



Central Marin Sanitation Agency

COMMISSION REGULAR MEETING AGENDA

Tuesday, December 9, 2025

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/84016775827>

Phone in:

+1 253 215 8782

Meeting ID:

840 1677 5827

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 telam@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 – 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

7. **2026 Board Meeting Calendar**

Recommendation: Accept the 2026 Board meeting calendar, and provide direction to staff, as appropriate.

8. **Cancel January 2026 Meeting**

Recommendation: Consider cancelling the January 13, 2026, Board meeting.

9. **ACFR/PAFR Reports**

Recommendation: Accept the FY25 Annual Comprehensive and Popular Financial Reports, as presented or with Board comments and/or revisions

10. **Elevator Control Replacement Bid Advertisement**
Recommendation: 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.
11. **FY26 Debt Issuance Plan**
Recommendation: 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, as appropriate.
12. **December 2025 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. **Adjourn to Closed Session – Anticipated Litigation**
Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(2)
Number of Potential Cases: One (1)
18. **Reconvene in Open Session**
Report on any action taken in Closed Session.
19. **Next Scheduled Regular Meeting**
Tuesday, January 13, 2026, at 6:00 p.m.

*Information not furnished with Agenda

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Central Marin Sanitation Agency at 415-459-1455. For auxiliary aids or services or other reasonable accommodations to be provided by the Agency at or before the meeting, please notify the Agency at least 3 business days in advance of the meeting date (meeting is the second Tuesday of each month). If the Agency does not receive timely notification of your reasonable request, the Agency may not be able to make the necessary arrangements by the time of the meeting.

**Central Marin Sanitation Agency****COMMISSION SPECIAL MEETING MINUTES****November 13, 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**00:00:35**

Present: Commissioners Eli Beckman, Maribeth Bushey, Michael Boorstein, Dean DiGiovanni, 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; and Tiffany Elam, Administrative Specialist.

Public Present:

4. Review and Approve Agenda**00:00:58**

GM Dow requested to pull two items from the consent calendar, items 6b and 6h, to ensure compliance with special meeting requirements for both the Brown Act and the JPA. GM Dow will bring item 6h to the December 9, 2025, regularly scheduled board meeting.

ACTION:	Commissioner Boorstein moved to approve the agenda and remove items 6b and 6h; second Commissioner Bushey.	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein, Bushey, DiGiovanni, Gaffney
	NAYS:	None
	ABSTAIN:	None

5. Open Period for Public Participation

00:03:48

There were no comments from members of the public.

6. Consent Calendar

00:04:30

a)	Minutes – Regular Board Meeting, October 2025
b)	Resolution No. 367 – Resolution of the Board of Commissioners of the Central Marin Sanitation Agency Rescheduling the Regular Meeting on Tuesday, November 11, 2025 to Thursday, November 13, 2025
c)	Treasurer’s Report – October 2025
d)	October 2025 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
e)	Performance Metric Report – October 2025
f)	FY26 First Quarter Budget Status Report
g)	FY25 Capacity Charge Schedule
h)	General Manager Employment Agreement - Amendment #6
i)	Revised Signature Authority Financial Policy
j)	Procurement of Equipment for Primary Clarifiers No. 4, 5, 6, and 7
k)	Procurement of Headworks Influent Sluice Gates

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

Commissioner Gaffney requested to pull item 6i, stating he did not believe there was a need to make changes to the policy.

The Board discussed the revised signature authority language and agreed the revisions provided for flexibility in facilitating Agency work, noting approvals could still be monitored for potential abuse.

Commissioner Boorstein requested that, if an urgent signature of the authority incident come up in the future, the Board policy should be reviewed again.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Bushey moved to approve 6i; second, Commissioner Beckman	
DIRECTION:	None	
VOTE:	The items were passed by a vote of 4 to 1.	
	AYES:	Beckman, Boorstein, Bushey, DiGiovanni
	NAYS:	Gaffney
	ABSTAIN:	None

7. Fiscal Year 2025 Audited Financial Statements

00:15:25

GM Dow introduced Administrative Services Manager, Corey Spray to discuss the FY25 Audited Financial Statements. GM Dow recognized ASM Corey Spray for his exceptional work on editing and expanding on the management discussion and analysis, including helpful language, and adding an additional year of fiscal information in the financial statement packet.

ASM Spray presented the FY25 audited financial statements and highlighted the Agency's positive trends which include an increase in cash reserves, improved pension liability management, and a \$5.6 million increase in net position. ASM Spray introduced the Maze & Associates auditor David Alvey who provided the Board with a Power Point presentation on the FY25 financial Statements.

Maze & Associates Auditor, Mr. Alvey explained that the audit process was completed in two sections, with the first being the interim audit which focused on the internal controls, checks and balances, and the second being field work where the agencies balances were reviewed and substantiated. Mr. Alvey stated the Agency received a 'clean unmodified audit opinion' which was the highest level of assurance a CPA firm could provide an agency. Mr. Alvey discussed key financial highlights, including an increase in total assets and a decrease in liabilities and provided a summary of the Management Letter which showed no material weaknesses, no significant deficiency, no unusual transactions or management assumptions. Mr. Alvey thanked the district's finance staff for their work on the financial reporting and the management discussion and analysis.

Commissioner Gaffney asked clarifying questions regarding the changes in salary and benefits.

ASM Spray stated the changes were related to pension liabilities adjustments that were changed based on the annual CalPERS actuarial evaluations.

Commissioner DiGiovanni asked clarifying questions regarding the CalPERS pension obligation bond.

ASM Spray stated the Agency issued pension obligation bond funding was spread by CalPERS over a 5-year period which showed relatively stable contribution rates for budgeting and cash flow purposes.

The Board congratulated Agency staff on a good job and thanked finance staff for their work on the audit.

Comments from the Public

There were no comments from members of the public.

ACTION:	Boorstein moved to accept the Agency's FY25 audited financial statements; second, Commissioner Bushey	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein, Bushey, DiGiovanni, Gaffney
	NAYS:	None
	ABSTAIN:	None

8. Public Hearing for the Proposed Compensation Ordinance 2025-2, Entitled "An Ordinance of the Central Marin Sanitation Agency Board of Commissioners Adjusting Commissioner Compensation"

00:34:54

GM Dow stated at the October Board meeting the Board decided to increase the Board compensation from \$225 to \$250 for a day of service, and that state law required a public hearing be held, and an ordinance passed to approve the compensation increase.

Comments from the Public

There were no comments from members of the public.

ACTION:	Bushey moved to conduct the public hearing for the proposed Compensation Ordinance 2025-2, pass the Ordinance, and authorized publication of a summary of the passed Ordinance in the Marin Independent Journal newspaper; second, Commissioner Boorstein.	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Bushey, Boorstein, DiGiovanni, Gaffney
	NAYS:	None
	ABSTAIN:	None

9. Revised Board Policy #2 - Compensation for Agency Officials

00:37:04

GM Dow stated since the Board passed the ordinance to increase board member compensation from \$225 to \$250, that Board Policy #2 should be updated to reflect the compensation change.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Gaffney moved to approve the revised Board Policy #2 – Compensation for Agency Officials; second, Commissioner Bushey	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	

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

10. Grit Classifiers Replacement Project - Construction Contract Award

00:37:35

GM Dow stated the Board previously approved the pre-purchase of the grit washers, grit pumps, and pump VFDs, and in January 2025, approved the advertisement for bid for the Grit Classifier Replacement Project. However, due to equipment delivery delays, public advertising was postponed to September 2025. GM Dow stated in October 2025 several bids were received with C. Overaa & Co. being the apparent low bidder, but during the review of the bid documents several required documents had not been submitted. GM Dow spoke with the Agency's construction attorney, who informed the Agency that there was no flexibility and that the Agency had to reject the C. Overaa & Co bid and award the contract to the second lowest bid D.W. Nicholson for \$1.5 million.

The Board asked clarifying questions regarding the project and the 9% cost savings compared to the engineers' estimate.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Gaffney moved to reject the C. Overaa & Co bid and award the construction contract for the Grit Classifiers Replacement Project to D.W. Nicholson Corporation for the total bid amount of \$1,598,962, and authorize the General Manager to execute the contract agreement; second, Commissioner Bushey.	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein, Bushey, DiGiovanni, Gaffney
	NAYS:	None
	ABSTAIN:	None

11. November 2025 Informational Items

00:43:10

Commissioner DiGiovanni stated the Agency's renewable energy plan was doing very well. Commissioner Boorstein stated at the Marin Coalition meeting where Matt Willis a retired Marin County Health official, spoke very highly of Jason Dow who supported the COVID wastewater surveillance program in 2021 when no one else would.

12. Oral Reports by Commissioners

00:45:50

No reports.

13. Oral Reports by General Manager

00:48:40

- The final draft of the SRSD service agreement has been distributed to JPA agencies for review.
- Mark Koekemyer, Regulatory Compliance Manager, had resigned from the Agency and accepted a job at Delta Diablo. The recruitment to fill the position will begin in late November 2025.
- The January 2026 Board meeting falls in line with the CASA conference which CMSA Board Members and the GM are scheduled to attend and discussed potential dates for rescheduling.
 - o The Board discussed and tentatively agreed to cancel the January 2026 Board meeting.
- CMSA staff worked with SD2, RVSD, and SQRC to install a new flow meter on the Ross Valley Interceptor.

14. Items for Next/Future Agendas

00:54:11

None.

15. Adjourn to Closed Session

00:54:27

Public Employee Performance Evaluation
Title: General Manager
California Government Code Section 54957

16. Reconvene in Open Session

01:20:27

The General Managers annual workplan was approved in closed session.

17. Next Scheduled Meeting

The Board has scheduled a Regular meeting for December 9, 2025, at 6:00 p.m.

Chair DiGiovanni adjourned the meeting at 7:21 p.m.

Respectfully submitted,

Tiffany Elam, Administrative Specialist

Dean DiGiovanni, Chair

**BOARD MEMORANDUM**

December 5, 2025

To: CMSA Board of Commissioners

From: Corey Spray, Administrative Services Manager
Jason Dow, General Manager

Subject: November 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	10/31/2025	Receipt	Disbursement	FMV Change	Funds Transfer	11/30/2025
1	Operating account	Westamerica	\$ 966,066	\$ 4,064,800	\$(1,727,371)	\$ -	\$ (2,019,431)	\$ 1,284,065
2	Petty cash	In-house	253	-	-	-	-	253
3	RV petty cash	In-house	28	352	-	-	(352)	28
4	Pension bond trust	US Bank	2,958	9	-	-	-	2,967
5	Revenue bond trust	US Bank	7,964	24	-	-	-	7,988
6	Pooled investment	LAIF	18,667,116	-	-	-	2,000,000	20,667,116
7	Pooled investment	CAMP	446,975	1,505	-	-	-	448,480
8	Dental trust	EDIS	18,224	-	(2,992)	-	19,783	35,015
9	Pension trust	Keenan	1,657,902	3,605	-	5,815	-	1,667,322
10	Total Agency		<u>\$21,767,485</u>	<u>\$ 4,070,296</u>	<u>\$(1,730,363)</u>	<u>\$ 5,815</u>	<u>\$ (0)</u>	<u>\$ 24,113,233</u>
11	Total net change in cash and investments			<u>\$ 2,345,748</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	11/30/2025 Institution	CM Interest /FMV Change	Average RoR%
1	Operating account	Westamerica	\$ 1,284,065	\$ 1,515	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	2,967	9	3.47%
5	Revenue bond trust	US Bank	7,988	24	3.47%
6	Pooled investment	LAIF	20,667,116	-	4.13%
7	Pooled investment	CAMP	448,480	1,505	4.10%
8	Dental trust	EDIS	35,015	-	0.00%
9	Pension trust	Keenan	1,667,322	9,420	6.57%
10	Total Agency		<u>\$24,113,233</u>	<u>\$ 12,473</u>	<u>2.53%</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	11/30/2025	Board Target
			10/31/2025	Net Result			
1	Pension trust (<i>Note 1</i>)	Restricted	\$ 1,657,902	\$ 9,420	\$ -	\$ 1,667,322	\$ -
2	Pension bond trust	Restricted	2,958	9	-	2,967	-
3	Revenue bond trust	Restricted	7,964	24	-	7,988	-
4	Dental trust	Restricted	18,224	(2,992)	19,783	35,015	-
5	Capital reserve	Restricted	1,168,435	183,945	-	1,352,380	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	2,092,507	(2,092,507)	500,000	-
9	Unassigned capital	Unassigned	13,609,502	62,835	2,072,724	15,745,061	8,626,700
10	Total Agency		\$21,767,485	\$ 2,345,748	\$ -	\$24,113,233	\$ 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	\$ 6,353
2	Laboratory services (Verily October 2025)	1,200
3	Waste Haulers & RV	36,092
4	FOG Source Control Program (LGVSD, SRSD, RVSD, SD2 & TCSD Q1 FY26)	36,384
5	Regional Service JPA charges (RVSD & SRSD Q2 FY26)	3,496,644
6	County-Wide Public Education Program collection (LGVSD Q1 FY26)	2,507
7	SQRC Wastewater Services Contract (July & August 2025)	296,000
8	Sanitary District #2 Pump Station Maintenance Contract (Jul 2025 Add Work)	2,732
9	Marin Clean Energy power purchase (September 2025)	8,775
10	Marin Airpoter lease payment (November 2025)	6,219
11	Capacity Charges (see below)	169,512
12	Misc collections (Skid steer training reimb/other reimb)	1,221
13	Interest received & FMV change in pension trust (<i>all accounts</i>)	12,473
14	Total Agency cash receipts	<u>\$ 4,076,111</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	\$ 165,638	384 fixture units
2	San Rafael Sanitation District	-	N/A
3	Sanitary District #2	3,874	8 fixture units
4	Total capacity charges	<u>\$ 169,512</u>	

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

Fiscal Year-to-Date Budget-to-Actual (*Cash Basis*) – As of November 2025 (P5 – 41.7%)

		FY2026 Budget	FY2026 YTD Actual	Budget Remain \$	Budget Used %
OPERATING ACTIVITIES					
SOURCES					
1	Regional service charges	\$ 13,843,600	\$ 6,534,871	\$ 7,308,729	47.2%
2	Contract service collection fees	2,041,100	876,879	1,164,221	43.0%
3	Program collection fees	194,100	84,080	110,020	43.3%
4	Permits, source control, inspection & other fees	507,000	334,148	172,852	65.9%
5	Bank interest (<i>all except USB Rev Bonds</i>)	880,300	555,222	325,078	63.1%
6	Total funding sources	17,466,100	8,385,200	9,080,900	48.0%
USES					
7	Salaries and benefits	11,398,500	5,634,451	5,764,049	49.4%
8	Chemicals and fuel	2,014,900	814,290	1,200,610	40.4%
9	Biosolids management	645,300	322,498	322,802	50.0%
10	Permit testing and monitoring	256,450	141,138	115,312	55.0%
11	Repairs and maintenance	768,300	434,670	333,630	56.6%
12	Utilities and telephone	392,400	120,250	272,150	30.6%
13	Insurance	602,500	434,057	168,443	72.0%
14	General and administrative	1,101,700	483,364	618,336	43.9%
15	Total funding uses	17,180,050	8,384,718	8,795,332	48.8%
16	Net funding position change	\$ 286,050	\$ 482	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	898,547	1,004,953	47.2%
20	Capacity charges	40,500	422,136	(381,636)	1042.3%
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	8,022	122,078	6.2%
24	Total funding sources	20,370,600	6,144,744	14,225,856	30.2%
USES					
25	Capital debt service	4,497,200	4,029,041	468,159	89.6%
26	Capital improvement program	16,787,890	3,222,451	13,565,439	19.2%
27	Total funding uses	21,285,090	7,251,492	14,033,598	34.1%
28	Net funding position change	\$ (914,490)	\$ (1,106,748)	n/a	n/a
TOTAL AGENCY					
29	Total funding sources	\$ 37,836,700	\$ 14,529,944	23,306,756	38.4%
30	Total funding uses	38,465,140	15,636,210	22,828,930	40.7%
31	Net funding position change	\$ (628,440)	\$ (1,106,266)	n/a	n/a

Attachment:

- November 2025 Disbursement Register

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

Number	Date	Vendor/Payee	Amount	Description
2027652				Last check from prior month's register
2027653	11/03/2025	Byron Jones	185.08	Reimbursement for monthly retiree health benefits
2027654	11/03/2025	Phillip Frye	185.08	Reimbursement for monthly retiree health benefits
2027655	11/05/2025	Automation Direct Co., Inc.	714.50	SD2: Intrinsically safe relay for Trailer Ct. (Note B) and line reactor (2 invoices)
2027656	11/05/2025	Fisher Scientific	1,895.97	Laboratory BOD equipment, beakers, tube culture disposables, carboy autoclave-safe PP with handle, Brij 35 solution, and suppressor regenerant solution (6 invoices)
2027657	11/05/2025	Flyers Energy LLC	2,426.04	Diesel exhaust fluid for Jenbacher
2027658	11/05/2025	Grainger	6,990.60	SD2: Electrical relays and conduit for Trailer Ct. (2 invoices, Note B), air and fuel filter, pipes, ball valves, batteries, pipe fitting, wedge anchors, coolant filter, erase board, mop pads, pipe thread, smoke detector, solenoid connector (18 invoices)
2027659	11/05/2025	Hagel Supply Co.	153.82	Floor wax
2027660	11/05/2025	Idexx Distribution Inc	4,348.99	Quanti-tray disposable vessels, colilert media and sample containers (3 invoices)
2027661	11/05/2025	Kone Inc	810.73	Elevator service call
2027662	11/05/2025	Marin Resource Recovery Center	340.00	Trash disposal (2 invoices)
2027663	11/05/2025	McMaster-Carr Supply Co.	214.14	Hydraulic hose, pipe fittings, and pipe corrosion tape (3 invoices)
2027664	11/05/2025	Metrohm USA, Inc	1,122.08	Anion chemicals
2027665	11/05/2025	Mike Silva	235.00	Employee reimbursement: Safety glasses
2027666	11/05/2025	Misco Water	1,541.08	OWRF hose pump, and spring lock washer for hose pump (2 invoices)
2027667	11/05/2025	Motion Industries, Inc.	2,721.15	Headworks odor scrubber motor, and bushing for Moyno pumps (2 invoices)
2027668	11/05/2025	Pablo Loayza	226.00	Employee reimbursement: Safety boots
2027669	11/05/2025	Pace Supply Corp.	1,485.05	SD2: ARV repair parts (1 invoice, Note B), pipe thread, and 3-inch pipe flange (2 invoices)
2027670	11/05/2025	Reinholdt Engineering Construction	1,592.10	Monthly underground storage tank inspection, October 2025, annual UST testing, and CUPA inspection
2027671	11/05/2025	Sentry	1,280.00	Sentry subscription for aeration basin #2 (invoice #12)
2027672	11/05/2025	Shamrock Building Materials	102.18	Propane
2027673	11/05/2025	Super Bright Leds, Inc	688.17	LED bulbs for treatment facilities
2027674	11/05/2025	UBEO Business Services	95.64	Cloud line dialing/fax line service
2027675	11/05/2025	Water Components & Bldg. Supp.	59.55	Christy box lid
2027676	11/06/2025	Black & Veatch	20,750.00	Prof Services: ESDC for Centrifuge Dewatering Improvement Project (invoice #1)
2027677	11/06/2025	CASA	19,675.00	Membership renewal through December 31, 2026
2027678	11/06/2025	DKF Solution Group LLC	2,762.50	Chainsaw safety training
2027679	11/06/2025	East Bay Muni Utility District	75,563.10	BACWA membership and special program fees
2027680	11/06/2025	EDIS	1,025.00	Dental replenishment and monthly fee, November 2025
2027681	11/06/2025	Euro Style Management	101,350.00	Biosolids Hopper Coating work (final payment)
2027682	11/06/2025	Flottweg Separation Technology, Inc.	124,657.09	Centrifuge Dewatering System Procurement (Payment #4)
2027683	11/06/2025	GWF Technologies GmbH	68,543.45	Ross Valley interceptor flowmeter equipment (final)
2027684	11/06/2025	Marin County Tax Collector	2,859.75	Legal Services: General counsel, July - September 2025
2027685	11/06/2025	Nexgen Utility Management	11,575.00	Annual license and support 07/01/25 through 06/30/26
2027686	11/06/2025	PG&E	13,167.16	Electricity service at CMSA, 09/12/2025-10/13/2025
2027687	11/06/2025	Progent Corporation	99.95	IT support, November 2025
2027688	11/06/2025	Quadiant Finance USA, Inc	584.46	Postage replenishment and supply charge, October 2025
2027689	11/06/2025	TEC Associates Inc	5,289.58	Methane IR analyzer
2027690	11/06/2025	Univar USA Inc	25,005.90	Sodium hypochlorite (1 delivery), and sodium bisulfite (1 delivery)
2027691	11/12/2025	VOID	-	VOIDED
2027692	11/14/2025	California State Disbursement	194.42	Garnishment for pay period ending 11/08/2025
2027693	11/14/2025	California State Disbursement	348.92	Garnishment for pay period ending 11/08/2025
2027694	11/13/2025	CWEA TCP	200.00	CWEA tour and Continuing Education Presentation at Vallejo Flood and Wastewater district for 4 employees
2027695	11/14/2025	Aleshire & Wynder LLP	112.50	Legal Services: Employment law, September 2025
2027696	11/14/2025	AT&T Corp	175.00	Monthly internet fee, November 2025
2027697	11/14/2025	James Clark	116.62	Employee travel per diem: NexGen User conference, Sacramento, CA
2027698	11/14/2025	Clinisys, Inc	4,416.96	Annual software support renewal
2027699	11/14/2025	Comcast	224.11	Internet service back-up, 11/04/2025-12/03/2025
2027700	11/14/2025	Don & Wolf Associates Inc	469.93	Emission cogeneration Testo analyzer battery
2027701	11/14/2025	Jason Dow	309.50	Employee travel per diem: Annual CalPELRA conference, Monterey, CA
2027702	11/14/2025	Environmental Express Inc.	301.12	TSS filters
2027703	11/14/2025	Evogua Water Tech LLC	910.00	DI rental (2 invoices)
2027704	11/14/2025	Fastenal Company	3,089.17	One-year supply of facility air-handler filters
2027705	11/14/2025	Fisher Scientific	511.04	Ricca buffer solutions- pH 10 (blue), pH 4 (Red), pH 7 (Yellow)
2027706	11/14/2025	Grainger	4,329.29	Submersible sump pump
2027707	11/14/2025	Harrington Industrial Plastics	2,631.25	SQRC: Influent channel grating (Note B)
2027708	11/14/2025	Idexx Distribution Inc	433.02	Simplate unit dose
2027709	11/14/2025	Inductive Automation	8,254.80	Annual SCADA support and maintenance
2027710	11/14/2025	Instrumart	1,426.21	Cable for chlorinated flowmeter line, and level-rate relay (2 invoices)
2027711	11/14/2025	Jackson's Hardware	780.72	Pruners, rodent repellent, nylon line for painting parking spots, cleaning supplies, landscaping supplies, and second pair of safety boots for new employee (7 invoices)
2027712	11/14/2025	Lystek International LTD	21,660.46	Biosolids beneficial reuse fee, October 2025
2027713	11/14/2025	Marin Color Service	864.04	Paint and painting supplies, November 2025
2027714	11/14/2025	Marin Independent Journal	191.40	Advertisement for public bid notice for Grit Classifiers Replacement Project
2027715	11/14/2025	Marin Resource Recovery Center	60.00	Trash disposal (1 invoice)
2027716	11/14/2025	Marin Sanitary Service - 0004321	1,178.26	Recycling and compost disposal, October 2025
2027717	11/14/2025	Marin Sanitary Service - 0027511	5,512.40	Grit box disposal, October 2025
2027718	11/14/2025	Marin Sanitary Service - 0033224	750.00	Rag bins disposal, October 2025

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

Number	Date	Vendor/Payee	Amount	Description
2027719	11/14/2025	McMaster-Carr Supply Co.	3,343.26	Enclosure panel plugs, soap dispenser, pressure gauge, electrical outlet, unistrut, conduit fittings, sheet metal screws, drill bits, tape and paint brushes, fire extinguishers, keys, and oil containers (15 invoices)
2027720	11/14/2025	PG&E	1,652.98	Natural gas supply, October 2025 at 1301 Andersen Drive, and electricity service at Sir Francis Drake 09/17/2025-10/16/2025
2027721	11/14/2025	PG&E Non-Energy Collection Unit	160.15	Renewable energy expansion, October 2025
2027722	11/14/2025	Prudential Overall Supply	2,404.99	Uniforms, October 2025
2027723	11/14/2025	Quadiant Finance USA, Inc	535.46	Postage replenishment and supply charge, October 2025
2027724	11/14/2025	Rebecca Brewer	33.97	Employee reimbursement: NSD IIPP training event (Note B)
2027725	11/14/2025	Rock Steady Juggling	3,750.00	Public Ed Program: Three school presentations (Note B)
2027726	11/14/2025	Rockwell Solutions	12,425.34	TWAS pump rebuild kit
2027727	11/14/2025	Shape Incorporated	14,281.16	SQRC: Spare pumps (Note B)
2027728	11/14/2025	Starwind Software, Inc	750.00	Server storage software annual maintenance and support
2027729	11/14/2025	State Water Resources Control Board	5,525.00	ELAP certification annual fee
2027730	11/14/2025	UBEO Business Services	1,926.67	Copier lease, 10/20/2025-11/20/2025
2027731	11/14/2025	Univar USA Inc	17,617.31	Sodium hypochlorite (1 delivery)
2027732	11/14/2025	USP Technologies	14,240.97	Hydrogen peroxide (2 invoices)
2027733	11/14/2025	Waste Management	9,450.52	Biosolids disposal, October 2025
2027734	11/14/2025	Western Exterminator Co.,Inc.	324.10	Pest control, October 2025
2027735	11/17/2025	Peter Kistenmacher	309.50	Employee travel per diem: CalPELRA Conference, Monterey, CA
2027736	11/18/2025	Blake Petersen	82.95	Employee travel expense: Mileage reimbursement for Jenbacher training, Redwood City, CA
2027737	11/26/2025	Atmospheric Analysis	2,126.00	Quarterly biogas monitoring, and monthly biogas monitoring (2 invoices)
2027738	11/26/2025	Automation Direct Co., Inc.	1,344.87	Switch for sentry probes
2027739	11/26/2025	Environmental.com	612.10	Sample containers (2 invoices)
2027740	11/26/2025	Evoqua Water Tech LLC	360.67	DI water system maintenance
2027741	11/26/2025	Fastenal Company	2,144.64	Vending machine monthly replenishment, hardware for tank maintenance, OWRF lock washer, and unistrut brackets (5 invoices)
2027742	11/26/2025	Golden State Lumber	131.92	Lumber for forming concrete curb (3 invoices)
2027743	11/26/2025	Grainger	3,113.32	SD2: Conduit fittings (Note B), hydraulic filter, tubing, fuse holder, data cable, pipe fittings, OWRF connecting link, first aid kit, 6-inch butterfly valve, belts for air handlers, tank hardware, and v-belt for odor scrubber (14 invoices)
2027744	11/26/2025	Harrington Industrial Plastics	1,738.46	PVC fittingss, ball valves, and pipe fittings (3 invoices)
2027745	11/26/2025	Home Depot Credit Services	107.65	Stretch-wrap for shipping, garden hoses, building gutter parts (3 invoices)
2027746	11/26/2025	Horizon Dist. Inc	153.91	Fertilizer and irrigation fittings (2 invoices)
2027747	11/26/2025	Idexx Distribution Inc	757.17	Enterolert media NPDES monitor
2027748	11/26/2025	Kone Inc	225.41	Elevator monthly maintenance, November, 2025
2027749	11/26/2025	Marin County Tax Collector	342.00	CUPA aboveground storage tank permit
2027750	11/26/2025	McMaster-Carr Supply Co.	1,508.46	V-belt for headworks odor scrubber, OWRF paddle finisher hardware, o-ring lubricant, LOTO box safety supply, motor starter and contact block (6 invoices)
2027751	11/26/2025	Norman S. Wright Mechanical	2,419.89	Air handling system replacement for Area 10
2027752	11/26/2025	Pace Supply Corp.	9,918.08	Pipe fittings, 4-inch backflow preventer, steel pipe, 4-inch pressure reducing valve, flush valve, strainer and fittings (6 invoices)
2027753	11/26/2025	Pacific EcoRisk	1,886.00	Chronic toxicity testing
2027754	11/26/2025	Shamrock Building Materials	827.02	Groundskeeping pavers
2027755	11/26/2025	Super Bright Leds, Inc	825.80	LED bulbs
2027756	11/26/2025	Teledyne Instruments Inc	997.45	Pump assembly sampler
2027757	11/26/2025	Univar USA Inc	25,810.40	Sodium hypochlorite (1 delivery), and sodium bisulfite (1 delivery)
2027758	11/26/2025	USP Technologies	14,797.75	Hydrogen peroxide (2 invoices)
2027759	11/26/2025	Van Bebber Bros., Inc.	349.81	Steel for biosolids hopper gates
2027760	11/28/2025	California State Disbursement	194.42	Garnishment for PPE 11/22/2025
2027761	11/28/2025	California State Disbursement	348.92	Garnishment for PPE 11/22/2025
Total Checks			723,628.48	

Payments by ACH:

Date	Vendor/Payee	Amount	Description
11/03/2025	Cal-Card	18,741.34	State of California purchase card for October 2025
11/04/2025	Retiree Benefits	13,171.97	Reimbursement for retiree health benefits, November 2025
11/06/2025	American Textile & Supply Inc	2,215.96	OWRF station drain covers
11/06/2025	Constellation Energy Corporation	2,401.53	Natural gas supply, October 2025
11/06/2025	Hach Company	280.77	Turbidity meter wiper
11/06/2025	Navia Benefit Solutions	200.00	Monthly minimum fee, November 2025
11/06/2025	Northeast-Western	5,272.92	L TSA Jenbacher cogen, September 2025
11/06/2025	VWR International	2,504.79	Graduated cylinder, filters, nitrile gloves, spray bottle, side holder, isopropyl alcohol, sulfide, influent level TSS standard, sodium nitrate, bromthymol blue solution, sulfuric acid, potassium sulfate, and soy agar plates (14 invoices)
11/10/2025	Amazon	2,354.50	Door chime, phones, voice radio mics, batteries and ergonomic office chair(5 invoices)
11/10/2025	IEDA, Inc.	1,044.25	Labor Relations consulting fees, November 2025
11/10/2025	Pencco, Inc	15,360.26	Ferric chloride (1 delivery)
11/10/2025	Two Rivers Terminal LLC	11,844.81	Calcium nitrate (1 delivery)
11/13/2025	Michael Owen Boorstein	41.34	Lunch meeting reimbursement
11/17/2025	Alliant Insurance Services	788.00	Public official bond insurance
11/17/2025	Badger Meter, Inc.	5,625.20	Primary sludge blanket reader
11/17/2025	Best Best & Krieger	833.00	Legal Services: SRSD Service agreement, October 2025 (Note B)
11/17/2025	Carollo Engineers, Inc.	36,659.25	Prof Svcs: Nutrient Removal Alternatives Evaluation Project, October 2025 (payment #13)

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

Number	Date	Vendor/Payee	Amount	Description
	11/17/2025	Hach Company	1,255.40	COD hazardous waste kit
	11/17/2025	Northeast-Western	11,380.88	LTSA Jenbacher cogen, October 2025, and critical spare parts for Jenbacher cogen (3 invoices)
	11/17/2025	Synagro West, Inc.	23,775.45	Biosolids hauling, October 2025
	11/20/2025	Fisher Scientific	13,299.80	Dishwasher, and dishwasher insert (final)
	11/26/2025	Cal-Card	15,473.43	State of California purchase card for Octoberber 2025
	11/28/2025	Bank Fees	720.40	Bank fees
	11/28/2025	Dental claims paid	2,992.03	Dental claims paid in November 2025
	11/28/2025	Corey Spray	156.80	Employee travel expense: Mileage reimbursement for CalPELRA conference, Monterey, CA
	11/28/2025	Caltest Analytical Laboratory	9,779.75	Analytical services: Biosolids, Source control, NPDES monitoring, DI water annual analysis, and feedstock monitoring (6 invoices)
	11/28/2025	Carollo Engineers, Inc.	5,406.50	Prof Svcs: Hydrogen Peroxide Facility Relocation Study, amendment#2 (payment #7)
	11/28/2025	Fisher Scientific	511.05	Buffer solvent
	11/28/2025	Hach Company	610.92	Polyseed BOD inoculum testing reagent
	11/28/2025	VWR International	2,432.48	SC tubes, sample cups, pipettes, flasks, syringe filer, graduated cylinder, and drierite desiccant. Chemicals: Sulfuric acid, nitrogen standard, conductivity standard (13 invoices)
	11/05/2025	Cal Public Employee Retirement	102,226.43	Medical insurance for November 2025
	11/14/2025	CalPERS	49,645.95	Retirement pension contribution: Agency and employees, PPE 11/08/2025 (Note C)
	11/28/2025	CalPERS	49,662.54	Retirement pension contribution: Agency and employees, PPE 11/22/2025 (Note C)
	11/14/2025	Employment Development Department	20,082.71	State and SDI Taxes, PPE 11/08/2025
	11/28/2025	Employment Development Department	20,293.50	State and SDI Taxes, PPE 11/22/2025
	11/14/2025	IRS	50,956.45	Federal income and Medicare Taxes, PPE 11/08/2025
	11/28/2025	IRS	49,803.81	Federal income and Medicare Taxes, PPE 11/22/2025
	11/05/2025	Lincoln Financial Group	3,166.90	Life insurance, November 2025
	11/14/2025	MissionSquare Retirement Trust-457	1,550.00	Deferred compensation contributions, PPE 11/08/2025 (Note A)
	11/28/2025	MissionSquare Retirement Trust-457	1,550.00	Deferred compensation contributions, PPE 11/22/2025 (Note A)
	11/14/2025	Nationwide Retirement	29,447.32	Deferred compensation contributions, PPE 11/08/2025 (Note A)
	11/28/2025	Nationwide Retirement	28,370.60	Deferred compensation contributions, PPE 11/22/2025 (Note A)
	11/14/2025	Navia Benefit Solutions	782.76	Flexible spending account, PPE 11/08/2025
	11/28/2025	Navia Benefit Solutions	782.76	Flexible spending account, PPE 11/22/2025
	11/14/2025	Public Agency Retirement Services	590.28	Retirement pension contribution: Part-time employees, PPE 11/08/2025
	11/28/2025	Public Agency Retirement Services	539.82	Retirement pension contribution: Part-time employees, PPE 11/22/2025
	11/14/2025	SEIU Local 1021	1,221.72	Union dues, PPE 11/08/2025
	11/28/2025	SEIU Local 1021	1,221.72	Union dues, PPE 11/22/2025
	11/05/2025	Vision Service Plan -(CA)	1,839.52	Vision insurance, November 2025
		Total ACH	620,869.57	

CMSA Employee Compensation:

Date	Vendor/Payee	Amount	Description
10/03/2025	CMSA employee payroll	190,168.54	Pay period ended 11/08/2025
10/17/2025	CMSA employee payroll	193,220.96	Pay period ended 11/28/2025
	Total ACH	383,389.50	

Board Member Compensation:

Date	Vendor/Payee	Amount	Description
11/14/2025, 11/28/2025	Eli Beckman	675.00	Stipend for 10/28/25 Ad-Hoc SRSD Service Contract Development Committee meeting, 11/13/2025 CMSA Regular Commission meeting, and 11/17/2025 Finance Committee meeting
11/28/2025	Michael Boorstein	225.00	Stipend for 11/13/2025 CMSA Regular Commission meeting
11/28/2025	Maribeth Bushey	225.00	Stipend for 11/13/2025 CMSA Regular Commission meeting
11/14/2025, 11/28/2025	Dean DiGiovanni	675.00	Stipend for 10/28/25 Ad-Hoc SRSD Service Contract Development Committee meeting, 11/13/2025 CMSA Regular Commission meeting, and 11/17/2025 Finance Committee meeting
11/14/2025, 11/28/2025	Thomas Gaffney	675.00	Stipend for 10/28/25 Ad-Hoc SRSD Service Contract Development Committee meeting, 11/13/2025 CMSA Regular Commission meeting, and 11/17/2025 Finance Committee meeting
	Total ACH	2,475.00	
	GRAND TOTAL	1,730,362.55	

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**

December 4, 2025

To: CMSA Commissioners and Alternates

From: Nicholas Talbot, Treatment Plant Manager

Approved: Jason Dow, General Manager

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

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

I. NPDES Permit Compliance

NPDES permit testing for November 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 18.2 MPN, which is significantly lower than the permit limit of 255 MPN. The average ammonia concentration for the month was 34.3 mg/L, which is less than the monthly permit limit of 60 mg/L.

II. Influent and Effluent Flows

In November, the region experienced moderate rain events, dropping 3.96 inches measured by the Agency's on-site rain gauge. There were no blend events because wet weather flow filled empty offline primary clarifiers. 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	20.93 MGD	46.63 MGD	52.34 MGD	10.84 MGD
Effluent	16.39 MGD	28.33 MGD	29.22 MGD	8.00 MGD

Table 2: Satellite Collection Agency and Total Flow Summary

Flow Type	SRSD	RVSD	SD2	San Quentin	CMSA Totals
Average Daily (MGD)	4.55 MGD	4.22 MGD	1.21 MGD	0.86 MGD	10.84 MGD
Total for Month (MG)	136.43 MG	126.65 MG	36.31 MG	25.88 MG	325.27 MG
Percent of Flow	41.94%	38.94%	11.16%	7.96%	100%

Table 3: CMSA and Collection System Agency Wet Weather Flows

Wet Weather Flow	SRSD	RVSD	SD2	San Quentin	CMSA Totals
11/13 Total Day's Flow (MG)	9.47 MG	7.81 MG	2.36 MG	1.29 MG	20.93 MG
Peak Influent Flow Rate (MGD)	25.72 MGD	18.89 MGD	6.28 MGD	2.94 MGD	53.18 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 November, Operations managed several wet weather events by placing all primary, aeration, secondary, and chlorine contact tanks in service during peak flows and returning them to standby as flows receded. On November 3 and 4, Operations and Maintenance supported the installation of the new Ross Valley interceptor flow meter during two planned nighttime shutdowns. Staff secured the SD2 and SQRC pump stations, partially drained the Ross Valley interceptor, and assisted the manufacturer with installation, commissioning, and calibration. The multiagency project was successfully completed with minimal impacts to the treatment plant or collection systems.

The Mixed Liquor Suspended Solids inventory averaged 776 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 94 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 5.9 mg/l, which is 39.3% of the Agency's KPI of 15 mg/l and 19.6% of the permit's monthly average limit of 30 mg/l.

IV. Maintenance Activities

In November, the cogeneration system produced a net total of 114% of the Agency's power demand, exporting more electricity than the facility required. MCE supplied small power imports during hours when cogeneration production did not meet facility demand (Graph #8). Maintenance staff completed a range of corrective and preventive work across process equipment, engines, and facilities. The Jenbacher cogeneration engine received its 4,500-hour service, which included replacing intake air filters, installing new belts, a new fan clutch on the waste-heat radiator, and adjusting the fuel-air combustion settings to bring exhaust emissions closer to the lower end of the permitted range. Process equipment work remained steady throughout November with staff replacing the vector site sump pump due to impeller wear, correcting excessive seal-water leakage on multiple Biotower recirculation pumps, and changing belts on the headwork's odor scrubber motor and fan. Staff also removed and repaired damaged tile, grout, and wall sections in the administration building front office restroom and replaced a leaking potable-water pressure regulator to the maintenance building with a new regulator, strainer, piping, and added a union to simplify future service. Lastly, staff refurbished the Agency's emergency diesel generator's coolant-housing valve and installed a cone rack and wireless crane-remote charging dock on the F-550 utility truck for safety improvements.

Attachment:

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

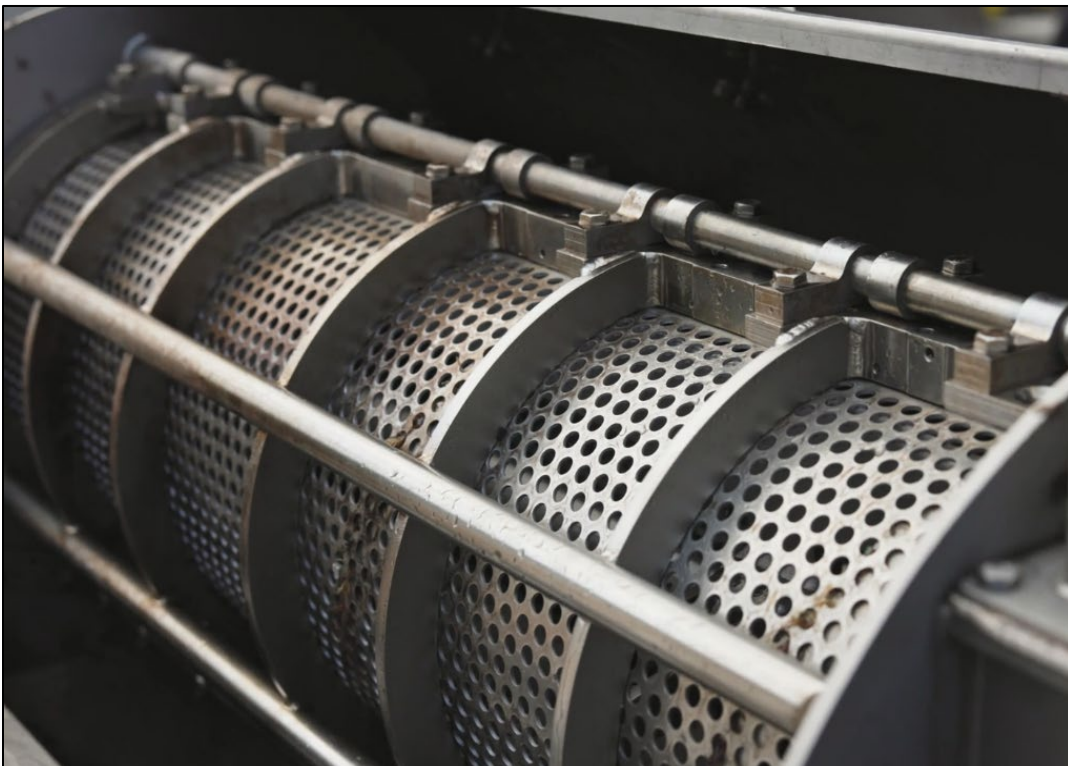
NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

November 2025

Automated recycled water valve and timer added to the Organic Waste Receiving Facility Paddle Finisher



The Paddle Finisher filter screen that will be cleaned with the automated recycled flush water



Monthly Compliance Summary Table
Central Marin Sanitation Agency
November, 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	7.5	mg/L	Maximum 40
	Monthly Average	1/Week	3/Week	5.8	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	7.0	mg/L	Maximum 45
	Monthly Average	2/Week	3/Week	5.9	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	34.3	mg/L	Maximum 60
	Daily Maximum	2/Month	1/Week	44.3	mg/L	Maximum 120
pH	Instantaneous	Continuous	Continuous	6.4	SU	Minimum 6
	Instantaneous	Continuous	Continuous	7.2	SU	Maximum 9
Bacteriological Analysis						
Enterococcus	6-Week Geomean	2/Week	3/Week	18.2	MPN/100mL	Maximum 255
	10% Maximum	2/Week	3/Week	34.5	MPN/100mL	Maximum 1,055
Metals Analysis						
Copper	Daily Maximum	Monthly	Monthly	X	ug/L	Maximum 84
	Monthly Average	Monthly	Monthly	X	ug/L	Maximum 48
Cyanide	Daily Maximum	Monthly	Monthly	X	ug/L	Maximum 37
	Monthly Average	Monthly	Monthly	X	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

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

November 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:	730.2	mg/l	Expected removal efficiencies as outlined in Metcalf & Eddy Wastewater Engineering Manual.
TSS out:	73.3	mg/l	
Percent Removal Achieved:	90.0	%	Design 50-70% Removal
Total Biochemical Oxygen Demand (BOD) in:	273.0	mg/l	
BOD out:	153.2	mg/l	
Percent Removal Achieved:	43.6		Design 25-40% Removal
Plant Influent Flows:	10.8	MGD	

SECONDARY SYSTEM PERFORMANCE

AERATION TANKS/ACTIVATED SLUDGE

Dissolved Oxygen set point:	2.3	mg/l
MLSS:	776	mg/l
MCRT:	2.8	Days
SVI:	94	

SECONDARY CLARIFIERS

WAS concentration:	5,061	mg/l
TSS out:	9.0	mg/l
Secondary System TSS Removal	87.7	%

FINAL EFFLUENT

Effluent TSS for the month:	5.9	mg/l	(Maximum Limit: 30mg/l)
Week #1 weekly average	5.5	mg/l	(Maximum Limit: 45mg/l)
Week #2 weekly average	6.5	mg/l	"
Week #3 weekly average	7.0	mg/l	"
Week #4 weekly average	5.5	mg/l	"
Week #5 weekly average	5.0	mg/l	"
Monthly average TSS removal efficiency through the plant:	95.4	%	(Minimum Limit: 85%)

Effluent CBOD:	5.8	mg/l	(Maximum Limit: 25mg/l)
Week #1 weekly average	6.0	mg/l	(Maximum Limit: 40mg/l)
Week #2 weekly average	5.0	mg/l	"
Week #3 weekly average	5.3	mg/l	"
Week #4 weekly average	5.5	mg/l	"
Week #5 weekly average	7.5	mg/l	"
Monthly average CBOD removal efficiency through the plant:	96.3	%	(Minimum Limit: 85%)

Disinfection Dosing Rate:	2.8	mg/l	monthly average
Ammonia Monthly Average:	34.3	mg/l	(Maximum 60)
Enterococcus six-week Geometric Mean:	18.2	MPN	(Maximum 255)
Enterococcus 10% Maximum:	34.5	MPN	(Maximum 1,055 MPN)
Effluent pH for the month:	Min	6.4	(Min 6.0)
	Max	7.2	(Max 9.0)

DIGESTER TREATMENT

Thickened Waste Concentration from the RDT:	7.13	%
Volatile Solids destroyed:	84.4	%
Cubic feet of biogas produced:	8,927,690 (Total)	297,590 (Daily Average)
Temperature of the digesters:	101.7	degrees Fahrenheit

EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA

November 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:	221	mg/l
Centrifuge solids capture:	99.30	%
Polymer use per dry ton of biosolids:	14.85	#/dry ton
Polymer feed rate per run:	3.46	gpm
Concentration of the polymer batches:	0.328	%
Sludge feed rate per run:	51.5	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 0-10 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 18.2 MPN remained below the Agency KPI of 35 MPN and permit limit of 255 MPN. On 11/5, the enterococcus result exceeded the KPI at 42.8 MPN; this is a result of higher flows during the first major wet weather event of the season.

Graph #4:

Depicts the total suspended solids in the effluent.

Our monthly average was 5.9 mg/l, below our KPI of 15 mg/l and NPDES permit monthly average limit of 30 mg/l.

Graph #5:

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

The effluent CBOD average was 5.8 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. Two days fell below the KPI due to minor mechanical issues on Centrifuge No. 1 which were promptly fixed. No dewatering operations were conducted on three days: 11/1, 11/8, & 11/30.

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 297,590 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 86,204.9 kWh in November.

Glossary of Terms

Process Performance Data Sheet

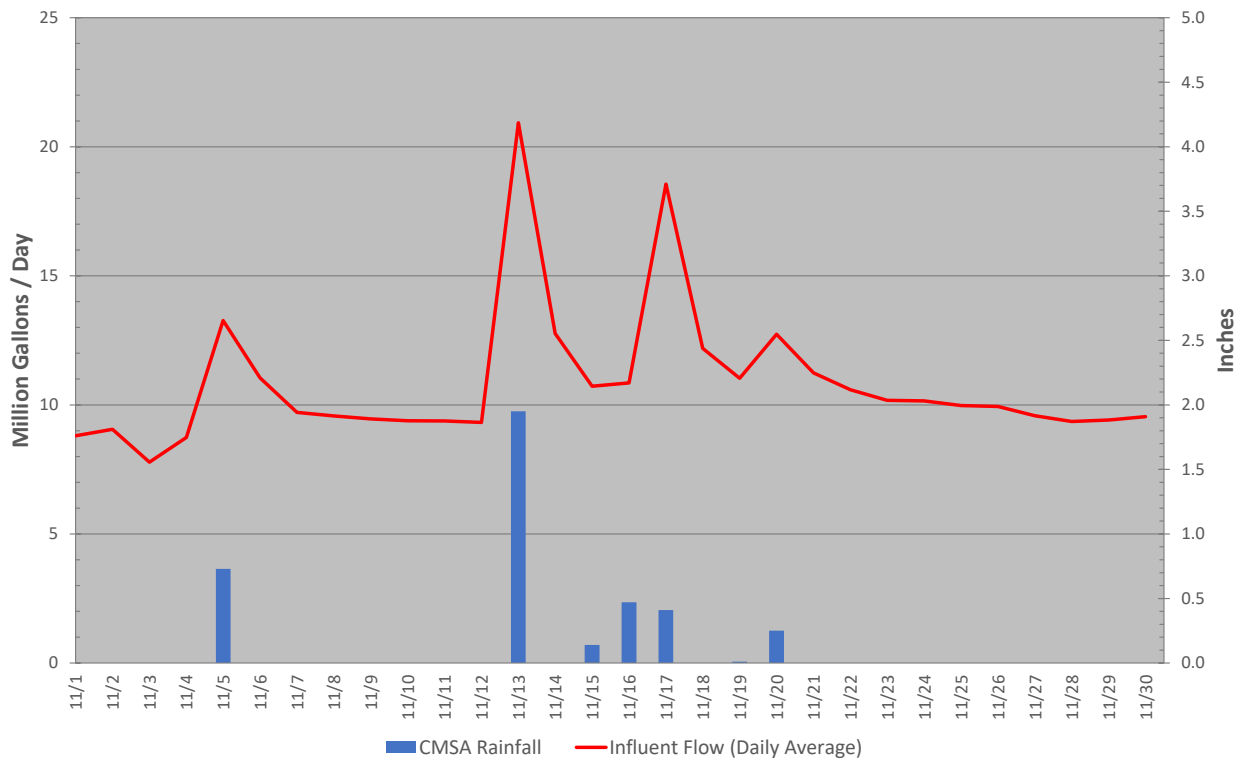
- **Aeration Tanks:** A biological process that takes place after the biotowers, where biomass (microorganisms) is mixed with the wastewater to feed on dissolved and suspended organic material. High speed blowers are used to provide compressed air to mix the tank contents.
- **Anaerobic Digesters:** 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.

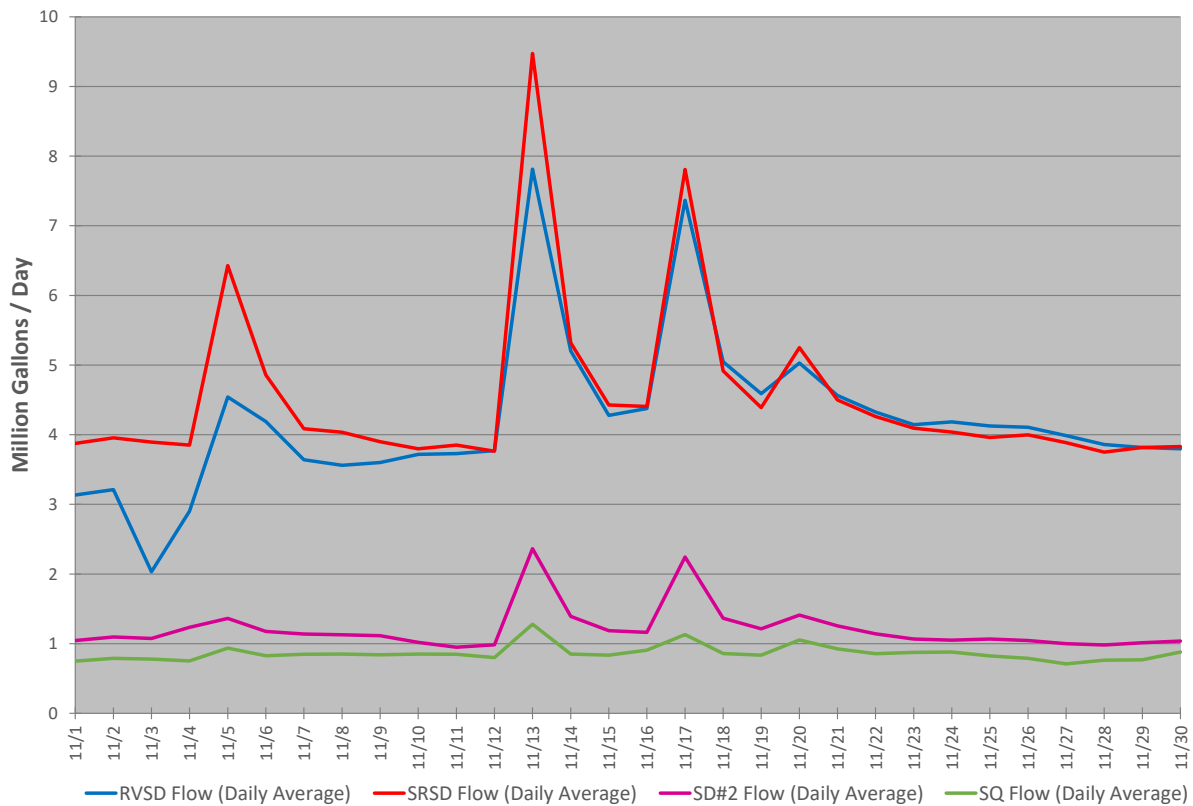
Units of Measurement

- 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.

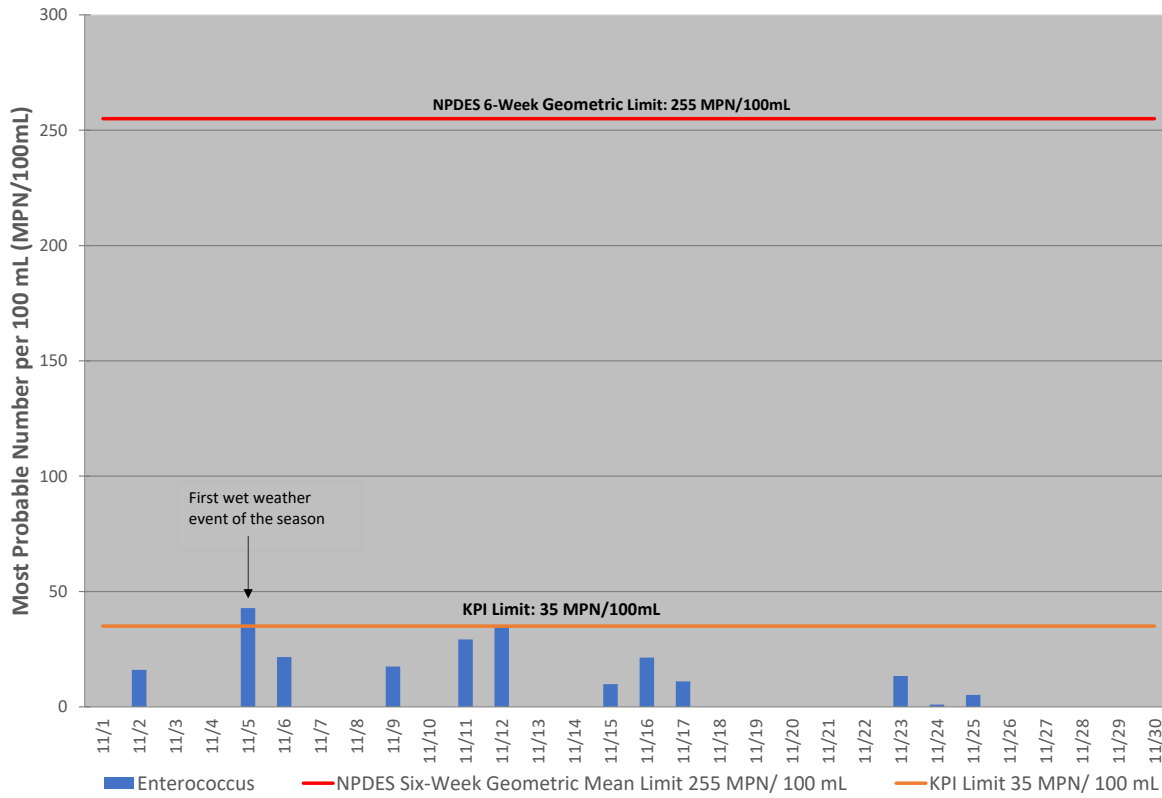
Graph #1: CMSA Influent Flow and Rainfall



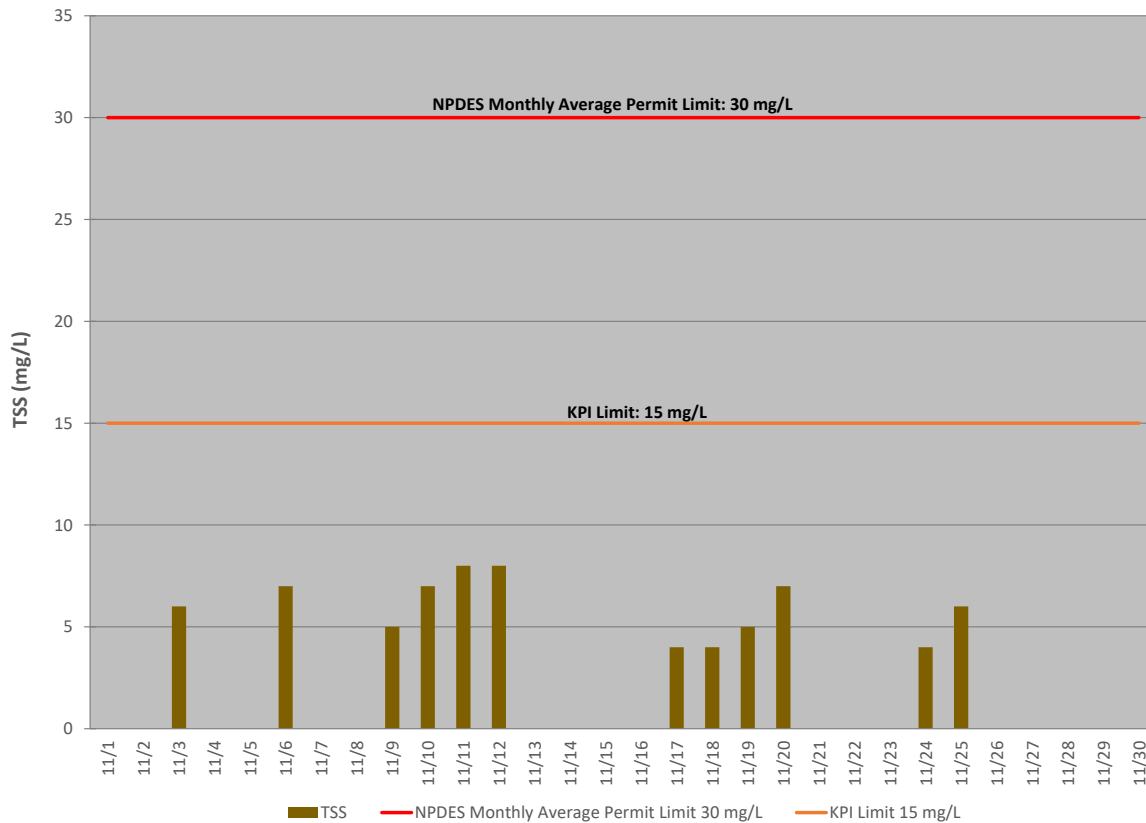
Graph #2: Collection System Influent Flows



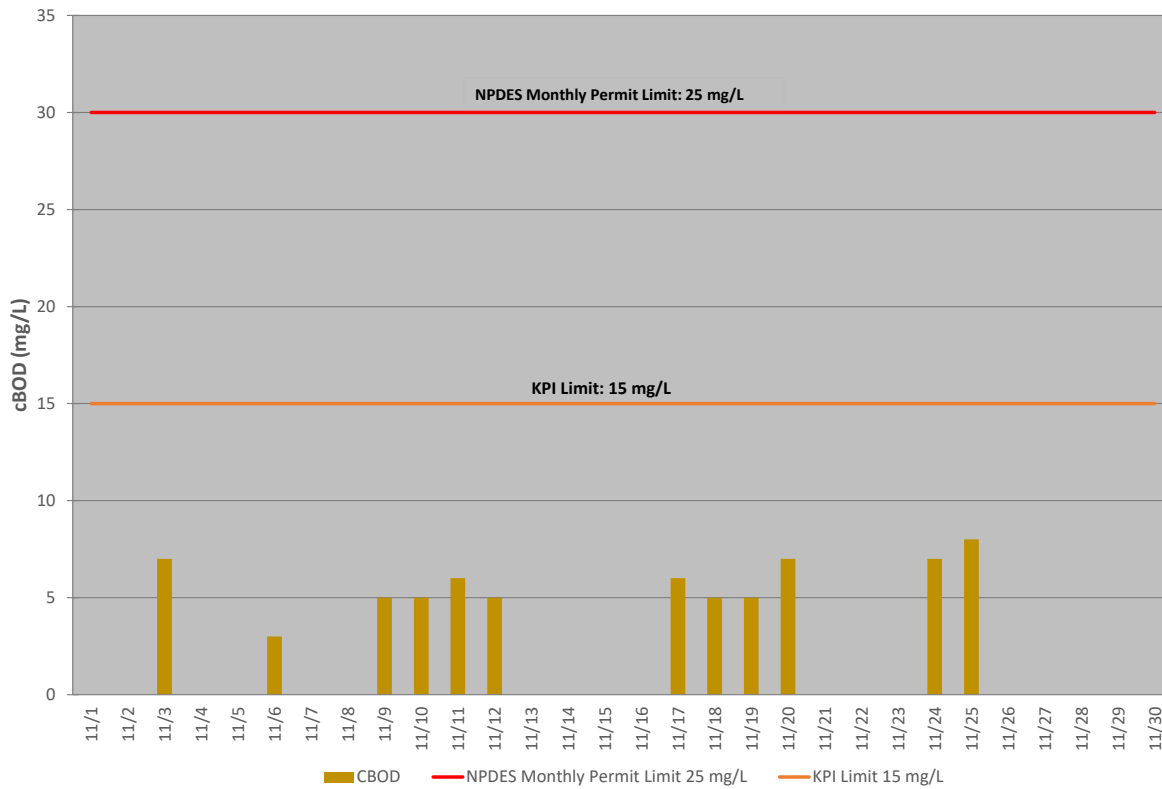
Graph #3: Enterococcus



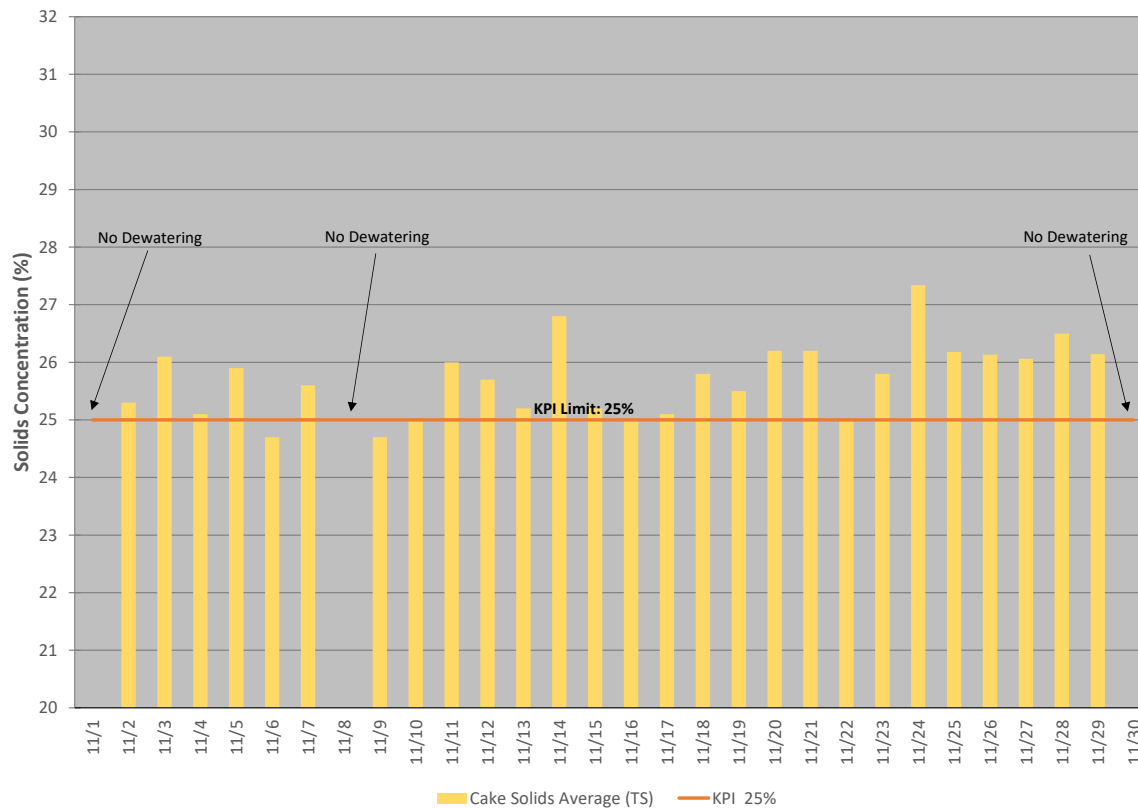
Graph #4: Final Effluent Total Suspended Solids



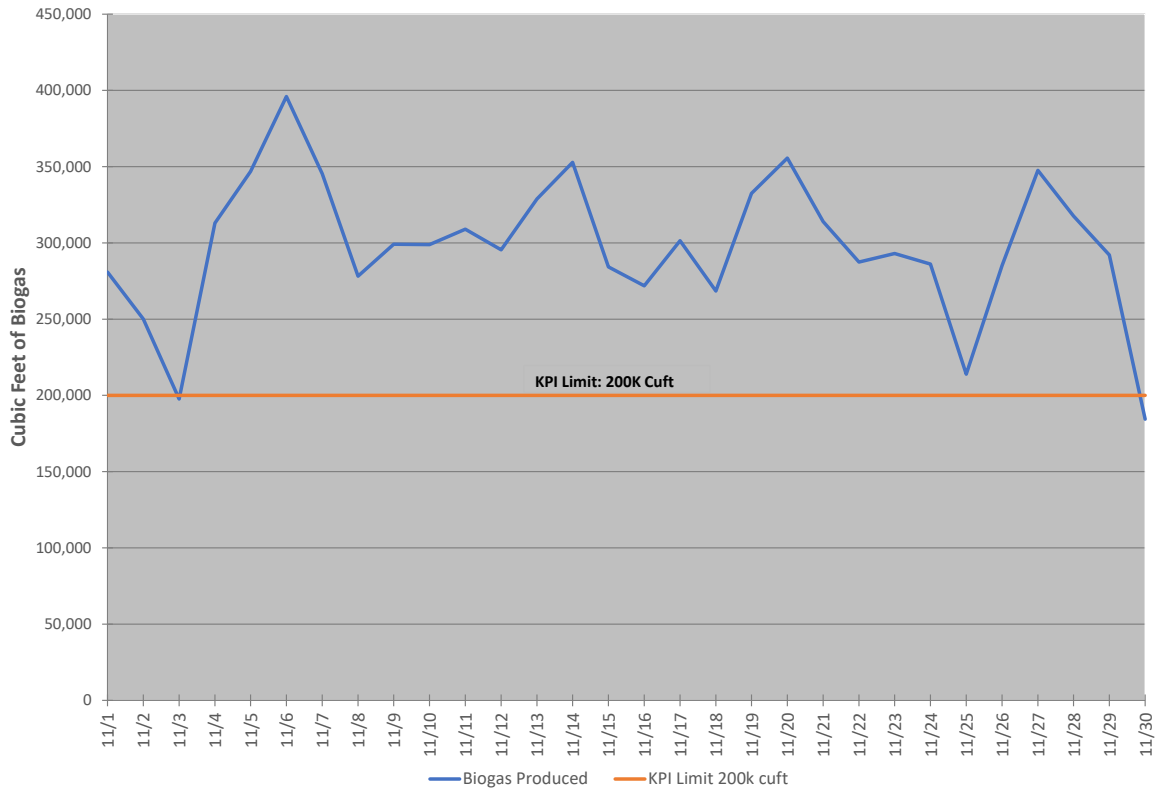
Graph #5: Carbonaceous Biochemical Oxygen Demand (cBOD)



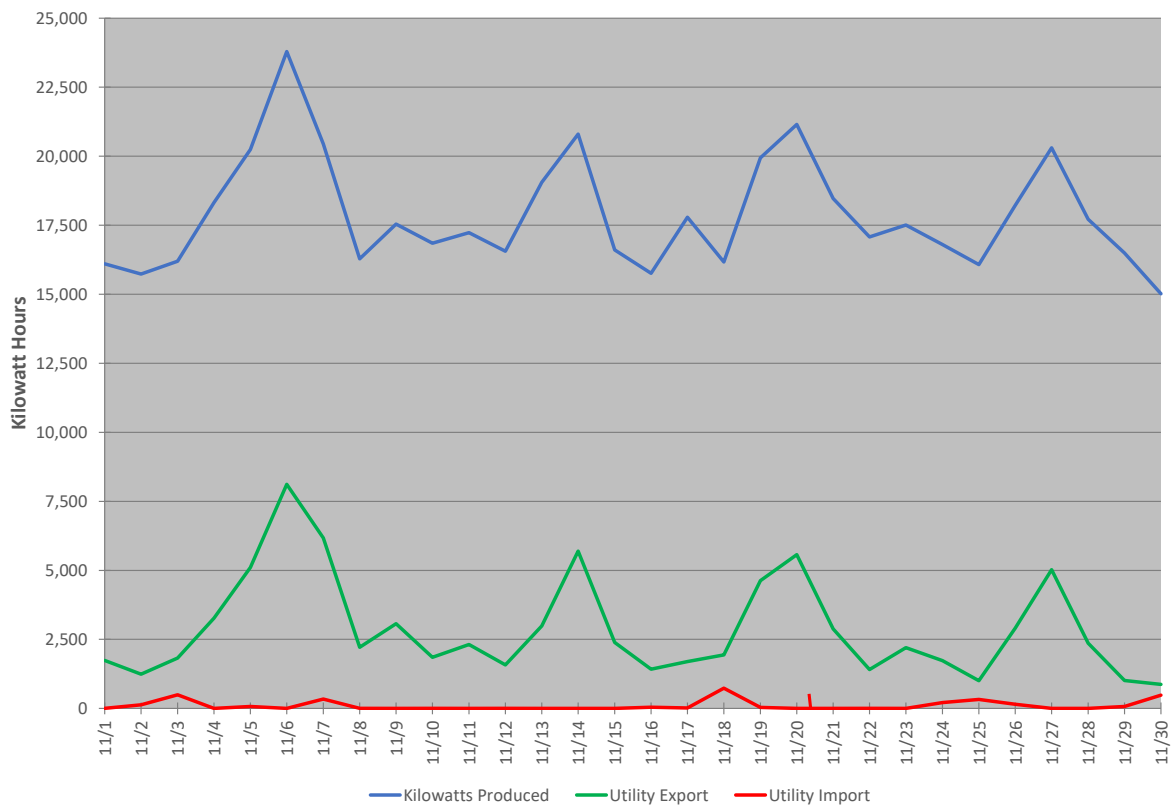
Graph #6: Biosolids Solids Concentration



Graph #7: Biogas Production



Graph #8: Power Distribution





BOARD MEMORANDUM

December 4, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Performance Metric Report – November 2025

Recommendation: Accept the November 2025 Performance Metric Report.

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

During the fall months each year, the treatment facilities are brought on-line to prepare for forecasted rain events, and after an event, as influent flows subside, process tanks are drained and removed from service. In November, this transition happened several times and the treatment facilities are currently in dry weather operational mode.

Table II – Employee Metrics

Internal training over the past month included Blood Born Pathogen and Trenching and Excavation safety training for several employees, and professional development training for selected employees. A mechanical technician attended a multi-day Jenbacher Cogeneration Engine Training event at Silicon Valley Clean Water in Redwood City.

The General Manager, Administrative Service Manager, and the Technical Services Manager/AGM attended the annual California Public Employers Labor Relations Association (CalPELRA) conference in Monterey where they attended various sessions on important labor relations, human resources, and employment law topics.

With the resignation of the Regulatory Compliance Manager, Technical Services staff and the Treatment Plant Manager/AGM received focused training to prepare the monthly NPDES Self-Monitoring Report and enter regulatory data into the California Integrated Water Quality System (CIWQS).

Table III – Public Outreach

Five odor notifications were posted to the Agency website, and there were no public odor complaints. The notifications were for installation of the Ross Valley interceptor flowmeter, filling various process tanks before rain events and draining the tanks after the events; and draining the chlorine contact tanks for routine preventative maintenance.

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

Public Outreach Events

There were not any events in November 2025.

School Events – Juggler Show Presentations and Classroom Events

Rock Steady Juggling provides elementary school outreach presentations, and there were three events in November.

Date	Event	Attendees
11/18	Our Lady of Loretto Elementary School in Novato	235

CMSA Tours

There were no group tours in November 2025.

Table IV – Environmental and Regulatory Compliance Metrics

There were no final effluent or air permit exceedances during the past month. In November 2025, 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. This trend will continue during December 2025.

Attachment:

- November 2025 Performance Metric Report

CMSA CY24 PERFORMANCE METRICS – November 2025

Attachment

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>	325.27 Mg; 3.68 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)	28.7 Mg 46.6 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)	210 wt 0 wt 246 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	176.5 tons; 95% 204.9 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	96 % 80 %	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% 1,198	<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)	8.92 Mft ³ 5.71 Mft ³ 297 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).	536,328 kWh 86,204.9 kWh 680.06 hrs; 94.5% 114% 714.78 hrs; 99.3% \$48,399	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)	\$3,770/Mg 1,658 kWh/Mg	\$2,500 - \$5,400/Mg (wet - dry) 670 - 2,400 kWh/Mg

CMSA CY24 PERFORMANCE METRICS – November 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 = 33 hrs External = 110.5 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);	825.0 hrs 973.75 hrs (99.2%) 7.5 hrs (0.4%) 0.84	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>	125 hrs; (1,081 hrs) 1.6%; (1.2%)	< 5%
4) Internship Program	Number of high school and college student interns work hours; <i>Year to date hours</i>	246.7 hrs; (2,859 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>	235; (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	5	1-10
5) Odor Complaints	Number of odor complaints received from the public	0	0

CMSA CY24 PERFORMANCE METRICS – November 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.	353	200-500
3) Process Control Analyses	# of analyses by the CMSA laboratory for process control monitoring and studies.	751	400-900
4) Contract Laboratory Analyses	# of analyses by contract laboratories for regulatory compliance reporting, studies, and source control program monitoring.	25	25-150
5) Quality Control Testing	# of CMSA performed laboratory analyses for QA/QC purposes.	1,103	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.	93	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.	41	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.	5	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



BOARD MEMORANDUM

December 4, 2025

To: CMSA Commissioners and Alternates

From: Brandon Halter, General Counsel

Subject: **General Manager Employment Agreement – Amendment #6**

Recommendation: Approve Amendment #6 to the General Manager Employment Agreement, and approve a 5% performance bonus.

Summary: In closed session at the October 14, 2025, Board meeting, the Board reviewed the performance of General Manager Dow, and subsequently directed General Counsel Brandon Halter to negotiate with Mr. Dow regarding a potential amendment to the 2019 General Manager Employment Agreement (as amended, "Agreement"). The attached Amendment #6, in summary, extends the term of the Agreement by one year, to October 2030, and provides an additional 16 hours of administrative leave. Additionally, the Board agreed to issue Mr. Dow a 5% performance bonus for his performance over the last year, pursuant to the terms of the Agreement.

Attachment:

- Amendment #6 to the 2019 General Manager Employment Agreement

**CENTRAL MARIN SANITATION AGENCY
GENERAL MANAGER EMPLOYMENT AGREEMENT
Amendment #6**

This Amendment #6 ("Amendment") is made and entered into on December 9, 2025, by and between the Central Marin Sanitation Agency (CMSA) and Jason Dow ("Dow" or "Manager"). The provisions in this Amendment supersede the same provisions in that certain General Manager Employment Agreement between CMSA and Manager of October 8, 2019, as amended, but any provisions in the 2019 Agreement not specifically amended by this Amendment shall remain in full force and effect.

SECTION I - Employment and Term of Office

CMSA agrees to employ Dow as General Manager to perform the functions and duties of said office. The Manager shall serve for a five-year term. This term shall expire on December 9, 2030. CMSA shall have the option of extending the five-year term at any time, but may only do so in writing. Upon expiration of this Agreement or any Addendum or Amendment hereto, the other terms and conditions of this Agreement shall remain in effect until it is either terminated or renegotiated.

SECTION II - Compensation

Effective December 4, 2025, Manager shall receive a monthly salary of \$29,176, and for each successive year on July 1, shall receive a cost-of-living adjustment ("COLA"). The COLA shall be the same percentage that is given to Agency staff. CMSA may provide Manager with a bonus equal to up to 5% of Manager's annual base salary, each year, based upon Manager's performance.

SECTION VII - Administrative Leave

In addition to the eighty (80) hours of Administrative Leave that FLSA Exempt employees receive, the Manager shall receive fifty-six (56) additional hours for a total of one-hundred and thirty-six (136) hours of Administrative Leave annually.

Dated: _____

Dean DiGiovanni, CMSA Board Chair

Dated: _____

Eli Beckman, CMSA Board Secretary

Dated: _____

Jason Dow, General Manager

Approved to as Form:

Dated: _____

Brandon Halter, CMSA General Counsel



BOARD MEMORANDUM

December 4, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Marin Airporter Site License Agreement Amendment #3

Recommendation: Approve Amendment #3 to the Site License Agreement Between CMSA and Marin Airporter, and authorize the General Manager to sign it.

Discussion: CMSA and Marin Airporter (Airporter) entered into a Site License Agreement (Agreement) in July 2019, under which Airporter parks Marin Transit District buses in the CMSA Corporation Yard, and its bus drivers park their personal vehicles in the CMSA employee parking area. The Agreement's five-year term expired in July 2024, and allows for five separate one-year extensions if requested by Airporter and approved by the CMSA Board.

In February 2025, the Board approved Amendment #2 extending the term to July 2026 and also made a few revisions to the Agreement. Airporter has requested another one-year extension to July 2027. Staff prepared Amendment #3 for the license term extension.

Fiscal Impact: Airporter's current monthly license fee is \$6,219, and in July 2026, the fee will increase by the annual Bay Area CPI (June 2025 – June 2026). In fiscal year 2026, CMSA will receive \$74,628 in license fees.

Attachment:

- Amendment #3 to the Site License Agreement Between CMSA and Marin Airporter



AMENDMENT #3

SITE LICENSE BETWEEN CMSA AND MARIN AIRPORTER

This Amendment to the Agreement is dated this _____ day of December 2025, and is made by and between Central Marin Sanitation Agency (hereinafter CMSA), a joint powers agency in Marin County, California and Marin Airporter.

RECITALS

- A. CMSA entered into a Site License Agreement (Agreement) with Marin Airporter, dated July 17, 2019, to provide parking areas for Marin Transit District vehicles and Airporter employees; and
- B. The Agreement had an initial five-year term, and allows for five separate one-year extensions; and
- C. CMSA and Marin Airporter amended the Agreement in February 2025 to extend the term one year, and Airporter now desires to amend the Agreement again to extend its term an additional year.

NOW, THEREFORE, in consideration of the recitals and mutual promises contained herein, CMSA and Marin Airporter agree to amend the above referenced Agreement as follows:

- 1) Agreement term is extended to July 17, 2027.

All other terms and provisions of the Agreement remain unchanged.

IN WITNESS THEREOF, the parties have executed this Amendment and accept all terms and conditions on this day of December 9, 2025.

Marin Airporter

Central Marin Sanitation Agency

Matt Wexler, CEO

Jason Dow, General Manager



BOARD MEMORANDUM

December 4, 2025

To: CMSA Commissioners and Alternates

From: Peter Kistenmacher, Technical Services Manager/Assistant General Manager

Approved: Jason Dow, General Manager

Subject: **Temporary Laboratory Analyst I Position**

Recommendation: Approve the creation of Temporary Laboratory Analyst I Position for an estimated 6-month duration.

Summary: Due to the recent resignation of the Agency's Regulatory Compliance Manager (RCM), combined with scheduled leaves for two full-time Laboratory Analysts in early 2026, the Agency's laboratory will be temporarily short-staffed. Creation of a Temporary Laboratory Analyst I position for an estimated 6-month period will provide the opportunity for a current laboratory Intern to continue to support the Agency laboratory during this period.

Economic Summary: For the approximately four-month period until a permanent RCM is hired, the Agency will save the position's salary and benefit costs. These savings exceed the cost of funding a temporary Laboratory Analyst I position for the expected 6-month duration by approximately \$27,600. Therefore, there is sufficient funds in the existing Technical Services Operating budget to cover this temporary position and the recruitment for the new RCM.

Discussion: The Agency's laboratory staff includes three full-time Laboratory Analysts and is overseen by a RCM, who also oversees the Agency's source control and stormwater program activities. The Agency provides laboratory internship opportunities to students and recent college graduates interested in learning about careers in the wastewater industry. The laboratory currently has two interns, one of which will reach the CalPERS annual work hours limit by the end of the calendar year.

The RCM recently resigned for a significant promotional opportunity at another wastewater agency much closer to their home. Their last day at CMSA is December 5, 2025, and the recruitment is currently in progress with an anticipated start date for a new RCM in March 2026. Additionally, two of CMSA's long-serving full-time Laboratory Analysts have scheduled leaves in the first half of 2026, which leaves the laboratory temporarily short-staffed during this period.

Management staff recently discussed the temporary Laboratory Analysis I position with the current intern that has the work hour limitations, and the intern expressed interest in serving in the position. Agency staff conferred with the SEIU 1021 field representative regarding the temporary appointment and the representative expressed support for the 6-month temporary position. This appointment provides temporary staffing support for the laboratory during this transitional period and allows the Agency to leverage the current laboratory intern's significant laboratory training experience.

BOARD MEMORANDUM

December 4, 2025

To: CMSA Commissioners and Alternates**From:** Jason Dow, General Manager**Subject:** California Association of Sanitation Agencies 2026 Winter Conference

Recommendation: Authorize interested Board members to attend the California Association of Sanitation Agencies 2026 Winter Conference in Indian Wells, CA.

Summary: The California Association of Sanitation Agencies (CASA) 2026 Winter Conference is being held at the Renaissance Esmeralda in Indian Wells on January 14 through January 16, 2026. The conference is titled “Pipelines for Progress”, and its preliminary program is attached. On the morning of Wednesday, January 14, 2025, prior to the start of the conference, the California Sanitation Risk Management Association (CSRMA) will give a half-day training seminar, and its agenda is also attached. On Wednesday afternoon, there is a tour of the Valley Sanitary District. When preparing this agenda item, staff learned that the conference hotel is sold out. There are other hotels in the vicinity, including the Grand Hyatt Indian Wells and the Indian Wells Resort.

The Board’s Reimbursement Policy for Travel/Expenses for Agency Officials (Policy No. 4) states that; “Commissioners must receive prior Board approval for attendance at conferences, trainings, or meetings that require overnight travel”. Staff recommend that the Board authorize its Commissioners’ attendance at the upcoming CASA 2026 Winter Conference. If approved, Commissioners can request per-diem advance and travel/expense reimbursement forms from staff. Additionally, staff can assist with making conference and travel arrangements.

Attachments:

1. CASA 2026 Winter Conference Preliminary Program
2. CSRMA Training Seminar Agenda

Winter Conference 2026
Pipelines for Progress
Preliminary Program (11/4/25)
Subject to Change

Attachment 1

Tuesday, January 13

3:00 p.m. – 5:00 p.m. CSRMA Executive Board Meeting

Wednesday, January 14

7:00 a.m. – 12:00 p.m. CSRMA Training Seminar (Separate Registration Required)

9:00 a.m. – 5:00 p.m. Registration

9:00 a.m. – 10:00 a.m. CASA Education Foundation Board Meeting

10:00 a.m. – 11:00 a.m. CASA Board of Directors Meeting

11:00 a.m. – 12:00 p.m. Women of Wastewater Meeting

12:00 p.m. – 1:30 p.m. Associates Committee Meeting

12:00 p.m. – 1:30 p.m. Lunch on Your Own

12:00 p.m. – 4:00 p.m. Tour of Valley Sanitary District (VSD)

1:30 p.m. – 4:00 p.m. Concurrent Sessions

Track 1A: ACE in Focus Part 1: Policies and Initiatives	Track 2A: Directors Track: Understanding and Navigating the Brown Act and the Conflict of Interest Code	Track 3A: Nutrient Management
Track 1B: ACE in Focus Part 2: Agency Projects and Drivers	Track 2B: Cutting Red Tape: The Future of Federal Deregulation and Permitting Reform	Track 3B: Biosolids Regionalization Efforts

1:30 p.m. – 2:30 p.m. Track 1A, 2A, 3A

2:30 p.m. – 3:00 p.m. Break

3:00 p.m. – 4:00 p.m. Track 1B, 2B, 3B

4:00 p.m. – 5:00 p.m. Federal Legislative Committee Meeting

4:00 p.m. – 5:00 p.m. CSRMA Board of Directors Meeting

5:30 p.m. – 6:30 p.m. Welcome Reception

Thursday, January 15

8:00 a.m. – 9:30 a.m. Breakfast

7:30 a.m. – 4:30 p.m. Registration

8:00 a.m. – 9:00 a.m.	Statewide Biosolids Meeting
9:15 a.m. – 11:45 a.m.	Morning Sessions
9:15 a.m. – 9:30 a.m.	Welcome Address Tony Trembley, CASA President
9:30 – 10:30 a.m.	Keynote
10:30 a.m. – 11:45 a.m.	Behavior Change Strategies: Changing Consumer Behavior Surrounding PFAS and Microplastics Exposure and Promoting Product Stewardship.
11:45 a.m. – 12:00 p.m.	Networking Break
12:00 p.m. – 1:30 p.m.	Luncheon CEF Presentation Jessica and Eric Federal and State Legislative Updates
1:30 p.m. – 1:45 p.m.	Networking Break
1:45 p.m. – 3:45 p.m.	Afternoon Session: Agency Funding and Project Financing Opportunities from A to Z
4:00 p.m. – 5:00 p.m.	Engineering and Research Group Meeting
4:00 p.m. – 5:00 p.m..	Communications Committee Meeting
5:30 p.m. – 7:00 p.m.	Reception

Friday, January 16

8:00 a.m. – 10:30 a.m.	Registration
8:00 a.m. – 9:30 a.m.	Breakfast
8:00 a.m. – 9:00 a.m.	State Legislative Committee Meeting
9:15 a.m. – 10:45 a.m.	Closing Session
9:15 – 9:45 a.m.	Closing Keynote
9:45 – 10:30 a.m.	Workforce Development in Focus: Connecting Your Agency with the Emerging Labor Force
10:30 – 10:45 a.m.	President's Closing Remarks
11:00 a.m. – 1:00 p.m.	General Managers Meeting
11:00 p.m. – 3:00 p.m.	Attorneys Committee Meeting

[Resend Confirmation](#) [Contact](#)



CSRMA Risk Management Seminar at January 2026 CASA Conference

January 14, 2026 - Renaissance Esmerelda Resort and Spa

Date: January 14, 2026, Wednesday
Time: 8:00am to 12:00noon
Location: Renaissance Esmerelda Resort and Spa, 44400 Indian Wells Lane ,
Indian Wells , CA 92210

Check-in and hot buffet breakfast begins at 7:00am.

7-8am

CATERED BREAKFAST (*Breakfast ends promptly at 8am*)

Turn Workers' Comp Uncertainty Into Control: How Sentinel's Tools Help You Cut Costs and Get Injured Employees Back to Work Sooner"

Workers' compensation claims don't have to drain your budget or your time—but controlling them requires the right tools and teamwork between the employer and claims administrator.

In this fast-paced, solution-focused session, you'll get an inside look at how **CSRMA and Sentinel** are redefining claims management with practical, easy-to-use resources designed specifically for public agencies.

8-
850am

You'll discover how to:

- Simplify claims handling with tools built for collaboration and transparency.
- Use the **Return to Work Advisor** web app to instantly turn doctors' work restrictions into clear, job-specific modified duty assignments.
- Help injured employees return to meaningful work faster—reducing downtime, costs, and frustration for everyone involved.

Join us to see how these tools can help your agency **take back control, shorten claim duration, and protect your bottom line**—while showing injured employees you care about their recovery.

Don Freeman, Sentinel

850-
9am

BREAK

Building a Culture of Safety: Oro Loma Sanitary District's Path to Cal OSHA Excellence

Most organizations aim for compliance—few achieve a true **culture of safety** that lasts decades.

Join us as we explore **Oro Loma Sanitary District's remarkable 20-year journey** to zero lost-time accidents in their Maintenance Department. You'll hear how leadership commitment, employee empowerment, and shared values transformed safety from a checklist into a *core organizational belief*.

This inspiring session goes beyond the basics to show how Oro Loma:

- Embedded safety into everyday decisions and workflows—at every level of the organization.
- Built trust and accountability between management and employees.
- Turned risk management into a unifying mission, not just a regulatory requirement.

You'll walk away with a blueprint for building your own enduring safety culture—one that protects people, reduces risk, and earns the respect of everyone from front-line staff to board members.

If you've ever wondered how to move from *compliance to commitment*, this presentation shows you what it looks like in real life—and how to start your own journey.

Stephanie Ortiz – Oro Loma Sanitary District

**9-
950am**

**950-
10am**

BREAK

Luck Is Not a Strategy

**10-
12pm
(with
breaks)**

Risky behaviors plus a little bit of luck can still get good results. How much do we rely on luck to keep us safe? What can we do to eliminate the need for luck? In this session we will explore the role of luck in keeping us safe, encouraging risky behaviors, and giving us a false sense of comfort. We will also take a look at the big picture role of Human Performance in eliminating the need for luck and how we can know if we are lucky or good.

David Sowers, Knowledgevine

To re-send your confirmation if you've registered for this event, scroll to the top and click "Resend Confirmation" then enter your email address used for registration.



BOARD MEMORANDUM

December 4, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: **Legal Conflict of Interest Waiver Delegation Policy**

Recommendation: Approve Administrative Policy #16: Legal Conflict of Interest Waiver Delegation.

Summary: At the October 14, 2025, meeting, Legal Counsel Brandon Halter presented a draft legal conflict of interest delegation policy that the Board reviewed and discussed. The Board agreed on several changes to the draft policy and directed staff to bring the final draft policy to a future meeting for consideration of approval. Specifically, the Board stated the Agency's default position is to not sign the conflict waiver, and if Counsel Halter believes it should be signed, the waiver will be discussed with the Board Chair and General Manager and brought to the Board for review.

Attachment:

- Administrative Policy 16: Legal Conflict of Interest Waiver Delegation.

POLICY/PROCEDURE #	16
SECTION:	ADMINISTRATIVE – GENERAL
SUBJECT:	Legal Conflict of Interest Waivers Delegation
DATE:	12/9/25 <i>(Board Approved)</i>

PURPOSE

This policy establishes and governs the scope of the delegation of authority to the General Counsel of the Central Marin Sanitation Agency (“Agency”) to execute or decline to execute conflict of interest waivers on behalf of the Agency.

Delegation of Authority

The General Counsel has the authority to review and evaluate conflict of interest waivers on behalf of the Agency. The Agency’s default position is to not sign the waiver.

Consultation Requirement

If the General Counsel believes it is in the Agency’s interest to sign the waiver or signing it does not negatively impact the Agency or its business operations, the General Counsel shall confer with both the General Manager and the Chair of the Board of Commissioners. Signing a waiver shall be decided by the Agency Board.

Documentation and Reporting

All executed or declined waivers shall be documented in writing and maintained in accordance with the Agency’s records retention policies. The General Manager shall provide periodic reports to the Board of Commissioners summarizing waiver activity, including any high-profile matters addressed under this policy.

Review and Amendment

This policy shall be reviewed periodically and may be amended by the Board of Commissioners as necessary to ensure continued alignment with agency goals and legal requirements.



BOARD MEMORANDUM

December 4, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: 2026 Board Meeting Calendar

Recommendation: Accept the 2026 Board meeting calendar, and provide direction to staff, as appropriate.

Discussion: At the November 2025 Board meeting, staff noted that the January 2026 meeting conflicts with the Winter CASA conference which is attended by some Board members and staff, and that the JPA requires a regular Board meeting to be rescheduled by resolution. Staff then proposed that a new practice will be to bring a tentative Board meeting calendar to the December meetings for Board members to review and consider accepting. Any conflicts with regular Board meeting dates during the upcoming year could then be considered while discussing the calendar. A draft 2026 meeting calendar is attached for Board review and discussion, and it shows regular Board meetings in green, holidays in blue, proposed cancelled meetings in red, and possible regular meetings to reschedule in yellow. For 2026, staff propose the following regular Board meeting changes:

1. Cancel the January meeting due to its conflict with the CASA conference.
2. Cancel the August meeting, which is usual practice.

Prior to the Board meeting, please review your personal and agency business calendars so you can present any conflicting events at the meeting.

Attachment:

- Draft 2026 Board meeting calendar



CENTRAL MARIN SANITATION AGENCY COMMISSION CALENDAR 2026

Attachment

Regular Board Meeting							Possible Reschedule							Canceled							Holiday						
JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31								29	30	31											
MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
												1	2				1	2	3	4							
3	4	5	6	7	8	9	3	4	5	6	7	8	9	5	6	7	8	9	10	11	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23	12	13	14	15	16	17	18	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30	24	25	26	27	28	29	30	31						
31							31																				
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3			1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19	13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26	20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30				27	28	29	30	31			27	28	29	30	31			27	28	29	30	31		

1/1/26 - New Year's Day

1/13/26 - Canceled

1/19/26 - Martin Luther King, Jr. Day

2/10/26 - Board Meeting

2/16/26 - Presidents Day

3/10/26 - Board Meeting

4/14/26 - Board Meeting

5/9/26 - Board Meeting

5/25/26 - Memorial Day

6/9/26 - Board Meeting

7/3/26 - Independence Day

7/14/26 - Board Meeting

8/11/26 - Canceled

9/7/26 - Labor Day

9/8/26 - Board Meeting

10/13/26 - Board Meeting

11/10/26 - Board Meeting

11/11/26 - Veterans Day

11/26-11/27 - Thanksgiving Day

12/8/26 - Board Meeting

12/25 - Christmas Day



BOARD MEMORANDUM

December 4, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: **Cancel the January 2026 Board Meeting**

Recommendation: Consider cancelling the January 13, 2026, Board meeting.

Summary: The January 13, 2026, Board meeting conflicts with the winter CASA conference in Indian Wells, which will be attended by staff and some Board members. I am on the CSRMA Executive Board, and its meeting is at 3:00 pm on January 13, 2025.

The Board periodically cancels a regular Board meeting if staff informs the Board that there are no new, priority, or time sensitive business items planned for the regular meeting agenda. If the Board cancels the meeting, staff includes that month's routine business items – the prior meeting minutes, Treasurer's Report, Performance Metric Report, and NPDES/Process/Maintenance Activity Report on the subsequent month's Board meeting agenda.

Agency business items currently planned for the January 13, 2026, meeting are those noted above that are typically in the Board meeting's consent calendar, and a few other non-time sensitive items that can be scheduled for the February or March meetings. Staff recommend cancelling the January 13 Board meeting.



BOARD MEMORANDUM

December 4, 2025

To: CMSA Commissioners and Alternates

From: Corey Spray, Administrative Services Manager

Approved: Jason Dow, General Manager

Subject: FY25 Annual Comprehensive and Popular Financial Reports

Recommendation: Accept the FY25 Annual Comprehensive and Popular Financial Reports, as presented or with Board comments and/or revisions.

Summary: The Agency's FY25 Annual Comprehensive Financial Report (ACFR) and FY25 Popular Annual Financial Report (PAFR) are enclosed for your review, comment, and acceptance. Staff will incorporate any Board comments or revisions into the final ACFR and PAFR and submit them to the Government Finance Officers Association (GFOA) before December 31, 2025.

Discussion: The ACFR consists of three sections: Introduction, Financial, and Statistical. The Introduction section summarizes Agency programs, projects, and services. The Financial section contains the audited financial statements that were accepted at the November 2025 Board meeting. The Statistical section presents financial and operational trend information over a multi-year period. The Agency also prepares a PAFR, which condenses the ACFR's content into an easy-to-read presentation that highlights key Agency and financial information.

As noted during the November 2025 Board Meeting, the financial statements have been updated to include both the current and prior fiscal year activity. As such, the ACFR presentation has been updated to include the prior year's activity and balances, and to follow the updated financial statement presentation.

The Agency participates in the GFOA Certificate of Achievement and Outstanding Achievement award programs for its respective ACFR and PAFR. The Agency continues to meet the high standards of both programs and has received the Certificate of Achievement for Excellence in Financial Reporting award for the past 23 consecutive years and the Outstanding Achievement award for the past 15 consecutive years.

Alignment with Strategic Plan: Preparation of the ACFR and PAFR support *Goal Two – Objective 2.3* in the Agency’s FY25 Business Plan as shown below:

Goal Two: CMSA will continually improve financial management practices to ensure transparency, financial sustainability, and sound fiscal principles.

Objective 2.3: Prepare transparent financial documents.

Action B: Prepare the Agency’s ACFR, and submit to the GFOA for review.

Action C: Prepare the Agency’s PAFR, and submit to the GFOA for review.

Enclosures:

- 1) FY25 Annual Comprehensive Financial Report
- 2) FY25 Popular Annual Financial Report



BOARD MEMORANDUM

December 4, 2025

To: CMSA Commissioners and Alternates

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

Approved: Jason Dow, General Manager

Subject: **Authorization to Bid the Solids Handling Building Elevator Control Replacement Project**

Recommendation: 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.

Summary: The Solids Handling Building (SHB) and its five-floor elevator were originally constructed together in 1985. The elevator controls are significantly outdated and have required increased maintenance in recent years. Staff hired a specialized elevator consultant (JE Sellen) in early 2025 to perform an elevator controls system assessment and develop bid documents to replace the controls and associated equipment to ensure reliable operation. If the Board authorizes public bidding for the project, staff will present a contract award recommendation for Board consideration at the February 2026 meeting.

Fiscal Impact: The Agency's adopted FY26 Capital Improvement Program (CIP) budget allocates \$397,500 for this project, which approximately matches JE Sellen's estimate for the controls replacement work. However, as the project design progressed, JE Sellen informed staff that the controls replacement work will trigger code-required electrical and ventilation upgrades, bringing the estimated total project cost to \$630,000. Once bids are received, and if the Board approves the contract, staff will include additional project funding in the FY27 CIP budget.

Discussion: The elevator in the SHB uses outdated relay controller technology, which has resulted in increased maintenance in recent years. Sourcing replacement parts for the older components has become difficult, and repairs require specialized technicians familiar with these now obsolete systems. As a result, the SHB elevator has become increasingly unreliable, leading to various repairs and extended downtimes. High priority repairs, such as a recent elevator cable replacement, have been completed as needed.

The project scope includes installation of a modern control system, along with upgrading specific elevator components to meet the most current mechanical, electrical, and fire code

standards to maintain functionality and ensure reliable operation. Major work components include replacing the elevator controller, selector, motor, and door operator. Additional work involves refurbishing and cleaning the hoist machine, governor, door fixtures, cab, and geared machine. As the design progressed, JE Sellen also reported that replacing the elevator controller will trigger required mechanical, electrical, and fire alarm system upgrades to meet current codes. These related code upgrades include installing additional smoke detectors and modifying the existing fire alarm panel system, installing an additional electrical distribution panel, circuits, conduits, and wiring; and installing a new cooling system to maintain the elevator equipment at constant room temperature.

JE Sellen estimated that while the base elevator control work is approximately \$400,000, the code-required electrical and ventilation upgrades may add up to \$230,000 to the cost, bringing the total project estimate to \$630,000. Staff expect significant potential variation in these estimates due to the highly specialized nature of elevator controls work and associated code requirements. A detailed project cost breakdown will be provided at the time of the contract award.

The project duration is estimated to be 10-12 months. If it is awarded in February 2026, it should be completed by the end of the calendar year.

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.

Action c: Replace the Solids Handling Building elevator controls.

Photos:



Existing outdated wire contact relay controller to be replaced with modern microprocessor



Existing outdated machine with DC motor drive to be replaced with modern AC drive



Existing outdated door operator to be replaced with a modern closed loop door operator



Existing outdated floor buttons to be updated to comply with modern code requirements



BOARD MEMORANDUM

December 4, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager
Corey Spray, Administrative Services Manager

Approved: Board Finance Committee – Commissioners DiGiovanni, Beckman, and Gaffney

Subject: Proposed FY26 Debt Issuance to Fund the Agency’s Capital Improvement Program

Recommendation: 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, as appropriate.

Summary: The Agency’s 5-year Revenue Plan (FY24-FY28) includes a \$13 million debt issuance in FY26 to provide funding for the Capital Improvement Program (CIP) and a future issuance to fund a significant nutrient removal project. During the FY26/FY27 budget discussions with the Board’s Finance Committee (Committee) last May, the planned FY26 debt issuance was included in the budget and its 10-year Financial Forecast. The budget was subsequently adopted by the Board at its June 2025 meeting, and staff informed the Board that they would work with the Committee to prepare a debt issuance plan for Board discussion and consideration later in the fiscal year. Over the past few months, staff and the Committee have met three times to review a new CIP funding model, restructure the CIP, and consider FY26 debt issuances amounts.

The Committee recommends the Board approve issuance of approximately \$8.5 million in revenue bonds using PFM as the financial advisor and Hawkins Delafield Wood as bond/disclosure counsel.

Fiscal Impact: The CIP funding model uses a \$8.5 million issuance, 3.5% interest rate, and 20-year term for the revenue bonds. With these assumptions, the average annual debt service is approximately \$600,000. If the issuance is approved, the debt service will be funded through the current revenue plan, with a portion of its capital fee being used to fund the additional debt service expense, resulting in no additional costs to the JPA member agencies. San Quentin’s share of the new debt service is included in their current 5-year service agreement. The next 5-year revenue plan, for FY29- FY33, will include additional funding in its debt service component. Actual debt service will be known after the bond issuance.

Discussion: Staff met with the committee on September 16, 2025, to discuss the planned FY26 debt issuance. At the meeting, the Committee reviewed and accepted a restructured CIP funding model that more accurately tied to audited financial statement information and Agency reserve accounts use and balances. Understanding that the Agency will need to issue debt within the next several years to fund the nutrient removal project, currently estimated to be \$65 million, they agreed to recommend to the Board to issue debt in FY26 to fund current and upcoming capital projects to maintain the minimum annual financial policy amounts in the unassigned capital reserve account. An outcome of the meeting was direction to staff to prepare two additional CIP funding scenarios – the first scenario, a \$13 million issuance to fund a reformatted CIP where contingent projects are shown separately and not funded (Essential), and the second scenario is to not issue debt in FY26 and use unassigned CIP reserves to fund only in-progress and important FY26 and FY27 projects.

At the October 15, 2025, meeting, the Committee reviewed the CIP funding model options, and decided to fund the Essential CIP model. With that decision made, the Committee directed staff to prepare three FY26 debt issuance options to fund the Essential CIP - \$13 million, \$10 million, and an amount to meet the Agency CIP reserve policy target with a \$2 million buffer, which is \$8.5 million.

At the last Committee meeting on November 17, 2025, the Committee reviewed the three funding alternatives presented below and selected Alternative 3 to recommend to the Board. Each alternative does not include the future nutrient removal project costs.

Alternative 1 – \$13M: This option was presented to the Committee at the October 15, 2025, meeting and shows the planned \$13M debt issuance this year being used for funding the Essential CIP. The unassigned capital reserve is maintained and remains well funded.

	BUDGET YR1 2026	BUDGET YR2 2027	FORECAST YR3 2028	FORECAST YR4 2029	FORECAST YR5 2030
SCENARIO 1 - ESSENTIAL CIP - \$13M DEBT ISSUANCE (BASE)					
CIP Expenditure (<i>excl Nutrient Const</i>)	12,910,620	8,128,980	6,122,200	2,028,900	2,175,400
Debt Issuance, net	12,675,000	-	-	-	-
Unassigned operating transfer in	19,787	-	-	-	-
Unassigned capital surplus/usage	19,787	(5,928,180)	(3,267,700)	-	-
Ending unassigned capital reserve	20,162,026	14,212,846	10,848,146	11,665,946	12,475,946

Alternative 2 – \$10M: A funding option where the Agency issued \$10M instead of the original \$13M to fund its Essential CIP. The Agency would still maintain its unassigned capital reserve in this scenario, and the primary differences between Alternative 2 and Alternative 1 is that the Agency is expected to fund more of its CIP with its reserves and its expected debt service cost is lower.

	BUDGET YR1 2026	BUDGET YR2 2027	FORECAST YR3 2028	FORECAST YR4 2029	FORECAST YR5 2030
SCENARIO 2 - ESSENTIAL CIP - \$10M DEBT ISSUANCE					
CIP Expenditure (excl Nutrient Const)	12,910,620	8,128,980	6,122,200	2,028,900	2,175,400
Debt Issuance, net	9,750,000	-	-	-	-
Unassigned operating transfer in	48,387	-	-	-	-
Unassigned capital surplus/(usage)	48,387	(5,928,180)	(3,003,800)	-	-
Ending unassigned capital reserve	17,236,726	11,498,946	8,398,146	9,426,646	10,447,546

Alternative 3 – \$8.5M: A funding option where the Agency issues enough debt to maintain for the next 5 years an unassigned capital reserve balance at the policy target plus a \$2M buffer. Under the Essential CIP scenario, the policy target is \$5M making the needed unassigned capital reserve balance to be \$7M. As such, the Agency can issue debt no lower than \$8.5M under this condition. Similar to Alternative 2, the Agency will be using more of its unassigned capital reserves to fund its CIP and its expected debt service will be lower.

	BUDGET YR1 2026	BUDGET YR2 2027	FORECAST YR3 2028	FORECAST YR4 2029	FORECAST YR5 2030
SCENARIO 3 - ESSENTIAL CIP - \$8.5M DEBT ISSUANCE (Policy Target \$5M + \$2M Buffer)					
CIP Expenditure (excl Nutrient Const)	12,910,620	8,128,980	6,122,200	2,028,900	2,175,400
Debt Issuance, net	8,273,200	-	-	-	-
Unassigned operating transfer in	62,687	-	-	-	-
Unassigned capital surplus/(usage)	(1,406,196)	(5,928,180)	(2,871,900)	-	-
Ending unassigned capital reserve	15,774,226	10,141,946	7,173,046	8,306,846	9,433,046

Attachments:

- 1) Restructured 10-year CIP
- 2) CIP Funding Plan with a \$8.5 million debt issuance in FY26
- 3) Draft PFM tentative debt issuance schedule

Central Marin Sanitation Agency
Capital Improvement Program
FY26 and FY27 Budget and 10-Year Projection (Essential and Contingent)

GL Account Number	PM*		Delivery Method	Essential 10-year CIP												Total
				Current Budget FY25	Projected Final FY25	1 Proposed FY26	2 Proposed FY27	3 FY28	4 FY29	5 FY30	6 FY31	7 FY32	8 FY33	9 FY34	10 FY35	
Facility Improvements																
0230-550-8201	TSM	Effluent Storage Pond Rehabilitation	FB	-	-	-	-	-	-	-	-	-	-	-	-	-
0230-550-8202	TSM	Agency Facilities Master Plan	PSA	-	-	-	-	-	-	-	-	-	-	-	-	-
0230-550-8203	TSM	Industrial Coatings & Concrete Rehabilitation	IB/MC/FB	401,700	364,500	894,500	214,100	190,600	42,700	132,400	112,800	30,800	32,000	33,200	34,500	1,717,600
0230-550-8204	TSM	Outfall Inspection & Repairs	IB/MC/FB	640,700	548,840	41,200	42,800	131,900	46,200	48,000	49,900	51,800	53,800	55,900	58,100	579,600
0230-550-8205	TSM	Facility Improvements	IB	201,819	176,819	379,500	186,200	129,700	48,400	134,700	75,100	50,000	45,800	55,000	1,697,900	2,802,300
0230-550-8206	TSM	Facility Paving/Site Work	IB/MC	416,600	409,669	204,700	14,100	14,700	15,300	15,900	16,500	17,100	17,800	18,500	19,200	353,800
0230-550-8207	TSM	Hillside Repairs	PSA/IB	-	-	-	-	103,900	-	-	-	-	-	130,600	-	234,500
0230-550-8208	TSM	Facility Roofs Rehabilitation	MC/IB/FB	-	-	20,000	78,000	45,300	31,500	32,800	34,000	35,400	36,700	38,200	39,600	391,500
0230-550-8209	TSM	SHB Elevator Control Replacement	FB	193,000	33,285	397,500	-	-	67,600	-	-	-	-	-	-	465,100
0230-550-8210	TSM	Facility Structures Seismic Study	PSA	83,536	60,000	-	-	-	-	-	-	-	-	-	-	-
		Subtotal - Facility Improvements		1,937,356	1,593,113	1,937,400	535,200	616,100	251,700	363,800	288,300	185,100	186,100	331,400	1,849,300	6,544,400
General Equipment																
0110-550-8301	ISA	Process Control	M/MC	82,400	23,755	54,600	50,000	42,800	44,400	46,200	48,000	49,800	51,700	53,800	55,800	497,100
0110-550-8302	MS	Security / Fire Systems	MC	29,300	31,000	21,300	24,800	101,700	29,700	25,400	22,500	16,600	23,400	18,000	26,300	309,700
0350-550-8303	MS/TSM	Fuel Storage Tanks	IB/MC	13,000	897	-	-	-	-	-	-	-	-	-	-	-
0110-550-8304	ISA	IT Hardware and Communication Equipment	M	70,300	60,000	37,400	68,800	94,400	59,600	85,100	45,300	40,900	90,000	44,200	45,900	611,600
0350-550-8305	MS	Agency Vehicle Replacement	IB/PO	343,000	343,000	89,100	87,000	110,500	87,400	90,800	69,200	98,000	91,600	106,500	175,700	1,005,800
0230-550-8306	RCM	Laboratory Equipment	PO	65,302	65,302	65,000	46,200	221,900	24,200	39,000	71,900	16,300	232,500	36,600	16,600	770,200
0350-550-8307	MS	Electrical Equipment	M/IB	90,000	55,000	122,500	96,100	99,800	108,200	107,700	111,900	116,200	120,800	125,400	130,300	1,138,900
0350-550-8309	MS	Process Instrumentation	M	53,600	53,600	117,200	61,800	61,500	47,700	34,000	35,300	36,600	38,100	39,500	41,100	512,800
0350-550-8310	TSM	Electrical Distribution System Rehabilitation	PSA/FB	14,507	3,330	161,100	-	-	-	-	-	-	-	-	-	161,100
0350-550-8311	MS	Electrical Conduit Rehabilitation	M/MC/IB	-	-	250,000	35,000	36,400	37,800	39,300	40,800	42,400	44,000	45,700	47,500	618,900
		Subtotal - General Equipment		761,409	635,884	918,200	469,700	769,000	439,000	467,500	444,900	416,800	692,100	469,700	539,200	5,626,100
Liquids Treatment Equipment and Systems																
0230-550-8401	TSM	Biotower Rotary Distributor Replacement	FB	-	-	-	-	-	-	-	-	-	-	-	-	-
0350-550-8402	MS	Plant Pumps	MC/M	109,300	109,300	90,000	129,900	86,300	89,700	93,200	96,800	100,600	104,500	108,500	112,700	1,012,200
0350-550-8403	MS	Chemical Pumps	M	73,200	73,200	85,800	65,600	68,200	70,800	73,600	76,400	79,400	82,500	85,700	89,000	777,000
0350-550-8404	MS	Gates Rehabilitation	M/IB/FB	272,000	272,000	302,100	372,000	103,700	107,700	111,900	116,300	120,800	125,500	130,300	135,400	1,625,700
0350-550-8405	MS/TSM	Headworks Equipment	M/FB/PSA	1,963,737	322,590	2,855,900	1,562,400	212,400	137,600	142,900	148,500	45,700	47,500	49,400	51,300	5,253,600
0230-550-8406	TSM	Odor Scrubber Replacement	PSA/FB	-	-	40,000	-	30,000	-	-	-	-	-	-	-	70,000
0350-550-8407	MS	Process Tank Maintenance	M/IB	-	-	-	-	58,300	-	-	111,100	115,500	120,000	124,700	129,600	659,200
0350-550-8408	TSM	Primary Clarifiers Rehabilitation	M/FB/PSA	1,127,981	294,250	1,510,000	1,030,900	953,100	495,900	100,000	-	-	-	-	-	4,089,900
0350-550-8409	TSM	Secondary Clarifiers Rehabilitation	PSA/FB	-	-	-	-	-	-	-	88,800	1,134,000	1,972,400	1,004,000	-	4,199,200
0350-550-8411	TPM	Aeration System Rehabilitation	M/IB	-	-	10,800	-	65,400	-	130,600	-	89,600	-	96,600	-	393,000
0230-550-8412	TSM	Process Piping Inspection/Repairs/Replacement	PSA/IB	41,100	17,678	25,000	103,500	-	-	-	205,400	-	-	-	124,500	458,400
0350-550-8413	MS	Chemical Tanks	M/IB	53,700	53,700	69,100	59,700	112,100	64,500	79,000	69,600	87,300	75,100	93,000	96,000	805,400
0350-550-8414	MS	Piping, Valves & Operators	M	30,000	30,000	180,000	116,200	193,400	82,200	85,400	88,800	92,200	95,800	99,500	103,400	1,136,900
0230-550-8415	TSM	CCT Valve and Screen Replacement	FB	-	-	-	360,000	35,000	-	-	-	-	-	-	-	395,000
0230-550-8416	TSM	Influent Flow Meter Improvement	PSA/IB	147,534	11,036	203,000	-	-	-	-	-	-	-	-	-	203,000
0230-550-8417	TSM	Nutrient Removal	PSA	1,000,000	500,000	1,500,000	1,000,000	2,000,000	31,734,300	33,348,000	-	-	-	-	-	69,582,300
0230-550-8418	TSM	Recycled Water	PSA	-	-	100,000	100,000	100,000	-	-	-	-	-	-	-	300,000
		Subtotal - Liquids Treatment Equipment and Systems		4,818,553	1,683,754	6,971,700	4,900,200	4,017,900	32,782,700	34,164,600	1,001,700	1,865,100	2,623,300	1,791,700	841,900	90,960,800

Central Marin Sanitation Agency
Capital Improvement Program
FY26 and FY27 Budget and 10-Year Projection (Essential and Contingent)

GL Account Number	PM*		Delivery Method	Essential 10-year CIP											
				Current Budget FY25	Projected Final FY25	1 Proposed FY26	2 Proposed FY27	3 FY28	4 FY29	5 FY30	6 FY31	7 FY32	8 FY33	9 FY34	10 FY35
Solids Treatment and Energy Generation Equipment and Systems															
0230-550-8501	TSM	Emergency Generator Assessment & Improvement	PSA/FB	28,129	-	-	350,000	-	-	94,300	-	-	-	-	444,300
0230-550-8502	TSM	Digester Inspection, Cleaning & Cover Replacement	FB	-	-	-	-	76,600	84,100	94,300	1,481,300	1,536,800	-	-	3,273,100
0350-550-8503	TSM	Centrifuge Replacement	PSA/FB	2,025,000	388,576	2,580,520	1,706,280	-	-	75,000	350,000	-	-	-	4,711,800
0350-550-8504	MS	Waukesha Cogeneration Maintenance	M/IB/FB	-	-	-	-	-	-	-	251,400	-	-	-	251,400
0350-550-8513	MS	Jenbacher Cogeneration Maintenance	M/IB/FB	105,500	105,500	80,800	83,900	359,600	90,500	163,000	97,700	587,900	105,400	189,900	1,872,500
0230-550-8505	MS	Cogeneration System	M	478,800	475,000	28,000	-	-	-	-	-	-	-	-	28,000
0350-550-8506	MS	Hot Water Systems	M/PSA	20,300	15,000	41,500	6,600	6,900	7,200	7,400	7,700	8,000	8,300	8,700	111,300
0350-550-8508	MS	Boilers	IB/FB	-	-	-	-	-	-	-	-	-	-	-	-
0350-550-8510	MS	Biosolids Hoppers Maintenance	M	80,000	-	111,700	-	12,700	31,200	13,700	-	14,800	-	16,000	200,100
0350-550-8511	MS	Organic Waste Receiving Facility	PO	103,100	103,100	240,800	77,100	263,400	76,800	79,800	82,900	86,100	89,500	93,000	1,186,000
0230-550-8514	TSM	Liquid Organic Waste Storage and Biogas Treatment Upgrades	FB	6,415	6,415	-	-	-	-	-	-	-	-	-	-
		Subtotal - Solids Treatment and Energy Generation Equipment and Systems		2,847,244	1,093,591	3,083,320	2,223,880	719,200	289,800	527,500	2,271,000	2,233,600	203,200	307,600	12,078,500
		Annual CIP Totals		10,364,561	5,006,342	12,910,620	8,128,980	6,122,200	33,763,200	35,523,400	4,005,900	4,700,600	3,704,700	2,900,400	115,209,800

* PM indicates the project manager for the account.

(1) BOLD items are individual Capital Improvement Projects, or larger, nonrecurring maintenance projects.

			Projected Annual Escalation Rate:		3.88%											
			Escalation Factors:		1.0388	1.0791	1.1210	1.1646	1.2098	1.2567	1.3055	1.3562	1.4088	1.4635	1.5203	1.5794
Delivery Methods																
M		Maintenance project, self performed														
MC		Maintenance Contract														
PO		Purchase Order, equipment only	FY25 to FY26 Escalation Change:		-1.20%											
PSA		Professional Services Agreement	Escalation Change Factors:		0.9880	0.9761	0.9643	0.9527	0.9413	0.9300	0.9188	0.9077	0.8968	0.8860	0.8753	0.8648
IB		Informally Bid														
FB		Formally Bid														

PM*		Delivery Method	Contingent Projects												
			Current Budget FY25	Projected Final FY25	1 Proposed FY26	2 Proposed FY27	3 FY28	4 FY29	5 FY30	6 FY31	7 FY32	8 FY33	9 FY34	10 FY35	Total FY26 - FY35
TSM	Effluent Storage Pond Rehabilitation	FB	-	-	-	-	20,600	36,400	1,640,900	-	-	-	-	-	1,697,900
TSM	Agency Facilities Master Plan	PSA	-	-	-	-	-	-	-	-	-	800,000	-	-	800,000
TSM	Facility Roofs Rehabilitation	MC/IB/FB	-	-	-	-	981,800	-	480,500	-	-	-	-	-	1,462,300
MS/TSM	Fuel Storage Tanks	IB/MC	13,000	897	-	-	176,600	-	190,600	-	-	-	-	-	367,200
TSM	Electrical Distribution System Rehabilitation	PSA/FB	14,507	3,330	161,100	-	-	215,900	2,323,700	6,503,100	1,853,700	323,800	2,000,500	349,500	13,731,300
TSM	Biotower Rotary Distributor Replacement	FB	-	-	-	-	58,300	1,195,300	-	-	-	1,560,500	-	-	2,814,100
TSM	Odor Scrubber Replacement	PSA/FB	-	-	-	-	-	2,500,400	-	2,930,900	-	2,090,100	-	-	7,521,400
MS	Boilers	IB/FB	-	-	-	-	-	121,000	704,500	-	-	-	-	-	825,500
Subtotal			27,507	4,227	161,100	-	1,237,300	4,069,000	5,340,200	9,434,000	1,853,700	4,774,400	2,000,500	349,500	29,219,700

CENTRAL MARIN SANITATION AGENCY

CAPITAL IMPROVEMENT PROGRAM (CIP) FUNDING PLAN - SCENARIO 3 (ESSENTIAL CIP - \$7M Min Unassigned Reserve)

FOR FISCAL YEARS ENDED 2024 THROUGH 2034

		YEAR 0	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
		ACTUAL	ACTUAL	BUDGET	BUDGET	FORECAST						
		6/30/2024	6/30/2025	6/30/2026	6/30/2027	6/30/2028	6/30/2029	6/30/2030	6/30/2031	6/30/2032	6/30/2033	6/30/2034
1	Total annual CIP to fund	\$ 5,362,279	\$ 6,056,973	\$ 12,910,620	\$ 8,128,980	\$ 6,122,200	\$ 2,028,900	\$ 2,175,400	\$ 4,005,900	\$ 4,700,600	\$ 3,704,700	\$ 2,900,400
2	Nutrient Removal construction cost (Note 4)	-	-	-	-	-	31,734,300	33,348,000	-	-	-	-
3	Total annual CIP to fund (w/ NR cost)	\$ 5,362,279	\$ 6,056,973	\$ 12,910,620	\$ 8,128,980	\$ 6,122,200	\$ 33,763,200	\$ 35,523,400	\$ 4,005,900	\$ 4,700,600	\$ 3,704,700	\$ 2,900,400
CIP funding sources:												
4	Other financing sources - grants	\$ 1,556,349	\$ 2,962,224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Other financing sources - bonds, net COI	-	-	8,273,200	-	-	-	-	-	-	-	-
6	Other financing sources - bond interest	-	-	93,100	-	-	-	-	-	-	-	-
7	Other financing sources - loans	-	-	-	-	-	-	-	-	-	-	-
8	Capacity charges (Note 2)	986,988	641,969	40,500	41,700	43,000	44,300	45,600	47,000	48,400	49,900	51,400
9	Debt service coverage fees (PY source)	1,124,141	1,093,418	1,131,437	1,124,300	1,365,800	1,275,200	1,275,300	1,284,800	1,285,700	1,285,100	288,700
10	Capital fees (Note 5)	1,289,186	1,359,361	1,903,500	1,034,800	1,841,500	709,400	854,500	2,674,100	3,004,200	2,369,700	2,560,300
11	Unassigned op transfer in (Note 3)	-	3,043,571	62,687	-	-	-	-	-	-	-	-
12	Total available funding	\$ 4,956,664	\$ 9,100,544	\$ 11,504,424	\$ 2,200,800	\$ 3,250,300	\$ 2,028,900	\$ 2,175,400	\$ 4,005,900	\$ 4,338,300	\$ 3,704,700	\$ 2,900,400
13	Unassigned capital surplus / (usage) - CIP	\$ (405,615)	\$ 3,043,571	\$ (1,406,196)	\$ (5,928,180)	\$ (2,871,900)	\$ -	\$ -	\$ -	\$ (362,300)	\$ -	\$ -
14	Unassigned capital reserve, beginning	\$ 14,407,989	\$ 13,830,983	\$ 17,175,809	\$ 15,774,226	\$ 10,141,946	\$ 7,173,046	\$ 8,306,846	\$ 9,433,046	\$ 9,092,146	\$ 8,433,946	\$ 14,193,446
15	Surplus / (deficit)	(577,007)	3,344,827	(1,401,584)	(5,632,280)	(2,968,900)	1,133,800	1,126,200	(340,900)	(658,200)	5,759,500	6,019,900
16	Unassigned capital reserve, ending	\$ 13,830,983	\$ 17,175,809	\$ 15,774,226	\$ 10,141,946	\$ 7,173,046	\$ 8,306,846	\$ 9,433,046	\$ 9,092,146	\$ 8,433,946	\$ 14,193,446	\$ 20,213,346
17	Policy target	\$ 8,105,877	\$ 7,477,169	\$ 5,273,500	\$ 5,273,500	\$ 5,273,500	\$ 5,273,500	\$ 5,273,500	\$ 5,273,500	\$ 5,273,500	\$ 5,273,500	\$ 5,273,500

Note 1: The unassigned capital reserve surplus / (deficit) - CIP balance can be different from the actual change in the unassigned capital reserve balance due to funds transfers to/from other reserve accounts to fund CIP expenditures, pay debt service, and meet specific reserve requirements.

Note 2: Capacity charges are conservatively estimated following current budget practice. However, actual collections may significantly differ.

Note 3: The Agency's operating surplus may be higher than forecasted due to conservative estimates being used for cash inflows and outflows. This thereby increases the amount of unassigned reserves that can be transferred from operating activities to fund the capital program. Years 1 and 2 also includes one-time funds transfer in from unassigned operating to bring down unassigned operating down to \$500,000 per internal discussion.

Note 4: Included for presentation only with a complete representation of expected costs on the capital program. Better cost figures are expected in future periods. The funding plan, however, does not consider this additional cost due to the uncertainty of the figures and plan design. Funding for this cost specifically will be reviewed at a later period. As such, the funding plan only considers the cost figures in line 1.

Note 5: Expected collections are higher per forecast, but the schedule is built from the perspective of needed funding for the CIP plan. As such, amounts presented in the schedule may be lower than forecasted as not as much of the source is deemed to be needed. Excess amounts are placed in reserve until needed in a future period.

**Central Marin Sanitation Agency ☐
2026 Wastewater Revenue Bonds***Calendar (as of November 13, 2025)*

JANUARY 2026	FEBRUARY 2026	MARCH 2026	APRIL 2026	MAY 2026
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4	1 2
4 5 6 7 8 9 10	8 9 10 11 12 13 14	8 9 10 11 12 13 14	5 6 7 8 9 10 11	3 4 5 6 7 8 9
11 12 13 14 15 16 17	15 16 17 18 19 20 21	15 16 17 18 19 20 21	12 13 14 15 16 17 18	10 11 12 13 14 15 16
18 19 20 21 22 23 24	22 23 24 25 26 27 28	22 23 24 25 26 27 28	19 20 21 22 23 24 25	17 18 19 20 21 22 23
25 26 27 28 29 30 31		29 30 31	26 27 28 29 30	24 25 26 27 28 29 30
				31

Date	Activity
Week of Jan 12	Kick-Off call
Week of Jan 26	Distribute 1 st draft of POS and bond documents
Week of Feb 9	Distribute 1 st draft of Credit Presentation
Week of Feb 23	Comments on 1 st draft of POS and Credit Presentation
Week of Mar 2	Distribute 2 nd draft of POS and Credit Presentation
Week of Mar 23	Credit Rating Calls
Week of Mar 30	Receive Ratings
Week of Apr 13	Board of Commissioners Meeting for Approval of Bond Documents
Week of Apr 20	Post POS
Week of May 4	Pricing
Week of May 11	Post Final OS
Week of May 18	Closing



BOARD MEMORANDUM

December 4, 2025

To: CMSA Commissioners and Alternates

From: Tiffany Elam, Administrative Specialist

Approved: Jason Dow, General Manager

Subject: December 2025 Informational Items

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

1. Letter dated November 21, 2025, to Ms. Kerry O’Conner, California Regional Water Quality Control Board
Re: Monthly Self-Monitoring Report (SMR) – October 2025
2. Nutrient Removal Alternatives Evaluation & Facilities Plan Project
Re: December 2025
3. CMSA Renewable Power Summary
Re: November 2025

**CENTRAL MARIN
SANITATION AGENCY**

Jason R. Dow P.E.
General Manager

1301 Andersen Drive, San Rafael, CA 94901-5339

Phone (415) 459-1455

Fax (415) 459-3971

www.cmsa.us

November 21, 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) – October 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 October met established quality assurance acceptance criteria, except those indicated within the attached analytical reports.

Supplemental Submittals

In compliance with NPDES Permit Order #R2-2023-006, included within this submittal is the semiannual Chronic Toxicity Compliance and Surveillance testing conducted during this reporting period. Testing was performed in accordance with the proposed use of the *Mytilus galloprovincialis* species. A summary of the results from the semiannual testing event are provided in Table 1 and data has been submitted in CIWQS.

Table 1: Semiannual Chronic Toxicity Compliance and Surveillance Results

Test Species	2.3% Effluent		10% Effluent	
	TST	% Effect	TST	% Effect
<i>Mytilus galloprovincialis</i>	Pass	0.4%	Pass	-0.2%

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,



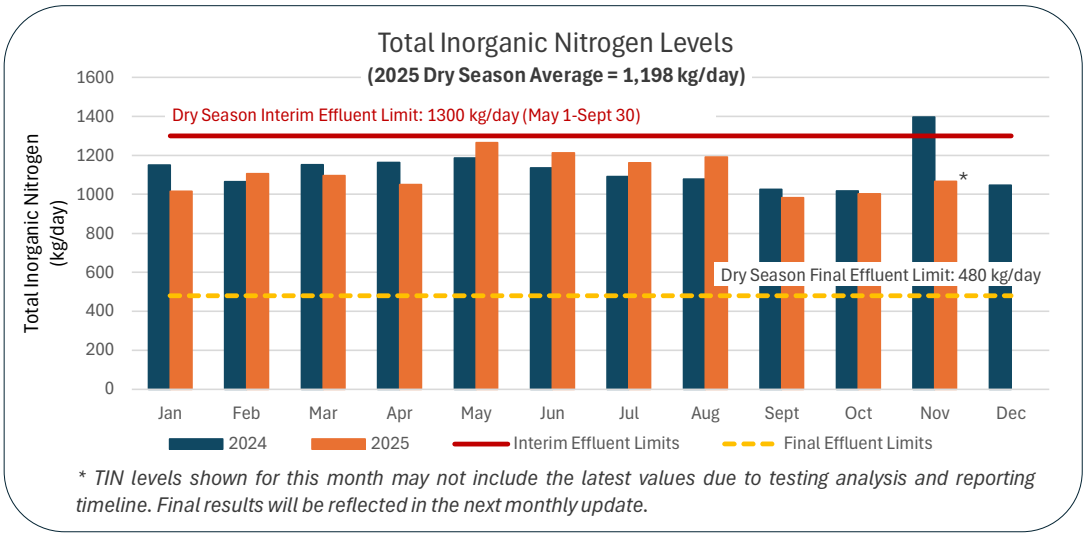
Nick Talbot
Treatment Plant Manager

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
Aeration System Diffuser/ Blower Evaluation	October 2025
Secondary Clarifier CFD Modeling (Draft Report for Review)	October 2025

Remaining Tasks	Target Completion Date
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	February 2026
Final Report and Board Presentation	February 2026



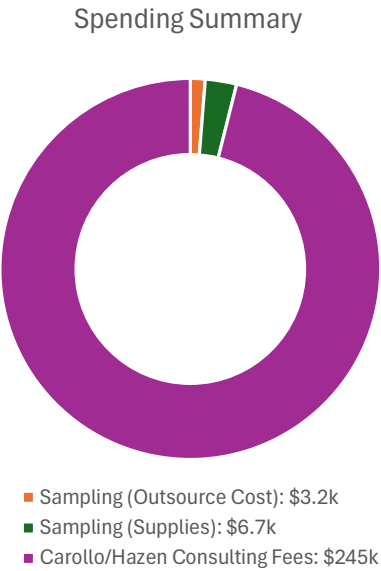
Note: High TIN load in November 2024 due to large winter storm events (outside of dry season)



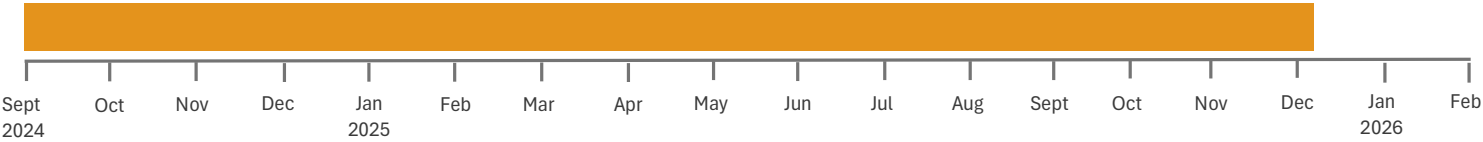
DECEMBER 2025 UPDATE

FY26 Budget	Spent (17%)**	Remaining
\$1.5 M	\$0.255 M	\$1.245 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.



Project Schedule (~91% 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 to discuss and refine preliminary alternatives. One of the potential bottlenecks identified is the need for temporary treatment during a multi-year construction period, and staff is coordinating with the consultants on a possible minor scope amendment to evaluate temporary treatment options in more detail.

NOVEMBER 2025 CMSA RENEWABLE POWER SUMMARY

114% ENERGY NEUTRAL