



STAFF REPORT

Meeting Type: Planning Committee/Board of Directors
Title: Portable Toilet Services for Watershed Facilities for Fiscal Years 2027 – 2029 (MA 6536)
From: Shaun Horne, Director of Watershed Resources
Through: Ben Horenstein, General Manager
Meeting Date: March 24, 2026

SH *BH*

TYPE OF ITEM: Approve X Review and Comment

RECOMMENDATION: Review and comment on the Proposed Portable Toilet Services for Watershed Facilities for Fiscal Years 2027 – 2029 (MA 6536)

SUMMARY: On November 27, 2018, the District and a contractor entered into an agreement (MA 5652) for Portable Toilet Services for a period of two years. The initial contract was for 17 portable restrooms with servicing frequencies set at one day per week. In response to increases in watershed visitation, the District increased total rentals to 28 portable restrooms with servicing set at two times per week. The District is soliciting for new Portable Toilet Services for Watershed Facilities (MA 6536) and will open bids in March. District staff will make a recommendation for contract award at a future regularly scheduled Board meeting.

DISCUSSION: The District’s watershed lands are part of a larger complex of publicly owned lands on Mt. Tamalpais that, taken together, support rich, natural ecosystems. Since before the turn of the last century, Mt. Tamalpais has been a magnet for recreationists. Regular visits by these different visitor groups to the District’s Mt. Tamalpais watershed lands are estimated at more than 2.3 million visitors annually (Alta Planning, 2023). In part, due to the COVID 19 pandemic, the Watershed and other open space lands throughout Marin County have seen higher-than-normal levels of usage since March of 2020. Increased visitation resulted in increased use of watershed restroom facilities, which resulted in the District increasing the level of servicing to all portable restrooms, installing hand sanitizer services and increasing the total number of portable restrooms on the watershed. Since that time the total number of restrooms has been slightly reduced, and servicing has been reduced from three times a week for some sites to two times a week for all sites. The current number of portable restrooms and servicing frequency is appropriate for the current levels of watershed visitation.

On November 27, 2018, the District and the contractor entered into an agreement (MA 5652) for Portable Toilet Services for a period of two years. The District executed Amendment No. 1 to the agreement to extend the services for one additional year until October 31, 2021. On December 15,

2021, the District executed Amendment No. 2 to the agreement to increase the not to exceed budget from \$29,751 to \$150,370. The budget increase was necessary to support additional sanitation facilities on the watershed due to increases in visitation resulting from the COVID 19 pandemic and overuse of facilities. On March 7, 2022 the District executed Amendment No. 3 to the agreement to extend the services for one additional year until January 31, 2023, update the service rates, and increase the total contract amount by \$87,360. On April 12, 2023, the District executed Amendment No. 4 to the Agreement to extend services for six (6) months, until July 31, 2023, and increase the total contract amount by \$35,000. The total cost for watershed portable restroom rentals and servicing over the past twelve months was approximately \$117,000 which is roughly \$9,750 a month.

In March 2026, the District released a notice inviting bids for a new three (3) year Portable Toilet Services Agreement for Watershed Facilities. The notice will be published in the local newspaper and posted on the District's external bid posting website to inform potential contractors of the opportunity. Bids will be received and reviewed by the District, and the lowest responsive and responsible bidder will be selected. District staff will make a recommendation for contract award at a future regularly scheduled Board of Directors meeting.

ENVIRONMENTAL REVIEW: Not Applicable.

FISCAL IMPACT: Staff estimate the costs to provide portable toilet services for watershed facilities over the proposed three-year term, during FY27, FY 28 & FY29, will be approximately \$350,000. Funds for this proposed contract are budgeted in the District's Watershed Division operational budget.

ATTACHMENT(S): None.