CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive San Rafael, CA 94901 415-459-1455 Fax 415-459-3971

MONTHLY NEWSLETTER

ADMINISTRATION

Financial Policies

As an objective of the Agency's Strategic Business Plan, Agency financial policies are under development. A policy manual is being written that will modify existing policies and add needed policies that provide direction on fiduciary responsibilities and how the Agency's financial affairs should be handled. Among the policy areas that are being developed are financial planning, expenditure and revenue management, treasury, debt management, procurement management, and asset management. It is anticipated that the policies will be presented to the Board at its October meeting for review and hopefully approval.

CIP Bond Program

Agency staff and our consultants are finalizing the bond documents for Board review and approval at its September 12 meeting, and for the anticipated bond sale and project funding in October. Member agencies are working to finalize their disclosure information that will be included with the final bond documents. In addition, the Agency is in the process of selecting a bond trustee, which will administer the bond funds and transactions. The most qualified trustee will for its review and approval at the September meeting.

The bond documents, which describe the Wet Weather Improvement Project and various other treatment plant improvements as well as the financing mechanisms, along with a tour of the CMSA proposed improvements, will be presented to bond rating agencies' representatives on September 8. The rating agencies, Moodys and Standard and Poors, will present a rating to the Agency about two weeks later.

NPDES Permit Renewal

Our permit has been temporarily delayed due to the shortage of staff at the Regional Water Board. An outside contractor, Tetratech, is being used to write our permit. The Regional Board does not have a date listed on their calender when they are expecting to issue an Administrative Draft for our internal review or a Tentative Order for public review and comment.

ADA Accessibility

Sally Swanson Architects has produced their draft project drawings for our review, and the design specifications are due soon. The project includes automating the administration building front doors, modifying the front counter for ADA access, and converting our restrooms to handicapped accessible. We expect to have be recommended to the Board | the design package completed

by mid-September, with all the access barrier removal work completed by the end of FY07.

Staff Certifications & Recruitments

Second interviews of top candidates for the new associate engineer position were recently held, and the recruitment process is nearing completion. We have extended the job offer and sent an Employment Agreement letter to the top candidate. If all goes as planned, we hope to have the engineer on board by mid-September.

We have started the recruitment for our new Environmental Services Analyst, and hopefully will have the position filled by mid-January 2007. The analyst performs laboratory analyses and various source control program activities. This new position will provide the Environmental Services Department with the resources to effectively manage the developing FOG programs and expand our other source control programs.

Sodium Bisulfite Contract

We are planning to amend our sodium bisulfite (SBS) contract to require the vender to analyze a sample from each delivered load to confirm the product's quality. In early August, we detected a series of low-level chlorine residuals in our final effluent. CMSA is required in our NPDES permit

August 2006

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Public Outreach Events

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