New Consolidated Headquarters
to Address RVSD’s Long-Term Facility Needs

Ross Valley Sanitary District (RVSD) has been working for many years to find a viable solution to address the challenge of having employees, resources and equipment spread out across multiple locations. Current facilities are inadequate to meet the long-term needs and best practices standards of a modern agency responsible for protecting public health and the environment through high quality wastewater collection service.

The RVSD board and management team are pleased to announce a decision that exceeds early expectations, eliminates ongoing District facility challenges and will increase overall agency efficiency and customer service.

On February 5, the RVSD Board entered into contract and began a 45-day due diligence period to purchase a new headquarters at 1111 Andersen Dr., San Rafael, CA 94901. Located near the Central Marin Sanitation Agency (CMSA) treatment plant where RVSD wastewater is treated, half of the new facility is currently occupied by Comcast Corporation.

By centralizing all RVSD employees and operations, the Board is fulfilling its commitment to strategically and proactively plan for the District’s long-term success. Securing a permanent facility that consolidates staff and equipment to a single location will also improve response time and customer service, and provide long-term operations efficiency.

DETAILS

1. Consolidated Operations and Improved Access. Current operations will be consolidated from four (4) locations to one (1) as illustrated in the map above. This will allow for significant long term efficiencies and enhanced rapid response capabilities by having all employees coordinating in a central location with improved access to all District communities. This improved access will benefit customers through more efficient response time and the ability to conduct business in a more centralized location with additional parking.

2. Compatible Land Use in Utility Corridor. The facility that has been identified for purchase provides a rare opportunity to provide RVSD with an existing commercial property that is zoned for utility operations like RVSD’s, surrounded by other utilities and has no impacts to residential areas.

3. Compatible Tenant and Future Capacity. RVSD operations are compatible with the current paying tenant (Comcast), who will remain for at least four (4) years based on their lease conditions. Their lease payments will offset costs and provide the District immediate revenue. Space may be available for other public utilities, including other wastewater utilities in the future.

4. Reduced Financial Impacts. The purchase will be financed with revenue bonds that can be paid-off by selling or leasing other District properties, including 2960 Kerner (# 1 on map above) and 2000 Larkspur Landing (# 3 on map above), resulting in reduced financial impacts from the purchase. The new facility also includes warehouse space that will replace currently rented space (# 2 on map above), eliminating these ongoing costs. Buying an existing building is also less expensive than building a new structure.

www.RVSD.org
Among the immediate benefits a consolidated location will provide include streamlined operations from having RVSD field crews, engineers, staff and managers working together in a single location. For example, managers and administrators often only see many of the District staff they oversee and support once a month, at the “All Staff” meeting. A consolidated facility will allow managers and staff to see each other on a more regular basis to coordinate activities, refine best practices and continually improve performance in all areas.

The current facilities do not meet some basic worker needs, with instances such as work crews needing to change into work clothes using spaces also utilized for storage. More than half of RVSD staff work in portable structures that lack suitable natural light or ventilation, and use portable restroom facilities.

The new, centralized location will also provide the public an easily-accessible site with additional parking available to conduct business, attend monthly board meetings, and participate in educational sessions on topics such as the RVSD lateral grant program. Board meetings are currently held at the Central Marin Police Authority Community Room in Larkspur (# 4 on map above). This arrangement has always been intended to be temporary.

**NEW CONSOLIDATED HEADQUARTERS**

May 2009 - RVSD purchased its current administration building at 2960 Kerner Blvd. and moved from temporary offices at 1301 Andersen Dr. This arrangement was always meant to be temporary, with permanent facilities contemplated at Larkspur Landing or elsewhere.

June 2018 - A Facility Needs Assessment, which recognized problems with the current, temporary arrangement of offices and facilities was completed. Consolidating operations into one location was recommended, with benefits such as accessibility to the District and its customers, compatible land uses (utility operations and parking), cost savings, efficient operations, and the ability for timely implementation.

November 2018 - Potential sites in Central Marin County and criteria for selection were reviewed by the Board at its regular monthly meeting.

December 2018 - Closed session was held on potential purchase of the building at 1111 Andersen Dr.

January 2019 - Building tours were attended by all five board members (with no more than two at a time), and district managers, with one closed session at the regular board meeting and two closed sessions at special board meetings held. An initial offer was made for the building and lease terms with Comcast were proposed. Comcast has the option to remain in the building for up to 14 years.

February 2019 - Special board meeting closed session, and board approved another offer on building. Seller decided to work with the District and entered into contract for purchase and sale.

**ABOUT ROSS VALLEY SANITARY DISTRICT**

Established in 1899, Ross Valley Sanitary District is dedicated to protecting public health and preserving the environment. The District provides customers with high quality wastewater utility service through a system that has no avoidable sanitary sewer overflows, at the lowest sustainable cost. RVSD’s service area includes: Fairfax, San Anselmo, Ross, Larkspur, Bon Air, Sleepy Hollow, Kentfield, Kent Woodlands, Oak Manor, Greenbrae and Murray Park. RVSD operates and maintains 200 miles of collection sewer lines and 19 pumping stations which collect, pump and transport wastewater to Central Marin Sanitation Agency for treatment.

**MORE INFORMATION**

- **Visit:** [www.RVSD.org](http://www.RVSD.org)
- **Email:** Info@rvsd.org
- **Call** RVSD at 415-259-2949

Our office staff are available Monday - Friday from 7:30 a.m. to 4 p.m. We can assist you with emergency service 24 hours per day, seven days per week.