Central Marin Sanitation Agency

COMMISSION SPECIAL MEETING AGENDA

July 22, 2025

Hybrid Meeting

6:00 p.m.

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

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

Join Zoom Meeting

Online:

https://us06web.zoom.us/j/84633542864

Phone in:

+1 253 215 8782

Meeting ID:

846 3354 2864

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

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

To provide comments virtually during the meeting:

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

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

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AGENDA

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

2. **Pledge of Allegiance**

3. **Roll Call**

4. **Agenda Review & Approval**

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

6. **Consent Calendar**

a)	Minutes – Regular Board Meeting, June 10, 2025
b)	Treasurer's Report – June 2025
c)	June 2025 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
d)	Performance Metric Report – June 2025
e)	FY25 Asset Management Program Annual Report
f)	Updated Financial Policy #532 – Reserves
g)	FY25 Board Compensation Report
h)	Revised Administrative Policies on Health and Safety (#92) and the Safety and Wellness Incentive Program (#93)
i)	Procurement of Replacement Parts for Perforated Plate Screens No. 1 and 2

7. **Authorization to Bid the Centrifuge Dewatering Improvements Project**
   Recommendation: Adopt the construction contract documents for the Centrifuge Dewatering Improvements Project, and authorize the General Manager to advertise the project for public bidding.

8. **Centrifuge Dewatering Improvements Project – Engineering Services During Construction**
   Recommendation: Approve the Professional Services Agreement with Black & Veatch in the amount of $134,644 to provide engineering services during construction for the

Centrifuge Dewatering Improvements Project, and authorize the General Manager to sign it.

9. **Proposed FY26 Agency Business Plan**
   Recommendation: Approve the proposed FY26 Agency Business Plan and provide comments and/or direction to the General Manager, as appropriate.

10. **FY26 Commission Officer, Committee, and NBWA Board Appointments**
    Recommendation: Nominate and appoint commissioners for the Commission Chair, Vice-Chair, and Secretary offices, and to Committees and the NBWA Board of Directors.

11. **June 2025 Informational Items**
    Recommendation: Informational, provide comments or direction to the General Manager, as appropriate.

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

13. **Oral Reports by Commissioners***

14. **Oral Reports by General Manager***

15. **Items for Next/Future Agendas**

16. **Next Scheduled Regular Meeting**
    Monday, September 8, 2025 at 6:00 p.m.

*Information not furnished with Agenda

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COMMISSION REGULAR MEETING MINUTES
June 10, 2025
Via Hybrid Meeting

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

1. Call Meeting to Order

2. Pledge of Allegiance
Chair Beckman called the meeting to order at 6:00 p.m. there was a quorum present.

3. Roll Call **00:00:00**

Present: Commissioners Eli Beckman, Michael Boorstein, Maribeth Bushey, Dean DiGiovanni, and Thomas Gaffney.

Absent: Mary Sylla and Doug Kelly

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

Public Present: Paul Causey

4. Review and Approve Agenda **00:00:39**
The Board unanimously approved the agenda.

There were no comments from members of the public.

5. Open Period for Public Participation **00:01:08**
There were no comments from members of the public.

6. Consent Calendar **00:01:24**

a)	Minutes – Regular Board Meeting, May 13, 2025
b)	Treasurer's Report – May 2025
c)	May 2025 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
d)	Performance Metric Report – May 2025
e)	Revised Admin Policy 66 – Employee Benefit and Approval Process
f)	Revised Financial Policies – General (#530) and Reserves (#532)
g)	FY26 Salary Schedule

h)	CASA Annual Conference
i)	Revised Financial Policy 562 – Procurement Management

Commissioner Gaffney pulled item 6g, to ask clarifying questions regarding the salary schedule pay period listing.

The Board requested the salary schedule include a footnote that reflected 26 pay periods.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Bushey moved to approve 6a through 6i; second, Commissioner Boorstein.	
DIRECTION:	Amend the salary schedule to include a footnote referencing the 26 pay periods for the salary schedule.	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein, Bushey, DiGiovanni, Gaffney
	NAYS:	None
	ABSTAIN:	None

7. Proposed Budget for FY26 and FY27 **00:05:10**

GM Dow stated the Draft Budget for FY26 and FY27 was reviewed by the Board at the last Board meeting and noted there was only one requested change. GM Dow stated since the May meeting the proposed budget was converted to the GFOA version and if approved, would be submitted to the GFOA for consideration for the Distinguished Budget Presentation Award. GM Dow stated the Agency has received the Distinguished Budget Presentation Award from the GFOA for the past 14 consecutive years.

Commissioner Gaffney asked clarifying questions regarding the San Quentin wastewater treatment services costs.

GM Dow responded.

Chair Beckman requested the JPA agency titles be updated on page 154 of the proposed budget.

GM Dow stated he would work with the finance committee to adjust how the San Quentin financial contribution could be presented in the FY27 budget update and would revise the titles on page 154.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Boorstein moved to approve the proposed Budget for FY26 and FY27; second, Commissioner DiGiovanni
DIRECTION:	None
VOTE:	The item was passed unanimously.

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

8. Bridge Crane System Pre-Purchase Agreement **00:15:50**

GM Dow provided the Board with information on the pre-purchase of a Bridge Crane system for the Centrifuge Replacement Project, stating the prepurchase would shorten construction duration and save the Agency in general contractor overhead costs. He stated that the Agency received proposals from two suppliers and Shannahan Crane & hoist Inc. provided the lowest responsible bid for $125,000.

The Board discussed delivery and installation time.

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

ACTION:	Commissioner Gaffney moved to authorize the General Manager to enter into a Bridge Crane System pre-purchase agreement with Shannahan Crane & hoist Inc; second, Commissioner Boorstein	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein, Bushey, DiGiovanni, Gaffney
	NAYS:	None
	ABSTAIN:	None

9. FY25 Business Plan Year-End Report **00:20:16**

GM Dow discussed the FY 25 Business Plan status and highlighted strategic actions related to the evaluation of the unmanned graveyard shift, formation of an Agency deferred compensation committee, the external digester feedstock monitoring and new suppliers, progress of the Inflation Reduction Act tax rebate, and the Primary Clarifier Baffle System Study.

Chair Beckman asked clarifying questions regarding the canceled project listed in the Business Plan. GM Dow stated after Agency review and analysis it was determined there were not good locations in the collection system to install the sulfide meter monitoring system and canceled the project.

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

ACTION:	Commissioner Bushey moved to accept the Agency's FY25 Business Plan Year-End Report; second, Commissioner Boorstein
DIRECTION:	None
VOTE:	The item was passed unanimously.

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

10. Cancel August Board Meeting **00:33:08**

The Board agreed to approve canceling the August 12, 2025, regularly scheduled Board Meeting.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Boorstein moved to approve cancelling the August 12, 2025, regular Board meeting; second, Commissioner DiGiovanni	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein, Bushey, DiGiovanni, Gaffney
	NAYS:	None
	ABSTAIN:	None

11. May 2025 Informational Items **00:33:42**

ACTION: This item was informational no action was taken.

12. North Bay Watershed Association (NBWA) Report **00:33:55**

Commissioner Boorstein provided the Board with a handout on the California SB272 requirement for local agencies to develop sea level rise adaption plans by 2034, discussed at the June 6, 2025, NBWA meeting.

13. Oral Reports by Commissioners **00:36:05**

No oral reports from commissioners.

14. Oral Reports by General Manager **00:36:08**

GM Dow referred to his handout and reported:

- Update on the SRSD contract work totaling $87,442, with the Agency reimbursed $82,240 and that SRSD was recently invoiced for May 2025 services for $5,201.
- Top Line Engineers finalized payment for purchase of the pilot diester trailer for $10,000.
- GM Dow will be on vacation from June 17, 2025, to July 2, 2025.

15. Items for Next/Future Agendas **00:40:28**

None.

16. Next Scheduled Meeting

The Board has scheduled a Regular meeting for July 22, 2025 at 6:00 p.m.

Chair Beckman adjourned the meeting at 6:41 p.m.

Respectfully submitted,

_____	_____
Tiffany Elam, Recording Secretary	Eli Beckman, Chair

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TREASURER'S REPORT
As of the Month Ended June 30, 2025

Description	Account Type	Book Value	Market Value (1)	% Portfolio	Budget / Proj Year End
Cash and Investments:					
WestAmerica Bank (*See Schedule 1 for Account Activity*)	Operating Acct	$ 1,248,220.82	$ 1,248,220.82		
US Bank 2015 & 2020 Revenue Bonds (Restricted)	Debt Serv Acct	10,948.61	10,948.61		
US Bank 2022 Pension Oblig Bonds (Restricted)	Debt Serv Acct	1,405.29	1,405.29		
Keenan Benefit Trust (Restricted)	Pension Stab Trust	1,583,379.21	1,583,379.21		
CAMP Cash Reserve Pool: 4.4%	Investment Acct	440,468.60	440,468.60		
Local Agency Investment Fund (LAIF): 4.27%	Investment Acct	21,914,270.00	21,914,270.00		
Total cash and investments		**$ 25,198,692.53**	**$ 25,198,692.53**	**100.0%**	
Designations of Cash and Investments:					
Current Operating Fund (2)		2,419,094.03	2,419,094.03	9.6%	
Debt Service Accounts (Restricted)		12,353.90	12,353.90	0.0%	
Employee Benefit Trust (Restricted)		1,583,379.21	1,583,379.21	6.3%	
Capital Reserves (Restricted) (3) - *See Schedule 2*		1,125,100.00	1,125,100.00	4.5%	1,125,100
Operating Reserve (Unrestricted) (4)		4,302,500.00	4,302,500.00	17.1%	4,302,500
Capital Reserves (Unrestricted) (5) - *See Schedule 2*		15,256,265.39	15,256,265.39	60.5%	7,477,169
Contingency and Emergency Reserve (Unrestricted)		500,000.00	500,000.00	2.0%	500,000
Total designations of cash and investments		**$ 25,198,692.53**	**$ 25,198,692.53**	**100.0%**	

NOTES:

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

Statement of Compliance

The above portfolio of investments is in compliance with the Agency's investments policy, adopted annually, and California Code Section 53601, authorized investments, and 53646, investments policy. In addition, the Agency does have the financial ability to meet its cash flow requirements for the next six months.

Corey Spray, CPA
Administrative Services Manager

CENTRAL MARIN SANITATION AGENCY
SCHEDULE 1 - OPERATING ACCOUNT ACTIVITY SCHEDULE
For the Month Ended June 30, 2025

Beginning Balance of current month	$	1,863,165.63
Cash Receipts (Deposits into Westamerica):		
Permit and Inspection Fee collections	$	3,164.60
Laboratory Services (Verily FY25 May)		1,050.00
Septage Haulers & RV		40,446.37
Organic Waste Programs		11,977.12
FOG Source Control Program (Almonte, Tamalpais, SD2 & SRSD FY25 Q3)		18,150.96
Cash proceeds from other program revenues		22,343.02
SQ Village Operations & Maintenance Contract (FY25 April)		1,355.08
Marin Clean Energy electricity generation (FY25 March & April)		16,332.69
Marin Airporter lease payment (FY25 May)		6,125.25
Reimbursement from Inflation Reduction Act Program		1,943,309.21
Capacity Charges from SRSD: 1 connection		7,861.60
Capacity Charge collection from SD2: 4 FU		1,965.36
Interest Received: Westamerica Bank Sweep Account		1,732.52
Transfers from LAIF		1,000,000.00
Sale of pilot digester trailer		10,000.00
Refunds received (MMWD)		50.68
6 stale check reversals		6,725.29
Total Cash Receipts	$	3,092,589.75
Cash Disbursements (Withdrawals from Westamerica):		
June 2025 Operating account disbursements register (see Schedule 1a)	$	1,781,975.70
Regular Payroll paid 6/2/2025		146.72
Regular Payroll paid 6/13/2025		176,032.27
Regular Payroll paid 6/27/2025		161,721.24
Board compensation reported as full stipend on Disbursement Register (paid current month)		(1,350.00)
Transfers to EFTPS Federal Payroll Taxes (6/2/2025, 6/13/2025 & 6/27/2025)		88,382.84
Transfer to LAIF		1,500,000.00
Bank and Credit Card Fees		625.79
Total Cash Disbursements	$	3,707,534.56
Ending Balance of current month	$	1,248,220.82

CENTRAL MARIN SANITATION AGENCY
SCHEDULE 1a - OPERATING ACCOUNT DISBURSEMENT REGISTER
For the Month Ended June 30, 2025

Number	Date	Vendor/Payee	Amount	Description
2027008				Last check from prior month's register
2027009	06/02/2025	Byron Jones	185.08	Reimbursement for monthly retiree health benefits
2027010	06/02/2025	Phillip Frye	370.16	Reimbursement for monthly retiree health benefits
2027011	06/02/2025	Certified Laboratories	2,088.28	Hot water corrosion inhibitor
2027012	06/02/2025	Constellation Energy Corporation	1,224.60	Natural gas supply, April 2025
2027013	06/02/2025	Downey Brand LLP	756.00	Legal Services: Real Estate Law, April 2025
2027014	06/02/2025	Environmental Express Inc.	213.28	Instrument calibration chemical, NSI Certified Solid Lab Standard
2027015	06/02/2025	Environmental.com	101.50	Clear glass wide mouth jar
2027016	06/02/2025	Fisher Scientific	98.68	Isopropyl Alcolol (2 invoices)
2027017	06/02/2025	Frank A. Olsen Co	17,304.50	EPS rotork actuator replacement
2027018	06/02/2025	Hach Company	1,378.21	Alkalinity reagent, conductivity sensor, and chlorine strips (3 invoices)
2027019	06/02/2025	Hagel Supply Co.	215.54	Janitorial supplies
2027020	06/02/2025	Scott Hayes	722.33	Employee reimbursement: Wastewater Operator Certification Application and test fee
2027021	06/02/2025	Horizon Dist. Inc	229.70	Irrigation sprinkler parts
2027022	06/02/2025	Idexx Distribution Inc	1,017.04	Quanti-Tray disposable vessels
2027023	06/02/2025	Kennedy/Jenks Consultants Inc	3,675.10	Facility structures seismic study, February 2025 (invoice #6 - final payment)
2027024	06/02/2025	Manco	1,599.20	Yaskawa VFD communication cards
2027025	06/02/2025	McMaster-Carr Supply Co.	206.46	Paint tray
2027026	06/02/2025	Misco Water	2,547.25	Revolution counter replacement for OWRF
2027027	06/02/2025	Nickell Fire Protection Inc	2,047.73	Fire system repair
2027028	06/02/2025	Northeast-Western	5,889.48	Jenbacher mag sensor troubleshooting and repair
2027029	06/02/2025	PG&E	13,239.12	Electricity service, 04/17/2025-05/15/2025 (2 invoices)
2027030	06/02/2025	Prudential Overall Supply	4,373.55	Uniforms, April 2025
2027031	06/02/2025	Radwell International LLC	275.52	Revolution counter for OWRF pump
2027032	06/02/2025	Safety-kleen Systems, Inc	349.60	Hazardous waste disposal
2027033	06/02/2025	Shamrock Building Materials	109.32	Propane
2027034	06/02/2025	Univar USA Inc	17,020.35	Sodium Hypochlorite (1 delivery)
2027035	06/02/2025	USP Technologies	13,925.72	Hydrogen Peroxide (2 invoices)
2027036	06/02/2025	VWR International	3,583.78	Lab chemicals and supplies - sulfuric acid, sulfide, copper chloride, sodium citrate, and conductivity standards; consumables (8 invoices)
2027037	06/02/2025	Western Exterminator Co.,Inc.	577.36	Pest control, May 2025
2027038	06/09/2025	Cristhian Sandoval	261.70	Employee reimbursement: mileage, and safety boots. Safety & Wellness Incentive Award (Check reissue)
2027039	06/09/2025	VOID	-	VOID
2027040	06/09/2025	CWEA TCP	75.00	CWEA Laboratory Analyst Grade 1-4 exam fee for members
2027041	06/09/2025	CWEA TCP	100.00	CWEA Laboratory Analyst Grade 1-4 exam fee for non-members
2027042	06/09/2025	Corey Spray	309.50	Employee per-diem: CALPERA Conference, Monterey, CA
2027043-2027084	06/09/2025	42 Employees	21,000.00	NACWA Platinum Peak Performance Award for seven years of 100% compliance
2027085	06/09/2025	EDIS	5,472.18	Dental replenishment and monthly fee, June 2024
2027086	06/13/2025	California State Disbursement	685.50	Garnishment for pay period ending 06/07/2025
2027087	06/13/2025	California State Disbursement	348.92	Garnishment for pay period ending 06/07/2025
2027088	06/16/2025	Airgas USA, LLC	72.89	Calibration gas
2027089	06/16/2025	AT&T Corp	175.00	Monthly internet fee, May 2025
2027090	06/16/2025	Brown International Corp., LLC	1,753.35	OWRF paddle finisher spare parts
2027091	06/16/2025	Environmental Express Inc.	395.04	Washed and dried glass fiber
2027092	06/16/2025	Environmental.com	335.26	Natural poly wide mouth containers
2027093	06/16/2025	Evoqua Water Tech LLC	424.62	DI water tank rental
2027094	06/16/2025	Fisher Scientific	91.98	Acid digestion reagent

CENTRAL MARIN SANITATION AGENCY
SCHEDULE 1a - OPERATING ACCOUNT DISBURSEMENT REGISTER
For the Month Ended June 30, 2025

Number	Date	Vendor/Payee	Amount	Description
2027095	06/16/2025	Hach Company	246.96	Sulfide 1 reagent and sulfide 2 reagent
2027096	06/16/2025	Harrington Industrial Plastics	758.55	Tube fittings for Ross Valley Peroxide station, and ferric line pipe fittings (4 invoices)
2027097	06/16/2025	Lystek International LTD	13,525.28	Biosolids beneficial reuse fee, May 2025
2027098	06/16/2025	Marin Independent Journal	709.25	Fee ordinance advertising, May 2025
2027099	06/16/2025	Pace Supply Corp.	933.79	Electrical nylon coupling, copper piping and fitting, PVC pipe and swing check valve fitting, PVC cap for polymer pump lines. SQPS: pipe fittings for grinder replacement (note B). SD2: pipe saddle for Trailer Ct. (note B). (7 invoices)
2027100	06/16/2025	PG&E Non-Energy Collection Unit	160.15	Renewable energy expansion, June 2025
2027101	06/16/2025	Polydyne, Inc.	83,452.51	Clarifloc polymer (1 delivery)
2027102	06/16/2025	Progent Corporation	99.95	IT support, June 2025
2027103	06/16/2025	Reinholdt Engineering Construction	250.00	Monthly underground storage tank inspection, June 2025
2027104	06/16/2025	Thatcher Company of California, Inc.	8,445.63	Sodium Bisulfite (1 delivery)
2027105	06/16/2025	Univar USA Inc	16,664.93	Sodium Hypochlorite (1 delivery)
2027106	06/17/2025	Itzel Montano	68.04	Employee reimbursement: mileage
2027107	06/17/2025	Kyle Carbajal	1.50	Employee reimbursement: parking
2027108	06/17/2025	Nikita Singh	86.38	Employee reimbursement: mileage
2027109	06/17/2025	Robert Stiles	257.00	Employee reimbursement: CWEA membership renewal fee
2027110	06/17/2025	Tuomas Groves	1,355.13	Employee travel reimbursement: CISA Industrial System Cybersecurity training, Idaho Falls, ID
2027111	06/18/2025	Black & Veatch	23,378.50	Prof Svcs: Design - Centrifuge Dewatering Improvements Project, 04/05/2025 - 05/09/2025 (Payment #21)
2027112	06/18/2025	Dell Marketing L.P.	4,330.89	Two Laptop upgrades
2027113	06/18/2025	Fastenal Company	873.15	Vending machine replenishment, May 2025
2027114	06/18/2025	Flottweg Separation Technology, Inc.	151,969.59	Centrifuge Dewatering System Procurement (Payments #2 and #3)
2027115	06/18/2025	Idexx Distribution Inc	3,919.39	Enterolert and Colilert media (2 invoices)
2027116	06/18/2025	Rock Steady Juggling	1,500.00	Public Ed Program: Presentation of two shows (note B)
2027117	06/24/2025	Aleshire & Wynder LLP	712.50	Legal Services: Employment Law, May 2025
2027118	06/24/2025	BWS Distributors, Inc.	1,679.08	Fall equipment repair
2027119	06/24/2025	Comcast	224.11	Internet service back-up, 06/04/2025 - 07/03/2025
2027120	06/24/2025	Devil Mountain Wholesale Nursery, LLC	417.88	Landscape plants for pond perimeter
2027121	06/24/2025	Federal Express	52.22	Postage
2027122	06/24/2025	Galco Industrial Electronics	632.20	SD2: Electrical relay for Seawolf PS (note B). Electric motor and conduit body and cover for headworks beacon ligh (3 invoices)
2027123	06/24/2025	Give Me Five LLC	1,494.65	Cold weather beanies (note B)
2027124	06/24/2025	Hach Company	822.65	Conductivity probe for influent monitoring
2027125	06/24/2025	Horizon Dist. Inc	269.76	Irrigation sprinkler heads and parts, and lawn seed spreader (4 invoices)
2027126	06/24/2025	Kone Inc	202.71	Elevator monthly maintenance, June 2025
2027127	06/24/2025	Marin Sanitary Service - 0004321	1,178.26	Recycling disposal, May 2025
2027128	06/24/2025	Marin Sanitary Service - 0027511	4,835.44	Grit box disposal, May 2025
2027129	06/24/2025	Marin Sanitary Service - 0033224	750.00	Rag bins disposal, May 2025
2027130	06/24/2025	McInerney & Dillon, P.C.	1,664.00	Legal Services: General matters and Oak Hill Project, May 2025 (2 invoices)
2027131	06/24/2025	Myron Brown	1,200.00	Skid Steer Loader training for 16 employees
2027132	06/24/2025	Northeast-Western	3,902.80	Thermocouple and oil for Jenbacher engine (2 invoices)
2027133	06/24/2025	Platt	1,856.75	SQPS: Conduit for Auger system upgrade (note B)
2027134	06/24/2025	Rexel	2,627.90	SQPS: Electrical fittings for Auger system upgrade (note B)
2027135	06/24/2025	Shamrock Building Materials	141.37	Propane
2027136	06/24/2025	Two Rivers Terminal LLC	36,047.76	Nitrate (3 deliveries)
2027137	06/27/2025	California State Disbursement	685.50	Garnishment for pay period ending 06/21/2025
2027138	06/27/2025	California State Disbursement	348.92	Garnishment for pay period ending 06/21/2025

CENTRAL MARIN SANITATION AGENCY
SCHEDULE 1a - OPERATING ACCOUNT DISBURSEMENT REGISTER
For the Month Ended June 30, 2025

Number	Date	Vendor/Payee	Amount	Description
2027139	06/26/2025	Euro Style Management	23,150.00	SQPS: Labor cost for auger and grinder replacement (final payment) (note B)
2027140	06/26/2025	Shamrock Building Materials	183.59	Propane
2027141	06/30/2025	Alameda Electrical Dist Inc	484.42	Electrical conduit and sealing pack (2 invoices)
2027142	06/30/2025	All Star Rents	148.88	Dump trailer rental
2027143	06/30/2025	Atmospheric Analysis	3,891.00	Biogas monitoring (4 invoices)
2027144	06/30/2025	BWS Distributors, Inc.	153.59	Sensor for handheld gas meter (2 invoices)
2027145	06/30/2025	Caltest Analytical Laboratory	2,147.80	Analytical services: Source Control (2 invoices)
2027146	06/30/2025	Environmental.com	516.94	Sample containers (2 invoices)
2027147	06/30/2025	Fisher Scientific	2,908.48	BOD glass with draining rack, porcelain Buchner funnel, microbial vial shell, sample jars and soy based microbiological media (5 invoices)
2027148	06/30/2025	Frank A. Olsen Co	764.75	EPS outfall gate actuator machining adapter
2027149	06/30/2025	Golden State Lumber	476.46	Redwood for path border and materials for front path (4 invoices)
2027150	06/30/2025	Grainger	2,549.83	SQPS: fittings for auger replacement (note B). Coupling sleeves for pond pump, Rake, pipe fittings, first aid supply, fittings for digester pressure sensor, electrical insulation glove, and grease gun (11 invoices)
2027151	06/30/2025	Idexx Distribution Inc	1,620.10	Quanti-Tray disposable vessels, Colifrom and E.Coli media
2027152	06/30/2025	Marin Fence Inc	536.00	Fence repair
2027153	06/30/2025	Marin Resource Recovery Center	320.00	Trash disposal
2027154	06/30/2025	Marin Water	3,934.22	Water service, 04/10/2025-06/09/2025 (4 invoices)
2027155	06/30/2025	Motion Industries, Inc.	417.49	SBS tank replacement tubing
2027156	06/30/2025	Eromosele J Esoimeme	400.00	CWEA RES 2024 Safety, Treatment Plant, Engineer Achievement Awards (Check reissue)
		Total Checks	**546,161.96**	

Payments by ACH:

Date	*Vendor/Payee*	*Amount*	*Description*
06/18/2025	Amazon	194.27	Three door remote and phone headset (4 invoices)
06/02/2025	Cal Public Medical	98,503.33	Medical insurance for June 2025
06/26/2025	Cal-Card	20,506.47	State of California purchase card for June 2024
06/13/2025	CalPERS	48,699.01	Retirement pension contribution: Agency and employees, PPE 06/07/2025 (Note C)
06/27/2025	CalPERS	48,411.75	Retirement pension contribution: Agency and employees, PPE 06/21/2025 (Note C)
06/20/2025	Carollo Engineers, Inc.	25,758.75	Prof Svcs: Hydrogen Peroxide Facility Relocation Study (payment #4) and Nutrient Removal Alternatives Evaluation Project, May 2025 (payment #8)
06/30/2025	Constellation Energy Corporation	831.04	Natural gas supply, May 2025
06/02/2025	Employment Development Department	27.42	State and SDI Taxes, PPE 06/02/2025
06/13/2025	Employment Development Department	16,862.50	State and SDI Taxes, PPE 06/07/2025
06/27/2025	Employment Development Department	17,864.73	State and SDI Taxes, PPE 06/21/2025
06/26/2025	ACH-VOID	-	VOID
06/25/2025	Huber Technology, Inc.	276,478.98	Grit washers with control pannel, spart parts, freight and startup services, Invoice #2
06/30/2025	Huber Technology, Inc.	788.41	Pressure sensor OWRF maintenance
06/16/2025	JE Sellen Consulting, LLC	5,880.00	Elevator consulting services, CN 25-25 (payment #1)
06/30/2025	Keenan Pension Trust	586,234.80	FY25 Section 115 pension trust contribution
06/02/2025	Lincoln Financial Group	3,113.41	Life insurance, June 2025
06/10/2025	Michael Owen Boorstein	38.81	Lunch meeting reimbursement
06/13/2025	MissionSquare Retirement Trust-457	1,550.00	Deferred compensation contributions, PPE 06/07/2025 (Note A)
06/27/2025	MissionSquare Retirement Trust-457	1,550.00	Deferred compensation contributions, PPE 06/21/2025 (Note A)
06/13/2025	Nationwide Retirement	30,481.41	Deferred compensation contributions, PPE 06/07/2025 (Note A)
06/27/2025	Nationwide Retirement	30,463.15	Deferred compensation contributions, PPE 06/21/2025 (Note A)

CENTRAL MARIN SANITATION AGENCY
SCHEDULE 1a - OPERATING ACCOUNT DISBURSEMENT REGISTER
For the Month Ended June 30, 2025

Number	Date	Vendor/Payee	Amount	Description
	06/03/2025	Navia Benefit Solutions	200.00	Monthly minimum fee, May 2025
	06/13/2025	Navia Benefit Solutions	782.76	Flexible spending account, PPE 06/07/2025
	06/27/2025	Navia Benefit Solutions	782.76	Flexible spending account, PPE 06/21/2025
	06/13/2025	Public Agency Retirement Services	457.50	Retirement pension contribution: Part-time employees, PPE 06/07/2025
	06/27/2025	Public Agency Retirement Services	514.44	Retirement pension contribution: Part-time employees, PPE 06/21/2025
	06/02/2025	Retiree Medical Benefits	13,171.97	Reimbursement for retiree health benefits, June 2024
	06/13/2025	SEIU Local 1021	1,229.46	Union dues, PPE 06/07/2025
	06/27/2025	SEIU Local 1021	1,229.46	Union dues, PPE 06/21/2025
	06/02/2025	Vision Service Plan -(CA)	1,857.15	Vision insurance, June 2025
		Total ACH	**1,234,463.74**	

Board Member Compensation:

Date	Vendor/Payee	Amount	Description
06/27/2025	Eli Beckman	225.00	Stipend for 06/10/2025 CMSA Commission-Regular Meeting
06/13/2025,06/27/2025	Michael Boorstein	450.00	Stipend for 06/06/25 NBWA Board Meetings and 06/10/2025 CMSA Commission-Regular Meeting
06/27/2025	Maribeth Bushey	225.00	Stipend for 06/10/2025 CMSA Commission-Regular Meeting
06/27/2025	Dean DiGiovanni	225.00	Stipend for 06/10/2025 CMSA Commission-Regular Meeting
06/27/2025	Thomas Gaffney	225.00	Stipend for 06/10/2025 CMSA Commission-Regular Meeting
	Total ACH	**1,350.00**	

GRAND TOTAL	**1,781,975.70**	

Notes:

A: Not an Agency Expense. Funded through Payroll deduction.

B: Not an Agency Expense. CMSA will be reimbursed for this expense.

C: CMSA is partially reimbursed for this expense per Employee Labor Agreements.

CENTRAL MARIN SANITATION AGENCY
SCHEDULE 2 - CAPITAL RESERVES ACTIVITY SCHEDULE

Year-to-Date as of the Month Ended June 30, 2025

Restricted Capital Reserves Sources and Uses	Monthly Amounts Received (Used)	YTD Amounts Received (Used)
Capacity charges revenue	$ 9,827	$ 641,970
Debt coverage collection revenue	-	1,118,704
Total restricted capital reserve funding sources	9,827	1,760,674
Capacity charges usage for capital (1st)	(9,827)	(641,970)
Debt coverage usage for capital (2nd)	-	(1,118,856)
Total restricted capital reserve uses	(9,827)	(1,760,826)
Net change		(152)
Balance - beg of year		1,125,252
Balance - end of month/year		$ 1,125,100
Unrestricted Capital Reserves Sources and Uses		
Capital fee revenue	$ -	$ 1,381,910
Cal Recycle grant proceeds received	-	1,018,915
Inflation Reduction Act program proceeds received	1,943,309	1,943,309
Unrestricted operating-reserve-transfer-in	-	-
Total unrestricted capital reserve funding sources	1,943,309	4,344,134
Capital fee usage to fund CIP (3rd)	-	(1,381,910)
Unrestricted capital reserve draw (4th)	(448,224)	(1,807,437)
Unrestricted operating-reserve-transfer-out	-	(1,000,000)
Total unrestricted capital reserve uses	(448,224)	(4,189,347)
Net change		154,787
Balance - beg of year		15,101,478
Balance - end of year		$ 15,256,265
Total capital reserve balances		$ 16,381,365
Total approved CIP budget		$ 10,434,562
Total CIP funded from capital reserve sources		(4,950,173)
Total approved capital budget remaining		$ 5,484,389

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BOARD MEMORANDUM

July 17, 2025

To: CMSA Commissioners and Alternates

From: Nicholas Talbot, Treatment Plant Manager

Approved: Jason Dow, General Manager

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

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

I. NPDES Permit Compliance

NPDES permit testing for June demonstrated the treatment plant effluent was in compliance with all permit limits. The Monthly Compliance Summary Table shows the results by permitted parameter, the sample's frequency, the sample results, and the permit limit. CMSA's NPDES permit specifies monitoring the six-week rolling geometric mean of enterococcus bacteria which shall be calculated weekly for final effluent disinfection compliance. The rolling enterococcus geometric mean was 8.2 MPN, which is significantly lower than the permit limit of 255 MPN. The average ammonia concentration for the month was 49.6 mg/L, which is less than the monthly limit of 60 mg/L.

II. Influent and Effluent Flows

In June, warmer temperatures prevailed with highs in the low 80's, and no rainfall was measured by the Agency's on-site rain gauge. There were zero blend events. Table 1 summarizes CMSA's average influent and effluent flows, along with daily, hourly, and 5-minute peak flows for the month. Table 2 provides the daily average and total monthly influent flows for the CMSA treatment plant and its satellite collection agencies.

Table 1: CMSA Influent and Effluent Flow Summary (MGD)

Flow Location	Daily Maximum	Hourly Maximum	5 Minute Maximum	Daily Average
Influent	9.16 MGD	13.70 MGD	19.97 MGD	8.53 MGD
Effluent	7.10 MGD	10.52 MGD	13.56 MGD	6.39 MGD

Table 2: Satellite Collection Agency and Total Flow Summary

Flow Type	SRSD	RVSD	SD2	San Quentin	CMSA Totals
Average Daily (MGD)	3.34 MGD	3.63 MGD	1.09 MGD	0.47 MGD	8.53 MGD
Total for Month (MG)	100.08 MG	109.04 MG	32.74 MG	14.08 MG	255.94 MG
Percent of Flow	39.1%	42.6%	12.8%	5.5%	100%

III. **Treatment Process**

Operations staff supported the Hazen & Sawyer team in conducting secondary clarifier stress testing for the Nutrient Removal project by adjusting secondary clarifier influent flows and return activated sludge rates to individual clarifiers over several days. Hazen & Sawyer is currently evaluating the data and inputting it into models to present findings on the maximum clarifier treatment capacity. Chlorine Contact Tank No. 3 and the sodium bisulfite underground spill vault were emptied and cleaned, to allow the coating contractor to begin scheduled project work. Operations worked with Maintenance during simulated power failure testing to troubleshoot an issue with the emergency standby generator's transfer control logic. A failed relay, responsible for the automatic utility breaker closure, was identified and reprogrammed. A follow-up test confirmed successful transfer back to utility power. Lastly, the Agency passed the semi-annual chronic bioassay test in compliance with NPDES permit requirements.

The Mixed Liquor Suspended Solids inventory averaged 947 mg/l, which aligned with the target Mean Cell Residence Time of 2.3 days. The sludge volume index (SVI), which measures the secondary sludge settleability, averaged 110 mL/g, below the Agency's KPI of 175 mL/g. Graph #4 shows the TSS, a good indicator of effluent quality. The TSS monthly average was 7.3 mg/l, which is 48.6% of the Agency's KPI of 15 mg/l and 24.3% of the permit's monthly average limit of 30 mg/l.

IV. Maintenance Activities

In June, the cogeneration system supplied 98.3% of the Agency's power, with the remainder provided by MCE (Graph #8). Maintenance staff completed over 1,500 hours of annual preventive maintenance to ensure equipment reliability ahead of the wet weather season. PM's included draining and cleaning Grit Tanks No. 1 and 2, removing accumulated grit, replacing damaged air diffusers, and verifying floor nozzle functionality. Primary Clarifiers No. 5, 6, and 7 received drive unit oil changes, motor amperage checks, and sludge collection system inspections. Staff also replaced gearbox oil, greased bearings, and inspected chains and brushes on the Ross Valley influent plate screen. Preventive work on the Jenbacher cogeneration engine included crankshaft sensor replacements, a thermocouple replacement for measuring cylinder temperature, and full a spark plug replacement. Annual biogas flowmeter calibrations were completed to ensure accurate biogas flow measurement and to maintain emissions compliance for the cogeneration engines and boilers. Corrective maintenance included replacing a failed effluent vault sump pump, a worn feed hose on the OWRF paddle finisher pump, and packing on Biotower Pump No. 2 to address excessive leakage. Automation upgrades were completed for the sodium hypochlorite and sodium bisulfite induction mixers, and the OWRF odor control fan, allowing these systems to automatically reset after utility outages. Annual inventory review and reconciliation were completed in the CMMS program, including reorder point adjustments and removal of obsolete stock. Maintenance also received the new 2024 Ford F-550 service truck, replacing the 2007 Ford F-450. The new truck includes upgraded welding and pneumatic systems, a diesel fuel transfer tank, and a larger auto crane with increased lift capacity to support plant and pump station maintenance.

Attachment:

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

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

Annual preventative maintenance on Primary Clarifiers No. 4, 5, and 6 completed.

Sludge collector chains, sprockets, and flights tighten, aligned, and tested for proper operation.

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Monthly Compliance Summary Table
Central Marin Sanitation Agency
June, 2025
Final Effluent Monitoring

Parameter	Limit Type	NPDES Monitoring Frequency	CMSA Monitoring Frequency	Results	Units	Limit
Carbonaceous Biochemical Oxygen Demand (cBOD)	Weekly Maximum Average	1/Week	3/Week	5.0	mg/L	Maximum 40
	Monthly Average	1/Week	3/Week	4.3	mg/L	Maximum 25
cBOD Removal	Monthly Average	1/Week	3/Week	98	%	Minimum 85
Total Suspended Solids (TSS)	Weekly Maximum Average	2/Week	3/Week	9.3	mg/L	Maximum 45
	Monthly Average	2/Week	3/Week	7.3	mg/L	Maximum 30
TSS Removal	Monthly Average	2/Week	3/Week	95	%	Minimum 85
Chlorine Residual	Hourly Maximum	Continuous	Continuous	ND	mg/L	Maximum 0.56
Ammonia	Monthly Average	2/Month	1/Week	49.6	mg/L	Maximum 60
	Daily Maximum	2/Month	1/Week	52.3	mg/L	Maximum 120
pH	Instantaneous	Continuous	Continuous	6.5	SU	Minimum 6
	Instantaneous	Continuous	Continuous	7.5	SU	Maximum 9
Bacteriological Analysis						
Enterococcus	6-Week Geomean	2/Week	3/Week	8.2	MPN/100mL	Maximum 255
	10% Maximum	2/Week	3/Week	14.5	MPN/100mL	Maximum 1,055
Metals Analysis						
Copper	Daily Maximum	Monthly	Monthly	7.6	ug/L	Maximum 84
	Monthly Average	Monthly	Monthly	7.6	ug/L	Maximum 48
Cyanide	Daily Maximum	Monthly	Monthly	J1.8	ug/L	Maximum 37
	Monthly Average	Monthly	Monthly	J1.8	ug/L	Maximum 21
Semiannual and Quarterly Analysis						
Mercury	Weekly Average	Quarterly	Quarterly	0.0031	ug/L	Maximum 0.072
	Monthly Average	Quarterly	Quarterly	0.0031	ug/L	Maximum 0.066
	Annual Load	Quarterly	Quarterly	0.042	kg/yr	Maximum 0.11
Chronic Toxicity (EFF-002)	Pass/Fail	Semiannual	Semiannual	*	Pass/Fail	Pass Minimum
	Effect	Semiannual	Semiannual	*	%	50% Maximum
Chronic Toxicity (SUR-001)	Pass/Fail	Semiannual	Semiannual	Pass	Pass/Fail	Pass Minimum
	Effect	Semiannual	Semiannual	5.13	%	50% Maximum
Permit Analysis						
Dioxin - TEQ Sum	Daily Maximum	1/Permit	1/Permit	*	ug/L	Maximum 2.8E-08
	Monthly Average	1/Permit	1/Permit	*	ug/L	Maximum 1.4E-08
PCB Aroclor Sum	Sum	1/Permit	1/Permit	*	ug/L	Maximum 0.012

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

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Glossary of Terms
NPDES Permit Compliance Summary Table

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

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EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA
June 2025

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

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

PRIMARY CLARIFIER PERFORMANCE

Total Suspended Solids (TSS) in:	374.5	mg/l	
TSS out:	111.5	mg/l	
Percent Removal Achieved:	70.2	%	**Design 50-70% Removal**
Total Biochemical Oxygen Demand (BOD) in:	371.3	mg/l	
BOD out:	197.0	mg/l	
Percent Removal Achieved:	46.9	**Design 25-40% Removal**	
Plant Influent Flows:	8.5	MGD	

SECONDARY SYSTEM PERFORMANCE

AERATION TANKS/ACTIVATED SLUDGE

Dissolved Oxygen set point:	2.3	mg/l
MLSS:	947	mg/l
MCRT:	2.3	Days
SVI:	110	

SECONDARY CLARIFIERS

WAS concentration:	7,116	mg/l
TSS out:	10.2	mg/l
Secondary System TSS Removal	90.8	%

FINAL EFFLUENT

Effluent TSS for the month:	7.3	mg/l	(Maximum Limit: 30mg/l)
Week #1 weekly average	9.3	mg/l	(Maximum Limit: 45mg/l)
Week #2 weekly average	6.0	mg/l	"
Week #3 weekly average	6.3	mg/l	"
Week #4 weekly average	6.7	mg/l	"
Week #5 weekly average	7.0	mg/l	"
Monthly average TSS removal efficiency through the plant:	95.3	%	(Minimum Limit: 85%)

Effluent CBOD:	4.3	mg/l	(Maximum Limit: 25mg/l)
Week #1 weekly average	5.0	mg/l	(Maximum Limit: 40mg/l)
Week #2 weekly average	4.0	mg/l	"
Week #3 weekly average	4.3	mg/l	"
Week #4 weekly average	3.6	mg/l	"
Week #5 weekly average	5.0	mg/l	"
Monthly average CBOD removal efficiency through the plant:	98.0	%	(Minimum Limit: 85%)

Disinfection Dosing Rate:		2.5	mg/l	monthly average
Ammonia Monthly Average:		49.6	mg/l	(Maximum 120)
Enterococcus six-week Geometric Mean:		8.2	MPN	(Maximum 255)
Enterococcus 10% Maximum:		14.5	MPN	(Maximum 1,055 MPN)
Effluent pH for the month:	Min	6.5		(Min 6.0)
	Max	7.5		(Max 9.0)

DIGESTER TREATMENT

Thickened Waste Concentration from the RDT:	5.80	%
Volatile Solids destroyed:	84.9	%
Cubic feet of biogas produced:	9,846,770 (Total)	328,226 (Daily Average)
Temperature of the digesters:	101.8	degrees Fahrenheit

EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA
June 2025

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

DEWATERING

Centrifuge feed concentration:	2.5	%
Biosolids concentration:	24.9	%
TSS of the centrate:	345	mg/l
Centrifuge solids capture:	98.99	%
Polymer use per dry ton of biosolids:	17.80	#/dry ton
Polymer feed rate per run:	3.31	gpm
Concentration of the polymer batches:	0.328	%
Sludge feed rate per run:	49.7	gpm

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

Graph #1:
Depicts the total influent flow (from all collection agencies) entering the treatment plant.
The red graph line represents total influent flows; and the blue bars depict the CMSA rain gauge recordings for the month.

Graph #2:
Depicts individual collection agency flows.
The Y-axis is in the flow range of 0-10 MGD.

Graph #3:
Depicts the enterococcus most probable number (MPN) results which are an indication of the performance of the disinfection system.
The 6-week geometric mean of 8.2 MPN remained well below the Agency KPI of 35 MPN and permit limit of 255 MPN.

Graph #4:
Depicts the total suspended solids in the effluent.
Our monthly average was 7.3 mg/l versus our KPI of 15 mg/l and NPDES permit monthly average limit of 30 mg/l.

Graph #5:
Depicts the effluent CBOD which is measuring the oxygen demand of the wastewater.
The effluent CBOD average was 4.3 mg/l, below our NPDES limits of 40 mg/l weekly and 25 mg/l for the month. The effluent CBOD remained below the Agency KPI of 15 mg/l for the entire month.

Graph #6:
Depicts the degree to which the biosolids have been dewatered.
Operations conducted a series of centrifuge tests aimed at reducing polymer usage (lbs/dry ton) in June. The tests evaluated several variables, including polymer degradation over time and impacts of over and under dosing polymer. The tests resulted in average lower biosolids concentration, below KPI of 25%. However, valuable data was generated, which Operations is currently utilizing to adjust centrifuge and chemical dosing setpoints to maintain biosolids concentration above 25%. No dewatering operations were conducted on 6/1.

Graph #7:
Depicts the amount of biogas that is produced in the digesters, measured by a flow meter, and then used to produce electricity.
Biogas production averaged 328,226 cubic feet per day, above our monthly KPI of 200,000 cubic feet per day.

Graph #8:
This graph depicts the amount of energy produced through cogeneration versus the energy purchased from MCE for Agency operations, and the green line represents power exported to the grid. The Agency exported 145,462 kWh in June.

Glossary of Terms
Process Performance Data Sheet

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

- **Anaerobic Digesters:** In the anaerobic digestion process, organic material removed in the primary and secondary clarifiers is digested by anaerobic bacteria. The end products are methane, carbon dioxide, water, stabilized organic matter, and some inorganic material.

- **Biosolids:** Anaerobically digested solids that are removed from the two digesters, dewatered, and then beneficially reused. Beneficial reuse may include landfill alternate daily cover (ADC), land application in the summer as a soil amendment and fertilizer, or converted into a liquid fertilizer for agricultural applications.

- **Biotower:** A biological treatment process, occurring after the primary clarifiers and before the aeration tanks, in which the wastewater trickles over a biomass-covered media. The biomass feeds on the dissolved and suspended solids in the wastewater.

- **Centrifuge:** Process equipment used to dewater biosolids prior to beneficial reuse.

- **Cogeneration System:** A system comprised of a dual-fuel engine coupled to an electric generator that is used to produce energy to power the Agency facilities. Fuels the system uses are methane biogas produced in the anaerobic digesters and, when biogas is not available, purchased natural gas. As well as generating electricity, the system supplies heat for plant processes and building heating.

- **Chlorine Contact Tanks (CCTs):** The final treatment process is disinfection and de-chlorination. The CCTs allow contact time for injected chlorine solution to disinfect the wastewater. Sodium bisulfite, the de-chlorination chemical, is introduced at the end of the CCTs to neutralize any residual chlorine to protect the San Francisco Bay environment.

- **Rotary Drum Thickener (RDT):** Waste activated sludge removed from the secondary clarifiers is thickened in rotary drum thickeners before being transported to the anaerobic digesters. Thickening removes some of the sludge's water content, to decrease hydraulic loading to the digesters.

- **Final Effluent:** After all the treatment processes are completed, the final effluent is discharged into to central San Francisco Bay through a 10,000-foot-long deep-water outfall.

- **Mean Cell Residence Time (MCRT):** An expression of the average time that a microorganism will spend in the secondary treatment system.

- **Mixed Liquor Suspended Solids (MLSS):** The liquid in the aeration tanks is called MLSS and is a combination of water, solids, and microbes. Suspended solids in the MLSS measured in milligrams per liter (mg/l).

- **Most Probable Number (MPN):** Concentrations, or number of colonies, of total coliform bacteria are reported as the "most probable number." The MPN is not the absolute count of the bacteria but a statistical estimate of their concentration.

- **Polymer:** Polymer is added to digested sludge prior to dewatering to improve solids coagulation and water separation.

- **Primary Clarifier:** A physical (as opposed to biological) treatment process where solids that settle or float are removed and sent to the digesters for further processing.

- **Return Activated Sludge (RAS):** The purpose of returning activated sludge (biomass) to the aeration tanks is to maintain a sufficient concentration of microbes to consume the wastewater's dissolved solids.

- **Secondary Clarifiers:** Provides settling for the biomass after aeration. Most of the settled biomass is returned to the aeration tank as return activated sludge (RAS) and some is sent to the RDT unit as waste activated sludge.

- **Sludge Volume Index (SVI):** This is a calculation used to indicate the settling ability of the biomass in the secondary clarifiers.

- **Thickened Waste Activated Sludge (TWAS):** Waste activated sludge is thickened in the RDTs, and then the TWAS product is pumped to the digester for processing.

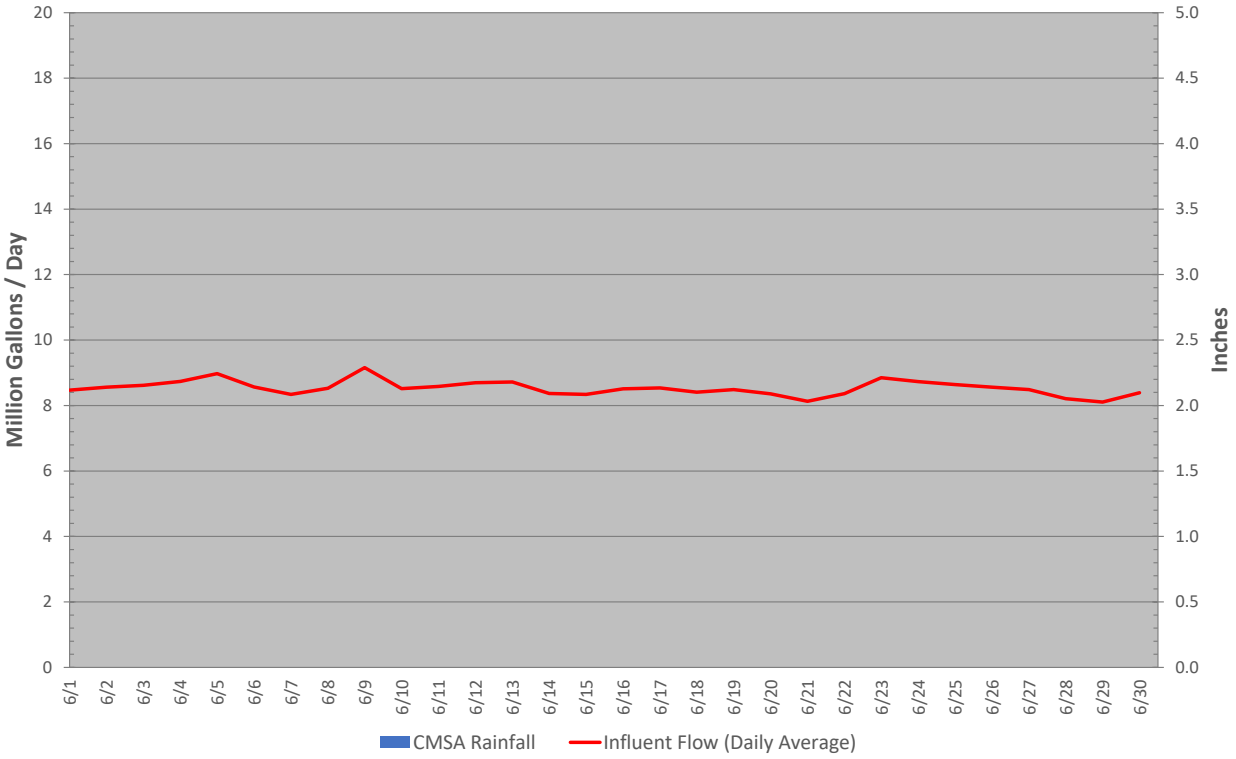
- **Volatile Solids:** Organic content of the wastewater suspended solids.

- **Waste Activated Sludge (WAS):** Biomass that is removed from the secondary clarifiers pumped to the RDTs for thickening.

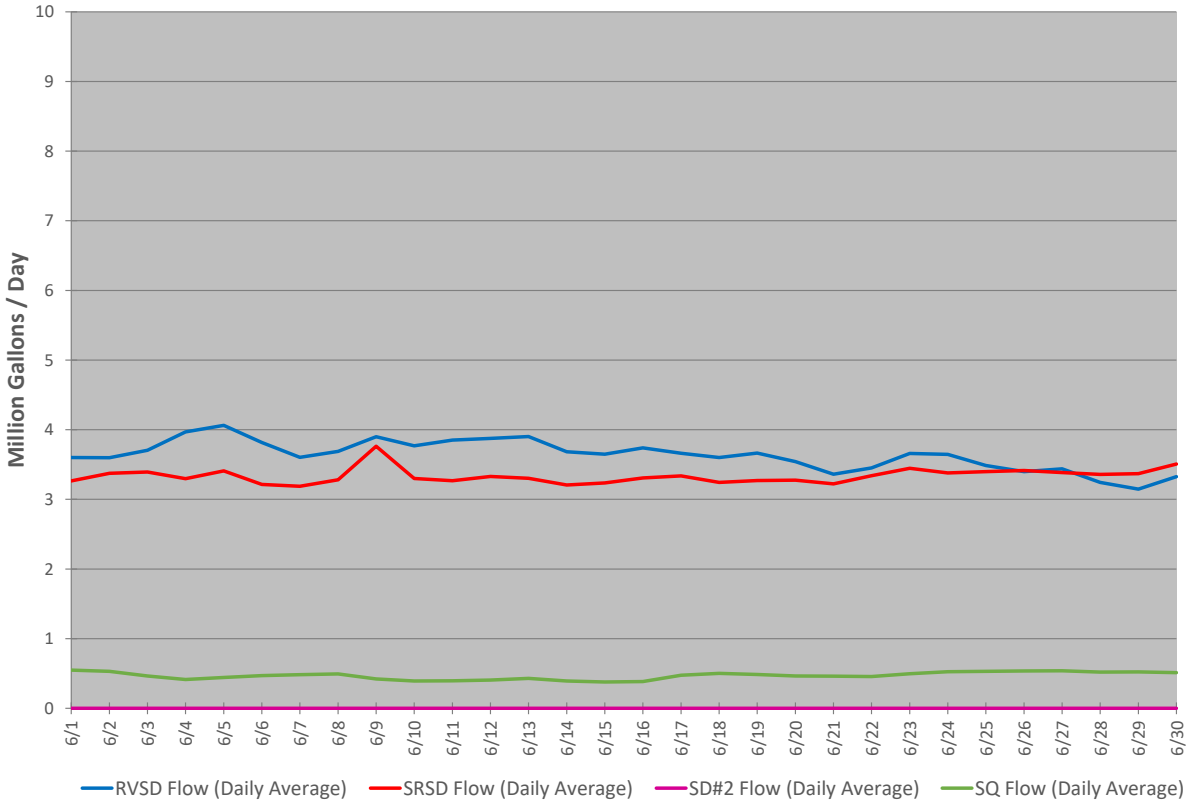
Units of Measurement

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

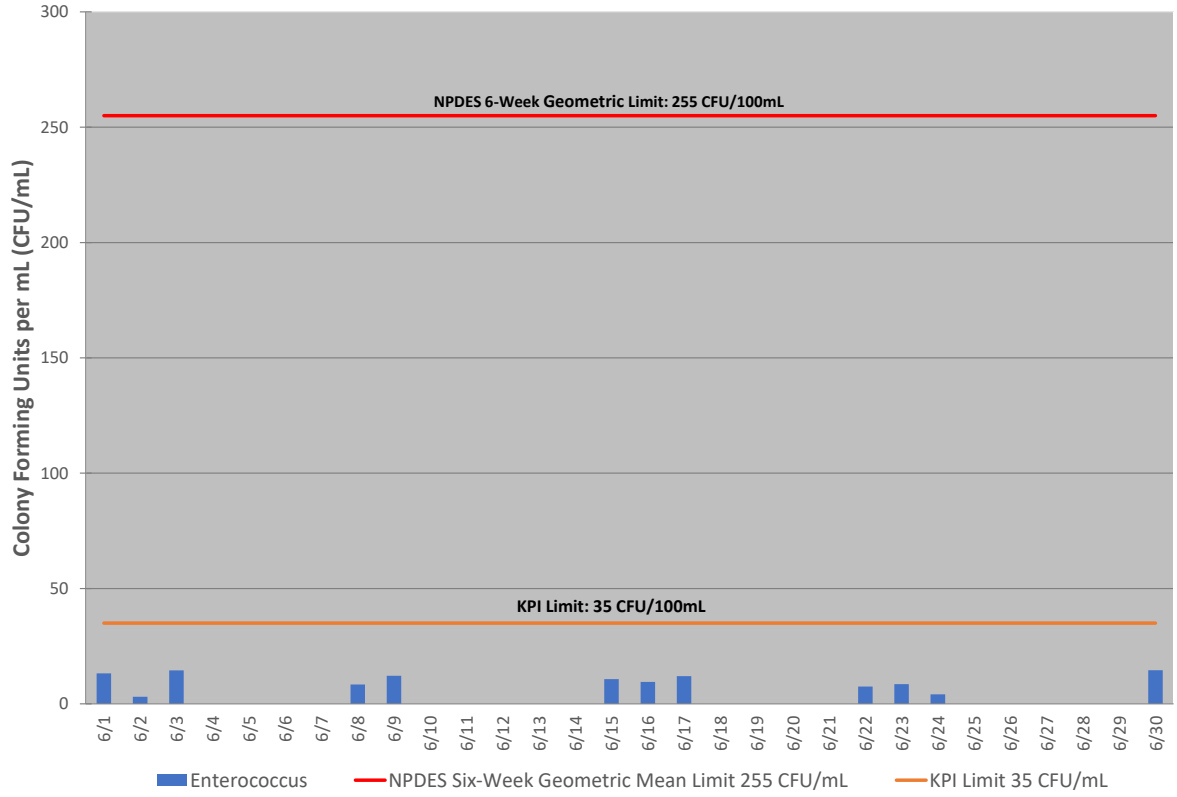
Graph #1: CMSA Influent Flow and Rainfall



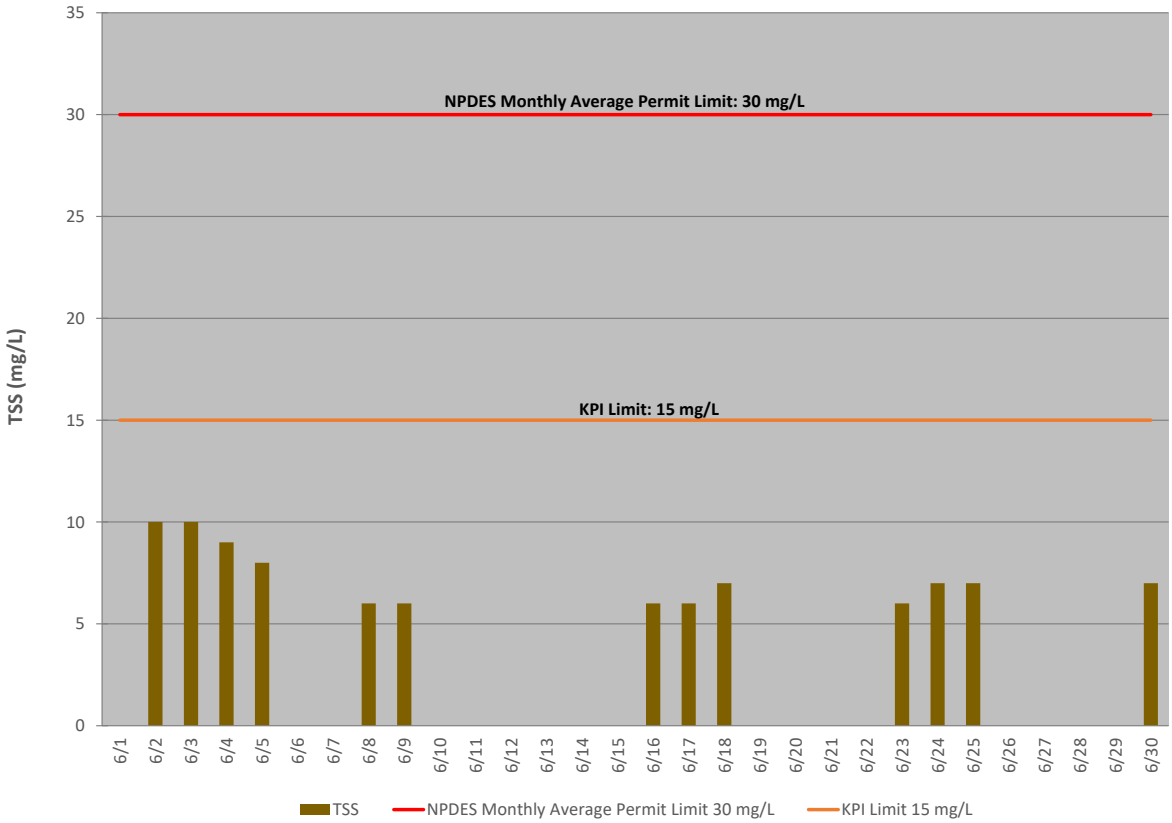
Graph #2: Collection System Influent Flows



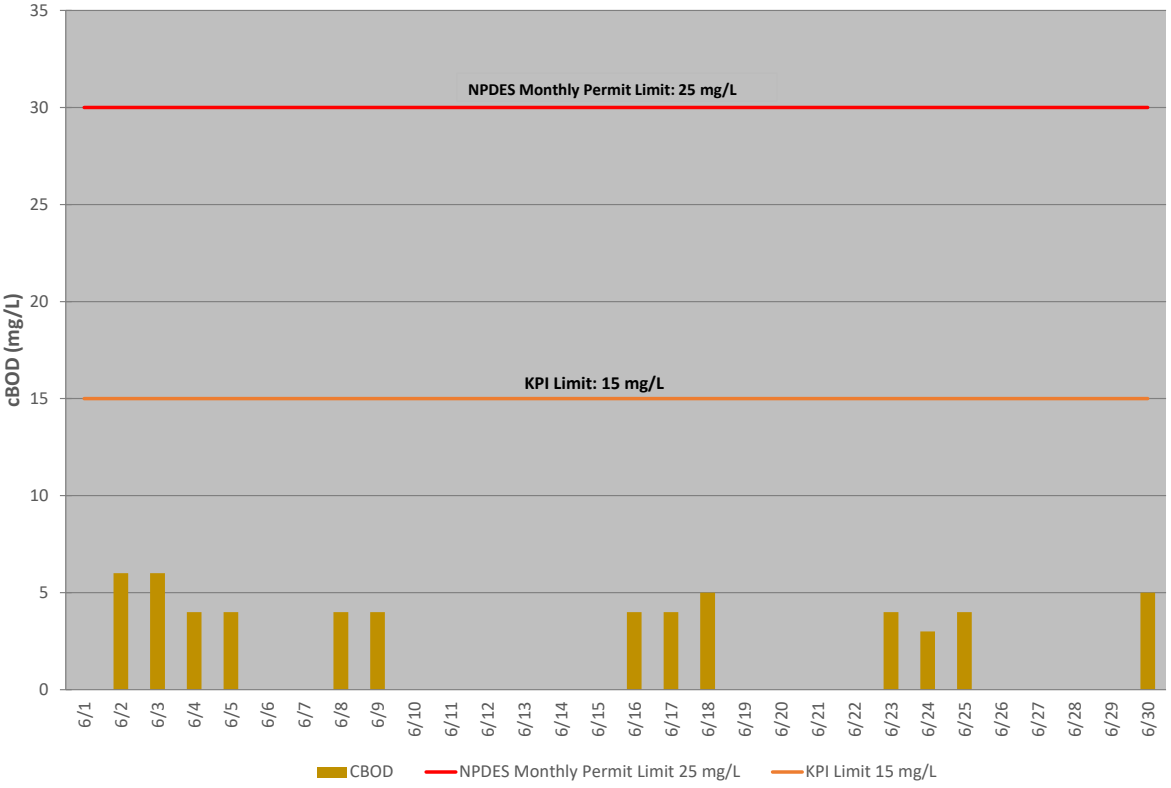
Graph #3: Enterococcus



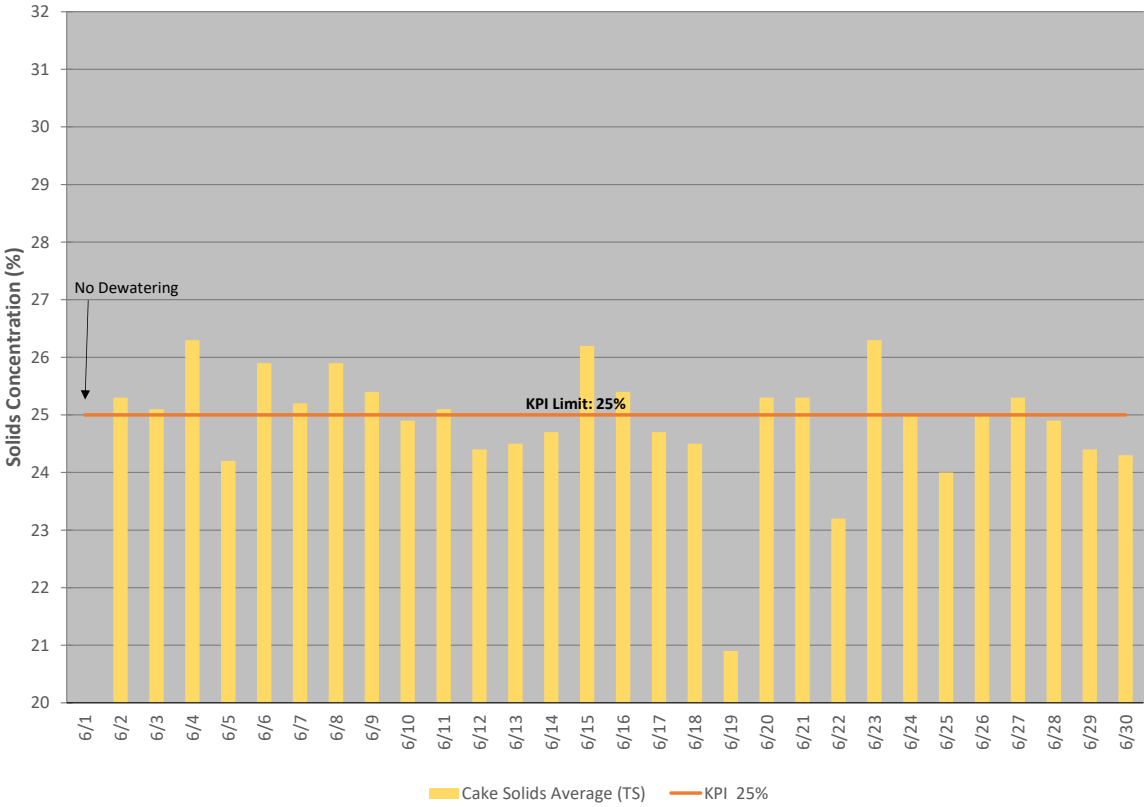
Graph #4: Final Effluent Total Suspended Solids



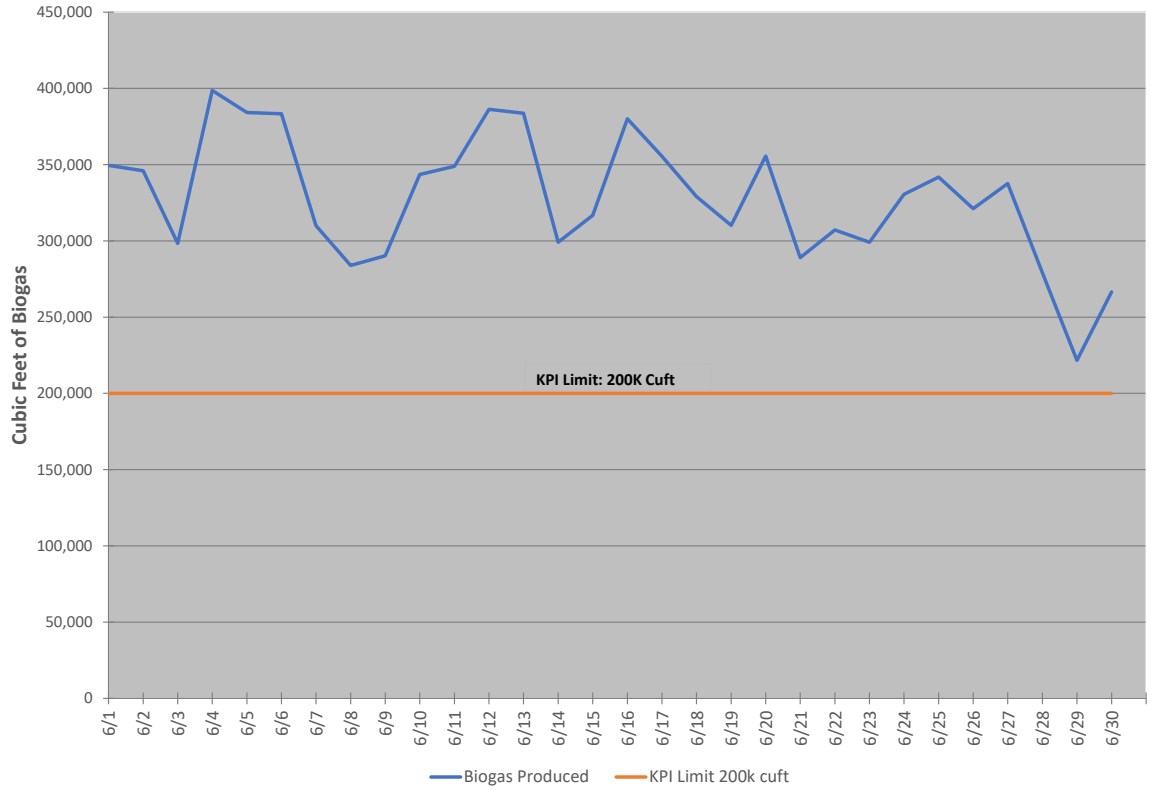
Graph #5: Carbonaceous Biochemical Oxygen Demand (cBOD)



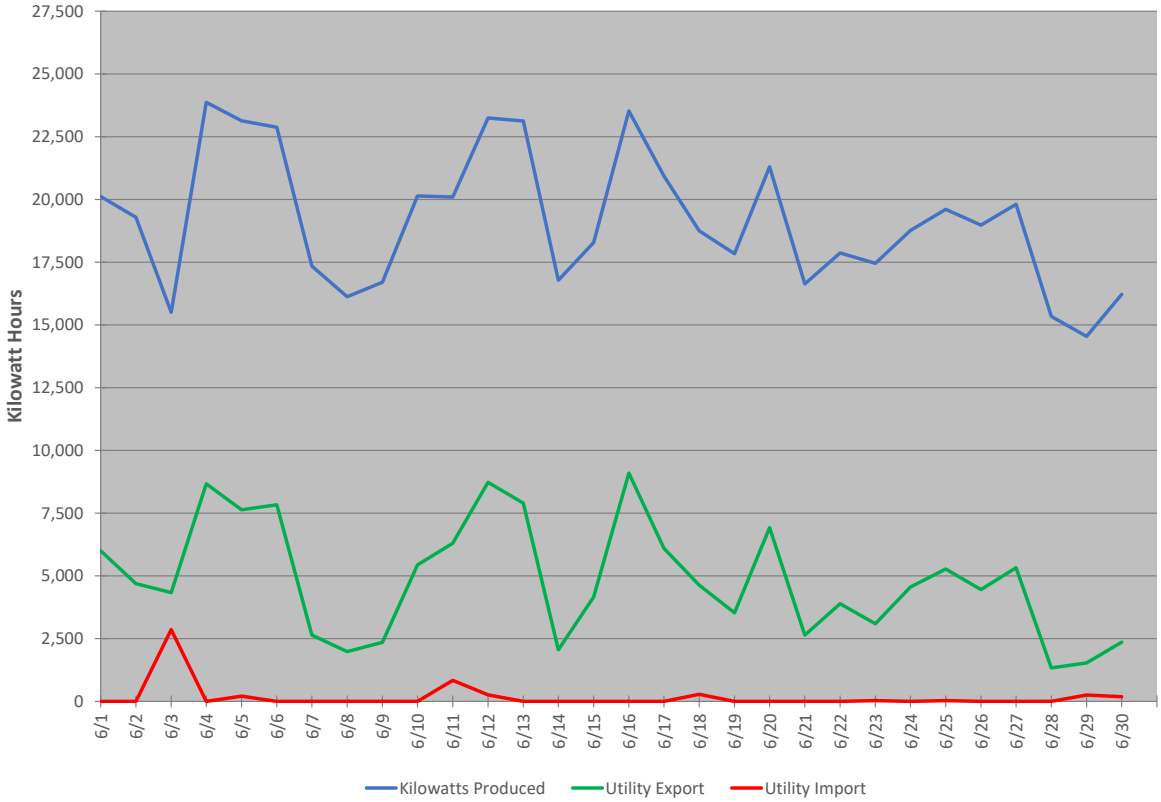
Graph #6: Biosolids Solids Concentration



Graph #7: Biogas Production



Graph #8: Power Distribution



BOARD MEMORANDUM

July 17, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Performance Metric Reports – June 2025

Recommendation: Accept the June 2025 Performance Metric Reports.

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

Table I – Treatment/Process Metrics
Final effluent quality continues to be very good, and the treatment facilities are in their dry weather operational mode.

In the July 2025 report, Power Produced metrics (Item 8) that have exceeded their ranges since late last year, such as power produced from biogas and natural gas, power produced from biogas and delivered to MCE, and cogeneration system uptime, will be adjusted.

Table II – Employee Metrics
Training over the month included professional development training for several staff; several staff attended virtual Body Mechanics and Heat Illness Prevention Safety Training; and an Electrical/Instrumentation staff member attended Arc Flash Training in Sacramento and another attended PLC for Non-Programmers in San Jose.

Table III – Public Outreach
One odor notification was posted to the Agency website, and there were no public odor complaints. The notification was for draining and filling secondary clarifiers during stress testing for the Nutrient Removal Alternatives Project.

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

Public Outreach Events

Date	Event	Attendees
6/5-6	Wetland Outreach event at the SASM Wastewater Treatment Facility in Mill Valley	250

School Events – Juggler Show Presentations and Classroom Events
Rock Steady Juggling provides elementary school outreach presentations. There were no presentations in June.

CMSA Tours
There were no tours in June.

Table IV – Environmental and Regulatory Compliance Metrics
There were no final effluent or air permit exceedances during the month.

Laboratory staff supported secondary stress testing for the Nutrient Removal Project and initiated the Primary Baffle Study. As a result of these two studies, Process Control Analyses (Item 3) exceeded the upper range for this period, and are expected to remain elevated during the summer until the primary baffle study is completed.

Attachment:
- June 2025 Performance Metric Report

CMSA CY24 PERFORMANCE METRICS – June 2025

Attachment

TABLE I - TREATMENT/PROCESS METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Wastewater Treated	Volume of wastewater influent treated in million gallons (Mg); *Year to date in billion gallons (Bg)*	255.9 Mg; 2,293 Bg	165 – 820 Mg/month
2) Recycled Water Use	Volume of recycled water produced and used on-site, in million gallons (Mg) Volume delivered at the truck fill station, in thousand gallons (Kg)	32.6Mg 45.6Mg	25 - 40 Mg variable
3) Biosolids Reuse	Reuse at the Redwood Landfill, in wet tons (wt) Fertilizer and soil amendment at land application sites, in wet tons (wt) Bio-Fertilizer production at the Lystek facility, in wet tons (wt)	210wt 70wt 140wt	360 – 665 wt
4) Conventional Pollutant Removal	Removal of the conventional NPDES pollutants - Total Suspended Solids (TSS) and Biological Oxygen Demand (BOD) a. tons of TSS removed; % TSS removal b. tons of BOD removed; % BOD removal	 166.6 tons / 95% 194.8 tons / 98%	 > 85% > 85%
5) Priority Pollutants Removal	Diversion of priority NPDES metals from discharge to the San Francisco Bay: a. % Mercury, for current quarter b. % Copper	 94.3% 79.3%	 88 – 99% 75 – 90%
6) Total Inorganic Nitrogen	Total Inorganic Nitrogen in final effluent (Permitted May – September) a. % of Monthly Total Limit b. May – September rolling monthly average	 96% 1,255kg	 <100% <1300 kg
7) Biogas Production	Biogas generated in our anaerobic digesters, in million cubic feet (Mft^3) Natural gas equivalent of the biogas, in million cubic feet (Mft^3)	9.84 Mft^3 6.30 Mft^3	7.0 - 10.5 Mft^3 4.5 - 6.7 Mft^3
8) Power Produced	Power produced from cogeneration of biogas and purchased natural gas - in kilowatt hours. (kWh) Power produced from cogeneration of biogas and delivered to the MCE Cogeneration system runtime on biogas*, in hours (hrs.); % time during month* Agency power demand supplied by renewable power*, %* Cogeneration system uptime, *in hours; % time during month* Biogas value (natural gas cost equivalent).	573,558 kWh 145,462 kWh 702.04 hrs; 97.5% 98.3% 712.6 hrs; 99.0% $50,078	380 - 480,000 kWh 40,000 - 70,000 kWh 600 hrs; 80% 80 - 100% 650 hrs; 87% $30,000 - $60,000
9) Efficiency	The cost to operate and maintain the treatment facilities per million gallons of wastewater treated, in dollars per million gallons. ($/Mg) Energy used, kilowatt hours, per million gallons treated. (kWh/Mg)	$4,318/Mg 2,261 kWh/Mg	$2,500 - $5,400/Mg (wet - dry) 670 - 2,400 kWh/Mg

CMSA CY24 PERFORMANCE METRICS – June 2025

Table II – EMPLOYEE METRICS

Metric	Definition	Measurement	Target/Goal
1) Employee Training	Hours of internal training – safety, virtual, project, vendor, etc. Hours of external training – employment law, technical, regulatory, etc.	Internal = 46 hrs External = 86 hrs	variable
2) Work Orders	Preventative maintenance (PM) labor hours Planned corrective maintenance (CM) labor hours; % of CM+UCM hrs. Unplanned corrective maintenance (UCM) labor hours; % of CM+PM hrs. Ratio of PM to total corrective maintenance (CM + UCM);	1,500.5 hrs 477.25 hrs (96.9%) 15.5 hrs (0.8%) 3.05	800 - 1,100 hrs ≥ 70% total CM hrs ≤ 30% total hours ≥ 0.45
3) Overtime Worked	Monthly hours of overtime worked; *Year to date hours of overtime* % of regular hours worked; *% Year to date*	128 hrs; *(616 hrs)* *1.7%; (1.3%)*	< 5%
4) Internship Program	Number of high school and college student interns work hours; *Year to date hours*	244 hrs; *(1,373.5 hrs)*	Variable

Table III- PUBLIC OUTREACH

Metric	Definition	Measurement	Target/Goal
1) Public Education Events	Attendance at public education outreach events; # of booth visitors; *(YTD)*	250; *(800)*	3,000/year
2) School Events	Participation or sponsorship in school outreach events; attendees; *(YTD)*	0; *(2,293)*	variable
3) Agency Tours	Tours given to students and the public; # of people, *(YTD)*	0; *(97)*	variable
4) Odor Notifications	Number of odor alerts posted to the Agency website	1	1-10
5) Odor Complaints	Number of odor complaints received from the public	0	0

CMSA CY24 PERFORMANCE METRICS – June 2025

Table IV - ENVIRONMENTAL AND REGULATORY COMPLIANCE METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Permit Exceedances	# of NPDES permit exceedances # of BAAQMD permit exceedances	0 0	0 0
2) Regulatory Analyses	# of analyses by the CMSA laboratory for NPDES, stormwater, and biosolids regulatory compliance monitoring and reporting.	384	200-500
3) Process Control Analyses	# of analyses by the CMSA laboratory for process control monitoring	1,183	400-900
4) Contract Laboratory Analyses	# of analyses by contract laboratories for regulatory compliance reporting, and source control program monitoring.	62	25-150
5) Quality Control Testing	# of CMSA performed laboratory analyses for QA/QC purposes.	1,100	500-1,500
6) Water Quality Sample Analyses	# of ammonia, total and fecal coliform, enterococcus, and/or sulfide analyses performed for the CMSA member agencies, and occasionally source control monitoring analyses.	182	50-500
7) Source Control Inspections	Inspections of industrial and commercial businesses in the Agency's and LGVSD's source control programs and Novato Sanitary District's Mercury Reduction Program – 188 businesses and 97 dental offices.	6	10-30
8) FOG Program Inspections	Inspections of food service establishments (FSEs) in the Almonte, TCSD, SD2, RVSD, SRSD, and LGVSD service areas – approx. 343 FSEs are regulated.	75	30 – 50
9) Permits Issued/Renewed	Permits issued for the source control programs – pretreatment, pollution prevention, food service establishments, and ground water discharge.	13	variable

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BOARD MEMORANDUM

July 17, 2025

To: CMSA Commissioners and Alternates

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

Approved: Jason Dow, General Manager

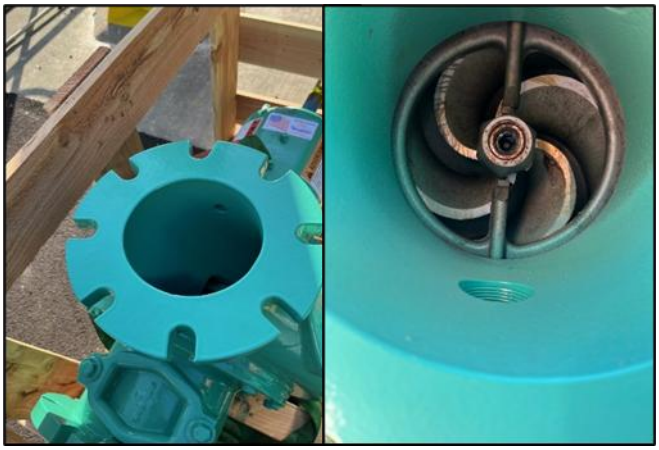
Subject: FY25 Asset Management Program Annual Report

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

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

FY25 Highlights

Organic Waste Receiving Facility (OWRF) Chopper Pump Installation - Durability Comparison
Maintenance completed the installation of two new chopper mixing pumps, one stainless steel and one standard steel. This side-by-side configuration will allow staff to evaluate the long-term durability of each pump when exposed to the OWRF's acidic food and FOG waste. These pumps are critical for keeping the tank contents mixed and homogenized, ensuring consistent material is pumped to the digesters for peak biogas production. The performance comparison will help inform future equipment procurement decisions based on durability and lifecycle costs.

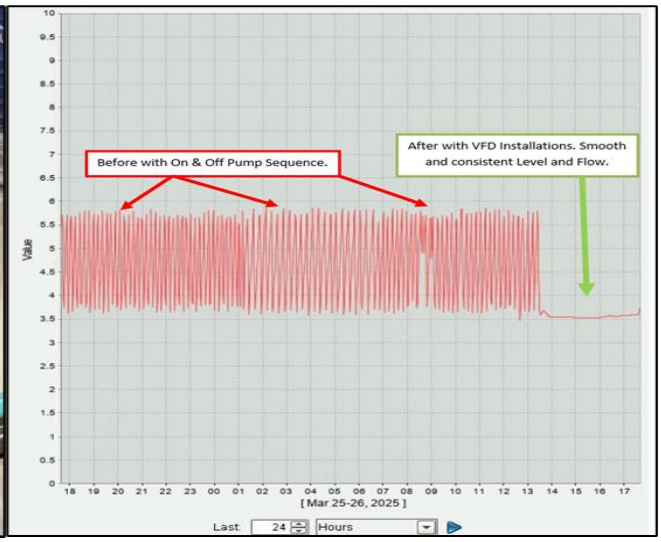


Steel Pump & Impeller

Stainless Steel Pump & Impeller

Process Waste Sump Variable Frequency Drive (VFD) Upgrades

Upgrades were made to the facility process waste sump, which receives a large portion of internal wastewater from the solids handling building, including centrate, a nutrient-rich waste stream generated from centrifuge dewatering operations. Staff replaced the basic on and off pump control sequencing system with VFDs, allowing the pumps to run at controlled speeds and associated flows. This VFD pumping setup provides smoother, more consistent nutrient loading back to the headworks, improving treatment stability in preparation for upcoming nutrient removal requirements.



Spark Plug Replacement on the Jenbacher Cogeneration Engine

Maintaining proper spark plug function is critical to ensuring reliable Jenbacher cogeneration engine performance and emissions compliance. As part of preventive maintenance, staff perform weekly spark plug voltage checks using an inductive clamp meter while the engine is running. The manufacturer's key performance indicator is set at 30 kV. Exceeding this value indicates that spark plugs may require re-gapping or replacement. Recently, voltage readings surpassed the 30 kV threshold. Upon engine shutdown and inspection, staff confirmed that the spark plug electrodes were significantly worn, with most of the rare earth metal material consumed. These plugs were in service for approximately 11,000 operating hours. Based on this assessment, staff replaced all spark plugs. This maintenance aligns with the typical service cycle of 16-18 months, during which plugs are usually re-gapped 2-3 times prior to replacement.

Chlorine Contact Tank (CCT) Sluice Gate No. 3 Replacement

In May, Operations supported maintenance activities by conducting an entire plant flow diversion, routing all influent flow to the off-line primary clarifiers to allow for the replacement of CCT Sluice Gate No. 3. The existing cast iron sluice gate and electric actuator were removed and replaced by Maintenance with a new stainless-steel fabricated gate and upgraded electric actuator. This work included removing the existing frame, gate, and actuator; sanding and cleaning the mounting surfaces; sealing the new gate to the CCT wall; performing alignment adjustments; and wiring up the new actuator.

Before

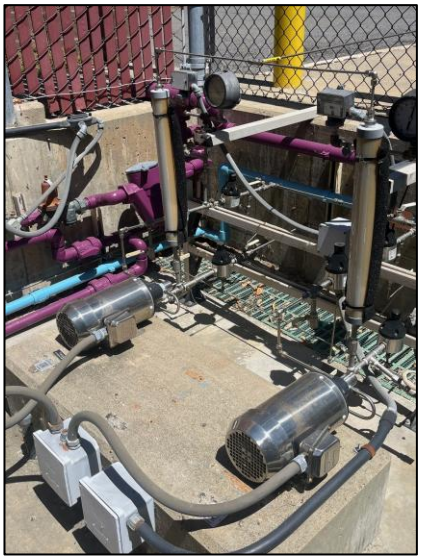
After

Ross Valley Interceptor Flow Meter

Staff coordinated with Ross Valley Sanitation District, Sanitation District No. 2, and San Quentin Rehabilitation Center to successfully remove an existing, unused flow meter from the Ross Valley Interceptor Flow Meter Box. The planned overnight shutdown began on April 30 and concluded in the early hours of May 1 without issue. A new flow meter is scheduled to be installed at the site later this summer.

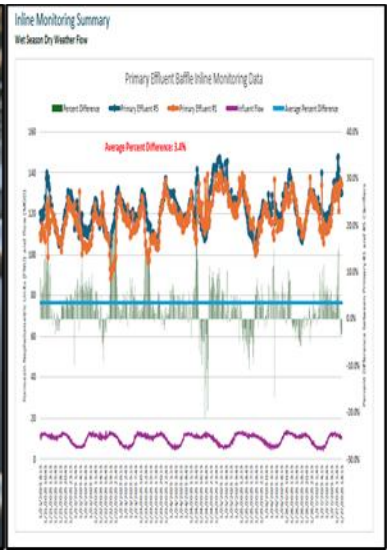
Rebuilt Hydrogen Peroxide Odor Control Pumps

Staff rebuilt two hydrogen peroxide dosing pumps used to control sulfides in the San Rafael Interceptor, which discharges directly into the CMSA headworks. These pumps are critical for reducing hydrogen sulfide in both the liquid and gas phases to maintain safe operations, minimize odors, and limit corrosion.



Primary Clarifier Total Suspended Solids (TSS) Probe Installation

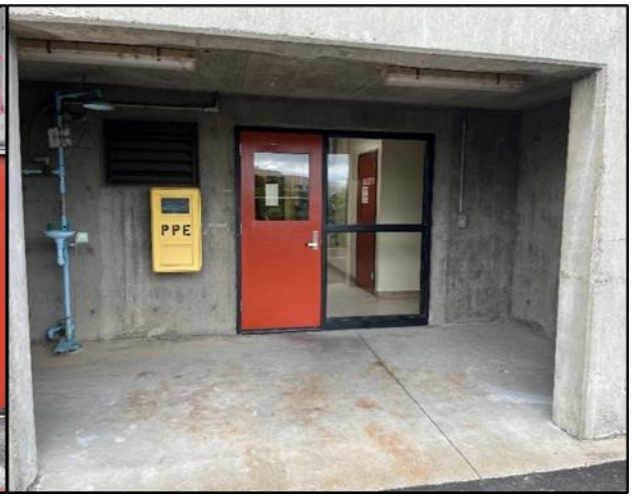
Staff installed and programmed a new TSS meter on the effluent of the primary clarifiers. The meter provides real-time data allowing Operations to measure primary clarifier TSS removal and solids loadings to downstream treatment processes.



Continued Facility Door Replacement

There are over one hundred exterior doors at the treatment plant, and most were installed when the facility was built in the early 1980s. Given their exposure to corrosive environments, some of these doors have gradually deteriorated over time. In response, the Agency initiated a multi-year program in several process areas to systematically replace doors based on their condition. In FY23, the initiative saw the replacement of ten facility doors, followed by an additional ten doors in FY24. In FY25, five more doors, along with associated windows and frames, were replaced, enhancing the infrastructure and functionality of the facility.

Solids Handling Building



Chemical Storage Building

Emergency Mobile Generator

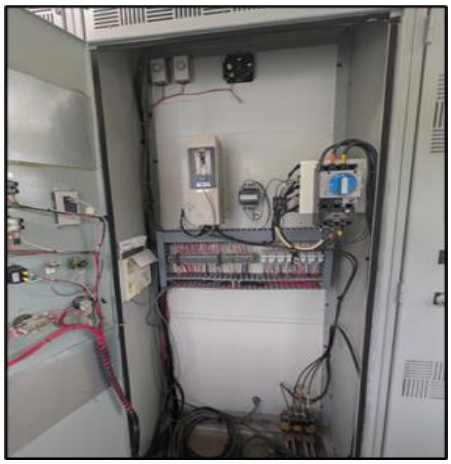
Staff purchased a new mobile, trailer-mounted, 49 HP generator to provide emergency backup power to motor control centers, pump stations, and other critical treatment plant and collection system equipment. The unit meets the latest EPA Tier 4 emissions standards and provides versatile deployment to any location. The generator will enhance the Agency's resilience during emergencies, utility outages, and planned maintenance activities by ensuring continued operation of essential equipment.

Final Effluent Turbidity Meter and Influent Conductivity Probe Installations

Staff installed a new turbidity meter on the treatment plant's final effluent. This meter will complement an existing turbidity meter measuring the secondary effluent. These meters measure water clarity and suspended solids in real-time, which help Operations identify potential issues affecting plant performance. Additionally, staff installed conductivity probes on the treatment plant's influent. These probes monitor saltwater intrusion or industrial discharges in the collection systems, which can disrupt biological treatment and corrode infrastructure.

Return Activated Sludge (RAS) VFD Replacements

In FY24, staff conducted an assessment of the VFDs controlling the RAS pumps. The evaluation determined that the drives were nearing the end of their useful lives. The RAS VFDs are vital to the treatment process, as they enable control over the amount of return sludge and microorganisms sent back to the aeration tanks. This recirculation process enhances biological treatment and improves removal of colloidal material and biochemical oxygen demand. In February, staff replaced all six RAS pump VFDs with new units, ensuring long-term reliability.



Secondary Tank Drain Pumps Replacement

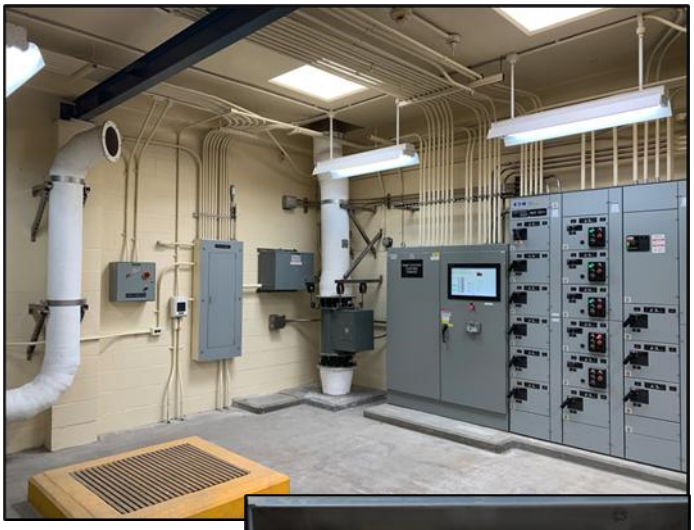
The Agency utilizes two pumps to transport water from the secondary clarifiers back to the plant's headworks. These pumps were original to the facility and had reached the end of their service lives. In August 2024, Agency staff successfully replaced Secondary Clarifier Drain Pump No. 1. The second and final replacement, Secondary Clarifier Drain Pump No. 2, was completed in March 2025, concluding a capital improvement project focused on upgrading these pumps and associated equipment to ensure operational reliability.

New Drain Pump No. 1

New Drain Pump No. 2

San Quentin Rehabilitation Center Pump Station Improvements

Staff replaced the aging transformer at the San Quentin Pump Station. The transformer, which steps down 480 Volts AC power to 240/120 Volts AC, supplies power to lighting, outlets, and crucial control equipment including the programmable logic controller which operates the pumps and controls of the pump station. During the replacement, staff also took the opportunity to rehabilitate the interior of the pump station. This included removing deteriorating paint, applying primer, and finishing with a protective topcoat, preserving the infrastructure and improving the facility's appearance. Additionally, the team replaced the four-gas meter, which monitors hydrogen sulfide, oxygen, carbon dioxide, and combustible gases. These safety improvements provide protection for staff, ensuring atmospheric conditions are safe before and during entry.



Polymer Activation Unit (PAU) Upgrades and Control Logic Implementation

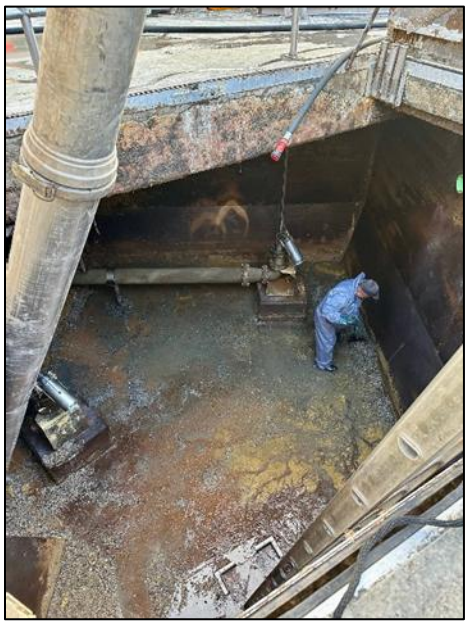
The PAUs used for sludge thickening and biosolids dewatering were successfully upgraded by Maintenance staff. This upgrade ensures consistent polymer-to-water concentration, improves mechancial reliability, and reduces long-term maintenance needs. Additionally, the Operations and Process Control Teams collaborated with the Information Systems Administrator to develop and implement polymer flow-pacing control logic from the PAUs to the Rotary Drum Thickeners. This control logic doses polymer based on a ratio of polymer pounds to Waste Activated Sludge (WAS) concentration. The upgraded system is delivering consistent polymer dosing, maintaining a stable total solids percentage in the thickened WAS, and providing system automation of polymer dosing.

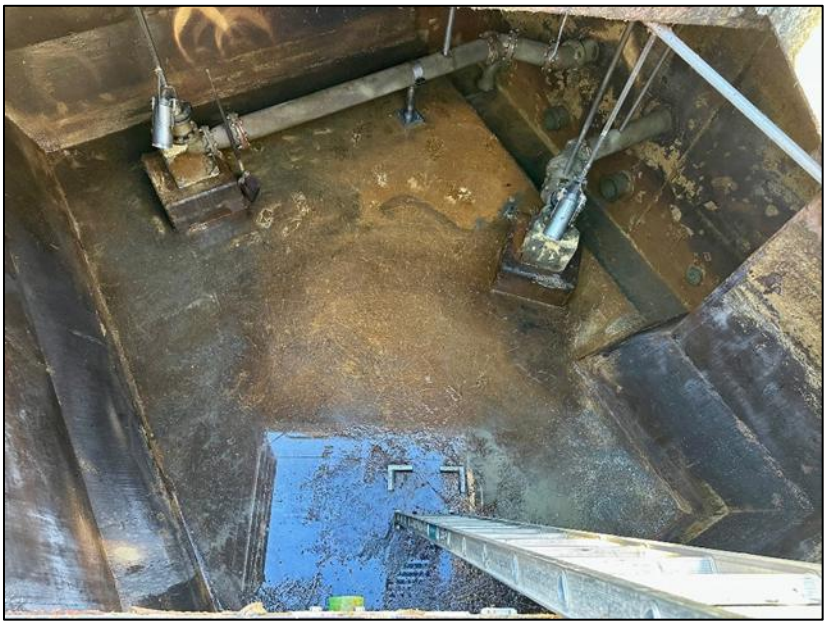
Reclaim Water Pressurization Tank No. 2 Bladder Rehabilitation

Maintenance staff replaced the rubber bladder in Reclaim Water Pressurization Tank No. 2 to stabilize plant water pressure and reduce water hammer, both of which protect downstream pipelines. This allows for safe and steady flow of reclaim water in plant operations and equipment. Additionally, it supports the use of reclaimed water for cleaning sewer lines through the Agency's fill station, providing a sustainable and efficient resource for JPA member agencies and their operations.

Semi-Annual OWRF Tank Cleaning

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





OWRF Grinder Refurbishment

The OWRF tank slurry consists of Food Waste and FOG, which is pumped through a grinder that is designed to remove heavy debris and macerate larger objects before being directed to the paddle finisher for further cleaning and processing. Due to this harsh operating environment, the grinder's main housing experienced significant corrosion, leading to operational failure which necessitated replacement. In response, Maintenance procured and installed a new grinder housing, along with a mechanical seal, rotor, blades, and associated hardware. Upon completion of the installation, the refurbished unit was placed back into service.

Ross Valley Interceptor Flange Replacement

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

Sodium Bisulfite Storage (SBS) Tank Replacement

The Agency's dechlorination facility houses two 6,500-gallon SBS tanks. In September 2024, SBS tank No. 2 was replaced in accordance with the Agency's Capital Improvement Plan and the manufacturer's recommended integrity lifespan. The SBS tank replacement supports long-term reliability and ensures uninterrupted dechlorination operations. The replacement process involved safely emptying the tank, removing instrumentation, de-energizing heat trace systems, and disconnecting process piping. Following the installation of the new SBS tank, the system was reassembled with piping and valves reconnected. The SBS tank was partially filled with water for leak testing to verify proper operation of all level-indicating instruments, and was placed back into normal service. The replacement of SBS tank No. 1 is scheduled for completion this August 2025.

Chemical Metering Pump Refurbishments

The chlorination and dechlorination system pumps operate across a wide range of flow rates and pressures to ensure chlorination and dechlorination delivery of chemicals to treatment processes. This requires regular inspections to maintain operational and mechanical integrity. In August 2024, seven sodium hypochlorite pumps and four sodium bisulfite pumps were refurbished. The pump heads were disassembled, inspected for wear and corrosion, and fitted with new replacement parts as needed. After the rebuild, the pump housings were repainted, reassembled, and lubricated. Electrical and Instrumentation staff installed new digital pressure sensors on the 11 pumping systems. These sensors protect the pumps and associated equipment from under and over-pressurization occurrences. Feedback data for the sensors were added to SCADA for monitoring and analysis, a feature that was unavailable with the pre-existing analog pressure sensors. Following testing, all pumps were deemed fully operational and placed back into service.

Asset Inventory

Agency staff conducted a review of Agency assets tracked within the Computerized Maintenance Management System (CMMS) asset tree. This quarterly exercise is performed to verify active assets within the system. As Agency staff manage projects, and regularly scheduled maintenance work is completed, both new and old assets must be accounted for in an asset inventory count. This process includes entering new and removing obsolete assets from the asset tree. Agency staff removed improperly grouped or classified assets and removed additional non-critical assets. A total of 38 items were entered, reclassified, or removed from the CMMS asset tree this past quarter.

Asset Locations	Total Assets
Central Marin Sanitation Agency	2,777
Sanitary District No. 2	403
San Quentin Rehabilitation Center Pump Station	53
San Quentin Village Sewer Maintenance District	16

Parts Inventory

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

Parts Inventory	Parts Quantity	Total Value
Central Marin Sanitation Agency	50,415	$2,189,024
Sanitary District No. 2	368	$275,186
San Quentin Rehabilitation Center	82	$73,295
San Quentin Village Sewer Maintenance District	3	$1,536

Asset Improvements, Repairs, and Refurbishment Work

1) CMSA Asset Management Improvements

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

Area	Equipment	Improvement	Total Cost	Comments
Administration Building	Lab Room	Dishwasher Replacement	$13,943	Replaced industrial dishwasher.
Administration Building	Lab Room	Dishwasher Repair	$2,599	Assisted contractor with warranty repair work.
Administration Building	Kitchen Sink	Repair	$1,776	Replaced damaged section of pipe.
Administration Building	Lab Room	Improvements	$3,152	Installed and wired a new 240 VAC outlet.
Aeration	Influent Pipe	Repair	$4,549	Welded new pipe fittings and 2” valves.
Aeration	DO Probe	Replacement	$2,993	Replaced a dissolved oxygen probe.
Aeration Building	Exhaust Fan	Refurbishment	$1,805	Replaced a failed fan motor.
Biotowers	Biotower Pump No. 2	Refurbishment	$1,335	Replaced packing, seals, and packing glands.
Biotowers	Biotower Pump No. 4	Refurbishment	$22,224	Refurbished pump with new bearings and seals.
Biotowers	Ammonium/ Nitrate Probes	Asset Improvement	$4,223	Installed new ammonium and nitrate probes.
Biotowers	Odor Mister	Sand Filter Replacement	$1,606	Replaced sand filter.
Chemical Storage Building	Sink	Replacement	$1,546	Replaced sink.
Chlorine Contact Tanks	Pond Drain Pump	Valve Replacement	$9,808	Replaced check valve.
Chlorine Contact Tanks	Pond Drain Pump VFD	VFD Replacement	$3,601	Replaced VFD.

Area	Equipment	Improvement	Total Cost	Comments
Chlorine Contact Tanks	Sump Pump	Pump Replacement	$3,177	Replaced pump.
Chlorine Contact Tanks	Samplers	Replacement	$9,796	Replaced failed refrigeration units in samplers.
Chlorine Contact Tanks	Electric Gate Operator	Repair	$2,482	Replaced failed electrical board.
Chlorine Contact Tanks	Sluice Gates	Asset Improvement	$1,160	Adjusted open/stop and torque limits.
Chlorine Contact Tanks	Sluice Gates	ModBus Module Replacement	$1,050	Replaced ModBus module.
Chlorine Contact Tanks	Waterchamp Mixers	Process Improvements	$4,819	Enabled auto reset after power outage.
Disinfection / Dechlorination	SBS Tank No. 2	Tank Replacement	$42,889	Replaced SBS tank No. 2.
Disinfection / Dechlorination	Hypo and SBS Pumps	Pump Refurbishment	$42,386	All Hypo and SBS pumps were rebuilt with new diaphragms and check valves.
Disinfection / Dechlorination	Hypo and SBS Pumps	Equipment Improvements	$7,648	New pressure switches installed on all pumps.
Disinfection / Dechlorination	Surge Tank No. 2	Bladder Replacement	$17,733	Replaced damaged bladder.
Disinfection / Dechlorination	SBS System Valves	Refurbishment	$3,673	Replaced seven diaphragm valves.
Disinfection / Dechlorination	Plant Water Strainer	Refurbishment	$1,115	Replaced O-rings and shaft cover plate.
Disinfection / Dechlorination	Hypochlorite Pumps	Pump Refurbishments	$7,218	Refurbished pumps with new pump heads, gaskets, and MARS valves.
Disinfection / Dechlorination	Chlorinated Effluent Sample Pump	Refurbishment	$1,989	Refurbished pump and fabricated new pump base.
Disinfection / Dechlorination	CL2 Analyzers	Asset Improvement	$3,974	Indicator lights added.
Digesters	Sludge Grinder No. 2	Gearbox Replacement	$3,675	Replaced failed gearbox.
Digesters	Centrifuge Feed Pump No. 3	Pump Replacement	$11,503	Replaced pump.

Area	Equipment	Improvement	Total Cost	Comments
Digesters	H2S Gas Monitoring System	Repair	$6,194	Replaced air pump, valves, and rotameter.
Digesters	Gas Flowmeter	Repair	$6,396	Circuit board replaced on gas flowmeter.
Digesters	H2S Vessel No. 1	Media Replacement	$23,449	Replaced media.
Effluent Pump Station	All EPS Engines	Asset Improvement	$1,994	Installed on/off switches for engine block heaters.
Facility Grounds	Storm Drain	Safety Improvements	$3,895	Installed stairway to access storm drain isolation gate.
Facility Grounds	Storm Drains	Safety Improvements	$1,688	Replaced storm drain covers.
Facility Grounds	Parking Lot	Improvements	$2,227	Painted new parking lot curbs and asphalt.
Facility Grounds	Lighting	Replacement	$1,980	Replaced plant road lights.
Facility Assets	Plant Assets	Asset Improvement	$8,017	Performed CMMS asset updates.
Facility Signage	Plant Signage	Replacement	$1,143	Replaced the facility plant road sign at the Administration building.
Facility Security	Plant Cameras	Asset Improvement	$4,845	Installed two new security cameras.
Facility Lighting	Plant Lights	Replacement	$3,789	Replaced plant light bulbs.
Facility Vehicles	Technical Services Transit	Replacement	$2,143	Replaced leaking windshield.
Facility Vehicles	Crane Truck Hoist	Refurbishment	$2,505	Refurbished hoist with new seals and motor.
Final Effluent Vault	Sample Station	Replacement	$2,143	Replaced pH probe.
Final Effluent Vault	Sample Pump No. 1	Pump Replacement	$2,933	Replaced pump twice.
Headworks	Influent Screen - Rotameter	Replacement	$1,576	Replaced failed rotameter.
Headworks	Influent Samplers	Asset Improvement	$3,468	Installed new conductivity probes and communication card.

Area	Equipment	Improvement	Total Cost	Comments
Headworks	Grit Pump No. 1 Motor	Motor Replacement	$6,284	Replaced motor, motor starter, relay, and solenoid.
Headworks	Motor Control Center	Repairs	$12,485	Completed repairs based on manufacturer's assessment.
Headworks	Grit Classifier No. 1, No. 3, & No. 4	Annual PM and Refurbishment	$6,901	Refurbished No. 1, No. 3, and No. 4. New bearings and refurbished gearbox.
Headworks	Channel Blower No. 2	Refurbishment	$6,277	Refurbished blower.
Headworks	Channel Air Blower No. 1	Contactor Replacement	$3,417	Replaced failed contactor.
Headworks	Channel Grit Blower No. 6.	Replacement	$7,239	Replaced silencer.
Headworks	Emergency Beacon Light	Repair	$4,174	Repaired emergency beacon light.
Headworks	Odor Scrubber Pump No. 1	Pump Replacement	$4,963	Replaced pump.
Maintenance Building	Electric Cart EC03.16	Battery Replacement	$2,322	Replaced batteries.
Maintenance Building	Electric Cart EC03.17	Battery Replacement	$1,628	Replaced batteries.
Maintenance Building	Electric Cart EC03.17	Battery Replacement	$1,628	Replaced batteries.
Maintenance Building	Heaters	Asset Improvement	$1,889	Installed control switches and thermostats.
Odor Control Station	Greenbrae Nitrate Station	Repair	$1,175	Repaired sagging fill line.
Odor Control Station	RV Peroxide Station	Lever Transmitter Replacement	$1,453	Replaced level transmitter.
Odor Control Station	RV Peroxide Station	Pump Refurbishment	$3,045	Refurbished pump with new pump head.
Odor Control Station	RV Peroxide Station	Improvements	$2,697	Installed temporary testing injection line.
Odor Control Station	SR Peroxide Station	Pump Refurbishment	$4,699	Refurbished both pumps with gears and seals.
Organic Waste Receiving Facility	Rock Trap Grinder	Grinder Refurbishment	$20,219	Replaced pot housing, mechanical seal, rotor, blades, and hardware.

Area	Equipment	Improvement	Total Cost	Comments
Organic Waste Receiving Facility	Paddle Feed Pump	Hose Replacement	$9,590	Five EPDM hoses and lubricants replaced.
Organic Waste Receiving Facility	Digester Feed Pump	Hose Replacement	$8,335	Replaced EPDM hose and hose lubricant twice.
Organic Waste Receiving Facility	Digester Feed Pump	Electrical Replacement	$3,511	Replaced revolution counter.
Organic Waste Receiving Facility	Mixing Pump No. 1 & No. 2	Pump Refurbishment	$10,236	Refurbished pumps with cutter bar, impeller, cutters, and O-rings.
Organic Waste Receiving Facility	Mixing Pump No. 1 & No. 2	Pump Improvements	$33,818	Replaced both pumps. One stainless steel and one regular steel.
Organic Waste Receiving Facility	Mixing Pump No. 1 Check Valve	Valve Replacement	$1,904	Replaced check valve.
Organic Waste Receiving Facility	Huber Press	Sensor Replacement	$1,025	Replaced inlet pressure sensor.
Organic Waste Receiving Facility	Odor Scrubber	Media Replacement	$7,979	Replaced odor scrubber media.
Organic Waste Receiving Facility	Odor Scrubber	Replacement	$1,763	Replaced tank and diffuser.
Organic Waste Receiving Facility	Underground Tank	Improvements	$2,206	Splash guard installation.
Organic Waste Receiving Facility	Concrete Slab	Improvements	$1,779	Replaced concrete expansion joints with new seal.
Primary Clarifiers	Primary Clarifier No. 1 – No. 7	Process Improvements	$36,081	Installed level transmitters for all primary clarifier tanks.
Primary Clarifiers	Scum Collector No. 5	Replacement	$1,543	Replaced neoprene wipers.
Primary Clarifiers	Sludge Pump No. 2	Pump Replacement	$11,554	Replaced pump and pressure switch.
Primary Clarifiers	Primary Clarifier Effluent	Asset Improvement	$2,241	Installed new TSS meter.

Area	Equipment	Improvement	Total Cost	Comments
Primary Clarifiers	Composite Sampler	Improvement	$5,030	Installed new pump and stilling well for sampler.
Primary Clarifiers	Primary Clarifier No. 1	Tank Refurbishment	$18,957	Refurbishment of primary clarifier No. 1 completed. All flights, chain, track and sprockets replaced.
Primary Clarifiers	Primary Tank Drain Pump	Valve Replacement	$7,2899	Replaced 12” isolation valve.
Primary Clarifiers	Primary Tank Drain	Valve Replacement	$4,300	Replaced 10” valve.
Primary Clarifiers	Probes	Improvement	$5,614	Installed new sentry probe system.
Secondary Clarifiers	Secondary Tank Drain Pump No. 1 & No. 2	Pump Replacement	$55,868	Replaced both pumps.
Secondary Clarifiers	WAS Pump No. 1	Gearbox Refurbishment	$1,124	Refurbished gearbox with new seals.
Secondary Clarifiers	WAS Pump No. 2	Pump Replacement	$10,810	Replaced pump.
Secondary Clarifiers	WAS Pump No. 3	Gearbox Replacement	$2,051	Replaced gearbox.
Secondary Clarifiers	RAS Pumps	VFD Replacement	$16,887	Replaced six RAS pump VFDs.
Secondary Clarifiers	Ammonium/ Nitrate Probes	Asset Improvement	$4,223	Installed new ammonium and nitrate probes.
Solids Handling	Siloxane Filter Vessel No. 1 & No. 2	Media Replacement	$21,894	Removed spent media from both vessels and installed new media.
Solids Handling	Polymer Feed Pump No. 1 & No. 2	Pump Refurbishment	$11,419	Refurbished both pumps with new gears, seats, seals, and lobes.
Solids Handling	Polymer Activation Units	Asset Improvement	$124,169	Installed two new PAUs.
Solids Handling	LEL Sensor - Boiler Room and Engine Room	Sensor Replacement	$4,658	Replaced both LEL sensors and calibrated.
Solids Handling	TWAS Pump No. 1 and No. 2	Pump Refurbishment	$15,458	Replaced lobes, wear plates, cartridge seals, housings, and lubricants on both pumps.

Area	Equipment	Improvement	Total Cost	Comments
Solids Handling	Centrifuge No. 1	Vibration Switch Replacement	$2,465	Replaced vibration switch and drive belts.
Solids Handling	Centrifuge No. 3	Centrifuge Refurbishment	$19,681	Refurbished centrifuge with new bearings and seals.
Solids Handling	Supply Fan	Motor Replacement	$1,885	Replaced supply fan motor.
Solids Handling	Cogeneration Engine Room	Improvements	$1,183	Air line reel installation.
Solids Handling – Energy Generation	Waukesha Cogeneration Engine	RTD & Module Replacement	$2,558	Replaced failed RTD and module.
Solids Handling – Energy Generation	Waukesha Cogeneration Engine – Oil Tank	Support Refurbishment	$1,088	Replaced tank supports.
Solids Handling – Energy Generation	Waukesha Cogeneration Engine	Annual Source Test	$35,133	Completed annual emissions source test.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Preventative Maintenance	$11,977	Performed 16.6k-hour and 20k-hour preventative maintenance.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Replacement	$1,148	Replaced the radiator fan clutch.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Replacement	$1,063	Assisted contractors with replacement of biogas valve and pressure switch.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Expansion Joint Replacement	$1,626	Replaced failed expansion joint, hardware, and gaskets.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Preventative Maintenance	$21,447	Spark plug replacement.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Sensor Replacement	$1,358	Replaced failed crank position sensor and cam sensor.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine – Oil Day Tank Level Indicator	Sensor Replacement	$2,211	Replaced failed level sensor and isolator.

Area	Equipment	Improvement	Total Cost	Comments
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine – Water Pump	Pump Replacement	$9,060	Replaced failed water pump.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Pre-Cooler & SCR System Upgrade	$16,183	Assisted contractors with commissioning of new pre-cooler and SCR system.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Emissions Sensor Replacement	$1,503	Replaced failed NOX sensor.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine – Camshaft Sensor	Sensor Replacement	$9,324	Replaced failed camshaft pickup sensor.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Annual Emissions Source Testing	$2,507	Annual testing of cogeneration engine emissions.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Equipment Improvements	$1,232	Installed solenoid valve for SCR air system.
Solids Handling – Energy Generation	Jenbacher Cogeneration Engine	Engine Testing	$4,585	Black start and ride through testing.
SQ Junction Vault	Ross Valley Interceptor	Replaced Blind Flange	$18,357	Replaced blind flange on 24” tee.
Underground Vault	Final Vault – pH sensor	Sensor Replacement	$2,050	Replaced failed sensor and calibrated.
Underground Vault	Final Vault – Sump Pump	Pump Replacements	$6,128	Replaced both sump pumps.
Underground Vault	Final Vault – Improvements	Electrical Improvements	$1,743	Removed obsolete electrical panel and light fixture.
Underground Pipe Galleries	Light Fixture – Gallery A	Replacement	$1,395	Replaced light fixture.

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

Maintenance work performed over FY25 on collection agency assets by Agency, approved contractor, or service provider.

Asset Owner	Asset	Improvement	Total Cost	Comment
SD2	Golden Hind	Impeller Replacement	$1,858	Replaced impeller.
SD2	Golden Hind	Level Transmitter Replacement	$3,303	Replaced level transmitter.
SD2	Saba Lane	Float Replacement	$1,125	Replaced both high- and low-level floats.
SD2	Saba Lane	Replacement	$1,577	Replaced power monitor.
SD2	Campbell Bishop	Pump Replacement	$10,907	Replaced pump.
SD2	Campbell Bishop	Pump Refurbishment	$2,088	Refurbished pump.
SD2	Trinidad I	Panel Repair	$1,050	Repaired/welded MCC door hinge.
SD2	Trinidad I	Power Monitor Replacement	$2,169	Replaced failed power monitor.
SD2	Trinidad II	Pump Replacement	$41,077	Replaced pump No. 2 and No. 3.
SD2	Fifer	Valve Replacement	$13,092	Replaced 8” valve and check valve.
SD2	Lucky	Station Refurbishment	$1,046	Replaced corroded electrical couplers, fittings, and seals.
SD2	Lucky	Valve Replacement	$1,848	Replaced check valve.
SD2	Lucky	Pump Refurbishment	$1,791	Refurbished spare pump with new mechanical seal, seals, and bearings.
SD2	Paradise	Diesel Fuel Tank	$1,070	Replaced level gauge on diesel tank.
SD2	Paradise	LEL Sensor	$2,428	Replaced LEL sensor.
SD2	Paradise	Hoist Cable Replacement	$2,010	Replaced damaged cable on facility hoist.
SD2	Paradise	Pump Refurbishment	$17,637	Refurbished with new seals, bearings, and impeller. Refurbished two pumps.

Asset Owner	Asset	Improvement	Total Cost	Comment
SD2	Paradise	Generator Cooling System Service	$2,062	Supported contractor on generator cooling system maintenance service.
SD2	Paradise	Electrical Component Replacement	$1,029	Replaced relay.
SD2	Industrial	Electrical Component Replacement	$1,438	Replaced phase monitor relay.
SD2	Industrial	UPS Replacement	$2,184	Replaced failed utility power supply.
SD2	Village	VFD Replacement	$24,540	Replaced variable frequency drive.
SD2	Paradise, Fifer, Village, and Trailer Ct.	Flowmeter Calibrations	$2,606	Performed annual flowmeter calibrations.
SD2	Industrial, Saba, Old Landing and Lucky	Pump Station Assistance	$2,769	Responded to power outages.
SD2	All SD2 Stations	Pump Station Assistance	$19,048	Responded to stations during wet weather events.
SD2	Meter Vault	Station Improvement	$18,710	Upgraded vault to NEC Class 1, Division 1 requirements.
SQRC	San Quentin	Valve Replacement	$15,718	Replaced two 10” valves.
SQRC	San Quentin	Transformer Replacement	$15,904	Replaced lighting transformer and painted interior walls.
SQRC	San Quentin	Air Monitoring System	$11,603	Replaced air monitoring system and beacon light.
SQRC	San Quentin	Emergency Generator Circuit Board Replacement	$1,053	Replaced circuit board.
SQRC	San Quentin	Flowmeter Calibration	$1,743	Performed annual flowmeter calibration.
SQRC	San Quentin	Replacement	$5,269	Replaced air relief valve.
SQRC	San Quentin	Flow Switch Replacement	$1,031	Replaced air flow switch.

Work Orders

A work order is a written request for a preventive, corrective, or unplanned corrective maintenance task or 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 Agency staff, the annual work orders completed, and the total labor hours, by type, to complete the work orders.

Work Order Type	# of WO's	% of Total WO's	Labor Hrs.	% of Total Hrs.
Preventative Maintenance (PM)	1,339	48.22%	8,572.00	20.21%
Corrective-Planned	1,022	36.80%	8,402.50	19.81%
Corrective-Unplanned	27	0.97%	250.75	0.59%
Improvement Project Work	6	0.22%	327.75	0.77%
Coating Projects	3	0.11%	20.75	0.05%
Safety	87	3.13%	363.25	0.86%
Professional Development/Staff Meetings	92	3.31%	1102.5	2.60%
Facilities Administration/Housekeeping	99	3.56%	4499.75	10.61%
Process Control and Facility Operations	102	3.67%	18,877.15	44.50%
Total	**2,777**	**100%**	**42,416.40**	**100%**

BOARD MEMORANDUM

July 17, 2025

To: CMSA Board of Commissioners

From: Corey Spray, Administrative Services Manager

Approved: Jason Dow, General Manager

Subject: Updated Financial Policy #532 – Reserves

Recommendation: Approve the updated Financial Policy #532 to clarify the restricted versus committed reserve classification for the Capital Reserve.

Background: The Board approved updated Financial Policy #532 at the June 2025 meeting. The changes include organizing the reserve classifications into updated categories: restricted, committed, and unassigned. Each category has a specific purpose for tracking available funds for operating and capital usage purposes. Furthermore, the methodology was updated to clearly allow for fund transfers between categories to match Agency reserve usage.

Discussion: Staff reviewed updated Financial Policy #532 further and assessed that the Capital Reserves needs to be classified as a restricted reserve versus a committed reserve. Restricted reserves represent monies legally restricted or contractually obligated for specific purposes, i.e., debt service or pension payments. Committed reserves represent monies designated by Board policy for specific liquidity purposes. The Capital Reserves includes capacity charge collections as well as debt service coverage fees, both of which engender restricted reserve traits. Capacity charges are delineated under California Government Code as a specific funding source to be separately tracked for capital purposes. As such, any leftover proceeds in any reporting period are to be separately tracked from others. Debt service collection charges are specific required fees in bond covenants that are collected by JPA members to maintain CMSA's contractual debt service coverage ratio with its bond investors. These funds are designated by the Board for capital program usage. Any leftover proceeds, after capital program usage, in any reporting period are separately tracked from other reserves. All other categories are appropriately assessed.

Attachment:
- Updated Financial Policy #532 – Reserves

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POLICY #:	**532**
SECTION:	**FINANCIAL – TREASURY**
SUBJECT:	**Reserves**
DATE:	**7/22/2025**

POLICY

To maintain liquidity, stabilize regional sewer service charges, and provide for contingencies and emergencies, the Agency shall maintain reserves in accordance with the procedures below. The Agency shall report reserve balances by designation in its monthly Treasurer's report to the Board.

PROCEDURES

Establishment of reserves ensure that the Agency has sufficient funding available to meet its operating and capital obligations, and provide~~s~~ better alignment of the Agency's resources identified in long-term financial plans to the funding requirements for the 10-Year Capital Improvement Program (CIP). Adequate reserves promote the Agency's bond ratings in the capital markets; provide financing flexibility; avoid potential restrictive debt covenants; mitigate current and future risk; and ensure the JPA member agencies have stable regional service charges.

I. General

The Agency's reserves shall be managed either as short-term or long-term investments in accordance with the Agency's *Investment* policy.

II. Reserve Fund Designations

Reserve designations better delineate the Agency's available cash and investment resources, as reported in the Agency's Budget and Treasure's Report. The integration of reserve designations makes the budget a more comprehensive document because it accounts for the accumulation and usage of all available resources instead of just the anticipated revenues and expenditures for a given fiscal year. This expanded budget view can be used to explain future sewer service charges or capital borrowing to all interested stakeholders. The establishment of reserve designations also enhances long-term planning and management of the Agency's financial resources.

III. Development, Management, Oversight, and Reporting of Reserves

The development, management, and oversight of Agency reserves is intended to be aligned with the development, management, and oversight of the Agency budget. During the budget development process, the Treasurer prepares an initial projection of the Agency expenditures and revenues for the upcoming year. The General Manager and Treasurer will propose allocations to and from the reserves based on this reserve policy, Agency priorities, and/or direction from the Board. The accumulation and uses of

the reserves are a component of the budget and are subject to Board review and approval.

Consistent with the established *Budget* policy, the General Manager, with approval from the Board Chair, is authorized to expend up to $500,000 directly from the emergency reserve account in the event of an unforeseen situation that would directly and critically affect the Agency's operations. The General Manager shall report to the Board the circumstances requiring the expenditures at its next meeting. Otherwise, Board approval is required prior to any transfer or expenditures of reserve funds that were not previously budgeted.

Board authorization is required to establish any new reserve designations.

IV. Reserve Types

Three major categories of reserve funds have been established to best capture the operating and capital activities: Restricted Reserves, Committed Reserves and Unassigned Reserves.

A. Restricted Reserves

These reserves represent assets that are legally or contractually obligated for a specific purpose. The Board does not have the authority to modify or remove these restrictions from legally obligated reserves.

B. Committed Reserves

These reserves represent assets to maintain internal liquidity purposes as designated by Board policy. Funds can be transferred from these accounts to cover for expenditures in the unassigned category; however, it is the priority of the Agency to maintain its Board policy targets for each classification.

C. Unassigned Reserves

These reserves represent the primary funding accounts used to cover the Agency's operating and capital activity spending plans. Each spending plan is given an independent unassigned reserve balance to track its specific sources and uses.

Deductions from any reserve type shall follow documented Agency administrative and procurement policies and procedures. Any addition of new or removal of existing reserve types will require an update to this policy and Board approval.

V. Designations for Reserves

The Agency has established the following designations for the restricted, committed and unassigned reserves.

A. Designations for Restricted Reserves

1) Debt Trusts: This reserve tracks funds related to newly issued project fund debt proceeds and monies transferred to it for payment of debt service.

Any interest earned on project proceeds can be transferred to the unassigned capital reserve for funding use; otherwise, it is to remain in the account for payment of debt service. The pension obligation bond debt trust relates to an operating activity reserve, and the capital debt trust relates to a capital activity reserve.

2) Section 115 Pension Trust: This operating reserve tracks the Agency's pre-funded pension plan savings to use for future pension obligation payments. Funding into the account follows the *Pension Funding* policy.

3) Capital Reserve: This capital activity reserve tracks specific funding sources that relate to receipts that are either tied to applicable for capital improvement program funding needs. The two sources are capacity charges and debt service coverage fees.

i. Capacity Charges: The CA Government Code requires separate accounting of capacity charges and the application of interest to outstanding balances. The Agency shall use capacity charges on a first-in-first-out basis to finance current year CIP. In the event that the amount collected in any given year exceeds CIP expenses, the Agency would have to hold the excess funds for future use. Should this situation occur, the excess funds will be kept in this reserve. Staff would then recommend these funds as a proposed funding source for the following fiscal year's CIP.

ii. Debt Service Coverage Fees: This is a contractually obligated requirement from revenue bond rate covenants and represents 25% of the debt service payment that is collected from the JPA members. The expenditure of these funds is solely for CIP.

Funds are added to this reserve after each debt service contribution from the JPA member agencies. Funds received in the fiscal period collected cannot be expended in that same fiscal year. Funds remain in this reserve until budgeted; these funds are exclusively used to fund approved projects from the CIP.

B. Designations for Committed Reserves

The Agency maintains specific funding targets to ~~meet bond covenants,~~ track specific sources of funds, or meet internal liquidity needs. Reserves that meet these needs are the following:

1) Operating Reserve: This operating activity reserve represents three months funding for general Agency operations. Funding will be adjusted annually to maintain three months operational funding.

2) Emergency Reserve: This operating activity reserve serves as a contingency for unforeseen or unanticipated emergencies and other to-be-determined items. The funding level is $500,000.

~~3) Capital Reserve: This capital activity reserve tracks specific funding sources for capital improvement program funding needs. The two sources are capacity charges and debt service coverage fees.~~

~~i. Capacity Charges: The CA Government Code requires separate accounting of capacity charges and the application of interest to outstanding balances. The Agency shall use capacity charges on a first-in-first-out basis to finance current year CIP. In the event that the amount collected in any given year exceeds CIP expenses, the Agency would have to hold the excess funds for future use. Should this situation occur, the excess funds will be kept in this reserve. Staff would then recommend these funds as a proposed funding source for the following fiscal year's CIP.~~

~~ii. Debt Service Coverage Fees: This is a contractually obligated requirement from revenue bond rate covenants and represents 25% of the debt service payment that is collected from the JPA members. The expenditure of these funds is solely for CIP.~~

~~Funds are added to this reserve after each debt service contribution from the JPA member agencies. Funds received in the fiscal period collected cannot be expended in that same fiscal year. Funds remain in this reserve until budgeted; these funds are exclusively used to fund approved projects from the CIP.~~

C. Designations for Unassigned Reserves

These reserves shall track all sources and uses unless otherwise specified in the other reserve categories. The Agency shall expend available resources from these accounts to cover its operating and capital funding plans and/or transfer funds to another reserve to meet specific policy or legal requirements.

1) Unassigned Operating Reserve: This reserve represents the accumulated excess funds available from the operating funding plan. Monies in this account shall be used for paying all operating activity expenditures, transfer between the operating activity restricted reserves for debt service or pension prefunding, or transfer excess funds to the unassigned capital reserve for CIP.

2) Unassigned Capital Reserve: This reserve represents the accumulated excess funds available from the capital funding plan. Monies in this account shall be used for paying all capital activity expenditures or transfer between the capital activity restricted reserves for debt service and collected bond proceeds. The Agency shall target a funding level for this account ~~is~~ at the annual average of the 10-year CIP in accordance with the *Multi-Year Revenue Plan* policy.

BOARD MEMORANDUM

July 17, 2025

To: CMSA Commissioners and Alternates

From: Corey Spray, Administrative Services Manager

Approved: Jason Dow, General Manager

Subject: FY25 Board Compensation Report

Recommendation: Accept the FY25 Board Compensation Report.

Summary: Assembly Bill 2040 requires special districts to prepare a report of annual compensation of its elected officials, and Assembly Bill 1234 requires disclosure of reimbursements made to its elected officials. Compensation consists of fees paid for meeting attendance, and reimbursement for out-of-pocket expenses paid in connection with approved training, meals, and travel. Total compensation and reimbursements to Board members for FY25 are summarized in the table below and in the Agency's State Controller's report of Government Compensation for 2024 (1), available online.

FY25 Annual Compensation Table

Board of Commissioners	Regular Board Meetings	Special Board Meetings (2)	Finance Committee Meetings	CASA & NBWA Meetings (3)	Totals
Eli Beckman	$ 2,700.00	$ 2,025.00	$ 225.00	$ -	$ 4,950.00
Michael Boorstein	450.00	225.00	-	2,063.81	2,738.81
Maribeth Bushey	1,575.00	-	-	-	1,575.00
Dean DiGiovanni	2,250.00	2,025.00	225.00	2,972.98	7,472.98
Tom Gaffney	225.00	2,025.00	225.00	-	2,475.00
Doug Kelly	2,475.00	-	-	-	2,475.00
Mary Sylla	2,250.00	-	-	-	2,250.00
Total	**$ 11,925.00**	**$ 6,300.00**	**$ 675.00**	**$ 5,036.79**	**$ 23,936.79**

1. Board member compensation reported to the State Controller's Office as part of the Government Compensation in California Report is stated on a calendar year basis for 2024 the most recent year. The table of Board member compensation shown above for FY25 is reflected on a fiscal year basis.
2. Special Board meetings also include meetings for the Ad Hoc Evaluation Committee and the Ad Hoc Committee of CMSA JPA Member Representatives to consider the JPA's Organization Development Future.
3. For attendance at CASA Conferences, and CMSA's representative on the North Bay Watershed Association Board. Includes reimbursement and per diem payments for approved training, meals, and travel.

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BOARD MEMORANDUM

June 17, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Revised Administrative Policies on Health and Safety (#92) and the Safety and Wellness Incentive Program (#93)

Recommendation: Approve revised Administrative Policies #92 and #93.

Discussion: CMSA has Personnel, Financial, Administrative, and Safety Policy Manuals, and management staff periodically review and revise policies and procedures in each manual. In November 2024, staff began the process to review and update the Administrative Policy Manual, which is comprised of 51 general, financial, human resources, contract administration, safety, security, and information technology policies and procedures. Many of the policies were previously Board approved, and after updating those policies, staff has presented them to the Board for consideration of approval.

Since late 2024, the Board has approved revised policies for Disposal of Surplus Assets (#3), Cost Savings Award Program (#8), Beneficial Use of Agency Products (#11), Use of Board/Conference Room by Outside Organizations (#12), Filming and Photographing on Agency Property (#13), Internship Program Guidelines (#14), Travel Expense Reimbursement (#35), Employee Computer Purchase Assistance Program (#54*),* Carpool/Alternate Commute Incentive Program (#55), Commuter Cash Reimbursement (#56), Employee Award Recognition (#58), and Employee Compensation and Benefit Approval Process (#66).

Staff made minor revisions to the attached Health and Safety and the Safety and Wellness Incentive Program policies, which are shown in red text.

Attachments:
1) Administrative Policy #92: *Health and Safety Policy*
2) Administrative Policy #93: *Safety and Wellness Incentive Program*

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POLICY/PROCEDURE #:	**92**
SECTION:	**ADMINISTRATIVE – SAFETY AND SECURITY**
SUBJECT:	**Health and Safety Policy**
DATE:	**7/22/2025** *(Board approved)*

PURPOSE

The Agency believes that its employees are its most valuable asset. As such, ensuring a safe workplace, free from incidents, is a primary objective at every level of our organization. In support of this objective, to define the details and provide guidance for implementation, the Agency has established a written Health and Safety Program.

Our success has always been dependent on individuals working together; our Health and Safety Program is no exception. Every individual within the organization has a role in ensuring the success of this Program.

To provide guidance for the integration of the health and safety into daily business and operations, CMSA is committed to the following core principles:

- Workplace incidents and injuries are preventable.
- No employee is required to work in an unsafe area.
- Employees will not be required to perform a task that is unsafe.
- Employees are encouraged to discuss safety issues, and bring to management's immediate attention any unsafe condition or hazard within the workplace, without concern about retaliation or harassment.
- Every employee has the responsibility to work safely. Employees are expected to participate in Health and Safety Program activities, and to accept and follow established safety programs, policies, and work procedures.
- All supervisors and managers are responsible and accountable for the overall administration and effectiveness of the Health and Safety Program within their designated areas of responsibility. The safety of each employee is considered an integral part of the supervisor's regular management functions.
- Agency business shall be conducted in accordance with applicable federal, state, and local laws, regulations, and standards.

CMSA safety related documents, including an Injury and Illness Prevention Program (IIPP), can be accessed on the Agency network.

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POLICY/PROCEDURE #:	**93**
SECTION:	**ADMINISTRATIVE – SAFETY AND SECURITY**
SUBJECT:	**Safety and Wellness Incentive Program**
DATE:	**7/22/2025** *(Board Adopted)*

PURPOSE

To enhance the Agency's Safety and Wellness Programs by encouraging employees' active participation. The Safety and Wellness Incentive Program (Program) strives to achieve this by acknowledging employee contributions in several of the key aspects of a sound safety and wellness culture such as hazard identification, safety communication, safety and wellness training, and personal wellness practices.

GOALS

- Prompt identification and correction of safety hazards;
- Increased leadership and participation in safety training;
- Consistent demonstration of safe work practices;
- Improved personal health and well-being; and
- Zero workplace injuries.

AWARD CRITERIA

The Program will recognize employee ~~safety program~~ contributions towards the stated goals by awarding points for participation in specific safety activities as identified in the Safety and Wellness Award Criteria (Table 2) below. The point criteria will be reviewed and revised as appropriate to ensure continued emphasis on the appropriate components of the Safety and Wellness Program.

PROCEDURE

I. The ~~Safety and Wellness Incentive~~ Program functions on a 6-month basis (July 1 through December 31, and January 1 through June 30) with awards provided to employees at the end of each 6-month period.

II. Points are earned and accumulated on an individual basis and expire at the end of each period.

III. All employees (except contract and exempt) are eligible to earn points toward awards. To receive a Tier 4 or 5 level award, the employee must lead at least one qualifying department tailgate during the period.

IV. For each 6-month period, eligible employees will have the opportunity to earn monetary rewards for participation as shown in Table 1 below.

Table 1 – Six-Month Award Levels

Award Level	Total Points	Total Cash Award
Tier 1	75	$ 25
Tier 2	100	$ 50
Tier 3	125	$ 75
Tier 4	150	$150
Tier 5	225	$225

V. Points will be awarded in the following ~~four~~ categories:

A. Safety Hazard Alert or Near Miss

A valid hazard alert or near miss is a situation that poses a probable unacceptable risk of substantial employee injury for which we may control the outcomes. It must be associated with hazards not previously identified or currently being addressed. Additionally, the identified hazard or near miss must not be associated with an employee violation of an Agency policy or procedure.

1) A Safety Hazard Alert or Near Miss is to be submitted by the employee to the Safety Officer using the Injury and Illness Prevention Program (IIPP) Health and Safety Communication Form, found on the shared drive.

2) The Safety Officer then evaluates, logs, scans, and forwards the Health and Safety form to the Safety Coordinator for action or further evaluation. The Safety Officer retains the authority to act immediately on any severe hazards identified.

3) A copy of the form, with the evaluation, recommended action, and the status indicated (accepted or denied) is then forwarded to the appropriate department for completion.

4) When an action item is completed or a work order has been written for completion, it shall be designated on the form and the form ~~forwarded back~~ returned ~~-~~to the Safety Officer for final scanning and filing per the IIPP, with a copy returned to the submitting employee.

5) Employees have the option to appeal the “accept/deny” decision to the General Manager.

B. Safety Hazard Alert/Near Miss with a Suggested Solution

A suggested safety solution to a valid safety hazard/near miss represents a substantial improvement to a genuine risk or problem whether actually implemented or not. It must be a solution not previously identified. A valid safety hazard alert/near miss and its suggested solution receive points for both.

Submittal of the hazard and solution can utilize the same process and forms as noted above in item A.

C. Leading Tailgates

Leading a tailgate session encourages employees to actively participate in preparing and conducting qualified departmental tailgates. They are conducted and documented at the department level.

1) To qualify, a tailgate session must be safety-related and provide training, training reminders, discuss a hazard, or review a safety procedure.

2) The material presented must be accurately conveyed and involve active discussion or a presentation.

3) Tailgate sessions must be properly documented by the department including attendance and the details of the information presented using the IIPP Health and Safety Meeting form, found on the shared drive.

4) The Tailgate leader completes the IIPP Health and Safety Meeting form, and the attending manager signs the form certifying the information and attendance as being correct.

5) The completed Health and Safety Meeting form is then submitted to the Safety Officer for logging, scanning, and filing.

D. Outside Safety Training Participation

Outside Safety Training Participation involves successful completion of seminars or webinars, or conference attendance provided by outside training organizations such as CWEA or CSRMA. These trainings are above and beyond those required for the general employee population.

1) To qualify for incentive award points, the activity must be safety-related and pre-approved by the Safety Officer as a qualifying safety training activity. The employee request shall include an agenda, program, or outline of the event.

2) If there is a cost involved, the employee seeking outside training must complete the Preauthorization for Employee Travel/Request and Per Diem Advance form and obtain the department manager's authorization.

3) Upon successful completion of the outside training event, the employee submits the certificate, receipt, or evidence of successful completion to the Safety Officer for logging, scanning, and filing.

4) For webinars where multiple employees may participate simultaneously, such as in the conference room, an attendance sheet (certified by a manager) and certificate, receipt, or evidence of completion shall be acceptable.

E. Attend Wellness Training/Wellness Webinar

Wellness training participation involves successful completion of seminars or webinars, or conference attendance provided by an outside training organization such as CSRMA or the Employee Assistance Program administrator.~~, or another entity, as approved by CMSA.~~

1) To qualify for incentive award points, the activity must be wellness-related and approved by the Safety Officer as a qualifying wellness training activity. Pre-approval or post-approval may be obtained by providing the Safety Officer a course agenda, web link, or pamphlet describing the event.

2) If the activity will be performed during work hours, (such as completion of a wellness-related webinar available on Target Solutions) the employee seeking the outside training must obtain his or her supervisor's advance authorization, and provide proof of that authorization to the Safety Officer.

3) Upon successful completion of the outside training event, the employee submits the certificate, receipt, or evidence of successful completion to the Safety Officer for logging, scanning, and filing.

4) For webinars where multiple employees participate simultaneously, such as in the conference room, an attendance sheet (certified by a manager) and certificate, receipt, or evidence of completion shall be acceptable.

F. Annual Physical, Dental Checkup or Vaccination

Participation in this incentive requires getting preventive care medical checks or vaccinations and provide proof of completion. Incentive points will be awarded, up to a maximum one event for each 6-month period, for completion of one or more of the following:

1) One well-visit physical per year, as performed by the employee's personal physician. Proof of the physician visit must be provided to the Agency.

2) One dental checkup per year, as performed by the employee's personal dentist. Proof of the dental visit must be provided to the Agency.

3) One vaccination per year by the employee. Proof of the vaccination visit must be provided to the Agency.

VI. Program activities and their maximum 6-month point values are identified on Table 2 below.

Table 2: Safety Award Criteria

Action / Activity	Points Awarded	Maximum Available Points Per Period	Validated or Certified by	Tracked by
Valid Safety Hazard Alert or Near-Miss	50/Each	100	Safety Officer	Safety Committee
Valid Safety Hazard Alert with Suggested Solution	100/Each	200	Safety Officer	Safety Committee
Lead Qualifying Safety Tailgate	75/Each	150	Dept. Manager	Safety Officer
Attend Outside Safety Training/Safety Webinar	50/Each	100	Safety Officer	Safety Officer
Attend Wellness Training/Wellness Webinar	25/Each	25	Safety Officer	Safety Officer
Get Annual Physical, Annual Dental Checkup, or Vaccination	25/Each	25	Safety Officer	Safety Officer

VII. Award Tabulation

A. The employee is responsible for submitting the appropriate completed documentation to the Safety Officer for logging within 10 working days of completion of an Action/Activity to be considered for point awards.

B. Within 30 days of the end of the 6-month award period, the Safety Officer shall ensure all Action/Activity point tallies are submitted to the Administrative Specialist for final tabulation and submittal to the General Manager for approval/distribution of awards.

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BOARD MEMORANDUM

July 17, 2025

To: CMSA Commissioners and Alternates

From: Nicholas Talbot, Treatment Plant Manager

Approved: Jason Dow, General Manager

Subject: Procurement of Replacement Parts for Perforated Plate Screens No. 1 and 2

Recommendation: Approve the procurement of replacement parts for Perforated Plate Screens No. 1 and 2, not to exceed $320,000.

Discussion: The Perforated Plate Screens in the Headworks are critical to CMSA's pre-treatment process, removing solids larger than six millimeters from the wastewater before it enters the grit tanks and then primary treatment. Installed in 2009, the screens have operated reliably, with minor refurbishment completed in 2014. After more than 15 years in a corrosive, high-flow environment, both screens now require full refurbishment to maintain their performance and reliability. Earlier this year, Saveco North America, the sole authorized distributor for parts and service, conducted an on-site condition assessment of both screen systems and confirmed they need a full refurbishment to extend their service life. Based on the assessment findings, staff is seeking approval to procure replacement parts and one week of on-site support from a Saveco factory technician, to assist with the parts installation and to train Agency staff to perform future maintenance work.

Fiscal Impact: The Agency's FY26 Capital Improvement Program includes funds for the refurbishment of Perforated Plate Screens No. 1 and 2. This funding covers the cost of OEM parts, manufacturer field services, delivery, applicable sales tax, and contingencies.

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

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

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

Attachments:
1) Saveco North America Quotation for Replacement Parts
2) Sole Source Documentation for Saveco North America

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QUOTATION

Saveco North America Inc.
1570 Saint Paul Ave
Gurnee, IL 60031-2148
US

Voice: 815.636.8306
Fax: 815.636.8302

Quote Number: P25076-01
Quote Date: Apr 2, 2025
Page: 1

Quoted To:

DC Frost Associates
8706 SOUTH 700 EAST
SUITE 201
SANDY, UT 84070
USA

Customer ID	Good Thru	Payment Terms	Sales Rep
DC Frost	5/2/25	Net 30 Days	COOMBS

Quantity	Item	Description	Unit Price	Amount
		Quote to rebuild FRS II and SPW200 Central Marin, @2 screens 2 SPW .		
4.00	FSMP-102262	Top sprocket disc (2 pc) D-60 a 80	2,246.13	8,984.52
20.00	FSMP-100030HW	Washe 316, V24	0.98	19.60
20.00	FSMP-102032	Bolt, special M16x65, V4A	77.69	1,553.80
20.00	FSMP-100679HW	Self Locking Nut, M16, V2A	2.71	54.20
4.00	FSMP-103896	Hub for the sprocket diameter 80, 1.4571 (FRS)	1,206.54	4,826.16
4.00	FSMP-101404	Tension adjustment assy, Dia. 80	430.40	1,721.60
4.00	FSMP-102318	Tension adjustment assy with bearing, Dia 80	584.45	2,337.80
8.00	FSMP-107558	RUBBER SEALING PLATE	22.20	177.60
1.80	FSMP-105119	Drive Shaft 1.4571 / Diameter 80 / 70	1,250.24	2,250.43
1.80	FSMP-105119	Drive Shaft 1.4571 / Diameter 80 / 70	1,250.24	2,250.43
2.00	FSMP-101540	Key 1.4571	140.56	281.12
20.80	FSMP-106959	Chain, 1.4404/1.4462(V4A)	622.37	12,945.30
20.80	FSMP-106959	Chain, 1.4404/1.4462(V4A)	622.37	12,945.30
4.00	FSMP-107288	Masterlink cranked without bolt and ring, 1.4404/1.4462	208.61	834.44
8.00	FSMP-102212	Bolt 1.4462 (chain)	62.59	500.72
16.00	FSMP-102198	Ring 1.4571 (chain)	10.43	166.88
212.00	FSMP-100186	Sockethead cap bolt M10x30	2.11	447.32
212.00	FSMP-100188	Sockethead cap bolt M10x35 V4A	2.16	457.92
424.00	FSMP-100676HW	Self locking nut	1.20	508.80
212.00	FSMP-102320	Plastic disc spacer 014	1.34	284.08
			Subtotal	Continued
			Sales Tax	Continued
			TOTAL	**Continued**

Saveco North America Inc.
1570 Saint Paul Ave
Gurnee, IL 60031-2148
US

Voice: 815.636.8306
Fax: 815.636.8302

QUOTATION

Quote Number: P25076-01
Quote Date: Apr 2, 2025
Page: 2

Quoted To:

DC Frost Associates
8706 SOUTH 700 EAST
SUITE 201
SANDY, UT 84070
USA

Customer ID	Good Thru	Payment Terms	Sales Rep
DC Frost	5/2/25	Net 30 Days	COOMBS

Quantity	Item	Description	Unit Price	Amount
224.00	FSMP-100051	Spring lock washer	0.55	123.20
2.00	FSMP-105210	Curve plastic sealing for screen, left	139.84	279.68
2.00	FSMP-105211	Curve plastic sealing for screens, right	139.84	279.68
16.00	FSMP-100184	Sockethead Cap Bolt, M10 x 25mm, V2A	1.87	29.92
16.00	FSMP-109934	Side plastic sealing 900	155.54	2,488.64
4.00		Side seal p/n112783	179.44	717.76
104.00	FSMP-100617	Hex Head Screw, M8 x 70mm, V2A	2.97	308.88
104.00	FSMP-100266	Large Diameter Washer, M8, OD 23.6mm, V2A, FSM	0.55	57.20
104.00	FSMP-100067	Lock-washer	0.48	49.92
40.00	FSMP-100343HW	Grub Screw, M8, V2A, FSM	0.98	39.20
28.00	FSMP-102440	Additional brush over the top sprocket, FRS	42.50	1,190.00
2.00	FSMP-102442	Bottom brush for FRS screens sold by meter but cut to suit FRS3 size	273.88	547.76
2.00	FSMP-108265	Rubber bottom plate, 1200mm, FRS	310.70	621.40
32.00	FSMP-102438	Round Brush system 2 S(STD)	236.70	7,574.40
4.00	FSMP-122543	FIXING ELEMENT	128.14	512.56
12.00	FSMP-100597HW	Screw M8 x 20mm	1.03	12.36
12.00	FSMP-100067	Lock-washer	0.48	5.76
2.00		brush shaft	4,490.49	8,980.98
2.00	FSMP-103625	Feather key	29.58	59.16
4.00	FSMP-104393	Brush shaft flange rotating assembly - with grease nipple	133.70	534.80
4.00	FSMP-100932	V-Ring 40-S	5.85	23.40
4.00	FSMP-103450	Plastic disk 0 40	3.36	13.44
16.00	FSMP-101039	PLASTIC Flat Spray Nozzle Ø5mm - 90°	17.21	275.36

Subtotal	Continued
Sales Tax	Continued
TOTAL	**Continued**

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Fax: 815.636.8302

QUOTATION

Quote Number: P25076-01
Quote Date: Apr 2, 2025
Page: 3

Quoted To:

DC Frost Associates
8706 SOUTH 700 EAST
SUITE 201
SANDY, UT 84070
USA

Customer ID	Good Thru	Payment Terms	Sales Rep
DC Frost	5/2/25	Net 30 Days	COOMBS

Quantity	Item	Description	Unit Price	Amount
		[FRSIII]		
32.00	FSMP-107708	Chain support 900	87.63	2,804.16
4.00	FSMP-107712	Chain support 700	68.10	272.40
180.00	FSMP-100234HW	Flat head screw, V4A	0.96	172.80
94.00		panels without rake	1,275.24	119,872.56
10.00		panel with rake	1,163.06	11,630.60
2.00		debris bucket	1,395.11	2,790.22
4.00		brush hood sealing	436.94	1,747.76
4.00	FSMP-102275	Bottom sprocket	1,627.26	6,509.04
4.00	FSMP-102288	STUBE FLANGE 106,5MM 1.4404	873.91	3,495.64
16.00	FSMP-100421	Screw, M12x35, V4A	2.97	47.52
16.00	FSMP-100053HW	Lock-washer, b-12 V4A	0.48	7.68
4.00	FSMP-103252	O Ring, lower sprocket on FRS	22.75	91.00
4.00	FSMP-100937	V-Ring. lower sprocket on FRS	25.89	103.56
4.00	FSMP-100869	Bottom Sprocket Cover	332.92	1,331.68
12.00	FSMP-100601HW	Screw, M8x30 V4A	1.53	18.36
12.00	FSMP-100067	Lock-washer	0.48	5.76
4.00	FSMP-100844	Snap Ring, lower sprocket on FRS, D-50 VA	25.89	103.56
4.00	FSMP-104849	Straight screwed coupling GE10-PLR-1/4"	24.33	97.32
4.00	FSMP-104393	Brush shaft flange rotating assembly - with grease nipple	133.70	534.80
4.00	FSMP-100932	V-Ring 40-S	5.85	23.40
4.00	FSMP-103450	Plastic disk 0 40	3.36	13.44
2.00		Scraper	641.98	1,283.96
1.60		Roller	1,980.76	3,169.22

Subtotal	Continued
Sales Tax	Continued
TOTAL	**Continued**

Saveco North America Inc.
1570 Saint Paul Ave
Gurnee, IL 60031-2148
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QUOTATION

Quote Number: P25076-01
Quote Date: Apr 2, 2025
Page: 4

Quoted To:

DC Frost Associates
8706 SOUTH 700 EAST
SUITE 201
SANDY, UT 84070
USA

Customer ID	Good Thru	Payment Terms	Sales Rep
DC Frost	5/2/25	Net 30 Days	COOMBS

Quantity	Item	Description	Unit Price	Amount
1.60		Roller	1,980.76	3,169.22
2.00		SPW Screw w/brush	10,935.93	21,871.86
12.00		Wear bar	194.87	2,338.44
2.00	FSMP-100901	O Ring No. 1 SPW 200	26.10	52.20
2.00	FSMP-100876	Gasket DN 200 p/n 100876	48.78	97.56
		.		
5.00	SERV-SUPER	Assisted replacement of SAVECO equipment parts	1,600.00	8,000.00
1.00	TRAVEL EXPENSES	TRAVEL EXPENSES - Air, Hotel, Meals and transportation. This is an estimate and will be billed at actual cost.	2,200.00	2,200.00
		.		
1.00	FRT_OUT	FREIGHT OUT WHSE-CUST	4,000.00	4,000.00
		.		
		.		
		10-12 week leadtime		
		.		
		Pricing and delivery may change due to tariffs, final pricing reflects tariff charges, which will be passed through at cost		

Subtotal	276,129.20
Sales Tax	24,228.45
TOTAL	**300,357.65**

SAVÉCO®
Member of WAMGROUP®
Formerly Enviro-Care®

SAVECO® North America, Inc.
1570 St. Paul Ave.
Gurnee, IL 60031
P: 815.636.8306 • F:847.672.7968
www.savecowaterna.com • ecsales@savecowaterna.com

November 3, 2023

To Whom It May Concern

SAVÉCO North America, Inc. (formerly Enviro-Care Company) is the sole source and only authorized dealer in North America for OEM parts on any equipment sold by FSM Frankenberger GmbH & Co. KG (FSM). All equipment either produced by FSM directly or under license by an authorized partner is the sole design of FSM.

Parts supplied by other vendors do not meet OEM standards or requirements. Installing on your equipment a part other than a specified OEM product by SAVÉCO could affect your warranty on the equipment as well as the longevity of the unit.

Please see attached letter from FSM regarding representation in North America. Note, we have moved our office and warehouse to a new, much larger location as of June 2015, and re-branded to SAVÉCO in 2020. Our new address is below.

For all of your equipment parts needs, please contact: **SAVÉCO North America, Inc.**

1570 St. Paul Ave
Gurnee, IL 60031
TEL: (815) 636-8306
FAX: (847) 672-7968
EMAIL: parts@savecowaterna.com
WEB: www.savecowaterna.com

Please contact me if you have any further questions.

Best Regards,

Stephen Rioux
President
SAVECO North America, Inc.

Attachments: *FSM Authorization Letter*

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BOARD MEMORANDUM

July 17, 2025

To: CMSA Commissioners and Alternates

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

Approved: Jason Dow, General Manager

Subject: Authorization to Bid the Centrifuge Dewatering Improvements Project

Recommendation: Adopt the construction contract documents for the Centrifuge Dewatering Improvements Project, and authorize the General Manager to advertise the project for public bidding.

Summary: The Centrifuge Dewatering Improvements Project (Project) includes the replacement of three centrifuges, replacement of a monorail and hoist with a bridge crane system, widening and replacing a floor hatch, replacing the centrifuge control panels and the master programmable logic controller (PLC), piping modifications, and associated mechanical, structural, electrical, and instrumentation work to integrate the new centrifuges with the existing solids handling process infrastructure. If the Project is authorized to bid, staff will recommend awarding the construction contract at the September Board meeting.

Fiscal Impact: The Agency's adopted FY26 and FY27 Capital Improvement Program (CIP) budget allocates $5,830,000 in FY26 and FY27 for this Project, which includes a $1,600,000 encumbrance for the pre-purchase of the centrifuges and bridge crane systems, an estimated construction cost of $4 million, and a budget of $230,000 allocated for engineering services and construction management.

Discussion: The Agency utilizes dewatering centrifuges as part of its solids handling process to remove water from digested sludge and generate biosolids for off-site reuse. This Project replaces three centrifuges that were installed in 2002, with higher capacity units to better process co-digested sludge and to accommodate the projected future loadings through a 20-year design horizon. In February 2023, the Board approved retaining consultant Black & Veatch Corporation (BV) to provide engineering design services for this Project. The centrifuges were selected through a detailed review of various features, layout configurations, and performance requirements. To streamline the project construction schedule, minimize contractor markups, and to customize the design process, the centrifuges were pre-purchased in August 2024 upon Board authorization, and their delivery is expected in September 2025.

As part of this Project, the existing monorail and hoist will be replaced with a new bridge crane system to provide more flexibility in the lifting and maintenance of the new larger centrifuges and their motors. The bridge crane system was pre-purchased in June 2025 upon Board authorization, and delivery is expected in early spring 2026.

This Project also includes replacement of the existing centrifuge control panels, replacement of the master PLC that controls other solids handling equipment, such as the polymer pumps and centrifuge feed pumps, widening and installing of a new floor hatch, piping modifications, and associated mechanical, structural, electrical, and instrumentation work to integrate the new centrifuges with existing infrastructure. Sole-source specifications for the plug valves, grooved fittings/couplings, and master PLC were approved by the Board at the May 2025 meeting.

The Agency's Project team closely coordinated the details for this multi-disciplinary project with BV for the development of the construction contract documents. If public bidding is authorized, staff will issue the public bid advertisement after the Board meeting, and a construction award recommendation will be prepared for the September 2025 Board meeting. Construction is anticipated to begin in October 2025. To minimize disruption to operations and provide full dewatering redundancy, only one centrifuge will be taken offline at a time. Therefore, the construction period is expected to take over a year, with substantial completion expected in December 2026. The Project's construction contract documents will be available at the Agency's administrative office for Board member and public review.

Alignment with Strategic Plan: This project supports Goal 1 – Objective 1.3 in the Agency's FY25 Business Plan and the proposed FY26 Business Plan as shown below.

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

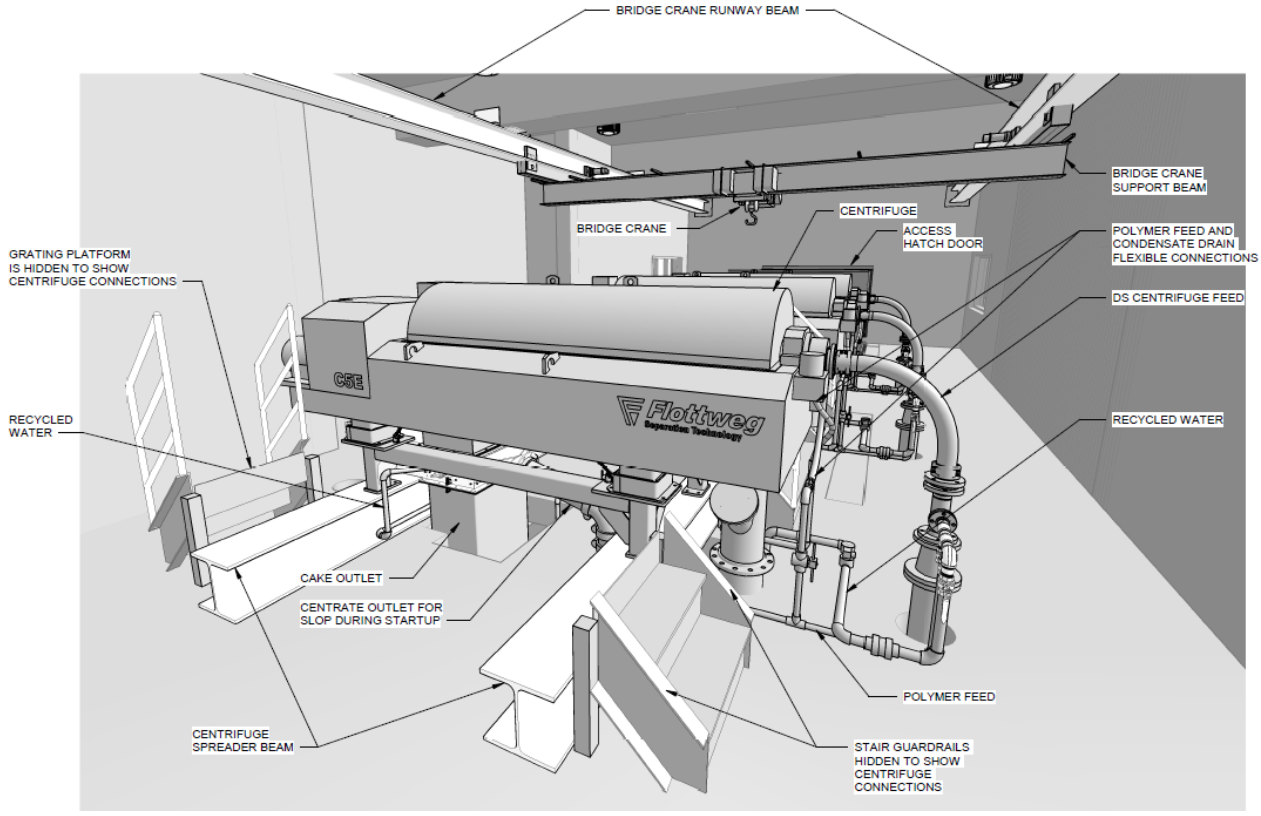
Objective 1.3: Deliver critical and high priority Agency capital projects.

Action (FY25): Complete Dewatering System Replacement Project design and begin construction.

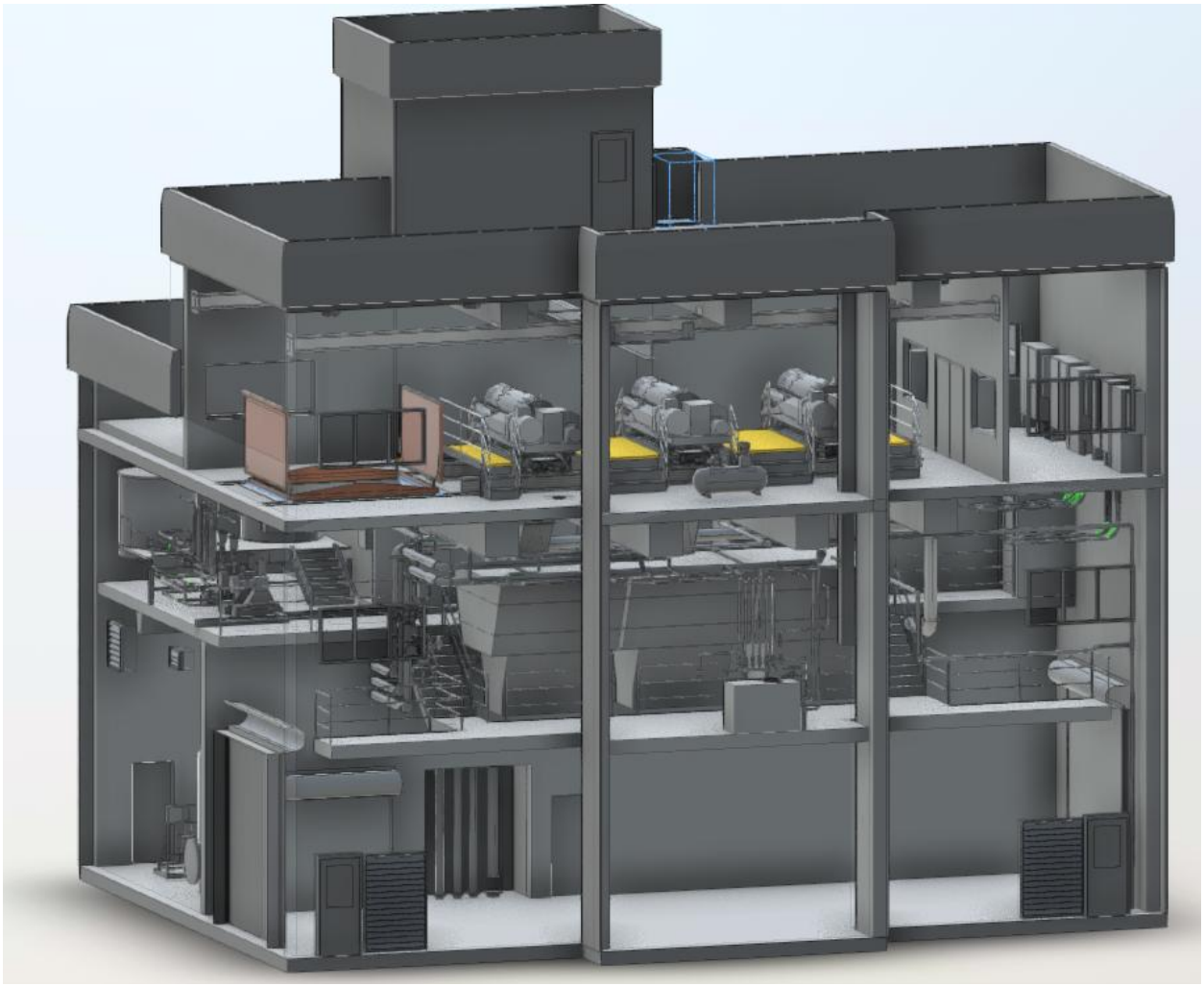
Proposed Action (FY26): Begin Dewatering System Replacement Project construction.

Photos:

Existing Centrifuges



3D rendering of the new centrifuges in the Solids Handling Building with new bridge crane



3D model showing new centrifuges and equipment in Solids Handling Building

BOARD MEMORANDUM

July 17, 2025

To: CMSA Commissioners and Alternates

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

Approved: Jason Dow, General Manager

Subject: Centrifuge Dewatering Improvements Project – Engineering Services During Construction

Recommendation: Approve the Professional Services Agreement with Black & Veatch in the amount of $134,644 to provide engineering services during construction for the Centrifuge Dewatering Improvements Project, and authorize the General Manager to sign it.

Summary: The Agency and Black and Veatch Corporation (BV) entered into a Professional Services Agreement in March 2023 to provide engineering design services for the Centrifuge Dewatering Improvements Project (Project). BV is the Engineer-of-Record for the construction contract documents, and construction is anticipated to begin in October 2025 with substantial completion expected in December 2026. Staff prepared the attached Professional Services Agreement with BV for engineering services during construction (ESDC) for the Project's construction phase of work, which includes attending some construction meetings, reviewing selected technical submittals, responding to contractor requests for information, assistance with preparing change orders, providing design clarifications, and preparing Record Drawings.

Fiscal Impact: The Agency's adopted FY26 and FY27 Capital Improvement Program budget (CIP) allocates $5,830,000 in FY26 and FY27 for this Project, which includes $1,600,000 encumbered for the pre-purchase of the centrifuges and bridge crane systems, $150,000 for ESDC, and the remaining $4,080,000 is allocated for construction and construction management.

Discussion: The Project scope of work includes replacing three dewatering centrifuges, including control panels, bridge crane lifting system, piping modifications, and associated mechanical, structural, electrical, and instrumentation and control work to integrate the new centrifuges with the existing solids handling infrastructure.

Agency staff will be the primary point of contact for contractors during construction, but ESDC, such as submittal review and responding to requests for information, are also needed during the Project's construction phase to provide clarity and ensure quality control. A conformed set

of bid documents will also be produced to incorporate peer review comments on the 100% design documents and clarifications from questions received during the bidding period. As the Engineer-of-Record for the Project, BV is the most cost-effective consulting firm to provide these services and ensure continuity with the Project design intent. BV will attend select meetings and conduct periodic site visits as requested by Staff to resolve construction issues. Construction issues may also require BV to prepare responses to contractor requests for information or clarification. In some cases, these responses may result in an issue being tracked as a potential change that could ultimately be included in a construction change order. The contract documents also require the contractor to prepare submittals that the Agency must review and approve. BV will assist with the review of select technical submittals to ensure the contractor's proposed equipment meet the contract document's intent. At the end of the Project, BV will also prepare and submit record drawings that document changes during construction. The Agreement fee allowance is $134,644 which is approximately 3.4% of the estimated construction cost.

Construction work will commence after the Agency issues the Notice-to-Proceed, which is expected in October 2025. The scope of services and fee for BV's ESDC Agreement are summarized below:

Task	Task Description	Amount
1.01	Project Management	$2,307
1.02	Monthly Progress Reports and Invoicing	$12,180
2.01	Project Site Visits	$9,202
2.02	Construction Meetings	$5,010
2.03	Request for Information	$33,333
2.04	Submittal Reviews	$22,346
2.05	Change Orders	$11,494
2.06	Conformed to Bid Documents	$21,206
3.01	Record Drawings	$17,566
	Total	**$134,644**

Attachments:

- ESDC Professional Services Agreement with Black and Veatch
    - Exhibit A: Scope of Work
    - Exhibit B: Fee Schedule

CENTRAL MARIN SANITATION AGENCY

ENGINEERING SERVICES DURING CONSTRUCTION FOR THE CENTRIFUGE DEWATERING IMPROVEMENTS PROJECT

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (hereinafter "Agreement") is made and entered into this _____ day of **July, 2025** by and between the Central Marin Sanitation Agency (hereinafter referred to as "Agency") and Black & Veatch Corporation (hereinafter referred to as "Consultant").

RECITALS:

WHEREAS, the Agency desires to retain Consultant to provide engineering services during construction (ESDC) for the Centrifuge Dewatering Improvements Project (hereinafter referred to as "Services"), which include, but are not limited to, reviewing submittals and RFIs, performing site visits, providing design clarifications, assisting with change orders during construction, and providing conformed documents and record drawings; and

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

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

1. CONSULTANT'S SCOPE OF SERVICES:

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

2. AGENCY'S OBLIGATIONS:

The Agency shall:

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

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

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

3. FEES:

The fees for furnishing the Services to be performed under this Agreement shall not exceed **$134,644** (one hundred thirty-four thousand six hundred forty-four dollars), as set forth in the fee and task proposal which is attached hereto as **Exhibit B** and by this reference incorporated herein and made a part of this Agreement. Said fees shall remain in effect for the entire term of the Agreement.

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

4. PAYMENT:

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

5. AGREEMENT TIME:

This Agreement shall commence when executed by the Agency and Consultant, and shall terminate on **June 30, 2027**. Time is of the essence with respect to this Agreement. This Agreement's Time may be extended by mutual agreement of the parties. Consultant's Services shall be performed and the deliverables provided in accordance with the Schedule that is attached hereto as **Exhibit A** and by this reference made a part of this Agreement.

6. INSURANCE:

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

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

$1,000,000 each accident for bodily injury

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

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

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

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

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

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

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

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

(D) Consultant hereby grants to CMSA a waiver of any right to subrogation which any insurer of said Consultant may acquire against CMSA by virtue of the payment of any

loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the CMSA has received a waiver of subrogation endorsement from the insurer.

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

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

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

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

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

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

Failure to provide and maintain the insurance required by this Agreement will constitute a material breach of this Agreement. In addition to any other available remedies, Agency may suspend payment to the Consultant for any services provided during any time that insurance was not in effect and until such time as the Consultant provides adequate evidence that Consultant has obtained the required insurance coverage.

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

7. NONDISCRIMINATORY EMPLOYMENT:

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

8. LICENSING AND PERMITS:

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

9. BOOKS OF RECORD AND AUDIT PROVISION:

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

10. TITLE TO INFORMATION & DOCUMENTS:

It is understood that any and all documents, including but not limited to Information, documents, and reports concerning this Agreement's Services prepared by and/or submitted to the Consultant, shall be the property of the Agency. The Agency may provide the Consultant's

work product(s) to another person or entity in the future for a separate specific assignment. However, Consultant retains all intellectual property rights, including copyrights, applicable to its work. The Consultant may retain reproducible copies of the documents that it prepares as part of the Services. In the event of the termination of this Agreement, for any reason whatever, Consultant shall promptly deliver all Information, including but not limited to writings, plans, reports and other documents to Agency without exception or reservation.

11. TERMINATION:

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

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

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

(ii) terminate the Agreement.

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

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

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

12. RELATIONSHIP BETWEEN THE PARTIES:

It is expressly understood that in the performances of the Services herein, the Consultant, and the agents and employees thereof, shall act as an independent contractor and not as officers, employees or agents of the Agency. Consultant shall be solely responsible to pay all required

taxes, including but not limited to, all withholding social security, and worker's compensation for its employees.

13. AMENDMENT:

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

14. ASSIGNMENT OF SERVICES AND PERSONNEL:

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

15. JURISDICTION AND VENUE:

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

16. INDEMNIFICATION:

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

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

17. STANDARD OF CARE:

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

18. ESTIMATES AND PROJECTIONS:

Consultant has no control over the cost of labor, materials, equipment or services furnished by others, over the incoming water quality and/or quantity, or over the way the Agency's facilities and/or associated processes are operated and/or maintained. Data projections and estimates are based on Consultant's opinion based on experience and judgment. Consultant cannot and does not guarantee that actual costs and/or quantities realized will not vary from the data projections and estimates prepared by Consultant and Consultant does not and will be not liable to and/or indemnify the Agency and/or any third party related to any inconsistencies between Consultant's data projections and estimates and actual costs and/or quantities realized by the Agency and/or any third party in the future.

19. THIRD PARTIES:

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

20. FORCE MAJUERE:

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

21. COMPLIANCE WITH APPLICABLE LAWS:

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

22. WAIVER:

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

23. SEVERABILITY:

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

24. INTEGRATION:

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

25. NOTICES AND DESIGNATED REPRESENTATIVES:

Joyce Cheung is the designated representative for CMSA and will administer this Agreement for CMSA. Mark Wilson is the designated representative for Consultant. Changes in designated representatives shall occur only by advance written notice to the other party.

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

1301 Andersen Drive
San Rafael, CA 94901

Notices shall be given to Consultant at the following address:

Black & Veatch Corporation
2999 Oak Road, Suite 490
Walnut Creek, CA 94597

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

APPROVED BY:

CENTRAL MARIN SANITATION AGENCY:

Jason R. Dow, General Manager

CONSULTANT:

Craig W. Lichty, Principal-in-Charge

Federal Tax ID #: _____

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Exhibit A

Central Marin Sanitation Agency

Design Consultant Scope of Services for Engineering Services During Construction (ESDC) for Centrifuge Dewatering Improvements Project (Contract No. 25-07)

I. Summary

Services will be provided by Black & Veatch Corporation (Consultant) to Central Marin Sanitation Agency (Agency) to provide Engineering Services During Construction (ESDC) for the Centrifuge Dewatering Improvements Project (Project) up to the contract amount on a time and materials basis. The scope of work outlined below includes tasks for services to be provided.

II. Scope of Work

The following Scope of Work contains a description of the work scope, assumptions, and deliverables for the Project and forms the basis for the fee development.

General Assumptions:

1. The construction of the Project will be as follows:
    a. Bid Phase: July – September 2025
    b. Contractor Notice to Proceed (NTP): October 2025
    c. NTP to Substantial Completion: 13 months
    d. Substantial Completion to Final Completion: 1 months
2. Construction management, resident engineering, construction inspection, and construction quality control services are provided by others.
3. Reproduction of drawings and specifications is not included. Hard copies will be provided by Agency.
4. Preparation of an Operations & Maintenance Manual and Standard Operating Procedures are not included.
5. Effort is not included for coordination with building department for code and permit reviews.
6. Structural special inspection reviews to be performed by others and no effort is included for coordination of this work.
7. Additional assumptions are provided as part of each Task description.
8. Services will be provided on a time and materials basis up to the total contract amount.

Scope of Services:

Consultant's scope of work consists of the following major tasks:

Task 1 – Project Management

Task 2 – Engineering Services During Construction

Task 3 – Post-Construction Services

Task 1: Project Management.

Consultant will provide project management activities, including:

1. Prepare and monitor budget, schedule, and progress performance.
2. Prepare monthly invoices, including a brief status report covering work completed during the current billing period. Status report will include a summary table that shows each task and % complete.
3. Management and coordination of Consultant's staff.

Task 2: Engineering Services During Construction.

Consultant will provide the following engineering services and field observations during the Project.

Task 2.1: Construction Site Visits/Observations.

At the request of Agency, the Consultant will visit the site to observe construction and to confer with Agency and Contractor. Consultant's level of effort assumes 6 site visits at approximately 4 hours per visit and assumes that 1/3 of the site visits will be attended by second Consultant representative.

It is not the intent of these site visits/observations to superintend, supervise, or direct the Contractor. The field representatives will only be on-site to provide Agency and the CM with professional advice, engineering opinions, and recommendations based upon field representatives' observations of the Contractor's work.

Consultant will provide a brief Site Visit Observation Report to summarize each site visit in electronic PDF format.

Task 2.2: Construction Meetings.

At the request of the Agency, the Consultant will attend construction meetings to facilitate construction activities by providing support to Agency and the CM. Estimate assumes a total of 6 virtual construction meetings and assumes each meeting will be a maximum of 1 hour in length. Effort also assumes each construction meeting will be attended by up to three Consultant's engineering staff, depending on the topic.

Task 2.3: Request for Information.

At the request of Agency or the CM, Consultant will answer RFIs/questions and provide written interpretations of the requirements of the Contract Documents to clarify the design intent. The Consultant will also answer informal inquiries from the Agency or CM team which are anticipated to occur by telephone or e-mail over the duration of the project.

Consultant's level of effort included herein assumes 25 RFIs.

The effort to respond to RFIs includes receiving and logging the RFI, performing a technical review and developing a response, transmitting the response, logging it for status internally, and annotating the Contract Documents where required.

RFIs will be reviewed and returned to the CM within five business days of receipt by the Consultant. Consultant will notify Agency within two business days if additional time will be required for response.

Task 2.4: Submittal and Shop Drawing Review.

At the request of Agency or the CM, Consultant will review and provide comments for submittals, including resubmittals. The term submittal used herein includes technical submittals, shop drawings, samples, operations and maintenance manuals, product data, startup and testing plans, and other Contract required submitted data or plans. Engineer's review will be for general conformity to the construction contract documents and will not relieve the Contractor of any of his/her contractual responsibilities. Such reviews will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Services do not include detail review of Contractor's signed and sealed designs. Consultant's review will only cover review for general conformance to the Contract and will not include review of calculations.

Submittals will be reviewed and marked-up in accordance with the contract documents. Marked-up submittals and review comments will be provided to Agency or the CM for processing and distribution to the Contractor and other parties via PDF electronic files.

Per coordination with Agency, services include review of up to 16 total submittals, including initial submittals and resubmittals.

Consultant does not anticipate review of front end/ non-technical submittals, unless specifically requested by Agency.

Submittals will be reviewed and returned to Agency or CM within 15 business days of receipt by the Consultant. Consultant will notify Agency within five business days if additional time will be required for response.

Task 2.5: Contract Design Clarifications (DCs).

At the request of Agency or the CM, Consultant will prepare DCs to clarify the intent of the contract documents, as well as advise Agency on any impact thereof to the Project. DCs will include design corrections, design changes due to unforeseen circumstances, Agency-requested additions or changes, resolution of gaps or conflicts, resolution of more complex Contractor questions, and accepted on-going Contractor Value Engineering (VE) or constructability suggestions as well as resolution of construction issues and Contractor deficiencies. In preparing the design clarifications, Consultant will issue revised specifications, drawings, and/or sketches, to clarify the intent of the contract documents.

Services include a total of 5 DCs. Effort assumes DCs will utilize markups in Bluebeam or sketches as opposed to BIM or CAD and that average effort per DC is 10 hours. Design clarifications will be submitted in electronic PDF files and will be provided within 15 business days of date where the change is identified. It is assumed that changes reflected in the DCs will be the basis for the Contractor's Change Orders.

At option of Agency or the CM, Consultant will support Agency with evaluation of change orders, potential change orders, Contractor notices, differing site conditions, and other construction-related items. Consultant will review notices and correspondences issued by the Contractor and advise Agency on the validity and significance of the Contractor's CO. Services also include review of quantities and cost opinions provided by others, but Consultant will not prepare independent cost or quantity opinions.

Agency or CM has primary responsibility for evaluation of and responses to Contractor-issued notices and correspondence. Agency or CM will have the sole authority to accept or reject COs.

Services for CO assistance are included in the quantity of DCs. Review comments will be provided via electronic PDF files and will be provided within 15 business days of receipt of request to review.

Task 2.6: Conformed to Bid Documents.

Consultant will prepare a conformed set of the bid documents consisting of the updated/revised drawings and specifications to include all addenda, if any. Effort also includes incorporating comments from CMSA/peer review from the 100% design documents to the bid set.

Deliverable includes providing consolidated electronic PDF of drawings and technical specifications within 15 business days after Agency's award of the Project's construction contract.

Task 3: Post-Construction Services.

Consultant will provide the following engineering services following Substantial Completion of Project.

Task 3.1: Conformed to Record Drawings.

Consultant will prepare Conformed to Record Drawings that reflect field changes to the Conformed-to-Bid drawing set. Contractor will track the field changes throughout construction that originate from submittals, RFIs, DCs, change order, field orders/directives, and etc. and will provide clear markups to Issued for Bid drawing set that reflect those field changes.

Effort does not include detailed review of Contractor's markups. It is assumed that Agency or CM will provide this review and that Contractor markups are clear and ready for CAD to update the drawings with minimal engineering clarification required.

Consultant will provide the final Conformed to Record Drawing electronic CAD files, electronic PDFs, and Revit model to Agency within 30 business days following Project Final Completion.

Services Not Provided

The following services are not provided as part of this Contract, but are options of additional services that Agency may consider. Consultant will provide optional tasks if requested by Agency and after inclusion in the Contract by amendment.

- Startup, Testing, and Commissioning Assistance beyond the effort already included in Task 2.
- Pre-Final Walkthrough Observations beyond the site visit effort already included under Task 2.1.
- Final Walkthrough Observations beyond the site visit effort already included under Task 2.1.
- Engineering Support During Warranty Period

Exhibit B

		Staffing Summary									Hours	Labor	Subcontracts	Travel Expenses	Field/ Misc Expenses	Project Total
	Role	Contract Manager / Technical Advisor / Constructability	Project Manager	Staff Civil Engineer	Senior Elect, I&C, Struct	Elect and I&C and Struct	Senior CAD	Staff CAD	Project Accountant	Project Controls & Admin						
	BILLING RATE $:	$ 375.00	$ 344.00	$ 225.00	$ 266.00	$ 162.00	$ 238.00	$ 120.00	$ 114.00	$ 150.00						
Task	Description															
Task 1	Task 1 - Project Management															
1/.01	Project Management Documents (Safety Site Visit Checklist, Schedule, Internal Project Management Project)	1	3	4							8	$ 2,307				$ 2,307
1/.02	Monthly Progress Reports and Invoicing	4	12						18	30	64	$ 12,180				$ 12,180
	Task 1 Subtotals	5	15	4					18	30	72	$ 14,487				$ 14,487
Task 2	Task 2 - Engineering Services During Construction															
2/.01	Construction Site Visits/Observations (6)		8	26							34	$ 8,602		$ 600		$ 9,202
2/.02	Construction Meetings (6)		6	6	6						18	$ 5,010				$ 5,010
2/.03	Request for Information (25)	6	12	67	27	29					141	$ 33,333				$ 33,333
2/.04	Submittal Reviews (16)	2	8	40	23	23					96	$ 22,346				$ 22,346
2/.05	Change Orders (5)	2	8	24		16					50	$ 11,494				$ 11,494
2/.06	Conformed to Bid Documents	2	8	26	9	17	7	42			111	$ 21,206				$ 21,206
	Task 2 Subtotals	12	50	189	65	85	7	42			450	$ 101,991		$ 600		$ 102,591
Task 3	Task 3 - Post-Construction Services															
3/.01	Record Drawings	2	6	40			4	40			92	$ 17,566				$ 17,566
	Task 3 Subtotals	2	6	40			4	40			92	$ 17,566				$ 17,566
	HOURS TOTALS:	19	71	233	65	85	11	82	18	30	614					
	CONTRACT TOTALS $:	$ 7,125	$ 24,424	$ 52,425	$ 17,290	$ 13,770	$ 2,618	$ 9,840	$ 2,052	$ 4,500		$ 134,044	$ -	$ 600	$ -	$ 134,644
Client:	Central Marin Sanitation Agency															
Project:	Design Consultant Scope of Services for Engineering Services During Construction (ESDC) for Centrifuge Dewatering Improvements Project (Contract No. 25-07)															
Revision Date:	7/10/2025															

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BOARD MEMORANDUM

July 17, 2025

To: CMSA Commissioners and Alternates

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

Subject: Proposed FY26 Agency Business Plan

Recommendation: Approve the proposed FY26 Agency Business Plan, and provide comments and/or direction to the General Manager, as appropriate.

Discussion: Over the past several months, the Agency Strategic Planning Committee (ASPC) prepared the FY25 Business Plan Report and the proposed FY26 Business Plan (Plan). The Board adopted the new 5-year Strategic Plan at the May 2021 Board meeting and accepted the FY25 Business Plan Report last month. FY26 is the fifth and final year of the 5-year Strategic Plan, and the proposed Plan is attached for the Board's consideration of approval. In the fall of 2025, staff will discuss the development of a new Strategic Plan with the Board.

The Plan is comprised of 6 Goals with 18 Objectives and 62 supporting Strategic Actions. New Objectives and Actions are shown in highlighted text in the attached Plan, and at the July 22 Board meeting, staff will briefly discuss the new Actions below:

a) Review and assess unstaffed graveyard shift facility operations. (1.1c)
b) Re-inspect the Switchgear and Headworks MCC, and make any necessary repairs. (1.2e)
c) Complete Nutrient Removal Alternatives Evaluation & Facilities Plan Project and begin pre-design work. (1.3a)
d) While receiving new external digester feedstocks from MSS and Republic Services, monitor digester health and quantify increased ammonia loading. (3.1a)
e) Identify viable options to continue hydrogen peroxide dosing at the Ross Valley Interceptor. (4.2g)
f) Support SQVSMD and SQRC transition of services to RVSD. (4.2e)
g) Managers to prepare a list of essential functions for each job classification. (5.2c)
h) Establish employee Artificial Intelligence (AI) committee and develop an Agency AI roadmap. (5.2d)
i) Engage employees in the administration of the Agency's deferred compensation programs. (Objective 5.4)
j) Select a new Agency website provider and update the website. (6.1a)

Attachment:
- Proposed FY26 Business Plan

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CENTRAL MARIN SANITATION AGENCY

Proposed Business Plan

Fiscal Year 2026

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Agency's Mission, Vision, and Values

MISSION

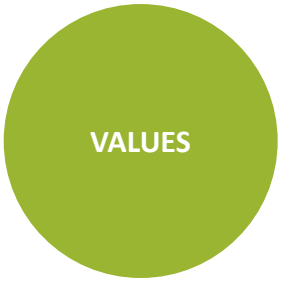
WHAT THE AGENCY DOES

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

VISION

WHERE THE AGENCY WANTS TO BE IN THE FUTURE

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



VALUES

KEY STATEMENTS THAT DESCRIBE THE IDEALS OF THE AGENCY

CMSA values...

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

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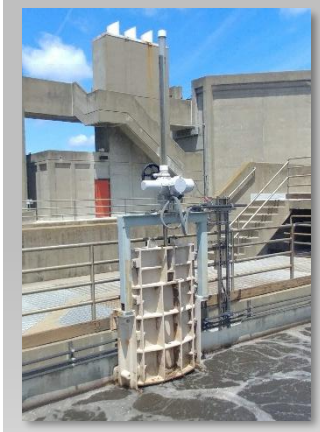
AGENCY GOALS

▲ GOAL ONE
▲ GOAL TWO
▲ GOAL THREE
▲ GOAL FOUR
▲ GOAL FIVE
▲ GOAL SIX



GOAL ONE

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

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

Action a: Comply with all Agency regulatory requirements

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

Action c: Review and assess unstaffed graveyard shift facility operations

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

Action a: Design and construct upgrades to the Laboratory DI water system

Action b: Finish the Chlorine Contact Tank Deck and Wall Coating Project

Action c: Replace the Solids Handling Building elevator controls

Action d: Perform high-priority electrical conduit rehabilitation tasks

Action e: Re-inspect the Switchgear and Headworks MCC, and make any necessary repairs

Action f: Coat the three biosolids hoppers

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

Action a: Complete Nutrient Removal Alternatives Evaluation & Facilities Plan Project and begin pre-design

Action b: Begin the Grit Washers Project construction

Action c: Begin Dewatering System Replacement Project construction

Action d: Replace the emergency generator controls

AGENCY GOALS

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

GOAL TWO

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

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

Action a: Explore added functionality of Tyler financial software for contract & employee benefit tracking

Action b: Develop accounting policies guide in alignment with GASB statements

Action c: Draft investment procedure for investments managed in trust for debt agreements

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

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

Action b: Develop risk control matrix for internal control process narratives

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

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

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

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

AGENCY GOALS

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

GOAL THREE

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

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

Action a: While receiving new external digester feedstocks from MSS and Republic Services, monitor digester health and quantify increased ammonia loading

Action b: Optimize operation of organic waste receiving facilities, anaerobic digesters, biogas storage, and cogeneration system, to consistently be energy positive

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

Action a: Evaluate the proposed nutrient removal alternatives for energy consumption

Action b: Determine if the nutrient removal facilities will need a new switchgear or require upgrades to the existing switchgear

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

Action a: Complete Primary Clarifier 1 baffle system dry weather performance study

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

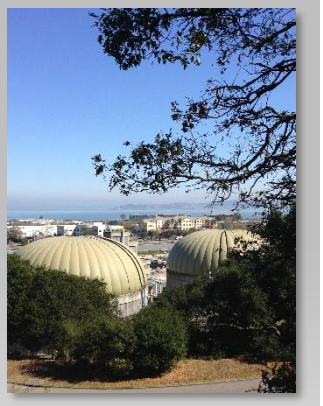
Action c: Install primary clarifier level and solids sensors and automate primary clarifier sludge collectors

Action d: Install outfall valve box telemetry communication system

Action e: Evaluate headworks screening spray water system improvements

AGENCY GOALS

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



GOAL FOUR

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

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

Action a: Monitor Bay Area Biosolids Coalition activities

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

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

Action a: Support SRSD service contract development

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

Action c: Install Ross Valley Interceptor flow meter

Action d: Support JPA Agencies with SSO monitoring and sample analysis

Action e: Serve as North Bay Watershed Association Treasurer

Action f: Assist SD2 with Paradise Pump Station rehabilitation

Action g: Identify viable options to continue hydrogen peroxide dosing at the Ross Valley Interceptor

Action e: Support SQVSMD and SQRC transition of services to RVSD

AGENCY GOALS

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

GOAL FIVE

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

Objective 5.1 ***Educate employees on Agency benefits***

Action a: Provide Employee Assistance Program presentations

Action b: Provide annual Agency new employee onboarding training

Action c: Provide annual Agency employee education on 457(b)/401(a)/HRA retirement programs

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

Action a: Evaluate and implement existing departmental succession planning documents

Action b: Hire retired annuitants to train and develop new employees

Action c: Managers to prepare a list of essential functions for each job classification

Action d: Establish employee AI committee and develop an Agency AI roadmap

Objective 5.3 ***Enhance employee work culture***

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

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

Objective 5.4 ***Engage employees in the administration of the Agency's deferred compensation programs.***

Action a: Establish an Agency Deferred Compensation committee

Action b: Develop Committee Charter, Investment/Education Policies, Administrative Procedures, Summary Plan Descriptions, and Fee Disclosures for governing the programs

Action c: Develop annual financial statements for the programs

Action d: Assess the need for fiduciary liability insurance coverage

Action e: Engage a retirement financial consultant

AGENCY GOALS

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

GOAL SIX

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

Objective 6.1 Improve Agency documents and internal communications

Action a: Select a new Agency website provider

Action b: Scan and archive historic engineering files

Action c: Engineering to lead an engineering drawing/plan reading seminar for O&M staff

Objective 6.2 Improve communication security and reliability

Action a: Replace Administration Building UPS system

Action b: Establish Modbus communications with all Rotork motor operated valves

Action c: Replace Agency card access security system

Objective 6.3 To manage risk, reduce or eliminate single points of failure

Action a: Information Systems Administrator to attend Cybersecurity Training

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

Action c: Continue cross training Environmental Services Analysts in Laboratory functions

CENTRAL MARIN SANITATION AGENCY

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

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BOARD MEMORANDUM

July 17, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: FY26 Commission Officer, Committee, and NBWA Board Appointments

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

Summary: The Commission annually selects officers and makes appointments to its standing Finance Committee, ad hoc Evaluation Committee, and the North Bay Watershed Association's (NBWA) Board of Directors. These appointments are for a one-year term and are normally made at the July Board meeting. Staff proposes to move the nomination and appointment discussion to June Board meetings in the future, so the new slate of officers are seated at the beginning of the fiscal year.

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

The current slate of officers, committee members, and NBWA Board representatives are shown below. At the Ross Valley Sanitary District's June Board meeting, Directors Tom Gaffney and Michael Boorstein were appointed to the CMSA Board.

Officers

Commission Chair:	Eli Beckman, Sanitary District No. 2
Commission Vice-Chair:	Dean DiGiovanni, San Rafael Sanitation District
Commission Secretary:	Mary Sylla, Ross Valley Sanitary District (rotated off Board)
Standing Finance Committee:	Tom Gaffney, Eli Beckman, Dean DiGiovanni
Ad hoc Evaluation Committee:	Eli Beckman and Dean DiGiovanni for FY25
NBWA Board of Directors:	Michael Boorstein GM Jason Dow (alternate)

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

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

BOARD MEMORANDUM

July 17, 2025

To: CMSA Commissioners and Alternates

From: Tiffany Elam, Administrative Specialist

Approved: Jason Dow, General Manager

Subject: June 2025 Informational Items

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

1. Letter dated June 26, 2025, to Ms. Kerry O'Conner, California Regional Water Quality Control Board

   Re: Monthly Self-Monitoring Report (SMR) – May 2025

2. Energy Balance and Damand Graph

   Re: June 2025

3. Total Inorganic Nitrogen Levels – Monthly Update

   Re: July 2025

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CENTRAL MARIN SANITATION AGENCY

Attachment 1
Jason R. Dow P.E.
General Manager

1301 Andersen Drive, San Rafael, CA 94901-5339 Phone (415) 459-1455 Fax (415) 459-3971 www.cmsa.us

June 26, 2025

California Regional Water Quality Control Board
San Francisco Bay Region
Ms. Kerry O' Conner, Water Resource Control Engineer
1515 Clay Street, Suite 1400
Oakland, CA 94612

Subject: Monthly Self-Monitoring Report (SMR) – May 2025

Dear Ms. O' Conner,

The SMR for the Central Marin Sanitation Agency (CMSA) treatment plant has been submitted using the eSMR /California Integrated Water Quality System (CIWQS). This SMR conforms to CMSA's NPDES Permit Order #R2-2023-006, the Nutrient Watershed Permit Order #R2-2024-0013, the Mercury and PCBs Permit Order #R2-2022-0038, the Amendment of Monitoring and Reporting Requirements and Amendment of Alternate Monitoring and Reporting Program Permit Order #R2-2021-0028, and the Amendment Update to Total Residual Chlorine and Oil and Grease Requirement Permit Order R2-2023-0023.

Violations
There are no reportable NPDES Permit violations for this reporting period.

Blending Events
The CMSA treatment facility did not exceed the maximum secondary capacity of 30 MGD during this reporting period.

Data Validation
All regulatory daily, weekly, and monthly quality control calibrations/checks conducted during the month of May meet established quality assurance acceptance criteria, except those indicated within the attached analytical reports.

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

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

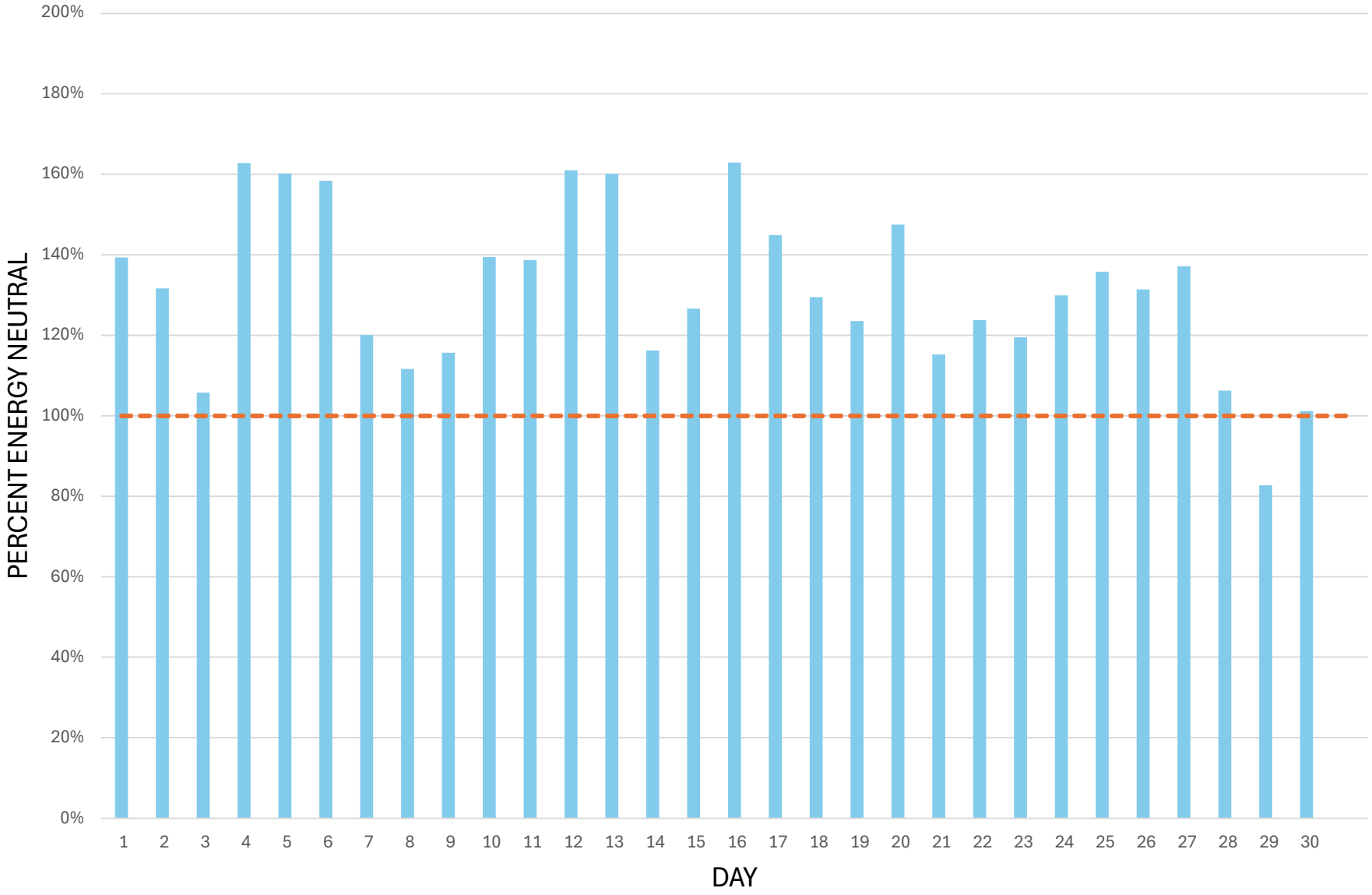
belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for known violations (40 CFR 122.22(d)).

Sincerely,

Nick Talbot
Treatment Plant Manager

JUNE 2025 CMSA RENEWABLE POWER SUMMARY

131% ENERGY NEUTRAL



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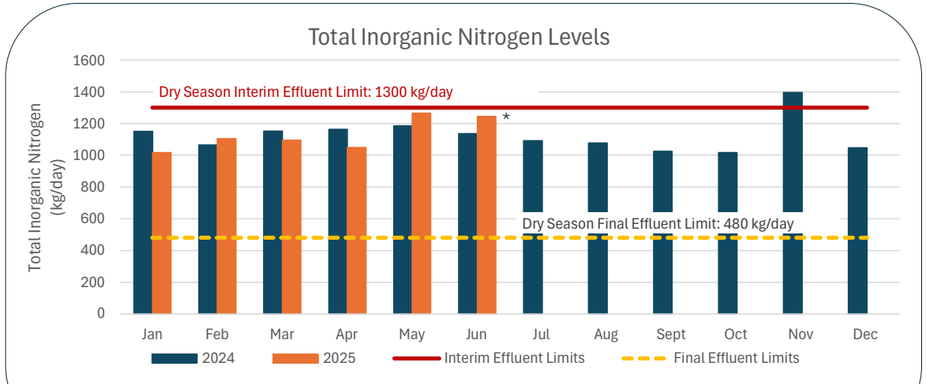
Nutrient Removal Alternatives Evaluation & Facilities Plan Project

JULY 2025 UPDATE

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

Completed Tasks	Completion Date
Kickoff Meeting	*September 10, 2024*
2-Week Wastewater Sampling	*October 2024*
Interim Optimizations Workshop 1	*October 2, 2024*
Procured & Installed Ammonia and Nitrate Probes	*November 28, 2024*
Staff Training at Nutrient Technology Events	*November 2024*
Interim Optimizations Workshop 2	*November 18, 2024*
Screening Criteria Workshop	*December 18, 2024*
Tech Memo 1 & 2 on Sampling and Interim Optimizations	*February 2025*
Alternatives Evaluation Workshop #1 & #2	*January 15, 2025 & March 31, 2025*
Tech Memo 3 on Design Criteria	*February 14, 2025*
Alternatives Evaluation Progress Update	*March 31, 2025*
Board approval of Amendment No. 1	*April 8, 2025*
Secondary Clarifier Stress Test	*June 9-12, 2025*

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

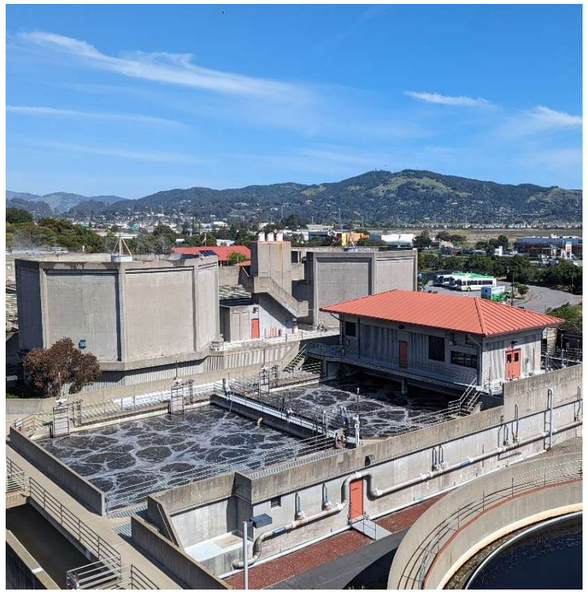


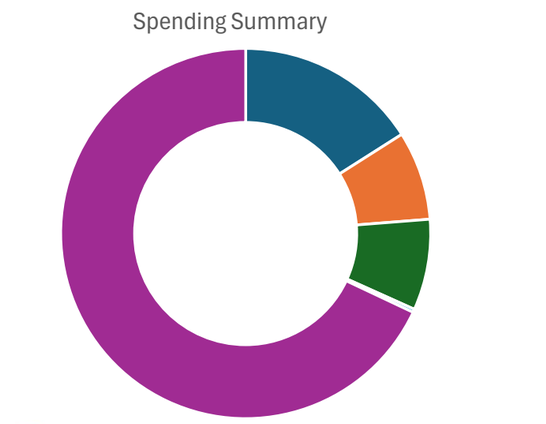
** TIN levels shown for this month may not include the latest values due to testing analysis and reporting timeline. Final results will be reflected in the next monthly update.*

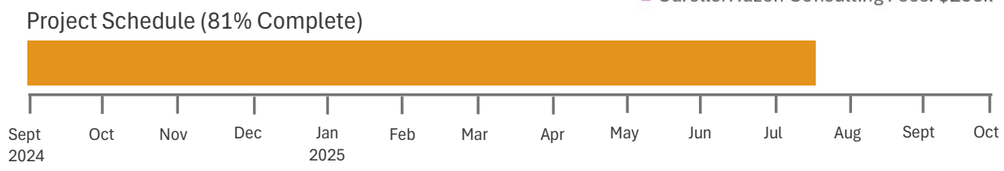
Note: High TIN load in November 2024 due to large winter storm events (outside of dry season)

FY25 Budget	Spent (39%)**	Remaining
$1.0 M	$0.389 M	$0.611 M

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







Special Notes

- Stress testing of the secondary clarifiers was performed from June 9-12. Laboratory test results were received on 6/25 and sent to Hazen/Carollo for evaluation.
- Results of the stress testing will be used to develop a computational fluid dynamics (CFD) model of the secondary clarifiers to determine tank capacity under a future nutrient removal scenario and the modifications that can help improve performance.
- Carollo performed a site visit on 6/12 to evaluate the blower system and staff sent additional SCADA data on 6/19 for their assessment.
- A detailed biotower condition assessment including the media may be considered if biotowers are determined to remain as part of the recommended alternative.
- Kennedy/ Jenks performed a seismic study on the primary clarifiers, biotowers and aeration tanks, and provided structural considerations for new nutrient removal facilities. The technical memorandum was received in April and provided to Carollo for reference.
- Carollo provided a funding matrix to summarize available loans and grants for this project, and will review it in further detail after the Alternatives Evaluation is completed.

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