



Central Marin Sanitation Agency

COMMISSION REGULAR MEETING AGENDA

January 14 2024

Hybrid Meeting

6:00 p.m.

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

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

Join Zoom Meeting

Online:

<https://us06web.zoom.us/j/86910485136>

Phone in:

+1 253 215 8782

Meeting ID:

869 1048 5136

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

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

To provide comments virtually during the meeting:

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

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

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AGENDA

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

2. **Pledge of Allegiance**

3. **Roll Call**

4. **Agenda Review & Approval**

5. **Open Period for Public Participation**

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

6. **Consent Calendar**

a)	Minutes – Regular Board Meeting, December 10, 2024
b)	Treasurer's Report – December 2024
c)	December 2024 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
d)	Performance Metric Report – December 2024
e)	FY25 Asset Management Program – 2nd Quarter Report
f)	Revised Financial Policies – Signature Authority and Contracting
g)	Revised Administrative Policies #8, #11, #12, and #13
h)	Revised Maintenance Supervisor and Assistant Maintenance Supervisor Job Descriptions

7. **2024 Annual Metric Report**

Recommendation: Accept the Agency's 2024 Performance Metric Report.

8. **Authorization to Bid the Grit Classifiers Replacement Project**

Recommendation: Adopt the construction contract documents for the Grit Classifiers Replacement Project and authorize the General Manager to advertise the project for public bidding.

9. **2024 California Water Environment Association Awards – Redwood Empire Section**
Recommendation: Adopt the Resolution of Appreciation (No. 365) for Agency staff receiving the 2024 awards from the Redwood Empire Section of the California Water Environment Association.
10. **Authorization to Bid the Chlorine Contact Tank No. 4, and Primary Clarifier No. 2 and 3 Coatings and Concrete Rehabilitation Project**
Recommendation: Adopt the construction contract documents for the Chlorine Contact Tank No. 4, and Primary Clarifier No. 2 and 3 Coatings and Concrete Rehabilitation Project, and authorize the General Manager to advertise the Project for public bidding.
11. **Power Delivery Program Update**
Recommendation: Informational. Provide comments and direction to the General Manager, as appropriate..
12. **Marin LAFCO Central Marin Wastewater Study: Public Draft**
Recommendation: Review and discuss the Marin LAFCO Central Marin Wastewater Study, and provide comments and proposed changes to the General Manager.
13. **December 2025 Informational Items**
Recommendation: Informational, provide comments or direction to the General Manager, as appropriate.
14. **North Bay Watershed Association (NBWA) Report***
15. **Oral Reports by Commissioners***
16. **Oral Reports by General Manager***
17. **Items for Next/Future Agendas**
18. **Next Scheduled Regular Meeting**
Tuesday, February 11, 2024 at 6:00 p.m.

*Information not furnished with Agenda

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



Central Marin Sanitation Agency

COMMISSION REGULAR MEETING MINUTES

December 10, 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.

Please contact CMSA at 415-459-1455 for information about receiving a copy of these records.

1. Call Meeting to Order

2. Pledge of Allegiance

Chair Beckman called the meeting to order at 6:02 p.m. A quorum was present.

3. Roll Call

000:00:30

Present: Commissioners Eli Beckman, Maribeth Bushey (arrived at 6:28pm), Dean DiGiovanni, Doug Kelly, and Mary Sylla.

Absent: None

Staff Present: Jason Dow, General Manager; Nick Talbot, Treatment Plant Manager; Peter Kistenmacher, Technical Services Manager; and Tiffany Elam, Recording Secretary

Public Present: Michael Boorstein

4. Review and Approve Agenda

00:00:43

The Board approved the agenda.

5. Open Period for Public Participation

00:01:09

There were no comments from members of the public.

6. Consent Calendar

00:01:32

a)	Minutes – Regular Board Meeting, November 7, 2024
b)	Treasurer's Report – November 2024
c)	November 2024 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
d)	Performance Metric Report – November 2024
e)	Sole Source Specifying Eaton Motor Control Center Components
f)	California Association of Sanitation Agencies 2025 Winter Conference
g)	Technical Services Manager/Assistant General Manager Job Description

f)	California Association of Sanitation Agencies 2025 Winter Conference
g)	Technical Services Manager/Assistant General Manager Job Description

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h)	Revised Disposal of Surplus Assets Policy
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GM Dow pulled the Technical Services Manager/Assistant General Manager Job description, noting additional changes were made after publishing to clarify job responsibilities.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Sylla moved to approve 6a through 6h; second, Commissioner DiGiovanni.	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, DiGiovanni, Kelly, Sylla
	NAYS:	None
	ABSTAIN:	None

7. FY24 Annual Comprehensive and Popular Financial Reports

00:03:00

GM Dow presented the draft fiscal year 24 Annual Comprehensive Financial Report (ACFR) and Popular Annual Financial Report (PAFR) to the Board for review and to provide comments or edits. GM Dow noted the ACFR included an introductory section which discusses the agency's history, organizational and project information; a financial section which includes the audited financial statements approved by the Board; and a statistical section which provides 10 years of organizational data. GM Dow noted that the PAFR is a condensed summary of the ACFR document designed to be easily read by all. GM Dow stated the final reports will be submitted to the Government Finance Officers Association by end of the year, December 2024.

Board members thanked staff for their work on the reports.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Kelly moved to accept the FY24 Annual Comprehensive and Popular Financial Reports; second, Commissioner Sylla.	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, DiGiovanni, Kelly, Sylla
	NAYS:	None
	ABSTAIN:	None

8. Legal Counsel Attendance at Board Meetings

000:06:11

GM Dow discussed his meeting with Chair Beckman earlier in the fall where he explained the past practice of legal counsels' attendance at regular/special board meetings, noting that general counsel did not attend unless requested by the Agency. GM Dow stated that Chair Beckman recommended the Board review and discuss this item at a future meeting. GM Dow said that he spoke with General Counsel Halter, who said he would be available, if needed, to attend regular/special board meetings.

The Board discussed the benefits of having legal counsel at all meetings virtually or in-person to immediately resolve legal questions that arise in the moment and that might not have been identified during agenda review.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Kelly moved to approve General Counsel Brandon Halter attend all Board meetings virtually, and in-person at the request of the Board Chair or GM; second, Commissioner Sylla.	
DIRECTION:	None.	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, DiGiovanni, Kelly, Sylla
	NAYS:	None
	ABSTAIN:	None

9. Outfall Interior Solids Removal Services – Project Completion

000:17:35

GM Dow discussed the completion of the interior solids removal service contract completed by Tidal Marine on November 19, 2024, noting the project was managed by Associate Engineer, Jacky Wong, completed on time, within budget, and required no change orders.

The Board applauded staff for their work on the project and the completion of the contract without any change orders.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner DiGiovanni moved to accept the Outfall Interior Solids Removal Services Contract as complete and authorize the General Manager to file the Notice of Completion with Marin County; second, Commissioner Sylla.	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, DiGiovanni, Kelly, Sylla
	NAYS:	None
	ABSTAIN:	None

10. Authorization to Bid the FY25 Parking Lot Rehabilitation Project

000:21:08

GM Dow stated the original scope of work for the Parking Lot Rehabilitation Project (Project) was developed in FY 2019. GM Dow noted after a recent pavement assessment, Agency staff determined the scope of work required expansion due to worsening surface conditions, requiring removal of pavement, compacting the subgrade material, regrading, and installing new pavement. GM Dow noted the cost estimate with the expanded scope of work would total approximately \$380,000.

The Board asked clarifying questions regarding potential drainage issues and where the Agency would find the additional funding to support the project.

GM Dow stated there were no current drainage issues, and that staff would review all capital accounts to determine which accounts to transfer from. He noted that several project accounts had available funds.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Sylla moved to adopt the construction contract documents for the Parking Lot Rehabilitation Project and authorize advertising the Project for public bidding; second, Commissioner DiGiovanni.	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, DiGiovanni, Kelly, Sylla
	NAYS:	None
	ABSTAIN:	None

11. November 2024 Informational Items

00:25:16

This item was informational no action was taken.

12. North Bay Watershed Association (NBWA) Report **00:26:08**

Michael Boorstein discussed the Climate presentation by Dan Canyon presented at the NBWA meeting.

13. Oral Reports by Commissioners **00:28:58**

No reports provided.

14. Oral Reports by General Manager **00:29:02**

GM Dow referred to his handout and reported:

- Agency Holiday Potluck, December 19, 2024.
- Status of the Nutrient Removal Assessment.
- Completion of the Cogeneration System Installation Project's tax return for an IRA direct payment of \$1.7 million.

15. Items for Next/Future Agendas **00:30:24**

GM Dow noted the draft LAFCo Central Marin Wastewater study MSR would be on the January Agenda, and Agency comments be submitted before the public review period ends on January 24, 2025.

16. Next Scheduled Meeting **00:31:29**

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

Chair Beckman adjourned the meeting at 6:34 p.m.

Respectfully submitted,

Tiffany Elam, Recording Secretary

Mary Sylla, Secretary

TREASURER'S REPORT
As of the Month Ended December 31, 2024

Description	Account Type	Book Value	Market Value (1)	% Portfolio	Budget / Proj Year End
Cash and Investments:					
WestAmerica Bank (<i>See Schedule 1 for Account Activity</i>)	Operating Acct	\$ 1,907,325.03	\$ 1,907,325.03		
US Bank 2015 & 2020 Revenue Bonds (Restricted)	Debt Serv Acct	9,371.07	9,371.07		
US Bank 2022 Pension Oblig Bonds (Restricted)	Debt Serv Acct	1,006.11	1,006.11		
Keenan Benefit Trust (Restricted)	Pension Stab Trust	930,923.48	930,923.48		
CAMP Cash Reserve Pool: 4.73%	Investment Acct	430,834.48	430,834.48		
Local Agency Investment Fund (LAIF): 4.434%	Investment Acct	19,944,411.85	19,944,411.85		
Total cash and investments		\$ 23,223,872.02	\$ 23,223,872.02	100.0%	
Designations of Cash and Investments:					
Current Operating Fund (2)		1,449,253.32	1,449,253.32	6.2%	
Debt Service Accounts (Restricted)		10,377.18	10,377.18	0.0%	
Employee Benefit Trust (Restricted)		930,923.48	930,923.48	4.0%	
Capital Reserves (Restricted) (3) - <i>See Schedule 2</i>		1,219,346.84	1,219,346.84	5.3%	1,125,100
Operating Reserve (Unrestricted) (4)		4,302,500.00	4,302,500.00	18.5%	4,302,500
Capital Reserves (Unrestricted) (5) - <i>See Schedule 2</i>		14,811,471.20	14,811,471.20	63.8%	7,477,169
Contingency and Emergency Reserve (Unrestricted)		500,000.00	500,000.00	2.2%	500,000
Total designations of cash and investments		\$ 23,223,872.02	\$ 23,223,872.02	100.0%	

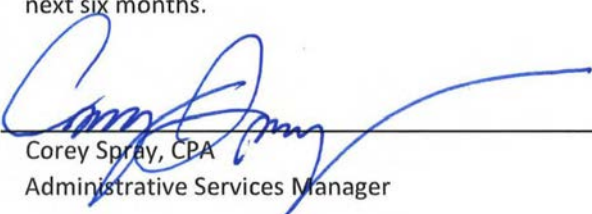
NOTES:

- (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.


 Corey Spray, CPA
 Administrative Services Manager

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

Beginning Balance at December 1, 2024	\$ 498,742.59
<u>Cash Receipts (Deposits into Westamerica):</u>	
Transfers from LAIF	\$ 1,000,000.00
JPA Service Charges (FY25 Q2: RVSD, SRSD)	3,335,175.00
Capacity Charges from RVSD: Requested supporting documents not provided	85,353.96
Capacity Charges from SRSD: 4 new connections	31,446.40
Permit and Inspection Fees	6,493.55
Laboratory Services (Verily Life Sciences <July-Nov>; & Marin County <Sept-Oct>)	7,216.00
SD#2 FOG Program (FY25 1Q: July-Sept)	1,278.68
Almonte FOG Program (FY25 1Q: July-Sept)	894.63
Revenue from Septage Haulers & RVs	27,486.68
Revenue from Organic Waste Programs	17,224.73
County-wide Public Education Program (FY25 1Q: SD#5)	138.30
SD#2 Operations & Maintenance Contract (FY25 October)	47,020.19
SQSP Wastewater Services Contract (FY25 October)	137,991.68
SQ Village Operations & Maintenance Contract (FY25 October)	1,155.98
Marin Airporter Property Use (FY25 December)	6,125.25
Marin Clean Energy electricity generation (FY25 September)	5,198.74
Revenue from SRSD Contract Development	5,878.66
Interest Income: Westamerica Bank Sweep Account	1,316.83
CalCARD rebate, Lystek Annual Revenue Sharing Proceeds, Conference and employee reimbursement	1,259.90
Bank reconciliation period posting adjustment	(0.37)
Voided check(s)	8,072.43
Total Cash Receipts	<u>\$ 4,726,727.22</u>
<u>Cash Disbursements (Withdrawals from Westamerica):</u>	
December 2024 Operating account disbursements register (see Schedule 1a)	\$ 1,891,985.16
Regular Payroll paid 12/13/24	170,060.18
Regular Payroll paid 12/27/24	170,063.84
Board compensation reported as full stipend on Disbursement Register (paid December payroll)	(1,800.00)
Transfers to EFTPS Federal Payroll Taxes (11/29, 12/13, 12/27)	86,340.27
Transfers to LAIF	1,000,000.00
December bank reconciliation adjustment	993.25
Bank and Credit Card Fees	502.08
Total Cash Disbursements	<u>\$ 3,318,144.78</u>
Ending balance at December 31, 2024	<u><u>\$ 1,907,325.03</u></u>

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

Number	Date	Vendor/Payee	Amount	Description
2026152				Last Check
2026153	12/02/24	Byron Jones	167.79	Reimbursement for retiree health benefits
2026154	12/02/24	VOID	-	VOID
2026155	12/02/24	Jean St.Louis	864.41	Reimbursement for retiree health benefits
2026156	12/02/24	Phillip Frye	167.79	Reimbursement for retiree health benefits
2026157	12/05/24	Alpha Analytical Lab Inc.	6,290.00	Nutrient project: Organic Waste Feed Sludge Monitoring, feedstock (11 invoices)
2026158	12/05/24	Atmospheric Analysis	3,273.00	Biogas monitoring (3 invoices)
2026159	12/05/24	Caltest Analytical Laboratory	22,224.21	NPDES Permit sample analyses, August-November, 2024.
2026160	12/05/24	Environmental Express Inc.	304.13	Lab TKN supplies
2026161	12/05/24	Environmental.com	347.38	Lab sample containers
2026162	12/05/24	Evoqua Water Tech LLC	850.97	DI water tank rental (2 invoice)
2026163	12/05/24	Fastenal Company	1,119.06	Maintenance vending machine replenishment, November 2024
2026164	12/05/24	Hach Company	1,467.00	UV VIS maintenance
2026165	12/05/24	Phenova credit card	883.09	WP Enterococci and lab supplies, December 2024
2026166	12/05/24	Reinholdt Engineering Construction	2,295.00	Monthly underground storage tank inspection, November 2024. Annual certification of 2 leak monitors, annual integrity tests of 2 spill containters, triennial inspections of 2 overfill prevention devises, re-tests of 2 diesel containment pipes
2026167	12/05/24	Rock Steady Juggling	750.00	Public Ed Program: Presentation for one school (Note B)
2026168	12/05/24	Rockwell Solutions	9,840.13	TWAS plant pump rebuild kit
2026169	12/05/24	Teledyne Instruments Inc	1,898.77	Pump tubing and vinyl suction line
2026170	12/05/24	Tidal Marine Construction Inc	521,398.00	Outfall interior solids removal (final payment)
2026171	12/05/24	VWR International	235.38	Lab chemicals, detergent
2026172	12/06/24	Joyce Cheung	210.78	Employee reimbursement: CWEA membership fee reimbursement, and mileage reimbursement
2026173	12/06/24	Mark Koekemoer	174.20	Employee travel closeout: CALPELRA conference
2026174	12/06/24	Nicholas Talbot	182.24	Employee travel closeout: CALPELRA conference
2026175	12/06/24	Peter Kistenmacher	124.62	Employee travel closeout: CALPELRA conference
2026176	12/06/24	Sacerdote Angelo	295.00	Employee reimbursement: Operator Grade III examination fee reimbursement
2026177	12/06/24	Spray, Corey	49.33	Employee travel closeout: CALPELRA conference
2026178	12/11/24	Alameda Electrical Dist Inc	640.01	Electrical unistrut hardware and wire (2 invoices)
2026179	12/11/24	Allied Fluid Products Corp	477.97	24" gaskets
2026180	12/11/24	Automation Direct Co. Inc	281.65	Electical signal conditioner, contactor and overload relay (3 invoices)
2026181	12/11/24	BWS Distributors, Inc	197.85	Calibration gas
2026182	12/11/24	VOID	-	VOID
2026183	12/11/24	CWEA TCP	106.00	Certification renewal (1 employee)
2026184	12/11/24	CWEA TCP	239.00	Association membership fee (1 employee)
2026185	12/11/24	CWEA TCP	239.00	Association membership fee (1 employee)
2026186	12/11/24	CWEA TCP	239.00	Association membership fee (1 employee)
2026187	12/11/24	Downey Brand LLP	1,300.00	Legal Services: Real Estate Law, October 2024
2026188	12/11/24	Grainger	1,857.57	Raingear, hardware anchor, conduit support strap, elbow, fender washer, pipe cutter, pipe fittings, stainless steel metal (12 invoices)
2026189	12/11/24	Graybar	276.33	Rigid pipe clamps
2026190	12/13/24	California State Disbursement	685.50	Garnishment for pay date 12/13/2024
2026191	12/13/24	California State Disbursement	348.92	Garnishment for pay date 12/13/2024
2026192	12/12/24	Adam Safety	800.00	OSHA Forklift Safety Training
2026193	12/12/24	Allied Fluid Products Corp	1,389.39	Mechanical seal and high temperature gaskets (2 invoices)
2026194	12/12/24	Atmospheric Analysis	765.00	Biogas monitoring
2026195	12/12/24	Black & Veatch	51,052.81	Prof Svcs: Design - Centrifuge Dewatering Improvements Project, 09/21-11/01/2024 (Payment #15)
2026196	12/12/24	CDW Government, Inc.	1,599.03	2 Operation tablets and 2 folios for tablets
2026197	12/12/24	East Bay Muni Utility District	74,029.00	FY25 BACWA membership and special programs fees
2026198	12/12/24	Endress + Hauser, Inc	1,872.04	Resistance temperature detector
2026199	12/12/24	Everfi Inc	2,700.00	1 year subscription: Virtual HR courses
2026200	12/12/24	Fluid Components International LLC	6,754.91	Annual biogas flow meter calibration
2026201	12/12/24	Flyers Energy LLC	4,373.24	Gasoline for Agency underground tank
2026202	12/12/24	Golden State Lumber	648.58	Lumber
2026203	12/12/24	Grainger	550.31	Sample pump
2026204	12/12/24	GSE Construction Company Inc.	67,684.09	Construction - Primary Clarifier No. 1 Rehabilitation Project (Payment #4)
2026205	12/12/24	Harrington Industrial Plastics	6,000.08	Barscreen flowmeter, pvc pipings and pipe fittings (6 invoices)
2026206	12/12/24	Horizon Dist. Inc	544.50	Groundskeeping supplies, herbicide

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

Number	Date	Vendor/Payee	Amount	Description
2026207	12/12/24	Idexx Distribution Inc	4,030.49	Colilert media
2026208	12/12/24	Instrumart	869.10	SD2 PS parts: level transmitter (Note B)
2026209	12/12/24	Intec Solutions, Inc.	901.19	SD2 PS parts: VFD repair (Note B)
2026210	12/12/24	Muniquip, Inc.	527.44	Cogen emisissions area dosing pump
2026211	12/12/24	Northeast-Western	8,986.90	LTSA Jenbacher preventive maintenance September 2024, flywheel sensor, engine oil (3 invoices)
2026212	12/12/24	Pacific EcoRisk	1,835.00	NPDES chronic toxicity testing
2026213	12/12/24	Pure Air Filtration	8,986.75	Odor scrubber media
2026214	12/12/24	Roy's Sewer Service, Inc.	21,200.00	SQPS/SD2 Vacuum service (Note B), 6 month OWRF cleaning (3 invoices)
2026215	12/12/24	Sentry	1,280.00	1 year service subscription
2026216	12/12/24	Sta-Clean Services Inc	3,800.00	Janitorial service, November 2024
2026217	12/16/24	Clinisys, Inc	4,128.00	Annual software support renewal
2026218	12/16/24	Fastenal Company	624.57	Maintenance vending machine replenishment, December 2024
2026219	12/16/24	Fisher Scientific	3,203.90	Expansion glass shell, vial shell, tube, sulfuric acid, thermometer (3 invoices)
2026220	12/16/24	Flyers Energy LLC	1,752.93	Diesel fuel for Paradise PS (Note B)
2026221	12/16/24	Kennedy/Jenks Consultants Inc	2,913.30	Facility structures seismic study, November 2024
2026222	12/16/24	Konecranes, Inc.	3,600.00	Electric hoist repair
2026223	12/16/24	Northeast-Western	12,743.00	Cogen system Black Start software upgrade
2026224	12/16/24	State Water Resources Control Board	77,810.00	NPDES permit fee
2026225	12/16/24	Alameda Electrical Dist Inc	323.91	3 pc conduit couple (2 invoices)
2026226	12/16/24	Aleshire & Wynder LLP	2,196.00	Legal Services: Employment Law, November 2024
2026227	12/16/24	Allied Fluid Products Corp	229.70	SD2 PS parts: Pipe gasket (Note B)
2026228	12/16/24	Brian Carr	197.20	Employee reimbursement: Safety boots
2026229	12/16/24	Comcast	212.98	Internet service back-up, 12/04-01/03/2025
2026230	12/16/24	Evoqua Water Tech LLC	414.48	D1 water tank maintenance (1 invoice)
2026231	12/16/24	Grainger	488.81	Drager tubes, o-ring & ball valves, belts and rechargeable batteries (3 invoices)
2026232	12/16/24	Hagel Supply Co.	468.07	Janitorial supplies, microfiber, towels, toilet paper (3 invoices)
2026233	12/16/24	Harrington Industrial Plastics	760.28	Chemical pumps Y-strainer (2 invoices)
2026234	12/16/24	Horizon Dist. Inc	134.01	Groundskeeping supplies, handheld spreader
2026235	12/16/24	Jackson's Hardware	267.31	Boot lace, insoles, spray paint, silicone sealant, spark plugs, batteries (6 invoices)
2026236	12/16/24	Kemira	16,824.15	Ferric chloride (1 delivery)
2026237	12/16/24	Lystek International LTD	14,771.50	Biosolids beneficial reuse fee, November 2024
2026238	12/16/24	Manco	205.72	RAS VFD keypads
2026239	12/16/24	Marin Color Service	101.92	Paint and painting supplies, November 2024
2026240	12/16/24	Marin Sanitary Service - 0004321	1,219.75	Recycling disposal, November 2024
2026241	12/16/24	Marin Sanitary Service - 0027511	12,861.57	Grit box disposal, November 2024
2026242	12/16/24	Marin Sanitary Service - 0033224	3,000.00	Rag bins, November 2024
2026243	12/16/24	McMaster-Carr Supply Co.	2,112.85	Pipe fitting, bushing adapter, y-strainer, SQPS valve replacement (Note B), unistrut bracket, scraper, v-belts, respirator filter, grease fitting, gasket, brushes, solenoid repair kit (11 invoices)
2026244	12/16/24	Motion Industries, Inc.	65.42	Bushing for grit classifier
2026245	12/16/24	PG&E	12,895.31	Electricity service, 10/17-11/15/2024 (2 Invoices)
2026246	12/16/24	Progent Corporation	99.95	IT support, December 2024
2026247	12/16/24	Prudential Overall Supply	11,930.31	Uniforms, July-November 2024
2026248	12/16/24	Rexel	273.30	SD2 PS parts: Conduit boxes (Note B)
2026249	12/16/24	Ronald C Nerviani	75.00	Backflow repair
2026250	12/16/24	Staples	573.75	Office supplies, legal pads, stapler, brother labels (3 invoices)
2026251	12/16/24	Thatcher Company of California, Inc.	34,541.63	Sodium bisulfite (4 deliveries)
2026252	12/16/24	Univar USA Inc	84,557.08	Sodium hypochlorite (5 deliveries)
2026253	12/16/24	USP Technologies	13,905.58	Hydrogen Peroxide (2 invoices)
2026254	12/16/24	Waste Management	11,052.30	Biosolids disposal, November 2024
2026255	12/16/24	Water Components & Bldg. Supp.	255.34	Pipe flange
2026256	12/16/24	Western Exterminator Co.,Inc.	288.68	Pest control, November 2024
2026257	12/16/24	EDIS	25,367.38	Dental replenishment and monthly fee, December 2024
2026258	12/20/24	Cal-Card	12,633.70	State of California purchase card for September-October 2024
2026259	12/23/24	Alpha Analytical Lab Inc.	634.00	Organic waste sludge analysis (2 invoices)
2026260	12/23/24	AT&T Corp	187.83	Monthly internet fee, November 2024
2026261	12/23/24	Aurora Alexander	230.00	Employee reimbursement: Grade III certificate fee
2026262	12/23/24	BWS Distributors, Inc.	67.41	Teflon filter covers

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

Number	Date	Vendor/Payee	Amount	Description
2026263	12/23/24	California Air Resource Board (CARB/PERP)	735.00	SD2 mobile generator registration (Note B)
2026264	12/23/24	Claremont EAP	2,250.00	Employee assistance program (6 invoices)
2026265	12/23/24	Constellation Energy Corporation	11,282.87	Natural gas supply, July-October 2024
2026266	12/23/24	DNG Enterprises, Inc (Napa Auto Parts)	1,262.13	Car wash cleaner, forklift filters, degreaser, battery post protector, CRV battery, gear oil, coolant, bearing, brake cleaner, brake fluid, belt dressing, oil filter, SD2-electrical relay and filters for portable generator(Note B), car wash cleaner, F150 wipers, September-November 2024
2026267	12/23/24	Evoqua Water Tech LLC	373.34	D1 water tank maintenance (1 invoice)
2026268	12/23/24	Fisher Scientific	3,550.57	Chemicals buffers, sodium hydroxide, sodium regenerant, sodium tartrate, beakers, funner filters, tip, staph, escherichia (16 invoices)
2026269	12/23/24	Grainger	1,744.99	SQPS trash bags (Note B), Safety ear plugs, gloves, steel pipe outlet, abrasive cloth, electrical insulation blanket (8 invoices)
2026270	12/23/24	GSE Construction Company Inc.	29,237.32	Construction - Primary Clarifier No. 1 Rehabilitation Project (Payment #5)
2026271	12/23/24	Hach Company	441.58	Turbidity wipers
2026272	12/23/24	Hagel Supply Co.	269.38	Janitorial supplies, towels
2026273	12/23/24	Idexx Distribution Inc	366.03	Coliform, E. Coli media
2026274	12/23/24	Kone Inc	202.71	Elevator monthly maintenance, December 2024
2026275	12/23/24	McInerney & Dillon, P.C.	99.00	2023-24 Annual audit letter
2026276	12/23/24	Pace Supply Corp.	723.70	SQPS copper fitting (2 invoices) (Note B). PVC adapter fitting, copper fittings, backflow repair kit (5 invoices)
2026277	12/23/24	Vag USA, LLC	102.15	SD2 PS parts: ARV kit rebuild (Note B)
2026278	12/23/24	Alpha Analytical Lab Inc.	227.00	Organic waste sludge analysis (1 invoice)
2026279	12/23/24	Black & Veatch	75,492.50	Prof Svcs: Design - Centrifuge Dewatering Improvements Project, 11/02-11/29/2024 (Payment #16)
2026280	12/23/24	Caltest Analytical Laboratory	6,957.55	Source control, stormwater oil and grease, NPDES & biosolids and D1 water analysis (4 invoices)
2026281	12/23/24	DNG Enterprises, Inc (Napa Auto Parts)	1,269.77	Electric cart batteries
2026282	12/23/24	Environmental Express Inc.	886.20	TKN Digestion glassware
2026283	12/23/24	Examinetics, Inc.	2,205.00	Hearing tests (Note C)
2026284	12/23/24	Fisher Scientific	597.43	Acid and liquid detergent
2026285	12/23/24	Flyers Energy LLC	2,426.04	Diesel exhaust fluid for Jenbacher emissions control systems
2026286	12/23/24	Hach Company	22,891.03	Primary clarifier baffle solids study, and effluent turbidity meter (2 invoices)
2026287	12/23/24	Marin County Tax Collector	5,199.00	CUPA 2024 aboveground storage tank, hazardous material business plan, permit for 2 UST tanks
2026288	12/23/24	Motion Industries, Inc.	8,906.08	OWRF expansion joints replacement
2026289	12/23/24	Northeast-Western	4,698.72	LTSA Jenbacher preventive maintenance, November 2024
2026290	12/27/24	California State Disbursement	348.92	Garnishment for pay date 12/27/2024
2026291	12/27/24	California State Disbursement	685.50	Garnishment for pay date 12/27/2024
2026292	12/31/24	Constellation Energy Corporation	2,130.57	Natural gas supply, November 2024
2026293	12/31/24	Downey Brand LLP	100.00	Legal Services: Real Estate Law, November 2024
2026294	12/31/24	Grainger	818.80	Air handler filter, fuse, electrical safety switch, band saw blades, oil for SD2 pumps (Note B), ball valve
2026295	12/31/24	Hach Company	403.34	NHY packets to test probes
2026296	12/31/24	Itzel Montano	100.00	Employee reimbursement: Laboratory Procedures certificate
2026297	12/31/24	Marin County Tax Collector	357.00	Hazardous Material Business Plan for SQPS
2026298	12/31/24	Pace Supply Corp.	347.66	Soldering flux, copper cap and acid brush, pipe fitting (3 invoices)
2026299	12/31/24	PG&E	17,324.50	Electricity service, 11/13-12/12/2024 (2 Invoices)
2026300	12/31/24	PG&E	160.15	Renewable energy expansion, December 2024
2026301	12/31/24	Reinholdt Engineering Construction	500.00	Monthly underground storage tank inspection, December 2024
2026302	12/31/24	Rexel	41.88	Electrical cover
2026303	12/31/24	Sean Clementz	215.98	Employee reimbursement: Holiday potluck
2026304	12/31/24	Shamrock Building Materials, LLC	183.59	Biosolids transports, August-October 2024
2026305	12/31/24	Synagro	42,810.00	Biosolids transports, August-October 2024
2026306	12/31/24	Thatcher Company of California, Inc.	8,412.57	Sodium bisulfite (1 delivery)
2026307	12/31/24	Uline	301.34	Hand soaps (2 invoices)
2026308	12/31/24	Univar USA Inc	17,059.41	Sodium hypochlorite (1 delivery)
2026309	12/31/24	USP Technologies	14,864.81	Hydrogen Peroxide (2 invoices)

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

Number	Date	Vendor/Payee	Amount	Description
2026310	12/31/24	VWR International	1,940.52	Graduated cylinder, tryptic soy broth, chlorine, sodium salicylate, hydrochloric acid, sulfide, liquid bio indicator, filters, brush (14 invoices)
2026311	12/31/24	Wells Fargo Vendor	757.22	Lease payment for 3 printers, 12/20-01/19/2025
TOTAL - CHECKS			1,522,941.66	

Payments by ACH:

Date	Vendor/Payee	Amount	Description
12/12/24	Amazon	1,833.37	Lithium battery charger, ethernet switch, WiFi router, tablet protector, phones (6 invoices)
12/04/24	Cal Public Medical	94,480.29	Medical insurance for December 2024
12/13/24	CalPERS	44,200.07	Retirement pension contribution: Agency and employees, PPE 12/13/2024 (Note C)
12/27/24	CalPERS	44,108.53	Retirement pension contribution: Agency and employees, PPE 12/27/2024 (Note C)
12/04/24	California Public Employee	2,899.92	Benefit replacement charges (1 retiree)
12/16/24	California Public Employee	5,406.48	Benefit replacement charges (1 retiree)
12/13/24	Employment Development Department	16,796.81	State and SDI Taxes, PPE 12/13/2024
12/27/24	Employment Development Department	16,390.53	State and SDI Taxes, PPE 12/27/2024
12/23/24	Carollo Engineers, Inc.	57,612.97	Prof Svcs: Design - Grit Classifiers Replacement Project (payment #15), Nutrient Removal Alternatives Evaluation, November 2024 (payment #2)
12/17/24	IEDA, Inc.	994.52	Labor relations consulting, December 2024
12/04/24	Lincoln Financial Group	3,090.35	Life insurance, November 2024
12/13/24	MissionSquare Retirement Trust-457	1,550.00	Deferred compensation contributions, PPE 12/13/2024 (Note A)
12/27/24	MissionSquare Retirement Trust-457	1,550.00	Deferred compensation contributions, PPE 12/27/2024 (Note A)
12/13/24	Nationwide Retirement	29,631.49	Deferred compensation contributions, PPE 12/13/2024 (Note A)
12/27/24	Nationwide Retirement	28,203.69	Deferred compensation contributions, PPE 12/27/2024 (Note A)
12/13/24	Navia Benefit Solutions	780.78	Flexible spending account, PPE 12/13/2024
12/27/24	Navia Benefit Solutions	780.78	Flexible spending account, PPE 12/27/2024
12/13/24	Public Agency Retirement Svcs	155.70	Retirement pension contribution: Part-time employees, PPE 12/13/2024
12/27/24	Public Agency Retirement Svcs	507.78	Retirement pension contribution: Part-time employees, PPE 12/27/2024
12/02/24	Retiree Medical Benefits	11,206.31	Reimbursement for retiree health benefits, December 2024
12/19/24	Retiree Medical Benefits	864.41	Reimbursement re-issued for retiree health benefits, December 2024
12/13/24	SEIU Local 1021	1,175.45	Union dues, PPE 12/13/2024
12/27/24	SEIU Local 1021	1,175.45	Union dues, PPE 12/27/2024
12/04/24	Vision Service Plan (CA)	1,847.82	Vision insurance, December 2024
TOTAL - ACH		367,243.50	

Board Member Compensation:

Date	Vendor/Payee	Amount	Description
12/13/24, 12/27/24	Eli Beckman	450.00	Stipend for 12/3/2024 Ad-hoc Committee of CMSA JPA Member Representatives, and 12/10/2024 CMSA Commission meeting
12/13/24, 12/27/24	Dean DiGiovanni	450.00	Stipend for 12/3/2024 Ad-hoc Committee of CMSA JPA Member Representatives, and 12/10/2024 CMSA Commission meeting
12/13/24	Tom Gaffney	225.00	Stipend for 12/3/2024 Ad-hoc Committee of CMSA JPA Member Representatives
12/27/24	Doug Kelly	225.00	Stipend for 12/10/2024 CMSA Commission meeting
12/27/24	Mary Sylla	225.00	Stipend for 12/10/2024 CMSA Commission meeting
TOTAL - BOARD MEMBER COMPENSATION		1,800.00	

GRAND TOTAL	1,891,985.16
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Notes:

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

**CENTRAL MARIN SANITATION AGENCY
SCHEDULE 2 - CAPITAL RESERVES ACTIVITY SCHEDULE**

Year-to-Date as of the Month Ended December 31, 2024

	Monthly Amounts Received (Used)	YTD Amounts Received (Used)
Restricted Capital Reserves Sources and Uses		
Capacity charges revenue	\$ 116,800	\$ 375,662
Debt coverage collection revenue	6,367	958,931
Total restricted capital reserve funding sources	<u>123,167</u>	<u>1,334,593</u>
Capacity charges usage for capital (1st)	(28,920)	(287,781)
Debt coverage usage for capital (2nd)	-	(952,717)
Total restricted capital reserve uses	<u>(28,920)</u>	<u>(1,240,498)</u>
Net change		94,095
Balance - beg of year		1,125,252
Balance - end of month/year		<u><u>\$ 1,219,347</u></u>
Unrestricted Capital Reserves Sources and Uses		
Capital fee revenue	\$ 354,488	\$ 787,750
Cal Recycle grant proceeds received	-	761,195
Unrestricted operating-reserve-transfer-in	-	-
Total unrestricted capital reserve funding sources	<u>354,488</u>	<u>1,548,945</u>
Capital fee usage to fund CIP (3rd)	-	(433,263)
Unrestricted capital reserve draw (4th)	-	(405,689)
Unrestricted operating-reserve-transfer-out	-	(1,000,000)
Total unrestricted capital reserve uses	<u>-</u>	<u>(1,838,952)</u>
Net change		(290,007)
Balance - beg of year		15,101,478
Balance - end of month/year		<u><u>\$ 14,811,471</u></u>
Total capital reserve balances		<u><u>\$ 16,030,818</u></u>
Total approved CIP budget		\$ 10,364,562
Total CIP funded from capital reserve sources		(2,079,450)
Total approved capital budget remaining		<u><u>\$ 8,285,112</u></u>



BOARD MEMORANDUM

January 9, 2025

To: CMSA Commissioners and Alternates

From: Nicholas Talbot, Treatment Plant Manager

Approved: Jason Dow, General Manager

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

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

I. NPDES Permit Compliance

NPDES permit testing for December demonstrated the treatment plant effluent was in compliance with all permit limits. The Monthly Compliance Summary Table shows the results by permitted parameter, the sample's frequency, the sample results, and the permit limit. CMSA's NPDES permit specifies monitoring the six-week rolling geometric mean of enterococcus bacteria which shall be calculated weekly. The rolling enterococcus geometric mean was 10.5 MPN, which is significantly lower than the permit limit of 255 MPN. The average ammonia concentration for the month was 35.0 mg/L, which is less than the monthly limit of 60 mg/L.

II. Influent and Effluent Flows

In December, 7.03 inches of rainfall was measured by the Agency's on-site rain gauge. This significant rainfall resulted in four blending events totaling 17.92 million gallons. The blended effluent remained in full compliance with all NPDES permit parameters. Table 1 summarizes CMSA's daily influent and effluent flows. Table 2 provides the daily average and total monthly influent flows for the CMSA treatment plant and its satellite collection agencies. Table 3 details the total and peak wet weather flows for the CMSA treatment plant and its satellite collection agencies.

Table 1: CMSA Influent and Effluent Flow Summary

Flow Location	Daily Maximum	Hourly Maximum	5 Minute Maximum	Daily Average
Influent	47.5 MG	91.8 MG	98.8 MG	18.7 MG
Effluent	41.9 MG	79.6 MG	99.4 MG	17.3 MG

Table 2: Satellite Collection Agency and Total Flow Summary

Flow Type	SRSD	RVSD	SD2	San Quentin	CMSA Totals
Average Daily (MGD)	7.07 MGD	8.76 MGD	2.03 MGD	0.84 MGD	18.7 MGD
Total for Month (MG)	219.1 MG	271.4 MG	63.0 MG	26.1 MG	579.6 MG
Percent of Flow	37.8%	46.8%	10.9%	4.5%	100%

Table 3: CMSA and Collection System Agency Wet Weather Flows

Wet Weather Flow	SRSD	RVSD	SD2	San Quentin	CMSA Totals
12/14 Total Day's Flow (MG)	20.68 MG	20.46 MG	4.66 MG	1.69 MG	47.5 MG
Peak Influent Flow Rate (MGD)	42.85 MGD	53.11 MGD	9.07 MGD	4.32 MGD	99.4 MGD

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

III. Treatment Process

In December, the treatment plant operated in wet weather mode due to eleven days of rainfall. Operations staff managed plant capacity and readiness by emptying primary tanks, grit and rag bins, and the effluent storage pond multiple times between wet weather events. New Hach turbidity meters were installed on secondary and final effluent, providing real-time water clarity monitoring. These meters enable Operations staff to make data-driven, real-time decisions, optimizing treatment processes and ensuring regulatory compliance under varying flow conditions. In collaboration with Laboratory staff, Operations successfully completed Minimum Detection Limit testing for the final effluent chlorine analyzers. Additionally, staff initiated the integration of existing Standard Operating Procedures into the new Smart SOP Lockout Tagout (LOTO) program. Of the 369 SOPs, 117 are assigned (32%), and 48 drafts have been completed (13%). This program will enhance workplace safety and support job-related training. Preventative maintenance and cleaning of the organic waste receiving facility, sodium hypochlorite, and sodium bisulfite facilities were also completed, along with monthly safety inspections.

The Mixed Liquor Suspended Solids inventory averaged 853 mg/l, which aligned with the target Mean Cell Residence Time of 3.0 days.

Graph #3 shows the enterococcus MPN, which represents the effectiveness of the disinfection system. The enterococcus rolling average in December was 10.5 MPN/100mL, below the Agency's KPI average of 35 MPN and below the permit limit of 255 MPN.

Graph #4 shows the TSS, a good indicator of effluent quality. The TSS monthly average was 7.7 mg/l, which is 51.3% of the Agency's KPI of 15 mg/l and 25.6% of the permit's monthly average limit of 30 mg/l.

IV. Maintenance Activities

In December, the cogeneration systems supplied 99.3% of the Agency's power, with MCE providing the remainder (Graph #8). Bay City Boiler, with support from Maintenance staff, completed annual preventative maintenance on both plant boilers. Preventive maintenance was performed on Polymer Feed Pump No. 1, including gear, seat, seal, and lobe replacements and E&I technicians upgraded the VFD for RAS Pump 8.5. All plant process Hydrogen Sulfide meters were calibrated to ensure employee safety and to meet BAAQMD emissions requirements. The Sodium Bisulfite Facility roll-up door installation was completed, with a contractor installing the motorized operator, and E/I staff installing the conduit and wiring. A failed check valve on the OWRF mixing pump discharge line was replaced. Monthly preventive maintenance was performed on various facility equipment, including heating pumps, grit blowers, secondary clarifier drives, centrifuges, digester pumps, and ferric feed pumps. Operations and Maintenance staff held weekly safety tailgates, covering topics such as heat illness prevention, pressure-washing safety, and power tool safety.

Attachment:

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

NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
December 2024

Process Control Instrumentation



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

Parameter	Limit Type	NPDES	CMSA	Results	Units	Limit
		Monitoring Frequency	Monitoring Frequency			
Carbonaceous Biochemical	Weekly Average	1/Week	3/Week	5.0	mg/L	Maximum 40
Oxygen Demand (cBOD)	Monthly Average	1/Week	3/Week	4.7	mg/L	Maximum 25
cBOD Removal	Monthly Average	1/Week	3/Week	97	%	Minimum 85
Total Suspended Solids (TSS)	Weekly Average	2/Week	3/Week	11.5	mg/L	Maximum 45
	Monthly Average	2/Week	3/Week	7.7	mg/L	Maximum 30
TSS Removal	Monthly Average	2/Week	3/Week	96	%	Minimum 85
Chlorine Residual	Hourly Maximum	Continuous	Continuous	0.06	mg/L	Maximum 0.56
Ammonia	Monthly Average	2/Month	1/Week	35.0	mg/L	Maximum 60
	Daily Maximum	2/Month	1/Week	37.5	mg/L	Maximum 120
pH	Instantaneous	Continuous	Continuous	6.4	SU	Minimum 6
	Instantaneous	Continuous	Continuous	7.3	SU	Maximum 9
Bacteriological Analysis						
Enterococcus	6-Week Geomean	2/Week	3/Week	10.5	MPN/100mL	Maximum 255
	10% Maximum	2/Week	3/Week	14.5	MPN/100mL	Maximum 1,055
Metals Analysis						
Copper	Daily Maximum	Monthly	Monthly	10.0	ug/L	Maximum 84
	Monthly Average	Monthly	Monthly	10.0	ug/L	Maximum 48
Cyanide	Daily Maximum	Monthly	Monthly	ND	ug/L	Maximum 37
	Monthly Average	Monthly	Monthly	ND	ug/L	Maximum 21
Semiannual and Quarterly Analysis						
Mercury	Weekly Average	Quarterly	Quarterly	0.0057	ug/L	Maximum 0.072
	Monthly Average	Quarterly	Quarterly	0.0057	ug/L	Maximum 0.066
	Annual Load	Quarterly	Quarterly	0.02	kg/yr	Maximum 0.11
Chronic Toxicity (EFF-002)	Pass/Fail	Semiannual	Semiannual	Pass	Pass/Fail	Pass Minimum
	Effect	Semiannual	Semiannual	6.2	%	50% Maximum
Chronic Toxicity (SUR-001)	Pass/Fail	Semiannual	Semiannual	Pass	Pass/Fail	Pass Minimum
	Effect	Semiannual	Semiannual	14.5	%	50% Maximum
Permit Analysis						
Dioxin - TEQ Sum	Daily Maximum	1/Permit	1/Permit	*	ug/L	Maximum 2.8E-08
	Monthly Average	1/Permit	1/Permit	*	ug/L	Maximum 1.4E-08
PCB Aroclor Sum	Sum	1/Permit	1/Permit	*	ug/L	Maximum 0.012

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

Glossary of Terms

NPDES Permit Compliance Summary Table

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

EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA

December 2024

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

PRIMARY CLARIFIER PERFORMANCE

Total Suspended Solids (TSS) in:	249.2	mg/l	Expected removal efficiencies as outlined in Metcalf & Eddy Wastewater Engineering Manual.
TSS out:	80.0	mg/l	
Percent Removal Achieved:	67.9	%	Design 50-70% Removal
Total Biochemical Oxygen Demand (BOD) in:	221.0	mg/l	
BOD out:	128.5	mg/l	
Percent Removal Achieved:	41.8	%	Design 25-40% Removal
Plant Influent Flows:	18.7	MGD	

SECONDARY SYSTEM PERFORMANCE

AERATION TANKS/ACTIVATED SLUDGE

Dissolved Oxygen set point:	2.3	mg/l
MLSS:	853	mg/l
MCRT:	3.0	Days
SVI:	151	

SECONDARY CLARIFIERS

WAS concentration:	6,646	mg/l
TSS out:	6.6	mg/l
Secondary System TSS Removal	92.0	%

FINAL EFFLUENT

Effluent TSS for the month:	7.7	mg/l	(Maximum Limit: 30mg/l)
Week #1 weekly average	4.3	mg/l	(Maximum Limit: 45mg/l)
Week #2 weekly average	11.5	mg/l	"
Week #3 weekly average	6.5	mg/l	"
Week #4 weekly average	6.5	mg/l	"
Week #5 weekly average	9.5	mg/l	"
Monthly average TSS removal efficiency through the plant:	96	%	(Minimum Limit: 85%)

Effluent CBOD:	4.7	mg/l	(Maximum Limit: 25mg/l)
Week #1 weekly average	5.0	mg/l	(Maximum Limit: 40mg/l)
Week #2 weekly average	5.0	mg/l	"
Week #3 weekly average	3.0	mg/l	"
Week #4 weekly average	5.7	mg/l	"
Week #5 weekly average	n/a	mg/l	"
Monthly average CBOD removal efficiency through the plant:	97	%	(Minimum Limit: 85%)

Disinfection Dosing Rate:	3.3	mg/l	monthly average
Ammonia Monthly Average:	35.0	mg/l	(Maximum 120)
Enterococcus six-week Geometric Mean:	10.5	MPN	(Maximum 255)
Enterococcus 10% Maximum:	14.5	MPN	(Maximum 1,055 MPN)
Effluent pH for the month:	Min	6.4	(Min 6.0)
	Max	7.3	(Max 9.0)

DIGESTER TREATMENT

Thickened Waste Concentration from the RDT:	6.03	%	
Volatile Solids destroyed:	81.5	%	
Cubic feet of biogas produced:	10,085,730 (Total)	325,346 (Daily Average)	
Temperature of the digesters:	101.8	degrees Fahrenheit	

EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA

December 2024

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

DEWATERING

Centrifuge feed concentration:	2.8	%
Biosolids concentration:	26.5	%
TSS of the centrate:	587	mg/l
Centrifuge solids capture:	97.83	%
Polymer use per dry ton of biosolids:	15.70	#/dry ton
Polymer feed rate per run:	3.16	gpm
Concentration of the polymer batches:	0.328	%
Sludge feed rate per run:	48.5	gpm

Comments:

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

Graph #1:

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

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

Graph #2:

Depicts individual collection agency flows.

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

Graph #3:

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

On 12/12 the enterococcus result of 54.5 MPN was above the Agency KPI, but the 10.5 MPN average for the month remained 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 7.7 mg/l versus our KPI of 15 mg/l and permit monthly average limit of 30 mg/l. The effluent total suspended solids measured 34.0 mg/L during a blending event on 12/14, but remained below our monthly average KPI of 15 mg/l and the NPDES monthly average permit limit of 30 mg/l.

Graph #5:

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

The effluent CBOD average was 4.7 mg/l, below our NPDES limits of 40 mg/l weekly and 25 mg/l for the month. The effluent CBOD remained below the Agency KPI of 15 mg/l for the entire month.

Graph #6:

Depicts the degree to which the biosolids have been dewatered.

Our biosolids % concentration met or exceeded our KPI of 25% for most of the month. On 12/29, the biosolids % was below KPI with a result of 24.9% due to training being completed with newer operators. On 12/23, the biosolids sample was not tested as the sample became contaminated in the laboratory and was discarded. No dewatering operations were conducted on 12/8.

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 December averaged 325,346 cubic feet per day, above our monthly KPI of 200,000 cubic feet per day.

Graph #8:

This graph depicts the amount of energy produced through cogeneration versus the energy purchased from MCE for Agency operations, and the green line represents power exported to the grid. The Agency exported 112,409 kWh in December.

Glossary of Terms

Process Performance Data Sheet

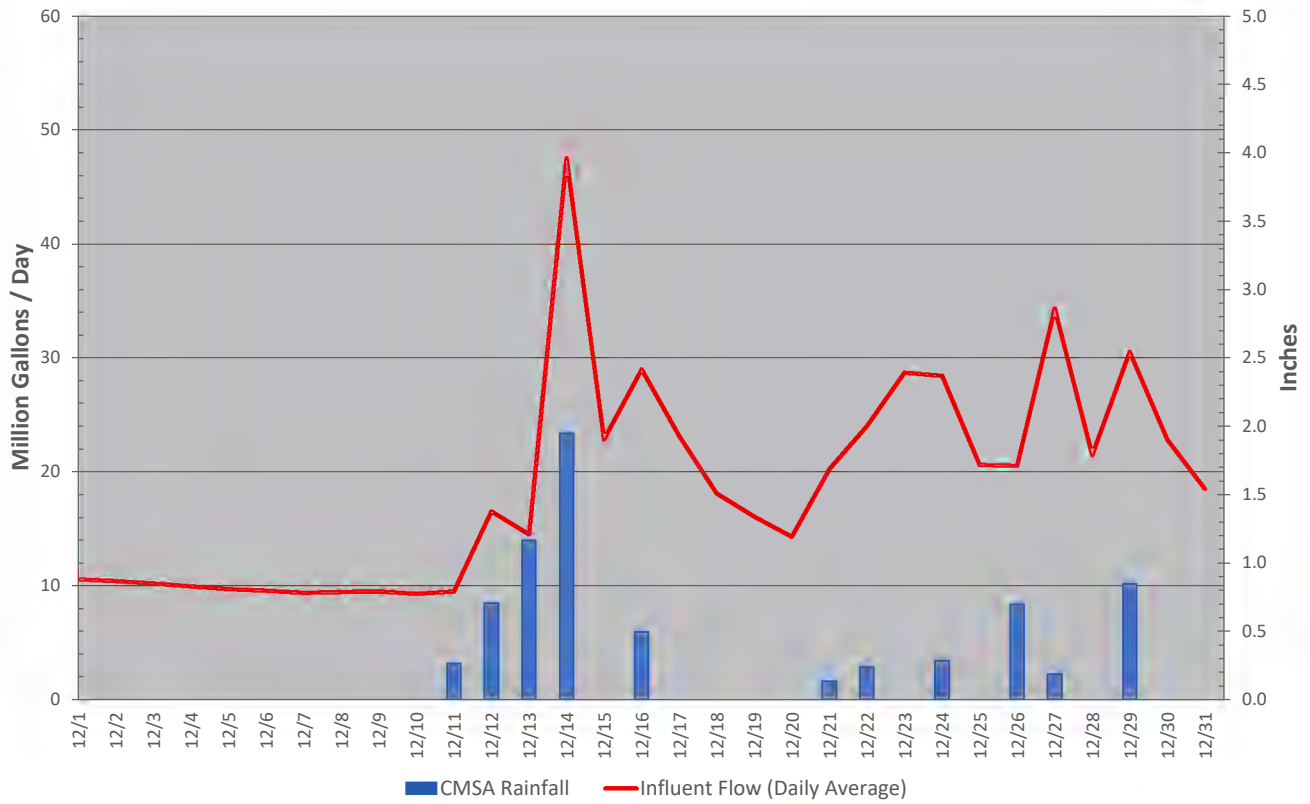
- **Aeration Tanks:** A biological process that takes place after the biotowers, where biomass (microorganisms) is mixed with the wastewater to feed on dissolved and suspended organic material. High speed blowers are used to provide compressed air to mix the tank contents.
- **Anaerobic Digesters:**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

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

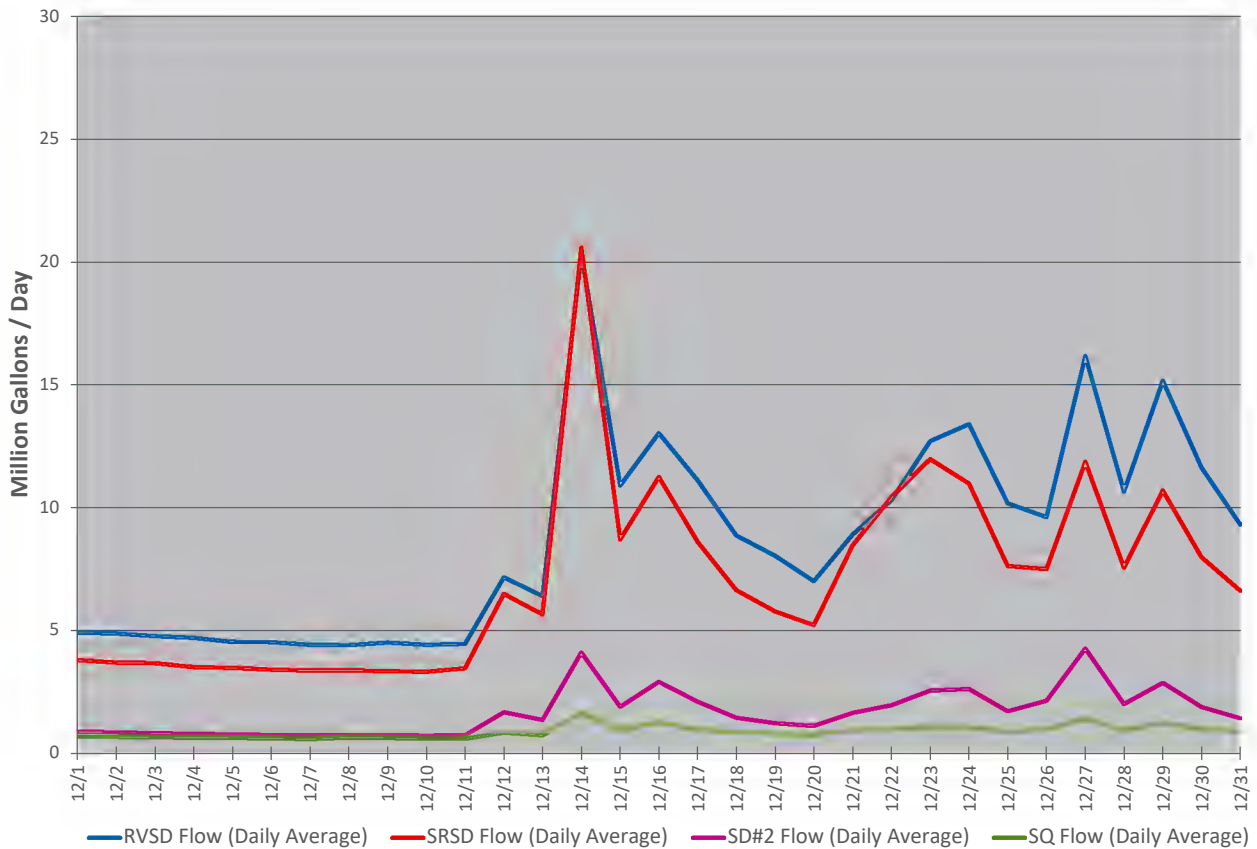
Units of Measurement

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

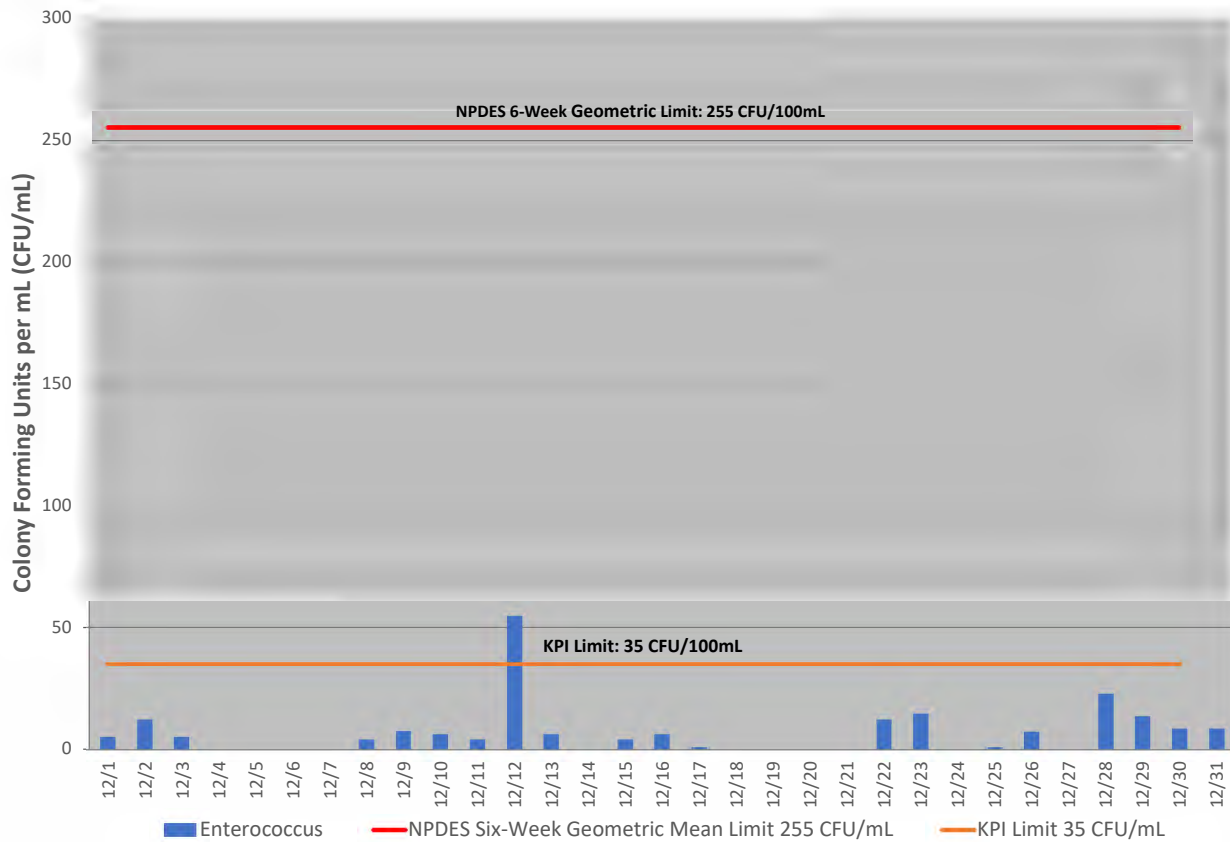
Graph #1: CMSA Influent Flow and Rainfall



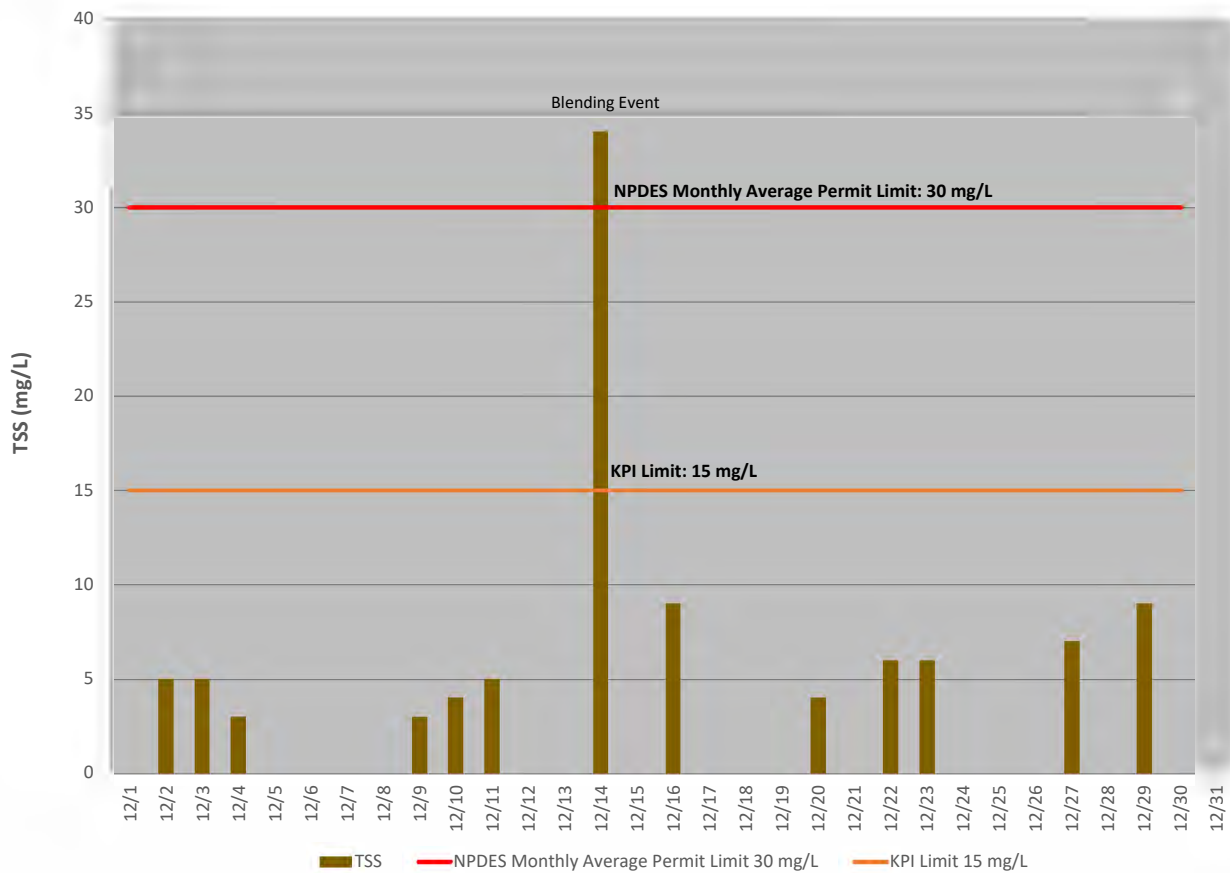
Graph #2: Collection System Influent Flows



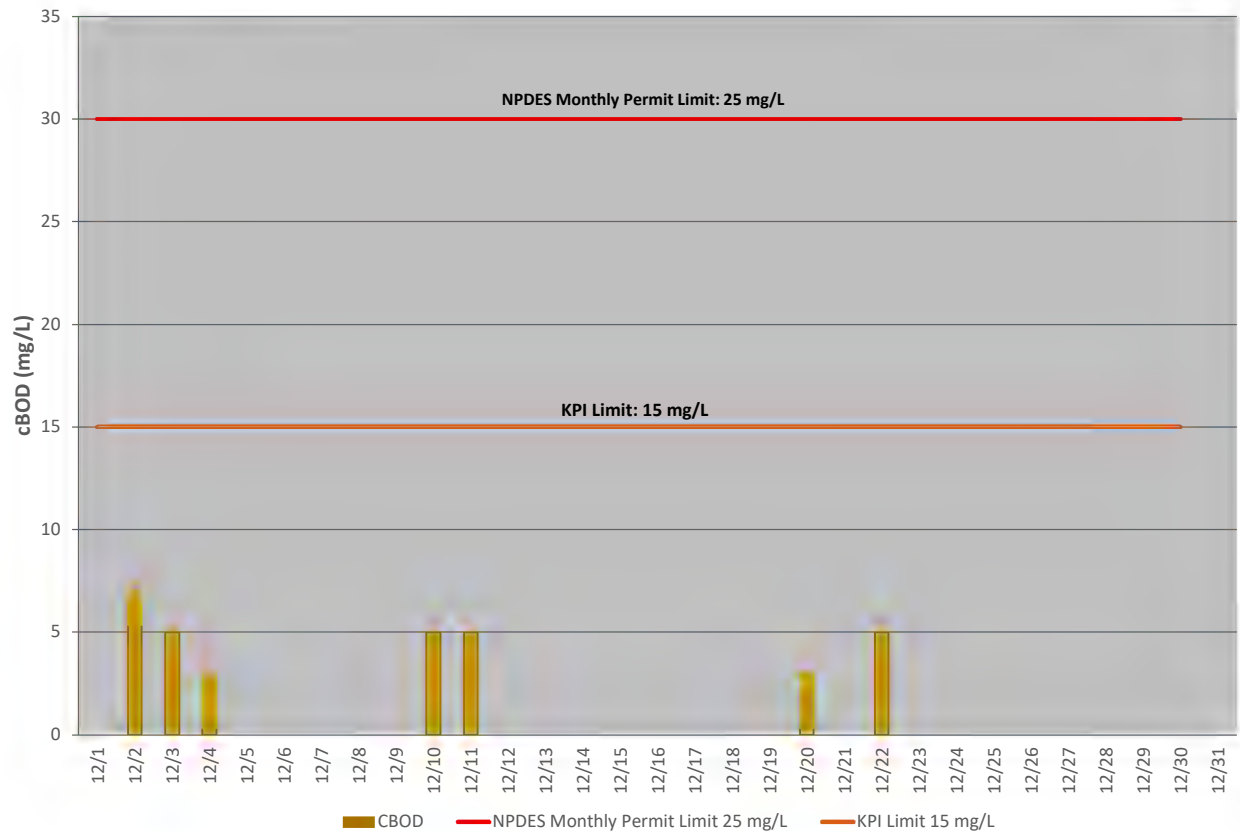
Graph #3: Enterococcus



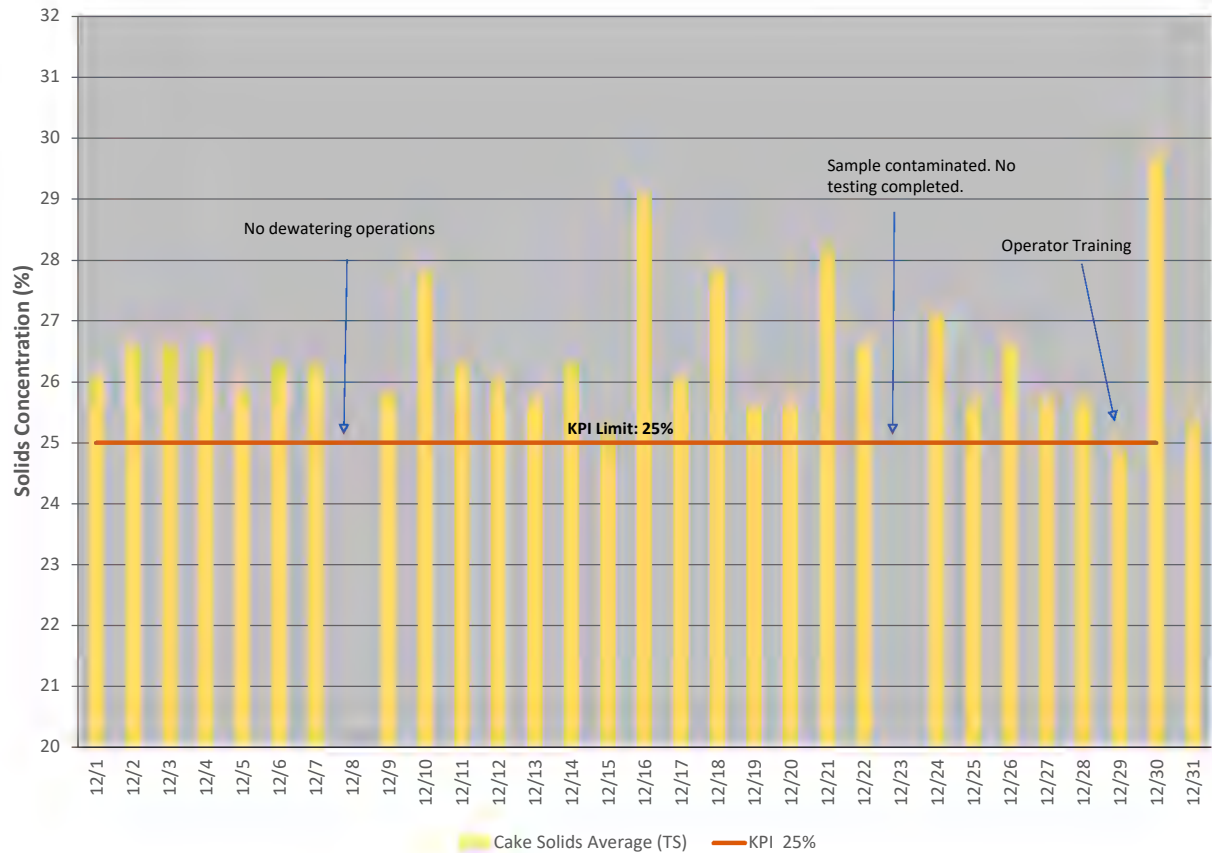
Graph #4: Final Effluent Total Suspended Solids



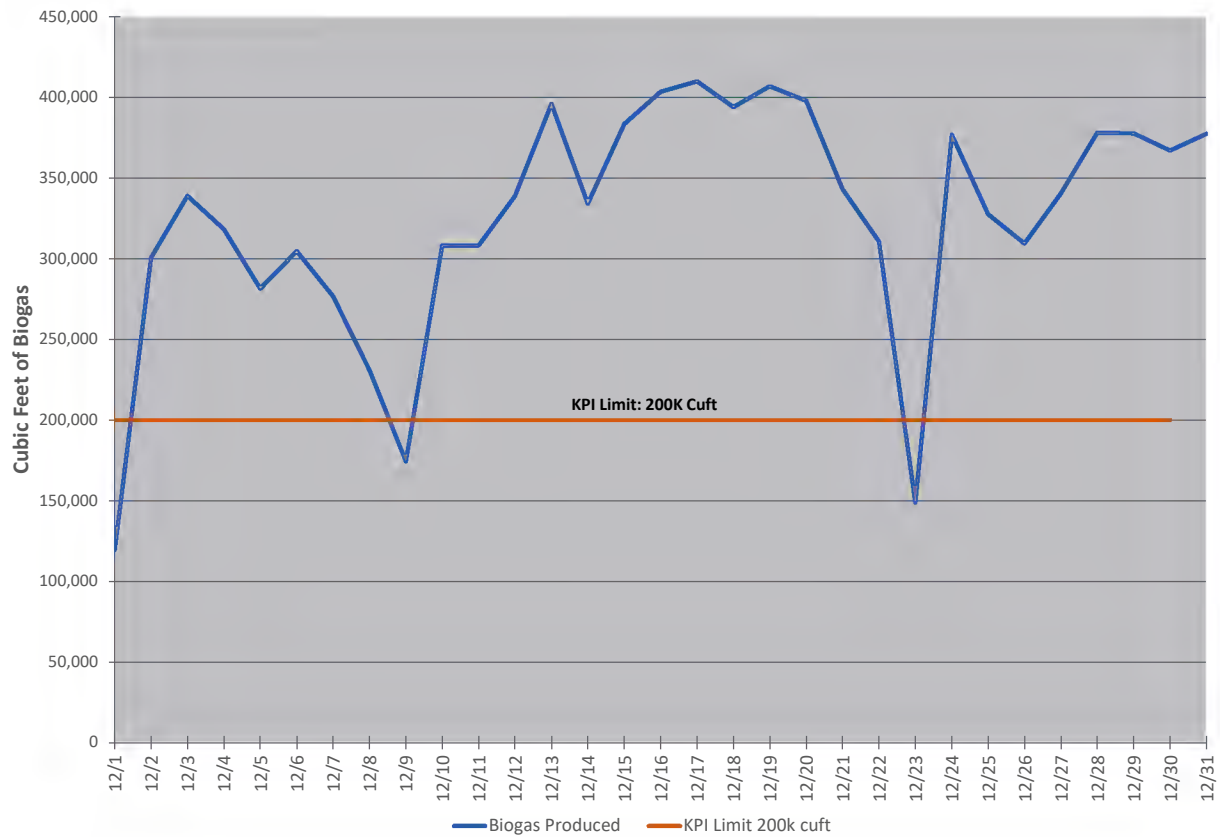
Graph #5: Carbonaceous Biochemical Oxygen Demand (cBOD)



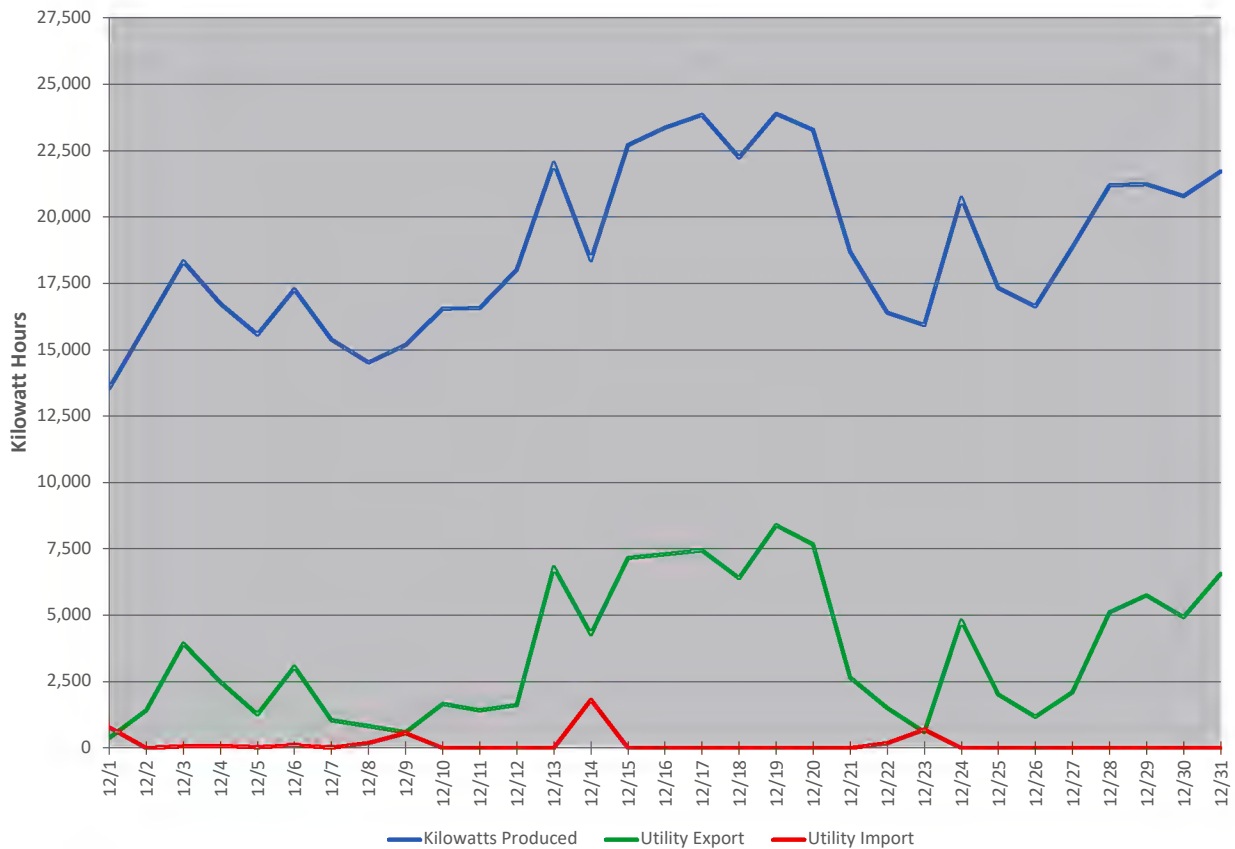
Graph #6: Biosolids Solids Concentration



Graph #7: Biogas Production



Graph #8: Power Distribution





BOARD MEMORANDUM

January 9, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Performance Metric Reports – December 2024

Recommendation: Accept the December 2024 Performance Metric Reports.

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

Table I – Treatment/Process Metrics

There were several significant rain events in December, peak flows reached 99 MGD, and there weren't any treatment or process issues during the month. Organic wasted deliveries increased over the month resulting in several of the Power Produced metrics (Item 8) to exceed their ranges, such as power produced from biogas and natural gas, power produced from biogas and delivered to MCE, and cogeneration system uptime – all great.

Copper removal (Item 5) was 69%, lower than our 75% target rate, which was due to lower copper concentrations in the influent and lower removal efficiency through the treatment plant both the result of high influent flows. The final effluent concentration of 10 ug/L is well below the NPDES permit monthly average limit of 48 ug/L and daily maximum limit of 84 ug/L.

Table II – Employee Metrics

Training over the month included professional development training for several staff, and most staff beginning their assigned virtual employment law training on Ethical Workplace, Preventive Workplace Violence, and Preventing Harassment and Discrimination.

Table III – Public Outreach

Seven odor notifications were posted to the Agency website in December, and there were no public odor complaints. Six notifications were for draining primary clarifiers on various days after rain events as influent flows subsided, and one notification was for draining a chlorine contact tank to inspect a failed protective wall coating.

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

Public Outreach Events

There were not any public education events in December.

School Events – Juggler Show Presentations and Classroom Events

Rock Steady Juggling provides elementary school outreach presentations. There were not any events in December.

CMSA Tours

There were not any public education events in December.

Table IV – Environmental and Regulatory Compliance Metrics

There were no final effluent or air permit exceedances during the month. Environmental Service Analysts focused on annual dental inspections in the service area (Item 7).

Attachment:

- December 2024 Performance Metric Report

TABLE I - TREATMENT/PROCESS METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Wastewater Treated	Volume of wastewater influent treated in million gallons (Mg); <i>Year to date in billion gallons (Bg)</i>	579.6 Mg; 4.75 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)	27.2 Mg 39.4 Kg	25 - 40 Mg variable
3) Biosolids Reuse	Reuse at the Redwood Landfill, in wet tons (wt) Fertilizer and soil amendment at land application sites, in wet tons (wt) Bio-Fertilizer production at the Lystek facility, in wet tons (wt)	297.5 wt 0 wt 157.5 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	208 tons; 96% 220 tons; 97%	> 85% > 85%
5) Priority Pollutants Removal	Diversion of priority NPDES metals from discharge to the San Francisco Bay: a. % Mercury, for current quarter b. % Copper	91 % 69 %	88 – 99% 75 – 90%
6) Total Inorganic Nitrogen	Total Inorganic Nitrogen in final effluent (Permitted May – September) a. % of Monthly Total Limit b. May – September rolling monthly average	77 % 998 kg	<100% <1300 kg
7) Biogas Production	Biogas generated in our anaerobic digesters, in million cubic feet (Mft ³) Natural gas equivalent of the biogas, in million cubic feet (Mft ³)	10.08 Mft ³ 6.45 Mft ³	7.0 - 10.5 Mft ³ 4.5 - 6.7 Mft ³
8) Power Produced	Power produced from cogeneration of biogas and purchased natural gas - in kilowatt hours. (kWh) Power produced from cogeneration of biogas and delivered to the MCE Cogeneration system runtime on biogas, <i>in hours (hrs.); % time during month</i> Agency power demand supplied by renewable power, % Cogeneration system uptime, <i>in hours; % time during month</i> Biogas value (natural gas cost equivalent).	582,915 kWh 112,408 kWh 691.8 hrs; 92.9% 95.0% 738.91 hrs; 99.3% \$52,421	380 - 480,000 kWh 40,000 - 70,000 kWh 600 hrs; 80% 80 - 100% 650 hrs; 87% \$30,000 - \$60,000
9) Efficiency	The cost to operate and maintain the treatment facilities per million gallons of wastewater treated, in dollars per million gallons. (\$/Mg) Energy used, kilowatt hours, per million gallons treated. (kWh/Mg)	\$1,907/Mg 1,014kWh/Mg	\$2,500 - \$5,400/Mg (wet - dry) 670 - 2,400 kWh/Mg

CMSA CY24 PERFORMANCE METRICS – December 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 = 48 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);	1,436.5 hrs 681.5 hrs (92.3%) 56.75 hrs (7.7%) 2.01	800 - 1,100 hrs ≥ 70% total CM hrs ≤ 30% total hours ≥ 0.45
3) Overtime Worked	Monthly hours of overtime worked; <i>Year to date hours of overtime</i> % of regular hours worked; <i>% Year to date</i>	163 hrs; (1,668 hrs) 2.2%; (1.8%)	< 5%
4) Internship Program	Number of high school and college student interns work hours; <i>Year to date hours</i>	0 hrs; (1,829 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; (3,024)	3,000/year
2) School Events	Participation or sponsorship in school outreach events; attendees; (YTD)	0; (3,071)	variable
3) Agency Tours	Tours given to students and the public; # of people, (YTD)	0; (433)	variable
4) Odor Notifications	Number of odor alerts posted to the Agency website	7	1-10
5) Odor Complaints	Number of odor complaints received from the public	0	0

CMSA CY24 PERFORMANCE METRICS – December 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.	301	200-500
3) Process Control Analyses	# of analyses by the CMSA laboratory for process control monitoring	503	400-900
4) Contract Laboratory Analyses	# of analyses by contract laboratories for regulatory compliance reporting, and source control program monitoring.	43	25-150
5) Quality Control Testing	# of CMSA performed laboratory analyses for QA/QC purposes.	1,057	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.	97	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 – 188 businesses and 97 dental offices.	30	10-30
8) FOG Program Inspections	Inspections of food service establishments (FSEs) in the Almonte, TCSD, SD2, RVSD, SRSD, and LGVSD service areas – approx. 343 FSEs are regulated.	38	30 – 50
9) Permits Issued/Renewed	Permits issued for the source control programs – pretreatment, pollution prevention, food service establishments, and ground water discharge.	0	variable

BOARD MEMORANDUM

January 9, 2025

To: CMSA Commissioners and Alternates

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

Approved: Jason Dow, General Manager

Subject: FY25 Asset Management Program – 2nd Quarter Report

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

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

Second Quarter Highlights

Polymer Activation System Upgrades and Control Logic Implementation



The Polymer Activation Units (PAU's) used for sludge thickening and biosolids dewatering have been successfully upgraded by the Maintenance team. This upgrade will enhance polymer usage efficiency, improve system reliability, and reduce long-term maintenance demands. Additionally, the Operations and Process Control Teams collaborated with the Information Systems Administrator to develop and implement advanced polymer flow-pacing control logic from the PAU's to the Rotary Drum Thickeners. This innovative control logic doses polymer based on a ratio of polymer pounds to Waste Activated Sludge (WAS) concentration. The upgraded system is delivering consistent and optimal polymer dosing, maintaining a stable total solids percentage in the thickened WAS, and enhancing system automation of polymer dosing.

Reclaim Water Tank No.2 Bladder Rehabilitation

The Maintenance team replaced the rubber bladder in Reclaim Water Pressurization Tank No. 2 to stabilize plant water pressure and reduce water hammer, both of which protect downstream pipelines. This important maintenance procedure ensures consistent system performance, allowing for the effective use of reclaimed water in plant operations and equipment. Additionally, it supports the use of reclaimed water for cleaning sewer lines through the Agency's fill station, providing a sustainable and efficient resource for Joint Powers Authority (JPA) member agencies and their operations.



Semi-Annual Organic Waste Receiving Facility Tank Cleaning

Semi-annual preventative maintenance was completed on the Organic Waste Receiving Facility (OWRF). This work included shutting down the OWRF facility and vactoring out the underground storage tank, conducting a detailed inspection, and cleaning the equipment. The OWRF is instrumental in CMSA's ability to remain energy neutral and by accepting food waste and FOG from regional partners, the Agency supports compliance with California's SB 1383 mandate to divert organic waste from landfills.



Ross Valley Interceptor Flange Replacement

The Agency successfully replaced the 24-inch flange on the Ross Valley 54-inch interceptor, thanks to a collaborative effort between CMSA, Ross Valley Sanitation District, and Sanitation District No. 2. During routine preventative maintenance, Agency staff discovered severe corrosion on a 2-inch port connected to the blind flange. During preparation to replace the flange, the deteriorated fitting broke unexpectedly. Agency staff quickly implemented a temporary repair (left picture below) to ensure continued functionality. Through careful coordination, the agencies successfully replaced the flange with a heavy duty stainless steel flange (right picture), to ensure long-term reliability.



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 staff manage projects and regularly scheduled maintenance work is completed, both new and old assets must be accounted for in an asset inventory count. This process includes entering new and removing obsolete assets from the asset tree. Staff removed improperly grouped or classified assets and removed additional non-critical assets. A total of 56 items were entered, reclassified, or removed from the CMMS asset tree this past quarter.

Asset Locations	Total Assets
Central Marin Sanitation Agency	2,730
Sanitary District No. 2	402
San Quentin Prison Pump Station	52
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 Agency managed pump station assets, which includes Sanitary District No. 2 (SD2), San Quentin State Prison (SQSP), and San Quentin Village Sewer Maintenance District (SQVSM). Spare parts for CMSA and SQVSM are kept at Agency site-specific parts rooms, SD2 equipment is stored at Paradise pump station, and SQSP parts and equipment are stored at the SQSP pump station.

Parts Inventory	Parts Quantity	Total Value
CMSA	39,286	\$1,964,383
Sanitary District No. 2	368	\$219,946
San Quentin Prison	64	\$72,858
San Quentin Village Sewer Maintenance District	3	\$1,536

Asset Improvements, Repairs, and Refurbishment Work

1) CMSA Asset Management Improvements

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

Area	Equipment	Improvement	Total Cost	Comments
Administration Building	Lab Room	Dishwasher Repair	\$2,599	Assisted contractor with warranty repair work.
Biotowers	Odor Mister	Sand Filter Replacement	\$1,606	Replaced sand filter.
Chlorine Contact Tanks	Pond Drain Pump VFD	VFD Replacement	\$3,601	Replaced VFD.
Chlorine Contact Tanks	Electric Gate Operator	Repair	\$2,482	Replaced failed electrical board.
Chlorine Contact Tanks	Sump Pump	Pump Replacement	\$3,177	Replaced pump.
Digesters	Digester Ferric Feed Pump No. 1	Pump Replacement	\$6,566	Replaced pump.
Digesters	All Centrifuge Ferric Feed Pumps	Pump Refurbishment	\$7,886	Refurbished pump with new gears and seals.
Disinfection / Dechlorination	Hypochlorite Pump P10.213	Pump Refurbishment	\$3,449	Replaced MARS valve.
Disinfection / Dechlorination	Hypochlorite Pump P10.215	Pump Refurbishment	\$3,769	Refurbished pump with new pump head and gaskets.
Disinfection / Dechlorination	Surge Tank No. 2	Bladder Replacement	\$17,733	Replaced damaged bladder.
Disinfection / Dechlorination	SBS System Valves	Refurbishment	\$3,673	Replaced seven diaphragm valves.
Disinfection / Dechlorination	Plant Water Strainer	Refurbishment	\$1,115	Replaced O-rings and shaft cover plate.
Disinfection / Dechlorination	Chemical Pump P10.211	Repair	\$1,178	Repaired damage line with new hose clamps and fittings.

Area	Equipment	Improvement	Total Cost	Comments
Headworks	Channel Blower No. 2	Refurbishment	\$6,277	Refurbished blower.
Headworks	Odor Scrubber Pump No. 1	Pump Replacement	\$4,963	Replaced pump.
Headworks	Emergency Beacon Light	Repair	\$4,174	Repaired emergency beacon light.
Odor Control Station	Greenbrae Nitrate Station	Repair	\$1,175	Repaired sagging fill line.
Odor Control Station	San Quentin Peroxide Station	Lever Transmitter Replacement	\$1,453	Replaced level transmitter.
Organic Waste Receiving Facility	Huber Press	Sensor Replacement	\$1,025	Replaced inlet pressure sensor.
Organic Waste Receiving Facility	Paddle Feed Pump	Hose Replacement	\$5,178	Two EPDM hoses and lubricants replaced.
Organic Waste Receiving Facility	Odor Scrubber	Media Replacement	\$7,979	Replaced odor scrubber media.
Primary Clarifiers	Probes	Improvement	\$5,614	Installed new sentry probe system.
Primary Clarifiers	Lab Sampler	Improvement	\$5,030	Installed new pump and stilling well for sampler.
SQ Junction Vault	Ross Valley Interceptor	Replaced Blind Flange	\$18,357	Replaced blind flange on 24" tee.
Solids Handling	Polymer Feed Pumps No. 1 & No. 2	Pump Refurbishment	\$11,419	Refurbished both pumps with new gears, seats, seals and lobes.
Solids Handling	Centrifuge No. 3	Centrifuge Refurbishment	\$19,681	Refurbished centrifuge with new bearings and seals.
Solids Handling	Polymer Activation Units	Asset Improvement	\$124,169	Installed two new PAU units.
Solids Handling	TWAS Pump No. 2	Pump Refurbishment	\$7,838	Replaced lobes, wear plates, cartridge seals, housings, and lubricants.
Solids Handling – Energy Generation	Waukesha Cogeneration Engine – Oil Tank	Support Refurbishment	\$1,088	Replaced tank supports.

Area	Equipment	Improvement	Total Cost	Comments
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Preventative Maintenance	\$5,048	Performed 16.6k hour preventative maintenance.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Replacement	\$1,063	Assisted contractors with replacement of biogas valve and pressure switch.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine – Oil Day Tank Level Indicator	Sensor Replacement	\$2,211	Replaced failed level sensor and isolator.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Pre-Cooler & SCR System Upgrade	\$16,183	Assisted contractors with commissioning of new pre- cooler and SCR system.
Final Effluent Vault	Sample Station	Replacement	\$2,143	Replaced pH probe.

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

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

Asset Owner	Asset	Improvement	Total Cost	Comment
SD2	Golden Hind	Level Transmitter Replacement	\$3,303	Replaced level transmitter.
SD2	Campbell Bishop	Pump Replacement	\$10,907	Replaced pump.
SD2	Trinidad I	Power Monitor Replacement	\$2,169	Replaced failed power monitor.
SD2	Lucky	Station Refurbishment	\$1,046	Replaced corroded electrical couplers, fittings, and seals.
SD2	Paradise	Diesel Fuel Tank	\$1,070	Replaced level gauge on diesel tank.
SD2	Paradise	Electrical Component Replacement	\$1,029	Replaced relay.
SD2	Paradise	LEL Sensor	\$2,428	Replaced LEL sensor.

SD2	All SD2 Stations	Pump Station Assistance	\$6,007	Responded to stations during wet weather event.
SQSP	San Quentin	Valve Replacement	\$6,521	Replaced 10" valve.
SQSP	San Quentin	Flow Switch Replacement	\$1,031	Replaced air flow switch.

Work Orders

A work order is a written request for a preventive, corrective, or unplanned corrective maintenance task or a project to be performed. Work orders are typically generated and sent internally from one department to another. Shown in the table below are the types of work orders prepared by Agency staff, the 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)	311	48.29%	1,643.00	20.00%
Corrective-Planned	258	40.06%	2,270.75	27.64%
Corrective-Unplanned	47	1.09%	156.25	1.90%
Improvement Project Work	1	0.16%	6.50	0.08%
Coating Projects	0	0.00%	0	0.00%
Safety	18	2.80%	75.25	0.92%
Professional Development/Staff Meetings	15	2.33%	147.5	1.80%
Facilities Administration/Housekeeping	18	2.80%	759.50	9.25%
Process Control and Facility Operations	16	2.48%	3,155.25	38.41%
Total	644	100%	8,214.00	100%



BOARD MEMORANDUM

January 9, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Revised Financial Policies – Signature Authority and Contracting

Recommendation: Approve the revised Signature Authority and Contracting Financial Policies.

Summary: On September 29, 2024, Assembly Bill 2192 (Carillo) was approved by Governor Newsom, which amends portions of the California Uniform Public Construction Cost Accounting Act (UPCCAA) to increase bid thresholds. Staff has revised the Agency's Signature Authority and Contracting financial policies to align with the UPCCAA bid threshold changes.

Discussion: In March 2004, the Board passed an ordinance entitled "An Ordinance Relating to Bid Cost Thresholds and Bidding Procedures for Construction Services" that adopted the UPCCAA in the Public Contract Code. Since that time, CMSA has been using the alternate contracting bid tiers and procedures in the UPCCAA instead of those in the Sanitary District Act. The UPCCAA has three cost tiers that change over time based on decisions made by the California Uniform Construction Cost Accounting Commission or state law. The first tier sets the upper limit for purchase order contracting or an agency self-performing public project work, while the second tier sets the range for informal public project bidding. When a project's estimated construction cost exceeds the second tier's upper limit, formal bid procedures must be used.

AB 2191 increases the first-tier limit from \$60,000 to \$75,000, and second-tier limit from \$200,000 to \$220,000. The Agency's Signature Authority and Contracting financial policies use the UPCCAA tier limits for all purchasing and contracting activities.

Attachments:

- 1) State Controller Letter, dated November 1, 2024
- 2) Financial Policy #560: Signature Authority
- 3) Financial Policy #561: Contracting



MALIA M. COHEN
CALIFORNIA STATE CONTROLLER

November 1, 2024

To: ALL PUBLIC AGENCIES SUBJECT TO THE TERMS OF THE
UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

SUBJECT: Notification Letter-Assembly Bill 2192 (Chaptered 953, Statutes of 2024)

The California Uniform Construction Cost Accounting Commission (CUCCAC) in agreement with the State Controller's Office (SCO) recommended an increase to the bid limit threshold prescribed in Public Contract Code (PCC) 22032; this increase was signed into law. Pursuant to PCC 22020, and on behalf of Controller Malia M. Cohen, SCO would like to inform agencies subject to the Uniform Public Construction Cost Accounting Act (Act) of the following changes effective January 1, 2025:

- a) The change would allow projects costing \$75,000 or less to be performed by employees of a public agency by force account, by negotiated contract, or by purchase order;
- b) The change would allow projects costing up to \$220,000 to be contracted by informal bidding procedures; and projects costing over \$220,000 are subject to the formal bidding process.

The noted increases are pursuant to the provisions and benefits found in the Act, which provides public agencies with economic benefits and greater freedom to expedite public works projects. For agencies which follow the cost accounting procedures set forth by CUCCAC in its *Cost Accounting Policies and Procedures Manual*, these increased limits will expedite delivery of public work projects and reduce bid processing costs. If your agency is currently subject to the Act, a new resolution adopting the change into legislation is not required.

We encourage participating agencies to visit the SCO website to sign up for CUCCAC's email subscription service to receive important information concerning CUCCAC updates and legislative changes via email. For more details or to sign up for the email subscription services, please contact the Local Government Programs Services Division at LocalGovPolicy@sco.ca.gov or visit our website at www.sco.ca.gov/ard_cuccac.html.

Sincerely,

(Original signed)

Sandeep Singh
Manager, Local Government Policy Section

Local Government Programs and Services Division
Mailing Address P.O. Box 942850, Sacramento, CA 94250
3301 C Street, Suite 740, Sacramento, CA 95816

POLICY #:	560
SECTION:	FINANCIAL – PROCUREMENT MANAGEMENT
SUBJECT:	Signature Authority
DATE:	1/14/25

POLICY

This policy establishes signature authority for the Agency’s procurement transactions.

PROCEDURES

This policy defines the signature approval levels within the Agency for the following types of procurement transactions:

- Purchase Orders
- Professional Services Agreements
- Maintenance Service Agreements and Contracts
- Equipment Procurement
- Materials & Supply Contracts
- Construction Contracts and Change Orders

I. Procurement Transactions

The General Manager shall approve procurement transactions equal to the amount specified by the California Uniform Construction Cost Accounting Commission (CUCCAC) for utilizing alternative bidding procedures for public project work. The table below shows each procurement transaction type with its governing CUCCAC Tier and the General Manager’s signature authority for each transaction type. By ordinance, the Agency established bid cost thresholds and procedures in accordance with CUCCAC. Dollar amounts indicated are the CUCCAC limits as of the effective date of this policy, and will be adjusted over time as the CUCCAC limits are updated.

Transaction Type	CUCCAC Tier	General Manager Authority
Purchase Orders	Tier I	Less than \$75,000
Professional Services Agreements	Tier I	Less than \$75,000
Maintenance Service Contracts	Tier I	Less than \$75,000
Equipment Procurement	Tier I	Less than \$75,000
Material & Supply Contracts	Tier I	Less than \$75,000
Construction Contracts – Administrative	Tier I	Less than \$75,000
Construction Contracts – Informally Bid	Tier II	Between \$75,000 and \$220,000
Construction Contracts – Formally Bid	Tier III	Must be approved by CMSA Board

The Board of Commissioners shall approve procurement transactions greater than the current CUCCAC Tier amounts and shall approve all formally bid construction contracts. The General Manager shall establish the signature authority amount limits for Agency staff.

II. Construction Change Order Limits

The construction change order (CCO) approval and signatory authority limits shall be as indicated in the table below:

Construction Amount Tier	General Manager Change Order Limits
1) <u>Less Than \$500,000</u> a) Change Order Limit b) CCO limit if schedule impacted*	\$50,000 \$75,000
2) <u>\$500,000 to \$2,000,000</u> a) CCO limit b) CCO limit if schedule impacted*	10% of construction contract amount 20% of construction contract amount
3) <u>Greater Than \$2,000,000</u> a) CCO limit b) CCO limit if schedule impacted*	\$200,000 \$400,000
4) Emergency situations for any size project	CMSA Board Chair approval if schedule impacted,* with subsequent ratification by CMSA Board

* As determined by CMSA staff.

A. Reporting to the Board

The Board shall receive the following change order reports from the General Manager, as appropriate:

- 1) CCO aggregate amount if it approaches the specified limit;
- 2) Periodic change order and contract update; and
- 3) An economic analysis of the project costs at the construction contract's completion.

III. Payment Transactions

The General Manager or designee shall approve payments up to the signature authority limits under *Procurement Transactions*, above.

Agency staff designated as responsible for specific accounts in the adopted budget shall be responsible for reviewing single payments, which are related to the transactions covered by this policy, other procurement management policies, and related procedures. These Agency staff shall approve single payments up to the signature authority established by the General Manager. Approval shall be based on verifying that work, services, and/or materials are completed per the procurement document.

POLICY #:	561
SECTION:	FINANCIAL – PROCUREMENT MANAGEMENT
SUBJECT:	Contracting
DATE:	1/14/2025

POLICY

The Agency shall award contracts using appropriate and transparent procedures that comply with state laws and other Agency policies and procedures.

PROCEDURE

This policy provides direction regarding how contracts and purchase orders shall be awarded, processed, amended, and approved to ensure integrity and consistency with established Agency policies and legal requirements. It also ensures that efficient, cost-effective, transparent, and accountable processes are used to select the most qualified service provider, and the most cost-effective materials and supplies vendor.

I. Approval

This *Contracting* policy is used in conjunction with the *Signature Authority* policy.

II. General Procedures

The General Manager shall establish the contracting procedures for the Agency. The Agency standardized the contract development and engagement process to ensure that the selection of a contractor and/or supplier meets the purpose of this policy and complies with relevant laws.

These procedures will ensure proper contract awarding, and negotiated and sole source procurements, which include, but are not limited to, scope of work, quotations, proposals, bids, determining contractor and vendor qualifications, selecting proprietary sources, and emergency procurement.

The General Manager shall ensure that the contracting and purchase order processes are conducted in an efficient, transparent, and cost-effective manner. In doing so, effective and appropriate planning, timing, specifications, terms and conditions, pricing strategies, risk management, consolidating, and multiple quoting of contracts and purchases shall be considered. At the General Manager's discretion, the contract terms, conditions, and forms may be reviewed by legal counsel before the contract is executed.

III. Construction Projects

Agency staff shall follow contracting processes according to the Uniform Public Construction Cost Accounting Act (UPCCA and California Public Contract Code 20800), et seq. for Sanitary Districts. Construction projects performed under contract shall be evaluated under the following bidding parameters:

- A. If the estimated cost of a project is less than the Tier I amount (refer to the *Signature Authority* policy) the General Manager will execute a Maintenance Contractor Service Agreement for the defined services.
- B. If the estimated cost of a project is within the Tier II amount, the project will be informally bid and the General Manager has the authority to execute a construction contract agreement.
- C. If the estimated cost of a project exceeds the Tier II amount, the project will be formally bid and the construction contract is subject to Board approval.

IV. Professional Services Agreements

Agency staff shall follow the following parameters for evaluating professional services agreements. Selection of consultants shall be based upon demonstrated experience and competence, and shall consider and evaluate the consultant's suggested approach, scope of work, proposed team members and availability, proposed fees, relevant experience, and other qualifications that are in the best interest of the Agency.

- A. For those services within the General Manager's signature authority, the General Manager has the discretion to negotiate an agreement directly with a consultant unless they determine that it is in the best interest of the Agency to conduct a formal request for qualification (RFQ) or proposal (RFP) process.
- B. For those services that exceed the General Manager's signature authority, the consultant shall be selected by an RFQ and/or RFP process. The contract shall be awarded to the most qualified service provider by the CMSA Board.

The table below links the professional services agreement fee, selection process, and contract approval authority with the UPCCAA's financial tiers.

UPCCAA Tier	Professional Services Agreement Fee*	Approval	Service Provider Selection Process
Tier I	Less than \$75,000	General Manager	GM discretion – task order, single proposal, or multiple proposals
Tier II	Between \$75,001 and \$220,000	Board	Letter RFQ and/or RFP issued to at least two firms with selection based on evaluative process
Tier III	Greater than \$220,000	Board	Formal RFQ and/or RFP package issued to at least three firms with selection based on evaluative process

* Fee ranges will automatically adjust as the UPCCAA tiers are changed by the state legislature.

V. Maintenance Service Contracts

Agency staff shall comply with the following parameters for evaluating maintenance service contracts. Maintenance services are those activities defined by UPCCAA as, (1) routine, recurring and usual work for the preservation or protection of a publicly owned or operated facility for its intended purposes, (2) minor repainting, (3) landscape maintenance, or (4) work performed to keep, operate, and maintain publicly owned waste disposal systems.

- A. For those UPCCAA Tier I maintenance services within the General Manager's signatory authority, the General Manager has the discretion to negotiate an agreement directly with a service provider for a specific scope of work unless they determine that it is in the best interest of the Agency to conduct a request for quotes from multiple service providers.
- B. For those maintenance services that exceed the General Manager's signature authority, the service provider shall be selected by a request for quotes or bidding process. The maintenance contract shall be awarded by the CMSA Board to the service provider with a reasonable cost that can provide the defined scope of services and meet CMSA's qualification requirements.

VI. Equipment, Materials, and Supplies Procurement

Agency staff shall conduct the following processes for procuring equipment, materials, and supplies.

- A. For the purchase of equipment, materials, and/or supplies whose costs are within the General Manager's signatory authority, such procurements shall be performed under the *Purchasing* policy.
- B. For the purchase of equipment, materials, and/or supplies that require the Board's approval, contracts or purchase orders shall be awarded to a vendor/supplier using the Agency's *Equipment Procurement* and *Material Procurement* policies, unless sole source procurement is justified and approved by the Board.

VII. Cooperative Agreements

The General Manager shall determine when the Agency may enter into intergovernmental cooperative agreements to achieve economies of scale, promote Agency goals and objectives, or where it is financially advantageous.

Cooperative agreements may be used when the Agency can join contractually with other public agencies to meet mutual contractual needs. Such agreements may be bid or negotiated together with the cooperating agencies, or utilize new or existing contracts that allow for cooperative arrangements.

VIII. Organic Waste Disposal Agreements

Agency staff have the authority to negotiate and approve disposal agreements with public agencies or private haulers of organic waste materials, for digestion and the production of biogas for use in the Agency's Organic Waste and Power Delivery Programs. The terms and conditions of each new agreement shall be comparable to those in the Agency's most current Central Marin Food-to-Energy Program Agreement with Marin Sanitary Service, and the fee structure will align with the provisions in current Fee Ordinance.

When a new agreement is executed, staff will inform the Board at its subsequent meeting and provide information on the delivery frequency and the projected monthly revenue.

IX. Contract Amendment Authority

Agency staff shall have the following authority to amend or modify terms, conditions, and provisions in approved contracts and agreements, if the change benefits the Agency.

- A. Staff approved contracts: Administrative and technical changes are authorized if they do not impact the total contract cost. If there is a cost impact, the sum of the contract amount and the additional cost does not exceed the limits in the Signature Authority Policy.
- B. Board approved contracts: In construction contracts, any change is authorized if it doesn't result in a cost impact that exceeds the contract's construction change order authority limit in the Signature Authority Policy. For all other contracts, any change is authorized if it doesn't result in the contract's total cost being greater than the contracting authority in the Signature Authority Policy.

Amendments that exceed the staff delegated signature authority shall be brought to the CMSA Board for consideration.



BOARD MEMORANDUM

January 9, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Revised Administrative Policies #8, #11, #12, and #13

Recommendation: Approve the revised Administrative Policies for the Cost Savings Award Program (#8), Beneficial Use of Agency Products (#11), Use of Board/Conference Room by Outside Organizations (#12), and Filming and Photographing on Agency Property (#13).

Discussion: CMSA has Personnel, Financial, Administrative, and Safety Policy Manuals, and management staff periodically review and revise policies and procedures in each manual. In November, staff began the process to review and update the Administrative Policy Manual, which is comprised of 51 general, financial, human resources, contract administration, safety, security, and information technology policies and procedures. Several of the policies are Board approved, and staff plan to bring these individually to Board meetings over the next several months, after they are updated by staff, for consideration of approval.

Last month, the Board approved the Disposal of Surplus Assets policy (#3). Revisions to the four attached policies are minor with the proposed policy changes shown in red text.

Attachments:

- 1) Administrative Policy #8: Cost Savings Award Program
- 2) Administrative Policy #11: Beneficial Use of Agency Products
- 3) Administrative Policy #12: Use of Board/Conference Room by Outside Organizations
- 4) Administrative Policy #13: Filming and Photographing on Agency Property

POLICY/PROCEDURE #:	8
SECTION:	ADMINISTRATIVE – GENERAL
SUBJECT:	Cost Savings Award Program
DATE:	1/14/24 <i>(Board Approved)</i>

PURPOSE

To encourage and support Agency employees' efforts in identifying and implementing ways to continuously improve CMSA operations and business practices. The Agency will support this creativity and innovation by sharing a portion of the savings with the employee(s) who implement the cost saving activities.

SCOPE

The costs saving categories are energy reduction, chemical cost reduction, and labor savings. Other categories may be considered on a case-by-case basis, as determined by the employee's department manager.

PROCEDURES

I. Administration

- A. The review and implementation procedures outlined in this Policy, and the associated forms, may be revised as necessary based on the program's effectiveness.
- B. This procedure supplements, and is to be used in conjunction with, the following forms:
 - 1) **Cost Savings Award** Application
 - 2) **Cost Saving Award** Evaluation

Forms can be found on the Agency's shared drive: S:\Lib-Forms and Templates\Staff Forms
- C. The department manager will maintain a file of all proposals and evaluations, prepare newsletter articles as appropriate, coordinate the evaluation process, and recommend any award distribution.
- D. The employee's department manager will evaluate proposals of projects and evaluate completed projects and coordinate with other staff on the evaluation process as needed.

II. Eligibility

All Agency employees except senior managers are eligible to participate in the program.

III. Project Proposals

- A. Individuals or teams may propose cost savings measures; teams are encouraged since the implementation, measurement, and analysis of projects and outcomes may involve multiple departments.
- B. Proposers are responsible for performing a pre-screening of ideas, completing the application form, developing the implementation plan, and gathering data for measuring and analyzing outcomes.

IV. Project Evaluation Process

- A. The following summarizes the proposal review for proposed projects and completed projects:
 - 1) Each proposing individual or team will complete the information on the Application or Evaluation form, as appropriate, and submit it to their department manager.
 - 2) Department manager will perform the formal review within two weeks of receiving the form.
 - 3) Technical Services and Finance staff may assist with technical aspects of the proposal or evaluation review, as needed.
 - 4) If the department manager recommends a proposed project for implementation or a completed project for consideration of award, the General Manager will make the final determination.
 - 5) Once a project proposal has been reviewed and authorized by the General Manager, the proposer(s) will coordinate with the appropriate department manager(s) to implement the proposal on a trial basis.
 - 6) Proposers will gather, or coordinate gathering of, all pertinent data to determine the approved project's cost savings.

VI. Determination of Cost Savings

- A. Savings will be calculated according to the following steps:
 - 1) Department manager(s) will submit a final report and any award recommendation to the General Manager
 - 2) Final Report will include what measure(s) were used to calculate baseline costs and cost savings.

- 3) If savings will accrue over time, the appropriate time period for determining savings will be included with the final report.
- 4) The proposer(s) will coordinate the data gathering to support the cost savings calculations.
- 5) Appropriate staff will review the proposed cost savings calculations for accuracy.

VII. Award Amounts

- A. Awards for successful projects will be based on the verified cost savings calculated as described above.
- B. Award will be received as monetary award.
- C. Monetary awards will be made by the Agency as a single, one-time payment for each successful project.
- D. Monetary award will be ten percent (10%) of the fixed amount of savings, up to \$10,000 per each successful project.
- E. For team proposals, the team will determine award allocation amongst team members, but the total amount will not exceed \$10,000 per each successful project.

POLICY/PROCEDURE #:	11
SECTION:	ADMINISTRATIVE – GENERAL
SUBJECT:	Beneficial Use of Agency Products
DATE:	1/14/2024 <i>(Board approved)</i>

POLICY

CMSA is committed to pursuing the beneficial use of Agency products by identifying resources that generate value for the Agency and its customers, improve environmental quality, and contribute to the local economy.

PROCEDURE

1. CMSA will pursue beneficial ~~reuse~~ options for key Agency products such as ~~reclaimed~~ recycled water, biosolids, and biogas.
2. The Agency recognizes that as technology advances there may be opportunities to improve the quality of existing products, and recover additional products from the wastewater treatment facilities for beneficial uses. CMSA will ~~evaluate-consider~~ appropriate new and emerging technologies.
3. CMSA will highlight benefits of Agency product reuse through public education and outreach, and industry presentations.
4. When feasible, the Agency will seek out partnerships with local agencies and/or private entities on the production, distribution, and beneficial reuse of Agency products.

POLICY #:	12
SECTION:	ADMINISTRATIVE - GENERAL
SUBJECT:	Use of Board/Conference Room by Outside Organizations
DATE:	1/14/2024 <i>(Board approved)</i>

PURPOSE

To outline the criteria and process for extending the use of the CMSA Board/Conference Room during non-business hours to outside organizations ~~who are affiliated with the water or wastewater industry.~~

PROCEDURE

- I. Public or non-profit organizations eligible for consideration need to be associated with the water and wastewater industry. These may include organizations where the Agency is a member or a sponsor. Other governmental entities may also be eligible to use the Agency Boardroom.
- II. Requests from outside organizations for use of the Board/Conference Room are referred by staff to the Administrative Specialist (AS). The AS then contacts the group and gathers the necessary information:
 - A. Group name
 - B. Coordinator's name and complete contact information
 - C. Description of the meeting topic, projected attendance, and any special needs or requirements
 - D. Desired date(s) and time(s)
- ~~III. The AS enters the above information in a tracking spreadsheet on the Agency network.~~
- IV. The AS determines if the group meets the general use criteria, and if the days and times are compatible with the Agency schedule, and then reviews the request with the General Manager (GM).
- V. If approved by the GM, the AS then:
 - A. Contacts the group coordinator to confirm the meeting details
 - B. Sends a confirmation email ~~or letter~~ to the group coordinator
 - C. Enters the meeting dates on the Agency calendar
 - D. Notifies operations staff of the meeting schedule, including the hours the Administrative building lights need to be kept on, and the lobby door and

Andersen Drive access gate kept open.

- E. Notifies maintenance staff of the meeting schedule so the Administrative building lobby, public restrooms, and Board/conference room are cleaned prior to the meeting.
 - F. Reminds operations staff the day of the meeting, at the start of the shift during which time the meeting is to be held.
- VI. If the group's request is denied, the AS will contact the group coordinator with an explanation of why the meeting was not determined appropriate for CMSA Board/Conference Room use.
- VII. The GM will confer with the Board Chair as needed.

POLICY #:	13
SECTION:	ADMINISTRATIVE - GENERAL
SUBJECT:	Filming and Photographing on Agency Property
DATE:	1/14/24 <i>(Board approved)</i>

POLICY

The Agency will allow the use of Agency facilities and grounds for the filming or photographing for appropriate projects, at the discretion of the General Manager or designee.

PROCEDURE

I. Filming and Photographing Request

- A. Requests from outside organizations for use of the Agency facility or grounds are referred by staff to the Administrative Specialist (AS). The AS then contacts the requestor and gathers the basic information below:
 - 1) Production company, entity, agency, or firm name
 - 2) Coordinator's name and complete contact information
 - 3) Description of the project, number of people anticipated to be on-site, and any special needs or requirements
 - 4) Desired date(s) and time(s); and duration of the project
- B. The AS verifies the company/firm identity, then forwards the request with the above information to the General Manager (GM) or designee for consideration.
- C. If the project is not approved by the GM, the AS will contact the requestor with a brief description of the reason.

II. Indemnification and Insurance

The CMSA waiver and indemnification forms, along with insurance documents, must be submitted and approved prior to the ~~production company entity~~ being allowed on site. Private entities must provide an approved San Rafael Film Business License, and prepay any anticipated Agency expenses associated with on-site production activities.

III. Prior to Production Day(s)

The AS will perform the following tasks:

- A. Contact the project representative to discuss production details (dates, times, number of people, contact information, etc.), and request a written confirmation.
- B. Notify the Executive Team of the upcoming production schedule, who will

determine appropriate administrative activities, required supervision, and prepayment amount.

- C. Send a confirmation email ~~or letter~~ to the contact person, including an invoice if payment is required, requesting the following documents be supplied:
 - 1) City of San Rafael Film Business License
 - 2) Signed waiver form
 - 3) Signed indemnification form
 - 4) Insurance documentation (General Liability, Automobile Liability, and Worker's Compensation) with CMSA required endorsements
 - 5) CMSA staff supervision payment
- D. Ensure that the above documents are received and approved prior to the production date.
- E. Enter the production date(s) on the Agency calendar.
- F. Forward the fee payment to Finance, and file the submitted documents.

IV. On-site Coordination and Supervision

- A. The Treatment Plant Manager or designee will perform a general safety awareness training for film/photography personnel before on-site production activities begin.
- B. A designated staff member will monitor production activities, if required.
- C. Any problems or conflicts that arise out of the production activities will be brought to the attention of the General Manager.
- D. The production activities must be performed in a safe manner, and not disrupt Agency work, operations, or other related activities.

IV. Fee Waiver

The General Manager may waive the administrative and/or staff supervisory fees for public agencies if their production activities are for educational purposes, benefits the water/wastewater industry, or is for another worthwhile cause.

CMSA General Liability Waiver and Indemnification forms, and insurance requirement documents can be found at S:\Dept - Administration\Forms & Templates Source Files\ADMINISTRATIVE



BOARD MEMORANDUM

January 9, 2025

To: CMSA Commissioners and Alternates

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

Subject: **Revised Maintenance Supervisor and Assistant Maintenance Supervisor Job Descriptions**

Recommendation: Approve the revised Maintenance Supervisor and Assistant Maintenance Supervisor job descriptions.

Summary: Staff has revised the Maintenance Supervisor and Assistant Maintenance Supervisor job descriptions to update each classification's job duties and responsibilities and modify their qualifications to provide greater recruitment flexibility. The revised marked-up job descriptions are attached.

Details: Periodic updates to job descriptions ensure alignment with the Agency's strategic and business plans and the evolving needs of the Agency. Key revisions include:

- Allowing candidates to substitute a specified number of years of relevant work experience for California Water Environment Association certifications. This change broadens the pool of qualified candidates and supports emphasis on field experience and technical skills in hiring and promotions. This change is similar to approved changes in the Mechanical Technician and Electrical/Instrumentation Technician job descriptions.
- The Assistant Maintenance Supervisor position has remained unoccupied since 2022 for maintenance staff to gain leadership experience, develop supervisory skills, and complete relevant training required for this position.
- Expanding the job requirements to include candidates with either mechanical or electrical & instrumentation experience encourages a more diverse range of job applicants and provides a multidisciplinary approach within the maintenance department.

Attachments:

- 1) Revised Maintenance Supervisor Job Description.
- 2) Revised Assistant Maintenance Supervisor Job Description.



CENTRAL MARIN SANITATION AGENCY

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

MAINTENANCE SUPERVISOR

SUMMARY

Under supervision of the Treatment Plant Manager, supervises and provides direction to subordinate supervisors, lead workers, maintenance technicians, electrical & instrumentation technicians, industrial utility laborers, and utility workers. Performs preventive and corrective maintenance, repairs and replacement work on stationary and mobile equipment ~~as found in the wastewater treatment plant, collection systems, and related facilities~~. The position assists with the ~~Agency's~~ short- and long-range asset management planning and budgeting through the use of the Agency's Computerized Maintenance Management System (CMMS). The position ensures that maintenance department activities adhere to all applicable laws, regulations, and Agency policies, and performs other duties as assigned.

DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to the following:

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Maintenance Department.
- Directs the work of the Maintenance Department and coordinates as necessary with other Agency departments, work groups, and staff.
- Prepares, administers, and is responsible for department budget development; forecasts funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Plans, prioritizes, assigns, supervises, and reviews maintenance activities and the work of subordinate staff.
- Ensures that all department staff have weekly work activities planned and assigned utilizing the CMMS scheduling module.
- Ensures that all daily accomplished work, as well as parts, materials, and services used to complete the work, are recorded in the CMMS and in document files.
- Installs, performs preventive maintenance on, and repairs and replaces ~~Agency's managed and/or maintained~~ equipment.
- Stipulates safe work practices and mandates adherence to all CMSA safety policies and procedures. Observes appropriate safety procedures, oversees Equipment Specific LOTO Procedures, and works to applicable codes and guidelines. Assigns and/or leads training and safety sessions as required.
- Manages and organizes inventory storage to maintain parts, materials, supplies and tools; requisitions additional materials as required by CMMS inventory control or for projects.
- Troubleshoots complex equipment problems, and estimates time, equipment, and materials required to affect repairs.
- Participates in maintenance functions of the treatment plant, pump stations, power generation and distribution systems, Agency buildings, and related facilities, ~~performing such activities as:~~
- ~~Inspecting a variety of complex stationary and mobile mechanical equipment, facilities, and related appurtenances.~~
- ~~Maintaining the Agency's cogeneration facilities.~~
- ~~Maintaining collection system assets that the Agency is contractually obligated to maintain for other entities.~~

- ~~Repairing, overhauling, or replacing malfunctioning, damaged or worn parts, materials, and equipment.~~
- ~~Cleaning, servicing, and painting equipment, machinery, vehicles, structures, buildings, pipelines, storage tanks, and any additional items.~~
- ~~Reading and interpreting specifications, diagrams, manuals, and other documentation.~~
- ~~Designing equipment installations and modifications; making required mathematical calculations and preparing schematics and diagrams for documenting installations;~~
- ~~Using and maintaining a variety of hand and power tools and safety equipment.~~
- ~~Performs confined space entry as required.~~
- Regularly reviews critical equipment records to ensure asset condition updates and repair planning.
- Attends meetings and trainings and prepares reports as necessary.
- Performs the duties of the Treatment Plant Manager on a ~~relief or~~ as-assigned basis.

SUPERVISORY RESPONSIBILITIES

This position supervises the employees in the maintenance department ~~including assistant supervisors, electrical & instrumentation technicians, lead maintenance workers, mechanical technicians, and utility workers.~~ The employee carries out supervisory responsibilities in accordance with Agency guidelines and policies, and applicable labor, regulatory, and safety laws and regulations. Responsibilities include interviewing, making hiring recommendations, and training employees; planning, assigning, and directing work; tracking and authorizing time sheets; setting staff work expectations, performance goals, and work plans; appraising performance; rewarding and disciplining employees; investigating and addressing complaints, and resolving problems.

QUALIFICATIONS

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

Education and/or Experience

Possession of a Plant Maintenance Mechanical ~~or Electrical & Instrumentation~~ Technologist Grade IV certificate issued by the California Water Environmental Association (CWEA), or six years of progressively responsible experience in the maintenance and repair of a variety of equipment, structures, and facilities such as found in ~~a secondary wastewater treatment plant and related pumping water, wastewater, or industrial~~ facilities. ~~The ability to obtain a Grade IV certificate within the probationary period of employment in the position.~~ Equivalent to graduation from high school supplemented by relevant training ~~required for certification by the CWEA. A college degree is desirable~~ required.

Interpersonal Skills

Ability to interact with others (co-workers, supervisors, subordinates, vendors, member agencies, and the general public) in a professional manner; to accept constructive criticism from managers, peers and subordinates; to work as a team member or independently as needed; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting self or others; to arrive at work as scheduled and to work the shift hours as scheduled.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports, correspondence, and procedures. Ability to effectively present information and respond to questions from staff, other departments' managers, customers, the public, and technical representatives.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to recognize, mitigate, and correct unsafe conditions.

CERTIFICATES, LICENSES, REGISTRATIONS

- ~~• Must possess Plant Maintenance Mechanical Technologist Grade IV certification issued by the California Water Environment Association (CWEA).~~
- Either possession of a Grade IV Mechanical or Electrical & Instrumentation Technologist certificate issued by CWEA, or six years of facilities maintenance experience making repairs on a variety of mechanical or electrical equipment, structures, and appurtenances. ~~The ability to obtain a Grade IV certificate within the probationary period of employment in the position.~~
- Must possess and maintain a valid California Class C driver's license, have a satisfactory driving record, and continue to meet CMSA driving standards.
- Failure to maintain these standards may result in loss of employment.

PHYSICAL DEMANDS

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

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, to reach with hands and arms, and to talk or hear in person or on the telephone or radio. Hearing is frequently required for equipment operation analysis.
- The employee frequently is required to stand, walk, sit, climb, balance, stoop, kneel, crouch, or crawl.
- The employee is occasionally required to smell, using odors to determine process or equipment problems.
- The employee must be able to lift and/or move up to 25 pounds to shoulder height, up 50 pounds to waist height, and up to 100 pounds up to 9" off the ground (such as for a manhole cover).
- Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Examples of the physical demands for this position, including their activity and duration, are available from Administration.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the functions of this job. While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and outdoor weather conditions. The employee is occasionally exposed to high, precarious places, toxic or caustic chemicals, construction project site conditions, extreme heat, risk of electric shock, and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment.

Employee will be required to be on "On Call Standby Duty" on a rotating basis and will be required to be

available to work overtime and off-shift hours, including weekends, on a project or emergency basis.

SPECIAL REQUIREMENTS

There are no special requirements for this job.

RIGHT TO WORK DOCUMENTATION

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

Job Title: Maintenance Supervisor
Department: Maintenance
Reports To: Treatment Plant Manager
FLSA Status: Non-Exempt
Revised Date: January 2025



CENTRAL MARIN SANITATION AGENCY

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

ELECTRICAL/INSTRUMENTATION ASSISTANT MAINTENANCE SUPERVISOR

SUMMARY

Under supervision of the Maintenance Supervisor, ~~supervises, directs and reviews the work of electrical and instrumentation technicians (E&I)~~ **supervises and provides direction to subordinate lead workers, maintenance technicians, electrical &/ instrumentation technicians, industrial utility laborers, and utility workers.** Plans, organizes, schedules, oversees and performs preventive, **predictive**, and corrective ~~electrical and instrumentation~~ maintenance, repairs, and replacement work on stationary and mobile equipment as found in a wastewater treatment plant, collection systems, and related facilities. Regularly uses a Computerized Maintenance Management System (CMMS) to create, schedule and assign, perform, complete, and reconcile work orders. Ensures that ~~E&I technician~~ **maintenance department** activities adhere to all applicable laws, regulations, and Agency policies. ~~Performs related work as required.~~

DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to the following:

- ~~Plans, prioritizes, assigns, supervises, and reviews maintenance activities, and the work of E&I technicians, and department staff as assigned.~~
- **Plans, prioritizes, assigns, supervises and reviews maintenance activities and the work of electrical & instrumentation technicians, lead maintenance workers, mechanical technicians, and utility workers and department staff as assigned.**
- Installs, performs preventive maintenance on, and repairs and replaces Agency managed and/or maintained ~~electrical and instrumentation~~ equipment.
- Provides technician training and development as needed. Stipulates safe work practices and mandates adherence to all CMSA safety policies and procedures. Instructs employees in safe work practices and procedures to be followed while working with and around ~~electrical as well as mechanical all~~ equipment.
- Prepares clear, accurate, and effective correspondence, reports, documentation, specifications, procedures, and other written material.
- Manages contracts and projects as required.
- Directs the work assigned by the Maintenance Supervisor and coordinates as necessary with other Agency departments, work groups and staff.
- Financial duties include participation in the annual Maintenance Department budget development, recommending short- and long-term Agency capital improvements, and assisting with the development of Agency **contract** managed asset budgets and capital improvements.
- Attends, leads, and participates in meetings, trainings, and safety sessions, and on teams and subcommittees as required.
- Directs and organizes ~~E&I parts~~ inventory storage to maintain parts, materials, supplies and tools; requisitions additional materials as required by CMMS inventory control or for projects.

- Troubleshoots complex equipment problems, plans and estimates time, equipment, and materials required to effect repairs.
- ~~Installs and maintains Agency security systems including plant cameras, entry gates, plant radios, and repeater communication systems, licensing, and call-all annunciator.~~
- Maintains power systems including cogeneration tuning and controls, emergency generator transfer controls and switchgear, and various battery backup systems.
- Installs, monitors, tests, calibrates, troubleshoots, maintains and repairs a variety of complex, pneumatic, electrical, electronic, hydraulic, heating, air conditioning, control equipment, and electro-mechanical systems.
- Reads and interprets specifications, diagrams, manuals, and other documentation for troubleshooting and for design comments.
- ~~Performs confined space entries as required.~~
- Maintains accurate records in CMMS and document files of work performed, and materials and supplies used.
- Regularly reviews critical equipment records to ensure asset condition updates and repair planning.
- Coordinates work, and cooperates with department managers and their staff, contractors, Agency customers, and the general public as necessary.
- Performs the duties of the Maintenance Supervisor ~~on a relief or~~ on an as-assigned basis.

SUPERVISORY RESPONSIBILITIES

~~This position supervises the E&I technicians in the maintenance department and other employees as assigned.~~ This position supervises/assists with supervising the employees in the maintenance department including electrical & instrumentation technicians, lead maintenance workers, mechanical technicians, and utility workers. The employee carries out supervisory responsibilities in accordance with agency guidelines, policies, and applicable labor, regulatory and safety laws. Responsibilities include interviewing, making hiring recommendations, and training employees; planning, assigning, and directing work; tracking and authorizing time sheets; setting staff work expectations, performance goals, and work plans; appraising performance; rewarding and disciplining employees; investigating, addressing and resolving personnel complaints and related problems.

QUALIFICATIONS

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

Education and/or Experience

~~Equivalent to completion of an Associate of Arts degree with major course work in process instrumentation and electronic technology or a field related to the work. Additional experience as outlined below may be substituted for the education on a year-for-year basis. Three years of progressively responsible technical experience in installing, maintaining and upgrading electrical and instrumentation equipment.~~

Possession of a Mechanical or Electrical & Instrumentation Technologist Grade IV certificate issued by the California Water Environmental Association (CWEA), or five years of progressively responsible experience in the maintenance and repair of a variety of equipment, structures, and facilities such as found in a secondary water, wastewater treatment plant and related pumping, or industrial facilities. The ability to obtain a Grade IV certificate within the probationary period of employment in the position . Equivalent to graduation from high school supplemented by relevant training required for certification by the CWEA. A college degree is desirable.

Interpersonal Skills

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

Language Skills

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

Mathematical Skills

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with abstract and concrete variables. Ability to recognize, mitigate and correct unusual, inefficient or dangerous operating conditions.

CERTIFICATES, LICENSES, REGISTRATIONS

- ~~Must possess Electrical/Instrumentation Grade IV certification issued by the California Water Environment Association (CWEA), or possess a Grade III Electrical/Instrumentation certificate with the ability to obtain a Grade IV certificate within the probationary period of employment in the position.~~
- **Either possession of a Grade IV Mechanical or Electrical & Instrumentation Technologist certificate issued by CWEA, or five years of facilities maintenance experience making repairs on a variety of mechanical or electrical equipment, structures, and appurtenances. The ability to obtain a Grade IV certificate within the probationary period of employment in the position.**
- ~~Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards.~~
- Failure to maintain this standard may result in loss of employment.

PHYSICAL DEMANDS

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

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear in person or on the telephone or radio.
- The employee frequently is required to stand, walk, sit, and reach with hands and arms, and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

- The employee must be able to lift and/or move up to 25 pounds to shoulder height, up to 50 pounds to waist height, and up to 100 pounds up to 9" off the ground (such as for a manhole cover).
- Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Examples of the physical demands for this position, including their activity and duration, are available from Administration.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the functions of this job. While performing the duties of this job, the employee is frequently exposed to risk of electric shock, moving mechanical parts, fumes or airborne particles, wet and/or humid conditions, and outdoor weather conditions. The employee is occasionally exposed high, precarious places, toxic or caustic chemicals, construction project site conditions, extreme heat, and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment.

Employee will be required to be "On-Call" on "Standby Duty" on a rotating basis and will be required to be available to work overtime and off-shift hours, including weekends, on a project or emergency basis.

SPECIAL REQUIREMENTS

There are no special requirements for this job.

RIGHT TO WORK DOCUMENTATION

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

Job Title: ~~Electrical/Instrumentation~~ Assistant Maintenance Supervisor
Department: Maintenance
Reports To: Maintenance Supervisor
FLSA Status: Non-Exempt
Revised Date: January 2025

**BOARD MEMORANDUM**

January 9, 2025

To: CMSA Commissioners and Alternates**From:** Jason Dow, General Manager**Subject:** 2024 Performance Metric Report**Recommendation:** Accept the Agency's 2024 Performance Metric Report.

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

2024 Performance Highlights: The Agency's staff and operations continue to perform at a high level, with the highlights and comparison tables of selected metrics over the past several years shown below.

- CMSA met its NPDES permit requirements last year and is eligible for the NACWA - 7 Platinum Peak Performance Award. This our seventh consecutive year of 100% NPDES permit compliance.
- 4.75 billion gallons of wastewater were treated to a high level, with approximately 96% of the conventional pollutants removed. Annual wastewater volume variances are attributable to the number, duration, and intensity of wet weather events each year, which contribute a significant amount of stormwater and groundwater infiltration into the sewer collection system.

	2024	2023	2022	2021	2020	2019	2018	2017
Billion Gallons Treated	4.75	4.87	3.53	3.95	3.48	5.01	3.99	4.91

- 5,355 wet tons of biosolids were produced and beneficially reused as either soil amendment and fertilizer at land application sites or disposed at the Redwood Landfill. Biosolids production variances can be due to the amount of settled material flushed from collection systems during major rain events, volume of organic wastes received, dewatering system performance, and if a digester is drained and cleaned.

	2024	2023	2022	2021	2020	2019	2018	2017
Wet Tons of Biosolids	5,355	5,279	5,373	6,306	5,828	6,318	6,553	6,324

- 105.3 million cubic feet of biogas were produced and had an equivalent natural gas procurement value of approximately \$506,127. The decrease in biogas production in 2021 and 2022 is directly attributable to removing and replacing the membrane cover systems on both anaerobic digesters. The increase in biogas production last year is attributed to an increase in organic deliveries from Marin Sanitary Service and new deliveries from Sustainable Organic Solutions.

	2024	2023	2022	2021	2020	2019	2018	2017
Biogas Production – million ft ³	105.3	100.7	78.6	83.9	98.9	101.1	100.2	102.6

- Operations and Maintenance staff completed 21,817 hours of planned Preventative Maintenance (PM) and Corrective Maintenance (CM) related work. Three retired annuitants worked on special projects during 2024 and continued to train new Maintenance department staff.

	2024	2023	2022	2021	2020	2019	2018	2017
Work Order Hours	21,817	18,290	15,611	15,075	18,776	11,267	14,801	12,184
PM/CM ratio	1.22	1.5	1.75	2.0	1.95	0.92	0.61	0.87

- Overtime was only 1.8% of regular hours worked. Various factors affect overtime authorization during a year, including number of significant wet weather events requiring, responding to after-hours system and equipment mechanical problems, and maintaining minimum operational staffing.

	2024	2023	2022	2021	2020	2019	2018	2017
Overtime %	1.8%	2.2%	1.8%	2.1%	1.4%	1.8%	1.8%	1.9%

- CMSA employees received 2,069 hours of safety, process control, work practice, leadership, mechanical/technical equipment, project related, employment law, and industry specific training. The decrease in 2020 and 2021 was due to COVID Shelter In Place (SIP) public health orders, and the continued lower training hours are likely due to more training being offered virtually, reducing training event travel time.

	2024	2023	2022	2021	2020	2019	2018	2017
Training Hours	1,476	2,069	1,598	2,305	1,692	3,159	2,965	2,439

- Environmental compliance staff performed 28,862 laboratory analyses for process control, NPDES permit reporting, quality assurance/quality control, and member agency sanitary sewer overflows, and special nutrient program data collection.

- Environmental compliance staff performed 452 field inspections of businesses for compliance under our source control programs. Last year, due to increased lab analyses for process studies and the nutrient removal project needs, Environmental Services Analysts were needed to provide laboratory support services resulting in a lower number of field inspections. With the hiring of a new laboratory analyst, field inspections will be return to normal levels is 2025.

	2024	2023	2022	2021	2020	2019	2018	2017
Source Control Inspections	452	611	607	558	643	783	311	321

- Our public education activities reached 6,526 people – elementary school students at our Schools Program presentations, students and stakeholder groups that tour the Agency, and members of the public who visit the public education booth at environmentally focused events throughout the county. In 2020, there was a significant reduction in events as COVID SIP orders closed schools and prohibited indoor and outdoor events.

	2024	2023	2022	2021	2020	2019	2018	2017
Public Outreach – number of people	6,526	6,186	8,704	5,822	2,631	8,800	6,024	8,939

- Staff posted 34 odor alerts to our website and the Agency did not receive any odor complaints.

2023/2024 Organizational and Staff Awards: CMSA and its staff continue to receive recognition from regional, state, and national industry associations.

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

Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting – for our FY23 Annual Comprehensive Financial Report. CMSA has received this award for *twenty-two* consecutive years.

GFOA Popular Annual Financial Reporting Award – for our FY23 Popular Annual Financial Report. This is the *fourteenth* consecutive year that the Agency has received this award.

GFOA Distinguished Budget Presentation Award – for our FY24/25 Adopted Budget. This is the *nineth* consecutive year that the Agency has received this award.

2024 CWEA Redwood Empire Section Awards: CMSA and staff received six awards, and these will be presented in a separate agenda item at the January 14, 2025, Board meeting.

Attachment:

- 2024 Performance Metric Report

TABLE I - TREATMENT/PROCESS METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Wastewater Treated	Volume of wastewater influent treated and disposed, in billion gallons (Bg)	4.75 Bg	1.98 – 9.84 Bg
2) Recycled Water Use	Volume of recycled water produced and used on-site, in million gallons (Mg) Volume delivered at the truck fill station, in thousand gallons (Kg)	336.6 Mg 415.3 Kg	300-480 Mg variable
3) Biosolids Reuse	Reuse at the Redwood Landfill, in wet tons (wt) Fertilizer and soil amendment at land application sites, in wet tons (wt) Bio-Fertilizer production at the Lystek facility, in wet tons (wt)	3,675 wt 17.5 wt 1,662.5 wt	4,320 – 7,980 wt
4) Conventional Pollutant Removal	Removal of the conventional NPDES pollutants - Total Suspended Solids (TSS) and Biological Oxygen Demand (BOD) a. tons of TSS removed; % TSS removal (annual average) b. tons of BOD removed; % BOD removal (annual average)	2,532.7 tons; 96% 2,556.5 tons; 96%	> 85% > 85%
5) Priority Pollutants Removal	Diversion of priority NPDES metals from discharge to the S.F. Bay: a. % Mercury (annual average) b. % Copper (annual average)	92% 78%	88 – 99% 75 – 98%
6) Total Inorganic Nitrogen	Total Inorganic Nitrogen in final effluent (Permitted May – September) a. % of Monthly Total Limit b. May – September rolling monthly average	85% 1,107kg	<100% <1300 kg
6) Biogas Production	Biogas generated in our anaerobic digesters, in million cubic feet (Mft ³) Natural gas equivalent of the biogas, in million cubic feet (Mft ³)	105.31 Mft ³ 67.40 Mft ³	84 to 126 Mft ³ 54 to 80.4 Mft ³
7) Power Produced	Power produced from cogeneration of biogas and purchased natural gas - in kilowatt hours. Power produced from cogeneration of biogas and delivered to the MCE Cogeneration system runtime on biogas, <i>in hours</i> Agency power demand supplied by renewable power, % Cogeneration system uptime, <i>in hours</i> Biogas value (natural gas cost equivalent).	6,066 MWh 0.844 MWh 7,548 hrs 87% 8,657 hrs, 98.56% \$509,127	4,560 to 5,760 MWh 0.42 to 0.78 MWh 7,200 hrs 80 - 100% 7,800 hrs \$360,000 to \$720,000
8) Efficiency	The cost to operate and maintain the treatment plant per million gallons of wastewater treated, in dollars per million gallons. (\$/Mg) Energy used, kilowatt hours, per million gallons treated. (kWh/Mg)	\$3,183 1,449 kWh/Mg	\$2,500-\$5,400/Mg (wet - dry) 670 - 2,400 kWh/Mg

CMSA ANNUAL PERFORMANCE METRICS - 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 = 844 External = 632	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);	12,006 hrs 9,365 hrs (95.4%) 446 hrs (2.0%) 1.22	9,600 – 13,200 hrs ≥ 70% total CM hrs ≤ 30% total hours ≥ 0.45
3) Overtime Worked	Overtime hours worked % of regular work hours	1,668 hrs 1.8%	< 5%
4) Internship Program	Number of high school and college student interns work hours	1,829 hrs	Variable

Table III- PUBLIC OUTREACH

Metric	Definition	Measurement	Target/Goal
1) Public Education Events	Attendance at public education outreach events; # of booth visitors	3,024	3,000/year
2) School Events	Participation or sponsorship in school outreach events; attendees	3,071	variable
3) Agency Tours	Tours given to students and the public; # of people	433	variable
4) Odor Notifications	Number of odor alerts posted to the Agency website	34	12-120
5) Odor Complaints	Number of odor complaints received from the public	0	0

CMSA ANNUAL PERFORMANCE METRICS - 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	3,265	2,400 – 6,000
3) Process Control Analyses	# of analyses by the CMSA laboratory for process control monitoring	10,032	4,800 – 10,800
4) Contract Laboratory Analyses	# of analyses by contract laboratories for regulatory compliance reporting, and source control program monitoring.	1,198	300 – 1,800
5) Quality Control Testing	# of CMSA performed laboratory analyses for QA/QC purposes	13,353	6,000 – 18,000
6) Water Quality Sample Analyses	# of ammonia, total and fecal coliform, enterococcus, and/or sulfide analyses performed for the CMSA member agencies, and occasionally source control monitoring analyses.	2,212	600 – 6,000
7) Source Control Inspections	Inspections of industrial and commercial businesses in the Agency's and LGVSD's source control programs and Novato Sanitary District's Mercury Reduction Program – 199 businesses and 100 dental offices.	171	120 - 360
8) FOG Program Inspections	Inspections of food service establishments (FSEs) in the Almonte, TCSD, SD2, RVSD, SRSD, and LGVSD service areas – approx. 314 FSEs are regulated.	281	360 – 600
9) Permits Issued/Renewed	Permits issued for the source control programs – pretreatment, pollution prevention, food service establishments, and ground water discharge	142	variable



BOARD MEMORANDUM

January 9, 2025

To: CMSA Commissioners and Alternates

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

Approved: Jason Dow, General Manager

Subject: **Authorization to Bid the Grit Classifiers Replacement Project**

Recommendation: Adopt the construction contract documents for the Grit Classifiers Replacement Project and authorize the General Manager to advertise the project for public bidding.

Summary: The Grit Classifiers Replacement Project (Project) scope of work includes the demolition and replacement of three aging grit classifiers with two new grit washers, replacement of five grip pumps, installation of new check valves, plug valves, piping, and seal water systems, and performing all associated mechanical, structural, instrumentation and electrical retrofits in the Grit Handling Room to integrate the new equipment into the existing grit handling process. If the Project is authorized to bid, the construction phase is anticipated to begin in May 2025.

Fiscal Impact: The Agency's 10-year Capital Improvement Program (CIP) allocates \$2,452,000 for the Project, with \$1,842,000 budgeted in FY25 for design and to begin construction and \$610,000 in FY26 to complete construction. To date, the Board authorized \$907,134 at the May 2024 meeting to pre-purchase two new grit washers and \$314,088 at the October 2024 meeting to pre-purchase five new grit pumps, and \$176,450 is allocated in FY25 for the engineering design, totaling \$1,397,672.

The CIP allocates \$1,200,000 for construction and the engineer's estimate for construction is \$1,850,000. During design, several Project elements were added to the original scope of work. that will increase the Project cost. These include unplanned structural modification to the Grit Handling Room floor to support the grit washers, larger grit pumps for increased hydraulic capacity, variable frequency drives for each new pump, and additional valves and piping to provide operational flexibility.

Revised Project costs will be provided as part of the construction contract award memorandum at the March Board meeting, and the additional construction funding will be incorporated into FY26 CIP Budget.

Discussion: The Agency has five grit classifiers and grit pumps that remove grit from the influent wastewater before it flows to the primary clarifiers. Four of the grit classifiers are more than 20 years old and a fifth classifier was installed in 2010. As the equipment operates in a very corrosive and erosive environment due to pumping highly abrasive grit materials, they have been requiring more frequent maintenance. Additionally, replacement parts for the existing pumps are becoming difficult to source due to their age. In October 2023, the Board approved retaining Carollo to provide engineering design services to replace the grit classifiers. To streamline the project construction schedule, minimize contractor markups and to customize the design process, the new grit washers were pre-purchased with the Board's approval in May 2024, and the Board authorized the pre-purchase of the grit pumps in October 2024. Sole-source specification for the plug valves, grooved fittings/couplings, and motor control center components was also approved by the Board during the October and November meetings.

The design includes replacing three of the existing grit classifiers with two new grit washers, which allows for redundancy should any of the grit washers be out of service during wet weather. Due to the footprint and weight of the new grit washers being installed on the first floor, structural retrofits to the ceiling below will be required to properly support the units. Furthermore, additional piping and valves are also required to allow operational flexibility to transfer flows from any grit pump to any grit washer or grit classifier. The obsolete seal water system for the pumps and electrical conduit and wiring from the pumps and the grit washers to the motor control center will also be replaced.

If public bidding is authorized, staff will issue the public bid advertisement after the Board meeting, and a construction award recommendation will be prepared by the March 2025 Board meeting. Construction is anticipated to begin in May and be substantially completed by November 2025. The project's contract documents will be available at the Agency's administrative office for Board member and public review.

Alignment with Strategic Plan: This Project aligns with the Agency's FY25 Business Plan to support Goal 1 – Objective 1.3 as shown below.

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

Objective 1.3: Deliver critical and high priority Agency capital projects

Action: Finish New Grit Washers Project design and begin construction

Photos:



Existing Grit classifier



Existing Grit pump

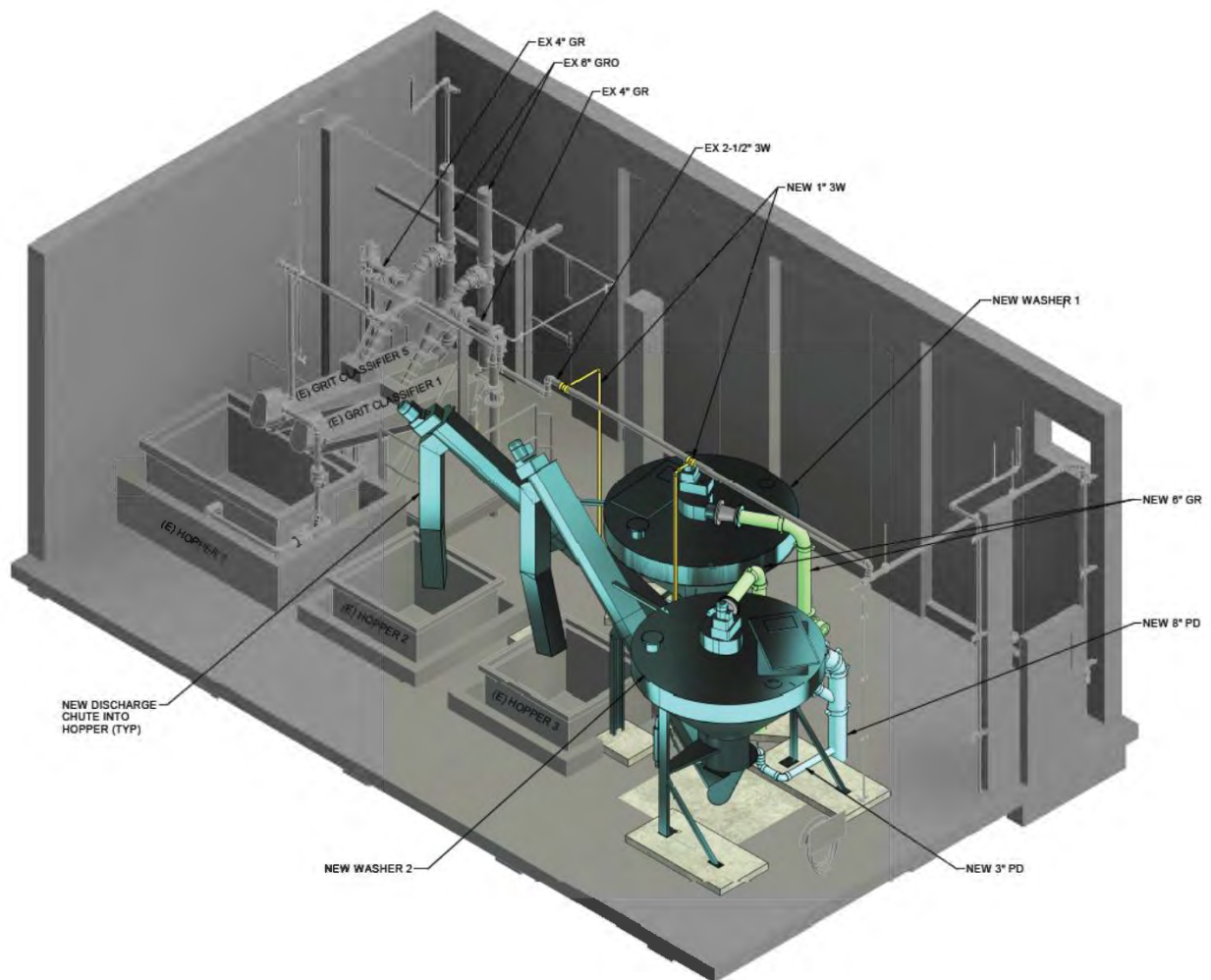


Figure 3: 3D rendering of the new grit washers in the Grit Handling Room



BOARD MEMORANDUM

January 9, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: 2024 California Water Environment Association Awards – Redwood Empire Section

Recommendation: Adopt the Resolution of Appreciation (No. 365) for Agency staff receiving the 2024 awards from the Redwood Empire Section of the California Water Environment Association.

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

Each CWEA section administers a competitive award program for individual members to nominate their respective agencies for organizational awards and/or employees for position specific awards. In 2024, CMSA received the following five awards.

- 1) Safety Program of the Year
- 2) Engineering Achievement Award
- 3) Treatment Plant of the Year
- 4) Electrical/Instrumentation Person of the Year – *Sean Clementz*
- 5) Mechanical Technician of the Year – *Brian Carr*
- 6) Pretreatment, Pollution Prevention (P3) Person of the Year – *Eromosele Esoimeme*

Award recipients will now progress to the state level competition between the award winners in the 17 CWEA sections. Pursuant to the Employee Award Recognition Administrative Policy, individual award recipients will receive a \$100 monetary award, and environmental services and laboratory employees will receive \$100 for the Community Engagement and Outreach Program of the Year award.

Attachments:

- 1) CMSA Resolution No. 365
- 2) CWEA Award notification emails



CMSA Resolution No. 365

***RESOLUTION OF APPRECIATION
TO THE EMPLOYEES OF CMSA FOR RECEIVING
2024 CWEA - REDWOOD EMPIRE SECTION AWARDS***

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

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

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

WHEREAS, the CWEA awarded the Agency with the **Safety Program of the Year** for our exceptional loss control and risk management programs and activities, and our participation in the collaborative safety director program with Novato Sanitary District; and

WHEREAS, the CWEA also awarded the Agency with the **Engineering Achievement Award** for achieving energy positive wastewater treatment to assist with achieving SB1382 climate goals, and the Agency's significant recent achievements on renewable power delivery projects, including commissioning the new cogeneration system, constructing the new liquid organic waste storage tank, installing a new primary clarifier flow optimization baffle, employing the Sentry probes on the full-scale digesters, and onboarding new organic waste suppliers.

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

WHEREAS, the CWEA awarded the **Electrical/Instrumentation Person of the Year Award** to **Sean Clementz**, who has been with the Agency for 1.5 years, in recognition of his leadership

on the Cummins Emergency Generator Replacement Project, his exceptional work ethic and commitment to enhancing the Agency's electrical performance and reliability through teamwork and technical expertise; and

WHEREAS, the CWEA awarded the **Mechanical Technician of the Year Award** to **Brian Carr**, who has been with the Agency for 2 years, in recognition of his leadership in replacing the aeration effluent isolation gates through a well-executed project plan that ensured a seamless upgrade; and dedication, problem-solving skills, and collaboration have been vital to the success of the Agency; and

WHEREAS, the CWEA awarded the Pretreatment and Pollution Prevention (P3S) Person of the Year Award to **Eromosele Esoimeme**, who has been with the Agency for 6 years, in recognition of his exceptional work as a valuable Environmental Service Analyst, providing significant contributions to CMSA's Source Control and FOG programs in inspections, permitting, plan review, and laboratory support services, as well as his active involvement in the biogas monitoring activities, and the High Risk Substance Wastewater Monitoring Study; and

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

PASSED AND ADOPTED at the meeting of the Central Marin Sanitation Agency Commissioners, County of Marin, State of California, on January 14, 2025.

AYES:

NAYS:

ABSTAIN:

ABSENT:

Eli Beckman, Commission Chair


ATTEST:

By _____
Mary Sylla, Secretary

Rebecca Brewer

From: Giuseppe Tomasino <Giuseppe.Tomasino@ghd.com>
Sent: Tuesday, December 17, 2024 11:03 AM
To: Rebecca Brewer
Subject: CWEA RES - Safety Plant of the Year (Medium)

Follow Up Flag: Flag for follow up
Flag Status: Flagged

 You don't often get email from giuseppe.tomasino@ghd.com. [Learn why this is important](#)

Good morning Rebecca,

I am happy to inform you that Central Marin Sanitation Agency was selected as the Redwood Empire Section's 2024 (Medium) Safety Plant of the Year award!

We appreciate you taking the time to nominate your agency and hope to see you at the Awards Banquet on January 24, 2025.

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

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

Happy Holidays,

Giuseppe Tomasino
Sr. Project Manager

GHD

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655 Montgomery St., Suite 1010 San Francisco, CA 94111

D 1 415 296 2046 M 1 925 639 4827 E Giuseppe.Tomasino@ghd.com

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Joyce Cheung

From: Giuseppe Tomasino <Giuseppe.Tomasino@ghd.com>
Sent: Tuesday, December 17, 2024 9:48 AM
To: Joyce Cheung
Subject: CWEA RES - Engineering Achievement Award

Good morning Joyce,

I am happy to inform you that Central Marin Sanitation Agency was selected as the Redwood Empire Section's 2024 Engineering Achievement Award winner!

We appreciate you taking the time to nominate your agency and hope to see you at the Awards Banquet on January 24, 2025.

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

Happy Holidays,

Giuseppe Tomasino
Sr. Project Manager

GHD

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From: [Giuseppe Tomasino](#)
To: ntalbot@cmsa.us.com
Subject: CWEA RES - Annual Awards
Date: Tuesday, December 17, 2024 9:44:28 AM
Attachments:

Good morning Nicholas,

I am happy to inform you that your nominees were selected for the following 2024 awards:

- Medium Plant of the Year (CMSA)
- Electrical Instrumentation Person of the Year (Sean Clementz)
- Mechanical Technician Person of the Year (Brian Carr)

After careful consideration, your nominee for Supervisor of the Year was not selected for the 2024 Award. This award received several strong nominees and the selection should not reflect negatively on the accomplishments of Scott, but rather reflect the quality of supervisors we have in our industry!

We appreciate you taking the time to nominate your agency/colleagues and hope to see you at the Awards Banquet on January 24, 2025.

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

Happ Holidays,

Giuseppe Tomasino
Sr. Project Manager

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Mark Koekemoer

From: Giuseppe Tomasino <Giuseppe.Tomasino@ghd.com>
Sent: Tuesday, December 17, 2024 10:56 AM
To: Mark Koekemoer
Subject: CWEA RES - P3S Person of the Year

You don't often get email from giuseppe.tomasino@ghd.com. [Learn why this is important](#)
Good morning Mark,

I am happy to inform you that Eromosele was selected as the Redwood Empire Section's 2024 P3S Person of the Year!

We appreciate you taking the time to nominate your colleague and hope to see you at the Awards Banquet on January 24, 2025.

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

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

Happy Holidays,

Giuseppe Tomasino
Sr. Project Manager

GHD

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BOARD MEMORANDUM

January 9, 2025

To: CMSA Commissioners and Alternates

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

Approved: Jason Dow, General Manager

Subject: Authorization to Bid the Chlorine Contact Tank No. 4, and Primary Clarifier No. 2 and 3 Coatings and Concrete Rehabilitation Project

Recommendation: Adopt the construction contract documents for the Chlorine Contact Tank No. 4, and Primary Clarifier No. 2 and 3 Coatings and Concrete Rehabilitation Project, and authorize the General Manager to advertise the Project for public bidding.

Summary: The Chlorine Contact Tank No. 4, and Primary Clarifier No. 2 and No. 3 Coatings and Concrete Rehabilitation Project (Project) scope of work includes blasting and recoating steel launder mechanisms, resurfacing and coating deteriorated sludge hopper concrete, and repairing deteriorated concrete in Primary Clarifier (PC) tanks No. 2 and No. 3. The work also includes removing failing coating and reapplying a new waterproofing coating along the entire length of the Chlorine Contact Tank (CCT) No. 4 north wall, replacing failing coatings in the Sodium Bisulfite (SBS) spill vault, and applying new deck coatings on various horizontal walkways to prevent water intrusion from corroding rebar. If the Project is authorized to bid, the construction phase is anticipated to begin in May 2025.

Fiscal Impact: The Agency's 10-year Capital Improvement Program (CIP) allocates \$953,350 to rehabilitate PC tanks No. 2 and No. 3 and SBS spill vault coating work in FY25 and FY26. Based on the actual incurred cost of the recently completed PC tank No. 1 rehabilitation project, as well as a recent quote obtained for the SBS spill vault coating, the updated engineer's estimate for the above work is \$1,008,000.

The failed CCT north wall coating work estimate of \$306,000, including \$30,000 for specialty inspection services, and proposed horizontal deck coating work estimate of \$28,000 were recently identified during a detailed inspection and not in the original CIP.

The estimated Project cost is \$1,342,000. After the construction contract bid opening in March, staff will update the Project cost estimate and include additional funding in the FY26 CIP budget.

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

The FY25 CIP also includes recoating the failing coating on the bisulfite spill vault and adding new protective coating for portions of the CCT walls above the water line. A detailed inspection of the CCTs in December 2024 and subsequent consultation with a coating systems consultant revealed an urgent need to replace failing waterproofing coating along the entire north wall of CCT No. 4. The amount of failed area to be coated is significantly larger than the above-the-water-line areas included in the CIP. Additionally, extensive hairline cracks were observed identified in several horizontal walkways, which will require new waterproofing coating to prevent water seeping through the cracks and potentially corroding subsurface repair.

Due to the similarities in the scope of work (coating and concrete repair) for all the above areas, staff consolidated these projects into a unified construction document for more efficient project delivery and to minimize shutdown requests and contractor coordination requirements. If public bidding is authorized, staff will issue the public bid advertisement after the Board meeting, and a construction award recommendation will be prepared by the March 2025 Board meeting. Construction is anticipated to begin in May and be substantially completed by September 2025. The Project's contract documents will be available in the Agency's administrative office for Board member and public review.

Alignment with Strategic Plan: This Project aligns with the Agency's FY25 Business Plan to support Goal 1 – Objectives 1.2 & 1.3 as shown below.

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

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

Action: Complete Chlorine Contact Tank Deck and Wall Coating Project

Objective 1.3: Deliver Critical and High Priority Agency Capital Projects

Action: Rehabilitate Primary Clarifier No. 1 and begin rehabilitation of Primary Clarifier 2



Figure 1: Recoating PC1 effluent through



Figure 2: Failed Chlorine Contact Tank 4 coating

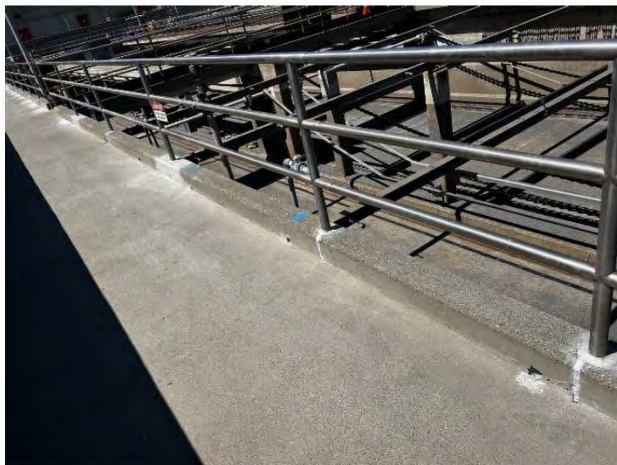


Figure 3: Top of uncoated walkways with cracks



Figure 5: Signs of water seeping through walkway



Figure 4: Failed SBS Spill Vault Coating



BOARD MEMORANDUM

January 9, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Power Delivery Program Update

Recommendation: Informational. Provide comments and direction to the General Manager, as appropriate.

Discussion: CMSA began delivering renewable power to the PG&E electricity grid in May 2019 for sale to Marin Clean Energy under a Power Purchase Agreement. Since then, deliveries of Fat, Oils, and Grease (FOG), processed food waste, and other organic waste materials have slowly increased resulting in an increase of renewable power generation. Renewable power is generated in the cogeneration system using biogas fuel not purchased natural gas.

In December 2024, CMSA was **119%** energy neutral, meaning we produced 119% of the Agency's energy demand, with the additional power being sold to MCE. Attachment 1 shows the percent energy neutral each day of the month. On four days, renewable energy production did not meet demand, and on those days the additional energy to meet demand used natural gas as fuel in the cogeneration system.

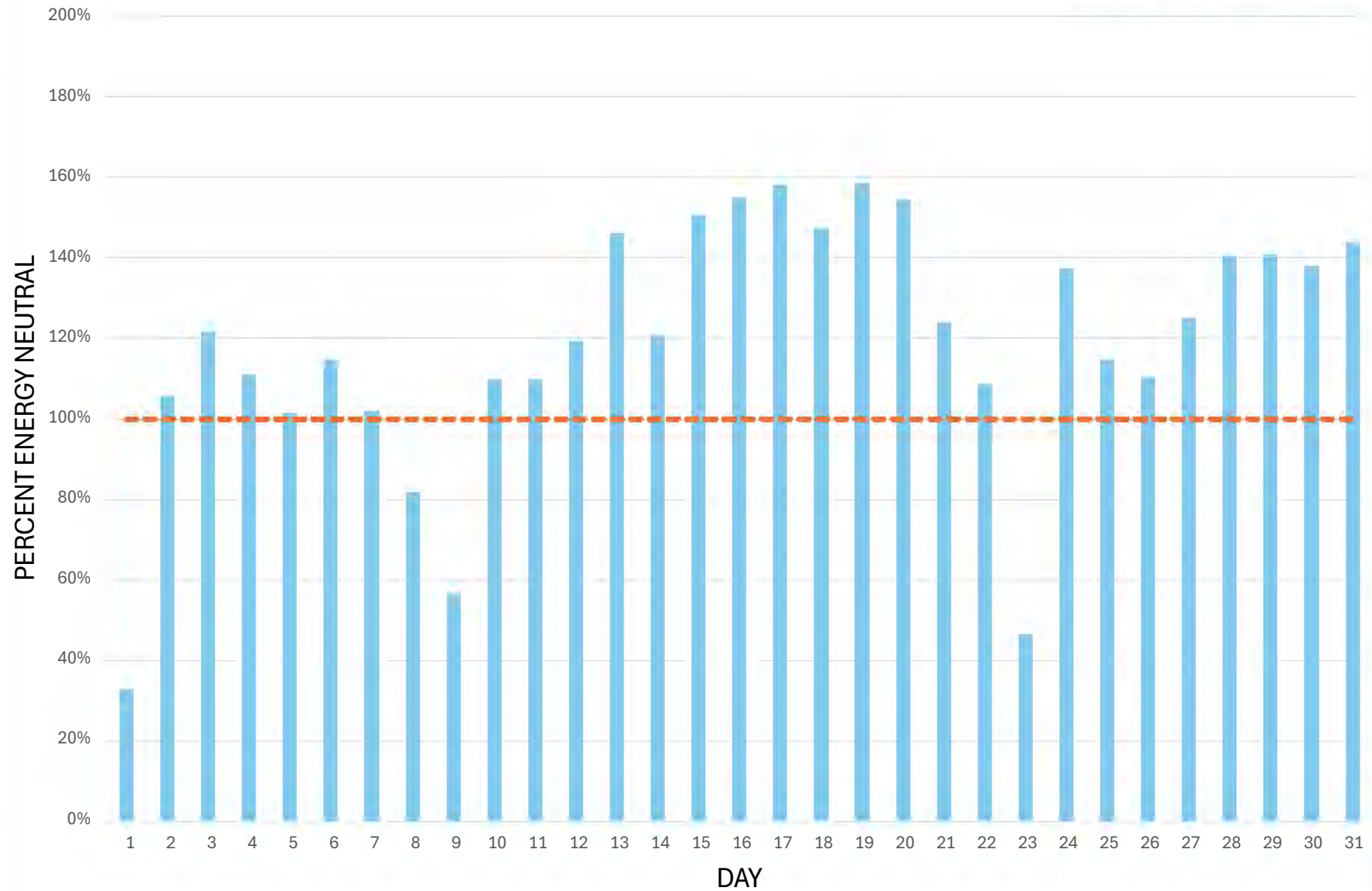
For calendar year 2024, CMSA was 103% energy neutral - a huge achievement, as shown in Attachment 2, which shows renewable power generated in the Waukesha and Jenbacher cogeneration engines, total biogas produced in the anerobic digesters, and Agency demand.

The Agency's goal for 2025 is to become energy neutral each month, with the best-case scenario being energy neutral on a daily basis. This will be possible as we receive more food waste material from Marin Sanitary Service, Sustainbale Organic Solutions, and Republic Services over the next year.

Attachments:

- 1) December 2024 CMSA Renewable Power Summary
- 2) Biogas Energy Neutrality and Electricity Generation Report - 2024

DECEMBER 2024 CMSA RENEWABLE POWER SUMMARY

119% ENERGY NEUTRAL

Biogas Energy Neutrality and Electricity Generation Report - 2024



	Waukesha Biogas Electricity	Jenbacher Biogas Electricity	Total Biogas Electricity Produced	Electricity Consumed by Plant	Plant Electricity Energy Neutrality from Biogas
Month	(kWh)	(kWh)	(kWh)	(kWh)	(%)
Jan 2024	5,498	549,672	555,170	462,038	120%
Feb 2024	4,609	427,752	432,361	430,125	101%
Mar 2024	14,792	464,583	479,375	460,830	104%
Apr 2024	115,851	221,270	337,121	419,794	80%
May 2024	81,807	406,958	488,765	440,506	111%
Jun 2024	56,596	394,520	451,116	415,170	109%
Jul 2024	31,489	390,442	421,931	417,436	101%
Aug 2024	153,548	216,593	370,141	431,078	86%
Sep 2024	58,398	385,455	443,853	425,988	104%
Oct 2024	168,465	241,010	409,475	446,330	92%
Nov 2024	47,707	404,526	452,233	434,309	104%
Dec 2024	3,005	553,048	556,053	468,048	119%
Minimum	3,005	216,593	337,121	415,170	80%
Maximum	168,465	553,048	556,053	468,048	120%
Total	741,765	4,655,829	5,397,594	5,251,653	
Average	61,814	387,986	449,800	437,638	103%



BOARD MEMORANDUM

January 9, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Marin LAFCO Central Marin Wastewater Study: Public Draft

Recommendation: Review and discuss the Marin LAFCO Central Marin Wastewater Study, and provide comments and proposed changes to the General Manager.

Summary: On November 27, 2024, Marin LAFCO released the public draft of its Central Marin Wastewater Study (Study). I forwarded it to the CMSA Board on December 5, 2024, and noted it would be on the January 14, 2025, meeting agenda for discussion and for the Board to provide any comments. Public comment period ends on January 24, 2025.

Discussion: Last July, LAFCO started its Study work by having individual meetings with the agencies that provide wastewater services in central Marin County - CMSA, Ross Valley Sanitary District, San Rafael Sanitation District, Sanitary District #2, Las Gallinas Valley Sanitary District, and the County of Marin. Each agency then completed a comprehensive on their operations, services, governance, and finances, and provided specific supporting documentation. LAFCO used the questionnaire information to develop draft profiles for each agency and sent them to agency representatives in late October for review and comment. CMSA submitted the agency questionnaire in early August 2024, and comments on the agency profile in November 2024.

Staff reviewed the public draft of the Study, and have the following comments:

- 1) Section 6.1: Clarify that we contract with the County of Marin for the operation and maintenance of the San Quentin Village Sewer District (SQVSMD), not for wastewater treatment and disposal.
- 2) Table 6.1: Correct the Agency contact phone number.
- 3) Section 6.2: Discuss the statement in the 6th paragraph that the County has an agreement with the Department of Corrections to use CMSA for the SQVSMD wastewater treatment.
- 4) Section 6.6: Revise last sentence to accurately describe the CMSA Board appointment as stated in the JPA.

- 5) Section 6.6: In Administration, staff previously sent the current organizational charts.
- 6) Section 6.6: In Administration, 2nd paragraph, provide new ad hoc committee name.
- 7) Section 11.2: Clarify that prior to CMSA, the SQVSMD wastewater was treated at the San Quentin prison wastewater plant, not at a Larkspur Landing plant.

Enclosure:

- Marin LAFCO MSR: Central Marin Wastewater Study, public draft, dated December 2024



BOARD MEMORANDUM

January 9, 2025

To: CMSA Commissioners and Alternates

From: Tiffany Elam, Administrative Specialist

Approved: Jason Dow, General Manager

Subject: December 2024 Informational Items

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

1. Letter dated December 30, 2024, to Ms. Kerry O’Conner, California Regional Water Quality Control Board
Re: Monthly Self-Monitoring Report (SMR) – November 2024
2. Letter dated January 6, 2025, to Jason Dow, General Manager
Re: 2025 CASA Board Nominating Committee
3. Total Inorganic Nitrogen Levels – Monthly Update
Re: January 2025
4. Letter dated December 18, 2024, to Mark Koekemoer, Regulatory Compliance Manager
Re: Certificate of Environmental Laboratory Accreditation
5. California Association of Sanitation Agencies
Re: CASA Response to December 10, 2024, article in San Francisco Chronicle
6. California Association of Sanitation Agencies
Re: 2024 by Numbers Article
7. IDEA Memo
Re: 2025 Nominees for Board of Directors



8. News Article

Re: Sausalito aims to streamline sewage services



December 30, 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) – November 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 #R2-2024-0013, the Mercury and PCBs Permit Order #R2-2022-0038, the Amendment of Monitoring and Reporting Requirements and Amendment of Alternate Monitoring and Reporting Program Permit Order #R2-2021-0028, and the Amendment Update to Total Residual Chlorine and Oil and Grease Requirement Permit Order R2-2023-0023.

Violations

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

Blending Events

The CMSA treatment facility did exceed the maximum secondary capacity of 30 MGD during this reporting period. CMSA blended three (3) calendar days. Prior to blending initiation, all CMSA process equipment (primary, secondary system, and the effluent storage pond) were in service and remained in service throughout the blending periods. Table 1 below provides a summary of the blending activities.

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

Monitoring Period	Flow (Total)	Blending Volume	Blending Duration Period	Blending Start Time	Blending End Time	TSS	Blending pH Min	Blending pH Max	Enterococcus	Rainfall	Total Residual Chlorine
	MG	MG	Hrs			mg/L	SU	SU	MPN/100mL	Inches	mg/L
11/21/24	34.71	5.42	20.7	0254	2150	16	6.4	6.8	8.6	0.68	ND
11/22/24	49.73	22.94	15.8	0947	2359	28	6.4	6.7	12.2	2.83	ND
11/23/24	28.52	2.09	12.1	0000	1206	7	6.5	6.8	7.4	0.03	ND

Data Validation

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

Supplemental Submittals

In compliance with NPDES Permit Order #R2-2023-006, included within this submittal is the semiannual Chronic Toxicity Second Species Compliance and Surveillance testing was conducted during this reporting period. Testing was performed in accordance with the proposed use of the *Mytilus galloprovincialis* species provided in the August 2024 SMR submittal. A summary of the results from the semiannual testing event are provided in Table 1 below and data has been submitted in CIWQS.

Table 1: Semiannual Chronic Toxicity Second Species Compliance and Surveillance Results

Test Species	2.3% Effluent		10% Effluent	
	TST	% Effect	TST	% Effect
<i>Mytilus galloprovincialis</i>	Pass	6.2%	Pass	14.5%

Summary

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

I certify under penalty of law that this document and all attachments are prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for known violations (40 CFR 122.22(d)).

Sincerely,



Nick Talbot
Treatment Plant Manager



Attachment 2

January 6, 2025

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

SUBJECT: **2025 CASA Board Nominating Committee**

Dear Jason:

On behalf of the California Association of Sanitation Agencies (CASA), it is my pleasure to appoint you as a member of the Nominating Committee for 2025. The Board of Directors and I appreciate your willingness to participate in this committee, which will evaluate candidates for the open seats on the Board of Directors and recommend a slate of nominees to the CASA Board for approval and a vote of the membership in August.

The attached Election Procedures provide information regarding the process the committee will use and several of the key dates in the process. You will be contacted in March regarding scheduling the committee's first conference call in late March or early April.

Thank you for making this important commitment. Please feel free to contact Adam Link, CASA Executive Director, alink@casaweb.org, if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Craig Murray', is written over a light blue circular stamp.

Craig Murray
President

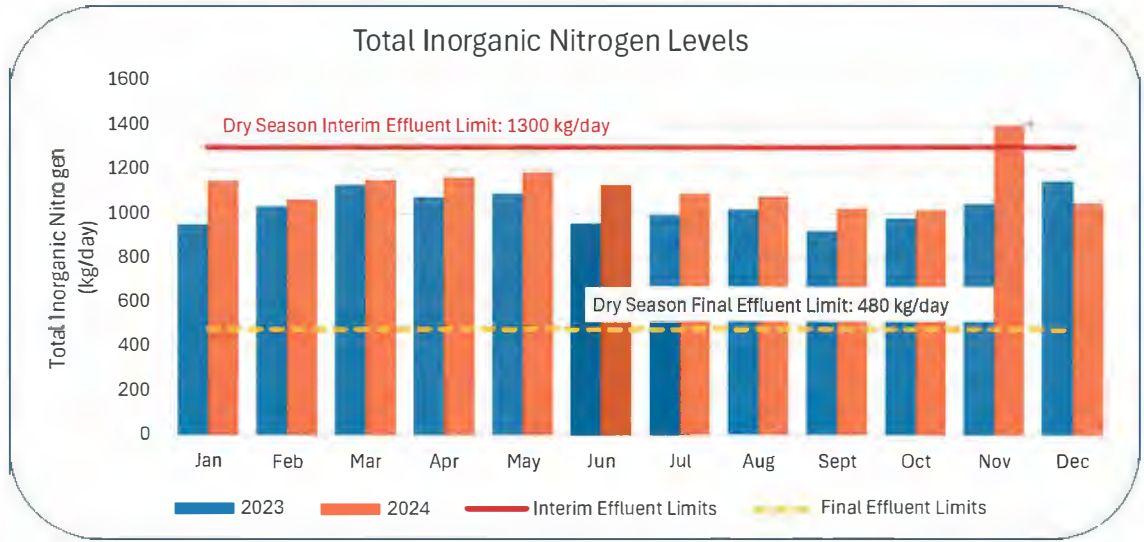
cc: Roland Williams, Chair, Nominating Committee

Nutrient Removal Alternatives Evaluation & Facilities Plan Project

The Project consists of evaluating alternatives for interim (2024 -2034) and permanent (post 2034) nutrient removal from CMSA's effluent. The work includes wastewater sampling, process modeling, developing screenings criteria, evaluating interim and permanent nutrient removal options, evaluating funding options, evaluating the nutrient/energy/solids nexus, and completing a Facilities Plan and Final Report for the selected nutrient removal alternative.

Completed Tasks	Completion Date
Kickoff Meeting	September 10, 2024
2-Week Wastewater Sampling	October 2024
Interim Optimizations Workshop 1	October 2, 2024
Procured & Installed Ammonia and Nitrate Probes	November 28, 2024
Staff Training at Nutrient Technology Events	November 2024
Interim Optimizations Workshop 2	November 18, 2024
Screening Criteria Workshop	December 18, 2024
Tech Memo 1 & 2 on Sampling and Interim Optimizations	January 2025

Remaining Tasks	Target Completion Date
Diffuser/ Blower/ Biotower Evaluation; CFD Model	February 2025
Process Modeling	February 2025
Screenings & Evaluation Criteria Development	February 2025
Solids Loading/Energy/Nutrient Nexus	March 2025
Alternatives Evaluation	March 2025
Funding Opportunity Evaluation	April 2025
Facilities Plan and Report	June 2025
Final Report and Board Presentation	July 2025



JANUARY 2025 UPDATE



Budget	Spent	Remaining
\$1.0 M	\$0.111 M	\$0.889 M

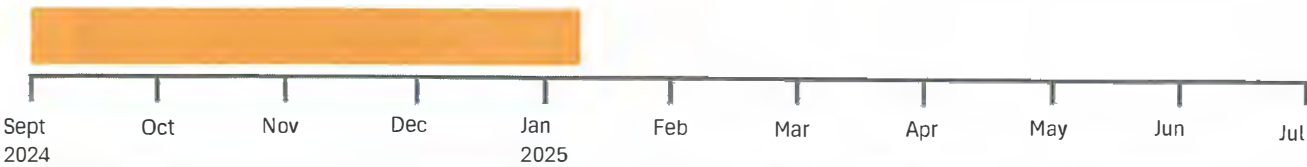


Spending Summary



- Ammonia/ Nitrate Probes and VFDs: \$8k
- Sampling (Supplies): \$10k
- Sampling (Outsource Cost): \$29k
- 2-week Sampling (Staff Overtime): \$1k
- Carollo/Hazen Consulting Fees: \$63k

Project Schedule



Special Notes

- Carollo/ Hazen is preparing a proposal for additional diffuser/blower evaluations and a computational fluid dynamics (CFD) model of the secondary clarifiers.
- A detailed biotower condition assessment including the media will be considered in 2025.
- Kennedy/ Jenks is performing a seismic study on the primary clarifiers, biotowers and aeration tanks, and will provide structural considerations for new nutrient removal facilities. Staff will discuss preliminary findings in January.
- The MASS Managers Group received a presentation from Hazen on nutrient credit trading and lessons learned from the East Coast.
- Carollo provided a funding matrix to summarize available loans and grants for this project, and will review it in further detail after the Alternatives Evaluation is completed.



State Water Resources Control Board

December 18, 2024

Mark Koekemoer
Central Marin Sanitation Agency Laboratory
1301 Andersen Drive
San Rafael, CA 94901

Dear Mark Koekemoer:

Certificate No. 1448

Congratulations! This notice advises that the laboratory named above has been accredited as an environmental testing laboratory pursuant to the provisions of the California Health and Safety Code (HSC) Sections 100825-100920. The analyses for which this laboratory is accredited are shown on the enclosed "Fields of Accreditation" List.

The laboratory's accreditation begins on the date printed on the enclosed certificate. If you did not submit your application by the renewal deadline, there may be a lapse in your accreditation. You are responsible for ensuring no data is submitted for regulatory purposes during a period the laboratory is not accredited.

Be advised, the laboratory may have been denied accreditation for one or more analyses for which it applied due to failure to comply with regulatory requirements for application or accreditation. It is the laboratory's responsibility to review the enclosed documents and know which methods it has been accredited for. This accreditation is a final action of the State Water Resources Control Board subject to petition under HSC Section 116701 within 30 days. However, if you believe that an FOA has been left off of your accreditation in error, before you file a petition you may submit to ELAP within 30 days of this letter, an "Accreditation Inquiry Request Form" located at www.waterboards.ca.gov/elap identifying any mistakes or errors you believe occurred in your accreditation. ELAP will then review all timely submitted "Accreditation Inquiry Request Forms" and will make a final determination, which could then be petitioned to the State Water Resources Control Board. **Failure to submit an "Accreditation Inquiry Request Form" to ELAP within 30 days of this letter or to timely petition ELAP's final decision to the State Water Resources Control Board will prohibit you from obtaining any further review of your accreditation.** HSC Section 100890 lists the civil penalties for environmental laboratories that perform analyses for state regulatory purposes without a valid certificate.

Continued accreditation is contingent upon compliance with HSC Sections 100825-100920 and California Code of Regulations, Title 22, Division 4, Chapter 19, Certification of Environmental Laboratories. ELAP reserves the right to take enforcement action, including issuance of civil penalties, or suspension and revocation of the laboratory's ELAP certificate, for failure to comply with all applicable regulations, statutes and orders.

E JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

1001 I Street, Sacramento, CA 95814 | Mailing Address: P.O. Box 100, Sacramento, CA 95812-0100 | www.waterboards.ca.gov



Thank you,



Christine Sotelo, Chief
California Environmental Laboratory Accreditation Program (CA ELAP)

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

1001 I Street, Sacramento, CA 95814 | Mailing Address: P.O. Box 100, Sacramento, CA 95812-0100 | www.waterboards.ca.gov





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

Central Marin Sanitation Agency Laboratory

1301 Andersen Drive

San Rafael, CA 94901

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.: **1448**

Effective Date: **3/1/2025**

Expiration Date: **2/28/2027**

A handwritten signature in blue ink, appearing to read "Christine Sotelo".

Sacramento, California
subject to forfeiture or revocation

Christine Sotelo, Program Manager
Environmental Laboratory Accreditation Program



CALIFORNIA ASSOCIATION of SANITATION AGENCIES

925 L Street, Suite 200 • Sacramento, CA 95814 • TEL: (916) 446-0388 • www.CASAweb.org

To: Demian Bulwa, demian.bulwa@sfchronicle.com;
 Andy Reinhardt, Andy.Reinhardt@sfchronicle.com;
 Hannah Norman, hannah@kff.org

From: Greg Kester, Director of Renewable Resources – California Association of Sanitation Agencies (CASA), gkester@casaweb.org

The California Association of Sanitation Agencies (CASA) writes in response to the December 10, 2024 article in San Francisco Chronicle that examined the ubiquitous nature of per and polyfluoroalkyl substances (PFAS) in our environment. CASA represents the public wastewater treatment sector in California and our members provide the essential public health service of treating residential, commercial and industrial wastewater to protect the State of California's waters. [CASA has been exceptionally active](#) on all facets of per- and polyfluoroalkyl substances (PFAS) for many years.

CASA has worked collaboratively with Non-Governmental Organizations (NGO's), the California Legislature, and regulators since becoming aware of issues that PFAS pose, most notably through efforts to eliminate PFAS in a number of consumer products and other applications that exacerbate their presence in the environment. It is vital to note that drinking water and wastewater treatment facilities are involuntary receivers of PFAS, and [our members neither produce nor use PFAS as part the treatment process](#). We believe that the most effective and efficient approach to reducing the presence of PFAS in our environment is through source control.

Given the importance of safely recycling our biosolids, we offer a clarification on the article referenced above. We understand from discussions with our members, USEPA Region IX officials, and the Regional Water Board that biosolids have never been applied near the home highlighted in the article. Furthermore, to our knowledge, biosolids have only recently been applied in San Benito County, and even then, not near the site in question. Given the absence of biosolids application in the area, we believe the characterization of the sources suggested in the article deserves closer review.

Moreover, pursuant to investigations conducted by the State Water Board and others, typical biosolids in California have been shown to contain minimal levels of PFAS. Indeed, regulators believe PFAS from biosolids are an insignificant route of exposure, as the article's quotes from SWRCB officials illustrated. It should also be noted that recycling biosolids for land application is a critical program that helps mitigate climate change and improves soil health by sequestering carbon, avoiding the use of fossil fuel intense inorganic fertilizer, increasing crop yields, reducing the need to irrigate, and improving soil tilth. In contrast, as noted in the article, pesticides may be a significant route of introduction of PFAS to agricultural land.

If the Chronicle is interested in learning more about the wastewater treatment process or effective biosolids management practices, CASA would be happy to offer a tour of a wastewater treatment facility to illustrate the complex engineering at work to clean our water and manage our biosolids. Thank you for your consideration of these clarifications, and do not hesitate to reach out for background or specific information as it may be helpful in any future publications.

2024 BY THE NUMBERS

MEMBERSHIP

139

AGENCY
MEMBERS



94

ASSOCIATE
MEMBERS



ADVOCACY

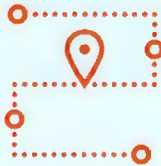
40

CASA STAFF ACTIVELY
LOBBIED 40 BILLS



100+

AND TRACKED 110+
BILLS THIS SESSION



MENTORSHIPS

44

CASA HAS SUCCESSFULLY
PAIRED 44 MENTEES WITH
MENTORS SINCE THE
PROGRAM'S LAUNCH IN 2021



NEW THIS YEAR

CASA INTRODUCED
A NEW WORKGROUP:
AGENCY FUNDING
AND FINANCE



PARTNERSHIPS

CASA FOCUSED ON
STRENGTHENING THE VOICE OF
THE CLEAN WATER COMMUNITY
THROUGH COLLABORATION WITH
PARTNERS INCLUDING:

- ▶ NACWA
- ▶ USEPA
- ▶ WEF
- ▶ CAPIO
- ▶ CWEA
- ▶ WELL
- ▶ CAAWEF
- ▶ CMUA
- ▶ SCCWRP
- ▶ CLEAN WATER SOCIAL
- ▶ CBA
- ▶ CVCWA
- ▶ BACWA
- ▶ CASQA
- ▶ ACWA
- ▶ WATEREUSE
- ▶ SWRCB
- ▶ CSDA
- ▶ NWRI

EVENTS

69th Annual
Conference

370

THIS YEAR'S ANNUAL
CONFERENCE IN MONTEREY SAW
THE HIGHEST ATTENDANCE
RATE IN CASA HISTORY WITH
OVER 370 REGISTRANTS



50+

CASA COMMITTEE
AND WORKGROUP
MEETINGS
THROUGHOUT
THE YEAR





IEDA

2200 Powell Street, Emeryville, California 94608

January 6, 2025

TO: THE IEDA BOARD OF DIRECTOR NOMINEE ADDRESSED

RE: IEDA 2025 BOARD OF DIRECTOR'S ANNUAL MEETING

IEDA's regular annual meeting will be held via Zoom on **Thursday, February 20, 2025, at 2:00P.M.** Click or copy this link into your web browser to join:

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

The purpose of the meeting is to elect Directors for the ensuing year; to approve all acts and proceedings of the Board of Directors, the Executive Committee and the officers of the Corporation since the last annual meeting on February 15, 2024; and to consider such other business as may come before the meeting.

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

If you plan on attending the Zoom Annual Meeting, kindly **RSVP by February 3, 2025** to Brianne Crowe at bcrowe@ieda.com or 510-653-6765 x112.

Very truly yours,

Stacey Cue
President

SC:

Enclosure: Nominee List

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

S:\Administration\Annual Meeting\2025\Notice BoD Mtg 2024.doc



Board of Directors Nominees

for

IEDA's February 20, 2025, Annual Meeting

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

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

LOCAL NEWS

Sausalito aims to streamline sewage services



The Sausalito-Marin City Sanitary District sewage plant sits along San Francisco Bay. (James Cacciatore/Special to the Marin Independent Journal)



By **KRISSY WAITE** | kwaite@marinij.com

UPDATED: December 26, 2024 at 8:51 AM PST

Sausalito is moving closer to transferring its sewage collection to the Sausalito-Marín City Sanitary District.

The City Council voted unanimously Dec. 17 to authorize a memorandum of understanding between the two entities, the first step to an official transfer. The district would maintain and manage the city's 21 miles of sewage collection facilities.

The move would consolidate billing and could increase savings for residents.

"First and foremost I think everyone can agree that the safe and sanitary disposal of sewage is essential for public health, protecting water quality, environmental health and supporting economic activity," said Chris Zapata, the city manager. "Without sewage you don't have a civilized society."

The memorandum of understanding is a nonbinding agreement that details what actions are needed to move forward, like public outreach requirements and making a transfer schedule, Zapata said. It also outlines how the district will repair or replace several sewage lines over the next 10 years — a project resulting from the city's collection system condition assessment — and how to address sewage system debt like the city's \$5 million bond.

Councilmember Jill Hoffman asked who would accept the responsibility of paying the bonds. Zapata said that could be a sticking point and the city needs to do some work to best understand the bond contract and process.

The city has been meeting with the Sausalito-Marín City Sanitary District for a year to discuss transferring the city's sewer collection system to the district to manage. The City Council directed staff to do a feasibility study on the idea in 2020.

Sausalito's sewage system discharges into the district's interceptor pipelines, which go into a wastewater treatment plant just south of the city. Residents get two bills: one from the city for collecting the sewage, and one from the district for moving and treating it.

"What that means is we have two district government agencies, two different oversight boards. We have two different workforces, two different billings, two different rate reviews. We have different communications that we do differently than the district does from us," Zapata said. "All of that is complicated, and to unwind this and make it simpler is one of the objectives of this exercise."

Much of Sausalito's collection equipment is more than 50 years old, according to a staff report. The collection system is mostly on the hillsides and uses a gravity flow system to move waste, except for some low-lying areas that use four pump stations the district operates.

Zapata said staff will go back to the City Council in February after talking with the district. He said he understands there is a history surrounding other utility transfers, specifically with fire districts and departments, but said the sewage transfer is "a totally different thing."

"Because of the caution that we all feel based on previous metamorphosis of agencies here in Sausalito, the community is going to want a much more in-depth description of what's going to happen and how we're going to be impacted by that, and that's going to happen before this actually goes into effect," Hoffman said.

Originally Published: December 25, 2024 at 8:02 PM PST

2024 > December > 25

