



Central Marin Sanitation Agency

COMMISSION REGULAR MEETING AGENDA

October 14, 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/89595803601>

Phone in:

+1 253 215 8782

Meeting ID:

895 9580 3601

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 – Regular Board Meeting, September 9, 2025
b)	Treasurer's Report – September 2025
c)	September 2025 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
d)	Performance Metric Report – September 2025
e)	FY26 Asset Management Program 1st Quarter Report
f)	Sale of the 2007 Ford F-450 Service Truck
g)	Acceptance of Completion for the Biosolids Hoppers Coating Work
h)	Procurement of Auger Grinder Screen System

7. **Legal Conflict of Interest Waiver - Delegation Policy**

Recommendation: Consider directing staff to prepare a Delegation of Authority to Execute Conflict of Interest Waivers policy

8. **Board Compensation Policy**

Recommendation: Review and discuss the Board of Commissioners' Compensation Policy, and provide direction to the General Manager, as appropriate

9. **Reschedule the November Board meeting**

Recommendation: Select a date for a rescheduled November Board meeting

10. **Development Options for the Agency's Next 5-year Strategic Plan**
Recommendation: Discuss options to develop the Agency's next 5-year Strategic Plan, select an option, and provide direction to staff as appropriate.
11. **Proposed FY26 Regional Charge Allocation Options**
Recommendation: Discuss and consider the proposed FY26 Regional Charge Allocation options, and provide direction to staff as appropriate.
12. **September 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**
 - A. *Public Employee Performance Evaluation*
Title: General Manager
California Government Code Section 54957
 - B. *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 Meeting**
November 12, 2025, or November 13, 2025, at 6:00 p.m.
- See item 9

*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 REGULAR MEETING MINUTES Tuesday, September 9, 2025 Via Hybrid Meeting

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

1. Call Meeting to Order

2. Pledge of Allegiance

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

3. Roll Call

00:00:39

Present: Commissioners Eli Beckman, Michael Boorstein, Maribeth Bushey, Thomas Gaffney, and Alan Zahradnik.

Absent: Dean DiGiovanni

Staff Present: Jason Dow, General Manager; Peter Kistenmacher, Technical Services Manager/Assistant General Manager; Corey Spray, Administrative Services Manager; Nick Talbot, Treatment Plant Manager; Brandon Halter, Legal Counsel; and Tiffany Elam, Recording Secretary

Public Present: Sophie Mancuso, Beyond the Dome Founder

4. Review and Approve Agenda

00:00:58

The Board unanimously approved the agenda.

There were no comments from members of the public.

5. Open Period for Public Participation

00:01:28

There were no comments from members of the public.

6. Consent Calendar

00:01:54

a)	Minutes – Regular Board Meeting, July 22, 2025
b)	Treasurer's Report – July 2025
c)	Treasurer's Report – August 2025
d)	July 2025 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
e)	August 2025 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
f)	Performance Metric Report – July and August 2025
g)	Sale of Surplus Dewatering Centrifuges

h)	Updated Pension Trust Investment Strategy
i)	Revised Investments Policy – Financial Policy #531
j)	Updated OPEB Funding Plan

GM Dow stated there was a correction made to the roll call in the minutes showing Commissioners Mary Silla and Doug Kelly as absent, however, Commissioners Tom Gaffney and Michael Boorstein were recently selected as the new RVSD commissioners and therefore no commissioners were absent.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Bushey moved to approve a through j; second, Commissioner Beckman.	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein , Bushey, Gaffney, Zahradnik
	NAYS:	None
	ABSTAIN:	None

7. Beyond The Dome Presentation

00:02:39

GM Dow provided background on the Agency's relationship with Beyond The Dome and introduced Beyond the Dome Founder, Sophie Mancuso to present.

Sophie presented on Beyond the Dome's supercritical water oxidation pilot test being conducted at the Agency and explained the company's system which uses a Super Critical Water Oxidation process to break down organic materials to produce water, electricity, minerals, and carbon dioxide gas.

The Board discussed the energy and economic aspects of the system.

Comments from the Public

There were no comments from members of the public.

8. Grit Classifiers Replacement Project – Status Update and Engineering Services During Construction Contract

00:29:13

GM Dow provided the Board with an update on the Grit Classifier Replacement Project stating, due to delayed delivery of Grit Washers, public bidding was postponed to October 2025 to ensure all classifiers were operational during wet weather season. GM Dow stated public bidding for the construction project would begin in October 2025 and staff would bring recommendations to the Board by December 2025. GM Dow stated the Carollo Engineers service contract would provide services during the construction phase of the project which would include attending construction meetings, site inspections, providing design clarifications, and preparing record drawings.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Beckman moved to approve the Professional Services Agreement with Carollo Engineers in the amount of \$138,194 to provide engineering services during construction for the Grit Classifiers Replacement Project, and authorize the General Manager to sign it; second, Commissioner Gaffney	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein, Bushey, Gaffney, Zahradnik
	NAYS:	None
	ABSTAIN:	None

9. Centrifuge Dewatering Improvements Project – Construction Contract Award 00:31:59

GM Dow stated the Board previously approved the bidding advertisement for the Centrifuge Dewatering Improvements Project and that the Agency received five competitive bids. GM Dow stated GSE Construction provided the lowest, responsive, and responsible bid for the total bid amount of \$2,546,800. GM Dow stated GSE had satisfactorily completed several other projects for the Agency over the past several years and worked well with Agency staff.

The Board discussed the 1.5 million project savings and the good working relationship with GSE Construction.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Gaffney moved to award the construction contract for the Centrifuge Dewatering Improvements Project to GSE Construction for the total bid amount of \$2,546,800, and authorize the General Manager to execute the contract agreement; second, Commissioner Beckman	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein, Bushey, Gaffney, Zahradnik
	NAYS:	None
	ABSTAIN:	None

10. Acceptance of Completion for the Chlorine Contact Tank No. 4, and Primary Clarifier No. 2 and 3 Coatings and Concrete Rehabilitation Project **00:35:55**

GM Dow stated the Chlorine Contact Tank No. 4, and Primary Clarifier No. 2 and 3 Coatings and Concrete Rehabilitation Project was complete and provided the Board with an overview of the completed job. GM Dow stated due to unforeseen site conditions identified during the rehabilitation process there were a few contract change orders. GM Dow stated Eurostyle Management did a great job on the project.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Beckman moved to accept the Chlorine Contact Tank No. 4, and Primary Clarifier No. 2 and 3 Coatings and Concrete Rehabilitation Project as complete, and authorize the General Manager to file the Notice of Completion with Marin County; second, Commissioner Bushey	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein, Bushey, Gaffney, Zahradnik
	NAYS:	None
	ABSTAIN:	None

11. Regional Charge Allocation **00:38:31**

GM Dow reviewed the history of the Regional Charge Allocation, noting all the formulas and procedures were previously accepted by the JPA managers. He noted that in June 2023, the Agency installed new sample ports on the Ross Valley and San Rafael interceptors to provide more consistent representative samples.

GM Dow stated over a four-month period the Agency provided, at the request of RVSD, supporting documentation for the member regional charge allocation methodology and process, and that the Agency also hosted two meetings to review the sample and flow locations and walk through the allocation calculations. He stated at the March JPA manager meeting, RVSD informed the managers that they would be providing recommendations to make the allocation more representative. GM Dow concurred and stated once proposals were received from the JPA manager group, the Agency would revise the SOP for the regional charge allocation process.

Commissioner Gaffney stated that the sampling process was complicated and that in mid-2023, RVSD saw significant changes in strength and believed creating uniform procedures would be very helpful. Commissioner Gaffney stated he believed RVSD had been over-paying, and that the finance committee could review the regional charge concerns.

Commissioner Boorstein suggested that some of the data could reflect a 2-million-dollar RVSD overpayment and that Corte Madera had underpaid, and agreed that the agencies needed a more accurate procedure moving forward.

Commissioner Zahradnik agreed for the need for accurate results and asked for clarity on how the San Quentin billing would be affected if San Quentin were treated as a member agency.

GM Dow state that the San Quentin contract included three expense categories and explained how the treatment fees were calculated. He stated if the Agency treated San Quentin as a satellite collection agency, the treatment fee would need to be recalculated, and the results discussed with CDCR

Comments from the Public

There were no comments from members of the public.

ACTION:	None
DIRECTION:	GM Dow to bring these discussion points to the next Finance Committee Meeting

12. August and September Informational Items 01:01:30

ACTION: This item was informational no action was taken.

13. North Bay Watershed Association (NBWA) Report 01:02:35

Commissioner Boorstein stated the NBWA meeting was scheduled for late September.

14. Oral Reports by Commissioners 01:02:45

No oral reports from commissioners.

15. Oral Reports by General Manager 01:02:53

GM Dow referred to his handout and reported:

- Agency internal recruitment and promotion for the Assistant Maintenance Supervisor completed and new recruitment opening for Lead Mechanical Technician.
- NPDES permit inspection by the Regional Water Board went well.
- The Organic Waste Receiving Facility has a screening system called a paddle finisher, manufactured by Brown, and a short video was produced displaying the process.
- The Agency received the Government Finance Officers Association (GFOA) 'Popular Financial Annual Report' award for the 15th consecutive year and the 'Distinguished Budget' award for the FY26-FY27 Biennial Budget.

16. Items for Next/Future Agendas 01:07:48

None.

17. Adjourn to Closed Session – Anticipated Litigation 01:08:02

Commissioner Gaffney and Boorstein recused themselves from the closed session.

18. Return to Open Session

The Board returned to open session at 7:28 pm.

No reportable action. Direction was given to staff.

19. Next Scheduled Meeting

The Board has scheduled a Regular meeting for Tuesday, October 14, 2025 at 6:00 p.m.

Adjourned the meeting at 7:30 p.m.

Respectfully submitted,

Tiffany Elam, Recording Secretary

Michael Boorstein, Vice-Chair

**BOARD MEMORANDUM**

October 9, 2025

To: CMSA Board of Commissioners

From: Corey Spray, Administrative Services Manager
Jason Dow, General Manager**Subject: September 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	8/31/2025	Receipt	Disbursement	FMV Change	Funds Transfer	9/30/2025
1	Operating account	Westamerica	\$ 1,551,744	\$ 77,923	\$(2,314,961)	\$ -	\$ 2,489,331	\$ 1,804,037
2	Petty cash	In-house	400	-	-	-	-	400
3	RV petty cash	In-house	39	561	-	-	(561)	39
4	Pension bond trust	US Bank	782,733	1,455	(781,318)	-	-	2,869
5	Revenue bond trust	US Bank	4,029,076	7,492	(4,029,041)	-	-	7,527
6	Pooled investment	LAIF	21,942,496	-	-	-	(2,500,000)	19,442,496
7	Pooled investment	CAMP	443,773	1,591	-	-	-	445,363
8	Dental trust	EDIS	10,302	-	(16,374)	-	11,230	5,157
9	Pension trust	Keenan	1,614,123	28,074	-	-	-	1,642,197
10	Total Agency		<u>\$30,374,684</u>	<u>\$ 117,095</u>	<u>\$(7,141,694)</u>	<u>\$ -</u>	<u>\$ 0</u>	<u>\$ 23,350,085</u>
11	Total net change in cash and investments			<u>\$ (7,024,599)</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	9/30/2025	CM Interest /FMV Change	Average RoR%
1	Operating account	Westamerica	\$ 1,804,037	\$ 1,145	1.00%
2	Petty cash	In-house	400	-	0.00%
3	RV petty cash	In-house	39	-	0.00%
4	Pension bond trust	US Bank	2,869	1,455	2.23%
5	Revenue bond trust	US Bank	7,527	7,492	2.23%
6	Pooled investment	LAIF	19,442,496	-	4.19%
7	Pooled investment	CAMP	445,363	1,591	4.30%
8	Dental trust	EDIS	5,157	-	0.00%
9	Pension trust	Keenan	1,642,197	28,074	1.74%
10	Total Agency		<u>\$23,350,085</u>	<u>\$ 39,757</u>	<u>1.74%</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	8/31/2025	<i>Note 2</i> Net Result	Funds Transfer	9/30/2025	Board Target
1	Pension trust (<i>Note 1</i>)	Restricted	\$ 1,614,123	\$ 28,074	\$ -	\$ 1,642,197	\$ -
2	Pension bond trust	Restricted	782,733	(779,864)	-	2,869	-
3	Revenue bond trust	Restricted	4,029,076	(4,021,548)	-	7,527	-
4	Dental trust	Restricted	10,302	(16,374)	11,230	5,157	-
5	Capital reserve	Restricted	1,124,300	-	-	1,124,300	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	751,588	(1,293,077)	541,488	-	-
9	Unassigned capital	Unassigned	17,260,063	(941,810)	(552,718)	15,765,535	8,626,700
10	Total Agency		\$30,374,684	\$(7,024,599)	\$ -	\$23,350,085	\$ 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	\$ 8,196
2	Laboratory services (Verily August 2025)	1,200
3	Waste Haulers & RV	10,739
4	Organic Waste Programs	27,574
5	SRSD Service Agreement Development collection	6,611
6	SQ Village Operations & Maintenance contract	10,258
7	Marin Airporter lease payment (August & September 2025)	12,439
8	Misc collections (small sales/other reimb)	322
9	Interest received & FMV change in pension trust (<i>all accounts</i>)	39,757
10	Total Agency cash receipts	\$ 117,095

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

	JPA Member	Amount	Notes
1	Ross Valley Sanitary District	\$ -	N/A
2	San Rafael Sanitation District	-	N/A
3	Sanitary District #2	-	N/A
4	Total capacity charges	\$ -	

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

Fiscal Year-to-Date Budget-to-Actual (*Cash Basis*) – As of September 2025 (P3 – 25.0%)

		FY2026 Budget	FY2026 YTD Actual	Budget Remain \$	Budget Used %
OPERATING ACTIVITIES					
SOURCES					
1	Regional service charges	\$ 13,843,600	\$ 3,460,900	\$ 10,382,700	25.0%
2	Contract service collection fees	2,041,100	386,759	1,654,341	18.9%
3	Program collection fees	194,100	68,232	125,868	35.2%
4	Permits, source control, inspection & other fees	507,000	171,217	335,783	33.8%
5	Bank interest (<i>all except USB Rev Bonds</i>)	880,300	299,772	580,528	34.1%
6	Total funding sources	17,466,100	4,386,879	13,079,221	25.1%
USES					
7	Salaries and benefits	11,368,500	3,666,693	7,701,807	32.3%
8	Chemicals and fuel	2,034,900	488,880	1,546,020	24.0%
9	Biosolids management	645,300	197,433	447,867	30.6%
10	Permit testing and monitoring	260,100	44,863	215,237	17.2%
11	Repairs and maintenance	768,300	274,101	494,199	35.7%
12	Utilities and telephone	392,400	66,334	326,066	16.9%
13	Insurance	632,500	433,269	199,231	68.5%
14	General and administrative	1,078,050	222,944	855,106	20.7%
15	Total funding uses	17,180,050	5,394,516	11,785,534	31.4%
16	Net funding position change	\$ 286,050	\$ (1,007,637)	n/a	n/a
CAPITAL ACTIVITIES					
SOURCES					
17	Debt service charges	\$ 4,497,200	\$ 3,769,631	\$ 727,569	83.8%
18	Debt service coverage fees	1,124,300	942,408	181,892	83.8%
19	Capital fees	1,903,500	475,875	1,427,625	25.0%
20	Capacity charges	40,500	214,856	(174,356)	530.5%
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	7,561	122,539	5.8%
24	Total funding sources	20,370,600	5,410,331	14,960,269	26.6%
USES					
25	Capital debt service	4,497,200	4,029,041	468,159	89.6%
26	Capital improvement program	16,787,890	2,243,067	14,544,823	13.4%
27	Total funding uses	21,285,090	6,272,108	15,012,982	29.5%
28	Net funding position change	\$ (914,490)	\$ (861,777)	n/a	n/a
TOTAL AGENCY					
29	Total funding sources	\$ 37,836,700	\$ 9,797,210	28,039,490	25.9%
30	Total funding uses	38,465,140	11,666,624	26,798,516	30.3%
31	Net funding position change	\$ (628,440)	\$ (1,869,414)	n/a	n/a

Attachment:

- September 2025 Disbursement Register

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

Number	Date	Vendor/Payee	Amount	Description
2027401				Last check from prior month's register
2027402	09/02/2025	Byron Jones	185.08	Reimbursement for monthly retiree health benefits
2027403	09/02/2025	Phillip Frye	185.08	Reimbursement for monthly retiree health benefits
2027404	09/05/2025	California State Disbursement	348.92	Garnishment for pay period ending 08/30/2025
2027405	09/05/2025	California State Disbursement	194.42	Garnishment for pay period ending 08/30/2025
2027406	09/05/2025	EDIS	12,194.92	Dental monthly fee, September 2025
2027407	09/08/2025	Marin Resource Recovery Center	400.00	Trash disposal (2 invoices)
2027408	09/08/2025	Marin Water	4,531.74	Water service, 06/10/2025-08/08/2025 (4 invoices)
2027409	09/08/2025	PG&E	11,795.76	Electricity service at Sir Francis Drake 07/18/2025-08/17/2025, natural gas supply, August 2025, and electricity service at CMSA, 07/15/2025-08/12/2025 (3 invoices)
2027410	09/08/2025	Two Rivers Terminal LLC	11,975.56	Nitrate (1 delivery)
2027411	09/08/2025	Univar USA Inc	59,417.86	Sodium hypochlorite (4 deliveries)
2027412	09/08/2025	USP Technologies	27,791.04	Hydrogen peroxide (4 invoices)
2027413	09/09/2025	Alan Burleigh	304.97	Employee reimbursement: Safety prescription glasses
2027414	09/09/2025	Aurora Alexander	25.00	Overtime meal reimbursement
2027415	09/09/2025	James Clark	299.50	Employee travel per diem: NexGen Conference
2027416	09/09/2025	Scott Hayes	250.00	Employee reimbursement: Safety prescription glasses
2027417	09/09/2025	Mary Jo Ramey	42.07	Employee reimbursement: Home Depot and Smart & Final
2027418	09/09/2025	Nikita Singh	209.00	Employee reimbursement: CWEA Lab Analyst Grade 1 Application fee
2027419	09/09/2025	VOID	-	VOID
2027420	09/09/2025	Sean Clementz	1,221.26	Employee reimbursement: Safety shoes and travel expense reimbursement for HOT5 Yashawa America conference
2027421	09/09/2025	Tiffany Elam	350.00	Employee travel per diem: CalPERS Educational Forum
2027422	09/11/2025	Horizon Dist. Inc	1,131.21	Sprinkler parts, fertilizers and lawd sods (4 invoices)
2027423	09/11/2025	Jackson's Hardware	1,660.90	Misc. hardware supplies, July-August 2025
2027424	09/11/2025	Marin Color Service	758.63	Roll-up door paint, parking lot paint, curbside paint, peroxide pipe paint and paint supplies, July-August 2025
2027425	09/11/2025	McMaster-Carr Supply Co.	5,910.22	SD2: Valves and fittings, conduit adapter (3 invoices, Note B). SQRC: Enclosure door switch, electrical clamps, conduit, wire ferrules (4 invoices, Note B). Paint supplies, gauges, plugs and cap fittings, pipes, valves, stainless steel hardware, u-bolt, rubber for lids, round slings and traffic cones (20 invoices)
2027426	09/11/2025	Prudential Overall Supply	5,630.64	Uniforms: July-August 2025
2027427	09/11/2025	Safety-Kleen Systems, Inc	382.65	Hazardous waste disposal (2 invoices)
2027428	09/11/2025	Shamrock Building Materials	276.62	Propane (2 invoices)
2027429	09/11/2025	Western Exterminator Co.,Inc.	577.36	Pest control, July-August 2025
2027430	09/11/2025	Bay Area Coating Consultants	5,007.75	Coating inspection sevicees, August 2025
2027431	09/11/2025	E2S Warning Signals LLC	3,157.87	SQRC: Explosion proof beacon (Note B)
2027432	09/11/2025	ELD Experts LLC	17,020.72	Door and gate access control system upgrade
2027433	09/11/2025	Flyers Energy LLC	5,352.68	Gasoline for on-site tank
2027434	09/11/2025	Idexx Distribution Inc	4,800.61	Enterolert (2 invoices)
2027435	09/11/2025	Sentry	1,280.00	Sentry subscription for aeration basin #2 (invoice #8)
2027436	09/11/2025	Unison Solutions	29,256.38	H2S scrubber media
2027437	09/12/2025	Core and Main	5,407.88	8-inch pipe spool for OWRF
2027438	09/12/2025	Dee Consultants LLC	1,504.00	Prof Svcs: CM - Coating and Concrete Rehabilitation Project, August 2025
2027439	09/12/2025	Euro Style Management	146,290.00	EWO#2 - pipe surface modification for RVSD flowmeter vault, EWO#4 - walkway expansion joint repair, EWO#5 - primary clarifier no. 4 weirs adjustment, EWO#6 - headworks floor repair, EWO#7 - PC deck coating and handrail post bases repair, EWO#8 - Rehabilitate the concrete end wall for CCT No. 4 (6 invoices)
2027440	09/12/2025	Flyers Energy LLC	5,405.12	Diesel exhaust fluid for Jenbacher, and oil for Waukesha cogen (2 invoices)
2027441	09/12/2025	Graybar	2,899.91	Protection relay for switch gear
2027442	09/12/2025	Roy's Sewer Service, Inc.	12,000.00	SD2: Sewer and wet well cleaning service (Note B)
2027443	09/15/2025	Automation Direct Co., Inc.	4,041.15	SQRC: PLC parts for west station, HMI screen and electrical for east station (3 invoices, Note B)
2027444	09/15/2025	Charles P Crowley Company Inc	177.06	Nitrate back pressure valve kit for N. Francisco
2027445	09/15/2025	Diamond Tire Center	3,704.76	SQRC: Pump truck tires (2 invoices, Note B). F150 truck tires, electrical cart tires, and bobcat tires (10 invoices)
2027446	09/15/2025	Downey Brand LLP	2,376.00	Legal Services: Land use, June 2025
2027447	09/15/2025	Environmental Express Inc.	489.34	TSS filters
2027448	09/15/2025	Evoqua Water Tech LLC	910.00	DI rental (2 invoices)
2027449	09/15/2025	Fisher Scientific	165.00	Sample containers, and Potassium Antimonyl Tartrate (2 invoices)
2027450	09/15/2025	Frank A. Olsen Co	629.16	MOV knob assembly rotork
2027451	09/15/2025	Harrington Industrial Plastics	73.49	Screws for Peroxide pumps
2027452	09/15/2025	Misco Water	24,419.47	OWRF hoses and lubricants (2 invoices)
2027453	09/15/2025	Rebecca Brewer	39.77	Employee reimbursement: Chainsaw training refreshments
2027454	09/15/2025	Sentry	1,280.00	Sentry subscription for aeration basin #2 (invoice #10)
2027455	09/16/2025	AT&T Corp	175.00	Monthly internet fee, August 2025
2027456	09/16/2025	Black & Veatch	4,495.50	Prof Svcs: Design - Centrifuge Dewatering Improvements Project, 06/06/2025-0731/2025 (Payment #24, final)
2027457	09/16/2025	Comcast	239.11	Internet service back-up, 09/04/2025-10/03/2025
2027458	09/16/2025	Euro Style Management	2,000.00	EWO#9 - CCT 2 & 3 concrete repair
2027459	09/16/2025	Frank A. Olsen Co	89,769.83	Administration gate valves for chiller, aeration basin effluent channel stainless steel slide gates (2 invoices)
2027460	09/16/2025	Hach Company	1,573.37	Sulfide 1 and 2 Reagent (3 invoices)
2027461	09/16/2025	Hagel Supply Co.	756.25	Janitorial supplies

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

Number	Date	Vendor/Payee	Amount	Description
2027462	09/16/2025	Idexx Distribution Inc	2,509.55	Simplate unit dose, and quanti-tray disposable vessels (2 invoices)
2027463	09/16/2025	Instrumart	260.81	Bellows assembly
2027464	09/16/2025	Ken Grady Co., Inc.	549.25	Membrane and electrolyte for CL2 meter
2027465	09/16/2025	Kone Inc	225.41	Elevator monthly maintenance, August 2025
2027466	09/16/2025	Konecranes, Inc.	2,249.00	Quarterly hoist inspection, July 2025
2027467	09/16/2025	Linde Gas and Equipment	613.20	Nitrogen for purging siloxane media tanks
2027468	09/16/2025	Marin Independent Journal	1,092.45	Subscription renewal
2027469	09/16/2025	Marin Independent Journal	191.40	Advertisement for public bid notice for Dewatering Improvements Project
2027470	09/16/2025	Marin Sanitary Service - 0004321	1,478.71	Recycling and compost disposal, August 2025
2027471	09/16/2025	Marin Sanitary Service - 0033224	750.00	Rag bins disposal, August 2025
2027472	09/16/2025	Metal Service Center	1,010.27	Metal for compressor frame
2027473	09/16/2025	Misco Water	6,427.95	OWRF hoses
2027474	09/16/2025	Motion Industries, Inc.	1,252.32	4-inch suction hose for OWRF, bearings for electric carts, 2-inch union pipe, and hydraulic hose for service truck (4 invoices)
2027475	09/16/2025	PG&E Non-Energy Collection Unit	160.15	Renewable energy expansion, September 2025
2027476	09/16/2025	Progent Corporation	99.95	IT support, September 2025
2027477	09/16/2025	Pure Effect Inc	2,517.04	Siloxane media disposal
2027478	09/16/2025	Radwell International LLC	377.05	Area 3 light fixtures, and centrifuge input cards (2 invoices)
2027479	09/16/2025	Ronald C Nerviani	1,010.00	Annual backflow device testing
2027480	09/19/2025	California State Disbursement	348.92	Garnishment for pay period ending 09/13/2025
2027481	09/19/2025	California State Disbursement	194.42	Garnishment for pay period ending 09/13/2025
2027482-2027484	09/19/2025	3 employees	600.00	Incentive award: PAFR award for FY 24 and Budget award for FY 26 & FY 27
2027485	09/23/2025	DNG Enterprises, Inc (Napa Auto Parts)	3,440.97	SD2: Oil/fuel for SABA pump station generator, air filter, (Note B). Trailer plug, oil, oil filters, spray paint, battery cable, hoses, hose pliers, side mirror, heater hose, drill bit, odor scrubber belts, hydraulic oil (27 invoices)
2027486	09/23/2025	McMaster-Carr Supply Co.	5,367.46	SD2: Conduit for Trailer Court, drain fittings for generators (Note B). SQRC: Conduit for auger installation, enclosure door switch, electric clamps (Note B). Pipes, ball valve, clips, gauges, paint supplies, plugs & caps, retaining rings, tee outlet, u-bolt, washers, and wedge anchors (26 invoices)
2027487	09/23/2025	Peter Kistenmacher	477.50	Employee travel per diem: WEFTEC 2025
2027488	09/25/2025	A and S Landscape Materials, Inc	57.90	Grounds keeping supply: lawn and sod blend
2027489	09/25/2025	Adam Safety	700.00	NSD forklift training (Note B)
2027490	09/25/2025	Atmospheric Analysis	1,215.00	Monthly and quarterly biogas monitoring (2 invoices)
2027491	09/25/2025	Bay City Equipment Industries	467.98	SQRC: Emergency generator quarterly maintenance (Note B)
2027492	09/25/2025	Environmental Express Inc.	300.81	TSS filters
2027493	09/25/2025	Evoqua Water Tech LLC	398.67	DI water system maintenance
2027494	09/25/2025	Fastenal Company	1,279.38	Maintenance vending machine replenishment, August 2025
2027495	09/25/2025	Flyers Energy LLC	1,082.17	DTE oil for EPS engine (3 invoices)
2027496	09/25/2025	Give Me Five LLC	4,818.92	Public Ed Program: Stress reliever promotional items (Note B)
2027497	09/25/2025	Grainger	199.27	PVC paint for heat trace conduit
2027498	09/25/2025	VOID	-	VOID
2027499	09/25/2025	Horizon Dist. Inc	355.74	Fertilizer and irrigation parts (2 invoices)
2027500	09/25/2025	Idexx Distribution Inc	367.66	Coliform, and E. coli kits
2027501	09/25/2025	Institute of Business	265.00	Safety Alert for Supervisor membership renewal
2027502	09/25/2025	Kone Inc	225.41	Elevator monthly maintenance, September 2025
2027503	09/25/2025	Konecranes, Inc.	935.00	SD2: Paradise pump station hoist inspection, July 2025 (Note B)
2027504	09/25/2025	Lystek International LTD	23,796.32	Biosolids beneficial reuse fee, August 2025
2027505	09/25/2025	Marin Sanitary Service - 0027511	2,901.28	Grit box disposal, August 2025
2027506	09/25/2025	Maze & Associates	8,560.00	Prof Svcs: FY 25 Audit (payment #2)
2027507	09/25/2025	Motion Industries, Inc.	59.63	Hydraulic filter for hopper
2027508	09/25/2025	NACWA	14,020.00	NACWA annual membership dues
2027509	09/25/2025	Nickell Fire Protection Inc	855.00	Fire sprinkler system inspection
2027510	09/25/2025	Quadient Finance USA, Inc	298.00	Postage replenishment and supply charge
2027511	09/25/2025	Reinholdt Engineering Construction	1,515.00	Monthly underground storage tank inspection, July-August 2025, UST gasoline BAAD inspection (4 invoices)
2027512	09/25/2025	Technical Safety Services LLC	395.00	Lab fume hood certification
2027513	09/25/2025	Two Rivers Terminal LLC	11,791.32	Nitrate (1 delivery)
2027514	09/25/2025	UBEO Business Services	2,116.35	Copier rental, 07/20/2025-08/20/2025
2027515	09/25/2025	Uline	180.36	Kneedpads
2027516	09/25/2025	Univar USA Inc	17,581.36	Sodium hypochlorite (1 delivery)
2027517	09/25/2025	USA Blue Book	625.88	Pipe flange spacers
2027518	09/25/2025	USP Technologies	27,804.45	Hydrogen peroxide (4 invoices)
2027519	09/25/2025	Van Bebbler Bros., Inc.	1,497.43	Metals for solids hopper slide gates
2027520	09/25/2025	Waste Management	6,966.01	Biosolids disposal, August 2025
2027521	09/25/2025	Water Components & Bldg. Supp.	371.52	Check valve for gallery H sump pump, and pipe for Administration building sewer repair
Total Checks			691,955.19	

Payments by ACH:

Date	Vendor/Payee	Amount	Description
09/02/2025	Best Best & Krieger	4,671.50	Legal Services: Employee benefits, June 2025
09/02/2025	Carollo Engineers, Inc.	93,762.47	Prof Svcs: Nutrient Removal Alternatives Evaluation Project, July 2025 (payment #10) and Centrifuge Dewatering Project support, July 2025 (payment #8)
09/02/2025	Northeast-Western	5,757.97	LTSA Jenbacher cogen, July 2025

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

Number	Date	Vendor/Payee	Amount	Description
	09/02/2025	Synagro West, Inc.	23,100.00	Biosolids hauling, July 2025
	09/03/2025	Retiree Benefits	13,171.97	Monthly reimbursement for retiree health benefits
	09/05/2025	Cal Public Employee Retirement	101,112.64	Medical insurance for September 2025
	09/05/2025	CalPERS	50,054.83	Retirement pension contribution: Agency and employees, PPE 08/30/2025 (Note C)
	09/05/2025	Employment Development Department	14,831.12	State and SDI Taxes, PPE 08/30/2025
	09/05/2025	IRS	46,779.09	Federal income and Medicare Taxes, PPE 08/30/2025
	09/05/2025	Lincoln Financial Group	3,238.62	Life insurance, September 2025
	09/05/2025	MissionSquare Retirement Trust-457	1,550.00	Deferred compensation contributions, PPE 08/30/2025 (Note A)
	09/05/2025	Nationwide Retirement	29,051.56	Deferred compensation contributions, PPE 08/30/2025 (Note A)
	09/05/2025	Navia Benefit Solutions	782.76	Flexible spending account, PPE 08/30/2025
	09/05/2025	Public Agency Retirement Services	353.06	Retirement pension contribution: Part-time employees, PPE 08/30/2025
	09/05/2025	SEIU Local 1021	1,230.06	Union dues, PPE 08/30/2025
	09/05/2025	Vision Service Plan -(CA)	1,809.41	Vision insurance, September 2025
	09/08/2025	CalPERS	350.00	GASB-68 Actuary cost
	09/10/2025	Constellation Energy Corporation	877.54	Natural gas supply, August 2025
	09/10/2025	IEDA, Inc.	1,044.25	Labor Relations consulting fees, September 2025
	09/10/2025	Michael Owen Boorstein	60.15	Lunch meeting reimbursement
	09/10/2025	Navia Benefit Solutions	200.00	Monthly minimum fee, September 2025
	09/10/2025	Northeast-Western	288.17	Temperature sensor for Jenbacher
	09/10/2025	Pencco, Inc	15,553.61	Ferric chloride (1 delivery)
	09/12/2025	Carbon Activated Corporation	30,570.00	Lost check reissue
	09/12/2025	Northeast-Western	5,812.73	LTSA Jenbacher cogen, August 2025
	09/12/2025	Tyler Technologies Inc	24,710.70	Tyler Incode 10 annual subscription through September 2026
	09/15/2025	Huber Technology, Inc.	449,228.57	Grit washers with control pannel, spart parts, freight and startup services, Invoice #3
	09/17/2025	Amazon	495.34	Tablet cases, headsets, antennas, debug remote equipment (5 invoices)
	09/17/2025	American Textile & Supply Inc	764.75	Lost check reissue
	09/17/2025	Best Best & Krieger	3,489.50	Legal Services: Employee benefits, July 2025 (Note B)
	09/17/2025	Monica Oakley	1,732.50	NPDES permit regulatory consulting
	09/18/2025	Best Best & Krieger	784.00	Legal Services: SRSD contract
				Prof Svcs: Hydrogen peroxide Facility Relocation Study (payment #6), Nutrient Removal Alternatives Evaluation Project, July 2025 (payment #11) and Centrifuge Dewatering Project support, August 2025 (payment #9)
	09/18/2025	Carollo Engineers, Inc.	95,807.38	
	09/19/2025	CalPERS	50,477.72	Retirement pension contribution: Agency and employees, PPE 09/13/2025 (Note C)
	09/19/2025	Employment Development Department	19,159.16	State and SDI Taxes, PPE 09/13/2025
	09/19/2025	IRS	49,129.48	Federal income and Medicare Taxes, PPE 09/13/2025
	09/19/2025	MissionSquare Retirement Trust-457	1,550.00	Deferred compensation contributions, PPE 09/13/2025 (Note A)
	09/19/2025	Nationwide Retirement	29,438.84	Deferred compensation contributions, PPE 09/13/2025 (Note A)
	09/19/2025	Navia Benefit Solutions	782.76	Flexible spending account, PPE 09/13/2025
	09/19/2025	Public Agency Retirement Services	441.00	Retirement pension contribution: Part-time employees, PPE 09/13/2025
	09/19/2025	SEIU Local 1021	1,221.72	Union dues, PPE 09/13/2025
	09/22/2025	1 employee	200.00	Incentive award: PAFR award for FY 24 and Budget award for FY 26 & FY 27
				Laboratory supplies and chemicals: Thermometers and timers, safety nitrile gloves, phosphate buffer solution, boric acid, copper (II) chloride, potassium phosphate, sulfuric acid, buffer pillows, nitrogen standard, deionized water, nutrient agar slants, syringe, filters, centrifuge tubes, class A glass cylinder, and 3-prong sample clamp (19 invoices)
	09/24/2025	VWR International	7,340.61	
	09/26/2025	Northeast-Western	1,444.19	Safety valve for Jenbacher
	09/26/2025	Pencco, Inc	15,692.65	Ferric chloride (1 delivery)
	09/26/2025	R&C Valve Repair Inc	17,528.56	Rotodiff refurbishment
	09/26/2025	Saf-Gard Safety Shoe Company	2,035.41	Safety boots for 10 employees
	09/26/2025	Synagro West, Inc.	21,030.00	Biosolids hauling, August 2025
	09/29/2025	Cal-Card	22,435.29	State of California purchase card for September 2024
		Total ACH	1,262,933.64	

CMSA Employee Compensation:

Date	Vendor/Payee	Amount	Description
09/05/2025	CMSA employee payroll	180,096.06	Pay period ended 08/30/2025
09/19/2025	CMSA employee payroll	183,204.81	Pay period ended 09/13/2025
	Total ACH	363,300.87	

Board Member Compensation:

Date	Vendor/Payee	Amount	Description
09/05/2025, 09/19/2025	Eli Beckman	450.00	Stipend for 08/28/2025 CMSA Finance Committee meeting, and 09/09/2025 CMSA Regular Committee meeting
09/19/2025	Michael Boorstein	225.00	Stipend for 09/09/2025 CMSA Regular Committee meeting
09/19/2025	Maribeth Bushey	225.00	Stipend for 09/09/2025 CMSA Regular Committee meeting
09/05/2025	Dean DiGiovanni	225.00	Stipend for 08/28/2025 CMSA Finance Committee meeting
09/05/2025, 09/19/2025	Thomas Gaffney	450.00	Stipend for 08/28/2025 CMSA Finance Committee meeting, and 09/09/2025 CMSA Regular Committee meeting
	Total ACH	1,575.00	

Less: 4 prior month stale check reversals (4,734.22) Adjustment to agree total net disbursements to aggregate cash activity

GRAND TOTAL	2,315,030.48
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CENTRAL MARIN SANITATION AGENCY
ATTACHMENT - DISBURSEMENT REGISTER
For the Month Ended SEPTEMBER 30, 2025

Number	Date	Vendor/Payee	Amount	Description
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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

October 9, 2025

To: CMSA Commissioners and Alternates

From: Nicholas Talbot, Treatment Plant Manager

Approved: Jason Dow, General Manager

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

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

I. NPDES Permit Compliance

NPDES permit testing for September 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 14.8 MPN, which is significantly lower than the permit limit of 255 MPN. The average ammonia concentration for the month was 42.2 mg/L, which is less than the monthly permit limit of 60 mg/L.

II. Influent and Effluent Flows

In September, the region experienced an increase in moisture and humidity from monsoonal rain events, dropping 0.18 inches of rain measured by the Agency's on-site rain gauge. There were no blend events. 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 1: CMSA Influent and Effluent Flow Summary (MGD)

Flow Location	Daily Maximum	Hourly Maximum	5 Minute Maximum	Daily Average
Influent	9.08 MGD	12.81 MGD	21.60 MGD	8.78 MGD
Effluent	7.98 MGD	12.09 MGD	17.66 MGD	6.06 MGD

Table 2: Satellite Collection Agency and Total Flow Summary

Flow Type	SRSD	RVSD	SD2	San Quentin	CMSA Totals
Average Daily (MGD)	3.72 MGD	3.43 MGD	1.10 MGD	0.53 MGD	8.78 MGD
Total for Month (MG)	111.72 MG	102.85 MG	32.79 MG	16.02 MG	263.38 MG
Percent of Flow	42.4%	39.1%	12.5%	6.0%	100%

III. Treatment Process

In September, Operations staff conducted several large Agency shutdowns to support the replacement of the chlorine contact tank inlet sluice gates and to allow a contractor to perform the biannual condition assessment on multiple motor control centers (MCCs) and the main switchgear. During these shutdowns, staff diverted flows to empty primary clarifiers and the effluent storage pond, and operated each MCCs tiebreaker to transfer and deenergize power feeds for the contractor to safely complete inspections and maintenance. Inspection results confirmed that the Agency's main switchgear, headworks, and chemical storage building MCCs remain in good condition with no corrective actions required. In addition, Operations assisted E&I staff with isolating Aeration Tank No. 4 to replace a failed controller, restoring communication with the dissolved oxygen sensor. Staff also locked and tagged out chemical pumps, channel air blowers, the influent gate hydraulic pack, and grit classifiers to perform annual preventive maintenance. The hot water system serving the Administration and Maintenance Buildings was isolated to replace corroded black iron supply and return piping with stainless-steel braided hoses. Additional work included isolating a primary sludge pump for E&I to replace a failed contactor, calibrating SBS Tank No. 1 level sensor, and reprogramming the flowmeter for centrifuge sludge feed pump No. 1.

The Mixed Liquor Suspended Solids inventory averaged 905 mg/l, which aligned with the target Mean Cell Residence Time of 2.5 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 7.0 mg/l, which is 46.7% of the Agency's KPI of 15 mg/l and 23.3% of the permit's monthly average limit of 30 mg/l.

IV. Maintenance Activities

In September, the cogeneration system produced a net total of 109% 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). Staff completed annual preventive maintenance on Aeration Tanks No. 1 through 4, which included inspection of air diffusers, piping, and exercising of sluice gates. Preventive maintenance was also completed on Secondary Clarifiers No. 1 through 4, which included inspection of updraft tubes, piping, scrapers, RAS and WAS pumps, check valves, and distributor arm drive units. Chlorine contact tank sluice gates No. 1, 2, and 3 were replaced with new stainless-steel gates and actuators. At the Organic Waste Receiving Facility, staff supported a contractor in cleaning the below-storage tank and the above-ground tank. While the tanks were offline, staff replaced the paddle finisher pump hose, installed new glass-lined spools on the mixing pumps in place of corroded check valves, and replaced the rock trap grinder mechanical seal. Staff also completed the 23,300-hour service on the Jenbacher cogeneration engine, which included valve clearance adjustments, air filter replacements, and a borescope inspection of cylinder heads for silica buildup. Lastly, a new relay was replaced on the main switchgear to improve reliability when transitioning between utility and standby generator power.

Attachment:

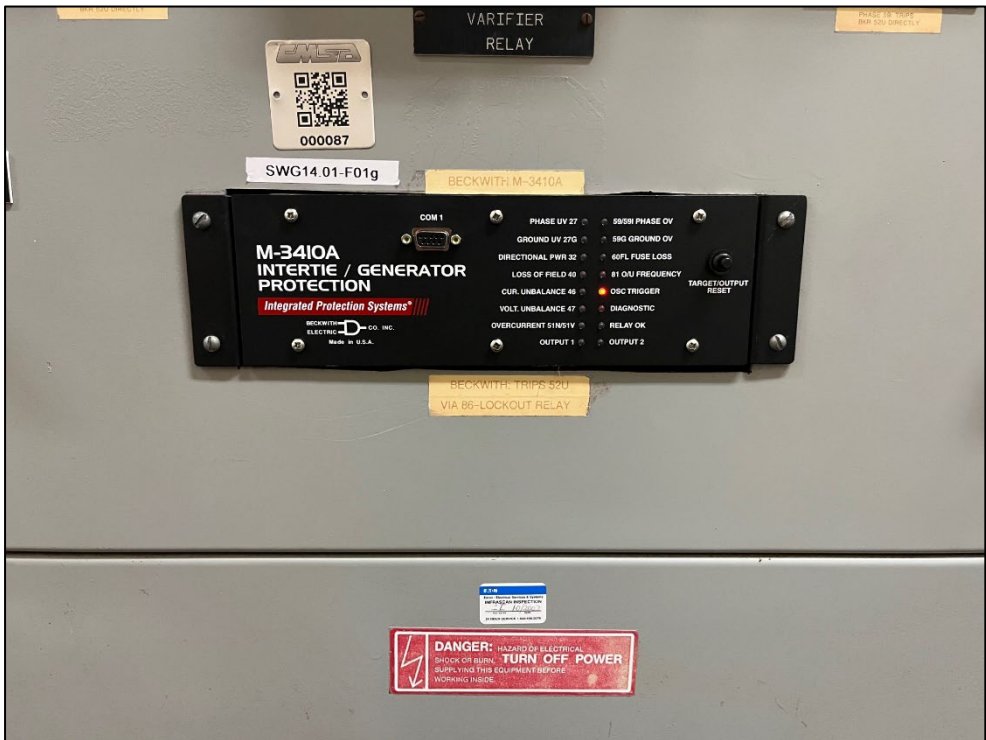
- September 2025 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
September 2025

Condition assessment was completed on the Agency’s main switchgear.



A new relay was replaced on the switchgear to ensure reliable transitions between utility and standby power.



Monthly Compliance Summary Table
Central Marin Sanitation Agency
September, 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	14.0	mg/L	Maximum 40
	Monthly Average	1/Week	3/Week	6.7	mg/L	Maximum 25
cBOD Removal	Monthly Average	1/Week	3/Week	97	%	Minimum 85
Total Suspended Solids (TSS)	Weekly Maximum Average	2/Week	3/Week	9.3	mg/L	Maximum 45
	Monthly Average	2/Week	3/Week	7.0	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	42.2	mg/L	Maximum 60
	Daily Maximum	2/Month	1/Week	46.9	mg/L	Maximum 120
pH	Instantaneous	Continuous	Continuous	6.4	SU	Minimum 6
	Instantaneous	Continuous	Continuous	7.5	SU	Maximum 9
Bacteriological Analysis						
Enterococcus	6-Week Geomean	2/Week	3/Week	14.8	MPN/100mL	Maximum 255
	10% Maximum	2/Week	3/Week	21.3	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	0.0033	ug/L	Maximum 0.072
	Monthly Average	Quarterly	Quarterly	0.0033	ug/L	Maximum 0.066
	Annual Load	Quarterly	Quarterly	0.050	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

September 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:	717.1	mg/l	Expected removal efficiencies as outlined in Metcalf & Eddy Wastewater Engineering Manual.
TSS out:	85.8	mg/l	
Percent Removal Achieved:	88.0	%	Design 50-70% Removal
Total Biochemical Oxygen Demand (BOD) in:	349.2	mg/l	
BOD out:	196.7	mg/l	
Percent Removal Achieved:	43.2		Design 25-40% Removal
Plant Influent Flows:	8.78	MGD	

SECONDARY SYSTEM PERFORMANCE

AERATION TANKS/ACTIVATED SLUDGE

Dissolved Oxygen set point:	2.3	mg/l
MLSS:	905	mg/l
MCRT:	2.5	Days
SVI:	94	

SECONDARY CLARIFIERS

WAS concentration:	6,543	mg/l
TSS out:	9.7	mg/l
Secondary System TSS Removal	88.7	%

FINAL EFFLUENT

Effluent TSS for the month:	7.0	mg/l	(Maximum Limit: 30mg/l)
Week #1 weekly average	7.0	mg/l	(Maximum Limit: 45mg/l)
Week #2 weekly average	9.3	mg/l	"
Week #3 weekly average	8.0	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	%	(Minimum Limit: 85%)

Effluent CBOD:	6.7	mg/l	(Maximum Limit: 25mg/l)
Week #1 weekly average	7.0	mg/l	(Maximum Limit: 40mg/l)
Week #2 weekly average	14.0	mg/l	"
Week #3 weekly average	4.0	mg/l	"
Week #4 weekly average	4.3	mg/l	"
Week #5 weekly average	5.0	mg/l	"
Monthly average CBOD removal efficiency through the plant:	97	%	(Minimum Limit: 85%)

Disinfection Dosing Rate:	2.9	mg/l	monthly average
Ammonia Monthly Average:	42.2	mg/l	(Maximum 60)
Enterococcus six-week Geometric Mean:	14.8	MPN	(Maximum 255)
Enterococcus 10% Maximum:	21.3	MPN	(Maximum 1,055 MPN)
Effluent pH for the month:	Min	6.4	(Min 6.0)
	Max	7.5	(Max 9.0)

DIGESTER TREATMENT

Thickened Waste Concentration from the RDT:	6.02	%	
Volatile Solids destroyed:	84.7	%	
Cubic feet of biogas produced:	8,589,220 (Total)	286,307 (Daily Average)	
Temperature of the digesters:	101.9	degrees Fahrenheit	

EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA

September 2025

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

DEWATERING

Centrifuge feed concentration:	2.9	%
Biosolids concentration:	25.4	%
TSS of the centrate:	229	mg/l
Centrifuge solids capture:	99.27	%
Polymer use per dry ton of biosolids:	15.99	#/dry ton
Polymer feed rate per run:	3.46	gpm
Concentration of the polymer batches:	0.328	%
Sludge feed rate per run:	49.7	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 14.8 MPN remained well below the Agency KPI of 35 MPN and permit limit of 255 MPN. On 9/8, the enterococcus result was 123.6 MPN. Staff could not identify any contributing factors, as disinfection, laboratory procedures, and sampling protocols were properly followed. The prior sample was 12.1 MPN and subsequent sample was 19.7 MPN, suggesting the elevated result of 123.6 MPN was an isolated anomaly.

Graph #4:

Depicts the total suspended solids in the effluent.

Our monthly average was 7.0 mg/l versus 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 6.7 mg/l, below our NPDES limits of 40 mg/l weekly and 25 mg/l for the month. The effluent CBOD remained below the Agency KPI of 15 mg/l for the entire 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. Some days fell below the KPI due to ongoing centrifuge testing focused on reducing polymer usage (pounds per dry ton). No dewatering operations were conducted on four days, 9/10, 9/13, 9/17, & 9/27.

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 286,307 cubic feet per day, above our monthly KPI of 200,000 cubic feet per day. On 9/15, the cogeneration engines were offline for the majority of the day due to a contractor performing preventative maintenance on the Agency's main switchgear.

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 101,082 kWh in September.

Glossary of Terms

Process Performance Data Sheet

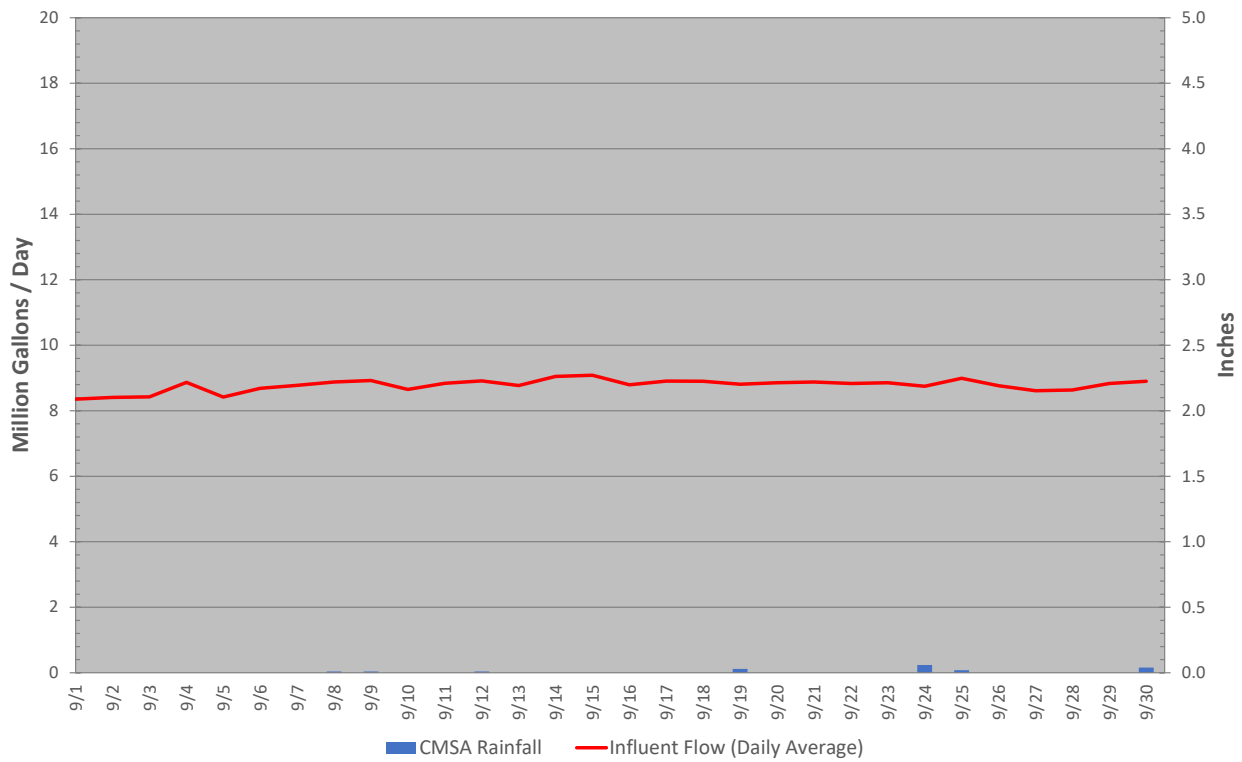
- **Aeration Tanks:** A biological process that takes place after the biotowers, where biomass (microorganisms) is mixed with the wastewater to feed on dissolved and suspended organic material. High speed blowers are used to provide compressed air to mix the tank contents.
- **Anaerobic Digesters:**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

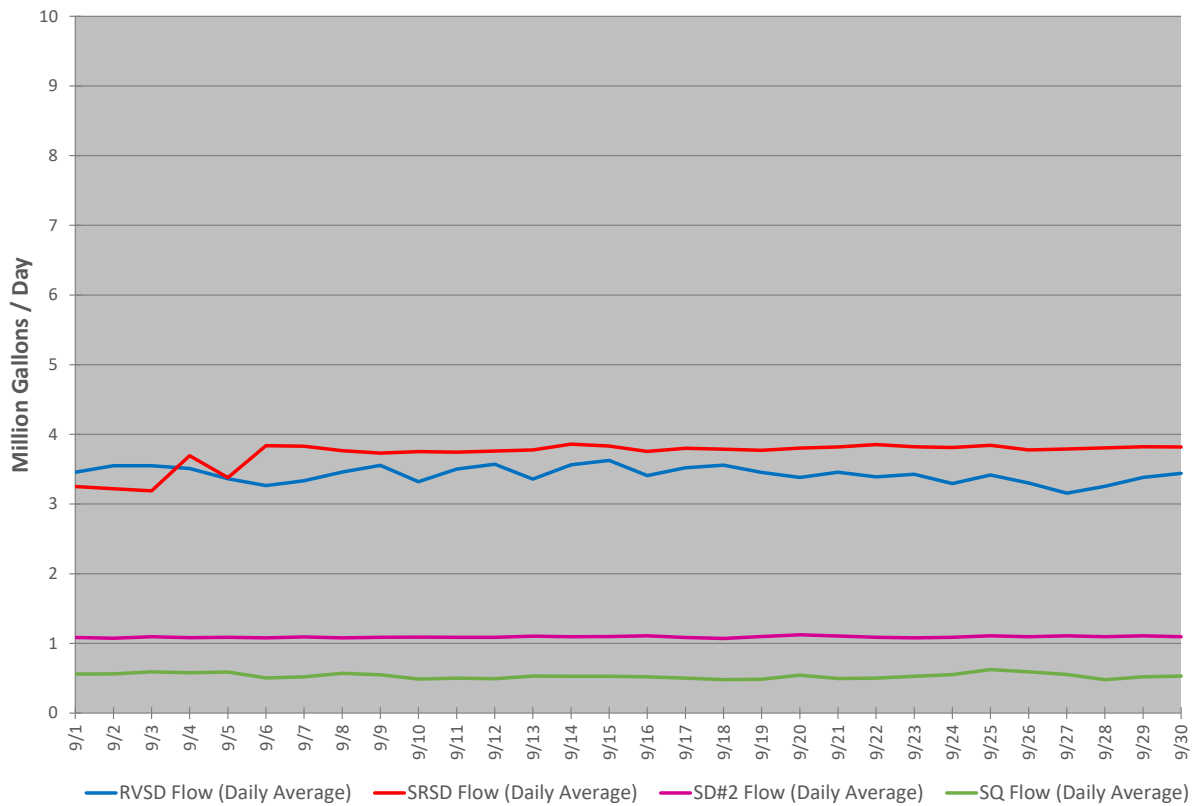
Units of Measurement

- 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.

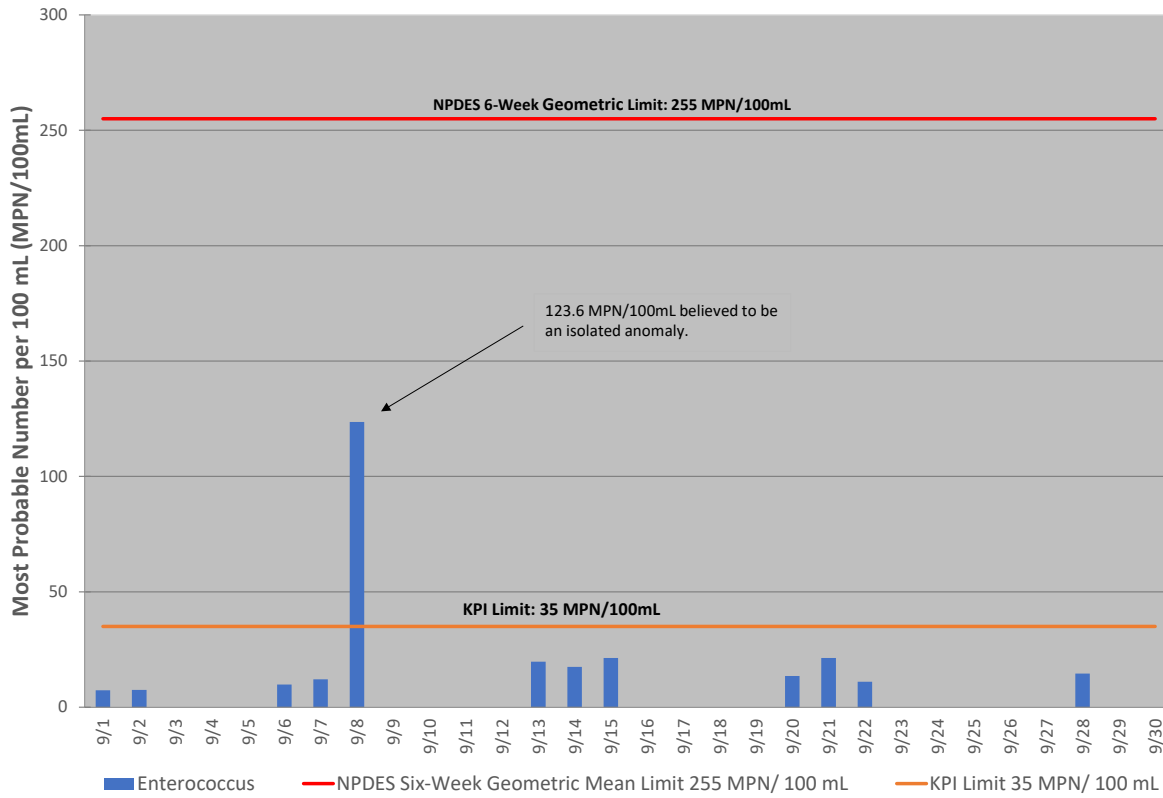
Graph #1: CMSA Influent Flow and Rainfall



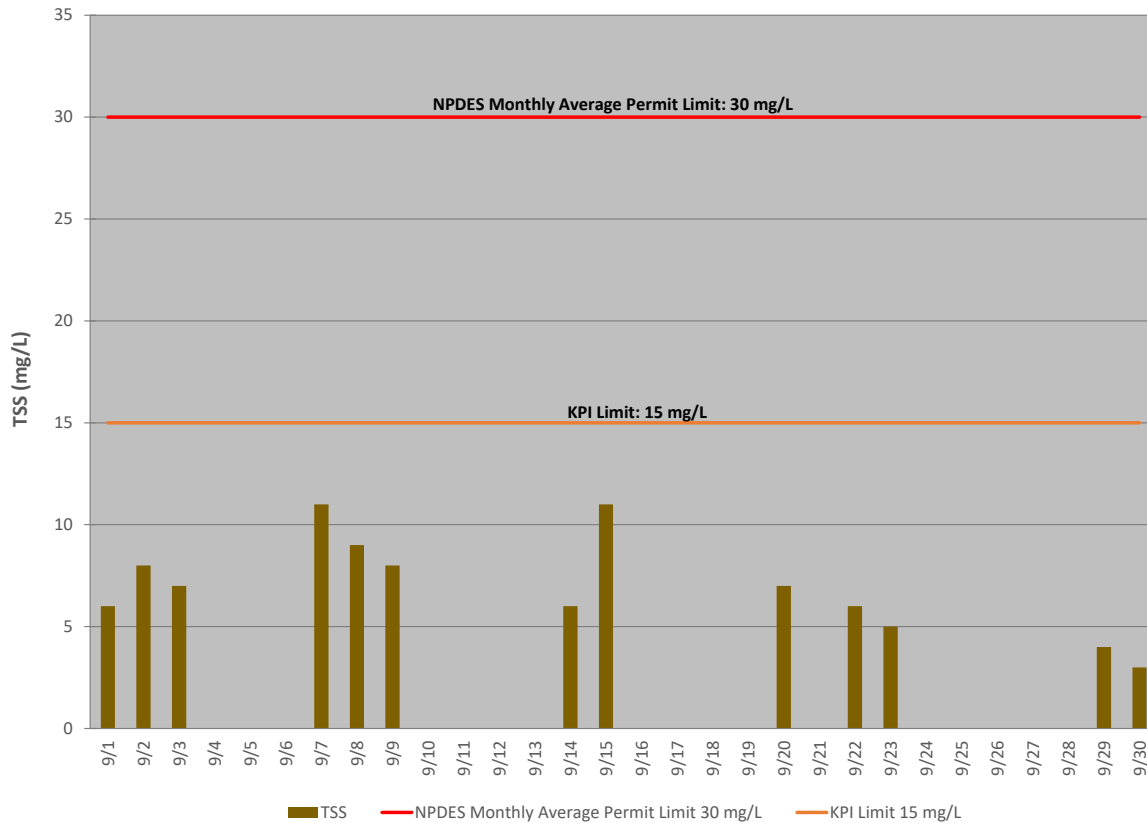
Graph #2: Collection System Influent Flows



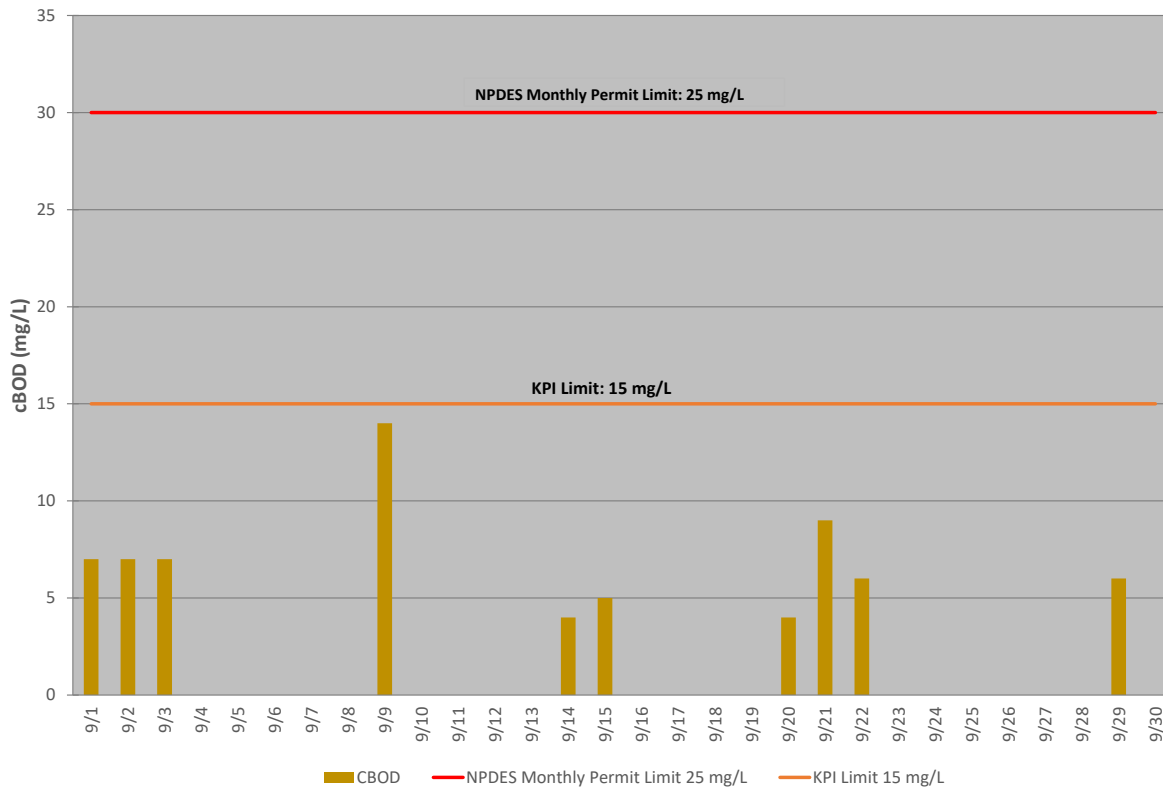
Graph #3: Enterococcus



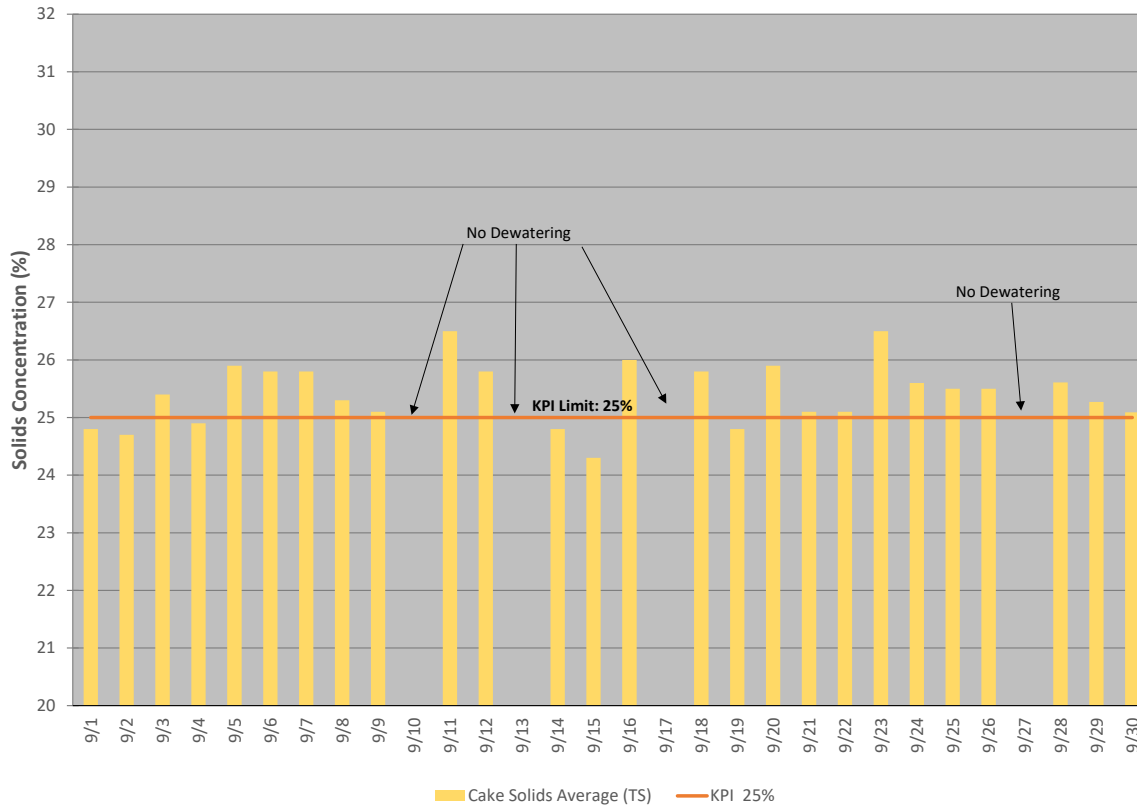
Graph #4: Final Effluent Total Suspended Solids



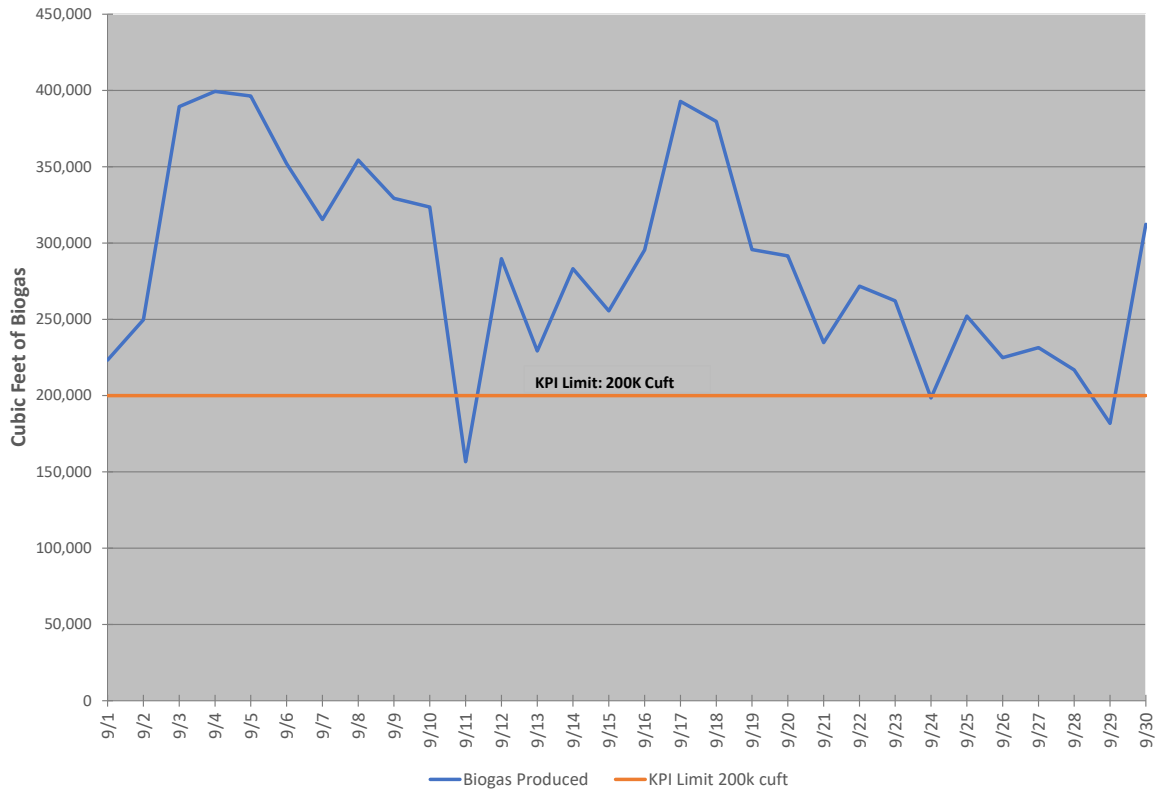
Graph #5: Carbonaceous Biochemical Oxygen Demand (cBOD)



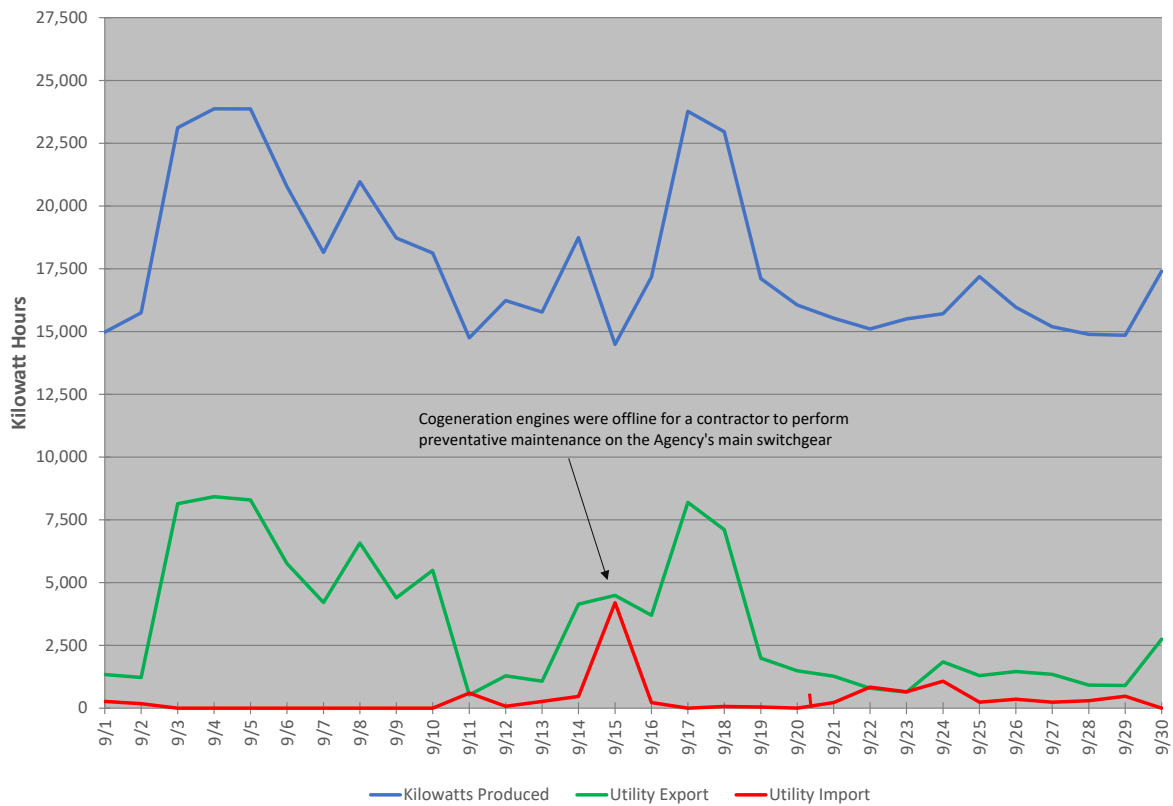
Graph #6: Biosolids Solids Concentration



Graph #7: Biogas Production



Graph #8: Power Distribution





BOARD MEMORANDUM

October 9, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Performance Metric Report – September 2025

Recommendation: Accept the September 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

Final effluent quality continues to be very good, and the treatment facilities are in their dry weather operational mode.

Cogeneration system runtime on biogas was above the KPI of 80%, but lower than normal due to a two-day shutdown of the organic waste receiving facility for its quarterly cleaning. Additionally, both Marin Sanitary Service and Republic Services had processing equipment problems resulting in an 80 ton reduction in food waste deliveries in September.

Table II – Employee Metrics

Internal and web-based training over the past two months included Confined Space Entry, Hearing Conservation, Chainsaw Use, Indoor Heat Illness Prevention, and Respiratory Protection & Wildfire Smoke safety training for most employees; SQRC security access training for a few employees; Utility Locator training for several employees; and professional development training for several employees.

Table III – Public Outreach

Four odor notifications were posted to the Agency website, and there were no public odor complaints. The notifications were for draining aeration basins for annual preventative maintenance, filling primary clarifiers for the replacement of a chlorine contact tank influent gate, and draining Primary Clarifier No. 1 for the Primary Baffle Study.

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

Date	Event	Attendees
9/28	Marin Sanitary Service Open House	250

School Events – Juggler Show Presentations and Classroom Events

Rock Steady Juggling provides elementary school outreach presentations, and there was one event in September.

Date	Event	Attendees
9/17	Hamilton Elementary School in Novato	589

CMSA Tours

Date	Group	Attendees
9/9	West County Wastewater District staff	4
9/16	Recology	11
9/18	Urban School	

Table IV – Environmental and Regulatory Compliance Metrics

There were no final effluent or air permit exceedances during the past month.

Attachment:

- September 2025 Performance Metric Report

TABLE I - TREATMENT/PROCESS METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Wastewater Treated	Volume of wastewater influent treated in million gallons (Mg); <i>Year to date in billion gallons (Bg)</i>	263.38 Mg; 3.1 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)	34 Mg 56 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)	157.5 wt 70 wt 210 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	148.4 tons; 95% 216.4 tons; 97%	> 85% > 85%
5) Priority Pollutants Removal	Diversion of priority NPDES metals from discharge to the San Francisco Bay: a. % Mercury, for current quarter b. % Copper	96% 81%	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 kg	<100% <1300 kg
7) Biogas Production	Biogas generated in our anaerobic digesters, in million cubic feet (Mft ³) Natural gas equivalent of the biogas, in million cubic feet (Mft ³) Average biogas production per day, in thousands of cubic ft (Kft ³)	8.58 Mft ³ 5.49 Mft ³ 286 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).	532,857 kWh 101,082.6 kWh 619 hrs; 86% 109% 712.2 hrs; 98.9% \$34,754	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)	\$4,655/Mg 2,064 kWh/Mg	\$2,500 - \$5,400/Mg (wet - dry) 670 - 2,400 kWh/Mg

CMSA CY24 PERFORMANCE METRICS – September 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 = 141.5 hrs External = 0 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);	1,638.75 hrs 1,291.00 hrs (99.0%) 12.75 hrs (0.4%) 1.26	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>	42.5 hrs; (909 hrs) 0.5%; (1.2%)	< 5%
4) Internship Program	Number of high school and college student interns work hours; <i>Year to date hours</i>	287.6 hrs; (2,288 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>	250; (4,609)	3,000/year
2) School Events	Participation or sponsorship in school outreach events; attendees; <i>(YTD)</i>	589; (2,882)	variable
3) Agency Tours	Tours given to students and the public; # of people, <i>(YTD)</i>	38; (135)	variable
4) Odor Notifications	Number of odor alerts posted to the Agency website	4	1-10
5) Odor Complaints	Number of odor complaints received from the public	0	0

CMSA CY24 PERFORMANCE METRICS – September 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.	370	200-500
3) Process Control Analyses	# of analyses by the CMSA laboratory for process control monitoring and studies.	1,000	400-900
4) Contract Laboratory Analyses	# of analyses by contract laboratories for regulatory compliance reporting, studies, and source control program monitoring.	71	25-150
5) Quality Control Testing	# of CMSA performed laboratory analyses for QA/QC purposes.	1,207	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.	190	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.	17	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.	65	30 – 50
9) Permits Issued/Renewed	Permits issued for the source control programs – pretreatment, pollution prevention, food service establishments, and ground water discharge.	2	variable

BOARD MEMORANDUM

October 9, 2025

To: CMSA Commissioners and Alternates

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

Approved: Jason Dow, General Manager

Subject: FY26 Asset Management Program 1st Quarter Report

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

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

First Quarter Highlights**Primary Sludge Pump & Motor Base Replacements**

Maintenance staff have replaced several of the original steel pump and motor bases on the fourteen primary sludge pumps with new stainless-steel bases. Stainless-steel better resists rusting, has a longer infrastructure lifespan, and improves reliability by preventing the pump and motor from shifting caused by corrosion.

*Before**After*

Chlorine Contact Tank (CCT) Inlet Sluice Gates No. 1 - 3 Replacements

In August & September 2025, Operations supported Maintenance staff by conducting entire plant flow diversions, routing all influent flow to the offline primary clarifiers to allow for the replacement of CCT Inlet Sluice Gates No. 1 - 3. The existing cast iron sluice gates and electric actuators were removed and replaced with new stainless-steel fabricated gates and upgraded electric actuators. This work included removing the existing frames, gates, and actuators; sanding and cleaning the mounting surfaces; sealing the new gates to the CCT walls; performing alignment adjustments; and wiring up the new actuators.



Before



After

Biosolids Hoppers Rehabilitation

In August and September 2025, as part of a capital improvement project, Maintenance staff and a contractor removed corroded slide gates and frames from Biosolids Hoppers No. 1 and No. 2 and replaced them with new coated carbon steel gates. These gates open and close to load biosolids for offsite transport for beneficial reuse. The interiors of both hoppers were also sandblasted and coated to extend their service life. Rehabilitation of Biosolids Hopper No. 3 is currently underway and scheduled for completion by the end of October 2025.



Before



After

Centrifuge Sludge Feed Pumps

Installation of replacement Variable Frequency Drives (VFDs) for the centrifuge sludge feed pumps began in August 2025. The new VFDs are more energy efficient, provide improved control, and are designed for longer service life. VFDs for pumps No. 1 and No. 2 were successfully installed and commissioned in September 2025, with the final VFD installation is scheduled for October 2025.



Before



After

Sodium Bisulfite Storage (SBS) Tanks Replacement

The Agency's dechlorination facility contains two 6,500-gallon SBS storage tanks. In September 2024 and August 2025, Tanks No. 1 and No. 2 were replaced in accordance with the Agency's Capital Improvement Plan and the manufacturer's recommended service life. The replacement process included emptying and isolating the tanks, removing instrumentation, de-energizing heat trace systems, and disconnecting process piping. Following installation of the new tanks, piping and valves were reconnected, leak testing and instrumentation verification were completed, and both tanks were returned to normal service. These improvements support long-term reliability and ensure uninterrupted dechlorination operations.



Two new SBS tanks installed

Switchgear Relay Replacement

E&I staff installed a new relay on the Agency's main switchgear to improve reliability when switching between utility and emergency standby generator power. The relay ensures the standby emergency generator starts and picks up the Agency's load during a power outage, and that the system correctly transfers back to utility power once service is restored.



New switchgear relay installed

Asset Inventory

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

Asset Locations	Total Assets
Central Marin Sanitation Agency	2,779
Sanitary District No. 2	403
San Quentin Rehabilitation Center	55
San Quentin Village Sewer Maintenance District	16

Parts Inventory

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

Parts Inventory	Parts Quantity	Total Value
Central Marin Sanitation Agency	61,105	\$2,111,407
Sanitary District No. 2	368	\$257,186
San Quentin Rehabilitation Center	82	\$73,295
San Quentin Village Sewer Maintenance District	4	\$2,125

Asset Improvements, Repairs, and Refurbishment Work

1) CMSA Asset Management Improvements

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

Area	Equipment	Improvement	Total Cost	Comments
Administration Building	Sewer Line	Repair	\$1,899	Cleared sewer line plug.
Aeration	Aeration Tank No.4	Replacement	\$6,939	Replaced Dissolved Oxygen controller.
Disinfection / Dechlorination	SBS Tank No. 1	Replacement	\$34,491	Replaced tank.

Area	Equipment	Improvement	Total Cost	Comments
Disinfection / Dechlorination	SBS Tank No. 1 Level Sensor	Preventative Maintenance	\$1,050	Calibrated level sensor.
Disinfection / Dechlorination	Sodium Hypochlorite Pump for Headworks Odor Control	Replacement	\$1,006	Replaced pressure gauge.
Digesters	Centrifuge Feed Pump No. 1	Replacement	\$4,434	Replaced VFD.
Digesters	Centrifuge Feed Pump No. 2	Replacement	\$3,167	Replaced VFD.
Digesters	Digester No. 1	Replacement	\$9,805	Replaced dome level sensor.
Digesters	H2S Vessel No. 2	Replacement	\$70,641	Replaced H2S media.
Facility Grounds	3W Fill Station	Replacement	\$1,338	Replaced valves.
Facility Lighting	Lights	Replacement	\$2,296	Replaced several light bulbs around the facility.
Headworks	Uniform Washing Machine	Replacement	\$3,754	Replaced washer.
Headworks	Channel Air Blower No. 4	Replacement	\$3,185	Replaced failed motor contactor.
Maintenance Building	Crane Truck VE03.31	Replacement	\$21,012	Crane truck mechanical upgrades.
Maintenance Building	Electric Cart EC03.25	Improvement	\$1,758	Replaced lead batteries with lithium batteries.
Maintenance Building	Telehandler	Refurbishment	\$1,676	Replaced failed hydraulic seals on boom extender.
Odor Control Station	Greenbrae Nitrate Station	Repair	\$1,520	Repaired sagging fill line.
Organic Waste Receiving Facility	Rock Trap Grinder	Refurbishment	\$10,800	Replaced mechanical seal, rotor, blades and hardware.
Organic Waste Receiving Facility	OWRF Below Ground Tank	Preventative Maintenance	\$9,590	Quarterly cleaning of below ground tank.
Organic Waste Receiving Facility	Paddler Feed Pump	Replacement	\$11,677	Replaced EPDM hoses and hose lubricant.
Organic Waste Receiving Facility	Digester Feed Pump	Replacement	\$4,095	Replaced EPDM hose and hose lubricant.
Organic Waste Receiving Facility	Mixing Pumps Piping	Replacement	\$6,096	Replaced two pipe spools.

Area	Equipment	Improvement	Total Cost	Comments
Organic Waste Receiving Facility	Huber Press	Repair	\$1,088	Cleared plugged strain press.
Primary Clarifiers	Scum Collector No. 4	Replacement	\$1,525	Replaced neoprene wipers.
Primary Clarifiers	Primary Clarifier No. 2	Refurbishment	\$90,783	All flights, chain, track, and sprockets replaced.
Primary Clarifiers	Primary Clarifier No. 3	Refurbishment	\$89,785	All flights, chain, track, and sprockets replaced.
Primary Clarifiers	Primary Sludge Pump No. 4	Replacement	\$3,985	Replaced check valve.
Primary Clarifiers	Primary Sludge Pump No. 4	Replacement	\$1,216	Replaced motor starter.
Secondary Clarifiers	Vent Fan No. 1	Replacement	\$1,058	Replaced motor contactor.
Solids Handling	TWAS Pump No. 2	Refurbishment	\$7,593	Replaced lobes, wear plates, cartridge seals, housings, and lubricants.
Solids Handling	Centrifuge No. 1	Refurbishment	\$26,713	Refurbished the rotodiff.
Solids Handling	Gas Chiller No. 1	Replacement	\$1,972	Compressor replaced - warranty item.
Solids Handling Energy Generation	Jenbacher Cogeneration Engine	Emissions Source Test	\$38,919	Completed annual emissions source test.
Solids Handling Energy Generation	Jenbacher Cogeneration Engine	Preventative Maintenance	\$4,920	Performed 23.3-hour preventative maintenance service.
Solids Handling Energy Generation	Jenbacher Cogeneration Engine	Preventative Maintenance	\$1,920	Calibrated the LeaNOx to meet engine specs.
Solids Handling Energy Generation	Jenbacher Cogeneration Engine	Replacement	\$1,092	Replaced filters.
Switchgear Building	Input Relay	Replacement	\$9,739	Replaced failed input relay.
Switchgear Building	Motor Control Center	Preventative Maintenance	\$5,223	Testing and evaluation of MCCs.
Underground Vault	Final Vault	Improvement	\$2,295	Installed new turbidity meter and controller.

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

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

Asset Owner	Asset	Improvement	Total Cost	Comment
SD2	Saba	Replacement	\$1,378	Replaced generator HMI display.
SD2	Trinidad II	Replacement	\$1,269	Replaced level sensor and calibrated.
SQVSMD	Heron Ct.	Repair	\$1,139	Repaired damaged pump conduit.
SQRC	East Lift Station	Improvement	\$10,884	Installed SCADA Telemetry.
SQRC	West Pump Station	Replacement	\$6,360	Replaced PLC and programmed.
SQRC	West Pump Station	Improvement	\$183,279	Auger and grinder installation.

Work Orders

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

Work Order Type	# of WO's	% of Total WO's	Labor Hrs.	% of Total Hrs.
Preventative Maintenance (PM)	345	48.73%	1,912.25	19.64%
Corrective-Planned	239	33.76%	1,772.25	18.21%
Corrective-Unplanned	47	6.64%	18	0.18%
Improvement Project Work	0	0.00%	0	0.00%
Coating Projects	0	0.00%	0	0.00%
Safety	16	2.26%	55.5	0.57%
Professional Development/Meetings	15	2.12%	190	1.95%
Facilities Administration/Housekeeping	20	2.82%	840.25	8.63%
Process Control and Facility Operations	26	3.67%	4,946.4	50.81%
Total	708	100%	9,734.65	100%



BOARD MEMORANDUM

October 9, 2025

To: CMSA Commissioners and Alternates

From: Nick Talbot, Treatment Plant Manager

Approved: Jason Dow, General Manager

Subject: Sale of the 2007 Ford F-450 Service Truck

Recommendation: Approve the sale of the 2007 Ford-450 Service Truck to Euro Style Management for \$10,000, and authorize the General Manager to execute the Agreement.

Discussion: In August 2024, the Board approved the procurement of a new 2024 Ford-550 Service Truck to replace a 2007 Ford-450 Service Truck, which reached the end of its 18-year service life.

Three potential buyers were notified to submit a bid to purchase the 2007 Service Truck, and an advertisement was posted online for the general public to bid. Euro Style Management submitted the highest bid on September 11, 2025.

Per the Agency's Disposal of Surplus Assets Policy, Board approval is required to sell any item with a current value of \$7,500 or greater. Staff recommends the Board authorize the sale of the 2007 Ford-450 Service Truck to Euro Style Management using the attached as-is Sale Agreement.

Attachment:
- 2007 Ford F-450 Service Truck Sale Agreement

2007 FORD F-450 SERVICE TRUCK SALE AGREEMENT

THIS AGREEMENT OF SALE (the “**Agreement**”) is made and entered into on this _____ day of October 2025, by and between Central Marin Sanitation Agency (“**Seller**”), of San Rafael, California and Euro Style Management (“**Buyer**”), of Sacramento, California.

1. Equipment Sold; Price.

This Agreement sets forth the terms and conditions governing the sale of the equipment (the “**Equipment**”) set forth in Section 2 below. By executing this Agreement, Seller agrees to sell and Buyer agrees to purchase the Equipment on the terms set forth herein. The stated price of Buyer’s purchase of the Equipment shall be ten thousand dollars (\$10,000) (the “**Purchase Price**”).

2. Description of the Equipment.

The below description of the Equipment is based on the best information available to Seller. Seller, however, makes no warranty, express or implied, as to the description of the Equipment, except as expressly set forth otherwise in this Agreement.

- 2007 Ford F-450 Service Truck. VIN: 1FDXF46P87EB32036. The truck is outfitted with an 5005EH auto crane.

3. Delivery.

Equipment shall be picked up at the Seller’s location. Equipment title and risk of loss shall be passed to Buyer upon tender of the Equipment to Buy or a common carrier arranged and paid for by Buyer. Buyer agrees to prepare the Equipment and otherwise arrange for shipping and insurance with the carrier, including performing all inspection and maintenance upgrades, and such costs are Buyer’s responsibility. Buyer is solely responsible for payment of all shipping charges, freight costs, taxes, import fees and duties, insurance, and any other charge incidental to Buyer’s purchase, delivery, and receipt of the Equipment (“**Additional Charges**”).

Seller’s location is:

Central Marin Sanitation Agency
1301 Andersen Dr.
San Rafael, CA 94901

The 2007 Ford F-450 Service Truck is expected to be available for pick up on October 15, 2025.

4. Terms of Payment.

Payment of the Purchase Price shall be made in advance, in U.S. dollars, by wire transfer or bank draft to Central Marin Sanitation Agency.

5. Warranty.

Seller and Buyer agree that all Equipment to be sold under this Agreement is sold on an “**AS IS, WHERE IS, WITH ALL FAULTS**” basis. SELLER MAKES NO REPRESENTATION OR WARRANTY, STATUTORY, EXPRESS, OR IMPLIED, WITH RESPECT TO THE EQUIPMENT, INCLUDING MAKING NO WARRANTY THAT THE EQUIPMENT WILL BE MERCHANTABLE OR FIT FOR ANY PARTICULAR PURPOSE. THE ONLY WARRANTY OR REPRESENTATION MADE BY SELLER IS A WARRANTY THAT SELLER IS THE OWNER OF THE EQUIPMENT. Buyer assumes all risks and liability whatsoever resulting from the possession, use, or disposition of the Equipment. Seller will have no liability with respect to the

Equipment sold to Buyer, including having no liability for indirect, incidental, or consequential damages. The Equipment shall be deemed to be accepted by Buyer when tendered to common carrier. Under no circumstances other than those set forth explicitly in this Agreement will Seller accept a return of the Equipment or any portion of the Equipment.

6. Indemnity.

Buyer indemnifies Seller and holds Seller harmless against all liability or loss of all persons for injury, sickness, and/or death and for property damage caused by the Equipment or by hazardous chemicals or other hazardous material on or in them, except for that solely attributable to Seller's sole negligence. Buyer agrees to refrain from making any use of any trademarks, labels, distinctive markings, or designs that may appear on the Equipment.

7. Inspection.

Buyer is invited, urged, and cautioned to inspect the Equipment prior to purchase. The Equipment will be available for inspection upon reasonable request by Buyer.

8. Hazardous Chemicals and Other Hazardous Materials.

Buyer is warned and acknowledges that the Equipment purchased from Seller may bear or contain hazardous substances, hazardous materials, or hazardous waste which may be, or may become by chemical reaction or otherwise, directly or indirectly, hazardous to life, to health, or to property. Buyer does hereby discharge and release Seller from any and all liability directly or indirectly resulting from the presence of the aforesaid hazardous substances, materials or waste including, but not limited to, any and all liability directly or indirectly resulting from the failure of Seller to give more specific warning with respect to individual items of Equipment or from the inadequacy of any warning.

9. Force Majeure.

Delivery may be suspended by either party in case of act of God, war, riots, fire, explosion, flood, strike, lockout, injunction, inability to obtain fuel, power, raw materials, labor, containers or transportation facilities, accident, breakage of machinery or apparatus, national defense requirements, government laws, ordinances, rules, and regulations, whether valid or invalid, or any cause beyond the control of such party preventing the manufacture, shipment, acceptance, or consumption of a shipment of the Equipment. If, because of any such circumstance, Seller is unable to supply the total demand for the Equipment, such deliveries so suspended will be canceled without liability to Seller.

10. Export Control.

Buyer agrees to comply with all export laws, restrictions, and regulations of the United States governing or relating to the Equipment. Buyer represents and warrants to Seller that Buyer is not procuring the product purchased under this Agreement with the intent to export such product in violation of the US export control laws and regulations, and that Buyer is not a national or resident of any country subject to a US embargo, including without limitation Angola, Burma, Cuba, Iran, Iraq, Libya, North Korea, Sudan, or Syria. Buyer will indemnify, defend, and hold Seller harmless from and against any and all claims, liabilities, and damages incurred by Seller arising out of Buyer's breach of these obligations.

11. Termination.

After the Purchase Price has been accepted by Seller, Buyer is bound by the terms of this Agreement and cannot

terminate this Agreement. If Buyer fails to fulfill any of its obligations, Seller may, with prior written notice to Buyer, terminate this Agreement at any time. If Seller terminates this Agreement after the Purchase Price has been paid, then Seller will refund the Purchase Price to Buyer, less any Additional Charges that were incurred prior to the date of termination, or which may be unavoidable or non-refundable.

12. Choice of Law and Choice of Venue.

The Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to principles of conflicts of law. Any action, suit, or proceeding arising out of or related to the Equipment sold by Seller to Buyer or the Agreement shall be brought only in the courts with proper subject matter jurisdiction located in or having jurisdiction over the county in which Seller has its principal place of business at the time of filing of such action, suit, or proceeding, and the parties hereby unconditionally and irrevocably consent and submit to the exclusive jurisdiction of such courts and waive any objection that they may now or hereafter have with respect thereto.

13. Severability and Non-Waiver.

If any provision of the Agreement shall be held void, voidable, invalid, or inoperative, no other provision hereof shall be affected as a result, and accordingly, the remaining provisions shall remain in full force and effect as though such void, voidable, invalid or inoperative provision had not been contained herein, provided, however, that if such void, voidable, invalid or inoperative provision is a material term or condition, the parties shall be compelled to supply a substitute provision, negotiated in good faith, which comes closest to their original intention. No provision of the Agreement shall be deemed to have been waived by any act or acquiescence on the part of either party, it being understood that waiver may only occur by an instrument in writing signed by an authorized officer of the party against whom such waiver is sought to be enforced. In the event of a waiver, whether in writing or by operation of law, such waiver shall not constitute a waiver of any other provision or of the same provision on another occasion.

14. Entire Agreement.

This Agreement supersedes all prior or contemporaneous oral or written communications, proposals, and representations with respect to the subject matter and shall prevail over any conflicting or additional terms of any quote, order, previous agreement, acknowledgment, or similar communications between Seller and Buyer. If this Agreement is incorporated by reference into any other agreement between the parties, with respect to any ambiguity or conflict between such incorporating agreement or terms, on the one hand, and this Agreement, on the other hand, such incorporating agreement or terms shall control to the extent of the scope of such incorporating agreement or terms and this Agreement shall control with respect to matters outside the scope of such incorporating agreement or terms.

IN WITNESS WHEREOF, with the intent to be bound, the parties have executed this Agreement on the date written above.

Central Marin Sanitation Agency

Euro Style Management

By: Jason R. Dow - General Manager

(Signature)

By: _____
(Owner or Managing Partner)



BOARD MEMORANDUM

October 9, 2025

To: CMSA Commissioners and Alternates

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

Approved: Jason Dow, General Manager

Subject: Acceptance of Completion for the Biosolids Hoppers Coating Work

Recommendation: Accept the Biosolids Hoppers Coating Work as complete.

Summary: The Biosolids Hoppers Coating Work was awarded to Euro Style Management in May 2025 for \$87,000 as Extra Work Order No. 1 under CMSA Contract No. 25-26. The scope of work included coating the interior of three biosolids hoppers and hopper gates, including cleaning, surface preparation, monitoring coating conditions, coating application, performing steel repairs, performing inspection and testing, and addressing pinholes. Two change orders were issued during construction, resulting in a final contract amount of \$101,350 (16.5% increase).

Discussion: The Agency has three biosolids hoppers in the Solids Handling Building, which were originally installed in 1983, and are used to store dewatered biosolids until a biosolids truck hauls it offsite. Due to age and deterioration, the Capital Improvement Program included a project to coat the hoppers to remove corrosion, protect the steel, and extend their useful life. The Board awarded the Biosolids Hoppers Coating Work to Euro Style Management in May 2025 as an Extra Work Order, and onsite construction began in late June 2025. Construction took three months and was completed in early October 2025. The extended duration was due to access requirements in the Solids Handling Building loading bay to allow biosolids hauling trucks to enter each day, as well as construction sequencing constraints that required only one hopper to be offline at a time, to provide sufficient operational storage for biosolids.

During construction, severe corrosion was found on the angle irons and c-channels of the slide gates and frames, including significant metal delamination and deteriorated metal thickness. Due to the extent of repairs needed to address the corroded metal, it was more cost effective and structurally sound to fabricate new slide gates and frames. Each hopper has two slide gates, and Change Order 1 was issued to replace all six slide gate frames for the three biosolids hoppers. The slide gates themselves were fabricated in-house. The contract also included an allowance to perform up to 10 square feet of steel repairs. Based on field observations, only 4.5 square feet of repairs were required, and a credit was issued under Change Order No. 2.

A third-party coating inspection company, Bay Area Coating Consultants, Inc. (BACC), was retained to review surface preparation and coating application throughout construction. Coating work on Biosolids Hopper No. 1 was completed in early July 2025, Biosolids Hopper No. 2 was completed at the end of September 2025, and Biosolids Hopper No. 3 was completed in early October 2025. The hoppers have been in service and staff have not had any issues with the coatings.

Economic Summary: The Agency's Capital Improvement Program budget includes \$100,000 for the Biosolids Hoppers Coating Work in FY26. A total of \$105,315 was expended on this project as summarized in the table below. A budget transfer request will be processed to reconcile the budget overage.

Biosolids Hoppers Coating Expenditures*	
Contract Construction Bid	\$87,000
Change Order No. 1 – fabricate new slide gate frames	\$17,100
Change Order No. 2 – credit for steel repairs	-\$2,750
In-house fabrication of new slide gates (materials only)	\$2,345
Special inspections (BACC)	\$1,620
Total Project Cost	\$105,315

* In-house engineering design, construction management, and labor to remove and install new slide gates and frames are not included.

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

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

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

Action f: Coat the three biosolids hoppers

Photos:



Figure 1: Corroded areas inside hopper



Figure 2: Deep pitting inside hopper



Figure 3: Penetrations in hopper wall



Figure 4: Steel Repair



Figure 2: Corroded slide gate



Figure 3: New Slide Gates



Figure 4: Corroded gate frame



Figure 5: New gate frames



Figure 7: Hopper Interior (Before)



Figure 8: Hopper Interior (After)



BOARD MEMORANDUM

October 9, 2025

To: CMSA Commissioners and Alternates

From: Nick Talbot, Treatment Plant Manager
Jason Dow, General Manager

Subject: Procurement of Auger Grinder Screen System

Recommendation: Approve the Agency's decision to purchase an auger grinder screen system for the San Quentin West Pump Station, not to exceed \$175,000.

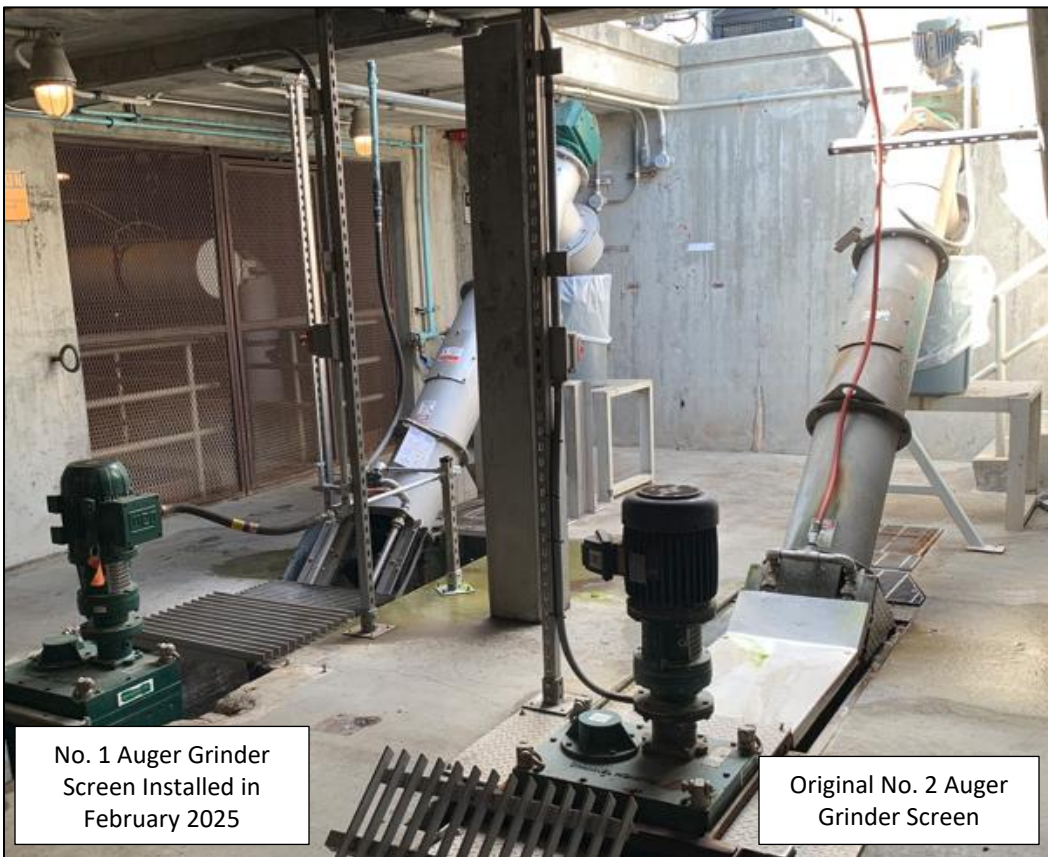
Summary: The San Quentin West Pump Station (SQPS) is equipped with auger grinder screening systems in each of its two influent channels. Auger grinder screen system (System) No. 1 was replaced in June 2025. Agency staff recently obtained a procurement quote for System No. 2, and California Department of Corrections and Rehabilitation (CDCR) staff approved the procurement and installation work on September 11, 2025. To reduce the System installation project duration by several weeks, staff proposed and Chair DiGiovanni agreed to issue the System purchase order and recommend Board approval of the decision at the October 14, 2025 meeting.

Fiscal Impact: The 2025 San Quentin Wastewater Service Agreement allocates \$1.1 million for extra work projects. This System replacement project falls within that scope, and CDCR will reimburse the Agency for all project costs incurred. The total System replacement cost is Not-to-Exceed \$245,000.

Discussion: In late October 2024, CDCR approved a series of CMSA proposed projects for the SQPS to utilize the remaining extra work funds in the then current 5-yr service contract, which ended on June 20, 2025. One project was to replace System No.1, and the CMSA Board approved procurement of the System at its 11/7/24 meeting. Funds to replace System No.2 were included in the subsequent 5-yr service contract, effective July 1, 2025.

In August 2025, CDCR approved CMSA preparing a System No.2 installation cost proposal, and staff began obtaining equipment and installation cost information. On September 11, 2025, CDCR approved the Not-to-Exceed proposal for the work.

Attachment:
- System No.2 Quotation from MISCOWater.





Sept 5th, 2025

Jacob Dellinger
Lead Mechanic
Central Marin Sanitation Agency

Subj: MISCOwater Quote #AM250905JKJWC
Ref: JWC Auger Monster 304SS for San Quentin

Jake,

It is our pleasure to submit the following quotation of the JWC Auger Monster for your review.

QTY	DESCRIPTION	UNIT PRICE	TOTAL
1	AUGER MONSTER * Monster Renew CMD3210-XDS grinder with 32" cutter stack using 7-tooth cam cutters in hardened alloy steel, 10" dia. 316 stainless steel rotating drum with 1/2" diameter holes on a 3/8" stagger, cartridge-style tungsten carbide mechanical seals with BUNA-N elastomers rated for 90 psi, green epoxy-coated ductile iron housings & siderails, 29:1 speed reducer and 5 hp XPFC explosion-proof 230-460v/3ph/60Hz electric motor * AMA3200-285 auger, 45 deg. inclination, 316 stainless steel trough & casings, 1/4" perforated screen, 1750 mm transport segment, bottom discharge, nom. 12" dia. alloy-steel spiral with nylon brush, 160:1 speed reducer, 2 hp XPFC explosion-proof 230-460v/3ph/60Hz electric motor, stainless steel spray wash manifold with manual ball & bronze explosion-proof solenoid valves * Pivot frame, grinder frame and support components fabricated in 316 stainless steel * PC2252D motor controller in a NEMA 4X 304 SST enclosure with blank front accepting 460v/3ph/60Hz input power, includes IEC starters with over-current protection, jam-sensing current transformers, micro-PLC, operator interface and radar level sensors	\$159,890.00	\$159,890.00
	Estimate Tax at 9.25%		\$14,789.82
	TOTAL		\$174,679.82

3825 HOPYARD ROAD., SUITE 195
PLEASANTON, CA 94588
PH: (925) 225-1900 / FAX: (925) 225-9200
www.miscowater.com

Notes:

- Payment terms: Net 30 days
- MISCOwater Terms and Conditions are attached.
- Shipping included.
- Standard 1 year warranty included
- 1 day startup by factory authorized Technician included

Purchase order to be addressed as follows:

MISCOwater
3825 Hopyard Rd., Suite #195
Pleasanton, Ca 94588

Please let me know if you have any questions.

Thank you,
Jason Kanawyer





STANDARD TERMS AND CONDITIONS

1

ACCEPTANCE

The following Terms and Conditions are an integral part of the offer to sell the equipment and/or services offered in this proposal. When the BUYER signifies acceptance of this quotation by submission of a Purchase Order or signed SELLER Quotation, it shall become a binding contract when accepted and signed by an authorized signer of the SELLER. Any changes or amendments to this proposal made by the BUYER must have SELLER's approval in writing to become a part of this contract. These Terms and Conditions and the accompanying Purchase Order or signed SELLER Quotation shall comprise the entire agreement between the parties and no course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any terms used in this contract. Unless stated otherwise, the terms and conditions of the manufacturers listed herein will apply to this quotation. Any attachments or listed documents are considered a part of this quotation and are made part of the agreement. **Quote is firm for thirty (30) days unless otherwise stated on the face of the attached quotation.**

APPROVAL DRAWINGS

All items listed are based on SELLER'S interpretation of the requirements in accordance with the plans and specifications. Any preliminary drawings or literature attached to our quotation are for illustration purposes only to show approximate arrangements. Specific drawings and submittal data will be furnished for approval as required after receipt and acceptance of the BUYER'S order. Any submittal or manuals when provided by SELLER will be in the form of a PDF electronic file only. Any form of media beyond the electronic file would be the responsibility of BUYER. Fabrication of products or equipment ordered will not begin until approval and direction to proceed is received in writing. No warranty is made regarding quantities, materials of construction or type of materials quoted. Operation, installation, and maintenance of materials quoted are the responsibility of the OWNER or CONTRACTOR.

DELIVERY

Any shipment or delivery date recited represents our best estimate, but no liability, direct or indirect, is assumed by SELLER for failure to ship or deliver on such dates. Unless otherwise directed, SELLER shall have the right to make early or partial shipments and invoices covering the same to BUYER shall be due and payable in accordance with payment terms hereof. FOB shall be origin unless stated otherwise on the front of these Terms and Conditions. Delivery schedule(s) will be contingent on supply-chain availability and variability for material components, therefore, lead-times are subject to change without notice. Published weights are careful estimates but are not guaranteed. SELLER will endeavor, insofar, as it is possible, to comply with shipping instructions specified by the Purchaser. However, SELLER reserves the right to ship merchandise by such means of transportation as it may select. The manufacturer will ship the equipment via best way. Demurrage shall be billed to the account of the Purchaser. **DAMAGE CLAIMS:** Care is taken in packaging all shipments. **After BUYER has been given the receipt by the transportation company, all claims for breakage or shortages, whether concealed or obvious, must be made in writing by the BUYER to the carrier and SELLER within seven (7) days after receipt of shipment.** When damage or shortages are obvious, written comments on the bill of lading are required before the driver is released. **RETURNED PRODUCTS:** In no instance is equipment to be returned without first obtaining SELLER'S written approval and returned materials authorization. If shipment is postponed at the request of the purchaser after manufacturing has been commenced, payment will be due on notice from us that the equipment is ready for shipment. Pro rata payments shall be made for partial shipments.

STORAGE

Any item of the product on which shipment is delayed by BUYER may be placed in storage by SELLER at BUYER'S expense and risk. If a delay in shipment is requested by BUYER after an order has been entered and accepted:

- a. No charge will be made if the request for delay is made more than six (6) weeks before acknowledged shipping date and the requested delay is for a period not in excess of thirty (30) days.
- b. A charge will be made if the requested delay exceeds a period of thirty (30) days or if the request is made within six (6) weeks of the acknowledged shipping date. SELLER will advise BUYER of the charge within ten (10) days of receiving BUYER'S request for delay.
- c. If the product is within six (6) weeks of the acknowledged shipping date, then SELLER has the option of completing, invoicing and storing the product and charging one and one-half percent (1.5%) per month, or the maximum percentage permitted by law, whichever is lesser, of the established price for such product, plus storage cost.

PAYMENT

Payment terms, upon credit approval, are of net thirty (30) days from the date of each invoice for material shipped (or when ready for shipment if shipment is deferred by BUYER) **unless stated otherwise on the face of the attached quotation.** Flow down provisions are not accepted and shall not be enforceable against SELLER. Retention is not allowed. In the event any payment becomes past due, a charge of one-half percent (1.5%) will be assessed monthly. These terms are completely independent from, and not contingent upon, when BUYER receives payment from the OWNER. A processing fee of up to four percent (4%) will be added for credit card payments. All merchandise sold is subject to lien laws. Partial or final payment shall constitute acceptance of delivered materials, products, or equipment.

FORCE MAJEURE

Neither Party will be liable for any failure or delay in performing an obligation under these Terms and Conditions that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy. For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder.

TAXES AND BONDS

Taxes and bonds are **NOT** included in our pricing. Any applicable taxes or bonds will be added to the price and shown separately on each invoice. All prices exclude sales, use, duties, excise, and other taxes in respect to manufacture, sale, or delivery, all of which are to be paid by the buyer unless a proper exemption certificate is furnished. BUYER agrees to reimburse our company for taxes SELLER must pay on BUYER'S behalf.

CLAIMS AND BACKCHARGES

BUYER agrees to examine all materials immediately upon delivery and report to SELLER in writing any defects or shortages noted no later than ten (10) days following the date of receipt. The parties agree that if no such claim is made within said time, it shall be considered acceptable and in good order with respect to any defect or shortage which would have been revealed by such an inspection. In no event will SELLER be responsible for any charge for modification, servicing, adjustment or for any other expense without written authorization from SELLER prior to the performance of any such work. **IN NO EVENT SHALL SELLER BE LIABLE TO BUYER OR ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE OR PROFIT, OR FOR CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES, FOR ANY REASON, INCLUDING WITHOUT LIMITATION, DAMAGES ARISING OUT OF A DELAY IN OR FAILURE OF DELIVERY, DEFECTS IN MATERIAL AND WORKMANSHIP AND/OR FAILURE OF GOODS TO PERFORM TO APPLICABLE SPECIFICATIONS,**



STANDARD TERMS AND CONDITIONS

2

DRAWINGS, BLUEPRINTS OR SAMPLES AS SET FORTH OR DESCRIBED HEREIN, IF ANY, OF A BREACH BY SELLER OF ANY OTHER TERM OR OBLIGATION OF SELLER UNDER THE CONTRACT. No penalty clauses of any description will be effective unless approved in writing over the signature of a principal of SELLER. Under no circumstances shall SELLER be liable for any consequential, special or incidental damages, including liquidated damages, arising from any breach by it in this transaction, AND ALL SUCH CONSEQUENTIAL, SPECIAL AND INCIDENTAL DAMAGES, INCLUDING LIQUIDATED DAMAGES, ARE EXCLUDED FROM ANY REMEDIES AVAILABLE TO THE BUYER.

SECURITY INTEREST & TITLE

Until all amounts due SELLER have been paid in full, SELLER shall retain a security interest in the product and have all rights of a secured party under the Uniform Commercial Code and applicable law, including the right to repossess the product or equipment without legal process and the right to require the BUYER to assemble the equipment and make it available to SELLER at a place reasonably convenient to both parties.

WARRANTY

Equipment and parts not manufactured by the SELLER carry only the warranty of the manufacturer of said parts. SELLER does not make any express or implied warranty for equipment and/or parts it did not manufacture. Credits for defective material and workmanship in said equipment and/or parts are only in accordance with the underlying company policy of the manufacturer. SELLER makes no warranty whatsoever with respect to any equipment and/or parts as to their merchantability or fitness for a particular purpose. It is further agreed that the SELLER assumes no liability whatsoever for failure of equipment due to normal usage and wear.

INDEMNIFICATION

To the fullest extent permitted by the law in which the project is located, BUYER and SELLER shall indemnify and hold one another and their respective employees and agents harmless from and against all claims, damages, losses, liabilities, actions, causes of action, demands, fines, penalties, judgments, costs, and expenses, including but not limited to attorneys' fees, court costs, expert fees and costs, arising out of or resulting from BUYER's or SELLER's own negligent acts, omissions or misconduct, to the extent such negligence is covered by BUYER's and SELLER's respective insurance policies. In the event any third party asserts against SELLER a claim for patent infringement, royalties or licensing fees with respect to BUYER's use of the products, materials, or equipment provided hereunder, BUYER agrees to indemnify SELLER for all liability damages, costs and expenses in connection therewith.

CANCELLATION

Buyer may cancel this contract only in writing signed by BUYER's duly authorized agent and acknowledged in writing by SELLER's duly authorized agent. Should this order be cancelled, BUYER shall be obligated to pay for the level of work performed and products shipped. Work performed includes any engineering, calculations, preparation of submittals, drawings, and/or travel to job site in relation to this order. In addition to any other remedies provided under these Terms and Conditions, SELLER may terminate this contract with immediate effect by providing signed, written notice to BUYER, if BUYER: (i) fails to pay any amount when due under the contract and such failure continues for 30 days after BUYER's receipt of written notice of nonpayment; (ii) has not otherwise performed or complied with any of these Terms and Conditions; or (iii) becomes insolvent, files a petition for bankruptcy or commences or has commenced against it proceedings in bankruptcy, receivership, reorganization or assignment for the benefit of creditors.

FIELD WORK

Unless specifically stated on our quotation, installation, start-up service, field testing, supervision, operation, and training are not included in our pricing of product. In the event that SELLER or any of its employees or agents do perform work or services on-site at the project's location, BUYER agrees to hold SELLER and its employees or agents harmless for any injuries or damage to property caused by their acts or omission, except to the extent said injuries or property damage arise from gross negligence or intentional misconduct.

MODIFICATIONS

This contract can be modified only in writing which specifically states that it amends these Terms and Conditions and is signed by both parties and their duly authorized agents. It is further agreed that this contract shall not be modified in any respect except in writing signed by the party and their duly authorized agent against whom the modification is sought to be enforced.

AUTHORITY OF SELLER'S AGENTS

No agent, employee or representative of the SELLER has any authority to bind the SELLER to any affirmation, representation or warranty concerning the goods sold under this Contract, and unless an affirmation, representation or warranty made by an agent, employee, or representative is specifically included within this written contract, it shall not be enforceable by the BUYER.

NO THIRD-PARTY BENEFICIARIES

This contract is for the sole benefit of BUYER and SELLER and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of these Terms and Conditions.

GOVERNING LAW

All matters arising of or relating to the contract or the Terms and Conditions shall be governed by and construed in accordance with the laws of the state in which the project is located.

DISPUTE RESOLUTION

In the event of any dispute between BUYER and SELLER arising out of the terms of the contract and these Terms and Conditions, such dispute shall be decided by arbitration administered by the American Arbitration Association in accordance with the then-prevailing Commercial Arbitration Rules and Mediation Procedures of the American Arbitration Association. BUYER and SELLER mutually agree that any dispute involving claims valued at or above \$1,000,000.00 shall be heard by a panel of three (3) arbitrators. The venue for all arbitration proceedings shall be the State of California. The foregoing agreement to arbitrate shall be specifically enforceable in any court of competent jurisdiction. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court of competent jurisdiction.

SEVERABILITY

The partial or complete invalidity of any one or more provisions of these Terms and Conditions shall not affect the validity or continuing force and effect of any other provision. If any provision is invalid, in whole or in part, the provision shall be considered reformed to reflect the intent thereof to the greatest extent possible consistent with applicable law.

ASSIGNMENT – DELEGATION

No right or interest in this Contract shall be assigned by the BUYER without the written permission of the SELLER, and no delegation of any obligation owed, or of the performance of any obligation by the BUYER shall be made without the written permission of the SELLER. Any attempted assignment or delegation shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

Accepted by:

MISCOwater Quote Number

**BOARD MEMORANDUM**

October 9, 2025

To: CMSA Commissioners and Alternates**From:** Brandon Halter, CMSA General Counsel**Reviewed:** Jason Dow, General Manager**Subject:** Legal Conflict of Interest Waiver - Delegation Policy

Recommendation: Consider directing staff to prepare a Delegation of Authority to Execute Conflict of Interest Waivers policy.

Summary: Staff recommends that the Board consider directing staff to prepare a draft policy delegating to the Agency's General Counsel the authority to execute or decline to execute conflict of interest waivers on behalf of the Agency, with a requirement to confer with the General Manager and Board President in high-profile or otherwise notable matters.

Discussion: At many public agencies, the agency counsel exercises the authority to determine whether to execute a conflict-of-interest waiver as part of their general legal responsibilities and duties to the agency. This practice is typically grounded in the counsel's role as the agency's chief legal advisor and risk manager.

However, in the interest of transparency and good governance, staff recommend that the Board formalize this authority through Board action. Doing so will:

- Ensure that the delegation of authority is clearly documented and appropriately structured.
- Provide an opportunity for public input and comment on the policy.
- Establish a clear process for consultation in high-profile or sensitive matters.

Staff proposes the development of a policy to delegate to the General Counsel the authority to execute or decline conflict of interest waivers on behalf of the Agency. For waiver requests involving high-profile or otherwise notable issues, the policy will require the General Counsel to confer with the General Manager and the President of the Board prior to making a final decision. The policy will also include provisions for documentation, reporting, and periodic review.

If the Board concurs with the recommendation, staff will prepare a draft policy and present it to the Board at its November meeting.

**BOARD MEMORANDUM**

October 9, 2025

To: CMSA Commissioners and Alternates**From:** Jason Dow, General Manager**Subject:** **Board Compensation Policy**

Recommendation: Review and discuss the Board of Commissioners' Compensation Policy, and provide direction to the General Manager, as appropriate.

Discussion: The Board of Commissioners' Compensation Policy states the Board will review the policy every two years. Board member compensation for each day of service is \$225 and each Board member can be compensated for four days of service per month. Compensation is provided for Board and Committee meetings, attendance at conferences and educational events, NBWA meetings, and other meetings requested or approved by the Board.

Daily compensation for several water and wastewater agencies in the region is presented below. Water district directors receive compensation for up to 10 days of service per month and the Sanitary District Act allows for compensation up to six days of service per month.

Agency	Board Compensation
West County Wastewater District	\$440
Ross Valley Sanitary District	\$314
East Bay Dischargers Authority	\$300
North Marin Water District	\$276 (annual CPI incr)
Las Gallinas Valley Sanitary District	\$252
Castro Valley Sanitary District	\$265
Novato Sanitary District	\$225
Marin Municipal Water District	\$200
Union Sanitary District	\$219
Dublin San Ramon Services District	\$195
Fairfield Suisun Sewer District	\$183
Delta Diablo Sanitary District	\$170
Sausalito Marin City Sanitary District	\$160
Sanitary District #5 of Marin County	\$100
San Rafael Sanitation District	\$100

Attachment:

- Board of Commissioners' Compensation Policy (Policy #2)

POLICY:	#2
SUBJECT:	Compensation Policy for Agency Officials
DATE:	5/9/2023

MEETING COMPENSATION

I. General

Consistent with Health and Safety Code section 6489 and Water Code section 20201, which provide for Commissioners to receive compensation for attendance at meetings or for a day's service rendered as a Commissioner, Commissioners receive a daily meeting compensation amount for each day's attendance at meetings and other qualifying events, as defined in this policy. Such compensation is in addition to any reimbursement for meals, lodging, travel, and expenses consistent with this policy.

II. Compensation Amount

Commissioners or Alternates in the place of Commissioners who attend qualifying meetings/events as defined in Section III shall receive \$225.00 as their daily compensation. Should the Commission raise the compensation amount in the future, it shall be adjusted by passing an ordinance pursuant to the Health and Safety Code section 6489 (b), which allows for such an increase in compensation by ordinance, without the need to amend this policy.

III. Meetings and Service Subject to the Daily Compensation

For a Commissioner or Alternate to be entitled to a daily compensation under this policy, the event in question must constitute one of the following:

- A. A "meeting" of the Agency Board as that term is defined in Government Code section 54952.2(a); i.e., a "congregation of a majority" of the Commissioners "at the same time and location, including teleconference location" to hear or discuss any item that is "within the subject matter jurisdiction" of the Commission.
- B. Standing and ad hoc Board Committee meetings.
- C. A conference or organized educational gathering open to the public that "involves a discussion of issues of general interest to the public or to public agencies of the type represented" by the Board, as described in Government Code section 54952.2(c)(2), including ethics training required by Government Code section 53234 et seq.
- D. A meeting of any multi-jurisdictional governmental body on which the Commissioner serves as the Agency's designated representative.
- E. Any meeting attended or service provided on a given day at the formal request of the Board and for which the Board approves payment of a daily meeting.

IV. Aggregate Limits

The number of days for which a Commissioner receives a daily compensation will not exceed four days in a calendar month or state law, whatever is less.

- The compensation amount is for all meetings in a given day. Multiple meetings in one day do not justify multiple compensation payments.

V. Policy Review

The Board will review this policy every two years and consider making adjustments or revisions, as appropriate.

**BOARD MEMORANDUM**

October 9, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: **Reschedule the November Board Meeting**

Recommendation: Select a date for a rescheduled November Board meeting.

Summary: The regular November 11th Board meeting falls on Veteran's Day, an Agency Holiday. Staff recently contacted Board members to check their availability for a rescheduled meeting. All Board members have indicated they are available on either Wednesday, 11/12, or Thursday, 11/13 for a rescheduled meeting.

BOARD MEMORANDUM

October 9, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Development Options for the Agency's Next 5-year Strategic Plan

Recommendation: Discuss options to develop the Agency's next 5-year Strategic Plan, select an option, and provide direction to staff as appropriate.

Summary: In May 2021, the Board adopted CMSA's current 5-year Strategic Plan (SP) for FY22 – FY26, and over the past several years the Agency's Strategic Planning Committee (Committee) has successfully administered and directed the development, implementation, and reporting of annual Business Plan activities to support the SP. Staff is seeking the Board's preferred development approach for the Agency's next 5-year SP, FY27 - FY31.

Discussion: CMSA's SP is comprised of the Vision, Mission, and Value statements, and six organizational Goals, and the FY26 Business Plan has 18 Objectives and 62 supporting Strategic Actions. The main benefits of the SP is that it provides a clear path for improving CMSA, guides staff in all levels of decision making, and communicates the Agency's organizational values and priorities to interested stakeholders. Many of the Agency's successful initiatives and recognized achievements can be attributed to Agency's prior four SPs, which have established a culture of continuous improvement and enhanced service delivery.

SP develop options include:

- 1) Utilize the current SP Vision, Mission, and Value statements and six Goals for the next 5-year SP.
- 2) Ask the Committee to prepare a new draft SP, and for staff to present it to the Board for discussion, feedback, and editing.
- 3) Hire an SP consultant to work with the Board and Committee to prepare the draft SP.

Background: An SP can be crafted in various formats with varying levels of detail. CMSA's first two SPs were developed with Vision, Mission, and Purpose statements, and Goals, Objectives, and actions to support the statements. Each SP was amended multiple times over their five-

year terms to incorporate new or revised Objectives and Actions. Our third SP format changed, and involved preparing new Vision and updated Mission statements, replacing the Purpose statement with organizational Values, and revising Goals. Instead of preparing a 5-year objective and action plan, the Board approved staff preparing annual business plans for Board review and approval at the beginning of the fiscal year, and an annual report of its status at the end of the fiscal year. The fourth SP utilized the same structure and format.

Staff propose to use the current format for the Agency's next SP as presented below.

- Board updates: Vision (where we want to be or to achieve in 5 years)
Mission (how we achieve the Vision)
Values (things that are important to the Board/Agency)
- Board and staff update: Goals (Agency-wide desires that align with Values)
- Board adopts SP: Vision, Mission, Values, and Goals
- Staff prepares Business Plan: Each fiscal year, staff prepares a business plan with Objectives and Actions that align with the SBP Goals



BOARD MEMORANDUM

October 9, 2025

To: CMSA Commissioners and Alternates

From: Board Finance Committee – Commissioners DiGiovanni, Beckman and Gaffney
Jason Dow, General Manager

Subject: **Proposed FY26 Regional Charge Allocation Options**

Recommendation: Discuss and consider the proposed FY26 Regional Charge Allocation options, and provide direction to staff as appropriate.

Summary: At its September 16, 2025, meeting, the Finance Committee considered adjusting the FY26 Regional Charge from a 36-month flow/strength allocation to a 20-month, July 2023 – March 2025, allocation period. The shorter timeframe aligns with when the new interceptor sample locations were installed. The Committee also briefly discussed changing the FY26 allocation method to flow based, and asked the JPA managers to consider and provide feedback on that alternative. Staff were directed to bring the 20-month flow/strength and 12-month flow allocation options to the October 14, 2025, Board meeting for review and discussion.

Discussion: At the September 9, 2025, meeting, the Board discussed the history of the Regional Charge Allocation process and the RVSD Board's concerns about the current process. The Board asked its Finance Committee to discuss and consider the following three Regional Charge Allocation changes.

- 1) Revise the general CMSA Laboratory Standard Operating Procedure (SOP) for the Regional Charge allocation to include detailed information and procedures on how the allocation data is obtained and used to determine the JPA members' allocation percentages.
- 2) Base the FY26 Regional Charges on wastewater strength results from the relocated sample locations on the San Rafael and Ross Valley interceptors – June 2023 through March 2025.
- 3) Determine and present San Quentin's treatment fee as if San Quentin were a JPA member.

The Committee is currently reviewing Items one and three, and recommends the Board discuss Item two as presented below.

The FY26 Regional Charge allocation is based on 3-years of flow and strength data, from April 2022 – March 2025. The first year's strength data is from the original sample port on both interceptors, and the following two year's strength data are from the new sample ports. Due to

some of the data from the original sample port not being representative of the collection systems' strength, RVSD is proposing to use data from the new sample locations, July 2023 – March 2025. The current and proposed FY26 flow/strength allocation percentages are shown below in Table 1, and the associated FY26 charges are shown in Table 2.

FY26 Flow/Strength Allocations	RVSD	SRSD	SD2
Current Allocation	48.64	40.18	11.18
Proposed Allocation	44.66	41.21	14.13

Table 1

FY26 Flow/Strength Charges	RVSD	SRSD	SD2
Current Charge	\$7,659,389	\$6,327,184	\$1,760,525
Proposed Charge	\$7,032,655	\$6,489,380	\$2,225,065
Difference	<\$626,734>	\$162,195	\$464,539

Table 2

If the FY26 flow/strength allocation is based on data obtained from the new sample ports, RVSD will overpay and both SRSD and SD2 will underpay their FY26 charges. The 12-month and 36-month flow allocations are shown below in Table 3, and the current flow/strength and 12-month flow allocation charges are shown in Table 4.

FY26 Flow Allocations	RVSD	SRSD	SD2
12-month Flow Allocation	48.19	40.35	11.46
36-month Flow Allocation	48.51	40.23	11.26

Table 3

FY26 Charges	RVSD	SRSD	SD2
Current Flow/Strength Charge	\$7,659,389	\$6,327,184	\$1,760,525
12-month Flow Charge	\$7,638,918	\$6,335,058	\$1,773,123
Difference	<\$20,471>	\$7,873	\$12,597

Table 4

The Finance Committee has the following questions for the Board to consider:

- 1) Should the FY26 Regional Charges use the proposed 20-month flow/strength allocation?
- 2) Should RVSD be credited for any current FY26 overpayments?
- 3) Should SD2 and SRSD be charged for any FY26 underpayments?
- 4) If the answer to question 3 is Yes, direct the Finance Committee to consider underpayment invoicing alternatives.
- 5) Should future Regional Charges use a flow-based allocation?



BOARD MEMORANDUM

October 9, 2025

To: CMSA Commissioners and Alternates

From: Tiffany Elam, Administrative Specialist

Approved: Jason Dow, General Manager

Subject: October 2025 Informational Items

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

1. Letter dated September 29, 2025, to Ms. Kerry O’Conner, California Regional Water Quality Control Board
Re: Monthly Self-Monitoring Report (SMR) – August 2025
2. CMSA Renewable Power Summary
Re: September 2025
3. Total Inorganic Nitrogen Levels – Monthly Update
Re: October 2025
4. Government Finance Officers Association
Re: September 28, 2025, 2024 Popular Annual Finance Report Award Letter
5. California Municipal Treasures Association (CMTA)
Re: October 7, 2025, Investment Policy Certification Award Letter



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

September 29, 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) – August 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 facility 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/checks conducted during the month of August meet established quality assurance acceptance criteria, except those indicated within the attached analytical reports.

Summary

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

I certify under penalty of law that this document and all attachments are prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of

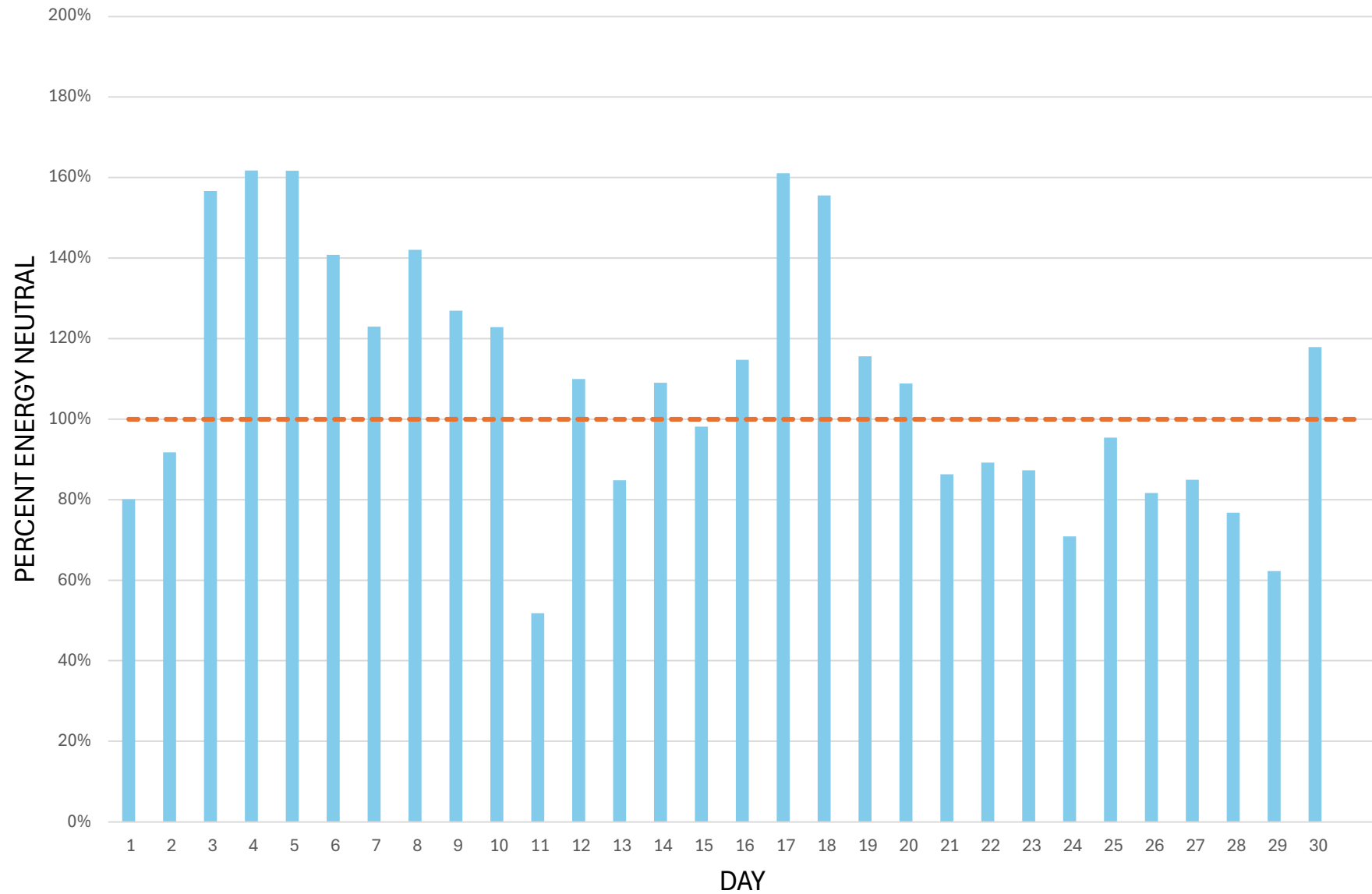
the person or persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for known violations (40 CFR 122.22(d)).

Sincerely,



Nick Talbot
Treatment Plant Manager

SEPTEMBER 2025 CMSA RENEWABLE POWER SUMMARY

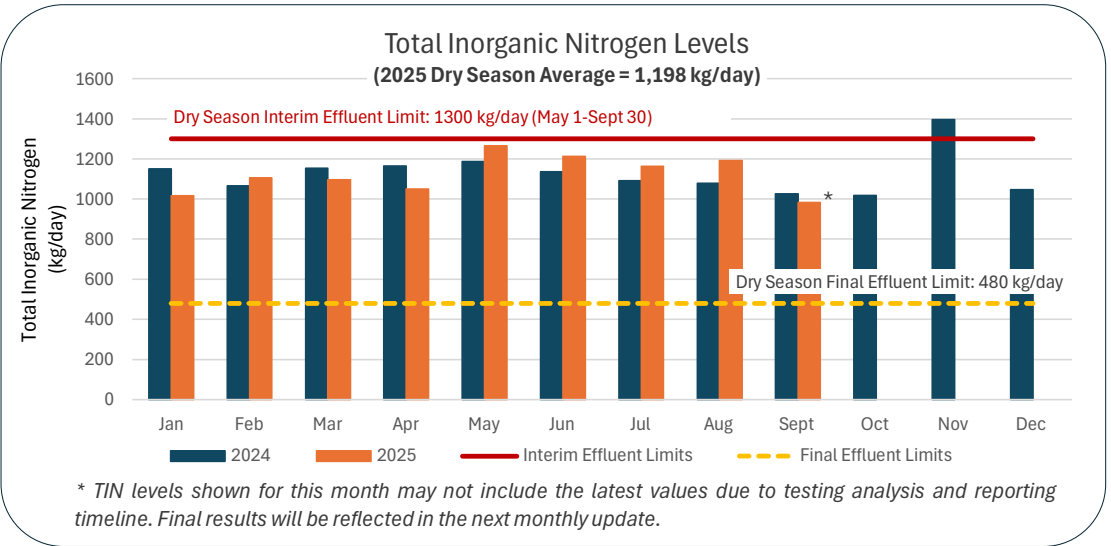
109% ENERGY NEUTRAL

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

Remaining Tasks	Target Completion Date
Aeration System Diffuser/ Blower Evaluation	October 2025
Secondary Clarifier CFD Modeling	October 2025
Process Modeling	October 2025
Solids Loading/Energy/Nutrient Nexus	November 2025
Conceptual Construction and O&M Costs	November 2025
Alternatives Evaluation	November 2025
Funding Opportunity Evaluation	November 2025
Facilities Plan and Report	November-December 2025
Final Report and Board Presentation	December 2025



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



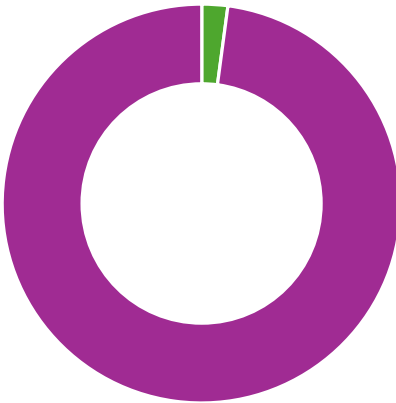
OCTOBER 2025 UPDATE

FY26 Budget	Spent (12%)**	Remaining
\$1.5 M	\$0.177 M	\$1.5 M

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

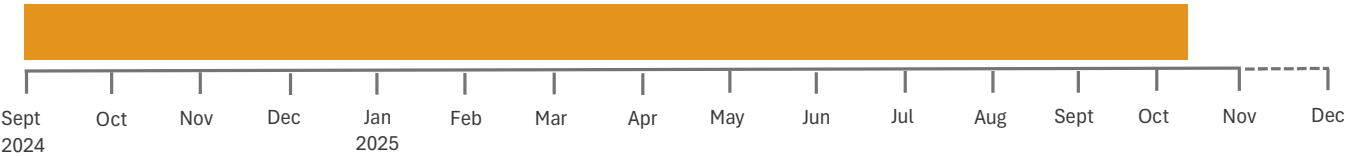


Spending Summary



■ Sampling (Supplies): \$3.7k
■ Carollo/Hazen Consulting Fees: \$173k

Project Schedule (~90% 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. This concludes 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.
- The computational fluid dynamics (CFD) modeling based on the secondary clarifiers stress testing conducted in June 2025 is in progress. The model will be used to determine tank capacity under a future nutrient removal scenario and the modifications that can help improve performance.
- 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 began in August and will continue 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.



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

September 24, 2025

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

Dear Jason Dow:

Your government previously received electronic correspondence that your 2024 Popular Annual Financial Report (PAFR) qualifies for GFOA's Popular Annual Financial Reporting Award. To commemorate that achievement, enclosed is a medallion that you can add to your existing plaque as a testament to the government's commitment to producing a popular report that evidences the spirit of full disclosure and transparency.

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

Sincerely,

A handwritten signature in black ink, reading "Michele Mark Levine".

Michele Mark Levine
Director, Technical Services Center

**FOR IMMEDIATE RELEASE**

Date: October 7, 2025

For more information contact:
 Shaun L. Farrell, Chairperson
 CMTA Investment Policy Certification
 Phone: 209-712-0428
 Email: sfarrell@cityofgalt.org

(Sacramento, California) – The California Municipal Treasurers Association (CMTA) Investment Policy Certification has been granted to the **Central Marin Sanitation Agency**.

This Investment Policy Certification recognizes that CMTA has validated that the Central Marin Sanitation Agency's Investment Policy adheres with the State of California Government Code and meets the program requirements within 18 different topics areas deemed to be best practices for investment policies. Those topics include: Scope, Prudence, Objective, Delegation of Authority, Ethics and Conflicts of Interest, Authorized Financial Dealers and Institutions, Authorized and Suitable Investments, Review of Investment Portfolio, Investment Pools/Mutual Funds, Collateralization, Safekeeping and Custody, Diversification, Maximum Maturities, Internal Controls, Performance Standards, Reporting, Investment Policy Adoption and Glossary. Once a policy is received by CMTA, it is independently evaluated using a scoring matrix by three separate CMTA professionals. When the agency receives a passing score, the Investment Policy earns the 'Certified' distinction.

To enhance the municipal treasurer's role, CMTA has developed a number of certification programs to reflect best practices and increase an individual's knowledge of fixed income instruments. The Investment Policy Certification program began in 2012 with the support from the California Debt and Investment Advisory Commission. It is open to all government agencies within the State of California including special districts, cities and counties.

CMTA was founded in 1958 by a handful of Municipal Treasurers from both Northern and Southern California whose primary interest was to improve their function in local Government. CMTA is a professional organization governed by active public officials who are representatives of their own local governmental units.

