

**THE COMMISSIONERS OF THE
CENTRAL MARIN SANITATION AGENCY
HELD A REGULAR MEETING AT THE AGENCY OFFICE**

**Minutes of Tuesday, January 10, 2012
7:00 P.M.**

CALL MEETING TO ORDER Chair Dupar called the meeting to order at 7:01 p.m. A quorum was present.

Members Present: Boro, Dupar, Guasco, Hartzell, Heller, Johnson

Members Absent: None

Staff Present: Jason R. Dow, General Manager; Mary J. Brown, Recording Secretary; Rob Cole, Environmental Services Manager; Chris Finton, Treatment Plant Manager; Hank Jen, Finance Manager; Mike Cadreau, Asset Manager/Maintenance Supervisor

Public Present: Jack F. Govi, County Counsel's Office, Donna Bjorn

OPEN PERIOD There were no comments made in public open time.

CONSENT CALENDAR Commissioner Johnson asked questions related to Item 4.h. Second Quarter Budget Status Report for Fiscal Year 2011-12 and Item 4.i. Chemical Supply Contract Cost Adjustment Index. GM Dow answered questions and there was a brief discussion on each item.

Action M/s Hartzell/Heller to approve the consent calendar:

- a. Minutes of December 9, 2011
- b. Treasurer's Report—Operating Account—December 2011
- c. Treasurer's Report—Revenue Bond— December 2011
- d. Schedule of Investments— December 2011
- e. Performance Metric Report—December 2011
- f. NPDES and Process Report—December 2011
- g. Resolution of Appreciation for Tom Asdell
- h. Second Quarter Budget Status Report for Fiscal Year 2011-2012
- i. Chemical Supply Contract Cost Adjustment Index

The motion carried with the following vote:
AYES: Boro, Dupar, Hartzell, Heller
NAYS: Guasco, Johnson
ABSTAIN: None

**ANNUAL ASSET
MANAGEMENT PROGRAM
PRESENTATION** GM Dow referred to the staff report and explained that on an annual basis, the Board is presented an update on the Agency's progress with its implementation of the asset management program, which is a result of one of the goals of the Agency's first Strategic Business Plan and is a continued priority in the current Strategic Business

Plan. He introduced Mr. Mike Cadreau, CMSA's Asset Manager/Maintenance Supervisor.

Mr. Cadreau gave a PowerPoint presentation which went over what asset management is and why the Agency has made it a priority. He explained the elements that make up the asset management program and spoke about the how the program utilizes cost and risk control to guide staff in making informed decisions about whether equipment should be repaired or replaced. Mr. Cadreau highlighted how the use of mobile computer devices, such as the Galaxy tablets, have been used to collect, share, and store data, and how these devices have made the asset management program extremely beneficial and efficient throughout the Agency.

The Commissioners asked many questions and Mr. Cadreau answered them, and the Board thanked Mr. Cadreau for a very informative presentation.

This item was informational and there was no action taken.

2011 PERFORMANCE METRIC REPORT

GM Dow reviewed the staff report and explained that a Performance Metric Report is provided monthly in the Board meeting consent calendar and presented annually to inform the Board and stakeholders of the Agency's performance in our core business areas.

GM Dow went through the staff report, and spoke of the highlights listed in it. He reviewed the Agency's treatment performance metrics, reviewed Agency data related to operations and maintenance, and talked about performance related to the Agency's environmental compliance. Further, he spoke of the Agency's treatment, financial, safety, engineering, and individual awards that were garnered in 2011.

Commissioner Johnson asked what the number of blending events were for 2011, and GM Dow said he would email the answer to the Board.

Action

M/s Boro/Heller to receive and accept the Agency's 2011 Performance Metric Report. The vote carried with the following vote:
AYES: Boro, Dupar, Hartzell, Heller
NAYS: Guasco, Johnson
ABSTAIN: None

CMSA REGIONAL CHARGE ALTERNATIVES

GM Dow referred to the staff report and gave a brief background summary of the history of this item. He also referred to the final version of the Regional Charge Alternative Study, which includes many of the suggestions made at the last meeting, and to correspondence between himself and RVSD's General Manager. He explained that, as directed at the last meeting, he collected comments on the Study by the JPA managers, which are summarized in his staff report.

The Board discussed this item at length, discussing the benefits and challenges of each of the methods, and the relative timeline for

implementation of a method, which could be for the next fiscal year, or further out (FY 13/14).

Commissioner Johnson expressed her concern that there would have to be a "true up" of the numbers at the end of the year. GM Dow said that one possibility would be for the Finance Committee to base allocations on flow from the year before, so that a "true up" is not necessary; the allocations are accurate based upon the prior year's flow from each agency.

Commissioner Boro said that a lot of effort has been put into studying this and it should not be abandoned, and that the Agency should continue to look at it. He also suggested possibly having the meeting begin earlier when topics requiring considerable analysis or discussion are on the agenda

Commissioner Guasco referred to a request from RVSD's General Manager, asking CMSA staff to present HDR's study at an RVSD Board meeting. GM Dow explained that staff or HDR would do so should the CMSA Board provide him with such direction. The Board members discussed the request, however, no direction was given.

After much discussion, Chair Dupar asked GM Dow to begin collecting strength data for each agency for alternative three (flow/strength) and to build a database for this information, and to begin to develop procedures for alternatives one (flow) and two (3-year flow average), through the Finance Committee. The majority of the Board concurred.

NORTH BAY WATERSHED ASSOCIATION (NBWA) REPORT

Commissioner Hartzell stated that she went to the NBWA meeting last week and learned about legacy land use impacts on San Anselmo and Corte Madera creeks. Commissioner Hartzell spoke about the unrecognized history of the rerouting of the creekpath as a result of construction of the railroads. She explained the impacts and patterns that have developed because of the railroads.

VERBAL REPORT BY COMMISSIONERS

GM Dow reviewed his handout highlighting Agency business, including:

- CMSA is now eligible for its seventh consecutive Platinum Award from NACWA.
- CMSA has applied for a free energy audit from the EPA for wastewater treatment facilities. The audit will likely occur in 2013.
- He and Commissioner Hartzell attended the Larkspur City Council meeting to discuss the RVSD underpayment situation and the responsive actions CMSA is considering.
- CMSA defended Corte Madera and SD2 from the lawsuit brought against them by SD1, and the CSRMA is now considering how much they will reimburse CMSA for the legal fees it paid in that suit.

GM Dow also reported that CMSA has rolled out a mercury thermometer exchange program and will exchange old mercury thermometers with new digital thermometers.

GM Dow referred to the recent RVSD newsletter that suggests to its customers that they look at public/private "contract operations"

model for CMSA. He thought this was a surprising suggestion given CMSA's excellent environmental compliance record and the level of recognition the Agency receives from industry groups.

BREAK

Chair Dupar called a break.

CLOSED SESSION

The Board convened in Closed Session (Government Code Section 54954.5) at 9:34 p.m.

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

California Government Code Section 54956.9(a).
Name of Case: *CMSA v. Sanitary District No. 1 of Marin County*, Matter Pending before potential Arbitrator or Arbitration Panel

OPEN SESSION

The Board reconvened in Open Session at 10:25 p.m.

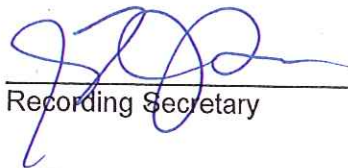
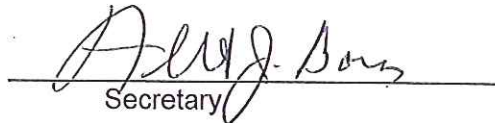
The Board reported that they met in closed session to discuss "CMSA v. SD No. 1 of Marin County" and 1) approved a proposed settlement agreement with RVSD, as amended; 2) directed staff to send the agreement and cover letter to RVSD's attorney and Board members; and 3) report of RVSD action/ratify the agreement at the February 14, 2012 meeting.

DATE OF NEXT MEETING

The next commission meeting is scheduled for February 14, 2012 at 7:00 pm.

ADJOURN

The meeting was adjourned at 10:27 p.m.


Recording Secretary
Secretary

Note: The minutes are an official record of the Board meeting. There is also an official audio record, available on the Agency's website at www.cmsa.org, and an official video record. Please contact CMSA at 415-459-1455 for information about receiving a copy of these records.