COMMISSION REGULAR MEETING AGENDA

July 9, 2024

Hybrid Meeting

6:00 p.m.

NOTE: This is a Hybrid Board meeting and will be held in-person at the Agency 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/82349673330

Phone in:

+1 253 215 8782

Meeting ID:

823 4967 3330

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/Pledge of Allegiance**

2. **Roll Call**

3. **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.

4. **Consent Calendar**

a)	Minutes – Regular Board Meeting, June 11, 2024
b)	Treasurer's Report – June 2024
c)	June 2024 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
d)	Performance Metric Report – June 2024
e)	FY24 Board Compensation Report - Accept the FY24 Board Compensation Report
f)	Professional Services Agreement with Caltest Analytical Laboratory - Approve the Professional Services Agreement
g)	Accept Completion of the FY24 Pavement Repair Project - Accept the FY24 Pavement Repair Project as complete
h)	NBWA Treasurer Services Agreement – Agreement for the services approved by the Board last month
i)	Annual Asset Management Program Report – Routine annual report

5. **Oak Hill Project Developer Request**
   Recommendation: Review the letter from Bruce Dorfman of Education Housing Partners, and provide direction to the General Manager, as appropriate.

6. **FY25 Commission Officer, Committee, and NBWA Board Appointments**
   Recommendation: Nominate and appoint commissioners for the Commission Chair, Vice-Chair, and Secretary offices, and to Committees and the NBWA Board of Directors.

7. **Proposed FY25 Agency Business Plan**
   Recommendation: Approve the proposed FY25 Agency Business Plan and provide comments and/or direction to the General Manager, as appropriate.

8. **Board Meeting Format Options**
   Recommendation: Discuss various format options for CMSA Board of Commissioner meetings and provide direction to staff as appropriate.

9. ***LAFCO Study for the transfer of SRSD employees to CMSA**
   No staff report.

10. **July 2024 Informational Items**
    Recommendation: Informational, provide comments or direction to the General Manager, as appropriate.

11. **North Bay Watershed Association (NBWA) Report***

12. **Oral Reports by Commissioners***

13. **Oral Reports by General Manager***

14. **Next Scheduled Regular Meeting**
    Tuesday, August 13, 2024 at 6:00 p.m.

15. **Adjourn to Closed Session - Conference with Real Property Negotiators**
    California Government Code section 54956.8.
    Real Property Address: 1281 Anderson Drive, San Rafael, CA 94901
    Agency Negotiator(s): General Manager, Jason Dow
    Negotiating Party(ies): Central Marin Sanitation Agency
    Under Negotiation: Price and terms of option to purchase.

16. **Reconvene in Open Session**
    Report on any action taken in Closed Session.

*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
June 11, 2024
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 starting at agenda item #5.
Please contact CMSA at 415-459-1455 for information about receiving a copy of these records.

1. **Call Meeting to Order/Pledge of Allegiance**
   Chair Kelly called the meeting to order at 6:00 p.m. A quorum was present.

2. **Roll Call**

Present:	Commissioners Beckman, Boorstein, DiGiovanni, Kelly and Zahradnik
Absent:	Bushey
Staff Present:	Jason Dow, General Manager; Corey Spray, Administrative Services Manager; and Tiffany Elam, Recording Secretary
Public Present:	Chris Finton, CMSA Treatment Plant Manager, Peter Kistenmacher, CMSA Technical Services Manager, Hayden Jones, CMSA Engineering Intern, Paul Causey, Andy Rogers, Executive Director NBWA, Doris Toy, RVSD District Manager/Engineer, and Mary Sylla, RVSD Treasurer

3. **Open Period for Public Participation**
   There were no comments from members of the public.

4. **Consent Calendar**

a)	Minutes – Regular Board Meeting, May 14, 2024
b)	Treasurer's Report – May 2024
c)	May 2024 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
d)	Performance Metric Report – May 2024
e)	FY25 Salary Schedule
f)	California Association of Sanitation Agencies 2024 Annual Conference
g)	Agency Conflict of Interest Code
h)	Revised Debt Financing and Management Policy
i)	Biosolids Hauling Services Contract Award
j)	Biosolids Land Application Amendment No. 1 with Synagro West

Comments from the Public
There were no comments from members of the public.

Chair Kelly asked for a motion on Consent Calendar items 4a through 4j.

ACTION:	Commissioner Boorstein moved to approve Consent Calendar items 4a through 4j; second, Commissioner Beckman.
DIRECTION:	None
VOTE:	The item was passed unanimously.
	AYES: Beckman , Boorstein , DiGiovanni, Kelly, Zahradnik
	NAYS: None
	ABSTAIN: None

5. National Association of Clean Water Agencies' 6-Year Platinum Peak Performance Award **00:10:37**

GM Dow stated NACWA recognized CMSA performance and compliance with NPDES permit requirements through their Peak Performance Award program. GM Dow recognized all Agency employees contributed to CMSA receiving the 6-year Platinum award and that it was a team effort.

The Board congratulated GM Dow on the accomplishment.

Comments from the Public
There were no comments from members of the public.

ACTION:	Commissioner DiGiovanni moved to accept the National Association of Clean Water Agencies' 6-Year Platinum Peak Performance Award; second, Commissioner Boorstein.
DIRECTION:	None
VOTE:	The item was passed unanimously.
	AYES: Beckman , Boorstein , DiGiovanni, Kelly, Zahradnik
	NAYS: None
	ABSTAIN: None

6. FY24 Business Plan Year-End Report **00:00:53**

GM Dow discussed the 5-year strategic plan adopted by the board and described the annual process of preparing the Business Plan by staff. He discussed the replacement of the diesel underground fuel tank's leak sensor, the Agency's update to their financial procedures, the delay of the Biogas utilization study, continued succession planning, hiring, and recruitment, as well as the creation of a data management system led by engineering.

The Board asked Questions on those items, and GM Dow responded.

ACTION: Commissioner Boorstein moved to accept the Accept the Agency's FY24 Business Plan Year-End Report and provide comments or direction to the General Manager, as appropriate; second, Commissioner DiGiovanni.

DIRECTION: None

VOTE: The item was passed unanimously.

AYES: Beckman , Boorstein , DiGiovanni, Kelly, Zahradnik

NAYS: None

ABSTAIN: None

7. Proposed FY25 Operating and Capital Budget Adjustments 00:13:05

GM Dow stated last June the Board adopted the 3rd 2-year budget, and earlier this year CMSA staff looked at potential adjustments in the operating and capital budgets for FY25. Staff then met with the Finance Committee on May 13, 2024, to review the proposed adjustments with the Finance Committee members providing feedback that was incorporated into the staff report. GM Dow mentioned that the Finance Committee recommended including place holder dollars in the CIP for the Nutrient Removal Project for the construction of the nutrient removal facilities in FY 29-31.

The Board discussed their appreciation for the Nutrient Removal placeholder in the CIP.

Commissioner Boorstein mentioned looking at potential creative options to combine DPR and water recycling projects to apply for future grant funds.

Comments from the Public

There were no comments from members of the public.

ACTION: Commissioner Boorstein moved to approve the proposed FY25 budget adjustments, and provide comments or direction to the General Manager, as appropriate; second, Commissioner DiGiovanni.

DIRECTION: None

VOTE: The item was passed unanimously.

AYES: Beckman , Boorstein , DiGiovanni, Kelly, Zahradnik

NAYS: None

ABSTAIN: None

8. North Bay Watershed Association Treasurer Services 0024:48

GM Dow stated CMSA was contacted by the North Bay Watershed Association (NBWA) to consider providing Treasurer services. Staff discussed the scope of work and level of effort, and determined they had the resources to provide the services. GM Dow asked the board, if they authorize staff to

serve as the NBWA Treasurer, should CMSA be reimbursed for the Treasurer services as well as the standard 21% overhead? GM Dow also discussed the financial services activities that CMSA staff would provide.

Commissioner DiGiovanni believed the services would be complementary and that CMSA should bill in accordance to how they service others to be fair to all rate payers.

Commissioner Zahradnik clarified in terms of the overhead inclusion, CMSA should bill in accordance with what is normally billed to other agencies.

Commissioner Boorstein stated he spoke with GM Dow regarding any potential burden and was informed that it would not be an issue. Commissioner Boorstein believes that CMSA should bill in accordance with how they currently bill other agencies.

Comments from the Public
Andy Rogers stated he appreciated the opportunity for consideration of the Treasurer services and the potential regional collaboration.

ACTION:	Commissioner Boorstein moved to authorize CMSA to serve as the Treasurer for the North Bay Watershed Association, and provide direction to staff, as appropriate; second, Commissioner Beckman.
DIRECTION:	The Board requested that this item be placed on the consent calendar in the future and to bill NBWA in accordance with current billing practices.
VOTE:	The item was passed unanimously.
AYES:	Beckman , Boorstein , DiGiovanni, Kelly, Zahradnik
NAYS:	None
ABSTAIN:	None

9. Cancel September Board Meeting **00:32:39**

Chair Kelly discussed the cancellation of the September Board meeting.

Comments from the Public
There were no comments from members of the public.

ACTION:	Commissioner Boorstein moved to cancel the September Board meeting; second, Commissioner DiGiovanni.
DIRECTION:	None
VOTE:	The item was passed unanimously.
AYES:	Beckman , Boorstein , DiGiovanni, Kelly, Zahradnik
NAYS:	None
ABSTAIN:	None

10. Ross Valley Sanitary District letter regarding the SRSD request **00:32:57**

Chair Kelly requested Commissioner Boorstein introduce the item.

Commissioner Boorstein stated at the last meeting he abstained his vote as he had concerns regarding having CMSA help SRSD come up with optimization, recruiting and keeping staff. He was unclear of the extent of CMSA taking on all the employees of SRSD and other duties and was concerned about the speed of the decision and wanted RVSD and SD2 to have more input. He mentioned the responsibility would be on GM Dow for reviews, post-employment benefits and wanted to discuss this with his board. Boorstein stated he wants what is best for all JPA members.

Commissioner DiGiovanni stated the Board acted on the SRSD letter last month and agreed to engage in discussions to come up with a template/agreement that would be transparent to the public and the JPA Boards. He mentioned the process to start building an agreement is non-committal and does not see any new information in the letter that would change what the Board voted on previously. He stated that the ad-hoc committee would be a Brown Act Committee to meet with GM Dow as needed to provide guidance.

Commissioner Kelly referenced the letter stating, “we are aware of no data or financial analysis or feasible study that demonstrates that this arrangement with CMSA is the best option for the rate payers”. He stated that he requested this information from Commissioner Bushey.

Commissioner Kelly asked Commissioner Beckman if his town council had any concerns regarding the agreement.

Commissioner Beckman stated the SD2 Town Council did not have any concerns. Commissioner Beckman clarified that the SD2 board has set principals that need to be meet by any agreement if there is an agreement. But as the discussion has not been started, they are unaware if any potential draft agreement would or would not meet the principals of SD2, and only through these discussions can they receive answers to these questions.

Commissioner Boorstein clarified that the understanding of the ad-hoc meeting, the committee members, and notifications.

Commissioner Kelly discussed the potential LAFCO Municipal Services Review (MSR) scope of work and Feasibility Study.

GM Dow stated that the MSR review would be high level and would not include details regarding consolidation alternatives, or operational agreements.

Commissioner DiGiovanni clarifies that at the last meeting Jason Fried with LAFCO stated they would be fine with an operational agreement, and they would produce the MSR that would be parallel and transparent and did not see a reason to not move forward with the board approved recommendation.

Commissioner Kelly discussed the potential Airporter revenue loss if SRSD moves to the CMSA yard.

Commissioner Boorstein clarifies that RVSD previously utilized the space and paid rent and believes that the space will continue to be revenue neutral. He mentioned he had concerns regarding issues with modifying the space with electrical and plumbing and how that could potentially affect future nutrient removal projects.

Commissioner Kelly stated RVSD currently has not authorized a board member to join the Ad-hoc Committee and will discuss this at their next board meeting.

Commissioner Zahradnik clarifies that currently there are questions regarding the draft operating agreement, however, there is currently no draft agreement, and mentioned that the action at the last meeting was to develop that draft agreement to then be able to review it. He stated that the action taken by the Board at the previous meeting was necessary to develop a draft document to create a level of detail to review and evaluate the agreement and believes they are on the right track.

Comments from the Public

Mary Sylla stated originally SRSD was considering multiple options and now they are only considering one and does not see how this is an open public process and the best possible situation for the SRSD staff. Mary expressed concern regarding SRSD staff moving to CMSA and questioned how this is an economy of scale where staff move from a collection agency to a treatment plant rather than the collection agency that exists within their city limits. Mary stated they do not believe this decision was best for public interest and will continue expressing her concerns.

11. June 2024 Informational Items **00:50:13**

ACTION: This item was informational no action was taken.

12. North Bay Watershed Association (NBWA) Report **00:51:18**

Commissioner Boorstein discussed the Pacific Policy Groups presentation regarding current legislation and available money. He mentioned that in the field of energy and renewable resources there are a lot of resources available and that he is in favor of finding creative solutions to merging projects in order to attain potential grant funding.

13. Oral Reports by Commissioners **00:54:07**

Commissioner Boorstein discussed the 125-year anniversary at RSVD and commemoration of the new building.

14. Oral Reports by General Manager **00:55:06**

GM Dow referred to his handout and reported on:

- The current recruitment for Treatment Plant Manager, Operator and Operator Trainee.
- The Nutrient Removal RFP project proposals are due July 9 and a recommendation will be brought to the Board at the August 13 meeting.

15. Next Scheduled Meeting

The Board has scheduled a Regular meeting for Tuesday, July 9, 2024 at 6:00 p.m.

Chair Kelly adjourned the meeting at 7:00 p.m.

Respectfully submitted,

Tiffany Elam, Recording Secretary	Dean DiGiovanni, Secretary

TREASURER'S REPORT
As of the Month Ended June 30, 2024

Description	Account Type	Book Value	Market Value (1)	% Portfolio	Budget / Proj Year End
Cash and Investments:					
WestAmerica Bank (*See Schedule 1 for Account Activity*)	Operating Acct	$ 1,904,809.77	$ 1,904,809.77		
US Bank 2015 & 2020 Revenue Bonds (Restricted)	Debt Serv Acct	1,299.66	1,299.66		
US Bank 2022 Pension Oblig Bonds (Restricted)	Debt Serv Acct	53.48	53.48		
Keenan Benefit Trust (Restricted) as of May 2024	Pension Stab Trust	898,293.93	898,293.93		
CAMP Cash Reserve Pool: 5.43%	Investment Acct	419,892.13	419,892.13		
Local Agency Investment Fund (LAIF): 4.332% as of May 2024	Investment Acct	20,460,733.60	20,460,733.60		
Total cash and investments		**$ 23,685,082.57**	**$ 23,685,082.57**	**100.0%**	
Designations of Cash and Investments:					
Current Operating Fund (2)		958,923.19	958,923.19	4.0%	
Debt Service Accounts (Restricted)		1,353.14	1,353.14	0.0%	
Employee Benefit Trust (Restricted)		898,293.93	898,293.93	3.8%	
Capital Reserves (Restricted) (3) - *See Schedule 2*		1,317,802.45	1,317,802.45	5.6%	1,125,252
Operating Reserve (Unrestricted) (4)		4,003,033.75	4,003,033.75	16.9%	4,003,034
Capital Reserves (Unrestricted) (5) - *See Schedule 2*		16,005,676.11	16,005,676.11	67.6%	8,105,877
Contingency and Emergency Reserve (Unrestricted)		500,000.00	500,000.00	2.1%	500,000
Total designations of cash and investments		**$ 23,685,082.57**	**$ 23,685,082.57**	**100.0%**	

NOTES:

(1) Market values are per the fiscal agent's respective monthly statements
(2) Current operating fund is the residual of the other designations
(3) Includes capacity charges and debt service coverage
(4) Operating reserves calculated at 25% operating budget
(5) Includes capital fee

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.

Hilary for Corey Spray

Corey Spray, CPA
Administrative Services Manager

4b

Central Marin Sanitation Agency
Schedule 1 - Operating Account Activity Schedule
For the Month of June 2024

Beginning Balance at June 1, 2024	$	1,070,274.86
Cash Receipts (Deposits into Westamerica):		
Transfers from LAIF	$	1,500,000.00
Capacity Charges: (RVSD: 1 SFD, 187.5 FU; SD#2: 4 SFD, 50 FU, 36 HS)		195,252.67
Permit and Inspection Fees		3,906.89
LGVSD - FOG & Pollution Prevention (FY24 3Q: Jan-Mar)		3,415.75
RVSD - FOG Program (FY24 FY24 3Q: Jan-Mar)		7,929.06
Almonte FOG Program (FY24 3Q: Jan-Mar)		661.33
Revenue from Septage Haulers & RVs		10,590.35
Revenue from Organic Waste Programs		9,943.88
County-wide Public Education Program (FY24 3Q: SD#5)		598.17
SD#2 Operations & Maintenance Contract (FY24 April)		39,313.59
SQ Village Operations & Maintenance Contract (FY24 April)		1,148.92
Marin Airporter Property Use (FY24 Mar & Apr)		11,866.36
Marin Clean Energy electricity generation (FY24 March & April)		10,300.09
Interest Income: Westameric Bank Sweep Account		307.29
CalCARD rebate		614.26
Total Cash Receipts	$	1,795,848.61
Cash Disbursements (Withdrawals from Westamerica):		
June 2024 Operating account disbursements register (see Schedule 1a)	$	535,986.50
Regular Payroll paid 06/14/24		173,630.69
Regular Payroll paid 06/28/24		164,887.06
Board compensation reported as full stipend on Disbursement Register (paid June payroll)		(1,125.00)
Transfers to EFTPS Federal Payroll Taxes (06/14, 06/28)		87,047.95
June bank reconciliation adjustments		286.99
Bank and Credit Card Fees		599.51
Total Cash Disbursements	$	961,313.70
Ending balance at June 30, 2024	$	1,904,809.77

Central Marin Sanitation Agency
Schedule 1a - Operating Account Disbursements Register
For the Month of JUNE 2024

Number	Date	Vendor/Payee	Amount	Description
2025426	6/3/2024	Byearon Jones	167.79	Reimbursement for retiree health benefits *(check Issued in May, posted in June)*
2025427	6/3/2024	Phillip Frye	167.79	Reimbursement for retiree health benefits *(check Issued in May, posted in June)*
2025428	5/31/2024			Last check from prior month's register
2025429	6/3/2024	EDIS	14,532.83	Dental replenishmentment and monthly fee, June 2024
2025430	6/7/2024	Aleshire & Wynder LLP	180.00	Legal Services: Employment Law, May 2024
2025431	6/7/2024	Automation Direct Co., Inc.	47.15	Electrical cables
2025432	6/7/2024	BWS Distributors, Inc.	254.55	Calibration gas
2025433	6/7/2024	Environmental.com	81.13	Lab Supplies
2025434	6/7/2024	Evoqua Water Tech LLC	850.97	DI water tank rental (2 invoices)
2025435	6/7/2024	Examinetics, Inc.	185.00	Hearing Test consultation (1 employee)
2025436	6/7/2024	Fisher Scientific	2,165.06	Lab testing and supplies, March- April 2024
2025437	6/7/2024	Hach Company	297.17	Lab supplies consumables
2025438	6/7/2024	Hagel Supply Co.	351.28	Utility and janitorial supplies, May 2024
2025439	6/7/2024	IDEXX Distribution Inc	708.26	Interolert and Colilert for lab, May 2024
2025440	6/7/2024	Jackson's Hardware	797.75	Misc. hardware supplies, May 2024
2025441	6/7/2024	Justifacts Credential	146.50	Recruitment background check (2 employees)
2025442	6/7/2024	Marin Resource Recovery Center	398.00	Yard waste disposal, May 2024
2025443	6/7/2024	Metrohm USA, Inc	154.81	Pumping tubes for lab supplies
2025444	6/7/2024	P.G.E.	18,803.67	Electricity service, 4/16-5/14/2024 (2 Invoices)
2025445	6/7/2024	Pace Supply Corp.	5.39	Sales tax only for copper pipe
2025446	6/7/2024	Rubenstein Supply Co.	149.57	Pipe fittings
2025447	6/7/2024	Shamrock Building Materials	102.26	Propane
2025448	6/7/2024	Staples	171.27	Office Supplies (2 invoices)
2025449	6/7/2024	United initiators Canada Ltd.	13,770.20	Hydrogen peroxide (1 delivery)
2025450	6/7/2024	Water Components & Bldg. Supp.	72.85	Isolation valve
2025451	6/7/2024	Western Exterminator Co.,Inc.	257.75	Pest control
2025452	6/7/2024	White Cap LP	197.21	Sealant
2025453	6/13/2024	California State Disbursement	972.11	Garnishment for PPE 06/08/2024
2025454	6/13/2024	1 Employee	500.00	NACWA 6 year award, June 2024
2025455	6/13/2024	Adam Safety	890.00	Forklift safety training
2025456 -460	6/13/2024	5 Employees	2,500.00	NACWA 6 year award, June 2024
2025461	6/13/2024	CAL-CARD	11,348.62	State of California purchase card for May-June 2024
2025462	6/13/2024	CDW Government, Inc.	6,804.55	Internal security scan and server and email backup annual license
2025463	6/13/2024	Centrisys	1,436.82	Speed monitor sensor and air actuator
2025464-470	6/13/2024	7 Employees	3,500.00	NACWA 6 year award, June 2024
2025471	6/13/2024	Frank A. Olsen Co	924.68	Electrical circuit board
2025472	6/13/2024	1 Employee	500.00	NACWA 6 year award, June 2024
2025473	6/13/2024	Gallagher Benefit Svcs Inc.	4,000.00	Recruitment for Lab Analyst, final payment
2025474	6/13/2024	Graybar	2,702.42	Level transmitter
2025475-476	6/13/2024	2 Employees	1,000.00	NACWA 6 year award, June 2024
2025477	6/13/2024	IDEXX Distribution Inc	4,437.38	Enterolert, colilert, and lab supplies, April 2024
2025478-481	6/13/2024	4 Employees	2,000.00	NACWA 6 year award, June 2024
2025482	6/13/2024	JWC Environmental	3,602.02	Gear reducer for sludge grinder replacement
2025483-491	6/13/2024	9 Employees	4,500.00	NACWA 6 year award, June 2024
2025492	6/13/2024	Pure Effect Inc	2,251.38	Hazardous & siloxane materials disposal
2025493	6/13/2024	R&S Erection of Santa Rosa Inc	7,570.00	Polymer storage roll-up door replacement
2025494-496	6/13/2024	3 Employees	1,500.00	NACWA 6 year award, June 2024
2025497	6/13/2024	Rock Steady Juggling	1,000.00	Public Ed Program: Presentations at two schools (Note B)
2025498	6/13/2024	Rockwell Solutions	6,912.03	Pump impeller for organic waste receiving facility
2025499	6/13/2024	1 Employee	500.00	NACWA 6 year award, June 2024

Central Marin Sanitation Agency
Schedule 1a - Operating Account Disbursements Register
For the Month of JUNE 2024

Number	Date	Vendor/Payee	Amount	Description
2025500	6/13/2024	Safety-kleen Systems, Inc	605.78	Hazardous waste disposal
2025501-504	6/13/2024	4 Employees	2,000.00	NACWA 6 year award, June 2024
2025505	6/13/2024	Total Safety Supplies & Solutions	1,443.12	Personnel fall protection winch repair
2025506	6/13/2024	1 Employee	500.00	NACWA 6 year award, June 2024
2025507	6/13/2024	Watson-Marlow Inc	5,149.45	Replacement hoses and lubricant for OWRF maintenance
2025508	6/13/2024	1 Employee	500.00	NACWA 6 year award, June 2024
2025509	6/18/2024	AT&T Corp	187.83	Monthly internet fee
2025510	6/18/2024	Comcast	212.98	Internet service back-up, 6/4-7/3/24
2025511	6/18/2024	Denali Water Solutions	10,180.36	Biosolids hauling, April 2024
2025512	6/18/2024	Examinetics, Inc.	90.00	Med Questionnaire for Respirator Clearance (3 employees)
2025513	6/18/2024	Grace Buell	22.77	Employee exp reimb: mileage and DMV
2025514	6/18/2024	Graybar	42.86	Electrical equipment
2025515	6/18/2024	Herc Rentals Inc	444.19	Electrical distribution system-switch gear
2025516	6/18/2024	Linde Gas and Equipment	45.24	Propane
2025517	6/18/2024	Napa Auto Parts	334.52	Fleet maintenance parts, May 2024
2025518	6/18/2024	Nikita Singh	68.33	Employee Exp Reimb: mileage and DMV
2025519	6/18/2024	Progent Corporation	99.95	IT support, June 2024
2025520	6/18/2024	U.S. Bank	5,515.00	Pension obligation bonds and revenue bonds series 2015 administration fees for 05/01/2024-04/30/2025
2025521	6/18/2024	Waste Management	12,057.41	Biosolids disposal, May 2024
2025522	6/18/2024	Water Components & Bldg. Supp.	60.47	PVC glue and pipe fittings, May 2024
2025523	6/18/2024	Wells Fargo Vendor	757.22	Lease payment for 3 printers, 6/20-07/19/2024
2025524	6/19/2024	GSE Construction Company Inc.	51,460.00	Liquid organic waste receiving and biogas treatment upgrades project (payment #14)
2025525	6/19/2024	Miller Pacific	3,290.90	Prof Svcs: Geotech inspection for LOWR & biogas treatment upgrade, October-February 2024
2025526	6/19/2024	Napa Auto Parts	5,641.25	Electric carts batteries
2025527	6/19/2024	Nickell Fire Protection Inc	1,995.00	Annual fire sprinkler system and hydrant inspections
2025528	6/28/2024	California State Disbursement	972.11	Garnishment for PPE 06/28/2024
2025529	6/28/2024	Dee Consultants LLC	7,685.70	Prof Svcs: CM for Liquid Organic Waste Receiving and Biogas Treatment Upgrades Project, May 2024
		TOTAL - CHECKS	**237,730.66**	

Central Marin Sanitation Agency
Schedule 1a - Operating Account Disbursements Register
For the Month of JUNE 2024

Payments by ACH:

Date	Vendor/Payee	Amount	Description
6/3/2024	Retiree Medical	10,341.90	Reimbursement for retiree health benefits
6/19/2024	Amazon	37.13	Office supplies and computer equipment, June 2024
6/3/2024	Cal Public Medical	87,197.11	Medical insurance
6/14/2024	CalPERS	48,208.70	Retirement pension contribution: Agency and employees, PPE 06/08/2024 (Note C)
6/28/2024	CalPERS	47,921.68	Retirement pension contribution: Agency and employees, PPE 06/22/2024 (Note C)
6/14/2024	Employment Development Department	16,285.50	State and SDI Taxes, PPE 06/08/2024
6/28/2024	Employment Development Department	17,624.14	State and SDI Taxes, PPE 06/22/2024
6/4/2024	Lincoln Financial Group	3,059.13	Life insurance for June 2024 Billing period
6/14/2024	Mission Square	1,550.00	Deferred compensation contributions, PPE 06/08/2024 (Note A)
6/28/2024	Mission Square	1,550.00	Deferred compensation contributions, PPE 06/22/2024 (Note A)
6/14/2024	Navia Benefit Solutions	898.09	Flexible spending account, PPE 06/08/2024
6/28/2024	Navia Benefit Solutions	898.09	Flexible spending account, PPE 06/22/2024
6/14/2024	Nationwide Retirement	27,534.45	Deferred compensation contributions, PPE 06/08/2024 (Note A)
6/28/2024	Nationwide Retirement	27,537.89	Deferred compensation contributions, PPE 06/22/2024 (Note A)
6/19/2024	Nitel Inc	1,486.01	Primary telephone and internet service, June 2024
6/14/2024	Public Agency Retirement Svcs (PARS)	531.40	Retirement pension contribution: Part-time employees, PPE 06/08/2024
6/30/2024	Public Agency Retirement Svcs (PARS)	719.34	Retirement pension contribution: Part-time employees, PPE 06/22/2024 & Board meeting (Note C)
6/14/2024	SEIU Local 1021	1,099.37	Union dues, PPE 06/08/2024
6/28/2024	SEIU Local 1021	1,101.33	Union dues, PPE 06/22/2024
6/18/2024	Vision Service Plan (CA)	1,549.58	Vision insurance
	TOTAL - ACH	**297,130.84**	

Board Member Compensation:

Date	Vendor/Payee	Amount	Description
6/28/2024	Eli Beckman	225.00	Stipend for 06/11/2024 Board Meeting
6/28/2024	Boorstein, Michael	450.00	Stipend for 06/07/2024 North Bay Watershed Assoc Board Meeting and 06/11/2024 Board Meeting
6/28/2024	Dean DiGiovanni	225.00	Stipend for 06/11/2024 Board Meeting
6/28/2024	Doug Kelly	225.00	Stipend for 06/11/2024 Board Meeting
TOTAL - BOARD MEMBER COMPENSATION		**1,125.00**	

GRAND TOTAL	**535,986.50**

Notes:

A: Not an Agency Expense. Expense funded through Payearoll 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.

CENTRAL MARIN SANITATION AGENCY
SCHEDULE 2 - CAPITAL RESERVES ACTIVITY SCHEDULE

Year-to-Date as of the Month Ended June 30, 2024

Restricted Capital Reserves Sources and Uses	Monthly Amounts Received (Used)	YTD Amounts Received (Used)
Capacity charges revenue	$ 195,253	$ 986,988
Debt coverage collection revenue	-	1,125,252
Total restricted capital reserve funding sources	195,253	2,112,240
Capacity charges usage for capital (1st)	(2,702)	(794,438)
Debt coverage usage for capital (2nd)	-	(1,130,508)
Total restricted capital reserve uses	(2,702)	(1,924,946)
Net change		187,294
Balance - beg of year		1,130,508
Balance - end of month/year		$ 1,317,802
Unrestricted Capital Reserves Sources and Uses		
Capital fee revenue	$ -	$ 1,264,551
Cal Recycle grant proceeds received	-	1,556,349
Unrestricted operating-reserve-transfer-in	-	1,117,975
Total unrestricted capital reserve funding sources	-	3,938,875
Capital fee usage to fund CIP (3rd)	-	(1,051,860)
Unrestricted capital reserve draw (4th)	-	(1,701,384)
Total unrestricted capital reserve uses	-	(2,753,245)
Net change		1,185,630
Balance - beg of year		14,820,046
Balance - end of month/year		$ 16,005,676
Total capital reserve balances		$ 17,323,479
Total approved CIP budget		$ 8,892,401
Total CIP funded from capital reserve sources		(4,678,190)
Total approved capital budget remaining		$ 4,214,210

Central Marin Sanitation Agency

BOARD MEMORANDUM

July 5, 2024

To: CMSA Commissioners and Alternates

From: Chris Finton, Treatment Plant Manager

Approved: Jason Dow, General Manager

Subject: June 2024 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

Recommendation: Accept the June 2024 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report.

I. NPDES Permit Compliance

Our NPDES permit testing for June showed that the CMSA 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. The rolling enterococcus geometric mean was 5.0 MPN, which is significantly lower than our permit limit of 255 MPN. The average ammonia concentration for the month was 42.9 mg/L, which is less than CMSA's monthly limit of 60 mg/L.

II. Influent and Effluent Flows

San Rafael experienced a typical June for Northern California, cool overcast mornings and afternoon winds as the temperatures increased. There was a small brief wet weather event, remnants of Tropical Storm Aletta, on June 25 which the Agency reported a total of 0.01 inches of rain at its onsite rain gauge. The treatment plant recorded zero blend events. Table 1 shows CMSA's daily influent and effluent flows and Table 2 denotes the CMSA treatment plant and each satellite collection agency's daily average and total monthly influent flows.

Table 1: CMSA Influent and Effluent Flow Summary

Flow Location	Daily Maximum	Hourly Maximum	5 Minute Maximum	Daily Average
Influent	9.5 MG	12.6 MG	19.7 MG	9.0 MGD
Effluent	7.2 MG	12.3 MG	13.7 MG	6.7 MGD

Table 2: Satellite Collection Agency and Total Flow Summary

Flow Type	SRSD	RVSD	San Quentin	SD2	CMSA Totals
Average Daily (MGD)	3.5 MGD	3.8 MGD	0.64 MGD	1.1 MGD	9.0 MGD
Total for Month (MG)	104.6 MG	113.6 MG	19.2 MG	33.0 MG	270.4 MG
Percent of Flow	38.7%	42.0%	7.1%	12.2%	100%

III. **Treatment Process**

The treatment plant is currently operating in dry weather mode. This a busy month for Operations removing process equipment from service for annual preventative maintenance and assisting with contractors as requested. This past month all of the primary clarifiers were temporarily removed from service for annual maintenance and on June 27, primary clarifier No. 1 was permanently removed from service and turned over to GSE Construction. GSE will oversee the refurbishment of this tank's sludge hopper walls and trough and will install a new tank baffle system. Operations removed aeration basin's No's. 1 and 4 from service for annual preventative maintenance on June 3 and then rotated these two basins with No's. 2 and 3 at the later end of the month for the same maintenance procedure. On June 4 the bulk polymer tank was emptied and locked out. Staff connected smaller polymer solution totes to dewatering equipment, bypassing the bulk tank which was being readied for a condition assessment. On June 19, staff locked and tagged out the San Rafael plate screen and two grit basins for their annual preventative maintenance, and temporarily operated the Waukesha cogenerator while the Jenbacher was offline for a maintenance procedure. During the week of June 24, staff was busy coordinating facility road closures and traffic control while a paving contractor was onsite repairing a portion of the facility road.

The Mixed Liquor Suspended Solids inventory averaged 1,023 mg/l in May, a 16% increase in inventory from last month. This increase was due in part to a sizable late season storm event which carried additional solids into the treatment plant. These solids required additional biological treatment.

Graph #3 shows the enterococcus MPN, which represents the effectiveness of the disinfection system's performance. The enterococcus rolling average in May was 5.0 MPN/100mL, well below the Agency KPI average of 35 MPN and well below the permit limit of 255 MPN.

Graph #4 shows the Total Suspended Solids (TSS), which is a good indicator of the effluent quality. The TSS monthly average in May was 8.1 mg/l, which is 54.0% of our KPI of 15 mg/l and 27.0% of our permit's monthly average limit of 30 mg/l.

IV. Maintenance Activities

The cogeneration systems produced approximately 96.4% of the Agency's power in May, and MCE supplied the balance, as depicted on Graph #8.

Most of June's work activities were spent performing process tank and equipment preventative maintenance. Technicians assisted with the replacement of hydrogen sulfide media, the replaced siloxane media in one vessel, performed a confined space entry into the bulk polymer storage tank to clean it out, unplugged the discharge nozzle on mixing pump No. 1 in the Organic Waste Receiving facility, installed new fall arrest anchors inside the Headworks, assisted the asphalt contractor with removing and reinstalling yard gate electrical components, reset the biogas drying system after a utility outage, and replaced the failed emergency warning beacon in the Headworks. The utility staff recoated the handrail system in the Headworks, painted office space in the laboratory in advance of an employee occupying the new office, and a utility worker worked closely with the defensible space contractor to ensure trimmings and garbage was removed from Andersen Hill.

Attachment:

- June 2024 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

May 2024

A new 10’ foot wide receiving hatch at the Organic Waste Receiving Station can now accommodate a range of delivery trucks.

Monthly Compliance Summary Table
Central Marin Sanitation Agency
June, 2024
Final Effluent Monitoring

Parameter	Limit Type	NPDES Monitoring Frequency	CMSA Monitoring Frequency	Results	Units	Limit
Carbonaceous Biochemical Oxygen Demand (cBOD)	Weekly Average	1/Week	3/Week	11.0	mg/L	Maximum 40
	Monthly Average	1/Week	3/Week	7.6	mg/L	Maximum 25
cBOD Removal	Monthly Average	1/Week	3/Week	96	%	Minimum 85
Total Suspended Solids (TSS)	Weekly Average	2/Week	3/Week	10.3	mg/L	Maximum 45
	Monthly Average	2/Week	3/Week	8.1	mg/L	Maximum 30
TSS Removal	Monthly Average	2/Week	3/Week	95	%	Minimum 85
Chlorine Residual	Hourly Maximum	Continuous	Continuous	0.03	mg/L	Maximum 0.56
Ammonia	Monthly Average	2/Month	1/Week	42.9	mg/L	Maximum 60
	Daily Maximum	2/Month	1/Week	43.4	mg/L	Maximum 120
pH	Instantaneous	Continuous	Continuous	6.7	SU	Minimum 6
	Instantaneous	Continuous	Continuous	7.5	SU	Maximum 9
Bacteriological Analysis						
Enterococcus	6-Week Geomean	2/Week	3/Week	5.0	MPN/100mL	Maximum 255
	10% Maximum	2/Week	3/Week	9.8	MPN/100mL	Maximum 1,055
Metals Analysis						
Copper	Daily Maximum	Monthly	Monthly	7.7	ug/L	Maximum 84
	Monthly Average	Monthly	Monthly	7.7	ug/L	Maximum 48
Cyanide	Daily Maximum	Monthly	Monthly	J1.5	ug/L	Maximum 37
	Monthly Average	Monthly	Monthly	J1.5	ug/L	Maximum 21
Semiannual and Quarterly Analysis						
Mercury	Weekly Average	Quarterly	Quarterly	0.0049	ug/L	Maximum 0.072
	Monthly Average	Quarterly	Quarterly	0.0049	ug/L	Maximum 0.066
	Annual Load	Quarterly	Quarterly	0.02	kg/yr	Maximum 0.11
Chronic Toxicity	Pass/Fail	Semiannual	Semiannual	Pass	Pass/Fail	Pass Minimum
	Effect	Semiannual	Semiannual	-1.0	%	50% Maximum
	Survival	Semiannual	Semiannual	2.6	%	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*

EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA
June 2024

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

PRIMARY CLARIFIER PERFORMANCE

Expected removal efficiencies as outlined in Metcalf & Eddy Wastewater Engineering Manual.

Total Suspended Solids (TSS) in:	172.9	mg/l	
TSS out:	106.0	mg/l	
Percent Removal Achieved:	63.1	%	**Design 50-70% Removal**
Total Biochemical Oxygen Demand (BOD) in:	286.5	mg/l	
BOD out:	175.4	mg/l	
Percent Removal Achieved:	39.3	%	**Design 25-40% Removal**
Plant Influent Flows:	9.0	MGD	

SECONDARY SYSTEM PERFORMANCE

AERATION TANKS/ACTIVATED SLUDGE

Dissolved Oxygen set point:	2.3	mg/l
MLSS:	837	mg/l
MCRT:	2.4	Days
SVI:	117	mL/g

SECONDARY CLARIFIERS

WAS concentration:	6,890	mg/l
TSS out:	11.8	mg/l
Secondary System TSS Removal	88.8	%

FINAL EFFLUENT

Effluent TSS for the month:	8.1	mg/l	(Maximum Limit: 30mg/l)
Week #1 weekly average	10.3	mg/l	(Maximum Limit: 45mg/l)
Week #2 weekly average	10.3	mg/l	"
Week #3 weekly average	8.0	mg/l	"
Week #4 weekly average	6.0	mg/l	"
Week #5 weekly average	6.7	mg/l	"
Monthly average TSS removal efficiency through the plant:	95.0	%	(Minimum Limit: 85%)

Effluent CBOD:	7.6	mg/l	(Maximum Limit: 25mg/l)
Week #1 weekly average	11.0	mg/l	(Maximum Limit: 40mg/l)
Week #2 weekly average	10.0	mg/l	"
Week #3 weekly average	6.7	mg/l	"
Week #4 weekly average	7.0	mg/l	"
Week #5 weekly average	4.0	mg/l	"
Monthly average CBOD removal efficiency through the plant:	96.0	%	(Minimum Limit: 85%)

Disinfection Dosing Rate:		2.5	mg/l	monthly average
Ammonia Monthly Average:		42.9	mg/l	(Maximum 120)
Enterococcus six-week Geometric Mean:		5.0	MPN	(Maximum 255)
Enterococcus 10% Maximum:		9.8	MPN	(Maximum 1,055 MPN)
Effluent pH for the month:	Min	6.7		(Min 6.0)
	Max	7.5		(Max 9.0)

DIGESTER TREATMENT

Thickened Waste Concentration from the RDT:	7.17	%
Volatile Solids destroyed:	85.0	%
Cubic feet of biogas produced:	8,802,970 (Total)	293,432 (Daily Average)
Temperature of the digesters:	101.9	degrees Fahrenheit

EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA
June 2024

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

DEWATERING

Centrifuge feed concentration:	3.4	%
Biosolids concentration:	25.8	%
TSS of the centrate:	184	mg/l
Centrifuge solids capture:	99.29	%
Polymer use per dry ton of biosolids:	17.54	#/dry ton
Polymer feed rate per run:	3.39	gpm
Concentration of the polymer batches:	0.328	%
Sludge feed rate per run:	47.9	gpm

Comments:
The treatment plant performed well, and all equipment remained online and operating 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 0-8 MGD.

Graph #3:
Depicts the enterococcus most probable number (MPN) results which are an indication of the performance of the disinfection system.
The enterococcus average for the month was 5.0 MPN, well below the Agency KPI of 35 MPN and permit limit of 255 MPN.

Graph #4:
Depicts the total suspended solids in the effluent.
Our monthly average was 8.1 mg/l versus our KPI of 15 mg/l and permit monthly average limit of 30 mg/l. The effluent suspended solids remained below the Agency KPI for the entire month.

Graph #5:
Depicts the effluent CBOD which is measuring the oxygen demand of the wastewater.
The effluent CBOD average was 7.6 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 15mg/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 the month. There were several days without dewatering operations as staff prepared in advance for the condition assessment of the bulk polymer storage tank.

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 in June averaged 293,432 cubic feet per day, above our monthly KPI of 200,000 cubic feet per day.

Graph #8:
This graph depicts the amount of energy produced through cogeneration versus the energy purchased from MCE for Agency operations, and the green line represents power exported to the grid. A total of 106,628 kWh was exported to the utility grid in May.

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 out 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.

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.

Central Marin Sanitation Agency

BOARD MEMORANDUM

July 5, 2024

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Performance Metric Report – June 2024

Recommendation: Accept the June 2024 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 nearly all our metric goals/targets. Noteworthy metrics or variances are described below.

Table I – Treatment/Process Metrics
Treatment facilities continue to be in the dry weather mode of operation and will remain in that mode until the first rain events of the next wet weather year.

Table II – Employee Metrics
Several employees received job specific development training, most employees attended in-person Workplace Violence Prevention safety training, five employees attended the annual San Quentin State Prison Security Access training, and various employees took the Virtual Artificial Intelligence, Cybersecurity Awareness, Ergonomics, and Heat Illness Prevention training.

Table III – Public Outreach
Two odor notifications were posted to the Agency website and there were no public odor complaints. The notifications were to remove a primary clarifier from service for annual preventative maintenance (June 25), and to remove an aeration basin from service for annual preventative maintenance (June 27).

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

Public Outreach Events
There were no events in June.

School Events – Juggler Show Presentations and Classroom Events

Rock Steady Juggling provides elementary school outreach presentations.

Date	Location	Attendees
6/21	North Bay Children's Center in Novato	50

CMSA Tours

Date	Group	Attendees
6/20	San Rafael Sanitation District staff	17
6/27	Zero Waste Marin staff	3

Table IV – Environmental and Regulatory Compliance Metrics

There were no final effluent or air permit exceedances in June. Due to additional nutrient monitoring associated with the Nutrient Removal Alternative Analysis project, the contract laboratory metric (Item 4) exceeds its upper range. This exceedance will continue through October for the extended nutrient sampling period.

Attachment:

- June 2024 Performance Metric Report

CMSA CY24 PERFORMANCE METRICS – June 2024

TABLE I - TREATMENT/PROCESS METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Wastewater Treated	Volume of wastewater influent treated in million gallons (Mg); *Year to date in billion gallons (Bg)*	270.4 Mg; 2.73 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)	25.5 Mg 32.5 Kg	25 - 40 Mg variable
3) Biosolids Reuse	Disposal or 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)	245 wt 0 wt 105 wt	360 – 665 wt
4) Conventional Pollutant Removal	Removal of the conventional NPDES pollutants - Total Suspended Solids (TSS) and Biological Oxygen Demand (BOD) a. tons of TSS removed; % TSS removal b. tons of BOD removed; % BOD removal	 193 tons; 95% 209.8 tons; 96%	 > 85% > 85%
5) Priority Pollutants Removal	Diversion of priority NPDES metals from discharge to the San Francisco Bay: a. % Mercury, for current quarter b. % Copper	 93% 83%	 88 – 99% 84 – 98%
6) Biogas Production	Biogas generated in our anaerobic digesters, in million cubic feet (Mft^3) Natural gas equivalent of the biogas, in million cubic feet (Mft^3)	8.80 Mft^3 5.63 Mft^3	7.0 - 10.5 Mft^3 4.5 - 6.7 Mft^3
7) 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*, in hours (hrs.); % time during month* Agency power demand supplied by renewable power*, %* Cogeneration system uptime, *in hours; % time during month* Biogas value (natural gas cost equivalent).	490,267 kWh 75,689 kWh 634 hrs; 88.1% 90.4% 710 hrs; 98.6 % $31,703	380 - 480,000 kWh 40,000 - 70,000 kWh 600 hrs; 80% 80 - 100% 650 hrs; 87% $30,000 - $60,000
8) Efficiency	The cost to operate and maintain the treatment facilities per million gallons of wastewater treated, in dollars per million gallons. ($/Mg) Energy used, kilowatt hours, per million gallons treated. (kWh/Mg)	$4,087/Mg 1,846 kWh/Mg	$2,500 - $5,400/Mg (wet - dry) 670 - 2,400 kWh/Mg

Attachment

CMSA CY24 PERFORMANCE METRICS – June 2024

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 = 136 External = 0	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);	817 hrs 652 hrs (99.1%) 6 hrs (0.09%) 0.99	800 - 1,100 hrs ≥ 70% total CM hrs ≤ 30% total hours ≥ 0.45
3) Overtime Worked	Monthly hours of overtime worked; *Year to date hours of overtime (YTD)* % of regular hours worked; *% Year to date (YTD)*	108 hrs; *(714.5 hrs)* *1.4 %; (1.5%)*	< 5%
4) Internship Program	Number of high school and college student interns work hours; (YTD)	429 hrs; *(787 hrs)*	Variable

Table III- PUBLIC OUTREACH

Metric	Definition	Measurement	Target/Goal
1) Public Education Events	Attendance at public education outreach events; # of booth visitors; *(YTD)*	0; *(451)*	3,000/year
2) School Events	Participation or sponsorship in school outreach events; attendees; *(YTD)*	50; *(1,854)*	variable
3) Agency Tours	Tours given to students and the public; # of people, *(YTD)*	20; *(368)*	variable
4) Odor Notifications	Number of odor alerts posted to the Agency website	2	1-10
5) Odor Complaints	Number of odor complaints received from the public	0	0

CMSA CY24 PERFORMANCE METRICS – June 2024

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.	248	200-500
3) Process Control Analyses	# of analyses by the CMSA laboratory for process control monitoring	561	400-900
4) Contract Laboratory Analyses	# of analyses by contract laboratories for regulatory compliance reporting, and source control program monitoring.	229	25-150
5) Quality Control Testing	# of CMSA performed laboratory analyses for QA/QC purposes.	1,229	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.	682	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 – 199 businesses and 100 dental offices.	7	10-30
8) FOG Program Inspections	Inspections of food service establishments (FSEs) in the Almonte, TCSD, SD2, RVSD, SRSD, and LGVSD service areas – approx. 314 FSEs are regulated.	41	30 – 50
9) Permits Issued/Renewed	Permits issued for the source control programs – pretreatment, pollution prevention, food service establishments, and ground water discharge.	*53*	variable

Central Marin Sanitation Agency

BOARD MEMORANDUM

July 5, 2024

To: CMSA Commissioners and Alternates

From: Corey Spray, Administrative Services Manager

Approved: Jason Dow, General Manager

Subject: FY24 Board Compensation Report

Recommendation: Accept the FY24 Board Compensation Report.

Summary: Assembly Bill 2040 requires special districts to prepare a report of annual compensation of its elected officials, and Assembly Bill 1234 requires disclosure of reimbursements made to its elected officials. Compensation consists of fees paid for meeting attendance, and reimbursements are for out-of-pocket expenses paid in connection with approved training and travel. Total compensation and reimbursements to Board members for FY24 are summarized in the table below and in the Agency's State Controller's report of Government Compensation for 2023 [(1)], available online.

FY24 Annual Compensation Table

Board of Commissioner	Regular Board Meetings	Special Board Meetings [(2)]	Finance Committee Meetings	CASA & North Bay Watershed Meetings	Totals
Fred Casissa	$ 225.00	$ -	$ -	$ -	$ 225.00
Eli Beckman	2,025.00	225.00	675.00	-	2,925.00
Michael Boorstein	2,250.00	281.35	-	1,575.00	4,106.35
Maribeth Bushey	2,025.00	225.00	-	-	2,250.00
Dean DiGiovanni	2,250.00	225.00	675.00	675.00	3,825.00
Tom Gaffney	-	-	675.00	-	675.00
Doug Kelly	2,250.00	225.00	-	-	2,475.00
Alan Zahradnik	225.00	-	-	-	225.00
Total	**$ 11,250.00**	**$ 1,181.35**	**$ 2,025.00**	**$ 2,250.00**	**$ 16,706.35**

1. Board member compensation reported to the State Controller's Office as part of the Government Compensation in California Report is stated on a calendar year basis for 2023 the most recent year. The table of board member compensation shown above for FY24 is reflected on a fiscal year basis.

2. Special Board meetings also include meetings for the Ad Hoc Evaluation Committee.

Central Marin Sanitation Agency

BOARD MEMORANDUM

July 5, 2024

To: CMSA Commissioners and Alternates

From: Mark Koekemoer, Regulatory Compliance Manager
Peter Kistenmacher, Technical Services Manager

Approved: Jason Dow, General Manager

Subject: Professional Services Agreement with Caltest Analytical Laboratory

Recommendation: Approve the Professional Services Agreement with Caltest Analytical Laboratory, and authorize the General Manager to sign the agreement.

Summary: CMSA routinely contracts with analytical laboratories for specific source control, NPDES permit compliance, and biosolids monitoring analyses which cannot be completed in-house. Staff conducted a formal bid process this spring, contacting two reputable local environmental laboratories, Caltest Analytical Laboratory (Caltest) and McCampbell. Caltest submitted a proposal and McCampbell did not submit a proposal due to insufficient staff availability. Caltest has provided CMSA with various analytical laboratory services for over 30 years with a very high degree of quality and responsiveness.

Fiscal Impact: Caltest's proposal costs for FY25 is $64,800, and $194,400 for a 3-year contract term with annual CPI cost adjustments. The Agency's approved FY25 budget includes $68,702 for contracted laboratory services.

Attachment:

- Professional Services Agreement with Caltest Analytical Laboratory

CENTRAL MARIN SANITATION AGENCY
ANALYTICAL SERVICES

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (hereinafter "Agreement") is made and entered into this **1st** day of **August *2024*** by and between the Central Marin Sanitation Agency (hereinafter referred to as "Agency") and Caltest Analytical Laboratory (hereinafter referred to as "Laboratory").

RECITALS:

WHEREAS, the Agency desires to retain Laboratory to perform the following services (hereinafter referred to as "Services"), which include, but are not limited to, Source Control, NPDES Permit, and Biosolid analytical laboratory services (hereinafter referred to as "Services"); and

WHEREAS, Laboratory represents and warrants that it is qualified, competent, and ready to perform such Services;

NOW, THEREFORE, for and in consideration of the promises contained herein, and the payments to be made by Agency, the parties agree to the following:

1. LABORATORY'S SCOPE OF SERVICES:

Laboratory shall provide the Services described in **Exhibit A** attached hereto and by this reference made a part of this Agreement. If the Agency desires to engage Laboratory to perform optional or additional services, the Agency and Laboratory will prepare and execute an amendment to this Agreement for the performance of the optional or additional services.

2. AGENCY'S OBLIGATIONS:

The Agency shall:

(A) Provide access to and make provisions for the Laboratory to enter the Agency's facilities as needed by Laboratory in order for it to perform the Services, subject only to Laboratory providing the Agency with reasonable advance notice of its need for access to one or more of the Agency's facilities.

(B) Make available to Laboratory all pertinent data, agreement documents, record drawings, reports, studies, and other records (hereinafter collectively "Information") requested by Laboratory for its review and use, and reliance in its performance of the Services.

(C) Provide review comments on project deliverables per the agreed upon activity and project schedules.

3. FEES:

The fees for furnishing the Services to be performed under this Agreement are set forth in the fee and task proposal which is attached hereto as **Exhibits A and B** and by this reference incorporated herein and made a part of this Agreement. *Service fees shall be guaranteed for first year of this agreement and are subject to increase not greater than the calendar year San Francisco Bay Area Consumer Price Index for All Urban Consumers (CPI-U) in subsequent years.*

If during the performance of the Services, Laboratory makes a good faith determination that there will be a balance remaining in a task upon its completion, the Laboratory, with the Agency's prior agreement, which shall not be unreasonably withheld, may reallocate that amount among other tasks that have not been completed but have exceeded or are estimated to exceed the amount originally allocated for those tasks.

4. PAYMENT:

The Agency shall pay Laboratory for proper performance of the Services according to the fee schedule set forth in **Exhibits A and B**. On a task basis, Laboratory will provide the Agency with a written invoice setting forth the hours spent by Laboratory's assigned personnel along with any reimbursable expenses incurred during that task together with supporting documentation as requested by the Agency. The fees for services under this Agreement shall be due within thirty (30) calendar days after approval by the Agency of the invoice covering the services and reimbursable expenses.

5. AGREEMENT TIME:

This Agreement shall commence when executed by the Agency and Laboratory, and shall terminate on **June 30, 2027**. Time is of the essence with respect to this Agreement. This Agreement's Time may be extended by mutual agreement of the parties.

6. INSURANCE:

Laboratory shall procure and maintain at all times during the performance of the Agreement at its expense the following insurances:

(A)(i) **Workers' Compensation and Employer's Liability Insurance** for protection of Laboratory's employees as required by the State of California and as will protect Laboratory from loss or damage because of personal injuries, including death to any of its employees. Employers Liability insurance shall be provided in amounts not less than:

$1,000,000 each accident for bodily injury

$1,000,000 each employee for bodily injury by disease

$1,000,000 policy limit for bodily injury by disease

(A)(ii) **Comprehensive Automobile Liability Insurance** shall provide coverage for bodily injury and property damage liability. This policy shall protect Laboratory against all liability arising out of the use of owned or leased automobiles both passenger and commercial. Automobiles, trucks, and other vehicles and equipment (owned, not owned, or hired, licensed or unlicensed for road use) shall be covered under this policy. Limits of liability for Comprehensive Automobile Liability Insurance shall not be less than $1,000,000 per accident for bodily injury and property damage.

(A)(iii) **Comprehensive General Liability Insurance** as will protect Laboratory and the Agency from any and all claims for damages or personal injuries, including death, which may be suffered by persons, or for damages to or destruction to the property of others, which may arise from the Laboratory's Services under this Agreement. Said insurance shall provide a minimum of $1,000,000 Combined Single Limit coverage for personal injury, bodily injury, and property damage for each occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately for this Agreement or the general aggregate limit shall be twice the required occurrence limit. Such insurance will insure Laboratory and the Agency from any and all claims arising from the following:

1. Personal injury;
2. Bodily injury;
3. Property damage;
4. Broad form property damage;
5. Independent contractors;
6. Blanket contractual liability.

(A)(iv) **Professional Liability Insurance** shall protect Laboratory from claims arising out of negligent acts, errors or omissions of Laboratory in the performance of the Service in an amount of not less than $1,000,000. The policy shall cover the indemnity provisions under this Agreement. Laboratory shall maintain this insurance for twelve (12) months after the Services required under this Agreement have been completed.

(B) Laboratory agrees to procure and maintain such insurances at Laboratory's expense in full force and effect in a company or companies satisfactory to the Agency. All coverage shall remain in effect until completion of the Services.

(C) Laboratory will furnish the Agency with certificates of insurance issued by Laboratory's insurance carrier(s) and countersigned by an authorized agent or representative of the insurance company. The certificates shall show that the insurance will not be cancelled, altered, or reduced without at least ten (10) days' prior written notice to the Agency. The certificates for liability insurance will show that liability assumed under this Agreement is included.

(D) Laboratory hereby grants to CMSA a waiver of any right to subrogation which any insurer of said Laboratory may acquire against CMSA by virtue of the payment of any loss under such insurance. Laboratory agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the CMSA has received a waiver of subrogation endorsement from the

insurer.

(E) The general liability and automobile liability insurance policies shall contain or be endorsed to contain the following provisions:

(i) The Agency, its members including San Rafael Sanitation District, Ross Valley Sanitary District, Sanitary District No. 2 of Marin County, the City of San Rafael, the Town of Corte Madera, their respective commissioners, directors, councilmembers, officers, officials, employees and volunteers are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Laboratory; products and completed operations of the Laboratory; premises owned, occupied or used by the Laboratory; or automobiles owned, leased, hired or borrowed by the Laboratory. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its members including San Rafael Sanitation District, Ross Valley Sanitary District, Sanitary District No. 2 of Marin County, the City of San Rafael, the Town of Corte Madera, their respective commissioners, directors, councilmembers officers, officials, employees and volunteers.

(ii) For any claims related to this Agreement, the Laboratory's insurance coverage shall be primary insurance as respects the Agency, its members including San Rafael Sanitation District, Ross Valley Sanitary District, Sanitary District No. 2 of Marin County, the City of San Rafael, the Town of Corte Madera, their respective commissioners, directors, councilmembers, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Agency, its members including San Rafael Sanitation District, Ross Valley Sanitary District, Sanitary District No. 2 of Marin County, the City of San Rafael, the Town of Corte Madera, their respective commissioners, directors, councilmembers, officers, officials, employees and volunteers shall be excess of the Laboratory's insurance and shall not contribute to it.

(iii) The Laboratory's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(iv) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party except after ten (10) days' prior written notice by mail, has been given to the Agency. Laboratory agrees to provide notification to the Agency in the event the insurance policies are suspended, voided, or reduced in coverage or limits.

(F) Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to CMSA.

Failure to provide and maintain the insurance required by this Agreement will constitute a material breach of this Agreement. In addition to any other available remedies, Agency may

suspend payment to the Laboratory for any services provided during any time that insurance was not in effect and until such time as the Laboratory provides adequate evidence that Laboratory has obtained the required insurance coverage.

CMSA, at its discretion, may waive insurance requirements or reduce the above stated coverage limits based on the Laboratory's scope of work and complexity of the associated tasks.

7. NONDISCRIMINATORY EMPLOYMENT:

Laboratory and/or any permitted sub-Laboratory, shall not unlawfully discriminate against any individual based on race, color, religion, nationality, sex, sexual orientation, age, condition of disability, or other protected category. Laboratory and/or any permitted sub-Laboratory understands and agrees that Laboratory and/or any permitted subcontract Laboratory is bound by and will comply with the nondiscrimination mandates of all federal, state, and local statutes, regulations and ordinances.

8. LICENSING AND PERMITS:

The Laboratory shall procure and maintain as required the appropriate licenses and permits required to perform the Services throughout the life of this Agreement.

9. BOOKS OF RECORD AND AUDIT PROVISION:

Laboratory shall maintain on a current basis complete books and records relating to this Agreement and the Services performed. Such records shall include, but not be limited to, documents supporting all billings to the Agency for the Services performed. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Agreement. In addition, Laboratory shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts, and invoices for all items. These documents and records shall be retained for at least five years from the completion of this Agreement. Laboratory will permit Agency to audit all books, accounts or records relating to this Agreement or all books, accounts or records of any business entities controlled by Laboratory who participated in this Agreement in any way. Any audit may be conducted on Laboratory's premises or, at Agency's option, Laboratory shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from Agency. Laboratory shall refund any moneys erroneously charged.

10. TITLE TO INFORMATION & DOCUMENTS:

It is understood that any and all documents, including but not limited to Information, documents, and reports concerning this Agreement's Services prepared by and/or submitted to the Laboratory, shall be the property of the Agency. The Agency may provide the Laboratory's work product(s) to another person or entity in the future for a separate specific assignment. However, Laboratory retains all intellectual property rights, including copyrights, applicable to

its work. The Laboratory may retain reproducible copies of the documents that it prepares as part of the Services. In the event of the termination of this Agreement, for any reason whatever, Laboratory shall promptly deliver all Information, including but not limited to writings, plans, reports, and other documents to Agency without exception or reservation.

11. TERMINATION:

(A) **Notice to Cure.** If Laboratory at any time fails to properly and diligently perform the Services covered by the Agreement, or has committed a material breach of a provision of this Agreement, the Agency shall give Laboratory written notice that within two (2) working days of its receipt of said notice, Laboratory shall commence and continue satisfactory correction of such default or breach with diligence and promptness.

(B) **Laboratory Default.** If Laboratory fails to commence, within two (2) working days after receipt from the Agency of the notice issued under the above paragraph (A) and diligently thereafter, to correct the default or breach, then the Agency may pursue any remedies available by common law, statute, or this Agreement, including, but not limited to, one or more of the following:

(i) withhold any sums due or thereafter to become due to Laboratory under the Agreement and during such period such withheld amounts shall not accrue interest; or

(ii) terminate the Agreement.

Within seven (7) business days of Laboratory's correction of the default or breach, the Agency shall release to the Laboratory any monies withheld.

(C) **Termination for Convenience.** The Agency may for its convenience and at any time and for any reason terminate Laboratory's Services and this Agreement. Termination shall be by service of written notice to Laboratory at its address for notice set forth below. Upon receipt of such notice, Laboratory shall, unless the notice directs otherwise, immediately discontinue performing the Services.

Upon such termination, subcontract Laboratories shall be entitled to payment only for the Services completed as of the date of termination pursuant to the Agreement. Laboratory shall not be entitled to any claim or claim for any additional compensation, lost profit, or other damages in the event of such termination.

12. RELATIONSHIP BETWEEN THE PARTIES:

It is expressly understood that in the performances of the Services herein, the Laboratory, and the agents and employees thereof, shall act as an independent contractor and not as officers, employees or agents of the Agency. Laboratory shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and worker's compensation for its employees.

13. AMENDMENT:

This Agreement may be amended or modified only by written agreement of all parties.

14. ASSIGNMENT OF SERVICES AND PERSONNEL:

The Laboratory shall not subcontract or assign any portion of the Services required to be performed pursuant to this Agreement without the prior written approval of the Agency. Further, Laboratory shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided and are acceptable to Agency, as is evidenced in writing.

15. JURISDICTION AND VENUE:

This Agreement shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

16. INDEMNIFICATION:

Laboratory shall indemnify, defend, and hold harmless the Agency, its members including San Rafael Sanitation District, Ross Valley Sanitary District, Sanitary District No. 2 of Marin County, the City of San Rafael, the Town of Corte Madera, and their respective commissioners, directors, councilmembers, officers, officials, and employees (collectively "Indemnitees") from any and all claims for damages including, but not limited to, money, expenses, and/or losses (collectively "Claim") to the extent Claim arises from Laboratory's negligence, recklessness, and/or willful misconduct in the performance of the Services under this Agreement.

Notwithstanding the foregoing, for any Claim alleging Laboratory's negligence, recklessness, and/or willful misconduct, Laboratory's obligations, and liability for costs of the Indemnitees' defense shall not exceed the Laboratory's proportionate percentage of fault for the Claim.

17. STANDARD OF CARE:

Laboratory shall complete the services required hereunder in accordance with the prevailing standard of care by exercising the skill and ability ordinarily required to perform the same or similar services, under the same or similar circumstances, in the State of California. Laboratory shall, at no cost to the Agency, re-perform any part of the services which fail to satisfy the foregoing standard of care.

18. ESTIMATES AND PROJECTIONS:

Laboratory has no control over the cost of labor, materials, equipment or services furnished by others, over the incoming water quality and/or quantity, or over the way the Agency's facilities and/or associated processes are operated and/or maintained. Data projections and estimates

are based on Laboratory's opinion based on experience and judgment. Laboratory cannot and does not guarantee that actual costs and/or quantities realized will not vary from the data projections and estimates prepared by Laboratory and Laboratory does not and will be not liable to and/or indemnify the Agency and/or any third party related to any inconsistencies between Laboratory's data projections and estimates and actual costs and/or quantities realized by the Agency and/or any third party in the future.

19. THIRD PARTIES:

The services to be performed by Laboratory are intended solely for the benefit of Agency and its members. No person or entity not a signatory to this Agreement shall be entitled to rely on Laboratory's performance of its services hereunder, and no right to assert a claim against Laboratory by assignment of indemnity rights or otherwise shall accrue to a third party as a result of this Agreement or the performance of Laboratory's services hereunder.

20. FORCE MAJEURE:

Neither Laboratory nor Agency shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to uncontrollable forces, the effect of which, by the exercise of reasonable diligence, the nonperforming party could not avoid. The term "uncontrollable forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the control of the nonperforming party. It includes, but is not limited to, fire, flood, earthquake, storms, lightening, epidemic, war, riot, civil disturbance, sabotage, inability to procure permits, licenses, or authorizations from any state, local, or federal agency or person for any of the supplies, materials, accesses, or services required to be provided by either Laboratory or Agency under this Agreement, strikes, work slowdowns or other labor disturbances, and judicial restraint.

21. COMPLIANCE WITH APPLICABLE LAWS:

In performance of the services, Laboratory will comply with applicable regulatory requirements including federal, state, and local laws, rules, regulations, orders, codes, criteria, and standards.

22. WAIVER:

A waiver by either the Agency or Laboratory of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing and executed by the waiving party. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

23. SEVERABILITY:

The invalidity, illegality, or unenforceability of any provision of this Agreement, or the

occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of the Agreement. Any void provision shall be deemed severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void.

24. INTEGRATION:

This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the Laboratory and Agency pertaining to this Agreement and the Services to be performed, whether written or oral.

25. NOTICES AND DESIGNATED REPRESENTATIVES:

Mark Koekemoer is the designated representative for CMSA and will administer this Agreement for CMSA. **Holly Long** is the designated representative for Laboratory. Changes in designated representatives shall occur only by advance written notice to the other party.

All invoices shall be submitted and approved by the designated Agency representative and all notices shall be given to Agency at the following location:

1301 Andersen Drive
San Rafael, CA 94901

Notices shall be given to Laboratory at the following address:

Caltest Analytical Laboratory
1885 North Kelly Road
Napa, CA 94558

IN WITNESS WHEREOF, the parties hereunto have executed this Agreement on the date first above written.

APPROVED BY:

CENTRAL MARIN SANITATION AGENCY:	**LABORATORY**:
Jason R. Dow, General Manager	Todd Albertson, President
	Federal Tax ID #: 94-2836677

Exhibits A & B:

Laboratory's Scope of Services

And

Cost of Services Summary

NELAP/ORELAP Certification 4036

Caltest
ANALYTICAL LABORATORY
ENVIRONMENTAL ANALYSES

CA-ELAP Certification 1664

May 1, 2024

Mark D. Koekemoer
Regulatory Compliance Manager
Central Marin Sanitation Agency
1301 Andersen Drive
San Rafael, CA 94901

Subject: Request for Proposals for CMSA Contract No. 24-35

Dear Mr. Koekemoer,

Thank you for the invitation to provide a proposal for the subcontracting of laboratory analytical services.

Caltest is a full-service environmental analytical laboratory, specializing in EPA/40CFR 136.3 approved wastewater methods that are required for NPDES permit compliance. Caltest is California-ELAP certified for wastewater, drinking water and solid waste analyses. Our CA-ELAP and Statement of Qualifications (SOQ) are enclosed.

We are incorporated as Vitisystems Inc., dba Caltest Analytical Laboratory, and we have one location in Napa CA, which is only 36 miles from Central Marin Sanitation Agency (CMSA), making it easy for sample pickups and container deliveries. We have 44 employees and we have been in business under the same ownership since 1982.

We offer 7 day a week courier and laboratory services if CMSA staff ever require emergency sampling and pickups on weekends or holidays.

Caltest is not new to CMSA staff. We have been providing laboratory services and support to CMSA staff for over 20 years. Our SOQ lists key staff with brief bios and should provide all the qualification details you're requesting. In addition, our ELAP certificate is provided along with those of our subcontractors. For Caltest's Fields of Accreditation, please see our Laboratory Certification links at https://caltestlabs.com/downloads/.

Our subcontractor for several biosolids analyses is Pace Analytical Services, LLC in Bakersfield, CA (ELAP 1186). For water suitability analysis, Caltest subcontracts to Eurofins Eaton Analytical, LLC - Pomona (ELAP 2813); Caltest has worked with both subcontractors for many years, and each has performed analyses for CMSA as a subcontractor to Caltest in the past. Also included below is a list of references from northern California wastewater treatment facilities, a scope of work with a fee proposal, and a proposed modification to CMSA's Professional Services Agreement.

1885 North Kelly Road • Napa, California 94558
(707) 258-4000 • Fax (707) 226-1001 • e-mail: info@caltestlabs.com

Please feel free to contact me at the laboratory with any questions or if I can provide any additional information.

Sincerely,
Caltest Analytical Laboratory

President
Email: Todd_Albertson@CaltestLabs.com

1885 North Kelly Road • Napa, California 94558
(707) 258-4000 • Fax (707) 226-1001 • e-mail: info@caltestlabs.com

An Introduction to
Caltest Analytical Laboratory
Napa, California

Caltest is a family operated business that has been serving the San Francisco Bay and Sacramento, California areas for over 40 years under the same ownership.

A commercial environmental analytical laboratory providing trace level analyses of pollutants by EPA and Standard Method protocols in wastewater, ambient waters, drinking waters, stormwaters, groundwaters, soils and sediments.

A professional services organization proficient in complex analyses of volatile and semi-volatile organics, pesticides, insecticides, fungicides, explosives, trace metals, nutrients, anions, microbiology, solids, and wastewater loading parameters.

A business with over 90% client retention, long-term staff, and an excellent reputation among clients, especially clients who work in, or have worked in, laboratory environments themselves. Caltest clients appreciate what it takes to consistently produce quality data.

BUSINESS INFORMATION

Caltest is operated conservatively, profitably, and has no history of bankruptcy, contract disputes, or regulatory investigations.

All staff sign and abide by agreements ensuring ethics and integrity for data handling and best documentation practices, confidentiality, as well as adherence to the protocols and policies of the Quality Assurance Manual, and employee handbook. Additionally, all staff undergo annual ethics and integrity refresher training to assist in maintaining vigilance throughout the laboratory.

Caltest's mission statement pledges to provide well-respected analytical services, providing a good work environment for the employees and providing a reasonable return to its investors. We believe that if a company's staff has a high turnover, are unhappy, or subjected to negative morale, it is difficult to consistently produce reliable results and quality data. We make it a top priority to strive for a positive environment that is a good place to work, and a good place to work with.

CONTRACTING INFORMATION

Caltest is certified as a ***Federal Small Business Enterprise (SBE).*** Certification ID: 1012918.

Caltest is incorporated in the State of California as Vitisystems Inc., dba Caltest Analytical Laboratory. Corporation number: C1120229. Federal Tax ID: 94-2836677. Duns (dnb) # 059601856.

Company Insurance provisions include comprehensive liability as well as Errors and Omissions coverage.

A Health and Safety Program is in place and complies with the Federal Chemical Hygiene Plan requirements as well as OSHA requirements.

Our business follows our local county hazardous materials management plan.

Management Philosophy

Caltest is a well-managed, well-equipped, conservatively operated laboratory. Long-term stability and planned growth are key elements of our business plan. Caltest has maintained steady growth with an excellent reputation for service and data quality. We continuously invest in staff, instrumentation and facility.

Correctness of Results/Data Integrity

Our laboratory staff is keenly aware of the crippling effect fraudulence has impacted other laboratories like Caltest. We pride ourselves on maintaining a knowledgeable core staff, and continuously improve everyone's analytical skills through in-house training and attendance of industry sponsored seminars and conferences. Our key staff has over 130 years of combined experience, averaging greater than 13 years/key member.

All staff undergo extensive initial ethics and integrity training to create a solid foundation for success and attend a thorough annual training refresher which assists in maintaining vigilance throughout the laboratory. Additionally, monthly staff meetings are held to provide a forum for communication and sharing the critical importance of maintaining the highest standards of integrity with regards to our data. All staff sign and abide by agreements ensuring ethics and integrity for data handling and best documentation practices, confidentiality, as well as adherence to the protocols and policies of the Quality Assurance Manual, and employee handbook. We

emphasize that if a mistake is made or an error discovered, it must be documented and appropriately corrected.

Providing good data has at least two fundamental philosophical components. One is maintaining a well-trained, well-equipped staff with proper management and direction towards meeting the agreed upon methods and quality control (QC) criteria. The second is structuring the operation of business to not provide the environment that leads to a greater probability of fraud. At Caltest, we feel our staffing, processes, and environment follow these fundamentals well.

Certifications and Accreditations

Caltest is certified by the:

- National Environmental Laboratory Accreditation Program (TNI) as a Non-potable water testing laboratory through the State of Oregon (ORELAP).

- State of California Environmental Laboratory Accreditation Program (CA-ELAP) as a Drinking Water, Non-Potable Water, and Hazardous Waste testing laboratory.

Additionally, the U.S. Department of Energy has audited and approved Caltest as part of the Integrated Contractor Purchasing Team (ICPT).

Caltest participates in the Environmental Protection Agency's (EPA) water supply (WS), water pollution (WP), and soil/hazardous waste (SHW) proficiency testing (PT) programs for drinking water, wastewater, sediment, soil, and hazardous waste.

GENERAL DESCRIPTION

Caltest Analytical Laboratory is an 18,500 square foot facility, and includes the following analytical departments**: Organics, Trace Metals, Wet Chemistry, Microbiology and Biology**. Other, non-analytical, departments include Sample Control, Project Management, Field Services, and Accounting. A detailed equipment list is found in our Quality Assurance Manual.

The **Organics** department is segregated into three functional areas: ***Volatile Organics, Semi-Volatile Organics, and Organics Prep/Extractions*.**

- **Volatile Organics:**

    - Isolated laboratory space that is equipped *with carbon-filtered air* to prevent contamination from airborne solvents.

- Instrumentation includes GC/MS systems for analysis of EPA methods 524.2, 624.1 and 8260. Target software is used to process data prior to downloading into our Laboratory Information Management System (LIMS).

- **Semi-Volatile Organics:**

  - Provides analysis of BNAs, Pesticides, PAHs, Explosives, Carbamates, Neonicotinoids, Pyrethroids as well as Oil and Grease.

  - Instrumentation includes GC-MS and HPLC systems. Target software is used to process data prior to downloading into our Laboratory Information Management System (LIMS).

- **Organics Prep/Extraction:**

  - Isolated laboratory space that is equipped with nearly 50 linear feet of fume hoods, an enclosed washroom, automated extraction as well as automated extract concentration equipment.

New regulations often require lower reporting limits. For many matrices, these limits can create the added challenge of ensuring the absence of chromatographic interferences which, if not properly identified, could lead to possible false positives or negatives. To enable optimum data quality, Caltest continues to invest in new or upgraded systems and acquisition software to successfully report accurate data; generally exceeding method reporting limits. In addition, we often incorporate method allowed modifications that provide greater confidence for analyte identification than would be possible through normal operation of the applicable method(s).

Caltest has extensive experience analyzing for pyrethroid compounds in aqueous and solid matrices. We are among the first in the nation to meet or exceed the Central Valley Regional Water Quality Control Board's proposed 2015 Chronic Criteria for bifenthrin, cyfluthrin, cypermethrin, esfenvalerate, lambda-cyhalothrin, and permethrin. As a result, Caltest has developed, validated, and has been awarded CA-ELAP accreditation for these compounds using EPA method 625.1 through analysis by negative chemical ionization gas chromatography (NCI-GCMS) with reporting limits as low as 0.5 ng/L.

Additionally, in response to the Central Valley Water Board's request for analytical methods capable of evaluating imidacloprid down to a Minimum Reporting Level (MRL) of 0.01 µg/L in whole water (unfiltered) samples from surface waters and wastewater effluent, Caltest is one of three laboratories in the state to develop, validate and acquire CA-ELAP accreditation for analysis of this compound using EPA method 632. We have demonstrated ability to achieve system calibration from 0.002 µg/L to 0.500 µg/L with a reporting limit of

0.005 µg/L through the use of reversed-phase high pressure liquid chromatography (HPLC). Our extraction and analytical methods have been uniquely tuned to take advantage of the low volatility and high solubility of imidacloprid.

The **Trace Metals** department is equipped with the following:

- ICP-MS system with Class 100 clean positive pressure sample conditions.
- Mercury by cold vapor atomic absorption spectrometry (CVAAS) with flow injection to achieve detection limits of 0.05 ppb (µg/L).
- Ultra-trace mercury analyses by cold vapor atomic fluorescence spectrometry (CVAFS) with reporting limits of 0.5 ppt (ng/L) with Class 100 clean positive pressure sample conditions.
- Methyl Mercury for water, soil and tissue by CVAFS.
- Isolated digestion room with HEPA filtered make-up air.
- Multiple Class 100 clean all polypropylene ultra-trace metals prep hood for lowest level sample prep.
- Pressure and vacuum filtration equipment.
- TCLP and STLC extraction apparatus.

Caltest has the most experience analyzing low level mercury of any commercial laboratory in California. We have developed five trace mercury analytical systems and have been early adopters of advances to mercury measurement since 1991. Our staff was among the first in the country to employ automation in the trace mercury technique of EPA Method 1631, and the first in California to offer methyl mercury utilizing Draft EPA Method 1630.

For 'regular' requests for monitoring mercury we employ a longer path length detector for the cold vapor mercury analysis. This has enabled Caltest to detect mercury down to µg/L, even when ‘low level’ analysis was not required. When lower levels are required, we use EPA Method 1631 which has a reporting level of 0.5 ng/L (0.0005 µg/L).

Trace Metals can be analyzed ICP/MS. Our Thermo and Agilent ICP/MS systems allow us to utilize collision cell and reaction cell technologies to reduce, or in some cases, eliminate matrix interferences and provide lower detection limits in high salinity matrices. Nearly all matrix interference in ICP/MS results in overestimation of the analyte concentration which is problematic for regulatory compliance use. Caltest was the first lab to explore collision cell improvements for wastewater analyses in this region. We completed extensive demonstrations of its capabilities at our own expense to prove this technique before recommending it to our clients. We served as the introduction of the technique to the local EPA Region 9 Quality Assurance staff and obtained the first letters of authorization to use this process for NPDES/Clean Water Act compliance work. This advancement was not demanded by clients, but researched by us, demonstrated here in real matrices, communicated in our in-house seminars and CWEA training events, and finally made routine for all our

ICP/MS work that is not for drinking water, where this technology has not yet been approved. This has been a nice success story and demonstrates our interest in offering the best techniques available. It also shows our commitment of acting as an early adopter of instrument and/or process advances that will improve data quality for our clients. Caltest was the first and still one of the few to provide all ICP/MS metals analysis by collision cell.

The **Wet Chemistry, Microbiology and Biology** department's instrumentation includes spectrophotometers, ion chromatographs, segmented flow analyzer, TOC analyzer (low level combustion style), ammonia analyzer, automated biochemical oxygen demand (BOD) analyzer, as well as pH, dissolved oxygen (D.O.), conductivity, and turbidity meters. Other equipment includes BOD and coliform incubators, water baths, ovens, muffle furnaces, block digesters, glassware, and fume hoods.

ANALYTICAL METHODS AND SERVICES

Volatile Organics: Features GC/MS instruments configured for Reporting Limits (RLs) as low as 0.05 ug/L.

Methods:

- Drinking Water: EPA Method 524.2
- Water and Wastewater: EPA Method 624.1
- Soil/Ground Water: EPA 8260

Semi-Volatile Organics: Providing BNAs, pesticides, explosives, as well as oil and grease analyses.

Methods:

- Water and Wastewater: EPA Methods 625.1 for BNA, OC Pesticides, OP Pesticides, 632, and 1664 as well as pyrethroid analyses by 625.1 / NCI-GCMS-SIM and NCI-GC-MS/MS-MRM.
- Hazardous Waste, Solids and Groundwater: 8270, 8321, and 8330.

Trace Metals: Featuring Collision and Reaction cell ICP/MS as well as no-gas/normal mode ICP/MS. Mercury analyses available at standard (0.2 µg/L); low level (0.05 µg/L); and ultra- trace (0.0005 µg/L). Methyl mercury analyses in water, soil, and tissue.

Methods:

- Drinking Water, Water, and Wastewater: EPA Methods 200.8, and 245.1
- Hazardous Waste, Solids, and Groundwater: EPA 6020, 7470, and 7471
- Surface Water and Wastewater: EPA 1638/ICPMS, 1630, and 1631 using Clean Hands/Dirty Hands techniques

Wet Chemistry: Classical and automated wet chemistry techniques.

Analyses:

- Ammonia (standard and low level), Anions [Bromide, Chloride, Nitrate, Nitrite (standard and low level), Phosphate, Sulfate] Cyanide (standard and low level), Phenol, Total Kjeldahl Nitrogen (TKN), Total Phosphorous
- Total Organic Carbon (TOC), Chemical Oxygen Demand (COD), Solids Analyses (TSS, VSS, AFDW, SSC, TS, SS)
- And more

Methods:

- Standard Methods for the Examination of Water and Wastewater (e.g. SM 4500, 5310, and 5540)
- EPA SW-846 Method 7196
- EPA Water and Wastewater Methods (e.g. EPA 160.4, 180.1, 300.0, 314.0, 353.2, 410.1, and 420.4)

Microbiology and Biology:

Analyses:

- Biochemical Oxygen Demand (BOD)
- Total Coliform (P/A, Quanti-tray, and MTF), Fecal Coliform (MTF), E.Coli (P/A and Quanti-tray)
- Enterococcus (Quanti-tray)
- Standard Plate Count (Sim-plate)

Methods:

- Standard Methods for the Examination of Water and Wastewater (e.g. SM 5210, 9215, 9221, and 9223)

CLIENT SERVICES & PROJECT MANAGEMENT PLAN

Caltest's objective is to provide clients with a consistent level of high-quality service. Our full-service Project Management team provides clients with the following:

- A dedicated point of contact during all phases of the analytical process.
- Detailed technical information regarding laboratory capabilities including field services, laboratory operations, correct sampling protocols, necessary containers and preservatives, sample holding times, shipping requirements, analytical methods, as well as available reporting and detection limits.

- Quotations from our fee schedule. Project specific discounts may be available based on sample frequency, batch volume or total project size.
- Direct coordination with laboratory staff to ensure clients' needs and expectations are met.
- Up-to-date information regarding study status.
- Prompt and thorough answers to questions regarding results and/or quality control data.
- Assurance that client specific Quality Assurance Project Plan criteria are met.
- Guarantee that special reporting and/or invoicing requirements will be in accordance with client provided instructions.

DATA MANAGEMENT

Caltest's laboratory information management system (LIMS) is used to track sample receipt, schedule and record analyses as well as produce reports (both hardcopy and electronic downloads).

Controlled laboratory notebooks are set up to document reagents used, track quality control and analytical data, as well as analyst notes and comments. All data is traceable from point of origination to data approval and reporting for full data integrity and traceability. Logs of all chemicals and standards preparation are kept throughout the lab. All hardcopy data is kept for at least five years. If data is to be reported not meeting our QC criteria it is footnoted with explanation as to the limitation of the data.

Caltest has used LIMS since about 1991 and has provided all reporting directly from LIMS since that time. The current LIMS system acquires data directly from most analytical balances and instruments and holds the raw data for expression in any number of report formats. This highly automated data handling approach has minimized manual transcriptions thus resulting in rarity for data entry errors.

Our data systems are backed-up nightly and archived weekly off-site. We maintain paper and electronic reports for a period of five years.

QUALITY ASSURANCE / QUALITY CONTROL

As detailed in our Quality Assurance Manual (QAM), each analytical batch includes a Method Blank, Laboratory Control Standard, Laboratory Control Standard Duplicate, Matrix Spike and Matrix Spike Duplicate. In certain events the laboratory may not receive adequate sample volume to perform a Matrix Spike and/or Matrix Spike Duplicate. The Laboratory Control Standard Duplicate is reportable upon request. Sample batches are generally governed by the method of analysis and are typically limited to up to 20 client samples that have been prepared during the same day.

Caltest conducts Method Detection Limit (MDL) studies on an annual basis or at a greater frequency if dictated per the method or regulation. MDLs are reported upon request, such as in accordance with the State Implementation Plan (SIP) of the California Toxics Rule (CTR) Minimum Level (ML) reporting criteria. Since an MDL is a statistically derived value of undefined precision detections between the MDL and Reporting Limit (RL) are appropriately flagged as detected but not quantified values.

Detection Limits and Analytical Methods

Caltest meets the reporting limits defined in a client's request for proposal (RFP) and uses Clean Water Act approved methods to do so. Analytical methods are chosen with the intent to offer the most robust Clean Water Act compliant data possible. We comply with Clean Water Act

detection limit requirements from the analytical methods, and determine MDL values as described in 40CFR Part 136, App. B. We also comply with the definition of a Minimum Level as described in the CTR/SIP. Caltest was the first lab in the State to meet the demanding criteria of the CTR/SIP and has served as a subcontract lab for others needing this work for over ten years.

All reporting limits are at or above the MDL, and with regards to calibration curves, are at or above the lowest calibration standard that was used to meet calibration criteria for the analytical method. Typically, no data is reported outside of the calibration range unless MDL reporting is requested. In these cases, detections between the reporting limit and the MDL are flagged as estimates ['J' flagged or DNQ flagged]. When a sample concentration exceeds the calibration range, it is typically diluted and re-analyzed; however, in rare cases the data may be 'E' flagged which indicates a value calculated above the highest calibration standard.

Caltest is dedicated to continuously investing in the improvement of resources and instrumentation in order to offer the best sensitivity applicable to EPA methods. We perform thorough screening of the instrumentation brands and consumables used for analysis and believe the selected products used are the best available for the analyses we conduct. We do not consider discount instrumentation or consumables at the expense of analytical accuracy, precision, or specificity of analysis.

Publications, Trainings, Workshops, and Presentations

Caltest appreciates all opportunities to share our services and demonstrate excellence. We are very active in the regulated water community and have provided posters, presentations, and training workshops for seminars and conferences such as California Water Environment Association (CWEA) local sections and State conferences, the Society of Environmental Toxicology and Chemistry (SETAC), and the American Chemical Society (ACS). Additionally, we have routinely offered our facility for hosting CWEA quarterly meetings.

- **T. Albertson, E. Greenwald, E. Volkmar, P. Ingram, M. Soon**. *Central Valley Regional Water Quality Control Board Information Presentation.* Oral presentation. CVRWQCB. January 2016.
- S.L. Clark, R. Ogle, A.S. Gantner, C. Harbourt, G.A. Hancock, **T. Albertson**, G. Mitchell, A. Barefoot, M. McCoole, M. Dobbs, K.S. Henry, T. Valenti. *Comparative Sensitivity of Field and Lab Populations of Hyalella Azteca to Pyrethroid Insecticides and Ambient Storm Water Samples.* Poster presentation. SETAC North American 35th Annual Meeting. November 2014.
- C. Harbourt, S.L. Clark, G. Mitchell, M. Dobbs, K.S. Henry, G. Goodwin, **T. Albertson**, A. Barefoot. *A Multi-Year Temporal and Spatial Evaluation of Pyrethroid Concentrations and Biological Effects in the Lower American River.* Poster presentation. NorCal SETAC 24th Annual Meeting; May 2014 and SETAC North American 35th Annual Meeting; November 2014.
- E.M. Ulrich, L. McMillan, Q. Wang, **T. Albertson**, G. Cho, K.M. Kuivila, W. Lao, S. Peoples, R. Reif, P.L. TenBrook. *Enantiomer Specific Measurements of Current-Use Pesticides in Aquatic Systems.* Poster presentation. SETAC North American 35th Annual Meeting. November 2014.
- **E. Volkmar, P. Ingram, T. Albertson**. *Understanding the Relationship Between TKN, SKN, NH_3, and NO_3 Discharged into San Francisco Bay*. Poster presentation. 8th Biennial Bay-Delta Science Conference. October 2014.
- **E. Volkmar, P. Ingram**. *Lab Automation and Paper Reduction: Going Digital in the Laboratory*. Oral presentation. CWEA 2014 Northern Regional Training Conference. September 2014.
- **P. Halpin**. *Pyrethroid Pesticides Analysis in Wastewater, Stormwaters, Sediments and Biosolids*. Oral presentation. CWEA Annual Conference. April 2013.
- **E. Volkmar, P. Ingram**. *Analyses of Nutrients for the San Francisco Bay Regional Water Quality Control Board Requirements.* Oral presentation. CWEA Redwood Empire Section - CWEA, O&M Safety Training Day. July 2012.
- **P. Halpin**. *Setting up Special Lab Projects Ensuring You Get What You Need*. Oral presentation. CWEA 2011 Northern Regional Training Conference. September 2011.
- **P. Halpin**. *Getting Ready for the Central Valley Pesticide TMDLs*. Oral presentation. CWEA 2010 Northern Regional Training Conference. September 2010.
- **P. Halpin**. *Understanding Lab Reports*. Oral presentation. CWEA 2010 Northern Regional Training Conference. September 2010.

- **B. Svoboda**. *Best Practices for Collecting Laboratory Samples*. Oral presentation. CWEA 2010 Northern Regional Training Conference. September 2010.
- **P. Halpin**. *Instrumentation and Methods for NPDES and Industrial Permitting*. Training workshop presentation. CWEA Annual Conference. April 2010.
- **P. Halpin**. *Pyrethroid Pesticide Analysis in Wastewater Effluent by NCI GCMS SIM*. Oral presentation. CWEA Annual Conference. April 2010.
- **P. Halpin, R. Heines**. *Pyrethroid Pesticide Analysis in Wastewater Effluent by NCI GCMS SIM*. Poster presentation. 239th ACS National Meeting & Exposition. March 2010.
- **P. Halpin**. *POTW Mercury Analyses Related to the Draft Methyl Mercury TMDL in the Central Valley Regional Water Board and the Mercury TMDL San Francisco Bay Regional Water Board*. Oral presentation. CWEA 2009 Northern Regional Training Conference. September 2009.
- **P. Halpin**. *Trace Metals in POTW Samples by ICPMS Cell Based Techniques – Optimizinf Interference Reduction for Better Compliance Data, Especially for Selenium*. Oral presentation. CWEA Annual Conference. April 2009.
- **R. Heines, P. Halpin**. *EPA Chlorinated Pesticide Analyses with Simultaneous Mass Spectrometry Confirmation*. Oral presentation. CWEA 2008 Northern Regional Training Conference. September 2008.
- **R.L. Heines, P.W. Halpin**. *"Analysis of Pyrethroid Pesticides in Sediment and Waters by EPA Method 8270 Gas Chromatography/Mass Spectrometer (GC/MS) Narrow-Range Scan Selected Ion Monitoring."* Publication. ACS Symposium Series, Vol. 991, Chapter 6, pp 114-129. August 2008.
- **P. Halpin**. *Methyl Mercury Analysis of POTWs & Ambient Waters*. Oral presentation. CWEA Methyl Mercury Workshop. April 2008.
- **P. Halpin**. *Selenium (Se) Testing*. Oral presentation. CWEA 2007 Northern Regional Training Conference. September 2007.
- **P. Halpin**. *POTW Methyl Mercury Monitoring in the Sacramento and San Francisco Bay Regions*. Oral presentation. CWEA Annual Conference. April 2007.

KEY STAFF MEMBERS

Todd Albertson, President, CEO, General Manager – Mr. Albertson started his Caltest career in the laboratory as a Biology and Microbiology Analyst in 1989. In 1992, he transitioned in the role of Project Manager and Field Services Coordinator, managing client's field and laboratory needs for complex wastewater, drinking water, hazardous waste, and groundwater monitoring programs. In 1995, he was promoted to Operations Manager, overseeing all Client Services personnel, including Field Services. Mr. Albertson took over the role of Vice President in 2002, and was responsible for the management of Laboratory Operations, Accounting, and Client Services. In 2013, he accepted the duties of General Manager, adding the accountability of Sales, Marketing, and Contract Management while maintaining responsibility of Laboratory Operations, Accounting, and Client Services. In 2016, he accepted the responsibilities of President and CEO.

Susan Bazela, Vice President-Finance, CFO – Ms. Bazela brings over 30 years of Accounting & Finance experience in both public and private companies. Prior to joining Caltest Susan worked at two Biotech companies as a Senior Accountant which both became NASDAQ listed companies during her tenure. She reported directly to the CFO and was responsible for multiple finance functions including Financial Reporting, Revenue Recognition and Treasury. She played an active role in the IPO process for both Biotech's. Susan began her career as a Payroll Specialist for a National Real Estate Company at their corporate office. She held several positions with increased responsibilities over her sixteen years in Real Estate which included Operations Manager in the Property Management Division in San Francisco. Susan joined Caltest in 2005 as Accounting & HR Manager and has worked over the past 12 years with increasing responsibilities in finance. In December 2016, Susan was promoted to Vice President of Finance and CFO.

Shawna Rees, Laboratory Director – Ms. Rees obtained a B.S. in Chemistry from U.C. Davis as well as a M.S. in Inorganic Chemistry from U.C. Davis. She has over 17 years environmental analytical laboratory experience. During that time, she gained experience working at the bench, coordinating projects, directing studies, leading laboratory personnel, managing large-scale client programs, assisting with budget development, and forecasting as well as maintaining a team of report staff. Ms. Rees has extensive knowledge and expertise in pesticide analysis, analytical chemistry, method development, FIFRA GLP, EPA, and EU regulatory guidelines. In early 2016, she joined Caltest as the Technical Director, working with the Laboratory Director to provide technical direction for laboratory services. Late 2016, she accepted the responsibilities of Laboratory Director.

Nell Arguelles, **Quality Assurance Officer –** Ms. Arguelles obtained a B.S. in Chemical Engineering from Adamson University, Manila, Philippines. She has over 30 years cumulative experience in the analytical laboratory environment. In 1998, she joined Caltest as an Organics Technician/Analyst. During that time, she gained experience in the analyses of semi-volatile and volatile organics, acquiring extensive knowledge of pesticide analysis. Additionally, she was an

active member of the Quality Assurance Team. In May 2017, she took the position of Quality Assurance Assistant and in March 2019, accepted the promotion to Quality Assurance Officer.

Sonya Allahyari, Project Manager – Ms. Allahyari obtained a B.S. in Animal Science from U.C. Davis. She has over 10 years' experience working in an analytical laboratory environment. In May 2002, she joined Caltest as a Sample Custodian. In 2003, Ms. Allahyari joined the Client Services team as a Project Manager, transitioning in 2009, to the position of Quality Assurance Officer. In May 2019, Sonya rejoined the Client Services team as a Project Manager using her expertise to coordinate client projects for compliance monitoring in drinking water, stormwater, and wastewater regulatory programs.

Sandra Luna, Project Manager – Ms. Luna has 13 years' experience in the analytical laboratory environment. This experience includes four years as an extractions Chemist/Supervisor and six years as an Analyst specializing in trace levels of total hydrocarbons extractable, alcohol, fingerprints by gas chromatography FID. In 2015, Ms. Luna joined Caltest as an Organics Technician/Analyst. In August of 2016, she joined the Client Services team as a Project Manager using her technical expertise to coordinate client projects for compliance monitoring in drinking water, stormwater, and wastewater regulatory programs.

Greg Martindale, Project Manager – Mr. Martindale obtained a B.S. in Chemical Engineering from UCLA. He has 22 years of chemical/process engineering, project management, and client service experience in the high-tech industry. In 2017, Mr. Martindale joined Caltest as a Project Manager using his technical expertise and project management experience to coordinate client projects for compliance monitoring in drinking water, stormwater, and wastewater regulatory programs.

Holly Long, Project Manager – Ms. Long obtained a B.S. in Aquatic Biology from UC Santa Barbara and M.S. in Ecology from UC Davis. She has worked in the environmental science field since 2011, with experience in environmental consulting focused on aquatic biology in the San Francisco Bay Delta as well as in conducting ecological research. In 2017, Ms. Long joined Caltest as an Assistant Project Manager in 2017 and was promoted to Project Manager in 2018.

Carol Battaglia, Project Manager - Ms. Battaglia obtained a B.S. in Chemical Engineering from University of the Philippines. She joined Caltest's Wet Chemistry department as an analyst in 2017, then transitioned to the Client Services team as Assistant Project Manager in 2018, and was promoted to Project Manager in 2019, using her technical expertise to coordinate client projects for compliance monitoring in drinking water, stormwater, hazardous waste and wastewater regulatory programs.

Patrick Barnard, LIMS Administrator/ Data Management
Mr. Barnard has over 15 years of experience with Caltest. He began his career as a Project Manager prior to his transition to the IT dept in 2012, and now as the LIMS Administrator, he oversees all activities related to the Laboratory Information Management System (LIMS). He

was integral in creating the automation tools for the majority of the electronic data deliverables (EDDs) and is the primary producer of the CEDEN EDDs. He coordinates all LIMS activities to ensure laboratory compliant and customer compliant reporting takes place electronically.

Aaron Nelsen, Organics Coordinator/Chemical Hygiene Officer/Senior Analyst - Mr. Nelsen obtained a B.S. in Biology with a minor in Chemistry from Humboldt State University and has provided Organics analyses and expertise since 2007, with emphasis on volatile organics. Prior to his employment at Caltest, Mr. Nelsen obtained experience in the fields of pharmacokinetics, metabolomics, and clean room environments. In 2009, he began his Caltest career as an Organics Analyst and was promoted in 2017 to Organics Coordinator, leading the technical development and troubleshooting of the department (during that time, acquiring the responsibilities of Emergency Response Coordinator and Hazardous Waste Coordinator). Mr. Nelsen has demonstrated competency in a wide range of techniques and analyses including volatiles by purge and trap GC and GC/MS, pyrethroids by GC/NCI-MS, pesticides by GC as well as fuels by GC and GC/MS. He has worked on countless industrial and municipal client projects and has been instrumental in the optimization efforts of analyses throughout the department. In March 2019, Mr. Nelsen accepted the dual position of Chemical Hygiene Officer and Safety Coordinator.

Tim Hartley, Metals Coordinator/Lead Analyst – Mr. Hartley obtained a B.S. in Chemistry from the University of California, Davis and has 10 years organic and environmental laboratory experience. Prior to his employment at Caltest, Mr. Hartley obtained experience working at the bench, instrumentation (primarily LC-MS) and coordinating projects. He developed knowledge and expertise in pesticide analysis, analytical chemistry, method development, FIFRA GLP, EPA and EU regulatory guidelines. In 2019, he joined Caltest as a Staff Analyst within the Metals department and quickly thereafter, acquired supplemental responsibilities of a Quality Assurance Team member. In 2022, he was promoted to Metals Coordinator, leading the technical development and troubleshooting of the department. Mr. Hartley has demonstrated competency in a wide range of techniques including trace metals digestion and analysis by ICP-MS, mercury analysis by EPA Method 245.1 as well as ultra-trace level mercury by EPA Method 1631 and methyl mercury by EPA Method 1630.

Michael Soon, Wet Chemistry, Biology and Microbiology Coordinator - Mr. Soon obtained a B.S. in Chemistry from U.C. Davis. In 1991, he began his career at Caltest as an Environmental Analyst and was promoted in 1993 to Coordinator, leading the conduct of wet chemistry, biology and microbiology analyses such as cyanide, phenol, nutrients, anions, TOC, BOD, COD, TSS, VSS, coliform etc. As a result of his attentive direct supervision, Mr. Soon's department has received excellent performance reviews from industrial client audits, EPA proficiency samples, blind QC samples as well as double-blind QC samples. He has demonstrated technical expertise leading educational seminars on wet chemistry analyses and training clients' analysts on cyanide analyses.

CALIFORNIA
Water Boards
STATE WATER RESOURCES CONTROL BOARD
REGIONAL WATER QUALITY CONTROL BOARDS

CALIFORNIA STATE

ENVIRONMENTAL LABORATORY ACCREDITATION PROGRAM

CERTIFICATE OF ENVIRONMENTAL LABORATORY ACCREDITATION

Is hereby granted to

Caltest Analytical Laboratory

1885 North Kelly Road

Napa, CA 94558

Scope of the certificate is limited to the
"Fields of Accreditation"
which accompany this Certificate.

Continued accredited status depends on compliance with applicable laws and regulations, proficiency testing studies, and payment of applicable fees.

This Certificate is granted in accordance with provisions of Section 100825, et seq. of the Health and Safety Code.

Certificate No.: **1664**

Effective Date: **12/1/2023**

Expiration Date: **11/30/2025**

Sacramento, California
subject to forfeiture or revocation

Christine Sotelo, Program Manager
Environmental Laboratory Accreditation Program

CALIFORNIA
Water Boards
STATE WATER RESOURCES CONTROL BOARD
REGIONAL WATER QUALITY CONTROL BOARDS

CALIFORNIA STATE

ENVIRONMENTAL LABORATORY ACCREDITATION PROGRAM

CERTIFICATE OF ENVIRONMENTAL LABORATORY ACCREDITATION

Is hereby granted to

Pace Analytical Services, LLC dba BC Laboratories, Inc.

4100 Atlas Court

Bakersfield, CA 93308

Scope of the certificate is limited to the
"Fields of Accreditation"
which accompany this Certificate.

Continued accredited status depends on compliance with applicable laws and regulations, proficiency testing studies, and payment of applicable fees.

This Certificate is granted in accordance with provisions of Section 100825, et seq. of the Health and Safety Code.

Certificate No.: **1186**

Effective Date: **6/1/2022**

Expiration Date: **5/31/2024**

Sacramento, California
subject to forfeiture or revocation

Christine Sotelo, Program Manager
Environmental Laboratory Accreditation Program

CALIFORNIA
Water Boards
STATE WATER RESOURCES CONTROL BOARD
REGIONAL WATER QUALITY CONTROL BOARDS

CALIFORNIA STATE

ENVIRONMENTAL LABORATORY ACCREDITATION PROGRAM

CERTIFICATE OF ENVIRONMENTAL LABORATORY ACCREDITATION

Is hereby granted to

Eurofins Eaton Analytical, LLC - Pomona

941 Corporate Center Drive

Pomona, CA 91768

Scope of the certificate is limited to the
"Fields of Accreditation"
which accompany this Certificate.

Continued accredited status depends on compliance with applicable laws and regulations, proficiency testing studies, and payment of applicable fees.

This Certificate is granted in accordance with provisions of Section 100825, et seq. of the Health and Safety Code.

Certificate No.: **2813**

Effective Date: **6/22/2023**

Expiration Date: **6/18/2025**

Sacramento, California
subject to forfeiture or revocation

Christine Sotelo, Program Manager
Environmental Laboratory Accreditation Program

Caltest ANALYTICAL LABORATORY
ENVIRONMENTAL ANALYSES

References for Caltest Analytical Laboratory

1) Michael Cook
Sacramento Regional County Sewer District
8521 Laguna Station Road
Elk Grove, CA 95758
(916) 875-9027
CookM@SacCounty.net

For 20+ years, Caltest has performed routine wastewater (effluent, headworks, industrial), ambient monitoring and stormwater analyses including volatile and semi-volatile organics, mercury and methyl mercury for SRCSD.

2) Liz Falejczyk
Novato Sanitary District
500 Davidson St.
Novato, CA 94945
(415)892-1694 Extension: 119
elizabeth.falejczyk@veolia.com

For 30+ years Caltest has performed routine analyses of effluent, influent, and industrial waste for the City of Novato.

3) Raji Subramanian
City of Roseville WWTP's
1800 Booth Road
Roseville, CA 95747
RSubramanian@roseville.ca.us

For 15+ years, Caltest has performed special projects and routine wastewater (effluent, industrial), ambient monitoring and stormwater analyses including volatile and semi-volatile organics, pyrethroids, mercury and methyl mercury for both wastewater treatment plants operated by the City of Roseville.

4) Nicole Van Aken
Fairfield-Suisun Sewer District
1010 Chadbourne Rd
Fairfield, CA 94534
(707) 428-9153
GHeravian@fssd.com

For 30+ years Caltest has performed routine analyses of effluent, influent and industrial waste for Fairfield Suisun Sewer District.

1885 North Kelly Road • Napa, California 94558
(707) 258-4000 • Fax (707) 226-1001 • e-mail: info@caltestlabs.com

Caltest ANALYTICAL LABORATORY
ENVIRONMENTAL ANALYSES

Scope of Work

Caltest will provide analytical services in support of CMSA's NPDES permit, wastewater treatment plant samples, stormwater samples, and industrial pretreatment samples per the RFP issued April 17, 2024. Pricing in the following fee proposal includes providing sampling containers and sample pickups at CMSA's facility. Caltest will issue final reports in PDF and EDD format. Reports will include Quality Control data and the chain of custody. For Quality Control data, Caltest provides a Level II data package at no additional cost; this includes Method Blank, Laboratory Control Sample/Laboratory Control Sample Duplicate, and Matrix Spike/Matrix Spike Duplicate samples as applicable. If a Level III or Level IV data package is required, an additional fee may apply. Certain analyses will be subcontracted as noted in the following fee proposal.

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CMSA Analysis Requirements with Caltest Pricing and Notes

Analysis (a)	Annual # of Samples	Sample Type (b)	Analytes	Caltest Price Per Sample	Caltest Notes
EPA351.2	12	Biosolids	TKN	$92.15	Subcontracted to Pace Analytical, Bakersfield (10 working day TAT not applicable).
EPA300.0	12	Biosolids	Nitrite, Nitrate	$137.75	Subcontracted to Pace Analytical, Bakersfield (10 working day TAT not applicable) Nitrite by EPA-353.2
SM4500-NH3 C	12	Biosolids	Ammonia	$74.10	Subcontracted to Pace Analytical, Bakersfield (10 working day TAT not applicable) EPA-350.1
EPA6010 or EPA6020	2	Biosolids – STLC	As, Cd, Cr, Cu, Hg, Pb, Mo, Ni, Sb, Se, Zn	$564.30	Pricing is for low-level EPA 6020 CM in-house analysis, which has 15-20 business day TAT. EPA 6010 can be subcontracted to Pace Analytical, Bakersfield for faster TAT (10 working day TAT not applicable)
	2	Biosolids - TCLP	As, Cd, Cr, Cu, Hg, Pb, Mo, Ni, Sb, Se, Zn	$564.30	
	12	Biosolids	Ag, As, Ba, Be, Bo, Cd, Cr, Cu, Hg, K, Pb, Mo, Ni, Sb, Se, Tl, V, Zn	$530.10	
Paint - EPA 9095A	12	Biosolids	Free Liquid	$78.85	Subcontracted to Pace Analytical, Bakersfield (10 working day TAT not applicable)
SM2540G	12	Biosolids	Total Solids	$41.80	
EPA200.8	12	Final Effluent	Ag, As, Be, Cd, Cr, Cu, Pb, Mg, Mo, Ni, Sb, Se, Tl, Zn	$373.35	EPA 200.8 Collision Cell Mode
SM4500-P F	24	Final Effluent	Phosphorus	$70.30	
EPA1631E	6	Final Effluent	Hg	$114.00	
SM4500-CN C/E	12	Final Effluent	CN	$107.35	
EPA200.7	57	Raw Influent	Ag, As, Be, Cd, Cr, Cu, Pb, Mg, Mo, Ni, Sb, Se, Tl, Zn	$373.35	EPA 200.8 Collision Cell Mode
EPA245.1	12	Raw Influent	Hg	$94.05	RL=0.05 ug/L
SM4500-CN C/E	12	Raw Influent	CN	$107.35	
EPA1664A	4	Stormwater	Oil & Grease	$120.65	Total only

Analysis (a)	Annual # of Samples	Sample Type (b)	Analytes	Caltest Price Per Sample	Caltest Notes
EPA1664A	68	Industrial Waste	Oil & Grease	$120.65	Total only
EPA245.1	72	Industrial Waste	Hg	$61.75	RL=0.2 ug/L
EPA200.7	48	Industrial Waste	Cd, Cr, Cu, Ni, Pb, Zn	$225.00	EPA 200.8 Collision Cell Mode
EPA200.7	24	Industrial Waste	As, Ag, Cd, Cr, Cu, Ni, Pb, Zn	$242.25	EPA 200.8 Collision Cell Mode
Water Suitability	1	Deionized Water		$405.00	Subcontracted to Eurofins Eaton Analytical Pomona (10 working day TAT not applicable)
EPA200.8	1	Deionized Water	Cd, Cr, Cu, Ni, Pb, Zn	$273.60	EPA 200.8 Collision Cell Mode

Caltest
ANALYTICAL LABORATORY
ENVIRONMENTAL ANALYSES

Proposed modification to CMSA's Professional Services Agreement

The RFP notes a standard turnaround time of 10 working days after sample receipt in section 2.c.e.i. For biosolids metals analysis (low-level EPA 6020 collision mode), Caltest provides a 15-20 working day turnaround time due to multiple re-analyses typically required. Biosolids metals analysis can be subcontracted to Pace Analytical, Bakersfield for faster turnaround via EPA 6010. Caltest also cannot guarantee the turnaround time provided by subcontractors.

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Attachment 3

Exhibit B: CMSA Analytical Cost of Services Summary
2024-2027 Professional Services Agreement Period

Analysis	Samples	Sample Type	Analytes	Cost per Sample	Annual Cost	Contract Cost
Biosolids Monitoring						
EPA351.2	12	Biosolids	TKN	$ 92.15	$ 1,105.80	$ 3,317.40
EPA300.0	12	Biosolids	Nitrite, Nitrate	$ 137.75	$ 1,653.00	$ 4,959.00
SM4500-NH3 C	12	Biosolids	Ammonia	$ 74.10	$ 889.20	$ 2,667.60
EPA6010B - STLC	2	Biosolids	As, Cd, Cr, Cu, Hg, Pb, Mo, Ni, Sb, Se, Zn	$ 564.30	$ 1,128.60	$ 3,385.80
EPA6010B - TCLP	2	Biosolids	As, Cd, Cr, Cu, Hg, Pb, Mo, Ni, Sb, Se, Zn	$ 564.30	$ 1,128.60	$ 3,385.80
EPA6020B	12	Biosolids	Ag, As, Ba, Be, Bo, Cd, Cr, Cu, Hg, K, Pb, Mo, Ni, Sb, Se, Tl, V, Zn	$ 530.10	$ 6,361.20	$ 19,083.60
Paint - EPA 9095A	12	Biosolids	Free Liquid	$ 78.85	$ 946.20	$ 2,838.60
SM2540G	12	Biosolids	Total Solids	$ 41.80	$ 501.60	$ 1,504.80
			Biosolids Total		**$ 13,714.20**	**$ 41,142.60**
NPDES Monitoring						
EPA200.8	12	Final Effluent	Ag, As, Be, Cd, Cr, Cu, Pb, Mg, Mo, Ni, Sb, Se, Tl, Zn	$ 373.35	$ 4,480.20	$ 13,440.60
SM4500-P F	104	Final Effluent	Phosphorus	$ 70.30	$ 7,311.20	$ 21,933.60
EPA1631E	6	Final Effluent	Hg	$ 114.00	$ 684.00	$ 2,052.00
SM4500-CN C/E	12	Final Effluent	CN	$ 107.35	$ 1,288.20	$ 3,864.60
EPA200.7	12	Raw Influent	Ag, As, Be, Cd, Cr, Cu, Pb, Mg, Mo, Ni, Sb, Se, Tl, Zn	$ 373.35	$ 4,480.20	$ 13,440.60
EPA245.1	12	Raw Influent	Hg	$ 94.05	$ 1,128.60	$ 3,385.80
SM4500-CN C/E	12	Raw Influent	CN	$ 107.35	$ 1,288.20	$ 3,864.60
EPA1664A	4	Stormwater	Oil & Grease	$ 120.65	$ 482.60	$ 1,447.80
Water Suitability	1	Deionized Water		$ 405.00	$ 405.00	$ 1,215.00
EPA200.8	1	Deionized Water	Cd, Cr, Cu, Ni, Pb, Zn	$ 273.60	$ 273.60	$ 820.80
			NPDES Monitoring Total		**$ 21,821.80**	**$ 65,465.40**
Source Control Monitoring						
EPA1664A	68	Industrial Waste	Oil & Grease	$ 120.65	$ 8,204.20	$ 24,612.60
EPA245.1	72	Industrial Waste	Hg	$ 61.75	$ 4,446.00	$ 13,338.00
EPA200.7	48	Industrial Waste	Cd, Cr, Cu, Ni, Pb, Zn	$ 225.00	$ 10,800.00	$ 32,400.00
EPA200.7	24	Industrial Waste	As, Ag, Cd, Cr, Cu, Ni, Pb, Zn	$ 242.25	$ 5,814.00	$ 17,442.00
			Source Control Total		**$ 29,264.20**	**$ 87,792.60**
			Contract Annual Total			**$ 64,800.20**
			Total Contract Total			**$ 194,400.60**

BOARD MEMORANDUM

July 5, 2024

To: CMSA Commissioners and Alternates

From: Jacky Wong, Associate Engineer

Approved: Jason Dow, General Manager

Subject: Accept Completion of the FY24 Pavement Repair Project

Recommendation: Accept the FY24 Pavement Repair Project as complete and authorize the General Manager to file the Notice of Completion with Marin County.

Summary: On April 9, 2024, the CMSA Board awarded Always Paving the FY24 Pavement Repair Project for $234,275. Work commenced on May 20, 2024, and was satisfactorily completed and in compliance with plan specifications on June 25, 2024. Several changed field conditions were encountered and staff requested additional work, which increased the final project construction cost to $271,355.00 (15.83% above the contract award amount).

Discussion: The project involved repairing over 60,000 square feet (sq ft) of the main facility road with a slurry sealant, removing and replacing 15,000 sq ft of deteriorated asphalt pavement, and replacing 2,000 linear feet of aging redwood header boards adjacent to the roads.

The work progressed on schedule, and the contractor identified an additional 1,860 sq ft of needed repairs in multiple areas, approximately 1,200 sq ft by the Chemical Handling Building and approximately 660 sq ft by the Effluent Pump Station. These areas had developed small cracks and required spot repairs to extend the roadway's life.

Staff also requested additional work outside the scope of the original contract to regrade over 250 linear feet of facility drainage ditches and place about 20 tons of new drain rock to facilitate proper drainage, to eliminate water ponding issues that became apparent during the past wet weather season.

The final construction cost was $271,355 which included $16,740 in approved change orders and $20,340 in approved extra work orders. The additional roadway spot repair change order was 7.15% of the awarded construction contract amount, and the extra work order regrading sections of existing drainage ditches was 8.68% of the contact amount.

Economic Summary: The project's adopted FY24 Capital Improvement Program (CIP) budget was $305,000 for repairing various facility paving areas. The estimated total project expenditures for FY24 are detailed in the table below:

FY24 Project Budget	**$305,000**
Project Expenditures	
Construction Contract (Always Paving)	$234,275.00
Construction Change Order (Always Paving)	$16,740.00
Extra Work Order (Always Paving)	$20,340.00
Third Party Construction Inspection (Dee Consultants)	$12,056.00
Total Estimated Project Cost	**$283,411.00**

Project Photos: The following construction photos show the pavement during and after the construction.

Removed section of damaged asphalt surfaces

Repaving asphalt concrete

Grinding and spot repairing asphalt pavement by the Organic Waste Receiving Facility

Spot repaired damaged road

Regraded Drainage ditch by the recycle water fill station

Main Road after slurry seal treatment and new pavement markings

Alignment with Strategic Plan: This Project aligns with the Agency's FY24 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.*

Central Marin Sanitation Agency

BOARD MEMORANDUM

July 5, 2024

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: North Bay Watershed Association Treasurer Services Agreement

Recommendation: Approve the Treasurer Service Agreement with the North Bay Watershed Association.

Discussion: At the June meeting, the Board approved CMSA providing Treasurer Services to the North Bay Watershed Association (NBWA), and authorized staff to prepare a service agreement for consideration of approval at the July meeting. Staff obtained a financial services agreement between the City of San Anselmo and the Ross Valley Fire Department to use as a template agreement. Staff prepared the attached agreement which has been reviewed and accepted by the NBWA Executive Director and the NBWA Board Chair. If approved by the CMSA Board, the NBWA Board will consider the agreement at its July 12 meeting.

If the agreement is approved by both Boards, staff will establish a NBWA account at West America Bank and create a NBWA client in our financial software to track all deposits, expenses, and payments. Section 5 in the agreement, Custody in Trust, was required by West America Bank.

Staff recommend the Board approve the agreement as presented and authorize staff to make minor edits and revisions, if requested by the NBWA Board.

Fiscal Impact: Projected FY25 revenue for providing the Treasurer Services is approximately $13,500, and includes reimbursement for a one-time set-up fee with West America Bank and the creating the NBWA client in the Agency's Tyler financial system, and monthly employee labor, bank fees, supplies, and overhead. Future year service fees will be approximately $10,500 plus the annual employee labor rate cost of living adjustment.

Attachment:
- North Bay Watershed Association Treasurer Services Agreement

North Bay Watershed Association
Treasurer Services Agreement

This Agreement, effective July 15, 2024 (the "Effective Date"), is entered into by and between the Central Marin Sanitation Agency (CMSA) and the North Bay Watershed Association (NBWA or Association) for Treasurer and Controller services provided by CMSA to NBWA as set forth herein.

Recitals

A. NBWA was formed in 2000 pursuant to a Memorandum of Understanding (MoU) by and between several San Pablo Bay watershed counties, towns, cities, and special districts; and

B. The NBWA MoU provides for one of the NBWA member agencies to serve as the Association's Treasurer and Controller, to deposit and hold Association funds, pay demands, and provide financial reports to the NBWA Board; and

C. Marin Municipal Water District began serving as the Treasurer since the Association's inception and provided the Treasurer services until July 1, 2024; and

D. At the June 11, 2024 CMSA Board meeting, the Board authorized the CMSA to serve as the NBWA Treasurer and to be reimbursed for its expenses to provide the services; and

NOW THEREFORE, the purpose and intent of this Agreement is to set forth the terms and conditions by which CMSA, commencing on the Effective Date, provides Treasurer and Controller services to NBWA as authorized in Section 11 in the MoU.

Agreement

CMSA and NBWA, in consideration of the mutual promises, covenants, terms and conditions set forth below, hereby agree as follows:

SECTION 1. Term of Agreement

This Agreement shall commence on the above-stated Effective Date and shall continue in full force and effect for an indefinite term until terminated as set forth below.

SECTION 2. CMSA As Independent Contractor

CMSA at all times and for all purposes under this Agreement is an independent contractor and shall not be deemed an agent, servant or employee of NBWA, nor is this Agreement to be construed as a partnership, joint venture or association by CMSA with NBWA.

SECTION 3. Treasurer Services Provided by CMSA

CMSA shall, for the consideration set forth in this Agreement, provide the Treasurer services presented below.

1) Prepare a monthly Treasurer's Report for NBWA Board meetings
2) Process Accounts Payable and Accounts Receivable
3) Contract administration
4) Prepare an annual Association budget in coordination with the NBWA Executive Director
5) Prepare and deliver annual member invoices
6) Open and maintain a bank account for the NBWA funds

SECTION 4. Compensation for Treasurer Services Rendered

NBWA shall reimburse CMSA annually for the Treasurer services. CMSA will be fully reimbursed for all expenses associated with providing the Treasurer services, including a one-time bank and financial software set-up fee of $3000, and annual employee labor and benefit expenses, a 21% overhead on employee costs, materials and supplies, and banking charges. This reimbursement may be either NBWA approving a service payment to CMSA or applying all or a portion of the annual service fee towards CMSA membership dues. CMSA will prepare the annual service invoice in May.

SECTION 5. Custody of Cash in Trust

While providing the Treasurer services, CMSA is acting in the best interest of NBWA and will be in control of all proceeds held with trust for NBWA. Should CMSA decide to transfer the Treasurer services to another NBWA member agency, the trust account owned by CMSA will be closed with the proceeds payable to NBWA. Payment will be made within 30 days after another member agency contracting with NBWA for the Treasurer services.

SECTION 6. Changes Required by Law

The parties hereby acknowledge and agree that any changes or modification of law or formal accounting principles/standards that will affect the Treasurer services being provided by CMSA under this Agreement shall be immediately addressed.

SECTION 7. Inspection & Ownership of Records

CMSA upon reasonable notice given by NBWA shall make available all financial records involved in the performance of this Agreement for purposes of inspection by NBWA representatives. All ledgers, statements, checks, balance sheets, bank records and other such financial documents that CMSA prepares or obtains pursuant to this Agreement and which relate to the matters covered hereunder shall be the property of NBWA. CMSA hereby agrees to deliver these documents to NBWA upon termination of this Agreement. It is understood and agreed that all such documents and materials, including but not limited to those described above and prepared pursuant to this Agreement, are exclusively the property of, and owned by, NBWA.

SECTION 8. Performance Review

NBWA reserves the right at any time to audit and review CMSA's performance under this Agreement, and agrees to provide to CMSA the results of its review. CMSA agrees to cooperate with any and all requests for information and documents related to any such audit and review and, if necessary, to cooperate and provide information and material to NBWA representatives.

SECTION 9. Financial Integrity Concerns

If any act or omission under this Agreement by CMSA and its staff presents a perceived or potential risk to the public funds/monies being handled or controlled by CMSA on NBWA's behalf, NBWA's Executive Director shall notify CMSA's General Manager of the concern by telephone and in writing. If CMSA fails to correct the concern within fourteen (14) days after receipt of notice, NBWA may suspend this Agreement until such time as this concern has been corrected.

SECTION 10. Hold Harmless & Indemnification

NBWA and CMSA each agree to defend, indemnify, and hold harmless the other, and the other's officers, Board members, agents and employees, against any and all liabilities, injuries or damages caused by the intentional or negligent acts, errors or omissions of their own respective employees, agents or representatives in connection with their performance and duties under the terms and provisions of this Agreement. The duty to indemnify and hold harmless shall include the duty to defend as set forth in California Civil Code Section 2778. In the event of concurrent negligence or liability of the parties, liability shall be apportioned between NBWA and CMSA under the doctrine of comparative fault as established under California law.

SECTION 11. Insurance

CMSA shall carry at its own expense during the full term of this Agreement errors and omissions insurance for financial misfeasance/malfeasance in the minimum amount of one million dollars ($1,000,000). CMSA shall provide current proof of such insurance coverage to NBWA upon request.

SECTION 12. Assignability

CMSA shall not assign all or any portion of this Agreement.

SECTION 13. Termination

This Agreement may be terminated by sixty (60) days written notice being given by either party to the other party.

SECTION 14. Amendments

This Agreement shall not be further amended or modified at any time and in any respect whatsoever except in writing and by both parties. CMSA and NBWA each agree that it will make no claim at any time that this Agreement has been orally amended or modified, and each agrees that no oral waiver, amendment or modification shall be effective for any purpose.

SECTION 15. Severability

Should any provision of this Agreement be determined by any court to be illegal or invalid, the validity of the remaining parts, terms or provisions shall not be affected thereby, and said illegal or invalid part, term or provision shall be deemed not to be part of this Agreement.

SECTION 16. Governing Law

This Agreement is made and entered into within the State of California, and shall in all respects be interpreted, enforced and governed under the laws of the State of California, with venue agreed to be within the County of Marin.

SECTION 17. Consent

Whenever any consent or approval is required by this Agreement, such consent or approval shall not be unreasonably withheld, conditioned, or delayed, except as otherwise specifically set forth herein.

SECTION 18. Designated Representatives

The Executive Officer of NBWA is its designated representative and will administer this Agreement on its behalf. CMSA's General Manager is its designated representative. Changes in designated representatives shall occur by advance written notice to the other party.

SECTION 31. Notices

All notices shall be in writing, either by email or US mail, at the following addresses:

If to CMSA:

Jason Dow
General Manager
1301 Andersen Drive
San Rafael, CA 94901
jdow@cmsa.us

If to NBWA:

Andy Rodgers
Executive Director
2235 Mercury Way, Suite 105
Santa Rosa, CA 95407
northbaywa@gmail.com
cc: arodgers@westyost.com

Each party shall provide the other with telephonic and written notice of any change of address as soon as practicable.

IN WITNESS WHEREOF the parties hereto have entered into and executed this Agreement as follows:

CMSA

By: _____
Jason Dow, General Manager

NBWA

By: _____
Andy Rodgers, Executive Director

Central Marin Sanitation Agency

BOARD MEMORANDUM

July 5, 2024

To: CMSA Commissioners and Alternates

From: Abel Villarreal, Maintenance Supervisor

Approved: Jason Dow, General Manager

Subject: FY24 Asset Management Program Annual Report

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

Summary: Since February 2011, staff has provided the Board with periodic reports to highlight the Agency's fully implemented Asset Management Program work activities. Staff publishes quarterly reports in October, January, and April, and the annual report is presented in July.

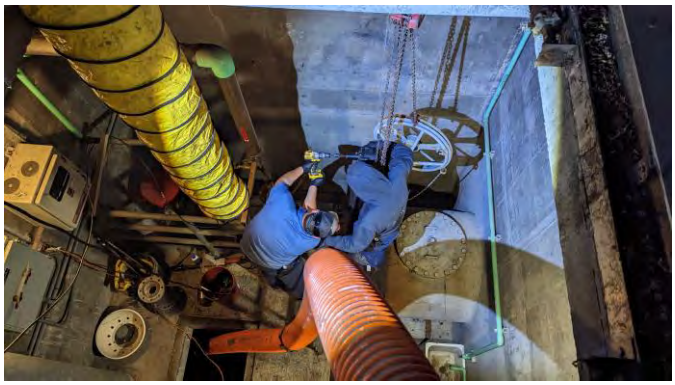
FY24 Highlights

Waukesha Cogeneration System Engine Overhaul

On September 9, 2022, the cogeneration engine was shut down quickly due to a malfunction, but damage to several engine components had already occurred. The culprit appeared to be a main bearing failure due to plugged lubrication ports. After consulting with CMSA's cogeneration engine consultant, staff recommended repairing the engine so it could back-up the new Jenbacher cogeneration system. At the January 2023 Board meeting, Board members awarded the repair contract to WPI Inc. The engine was removed and taken to WPI's Bloomington, New Mexico facility where it was completely disassembled and inspected. The project was estimated to take four months but was completed in seven. The delay occurred because the crankshaft had to be refinished by a specialty contractor, the piston rods required certification before installation, and a new oil pump had to be sourced. On August 9, 2023, after the engine was set back into place at CMSA, it passed emissions source testing and was available for service.

San Rafael Interceptor Shutdown and Flowmeter Installation

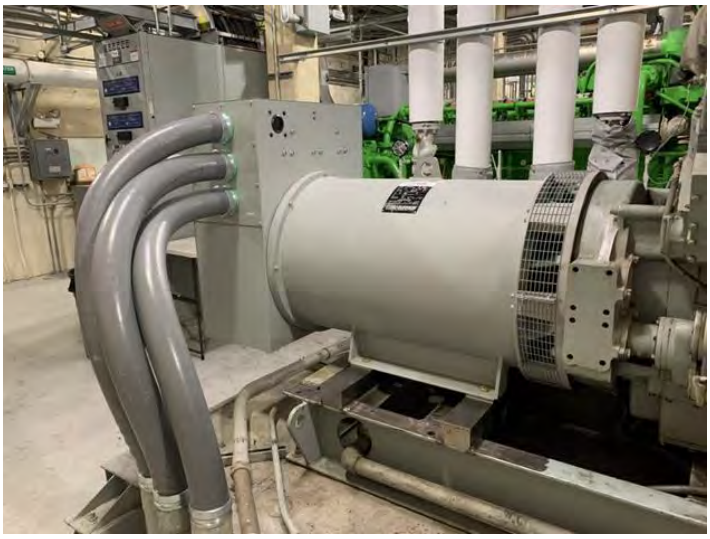
The 45-inch San Rafael Interceptor that was installed during original plant construction in 1985 was fitted with a Manning ultrasonic flow meter. The meter required frequent maintenance, was near the end of its useful life, and its manufacturer no longer made replacement parts. At 8:30pm on September 11, SRSD pumped down and isolated their system and CMSA concurrently closed the South Francisco Junction Vault's isolation gate, to isolate CMSA from the SRSD collection system. The section of force main between the junction box and CMSA's Headworks was dewatered to allow the contractor, GWF, to begin installing the new influent meter. GWF's work consisted of drilling and tapping eight holes into the existing pipe and inserting meter components to construct the multi-path meter. Work was expected to take place over four consecutive overnight shutdowns but was completed in two nights thanks to the SRSD and CMSA crews having practiced for this high-risk shutdown. This line had not been isolated since 2008. CMSA staff was also trained on how to clean and calibrate this new metering system.



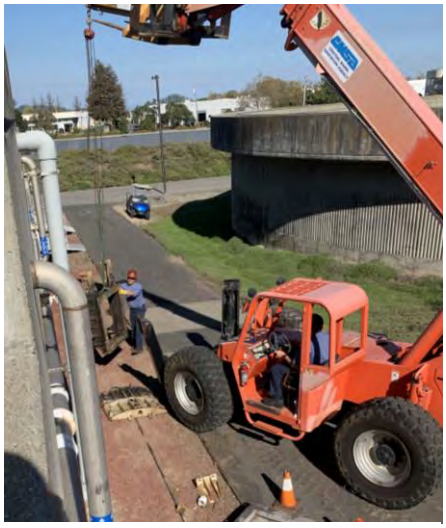
Primary Sludge Isolation Valve Replacement

During the San Rafael force main shutdown in September, technicians replaced seven isolation valves and cleaned up the piping on the primary sludge lines at the corner of Gallery A and B. With the sludge pumps off during the shutdown, staff was able to isolate the primary clarifiers and perform this work. The project went as planned, as staff had staged the new valves in advance. Every other nut and bolt on the existing valves were removed to speed up the project, and staff had already predetermined how to reconfigure the sludge piping after the removal of a non-functioning sludge density meter and a section of supporting pipe. New valves were installed, tested, returned to service, and painted to match the existing color scheme.

Cummins Standby Generator Replacement



The Cummins standby generator has been providing emergency backup power to the Agency since 1985. Last fiscal year, the unit was assessed and findings indicated that the engine was in good condition, had relatively low operating hours, but a small oil leak on the rear main seal had allowed oil to leak into the generator. Upon further inspection of the generator, the windings coating on the rotor was brittle and needed to be reapplied. Staff compared the cost to replace the coating versus replacing the generator, and determined the latter would be the more cost effective repair approach. Our staff collaborated with Collicutt Energy to complete the removal of the old generator and the subsequent installation and coupling of the new unit to the existing engine. Maintenance staff then installed a new mounting plate onto the existing engine skid, which was necessary to provide adequate support for the new generator which has a slightly smaller footprint. Then, Electrical/Instrumentation (E/I) technicians completed the wiring connections, and in conjunction with Collicutt, conducted load testing and verified generator alignment. The generator performed seamlessly without any issues and it has been returned to standby mode ready for reliable operation.


Using the Telehandler to position gates

Aeration Sluice Gate Replacement

Over the past several years, CMSA has been systematically replacing first generation sluice gates as needed throughout the treatment plant. This past quarter, staff replaced six cast iron sluice gates in the Aeration area with stainless steel units. These new gates are lightweight and easy to adjust, wear parts can be easily replaced, and they are fabricated in Fontana, California. Maintenance technicians completed two separate confined space entries and utilized the Agency's Telehandler forklift to skillfully separate the gates from their frames, and subsequently remove the frames from the channel walls. The new gate frames were mounted back onto the channel walls using the original framing anchors, which are embedded in the concrete wall. Once mounted, the gates were adjusted and tested for watertightness. The actuators, controllers that lower and raise the gates, were reinstalled and calibrated.


Originally installed cast iron sluice gate


Recently installed stainless steel sluice gate

Grit Pump Rehabilitation

Grit, in the wastewater industry, is a mixture of abrasive materials such as rocks, gravel, glass, and sand. Grit pumps incur heavy wear and tear and must be periodically refurbished to prevent premature failure. Grit pump No. 4, installed in 1985, was exhibiting signs of failure with no spare parts in inventory and limited available inventory on the secondary parts market. CMSA staff initially researched new pumps and found the replacements extremely expensive due to supply chain issues. In response, our in-house maintenance team removed the pump from its operating pedestal, disassembled it in the Maintenance shop, discovered which parts could be found on the secondary market, and had wear parts (shafts and volutes) fabricated to original equipment specifications and tolerances. Once the parts and equipment were received, our technicians rebuilt the pump and prepared it for use. This process was one-third the cost of purchasing a new pump.

Jenbacher Cogeneration Engine Service

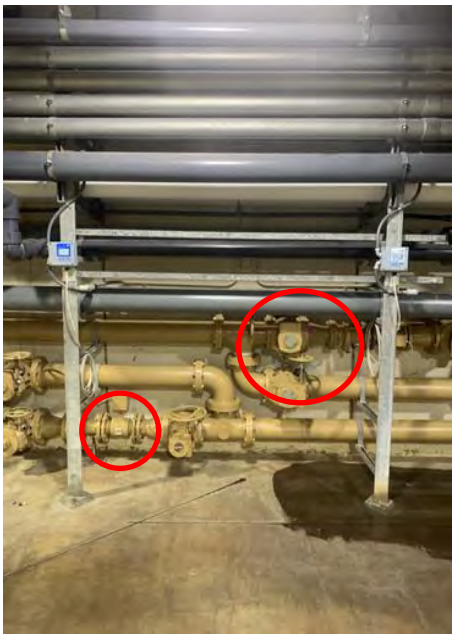
The 3,333-hour scheduled preventative maintenance (PM) service, similar to the 2,000-hour PM for the Waukesha engine, was successfully completed on the Jenbacher cogeneration engine during this last quarter. Technicians from Western Energy Systems (WES), the local representative for the cogen system, had previously conducted the PM and provided training to CMSA technicians for future maintenance tasks. Maintenance included replacing oil, air, and natural gas filters, re-gapping spark plugs, adjusting intake valves, and conducting exhaust emission checks to ensure compliance with CMSA's air quality permit, and all was performed in-house by CMSA technicians. Recently, WES also trained several Agency technicians to adjust emissions on the new system, enhancing their capabilities in maintaining the equipment.

Inline Sludge Grinder Cartridge Replacement

The content of the Agency's anaerobic digesters is recirculated in two separate and very distinct loops. The mixing loop uses large pumps to circulate the digester contents for the primary purpose of enhancing biogas production. The heating loop, which controls the temperature inside the digesters, utilizes a sludge grinder to prevent large diameter debris from plugging the relatively small diameter piping within two heat exchangers. Recently, while performing annual maintenance on the in-service sludge grinder, staff replaced the grinder's cutting cartridge due to operational wear and tear. Cutting cartridges macerate sand, hair, inorganic materials, and are designed to be removed and replaced periodically to preserve the overall life of the sludge grinder. Typically, CMSA replaces one cartridge per year, which is then exchanged and refurbished by the grinder system's manufacturer.

Primary Sludge Flowmeter Replacement

The primary sludge flowmeters, originally installed in 1984, have recently been replaced. Over the past year, these meters had become increasingly unreliable, necessitating additional maintenance efforts from staff to keep them operational. To mitigate disruptions to the solids treatment process, the meter replacement was coordinated with Operations staff. Following this, E/I staff performed calibration procedures, ensuring the accuracy and functionality of the new meters. Subsequently, the new meters have been seamlessly integrated into the system, are actively reporting data to SCADA, and enhancing operational efficiency and reliability.



Sludge Flow Meters

Controller for Sludge Flow Meters

Facility Door Replacement

There are over one hundred exterior doors at CMSA, and most were installed when the facility was built in the early 1980s. Given their exposure to high humidity and corrosive environments, these doors have gradually deteriorated over time. In response, CMSA initiated a multi-year project to systematically replace doors based on their condition. In FY23, the initiative saw the replacement of 10 facility doors, followed by an additional 10 doors in FY24. The process involved the removal of old doors and cutting the frames out of the concrete walls that supported them. Subsequently, new doors and frames were installed and painted to match the existing aesthetic. Five more doors are slated for replacement in FY25, alongside the windows and frames at the aeration building, further enhancing the infrastructure and functionality of CMSA's facilities.

Original Door


New Door

Biosolids Hopper Hydraulic Pack Replacement

Maintenance and E/I technicians completed a small project to remove and replace the original facility installed biosolids hopper hydraulic pack in the solids load bay. This hydraulic pack unit is a self-contained unit that consists of a reservoir, one motor, and one hydraulic pump. This unit uses hydraulic fluid to transmit power from one location to another, in which this unit is being utilized to operate the hydraulic rams on the the sludge hoppers. Once the hydraulic unit was secured to the base, maintenance technicians connected new hydraulic lines and fittings to the unit. E/I technicians removed the old wires and conduit and ran new wires and conduit to the control panel that is now mounted next to the hydraulic unit. The unit was tested for operation and leaks and is now back in service.

Original Hydraulic Pack

New Hydraulic Pack

Cogeneration Engine Siloxane Removal

As specified by Jenbacher, staff performs weekly oil samples of the Jenbacher cogeneration engine. Results from a recent oil sample contained a high level of siloxanes, which causes a carbon build up to occur on the piston and cylinder heads. This build up is caused by siloxanes that pass through the siloxane filtering system and then crystalize inside the engine during the combustion process. Unfortunately, once this occurs inside the engine, the only way to remove the deposits is to disassemble the top end of the engine and mechanically clean the pistons and cylinder heads. WES staff completed the cleaning procedure in just under five days and then CMSA assited their onsite technicians with the reinstallation of the cyclindar heads, exhaust manifolds, and turbo blowers. Once these components were reinstalled, technicians added oil and coolant and fired the engine back up.

Cylindar head with siloxane residue

Jenbacher piston with siloxane residue

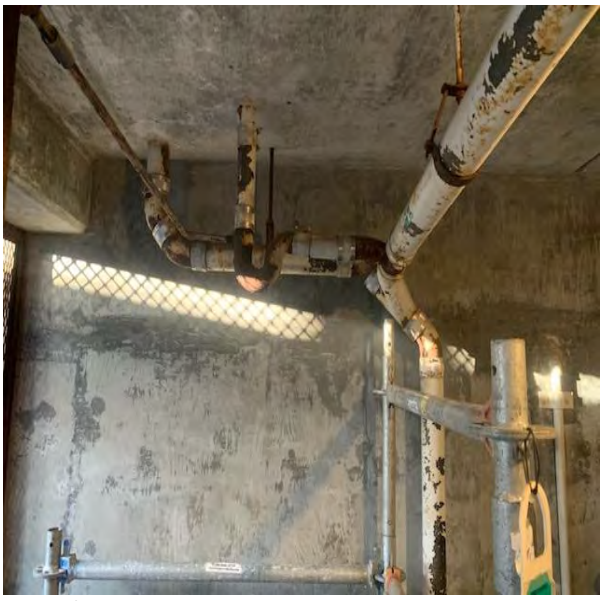
Cylindar heads lined up for cleaning

San Quentin Pump Station Plumbing Improvements

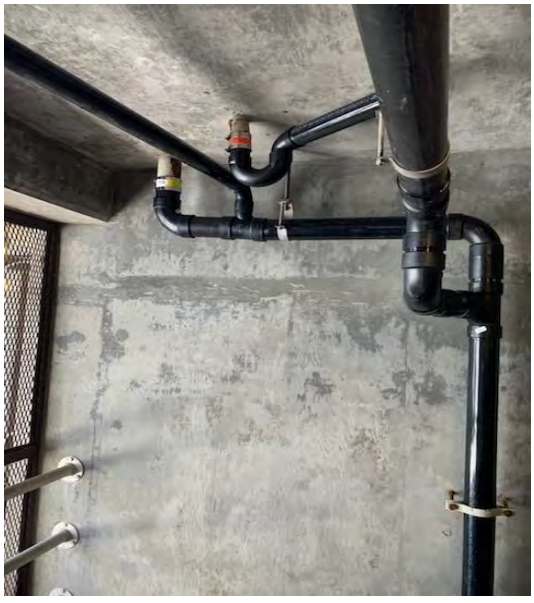
In June, the Agency completed a plumbing project in the wet well at this pump station. The station's originally installed floor drain system was reaching the end of its useful life. Our technicians had made several small spot repairs over the years, and it finally reached the point where a complete overhaul of the system was needed. Luckily, the piping was easily accessible from the wet well below the station's main floor. CMSA had scaffolding installed prior to starting the project to make it easier for technicians to work. Initially, all of the original metal piping and support hangers were removed and then, ABS plastic drain piping was installed in its place. We decided to go with ABS pipe in this application because it will last considerably longer than metal piping in the damp station atmosphere.

Original Drain Pipe

New ABS Drain Pipe



Original Drain Pipe



New ABS Drain Pipe

Biogas Scrubber Vessel Media Replacement

Prior to biogas being used as a fuel in the cogeneration engine, it requires a level of cleaning in order to meet Bay Area air quality fuel standards. The first stage of the cleaning process is the removal of hydrogen sulfide gas (H2S) utilizing a media scrubber. The media used in these scrubbers periodically require changing out, as it removes H2S from the gas stream. This past year, a contractor was hired to perform the media change-out. Work consisted of purging the vessel of methane, removing both vessel service ports, and completing a confined space entry to chip and vacuum out 22,000 pounds of media. Once the vessel was empty, new media was installed along with a new filter element which keeps loose media from entering the gas piping. This process took approximately two days to complete. The contractor then hauled away the old media, and the unit was returned to service.

Asset Inventory

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 managed projects or regularly scheduled maintenance work is completed, both new and old assets must be accounted for in an asset inventory count. Along with entering new and removing obsolete assets from the asset tree, staff removed improperly grouped or classified assets, and removed additional non-critical assets. In all, 56 items were entered, reclassified, or removed from the CMMS asset tree this past quarter.

Asset Locations	Total Assets
CMSA	2,706
Sanitary District No. 2	403
San Quentin Prison Pump Station	32
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 and managed pump station assets – Sanitary District No. 2 (Corte Madera), San Quentin State Prison, and San Quentin Village Sewer Maintenance District. Spare parts for CMSA and San Quentin Village are kept at CMSA site-specific parts rooms, Sanitary District No. 2 parts and equipment are stored at Paradise pump station, and San Quentin State Prison parts and equipment are stored at their San Quentin pump station.

Parts Inventory	Parts Quantity	Total Value
CMSA	44,357	$2,189,387
Sanitary District No. 2	374	$256,068
San Quentin Prison	64	$72,858
San Quentin Village	3	$1,536

Asset Improvements, Repairs, and Refurbishment Work

1) Construction Project Work

Projects in the table below are construction projects that were completed or are in progress. For some of the projects, CMSA staff performed work alongside contractors, below is the total cost of CMSA staff support.

Project Name	CMSA Staff Costs	Total Cost	Status
Organic Waste Storage Tank and Biogas Treatment System Upgrades	$60,292	$3.1M	Complete.
Centrifuge Replacement	$9,366	$264,217	30% design complete.
Grit Classifier Replacement	$819	$94,442	50% design complete.

2) 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. CMSA labor and materials costs are included to determine the overall cost to perform a specific task.

Area	Equipment	Improvement	Total Cost	Comments
Administration Building	Lab Bioassay Room	Room remodel	$2,261	Modified room for new BOD incubator.
Administration Building	Lab Bioassay Room	Lab improvements	$1,266	Installed a new deionized water line to new BOD incubator location.
Administration Building	Lab Room	Pipe repair	$1,266	Replaced cracked vent pipe fitting.
Administration Building	Gutters	Improvements	$2,517	Installed downspout flow pipes.
Administration Building	Security Fence	Improvements	$2,263	Installed barb wire outside laboratory storage shed.
Administration Building	Fire Alarm System	Refurbishment	$2,272	Replaced and reprogrammed CPU.
Administration Building	Electrical MCC	Power monitoring improvements	$4,838	Installed power monitoring equipment.
Administration Building	Breakroom Dishwasher	Dishwasher replacement	$1,423	Replaced failed dishwasher.
Maintenance Building	Electric Cart EC03.26	Electric cart modification	$1,100	Outfitted new electric cart for maintenance use.

Area	Equipment	Improvement	Total Cost	Comments
Maintenance Building	Electric Cart EC03.16	Battery replacement	$1,275	Replaced batteries.
Maintenance Building	E/I Van	Repaired evaporation system leak	$2,575	Repaired leak and replaced system components.
Facility – Solids Building	Air Handler	Improvements	$1,035	Installed access doors for maintenance.
Facility – Plant Doors	Facility Doors	Door replacements	$1,884	Replaced 10 doors and frames.
Facility – Roll-up Doors	Roll-up Doors	Door replacements	$7,686	Replaced solids roll-up door.
Facility – Plant	Backflow Preventers	Annual testing	$1,561	Annual backflow preventer testing.
Facility – Pond	Effluent Storage Pond	Landscape improvements	$7,575	Planted 14 trees for cover and soil erosion control.
Facility – Flare	Plant Road Area	Landscape improvements	$10,832	Terrace with fieldstone and xeriscape with wildflowers.
Facility – Digester Gallery	Digester Pump Room	Improvements	$2,447	Painted digester basement walls.
Facility – Front Entrance	Entrance Sign and Landscaping	Area beautification	$17,053	Agency sign refurbishments, lighting improvements, and installation of drought tolerant plants.
Facility – Outfall Valve Box	Plant Road Area	Landscape improvements	$2,108	Replaced kick boards around outfall valve box and plant road.
Facility – Ferric Room	Headworks Ferric Room	Improvements	$1,886	Painted ferric room walls.
Facility – Andersen Hillside	Andersen Hillside	Hillside improvements	$2,414	Installed drainpipe in concrete “V” ditch.
Facility – Access Gates	Corporation Yard Access Gate	Gate replacement	$11,573	Replaced damaged gate. (Cost reimbursed by Marin Airporter)
Headworks	Emergency Beacon Light	Replacement	$2,230	Replaced beacon light.
Headworks	Site Sump	Level sensor	$1,176	Replaced failed level sensor.
Headworks	Influent Screen	Spray-bar replaced	$3,666	Replaced failed solenoid and all nozzles.

Area	Equipment	Improvement	Total Cost	Comments
Headworks	Ross Valley Influent Sampler	Pump replacement	$3,972	Replaced sample pump.
Headworks	Influent Samplers	Pipe modifications	$1,362	Additional sample ports added to area piping.
Headworks	Influent Sample Pump No. 1	Replacement	$1,622	Replaced failed motor.
Headworks	Grit Classifier No. 1	Replacement	$4,176	Replaced failed motor, belts, and sheaves.
Headworks	Grit Classifier No. 2	Refurbishment	$7,266	Rebuilt gearbox.
Headworks	Grit Classifier Nos. 3 and 4	Refurbishment	$21,623	Replaced augers and auger shafts.
Headworks	Grit Pump No. 1	Refurbishment	$1,055	Replaced sheaves and belts.
Headworks	Grit Pump No. 3	Pump refurbishment	$22,728	Replaced seals and bearings, and resurfaced shaft.
Headworks	Grit Pump No. 4	Refurbishment	$24,181	Replaced bearings, seals, shaft sleeve, impeller, and mechanical seal.
Headworks	Influent Plate Screens	Compactor chutes	$2,562	Replaced Ross Valley and San Rafael compactor chutes.
Headworks	Odor Scrubber	Filter improvements	$2,042	Installed new basket strainer.
Primary Clarifiers	Primary Tank Drain	Pump refurbishment	$5,008	Replaced pump and motor.
Primary Clarifiers	Primary Sludge Pump No. 9	Valve replacement	$1,839	Replaced check valve.
Primary Clarifiers	Primary Sludge Pump No. 10	Replacement	$14,071	Replaced pump, motor, and mounting base.
Primary Clarifiers	Primary Sludge and Scum Lines	Valve replacement	$13,470	Replaced seven isolation valves and removed decommissioned piping.
Primary Clarifiers	Primary Clarifier No. 7	Pipe repair	$1,243	Repaired broken 4-inch PVC water line in clarifier.
Primary Clarifiers	Primary Clarifier Nos. 6 and 7	Plastic replacement	$2,484	Replaced plastic on primary scum skimmers.
Biotowers	Sump Pump – Gallery H	Pump replacement	$2,645	Replaced sewage pump.

Area	Equipment	Improvement	Total Cost	Comments
Biotowers	Biotower Pump No. 4	Refurbishment	$2,531	Replaced packing, seals, flush solenoid, y-strainer, and installed new flow/pressure control unit.
Aeration Tanks	Aeration Splitter Box Sluice Gates	Gate replacement	$87,650	Replaced six sluice gates.
Aeration Tanks	Aeration Tank Nos. 1, 2, 3, 4	Diffuser refurbishment	$46,884	Replaced membrane diffusers in all four tanks.
Secondary Clarifiers	Secondary Clarifier Drive No. 1	Starter replacement	$1,331	Replaced failed motor starter.
Secondary Clarifiers	Secondary Clarifier Drive No. 3	Motor replacement	$2,943	Replaced failed motor.
Secondary Clarifiers	Scum Pump Nos. 1 and 2	Electrical improvements	$7,471	Replaced float and updated/redesigned circuit.
Secondary Clarifiers	WAS Pump No. 3	Pump replacement	$10,931	Replaced pump.
Secondary Clarifiers	RAS Pump No. 3 VFD	VFD replacement	$1,936	Replaced failed VFD.
Secondary Clarifiers	Secondary Effluent	Process improvements	$3,476	Installed new turbidimeter.
Chlorine Contact Tanks	CCT Sluice Gates	Gate improvements	$2,233	Fabricated adapter for gate operators.
Chlorine Contact Tanks	Blending Channel Drain Pump	Replacement	$3,755	Replaced failed motor.
Chlorine Contact Tanks	CCT/Pond Drain Pump	Pump refurbishment	$2,730	Removed debris, replaced coupling, and re-aligned pump and motor.
Chlorine Contact Tanks	Waterchamp M9.03	Replacement	$21,948	Replaced unit with spare from inventory.
Chlorine Contact Tanks	Sluice Gate SG9.07 Actuator	Refurbishment	$2,659	Replaced failed bearing.
Chlorine Contact Tanks	CCT Sample Pump No. 1	Refurbishment	$1,162	Replaced corroded conduit.
Chlorine Contact Tanks	Sump Pump No. 4	Replacement	$2,022	Replaced failed motor starter and breaker.
Disinfection / Dechlorination	Plant Strainers	Strainer cleaning	$1,989	Removed blend event debris from strainers.

Area	Equipment	Improvement	Total Cost	Comments
Disinfection / Dechlorination	Hypochlorite Tank No. 4	Replacement	$1,769	Replaced failed level sensor.
Disinfection / Dechlorination	Plant Water Pump No. 3	Pump refurbishment	$1,856	Replaced failed bearings.
Disinfection / Dechlorination	Hypochlorite Disinfection Pump P10.220	Pump refurbishment	$1,110	Replaced ball checks and diaphragm.
Solids Handling	Diesel Tank	Sensor replacement	$4,080	Replaced failed leak sensor.
Solids Handling	Siloxane Filter Vessel No. 2	Replacement	$10,707	Removed spent media and replaced with new media.
Solids Handling	Process Waste Return Pump	Replacement	$4,132	Replaced motor starter.
Solids Handling	Motor Operated Valve No. 26	Replacement	$2,883	Replaced motor operated valve.
Solids Handling	TWAS Pump No. 1	Pump refurbishment	$7,778	Replaced lobes, wear plates, cartridge seals, housings, and lubricants.
Solids Handling	TWAS Pump No. 2	Refurbishment	$20,066	Replaced lobes, wear plates, cartridge seals, housings, and lubricants twice.
Solids Handling	Centrifuge No. 1	Replacement and plugged drain	$2,621	Replaced vibration sensor switch and cleared 6” drain lines.
Solids Handling	Centrifuge No. 2	Amplifier replacement	$3,014	Replaced current amplifier.
Solids Handling	Centrifuge No. 3	Replacement	$2,111	Replaced failed VFD.
Solids Handling	Centrifuge No. 3	Replacement	$1,068	Replaced failed air solenoid valve on the diverter gate.
Solids Handling	Centrifuge Nos. 1 and 2 Diverter Gates	Air Ram replacement	$1,974	Replaced both air rams.
Solids Handling	Biosolids Hopper	Hydraulic pack replacement	$10,283	Replaced hydraulic pack.
Solids Handling	Biosolids Hopper	Curtain replacement	$7,383	Replaced plastic curtains around biosolids hopper.

Area	Equipment	Improvement	Total Cost	Comments
Solids Handling	Polymer Tank	Inspection	$2,462	Cleaned tank for inspection.
Solids Handling	Elevator Sump Pump	Pump replacement	$1,883	Replaced failed pump.
Solids Handling	Gas Dryer Compressor	Replacement	$2,005	Replaced failed motor.
Solids Handling	Boiler No. 1	Replacement	$1,064	Replaced temperature controller and manual potentiometer.
Solids Handling	Boiler Nos. 1 and 2	Electrical improvements	$7,043	Installed new conduit and wires.
Solids Handling	Polymer Feed Pump Nos. 1, 2, and 3	Pump improvements	$4,333	Replaced all three pump VFDs.
Solids Handling	Polymer Activation Unit No. 2 Pump	Refurbishment	$3,254	Rebuilt pump with new starter, rotor, and mechanical seal.
Solids Handling	SCR System	Improvements	$6,190	Installed back-up air supply line to SCR system.
Solids Handling – Energy Generation	Waukesha Cogeneration Engine	Engine	$370,275	Waukesha engine rebuild. (CMSA and Waukesha-Pearce)
Solids Handling – Energy Generation	Waukesha Cogeneration Engine – Block Water Heater	Improvements	$9,522	Installed new engine block water heater.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Preventative Maintenance	$4,694	Engine oil change.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Preventative Maintenance	$3,235	6,666 OPH Service.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Preventative Maintenance – 10K PM	$1,395	Replaced oil and air filters. Adjusted intake and exhaust valves.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Corrective Maintenance	$7,258	Siloxane removal from cylinders.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Replacement	$1,915	Replaced cylinder head No. 5.

Area	Equipment	Improvement	Total Cost	Comments
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Valve replacement	$1,534	Replaced damaged valve on make-up oil tank.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Emissions	$6,636	Assisted NES-WES technicians with emission testing and SCR cleaning/repairs.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine Emission Analyzer	Improvements	$1,355	Installed emission analyzer calibration station.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Operational testing	$2,785	Assisted NES-WES technicians with modes of operation and testing.
Solids Handling – Energy Generation	Cummins Emergency Generator	Generator refurbishment	$65,004	Replaced the 750Kw generator and engine heat exchanger.
Digesters	Digester Gas Flowmeters	Refurbishment	$46,879	Installed new upgraded flowmeters.
Digesters	Dystor Cover Blower No. 1 Motor	Replacement	$3,022	Replaced failed motor.
Digesters	Dystor Cover Blower No. 2 Motor	Replacement	$2,968	Replaced failed motor.
Digesters	Dystor Cover Blower No. 3 Motor	Replacement	$2,978	Replaced failed motor.
Digesters	Sludge Recirculation Grinder No. 2	Cartridge replacement	$15,702	Replaced cutter cartridge.
Switchgear	Switchgear Building	Installation	$18,122	Installation of new HVAC system.
Underground Pipe Galleries	Sludge Pipe Supports – Gallery F	Support replacement	$1,192	Replaced corroded pipe support bases and regrouted.
Underground Pipe Galleries	Drainpipe – Gallery F	Improvements	$1,146	Replaced corroded metal pipe with ABS pipe.
Underground Pipe Galleries	Floor drains – Gallery A	Improvements	$1,399	Cleared floor drains in Gallery A.
Underground Vault	Sample Pump No. 1	Pump replacement	$1,503	Replaced failed pump.

Area	Equipment	Improvement	Total Cost	Comments
Underground Pipe Galleries	Lighting – Gallery A	Lighting replacement	$1,322	Replaced failed lighting.
Underground Vaults	Final Vault Sample Pump	Replacement	$1,539	Replaced VFD.
Outfall	Outfall Risers	Refurbishment	$1,010	Fabricated 40 4-inch outfall risers.
Organic Waste Receiving Facility	Paddle Finisher Pump	Replacement	$4,989	Replaced EPDM hose and hose lubricant. (2 changeouts)
Organic Waste Receiving Facility	Paddle Finisher Piping	Piping replacement	$1,307	Replaced failed discharge piping.
Organic Waste Receiving Facility	Digester Feed Pump	Replacement	$5,754	Replaced EPDM hose and hose lubricant. (2 changeouts)
Organic Waste Receiving Facility	Mixing Pump No. 1	Refurbishment	$1,562	Replaced damaged section of discharge pipe.
Organic Waste Receiving Facility	Mix Pump Nos. 1 and 2	Pump and valve refurbishment	$13,703	Replaced impellers and suction valves.
Organic Waste Receiving Facility	Motor Operated Valve No. 2	Replacement	$1,343	Replaced motor operator valve.
Organic Waste Receiving Facility	Odor Scrubber	Media changeout	$15,899	Changeout of media and skid replacement.
Nitrate Station - Greenbrae	Chemical Storage	Improvements	$8,142	Installed dual walled fill and containment piping.

3) CMSA Maintained Assets (San Quentin Prison, Sanitary District No. 2, and San Quentin Village)

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

Asset Owner	Asset	Improvement	Total Cost	Comment
SD2	Boardwalk A	Pump replacement	$7,892	Replaced pump No. 1.
SD2	Lucky	Pump replacement	$8,181	Replaced pump No. 1.

SD2	Trinidad 1	Terminal block replacement and transfer switch	$3,708	Replaced failed terminal block and monitored/reset transfer switch.
SD2	Trailer Court	Replacement	$8,235	Replaced two isolation valves and two flange adapters.
SD2	Tamalpais	Replacement and pump refurbishment	$8,512	Replaced failed pump No. 2 and refurbished spare pump with new mechanical seal, seals, and new impeller.
SD2	Lakeside	Replacement	$14,014	Replaced three isolation valves and level sensor.
SD2	Saba	Replacement	$1,019	Replaced high-level and low-level floats.
SD2	Paradise	Wet weather preparation	$4,849	Storm preparation/ Response/SD2 Support.
SD2	Paradise	Parts replacement	$6,663	Replaced VFD fan assembly for pump No. 3 and replaced leak detector relay.
SD2	Paradise	VFD replacement	$19,194	Replaced failed pump No. 2 VFD.
SD2	Paradise	Refurbishment	$33,374	Refurbished pump No. 1 and motor.
SD2	Paradise	Refurbishment	$1,248	Refurbished sight glass and level monitor on Surge Tank.
SD2	Sausalito	Electrical improvements	$4,462	Installed correct electrical relays.
SD2	Campbell Bishop	Replacement	$8,164	Replaced both pump bases.
SD2	Old Landing	Pump replacement	$19,155	Replaced failed pump No. 2.
SQSP	San Quentin Pump Station	Refurbishment	$15,630	Replaced drain piping with ABS pipe.
SQSP	San Quentin Pump Station	Parts replacement	$35,038	Replaced channel grinder, auger brush, and auger gearbox.

Work Orders

A work order is a written request that a preventive, corrective, or unplanned corrective maintenance task or project 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 staff, the annual 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)	1303	51.75%	10,270.20	24.74%
Corrective-Planned	806	32.01%	7,752.95	18.68%
Corrective-Unplanned	47	1.55%	169.75	0.41%
Improvement Project Work	6	0.24%	441.00	1.06%
Coating Projects	1	0.04%	28.75	0.07%
Safety	79	3.14%	389.25	0.94%
Professional Development/Staff Meetings	90	3.57%	998.55	2.41%
Facilities Administration/Housekeeping	90	3.57%	4128.25	9.94%
Process Control and Facility Operations	104	4.13%	17,333.00	41.75%
Total	**2518**	**100%**	**41,511.70**	**100%**

BOARD MEMORANDUM

July 5, 2024

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Oak Hill Project Developer Request

Recommendation: Review the letter from Bruce Dorfman of Education Housing Partners, and provide direction to the General Manager, as appropriate.

Summary: Over the past several months, staff has participated in several virtual meetings with the Oak Hill Project development team about chemical delivery truck access to the existing San Quentin hydrogen peroxide chemical dosing facility. Meeting attendees were representatives from Eden Housing, Education Housing Partners, BKF Engineers, and the State Department of General Services. Staff has learned the planned development will impact the use of the chemical dosing facility, and the identified solutions to continue using hydrogen peroxide for odor control in the Ross Valley Interceptor will require further evaluation, analysis, and design and will have various cost implications.

Bruce Dorfman with Education Housing Partners sent the attached letter and drawing for the Board to discuss and review, and he specifically requests CMSA take the lead on developing and implementing a solution for continued use of hydrogen peroxide at the site.

Discussion: CMSA uses a hydrogen peroxide solution to nearly eliminate aqueous hydrogen sulfide and related sulfur-based compounds in the San Rafael and Ross Valley Interceptors. Each interceptor has its own chemical dosing facility, and the Ross Valley Interceptor's facility is located on State of California property adjacent to Sir Francis Drake Blvd, the Drake's Cove neighborhood, and the City of Larkspur's Remillard Pond. By dosing hydrogen peroxide in each interceptor, odors are effectively controlled at the treatment plant headworks, the headwork's grit tank room is safe for staff to enter, and the concrete structures and metal equipment in the grit room are not detrimentally impacted by hydro sulfuric acid that would otherwise form if hydrogen sulfide gas was released from the influent wastewater.

CMSA has been using the hydrogen peroxide solution for odor control purposes since about 1997. In mid-1995, when the hydrogen peroxide facilities where being designed, the State granted CMSA an easement for the facility at the San Quentin property. Part of that site's construction project was to build a large paved area adjacent to the facility for 5,000 gallon chemical delivery trucks to enter the site and access the chemical dosing facility, unload the

hydrogen sulfide solution, and then back up and exit the site onto Sir Francis Drake Blvd. The State approved the project plans and construction of the paved access area. CMSA has had complete and unobstructed access to the hydrogen peroxide facility since it began operation.

The attached Oak Hill Apartments layout drawing shows the easements for the hydrogen peroxide facility and Ross Valley Interceptor in yellow, and the chemical truck access paved area in red, and the apartment building access roads that are shaded gray. The access road near the easements conflict with the paved area. According to the developer, the cost to construct the roadway in a different alignment to allow chemical truck access is significant as it required additional grading and construction of retaining walls.

Staff contacted our current and three other hydrogen peroxide suppliers and learned that the standard delivery truck uses a 5,000-gallon trailer. One supplier, not our current supplier, can deliver the chemical from the Los Angeles area in 2,000-gallon delivery trucks, but the price per gallon delivered is 80% higher than our current unit cost. A smaller truck requires less space to access the chemical dosing facility and may not impact the alignment of the apartment building access road.

During a virtual development team meeting, a developer representative made statements implying that CMSA or the County what need to fund any construction costs to maintain access to the hydrogen peroxide facility. During a subsequent internal CMSA discussion, an idea was presented that would maintain hydrogen peroxide dosing at the Ross Valley Interceptor by delivering the chemical from CMSA's property. This could be done if a chemical feed tube in a containment pipe could be pulled in an existing 6" recycled water line that runs from CMSA to the San Quentin site. The feasibility of this option needs to be determined. If feasible, the hydrogen peroxide storage tank, pumps, and control panel could be moved from the San Quentin site to an unused chemical storage facility at CMSA.

To continue dosing hydrogen peroxide in the Ross Valley Interceptor, either delivery truck access to the hydrogen peroxide facility needs to be maintained or the chemical needs to be delivered from a different location, such as CMSA. The developer believes CMSA does not have any access rights to the hydrogen peroxide facility easement. The 1995 easement is attached and states CMSA has access "over, on, under and across" the State's property to the facility.

Attachments:
1) Education Housing Partners Letter, dated July 2, 2024
2) Oak Hill Apartments layout plan showing CMSA's easements and the paved area
3) State of California easement for the San Quentin facility, Dated July 17, 1995

EDUCATION HOUSING PARTNERS
A THOMPSON | DORFMAN COMPANY

July 2, 2024

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

RE: Oak Hill Project and CMSA Easement

Dear Board Members,

Eden Housing (Eden) and Education Housing Partners, Inc. (EHP, and together the Project Sponsors) have held a number of productive conversations to date with Central Marin Sanitation Agency (CMSA) staff to discuss its easements and use of the property on the Oak Hill site. While the development of the Oak Hill project has been designed to accommodate these easements, our project will limit CMSA's access to the extent it occurs on the Oak Hill site outside of these defined easement areas. Construction is scheduled to commence as early as March 2025 and access will be limited at that time. We are pleased to support CMSA in developing a plan that minimizes impact on its operations.

Background

The Project Sponsors were jointly selected by the State in 2020 to develop the Oak Hill Apartments project on approximately eight acres of excess state property in the unincorporated area of San Quentin as a result of Governor Newsom's Executive Order N-06-19 to prioritize the creation of new affordable housing on State land. The development will be comprised of two affordable residential communities totaling 250 units, of which 115 apartments will be developed by Eden for extremely-low to low income families, and 135 apartments will be built by EHP, in conjunction with the Marin County Office of Education and the County of Marin, for very-low to moderate income teachers and staff of local school districts and employees of the County. Since initiating the project in 2021, the Project Sponsors have been working diligently to secure project entitlements (received in July of 2023 with the certification of the EIR), advance the project design, and arrive at a construction start currently scheduled for March 2025.

CMSA Site Access

The California Department of Corrections granted easements on the project site to CMSA for a force main in 1982 and a chemical dosing facility in 1995. The force main takes sewage from Ross Valley and San Quentin to the CMSA treatment plant which is located due north of the site in San Rafael. We understand that the dosing facility allows the injection of hydrogen peroxide to reduce the noxious odors from the force main.

While the easements provide a connection to Sir Francis Drake Blvd, they do not provide adequate space for CMSA's current hydrogen peroxide delivery method (which is delivery via 5,000-gallon trucks) to access the facility. Consequently, these trucks use the adjacent paved area to maneuver in and out of the site for roughly twice-monthly deliveries, which is outside of the CMSA easement area. As shown on the attached diagram which maps the easements (outlined in yellow), paved area (outline in red), and the proposed site plan for the project, the construction of this housing will leave CMSA with no practical way to provide their current delivery vehicles with access to the dosing facility.

It should be noted that, based upon legal review completed by both the Project Sponsors and the State, CMSA has no formal or legal rights to use lands outside of their easements.

The Project Sponsors have been in communication with CMSA about the Oak Hill project in general since 2021 and adjusted initial site design concepts to accommodate CMSA's easements based on early feedback from CMSA. Over the past year, the Oak Hill development and design team has spent substantial time specifically on the CMSA access issue after better understanding CMSA's current delivery operations. Our team has explored several alternatives for CMSA's benefit to support access to the dosing facility. These potential alternatives have been reviewed with CMSA, and the results of each analysis are noted below.

Access Alternatives

1. Use smaller vehicles than the large 5,000-gallon trucks currently in use that are more maneuverable and require smaller turn radiuses.
    a. Based on conversations with its current hydrogen peroxide supplier, CMSA reported that delivering hydrogen peroxide to the site in smaller 2,000-gallon trucks would increase delivery costs by ~80%.
    b. In addition to the increased operating costs, moderate design and construction costs would be anticipated to incorporate this design modification.
2. Modify the entry to Oak Hill in order to create space for the current 5,000-gallon delivery vehicles.
    a. This design modification would require retaining walls and would add significant construction costs.
3. Access the dosing facility from Drake's Cove Road.
    a. While this is the most straightforward approach from a design perspective, it would require the cooperation from the Drake's Cove HOA. Unfortunately, the Drake's Cove HOA has expressed no interest in working with the Project Sponsors on creating shared signalized access on Sir Francis Drake Blvd. that would improve

access to their community. Accordingly, HOA cooperation is unlikely, but the Project Sponsors encourage CMSA to contact the HOA directly on the question of a CMSA connection.

4. Move the dosing facility to the Ross Valley Sanitary District site to the west at Larkspur Landing Circle.
    a. CMSA staff reported that they do not think this would be an economical solution.
5. Relocate the storage facility in the San Rafael facility and place a ½ inch pipe in the 6-inch recycled waterline that parallels the force main to provide hydrogen peroxide to the current dosing facility.

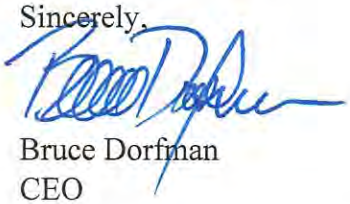
    a. This idea from CMSA staff appears to be the most viable alternative. However, the Project Sponsor has been unable to verify the efficacy of this approach as the consultants that CMSA recommended we contact have not been overly responsive to our outreach efforts, as we are not the owner or a public agency.

While the fifth alternative outlined above may be the most viable, CMSA staff have stated that they are unable to manage the design, permitting, or construction even though this solution is for CMSA's benefit and would involve capital improvements to its facilities.

As it is infeasible to have the Project Sponsors (developers of housing) take the lead or manage an improvement project to CMSA facilities, we respectfully request that CMSA take the lead on the design and management of this project. Please note that construction of the Oak Hill Apartments project is scheduled to begin as soon as March 2025 and this work will impact access to CMSA facilities from the project site.

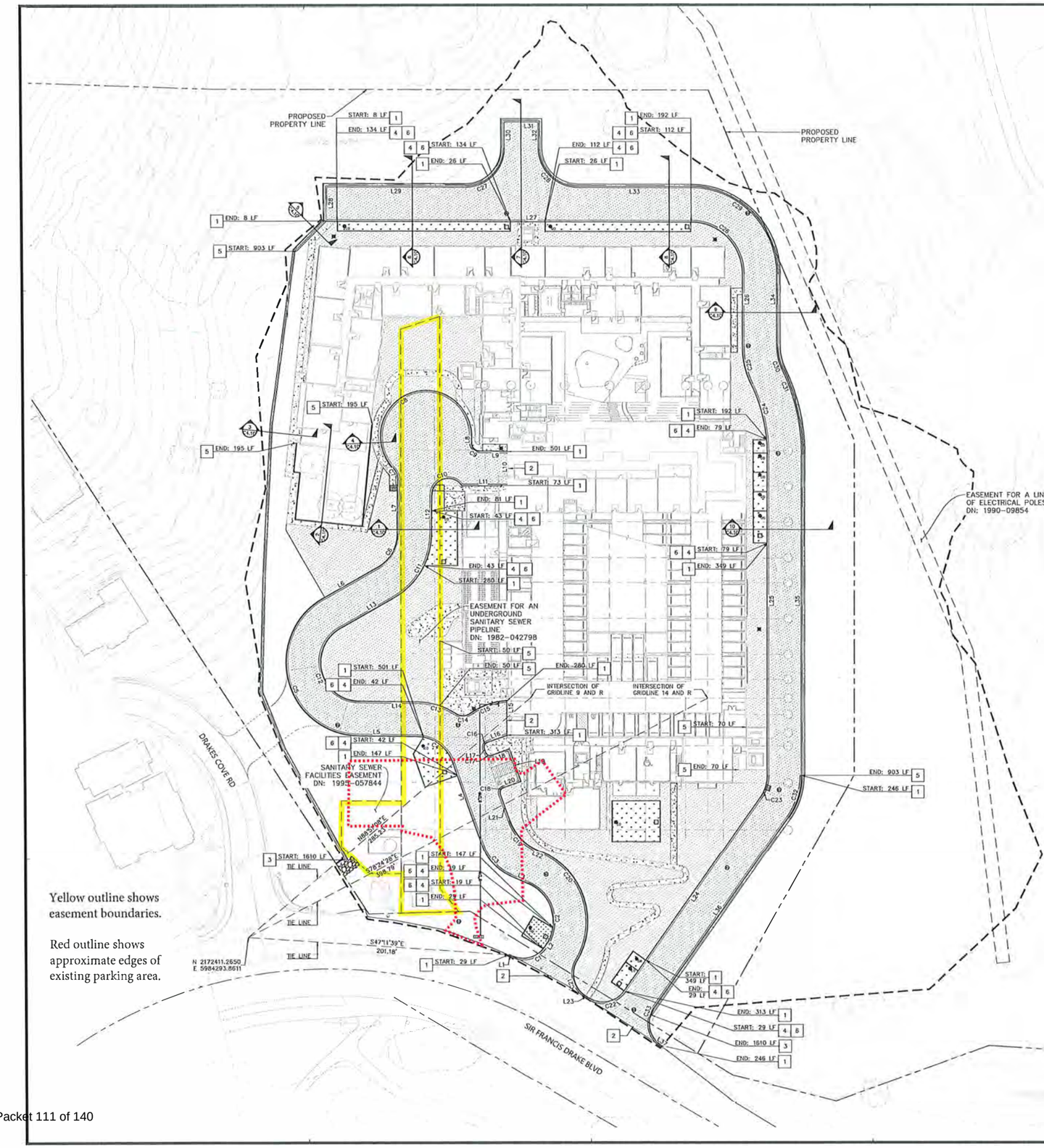
We continue to appreciate your cooperation and welcome any questions that you may have.

Sincerely,



Bruce Dorfman
CEO

cc: Jason Dow, CMSA
Teddy Newmyer, Eden
Tim Gorman, Eden
Joanna Julian, EHP



LEGEND

- PROPERTY LINE
- EASEMENT
- LIMIT OF WORK
- ASPHALT CONCRETE PAVEMENT (1 / C-8.00)
- CONCRETE (SEE ARCHITECT DRAWINGS FOR DETAILS)
- BIORETENTION (2 / C-8.00)
- LANDSCAPING (SEE ARCHITECT DRAWINGS FOR DETAILS)
- COBBLE ENERGY DISSIPATOR
- RETAINING WALL (SEE STRUCTURAL PLANS FOR DETAILS)
- CONCRETE V-DITCH (5 / C-8.00)

ABBREVIATION

EX	EXISTING
CB	CATCH BASIN
DN	DOCUMENT NUMBER
MH	MANHOLE
SD	STORM DRAIN
SS	SANITARY SEWER

NOTES

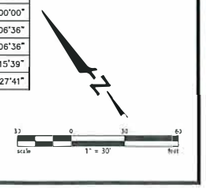
1. CONTRACTOR TO VERIFY EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND IMMEDIATELY NOTIFY ENGINEER OF AN DISCREPANCIES.
2. PROPOSED BUILDINGS ARE SHOWN FOR REFERENCE ONLY. REFER TO ARCHITECTURE DRAWINGS FOR PROPOSED BUILDINGS, DOORS, AND INTERIOR RAMPS/STEPS.
3. REFER TO LANDSCAPE DRAWINGS FOR IMPROVEMENT OF LANDSCAPE FEATURES SUCH AS LANDSCAPE AREAS, CONCRETE FINISH AND COLOR, AND PLANTING DESIGN.
4. ORDER OF WORK WITHIN THE PUBLIC RIGHT OF WAY SHALL BE PHASED SUCH THAT CLOSURE OF PUBLIC FACILITIES IS MINIMIZED.
5. ALL EXISTING UTILITY BOXES, STRUCTURES, MANHOLES, AND VALVES WITHIN THE LIMIT OF WORK SHALL BE ADJUSTED TO FINAL GRADE UNLESS OTHERWISE NOTED.
6. A GEOTECHNICAL ENGINEER SHALL INSPECT AND CERTIFY THAT GEOTECHNICAL ASPECTS OF THE PROJECT WERE PERFORMED IN CONFORMANCE WITH THE APPROVED GRADING PLAN AND GEOTECHNICAL REPORT.
7. DURING CONSTRUCTION, THE GENERAL CONTRACTOR AND SUBCONTRACTORS SHALL ADHERE TO A STORMWATER POLLUTION PREVENTION PLAN THAT AT A MINIMUM FOLLOWS THE GUIDELINES OUTLINED IN MCSTOPP'S "POLLUTION PREVENTION PLAN. IT'S PART OF THE PLAN"
8. SITE GRADING SHOULD BE PERFORMED IN ACCORDANCE WITH THE RECOMMENDATIONS AND CRITERIA OUTLINED IN THE GEOTECHNICAL REPORT BY GEOTECHNICAL CONSULTANT INC DATED AUGUST 1981.
9. GRADING OPERATION WILL OCCUR OVER EXISTING UTILITIES. CONTRACTOOR SHALL EXERCISE THE NECESSARY CARE TO ENSURE EXISTING UTILITIES ARE NOT DAMAGED OR EXPERIENCE ANY INTERRUPTION IN SERVICE. ANY UTILITIES DAMAGED DUE TO THE CONTRACTOR'S ACTIVITIES SHALL BE REPAIRED TO ORIGINAL CONDITION AT EXPENSE OF THE CONTRACTOR.
10. GRADING OPERATION SHALL BE OBSERVED BY GEOTECHNICAL CONSULTANT INC.

KEYNOTES

1. MARIN COUNTY STANDARD CURB AND GUTTER, TYPE D (1 / C-8.00)
2. MARIN COUNTY STANDARD DRIVEWAY APPROACH (2 / C-8.00)
3. MARIN COUNTY CONCRETE LINED DITCH, TYPE D (5 / C-8.00)
4. DEEPENED CURB AND GUTTER, SEE STRUCTURAL PLANS FOR DETAILS
5. RETAINING WALL, SEE STRUCTURAL PLANS FOR DETAILS
6. SEGMENTED CURB (3 / C-8.00)

LINE TABLE		
LINE NO.	LENGTH	DIRECTION
L1	3.26	S27°01'26"E
L2	2.71	N69°37'08"E
L3	14.49	N27°29'45"W
L4	67.96	N19°31'53"E
L5	44.75	N50°28'07"W
L6	48.76	S80°23'58"E
L7	41.20	N39°31'53"E
L8	3.57	S40°31'41"W
L9	22.55	S50°51'32"E
L10	26.00	S39°08'28"W
L11	35.74	N50°51'32"W
L12	29.88	S39°31'53"W
L13	46.49	N80°28'07"W
L14	44.75	S50°28'07"E
L15	26.09	S39°08'28"W
L16	16.14	N70°28'07"W
L17	2.88	S19°31'53"W
L18	14.19	S70°31'10"E
L19	25.98	S19°28'50"W
L20	14.27	N70°31'10"W
L21	21.43	S19°31'53"W
L22	3.17	S27°29'45"E
L23	3.30	S18°23'19"E
L24	182.35	N74°24'07"E
L25	245.75	N39°08'28"E
L26	55.29	N39°08'28"E
L27	280.00	N50°51'32"W
L28	26.00	N39°08'28"E
L29	107.00	S50°51'32"E
L30	20.00	N39°08'28"E
L31	26.00	S50°51'32"E
L32	20.00	S39°08'28"W
L33	87.00	S50°51'32"E
L34	55.29	S39°08'28"W
L35	245.75	S39°08'28"W
L36	179.51	S74°24'07"W
L37	0.85	S16°02'57"E

CURVE TABLE			
CURVE NO.	LENGTH	RADIUS	DELTA
C1	29.14	20.00	083°28'12"
C2	54.24	32.00	097°06'56"
C3	32.83	40.00	047°01'38"
C4	36.65	30.00	070°00'02"
C5	146.61	56.00	150°00'01"
C6	31.42	30.00	060°00'00"
C7	10.00	13.00	044°03'39"
C8	137.37	35.00	224°52'17"
C9	10.57	6.18	097°54'31"
C10	32.81	13.00	144°37'10"
C11	60.92	55.96	062°22'26"
C12	78.54	30.00	150°00'00"
C13	31.90	56.00	032°38'06"
C14	11.83	10.00	067°46'54"
C16	6.28	4.00	090°00'00"
C17	6.29	4.00	090°03'03"
C18	6.28	4.00	089°56'57"
C19	32.83	40.00	047°01'38"
C20	98.66	58.00	097°27'27"
C21	30.69	20.06	087°41'06"
C22	30.44	20.00	087°12'34"
C23	18.46	30.00	035°15'39"
C24	55.14	121.00	026°06'36"
C25	30.08	66.00	026°06'36"
C26	62.83	40.00	090°00'00"
C27	47.12	30.00	090°00'00"
C28	47.12	30.00	090°00'00"
C29	103.67	66.00	090°00'00"
C30	18.23	40.00	026°06'36"
C31	66.99	147.00	026°06'36"
C32	34.46	56.00	035°15'39"
C33	31.58	20.00	090°27'41"



OWNER: EDUCATION HOUSING PARTNERS, INC. & EDEN HOUSING

PROJECT NAME: OAK HILL APARTMENTS

PROJECT ADDRESS: SAN QUENTIN, CALIFORNIA

REVISIONS:

	DESCRIPTION	DATE
1	30% CD	3/29/24

PROJECT NO: 2022-40131

DATE ISSUED: MARCH 29, 2024

SCALE: AS SHOWN

SHEET NUMBER: C4.00

SHEET TITLE:

HORIZONTAL CONTROL

BKF
1646 N. CALIFORNIA BLVD., SUITE 400
WALNUT CREEK, CA 94596
(925) 940-2200
www.bkf.com

WHEN RECORDED MAIL TO

Attachment 3

CENTRAL MARIN SANITATION AGENCY
1301 Andersen Dr.
San Rafael, CA 94901

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Agency: Department of Corrections

AGREEMENT AND GRANT OF EASEMENT

Project: CA State Prison at San Quentin

SANITARY SEWER FACILITIES

File: TR94 112-E

THIS AGREEMENT AND GRANT OF EASEMENT is made and entered into by and between the STATE OF CALIFORNIA, acting by and through its DIRECTOR OF THE DEPARTMENT OF GENERAL SERVICES, hereinafter called State, and CENTRAL MARIN SANITATION AGENCY hereinafter called Grantee.

State, pursuant to the provisions of Section 14666 of the Government Code of the State of California, hereby grants unto Grantee, its successors and assigns forever, an easement to locate, relocate, construct, reconstruct, alter, use, maintain, inspect, repair and remove facilities necessary to unload, store and dispose ~~ydrogen provide~~ peroxide for use in connection with Grantee's adjacent sanitary sewer easement, together with appurtenant fixtures and equipment deemed necessary therefor by Grantee, over, on, under and across that certain real property situated in the County of Marin, State of California, described as follows:

COMMENCING at a point on the northeasterly right-of-way line of Sir Francis Drake Boulevard East, as described in that certain deed recorded August 21, 1972 in Book 2601 at page 301, Marin County Records; said point bearing North 52°26'26" West 9.0 feet from the intersection of the courses North 19°11'56" West 237.19 feet and North 52°26'26" West 78.61 feet, as described in said deed (2601 OR 301); running thence from said point of commence-ment along courses based on the California Coordinate System, Zone III, North 52°26'26" West 44.39 feet; North 39°08'28" East 30.25 feet to the TRUE POINT OF BEGINNING of the easement described herein; running thence from said TRUE POINT OF BEGINNING North 50°51'32" West 25.00 feet; North 5°51'31" West 30.00 feet; North 39°08'28" East 35.00 feet; South 50°51'32" East 46.21 feet; South 39°08'28" West 56.21 feet to the POINT OF BEGINNING.

THE PROVISIONS ON THE REVERSE SIDE HEREOF CONSTITUTE A PART OF THIS AGREEMENT

Dated July 17, 1995

GRANTEE: CENTRAL MARIN SANITATION AGENCY

STATE OF CALIFORNIA
Department of General Services

By I Warren Caldwell

By Joseph A. Remley
Joseph A. Remley
General Manager

APPROVED: Department of Corrections

By Judy Buckman
JUDY BUCKMAN, Chief
Business Management Branch

By _____

GCA:sjl:TR:94112-E

Central Marin Sanitation Agency

BOARD MEMORANDUM

July 5, 2024

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: FY25 Commission Officer, Committee, and NBWA Board Appointments

Recommendation: Nominate and appoint commissioners for the Commission Chair, Vice-Chair, and Secretary offices, and to Committees and the NBWA Board of Directors.

Summary: The Commission annually selects officers and makes appointments to its standing Finance Committee, ad hoc Evaluation Committee, and the North Bay Watershed Association's (NBWA) Board of Directors. These appointments are for a one-year term and are normally made at the July Board meeting.

Discussion: Beginning in FY21, based on the recommendation of an ad hoc Officers Committee, the Board has used the officer rotation method, where the Vice-Chair rotates to the Chair, the Secretary rotates to the Vice-Chair positions, and a new Secretary is nominated and appointed.

The current slate of officers, committee members, and NBWA Board representatives are:

Officers	
Commission Chair:	Doug Kelly, Ross Valley Sanitary District
Commission Vice-Chair:	Eli Beckman, Sanitary District No. 2
Commission Secretary:	Dean DiGiovanni, San Rafael Sanitation District
Standing Finance Committee:	Tom Gaffney (RVSD), Eli Beckman, Dean DiGiovanni
Ad hoc Evaluation Committee:	Commissioners Kelly and Beckman for FY24
NBWA Board of Directors:	Michael Boorstein (RVSD) GM Jason Dow (alternate)

Background: Neither the CMSA JPA or the Board Policy Manual include a process or guidance for rotating or nominating officers. An excerpt from Section 7, item B, of the JPA pertaining to membership and officers is below.

> *Each commissioner may be an elected official of the governing body of the District he/she represents, or may be such other resident of the District as selected by the Member. A commissioner shall serve in such a manner and for such term as each Member may determine, and may be removed at the pleasure of the Member appointing such person. The Commission shall annually choose commissioners to serve as Chair, Vice-Chair, and Secretary. Each Member shall determine its method of selection of the person representing the District. An elected official or resident of the District may be designated by the Member to serve as an alternate to any commissioner.*

Central Marin Sanitation Agency

BOARD MEMORANDUM

July 5, 2024

To: CMSA Commissioners and Alternates

From: Peter Kistenmacher, Technical Services Manager

Approved: Jason Dow, General Manager

Subject: Proposed FY25 Agency Business Plan

Recommendation: Approve the proposed FY25 Agency Business Plan and provide comments and/or direction to the General Manager, as appropriate.

Discussion: Over the past several months, the Agency' Strategic Planning Committee (ASPC) prepared the FY24 Business Plan Report and the proposed FY25 Business Plan (Plan). The Board adopted the new 5-year Strategic Plan at the May 2021 Board meeting and accepted the FY24 Business Plan Report last month. FY25 is the fourth year of the Strategic Plan, and the proposed Plan is attached for the Board's consideration of approval.

The Plan is comprised of 6 Goals with 19 Objectives and 61 supporting Strategic Actions. New or updated Strategic Actions are shown in the highlighted text in the attached Plan. At the July 9 Board meeting, staff will briefly present and discuss the Actions shown below.

1) Evaluate facility operations without a dry weather graveyard shift

2) Commission a Facilities Structures Seismic Study

3) Select a nutrient removal system for the predesign phase of the Nutrient Removal Project

4) Remove Solids from the Outfall Diffuser Section

5) Obtain Inflation Reduction Act funding for the cogeneration system improvements project

6) Monitor MMWD water supply decisions, and engage in discussions if expanding recycled water use is considered

7) Revise the Fee Ordinance for Vactor truck acceptance criteria and fees

Attachment:
- Proposed FY25 Business Plan

CENTRAL MARIN SANITATION AGENCY

Proposed Business Plan

Fiscal Year 2024 – 2025

Agency's Mission, Vision, and Values

MISSION

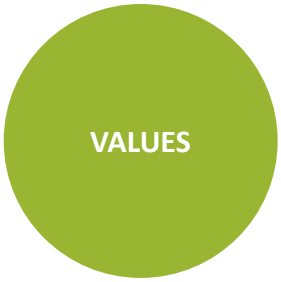
WHAT THE AGENCY DOES

Central Marin Sanitation Agency protects the environment and public health and is integral to the community by providing wastewater, environmental, and resource recovery services.

VISION

WHERE THE AGENCY WANTS TO BE IN THE FUTURE

Central Marin Sanitation Agency will be a forward-thinking organization by providing innovative and effective wastewater services, capturing and utilizing renewable resources, and implementing sustainable solutions for an enhanced quality of life.



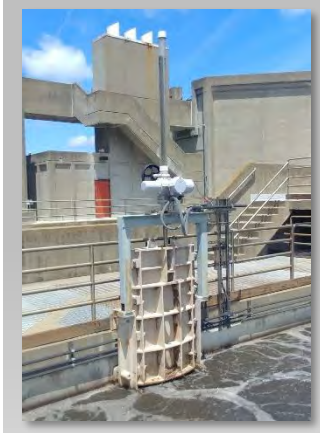
VALUES

KEY STATEMENTS THAT DESCRIBE THE IDEALS OF THE AGENCY

CMSA values...

- Continuous regulatory compliance to protect the environment.
- Sound financial practices.
- Effective asset management.
- A safe and healthy workplace.
- Creating job satisfaction within a diverse workforce.
- Engaging public outreach and educational programs.
- Leadership, partnerships, teamwork, and collaboration.

AGENCY GOALS



GOAL ONE

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

Objective 1.1 ***Maintain high performance of the treatment facility's operational processes***

Action: Comply with all Agency regulatory requirements

Action: Receive the National Association of Clean Water Agencies (NACWA) Platinum-7 Award

Action: Complete annual ELAP Laboratory Audit

Action: Evaluate facility operations without a dry weather graveyard shift

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

Action: Commission a Facilities Structures Seismic Study

Action: Evaluate upgrades to the Laboratory DI water system

Action: Complete Chlorine Contact Tank Deck and Wall Coating Project

Action: Evaluate RV Interceptor Hydrogen Peroxide access/feed options for the Oak Hill Development

Action: Evaluate 3D scanning of CMSA Facility

Action: Replace five corroded facility doors and two window frames

Objective 1.3 ***Deliver critical and high priority Agency capital projects***

Action: Select a nutrient removal system for the predesign phase of the Nutrient Removal Project

Action: Remove Solids from the Outfall Diffuser Section

Action: Finish New Grit Washers Project Design and begin construction

Action: Complete Dewatering System Replacement Project Design and begin construction

Action: Rehabilitate Primary Clarifier 1 and begin rehabilitation of Primary Clarifier 2

AGENCY GOALS

GOAL TWO

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

Objective 2.1 ***Regularly evaluate existing fiscal practices and procedures and develop new procedures as necessary:***

Action: Develop new and update existing general accounting procedures

Action: Revise the Fee Ordinance for Vactor truck acceptance criteria and fees

Objective 2.2 ***Further develop financial system functions for improved efficiency***

Action: Automate invoicing of source control program permits

Action: Complete competitive evaluation of deferred compensation plan provider(s)

Action: Evaluate banking services relationship for potentially new or added services

Objective 2.3 ***Prepare transparent financial documents***

Action: Prepare the Agency's FY26 & FY27 budget document in the Government Finance Officers Association (GFOA) format and submit to the GFOA for review

Action: Prepare the Agency's Annual Comprehensive Financial Report (ACFR), and submit to the GFOA for review

Action: Prepare the Agency's Popular Annual Financial Report (PAFR), and submit to the GFOA for review

Action: Prepare and submit application for California Treasurer's Association Award

AGENCY GOALS

GOAL THREE

CMSA will further develop resource recovery opportunities to achieve community, environmental, and economic benefits.

Objective 3.1 ***Implement steps to enhance the Agency power delivery program***

Action: Receive new external digester feedstocks, and monitor digester health

Action: Optimize operation of organic waste receiving facilities and cogeneration system to consistently be energy positive

Action: Obtain Inflation Reduction Act funding for the cogeneration system improvements project

Objective 3.2 ***Increase the Agency's energy efficiency through implementation of the Power Monitoring Program***

Action: Request proposals for natural gas procurement services

Action: Evaluate the proposed nutrient removal alternatives for energy consumption

Objective 3.3 ***Evaluate treatment processes to determined opportunities for efficiency, reliability and quality improvements***

Action: Determine the Primary Clarifier 1 baffle system performance

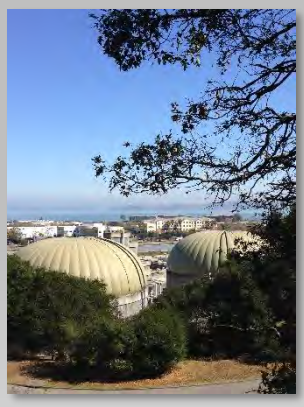
Action: Install hydrogen sulfide monitoring instruments to optimize the odor control system performance

Action: Finish the Sodium Bisulfite Reduction Study

Action: Complete Sentry Loading Study for influent and aeration tank organic loading monitoring

AGENCY GOALS

- GOAL ONE
- GOAL TWO
- GOAL THREE
- GOAL FOUR
- GOAL FIVE
- GOAL SIX



GOAL FOUR

CMSA will be a leader and/or an active participant in collaborative efforts to address industry and community challenges and opportunities.

Objective 4.1 ***Collaborate with stakeholders on programs to comply with CALRecycle's regulations on diverting organics from landfills***

Action: Monitor Bay Area Biosolids Coalition activities

Action: Support Marin Sanitary Service's Organic Recovery Program expansion

Action: Support CalRecycle's co-digestion efforts by coordinating with Republic Services to delivery organics

Objective 4.2 ***Promote interagency coordination of projects and initiatives***

Action: Support SRSD service contract development and evaluation

Action: Monitor MMWD water supply decisions, and engage in discussions if expanding recycled water use is considered

Action: Evaluate San Rafael Interceptor flow meter performance and decide on Ross Valley Interceptor meter installation

Action: Support JPA Agencies with SSO monitoring and sample analysis

Action: Serve as North Bay Watershed Association Treasurer

AGENCY GOALS

- GOAL ONE
- GOAL TWO
- GOAL THREE
- GOAL FOUR
- GOAL FIVE
- GOAL SIX

GOAL FIVE

CMSA will attract and retain high quality employees by engaging staff, fostering professional development, valuing diversity, and promoting a culture of safety.

Objective 5.1 Educate employees on Agency benefits

Action: Provide Employee Assistance Program presentations

Action: Schedule an onsite retirement consultant to discuss overview of the 457(b) program

Action: Provide Agency new employee onboarding training once a quarter

Objective 5.2 Promote a culture of leadership and professional growth to attract and develop qualified and skilled employees

Action: Update and implement existing departmental succession plans

Action: Hire retired annuitants to train and develop new employees

Action: Enhance exposure to cross-department activities through targeted ASPC departmental information sessions

Objective 5.3 Enhance employee work culture

Action: Hold an Agency summer barbecue, holiday party, and safety program recognition event

Action: Submit applications for industry awards, and recognize award winners

Objective 5.4 Maintain a safe and secure work environment

Action: Track on implementation status of safety culture survey findings

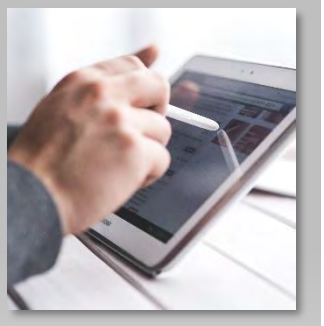
Action: Complete Job Hazard Assessment Program with the maintenance department

Action: Develop a Workplace Violence Prevention Plan

Action: Migrate all LOTO procedures to a new software program

AGENCY GOALS

- GOAL ONE
- GOAL TWO
- GOAL THREE
- GOAL FOUR
- GOAL FIVE
- GOAL SIX



GOAL SIX

CMSA will expand its use of technology to improve communication and processes and strengthen system integrity.

Objective 6.1 Improve communication of internal messages

Action: Create master index of existing financial reports in Tyler for quick reference

Action: Evaluate automation of routine reports

Objective 6.2 Improve Agency documents and file management

Action: Audit and update all Agency forms and ensure file paths are correct

Action: Create master index file for engineering projects and migrate older engineering files from K: drive

Objective 6.3 Improve communication security and reliability

Action: Replace office computers

Action: Review cloud migration options for data management systems

Objective 6.4 To manage risk, reduce or eliminate single points of failure

Action: Information Systems Administrator to attend Cybersecurity Training

Action: Continue Programmable Logic Controller support training plan for Electrical/Instrumentation staff

Action: Continue cross training Environmental Services Analysts in Laboratory functions

CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael | CA 94901
415-459-1455 www.cmsa.us

Central Marin Sanitation Agency

BOARD MEMORANDUM

July 5, 2024

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Board Meeting Format Options

Recommendation: Discuss various format options for CMSA Board of Commissioner meetings and provide direction to staff as appropriate.

Summary: During the GM Oral Report at the March Board meeting, I informed the Board that several wastewater agencies in the County and others in the region had transitioned from having hybrid Board meetings to in-person only meetings, virtual attendance for only staff and consultants, or hybrid meetings with no public comment. During the discussion, a Board member noted that some city council meetings have moved from hybrid to in-person. The Board asked staff to agendize this discussion for a future Board meeting.

Discussion: CMSA's Board meetings use a hybrid format where Board members, the General Manager, and Recording Secretary attend in-person, and other interested parties can either attend in-person or virtually. This format has worked well to date, with virtual attendees sometimes speaking during the public comment period on an agenda item. If the Board would like to change its Board meeting format, some examples are listed below.

1) In-Person Only
   All attendees have to attend the meeting in the CMSA Board room.

2) Non-Public Hybrid
   Staff, consultants working for the Agency, and legal counsel can attend virtually, and speak on items on the agenda.

3) Hybrid with No Comments
   Virtual attendees can observe the meeting proceedings but cannot comment on an item. Only in-person attendees can speak on an item. Virtual attendees can email comments to the Recording Secretary.

4) Hybrid with Limited Virtual Comments
   Virtual attendees can comment using the chat or similar function, where comments are typed in a dialog box.

Central Marin Sanitation Agency

BOARD MEMORANDUM

July 5, 2024

To: CMSA Commissioners and Alternates

From: Tiffany Elam, Administrative Specialist

Approved: Jason Dow, General Manager

Subject: July Informational Items

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

A. Letter dated June 28, 2024, to Ms. Kerry O'Conner, California Regional Water Quality Control Board

Re: Monthly Self-Monitoring Report (SMR) – May 2024

B. Government Finance Officers Association (GFOA)

Re: Distinguished Budget Presentation Award.

C. Letter dated June 21, 2024, to CMSA from North Bay Watershed Association (NBWA)

Re: Thank you letter to CMSA from NBWA for 2024 sponsorship support.

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

June 28, 2024

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) – May 2024

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 #R2-2019-0017, 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 violation(s) 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 May met established quality assurance acceptance criteria, except those data results indicated within the attached analytical reports.

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

I certify under penalty of law that this document and all attachments are prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and

belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for known violations (40 CFR 122.22(d)).

Sincerely,

Loren C. Finton
Treatment Plant Manager

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Central Marin Sanitation Agency
California

For the Biennium Beginning

July 01, 2023

Christopher P. Morrill

Executive Director

NBWA
NORTH BAY WATERSHED ASSOCIATION

Bel Marin Keys Community Services District

Central Marin Sanitation Agency

County of Marin

County of Napa

County of Sonoma

Las Gallinas Valley Sanitary District

Marin County Stormwater Pollution Prevention Program

Marin Municipal Water District

Napa Sanitation District

Napa County Flood Control District

North Marin Water District

City of Novato

Novato Sanitary District

City of Petaluma

Ross Valley Sanitary District

City of San Rafael

City of Sonoma

Solano County Water Agency

Sonoma Valley County Sanitation Agency

Sonoma County Water Agency

Associate Members:

The Bay Institute

Group Members:

City of Mill Valley

Sewerage Agency of Southern Marin

June 21, 2024

SENT VIA: USPS

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

jdow@cmsa.us

CENTRAL MARIN SANITATION AGENCY
JUN 24 REC'D
1301 ANDERSEN DRIVE
SAN RAFAEL, CA 94901

SUBJECT: Thank You for Supporting NBWA's Imagine Our Future North Bay!

Dear Jason:

The North Bay Watershed Association (NBWA) extends sincere appreciation for your generous sponsorship of the 2024 Imagine Our Future North Bay conference. Your commitment to our regional cause and your contribution of $2,500 played a pivotal role in making this conference a resounding success. As the first in-person and live-streamed gathering since 2018, it was a watershed occasion for our north bay communities and beyond.

Here are some highlights from the event:

- **16 Sponsors:** Your generosity and that of 15 others amassed $36,000, plus significant in-kind contributions, crafting an unforgettable attendee experience, including sponsorship of student tickets and scholarship programs.
- **Sold-Out Success**: Thanks to your support, we achieved a full attendance, bringing together elected officials, staff, and representatives from our public agencies, non-profit organizations, private companies, educational institutions, and tribal organizations. This diverse assembly of federal, state, regional, and local thought leaders engaged in a dynamic and fruitful dialogue.
- **15 Speakers, 4 Sessions**: Our conference proudly hosted 15 experts in four forward-looking sessions, deepening our water resilience understanding and connections.
- **Exhibit Hall**: More than ten entities showcased their initiatives, enhancing existing networks and creating new partnerships.
- **Access Resources**: Missed out? Revisit the insights at www.nbwatershed.org/event/conf2024 for presentations and more.

Once again, thank you for being an essential part of NBWA's 2024 conference, Imagine Our Future North Bay. Your commitment to our shared cause is deeply appreciated, and we look forward to future collaborations.

Warm regards,

Andy Rodgers, NBWA Executive Director