



Central Marin Sanitation Agency

COMMISSION REGULAR MEETING AGENDA

Tuesday, February 10, 2026

Hybrid Meeting

6:00 p.m.

NOTE: This is a Hybrid Board meeting and will be held in-person in the Board Room of the Central Marin Sanitation Agency located at 1301 Andersen Drive, San Rafael CA 94901 and via Zoom®.

If you would like to participate via Zoom, click the link below or copy and paste the address into your browser. You may also phone-in at the number below.

Join Zoom Meeting

Online:

<https://us06web.zoom.us/j/83747270763>

Phone in:

+1 253 215 8782

Meeting ID:

837 4727 0763

Public Comment: Members of the public may directly address the Board on any item appearing on the Agenda. They may address the Board when the item is called by the Board Chair and he/she indicates it is the time for the public to speak to the agenda item. Public comments can also be submitted via email to the Recording Secretary at telam@cmsa.us.

The public comment period opens when the agenda is posted online and will close two hours prior to the start of the meeting. Include your name and the item you'd like to provide written comment on. Written comments submitted will be shared with the Board before the meeting, summarized during the Open Period for Public Participation, and included in the meeting proceedings.

To provide comments virtually during the meeting:

- If in the Zoom teleconference, use the “raise hand” feature. The Host will notify and unmute you when it is your turn to speak.
- If on a phone, press *9 (“star + 9”), and the Host will notify and unmute you when it is your turn to speak.

If you experience an issue providing comments in the meeting, please email those comments to the Recording Secretary at board@cmsa.us.

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AGENDA

1. **6:00 p.m.: Call Meeting to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

4. **Agenda Review & Approval**

5. **Open Period for Public Participation**

Open time for public expression, up to two minutes per speaker, on items within CMSA's jurisdiction and not on the Board of Commissioners' agenda. The Board will not discuss or take action during open time, but Board members may briefly respond to statements made or questions proposed by the public, ask for clarification from staff, refer the matter to staff, or request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

6. **Consent Calendar**

a)	Minutes – Regular Board Meeting, December 9, 2025
b)	Treasurer's Report – December 2025
c)	Treasurer's Report – January 2026
d)	December 2025 - NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
e)	January 2026 - NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
f)	Performance Metric Report – December 2025 and January 2026
g)	FY26 Asset Management Program 2nd Quarter Report
h)	FY26 Second Quarter Budget Status Report
i)	Revised Administrative Specialist Job Description
j)	Resolution Authorizing the Board to use Teleconferencing during Meetings

7. **2025 Performance Metric Report**

Recommendation: Accept the Agency's 2025 Performance Metric Report.

8. **2025 California Water Environment Association Awards – Redwood Empire Section**

Recommendation: Adopt the Resolution of Appreciation (No. 368) for Agency staff receiving the 2025 Redwood Empire Section awards of the California Water Environment Association.

9. **Authorization to Bid the Headworks Gates Replacement Project**
Recommendation: Authorize the General Manager to advertise the Headworks Gates Replacement Project for public bidding.
10. **Authorization to Bid the Primary Clarifier No. 4 and 5 and Chlorine Contact Tanks Coatings and Concrete Rehabilitation Project**
Recommendation: Adopt the construction contract documents for the Primary Clarifier No. 4 and 5 and Chlorine Contact Tanks Coatings and Concrete Rehabilitation Project, and authorize the General Manager to advertise the Project for public bidding.
11. **Operations and Management Services Agreement between CMSA and the San Rafael Sanitation District**
Recommendation: Review and consider approving the Management and Operations Services Agreement, and provide direction to the General Manager, as appropriate.
12. **December 2025 and January 2026 Informational Items**
Recommendation: Informational, provide comments or direction to the General Manager, as appropriate.
13. **North Bay Watershed Association (NBWA) Report***
14. **Oral Reports by Commissioners***
15. **Oral Reports by General Manager***
16. **Items for Next/Future Agendas**
17. **Next Scheduled Regular Meeting**
March 10, 2026 at 6:00 p.m.

*Information not furnished with Agenda



Central Marin Sanitation Agency

COMMISSION REGULAR MEETING MINUTES

Tuesday, December 9, 2025

Via Hybrid Meeting

NOTE: The minutes are an official record of the Board meeting. There are also official audio and video recordings available on the Agency's website at www.cmsa.us. The time stamps on these minutes refer to the items' start times on the video recording of the meeting. Please contact CMSA at 415-459-1455 for information about receiving a copy of these records.

1. Call Meeting to Order

2. Pledge of Allegiance

Chair DiGiovanni called the meeting to order at 6:00 p.m. a quorum was present.

3. Roll Call

00:01:26

Present: Commissioners Eli Beckman, Maribeth Bushey, Michael Boorstein, Dean DiGiovanni (via Zoom), and Thomas Gaffney.

Absent: None

Staff Present: Jason Dow, General Manager; Peter Kistenmacher, Technical Services Manager/Assistant General Manager; Corey Spray, Administrative Services Manager; Nick Talbot, Treatment Plant Manager; Brandon Halter, CMSA Legal Counsel; Kyle Carbajal, Environmental Services Analyst; Tiffany Elam, Administrative Specialist

Public Present: RVSD Employment law attorney, Michael

4. Review and Approve Agenda

00:01:45

GM Dow handed out a revised agenda and stated the titles of the consent calendar items were updated to match the staff reports for accuracy, and the revised agenda was posted earlier that day.

ACTION:	Commissioner Bushey moved to accept the agenda; second Commissioner Beckman.	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein, Bushey, DiGiovanni, Gaffney
	NAYS:	None
	ABSTAIN:	None

5. Open Period for Public Participation

00:03:10

There were no comments from members of the public.

6. Consent Calendar

00:03:27

a)	Minutes – Special Board Meeting, November 13, 2025
b)	Treasurer’s Report – November 2025
c)	November 2025 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
d)	Performance Metric Report – November 2025
e)	General Manager Employment Agreement – Amendment #6
f)	Marin Airporter Site License Agreement Amendment #3
g)	Temporary Laboratory Analyst I Position
h)	California Association of Sanitation Agencies 2026 Winter Conference
i)	Legal Conflict of Interest Waiver Delegation Policy

Chair DiGiovanni summarized item 6e, stating the GM contract amendment extended the GM contract by one year to 2030, and provided two additional days of administrative leave. He also stated the GM would receive a 5% performance bonus.

Commissioner Gaffney and Commissioner Boorstein requested to pull item 6e for further discussion.

ACTION:	Commissioner Beckman moved to approve 6a through 6d and 6f through 6i; second, Commissioner Bushey.	
DIRECTION:	None	
VOTE:	The items were passed unanimously.	
	AYES:	Beckman, Boorstein, Bushey, DiGiovanni, Gaffney
	NAYS:	None
	ABSTAIN:	None

Commissioner Boorstein provided the Board with a Motion to amend the GM Employment Agreement, Section 1: Employment and Term of Office.

ACTION:	Commissioner Boorstein motioned to amend Section 1 – Employment and Term of Office; second, Commissioner Gaffney.	
DIRECTION:	None	
VOTE:	The motion failed by a vote of 2 to 3.	
	AYES:	Boorstein, Gaffney
	NAYS:	Beckman, Bushey, DiGiovanni
	ABSTAIN:	None

Commissioner Gaffney provided the Board with a Motion to amend the GM Employment Agreement, Section 2: Compensation and Performance Bonus.

ACTION:	Commissioner Gaffney motioned to amend Section 2 – Compensation and Performance Bonus; second, Commissioner Boorstein.	
DIRECTION:	None	
VOTE:	The motion failed by a vote of 2 to 3.	
	AYES:	Boorstein, Gaffney
	NAYS:	Beckman, Bushey, DiGiovanni
	ABSTAIN:	None

Commissioner Boorstein provided the Board with a Motion to amend the GM Employment Agreement Section 9: Involuntary Termination and Severance.

ACTION:	Commissioner Boorstein motioned to amend Section 9 – Involuntary Termination and Severance; second, Commissioner Gaffney.	
DIRECTION:	None	
VOTE:	The motion failed by a vote of 2 to 3.	
	AYES:	Boorstein, Gaffney
	NAYS:	Beckman, Bushey, DiGiovanni
	ABSTAIN:	None

Chair DiGiovanni Stated all motions failed to pass and called for a motion on item 6e.

Commissioner Bushey requested the Board adopt item 6e and add language to include the dollar amount of the bonus for \$17,270.00.

ACTION:	Commissioner Bushey moved to approve item 6e Amendment #6 to the General Manager Employment Agreement, and approve a 5% (17,270.00) performance bonus; second, Commissioner Beckman.	
DIRECTION:	None	
VOTE:	The items were passed unanimously.	
	AYES:	Beckman, Boorstein, Bushey, DiGiovanni, Gaffney
	NAYS:	None
	ABSTAIN:	None

Comments from the Public

There were no comments from members of the public.

7. 2026 Board Meeting Calendar

00:22:26

GM Dow provided the Board with an overview of the 2026 Board calendar and noted the CASA conference which some Board members and GM Dow would be attended conflicted with the January 2026 meeting.

Commissioner Bushey stated the San Rafael City Council meeting conflicted with the Agency's September 2026 Board meeting and requested another date be selected.

Chair DiGiovanni stated he might miss the May 2026 Board meeting and would secure an alternate.

Comments from the Public

There were no comments from members of the public.

ACTION:	Gaffney moved to accept the 2026 Board meeting calendar; second, Commissioner Boorstein.	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein, Bushey, DiGiovanni, Gaffney
	NAYS:	None
	ABSTAIN:	None

8. Cancel January 2026 Meeting

00:26:03

GM Dow discussed canceling the January 2026 board meeting as it conflicted with the CASA conference which GM Dow would be attending along with a few Board members.

Comments from the Public

There were no comments from members of the public.

ACTION:	Bushey moved to approved cancelling the January 13, 2026, Board meeting; second, Commissioner Boorstein.	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Bushey, Boorstein, DiGiovanni, Gaffney
	NAYS:	None
	ABSTAIN:	None

9. ACFR/PAFR Reports

00:27:25

GM Dow presented the draft FY25 Annual Comprehensive Financial Report (ACFR) and Popular Annual Financial Report (PAFR) to the Board for review and to provide comments or edits. GM Dow stated the ACFR included an introductory section which discussed the Agency's history and project information; a financial section which included the audited financial statements approved by the Board; and a statistical section which provided 10 years of organizational data. GM Dow stated the

PAFR was a condensed version of the ACFR document designed to be easily read. GM Dow stated the final drafts once approved would be submitted to the Government Finance Officers Association (GFOA) by end of the year, and that the Agency had received the GFOA award for its ACFR for the past 23 consecutive years and the PAFR for the past 15 consecutive years.

Commissioner Bushey requested if it were not too inconvenient to remove all the acronyms and spell out all the words in the PAFR, to the extent that they could without disturbing the entire layout.

GM Dow stated staff would look into it.

Chair DiGiovanni stated both reports read very well and asked for a minor correction to page 5 EDU header for consistency.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Bushey moved to accept the FY25 Annual Comprehensive and Popular Financial Reports, as presented with Board comments; second, Commissioner Boorstein.	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein, Bushey, DiGiovanni, Gaffney
	NAYS:	None
	ABSTAIN:	None

10. Elevator Control Replacement Bid Advertisement

00:33:23

GM Dow stated during the Agency's 2018 master plan work, the consultant team recommended replacing the solids handling building elevator, and staff put a project place holder in the CIP for it. Agency staff had spoken with several elevator consultants over the years and in 2024 selected a consultant to provide a detailed condition assessment for elevator construction contract work. The consultant prepared a scope of work and specifications to replace the elevator control system. GM Dow stated the current CIP had funds allocated for most of the work and staff would update the FY27 CIP for the additional code work required for the construction contract.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Beckman moved to adopt the construction contract documents for the Solids Handling Building Elevator Control Project, and authorize the General Manager to advertise the Project for public bidding; second, Commissioner Gaffney.	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	

	AYES:	Beckman, Boorstein, Bushey, DiGiovanni, Gaffney
	NAYS:	None
	ABSTAIN:	None

11. FY26 Debt Issuance Plan

00:38:52

GM Dow stated the staff worked with the Finance Committee over the past few months to prepare a FY26 debt issuance plan. GM Dow stated the Finance Committee reviewed and accepted a new CIP funding model, discussed three funding model alternatives, and selected the alternative that provided for an \$8.5 million bond issuance which would maintain a healthy fund balance and reserve targets. The Finance Committee agreed to utilize consultant PFM as financial advisor and Hawkins Delafield Wood as bond counsel, who had both worked with the Agency before in the same capacity.

Commissioner Bushey asked clarifying questions regarding interest rates and consultant fees.

GM Dow stated the interest rates used for the presented debt service were 3.5%, similar to the 2020 issuance, and stall would request consulting fees and present them at a future meeting.

Chair DiGiovanni thanked Agency staff for their work to minimize the debt issuance and to maintain the facility in tip top shape.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Boorstein moved to approve the issuance of approximately \$8.5 million in revenue bonds to fund FY26 and/or FY27 capital projects, and provide direction to the General Manager; second, Commissioner Bushey.	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein, Bushey, DiGiovanni, Gaffney
	NAYS:	None
	ABSTAIN:	None

12. December 2025 Informational Items

00:51:02

Commissioner DiGiovanni asked about the progress of the Nutrient Removal Project and the remaining uses of the FY26 budget.

GM Dow responded.

13. North Bay Watershed Association (NBWA) Report

00:52:43

Commissioner Boorstein discussed a report on the San Francisco Bay presentation which showed how the Delta region had changed over the past 15,000 years.

14. Oral Reports by Commissioners 00:56:11
None

15. Oral Reports by General Manager 00:56:16
GM Dow referred to his handout and reported:

- Agency Holiday Party December 16, 2025, at 12:00 pm.
- Commissioner Boorstein's birthday was today.

16. Items for Next/Future Agendas 00:57:01
None.

17. Adjourn to Closed Session 00:57:11
Significant exposure to litigation pursuant to California Government Code
Government Code Section 54956.9(d)(2)
Number of Potential Cases: One (1)

18. Reconvene in Open Session
Direction was given to staff.

19. Next Scheduled Meeting
The Board has scheduled a Regular meeting for February 10, 2026 at 6:00 p.m.
Chair DiGiovanni adjourned the meeting at 7:41 p.m.

Respectfully submitted,

Tiffany Elam, Administrative Specialist

Dean DiGiovanni, Chair

**BOARD MEMORANDUM**

February 5, 2026

To: CMSA Board of Commissioners

From: Corey Spray, Administrative Services Manager
Jason Dow, General Manager**Subject: December 2025 Treasurer's Report**

Purpose: Consistent with *Financial Policy# 530 – General*, Agency staff shall prepare a monthly Treasurer's Report that presents the Agency's cash and investments, operating and capital reserves, and cash flow activities.

Cash and Investments:

	Cash/Investment	Financial Institution	11/30/2025	Receipt	Disbursement	FMV Change	Funds Transfer	12/31/2025
1	Operating account	Westamerica	\$ 1,367,382	\$ 730,151	\$(1,834,505)	\$ -	\$ 1,493,616	\$ 1,756,644
2	Petty cash	In-house	253	-	-	-	-	253
3	RV petty cash	In-house	28	332	-	-	(332)	28
4	Pension bond trust	US Bank	2,967	8	-	-	-	2,975
5	Revenue bond trust	US Bank	7,988	23	-	-	-	8,011
6	Pooled investment	LAIF	20,667,116	-	-	-	(1,500,000)	19,167,116
7	Pooled investment	CAMP	448,480	1,503	-	-	-	449,983
8	Dental trust	EDIS	35,015	-	(11,776)	-	6,716	29,955
9	Pension trust	Keenan	1,667,322	33,376	-	(29,796)	-	1,670,902
10	Total Agency		<u>\$24,196,549</u>	<u>\$ 765,393</u>	<u>\$(1,846,281)</u>	<u>\$ (29,796)</u>	<u>\$ 0</u>	<u>\$ 23,085,865</u>
11	Total net change in cash and investments			<u>\$(1,110,684)</u>	<i>[Includes FMV change in pension trust]</i>			

Note: The Fair Market Value (FMV) change on the LAIF portfolio is not included in the above presentation due to the funds deposited into the pooled account are guaranteed to be withdrawn dollar-for-dollar at the request of the Agency. Furthermore, the change in the pension trust is not included due to timing of the release of the statement for the current month.

	Cash/Investment	Financial Institution	12/31/2025	CM Interest	Average
			Institution	/FMV Change	RoR%
1	Operating account	Westamerica	\$ 1,756,644	\$ 1,060	1.00%
2	Petty cash	In-house	253	-	0.00%
3	RV petty cash	In-house	28	-	0.00%
4	Pension bond trust	US Bank	2,975	8	3.23%
5	Revenue bond trust	US Bank	8,011	23	3.23%
6	Pooled investment	LAIF	19,167,116	-	3.97%
7	Pooled investment	CAMP	449,983	1,503	3.95%
8	Dental trust	EDIS	29,955	-	0.00%
9	Pension trust	Keenan	1,670,902	3,579	4.56%
10	Total Agency		<u>\$23,085,865</u>	<u>\$ 6,174</u>	<u>2.22%</u>

Note: The average rate of returns for each account are annualized calculations of the monthly or quarterly interest proceeds received. The total Agency average rate of return percentage is the simple average of all annualized return percentages.

Operating and Capital Reserves:

Financial Policy #532 – Reserve stipulates the establishment of certain reserve categories to manage the Agency’s liquidity. Some of the Agency’s activities are legally binding based on existing agreements, State law, or Internal Revenue Code (IRC) requirements that make these funds restricted, i.e., the debt service trusts for both the pension obligation bond and revenue bonds, payments being made out of a dedicated payment account established by EDIS, collection of capacity and debt service coverage fees, as well as the Section 115 pension investment trust. Other activities are tethered to Board of Commissioner approved policies that commit certain funds, i.e., establishment of an operating, emergency and capital reserves that have specific funding targets. All other activities that do not meet either the restricted or committed categories are classified as unassigned funds.

The Agency strives to use its unassigned funds first when conducting its core operations. Transfers to and from and its committed reserves are conducted following the management practices stipulated as per Financial Policy. Transfers to and usage of proceeds allocated within its restricted reserves comply with current applicable laws and regulations.

	Reserve	Status	Note 2		Funds Transfer	12/31/2025	Board Target
			11/30/2025	Net Result			
1	Pension trust (Note 1)	Restricted	\$ 1,667,322	\$ 3,579	\$ -	\$ 1,670,902	\$ -
2	Pension bond trust	Restricted	2,967	8	-	2,975	-
3	Revenue bond trust	Restricted	7,988	23	-	8,011	-
4	Dental trust	Restricted	35,015	(11,776)	6,716	29,955	-
5	Capital reserve	Restricted	1,352,380	44,063	-	1,396,443	1,124,300
6	Operating reserve	Committed	4,302,500	-	-	4,302,500	4,293,000
7	Emergency reserve	Committed	500,000	-	-	500,000	500,000
8	Unassigned operating	Unassigned	500,000	(536,828)	536,828	500,000	-
9	Unassigned capital	Unassigned	15,828,377	(609,755)	(543,543)	14,675,079	8,626,700
10	Total Agency		\$24,196,549	\$(1,110,684)	\$ -	\$23,085,865	\$ 14,544,000

Note 1: The pension trust net result is non-cash due to it including changes in fair value of the investment portfolio.

Note 2: Net result is the difference between cash receipts, FMV change, and cash disbursements.

Statement of Compliance:

The above portfolio of investments is in compliance with the Agency’s investments policy, adopted annually, and California Code Section 53601, authorized investments, and 53646, investments policy. In addition, the Agency does have the financial ability to meet its cash flow requirements for the next six months.

Further detail on the cash flows are provided in the succeeding pages showing the current month cash receipts and disbursements along with a comparison of the fiscal year-to-date activity to the annual budget.

Cash Receipt & Disbursement Detail

A breakdown of the cash receipts for all Agency cash and investment accounts over the past month is listed below:

	Cash Receipt Transaction	Amount
1	Permit and inspection fee collections	\$ 1,683
2	Laboratory services (Verily November 2025 & SD5 Volatile Acid Monitoring)	2,022
3	Waste Haulers & RV	22,888
4	Organic Waste Programs	76,434
5	FOG Source Control Program (Almonte Q1 FY26)	1,300
6	Regional Service JPA charges (SD2 Q2 FY26)	440,131
7	Health & Safety Program Collection (Q2 FY26)	28,887
8	SRSD Service Agreement Development collection	7,325
9	SQ Village Operations & Maintenance contract (October & November 2025)	17,591
10	Sanitary District #2 Pump Station Maintenance Contract (Oct 2025 & Add Work)	65,445
11	Marin Clean Energy power purchase (October 2025)	10,213
12	Marin Airporter lease payment (December 2025)	6,219
13	Capacity Charges (see below)	44,063
14	Misc collections (CWIC travel reimb/WC Audit reimb/Cal-Card rebate)	5,221
15	Interest received & FMV change in pension trust (<i>all accounts</i>)	6,174
16	Total Agency cash receipts	<u>\$ 735,596</u>

As per the Joint Powers Authority (JPA) Agreement, the member agencies have agreed to collect the Agency's share of capacity charges and remit the proceeds within 45 days of collection. For the current month, the breakdown of capacity charges from each member is the following:

	JPA Member	Amount	Notes
1	Ross Valley Sanitary District	\$ -	N/A
2	San Rafael Sanitation District	44,063	1 new connection & 75 fixture units
3	Sanitary District #2	-	N/A
4	Total capacity charges	<u>\$ 44,063</u>	

Please see attached *Disbursement Register* for the disbursement detail.

Fiscal Year-to-Date Budget-to-Actual (*Cash Basis*) – As of December 2025 (P6 – 50.0%)

		FY2026 Budget	FY2026 YTD Actual	Budget Remain \$	Budget Used %
OPERATING ACTIVITIES					
SOURCES					
1	Regional service charges	\$ 13,843,600	\$ 6,921,800	\$ 6,921,800	50.0%
2	Contract service collection fees	2,041,100	976,347	1,064,753	47.8%
3	Program collection fees	194,100	119,950	74,150	61.8%
4	Permits, source control, inspection & other fees	507,000	440,942	66,058	87.0%
5	Bank interest (<i>all except USB Rev Bonds</i>)	880,300	561,373	318,927	63.8%
6	Total funding sources	17,466,100	9,020,412	8,445,688	51.6%
USES					
7	Salaries and benefits	11,398,500	6,484,004	4,914,496	56.9%
8	Chemicals and fuel	2,014,900	933,993	1,080,907	46.4%
9	Biosolids management	645,300	353,461	291,839	54.8%
10	Permit testing and monitoring	256,450	160,727	95,723	62.7%
11	Repairs and maintenance	768,300	451,538	316,762	58.8%
12	Utilities and telephone	392,400	146,279	246,121	37.3%
13	Insurance	600,500	431,890	168,610	71.9%
14	General and administrative	1,103,700	602,945	500,755	54.6%
15	Total funding uses	17,180,050	9,564,838	7,615,212	55.7%
16	Net funding position change	\$ 286,050	\$ (544,426)	n/a	n/a
CAPITAL ACTIVITIES					
SOURCES					
17	Debt service charges	\$ 4,497,200	\$ 3,852,831	\$ 644,369	85.7%
18	Debt service coverage fees	1,124,300	963,208	161,092	85.7%
19	Capital fees	1,903,500	951,750	951,750	50.0%
20	Capacity charges	40,500	466,199	(425,699)	1151.1%
21	Grant proceeds	-	-	-	0.0%
22	Capital debt proceeds, net	12,675,000	-	12,675,000	0.0%
23	Bank interest (<i>USB Rev Bonds only</i>)	130,100	8,045	122,055	6.2%
24	Total funding sources	20,370,600	6,242,033	14,128,567	30.6%
USES					
25	Capital debt service	4,497,200	4,029,041	468,159	89.6%
26	Capital improvement program	16,787,890	3,802,200	12,985,690	22.6%
27	Total funding uses	21,285,090	7,831,241	13,453,849	36.8%
28	Net funding position change	\$ (914,490)	\$ (1,589,208)	n/a	n/a
TOTAL AGENCY					
29	Total funding sources	\$ 37,836,700	\$ 15,262,445	22,574,255	40.3%
30	Total funding uses	38,465,140	17,396,079	21,069,061	45.2%
31	Net funding position change	\$ (628,440)	\$ (2,133,634)	n/a	n/a

Attachment:

- December 2025 Disbursement Register

**CENTRAL MARIN SANITATION AGENCY
ATTACHMENT - DISBURSEMENT REGISTER
For the Month Ended DECEMBER 30, 2025**

Number	Date	Vendor/Payee	Amount	Description
2027761				Last check from prior month's register
2027762	12/01/2025	B. Jones	185.08	Reimbursement for monthly retiree health benefits
2027763	12/01/2025	P. Frye	185.08	Reimbursement for monthly retiree health benefits
2027764	12/04/2025	A. Sacerdote	206.72	Employee Reimbursement: Safety boots
2027765	12/04/2025	Black & Veatch	4,245.50	Prof Svcs: ESDC for Centrifuge Dewatering Improvement Project (invoice #2)
2027766	12/04/2025	BWS Distributors, Inc.	252.94	LCD display, sensor and hardware for portable gas meter (2 invoices)
2027767	12/04/2025	Flottweg Separation Technology, Inc.	249,314.18	Centrifuge Dewatering System Procurement (Payment #4B)
2027768	12/04/2025	Frank A. Olsen Co	7,203.62	6-inch check valve, and 10-inch check valve (2 invoices)
2027769	12/04/2025	Grainger	284.38	Electrical enclosure cover and paint rollers (2 invoices)
2027770	12/04/2025	Graybar	54.11	Conduit clamps
2027771	12/04/2025	Home Depot Credit Services	1,083.54	Grill and grill cover (2 invoices)
2027772	12/04/2025	Konecranes, Inc.	2,249.00	Crane & hoist annual preventative maintenance
2027773	12/04/2025	Manco	497.57	Odor scrubber fan
2027774	12/04/2025	Marin County Tax Collector	5,184.00	CUPA aboveground storage tank permit
2027775	12/04/2025	Marin Resource Recovery Center	220.00	Trash disposal
2027776	12/04/2025	Motion Industries, Inc.	232.13	V-belts for cogen radiator fan
2027777	12/04/2025	Occupational Health Centers of California, A Medical Corporation	88.00	Hearing test for 1 CMSA employee
2027778	12/04/2025	Reinholdt Engineering Construction	250.00	Monthly underground storage tank inspection, November 2025
2027779	12/04/2025	Roy's Sewer Service, Inc.	43,200.00	RV Interceptor Flowmeter installation (2 invoices)
2027780	12/04/2025	Town of San Anselmo	2,672.00	Marin-Sonoma Leadership Academy (1 employee)
2027781	12/04/2025	Univar USA Inc	25,671.61	Sodium bisulfite and sodium hypochlorite (2 deliveries)
2027782	12/04/2025	USP Technologies	14,616.62	Hydrogen peroxide (2 invoices)
2027783	12/04/2025	EDIS	1,045.00	Dental monthly fee, December 2025
2027784	12/10/2025	Anchor Scientific Inc	191.29	SD2: Float (2 invoices, Note B)
2027785	12/10/2025	Aquatic Informatics Inc	5,418.13	Annual WIMS support and maintenance
2027786	12/10/2025	AT&T Corp	175.00	Monthly internet fee, December 2025
2027787	12/10/2025	Don & Wolf Associates Inc	141.36	Emission cogeneration Testo analyzer adapter
2027788	12/10/2025	DXP Enterprises	5,441.85	Chemical feed pump head
2027789	12/10/2025	Everfi Inc	2,835.00	1 year subscription: Virtual HR courses
2027790	12/10/2025	Evoqua Water Tech LLC	395.67	Deionized water
2027791	12/10/2025	Fastenal Company	785.58	Maintenance vending machine replenishment, November 2025
2027792	12/10/2025	Hagel Supply Co.	1,113.50	Janitorial supplies (2 invoices)
2027793	12/10/2025	Jackson's Hardware	651.92	Misc. hardware supplies, November 2025
2027794	12/10/2025	Kone Inc	1,809.37	Elevator service call, and mothly maintenance, December 2025 (2 invoices)
2027795	12/10/2025	Manco	4,209.06	Four waste activated sludge pump variable frequency drives
2027796	12/10/2025	Marin Color Service	403.84	Wall paints, November 2025
2027797	12/10/2025	Marin Resource Recovery Center	170.00	Trash disposal
2027798	12/10/2025	McMaster-Carr Supply Co.	78.89	Compact DPDT spade-terminal relay
2027799	12/10/2025	Misco Water	11,365.69	OWRF hoses and lubricants (2 invoices)
2027800	12/10/2025	Nickell Fire Protection Inc	855.00	Fire sprinkler system inspection
2027801	12/10/2025	Norman S. Wright Mechanical	29,153.36	Air handling system replacement for Gallery C
2027802	12/10/2025	Pace Supply Corp.	100.47	Pipe fittings
2027803	12/10/2025	PG&E	14,312.24	Electricity service at CMSA, 10/14/2025-11/12/2025, electricity service at Sir Francis Drake 10/17/2025-11/17/2025, and natural gas supply, November 2025 at 1301 Andersen Drive
2027804	12/10/2025	Progent Corporation	99.95	IT support, December 2025
2027805	12/10/2025	Prudential Overall Supply	2,753.51	Uniforms, December 2025
2027806	12/10/2025	R. Emter	246.36	Employee Reimbursement: Safety boots
2027807	12/10/2025	Rock Steady Juggling	750.00	Public Ed Program: Three school presentations (Note B)
2027808	12/10/2025	Shamrock Building Materials	128.50	Propane
2027809	12/10/2025	State Water Resources Control Board	77,810.00	NPDES annual permit fee
2027810	12/10/2025	Univar USA Inc	17,557.99	Sodium hypochlorite (1 delivery)
2027811	12/10/2025	USP Technologies	13,288.44	Hydrogen peroxide (2 invoices)
2027812	12/10/2025	Western Exterminator Co.,Inc.	324.10	Pest control, November 2025
2027813	12/12/2025	California State Disbursement	194.42	Garnishment for pay period ending 12/12/2025
2027814	12/12/2025	California State Disbursement	348.92	Garnishment for pay period ending 12/12/2025
2027815-2027839	12/17/2025	CMSA staff	3,000.00	CWEA RES-2025 Awards
2027840	12/17/2025	Las Gallinas Valley Sanitation Agency	1,126.03	Vendor refund for duplicate payment of invoice
2027841-2027861	12/17/2025	CMSA staff	2,700.00	CWEA RES-2025 Awards
2027862	12/18/2025	Aleshire & Wynder LLP	37.50	Legal Svcs: Employment law, November 2025
2027863	12/18/2025	Associated Power Solutions	44,650.00	Visual and mechanical inspection and testing for MCC main switchgear assemblies
2027864	12/18/2025	Comcast	232.39	Internet service back-up, 12/04/2025-01/03/2026
2027865	12/18/2025	Harrington Industrial Plastics	419.78	PVC ball valves
2027866	12/18/2025	Marin Independent Journal	140.20	Board compensation ordinance posting
2027867	12/18/2025	Marin Sanitary Service - 0004321	1,278.41	Recycling and compost disposal, November 2025
2027868	12/18/2025	Marin Sanitary Service - 0027511	5,899.28	Grit box disposal, November 2025
2027869	12/18/2025	Marin Sanitary Service - 0033224	750.00	Rag bins disposal, November 2025
2027870	12/18/2025	McInerney & Dillon, P.C.	988.00	Legal Svcs: Contract law, November 2025
2027871	12/18/2025	New Pig Corporation	2,976.29	Storm drain spill blocker mat
2027872	12/18/2025	PG&E Non-Energy Collection Unit	160.15	Renewable energy expansion, November 2025
2027873	12/18/2025	Sentry	3,960.00	Sentry subscription for aeration basin #2 (invoice #1), and subscription for digester support (final)
2027874	12/18/2025	State Water Resources Control Board	1,227.00	Annual fees for WQC dredging discharges
2027875	12/18/2025	Waste Management	10,472.61	Biosolids disposal, November 2025

**CENTRAL MARIN SANITATION AGENCY
ATTACHMENT - DISBURSEMENT REGISTER
For the Month Ended DECEMBER 30, 2025**

Number	Date	Vendor/Payee	Amount	Description
2027876	12/22/2025	Allied Fluid Products Corp	666.72	Pipe gaskets
2027877	12/22/2025	Golden State Lumber	177.01	SQRC: 10-inch gasket for west pump station (Note B)
2027878	12/22/2025	Grainger	485.60	Welding supplies, painting supplies, flap wheels, and wrench (4 invoices)
2027879	12/22/2025	Harrington Industrial Plastics	224.49	PVC pipe flange
2027880	12/22/2025	Home Depot Credit Services	349.34	Herbicides
2027881	12/22/2025	McMaster-Carr Supply Co.	310.94	Disconnect switch
2027882	12/22/2025	Motion Industries, Inc.	569.19	OWRF air regulator and air fittings (2 invoices)
2027883	12/22/2025	Pace Supply Corp.	260.44	Toilet repair kit
2027884	12/26/2025	California State Disbursement	348.92	Garnishment for pay period ending 12/26/2025
2027885	12/26/2025	California State Disbursement	194.42	Garnishment for pay period ending 12/26/2025
2027886	12/24/2025	Bay City Boiler & Engineering	204.19	Gasket
2027887	12/24/2025	BWS Distributors, Inc.	245.69	Callibrator gas
2027888	12/24/2025	Charles P Crowley Company Inc	214.70	Back pressure valve rebuild kit
2027889	12/24/2025	Downey Brand LLP	162.00	Legal Svcs: Real Estate law, November 2025
2027890	12/24/2025	DXP Enterprises	1,481.19	Mechanical seal for OWRF rock trap grinder
2027891	12/24/2025	Environmental Express Inc.	367.66	TSS filters
2027892	12/24/2025	Environmental.com	814.68	Sample bottles (2 invoices)
2027893	12/24/2025	Fastenal Company	5,059.79	Hardware for secondary valve replacement
2027894	12/24/2025	Galco Industrial Electronics	451.45	Flow switch
2027895	12/24/2025	Grainger	3,950.83	SD2: Exhaust rain cap (1 invoice, Note B), SQRC: flow switch (1 invoice, Note B), water fountain filter, hot water loop fittings, fuses, O-ring, pipe fittings, pipe flange, pipe insulator, rain gear overalls, saw blades, welding lens (12 invoices)
2027896	12/24/2025	Home Depot Credit Services	130.99	Dishwasher pods
2027897	12/24/2025	Jackson's Hardware	163.86	Safety boots for 1 employee, M. Cariglio
2027898	12/24/2025	C. Leveque	250.00	Employee Reimbursement: Safety boots
2027899	12/24/2025	Marin Resource Recovery Center	170.00	Trash disposal
2027900	12/24/2025	Metal Service Center	484.53	Steel pipe for potable water line
2027901	12/24/2025	Pace Supply Corp.	1,327.44	6-inch gate valve for potable water line
2027902	12/24/2025	PlanetBids, LLC	6,444.97	Subscription fees (invoice #3)
2027903	12/24/2025	Prudential Overall Supply	242.49	Uniform jacket for 1 employee
2027904	12/24/2025	Reinholdt Engineering Construction	250.00	Monthly underground storage tank inspection, December 2025
2027905	12/24/2025	Super Bright Leds, Inc	120.61	LED lights
2027906	12/24/2025	Univar USA Inc	17,588.91	Sodium hypochlorite (1 delivery)
2027907	12/24/2025	USP Technologies	15,032.52	Hydrogen peroxide (2 invoices)
2027908	12/24/2025	Western Exterminator Co.,Inc.	324.10	Pest control, December 2025
Total Checks			691,137.80	

Payments by ACH:

Date	Vendor/Payee	Amount	Description
12/02/2025	Retiree Benefits	13,171.97	Monthly reimbursement for retiree health benefits
12/05/2025	Amazon	1,364.37	IT supplies
12/31/2025	Bank Fees	414.14	Bank fees
12/31/2025	Credit Card Processing Fees	593.26	Bank fees for credit card processing
12/05/2025	Benjamin Morris Schuman	1,225.00	Steam sterilizer diagnosis
12/05/2025	Caltest Analytical Laboratory	861.72	Analytical services: Storm water and EF sampling
12/05/2025	Carollo Engineers, Inc.	1,361.75	Prof Svcs: ESDC-Grit Classifier Replacement Project, October 2025 (invoice #2),
12/05/2025	Constellation Energy Corporation	1,493.03	Natural gas supply, November 2025
12/05/2025	Fisher Scientific	435.91	TKNS and IC reagent, ammonia, and TSS equipment (4 invoices)
12/05/2025	Navia Benefit Solutions	200.00	Monthly fee, November 2025
12/11/2025	North Bay Watershed Assoc.	3,000.00	Sponsorship fee for FY2026
12/05/2025	Northeast-Western	164.41	Gasket, and sealing kit (2 invoices)
12/05/2025	VWR International	494.89	Deionized water, phosphorus, TSS filter paper (3 invoices)
12/12/2025	IEDA, Inc.	1,044.25	Labor Relations consulting fees, December 2025
12/12/2025	Northeast-Western	9,184.94	LTSA Jenbacher cogen, November 2025, and Jenbacher training for 1 employee
12/12/2025	VWR International	597.73	Dispenser for TKN and LOS chlorine analysis
12/18/2025	1 employee	100.00	CWEA RES-2025 Award
12/19/2025	Caltest Analytical Laboratory	3,849.38	Analytical services: Effluent & influent monitoring, biosolids testing, and cyanide analysis (5 invoices)
12/19/2025	Carollo Engineers, Inc.	76,115.15	Prof Svcs: Hydrogen Peroxide Facility Relocation Study, amendment #3 (payment #1), Nutrient Removal Alternatives Evaluation Project, October 2025 (payment #14), and ESDC-Grit Classifier Replacement Project (payment #1)
12/19/2025	Fisher Scientific	317.25	Chemistry glassware
12/19/2025	Gallagher Benefit Services, Inc.	6,000.00	Prof Svcs: Recruitment fee for Regulatory Compliance Manager (payment #1)
12/19/2025	Hach Company	768.24	Probe for conductivity
12/19/2025	Pencco, Inc	15,946.87	Ferric chloride (1 delivery)
12/19/2025	Synagro West, Inc.	20,490.00	Biosolids hauling, November 2025
12/19/2025	VWR International	1,424.71	PPE for staff, incubator thermometer, syringe filter, and universal wastewater standard solution for analytical testing (4 invoices)
12/22/2025	GWF USA, INC	133,198.45	Prof Svcs: Ross Valley flowmeter equipment (final), and RV interceptor flowmeter installation (invoice #2)
12/24/2025	Northeast-Western	1,284.38	Gasket and engine oil for Jenbacher
12/26/2025	Constellation Energy Corporation	1,068.84	Natural gas supply, November 2025
12/26/2025	Hach Company	16,730.78	Conductivity solution, sulfide reagents, replacement wipers, autosampler tubing, and Hach meter protection screen (7 invoices)

**CENTRAL MARIN SANITATION AGENCY
ATTACHMENT - DISBURSEMENT REGISTER
For the Month Ended DECEMBER 30, 2025**

Number	Date	Vendor/Payee	Amount	Description
	12/26/2025	R&C Valve Repair Inc	15,891.14	Rotodiff rebuild and pressure gauges for centrifuge hydraulic pack
	12/26/2025	VWR International	1,557.00	Pipet tips, acid solution, filtering samples, tubes for instruments, conductivity standard solutions, and autoclave monthly quality control (7 invoices)
	12/02/2025	Cal Public Employee Retirement	102,226.43	Medical insurance for December 2025
	12/05/2025	CalPERS	2,228.69	Retirement pension contribution: Agency and employees, PPE 12/05/2025 (Note C)
	12/12/2025	CalPERS	46,370.00	Retirement pension contribution: Agency and employees, PPE 12/06/2025 (Note C)
	12/26/2025	CalPERS	46,370.01	Retirement pension contribution: Agency and employees, PPE 12/20/2025 (Note C)
	12/30/2025	CalPERS	200.00	Retiree annuitant processing fee
	12/05/2025	Employment Development Department	1,610.70	State and SDI Taxes, PPE 12/05/2025
	12/12/2025	Employment Development Department	20,789.43	State and SDI Taxes, PPE 12/06/2025
	12/26/2025	Employment Development Department	18,597.43	State and SDI Taxes, PPE 12/20/2025
	12/31/2025	Employment Development Department	36.43	State and SDI Taxes, PPE 12/31/2026
	12/05/2025	IRS	4,875.19	Federal income and Medicare Taxes, PPE 12/05/2024
	12/12/2025	IRS	52,435.62	Federal income and Medicare Taxes, PPE 12/06/2025
	12/26/2025	IRS	47,090.38	Federal income and Medicare Taxes, PPE 12/20/2025
	12/31/2025	IRS	152.54	Federal income and Medicare Taxes, PPE 12/31/2025
	12/04/2025	Lincoln Financial Group	3,314.95	Life insurance, December 2025
	12/12/2025	MissionSquare Retirement Trust-457	1,600.00	Deferred compensation contributions, PPE 12/06/2025 (Note A)
	12/26/2025	MissionSquare Retirement Trust-457	1,600.00	Deferred compensation contributions, PPE 12/20/2025 (Note A)
	12/05/2025	Nationwide Retirement	638.12	Deferred compensation contributions, PPE 12/05/2025 (Note A)
	12/12/2025	Nationwide Retirement	26,308.08	Deferred compensation contributions, PPE 12/06/2025 (Note A)
	12/26/2025	Nationwide Retirement	24,594.82	Deferred compensation contributions, PPE 12/20/2025 (Note A)
	12/12/2025	Navia Benefit Solutions	782.76	Flexible spending account, PPE 12/06/2025
	12/26/2025	Navia Benefit Solutions	782.76	Flexible spending account, PPE 12/20/2025
	12/12/2025	Public Agency Retirement Services	334.26	Retirement pension contribution: Part-time employees, PPE 12/06/2025
	12/26/2025	Public Agency Retirement Services	554.08	Retirement pension contribution: Part-time employees, PPE 12/20/2025
	12/12/2025	SEIU Local 1021	1,223.68	Union dues, PPE 12/06/2025
	12/26/2025	SEIU Local 1021	1,223.68	Union dues, PPE 12/20/2025
	12/04/2025	Vision Service Plan -(CA)	1,839.52	Vision insurance, December 2025
	12/18/2025	EDIS Dental Claims	11,775.56	Dental insurance claims, December 2025
		Total ACH	749,904.68	

CMSA Employee Compensation:

Date	Vendor/Payee	Amount	Description
12/05/2022	CMSA employee payroll	14,741.21	Pay period ended 12/05/2025
12/12/2025	CMSA employee payroll	203,880.83	Pay period ended 12/06/2026
12/26/2025	CMSA employee payroll	184,161.90	Pay period ended 12/20/2025
12/31/2025	CMSA employee payroll	1,104.18	Pay period ended 12/31/2025
	Total ACH	403,888.12	

Board Member Compensation:

Date	Vendor/Payee	Amount	Description
12/26/2025	Eli Beckman	225.00	Stipend for 12/09/2025 CMSA Regular Commission meeting
12/26/2025	Michael Boorstein	450.00	Stipend for 12/09/2025 CMSA Regular Commission meeting, and 12/05/2025 NBWA board meeting
12/26/2025	Maribeth Bushey	225.00	Stipend for 12/09/2025 CMSA Regular Commission meeting
12/26/2025	Dean DiGiovanni	225.00	Stipend for 12/09/2025 CMSA Regular Commission meeting
12/26/2025	Thomas Gaffney	225.00	Stipend for 12/09/2025 CMSA Regular Commission meeting
	Total ACH	1,350.00	
	GRAND TOTAL	1,846,280.60	

Notes:

- A: Not an Agency Expense. Funded through Payroll deduction.
B: Not an Agency Expense. CMSA will be reimbursed for this expense.
C: CMSA is partially reimbursed for this expense per Employee Labor Agreements.

**BOARD MEMORANDUM**

February 5, 2026

To: CMSA Board of Commissioners

From: Corey Spray, Administrative Services Manager
Jason Dow, General Manager**Subject: January 2026 Treasurer's Report**

Purpose: Consistent with *Financial Policy# 530 – General*, Agency staff shall prepare a monthly Treasurer's Report that presents the Agency's cash and investments, operating and capital reserves, and cash flow activities.

Cash and Investments:

	Cash/Investment	Financial Institution	12/31/2025	Receipt	Disbursement	FMV Change	Funds Transfer	1/31/2026
1	Operating account	Westamerica	\$ 1,756,644	\$ 4,304,775	\$ (2,371,227)	\$ -	\$ 1,000,251	\$ 4,690,443
2	Petty cash	In-house	253	20	-	-	-	272
3	RV petty cash	In-house	28	251	-	-	(251)	28
4	Pension bond trust	US Bank	2,975	8	-	-	-	2,983
5	Revenue bond trust	US Bank	8,011	22	-	-	-	8,033
6	Pooled investment	LAIF	19,167,116	207,646	-	-	(1,000,000)	18,374,761
7	Pooled investment	CAMP	449,983	1,472	-	-	-	451,455
8	Dental trust	EDIS	29,955	-	(6,938)	-	-	23,017
9	Pension trust	Keenan	1,670,902	3,045	-	23,834	-	1,697,780
10	Total Agency		<u>\$23,085,865</u>	<u>\$ 4,517,238</u>	<u>\$ (2,378,165)</u>	<u>\$ 23,834</u>	<u>\$ -</u>	<u>\$ 25,248,772</u>
11	Total net change in cash and investments			<u>\$ 2,162,907</u>	<i>[Includes FMV change in pension trust]</i>			

Note: The Fair Market Value (FMV) change on the LAIF portfolio is not included in the above presentation due to the funds deposited into the pooled account are guaranteed to be withdrawn dollar-for-dollar at the request of the Agency. Furthermore, the change in the pension trust is not included due to timing of the release of the statement for the current month.

	Cash/Investment	Financial Institution	1/31/2026 Institution	CM Interest /FMV Change	Average RoR%
1	Operating account	Westamerica	\$ 4,690,443	\$ 1,190	1.00%
2	Petty cash	In-house	272	-	0.00%
3	RV petty cash	In-house	28	-	0.00%
4	Pension bond trust	US Bank	2,983	8	3.15%
5	Revenue bond trust	US Bank	8,033	22	3.15%
6	Pooled investment	LAIF	18,374,761	207,646	3.91%
7	Pooled investment	CAMP	451,455	1,472	3.85%
8	Dental trust	EDIS	23,017	-	0.00%
9	Pension trust	Keenan	1,697,780	26,879	6.04%
10	Total Agency		<u>\$25,248,772</u>	<u>\$ 237,217</u>	<u>2.34%</u>

Note: The average rate of returns for each account are annualized calculations of the monthly or quarterly interest proceeds received. The total Agency average rate of return percentage is the simple average of all annualized return percentages.

Operating and Capital Reserves:

Financial Policy #532 – Reserve stipulates the establishment of certain reserve categories to manage the Agency’s liquidity. Some of the Agency’s activities are legally binding based on existing agreements, State law, or Internal Revenue Code (IRC) requirements that make these funds restricted, i.e., the debt service trusts for both the pension obligation bond and revenue bonds, payments being made out of a dedicated payment account established by EDIS, collection of capacity and debt service coverage fees, as well as the Section 115 pension investment trust. Other activities are tethered to Board of Commissioner approved policies that commit certain funds, i.e., establishment of an operating, emergency and capital reserves that have specific funding targets. All other activities that do not meet either the restricted or committed categories are classified as unassigned funds.

The Agency strives to use its unassigned funds first when conducting its core operations. Transfers to and from and its committed reserves are conducted following the management practices stipulated as per Financial Policy. Transfers to and usage of proceeds allocated within its restricted reserves comply with current applicable laws and regulations.

			Note 2	Funds		Board
Reserve	Status	12/31/2025	Net Result	Transfer	1/31/2026	Target
1 Pension trust (<i>Note 1</i>)	Restricted	\$ 1,670,902	\$ 26,879	\$ -	\$ 1,697,780	\$ -
2 Pension bond trust	Restricted	2,975	8	-	2,983	-
3 Revenue bond trust	Restricted	8,011	22	-	8,033	-
4 Dental trust	Restricted	29,955	(6,938)	-	23,017	-
5 Capital reserve	Restricted	1,396,443	182,454	-	1,578,897	1,124,300
6 Operating reserve	Committed	4,302,500	-	-	4,302,500	4,293,000
7 Emergency reserve	Committed	500,000	-	-	500,000	500,000
8 Unassigned operating	Unassigned	500,000	1,787,515	(1,787,515)	500,000	-
9 Unassigned capital	Unassigned	14,675,079	172,967	1,787,515	16,635,561	8,626,700
10 Total Agency		\$23,085,865	\$ 2,162,907	\$ -	\$25,248,772	\$ 14,544,000

Note 1: The pension trust net result is non-cash due to it including changes in fair value of the investment portfolio.

Note 2: Net result is the difference between cash receipts, FMV change, and cash disbursements.

Statement of Compliance:

The above portfolio of investments is in compliance with the Agency’s investments policy, adopted annually, and California Code Section 53601, authorized investments, and 53646, investments policy. In addition, the Agency does have the financial ability to meet its cash flow requirements for the next six months.

Further detail on the cash flows are provided in the succeeding pages showing the current month cash receipts and disbursements along with a comparison of the fiscal year-to-date activity to the annual budget.

Cash Receipt & Disbursement Detail

A breakdown of the cash receipts for all Agency cash and investment accounts over the past month is listed below:

	Cash Receipt Transaction	Amount
1	Permit and inspection fee collections	\$ 976
2	Laboratory services (Verily December 2025)	1,350
3	Waste Haulers & RV	34,710
4	Organic Waste Programs	688
5	Regional Service JPA charges (SRSD & RVSD Q3 FY26)	3,496,644
6	Debt Service JPA charges (SRSD & RVSD)	471,607
7	County-Wide Public Education Program collection (LGVSD/SASM/NSD Q2 FY26)	3,698.08
8	Health & Safety Program Collection (Q3 FY26)	30,365
9	SRSD Service Agreement Development collection	1,791
10	SQRC Wastewater Services Contract (September 2025)	148,000
11	SQ Village Operations & Maintenance contract (December 2025)	1,832
12	Sanitary District #2 Pump Station Maintenance Contract (November 2025)	23,633
13	Marin Airporter lease payment (January 2026)	6,219
14	Capacity Charges (see below)	80,916
15	Misc collections (Lystek annual rev share/minor reimb)	1,426
16	Interest received & FMV change in pension trust (<i>all accounts</i>)	237,217
17	Total Agency cash receipts	<u>\$ 4,541,072</u>

As per the Joint Powers Authority (JPA) Agreement, the member agencies have agreed to collect the Agency's share of capacity charges and remit the proceeds within 45 days of collection. For the current month, the breakdown of capacity charges from each member is the following:

	JPA Member	Amount	Notes
1	Ross Valley Sanitary District	\$ 68,274	1 new connection & 125 fixture units
2	San Rafael Sanitation District	12,643	9 new connections (<i>on payment plan</i>)
3	Sanitary District #2	-	N/A
4	Total capacity charges	<u>\$ 80,916</u>	

Please see attached *Disbursement Register* for the disbursement detail.

Fiscal Year-to-Date Budget-to-Actual (Cash Basis) – As of January 2026 (P7 – 58.3%)

		FY2026 Budget	FY2026 YTD Actual	Budget Remain \$	Budget Used %
OPERATING ACTIVITIES					
SOURCES					
1	Regional service charges	\$ 13,843,600	\$ 9,995,771	\$ 3,847,829	72.2%
2	Contract service collection fees	2,041,100	1,119,949	921,151	54.9%
3	Program collection fees	194,100	155,804	38,296	80.3%
4	Permits, source control, inspection & other fees	507,000	479,885	27,115	94.7%
5	Bank interest (<i>all except USB Rev Bonds</i>)	880,300	798,568	81,732	90.7%
6	Total funding sources	17,466,100	12,549,977	4,916,123	71.9%
USES					
7	Salaries and benefits	11,398,500	7,341,614	4,056,886	64.4%
8	Chemicals and fuel	1,994,900	1,228,866	766,034	61.6%
9	Biosolids management	645,300	435,954	209,346	67.6%
10	Permit testing and monitoring	256,450	176,184	80,266	68.7%
11	Repairs and maintenance	788,300	677,171	111,129	85.9%
12	Utilities and telephone	392,400	165,851	226,549	42.3%
13	Insurance	600,500	580,137	20,363	96.6%
14	General and administrative	1,103,700	681,162	422,538	61.7%
15	Total funding uses	17,180,050	11,286,939	5,893,111	65.7%
16	Net funding position change	\$ 286,050	\$ 1,263,038	n/a	n/a
CAPITAL ACTIVITIES					
SOURCES					
17	Debt service charges	\$ 4,497,200	\$ 4,258,983	\$ 238,217	94.7%
18	Debt service coverage fees	1,124,300	1,064,746	59,554	94.7%
19	Capital fees	1,903,500	1,374,422	529,078	72.2%
20	Capacity charges	40,500	547,115	(506,615)	1350.9%
21	Grant proceeds	-	-	-	0.0%
22	Capital debt proceeds, net	12,675,000	-	12,675,000	0.0%
23	Bank interest (<i>USB Rev Bonds only</i>)	130,100	8,067	122,033	6.2%
24	Total funding sources	20,370,600	7,253,333	13,117,267	35.6%
USES					
25	Capital debt service	4,497,200	4,029,041	468,159	89.6%
26	Capital improvement program	16,787,890	4,458,057	12,329,833	26.6%
27	Total funding uses	21,285,090	8,487,098	12,797,992	39.9%
28	Net funding position change	\$ (914,490)	\$ (1,233,765)	n/a	n/a
TOTAL AGENCY					
29	Total funding sources	\$ 37,836,700	\$ 19,803,310	18,033,390	52.3%
30	Total funding uses	38,465,140	19,774,037	18,691,104	51.4%
31	Net funding position change	\$ (628,440)	\$ 29,274	n/a	n/a

Attachment:

- January 2026 Disbursement Register

**CENTRAL MARIN SANITATION AGENCY
ATTACHMENT - DISBURSEMENT REGISTER
For the Month Ended JANUARY 31, 2026**

Number	Date	Vendor/Payee	Amount	Description
2027908				Last check from prior month's register
2027909	01/02/2026	Grainger	645.86	Circuit breaker
2027910	01/02/2026	Pace Supply Corp.	33.87	Gas cylinder
2027911	01/02/2026	PG&E	141.37	Electricity service at Sir Francis Drake 11/18/2025-12/17/2025
2027912	01/02/2026	RMGY Inc	356.55	Agency stationary envelopes
2027913	01/05/2026	B. Jones	194.83	Reimbursement for monthly retiree health benefits
2027914	01/05/2026	P. Frye	194.83	Reimbursement for monthly retiree health benefits
2027915	01/06/2026	CD & Power (Got Power, Inc.)	9,502.80	SD2: Generator rental (Note B)
2027916	01/06/2026	ChemStation of Northern Cal.	4,020.21	Odor control chemical for misters
2027917	01/06/2026	Claremont EAP	4,500.00	Employee assistance program contract renewal
				SD2: Motor oil, oil filter, air filter, antifreeze, generator batteries (6 invoices, Note B), oil for sluice gate, sockets, air filters, starter for telehandler, hose, batteries, wipers and fleet maintenance parts (12 invoices)
2027918	01/06/2026	DNG Enterprises, Inc (Napa Auto Parts)	4,768.99	
2027919	01/06/2026	Grainger	95.39	PVC pipe fitting
2027920	01/06/2026	Hawkins Delafield & Wood LLP	2,900.00	Prof Svcs: Bond Counsel - FY 26 revenue bonds
2027921	01/06/2026	Horizon Dist. Inc	135.03	Herbicide
2027922	01/06/2026	Jackson's Hardware	110.44	Paint supplies and baits for rodents (3 invoices)
2027923	01/06/2026	Konecranes, Inc.	935.00	SD2: Hoist inspection, October 2025 (Note B)
2027924	01/06/2026	Marin Resource Recovery Center	620.00	Trash disposal
2027925	01/06/2026	Marin Water	4,453.04	Water service at two Sir Francis Drake locations, 10/09/2025-12/08/2025 and water service at 1301 Andersen drive, 10/11/2025-12/09/2025 (4 invoices)
2027926	01/06/2026	McMaster-Carr Supply Co.	1,347.37	Loctite thread sealant, pipe flange, stainless steel pipe nipple, insulation tape, pressure gauge, and filter/regulator for SBS emergency valve (6 invoices)
2027927	01/06/2026	Motion Industries, Inc.	2,834.78	SS braided portable water line, hydraulic filter for centrifuge, air filter and penetrant cleaner, and pneumatic parts for huber press (10 invoices)
2027928	01/06/2026	Pace Supply Corp.	442.31	PVC pipe fitting and 3-inch union pipe (2 invoices)
2027929	01/06/2026	Roy's Sewer Service, Inc.	4,750.00	Quarterly OWRF cleaning
2027930	01/07/2026	Sentry	1,267.00	Sentry subscription for aeration basin #2 (invoice #2)
2027931	01/09/2026	California State Disbursement	348.92	Garnishment for pay period ending 01/09/2026
		AD SPECIAL T'S Embroidery and Screenprinting, Inc		
2027932	01/08/2026		9,228.96	Public Educ Program: Company logo t-shirts (Note B)
2027933	01/08/2026	Allied Fluid Products Corp	177.95	SQRC: 10-inch gasket (Note B)
2027934	01/08/2026	Automation Direct Co., Inc.	758.20	SQRC: E-stop button (Note B)
2027935	01/08/2026	C. Sandoval	353.00	Employee tuition reimbursement: Basic chemistry for water and wastewater and instrumentation and controls courses
2027936	01/08/2026	DNG Enterprises, Inc (Napa Auto Parts)	130.33	Oil for lawn mower and degreaser (2 invoices)
2027937	01/08/2026	Goldstreet Design Agency Inc	780.00	Public Educ Program: Annual website hosting fee (Note B)
2027938	01/08/2026	Grainger	336.41	Electric insulated rubber gloves
2027939	01/08/2026	Justifacts Credential	286.89	Recruitment background check (1 employee)
2027940	01/08/2026	Lystek International LTD	23,473.70	Biosolids beneficial reuse fee, November 2025
2027941	01/08/2026	Marin Color Service	517.11	SQRC: Paint and paint rollers (1 invoice, Note B) and paint for solids building (2 invoices)
				Fittings for SBS air valve, gauges for Jenbacher high/low temp., paddle finisher fittings, spacers for CCT 2 & 3 gates, rubber sheet for SBS tank lid, spanner wrench, compression lug, heat-shrink tubing for service truck, rotary shaft seal, and flared fittings for copper and brass tubing, and air conditioning hose (11 invoices)
2027942	01/08/2026	McMaster-Carr Supply Co.	665.10	
2027943	01/08/2026	P. Kistenmacher	277.00	Employee per diem: CASA, Winter Conference
2027944	01/08/2026	UBEO Business Services	3,354.18	Copier lease, 11/20/2025-01/20/2026 (2 invoices)
2027945	01/08/2026	Univar USA Inc	26,086.04	Sodium hypochlorite (1 delivery) and Sodium bisulfite (1 delivery)
2027946	01/08/2026	USP Technologies	6,821.97	Hydrogen peroxide (1 invoice)
2027947	01/08/2026	EDIS	1,005.00	Dental insurance claims, January 2026
2027948	01/12/2026	J. Dow	313.00	Employee per diem: CASA, Winter Conference
2027949	01/14/2026	American Equipment Holdings LLC	67,335.50	Bridge crane (Payment #1)
2027950	01/14/2026	AT&T Corp	175.00	Monthly internet fee, December 2025
2027951	01/14/2026	CASA	750.00	Registration for 2026 Winter Conference
2027952	01/14/2026	CD & Power (Got Power, Inc.)	5,881.63	SD2: Generator rental (Note B)
2027953	01/14/2026	CSRMA	143,949.00	General liability insurance (2 invoices)
2027954	01/14/2026	Evoqua Water Tech LLC	415.34	Deionized water system maintenance
2027955	01/14/2026	Frank A. Olsen Co	63,326.77	Pond gate replacement and 30-inch butterfly valve for secondary inlet (2 invoices)
2027956	01/14/2026	G3 Engineering, Inc.	505.95	SD2: Pumb rebuild parts (Note B)
				Life ring safety supply, 4-inch blinds flanges, electrical closure plate, flat cover wireway, and 10HP motor exhaust fan (5 invoices)
2027957	01/14/2026	Grainger	3,715.02	
2027958	01/14/2026	Graybar	842.76	Conduit fittings and electrical conduit bushing for RVSD chlorinated line flowmeter (2 invoices)
2027959	01/14/2026	Harrington Industrial Plastics	2,588.40	4-inch pipe flanges, couplings, and 1-inch pvc ball valve (2 invoices)
2027960	01/14/2026	Jackson's Hardware	38.17	Epoxy for pump repair
2027961	01/14/2026	Kone Inc	225.41	Monthly maintenance, January 2026
2027962	01/14/2026	K. Carbajal	255.00	Employee reimbursement: CWEA Laboratory Analyst 3 exam fee
2027963	01/14/2026	Liebert Cassidy Whitmore	2,325.00	Annual ERC membership
2027964	01/14/2026	Manco	14,004.28	Plant water pumps replacement VFDs
2027965	01/14/2026	Marin Independent Journal	336.40	Advertisement for public bid notice for elevator control replacement project
2027966	01/14/2026	Marin Resource Recovery Center	170.00	Trash disposal
2027967	01/14/2026	Marin Sanitary Service - 0004321	1,278.41	Recycling and compost disposal, December 2025
2027968	01/14/2026	Marin Sanitary Service - 0027511	7,253.20	Grit box disposal, December 2025
2027969	01/14/2026	Marin Sanitary Service - 0033224	1,141.00	Rag bins disposal, December 2025
2027970	01/14/2026	McMaster-Carr Supply Co.	555.76	SQRC: Pipe fittings (Note B)

CENTRAL MARIN SANITATION AGENCY
ATTACHMENT - DISBURSEMENT REGISTER
For the Month Ended JANUARY 31, 2026

Number	Date	Vendor/Payee	Amount	Description
2027971	01/14/2026	MurCal Inc	970.38	EPS engine controller repair
2027972	01/14/2026	Pace Supply Corp.	4,124.87	SQRC: Air relief valve and fittings (Note B), valve handle for 6-inch valve, pipe plug for spill vault (3 invoices)
2027973	01/14/2026	PG&E	2,501.88	Natural gas supply, December 2025 at 1301 Andersen Drive
2027974	01/14/2026	Progent Corporation	99.95	IT support, January 2026
2027975	01/14/2026	Shamrock Building Materials	137.13	Propane
2027976	01/14/2026	Shape Incorporated	23,953.06	Site sump pump
2027977	01/14/2026	State Water Resources Control Board	1,873.00	Storm water annual permit renewal
2027978	01/14/2026	T. Elam	66.49	Employee reimbursement: Ad-Hoc committee meeting lunch reimbursement
2027979	01/14/2026	Univar USA Inc	69,515.99	Sodium hypochlorite (4 deliveries)
2027980	01/14/2026	Waste Management	18,634.23	Biosolids disposal, December 2025
2027981	01/14/2026	Water and Wastewater Leadership Center	14,775.00	Registration at Leadership Center
2027982	01/22/2026	CSRMA	3,423.11	Pooled liability program deductible recovery
2027983	01/22/2026	P. Loayza	431.55	Employee reimbursement: Wastewater Operator application fee
2027984	01/22/2026	State Water Resources Ctrl Brd	311.00	Operator certification application fee for 1 employee
2027985	01/23/2026	California State Disbursement	348.92	Garnishment for pay period ending 01/09/2026
2027986	01/28/2026	Allied Fluid Products Corp	156.12	SQRC: ARV link seal (Note B)
2027987	01/28/2026	Alpha Analytical Lab Inc.	2,656.00	Biosolids monitoring, Octoboe 2025
2027988	01/28/2026	American Society of Safety	270.00	Annual professional membership
2027989	01/28/2026	Asco Power Svcs Inc.	869.52	Valve solenoids
2027990	01/28/2026	City Electric Supply	139.94	Connector sealing compound
2027991	01/28/2026	Comcast	232.39	Internet service back-up, 01/04/2026-02/03/2026
2027992	01/28/2026	Dee Consultants LLC	1,128.00	Prof Svcs: CM - Solids Handling Building Elevator Control Replacement Project, January 2026
2027993	01/28/2026	Environmental Express Inc.	937.72	TKN digestion tube
2027994	01/28/2026	Environmental.com	229.22	Laboratory sample bottles
2027995	01/28/2026	Fastenal Company	738.49	Maintenance vending machine replenishment, December 2025
2027996	01/28/2026	Grainger	2,137.99	SD2: Emergency flooding supplies (Note B), loto tags, N95 respirators, V-belt, chains, ball valve, electrical power cord, valve rebuild kit, saw blades, material pipe supplies (11 invoices)
2027997	01/28/2026	HILTI INC.	764.27	SQRC: Core bit and consumable insert (Note B) and SD2: Concrete cutting consumable insert (Note B)
2027998	01/28/2026	Horizon Dist. Inc	191.19	Irrigation pipe fitting and herbicide
2027999	01/28/2026	Idexx Distribution Inc	4,468.70	Colilert text pack, shrink-banded vessels, and sample bottles (3 invoices)
2028000	01/28/2026	Jackson's Hardware	34.91	Hole saw
2028001	01/28/2026	Johnson Controls Fire Protection	9,600.43	Security and fire alarm system (2 invoices)
2028002	01/28/2026	Marin Resource Recovery Center	314.00	Trash disposal
2028003	01/28/2026	Pace Supply Corp.	324.17	SQRC: Saddle tap for ARV (Note B)
2028004	01/28/2026	PG&E Non-Energy Collection Unit	160.15	Renewable energy expansion, December 2025
2028005	01/28/2026	Polydyne, Inc.	81,062.05	Clarifloc polymer (1 delivery)
2028006	01/28/2026	Prudential Overall Supply	2,368.80	Uniforms, December 2025
2028007	01/28/2026	Reinholdt Engineering Construction	970.00	Annual staff training on UST and monthly inspections (2 invoices)
2028008	01/28/2026	Ronald C Nerviani	240.00	Annual backflow retest
2028009	01/28/2026	Shape Incorporated	281.74	Pump mechanical seal tool
2028010	01/28/2026	Univar USA Inc	75,357.11	Sodium hypochlorite (3 deliveries) and Sodium bisulfite (3 deliveries)
2028011	01/28/2026	USP Technologies	14,636.74	Hydrogen peroxide (2 invoces)
2028012	01/28/2026	N. Singh	25.00	Safety & Wellness incentive award (re-print)
2028013	01/30/2026	Bartley Pump PM LLC	42,349.54	Main water line repairs
2028014	01/30/2026	CDW Government, Inc.	751.27	Mobile phone for lead mechanic
2028015	01/30/2026	Certified Laboratories	2,088.28	Corrosion inhibitor for hot water loop
2028016	01/30/2026	Fastenal Company	629.52	Wedge anchors for process tanks
2028017	01/30/2026	Flyers Energy LLC	2,426.04	Diesel exhaust fluid
2028018	01/30/2026	Grainger	625.84	SQRC: Fan switch (Note B), PVC fittings, and conduit elbow for plant water VFD's (3 invoices)
2028019	01/30/2026	Jackson's Hardware	158.34	Lanscaping tools
2028020	01/30/2026	Lystek International LTD	16,484.98	Biosolids beneficial reuse fee, December 2025
2028021	01/30/2026	Misco Water	174,679.83	SQRC: Auger/grinder replacement (Note B)
2028022	01/30/2026	Univar USA Inc	17,269.37	Sodium hypochlorite (1 delivery)
2028023	01/30/2026	Western Exterminator Co.,Inc.	324.10	Pest control, January 2026
Total Checks			1,035,479.75	
Payments by ACH:				
Date	Vendor/Payee	Amount	Description	
01/02/2026	Cal-Card	14,162.24	State of California purchase card for December 2025	
01/06/2026	Retiree Benefits	13,987.94	Monthly reimbursement for retiree health benefits	
01/08/2026	Maze & Associates	2,140.00	Prof Svcs: FY 25 Audit (payment #3)	
01/09/2026	Alliant Insurance Services	875.00	Public official bond insurance	
01/09/2026	Fisher Scientific	392.41	Sulfide standard, sulfuric acid, and EDTA ammonia testing (3 invoices)	
01/09/2026	Hach Company	435.41	Chlorine test strips and nutrient buffer solution (2 invoices)	
01/09/2026	Navia Benefit Solutions	200.00	Monthly fee, June 2025	
01/09/2026	Northeast-Western	2,145.25	Jenbacher water pump rebuild parts	
01/09/2026	VWR International	1,156.98	Nitrile gloves, syringe filters, parafilm media, and EC broth for microbiological testing (3 invoices)	
01/13/2026	Navia Benefit Solutions	200.00	Monthly fee, December 2025	
01/15/2026	Amazon	204.42	Office desk supplies	
01/15/2026	Black & Veatch	8,479.00	Prof Svcs: ESDC for Centrifuge Dewatering Improvement Project (invoice #3)	
01/15/2026	Caltest Analytical Laboratory	1,616.94	Biosolids monitoring, December 2025	

**CENTRAL MARIN SANITATION AGENCY
ATTACHMENT - DISBURSEMENT REGISTER
For the Month Ended JANUARY 31, 2026**

Number	Date	Vendor/Payee	Amount	Description
	01/15/2026	Carollo Engineers, Inc.	40,104.00	Prof Svcs: Hydrogen Peroxide Facility Relocation Study, amendment #3 (payment #2), Nutrient Removal Alternatives Evaluation Project, October 2025 (payment #15), and ESDC-Grit Classifier Replacement Project (payment #1), and Technical Support Plant Electrical Project, September 2025 (invoice #2)
	01/15/2026	Fisher Scientific	584.49	Microbiological reference cultures for laboratory testing
	01/15/2026	Gallagher Benefit Services, Inc.	6,000.00	Prof Svcs: Recruitment fee for Regulatory Compliance Manager (payment #2)
	01/15/2026	Hach Company	258.30	BOD standard dilution solution
	01/15/2026	IEDA, Inc.	1,140.84	Labor Relations consulting fees, January 2025
	01/15/2026	Northeast-Western	4,631.41	LTSA Jenbacher cogen, December 2025
	01/15/2026	Synagro West, Inc.	23,900.00	Biosolids hauling, December 2025
	01/15/2026	VWR International	4,308.70	Graduated cylinder, sulfuric acid, and microbiological media (3 invoices)
	01/22/2026	Muniquip, Inc.	282,679.46	Grit pumps (invoice #1)
	01/29/2026	Amazon	41.29	Office supplies
	01/29/2026	Best Best & Krieger	637.00	Legal Services: SRSD Service agreement, December 2025 (Note B)
	01/29/2026	Black & Veatch	7,824.50	Prof Svcs: ESDC for Centrifuge Dewatering Improvement Project (invoice #4)
	01/29/2026	Fisher Scientific	562.30	Phenolphthalein and microbiological reference cultures for laboratory testing (2 invoices)
	01/29/2026	Hach Company	158.41	Ethernet
	01/29/2026	JE Sellen Consulting, LLC	6,735.00	Prof Services: Elevator consulting services, CN 25-25 (payment #2)
	01/29/2026	Northeast-Western	4,945.25	220 gal of oil for Jenbacher
	01/29/2026	PMC INC	75,000.00	Deposit for primary clarifier parts (invoice #1)
	01/29/2026	VWR International	2,131.99	TSS filters, microbiological media, syringes and chlorine standard (4 invoices)
	01/08/2026	Cal Public Employee Retirement	110,015.02	Medical insurance for January 2025
	01/09/2026	CalPERS	49,972.65	Retirement pension contribution: Agency and employees, PPE 01/09/2026 (Note C)
	01/23/2026	CalPERS	49,734.08	Retirement pension contribution: Agency and employees, PPE 01/23/2026 (Note C)
	01/09/2026	Employment Development Department	21,212.89	State and SDI Taxes, PPE 01/09/2026
	01/23/2026	Employment Development Department	18,333.75	State and SDI Taxes, PPE 01/23/2026
	01/09/2026	IRS	52,531.82	Federal income and Medicare Taxes, PPE 01/09/2026
	01/23/2026	IRS	44,149.03	Federal income and Medicare Taxes, PPE 01/23/2026
	01/08/2026	Lincoln Financial Group	3,377.52	Life insurance, January 2026
	01/09/2026	MissionSquare Retirement Trust-457	1,600.00	Deferred compensation contributions, PPE 01/09/2026 (Note A)
	01/23/2026	MissionSquare Retirement Trust-457	1,600.00	Deferred compensation contributions, PPE 01/23/2026 (Note A)
	01/09/2026	Nationwide Retirement	36,128.96	Deferred compensation contributions, PPE 01/09/2026 (Note A)
	01/23/2026	Nationwide Retirement	33,200.51	Deferred compensation contributions, PPE 01/23/2026 (Note A)
	01/09/2026	Navia Benefit Solutions	1,052.91	Flexible spending account, PPE 01/09/2026
	01/23/2026	Navia Benefit Solutions	1,052.91	Flexible spending account, PPE 01/23/2026
	01/02/2026	Public Agency Retirement Services	99.26	Retirement pension contribution: Part-time employees, PPE 12/31/2025
	01/09/2026	Public Agency Retirement Services	232.50	Retirement pension contribution: Part-time employees, PPE 01/09/2026
	01/23/2026	Public Agency Retirement Services	571.44	Retirement pension contribution: Part-time employees, PPE 01/23/2026
	01/09/2026	SEIU Local 1021	1,223.68	Union dues, PPE 01/09/2026
	01/23/2026	SEIU Local 1021	1,262.70	Union dues, PPE 01/23/2026
	01/08/2026	Vision Service Plan -(CA)	1,785.54	Vision insurance, January 2026
	01/31/2026	EDIS	6,938.00	Dental claims, January 2026
	01/31/2026	Bank Fees	406.50	Westamerica Analysis Account Fees, January 2026
	01/31/2026	Credit Card Processing Fees	1,302.19	Credit Card Processing Bank Fees, January 2026
	01/31/2026	NBWA Sponsorship	1,500.00	Sponsorship collection in error; transferred to NBWA
		Total ACH	946,922.39	
CMSA Employee Compensation:				
	Date	Vendor/Payee	Amount	Description
	01/09/2026	CMSA employee payroll	215,872.47	Pay period ended 01/09/2026
	01/23/2026	CMSA employee payroll	180,296.14	Pay period ended 01/23/2026
		Total ACH	396,168.61	
Board Member Compensation:				
	Date	Vendor/Payee	Amount	Description
	01/23/2026	Eli Beckman	250.00	AD-HOC Committee of CMSA JPA Member Representatives to consider the JPA's Organization Development of Future Meeting
	01/23/2026	Dean DiGiovanni	250.00	AD-HOC Committee of CMSA JPA Member Representatives to consider the JPA's Organization Development of Future Meeting
	01/23/2026	Thomas Gaffney	250.00	AD-HOC Committee of CMSA JPA Member Representatives to consider the JPA's Organization Development of Future Meeting
		Total ACH	750.00	
	Less: 7 prior month stale check reversals		(1,156.07)	Adjustment to agree total net disbursements to aggregate cash activity
		GRAND TOTAL	2,378,164.68	

Notes:

- A: Not an Agency Expense. Funded through Payroll deduction.
- B: Not an Agency Expense. CMSA will be reimbursed for this expense.
- C: CMSA is partially reimbursed for this expense per Employee Labor Agreements.

**BOARD MEMORANDUM**

February 5, 2026

To: CMSA Commissioners and Alternates

From: Nicholas Talbot, Treatment Plant Manager

Approved: Jason Dow, General Manager

Subject: December 2025 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

Recommendation: Accept the December 2025 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report.

I. NPDES Permit Compliance

NPDES permit testing for December demonstrated the treatment plant effluent was in compliance with all permit limits. The Monthly Compliance Summary Table shows the results by permitted parameter, the sample's frequency, the sample results, and the permit limit. CMSA's NPDES permit specifies monitoring the six-week rolling geometric mean of enterococcus bacteria which shall be calculated weekly for final effluent disinfection compliance. The rolling enterococcus geometric mean was 13.0 MPN, which is significantly lower than the permit limit of 255 MPN. The average ammonia concentration for the month was 36.2 mg/L, which is less than the monthly permit limit of 60 mg/L.

II. Influent and Effluent Flows

In December, 5.30 inches of rainfall was measured by the Agency's on-site rain gauge. This rainfall resulted in four blending events totaling 6.90 million gallons. The blended effluent remained in compliance with all NPDES permit parameters. Table 1 summarizes CMSA's average influent and effluent flows, along with daily, hourly, and 5-minute peak flows for the month. Table 2 provides the daily average and total monthly influent flows for the CMSA treatment plant and its satellite collection agencies. Table 3 details the total and peak wet weather flows for the CMSA treatment plant and its satellite collection agencies.

Table 1: CMSA Influent and Effluent Flow Summary (MGD)

Flow Location	Daily Maximum	Hourly Maximum	5 Minute Maximum	Daily Average
Influent	36.87 MGD	50.13 MGD	54.89 MGD	14.23 MGD
Effluent	33.65 MGD	45.88 MGD	48.97 MGD	11.63 MGD

Table 2: Satellite Collection Agency and Total Flow Summary

Flow Type	SRSD	RVSD	SD2	San Quentin	CMSA Totals
Average Daily (MGD)	5.80 MGD	6.02 MGD	1.51 MGD	0.90 MGD	14.23 MGD
Total for Month (MG)	179.64 MG	186.60 MG	46.92 MG	27.96 MG	441.12 MG
Percent of Flow	40.72%	42.30%	10.63%	6.35%	100%

Table 3: CMSA and Collection System Agency Wet Weather Flows

Wet Weather Flow	SRSD	RVSD	SD2	San Quentin	CMSA Totals
12/22 Total Day's Flow (MG)	15.46 MG	16.06 MG	4.00 MG	1.35 MG	36.87 MG
Peak Influent Flow Rate (MGD)	25.07 MGD	21.55 MGD	6.01 MGD	2.24 MGD	56.77 MGD

*The time for peak flows and maximum day's flow varies depending on an area's rainfall during the storm.

III. Treatment Process

In December, Operations collaborated with the Information Systems Administrator to implement new PLC automation that automatically starts and stops primary clarifier sludge and scum collectors based on the clarifier water levels. This automation improves wet-weather performance by allowing clarifiers to respond automatically rather than relying on manual operation, ensuring timely sludge and scum removal to effectively manage downstream loadings. On December 10, Operations supported quarterly preventative maintenance at the Organic Waste Receiving Facility, including facility shutdown, vactoring, cleaning, and inspection. During the shutdown, Operations isolated the paddle finisher feed line to facilitate replacement of the Rock Trap Grinder screen. The worn 24-mm perforated screen was replaced with a smaller 15-mm screen to improve maceration of inorganic debris and reduce downstream equipment impacts, specifically hose pump failures. On December 19, Operations supported a contractor during annual Waukesha cogeneration engine source emissions testing.

The Mixed Liquor Suspended Solids inventory averaged 775 mg/l, which aligned with the target Mean Cell Residence Time of 2.8 days. The sludge volume index (SVI), which measures the secondary sludge settleability, averaged 141 mL/g, below the Agency's KPI of 175 mL/g.

Graph #4 shows the TSS, a good indicator of effluent quality. The TSS monthly average was 7.8 mg/l, which is 52.0% of the Agency's KPI of 15 mg/l and 26.0% of the permit's monthly average limit of 30 mg/l.

IV. Maintenance Activities

In December, the cogeneration system produced a net total of 100% of the Agency's power demand. MCE supplied small power imports during hours when cogeneration production did not meet facility demand (Graph #8). Maintenance completed several corrective planned work orders, including replacement of Primary Sludge Pump No. 5 due to a damaged stator, replacement of broken piping on a headworks ferric chloride pump, and repairs to leaking pressure gauges on several sodium hypochlorite pumps. Maintenance also replaced the failing site sump submersible pump serving the septage receiving facility. The previous pump was prone to ragging and frequent trips, resulting in unreliable discharge to the headworks. The new smart submersible pump, with an integrated internal variable frequency drive built into it, automatically adjusts speed and performs programmed reverse cycles to clear debris. Additional Maintenance activities included repairing collector track that came loose during a wet-weather event (in Primary Clarifier No. 7), removing debris from the aeration tank drain pump that was restricting flow output, replacing the regulator and solenoid on the emergency sodium bisulfite dosing system, and replacing a broken auger cable on Grit Classifier No. 4.

Attachment:

- December 2025 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

December 2025

Automated SCADA Controls for Primary Clarifier Sludge and Scum Collectors



Primary Clarifiers



Monthly Compliance Summary Table
Central Marin Sanitation Agency
December, 2025
Final Effluent Monitoring

Parameter	Limit Type	NPDES Monitoring Frequency	CMSA Monitoring Frequency	Results	Units	Limit
Carbonaceous Biochemical Oxygen Demand (cBOD)	Weekly Maximum Average	1/Week	3/Week	8.3	mg/L	Maximum 40
	Monthly Average	1/Week	3/Week	5.7	mg/L	Maximum 25
cBOD Removal	Monthly Average	1/Week	3/Week	97	%	Minimum 85
Total Suspended Solids (TSS)	Weekly Maximum Average	2/Week	3/Week	11.6	mg/L	Maximum 45
	Monthly Average	2/Week	3/Week	7.8	mg/L	Maximum 30
TSS Removal	Monthly Average	2/Week	3/Week	95	%	Minimum 85
Chlorine Residual	Hourly Maximum	Continuous	Continuous	ND	mg/L	Maximum 0.56
Ammonia	Monthly Average	2/Month	1/Week	36.2	mg/L	Maximum 60
	Daily Maximum	2/Month	1/Week	48.5	mg/L	Maximum 120
pH	Instantaneous	Continuous	Continuous	6.4	SU	Minimum 6
	Instantaneous	Continuous	Continuous	7.3	SU	Maximum 9
Bacteriological Analysis						
Enterococcus	6-Week Geomean	2/Week	3/Week	13.0	MPN/100mL	Maximum 255
	10% Maximum	2/Week	3/Week	13.5	MPN/100mL	Maximum 1,055
Metals Analysis						
Copper	Daily Maximum	Monthly	Monthly	7.7	ug/L	Maximum 84
	Monthly Average	Monthly	Monthly	7.7	ug/L	Maximum 48
Cyanide	Daily Maximum	Monthly	Monthly	J1.2	ug/L	Maximum 37
	Monthly Average	Monthly	Monthly	J1.2	ug/L	Maximum 21
Semiannual and Quarterly Analysis						
Mercury	Weekly Average	Quarterly	Quarterly	0.0038	ug/L	Maximum 0.072
	Monthly Average	Quarterly	Quarterly	0.0038	ug/L	Maximum 0.066
	Annual Load	Quarterly	Quarterly	0.057	kg/yr	Maximum 0.11
Chronic Toxicity (EFF-002)	Pass/Fail	Semiannual	Semiannual	*	Pass/Fail	Pass Minimum
	Effect	Semiannual	Semiannual	*	%	50% Maximum
Chronic Toxicity (SUR-001)	Pass/Fail	Semiannual	Semiannual	*	Pass/Fail	Pass Minimum
	Effect	Semiannual	Semiannual	*	%	50% Maximum
Permit Analysis						
Dioxin - TEQ Sum	Daily Maximum	1/Permit	1/Permit	*	ug/L	Maximum 2.8E-08
	Monthly Average	1/Permit	1/Permit	*	ug/L	Maximum 1.4E-08
PCB Aroclor Sum	Sum	1/Permit	1/Permit	*	ug/L	Maximum 0.012

* Monitoring Not Required This Month ND = None Detected X = Data not available at report time J = Detected but not Quantified

Glossary of Terms

Process Performance Data Sheet

- **Aeration Tanks:** A biological process that takes place after the biotowers, where biomass (microorganisms) is mixed with the wastewater to feed on dissolved and suspended organic material. High speed blowers are used to provide compressed air to mix the tank contents.
- **Anaerobic Digesters:** In the anaerobic digestion process, organic material removed in the primary and secondary clarifiers is digested by anaerobic bacteria. The end products are methane, carbon dioxide, water, stabilized organic matter, and some inorganic material.
- **Biosolids:** Anaerobically digested solids that are removed from the two digesters, dewatered, and then beneficially reused. Beneficial reuse may include landfill alternate daily cover (ADC), land application in the summer as a soil amendment and fertilizer, or converted into a liquid fertilizer for agricultural applications.
- **Biotower:** A biological treatment process, occurring after the primary clarifiers and before the aeration tanks, in which the wastewater trickles over a biomass-covered media. The biomass feeds on the dissolved and suspended solids in the wastewater.
- **Centrifuge:** Process equipment used to dewater biosolids prior to beneficial reuse.
- **Cogeneration System:** A system comprised of a dual-fuel engine coupled to an electric generator that is used to produce energy to power the Agency facilities. Fuels the system uses are methane biogas produced in the anaerobic digesters and, when biogas is not available, purchased natural gas. As well as generating electricity, the system supplies heat for plant processes and building heating.
- **Chlorine Contact Tanks (CCTs):** The final treatment process is disinfection and de-chlorination. The CCTs allow contact time for injected chlorine solution to disinfect the wastewater. Sodium bisulfite, the de-chlorination chemical, is introduced at the end of the CCTs to neutralize any residual chlorine to protect the San Francisco Bay environment.
- **Rotary Drum Thickener (RDT):** Waste activated sludge removed from the secondary clarifiers is thickened in rotary drum thickeners before being transported to the anaerobic digesters. Thickening removes some of the sludge's water content, to decrease hydraulic loading to the digesters.
- **Final Effluent:** After all the treatment processes are completed, the final effluent is discharged into to central San Francisco Bay through a 10,000-foot-long deep-water outfall.
- **Mean Cell Residence Time (MCRT):** An expression of the average time that a microorganism will spend in the secondary treatment system.
- **Mixed Liquor Suspended Solids (MLSS):** The liquid in the aeration tanks is called MLSS and is a combination of water, solids, and microbes. Suspended solids in the MLSS measured in milligrams per liter (mg/l).

- **Most Probable Number (MPN):** Concentrations, or number of colonies, of total coliform bacteria are reported as the “most probable number.” The MPN is not the absolute count of the bacteria but a statistical estimate of their concentration.
- **Polymer:** Polymer is added to digested sludge prior to dewatering to improve solids coagulation and water separation.
- **Primary Clarifier:** A physical (as opposed to biological) treatment process where solids that settle or float are removed and sent to the digesters for further processing.
- **Return Activated Sludge (RAS):** The purpose of returning activated sludge (biomass) to the aeration tanks is to maintain a sufficient concentration of microbes to consume the wastewater’s dissolved solids.
- **Secondary Clarifiers:** Provides settling for the biomass after aeration. Most of the settled biomass is returned to the aeration tank as return activated sludge (RAS) and some is sent to the RDT unit as waste activated sludge.
- **Sludge Volume Index (SVI):** This is a calculation used to indicate the settling ability of the biomass in the secondary clarifiers.
- **Thickened Waste Activated Sludge (TWAS):** Waste activated sludge is thickened in the RDTs, and then the TWAS product is pumped to the digester for processing.
- **Volatile Solids:** Organic content of the wastewater suspended solids.
- **Waste Activated Sludge (WAS):** Biomass that is removed from the secondary clarifiers pumped to the RDTs for thickening.

Units of Measurement

- kg/month (Kilograms per Month): 1 kilogram = 2.205 lbs.
- KPI (Key Performance Indicators): The Agency’s process performance goals.
- Kwh (Kilowatt Hours): A unit of electric power equal to using 1 Kw for 1 hour.
- Milligrams per Liter (mg/L): A measure of the concentration by weight of a substance per unit volume. For practical purposes, one mg/L is equal to one part per million (ppm).
- MPN/100mL (Most Probable Number per 100 milliliters): Statistical estimate of a number per 100 milliliters of a given solution.
- Percent by Mass (% by mass): A measure of the combined mass of a solute + solvent.
- Percent by Volume (% by vol): A measure of the volume of a solution.
- ug/L (Micrograms per Liter of Solution): Mass per unit volume.

EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA

December 2025

The removal efficiencies shown are based on the monthly average of the following treatment processes that were in service.

PRIMARY CLARIFIER PERFORMANCE

Total Suspended Solids (TSS) in:	653.9	mg/l	Expected removal efficiencies as outlined in Metcalf & Eddy Wastewater Engineering Manual.
TSS out:	94.3	mg/l	
Percent Removal Achieved:	85.6	%	Design 50-70% Removal
Total Biochemical Oxygen Demand (BOD) in:	232.0	mg/l	
BOD out:	148.6	mg/l	
Percent Removal Achieved:	35.9		Design 25-40% Removal
Plant Influent Flows:	14.23	MGD	

SECONDARY SYSTEM PERFORMANCE

AERATION TANKS/ACTIVATED SLUDGE

Dissolved Oxygen set point:	2.3	mg/l
MLSS:	775	mg/l
MCRT:	2.8	Days
SVI:	141	

SECONDARY CLARIFIERS

WAS concentration:	5,518	mg/l
TSS out:	9.8	mg/l
Secondary System TSS Removal	89.6	%

FINAL EFFLUENT

Effluent TSS for the month:	7.8	mg/l	(Maximum Limit: 30mg/l)
Week #1 weekly average	4.5	mg/l	(Maximum Limit: 45mg/l)
Week #2 weekly average	6.5	mg/l	"
Week #3 weekly average	9.5	mg/l	"
Week #4 weekly average	11.6	mg/l	"
Week #5 weekly average	6.5	mg/l	"
Monthly average TSS removal efficiency through the plant:	95.0	%	(Minimum Limit: 85%)

Effluent CBOD:	5.7	mg/l	(Maximum Limit: 25mg/l)
Week #1 weekly average	4.5	mg/l	(Maximum Limit: 40mg/l)
Week #2 weekly average	7.0	mg/l	"
Week #3 weekly average	8.3	mg/l	"
Week #4 weekly average	4.5	mg/l	"
Week #5 weekly average	4.0	mg/l	"
Monthly average CBOD removal efficiency through the plant:	97.0	%	(Minimum Limit: 85%)

Disinfection Dosing Rate:	3.6	mg/l	monthly average
Ammonia Monthly Average:	36.2	mg/l	(Maximum 60)
Enterococcus six-week Geometric Mean:	13.0	MPN	(Maximum 255)
Enterococcus 10% Maximum:	13.5	MPN	(Maximum 1,055 MPN)
Effluent pH for the month:	Min	6.4	(Min 6.0)
	Max	7.3	(Max 9.0)

DIGESTER TREATMENT

Thickened Waste Concentration from the RDT:	6.20	%
Volatile Solids destroyed:	84.5	%
Cubic feet of biogas produced:	8,757,410 (Total)	282,497 (Daily Average)
Temperature of the digesters:	101.8	degrees Fahrenheit

EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA

December 2025

The removal efficiencies shown are based on the monthly average of the following treatment processes that were in service.

DEWATERING

Centrifuge feed concentration:	3.0	%
Biosolids concentration:	25.5	%
TSS of the centrate:	180	mg/l
Centrifuge solids capture:	99.45	%
Polymer use per dry ton of biosolids:	15.49	#/dry ton
Polymer feed rate per run:	3.49	gpm
Concentration of the polymer batches:	0.328	%
Sludge feed rate per run:	51.4	gpm

Comments:

The treatment plant performed well, and all online equipment operated without incident.

Graph #1:

Depicts the total influent flow (from all collection agencies) entering the treatment plant.

The red graph line represents total influent flows; and the blue bars depict the CMSA rain gauge recordings for the month.

Graph #2:

Depicts individual collection agency flows.

The Y-axis is in the flow range of 0-20 MGD.

Graph #3:

Depicts the enterococcus most probable number (MPN) results which are an indication of the performance of the disinfection system.

The 6-week geometric mean of 13.0 MPN remained below the Agency KPI of 35 MPN and permit limit of 255 MPN.

Graph #4:

Depicts the total suspended solids in the effluent.

Our monthly average was 7.8 mg/l, below our KPI of 15 mg/l and NPDES permit monthly average limit of 30 mg/l. On 12/22, the effluent TSS exceeded the Agency KPI with a 21.0 mg/l result. This occurred during a wet-weather blend event.

Graph #5:

Depicts the effluent CBOD which is measuring the oxygen demand of the wastewater.

The effluent CBOD average was 5.7 mg/l, below our NPDES limits of 40 mg/l weekly and 25 mg/l for the month.

Graph #6:

Depicts the degree to which the biosolids have been dewatered.

Our biosolids % concentration met or exceeded our KPI of 25% for most of the month. Seven days fell below the KPI, the lowest of which was 24.7% due to maintenance being completed on the centrifuges rotodiffs. The average of 25.5% for the month remained above Agency KPI. No dewatering operations were conducted on one day: 12/14.

Graph #7:

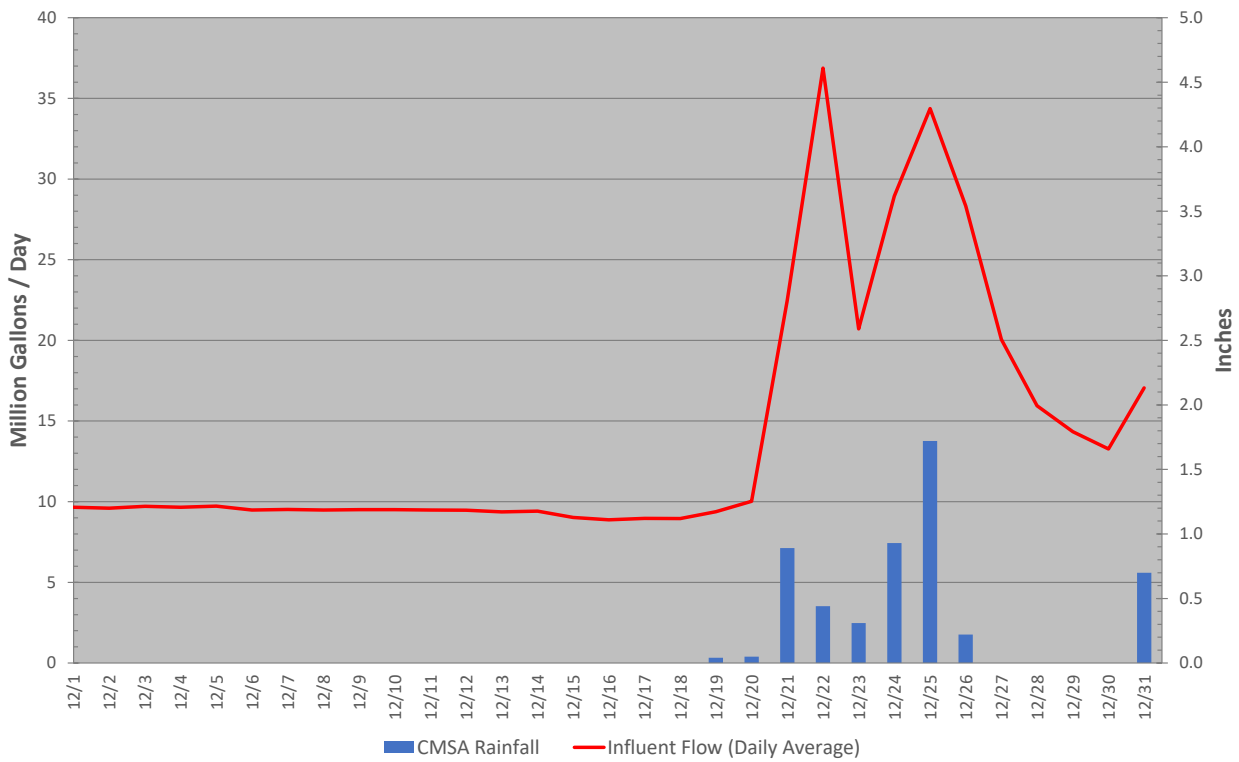
Depicts the amount of biogas that is produced in the digesters, measured by a flow meter, and then used to produce electricity.

Biogas production averaged 282,497 cubic feet per day, above our monthly KPI of 200,000 cubic feet per day.

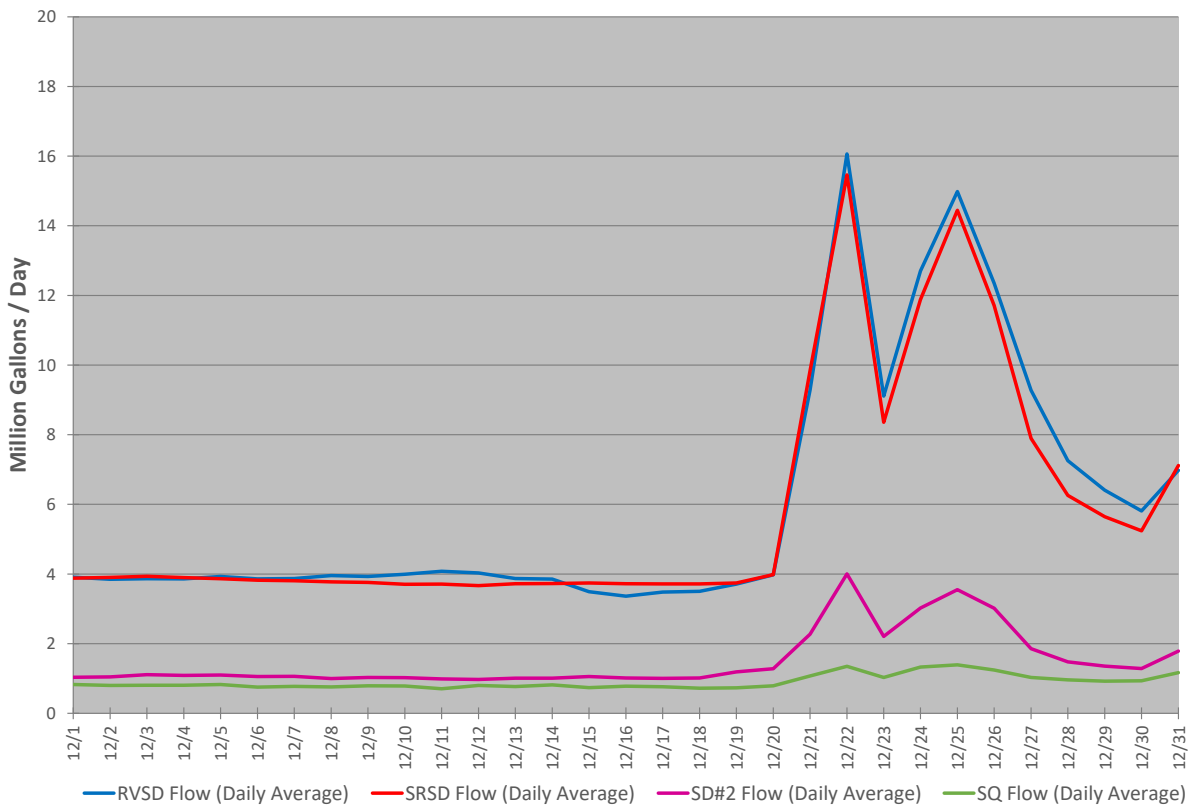
Graph #8:

This graph depicts the amount of energy produced through cogeneration versus the energy purchased from MCE for Agency operations, and the green line represents power exported to the grid. The Agency exported 53,175 kWh in December.

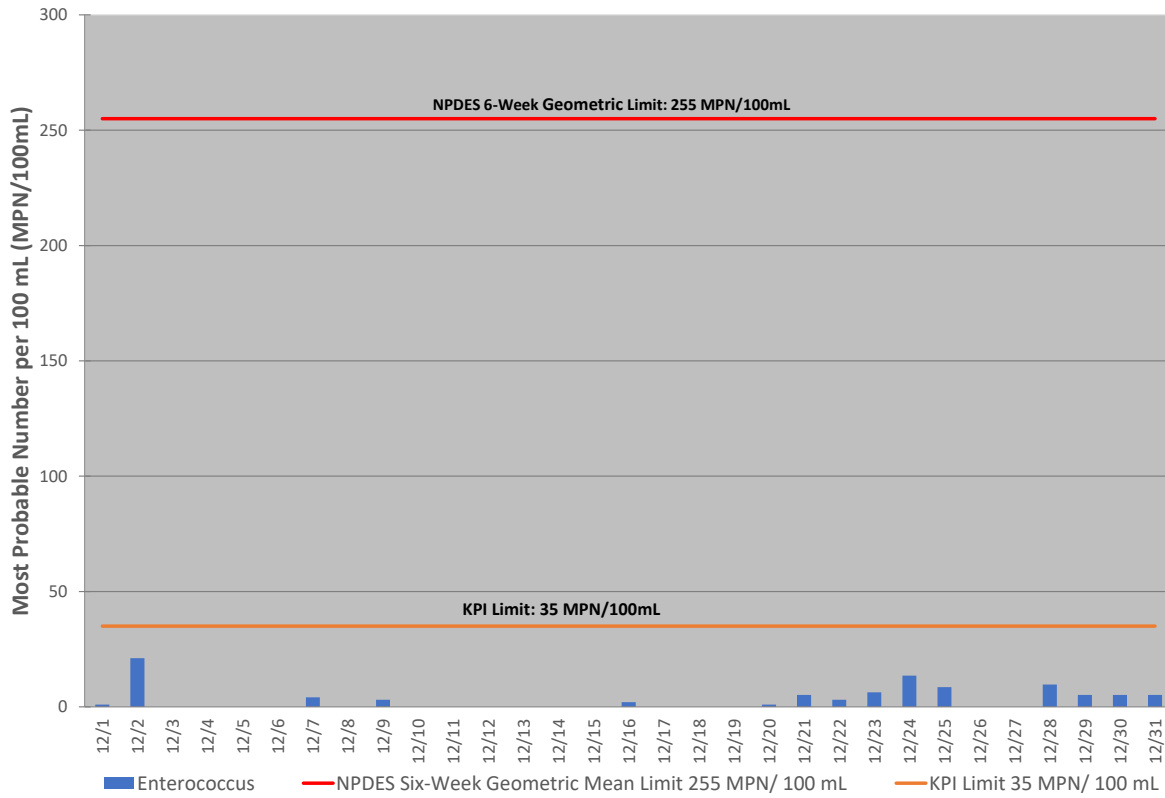
Graph #1: CMSA Influent Flow and Rainfall



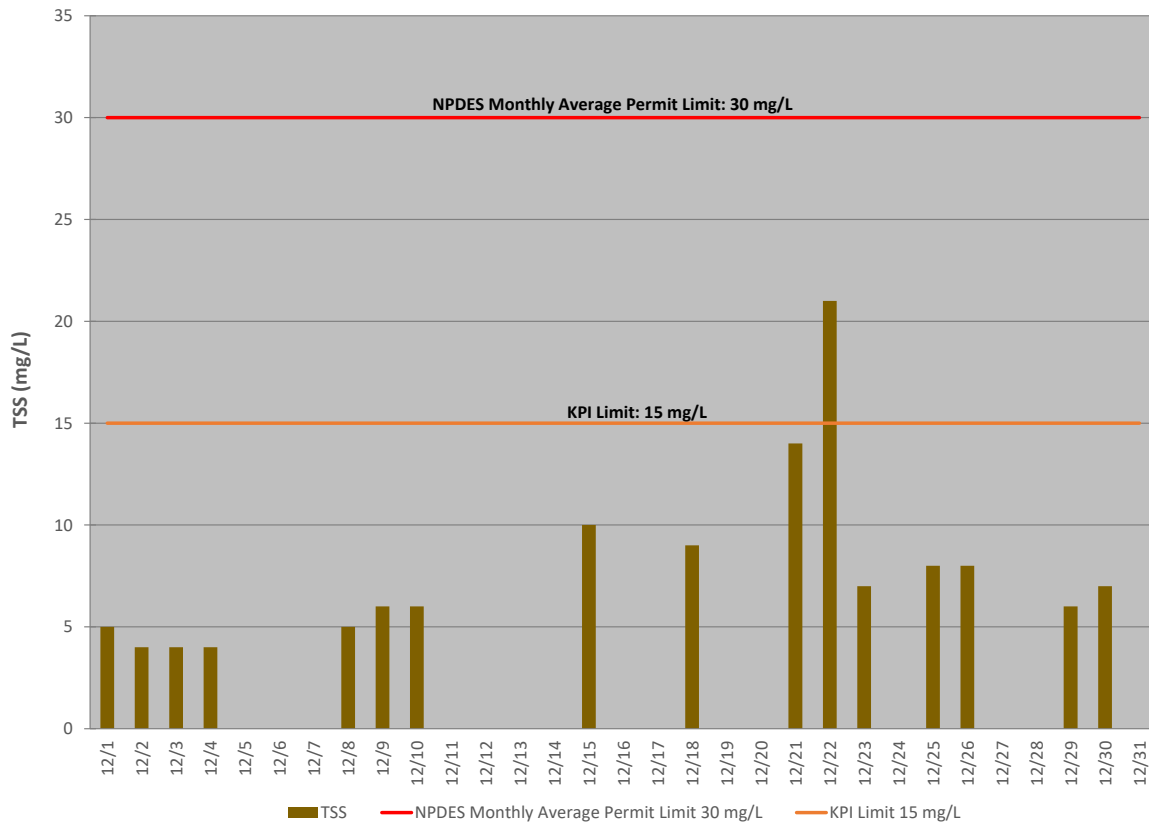
Graph #2: Collection System Influent Flows



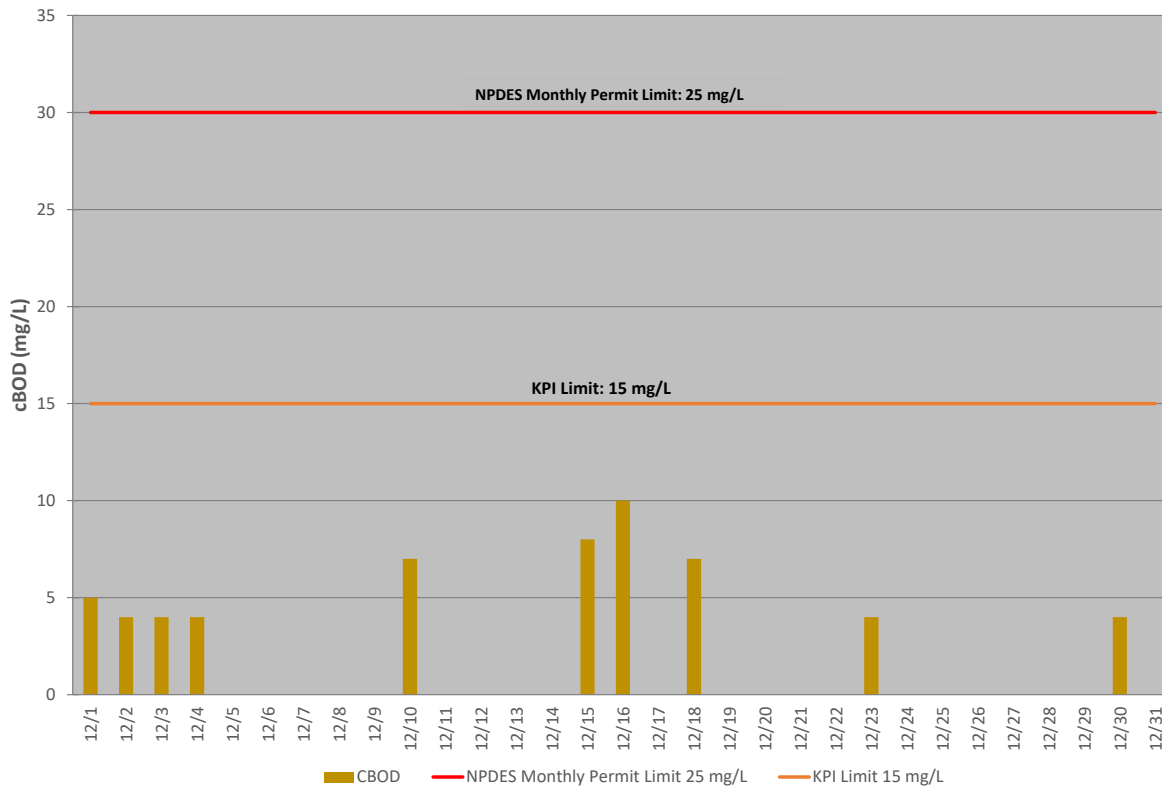
Graph #3: Enterococcus



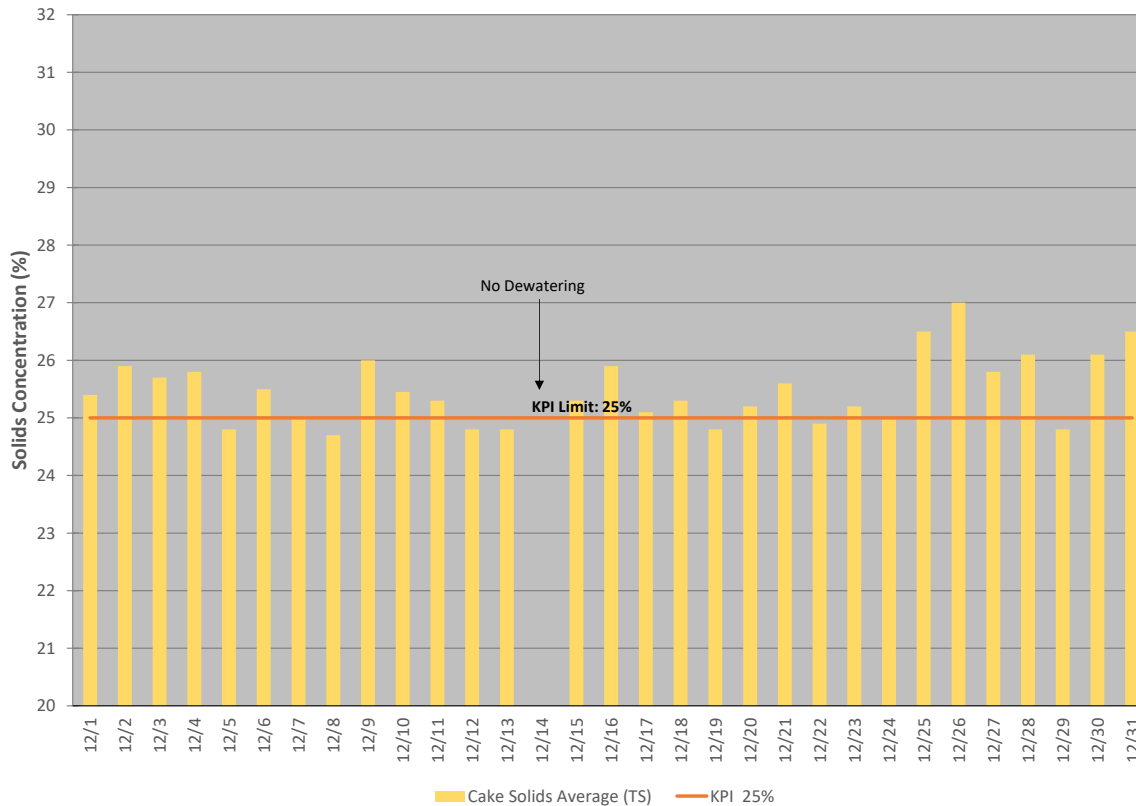
Graph #4: Final Effluent Total Suspended Solids



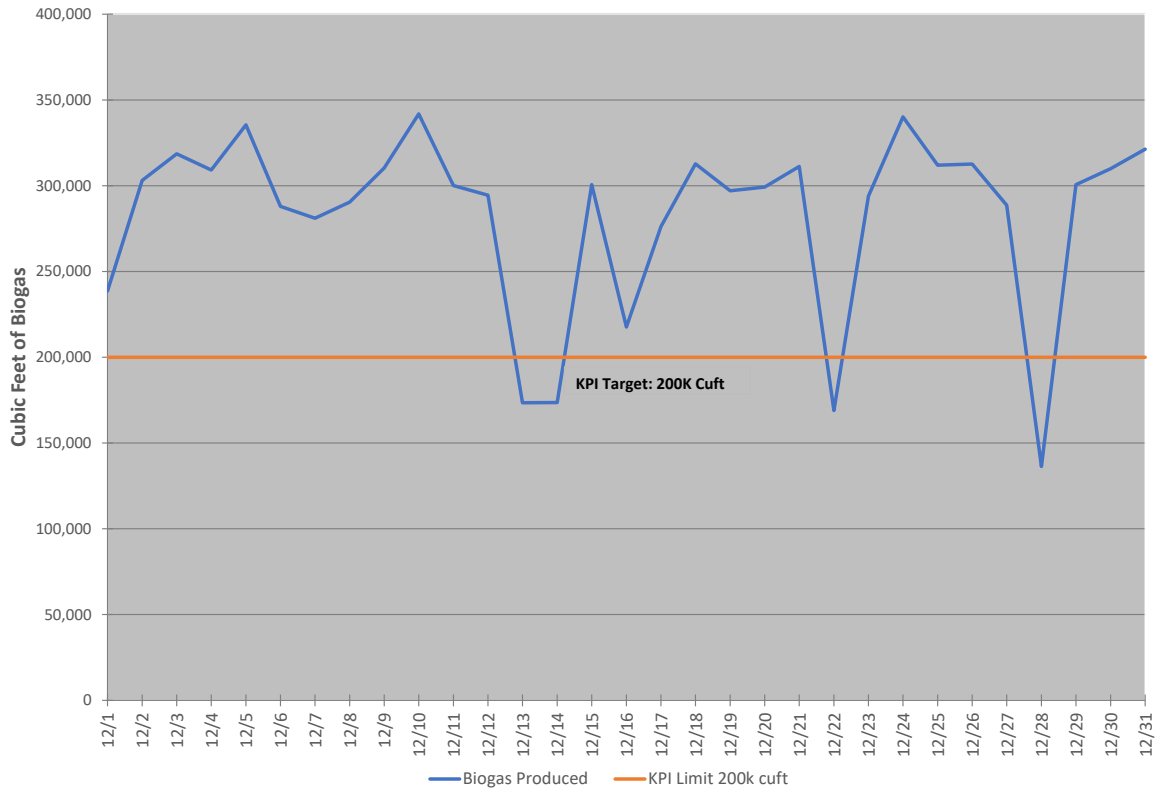
Graph #5: Carbonaceous Biochemical Oxygen Demand (cBOD)



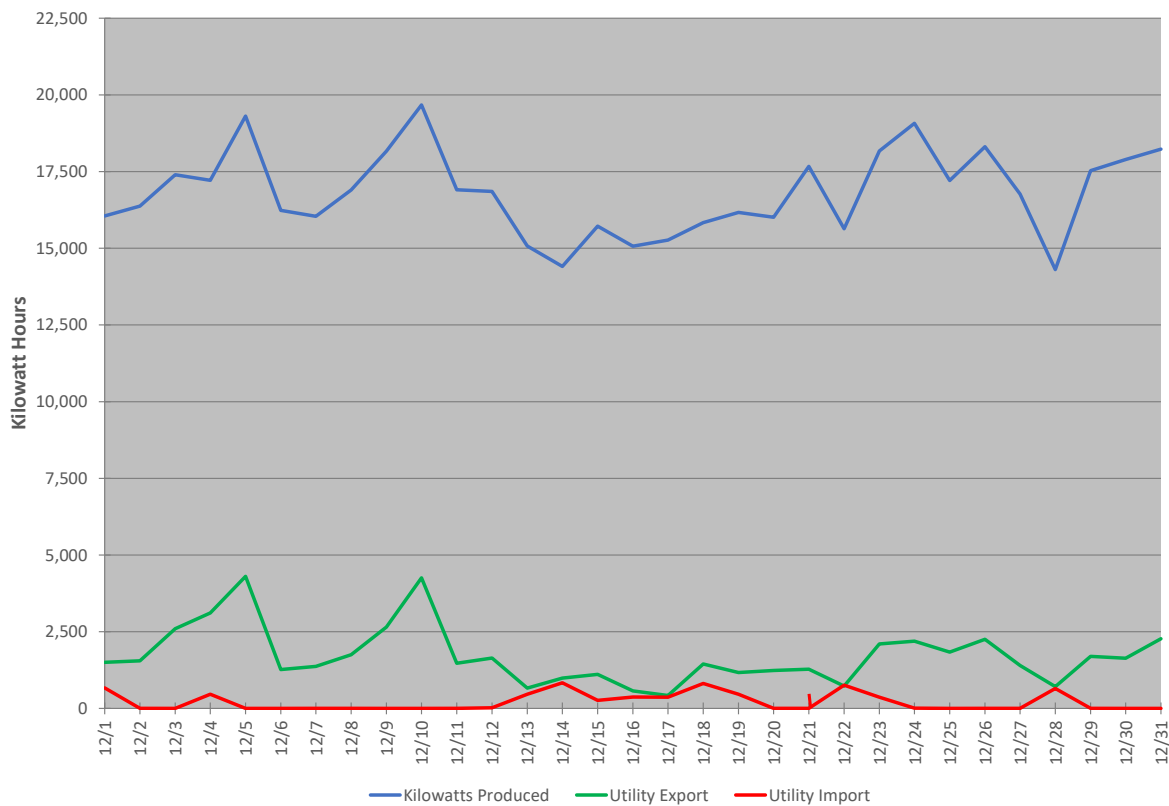
Graph #6: Biosolids Solids Concentration



Graph #7: Biogas Production



Graph #8: Power Distribution



Glossary of Terms

NPDES Permit Compliance Summary Table

- **Ammonia:** We analyze the final effluent for ammonia due to its toxicity to aquatic organisms and potential for providing nutrients to algae in the San Francisco Bay. The permit has a maximum daily limit of 110 mg/L and a monthly average limit of 60 mg/L.
- **Carbonaceous Biochemical Oxygen Demand (cBOD):** The amount of dissolved oxygen needed by microorganisms (biomass) to reduce organic material in the effluent. Effluent permit limits require removal of 85% influent cBOD, a monthly average of concentration of less than 25 mg/L cBOD and a weekly average concentration of less than 40 mg/L.
- **Chlorine Residual:** The secondary effluent is disinfected with hypochlorite (chlorine), and then the residual chlorine is neutralized with sodium bisulfite to protect the Bay environment. The final effluent chlorine residual hourly average limit is 0.56 mg/L, which is monitored continuously.
- **Chronic Bioassay:** A 7-day test of *Mysida* shrimp's exposure to final effluent in a static renewed tank to determine their survivability. The permit requires that we maintain a less than a 50 percent survival effect.
- **Copper:** Our permit requires monitoring of the final effluent for a variety of different metals and has limits for Copper and Mercury. The Copper monthly average limit is 48 ug/L, and the daily maximum limit is 84 ug/L. The remaining metals are monitored only.
- **Cyanide:** A byproduct of potential source control activities and is also a by-product of the disinfection process, and our permit requires monthly sampling and analysis. The Cyanide monthly average limit is 21 ug/L, and the daily maximum limit is 37 ug/L.
- **Dioxin:** Our permit requires monitoring of 17 dioxin-like compounds once per permit cycle. It has a limit for the weighted sum of these 17 dioxin compounds, referred to as the Dioxin Toxic Equivalency (TEQ). The Dioxin TEQ monthly average limit is 0.014 pg/L and daily maximum limit is 0.028 pg/L.
- **Enterococcus:** Enterococcus bacteria are the indicator organisms for the determination of the effectiveness of the disinfection process. The Enterococcus six-week rolling geometric mean limit is 255 MPN/100mL and the Enterococcus 10 percent monthly maximum limit is 1,055 MPN/100mL.
- **pH:** pH is a measurement of acidity, with pH 7.0 being neutral and higher pH values being basic and lower pH values being acidic. Our effluent pH must stay within the range of 6.0 to 9.0, which we monitor continuously.
- **Mercury:** Our permit requires monitoring of the final effluent for a variety of different metals, and has limits for Copper and Mercury. The Mercury monthly average limit is 0.066 ug/L, the weekly average limit is 0.072 ug/L, and the annual average loading limit is 0.11 kg/yr. The remaining metals are monitored only.
- **Total Suspended Solids (TSS):** Measurement of suspended solids in the effluent. Our permit requires removal at least 85% of the influent TSS, and that the effluent limit is less than 45 mg/L as a weekly average and less than 30 mg/L as a monthly average.

**BOARD MEMORANDUM**

February 5, 2026

To: CMSA Commissioners and Alternates

From: Nicholas Talbot, Treatment Plant Manager

Approved: Jason Dow, General Manager

Subject: **January 2026 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report**

Recommendation: Accept the January 2026 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report.

I. NPDES Permit Compliance

NPDES permit testing for January demonstrated the treatment plant effluent was in compliance with all permit limits. The Monthly Compliance Summary Table shows the results by permitted parameter, the sample's frequency, the sample results, and the permit limit. CMSA's NPDES permit specifies monitoring the six-week rolling geometric mean of enterococcus bacteria which shall be calculated weekly for final effluent disinfection compliance. The rolling enterococcus geometric mean was 3.8 MPN, which is significantly lower than the permit limit of 255 MPN. The average ammonia concentration for the month was 20.7 mg/L, which is less than the monthly permit limit of 60 mg/L.

II. Influent and Effluent Flows

In January, 3.21 inches of rainfall was measured by the Agency's on-site rain gauge, with most precipitation occurring during the first week of the month. This rainfall resulted in six blending events totaling 47.09 million gallons. The blended effluent remained in compliance with all NPDES permit parameters. Table 1 summarizes CMSA's average influent and effluent flows, along with daily, hourly, and 5-minute peak flows for the month. Table 2 provides the daily average and total monthly influent flows for the CMSA treatment plant and its satellite collection agencies. Table 3 details the total and peak wet weather flows for the CMSA treatment plant and its satellite collection agencies.

Table 1: CMSA Influent and Effluent Flow Summary (MGD)

Flow Location	Daily Maximum	Hourly Maximum	5 Minute Maximum	Daily Average
Influent	47.28 MGD	78.99 MGD	88.13 MGD	17.87 MGD
Effluent	44.95 MGD	75.38 MGD	78.71 MGD	15.77 MGD

Table 2: Satellite Collection Agency and Total Flow Summary

Flow Type	SRSD	RVSD	SD2	SQRC	CMSA Totals
Average Daily (MGD)	6.85 MGD	8.20 MGD	1.82 MGD	1.00 MGD	17.87 MGD
Total for Month (MG)	212.46 MG	254.05 MG	56.29 MG	31.22 MG	554.02 MG
Percent of Flow	38.35%	45.86%	10.16%	5.63%	100%

Table 3: CMSA and Collection System Agency Wet Weather Flows

Wet Weather Flow*	SRSD	RVSD	SD2	SQRC	CMSA Totals
1/5 Total Day's Flow (MG)	17.42 MG	23.66 MG	4.62 MG	1.58 MG	47.28 MG
Peak Influent Flow Rate (MGD)	36.90 MGD	39.66 MGD	7.12 MGD	2.88 MGD	81.38 MGD

*The time for peak influent flows and maximum day's flow varies depending on an area's rainfall during the storm.

III. Treatment Process

During the first week of January, the region experienced multi-day wet weather events combined with king tides and storm surges, limiting the use of the Agency's effluent gravity outfall pipeline.

Operations activated the Effluent Pump Station to maintain plant hydraulic capacity, operating two pumps for approximately fourteen hours each. During this period, Operations assisted Maintenance by locking out and cleaning both carrier water and plant water strainers after blending caused screen clogging. Additionally in January, Operations supported biogas system preventative maintenance, including replacement of Siloxane Vessel No. 1 media, following laboratory results that indicated breakthrough above the key performance indicator. Operations also supported Electrical and Instrumentation staff in the completion of the six-month manufacturer-recommended calibrations of the Agency's continuously monitoring H₂S meter for the anaerobic digesters, H₂S scrubbers No. 1 and No. 2 (inlet and outlet), and the boiler room H₂S meter on the biogas supply line to the cogeneration engines. These calibrations ensure BAAQMD emissions compliance and protect the cogeneration engines. Lastly, Operations assisted in completing and submitting the NPDES, BAAQMD Emissions, and EPA Biosolids Annual Reports.

The Mixed Liquor Suspended Solids inventory averaged 762 mg/l, which aligned with the target Mean Cell Residence Time of 2.8 days. The sludge volume index (SVI), which measures the secondary sludge settleability, averaged 132 mL/g, below the Agency's KPI of 175 mL/g.

Graph #4 shows the TSS, a good indicator of effluent quality. The TSS monthly average was 10.8 mg/l, which is 72.0% of the Agency's KPI of 15 mg/l and 36.0% of the permit's monthly average limit of 30 mg/l.

IV. Maintenance Activities

In January, the cogeneration system produced a net total of 112% of the Agency's power demand, exporting more electricity than the facility required. MCE supplied small power imports during hours when cogeneration production of biogas did not meet facility demand (Graph #8). Maintenance assisted a contractor with replacement of the Agency's potable water backflow preventer and associated piping. Maintenance also completed the installation of an additional grinder downstream of the rock trap grinder at the Organic Waste Receiving Facility. This secondary grinder will provide additional maceration of feedstock material and provide added protection of downstream equipment, specifically the hose feed pumps. Additional work this month included replacing seismic flexible hoses for potable water, hot water supply and return, and plant water systems located outside Gallery A of the primary clarifiers, as well as replacing worn site sump pumps discharge pedestals, and a faulty solenoid valve on the Biotower odor control mister.

Attachment:

- January 2026 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

January 2026

Secondary grinder added to the Organic Waste Receiving Facility
Paddle Finisher feed line for additional maceration of inorganics.



Monthly Compliance Summary Table
Central Marin Sanitation Agency
January, 2026
Final Effluent Monitoring

Parameter	Limit Type	NPDES Monitoring Frequency	CMSA Monitoring Frequency	Results	Units	Limit
Carbonaceous Biochemical Oxygen Demand (cBOD)	Weekly Maximum Average	1/Week	3/Week	8.0	mg/L	Maximum 40
	Monthly Average	1/Week	3/Week	6.0	mg/L	Maximum 25
cBOD Removal	Monthly Average	1/Week	3/Week	96	%	Minimum 85
Total Suspended Solids (TSS)	Weekly Maximum Average	2/Week	3/Week	12.3	mg/L	Maximum 45
	Monthly Average	2/Week	3/Week	10.8	mg/L	Maximum 30
TSS Removal	Monthly Average	2/Week	3/Week	93	%	Minimum 85
Chlorine Residual	Hourly Maximum	Continuous	Continuous	ND	mg/L	Maximum 0.56
Ammonia	Monthly Average	2/Month	1/Week	20.7	mg/L	Maximum 60
	Daily Maximum	2/Month	1/Week	38.1	mg/L	Maximum 120
pH	Instantaneous	Continuous	Continuous	6.2	SU	Minimum 6
	Instantaneous	Continuous	Continuous	7.3	SU	Maximum 9
Bacteriological Analysis						
Enterococcus	6-Week Geomean	2/Week	3/Week	3.8	MPN/100mL	Maximum 255
	10% Maximum	2/Week	3/Week	7.5	MPN/100mL	Maximum 1,055
Metals Analysis						
Copper	Daily Maximum	Monthly	Monthly	11.0	ug/L	Maximum 84
	Monthly Average	Monthly	Monthly	11.0	ug/L	Maximum 48
Cyanide	Daily Maximum	Monthly	Monthly	J1.6	ug/L	Maximum 37
	Monthly Average	Monthly	Monthly	J1.6	ug/L	Maximum 21
Semiannual and Quarterly Analysis						
Mercury	Weekly Average	Quarterly	Quarterly	*	ug/L	Maximum 0.072
	Monthly Average	Quarterly	Quarterly	*	ug/L	Maximum 0.066
	Annual Load	Quarterly	Quarterly	*	kg/yr	Maximum 0.11
Chronic Toxicity (EFF-002)	Pass/Fail	Semiannual	Semiannual	*	Pass/Fail	Pass Minimum
	Effect	Semiannual	Semiannual	*	%	50% Maximum
Chronic Toxicity (SUR-001)	Pass/Fail	Semiannual	Semiannual	*	Pass/Fail	Pass Minimum
	Effect	Semiannual	Semiannual	*	%	50% Maximum
Permit Analysis						
Dioxin - TEQ Sum	Daily Maximum	1/Permit	1/Permit	*	ug/L	Maximum 2.8E-08
	Monthly Average	1/Permit	1/Permit	*	ug/L	Maximum 1.4E-08
PCB Aroclor Sum	Sum	1/Permit	1/Permit	*	ug/L	Maximum 0.012

* Monitoring Not Required This Month ND = None Detected X = Data not available at report time J = Detected but not Quantified

Glossary of Terms

NPDES Permit Compliance Summary Table

- **Ammonia:** We analyze the final effluent for ammonia due to its toxicity to aquatic organisms and potential for providing nutrients to algae in the San Francisco Bay. The permit has a maximum daily limit of 110 mg/L and a monthly average limit of 60 mg/L.
- **Carbonaceous Biochemical Oxygen Demand (cBOD):** The amount of dissolved oxygen needed by microorganisms (biomass) to reduce organic material in the effluent. Effluent permit limits require removal of 85% influent cBOD, a monthly average of concentration of less than 25 mg/L cBOD and a weekly average concentration of less than 40 mg/L.
- **Chlorine Residual:** The secondary effluent is disinfected with hypochlorite (chlorine), and then the residual chlorine is neutralized with sodium bisulfite to protect the Bay environment. The final effluent chlorine residual hourly average limit is 0.56 mg/L, which is monitored continuously.
- **Chronic Bioassay:** A 7-day test of *Mysida* shrimp's exposure to final effluent in a static renewed tank to determine their survivability. The permit requires that we maintain a less than a 50 percent survival effect.
- **Copper:** Our permit requires monitoring of the final effluent for a variety of different metals and has limits for Copper and Mercury. The Copper monthly average limit is 48 ug/L, and the daily maximum limit is 84 ug/L. The remaining metals are monitored only.
- **Cyanide:** A byproduct of potential source control activities and is also a by-product of the disinfection process, and our permit requires monthly sampling and analysis. The Cyanide monthly average limit is 21 ug/L, and the daily maximum limit is 37 ug/L.
- **Dioxin:** Our permit requires monitoring of 17 dioxin-like compounds once per permit cycle. It has a limit for the weighted sum of these 17 dioxin compounds, referred to as the Dioxin Toxic Equivalency (TEQ). The Dioxin TEQ monthly average limit is 0.014 pg/L and daily maximum limit is 0.028 pg/L.
- **Enterococcus:** Enterococcus bacteria are the indicator organisms for the determination of the effectiveness of the disinfection process. The Enterococcus six-week rolling geometric mean limit is 255 MPN/100mL and the Enterococcus 10 percent monthly maximum limit is 1,055 MPN/100mL.
- **pH:** pH is a measurement of acidity, with pH 7.0 being neutral and higher pH values being basic and lower pH values being acidic. Our effluent pH must stay within the range of 6.0 to 9.0, which we monitor continuously.
- **Mercury:** Our permit requires monitoring of the final effluent for a variety of different metals, and has limits for Copper and Mercury. The Mercury monthly average limit is 0.066 ug/L, the weekly average limit is 0.072 ug/L, and the annual average loading limit is 0.11 kg/yr. The remaining metals are monitored only.
- **Total Suspended Solids (TSS):** Measurement of suspended solids in the effluent. Our permit requires removal at least 85% of the influent TSS, and that the effluent limit is less than 45 mg/L as a weekly average and less than 30 mg/L as a monthly average.

EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA

January 2026

The removal efficiencies shown are based on the monthly average of the following treatment processes that were in service.

PRIMARY CLARIFIER PERFORMANCE

Total Suspended Solids (TSS) in:	334.7	mg/l	Expected removal efficiencies as outlined in Metcalf & Eddy Wastewater Engineering Manual.
TSS out:	63.0	mg/l	
Percent Removal Achieved:	81.2	%	Design 50-70% Removal
Total Biochemical Oxygen Demand (BOD) in:	191.2	mg/l	
BOD out:	137.0	mg/l	
Percent Removal Achieved:	28.3		Design 25-40% Removal
Plant Influent Flows:	17.87	MGD	

SECONDARY SYSTEM PERFORMANCE

AERATION TANKS/ACTIVATED SLUDGE

Dissolved Oxygen set point:	2.3	mg/l
MLSS:	762	mg/l
MCRT:	2.8	Days
SVI:	132	

SECONDARY CLARIFIERS

WAS concentration:	4,198	mg/l
TSS out:	11.1	mg/l
Secondary System TSS Removal	82.5	%

FINAL EFFLUENT

Effluent TSS for the month:	10.8	mg/l	(Maximum Limit: 30mg/l)
Week #1 weekly average	12.3	mg/l	(Maximum Limit: 45mg/l)
Week #2 weekly average	10.0	mg/l	"
Week #3 weekly average	5.5	mg/l	"
Week #4 weekly average	10.0	mg/l	"
Week #5 weekly average	11.3	mg/l	"
Monthly average TSS removal efficiency through the plant:	93.0	%	(Minimum Limit: 85%)

Effluent CBOD:	6.0	mg/l	(Maximum Limit: 25mg/l)
Week #1 weekly average (Sat-Sun)	4.0	mg/l	(Maximum Limit: 40mg/l)
Week #2 weekly average	4.0	mg/l	"
Week #3 weekly average	6.5	mg/l	"
Week #4 weekly average	6.5	mg/l	"
Week #5 weekly average	8.0	mg/l	"
Monthly average CBOD removal efficiency through the plant:	96.0	%	(Minimum Limit: 85%)

Disinfection Dosing Rate:	3.5	mg/l	monthly average
Ammonia Monthly Average:	20.7	mg/l	(Maximum 60)
Enterococcus six-week Geometric Mean:	3.8	MPN	(Maximum 255)
Enterococcus 10% Maximum:	7.5	MPN	(Maximum 1,055 MPN)
Effluent pH for the month:	Min	6.2	(Min 6.0)
	Max	7.3	(Max 9.0)

DIGESTER TREATMENT

Thickened Waste Concentration from the RDT:	6.61	%
Volatile Solids destroyed:	80.3	%
Cubic feet of biogas produced:	9,785,460 (Total)	315,560 (Daily Average)
Temperature of the digesters:	101.8	degrees Fahrenheit

EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA

January 2026

The removal efficiencies shown are based on the monthly average of the following treatment processes that were in service.

DEWATERING

Centrifuge feed concentration:	3.1	%
Biosolids concentration:	26.4	%
TSS of the centrate:	169	mg/l
Centrifuge solids capture:	99.51	%
Polymer use per dry ton of biosolids:	14.06	#/dry ton
Polymer feed rate per run:	3.46	gpm
Concentration of the polymer batches:	0.328	%
Sludge feed rate per run:	52.1	gpm

Comments:

The treatment plant performed well, and all online equipment operated without incident.

Graph #1:

Depicts the total influent flow (from all collection agencies) entering the treatment plant.

The red graph line represents total influent flows; and the blue bars depict the CMSA rain gauge recordings for the month.

Graph #2:

Depicts individual collection agency flows.

The Y-axis is in the flow range of 0-30 MGD.

Graph #3:

Depicts the enterococcus most probable number (MPN) results which are an indication of the performance of the disinfection system.

The 6-week geometric mean of 3.8 MPN remained below the Agency KPI of 35 MPN and permit limit of 255 MPN.

Graph #4:

Depicts the total suspended solids in the effluent.

Our monthly average was 10.8 mg/l, below our KPI of 15 mg/l and NPDES permit monthly average limit of 30 mg/l. On 1/1 & 1/5, the effluent TSS exceeded the Agency KPI with a 19.0 mg/l result. These occurred during wet-weather blend events.

Graph #5:

Depicts the effluent CBOD which is measuring the oxygen demand of the wastewater.

The effluent CBOD average was 6.0 mg/l, below our NPDES limits of 40 mg/l weekly and 25 mg/l for the month.

Graph #6:

Depicts the degree to which the biosolids have been dewatered.

Our biosolids % concentration met or exceeded our KPI of 25% for the month. No dewatering operations were conducted on one day: 1/4.

Graph #7:

Depicts the amount of biogas that is produced in the digesters, measured by a flow meter, and then used to produce electricity.

Biogas production averaged 315,560 cubic feet per day, above our monthly KPI of 200,000 cubic feet per day.

Graph #8:

This graph depicts the amount of energy produced through cogeneration versus the energy purchased from MCE for Agency operations, and the green line represents power exported to the grid. The Agency exported 86,935 kWh in January.

Glossary of Terms

Process Performance Data Sheet

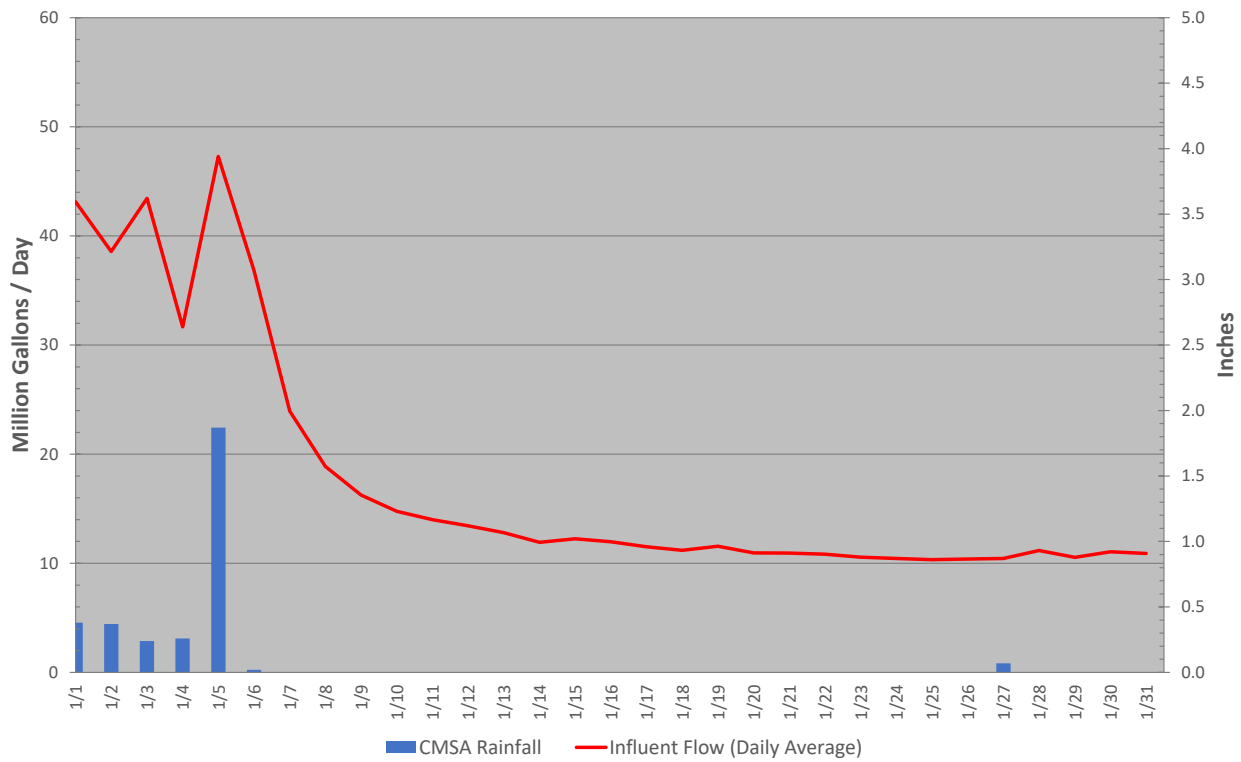
- **Aeration Tanks:** A biological process that takes place after the biotowers, where biomass (microorganisms) is mixed with the wastewater to feed on dissolved and suspended organic material. High speed blowers are used to provide compressed air to mix the tank contents.
- **Anaerobic Digesters:** In the anaerobic digestion process, organic material removed in the primary and secondary clarifiers is digested by anaerobic bacteria. The end products are methane, carbon dioxide, water, stabilized organic matter, and some inorganic material.
- **Biosolids:** Anaerobically digested solids that are removed from the two digesters, dewatered, and then beneficially reused. Beneficial reuse may include landfill alternate daily cover (ADC), land application in the summer as a soil amendment and fertilizer, or converted into a liquid fertilizer for agricultural applications.
- **Biotower:** A biological treatment process, occurring after the primary clarifiers and before the aeration tanks, in which the wastewater trickles over a biomass-covered media. The biomass feeds on the dissolved and suspended solids in the wastewater.
- **Centrifuge:** Process equipment used to dewater biosolids prior to beneficial reuse.
- **Cogeneration System:** A system comprised of a dual-fuel engine coupled to an electric generator that is used to produce energy to power the Agency facilities. Fuels the system uses are methane biogas produced in the anaerobic digesters and, when biogas is not available, purchased natural gas. As well as generating electricity, the system supplies heat for plant processes and building heating.
- **Chlorine Contact Tanks (CCTs):** The final treatment process is disinfection and de-chlorination. The CCTs allow contact time for injected chlorine solution to disinfect the wastewater. Sodium bisulfite, the de-chlorination chemical, is introduced at the end of the CCTs to neutralize any residual chlorine to protect the San Francisco Bay environment.
- **Rotary Drum Thickener (RDT):** Waste activated sludge removed from the secondary clarifiers is thickened in rotary drum thickeners before being transported to the anaerobic digesters. Thickening removes some of the sludge's water content, to decrease hydraulic loading to the digesters.
- **Final Effluent:** After all the treatment processes are completed, the final effluent is discharged into to central San Francisco Bay through a 10,000-foot-long deep-water outfall.
- **Mean Cell Residence Time (MCRT):** An expression of the average time that a microorganism will spend in the secondary treatment system.
- **Mixed Liquor Suspended Solids (MLSS):** The liquid in the aeration tanks is called MLSS and is a combination of water, solids, and microbes. Suspended solids in the MLSS measured in milligrams per liter (mg/l).

- **Most Probable Number (MPN):** Concentrations, or number of colonies, of total coliform bacteria are reported as the “most probable number.” The MPN is not the absolute count of the bacteria but a statistical estimate of their concentration.
- **Polymer:** Polymer is added to digested sludge prior to dewatering to improve solids coagulation and water separation.
- **Primary Clarifier:** A physical (as opposed to biological) treatment process where solids that settle or float are removed and sent to the digesters for further processing.
- **Return Activated Sludge (RAS):** The purpose of returning activated sludge (biomass) to the aeration tanks is to maintain a sufficient concentration of microbes to consume the wastewater’s dissolved solids.
- **Secondary Clarifiers:** Provides settling for the biomass after aeration. Most of the settled biomass is returned to the aeration tank as return activated sludge (RAS) and some is sent to the RDT unit as waste activated sludge.
- **Sludge Volume Index (SVI):** This is a calculation used to indicate the settling ability of the biomass in the secondary clarifiers.
- **Thickened Waste Activated Sludge (TWAS):** Waste activated sludge is thickened in the RDTs, and then the TWAS product is pumped to the digester for processing.
- **Volatile Solids:** Organic content of the wastewater suspended solids.
- **Waste Activated Sludge (WAS):** Biomass that is removed from the secondary clarifiers pumped to the RDTs for thickening.

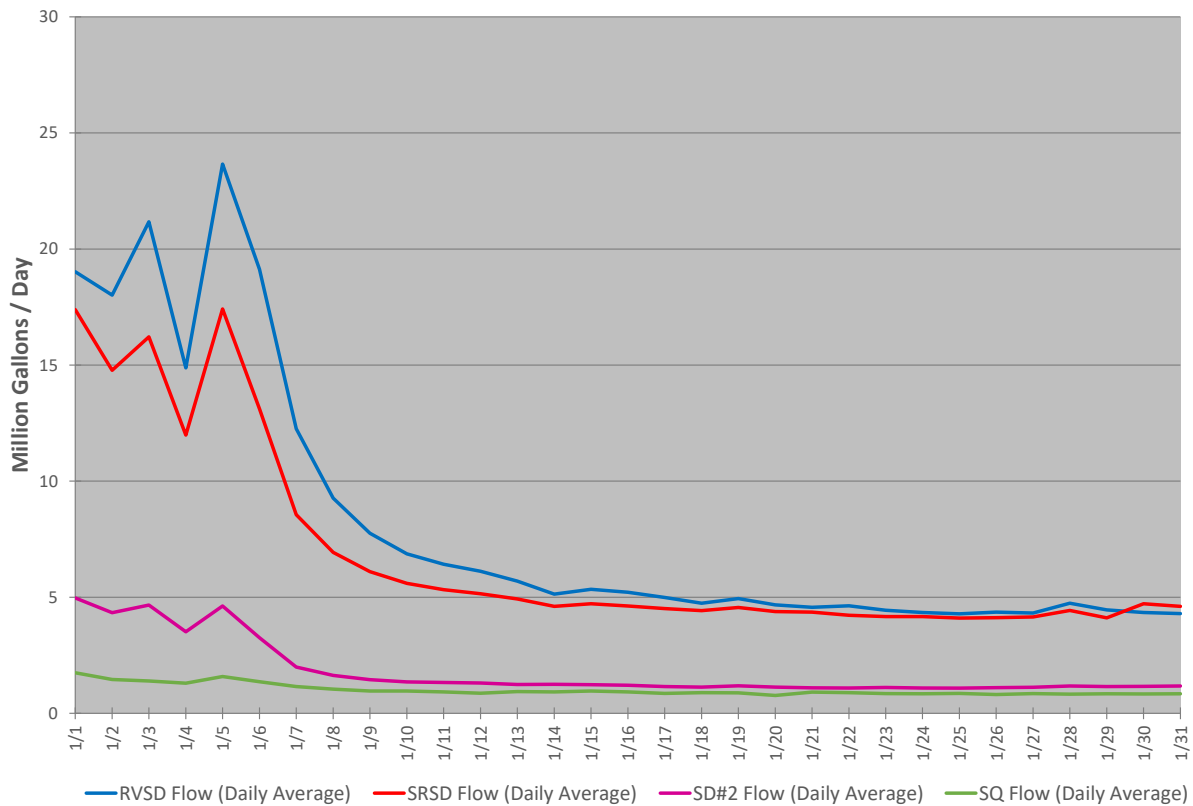
Units of Measurement

- kg/month (Kilograms per Month): 1 kilogram = 2.205 lbs.
- KPI (Key Performance Indicators): The Agency’s process performance goals.
- Kwh (Kilowatt Hours): A unit of electric power equal to using 1 Kw for 1 hour.
- Milligrams per Liter (mg/L): A measure of the concentration by weight of a substance per unit volume. For practical purposes, one mg/L is equal to one part per million (ppm).
- MPN/100mL (Most Probable Number per 100 milliliters): Statistical estimate of a number per 100 milliliters of a given solution.
- Percent by Mass (% by mass): A measure of the combined mass of a solute + solvent.
- Percent by Volume (% by vol): A measure of the volume of a solution.
- ug/L (Micrograms per Liter of Solution): Mass per unit volume.

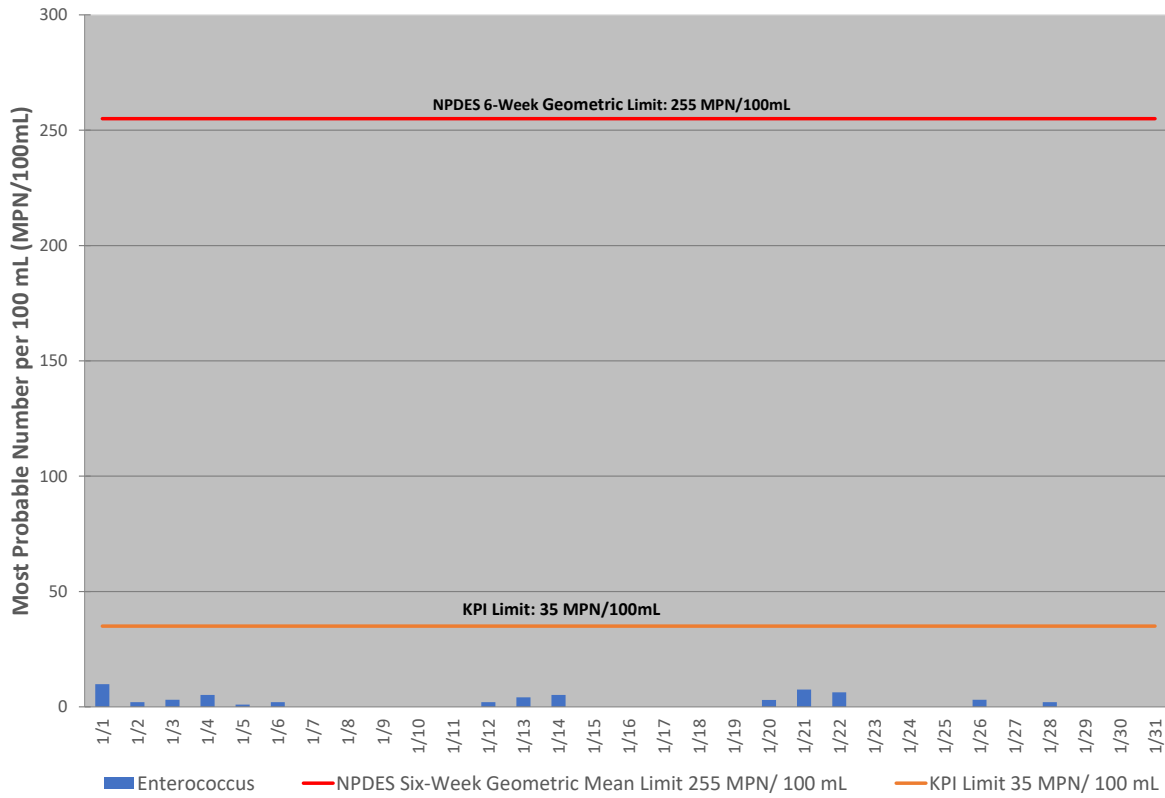
Graph #1: CMSA Influent Flow and Rainfall



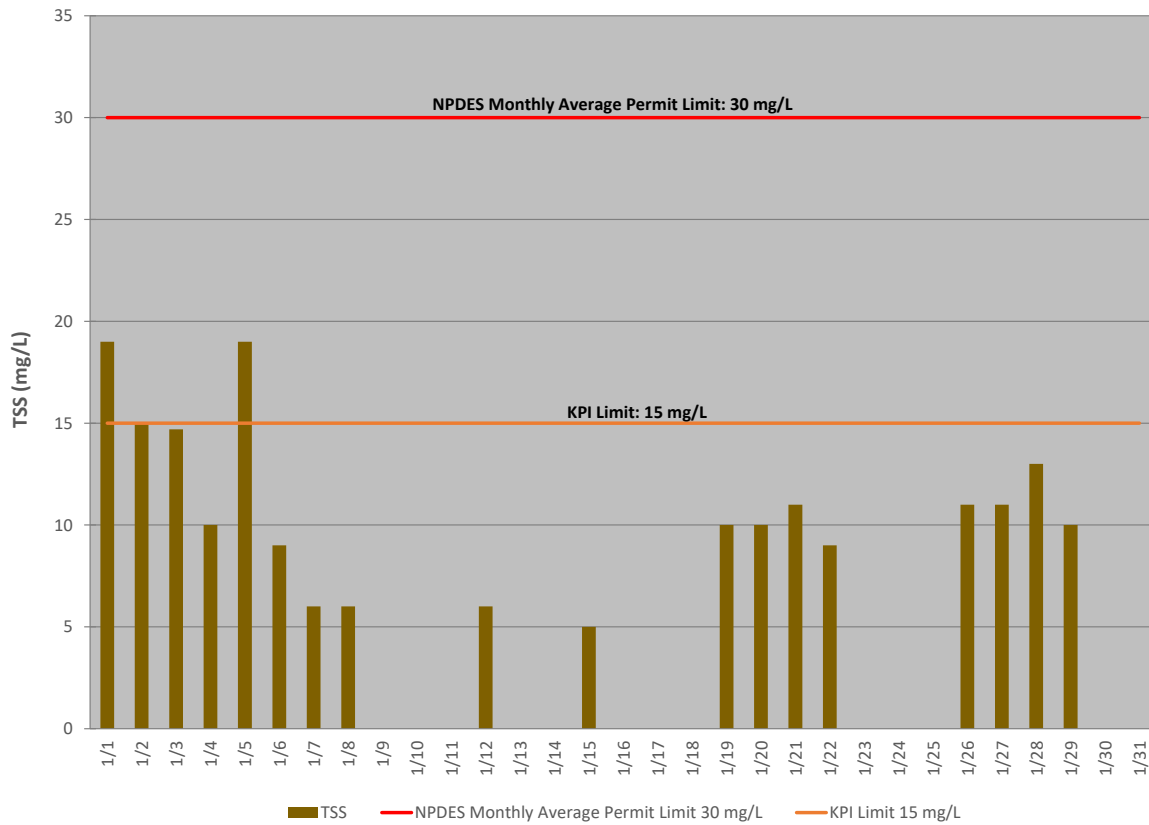
Graph #2: Collection System Influent Flows



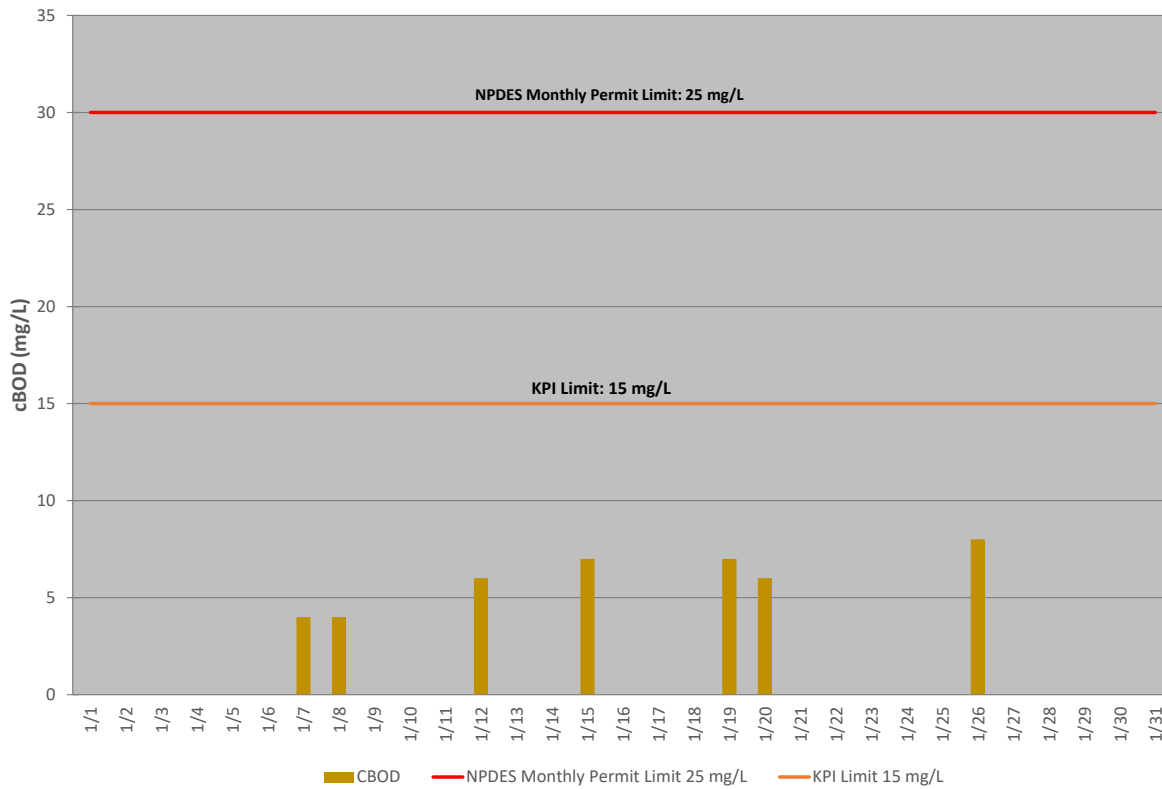
Graph #3: Enterococcus



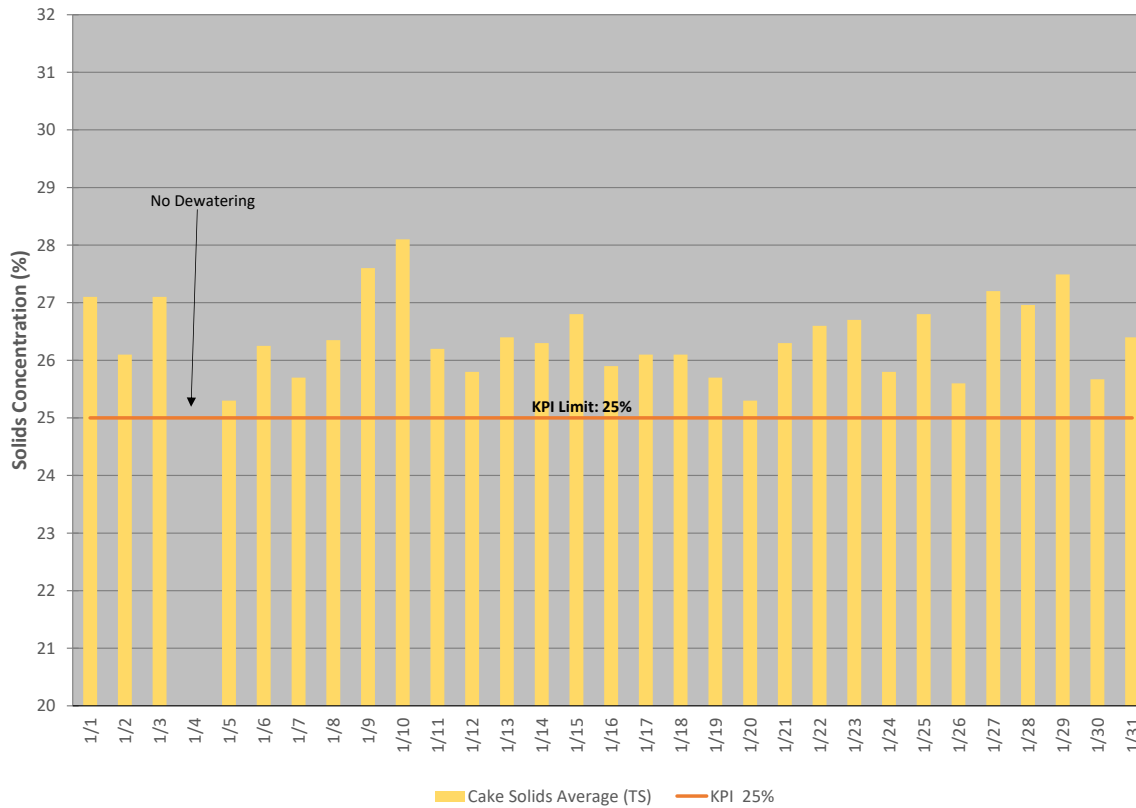
Graph #4: Final Effluent Total Suspended Solids



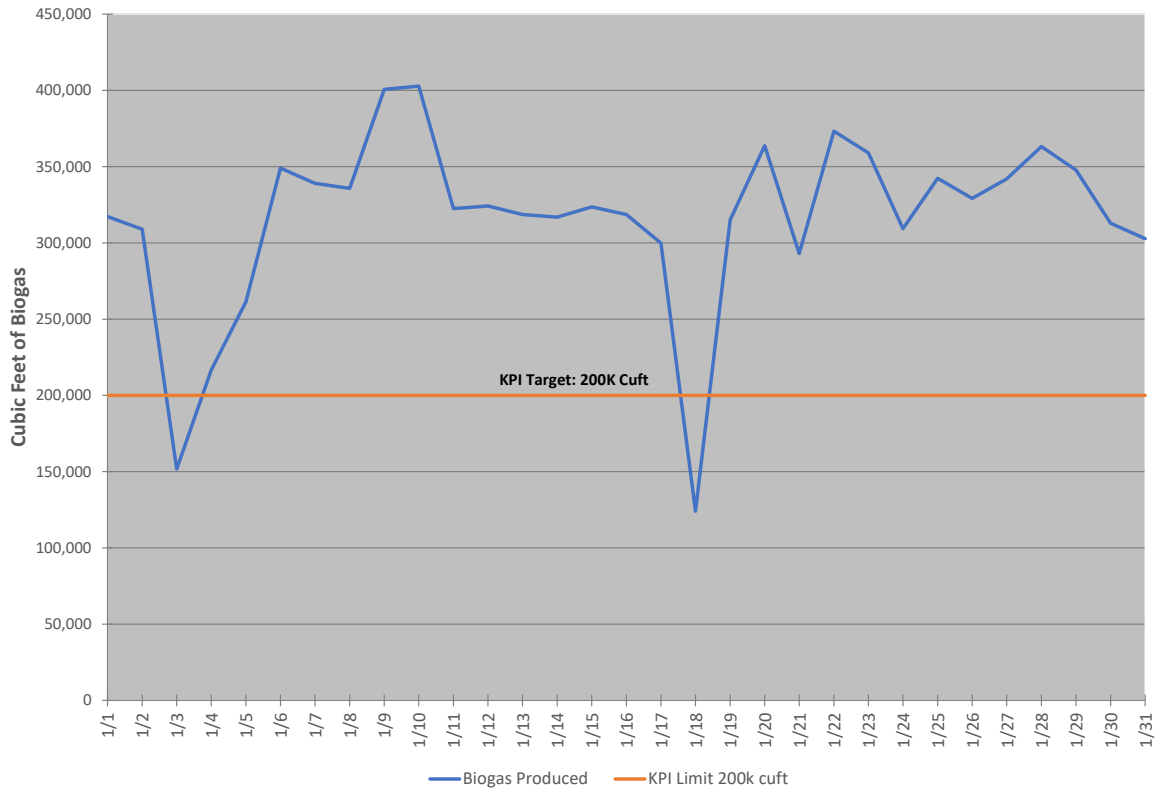
Graph #5: Carbonaceous Biochemical Oxygen Demand (cBOD)



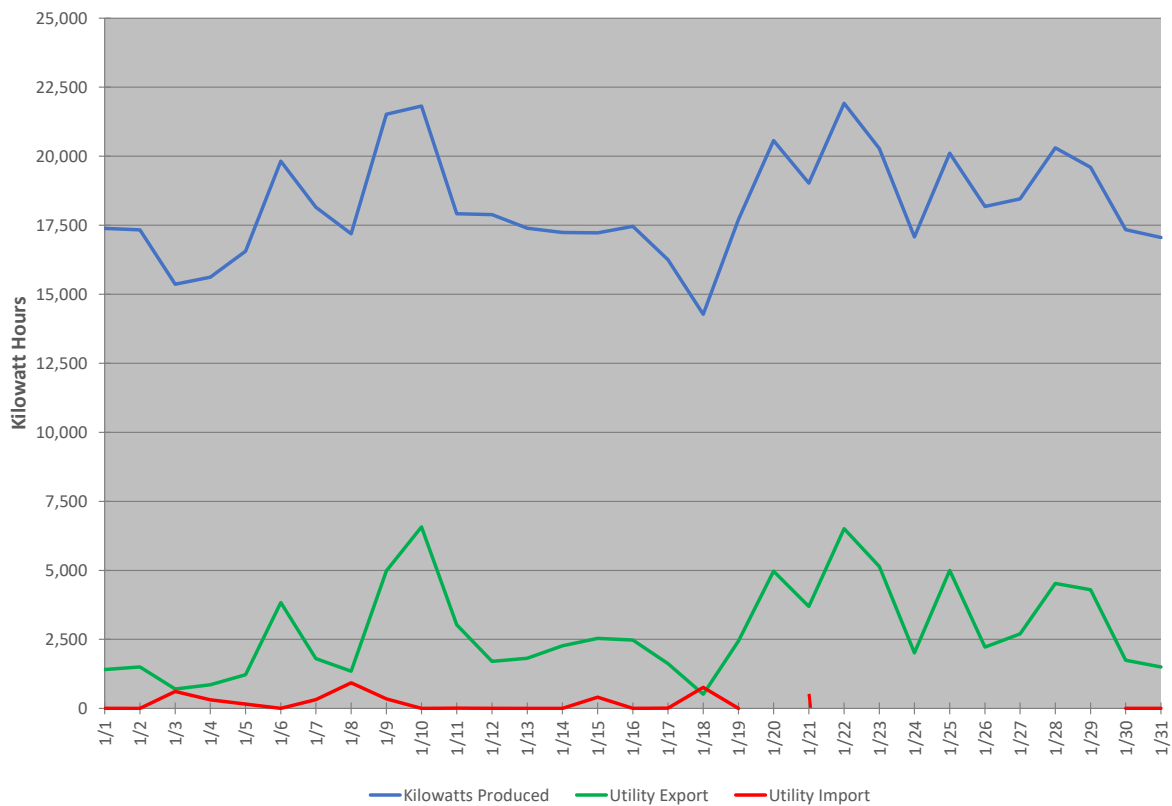
Graph #6: Biosolids Solids Concentration



Graph #7: Biogas Production



Graph #8: Power Distribution





BOARD MEMORANDUM

February 5, 2026

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Performance Metric Reports – December 2025 and January 2026

Recommendation: Accept the December 2025 and January 2026 Performance Metric Reports.

Performance Summary: The Agency's performance in operations and maintenance activities, regulatory and environmental compliance, public education, and outreach met or exceeded all our metric goals/targets. Noteworthy metrics or variances are described below.

Table I – Treatment/Process Metrics

Staff did a fine job operating the treatment facilities during the December and January storm events; there were not any treatment process or equipment issues. The Regional Water Board recently adopted an order that modifies how the annual nutrient loading is calculated and reported. The order requires the reported nutrient loading to be rounded to two significant figures. For CMSA, our annual load of 1,161 kg/day is rounded to 1,200 kg/day, still less than the Agency's interim limit of 1,300 kg/day.

In the January 2026 report, the quarterly Mercury diversion % (Item 5) is N/A as the quarterly sample analyses will be performed in February, and the Total Inorganic Nitrogen (Item 6) is listed as N/A because the permitting period begins in May.

Table II – Employee Metrics

Internal training over the past month for various employees included Pathogen Protection, HazMat Refresher, Fire Extinguishers Use, Underground Storage Tank Monitoring, and Trenching and Excavation safety training, and a few employees attended online FEMA Incident Command System Training. Several employees attended the annual on-site San Quentin Rehabilitation Center security access training. Employees also started taking their biannual web-based Diversity and Inclusion training.

The General Manager and Assistant General Manager attended the CASA Winter Conference in Indian Wells, and the Assistant Operations Supervisor attended the monthly Marin Sonoma Leadership Academy.

Table III – Public Outreach

Seven odor notifications were posted to the Agency website, and there were no public odor complaints. The notifications were for the quarterly cleaning of the organic waste receiving facility, draining the effluent storage pond, and draining primary clarifiers, secondary clarifiers, and aeration tanks after wet weather events. Odor mitigation systems were in place during the tank draining work.

Monthly public education events may include staff attendance at public outreach events, school classroom and/or juggler show presentations, and Agency tours, as presented on the following page.

Public Outreach Events

There were not any events in December or January.

School Events – Juggler Show Presentations and Classroom Events

Rock Steady Juggling provides elementary school outreach presentations, and there were no presentations in December due to school exams and Holiday breaks, or in January.

CMSA Tours

Date	Group	Attendees
1/22	City of Redding Treatment Plant staff	14

Table IV – Environmental and Regulatory Compliance Metrics

There were no final effluent or air permit exceedances during the past two months. In December, the FOG Program Inspections (Item 8) target was not met due to environmental compliance staff focusing on dental office inspections (Item 7) in the Novato, Las Gallinas, and CMSA service areas. Process Control Analyses (Item 3) exceeded its target range due to a higher number of aeration and centrifuges sample analyses.

In January, staff did not perform many source control inspections. They prioritized completing the annual regulatory pretreatment, public education and pollution prevention reports.

Attachments:

- 1) December 2025 Performance Metric Report
- 2) January 2026 Performance Metric Report

TABLE I - TREATMENT/PROCESS METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Wastewater Treated	Volume of wastewater influent treated in million gallons (Mg); <i>Year to date in billion gallons (Bg)</i>	441.12 Mg; 4.12 Bg	165 – 820 Mg/month
2) Recycled Water Use	Volume of recycled water produced and used on-site, in million gallons (Mg) Volume delivered at the truck fill station, in thousand gallons (Kg)	32.0 Mg 51.3 Kg	25 - 40 Mg variable
3) Biosolids Reuse	Reuse at the Redwood Landfill, in wet tons (wt) Fertilizer and soil amendment at land application sites, in wet tons (wt) Bio-Fertilizer production at the Lystek facility, in wet tons (wt)	385.0 wt 0.0 wt 157.5 wt	360 – 665 wt
4) Conventional Pollutant Removal	Removal of the conventional NPDES pollutants. a. tons of Total Suspended Solids (TSS) removed; % TSS removal b. tons of Biological Oxygen Demand (BOD) removed; % BOD removal	214.6 tons; 95% 243.7 tons; 97%	> 85% > 85%
5) Priority Pollutants Removal	Diversion of priority NPDES metals from discharge to the San Francisco Bay: a. % Mercury, for current quarter b. % Copper	96% 78%	88 – 99% 75 – 90%
6) Total Inorganic Nitrogen	Total Inorganic Nitrogen in final effluent (Permitted May – September) a. % of permit season total limit b. May – September (rolling permit season average)	92% 1,200 kg	<100% <1300 kg
7) Biogas Production	Biogas generated in our anaerobic digesters, in million cubic feet (Mft ³) Natural gas equivalent of the biogas, in million cubic feet (Mft ³) Average biogas production per day, in thousands of cubic ft (Kft ³)	8.75 Mft ³ 5.60 Mft ³ 282 Kft ³	7.0 - 10.5 Mft ³ 4.5 - 6.7 Mft ³ 200 - 375 Kft ³
8) Power Produced	Power produced from cogeneration of biogas and purchased natural gas - in kilowatt hours. (kWh) Power produced from cogeneration of biogas and delivered to the MCE Cogeneration system runtime on biogas, <i>in hours (hrs.); % time during month</i> Agency power demand supplied by renewable power, % Cogeneration system uptime, <i>in hours; % time during month</i> Biogas value (natural gas cost equivalent).	521,261 kWh 53,175.3 kWh 659.51 hrs; 88.6% 100% 742.41 hrs; 99.8% \$49,205	425,000 -740,000 kWh 60,000 – 175,000 kWh 600 hrs; 80% 80 - 150% 650 hrs; 87% \$30,000 - \$60,000
9) Efficiency	The cost to operate and maintain the treatment facilities per million gallons of wastewater treated, in dollars per million gallons. (\$/Mg) Energy used, kilowatt hours, per million gallons treated. (kWh/Mg)	\$2,780/Mg 1,196 kWh/Mg	\$2,500 - \$5,400/Mg (wet - dry) 670 - 2,400 kWh/Mg

CMSA CY24 PERFORMANCE METRICS – December 2025

Table II – EMPLOYEE METRICS

Metric	Definition	Measurement	Target/Goal
1) Employee Training	Hours of internal training – safety, virtual, project, vendor, etc. Hours of external training – employment law, technical, regulatory, etc.	Internal = 66.5 hrs External = 8 hrs	variable
2) Work Orders	Preventative maintenance (PM) labor hours Planned corrective maintenance (CM) labor hours; % of CM+UCM hrs. Unplanned corrective maintenance (UCM) labor hours; % of CM+PM hrs. Ratio of PM to total corrective maintenance (CM + UCM);	996.5 hrs 665.75 hrs (96.2%) 26.5 hrs (1.6%) 1.44	800 - 1,100 hrs ≥ 70% total CM hrs ≤ 30% total hours ≥ 0.45
3) Overtime Worked	Monthly hours of overtime worked; <i>Year to date hours of overtime</i> % of regular hours worked; <i>% Year to date</i>	164 hrs; (1,245 hrs) 2.1%; (1.3%)	< 5%
4) Internship Program	Number of high school and college student interns work hours; <i>Year to date hours</i>	341 hrs; (3,239 hrs)	Variable

Table III- PUBLIC OUTREACH

Metric	Definition	Measurement	Target/Goal
1) Public Education Events	Attendance at public education outreach events; # of booth visitors; <i>(YTD)</i>	0; (5,724)	3,000/year
2) School Events	Participation or sponsorship in school outreach events; attendees; <i>(YTD)</i>	0; (4,794)	variable
3) Agency Tours	Tours given to students and the public; # of people, <i>(YTD)</i>	0; (135)	variable
4) Odor Notifications	Number of odor alerts posted to the Agency website	2	1-10
5) Odor Complaints	Number of odor complaints received from the public	0	0

CMSA CY24 PERFORMANCE METRICS – December 2025

Table IV - ENVIRONMENTAL AND REGULATORY COMPLIANCE METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Permit Exceedances	# of NPDES permit exceedances # of BAAQMD permit exceedances	0 0	0 0
2) Regulatory Analyses	# of analyses by the CMSA laboratory for NPDES, stormwater, and biosolids regulatory compliance monitoring and reporting.	426	200-500
3) Process Control Analyses	# of analyses by the CMSA laboratory for process control monitoring and studies.	1,005	400-900
4) Contract Laboratory Analyses	# of analyses by contract laboratories for regulatory compliance reporting, studies, and source control program monitoring.	23	25-150
5) Quality Control Testing	# of CMSA performed laboratory analyses for QA/QC purposes.	1,133	500-1,500
6) Water Quality Sample Analyses	# of ammonia, total and fecal coliform, enterococcus, and/or sulfide analyses performed for the CMSA member agencies, and occasionally source control monitoring analyses.	69	50-500
7) Source Control Inspections	Inspections of industrial and commercial businesses in the Agency's and LGVSD's source control programs and Novato Sanitary District's Mercury Reduction Program – 187 businesses and 95 dental offices.	31	10-30
8) FOG Program Inspections	Inspections of food service establishments (FSEs) in the Almonte, TCSD, SD2, RVSD, SRSD, and LGVSD service areas – approx. 346 FSEs are regulated.	7	30 – 50
9) Permits Issued/Renewed	Permits issued for the source control programs – pretreatment, pollution prevention, food service establishments, and ground water discharge.	0	variable

TABLE I - TREATMENT/PROCESS METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Wastewater Treated	Volume of wastewater influent treated in million gallons (Mg); <i>Year to date in billion gallons (Bg)</i>	554.0 Mg, 0.554 Bg	165 – 820 Mg/month
2) Recycled Water Use	Volume of recycled water produced and used on-site, in million gallons (Mg) Volume delivered at the truck fill station, in thousand gallons (Kg)	30.6 Mg 23.6 Kg	25 - 40 Mg variable
3) Biosolids Reuse	Reuse at the Redwood Landfill, in wet tons (wt) Fertilizer and soil amendment at land application sites, in wet tons (wt) Bio-Fertilizer production at the Lystek facility, in wet tons (wt)	280.0 wt 0.0 wt 227.5 wt	360 – 665 wt
4) Conventional Pollutant Removal	Removal of the conventional NPDES pollutants. a. tons of Total Suspended Solids (TSS) removed; % TSS removal b. tons of Biological Oxygen Demand (BOD) removed; % BOD removal	191.3 tons; 93% 231.0 tons; 96%	> 85% > 85%
5) Priority Pollutants Removal	Diversion of priority NPDES metals from discharge to the San Francisco Bay: a. % Mercury, for current quarter b. % Copper	N/A 63%	88 – 99% 75 – 90%
6) Total Inorganic Nitrogen	Total Inorganic Nitrogen in final effluent (Permitted May – September) a. % of permit season total limit b. May – September (rolling permit season average)	N/A N/A	<100% <1300 kg
7) Biogas Production	Biogas generated in our anaerobic digesters, in million cubic feet (Mft ³) Natural gas equivalent of the biogas, in million cubic feet (Mft ³) Average biogas production per day, in thousands of cubic ft (Kft ³)	9.78 Mft ³ 6.26 Mft ³ 315 Kft ³	7.0 - 10.5 Mft ³ 4.5 - 6.7 Mft ³ 200 - 375 Kft ³
8) Power Produced	Power produced from cogeneration of biogas and purchased natural gas - in kilowatt hours. (kWh) Power produced from cogeneration of biogas and delivered to the MCE Cogeneration system runtime on biogas, <i>in hours (hrs.); % time during month</i> Agency power demand supplied by renewable power, % Cogeneration system uptime, <i>in hours; % time during month</i> Biogas value (natural gas cost equivalent).	564,234 kWh 86,935 kWh 697.68 hrs; 94% 112% 744.00 hrs; 100% \$51,826	425,000 -740,000 kWh 60,000 – 175,000 kWh 600 hrs; 80% 80 - 150% 650 hrs; 87% \$30,000 - \$60,000
9) Efficiency	The cost to operate and maintain the treatment facilities per million gallons of wastewater treated, in dollars per million gallons. (\$/Mg) Energy used, kilowatt hours, per million gallons treated. (kWh/Mg)	\$1,995/Mg 1,026 kWh/Mg	\$2,500 - \$5,400/Mg (wet - dry) 670 - 2,400 kWh/Mg

CMSA CY24 PERFORMANCE METRICS – January 2026

Table II – EMPLOYEE METRICS

Metric	Definition	Measurement	Target/Goal
1) Employee Training	Hours of internal training – safety, virtual, project, vendor, etc. Hours of external training – employment law, technical, regulatory, etc.	Internal = 35.25 External = 68.25	variable
2) Work Orders	Preventative maintenance (PM) labor hours Planned corrective maintenance (CM) labor hours; % of CM+UCM hrs. Unplanned corrective maintenance (UCM) labor hours; % of CM+PM hrs. Ratio of PM to total corrective maintenance (CM + UCM);	1,016.5 hrs 720.25 hrs (96.3%) 28.0 hrs (1.6%) 1.35	800 - 1,100 hrs ≥ 70% total CM hrs ≤ 30% total hours ≥ 0.45
3) Overtime Worked	Monthly hours of overtime worked; <i>Year to date hours of overtime</i> % of regular hours worked; <i>% Year to date</i>	272 hrs; (272 hrs) 3.6%; (3.6%)	< 5%
4) Internship Program	Number of high school and college student interns work hours; <i>Year to date hours</i>	143.5 hrs;(143.5hrs)	Variable

Table III- PUBLIC OUTREACH

Metric	Definition	Measurement	Target/Goal
1) Public Education Events	Attendance at public education outreach events; # of booth visitors; <i>(YTD)</i>	0; (0)	3,000/year
2) School Events	Participation or sponsorship in school outreach events; attendees; <i>(YTD)</i>	0; (0)	variable
3) Agency Tours	Tours given to students and the public; # of people, <i>(YTD)</i>	14; (14)	variable
4) Odor Notifications	Number of odor alerts posted to the Agency website	5	1-10
5) Odor Complaints	Number of odor complaints received from the public	0	0

CMSA CY24 PERFORMANCE METRICS – January 2026

Table IV - ENVIRONMENTAL AND REGULATORY COMPLIANCE METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Permit Exceedances	# of NPDES permit exceedances # of BAAQMD permit exceedances	0 0	0 0
2) Regulatory Analyses	# of analyses by the CMSA laboratory for NPDES, stormwater, and biosolids regulatory compliance monitoring and reporting.	308	200-500
3) Process Control Analyses	# of analyses by the CMSA laboratory for process control monitoring and studies.	877	400-900
4) Contract Laboratory Analyses	# of analyses by contract laboratories for regulatory compliance reporting, studies, and source control program monitoring.	47	25-150
5) Quality Control Testing	# of CMSA performed laboratory analyses for QA/QC purposes.	974	500-1,500
6) Water Quality Sample Analyses	# of ammonia, total and fecal coliform, enterococcus, and/or sulfide analyses performed for the CMSA member agencies, and occasionally source control monitoring analyses.	116	50-500
7) Source Control Inspections	Inspections of industrial and commercial businesses in the Agency's and LGVSD's source control programs and Novato Sanitary District's Mercury Reduction Program – 187 businesses and 95 dental offices.	16	10-30
8) FOG Program Inspections	Inspections of food service establishments (FSEs) in the Almonte, TCSD, SD2, RVSD, SRSD, and LGVSD service areas – approx. 346 FSEs are regulated.	0	30 – 50
9) Permits Issued/Renewed	Permits issued for the source control programs – pretreatment, pollution prevention, food service establishments, and ground water discharge.	1	variable

BOARD MEMORANDUM

February 5, 2026

To: CMSA Commissioners and Alternates

From: Nick Talbot, Treatment Plant Manager
Abel Villarreal, Maintenance Supervisor

Approved: Jason Dow, General Manager

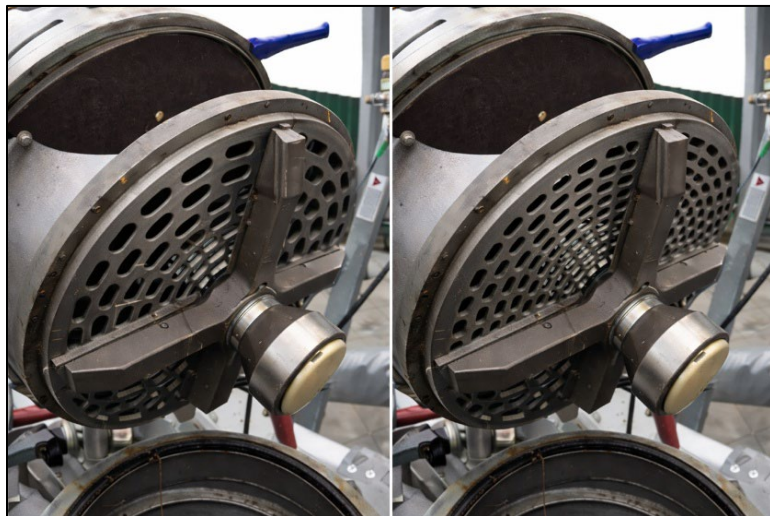
Subject: FY26 Asset Management Program 2nd Quarter Report

Recommendation: Informational, provide comments or directions to the General Manager, as appropriate.

Summary: Since February 2011, Agency staff have prepared quarterly reports for the Board, that highlight the Agency's fully implemented Asset Management Program work activities.

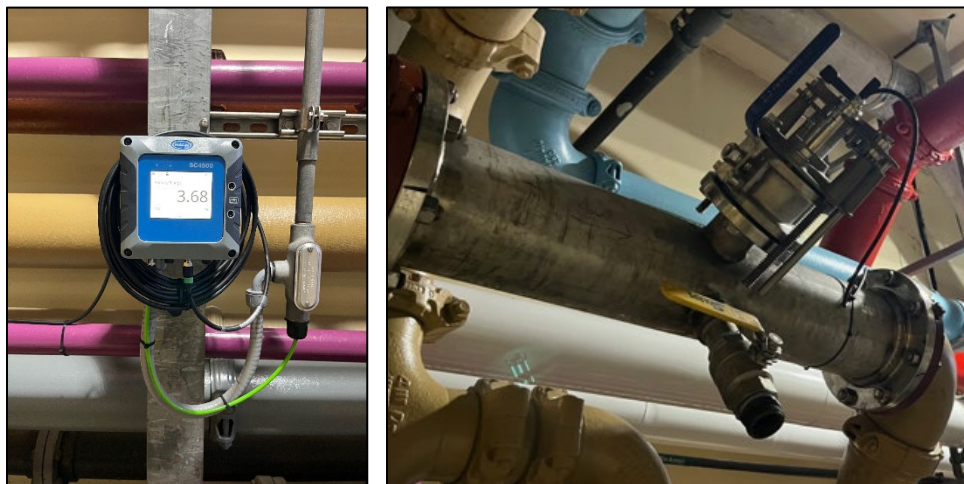
Second Quarter Highlights**Rock Trap Grinder Screen Upgrade**

At the Organic Waste Receiving Facility, Operations and Maintenance staff replaced the worn 24 mm perforated screen on the Rock Trap Grinder with a new, smaller 15 mm screen. The previous screen allowed larger inorganic debris to bypass the grinder, contributing to downstream hose pump failures. The smaller holes on the new screen will provide improved protection and reliability for downstream equipment. Work included removing the existing screen, installing and aligning the new screen, and confirming proper grinder operation.

*Old 24 mm**New 15 mm*

Primary Sludge Total Solids (TS) Meter Installation

In October 2025, Maintenance and E&I staff coordinated to complete the installation of the primary sludge Total Solids (TS) probe including the installation of a dedicated laboratory sampling sink for primary sludge analysis and probe calibration. The TS meter assists Operations in regulating primary sludge pumping to the digesters, to maintain target solids percentages and prevent the pumps from over pressurizing due to high solids concentrations. Work included fabricating and installing a new stainless steel pipe spool for the probe, mounting the probe housing and conduit, integrating the probe signal into the PLC and SCADA, and configuring alarms and trends. The probe now provides continuous real-time solids data, improving sludge feed consistency to the Digesters.



Site Sump Pump Replacement

In December 2025, Maintenance staff replaced the failing submersible pump in the facility's site sump that collects waste primarily from septage hauler receiving operations. The previous pump was worn, continuously clogging with rags, and frequently tripping, resulting in unreliable pump discharge to the Headworks. The new installation consists of a smart submersible pump with an integrated Variable Frequency Drive that automatically adjusts speed and flow output based on loading conditions and performs programmed reverse cycles to clear ragging and debris. Work included removing the failed pump and cabling, installing the new pump on the existing lifting hardware and discharge connections, programming and commissioning the pump with the manufacturer's representative, and verifying performance through SCADA and local control testing.



New

Old

RV Interceptor Flow Meter Replacement

The original Manning ultrasonic flow meter on the 54-inch RV interceptor was installed in 1985 and had reached the end of its service life, with parts no longer supported by the manufacturer and frequent maintenance required. On the evening of November 3, RVSD pumped down and isolated their collection system. At the same time, CMSA isolated the SD2 and San Quentin pump stations and closed the interceptor inlet isolation gate in the Headworks, allowing CMSA staff to dewater the section of force main between the flow meter junction box and the Headworks. Representatives from GWF, the manufacturer of the flow meter, installed the new multi-path ultrasonic flow meter, requiring the drilling and tapping of eight access ports on the interceptor pipe and installing the meter sensors. The work was originally scheduled for four overnight shutdowns but was completed in two, due to advanced planning, coordination, and rehearsal by RVSD and CMSA staff. The flow meter is now installed and operational, actively sending flow signals to SCADA. Over the next 6+ months, staff will monitor and test the meter's performance to validate accuracy and confirm reliability. CMSA staff have been trained to clean, calibrate, and maintain the new system.



Braided Hose and Hot Water Loop Repair

Maintenance staff repaired failed sections of black iron pipe on the hot water loop supplying the Maintenance Building heaters and hot water supply. The repair involved isolating and draining these portions of the water heat loop, removing the failed piping, and installing new high temperature braided stainless-steel hose assemblies with upgraded fittings. The loop was returned to service following successful leak testing, restoring reliable heat supply to the building.



Before



After

Asset Inventory

Agency staff conducted a review of Agency assets tracked within the Computerized Maintenance Management System (CMMS) asset tree. This quarterly exercise is performed to verify active assets within the system. As Agency staff manage projects, and regularly scheduled maintenance work is completed, both new and old assets must be accounted for in an asset inventory count. This process includes entering new and removing obsolete assets from the asset tree. Agency staff removed improperly grouped or classified assets and removed additional non-critical assets. A total of four items were entered, reclassified, or removed from the CMMS asset tree this past quarter.

Asset Locations	Total Assets
Central Marin Sanitation Agency	2,761
Sanitary District No. 2	403
San Quentin Rehabilitation Center	55
San Quentin Village Sewer Maintenance District	16

Parts Inventory

The parts inventory is comprised of critical spare parts and equipment, and consumable items for Agency assets and Agency managed pump station assets, which includes Sanitary District No. 2 (SD2), San Quentin Rehabilitation Center (SQRC), and San Quentin Village Sewer Maintenance District (SQVSMD). Spare parts and equipment for the Agency and SQVSMD are kept at Agency site-specific parts rooms, SD2 equipment is stored at Paradise pump station, and SQRC equipment is stored at the San Quentin West pump station.

Parts Inventory	Parts Quantity	Total Value
Central Marin Sanitation Agency	59,939	\$2,077,882
Sanitary District No. 2	353	\$206,227
San Quentin Rehabilitation Center	83	\$73,989
San Quentin Village Sewer Maintenance District	1	\$13,072

Asset Improvements, Repairs, and Refurbishment Work

1) CMSA Asset Management Improvements

Projects in the table below are considered routine, recurring, and usual maintenance work for the preservation, protection, or replacement of Agency assets. Agency labor, approved service provider, and materials costs are included to determine the overall cost to perform a specific task.

Area	Equipment	Improvement	Total Cost	Comments
Administration Building	Lab Oven	Improvement	\$3,091	Replaced oven.
Administration Building	Hot Water Temperature Control Valve	Replacement	\$1,281	Replaced valve.

Area	Equipment	Improvement	Total Cost	Comments
Administration Building	Hot Water Pipes	Replacement	\$7,951	Replace sections of hot water supply and return lines.
Disinfection / Dechlorination	SBS Air Compressor	Replacement	\$1,570	Replaced regulator and solenoid.
Disinfection / Dechlorination	CCT Gates No. 1, 2, & 3	Replacement	\$166,715	Replaced CCT influent gates.
Digesters	Digester No. 1 Sentry Probe	Replacement	\$3,044	Replaced ethernet switch.
Digesters	Centrifuge Feed Pump No. 2	Replacement	\$11,601	Replaced pump.
Digesters	Stairs	Refurbishment	\$3,894	Refurbished stair landing.
Biotowers	Sump Pump No. 1	Replacement	\$3,417	Replaced pump.
Headworks	Site Sump Pump No. 2	Replacement	\$9,215	Replaced pump.
Headworks	Ross Valley Interceptor Flowmeter	Improvement	\$235,609	New flowmeter installation including purchase, install, and labor.
Headworks	Plate Screens No. 1 & 2	Preventative Maintenance	\$5,814	Annual preventative maintenance.
Maintenance Building	Potable Water Line	Replacement	\$2,144	Replaced pressure regulator.
Maintenance Building	CMMS	Improvement	\$10,006	Update all inventory information for maintenance and electrical assets.
Maintenance Building	Hot Water Pipes	Improvement	\$5,931	Replace sections of hot water supply and return lines.
Organic Waste Receiving Facility	Rock Trap Grinder	Refurbishment	\$5,401	Replaced mechanical seal and cutter screen.
Organic Waste Receiving Facility	Below Ground Tank	Preventative Maintenance	\$6,184	Quarterly cleaning of below ground tank.
Organic Waste Receiving Facility	Below Ground Tank Level Sensor	Replacement	\$3,437	Replaced sensor.
Organic Waste Receiving Facility	Paddle Finisher	Improvement	\$6,797	Installed spray cleaning nozzle and solenoid.
Organic Waste Receiving Facility	Paddle Finisher	Replacement	\$1,377	Replaced failed relay.

Area	Equipment	Improvement	Total Cost	Comments
Organic Waste Receiving Facility	Paddle Finisher Feed Pump	Replacement	\$7,126	Replaced two EPDM hoses and hose lubricant.
Organic Waste Receiving Facility	Digester Feed Pump	Replacement	\$4,100	Replaced EPDM hose and hose lubricant.
Organic Waste Receiving Facility	Mixing Pump No. 1	Refurbishment	\$2,616	Replaced impeller.
Organic Waste Receiving Facility	Odor Scrubber VFD	Replacement	\$1,672	Replaced failed VFD.
Primary Clarifiers	Primary No. 1 Scum Collector	Replacement	\$7,011	Replaced chain and bearings.
Primary Clarifiers	Primary No. 7	Replacement	\$1,325	Replaced damaged floor track.
Primary Clarifiers	Total Solids Probe	Improvements	\$6,990	Installed new TS probe.
Primary Clarifiers	Primary Sludge Pump No. 5	Replacement	\$14,456	Replaced pump.
Primary Clarifiers	Primary Sludge Pumps No. 3 & 4	Fabrication	\$9,251	Fabricated two new pump bases.
Primary Clarifiers	Effluent Sampler	Replacement	\$6,802	Replaced motor and power supply.
Secondary Clarifiers	Turbidity Meter	Improvement	\$1,178	Installed sample line.
Solids Handling	Biosolids Hoppers	Refurbishment	\$22,369	Refurbished gates.
Solids Handling	RDT No. 1 & 2	Improvement	\$1,800	Installed flush line.
Solids Handling	Centrifuge Pump VFDs	Improvement	\$6,606	Replaced VFDs.
Solids Handling	Centrifuge Pump No. 1 VFD	Improvement	\$1,029	VFD parameters reconfigured.
Solids Handling	Centrifuge No. 3	Refurbishment	\$18,513	Refurbished the auger drive system.
Solids Handling	Exhaust Fans	Improvement	\$4,417	Controls upgrade.
Solids Handling Energy Generation	Jenbacher Cogeneration Engine Radiator	Replacement	\$1,255	Replaced fan belts and fan clutch.
Solids Handling Energy Generation	Jenbacher Cogeneration Engine	Preventative Maintenance	\$3,822	Oil and filter change.

Area	Equipment	Improvement	Total Cost	Comments
Solids Handling Energy Generation	Jenbacher Cogeneration Engine	Fabrication	\$2,279	Fabricated cart for load bank leads.
Solids Handling Energy Generation	Jenbacher Cogeneration Engine	Maintenance	\$1,412	Natural gas timing adjustment.
Solids Handling Energy Generation	Jenbacher Cogeneration Engine	Replacement	\$3,517	Replaced pre-heat pump.
Solids Handling Energy Generation	Jenbacher Cogeneration Engine	Replacement	\$4,957	Replaced water pump.
Solids Handling Energy Generation	Cummins Diesel Engine	Refurbishment	\$2,029	Replaced thermostats and seals.
Solids Handling Energy Generation	Cummins Diesel Engine	Preventative Maintenance	\$1,600	Oil and filter change.

2) Agency Maintained Assets (San Quentin Rehabilitation Center, Sanitary District No. 2, and San Quentin Village Sewer Maintenance District)

Maintenance work performed over the quarter on collection agency assets by Agency, approved contractor, or service provider.

Asset Owner	Asset	Improvement	Total Cost	Comment
SD2	Village	Refurbishment	\$7,449	Pump rebuild.
SD2	Paradise	Replacement	\$1,748	Replaced generator batteries.
SD2	Paradise	Preventative Maintenance	\$4,391	Monthly maintenance.
SD2	Paradise	Refurbishment	\$4,177	Generator radiator repairs.
SD2	Fifer	Preventative Maintenance	\$1,059	Annual generator maintenance.
SD2	Trailer Ct.	Replacement	\$58,023	Replaced both pumps and new conduit installed.
SD2	Trailer Ct.	Improvements	\$4,223	Installed float bypass controls.
SD2	Trailer Ct.	Improvements	\$4,443	Installed pressure sensor.
SD2	Trinidad I	Preventative Maintenance	\$1,312	Monthly preventative maintenance.

Asset Owner	Asset	Improvement	Total Cost	Comment
SQVSMD	Heron Ct.	Preventative Maintenance	\$1,005	Monthly preventative maintenance.
SQRC	West Pump Station	Preventative Maintenance	\$3,500	Monthly maintenance.

Work Orders

A work order is a written request for a preventive, corrective, or unplanned corrective maintenance task or project to be performed. Work orders are typically generated and sent internally from one department to another. Shown in the table below are the types of work orders prepared by Agency staff, the work orders completed, and the total labor hours, by type, to complete the work orders.

Work Order Type	# of WO's	% of Total WO's	Labor Hrs.	% of Total Hrs.
Preventative Maintenance (PM)	330	48.82%	1,912.50	19.81%
Corrective-Planned	247	36.54%	2,321	24.04%
Corrective-Unplanned	16	2.37%	61.75	0.64%
Improvement Project Work	0	0.00%	0	0.00%
Coating Projects	2	0.30%	31	0.32%
Safety	15	2.22%	48	0.50%
Professional Development/Meetings	22	3.25%	191.5	1.98%
Facilities Administration/Housekeeping	18	2.65%	773.25	8.01%
Process Control and Facility Operations	26	3.85%	4,317.25	44.70%
Total	676	100%	9,656.25	100%

**BOARD MEMORANDUM**

February 5, 2026

To: CMSA Commissioners and Alternates

From: Corey Spray, Administrative Services Manager

Approved: Jason Dow, General Manager

Subject: FY26 Second Quarter Budget Status Report

Recommendation: Review and accept the Second Quarter Budget Status Report for FY26.

Discussion: We are pleased to present the budget status report for the second quarter ended December 30, 2025. Tables for revenues by source, expenses by function, and Capital Improvement Program (CIP) by major classes of capital projects are reflected below with analytical information for each.

Highlights for the second quarter ended December 30, 2025, are as follows:

- Second quarter total revenue collections are at 40.3% of budget.
- Sewer service charges are at 50% as billed.
- Debt service contributions are at approximately 85.7% collected for the second quarter. JPA members are billed semi-annually and monthly for San Quentin Rehabilitation Center.
- Debt service contributions include 25% coverage required by revenue bond indenture provisions, used as a financing source for the capital program.
- Capacity charges are collected at approximately 1,151.1% of budget for the second quarter through December 30, 2025.
- Total operating expenses incurred are at approximately 54.4% of budget.
- The CIP consists of 35 different projects classified within four categories with a total FY26 budget of approximately \$16.8M, and actual spent or encumbered of \$9.7M.

Description	FY26 Budget	YTD Act+Encum ⁽¹⁾	Amount (Over) Under	% Coll Spent
Total Collected Revenues	\$ 38,027,100	\$ 15,312,394	\$ 22,714,706	40.3%
Total Operating Expenses	17,370,450	9,441,841	7,928,609	54.4
Total Debt Service Payments	4,497,200	4,029,041	468,159	89.6
Total Capital Expenditures	\$ 16,787,890	\$ 9,709,789	\$ 7,078,101	57.8

⁽¹⁾ Encumbrances apply to operating expenses and capital expenditures only.

Collected Revenues by Source

Description	FY26 Budget	YTD Actual	Amount (Over) Under	% Coll
Sewer Service Charges	\$ 15,747,100	\$ 7,873,550	\$ 7,873,550	50.0%
Contributions for Debt Service	5,621,500	4,816,039	805,461	85.7
Contract Services	2,139,400	1,049,429	1,089,971	49.1
Program Revenues	194,100	120,292	73,808	62.0
Haulers, Permits, & Inspection Fees	406,000	350,171	55,829	86.2
Other Non-Operating Revenues	193,100	67,297	125,803	34.9
Interest Income	1,010,400	569,417	440,983	56.4
Capacity Charges	40,500	466,199	(425,699)	1,115.1
Capital debt proceeds, net	12,675,000	-	12,675,000	0.0
Total Revenues & Financing Sources	\$ 38,027,100	\$ 15,312,394	\$ 22,714,706	40.3%

Sewer Service Charges: Sewer service charges are billed at the beginning of each quarter to the JPA member agencies for operating and capital funding and are due upon receipt. Sewer service charges are the largest revenue source.

Contributions for Debt Service: Debt service contributions, including coverage, are billed to the JPA member agencies in July and January, prior to each debt service payment. San Quentin Rehabilitation Centers's (SQRC) contributions are billed monthly and have been received through December.

Contract Services and Program Revenues: These revenues have separate tables and analytical information for each as shown on the following page.

Haulers, Permits, and Inspection Fees: Revenue from haulers is approximately 86.2%. This revenue type represents septic receiving-facility-use-charges, organic waste disposal tipping fees, industrial waste discharge permit fees, reimbursement of costs for source control program discharger permits, and other related services.

Other Non-Operating Revenues: Other non-operating revenues consists of small dollar items, infrequent cost reimbursements, grant proceeds, and insurance dividends.

Interest Income: California Asset Management Program (CAMP) posts interest monthly and is currently at 3.95% and the Local Agency Investment Fund (LAIF) posts interest quarterly and is currently at 3.97% of applicable account balances. Investments in LAIF have become subject to market value adjustment that is reflected as an increase or decrease to interest income.

Capacity Charges: Budgeted capacity charges are a placeholder for five residential new connections from the JPA members. Actual capacity charges received represent new connections and increased fixture units for existing connections. The Agency received proceeds for 884 new fixtures (143 SRSD, 589 RVSD, 152 SD2) and 6 new connections (5 SRSD, 1 SD2). Of the collections, there were 8 high strength users.

Contract Service Revenue Collections

Description	FY26 Budget	YTD Actual Collections	YTD Actual Expenses	Invoice Frequency
Marin Airporter Property Use	\$ 75,700	\$ 43,442	NA	Monthly
Marin Clean Energy	75,200	68,796	NA	Monthly
SQRC Wastewater Services	852,000	345,750	345,750	Monthly
SQRC Pump Station Maintenance	491,000	196,558	160,981	Monthly
SQ Village Wastewater Services	35,200	32,563	26,669	Monthly
SD2 Pump Stations	512,000	279,811	229,165	Monthly
LGVSD – FOG & Pollution Prevention	19,500	20,315	16,652	Quarterly
RVSD – FOG	24,800	23,090	20,991	Quarterly
SRSD – FOG	39,500	26,674	24,249	Quarterly
TCSD – FOG	1,500	1,318	1,080	Quarterly
SD2 – FOG	6,800	9,813	8,920	Quarterly
Almonte SD – FOG	1,500	1,300	1,065	Quarterly
NSD – Dental Amalgam	4,700	-	-	Annual
Total Contract Service Revenues	\$ 2,139,400	\$ 1,049,429	\$ 835,524	

Contract Services: The Agency provides services to sanitary districts and other government entities for wastewater treatment, collection system operations and maintenance, pump station maintenance, and source control program administration. Contract service revenues in total are at approximately 49.1% of budget for the second quarter. The Agency contracts with SQRC for wastewater treatment services and pump station operation and maintenance, San Quentin Village (SQV) for collection system operation and maintenance, and SD2 for pump station and force main operation and maintenance. FOG and pollution prevention source control activities completed through the second quarter have been billed to the respective contract agencies, and we anticipate payments in January and February.

Contract service revenues are billed to participating entities for the direct costs of materials, use of Agency equipment and supplies, along with total compensation for employee staff time at weighted labor rates. Overhead rates are in accordance with contract provisions and range from 10%-22.1% depending upon the contract.

Program Revenues Collections

Description	FY26 Budget	YTD Actual Collections	YTD Actual Expenses	Invoice Frequency
Revenue for Health & Safety Program	\$ 122,500	\$ 56,161	\$ 53,486	Quarterly
Countywide Education Program	57,500	23,387	20,337	Quarterly
Other program revenues	4,100	29,982	29,982	Monthly
NBWA treasurer services	10,000	10,762	4,207	Annual
Total Program Revenues	\$ 194,100	\$ 120,292	\$ 108,013	

Program Revenues: The Agency administers joint venture programs for Health and Safety (H&S) with the Novato Sanitary District (NSD) and a Countywide Education Program (CWP) with five participating wastewater agencies in Marin County. Costs of the H&S program are allocated between the Agency and NSD for salary and benefits, incidental program expenses, and outside safety training costs. The Agency manages the H&S program and charges an administrative fee to NSD, accordingly. Revenue collections for the H&S program are at approximately 45.8%.

CWP participants plan their programs as a group and budget respective annual shares of program costs based upon percentages established in the CWP agreement at the beginning of each fiscal year. The Agency purchases program materials on behalf of CWP participants and recognizes revenue for reimbursed expenditures plus an administrative fee.

The Agency has been engaged for two additional services. One is for development of a service contract with San Rafael Sanitation District (SRSD), and it is reimbursed for applicable costs incurred in working on this contract. Through the current quarter \$29,982 has been received. Second, the Agency also provides treasurer services to the North Bay Watershed Association (NBWA). Applicable costs incurred for staff time, supplies, and bank fees are reimbursed by NBWA.

Expenses by Function

Description	FY26 Budget	YTD Act+Encum	Amount (Over) Under	% Spent + Encum
Salaries and Benefits	\$ 11,558,900	\$ 6,266,954	\$ 5,321,946	54.1%
Biosolids Management	645,300	257,792	387,508	39.9
Chemicals and Fuel	2,014,900	829,730	1,185,170	41.2
Permit Testing and Monitoring	256,450	149,181	107,269	58.2
Repairs and Maintenance	768,300	632,758	135,542	82.4
Insurance	600,500	493,874	106,626	82.2
Utilities	392,400	125,848	266,552	32.1
General and Administrative	1,103,700	685,704	417,996	62.1
Total Expenses by Function	\$ 17,370,450	\$ 9,441,841	\$ 7,928,609	54.4%

Expenses by Department

Description	FY26 Budget	YTD Act+Encum	Amount (Over) Under	% Spent + Encum
Administration	\$ 3,986,094	\$ 2,574,611	\$ 1,411,483	64.6%
Health and Safety	297,300	138,935	158,365	46.7
Technical Services	3,760,456	2,000,241	1,760,215	53.2
Operations	5,196,300	2,454,208	2,742,092	47.2
Maintenance	4,130,300	2,273,063	1,857,237	55.0
Total Expenses by Department	\$ 17,370,450	\$ 9,441,057	\$ 7,929,393	54.4%

Salary and Benefits: Salary and benefit expenses include 13 of 26 payrolls (or 50%) that, in total, are at about 64.6% for the second quarter. Benefit costs include pension obligation bond debt service plus a provision to the employee benefits trust to assist the Agency with managing its pension related obligations with CalPERS. The YTD expenses include the semi-annual December 2025 debt service and annual July 2025 CalPERS unfunded pension UAL payments.

General Purchasing Information: Expenses and capital disbursements follow purchasing procedures established by policies to ensure protection of public assets, fairness in the purchasing process, and transparency to the public. Purchases are recognized as expenses or additions to capital projects when the goods are received or the services performed.

General and Administrative (G&A): Expenditures are tracking at 62.1% of budget reflecting strong purchasing across all account classifications within general and administrative. The G&A expense category includes professional services (legal, financial, regulatory, etc.), operating permits, memberships in local, state, and national wastewater organizations, employee certifications, conferences, safety supplies, training, software renewals, and office expenses.

Insurance: Insurance is at 82.2% spent for the annual premiums that are paid at the beginning of the fiscal year. The schedule below provides the payment status for insurance coverage. Insurance premiums are paid following when policies are renewed. Workers' Compensation insurance remained flat due to claims costs remaining consistent with the prior year. Property insurance exhibited a similar trend where the premium remained flat as a result of actual claims costs remaining consistent year-over-year. The Agency budgeted increases in its insurance costs due to recent insurance market volatility described by CSRMA. In aggregate, the Agency is experiencing savings in its insurance budget.

Description	FY26 Premium	Status
General Liability and Auto	57,432	FY26 paid in full (1/2 prepaid expense)
Pollution Liability	1,616	FY26 paid in full
Officers Fidelity Bonds	788	FY26 (3-yr staggered terms – one billed Q2)
Commercial Crime Insurance	3,938	FY26 paid in full
Workers Compensation	168,705	FY26 paid in full
Property Insurance	261,248	FY26 paid in full
Insurance Deductible	147	One claim paid

Repairs and Maintenance: Repair and maintenance expenditures currently represent approximately 82.4% of the annual budget. These expenditures include purchases of plant pumps, process tank equipment, fleet maintenance parts, centrifuge repairs, and emissions testing on the cogeneration systems. Expenditure levels alone do not directly indicate the quality or volume of repair and maintenance activities. For instance, higher expenditures may reflect the purchase of materials and supplies in preparation for upcoming maintenance, while lower expenditures may indicate staff performing planned maintenance utilizing existing parts inventory. As of the end of the second quarter, the parts inventory is valued at approximately \$2.1 million, ensuring readiness for essential maintenance needs.

Chemicals and Fuel: The current fiscal year budget utilization is at 41.2%, lower than projected expenditures. Chemical usage fluctuates throughout the year based on weather conditions. For example, in the first quarter and early second quarter, during warmer weather, there tends to be higher usage of calcium nitrate and hydrogen peroxide for odor control. Higher usage of sodium hypochlorite and bisulfite is expected in the second and third quarters during the wet weather season when plant influent flows increase. Fuel consumption for vehicles remains steady year-round.

Table of Chemical Purchases:

Description	% Budget	Number of Deliveries
Ferric Chloride	56.5%	7 delivery(s) through December 2025
Polymer	0.0%	0 delivery(s) through December 2025
Calcium Nitrate (odor control)	35.6%	8 delivery(s) through December 2025
Hydrogen Peroxide (odor control)	71.7%	17 delivery(s) through December 2025
Sodium Hypochlorite (disinfection)	38.9%	18 delivery(s) through December 2025
Sodium Bisulfite (dechlorination)	31.0%	9 delivery(s) through December 2025

Biosolids Management: Expenditures were at 40% of budget for the second quarter. Management expenses vary and are primarily dependent upon seasonal weather-related circumstances: (1) using biosolids as alternate daily cover at the Redwood Landfill results in lower hauling and reuse tipping fee costs than land application in Sacramento County or biofertilizer production at the Lystek facility, and (2) the volume for beneficial reuse is lower during the dry weather seasons. Costs for this area are still on track for this fiscal year.

Permit Testing and Monitoring: Permit testing and monitoring actual expenditures are at approximately 54% for costs associated with purchases of lab supplies and equipment rentals, NPDES and source control monitoring, and other types of monitoring/testing. Costs for this area are on track for this fiscal year.

Utilities: Utilities costs are approximately 32.1% of budget for the second quarter. The FY26 budget usage is currently at 37.2% for electricity, 18.2% for natural gas, 33.8% for water, and 43.3% for solid waste, all of which align closely with projected consumption.

Debt Service Payments

Description	FY26 Budget	YTD Actual	Amount Remaining	% Spent	Debt Invoice
					JPA-Annual
Principal	\$3,480,000	\$3,480,000	\$ -	100.0%	SQSP-Monthly
Interest	1,017,200	549,041	468,159	54.0%	Same
Total Debt Service Payments	\$4,497,200	\$4,029,041	\$ 468,159	89.6%	

The debt service amounts shown above consist of full annual principal and interest for the 2015 and 2020 revenue bonds. The first installment paid on September 1 for each issue, contains full principal and partial interest, and the second installment paid on March 1 is interest only. Only the first debt service payment has been made and annual debt service for FY26 is approximately 89.6% paid.

Debt service amounts are invoiced to the JPA members approximately one month in advance of when the debt service payments are due. SQRC is invoiced monthly for its share.

Capital Improvement Program

Description	FY26 Budget	YTD Actual	Encum	Amount (Over) Under	% Spent + Encum
Facility Improvements	1,937,400	507,517	19,800	1,410,083	27.2
General Equipment	945,876	202,330	57,692	685,854	27.5
Liquids Treatment Equipment and Systems	8,112,314	1,635,127	2,917,155	3,560,033	56.1
Solids Treatment and Energy Generation Equip and Systems	5,792,300	597,885	3,772,283	1,422,132	75.4
Total Cap Improv Program	\$ 16,787,890	\$ 2,942,859	\$ 6,766,930	\$ 7,078,101	57.8%

Total capital program expenditures amount to approximately \$9.7M through the second quarter, with encumbrances for outstanding contracts in the amount of approximately \$6.8M. There are payments made for numerous projects with each of the capital improvement program categories (1) Facility Improvements, (2) General Equipment, (3) Liquids, Treatment Equipment, and Systems, and (4) Solids Treatment and Energy Generation Equipment and Systems. Salaries and benefits for in-house staff are charged through time-entry to projects, where applicable, for cost reimbursement purposes such as those financed through grants or other programs.

Attachment:

- Second Quarter Capital Program Budget Report



Central Marin Sanitation Agency, CA

Capital Program Budget Report
FY26 Q2 (As of December 31, 2025)

Status

		Original Total Budget	Current Total Budget	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used	
Facility Improvements								
100-0230-550-8203	Industrial Coatings/Concrete Rehabilitation	894,500.00	894,500.00	474,484.54	(0.00)	420,015.46	53.04	The Sodium Bisulfite spill vault and Chlorine Contact Tank No. 4 wall coating and concrete repair work was completed in the fall of 2025.
100-0230-550-8204	Outfall Inspection & Repairs	41,200.00	41,200.00	1,227.00	-	39,973.00	2.98	Final payment was issued for the State Water Board permit for the outfall dredging project completed in November 2024.
100-0230-550-8205	Facility Improvements	379,500.00	379,500.00	31,573.25	-	347,926.75	8.32	New air handling systems for the chemical building control room and Gallery C were purchased.
100-0230-550-8206	Facility Paving/Site Work	204,700.00	204,700.00	(4,382.56)	-	209,082.56	(2.14)	A Marin Sanitary Service credit was applied during this period related to recycled asphalt disposal from the parking lot paving project.
100-0230-550-8208	Facility Roofs Rehabilitation	20,000.00	20,000.00	-	-	20,000.00	0.00	No account activity during this period.
100-0230-550-8209	SHB Elevator Control Replacement	397,500.00	397,500.00	4,615.00	19,800.00	373,085.00	6.14	The elevator consultant conducted a condition assessment. The remaining encumbrance is to develop bid documents and provide construction management oversight for the Solids Handling Building Elevator Repair project.
Facility Improvements Total:		1,937,400.00	1,937,400.00	507,517.23	19,800.00	1,410,082.77	27.2%	
General Equipment								
100-0110-550-8301	Process control	54,600.00	54,600.00	7,518.40	-	47,081.60	13.77	Retired annuitant labor for process control work was funded from this account. Security gate remote openers were purchased.
100-0110-550-8302	Security/Fire Systems	21,300.00	21,300.00	1,821.39	2,850.00	16,628.61	21.93	Quarterly inspections of the Agency's security and fire systems were completed. The encumbrance is for the remaining two quarterly inspections.
100-0110-550-8304	IT Hardware/Communication Equipment	37,400.00	37,400.00	21,244.26	-	16,155.74	56.80	Portable radios and parts were purchased. Workstation equipment (monitors, scanner, etc.) were purchased and installed for various staff. A physical access control system was purchased and installed. Network switch was purchased and installed.
100-0230-550-8306	Laboratory Equipment	65,000.00	73,184.89	13,299.80	0.00	59,885.09	18.17	A replacement laboratory dishwasher was purchased and a credit was processed for the return of the damaged dishwasher.
100-0350-550-8305	Agency Vehicle Replacement	89,100.00	89,100.00	32,620.29	16,068.12	40,411.59	54.64	A new 2025 Honda CRV Hybrid was purchased to replace the Technical Services Ford F-150. The encumbrance is for a new replacement electric maintenance cart.
100-0350-550-8307	Electrical Equipment	122,500.00	122,500.00	11,724.63	16,796.17	93,979.20	23.28	Several VFDs were ordered and installed, along with a new electrical valve for emergency Sodium Bisulfite dosing. The encumbrance is for replacement of batteries and components that supply back up power to the Administration building servers and equipment.
100-0350-550-8309	Process Instrumentation	117,200.00	136,690.75	65,755.25	1,423.69	69,511.81	49.15	A new Total Solids probe for the primary sludge was installed and a primary sludge blanket level probe was purchased. The encumbrance is for replacement parts for Hach DO, pH, and TSS controllers.
100-0350-550-8310	Electrical Distribution System Rehabilitation	161,100.00	161,100.00	48,346.00	20,554.00	92,200.00	42.77	Contractor performed visual, mechanical, and electrical testing on various Motor Control Centers and the facility's main switchgear. The emcumbrance is for consultant to provide engineering support and summarize the findings in a report.
100-0350-550-8311	Electrical conduit rehabilitation	250,000.00	250,000.00	-	-	250,000.00	0.00	No account activity during this period.
General Equipment Total:		918,200.00	945,875.64	202,330.02	57,691.98	685,853.64	27.5%	



Capital Program Budget Report
FY26 Q2 (As of December 31, 2025)

Status

		Original Total Budget	Current Total Budget	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used	
Liquids Treatment Equipment and Systems								
100-0230-550-8406	Odor Control System Improvement	40,000.00	40,000.00	-	-	40,000.00	0.00	No account activity during this period.
100-0230-550-8412	Process piping inspection/repairs/rehabilitation	25,000.00	25,000.00	-	-	25,000.00	0.00	No account activity during this period.
100-0230-550-8416	Influent Flow Meter Improvement	158,000.00	158,000.00	195,098.45	24,900.00	(61,998.45)	139.24	The new influent flowmeter for the Ross Valley Interceptor was installed. Additional budget was needed to retain a Vactor truck contractor to manage pump station flows during nighttime shutdowns. The variance will be reconciled with a Budget Transfer in Q3. An encumbrance of \$3.3k is for manufacturer review and calibration of the new flowmeter system, and the remaining \$21.6k encumbrance for Roy's Sewer will be removed because the project was completed ahead of schedule.
100-0230-550-8417	Nutrient Removal	1,500,000.00	1,500,000.00	328,509.98	130,562.51	1,040,927.51	30.60	Carollo Engineers and Hazen & Sawyer developed a process model based on the secondary clarifiers stress testing, and coordination meetings were held to discuss and refine preliminary alternatives. The encumbrance is for ongoing nutrient removal evaluation efforts including finalizing a facilities plan in Q3.
100-0230-550-8418	Recycled Water	100,000.00	100,000.00	-	-	100,000.00	0.00	No account activity during this period.
100-0350-550-8402	Plant Pumps	90,000.00	90,000.00	4,329.29	24,953.06	60,717.65	32.54	A replacement gallery sump pump was ordered and received. The encumbrance is for a new submersible pump to be installed at the site sump.
100-0350-550-8403	Chemical Pumps	85,800.00	85,800.00	6,466.17	3,296.80	76,037.03	11.38	A critical spare chemical pump head was ordered and received. The encumbrance is for a new flowmeter to be installed for the Sodium Bisulfite pump line.
100-0350-550-8404	Gates Rehabilitation	302,100.00	431,464.38	85,030.00	128,271.88	218,162.50	49.44	The inlet pond gate located in the triangle sump was ordered and received. The encumbrance is for the new Headworks influent gates.
100-0350-550-8405	Headworks Equipment	3,932,150.00	3,932,150.00	461,334.97	2,491,022.60	979,792.43	75.08	Five pre-purchased grit pumps were delivered. The encumbrance includes the ESDC contract for Carollo, parts for the headworks plate screen refurbishment, and startup/commissioning services for the grit washers and grit pumps, and the D.W. Nicholson construction contract.
100-0350-550-8408	Primary Clarifier Rehabilitation	1,490,000.00	1,490,000.00	497,312.75	17,455.00	975,232.25	34.55	The rehabilitation of Primary Clarifiers No. 2 and 3 was completed in Q2. The encumbrance is for the unused on-call coating inspection services.
100-0350-550-8411	Aeration System Rehabilitation	10,800.00	10,800.00	-	-	10,800.00	0.00	No account activity during this period.
100-0350-550-8413	Chemical Tanks	69,100.00	69,100.00	859.34	-	68,240.66	1.24	No account activity during this period.
100-0350-550-8414	Piping-Valves-Operators	180,000.00	180,000.00	56,185.68	96,693.30	27,121.02	84.93	Backflow preventer, piping, and valves were purchased for repairs to the Agency property potable water line. The encumbrance is for the replacement of a 30-inch secondary clarifier inlet valve and for contractor-performed repair on the Agency's potable water line.
Solids Treatment Equipment and Systems Total:		7,982,950.00	8,112,314.38	1,635,126.63	2,917,155.15	3,560,032.60	56.1%	
Solids Treatment and Energy Generation Equipment and Systems								
100-0230-550-8501	Emergency Generator Improvement	520,000.00	520,000.00	-	-	520,000.00	0.00	No account activity during this period.
100-0230-550-8505	New Cogeneration System	25,000.00	25,000.00	-	24,440.00	560.00	97.76	The encumbrance is for BAAQMD Air Permit regulatory support.
100-0350-550-8503	Centrifuge Replacement	4,772,500.00	4,760,000.00	434,645.91	3,673,742.39	651,611.70	86.31	Three pre-purchased centrifuges were delivered. The encumbrance is for the construction contract, ESDC, and the remaining scheduled payments for the pre-purchased centrifuges and bridge crane.
100-0350-550-8506	Hot Water Systems	41,500.00	41,500.00	-	-	41,500.00	0.00	No account activity during this period.
100-0350-550-8510	Biosolids Hoppers-Maintenance	111,700.00	124,200.00	113,313.92	11,506.34	(620.26)	100.50	The contractor completed the coating of the biosolids hoppers and gates. The encumbrance is for repairing the centrifuge rotodiff, and a Budget Transfer will be completed in Q3 to offset the negative variance in the account.
100-0350-550-8511	Organic Waste Receiving Facility	240,800.00	240,800.00	21,777.24	9,532.97	209,489.79	13.00	Hose pumps and coolant were ordered and received. The encumbrance is for critical spare parts for the rock trap grinder and a replacement safety gate which was damaged by a waste hauler and which CMSA will be reimbursed for.
100-0350-550-8513	Jenbacher Cogeneration Maintenance	80,800.00	80,800.00	28,148.32	53,061.33	(409.65)	100.51	Routine long term service agreement operating hour payments were processed.
Solids Treatment and Energy Generation Equipment and Systems Total:		5,792,300.00	5,792,300.00	597,885.39	3,772,283.03	1,422,131.58	75.4%	
Report Total:		16,630,850.00	16,787,890.02	2,942,859.27	6,766,930.16	7,078,100.59	57.8%	



BOARD MEMORANDUM

February 5, 2026

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Revised Administrative Specialist Job Description

Recommendation: Approve the revised Administrative Specialist job description.

Summary: The Administrative Specialist (AS) classification was approved by the Board in January 2020, and it has been revised a couple times since that date. The current job description has three levels, AS I-III, and as an employee is promoted to higher levels there are additional job functions to perform. Management staff have completed a review of the AS job description and recommend the following revisions to align the job description with the current job expectations.

- Remove the three AS position levels and combine all job functions so the AS upon hire is expected to learn and perform all the job duties and tasks.
- Add preparing agendas and minutes for Board committee meetings.
- Remove monthly disbursement register cross-checking.
- Remove AP and Payroll processing support.

Attachment:

- Revised Administrative Specialist Job Description



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

JOB DESCRIPTION

Administrative Specialist (Confidential)

SUMMARY

Under general direction from the Administrative Services Manager (ASM), provides varied confidential secretarial and office administrative support for the Administrative Services Manager, General Manager, management team, and Agency staff; prepares agenda packets, minutes, and other materials for the Agency Board and committee meetings; administers assigned personnel and employee benefits functions, and various accounting clerk activities; and performs related work as required in policies.

DUTIES AND RESPONSIBILITIES

Duties may include but are not limited to the following:

- Acts as primary administrative office contact, answering phones and greeting visitors; distributing mail; handles deliveries and small shipments.
- Communicates activities among on- and off-site Agency staff and JPA member staff to monitor critical activities via telephone and two-way radio; coordinates with outside organizations for use of Agency property.
- Prepares a variety of correspondence, procedures, proposals, memos, newsletters, forms, and other written materials from drafts, prior information, or brief notes; proofreads memos, reports, and correspondence for others for grammar and readability.
- Arranges for maintenance and repair of office equipment and furniture, and orders and maintains inventory of office supplies.
- Maintains staff schedules and emergency contact list.
- Maintains Agency documents and contracts, and other administration files; publishes public notices.
- Updates the Agency's website and Facebook pages monthly and as needed.
- Acts as Board Secretary and ensures appropriate legal noticing of the Board of Commissioners meetings according to the Brown Act; coordinates preparation of the Board and committee meeting agenda packets with the General Manager, and distributes agenda packets and associated documents to Commission members, Agency staff, and other interested parties.
- Attends Board and committee meetings [Board meetings are normally held after regular business hours], drafts and publishes meeting minutes from recordings and notes.
- Serves as secretary for various committee meetings, and assists Safety Officer with safety and wellness activities.
- Maintains Agency online employee training programs; schedules required trainings, and coordinates with employees for compliance; coordinates Agency-wide events.
- Attends industry-specific conferences and trainings to further knowledge base.
- Assists finance staff with preparing and mailing invoices, taking and recording cash receipts, and performing check deposits.
- Assists finance staff with employee insurance and other benefit programs; enrolls employees, explains benefits and follows-up on problems; conducts trainings and tailgates on HR-related topics.

- Coordinates Agency recruitments with the hiring manager and/or the HR consultant, including advertising, communicating with applicants, background checks, and scheduling pre-employment testing.
- Coordinates Agency personnel functions such as new employee onboarding and employee correspondence, and maintains confidential employee personnel, medical, and Workers' Compensation files.
- Designs, creates content, edits, and formats Agency publications such as the annual Business Plans and financial annual reports.
- Manages Agency website; designs and writes content; recommends updates and improvements; coordinates with the Information Systems Administrator for best practices and compliance.
- Drafts new or revised policies and procedures for management review; finalizes and publishes.
- Takes initiative to research applicable programs or procedures to improve Agency processes.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Associate degree (A.A.) or equivalent from two-year college or technical school; or five years related experience and/or training; or equivalent combination of education and experience.

Interpersonal and Other Skills

Ability to interact with others (co-workers, supervisors, customers, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

Ability to maintain a high level of integrity and confidentiality when dealing with sensitive and complex human resource issues.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

No certificates, licenses, or registrations are required for this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and arms, handle, feel, and talk or hear in person or on the telephone or radio. An employee is required to sit for periods of time. An employee is frequently required to walk, kneel, and crouch. The employee must be able to lift and/or move up 10 pounds, to shoulder height. Specific vision ability required by this job include close vision, color vision, peripheral vision, and ability to adjust focus. Examples of the physical demands for this position, including their activity and duration, are available from Administration.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate and typical of a business office with computers and printers operating.

SPECIAL REQUIREMENTS

There are no special requirements for this job.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title:	Administrative Specialist
Department:	Administration
Report to:	Administrative Services Manager
FLSA Status:	Non-Exempt
Revision Dates:	February 2026



BOARD MEMORANDUM

February 5, 2026

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Resolution Authorizing the Board to use Teleconferencing during Meetings

Recommendation: Adopt Resolution 2026-369 entitled "Resolution of the Board of Commissioners of the CMSA Authorizing Use of Teleconferencing for Meetings".

Summary: Senate Bill 707 became effective January 1, 2026, and makes numerous changes to the Brown Act, some of which are applicable to CMSA. One change requires the governing board of a multijurisdictional agency to adopt a resolution authorizing its board members to use teleconferencing during public board meetings. Since CMSA is a joint powers agency, which is considered multijurisdictional, it must comply with this requirement if a Board member wants to use the standard teleconferencing provision under the Brown Act. Those provisions include the teleconferencing location is identified on the agenda, the agenda is posted at the teleconference location, and the public is allowed to attend the teleconference meeting. This new provision does not apply to the Emergency or Just Cause teleconference Brown Act provisions.

Attachment:

- Resolution 2026-369



CMSA Resolution No. 2026-369

***RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CENTRAL
MARIN SANITATION AGENCY AUTHORIZING THE USE OF
TELECONFERENCING FOR MEETINGS***

WHEREAS, the Ralph M. Brown Act (Gov. Code §§ 54950 *et seq.*), California's open meeting law, governs the conduct of public meetings by legislative bodies; and

WHEREAS, for many years the Brown Act has allowed a member of a legislative body to appear at a meeting of the legislative body via teleconference provided certain requirements are met; and

WHEREAS; Senate Bill 707, signed into law by Governor Newsom on October 3, 2025, made certain changes to the Brown Act effective January 1, 2026; and

WHEREAS, SB 707 amended the Brown Act by, among other things, adding an explicit authorization for an eligible multijurisdictional body to conduct a teleconference meeting pursuant to Government Code section 54953.8.7; and

WHEREAS, the Board of Commissioners of the Central Marin Sanitation Agency meets the definition of an eligible multijurisdictional body under Government Code section 54953.8.7; and

WHEREAS, to conduct a teleconference meeting under Government Code section 54953.8.7, the Board of Commissioners must among other things adopt a resolution that authorizes the Agency to use teleconferencing pursuant to Section 54953.8.7 at a regular meeting in open session;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CENTRAL MARIN SANITATION AGENCY that the Board is authorized to use teleconferencing pursuant to Government Code 54953.8.7, or successor.

PASSED AND ADOPTED by the Board of Commissioners of the Central Marin Sanitation Agency on this 10th day of February 2026, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Dean DiGiovanni, Chair

Eli Beckman, Secretary

**BOARD MEMORANDUM**

February 5, 2026

To: CMSA Commissioners and Alternates**From:** Jason Dow, General Manager**Subject:** 2025 Performance Metric Report**Recommendation:** Accept the Agency's 2025 Performance Metric Report.

Summary: Staff prepares monthly and annual performance metric reports for the Agency's core business and services. These reports present performance metrics with their definition, measurement, and goals or target ranges in the areas of treatment and process, employee, environmental and regulatory compliance, and public outreach. Monthly reports are included in the Board meeting agenda packet, and the annual report is usually presented in January.

2025 Performance Highlights: The Agency's staff and operations continue to perform at a high level, with the highlights and comparison tables of selected metrics over the past several years shown below.

- CMSA met its NPDES permit requirements last year and is eligible for the NACWA - 8 Platinum Peak Performance Award. This is our eighth consecutive year of 100% NPDES permit compliance.
- 4.15 billion gallons of wastewater were treated to a high level, with approximately 96% of the conventional pollutants removed. Annual wastewater volume variances are attributable to the number, duration, and intensity of wet weather events each year, which contribute a significant amount of stormwater and groundwater infiltration into the sewer collection system.

	2025	2024	2023	2022	2021	2020	2019	2018
Billion Gallons Treated	4.13	4.75	4.87	3.53	3.95	3.48	5.01	3.99

- 5,810 wet tons of biosolids were produced and beneficially reused as either soil amendment and fertilizer at land application sites or disposed at the Redwood Landfill. Biosolids production variances can be due to the amount of settled material flushed from collection systems during major rain events, volume of organic wastes received, dewatering system performance, and if a digester is drained and cleaned.

	2025	2024	2023	2022	2021	2020	2019	2018
Wet Tons of Biosolids	5,810	5,355	5,279	5,373	6,306	5,828	6,318	6,553

- 112.3 million cubic feet of biogas were produced and had an equivalent natural gas procurement value of approximately \$626,681. The decrease in biogas production in 2021 and 2022 is directly attributable to replacing the membrane cover systems on both anaerobic digesters. The increase in biogas production last year is attributed to an increase in organic deliveries from Marin Sanitary Service and new deliveries from Republic Services.

	2025	2024	2023	2022	2021	2020	2019	2018
Biogas Production – million ft ³	112.3	105.3	100.7	78.6	83.9	98.9	101.1	100.2

- Operations and Maintenance staff completed 20,796 hours of planned Preventative Maintenance (PM) and Corrective Maintenance (CM) related work. Three retired annuitants continued working on special projects during 2025.

	2025	2024	2023	2022	2021	2020	2019	2018
Work Order Hours	20,796	21,817	18,290	15,611	15,075	18,776	11,267	14,801
PM/CM ratio	1.17	1.22	1.5	1.75	2.0	1.95	0.92	0.61

- Overtime was only 1.3% of regular hours worked. Various factors affect overtime work authorized during a year, including the number of wet weather events requiring staff response to after-hours system and equipment mechanical problems, and maintaining minimum operational staffing.

	2025	2024	2023	2022	2021	2020	2019	2018
Overtime %	1.3%	1.8%	2.2%	1.8%	2.1%	1.4%	1.8%	1.8%

- CMSA employees received 1,417 hours of safety, process control, work practice, leadership, mechanical/technical equipment, project related, employment law, and industry specific training. The decrease in 2020 and 2021 was due to COVID Shelter In Place (SIP) public health orders.

	2025	2024	2023	2022	2021	2020	2019	2018
Training Hours	1,417	1,476	2,069	1,598	2,305	1,692	3,159	2,965

- 31,611 laboratory analyses were performed for process control, NPDES permit reporting, quality assurance/quality control, and JPA member agency sanitary sewer overflows, and for special nutrient program data collection.
- Environmental compliance staff performed 854 field inspections of businesses for compliance under our source control programs. In 2024, due to increased lab analyses

for process studies and the nutrient removal project needs, Environmental Services Analysts were needed to provide laboratory support services resulting in a lower number of field inspections. With the hiring of a new laboratory analyst in 2024 and use of lab interns, field inspections returned to normal levels in 2025.

	2025	2024	2023	2022	2021	2020	2019	2018
Source Control Inspections	854	452	611	607	558	643	783	311

- Our public education activities reached 10,653 people – elementary school students at our Schools Program presentations, students and stakeholder groups that tour the Agency, and members of the public who visit the public education booth at environmentally focused events throughout the county. In 2020, there was a significant reduction in events as COVID SIP orders closed schools and prohibited indoor and outdoor events.

	2025	2024	2023	2022	2021	2020	2019	2018
Public Outreach – number of people	10,653	6,526	6,186	8,704	5,822	2,631	8,800	6,024

- Staff posted 38 odor alerts to our website and the Agency did not receive any odor complaints.

2024/2025 Organizational and Staff Awards: CMSA and its staff continue to receive recognition from regional, state, and national industry associations.

National Association of Clean Water Agencies (NACWA) Platinum Peak Performance Award – for meeting all final effluent NPDES permit requirements for seven consecutive years.

Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting – for our FY24 Annual Comprehensive Financial Report. CMSA has received this award for *twenty-three* consecutive years.

GFOA Popular Annual Financial Reporting Award – for our FY24 Popular Annual Financial Report. This is the *fifteenth* consecutive year that the Agency has received this award.

GFOA Distinguished Budget Presentation Award – for our FY26/27 Adopted Budget. This is the *tenth* consecutive year that the Agency has received this award.

2025 CWEA Redwood Empire Section Awards: CMSA and staff received eight awards, and these will be presented in a separate agenda item at the February 10, 2026, Board meeting.

Attachment:

- 2025 Performance Metric Report

TABLE I - TREATMENT/PROCESS METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Wastewater Treated	Volume of wastewater influent treated and disposed, in billion gallons (Bg)	4.125 Bg	1.98 – 9.84 Bg
2) Recycled Water Use	Volume of recycled water produced and used on-site, in million gallons (Mg) Volume delivered at the truck fill station, in thousand gallons (Kg)	346.8 Mg 504.7 Kg	300-480 Mg variable
3) Biosolids Reuse	Reuse at the Redwood Landfill, in wet tons (wt) Fertilizer and soil amendment at land application sites, in wet tons (wt) Bio-Fertilizer production at the Lystek facility, in wet tons (wt)	3,115 wt 507.5 wt 2,187.5 wt	4,320 – 7,980 wt
4) Conventional Pollutant Removal	Removal of the conventional NPDES pollutants - Total Suspended Solids (TSS) and Biological Oxygen Demand (BOD) a. tons of TSS removed; % TSS removal (annual average) b. tons of BOD removed; % BOD removal (annual average)	2,328.8; 96% 2,664.5; 96%	> 85% > 85%
5) Priority Pollutants Removal	Diversion of priority NPDES metals from discharge to the S.F. Bay: a. % Mercury (annual average) b. % Copper (annual average)	92% 78%	88 – 99% 84 – 98%
6) Total Inorganic Nitrogen	Total Inorganic Nitrogen in final effluent (Permitted May – September) a. % of Monthly Total Limit b. May – September rolling monthly average	92% 1,200 kg	<100% <1,300 kg
6) Biogas Production	Biogas generated in our anaerobic digesters, in million cubic feet (Mft ³) Natural gas equivalent of the biogas, in million cubic feet (Mft ³) Average biogas production per day, in thousands of cubic ft (Kft ³)	112.34 Mft ³ 71.90 Mft ³ 307 Kft ³	84 to 126 Mft ³ 54 to 80.4 Mft ³ 200 - 375 Kft ³
7) Power Produced	Power produced from cogeneration of biogas and purchased natural gas - in kilowatt hours. Power produced from cogeneration of biogas and delivered to the MCE Cogeneration system runtime on biogas, <i>in hours</i> Agency power demand supplied by renewable power, % Cogeneration system uptime, <i>in hours</i> Biogas value (natural gas cost equivalent).	6,595 MWh 1.29 MWh 8,100 hrs 117% 8,710 hrs, 99.44% \$626,681	4,560 to 5,760 MWh 0.42 to 0.78 MWh 7,200 hrs 80 - 150% 7,800 hrs \$360,000 to \$720,000
8) Efficiency	The cost to operate and maintain the treatment plant per million gallons of wastewater treated, in dollars per million gallons. (\$/Mg) Energy used, kilowatt hours, per million gallons treated. (kWh/Mg)	\$3,681 1,762 kWh/Mg	\$2,500-\$5,400/Mg (wet - dry) 670 - 2,400 kWh/Mg

CMSA ANNUAL PERFORMANCE METRICS - 2025

Table II – EMPLOYEE METRICS

Metric	Definition	Measurement	Target/Goal
1) Employee Training	Hours of internal training – safety, virtual, project, vendor, etc. Hours of external training – employment law, technical, regulatory, etc.	Internal = 1,000.5 External = 416.5	variable
2) Work Orders	Preventative maintenance (PM) labor hours Planned corrective maintenance (CM) labor hours; % of CM+UCM hrs. Unplanned corrective maintenance (UCM) labor hours; % of CM+PM hrs. Ratio of PM to total corrective maintenance (CM + UCM);	11,208.5 hrs 9,271.6 hrs (96.7%) 315.8 hrs (1.5%) 1.17	9,600 – 13,200 hrs ≥ 70% total CM hrs ≤ 30% total hours ≥ 0.45
3) Overtime Worked	Overtime hours worked % of regular work hours	1,245 hrs 1.3%	< 5%
4) Internship Program	Number of high school and college student interns work hours	3,239 hrs	Variable

Table III- PUBLIC OUTREACH

Metric	Definition	Measurement	Target/Goal
1) Public Education Events	Attendance at public education outreach events; # of booth visitors	5,724	3,000/year
2) School Events	Participation or sponsorship in school outreach events; attendees	4,794	variable
3) Agency Tours	Tours given to students and the public; # of people	135	variable
4) Odor Notifications	Number of odor alerts posted to the Agency website	38	12-120
5) Odor Complaints	Number of odor complaints received from the public	0	0

CMSA ANNUAL PERFORMANCE METRICS - 2025

Table IV - ENVIRONMENTAL AND REGULATORY COMPLIANCE METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Permit Exceedances	# of NPDES permit exceedances # of BAAQMD permit exceedances	0 0	0 0
2) Regulatory Analyses	# of analyses by the CMSA laboratory for NPDES, stormwater, and biosolids regulatory compliance monitoring and reporting	4,466	2,400 – 6,000
3) Process Control Analyses	# of analyses by the CMSA laboratory for process control monitoring	11,431	4,800 – 10,800
4) Contract Laboratory Analyses	# of analyses by contract laboratories for regulatory compliance reporting, and source control program monitoring.	658	300 – 1,800
5) Quality Control Testing	# of CMSA performed laboratory analyses for QA/QC purposes	13,455	6,000 – 18,000
6) Water Quality Sample Analyses	# of ammonia, total and fecal coliform, enterococcus, and/or sulfide analyses performed for the CMSA member agencies, and occasionally source control monitoring analyses.	1,601	600 – 6,000
7) Source Control Inspections	Inspections of industrial and commercial businesses in the Agency's and LGVSD's source control programs and Novato Sanitary District's Mercury Reduction Program – 199 businesses and 100 dental offices.	291	120 - 360
8) FOG Program Inspections	Inspections of food service establishments (FSEs) in the Almonte, TCSD, SD2, RVSD, SRSD, and LGVSD service areas – approx. 314 FSEs are regulated.	563	360 – 600
9) Permits Issued/Renewed	Permits issued for the source control programs – pretreatment, pollution prevention, food service establishments, and ground water discharge	134	variable



BOARD MEMORANDUM

February 5, 2026

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: 2025 California Water Environment Association Awards – Redwood Empire Section

Recommendation: Adopt the Resolution of Appreciation (No. 368) for Agency staff receiving the 2025 Redwood Empire Section awards of the California Water Environment Association.

Discussion: The California Water Environment Association (CWEA) is the state's water and wastewater industry association. CWEA provides training programs, conferences and seminars, technical publications, and certification for maintenance, collection system, laboratory, electrical/instrumentation, and environmental compliance staff. CMSA is a member of the Redwood Empire Section of the CWEA, which includes the wastewater agencies in Marin, Sonoma, Napa, and parts of Mendocino and Solano counties.

Each CWEA section administers a competitive award program for individual members to nominate their respective agencies for organizational awards and/or employees for position specific awards. In 2025, CMSA received the following eight awards:

- 1) Treatment Plant of the Year
- 2) Community Engagement and Outreach Project of the Year
- 3) Outstanding Young Professional of the Year – *Bobby Emter*
- 4) Taking IT Above and Beyond Award – *Toumas Groves*
- 5) Mechanical Technician of the Year – *Bob Stiles*
- 6) Pretreatment and Pollution Prevention (P3) Person of the Year – *Kyle Carbajal*
- 7) Laboratory Analyst of the Year – *Itzel Montano*
- 8) Community Engagement and Outreach Person of the Year – *Mary Jo Ramey*

Award recipients progress to the state level competition between the award winners in the 17 CWEA sections. Pursuant to the Employee Award Recognition Administrative Policy, individual award recipients will receive a \$100 monetary award. The CWEA State Awards Committee informed staff that CMSA is in the top three Treatment Plant of the Year award recipients.

Attachments:

- 1) CMSA Resolution No. 368
- 2) CWEA Award notification emails



CMSA Resolution No. 368

***RESOLUTION OF APPRECIATION TO THE EMPLOYEES OF CMSA FOR RECEIVING
2025 CWEA - REDWOOD EMPIRE SECTION AWARDS***

WHEREAS, On October 15, 1979, the Central Marin Sanitation Agency (CMSA) was formed through a joint exercise of powers agreement, and a regional treatment facility was constructed and has been operating since January 1985; and

WHEREAS, CMSA staff have operated and maintained the Agency's treatment plant, solids handling facilities, renewable power generation systems, and organic waste receiving facility in an effective, efficient, and safe manner to continuously protect the public health and environment for the residents in Central Marin County; and

WHEREAS, CMSA is a member of the California Water Environment Association's (CWEA) Redwood Empire Section, which includes wastewater organizations in Marin, Sonoma, Napa, Solano, and Mendocino counties; and

WHEREAS, the CWEA recognized the Agency as the **Treatment Plant of the Year** for exceptional overall performance, excellent NPDES permit compliance history, innovative organic waste receiving and power delivery programs, power monitoring of facilities and treatment equipment, overall process efficiency, contributions to the wastewater industry, and many facility accomplishments; and

WHEREAS, the CWEA recognized the Agency with the **Community Engagement and Outreach Project of the Year** for leading the Wastewater Treatment Agencies of Marin County Public Education program, which leverages the resources of six Marin County POTWs to provide a unified message that informs the public about reducing pollutants of concern to wastewater treatment plants, stormwater systems, and the environment.

WHEREAS, the CWEA awarded the **Outstanding Young Professional of the Year Award to Bobby Emter**, who has been with the Agency for seven years, in recognition of his leadership as a Lead Operator and his significant contributions to plant operations, including leading the implementation of digital plant round checks, advancing operational automation initiatives to support voluntary unstaffed graveyard shifts, mentoring and developing new operators, and ensuring consistent and reliable regulatory permit compliance; and

WHEREAS, the CWEA awarded the **Taking IT Above and Beyond** to **Tuomas Groves**, who has been with the Agency for fourteen years, in recognition of his exceptional work maintaining the Agency's SCADA, process control, communication systems, office workstations, networks,

and servers; implementation of process control and monitoring improvements by programming PLCs, and ensuring sound cybersecurity measures and protocols are in place to protect Agency IT and OT assets; and

WHEREAS, the CWEA awarded the **Mechanical Technician of the Year Award** to **Bob Stiles**, who has been with the Agency for three years, in recognition of his performance as a Lead Mechanical Technician who oversees Utility staff, his expertise in pump station and collection system maintenance, including rebuilding and replacing several submersible pumps, leading the procurement and outfitting of the new maintenance crane truck, leading the purchase and installation of a “Smart” pump in the site sump facility, and being a positive, energetic team player with his fellow colleagues; and

WHEREAS, the CWEA awarded the **Pretreatment and Pollution Prevention (P3S) Person of the Year Award** to **Kyle Carbajal**, who has been with the Agency for six years, in recognition of his exceptional work as a valuable Environmental Services Analyst, providing significant contributions to CMSA’s Pretreatment, Pollution Prevention, and FOG source control programs in inspections, permitting, plan review, and laboratory support services, as well as taking on the responsibilities of the laboratory’s interim Technical Manager, overseeing the Laboratory’s quality control and reporting programs; and

WHEREAS, the CWEA awarded the **Laboratory Analyst of the Year Award** to **Itzel Montano**, who has been with the Agency for five years, in recognition of her exceptional work as a Laboratory Analyst providing critical analytical support to the Laboratory’s ELAP accreditation efforts, in addressing corrective actions, troubleshooting and method validation, in maintaining the Laboratory’s routine sampling and analysis schedules, and providing detailed training to other staff and interns to ensure the continued success of the Laboratory’s quality control programs; and

WHEREAS, the CWEA awarded the **Community Engagement and Outreach Person of the Year Award** to **Mary Jo Ramey**, who has been with the Agency for 18 years, in recognition of her exceptional work as an Environmental Services Analyst, Chair of the Wastewater Treatment Agencies of Marin County Public Education Program, and CMSA’s Organic Waste Receiving Coordinator. Mary Jo’s commitment to communicating critical pollution prevention messages is evidenced by her detailed coordination of FOG and food waste deliveries in support of CMSA’s organic waste receiving program and partnerships, by leading CMSA treatment plant tours for local school groups and other interested parties, and by continuing to expand CMSA’s outreach and engagement efforts in conjunction with the Wastewater Treatment Agencies of Marin County;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners recognizes and appreciates the dedication and commitment of the Agency employees for operating, maintaining, and managing the Agency facilities and conducting Agency business in a manner to achieve the CWEA award recognitions.

PASSED AND ADOPTED at the meeting of the Central Marin Sanitation Agency Commissioners,
County of Marin, State of California, on February 10, 2026.

AYES:

NAYS:

ABSTAIN:

ABSENT

Dean DiGiovanni, Commission Chair

ATTEST:

By _____
Eli Beckman, Commission Secretary

RES Award Notification - Congratulations!

From Abigail Balf <abalf@sani5.org>
Date Thu 12/4/2025 3:41 PM
To Nick Talbot <ntalbot@cmsa.us>

Hello Nicholas,

I am happy to inform you that Central Marin Sanitation Agency was selected as the Redwood Empire Section's 2025 nominee for the Plant of the Year - Medium Award!

We appreciate you taking the time to nominate CMSA and hope to see you at the Awards Banquet on February 6, 2026. A recent email was sent out to all RES members regarding information about the Awards Banquet. The link to register can also be found [here](#). **Will you please send me a photo of CMSA for the banquet presentation?**

FYI, we do not send an email to the nominee, rather we leave it with the nominator to share the good news!

Regards,

Abigail (Abby) Balf Farrington

Wastewater Treatment Plant Operator
Sanitary District No.5 of Marin County
Office: (415) 435-1784; Cell: (415) 286-1172



RES Award Notification - Congratulations!

From Abigail Balf <abalf@sani5.org>

Date Thu 12/4/2025 3:22 PM

To Mark Koekemoer <mkoekemoer@cmsa.us>

Hello Mark,

I am happy to inform you that Central Marin Sanitation Agency was selected as the Redwood Empire Section's 2025 nominee for the Community Engagement and Outreach: Project of the Year - Large Award!

We appreciate you taking the time to nominate CMSA and hope to see you at the Awards Banquet on February 6, 2026.

A recent email was sent out to all RES members regarding information about the Awards Banquet. The link to register can also be found [here](#).

FYI, we do not send an email to the nominee, rather we leave it with the nominator to share the good news!

Regards,

Abigail (Abby) Balf Farrington

Wastewater Treatment Plant Operator

Sanitary District No.5 of Marin County

Office: (415) 435-1784; Cell: (415) 286-1172



RES Award Notification - Congratulations!

From Abigail Balf <abalf@sani5.org>
Date Thu 12/4/2025 3:43 PM
To Nick Talbot <ntalbot@cmsa.us>

Hello Nicholas,

I am happy to inform you that Bobby Emter was selected as the Redwood Empire Section's 2025 nominee for the Outstanding Young Professional of the Year Award!

We appreciate you taking the time to nominate Bobby and hope to see you at the Awards Banquet on February 6, 2026. A recent email was sent out to all RES members regarding information about the Awards Banquet. The link to register can also be found [here](#). **Will you please send me a photo of Bobby for the banquet presentation?**

FYI, we do not send an email to the nominee, rather we leave it with the nominator to share the good news!

Regards,

Abigail (Abby) Balf Farrington

Wastewater Treatment Plant Operator
Sanitary District No.5 of Marin County
Office: (415) 435-1784; Cell: (415) 286-1172





Outlook

RES Award Notification - Congratulations!

From Abigail Balf <abalf@sani5.org>

Date Thu 12/4/2025 3:46 PM

To Nick Talbot <ntalbot@cmsa.us>

Hello Nicholas,

I am happy to inform you that Tuomas Groves was selected as the Redwood Empire Section's 2025 nominee for the Taking IT Above and Beyond Award!

We appreciate you taking the time to nominate Tuomas and hope to see you at the Awards Banquet on February 6, 2026. A recent email was sent out to all RES members regarding information about the Awards Banquet. The link to register can also be found [here](#). **Will you please send me a photo of Tuomas for the banquet presentation?**

FYI, we do not send an email to the nominee, rather we leave it with the nominator to share the good news!

Regards,

Abigail (Abby) Balf Farrington

Wastewater Treatment Plant Operator

Sanitary District No.5 of Marin County

Office: (415) 435-1784; Cell: (415) 286-1172





Outlook

RES Award Notification - Congratulations!

From Abigail Balf <abalf@sani5.org>

Date Thu 12/4/2025 4:09 PM

To Jacob Dellinger <jdellinger@cmsa.us>

Hello Jacob,

I am happy to inform you that Robert Stiles was selected as the Redwood Empire Section's 2025 nominee for the Mechanical Technician Person of the Year Award!

We appreciate you taking the time to nominate Robert and hope to see you at the Awards Banquet on February 6, 2026. A recent email was sent out to all RES members regarding information about the Awards Banquet. The link to register can also be found [here](#). **Will you please send me a photo of Robert for the banquet presentation?**

FYI, we do not send an email to the nominee, rather we leave it with the nominator to share the good news!

Regards,

Abigail (Abby) Balf Farrington

Wastewater Treatment Plant Operator

Sanitary District No.5 of Marin County

Office: (415) 435-1784; Cell: (415) 286-1172



RES Award Notification - Congratulations!

From Abigail Balf <abalf@sani5.org>

Date Thu 12/4/2025 3:32 PM

To Mark Koekemoer <mkoekemoer@cmsa.us>

Hello Mark,

I am happy to inform you that Kyle Carbajal was selected as the Redwood Empire Section's 2025 nominee for the P3S Person of the Year Award!

We appreciate you taking the time to nominate Kyle and hope to see you at the Awards Banquet on February 6, 2026. A recent email was sent out to all RES members regarding information about the Awards Banquet. The link to register can also be found [here](#). **Will you please send me a photo of Kyle for the banquet presentation?**

FYI, we do not send an email to the nominee, rather we leave it with the nominator to share the good news!

Regards,

Abigail (Abby) Balf Farrington

Wastewater Treatment Plant Operator

Sanitary District No.5 of Marin County

Office: (415) 435-1784; Cell: (415) 286-1172



RES Award Notification - Congratulations!

From Abigail Balf <abalf@sani5.org>

Date Thu 12/4/2025 3:30 PM

To Mark Koekemoer <mkoekemoer@cmsa.us>

Hello Mark,

I am happy to inform you that Itzel Montano was selected as the Redwood Empire Section's 2025 nominee for the Laboratory Person of the Year Award!

We appreciate you taking the time to nominate Itzel and hope to see you at the Awards Banquet on February 6, 2026. A recent email was sent out to all RES members regarding information about the Awards Banquet. The link to register can also be found [here](#). **Will you please send me a photo of Itzel for the banquet presentation?**

FYI, we do not send an email to the nominee, rather we leave it with the nominator to share the good news!

Regards,

Abigail (Abby) Balf Farrington

Wastewater Treatment Plant Operator

Sanitary District No.5 of Marin County

Office: (415) 435-1784; Cell: (415) 286-1172



RES Award Notification - Congratulations!

From Abigail Balf <abalf@sani5.org>

Date Thu 12/4/2025 3:19 PM

To Mark Koekemoer <mkoekemoer@cmsa.us>

Hello Mark,

I am happy to inform you that Mary Jo Ramey was selected as the Redwood Empire Section's 2025 nominee for the Community Engagement and Outreach: Person of the Year Award!

We appreciate you taking the time to nominate Mary Jo and hope to see you at the Awards Banquet on February 6, 2026.

A recent email was sent out to all RES members regarding information about the Awards Banquet. The link to register can also be found [here](#).

FYI, we do not send an email to the nominee, rather we leave it with the nominator to share the good news!

Regards,

Abigail (Abby) Balf Farrington

Wastewater Treatment Plant Operator

Sanitary District No.5 of Marin County

Office: (415) 435-1784; Cell: (415) 286-1172





BOARD MEMORANDUM

February 5, 2026

To: CMSA Commissioners and Alternates

From: Joyce Cheung, Senior Engineer
Peter Kistenmacher, Technical Services Manager/Assistant General Manager

Approved: Jason Dow, General Manager

Subject: **Authorization to Bid the Headworks Gates Replacement Project**

Recommendation: Authorize the General Manager to advertise the Headworks Gates Replacement Project for public bidding.

Summary: The Headworks Gates Replacement Project (Project) includes replacing two Owner-furnished sluice gates in the headworks influent channel, including providing a bypass system, performing abrasive blasting and concrete repair, and coating the influent channel to protect the concrete surface. If the Project is authorized to bid, the bid documents would be issued by the end of February after they are finalized, and the construction phase is anticipated to begin in May 2026.

Fiscal Impact: The Agency's adopted FY26 & FY27 Capital Improvement Program (CIP) includes \$443,200 in FY26 and FY27 for this Project, of which \$121,000 is for the pre-purchase of the sluice gates, \$272,200 for gate installation, and \$50,000 for coating the headworks channel. The engineer's estimate for construction is \$320,300 which is within the budgeted amount. The bid results will be provided as part of the construction contract award Board memorandum in April, and the updated project costs will be reflected in the FY27 CIP Budget Update.

Discussion: The Headworks is equipped with two influent sluice gates that isolate the San Rafael and Ross Valley interceptors. The existing cast-iron gates are original to the facility and are approaching the end of their service life. The CIP included a project to replace the influent sluice gates with stainless steel gates, which have a longer service life due to better corrosion resistance. To help facilitate the timely completion of this Project during summertime low flows, the sluice gates were pre-purchased in November 2025 upon Board authorization. Staff received and approved the submittals in late January 2026, and delivery is expected in spring 2026.

To isolate the headworks channel to remove and replace the sluice gates, the contractor will be required to provide a temporary bypass system to ensure uninterrupted service for incoming flows. Staff will coordinate with the contractor, San Rafael Sanitation District, and Ross Valley

Sanitary District to isolate the collection systems for the bypass system setup. Once the headworks channel is isolated and drained, staff will review the concrete conditions and identify areas that require rebar and concrete repair, and the contractor will perform the repairs and apply a concrete sealer to protect the concrete from future moisture and corrosion issues. The construction complexity is anticipated to be higher than conventional gate replacement projects due to the tight working conditions in the headworks influent channel and the fact that influent flows must be conveyed past the construction area at all times.

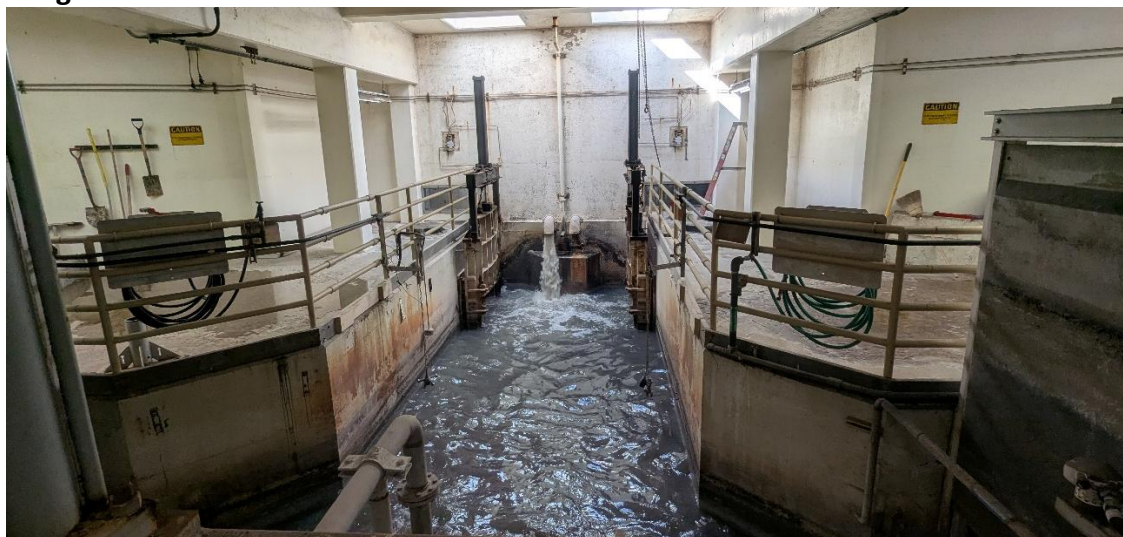
The construction phase of this Project is expected to last approximately four months, which includes time for submittal reviews, demolition, concrete repair and coating, sluice gate installation, and testing for leaks. If public bidding is authorized, staff will issue the public bid advertisement after the construction documents are finalized at the end of February 2026. This Project will undergo a formal bidding process, and a construction contract award recommendation will be prepared for the April 2026 Board meeting. Construction is anticipated to begin in May 2026, with substantial completion before the end of September 2026 to ensure the treatment plant is ready to receive wet weather flows. The Project's 90% design documents are available at the Agency's administrative office for Board member review, and the final contract documents will be made available for public review.

Alignment with Strategic Plan: This Project supports Goal 1 – Objective 1.2 in the Agency's FY26 Business Plan as shown below.

Goal One: CMSA will effectively operate and maintain its treatment facilities in compliance with changing regulations.

Objective 1.2: Manage the Agency's equipment and assets consistent with CIP and maintenance programs

Images:



Headworks Influent Channel



Existing Headworks Influent Gates



Manhole on influent deck to be used for Flow Bypass System



Existing Cast-Iron Sluice Gate



BOARD MEMORANDUM

February 5, 2026

To: CMSA Commissioners and Alternates

From: Jacky Wong, Associate Engineer
Peter Kistenmacher, Technical Services Manager/Assistant General Manager

Approved: Jason Dow, General Manager

Subject: Authorization to Bid the Primary Clarifier No. 4 and 5 and Chlorine Contact Tanks Coatings and Concrete Rehabilitation Project

Recommendation: Adopt the construction contract documents for the Primary Clarifier No. 4 and 5 and Chlorine Contact Tanks Coatings and Concrete Rehabilitation Project, and authorize the General Manager to advertise the Project for public bidding.

Summary: The scope of work for the Primary Clarifier No. 4 and 5 and Chlorine Contact Tanks Coatings and Concrete Rehabilitation Project (Project) includes blasting and recoating the steel launder mechanisms, resurfacing the sludge hopper concrete and applying a waterproofing sealer, and repairing deteriorated concrete in Primary Clarifier (PC) Tanks No. 4 and 5. The work also includes recoating the walls above the water line as well as the end walls for Chlorine Contact Tanks (CCT) No. 1, 2, and 3 and applying new deck coatings on various walkways to prevent water intrusion and rebar corrosion. If the Project is authorized to bid, the construction award recommendation will be prepared for the April 2026 Board meeting and construction is anticipated to begin in May 2026.

Fiscal Impact: The Agency's 10-year Capital Improvement Program (CIP) allocates \$1,186,400 to rehabilitate PC tanks No. 4 and No. 5 and perform the CCT coating work in FY26 and FY27. Based on the recently completed PC Tanks No. 2 and 3 Rehabilitation Project, the estimated cost for the above work is approximately \$1,200,000.

Discussion: The Agency operates seven primary clarifiers, and the CIP includes a phased rehabilitation of all the clarifiers. PC No. 1 was successfully rehabilitated in FY24, and PC No. 2 and 3 were completed in FY25. PC No. 4 through No. 7 will be rehabilitated sequentially between FY26 and FY29. The scope of work for PC No. 4 and No. 5 will closely resemble the rehabilitation performed on PC No. 2 and 3.

The FY26 CIP also includes recoating the walls above the water line as well as the end walls on CCT No. 1, 2, and 3, and applying new waterproofing deck coating to prevent water from seeping through cracks and potentially corroding subsurface rebar. Given the similarities in the

scope of work (coating and concrete repair) for all the above areas, staff consolidated these projects into unified construction documents for more efficient project delivery and to minimize shutdown requests and contractor coordination requirements. If public bidding is authorized, staff will issue the public bid advertisement after the Board meeting, and a construction award recommendation will be prepared for the April 2026 Board meeting. Construction is anticipated to begin in May and be substantially completed by October 2026. The Project's contract documents are available for review in the Agency's administrative office.

Environmental Review: This Project is exempt from the requirements of the California Environmental Quality Act (CEQA) because this is a routine action necessary to restore and replace existing equipment. This Project qualifies for the CEQA "common sense exemption," which states under Section 15061(b)(3) of CEQA: *"A project is exempt from CEQA if the activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA."* Projects that are proposed within existing CMSA facilities which comprise routine maintenance actions, such as maintenance and/or replacement, repair or upgrading of existing internal structures and equipment, would not generate any environmental effects and would qualify for a common sense exemption.

Alignment with Strategic Plan: This Project aligns with the Agency's FY26 Business Plan to support Goal 1 – Objective 1.2 as shown below.

Goal One: CMSA will effectively operate and maintain its treatment facilities in compliance with changing regulations.

Objective 1.3: Manage the Agency's equipment and assets consistent with CIP and maintenance programs

Action b: Finish the Chlorine Contact Tank Deck and Wall Coating Project



BOARD MEMORANDUM

February 5, 2026

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Operations and Management Services Agreement between CMSA and the San Rafael Sanitation District

Recommendation: Review and consider approving the Management and Operations Services Agreement, and provide direction to the General Manager, as appropriate.

Summary: Since June 2024, CMSA staff, San Rafael Sanitation District (SRSD) staff and consultants, a JPA Ad Hoc Committee, and the CMSA and JPA member agency attorneys worked collaboratively to prepare a final draft Management and Operations Service Agreement (Agreement) between CMSA and SRSD. Under the Agreement, CMSA would hire the City of San Rafael employees that work exclusively for SRSD, operate and maintain the SRSD collection system assets, and provide administrative support to the SRSD Board of Directors, among other activities. CMSA will be fully reimbursed by SRSD for all expenses incurred in providing the Agreement services, and will perform an annual financial audit of the expenses. On January 16, 2026, the Agreement, with two revisions, was approved by the SRSD Board and is now ready for CMSA Board review, discussion, and consideration of approval as presented or with revisions.

Background: In August 2021, the SRSD Board began discussing and evaluating the district's staffing challenges and long-term operational sustainability, which led the SRSD Board to assess strategic planning and service delivery options. In December 2024, SRSD requested and the CMSA Board approved General Manager Dow participating in a SRSD strategic planning evaluation, specifically in the CMSA service delivery alternative. At the May 14, 2024, meeting, the CMSA Board considered SRSD Board's request to begin discussions between the two agencies to prepare a service agreement for operational consolidation. The Board discussed the request and authorized its GM Dow to "enter into discussions to form the basis of a service agreement with SRSD", and directed GM Dow to create an Ad Hoc committee that complies with the Brown Act to support the SRSD discussions and service agreement. A service agreement technical working group was formed in June 2024 consisting of GM Dow, SRSD manager Doris Toy, and SRSD consultant Paul Causey.

On June 27, 2024, the Ad Hoc Committee met for the first time to review a service agreement outline and a draft task list. The Committee was comprised of Dean DiGiovanni representing SRSD, Eli Beckman representing SD2, and Tom Gaffney representing RVSD. Over the subsequent nineteen months, the Committee held fourteen open public meetings where it reviewed and provided comments and directions to staff on draft service agreements, agreement development tasks and schedules, organizational charts, agreement overhead factors, and other relevant documents. During the Agreement development period, the technical working group revised the Agreement sixteen times to address Committee comments.

The Committee's public meeting agenda packets were posted on the CMSA website and distributed to stakeholders, the meetings were open to the public and conducted in a hybrid format, and the meeting minutes and videos were posted on the CMSA website. Regular attendees at the meetings were SRSD staff, Mr. Causey, and RVSD staff and/or their special legal counsel. During the draft agreement's legal review phase, CMSA General Counsel Brandon Halter attended the meetings to present the JPA attorney review comments to the Committee and receive comments and direction.

In October 2024, at the request of RVSD, SRSD agreed to hire a management consultant to review the draft agreement and provide recommendations to enhance and/or improve it, and asked the JPA Ad Hoc Committee to select a consultant from a short list provided by RVSD. The Committee selected RSG and directed GM Dow to manage the contract work. RSG met with the Committee three times to present their scope of work, findings, draft report, and final report. RSG presented six recommendations, all of which have been addressed either directly in the final draft Agreement or during the Ad Hoc Committee meeting process.

On April 17, 2025, the draft Agreement was sent to the JPA agency attorneys to begin a legal review and revising process, with the goal of reaching agreement on a final draft Agreement to distribute to the JPA agency Boards for discussion. At the October 28, 2025, Ad Hoc meeting, the Committee reviewed the most recent legal review comments, provided direction to Counsel Halter to make certain revisions and discuss others with the JPA attorneys, and prepare and distribute the final draft Agreement to the JPA attorneys for the respective Boards' review at their November and December 2025 meetings. During that time period, additional comments were received, discussed, and integrated into the final draft Agreement. The JPA attorneys retitled the draft Agreement developed by the technical working group as version 1 and revised the Agreement an additional eleven times.

The last Ad Hoc Committee meeting was held on January 6, 2026, where the Committee reviewed the final draft Agreement, agreed on several revisions, and directed CMSA General Counsel Brandon Halter to revise it for consideration by the SRSD and CMSA Boards. The final Agreement (Version 12) was approved by the SRSD Board at its January 16, 2025, meeting with two revisions, and that thirteenth revision is attached.

Attachments:

- 1) SRSD Letter, dated May 1, 2024, from SRSD Board Chair Kate Colin.
- 2) SRSD Board approved Management and Operations Services Agreement (Version 13)



**San Rafael
Sanitation
District**

111 Morpew Street
San Rafael, CA 94901

Telephone 415 454-4001

Board of Directors

Kate Colin, Chair
Maribeth Bushey, Secretary/Director
Katie Rice, Director

District Manager/District Engineer

Doris Toy, P.E.

May 1, 2024

To Members of the Central Marin Sanitation Agency Board:

In reference to our November 29, 2023, letter to CMSA, the San Rafael Sanitation District ("SRSD") has explored various options for its future growth and stability. At SRSD's April 26, 2024, Board meeting, the Board authorized staff to begin discussions with CMSA in preparing a service agreement on operational consolidation. The SRSD Board believes that integrating SRSD into CMSA will ensure long-term stability of SRSD as well as create employment stability through stronger recruitment, retention and compensation. We recognize that this is a bold initiative and appreciate CMSA's willingness to begin discussions. We believe this strategy is in alignment with good local agency governance and will strengthen the entire wastewater collection-to-treatment system for decades to come.

The SRSD Board has identified four critical issues as part of the implementation: 1) logistical details of hiring all of the current SRSD employees as CMSA employees; 2) confirming how the new employees will be physically integrated at CMSA; 3) details around integration of services including the wastewater collection as well as administrative and support services; and 4) identifying any additional issues regarding the potential of a future consolidation.

We recognize that a phased approach might be the best path forward and we are optimistic about the development of a service agreement that will enable SRSD and CMSA to improve service to our customers and support SRSD employees at the same time.

Sincerely,

Kate Colin
Chair, San Rafael Sanitation District

cc: Doris Toy, SRSD District Manager/Engineer
Jason Dow, CMSA General Manager
Michael Boorstein, RVSD Board President
Eli Beckman, SD2 Board President
Cristine Alilovich, City of San Rafael City Manager

MANAGEMENT AND OPERATION SERVICES AGREEMENT

This Management and Operation Services Agreement (“Agreement”) dated _____ is hereby entered into by and between the CENTRAL MARIN SANITATION AGENCY (“CMSA” or “Agency”) and SAN RAFAEL SANITATION DISTRICT (“SRSD”). CMSA and SRSD are each referred to herein as a “party”, and together as the “parties.”

RECITALS

WHEREAS, CMSA is a Joint Exercise of Powers entity governed by agreement between CMSA member agencies SRSD, Marin County Sanitary District No. 2 (“SD2”), and Ross Valley Sanitary District (“RVSD”); and

WHEREAS, SRSD is a dependent special district formed in 1947 pursuant to Health and Safety Code Section 4700, et seq.; and

WHEREAS, SRSD owns, operates, and manages a sanitary sewer collection system including gravity and pressure piping, interceptors, pump stations, force mains, manholes, siphons, sewer related equipment, and appurtenances (the “SRSD Facilities”, as more fully described in Exhibit “A-1” and Exhibit “A-2”, attached hereto and incorporated herein); and

WHEREAS, SRSD has adopted a Sewer System Management Plan (“SSMP”) which is an enforceable component of the State of California Statewide Order No. WQ 2022-0103-DWQ -Discharge Requirements General Order for Sanitary Sewer Systems that regulates the operations of the SRSD sanitary sewer system; and

WHEREAS, SRSD currently contracts with the City of San Rafael (“City”) for the City to provide management and operation services for SRSD; and

WHEREAS, SRSD desires to terminate its existing management and operation services contract with City, and instead contract with CMSA for CMSA to provide management and operation services to SRSD, subject to the terms and conditions herein; and

WHEREAS, pursuant to Health and Safety Code section 4742, SRSD may join with CMSA in the operation of a wastewater collection system as provided for through this Agreement; and

WHEREAS, CMSA desires to provide the management and operation services contemplated by this Agreement to SRSD on the terms and conditions provided herein, subject to the requirement as further provided herein that all costs of providing the services pursuant to this Agreement shall be fully and exclusively borne by SRSD, and that any and all costs of performance under this Agreement incurred by CMSA, including all overhead costs for CMSA general services, shall be calculated by CMSA and paid by SRSD; and further subject to the requirement that none of the costs associated with services provided pursuant to this Agreement may be borne by CMSA, RVSD, or SD2;

WHEREAS, CMSA and SRSD intend that nothing in this Agreement shall affect the relationship of the parties established in that certain Joint Exercise of Powers Agreement, as last amended December 2019 and effective January 1, 2020 ("JPA");

NOW, THEREFORE, the parties hereby agree as follows.

1. Definitions:

- a. Agreement Effective Date: Effective date of this Agreement
- b. City: City of San Rafael.
- c. City Employees: Current City employees responsible for performing operation services for SRSD Facilities who may become employees of CMSA following the Services Effective Date subject to the terms of this Agreement.
- d. CMSA: Central Marin Sanitation Agency.
- e. CMSA Board: CMSA's Board of Commissioners.
- f. CMSA GM: CMSA's General Manager.
- g. MCERA: Marin County Employees' Retirement Association.
- h. JPA: The Joint Exercise of Powers Agreement between SRSD, RVSD, and SD2, as last amended December 2019 and effective January 31, 2020 that forms CMSA.
- i. RVSD: Ross Valley Sanitary District.
- j. SD2: Marin County Sanitary District Number Two.
- k. Services Effective Date: Date on which CMSA shall begin providing services to SRSD as set forth in this Agreement.
- l. SRSD: San Rafael Sanitation District.
- m. SRSD Board: SRSD's Board of Directors

2. Scope of Services: Beginning on the Services Effective Date (as further defined below), CMSA agrees to perform the services specified in the Scope of Services attached hereto as Exhibit B ("Services"), Exhibit B is incorporated by reference. CMSA shall provide SRSD with all labor, equipment, tools, services and materials necessary to perform the stated services in a professional and competent manner,

and in accordance with accepted professional practices and standards as well as the requirements of federal, state, and local laws. SRSD authorizes CMSA employees to enter its property in order to carry out the services required in this Agreement.

3. **Agreement Term**: This Agreement shall remain in full force and effect for two years from the Effective Date, and shall continue thereafter from year to year unless the Agreement is terminated or amended by mutual agreement of all parties.
4. **Services Effective Date**: The Services Effective Date shall be a date determined by the CMSA Representative, as defined below, subject to approval by the CMSA Board, subject to the requirements of this section.
 - a. The Services Effective Date shall occur after the CMSA Representative determines, in their reasonable discretion and subject to approval by the CMSA Board, that the following activities have been completed, and provides written notice of such determination to the SRSD Board:
 - i. SRSD and the City terminate the agreement pursuant to which City has provided management and operation services for SRSD and execute any additional agreements necessary to formalize permanent separation.
 - ii. All labor negotiation requirements necessary to authorize the release of all City Employees from City employment, and the hire by CMSA of those City Employees deemed qualified by CMSA to perform services for SRSD Facilities in accordance with this Agreement, have been met.
 - iii. CMSA completes all requirements necessary to authorize it to hire the City Employees for purposes of providing the Services in accordance with this Agreement, including but not limited to hiring requirements and labor negotiation requirements, as well as finalization of a salary schedule.
 - iv. SRSD confirms that it has paid off all pending MCERA pension-related liabilities for the City Employees, including unfunded pension liabilities, for all periods prior to the Services Effective Date.
 - v. CMSA and SRSD have completed all other administrative tasks necessary to perform the Services.
 - vi. Sufficient office space capacity has been secured by CMSA to provide the Services.
 - vii. The City Employees approved for hire at CMSA are released from employment by City, and hired by CMSA.
 - viii. SRSD adopts an ordinance to follow the Uniform Public Construction Cost Accounting Act sufficient to allow the CMSA General Manager to approve contracts as allowed under the Act.

- ix. SRSD provides documentation describing the condition of the SRSD Facilities for purposes of assisting in future allocation of costs.
 - b. The Services Effective Date shall not occur, and this Agreement shall be null and void, if the Services Effective Date does not occur on a date within one year of the date of this Agreement, except that this deadline may be extended by mutual written agreement of the parties.
- 5. **Independent Contractor and Control of Subordinates:** Services shall be performed by CMSA or under its supervision. CMSA will determine the means, methods and details of performing the Services, including any assessment or evaluations of those services, subject to the requirements of this Agreement. SRSD retains CMSA on an independent contractor basis. Any CMSA employees, whether they perform the Services on behalf of CMSA or otherwise, shall not be common law employees of SRSD and shall at all times be under CMSA's exclusive direction and control. Neither SRSD, or any of its officials, officers, directors, employees or agents shall have control over the conduct of CMSA or any of CMSA's officers, employees, personnel or agents.

CMSA shall pay all wages, salaries, and other amounts due in connection with the performance of Services by CMSA employees that CMSA is obligated to provide under this Agreement and as required by law.
- 6. **SRSD's Representative:** SRSD hereby designates the SRSD Board President or their designee, to act as its representative in all matters pertaining to the administration and performance of this Agreement ("SRSD Representative"). Any changes to the Scope of Services shall be made only by written agreement between approved by the governing boards of CMSA and SRSD.
- 7. **CMSA's Representative:** CMSA hereby designates the CMSA GM, or their designee, to act as its representative for the performance of this Agreement ("CMSA Representative"). CMSA's Representative shall have full authority to represent and act on behalf of CMSA for all purposes under this Agreement, except as to those matters that require CMSA Board approval. The CMSA Representative shall act as the Services administrator, supervising and directing all Services, using his or her best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement. CMSA Representative shall not perform services for SRSD in their own capacity and will direct CMSA employees to perform any and all services under this Agreement.

- 8. Authority to Incur Costs:** SRSD acknowledges and agrees that the CMSA Representative will have authority to execute any agreement with a third party that is reasonably necessary, in CMSA's discretion, for CMSA to perform the Services, up to a monetary value that equals the CMSA GM's signature authority for CMSA contracts as set by CMSA's Board ("Contracting Limit"), except that notwithstanding the foregoing CMSA may, in its discretion, enter such an agreement as necessary to respond to an emergency. The cost of any such agreement will be subject to payment by SRSD as a Cost (as further defined below) in accordance with this Agreement.
- 9. SRSD Board Responsibilities Unaffected:** Nothing in this Agreement is intended to relieve SRSD from its obligation to perform, or impose on CMSA any obligation to perform, any of SRSD's responsibilities or obligations under applicable law, including but not limited to the responsibilities and obligations listed below.
- a. Approve multi-year capital improvement program.
 - b. Approve annual financial audit.
 - c. Approve loans, bonds, and other forms of indebtedness.
 - d. Authorize funding the pension trust.
 - e. Set sewer service charges to fully fund the annual operating and multi-year capital program; to ensure that SRSD is in a position to meet its financial obligations for the Services provided pursuant to this Agreement.
 - f. Approve payment of fines and enforcement penalties for non-compliance with regulatory requirements.
 - g. Ensure compliant reporting of all required operational performance metrics to appropriate authorities.
 - h. Annually approve an investment policy.
 - i. Manage litigation to which SRSD is a party.
 - j. Authorize contract awards for capital projects exceeding the CMSA GM "Contracting Limit" that are not of an emergency nature.
 - k. Approve and authorize payment of monthly invoices for services.
 - l. Approve, at least every six years, revisions to the SRSD Sanitary Sewer Management Plan.

SRSD agrees that it will take whatever actions are necessary to ensure compliance with such responsibilities and obligations, including but not limited to designation of a Legally Responsible Official. The parties acknowledge that nothing in this agreement shall infringe or interfere with SRSD's ability to exercise any of its powers under applicable law, including but not limited to the power to enter contracts.

10. Compensation to CMSA for Services:

- a. It is the intent of the parties that all costs related to parties' participation in this Agreement will be borne exclusively by SRSD. This Agreement shall be interpreted consistent with the foregoing intent to the maximum extent possible. All services rendered under this Agreement shall be calculated monthly to include all costs and expenses incurred by CMSA for carrying out all Services under this Agreement.
- b. Consistent with the foregoing, SRSD is solely responsible for, and shall compensate CMSA for incurring, any and all costs related to negotiating this Agreement and providing the Services (together, "Costs," and each, a "Cost"). The parties understand and acknowledge that such Costs shall include, but are not limited to, the following:
 - i. All costs related to the parties' negotiations related to this Agreement, and their actions to ensure the conditions precedent to the Services Effective Date included but not limited to negotiations with labor organizations, are completed.
 - ii. Procurement of materials, supplies, and equipment.
 - iii. Insurance (including any additional insurance CMSA must carry as required in section 16 below, as well as any supplemental insurance as determined by the CMSA GM in consultation with the CMSA insurance/risk management company (CSRMA, or successor) to address unfunded liabilities, catastrophic events, and any costs and risks identified by the SFSD 2025 Sewer System Management Plan, that CMSA determines in its sole discretion is necessary to provide the Services), public education and outreach, and all other direct expenses.
 - iv. An initial 5% overhead factor on the annual total compensation budget estimate for the Services, to cover all indirect and non-tracked minor expenses, which 5% overhead factor can be changed after notice to SRSD.
 - v. All costs related to emergency response.
 - vi. All expenses related to preventative, ongoing, and enforcement of operations, maintenance, inspection, and sewer pipe blockage and overflow control programs; development and implementation of spill emergency responses; system evaluation, capacity assurances, monitoring, measurement programs and program modifications; communication programs, and capital improvements, whether known or unforeseen.
 - vii. All costs incurred as a result of acts, omissions, or misconduct of City Employees subsequently hired by CMSA.

- viii. All costs incurred as a result of any waste discharge, flooding, or other damage, attributable to SRSD Facilities, regardless of the degree of fault of any CMSA employee.
- c. SRSD shall pay CMSA for the Costs as follows:
 - i. CMSA will prepare and send SRSD a monthly invoice for the services provided the prior month, and SRSD Board will approve and authorize payment of the invoice at the next subsequent Board meeting or within 60 days, whichever is earlier.
- d. Notwithstanding the foregoing, costs for capital improvements related to SRSD Facilities shall only be included in the definition of “Costs” under this Agreement to the extent they are approved by the SRSD Board.

11. Third Party Beneficiaries. RVSD and SD2 are expressly acknowledged and agreed to be third-party beneficiaries of this Agreement, with full rights to enforce the provisions hereof as if they were parties hereto, as to sections 13, 15, and 21 of this Agreement. Except for RVSD and SD2 as specifically described herein, this Agreement is for the sole benefit of the parties hereto and their permitted successors and assigns, and no other person or entity shall be deemed a third-party beneficiary of this Agreement. This provision shall survive the termination, expiration, or cancellation of this agreement.

12. City Employees Hired by CMSA:

- a. Subject to the terms and conditions of this Agreement, CMSA agrees to hire all qualified City Employees, upon their release from City employment, at the appropriate level in the compensation range as determined by CMSA.
- b. Prior to the transfer of any City Employee to CMSA, SRSD shall conduct an evaluation of such employee’s fitness for employment and review the employee’s employment history. SRSD shall notify CMSA in writing of any material information arising from such evaluation or history that may affect the employee’s suitability for employment with CMSA to the maximum extent allowed by law. Such notification shall be provided prior to CMSA’s hiring or accepting the transfer of the employee. CMSA shall have sole discretion to decline to hire any City Employee that CMSA deems unsuitable.
- c. CMSA agrees to establish the employee hire date of any City Employee it chooses to hire as the date the employee was hired with the City. Exhibit E provides the tentative CMSA salary ranges for each new CMSA classification created for purposes of fulfilling its obligations under this Agreement. The final salary ranges will be approved by the CMSA Board before the Services Effective Date.

- d. All former City Employees hired by CMSA shall be under the sole and exclusive control of CMSA with respect to all employment and personnel matters, once hired by CMSA.
- e. CMSA agrees to establish leave balances for each of the City Employees hired based upon the leave balance remaining at the City as of the employee's resignation from the City. Leave balances will be adjusted using each City Employee's compensation rate when hired by CMSA. CMSA further agrees to utilize the original hire date for the employees at the City for purposes of computing both CMSA vacation and sick leave accrual rates.
- f. Notwithstanding the foregoing, CMSA will retain all applicable rights of an employer with respect to the City Employees it hires pursuant to this Agreement, including but not limited to the power to discipline and terminate such employees, consistent with applicable law.

13. SRSD Unfunded Pension Liabilities and Retiree Medical Benefits:

SRSD shall be solely responsible for all current and future pension liability attributed to benefits accrued by City Employees prior to the Services Effective Date. CMSA and RVSD and SD2 shall not be responsible for any such pension liabilities. Accordingly, the SRSD Board shall provide for the full payment of any existing unfunded actuarial liability ("UAL") attributed to pension benefits accrued by City Employees prior to the Services Effective Date under MCERA. For this purpose, the CMSA Representative will retain the services of an actuary to calculate the UAL attributed to pension benefits accrued by City Employees prior to the Services Effective Date under MCERA. The UAL payment will be based on each employee's compensation level immediately after they transfer to CMSA, pension formula, years of service related to their tenure as City Employees, elections, and all related factors.

For each fiscal year thereafter for the duration of the Agreement, the CMSA Representative will retain the services of an actuary to calculate any additional UAL attributed to pension benefits accrued by City Employees prior to the Services Effective Date under MCERA. SRSD shall make the additional UAL payment to MCERA with confirmation of such payment provided to CMSA. SRSD agrees to compensate CMSA for the initial and each subsequent actuarial fee.

- a. **Retiree Medical Benefits:** City Employees who have retired prior to the Services Effective Date shall maintain their retiree medical benefits after the Services Effective Date. Each City employee's offer of employment letter with CMSA will show the retiree medical benefits that will be provided by CMSA. SRSD shall reimburse CMSA annually for any post-retirement costs related to

retiree medical benefits, with respect to benefits accrued prior to the Services Effective Date.

14. Expansion of Office Capacity: Prior to the Services Effective Date, SRSD shall take all steps necessary, at its sole expense, to secure additional office space on CMSA property sufficient to support the Services, including but not limited to coordinating with CMSA to complete the installation and furnishing of two modular office buildings. SRSD shall pay CMSA a monthly property use fee set by the CMSA GM in their reasonable discretion, but at an amount that will not be less than \$6,120, which property use fee shall be separate and additional to SRSD's obligation to reimburse CMSA for the Costs as provided in this Agreement. Annually, on each July 1 following the date of execution of this Agreement, the property use fee will increase by the prior year's SF Bay Area Consumer Price Index. CMSA shall have full discretion to relocate such additional office space, at SRSD's expense, according to CMSA's business needs.

15. Indemnification:

- a. The parties acknowledge that Section 17, subsection B of the JPA requires that Member agencies, which include SRSD, RVSD, and SD2, individually shall indemnify, defend, and hold CMSA and other Members harmless from any liability arising out of or relating to the individual Members actions and omissions. It is the intent of the parties that notwithstanding that provision in the JPA or any successor agreement SRSD will defend, indemnify, and hold harmless CMSA, SD2, RVSD, and their respective officials, commissioners, employees, contractors, agents, and assigns (together, the "CMSA Indemnified Parties") from any and all claims, demands, damages, liabilities, losses and costs of whatever nature, including but not limited to reasonable attorneys' fees (together, "Claims") for acts or omissions arising from, connected with, or in any way related to this Agreement, including the acts or omissions of City Employees or contractors; any costs or liabilities arising from legacy issues with the design and maintenance of SRSD Facilities; and costs or liabilities incurred to maintain regulatory compliance, except to the extent such Claims arise solely from such CMSA Indemnified Parties' intentional misconduct. It is the parties' intent that this section be interpreted to maximize the scope of indemnity owed by SRSD to CMSA, RVSD, and SD2. In the event of any conflict between this indemnification provision in this Agreement, and the indemnification provisions in the JPA, as between the CMSA Indemnified Parties and SRSD, this provision shall govern. The parties agree that they shall be estopped in future litigation from asserting that SD2 and RVSD have any obligations to indemnify

any cost attributable to this Agreement. No party shall challenge the validity of this provision of the Agreement.

- b. The obligations contained in this indemnification provision shall survive the termination of this Agreement.

16. Insurance: The parties acknowledge that Section 17B of the JPA requires Member agencies to procure and maintain at all times insurance against claims for injuries to persons or damages to property that may arise out of or relate to the individual Member's actions pursuant to the JPA. Minimum scope of insurance and coverage are contained in Exhibit B to the JPA. CMSA agrees to procure and maintain for SRSD the minimum scope of insurance and coverage of a member agency for SRSD in the JPA Agreement. CMSA agrees to add RVSD and SD2, and their officers, officials, employees, and volunteers to be covered as additional insureds on the SRSD policies with respect to liability arising out of or relating to actions of CMSA Employees pursuant to this Agreement.

17. Accounting and Audit: CMSA will keep an accounting of all operating, capital, and contract services for the Services performed under this Agreement that is separate from the accounting of costs incurred under the services performed under the JPA. Annually, on a date to be selected by CMSA that maximizes administrative efficiencies with respect to CMSA's other annual financial reporting obligations, the financial accounting and records relating to the performance of the services under this Agreement shall be audited by an independent certified public accountant who will report the audit findings to the CMSA Board.

18. Dispute Resolution:

- a. Any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including but not limited to the determination of the scope or applicability of this Section to resolve disputes, including any such claim or controversy asserted by a third party beneficiary ("Dispute"), shall exclusively be determined as follows:
 - i. The parties (including third-party beneficiaries, which shall be subject to the same rights as the parties, as to sections 11, 15, and 21 of this Agreement, under this Section, and shall also be subject to the conditions of this Section as to those rights) shall first attempt in good faith to resolve any Dispute promptly by negotiation between two members of each of the parties' Boards, subject to approval of any such resolution by the full membership of such Boards. Any party may give the other party written notice of any Dispute not resolved in the

normal course of business. Within 15 days after delivery of the notice, the receiving party shall submit to the other a written response. The notice and response shall include with reasonable particularity a statement of each party's position and a summary of arguments supporting that position. Within 30 days after delivery of the notice, the representatives of both parties shall meet at a mutually acceptable time and place.

- ii. If the Dispute is not resolved by negotiation pursuant to subparagraph (i) above, the parties shall submit to mediation before an agreed-upon mediator, with each party to pay an equal share of the mediation fees, and each party to pay its own attorneys' fees and legal costs.

Notwithstanding the foregoing, in the event the dispute involves a third-party beneficiary, SRSD shall pay the mediation fees and all legal costs and attorneys' fees incurred by the third-party beneficiary in connection with the mediation that are reasonable, as determined by the mediator. Should the parties be unable to agree upon a mediator, they will jointly submit to mediation through ADR Services, which shall select a mediator.

- iii. If the Dispute is not resolved by mediation pursuant to subparagraph (ii) above, then the Dispute shall be determined by final binding arbitration in San Francisco, California before one arbitrator. The arbitration shall be administered by JAMS pursuant to its Comprehensive Arbitration Rules and Procedures and in accordance with the Expedited Procedures in those Rules, with each party to pay an equal share of the arbitration fees, and each party to pay its own attorneys' fees and legal costs. In the event the dispute involves a third-party beneficiary, SRSD shall pay the arbitration fees and all legal costs and attorneys' fees incurred by the third-party beneficiary if, in the judgement of the arbitrator, the third party beneficiary is the prevailing party in the arbitration, and only to the extent that such fees and costs are reasonable as determined by the arbitrator. Judgment on the award resulting from such arbitration may be entered in any court having jurisdiction. This clause shall not preclude parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction.

- b. The parties each hereby expressly waives any and all rights to have disputes under this Agreement decided by court action, court trial, jury trial or any other legal action of any kind or type, other than the dispute resolution process specified above. However, in emergency or extraordinary circumstances, either or both parties may seek equitable or injunctive relief to

preserve the status quo pending occurrence of the dispute resolution process specified above. It is the express intent of both the parties to have any and all disputes under this Agreement resolved by the dispute resolution process described above in as timely and economical a manner as possible.

19. Termination:

- a. Notice. This Agreement may be terminated by either party by majority vote of the terminating party's Board. Any such termination shall be effectuated by written notice eighteen months in advance.
- b. Transition Period. Upon notice of termination by either party, the parties shall cooperate in good faith to facilitate the orderly conclusion of the parties' rights and obligations under this Agreement. The parties acknowledge that CMSA's participation in this Agreement will require it to initiate and maintain investments sufficient to allow it to meet its obligations under this Agreement, including but not limited to, investments in the form of hiring employees, and that orderly conclusion the parties' rights and obligations under this Agreement includes ensuring that SRSD bears any costs associated with the need to divest CMSA of such investments.

20. Notices: All written notices permitted or required under the terms of this Agreement shall be addressed as follows:

If to the CMSA:

General Manager
Central Marin Sanitation
Agency
1301 Andersen Drive
San Rafael, CA 94901

With a copy to:

General Counsel
Central Marin Sanitation Agency
Marin County Counsel's Office
3501 Civic Center Drive, Suite 275
San Rafael, CA 94903

If to the SRSD:

Board President
San Rafael Sanitation District
1400 Fifth Avenue
San Rafael, CA 94901

With a copy to:

General Counsel
San Rafael Sanitation District
Marin County Counsel's Office
3501 Civic Center Drive, Suite 275
San Rafael, CA 94903

If to SD2: District Manager
Sanitary District No. Two
300 Tamalpais Drive
Corte Madera, CA 94925

If to RVSD: District Manager
Ross Valley Sanitary District
1111 Anderson Dr.
San Rafael, CA 94901

21. Modification: No modification or amendment hereof shall be effective unless and until such modification is evidenced by a writing signed by all parties to this Agreement. Prior to presenting a proposed modification or amendment to the CMSA Board for approval, CMSA staff shall provide written notice of such proposed modification or amendment to staff for RVSD and SD2.

22. Reports, Plans and Documents: CMSA shall keep and maintain records related to its performance of the Services in the same manner it keeps and maintains similar classes of records for its own operations. All reports, drawings, calculations, plans, specifications, and other documents prepared or obtained by CMSA for purposes of providing the Services pursuant to the terms of this Agreement shall be the property of the SRSD, subject to SRSD granting of an irrevocable worldwide license to use such material to CMSA, except as may otherwise be required by law or any contract between CMSA or SRSD and a design professional.

23. Prior Agreements: This Agreement shall neither affect the JPA, nor any of the amendments to that Agreement.

24. Severability: If any provisions of this Agreement are held invalid by a court of competent jurisdiction, the remainder of this Agreement shall not be affected

thereby if such remainder would continue to serve the purposes and objectives originally contemplated by the parties.

- 25. Force Majeure:** Any provision, delay, or stoppage which is due to strikes, labor disputes, inability to obtain labor, materials, equipment or reasonable substitutes therefor, acts of God, governmental restrictions or requisitions or controls, judicial orders, enemy or hostile government actions, civil commotion, fire or other casualty, epidemics or pandemics, gubernatorial orders, orders of the County of Marin Health Officer, or other causes beyond reasonable control of the party obligated to perform hereunder, shall excuse performance by such party for a period equal to the duration of such prevention, delay, or stoppage, provided that the performance is not a duty to pay money.
- 26. Binding Authority of Signatories:** Each of the signatories below represents and warrants that he/she possesses full legal authority to contract for and legally bind his/her respective public entity to this Agreement and all its terms and provisions.
- 27. Counterparts:** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail or other means of Electronic Transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.
- 28. Waiver:** No waiver by either Party of any of the terms or conditions of this Agreement or any of their respective rights under this Agreement shall be effective unless such waiver is in writing and signed by the Party charged with the waiver.
- 29. Complete Agreement:** This Agreement contains the entire agreement and understanding between the parties concerning the subject matter of this Agreement and supersedes all prior agreements, terms, understandings, conditions, representations and warranties, whether written or oral concerning the matters which are the subject of this Agreement. This Agreement has been drafted through a joint effort of the parties and their counsel and, therefore, shall not be construed in favor of or against either of the parties.
- 30. Successors and Assigns:** The provisions of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto, as well as their respective successors, assigns, employees, officials, personal and legal representatives, executors, administrators, heirs, distributees, and devisees (together, "Successors and Assigns").

31. Governing Law: This Agreement shall be governed by and interpreted in accordance with the laws of the State of California.

32. Exhibits:

- A. SRSD Sewer System Assets
- B. Scope of Services - District Operations
- C. SRSD Sanitary Sewer Management Plan Table of Contents

San Rafael Sanitation District

Central Marin Sanitation Agency

Kate Colin, President

Dean DiGiovanni, Chair

Attest:

Maribeth Bushey, SRSD Secretary

Eli Beckman, CMSA Secretary

Exhibit A-1 – SRSD Sewer System Assets

SRSD owns and operates a municipal sanitary sewer system composed of the following assets as of the Agreement Effective Date.

1. Gravity Pipelines – 132 miles gravity sewer mains ranging in size from 4 inches to 36 inches, of multiple material types, such as PVC (polyvinyl chloride), vitrified clay, ductile iron, and HDPE (high-density polyethylene).
2. Pressure Pipelines – 13 miles ranging in size from 4 inches to 45 inches and of multiple material types, such as HDPE (high-density polyethylene), reinforced concrete, and ductile iron.
3. Manholes, Rod Holes and Access Points - 3,903 of them.
4. Wastewater Pump stations – 33 as stated in Exhibit A-2 below, including all pumps, motors, mechanical and electrical equipment, generators, flow measurement equipment, valves, appurtenances, station alarms, force mains, spare parts, and all pump station site facilities including buildings, landscaping, fencing and gates.
5. 45" San Rafael Interceptor (FM 1A-1 and 2) to the CMSA treatment plant including all valves, fittings, and pipeline appurtenances, and the fitting that accepts the chemical dosing station pipeline.
6. 10" South San Francisco Force Main (FM IG) – including the interceptor and all its fittings, valves, and other pipeline appurtenances for the entire length from the connection to the 45" San Rafael Interceptor to the South San Francisco Pump Station.
7. Collection System Appurtenances - Air relief values, inline pipe valving, pipeline flow monitoring equipment, and siphons.
8. Equipment and Facilities – Pipeline cleaning vehicles (i.e. rodder, vactor, and water trucks), utility trucks, district vehicles, CCTV (Closed-Circuit Television) van and camera(s), portable generators, trailers, computer equipment, field monitoring equipment, miscellaneous pipe and manhole materials, sewer plugs, emergency response equipment, tools, radios, etc.

Exhibit A-2 – Pump Stations

PS #	PUMP STATION	Address
1	ANDERSEN A	1001 Andersen
2	ANDERSEN B	1271 Andersen
3	KERNER A	3098 Kerner Blvd
4	KERNER B	2599 Kerner Blvd
5	MOORING RD.	2 Pt San Pedro Road
6	WEST FRANCISCO	699 Andersen Drive
7	THIRD ST.	119 Third Street
8	NORTH FRANCISCO	201 Francisco Blvd
9	MC PHAILS	460 DuBois Street
10	BRET HARTE	86 Woodland Avenue
11	SIMMS ST.	40 Simmas Street
12	SOUTH FRANCISCO	1601 Francisco Blvd East
13	WEST RAILROAD	47 Castro Avenue
14	CAYES MAIN (CATALINA)	19 Gloucester Cove
15	NEWPORT WAY	11 New Port Way
16	SAN PEDRO	48 Marina @ Pt San Pedro
17	LOCH LOMOND	575 Pt San Pedro Road
18	GLENWOOD	905 Pt San Pedro Road
19	SEAWAY	50 Sea Way
20	BEACH DR FIBERGLASS	11 Beach Drive
21	BEACH DR BY BAY	35 Brach Drive
22	PEACOCK#1 (RIVIERA)	301 Rivera Drive
23	PEACOCK#2	140 Peacock Drive
24	PEACOCK #3 (LAGOON)	44 Lagoon Road
25	MAIN DR	850 Pt San Pedro Road
26	MCNEARS	201 Canterra Way
27	MARIN BAY PARK	1 Canterra Way
28	BAYPOINT	30 Baypoint Drive
29	BEDFORD	47 Bedford Cove
30	BAYPOINT LAGOON	147 Baypoint Drive
31	KERNER C	2450 Kerner Blvd
32	BISCAYNE	403 Biscayne drive
33	Loch Lomond Marina	Loch Lomond Drive

Exhibit B – Scope of Services - District Operations

CMSA will provide all staffing, regulatory compliance, Board support coordination, and all other services necessary for the proper management, administration, and operation of SRSD Facilities, as further described below (together, the “Services”). Those activities provided through this Agreement are generally outlined and described below or as coordinated by the SRSD Representative and CMSA Representative following execution of this Agreement.

CMSA has sole authority to determine the necessary staffing levels and any employment-related matters in the performance of the Services during the Agreement’s term. Any communication related to Services under this Agreement between the SRSD Board or SRSD Representative and CMSA shall be effectuated through the CMSA Representative.

1. SRSD Board Administration

- a. Prepare Board meeting agenda packets.
- b. Attend Board meetings, prepare meeting minutes, and process meeting stipends.
- c. Place Board meeting materials and compensation reports on the SRSD website
- d. Obtain and file Board member conflict of interest statements.
- e. Respond to Board member questions and requests for information regarding the Services.
- f. Provide new Board member orientation training.

2. Financial Management and Administration

- a. Financial Tracking: Establish and maintain a separate SRSD fund in the CMSA financial management system for the proper tracking of all payroll expenses associated with this Agreement.
- b. Annual Operating Budget: Prepare and submit separate draft and final budgets for the Services to the SRSD Board for approval. The draft budget will include adjustments to the cost of Services under this Agreement, and may include operational metrics. The draft budget will be submitted to the SRSD Board in March, and the final draft budget submitted in May.
- c. Annual Capital Budget: Annually prepare a capital budget, and update the multi-year capital improvement program (CIP), for the SRSD Facilities. The CIP updates will be based on regular asset evaluations and condition assessments, collection system master planning, staff input, and regulatory

requirements. Submit such capital budget and CIP for the SRSD Facilities to the SRSD Board for approval.

- d. Accounts Payable: Provide all SRSD accounts payables and financial reporting services using a financial management consultant, with the option to transition such services to be performed by CMSA staff at CMSA's discretion.
- e. Annual Service Charge Billing and Administration: Coordinate with the County of Marin regarding all sewer service charge billing requirements related to SRSD Facilities. Set up bank account and manage investments.

3. Human Resources and Staffing

- a. Provide all human resources support services related to providing the Services.

4. Emergency Response Services

- a. Use commercially reasonable efforts to provide emergency response including spill event responsibilities for all SRSD Facilities in compliance with applicable State of California Waste Discharge Requirements for Sanitary Sewer Systems.
- b. Follow reporting procedures in the SRSD Spill Emergency Response Plan (SERP) and SRSD standard operating procedures, and report all emergency response services to the SRSD Board.
- c. Retain outside consultants and contractors, as needed in CMSA's discretion, to respond to and address such emergencies.

5. Staff Training and Development

- a. Provide training to CMSA employees as necessary to perform the Services, including training for designated officials and all CMSA staff required for complete compliance with all spill event reporting and documentation.

6. Customer Relations and Outreach

- a. Provide SRSD customer relations and outreach services, including responding to customer inquiries, updating the SRSD website, and public outreach related to SRSD activities and programs. Respond to and track all SRSD customer complaints from initial calls to final resolution.

7. Operation and Maintenance of SRSD Assets

- a. Operate and maintain the SRSD assets according to the performance goals in the SRSD-adopted Sewer System Management Plan ("SSMP"), SRSD standard operating procedures, and in compliance with the State Waste

Discharge Requirements Order No. WQ 2022-0103-DWQ (“WDR”). The WDR requires SRSD to implement the following agency specific requirements based upon the size and complexity of the SRSD sanitary sewer system:

- i. Regulatory information and goals for managing the sewer system to reduce numbers and volumes of spills.
- ii. A management structure and organization chart that manages SRSD including identification of designated officials (LROs and DSs) and their contact information responsible for each Element of the SSMP and the Change log.
- iii. The legal authorities for the proper management and operation of the sewer program.
- iv. A description of the major elements of the operations and maintenance program performance including proper training for all employees managing and operating the sewer program.
- v. Standards for the design and construction of sewer program assets.
- vi. Policies and procedures for responding to and reporting all system spills to protect the public and Waters of the State.
- vii. A defined program for materials and/or discharges that could cause blockages in the sewer system including the proper disposal of any materials removed.
- viii. Definition of the agency program for the evaluation, system capacity assurance and capital improvements including repairs, renewal and replacement.
- ix. Provision for monitoring performance results, program management effectiveness and program modifications including how the agency will adapt the SSMP and the program from agency experience and industry technological improvements across the industry.
- x. Regular internal audits of the SSMP and the WDR every three (3) years for compliance with the State and agency’s SSMP requirements.
- xi. A program of regular communications on spills and discharges, on the development, implementation and update of the SSMP with elected officials, the public and satellite systems or other utility systems within the service area.
- xii. The SSMP must also contain an SSMP Change Log that contains all changes to the SSMP between governing board adoptions of the SSMP.

- b. The operations and maintenance activities outlined in the SSMP shall include the following activities either now or in the future:
 - i. Operations and maintenance of the SRSD Facilities including any additions authorized by SRSD, the State of California, or the San Francisco RWQCB on sanitary sewer systems subsequent to the effective date of this Agreement.
 - ii. Regular condition assessment of all SRSD Facilities.
 - iii. Mapping management associated with sanitary sewers in the service area.
 - iv. Lateral inspection program.
 - v. O&M requirements for SRSD in the CMSA NPDES permit.
 - vi. Contracting and coordination of contractors working on SRSD sewer assets.
 - vii. Response to and documentation of customer interactions and requests for service in the SRSD service area.
 - viii. Regular renewal and replacement of assets based on condition assessment evaluations.
 - ix. Other mutually agreeable operations and maintenance.

8. Reporting to SRSD

- a. Provide SRSD with the following information related to CMSA's performance of the Services under this Agreement:
 - i. Annual draft and final operating budgets for the Services
 - ii. Annual draft and final capital budgets
 - iii. Annual financial audit information, as applicable.
 - iv. Recommendations related to sewer rate studies and sewer rate increases
 - v. Recommendations regarding the multi-year capital improvement program and its funding plan
 - vi. Recommendations regarding the appropriate sewer service charges necessary to fully fund the annual operating and multi-year capital program
 - vii. Information regarding the cost(s) of third-party contracts CMSA enters to facilitate its performance of the Services, including professional service contracts; construction and maintenance contracts; and contracts for the procurement of materials, supplies, and equipment
 - viii. Information regarding CMSA's negotiation and payment of fines and enforcement penalties for any non-compliance by SRSD Facilities with regulatory requirements

9. Regulatory Reporting:

- a. Use commercially reasonable efforts to:
 - i. Ensure SRSD Facilities meet applicable State Water Resources Control Board (SWRCB) and San Francisco Bay Regional Water Quality Control Board's (RWQCB) Waste Discharge Requirements for Sanitary Sewer Systems including designation of appropriate legally responsible officials and data submitters, and sanitary sewer spill notification.
 - ii. Report spills to the Office of Emergency Services, and other required regulatory agencies based on applicable requirements.
 - iii. Annually report the status of the NPDES and WDR permit compliance to the SWRCB, RWQCB, and the SRSD Board.

Exhibit C – 2023 Sewer System Management Plan Table of Contents
(to be Revised and Updated by July 2025)

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Appendix G	Mutual Aid and Assistance Agreement between Marin County Wastewater Agencies



BOARD MEMORANDUM

February 5, 2026

To: CMSA Commissioners and Alternates

From: Tiffany Elam, Administrative Specialist

Approved: Jason Dow, General Manager

Subject: December 2025 and January 2026 Informational Items

Recommendation: Informational, provide comments or direction to the General Manager, as appropriate.

1. Letter dated December 10, 2025, to Ms. Kerry O’Conner, California Regional Water Quality Control Board
Re: Monthly Self-Monitoring Report (SMR) – November 2025
2. Letter dated January 13, 2026, to Ms. Kerry O’Conner, California Regional Water Quality Control Board
Re: Monthly Self-Monitoring Report (SMR) – December 2025
3. Letter dated January 27, 2026, to Ms. Kerry O’Conner, California Regional Water Quality Control Board
Re: Monthly Self-Monitoring Report (SMR) – 2025 Annual Self-Monitoring Report
4. Nutrient Removal Alternatives Evaluation & Facilities Plan Project
Re: January 2026
5. Nutrient Removal Alternatives Evaluation & Facilities Plan Project
Re: February 2026
6. CMSA Renewable Power Summary
Re: December 2025
7. CMSA Renewable Power Summary
Re: January 2026



8. Letter dated November 5, 2025, from the Government Finance Officers Association
Re: 2025 GFOA Distinguished Budget Award Letter

9. Letter dated January 27, 2026, from Lystek
Re: 2025 Annual Revenue Sharing Letter

10. Letter dated January 26, 2026, from IDEA
Re: 2026 Board of Directors Annual Meeting

**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

December 10, 2025

California Regional Water Quality Control Board
San Francisco Bay Region
Ms. Kerry O' Conner, Water Resource Control Engineer
1515 Clay Street, Suite 1400
Oakland, CA 94612

Subject: Monthly Self-Monitoring Report (SMR) – November 2025

Dear Ms. O' Conner,

The SMR 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 #R2-2023-006, the Nutrient Watershed Permit Order #R2-2024-0013, the Mercury and PCBs Permit Order #R2-2022-0038, the Amendment of Monitoring and Reporting Requirements and Amendment of Alternate Monitoring and Reporting Program Permit Order #R2-2021-0028, and the Amendment Update to Total Residual Chlorine and Oil and Grease Requirement Permit Order R2-2023-0023.

Violations

There are no reportable NPDES Permit violations for this reporting period.

Blending Events

The CMSA treatment plant did not exceed the maximum secondary capacity of 30 MGD during this reporting period.

Data Validation

All regulatory daily, weekly, and monthly quality control calibrations and checks conducted during the month of November met established quality assurance acceptance criteria, except those indicated within the attached analytical reports.

Summary

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 each are 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)).

Sincerely,



Nicholas Talbot
Treatment Plant Manager



CENTRAL MARIN SANITATION AGENCY

Jason R. Dow P.E.
General Manager

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Phone (415) 459-1455

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www.cmsa.us

January 13, 2026

California Regional Water Quality Control Board
San Francisco Bay Region
Ms. Kerry O' Conner, Water Resource Control Engineer
1515 Clay Street, Suite 1400
Oakland, CA 94612

Subject: Monthly Self-Monitoring Report (SMR) – December 2025

Dear Ms. O' Conner,

The SMR 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 #R2-2023-006, the Nutrient Watershed Permit Order #R2-2024-0013, the Mercury and PCBs Permit Order #R2-2022-0038, the Amendment of Monitoring and Reporting Requirements and Amendment of Alternate Monitoring and Reporting Program Permit Order #R2-2021-0028, and the Amendment Update to Total Residual Chlorine and Oil and Grease Requirement Permit Order R2-2023-0023.

Violations

There are no reportable NPDES Permit parameter violation(s) for this reporting period.

Blending Events

The CMSA treatment facility did exceed the maximum secondary capacity of 30 MGD during this reporting period. CMSA blended four (4) calendar days. Prior to blending initiation, all CMSA process equipment (primary and secondary systems, and the effluent storage pond) were in service and remained in service throughout the blending periods. Table 1 below provides a summary of the blending activities.

Table 1: Blending Activities Summary (EFF-002b)

Monitoring Period	Flow (Daily Total)	Flow (Daily Maximum)	Blending Volume	Blending Duration Period	Blending Start Time	Blending End Time	TSS	Blending pH Min	Blending pH Max	Enterococcus	Rainfall	Total Residual Chlorine
Date	MG	MGD	MG	Hrs.			mg/L	SU	SU	MPN/100mL	Inches	mg/L
12/21/25	16.94	46.76	0.42	0.57	2325	2359	14.0	6.8	7.1	1.0	0.89	ND
12/22/25	33.65	50.07	4.99	15.07	0000	1504	21.0	6.4	6.8	5.2	0.44	ND
12/25/25	29.22	40.88	1.17	18.95	0502	2359	8.0	6.6	7.2	13.5	1.72	ND
12/26/25	27.80	36.57	0.32	2.12	0000	0207	8.0	6.6	6.8	8.5	0.22	ND

Data Validation

All regulatory daily, weekly, and monthly quality control calibrations/checks conducted during the month of February met established quality assurance acceptance criteria, except those data results indicated within the attached analytical reports.

Summary

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 each are 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)).

Sincerely,



Nick Talbot
Treatment Plant Manager



CENTRAL MARIN SANITATION AGENCY

Jason R. Dow P.E.
General Manager

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Phone (415) 459-1455

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January 27, 2026

California Regional Water Quality Control Board
San Francisco Bay Region
Ms. Kerry O' Conner, Water Resource Control Engineer
1515 Clay Street, Suite 1400
Oakland, CA 94612

Subject: 2025 Annual Self-Monitoring Report

Dear Ms. O' Conner,

The Annual Self-Monitoring Report (SMR) 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 #R2-2023-006, the Nutrient Watershed Permit Order #R2-2024-0013, the Mercury and PCBs Permit Order #R2-2022-0038, the Amendment of Monitoring and Reporting Requirements and Amendment of Alternate Monitoring and Reporting Program Permit Order #R2-2021-0028, and the Amendment Update to Total Residual Chlorine and Oil and Grease Requirement Permit Order R2-2023-0023.

NPDES Compliance Performance – Conventional Pollutants

The CMSA treatment plant performance for 2025 was excellent. The Final Effluent Total Suspended Solid (TSS) maximum monthly average concentration was 8.1 mg/L. The Carbonaceous Biochemical Oxygen Demand (cBOD) maximum average concentration was 7.9 mg/L. These concentrations are within the NPDES Permit limits of 30 mg/L and 25 mg/L, respectively. Additionally, minimum monthly average percent removals for TSS and cBOD were 95% (TSS) and 93% (cBOD). These percent removals are above the NPDES Permit limit's of 85%.

NPDES Compliance Performance – Bacterial Indicators

Enterococcus monitoring under CMSA's NPDES Permit Order #R2-2023-006 indicated a maximum six-week rolling geometric mean of 18.2 MPN/100mL. This result is below the NPDES six-week rolling geometric mean limit of 255 CFU/100mL. The highest monthly 90th-percentile Enterococcus concentration was 35.0 MPN/100 mL, which is below the NPDES maximum limit of 1,055 CFU/100 mL.

NPDES Compliance Performance – Toxic Pollutants

Copper: The Copper maximum monthly average and daily maximum concentration was 12 ug/L. These results are below the NPDES Final Effluent limits of 48 ug/L and 84 ug/L, respectively.

Cyanide: Cyanide maximum monthly average and daily maximum concentrations of 2.2 ug/L. These results are below the NPDES Final Effluent limits of 21 ug/L and 37 ug/L, respectively.

Ammonia: The Ammonia daily maximum concentration was 53 mg/L, and the maximum monthly average concentration was 51 mg/L. These results are below the NPDES Final Effluent limits of 60 mg/L (monthly average) and 110 mg/L (daily maximum), respectively.

Mercury: The maximum monthly average Mercury concentration was 0.0065 ug/L, which is below the 0.066ug/L monthly average limit provided in the Mercury and PCB Permit (Order# R2-2022-0038). Additionally, the CMSA Total Annual Mercury Load was 0.057 kg/year, which is below the Mercury and PCB loading limit of 0.11kg/year.

NPDES Compliance Performance – Total Inorganic Nitrogen

The interim seasonal effluent Total Inorganic Nitrogen load for the period of May 1 through September 30, 2025, was 1,160.52 kg/day rounded to two significant figures equaling 1,200 kg/day.

NPDES Compliance Performance – Violations

There were zero (0) reportable NPDES Water Quality Permit violations in 2025.

Blending Activities

As required within the NPDES Permit Orders, CMSA annually reports on the progress of each blend reduction activity. The CMSA treatment facility did exceed the maximum secondary capacity of 30 MGD in 2025, with 10 calendar days of reportable blending events occurring during the year. Prior to blending initiation, all CMSA process equipment (primary and secondary systems, and the effluent storage pond) were in service and remained in service throughout the blending periods. Blending Reduction Activities Status Reports for CMSA were provided within the CMSA Report of Waste Discharge submittal. Collection System Agency's Blending Reduction Activities Status Reports are attached. Table 1 below provides a summary of the blending events during 2025.

Table 1: Blending Activities Summary (EFF-002b)

Monitoring Period	Total Daily Flow	Flow (Daily Maximum)	Blend Volume	Blend Start Time	Blend End Time	Blend Duration	TSS	cBOD	Cyanide	Copper	Ammonia	pH Min	pH Max	Enterococcus	Rainfall	Residual Chlorine
DD/MM/YY	MG	MGD	MG	HHMM	HHMM	HRS	mg/L	mg/L	ug/L	ug/L	mg/L	SU	SU	MPN/100mL	IN	mg/L
2/2/25	40.8	58.4	11.0	14.95	0902	2359	25					6.6	6.7	14.2	0.12	ND
2/3/25	33.6	51.5	3.2	11.25	0000	1117	11	9.0	11.9	6.7	5.04	6.6	6.8	18.3	0.76	ND
2/4/25	84.8	110.6	54.0	24.00	0000	2359	*					6.4	7.0	24.3	3.45	ND
2/5/25	37.3	53.5	7.5	21.25	0000	2115	10					6.5	6.8	17.5	0.00	ND
2/6/25	35.8	51.8	7.9	11.72	1216	2359	10					6.6	6.8	7.5	0.59	ND
2/7/25	31.1	41.3	2.3	14.01	0000	1401	6					6.6	6.8	14.6	0.00	ND
12/21/25	16.9	46.7	0.42	2325	2359	0.57	14.0					6.8	7.1	1.0	0.89	ND
12/22/25	33.6	50.0	4.99	0000	1504	15.07	21.0					6.4	6.8	5.2	0.44	ND
12/25/25	29.2	40.8	1.17	0502	2359	18.95	8.0					6.6	7.2	13.5	1.72	ND
12/26/25	27.8	36.5	0.32	0000	0207	2.12	8.0					6.6	6.8	8.5	0.22	ND

*On February 2, 2025, in preparation for the pending rain events, CMSA staff increased the flow weighted pulse count on a 24-hour composite sampler from 15 pulses to 30 pulses. Historical blending conditions due to rain events result in total flow conditions of 30-60 MG. However, on February 4, 2025, during a storm event, CMSA experienced significantly elevated blending flows of 84.8 million gallons. During this sample event, the flow weighted composite sample collected samples from 00:00 to 13:49. This composite sample collection does not meet the 24-hour Composite Sample requirements outlined in CMSA's NPDES Permit Order #R2-2023-006, Attachment G, Section 8.3, which resulted in a non-representative Blended Effluent (EFF-002b) sample collection. The Total suspended solids (TSS) result was not reported for this February 4, 2025. A CMSA corrective action has since been addressed with CMSA staff whereby CMSA staff will increase the flow weighted pulse sampler count

from 15 to 45 pulses. This will effectively mitigate all future flow rates of 60-120 MGD. Additionally, CMSA staff have updated the CMSAL A SOP-011, Rev. 003 to reflect this update and conducted a SOP update training event to ensure effective implementation of this update. This was reported on the February 2025 Self-Monitoring Report.

Additionally, as required within NPDES Permit Order #R2-2023-006, Section 6.3.5.2., CMSA shall monitor flows from individual collection agencies for consideration of relative inflow and infiltration contributions by agency and provide status of flow meter operation. Both influent flowmeters continued to be in operation throughout the entire year. Table 2 below provides a summary of the flows and peaking factors associated with inflow and infiltrations from collection system agencies during 2025. Additionally, CMSA shall continue to implement a flow-based rate structure. The flow-based rate structure is expected to provide an incentive for collection system agencies to reduce inflow and infiltration flows. CMSA implemented a flow-based rate structure in 2014 and continues to bill contributing collection system agencies annually based on wastewater flow and strength. An annual update of flow and strength budget updates are available in the adopted budgets on the CMSA website located at: www.cmsa.us.

Table 2: Member Agency's Influent Inflow and Infiltrations Peaking Factor Contribution Summary

Influent Flow Parameter	SRSD	RVSD	SQRC	SD2	CMSA
ADW Flow ¹ (MGD)	3.44	3.58	0.51	1.06	8.60
Annual Average Flow (MGD)	4.48	5.05	0.64	1.22	11.39
Peak Daily Average Flow (MGD)	34.82	42.08	2.27	7.62	86.78
Peak 5-Minute Flow Rate ² (MGD)	49.55	50.65	5.43	11.18	115.43
Peaking Factor ³	14.38	14.14	10.56	11.18	13.42

Data Certification and Submittal Process

As required in the December 7, 2010 letter from the Regional Water Quality Control Board (RWQCB), CMSA began submitting facility monitoring data and reports (SMR) to the statewide eSMR/CIWQS system in June 2011. Tabular and graphical summaries of the monitoring data for the previous year and an annual compliance summary table of treatment plant performance are no longer required if we have submitted the year's monitoring results to CIWQS in electronic reporting format by EDF/CDF upload. Participation for the required Mercury reporting specified in the Mercury and PCB Watershed Permit is attached. PCB annual data by USEPA Method 1668C was provided in the May 2024 SMR submittal in the CIWQS system as required. A list of approved analyses for the certified laboratories used during 2025 is provided as Attachment 12. Certified laboratories used during 2025 included the CMSA Laboratory, Caltest Analytical Laboratory, Enthalpy Analytical, Alpha Analytical, and Pacific Ecorisk.

Regional Monitoring and Reporting

CMSA is an Associate Member of Bay Area Clean Water Agencies (BACWA), which has signed a Memorandum of Understanding with the RWQCB for TMDL and SSO development. Support for ambient receiving water monitoring through the RMP, and support for TMDL and SSO development through BACWA and the Water Quality Attainment Strategy are achieved through membership dues. We are including a copy of the January 7, 2026, letter from BACWA that was sent to Eileen White, Bill Johnson, and Xavier Fernandez, at the RWQCB. The letter describes our NPDES permit conditions for completion of risk reduction requirements for mercury and PCB-related risks to humans, ambient water quality monitoring, TMDL/SSO support, implementation of copper and cyanide action plans, and Nutrient Watershed Permit requirements. The January 2, 2026, SFEI letter that was sent from Amy Kleckner, RMP Manager, which indicates CMSA's RMP support is also attached.

¹ Average Dry Weather Influent Flow calculated based upon influent flow: May 1, 2025, to September 30, 2025, in alignment with the Nutrient Watershed Order R2-2024-0013.

² Peak flow rate dependent on area's rainfall. Value is defined as the Agency 5-Minute Maximum Flow Rate for the reporting period.

³ Metcalf & Eddy defines Peaking Factor as the Daily/Hourly/5-Minute Maximum Flow Rate divided by the Daily Average Flow Rate. CMSA defines the Peaking Factor as the 5-Minute Maximum Flow Rate divided by the Average Dry Weather Flow Rate.

Facility Map and Process Flow Overview

The NPDES Permit requires that CMSA submit in its annual report an overview drawing or map illustrating the Discharger's facility, flow routing, and sampling and observation locations. CMSA's current facility plan and process flow overview are attached.

Proper Operation and Maintenance

A review and evaluation of the Agency's operations and maintenance practices was completed in 2025, and status reports on our Wastewater Facilities, Operations and Maintenance Manual, and Contingency Planning are attached.

Summary

If there are any questions, please contact me at 415-459-1455, extension 101. Values reported are measured values and each are 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)).

Sincerely,



Nick Talbot
Treatment Plant Manager

Attachments:

1. CMSA Annual NPDES Compliance Evaluation Summary
2. CMSA Annual Mercury Loading Report
3. BACWA Ambient Water Quality Monitoring Letter & SFEI RMP Support Letter
4. CMSA Wastewater Facilities Review and Evaluation, and Status Reports
5. CMSA Operations and Maintenance Manual Review and Status Report
6. CMSA Contingency Plan Review and Status Report
7. CMSA Facility Map and Process Flow Overview
8. Ross Valley Sanitary District (RVSD) Blending Reduction Activities Status Report
9. San Rafael Sanitation District (SRSD) Blending Reduction Activities Status Report
10. Sanitary District No. 2 (SD2) Blending Reduction Activities Status Report
11. Environmental Laboratory Accreditation Program Field of Accreditations and Certificates

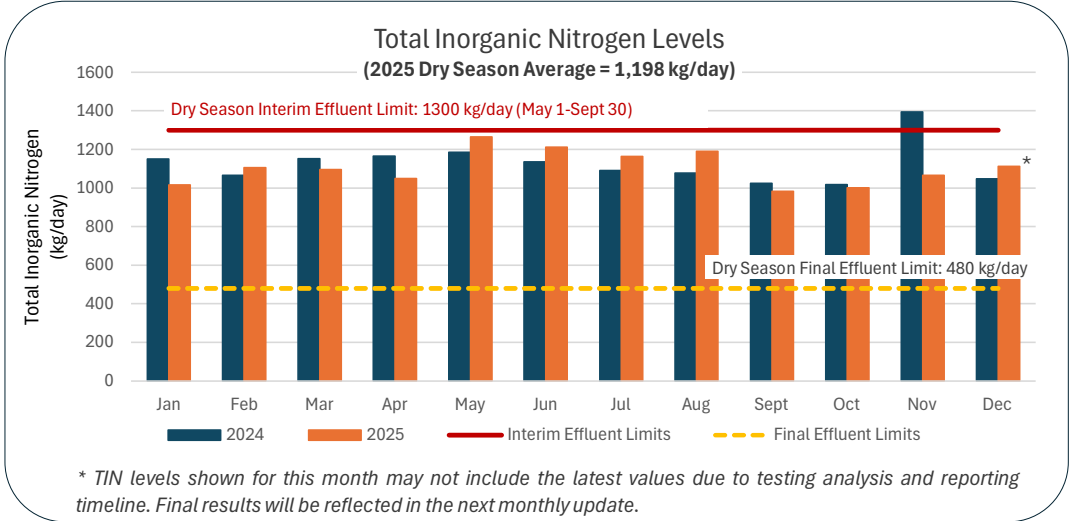


Nutrient Removal Alternatives Evaluation & Facilities Plan Project

The Project consists of evaluating alternatives for interim (2025 -2034) and permanent (post 2034) nutrient removal from CMSA's effluent. The work includes wastewater sampling, process modeling, developing screenings criteria, evaluating interim and permanent nutrient removal options, evaluating funding options, evaluating the nutrient/energy/solids nexus, and completing a Facilities Plan and Final Report for the selected nutrient removal alternative.

Completed Tasks	Completion Date
Kickoff Meeting	September 10, 2024
2-Week Wastewater Sampling	October 2024
Interim Optimizations Workshop 1	October 2, 2024
Procured & Installed Ammonia and Nitrate Probes	November 28, 2024
Staff Training at Nutrient Technology Events	November 2024
Interim Optimizations Workshop 2	November 18, 2024
Screening Criteria Workshop	December 18, 2024
Tech Memo 1 & 2 on Sampling and Interim Optimizations	February 2025
Alternatives Evaluation Workshop #1 & Progress Update	January 15, 2025 & March 31, 2025
Tech Memo 3 on Design Criteria	February 14, 2025
Alternatives Evaluation Progress Update	March 31, 2025
Board approval of Amendment No. 1	April 8, 2025
Secondary Clarifier Stress Test	June 9-12, 2025
Alternatives Evaluation Workshop #2	July 25, 2025
Additional Calcium Nitrate Sampling	August-September 2025
Introductory Call with Freshwater Trust on Nutrient Trading	August 2025
Secondary Clarifier CFD Modeling (Draft Report for Review)	October 2025
Integrated Co-Digestion Modeling Memo	December 2025

Remaining Tasks	Target Completion Date
Aeration System Diffuser/ Blower Evaluation	January 2026
Secondary Clarifier CFD Modeling (Final Report)	January 2026
Process Modeling	January 2026
Solids Loading/Energy/Nutrient Nexus	January 2026
Conceptual Construction and O&M Costs	February 2026
Alternatives Evaluation	February 2026
Funding Opportunity Evaluation	February 2026
Facilities Plan and Report	March 2026
Final Report and Board Presentation	March 2026



Note: High TIN load in November 2024 due to large winter storm events (outside of dry season)

JANUARY 2026 UPDATE

FY26 Budget	Spent (22%)**	Remaining
\$1.5 M	\$0.329 M	\$1.171 M

** Note: Amount spent in this fiscal year does not include invoices received at the end of the previous month due to timeline required to review and process payments. Those invoices and payments will be reflected in next month's budget update.

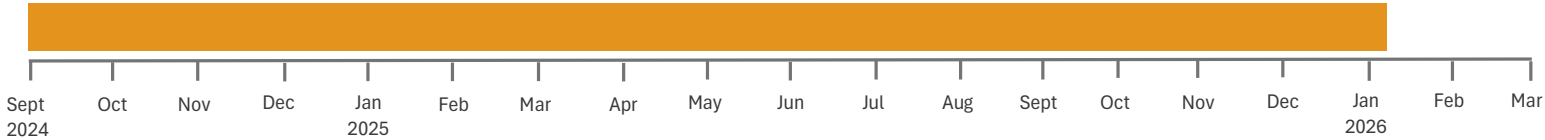


Spending Summary



- Sampling (Outsource Cost): \$3.2k
- Sampling (Supplies): \$6.7k
- Carollo/Hazen Consulting Fees: \$319k

Project Schedule (~92% Complete)



Special Notes

- The 2025 seasonal average TIN loading is 1,198 kg/day, which is within the seasonal average effluent limit of 1,300 kg/day. The Agency has completed the the nutrient permit monitoring requirements for the 2025 season and the Agency is in full compliance.
- The team met in late July to review nutrient removal alternatives. Two "bookend" alternatives were selected for further analysis to cover worst case scenarios in terms of cost and constructability, and two additional alternatives were selected for further evaluation to understand the potential range of operational and economic impacts.
- Carollo completed the development of the aeration blower model and is currently calibrating the model.
- Carollo provided a draft report on the computational fluid dynamics (CFD) model results based on the secondary clarifiers stress testing conducted in June 2025. The draft report indicated that CMSA's existing secondary clarifiers likely have sufficient capacity to handle future nutrient removal scenarios.
- Kennedy/ Jenks performed a seismic study on the primary clarifiers, biotowers and aeration tanks, and provided structural considerations for new nutrient removal facilities. The technical memorandum was received in April and provided to Carollo for reference. There are no structural or seismic issues with ground subsidence beneath the tanks.
- Carollo provided a funding matrix to summarize available loans and grants for this project, and will review it in further detail after the Alternatives Evaluation is completed.
- Additional influent sampling on the effects of calcium nitrate addition in the collection system was performed from August through the end of September.
- An introductory call was held with the Freshwater Trust where the Agency explained the scope and status of the project, and Freshwater Trust shared initial background information regarding potential nutrient trading concepts.
- Staff attended a BACWA call on potential extensions of the compliance deadline for the final permit. The Water Board will provide more information on the extension criteria over the next few months.
- Staff held coordination meetings with the consultants in November and December to discuss and refine preliminary alternatives.
- The consultant's scope was amended in December to perform additional process modeling to evaluate increasing the treatment capacity of the existing aeration basins during the multi-year construction period if the biotowers are phased out.



Nutrient Removal Alternatives Evaluation & Facilities Plan Project

The Project consists of evaluating alternatives for interim (2025 -2034) and permanent (post 2034) nutrient removal from CMSA's effluent. The work includes wastewater sampling, process modeling, developing screenings criteria, evaluating interim and permanent nutrient removal options, evaluating funding options, evaluating the nutrient/energy/solids nexus, and completing a Facilities Plan and Final Report for the selected nutrient removal alternative.

Completed Tasks

Kickoff Meeting

2-Week Wastewater Sampling

Interim Optimizations Workshop 1

Procured & Installed Ammonia and Nitrate Probes

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Interim Optimizations Workshop 2

Screening Criteria Workshop

Tech Memo 1 & 2 on Sampling and Interim Optimizations

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Secondary Clarifier CFD Modeling (Draft Report for Review)

Integrated Co-Digestion Modeling Memo

Aeration System Diffuser/ Blower Evaluation

Process Modeling

Completion Date

September 10, 2024

October 2024

October 2, 2024

November 28, 2024

November 2024

November 18, 2024

December 18, 2024

February 2025

January 15, 2025 & March 31, 2025

February 14, 2025

March 31, 2025

April 8, 2025

June 9-12, 2025

July 25, 2025

August-September 2025

August 2025

October 2025

December 2025

January 2026

January 2026

Remaining Tasks

Secondary Clarifier CFD Modeling (Final Report)

Solids Loading/Energy/Nutrient Nexus

Conceptual Construction and O&M Costs

Alternatives Evaluation

Funding Opportunity Evaluation

Facilities Plan and Report

Final Report and Board Presentation

Target Completion Date

February 2026

February 2026

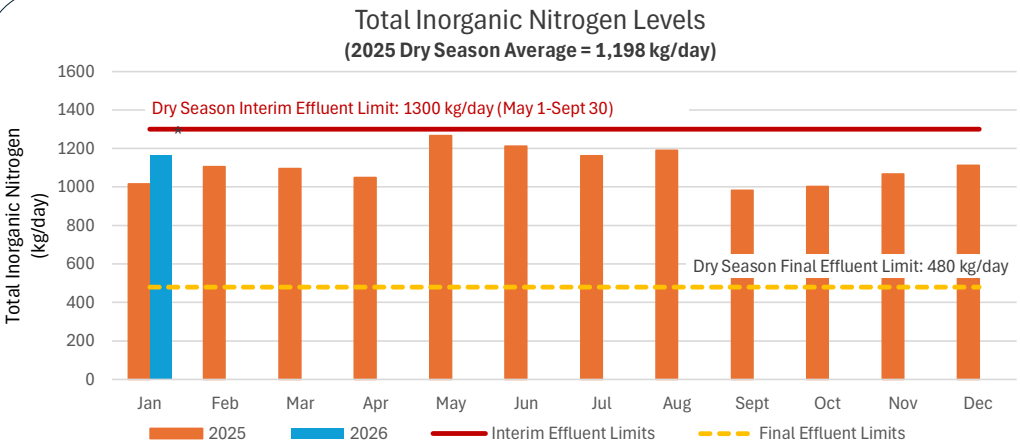
February 2026

February 2026

February 2026

March 2026

March 2026



* TIN levels shown for this month may not include the latest values due to testing analysis and reporting timeline. Final results will be reflected in the next monthly update.

FEBRUARY 2026 UPDATE

FY26 Budget

\$1.5 M

Spent (23%)**

\$0.345 M

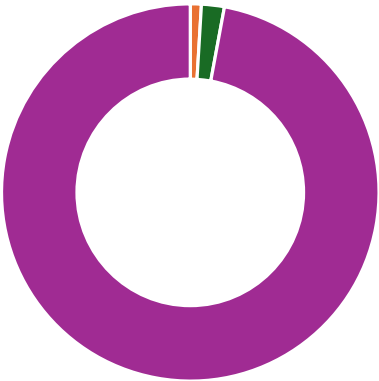
Remaining

\$1.155 M

** Note: Amount spent in this fiscal year does not include invoices received at the end of the previous month due to timeline required to review and process payments. Those invoices and payments will be reflected in next month's budget update.

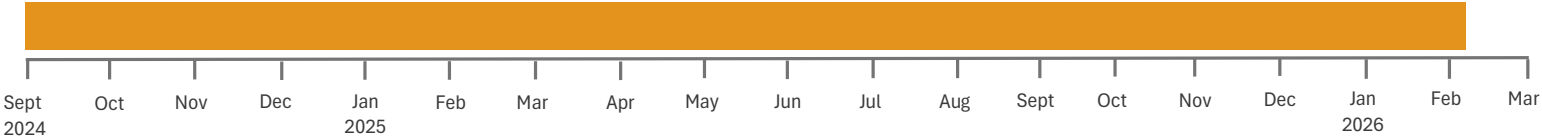


Spending Summary



Sampling (Outsource Cost): \$3k
Sampling (Supplies): \$7k
Carollo/Hazen Consulting Fees: \$335k

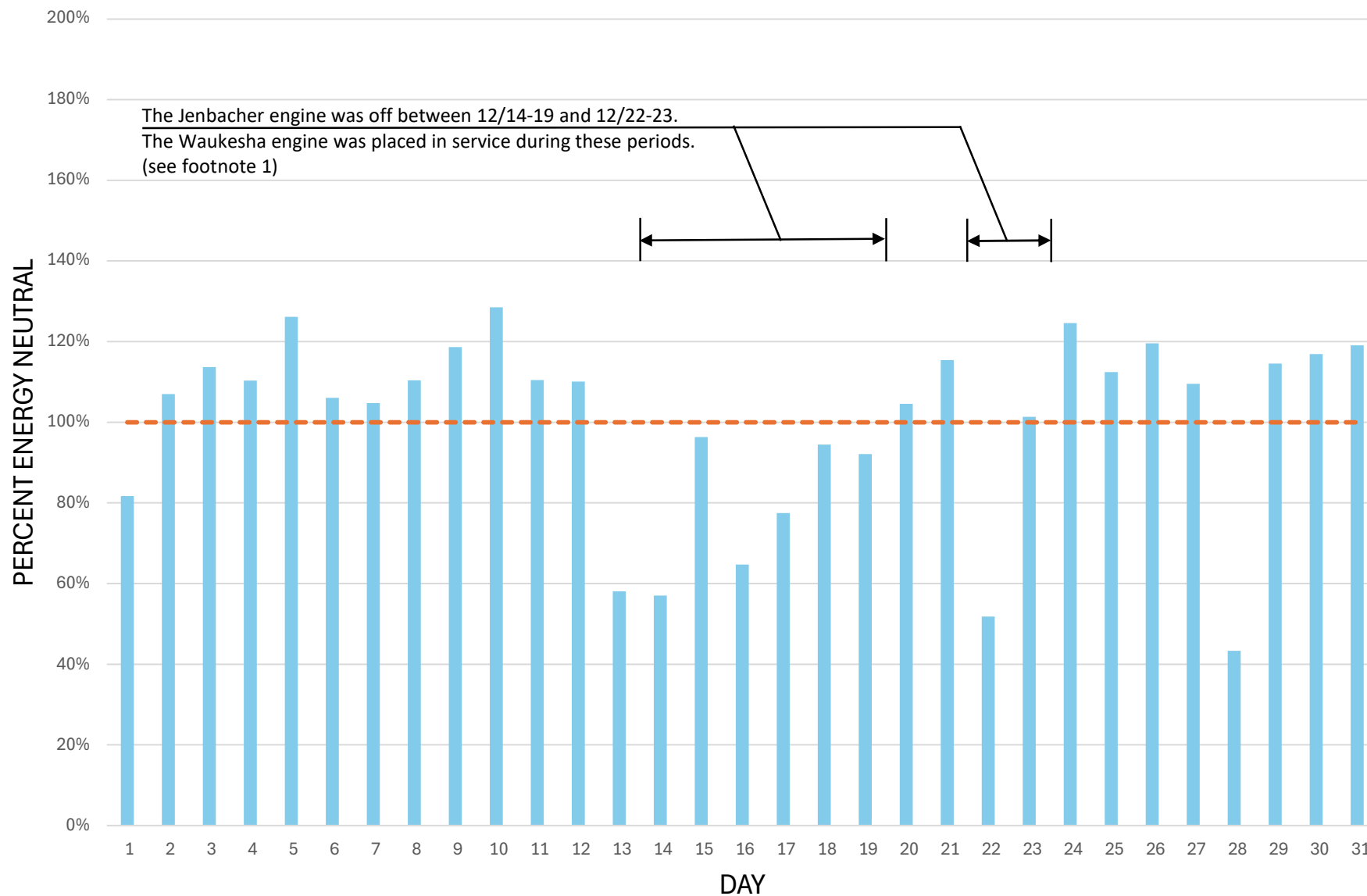
Project Schedule (~94% Complete)



Special Notes

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- In November and December, coordination meetings were held to discuss and refine preliminary alternatives. The consultant's scope was amended to perform additional process modeling to evaluate increasing the treatment capacity of the existing aeration basins during the multi-year construction period if the biotowers are phased out.
- A meeting was held in January to review the layouts, construction sequencing, considerations, and costs of the short-listed alternatives. The CMSA team will meet internally in February to discuss the additional information and provide feedback to the consultants. Additionally, a meeting will be held on 2/6 with Carollo to review the impacts of the short-listed alternatives on CMSA's electrical system.

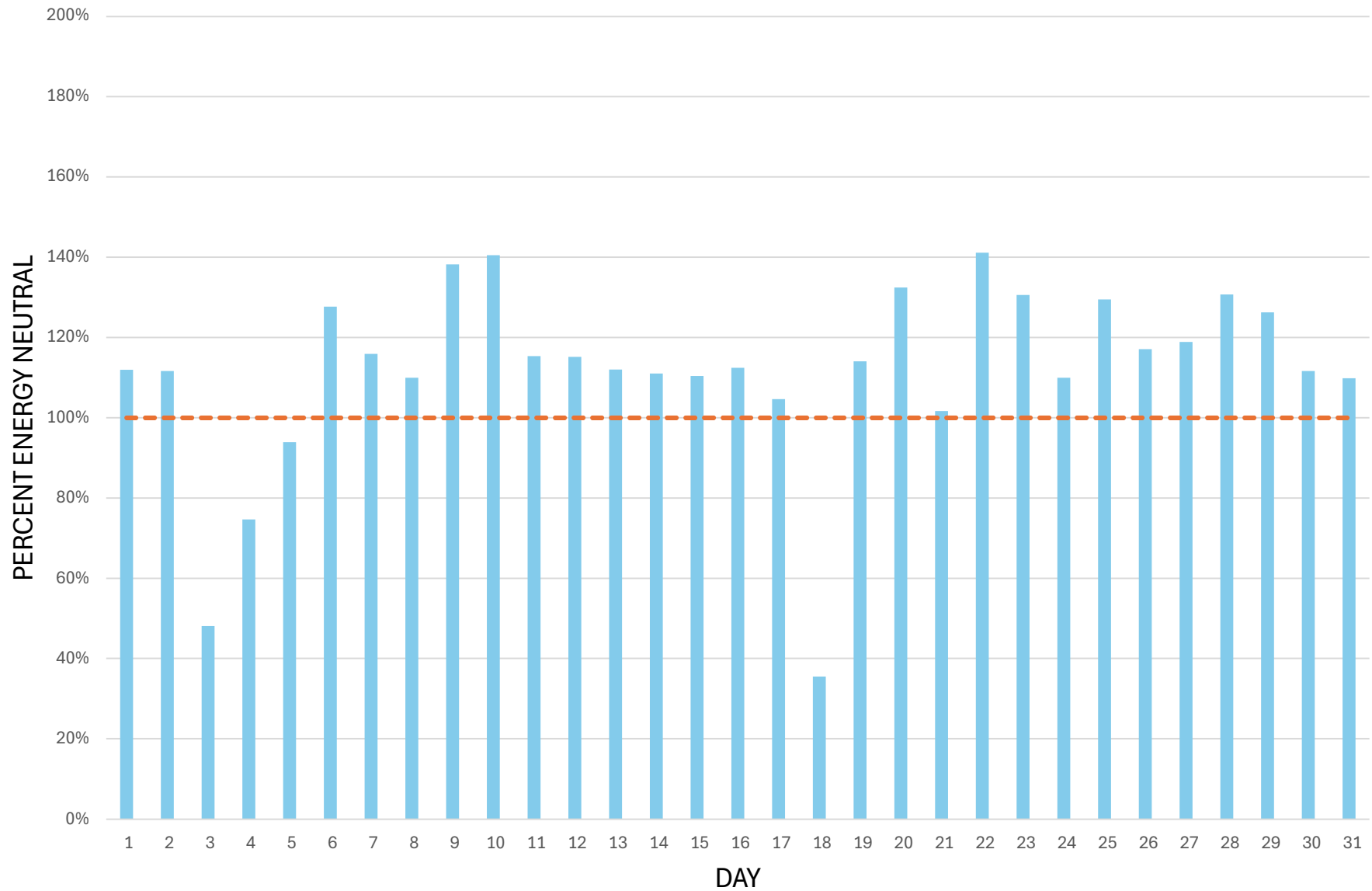
DECEMBER 2025 CMSA RENEWABLE POWER SUMMARY

100% ENERGY NEUTRAL

Footnote:

- At rated output, the Waukesha engine is approximately 30% less electrically efficient than the Jenbacher engine.

JANUARY 2026 CMSA RENEWABLE POWER SUMMARY

112% ENERGY NEUTRAL



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

November 5, 2025

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

Dear Jason Dow:

Your government should have recently received electronic correspondence that your 2025 budget qualifies for GFOA's Distinguished Budget Presentation Award. To commemorate that achievement, enclosed is a medallion which can be added to your existing plaque as a testament to the government's commitment to producing annual reports that evidence the spirit of full disclosure and transparency.

This special Triple Crown medallion recognizes that your government received all three GFOA awards: the Certificate of Achievement for Excellence in Financial Reporting Award, Distinguished Budget Presentation Award, and the Popular Annual Financial Reporting Award.

Congratulations again!

Sincerely,

A handwritten signature in cursive script that reads "Michele Mark Levine".

Michele Mark Levine
Director, Technical Services Center

January 27, 2026

Jason Dow
General Manager
Central Marin Sanitation Agency
1301 Andersen Drive
San Rafael, CA 94901

Subject: **LYSTEK FAIRFIELD OMRC FACILITY UPDATE (2025)
And REVENUE SHARING PAYMENT**

Dear Jason Dow:

Lystek International is proud to be a continuing and essential service provider to the Central Marin Sanitation Agency (CMSA) for the acceptance, treatment, and beneficial use of biosolids material.

I want to take this opportunity to update you on our past year (2025) activities and accomplishments at the Lystek OMRC facility in Fairfield.

- In 2026, the Fairfield OMRC will celebrate our 10-years of operations. We are planning for a gathering of partners and dignitaries to join us at the facility in August 2026 for an open house to highlight our shared achievements. We will extend an invitation to you and members of the CMSA community to share that event with us.
- Since opening in August 2016, Lystek has received and processed over **650,000** wet tons of biosolids. In 2025, incoming volumes increased from the prior year. Within the Greater San Francisco Bay and northern California area, new restrictions, reduced alternatives, and limited capacity for biosolids management solutions are making Lystek a preferred service provider choice.
- Our fertilizer program continues to expand and attract new customers annually. In 2025, we beneficially used over **183,000** tons of our liquid fertilizer (LysteGro). As a result of this success and your partnership with Lystek, we were pleased to have provided a **revenue sharing payment** (check enclosed). Our geographic reach for marketing LysteGro continues to expand as farmers and ranchers seek alternatives to traditional sources of fertilizer.



- Lystek is keenly aware of the need to reduce greenhouse gas (GHG) emissions and its impact on climate change. We annually calculate GHG emissions associated with receiving, processing and our fertilization program of residual organics managed through the Lystek THP technology. **A 2025 Factsheet which highlights the combined contribution of the Central Marin Sanitation Agency and Lystek in this effort is enclosed.** We believe that advanced treatment technologies can make a real change to our environment as compared to traditional biosolids management practices.

Lystek is also continuing its research and development program at the Fairfield OMRC. We have objectives in converting organic residuals into renewable energy at the Fairfield facility. Lystek has successfully demonstrated this technology in California, and we look forward to sharing our expertise in this field.

Your ongoing participation and partnership with Lystek are very much appreciated and your continued support allows us to offer quality services to the wastewater community across the whole of California.

If you have any questions or need additional information, please contact me at jdunbar@lystek.com or 707-419-0084.

Sincerely,



James E. Dunbar, P.E.
General Manager
California Operations

Cc: Jacky Wong, CMSA

Attach.



Nothing wasted. Everything to gain.
www.lystek.com

CMSA

Central Marin Sanitation Agency

2025 GHG Factsheet

Lystek 

Lystek uses applicable methodologies for calculating greenhouse-gas (GHG) emissions associated with receiving, processing and land application of biosolids managed through the Lystek THP technology. Based on the amount of biosolids received from CMSA in 2025, this contributed to over 410 metric tons CO₂e of the total net carbon displaced; which over the course of the year equates to:



89

Cars off the road

OR



1,040,000

Miles driven by car

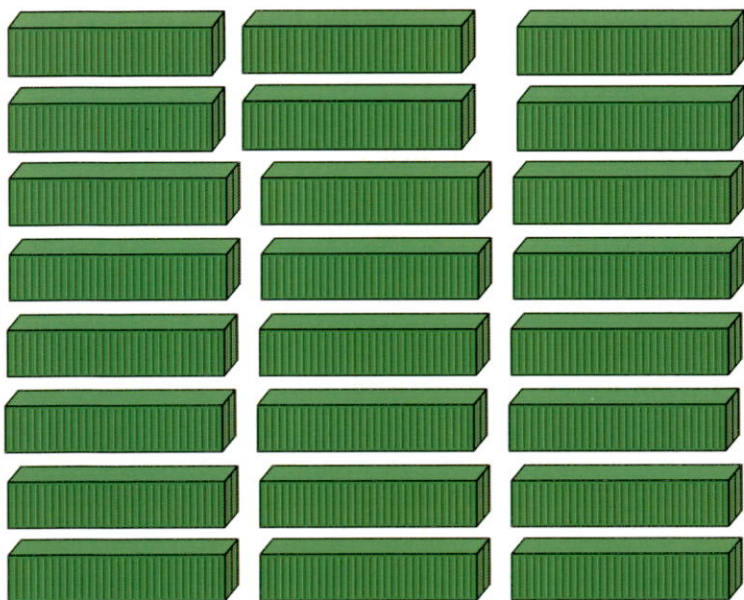
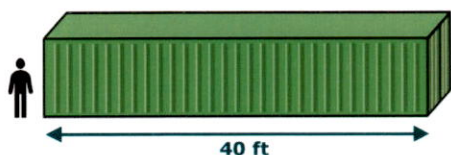
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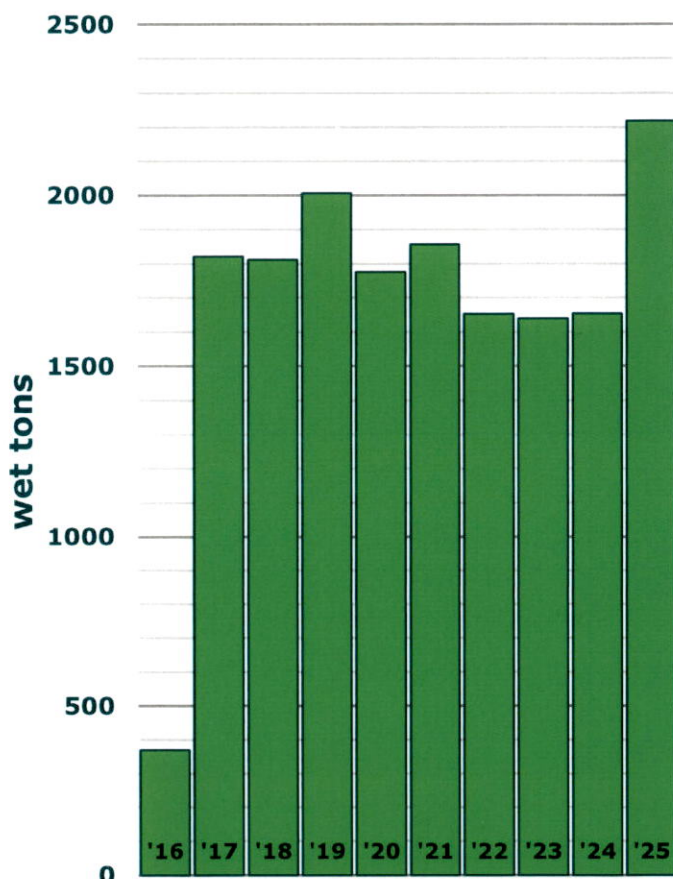
81

Homes powered

CMSA diverted to Lystek enough biosolids in 2025 to fill 24 shipping containers.



Annual Biosolids Diverted



For the Lystek OMRC facility in 2025, we have displaced 26,500 metric tons of CO₂e by the diversion of biosolids from all of our customers; and since our inception in 2016, we have displaced over 145,000 metric tons of CO₂e from previous management practices.



IEDA

2200 Powell Street, Emeryville, California 94608

January 26, 2026

TO: THE IEDA BOARD OF DIRECTOR NOMINEE ADDRESSED

RE: IEDA 2026 BOARD OF DIRECTOR'S ANNUAL MEETING

IEDA's regular annual meeting will be held via Zoom on **Thursday, February 19, 2026, at 2:00P.M.** Click or copy this link into your web browser to join:

<https://us02web.zoom.us/j/85046036618?pwd=VWVDMSSxMVVib29SYzErZERoUUVNdz09>

The purpose of the meeting is to elect Directors for the ensuing year; to approve all acts and proceedings of the Board of Directors, the Executive Committee and the officers of the Corporation since the last annual meeting on February 20, 2025; and to consider such other business as may come before the meeting.

Enclosed is a list of nominees for the Board of Directors. As you will note, the list includes a broad cross section of the employers we represent.

If you plan on attending the Zoom Annual Meeting, kindly **RSVP by February 09, 2026** to Brianne Crowe at bcrowe@ieda.com or 510-653-6765 x112.

Very truly yours,

Stacey Cue
President

SC:

Enclosure: Nominee List

P.S. IEDA's By-Laws (Article XII) provide for a Board of Directors meeting to be held immediately following the Annual Meeting.

S:\Administration\Annual Meeting\2026\Notice BoD Mtg 2026.doc

(510) 653-6765 • Fax (510) 658-2609
• Serving Employers Since 1937 •



Board of Directors Nominees

for

IEDA's February 19, 2026, Annual Meeting

<u>Nominee</u>	<u>Company</u>
William Albanese	Central Concrete Supply Co., Inc.
Alan Biller	Alan Biller and Associates
Stacey Cue	IEDA
Dan Costa	Titan Insurance Administrators, Inc
Jason Dow	Central Marin Sanitation District
Keith E. Fleming	IEDA
Gary Guittard	Guittard Chocolate Company
Jeff Malbie	City of San Carlos
Susan S. Muranishi	County of Alameda
Jeffrey Matheson	Golden Rain Foundation (Rossmoor)
Carlos Montes	Heath Ceramics, Inc.
Kristen Pedersen	The Arc San Francisco
Randy Scott	AMPORTS-APS West Coast, Inc.
Adam Sroufe	Pacific Coast Producers
Joseph Villarreal	Housing Auth of County of Contra Costa
Dr. Ron Oberstein	Life Chiropractic College West

(*Note: Strike through indicated withdrawal from the Board and Blue Bold indicates new nominee/s)

S:\Administration\Annual Meeting\2026\Annual Meeting Nominee List 2026.doc