



Central Marin Sanitation Agency

COMMISSION REGULAR MEETING AGENDA

Thursday, June 25, 2026

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/84319952293>

Phone in:

+1 253 215 8782

Meeting ID:

843 1995 2293

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, May 12, 2026
b)	Minutes – Special Board Meeting May 26, 2026
c)	Treasurer’s Report – May 2026
d)	May 2026 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
e)	Performance Metric Report – May 2026
f)	Revised Job Descriptions for Represented Classifications
g)	Lead Environmental Services Analyst Job Description
h)	California Association of Sanitation Agencies 2026 Annual Conference
i)	FY27 CMSA Salary Schedule
j)	2026 Revenue Bond Reimbursement Resolution

7. **Nutrient Removal Alternatives Evaluation and Facilities Plan Project – Status Update Presentation***

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

8. **FY26 Business Plan Year-End Report**

Recommendation: Accept the Agency’s FY26 Business Plan Year-End Report and provide comments or direction to the General Manager, as appropriate.

9. **CMSA JPA Agencies Consolidation Committee Formation**
Recommendation: Appoint the General Manager as the CMSA representative to the Consolidation Committee's technical working group, and provide any direction to staff, as appropriate.
10. **CalPERS Unfunded Actuarial Liability Payment Agreement**
Recommendation: Approve the CalPERS Unfunded Actuarial Liability Payment Agreement with SRSD, and provide direction or comments to the General Manager, as appropriate.
11. **FY27 Commission Officer, Committee, and NBWA Board Appointments**
Recommendation: Nominate and appoint commissioners for the FY27 Commission Chair, Vice-Chair, and Secretary offices, to Committees, and the NBWA Board of Directors.
12. **May 2026 Informational Items**
Recommendation: Informational, provide comments or direction to the General Manager, as appropriate.
13. **North Bay Watershed Association (NBWA) Report***
14. **Oral Reports by Commissioners***
15. **Oral Reports by General Manager***
16. **Items for Next/Future Agendas**
17. **Adjourn to Closed Session – Anticipated Litigation**
Significant exposure to litigation
Government Code Section 54956.9(d)(2)
Number of Potential Cases: One
18. **Next Scheduled Regular Meeting**
July 14, 2026, at 6:00 p.m.

*Information not furnished with Agenda

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



Central Marin Sanitation Agency

COMMISSION REGULAR MEETING MINUTES
Tuesday, May 12, 2026
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

Commissioner Beckman stated he was participating via Zoom for just cause due to an illness.

2. Pledge of Allegiance

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

3. Roll Call

00:01:35

Present: Commissioners Eli Beckman (Zoom), Michael Boorstein, Kate Collin (Alternate), Andrew Poster (Alternate) and Alan Zahradnik (Alternate).

Absent: Maribeth Bushey, Thomas Gaffney, and Dean DiGiovanni,

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

Public Present: Michael Colantuono (RVSD Legal Counsel)

4. Review and Approve Agenda

00:01:53

The Board unanimously approved the agenda.

There were no comments from members of the public.

5. Open Period for Public Participation

00:02:13

There were no comments from members of the public.

6. Consent Calendar

00:03:07

Table with 2 columns: Item ID (a-e) and Description (Minutes, Treasurer's Report, NPDES Permit Compliance, Performance Metric Report, Wet Weather Flow Report)

f)	Accountant Job Description
g)	Revised Agency Budget Financial Policy

The Board reviewed the consent calendar.

Commissioner Poster asked clarifying questions regarding the minutes, if the closed session was officially initiated and the length of the regional charge alternatives discussion summary in the minutes.

Agency staff verified that closed session was conducted at the May 12, 2026, Board meeting.

GM Gow clarified that the minutes were previously more detailed due to the significant discussions around the SRSD contract but were now being brought back into compliance with Board Policy, which specifies noting actions, directions, and summarizing public/board member statements that affect decisions.

Commissioner Boorstein asked clarifying questions regarding a payment on the Treasury report to McInerney and Dylan law firm.

GM Dow stated that McInerney and Dylan was CMSA's construction and contract attorney, since 2007, handling construction, procurement, and maintenance service contracts.

The Consent calendar was approved (roll call vote confirmed later in the meeting).

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Zahradnik moved to approve items a through g; second, Commissioner Poster.	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein , Collin, Poster, Sylla
	NAYS:	None
	ABSTAIN:	None

7. FY27 Chemical Supply Contracts

00:07:18

GM Dow discussed the types of chemicals required to treat and process wastewater and biosolids, the bid process administered by the Bay Area Chemical Consortium (BACC) and CMSA staff, and the bid results.

GM Dow presented the annual chemical supply contract recommendations for the four primary chemicals used in the wastewater treatment process. He stated CMSA administered competitive bidding for some chemicals and participated in a regional bidding process administered by BACWA for other chemicals.

The Board authorized the General Manager to execute procurement agreements for the four FY27 chemical supply contracts (roll call confirmed later in the meeting).

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Poster moved to authorize the General Manager to execute procurement agreements for the following FY27 chemical supply contracts: Calcium Nitrate – award to Evoqua; Calcium Nitrate – award to Evoqua; Sodium Bisulfite – award to Univar Solutions USA; Sodium Hypochlorite – award to Univar Solutions USA a; second, Commissioner Zahradnik	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein , Collin, Poster, Sylla
	NAYS:	None
	ABSTAIN:	None

8. Proposed FY27 Operating and Capital Budget Adjustments

00:11:21

GM Dow presented the FY27 Operating and Capital budget Adjustments which had been reviewed and recommended by the Finance Committee at their April 22, 2026, meeting. GM Dow discussed the CalPERS liability payment increase, chemical cost increases, staffing additions and promotions, pension trust transfer, and the recommendations from the Finance Committee.

Commissioner Zahradnik asked clarifying questions regarding the CalPers adjustment.

ASM Spray stated that CalPERS annually makes adjustments each year which was dependent on their prior years’ investment returns.

Commissioner Poster asked clarifying questions related to operations costs, administrative costs, capitol program and staff salary costs, and requested to see the Agency Master Plan.

GM Dow responded to the questions and stated the Master Plan could be found on the Agency website.

Commissioner Beckman stated the adjustments had been clearly explained and substantiated.

The proposed FY27 Operating and Capital Budget Adjustments was approved with 4 to 1 vote, with one dissenting vote (no roll call).

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Zahradnik moved to approve the proposed FY27 budget adjustments, and provide comments or direction to the General Manager; second, Commissioner Collin	
DIRECTION:	None	
VOTE:	The item was passed by a vote of 4 to 1.	
	AYES:	Beckman, Colin, Zahradnik, Boorstein

	NAYS:	Poster
	ABSTAIN:	None

9. 2026 Revenue Bond Issuance – Term Structure & Method of Sale

00:36:15

GM Dow stated the board approved the \$8.5 million bond issuance in December 2025 and engaged Hawkins Delafield, bond counsel and PFM, financial advisor. The Finance Committee met on April 22, 2026, to discuss term options and methods of sale, and recommended a 20-year term and negotiated sale.

Commissioner Boorstein asked if the bond issuance should be delayed due to the ongoing regional charge dispute with Ross Valley Sanitary District (RVSD). He stated Commissioner Gaffney raised this question at the Finance Committee and had reportedly reached out to bond counsel independently.

Commissioner Beckman stated he saw no reason the outstanding dispute should delay the bond issuance given bond counsel's assessment and the Finance Committee Recommendation. He expressed concern about the appropriateness of Commissioner Gaffney's independent outreach to bond counsel and noted that undermined CMSA's position.

GM Dow stated that the regional charge dispute would not affect debt service payments, as the debt services were invoiced separately from the regional charge and was a separate payment arrangement. He stated that PFM and Hawkins Delafield also confirmed that it was not uncommon for public agencies to discuss disputes during issuing debt, and that proper disclosure in the official statement would be sufficient to move forward.

Commissioner Collin stated that she trusted the Finance Committee's recommendation.

Commissioner Poster asked if the issuance could be delayed and if reserve funds could be used to bridge the financial gap.

GM Dow stated the Finance Committee selected \$8.5 million to maintain the board's adopted capital reserve policy target and that without the bond, reserves would fall well below the policy target.

Commissioner Poster acknowledged the concerns regarding Commissioner Gaffney's outreach to Bond counsel and committed to following up with RVSD staff. He noted that in general RVSD agreed that the bond issuance was a good idea but were concerned about the timing and possible precedent-setting regarding how member agencies pay back debt service.

GM Dow clarified that the bond issuance would not change the net amount invoiced to members and that the capital component of the regional charge decreases while debt service increases, netting to the same total.

The Board approved a 20-year term and negotiated sale method for the 2026 revenue bond issuance (roll call confirmed later in the meeting).

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Collin moved to approve 20-year term and negotiated sale for the 2026 Revenue Bond issuance and provide comments to the General Manager, as appropriate; second, Commissioner Beckman	
DIRECTION:	None	
VOTE:	The item was passed by a vote of 3 to 2.	
	AYES:	Beckman, Collin, Zahradnik
	NAYS:	Boorstein and Poster
	ABSTAIN:	None

10. Agency Conflict of Interest Code

00:51:25

GM Dow presented the minor updates to the Agency's Conflict of Interest Code.

Resolution No. 370 establishing the agency's 2026 Comprehensive Conflict of Interest Code was adopted (roll call was taken)

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Poster moved to adopt Resolution No.370 to establish the Agency's 2026 Comprehensive Conflict of Interest Code.; second, Commissioner Collin	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein , Collin, Poster, Sylla
	NAYS:	None
	ABSTAIN:	None

11. Revised Job Descriptions for Unrepresented Classifications

00:54:23

GM Dow presented the revised job descriptions for twelve managers, supervisor, and confidential employee classifications of the unrepresented employee group. GM Dow stated the revisions project was part of the current year's business plan. He stated the purpose was to create an "Essential Job Functions" section in each job description to support the interactive process for reasonable accommodations under disability law and that the Employment law attorneys also recommended additional revisions, and that changes are non-substantive in nature.

Commissioner Colin thanked GM Dow for his effort, noting job description revisions were painstaking work.

The revised job descriptions for unrepresented employee classifications were approved (roll call was taken)

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Collin moved to approve the revised job descriptions for the Agency’s unrepresented classifications; second, Commissioner Poster	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein , Collin, Poster, Sylla
	NAYS:	None
	ABSTAIN:	None

12. April 2026 Informational Items 01:00:31

ACTION: This item was informational no action was taken.

13. North Bay Watershed Association (NBWA) Report 01:01:37

None.

14. Oral Reports by Commissioners 01:00:49

None.

15. Oral Reports by General Manager 01:01:58

GM Dow referred to his handout and reported:

- Regional charge invoice schedule adjusted to accommodate RVSD’s request.
- Auditors completed their internal control audit and found no issues — a positive outcome. The auditors will return in August/September for the financial audit.

16. Items for Next/Future Agendas 01:03:17

GM Dow introduced a new practice of providing a handout at each board meeting listing planned agenda items for the next meeting. GM Dow proposed providing a forward-looking agenda preview handout at each meeting so Board members were not surprised by upcoming items and noted the list could shift but provided a useful planning tool.

The Board members expressed support for the practice of distributing a next-meeting agenda preview handout going forward.

17. Next Scheduled Meeting 01:05:33

The Board has scheduled a Special meeting for June 25, 2025 at 6:00 p.m.

Vice-Chair Boorstein adjourned the meeting at 7:30 p.m.

Respectfully submitted,

Tiffany Elam, Administrative Specialist

Dean DiGiovanni, Chair

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Central Marin Sanitation Agency

COMMISSION SPECIAL MEETING MINUTES May 26, 2026 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 DiGiovanni called the meeting to order at 12:15 p.m. a quorum was present.

3. Roll Call

00:00:42

Present: Commissioners Eli Beckman, Michael Boorstein, Dean DiGiovanni, Andrew Poster, and Alan Zahradnik.

Absent: Maribeth Bushey (Absent at Roll Call and Present at Closed Session)

Staff Present: Jason Dow, General Manager; Brandon Halter, CMSA Legal Counsel; Tiffany Elam; Administrative Specialist

Public Present: Vdamiani (Zoom)

4. Review and Approve Agenda

00:01:00

Reviewed and approved.

ACTION:	Commissioner Boorstein moved approve the agenda; second Commissioner Beckman.	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein, DiGiovanni, Poster, Zahradnik
	NAYS:	None
	ABSTAIN:	None

5. Open Period for Public Participation

00:01:15

There were no comments from members of the public.

6. FY27 Operating and Capital Budget Adjustments

00:01:18

GM Dow stated at the May 12, 2026, Board meeting the FY27 Operating and Capital Budget Adjustments was approved at a 4-1 vote. However, after administrative review of the video it was

noticed a full roll call was not completed for this item. GM Dow stated he discussed the item with Agency Legal counsel, Brandon Halter, who recommended the item be brought back for a vote.

Comments from the Public

There were no comments from members of the public.

ACTION:	Beckman moved to approve the FY27 operating and capital budget adjustments and provide comments; second, Commissioner Zahradnik	
DIRECTION:	None	
VOTE:	The item was passed by a vote of 4 to 1.	
	AYES:	Beckman, Boorstein, Bushey, DiGiovanni
	NAYS:	Poster
	ABSTAIN:	None

Commissioner Boorstein stated that the RVSD Commissioners would be voluntarily recusing themselves from the closed session to allow the CMSA Board to confer freely regarding the RVSD Pre-Litigation demand letter.

Commissioner Bushey arrived 00:03:02

7. Adjourn to Closed Session - Conference with Legal Counsel – Anticipated Litigation 00:03:54

Significant exposure to litigation
 Government Code Section 54956.9(d)(2)
 Number of Potential Cases: One

8. Reconvene in Open Session

Direction to legal counsel.

9. Next Scheduled Meeting

The Board has scheduled a Regular meeting for June 25, 2026 at 6:00 p.m.

Chair DiGiovanni adjourned the meeting at 1:33 p.m.

Respectfully submitted,

Tiffany Elam, Administrative Specialist

Dean DiGiovanni, Chair



BOARD MEMORANDUM

June 23, 2026

To: CMSA Board of Commissioners

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

Subject: May 2026 Treasurer’s Report

Purpose: Consistent with *Financial Policy# 530 – General*, Agency staff shall prepare a monthly Treasurer’s Report that presents the Agency’s cash and investments, operating and capital reserves, and cash flow activities.

Cash and Investments:

	Cash/Investment	Financial Institution	4/30/2026	Receipt	Disbursement	FMV Change	Funds Transfer	5/31/2026
1	Operating account	Westamerica	\$ 2,038,967	\$ 1,052,962	\$(2,019,243)	\$ -	\$ 979,100	\$ 2,051,786
2	Petty cash	In-house	272	-	-	-	-	272
3	RV petty cash	In-house	60	450	-	-	(450)	60
4	Pension bond trust	US Bank	2,191	6	-	-	-	2,197
5	Revenue bond trust	US Bank	7,840	20	-	-	-	7,860
6	Pooled investment	LAIF	22,571,435	-	-	-	(1,000,000)	21,571,435
7	Pooled investment	CAMP	455,652	1,454	-	-	-	457,106
8	Dental trust	EDIS	2,550	1,065	(3,930)	-	21,350	21,036
9	Pension trust	Keenan	1,725,426	5,406	-	34,529	-	1,765,361
10	Total Agency		\$26,804,394	\$ 1,061,362	\$(2,023,173)	\$ 34,529	\$ -	\$ 25,877,112
11	Total net change in cash and investments			<u>\$ (927,282)</u>		<i>[Includes FMV change in pension trust]</i>		

Note: The Fair Market Value (FMV) change on the LAIF portfolio is not included in the above presentation due to the funds deposited into the pooled account are guaranteed to be withdrawn dollar-for-dollar at the request of the Agency. Furthermore, the change in the pension trust is not included due to timing of the release of the statement for the current month.

	Cash/Investment	Financial Institution	5/31/2026 Institution	CM Interest /FMV Change	Average RoR%
1	Operating account	Westamerica	\$ 2,051,786	\$ 1,071	1.00%
2	Petty cash	In-house	272	-	0.00%
3	RV petty cash	In-house	60	-	0.00%
4	Pension bond trust	US Bank	2,197	6	3.12%
5	Revenue bond trust	US Bank	7,860	20	3.12%
6	Pooled investment	LAIF	21,571,435	-	3.81%
7	Pooled investment	CAMP	457,106	1,454	3.78%
8	Dental trust	EDIS	21,036	-	0.00%
9	Pension trust	Keenan	1,765,361	39,935	8.46%
10	Total Agency		\$25,877,112	\$ 42,485	2.59%

Note: The average rate of returns for each account are annualized calculations of the monthly or quarterly interest proceeds received. The total Agency average rate of return percentage is the simple average of all annualized return percentages.

Operating and Capital Reserves:

Financial Policy #532 – Reserve stipulates the establishment of certain reserve categories to manage the Agency’s liquidity. Some of the Agency’s activities are legally binding based on existing agreements, State law, or Internal Revenue Code (IRC) requirements that make these funds restricted, i.e., the debt service trusts for both the pension obligation bond and revenue bonds, payments being made out of a dedicated payment account established by EDIS, collection of capacity and debt service coverage fees, as well as the Section 115 pension investment trust. Other activities are tethered to Board of Commissioner approved policies that commit certain funds, i.e., establishment of an operating, emergency and capital reserves that have specific funding targets. All other activities that do not meet either the restricted or committed categories are classified as unassigned funds.

The Agency strives to use its unassigned funds first when conducting its core operations. Transfers to and from and its committed reserves are conducted following the management practices stipulated as per Financial Policy. Transfers to and usage of proceeds allocated within its restricted reserves comply with current applicable laws and regulations.

	Reserve	Status	Note 2		Funds	5/31/2026	Board
			4/30/2026	Net Result	Transfer		Target
1	Pension trust (<i>Note 1</i>)	Restricted	\$ 1,725,426	\$ 39,935	\$ -	\$ 1,765,361	\$ -
2	Pension bond trust	Restricted	2,191	6	-	2,197	-
3	Revenue bond trust	Restricted	7,840	20	-	7,860	-
4	Dental trust	Restricted	1,585	3,930	21,350	26,866	-
5	Capital reserve	Restricted	1,124,300	14,964	(14,964)	1,124,300	1,124,300
6	Operating reserve	Committed	4,302,500	-	-	4,302,500	4,293,000
7	Emergency reserve	Committed	500,000	-	-	500,000	500,000
8	Unassigned operating	Unassigned	500,000	(512,682)	512,682	500,000	-
9	Unassigned capital	Unassigned	18,640,552	(473,455)	(519,068)	17,648,029	8,626,700
10	Total Agency		\$26,804,394	\$ (927,282)	\$ -	\$25,877,112	\$ 14,544,000

Note 1: The pension trust net result is non-cash due to it including changes in fair value of the investment portfolio.

Note 2: Net result is the difference between cash receipts, FMV change, and cash disbursements.

Statement of Compliance:

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

Further details on the cash flows are provided on the succeeding pages showing the current month cash receipts and disbursements along with a comparison of the fiscal year-to-date activity to the annual budget.

Cash Receipt & Disbursement Detail

A breakdown of the cash receipts for all Agency cash and investment accounts over the past month is listed below:

	Cash Receipt Transaction	Amount
1	Permit and inspection fee collections	\$ 8,081
2	Laboratory services (Verily April 2026)	1,200
3	Waste Haulers & RV	13,061
4	Source Control Program (SD2/SRSD/RVSD/TCSD/LGVSD Q3 FY26)	26,991
5	Regional Service JPA charges (SD2 Q4 FY26)	791,292
6	County-Wide Public Education Program collection (NSD/SMCSD/SASM Q3 FY26)	9,598.16
7	Health & Safety Program Collection (Q4 FY26)	27,327
8	SRSD Service Agreement Development (Mar & Apr 2026)	6,630
9	SQRC Wastewater Services Contract (March 2026)	148,000
10	Capacity Charges (see below)	7,747
11	Misc collections (CSRMA reimb/other misc)	13,479
12	Interest received & FMV change in pension trust (<i>all accounts</i>)	42,485
13	Total Agency cash receipts	<u>\$ 1,095,891</u>

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

	JPA Member	Amount	Notes
1	Ross Valley Sanitary District	\$ -	N/A
2	San Rafael Sanitation District	7,747	1 new connection
3	Sanitary District #2	-	N/A
4	Total capacity charges	<u>\$ 7,747</u>	

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

Fiscal Year-to-Date Budget-to-Actual (Cash Basis) – As of May 2026 (P11 – 91.7%)

	A FY2026 Budget	B FY2026 YTD Actual	B - A Over / (Under) \$	B / A % of Budget
OPERATING ACTIVITIES				
SOURCES				
1	Regional service charges	\$ 13,843,600	\$ 12,697,350	\$ (1,146,250) 91.7 %
2	Contract service collection fees	2,041,100	2,175,792	134,692 106.6 %
3	Program collection fees	194,100	211,912	17,812 109.2 %
4	Permits, source control, inspection & other fees	507,000	702,372	195,372 138.5 %
5	Bank interest (<i>all except USB Rev Bonds</i>)	880,300	1,073,910	193,610 122.0 %
6	Total funding sources	17,466,100	16,861,336	(604,764) 96.5 %
USES				
7	Salaries and benefits	11,408,500	11,065,166	(343,334) 97.0 %
8	Chemicals and fuel	1,894,900	1,622,205	(272,695) 85.6 %
9	Biosolids management	645,300	653,235	7,935 101.2 %
10	Permit testing and monitoring	256,450	246,647	(9,803) 96.2 %
11	Repairs and maintenance	888,300	958,554	70,254 107.9 %
12	Utilities and telephone	392,400	267,313	(125,087) 68.1 %
13	Insurance	583,500	582,365	(1,135) 99.8 %
14	General and administrative	1,110,700	910,994	(199,706) 82.0 %
15	Total funding uses	17,180,050	16,306,477	(873,573) 94.9 %
16	Net funding position change	\$ 286,050	\$ 554,858	n/a n/a
CAPITAL ACTIVITIES				
SOURCES				
17	Debt service charges	\$ 4,497,200	\$ 4,486,956	\$ (10,244) 99.8 %
18	Debt service coverage fees	1,124,300	1,121,739	(2,561) 99.8 %
19	Capital fees	1,903,500	1,745,890	(157,610) 91.7 %
20	Capacity charges	40,500	3,405,919	3,365,419 8409.7 %
21	Grant proceeds	-	-	- 0.0 %
22	Capital debt proceeds, net	12,675,000	-	(12,675,000) 0.0 %
23	Bank interest (<i>USB Rev Bonds only</i>)	130,100	8,995	(121,105) 6.9 %
24	Total funding sources	20,370,600	10,769,499	(9,601,101) 52.9 %
USES				
25	Capital debt service	4,497,200	4,497,156	(44) 100.0 %
26	Capital improvement program	16,787,890	6,169,588	(10,618,302) 36.8 %
27	Total funding uses	21,285,090	10,666,745	(10,618,345) 50.1 %
28	Net funding position change	\$ (914,490)	\$ 102,755	n/a n/a
TOTAL AGENCY				
29	Total funding sources	\$ 37,836,700	\$ 27,630,835	(10,205,865) 73.0 %
30	Total funding uses	38,465,140	26,973,222	(11,491,918) 70.1 %
31	Net funding position change	\$ (628,440)	\$ 657,613	n/a n/a

Attachment:

- May 2026 Disbursement Register

CENTRAL MARIN SANITATION AGENCY
ATTACHMENT - DISBURSEMENT REGISTER
For the Month Ended MAY 31, 2026

Number	Date	Vendor/Payee	Amount	Description
2028348				Last check from prior month's register
2028349	5/1/2026	California State Disbursement	348.92	Garnishment, PPE 4/25/2026
2028350	5/4/2026	B. Jones	194.83	Monthly reimbursement for retiree health benefits
2028351	5/4/2026	P. Frye	194.83	Monthly reimbursement for retiree health benefits
2028352	5/4/2026	A. Sacerdote	208.03	Conference travel expense reimbursement:
2028353	5/4/2026	Lystek International LTD	22,277.45	Biosolids beneficial reuse fee, March 2026
2028354	5/4/2026	P. Kistenmacher	637.50	Conference travel advance per diem (2 conferences)
2028355	5/4/2026	Phenova Inc	547.51	Proficiency testing
2028356	5/4/2026	T. Elam	390.00	Employee Reimbursement CALPELRA registration
2028357	5/4/2026	Univar USA Inc	6,289.24	Sodium bisulfite (1 delivery)
2028358	5/4/2026	USP Technologies	15,765.46	Hydrogen peroxide (2 invoices)
2028359	5/7/2026	Ampteks, Inc	6,986.83	Preventative maintenance breaker and contacts replacement
2028360	5/7/2026	Flo-Line Technology	7,966.34	Ferric pump replacement
2028361	5/7/2026	GSE Construction Company Inc.	333,993.40	Centrifuge dewatering improvements project: construction (progress payment #3)
2028362	5/7/2026	Motion Industries, Inc.	18,099.98	Seismic hoses replacement
2028363	5/7/2026	Norman S, Wright Mechanical	5,731.26	New supply fan for digester mixing pump room
2028364	5/7/2026	Rael & Letson	13,500.00	Professional services: OPEB actuarial consulting services
2028365	5/7/2026	Ross Valley Sanitary District	36,934.48	Reimbursement for duplicate capacity charge payment
2028366	5/7/2026	Adam Safety	800.00	Forklift training 3/18/2026 & 4/2/2026
2028367	5/7/2026	Airgas USA, LLC	60.97	Welding rod
2028368	5/7/2026	Aleshire & Wynder LLP	390.00	Legal services: Employment law, April 2026
2028369	5/7/2026	Atmospheric Analysis	808.00	Biogas monitoring
2028370	5/7/2026	Capital Flow	1,787.61	6-inch Victaulic tee fitting
2028371	5/7/2026	CASA Education Foundation	2,000.00	2026 CASA Education Foundation Support
2028372	5/7/2026	CDM Smith Inc.	13,547.50	Headworks Aeration Grit System Evaluation and Improvements Project, March 2026
2028373	5/7/2026	Dee Consultants LLC	3,196.00	Grit Classifiers Replacement & Centrifuge Dewatering Improvements Project: Construction Management Support, April 2026
2028374	5/7/2026	Flyers Energy LLC	3,863.41	Oil for secondary clarifier drives
2028375	5/7/2026	Golden State Lumber	89.52	Wood for landscape walkway
2028376	5/7/2026	Hagel Supply Co.	925.29	Janitorial supplies
2028377	5/7/2026	Horizon Dist. Inc	58.39	Irrigation parts supplies
2028378	5/7/2026	K. Carbajal	313.00	Conference Travel advance per diem
2028379	5/7/2026	Lystek International LTD	20,976.51	Dewatered biosolids reuse fee, April 2026
2028380	5/7/2026	Marin Color Service	274.29	Digester piping paint
2028381	5/7/2026	Marin County Tax Collector	3,487.50	Legal Services: County Counsel, Jan-Mar FY 26

2028382	5/7/2026	Motion Industries, Inc.	2,100.01	Expansion joint for OWRF maintenance & repair
2028383	5/7/2026	Sentry	1,267.00	Sentry Subscription (web-based) for Biotower and Aeration Basins (Invoice #7)
2028384	5/7/2026	Western Roofing Svc	39,810.00	Maintenance Building and Digester Building Roof Repairs Project (final payment)
2028385	5/8/2026	EDIS	945.00	Monthly administrative fees for self-insured dental benefit
2028386	5/8/2026	Environmental.com	240.03	Sample bottle supplies
2028387	5/8/2026	Grainger	3,674.04	Pipe fittings, ground bar kits, first aid supplies, welding tips, LOTO tags & equipment, belt for area 10 fan, electrical wire & parts. SQPS: Auger conduit component , conduit, coupling, & wedge anchor (15 invoices)
2028388	5/8/2026	Marin Independent Journal	154.60	Public Notice: Supply/delivery of calcium
2028389	5/8/2026	McMaster-Carr Supply Co.	3,692.33	Desiccant for dragger sensor, fire extinguishers, sump pump for area 8 gallery, pipe fittings for admin chiller, hardware for Jenbacher engine. SQRC: Electrical parts auger, cleaning brush and sling & hardware for Jenbacher heat exchanger (8 invoices)
2028390	5/8/2026	Pace Supply Corp.	620.68	Gaskets of 30" butterfly valve-secondary, copper fittings for primary sludge pump, pipe fittings for shop compressor (3 invoices)
2028391	5/8/2026	PG&E	2,235.60	Electricity Service at CMSA, 3/17/2026-4/14/2026, and at Sir Francis Drake 3/20/2026-4/19/2026 (2 invoices); natural gas at Sir Francis Drake April 2026
2028392	5/8/2026	Progent Corporation	99.95	IT Backup support, May 2026
2028393	5/8/2026	Shamrock Building Materials	53.16	Sand joint glue for walkway
2028394	5/8/2026	Shape Incorporated	983.12	SD2: replace mini-casii/fus
2028395	5/8/2026	Waste Management	11,882.69	Biosolids Disposal, April 2026
2028396	5/8/2026	Western Exterminator Co.,Inc.	324.10	Pest control, April 2026
2028397	5/15/2026	California State Disbursement	348.92	Garnishment, PPE 5/9/2026
2028398	5/19/2026	Beecher Engineering, Inc.	4,680.00	Electrical Conduit Assessment, April 2026
2028399	5/19/2026	Endress + Hauser, Inc	4,394.22	Replacement digester liquid level pressure gauge
2028400	5/19/2026	Grainger	4,930.40	84" Gate generator connection
2028401	5/19/2026	Misco Water	7,141.74	OWRF – Replacement hoses
2028402	5/19/2026	Motion Industries, Inc.	10,394.20	Replacement exhaust expansion joint for Jenbacher
2028403	5/19/2026	Oil-Air Products, LLC	3,620.03	New hydraulic control valves for headworks gates
2028404	5/19/2026	The Hellan Strainer Company	2,267.49	Pressure switch for 3w strainers
2028405	5/22/2026	Bay City Boiler & Engineering	17,315.00	Boiler #2 Repairs Project (final payment)
2028406	5/22/2026	CDM Smith Inc.	5,320.00	Headworks Aeration Grit System Evaluation and Improvements Project, April 2026
2028407	5/22/2026	Grainger	2,583.76	Isolation butterfly valves
2028408	5/22/2026	JM Squared & Associates, Inc.	5,896.67	SQRC Pump Station Extra Work: West Station pump #2 parts (Note B)
2028409	5/22/2026	Koff and Associates, Inc.	6,000.00	E/I Technician recruitment; April 2026 (payment #2)
2028410	5/22/2026	M. Silva	250.00	Employee Reimbursement: 2026 safety boots
2028411	5/29/2026	California State Disbursement	348.92	Garnishment, PPE 5/23/2026
2028412	5/28/2026	CWEA TCP	300.00	CWEA Tour and training
2028413	5/29/2026	A and S Landscape Materials, Inc	919.01	Groundskeeping supplies: Pathway rock, wood chips and base rock
2028414	5/29/2026	All Star Rents	113.25	Groundskeeping supplies: Tamper plate rental
2028415	5/29/2026	Allied Fluid Products Corp	1,666.43	SQRC Pump Station Extra Work: Bypass pump cam locks (Note B)
2028416	5/29/2026	AT&T Corp	175.00	Monthly fiber internet: April 2026
2028417	5/29/2026	Atmospheric Analysis	2,128.00	Lab: Biogas monitoring
2028418	5/29/2026	Comcast	232.39	Monthly internet Service: May 2026
2028419	5/29/2026	Diamond Tire Center	496.45	Agency vehicle replacement tires

2028420	5/29/2026	Endress + Hauser, Inc	892.79	Radar sensor for Classifier 2
2028421	5/29/2026	Environmental Express Inc.	571.13	Lab: TSS filters for process control sample
2028422	5/29/2026	Frank A. Olsen Co	2,386.32	SQRC Pump Station Extra Work: Knife gates and valves (Note B)
2028423	5/29/2026	Golden State Lumber	844.11	Groundskeeping supplies: Plywood & deck screws
2028424	5/29/2026	Grainger	4,024.77	Maintenance Supplies: electrical conduit, ferric pump motor, pipe fittings, drill bit for Jenbacher exhaust, SBS pump motor, vehicle replacement-electric cart tires. Safety supplies: Hearing protection, first aid-elastic bandages, safety vests, safety signage . SQRC: Terminal block for auger installation (Note B); SD2: O-ring for arv rebuild (Note B) (13 invoices)
2028425	5/29/2026	Harrington Industrial Plastics	758.79	Maintenance supplies: PVC ball valves for centrifuge project
2028426	5/29/2026	Motion Industries, Inc.	497.68	OWRF: Pneumatic regulator for hubber press
2028427	5/29/2026	TEC Associates Inc	1,000.00	Onsite training: Drager(methane/h2s)
Total Checks			683,223.83	

Payments by ACH:

Date	Vendor/Payee	Amount	Description
5/5/2026	Retiree Benefits	13,793.11	Monthly reimbursement for retiree health benefits
5/1/2026	CalPERS	52,686.86	Retirement pension contribution: Agency and employees, PPE 4/25/2026 (Note C)
5/1/2026	Employment Development Department	18,559.82	State and SDI taxes, PPE 4/25/2026
5/1/2026	IRS	44,359.54	Federal income and Medicare taxes, PPE 4/25/2026
5/1/2026	MissionSquare Retirement Trust-457	2,100.00	Deferred compensation contributions, PPE 4/25/2026 (Note A)
5/1/2026	Nationwide Retirement	33,940.51	Deferred compensation contributions, PPE 4/25/2026 (Note A)
5/1/2026	Navia Benefit Solutions	1,052.91	Flexible spending account, PPE 4/25/2026
5/1/2026	Public Agency Retirement Services	48.72	Retirement pension contribution: part-time employees & board, PPE 4/25/2026
5/1/2026	SEIU Local 1021	1,184.66	Union dues, PPE 4/25/2026
5/5/2026	CalPERS	10,784.52	Retirement pension contribution: replacement benefit fund (C.Finton)
5/5/2026	Northeast-Western	1,416.05	Oil for Jenbacher
5/5/2026	C. Spray	313.00	Conference Travel advance per diem
5/7/2026	Cal Public Employee Retirement	108,609.70	Health insurance, May 2026
5/7/2026	Lincoln Financial Group	3,277.38	Life insurance, May 2026
5/7/2026	Vision Service Plan -(CA)	1,885.20	Vision insurance, May 2026
5/8/2026	Black & Veatch	17,060.00	ESDC for Centrifuge Dewatering Improvements Project, March 2026
5/8/2026	Carollo Engineers, Inc.	45,852.50	Nutrient Removal Alternatives Evaluation Project, April 2026
5/8/2026	Gallagher Benefit Services, Inc.	6,000.00	E/I Technician recruitment; April 2026 (payment #1)
5/8/2026	Maze & Associates	10,700.00	FY26 audit fee service
5/8/2026	Northeast-Western	5,870.41	Long term service agreement Jenbacher cogenerator
5/11/2026	Amazon	930.77	Safety, Lab, Office, and Maintenance supplies
5/11/2026	Constellation Energy Corporation	662.46	Natural gas procurement: March 2026
5/11/2026	Hach Company	839.04	Titration chemicals
5/11/2026	IEDA, Inc.	1,044.25	Labor relations consulting fees: May 2026
5/12/2026	Carbon Activated Corporation	29,587.00	H2S Media Removal and Disposal (final payment)

5/12/2026	Navia Benefit Solutions	200.00	Monthly administrative fee
5/12/2026	Pencco, Inc	15,847.61	Ferric chloride delivery
5/15/2026	CalPERS	49,950.98	Retirement pension contribution: agency and employees, PPE 5/9/2026 (Note C)
5/15/2026	Employment Development Department	17,971.27	State and SDI taxes, PPE 5/9/2026
5/15/2026	IRS	42,706.01	Federal income and Medicare taxes, PPE 5/9/2026
5/15/2026	MissionSquare Retirement Trust-457	2,100.00	Deferred compensation contributions, PPE 5/9/2026 (Note A)
5/15/2026	Nationwide Retirement	34,654.75	Deferred compensation contributions, PPE 5/9/2026 (Note A)
5/15/2026	Navia Benefit Solutions	1,052.91	Flexible spending account, PPE 5/9/2026
5/15/2026	Public Agency Retirement Services	67.44	Retirement pension contribution: part-time employees & board, PPE 5/9/2026
5/15/2026	SEIU Local 1021	1,145.64	Union dues, PPE 5/9/2026
5/18/2026	Michael Owen Boorstein	37.13	Reimbursement: Agenda review meeting
5/22/2026	PMC INC	38,053.10	Primary clarifier rehab parts (invoice #4)
5/27/2026	Capital Rubber & Gasket Inc	12,593.61	SQRC - Bypass pumping system and extra work
5/27/2026	Carollo Engineers, Inc.	10,389.00	Professional Services: Hydrogen Peroxide Facility Relocation Study, April 2026
5/27/2026	Fastenal Company	1,116.09	Wedge anchors-process tanks
5/27/2026	Northeast-Western	5,048.87	Long term service agreement Jenbacher COGEN
5/27/2026	VWR International	2,574.04	Ammonia & sulfuric acid chemical supplies & lab supplies
5/29/2026	CalPERS	50,669.66	Retirement pension contribution: agency and employees, PPE 5/23/2026 (Note C)
5/29/2026	Employment Development Department	18,039.10	State and SDI taxes, PPE 5/23/2026
5/29/2026	IRS	43,005.83	Federal income and Medicare taxes, PPE 5/23/2026
5/29/2026	MissionSquare Retirement Trust-457	2,100.00	Deferred compensation contributions, PPE 5/23/2026 (Note A)
5/29/2026	Nationwide Retirement	34,653.85	Deferred compensation contributions, PPE 5/23/2026 (Note A)
5/29/2026	Navia Benefit Solutions	1,052.91	Flexible spending account, PPE 5/23/2026
5/29/2026	Public Agency Retirement Services	310.96	Retirement pension contribution: part-time employees & board, PPE 5/23/2026
5/29/2026	SEIU Local 1021	1,145.64	Union dues, PPE 5/23/2026
5/31/2026	Bank fees	464.99	Checking account analysis fee
5/31/2026	Credit Card Processing Fees	428.76	Credit card processing fees
5/31/2026	Dental Claims	3,930.00	EDIS self-insurance dental claims
	Total ACH	803,868.56	

CMSA Employee Compensation:

Date	Vendor/Payee	Amount	Description
5/1/2026	CMSA employee payroll	182,026.57	Pay period ended 4/25/2026
5/15/2026	CMSA employee payroll	175,885.26	Pay period ended 5/9/2026
5/29/2026	CMSA employee payroll	175,585.62	Pay period ended 5/23/2026
	Total Employee Compensation	533,497.45	

Board Member Compensation:

Date	Vendor/Payee	Amount	Description
5/29/2026	Eli Beckman	500.00	05/12/2026 CMSA Regular Commission meeting and 5/26/26 Special Commission Meeting
5/29/2026	Michael Boorstein	500.00	05/12/2026 CMSA Regular Commission meeting and 5/26/26 Special Commission Meeting
5/29/2026	Maribeth Bushey	250.00	5/26/2026 Special Commission Meeting
5/29/2026	Fred Casissa	250.00	5/22/2026 Finance Committee Meeting
5/29/2026	Dean DiGiovanni	500.00	5/22/2026 Finance Committee Meeting and 5/26/26 Special Commission Meeting
5/29/2026	Thomas Gaffney	250.00	5/22/2026 Finance Committee Meeting
5/29/2026	Andrew Poster	500.00	05/12/2026 CMSA Regular Commission meeting and 5/26/26 Special Commission Meeting
Total Board Compensation		2,750.00	

Total Check Reversals (166.77) For stale dated checks

GRAND TOTAL	2,023,173.07
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Notes:

A: Not an Agency expense. Funded through payroll deduction.

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

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



BOARD MEMORANDUM

June 23, 2026

To: CMSA Commissioners and Alternates

From: Nicholas Talbot, Treatment Plant Manager

Approved: Jason Dow, General Manager

Subject: May 2026 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

Recommendation: Accept the May 2026 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report.

I. NPDES Permit Compliance

NPDES permit testing for May 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 6.3 MPN, which is significantly lower than the permit limit of 255 MPN. The average ammonia concentration for the month was 40.7 mg/L, which is less than the monthly permit limit of 60 mg/L.

II. Influent and Effluent Flows

In May, the service area experienced small rain events, resulting in 1.06 inches measured by the Agency’s on-site rain gauge. 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	11.37 MGD	15.70 MGD	22.55 MGD	10.25 MGD
Effluent	8.91 MGD	13.06 MGD	16.10 MGD	7.75 MGD

Table 2: Satellite Collection Agency and Total Flow Summary

Flow Type	SRSD	RVSD	SD2	SQRC	CMSA Totals
Average Daily (MGD)	4.17 MGD	4.43 MGD	1.08 MGD	0.57 MGD	10.25 MGD
Total for Month (MG)	129.18 MG	137.30 MG	33.58 MG	17.55 MG	317.61 MG
Percent of Flow	40.67%	43.23%	10.57%	5.53%	100%

III. Treatment Process

In May, Operations staff completed a variety of process control, maintenance support, and preventive maintenance activities throughout the facility. Staff adjusted primary deck channel gates and blowers to improve liquid and air flow distribution to the primary clarifiers and reduce stagnant zones beneath the primary deck during dry weather operation. Offline aeration tanks were drained, cleaned, and refilled above the air diffusers to refresh tank conditions. Preventive maintenance activities included rotating return activated sludge pumps, draining and cleaning Chlorine Contact Tanks Nos. 1 through 4, and cleaning the sodium bisulfite bulk tank room and spill containment areas. Operations staff also supported maintenance activities by clearing plugged spray nozzles at the Organic Waste Receiving Facility paddle finisher, assisting with monthly Jenbacher cogeneration engine permit testing, supporting Laboratory staff with quarterly chlorine analyzer detection limit testing, collecting composite centrifuge cake samples for metals testing, and coordinating emergency power testing for a contractor to inspect and provide earthquake certification for the elevator located in the Solids Handling Building. Additional work included repairs to the secondary containment discharge line of Sodium Hypochlorite Pump No. 10.217, replacement of a leaking ball valve on Sodium Bisulfite Pump No. 10.313, and replacement of a primary sludge feed valve that was failing.

The Mixed Liquor Suspended Solids inventory averaged 813 mg/l, which aligned with the target Mean Cell Residence Time of 2.8 days. The sludge volume index (SVI), which measures the secondary sludge settleability, averaged 107 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 9.0 mg/l, which is 60.0% of the Agency's KPI of 15 mg/l and 30.0% of the permit's monthly average limit of 30 mg/l.

IV. Maintenance Activities

In May, the cogeneration system produced a net total of 108% of the Agency's power demand, exporting more electricity than the facility required. MCE supplied small power imports during hours when cogeneration production did not meet facility demand (Graph #8). Maintenance completed the removal of Primary Clarifiers No. 4 and No. 5 flights, floor tracks, wear shoes, and sprockets in preparation for contractual coating work and subsequent installation of new sludge removal equipment. Other projects included replacement of the maintenance shop air compressor and associated piping, construction of a protective enclosure for the compressor, fabrication and extension of the Waukesha cogeneration engine exhaust stack to meet BAAQMD requirements, and support of Boiler No. 2 refurbishment activities completed by a contractor. Staff also completed electrical installation and commissioning of a new auger and grinder screening system for Channel No. 2 at the SQRC West Pump Station, replaced Siloxane Scrubber No. 2 spent media, installed a new 10-inch return activated sludge pump check valve that had failed, replaced a failed motor starter on the Solids Handling Building odor scrubber fan, and replaced a leaking final effluent sample pump.

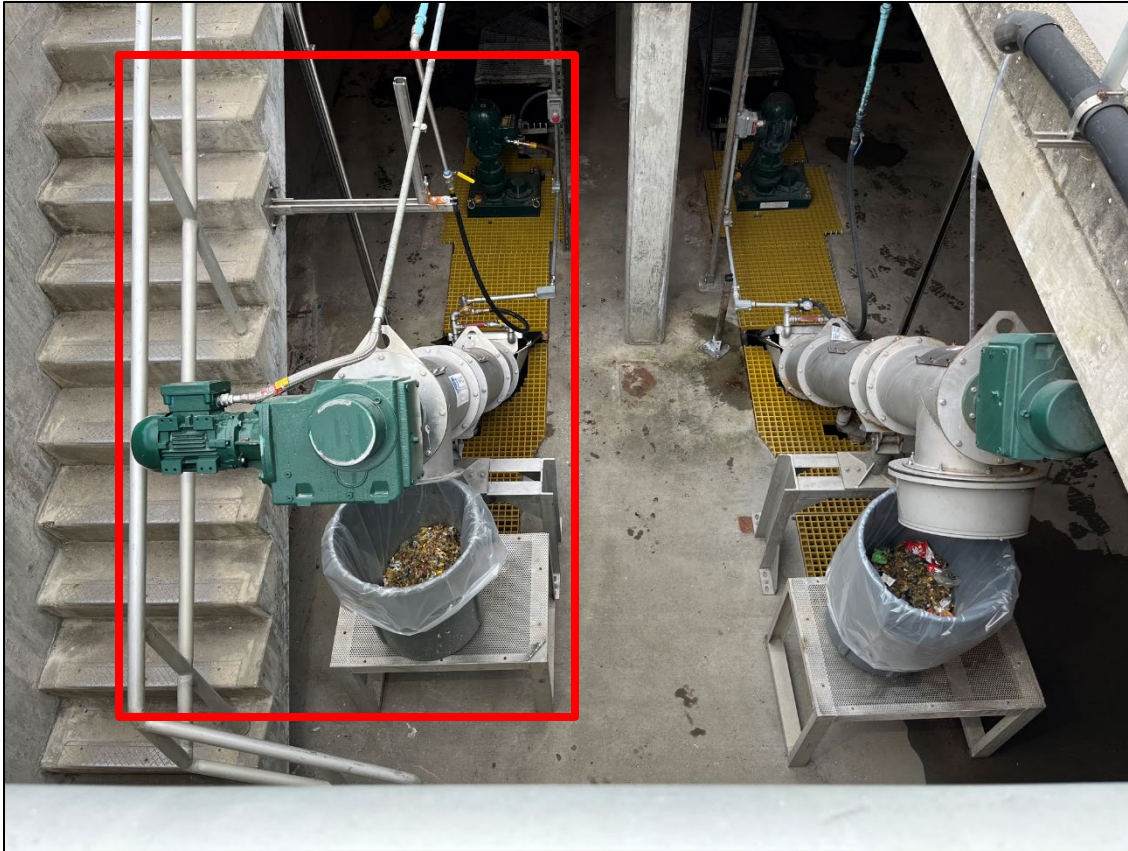
Attachment:

- May 2026 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report.

NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

May 2026

New auger and grinder screening system for Channel No. 2 at the SQRC West Pump Station.



Monthly Compliance Summary Table

Central Marin Sanitation Agency

May, 2026

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	13.0	mg/L	Maximum 40
	Monthly Average	1/Week	3/Week	8.3	mg/L	Maximum 25
cBOD Removal	Monthly Average	1/Week	3/Week	96	%	Minimum 85
Total Suspended Solids (TSS)	Weekly Maximum Average	2/Week	3/Week	10.0	mg/L	Maximum 45
	Monthly Average	2/Week	3/Week	9.0	mg/L	Maximum 30
TSS Removal	Monthly Average	2/Week	3/Week	94	%	Minimum 85
Chlorine Residual	Hourly Maximum	Continuous	Continuous	ND	mg/L	Maximum 0.56
Ammonia	Monthly Average	2/Month	1/Week	40.7	mg/L	Maximum 60
	Daily Maximum	2/Month	1/Week	43.8	mg/L	Maximum 120
pH	Instantaneous	Continuous	Continuous	6.7	SU	Minimum 6
	Instantaneous	Continuous	Continuous	7.3	SU	Maximum 9
Bacteriological Analysis						
Enterococcus	6-Week Geomean	2/Week	3/Week	6.3	MPN/100mL	Maximum 255
	10% Maximum	2/Week	3/Week	23.8	MPN/100mL	Maximum 1,055
Metals Analysis						
Copper	Daily Maximum	Monthly	Monthly	11.0	ug/L	Maximum 84
	Monthly Average	Monthly	Monthly	11.0	ug/L	Maximum 48
Cyanide	Daily Maximum	Monthly	Monthly	J2.1	ug/L	Maximum 37
	Monthly Average	Monthly	Monthly	J2.1	ug/L	Maximum 21
Semiannual and Quarterly Analysis						
Mercury	Weekly Average	Quarterly	Quarterly	0.0076	ug/L	Maximum 0.072
	Monthly Average	Quarterly	Quarterly	0.0076	ug/L	Maximum 0.066
	Annual Load	Quarterly	Quarterly	0.032	kg/yr	Maximum 0.11
Chronic Toxicity (EFF-002)	Pass/Fail	Semiannual	Semiannual	*	Pass/Fail	Pass Minimum
	Effect	Semiannual	Semiannual	*	%	50% Maximum
Chronic Toxicity (SUR-001)	Pass/Fail	Semiannual	Semiannual	*	Pass/Fail	Pass Minimum
	Effect	Semiannual	Semiannual	*	%	50% Maximum
Permit Analysis						
Dioxin - TEQ Sum	Daily Maximum	1/Permit	1/Permit	*	ug/L	Maximum 2.8E-08
	Monthly Average	1/Permit	1/Permit	*	ug/L	Maximum 1.4E-08
PCB Aroclor Sum	Sum	1/Permit	1/Permit	*	ug/L	Maximum 0.012

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

Glossary of Terms

NPDES Permit Compliance Summary Table

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

EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA

May 2026

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

PRIMARY CLARIFIER PERFORMANCE

Total Suspended Solids (TSS) in:	305.2	mg/l	<i>Expected removal efficiencies as outlined in Metcalf & Eddy Wastewater Engineering Manual.</i>
TSS out:	108.7	mg/l	
Percent Removal Achieved:	64.4	%	Design 50-70% Removal
Total Biochemical Oxygen Demand (BOD) in:	287.7	mg/l	
BOD out:	196.0	mg/l	
Percent Removal Achieved:	31.8		Design 25-40% Removal
Plant Influent Flows:	10.25	MGD	

SECONDARY SYSTEM PERFORMANCE

AERATION TANKS/ACTIVATED SLUDGE

Dissolved Oxygen set point:	2.3	mg/l
MLSS:	813	mg/l
MCRT:	2.8	Days
SVI:	107	

SECONDARY CLARIFIERS

WAS concentration:	5,667	mg/l
TSS out:	10.7	mg/l
Secondary System TSS Removal	90.2	%

FINAL EFFLUENT

Effluent TSS for the month:	9.0	mg/l	(Maximum Limit: 30mg/l)
Week #1 weekly average	6.0	mg/l	(Maximum Limit: 45mg/l)
Week #2 weekly average	7.7	mg/l	"
Week #3 weekly average	10.0	mg/l	"
Week #4 weekly average	8.3	mg/l	"
Week #5 weekly average	10.0	mg/l	"
Monthly average TSS removal efficiency through the plant:	94.0	%	(Minimum Limit: 85%)

Effluent CBOD:	8.3	mg/l	(Maximum Limit: 25mg/l)
Week #1 weekly average	13.0	mg/l	(Maximum Limit: 40mg/l)
Week #2 weekly average	6.7	mg/l	"
Week #3 weekly average	10.3	mg/l	"
Week #4 weekly average	9.0	mg/l	"
Week #5 weekly average	8.0	mg/l	"
Monthly average CBOD removal efficiency through the plant:	96.0	%	(Minimum Limit: 85%)

Disinfection Dosing Rate:	2.5	mg/l	monthly average
Ammonia Monthly Average:	40.7	mg/l	(Maximum 60)
Enterococcus six-week Geometric Mean:	6.3	MPN	(Maximum 255)
Enterococcus 10% Maximum:	23.8	MPN	(Maximum 1,055 MPN)
Effluent pH for the month:	Min	6.7	(Min 6.0)
	Max	7.3	(Max 9.0)

DIGESTER TREATMENT

Thickened Waste Concentration from the RDT:	6.87	%
Volatile Solids destroyed:	87.3	%
Cubic feet of biogas produced:	8,852,090 (Total)	285,551 (Daily Average)
Temperature of the digesters:	101.8	degrees Fahrenheit

EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA
May 2026

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

DEWATERING

Centrifuge feed concentration:	2.9	%
Biosolids concentration:	25.0	%
TSS of the centrate:	303	mg/l
Centrifuge solids capture:	99.04	%
Polymer use per dry ton of biosolids:	17.57	#/dry ton
Polymer feed rate per run:	3.74	gpm
Concentration of the polymer batches:	0.33	%
Sludge feed rate per run:	51.3	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 6.3 MPN remained 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 9.0 mg/l, below 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 8.3 mg/l, below our NPDES limits of 40 mg/l weekly and 25 mg/l for the month.

Graph #6:

Depicts the degree to which the biosolids have been dewatered.

Our biosolids % concentration met or exceeded our KPI of 25% for most of the month. Eleven days fell below the KPI, the lowest of which was 23.8% due to maintenance continued work on the centrifuges bowl and scroll sensors as well as centrifuges being taken in and out of service for the centrifuge dewatering improvement project. No dewatering operations were conducted on six days: 5/3, 5/13, 5/17, 5/23, 5/27, 5/30.

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 285,551 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 98,654 kWh in May.

Glossary of Terms Process Performance Data Sheet

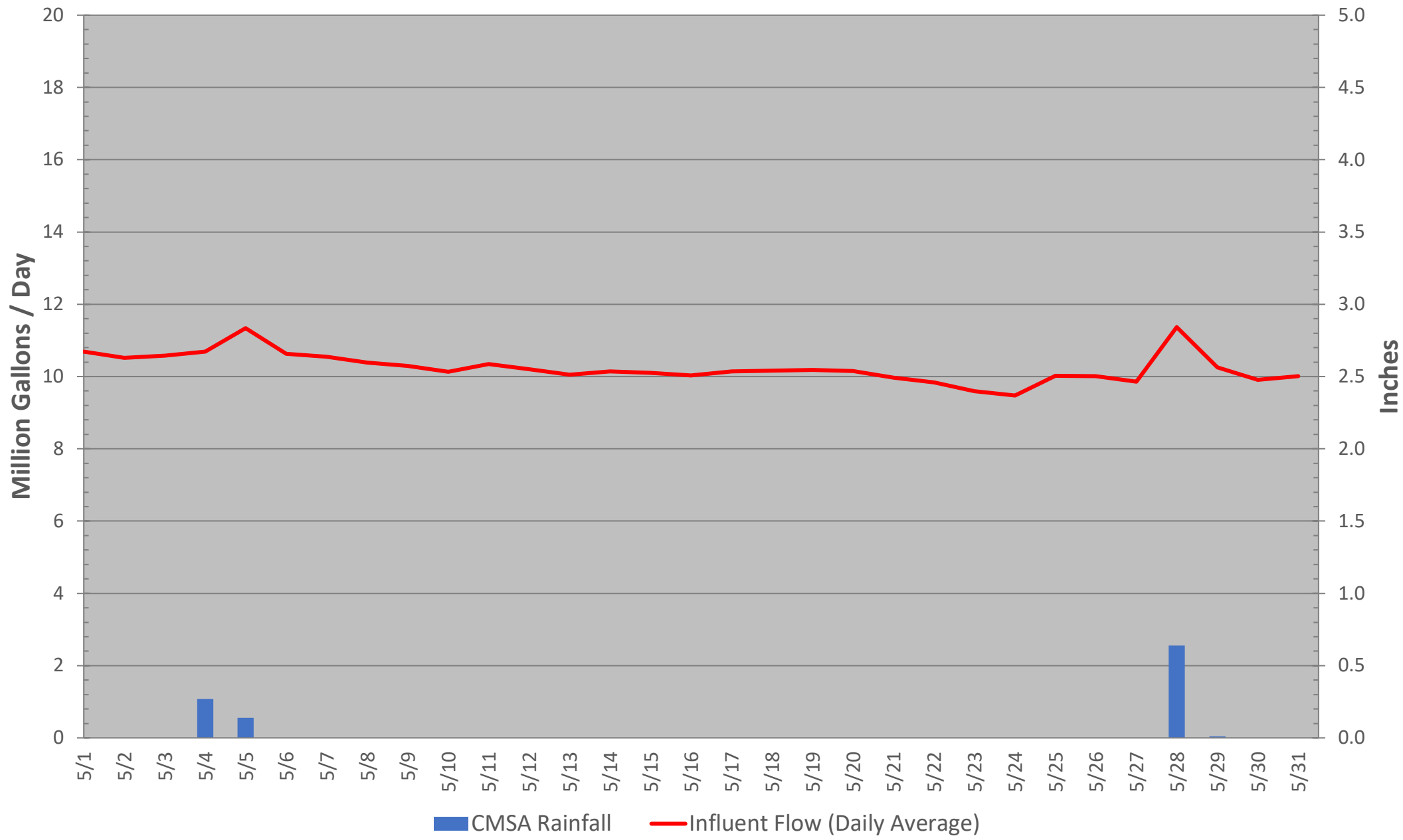
- **Aeration Tanks:** A biological process that takes place after the biotowers, where biomass (microorganisms) is mixed with the wastewater to feed on dissolved and suspended organic material. High speed blowers are used to provide compressed air to mix the tank contents.
- **Anaerobic Digesters:**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

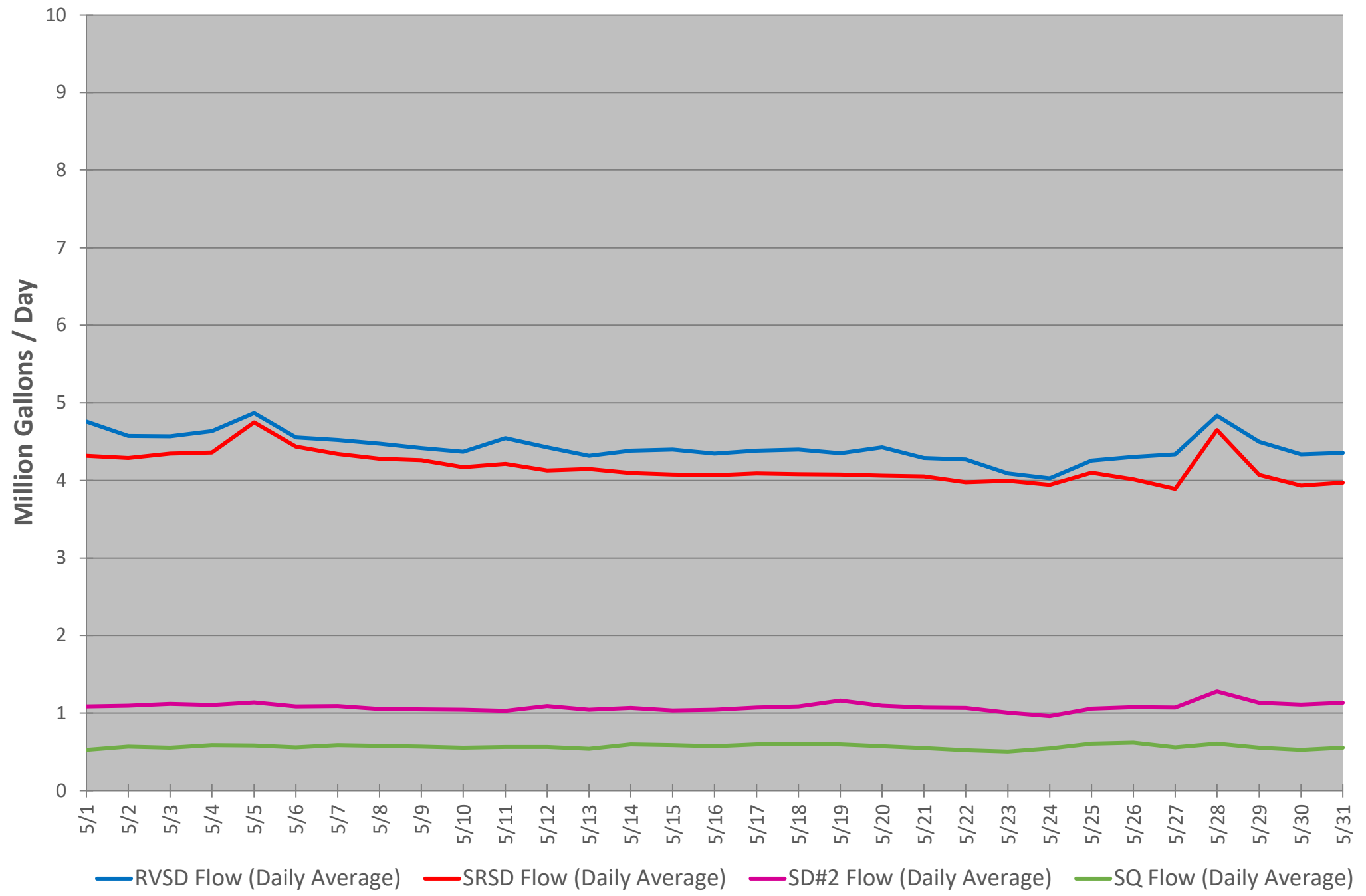
Units of Measurement

- 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.

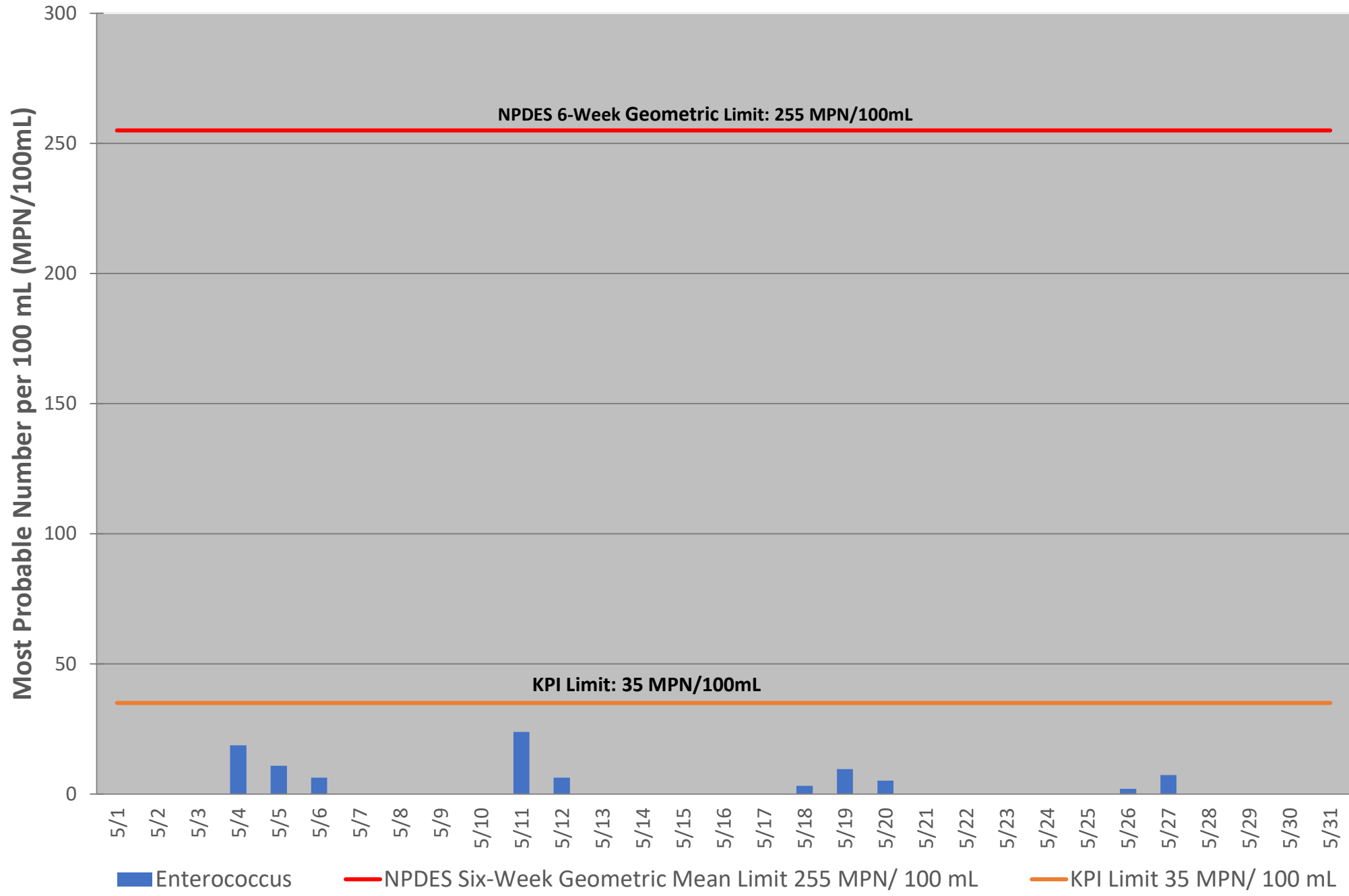
Graph #1: CMSA Influent Flow and Rainfall



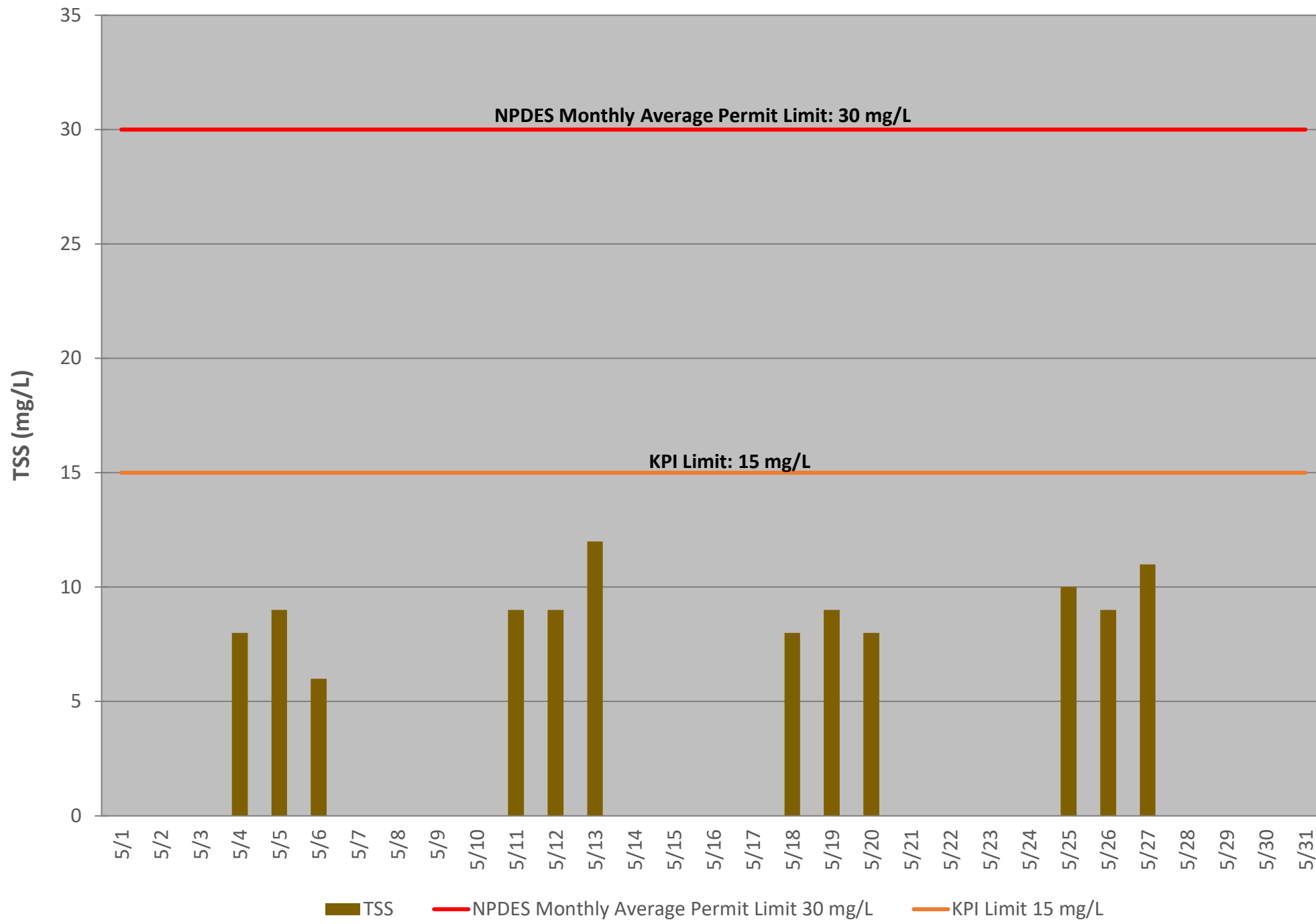
Graph #2: Collection System Influent Flows



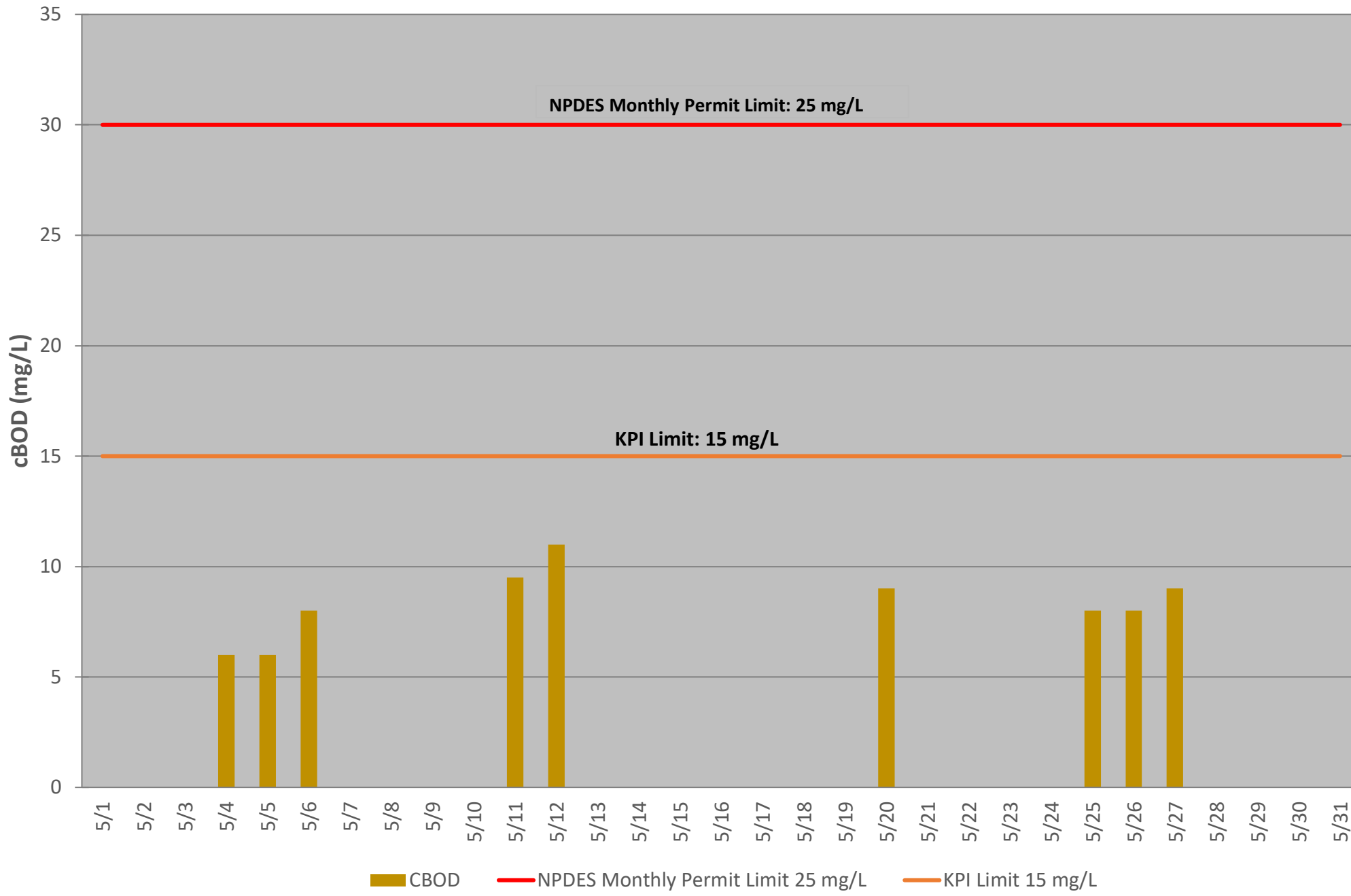
Graph #3: Enterococcus



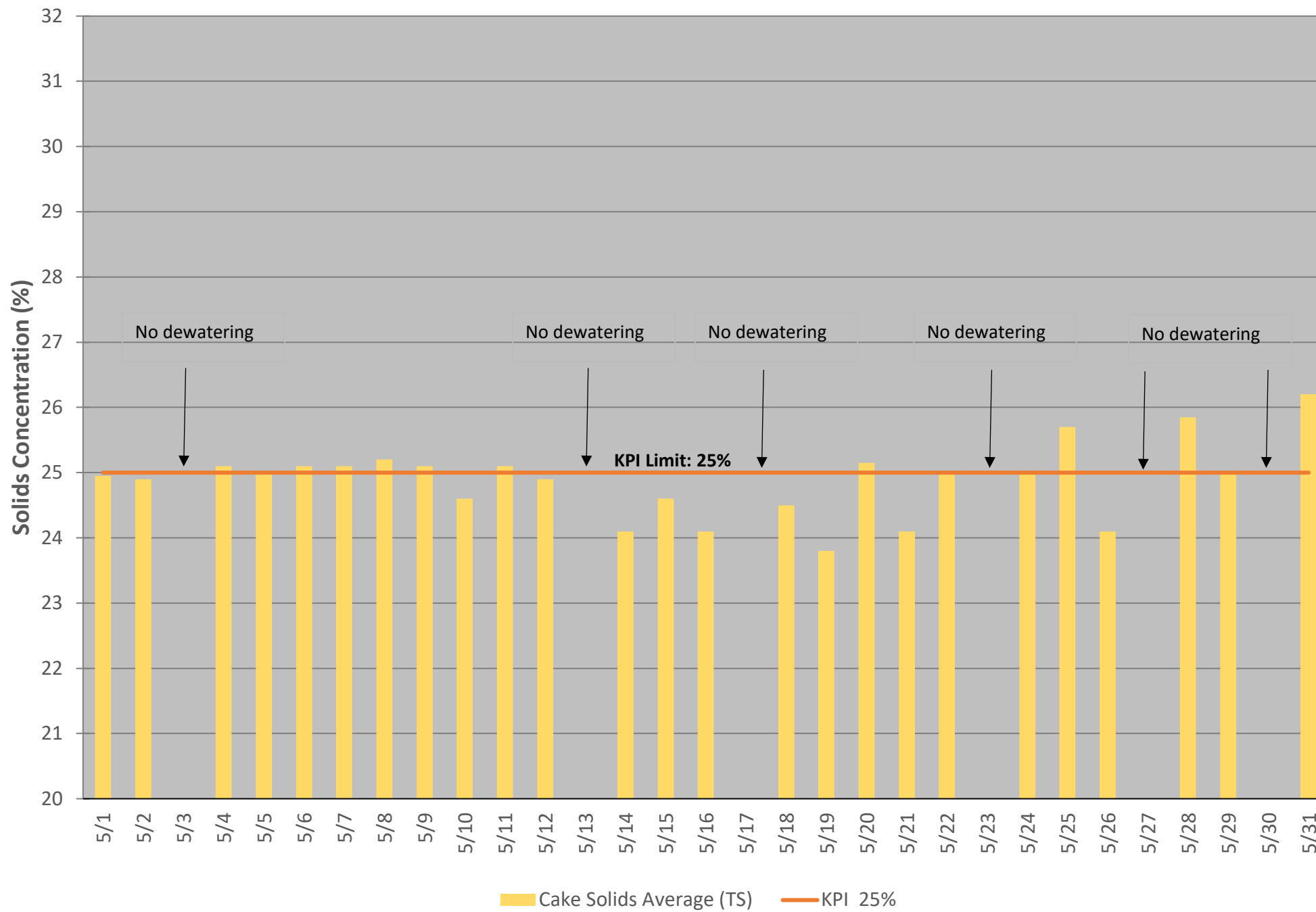
Graph #4: Final Effluent Total Suspended Solids



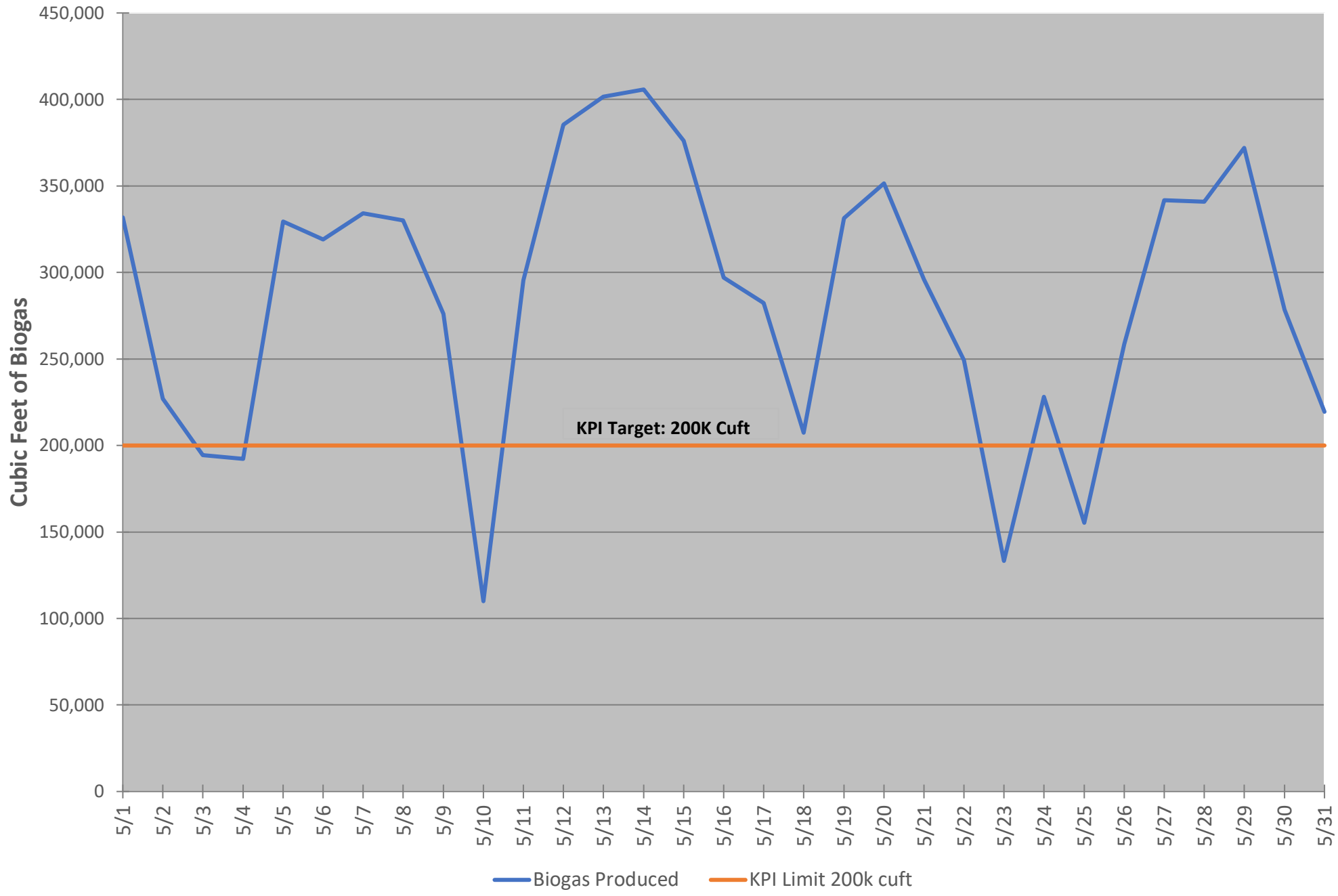
Graph #5: Carbonaceous Biochemical Oxygen Demand (cBOD)



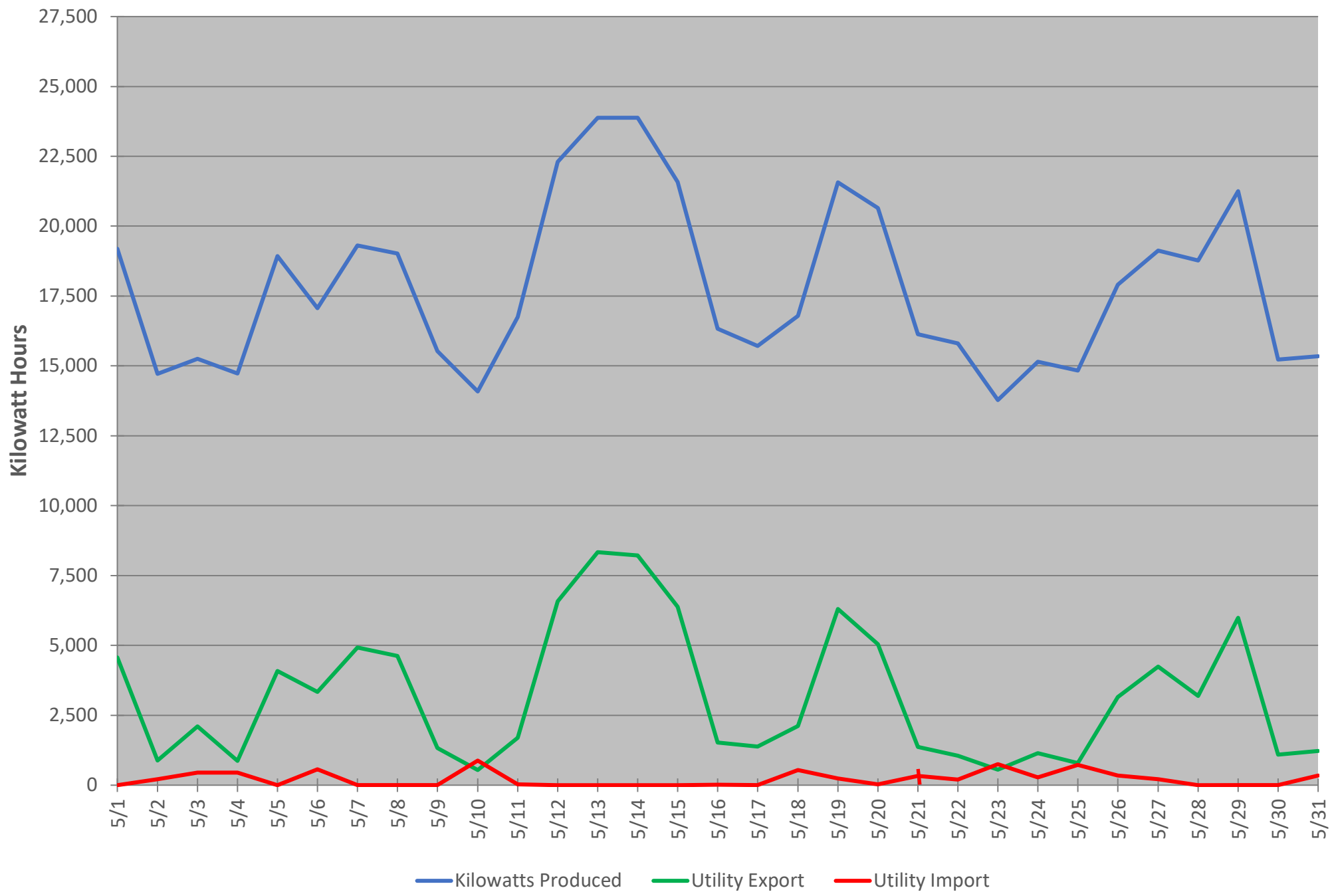
Graph #6: Biosolids Solids Concentration



Graph #7: Biogas Production



Graph #8: Power Distribution





BOARD MEMORANDUM

June 23, 2026

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Performance Metric Report – May 2026

Recommendation: Accept the May 2026 Performance Metric Report.

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

Table I – Treatment/Process Metrics

Treatment facilities are in dry weather operating mode and will continue in that operating mode until the first significant rain event in the fall. Final effluent quality continues to be very good. May is the first month for the Nutrient Watershed Permit’s compliance period, and the Total Inorganic Nitrogen (Item 6) is within the permit’s interim limit for CMSA.

Table II – Employee Metrics

Internal training over the past month for various employees included Heat Illness Prevention safety training, Dealing with Stress & Ergonomics wellness training, and Hazardous Waste Storage and Inspection training. Maintenance field staff attended the Tyler ESS timecard training provided by the Administrative Services Manager; now all Operations and Maintenance staff prepare their time sheets in the Tyler Incode Financial system software. A couple employees attended the annual security clearance training at San Quentin Rehabilitation Center.

Table III – Public Outreach

Four odor notifications were posted to the Agency website, and there were no public odor complaints. The notifications were for draining two primary clarifiers to replace their sludge collection system equipment, a primary clarifier to investigate the cause of an internal baffle failure, and chlorine contact tanks for routine flushing and cleaning maintenance. Odor mitigation systems were in place during the tank draining work.

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

Public Outreach Events

There were no public outreach events in May.

School Events – Juggler Show Presentations and Classroom Events

Rock Steady Juggling provides elementary school outreach presentations, and there was one presentation in May.

Date	School	Attendees
May 23	Coleman Elementary School in San Rafael	406

CMSA Tours

There were no public tours in May.

Table IV – Environmental and Regulatory Compliance Metrics

There were no final effluent or air permit exceedances during the month. A third-party assessment (TPA) of the Agency’s environmental laboratory was performed on April 28 – 29. The TPA report was received on May 21, 2026, and had several minor findings. The Agency’s responses were submitted on June 19, 2026.

Attachment:

- May 2026 Performance Metric Report

TABLE I - TREATMENT/PROCESS METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Wastewater Treated	Volume of wastewater influent treated in million gallons (Mg); <i>Year to date in billion gallons (Bg)</i>	317.61 Mg, 2.05 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)	35.2 Mg 34.7 Kg	25 - 40 Mg variable
3) Biosolids Reuse	Reuse at the Redwood Landfill, in wet tons (wt) Fertilizer and soil amendment at land application sites, in wet tons (wt) Bio-Fertilizer production at the Lystek facility, in wet tons (wt)	192.5 wt 87.5 wt 192.5 wt	360 – 665 wt
4) Conventional Pollutant Removal	Removal of the conventional NPDES pollutants. a. tons of Total Suspended Solids (TSS) removed; % TSS removal b. tons of Biological Oxygen Demand (BOD) removed; % BOD removal	197.2 tons; 94% 240.9 tons; 96%	> 85% > 85%
5) Priority Pollutants Removal	Diversion of priority NPDES metals from discharge to the San Francisco Bay: a. % Mercury, for current quarter b. % Copper	87% 71%	88 – 99% 75 – 90%
6) Total Inorganic Nitrogen	Total Inorganic Nitrogen in final effluent (Permitted May – September) a. % of permit season total limit b. May – September (rolling permit season average)	91.5% 1,189 kg	<100% <1300 kg
7) Biogas Production	Biogas generated in our anaerobic digesters, in million cubic feet (Mft ³) Natural gas equivalent of the biogas, in million cubic feet (Mft ³) Average biogas production per day, in thousands of cubic ft (Kft ³)	8.85 Mft ³ 5.66 Mft ³ 285 Kft ³	7.0 - 10.5 Mft ³ 4.5 - 6.7 Mft ³ 200 - 375 Kft ³
8) Power Produced	Power produced from cogeneration of biogas and purchased natural gas - in kilowatt hours. (kWh) Power produced from cogeneration of biogas and delivered to the MCE Cogeneration system runtime on biogas, <i>in hours (hrs.); % time during month</i> Agency power demand supplied by renewable power, % Cogeneration system uptime, <i>in hours; % time during month</i> Biogas value (natural gas cost equivalent).	550,869 kWh 98,654 kWh 637.94 hrs; 85.7% 108% 743.3 hrs; 99.9% \$34,827	425,000 -740,000 kWh 60,000 – 175,000 kWh 600 hrs; 80% 80 - 150% 650 hrs; 87% \$30,000 - \$60,000
9) Efficiency	The cost to operate and maintain the treatment facilities per million gallons of wastewater treated, in dollars per million gallons. (\$/Mg) Energy used, kilowatt hours, per million gallons treated. (kWh/Mg)	\$3,479/Mg 1,755 kWh/Mg	\$2,500 - \$5,400/Mg (wet - dry) 670 - 2,400 kWh/Mg

CMSA CY26 PERFORMANCE METRICS – May 2026

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 = 80.5 hrs External = 1 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);	870.75 hrs 573.0 hrs (94.5%) 33.25 hrs (2.3%) 1.44	800 - 1,100 hrs ≥ 70% total CM hrs ≤ 30% total hours ≥ 0.45
3) Overtime Worked	Monthly hours of overtime worked; <i>Year to date hours of overtime</i> % of regular hours worked; % <i>Year to date</i>	106.5 hrs; (617.5 hrs) 0.9%; (1.5%)	< 5%
4) Internship Program	Number of high school and college student interns work hours; <i>Year to date hours</i>	0 hrs; (294.0 hrs)	Variable

Table III- PUBLIC OUTREACH

Metric	Definition	Measurement	Target/Goal
1) Public Education Events	Attendance at public education outreach events; # of booth visitors; <i>(YTD)</i>	0; (1,200)	3,000/year
2) School Events	Participation or sponsorship in school outreach events; attendees; <i>(YTD)</i>	406; (1,745)	variable
3) Agency Tours	Tours given to students and the public; # of people, <i>(YTD)</i>	0; (169)	variable
4) Odor Notifications	Number of odor alerts posted to the Agency website	4	1-10
5) Odor Complaints	Number of odor complaints received from the public	0	0

CMSA CY26 PERFORMANCE METRICS – May 2026

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.	239	200-500
3) Process Control Analyses	# of analyses by the CMSA laboratory for process control monitoring and studies.	849	400-900
4) Contract Laboratory Analyses	# of analyses by contract laboratories for regulatory compliance reporting, studies, and source control program monitoring.	32	25-150
5) Quality Control Testing	# of CMSA performed laboratory analyses for QA/QC purposes.	844	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.	58	50-500
7) Source Control Inspections	Inspections of industrial and commercial businesses in the Agency's and LGVSD's source control programs and Novato Sanitary District's Mercury Reduction Program – 187 businesses and 95 dental offices.	19	10-30
8) FOG Program Inspections	Inspections of food service establishments (FSEs) in the Almonte, TCSD, SD2, RVSD, SRSD, and LGVSD service areas – approx. 346 FSEs are regulated.	57	30 – 50
9) Permits Issued/Renewed	Permits issued for the source control programs – pretreatment, pollution prevention, food service establishments, and ground water discharge.	2	variable



BOARD MEMORANDUM

June 23, 2026

To: CMSA Commissioners and Alternates
From: Jason Dow, General Manager
Subject: **Revised Job Descriptions for Represented Classifications**

Recommendation: Approve the revised job descriptions for the Agency’s represented classifications.

Summary: At the May 12, 2026, Board meeting, the Board approved the revised job descriptions for the Agency’s unrepresented classifications. Similar revisions were made to the thirteen SEIU 1021 represented classifications, which were reviewed and accepted by each department’s union stewards, and then provided to the SEIU field representative for review and comment.

A summary of the noteworthy changes are:

1. Defined essential functions for each classification to clearly identify essential job responsibilities.
2. Added a section for Important Duties to capture responsibilities that support each classification’s role at the Agency, but are not considered essential functions.
3. Standardized language by replacing “Duties” with “Essential Functions” throughout all job descriptions. Sections such as Physical Demands, Qualifications, and Work Environment are now aligned with essential function requirements.
4. Added that a driving requirement is an important function for all classifications except Laboratory Analyst I and II.
1. Removed the Right to Work and Special Requirements sections based on legal counsel’s guidance that these are not necessary within the job description.

Alignment with Strategic Plan: This Project aligns with the Agency’s FY26 Business Plan to support Goal 5 – Objective 5.2 as shown below.

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

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

Attachments:

- 1) Assistant Engineer Job Description
- 2) Electrical Instrumentation Technician I-III Job Description
- 3) Environmental Services Analyst I Job Description
- 4) Environmental Services Analyst II Job Description
- 5) Institutional Utility Laborer Job Description
- 6) Laboratory Analyst I Job Description
- 7) Laboratory Analyst II Job Description
- 8) Lead Mechanical Technician Job Description
- 9) Lead Operator Job Description
- 10) Mechanical Technician I-III Job Description
- 11) Operator I-III Job Description
- 12) Operator-in-Training Job Description
- 13) Utility Worker Job Description



CENTRAL MARIN SANITATION AGENCY

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

ASSISTANT ENGINEER

SUMMARY

Under direction of the Technical Services Manager/Assistant General Manager, performs engineering, project management, construction management, and other engineering or technical services for the Agency. Make calculations, perform design work, administer contracts, maintain records, and conduct studies regarding capital projects and treatment plant processes, and perform related work as required. This is the entry-level classification in the engineering series.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Serves as project engineer on assigned Agency planning and design projects; leads intra-Agency project teams, prepare consultant selection documents, review consultant submittals, and actively manages projects.
- Serves as Agency representative and inspector on assigned Agency construction projects: conducts and documents onsite inspections; coordinates design changes in the field; reviews and recommends payment approvals; and prepares or approves as-built record drawings.
- Evaluates, plans, and designs modifications to wastewater facilities; identifies, analyzes, and evaluates alternatives, and makes recommendations.
- Prepares contract documents for equipment procurement, consultant studies, and maintenance contracts, and manages consultant and contractor activities as assigned.
- Prepares and maintains records of correspondence, reports, procedures, and other engineering work products.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include, but are not limited to the following:

- Research new technologies, products, equipment, codes and regulations, and prepares reports with alternative analyses.
- Provides engineering and technical support to Agency teams and other departments.
- Meets with industry organizations, multi-agency committees, professional groups, and the public.
- Establishes and maintains positive working relationships with Agency management and staff, local and regulatory agencies, contractors, consultants, and the public.
- Participates in special projects as assigned.
- Maintains accurate records and files, including electronic and paper record drawings.
- Provides support to the Agency's Pollution Prevention and Pretreatment Programs as needed.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities. May act as team leader for assigned Agency teams, and as such may coordinate or oversee the work of other Agency staff.

QUALIFICATIONS

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

Education

Equivalent to a bachelor's degree (B.S.) from a four-year ABET-accredited college with major coursework in civil engineering or related field of study. A graduate engineering degree is desirable.

Experience

No experience is required. However, one or more years' experience in an engineering field is desirable.

Interpersonal Skills

Ability to work cohesively in a team setting. Ability to interact with others (co-workers, supervisors, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors and peers; to recognize the need for and to seek assistance, or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; and successfully balance life demands with work demands.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions.

Mathematical Skills

Ability to carry out routine engineering calculations related to wastewater treatment process control parameters and engineering design including surveying, open channel and pressure pipe hydraulics, mass balance, and engineering economics.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical information in mathematical or diagram form and deal with a variety of abstract and concrete variables; to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; ability to deal with verbal and nonverbal symbolism such as formulas, scientific equations, graphs, etc.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess an Engineer-In-Training Certificate or obtain it during the probationary employment period with the Agency. Failure to obtain and/or maintain this certification may result in loss of employment.

PHYSICAL DEMANDS

The employee is regularly required to talk and hear in person, on the telephone, and on the radio. The employee is frequently required to walk, to use hands, and to sit. The employee is occasionally required to stand, to climb or balance, and to stoop, kneel, crouch, or crawl.

The employee must lift and/or move up to 20 pounds above the head, and up to 50 pounds to waist height. Specific vision ability required by this job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring an object into sharp focus.

WORK ENVIRONMENT

The employee typically works in an office environment with moderate noise levels, temperature controlled conditions, and no direct exposure to hazardous physical substances. While performing field duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, the risk of electrical shock, or to vibration. The noise level in the field work environment is usually moderate, with occasional exposure to loud equipment.

Job Title: Assistant Engineer
Department: Technical Services
Reports To: Technical Services Manager/Assistant General Manager
FLSA Status: Non-Exempt
Revision Date: June 2026



CENTRAL MARIN SANITATION AGENCY

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

ELECTRICAL/INSTRUMENTATION TECHNICIAN (TRAINEE, I-III)

SUMMARY

Under general supervision by the Maintenance Supervisor or Assistant Maintenance Supervisor, learns and performs corrective, preventive, and predictive maintenance; repairs, replaces, and troubleshoots electrical systems on a variety of equipment or components in various facilities on stationary and mobile equipment found in water, wastewater, or similar industrial facilities; performs related work as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Inspects a variety of stationary and mobile electrical equipment, electrical systems in buildings and grounds, and appurtenances.
- Utilizes electronic devices such as computers, laptops, data tablets, and cellular phones in the performance of daily work activities
- Maintains equipment such as Programable Logic Controllers, Variable Frequency Drives, and alarm and telemetry systems.
- Inspects, calibrates, and maintains measuring instruments such as pH meters, dissolved oxygen probes, pressure and level indicators, atmosphere monitoring, and flow and temperature indicating equipment.
- Installs, repairs, replaces and performs preventive maintenance on electrical components, equipment, conduits, and cables.
- Troubleshoots equipment problems, and recommends time, equipment, and materials required for repairs; makes emergency repairs as required.
- Inspects and maintains switchgears, breakers, cogeneration system electrical components, emergency standby generator transfer controls, and various battery backup systems.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include, but are not limited to the following:

- Reads and interprets specifications, diagrams, manuals, and other documentation.
- Designs equipment installations and modifications; makes required mathematical calculations; prepares schematics and diagrams for documenting installations; determines supplies and materials required.
- Confers with facility staff to determine equipment problems; suggests methods of minimizing such problems.
- Maintains accurate equipment, materials, and labor records utilizing a computerized maintenance management system.
- Performs confined space entries as required.
- Drives to off-site facilities to assist with deliveries, respond to alarms, perform inspections, and support routine and emergency work as needed.
- Uses a variety of hand tools and electronic test equipment.
- Recognizes and applies State of California and National electrical codes.
- Understands conduit conductor fill allowances and proper conductors for amperage loads.
- Observes appropriate safety procedures, properly uses safety equipment (PPE), and works to applicable codes and guidelines.
- Attend trainings and safety sessions as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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

Education, Experience, Certifications, Licenses

High school diploma or general education degree (GED). The Agency recognizes that there are various avenues for obtaining qualifying experience to meet Electrical and Instrumentation (E/I) Technician eligibility requirements. An equivalent combination of experience may be substituted for California Water Environment Association (CWEA) E/I Technician certification above the E/I Technologist one certification level. Must possess a valid California class C driver's license, have a satisfactory driving record, and continue to meet CMSA driving standards. Failure to maintain these standards may result in loss of employment. Possession of a technical diploma or associate degree in electrical, instrumentation, or automation technology and/or a Journeyman Electrician License is highly desirable.

Electrical/Instrumentation Technician Trainee – Some related work experience is desirable.

Electrical/Instrumentation Technician I – Possession of a Grade I Electrical/Instrumentation Technician certificate issued by CWEA at date of hire, or ability to obtain a Grade I E/I certificate within 18 months of hire, and a minimum of one year of facilities relevant experience making electrical and/or instrument repairs on a variety of equipment, structures, and appurtenances.

Electrical/Instrumentation Technician II – Possession of a Grade II Electrical/Instrumentation Technician certificate issued by CWEA, OR a minimum of three years relevant experience making electrical and/or instrument repairs on a variety of equipment, structures, and appurtenances.

Electrical/Instrumentation Technician III – Possession of a Grade III Electrical/Instrumentation Technician certificate issued by CWEA, OR a minimum or six years relevant experience making electrical and/or instrument repairs on a variety or equipment, structures, and appurtenances.

Interpersonal Skills

Ability to effectively communicate and interact with co-workers, supervisors, vendors, contractors, consultants, and the general public in a professional manner; to accept constructive criticism from supervisors, and peers; to work as a team member or independently as needed; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting your work or that of others around you; to arrive at work as scheduled and to work the shift hours as scheduled.

Language Skills

Electrical/Instrumentation Trainee - Technician I – Ability to learn to read and comprehend circuit diagrams or drawings, simple instructions, short correspondence, safety bulletins, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers and other employees of the organization.

Electrical/Instrumentation Technician II – Ability to read and interpret wiring diagrams, P&ID and instrumentation diagrams, and documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondences. Ability to speak effectively before consultants, customers, or employees of the organization.

Electrical/Instrumentation Technician III – Ability to read, analyze and interpret schematic wiring diagrams, general business periodicals, professional journals, technical procedures, or

governmental regulations. Ability to use AutoCAD to update electrical drawings, write reports, and business correspondences, and update procedures or manuals if necessary. Ability to effectively present information and respond to questions from groups of managers, customers, and the public.

Mathematical Skills

Electrical/Instrumentation Trainee – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Electrical/Instrumentation Technician I – Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra, geometry, and to create and interpret graphs.

Electrical/Instrumentation Technician II & III – Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Electrical/Instrumentation Trainee – Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Electrical/Instrumentation Technician I – Ability to apply common sense understanding to problem solve and carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations

Electrical/Instrumentation Technician II – Ability to problem solve using critical thinking skills, and to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Electrical/Instrumentation Technician III – Ability to comfortably work with highly detailed information and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

While performing the essential job functions, the employee is regularly required to use hands and fingers, handle or feel; talk or hear in person, on telephone, and on radio. The employee frequently is required to stand, walk, sit, reach with hands and arms, and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds to shoulder height, up 50 pounds to waist height, and up to 100 pounds up to 9" off the ground (such as for a manhole cover). Specific vision ability required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the essential job functions, the employee is frequently exposed to risk of electric shock; moving mechanical parts; fumes or airborne particles; wet and/or humid conditions; and outdoor weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; and vibration.

The noise level in the work environment is usually moderate with occasional exposure to loud equipment. Employee may be required to perform standby duty on a rotating basis. May be required to work off-shift hours, including weekends, on a project or emergency basis.

Job Title: Electrical/Instrumentation Technician
Department: Maintenance
Reports To: Maintenance Supervisors
FLSA Status: Non-Exempt
Revised Date: June 2026



CENTRAL MARIN SANITATION AGENCY

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

ENVIRONMENTAL SERVICES ANALYST I

SUMMARY

Under general supervision the Regulatory Compliance Manager, performs inspections of industrial and commercial waste disposers; issues required permits and provides information regarding the industrial waste discharge control program; obtains samples and performs standard physical, chemical, biological and bacteriological tests of influent, effluent, wastewater, water and sludge for process control and NPDES permit monitoring; and performs related work as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Meets and corresponds with industrial and commercial waste disposers to apply and explain Federal, State and local regulations, ordinances, and policies of the pretreatment and pollution prevention/minimization programs.
- Obtains samples of various types of industrial and commercial waste; conducts preliminary on-site monitoring tests following standard procedures and delivers samples to the laboratory for further testing.
- Maintains records and prepares reports regarding test results and issues discharge permits.
- Performs inspections of industrial and commercial facilities as part of the pollution prevention/minimization program and pretreatment program to maintain the discharge permits for industries within the Agency's service area.
- Performs inspections within the collection system, and by agreement with other agencies, for fats, oils, and grease and other requested services.
- Inspects hazardous materials waste storage areas, pretreatment facilities, and general process operations of industrial and commercial users within the Agency's service area.
- Prepares reports regarding test results and issues discharge permits.
- Represents the Agency in contact with representatives of industrial and commercial waste dischargers and others as required.
- Practices proper safety methods, procedures, and practices and precautions related to conducting inspections, handling of wastewater samples, traffic control and personal protective equipment.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties may include but are not limited to the following:

- Obtains samples of wastewater and sludge at various stages of the treatment process.
- Performs analysis to confirm the effective operations of the wastewater treatment plant, collection system, and related facilities and for quality assurance purposes.
- Performs a variety of standardized physical, chemical, biological and bacteriological tests on residential, commercial and industrial wastewater, water, sludge and receiving waters.
- Collects, adds preservation, and prepares samples for laboratory analysis and delivery to commercial laboratories for additional testing.
- Prepares reagents for analysis purposes.
- Cleans and maintains laboratory equipment; makes minor adjustments as required to laboratory testing equipment.
- Maintains accurate records of on-site and laboratory test results using work processing, spreadsheet, and specialized computer applications.
- Enters data into and retrieves data from the laboratory information management system.

- Responds to complaints regarding industrial waste discharges; initiates follow-up enforcement action; prepares and issues enforcement orders and compliance requirements.
- Communicates with the public and represents the agency at public events and regulatory forums.
- Develops public education projects including written and graphic materials; makes classroom presentations regarding wastewater, stormwater, and environmental topics.
- Drives to off-site facilities to perform source control inspections.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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

Education

Equivalent to completion of an Associate's degree with major course work in chemistry, biology, microbiology, environmental studies, or a similar science.

Experience

One year of experience in any combination of the following: as a laboratory technician in a wastewater treatment or related laboratory, in inspecting industrial waste discharge facilities for wastewater control purposes, as an operator in a secondary or tertiary wastewater treatment plant, or experience that is sufficiently applicable for the position.

Interpersonal Skills

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

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or customers or employees of organizations.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

EITHER possession of a Grade I certificate as a Laboratory Analyst or as an Environmental Compliance Inspector issued by the California Water Environmental Association (CWEA), or must obtain one of the Grade I certificates within 18 months of appointment. Must possess a valid California class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, use hands, and smell.

The employee is occasionally required to climb or balance, and stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 25 pounds above the head, up to 50 pounds to waist height, and up to 100lbs up to 9" off the ground (such as for a manhole cover).

Specific vision ability required by the job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to identify and distinguish colors, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring an object into sharp focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to wet or humid conditions, outdoor weather conditions, and toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, high, precarious places, risk of electrical shock, or to vibration.

Job Title: Environmental Services Analyst I
Department: Technical Services
Reports To: Regulatory Compliance Manager
FLSA Status: Non-Exempt
Revision Date: June 2026



CENTRAL MARIN SANITATION AGENCY

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ENVIRONMENTAL SERVICES ANALYST II

SUMMARY

Under general supervision of the Regulatory Compliance Manager, perform inspections of industrial and commercial waste dischargers; issue required permits and provide information regarding source control programs; obtain samples and performs standard physical, chemical, biological, and bacteriological tests of influent, effluent, wastewater and sludge for process control and NPDES permit monitoring; and performs related work as required. This position assists the regulatory compliance manager with laboratory operations, regulatory requirements; requires a higher degree of experience and performs more complex duties and tasks than the Environmental Services Analyst I position.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Steps 1 – 3 Essential Job Functions

- Perform all essential job functions in the Environmental Services Analyst I classification.
- Coordination, receipt, and data management of the Organic Waste Receiving program.
- Document accurate records using MS Office applications and specialized computer programs (LINKO, LIMS, WIMS, etc.). Evaluate analytical reports, recognize and investigate nonconformances, and recommend solutions.
- Ensure work is performed in a safe manner consistent with Agency safety policies and procedures; recognize, correct, and report safety hazards.

Step 4 Essential Job Functions

- Implement the Laboratory TNI-2 Demonstrations of Capability (DOC) regulatory requirements.
- Develop and update Source Control Program correspondence, permits, and reporting, and provide Program Metric Reports.
- Prepare and update the Annual Public Education Report.
- Develop, prepare, and update billing activity reports for Source Control program and septage receiving activities.

Step 5 Essential Job Functions

- Conduct Annual Proficiency Studies; develop, document, and implement Method Detection Limit Studies, Limits of Linearity (LOL), and Limits of Detection (LOD).
- Coordinate, investigate, and address Source Control Program billing activity issues.
- Develop and prepare Public Education and Source Control Program budgets and reports.
- Assist in development of Request for Proposals for specified department equipment and services.
- Coordinate and prepare the monthly Environmental Services meeting agendas, scheduling and assigned tasks.
- Coordinate, schedule, and conduct the regulated Storm Water inspections, monitoring, Facility Compliance Evaluation, and final reporting.
- Coordinate, develop, and implement WIMS and LIMS data management software functions.
- Prepare and update the monthly OWRF Report, Monthly NPDES Self-Monitoring Report, Semiannual Pretreatment Report, and Annual Pretreatment Report.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties may include but are not limited to the following:

- Provide oversight as directed and provide training as needed. Assist in organizing, planning, training, and/or scheduling of Laboratory/Environmental Compliance staff.
- Assist in development and implementation of the Agency's Source Control and Public Education programs.
- Assist with implementing the Agency's regulatory monitoring program including source control and laboratory sampling, standardized analyses, reagent/standard preparation and quality control/quality assurance procedures. Order and maintains supplies and analytical equipment as needed.
- Serve on Agency Committees and as an Agency representative at public events and professional meetings.
- Assist in standard operating procedure (SOP) development and review, quality assurance/quality control (QA/QC) reporting, and corrective action.
- Drive to off-site facilities to perform source control inspections.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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

Education/Work Experience

Possession of a four-year college degree or its equivalent, with major emphasis in chemistry, biology, bacteriology, environmental studies, or a related science; and three years of experience as a laboratory technician in an environmental laboratory, an inspector for an environmental compliance program, or a position in the wastewater treatment industry, or a related field of work.

-Or-

Possession of a two-year college degree with emphasis in a science-related field, and five years of experience as stated above.

Interpersonal Skills

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

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from Agency staff, groups of managers, clients/customers, and the public.

Mathematical Skills

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

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of either a Grade II certificate as a Laboratory Analyst or Environmental Compliance Inspector (Grade III desirable) and possession of a Grade I certificate in the corresponding discipline, either Laboratory Analyst or Environmental Compliance Inspector (Grade II desirable) issued by the California Water Environmental Association. Must obtain certificates in both disciplines at the required levels within 18 months of employment, if certificate requirements are not met at time of hire. Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear in person, on the telephone, and on the radio. The employee frequently is required to stand, walk, sit, use hands, and smell.

The employee is occasionally required to climb or balance, and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds above the head, up to 50 pounds to waist height, and up to 100 lbs up to 9" off the ground (such as for a manhole cover).

Specific vision ability required by the job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to identify and distinguish colors, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring an object into sharp focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to wet or humid conditions, outdoor weather conditions, and toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, high, precarious places, risk of electrical shock, or to vibration.

Job Title: Environmental Services Analyst II
Department: Technical Services
Reports To: Regulatory Compliance Manager
FLSA Status: Non-Exempt
Revision Date: June 2026



CENTRAL MARIN SANITATION AGENCY

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INSTITUTIONAL UTILITY LABORER

SUMMARY

Under supervision by a Lead Mechanical Technician, performs a variety of general tasks at the San Quentin Prison pump station and grounds, and performs other related duties at the Central Marin Sanitation Agency (CMSA) as required.

The position is a full-time temporary hire (limited or specified duration) position with benefits. Institutional Utility Laborers are hired specifically to comply with service requirements in the San Quentin Rehabilitation Center Wastewater Service Agreement between the California Department of Corrections (CDCR) and CMSA. This agreement is anticipated to last for a term of five years and possibly be longer.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Cleans and removes screenings/debris around San Quentin pump station equipment, buildings, and grounds; consolidates and loads refuse into dumpsters for removal.
- Cleans structures, floors, and walkways by hosing, sweeping, pressure washing, mopping, and vacuuming.
- Performs general pump station housekeeping, and maintains supplies, tools, and material inventories.
- Performs painting or minor coating work on equipment, piping, buildings, and structures.
- Cleans bathrooms and replaces needed supplies, empties trash cans and waste baskets, and removes debris and trash for interior and exterior areas.
- Cleans and dusts walls, counters, desks, furniture and equipment; moves materials to the recycling bin and prepares it for pickup.
- Drives Agency vehicles to deliver and pick up materials and supplies, washes and cleans Agency vehicles and fuels vehicles as requested.
- Maintains the appearance of landscaping by trimming and removing trees and shrubs, pulling weeds, mowing lawns, and removing debris.
- Operates a variety of hand and power tools related to the work and uses all required safety equipment.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include, but are not limited to the following:

- Maintains basic records and files of work performed as well as materials and supplies used.
- Assists Agency staff in the performance of their duties, as directed.
- Reads and applies instructions regarding the use of various cleaning products and equipment.
- Observes appropriate safety procedures, including wearing appropriate personal protective equipment.
- Reports on unsafe conditions and the need for facility or equipment maintenance or repair.
- Attends training and safety sessions as assigned.

QUALIFICATIONS

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

Education and/or Experience

High school diploma, general education degree (GED), or equivalent is desirable. Some custodial and/or landscaping experience and familiarity with painting is also desirable.

Interpersonal Skills

Ability to interact with others (co-workers, supervisors, subordinates, vendors, member agencies, and the general public) in a professional manner; to accept constructive criticism from supervisors, equals, and subordinates; to work as a team member or independently as needed; to prioritize assignments and meet deadlines; to arrive at work as scheduled and to work the shift hours as scheduled.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos in English. Ability to write simple correspondence in English. Ability to effectively present information in one-on-one and small group situations to customers, clients, and Agency staff.

Mathematical Skills

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 200's. Ability to perform these operations using units of U.S. currency, weight measurements, volumes, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards. Failure to maintain these standards may result in loss of employment.

PHYSICAL DEMANDS

While performing the essential job functions, the employee is regularly required to use hands and fingers to, handle or feel, reach with hands and arms, and talk or hear in person, on the telephone and on the radio. Mobility to work in an institutional setting; strength and stamina to perform custodial, landscaping, and other manual work; ability to climb and descend ladders; vision to read printed materials; and hearing and speech to converse in person and over a radio or telephone. Hearing is frequently required for equipment operation analysis. The employee frequently is required to stand, walk, sit, and climb, or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to smell, using odors to determine process or equipment problems. The employee must regularly lift and/or move up to ten pounds, frequently lift and/or move up to 25 pounds, occasionally be required to lift and/or move up to 50 pounds, and rarely be required to safely lift and/or move furniture or similar items up to 100 pounds. Specific vision ability required by this job includes close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Examples of the physical demands for this position, including their activity and duration, are available from Administration.

WORK ENVIRONMENT

While performing the essential job functions, the employee is frequently exposed to wet and/or humid conditions, to moving mechanical parts, fumes or airborne particles, and outdoor weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; risk of electric shock; and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment. Required to be available to work overtime and off-shift hours, including weekends and holidays.

SPECIAL REQUIREMENTS

Employee must be able to successfully pass an initial background verification test following receipt of a conditional offer of employment, and also pass such a test annually, thereafter, as administered by the California Department of Corrections. Failure to pass the contractually required background verification test will result in the loss of employment.

Job Title: Institutional Utility Laborer
Department: Administration
Reports To: Lead Mechanical Technician
FLSA Status: Non-Exempt
Revision Date: June 2026



CENTRAL MARIN SANITATION AGENCY

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

LABORATORY ANALYST I

SUMMARY

Under general supervision of the Regulatory Compliance Manager, assist in implementation of the Agency's Environmental Laboratory Program to ensure compliance with federal, state, and local regulations. Under general supervision, obtains samples and performs standard physical, chemical, biological, and bacteriological analyses for process control and regulatory permit monitoring; and performs related work including assisting with quality assurance as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Collects water and wastewater samples from various locations.
- Conducts chemical and biological analysis of samples by standard procedures such as bacteriological, solids, pH, alkalinity, COD, cBOD, BOD, chlorine residual, turbidity, and volatile acids.
- Operates and maintains basic and sophisticated laboratory equipment such as pH meters, turbidity meters, analytical balances, and UV-VIS spectrophotometer.
- Implements the quality assurance program requirements.
- Conducts regular Method Detection Limit (MDL) Studies, and Continuing Demonstration of Capability (CDOC).
- Ensures work is performed in a safe manner consistent with Agency safety policies and procedures; recognizes, corrects, and reports safety hazards.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties may include but are not limited to the following:

- Performs general laboratory housekeeping including cleaning and maintaining laboratory equipment; and performs other related work as assigned.
- Reviews the Laboratory Quality Assurance Manual (QAM) annually.
- Communicates quality assurance concerns and exceedances, and documents required corrective and preventive action requirements.
- Regularly reviews Laboratory Information Management System (LIMS) data, and documents and communicates trends or exceedances.
- Participates in a variety of technical studies, evaluates results and alternatives, makes recommendations, and prepares written reports.
- Reviews and implements analytical and standard operating procedures and recommends corrective actions as appropriate.
- Inputs and maintains accurate data within LIMS.
- Enters, reviews, and maintains bench records for sampling, analysis procedures, and results.
- Prepares and conducts Quality Control on media, standardized solutions, and reagents, and microbiological, toxicity, and chemical preparation records and results.
- Provides technical support for assessing and developing sampling programs and analytical techniques.
- Orders laboratory supplies and documents receiving them in the LIMS and tracks associated budgets.
- Receives laboratory supply order requests, documents, and submits purchase orders and ordering information.
- Reviews and implements the Laboratory Chemical Hygiene Plan (CHP).
- Assists in maintaining the laboratory material safety data sheet (MSDS) records.
- Collaborates with Agency departments on various Agency business items.
- Provides support for the Agency's Source Control programs.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

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

Education

Possession of a four-year college degree with major emphasis in chemistry, biology, microbiology, environmental studies, or a related field of study. A minimum of one (1) year of experience in any combination of the following: a laboratory technician/analyst in a wastewater or water treatment facility or analytical laboratory, or other related experience applicable to this position.

Experience

A minimum of one (1) year of experience in any combination of the following: a laboratory technician/analyst in a wastewater or water treatment facility or analytical laboratory, or other related experience applicable to this position.

Interpersonal Skills

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

Language Skills

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

Mathematical Skills

Ability to apply mathematical concepts that are commensurate with the requirements to obtain a California Water Environment Association (CWEA) Grade I certificate as noted below. Ability to apply mathematical operations related to algebra and statistical analysis as used within a laboratory setting.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Grade I certificate as a Laboratory Analyst issued by the CWEA is preferred at the time of hire or must obtain a Grade I certificate within 12 months of employment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear in person, on the telephone and on the radio. The employee frequently is required to stand, walk, sit, use hands, and smell.

The employee is occasionally required to climb or balance, and stoop, kneel, crouch or crawl. The employee must be able to regularly lift and/or move up to 20 pounds to the waist height and occasionally lift 40 pounds to head height. On rare occasions, the employee may be required to lift a manhole cover 100 pounds up to 9-inches off the ground. Specific vision ability required by the job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to identify and distinguish colors, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring an object into sharp focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to wet or humid conditions, outdoor weather conditions, and toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, high, precarious places, risk of electrical shock, or to vibration.

Job Title: Laboratory Analyst I
Department: Technical Services
Reports To: Regulatory Compliance Manager
FLSA Status: Non-Exempt
Revision Date: June 2026



CENTRAL MARIN SANITATION AGENCY

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

LABORATORY ANALYST II

SUMMARY

Under general supervision of the Regulatory Compliance Manager, assists in design, implementation and modification of the Agency's laboratory program to ensure compliance with federal, state and local regulations; assists with overseeing the day-to-day work of laboratory analyses and/or quality control activities; functions as a senior Laboratory Analyst position assisting the Regulatory Compliance Manager with laboratory operations; prepares a variety of reports; performs laboratory testing work as needed; provides quality assurance oversight; provides general oversight of laboratory analyses and quality assurance activities in the absence of the Regulatory Compliance Manager; and performs related work as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Perform all essential job functions in the Laboratory Analyst I classification.
- Plans, implements, schedules, coordinates, and monitors the laboratory quality assurance program including quality assurance (QA) related activities.
- Reviews, edits, and maintains the Laboratory Quality Assurance Manual (QAM) annually. Provides regular training of the QA program outlined within the QAM and maintains related documentation.
- Monitors and maintains the laboratory QA database; develops, maintains, and reviews quality control charts; prepares or reviews laboratory analyses control limits, detection limits, and action levels.
- Coordinates or performs QA system audits of laboratory performance; prepares or reviews calibration standards and quality assurance check samples. Addresses noncompliance issues with corrective action requirements.
- Monitors state and federal laboratory regulations relating to laboratory QA; evaluates the impact on laboratory practices, identifies changes required to comply with regulations, and prepares Agency responses.
- Monitors Initial and Continuing Demonstration of Capability (IDOC/CDOC) and maintains analysis documentation within Laboratory Information Management System (LIMS).
- Provides oversight and review of quality control data for the laboratory's operations and reports any quality control issues to the Regulatory Compliance Manager.
- Ensures work is performed in a safe manner consistent with Agency safety policies and procedures; recognizes, corrects, and reports safety hazards.
- Develops, writes, and reviews analytical and standard operating procedures and recommends corrective actions.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties may include but are not limited to the following:

- Under the overall supervision of the Regulatory Compliance Manager, schedules, implements, and reports annual performance testing monitoring requirements for laboratory accreditation. Addresses noncompliance issues with corrective action requirements.
- Develops, reviews, edits, and maintains the Laboratory Chemical Hygiene Plan (CHP).
- Maintains the laboratory material safety data sheet (MSDS) records.
- Develops and implements reporting procedures, prepares reports, and ensures timely submission of reports.

- Conducts a variety of technical studies, evaluates results and alternatives, makes recommendations, and prepares written reports.
- Coordinates, implements, and/or maintains accurate data within LIMS.
- Orders laboratory supplies, tracks associated budgets, and documents receiving them in LIMS.
- Receives and documents laboratory supply order requests, submits purchase orders and ordering information.
- Collaborates with Agency departments on various Agency business items, which include quality assurance and safety issues.
- Provides support to the Agency's source control programs as needed.

SUPERVISORY RESPONSIBILITIES

Provides general oversight of laboratory analysis and quality assurance activities in the absence of the Regulatory Compliance Manager.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily.

Education

Possession of a four-year college degree with major emphasis in chemistry, biology, microbiology, environmental studies, or a related field of study.

Experience

Four (4) years of environmental laboratory experience as a laboratory technician in a water or wastewater treatment facility or commercial laboratory analyzing water or wastewater samples.

Interpersonal Skills

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

Language Skills

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

Mathematical Skills

Ability to apply mathematical concepts that are commensurate with the requirements to obtain a California Water Environment Association (CWEA) Grade II certificate as noted below. Ability to apply mathematical operations related to algebra and statistical analysis as used within a laboratory setting.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Grade I certificate as a Laboratory Analyst issued by the CWEA is preferred at the time of

hire or appointment. Must obtain a Grade II certificate within 12 months of employment or have a minimum of six years of laboratory analyst experience conducting wet chemistry and/or microbiological analyses.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, use hands, and smell.

The employee is occasionally required to climb or balance, and stoop, kneel, crouch or crawl. The employee must be able to regularly lift and/or move up to 20 pounds to the waist height and occasionally lift up to 40 pounds to head height. On rare occasions, the employee may be required to lift up a manhole cover (100 pounds) 9" off the ground. Specific vision ability required by the job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to identify and distinguish colors, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring an object into sharp focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to wet or humid conditions, outdoor weather conditions, and toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, high, precarious places, risk of electrical shock, or to vibration.

Job Title: Laboratory Analyst II
Department: Technical Services
Reports To: Regulatory Compliance Manager
FLSA Status: Non-Exempt
Revision Date: June 2026



CENTRAL MARIN SANITATION AGENCY

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

LEAD MECHANICAL TECHNICIAN

SUMMARY

Under supervision by the Maintenance Supervisor or Assistant Maintenance Supervisor, performs advanced, complex, and critical preventive, corrective, and unscheduled maintenance on mechanical equipment, processing facilities and pump stations, vehicles, tools, buildings, and grounds, and integrates special project work with regular work schedules. This is an advanced journey-level maintenance and repair classification that provides direction and monitors the work progress of the Agency's maintenance department technicians.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Directs the work of subordinate staff on a project or day-to-day basis.
- Utilizes electronic devices such as computers, laptops, data tablets, and cellular phones to monitor equipment, operational details, and trends in the performance of daily work activities.
- Troubleshoots complex equipment problems, and recommends time, equipment, and materials required to effect repairs; makes emergency repairs as required.
- Inspects, evaluates, and repairs a variety of complex and critical stationary and mobile mechanical equipment, electrical and electro-mechanical equipment, and facilities.
- Monitors operational details and performs or oversees maintenance work in conformance with OEM recommendations and technical requirements, and to department standard.
- Provides input on supervised staff performance evaluations including matters of discipline and/or commendation.
- Repairs, overhauls, or replaces malfunctioning, damaged equipment or worn parts.
- Cleans, services, and paints equipment, machinery, vehicles, structures, buildings, pipelines, storage tanks, and any other assets.
- Services, adjusts, and tunes a variety of equipment such as engines, motors, pumps, valves, control systems, boilers, heat exchangers, and chemical feed systems.
- Uses GMAW, GTAW, SMAW welding and Plasma cutting equipment to cut, heat, fabricate, and weld or braze various metals and/or metal alloy combinations.
- Uses and performs maintenance on a variety of hand and power tools and safety equipment.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include, but are not limited to the following:

- Regularly uses a Computerized Maintenance Management System (CMMS) to create, assign, complete, and enter work completed on work orders; requisitions materials as required.
- Runs and reviews CMMS reports regularly to ensure service records are input correctly, and parts and equipment inventories are accurate and in the proper warehouse.
- Develops, reviews, revises, and archives maintenance and repair operating procedures.
- Maintains accurate records and files electronically and/or in hard copy as required of job plans, work performed, and materials and supplies used.
- Regularly reviews critical equipment records to ensure asset condition updates and repair planning.
- Reads and interprets specifications, diagrams, manuals, and other documentation.
- Designs equipment installations and modifications; makes required mathematical calculations; prepares schematics and diagrams for documenting installations; determines supplies and materials required.
- Confers with staff to determine equipment problems; suggests methods of minimizing such problems in an operational setting.
- Performs and oversees confined space entry (CSE) and self-rescue work as required.

- Drives to off-site facilities to assist with deliveries, respond to alarms, perform inspections, and support routine and emergency work as needed.
- Functions as the Maintenance Supervisor as assigned by the Treatment Plant Manager.
- Observes appropriate safety procedures and works to applicable codes and guidelines.
- Performs and oversees Lockout Tag-out (LOTO) work.
- Attends and leads training and safety sessions as assigned.
- Provides technical assistance and trains staff in job specific and safe work procedures.

SUPERVISORY RESPONSIBILITIES

Indirectly supervises employees in the Maintenance Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work, appraising performance, addressing complaints, and resolving problems.

QUALIFICATIONS

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

Education and/or Experience

High school diploma or general education degree (GED). The Agency recognizes that there are various avenues for obtaining qualifying experience to meet Lead Mechanical Technician eligibility requirements. An equivalent combination of experience may be substituted for California Water Environment Association (CWEA) Mechanical Technologist certification.

Interpersonal Skills

Ability to interact with others (co-workers, supervisors, subordinates, vendors, member agencies, and the general public) in a professional manner; to accept constructive criticism from supervisors, equals, and subordinates; to work as a team member or independently as needed; to prioritize assignments and meet deadlines; to prevent personal problems from adversely affecting impacting your work or that of others around you; to arrive at work as scheduled and to work the shift hours as scheduled.

Language Skills

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

Mathematical SKILLS

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

Reasoning Ability

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

CERTIFICATES, LICENSES, REGISTRATIONS

Either possession of a Grade III Mechanical Technologist (MT) certificate, or higher, issued by CWEA, or a minimum of seven years of facilities maintenance experience making repairs on a variety of mechanical equipment, structures, and appurtenances. Must possess and maintain a valid California Class C driver's license, have a satisfactory driving record, and continue to meet CMSA driving standards. Failure to maintain

these standards may result in loss of employment.

PHYSICAL DEMANDS

While performing the essential job functions, the employee is regularly required to use hands and fingers, handle or feel, reach with hands and arms, and talk or hear in person, on the telephone and on the radio. Hearing is frequently required for equipment operation analysis. The employee frequently is required to stand, walk, sit, and climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to smell, using odors to determine process or equipment problems. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally be required to lift and/or move up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

WORK ENVIRONMENT

While performing the essential job functions, the employee is frequently exposed to wet and/or humid conditions; to moving mechanical parts; fumes or airborne particles; and outdoor weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; risk of electric shock; and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment. May be required to work "Stand-by" duty on a rotating basis. May be required to be available to work overtime and off-shift hours, including weekends, on a project or emergency basis.

Job Title:	Lead Mechanical Technician
Department:	Maintenance
Reports To:	Maintenance Supervisors
FLSA Status:	Non-Exempt
Revision Date:	June 2026



CENTRAL MARIN SANITATION AGENCY

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

LEAD OPERATOR

SUMMARY

Under general direction of Operations Supervisor or the Assistant Operations Supervisor, delegates tasks to subordinates. Adjusts, performs, monitors and reports on related work as required to maintain plant processes and related equipment, as found in a continuously operating secondary activated sludge wastewater treatment plant, pump stations and related facilities. Ensures that NPDES and BAAQMD permits' requirements, regulations and all applicable rules are continuously met. Less direct and more general direction will be allowed as incumbent demonstrates greater experience and or higher certification levels, thus allowing for more autonomous judgement in process corrections as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Routinely performs plant rounds and inspections and reports significant changes in process or equipment conditions.
- Delegates and inspects assignments for an assigned shift; including Process Control Task Sheets, Individual activities sheets, etc.
- Monitors plant processes and may suggest or perform appropriate operational changes to ensure NPDES and BAAQMD permits are met, required to perform changes as assigned.
- Tracks computerized operations of plant equipment to ensure correct values are in-put and trends meet expected normal parameters.
- Able to interpret equipment condition using local or portable instrumentation.
- Properly and promptly responds to alarms and or emergency conditions.
- Participates in operations and maintenance functions of the plant and related facilities, performing such activities as:
 - Operate and perform preventive and corrective maintenance on a variety of plant equipment.
 - Operate valves, pumps and automated controls to regulate the flow of wastewater through the plant.
 - Collect wastewater, bio-solids and other samples from various phases of the treatment process and perform standard chemical and physical tests on these samples.
 - Write CMMS work orders, maintaining accurate records of process data, chemical test results and Operations' work performed.
 - Observe appropriate safety procedures developed in-house or through California Sanitation Risk Management Authority (CSRMA) and using all safety equipment, including those related to the safe handling of various treatment chemicals.
- Required to work shifts and/or holidays as operational staffing levels dictate and overtime or off-hour shifts in emergency conditions and for planned shutdowns.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include, but are not limited to the following:

- Regularly inspects local and remote odor control sites for proper operations.
- Monitors, orders and reports on the inventory of chemicals and supplies.
- Drives to off-site facilities to assist with deliveries, respond to alarms, perform inspections, and support routine and emergency work as needed.
- Develops spreadsheets and graphs for data collection.
- Uses a variety of hand and power tools and testing equipment.
- Gives tours of the plant and related facilities for the public as assigned.
- Performs confined space entry, rescue, and Emergency Response as trained and practiced through

Standard Emergency Management System / Incident Command System (SEMS/ICS).

- Attends and participates in meetings, training and safety sessions and on Teams and subcommittees as required. Expected to lead some of the meetings
- Gives input to OS on subordinates' performance as part of the staff evaluation process.
- Able to communicate in oral and written format, giving clear and concise information.
- Works and cooperates with all department managers, their staff, outside public and customers
- Remains current on all aspects of Wet Weather Standard Operating Procedures.
- Plans and prioritizes daily activities and projects. Coordinate with OS the prioritization of staffs' assignments.

SUPERVISORY RESPONSIBILITIES

Indirectly supervises employees in the Operations Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

QUALIFICATIONS

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

Education and/or Experience

Equivalent to graduation from high school supplemented by training and education, required for certification by the California State Water Resources Control Board to a minimum level of a Grade III. Some college desirable.

Interpersonal Skills

Ability to interact with others (co-workers, supervisors, subordinates, vendors, member agencies, and the general public) in a professional manner; to accept constructive criticism from supervisors, equals and subordinates; to work as a team member or independently as needed; to prioritize assignments and meet deadlines; to prevent personal problems from adversely affecting impacting your work or that of others around you; to arrive at work as scheduled and to work the shift hours as scheduled.

Language Skills

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write departmental memos and develop spreadsheets. Able to write routine reports and standard operating procedures (SOP's). Able to effectively present information and respond to questions from staff, other departments, managers and the general public.

Mathematical Skills

Ability to apply mathematical concepts, commensurate with grade level, such as fractions, percentages, ratios, exponents, and algebraic equations. Be able to apply mathematical operations to practical situations like, detention times, volumetric calculations, chemical concentrations, process efficiencies and solids loadings.

Reasoning Ability

Ability to interpret an extensive variety of technical instructions in written, oral, mathematical or diagram form and deal with some abstract and concrete variables as they apply to process controls of treatment facility or pump stations. Able to recognize, prioritize, mitigate and correct unusual, inefficient or dangerous operating conditions.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a Grade III certificate issued by the California State Water Resources Control Board (SWRCB). Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards. Failure to maintain these standards may result in loss of employment.

PHYSICAL DEMANDS

While performing the essential job functions, the employee is regularly required to use hands to manipulate, handle, or feel, and talk or hear in person, on the telephone, and on the radio. The employee frequently is required to stand, walk, sit, reach with hands and arms, and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds to shoulder height, up 50 pounds to waist height, and up to 100 pounds up to 9" off the ground (such as for a manhole cover). Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Examples of the physical demands for this position, including their activity and duration, are available from Administration.

WORK ENVIRONMENT

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

Job Title: Lead Operator
Department: Operations
Reports To: Operations Supervisors or Assistant Operations Supervisor
FLSA Status: Non-Exempt
Revision Date: June 2026



CENTRAL MARIN SANITATION AGENCY

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

MECHANICAL TECHNICIAN (TRAINEE, I-III)

SUMMARY

Under supervision by the Maintenance Supervisor, Assistant Maintenance Supervisor, or a Lead Mechanical Technician, learns and performs preventive, corrective, and unscheduled maintenance; repairs and replaces a variety of equipment or components in various facilities on stationary and mobile equipment, found in water, wastewater, or similar industrial businesses; performs related work as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Inspects a variety of stationary and mobile mechanical equipment, buildings and grounds, and appurtenances.
- Utilizes electronic devices such as computers, laptops, data tablets, and cellular phones in the performance of daily work activities.
- Installs, repairs, replaces, and performs preventive maintenance on equipment.
- Troubleshoots equipment problems and recommends time, equipment, and materials required to make repairs; performs emergency repairs as required.
- Repairs, overhauls, or replaces malfunctioning, damaged or worn parts, materials, and equipment.
- Cleans, services, and paints equipment, machinery, vehicles, structures, buildings, pipelines, storage tanks, and any additional items.
- Services, adjusts, and tunes a variety of equipment such as engines, motors, pumps, valves, control systems, boilers, heat exchangers, and chemical feed systems.
- Uses plasma, gas, and/or arc welding equipment to cut, heat, weld, or braze.
- Uses and performs maintenance on a variety of hand and power tools, and safety equipment, if certified to do so.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include, but are not limited to the following:

- Reads and interprets construction plans, specifications, diagrams, manuals, and other documentation.
- Designs equipment installations and modifications; makes required mathematical calculations; prepares schematics and diagrams for documenting installations; determines materials and quantities required.
- Assists in maintaining an inventory of equipment, tools, and supplies; requisitions materials as required.
- Maintains accurate records and files of work performed and materials and supplies used.
- Performs confined space entries and self-rescue.
- May direct the work of less experienced or seasonal workers on a project or day-to-day basis.
- Drives to off-site facilities to assist with deliveries, responds to alarms, performs inspections, and supports routine and emergency work as needed.
- Confers with Operations staff to determine equipment problems; suggests methods of minimizing such problems in an operational setting.
- Observes appropriate safety procedures and works to applicable codes and guidelines.
- Attends training and safety sessions as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform essential job functions satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and/or Experience

High school diploma or general education degree (GED). The Agency recognizes that there are various avenues for obtaining qualifying experience to meet Mechanical Technician eligibility requirements. An equivalent combination of experience may be substituted for California Water Environment Association (CWEA) Mechanical Technologist certification above the Mechanical Technologist one certification level.

Mechanical Technician Trainee - Some related work experience desirable.

Mechanical Technician I - Possession of a Grade I Mechanical Technologist (MT) certificate issued by CWEA at date of hire, OR ability to obtain a Grade I MT certificate within 18 months of hire, and a minimum of one year of facilities maintenance experience making repairs on a variety of mechanical equipment, structures, and appurtenances.

Mechanical Technician II - EITHER possession of a Grade II Mechanical Technologist certificate issued by CWEA, OR a minimum of three years of facilities maintenance experience making repairs on a variety of mechanical equipment, structures, and appurtenances.

Mechanical Technician III - EITHER possession of a Grade III Mechanical Technologist certificate issued by CWEA, OR a minimum of six years of facilities maintenance experience making repairs on a variety of mechanical equipment, structures, and appurtenances.

Interpersonal Skills

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

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Mechanical Technician Trainee - Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using United States customary units for weight, temperature, volume, distance, and currency.

Mechanical Technician I - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percentages, and to create and/or interpret graphs and trends.

Mechanical Technician II - Ability to calculate figures and amounts such as discounts, interest,

commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid California class C driver’s license, have a satisfactory driving record, and continue to meet CMSA driving standards. Failure to maintain these standards may result in loss of employment.

PHYSICAL DEMANDS

While performing the essential job functions, the employee is regularly required to use hands or fingers, handle or feel, reach with hands and arms, and talk or hear in person, on the telephone and or radio. Mobility to work in a standard office and wastewater treatment plant setting, use standard office equipment including a computer and specialized test equipment, tools, and instrumentation; stamina to work in confined spaces, around machines, and to climb and descend ladders; vision to read printed materials and a computer screen; color vision to distinguish different colors of wiring; and hearing and speech to converse in person and over the telephone. Hearing is frequently required for equipment operation analysis. The employee is frequently required to stand, walk, sit, climb or balance and stop, kneel, crouch, or crawl. The employee is occasionally required to smell odors to determine process or equipment problems. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, and rarely be required to safely lift and/or move a manhole cover or similar items up to 100 lbs. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Examples of the physical demands for this position, including their activity and duration, are available upon request from the Administration Department.

WORK ENVIRONMENT

While performing the essential job functions, the employee is frequently exposed to wet and/or humid conditions; to moving mechanical parts; fumes or airborne particles; and outdoor weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; risk of electric shock; and vibration. In performing inspections of and working on Agency equipment, employee may be exposed to inclement weather conditions, fumes, odors, dust, noise, and potentially toxic conditions. May be required to work overtime and off-shift hours, including weekends, on a project or emergency basis. The noise level in the work environment is usually moderate with occasional exposure to loud equipment.

Employee may be required to perform standby duty on a rotating basis. May be required to be available to work off-shift hours, including weekends, on a project or emergency basis.

Job Title: Mechanical Technician (Trainee, I-III)
Department: Maintenance
Reports To: Maintenance Supervisors or Lead Mechanical Technician
FLSA Status: Non-Exempt
Revision Date: June 2026



CENTRAL MARIN SANITATION AGENCY

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

OPERATOR I - III

SUMMARY

Under supervision by the Operations Supervisor, Assistant Operations Supervisor, or Lead Operator, monitors, reports on, adjusts and performs related work as required to maintain plant processes and related equipment as found in a continuously operating secondary activated sludge wastewater treatment plant, pump stations and related facilities. Ensures that NPDES and BAAQMD permit requirements, regulations and all applicable rules are continuously met. As incumbent gains experience and higher certification levels, less guidance and more general direction will result, thus allowing for more autonomous judgment in process corrections as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Routinely performs plant rounds and inspections, and reports significant changes in process or equipment conditions.
- Monitors plant processes and may suggest or perform appropriate operational changes to ensure NPDES and BAAQMD permits are met, required to perform changes as assigned.
- Tracks computerized operations of plant equipment to ensure correct values are in-put and trends meet expected normal parameters.
- Interprets equipment condition using local or portable instrumentation.
- Properly and promptly responds to alarms and/or emergency conditions.
- Participates in operations and maintenance functions of the plant and related facilities, performing such activities as:
 - Operate and perform preventive and corrective maintenance on a variety of plant equipment.
 - Operate valves, pumps and automated controls to regulate the flow of wastewater through the plant.
 - Write CMMS work orders, and maintaining accurate records of process data, chemical test results and Operations' work performed.
 - Observe appropriate safety procedures developed in-house or through California Sanitation Risk Management Authority (CSRMA) and using all safety equipment, including those related to the safe handling of various treatment chemicals.
- Required to work shifts and/or holidays as operational staffing levels dictate and overtime or off-hour shifts in emergency conditions and for planned shutdowns.
- Monitors and handles chemical deliveries, reconciliation and inventory control.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include, but are not limited to the following:

- Regularly inspects local and remote odor control sites for proper operations.
- Drives to off-site facilities to assist with deliveries, respond to alarms, perform inspections, and support routine and emergency work as needed.
- Uses a variety of hand and power tools and testing equipment.
- Gives tours of the plant and related facilities for the public, as assigned.
- Performs confined space entry, rescue, and Emergency Response as trained and practiced through Standard Emergency Management System/Incident Command System (SEMS/ICS).
- Attends and participates in meetings, training and safety sessions and on Teams and subcommittees as required.
- Communicates in oral and written format, giving clear and concise information.
- Works and cooperates with all department managers, their staff, outside public and customers.

- Collects and performs lab tests on various wastewater flows and bio-solids;
- Know and use proper Personal Protective Equipment (PPE) i.e. gloves, eye and ear protection, and masks as required.
- Continues use of and updates Wet Weather Standard Operating Procedures as needed.
- Plan and prioritize daily assignments and projects.

SUPERVISORY RESPONSIBILITIES

Supervisory duties are for Grade III operators who have passed an in-house exam to act as a temporary Operator-In-Charge (OIC). In the absence of Operations Supervisors or Lead Operator, the OIC will assume responsibility for the day-to-day operations, process control of the treatment works, pump stations and related facilities.

QUALIFICATIONS

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

Education and/or Experience

Equivalent to graduation from high school supplemented by training required for certification by California's State Water Resources Control Board (SWRCB). College coursework is desirable but not required. Varying experience, depending on grade level, operating and performing routine maintenance to facilities and equipment in secondary wastewater treatment plants, and related pumping stations.

Interpersonal Skills

Ability to interact with others (co-workers, supervisors, subordinates, vendors, member agencies, and the general public) in a professional manner; to accept constructive criticism from supervisors, equals and subordinates; to work as a team member or independently as needed; to prioritize assignments and meet deadlines; to prevent personal problems from adversely affecting impacting your work or that of others around you; to arrive at work as scheduled and to work the shift hours as scheduled.

Language Skills

Ability to read, analyze, and interpret technical procedures, or governmental regulations. Ability to write departmental memos and develop spreadsheets. As grade level and experience increases, able to write reports and standard operating procedures (SOP's). Able to effectively present information and respond to questions from staff, other departments' managers & staff, customers, and the public.

Mathematical Skills

Ability to apply mathematical concepts, commensurate with grade level, such as exponents, logarithms, ratios and algebraic equations. Depending on grade level and experience be able to apply mathematical operations to such tasks as volumetric, detention time, chemical concentrations process efficiencies and solids loadings.

Reasoning Ability

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

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a Grade I, II, or III certificate issued by California's State Water Resources Control Board (SWRCB). Must possess a valid California Class C driver's license, have a satisfactory driving record and

continue to meet CSRMA driving standards. Failure to maintain these standards may result in loss of employment.

PHYSICAL DEMANDS

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

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

WORK ENVIRONMENT

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

Job Title: Operator I, II, III
Department: Operations
Reports To: Operations Supervisors or Lead Operator
FLSA Status: Non-Exempt
Revision Date: June 2026



CENTRAL MARIN SANITATION AGENCY

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

OPERATOR-IN-TRAINING (OIT)

SUMMARY

Under direct supervision of the Treatment Plant Manager, Operations Supervisor, Assistant Operations Supervisor, Lead Operator, or their designee, monitors, reports on, adjusts and performs related work as required to maintain the plant processes and their related equipment as found in a continuously operating secondary activated sludge wastewater treatment plant, pump stations and related facilities. Ensures that NPDES and BAAQMD permit requirements, regulations and all applicable rules are continuously met. As incumbent gains experience and higher certification levels, less guidance and more general direction will result, thus allowing for more autonomous judgment in process corrections as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Routinely performs plant rounds and inspections, and reports significant changes in process or equipment conditions.
- Monitors plant processes and may suggest or perform appropriate operational changes to ensure NPDES and BAAQMD permits are met, required to perform changes as assigned.
- Tracks computerized operations of plant equipment to ensure correct values are in-put and trends meet expected normal parameters.
- Monitors and reports on the inventory of chemicals and supplies.
- Interprets equipment condition using local or portable instrumentation.
- Participates in operations and maintenance functions of the plant and related facilities, performing such activities as:
 - Operate and perform preventive and corrective maintenance on a variety of plant equipment.
 - Operate valves, pumps and automated controls to regulate the flow of wastewater through the plant.
 - Write CMMS work orders, maintaining accurate records of process data, chemical test results and Operations' work performed.
 - Observe appropriate safety procedures developed in-house or through California Sanitation Risk Management Authority (CSRMA) and using all safety equipment, including those related to the safe handling of various treatment chemicals
- Performs confined space entry, rescue, and Emergency Response as trained and practiced through Standard Emergency Management System/ Incident Command System (SEMS/ICS).
- Required to work shifts and/or holidays as operational staffing levels dictate and overtime or off-hour shifts in emergency conditions and for planned shutdowns.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include, but are not limited to the following:

- Regularly inspects local and remote odor control sites for proper operations.
- Attends and participates in meetings, training and safety sessions.
- Participates in team projects and subcommittees as required.
- Gives tours of the plant and related facilities to the public, as assigned.
- Uses a variety of hand and power tools and testing equipment.
- Drives to off-site facilities to assist with deliveries, respond to alarms, perform inspections, and support routine and emergency work as needed.
- Communicates in oral and written format, giving clear and concise information.
- Works and cooperates with all department managers, their staff, outside public and customers.
- Collects and performs standard lab tests on various wastewater flows and bio-solids;

- Know and use proper Personal Protective Equipment (PPE) i.e. gloves, eye and ear protection and masks as required.
- Learn Wet Weather Standard Operating Procedures.
- Learn to plan and prioritize daily assignments.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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

Education and/or Experience

Equivalent to graduation from high school. Some college and work experience desirable.

Interpersonal Skills

Ability to interact with others (co-workers, supervisors, subordinates, vendors, member agencies, and the general public) in a professional manner; to accept constructive criticism from supervisors, equals and subordinates; to work as a team member or independently as needed; to prioritize individual assignments to correlate with co-workers' and meet deadlines; to prevent personal problems from adversely impacting your work or that of those around you; to arrive at work as scheduled and to work the shift hours as scheduled.

Language Skills

Ability to read, write and comprehend instructions, short correspondence and memos. As experience increases, able to write reports and standard operating procedures (SOP's). Commensurate with knowledge gained to date, effectively present information and respond to questions from staff and other departments.

Mathematical Skills

Ability to apply mathematical concepts, commensurate with basic high school algebraic equations. Increase math skills, so as to be able to apply mathematical operations to such tasks as area, volumetric, detention time equations.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess or be eligible to obtain an Operator-in-Training certificate issued by California's State Water Resources Control Board (SWRCB) within 30 days of employment. Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards. Failure to maintain these standards may result in loss of employment.

PHYSICAL DEMANDS

While performing the essential job functions of this job, the employee is regularly required to use hands to manipulate, handle or feel, and talk or hear in person, on the telephone and on the radio. The employee frequently is required to stand, walk, sit, reach with hands and arms, and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds to shoulder height, up 50 pounds to waist height, and up to 100 pounds up to 9" off the ground (such as for a manhole cover). Specific vision abilities required by

this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

WORK ENVIRONMENT

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

Job Title: Operator-in-Training
Department: Operations
Reports To: Treatment Plant Manager, Operations Supervisors, or Lead Operator
FLSA Status: Non-Exempt
Revision Date: June 2026



CENTRAL MARIN SANITATION AGENCY

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

UTILITY WORKER

SUMMARY

Under supervision of the Maintenance Supervisor, Assistant Maintenance Supervisor, or the Lead Mechanical Technician, maintains all Agency facilities, grounds and vehicles; performs a variety of semi-skilled maintenance tasks. Regularly performs custodial tasks to ensure Agency buildings, equipment and vehicles are in a clean, orderly, and safe condition, supports Agency staff as assigned, and performs related work as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Specific duties for advancement to the “D” and “E” steps are designated separately.

LANDSCAPING AND GROUNDS MAINTENANCE

- Maintains the appearance of landscaping by trimming and removing trees and shrubs, pulling weeds, mowing lawns and removing debris.
- Prepares soil for planting and plants trees, shrubs, ground cover and other plant materials.
- Installs, operates, maintains and repairs irrigation systems.

CUSTODIAL ACTIVITIES

- Cleans floors and walkways by hosing, sweeping, mopping and vacuuming. Uses power equipment to strip and waxes floors, and clean carpets.
- Moves, sets-up, and breaks down furniture for meetings as required.
- Cleans and dusts walls, windows, counters, desks, furniture, bathrooms, and other equipment.
- Collects green waste, trash, and recycling, and prepares it for pick up.
- Weekly preparation for uniform pickup; count of coveralls, uniforms, towels, etc.
- Performs minor maintenance and repairs on buildings and grounds.

AGENCY SUPPORT SERVICES

- Operates and performs minor maintenance on a variety of hand and power tools and equipment.
- Maintains an inventory of materials, including coating products and supplies required for facilities and grounds maintenance; requisitions or purchases new materials as required.
- Washes and cleans Agency vehicles, fuels vehicles and equipment, and performs routine PM tasks.
- Applies non-industrial coatings to Agency facilities and assets.
- Performs routine maintenance tasks such as digging ditches, surface or equipment cleaning in preparation for maintenance or coating.
- Loads and unloads materials, supplies, and equipment.
- As requested, under direction from Operations, receives and collects samples from septage hauler and FOG/Food-waste receiving stations and ensures stations are clean. Removes and replaces rag bins, ensures material is picked up and completes load slips and associated paperwork.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include, but are not limited to the following:

- Develops a maintenance plan for pruning, irrigating, planting and eliminating plant and insect pests.
- Identifies plant and insect pests and applies appropriate pesticides as required, using spray equipment; applies fertilizer as appropriate.
- Assists with maintaining equipment and provides information for Computerized Maintenance Management System (CMMS) records.

- Assists, as requested by Operations, with performing on- and off-site odor control/patrol activities.
- Assists with cleaning and preparing process equipment for maintenance.
- Makes purchases, pick-ups and deliveries for facility staff as requested.
- Reads and applies instructions regarding the use of equipment, coating products, fertilizers, herbicides, pesticides, and cleaning products.
- Maintains accurate records of work performed, materials and supplies used, and writes work orders utilizing the Agency's CMMS system as necessary.
- Drives to off-site facilities to assist with deliveries and support routine and emergency work as needed.

Step D

- Performs pump station inspections and general clean-up.
- Performs Safety Equipment Inspections.
- Assists Electrical and Instrumentation (E&I) staff with conduit and Unistrut installation work.
- As requested, under direction from Operations, operates grit and process solids loading equipment, fills grit and solids handling trucks, prepares and completes load slips and associated paperwork.

Step E

- Applies industrial coatings to Agency facilities and assets.
- Assists E&I staff with conduit cutting, threading, and assisting with wire pulling.
- Liaison with SRPD and coordinates homeless encampment clean-up activities.
- Maintains safety equipment, coordinates specialty inspection work with vendors, and is an Agency trainer for the forklift, skip steer loader, and telehandler.

GENERAL ACTIVITIES

- Observes all Agency safety policies and procedures, including wearing appropriate safety equipment (PPE).
- Attends professional development and safety training sessions as assigned.
- Reports unsafe conditions and mitigates as possible.
- Completes a basic custodian "Buildings and Grounds" fundamentals course and landscape design course, and design Agency landscape improvements. (Step D)
- Receive appropriate training in industrial coating inspection, integrated pest management, and hazardous waste handling (Step E)

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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

Education and/or Experience

High school diploma or general education degree (GED). Two years of experience in facilities or grounds maintenance.

Interpersonal Skills

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

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American currency and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations

Must possess a valid California class C driver's license, have a satisfactory driving record and continue to meet CSMA driving standards. Failure to maintain these standards may result in loss of employment. Possession or ability to obtain a Certified Pesticide Applicator's license is highly desirable. Advancement to Step D and E requires attainment of requisite certification and/or specified training hours.

PHYSICAL DEMANDS

While performing the essential job functions, the employee is regularly required to use hands or fingers, handle or feel, reach with hands and arms; talk or hear in person, on telephone, or on radio. Mobility to work in an office and wastewater treatment plant setting; strength and stamina to perform custodial, grounds and maintenance work; ability to climb and descend a ladder; vision to read printed materials; and hearing and speech to converse in person, on telephone and the radio. Hearing is frequently required for equipment operation analysis. The employee frequently is required to stand, walk, sit, and climb or balance and stop, kneel, crouch, or crawl. The employee is occasionally required to smell, using odors to determine process or equipment problems. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, and rarely be required to safely lift and/or move a manhole cover or similar items up to 100 lbs. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

WORK ENVIRONMENT

While performing the essential job functions, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and outdoor weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; risk of electric shock; and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment. Employee may be required to be available for overtime work and off-shift hours, including weekends, on a project or emergency basis.

Job Title: Utility Worker
Department: Maintenance
Reports To: Maintenance Supervisors or Lead Mechanical Technician
FLSA Status: Non-Exempt
Revision Date: June 2026



BOARD MEMORANDUM

June 23, 2026

To: CMSA Commissioners and Alternates
From: Jason Dow, General Manager
Subject: **Lead Environmental Services Analyst Job Description**

Recommendation: Approve the Lead Environmental Services Analyst Job Description.

Summary: At the May 12, 2026, Board meeting, the Board approved creation of a Lead Environmental Services Analyst classification and funding for the position in the FY27 budget. This new position will be a promotional opportunity for staff, and be responsible for assigning, tracking, and managing the Agency's source control program work to support the Regulatory Compliance Manager. Staff prepared the attached job descriptions that has been reviewed and accepted by the Agency's Environmental Services Analysts and the Laboratory/Environmental Services union steward, and has been approved by the SEIU field representative. The monthly compensation range for this position is \$15,157 - \$15,914.

Attachment:
- Lead Environmental Services Analyst Job Description



CENTRAL MARIN SANITATION AGENCY

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LEAD ENVIRONMENTAL SERVICES ANALYST

SUMMARY

Under general supervision of the Regulatory Compliance Manager, assists in design, implementation and modification of the Agency's source control programs; develops source control inspection and sampling schedules and tracks source control program metrics; performs inspections of industrial and commercial waste dischargers; obtains samples and performs standard physical, chemical, biological, and bacteriological tests of water, wastewater, solids, sludges, and gases; provides quality assurance oversight of inspection records, permits, enforcement actions, and source control requirements; and performs related work as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Perform all essential job functions in the Environmental Services Analyst II classification.
- Directs the work of subordinate staff on a project or day-to-day basis.
- Provides input on supervised staff performance evaluations including matters of discipline and/or commendation.
- Develops, adjusts, and oversees execution of the source control and stormwater inspection and monitoring schedules, and updates program metrics reports as needed.
- Provides training, reviews, and performs quality control for grease interceptor calculations, source control program plan reviews, permit development, and source control program correspondence.
- Prepares and oversees preparation of Stormwater, Pretreatment, Pollution Prevention, and Public Education program reports.
- Documents accurate records using word processing, spreadsheet, and other specialized computer applications. Evaluates analytical reports, recognizes and investigates nonconformances, and recommends solutions.
- Ensures work is performed in a safe manner consistent with Agency safety policies and procedures; recognizes, corrects, and reports safety hazards.
- Implements the Laboratory TNI-2 Demonstrations of Capability (DOC) regulatory requirements.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties may include but are not limited to the following:

- Performs and oversees the coordination, receipt, and data management of the Organic Waste Receiving program and preparation of monthly OWRF reports.
- Assists in development and implementation of the Agency's source control and public education programs, associated budgets, and reports.
- Coordinates source control program follow-up and enforcement activities.
- Develops and updates source control program correspondence, permits, and reporting templates.
- Prepares and oversees preparation of billing activity reports, invoices, and assists with contract development for source control program, OWRF, and septage receiving activities. Coordinates, investigates, and addresses source control program, OWRF, and septage receiving billing issues.
- Assists in development and implementation of Agency ordinances, local limits, and the Enforcement Response Plan (ERP).
- Trains staff, including interns on performing inspections, sampling, enforcement, and other regulatory requirements.

- Assists with implementing the Agency's regulatory monitoring program including source control and laboratory sampling, standardized analyses, reagent/standard preparation and quality control/quality assurance procedures. Orders and maintains supplies and analytical equipment as needed.
- Serves on Agency Committees and as an Agency representative at public events and professional meetings.
- Assists in standard operating procedure (SOP) development and review, quality assurance/quality control (QA/QC) reporting, and corrective action implementation.
- Assists in development of Request for Proposals (RFP) and contracts for specified department equipment and services.
- Conducts Proficiency Testing (PT), Method Detection Limit (MDL), Limit of Linearity (LOL), and Limit of Detection (LOD) studies as needed.
- Coordinates, schedules, and performs biogas monitoring requirements.
- Provides technical assistance as needed and oversees staff coordination, receipt, and data management of the Agency's Underground Storage Tank (UST) program, including scheduling UST inspections and preparation of associated reports.
- Drives to off-site facilities to perform source control inspections.

SUPERVISORY RESPONSIBILITIES

Indirectly supervises Environmental Services Analysts. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work, appraising performance, addressing complaints, and resolving problems. Provides general oversight of the Agency's source control programs in the absence of the Regulatory Compliance Manager.

QUALIFICATIONS

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

Education/Work Experience

Possession of a four-year college degree or its equivalent, with major emphasis in chemistry, biology, bacteriology, environmental studies, or a related science; and five (5) years of experience as a laboratory analyst in an environmental laboratory, an inspector for an environmental compliance program, or a position in the wastewater treatment industry, or a related field of work.

-Or-

Possession of a two-year college degree with emphasis in a science-related field, and eight (8) years of experience as stated above.

Interpersonal Skills

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

Language Skills

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

Mathematical Skills

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

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of either a Grade III certificate as a Laboratory Analyst or Environmental Compliance Inspector and possession of a Grade II certificate in the corresponding discipline, either Laboratory Analyst or Environmental Compliance Inspector, issued by the California Water Environment Association. Must obtain certificates in both disciplines at the required levels within 18 months of employment. Must possess a valid California Class C driver’s license, have a satisfactory driving record and continue to meet CSRMA driving standards.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear in person, on telephone, and on the radio. The employee frequently is required to stand, walk, sit, use hands and smell.

The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds above the head, up to 50 pounds to waist height, and up to 100 pounds up to 9 inches off the ground (such as for a manhole cover).

Specific vision ability required by the job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to identify and distinguish colors, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring an object into sharp focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to wet or humid conditions, outdoor weather conditions, and toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, high, precarious places, risk of electrical shock, or to vibration.

Job Title: Lead Environmental Services Analyst
Department: Technical Services
Reports To: Regulatory Compliance Manager
FLSA Status: Non-Exempt
Revision Date: June 2026

BOARD MEMORANDUM

June 23, 2026

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: **California Association of Sanitation Agencies 2026 Annual Conference**

Recommendation: Authorize interested Board members to attend the California Association of Sanitation Agencies 2026 Annual Conference in Napa, CA.

Summary: The California Association of Sanitation Agencies (CASA) 2026 Annual Conference is being held at the Meritage Resort in Napa on August 4 through August 7, 2026. The conference is titled “Rooted in Resilience”, and its preliminary program is attached. On the morning of Wednesday, August 4, prior to the start of the conference, the California Sanitation Risk Management Association (CSRMA) will give a half-day training seminar, and its agenda is also attached. On Wednesday afternoon, there is a tour of the Napa Sanitation District that requires separate registration.

The Board’s Reimbursement Policy for Travel/Expenses for Agency Officials (Policy No. 4) states that; “Commissioners must receive prior Board approval for attendance at conferences, trainings, or meetings that require overnight travel”. Staff recommend that the Board authorize its Commissioners’ attendance at the upcoming CASA 2026 Annual Conference. If approved, Commissioners can request per-diem advance and travel/expense reimbursement forms from staff. Additionally, staff can assist with making conference and travel arrangements.

Attachments:

1. CASA 2026 Annual Conference Preliminary Program
2. CSRMA Training Seminar Agenda

Preliminary Program Outline (Annual Conference 2026)
(Subject to Change)

Tuesday, August 4

- 1:30 p.m. – 6:00 p.m. CEF Fundraiser: Golf Tournament (Eagle Vines)
4:00 p.m. – 6:00 p.m. CSRMA Executive Board Meeting

Wednesday, August 5

- 7:30 a.m. – 12:00 p.m. CSRMA Training Seminar

9:00 a.m. – 5:00 p.m. Registration
9:00 a.m. – 10:00 a.m. CASA Education Foundation Meeting

10:00 a.m. – 11:00 a.m. CASA Board of Directors Meeting
11:00 a.m. – 12:00 p.m. Women’s Networking Meeting
12:00 p.m. – 1:00 p.m. Associates Committee Meeting
12:00 p.m. – 1:00 p.m. Lunch on Your Own
12:30 p.m. – 1:30 p.m. CSRMA Board of Directors Meeting
1:00 p.m. – 5:00 p.m. Optional Tour: Napa San
1:00 p.m. – 5:00 p.m. Optional Event: CEF Fundraiser: Wine Tasting Event
1:30 p.m. – 4:00 p.m. **Concurrent Sessions (Tracks)**

Salon VII/VIII	Salon V/VI Director’s Track	Salon III/IV Circular Resources and BACEN Track
Track 1A: Wipes and Workforce Development Moderator: Jessica Gauger	Track 2A: Maintaining Continuity: Local Agency Project Spotlights Moderator: Pacal Cornejo, EMWD	Track 3A: BACEN Bits Moderator: Sarah Deslauriers

- Laura Combs, BayWork - Sarah Sapirstein, ENS Resources - Lara Wyss, Responsible Flushing Alliance	- Shawn Corrigan, IEUA - Andrew Clough / Nicole Witt - West County WD - Matt Lemmon, Stephanie Turnipseed, NapaSan	- Peter Kirstenmacher, Central Marin Sanitation Agency - Kevin Alexander, IEUA - Charlotte Ely, SWRCB
Track 1B: Funding Strategies for Wastewater Infrastructure Moderator: Spencer Saks	Track 2B: Insurance and Rating Issues and Updates Moderator: Andy Morris, Elsinore Valley MWD	Track 3B: Promoting Circular Resources Moderator: Maile Lono-Batura
- Dmitry Semenov, Ridgeline Municipal Strategies - Rick Brandis, Oppenheimer & Co Inc - Curtis Paxton, LGVSD - Jared Voskuhl, CASA SWRCB Rate Survey	- Adrienne Beatty, ACWA JPIA - P.J. Skarlanic, CSRMA - Karri Ving, Brown & Caldwell	- Julie Nahrgang, WEATx - Clark Williams, CalRecycle - Michael O'Rourke, Waste Management

1:30 p.m. – 2:30 p.m. Track 1A, 2A, 3A

2:30 p.m. – 3:00 p.m. Networking **Break**

3:00 p.m. – 4:00 p.m. Track 1B, 2B, 3B

Track 1A: Hear about two topics of interest to the clean water community in one session: workforce and wipes. Hear from Baywork about takeaways from their recent AI summit and updates on some of their other initiatives, as well as a 5 year check in on the work of the Responsible Flushing Alliance in the wake of CASA’s landmark legislation, and finally the latest from D.C. on making the CA standard a national one.

Track 2A: This track is an opportunity to spotlight some of the great work our agencies are doing in a number of areas. You will hear a case study in dissolving a joint powers authority from both the legal and management perspective, how a large agency went about reorganizing and strengthening their business continuity and emergency management capabilities, and the ins and outs of how a local agency successfully partnered to rehabilitate 2.7 miles of sewer main, over 350 laterals, and replace over 50 manholes all while engaging the local community through outreach and education.

Track 3A: Clean water agencies must comply with an array of near-term biosolids, air, climate, energy, and nutrient (BACEN) regulations. In combination, they can unintentionally introduce constraints or limitations to operational resilience and sustainability. We want to share those unintended consequences with regulators to discuss a more holistic regulatory framework. Building onto our BACEN webinar held February 11, come learn about two agencies facing BACEN issues while striving to remain resilient and supportive of the state’s long-term climate objectives, followed by an update on the status of the State Water Board’s new Climate Change Resolution that recognizes the value of collaboration.

Track 1B: Project funding for agencies can be a daunting task. Balancing reserves, rate increases, debt financing options, and grant funds takes plenty of planning and flawless execution. In this session, attendees will hear about various funding strategies for wastewater

infrastructure, as well as a case study covering the Las Gallinas Valley Sanitary District's funding of a \$100 million CIP.

Track 2B: An essential part of our operations, but often not considered in a detailed way, the availability and trends in insurance can significantly impact clean water operations. Hear from three different experts on what they see as trends in the industry, and what to look for as part of your future insurance renewals.

Track 3B: Over the last two decades clean water agencies have evolved into water resource recovery facilities with a strong emphasis on demonstrating their critical role in regenerating renewable resources like energy, clean water, and nutrient-rich solids. In a time of increased energy demands, water scarcity, and limited access to affordable fertilizers, these powerhouse facilities are shaping the new industrial revolution focused on circular resources. This session will feature speakers from Texas and California who will share how market demand, regulatory policies, and innovation are getting a foothold in shaping the future of resource management.

5:00 p.m. – 6:30 p.m. CSRMA 40th Anniversary Celebration Reception
Location: Vineyard Terrace & Pre-function Area/Pool

Thursday, August 6

7:30 a.m. – 9:00 a.m. Breakfast

7:30 a.m. – 4:30 p.m. Registration

8:00 a.m. – 9:00 a.m. Engineering & Research Group Meeting

8:00 a.m. – 9:00 a.m. Communications Committee Meeting

9:00 a.m. – 11:30 a.m. **Morning Sessions & Business Meeting**

9:00 a.m. – 9:15 a.m. Welcome Address: Scott Sedgley, Mayor of Napa

 9:15 a.m. – 10:00 a.m. Keynote: Dr. Newsha Ajami, Lawrence Berkeley National Lab

 10:00 a.m. – 10:30 a.m. Telling the Infrastructure Need Story: Value of Water Campaign

 10:30 a.m. – 11:30 a.m. **Data Centers and Clean Water Agencies: What You Need to Know**

 11:30 am. – 11:40 a.m. **Annual Business Meeting
CASA President Tony Trembley**

11:40 a.m. – 12:00 p.m. Networking Break

12:00 p.m. – 1:30 p.m. **Luncheon**
CASA Awards of Excellence Winners
CASA Education Foundation Presentation
Passing of the Gavel

1:30 p.m. – 1:45 p.m.	Networking Break
1:45 p.m. – 4:30 p.m.	Afternoon Sessions: Legislative Engagement in Focus
1:45 p.m. – 3:00 p.m.	State Legislative Committee Meeting
3:00 p.m. – 3:15 p.m.	Networking Break
3:15 p.m. – 4:30 p.m.	Federal Legislative Committee Meeting
5:00 p.m. – 6:30 p.m.	Associates Reception Location: Vineyard Terrace & Pre-function Area/Pool

Friday, August 7

7:30 a.m. – 9:30 a.m.	Breakfast
8:00 a.m. – 11:15 a.m.	Registration
8:00 a.m. – 9:00 a.m.	Statewide Biosolids Meeting
9:15 a.m. – 11:00 a.m.	Closing Session Vice President Rita Duncan, Presiding
9:15 a.m. – 9:30 a.m.	Assemblymember Lori Wilson
9:30 a.m. – 10:00 a.m.	Closing Keynote: Joaquin Esquivel, Chair, SWRCB
10:00 a.m. – 10:30 a.m.	Annalise Blum, PPIC
10 :30 a.m. – 11 :00 a.m.	Understanding the Shifting Legal Landscape
11:00 a.m. – 11:15 a.m.	Closing Business Session <ul style="list-style-type: none"> • 2024-2025 Board of Director Elections Results • President’s Closing Remarks
11:30 a.m. – 1:30 p.m.	General Managers Meeting Roundtable and Lunch This meeting is only open to the General Managers of CASA agency members.
11:30 a.m. – 3:00 p.m.	Attorneys Committee Meeting This meeting is only open to members of the CASA Attorneys Committee which consists of general and special counsel for CASA member agencies and Associate legal firms.

[Resend Confirmation](#) [Contact](#)



CSRMA Risk Management Seminar at August 2026 CASA Conference

August 5, 2026 - The Meritage Resort and Spa

Date: August 5, 2026, Wednesday

Time: 8:00am to 12:00noon

Location: The Meritage Resort and Spa, 875 Bordeaux Way, Napa , CA 94558

Check-in and hot buffet breakfast begins at 7:00am.

7-8am	CATERED BREAKFAST (<i>Breakfast ends promptly at 8am</i>)
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What is “Real” Risk Management All About?

The phrase “risk management” gets thrown around quite a bit, but what is “real” risk management? It is more than the safety stuff. It is more than the insurance stuff. And it is more than the ergonomics stuff. Everything you do in your organization involves a level of risk. In this brief program, Gordon will explain how to “recognize” the real risks (including your operational risks) you face in your specific organization. He will then give you some thoughts on how to “prioritize” these risks; including explaining how to identify why things go right and why things go wrong in any given organization (if you can identify the “causational factors” most often responsible for consequences with proven strategies and tactics to address these problems you can mitigate your risk). And finally, he will show you how to “mobilize” (act) to do something about the real risks you face in your organization. You will not be sorry you spent the day with Gordon Graham!

Gordon Graham, Co-Founder – Lexipol

8am
-
12noon
(with breaks)

12:30p
m-
1:30p
m

CSRMA Board of Director's Meeting

To check if you've already registered for this event click [here](#).

To re-send your confirmation for this event, scroll to the top and click "Resend Confirmation" then enter your email address used for registration.



BOARD MEMORANDUM

June 23, 2026

To: CMSA Commissioners and Alternates
From: Corey Spray, Administrative Services Manager
Approved: Jason Dow, General Manager
Subject: **FY27 CMSA Salary Schedule**

Recommendation: Approve the FY27 CMSA Salary Schedule.

Discussion: Title 2, Section 570.5 of the California Code of Regulations (CCR) requires public agencies that are subject to California Public Employees' Retirement Law to annually approve and adopt a salary schedule, and that it is publicly available to any interested party. The intent of this requirement is to enforce the statutes of CCR 570.5 when determining compensation that is credited toward pension benefits and in calculating retirement benefits for current and future members.

The salary schedule for FY27 was updated by the San Francisco-Oakland-Hayward All Urban Consumers Annual index for the calendar year 2025 for 2.178%. The approved salary schedule will be posted on the Agency website.

Attachment:

- CMSA Salary Schedule – Biweekly Rate, effective June 21, 2026.

CENTRAL MARIN SANITATION AGENCY
SALARY SCHEDULE BIWEEKLY RATE (80 HOURS)
Effective June 21, 2026

Position	(U)rep (R)ep	Biweekly A1	Biweekly B2	Biweekly C3	Biweekly D4	Biweekly E5	Biweekly F5
General Manager	U	13,759.36	-	-	-	-	-
Administrative Services Manager	U	8,709.68	9,145.04	9,602.24	10,082.40	10,586.56	-
Administrative Specialist	U	4,423.28	4,644.40	4,876.64	5,120.40	5,376.48	5,645.28
Senior Accountant / Analyst	U	5,351.36	5,618.96	5,899.92	6,194.96	6,504.72	-
Accountant	U	4,650.24	4,882.72	5,126.88	5,383.20	5,652.40	-
Accounting Technician	U	3,882.24	4,076.48	4,280.16	4,494.16	4,718.96	-
Information System Administrator	U	6,934.96	7,281.76	7,645.92	8,028.24	8,429.60	-
Safety Manager	U	5,930.24	6,226.64	6,537.92	6,864.96	7,208.08	-
Technical Services Manager/Assistant General Manager	U	9,742.16	10,229.36	10,740.80	11,277.84	11,841.68	-
Senior Engineer	U	7,321.52	7,687.60	8,072.00	8,475.52	8,899.36	-
Associate Engineer	U	6,023.52	6,324.56	6,640.72	6,972.88	7,321.52	-
Assistant Engineer	R	5,160.88	5,418.88	5,689.92	5,974.32	6,273.04	-
Regulatory Compliance Manager	U	7,740.48	8,127.28	8,533.84	8,960.40	9,408.56	-
Lead Environmental Services Analyst	R	6,995.60	7,345.36	-	-	-	-
Environmental Services Analyst II	R	5,481.28	5,755.44	6,043.12	6,345.28	6,662.48	-
Environmental Services Analyst I	R	4,734.88	4,971.76	5,220.24	-	-	-
Laboratory Analyst II	R	5,533.68	5,810.48	6,101.12	6,406.16	6,726.40	-
Laboratory Analyst I	R	4,523.36	4,749.60	4,986.96	5,236.32	5,498.16	-
Treatment Plant Manager	U	8,699.68	9,134.72	9,591.44	10,070.96	10,574.56	-
Operations Supervisor	U	6,236.72	6,548.64	6,876.00	7,219.84	7,580.88	-
Assistant Operations Supervisor	U	6,356.32	6,673.92	7,007.68	-	-	-
Lead Operator	R	5,927.52	6,223.92	-	-	-	-
Operator III	R	5,376.56	5,645.36	-	-	-	-
Operator II	R	4,876.72	5,120.40	-	-	-	-
Operator I	R	4,423.28	4,644.56	-	-	-	-
Operator in Training	R	3,361.76	3,529.84	3,706.32	-	-	-
Maintenance Supervisor	U	6,065.36	6,480.96	6,804.96	7,145.20	7,372.56	-
Assistant Maintenance Supervisor	U	5,776.64	6,065.36	6,368.64	6,687.20	7,021.52	-
Lead Mechanical Technician	R	5,878.40	6,172.32	-	-	-	-
Mechanical Technician III	R	5,331.92	5,598.48	-	-	-	-
Mechanical Technician II	R	4,836.32	5,077.92	-	-	-	-
Mechanical Technician I	R	4,386.56	4,605.92	-	-	-	-
Mechanical Technician Trainee	R	3,271.12	3,434.56	3,606.32	-	-	-
Utility Worker	R	3,609.84	3,790.40	3,979.84	4,178.88	4,387.84	-
Institutional Utility Laborer	R	2,481.20	2,605.20	2,735.52	2,872.16	3,015.84	-
Electrical Instrumentation Tech III	R	5,448.96	5,721.28	-	-	-	-
Electrical Instrumentation Tech II	R	4,942.32	5,189.36	-	-	-	-
Electrical Instrumentation Tech I	R	4,482.80	4,706.96	-	-	-	-
Electrical Instrumentation Tech Trainee	R	3,244.72	3,407.04	3,577.28	-	-	-
Internship salary range DOQ (min - max)	U	18.52	27.13	-	-	-	-

U = Unrepresented Positions

R = Represented Positions, SEIU Local 1021



BOARD MEMORANDUM

June 23, 2026

To: CMSA Board of Commissioners

From: Corey Spray, Administrative Services Manager

Approved: Jason Dow, General Manager

Subject: 2026 Revenue Bond Reimbursement Resolution

Recommendation: Approve of Resolution #371 authorizing the Agency the ability to reimburse certain capital expenditures incurred prior to the 2026 Revenue Bond issuance using the bond proceeds.

Discussion: The Board approved the Agency issuing \$8.5 million of revenue bonds at the December 9, 2025, Board meeting to assist funding its Capital Improvement Program (CIP) over fiscal year 2027. Further at the meeting, the Board approved contracting with Hawkins Delafield Woods (Hawkins) as bond/disclosure counsel, and PFM Financial Advisors (PFM) as financial advisor to help facilitate the transaction. At the May 12, 2026, meeting, the Board further approved of the Agency’s 2026 Revenue Bond issuance to be structured as a 20-year term with a negotiated method of sale. Based on the latest issuance calendar provided by PFM, the 2026 Revenue Bonds are expected to close in September 2026.

In anticipation of the 2026 Revenue Bonds’ closing, Hawkins recommends that the Agency’s Board approve a resolution specifying its intent to seek reimbursement of any applicable CIP expenditures incurred prior to the bonds’ anticipated closing date. The Agency currently has several CIP projects that are either in the planning or construction phase of work which will incur expenses before the issuance’s closing. If the Agency wants to fund those project costs, it will need the authority granted by the Board following applicable Internal Revenue Code (IRC) requirements and compliance with the Agency’s Tax Certificate.

Attachment:
- Resolution #371



Resolution No. 371

***A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CENTRAL MARIN
SANITATION AGENCY PROVIDING A DECLARATION OF OFFICIAL INTENT TO
REIMBURSE CERTAIN EXPENDITURES FROM PROCEEDS OF INDEBTEDNESS TO BE
ISSUED RELATED TO ITS PROJECTS AND PLAN OF FINANCE***

WHEREAS, the Central Marin Sanitation Agency (the “Agency”) intends to finance certain projects relating to the Agency’s wastewater system, including funds for new facility development, rehabilitation of existing facility infrastructure, and replacement of existing treatment plant equipment (collectively, the “Projects”); and

WHEREAS, the Agency expects to pay certain expenditures in connection with the Projects prior to the issuance of indebtedness (the “Reimbursement Expenditures”) for the purpose of financing costs associated with the Projects on a long-term basis; and

WHEREAS, the Agency reasonably expects to issue long-term indebtedness obligations for the Projects in an amount currently estimated to be approximately \$8,500,000 in 2026 (the “Bonds”) and that certain of the proceeds of such indebtedness will be used to reimburse the Agency’s Reimbursement Expenditures;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of CMSA, a public agency in Marin County, as follows:

SECTION 1. Official Intent. The Agency intends to pay, on a temporary basis, from its own funds, a portion of the cost of the Agency’s Projects. These costs are reasonably expected and intended to be reimbursed from the proceeds of the Agency’s Bonds. This Resolution is made solely for the purpose of making a declaration of official intent under Treasury Regulation §1.150-2, and does not bind the Agency to make any Reimbursement Expenditures, issue any Bonds or indebtedness, or proceed with the Projects.

SECTION 2. Effectiveness of this Resolution. The Resolution shall become effective upon its adoption and remain in effect thereafter.

PASSED AND ADOPTED at the meeting of the Central Marin Sanitation Agency Commissioners, County of Marin, State of California, on **June 25, 2026**, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

By _____

Dean DiGiovanni, Commission Chair

ATTEST:

By _____

Eli Beckman, Commission Secretary



BOARD MEMORANDUM

June 23, 2026

To: CMSA Commissioners and Alternates

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

Approved: Jason Dow, General Manager

Subject: **Nutrient Removal Alternatives Evaluation and Facilities Plan Project – Status Update Presentation**

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

Summary: The Agency and Carollo Engineers (Carollo) entered into a Professional Services Agreement in October 2024, for the Nutrient Removal Alternatives Evaluation and Facilities Plan Project (Project). The purpose of the Project is to assist CMSA with evaluating and selecting a nutrient removal system that would meet the new interim and final nutrient limits set forth in the 2024 Nutrient Watershed Permit (Permit) for the San Francisco Bay. Since October 2024, Carollo in collaboration with Hazen & Sawyer, have completed significant work leading up to a detailed nutrient removal alternatives analysis. Carollo will present the background, approach, key findings and next steps of the Project at the Board meeting.

Fiscal Impact: The Agency’s approved FY27 Capital Improvement Program (CIP) allocates \$1,500,000 for Nutrient Removal in FY27, and an additional \$2,500,000 is allocated for FY28. These allocations are anticipated to cover the planning, predesign, and final design phases of the Nutrient Removal Project. They will also support a peer review effort in FY27 and includes an allowance for the purchase and installation of a potential Side Stream Treatment Ammonia Recovery System. Approximately \$847,700 has been spent to date on the Project in FY25 and FY26, for the Agreement’s scope of work and Amendments No. 1, 2, and 3 to evaluate CMSA’s aeration blower and diffuser systems, stress test CMSA’s secondary clarifiers, and perform additional process modelling.

Discussion:

Since October 2024, Carollo has completed significant work on the Project including the following tasks:

- Kickoff meeting and background information review
- Detailed 2-Week Wastewater Sampling (With Agency Staff assistance)

- Interim Optimization workshops 1 & 2
- Screenings and Evaluation Criteria workshop
- Alternatives Evaluation workshops 1 & 2
- Technical Memoranda No. 1, 2 and 3 on Sampling, Interim Optimization, and Design Criteria
- Process model set up and calibration
- Initiated evaluation of potential funding opportunities
- Secondary Clarifier Stress Test
- Additional Calcium Nitrite Sampling
- Secondary Clarifier CFD Modelling
- Integrated Co-Digestion Modelling Memo
- Aeration System Diffuser/Blower Evaluation
- Process Modelling
- Development of Construction and O&M Cost Estimates
- Alternatives Evaluation

Carollo will present on the history of nutrient regulations in the San Francisco Bay Area. The presentation will also cover completed Project tasks, the final four short-listed Alternatives, and the remaining project schedule.

Alignment with Strategic Plan: This Project aligns with the Agency’s FY26 Business Plan to support Goal 1 – Objective 1.3 as shown below.

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

Objective 1.3: Deliver critical and high priority Agency capital projects

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



BOARD MEMORANDUM

June 23, 2026

To: CMSA Commissioners and Alternates

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

Approved: Jason Dow, General Manager

Subject: FY26 Business Plan Year-End Report

Recommendation: Accept the Agency’s FY26 Business Plan Year-End Report and provide comments or direction to the General Manager, as appropriate.

Discussion: In July 2025, the Board adopted the Agency’s FY26 Business Plan (Plan) with Objectives and Actions to achieve a set of goals that align with the Agency’s Mission, Vision, and Value Statements in its adopted 5-year Strategic Business Plan (2022 to 2026). The Plan provides a guide for maintaining and continuously improving the Agency’s operations and services, sets organizational priorities, and guides fundamental decisions/actions that shape Agency activities into the future.

After the Plan’s adoption, the Agency Strategic Planning Committee (ASPC) developed implementation schedules to achieve the eighteen (18) Objectives in the Plan, and over the year initiated all sixty-five (65) of the strategic Actions associated with those Objectives. The table below shows the number of actions that were either completed or ongoing, having no definable end date or are recurring, and those that were delayed or cancelled.

Action Status	Number
Completed	51
Ongoing	10
Delayed	4
Cancelled	0
Total	65

The attached report summarizes the status of the Actions within each Objective. Currently, the ASPC is preparing a new business plan for FY27 that will contain the ongoing Actions as well as new Objectives and Actions, that will align with the new 5-Year Strategic Business Plan (2027 to 2032) which the Board adopted at its April 2026 meeting.

Attachment:
- FY26 Strategic Business Plan Year-End Report

GOAL ONE	CMSA will effectively operate and maintain its treatment facilities in compliance with changing regulations.		
Objective 1.1	Maintain high performance of the treatment facility's operational processes		
Action:	Comply with all Agency regulatory requirements	COMPLETED	Achieved 100 percent compliance with all Agency's NPDES and Air permit requirements.
Action:	Receive the National Association of Clean Water Agencies (NACWA) Platinum Award	COMPLETED	The NACWA Platinum Peak Performance Award was received in May 2026 for eight consecutive years of 100% NPDES permit compliance.
Action:	Review and assess unstaffed graveyard shift facility operations	COMPLETED	Staff successfully completed facility testing to support optional unstaffed graveyard shift operations.
Objective 1.2	Manage the Agency's equipment and assets consistent with CIP and maintenance programs		
Action:	Design and construct upgrades to the Laboratory DI water system	POSTPONED	Due to the unexpected autoclave replacement in 2026, the DI water project will be completed in FY27.
Action:	Finish the Chlorine Contact Tank Deck and Wall Coating Project	COMPLETED	A contractor was retained and the project was completed in September 2025.
Action:	Replace the Solids Handling Building elevator controls	ONGOING	A contractor was retained and construction was started in FY26, with expected completion by October 2026.
Action:	Perform high-priority electrical conduit rehabilitation tasks	ONGOING	Staff and a specialized consultant evaluated electrical conduits across the facility and developed a plan to complete high-priority repairs and corrective actions over the next fiscal year.
Action:	Re-inspect the Switchgear and Headworks MCC, and make any necessary repairs	COMPLETED	A consultant and specialty contractor were retained, and preventative maintenance and condition assessment of the Switchgear and Headworks MCC were completed in January 2026.
Action:	Coat the three biosolids hoppers	COMPLETED	A contractor was retained and the coating work was completed in October 2025.
Objective 1.3	Deliver critical and high priority Agency capital projects		
Action:	Complete Nutrient Removal Alternatives Evaluation & Facilities Plan Project and begin pre-design	COMPLETED	A presentation to CMSA's Board is scheduled for June 2026, and a peer review may be completed prior to beginning pre-design.
Action:	Begin the Grit Washers Project construction	COMPLETED	The project was formally bid and awarded in December 2025, and the contractor began onsite construction in March.
Action:	Begin Dewatering System Replacement Project construction	COMPLETED	The project was formally bid and awarded in September 2025, and the

			contractor began onsite construction in March.
Action:	Replace the emergency generator controls	ONGOING	Design and vendor coordination was initiated in 2025 with expected completion by November 2026.

GOAL TWO	CMSA will continually improve financial management practices to ensure transparency, financial sustainability, and sound fiscal principles.		
Objective 2.1	<i>Regularly evaluate existing fiscal practices and procedures and develop new procedures as necessary</i>		
Action:	Explore added functionality of Tyler financial software for contract & employee benefit tracking.	ONGOING	Staff contacted Tyler for added functionality options in 2026, and are reviewing existing processes for potential fit with the added options, with expected completion in FY27.
Action:	Develop accounting policies guide for alignment with GASB statements.	ONGOING	Staff have begun drafting accounting policy documents for key financial areas, to be completed in FY27.
Action:	Draft investment procedure for investments managed in trust for debt agreements.	POSTPONED	Project postponed to 2027.
Objective 2.2	<i>Further develop financial system functions for improved efficiency</i>		
Action:	Evaluate banking services relationship for potentially new or added services	POSTPONED	Project postponed to 2027.
Action:	Develop risk control matrix for internal control process narratives.	ONGOING	Staff have begun updating internal control process narratives with risk control information, to be completed in FY27.
Objective 2.3	<i>Prepare transparent financial documents</i>		
Action:	Prepare the Agency's FY26-FY27 budget document in the Government Finance Officers Association (GFOA) format and submit to the GFOA for review	COMPLETED	Submitted for GFOA review in August 2025 and received award in September 2025.
Action:	Prepare the Agency's Annual Comprehensive Financial Report (ACFR), and submit it to the GFOA for review	COMPLETED	Submitted for GFOA review in December 2025 and awaiting award.
Action:	Prepare the Agency's Popular Annual Financial Report (PAFR), and submit it to the GFOA for review	COMPLETED	Submitted for GFOA review in December 2025 and awaiting award.

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:	While receiving new external digester feedstocks from MSS and Republic Services, monitor digester health and quantify increased ammonia loading	COMPLETED	New feedstocks from Marin Sanitary Services' food suppliers and Republic Services are being received and ammonia loading is being tracked.
Action:	Optimize operation of organic waste receiving facilities and cogeneration system to be consistently energy positive	COMPLETED	Various operation optimization measures, including enhanced feedstock delivery coordination, and additional grinder installation, were implemented.
Objective 3.2	Increase the Agency's energy efficiency through implementation of the Power Monitoring Program		
Action:	Evaluate proposed nutrient removal alternatives for energy consumption	COMPLETED	Completed as part of the nutrient removal alternatives evaluation.
Action:	Determine if nutrient removal facilities will need a new switchgear or require upgrades to the existing switchgear	COMPLETED	The existing switchgear was determined to be sufficient for all considered nutrient removal alternatives.
Objective 3.3	Evaluate treatment processes to determine opportunities for efficiency, reliability and quality improvements.		
Action:	Complete Primary Clarifier 1 baffle system dry weather performance study	POSTPONED	The headworks grit removal evaluation was initiated in FY26 and needs to be completed prior to implementing the baffle system study, likely in the summer of 2027.
Action:	Complete Sentry Loading Study for primary effluent and aeration influent organic loading monitoring	COMPLETED	The study was initiated and will be completed in June.
Action:	Install primary clarifier level and solids sensors and automate primary clarifier sludge collectors	COMPLETED	Seven primary clarifier level sensors and one primary sludge solids meter were successfully installed. Automation upgrades for the primary clarifier sludge and scum collector systems were also completed.
Action:	Install outfall valve box telemetry communication system	COMPLETED	Staff determined a telemetry modification was not required at this time. Instead, staff implemented a preventative maintenance program to inspect the vault for rainwater accumulation and installed a portable pump to remove water as needed.
Action:	Evaluate headworks screening spray water system improvements	COMPLETED	Staff evaluated the headworks plate screens spray water systems and improvements will be completed in FY26.

GOAL FOUR	CMSA will be a leader and/or an active participant in collaborative efforts to address industry and community challenges and opportunities.		
Objective 4.1	Collaborate with stakeholders on programs to comply with CalRecycle's regulations on diverting organics from landfills		
Action:	Monitor Bay Area Biosolids Coalition activities	COMPLETED	CMSA monitored BABC activities and participated in select Coalition meetings. BABC is now a BACWA committee.
Action:	Support Marin Sanitary Service's Organic Recovery Program Expansion	COMPLETED	CMSA supported MSS in expanding the program in FY26.
Objective 4.2	Promote interagency coordination of projects and initiatives		
Action:	Support SRSD service contract evaluation	COMPLETED	The SRSD Operations and Management Services Agreement was approved by the Board in February 2026.
Action:	Monitor MMWD water supply decisions, and engage in discussions if expanding recycled water use is considered	COMPLETED	MMWD has hired a consultant to perform a CEQA review for a project to deliver water from a Sonoma County Water Agency supply aqueduct in north Novato to the Nicasio reservoir. No recycled water discussion currently.
Action:	Install Ross Valley Interceptor flow meter	COMPLETED	Flow meter was successfully installed.
Action:	Support JPA Agencies with SSO monitoring and sample analysis	COMPLETED	Staff supported JPA Agencies as needed with SSO monitoring.
Action:	Serve as North Bay Watershed Association Treasurer	COMPLETED	Staff served as NBWA treasurer.
Action:	Assist SD2 with Paradise Pump Station rehabilitation	COMPLETED	The Paradise Pump Station Capital Improvement Project was successfully completed.
Action:	Identify viable options to continue hydrogen peroxide dosing at the Ross Valley Interceptor	COMPLETED	Staff completed two successful chemical dosing tests from CMSA to the RV Interceptor. Use of mixing water increased the dosing effectiveness, allowing discontinued nitrate dosing for several months.
Action:	Support SQVSMD and SQRC transition of services to RVSD	COMPLETED	CMSA will support SQVMD in transitioning services to RVSD. CDCR opposed annexation of the SQRC into the RVSD service area, and the annexation was not supported by LAFCO.
Action:	Participate in the Lystek Facility Feasibility Study with the Marin wastewater agencies	COMPLETED	CMSA is participating in the joint Feasibility Study which will be completed in FY27. NSD is administering the study for the participating agencies.

GOAL FIVE	CMSA will attract and retain high quality employees by engaging staff, fostering professional development, valuing diversity, and promoting a culture of safety.		
Objective 5.1	Educate employees on Agency benefits		
Action:	Provide Employee Assistance Program presentations	COMPLETED	“Industrial Athlete” training by Savvy Health Solutions is scheduled for June 2026.
Action:	Provide annual Agency new employee onboarding session	COMPLETED	Staff provided training in February 2026.
Action:	Provide annual Agency employee education on 457(b)/401(a)/HRA retirement programs	COMPLETED	Staff provided training in February 2026.
Objective 5.2	Promote a culture of leadership and professional growth to attract and develop qualified and skilled employees		
Action:	Evaluate and implement existing departmental succession planning documents	COMPLETED	A new Regulatory Compliance Manager was hired in February 2026 and recruitments for various employees retiring in 2026 and early 2027 are being planned.
Action:	Hire retired annuitants to train and develop new employees	COMPLETED	Retired E/I annuitants provided training to E/I technicians, and a retired utility worker assisted in training a newer institutional utility laborer.
Action:	Managers to prepare a list of essential functions for each job classification	COMPLETED	Updated job descriptions with essential functions were approved by the Board in FY26.
Action:	Establish employee AI committee and develop and Agency AI roadmap	COMPLETED	The AI Committee was formed, a committee charter was developed, and an initial AI roadmap was prepared.
Objective 5.3	Enhance employee work culture		
Action:	Hold an Agency summer barbeque, holiday party, and safety program recognition event	COMPLETED	The summer 2024 BBQ was a success as was the Holiday party. The summer 2025 BBQ has been scheduled. The Safety Appreciation Luncheon was held 10/1/2025.
Action:	Submit applications for industry awards, and recognize award winners	COMPLETED	CWEA applications were submitted, and eight awards were received. Including the State Plant of the Year award.
Objective 5.4	Engage employees in the administration of the Agency’s deferred compensation programs		
Action:	Establish an Agency deferred compensation committee.	COMPLETED	The Board approved establishing a committee and department managers engaged staff for volunteer committee members.

Action:	Develop Committee Charter, Investment/Education Policies, Administrative Procedures, Summary Plan Descriptions, and Fee Disclosures for governing the programs.	COMPLETED	Staff developed relevant deferred compensation plan documents and received Board approval as needed.
Action:	Develop annual financial statements for the programs.	ONGOING	Staff have engaged plan providers for relevant financial data and are preparing financial statements following applicable US GAAP. Projected completion is in FY27.
Action:	Assess the need for fiduciary liability insurance coverage.	ONGOING	Staff have engaged Alliant (through CSRMA) for insurance coverage and are preparing an application. Projected completion is in FY27.
Action:	Engage a retirement financial consultant.	ONGOING	Staff has prepared an RFP for a new financial consultant. The RFP process will be completed in FY27 and a new consultant is expected to attend the recurring quarterly committee meetings.

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:	Select a new Agency website provider	ONGOING	Staff have prepared a draft RFP for a new provider. The RFP process is to be completed in FY27 and staff will begin developing a new website test version.
Action:	Scan and archive historic engineering files	COMPLETED	Interns assisted with archiving the recent engineering files, and hard copies are printed and stored.
Action:	Engineering to lead an engineering drawing/plan reading seminar for O&M staff	COMPLETED	The seminar has been scheduled for July 8 th .
Objective 6.2	Improve communication security and reliability		
Action:	Replace Administration Building UPS system	COMPLETED	The Administration Building UPS was replaced with a unit providing much longer runtime, using lithium batteries.
Action:	Establish Modbus communications with all Rotork motor operated valves	COMPLETED	Gates now communicating via Modbus to provide better control and alarming.
Action:	Replace Agency card access security system	COMPLETED	Existing access control system was replaced.
Objective 6.3	To manage risk, reduce or eliminate single points of failure		
Action:	Information Systems Administrator to attend Cybersecurity Training	COMPLETED	The ISA attended training provided by Idaho National Laboratory.
Action:	Continue Programmable Logic Controller support training plan for Electrical/Instrumentation staff	COMPLETED	Training on industrial communications were held.
Action:	Continue cross training Environmental Services Analysts in Laboratory functions	COMPLETED	WIMS, CIWQS, and SMARTS training events were held for the Analysts.
Action:	Prepare an administrative procedure to detail the process to set-up and change vendor master file information	COMPLETED	A procedure was developed and implemented.

BOARD MEMORANDUM

June 23, 2026

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: **CMSA JPA Agencies Consolidation Committee Formation**

Recommendation: Appoint the General Manager as the CMSA representative to the Consolidation Committee's technical working group, and provide any direction to staff, as appropriate.

Discussion: The SRSD, SD2, and RVSD boards adopted resolutions forming a Consolidation Committee and have appointed district representatives to serve on the Committee. SRSD appointed Dean DiGiovanni to the Committee with Board President Kate Colin as his alternate. RVSD appointed Andy Poster to the Committee, and SD2 appointed Board member Fred Cassisa.

The resolutions direct district staff to work with Marin LAFCO to evaluate wastewater consolidation alternatives for SRSD, SD2, RVSD, and CMSA, and periodically present the consolidation information to the Committee for consideration and possible action. The district staff and CMSA staff will be a technical working group that supports the Committee; LAFCO will coordinate and facilitate all working group meetings.

Background: In late 2025, SRSD proposed to RVSD and SD2 that the districts and CMSA explore a regional wastewater consolidation and Marin LAFCO could facilitate the discussions and administer a potential consolidation study. To support this proposal, SRSD drafted a consolidation resolution and provided it to RVSD and SD2 for review and comment. At their April 2026 Board meetings, each district Board approved the resolution, after which the technical working group and LAFCO began preparing a cost sharing agreement. Under that agreement, LAFCO will hire a consultant to prepare a Feasibility Study and Consolidation Master Plan. Additionally, LAFCO will administer the consultant contract, and the districts will reimburse LAFCO for its staff and the consultant expenses. The cost sharing agreement is in draft form and is being reviewed and revised by LAFCO and the three districts.

Attachment:

- SRSD Consolidation Committee, Resolution No. 26-1332

RESOLUTION NO. 26-1332

**A RESOLUTION OF THE BOARD MEMBERS OF
SAN RAFAEL SANITATION DISTRICT
AUTHORIZING FORMATION OF A CONSOLIDATION COMMITTEE
IN COORDINATION WITH MARIN COUNTY LAFCO FOR PURPOSES OF
EXPANDING A CURRENT AGENCY OR FORMING A NEW
CENTRAL MARIN WASTEWATER DISTRICT**

WHEREAS, there are currently three separate sanitary sewer collection system special districts: San Rafael Sanitation District, Ross Valley Sanitary District, and Sanitary District No. 2 of Marin County (Town of Corte Madera), discharging to the Central Marin Sanitation Agency, a Joint Powers Agency (JPA) formed in 1979; and

WHEREAS, in many locations in California, wastewater collection systems and treatment services are operated and managed under one board of elected officials and their qualified staff; and

WHEREAS, consolidation of collection systems and treatment services may have potential benefits including operational efficiencies and economies, standardized policies and procedures, enhanced public services, and workforce optimization; and

WHEREAS, consolidation of collection systems and treatment services in Marin County has been studied by the Local Agency Formation Commission (LAFCo), and LAFCo has indicated their support for cooperative work on consolidation efforts; and

WHEREAS, the District Board wishes to evaluate consolidated governance under one special district with a directly elected board representing the geographical area served; and

WHEREAS, the District Board wishes to evaluate coordinated services between collection, treatment, resource management and environmental protection that maintain or improve services to customers, seek efficiencies and the lowest rates feasible, and ensure fair treatment of employees of all four agencies: San Rafael Sanitation District, Ross Valley Sanitary District, Sanitary District No. 2, and Central Marin Sanitation Agency.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board Members of the San Rafael Sanitation District, that

1. District Staff is directed to evaluate what form(s) of service combination is/are feasible and efficient and on what schedule, provided that the amount of time necessary to perform such evaluation does not preclude District Staff's ability to provide adequate service delivery to its ratepayers.
2. District Staff is directed to evaluate labor and employment issues, including protection of employees, honoring labor agreements, and ensuring competitiveness in the labor market, provided that the amount of time necessary to perform such evaluation does not preclude District Staff's ability to provide adequate service delivery to its ratepayers.

3. District Staff is directed to identify the stakeholders to be consulted, including:
 - a. Marin County LAFCo staff.
 - b. Staff of San Rafael Sanitation District, Ross Valley Sanitary District, Sanitary District No. 2, and Central Marin Sanitation Agency and their bargaining agents.
 - c. The communities served by the agencies and their other local government leaders.
4. A Consolidation Committee be established by and of the three special district boards to receive updates on the possible actions, steps and schedule leading to full consolidation. This Committee, subject to the Brown Act, will be made up of one member from each of the three JPA agencies. The Committee will meet as needed and the Committee appointee will report back to their full District Boards on the consolidation efforts.
5. The District Board authorizes their staff to work with Marin LAFCo staff on any technical assistance as needed.
6. The goal of this effort is a resolution proposing a detailed plan of reorganization to which the three special districts agree.

PASSED AND ADOPTED by the Board Members of the San Rafael Sanitation District at a Special meeting on the 21st day of April 2026, by the following vote:

AYES:	Board Members:	Director Rodoni, Chair Kate
NOES:	Board Members:	None
ABSENT:	Board Members:	Director Bushey
ABSTAIN:	Board Members:	None

APPROVED:

Kate Colin
Kate Colin (Apr 30, 2025 16:29:41 PDT)

 Kate Colin, Chair

ATTEST:

Dennis Rodoni
Dennis Rodoni (Apr 30, 2025 16:29:31 PDT)

 Dennis Rodoni, Director/Acting Secretary

BOARD MEMORANDUM

June 23, 2026

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: **CalPERS Unfunded Actuarial Liability Payment Agreement**

Recommendation: Approve the CalPERS Unfunded Actuarial Liability Payment Agreement with SRSD, and provide direction or comments to the General Manager, as appropriate.

Summary: Staff worked with the Agency's special benefit attorney to prepare a CalPERS Unfunded Actuarial Liability Payment Agreement (Agreement) with SRSD. Under the Agreement, SRSD will reimburse CMSA for all future retirement liability expenses associated with the City of San Rafael employees that will be hired by CMSA to manage, operate, and maintain the SRSD collection system. The Agreement was presented to and approved by the SRSD Board at its June 12, 2026, meeting.

Discussion: During the development of the SRSD Management and Operations Service Agreement, key principles regularly discussed by the JPA ad hoc committee, technical working group, and the JPA agency attorneys were: 1) SRSD will fully reimburse CMSA for all service agreement expenses, and 2) SD2 and RVSD will not subsidize any SRSD service agreement expenses. The Agreement aligns with both of those important principles.

In the SRSD service agreement, the benefit attorney prepared a provision requiring SRSD pay off the City of San Rafael employees' MCERA unfunded actuarial liability (UAL) before the service agreement's effective date, and that annually CMSA will hire an actuary to perform a MCERA UAL evaluation. If there are any future MCERA UAL expenses, SRSD will annually reimburse CMSA for them. The benefit attorney advised that payment for any future CalPERS UAL associated with the CMSA employees working on the SRSD service agreement scope of work be detailed in a separate agreement and the UAL amount be included in the annual SRSD agreement budget. The JPA ad hoc committee agreed with this approach.

The Agreement requires CMSA to hire an actuary each fiscal year to determine the proportionate share of retirement liabilities of employees working for SRSD, and SRSD reimburse CMSA for the actuarial evaluation expenses and any future retirement liabilities. Additionally, CMSA will establish a Section 115 pension trust for the retirement liability payments received from SRSD.

Attachment:

- CalPERS Unfunded Actuarial Liability Payment Agreement with SRSD

**CalPERS UNFUNDED ACTUARIAL LIABILITY
PAYMENT AGREEMENT**

This Agreement is by and between San Rafael Sanitation District (SRSD) and the Central Marin Sanitation Agency (CMSA) for the payment of CalPERS Unfunded Actuarial Liabilities (UAL). The Effective Date of this Agreement is _____, 2026.

Recitals

- A. Whereas, SRSD and CMSA entered into an SRSD Management and Operations Services Agreement (Services Agreement), dated February 20, 2026.
- B. Whereas, CMSA will begin providing the services to SRSD after the Service Effective Date as set forth in the Services Agreement.
- C. Whereas, prior to the Services Effective Date, CMSA will hire qualified City employees that work exclusively for SRSD, and SRSD will make full payment of any existing UAL attributed to pension benefits accrued by such employees under the Marin County Employees Retirement Association (MCERA).
- D. Whereas, following the Services Effective Date, certain CMSA employees may perform services exclusively for SRSD, while other CMSA employees may perform shared services for both CMSA and SRSD.
- E. Whereas, this Agreement is intended to compliment Section 13 in the Agreement, and provide funding for future UAL costs of all CMSA employees that provide services to SRSD on a full-time basis, and for a prorated share of the UAL costs for CMSA employees that provide services to SRSD on a part-time basis.
- F. Whereas, the parties intend that this Agreement constitute a written allocation of retirement liability responsibility between the parties for purposes of California Government Code sections 6508.1 and 6508.2.

Agreement

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

- 1. Recitals. The foregoing recitals are incorporated herein by reference.
- 2. Purpose and Scope. The purpose of this Agreement is to establish the respective responsibilities of SRSD and CMSA for retirement liabilities, including UAL, attributable to CMSA employees performing services for SRSD after the Services Effective Date under the Services Agreement.

SRSD shall be responsible for, and shall reimburse or pay to CMSA, the proportionate share of retirement liabilities attributable to services performed for SRSD, as determined pursuant to this Agreement.

3. Term. This Agreement shall commence on the Effective Date and shall remain in effect for so long as the Services Agreement remains in effect or retirement liabilities attributable to services performed by CMSA employees on behalf of SRSD remain outstanding, whichever period is longer. Termination or expiration of the Services Agreement shall not relieve SRSD of responsibility for retirement liabilities attributable to services performed by CMSA employees on behalf of SRSD prior to termination.

4. Allocation of Retirement Liabilities

4.1 Allocation Methodology. Retirement liabilities attributable to services performed by CMSA employees on behalf of SRSD shall be allocated as follows:

4.1.1 CMSA employees performing services exclusively for SRSD shall have one hundred percent (100%) of their retirement liabilities allocated to SRSD.

4.1.2 CMSA employees performing shared services for both CMSA and SRSD shall have retirement liabilities allocated based upon the proportion of compensated time, payroll, full-time equivalent service, or other actuarially appropriate allocation methodology attributable to services performed on behalf of SRSD, as determined by the retained actuary.

4.1.3 The allocation methodology shall be consistently applied unless otherwise mutually agreed in writing by the parties.

5. Actuarial Determination

5.1 Annual Actuarial Determination. For each fiscal year following the Services Effective Date, CMSA shall retain a qualified pension actuary to determine the retirement liabilities, including any UAL, attributable to services performed for SRSD by CMSA employees.

The actuary shall utilize payroll records, service allocation records, compensation data, and other relevant employment information reasonably necessary to determine the proportionate liability attributable to SRSD operations.

5.2 Actuarial Costs. SRSD shall reimburse CMSA for the reasonable costs of actuarial services incurred pursuant to this Agreement. Such costs may be included in the next regularly issued invoice from CMSA to SRSD.

6. Payment of Retirement Liabilities

6.1 Annual Invoice. Within thirty (30) days after receipt of the actuary's annual determination, CMSA shall provide SRSD with an invoice identifying SRSD's apportioned share of retirement liabilities for the applicable fiscal year.

6.2 Payment Options. SRSD shall pay the invoiced amount either as a single lump sum payment, or in equal installment payments over the applicable fiscal year, as determined and agreed to by the CMSA and SRSD representatives.

6.3 Delinquent Payments. Any payment not made within thirty (30) days after the due date shall accrue interest at the rate earned by the Local Agency Investment Fund ("LAIF") plus two percent (2%) per annum, unless otherwise required by law.

7. Pension Trust. CMSA may establish and administer a qualified pension rate stabilization Section 115 trust, or similar trust vehicle for the deposit and administration of funds paid by SRSD pursuant to this Agreement. Amounts deposited into such trust shall be used solely for payment of retirement liabilities attributable to services performed by CMSA employees on behalf of SRSD, unless otherwise mutually agreed in writing by the parties. Nothing in this Agreement shall obligate CMSA to establish or maintain a trust if CMSA determines another lawful funding mechanism is appropriate.

8. Dissolution or Termination Events. In the event CMSA dissolves, ceases operations, terminates its contract with the California Public Employees' Retirement System ("CalPERS"), or otherwise triggers an allocation or settlement of retirement liabilities pursuant to California Government Code section 6508.2 or applicable CalPERS law, SRSD shall remain responsible for its apportioned share of retirement liabilities attributable to services performed by CMSA employees on behalf of SRSD under the methodology established in this Agreement. The obligations of SRSD under this Section shall survive termination of this Agreement.

9. Indemnification. SRSD shall defend, indemnify, and hold harmless CMSA and its officers, directors, employees, and agents from and against any claims, liabilities, assessments, charges, damages, costs, or expenses, including reasonable attorneys' fees, arising from or related to SRSD's failure to timely pay retirement liabilities apportioned to SRSD under this Agreement.

10. Records and Audit. Each party shall maintain adequate payroll, time allocation, and employment records necessary to implement this Agreement. Upon reasonable request, each party shall provide the other with records reasonably necessary to verify allocation calculations and actuarial determinations.

11. Governing Law and Venue. This Agreement is made and entered into in Marin County, California, and shall be governed by and construed in accordance with the laws of the State of California. Any legal action arising from this Agreement shall be filed in a court of competent jurisdiction located in Marin County, California.

12. Miscellaneous

12.1 Entire Agreement. This Agreement constitutes the entire agreement between the parties regarding the subject matter herein and supersedes all prior negotiations or understandings relating to such subject matter.

12.2 Amendments. This Agreement may be amended only by a written instrument executed by authorized representatives of both parties.

12.3 Severability. If any provision of this Agreement is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

12.4 Joint Drafting. This Agreement has been jointly prepared by the parties and shall not be construed against either party as the drafter.

12.5 Authority. Each individual executing this Agreement represents and warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of the respective party and that such execution is binding upon such party.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date notwithstanding the date of signature set forth opposite their signature:

DATED: June __, 2026	CENTRAL MARIN SANITATION AGENCY By: _____ Dean DiGiovanni, Commission Chair
DATED: June __, 2026	By: _____ Eli Beckman, Commission Secretary
DATED: June __, 2026	SAN RAFAEL SANITATION DISTRICT By: _____ Kate Colin, Board Chair
DATED: June __, 2026	By: _____ Maribeth Bushey, Secretary



BOARD MEMORANDUM

June 23, 2026

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: **FY27 Commission Officer, Committee, and NBWA Board Appointments**

Recommendation: Nominate and appoint commissioners for the FY27 Commission Chair, Vice-Chair, and Secretary offices, 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 made at the June Board meeting.

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

The current slate of officers, committee members, and NBWA Board representatives are shown below.

FY26 Officers

Commission Chair: Dean DiGiovanni, San Rafael Sanitation District
 Commission Vice-Chair: Michael Boorstein, Ross Valley Sanitary District
 Commission Secretary: Eli Beckman, Sanitary District No. 2

Standing Finance Committee: Tom Gaffney, Eli Beckman, Dean DiGiovanni

Ad hoc Evaluation Committee: Dean DiGiovanni and Eli Beckman

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

June 23, 2026

To: CMSA Commissioners and Alternates

From: Tiffany Elam, Administrative Specialist

Approved: Jason Dow, General Manager

Subject: May 2026 Informational Items

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

1. Letter dated May 21, 2026, to Ms. Kerry O’Conner, California Regional Water Quality Control Board
Re: Monthly Self-Monitoring Report (SMR) – April 2026
2. CMSA Renewable Power Summary
Re: May 2026
3. Letter dated May 19, 2026, to Chairman Capito, Ranking Member Whitehouse, Chairman Guthrie, and Ranking Member Pallone
Re: Urgent Need for PFAS CERCLA Liability Protections for Passive Receivers
4. Letter dated May 20, 2026, from North Bay Watershed Association
Re: Thank You for Supporting NBWA’s Silver Anniversary Biennial Conference
5. Letter dated June 17, 2026, from Ross Valley Sanitary District
Re: RVSD Appointment of Member-at-Large to the CMSA Commission, Dr. Kathleen Schaefer
6. Letter dated June 2, 2026, from Ross Valley Sanitary District
Re: CMSA credit card statements



May 21, 2026

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) – April 2026

Dear Ms. O' Conner,

The SMR for the Central Marin Sanitation Agency (CMSA) treatment facility 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 parameter violations for this reporting period.

Blending Events

The 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 met established quality assurance acceptance criteria, except those data results indicated within the attached analytical reports.

Summary

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

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

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

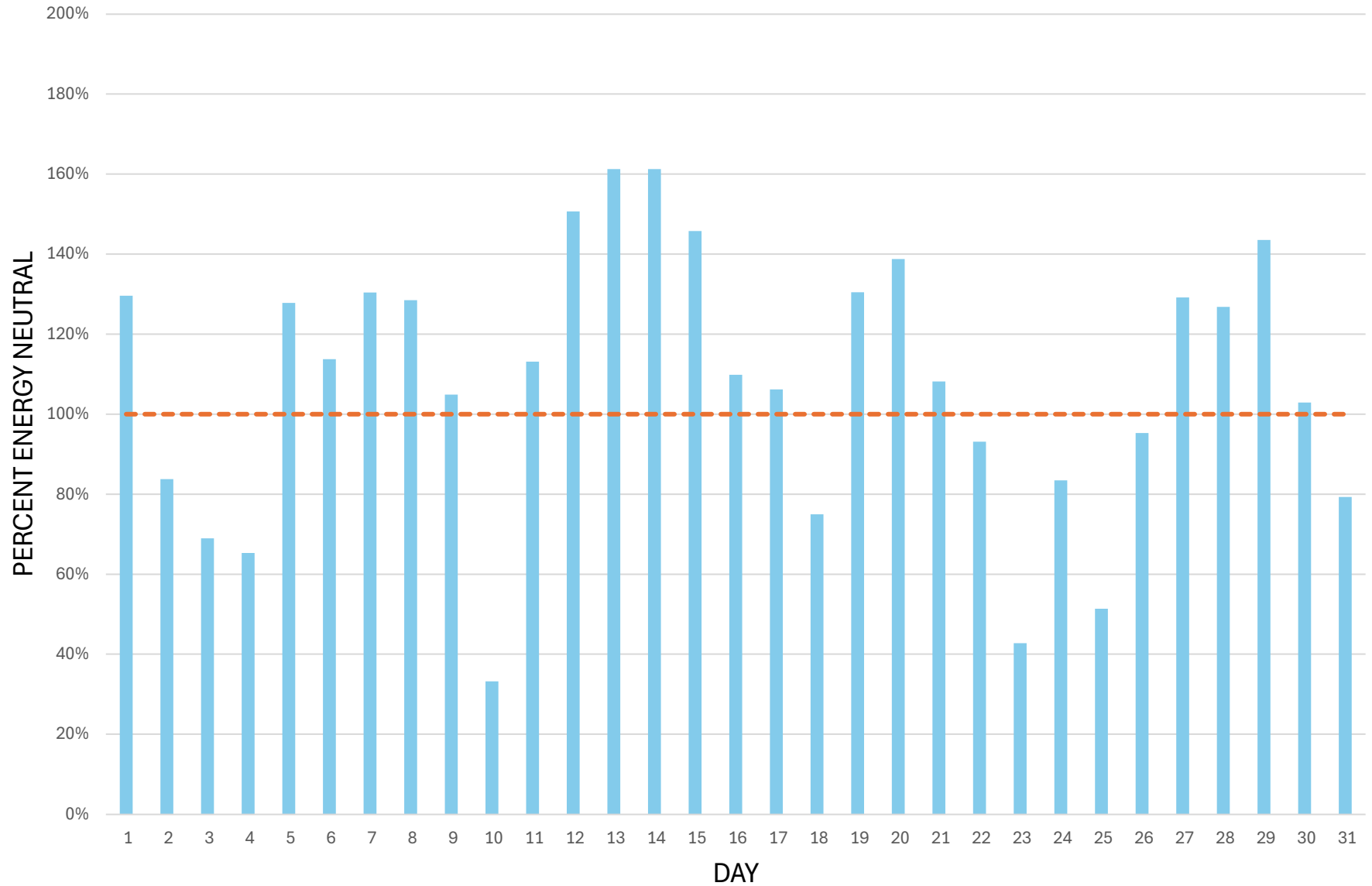
Sincerely,



Nick Talbot
Treatment Plant Manager

MAY 2026 CMSA RENEWABLE POWER SUMMARY

108% ENERGY NEUTRAL



May 19, 2026

The Honorable Shelley Moore Capito
Chairman
U.S. Senate Committee on Environment
& Public Works
410 Dirksen Senate Office Building
Washington, D.C. 20510

The Honorable Sheldon Whitehouse
Ranking Member
U.S. Senate Committee on Environment
& Public Works
410 Dirksen Senate Office Building
Washington, D.C. 20510

The Honorable Brett Guthrie
Chairman
U.S. House Committee on Energy
& Commerce
2125 Rayburn House Office Building
Washington, DC 20515

The Honorable Frank Pallone
Ranking Member
U.S. House Committee on Energy
& Commerce
2125 Rayburn House Office Building
Washington, DC 20515

Re: Urgent Need for PFAS CERCLA Liability Protections for Passive Receivers

Dear Chairman Capito, Ranking Member Whitehouse, Chairman Guthrie, and Ranking Member Pallone:

The undersigned organizations represent local governments and private entities responsible for delivering essential public health services, including drinking water, wastewater treatment, biosolids management, stormwater management, water recycling, solid waste disposal, and composting. As passive receivers of PFAS, we urge the Committees to expedite legislation that authorizes narrow PFAS CERCLA liability protections.

Absent Congressional action, passive receivers and the communities they serve will face significant costs and litigation risk associated with managing PFAS resulting from decades of lawful operations. This liability exposure is already contributing to increased rates, constrained management options, and growing uncertainty around infrastructure investment, project timelines, and service affordability. As documented in Congressional testimony, these impacts effectively transfer PFAS management costs to passive receivers, undermining CERCLA's foundational "polluter pays" principle.

Uncertainty surrounding CERCLA liability exposure, combined with a growing wave of PFAS litigation, is beginning to create ripple effects that may ultimately impact the broader economy. Passive receivers are subject to extensive federal, state, and local environmental, health, and safety standards, including evolving requirements under the Safe Drinking Water Act, Clean Water Act, and Solid Waste Disposal Act; however, the Environmental Protection Agency's (EPA) designation of certain PFAS as hazardous substances under CERCLA is disrupting their longstanding interdependence. Passive receivers, to the extent they are legally and feasibly able, are reassessing acceptance and handling of certain media—such as biosolids, spent filters, construction materials, and landfill leachate—leading to stranded waste streams, constrained insurance markets, increased construction costs, delayed infrastructure projects, and rising affordability pressures for households and communities. Unfortunately, EPA lacks the authority to protect passive receivers from private party litigation and liability under CERCLA and thus is unable to provide meaningful support in addressing these challenges.

Passive receivers face unique challenges in managing PFAS relative to other CERCLA hazardous substances because of the ubiquity of these compounds in the stream of commerce, the lack of treatment technologies capable of achieving total PFAS removal, and the absence of enforceable federal or state standards on the management of waste streams containing PFAS. Nevertheless, passive receivers are committed to safeguarding public health and the environment, recognizing our role in long-term PFAS management solutions, and are actively developing strategies to manage waste streams of concern.

We urge the Committees to advance a bipartisan solution that provides certainty for passive receivers while continuing to hold accountable those entities that have profited from the manufacture or use of PFAS. Doing so upholds CERCLA’s “polluter pays” principle and avoids shifting the cost of compliance and cleanup onto ratepayers and taxpayers and exacerbating the nationwide affordability crisis.

Sincerely,

American Public Works Association
American Water Works Association
Association of Metropolitan Water Agencies
Coalition of Recyclers of Residual Organics by Practitioners of Sustainability
California Association of Compost Producers
California Association of Sanitation Agencies
Connecticut Water Environment Association
Green Mountain Water Environment Association
Illinois Association of Wastewater Agencies
Maine Water Environment Association
Massachusetts Water Environment Association
Michigan Water Environment Association
Mid-Atlantic Biosolids Association
Midwest Biosolids Association
Municipal Waste Management Association
National Association of Clean Water Agencies
National Association of Counties
National Association of Water Companies
National League of Cities
National Municipal Stormwater Alliance
National Rural Water Association
National Waste & Recycling Association
National Water Resources Association

New England Water Environment Association
New Hampshire Water Pollution Control Association
New Jersey Water Environment Association
North East Biosolids & Residuals Association
Northwest Biosolids Association
Oregon Association of Clean Water Agencies
Oregon Refuse & Recycling Association
Pennsylvania Water Environment Association
Resource Recovery Coalition of California
Rhode Island Clean Water Association
Rural Community Assistance Partnership
Solid Waste Association of North America
Southeast Biosolids Association
U.S. Composting Council
U.S. Conference of Mayors
Virginia Biosolids Council
Washington Association of Sewer & Water Districts
Washington Refuse & Recycling Association
Water & Wastewater Equipment Manufacturers Association
Water Environment Federation
WateReuse Association
Wisconsin Municipal Environmental Group – Wastewater Division

CC:

Members of the U.S. Senate Committee on Environment & Public Works
Members of the U.S. House Committee on Energy & Commerce



May 20, 2026

SENT VIA: EMAIL

Central Marin Sanitation Agency

County of Marin

County of Napa

County of Sonoma

Las Gallinas Valley Sanitary District

Marin County Stormwater Pollution Prevention Program

Marin Municipal Water District

Napa Sanitation District

Napa County Flood Control District

North Marin Water District

City of Novato

Novato Sanitary District

City of Petaluma

Ross Valley Sanitary District

City of San Rafael

City of Sonoma

Solano County Water Agency

Sonoma Valley County Sanitation Agency

Sonoma County Water Agency

Associate Members:

The Bay Institute

Group Members:

City of Mill Valley

Sewerage Agency of Southern Marin

Jason R. Dow, General Manager
Central Marin Sanitation Agency
810 Vaca Valley Pkwy #203
Vacaville, CA 95688

SUBJECT: Thank You for Supporting NBWA’s Silver Anniversary Biennial Conference

Dear Jason,

On behalf of the North Bay Watershed Association (NBWA), thank you for your generous support of our Silver Anniversary Biennial Conference, *Meeting this Moment in a Climate of Change*, held April 9, 2026, at the College of Marin – Jonas Center.

Your sponsorship helped make this sold-out event possible, bringing together regional leaders, practitioners, students, and community members for meaningful conversations about watershed management, climate resilience, and future strategies. More than 25 speakers and moderators contributed to a dynamic and collaborative experience celebrating NBWA’s 25-year anniversary and advancing regional resiliency.

Conference highlights at a glance:

- **20 sponsors** contributed \$40,750 plus significant in-kind support
- **140+ attendees** from across the regional water and environmental community
- **25+ speakers and moderators** fostered meaningful exchange, shared learning, and honest conversations about watershed challenges and future strategies
- **Thoughtful, sustainable event** featuring the Silver Anniversary Pin Collection

As part of NBWA’s 25th anniversary, we invite you to explore the Silver Anniversary Pin Collection and the stories behind it: <https://nbwatershed.org/nbwa-silver-anniversary-pin-collection>

For conference content—including pictures, presentation materials, speaker insights, and session takeaways—please visit the full conference webpage: <https://nbwatershed.org/2026-silver-anniversary-biennial-conference>

Thank you again for your partnership and investment in NBWA’s mission. Your support helps strengthen regional collaboration and advance resilient watershed solutions throughout the North Bay.

Thank you again for your partnership and support.

Sincerely,

Andy Rodgers, NBWA Executive Director
www.nbwatershed.org



ROSS VALLEY SANITARY DISTRICT

1111 Andersen Dr., San Rafael, CA 94901
Tel. 415-259-2949 | www.rvsd.org

June 17, 2026

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

Sent via email to jdow@cmsa.us

RE: RVSD Appointment of Member-at-Large to the CMSA Commission

Dear Jason:

On June 17, the Ross Valley Sanitary District Board of Directors appointed Dr. Kathleen Schaefer as a member-at-large to the Central Marin Sanitation Agency Commission.

Dr. Schaefer will be contacting you to schedule a mutually convenient time for her orientation and onboarding as a new commissioner. Please afford her the same resources and authorities as the other member-at-large appointments to the CMSA Commission.

Sincerely,

Felicia Newhouse

Felicia Newhouse
Assistant General Manager
fnewhouse@rvsd.org
415-870-9761

cc: CMSA General Counsel Brandon Halter
CMSA Admin Services Manager Corey Spray

Tiffany Elam

From: Victor Damiani <vdamiani@rvsd.org>
Sent: Tuesday, June 2, 2026 3:09 PM
To: Corey Spray
Subject: CMSA credit card statements

Hi Corey,

The RVSD Finance Committee has requested RVSD staff to obtain CMSA credit card statements and backup each month, per the JPA agreement:

SECTION 11. FINANCIAL RECORDS AND REPORTS

CMSA shall keep current and accurate financial records of all operating, capital, and contract service activities. These records with their supporting documents shall be readily available for inspection by the Members, Commission, and the public. Annually, after the close of the fiscal year, the CMSA's financial records will be audited by an independent certified public accountant, who will report the audit findings to the Commission.

2019 CMSA Amended Joint Exercise of Power Agreement

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Starting with the May 2026 credit card statements, please send me the statements and backup documents monthly.

Thank you,

Victor Damiani
Finance Officer
Ross Valley Sanitary District
(415)870-9765
vdamiani@rvsd.org

