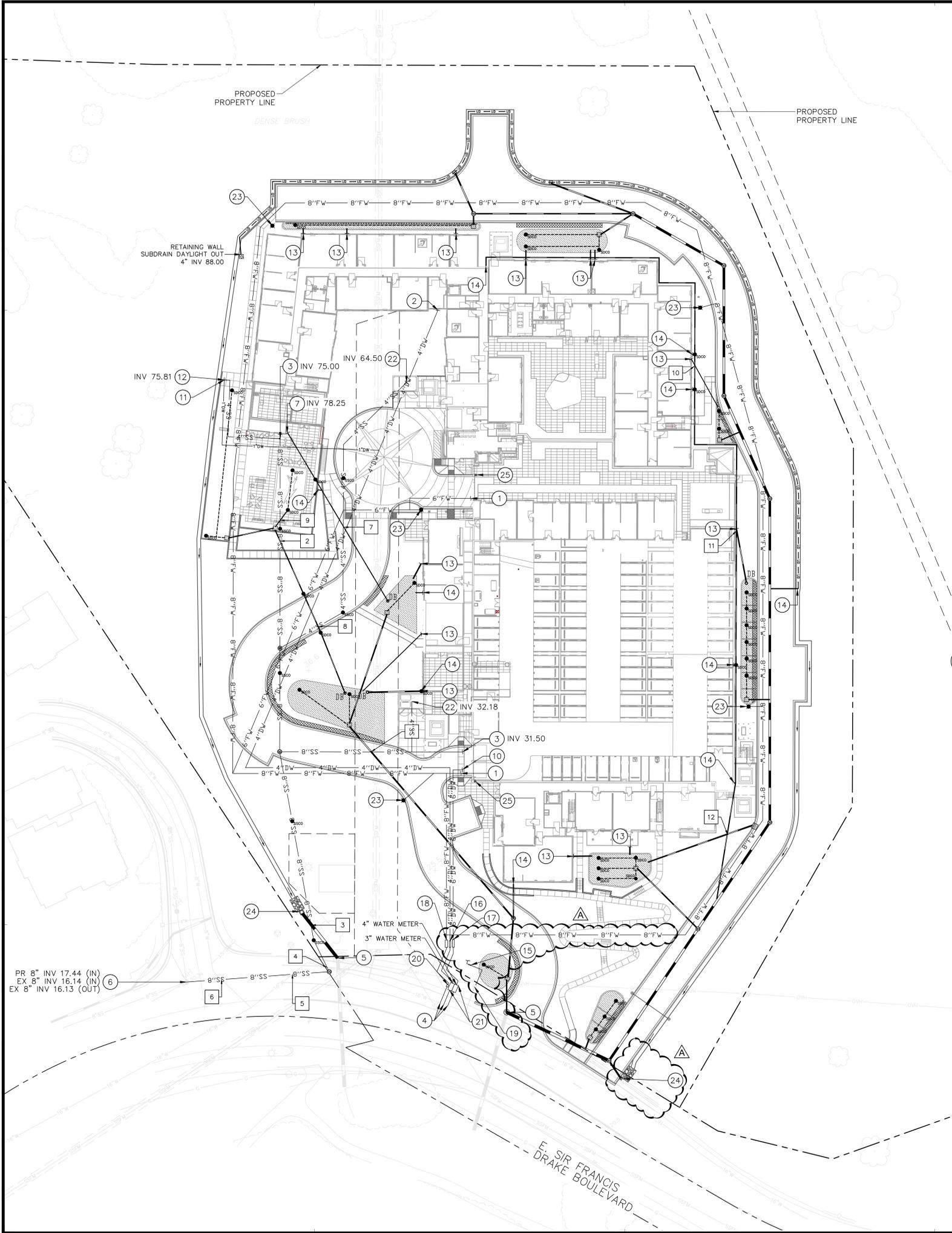
(NOTE: The permit expires one year from date of issue.)

ENGINEER'S MATERIALS LIST

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

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

Item	Description	Quantity	Unit Cost	Total this Item
Sanitary Sewer Main (Include pipe size, type, lineal ft., and depth)	8" C-900 PVC SANITARY SEWER PIPE	100 LF	\$ \$180	\$ \$18,000
Sanitary Sewer Manholes and/or Rod holes	1 SANITARY SEWER MANHOLE	1 EA	\$6,000	\$6,000
Concrete Cap, if applicable				
Total Construction Cost				\$ \$24,000



LEGEND

- PROPERTY LINE
- - - EASEMENT
- - - CENTERLINE
- SS SANITARY SEWER
- W DOMESTIC WATER
- FW FIRE WATER
- - - SUBDRAIN (SEE NOTE 9)
- STORM DRAIN
- 4" PERFORATED PIPE
- IRRIGATION LINE
- STORM DRAIN MANHOLE (C-8.10)
- SANITARY SEWER MANHOLE (C-8.10)
- STORM DRAIN OVERFLOW STRUCTURE
- SEWER CLEANOUT (C-8.30)
- STORM CLEANOUT (C-8.30)
- FIRE HYDRANT (C-8.10)
- BIORETENTION AREA (C-8.10)
- ▬ CONCRETE V-DITCH (C-8.00)
- ▬ ENERGY DISSIPATOR (C-8.30)

ABBREVIATION

- BFP BACKFLOW PREVENTER
- DW DOMESTIC WATER
- EX EXISTING
- INV INVERT
- L F LINEAR FEET
- PEF PERFORATED
- PR PROPOSED
- S SLOPE
- SD STORM DRAIN
- SDCO STORM DRAIN CLEANOUT
- SDMH STORM DRAIN MANHOLE
- SDO STORM DRAIN OVERFLOW STRUCTURE
- SS SANITARY SEWER
- SSFM SANITARY SEWER FORCE MAIN
- SMMH SANITARY SEWER MANHOLE
- TTS TOP OF TREATMENT SOIL
- W WATER
- WM WATER METER

NOTES

- EXISTING UTILITIES SHOWN ON THIS PLAN SET ARE DERIVED FROM RECORD DATA AND/OR SURFACE OBSERVATION AND ARE APPROXIMATE ONLY. ACTUAL LOCATION, DEPTH AND SIZE, TOGETHER WITH THE PRESENCE OF ANY ADDITIONAL UTILITY LINES NOT SHOWN ON THIS PLAN SHALL BE VERIFIED IN THE FIELD PRIOR TO CONSTRUCTION.
- ALL EXISTING UTILITY BOXES, STRUCTURES, MANHOLES AND VALVES WITHIN THE LIMIT OF WORK SHALL BE ADJUSTED TO FINAL GRADE UNLESS OTHERWISE NOTED.
- PROPOSED BUILDING IS FOR REFERENCE ONLY. REFER TO ARCHITECTURAL DRAWINGS FOR ADDITIONAL INFORMATION.
- CONTRACTOR SHALL VERIFY EXISTING UTILITY POINTS OF CONNECTION PRIOR TO CONSTRUCTION.
- CONTRACTOR TO POTHOLE AND FIELD VERIFY ALL UTILITY CROSSINGS.
- ALL SEWER CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE ROSS VALLEY SANITARY DISTRICT STANDARD SPECIFICATIONS AND DRAWINGS.
- CONTRACTOR SHALL NOTIFY THE DISTRICT 48 HOURS PRIOR TO STARTING ANY SEWER WORK.
- CONTRACTOR SHALL MAINTAIN MINIMUM 12-INCHES VERTICAL CLEARANCE FROM PROPOSED WATER LINES TO PROPOSED STORM DRAIN LINES AND PROPOSED SANITARY SEWER LINES.
- SEE PLUMBING PLANS FOR LAYOUT OF UNDER SLAB DRAINAGE.

KEYNOTES

- FIRE SERVICE LATERAL TO BUILDING. (CONTRACTOR TO COORDINATE CONNECTION POINT WITH PLUMBING PLANS)
- 4" DOMESTIC WATER SERVICE TO BUILDING. (CONTRACTOR TO COORDINATE CONNECTION POINT WITH PLUMBING PLANS)
- 8" SANITARY SEWER LATERAL TO BUILDING. (CONTRACTOR TO COORDINATE CONNECTION POINT WITH PLUMBING PLANS)
- PROPOSED DOMESTIC AND FIRE WATER CONNECTION INTO EXISTING 16" WATER MAIN
- PROPOSED STORM DRAIN PIPE CONNECTION INTO EXISTING AREA DRAIN STRUCTURE
- PROPOSED 8" SANITARY SEWER LATERAL CONNECTION TO EXISTING SANITARY SEWER MANHOLE (C-8.10)
- 3" STORM DRAIN LATERAL TO BUILDING. (CONTRACTOR TO COORDINATE CONNECTION POINT WITH PLUMBING PLANS)
- 12" STORM DRAIN LATERAL TO BUILDING. (CONTRACTOR TO COORDINATE CONNECTION POINT WITH PLUMBING PLANS)
- 2" IRRIGATION SERVICE TO BUILDING. (CONTRACTOR TO COORDINATE CONNECTION POINT WITH LANDSCAPE PLANS)
- 6" DOMESTIC WATER SERVICE TO BUILDING. (CONTRACTOR TO COORDINATE CONNECTION POINT WITH PLUMBING PLANS)
- 1" DOMESTIC WATER SERVICE TO DRINKING FOUNTAIN. (CONTRACTOR TO COORDINATE CONNECTION POINT WITH LANDSCAPE PLANS)
- 4" SANITARY SEWER TO DRINKING FOUNTAIN. (CONTRACTOR TO COORDINATE CONNECTION POINT WITH LANDSCAPE PLANS)
- STORM DRAIN PIPE OUTFALL (SEE PLUMBING PLANS FOR CONTINUATION) --SEE INVERT ON PLAN AND PROFILE C6.20-C6.50
- TIE BUILDING AND RETAINING WALL SUBDRAIN SYSTEM TO STORM DRAIN SYSTEM - SEE INVERT ON PLAN AND PROFILE C6.20 - C6.50 SEE DETAIL 1 ON SHEET S-1.14 FOR STRUCTURAL SUBDRAIN DETAIL
- 1" ZURN 975XL2 REDUCED PRESSURE BACKFLOW PREVENTER
- 4" ZURN 375A REDUCED PRESSURE BACKFLOW PREVENTER
- 6" ZURN 375A REDUCED PRESSURE BACKFLOW PREVENTER
- 8" ZURN 375ADA REDUCED PRESSURE BACKFLOW PREVENTER
- REUSE EXISTING IRRIGATION WATER METER (#65992072)
- 69 METER BOX FOR FIRE WATER LINE PER MMWD STANDARD DETAIL SD0029
- DOMESTIC WATER METER PER MMWD STANDARD DETAIL SD0055
- SANITARY SEWER CONNECTION TO FLOOR DRAIN IN TRASH ENCLOSURE
- FIRE HYDRANT (C-8.10)
- CONNECT STORM DRAIN INLET TO V-DITCH (C-8.30)
- FIRE DEPARTMENT CONNECTION PER MARTIN COUNTY WATER DISTRICT STANDARD DETAIL SD0057

UTILITY CROSSING TABLE¹

CROSSING	TOP OF LOWER PIPE ELEVATION	BOTTOM OF UPPER PIPE ELEVATION	CLEARANCE
1	8" SS (PR) 30.86	10" SD (PR) 31.85	1.0'
2	8" SS (PR) 65.40	10" SD (PR) 70.09	4.7'
3	24" SD (PR) 18.23	8" SS (PR) 20.75	2.5'
4	16" W (EX) * 18.3±	8" SS (PR) 19.51	1.2'
5	16" W (EX) * 17.7±	16" W (EX) * 18.93	1.2'
6	8" W (EX) * 17.4±	8" W (EX) * 17.93	0.5'
7	4" SS (PR) 57.09	4" SD (PR) 61.77	4.7'
8	4" SS (PR) 44.63	6" SD (PR) 48.40	3.8'
9	8" SS (PR) 75.09	4" SD (PR) 76.35	1.3'
10	6" SD (PR) 66.19	3" SD (PR) 89.80	23.6'
11	6" SD (PR) 52.73	6" SD (PR) 68.42	15.7'
12	6" SD (PR) 35.68	8" SD (PR) 40.37	4.7'

* CONTRACTOR SHALL POTHOLE TO VERIFY EXISTING WATER LINES SIZE, DEPTH AND MATERIAL PRIOR TO CONSTRUCTION NEW 8" SANITARY SEWER LINE.

OWNER: EDUCATION HOUSING PARTNERS, INC. & EDEN HOUSING
PROJECT NAME: OAK HILL APARTMENTS
 PROJECT ADDRESS: SAN QUENTIN, CALIFORNIA



REVISIONS:

DESCRIPTION	DATE
30% CD	3/29/24
50% CD	08/16/24
100% CD	11/15/24
PLAN CHECK	2/14/25
PLAN CHECK	3/28/25
ADDENDUM A	10/31/25

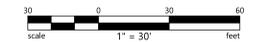
PROJECT NO: 2022-40131
 DATE ISSUED: OCTOBER 31, 2025
 SCALE: AS SHOWN

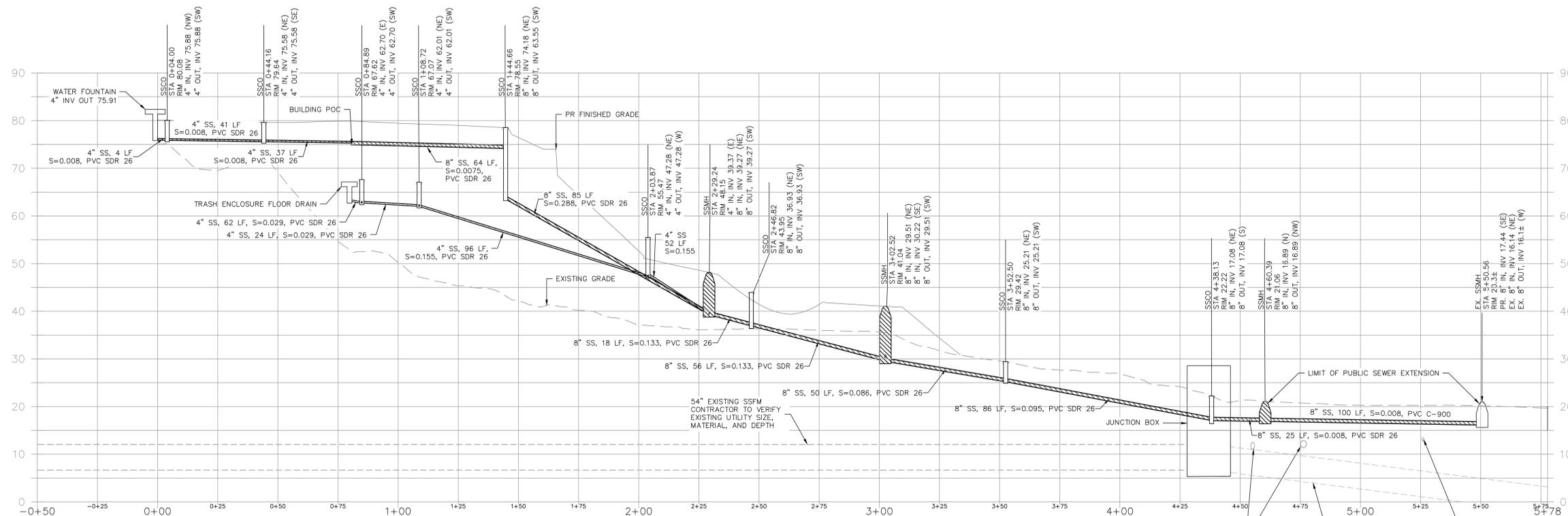
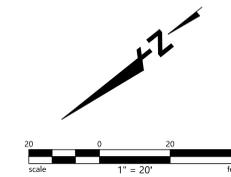
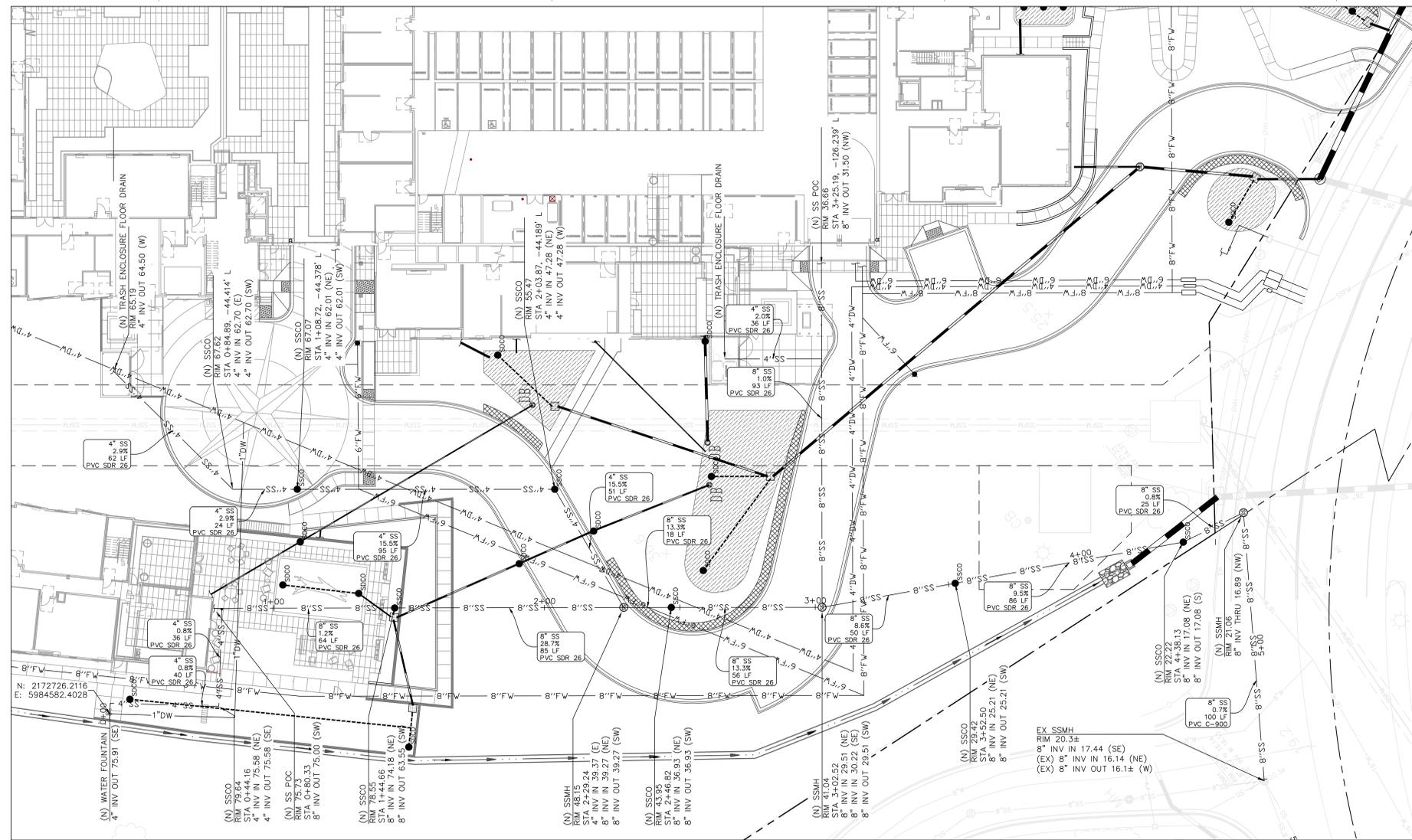
SHEET NUMBER: **C6.00**
 SHEET TITLE:

UTILITY PLAN



1646 N. CALIFORNIA BLVD., SUITE 400
 WALNUT CREEK, CA 94596
 (925) 940-2200
 www.bkf.com





SEWER PROFILE
SCALE: 1" = 20' HORIZ.
1" = 10' VERT.

16" W
CONTRACTOR TO VERIFY
EXISTING UTILITY SIZE,
MATERIAL, AND DEPTH

54" EXISTING SSM
CONTRACTOR TO VERIFY
EXISTING UTILITY SIZE,
MATERIAL, AND DEPTH

8" W
CONTRACTOR TO VERIFY
EXISTING UTILITY SIZE,
MATERIAL, AND DEPTH

**OWNER: EDUCATION HOUSING PARTNERS, INC.
& EDEN HOUSING**
PROJECT NAME: OAK HILL APARTMENTS

PROJECT ADDRESS: SAN QUENTIN, CALIFORNIA



REVISIONS:

REVISION	DESCRIPTION	DATE
1	30% CD	3/29/24
2	50% CD	08/16/24
3	100% CD	11/15/24
4	PLAN CHECK	2/14/25
5	PLAN CHECK	3/28/25
6	ADDENDUM A	10/31/25

PROJECT NO: 2022-40131
DATE ISSUED: OCTOBER 31, 2025
SCALE: AS SHOWN

SHEET NUMBER: **C6.30**
SHEET TITLE:

UTILITY PLAN AND PROFILE



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**ROSS VALLEY SANITARY DISTRICT**

1111 Andersen Drive
San Rafael, CA 94901
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STAFF REPORT

For the Meeting of February 18, 2026

February 9, 2026

To: Board of Directors

From: Christina Winnicki, Senior Board Clerk/Management Analyst

Subject: **Consideration of Authorizing a Limited-term Administrative Coordinator Position for a period of 12 months**

Summary

This staff report recommends that the Board authorize the General Manager to hire a limited term Administrative Coordinator I for a period of 12 months, temporarily increasing full-time staff from 37 to 38. Authorization will provide coverage during a leave of absence and support implementation of the District's new permitting software system.

Discussion

One of the incumbent Administrative Coordinators is scheduled to take a leave of absence for several months beginning in late April. The Administrative Coordinator position is integral to supporting District operations, including providing front-line customer service, coordinating office functions, issuing permits, and maintaining general office inventory. Without temporary backfill during this leave of absence, the District risks delays in responding to customer inquiries, processing permit applications, and coordinating related inspections and field activities. In addition, administrative staff resources are currently being devoted to the implementation of the District's new permitting software, which is planned to go live in July 2026.

Authorizing this position as a limited-term appointment represents a cost-effective and reliable approach to maintaining service levels. A one-year limited term will allow the District to address both the short-term vacancy and the temporary workload increase associated with the permitting system implementation without permanently increasing authorized staffing levels. Filling the position through direct recruitment, rather than contracting with a staffing agency, will enable the District to select a candidate with the specific skills needed to support these operational goals. A directly hired employee is also more likely to remain with the District for the full duration of the assignment than a contracted temporary employee. Given the specialized

training required for the District's software and permitting processes, minimizing staff turnover during the limited-term period will provide greater efficiency and continuity.

Fiscal Impact

The fiscal impact of this action consists of salary and benefits for up to one year at the Administrative Coordinator I level. Consistent with the District's approved FY 2025/26 salary schedule, the Administrative Coordinator I classification is compensated at \$6,529.26 to \$8,333.18 per month, or \$37.67 to \$48.08 per hour.

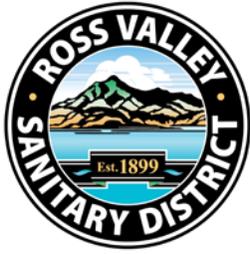
If authorized, staff anticipates filling the limited-term position by May 2026. Budget projections for the final two months of the fiscal year indicate sufficient savings in Administrative personnel costs to cover the salary and benefits associated with the limited-term employee. The costs for the remainder of the limited-term position will be incorporated into the proposed FY 2026/27 budget.

Recommendation

Authorize a limited-term Administrative Coordinator position for a period of 12 months.

Attachment(s):

- A) Administrative Coordinator I/II Job Description



Ross Valley Sanitary District Administrative Coordinator I-II

DEFINITION

Under general supervision of a department manager, department analyst, or the General Manager, provides varied administrative office support work; coordinates a program and/or business processes; facilitates interdepartmental information flow and communication; administers a variety of projects.

DISTINGUISHING CHARACTERISTICS

Administrative Coordinator I – This is the entry level in the Administrative Coordinator series. Positions in this class typically have limited related work experience and work under general supervision while learning job tasks. The Administrative Coordinator I is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under general supervision while learning job tasks, progressing to direction as procedures and process of assigned area of responsibility are learned.

Administrative Coordinator II – This is the journey level class in the Administrative Coordinator series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Position in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent has met with minimum qualifications, demonstrated an ability to perform the full scope of work independently, and meets performance standards.

This class is distinguished from the Senior Administrative Coordinator in that the latter performs the most difficult and responsible types of duties assigned to classes within the series which may include providing technical and functional supervision over others.

SUPERVISION RECEIVED AND EXERCISED

Administrative Coordinator I

Receives immediate supervision from a higher-level supervisor or manager and may receive technical and functional supervision from the Senior Administrative Coordinator. There are no direct reports.

Administrative Coordinator II

Receives general supervision from a higher-level supervisor or manager and may receive technical and functional supervision from the Senior Administrative Coordinator. There are no direct reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Provide customer service by telephone, email, and/or counter service; attend to District customers or refer them to other District staff as appropriate; provide factual information that may require judgment and discretion as well as interpretation of policies and procedures.
- Review plans to calculate permit fees, receive payments, issue permits and schedule inspections.
- Compose and edit a wide variety of correspondence, reports and other District documents, including publishing updates to the District website.
- Research and assemble routine information, verify that information or data is complete, accurate, and consistent; assist in the preparation of regularly scheduled reports.
- Develop, organize and maintain accurate filing systems using best business practice record keeping procedures (electronic and paper copies).
- Create templates and forms, and perform data entry using word processing, spreadsheets, and database tools.
- Schedule internal and external meetings, coordinate food and beverage for meeting attendees, prepare meeting agendas, take and transcribe accurate meeting minutes.
- Print, copy and collate documents; open, sort and distribute mail and other deliveries.
- Inventory and stock office supplies.
- Assist the finance division performing routine functions and research projects as assigned.
- Support the engineering department and operations department with routine projects and administrative tasks as needed.
- Serve as notary public for the District as needed.
- Perform other duties as assigned.

REQUIREMENTS

Administrative Coordinator I

Knowledge

- Basic knowledge of practices and methodologies for administrative support, research, prioritization, records management, and customer service operations.
- Use and maintenance of standard office equipment, computer hardware and software.
- Effective use of the English language, vocabulary, spelling, grammar, and punctuation; letter and report preparation.
- Principles and practices of customer service.

Skills and Abilities

- Communicate clearly and effectively in English, both orally and in writing.
- Read, understand, and interpret documents, job-related policies, and procedures.
- Proficient use of office equipment, Microsoft Office software, and other information systems as required.
- Strong organizational skills with the ability to multi-task and prioritize effectively.
- Attention to detail, problem solving, and basic project coordination skills.
- Organize and maintain neat and orderly working environments.
- Work independently with minimal supervision, using good judgment as to when assistance is required for unusual situations or requests.
- Conduct District business in a professional and diplomatic manner.

Interpersonal Skills

- Collaborative problem identification and solution development.
- Communication that maintains productive working relationships and facilitates a useful exchange of information.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

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

- Completion of Associate's Degree, or its equivalent, preferably in Business Administration, or Public Administration, or related field.
- Two years of increasingly responsible experience in office administration.
- Experience working in public agencies is desirable.

Licensing, Certification, and Registration

Possession of the following licensures, certifications, and/or registrations:

- Must possess a valid California Driver's License Class "C", have a satisfactory driving record, and continue to meet District's insurance company's driving standards
- As assigned, must possess a valid California Notary Public license or have the ability to obtain within six (6) months of hire.

Failure to maintain these standards may result in loss of employment.

Administrative Coordinator II

In addition to the qualifications of the Administrative Coordinator I:

Knowledge

- State and Federal laws, District standards, and regulations applicable to District programs and projects.

Skills and Abilities

- Present information and respond to requests from staff, department managers, other government agency representatives, and the public.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

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

- Completion of Associate's Degree, or its equivalent, preferably in Business Administration, or Public Administration, or related field.
- Two years of increasingly responsible experience in office administration similar to an Administrative Coordinator I.

Licensing, Certification, and Registration

Possession of the following licensures, certifications, and/or registrations:

- Must possess a valid California Driver's License Class "C", have a satisfactory driving record, and continue to meet District's insurance company's driving standards; failure to maintain these standards may result in loss of employment.
- As assigned, must possess a valid California Notary Public license or have the ability to obtain within six (6) months of hire.

Failure to maintain these standards may result in loss of employment.

PHYSICAL WORKING CONDITIONS

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

Positions in this class typically require:

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

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

The noise level in the work environment is quiet to moderate. Position may require overtime on

an as-needed basis.

Pre-employment Requirements

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

FLSA Status: Non-exempt
Employment Status: Unrepresented, Confidential
Approved by: Ross Valley Sanitary District Board of Directors
Approval Date: September 18, 2019

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PERFORMANCE METRICS MONTHLY REPORT OPERATIONS & MAINTENANCE – JANUARY 2026

Prepared by: Patrick Filipelli
Senior Business Systems Analyst

Date: February 2026

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

- District staff completed Cal/OSHA-approved First Aid and CPR training in January. This training ensures staff have the knowledge and skills necessary to respond effectively to workplace injuries or medical emergencies while maintaining full compliance with safety requirements. The course covered core first aid practices, AED operation, and both infant and adult CPR.

Pump Crew

- While reviewing SCADA following an alarm at Pump Station 15 (Kentfield), staff observed irregular readings from Pump #5. A field inspection confirmed a broken U-joint on the drive shaft that required immediate attention. Staff replaced the U-joint utilizing a spare from inventory. This replacement prevented potential pump or drive shaft damage, reduced station capacity, and emergency callouts.
- After the Riviera Circle flooding, staff inspected all stations along Riviera Circle to ensure that no electrical systems had been damaged or short-circuited due to the high-water levels. During these inspections, staff identified a failure of Lift Station 32's flow meter. The meter was removed and replaced because it was no longer providing reliable readings after the flow-meter vault had been submerged. Replacing the meter allows the District to continue accurately tracking flow, identifying mechanical issues early, and maintain reliable SCADA trends to support safe and efficient system operations.

Line Maintenance Crew

- Staff worked diligently to locate a node that had been missing for 28 years, significantly extending the job but ultimately making the effort worthwhile. The challenge stemmed from a downstream blind-T that had historically limited system access. However, with the installation of a new manhole at 100 Wreden Ave. Fairfax, the crew finally had a workable access point. Using this access, the crew was able to jump-jet the line to node F515.020, allowing staff to trace the line's direction while operating carefully to ensure the nozzle did not enter any laterals. Once the node was located, it was staked, and a repair work order was created to raise the casting to grade.
- Staff completed the in-house repair of CB03 (the large combination truck). During routine equipment inspections, staff discovered that the flapper/check valve inside the debris tank had failed. This valve is critical, as it prevents liquid stored in the debris tank from flowing back through the snorkel tube and discharging onto the street. Staff installed a replacement valve assembly, following all required Confined Space Entry and Lockout/Tagout procedures. The repair was challenging due to the tight working area and the design of the manufacturer-supplied components. Recognizing this valve as a known weak point in the debris tank design, the crew also fabricated additional spare flapper to minimize downtime in the event of future failures.

Repair Crew

- Staff replaced a rod hole casting (S437.020) at 97 Spring Grove Ave in San Anselmo after repeated burial caused by heavy hillside runoff, which routinely deposited about 12 inches of dirt and debris over the structure during storms. The site sits directly in a drainage path and required the crew to navigate a steep, nearly 200-foot easement with no equipment access, forcing all materials—including concrete, water, the rod hole frame, and the cover—to be hand-carried down the slope. Despite the difficult terrain, the crew successfully installed the new rod hole and raised it several inches above grade to reduce the likelihood of future burial and improve long-term accessibility.
- Staff had a productive month, installing 25 point repairs around the District 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. Fairfax-1, San Anselmo-13, Bon Air-3, Larkspur-2, Sleepy Hollow-1, Kent Woodlands (Kentfield)-3, Greenbrae-2.

Condition Assessment Crew

- Staff performing scheduled 12-year CCTV inspections identified a major Grade 5 joint separation approximately one foot upstream of manhole F001.030 on Lansdale Ave. (Fairfax). Staff utilized the supervisor-review function within the CMMS (Info Asset) to notify the Repair Supervisor for immediate action. Addressing this defect promptly will help ensure the system remains free-flowing and reduce the risk of a potential sewer spill.
- One day this month, the CCTV crew started at 4:00 a.m. to CCTV pipe F210.010 to F105.010. The pipe is a 10-inch main running full due to high flows, and to obtain a proper CCTV inspection the crew needed to set up on the upstream manhole at the three-way intersection of Center Ave, Pastori, and Belmont Ave. The upstream manhole is located in Center Blvd. at a very busy intersection entering the downtown area of Fairfax which is also popular for cyclists and used by school children. To avoid interrupting normal downtown traffic and to provide a safer work environment for the operators and residents, the crew started early before traffic increased. The pipe was cleaned and CCTV'd with no incident.
- In January, Condition Assessment staff responded to three service calls across the District, dedicating a total of 18.5 staff hours to address a variety of issues. These included an overflowing manhole (B221.040) a 5-gallon sewer spill caused by roots and rags at 45 Via La Cumbre, Bon Air (Greenbrae), one resident inquiry regarding Contra Costa valve operation at 278 Larkspur Plaza Dr, Larkspur. Staff also responded to the reports of a basement flooding which was determined to be a private lateral issue at 40 Taylor Dr, Fairfax. Each response provided excellent customer service, supported public health and safety, and reinforced the integrity of the District's infrastructure.

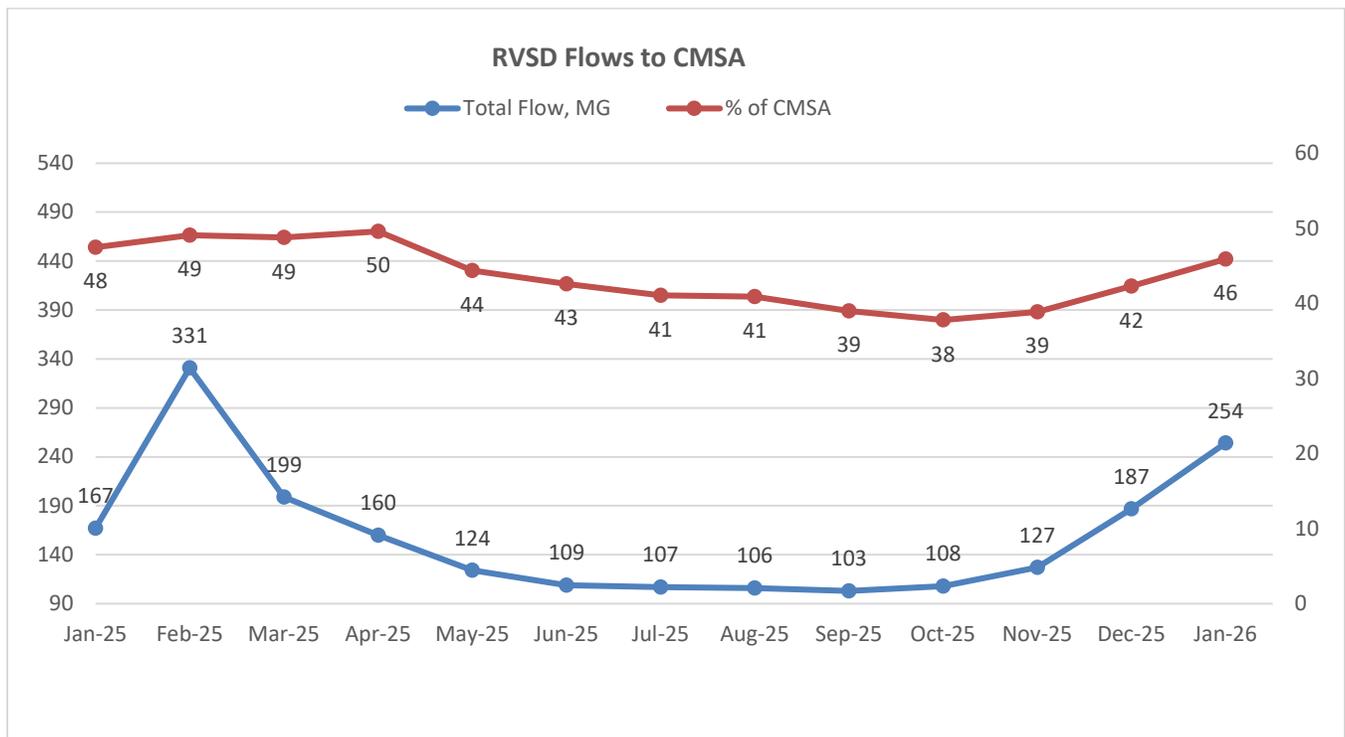
PUMP STATIONS

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.

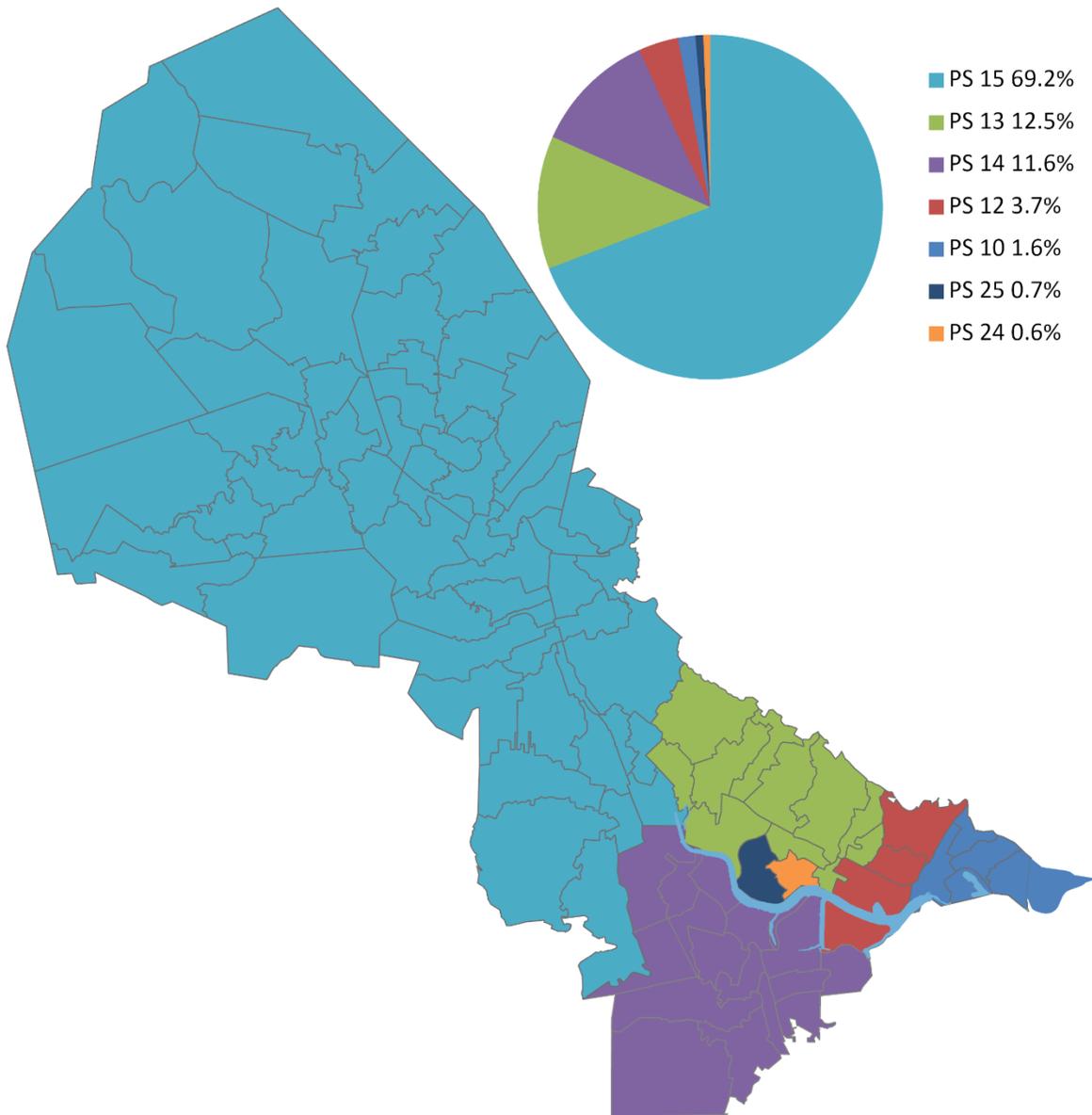
Flow	
Total Flow Volume	254 MG
ADWF	4.4 MGD
Total Flow Volume versus Calculated ADWF Volume	1.86
PWWF	39.7 MGD
Wet Weather Peaking Factor (PWWF/ADWF)	9.0



Pump Station Flow

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

Total Flow By Pump Station



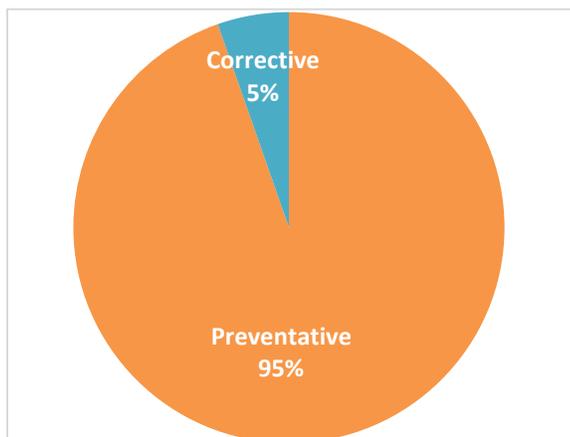
Pump Station Maintenance

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

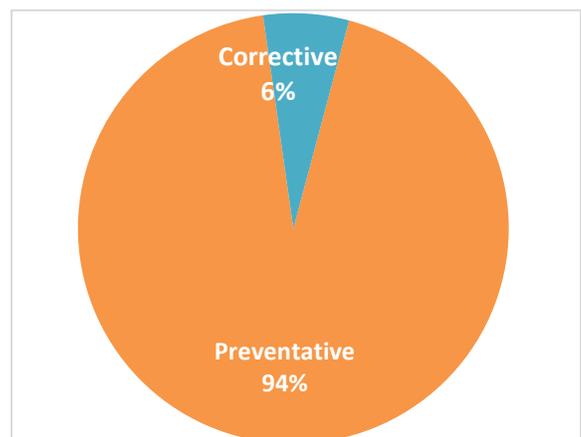
Maintenance Type Performed		
Maintenance Type	Current Month	FYTD
Mechanical Preventative	87	548
Mechanical Corrective	4	28
Electrical Preventative	19	152
Electrical Corrective	2	16
TOTAL	112	744

Distribution of Pump Station Maintenance

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



Maintenance Type Current Month



Maintenance Type FYTD

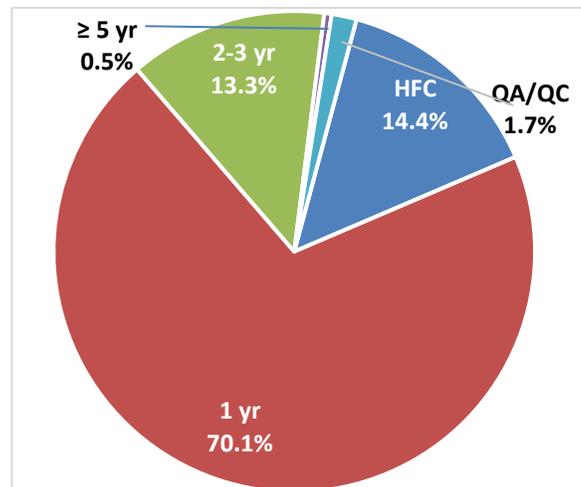
GRAVITY SEWER LINES

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

Pipe Cleaning

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

Pipe Cleaning Footage		
Cleaning Schedule	Current Month	FYTD
HFC	2,236	63,683
1 yr	18,957	318,198
2-3 yr	32,088	88,947
≥ 5 yr	145	2,258
CCTV QA/QC	1,968	9,108
TOTAL	55,394	482,194

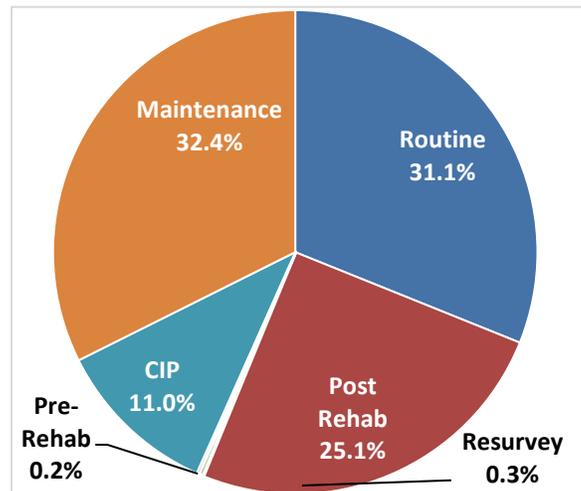


Cleaning and QA/QC Completed by Schedule

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	10,796
Maintenance Related	662	31,920
Routine Assessment	12,499	30,661
Resurvey	0	316
Post Rehab	848	24,746
Pre-Rehab	0	151
I/I Investigation	0	0
TOTAL	14,009	98,590



CCTV Completed by Purpose

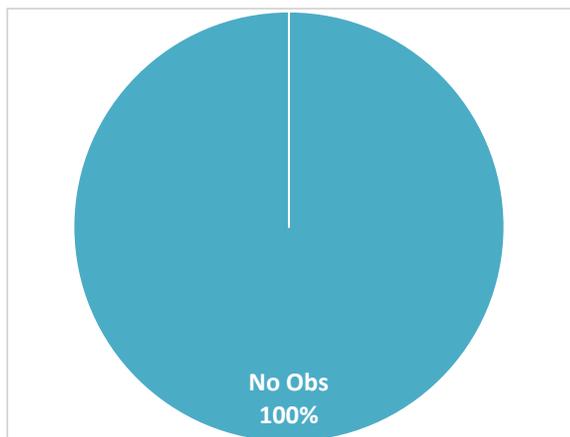
Manhole Observations

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

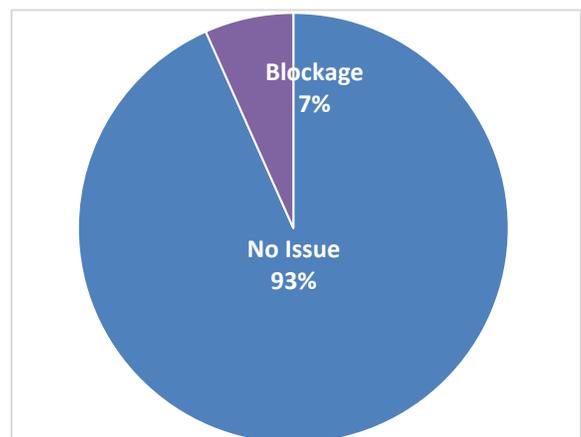
Manhole Observations		
Finding	Current Month	FYTD
No issue	0	14
Cleaning Needed	0	0
Maint. Needed	0	0
Risk of Blockage	0	1
TOTAL	0	15

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

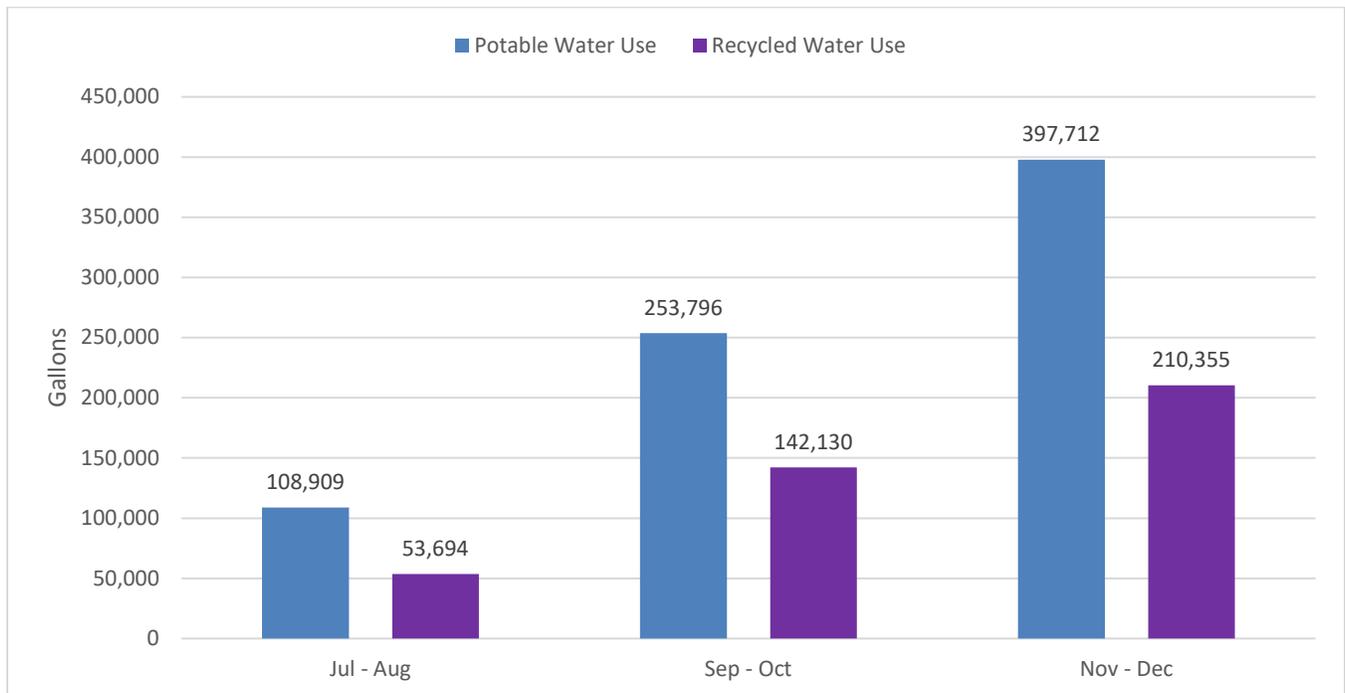
The District uses recycled water for sewer cleaning, using disinfected-23 MPN quality water from the CMSA truck fill station. Below is the total recycled water usage for the current month and fiscal year.

Recycled Water Use by Purpose (in gals)		
Purpose	Current Month	FYTD
Sewer Cleaning	23,633	231,714
Dust Control	0	2,274
TOTAL	23,633	233,988

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 2025/2026 Cumulative Potable and Recycled Water Use



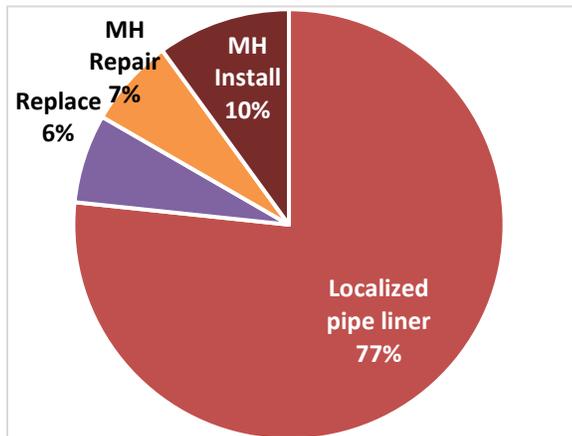
Repair

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

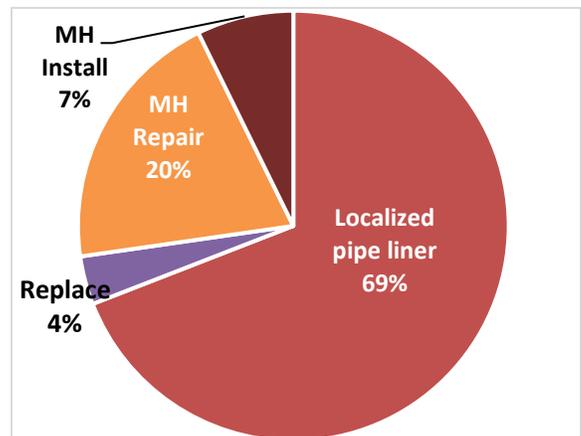
Repair Activity by Type		
Repair Type	Current Month	FYTD
Localized pipe liner	23	152
Replacement Repair	2	8
Manhole repair	2	44
Manhole Install	3	19
TOTAL	30	223

Distribution of Repair Work

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



Repair Type Current Month



Repair Type FYTD

Fats, Oils and Grease (FOG) Program

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

Inspections Performed			
Purpose	Current Month	FYTD	Total Planned INSP
Compliance	0	49	146
TOTAL	0	49	146

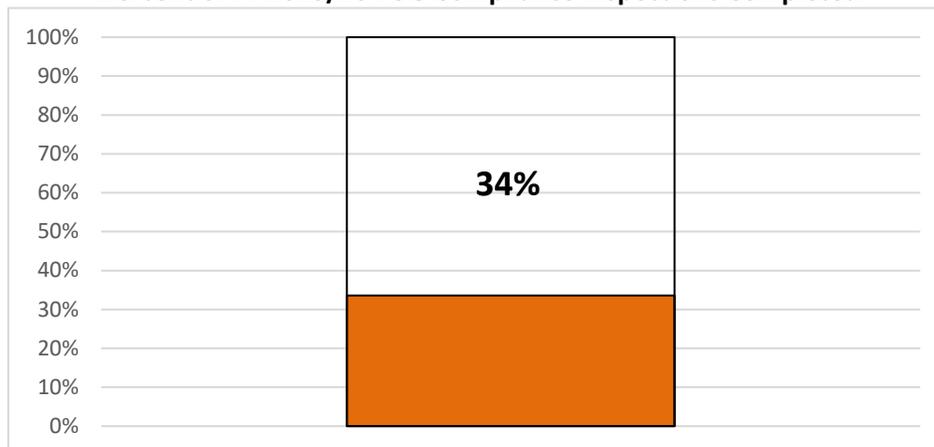
FOG Compliance Inspections

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 2025/26 FOG Compliance Inspections Completed



LATERAL INSPECTIONS

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

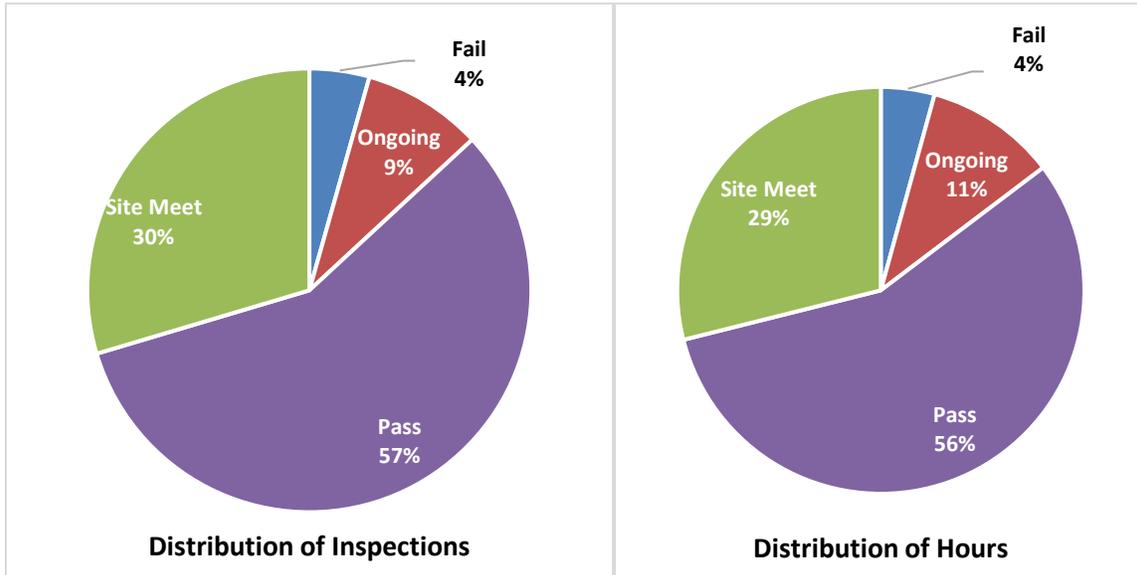
Number of Inspections and Footage Replaced

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	10	1	10
Ongoing	5	23	5	27
Pass	35	153	35	156
Site Meet	9	91	9	71
TOTAL	50	277	50	264

Lateral Replacements				
Type	INSP Current	INSP FYTD	Footage Current	Footage FYTD
Repaired	0	8	0	307
Replaced	35	145	1,760	9,853
TOTAL	35	153	1,760	10,160

Distribution by Inspection Type



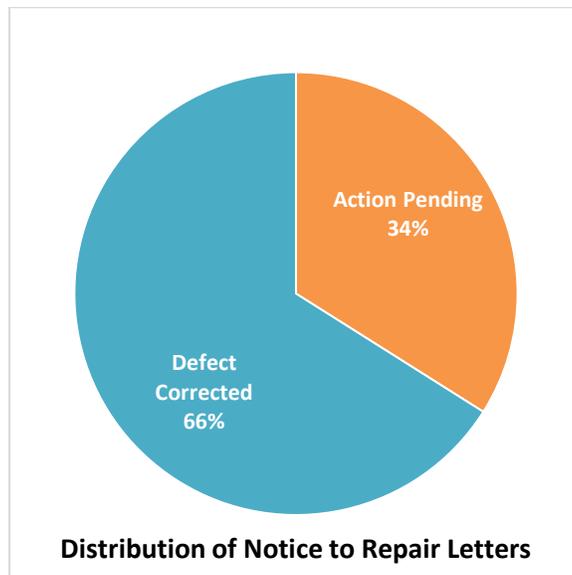
Dye Testing

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

Dye Tests				
Type	Current	FYTD	Hours Current	Hours FYTD
Dye Test	0	7	0	9
TOTAL	0	7	0	9

Notice to Repair

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



SERVICE CALLS

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

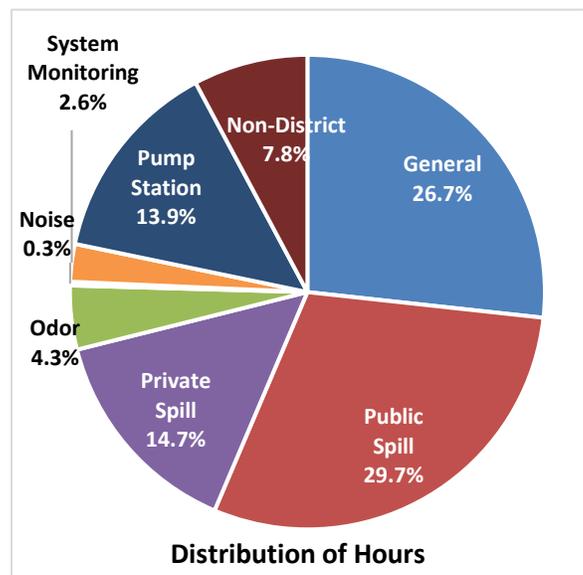
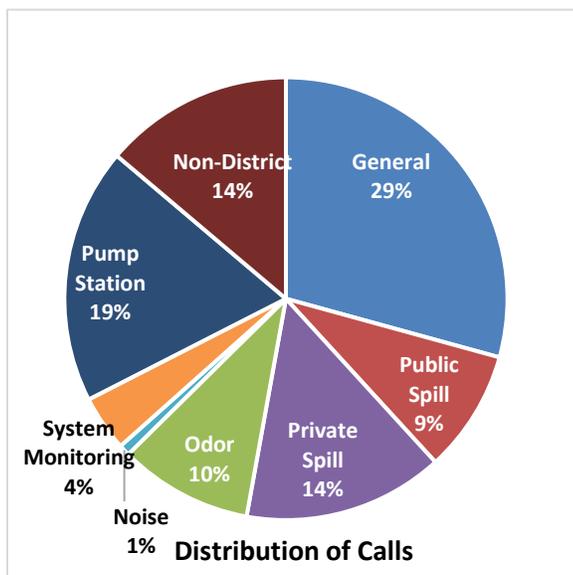
Number of Calls and Staff Hours

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

Calls and Hours by Cause of Service Call				
Cause	# Calls	Calls FYTD	Staff Hours	Hours FYTD
General	5	36	20	209
Public Spill	4	11	134	232
Private Spill	4	18	28	115
Odor complaints	0	12	0	34
Noise complaints	0	1	0	2
System Monitoring	5	5	20	20
Pump Station Alarms	5	23	19	109
Non-District incidents	1	17	1	61
TOTAL	20	119	222	782

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	3	6	34,927	41,240
2	0	0	0	0
3	0	0	0	0
4	1	5	5	99
TOTAL	4	11	34,932	41,339

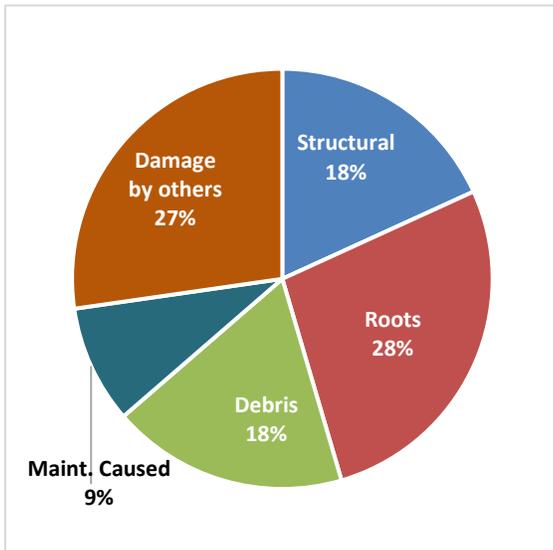
Public Spills by Cause

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.

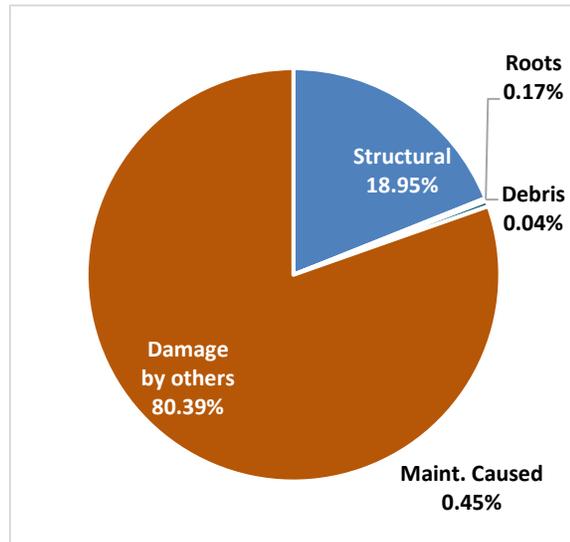
Spills by Cause				
Category	# Spills	Spills FYTD	Volume, gal	Volume FYTD
Structural	0	2	0	8,232
Roots	1	3	5	78
Debris	0	2	0	19
FOG	0	0	0	0
Construction	0	0	0	0
Surcharge	0	0	0	0
Operator Error	0	0	0	0
PS Power Failure	0	0	0	0
CS Maint. Caused	0	1	0	197
Damage by others	3	3	34,927	34,927

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. 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. The District experienced four spills in January. One Category 4 spill of approximately five gallons occurred in the backyard easement of 45 Via La Cumbre at node B221.040 (Bon Air) due to roots and wipes; the spill was fully captured, and staff will address the root intrusion to prevent recurrence. The remaining three spills were Category 1 events caused by a combination of lagoon project work, lagoon outlet drainage restrictions, wet weather, tidal surge, and historic king tides in the Riviera Circle neighborhood, where mechanically installed baffles maintained elevated water levels and the lagoon outflow valve and separate tidegate were observed by staff to have impeded outflows. Despite extensive mitigation efforts, including overnight staffing and continuous flood-water management between January 3 and 6, the total volume released over five consecutive days was approximately 35,000 gallons—below the 50,000-gallon-threshold requiring mandatory sampling or public notification. Staff research, including discussions at the Marin County Special Districts Association and the BACWA Collection System Workgroup, determined that no other lagoon systems in Marin County or the Bay Area flooded their associated sewer systems causing spills. Therefore the lagoon water level management decisions *by others* during the extraordinary weather events appeared to have exacerbated flooding and caused the spills. Staff will continue monitoring tide conditions and will coordinate lagoon-level management with the City of Larkspur during winter months to maintain water levels below flood stage. Future sewer and force main work planned in the area will lessen vulnerability of the sewers to the lagoon water level management.



Distribution of Spills



Distribution of Spill Volume

Spill Volume versus Conveyance to WWTP

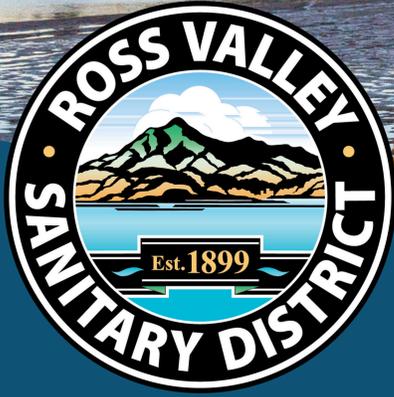
Spills are wastewater that could not be conveyed by the collection system.

Spill Volume versus WWTP Influent			
Month	Spill, gal	WWTP, gal	%
January	34,932	254,000,000	0.01%

ACRONYMS, ABBREVIATIONS, TERMS, AND DEFINITIONS

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

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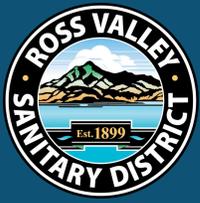


Community Outreach Report

Ross Valley Sanitary District
Proudly Serving Our Community Since 1899

2025

1111 Andersen Blvd
San Rafael, CA 94901
415.259.2949
www.rvsd.org



AWARD-WINNING PERFORMANCE IN 2025

Recognized Statewide for Excellence

In 2025, RVSD earned multiple prestigious awards from various agencies, including the California Water Environment Association (CWEA), California Special Districts Association (CSDA), California Association of Sanitation Agencies (CASA), California Sanitation Risk Management Authority (CSRMA), Special District Leadership Foundation (SDLF), and Government Finance Officers Association (GFOA). These awards highlight our ongoing commitment to exceptional service, transparency, and innovative solutions that benefit the communities we serve.

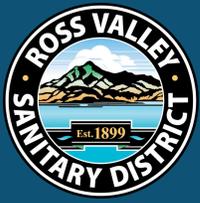


Awards Obtained in 2025

Recognized by multiple agencies for excellence in outreach, innovation, safety, transparency, and financial management:

- CWEA: Community Engagement and Outreach Project of the Year (Small District) & Photography Award
- CSDA: Exceptional Public Outreach & Advocacy (Small District)
- CASA: Excellence in Innovation & Resiliency (Small District)
- SDLF: District Transparency Certificate of Excellence (valid for 3 years)
- CSRMA: Workers' Comp Excellence
- GFOA: Triple Crown Designation (for 3 separate financial reporting awards)



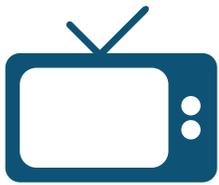


2025 HIGHLIGHTS AT A GLANCE

Annual Metrics Overview

Each year, RVSD tracks key metrics to measure operational performance and community impact. In 2025, we repaired and restored sewer pipes and manholes, conducted video inspections, and cleaned sewer lines to ensure reliable service. We also engaged the community through multiple platforms and awarded \$129,000 in grants to support private lateral replacements. The following metrics summarize key performance and outreach efforts in 2025. Impressions measure how often RVSD content was seen, while views represent the number of times people actively watched or opened our content.

Community Engagement



Public Outreach Ads

MarinIJ Impressions 621,231
EffectTV Impressions 295,159
Bay Area DS Impressions 513,110
YouTube Impressions 610,575



GM Bulletin

Total Sent 5,059
Total Views 3,140
Mobile Open Rate 15%
Desktop Open Rate 85%



Website

Total Users 19,081
Total Page Views 59,560
Total New Users 18,798



Nextdoor

Total Views 27,843
Total Members 45,788
Total New Members 2,759

Work Completed in FY 2024/25



Pipe Restored
5.66 miles



Pipe & Manhole Repairs
477



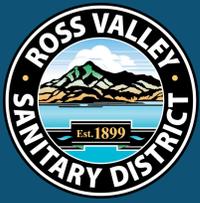
Video Inspections
114,614 feet



Sewer Lines Cleaned
765,688 feet



Grant Funding Awarded
\$129,000



COMMUNITY ENGAGEMENT & OUTREACH

Educating, Informing & Empowering the Public

In 2025, RVSD proudly participated in the Touch-a-Truck event benefiting the new Larkspur Library. Staff demonstrated the capabilities of our combo truck, including vacuuming water and latex gloves from a pool, to showcase the essential work we do and illustrate the impacts of improper flushing on the sewer system.

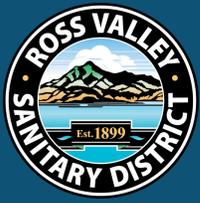
Children and families explored interactive displays, collected prizes and educational materials, received child-sized hard hats and safety vests to take home, and took photos at our photo-op booth!



Business Breakfasts

RVSD staff hosted two “business breakfasts” in 2025. This outreach initiative supports our business plan commitment to maintaining strong collaborative relationships. Local plumbing contractors, public works staff, and community development personnel were invited to learn about our standards, lateral ordinances, funding programs, and mutual aid. RVSD’s service area spans five different municipal jurisdictions, and these meetings enhance our coordination with local agencies, businesses, and the public.





COMMUNICATION CHANNELS

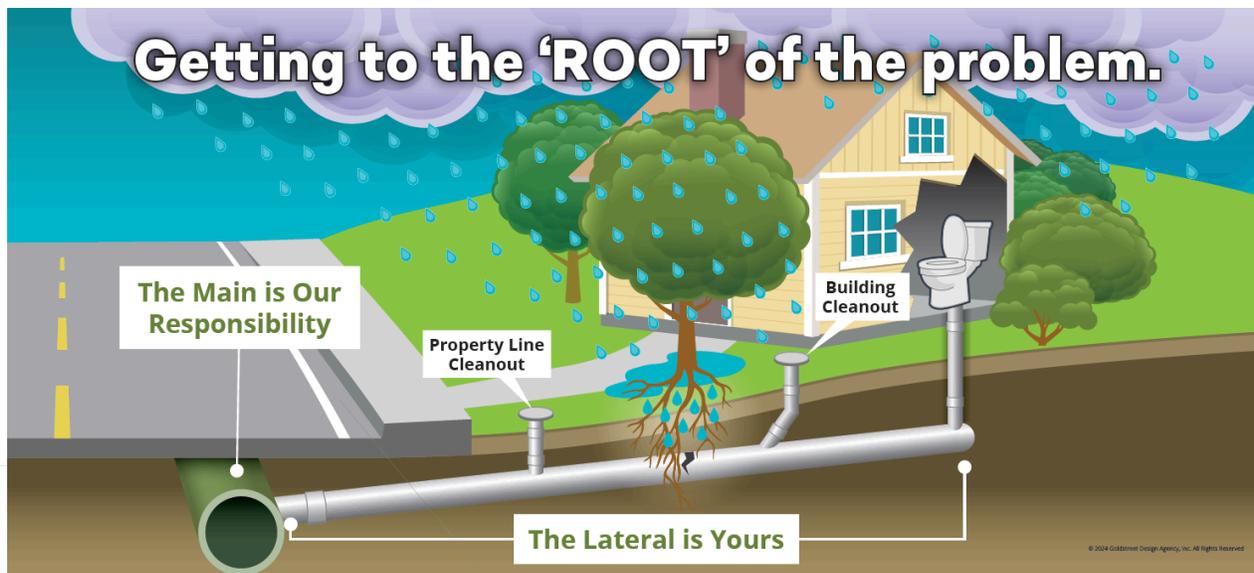
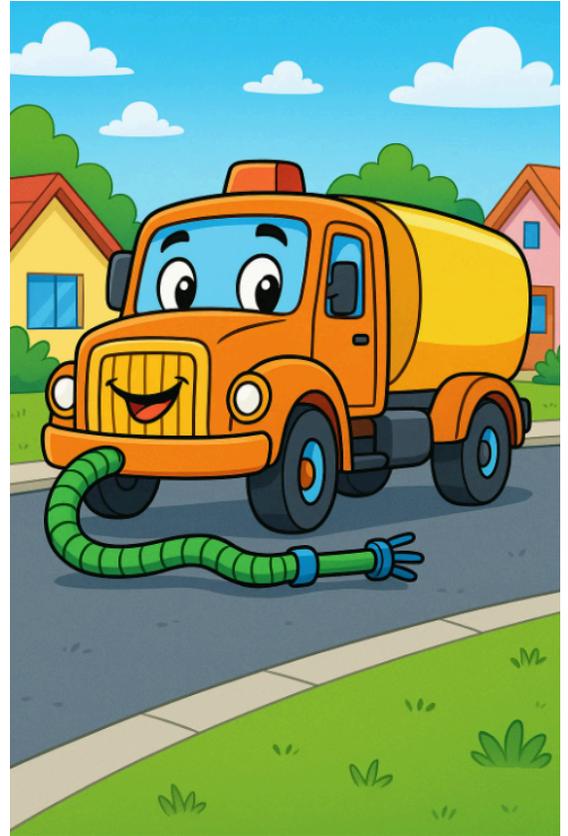
Keeping Our Community Connected & Informed

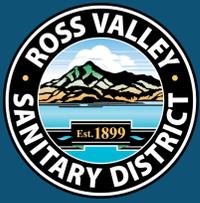
RVSD uses a broad mix of digital, print, and in-person communications to ensure all residents receive timely and relevant information. In 2025, we strengthened our community outreach efforts with new materials, updated graphics, and expanded messaging. Transparency remains a core value of our communications and using multiple platforms ensures every resident can access important information.

As part of our educational outreach, we created a new coloring book, *The Pipe Patrol*, designed to teach children about the work we do. It is now available online as a printable version.

Ongoing communications include:

- **General Manager Bulletins:** Monthly updates on District progress
- **Printed Materials:** Brochures, handouts, and public notices
- **Community Advertising:** Local publications and digital platforms
- **Business & Partner Meetings:** Collaboration and information sharing
- **Events & Outreach Booths:** Direct engagement with residents
- **Website:** Updates on projects, permits, and resources; includes AudioEye ADA compliance tool
- **Employee Portal:** Internal updates and team coordination for staff
- **Social Media Platforms:** Quick updates, tips, and news via NextDoor, LinkedIn, and YouTube





COMMUNITY & PUBLIC EDUCATION ADS

Reaching More Households Than Ever Before



RVSD expanded its outreach efforts through targeted educational campaigns designed to reach residents across multiple platforms. Through a cost-sharing agreement with partner agencies, we aired television ads on EffectTV (Comcast). We also partnered with Goldstreet Designs to create engaging animations and YouTube ads, worked with Bay Area Digital Solutions to deliver geotargeted digital ads, and placed print and digital ads in the Marin Independent Journal to further extend our reach.

This multifaceted approach ensures residents receive information in the format that works best for them. Television ads reach audiences who may not see digital messages, while partner cost-sharing maximizes reach and minimizes costs. Our campaigns focus on preventing sewer spills, promoting proper disposal of wipes and gloves, and protecting the environment and local waterways. Through these efforts, RVSD continues to educate the community on responsible sewer practices and environmental stewardship, helping to safeguard public health and preserve local waterways.



WATER PARTNERS & PARTNER AGENCIES

Mutal Collaboration

RVSD collaborates with a variety of agencies and organizations to support regional water management, environmental protection, and community engagement.

Municipal Partners

Local municipalities that partner with RVSD to support community services:

- City of Larkspur
- County of Marin
- Town of Fairfax
- Town of Ross
- Town of San Anselmo

CMSA Joint Powers Authority (JPA)

Collaborative efforts with Central Marin Sanitation Agency (CMSA) and other partners for coordinated wastewater management:

- Central Marin Sanitation Agency
- Corte Madera Sanitary District No. 2
- San Rafael Sanitation District

Outreach Partners

Agencies that assist with public education campaigns, including shared-cost initiatives like our EffecTV campaign:

- Central Marin Sanitation Agency
- Corte Madera Sanitary District No. 2
- Las Gallinas Valley Sanitary District
- Novato Sanitary District
- San Rafael Sanitation District
- Sausalito Marin City Sanitary District
- Sewerage Agency of Southern Marin
- Tiburon Sanitary District No. 5

Water Partners

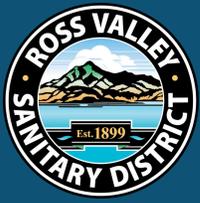
Agencies and organizations focused on watershed management, environmental protection, and regional water initiatives:

- Bay Area One Water Network
- Baywork
- California Fish Passage Forum
- Friends of Corte Madera Creek
- North Bay Watershed Association

Marin Sanitary District Association (MSDA)

Formed in 2025, this group brings together local treatment and sanitary districts to share best practices and coordinate efforts:

- Almonte Sanitary District
- Alto Sanitary District
- Bolinas Community Public Utility District
- Central Marin Sanitation Agency
- Corte Madera Sanitary District No. 2
- Homestead Valley Sanitary District
- Las Gallinas Valley Sanitary District
- Novato Sanitary District
- Richardson Bay Sanitary District
- Ross Valley Sanitary District
- San Quentin Village Sewer Maintenance District
- San Rafael Sanitation District
- Sausalito Marin City Sanitary District
- Sewerage Agency of Southern Marin
- Tamalpais Community Services District
- Tiburon Sanitary District No. 5



INVESTING IN A BETTER FUTURE

At RVSD, our work is guided by a commitment to protecting public health, safeguarding local waterways, and delivering high-quality services to our community.

These efforts are made possible through the continued support and engagement of our residents, partner agencies, and dedicated staff. We extend our sincere appreciation to our residents, partners, and community for their ongoing collaboration and support.

As we look ahead, we remain focused on:

- Educating the public about safe and sustainable sewer practices
- Strengthening partnerships with local agencies and regional partners
- Investing in infrastructure and technology to protect our environment

Thank you for your continued trust and support. Your support helps strengthen our infrastructure, protect our local waterways, and helps ensure a safe and sustainable future for generations to come.

Together we protect public health and the environment.

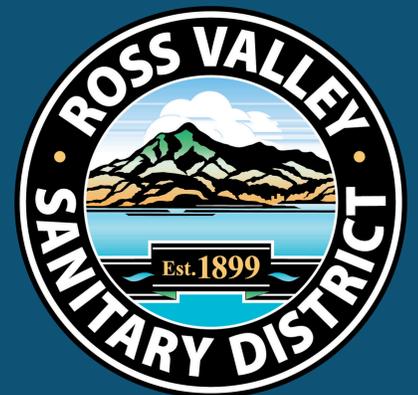
Sincerely,

Steve Moore, P.E.
General Manager



Stay Connected

Visit our website for more information
and to sign up for our monthly General Manager's Bulletin:
www.rvsd.org



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