



Central Marin Sanitation Agency

## INFORMATIONAL ITEMS

For the Board of Commissioners Regular Meeting  
of January 9, 2018

- I-1** Letter dated November 29, 2017 to Vince Christian, California Regional Water Quality Control Board, San Francisco Bay Region  
*Re: Monthly Self-Monitoring Report (SMR) – October 2017*
  
- I-2** Letter dated December 22, 2017 to Vince Christian, California Regional Water Quality Control Board, San Francisco Bay Region  
*Re: Monthly Self-Monitoring Report (SMR) – November 2017*
  
- I-3** Letter dated December 22, 2017 from Myron Leavell, California Sanitation Risk Management Authority  
*Re: Pooled Liability Program Renewal, December 31, 2017-December 31, 2018*
  
- I-4** Letter dated December 26, 2017 to Robert Johnson, Monterey Mechanical Co.  
*Re: Notice to Proceed—Headworks Odor Scrubber Fan Replacement*



# CENTRAL MARIN SANITATION AGENCY

Jason R. Dow P.E.  
General Manager

1301 Andersen Drive, San Rafael, CA 94901-5339

Phone (415) 459-1455

Fax (415) 459-3971

www.cmsa.us

November 29, 2017

California Regional Water Quality Control Board  
San Francisco Bay Region  
1515 Clay Street, Suite 1400  
Oakland, CA 94612

Attention: Vince Christian

Subject: **Monthly Self-Monitoring Report (SMR) – October 2017**

The October 2017 monthly self-monitoring report for the Central Marin Sanitation Agency (CMSA) treatment plant has been submitted using the eSMR /California Integrated Water Quality System (CIWQS). This SMR conforms to CMSA's NPDES Permit, Order #R2-2012-051. There are no reportable NPDES Permit violations for this reporting period. The CMSA treatment facility did not exceed the maximum secondary capacity of 30 MGD, resulting in 0 blend events in October.

The CMSA Quality Assurance Report dated October 2017 for all regulatory daily, weekly, and monthly quality control calibrations and checks conducted during the month has been uploaded with October's monitoring reports for your review.

If there are any questions please contact me at (415) 459-1455, extension 101. Quality assurance data are available for all test results cited in this report. Values reported are measured values and are each subject to analytical variability. CMSA reserves the right to question data in an enforcement proceeding.

I certify under penalty of law that this document and all attachments are prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for known violations (40 CFR 122.22(d)).

  
Loren C. Finton  
Treatment Plant Manager



December 22, 2017

California Regional Water Quality Control Board  
San Francisco Bay Region  
1515 Clay Street, Suite 1400  
Oakland, CA 94612

Attention: Vince Christian

Subject: **Monthly Self-Monitoring Report (SMR) – November 2017**

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A handwritten signature in black ink, appearing to read 'Loren C. Finton', written over a horizontal line.

Loren C. Finton  
Treatment Plant Manager

JD 12/26/17

I-3



# CSRMA California Sanitation Risk Management Authority

c/o ALLIANT INSURANCE SERVICES, INC.  
100 Pine Street, 11th Floor, San Francisco, CA 94111-5101

Tel: 415.403.1400

Insurance License No.: 0C36861  
Fax: 415.874.4813

**OFFICERS:**

Paul Bushee, *President*  
760.753.0155  
Greg Baatrup, *Vice President*  
707.429.8930

**PAST PRESIDENTS:**

Russ Baggerly  
2010-2014  
Robert Reid  
2006-2010

December 22, 2017

Mr. Jason Dow  
Central Marin Sanitation Agency  
1301 Andersen Drive  
San Rafael, CA 94901

**Pooled Liability Program Renewal  
PY 32: December 31, 2017 – December 31, 2018**

Dear Jason:

Central Marin Sanitation Agency's General, Auto, Errors & Omissions, Employment Practices and Excess Liability coverages through the CSRMA Pooled Liability Program renewed effective December 31, 2017.

The pooled layer limit remains at \$500,000; Munich Reinsurance America will continue to reinsure the pool for \$15,000,000 in limits excess of the Pooled Layer. This year, CSRMA has partnered with Great American E & S Insurance Company to provide \$10,000,000 in limits excess of the Memorandum of Coverage. Total limits of coverage in the Program are \$25,500,000. Rates for the Program remained stable, and overall, total costs for the Program increased 0.15%. The percentage change in total cost for individual members varied based on changes in exposure.

As a result of this year's annual review of the Memorandum of Coverage (MOC), general counsel has drafted an amendment to affirmatively provide coverage for permissive users, as it pertains to automobile liability coverage. The proposed amendment to the MOC is attached to this letter in redline strikeout for your review and will be presented to the Board of Directors at their January 2018 meeting for approval.

Enclosed please find member-specific Auto ID Cards, Accident First Report Forms and any renewed Certificates of Coverage for the new policy year. The approved Memorandum of Coverage, with declaration page; will be sent separately with the excess policy - once received and reviewed for accuracy.

Also enclosed please find invoice number 6183 in the amount of \$43,537 representing the renewal cost and retrospective rating adjustments, if any.

Separately, it is expected that the Board of Directors will declare a total dividend for eligible program years in the amount of \$1,217,635 to be distributed to the membership in January at the CASA Conference.

**We encourage you to attend the Board of Directors meeting on January 24<sup>th</sup> at 4:15 PM.**

If you have any questions, please do not hesitate to contact either Seth Cole at (415) 403-1419, or myself at the number below.

Sincerely,



Myron Leavell  
Program Administrators  
(415) 403-1404 – Direct  
mleavell@alliant.com

cc: Seth Cole

(OVER)



December 26, 2017

Robert Johnson, HVAC Manager  
Monterey Mechanical Co.  
8275 San Leandro St,  
Oakland, CA 94621

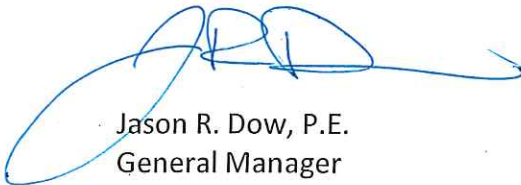
**Subject: Notice to Proceed – Headworks Odor Scrubber Fan Replacement,  
CMSA Contract No. 18-11**

Dear Mr. Johnson:

This letter serves as the Notice to Proceed (NTP) to perform the construction activities described in CMSA Contract 18-11 and establishes the date of commencement for the project. The contract time is 120 calendar days which corresponds to a completion date of April 26, 2018. Please schedule a pre-construction meeting with CMSA staff to review the contract provisions, the overall project schedule, the safety program and any project-related safety concerns, and discuss performance of the work.

If you have any questions, please contact Jacky Wong, CMSA's Project Engineer, at (415) 459-1455, extension 130, or by email at [jwong@cmsa.us](mailto:jwong@cmsa.us).

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Dow', with a large, sweeping flourish extending to the left.

Jason R. Dow, P.E.  
General Manager