

## MINUTES OF JANUARY 21, 2020

### SANITARY DISTRICT NO. 2 A SUBSIDIARY DISTRICT OF THE TOWN OF CORTE MADERA

Board President Andrews called the Sanitary District No. 2 Meeting to order at Town Hall Council Chambers, 300 Tamalpais Drive, Corte Madera, CA on January 21, 2020 at 7:50 p.m.

#### 1. CALL TO ORDER AND ROLL CALL

Board Members Present: Board President Andrews; Board Vice President Beckman; Board Members Bailey, Kunhardt and Ravasio

Board Members Absent: None

Staff Present: Sanitary District Manager R.J. Suokko  
Town Manager Todd Cusimano  
District Counsel Teresa Stricker  
Associate Civil Engineer Fernanda Stefanick  
District Clerk Rebecca Vaughn

**SALUTE TO THE FLAG** – Board President Andrews led in the Pledge of Allegiance.

2. **OPEN TIME FOR PUBLIC COMMENTS** - None

3. **PRESENTATIONS** – None

4. **CONSENT CALENDAR**

Board President Andrews opened the public comment period, and there were no speakers.

- A. Waive Further Reading and Authorize Introduction and/or Adoption of Resolutions and Ordinances by Title Only.  
(Standard procedural action – no backup information provided)
- B. Adopt Resolution No. 01/2020 Approving (1) An Agreement for Withdrawal of the City of Larkspur from the Central Marin Sanitation Agency (CMSA) Joint Exercise of Powers Authority, and (2) an Amended CMSA Joint Exercise of Powers Agreement Dated December 2019 to Recognize the Withdrawal of the City of Larkspur and Other Amendments Previously Approved by the Board.
- C. Authorize District Manager to Execute and Record a Notice of Completion for the Emergency Air Release Valve Repair, Project No. 19-203
- D. Approval of Minutes of December 3, 2019 Sanitary District Board Meeting

MOTION: Moved by Ravasio, seconded by Bailey, and approved unanimously by the following vote: 5-0 (Ayes: Bailey, Beckman, Kunhardt, Ravasio and Andrews; Noes: None)

To approve Sanitary District No. 2 Consent Calendar Items A, B, C and D

**5. PUBLIC HEARINGS – None**

**6. BUSINESS ITEMS**

**A. Consideration and Possible Adoption of Resolution No. 02/2020 Approving the 2019-20 Mid-Year Budget Revision**

Finance Director Daria Carrillo gave the staff report and overview of the request to adopt Resolution No. 02/2020 approving the 2019-20 Mid-Year Budget revision.

President Andrews opened the public comment period, and there were no speakers.

MOTION: Moved by Ravasio, seconded by Beckman, and approved unanimously by the following vote: 5-0 (Ayes: Bailey, Beckman, Kunhardt, Ravasio and Andrews; Noes: None)

To Adopt Resolution No. 02/2020 Approving the 2019-20 Mid-Year Budget Revision

**B. Sanitary District Projects Update**

District Manager R.J. Suokko, introduced Associate Civil Engineer Fernanda Stefanick and both gave a PowerPoint presentation and overview of the District's 4.5 mile service area, as follows:

- The District does not treat effluent or sewage here which is sent to Central Marin Sanitation Agency (CMSA).
- The District has 45 miles of gravity sewer pipe, 2 miles of force mains and 19 pump stations they regularly maintain.
- He displayed a map showing the service area, stating the bulk of the effluent goes to the Paradise pump station and displayed other pump stations that tie into the overall network.
- He presented a map showing the estimated construction year for the various pipes, with the purple color showing original installation of pipes between 1923 and 1964.
- In August 2018 the private sewer lateral ordinance went into effect, with 4 triggers of property owners having to pass a pressure test which often requires them to replace their private sewer lateral if 1) there is a transfer in title, 2) if it is connected

to a capital improvement project (CIP); 3) if the Town is paving the road or repairing the pipe, and 4) if there is a backup or overflow.

Associate Civil Engineer Fernanda Stefanick then provided an update on the private sewer lateral work, stating the inspection of 154 properties were conducted bringing to code 300 sewer laterals. 381 laterals were triggered by a building permit, 32 were failures, 133 were sales of homes, and the total properties triggered by CIP were 130 laterals, 40 of which were residential laterals and 14 were for Chapman Drive, which was re-paved.

Prior to the lateral ordinance being adopted, the District had approximately 75 sewer permits total for the year. Prior to the ordinance, the permits were not for full replacements but partial repair or the minimum to get things moving again.

Mr. Suokko stated Ms. Stefanick is spearheading the District's new software system which will help manage workflow much more efficiently. All data can be collected from one source and records and forms are now being tracked electronically, as well as CCTV (closed-circuit television) projects which will be much easier and will save time, is more efficient, and the goal is to be in the field with a tablet with all information available on the property. The database has much more information which can automatically formulate volumes and create polygons which is helpful for maintenance staff.

He then presented proactive measures involving training, equipment devices that help detect overflows before they happen, and mentioned they are working closely with CMSA, Ross Valley Sanitary District and San Rafael on sharing information, data and tools and this is a huge improvement for the District.

Mr. Suokko then presented and described pump station upgrades, replacement of sewer mains and laterals, equipment upgrades, and displayed various pictures of the work with expected completion dates.

In response to Board President Andrew's questions regarding PG&E, Ms. Stefanick stated during the power outages, PG&E turns off power and the District has conventional diesel gas generators to feed the stations which provide for 5 days of service.

Mr. Suokko provided an explanation of why the Emergency Relief Valve project which began as a pothole investigation (approved on the Consent Calendar) took so long in making it to the District Board.

He explained that the work got elevated to an emergency declaration and was completed in October. It was not brought to the Board until the billing and project closeout was fully finalized. He described the three nights of work to stabilize the force main and further procurement of parts for the air release valves for the manholes. This work was the highest risk priority and staff can now focus on the next largest priority.

Ms. Stefanick then described a project for flow meters for two major pump stations and an upgrade of the oldest generator of the Sanitary District, subject to PG&E's review of the gas meter.

In forecasting upcoming projects, Mr. Suokko stated there will be a sewer rehabilitation project in Mariner Village and on Flying Cloud and Pacific Queen. These roads will be followed by some level of resurfacing the following summer. Additionally, Meadowsweet Drive North Infill and Infiltration Rehabilitation will be a major upcoming project, which he explained.

Ms. Stefanick added that the District conducted substantial cleaning in pipe investigation by CCTVing the whole line to ensure there were no surprises in the winter. Pothole investigations and soil borings will be done and will start in the spring.

Board Member Kunhardt asked and confirmed with Ms. Stefanick that of all of the sewer lateral testing, almost all of those identified through sales of properties resulted in replacements. Ms. Stefanick then explained situations where plumbers are called out and spot repairs had been done, but now when the plumbers are pulling a permit, the entire line must be inspected. Contractors know of the sewer lateral ordinance and sign up with the Town to pre-qualify which requires them to report needed work to the Town.

President Andrews questioned the grant program for helping residents with sewer lateral work. Mr. Suokko explained this has been very helpful and makes the whole system a lot smoother and anyone not tied to a CIP can receive the \$1,500.

Board Member Bailey commended staff for their outstanding work, but asked if in the future, staff could provide the narrative portion of the report and maps in the packet and could post the listing of 2019 projects and planned 2020 projects.

Board President Andrews commented that the public should expect that \$30 million will be spent on improvements over the next 10 years.

Board Member Kunhardt referred to upcoming projects on Christmas Tree Hill and the letter to residents. He confirmed the letter was more to notify residents that cleaning and flushing of the lines would be done.

Board President Andrews opened the public comment period.

Public Comments:

CHARLES LEE referred to the Meadowsweet project, asked if grease was a reoccurring problem and if this was reviewed.

Ms. Stefanick stated they address heavy grease areas and are working closely with CMSA to inform restaurants, malls, and other businesses to capture grease and help save money with maintenance. For Meadowsweet, it involves more holes in the liners which have a 20 year life and she noted the new liners will last longer.

Mr. Lee stated recently, the Head of Product Design from IDEO of San Francisco reached out as they have a company looking for opportunities for new prototypes in the exploration to fix leaky pipes, and he stated he would forward staff's contact.

## **7. COUNCIL AND TOWN MANAGER REPORTS**

- District Manager Report - None
- Board Member Reports – None

## **8. CLOSED SESSION**

- A. Public Comment on Closed Session Item – None
- B. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: 1 potential case.
- C. Reconvene in Open Session – The Board reconvened in Open Session at 8:42 p.m.
- D. Report Out of Closed Session – Board President Andrews announced there was no reportable action taken in Closed Session.

## **9. ADJOURNMENT**

The meeting was adjourned at 8:43 p.m. to a date uncertain.