



# STAFF REPORT

---

**Meeting Type:** Board of Directors  
**Title:** District Lease No. 84, Ross Valley Sanitary District at Forbes Reservoir Site, San Rafael (APN 010-261-02)  
**From:** Alex Anaya, Director of Engineering  
**Through:** Shaun Horne for Ben Horenstein, General Manager  
**Meeting Date:** June 17, 2025

---

**TYPE OF ITEM:**        X        Action                    Information

**RECOMMENDATION:** Approve and authorize the General Manager to execute, Lease Agreement No. 84 with Ross Valley Sanitary District at Forbes Reservoir Site, San Rafael

**SUMMARY:** The District has received a request from Ross Valley Sanitary District (“RVSD”) to lease a portion of the District’s Forbes Reservoir property containing a communications facility currently owned and operated by Marin Emergency Radio Authority (MERA).

**DISCUSSION:** Over the past few years MERA has been making significant improvements to their system throughout the County. With many of the upgrades completed, MERA no longer has need of the communication facility at Forbes Reservoir and will allow the current lease with the District to expire on June 30, 2025.

As a subtenant to MERA, RVSD has operated communications equipment at the site for many years. In order to continue use of the facility, RVSD will enter into a new lease with the District and the entire communications facility will be transferred from MERA to RVSD by separate agreement.

Believed to be California’s oldest sanitary district, RVSD operates and maintains approximately 200 miles of collection sewer lines and 19 pumping stations which collect, pump, and transport approximately four million gallons of wastewater per day serving several communities in Marin County including, Fairfax, San Anselmo, Ross and Larkspur.

As a public utility providing an important service, RVSD has requested a waiver of the market rent for the entirety of the lease term. Staff is recommending the Board approve Lease Agreement No. 84 and authorized the General Manager to execute the lease.

## **Summary of Lease Terms**

- Lease Term – July 1, 2025 through June 30, 2027

- Lease Area – 1,430-square-feet
- Initial Contract (Base) Rent – \$1 per year with approval of a waiver to current market rent

**ENVIRONMENTAL REVIEW:** Staff finds that this Lease will have no impact on the environment given that the facilities are already existing and in place and therefor the approval is not subject to further review under the California Environmental Quality Act.

**FISCAL IMPACT:** None

**ATTACHMENT(S):**

1. Location Map
2. Communications Photo
3. Equipment Photo

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Engineering	 Alex Anaya Engineering Director	 Shaun Horne for Ben Horenstein General Manager