



Central Marin Sanitation Agency

COMMISSION REGULAR MEETING AGENDA

Tuesday, April 9, 2019

at the Agency Office

7:00 p.m.

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. Audio and video recordings will be made of this meeting and will be posted to the Agency website.

1. **7:00 p.m.: Call Meeting to Order/Pledge of Allegiance**

2. **Roll Call**

3. **Open Period for Public Participation**

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

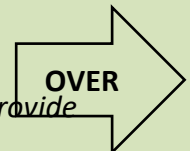
4. **Consent Calendar**

Matters listed under this item are considered routine and will be enacted by one motion. The consent calendar may include resolutions; therefore, the motion, second, and vote will also be applicable to the resolution and recorded accordingly. There will be no separate discussion of these items unless requested by a member of the Board or the public prior to the time the Board votes on the motion to adopt.

- a) Minutes—Regular Board Meeting—March 14, 2019
- b) Treasurer's Report—Operating Account—March 2019
- c) Schedule of Investments and its Capital Reserve Summary—March 2019
- d) NPDES, Process, and Maintenance Report—March 2019
- e) Performance Metric Report—March 2019
- f) FY 2019 Asset Management Program – 3rd Quarter Report

5. **Revised Annual Budget Financial Policy**

Recommendation: Approve the revised Annual Budget Financial Policy, and provide comments and/or direction to staff.



6. **2018 California Water Environment Association State Awards**
Recommendation: Informational, provide comments or direction to staff, as appropriate.
7. **CMSA Student Internship Program**
Recommendation: Receive the internship program report, consider compensating student interns, and provide comments and/or direction to the General Manager, as appropriate.
8. **Primary Clarifiers Gates Rehabilitation Project – Construction Contract Award (CMSA Contract No. 19-09)**
Recommendation: Award the construction contract for the Primary Clarifiers Gates Rehabilitation Project to Bartley Pump PM, and authorize the General Manager to execute the contract agreement.
9. **Revised Personnel Policies and Procedures Manual**
Recommendation: Approve the revised Personnel Policies and Procedures Manual, and provide comments or direction to staff, as appropriate.
10. **April Informational Items**
11. **North Bay Watershed Association (NBWA) Report***
12. **Oral Reports by Commissioners/General Manager***
13. **Next Scheduled Meeting**
Tuesday, May 14, 2019 at 7:00 p.m. at the Agency office.

*Information not furnished with Agenda

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



Central Marin Sanitation Agency

COMMISSION SPECIAL MEETING MINUTES
Thursday, March 14, 2019
at the Agency Office

1. Call Meeting to Order/Pledge of Allegiance

Chair DiGiovanni called the meeting to order at 7:00 p.m.

2. Roll Call

00:00:22

Present: Chair Dean DiGiovanni; Vice-Chair Michael Boorstein; Commissioners Eli Beckman, Maribeth Bushey, and Doug Kelly; Alternate Commissioner Dan Hillmer

Absent: None

Staff present: Jason Dow, General Manager, and Kate Brouillet, Recording Secretary; Agency Counsel Jack Govi (arrived at 7:32 p.m.)

Public present: None

3. Open Period for Public Participation

00:00:43

There were no members of the public present.

4. Consent Calendar

00:00:55

- a) Minutes—Regular Board Meeting—February 12, 2019
- b) Treasurer’s Report—Operating Account—February 2019
- c) Schedule of Investments and its Capital Reserve Summary—February 2019
- d) NPDES, Process, and Maintenance Report—February 2019
- e) Performance Metric Report—February 2019
- f) CMSA Investments Policy—Financial Policy #531

There was no discussion by the Board.

Comments from the Public:

There were no members of the public present.

ACTION: Alternate Commissioner Hillmer moved to approve Consent Calendar items #4a through #4f; second, Commissioner Bushey.

VOTE: The vote was passed unanimously.

ABSTAIN: None

5. Cogeneration System Predesign Completion

00:01:17

GM Dow said that at the January 2019 Board meeting, staff presented the technology assessment scope and findings for the Cogeneration System Predesign. He said that Carollo has completed the predesign work, and the Agency may begin the engineering design for the new system. GM Dow said that staff is seeking Board authorization to work with Carollo to develop a draft design services agreement that would be presented to the Board for consideration of approval by the May meeting. GM Dow said using a conservative design fee for the new system of 8% of the predesign construction cost estimate, staff anticipates the fee should not exceed \$487,000.

GM Dow reviewed the three options for cogeneration engine size and their projected power sale revenue. He said that the decision on the size of the engine should be made mid-point in the final design phase.

GM Dow said that staff reviewed the MCE Feed-in-Tariff Plus program and does not recommend proceeding with that option. He said that a major drawback of it is the requirement to forecast annual, monthly, and day-ahead power delivery, and if the daily forecast was incorrect, there would be forecast penalties.

The Board discussed the project, and asked a few questions regarding the engine sizes, generating capacity, projected power delivery and revenue, and the MCE power purchase agreement.

Commissioner Beckman said he has discussed this initiative with SD2 Alternate Commissioner Sloan Bailey, who is a member of the MCE Board, and said he may be able to provide assistance in facilitating the power purchase agreement.

GM Dow thanked Commissioner Beckman, and responded to the Board's questions.

Chair DiGiovanni suggested that a technical review of the Cogeneration pre-design be conducted by an experienced engineering firm to get a third party's appraisal of the recommendations, as this is an important project.

The Board asked for a review of the consultant selection process for this project, and options and costs for a peer review of the pre-design.

GM Dow said staff could select a consultant to perform the pre-design peer review and would cost approximately \$10K. He said based on the review and progress with the final design, staff could engage the consultant to peer review the 90% design.

The Board agreed upon the above suggested plan for the peer review.

Comments from the Public:

There were no members of the public present.

ACTION: Commissioner Kelly moved to authorize staff to prepare a Professional Services Agreement with Carollo Engineers for the cogeneration system design services, and to authorize staff to arrange a peer review of the pre-design and optional review of the final design; second, Commissioner Boorstein.

VOTE: The vote was passed unanimously.

ABSTAIN: None

6. Other Post-Employment Benefits (OPEB) Funding Plan 00:42:16

GM Dow provided background for the Agency's two-tiered Other Post Employment Benefit (OPEB) medical after retirement benefit for Agency employees, and then introduced Ken Spray, Administrative Services Manager, to present the funding plan.

Mr. Spray referred to the worksheet attachment to the Board memo and described the proposal to fund the California Employees' Retirement Benefit Trust (CERBT) for several years then begin to use it to pay for retiree medical benefits. He said that CMSA has approximately \$2.6M OPEB funding as of 2/28/19 in the PERS CERBT account, and the total OPEB obligation is approximately \$5.2M as of the Jan 1, 2018 actuarial report. He said that assuming a \$50K annual funding payment for five years and a 7% rate of return, CMSA will fund the plan to approximately \$3.9M in five years and then begin making payments from the plan through year 20 that will leave a balance estimated at \$2.7M, bringing the balance down to its tier 2 long-run obligation. He said that the future obligation will eventually reduce to approximately \$2.2M. He said that the objective is for the CERBT earnings to fund retiree medical expenses.

The Board asked a few questions regarding the assumption of the 7% interest rate, potential overfunding of the trust, and the timing of the annual \$50K pre-funding.

GM Dow and Mr. Spray responded to the Board's questions. GM Dow said that this is a conceptual plan, its contributions would be level, and assumptions would be annually monitored and adjusted over time to avoid overfunding. He said that the funding plan would be incorporated into the Agency's annual budget and a financial policy to ensure continuity of fund supervision.

Comments from the Public:

There were no members of the public present.

ACTION: Commissioner Bushey moved to approve the Agency's proposed OPEB funding plan and to include the plan in the Agency's financial policies, and to closely monitor; second, Commissioner Beckman.

VOTE: The vote was passed unanimously.

ABSTAIN: None

GM Dow said the OPEB funding plan financial policy would be brought back to the Board for consideration of approval at a future meeting.

7. Self-Insuring the Agency's Dental Benefits 01:02:00

GM Dow said that Agency staff has been working with an outside consultant to craft a self-insured dental plan to replace the Agency's two-tiered hybrid plan. He said the Agency's current plan is a \$2,000 per year annual benefit, with the first \$1,000 fully

insured through Delta Dental and the second \$1,000 self-insured using in-house administrative support for claim review and reimbursement. GM Dow then asked Mr. Spray to present the plan.

Mr. Spray said that a fully self-insured dental plan could be implemented at the Agency through a Third Party Administrator that would provide substantial cost savings, ensure compliance with the Health Insurance Privacy and Portability Act (HIPPA), benefit the employee and employer, and provide greater control, flexibility, and transparency. He said that for FY 19, the Agency budgeted \$123,000 for dental benefits, and that if the Agency self-insures at a projected annual cost of \$42,850, the cost savings could be up to \$80,000 per year, depending on the actual cost of employee and dependent dental claims. Mr. Spray reviewed the qualifications of EDIS, the recommended Third Party Administrator, and the benefits to CMSA and the employees of self-insuring.

GM Dow said that there are substantial benefits to the Agency and employees with self-insuring the dental plan, and recommends that the Board consider directing staff to move forward. He said that as this would be a change in benefits which requires a meet-and-confer with the represented employees' union. He said in the future, a contract with the Third Party Administrator would be brought back to the Board for approval.

The Board had a brief discussion and agreed that the plan should be implemented.

Comments from the Public:

There were no members of the public present.

ACTION: Commissioner Bushey moved to approve the Agency's self-insured dental benefits proposal; second, Commissioner Kelly.

VOTE: The vote was passed unanimously.

ABSTAIN: None

8. Draft San Quentin State Prison Wastewater Service Agreement 01:15:09

GM Dow reviewed the history and cost components of the San Quentin Wastewater Service Agreement and said it expires on June 30, 2019. He said that CDCR and CMSA staff have revised and updated the Agreement, with the most significant change being CMSA assuming responsibility to clean the San Quentin pump station's influent channel bar racks. He said the annual service fee is the same as the current contract amount set at not-to-exceed \$1.597M. He said CDCR and San Quentin staff have accepted the various revisions to the draft Agreement. He said that as this contract may take some time to approve, CDCR has extended the current contract for one year, which will be terminated when this contract is approved.

GM Dow referred the Exhibit A, the scope of work, and said that the pump station operation and maintenance fee includes funding for three new CMSA employees to perform regular cleaning of the pump station bar screens per the revised scope of work.

The Board asked a few questions, including the recruitment for the three new CMSA employees.

GM Dow responded to the Board's questions.

Chair DiGiovanni commented favorably on the execution of the contract revisions by staff.

Comments from the Public:

There were no members of the public present.

ACTION: Commissioner Bushey moved to conditionally approve the draft San Quentin State Prison Wastewater Service Agreement, with the final agreement to be included as a Consent Calendar item on a future agenda; second, Commissioner Kelly.

VOTE: The vote was passed unanimously.

ABSTAIN: None

9. New Institutional Utility Laborer Classification for San Quentin Pump Station Maintenance 01: 26:38

GM Dow said that staff has prepared a draft Institutional Utility Laborer job description whose primary job responsibility is to clean the San Quentin pump station bar racks. He said that this task was requested by the California Department of Corrections and Rehabilitation (CDCR) and has been incorporated into the draft 5-year San Quentin Wastewater Service Agreement. He said that this is a full-time temporary hire position with benefits, tied to the CDCR Agreement, and the job description has been reviewed by the Agency's employment law attorney.

GM Dow said the hourly pay rate is \$23.99 - \$29.16/hour, the annual salary and benefit expense for the three new positions is between \$217,000 - \$273,000, and the top end of the compensation range has been included in the Agreement.

Commissioner Kelly asked that the job description include that all San Quentin rules and regulations must be followed.

GM Dow suggested that this requirement could be included in the employment agreements.

Commissioner Kelly concurred.

Comments from the Public:

There were no members of the public present.

ACTION: Commissioner Beckman moved to approve the new Institutional Utility Laborer Classification for San Quentin Pump Station Maintenance, and to include adherence to San Quentin's rules and regulations in the employment agreements; second, Commissioner Kelly.

VOTE: The vote was passed unanimously.

ABSTAIN: None

10. March Informational Items **01:31:59**
There was no discussion by the Board.

11. North Bay Watershed Association (NBWA) Report **01:33:55**
Commissioner Boorstein reported that the March NBWA Board meeting was cancelled.

12. Oral Reports by Commissioners/General Manager **01:32:30**
Chair DiGiovanni referred to GM Dow's handout with the new language for the open period for public participation that was reviewed by Agency Counsel Jack Govi, and said that it was clear and succinct, and complies with the Brown Act.

GM Dow referred to his handouts and reported:

- PG&E has provided their Permission to Operate letter that authorizes CMSA to deliver power to the PG&E grid for sale to MCE (handout).
- The Regional Water Board has issued the Tentative Order for the San Francisco Bay's second Watershed Permit; a presentation of the Final Order will be brought to the Board.
- CASA State Legislation Committee will meet tomorrow; he will provide a briefing on priority legislation next month.
- Rep. John Garamendi introduced legislation to extend the NPDES Permit term from five years to ten years, and a support letter to Congressman Huffman from CMSA will sent out.

Chair DiGiovanni offered to co-sign the letter to Congressman Huffman.

13. Next Scheduled Meeting **01:35:51**
Tuesday, April 9, 2019 at 7:00 p.m. at the Agency office.

14. Closed Session – Anticipated Litigation was convened at 8:40 p.m.
CONFERENCE WITH LEGAL COUNSEL
California Government Code Section 54956.9(d)(2)
Number of Potential Cases: One (1)

15. Open Session was reconvened at 8:49 p.m.
Chair DiGiovanni reported that no action was taken in Closed Session, and direction was given to staff.

Chair DiGiovanni adjourned the meeting at 8:50 p.m.

Respectfully submitted,

Kate Brouillet, Recording Secretary

Eli Beckman, Secretary

DRAFT

**Central Marin Sanitation Agency
Treasurer's Report - Operating Account
For the Month of March 2019**

I. Accounts Summary: Bank & Investment Accounts

Summary of Bank & Money Market Accounts

Westamerica Bank - Account Activity shown below	\$ 447,747.81
Local Agency Investment Fund (LAIF) - Refer to Schedule of Investments	16,238,164.15
California Asset Management Program (CAMP) - Refer to Schedule of Investments	371,987.18
Total Bank & Investment Accounts: Ending Balance on March 31, 2019	<u>\$ 17,057,899.14</u>

II. Account Activity for Westamerica Bank

Beginning Balance on March 1, 2019 442,866.66

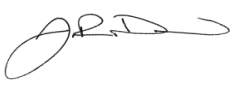
Cash Receipts (Deposits into Westamerica):

Transfers from LAIF	850,000.00
Capacity Charges: SD#2 - 190 High Strength Fixture Units, 143 Fixture Units	217,883.60
Permit and Inspection Fees	165.52
RVSD - FOG Program (FY19 2Q: October-December)	1,814.85
Revenue from Haulers & RVs	7,053.30
Revenue from Organic Waste Programs	12,065.66
SD 2 Operations & Maintenance Contract (FY19: December & January)	61,391.49
SQSP Wastewater Services Contract (FY19: February)	84,680.67
SQ Village Operations & Maintenance Contract (FY19: January)	1,131.22
Misc Revenue: CSRMA Program Dividend, CSRMA Workers Compensation Audit	28,398.30
COBRA Health Benefit Payments from separated employees/retirees	89.44
Miscellaneous Reimbursements: CSRMA reimburse conference travel expenses, Western	899.73
Textile refund for Countywide Education credit	
Total Cash Receipts	<u>\$ 1,265,573.78</u>

Cash Disbursements (Withdrawals from WestAmerica):

March 2019 Operating account disbursements register (see attached)	\$781,889.80
Regular Payroll paid 03/01/19	137,778.04
Regular Payroll paid 03/15/19	135,598.57
Regular Payroll paid 03/29/19	145,679.34
Transfers to EFTPS Federal Payroll Taxes (03/06, 03/20)	59,612.49
Bank Fee	134.39
Total Cash Disbursements	<u>\$1,260,692.63</u>
Ending Balance on March 31, 2019	<u>\$ 447,747.81</u>

Prepared by: 
Kenneth Spray, Administrative Services Manager

Reviewed by: 
Jason Dow, General Manager

Central Marin Sanitation Agency
 Operating Account Disbursements Register
 For the Month of March 2019

Check Number	Date	Vendor/Payee	Amount	Description
18171				Last check # from prior month's register
18172	3/1/2019	California State Disbursement	250.50	EE Garnishment, PPE 02/09/2019 (Note A)
18173	3/1/2019	ICMA Retirement Trust-457	7,502.00	Deferred compensation contributions, PPE 02/23/2019 (Note A)
18174	3/1/2019	Navia Benefit Solutions	969.01	Flexible spending account, PPE 02/23/2019
18175	3/1/2019	SEIU Local 1021	1,018.48	Union dues, PPE 02/23/2019
18176	3/5/2019	Phillip Frye	224.41	Reimbursement for retiree health benefits by check
18177	3/5/2019	James L. Johnson	187.74	Reimbursement for retiree health benefits by check
18178	3/5/2019	Byron Jones	221.44	Reimbursement for retiree health benefits by check
18179	3/7/2019	Allied Fluid Products Corp	41.87	Hose fitting
18180	3/7/2019	Amazing Solutions, Inc.	525.00	Finance software support, September 2018
18181	3/7/2019	Katherine Brouillet	64.90	Employee expense reimb: Office and break room supplies
18182	3/7/2019	BWS Distributors, Inc.	346.40	Sensor parts (3 invoices)
18183	3/7/2019	Caltest Analytical Laboratory	3,006.47	Laboratory analyses, February 2019 (3 invoices)
18184	3/7/2019	Jacob Dellinger	322.50	Employee per diem advance: CWEA Annual Conference, March 2019
18185	3/7/2019	Evoqua Water Tech LLC	9,738.97	Hydrogen Peroxide (1 delivery)
18186	3/7/2019	Jon Farr	322.50	Employee per diem advance: CWEA Annual Conference, March 2019
18187	3/7/2019	Frontier Analytical Lab.	900.00	NPDES Permit PCB testing
18188	3/7/2019	GFOA	940.00	Agency CAFR, PAFR, and FY 2018-19 Budget review fees (3 invoices)
18189	3/7/2019	GHD Inc	11,945.88	Prof Svcs: Asset Management Program Evaluation, February 2019
18190	3/7/2019	IEDA, Inc.	809.00	Labor relations consulting, March 2019
18191	3/7/2019	Instrumart	2,403.45	Submersible level transmitters
18192	3/7/2019	JM Squared & Associates, Inc.	2,130.44	SQPS Maint: Bearing parts (Note B)
18193	3/7/2019	Lystek International LTD	9,899.09	Biosolids beneficial reuse fee, February 2019
18194	3/7/2019	Marin Color Service	577.59	Paint and painting supplies, February 2019 (6 invoices)
18195	3/7/2019	Marin Municipal Water District	647.32	Water service, 12/10/2018-02/07/2019 (2 invoices); SD2 Meter vault, (Note B) (1 invoice)
18196	3/7/2019	Pacific EcoRisk	3,986.00	NPDES Permit Chronic Toxicity Testing
18197	3/7/2019	Pac Machine Co. Inc.	4,099.93	SD2 PS Maint: Emergency pump (Note B)
18198	3/7/2019	P.G.& E.	32,720.71	Electricity service, 01/15-02/13/2019 (2 invoices)
18199	3/7/2019	Platt	552.49	Fittings, wire, and transformers, January and February 2019 (3 invoices)
18200	3/7/2019	Roy's Sewer Service, Inc.	2,750.00	Organic Waste Receiving Facility quarterly cleaning
18201	3/7/2019	Thomas Fish Company	145.75	Rainbow trout for monthly bioassay test, February
18202	3/7/2019	Thatcher Company of	5,653.04	Ferric Chloride (1 delivery)
18203	3/7/2019	Univar USA Inc	26,585.19	Sodium Hypochlorite (3 deliveries), Sodium Bisulfite (3 deliveries)
18204	3/7/2019	Underground Service Alert	632.59	SD2 PS Maint: CA State fee (Note B)
18205	3/7/2019	Water Components & Bldg. Supp.	15.35	PVC glue
18206	3/7/2019	Water Environment Federation	620.00	Membership renewal (2 employees)
18207	3/7/2019	Kunning Zhu	374.30	Employee expense reimb: CWEA Laboratory Workshop
18208	3/8/2019	Jason Dow	98.00	Employee per diem advance: CSRMA Long-range Planning Retreat
18209	3/13/2019	Atmospheric Analysis	1,660.00	VOCs, Siloxanes, and BTUs analysis and reporting
18210	3/13/2019	Amazing Solutions, Inc.	412.50	Finance software support, February 2019
18211	3/13/2019	Aramark Uniform Services	3,073.21	Uniform service, January and February 2019
18212	3/13/2019	City Electric Supply	116.14	Electrical parts and supplies, January and February 2019 (3 invoices)
18213	3/13/2019	Chemurgic Agricultural	5,139.24	Sodium Bisulfite (1 delivery)
18214	3/13/2019	Comcast	193.38	Internet service, 03/04-04/03/2019
18215	3/13/2019	Graybar	8,493.06	LED lighting fixtures
18216	3/13/2019	International Fire Inc.	1,414.45	Fire extinguisher annual inspection fee
18217	3/13/2019	Jackson's Hardware	485.04	Utility and groundskeeping supplies; fuel (4 invoices)
18218	3/13/2019	Koff & Associates, Inc.	6,030.00	Prof Svcs: Compensation Study, second invoice
18219	3/13/2019		-	Void check
18220	3/13/2019	Polydyne, Inc.	56,091.62	Clarifloc Polymer (1 delivery)
18221	3/13/2019	Ryan Herco Flow Solutions	443.15	Monthly bioassay supplies and deionized water (2 invoices)
18222	3/13/2019	Ricoh USA Inc	317.99	Admin printer/copier lease, 02/23-03/22/2019
18223	3/13/2019	Rock Steady Juggling	500.00	Pub Ed Program: Outreach at one school (Note B)

Central Marin Sanitation Agency
Operating Account Disbursements Register
For the Month of March 2019

Check Number	Date	Vendor/Payee	Amount	Description
18224	3/13/2019	S&S Trucking	10,349.52	Biosolids hauling fee, January and February 2019
18225	3/13/2019	Ahn Ta	1,750.00	Employee Computer Loan Program (Note A)
18226	3/13/2019	Waste Management	34,343.92	Redwood Landfill biosolids reuse fee, February 2019
18227	3/15/2019	California Public Employee	3,590.16	Contribution to Retiree Health Benefits Trust Fund, March 2019 (Note C)
18228	3/15/2019	California State Disbursement	250.50	EE Garnishment, PPE 03/09/2019 (Note A)
18229	3/15/2019	ICMA Retirement Trust-457	7,502.00	Deferred compensation contributions, PPE 03/09/2019 (Note A)
18230	3/15/2019	Navia Benefit Solutions	1,019.01	Flexible spending account, PPE 03/09/2019
18231	3/15/2019	SEIU Local 1021	1,018.48	Union dues, PPE 03/09/2019
18232	3/14/2019	Jason Dow	152.99	Employee expense reimb: CSRMA Long-range Planning Retreat
18233	3/14/2019	Marin Office Supply	599.78	Office supplies, February 2019
18234	3/14/2019	Ryan Word	349.00	Employee per diem advance: CWEA Annual Conference, April 2019
18235	3/20/2019	AT&T Dataplan	406.46	Fax and emergency phone service, 03/02-04/01/2019
18236	3/20/2019	Automation Direct Co., Inc.	1,277.00	Fuses, power supply modules, line reactor, (4 invoices); SD2 PS Maint: Electrical box (Note B) (1 invoice)
18237	3/20/2019	Bayside Insulation, Inc	40,900.00	Prof Svcs: Hot Water System Pipe Insulation; project billing
18238	3/20/2019	Brelje and Race Lab Inc	198.00	NPDES Permit enterococcus testing
18239	3/20/2019	Katherine Brouillet	60.02	Employee expense reimb: Office and break room supplies
18240	3/20/2019	CAL-CARD	11,072.85	State of California Purchase Card, January and February 2019
18241	3/20/2019	Caltest Analytical Laboratory	4,716.05	Laboratory analyses, February 2019 (9 invoices)
18242	3/20/2019	Carollo Engineers, Inc.	25,112.93	Prof Svcs: Cogeneration System Predesign Evaluation Project, February 2019
18243	3/20/2019	Dealers Industrial Equipment	944.60	Variable frequency drive
18244	3/20/2019	Diego Truck Repair, Inc.	45.81	SD2 PS Maint: fuel filters (Note B)
18245	3/20/2019	Environmental Sampling Supply	403.65	Sample containers
18246	3/20/2019	Evoqua Water Tech LLC	491.94	Deionized water tank rental
18247	3/20/2019	FactoryMation	258.80	Fuses and transformers (2 invoices)
18248	3/20/2019	Fisher Scientific	3,512.85	Laboratory filters, buffers, chemicals, and vials, February 2019 (21 invoices)
18249	3/20/2019	FLO-LINE Technology Inc.	3,505.45	Ferric pump rebuild parts and equipment
18250	3/20/2019	Flyers Energy LLC	8,548.50	Resupply for gasoline storage tank and oil for cogeneration engine
18251	3/20/2019			Void check
18252	3/20/2019	Hach Company	1,034.73	Chemicals, buffers, and solutions, February 2019 (5 invoices)
18253	3/20/2019	Harrington Industrial Plastics	3,374.70	Polishing vault basket strainers, piping, and fittings, January & February 2019 (9 invoices)
18254	3/20/2019	IDEXX Distribution Inc	1,043.84	Enterococci testing equipment and sterile water (3 invoices)
18255	3/20/2019	Kaman Industrial Technologies	752.89	Pump parts and supplies (3 invoices)
18256	3/20/2019	Ken Grady Co., Inc.	887.23	Parts for chlorine analyzers
18257	3/20/2019	Kone Inc	136.70	Elevator monthly maintenance
18258	3/20/2019	McMaster-Carr Supply Co.	4,090.67	Traffic reflector, grinder reels, propane tank, pressure gauge, clamps, tubes, and misc. parts and supplies, February 2019 (21 invoices)
18259	3/20/2019	Miller Pacific	874.50	Prof Svcs: Andersen Hillside Repair Project Design, 11/19/2018-01/20/2019
18260	3/20/2019	Nitel Inc	1,046.89	Primary telephone & internet service, March 2019
18261	3/20/2019	Northern Tool & Equipment	299.00	Lithium ion battery pack
18262	3/20/2019	Pac Machine Co. Inc.	3,659.93	SD2 PS Maint: Emergency pump (Note B)
18263	3/20/2019	Pipette.com	393.51	Lab supplies and consumables (3 invoices)
18264	3/20/2019	Thomas & Associates	516.25	Final vault sample pump
18265	3/20/2019	Thomas Fish Company	291.50	Rainbow trout for monthly bioassay tests, December and January
18266	3/20/2019	Univar USA Inc	24,952.77	Sodium Hypochlorite (4 deliveries), Sodium Bisulfite (2 deliveries)
18267	3/20/2019	VWR International	97.97	Deionized water
18268	3/20/2019	Western Exterminator Co.,Inc.	178.50	Pest control service, February 2019
18269	3/20/2019	Western Textile & Mfg. Co. Inc	7,380.00	Pub Ed Program: Promotional items (Note B)
18270	3/20/2019	Wiley Price & Radulovich	1,421.00	Prof Svcs: Employment law services, February 2019
18271	3/20/2019	Forster & Kroeger	6,500.00	Prof Svcs: Andersen Hillside Cleanup, February 2019
18272	3/20/2019	Foster Flow Control	5,419.77	Isolation valve and fire protection gate valve replacements (2 invoices)
18273	3/28/2019	Amazon	940.37	Computer and office supplies, February 2019
18274	3/28/2019	Bay City Boiler & Engineering	1,150.00	Boiler service for digester

Central Marin Sanitation Agency
 Operating Account Disbursements Register
 For the Month of March 2019

Check Number	Date	Vendor/Payee	Amount	Description
18275	3/28/2019	ChemStation of Northern Cal.	3,116.20	Odor control masking agents
18276	3/28/2019	Environmental Water	17,888.95	Replacement parts for gas compression system
18277	3/28/2019	Instrumart	208.22	Gauge parts
18278	3/28/2019	The Lab Depot	791.52	Analyzer reagents and buffers (2 invoices)
18279	3/28/2019	Lion Technology Inc.	795.00	Hazardous Waste Management Workshop (1 employee)
18280	3/28/2019	Marin Sanitary Service	8,862.31	Grit box, rag bin, and dirt box services, February 2019 (4 invoices)
18281	3/28/2019	Nickell Fire Protection Inc	712.50	Q2 Fire sprinkler inspection
18282	3/28/2019	Regional Monitoring Program	45,922.00	Annual fee for Regional Monitoring Program, 01/01-12/31/2019
18283	3/28/2019	Ricoh USA Inc	259.35	Lab printer/copier lease, 03/09-04/08/2019
18284	3/28/2019	RMC	340.47	Maintenance printer/copier lease, 12/17/2018-03/16/2019
18285	3/28/2019	Rockwell Solutions	16,387.84	Digester circulation pumps
18286	3/28/2019	Thatcher Company of	5,824.38	Ferric Chloride (1 delivery)
18287	3/28/2019	Univar USA Inc	17,452.64	Sodium Hypochlorite (2 deliveries), Sodium Bisulfite (2 deliveries)
18288	3/29/2019	California State Disbursement	250.50	EE Garnishment, PPE 03/23/2019 (Note A)
18289	3/29/2019	ICMA Retirement Trust-457	4,615.00	Deferred compensation contributions, PPE 03/23/2019 (Note A)
18290	3/29/2019	Navia Benefit Solutions	969.01	Flexible spending account, PPE 03/23/2019
18291	3/29/2019	SEIU Local 1021	1,018.48	Union dues, PPE 03/23/2019

Payments by Automatic Clearing House:

3/1/2019	Payments to 25 retirees	7,750.21	Reimbursement for retiree health benefits
3/5/2019	CalPERS Medical ins	70,170.36	Medical insurance, March 2019
3/5/2019	CalPERS	35,764.52	Retirement pension contribution: Agency and employees, PPE 02/23/2019 (Note C)
3/19/2019	CalPERS	36,106.58	Retirement pension contribution: Agency and employees, PPE 03/09/2019 (Note C)
3/5/2019	Delta Dental	7,692.49	Dental insurance, March 2019
3/5/2019	Lincoln Life Ins	2,217.37	Life insurance, March 2019
3/5/2019	Vision Service Plan -(CA)	902.46	Vision insurance, March 2019
3/5/2019	EDD	12,469.60	State & SDI Taxes, PPE 02/23/2019
3/19/2019	EDD	11,956.34	State & SDI Taxes, PPE 03/09/2019
3/5/2019	NRS/PEHP-3 and Z	11,817.66	Deferred compensation and MARA contribution, PPE 02/23/2019
3/19/2019	NRS/PEHP-3 and Z	11,856.76	Deferred compensation and MARA contribution, PPE 03/09/2019
3/21/2019	Michael Owen Boorstein	225.00	Stipend for 03/14/2019 Board meeting
3/21/2019	Maribeth Bushey	225.00	Stipend for 03/14/2019 Board meeting
3/21/2019	Dean DiGiovanni	225.00	Stipend for 03/14/2019 Board meeting
3/21/2019	Eli Beckman	225.00	Stipend for 03/14/2019 Board meeting
3/21/2019	Dan Hillmer	225.00	Stipend for 03/14/2019 Board meeting
3/21/2019	Doug Kelly	225.00	Stipend for 03/14/2019 Board meeting

Grand Total **781,889.80**

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 OF INVESTMENTS
As of the Month Ended March 31, 2019**

Description	Book Value	Market Value (1)	% Port	Projected Year End
I. Pooled Investments with California Asset Management Program (CAMP)				
Money Market Funds (< 1 year in maturity)				
CAMP Cash Reserve Pool: 2.61% at 3/31/19				
b1. Operating Reserve (Unrestricted) (2)	\$ 21,987.18	\$ 21,987.18		Sum b1. Below
b2. Emergency Reserve (Unrestricted)	250,000.00	250,000.00		\$ 250,000
b3. Insurance Reserve (Unrestricted)	100,000.00	100,000.00		\$ 100,000
Total with CAMP	\$ 371,987.18	\$ 371,987.18	2.2%	
II. Pooled Investments with Local Agency Investment Fund (LAIF)				
Money Market Funds (< 1 year in maturity)				
Local Agency Investment Fund (LAIF): 2.392% at 2/28/19				
a1. Current Operating Fund	\$ 2,603,144.33	\$ 2,603,144.33		
b1. Operating Reserve (Unrestricted) (2)	\$ 2,933,512.82	\$ 2,933,512.82		\$ 2,955,500
c1. Capital Reserves (Restricted) (3)	\$ 1,164,174.00	\$ 1,164,174.00		\$ 993,301
c2. Capital Reserves (Unrestricted) (4)	\$ 9,537,333.00	\$ 9,537,333.00		\$ 7,258,146
Total with LAIF	\$ 16,238,164.15	\$ 16,238,164.15	97.8%	
TOTAL INVESTMENTS	\$ 16,610,151.33	\$ 16,610,151.33	100.0%	

NOTES:

(1) Market values are per the fiscal agent's respective monthly statements

(3) Includes capacity charges and debt service coverage

(2) Operating reserves calculated at 25% operating budget

(4) Includes capital fee charges

Statement of Compliance

The above portfolio of investments is in compliance with the Agency's investments policy, adopted annually, and California Government 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.

Kenneth Spray, CPA
Administrative Services Manager

CENTRAL MARIN SANITATION AGENCY
 CAPITAL RESERVES SUMMARY FOR THE SCHEDULE OF INVESTMENTS
 Year-to-Date as of the Month Ended March 31, 2019

	Monthly Amounts Received (Used)	YTD Amounts Received (Used)
Restricted Capital Reserves Sources and Uses		
Capacity charges revenue	\$ 217,883	\$ 448,183
Debt coverage collection revenue	-	993,302
	<u>217,883</u>	<u>1,441,485</u>
Total restricted capital reserve funding sources		
Capacity charges usage for capital (1st)	(142,075)	(372,375)
Debt coverage usage for capital (2nd)	-	(895,413)
	<u>(142,075)</u>	<u>(1,267,788)</u>
Total restricted capital reserve uses		
Net change		173,697
Balance - beg of year		990,477
Balance - end of year		<u><u>\$ 1,164,174</u></u>
Unrestricted Capital Reserves Sources and Uses		
Capital fee revenue	\$ -	\$ 608,445
Unrestricted operating-reserve-transfer-in	-	703,289
SRF/FEMA cost reimb proceeds received	-	359,354
	<u>-</u>	<u>1,671,088</u>
Total unrestricted capital reserve funding sources		
Capital fee usage to fund CIP (3rd)	-	-
Unrestricted capital reserve draw (4th)	-	-
	<u>-</u>	<u>-</u>
Total unrestricted capital reserve uses		
Net change		1,671,088
Balance - beg of year		7,866,245
Balance - end of year		<u><u>\$ 9,537,333</u></u>
Total capital reserve balances		<u><u>\$10,701,507</u></u>
Total approved CIP budget		\$ 2,862,500
Total CIP funded from capital reserve sources		<u>1,267,788</u>
Total approved capital budget remaining		<u><u>\$ 1,594,712</u></u>



BOARD MEMORANDUM

April 4, 2019

To: CMSA Commissioners and Alternates
From: Chris Finton, Treatment Plant Manager
Approved: Jason Dow, General Manager
Subject: March 2019 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

Recommendation: Accept the March 2019 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report.

I. NPDES Permit Compliance

Our NPDES permit testing for March showed that the CMSA treatment plant effluent was in compliance with all permit limits. The Monthly Compliance Summary Table shows the results by permitted parameter, the sample's frequency, the sample results, and the permit limit. We successfully passed the March 96-hour flow through bioassay test. CMSA's NPDES permit specifies quarterly monitoring for enterococcus bacteria and for each wet weather blend event to verify compliance with established effluent limits. The enterococcus quarterly geometric mean was 4.5 MPN, well below our monthly limit of 35 MPN.

II. Influent Flow

In March, CMSA experienced a taste of spring with a mix of warm and sunny and small rain events. The Agency received a total of 4.14 inches of rain as recorded by the CMSA rain gauge. The treatment plant exceeded the maximum secondary capacity of 30 MGD during the month, and we reported three blend events on the Agency's website. The facility's average daily influent flow was 19.9 MGD.

The CMSA treatment plant and each satellite collection agency's daily average and total monthly influent flows are shown in the table below:

Table with 6 columns: March Monthly Influent Flows, San Rafael (SRSD), Ross Valley (RVSD), San Quentin (SQSP), Corte Madera (SD#2), CMSA Plant Total. Rows include Average Daily (MGD), Total for Month (MG), and Percent of Flow.

Wet Weather Peak Flows*	San Rafael (SRSD)	Ross Valley (RVSD)	San Quentin	Corte Madera (SD#2)	CMSA
03/06 Total Days Flow	15.9 MG	19.1 MG	1.0 MG	3.7 MG	39.7 MG
Peak Flow Rate	30.3 MGD	39.2 MGD	2.2 MGD	5.6 MGD	64.5 MGD

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

III. Treatment Process

There were three back-to-back rain events early in the month which kept staff busy managing process equipment and process control. In mid-March, as the weather began to warm slightly, staff began the process of starting one of the facility's two biotowers. This process takes approximately two weeks to allow biological organisms to establish growth within the tower.

The Mixed Liquor Suspended Solids (MLSS) inventory averaged 1,116 mg/l in March, a very slight decrease in inventory from last month. This aligned with our target biomass concentration range of 1,100 to 1,200 mg/L.

Graph No. 3 shows the coliform most probable number (MPN), which represents the effectiveness of the disinfection process. All seventeen coliform samples collected in March were below our KPI of 30 MPN, and well below our daily permit limit of 10,000 MPN. The total coliform monthly geometric mean for March was 2.2 MPN, well below our permit's monthly limit of 240 MPN.

Graph No. 4 shows the Total Suspended Solids (TSS), which is a good indicator of the effluent quality. The TSS monthly average in March was 5.1 mg/l, which is 34.0% of our Key Performance Indicator (KPI) of 15 mg/l, and is 17.0% of our permit's monthly average limit of 30 mg/l.

IV. Maintenance Activities

The cogeneration system produced 95.4% of the Agency's power in March, and MCE supplied the balance. The generator, as indicated on Graph #8, was in service and produced green power for the entire month.

The majority of March's work activities were spent performing process equipment preventative maintenance. In addition, work included repairing a leaking odor scrubbing unit in the biotower basement; replacing an isolation valve and piping on the fire protection water line; rebuilding two chemical metering pumps and returning both to inventory as spares; and repairing damaged conduit and running new instrument cabling at Sanitary District No. 2's Fifer pump station. Utility staff was able to remove a dead tree above the anaerobic digesters and complete painting of process piping in the facility's gallery system.

Attachment:

- March 2019 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
March 2019



Agency technicians replacing a malfunctioning valve in the Solids Handling area

Monthly Compliance Summary Table

Central Marin Sanitation Agency

March, 2019

Final Effluent Monitoring

Parameter	Frequency	Units	Results	Limit
Carbonaceous BOD Highest Weekly Average	Weekly	mg/L	8.0	Maximum 40
Carbonaceous BOD Monthly Average	Monthly	mg/L	5.5	Maximum 25
Carbonaceous BOD Monthly Removal Rate	Monthly	%	95.8	Minimum 85
Total Suspended Solids Highest Weekly Average	Weekly	mg/L	12.0	Maximum 45
Total Suspended Solids Monthly Average	Monthly	mg/L	5.1	Maximum 30
Total Suspended Solids Monthly Removal Rate	Monthly	%	97.1	Minimum 85
Chlorine Residual Instant Limit	Instant	mg/L	ND	Maximum 0.0
Ammonia Monthly Average	Monthly	mg/L	20.3	Maximum 60
Ammonia Maximum Daily	Daily	mg/L	26.3	Maximum 120
pH Lower Limit	Continuous	SU	6.6	Minimum 6
pH Upper Limit	Continuous	SU	7.4	Maximum 9
Bacteriological Analysis				
Total Coliform Monthly Geometric Mean	3 X Week	MPN/100mL	2.2	Maximum 240
Total Coliform Daily Maximum	3 X Week	MPN/100mL	16.9	Maximum 10,000
Enterococcus Quarterly Geometric Mean	Quarterly	MPN/100mL	4.5	Maximum 35
Flow Through Bioassay				
Acute Toxicity 11 Sample 90th Percentile	Monthly	% survival	100	Minimum 70
Acute Toxicity 11 Sample Median	Monthly	% survival	100	Minimum 90
Metals Analysis				
Copper Daily Limit	Monthly	ug/L	2.8	Maximum 85
Copper Monthly Average	Monthly	ug/L	2.8	Maximum 49
Cyanide Daily Limit	Monthly	ug/L	J2.1	Maximum 41
Cyanide Monthly Average	Monthly	ug/L	J2.1	Maximum 21
Mercury Weekly Average	Weekly	ug/L	0.0089	Maximum 0.072
Mercury Monthly Average	Monthly	ug/L	0.0089	Maximum 0.066
Mercury Monthly Loading	Monthly	kg/mo	0.02177	
Mercury Annual Loading (watershed permit)	Jan-Dec	kg/yr	0.05681	Maximum 0.11
Permit Analysis				
Dioxin - Total Equivalents (TEQ) Daily Maximum	1/Permit Cycle	ug/L	*	Maximum 2.8E-08
Dioxin - Total Equivalents (TEQ) Monthly Average	1/Permit Cycle	ug/L	*	Maximum 1.4E-08
Polychlorinated Biphenyls (PCBs) Daily Limit	1/Permit Cycle	ug/L	*	Maximum 0.017
Polychlorinated Biphenyls (PCBs) Monthly Limit	1/Permit Cycle	ug/L	*	Maximum 0.012
Semiannual and Quarterly Analysis				
Oil and Grease Daily Limit	Semiannual	mg/L	J1.6	Maximum 20
Oil and Grease Monthly Average	Semiannual	mg/L	J1.6	Maximum 10
Chronic Bioassay Toxicity	Quarterly	Tuc	ND	Maximum 20
Chronic Bioassay Toxicity (3 sample median)	Quarterly	Tuc	ND	Maximum 10
Flow Analysis	Daily Max	Hourly Max	5 minute Max	Monthly Average
Effluent Flow	38.5	59.5	62.4	19.8
Influent Flow	39.7	62.3	64.5	19.9
# Days Blended				3

* 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:** CMSA's NPDES permit requires that 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 120 mg/L and a monthly average limit of 60 mg/L. The maximum daily limit is the number that cannot be exceeded on any sample and the monthly average applies to all samples collected in any month (although typically we are required to take only one sample).
- **Biochemical Oxygen Demand (BOD):** The amount of dissolved oxygen needed by microorganisms (biomass) to stabilize organic material in the effluent. The permit limits for our effluent require that removal of 85% influent BOD, and meet a weekly average of less than 40 mg/L and a monthly average of less than 25 mg/L BOD.
- **Chlorine Residual:** The secondary effluent is disinfected with hypochlorite (chlorine "bleach"), and then the residual chlorine is neutralized with sodium bisulfite to protect the Bay environment. The final effluent chlorine residual limit is 0.0 mg/l, which is monitored continuously.
- **Bacteria:** Coliform and enterococcus bacteria are the indicator organisms for the determination of the effectiveness of the disinfection process.
- **Dioxin - Total Equivalents:** These are 17 dioxin-like compounds that we analyze for twice per year which have permit limits.
- **Oils and Grease:** We are required to monitor our effluent for Oils and Grease quarterly.
- **Flow Through Bioassay:** A 96-hour test in which we test the toxicity of our effluent to young rainbow trout (15-30 days old) in a flow-through tank to determine their survivability under continuous exposure to CMSA effluent. The permit requires that we maintain a 90th percentile survival of at least 70% and an 11-sample median survival of at least 90%. In layman's terms, this means that out of the last 11 samples, only one bioassay may fall below 70% survival, and the middle value—when all 11 samples are placed in numerical order—must be at least 90%.
- **Metals Analysis:** Our permit requires that we analyze our effluent for many different metals on a monthly basis. We have permit limits for three of the metals. The limits are stated as a maximum daily limit and a monthly average limit.
- **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 permit effluent pH must stay within the range of 6.0 to 9.0, which we monitor continuously.
- **Total Suspended Solids (TSS):** Measurement of suspended solids in the effluent. Our permit requires that we remove 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

March 2019

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

Primary Clarifier Performance

Average Total Suspended Solids (TSS) in:	<u>196.0</u>	mg/l
Average TSS out:	<u>73.3</u>	mg/l
Average Percent Removal Achieved:	<u>60.7</u>	%
Average Total Carbonaceous Biochemical Oxygen Demand (CBOD) in:	<u>137.4</u>	mg/l
Average BOD out:	<u>67.4</u>	mg/l
Average Percent Removal Achieved:	<u>50.1</u>	%
Average Plant Influent Flows:	<u>19.9</u>	MGD

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

Design 50-70% Removal

Design 25-40% Removal

Biotower Performance*

Average TSS out:	<u>N/A</u>	mg/l
Average BOD out:	<u>N/A</u>	mg/l
Average Percent BOD Removal Achieved:	<u>N/A</u>	%

Design 25-30% Removal

Aeration Tanks/Activated sludge

Dissolved Oxygen set point:	<u>2.0</u>	mg/l
Average MLSS:	<u>1,116</u>	mg/l
Average MCRT	<u>3.5</u>	Days
Average SVI:	<u>191</u>	

Secondary Clarifiers

Average WAS concentration:	<u>9,047</u>	mg/l
----------------------------	--------------	------

Final Effluent

Average Effluent TSS for the month was:	<u>5.1</u>	mg/l	(Maximum Limit: 30mg/l)
Week #1 weekly average	<u>12.0</u>		(Maximum Limit: 45mg/l)
Week #2 weekly average	<u>6.3</u>		"
Week #3 weekly average	<u>3.7</u>		"
Week #4 weekly average	<u>4.4</u>		"
Week #5 weekly average	<u>4.6</u>		"
Monthly average TSS removal efficiency through the plant was:	<u>97.1</u>	%	(Minimum Limit: 85%)
 Average Effluent CBOD was:	 <u>5.5</u>	 mg/l	 (Maximum Limit: 25mg/l)
Week #1 weekly average	<u>8.0</u>		(Maximum Limit: 40mg/l)
Week #2 weekly average	<u>5.0</u>		"
Week #3 weekly average	<u>4.8</u>		"
Week #4 weekly average	<u>6.7</u>		"
Week #5 weekly average	<u>5.6</u>		"
Monthly average CBOD removal efficiency through the plant was:	<u>95.8</u>	%	(Minimum Limit: 85%)
 Disinfection Dosing Rate:	 <u>4.6</u>	 mg/l	 monthly average
Total Coliform Monthly Geometric Mean:	<u>2.2</u>	MPN	(Maximum 240)
The Daily Maximum Total Coliform Count for the month was:	<u>16.9</u>	MPN	(Maximum 10,000)
Enterococcus Quarterly Geometric Mean:	<u>4.5</u>	MPN	(Maximum 35 MPN)
Effluent pH for the month was:			
Min	<u>6.6</u>		(Min 6.0)
Max	<u>7.4</u>		(Max 9.0)

Digester Treatment

Average Thickened Waste Concentration from the RDT was:	<u>5.4</u>	%		
Average percent of Volatile Solids destroyed was:	<u>82.3</u>	%		
Cubic feet of biogas produced was:	<u>9,808,110</u>	(Total)	<u>316,391</u>	(Daily Average)
Average temperature of the digester was:	<u>102.0</u>	degrees Fahrenheit		

Executive Summary Process Performance Data

March 2019

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

*There was no biotower performance data noted in March as both towers were out-of-service for preventative maintenance.

Dewatering

Average Centrifuge Feed concentration was:	<u>2.5</u>	%
Average Biosolids concentration was:	<u>27.4</u>	%
Average TSS of the Centrate was:	<u>125</u>	mg/l
Solids capture of the Centrifuge was:	<u>99.5</u>	%
Polymer use per Dry ton of biosolids was:	<u>12.77</u>	#/dry ton
Average polymer feed rate per run was:	<u>3.53</u>	gpm
Average concentration of the polymer batches was:	<u>0.328</u>	%
Average sludge feed rate per run was:	<u>55.4</u>	gpm

Comments:

The treatment plant has been running well with final effluent being of very good quality.

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 black graph line depicts the CMSA rain gauge recordings for the month.

Graph #2:

Depicts individual collection member agency flows.

The Y-axis is in the Dry Weather flow range of 0-25 MGD.

Graph #3:

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

The monthly Total Coliform Geometric Mean was 2.2 MPN through March, which is less than our KPI median of 30 MPN and permit limit of 240 MPN.

Graph #4:

Depicts the total suspended solids in the effluent.

Our monthly average was 5.1 mg/l versus our KPI of 15 mg/l and permit monthly average limit of 30 mg/l.

Graph #5:

Depicts the effluent CBOD which measures the oxygen demand of the wastewater.

The March effluent CBOD average was 5.5 mg/l, well below our NPDES limits of 40 mg/l weekly and 25 mg/l for the month.

Graph #6:

Depicts the degree to which the biosolids have been dewatered.

Our biosolids % concentration exceeded our KPI of 25% for the entire month of March.

Graph #7:

Depicts the amount of biogas that is produced in the digesters, and then used to produce electricity.

Biogas production in March averaged 316,391 cubic feet per day, which exceeded our monthly KPI of 200,000 cubic feet per day. As depicted on the graph however, there were several days during the month when organic waste deliveries were not received or were below their typical daily average volumes.

Graph #8:

This graph depicts the amount of energy produced through cogeneration versus the energy purchased from Marin Clean Energy (MCE) for Agency operations.

The cogeneration engine was online for the entire month of March producing 95.4% of the facility's power needs.

Glossary of Terms Process Performance Data Sheet

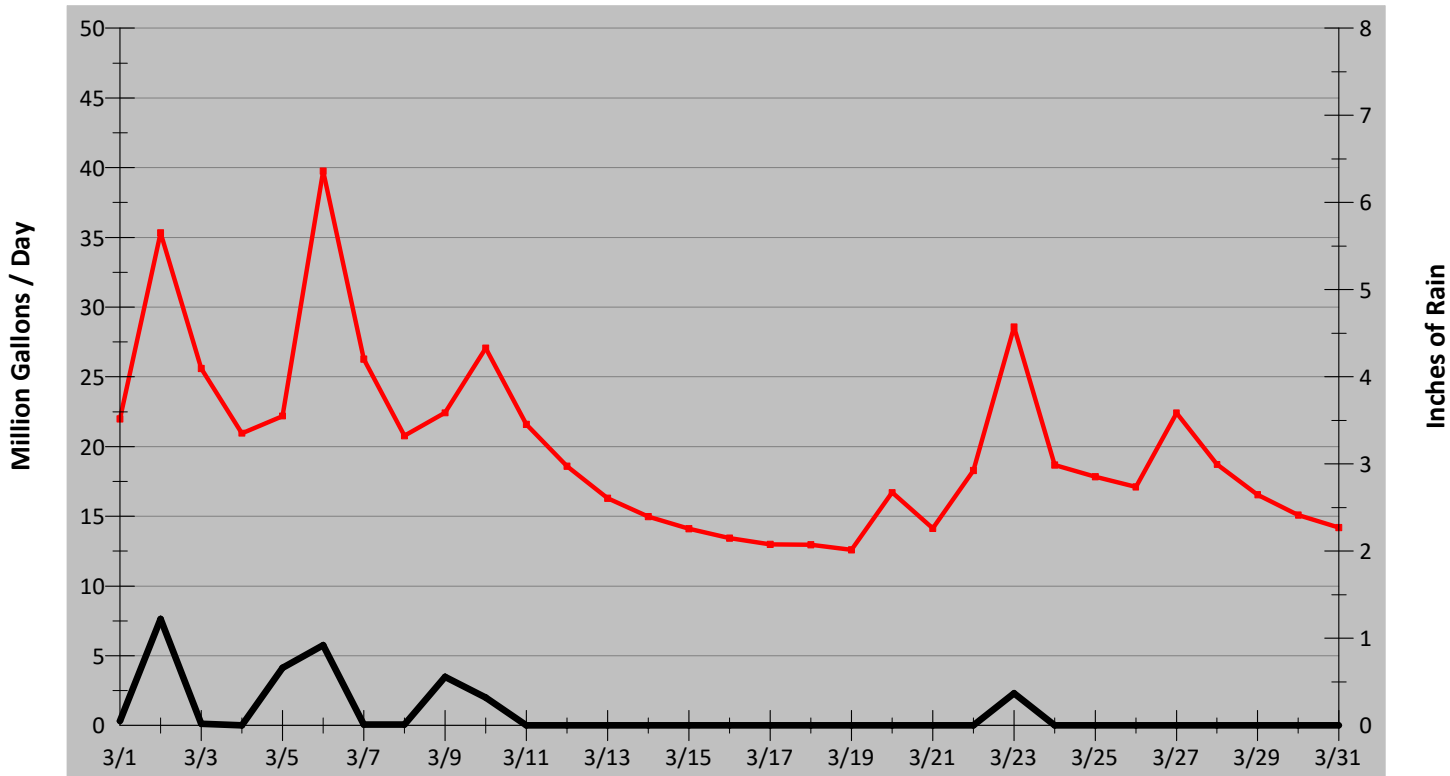
- **Aeration Tanks:** A biological process that takes place after the biotowers, where biomass (microorganisms) is mixed with the wastewater to feed on dissolved and suspended organic material. High speed blowers are used to provide compressed air to mix the tank contents.
- **Anaerobic Digesters:**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

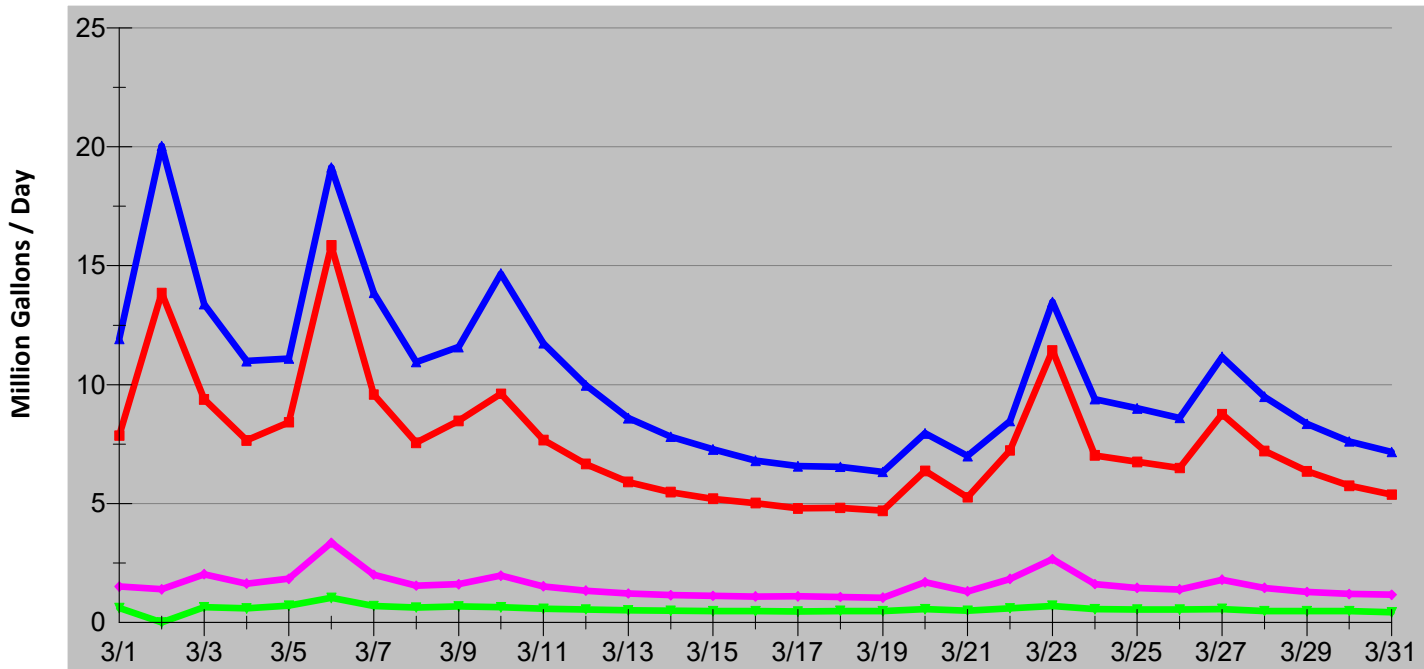


Date (3/1/2019 to 3/31/2019)

■ Flow (Daily Average) • Rainfall

(#1) CMSA Influent Flow

Graph #2: Collection System Influent Flows

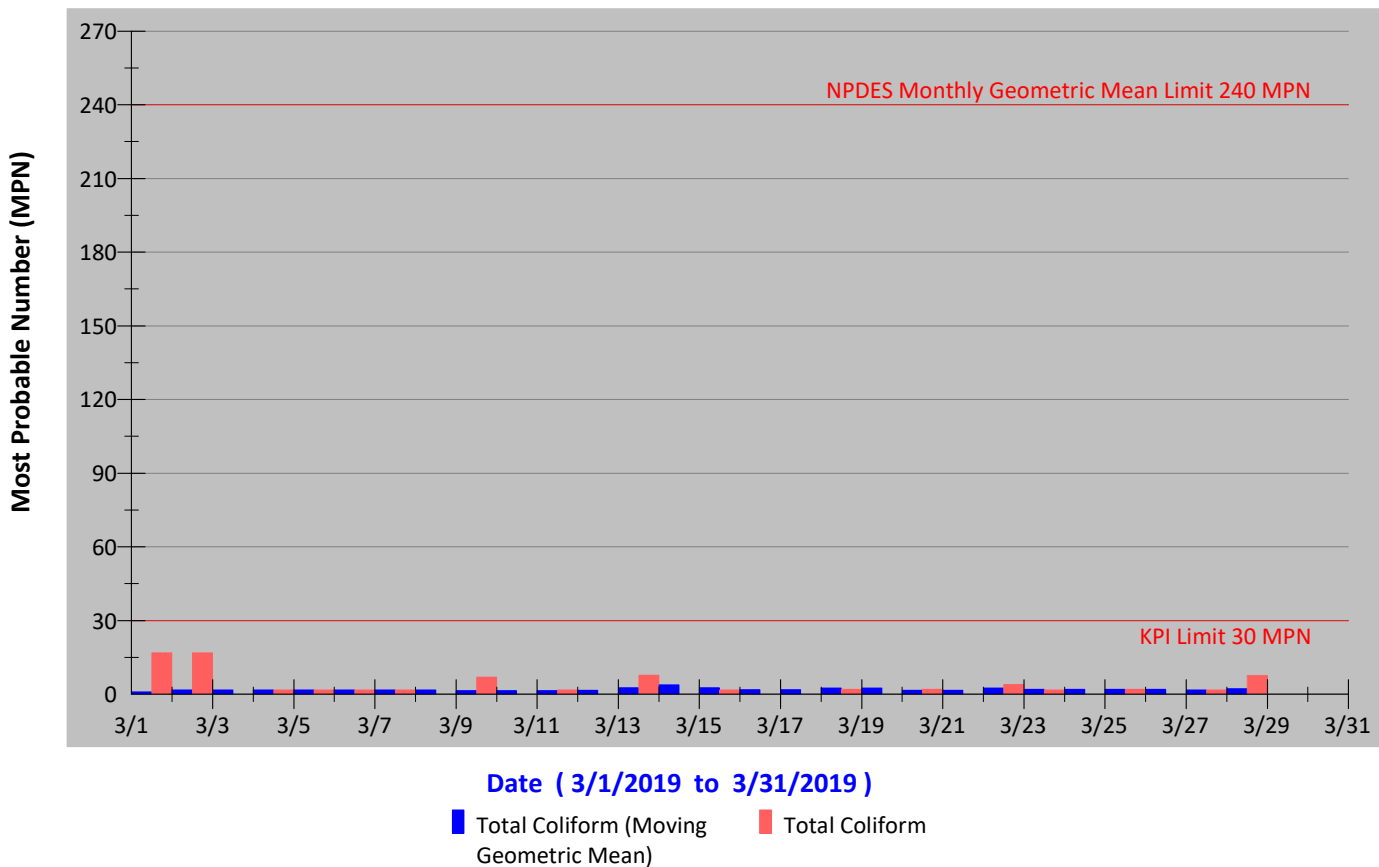


Date (3/1/2019 to 3/31/2019)

▲ RVSD Flow (Daily Average) ■ SRSD Flow (Daily Average) ▼ SQ Flow (Daily Average) ◆ SD#2 Flow (Daily Average -Par)

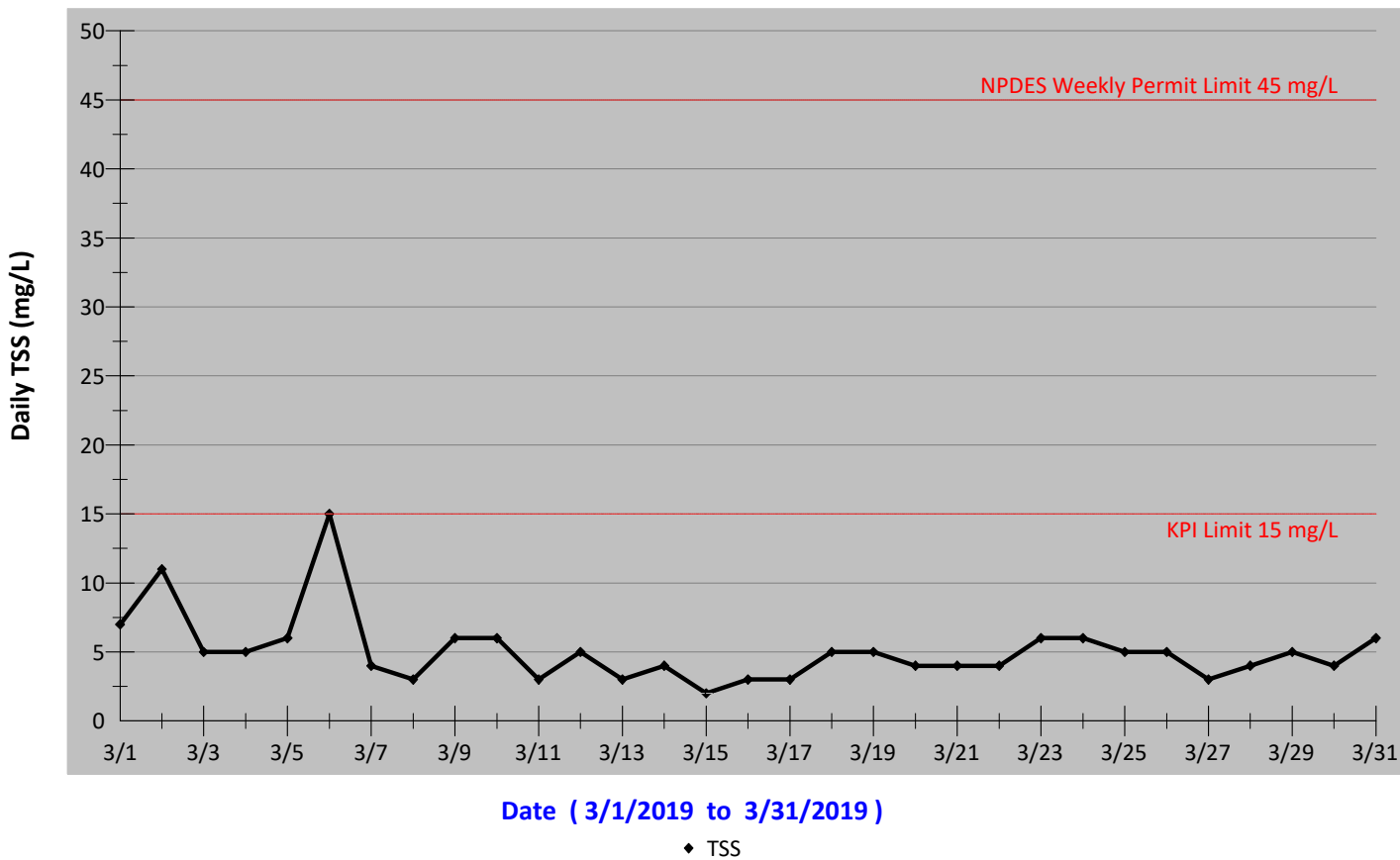
(#2) Collection System Influent Flows

Graph #3: Total Coliform & Monthly Geometric Mean



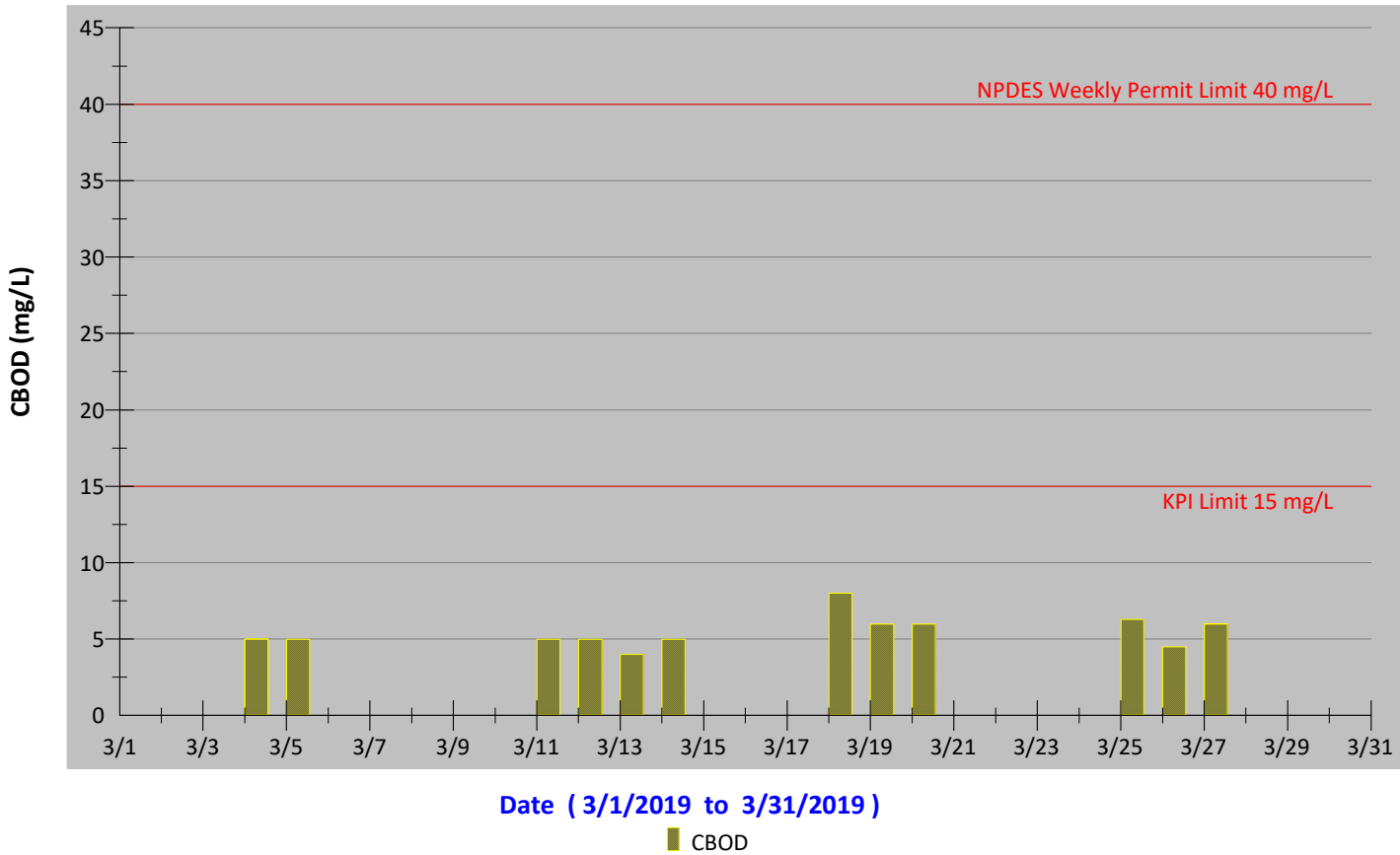
(#3) Total Coliform & Monthly Geometric Mean

Graph #4: Effluent Total Suspended Solids (TSS)



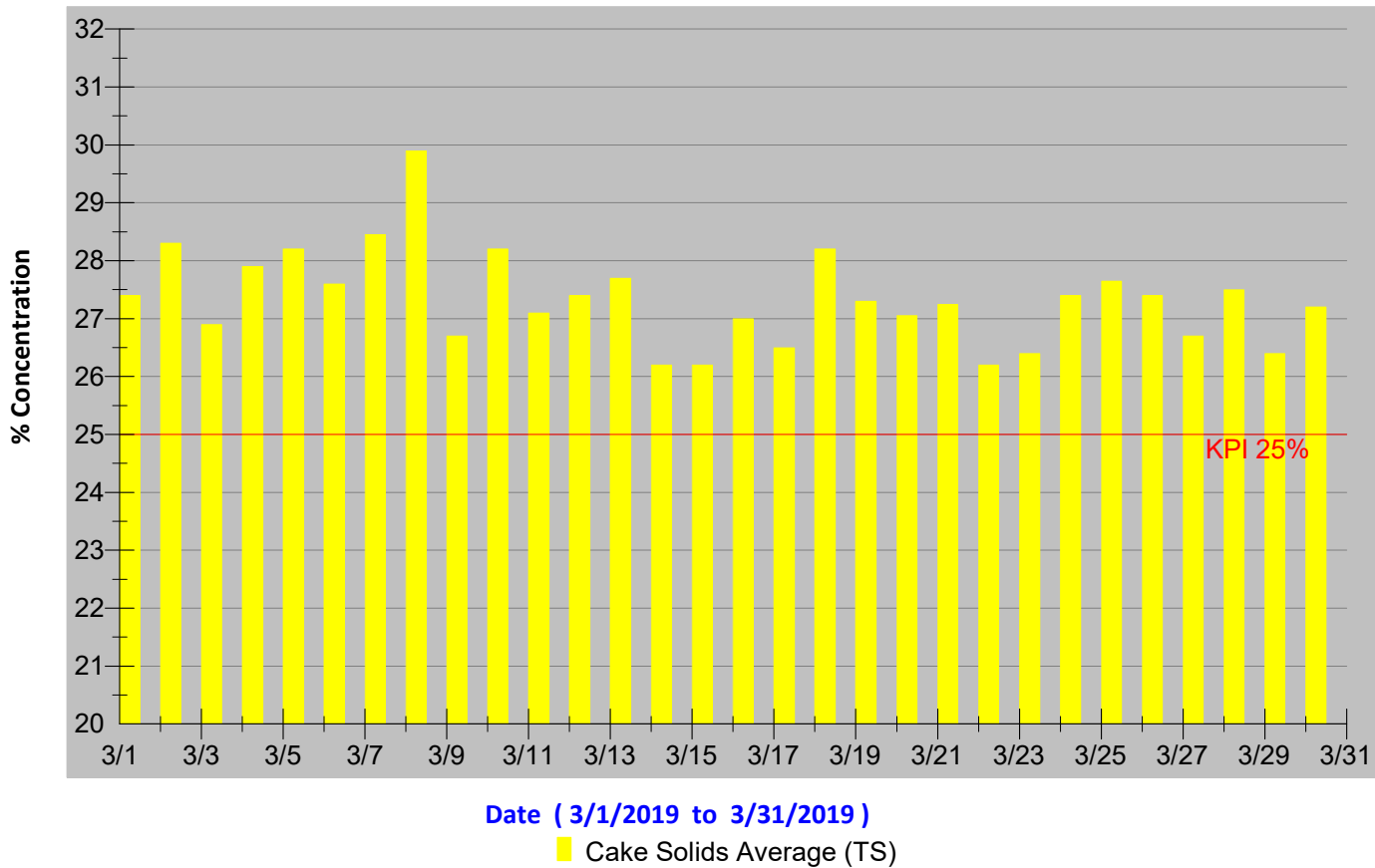
(#4) Effluent Total Suspended Solids (TSS)

Graph #5: Effluent Carbonaceous Biological Oxygen Demand (CBOD)



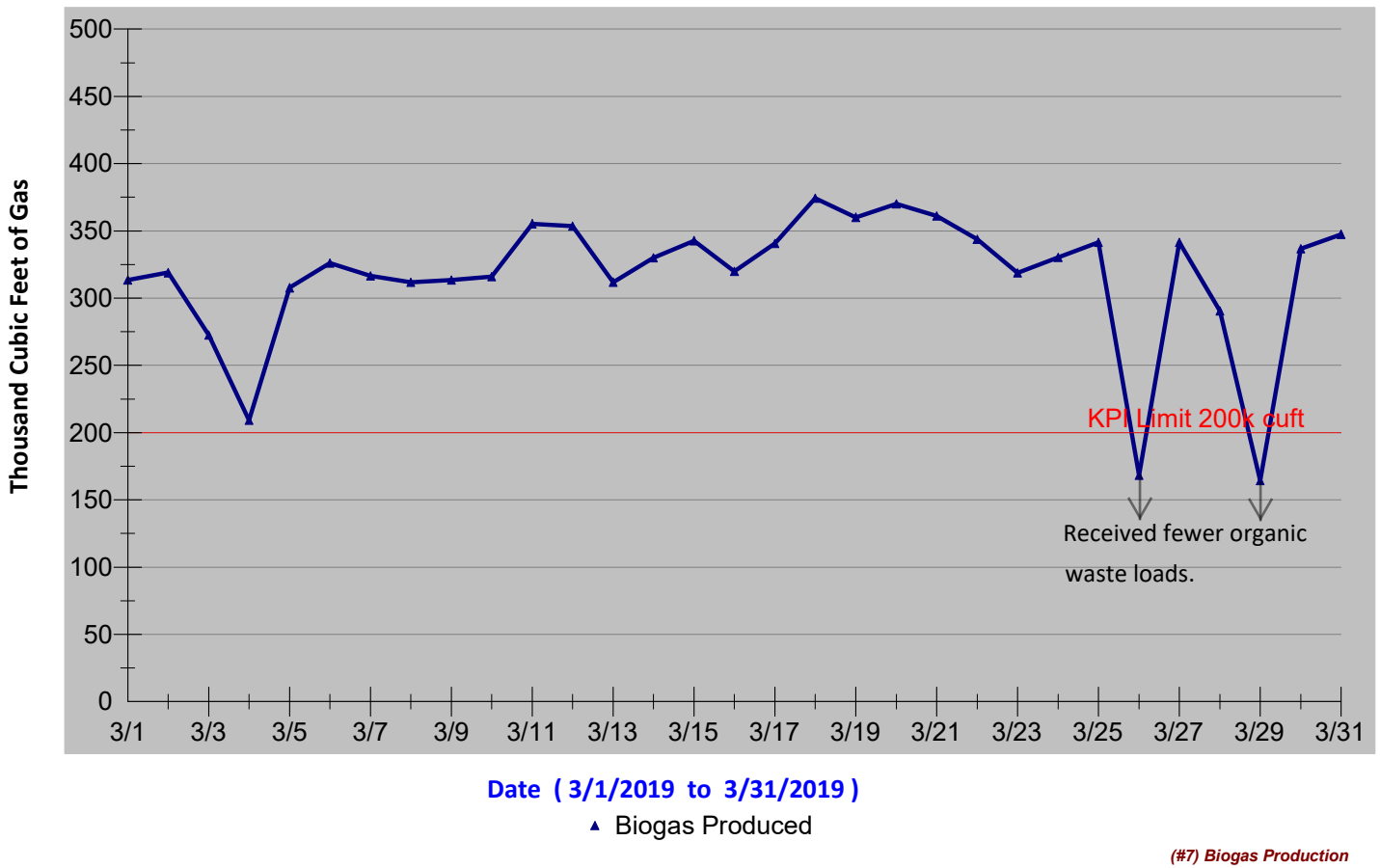
(#5) Effluent Carbonaceous Biological Oxygen Demand (C)

Graph #6: Biosolids Concentration

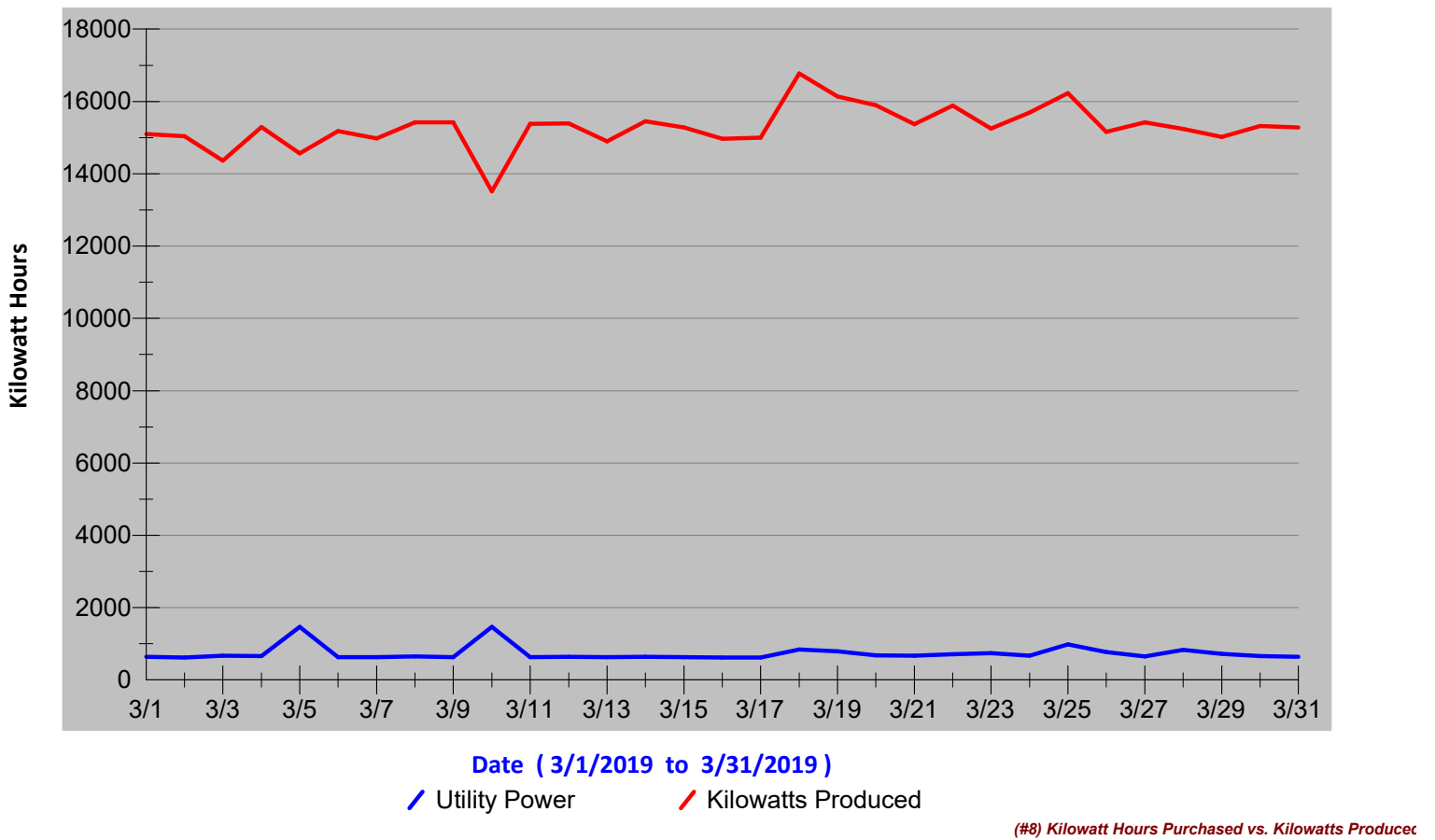


(#6) Biosolids Concentration

Graph #7: Biogas Production



Graph #8: Kilowatt Hours Purchased vs. Kilowatts Produced





BOARD MEMORANDUM

April 4, 2019

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Performance Metric Report – March 2019

Recommendation: Accept the March 2019 Performance Metric report.

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

Table I – Treatment/Process Metrics

Over the month, the total volume of wastewater treated decreased about 25% from 824 million gallons in February to 618 million gallons in March. This reduction was due to a reduction in the number of rain events and their duration, resulting in a decrease in influent flows, which is common at the end of the winter season. Organic waste loads, principally FOG deliveries, remained generally consistent, and biogas generation and energy production were at the upper end of their target ranges.

Table II – Employee Metrics

Most employee training this month was internal or web-based, and consisted of various staff taking class-based Emergency Action Plan and Hazardous Chemical Communication Program training sessions; and web based Incident Command System and Harassment Prevention training. Other internal training included department safety tailgates and specific development training for selected employees. Several employees attended First aid/CPR refresher training at Novato Sanitary District.

Unplanned corrective maintenance labor hours (Item 2) exceeded our 30% target, primarily due to staff responding to and assisting with a contractor damaged conduit situation at the SD2 Fifer Pump Station.

Table III - Environmental and Regulatory Compliance Metrics

There weren’t any NPDES permit exceedances in March, and all regulatory reports were submitted on schedule.

Table IV - Public Outreach

There were six odor alerts posted to the website in March, and the Agency did not receive any public odor complaints during the month. The alerts were posted for placing primary clarifiers in service before storm events and taking them out of service after the storm events, as influent flows subsided.

Monthly public education events may include staff attendance at public outreach events, school classroom and/or juggler show presentations, and Agency tours. Events over the past month are presented below with the event date and number of attendees.

Public Outreach Events

<u>Date</u>	<u>School</u>	<u>Attendees</u>
3/28	Novato Business EXPO	37

School Events – Juggler Show Presentations and Classroom Events

<u>Date</u>	<u>School</u>	<u>Attendees</u>
3/1	Classroom presentation at Glenwood Elementary	30
3/2	Old Mill School in Mill Valley	335
3/4	Glenwood Elementary in San Rafael	150
3/8	Cove School in Corte Madera	180

CMSA Tours

<u>Date</u>	<u>School/Group</u>	<u>Attendees</u>
3/5	San Rafael High School	24
3/5	Marin Academy in San Rafael	14
3/25	Sequential Environmental tour of OWRF	1

Attachment:

- March 2019 Performance Metric Report

CMSA CY19 PERFORMANCE METRICS – March 2019

TABLE I - TREATMENT/PROCESS METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Wastewater Treated	Volume of wastewater influent treated and disposed, in million gallons (Mg)	618.1 Mg	165 – 820 Mg
2) Biosolids Reuse	Alternate Daily Cover (ADC) 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)	420 wt; 0.0 wt; 140 wt	360 – 665 wt
3) Conventional Pollutant Removal	Removal of the conventional NPDES pollutants - Total Suspended Solids (TSS) and Carbonaceous Biological Oxygen Demand (cBOD) a. tons of TSS removed; % TSS removal b. tons of organics removed (cBOD); % cBOD removal	443.3 tons; 97.1% 290.5 tons; 95.8%	> 85% > 85%
4) Priority Pollutants Removal	Diversion of priority NPDES metals from discharge to the S.F. Bay: a. % Mercury b. % Copper	93.6% 87.8%	88 – 99% 84 – 98%
5) Biogas Production	Biogas generated in our anaerobic digesters, in million cubic feet (Mft ³) Natural gas (methane) equivalent of the biogas, in million cubic feet (Mft ³)	9.80 Mft ³ 6.27 Mft ³	6.0 to 9.5 Mft ³ 3.8 to 6.1 Mft ³
6) Energy Produced	Energy produced from cogeneration of generated biogas and purchased natural gas - in kilowatt hours Cogeneration system runtime on biogas , <i>in hours (hrs.)</i> ; % <i>time during month</i> Biogas value (natural gas cost equivalent)	473,912 kWh 701 hrs; 94.0% \$36,717	380 to 480,000 kWh 540 hrs.; 75% \$15,000 to \$30,000
7) Efficiency	The cost to operate and maintain the treatment plant per million gallons of wastewater treated, in dollars per million gallons Energy used, kilowatt hours, per million gallons treated	\$437 /Mg 582 kWh/Mg	\$451-\$1,830/Mg (wet - dry) 670 - 2,400 kWh/Mg

Table II – EMPLOYEE METRICS

Metric	Definition	Measurement	Target/Goal
1) Employee Training	Hours of internal training – safety, web-based, project, vendor, etc. Hours of external training – employment law, technical, regulatory, etc.	Internal = 257.25 External = 17	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);	384 hrs 498 hrs (73.0%) 188 hrs (33.0%) 0.56	300 – 500 hrs ≥ 70% total CM hrs ≤ 30% total hours ≥ 0.45
3) Overtime Worked	Monthly hours of OT worked; <i>Year to date hours of OT (YTD)</i> % of regular hours worked; % <i>Year to date (YTD)</i>	102 hrs; (545.5hrs) 1.5 %; (2.3%)	< 5%

CMSA CY19 PERFORMANCE METRICS – March 2019

Table III - ENVIRONMENTAL AND REGULATORY COMPLIANCE METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Permit Exceedances	# of NPDES permit exceedances	0	0
2) Regulatory Analyses	# of analyses by the CMSA laboratory for NPDES, Stormwater, and Biosolids regulatory compliance monitoring and reporting	425	150-750
3) Process Control Analyses	# of analyses by the CMSA laboratory for process control monitoring	846	400-1,250
4) Contract Laboratory Analyses	# of analyses by contract laboratories for regulatory compliance reporting	30	0-50
5) Quality Control Testing	# of CMSA performed laboratory analyses for QA/QC purposes	217	100-300
6) Water Quality Sample Analyses	# of ammonia, coliform (total and fecal), enterococcus, and/or sulfide analyses performed for the CMSA member agencies (SSOs, etc.)	44	as-needed
7) Pollution Prevention Inspections	Inspections of industrial and commercial businesses in the Agency's pretreatment and pollution prevention programs and Novato Sanitary District's Mercury Reduction Program – 255 businesses regulated	2	variable
8) FOG Program Inspections	Inspections of food service establishments (FSEs) in the Almonte, TCSD, SD2, RVSD, SRSD, and LGVSD service areas – approx. 316 FSEs are regulated and 63 FSEs have waivers.	22	20 – 50
9) Permits Issued/Renewed	Permits issued for the pretreatment, pollution prevention, and FOG source control programs, and for groundwater discharge	1	variable

Table IV- PUBLIC OUTREACH

Metric	Definition	Measurement	Target/Goal
1) Public Education Events	Attendance at public education outreach events; # of booth visitors; <i>(YTD)</i>	37; <i>(37)</i>	3,500/year
2) School Events	Participation or sponsorship in school outreach events; attendees; <i>(YTD)</i>	695; <i>(1,198)</i>	variable
3) Agency Tours	Tours given to students and the public; # of people, <i>(YTD)</i>	39; <i>(91)</i>	variable
4) Odor Notifications	Number of odor alerts posted to the Agency website	6	1-10
5) Odor Complaints	Number of odor complaints received from the public	0	0



BOARD MEMORANDUM

April 4, 2019

To: CMSA Commissioners and Alternates
From: Kevin Lewis, Assistant Maintenance Supervisor
Approved: Jason Dow, General Manager
Subject: FY 2019 Asset Management Program – 3rd Quarter Report

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

Summary: Since February 2011, staff has provided the Board with periodic presentations to highlight the progress made on implementing the Agency’s Asset Management Program (Program). Staff publishes quarterly Asset Management (AM) reports in October, January, and April, and the annual report is presented in July.

Third Quarter Highlights

1. Cogeneration System Upper-end Overhaul – At predetermined timed intervals, the cogeneration system receives manufacturer recommended overhauls to ensure that the equipment is maintained at a defined level of service for optimal operational performance. CMSA’s cogeneration engine recently received a 12,000 hour preventative maintenance procedure which included removing and replacing the engine’s 16 cylinder heads and gasket kits, two turbochargers, and the system’s intercooler. Peterson Power Systems performed this work and their lead technician commented on the exceptional condition of the engine, which is a result of staff regularly performing preventative maintenance and the biogas purification system removing contaminants. Prior to the peak power demand season, May 1 through October 31, the cogenerator will undergo source control emissions testing by the Bay Area Air Quality Management District and receive a final tune-up of the engine controls system.
2. Sodium Bisulfite Tank Motor Operated Valves – Sodium Bisulfite (SBS) is added to disinfected treated wastewater to remove residual chlorine prior to discharge to San Francisco Bay. SBS is stored on site in two 6,500-gallon storage tanks, and its disbursement is controlled by motor operated supply valves that open and close automatically based on pre-set SBS levels in each tank. The original valves were installed in 1996 during a major chemical handling facility upgrade project. Both valves

were reaching the end of their life cycles, were no longer supported by their manufacturer, and do not meet new technology standards. Staff completed a maintenance project to install replacement valves, source new valve assemblies, and fabricated custom brackets to mount the units to the floor. Once the pipe and electrical connections were completed and the equipment tested for leaks, the valves were placed back into automatic operation mode.

3. Inline Sludge Grinder – Prior to dewatering, anaerobically digested sludge is fed through a sludge grinder to prevent large diameter debris damaging the facility’s centrifuges. Recently, during annual maintenance on the existing unit, staff installed a larger and more robust grinder cartridge that is a direct fit to the existing equipment. These grinder cartridges operate in extreme environments and are designed to be removed periodically for maintenance or refurbishment. Typically, CMSA exchanges one cartridge per year with the manufacturer and has one spare cartridge in inventory.

Asset Inventory

The Asset Parts Inventory is comprised of critical spare parts for Agency equipment, and consumable items designated for CMSA’s contract collection agencies – Sanitary District No. 2 (Corte Madera), San Quentin State Prison, and San Quentin Village Sewer Maintenance District. Spare parts for CMSA and San Quentin Village are kept at CMSA site-specific parts rooms, Sanitary District No. 2 (SD2) parts and equipment are stored at Paradise pump station, and San Quentin State Prison parts and equipment are stored at the San Quentin pump station.

Staff conducted a quarterly review of Agency assets tracked within the computerized maintenance management systems (CMMS) asset tree, to verify active assets within the system. As Agency-managed projects or regularly scheduled maintenance work is completed, both new and old assets must be accounted for in an asset inventory count. Along with entering new and removing obsolete assets from the asset tree, staff removed improperly grouped or classified assets, and removed additional non-critical assets. In all, 72 items were entered, reclassified, or removed from the CMMS asset tree this past Quarter.

Asset Locations	Total Assets
CMSA	2,479
SD2	366
San Quentin Prison	30
San Quentin Village	42

Parts Inventory	Parts Quantity	Total Value
CMSA	24,678	\$1,562,071
SD2	290	\$169,337
San Quentin Prison	36	\$28,289
San Quentin Village	2	\$1,324

Asset Improvements, Repairs, and Refurbishment Work

1) CMSA Capital Improvement Project Work

Projects in the table below are capital projects that were completed or were in progress over the past quarter. For some of the projects, CMSA staff performed work alongside contractors.

Project Name	CMSA Staff Cost	Total Cost	Status
Crack, Leak, and Coating Repair	\$1,700	\$95,030	In Process
Headworks Channel Air Pipe Support Replacements	\$6,402	\$9,264	Complete
SBS Tank MOVs	\$3,289	\$27,224	Complete
Centrifuge No. 3 Refurbishment	\$5,726	\$56,512	Complete
Digester Recirculation Pump Replacement	\$2,643	\$17,268	Complete
Inline Grinder Replacement	\$1,756	\$14,589	In Process
Cogeneration Engine Upper End Overhaul	\$7,353	\$88,714	Complete
FY 19 Plant Lighting Upgrades	\$1,842	\$16,403	In Process

2) CMSA Asset Management Improvements

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

Area	Equipment	Improvement	Total Cost	Comments
Headworks	Perforated Plate Screens	Replaced VFDs	\$5,299	Replaced primary drives that failed during a brown power outage.
Primary Clarifiers	Sludge Pump	Installed new pump	\$7,546	New progressive cavity pump installed.
Aeration	Dissolved Oxygen Probes	New probes installed	\$4,002	Replaced probes in tanks Nos. 1 and 3.
Digesters	Mixing Pumps	Motor VFDs	\$13,842	Replaced soft starters with variable frequency drives.
Organic Waste Receiving Facility	Slurry Mixing Pumps	Installed new isolation valves	\$5,320	Replaced both supply-side isolation valves.
Organic Waste Receiving Facility	Digester Feed Pump	Installed new hose	\$7,332	Three hoses and hose lubricant replaced.

Area	Equipment	Improvement	Total Cost	Comments
Chemical Handling	Metering Pump	New 18 GPH metering pump	\$7,991	Installed dedicated pump to chlorinate the return activated sludge (RAS) line.
Chemical Handling	Hypochlorite Storage Tanks	Level-indicating sight glasses	\$3,607	Replaced tank level sight glasses on all five tanks due to cracked piping.

3) CMSA Maintained Assets (San Quentin Prison, Sanitary District #2, San Quentin Village)

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

Asset Owner	Asset	Improvement	Total Cost	Comment
SD2	Paradise Pump Station	Wet well level sensor	\$1,927	Replaced failed level sensor.
SD2	Paradise Pump Station	New VFD for pump No. 4	\$3,733	Replaced failed capacitor rack with parts salvaged from pump No. 3.

Work Orders – Third Quarter FY 2019

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

Work Order Type	# of WO's	% of Total WO's	Labor Hrs.	% of Total Hrs.
Preventative Maintenance (PM)	233	38.70%	715.50	9.30%
Corrective-Planned	177	29.40%	1103.75	14.35%
Corrective-Unplanned	47	15.12%	529.00	6.88%
Improvement Project Work	4	0.66%	67.75	0.88%
Coating Projects	3	0.50%	79.25	1.03%
Safety	34	5.65%	179.50	2.33%
Professional Development/Staff Meetings	23	3.82%	290.75	3.78%
Facilities Administration/Housekeeping	25	4.15%	1141.50	14.84%
Process Control and Facility Operations	12	1.99%	3,585.00	46.61%
Total	602	100%	7692.00	100%



BOARD MEMORANDUM

April 4, 2019

To: CMSA Commissioners and Alternates

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

Subject: **Revised Annual Budget Financial Policy**

Recommendation: Approve the revised Annual Budget Financial Policy, and provide comments and/or direction to staff.

Summary: The Agency's Other Post Employment Benefit (OPEB) plan is a two-tier medical after retirement benefit for employees after they retire from Agency service. At the March Board meeting, staff presented and the Board approved an OPEB Funding Plan that is designed to fund future retiree medical benefits, and is comprised of the following elements.

1. Prefund the California Employers Retirement Benefit Trust (CERBT) with the GASB 75 net Actuarial Determined Contribution (ADC), approximately \$43K annually.
2. Fund the CERBT to approximate \$3.87M, after which its earnings will be used to pay OPEB benefits.
3. Monitor the Plan thereafter to avoid overfunding.

Staff has revised to Agency's Annual Budget Financial Policy to incorporate and explain the OPEB Funding Plan. It will be annually monitored and adjusted, as needed, to maintain the Plan objectives, and be included in the Agency budget.

Discussion: CMSA's OPEB plan currently has a total benefit obligation of approximately \$5.2M and is currently funded at approximately \$2.6M, as of February 28, 2019 for a funding level of approximately 50%. Per discussion with the Agency's actuary, CMSA's OPEB obligation will begin to drop off dramatically in twenty years due to tier 1 retiree mortality, leaving only tier 2 retirees who will receive a substantially reduced benefit. The tier 1 and tier 2 total obligation is approximately \$5.2M with an annual obligation to retirees currently of approximately \$210,000. The long-term obligation for the Agency will consist only of tier 2 retirees receiving the minimum allowable benefit set by CalPERS, currently at \$136 per month adjusted annually by cost of living. The GASB 75 Valuation assumes employees retire at age 55 with mortality assumed at age 85 for a monthly benefit payout for 30 years.

The total future obligation under tier 2 will consist of \$136 X 44 employees X 12 months X 30 years, and is approximately \$2.2M. We know the current total obligation, which is

approximately \$5.2M and that the future obligation will eventually reduce to approximately \$2.2M for an obligation reduction of approximately \$3M. The key issue for the Agency to address is to not overfund the CERBT, because monies placed in it can only be used for the purposes of the trust and are irrevocable.

CMSA's current ADC is approximately \$250K, consisting of payments for retiree medical benefits and an amount for OPEB prefunding. The Agency's budget policy is to fund OPEB to the extent of the net ADC. Current payments to retirees amount to approximately \$210K and the difference, \$43K, is paid to the OPEB fund with CERBT.

The OPEB Funding Plan, Attachment 1 to the revised Annual Budget Financial Policy, shows funding the CERBT for several years then begin to use it to pay for retiree medical benefits. The current retiree benefit payment of \$210K is escalated each year by four percent to begin at \$257K in year six in Attachment 1. The Plan uses a fixed \$43K per year as the annual contribution to CERBT. The CERBT is currently paying just over 9% rate-of-return, so staff believes a 6.75% interest factor used in the Plan is conservative. The table shows that the balance in the CERBT will be approximately \$3.8M in five years. Annual interest earnings at 6.75% for the \$3.8M principal would be approximately \$256K. At that time, the earnings from the CERBT will pay for all or a substantial portion of the OPEB benefit. Accordingly, future annual CERBT earnings will be approximately \$170,000 at 6.75% on a \$2.25M trust. The objective is for CERBT earnings to pay Plan benefits.

Monitoring the CERBT to avoid overfunding will be an issue for future CMSA staff to address. Future staff will need to balance future CERBT earnings with future OPEB costs. Where earnings exceed costs, one method to reduce earnings would be to select a more conservative investment strategy. In that situation, the objective would be for Plan costs to exceed earnings to reduce the principal basis of the trust. Another method is to determine if changes have occurred that would allow exceptions to the irrevocable condition such as a one-time only withdrawal to match plan assets with the actuarially determined benefit obligation.

Attachment:

- Revised Financial Policy #550

POLICY #:	550
SECTION:	FINANCIAL – FINANCIAL PLANNING
SUBJECT:	Annual Budget
DATE:	4/9/2019

POLICY

The Board of Commissioners shall adopt a comprehensive balanced annual **or bi-annual** budget for the Agency prior to the start of ~~each~~ the fiscal year (July 1 to June 30).

PROCEDURE

The annual budget is a document specifying the allocation of Agency resources for the priorities approved by the Board of Commissioners for the fiscal year. The adoption of a fiscal year budget by the CMSA Board is a statutory requirement for California public agencies, and is also specified in the Agency's Joint Powers Agreement.

The annual budget that is presented to the Board for adoption shall include the following components:

- Departmental budgets with three-year budget comparisons: prior fiscal year, current fiscal year approved budget and projected expenditures, and proposed budget for the upcoming fiscal year;
- Descriptions and explanations of specific revenues and expenditure categories and line-items;
- Funding for the Agency's annual OPEB (retiree medical expenses) contribution, **pursuant to the Agency's OPEB Funding Plan.**
- Identification of Agency staff responsible for routinely monitoring, tracking, and making transaction decisions with respect to specific budget categories and/or line-items within each department budget;
- Allocation of Regional/Sewer Service Charges to JPA Members and San Quentin;
- Allocation of Debt Service Charges to JPA Members and San Quentin;
- 10-Year Capital Improvement Program with budget allocations for capital projects and initiatives;
- Proposed accumulations and uses for Agency reserves; and
- 10-Year Financial Forecast.

I. Budget Development

The annual budget represents the Agency's financial blueprint to maintain effective wastewater operations that comply with the Agency's various operating permit requirements. The budget describes the funding requirements and operating costs associated with providing wastewater services, and the maintenance, replacement, and improvement of the facility infrastructure and assets. It shall include, but is not limited to, the following sections:

A. Revenue Budget

The Revenue Budget shall detail and describe each salient revenue category, including, but not limited to, sewer service charges, capacity charges, permit fees, revenues from contract and program services, fees for wastewater and organic waste disposal at Agency facilities, and revenues for debt service payments and coverage.

B. Expenditure Budget

The Expenditure Budget shall be organized by department. Specific line-items for each department shall be detailed, described, and explained for each salient operating expenditure category, including, but not limited to, salaries, benefits, professional services and studies, permits and fees, materials and supplies, facilities maintenance, equipment, treatment plant operations, and miscellaneous administrative expenses.

Included in the Expenditure Budget is the annual Actuarially Determined Contribution (ADC) for Other Post-Employment Benefits (OPEB) pursuant to the most recent GASB 75 actuarial valuation report. **The annual ADC consists of medical benefit reimbursement payments to retirees as well as transfers to the OPEB trust.**

C. 10-Year Capital Improvement Program (CIP)

The CIP shall include the proposed capital expenditure budget for the upcoming fiscal year as well as the planned projects and initiatives for the following nine fiscal years. Each project shall be clearly described. The Board shall approve the following fiscal year proposed projects as part of the annual budget approval, and conceptually approve the projects shown in the following nine fiscal years.

D. 10-Year Financial Forecast

The Forecast shall present a multi-year comparison of the previous fiscal year's actual performance, current fiscal year's projected performance, and a ten-year projection of future revenues by all sources, expenditures, and the accumulation and use of reserves. The forecast shall guide the Board in determining current and future operating and CIP funding to meet the Agency's financial and operational needs and objectives.

At the discretion of the Board, the annual budget may also include policy statements, directives, and funding plans that explain and describe operational, capital, and/or organizational approaches for managing and handling the Agency's business and assets. Statements regarding performance accomplishments, objectives, and measurements may be included.

The General Manager shall present a draft annual budget to the Board for review no later than the May Board meeting, prior to the start of each fiscal year. The Board shall consider approving the annual budget at the June Board meeting, prior to the start of each fiscal year.

II. Budget Reporting

During the fiscal year, the Agency's actual revenues and expenditures shall be tracked to the appropriate budget line-items to manage the Agency's financial and operational condition. Quarterly budget status reports of revenues, and operating and capital expenditures by category shall be provided to the Board for its review.

III. Budget Transfers

The General Manager shall establish and approve procedures for department managers to (1) request budget transfers within the adopted operating and capital budgets that do not increase the total aggregate fiscal year budget, and (2) to request budget amendments that would increase the total aggregate fiscal year budget subject to the General Manager's and/or Board's review and approval.

IV. Budget Amendments

In the event of unforeseen or unanticipated circumstances, amendments to the adopted fiscal year budget may be necessary. Budget amendments shall be considered when funds are justified, available, and necessary to maintain the Agency's ongoing operational and financial performance, and service expectations as directed by the Board.

The Board shall approve budget amendments that would increase the total aggregate fiscal year budget, based on the evaluation and recommendation of the General Manager that the proposed amendment meets the intent and purpose of this policy.

In the event of an emergency, the General Manager can approve budget amendments that would increase the Agency annual budget, with the conditions that (1) these amendments are necessary to maintain the Agency's ongoing and routine operations, and (2) the aggregate amounts of the amendments cannot exceed \$100,000. The General Manager shall notify the Chair of the Board about the situation and the reason for the budget amendment, and report to the Board about these actions at its next scheduled meeting.

V. OPEB Funding Plan

The OPEB trust is maintained with the California Employers' Retiree Benefit Trust (CERBT). The purpose of the CERBT is to provide future funding of post-retirement medical benefits for eligible retirees. Transfers to the CERBT are irrevocable and monies in it may only be used to pay eligible medical benefits.

The OPEB Funding Plan is shown in Attachment 1, and includes funding, investment earnings, and medical expense transactional activity by year for a 20-year period. The Plan will require annual monitoring to ensure it is meeting the objectives of CERBT earnings paying future medical benefits, while not becoming overfunded. Overfunding is anticipated when the CERBT has greater than \$2.2 million in 20 years.

CERBT Funding: The CERBT will be funded annually with the Net ADC amount from the GASB 75 Actuarial Valuation Report. Agency funding will continue until the CERBT has adequate funds to pay future retiree medical expenses, without becoming overfunded.

CERBT Use: When the CERBT is projected to have adequate funds and avoid the overfunding level, it will be used to fund retiree medical benefits which include CalPERS medical premiums and retiree medical expense reimbursements.

Plan Adjustments: Based on the annual monitoring, staff will adjust the investment earnings interest rate, retiree medical cost, and the projected medical expense rate increase, and make necessary Plan funding and/or investment strategy changes to meet the Plan objectives.

Attachment – OPEB Funding Plan Worksheet



BOARD MEMORANDUM

April 4, 2019

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: 2018 California Water Environment Association State Awards

Recommendation: Informational, provide comments or direction to staff, as appropriate.

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, electrical/instrumentation, laboratory, collection system, 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 fellow employees for position specific awards.

At the January 2019 Board meeting, staff reported that CMSA received eight 2018 CWEA awards from the Redwood Empire Section, two organizational awards and six individual employee awards, and that the CMSA award winners will compete with the award winners from the other seventeen CWEA sections for the state level awards. CWEA recently informed the Agency about the below state level award winners.

Community Engagement and Outreach Person of the Year – Mary Jo Ramey (1st Place)

Engineering Achievement of the Year – Power Delivery Program (1st Place)

Community Engagement and Outreach - Wastewater Treatment Agencies of Marin for the Cooperative Public Education Program (3rd Place)

Several staff members will be attending the upcoming annual CWEA conference, where they will receive the award plaques. Pursuant to the Board adopted Administrative Policy #58 - Employee Award Recognition, individual state award recipients receive a \$250 monetary award, and specific employees who participated in the Power Delivery Program will receive an additional \$250.

Attachment:

- CWEA award notification emails (3)

Jason Dow

To: Mark Koekemoer
Subject: RE: Your CWEA Award Status

From: Megan Barillo [<mailto:mbarillo@cwea.org>]
Sent: Wednesday, March 13, 2019 4:59 PM
To: Mark Koekemoer
Subject: Your CWEA Award Status

Dear Mary Jo Ramey,

Congratulations! You have been selected as CWEA's 2019 first place winner for Community Engagement and Outreach: Person of the Year award.

Preparations are underway to honor you at CWEA's Annual Conference being held in Palm Springs, April 9-12, 2019.

We will be honoring your accomplishment at the following CWEA Annual Conference events:

- Community Engagement and Outreach Committee Meeting
Date/Time: TBD - the timing of this meeting has not been confirmed as of this date.
You will be awarded a certificate.
- CWEA Awards Luncheon
Friday, April 12, 11:30 a.m. - 1:30 p.m.
You will be presented a plaque honoring your win!

Please verify rooms and times in the AC19 mobile app or onsite guide.

In addition, your award will be celebrated at the Annual Conference Awards Pavilion where photos of winners will be displayed. If you did not submit a photo with your application, please send one to Megan Barillo by **March 18**.

You can register for the Annual Conference [using this form](#) and we will honor the early bird rate for you. This registration must be received by **March 25**. To attend the breakfast and lunch events, you will need to purchase a ticket.

Sincerely,



Ian Mackenzie
CWEA Membership & External Relations Committee Chair

This email is a service from California Water Environment Association.

Jason Dow

To: Peter Kistenmacher
Subject: RE: Your CWEA Award Status

From: Megan Barillo [<mailto:mbarillo@cwea.org>]
Sent: Tuesday, March 12, 2019 10:50 AM
To: Peter Kistenmacher
Subject: Your CWEA Award Status

Dear Central Marin Sanitation Agency,

Congratulations! You have been selected as CWEA's 2019 first place winner for Engineering and Research - Engineering Achievement award.

Preparations are underway to honor you at CWEA's Annual Conference being held in Palm Springs, April 9-12, 2019.

We will be honoring your accomplishment at the following CWEA Annual Conference events:

- Biosolids and Engineering & Research Lunch
Date/Time: Wednesday, April 10, 12:15 - 1:45 p.m.
You will be awarded a certificate.
- CWEA Awards Luncheon
Friday, April 12, 11:30 a.m. - 1:30 p.m.
You will be presented a plaque honoring your win!

Please verify rooms and times in the AC19 mobile app or onsite guide.

In addition, your award will be celebrated at the Annual Conference Awards Pavilion where photos of winners will be displayed. If you did not submit a photo with your application, please send one to Megan Barillo by **March 18**.

You can register for the Annual Conference [using this form](#) and we will honor the early bird rate for you. This registration must be received by **March 25**. To attend the breakfast and lunch events, you will need to purchase a ticket.

Sincerely,



Ian Mackenzie
CWEA Membership & External Relations Committee Chair

This email is a service from California Water Environment Association.

Jason Dow

To: Mark Koekemoer
Subject: RE: Your CWEA Award Status

From: Megan Barillo [mailto:mbarillo@cwea.org]
Sent: Wednesday, March 13, 2019 5:03 PM
To: Mark Koekemoer
Subject: Your CWEA Award Status

Dear Central Marin Sanitation Agency,

Congratulations! You have been selected as CWEA's 2019 third place winner for Community Engagement and Outreach: Project of the Year - Large award.

Preparations are underway to honor you at CWEA's Annual Conference being held in Palm Springs, April 9-12, 2019.

We will be honoring your accomplishment at the following CWEA Annual Conference events:

- Community Engagement and Outreach Committee
Date/Time: TBD - At this time the meeting date and time has not been confirmed.
You will be awarded a certificate.
- CWEA Awards Luncheon
Friday, April 12, 11:30 a.m. - 1:30 p.m.
Your name will be acknowledged on screen during the awards presentation. Due to the timing limitations of the event, you will not be called to the stage.

Please verify rooms and times in the AC19 mobile app or onsite guide.

You can register for the Annual Conference [using this form](#) and we will honor the early bird rate for you. This registration must be received by **March 25**. To attend the breakfast and lunch events, you will need to purchase a ticket.

Sincerely,



Ian Mackenzie
CWEA Membership & External Relations Committee Chair

This email is a service from California Water Environment Association.



BOARD MEMORANDUM

April 4, 2019

To: CMSA Commissioners and Alternates
From: Chris Finton, Treatment Plant Manager
Approved: Jason Dow, General Manager
Subject: CMSA Student Internship Program

Recommendation: Receive the internship program report, consider compensating student interns, and provide comments and/or direction to the General Manager, as appropriate.

Summary: CMSA’s internship program provides structured “hands-on” work experience aligned with the student’s academic, career, and personal development goals. Supervised by an experienced Agency employee, “mentor”, students typically spend one academic term (summer, spring, or fall) combining the knowledge and theory learned in the classroom with practical application and skills development in a professional setting. College students have typically been granted internships, and the Agency has recently opened up the internships to high school students.

Fiscal Impact: There is no direct fiscal impact in providing internship opportunities; however the Agency recognizes that staff time needed to train interns requires integration into operations scheduling. CMSA has not provided compensation to student interns in the past. However, in March 2017, the Board adopted a Student Internship Program Guidelines policy that envisions compensating interns who work on projects or assignments that are valuable to the Agency. A recommended compensation range for Board consideration is \$15-22/hr. depending on experience.

Discussion: CMSA has provided student internship opportunities since the late-1980’s. Undergraduate college students have typically been granted internships through partnering with the U.C. Berkeley College of Engineering and Santa Rosa Junior College’s Water/Wastewater Technology Program (SRJC). The Agency has recently opened up internships to high school students through the Marin County Board of Education (MCOE). A brief description of each internship program is presented below.

UC Berkeley – Between the late-1980s and 1993, CMSA provided paid internships to engineering students through the College of Engineering’s Cooperative Education Program. Each semester the Agency’s engineering manager interviewed students and selected an intern

to assist with engineering design projects, operational studies, and small construction projects. The program was discontinued in 1993 after the Agency hired an additional full time engineering employee.

Santa Rosa Junior College – SRJC students interested in internships with the Agency, typically in their second year in the certification program, are required to meet with their academic advisor to determine their eligibility. If approved and selected for an internship by the advisor, the student and their advisor meet with their assigned Agency mentor to discuss expectations, work experience desired, and potential hours and schedules. These internships have been worthwhile for the Agency and the SRJS students, with the students receiving needed certification or graduation credits. Since the inception of this program, several interns were later hired by CMSA as operators-in-training, and became certified wastewater operators. Current Agency employees who began their wastewater careers as CMSA interns in the SRJC Program include Treatment Plant Manager Chris Finton, Operations Supervisor Jean St. Louis, and Operator Abraham Clark.

Marin County Office of Education – To comply with a strategic action item in the Agency’s FY 19 business plan, a high school internship program was developed last summer with the assistance of former Board member Al Boro. In June 2018, CMSA staff met with representatives from MCOE to discuss how the Agency could initiate the internship program through MCOE’s *School-to-Career Program*. MCOE was very supportive of developing a mutual program, and advised Agency staff to reach out to various Marin County high school career counselors to review potential positions at CMSA available for internships and define the terms of the program. To date, CMSA has provided internships to two high school students, and intends to expand the high school program this calendar year to include the summer break period.

The significant advantages of providing internships include giving back to the community, supporting students, increasing the visibility of CMSA’s activities and initiatives, and providing the Agency with the opportunity to evaluate and screen potential future employees. To support the program, the Agency has a fully developed student internship on-boarding packet that introduces CMSA, provides a framework for mentors in developing the intern’s schedule, tracking their progress, and providing documentation and safety requirements. Since meeting with MCOE and mutually agreeing to move forward with a high school internship program, staff has revised the packet, and changed its new employee safety orientation and Job Shadowing Expectations documents to align with the high school program.

In March 2017, the Board adopted Administrative Policy #15, *Student Internship Program Guidelines*. The policy has a provision for paid internships that meet specific program provisions but typically students receive academic credit in-lieu-of compensation at the completion of their internship. In the future, the Agency recommends providing compensation for college and high school students who do not receive the benefit of academic credit.

Alignment with Strategic Plan: This activity is a strategic action to support Goal 5 – Objective 5.2 in the Agency’s FY 19 Business Plan as shown below.

Goal Five: CMSA will attract and retain high quality employees by providing a work environment that motivates staff, fosters professional development, values diversity, and promotes a culture of safety.

Objective 5.2 Support efforts to attract and develop qualified and skilled employees.

Action: Evaluate developing a high school job shadowing program.

Attachments:

- 1) Administrative Policy #15, *Student Internship Program Guidelines*
- 2) CMSA’s Internship On-Boarding Packet

POLICY/PROCEDURE #	15
SECTION:	ADMINISTRATIVE – GENERAL
SUBJECT:	Student Internship Program Guidelines
DATE:	03/16/17 <i>(Board approved)</i>

PURPOSE

CMSA provides internships for students seeking careers in the water or wastewater industry. Internships are an opportunity for students to gain exposure in a public sector environment and enhance their academic training.

ELIGIBILITY

Student interns must be currently enrolled in an undergraduate or graduate degree, Career Technical Education (CTE), Regional Occupational Program (ROP), or similar program. Internship opportunities for interested high school students may be granted with approval from the Agency's General Manager.

EMPLOYMENT STATUS

Un-paid Internships: Student interns typically receive program credit or time-in-service credit that is applied towards licensing and/or certification. Assignments will not exceed 1,000 hours or one (1) school semester, whichever is less, for any participant. Unpaid interns are not eligible for Agency benefits. Workers' Compensation insurance must be provided by the student's educational program.

Paid Internships: For projects and assignments that provide valuable work experience for the student and useful services to the Agency may be eligible for a paid internship. Assignments will not exceed 1,000 hours or one (1) school semester, whichever is less, for any participant. Paid interns are not eligible for Agency benefits except Workers' Compensation and state disability insurance.

PROCEDURE

- I. Work Assignments
 - A. Department managers may request student interns by submitting a request (Exhibit A) to the General Manager/designee for approval. Requests must include:
 - 1) Anticipated starting and ending dates.
 - 2) Anticipated working hours.
 - 3) A description, or draft learning plan, of the projects and/or tasks to be performed and how they will be integrated into other on-going Agency

programs and activities.

- 4) How the student intern will benefit from the training and experience of such work assignments.
 - 5) The academic major(s) most closely related to acceptable performance of the task or project.
 - 6) A statement specifying how this internship would benefit the Agency.
 - 7) A statement that the internship experience is solely for the benefit of the intern.
 - 8) A statement, if a paid internship is awarded, that funds are budgeted to pay the student intern.
- B. An Agency employee, currently in a supervisory role, will be designated as the student intern's mentor/supervisor and is responsible for the intern's day-to-day training, supervision, and evaluation.

II. Intern Request and Selection

- A. Intern requests may include advertising of internship opportunities through junior college, college, and university placement and counseling offices, academic departments, student associations, career/job fairs, and recognized internship programs.
- B. Applicants interested in student internships with the Agency are required to meet with their academic advisor to determine internship eligibility, and provide:
- 1) A completed CMSA job application form and/or current resume.
 - 2) Proof of current enrollment in an authorized program.
 - 3) Proof of Workers' Compensation Insurance coverage (unpaid interns).
 - 4) Current references whom the Agency can contact regarding the applicant's skills, knowledge, and work abilities.
- C. The selection process shall be conducted jointly by the manager and designated staff. Selection criteria shall include but is not exclusive of, evaluation of applicable job-related experience, core academic course work and program tenure, and job application and/or personal resume.
- D. Department manager and mentor/supervisor shall meet with the student intern and their work experience counselor/student advisor in person or via phone conference to review the following:
- 1) Grade/credit expectations
 - 2) Work experience desired
 - 3) Potential hours and schedule

III. Introduction and Orientation

- A. During the first week of the internship, the student intern will meet with their mentor/supervisor to develop and review an internship learning plan. The learning plan will identify learning objectives and specific strategies for meeting each objective. Learning objectives must be related to the following areas:
- 1) Academic Learning and Application – Related to the ideas, concepts, or theories of the student’s major or minor field(s) of study. Work should include a variety of pre-professional tasks on a variety of projects and assignments.
 - 2) Skills Development – Skills specific to the student’s academic/major or occupation, and/or general skills such as oral and written communication, critical thinking, organization, problem-solving, decision-making, interpersonal relationships, etc.
 - 3) Personal Development – Self-confidence, self-awareness, self-management, and sensitivity.
- B. Student Interns shall receive an Agency orientation during their first week of employment that will include the following:
- 1) Organization_overview – mission, culture, structure.
 - 2) Conduct expectations – work rules, communication, and harassment prevention.
 - 3) Safety training – employee safety training checklist completed by Safety Coordinator and/or Safety Officer.
 - 4) Facility tour
 - 5) Work schedule
 - 6) Workers’ Compensation for unpaid internships – Proof of Workers’ Compensation through sponsoring institution.
 - 7) Terms of compensation for paid internships – On the first day of scheduled work, terms of compensation and payroll/time records must be completed.
- C. Guidelines for the mentor/supervisor:
- 1) Student interns are not authorized to perform as, occupy, or cover for vacant Agency positions.
 - 2) Avoid skipping or compressing the onboarding process.
 - 3) Do not leave interns unsupervised.
 - 4) Integrate socialization and networking opportunities.
 - 5) Provide feedback and recognition on a regular basis.

- 6) Explain the significance or contribution made to the Agency while assigning projects.
- 7) Do not let the student's performance "slide" – remedy as appropriate.
- 8) Avoid over-accommodating student's needs, and instead give him/her opportunities to take the initiative where appropriate. Document student's activities if required as part of their educational program.

IV. Evaluation

- A. Mentors/supervisors are expected to evaluate intern progress on a continuous, on-going basis.
- B. Mentor/supervisor will seek out staff feedback on intern's work habits, and communication and language skills, personality traits, and friendliness.
- C. Mentor/supervisor must verify Monthly Time Records (Exhibit B).
- D. Extension of Ending Date
 - 1) Department managers wishing to extend a student intern's assignment beyond the original ending date must obtain approval from the sponsoring institution and the General Manager/designee.
 - 2) Paid internships – A personnel action form shall be provided to the General Manager describing the terms for this extended period.

V. Conclusion of Internship

- A. At the end of the internship, the mentor/supervisor shall conduct an oral interview with the intern to test their learning of the established objectives in their learning plan.
- B. Mentor/supervisor shall meet with the student intern and work experience counselor/student advisor at the conclusion of the internship to review and provide the following:
 - 1) Grade/credit information to intern and work experience counselor and/or college.
 - 2) If the internship is for wastewater treatment plant operator-in-training (OIT) experience, provide documents (time records, duty statement) verifying the experience to chief plant operator for signature.

Exhibits

- A - Department Internship Request Form sample
- B - Unpaid Internship Monthly Time Record sample



DEPARTMENT INTERN REQUEST FORM

DATE: _____ DEPARTMENT: _____

NAME: _____ TITLE: _____

WORKSITE LOCATION/S: _____ NO. OF INTERNS: _____

START/END DATES: _____ WORK HOURS: _____

MENTOR/SUPERVISOR: _____

INTERNS MUST BE CURRENTLY ENROLLED IN AN ACCREDITED SCHOOL, COLLEGE, OR UNIVERSITY.

GRADE LEVEL:

H.S. UNDERGRAD GRAD SCHOOL CTE (Tech Ed) ROP (Regional Occupational Program)

SEMESTER: Fall Spring Summer

PROJECT NAME AND/OR ASSIGNMENT: _____

UNPAID PAID IF PAID, CHECK IF FUNDS ARE BUDGETED:

PROJECT/ASSIGNMENT DESCRIPTION: _____

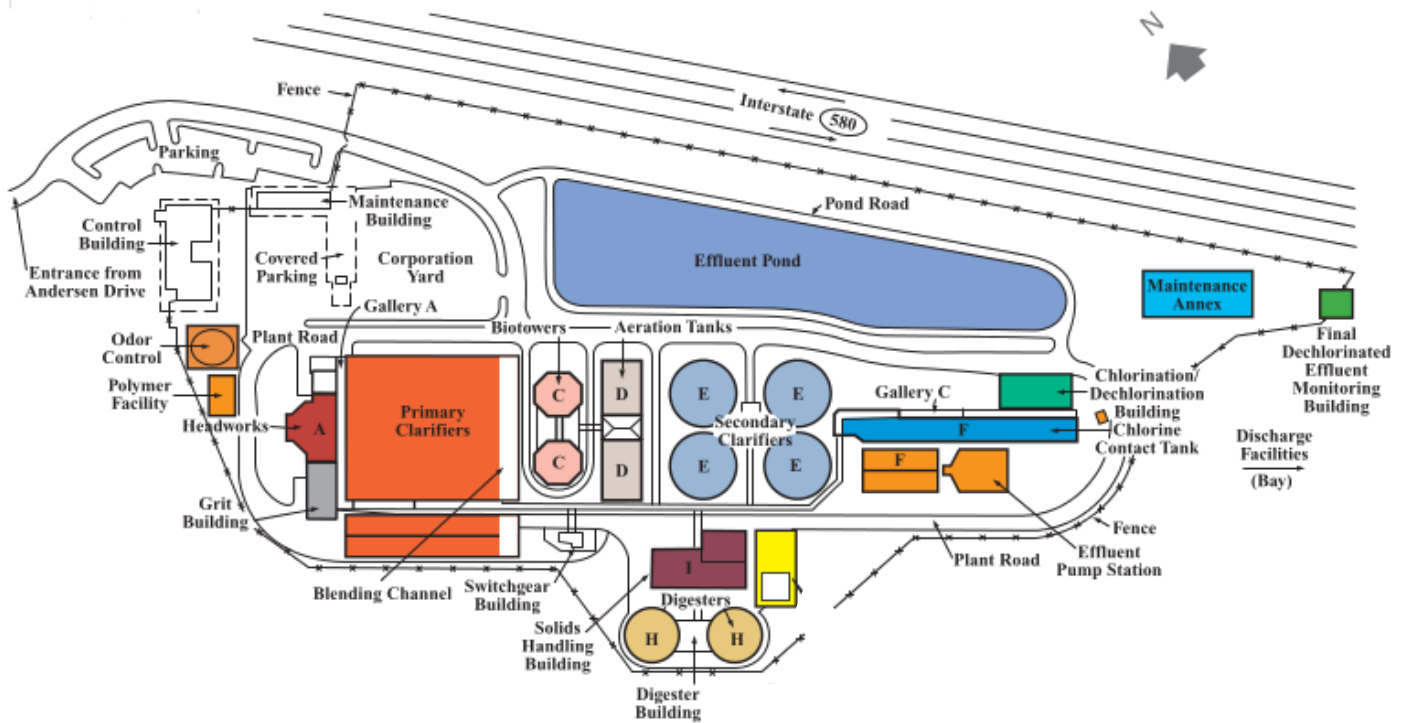
INTERN QUALIFICATIONS-ACADEMIC MAJOR/MINOR: _____

BENEFITS TO INTERN: _____

BENEFITS TO AGENCY: _____

PLEASE RETURN COMPLETED FORM TO TREATMENT PLANT MANAGER.
Attach DRAFT LEARNING PLAN if applicable.

SET UP FOR SUCCESS



CENTRAL MARIN SANITATION AGENCY



INTERNSHIP
ON-BOARDING PACKET

Welcome New Intern!



Dear Intern,

I am pleased to welcome you to Central Marin Sanitation Agency, and to congratulate you on reaching this most exciting stage in your career.

In the next several weeks and months you will be working alongside our experienced staff of wastewater professionals who operate a sophisticated wastewater treatment facility that provides high quality wastewater and related services for the residents and businesses of central Marin County.

Your time here at the Agency will be spent developing the knowledge and skills needed to successfully transition into a career at a water and/or wastewater utility, and you will also play an integral role in supporting the Agency's mission of protecting the environment and public health.

We strive to promote and support our Student Internship Program which reinforces a key value of the Agency to foster professional growth, teamwork, and job satisfaction within a diverse workforce.

I hope you will find your internship interesting, meaningful, and rewarding.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Dow', written over a white background.

Jason R. Dow
General Manager

TABLE OF CONTENTS

INTRODUCTION page 4

Welcome New Intern

SECTION 1 page 5

Preparing for Intern's Arrival / Before First Day of Work

SECTION 2 page 6

Welcoming Your New Intern / Their First Day on the Job

SECTION 3 page 8

The First Week / Getting Off to a Good Start

SECTION 4 page 8

Third Week / Review Intern Progress

SECTION 5 page 9

One Month Check-In / Keeping on Track

SECTION 6 page 9

Intern Acknowledgement

Basic Information

Intern Name _____

Student Advisor Name _____

Emergency contact information

Contact Information

Intern Best Contact Phone # _____

Email _____

Student Advisor Contact # _____

Email _____

School/Institution Phone # _____

Department Email _____

Work Hours

of hours per week _____

Sunday _____ Monday _____

Tuesday _____ Wednesday _____

Thursday _____ Friday _____

Saturday _____

Dates to Remember

Agency Orientation _____

Start Date _____

Final Project Due Date _____

Final Day _____

Helpful Phone Numbers

Mentor Name _____

Mentor Phone # _____

Manager Name _____

Manager Phone # _____

(If applicable):

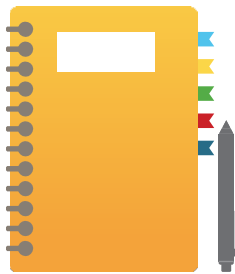
Payroll Technician Name _____

Payroll Technician Phone # _____

We are excited to have you on board. Please don't hesitate to contact me if you need anything.

Sincerely,

Your Mentor _____



Mentors may not be responsible for every task listed here, but they are responsible to ensure all tasks are completed.

Preparations

- Prepare Packet to include the following:
 - CMSA Job Application
 - Proof of enrollment in academic program
 - Proof of Workers' Compensation Insurance
- Review and complete Department Intern Request Form and forward to Department Manager
- Work with Agency Administration staff to ensure onboarding process has been initiated
- Notify payroll technician of new employee name, start date and rate of pay (if applicable)
- Email staff to announce the intern and their starting date
- Map out the intern's first day and schedule yourself to be available at the beginning and throughout the first day

Logistic Arrangements

- Daily access to facility: dial Agency phone extension 111, or 415-459-1455, extension 2 (Admin front entrance)
- Locker Room access/use
Locker # _____ and combination _____
- Clothing and PPE (Intern responsible for steel-toed boots and cotton/denim clothing)
- PPE (CMSA responsible for any/all items not specified for intern to provide)
- Order uniforms (if applicable)

Computer access (if applicable)

- Hardware location _____
- Software
 - Terminal password and designation:

 - MS Outlook account and password:

 - Network and shared folder access
- Online time reporting system or Excel time sheet
- Any special access _____

Telecommunications

- Telephone services, offsite dialing code (911 for emergency)
- Set voicemail and obtain temporary password (415 + number, if applicable)



Wages and Hours

- Hours of operation, work schedules, rest periods, workplace flexibility
 - Process for reporting an absence (sickness or lateness)
- Timecard reporting to whom and frequency
- Explain the following (if applicable)
 - Pay periods
 - Pay days

General

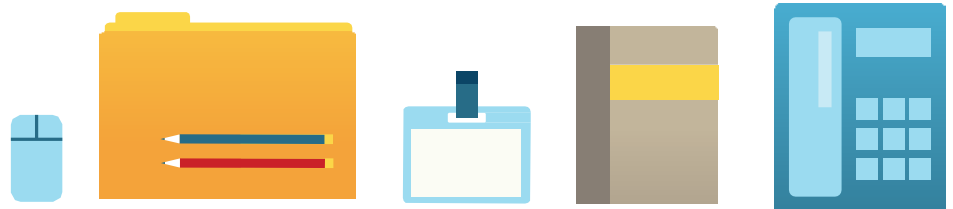
- Provide the employee with an Administration Building tour and make introductions to staff
 - Access/Exit routes
 - Safety Equipment (fire extinguishers, defibrillator, medicine cabinet)
- Schedule of staff meetings or other standing activities
- Visit Agency’s website (www.cmsa.us)
- Review dress code standards/uniform
- Facility tour (date)_____
- Collection system tour (date)_____

Nearby Services

- Food _____
- Gas _____
- Public Transit _____
- Other _____

Administrative Work Environment

- Assigned work area
- Restrooms
- Break room & cleanup
- Storage of resource materials
- Recycling bins
- Office equipment
- Building access and security measures on site
- Approved parking areas
- Review Agency vehicle use practices
- Review bicycle safe use practices



Documents and Forms

(To be completed within the first week of employment)

- A copy of the Internship Learning Plan--signed and returned to mentor and forwarded to Manager
- New Intern Safety Orientation
- Agency Vision, Mission, Values
 - Organization chart
- Agency-Specific Policies and SOPs binder

Required Familiarization

(To be completed within two weeks of employment)

- Show how to access online Safety Data Sheets
- Special note of Administrative Policy #96-IT Security
 - IT Security video
- Special note of Personnel Policy #106-Employee Conduct
- Agency-Specific or Position-Specific Forms or Documents

Agency-Specific or Position-Specific Forms or Documents

Agency-Specific or Position-Specific Forms or Documents

- Review Agency-wide and HR policies:
 - Policy #101 – Equal Employment Opportunity
 - Policy #102 – Unlawful Harassment/Discrimination
 - Policy #207 – Attendance
 - Policy #401 – Drug and Alcohol Abuse
 - Policy #402 – Smoking
 - Policy #404 – Lockers
 - Policy #408 – Use of Agency Property and Equipment
 - Policy #409 – Dress Code and Uniforms
 - Policy #410 – Safety in the Workplace
 - Policy #412 – Use of Social Media
 - EOP #12 – Trapped in Elevator
- Agency-Specific or Position-Specific Training or Orientation

- Agency-Specific or Position-Specific Training or Orientation

- Agency-Specific or Position-Specific Training or Orientation



Safety Plans – Specific Items to Address with the Intern

- Evacuation plan and shelter-in-place procedures (CMSA Emergency Action Plan)
- Reporting a work-related injury or illness
- Review workplace Hazard Communications (Hazcom)
- Meeting with Agency Safety Coordinator and Safety Officer
- Tours and Training
 - Bulk chemical storage facility-wide – Focused tour and handling practices
 - Chemical Hygiene Plan – Review plan prior to performing duties in the Agency’s laboratory and/or completing source control inspections
- General Safety Rules

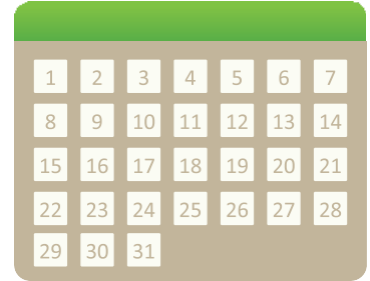
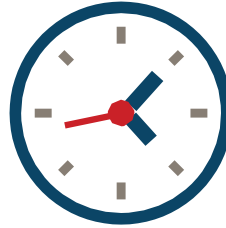
SECTION 4: THIRD WEEK / REVIEW INTERN PROGRESS

Required Training Date Completed

- Intern Safety Orientation Checklist _____
- Policies reviewed _____ Mentor signature _____
- Policy #102 - *Unlawful Harassment/Discrimination* _____ Mentor signature _____



- Review progress on Intern Learning Plan
- Assist intern with training or other needs
- Discuss any areas of concern



Comments _____

SECTION 6: INTERN ACKNOWLEDGEMENT

I acknowledge that I have been directed to read and understand the specific Agency safe work and Human Resources policies as described in this packet. I understand that it is my responsibility to read and comply with all policies and that I should consult my mentor regarding any questions not answered in my review of the policies.

Intern Name (print)

Date

Intern Signature

Mentor Name (print)

Date

Mentor Signature

CENTRAL MARIN SANITATION AGENCY
1301 ANDERSEN DRIVE
SAN RAFAEL, CA 94901
415-459-1455
www.cmsa.us



BOARD MEMORANDUM

April 4, 2019

To: CMSA Commissioners and Alternates

From: Jacky Wong, Assistant Engineer

Approved: Jason Dow, General Manager

Subject: **Primary Clarifiers Gates Rehabilitation Project – Construction Contract Award (CMSA Contract No. 19-09)**

Recommendation: Award the construction contract for the Primary Clarifiers Gates Rehabilitation Project to Bartley Pump PM, and authorize the General Manager to execute the contract agreement.

Summary: Public bids were opened for the Primary Clarifiers Gates Rehabilitation Project (Project) on March 28, 2019. Bartley Pump PM from Santa Rosa was the lowest, responsive, responsible bidder with a bid proposal amount of \$419,500. If the construction contract is awarded, the Project's Notice to Proceed for the construction work will be issued by May 1, 2019 and construction should be substantially completed in September 2019.

Fiscal Impact: The adopted FY 19 Capital Improvement Program (CIP) budget includes \$436,400 to fund the Project's construction phase. CMSA engineering staff designed the project and prepared the contract documents, and will perform the construction management activities. If construction change orders and/or any needed specialized construction support services exceed the remaining FY 19 project budget, staff will transfer available FY19 CIP funds to the Project account.

Background: Throughout the treatment plant, there is an extensive system of valves and gates to direct the flow of water and sludge to various process tanks and equipment. Ten existing hydraulic gate actuators on five of the treatment plant's primary clarifiers are 30 years old and can only be controlled locally. Over the past ten years, beginning with the Wet Weather Improvement Project, CMSA has standardized on the use of Rotork motorized electric gate/valve actuators in order to minimize spare parts inventory and simplify maintenance work and staff training. For those reasons, in January 2019, staff recommended and the Board approved the sole source specification of Rotork actuators in the Project's contract documents. The Project's scope of work includes replacing ten hydraulic gate actuators on primary clarifiers 1 – 5 with electric motorized actuators, installing new gate stems and actuator pedestals suited

for the new actuators, and constructing a new electrical distribution and control system for the actuators. Photos of the existing hydraulic actuators and a Rotork electric actuator are shown on the following page.

At the February 2019 meeting, the Board adopted the Project’s contract documents and authorized the General Manager to advertise the Project for public bidding. The Notice Inviting Sealed Bids was issued on February 22, 2019, and was published in the Marin IJ newspaper, the Agency’s website, and various Builders’ Exchanges. Two contractors attended the mandatory pre-bid meeting on March 14 and two sealed bids were received on March 28. Table 1 below shows the opened bid results and the Engineer’s Construction Cost Estimate.

Contractor	Total Bid Amount	% Above/Below Engineer’s Estimate
Bartley Pump PM LLC.	\$419,500.00	-18%
DW Nicholson Corp.	\$470,000.00	-8%
Engineer’s Estimate	\$512,000.00	

Table 1. Opened Bid Results

Staff reviewed the received bids and has confirmed that both bids were from qualified responsive and responsible bidders. Bartley Pump is the lowest, responsive and responsible bidder for the project with a bid price approximately 18 percent lower than the engineer’s estimate. Bartley Pump shared with CMSA staff after bid opening that their contracted equipment procurement cost for the new actuators and accessories through the regional equipment distributor is approximately \$100,000 lower than an independent preliminary vendor quote CMSA staff had received and used in the Engineer’s Construction Cost Estimate.

Alignment with Strategic Plan: This activity is a strategic action to support Goal 1 – Objective 1.4 in the Agency’s FY19 Business Plan as shown below.

Goal One: CMSA will continue to operate and maintain its wastewater facility to produce high quality effluent and biosolids, within a changing regulatory environment.

Objective 1.4: Deliver Projects from the Agency Facilities Master Plan.

Action: Replace the Primary Clarifier hydraulic gate units.



Photo 1 - Existing hydraulic gate operator on Primary Clarifier #5



Photo 2 - Motorized gate operator on Primary Clarifier #6



BOARD MEMORANDUM

April 4, 2019

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Revised Personnel Policies and Procedures Manual

Recommendation: Approve the revised Personnel Policies and Procedures Manual, and provide comments or direction to staff, as appropriate.

Summary: Staff periodically reviews and revises the Agency’s Personnel Policies and Procedures Manual (Manual), and the last comprehensive set of revisions was adopted by the Board in July 2016. Over the past few months, the Agency’s employment law attorney and senior management team have performed and completed a scheduled review of the Manual, and the proposed revisions are ready for presentation to the Board and consideration of adoption. Staff recently met with the represented employees union, SEIU Local 1021, to review and discuss the proposed Manual revisions. SEIU did not request any policy changes, and accepted the proposed revisions.

Fiscal Impact: None. There are no proposed changes to employee benefits or other policy changes that have financial implications.

Discussion: CMSA has Safety, Administrative, Personnel, and Financial Policy Manuals, and each are regularly reviewed by staff. Last year, the Board approved selected administrative policies and the revised Financial Policy Manual. Since July 2016, the Board has approved several revised individual personnel policies to align with changes in state employment laws, with the most recent being the addition of New Parent Leave in the Leave of Absence Policy (#304) in August 2018. Safety policies are updated through the CMSA/NSD Joint Health and Safety Program to comply with best practices and changes in Cal-OSHA regulations.

Most revisions and updates to the 2016 Manual were primarily minor or editorial. Enclosed in the Board agenda packet and posted on the Agency website is the proposed 2019 Manual showing specific policy revisions in colored text. Staff did not include the redline/strikeout version of the Manual, due to the amount of edits and reorganization of several policies. Presented below are the noteworthy general and policy specific revisions.

General – Numerous policy references to discipline removed as being redundant.

Attachments – Policy attachments will be removed and replaced with a reference to where they can be found on the Agency’s internal network and that they can be obtained from administration.

Policy #102 – Removed Employee Assistance Program (EAP) language.

Policy #201 – Statement that Board members are not employees; exempt and non-exempt classifications defined; Temporary employee work hour and OT language moved from #204.

Policy #206 – Procedure 1D moved into 1A. Section 2 exempt classification provisions moved to Policy #201 and administrative leave language moved to Policy #302.

Policy #207 – Review of Attendance, Section 3, simplified.

Policy #210 – Standby pay eligibility broadened beyond just for after-hour maintenance work.

Policy #301 – Clarification that temporary employees do get paid holiday time; if a vacation day falls on holiday, then vacation bank is not charged.

Policy #302 – Temp employees do not receive paid vacation time; references to management replaced with unrepresented; vacation requests >15 days changed to >5 days for manager approval; relocated administrative leave section.

Policy #303 – New language in Section 2 for temporary and part-time employee sick leave accrual to align with new state law; functional capacity test language removed; restoration of paid leave benefit language removed.

Policy #304 – Military leave section simplified due to periodic changes in federal law – will engage legal counsel if leave is requested; a new separate section added for pregnancy disability leave.

Policy #307 – Dental benefit section will be revised in future after Delta Dental plan is terminated and new self-insured plan in in affect. New language in Section 5 added so employees are aware of IRS tax implication of life insurance.

Policy #308 – Procedure language paragraph that is confusing and not utilized is removed.

Policy #311 – Return to Work quick reference attachment removed and may be converted into an administrative human resources policy.

Policy #401 – All employees will have pre-employment drug screening; alcohol testing requirement removed.

Policy #403 – Revisions due to DMV records are received annually through the DMV pull program; stand-by employee drug use reference moved to Policy #210; mileage reimbursement section simplified.

Policy # 405 – Written Reprimand changed to Final Written Warning; Reduction in pay references removed; Appeal section revised, but is not applicable to represented employees due to MoU procedure.

Policy #406 – Agency representative replaces supervisor and manager, and occasionally GM.

Policy #412 – Last section removed because CMSA does not monitor personal social media accounts, and employee has first amendment rights. If something inappropriate is discovered we will consult with legal counsel.

Enclosure: Draft CMSA Personnel Policies and Procedures Manual, April 9, 2019



BOARD MEMORANDUM

April 9, 2019

To: CMSA Commissioners and Alternates
From: Kate Brouillet, Administrative Assistant
Approved: Jason Dow, General Manager
Subject: April Informational Items

Please see attached items for review and/or discussion.

- A. Letter dated March 12, 2019 from Michele Mark Levine, Government Finance Officers Association
Re: Distinguished Budget Presentation Award
- B. Letter dated March 21, 2019 from Traci Minamide, California Association of Sanitation Agencies
Re: Retirement of Executive Director, Bobbi Larson
- C. Letter dated March 21, 2019 to The Honorable Ben Allen, Chair, Senate Environmental Quality Committee
Re: SB 332 (Hertzberg & Weiner): Oppose
- D. Letter dated March 22, 2019 to The Honorable Congressman Jared Huffman, U. S. House of Representatives
Re: Support of H.R. 1764 – Extending NPDES Permit Terms
- E. Letter dated March 25, 2019 to James Parrish, State Water Board (via email)
Re: Tentative Order for Waste Discharge Requirements for Nutrients from Municipal Wastewater Discharges to the San Francisco Bay (NPDES Permit No. CA 0038873)
- F. Letter dated March 25, 2019 to Anna Gallagher, California Regional Water Quality Control Board
Re: Monthly Self-Monitoring Report (SMR) – February 2018
- G. Letter dated April 4, 2019 to The Honorable Bill Quirk, Assembly Environmental Safety and Toxic Materials Committee
Re: CMSA's Support of AB 1672 (Bloom)



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

JD 4/1/19

A



March 12, 2019

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

Dear Mr. Dow:

We are pleased to notify you that Central Marin Sanitation Agency, California, has received the Distinguished Budget Presentation Award for the current budget from Government Finance Officers Association (GFOA). This award is the highest form of recognition in governmental budgeting and represents a significant achievement by your organization.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. This has been presented to:

Administration Department

We hope you will arrange for a formal public presentation of the award, and that appropriate publicity will be given to this notable achievement. A press release is enclosed for your use.

We appreciate your participation in GFOA's Budget Awards Program, and we sincerely hope that your example will encourage others to achieve and maintain excellence in governmental budgeting.

Sincerely,

Michele Mark Levine
Director, Technical Services Center

Enclosure



March 21, 2019

Dear CASA Member:

I am writing to share some important news about CASA. Our executive director, Bobbi Larson, has announced her retirement effective December 31, 2019. The Board of Directors has already begun the process of selecting a successor.

We are fortunate to have had Bobbi as our chief executive for the past 6 plus years. Under her leadership, the association has made great strides, and we have become a well-established and respected voice for wastewater agencies across California. CASA has assembled a talented and dedicated team of respected professionals that performs at a high level on behalf of our members. We are the recognized leader on multiple legislative, regulatory and policy issues. And our conference programs provide relevant, thought-provoking and engaging content along with networking opportunities. Bobbi has been instrumental in furthering the development of not only the association, but also the staff who work tirelessly for the benefit of our members. Our goal for the transition is to ensure the association can build on these successes and continue our focus on growth and improvement.

Since 2016, we have also been implementing a carefully designed succession plan to prepare CASA for a smooth and seamless transition. A key component of the plan is to provide broader responsibilities, and leadership and growth opportunities for our young professionals. As a result, we are in a sound position to chart CASA's future.

The Board of Directors has engaged Koff and Associates to conduct a recruitment for Bobbi's successor. We will be providing additional information in the coming months regarding the recruitment and selection process. Thank you for your participation in CASA and support for our vision to be the most trusted and valued influence on clean water and renewable resource policy for CASA members and the public you serve.

Sincerely,

A handwritten signature in blue ink that reads "Traci J. Minamide".

Traci Minamide
President



CENTRAL MARIN SANITATION AGENCY

Jason R. Dow P.E.
General Manager

1301 Andersen Drive, San Rafael, CA 94901-5339

Phone (415) 459-1455

Fax (415) 459-3971

www.cmsa.us

March 21, 2019

The Honorable Ben Allen, Chair
Senate Environmental Quality Committee
State Capitol, Room 2205
Sacramento, CA 95814

Subject: SB 332 (Hertzberg & Wiener): Oppose

Dear Senator Allen:

Central Marin Sanitation Agency (CMSA) is writing to respectfully state our opposition to SB 332 (Hertzberg & Wiener). As introduced, SB 332 would require wastewater treatment agencies that discharge treated effluent to oceans, bays, and estuaries to reduce their annual discharge volume by 50% by January 1, 2030, and by 95% by January 1, 2040. The bill would also declare that discharge from ocean outfalls is a "waste and unreasonable use" of water and impose penalties of \$2,000/acre-foot (\$0.006/gallon) of water discharged above the reduction requirement. CMSA treated four billion gallons of wastewater in calendar year 2018, and if the Agency could not reduce that volume at all to comply with SB 332, the penalty would be about \$12.3 million in 2030.

CMSA supports the goal of maximizing recycled water for beneficial reuse in California. In fact, our agency already engages in limited water recycling. We use recycled water on site for irrigation, equipment and tank washing, and engine-generator cooling. Several years ago, the Agency constructed a recycled water truck fill station, after approval from the State Water Board, to provide recycled water for specific uses, such as sewer line flushing, construction site dust control, street cleaning, and limited irrigation. Concurrent to building the fill station, we partnered with the Marin Municipal Water District (MMWD) to prepare a Recycled Water Feasibility Study that showed there were very limited uses for recycled water in central Marin County. The largest potential user was San Quentin State Prison, where the water would be used for inmate cell toilet flushing, car washing, and a couple of industrial purposes. Unfortunately, that project cost was over \$3,500/acre-foot, which at the time was nearly three times the cost for MMWD to provide potable water.

We believe that while the goal of increasing water recycling in California is laudable, a mandate on every ocean and bay discharger in the state is simply unworkable. The regional variations in demand, coupled with vastly different recharge and reuse options pose, significant challenges for nearly all agencies to meet the proposed discharge reductions in SB 332. In our case, given

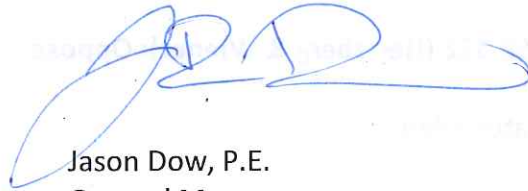
the limited recycled water demand in the service area, we would need to construct an advanced water treatment facility and transport the treated water to an MMWD reservoir for surface water augmentation. Our initial conceptual cost estimate for an adequately sized advanced treated water project is over \$200 million. That cost burden would result in significant rate increases to individual households and businesses in our service area, and would be approximately \$3,840 per property spread over the project's funding period. That amount would be about 50% greater if we had to issue debt to fund the project.

For these reasons, CMSA must respectfully oppose SB 332. Thank you for your consideration of our concerns.

Sincerely,



Dean DiGiovanni, P.E.
Board of Commissioners Chair



Jason Dow, P.E.
General Manager

CC: Gabrielle Meindl, Chief Consultant, Senate Environmental Quality Committee
Mimi Holtkamp, Committee Secretary, Senate Environmental Quality Committee (via mimi.holtkamp@sen.ca.gov)
Jessica Gauger, California Association of Sanitation Agencies (via jgauger@casaweb.org)
Senator Mike McGuire
Assembly Member Marc Levine



CENTRAL MARIN SANITATION AGENCY

Jason R. Dow P.E.
General Manager

1301 Andersen Drive, San Rafael, CA 94901-5339

Phone (415) 459-1455

Fax (415) 459-3971

www.cmsa.us

March 22, 2019

The Honorable Congressman Jared Huffman
United States House of Representatives
Washington, D.C. 20515

Subject: Support of H.R. 1764 - Extending NPDES Permit Terms

Dear Representative Huffman:

On behalf of Central Marin Sanitation Agency (CMSA), we request that you cosponsor H.R. 1764 introduced by Representative John Garamendi. H.R. 1764 would authorize the U.S. Environmental Protection Agency or a delegated state, like California, to issue a wastewater agency a National Pollutant Discharge Elimination System (NPDES) permit for a fixed period not to exceed ten years. This change from the current five-year fixed period would support enhanced planning and efficient permitting of local water quality programs, and give us the time needed to design, plan, and construct necessary wastewater facilities, and to comply with existing regulatory requirements before the imposition of new permit mandates.

When the Clean Water Act was adopted in 1972, Congress authorized the USEPA, or a delegated state, to grant waste discharge permits for a period of no more than five years. At the time, this timeframe for renewal was tailored for the demands of that period and to ensure significant progress toward basic water quality improvements. However, much has changed over the past 45 years.

The environmental needs of today require new ways of doing business and new technologies to improve water quality. Requirements in NPDES permits are becoming more stringent, and the treatment technologies necessary to meet those limits are becoming more expensive and time intensive to implement. At the same time, it is widely understood that the nation's most challenging water quality problems do not derive from traditional point source dischargers. Longer permit terms would allow states to direct more resources to nonpoint and watershed-based solutions instead of a perpetual cycle of five-year NPDES permit renewals.

If H.R. 1764 is passed, standard permit reopener provisions already provided by statute would allow permits to address new conditions prior to permit expiration. Additionally, if noncompliance issues surface, the Clean Water Act's enforcement and compliance provisions would allow for appropriate actions to be taken regardless of the permit term.

The California Association of Sanitation Agencies, National Association of Clean Water Agencies, Association of California Water Agencies, National League of Cities, National Association of Counties, National Water Resources Association, U.S. Conference of Mayors, and others support this amendment, and we hope you will actively support its passage by cosponsoring the legislation.

If you have any questions, please contact CMSA's manager, Jason Dow, at 415-246-2268, or at jdow@cmsa.us. Thank you for your continued support of CMSA.

Sincerely,



Dean DiGiovanni, P.E.
Board of Commissioners Chair



Jason Dow, P.E.
General Manager

.....
(Original Signature of Member)

116TH CONGRESS
1ST SESSION

H. R.

To amend the Federal Water Pollution Control Act with respect to permitting terms, and for other purposes.

IN THE HOUSE OF REPRESENTATIVES

Mr. GARAMENDI introduced the following bill; which was referred to the Committee on _____

A BILL

To amend the Federal Water Pollution Control Act with respect to permitting terms, and for other purposes.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*

3 **SECTION 1. NATIONAL POLLUTANT DISCHARGE ELIMI-**
4 **NATION SYSTEM (NPDES) TERMS.**

5 Section 402(b)(1)(B) of the Federal Water Pollution
6 Control Act (33 U.S.C. 1342(b)(1)(B)) is amended to read
7 as follows:

8 “(B) are for fixed terms—



March 25, 2019

James Parrish
1515 Clay Street, Suite 1400
Oakland, CA 94612
(510) 622-2451

Via Email: James.Parrish@waterboards.ca.gov

Subject: Tentative Order for Waste Discharge Requirements for Nutrients from Municipal Wastewater Discharges to the San Francisco Bay (NPDES Permit No. CA0038873)

Central Marin Sanitation Agency (CMSA) appreciates the opportunity to comment on the Tentative Order for Waste Discharge Requirements for Nutrients from Municipal Wastewater Discharges to the San Francisco Bay (NPDES Permit No. CA0038873).

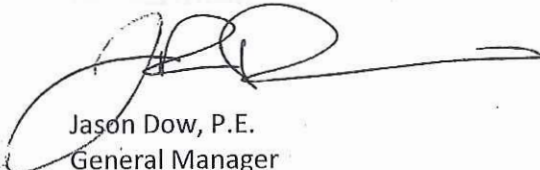
CMSA's comment pertains to the current performance loads and the load targets that are shown in Table F-5. The Water Board notes on page F-16 that "Before implementing any load targets as effluent limitations, the Regional Water Board may adjust them if necessary (e.g., to account for decreased recycled water demand, increased biosolids management, increased daytime worker population, or new or expanded waste-to-energy programs)." CMSA wishes to bring to the Water Board's attention that we anticipate an increase in our load factor over time as a result of the expansion of our Agency's organic waste receiving program.

CMSA recently received a Permission to Operate letter from PG&E that authorizes delivery of renewable power to the electric utility grid, which we will sell to Marin Clean Energy (MCE) under an existing power purchase agreement. This spring we anticipate receiving renewable power certification from the California Energy Commission, and will be initiating a co-digestion pilot study to determine the maximum organic waste loading rate to our two anaerobic digesters. Concurrent to the study, we plan to slowly increase our organic waste program to achieve energy self-sufficiency and begin to deliver power to MCE. If the results of the pilot study are favorable, allowing a high level of organic loading to the digesters, we will continue to increase the organic waste loading with more food waste, FOG, and other liquid organic materials for additional biogas generation and power production. CMSA's organic waste program aligns with the State's goals of reducing greenhouse gas emissions, diverting organic waste from landfills, and generating more renewable power.

While we understand that Water Board staff does not wish to adjust the current performance or targets based on potential changes that have some degree of uncertainty, we respectfully request that the Water Board acknowledge in response to comments that both CMSA's current performance and load target will be reconsidered prior to implementation of any load caps in the future, should the expected increase in nutrient loads occur as anticipated.

CMSA appreciates the opportunity to comment on the Tentative Order and thanks you for your continued dedication to a collaborative regional approach on nutrients management.

Respectfully submitted,



Jason Dow, P.E.
General Manager

cc: BACWA Executive Board
David R. Williams, BACWA Executive Director



March 25, 2019

California Regional Water Quality Control Board
San Francisco Bay Region
1515 Clay Street, Suite 1400
Oakland, CA 94612

Attention: Anna Gallagher

Subject: Monthly Self-Monitoring Report (SMR) – February 2019

The February 2019 monthly self-monitoring report 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 #R2-2018-003.

Violations

There is one (1) reportable sample monitoring NPDES Permit violation for this reporting period. On February 16, 2019, CMSA laboratory staff failed to collect and analyze the composite blend Final Effluent sample (EFF-002b) from February 15, 2019. Corrective action for this incident has been taken with staff to prevent future reoccurrence. As illustrated below, blend analysis of the remaining requirements were well within NPDES Permit requirements, with Enterococcus and Total Coliform results indicating non-detect. Additionally, although CMSA is only required to monitor final effluent total suspended solids (TSS) twice per week, CMSA analyzes total suspended solids (TSS) daily. Daily TSS monitoring indicated a monthly average TSS result of 8.9 mg/L and a weekly average maximum of 14.2 mg/L. These results are well within CMSA's NPDES permit limits.

Blending Events

The CMSA treatment facility did exceed the maximum secondary capacity of 30 MGD, resulting in twelve blending days in February. Analytical data pertaining to these blend events are below and are included within the eSMR CIWQS data submittal.

Table 1: Blend Final Effluent (EFF-002b) Analytical Summary

Blending Date	Plant Flow (Daily Average)	Blending Volume	Start Time	End Time	TSS	CBOD	pH (Daily Min)	pH (Daily Max)	Enterococcus	Enterococcus Geomean	Total Coliform	Total Coliform Geomean	Chlorine, Total Residual (Daily Max)
	MGD	MGD											
2/2/19	26.63	0.26	1035	1320	5.0		6.6	7.0	ND		ND		ND
2/3/19	29.02	0.40	1005	1540	8.0		6.6	6.9	4.6		ND		ND
2/4/19	43.10	11.14	0050		14.0	17.0	6.5	6.8	1.4		ND		ND
2/5/19	27.45	0.96		0200	15.0	14.0	6.7	6.9	15.3		5.9		ND
2/13/19	71.86	27.54	0505		30.0	23.0	6.4	6.9	ND		ND		ND
2/14/19	74.47	34.94			31.0		6.5	6.6	ND		ND		ND

Blending Date	Plant Flow (Daily Average)	Blending Volume	Start Time	End Time	TSS	CBOD	pH (Daily Min)	pH (Daily Max)	Enterococcus	Enterococcus Geomean	Total Coliform	Total Coliform Geomean	Chlorine, Total Residual (Daily Max)
	MGD	MGD											
2/15/19	38.90	33.12	-	-	2245		6.6	6.7	2.5		ND		ND
2/16/19	30.17	0.56	0950	1450	5.0		6.4	6.8	ND		ND		ND
2/25/19	18.19	5.99	1905		8.0	11.0	6.6	7.0	ND		ND		ND
2/26/19	78.34	29.24			30.0		6.2	7.0	ND		ND		ND
2/27/19	60.47	29.24			14.0		6.5	6.7	19		ND		ND
2/28/19	29.77	16.23		1325	11.0		6.6	6.9	6.3	5.1	ND	1.2	ND

Data Validation

All regulatory daily, weekly, and monthly quality control calibrations/checks conducted during the month of February met established quality assurance acceptance criteria, except those indicated below.

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)).



Loren C. Finton
Treatment Plant Manager



CENTRAL MARIN SANITATION AGENCY

Jason R. Dow P.E.
General Manager

1301 Andersen Drive, San Rafael, CA 94901-5339

Phone (415) 459-1455

Fax (415) 459-3971

www.cmsa.us

April 4, 2019

The Honorable Bill Quirk, Chair
Assembly Environmental Safety and Toxic Materials Committee
1020 N Street, Room 171
Sacramento, CA 95814

Re: Central Marin Sanitation Agency's Support of AB 1672 (Bloom)

Dear Assembly Member Quirk:

Central Marin Sanitation Agency (CMSA) is pleased to support AB 1672 (Bloom). CMSA is a regional wastewater agency that provides various wastewater and environmental services to the Cities of San Rafael and Larkspur, Towns of Corte Madera, Ross, San Anselmo, and Fairfax, unincorporated areas in Marin County, and the San Quentin State Prison.

AB 1672 would establish labeling requirements and performance standards for wet wipes so that Californians will know whether a product can be discarded safely by their plumbing. In recent years, wet wipes have gained popularity as they're designed for a variety of daily household purposes, and some are advertised as "flushable," which encourages residents to dispose of wipes products generally by their toilet instead of in the trashcan. Because many wet wipes are not compatible with sewer systems and infrastructure, flushing these products results in their getting caught in pipes or accumulating with fats, oils, and grease and becoming larger obstructions that cause costly backups, or further down the sewer line, weaving together and creating giant rags which get stuck in pump systems and motors and damage expensive agency equipment.

Over the last decade, wet wipes have been an increasing problem for property owners, sewer systems, and ratepayers, since wipes often do not break down after being flushed. These challenges are being experienced by agencies around the state, and AB 1672 would ensure wet wipes packaging clearly communicates whether the product safely can be discarded through a toilet or will not break apart like toilet paper and should not be flushed.

For these reasons, CMSA is pleased to support AB 1672, and we respectfully request your "Aye" vote when the bill is heard before you on April 9, 2019.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dean DiGiovanni', written over a light blue horizontal line.

Dean DiGiovanni, P.E.
CMSA Board Chair

A handwritten signature in blue ink, appearing to read 'Jason Dow', written over a light blue horizontal line.

Jason Dow, P.E.
General Manager

cc: Assemblymember Richard Bloom
Members, Assembly Environmental Safety and Toxic Materials Committee
Jessica Gauger, California Association of Sanitation Agencies
Senator Mike McGuire
Assembly Member Marc Levine
Paige Brokaw, Consultant, Assembly Environmental Safety and Toxic Materials Committee