

**SAN RAFAEL SANITATION DISTRICT**  
**Minutes of the Meeting**  
**February 26, 2014**

Regular Meeting

City of San Rafael  
Conference Room 201  
1400 Fifth Avenue  
San Rafael, CA 94901

The meeting was called to order at 8:32 A.M. by Acting Chairman Rice.

Attendance Board: Katie Rice, Acting Chairman  
Maribeth Bushey, Secretary/Director

Attendance Staff: David M. Bernardi, Interim District Manager  
Karen Chew, Senior Civil Engineer  
Cynthia Hernandez, District Secretary

Attendance Others: Greg Norby, General Manager of RVSD

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1. **OPEN PERIOD** - No persons were present to address the Board.

2. **MINUTES OF NOVEMBER 27, 2013, and January 22, 2014.**

The Board decided to carry the November 27, 2013, minutes over to the next meeting since Chairman Phillips was absent from today's meeting and Director Bushey was not a Board member at that time. The Board then approved the minutes of the January 22, 2014, meeting.

**MOTION** by Director Bushey, seconded by Director Rice, to approve the minutes of the January 22, 2014, meeting as presented.

**AYES:** Director Bushey, Director Rice

**NOES:** None

**ABSENT:** Chairman Phillips

*Motion Carried*

3. **PAYMENTS**

**MOTION** by Director Bushey, seconded by Director Rice, to approve the payments for January 2014 in the amount of \$1,773,498.81 for maintenance and operation of the District and for capital improvements.

**AYES:** Director Bushey, Director Rice

**NOES:** None

**ABSENT:** Chairman Phillips

*Motion Carried*

#### 4. OLD BUSINESS

##### a. Report on Lincoln Avenue Sewer Improvement Project.

Interim Manager Bernardi reported that Senior Civil Engineer Chew had put together a summary of how this project had proceeded, which was included in the agenda packet. He reported that the Notice to Proceed was issued on June 24, 2013, excavation continued until an unknown 18-inch diameter pipe was encountered on Ritter Street on July 15, 2013, and a series of nine pipes were encountered at Ritter and Lincoln on July 19, 2013. Interim Manager Bernardi then reported that Senior Civil Engineer Chew had put together some photos showing the various underground utilities that were encountered. He reported that because the sewer line and other utilities were installed so many years ago, there were many unknowns when the street was dug up. He also reported that once the unknown utilities were discovered, the District had to determine the best way to install the new sewer pipe in order to have the proper flow. Director Bushey then reported that this was scary to hear since she had just spent 3 years listening to testimony regarding the San Bruno gas line and that some gas lines run at 900 psi. Interim Manager Bernardi then reported that there is gas main that runs up Lincoln Avenue. He reported that the backhoe operators have to be very careful in case they encounter a gas line or a water line and that such a discovery would require a lot of hand digging. He also reported that hand digging is very time consuming and that it could take several days or even a week to dig around some underground utilities. Senior Civil Engineer Chew then reported that during this project, an unknown pipeline was discovered inside of a steel pipe. She reported that in order to determine the type of utility line this was, the contractor had to drill a small hole in the pipe and then plug it back up. She also reported that this was another time consuming process and that the pipeline turned out to be a gas line. Senior Civil Engineer Chew then reported that for 3 weeks she did not know how they were going to get the sewer line through this section of underground utilities, but the contractor had continued to dig during this time in order to keep the project moving forward. Finally, by pinching the gas lines on each side of the street, the contractor was able to locate the gas line and then lift it in order to install two 12-inch sewer lines underneath it. Senior Civil Engineer Chew reported that the project was completed 9 working days later than the projected completion date due to the problems caused by the unknown utilities, which were the biggest cause of the delay. She also reported that the contractor had to remove a concrete-encased sewer line before the new sewer could be installed, which required the use of a hoe ram and a jack hammer and also added to the amount of time it took to complete the project. Director Bushey then inquired about the age of the sewer main, and Senior Civil Engineer Chew reported that it was probably about 50 years old. Interim Manager Bernardi then reported that the District has as-builts and electronically stored data that provides the age and other information on the newer sewer lines but does not have this information on the older lines. Next, Senior Civil Engineer Chew reported that Underground Service Alert (USA), Utiliquist (a specialty utility locator), and all of the utility companies (PG&E, AT&T, Comcast, etc.) had all been out to mark their utilities prior to the start of work. She also reported that she had requested PG&E to relocate two 12 KV electrical lines and even completed the required forms for this request but was

unable to wait for PG&E to process her request due to time constraints. She then reported that she and the contractor had used a string line and a piece of 12-inch pipe in order to determine whether a 12-inch pipeline would fit within the conflicting utilities without removing the two 12 KV lines. After determining that it would, Senior Civil Engineer Chew reported that she made the decision to install two 12-inch sewer lines and an additional manhole in lieu of the one 18-inch line. In response to an inquiry by the Board, Senior Civil Engineer Chew reported that the unmarked PG&E lines were the main obstacle. RVSD Manager Norby reported that Underground Service Alert (USA) does not like to have the utility companies mark their lines during design and prefers to wait until it is time to dig even though this information would be useful before then. Interim Manager Bernardi then reported that potholing is done to determine the depth of known utilities, but it cannot be done if no one knows that the utilities are there. Director Bushey then reported that she is an Administrative Law Judge with the California Public Utilities Commission and has been sitting on the PG&E case. She also reported that PG&E is going to spend approximately \$2 billion to replace pipelines and approximately \$350 million of that money will be used for records management. Next, Interim Manager Bernardi reported that the installation of the sewer pipeline was completed on October 4, 2013, and the District was then ready to pave. However, the District first had to wait for the City of San Rafael to have the interconnect conduit installed for the traffic signals in anticipation of the SMART train, which began September 27<sup>th</sup> and ended October 16<sup>th</sup>, and then for MMWD to do their pipeline work, which began September 29<sup>th</sup> and ended October 18<sup>th</sup>. The District then began grinding and paving on October 21<sup>st</sup> and completed the work, including the striping, on November 4, 2013. In conclusion, Interim Manager Bernardi reported that the main cause of the delay was due to the unknowns and MMWD's pipeline work.

**b. Report on Capital Improvement Projects.**

Interim Manager Bernardi referred to a map that was prepared by City staff which showed the ages of the various sewer pipelines throughout the District. He then reported that the San Rafael Sanitation District basically covers central San Rafael and outlined the District boundaries. He also gave the Board a brief history of the sewage system both before and after the formation of the District in 1947. The Interim Manager then referred to the memo he had written on Capital Improvement Projects and reported that the 80-Year Lifecycle Program was developed to ensure that the District's sewer lines are maintained and that many of the projects referenced in his memo are part of that program. Next, he reported that he wanted to give the Board some information on the projects for the current fiscal year and reported the following: **1. Lincoln Avenue Sewer Improvement Project, 2<sup>nd</sup> and Ritter Streets to Mission Avenue** is done; **2. Hayes Street Sewer Pipebursting Project** is done (declared an emergency project by the Board due to the severely deteriorated condition of the sewer line and the voids in the street); **3. Cathodic Protection Renovation Project – Stage 1** is currently out to bid, and the District needs to complete the cathodic protection work on Point San Pedro Road before the City and County's joint paving project begins. The District plans to bring this project to the Board at the March 26<sup>th</sup> meeting for the award of contract. Staff may need to request additional funding from the

District's reserves in order to perform Stage 2 of this project, depending on the bid amounts for Stage 1; **4. Irwin Street, Lynn Court to Woodland Avenue** The design work is approximately 95% complete. This project will go out to bid mid-March, and the contract will be awarded at the April Board meeting. This project will replace the sewer line under the sidewalk, and most of the project will consist of pipebursting in order to avoid tearing up the sidewalk. Approximately 200 feet of this project will require excavation (open cut) due to the configuration of the sewer lines. There will be a lot of public outreach for this project; **5. Cayes Main Pump Station Rehabilitation and Catalina Force Main Improvement Project** is currently under design by CSW/Stuber-Stroeh. The current schedule is to have plans and specifications completed by mid-April, with bidding in May and an award of contract in early June. Construction would then begin in the summer and be completed by late November, prior to the heavy rains; **6. H Street Sewer Improvement Project, Mission Avenue to Forbes Avenue** This project is a joint project with the City of San Rafael, and the City will be the lead agency. The installation of the new storm drain will require the sewer line to be relocated. Staff is currently reviewing 60% drawings and is working with the City to provide comments on the plans. Because the entire street will need to be ripped up, the District is working with the City on a plan to do half the street at a time in order to ensure as little disruption and inconvenience to the public as possible. It is anticipated that this project will begin sometime this summer; **7. Shaver Street Sewer Improvement project, Latham Street to Second Street** The design for this project is approximately 75% complete, which is another phase of the rehabilitation of the sewer lines located below Fourth Street. It is anticipated that this project will be completed around the end of September; **8. Other projects that are "in the works"**: These projects are being designed in house by staff, and it is anticipated that these projects will be out to bid later this year: **Miramar/Miraflores Sewer Pipebursting Project** The design for this project is 50% complete and consists of the rehabilitation of approximately 1,500 feet of very old sewer in the hills above Second Street. These roads are very narrow, and the sewer lines were installed by hand through backyards; **Fremont Road/Upper Fremont Drive Sewer Improvement Project** This project consists of 426 LF of open cut and 284 LF of pipebursting to repair a substandard pipeline. Some of these lines have only a 4-inch diameter and were previously old sewer laterals. There are many homes connected to these lines, which continue to flow because of the steep terrain. The District will be installing the proper size sewer line; **Forbes Avenue/El Cerrito Avenue Sewer Improvement Project** The design for this project is 70% complete and consists of the replacement of approximately 1,000 feet of deteriorated sewer lines located up in the hills, similar to the project on Fremont Road/Upper Fremont Drive; **Bayside Acres Beach Sewer Project** The design for this project is 50% complete and consists of an investigation for the potential replacement of a sewer line that was constructed as part of the Bayside Acres Sewer Assessment District. Interim Manager Bernardi reported that he had installed this sewer line when he was an Assistant Engineer working as the Resident Engineer on the Bayside Acres Sewer Assessment District in the mid 1970's. He also reported that the installation of this sewer line had to be done during low tide because it is located in the sand in the beach area below the homes off the right-hand side of Point San Pedro Road between Bayview Drive and Main Drive. This sewer line is not currently leaking, but the manholes are

rusted shut, which could eventually become a problem. The District is trying to determine the best option for this line before it develops any problems. Senior Civil Engineer Chew reported that staff had just met with Nute Engineering regarding this project and that there will be approximately four different options to be considered. Interim Manager Bernardi then reported that staff will review these options and make a recommendation to the Board.

Director Rice then expressed concern over the number of projects scheduled for this summer, and Senior Civil Engineer Chew reported that the upcoming projects were not as large as the Lincoln Avenue Project. She also reported that these projects would be staggered and that she was confident that they would be properly inspected. The Senior Civil Engineer reported that the Cayes Main Project was fairly localized and would not be as extensive as the Lincoln Avenue Project. Interim Manager Bernardi then reported that the design engineer would also be doing some of the project management and inspection work for this project. Next, Director Rice reported that she was unable to tell how disruptive these projects would be for the residents, and Interim Manager Bernardi reported that the H Street Project would be a big deal since it involves the entire street over a fairly lengthy period of time. He also reported that the City would need to do quite a bit of public outreach for this project. Director Rice then reported that the public should be made aware that there is a lot of value in these projects even though they may be disruptive and that this is why the District is charging the current rates.

## **5. NEW BUSINESS**

### **a. Report on drought related issues.**

Interim Manager Bernardi reported that the drought does not significantly affect the District's operations, but it does increase the potential for blockages in areas where the sewer mains already have problems because the grit does not get transported. He reported that CMSA Manager Jason Dow had advised him that approximately 92 cubic yards (10 truck loads) of grit had been flushed into the system from both Ross Valley Sanitary District and San Rafael Sanitation District. He also reported that contractual costs for emergency response could increase if there is a blockage, and the District will need to be more aware of the little nuances of the system. Interim Manager Bernardi then reported that CMSA has created a filling station that will provide reclaimed water that the District will be able to use to fill the vacor truck instead of using water from MMWD, which will save the District approximately \$5,500 per year on water costs. He also reported that Manager Dow is currently working on getting the engineering reports for this filling station. RVSD Manager Norby reported that he had done a rough calculation of the amount of water that would be saved by RVSD, and it was equivalent to the amount of water that is used by approximately nine single-family homes over the course of a year. He also reported that CMSA may need further clearance on the permit that is needed to allow the recycled water to be taken off site. Director Bushey then reported that the CMSA Board is very excited about this filling station and that the use of recycled water is both economically and environmentally sound. She also reported that CMSA has a

pilot project with MMWD for the use of non-potable water for all industrial uses at places that are within in the vicinity of CMSA, such as San Quentin Prison, Marin Sanitary Service, and Ghilotti Brothers (for construction sites). Next, Director Bushey discussed the mater of infiltration and how salinity can have a negative impact on the quality of the non-potable water. RVSD Manager Norby then reported that RVSD is currently conducting a flow-monitoring study and that they are installing temporary salinity meters at the lower level monitoring stations where they believe there could be brackish groundwater. He also reported that he would have the results of this study in approximately 8 weeks. Next, Interim Manager Bernardi reported that the District Board had previously reviewed the matter of flow-based rates on approximately four different occasions over the past several years and had decided to postpone making any decision on this matter until sufficient data from other agencies using flow-based rates is available for review. Director Rice then reported that data based on flows during a drought year would not be good to use when considering flow-based rates.

**b. Adopt resolution authorizing the signing of an agreement for completion of improvement work designated 249 Sea View Avenue Sewer Main Extension.**

Interim Manager Bernardi reported that the owners of 249 Sea View Avenue, Catherine and Valentine Morozoff, had applied to LAFCO for annexation to the San Rafael Sanitation District. He also reported that the City of San Rafael has waived its dual annexation policy for this property. He then reported that ILS Associates had prepared the plans for a sewer main extension, and the District had approved those plans. Next, Interim Manager Bernardi reported that the property owners have hired W.R. Ford to do the work on the sewer main extension, and the District is currently working with W.R. Ford in order to obtain the necessary bonds and insurance. He reported that this agreement for improvement work authorizes the property owners to extend the sewer main and requires them to be fully responsible for the installation. He also reported that once the sewer main has been installed according to District standards, the District will own and maintain it. Interim Manager Bernardi reported that this sewer main extension will serve 249 Sea View Avenue and that other homes may also connect to it if they so choose.

**MOTION** by Director Bushey, seconded by Director Rice, to adopt the resolution authorizing the signing of an agreement for completion of improvement work designated 249 Sea View Avenue Sewer Main Extension.

**AYES:** Director Bushey, Director Rice

**NOES:** None

**ABSTAIN:** Chairman Phillips

*Motion Carried*

## 6. INFORMATIONAL ITEMS

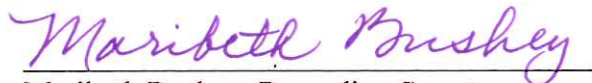
### a. Response to inquiries from January 22, 2014, Board meeting.

Interim Manager Bernardi then gave a brief explanation of the following matters: **CSRMA Insurance Coverage (Excess Following Form)** The District has General Liability Insurance in the amount of \$1 million. If any claim exceeds this amount, an additional layer of insurance will be provided by another insurance carrier for up to \$4 million. **Status of District Website** Interim Manager Bernardi reported that staff is currently working on a list of “frequently asked questions” to put on the website in order to help reduce the number of calls that are made to the District. He also reported that the website is pretty much set up and should be ready for publication within the next several months. **Sewer Overflows** Interim Manager Bernardi reported that the number and volume of sewer overflows are unpredictable. He reported that overflows can occur due to things such as the flushing of rags and the buildup of roots and grit, even though the District’s sewer lines are cleaned on a regular basis. He also reported that the volume of an overflow can depend on the amount of flow that is in the system when a blockage occurs.

## 7. ADJOURNMENT

There being no further business to come before the Board, the meeting of February 26, 2014, was adjourned at 9:30 A.M. The next meeting of the San Rafael Sanitation District was scheduled for March 26, 2014, at 8:30 A.M. at San Rafael City Hall.

Respectfully submitted,



Maribeth Bushey, Recording Secretary

ATTEST THIS 26th DAY OF MARCH 2014



Katie Rice, Acting Chairman