



Central Marin Sanitation Agency

COMMISSION REGULAR MEETING AGENDA

Tuesday, June 12, 2018

at the Agency Office

7:00 p.m.

Members of the public may directly address the Board on any item appearing on the Agenda. They may address the Board when the item is called by the Board Chair and he/she indicates it is the time for the public to speak to the agenda item. Audio and video recordings will be made of this meeting and will be posted to the Agency website.

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

2. Roll Call

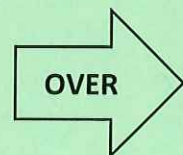
3. Open Period for Public Participation

Open time for public expression, up to two minutes per speaker, on items within CMSA's jurisdiction and not on the Board of Commissioners' agenda. The Board will not discuss or take action during open time.

4. Consent Calendar

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

- a) Minutes—Regular Board Meeting—May 12, 2018
- b) Treasurer's Report—Operating Account—May 2018
- c) Schedule of Investments—May 2018
- d) NPDES, Process, and Maintenance Report—May 2018
- e) Performance Metric Report—May 2018
- f) Fiscal Year 2018-19 Schedule of Base Salaries by Job Classification
- g) Revised Agency Conflict of Interest Code—Resolution No. 329
- h) Biosolids Hauling Services Contract—CMSA Contract No. 18-36
- i) Laboratory Director Compensation Adjustment
- j) CASA 2018 Annual Conference



5. Data Management System Project Status Report

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

6. Participation in the MCE Deep Green Program

Recommendation: Consider participating in the MCE Deep Green Program, and provide direction to staff, as appropriate.

7. Fiscal Year 2017-18 Business Plan Year-End Report

Recommendation: Accept the Agency's Fiscal Year 2017-18 Business Plan Year-End Report, and provide comments or direction to the General Manager as appropriate.

8. Agency Representatives for the Westamerica Bank Signature Card

Recommendation: Select Commissioners as Agency representatives for the Westamerica Bank checking account signature card.

9. Proposed Budget for the Fiscal Year 2018-19

Recommendation: Approve and adopt the final Proposed Budget for the Fiscal Year 2018-19 as presented.

10. North Bay Watershed Association (NBWA) Report*

11. Oral Reports by Commissioners/General Manager*

12. Next Scheduled Meeting

Tuesday, July 10, 2018 at 7:00 p.m. at the Agency office.

*Information not furnished with Agenda

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



Central Marin Sanitation Agency

COMMISSION REGULAR MEETING MINUTES

Tuesday, May 8, 2018

at the Agency Office

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/Pledge of Allegiance

Chair Furst called the meeting to order at 7:04 p.m. A quorum was present.

2. Roll Call

00:00:20

Present: Chair Diane Furst; Vice Chair Tom Gaffney (arrived at 7:10 after roll call); and Commissioners Maribeth Bushey, Michael Boorstein, Dean DiGiovanni, and Dan Hillmer

Absent: None

Staff present: Jason Dow, General Manager; Ken Spray, Administrative Services Manager; and Kate Brouillet, Recording Secretary

Public present: Helene Marsh, Sanitary District No. 2 resident; Jody Timms, RVSD resident; Stephen Keese, RVSD resident; Doug Kelly, President of the RVSD Board of Directors; Pamela Meigs, RVSD Board member; and Felicia Newhouse of RVSD.

3. Open Period for Public Participation

00:00:41

Ms. Marsh gave a statement praising CMSA's commitment to green power, and requesting that CMSA consider purchasing 100% green energy through MCE's Deep Green Program as have many local government agencies.

Ms. Timms stated she was a member of the Climate Action Committee of Fairfax, and stated that CMSA leads the way in renewable energy in the county, and requested that CMSA consider purchasing 100% green energy through Marin Clean Energy's Deep Green Program starting July 1, 2018.

4. Consent Calendar

00:05:27

- a) Minutes—Special Board Meeting—April 12, 2018
- b) Treasurer’s Report—Operating Account—April 2018
- c) Schedule of Investments—April 2018
- d) NPDES, Process, and Maintenance Report—April 2018
- e) Performance Metric Report—April 2018
- f) Revised Administrative Policies and Procedures
- g) FY 2018 Budget Status – Third Quarter Report
- h) 2017/2018 Wastewater Flow Report
- i) PG&E Interconnection Design Project—Engineering Design Services
Amendment #1 (CMSA Contract No. 18-03)
- j) FY 2018/19 Chemical Supply Contracts

Chair Furst asked for a motion on the Consent Calendar, or if any items needed to be removed for discussion.

Commissioner DiGiovanni requested that item 4a, May meeting minutes, be removed for discussion.

Chair first asked for a motion on remaining items 4b-4j.

Comments from the Public:

There were no comments from the public.

ACTION: Commissioner Bushey moved to approve the Consent Calendar items 4b-4j; second, Commissioner Hillmer.

Ayes: BOORSTEIN, BUSHEY, DIGIOVANNI, FURST, GAFFNEY, HILLMER

Nos: NONE

Abstentions: NONE

Chair Furst asked Commissioner DiGiovanni to open the discussion on item 4a.

(Note: Commissioner Gaffney arrived at 7:10 p.m.)

Commissioner DiGiovanni stated that one typo needed to be corrected on the second paragraph of item 8 on page 5: remove the “and” after “Chair Furst.”

Commissioner Di Giovanni requested that in item 8, on page 6, after the indented section, a paragraph should be inserted to clarify the discussion that occurred, which should read:

“The Board discussed when the above paragraph may be used. Commissioner Hillmer provided limited historical context on the potential need and use for paragraph 2, and the Board discussed the recent LAFCO study that questioned Larkspur’s representation on the Board.”

Comments from the Public:

There were no comments from the public.

ACTION: Commissioner Hillmer moved to approve the Consent Calendar item 4a with the typo correction and the additional paragraph as stated above; second, Commissioner Boorstein.

Ayes: BOORSTEIN, DIGIOVANNI, FURST, GAFFNEY, HILLMER

Nos: NONE

Abstentions: BUSHEY

5. Final Draft 2018 Joint Powers Agreement – Revised Withdrawal Section 00:10:18

GM Dow reviewed the process of the JPA review to date, and stated that at last month's Board meeting, the Board, serving as an extension of the ad hoc JPA Review Committee, reviewed and accepted the series of JPA section changes since its last meeting. He stated that during that discussion, the Board made a few decisions for the Withdrawal section, and directed staff to provide the revised Withdrawal section to the JPA member agencies for legal review.

GM Dow stated that the JPA member agencies' managers, governing boards, and/or legal counsels have reviewed the revised Withdrawal section, and only one change was proposed. He referred to the staff memo that showed the complete text of the revised Withdrawal section, and the addition in red text that was recommended by Agency counsel Jack Govi.

GM Dow stated that if accepted by the Board, he will incorporate the Withdrawal section in the final draft JPA, and forward it to the JPA to the member agencies for presentation to their respective Boards.

Chair Furst asked what the JPA approval process would be with the member agencies. GM Dow responded that it would be a one-or two-month process depending on the member agency.

Commissioner Bushey asked if this is the final piece that needs to be included to complete the revised JPA, and asked for a brief review of the timeline.

GM Dow stated that this is the last item in the JPA to be approved; and gave a short review of the process and timeline.

The Board commended GM Dow and the team that worked on the project, and that it was very organized and ran smoothly.

Comments from the Public:

Ms. Meigs asked if there would be time for public comment during the final review process.

Chair Furst responded that each of CMSA's member agencies would review the JPA individually at their respective Board meetings.

ACTION: Commissioner Gaffney moved to accept the revised Withdrawal Section, and direct staff to incorporate it into the final draft 2018 Joint Powers Agreement for review by the member agencies; second, Commissioner DiGiovanni.

Ayes: BOORSTEIN, BUSHEY, DIGIOVANNI, FURST, GAFFNEY, HILLMER

Nos: NONE

Abstentions: NONE

6. Larkspur Representation on the CMSA Board of Commissioners 00:19:25

GM Dow stated that during the discussion of the draft 2018 Joint Powers Agreement at the April 12 meeting, the Board asked that the Larkspur representation on the Board be included on the May Board meeting agenda. He stated he informed the Board that when researching this topic in the past, he found several letters and staff reports on the Larkspur representation in historic Board meeting agenda binders, and that he would review and summarize that information for review at the May meeting.

GM Dow referred to his staff memo and briefly reviewed the history of the Larkspur representation on the CMSA Board, and referenced the 2017 LAFCO Central Marin Wastewater Report that addressed Larkspur representation.

The Board discussed the history of Larkspur's representation, the relationship between CMSA and the member agencies, and options for review of the representation by CMSA and the member agencies.

Commissioner Boorstein stated that it would be best if RVSD and Larkspur discussed and made the decision on the representation rather than the CMSA Board.

Commissioner DiGiovanni stated that he valued the leadership as Board chair of Commissioner Kathy Hartzell, a past Larkspur representative, and stated that it should be Larkspur and RVSD that decide the representation.

Chair Furst stated that CMSA is required to respond to the Grand Jury study on the consolidation of sanitary agencies, and LAFCO has asked CMSA to look into Larkspur's representation on the CMSA Board, so she recommends that staff review the issues in order to formulate a response, and the Board consider forming an ad hoc committee.

Commissioner Hillmer stated he would like to take part in any ad hoc committee that is formed on this issue.

Commissioner Bushey referred the Board to the previous item in the agenda that the Board approved, the Withdrawal section of the JPA, and stated that this would be the process that would be used if in fact Larkspur decided to withdraw.

GM Dow reviewed the withdrawal procedures that are part of the JPA agreement.

Commissioner Gaffney stated that he disagrees that CMSA's Board is not the place to review Larkspur's representation, and that CMSA's Board members will at least need to discuss the make-up of CMSA's Board when addressing the Grand Jury consolidation report.

Comments from the Public:

Mr. Kelly stated that he thinks that the Larkspur City Council and RVSD's Board of Directors should have a joint public meeting to discuss Larkspur's representation on the CMSA Board. He stated that this issue has come about due to the recent LAFCO study, the consolidation report by the Marin County Civic Grand Jury, and the best practices report referred to in the Grand Jury report.

Chair Furst asked for additional comments or discussion. As none was forthcoming, discussion was closed.

7. Pavement Rehabilitation Project – Adopt Contact Documents (CMSA Contract No. 18-02) 00:42:22

GM Dow reviewed this project that will address worn and damaged paving, improve drainage, and pave gravel surfaces that experience frequent traffic with heavy equipment. He stated that the Engineer's estimate for the project is \$190,000, and the proposed FY 18/19 Capital Improvement Program will include sufficient funding to construct the Project in 2018. GM Dow stated that if public bidding is authorized, staff will issue the public bid advertisement immediately after the Board meeting and bring a construction contract award recommendation to the July Board meeting. He stated that construction is scheduled to begin in August 2018, and will be substantially completed by the end of 2018.

Commissioner Bushey asked how confident GM Dow was in the validity of the engineer's estimate.

GM Dow responded that engineering staff based their estimate on unit cost values from similar recently awarded construction contracts, and they believe it is a good estimate with some contingency figured in. He stated that once the bids are opened, if the estimate is exceeded, he can let the Board know by email.

Commissioner Gaffney asked if the project work is due to ground settling. GM Dow stated that part of it is settling, and some is due to heavy truck traffic and drainage.

Comments from the Public:

There were no comments from the members of the public.

ACTION: Commissioner Hillmer moved to adopt the Pavement Rehabilitation Project's construction contract documents, and authorize the General Manager to advertise the contract for public bidding; second, Commissioner Gaffney.

Ayes: BOORSTEIN, BUSHEY, DIGIOVANNI, FURST, GAFFNEY, HILLMER

Nos: NONE

Abstentions: NONE

8. Marin County Civil Grand Jury Report – Consolidation of Sanitation Districts 00:46:47

GM Dow stated that Marin County's 2017/2018 Civil Grand Jury released a report on April 20, 2018, titled "Consolidation of Sanitation Districts." He stated that this is a high-level report that briefly explains the history of special district formation in the county, notes successful local fire agency consolidations, concludes that sanitation/sanitary districts should combine into larger regional agencies to save rate-payer money and more effectively address climate change issues, and specifically references consolidation recommendations in the 2005 Central Marin Regionalization Scenarios Evaluation and the 2017 LAFCO Central Marin Wastewater Study. GM Dow described various scenarios from the report. He stated that the report has four recommendations, one of which requires a response from CMSA, RVSD, SD2, and SRSD, and that Agency responses must be submitted to the Grand Jury Foreperson and Presiding Judge by July 19, 2018.

GM Dow stated that LAFCO's deadline of September 30, 2018 to present a consolidation application could not be met due to a significant amount of decisions to be made and evaluations to be completed prior to the submittal of a consolidation application, all of which could not be finished by the proposed filing date. He stated that it would not be appropriate for CMSA to submit the application, as it would be the member agencies who would initiate the consolidation process.

GM Dow stated that he and Chair Furst discussed the report and recommend the Board form an ad hoc Governance Committee to prepare a draft response to the Grand Jury report, for the Board's review, discussion, and consideration at the June 12 and/or July 10 meeting.

Commissioner Bushey stated that she agreed with GM Dow's statement that it would be the member agencies that would initiate a consolidation effort, not CMSA. She stated that the member agencies should first provide their responses to CMSA, which would then be used to formulate CMSA's response for the Grand Jury.

Chair Furst stated that as staff has a full understanding of the consolidation review process from past experience, staff could provide a list of the process steps to accomplish for the submittal of the consolidation application.

Commissioner Bushey agreed, and stated that this list should be shared with the JPA managers.

GM Dow stated he could do the research and create a summary of steps in the process and provide it to the JPA managers. He suggested asking for a deadline extension from the Grand Jury, and the Board could form the ad hoc Governance Committee at the June or July meeting. The Board agreed.

The Board discussed the process to formulate the response and tabled the formation of the ad hoc committee until the June or July meeting.

Comments from the Public:

Ms. Meigs stated that the consolidation study that was done in 2005 by Red Oak Consulting could be reviewed during this process. She mentioned that there is currently no manager at LAFCO.

Mr. Kelly stated that he agrees that the JPA member agencies should address this issue, and does not agree that CMSA should create a sub-committee, as these discussions should be conducted at public meetings. He stated that he has been involved in various consolidation efforts, and that it is a complicated process, and will take some time.

Chair Furst stated that the Board ad hoc committee would be formed just to prepare a draft CMSA response to the Grand Jury report.

Direction: Staff to create a list of activities that need to be completed prior to submitting a consolidation application to LAFCO.

9. Proposed Budget for the Fiscal Year 2018-19

01:02:34

GM Dow referred to the staff memo, and stated that he has a presentation summarizing the important points in the proposed budget. He then gave a Power Point presentation that included FY 19 projected revenues and expenses, capital expenses, and major capital projects. He stated that the 5-Year Revenue Plan is in place and the budget is balanced. He stated that the budget document is being prepared in the GFOA format, which includes additional demographic and narrative information, and will enable the Agency to produce just one budget version instead of a basic version in June and the GFOA version later in the year.

(Note: Commissioner Bushey left the meeting at 8:20 p.m.)

GM Dow reviewed the past funding strategy for the Agency's Annual Required Contribution (ARC) for OPEB under GASB 45, and reviewed the staff's proposed strategy to fund the Actuarially Determined Contribution (ADC) for OPEB as determined by GASB 75. He stated that the Board previously amended a financial policy to fund OPEB that aligns with GASB 75. GM Dow said that staff and the Finance Committee will review the financial policy's funding strategy and come to the Board with a recommendation.

The Board briefly discussed the GASB 75 requirements and the funding strategy.

The Board asked a few questions regarding capacity charges, the capital fee, the labor agreement term, the future bond issuance, and various expenses. GM Dow and Mr. Spray responded to the Board's questions.

GM Dow stated that staff will present the final budget in the June Board meeting for consideration of approval.

Comments from the Public:

Ms. Marsh requested that the June Board meeting agenda include an item to discuss CMSA's potential participation in Marin Clean Energy's Deep Green program.

Ms. Meigs asked for clarification on the 3.89% decrease for the San Quentin treatment fee. Mr. Spray responded to her question.

DIRECTION: Staff is to bring back to a future meeting information on the cost for Agency participation in Marin Clean Energy's Deep Green Program.

10. North Bay Watershed Association (NBWA) Report **01:26:34**

Chair Furst stated she was unable to attend the May 4, 2018 NBWA Board meeting, and asked Commissioner Boorstein if he could give a brief recap. Commissioner Boorstein stated that the meeting was held at the Novato Sanitary District and from there the San Francisco Joint Venture led a wetlands restoration tour of the Bahia project and other projects along the Highway 37 corridor.

11. Oral Reports by Commissioners/General Manager **01:30:40**

(Note: Commissioner Bushey returned to the meeting at 8:35 p.m.)

GM Dow referred to his handout and presented the new employee Benefits Reference Guide created by staff.

12. Next Scheduled Meeting **01:31:35**

Tuesday, June 12, 2018 at 7:00 p.m. at the Agency office.

Chair Furst adjourned the meeting at 8:37 p.m.

Respectfully submitted,

Kate Brouillet, Recording Secretary

Tom Gaffney, Vice-Chair

**Central Marin Sanitation Agency
Treasurer's Report - Operating Account
For the Month of May 2018**

I. Accounts Summary: Bank & Investment Accounts

Summary of Bank & Money Market Accounts

Westamerica Bank - Account Activity shown below	\$ 514,707.28
Local Agency Investment Fund (LAIF) - Refer to Schedule of Investments	14,085,264.77
California Asset Management Program (CAMP) - Refer to Schedule of Investments	364,825.72
Total Bank & Investment Accounts: Ending Balance on May 31, 2018	\$ 14,964,797.77

II. Account Activity for Westamerica Bank

Beginning Balance on May 1, 2018 394,722.03


Cash Receipts (Deposits into Westamerica):

JPA Service Charges (FY18 Q4: SRSD)	1,067,802.49
Permit and Inspection Fees	200.00
Revenue from Haulers & RVs	7,099.15
Revenue from Organic Waste Programs	5,702.96
Health & Safety Program Revenue (NSD: FY18 3Q Salary/Benefits/Expenses)	592.07
SQSP Wastewater Services Contract (FY18: March)	89,908.83
Interest Income: US Bank Rebate	422.25
Misc Revenue: MetLife-Sold 95 Shares (account closed)	4,513.83
COBRA Health Benefit Payments from separated employees/retirees	414.53
Void check #16422	5,946.98
Total Cash Receipts	\$ 1,182,603.09

Cash Disbursements (Withdrawals from WestAmerica):

May 2018 Operating account disbursements register (see attached)	\$689,778.09
Regular Payroll paid 05/11/18	130,288.07
Regular Payroll paid 05/25/18	129,718.90
Transfers to EFTPS Federal Payroll Taxes (05/02, 05/16, 05/30, 05/31)	94,669.84
Final Separation Pay (1), Vacation Cash-Out (1)	18,072.06
Bank Fee	90.88
Total Cash Disbursements	\$1,062,617.84
Ending Balance on May 31, 2018	\$ 514,707.28

Prepared by: 
Kenneth Spray, Administrative Services Manager

Reviewed by: 
Jason Dow, General Manager

Central Marin Sanitation Agency
 Operating Account Disbursements Register
 For the Month of May 2018

Check Number	Date	Vendor/Payee	Amount	Description
16761				Last check # from prior month's register
16762	05/01/18	Phillip Frye	212.97	Reimbursement for retiree health benefits by check
16763	05/01/18	James L. Johnson	183.34	Reimbursement for retiree health benefits by check
16764	05/01/18	Byron Jones	237.34	Reimbursement for retiree health benefits by check
16765	05/04/18	Cole-Parmer Instrument Co.	492.77	Pressure switch for chemical solution line
16766	05/04/18	CWEA TCP	175.00	Certificate renewal (1 employee)
16767	05/04/18	Dealers Industrial Equipment	1,008.60	VFD drive units for effluent sample pumps
16768	05/04/18	Evoqua Water Tech LLC	9,928.41	Hydrogen Peroxide (1 delivery)
16769	05/04/18	Fisher Scientific	141.23	Lab supplies
16770	05/04/18	Flyers Energy LLC	1,134.04	Maintenance parts & supplies (2 invoices)
16771	05/04/18	Fremont Analytical	235.00	Lab supplies
16772	05/04/18	Galco Industrial Electronics	774.98	Electrical supplies (3 invoices)
16773	05/04/18	Grainger	826.85	Maintenance parts & supplies (6 invoices)
16774	05/04/18	Hach Company	3,095.17	Influent pH and temperature probes
16775	05/04/18	Harrington Industrial Plastics	702.44	Maintenance parts & supplies (2 invoices)
16776	05/04/18	Hazen and Sawyer	1,106.97	Prof Svcs: Aeration tank microscopic analyses, March 2018
16777	05/04/18	JWC Environmental	18,462.28	SQSP PS Maint: Channel auger screws (Note B)
16778	05/04/18	Kaman Industrial Technologies	32,210.85	Expansion joints for biotower piping; spare blower motor for membrane cover system (2 invoices)
16779	05/04/18	Lystek International LTD	9,823.66	Biosolids beneficial reuse fee, April 2018
16780	05/04/18	Marin County Tax Collector	1,980.00	Legal services: General Counsel, January to March 2018
16781	05/04/18	McMaster-Carr Supply Co.	683.29	Maintenance parts & supplies (4 invoices)
16782	05/04/18	Noel Rafalo	832.24	Employee Expense Reimb: CWEA Annual Conference
16783	05/04/18	Jean St.Louis	823.24	Employee Expense Reimb: CWEA Annual Conference
16784	05/04/18	Russ Turnbull	66.49	Employee Expense Reimb: CWEA Annual Conference
16785	05/07/18	Alliant Insurance Services	75.00	Premium for additional vehicle
16786	05/11/18	California Public Employee	4,127.45	Contribution to Retiree Health Benefits Trust Fund, PPE 05/05/2018 (Note C)
16787	05/11/18	California State Disbursement	250.50	EE Garnishment, PPE 05/05/2018 (Note A)
16788	05/11/18	ICMA Retirement Trust-457	3,573.00	Deferred compensation contributions, PPE 05/05/2018 (Note A)
16789	05/11/18	Navia Benefit Solutions	607.68	Flexible spending account, PPE 05/05/2018
16790	05/11/18	SEIU Local 1021	1,065.67	Union dues, PPE 05/05/2018
16791	05/11/18	AireSpring	775.64	Telephone service, April 2018
16792	05/11/18	Amazing Solutions, Inc.	1,425.00	Prof Svcs: Accounting software support, April 2018
16793	05/11/18	BWS Distributors, Inc.	1,393.54	Safety supplies: Rain gear
16794	05/11/18	Carollo Engineers, Inc.	13,160.85	Prof Svcs: 2017 Facilities Master Plan Project, April 2018
16795	05/11/18	Cole-Parmer Instrument Co.	687.63	Lab supplies (2 invoices)
16796	05/11/18	County of Marin	14,000.00	Annual contribution to RxSafe Marin
16797	05/11/18	Evoqua Water Tech LLC	522.00	Rental for lab deionized water tank
16798	05/11/18	Kit Groves	148.00	Employee expenses eligible for Agency dental reimbursement
16799	05/11/18	Hagel Supply Co.	439.04	Utility supplies
16800	05/11/18	IEDA, Inc.	782.00	Labor relations consulting, May 2018
16801	05/11/18	Intec Solutions, Inc.	7,840.84	SD2 PS Maint: VFD No. 5 repair (Note B)
16802	05/11/18	Jackson's Hardware	163.49	Safety boots (1 employee)
16803	05/11/18	Kone Inc	131.59	Elevator service
16804	05/11/18	Marin Office Supply	897.35	Office supplies, April 2018
16805	05/11/18	Marin Resource Recovery Center	701.00	Debris and hazardous material disposal
16806	05/11/18	Marin Municipal Water District	171.76	Water service, 02/09-04/10/2018 (2 invoices)
16807	05/11/18	Northern Tool & Equipment	485.66	Maintenance parts & supplies
16808	05/11/18	Petaluma Mechanical Inc	1,362.38	Cogen gas dryer instrumentation replacement
16809	05/11/18	P.G.& E.	13,142.66	Electricity service, 03/15-04/15/2018 (2 invoices)
16810	05/11/18	Platt	297.72	Electrical supplies
16811	05/11/18	Polydyne, Inc.	29,778.45	Clarifloc (1 delivery)
16812	05/11/18	Pure Effect Inc	1,339.75	Carbon media disposal
16813	05/11/18	R2 Engineering, Inc	456.29	Maintenance parts & supplies
16814	05/11/18	Ricoh USA Inc	364.36	Lab copier lease, 04/09-05/08/2018

Central Marin Sanitation Agency
Operating Account Disbursements Register
For the Month of May 2018

Check Number	Date	Vendor/Payee	Amount	Description
16815	05/11/18	Safety-kleen Systems, Inc	216.50	Waste oil disposal
16816	05/11/18	State of California	115.00	Engineer License renewal (1 employee)
16817	05/11/18	SPURR	2,058.30	Natural gas supply, March 2018
16818	05/11/18	Teledyne Instruments Inc	11,841.22	Replacement insertion flow meter for Ross Valley Interceptor
16819	05/11/18	Dale Thrasher	41.39	Safety expense reimb: Meeting supplies
16820	05/11/18	Toyota Material Handling	1,997.82	Spare parts for electric cart motors
16821	05/11/18	Univar USA Inc	7,766.80	Sodium Bisulfate (1 delivery); Sodium Hypochlorite (1 delivery)
16822	05/11/18	Van Bebbler Bros., Inc.	846.20	Replacement base material for process return pumps
16823	05/11/18	Waste Management	19,548.35	Redwood Landfill biosolids reuse fee, March 2018
16824	05/11/18	Wells Fargo Vendor	374.13	Maintenance copier lease, 04/13-05/12/2018
16825	05/11/18	Yokogawa Corp of America	3,164.63	Pressure transmitter upgrade for TWAS hopper
16826	05/11/18	Jason Dow	273.00	Employee per diem advance: WEF Biosolids Conference
16827	05/15/18	Aramark Uniform Services	977.73	Uniform service, April 2018
16828	05/15/18	AT&T	361.43	Fax and emergency phone services, 05/07-06/06/2018
16829	05/15/18	AT&T Dataplan	408.30	Wireless service, 04/02-05/01/2018
16830	05/15/18	Bob Bally	93.00	Employee expenses eligible for Agency dental reimbursement
16831	05/15/18	Carollo Engineers, Inc.	4,975.90	Prof Svcs: PG&E Interconnection Design Project Agreement, April, 2018
16832	05/15/18	ChemStation of Northern Cal.	2,967.53	Odor control materials
16833	05/15/18	Comcast	191.20	Internet service, 05/04-06/03/2018
16834	05/15/18	Endress + Hauser, Inc	1,965.94	Radar level transmitter for Sodium Hypochlorite tank
16835	05/15/18	Evoqua Water Tech LLC	27,882.90	Calcium Nitrate (2 deliveries); Sodium Hypochlorite (1 delivery)
16836	05/15/18	Fisher Scientific	939.65	Lab supplies (6 invoices)
16837	05/15/18	Hach Company	12,451.50	Process monitoring and lab supplies (5 invoices)
16838	05/15/18	IDEXX Distribution Inc	209.57	Lab supplies
16839	05/15/18	Koff & Associates, Inc.	6,000.00	Prof Svcs: E/I Tech and Lab Analyst recruitments
16840	05/15/18	Marin Sanitary Service	5,638.13	Yardwaste, rag box, and grit disposal, April 2018
16841	05/15/18	Marin Resource Recovery Center	114.00	Yard waste disposal
16842	05/15/18	Novato Sanitary District	6,877.77	Prof Svcs: Safety Officer Program, March and April 2018
16843	05/15/18	Platt	2,576.05	Electrical supplies, April 2018
16844	05/15/18	Waste Management	11,909.11	Redwood Landfill biosolids reuse fee, April 2018
16845	05/15/18	Waters, Jeff	150.00	Employee Expense Reimb: SWB Grade V certificate
16846	05/15/18	Western Exterminator Co., Inc.	170.50	Pest control, April 2018
16847	05/15/18	Wiley Price & Radulovich	522.50	Prof Svcs: Employment law services, April 2018
16848	05/15/18	Calpacific Equipment Co.	5,946.98	Replacement for lost check
16849	05/17/18	CAL-CARD	11,108.04	State of California Purchase Card, March-April 2018
16850	05/17/18	CWEA TCP	180.00	Certificate renewal (1 employee)
16851	05/17/18	Orchard Business/SYNCB	361.49	Maintenance parts & supplies, April 2018
16852	05/17/18	Ricoh USA Inc	317.99	Admin copier lease, 04/23-05/22/2018
16853	05/17/18	Rockwell Engineering &	458.24	Maintenance parts & supplies, April 2018
16854	05/17/18	Thatcher Company of	4,766.03	Ferric Chloride (1 delivery)
16855	05/17/18	Amazon	7,534.86	Computer parts & supplies, April-May 2018
16856	05/17/18	DELL Marketing L.P.	10,146.98	Agency backup storage server upgrade
16857	05/17/18	Jason Dow	189.93	Employee Expense Reimb: WEF Biosolids Conference
16858	05/17/18	Foster Flow Control	27,860.34	Replacement valve operator for secondary flow control
16859	05/17/18	JM Squared & Associates, Inc.	12,133.17	SD2 PS Maint: Spare hydromatic pumps (Note B)
16860	05/17/18	Rockwell Solutions	7,847.22	Equipment and parts replenishment for site sump
16861	05/17/18	Thomas & Associates	12,056.84	SD2 PS Maint: Critical spare pumps (Note B)
16862	05/17/18	California Public Employee	4,127.45	Contribution to Retiree Health Benefits Trust Fund, PPE 05/19/2018 (Note C)
16863	05/17/18	California State Disbursement	250.50	EE Garnishment, PPE 05/19/2018 (Note A)
16864	05/17/18	ICMA Retirement Trust-457	4,535.00	Deferred compensation contributions, PPE 05/19/2018 (Note A)
16865	05/25/18	Navia Benefit Solutions	607.68	Flexible spending account, PPE 05/19/2018
16866	05/25/18	SEIU Local 1021	1,065.67	Union dues, PPE 05/19/2018
16867	05/30/18	Automation Direct Co., Inc.	424.01	Maintenance parts & supplies, April 2018
16868	05/30/18	Cal Steam	99.17	Maintenance parts & supplies, April 2018

Central Marin Sanitation Agency
 Operating Account Disbursements Register
 For the Month of May 2018

Check Number	Date	Vendor/Payee	Amount	Description
16869	05/30/18	CWEA TCP	180.00	Certificate renewal (1 employee)
16870	05/30/18	Fastenal Company	362.16	Maintenance parts & supplies, April 2018
16871	05/30/18	Fisher Scientific	759.77	Lab supplies (6 invoices)
16872	05/30/18	Galco Industrial Electronics	315.29	Maintenance parts & supplies, April 2018
16873	05/30/18	Grainger	1,222.43	Maintenance parts; Lab and safety supplies (10 invoices)
16874	05/30/18	Graybar	2,048.61	Electrical conduit for inventory
16875	05/30/18	Hach Company	140.51	Lab supplies
16876	05/30/18	Harrington Industrial Plastics	1,752.65	Plumbing equipment; maintenance parts
16877	05/30/18	Jackson's Hardware	58.84	Maintenance parts & supplies, April 2018
16878	05/30/18	Kone Inc	1,389.00	Elevator emergency testing per state regulations
16879	05/30/18	McMaster-Carr Supply Co.	1,761.40	Maintenance parts & supplies, April 2018
16880	05/30/18	Northern Tool & Equipment	99.98	Electric hand tools
16881	05/30/18	Pacific EcoRisk	4,025.00	NPDES Chronic Toxicity Testing
16882	05/30/18	P.G.& E.	15,456.93	Electricity services, 04/16-05/14/2018 (2 invoices)
16883	05/30/18	Platt	512.84	Electrical supplies (2 invoices)
16884	05/30/18	Ryan Herco Flow Solutions	490.39	Lab supplies (2 invoices)
16885	05/30/18	Ricoh USA Inc	623.71	Lab copier rental, 05/09-06/08/2018
16886	05/30/18	Safety-kleen Systems, Inc	257.20	Maintenance parts & supplies
16887	05/30/18	SPURR	2977.07	Natural gas supply, April 2018
16888	05/30/18	Univar USA Inc	5683.64	Sodium Hypochlorite (2 deliveries)
16889	05/30/18	VWR International	220.65	Lab supplies (2 invoices)
16890	05/30/18	Water Components & Bldg. Supp.	94.15	Maintenance parts & supplies
16891	05/30/18	Wells Fargo Vendor	374.13	Maintenance copier lease, 05/13-06/12/2018

Payments by Automatic Clearing House:

5/2/2018	Payments to 25 retirees	7,614.27	Reimbursement for retiree health benefits
5/1/2018	Calpers Medical Ins	65,035.96	Medical insurance, May 2018
5/1/2018	Delta Dental	7,633.25	Dental insurance, May 2018
5/1/2018	Lincoln Life Ins	1,857.00	Life insurance, May 2018
5/1/2018	Vision Service Plan -(CA)	891.57	Vision insurance, May 2018
5/14/2018	CalPERS	33,939.64	Retirement Pension Contribution: Agency and Employees, PPE 05/05/2018 (Note C)
5/29/2018	CalPERS	33,920.14	Retirement Pension Contribution: Agency and Employees, PPE 05/19/2018 (Note C)
5/1/2018	EDD	11,634.85	State & SDI Taxes, PPE 04/21/2018
5/14/2018	EDD	11,697.75	State & SDI Taxes, PPE 05/05/2018
5/29/2018	EDD	11,653.07	State & SDI Taxes, PPE 05/19/2018
5/31/2018	EDD	3,319.79	State & SDI Taxes, PPE 05/30/2018
5/14/2018	NRS/PEHP-3 and Z	8,030.86	Deferred compensation and MARA contribution, PPE 05/05/2018
5/29/2018	NRS/PEHP-3 and Z	8,130.86	Deferred compensation and MARA contribution, PPE 05/19/2018
5/15/2018	PG&E	5,065.63	PG&E Engineering Services, March 2018
5/15/2018	PG&E	5,000.00	Escrow agent fee, 05/25/2018-05/24/2019
5/15/2018	Michael Owen Boorstein	100.00	Stipend for 05/08/2018 Board meeting
5/15/2018	Maribeth Bushey	100.00	Stipend for 05/08/2018 Board meeting
5/15/2018	Dean DiGiovanni	100.00	Stipend for 05/08/2018 Board meeting
5/15/2018	Diane L. Furst	100.00	Stipend for 05/08/2018 Board meeting
5/15/2018	Thomas E Gaffney	100.00	Stipend for 05/08/2018 Board meeting
5/15/2018	Dan Hillmer	100.00	Stipend for 05/08/2018 Board meeting

Grand Total 689,778.09

Notes:

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

Central Marin Sanitation Agency
Schedule of Investments
As of Month Ending May 31, 2018

Description	Book Value	Market Value	Agency Reserve Target for May 31, 2018
I. Investments managed by California Asset Management Program (CAMP)			
<u>Money Market Funds (< 1 year in maturity)</u>			
CAMP Cash Reserve Pool: 1.95% at 05/31/18			
b1. Agency Unrestricted Reserve: Operating	\$ 14,825.72	\$ 14,825.72	See LAIF
b2. Agency Unrestricted Reserve: Emergency	\$ 250,000.00	\$ 250,000.00	\$ 250,000
b3. Agency Unrestricted Reserve: Insurance	\$ 100,000.00	\$ 100,000.00	\$ 100,000
Total with CAMP	\$ 364,825.72	\$ 364,825.72	
II. Investments managed by Local Agency Investment Fund (LAIF)			
<u>Money Market Funds (< 1 year in maturity)</u>			
Local Agency Investment Fund (LAIF): 1.661% at 04/30/18			
a. Current Year Operating	\$ 3,460,048.06	\$ 3,460,048.06	
b1. Agency Unrestricted Reserve: Operating	\$ 2,850,824.28	\$ 2,850,824.28	\$ 2,865,650
c1. Capital Reserves (Restricted)	\$ 990,477.00	\$ 990,477.00	\$ 990,477
c1. Capital Reserves (Restricted-Capacity/Connection Fees)	\$ -	\$ -	
c2. Capital Reserves (Unrestricted)	\$ 6,783,915.43	\$ 6,783,915.43	\$ 6,175,485
Total with LAIF	\$ 14,085,264.77	\$ 14,085,264.77	
TOTAL INVESTMENTS	\$ 14,450,090.49	\$ 14,450,090.49	
<u>Amount designated for Capital Reserves</u>			
1. CAMP	\$ -	\$ -	
2. LAIF	\$ 7,774,392.43	\$ 7,774,392.43	\$ 7,165,962
Total	\$ 7,774,392.43	\$ 7,774,392.43	\$ 7,165,962

DEFINITIONS:

Description - the issuer, type of security and interest rate

Book Value - Original cost net of accumulated amortization

Market Value - Market values are per the fiscal agent's respective monthly statements

Statement of Compliance


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




BOARD MEMORANDUM

June 7, 2018

To: CMSA Commissioners and Alternates

From: Chris Finton, Treatment Plant Manager 

Approved: Jason Dow, General Manager 

Subject: May 2018 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

Recommendation: Accept the May 2018 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report.

I. NPDES Permit Compliance

Our NPDES permit testing for May showed that the CMSA treatment plant effluent was in compliance with all permit limits. The Monthly Compliance Summary Table shows the results by permitted parameter, the sample's frequency, the sample results, and the permit limit. We successfully passed the May 96-hour flow through bioassay test.

CMSA's NPDES permit specifies monitoring for enterococcus bacteria during dry weather months and for each wet weather blend event, to verify compliance with established effluent limits. No blend events were recorded in May allowing CMSA to forgo enterococcus sampling.

II. Influent Flow

May experienced very dry weather with spring flowers in full bloom as coastal winds turned the hills once again to their familiar golden color. The average temperature this past month was 70° F, with no rain events recorded at the CMSA rain gauge. The treatment plant did not exceed the maximum secondary capacity of 30 MGD during the month, and it should be noted that the total combined flow into the facility declined by 44%, a typical late spring flow pattern heading into the dry weather season. The facility's average daily influent flow was 9.1 MGD.

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

May Monthly Influent Flows	San Rafael (SRSD)	Ross Valley (SD#1)	San Quentin (SQSP)	Corte Madera (SD#2)	CMSA Plant Total
Average Daily (MGD)	3.3 MGD	4.5 MGD	0.42 MGD	0.92 MGD	9.1 MGD
Total for Month (MG)	102.1 MG	138.4 MG	12.9 MG	28.5 MG	281.9 MG
Percent of Flow	36.0 %	49.0 %	5.0 %	10.0 %	100 %

III. Treatment Process

With the continuation of dry weather into and throughout May, Operations spent the majority of the month transitioning process equipment in and out of service. Late spring is typically annual facility preventative maintenance begins as staff is confident that small weather events, if they occur, can be managed properly while major process equipment is offline. The Mixed Liquor Suspended Solids (MLSS) inventory averaged 1,162 mg/l this past month, a 3.0% decrease from last month. The biomass inventory is at an optimal level based on present process conditions, and aligns with the process control decision to carry between 1,000 and 1,200 mg/L to manage our biomass and effectively meet our permit limits.

Graph No.3 shows the coliform most probable number (MPN), which represents the effectiveness of the disinfection process. One of the thirteen coliform samples collected in May was above our KPI of 30 MPN, (5/31 = 33.0 MPN), but remained well below our daily limit of 10,000 MPN. The higher than normal May 31 sample value may have been the result of additional FOG entering the treatment plant the prior day. The total coliform monthly geometric mean for May was 2.5 MPN, well below our permit's monthly limit of 240 MPN.

Graph No.4 shows the Total Suspended Solids (TSS), which is a good indicator of the effluent quality. The TSS monthly average in May was 4.8 mg/l, which is 32.0% of our Key Performance Indicator (KPI) of 15 mg/l, and is 16.0% of our permit's monthly average limit of 30 mg/l.

IV. Maintenance Activities

The cogeneration system produced 96.3% of the Agency's power in May, and MCE supplied the balance. The generator, as indicated on Graph No.8, was in service and produced green power for the entire month.

The peak power demand season began on May 1 and runs until October 31. Energy providers increase the time-of-use cost for purchasing power based on customer demand. The Agency's daily peak demand period is defined as 12:00 p.m. to 6:00 p.m., and partial peak periods are from 8:30 a.m. until 12:00 p.m. and again at 6:00 p.m. until 9:00 p.m., Monday through Friday.

All of the Agency's operators and maintenance technicians received Confined Space Entry awareness training this past month, specifically to align with the kickoff of annual process equipment preventative maintenance activities. In addition, project work included several small landscaping projects to create defensible space; replacement of a ruptured hose on a mixing pump; replacement of the screw auger on a Grit Classifier; replacement of a failed four-inch motor operated valve at the Organic Waste Receiving Station; and repair of a chlorine solution line leak in Gallery C.

Attachment:

- May 2018 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
May 2018



A new odor scrubber fan is mounted on the headwork's roof for ease of maintenance.

Monthly Compliance Summary Table

Central Marin Sanitation Agency

May, 2018

Final Effluent Monitoring

Parameter	Frequency	Units	Results	Limit
Carbonaceous BOD Highest Weekly Average	Weekly	mg/L	6.2	Maximum 40
Carbonaceous BOD Monthly Average	Monthly	mg/L	5.2	Maximum 25
Carbonaceous BOD Monthly Removal Rate	Monthly	%	98.4	Minimum 85
Total Suspended Solids Highest Weekly Average	Weekly	mg/L	5.6	Maximum 45
Total Suspended Solids Monthly Average	Monthly	mg/L	4.8	Maximum 30
Total Suspended Solids Monthly Removal Rate	Monthly	%	99.0	Minimum 85
Chlorine Residual Instant Limit	Instant	mg/L	ND	Maximum 0.0
Ammonia Monthly Average	Monthly	mg/L	26.4	Maximum 60
Ammonia Maximum Daily	Daily	mg/L	29.7	Maximum 120
pH Lower Limit	Continuous	SU	6.6	Minimum 6
pH Upper Limit	Continuous	SU	8.0	Maximum 9
Bacteriological Analysis				
Total Coliform Monthly Geometric Mean	3 X Week	MPN/100mL	2.5	Maximum 240
Total Coliform Daily Maximum	3 X Week	MPN/100mL	33.0	Maximum 10,000
Enterococcus Monthly Geometric Mean	Monthly	MPN/100mL	*	Maximum 35
Flow Through Bioassay				
Acute Toxicity 11 Sample 90th Percentile	Monthly	% survival	100	Minimum 70
Acute Toxicity 11 Sample Median	Monthly	% survival	100	Minimum 90
Metals Analysis				
Copper Daily Limit	Monthly	ug/L	5.30	Maximum 85
Copper Monthly Average	Monthly	ug/L	5.30	Maximum 49
Cyanide Daily Limit	Monthly	ug/L	J1.20	Maximum 41
Cyanide Monthly Average	Monthly	ug/L	J1.20	Maximum 21
Mercury Weekly Average	Weekly	ug/L	0.0052	Maximum 0.072
Mercury Monthly Average	Monthly	ug/L	0.0052	Maximum 0.066
Mercury Monthly Loading	Monthly	kg/mo	0.00534	
Mercury Annual Loading (watershed permit)	Jan-Dec	kg/yr	0.02832	Maximum 0.11
Permit Analysis				
Dioxin - Total Equivalent (TEQ) Daily Maximum	1/Permit Cycle	ug/L	ND	Maximum 2.8E-08
Dioxin - Total Equivalent (TEQ) Monthly Average	1/Permit Cycle	ug/L	ND	Maximum 1.4E-08
Polychlorinated Biphenyls (PCBs) Daily Limit	1/Permit Cycle	ug/L	ND	Maximum 0.017
Polychlorinated Biphenyls (PCBs) Monthly Limit	1/Permit Cycle	ug/L	ND	Maximum 0.012
Quarterly Analysis				
Oil and Grease Daily Limit	Quarterly	mg/L	ND	Maximum 20
Oil and Grease Monthly Average	Quarterly	mg/L	ND	Maximum 10
Chronic Bioassay Toxicity	Quarterly	Tuc	*	Maximum 20
Chronic Bioassay Toxicity (3 sample median)	Quarterly	Tuc	ND	Maximum 10
Flow Analysis				
	Daily Max	Hourly Max	5 minute Max	Monthly Average
Effluent Flow	8.9	13.5	21.7	7.8
Influent Flow	9.7	15.5	36.2	9.1
# Days Blended				0

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

Glossary of Terms
NPDES Permit Compliance Summary Table

- **Ammonia:** CMSA's NPDES permit requires that we analyze the final effluent for ammonia due to its toxicity to aquatic organisms and potential for providing nutrients to algae in the San Francisco Bay. The permit has a maximum daily limit of 120 mg/L and a monthly average limit of 60 mg/L. The maximum daily limit is the number that cannot be exceeded on any sample and the monthly average applies to all samples collected in any month (although typically we are required to take only one sample).
- **Biochemical Oxygen Demand (BOD):** The amount of dissolved oxygen needed by microorganisms (biomass) to stabilize organic material in the effluent. The permit limits for our effluent require that removal of 85% influent BOD, and meet a weekly average of less than 40 mg/L and a monthly average of less than 25 mg/L BOD.
- **Chlorine Residual:** The secondary effluent is disinfected with hypochlorite (chlorine "bleach"), and then the residual chlorine is neutralized with sodium bisulfite to protect the Bay environment. The final effluent chlorine residual limit is 0.0 mg/l, which is monitored continuously.
- **Bacteria:** Coliform and enterococcus bacteria are the indicator organisms for the determination of the effectiveness of the disinfection process.
- **Dioxin - Total Equivalents:** These are 17 dioxin-like compounds that we analyze for twice per year which have permit limits.
- **Oils and Grease:** We are required to monitor our effluent for Oils and Grease quarterly.
- **Flow Through Bioassay:** A 96-hour test in which we test the toxicity of our effluent to young rainbow trout (15-30 days old) in a flow-through tank to determine their survivability under continuous exposure to CMSA effluent. The permit requires that we maintain a 90th percentile survival of at least 70% and an 11-sample median survival of at least 90%. In layman's terms, this means that out of the last 11 samples, only one bioassay may fall below 70% survival, and the middle value—when all 11 samples are placed in numerical order—must be at least 90%.
- **Metals Analysis:** Our permit requires that we analyze our effluent for many different metals on a monthly basis. We have permit limits for three of the metals. The limits are stated as a maximum daily limit and a monthly average limit.
- **pH:** pH is a measurement of acidity, with pH 7.0 being neutral and higher pH values being basic and lower pH values being acidic. Our permit effluent pH must stay within the range of 6.0 to 9.0, which we monitor continuously.
- **Total Suspended Solids (TSS):** Measurement of suspended solids in the effluent. Our permit requires that we remove at least 85% of the influent TSS and that the effluent limit is less than 45 mg/L as a weekly average and less than 30 mg/L as a monthly average.

Executive Summary Process Performance Data
May 2018

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

Primary Clarifier Performance

Average Total Suspended Solids (TSS) in:	565.7	mg/l	Expected removal efficiencies as outlined in Metcalf & Eddy Wastewater Engineering Manual
Average TSS out:	72.4	mg/l	
Average Percent Removal Achieved:	84.8	%	Design 50-70% Removal
Average Total Carbonaceous Biochemical Oxygen Demand (CBOD) in:	349.8	mg/l	Design 25-40% Removal
Average CBOD out:	160.2	mg/l	
Average Percent Removal Achieved:	55.7	%	
Average Plant Influent Flows:	9.1	MGD	

Biotower Performance

Average TSS out:	192.4	mg/l	Design 25-30% Removal
Average CBOD out:	99.8	mg/l	
Average Percent CBOD Removal Achieved:	37.7	%	

Aeration Tanks/Activated sludge

Dissolved Oxygen set point:	2.0	mg/l
Average MLSS:	1,162	mg/l
Average MCRT:	3.4	Days
Average SVI:	162	

Secondary Clarifiers

Average WAS concentration: 6,948 mg/l

Final Effluent

Average Effluent TSS for the month was:	4.8	mg/l	(Maximum Limit: 30mg/l)
Week #1 weekly average	5.5		(Maximum Limit: 45mg/l)
Week #2 weekly average	4.2		"
Week #3 weekly average	5.6		"
Week #4 weekly average	4.7		"
Week #5 weekly average	N/A		"
Monthly average TSS removal efficiency through the plant was:	99.0	%	(Minimum Limit: 85%)

Average Effluent CBOD was:	5.2	mg/l	(Maximum Limit: 25mg/l)
Week #1 weekly average	6.2		(Maximum Limit: 40mg/l)
Week #2 weekly average	4.8		"
Week #3 weekly average	4.9		"
Week #4 weekly average	4.8		"
Week #5 weekly average	N/A		"
Monthly average CBOD removal efficiency through the plant was:	98.4	%	(Minimum Limit: 85%)

Disinfection Dosing Rate:	4.2	mg/l	monthly average
Total Coliform Monthly Geometric Mean:	2.5	MPN	(Maximum 240)
The Daily Maximum Total Coliform Count for the month was:	33.0	MPN	(Maximum 10,000)
Enterococcus Monthly Geometric Mean:	N/A	MPN	(Maximum 35 MPN)
Effluent pH for the month was:			(Min 6.0)
Min	6.6		
Max	8.0		(Max 9.0)

Digester Treatment

Average Thickened Waste Concentration from the RDT was:	6.3	%		
Average percent of Volatile Solids destroyed was:	85.1	%		
Cubic feet of biogas produced was:	9,161,970	(Total)	295,547	(Daily Average)
Average temperature of the digester was:	102.1	degrees Fahrenheit		

Executive Summary Process Performance Data
May 2018

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

Dewatering

Average Centrifuge Feed concentration was:	<u>2.5</u>	%
Average Biosolids concentration was:	<u>26.4</u>	%
Average TSS of the Centrate was:	<u>263</u>	mg/l
Solids capture of the Centrifuge was:	<u>99.0</u>	%
Polymer use per Dry ton of biosolids was:	<u>12.47</u>	#/dry ton
Average polymer feed rate per run was:	<u>3.66</u>	gpm
Average concentration of the polymer batches was:	<u>0.328</u>	%
Average sludge feed rate per run was:	<u>57.8</u>	gpm

Comments:

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

Graph #1:

Depicts the total influent flow (from all collection agencies) entering the treatment plant. The red graph line represents total influent flows; and the black graph line depicts the CMSA rain gauge recordings for the month.

Graph #2:

Depicts individual collection member agency flows. The Y-axis is in the dry weather flow range of 0-20 MGD.

Graph #3:

Depicts the coliform most probable number (MPN) results which are an indication of the performance of the disinfection system. The monthly Total Coliform Geometric Mean was 2.5 MPN through May, which is less than our KPI median of 30 MPN and permit limit of 240 MPN. The higher than normal value on May 30 may have been the result of additional FOG loading to the treatment plant the previous day.

Graph #4:

Depicts the total suspended solids in the effluent. Our monthly average was 4.8 mg/l versus our KPI of 15 mg/l and permit monthly average limit of 30 mg/l.

Graph #5:

Depicts the effluent CBOD which is measuring the oxygen demand of the wastewater. The May effluent CBOD average was 5.2 mg/l, well below our NPDES limits of 40 mg/l weekly and 25 mg/l for the month.

Graph #6:

Depicts the degree to which the biosolids have been dewatered. Our biosolids % concentration exceeded our KPI of 25% for 28 days of 31 days in May. The lower than normal biosolids concentration numbers on May 6 and 8 are attributed to training employees on centrifuge operations, and on May 27, dewatering operations did not occur.

Graph #7:

Depicts the amount of Biogas that is produced in the digesters, and then used to produce electricity. Biogas production in May averaged 295,547 cubic feet per day, which exceeded our monthly KPI of 200,000 cubic feet per day. The more significant declines in biogas production on May 13 and again on the May 20 were the results of fewer organic waste deliveries during those time periods.

Graph #8:

This graph depicts the amount of energy produced through cogeneration versus the energy purchased from MCE for Agency operations. The cogeneration engine was online for the entire month of May producing 96.3% of the facility's power needs as depicted on graph 8.

Glossary of Terms Process Performance Data Sheet

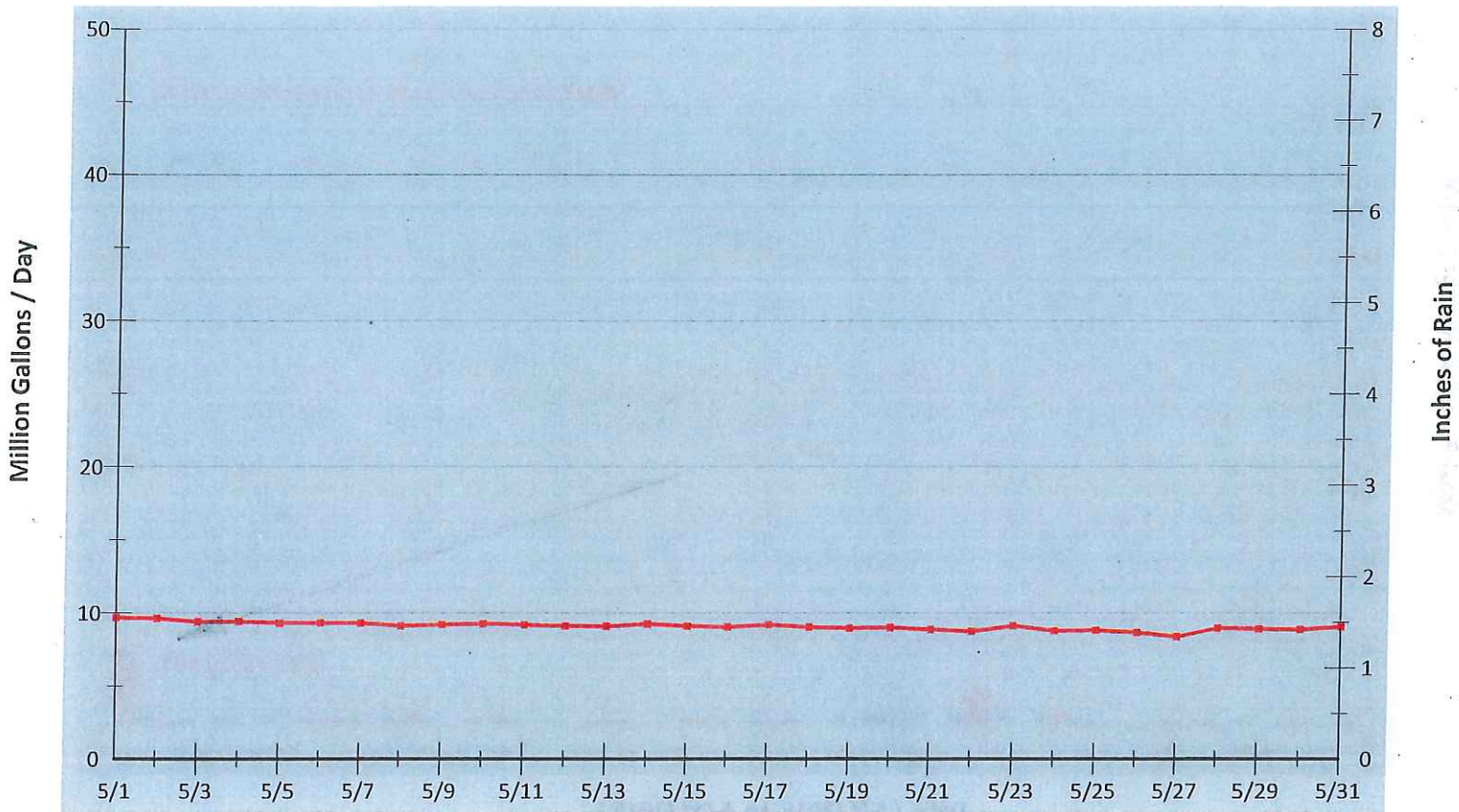
- **Aeration Tanks:** A biological process that takes place after the biotowers, where biomass (microorganisms) is mixed with the wastewater to feed on dissolved and suspended organic material. High speed blowers are used to provide compressed air to mix the tank contents.
- **Anaerobic Digesters:**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

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

Units of Measurement

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

Graph #1: CMSA Influent Flow

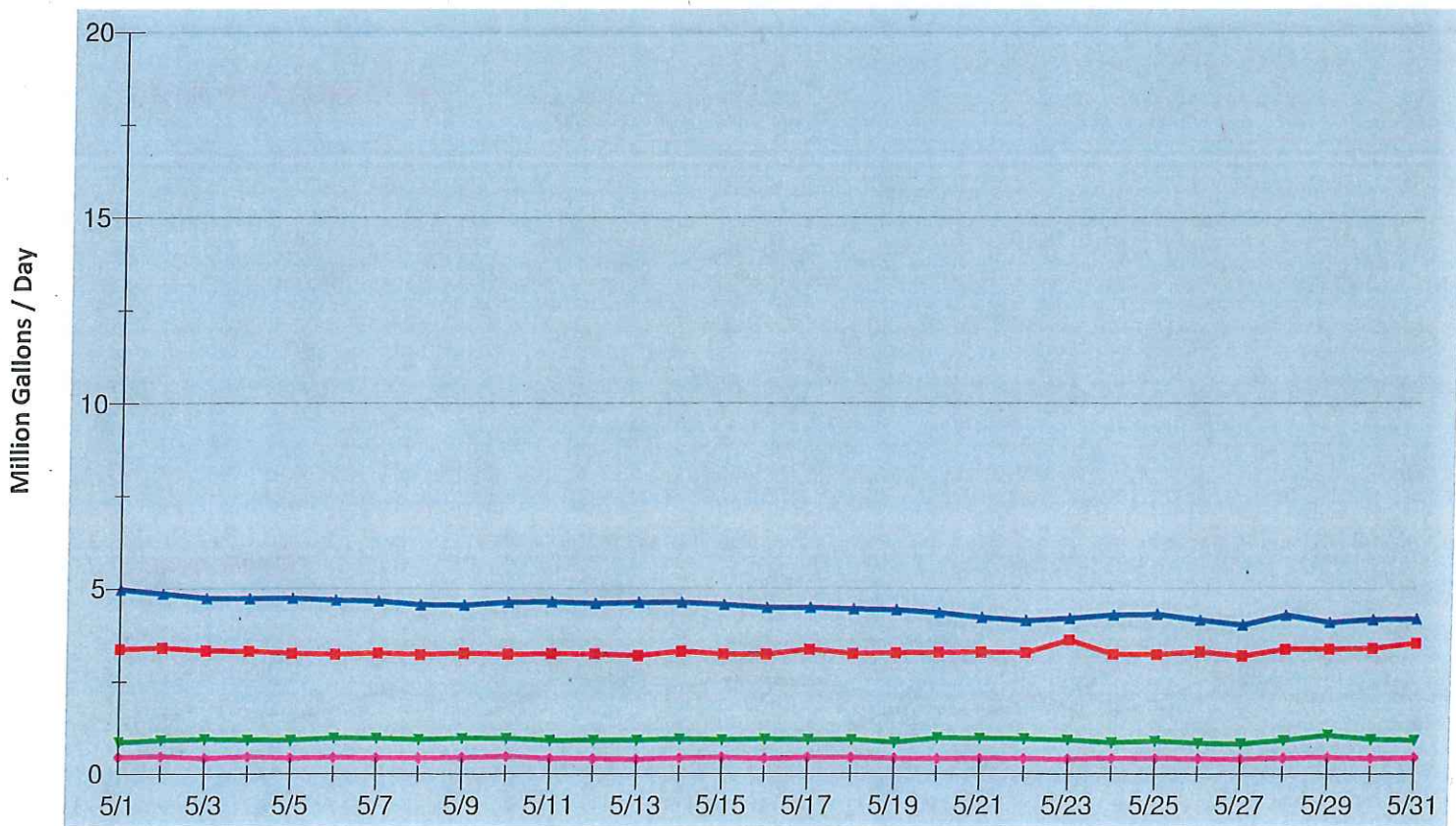


Date (5/1/2018 to 5/31/2018)

■ Flow (Daily Average) ◆ Rainfall

(#1) CMSA Influent Flow

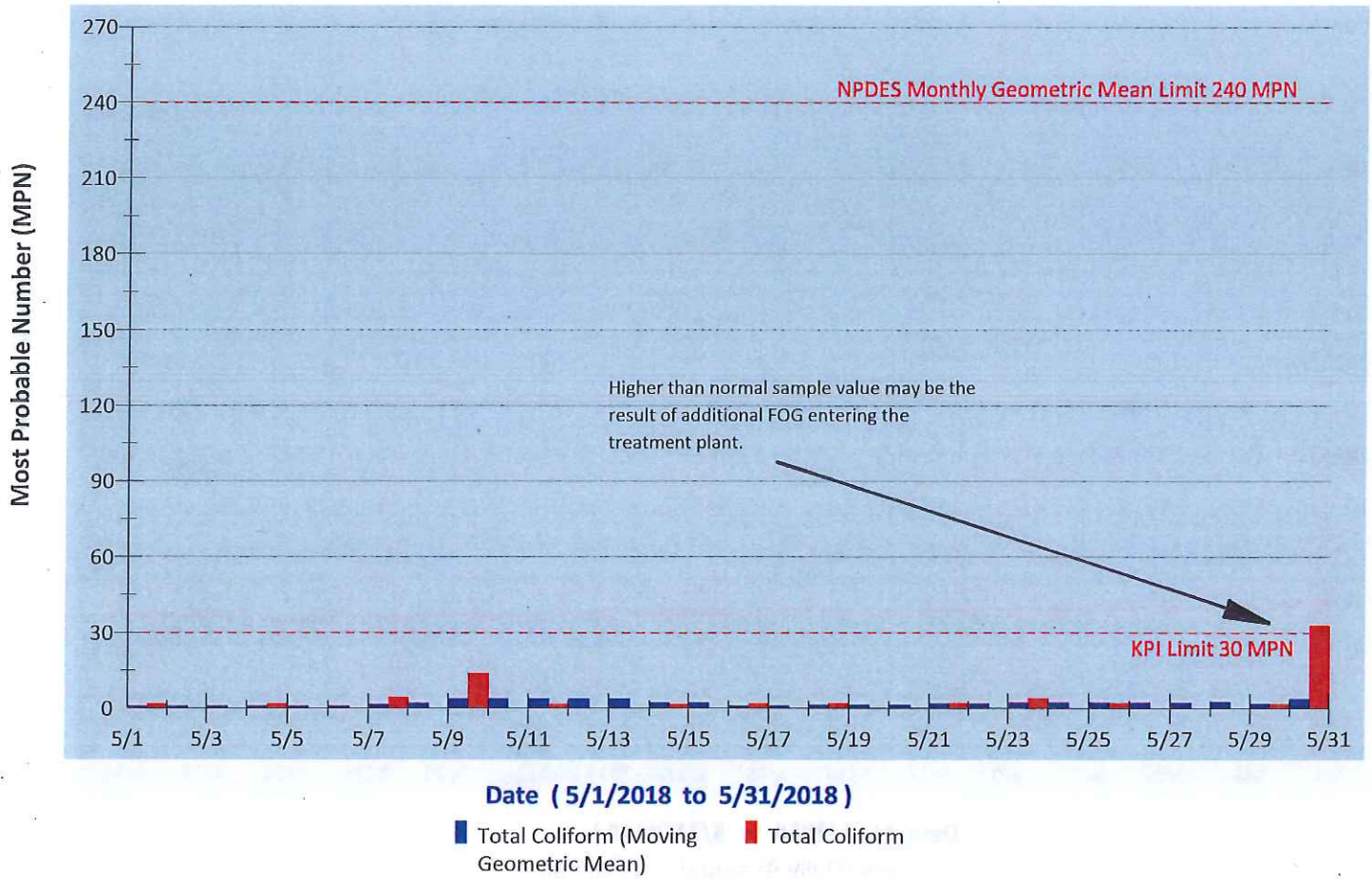
Graph #2: Collection System Influent Flows



Date (5/1/2018 to 5/31/2018)

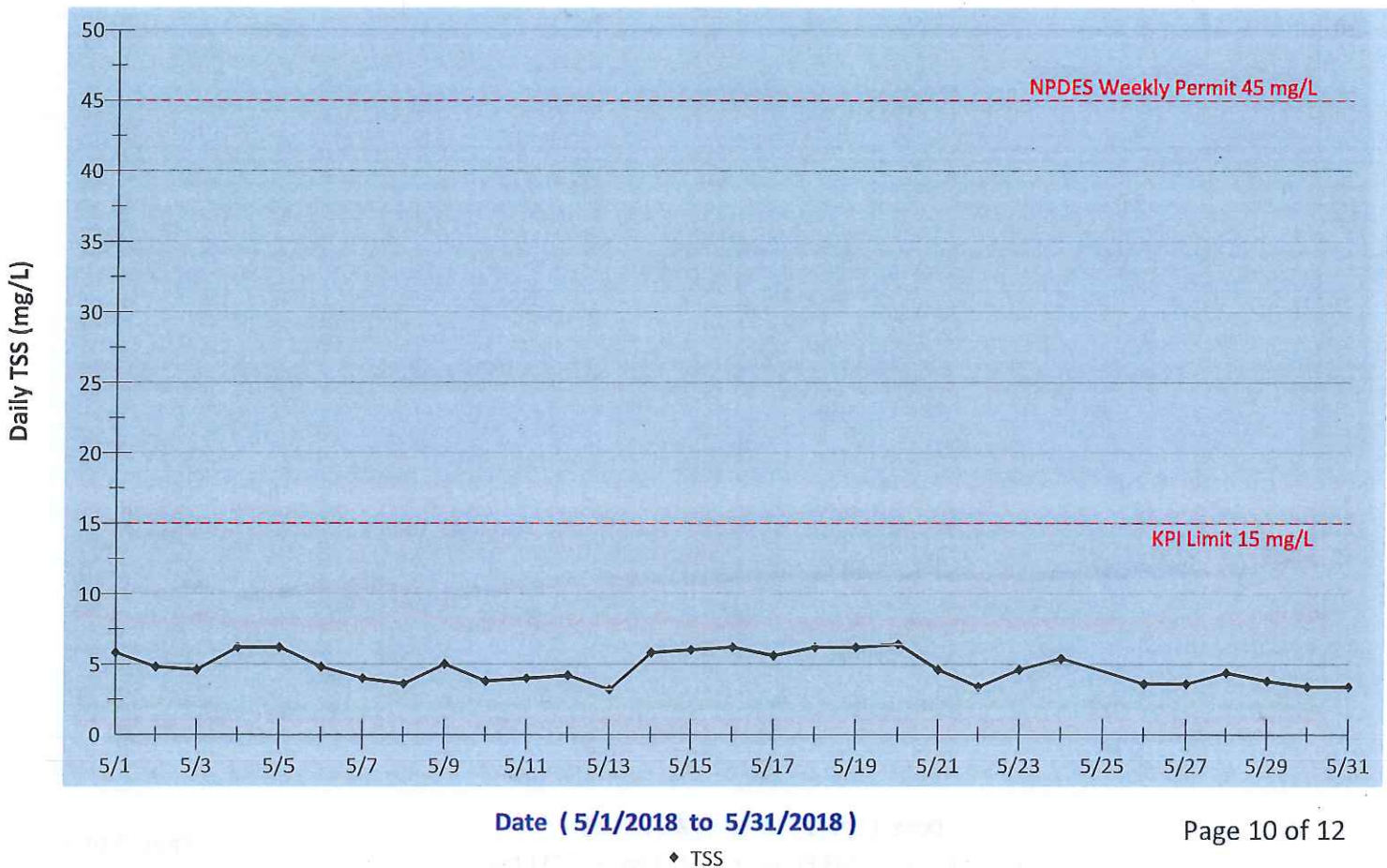
▲ RV Flow ■ SR Flow ▼ CM Flow ◆ SQ Flow

Graph #3: Total Coliform & Monthly Geometric Mean

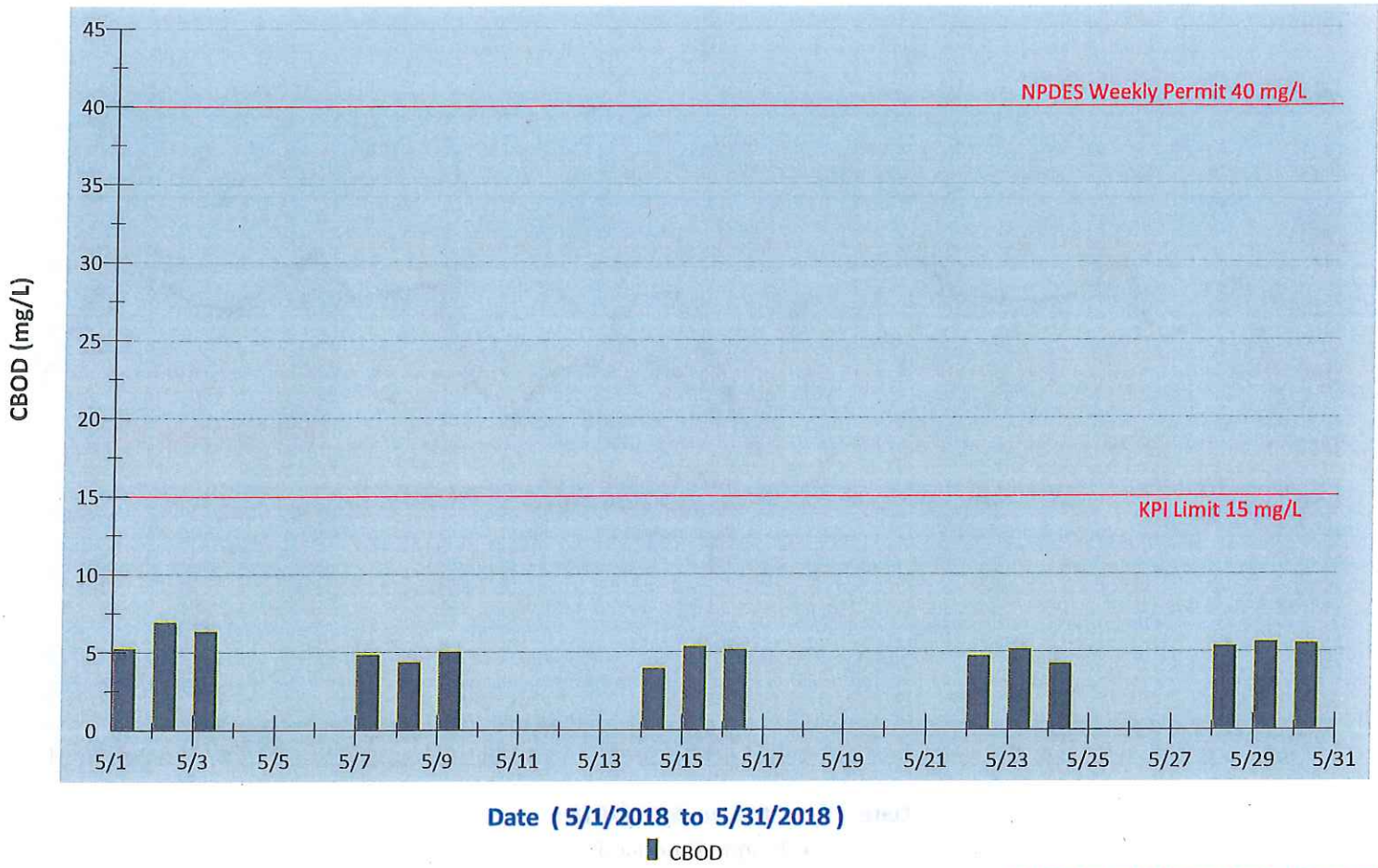


(#3) Total Coliform & Monthly Geometric Mean

Graph #4: Effluent Total Suspended Solids (TSS)

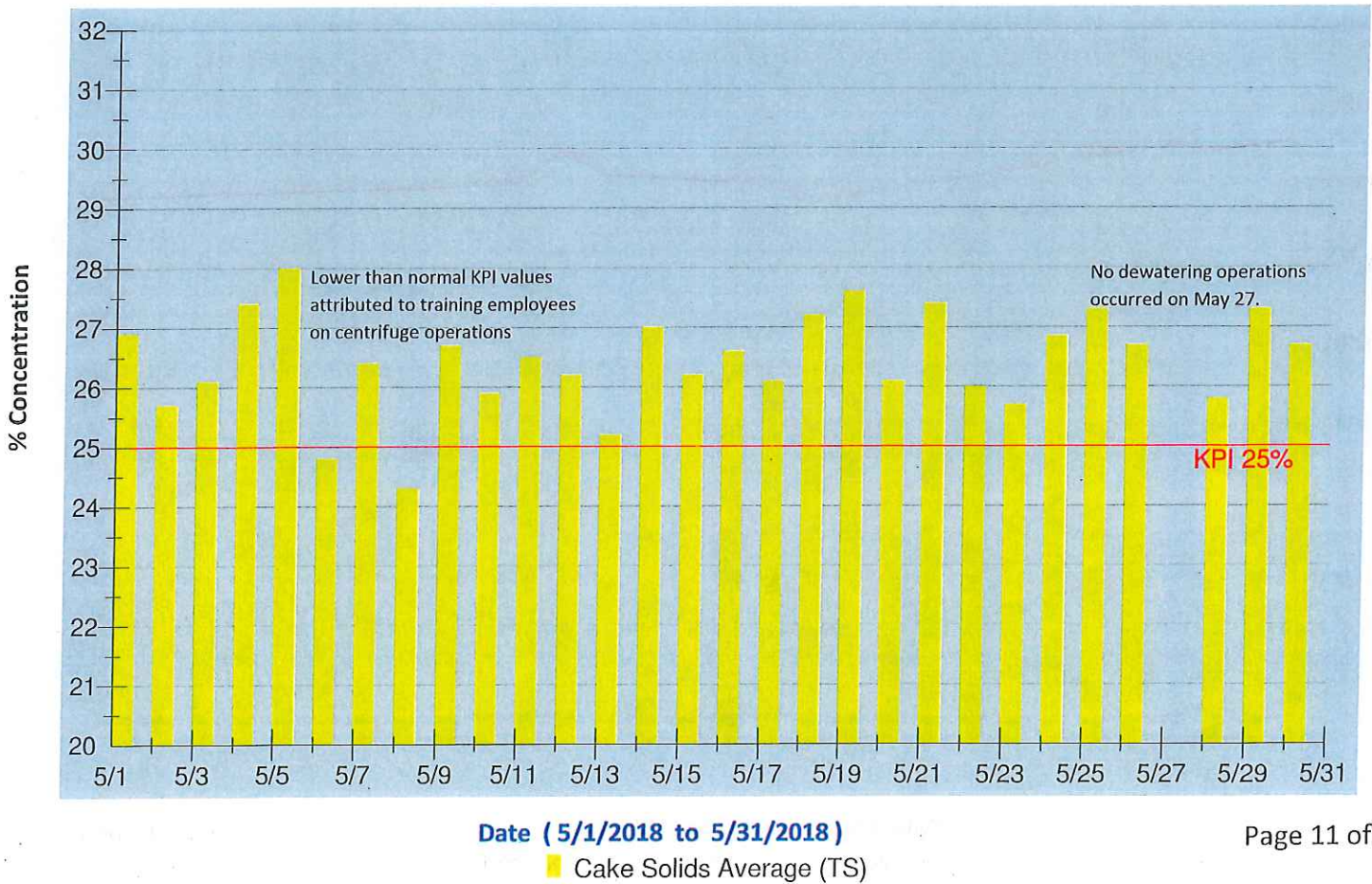


Graph #5: Effluent Carbonaceous Biological Oxygen Demand (CBOD)

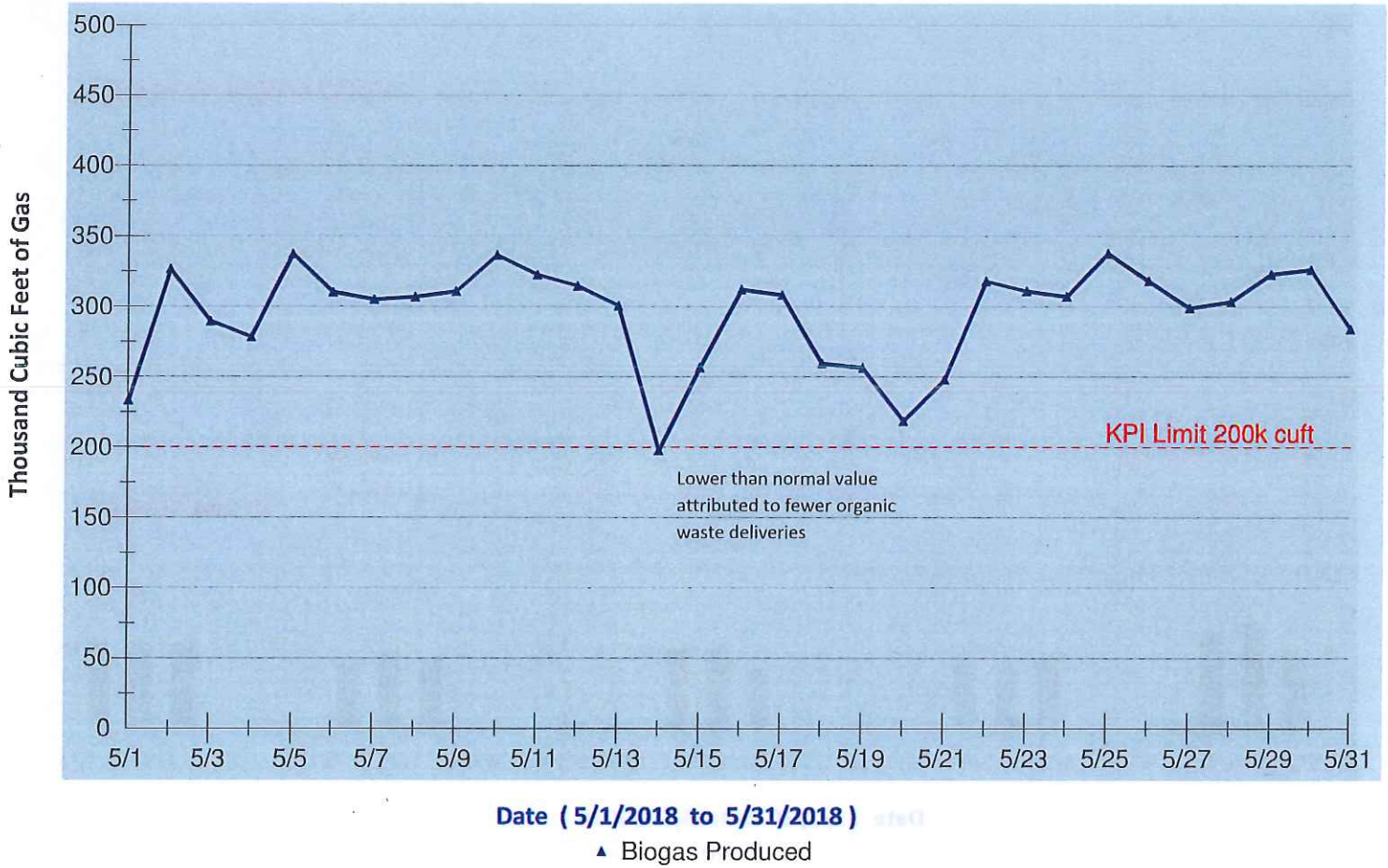


(#5) Effluent Carbonaceous Biological Oxygen Demand

Graph #6: Biosolids Concentration

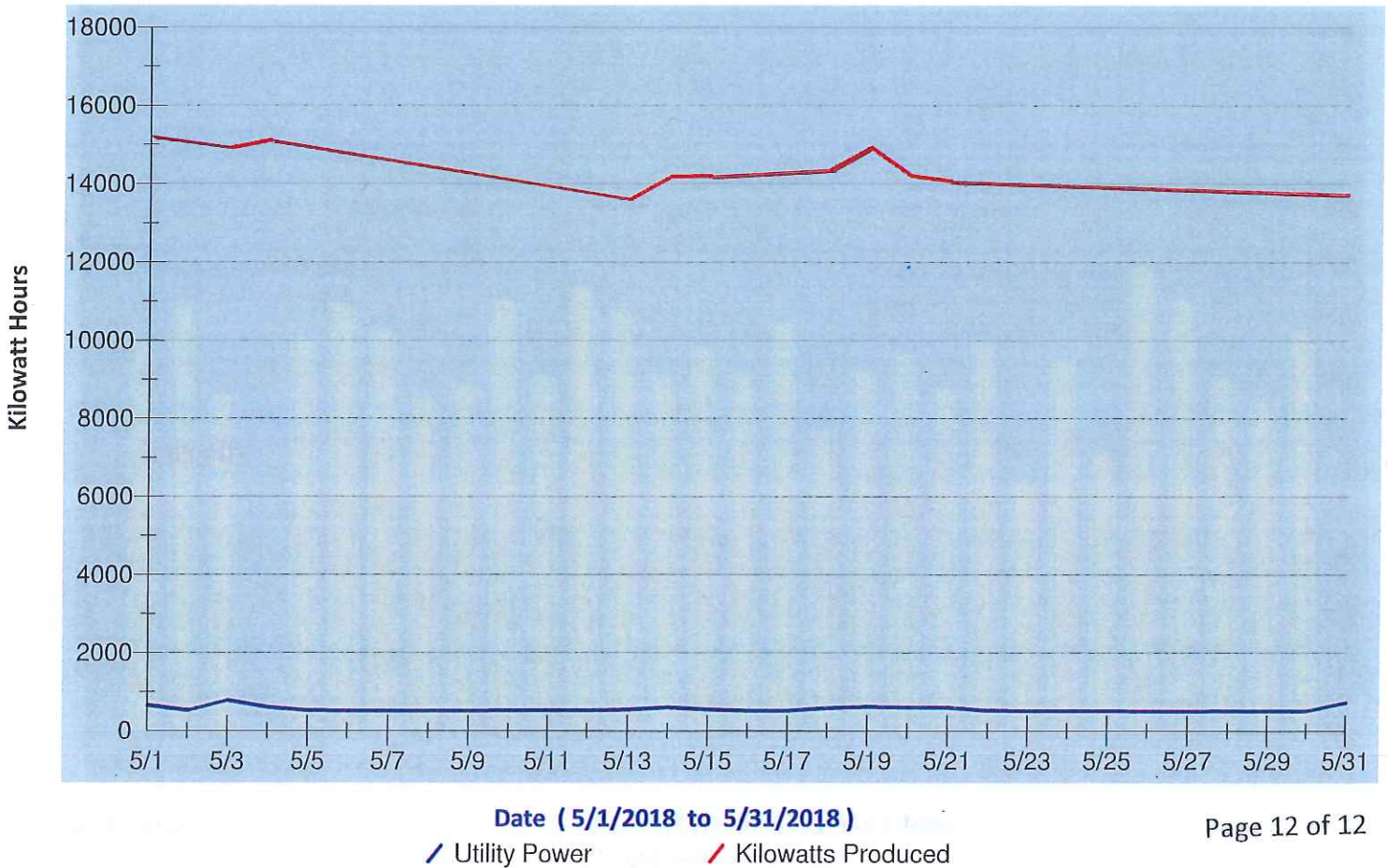


Graph #7: Biogas Production



(#7) Biogas Production

Graph #8: Kilowatt Hours Purchased vs. Kilowatts Produced





BOARD MEMORANDUM

June 7, 2018

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager *JJD*

Subject: Performance Metric Report – May 2018

Recommendation: Accept the May 2018 Performance Metric report.

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

Table I – Treatment/Process Metrics

There were no measureable rain events in May, resulting in a continued reduction in influent wastewater flows with the total influent volume receive decreasing from 405 million gallons in April to 282 million gallons this past month. For power generation, upwards of 96% was produced by the cogeneration system with over 93% of the total being from biogas.

Table II – Employee Metrics

Training highlights included employment law training at the quarterly Liebert Cassidy Whitmore Employment Relationship Consortium for supervisory staff; several operations and maintenance staff attended an off-site pump and pumping systems seminar; four operation and maintenance staff attended the annual California Water Environment Association conference in Sacramento; confined space entry refresher classroom training was provided by the Safety Director to most field staff; and several field staff received classification-specific training for personal development.

The General Manager attended a Water Environment Federation Biosolids and Residuals conference in Phoenix, and the Laboratory Director attended the third Environmental Laboratory Accreditation Program TNI training conference in Sacramento.

Table III - Environmental and Regulatory Compliance Metrics

There weren't any NPDES permit exceedances in May, and all regulatory reports were submitted on schedule. FOG and source control inspections continue to be fewer than planned due to limited staff resources.

Table IV - Public Outreach

There were three odor alerts posted to the website, and the Agency did not receive any public odor complaints. Alerts were posted for removing process equipment from service for maintenance staff to perform their annual preventative maintenance, and for quarterly cleaning of the Organic Waste Receiving Facility's storage tank.

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

Public Outreach Events

<u>Date</u>	<u>Event</u>	<u>Attendees</u>
5/2/18	Novato Farmer's Market	60

School Events – Juggler Show Presentation

<u>Date</u>	<u>School</u>	<u>Attendees</u>
5/18/18	Manzanita Child Development Center in Marin City	50

CMSA Tours

<u>Date</u>	<u>Group</u>	<u>Attendees</u>
5/18/18	San Rafael student interns and DPW staff	6
5/23/18	Lystek General Manager and Wastewater Planning Director for Buenos Aires	2
5/25/18	Laboratory Analyst top candidates	3

Attachment:

- May 2018 Performance Metric Report

CMSA CY18 PERFORMANCE METRICS – May 2018

TABLE I - TREATMENT/PROCESS METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Wastewater Treated	Volume of wastewater influent treated and disposed, in million gallons (Mg)	281.9 Mg	165 – 820 Mg
2) Biosolids Reuse	Alternate Daily Cover (ADC) at the Redwood Landfill, in wet tons (wt) Fertilizer and soil amendment at land application sites, in wet tons (wt) Bio-Fertilizer production at the Lystek facility, in wet tons (wt)	157.5 wt 245 wt 175 wt	360 – 665 wt
3) Conventional Pollutant Removal	Removal of the conventional NPDES pollutants - Total Suspended Solids (TSS) and Carbonaceous Biological Oxygen Demand (cBOD) a. tons of TSS removed; % TSS removal b. tons of organics removed (cBOD); % cBOD removal	650.1 tons; 99% 400.8 tons; 98.4%	> 85% > 85%
4) Priority Pollutants Removal	Diversion of priority NPDES metals from discharge to the S.F. Bay: a. % Mercury b. % Copper	95.3% 90.7%	88 – 99% 84 – 98%
5) Biogas Production	Biogas generated in our anaerobic digesters, in million cubic feet (Mft ³) Natural gas (methane) equivalent of the biogas, in million cubic feet (Mft ³)	9.16 Mft ³ 5.86 Mft ³	6.0 to 9.5 Mft ³ 3.8 to 6.1 Mft ³
6) Energy Produced	Energy produced from cogeneration of generated biogas and purchased natural gas - in kilowatt hours Cogeneration system runtime on biogas, in hours (hrs.); % time during month Biogas value (natural gas cost equivalent)	441,538 kWh 694.9 hrs; 93.4% \$24,973	380 to 480,000 kWh 540 hrs.; 75% \$15,000 to \$30,000
7) Efficiency	The cost to operate and maintain the treatment plant per million gallons of wastewater treated, in dollars per million gallons Energy used, kilowatt hours, per million gallons treated	\$1,276 /Mg 1,627 kWh/Mg	\$451-\$1,830/Mg (wet - dry) 670 - 2,400 kWh/Mg

Table II – EMPLOYEE METRICS

Metric	Definition	Measurement	Target/Goal
1) Employee Training	Hours of internal training – safety, web-based, project, vendor, etc. Hours of external training – employment law, technical, regulatory, etc.	Internal = 182 External = 221	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);	465 hrs 479 hrs (84.0%) 92 hrs (17.0%) 0.81	300 – 500 hrs ≥ 70% total CM hrs ≤ 30% total hours ≥ 0.45
3) Overtime Worked	Monthly hours of OT worked; Year to date hours of OT (YTD) % of regular hours worked; % Year to date (YTD)	47.5 hrs; (626 hrs) 0.7%; (1.8%)	< 5%

CMSA CY18 PERFORMANCE METRICS – May 2018

Table III - ENVIRONMENTAL AND REGULATORY COMPLIANCE METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Permit Exceedances	# of NPDES permit exceedances	0	0
2) Regulatory Analyses	# of analyses by the CMSA laboratory for NPDES, Stormwater, and Biosolids regulatory compliance monitoring and reporting	517	150-750
3) Process Control Analyses	# of analyses by the CMSA laboratory for process control monitoring	728	400-1,250
4) Contract Laboratory Analyses	# of analyses by contract laboratories for regulatory compliance reporting	33	0-50
5) Quality Control Testing	# of CMSA performed laboratory analyses for QA/QC purposes	146	100-300
6) Water Quality Sample Analyses	# of ammonia, coliform (total and fecal), enterococcus, and/or sulfide analyses performed for the CMSA member agencies (SSOs, etc.)	8	as-needed
7) Pollution Prevention Inspections	Inspections of industrial and commercial businesses in the Agency's pretreatment and pollution prevention programs and Novato Sanitary District's Mercury Reduction Program – 255 businesses regulated	7	variable
8) FOG Program Inspections	Inspections of food service establishments (FSEs) in the Almonte, TCSD, SD2, RVSD, SRSD, and LGVSD service areas – approx. 316 FSEs are regulated and 63 FSEs have waivers.	29	20 – 50
9) Permits Issued/Renewed	Permits issued for the pretreatment, pollution prevention, and FOG source control programs, and for groundwater discharge	10	variable

Table IV- PUBLIC OUTREACH

Metric	Definition	Measurement	Target/Goal
1) Public Education Events	Attendance at public education outreach events; # of booth visitors; (YTD)	60; (155)	3,500/year
2) School Events	Participation or sponsorship in school outreach events; attendees; (YTD)	50; (986)	variable
3) Agency Tours	Tours given to students and the public; # of people, (YTD)	11; (173)	variable
4) Odor Notifications	Number of odor alerts posted to the Agency website	3	1-10
5) Odor Complaints	Number of odor complaints received from the public	0	0




BOARD MEMORANDUM

June 7, 2018

To: CMSA Commissioners and Alternates

From: Kenneth Spray, Administrative Services Manager

Approved: Jason Dow, General Manager 

Subject: Fiscal Year 2018-19 Schedule of Base Salaries by Job Classification

Recommendation: Approve the Fiscal Year 2018-19 Schedule of Base Salaries by Job Classification.

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 approve and adopt a salary schedule, and 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.

Attached for your approval is the Agency's base salary schedule for the Fiscal Year 2018-19 entitled *Salary Schedule, Biweekly Rate (80 hours)*. This action is administrative only as the salary schedule amounts reflect previously approved contracts with the General Manager, and the represented and unrepresented employee groups.

Attachment:

- Schedule of Base Salaries by Job Classification

Central Marin Sanitation Agency
Salary Schedule, Biweekly Rate (80 hours)

Job Title	Class	Biweekly	Biweekly	Biweekly	Biweekly	Biweekly
		A1	B2	C3	D4	E5
General Manager	M	10,393.34	-	-	-	-
Administrative Assistant	M	3,421.37	3,592.44	3,772.06	3,960.67	4,158.70
Administrative Services Manager	M	6,598.30	6,928.22	7,274.63	7,638.36	8,020.28
Financial Analyst	M	4,139.31	4,346.27	4,563.59	4,791.76	5,031.35
Personnel & Accounting Technician	M	2,967.34	3,115.70	3,271.49	3,435.06	3,606.82
Information Systems Analyst	R	4,279.86	4,493.85	4,718.54	4,954.47	5,202.19
Technical Services Manager	M	6,742.54	7,079.66	7,433.65	7,805.33	8,195.60
Assistant Engineer	R	3,879.42	4,073.39	4,277.06	4,490.91	4,715.46
Laboratory Director	M	5,063.80	5,316.99	5,582.84	5,861.99	6,155.08
Environmental Laboratory Administrator	R	4,280.38	4,494.40	4,719.12	4,955.07	5,202.83
Environmental Services Analyst II	R	3,969.83	4,168.32	4,376.73	-	-
Environmental Services Analyst I	R	3,429.28	3,600.75	3,780.79	-	-
Laboratory Analyst	R	3,498.83	3,673.77	3,857.46	4,050.33	4,252.85
Safety Specialist/Manager	M	3,962.71	4,160.85	4,368.89	4,587.34	4,816.70
Treatment Plant Manager	M	6,259.74	6,572.73	6,901.37	7,246.43	7,608.76
Maintenance Supervisor	M	4,691.63	4,926.21	5,172.52	5,431.15	5,702.71
Assistant Maintenance Supervisor	M	4,468.18	4,691.59	4,926.17	5,172.48	5,431.10
Maintenance Lead Worker	R	4,395.24	4,615.00	-	-	-
Mechanical Technician III	R	3,986.61	4,185.94	-	-	-
Mechanical Technician II	R	3,615.97	3,796.77	-	-	-
Mechanical Technician I	R	3,279.79	3,443.78	-	-	-
Mechanical Technician Trainee	R	2,505.11	2,630.36	2,761.88	-	-
Maintenance Repair III	R	3,986.61	4,185.94	-	-	-
Maintenance Repair II	R	3,615.97	3,796.77	-	-	-
Utility Worker	R	2,792.26	2,931.88	3,078.47	3,232.39	3,394.01
Electrical/Instrumentation Tech III	R	4,197.91	4,407.81	-	-	-
Electrical/Instrumentation Tech II	R	3,807.63	3,998.01	-	-	-
Electrical/Instrumentation Tech I	R	3,453.63	3,626.31	-	-	-
Electrical/Instrumentation Trainee	R	2,499.77	2,624.76	2,756.00	-	-
Operations Supervisor	M	4,620.82	4,851.87	5,094.46	5,349.18	5,616.64
Assistant Operations Supervisor	M	4,709.35	4,944.82	5,192.06	-	-
Lead Operator	R	4,375.71	4,594.49	-	-	-
Operator III	R	3,968.90	4,167.34	-	-	-
Operator II	R	3,599.91	3,779.90	-	-	-
Operator I	R	3,265.22	3,428.48	-	-	-
Operator in Training	R	2,481.57	2,605.65	2,735.93	-	-

M= Management Positions

R= Represented Positions. SEIU, Local 1021



BOARD MEMORANDUM

June 7, 2018

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager *JD*

Subject: Revised Agency Conflict of Interest Code – Resolution No. 329

Recommendation: Adopt Resolution No.329 to establish the Agency's 2018 Comprehensive Conflict of Interest Code.

Discussion: The Political Reform Act of 1974 requires all state and local agencies to have a Conflict of Interest Code. The Fair Political Practices Commission (FPPC) is the administrator for the Political Reform Act and has adopted a standard conflict of interest code (Code) for use by agencies that decide not to develop their own customized Code. CMSA has historically used the standard Code, and periodically updates its designated employees, as positions and/or titles change, and makes other revisions as needed or recommended by legal counsel. Any change to the Code has to be passed by Board Resolution.

In June 2016 the Board adopted the Agency's current Code, and the FPPC requires the Code be reviewed every two years. Staff and Legal Counsel Govi have reviewed the current Code and propose the following changes:

- 1) The Environmental Services and Engineering Manager positions are removed from and the Technical Services Manager position is added to the Designated Filer section of Appendix A;
- 2) A Required Filer section in Appendix A replaces the Category 1 Designated Filer section and includes the Commissioners, Alternates, General Manager, and General Counsel.

Both Filer categories are required to complete a Statement of Economic Interest (Form 700) to disclose investments, income, and business interests to the Agency and/or County, as specified in the Code. The CMSA Code, designated employees' Form 700s, and the referenced sections of the FPPC regulations are available at the Agency's office for Board member and public review, and the Code is posted on the Governing Board page on the Agency's website.

Attachments:

- 1) CMSA Resolution No. 329
- 2) 2018 CMSA Comprehensive Conflict of Interest Code with Appendix A and B



Resolution No. 329

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CENTRAL MARIN SANITATION AGENCY (CMSA) AMENDNING CMSA'S CONFLICT OF INTEREST CODE AND ESTABLISHING CMSA'S 2018 COMPREHENSIVE CONFLICT OF INTEREST CODE

WHEREAS, pursuant to the Political Reform Act of 1974, as amended (Government Code Sections 81000 et seq.) and further, pursuant to two California Code of Regulations, Sections 18720 and §18730 of the Fair Political Practices Commission ("FPPC"), this Commission has previously adopted a standard Conflict of Interest Code; and

WHEREAS, a review of CMSA's current (2016) Comprehensive Conflict of Interest Code reveals that the Introduction should be updated, Appendix A should be amended to include Required Filers and further amended to add one position and remove two obsolete positions.

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

1. The Introduction to the Conflict of Interest Code of CMSA is hereby amended by this Commission to include Required Filers;
2. Appendix A is hereby amended to include Required Filers and is further amended to add the position of Technical Services Manager and remove two obsolete positions: Environmental Services Manager and Engineering Manager; and
3. The CMSA Board of Commissioners declares that the attached Conflict of Interest Code, which includes the foregoing amendments, is the 2018 CMSA Comprehensive Conflict of Interest Code.

Adopted by the Commission of the Central Marin Sanitation Agency at a regular meeting thereof on the 12th day of June, 2018, and passed by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Diane Furst, Commission Chair

ATTEST:

By

Tom Gaffney, Commission
Vice-Chair



2018 COMPREHENSIVE CONFLICT OF INTEREST CODE FOR THE CENTRAL MARIN SANITATION AGENCY

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regulations sections 18720 and 18730, which contains the terms of a standard conflict of interest code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Code of Regulations, Sections 18720 and 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix A in which officials and employees are designated and disclosure categories are set forth, and attached Appendix B, which describes how annual statements are distributed to required filers and designated employees, the place of filing and the due dates for the annual statements, are hereby incorporated by reference and constitute the conflict of interest code of the Central Marin Sanitation Agency.

Required Filers and Designated employees shall file annual statements of economic interest with the Agency on or before April 1st of each year. The Agency will make the statements available for public inspection and reproduction. (Gov. Code Section 81008). Upon receipt of the statements of the Board of Commissioners, the General Manager, and the General Counsel, the Agency shall make and retain a copy and forward the original of these statements to the County of Marin. Statements for all other designated employees will be retained by the Agency.

APPENDIX A

**2018 COMPREHENSIVE CONFLICT OF INTEREST CODE
FOR THE
CENTRAL MARIN SANITATION AGENCY**

REQUIRED FILERS	DESIGNATED CATEGORY
Commissioners	1
Alternate Commissioners	1
General Manager	1
Agency General Counsel	1
DESIGNATED EMPLOYEES	DESIGNATED CATEGORY
Treatment Plant Manager	2
Administrative Services Manager	2
Technical Services Manager	2
Consultant*	2

DISCLOSURE CATEGORIES DEFINED

1. All investments, interest in real property, income, and business positions.
2. Investments and business positions in any business entity or income from any source if the business entity or source of income manufactures, distributes, or sells supplies, machinery or equipment of the type utilized by Agency, or provides professional services to the Agency.

Consultants, acting as Agency staff, shall be included in the list of designated employees and shall disclose pursuant to the category in the code subject to the following limitations:

The General Manager may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager determination is a public record and shall be retained for public inspection in the same manner.

APPENDIX B

**PLACE OF FILING
FILING DATES**

**2018 COMPREHENSIVE CONFLICT OF INTEREST CODE
FOR THE
CENTRAL MARIN SANITATION AGENCY**

REQUIRED FILERS

Where: Elections Department
3501 Civic Center Drive, Room 121
San Rafael, CA 94903

From the list of required filers, the General Manager of CMSA shall be required to enclose in each appointment packet and termination packet, a Form 700 – Statement of Economic Interests. The required filer will submit the completed statement to the Agency, which shall make and retain a copy and forward the original to the County of Marin Elections Department for filing. All required filers shall file their Statement of Economic Interests on or before April 1st of each year.

DESIGNATED EMPLOYEES

Where: CMSA
1301 Andersen Drive
San Rafael, CA 94901

From the list of designated employees, the General Manager of CMSA shall be required to enclose in each appointment packet and termination packet, a Form 700 – Statement of Economic Interests. The designated employee will submit the completed statement to the Agency, which shall make and retain a copy of the original. All designated employees shall file their Statement of Economic Interests on or before April 1st of each year.



BOARD MEMORANDUM

June 7, 2018

To: CMSA Commissioners and Alternates

From: Jacky Wong, Assistant Engineer

Approved: Jason Dow, General Manager 

Subject: **Biosolids Hauling Services Contract—CMSA Contract No. 18-36**

Recommendation: Award the Biosolids Hauling Services Contract to S&S Trucking, and authorize the General Manager to execute the contract agreement.

Summary: CMSA's current biosolids hauling services contract was awarded to Recology (formally Total Waste Systems, Inc.) in June 2015 for a two-year period. A one-year administrative contract extension was exercised in April 2017, and the contract will expire on June 30, 2018. Staff prepared the contract documents, sent it to eight known biosolids haulers and fourteen plan-rooms, and advertised it in the Marin Independent Journal. Three bid proposals were received and opened on May 31, and S&S Trucking was determined to be the lowest responsive, responsible bidder. A bid summary and bid tabulation are attached.

Discussion: The Agency produces approximately 6,400 wet tons of biosolids annually. Digested and dewatered biosolids are transported to the Redwood Landfill for beneficial reuse as alternative daily cover in the winter, Lystek's Organic Material Recovery Center (OMRC) located in Fairfield, and to Synagro's land application sites in Solano County and Merced County for use as a soil amendment and fertilizer for livestock feed crops in the summer. Biosolids are hauled to the reuse sites Monday through Saturday. The Agency maintains separate contracts with Redwood Landfill, Lystek, and Synagro for the application of biosolids at the reuse sites.

A hauler's bid amount was calculated by multiplying the unit cost per wet ton of biosolids delivered to each reuse site by an estimated annual volume of biosolids delivered to each site, then summing the costs for a total estimated annual delivery cost.

The recommended biosolids hauling contract with S&S Trucking has a two-year duration, and can be administratively extended for two additional one-year terms upon mutual agreement between CMSA and S&S Trucking. Payment will be based on a unit cost per wet ton of biosolids delivered to each reuse site. The contract also includes a provision to adjust unit costs based on U.S. Bureau of Labor Statistics indexes for diesel fuel and labor.

Economic Analysis: Biosolids hauling costs, in aggregate, decreased by 3.4 percent compared to the current hauling costs. Shown in the table below is each reuse site's estimated annual delivery amount, current hauling unit price, bid hauling unit price, and percent change between the current unit price and the bid unit price.

Reuse Site	Estimated Annual Delivery	Current Unit Price	Bid Unit Price	(%) Change
Redwood Landfill	3,400 wet tons	\$9.194	\$9.90	7.7%
Lystek OMRC	1,900 wet tons	\$26.518	\$23.00	-13.3%
Synagro Solano County land application sites	1,100 wet tons	\$28.461	\$29.00	1.9%
Synagro Merced County Composting Facility	17.5 wet tons	\$28.461	\$29.00	1.9%

Attachments:

- Biosolids Hauling Services Contract Bid Opening Results
- Biosolids Hauling Services Contract Bid Tabulation

Central Marin Sanitation Agency
 Biosolids Hauling Services
 CMISA Contract No. 18-36
 Bid Opening Results
 May 31, 2018 – 1:30PM

Bidder

Bid Amount

Denali

Redwood Landfill - \$22.00 / wet ton

Lystek - \$30.00 / wet ton

Synagro Solano - \$30.00 / wet ton

Synagro El Nido - \$42.00 / wet ton

Poncia Fertilizer Inc

Redwood Landfill - \$30.00 / wet ton

Lystek - \$40.00 / wet ton

Synagro Solano - \$49.00 / wet ton

Synagro El Nido - \$66.00 / wet ton

S & S Trucking

Redwood Landfill - \$99.00 / wet ton

Lystek - \$23.00 / wet ton

Synagro Solano - \$29.00 / wet ton

Synagro El Nido - \$29.00 / wet ton

Redwood Landfill -

Lystek -

Synagro Solano -

Synagro El Nido -

Bids Opened By

[Signature]
Bids Read By

CENTRAL MARIN SANITATION AGENCY

Bid Tabulation for CMSA Contract 18-36

Biosolids Hauling Services

Open Date: Thursday, May 31, 2018 at 1:30 p.m.

Name of Bidder	Bid unit price per wet ton			
	Redwood Landfill	Lystek	Synagro Solano	Synagro El Nido
Poncia Fertilizer Inc	\$30.00	\$40.00	\$49.00	\$66.00
Denali Water Solutions	\$22.00	\$30.00	\$30.00	\$42.00
S&S Trucking	\$9.90	\$23.00	\$29.00	\$29.00

Per Section 2.14 Method of Award

Bids may be awarded to the lowest, responsive, and responsible bidder. The lowest responsive bidder will be determined by multiplying the estimated annual quantity for each hauling destination by the bid price for hauling destination, and adding up the aggregate cost to all of the hauling destinations. The single bid that results in the lowest overall cost to all hauling destinations will be determined by CMSA to be the low bid, assuming the bid is determined by CMSA to be complete and in compliance with the bid requirements.

Single Bid Award, aggregate cost to all of the hauling destinations					
Aggregate Cost Calculation:	Redwood Landfill	Lystek	Synagro Solano	Synagro El Nido	
Estimated annual quantity (wet ton)	3,400	1,900	1,100	17.5	
Poncia Fertilizer Inc	\$102,000	\$76,000	\$53,900	\$1,155	\$233,055
Denali Water Solutions	\$74,800	\$57,000	\$33,000	\$735	\$165,535
S&S Trucking	\$33,660	\$43,700	\$31,900	\$508	\$109,768

Lowest Responsive Bid



BOARD MEMORANDUM

June 7, 2018

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager 

Subject: **Laboratory Director Compensation Adjustment**

Recommendation: Approve the temporary compensation adjustment for the Agency's Laboratory Director.

Discussion: Brian Thomas, the Agency's Technical Services Manager, accepted a job at Delta Diablo Sanitation District as its Engineering Director, and his last day of work at CMSA was on May 30. Koff & Associates has started the recruitment for this important Agency position and I anticipate it being filled by the end of September. The Technical Services Manager supervises a Laboratory Director, Engineering staff, and Environmental Services Analysts. During the recruitment, I will be overseeing the Technical Services Department activities and directly supervising the Engineering staff and Laboratory Director.

Mark Koekemoer, the Laboratory Director, has experience managing wastewater agency source control programs. During the Technical Services Manager recruitment period, Mr. Koekemoer has offered to supervise the Environmental Services Analysts and manage the Agency's pretreatment, pollution prevention, and FOG source control programs. Two significant regulatory required source control program activities that Mr. Koekemoer will manage and need to be completed by the end of 2018 are updating the Agency's Local Limits and Sewer Use Ordinance. These updates were required in a recent pretreatment program audit by the US Environmental Protection Agency.


To recognize the Laboratory Director's additional temporary job functions and supervisory responsibilities, I recommend increasing Mr. Koekemoer's compensation 7.5% through the end of December. By that time, the Technical Services Manager position will be filled and the new employee will have acclimated to their role and responsibilities at the Agency.



BOARD MEMORANDUM

June 7, 2018

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager 

Subject: CASA 2018 Annual Conference

Recommendation: Authorize interested Board members to attend the 2018 CASA Annual Conference in Monterey.

Summary: The 2018 California Association of Sanitation Agencies' (CASA) Annual Conference is being held at the Monterey Marriott during August 8-10, 2018. The conference's preliminary program is attached.

The Board's Reimbursement Policy for Travel/Expenses for Agency Officials (Policy #4) states that commissioners must receive prior Board approval for attendance at conferences, trainings, or meetings that require overnight travel. Staff recommends that the Board consider authorizing its commissioners' attendance at the CASA 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 reservations.

Attachment:

- CASA 2018 Annual Conference Preliminary Program "The New Basics"
- California Sanitation Risk Management Authority Training Seminar Agenda



The New Basics



63rd ANNUAL CONFERENCE
August 8-10, 2018 Monterey Marriott

WWW.CASAWEB.ORG

Preliminary Program

Wednesday, August 8, 2018

- 8:00 - 5:00 p.m. Registration | San Carlos Foyer
- 8:00 - 12:00 p.m. CSRMA Training Seminar | San Carlos 1-2
- 11:00 - 1:00 p.m. Communications Meeting | Santa Barbara Room
- 11:30 - 1:30 p.m. CASA Board of Directors Meeting | Ferrantes Bayview, top floor
- 12:00 - 1:30 p.m. Associates Committee Meeting | TBD
- 12:00 - 1:30 p.m. **Lunch on your own**
- 2:00 - 4:00 p.m. Concurrent Sessions
- Track 1 - Regulatory Work Group Air/Land/Water Meetings? | San Carlos 1-2
- Track 2 - Global Water Challenges Opportunities | San Carlos 3-4
- Water Around the World - Ed McCormick
 - National Water Project/issues
 - CA water issue/project
- TOUR: Carmel Area Wastewater District
- 4:15 - 5:15 p.m. CSRMA Executive Board Meeting | Santa Monica Room
- 4:15 - 5:15 p.m. Federal Legislative Committee Meeting | San Carlos 1-2
- 5:30 - 6:30 p.m. Ocean View Reception | Ferrantes Ballroom, top floor

Thursday, August 9, 2018

- 7:30 - 4:30 p.m. Registration
- 7:30 - 9:00 a.m. CSRMA Board of Directors Breakfast Meeting
- 7:45 - 9:00 a.m. Utility Leadership Committee

Thursday, August 9th continued

- 9:00 – 11:30 a.m. Morning Sessions & Business Session
- Keynote: Chad Pregracke, Founder and President, Living Lands and Waters
"From the Bottom Up"
- USEPA Assistant Administrator David Ross (invited)
- Speeding up Innovation in the Wastewater Sector, Andrew Benedek, Aenergia
- Annual Business Meeting
- Dues Resolution
 - Introduction of the Board of Directors Slate
 - Fiscal Year 2019 Budget
- 12:00 – 1:30 p.m. Luncheon at the Convention Center
- Congressman Jimmy Panetta (invited)
- 2:00 – 4:30 p.m. Afternoon Sessions
- Cybersecurity – Tips, Breaches, Risks and Awareness: Christine Riccardi,
Office of Infrastructure Protection, U.S. Department of Homeland Security
- Social Media Trends and Best Practices
- City of Ventura Potable Reuse Project—Kevin Brown, General Manager
- 2018 Award of Excellence Winners
- 2018 Education Foundation Scholarship Recipients Announcement
- 4:15 – 5:30 p.m. Bay Area Biosolids Coalition Meeting
- 5:30 – 6:30 p.m. Conference Reception | Ferrantes Ballroom, top floor

Friday August 10, 2018

- 8:00 – 11:00 a.m. Registration
- 8:00 – 9:30 a.m. Breakfast
- 8:00 – 9:00 a.m. State Legislative Committee Meeting
- 9:00 – 11:00 a.m. Closing Session
- State and Federal Legislative Reports
- How will the 2018 Mid-Term Elections Change the Landscape? TBD
- Introduction of the New CASA Board of Directors
- Passing of the Gavel and Closing Remarks
- 11:00 – 3:00 p.m. Attorneys Committee Meeting | Ferrantes Ballroom, top floor

**8 AUGUST 2018
WEDNESDAY AT CASA
MONTEREY MARRIOTT**



CSRMA
RISK MANAGEMENT SEMINAR

TIME	TOPIC
7am-8am	CATERED BREAKFAST
8-950am	<p>NEW Directions in Crisis Management and Managing Media Relations</p> <p>A sequence of sudden, unplanned and unexpected events leading to instability in the organization and major unrest amongst the individuals is called as crisis. Leaders and managers play an extremely important role during crisis. One should lead from the front. Show confidence and steadiness. Take complete charge of the situation. This seminar will discuss those leadership traits for dealing in a stressful situation.</p> <p>A Crisis can be considered "an emotionally charged significant event or radical change", "an unstable or crucial time of affairs in, which a decisive change is impending", "a situation with the distinct possibility of a highly desirable outcome", and "a situation that has reached a critical phase". Leaders must be engaged before, during and after a crisis, Leaders must be familiar with ICS, Crisis leaders must be skilled in communication, clarifying vision and values, and demonstrate caring always—not just during a crisis, Leaders need to take time to hone their skills and reflect on their effectiveness.</p> <p>A successful crisis management and media response plan incorporates organizational programs such as emergency response, event recovery, risk management, communications and business continuity, among others. In addition, crisis management and media response are about developing an organization's capability to react flexibly and thus be able to make the prompt and necessary decisions when a crisis happens.</p> <p>Topics of discussion:</p> <ul style="list-style-type: none"> • Update on notable crisis incidents in California including risk management impacts • Tips for handling media relations in the face of a crisis incident • Getting your department and agency ready before, during and after a crisis • Understand the new media environment • Work with your peers on recent case studies <p style="text-align: right;">-Bob May</p> <p><i>Bob has conducted several regional trainings for CSAC-EIA in Active Shooter, Workplace Violence, Crisis Management and Incident Management. He conducted training on organizational team building and organizational behavior and provided guidance in litigation employment matters including reviewing internal investigation reports. Bob holds a Certificate in Professional in Fraud Identification and Workers' Compensation Claims Administration. He holds a Juris Doctor in law.</i></p>
10-12pm	<p>Failing to Plan is a Plan for Failure</p> <p><i>If not now, then when?</i> Emergency incidents, whether natural, man-made or technological happen without warning and can have devastating impacts to life, injuries, finances and operations.</p> <p>Chief operating officers, engineers, public administrators, and managers responsible for Water and Waste Management need to meet the public health and service delivery levels during all emergencies. If your infrastructure goes down it's not an inconvenience, it's a Public Health Emergency! No excuses.</p> <p>This workshop will aid in your business continuity planning, or to tweak your current plan. Learn how to identify risks, hazards and vulnerabilities that will impact your business operations. Obtain key knowledge on responding to incidents, communicating, and planning your resource needs.</p> <p style="text-align: right;">-David Kondrup</p> <p><i>David Kondrup was a 3 Star Chief with a 1,260-person law enforcement agency serving a suburban community of 1.3 million residents adjacent to New York City where he also served as the Director of Human Resources and as the NIMS and Incident Command Liaison to the County's Office of Emergency Management. He is a twenty-year veteran of the New York City Police Department where he supervised and commanded personnel in a variety of mission critical assignments, and developed and executed technology, continuity and contingency plans.</i></p> <p><i>Board certified in Security Management, CPP (Certified Protection Professional) by ASIS International. Master of</i></p>

Science Degree from Long Island University, a Bachelor of Science degree from the New York Institute of Technology, and he is a 1981 graduate of the NYPD Police Academy. Kondrup is also certified by DRii to teach Business Continuity Course BCLE1500, certified by DHS to teach NIMS & Incident Command (ICS) courses, and he holds a Senior Professional in Human Resources certification (SPHR) from the Human Resources Certification Institute.

QUESTIONS? Please Contact David Patzer, CSRMA Risk Control Advisor at dpatzer@dkfsolutions.com or at 707.373.9709

WHEN: Wednesday, 8/8/18 (registration and catered breakfast begins at 7:00am. **Breakfast ends promptly at 8:00am**)
WHERE: Monterey Marriott
COST: The seminar is free to all CSRMA members. There will be a nominal fee of \$50 for all non-CSRMA members (Exact change or check only, payable to CSRMA either in advance or at the door).

PLEASE NOTE:

It is important we have an accurate headcount prior to the date of the seminar to ensure that **lunch** is available for those attending the seminar. Please take a moment to pre-register if you plan to attend.

CLICK HERE TO REGISTER: <http://www.riskcontrolonline.com/Main/ViewSeminars.cfm>

QUESTIONS? Please Contact David Patzer, CSRMA Risk Control Advisor at dpatzer@dkfsolutions.com or at 707.373.9709



BOARD MEMORANDUM

June 7, 2018

To: CMSA Commissioners and Alternates
From: Jason Dow, General Manger
Subject: **Data Management System Project Status Report**

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

Summary: A project in the Agency's FY18 Capital Improvement Program (CIP) was the purchase and implementation of two information management systems. At the September 2017 meeting, the Board received a presentation from Mark Koekemoer, the Agency's Laboratory Director, on the proposed Promium Laboratory Information Management System (LIMS) and the Hach Water Information Management System (WIMS). After a discussion of the functionality of each system and how their use will benefit Agency data management and operations, the Board authorized their procurement.

Since then, the software was installed, employees received vendor training, and Mr. Koekemoer led a project team to migrate laboratory and process data, design various reports, and implement other project activities. Mr. Koekemoer will give a presentation on the status of the Data Management System Project at the June 12 Board meeting.

Economic Summary: The FY 18 CIP has an allowance of \$130,000 for both information management systems. Based on the vendor proposals, the estimated expenditure for the WIMS (\$51,781) and LIMS (\$78,856) was \$130,637. The actual training and implementation cost for both systems is approximately 17% lower, at \$108,623. The project savings is a direct result of Mr. Koekemoer's prior experience using with both systems.

Background: During the spring of 2017, Technical Services staff investigated the functionality of various information management systems to determine their applicability to Agency and departmental needs. The laboratory requires detailed data assessments of method detection limits, chemical traceability, and method validation, whereas the facility data management requires detailed loading assessments, removal efficiency criteria, and trend analysis. An Request for Proposals for each system was prepared, sent to vendors, and proposals evaluated. The Hach WIMS and Promium LIMS were selected as the systems that would best meet the Agency's data management needs. A description of the WIMS and LIMS systems are on the following page.

WIMS: The WIMS database allows all Agency departments to actively enter data, review data, conduct data analysis, and generate reports. CMSA previously managed its treatment process operational data in multiple Excel spreadsheets that were maintained by various departments. At times, this approach resulted in duplicate data entry, data accuracy issues due to transcription errors, calculation differences, and a general inefficiency associated with having to manually transfer data from one location to another. The Hach WIMS is specifically designed for wastewater utilities, and provides CMSA with the resources to optimally manage its operational data. The Hach WIMS software has built-in tools that eliminates calculation variability between departments, and provides connectivity to CMSA's Supervisory Control and Data Acquisition (SCADA) system and LIMS, which significantly reduces staff data entry requirements. It also eliminates duplicate data entry and potential transcription errors. Hach WIMS has a customizable dashboard system that allows users to set a home screen that displays live data and trends the user finds most useful. Finally, Hach WIMS provides various levels of authorized data accessibility and an audit trail analysis function. This functionality meets CMSA's requirements to maintain a secure database while documenting authorized changes to the system. This system interfaces with SCADA while maintaining the necessary firewall access to prevent unauthorized access to the SCADA system.

LIMS: The LIMS is a database specific to laboratory operational requirements related to documenting sample handling, method analysis requirements, standard traceability, workload analysis, and automated NPDES permit regulatory documentation and notification. The laboratory department data was also housed in multiple Excel spreadsheet databases resulting in limited functionality, manual reporting, and data accuracy issues due to transcription errors and calculation differences. The Promium Element LIMS software is specifically designed for analytical laboratories, and provides CMSA the functionality to optimally manage its laboratory operations and comply with potential future laboratory certification requirements.

Alignment with Strategic Plan: This project supports Goal 6 – Objective 6.3 in the Agency's FY 18 Business Plan.

Goal One: CMSA will enhance its internal and external communications.


Objective 6.3: Improve methods of communication

Action C: Deployment of LIMS and DIMS databases for more efficient use of lab and process control data



BOARD MEMORANDUM

June 7, 2018

To: CMSA Commissioners and Alternates
From: Jason Dow, General Manager 
Subject: Participation in the MCE Deep Green Program

Recommendation: Consider participating in the MCE Deep Green Program, and provide direction to staff, as appropriate.

Discussion: At the May Board meeting, during public open time, Helene Marsh and Jody Timms spoke to the Board about the MCE Deep Green Program and asked the Board to consider authorizing CMSA's participation in FY 19. In response to their request, the Board directed staff to agendize a discussion on participating in the MCE Deep Green Program for the June Board meeting.

Staff recently contacted MCE, formerly Marin Clean Energy, about participating in its Deep Green Program, and learned that moving the Agency's energy procurement from the Light Green Program to the Dark Green Program will cost, approximately, an additional \$3,162 per year. MCE based that cost estimate on the Agency's actual energy procurement from April 2017 to April 2018. Staff is seeking board direction on participating in the MCE Deep Green Program beginning in FY 19. MCE's cost estimate with a list of the Deep Green Program attributes and benefits is attached.

Many private businesses and public agencies in the county participate in the MCE Deep Green Program. Public agencies include the County of Marin, the eleven cities and towns in the county, Marin Municipal Water District, North Marin Water District, Ross Valley Sanitary District, and the Sewerage Agency of Southern Marin.

On two prior occasions, the Board considered participating in Deep Green and chose both times to remain in Light Green. First, in April 2014, as part of a discussion to reduce the Agency's greenhouse gas emissions, the Board decided to postpone deciding on participating in Deep Green until the Agency's food-to-energy and other organic waste receiving programs matured and staff could report on the increase in renewable energy generation. In April 2015, the Board had the follow-up discussion, and again made the decision to not join Deep Green primarily due to the Agency's future plan to become energy self-sufficient and deliver renewable energy to the local electricity grid.

Attachment: MCE Deep Green Participation Cost Estimate, dated 5/3/18

To: Central Marin Sanitation Agency
 From: Chris Kubik, Katelyn Heflin MCE
 Date: 5/3/18



Central Marin Sanitation Agency	Last 12 months usage (kWh)	MCE Light Green emissions factor**	lbs of CO2		Emission Savings going from Light Green to Deep Green	Annual Deep Green cost -- + \$.01/kWh	Cost per MT of CO2e reduced: MCE Light Green to Deep Green
			Emissions associated with MCE Light Green (57% Renewable)	Emissions associated with Deep Green (100% Renewable)			
Total	316,239	285	90,128	0	90,128	\$ 3,162	\$ 77.36
				Monthly cost:		\$ 264	

**lbs of CO2/MWh 2016 published factor

Metric tons* 41

*The EPA equivalent 9 passenger vehicles driven for one year

MCE Deep Green delivers:

100% Green-e certified California bundled renewable electricity: 50% solar and 50% wind

2 points towards Bay Area Green Business certification

6 credits toward LEED Green Power purchasing

Zero Scope 2 emissions as of our customer's next billing cycle

Reduction in carbon intensity of energy supply supporting the communities' Climate Action Plan 2020 targets, the state plans, and Drawdown:Marin

No contract or term requirement

No charge to the demand (kW) side of the bill

At \$.01/kWh, our customers pay for what they use and pay less as they implement self-generation and energy efficiency

No customer management required. As usage changes, the charge for Deep Green automatically adjusts on the monthly PG&E bill

50% of the Deep Green premium is invested in our Local Renewable Energy Fund, which funded the Solar One 10.5 MW solar array on the Chevron brownfield site in Richmond

Opportunity to participate in our complimentary marketing program: Deep Green Champions



BOARD MEMORANDUM

June 7, 2018

To: CMSA Commissioners and Alternates

From: Kenneth Spray, Administrative Services Manager

Approved: Jason Dow, General Manager *JD*

Subject: Fiscal Year 2017-18 Business Plan Year-End Report

Recommendation: Accept the Agency’s Fiscal Year 2017-18 Business Plan Year-End Report, and provide comments or direction to the General Manager as appropriate.

Discussion: In July 2017, the Board adopted the Agency’s FY 2017-18 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 (SBP). 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 twenty (20) Objectives in the Plan, and over the year initiated all eighty-two (82) 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.

Action Status	Number
Completed	61
Ongoing	21
Delayed	0
Total	82

The attached report summarizes the status of the Actions within each Objective. Currently, the ASPC is preparing a new business plan for the FY 2018-19 that will contain the ongoing Actions as well as new Objectives and Actions in line with Agency SBP.

Attachment:
 - FY 2017-18 Strategic Business Plan Year-End Report



CENTRAL MARIN SANITATION AGENCY



CMSA Business Plan

FY 2017 - 2018

ANNUAL REPORT

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

OBJECTIVE	ACTION	STATUS	COMMENTS
Objective 1.1 - Maintain the high performance of the treatment facility's operational processes			
Action:	Comply with all Agency regulatory requirements	COMPLETE	NPDES Permit compliance was met for FY 2017-18.
Action:	Apply for the National Association of Clean Water Agencies (NACWA) Silver Award for 2017	COMPLETE	Award recipients will formally be announced during NACWA's Summer Conference, July 23-26, 2018.
Action:	Determine Key Performance Indicators (KPI) for process areas	COMPLETE	KPI's were established for process control by process area for dry and wet weather operations, and are utilized by staff.
Action:	Install a total solids meter to monitor Secondary System effluent	COMPLETE	Staff installed the meter and the solids data is trending to the Agency's process control system (SCADA).
Action:	Prepare a process area automation template for one process area	ONGOING	Process area template was prepared for the Organic Waste Receiving Facility.
Objective 1.2 - Develop and implement strategies to meet changing regulatory requirements			
Action:	Negotiate a reasonable, new 5-year NPDES Permit	COMPLETED	CMSA's NPDES Final Order was adopted by the Regional Water Board and became effective on March 1, 2018.
Action:	Create a permit compliance schedule, and distribute to internal stakeholders	COMPLETED	Staff and CMSA's regulatory consultant developed and distributed the compliance schedule.
Action:	Provide employees with NPDES permit training	COMPLETE	Staff assembled NPDES binders for distribution to selected staff and provided NPDES permit training.
Action:	Update existing and develop new procedures to comply with ELAP TNI standards for the laboratory	ONGOING	Staff has started the process of TNI transition in SOP development, and the project will continue through 2020.
Action:	Complete the Sewer Use Local Limit update	ONGOING	Staff developed the draft Local Limits review which is under regulatory consultant review. Once completed, staff will seek Regional Water Board approval.
Action:	Review and update the Sewer Use Ordinance's Enforcement Response Plan	ONGOING	Once the revised Sewer Use Ordinance is adopted the Board, planned by December 2018, staff will begin updating the Enforcement Response Plan.
Objective 1.3 - Manage the Agency's assets			
Action:	Hire a consultant to evaluate the Asset Management Program and recommend improvements	ONGOING	The RFP was prepared and sent to qualified consultants. This project will be carried over to the FY 18-19 Business Plan.
Action:	Prepare a predictive asset management plan for a selected area	COMPLETE	The Organic Waste Receiving Facility was selected as the process area.
Action:	Complete construction of the Maintenance Facilities Modification Project	COMPLETE	The Agency hired Buhler Commercial for the construction phase of the project, which was completed in December 2017.
Action:	Design and construct paving improvements by the Solids Handling Building	ONGOING	Design was completed in May 2018, and the public bidding was authorized by the Board. This project will be carried over to the FY 18-19 Business Plan; expected completion is October 2018.
Objective 1.4 - Prepare an Agency Facilities Master Plan			
Action:	Complete the tasks in the plan's scope of work	ONGOING	Carollo Engineers has completed most tasks in the Master Plan and the remaining tasks will be completed this summer.
Action:	Present Master Plan findings and recommendations to the Board	ONGOING	Staff has provided the Board with reports on several of the Master Plan task findings, and a final report presentation is scheduled for the August meeting.
Action:	Work with the Finance Committee and Board to select projects for future implementation	COMPLETED	Projects were presented and discussed with the Finance Committee during the 5-year Revenue Plan development.
Action:	Update the 10-Year CIP with approved projects and activities	COMPLETED	The FY 18-19 10-year CIP includes the approved projects.

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

OBJECTIVE	ACTION	STATUS	COMMENTS
Objective 2.1 Regularly evaluate existing fiscal practices and develop new procedures as necessary			
<i>Action:</i>	Manage and review monthly transactions to ensure a clean FY 17-18 audit	ONGOING	Staff updated workflow processes to ensure accuracy in accounts payable, payroll, fixed assets, and financial statements.
<i>Action:</i>	Provide Agency staff with quarterly refresher training on commonly used financial procedures, such as timesheets, payment processing, purchasing, and travel	ONGOING	Staff was trained on travel preauthorization and expense report forms, 457 plans, MARA, and monthly and quarterly reports.
<i>Action:</i>	Compile a list of service provider contracts by functional area	COMPLETED	A vendor list was prepared, and can be sorted by using appropriate filters.
Objective 2.2 Prepare a Multi-Year Revenue Plan			
<i>Action:</i>	Determine multi-year revenue increases needed to balance operating budget	COMPLETED	A forecast model was developed by staff and used to determine increases alternatives for the 5-Year Revenue Plan.
<i>Action:</i>	Incorporate approved Master Plan projects into the proposed Revenue Plan	COMPLETED	Projects that were approved by the Finance Committee were incorporated into the FY 18-19 CIP and adopted 5-Year Revenue Plan.
<i>Action:</i>	Construct revenue adjustment alternatives for review with the Finance Committee and JPA managers	COMPLETED	Several alternatives were prepared and considered by the Finance Committee, and focused on debt versus pay-as-you-go CIP funding.
<i>Action:</i>	Collaborate with the Finance Committee and JPA managers to select a multi-year revenue plan strategy	COMPLETED	A multi-year revenue plan strategy was selected in collaboration with the Finance Committee and JPA managers.
<i>Action:</i>	Board selection of revenue strategy and staff implementation	COMPLETED	The CMSA Board adopted the recommended strategy in February 2018, and it was included in the FY 18-19 Budget and 10-Year Financial Forecast.
Objective 2.3 Prepare transparent financial documents			
<i>Action:</i>	Prepare the Agency's Budget document in the Government Finance Officers Association (GFOA) format and submit to the GFOA for review	COMPLETED	The CMSA FY 17-18 Budget was submitted to the GFOA for review and approval, and the Distinguished Budget Presentation award was received.
<i>Action:</i>	Prepare quarterly budget reports for Board of Commissioners	COMPLETED	Quarterly budget reports were prepared and presented at the Board meetings.
<i>Action:</i>	Prepare the Agency's Comprehensive Annual Financial Report (CAFR), and submit to the GFOA for review	COMPLETED	The CAFR award for 2016-17 was received.
<i>Action:</i>	Prepare the Agency's Popular Annual Financial Report (PAFR), and submit to the GFOA for review	COMPLETED	The application for the PAFR award for 2016-17 was sent in December, and is expected to be received by the end of the FY.

Goal Three: CMSA will further incorporate green business principles and consider renewable resource opportunities in its short- and long-term planning.

OBJECTIVE	ACTION	STATUS	COMMENTS
Objective 3.1: Implement steps to supply the Agency's extra power			
<i>Action:</i>	Design and implement required improvements for power delivery	ONGOING	PG&E improvements are designed and construction is scheduled. CMSA's system improvements are designed and under review by PG&E.
<i>Action:</i>	Receive a State Revolving Fund (SRF) Green Project Reserve loan with forgiveness	COMPLETED	The SRF Loan was approved by the State Water Board, and the first invoice is being finalized.
<i>Action:</i>	Negotiate and execute a power sale agreement	COMPLETED	A power sale agreement with Marin Clean Energy (MCE) was adopted by the Board and executed by MCE.
<i>Action:</i>	Identify potential organic waste sources within Marin County	ONGOING	This initiative will begin after the PG&E and CMSA system improvements are completed, and the Agency receives the CEC Renewable Power Certification.
Objective 3.2: Produce recycled water for outside use			
<i>Action:</i>	Participate with Marin Municipal Water District in marketing the recycled water truck filling station to prospective users	COMPLETED	MMWD has indicated that the cost of potable water is less than the cost of travel for users to come to CMSA for recycled water.
<i>Action:</i>	Provide recycled water for uses other than sewer line flushing	COMPLETED	Recycled water at CMSA's Truck Fill Station is available, but is not being marketed by MMWD.
<i>Action:</i>	Provide the Board with a Recycled Water Use Report in July 2018	COMPLETED	An oral report has been prepared and will be provided at July Board meeting.
Objective 3.3: Increase the Agency's Energy Efficiency			
<i>Action:</i>	Establish an Agency team to develop and implement a power monitoring program	COMPLETED	A Power Monitoring Team was formed in September, and periodically meets.
<i>Action:</i>	Prepare a Power Monitoring Plan to identify processes and equipment for power monitoring, define power usage metrics, and install the necessary monitoring equipment	COMPLETED	Team prepared the plan and conducted energy audits. Power monitoring equipment has been procured and will be installed during the summer of 2018.
<i>Action:</i>	Construct a power monitoring dashboard and begin to actively track and discuss energy use	COMPLETED	Power monitoring dashboards were created, and the lobby video monitor is operational.
<i>Action:</i>	Determine the energy savings obtained by utilizing waste heat	COMPLETED	A formula was developed and process data is being collected; future data savings can be easily calculated.

Goal Four: CMSA will lead or actively participate in collaborative efforts to address local and regional environmental opportunities and challenges.

OBJECTIVE	ACTION	STATUS	COMMENTS
Objective 4.1: Collaborate with stakeholders on programs to comply with CalRecycle's regulations on diverting organics from landfills			
Action:	Revise the Agency Food Waste Disposal Agreement with Marin Sanitary Service for Board adoption	COMPLETE	The Agreement was revised, adopted by the Board, and executed by Marin Sanitary Service.
Action:	Serve as the Bay Area Biosolids Coalition lead agency	ONGOING	CMSA will continue to serve as the BABC lead Agency.
Action:	Participate in the Bay Area Biosolids Coalition to evaluate year-round biosolids management alternatives	ONGOING	Staff has tracked BABC activities over the past year, and will continue to participate in BABC in FY 18-19.
Objective 4.2: Promote interagency coordination on capital projects			
Action:	Administer the FY18 Capital Improvement Program for the San Quentin State Prison Pump Station	ONGOING	Bartley Pump was selected for the project, and construction has been delayed by the equipment supplier. The motor relocation project will be completed by Fall 2018.
Action:	Support rehabilitation of the Sanitary District No. 2 (SD2) Fifer Pump Station	ONGOING	SD2 hired Nute Engineering to prepare the design drawings. CMSA staff will participate in the design review process.
Action:	Replace the control panel for San Quentin Village Pump Station	COMPLETE	Staff designed, programmed, and installed a state-of-the-art control panel.
Action:	Replace the effluent flow meter for San Quentin Prison Pump Station	COMPLETE	Installation of the 16" effluent flow meter was completed in August 2017.
Action:	Support integration of the Ross Valley Sanitary District pump station telemetry to CMSA SCADA	ONGOING	Significant progress was made; appropriate technology was selected and has been partially implemented.
Objective 4.3: Participate in the Joint Powers Agreement (JPA) Revision Initiative			
Action:	Prepare a JPA review process and schedule with the JPA managers and ad hoc JPA Review Committee	COMPLETE	A JPA Review Committee was formed in early 2017, and approved the review process and schedule.
Action:	Participate in the JPA review plan and process, and draft JPA revisions for consideration by the JPA Agency Boards	COMPLETE	Five JPA section review groups were prepared, reviewed by the Committee, and then approved by the JPA Agency Boards.
Action:	Revise the JPA with approved revisions	COMPLETE	The Final Draft 2018 JPA was prepared, accepted by the Committee and CMSA Board, and has been approved by SD2, SRSD, RVSD, and Larkspur.

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

OBJECTIVE	ACTION	STATUS	COMMENTS
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Objective 5.1 Promote a culture of leadership and professional growth

Action:	Organize and conduct periodic informal seminars on a variety of Agency activities	COMPLETED	Staff seminars were held on the NPDES permit, the EAP, the Benefits Reference Guide, and PEHP (MARA).
Action:	Communicate to staff the Agency's Mission, Vision, and Values, and annual Business Plan	COMPLETED	Managers reviewed these with their staff and will review them again after approval of the FY19 plan.
Action:	Identify opportunities to attend leadership and technical training events	COMPLETED	Staff attended trainings at CWEA, Dominican U, Dale Carnegie, Fred Pryor, CalPERS, and through various online resources.
Action:	Determine the practicality of a mentorship program for new hires	COMPLETED	More formal program than currently in place determined to be not needed.

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

Action:	Prepare a succession plan for key employee classifications	ONGOING	Succession plan was completed and implemented for operations and maintenance positions; training needs have been assessed and provided, and will continue.
Action:	Provide an unpaid internship opportunity in Operations and Maintenance and target local community during our candidate search	ONGOING	New Administrative Policy #18, outreach to local colleges, and onboarding of OIT complete.
Action:	Develop and implement an Agency Intern on-boarding packet	COMPLETED	Useful booklet prepared that includes necessary information to streamline onboarding process.

Objective 5.3 Enhance employee work culture

Action:	Hold an Agency barbeque and holiday party	COMPLETED	The Agency holiday party was held on December 13, and the Summer BBQ is scheduled for June 27.
Action:	Submit applications for industry awards	COMPLETED	CMSA received six Redwood Empire Section awards in the individual, regional, and organizational categories, and three state-level awards.
Action:	Explore opportunities to create a modern Facility Control Room and workspaces in the Administration Building	COMPLETED	Staff has completed the room design, and installation of the necessary fixtures and equipment will be completed in FY 19.
Action:	Review annual performance evaluation forms, and design and implement improvements	COMPLETED	Templates have been reviewed and updated, and are available to staff on the shared drive.

Objective 5.4 Maintain a safe and secure work environment

Action:	Install safe-access gates for the chlorine contact tanks	COMPLETED	Gate installation complete.
Action:	Combine the Safety and Security Committees, and prepare a new charter document	COMPLETED	New bylaws prepared and the new committee will begin meeting in early FY 19.
Action:	Review Agency security policies and procedures and continually identify any improvements	COMPLETED	Agency security policies are scheduled for review and updating by end of the FY.
Action:	Develop an annual safety training calendar	COMPLETED	Annual safety training calendar developed.
Action:	Develop a quarterly safety activity metrics report	COMPLETED	Safety activity metrics report developed.

Goal Six: CMSA will enhance its internal and external communications.

OBJECTIVE	ACTION	STATUS	COMMENTS
Objective 6.1: Educate employees on currently available Agency benefits			
Action:	Create an Agency Benefits Handbook as an employee reference tool	COMPLETED	Benefits Reference Guide created and presented to staff and new hires.
Action:	Provide training on Agency health benefits for open enrollment period	COMPLETED	Open enrollment staff meeting held September 6.
Action:	Coordinate 457 plan provider training on Agency's deferred compensation	COMPLETED	Nationwide representative presented 457 Plan and MARA to staff on November 8 and June 13.
Objective 6.2: Improve Agency Information Management Systems			
Action:	Update records retention policy for electronic files	COMPLETED	Retention policy updated to include electronic records, and electronic data management policy created.
Action:	Complete all department file structure migration and archive legacy shared drive content	ONGOING	Legacy files were made available as read-only on shared drive, and department files were migrated.
Action:	Annually audit and update all Agency forms and ensure file paths are correct	COMPLETED	Staff forms and hyper-link index reviewed and updated.
Action:	Develop standard forms for the Agency's Pollution Prevention and Pretreatment Programs	COMPLETED	Forms developed as required.
Action:	Complete development of the WEBSOFT industrial waste database and update its reporting process	COMPLETED	As staff proceeded with the development of the database, it became apparent that it will be more cost effective to migrate to a new industrial and FOG user database system. Work on this task was stopped and a new action has been added to the FY 19 Business Plan to select and implement a new user management system.
Objective 6.3: Improve methods of communication			
Action:	Technical Services to prepare and distribute a bi-weekly activity report	COMPLETED	TS Bi-Weekly Activities Report was implemented in July 2017.
Action:	Review internal agency reports, and identify and make improvements	COMPLETED	Content, frequency, and sources of Agency reports were reviewed, and minor adjustments were made.
Action:	Deployment of LIMS and DIMS database for more efficient use of lab and process control data	COMPLETED	New systems have been implemented, and the project is scheduled to close at the end of the FY.
Action:	Implement online contractor bid management system	COMPLETED	Ebidboard website is being used to bid/advertise CMSA projects.
Action:	Explore avenues for broader dissemination of Agency information	ONGOING	Agency Facebook presence is in development, and a project to review the Agency website is planned for FY 18-19.



BOARD MEMORANDUM

June 7, 2018

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager *JD*

Subject: Agency Representatives for the Westamerica Bank Signature Card

Recommendation: Select Commissioners as Agency representatives for the Westamerica Bank checking account signature card.

Discussion: The Agency's checking account service is provided by Westamerica Bank, and two Agency representative signatures are required on all checks. In March 2015, the Board discussed Agency representatives that could be authorized to sign Agency checks, and decided to fully delegate the check signing responsibility to staff. The Board approved the following staff as Agency representatives for the Westamerica Bank signature card.

Jason Dow, General Manager
Chris Finton, Treatment Plant Manager
Robert Cole, Environmental Services Manager
Brian Thomas, Technical Services Manager

Since then, the Agency's primary check signers have been the General Manager and the Treatment Plant Manager, with the Technical Services Manager signing when needed. With the retirement of Robert Cole in October 2016 and the recent separation of Brian Thomas, the Agency now only has two check signers. Given the approximate four month Technical Services Manager recruitment period and last year's reorganization that eliminated the Environmental Services Manager position, staff recommends the Board reconsider authorizing one or two Commissioners as Agency check signers.

Staff may contact a Commissioner over the next several months to sign time-sensitive Agency checks when the Treatment Plant or General Manager are on vacation. Once the Technical Services Manager position is filled, staff will rarely contact a Commissioner to sign checks. If the recommendation is approved, staff will provide the selected Commissioner(s) with the Westamerica Bank personal information card that will need to be filed out and returned to CMSA or Westamerica Bank. If returned to the bank, the Commissioner(s) can sign the signature card. If returned to CMSA, a Westamerica Bank representative will attend the July Board meeting to obtain the Commissioner(s) signature.



BOARD MEMORANDUM

June 7, 2018

To: CMSA Commissioners and Alternates

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

Subject: **Proposed Budget for the Fiscal Year 2018-19**

Recommendation: Approve and adopt the final Proposed Budget for the Fiscal Year 2018-19 as presented.

Summary: Staff presented the preliminary Proposed Budget for FY 2018-19 at the May 12, 2018 Board meeting. There were no comments received or requested changes, and the Board directed staff to prepare the final Proposed Budget and bring it to the June meeting for review and consideration of adoption. The Proposed FY 19 Budget is enclosed in Board member agenda packets, and is available on the Agency website (www.cmsa.us) for viewing and downloading.

Discussion: The Agency’s Proposed FY 19 Budget is balanced, and its condensed financial information is:

Total funding requirements:	<u>\$18,657,706</u>
Total funding sources:	<u>18,142,281</u>
Reserve usage:	<u>\$ 515,425</u>

The final proposed budget consists of eleven sections and an appendix of reference tables specific to budget development. Sections 1 – 6 and Section 11 are largely informational, and Sections 7 – 10 are numerical for the operating budget, capital improvement program (CIP), 10-year financial forecast, and debt obligations. The operating portion of the budget is funded by regional sewer service charges and contract service revenues, while the capital portion is funded by capacity charges, a sewer service charge capital fee, debt service coverage, and unrestricted capital reserves. The reserve usage shown above is from the unrestricted capital reserve.

The FY 19 budget includes an updated 10-year financial forecast of its revenues, operating and CIP expenditures, and reserve balances for use as an analytical tool to make strategic decisions for future operating and capital expenses, and the use of reserves. The CIP included within the forecast has expanded from the prior fiscal year in the amount of approximately \$12M for additional projects as well as revised project cost estimates resulting from 2018 Agency Facility Masterplan’s condition assessment of certain Agency facilities. Although not applicable for

FY 19, additional debt issuance is anticipated for FY 20 and FY23 to provide financing for the CIP. The forecast reflects debt issue proceeds and project requisition draws for each of the fiscal years, respectively.

The forecast begins with the FY 19 budget figures, which are used to project future year revenues and expenses based upon specific assumptions. Assumption values are reflected in the assumption column with additional information provided in the notes to the forecast. Assumption values are used to escalate operating expense categories and minor revenue sources. Pursuant to the adopted 5-Year Revenue Plan, regional sewer service charges increase 3.5% from FY 19 to FY 23.

The revenue program provides adequate funding for each of the program's five years as well as one additional year, FY 24. From that point forward, budgeting guidelines are not met and a new multi-year revenue program will need to be developed and considered. The forecast also reflects reserve transfers as applicable to maximize CIP funding, and the minimum operating reserve balances of 25% of the annual operating expenses are maintained through the FY 24.

The Agency will submit its adopted FY 19 Budget to the Government Finance Officers Association for consideration of the Distinguished Budget Presentation Award. The Agency has received this prestigious award for the past seven consecutive fiscal years.

Changes between Preliminary and Final FY 19 Proposed Budgets: Nearly all revenue and operating expense accounts did not change during development of the GFOA version of the proposed FY 19 budget. Notable changes are an increase in the General Professional Services account in the Administrative Department Budget by \$20,000 to fund two recruitments, and decreases in the FOG service contract revenues due to limited staffing resources.

The 10-year CIP spreadsheet reflects the changes below which result in a net decrease in FY 19 expenditures of \$100,700. Changes were incorporated, as needed, into revised project descriptions and CIP summary narratives.

- Facility Paving/Site Work – Budget increased from \$175,000 to \$200,000 to account for the revised engineer's estimate and to provide an allowance for materials testing.
- Security/Fire Systems – Budget increased from \$0 to \$25,000 because we did not receive adequate quotes from fire protection system contractors to complete the work in FY 18.
- Secondary Clarifiers Rehabilitation – For FY 19, decreased the budget from \$325,700 to \$150,000 because we expect to complete the design phase of the project and possibly begin construction of the first clarifier improvements. In FY 20, the budget increased by \$175,700 anticipating that it may be possible to complete two clarifiers next summer provided the construction on the first one can begin in May 2019.
- Influent Flow Meter Improvement – Increased the FY 19 budget from \$0 to \$25,000 because the technology study will not be completed this fiscal year.

Enclosure:

- Final Draft Proposed Budget for the Fiscal Year 2018-19