

**Sanitary District No. 2**  
**A Subsidiary District of the Town of Corte Madera**

**Eli Beckman**  
*District President*

**David Kunhardt**  
*District Vice President*

**Fred Casissa**  
*District Board Member*

**Charles Lee**  
*District Board Member*

**Bob Ravasio**  
*District Board Member*



THE TOWN OF  
CORTE MADERA  
SANITARY DISTRICT No. 2

**R.J. Suokko**  
*District Manager*

**Amy Ackerman**  
*Interim District Counsel*

**Rebecca Vaughn**  
*District Clerk*

**Town Hall**  
300 Tamalpais Drive  
Corte Madera, CA 94925  
[townofcortemadera.org](http://townofcortemadera.org)

**REGULAR MEETING**  
**TUESDAY, NOVEMBER 17, 2020**  
**6:45 p.m.**

(Or upon conclusion of the Corte Madera Town Council Meeting, whichever is later)

**VIA VIDEOCONFERENCE ONLY**

**NOTICE TO PUBLIC:**

Due to Coronavirus (COVID-19), the November 17, 2020, Regular Meeting of the Sanitary District No. 2 Board of Directors will occur via videoconference only. All Board members will be participating remotely, and residents are urged to follow the orders issued by the Marin County Public Health Officer and Governor and participate in the meeting remotely as well. As allowed under the Governor's Executive Order N-29-20 (March 17, 2020), during the duration of the COVID emergency the Town of Corte Madera will no longer offer an in-person meeting location for the public to attend.

Members of the public may view and participate in the meeting remotely through the following link: <https://tinyurl.com/y7aw8ubu>

(No Pre-Registration Needed- Click on Link at Meeting Start Time)

You may call in using: 1 (408) 638-0968 (Zoom webinar ID: 914-5144-0692)

Or iPhone one-tap: +14086380968,,91451440692#

Submit public comment remotely by:

1. Emailing [PublicComment@tcmmail.org](mailto:PublicComment@tcmmail.org) prior to 5:00 P.M. on the day of the meeting.
2. Emailing [PublicComment@tcmmail.org](mailto:PublicComment@tcmmail.org) during the meeting.
3. Join the meeting using the link above and select the "Raise Hand" icon during the meeting, or press \*9 to add yourself to the speaker queue if calling in to the meeting.

Anyone with a disability needing further assistance with public comment should contact the Clerk at least 2 hours before the beginning of the meeting to make alternative arrangements at [rvaughn@tcmmail.org](mailto:rvaughn@tcmmail.org) or 415-927-5050. Click [here](#) for more information on how to register to watch the meeting and submit public comment remotely.

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1. CALL TO ORDER, SALUTE TO THE FLAG, ROLL CALL
  2. OPEN TIME FOR PUBLIC COMMENT

At the beginning of each regular SD2 Board meeting, any member of the public may address the SD2 Board concerning any item not on the Board's agenda. Speakers will be limited to three (3) minutes unless otherwise specified by the President or the Presiding Officer. The public will be given an opportunity to speak on each agenda item at the time it is called. The Board may discuss and/or take action regarding any or all of the items listed below. Once the public comment portion of any item on this agenda has been closed by the Board, no further comment from the public will be permitted unless authorized by the President or the Board and if so authorized, said additional public comment shall be limited to the provision of information not previously provided to the Board or as otherwise limited by order of the President or Board.

**3. PRESENTATIONS - None**

**4. CONSENT CALENDAR**

The purpose of the Consent Calendar is to group items together which are routine or have been discussed previously and do not require further discussion. They will be approved by a single motion. Any member of the District Board, Staff, or the Public may request removal of an item for discussion. Rescheduling of the item(s) will be at the discretion of the President and District Board.

**4.A.** Waive Further Reading and Authorize Introduction and/or Adoption of Resolutions and Ordinances by Title Only.  
(Standard procedural action – no backup information provided)

**4.B.** Approval of Minutes of the October 6, 2020 Regular Sanitary District No. 2 Board Meeting

Recommendation: Approve item as requested

[4.B. 10.06.20 Draft Sanitary District No. 2 Regular Meeting Minutes](#)

**5. PUBLIC HEARINGS: None**

**6. BUSINESS ITEMS:**

**6.A.** Consideration and Possible Approval of the Notice of Completion for the Trinidad 2 Pump Station Modifications Project, Project No.17-204

Recommendation: Approve item as requested

[6.A. Staff Report and Attachments](#)

**7. DISTRICT MANAGER AND BOARD MEMBER REPORTS**

- District Manager Report
- Board Member Reports

**8. DISCUSSION OF DRAFT AGENDA FOR UPCOMING BOARD MEETING**

**8.A.** Discussion of Any Potential Agenda Items for the December 1, 2020 Sanitary District No. 2 Board Meeting

**9. ADJOURNMENT**

**ORDER OF BUSINESS:** The SD2 meetings begin upon conclusion of the meeting of the Corte Madera Town Council, unless otherwise noted. Agendas for SD2 are posted separately.

**REPORTS:** District Board Staff Reports are usually available by 5:00 p.m., Friday prior to the Board Meeting, and may be obtained at the Corte Madera Town Hall, or by calling 415-927-5050. Copies of the reports relating to agenda items are available for review in the District Clerk's Office, at the Corte Madera Library, Fire Station 13 (5600 Paradise Drive) and <https://www.townofcortemadera.org/681/Agendas-Minutes-and-Notices>. Materials related to an item on this agenda that have been submitted to the District Board or staff after distribution of the agenda packet are available for public inspection in the District Clerk's Office located at Town Hall, 300 Tamalpais Drive, Corte Madera, CA 94925, during normal business hours, 8 a.m. to 12 p.m. and 1 p.m. to 4 p.m.

**AMERICANS WITH DISABILITIES ACT:** If you need special assistance to participate in this meeting, please contact the District Clerk at 415-927-5085. For auxiliary aids or services or other reasonable accommodations to be provided by SD2 at or before the meeting please notify the District Clerk at least 3 business days in advance of the meeting date. If the Board does not receive timely notification of your reasonable request, the Board may not be able to make the necessary arrangements by the time of the meeting.

**NOTIFICATION LIST:** To sign up to receive automatic notifications regarding meetings and agendas, please visit the Town of Corte Madera's website at <https://www.townofcortemadera.org> and click on "Notify Me" to register, or email the District Clerk at: [rvaughn@tcmmail.org](mailto:rvaughn@tcmmail.org).

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**MINUTES OF OCTOBER 6, 2020  
REGULAR MEETING  
SANITARY DISTRICT NO. 2  
A SUBSIDIARY DISTRICT OF THE TOWN OF CORTE MADERA**

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Meeting video available [here](#).

**NOTICE TO PUBLIC:**

*Due to Coronavirus (COVID-19), the October 6, 2020, Sanitary District No. 2 regular meeting will occur via videoconference only. All Boardmembers will be participating remotely, and residents are urged to follow the orders issued by the Marin County Public Health Officer and Governor and participate in the meeting remotely as well. As allowed under the Governor's Executive Order N-29-20 (March 17, 2020), during the duration of the COVID emergency the Town of Corte Madera will no longer offer an in-person meeting location for the public to attend.*

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President Beckman called the Sanitary District No. 2 Regular Meeting to order at Town Hall Council Chambers, 300 Tamalpais Drive, Corte Madera, CA on October 6, 2020 at 9:22 p.m.

**1. CALL TO ORDER, ROLL CALL, SALUTE TO THE FLAG**

Members Present: President Beckman; Vice President Kunhardt; Board Members Casissa, Lee and Ravasio

Members Absent: None

Staff Present: Town Manager Todd Cusimano  
District Clerk Rebecca Vaughn  
District Counsel Teresa Stricker

**2. OPEN TIME FOR PUBLIC COMMENTS –**

No public comments were received.

**3. PRESENTATIONS – None**

**4. CONSENT CALENDAR**

1  
2 President Beckman opened the public comment period and there were no emails or speakers  
3 and no requests to remove any Consent Calendar items for further discussion. President  
4 Beckman called for a motion.

5  
6 It was M/S/C (Casissa/Kunhardt) to adopt Sanitary District No. 2 Consent Calendar Items A  
7 through C. Roll call vote: 5-0 in favor of the motion.

8  
9 The Consent Calendar consisted of the following items:

- 10  
11 A. Waive Further Reading and Authorize Introduction and/or Adoption of Resolutions and  
12 Ordinances by Title Only.  
13  
14 B. Notice of Completion for the 2019 Sewer Rehabilitation Project, Project No. 18-205  
15  
16 C. Approval of Minutes of the September 15, 2020 Regular Sanitary District No. 2 Board  
17 Meeting  
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19  
20 **5. PUBLIC HEARINGS – None**

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22 **6. BUSINESS ITEMS**

- 23  
24 A. Consideration and Possible Adoption of Resolution No. 07/2020 Approving the  
25 Amended and Restated Payment Agreement Relating to Central Marin Sanitation  
26 Agency Revenue Bonds, and Authorizing Certain Related Matters  
27 Recommendation: Approve item as requested  
28

29 Town Manager Cusimano presented the staff report. There were no questions from the Board  
30 and no public comment was received. President Beckman called for a motion.

31  
32 It was M/S/C (Casissa/Ravasio) to approve Item 6.A., adopting Resolution No. 07/2020;  
33 Approving the Amended and Restated Payment Agreement Relating to Central Marin Sanitation  
34 Agency Revenue Bonds, and Authorizing Certain Related Matters  
35 Roll call vote: 5-0 in favor of the motion.

36  
37 **7. BOARD MEMBER AND DISTRICT MANAGER REPORTS**

- 38  
39 - District Manager Report – No report  
40 - Board Member Reports – No reports  
41

42 **8. DISCUSSION OF DRAFT AGENDA FOR UPCOMING BOARD MEETING**

43  
44 There were no comments on the draft agenda for the October 6, 2020 Sanitary District No. 2  
45 Board meeting.

46  
47 **9. ADJOURNMENT**

48  
49 The Sanitary District No. 2 Meeting was adjourned at 9:26p.m.  
50



**SANITARY DISTRICT NO. 2  
A SUBSIDIARY DISTRICT TO THE TOWN OF CORTE MADERA  
STAFF REPORT**

**REPORT DATE:** November 10, 2020  
**MEETING DATE:** November 17, 2020

**TO:** Sanitary District No. 2 Board President and Board Members

**FROM:** Fernanda Stefanick, Project Manager *FSS*  
RJ Suokko, District Manager *RS*

**SUBJECT:** Consideration and Possible Approval of the Notice of Completion for the Trinidad 2 Pump Station Modifications Project, Project No. 17-204



**RECOMMENDED ACTION:**

Authorize the District Manager to execute and record the attached Notice of Completion and;  
Authorize additional construction contingency funds in the amount of \$17,549.77.

**BACKGROUND:**

In April 2019, the District Manager awarded the contract for Trinidad II Pump Station Improvement Project (Project No. 17-204) to the lowest responsible bidder, Mitchell Engineering of San Francisco, CA for \$1,094,592.00 plus an additional 10% contingency for a combined amount of \$1,204,051.20.

The Trinidad No. II Pump Station located in the Paradise Cay neighborhood, within unincorporated Tiburon, was built circa 1960 and pre-project was the oldest original pump station in the District. Due to the age of the station there were many deficiencies that were in need of upgrades to improve reliability, safety, annual maintenance costs and overall effectiveness.

The project included replacement and rehabilitation of the existing pump station, sewer pipes, sewer laterals; and related electrical, paving and surface improvements.

**DISCUSSION:**

As part of the project, the contractor was required to replace and realign approximately 100 feet of sewer main in bay mud, approximately 12 feet deep. During the course of that work Mitchell Engineering encountered unexpected water in the excavation that was not consistent with the pre-project geotechnical investigation, the measured tides and presence of natural ground water

most commonly tied to precipitation. This caused the crew to lose significant production and resulted in a claim against the District. After further investigation by Nute Engineering and District staff, it was believed that the source of the water was due to a leaking Marin Municipal Water District (MMWD) water lateral, who was notified of the issue and coordinated with the project team to resolve the financial implications.

On April 10, 2020 the project was deemed complete in accordance with the plans and specifications, where the final construction amount owed to Mitchell Engineering was \$1,241,600.97, which resulted in costs that exceeded the authorized project budget by \$37,549.77.

Following the completion of the physical work on site, SD2 and MMWD staff continued to analyze the events relating to the water leak and MMWD ultimately agreed to contribute \$20,000 to reduce the project overrun to \$17,549.77.

**FISCAL IMPACT:**

The final construction amount for work performed by Mitchell Engineering, Inc. was \$1,241,600.97. After MMWD's contribution of \$20,000 for their share it results in a remainder of \$17,549.77 to be transferred from the District Capital fund.

**ENVIRONMENTAL IMPACT:**

Pursuant to Section 15301 (c) and 15304 (h) of the California Environmental Quality Act, this project is categorically exempt from the provisions of that Act.

**OPTIONS:**

1. Authorize the District Manager to execute and record the attached Notice of Completion and; Authorize additional construction contingency funds in the amount of \$17,549.77.
2. Take no action at this time.

**ATTACHMENTS:**

1. Notice of Completion
- 2 . Nute Engineering – Statement of Completion Letter, dated April 10, 2020

THIS ITEM HAS BEEN REVIEWED AND APPROVED BY THE DISTRICT MANAGER.

**ATTACHMENT 1**

Notice of Completion



Recorded at the Request of:  
**Sanitary District No. 2**  
300 Tamalpais Dr.  
PO Box 159  
Corte Madera, CA 94925

When Recorded Mail to:  
**Sanitary District No. 2**  
300 Tamalpais Dr.  
PO Box 159  
Corte Madera, CA 94925

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Space above this Line for Recorder's Use

**NOTICE OF ACCEPTANCE OF COMPLETION**  
  
***SANITARY DISTRICT NO. 2***  
  
***TRINIDAD II PUMP STATION IMPROVEMENT PROJECT***  
***PROJECT 17-204***

NOTICE IS HEREBY GIVEN, Pursuant to Section 3093 of the Civil Code of the State of California, that R. J. Suokko, District Manager for and on behalf of Sanitary District, Marin County, California, on the \_\_\_th day of \_\_\_\_\_, 2020, did file with the Secretary of said District a Statement of Completion of the following described work, the Trinidad II Pump Station Improvements Project 17-204, the contract for doing which was awarded to Mitchell Engineering and Notice to Proceed effective April 2, 2019.

That said work and improvements are public improvements owned and held by said District for the benefit of the public, and were actually completed on April 10, 2020. Acceptance of completion of said work was ordered by the District Board of the Sanitary District No. 2 on the 17th day of November, 2020 and the name of the surety on the contractor's faithful performance bond for said project is Fidelity and Deposit Company of Maryland.

That said work and improvements consisted of the performing of all work and furnishing of all labor, materials, equipment and all utility and transportation services required for the installation of the Trinidad II Pump Station Improvements Project 17-204, all as more particularly described in the plans and specifications approved by the Board of Directors of said District.

The site of the construction and improvements was in and around the Trinidad II Pump Station on Trinidad Drive within unincorporated Tiburon.

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

OWNER: Sanitary District No. 2  
300 Tamalpais Dr.  
PO Box 159  
Corte Madera, CA 94925

Dated: November 17, 2020

By: \_\_\_\_\_  
*R. J. Suokko*  
*District Manager*  
*Sanitary District No. 2*

**ATTACHMENT 2**

Nute Engineering – Statement of Completion Letter, dated April 10, 2020



July 8, 2020

Mr. R. J. Suokko  
District Manager  
Sanitary District No. 2  
300 Tamalpais Dr  
PO Box 159  
Corte Madera, CA 94925

Re: Trinidad Pump Station II Improvement Project  
Project No. 17-204

Subject: Statement of Completion

Dear R. J.:

Mitchell Engineering has completed their work on the above referenced project and we recommend that the project be accepted. We recommend that the attached Notice of Acceptance of Completion be filed and recorded with the Marin County Recorder, and the retention release payment be made to the Contractor after the 35 day lien period from the recording date.

Very truly yours,

NUTE ENGINEERING

By:

  
Pippin Cavagnaro, PE