



**Central Marin Sanitation Agency**

**COMMISSION SPECIAL MEETING AGENDA**

**Thursday, December 13, 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.*

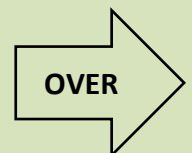
4. **Consent Calendar**

*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—November 13, 2018
- b) Treasurer's Report—Operating Account—November 2018
- c) Schedule of Investments and its Capital Reserve Summary—November 2018
- d) NPDES, Process, and Maintenance Report—November 2018
- e) Performance Metric Report—November 2018
- f) Resolution of Appreciation for Diane Furst
- g) CASA 2019 Winter Conference
- h) Regulatory Compliance Manager Classification
- i) Biosolids Disposal and Management Agreement with Redwood Landfill

5. **Public Hearing for the Agency's Sewer Use Ordinance (2018-2) Entitled "An Ordinance Providing for and Regulating the Acceptance of Industrial Waste and Contaminated Groundwater into the Water Pollution Control System of the Central Marin Sanitation Agency"**

*Recommendation: Conduct the public hearing for the proposed Sewer Use Ordinance 2018-2, pass the Ordinance, and authorize publication of a summary of the passed Ordinance in the Marin IJ newspaper.*



6. **FY 2018 Comprehensive Annual Financial and Popular Annual Financial Reports**  
*Recommendation: Accept the FY 18 Comprehensive Annual Financial and Popular Annual Financial Reports.*
7. **Pavement Rehabilitation Project – Adopt Contract Documents (CMSA Contract No. 19-24)**  
*Recommendation: Adopt the Pavement Rehabilitation Project construction contract documents, and authorize the General Manager to advertise the contract for public bidding.*
8. **Andersen Drive Landslide Repairs Project (CMSA Contract No. 19-13)**  
*Recommendation: Authorize staff to: (1) Adopt the contract documents for the Andersen Drive Landslide Repairs Project and authorize the General Manager to advertise the contract for public bidding; and (2) File a California Environmental Quality Act (CEQA) Notice of Exemption with the County of Marin for construction of the Project.*
9. **Cogeneration System Design and Construction Project – Clean Water State Revolving Fund Financial Assistance Application**  
*Recommendation: Adopt Resolution No. 333, authorizing the General Manager to execute and deliver documents to the State Water Resources Control Board to complete the financial assistance application for a Clean Water State Revolving Fund Loan to finance the Cogeneration System Design and Construction Project.*
10. **CMSA Commission Chair Appointment**  
*Recommendation: Nominate and appoint a Commission Chair, and take other actions as appropriate.*
11. **December Informational Items**
12. **North Bay Watershed Association (NBWA) Report\***
13. **Oral Reports by Commissioners/General Manager\***
14. **Next Scheduled Meeting**  
*Tuesday, January 8, 2019 at 7:00 p.m. at the Agency office.*

\*Information not furnished with Agenda

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



Central Marin Sanitation Agency

**COMMISSION REGULAR MEETING MINUTES**  
**Tuesday, November 13, 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](http://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 7:03 p.m. A quorum was present.

**2. Roll Call**

**00:00:41**

**Present:** Chair Diane Furst; Vice-Chair Michael Boorstein; Secretary Dean DiGiovanni; and Commissioners Maribeth Bushey and Doug Kelly.

*Note: Commissioner Bushey arrived at 7:15 p.m.*

**Absent:** Alternate Commissioner Dan Hillmer

**Staff present:** Jason Dow, General Manager; Ken Spray, Administrative Services Manager; Mark Koekemoer, Laboratory Director; Kate Brouillet, Recording Secretary; and John Cropper and Katy Perry, Cropper Accountancy Corporation.

**Public present:** Felicia Newhouse and Steve Moore, Ross Valley Sanitary District; Eli Beckman, Corte Madera Town Council Member

Chair Furst requested to move item #6, *Fiscal Year 2017 – 18 Audited Financial Statements*, ahead of item #5, *Proposed Revisions to the Agency's Sewer Use Ordinance – First Reading*.

Comments from the Public:

There were no comments from the public.

**ACTION:** Commissioner Kelly moved to approve the above reordering of the agenda items; second, Commissioner Boorstein.

**VOTE:** The vote was passed unanimously.

**3. Open Time for Public Participation**

**00:01:52**

There were no comments from the public.

Commissioner Boorstein introduced Ross Valley Sanitary District's new General Manager, Steve Moore, who was in attendance. The Board welcomed him, and he thanked the Board.

**4. Consent Calendar**

**00:03:00**

- a) Minutes—Regular Board Meeting—October 9, 2018
- b) Treasurer’s Report—Operating Account—October 2018
- c) Schedule of Investments and its Capital Reserve Summary—October 2018
- d) NPDES, Process, and Maintenance Report—October 2018
- e) Performance Metric Report—October 2018
- f) Capacity Charge Schedule for Fiscal Year 2017-18
- g) Fiscal Year 2018-19 First Quarter Budget Status Report
- h) FY 2019 Asset Management Program – 1<sup>st</sup> Quarter Report
- i) Maintenance Department Reorganization
- j) Sole Source Authorization to Specify Motorized Actuators for Use in the Primary Gates Rehabilitation Project

Chair Furst asked if any items needed to be removed for discussion.

Commissioner Kelly requested to remove item #4a for discussion.

Commissioner DiGiovanni requested to remove items #4i and #4j for discussion.

Chair Furst asked for a motion for the remaining items.

Comments from the Public:

There were no comments from the public.

**ACTION:** Commissioner Boorstein moved to approve Consent Calendar items #4b through 4h; second, Commissioner DiGiovanni.

**VOTE:** The vote was passed unanimously.

Commissioner Kelly stated that he did not attend the October meeting.

**ACTION:** Commissioner DiGiovanni moved to approve Consent Calendar item 4a; second, Commissioner Boorstein.

**VOTE:** The vote was passed unanimously.

Chair Furst opened discussion on item #4i.

Commissioner DiGiovanni asked GM Dow what, if any, fiscal impacts the Maintenance Department reorganization would have on the Agency.

GM Dow stated that there would be an overall future salary savings of approximately \$16K per year, and greater than that amount over the next few years.

Comments from the Public:

There were no comments from the public.

**ACTION:** Commissioner Kelly moved to approve Consent Calendar item 4i; second, Commissioner DiGiovanni.

**VOTE:** The vote was passed unanimously.

Chair Furst opened discussion on item 4j.

Commissioner DiGiovanni asked GM Dow for background and details on the sole sourcing of the motorized actuators for the Primary Gates Rehabilitation Project.

GM Dow reviewed the history of the Agency's use of gate and valve actuators, and stated that over the past ten years, old actuators were replaced with Rotork units, and now approximately 85% of the actuators on valves and gates are Rotork brand. He stated that staff likes the quality of the equipment, and using the same valve type and vendor streamlines parts availability and repairs.

**ACTION:** Commissioner DiGiovanni moved to approve Consent Calendar item 4j; second, Commissioner Boorstein.

**VOTE:** The vote was passed unanimously.

**6. Fiscal Year 2017-18 Audited Financial Statements 00:13:30**

GM Dow gave a general overview of the annual audit process and introduced John Cropper and Katy Perry from Cropper Accountancy Corporation.

Mr. Cropper and Ms. Perry gave a PowerPoint Presentation that included a brief review of pension liability (GASB 68), Other Post-Employment Benefits (OPEB GASB 75), Prior Period Adjustments, and the Agency's balance sheet, income statement, and changes in net position. He stated that they had no disagreements with management, there were no material weaknesses found during the audit, and they issued an unmodified (clean) opinion.

The Board asked various questions regarding the pension liability, CalPERS interest rates, OPEB assumptions, trust fund accounts, and deferred inflows and outflows. Mr. Cropper, Ms. Perry, and GM Dow answered the Board's questions.

Comments from the Public:

There were no comments from the public.

**ACTION:** Commissioner Kelly moved to accept the Fiscal Year 2017-18 Audited Financial Statements; second, Commissioner Bushey.

**VOTE:** The vote was passed unanimously.

The Board thanked Mr. Cropper and Ms. Perry for their presentation, and Mr. Spray for his work. Mr. Cropper and Ms. Perry left the meeting.

**5. Proposed Revisions to the Agency's Sewer Use Ordinance – 00:44:23  
First Reading**

GM Dow reviewed the history of the Agency's Sewer Use Ordinance (SUO) and stated that staff has made numerous revisions to the Agency's 2013 SUO. He said that revisions were made to comply with US Environmental Protection Agency (EPA) audit recommendations, add useful provisions from the EPA SUO model, incorporate

certain provisions from the federal pretreatment regulations and streamlining rules, and make editorial revisions to improve readability. He stated that since the number of changes is significant, staff is presenting the SUO changes at this meeting, and recommends scheduling the public hearing at the December meeting. He said prior to the hearing, staff will publish a summary of the proposed SUO in the Marin Independent Journal newspaper.

The Board had a brief discussion, and agreed that staff had done a thorough job in revising the SUO.

Comments from the Public:

There were no comments from the public.

**ACTION:** Commissioner Bushey moved to set the public hearing for the Ordinance at the December Board meeting; second, Commissioner Kelly.

**VOTE:** The vote was passed unanimously.

**7. Revised CMSA Financial Policies Manual**

**00:52:25**

GM Dow stated that staff periodically reviews and revises the Agency's financial policies, and the last set of revisions was adopted by the Board in July 2015. He said that over the past few months, the senior management team completed a scheduled financial policies review, and staff recommends adoption of the revised manual. GM Dow summarized the substantive changes as presented in the staff memo.

The Board briefly discussed the policies, and noted two corrections: (1) on Policy #553, the first sentence under "POLICY", change "shall" to "may," and (2) on page 24, in the sentence under "POLICY," remove the "to" between "sufficiently" and "recover."

Comments from the Public:

There were no comments from the public.

**ACTION:** Commissioner Bushey moved to adopt the revised CMSA Financial Policies Manual, with the two above mentioned corrections, and to authorize the General Manager to make any other minor editorial corrections; second, Commissioner Kelly.

**VOTE:** The vote was passed unanimously.

Mr. Spray left the meeting.

**8. Reschedule the December 2018 and March 2019 Board Meetings**

**01:02:10**

GM Dow stated that staff is in the process of planning the agendas for the next several Board meetings, and after reviewing schedules for upcoming training events and other activities, staff proposes to reschedule the December 2018 and March 2019

Board meetings. He stated that staff proposes to reschedule the 12/11/18 Board meeting to either Thursday (12/13) or Tuesday (12/18). He stated that based on conversations with Board members, Commissioner DiGiovanni may not be able to attend on 12/13, and new Commissioner Beckman has a Corte Madera Town Council meeting on 12/18.

Commissioner Bushey stated she may not be available on 12/13, and if so, will send an alternate.

GM Dow stated that staff proposes rescheduling the regular Board meeting of 3/12/19, and that at this time, all Board members have indicated that they are available on Thursday, 3/14.

The Board briefly discussed the meeting dates and agreed on Thursday, 12/13/18 for the December meeting, and Thursday, 3/14/19 for the March meeting.

Comments from the Public:

There were no comments from the public.

**ACTION:** Commissioner Kelly moved to cancel the regular December 11, 2018 Board meeting and set a Special meeting for Thursday, December 13, 2018 at 7:00 p.m.; second, Commissioner Boorstein.

**VOTE:** The vote was passed unanimously.

**ACTION:** Commissioner DiGiovanni moved to cancel the regular March 12, 2019 Board meeting and set a Special meeting for Thursday, March 14, 2019 at 7:00 p.m.; second, Commissioner Kelly.

**VOTE:** The vote was passed unanimously.

**9. Larkspur Membership in the CMSA Joint Powers Agreement 01:05:55**

GM Dow stated that Larkspur's City Council discussed the City's membership in the CMSA Joint Powers Agreement (JPA) at its meeting on November 7, 2018. He said that Larkspur staff recommended to the Council that it should either decide to withdraw from the JPA or seek an agreement from the JPA members that Larkspur has no liability for CMSA's unfunded pension obligations. He said that Larkspur's Council discussed the LAFCO Central Marin Wastewater Services Study's recommendation for the CMSA Board composition related to the Larkspur seat, and the JPA member's unfunded pension allocation requirements under the new AB 1912 (Rodriquez). He said at the conclusion of the discussion, the City Council directed the City Manager to prepare a JPA withdrawal letter for their consideration at their next business meeting on December 12. He stated that he, Tom Gaffney, Michael Boorstein, and Doug Kelly attended the meeting, and each spoke on the item. GM Dow said that at the meeting he stated that Larkspur does not have any obligation with CMSA's NPDES Permit.

The Board had a brief discussion and agreed that once the request is received, legal counsel should be engaged, and a complete and thorough analysis of the terms, legalities, and potential consequences should be explored, possibly using a JPA Ad Hoc committee.

This item was informational and no action was taken.

DIRECTION: GM Dow to discuss this matter with the JPA managers at their next meeting.

**10. North Bay Watershed Association (NBWA) Report** **01:13:22**

Commissioner Boorstein stated that he attended the November 2, 2018 NBWA Board Meeting, and they had a lengthy discussion on the development of their strategic plan. He stated that they discussed and revised their mission statement.

Chair Furst asked if the NBWA has explored videotaping their meetings, to allow viewing of the speakers' presentations. Commissioner Boorstein agreed that was a good idea, and said that it has been discussed.

Commissioner Bushey said she would encourage the NBWA to focus on the increased trend of wildfires in the area. Commissioner Boorstein said that they have had speakers on this topic.

**11. Oral Reports by Commissioners/General Manager** **01:18:45**

Chair Furst stated that this was her last meeting as CMSA Board Commissioner representing Sanitary District No. 2, and that she has really enjoyed serving on the Board. She said that she has much respect for GM Dow and the staff of CMSA, and thinks the Agency is doing very important work. She stated that Eli Beckman, who has been appointed to the CMSA Board, has excellent experience and will be an asset to the Board.

The Board members thanked Commissioner Furst for her skill and leadership, and said they very much appreciated serving with her.

GM Dow stated that he valued working with Commissioner Furst as Vice-Chair and Chair over the last few years, and wishes her well in her future endeavors.

GM Dow reviewed his handout and reported:

- CMSA's High School Internship Program was launched per the FY 19 business plan.
  - Commissioner Bushey suggested the program be a paid internship. GM Dow said that this could be brought up on a spring agenda.
- Met with Alan Zaradnick, SRSD's potential Board alternate.
- Marin County Civil Grand Jury will tour the Agency on Friday, 11/16.



- PG&E tested the Ground Fault Detection Bank for the second time; it passed, and will not need to be replaced.
- Commissioner Bushey commended the Agency for cooperating with PG&E on their natural gas line replacement work.

**12. Next Scheduled Meeting**

Note Special Meeting Date: Thursday, December 13, 2018 at 7:00 p.m. at the Agency office.

Chair Furst adjourned the meeting at 8:30 p.m.

Respectfully submitted,

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Kate Brouillet, Recording Secretary

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Dean DiGiovanni, Secretary

DRAFT

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

**I. Accounts Summary: Bank & Investment Accounts**

Summary of Bank & Money Market Accounts

Westamerica Bank - Account Activity shown below	\$ 590,558.09
Local Agency Investment Fund (LAIF) - Refer to Schedule of Investments	16,292,968.91
California Asset Management Program (CAMP) - Refer to Schedule of Investments	368,820.80
Total Bank & Investment Accounts: Ending Balance on November 30, 2018	<u>\$ 17,252,347.80</u>

**II. Account Activity for Westamerica Bank**

Beginning Balance on November 1, 2018 289,082.66


Cash Receipts (Deposits into Westamerica):

Transfers from LAIF	800,000.00
JPA Service Charges (FY19 Q2: RVSD)	1,443,210.58
Permit and Inspection Fees	498.32
LGVSD - pollution prevention & FOG (FY19 1Q: July-September)	1,621.73
Revenue from Haulers & RVs	11,504.39
Revenue from Organic Waste Programs	4,830.29
County-wide Public Education Program Annual Invoice (FY19: SMCSO)	3,768.20
SQSP Wastewater Services Contract (FY19: October)	84,680.67
SQ Village Operations & Maintenance Contract (FY19: September)	931.67
Misc Revenue: State of CA Office of Emergency Services	8,913.00
COBRA Health Benefit Payments from separated employees/retirees	89.44
Expense Reimbursement from NSD for Underground Locator Training	1,375.00
Total Cash Receipts	<u>\$ 2,361,423.29</u>

Cash Disbursements (Withdrawals from WestAmerica):

November 2018 Operating account disbursements register (see attached)	\$714,429.72
Regular Payroll paid 11/09/18	137,670.10
Regular Payroll paid 11/23/18	144,936.71
Transfers to EFTPS Federal Payroll Taxes (11/14, 11/28)	62,814.65
Transfers to LAIF (FY19 Q2: JPA Payments)	1,000,000.00
Bank Fee	96.68
Total Cash Disbursements	<u>\$2,059,947.86</u>
Ending Balance on November 30, 2018	<u>\$ 590,558.09</u>

Prepared by:   
Kenneth Spray, Administrative Services Manager

Reviewed by:   
Jason Dow, General Manager

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

Check Number	Date	Vendor/Payee	Amount	Description
17608				Last check # from prior month's register
17609	11/02/18	AireSpring	776.00	Telephone service, September 2018
17610	11/02/18	Babbitt Bearing Co Inc	502.25	Sluice gate repair
17611	11/02/18	Buckles-Smith	935.83	Centrifuge input module
17612	11/02/18	Centrisys	1,852.38	Centrifuge speed module
17613	11/02/18	CWEA TCP	199.00	Membership renewal (2 employees)
17614	11/02/18	Evoqua Water Tech LLC	19,415.45	Calcium nitrate (2 deliveries); lab supplies (1 invoice)
17615	11/02/18	Foster Flow Control	1,185.17	Valve for Organic Waste Receiving Facility
17616	11/02/18	Give Something Back Inc	1,864.38	OPS control room furniture
17617	11/02/18	Kone Inc	115.52	Elevator maintenance, October 2018
17618	11/02/18	Heidi Lang	636.00	Employee expenses eligible for Agency dental reimbursement
17619	11/02/18	Kevin Lewis	94.83	Employee per diem advance: 2018 Nexgen User Conference
17620	11/02/18	Lubrication Engineers, Inc.	10,214.89	Waste lubricants containment system (2 invoices)
17621	11/02/18	Marin Resource Recovery Center	190.00	Yard waste (2 invoices)
17622	11/02/18	Marin Municipal Water District	1,584.32	Water service, 08/09-10/09/2018 (5 invoices)
17623	11/02/18	P.G.& E.	32,618.07	Electricity service, 09/14-10/15/2018
17624	11/02/18	Mary Jo Ramey	1,000.00	Employee expenses eligible for Agency dental reimbursement
17625	11/02/18	Ricoh USA Inc	378.92	Lab copier lease, 10/09-11/08/2018
17626	11/02/18	Rockwell Solutions	5,371.87	TWAS and Organic Waste Receiving Facility pump parts (2 invoices)
17627	11/02/18	SC Fuels	3,598.03	Gasoline for Agency vehicles
17628	11/02/18	SHAPE Incorporated	13,363.40	SD2 PS FY 19 CIP: Spare pumps (2) (Note B)
17629	11/02/18	Skalar Inc	40,220.31	Automated BOD/cBOD analyzer for laboratory
17630	11/02/18	SPURR	4,093.16	Natural gas supply, September 2018
17631	11/02/18	Thatcher Company of	17,110.92	Ferric chloride (3 deliveries)
17632	11/02/18	TNT Enterprises	2,500.00	Underground Locator Refresher Training, 20 employees (Note B)
17633	11/02/18	Univar USA Inc	6,959.30	Sodium hypochlorite (2 deliveries)
17634	11/02/18	Abel Villarreal	85.02	Employee expense reimb: Nexgen 2018 User Conference
17635	11/02/18	Wells Fargo Vendor	374.13	Maintenance copier lease, 10/13-11/12/2018
17636	11/02/18	Phillip Frye	212.97	Reimbursement for retiree health benefits by check
17637	11/02/18	James L. Johnson	183.34	Reimbursement for retiree health benefits by check
17638	11/02/18	Byron Jones	237.34	Reimbursement for retiree health benefits by check
17639	11/05/18	Bob Bally	83.60	Employee expense reimb: Northern Safety Day
17640	11/05/18	Katherine Brouillet	592.53	Employee expense reimb: 2018 CSDA Board Secretary Conference
17641	11/05/18	Cal Inc	17,669.00	SQPS FY 18 CIP: Coating work (Note B)
17642	11/05/18	Caltest Analytical Laboratory	2,987.99	Laboratory analyses; October 2018
17643	11/05/18	Department of Consumer Affairs	120.00	CPA license renewal (1 employee)
17644	11/05/18	Department of Motor Vehicles	-	Void
17645	11/05/18	Environmental Express Inc.	277.17	Filters for TSS
17646	11/05/18	Evoqua Water Tech LLC	9,968.09	Hydrogen peroxide (1 delivery)
17647	11/05/18	Frontier Analytical Lab.	900.00	NPDES Permit PCB testing
17648	11/05/18	Give Something Back Inc	276.13	OPS control room furniture delivery and installation
17649	11/05/18	Hach Company	6,481.49	Replacement pH sensors and controller (4 invoices)
17650	11/05/18	Kaman Industrial Technologies	267.22	Activator seals and bearings
17651	11/05/18	Lystek International LTD	12,357.78	Biosolids beneficial reuse fee, October 2018
17652	11/05/18	Marin Color Service	378.08	Paint and painting supplies, October 2018

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

17653	11/05/18	Rock Steady Juggling	1,000.00	Pub Ed Program: Outreach at two schools (Note B)
17654	11/05/18	Mike Silva	200.00	Commuter Reimbursement Program, November 2018
17655	11/05/18	Univar USA Inc	3,588.11	Sodium hypochlorite (1 delivery)
17656	11/09/18	AireSpring	787.94	Telephone service, October 2018
17657	11/09/18	Cropper Accountancy Corp.	5,000.00	Prof Svcs: FY 17-18 Financial Audit, final payment
17658	11/09/18	Chris Finton	200.00	Commuter Reimbursement Program, October 2018
17659	11/09/18	Fisher Scientific	888.16	Filters, buffers, chemicals for laboratory (6 invoices)
17660	11/09/18	Hagel Supply Co.	480.57	Utility products and supplies, October 2018
17661	11/09/18	IEDA, Inc.	809.00	Labor relations consulting, November 2018
17662	11/09/18	Jackson's Hardware	1,145.10	Utility and groundskeeping supplies; tools, paint
17663	11/09/18	Marin Independent Journal	258.24	Public Notice: Ordinance (2 notices)
17664	11/09/18	Marin Office Supply	1,829.95	Dry-erase boards and office supplies, October 2018
17665	11/09/18	Thomas Fish Company	138.50	Rainbow trout for monthly bioassay
17666	11/09/18	Top Line Engineers Inc	5,000.00	Prof Svcs: Chemical Storage Facilities Coating project (progress payment #2)
17667	11/09/18	Waste Management	9,133.63	Redwood Landfill biosolids reuse fee, October 2018
17668	11/09/18	Woodland Center Auto Supply	386.03	Agency vehicle parts/supplies; SD2 PS batter, October 2018 (Note B)
17669	11/13/18	California Public Employee	3,590.16	Contribution to Retiree Health Benefits Trust Fund, November 2018 (Note C)
17670	11/13/18	California State Disbursement	250.50	EE Garnishment, PPE 11/03/2018 (Note A)
17671	11/13/18	ICMA Retirement Trust-457	3,350.00	Deferred compensation contributions, PPE 11/03/2018 (Note A)
17672	11/13/18	Navia Benefit Solutions	658.78	Flexible spending account, PPE 11/03/2018
17673	11/13/18	SEIU Local 1021	1,007.57	Union dues, PPE 11/03/2018
17674	11/15/18	AT&T Dataplan	401.97	Wireless service, 10/02-11/01/2018
17675	11/15/18	Carollo Engineers, Inc.	6,213.00	Prof Svcs: PG&E Interconnection Design Project, October 2018; 2017 Facilities Master Plan Project, October 2018 (2 invoices)
17676	11/15/18	CASA	16,711.00	Membership renewal (3 employees)
17677	11/15/18	Chemurgic Agricultural	5,229.64	Sodium bisulfite (1 delivery)
17678	11/15/18	Comcast	193.38	Internet service, 11/04-12/03/2018
17679	11/15/18	CWEA TCP	360.00	CWEA monthly meeting fee, November 2018 (7 employees)
17680	11/15/18	Harrington Industrial Plastics	161.65	pH meter and misc. parts and supplies, October 2018 (2 invoices)
17681	11/15/18	Home Depot Credit Services	478.54	Misc. parts and supplies, October 2018
17682	11/15/18	Marin County Tax Collector	2,187.00	Legal services: General Counsel, July - September 2018
17683	11/15/18	Marin Sanitary Service	6,783.50	Yard waste, compost, shredding, rag bin services (3 invoices)
17684	11/15/18	Marin County Ford	26,414.78	Replacement Agency vehicle: 2018 Ford F150 truck
17685	11/15/18	McMaster-Carr Supply Co.	2,299.51	Copper tubing; strut channel materials; welding cable; stainless steel; wire; misc. hardware, October 2018
17686	11/15/18	Nitel Inc	1,582.79	Primary telephone & internet service, October 2018
17687	11/15/18	Northern Tool & Equipment	672.53	Saw, ratchets, and misc. electrical tools, October 2018
17688	11/15/18	Praxair Distribution, Inc.	162.09	Oxygen tank refill
17689	11/15/18	SWRCB FEES	6,145.00	ELAP Certification renewal fee
17690	11/15/18	Watson-Marlow Inc	11,398.36	Hose pump spare parts for Organic Waste Receiving Facility
17691	11/15/18	Wiley Price & Radulovich	522.50	Prof Svcs: Employment law services, October 2018
17692	11/15/18	Kunning Zhu	78.00	Employee per diem advance: 2019 TNI Lab Workshop
17693	11/26/18	Amazon	1,555.75	Replacement power module
17694	11/26/18	Aramark Uniform Services	1,585.10	Uniform service, October 2018
17695	11/26/18	AT&T	410.36	Fax and emergency phone service, 11/07-12/08/2018
17696	11/26/18	CAL-CARD	12,650.14	State of California Purchase Card, September-October 2018

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

17697	11/26/18	Carollo Engineers, Inc.	21,207.85	Prof Svcs: Cogeneration System Predesign Evaluation Project, October 2018
17698	11/26/18	CWEA	570.00	Membership renewal (3 employees)
17699	11/26/18	ERA, A Waters Company	947.62	ELAP Standards for certification
17700	11/26/18	Evoqua Water Tech LLC	10,627.95	Hydrogen peroxide (1 delivery), lab supplies (1 invoice)
17701	11/26/18	GFOA	310.00	Membership renewal (2 employees)
17702	11/26/18	IDEXX Distribution Inc	31.27	Comparator for laboratory
17703	11/26/18	Inductive Automation	4,416.00	Operations control system software renewal
17704	11/26/18	Kaman Industrial Technologies	4,552.32	Replacement auger for grit classifier; misc. parts (3 invoices)
17705	11/26/18	Kone Inc	136.70	Elevator maintenance, November 2018
17706	11/26/18	The Lab Depot	1,690.54	Process control chemicals
17707	11/26/18	Marin Color Service	378.08	Paint and painting supplies, October 2018
17708	11/26/18	McInerney & Dillon, P.C.	385.00	Legal services, construction/contract law, October 2018
17709	11/26/18	Miller Pacific	3,191.00	Prof Svcs: Andersen Hillside Repair Project Design, 08/03-10/21/2018
17710	11/26/18	Orchard Business/SYNCB	90.86	Utility supplies and parts, October 2018
17711	11/26/18	Pacific EcoRisk	4,437.77	NPDES Chronic Toxicity Testing
17712	11/26/18	Pipette.com	461.70	Single channel pipettes
17713	11/26/18	Promium LLC	3,408.00	Annual maintenance for lab LIMS software, 12/01/2018-11/30/2019
17714	11/26/18	Ryan Herco Flow Solutions	753.78	Supplies for monthly bioassay (3 invoices)
17715	11/26/18	Ricoh USA Inc	317.99	Admin copier lease, 10/23-11/22/2018
17716	11/26/18	Anthony Smith	68.00	Employee per diem advance: Forklift trainer recertification
17717	11/26/18	Synagro West, Inc.	2,598.75	Biosolids land application fee, September 2018
17718	11/26/18	ULINE	1,442.90	Floor mats and misc. utility supplies (3 invoices)
17719	11/26/18	Valley Power Systems-North	5,849.73	Cogeneration engine parts and repair services (4 invoices)
17720	11/26/18	VWR International	124.42	Aluminum dishes for lab
17721	11/26/18	California State Disbursement	250.50	EE Garnishment, PPE 11/17/2018 (Note A)
17722	11/26/18	ICMA Retirement Trust-457	3,350.00	Deferred compensation contributions, PPE 11/17/2018 (Note A)
17723	11/26/18	Navia Benefit Solutions	607.68	Flexible spending account, PPE 11/17/2018
17724	11/26/18	SEIU Local 1021	1,007.57	Union dues, PPE 11/17/2018
17725	11/29/18	Alliant Insurance Services	315.00	Public Official Bond, Technical Services Manager
17726	11/29/18	Aramark Uniform Services	86.12	Replacement uniform items
17727	11/29/18	Caltest Analytical Laboratory	3,105.10	Laboratory analyses, October 2018
17728	11/29/18	City Electric Supply	2.95	Parts
17729	11/29/18	Cropper Accountancy Corp.	8,523.00	Prof Svcs: FY 17-18 Financial Audit, final payment
17730	11/29/18	Jason Dow	171.00	Employee per diem advance: 2018 CalPERA Conference
17731	11/29/18	EPIC Compliance Systems, Inc.	1,269.22	Annual Underground Storage Tank inspection services
17732	11/29/18	Examinetics, Inc.	1,520.00	Annual employee audiometric testing (Note B)
17733	11/29/18	Fastenal Company	862.62	Maintenance vending machine supply replenishment
17734	11/29/18	Chris Finton	158.00	Employee per diem advance: 2018 CalPERA Conference
17735	11/29/18	Foster Flow Control	26,152.07	FY 19 CIP: Isolation valves for SBS bulk storage tanks
17736	11/29/18	Grainger	2,710.26	Flow meter, mix valve, gloves, oil, and misc. supplies; October 2018
17737	11/29/18	Hach Company	290.31	Lab solutions and supplies
17738	11/29/18	Horizon Dist. Inc	26.50	Fertilizer for groundskeeping
17739	11/29/18	Peter Kistenmacher	132.00	Employee per diem advance: 2018 CalPERA Conference
17740	11/29/18	Mark Koekemoer	171.00	Employee per diem advance: 2018 CalPERA Conference
17741	11/29/18	McMaster-Carr Supply Co.	411.32	Fasteners and equipment for Headworks, October 2018

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

17742	11/29/18	Platt	148.86	Replacement emergency light fixture
17743	11/29/18	Ricoh USA Inc	259.35	Lab copier lease, 11/09-12/08/2018
17744	11/29/18	RM Automation Inc	692.90	Transmitter for generator
17745	11/29/18	S and S	13,334.87	Biosolids hauling fee, October 2018
17746	11/29/18	Kenneth R Spray	132.00	Employee per diem advance: 2018 CalPERA Conference
17747	11/29/18	Univar USA Inc	15,855.10	Sodium hypochlorite (3 deliveries); Sodium bisulfite (1 delivery)
17748	11/29/18	Water Components & Bldg. Supp.	223.39	Misc. maintenance parts and supplies (3 invoices)
17749	11/29/18	Wells Fargo Vendor	374.13	Maintenance copier lease, 11/13-12/12/2018
17750	11/29/18	West Group	-	Void
17751	11/29/18	CASH-PETTY CASH Replenishment	395.14	Petty cash replenishment
17752	11/30/18	Western Exterminator Co.,Inc.	178.50	Pest control, October 2018

Payments by Automatic Clearing House:

11/2/2018	Payments to 25 retirees	7,614.27	Reimbursement for retiree health benefits
11/5/2018	CalPERS Medical ins	67,524.58	Medical insurance, November 2018
11/2/2018	Delta Dental	8,034.32	Dental insurance, November 2018
11/2/2018	Lincoln Life Ins	2,079.51	Life insurance, November 2018
11/2/2018	Vision Service Plan -(CA)	943.30	Vision insurance, November 2018
11/14/2018	CalPERS	35,540.85	Retirement pension contribution: Agency and employees, PPE 11/03/2018 (Note C)
11/27/2018	CalPERS	35,671.06	Retirement pension contribution: Agency and employees, PPE 11/17/2018 (Note C)
11/14/2018	EDD	12,029.63	State & SDI Taxes, PPE 11/03/2018
11/28/2018	EDD	12,707.25	State & SDI Taxes, PPE 11/17/2018
11/13/2018	NRS/PEHP-3 and Z	7,705.24	Deferred compensation and MARA contribution, PPE 11/03/2018
11/27/2018	NRS/PEHP-3 and Z	7,709.31	Deferred compensation and MARA contribution, PPE 11/17/2018
11/27/2018	Michael Owen Boorstein	675.00	Stipends for 11/02 NBWA , 11/13 Board, and 11/19/2018 Finance Committee meetings
11/27/2018	Maribeth Bushey	225.00	Stipend for 11/13/2018 Board meeting
11/27/2018	Dean DiGiovanni	450.00	Stipend for 11/13 Board and 11/19/2018 Finance Committee meetings
11/27/2018	Tom Gaffney	225.00	Stipend for 11/13/2018 Board meeting
11/27/2018	Diane L. Furst	225.00	Stipend for 11/13/2018 Board meeting
11/27/2018	Doug Kelly	225.00	Stipend for 11/13/2018 Board meeting

**Grand Total** 714,429.72

Notes:

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

**CENTRAL MARIN SANITATION AGENCY  
SCHEDULE OF INVESTMENTS  
As of the Month Ended November 30, 2018**

Description	Book Value	Market Value (1)	% Port	Projected Year End
<b>I. Pooled Investments with California Asset Management Program (CAMP)</b>				
Money Market Funds (< 1 year in maturity)				
CAMP Cash Reserve Pool: 2.36% at 11/30/18				
b1. Agency Unrestricted Reserve: Operating	\$ 18,820.80	\$ 18,820.80		
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
<b>Total with CAMP</b>	<b>\$ 368,820.80</b>	<b>\$ 368,820.80</b>	<b>2.2%</b>	
<b>II. Pooled Investments with Local Agency Investment Fund (LAIF)</b>				
Money Market Funds (< 1 year in maturity)				
Local Agency Investment Fund (LAIF): 2.144% at 10/31/18				
a1. Operating Reserves (Unrestricted General)	\$ 2,883,659.91	\$ 2,883,659.91		
b1. Operating Reserves (Unrestricted) (2)	\$ 2,955,500.00	\$ 2,955,500.00		\$ 2,955,500
c1. Capital Reserves (Restricted) (3)	\$ 1,119,291.00	\$ 1,119,291.00		\$ 993,301
c2. Capital Reserves (Unrestricted) (4)	\$ 9,334,518.00	\$ 9,334,518.00		\$ 7,258,146
<b>Total with LAIF</b>	<b>\$ 16,292,968.91</b>	<b>\$ 16,292,968.91</b>	<b>97.8%</b>	
<b>TOTAL INVESTMENTS</b>	<b>\$ 16,661,789.71</b>	<b>\$ 16,661,789.71</b>	<b>100.0%</b>	

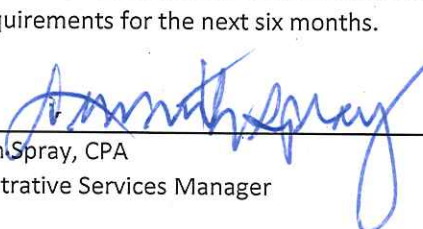
NOTES:

(1) Market values are per the fiscal agent's respective monthly statements  
(2) Operating reserves calculated at 25% operating budget

(3) Includes capacity charges and debt service coverage  
(4) Includes capital fee charges

Statement of Compliance

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

  
\_\_\_\_\_  
Kenneth Spray, CPA  
Administrative Services Manager

CENTRAL MARIN SANITATION AGENCY  
 CAPITAL RESERVES SUMMARY FOR THE SCHEDULE OF INVESTMENTS  
 Year-to-Date as of the Month Ended November 30, 2018

	Monthly Amounts Received (Used)	YTD Amounts Received (Used)
<b>Restricted Capital Reserves Sources and Uses</b>		
Capacity charges revenue	\$ -	\$ 47,092
Debt coverage collection revenue	-	792,269
	<hr/>	<hr/>
Total restricted capital reserve funding sources	-	839,361
Capacity charges usage for capital (1st)	-	(47,092)
Debt coverage usage for capital (2nd)	(103,862)	(663,455)
	<hr/>	<hr/>
Total restricted capital reserve uses	(103,862)	(710,547)
Net change		128,814
Balance - beg of year		990,477
Balance - end of year		<u>\$ 1,119,291</u>
 <b>Unrestricted Capital Reserves Sources and Uses</b>		
Capital fee revenue	\$ -	\$ 405,630
Unrestricted operating-reserve-transfer-in	-	703,289
SRF/FEMA cost reimb proceeds received	8,913	359,354
	<hr/>	<hr/>
Total unrestricted capital reserve funding sources	8,913	1,468,273
Capital fee usage to fund CIP (3rd)	-	-
Unrestricted capital reserve draw (4th)	-	-
	<hr/>	<hr/>
Total unrestricted capital reserve uses	-	-
Net change		1,468,273
Balance - beg of year		7,866,245
Balance - end of year		<u>\$ 9,334,518</u>
 <b>Total capital reserve balances</b>		 <u>\$10,453,809</u>
 <b>Total approved CIP budget</b>		 \$ 2,862,500
<b>Total CIP funded from capital reserve sources</b>		<u>710,547</u>
<b>Total approved capital budget remaining</b>		<u>\$ 2,151,953</u>





BOARD MEMORANDUM

December 11, 2018

To: CMSA Commissioners and Alternates

From: Chris Finton, Treatment Plant Manager *CF*

Approved: Jason Dow, General Manager

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

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

**I. NPDES Permit Compliance**

Our NPDES permit testing for November 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 November 96-hour flow through bioassay test. CMSA’s NPDES permit specifies quarterly monitoring for enterococcus bacteria and for each wet weather blend event, to verify compliance with established effluent limits. The enterococcus quarterly geometric mean monitoring sample was 2.0 MPN, well below our monthly limit of 35 MPN.

**II. Influent Flow**

In November, central Marin County experienced cooler daily temperatures and wet weather storm events produced a total of 4.24 inches of rain as recorded by the CMSA rain gauge. The treatment plant did not exceed the maximum secondary capacity of 30 MGD during the month, and reported zero blend events on the Agency’s website. The facility’s average daily influent flow was 10.9 MGD.

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

November Monthly Influent Flows	San Rafael (SRSD)	Ross Valley (SD#1)	San Quentin (SQSP)	Corte Madera (SD#2)	CMSA Plant Total
Average Daily (MGD)	4.2 MGD	5.1 MGD	0.51 MGD	1.1 MGD	10.9 MGD
Total for Month (MG)	126.1 MG	152.1 MG	15.4 MG	33.7 MG	327.3 MG
Percent of Flow	39.0 %	46.0 %	5.0 %	10.0 %	100 %

Wet Weather Peak Flows*	San Rafael (SRSD)	Ross Valley (RVSD)	San Quentin	Corte Madera (SD#2)	CMSA
11-29 Total Days Flow	9.5 MG	11.4 MG	0.77 MG	2.9 MG	24.6 MG
Peak Flow Rate	38.3 MGD	30.1 MGD	2.6 MGD	5.7 MGD	67.6 MGD

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

### III. Treatment Process

Significant rains in November were the first real test for process equipment and, with the exception of minor repairs to a primary clarifier influent gate and a leaking reclaimed water line, the Operations department was able to bring the facility's process equipment online as needed. The Mixed Liquor Suspended Solids (MLSS) inventory averaged 1,215 mg/l in November, a 12.0% increase in inventory from last month. This aligned with our target biomass concentration range of 1,100 to 1,300 mg/L. A process control decision was made to increase our biomass inventory nearer to 1,200 mg/L, in preparation for sustained wet weather.

Graph No.3 shows the coliform most probable number (MPN), which represents the effectiveness of the disinfection process. One of the fourteen coliform samples collected in November was above our KPI of 30 MPN, (11/29 = 41.4 MPN), but remained well below our daily permit limit of 10,000 MPN. The higher than normal November 29 sample value may have been the result of additional solids entering the treatment plant from two late month storm events. The total coliform monthly geometric mean for November was 2.3 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 November was 4.9 mg/l, which is 33.0% 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 was in service the entire month of November and produced 94.0% of the Agency's power needs, and MCE supplied the balance. There were two events which required the cogenerator to be removed temporarily from service.

- November 15 – Change out spark plugs
- November 19 – Contractor onsite to install relays and perform system testing, items associated with interconnection activities

The majority of November's work activities were spent performing process equipment corrective maintenance. In addition, project work included replacing both mixing pumps at the Organic Waste Receiving Facility; replacing a vibration switch on centrifuge no. 1; and installing two new composite samplers, one off-site at Paradise Pump Station and one in the Biotower basement. Utility staff began a painting project in the Biotower basement which includes coating all of the piping and pump equipment.

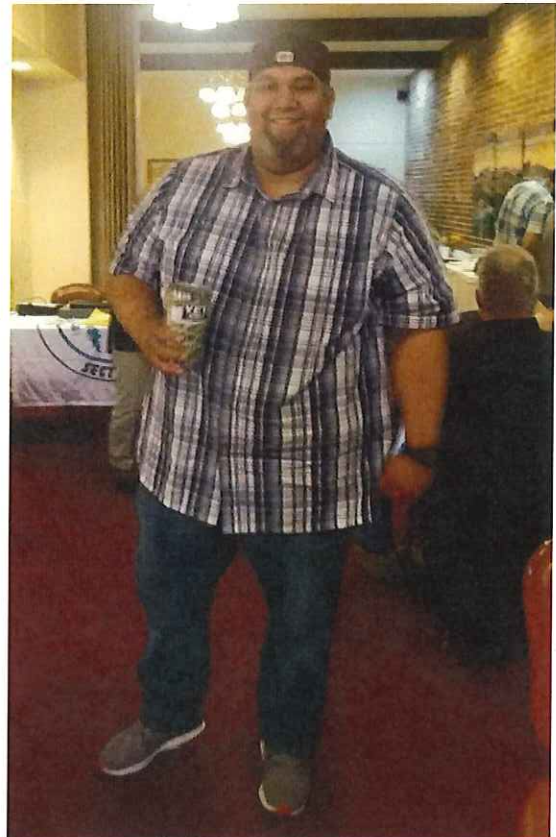
#### **Attachment:**

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

**NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report**  
**November 2018**



**CMSA Hosted the November California Water Environment Association Tour and Dinner Presentation. Chris Finton (above) gave a talk on the Organic Waste Receiving Facility, and Mary Jo Ramey and Jose Gutierrez (below) provided the facility tour.**



**Monthly Compliance Summary Table**

Central Marin Sanitation Agency

November, 2018

**Final Effluent Monitoring**

Parameter	Frequency	Units	Results	Limit
Carbonaceous BOD Highest Weekly Average	Weekly	mg/L	7.0	Maximum 40
Carbonaceous BOD Monthly Average	Monthly	mg/L	3.5	Maximum 25
Carbonaceous BOD Monthly Removal Rate	Monthly	%	98.7	Minimum 85
Total Suspended Solids Highest Weekly Average	Weekly	mg/L	6.7	Maximum 45
Total Suspended Solids Monthly Average	Monthly	mg/L	4.9	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	34.0	Maximum 60
Ammonia Maximum Daily	Daily	mg/L	34.4	Maximum 120
pH Lower Limit	Continuous	SU	6.8	Minimum 6
pH Upper Limit	Continuous	SU	7.6	Maximum 9
<b>Bacteriological Analysis</b>				
Total Coliform Monthly Geometric Mean	3 X Week	MPN/100mL	2.3	Maximum 240
Total Coliform Daily Maximum	3 X Week	MPN/100mL	41.4	Maximum 10,000
Enterococcus Quarterly Geometric Mean	Quarterly	MPN/100mL	2.0	Maximum 35
<b>Flow Through Bioassay</b>				
Acute Toxicity 11 Sample 90th Percentile	Monthly	% survival	100	Minimum 70
Acute Toxicity 11 Sample Median	Monthly	% survival	100	Minimum 90
<b>Metals Analysis</b>				
Copper Daily Limit	Monthly	ug/L	4.0	Maximum 85
Copper Monthly Average	Monthly	ug/L	4.0	Maximum 49
Cyanide Daily Limit	Monthly	ug/L	1.7	Maximum 41
Cyanide Monthly Average	Monthly	ug/L	1.7	Maximum 21
Mercury Weekly Average	Weekly	ug/L	0.0024	Maximum 0.072
Mercury Monthly Average	Monthly	ug/L	0.0024	Maximum 0.066
Mercury Monthly Loading	Monthly	kg/mo	0.00184	
Mercury Annual Loading (watershed permit)	Jan-Dec	kg/yr	0.04735	Maximum 0.11
<b>Permit Analysis</b>				
Dioxin - Total Equivalentents (TEQ) Daily Maximum	1/Permit Cycle	ug/L	*	Maximum 2.8E-08
Dioxin - Total Equivalentents (TEQ) Monthly Average	1/Permit Cycle	ug/L	*	Maximum 1.4E-08
Polychlorinated Biphenyls (PCBs) Daily Limit	1/Permit Cycle	ug/L	*	Maximum 0.017
Polychlorinated Biphenyls (PCBs) Monthly Limit	1/Permit Cycle	ug/L	*	Maximum 0.012
<b>Semiannual and Quarterly Analysis</b>				
Oil and Grease Daily Limit	Semiannual	mg/L	ND	Maximum 20
Oil and Grease Monthly Average	Semiannual	mg/L	ND	Maximum 10
Chronic Bioassay Toxicity	Quarterly	Tuc	5.8	Maximum 20
Chronic Bioassay Toxicity (3 sample median)	Quarterly	Tuc	ND	Maximum 10
<b>Flow Analysis</b>	<b>Daily Max</b>	<b>Hourly Max</b>	<b>5 minute Max</b>	<b>Monthly Average</b>
Effluent Flow	22.3	29.2	30.5	9.0
Influent Flow	24.6	49.8	67.6	10.9
# 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 90<sup>th</sup> 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

**November 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:	<u>436.9</u>	mg/l
Average TSS out:	<u>165.8</u>	mg/l
Average Percent Removal Achieved:	<u>60.1</u>	%
Average Total Carbonaceous Biochemical Oxygen Demand (CBOD) in:	<u>300.7</u>	mg/l
Average CBOD out:	<u>173.8</u>	mg/l
Average Percent Removal Achieved:	<u>40.9</u>	%
Average Plant Influent Flows:	<u>10.9</u>	MGD

Expected removal efficiencies as outlined in Metcalf & Eddy Wastewater Engineering Manual
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Design 50-70% Removal
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Design 25-40% Removal
-----------------------

### Biotower Performance

Average TSS out:	<u>165.6</u>	mg/l
Average CBOD out:	<u>89.8</u>	mg/l
Average Percent CBOD Removal Achieved:	<u>41.5</u>	%

Design 25-30% Removal
-----------------------

### Aeration Tanks/Activated sludge

Dissolved Oxygen set point:	<u>2.0</u>	mg/l
Average MLSS:	<u>1,215</u>	mg/l
Average MCRT:	<u>3.46</u>	Days
Average SVI:	<u>169</u>	

### Secondary Clarifiers

Average WAS concentration:	<u>7,046</u>	mg/l
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### Final Effluent

Average Effluent TSS for the month was:	<u>4.9</u>	mg/l	(Maximum Limit: 30mg/l)
Week #1 weekly average	<u>4.8</u>		(Maximum Limit: 45mg/l)
Week #2 weekly average	<u>4.1</u>		"
Week #3 weekly average	<u>4.6</u>		"
Week #4 weekly average	<u>6.7</u>		"
Week #5 weekly average	<u>N/A</u>		"
Monthly average TSS removal efficiency through the plant was:	<u>99.0</u>	%	(Minimum Limit: 85%)

Average Effluent CBOD was:	<u>3.5</u>	mg/l	(Maximum Limit: 25mg/l)
Week #1 weekly average	<u>7.0</u>		(Maximum Limit: 40mg/l)
Week #2 weekly average	<u>3.3</u>		"
Week #3 weekly average	<u>3.3</u>		"
Week #4 weekly average	<u>4.0</u>		"
Week #5 weekly average	<u>N/A</u>		"
Monthly average CBOD removal efficiency through the plant was:	<u>98.7</u>	%	(Minimum Limit: 85%)

Disinfection Dosing Rate:	<u>3.6</u>	mg/l	monthly average
Total Coliform Monthly Geometric Mean:	<u>2.3</u>	MPN	(Maximum 240)
The Daily Maximum Total Coliform Count for the month was:	<u>41.4</u>	MPN	(Maximum 10,000)
Enterococcus Monthly Geometric Mean:	<u>2.0</u>	MPN	(Maximum 35 MPN)
Effluent pH for the month was:	<u>6.8</u>		(Min 6.0)
Min	<u>7.6</u>		(Max 9.0)
Max			

### Digester Treatment

Average Thickened Waste Concentration from the RDT was:	<u>6.2</u>	%	
Average percent of Volatile Solids destroyed was:	<u>84.9</u>	%	
Cubic feet of biogas produced was:	<u>8,614,360</u>	(Total)	<u>287,145</u> (Daily Average)
Average temperature of the digester was:	<u>102.0</u>	degrees Fahrenheit	

**Executive Summary Process Performance Data**  
**November 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>3.0</u>	%
Average Biosolids concentration was:	<u>27.7</u>	%
Average TSS of the Centrate was:	<u>205</u>	mg/l
Solids capture of the Centrifuge was:	<u>99.4</u>	%
Polymer use per Dry ton of biosolids was:	<u>11.90</u>	#/dry ton
Average polymer feed rate per run was:	<u>3.67</u>	gpm
Average concentration of the polymer batches was:	<u>0.328</u>	%
Average sludge feed rate per run was:	<u>52.0</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 2.3 MPN through November, which is less than our KPI median of 30 MPN and permit limit of 240 MPN. The higher than normal sample value on November 28 is most likely attributed to rain events as depicted on Graph 3.

**Graph #4:**

Depicts the total suspended solids in the effluent. Our monthly average was 4.9 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 November effluent CBOD average was 3.5 mg/l, well below our NPDES limits of 40 mg/l weekly and 25 mg/l for the month.

**Graph #6:**

Depicts the degree to which the biosolids have been dewatered. Our biosolids % concentration exceeded our KPI of 25% for the entire month of November. No dewatering operations occurred on November 10.

**Graph #7:**

Depicts the amount of biogas that is produced in the digesters, and then used to produce electricity. Biogas production in November averaged 287,145 cubic feet per day, which exceeded our monthly KPI of 200,000 cubic feet per day. The lower than normal KPI values as depicted on Graph 7 were the results of receiving fewer organic waste deliveries and performing a quarterly cleaning.

**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 November producing 94.0% of the facility's power needs. The engine was temporarily removed from service on November 15 to replace spark plugs, and again on November 19 for PG&E to test the ground fault detection bank.

## 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).

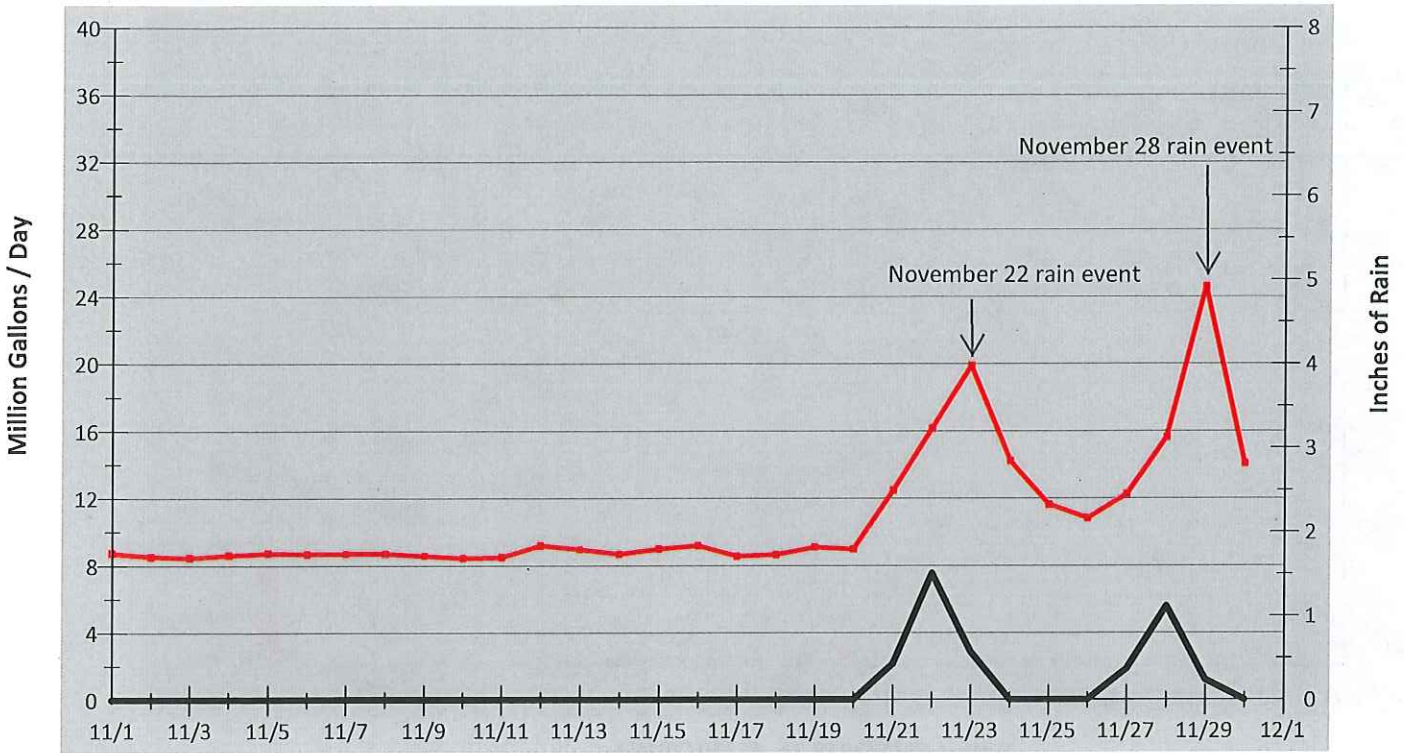


- **Most Probable Number (MPN):** Concentrations, or number of colonies, of total coliform bacteria are reported as the “most probable number.” The MPN is not the absolute count of the bacteria but a statistical estimate of their concentration.
- **Polymer:** Polymer is added to digested sludge prior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

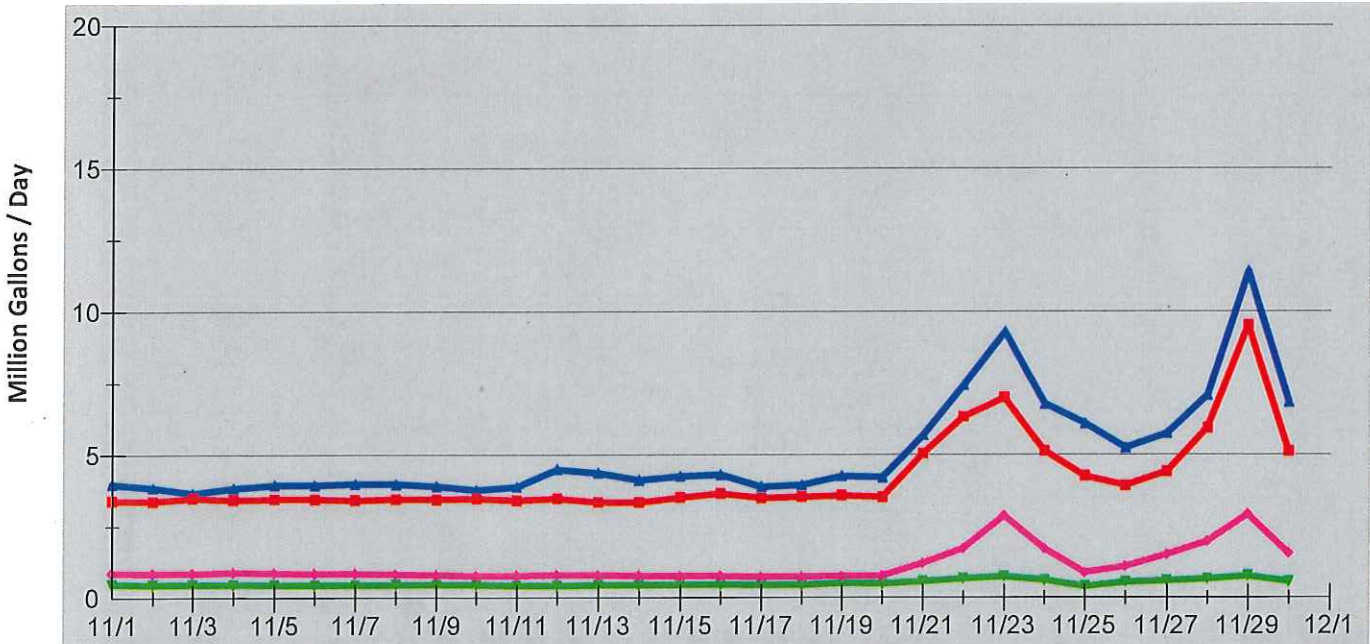


Date ( 11/1/2018 to 11/30/2018 )

■ Flow (Daily Average) ◆ Rainfall

(#1) CMSA Influent Flow

**Graph #2: Collection System Influent Flows**

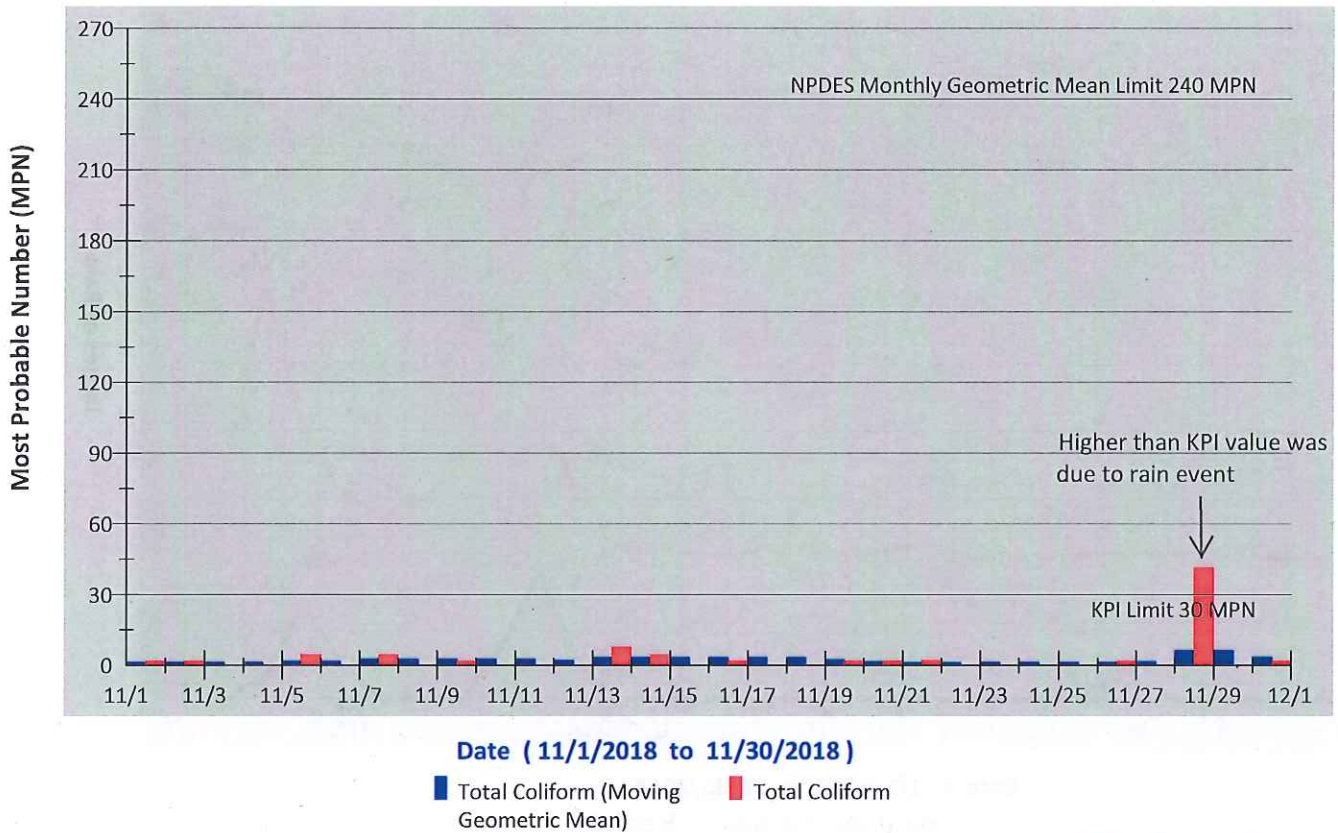


Date ( 11/1/2018 to 11/30/2018 )

▲ RV Flow (Daily Average) ■ SR Flow (Daily Average) ▼ SQ Flow (Daily Average) ◆ SD#2 Flow (Daily Average -Par)

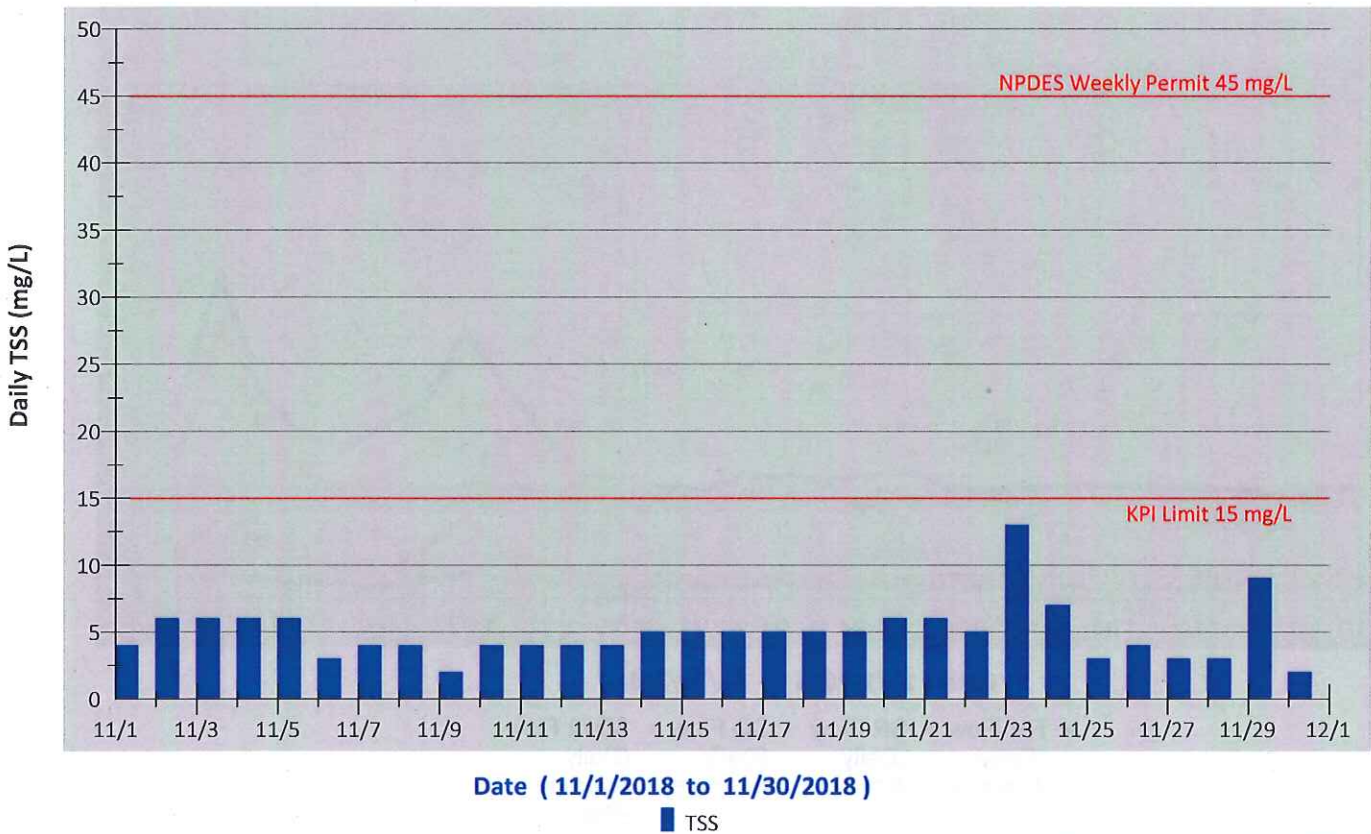
(#2) Collection System Influent Flows

**Graph #3: Total Coliform & Monthly Geometric Mean**



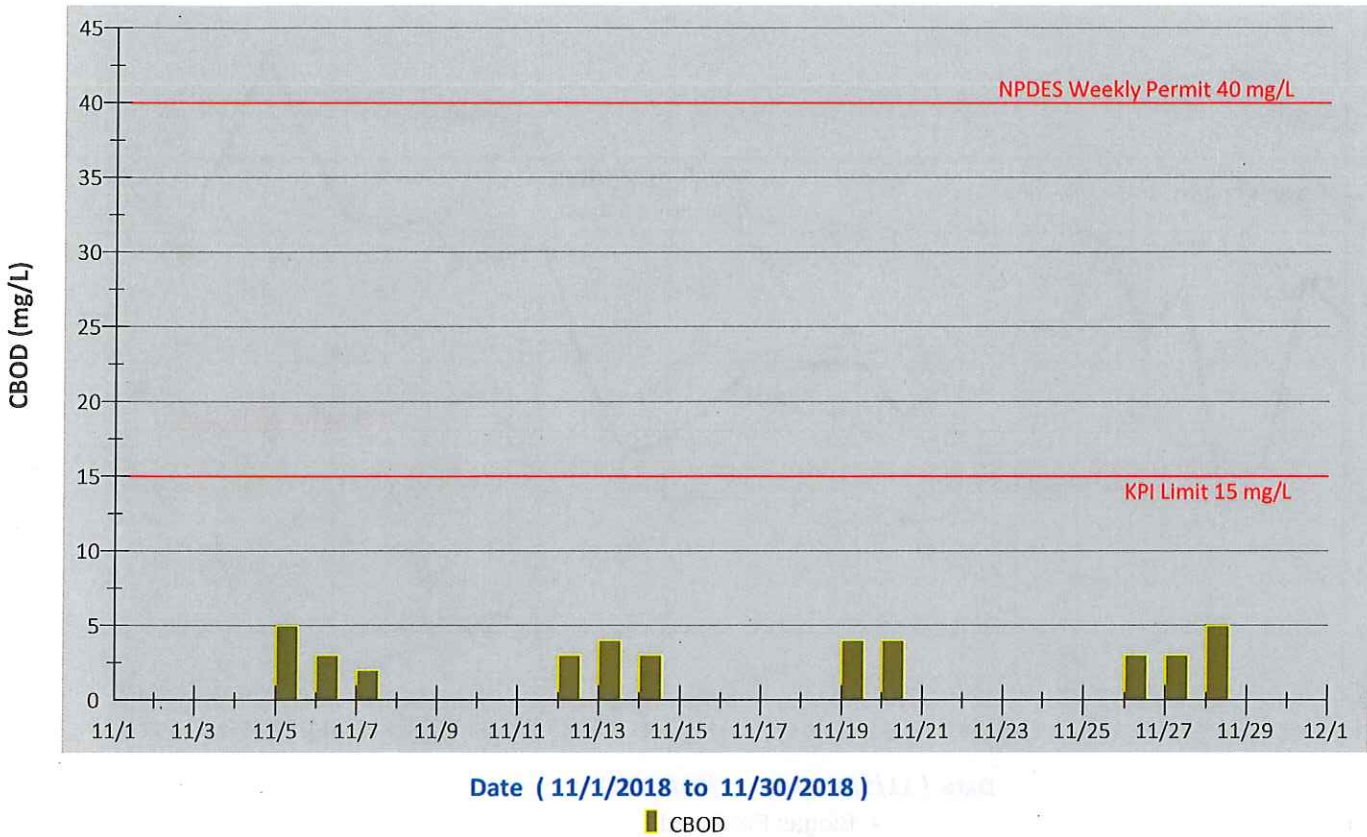
**(#3) Total Coliform & Monthly Geometric Mean**

**Graph #4: Effluent Total Suspended Solids (TSS)**



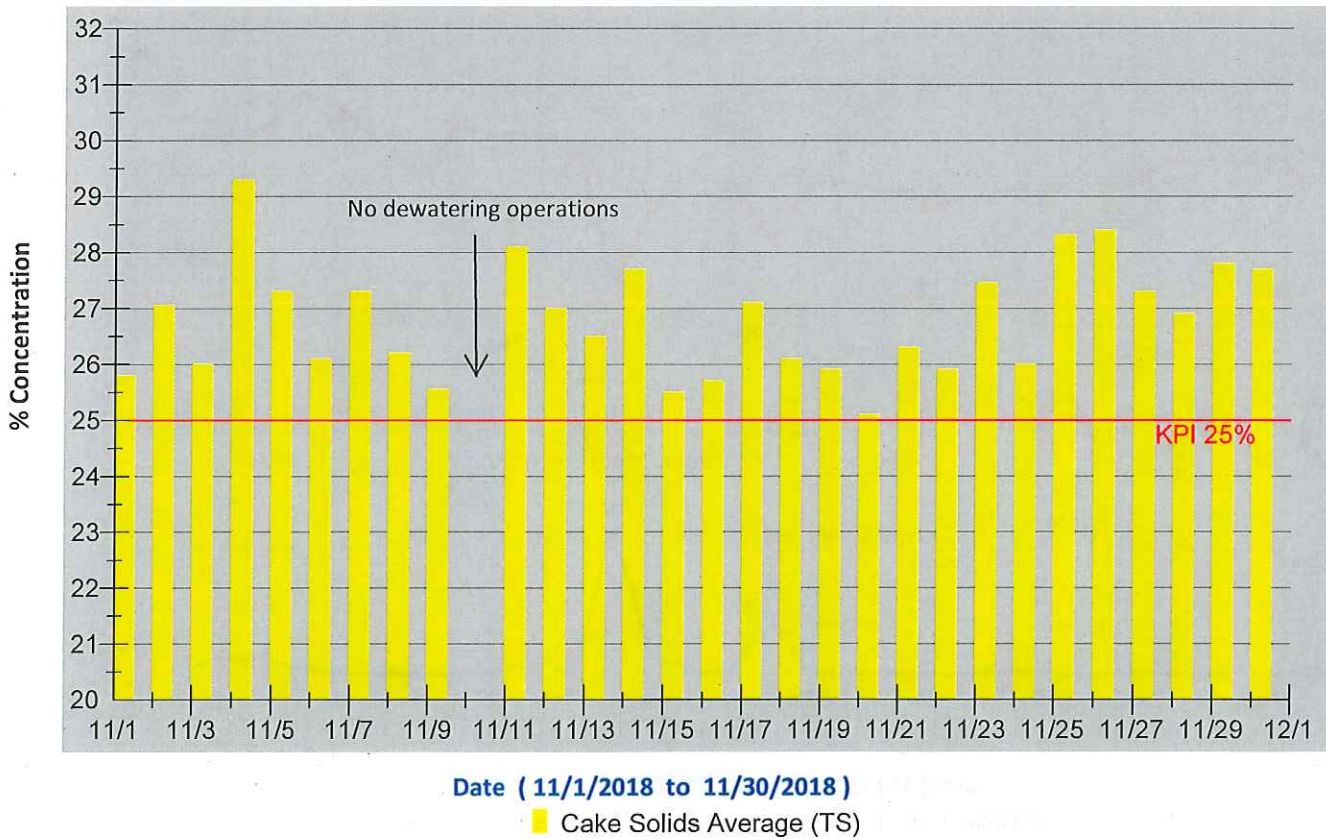
**(#4) Effluent Total Suspended Solids (TSS) BARGRAPH 1**

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



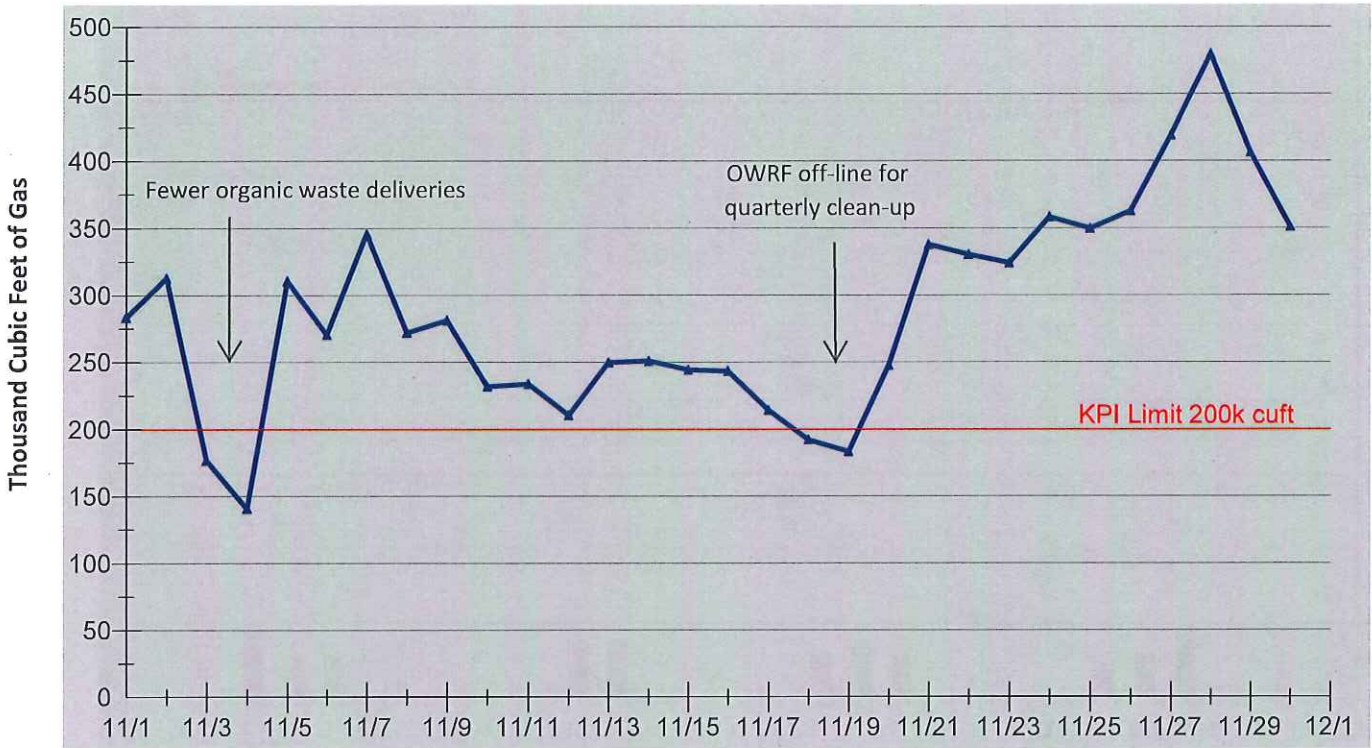
(#5) Effluent Carbonaceous Biological Oxygen Demand (C

**Graph #6: Biosolids Concentration**



(#6) Biosolids Concentration

**Graph #7: Biogas Production**

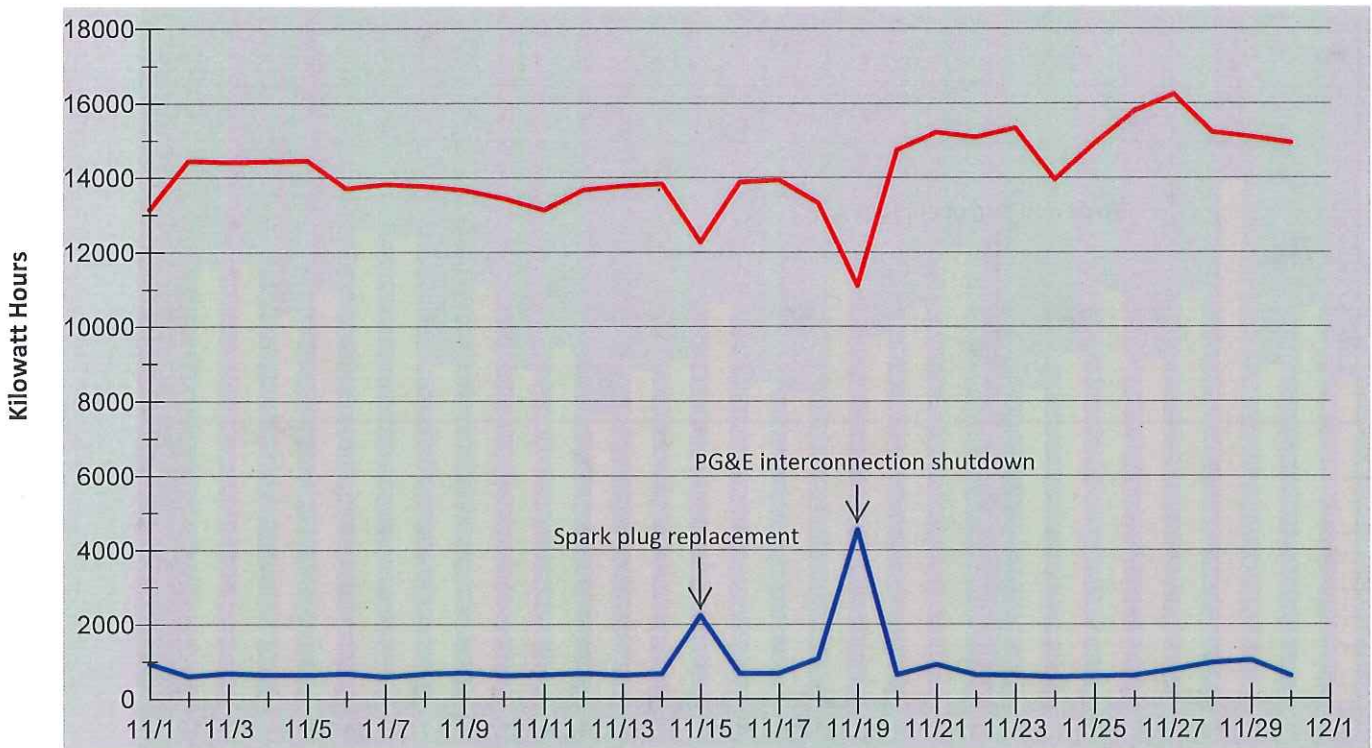


Date ( 11/1/2018 to 11/30/2018 )

▲ Biogas Produced

(#7) Biogas Production

**Graph #8: Kilowatt Hours Purchased vs. Kilowatts Produced**



Date ( 11/1/2018 to 11/30/2018 )

Utility Power

Kilowatts Produced

(#8) Kilowatt Hours Purchased vs. Kilowatts Produced



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**BOARD MEMORANDUM**

December 11, 2018

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager JD

**Subject: Performance Metric Report – November 2018**

**Recommendation:** Accept the November 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

With the storm events starting the Thanksgiving week, the treatment facilities were placed in their wet weather mode of operation, and during the storms, final effluent quality and removal efficiencies were very good.

Biogas production significantly increased throughout the month, as FOG deliveries are becoming more frequent, returning to their regular levels, and the storms re-suspended settled material in the collection system for treatment and digestion.

Table II – Employee Metrics

Employee training during the month included Asset Management Awareness training for most staff; Asset Management Program training for operations, maintenance, finance, and engineering staff; Cyber Security web-based training for all staff; attendance at the Northern California Safety Day for specific operations and maintenance staff; CalPERS payroll/benefit training for finance staff; Driver Safety training for most staff; and the Laboratory Director's attendance at an ELTAC meeting and TNI training in preparation for the Agency's ELAP certification transition to TNI standards.

Table III - Environmental and Regulatory Compliance Metrics

There weren't any NPDES permit exceedances in November, and all regulatory reports were submitted on schedule. FOG and source control inspections continue to be fewer than planned due to limited staff resources. A new Environmental Services Analyst, to fill a vacancy, has been selected and will start work on 12/17.

Table IV - Public Outreach

There were three odor alerts posted to the website in November, and the Agency did not receive any public odor complaints during the month. Alerts were posted for the chlorine contact tanks' monthly maintenance and taking process tanks out of service after the storms on November 24 and 25, as influent flows subsided.

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

Public Outreach Events: None in November.

School Events – Juggler Show Presentation

<u>Date</u>	<u>School</u>	<u>Attendees</u>
11/2	Sun Valley Elementary in San Rafael	190
11/14	Hidden Valley Elementary in San Anselmo	185
11/16	Dixie Elementary in San Rafael	200
11/16	San Anselmo Children's Center in Fairfax	50

CMSA Tours

<u>Date</u>	<u>Group</u>	<u>Attendees</u>
11/15	CWEA Redwood Empire Section members	35
11/16	Marin County Civil Grand Jury	14

**Attachment:**

- November 2018 Performance Metric Report

## CMSA CY18 PERFORMANCE METRICS – November 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)	327.3 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)	437.5 wt 0.0 140.0 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	546.7 tons; 99.0% 365.4 tons; 98.7%	> 85% > 85%
4) Priority Pollutants Removal	Diversion of priority NPDES metals from discharge to the S.F. Bay: a. % Mercury b. % Copper	98.5% 95.0%	88 – 99% 84 – 98%
5) Biogas Production	Biogas generated in our anaerobic digesters, in million cubic feet (Mft <sup>3</sup> ) Natural gas (methane) equivalent of the biogas, in million cubic feet (Mft <sup>3</sup> )	8.61 Mft <sup>3</sup> 5.51 Mft <sup>3</sup>	6.0 to 9.5 Mft <sup>3</sup> 3.8 to 6.1 Mft <sup>3</sup>
6) Energy Produced	Energy produced from cogeneration of generated biogas and purchased natural gas - in kilowatt hours Cogeneration system runtime on biogas, <i>in hours (hrs.)</i> ; % <i>time during month</i> Biogas value (natural gas cost equivalent)	451,904 kWh 571 hrs; 79.0% \$29,692	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	\$1,099 /Mg  1,381 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 = 143.5 External = 107	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);	542 hrs 1,229 hrs (88.0%) 162 hrs (23.0%) 0.36	300 – 500 hrs ≥ 70% total CM hrs ≤ 30% total hours ≥ 0.45
3) Overtime Worked	Monthly hours of OT worked; <i>Year to date hours of OT (YTD)</i> % of regular hours worked; % <i>Year to date (YTD)</i>	120 hrs; (1,338 hrs) 1.8%; (1.7%)	< 5%



## CMSA CY18 PERFORMANCE METRICS – November 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	582	150-750
3) Process Control Analyses	# of analyses by the CMSA laboratory for process control monitoring	767	400-1,250
4) Contract Laboratory Analyses	# of analyses by contract laboratories for regulatory compliance reporting	36	0-50
5) Quality Control Testing	# of CMSA performed laboratory analyses for QA/QC purposes	185	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.)	4	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	10	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.	15	20 – 50
9) Permits Issued/Renewed	Permits issued for the pretreatment, pollution prevention, and FOG source control programs, and for groundwater discharge	2	variable

**Table IV- PUBLIC OUTREACH**

Metric	Definition	Measurement	Target/Goal
1) Public Education Events	Attendance at public education outreach events; # of booth visitors; (YTD)	0; (2,572)	3,500/year
2) School Events	Participation or sponsorship in school outreach events; attendees; (YTD)	625; (3,095)	variable
3) Agency Tours	Tours given to students and the public; # of people, (YTD)	35; (337)	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



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**BOARD MEMORANDUM**

December 11, 2018

**To:** CMSA Commissioners and Alternates

**From:** Jason Dow, General Manager *JD*

**Subject:** Resolution of Appreciation for Diane Furst

**Recommendation:** Adopt Resolution No. 332: A Resolution of Appreciation for Diane Furst

**Summary:** Diane served on the CMSA Board as the Sanitary District #2 representative since January 2015, and her last meeting was on November 13, 2018. During her several years on the Board, Diane worked very well with the Board members and staff to further the Agency's business, services, and operations. Diane served as the Board Vice-Chair then Chair, and as the CMSA representative on the North Bay Watershed Association.

Over the past 18 months, as Board Chair, Diane and I worked closely on many Agency initiatives and developed a great working relationship. Staff prepared the attached Resolution of Appreciation, and recommend the Board adopt it.

**Attachment:**

- CMSA Resolution No. 332



CMSA Resolution No. 332

## Resolution of Appreciation for *Diane Furst*

WHEREAS, *Diane Furst*, has served as a representative for Sanitary District No. 2 on the Central Marin Sanitation Agency (CMSA) Board as a Commissioner since January, 2015; and

WHEREAS, *Diane* served as Board Vice-Chair for the fiscal year 2016, and as Board Chair from July of 2017 to October 2018; and

WHEREAS, *Diane* used her financial background and work experience to collaborate with staff and the Board on the development of Agency's budgets, Capital Improvement Programs, 10-Year Financial Forecasts, and a 5-Year Revenue Plan; and

WHEREAS, *Diane* has been a respected member of the Board, and, as Chair, consistently managed every one of her meetings with grace, intelligence, composure, and humor.

WHEREAS, *Diane*, as the Board's representative for two years to the North Bay Watershed Association, supported an Agency goal to foster inter-agency relationships with like-minded organizations, and brought back detailed and thought-provoking reports to the Board meetings; and

WHEREAS, *Diane* participated in the development of the Agency's current 5-year Strategic Business Plan and two of its associated fiscal year Business Plans, and consistently supported Agency staff as they endeavored to achieve each plan's goals, objectives, and actions; and

WHEREAS, *Diane* was always very interested in the Agency's operations and initiatives, and toured the Agency several times during her time on the Board to see treatment processes, new equipment, and active construction projects; and

WHEREAS, *Diane* has always shown the intention to act in the best interest of the Agency and its customers during her tenure at CMSA, and will be missed by all.

**NOW, THEREFORE, BE IT RESOLVED** that the Commissioners of the Central Marin Sanitation Agency express their appreciation to *Diane* for her years of service and dedication to the Agency.

**PASSED, APPROVED, AND ADOPTED** the 13<sup>th</sup> day of December, 2018.

AYES:

NAYS:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Michael Boorstein, Vice-Chair

ATTEST:

\_\_\_\_\_  
Dean DiGiovanni, Secretary



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**BOARD MEMORANDUM**

December 11, 2018

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager 

Subject: **CASA 2019 Winter Conference**

**Recommendation:** Authorize interested Board members to attend the 2019 CASA Winter Conference in Indian Wells.

**Summary:** The 2019 California Association of Sanitation Agencies' (CASA) Winter Conference is being held at the Renaissance Indian Wells during January 23-25, 2019. The CASA conference's preliminary program and the California Sanitation Risk Management Association's (CSRMA) training seminar agenda are 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 authorize its commissioners' attendance at the upcoming CASA Winter conference. If approved, commissioners can request per diem advance and travel/expense reimbursement forms from staff. Additionally, staff can assist with making conference and travel arrangements.

**Attachments:**

- 1) CASA 2019 Winter Conference Preliminary Program
- 2) CSRMA Training Seminar Agenda



Connecting to the Future

2019 WINTER CONFERENCE  
January 23-25, Renaissance Indian Wells

CASAweb.org



@CASA\_CleanWater



CASACleanWater

## Preliminary Program – Subject to Change

### Wednesday, January 23

- |                         |  |
|-------------------------|--|
| 7:30 a.m. – 12:00 p.m.  | CSRMA Training Seminar   |
| 9:00 a.m. – 5:00 p.m.   | Registration   |
| 10:30 a.m. – 12:00 p.m. | CASA Board of Directors Meeting  |
| 12:00 p.m. – 1:30 p.m.  | Associates Committee Meeting   |
|                         | How to Deliver an Asset Management Program<br>Steve Wagner, Goleta Sanitary District |
| 12:00 p.m. – 1:30 p.m.  | Lunch on Your Own  |
| 1:30 p.m. – 4:00 p.m.   | <b>Roundtable Series</b>   |
|                         | 1:30 p.m. – 2:30 p.m.      Session 1 (15 Table topics)                               |
|                         | 2:30 p.m. – 3:00 p.m.      Networking Break  |
|                         | 3:00 p.m. – 4:00 p.m.      Session 2 (Repeat from Session 1)                         |
| 4:15 p.m. – 5:15 p.m.   | Federal Legislative Committee Meeting  |
| 4:15 p.m. – 5:30 p.m.   | CSRMA Executive Board Meeting  |
| 5:30 p.m. – 6:30 p.m.   | Welcome Reception  |

### Thursday, January 24

- |                       |                          |
|-----------------------|--------------------------|
| 7:00 a.m. – 7:45 a.m. | Indian Wells Morning Jog |
| 7:30 a.m. – 4:30 p.m. | Registration             |

7:45 a.m. – 9:15 a.m.            Communications Committee Meeting

8:00 a.m. – 9:00 a.m.            CASA Education Foundation Board Meeting

8:00 a.m. – 9:00 a.m.            CSRMA Board of Directors Meeting

8:00 a.m. – 9:30 a.m.            Breakfast

9:15 a.m. – 11:45 a.m.        **Morning Session**

   9:15 – 10:00 a.m.        **Keynote Address: When Generations Connect**  
   Farah Habad, Bridgeworks

   10:00 – 10:15 a.m.        **Your Generosity at Work**  
   2018 CASA Education Foundation Scholarship Recipient  
   Rachel Eising

   10:15 – 11:00 a.m.        **Know Your Millennials: A Conversation with CASA’s Young Professionals**  
   Moderator: Adam Link, CASA  
  
   Panelists:    Manon Fisher, San Francisco Public Utilities Commission  
                      Christine Polo

   11:00 a.m. – 11:45 a.m.        **Effective Asset Management: Preparing Your Agency for the Future**  
   Sam Paske, Metropolitan Council of Twin Cities

12:00 p.m. – 1:30 p.m.        **Luncheon**

2:00 p.m. – 4:00 p.m.        **Afternoon Session**

   2:00 – 3:00 p.m.        **What’s Next in Water: Priorities for CA’s Future and the Unintended Consequences of Water Conservation**  
  
   Caitrin Chappelle, PPIC  
   Jamie Ferro, AESC, Inc.

   3:00 – 4:00 p.m.        **Artificial Intelligence and Analytics in the Wastewater Community**  
  
   Rich Loeffler, EmNet

4:30 p.m. – 5:30 p.m.        Bay Area Biosolids Coalition Meeting

5:30 p.m. – 6:30 p.m.        Associates Reception and Education Foundation Fundraiser

**Friday, January 25**

8:00 a.m. – 11:00 a.m.	Registration
8:00 a.m. – 9:30 a.m.	Breakfast
8:00 a.m. – 9:00 a.m.	State Legislative Committee Meeting
9:00 a.m. – 11:00 a.m.	<b>Closing Session</b> President Traci Minamide, Presiding
9:00 – 9:30 a.m.	<b>Federal and State Legislative Updates</b> Eric Sapirstein and Jessica Gauger
9:30 – 10:30 a.m.	<b>What Happened? Analysis of the 2018 Mid-Term Elections</b> John Ashford, The Hawthorne Group
10:30 – 11:00 a.m.	<b>What to Expect in the 2019 Legislative Session</b> Senator Jeff Stone, 28 <sup>th</sup> Senate District
	President's Closing Remarks
11:00 a.m. – 3:00 p.m.	Attorneys Committee Meeting

**23 JANUARY 2019  
WEDNESDAY AT CASA  
RENAISSANCE INDIAN WELLS**



**CSRMA**  
RISK MANAGEMENT SEMINAR

TIME	TOPIC
7am-8am	<b>CATERED BREAKFAST</b>
8-8:50am	<p><b>Oro Loma Sanitary District's Wastewater Treatment Plant Operator Competency Based Training System</b></p> <p>OLSD, like many wastewater treatment plants, is facing a silver tsunami. To help ensure reliable operation of the treatment plant as more experienced operators retire and new operators are hired, OLSD has embarked on the development of a comprehensive treatment plant operator job competency training system. This methodical and measurable training system will help ensure new operators achieve competency on OLSD's 17 process systems in a strategic and efficient manner. Attendees will learn about OLSD's development model, lessons learned and the future.</p> <p><b>Jimmy Dang, PE, Oro Loma Sanitary District</b> <b>David Patzer, CSRMA Risk Control</b></p>
9-9:50am	<p><b>Shifting the Wellness Mindset</b></p> <p>Healthy employees are less likely to be overweight, have fewer chronic health conditions, have lower levels of stress, miss fewer days of work and are more productive. Savvy Health Solutions specialize in building customized, results-oriented solutions through a consultative, humanistic approach designed to inspire widespread and sustainable changes. Infusing wellness throughout the workplace as a cultural norm has proven to positively impact employee health, boost engagement and job satisfaction, enhance productivity, and improve the overall health of the organization.</p> <p><b>Paul Wright, President and CEO, Savvy Health Solutions</b></p>
10-10:50am	<p><b>West Valley Sanitation District: Practical Business Continuity and Emergency Operations Planning (BCP/EOP)</b></p> <p>How would your agency operate under emergency conditions when critical people, resources, assets and infrastructure is not available? This is the question WVSD asked itself. The answer lies in the development of a BCP/EOP reflecting the unique risks and challenges a sewer collections operation faces.</p> <p>Join us and learn how WVSD approached the challenging task of developing a <i>practical</i> and <i>useful</i> Business Continuity Plan that incorporates <i>specific</i> emergency operating procedures reflecting anticipated risks and subsequent needs.</p> <p><b>Ed Oyama, Director of Operations, West Valley Sanitation District</b> <b>Chris Ewers, PE, Ewers Engineering</b></p>
11-12pm	<p><b>360-Worker Safety Program</b></p> <p>Do you know what the physical demands are for the tasks your employees perform? Do you know what percentage of the population, male and female across all age groups can safely meet those demands? If not, are your employees potentially at risk for a soft tissue injury, CSRMA's most frequent type of injury?</p> <p>If you knew this information and saw red flag tasks, would you modify the task for safety's sake? What if you couldn't modify the task? Would you be interested in helping employees maintain a baseline level of fitness necessary to safely perform these tasks, understanding that research supports the statement that healthy, fit employees are injured less?</p> <p>And lastly, would you ensure the physical requirements on your job descriptions reflect reality so that future employees aren't put at risk?</p> <p>This is 360 Worker Safety.</p> <p><b>Don Freeman, Occumetric</b></p>

**WHEN:** Wednesday, 1/23/18 (registration and catered breakfast begins at 7:00am. **Breakfast ends promptly at 8:00am**)  
**WHERE:** Renaissance Indian Wells, 44400 Indian Wells Lane, Indian Wells CA  
**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 breakfast is available for those attending the seminar. Please take a moment to register if you plan to attend.

**CLICK HERE TO REGISTER** Or copy this link:

[https://www.riskcontrolonline.com/main/rco\\_training\\_seminar\\_registration.cfm?Id=7FD048A4-16E2-4036-9FB6-C4FBADB6C8B3](https://www.riskcontrolonline.com/main/rco_training_seminar_registration.cfm?Id=7FD048A4-16E2-4036-9FB6-C4FBADB6C8B3)

QUESTIONS? Please Contact Kay Patzer, CSRMA Risk Control at [kpatzer@dkfsolutions.com](mailto:kpatzer@dkfsolutions.com)





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**BOARD MEMORANDUM**

December 11, 2018

**To:** CMSA Commissioners and Alternates

**From:** Jason Dow, General Manager

**Subject:** **Regulatory Compliance Manager Classification**

**Recommendation:** Approve the job description and compensation range for the new Regulatory Compliance Manager classification.

**Summary:** At the June 7, 2018 meeting, the Board approved a temporary 7.5% compensation adjustment for the Agency's Laboratory Director through December 31, to recognize additional job responsibilities during the recruitment for the Technical Services Manager position. I informed the Board that prior to that date I would work with the new Technical Services Manager to evaluate potential programmatic and supervisory changes to the department's structure to approve operational efficiency. We have completed that review and recommend replacing the Laboratory Director classification with a Regulatory Compliance Manager classification that has a monthly compensation range of \$11,793 - \$14,336.

**Background:** The Agency's prior Technical Services Manager (TSM), Brian Thomas, 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 completed the recruitment for this important Agency position in early September, and Peter Kistenmacher started employment on September 24. In the current Technical Services Manager job description, the classification supervises a Laboratory Director, Engineering staff, and Environmental Services Analysts.

Mark Koekemoer, the Laboratory Director, has experience managing wastewater source control programs, and since Mr. Thomas' separation he has done a fine job supervising the Environmental Services Analysts and managing the Agency's pretreatment, pollution prevention, and FOG source control programs. Two significant regulatory required source control program activities that Mr. Koekemoer completed over the past several months were updating the Agency's Local Limits and Sewer Use Ordinance. These updates were required in the 2018 NPDES Permit and recent pretreatment program audit by the US Environmental Protection Agency, respectively.

Mr. Kistenmacher, Mr. Koekemoer, and I have reviewed the organizational structure and functions of the Technical Service Department, and propose the following adjustments.

- 1) Create a Regulatory Compliance Manager classification, with the new classification having the additional responsibilities of managing the Agency's various source control programs and supervising the Environmental Services Analysts while working on the program activities.
- 2) Set the new Regulatory Compliance Manager classification's five-step monthly compensation range at \$11,793 - \$14,336, which is 7.5% higher than the Laboratory Director's compensation range.
- 3) Discontinue the Laboratory Director classification.

If the recommendation is approved, I will bring a revised TSM job description to a future Board meeting to reflect changes in its job functions.

**Attachment:**

- Regulatory Compliance Manager job description



## CENTRAL MARIN SANITATION AGENCY

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

### REGULATORY COMPLIANCE MANAGER

#### SUMMARY

Under direction from the Technical Services Manager, manages, plans, and supervises all aspects of the Agency's Environmental Laboratory, Source Control, and Storm Water Programs, including budgeting, planning, training, and supervision of staff. Responsibilities include preparation and implementation of operating procedures for administering functions of the laboratory and preparing the Agency's laboratory and NPDES regulatory reports for the Regional Water Quality Control Board, State Water Resources Control Board, Environmental Protection Agency, and local agencies.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to, the following:

##### Management Functions

- Develops and implements goals, objectives, policies, principles, and procedures.
- Participates on the Executive Committee meetings as requested.
- Prepares, coordinates, and oversees the laboratory related operating and capital budgets.
- Seeks ways to continuously improve work processes and Agency performance.
- Monitors changes in legal and regulatory requirements for Source Control and Storm Water management, and recommends and implements changes to comply with new requirements.
- Represents the Agency at conferences and professional meetings.
- Participates in Agency related committees, training, staff functions, and board meetings.
- Provides economical and efficient services to JPA member and contract agencies.
- Serves on the Agency Process Control Team, and collaborates with the team and Operations to devise strategies to address process issues and optimize treatment facility performance.
- Serves as an Agency representative with the Regional Water Quality Control Board, Bay Area Clean Water Agencies, and US EPA regarding NPDES permit issues.
- Participates and works with other public agencies and groups or organizations as needed.
- Coordinates activities with operations, maintenance, business services, and member and contract agencies.
- Coordinates preparation of the Agency's Self-Monitoring Report (SMR) and Discharge Monitoring Report (DMR). Serves as backup Legally Responsible Official (LRO) for CMSA SMR and DMR submittal.

### **Laboratory Functions**

- Plans, designs, modifies, and implements the Agency's environmental laboratory program to ensure compliance with federal, state, and local regulations.
- Manages, directs, and implements laboratory services for performing chemical, biological, and bacteriological analyses of water, wastewater, industrial wastes, and related materials.
- Ensures facility process control monitoring is performed in accordance with operational needs as well as local, state, and federal regulations.
- Monitors the work of contract laboratories performing NPDES permit testing.
- Implements and reviews the quality assurance programs to meet EPA, NPDES, and other regulatory requirements, and oversees the implementation of necessary changes.
- Assures the continuance of the Laboratory's Environmental Laboratory Accreditation Program (ELAP) certification.
- Performs sample collection, analysis, and reporting as needed.

### **Source Control Functions**

- Directs all aspects of the Source Control program including industrial waste, fats, oils, and grease, and dental office inspections, permitting, and enforcement of discharge violations.
- Serves as the Source Control and Storm Water Program LRO to the State and Regional Water Quality Control Boards.
- Oversees the maintenance of work records and documents; prepares, maintains, and validates reports for regional, state and federal agencies.
- Manages the Source Control and Storm Water programs to ensure reporting and regulatory compliance requirements are being met.
- Maintains and updates the Agency's Sewer Use Ordinance and Enforcement Response Plan.

### **SUPERVISORY RESPONSIBILITIES**

Manages and supervises employees who work in the environmental laboratory and on the Agency's Source Control programs. Carries out supervisory responsibilities in accordance with Agency policies and procedures, and applicable labor and safety laws and regulations. Responsibilities include interviewing, making hiring recommendations, and training employees; planning, assigning, and directing work; setting staff work expectations and performance goals; assisting with preparation of work plans, appraising performance, and rewarding and disciplining staff; participates in investigating, addressing, and resolving personnel complaints and related problems.

### **QUALIFICATIONS**

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

### **Education and/or Experience**

Completion of four years of college or university studies, resulting in graduation or its equivalent, with major course work in chemistry, biology, environmental studies, bacteriology, microbiology, or a similar science. An advanced degree in one of the listed educational specialties is desirable.

Five years of professional level environmental laboratory experience, including at least two years in a supervisory or management capacity. Experience in a water or wastewater treatment laboratory and environmental compliance program is preferred.

### **Interpersonal Skills**

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

### **Language Skills**

Ability to read, analyze, and interpret complex scientific and technical journals and procedures, governmental regulations, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the public. Ability to effectively present information to management, public groups, and/or governing boards.

### **Mathematical Skills**

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

### **Reasoning Ability**

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

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a Grade III Laboratory Analyst certificate issued by the California Water Environment Association, or obtain the certification within eighteen (18) months of employment. Must obtain a Grade IV Laboratory Analyst Certification within twenty-four (24) months of employment. Must possess a valid California class C driver's license, have a satisfactory driving record, and continue to meet CSRMA driving standards.

### **PHYSICAL DEMANDS**

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

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

The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds above the head. Specific vision ability required by the job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring objects into sharp focus.

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

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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

### **SPECIAL REQUIREMENTS**

There are no special requirements for this job.

### **RIGHT TO WORK DOCUMENTATION**

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

**Job Title:** Regulatory Compliance Manager  
**Department:** Technical Services  
**Reports To:** Technical Services Manager  
**FLSA Status:** Exempt  
**Revised Date:** December 2018



BOARD MEMORANDUM

December 11, 2018

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Biosolids Disposal and Management Agreement with Redwood Landfill

Recommendation: Approve the 5-year Biosolids Disposal and Management Agreement with Redwood Landfill, and provide comments and direction to staff, as appropriate.

Summary: CMSA's Biosolids Disposal and Management Agreement (Agreement) with Redwood Landfill expires on December 31, 2018, and staff has worked with Redwood to prepare a new 5-year agreement for the Board's consideration of approval. At the end of the Agreement's term, there is the option to administratively extend it in one-year increments with a CPI tipping fee adjustment and all other terms and conditions remaining unchanged.

Discussion: Biosolids are a renewable resource that are produced during the wastewater treatment process. CMSA produced approximately 6,400 wet tons in calendar year 2017 for beneficial reuse. Historically, the Agency's biosolids are used as a soil amendment/fertilizer on agricultural lands in Solano County and as alternate daily cover (ADC) at the Redwood Landfill. In late 2016, CMSA began delivering biosolids to the Lystek biofertilizer facility in Fairfield to diversify our biosolids management options. Each reuse application, volume, and period is summarized below.

Reuse Application	Volume (wet tons)	Reuse Period
Landfill ADC	3,388	Used at Redwood during the wet weather season, October through November, and on weekends year-round.
Land Application	1,120	Spread on agricultural fields during the dry-weather season, generally mid-April through late-October.
Biofertilizer Production	1,862	Two loads per week are delivered to the Lystek facility, year-round, for the production of their biofertilizer material that is sold to farmers.
Compost	35	Two loads per year are delivered to a Modesto compost facility per a requirement in the Synagro Land Application contract.

CMSA has separate contracts for the reuse applications, and a hauling contract with S&S Trucking to deliver the biosolids to each reuse site.

Most of the Agreement revisions were minor or editorial, and the noteworthy changes and provisions are listed below. Most of the prior contract's terms and conditions were not changed.

- Co-composting was removed as a beneficial reuse alternative because Redwood does not plan to use biosolids in its compost production operations.
- Agreement term is from January 1, 2019 through December 31, 2023, with individual one-year extensions available if agreeable to CMSA and Redwood.
- Tipping fee was adjusted from the 2009 value of \$33/wet ton delivered to the current fee of \$37.88/wet ton.
- Special legal counsel Bill McInerney revised the Indemnification provisions to comply with a state law that became effective on 1/1/18.

**Attachment:**

- Biosolids Disposal and Management Agreement with Redwood Landfill



**BIOSOLIDS DISPOSAL AND MANAGEMENT AGREEMENT  
(Five Year)**

This Biosolids Disposal and Management Agreement (the "Agreement"), effective December \_\_\_\_, 2018, is by and between REDWOOD LANDFILL, INC., a California corporation, hereinafter referred to as "REDWOOD", and CENTRAL MARIN SANITATION AGENCY, hereinafter referred to as "CMSA".

**RECITALS**

- A. REDWOOD is the operator of a landfill disposal site approximately four miles north of Novato, California to the east of Highway 101, which is hereinafter called the "Landfill."
- B. The Landfill is a Class III disposal facility and it is properly permitted by the required local, state, and federal regulatory agencies to accept processed wastewater residuals, in the form of Class B Biosolids, which is hereinafter called "Biosolids" for disposal and/or reuse.
- C. REDWOOD currently possesses a full solid waste facilities permit, and is currently permitted to utilize Class B Biosolids for Alternative Daily Cover (ADC) or disposal in the Landfill.
- D. CMSA is currently responsible for the treatment, collection, and disposal and/or reuse of Biosolids from the CMSA's wastewater treatment plant, "The Wastewater Treatment Plant."
- E. The parties wish to enter into this Agreement for beneficial reuse or disposal of CMSA's Class B Biosolids from the Wastewater Treatment Plant, at the Landfill. Landfill will continuously and beneficially reuse CMSA's Biosolids, unless the operation warrants disposal in the Landfill.

**AGREEMENT**

Now therefore, the parties agree as follows:

- 1. Delivery and Acceptance of Biosolids.
  - a) CMSA shall deliver to REDWOOD Biosolids generated at the Wastewater Treatment Plant, but in any event no less than a total of 2,500 wet tons per year.

- b) REDWOOD shall not be required to accept more than 40 wet tons of Biosolids per day or 7,500 wet tons per year, in the aggregate, without prior approval.
- c) The primary Biosolids processing methods will be beneficial reuse and Alternative Daily Cover when biosolids are delivered to REDWOOD.
- d) CMSA retains the right to beneficially reuse its biosolids, with land application or other reuse alternatives May thru October, weather permitting.
- e) REDWOOD shall use its best efforts to beneficially reuse all of CMSA's Biosolids.

2. Term and Extensions.

Unless otherwise terminated pursuant to this Agreement or by law, this Agreement shall have a term of five (5) years, commencing on January 1, 2019, and ending December 31, 2023. After the initial term of the Agreement, this agreement shall be extended in successive one (1) year increments unless either CMSA or REDWOOD provides written notice of termination at least 120 days prior to the expiration of the then-existing term.

3. Loading, Transportation and Discharge.

CMSA agrees to load from the Wastewater Treatment Plant, transport, unload and discharge Biosolids at REDWOOD, by themselves or through sub-contract haulers.

4. Direct Disposal.

CMSA shall have the right during the term of this Agreement to use available disposal capacity at REDWOOD up to 7,500 wet tons per year, and such excess capacity as may be made available by REDWOOD.

5. Source Reduction and Recycling Credits.

Source reduction and recycling credits obtained under any law as the result of any program implemented at REDWOOD, designed to reduce the volume of Biosolids disposed of by CMSA shall be credited to the cities or unincorporated areas that are serviced by CMSA, as CMSA may solely determine.

6. Biosolids Characteristics.

- a) CMSA hereby warrants and covenants that the Biosolids designated for delivery to REDWOOD for beneficial reuse or disposal shall be free of grit, screenings, common grease and trash, shall contain no hazardous or toxic

materials or substances or pollutants in levels above applicable regulatory limits, and shall comply with applicable local, state, and federal statutes, ordinances, regulations and permit requirements, including without limitation, 40 CFR Part 503 and CCR Title 22. CMSA shall, at the time of tender, provide to REDWOOD accurate and complete documents, shipping papers or manifests as are required for the lawful transfer of the waste under all applicable federal, state or local laws or regulations. Tender of delivery shall be considered nonconforming if not in accordance with this Paragraph.

- b) Title to and liability for Nonconforming Waste shall remain with CMSA at all times, until accepted by REDWOOD. REDWOOD will not be deemed to have accepted material that is not consistent with the definition of Biosolids, unless such acceptance is known and in writing. Nonconforming Waste shall be defined as Biosolids that do not meet the requirements in Section 6a. REDWOOD shall have the right to inspect, analyze or test any waste delivered by CMSA. If CMSA's Waste is Nonconforming Waste, REDWOOD can, at its option, reject Nonconforming Waste and return it to CMSA or require CMSA to remove and dispose of the Nonconforming Waste at CMSA's expense. CMSA shall indemnify, hold harmless and pay or reimburse REDWOOD for any and all costs, damages and/or fines incurred as a result of or relating to CMSA's tender or delivery of Nonconforming Waste or other failure to comply or conform to this Agreement, including costs of inspection, testing and analysis.

If REDWOOD elects to handle, rather than reject, Nonconforming Waste, REDWOOD shall have the right to manage the same in the manner deemed most appropriate by REDWOOD given the characteristics of the Nonconforming Waste. REDWOOD may assess and CMSA shall pay additional fees associated with delivery of Nonconforming Waste, including, but not limited to, special handling or disposal charges, and costs associated with different quantities of waste, different delivery dates, modifications in operations, specialized equipment, and other operational, environmental, health, safety or regulatory requirements. Title to and ownership of acceptable waste shall transfer to REDWOOD upon its final acceptance of such waste.

- c) CMSA shall supply REDWOOD with laboratory analysis of dewatered Biosolids on a timely basis as required by regulatory agencies, waste discharge requirements, and REDWOOD's best management practices. CMSA shall provide REDWOOD with all dewatered Biosolids quality testing results for REDWOOD's site specific requirements, EPA priority pollutants, and State of California Title 22 listed compounds from tests conducted by CMSA or its contractors.

- d) CMSA may implement pre-treatment standards to continue to improve the quality of the Biosolids produced and to maintain beneficial reuse as a viable alternative. Should CMSA's Biosolids fail to meet the EPA 503 Clean Biosolids (Class B) criteria, REDWOOD shall have the right to landfill these Biosolids at the rate detailed in Section 8b, as adjusted in accordance with Section 8c.

7. Hours of Operation.

REDWOOD agrees that the facility shall be open to receive biosolids a minimum of 8 hours a day, 5 days a week. At the time of this contract, the landfill is available to receive Biosolids between the hours of 4:00am and 2:00pm Monday through Saturday. REDWOOD will notify CMSA in writing if the hours of receipt of Biosolids change during the term of this contract.

8. Measurements, Fees, Adjustments.

- a) CMSA and REDWOOD have agreed that the method of measuring and recording the weight (wet tons) of Biosolids delivered to the Landfill shall be at the REDWOOD scale with loaded and unloaded vehicle weights taken upon entrance and exit, the difference (net weight of Biosolids) being the basis for measurement and payment.
- b) CMSA shall pay to REDWOOD for the Biosolids delivered to the Landfill a base rate of \$37.88 per wet ton.
- c) The base rate per wet ton, as listed above, will be in effect for a period of one (1) year, beginning January 1, 2019 and continuing through December 31, 2019. Each year thereafter for the initial 5-year term, the "base rate," as adjusted herein, then in-effect, shall be adjusted by a factor equal to the Consumer Price Index ("CPI") defined in (e) below, provided that the adjustment shall not be greater than five percent in any one year over the rate in effect the preceding year. All adjustments will be rounded up to nearest \$0.10 increment. By way of example, if the base rate as of January 1, 2019, is \$37.88 and if the CPI for the prior year is 3%, the new base rate shall be  $\$37.88 \times 1.03 = \$39.02$ ; rounded to \$39.10 for the period.
- d) All amounts payable are due within thirty (30) calendar days following receipt of an invoice. REDWOOD will be billing CMSA for Biosolids received at the Landfill.
- e) "CPI" Consumers Price Index (All Urban Consumers) for the San Francisco-Oakland-San Jose Area) adjustments are to be defined, as published by the Bureau of Labor and Statistics, as the Annual Percent Change for the previous calendar year, as compared to the year immediately preceding that year. The

CPI values will be for the month of October, as published in the month of November, from the base year preceding the execution date and the year preceding each adjustment date. By example, if the All Urban Consumers Percent Change for the Year ending October 2019, published in November 2019, for the San Francisco-Oakland-San Jose area, is 3.0% over the base year CPI published for October 2018, then the new base rate will be \$39.10 as calculated in Section 8c above.

- f) In addition, rates may be increased over and above the CPI adjustment to cover REDWOOD's additional costs incurred to comply with any changes in law, permits, or other regulatory requirements, which occur after the execution date of this Agreement, including any changes in law effecting closure and post-closure obligations. Said changes in law, permit requirements, or regulatory requirements shall include, but are not limited to: (i) any new laws, permits, or regulations enacted or promulgated after the execution date of this Agreement; (ii) any amendments to or revisions of existing laws, permits, or regulations, which become effective after the execution date of this Agreement; (iii) any judicial or administrative agency declarations or interpretations of laws, permits, or regulations which are issued after the execution date of this Agreement; and (iv) any new or increased fees, taxes, or charges by any federal, state, or local entity, including but not limited to mitigation and/or host fees, which shall be treated as a pass through. REDWOOD shall notify CMSA in writing within sixty (60) days of all changes in law or permit requirements, or the imposition of new or additional fees or charges and the rate adjustment. The rate adjustment shall be effective immediately upon notice.
- g) If at the end of any year during the term of this Agreement, CMSA has not fulfilled the minimum tonnage requirement as provided for in Section 1, CMSA shall pay to REDWOOD an amount equal to \$30.00 per ton for the difference between the tonnage delivered and the annual minimum. Such amount shall be invoiced to CMSA and shall be due in accordance with Section 8d above. In the event that REDWOOD terminates this Agreement pursuant to Section 9, CMSA has no obligation to meet the minimum tonnage requirement in the year in which the Agreement is terminated.

9. Certain Rights of Termination or Suspension.

- a) REDWOOD shall use its best efforts to obtain all required governmental and regulatory approvals relating to acceptance and handling of Biosolids and keep them in force during the term of this Agreement. REDWOOD shall have the option to terminate this Agreement in the event of any change in law, regulations, or permits which would either prohibit operation of the Landfill or substantially change or alter the requirements with respect to the manner

in which the Landfill must be operated so as to make its continued operation economically infeasible. This Agreement shall terminate or be suspended in the event that REDWOOD's authority to operate the Landfill is revoked or suspended for reasons beyond its control. REDWOOD shall notify CMSA immediately upon the occurrence of any event that could cause the revocation or suspension of REDWOOD's authority to operate the Landfill.

- b) The Agreement shall terminate should CMSA lose authority to operate CMSA's wastewater treatment plant.
- c) REDWOOD will use their best efforts to make certain that the Landfill will be available for receipt of Biosolids on a regular basis throughout each disposal period. In the event of causes or events beyond the reasonable control and without the fault or negligence of REDWOOD or CMSA including but not limited to fire, flood, earthquake, or other natural disaster, war, strike, work stoppage, and any material change in deliverable Biosolids, or any applicable law, rule, regulation or related administrative policy or practice, the affected party may temporarily suspend performance under this Agreement. Any such suspension shall not be deemed a default under this Agreement and the parties shall not have liability to each other for the resulting non-performance. In such event, the affected party shall give the other party as much advance notice of such conditions as is reasonably possible under the circumstances and will make every effort to remedy its inability to perform and to ensure that the suspension of performance is of no greater scope and of no longer duration than required by the event.

10. Compliance with Regulatory Requirements.

- a) REDWOOD shall comply with all existing and future permit requirements for operation of the Landfill. REDWOOD shall act expeditiously to comply with all regulatory requirements to prevent short-term and long-term impacts to their Biosolids disposal and/or reuse operations. If requested, REDWOOD shall permit CMSA to examine at REDWOOD's office, copies of regulatory orders, waste discharge permit requirements and correspondence to regulatory agencies related to processing of Biosolids. REDWOOD will use its best efforts to make certain that the Landfill is available for the continuous receipt of the CMSA's Biosolids throughout the term of this Agreement, including any extensions.
- b) CMSA has been advised that in order to continue to accept Biosolids from CMSA, REDWOOD may from time to time, be required to amend their existing permits from various governmental bodies having jurisdiction over the Landfill. There is no guarantee that the necessary amendments will be approved. The obligations of REDWOOD under this Agreement are

conditioned upon its ability to secure and maintain all necessary permits and approvals.

11. Rules.

REDWOOD reserves the right to make reasonable rules with respect to the operation of vehicles within the Landfill to insure the safety and preservation of the property. CMSA agrees to enforce upon its subcontract haulers the requirement to abide by such rules and regulations.

12. Notices.

All notices which may be given hereunder, shall be in writing and may be personally delivered or shipped to the physical addresses of the parties set forth below, or may be mailed, postage prepaid, certified mail, return receipt requested to the other party at such mailing (post office box) address.

Redwood Landfill, Inc.  
8950 Redwood Highway  
Novato, CA 94945  
P.O. Box 793  
Novato, CA 94948  
Attention: District Manager

Central Marin Sanitation Agency (CMSA)  
1301 Andersen Dr.  
San Rafael, CA 94901  
Attention: General Manager

Either party may, by written notice to the other, change the address for delivery of subsequent notices to it hereunder.

13. No Third Party Beneficiaries.

This Agreement is not intended for the benefit of any persons or entities other than the parties hereto and their successors in interest.

14. Indemnification.

- a) REDWOOD shall indemnify, hold harmless and defend CMSA's officers, directors and employees, its members including San Rafael Sanitation District, City of Larkspur, Ross Valley Sanitary District, Sanitary District No. 2 of Marin County, the City of San Rafael, the Town of Corte Madera, and their officers, officials, employees and volunteers (collectively "Indemnitees" and

individually "Indemnitee"), from and against all liabilities, lawsuits, causes of action, expenses (including, but not limited to, reasonable attorney's fees and expenses of investigation and litigation), claims, fines, penalties and/or damage which the Indemnitees or an Indemnitee may at any time suffer, incur or sustain or become liable for by reasons of any accidents, damages or injures, including, without limitation, injuries resulting in death, either to persons or property, real or personal, or both, in any manner to the extent caused by or resulting from the active negligence, gross negligence and/or willful misconduct of REDWOOD or its employees or agents, or resulting from REDWOOD's breach of, misrepresentation in, untruth in or inaccuracy in any representation, obligation, warranty or covenant of REDWOOD set forth in this Agreement.

- b) CMSA shall indemnify and hold harmless REDWOOD and all its affiliates, and their respective officers, directors and employees (collectively "REDWOOD Indemnitees"), from and against all liabilities, lawsuits, causes of action, expenses (including, but not limited to, reasonable attorneys' fees and expenses of investigation or litigation), claims, fines, penalties and damage which any Redwood Indemnitee may at any time suffer or sustain or become liable for by reason of any accidents, damages or injuries, including, without limitation, injuries resulting in death, either to persons or property, real or personal, or both, in any manner to the extent caused by or resulting from the active negligence, gross negligence, or willful misconduct of both CMSA and CMSA's subcontract hauler's employees or agents, or resulting from the breach of, misrepresentation in, untruth in or inaccuracy in any representation, obligation, warranty or covenant of CMSA set forth in this Agreement.

15. Insurance.

At all times during the Term of this Agreement, CMSA and REDWOOD shall keep in force and effect workers' compensation and general liability insurance, either with an insurance company licensed to do business in the State of California or through a self-insurance program duly approved by the State of California in the amount required by law for workers' compensation and in an amount of at least one million dollars (\$1,000,000) with respect to injury or death to any one person and two million dollars (\$2,000,000) with respect to injury or death to more than one person in any one accident or other occurrence, and one hundred thousand dollars (\$100,000) with respect to damage to property. CMSA and REDWOOD shall provide to each other upon request certificates or other evidence of such insurance and shall cause any such insurer to notify the other party at least thirty (30) days prior to the cancellation of any such insurance



REDWOOD shall obtain, and keep in force and effect during the entire term of this Agreement, insurance which meets the specific terms of the CMSA's insurance requirements, attached hereto as Exhibit A.

16. Understanding.

This agreement represents the entire understanding of the parties regarding the subject matter herein contained, and any modification hereof must be in writing signed by both parties.

17. Void Provisions.

If any provision to this agreement is determined by court of competent jurisdiction to be void or unenforceable as a matter of law, the remaining provisions hereof shall continue in full force and effect.

18. Governing Law.

This Agreement is made in and shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties have executed this agreement effective upon the date above written.

CMSA

REDWOOD

By: \_\_\_\_\_  
Jason Dow, General Manager

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



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**BOARD MEMORANDUM**

December 11, 2018

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager <sup>TD</sup>

**Subject: Public Hearing for the Agency's Sewer Use Ordinance (2018-2) Entitled "An Ordinance Providing for and Regulating the Acceptance of Industrial Waste and Contaminated Groundwater into the Water Pollution Control System of the Central Marin Sanitation Agency"**

**Recommendation:** Conduct the public hearing for the proposed Sewer Use Ordinance 2018-2, pass the Ordinance, and authorize publication of a summary of the passed Ordinance in the Marin IJ newspaper.

**Summary:** At the November 13 Board meeting, staff summarized the proposed changes to the Agency's Sewer Use Ordinance 2018-2 (SUO), and the Board set the public hearing for it at the December 13 special meeting. A summary of the proposed SUO was published in the Marin IJ newspaper between December 5 -7, and if the Board passes the SUO after the public hearing, staff will publish a summary of the passed SUO in the Marin IJ.

The proposed SUO, 2018-2, is enclosed in the Board members agenda packet, and is posted on the Agency's website.

**Discussion:** The SUO provides for and regulates the discharge of industrial waste and contaminated groundwater into the sanitary sewer system. It establishes uniform requirements for commercial and industrial dischargers, and enables the Agency to comply with the Clean Water Act and the Federal Pretreatment Regulations (40 Code of Federal Regulations Part 403).

Every several years, the EPA audits our pretreatment program, which involves an EPA representative reading the Agency's SOU, reviewing our pretreatment and pollution prevention program files and records, and accompanying staff to inspect an industrial discharger. On March 3, 2017, the EPA performed an audit and issued an audit report on February 20, 2018 that required several SUO revisions to comply with federal pretreatment standards that had changed since their last audit in 2013. Staff responded to the audit letter on April 17, 2018, and informed the Regional Water Board and EPA that the Agency will update its SUO by the end of calendar year 2018.

In addition to revising the SUO to comply with the audit recommendations, staff took this opportunity to perform a careful and thorough review of the entire SUO to identify other changes and edits to improve the document, as that level of review had not been performed since the current version of the SUO was developed and adopted in 1995.

Staff incorporated the EPA Pretreatment Audit recommended and required changes in the SUO, which are shown below and include the specific section reference in the Code of Federal Regulations.

- Added the definition of a New Source to Section 4.2 to mirror the definition found in 40 CFR 403.3(m).
- Added to Section 4.3 the authority to incorporate best management practices (BMPs) in individual wastewater discharge permits pursuant to 40 CFR 403.3(e), 403.5(c)(4), 403.8(f), and 403.12(b), (e), and (h).
- Specific sampling requirements that cross reference 40 CFR 403.12(g)(3) and (4) have been incorporated directly into Section 4.4.
- Section 4.5 has a new optional streamlining provision to forego the sampling of a pollutant regulated by a categorical pretreatment standard if the industrial user has demonstrated that the pollutant is neither present nor expected to be present in the discharge as detailed in 40 CFR 403.8(f)(2)(v) and 403.12(e).

Additional proposed revisions are detailed in Attachment 1, prepared by Lab Director Mark Koekemoer, by SUO section and subsection. Many of the changes reference specific sections in the Code of Federal Regulations (CFR) and the EPA model SUO.

**Attachments:**

- 1) SUO Proposed Changes
- 2) Summary of the Passed Ordinance 2018-2

## Attachment 1 – Sewer Use Ordinance Proposed Changes

### Section 1

#### **Subsection C – Administration**

- Added section to provide legal authority requirement outlined by 40 CFR 403.8(f)

*A POTW pretreatment program must be based on the following legal authority and include the following procedures. These authorities and procedures shall at all times be fully and effectively exercised and implemented.*

*(1) Legal authority. The POTW shall operate pursuant to legal authority enforceable in federal, state or local courts, which authorizes or enables the POTW to apply and to enforce the requirements of sections 307 (b) and (c), and 402(b)(8) of the Act and any regulations implementing those sections. Such authority may be contained in a statute, ordinance, or series of contracts or joint powers agreements which the POTW is authorized to enact, enter into or implement, and which are authorized by state law. At a minimum, this legal authority shall enable the POTW to:*

#### **Subsection D – Analytical and Sampling Methodology and Procedures**

- Removed and reassigned to Section 7 – Inspection and Sampling.

### Section 2

#### **Subsection A – Definitions and Abbreviations**

- Added seventeen new definitions to align with the EPA recommended Sewer Use Ordinance Model.

### Section 3

#### **Subsection B – Specific Prohibitions**

- Specific prohibition section was updated to include storm water, truck or hauled pollutants, sludge screenings, and medical waste. These prohibitions are permitted with CMSA authorization.
- Streamlined and removed repetitive language.

#### **Subsection D – Local Limits**

- Local limits updated with new limits identified within the 2018 Local Limit Evaluation submitted to the Regional Water Quality Control Board in July 2018.

## **Section 4**

- Minor editorial changes throughout.

## **Section 5**

### **Subsection C (3) – Permit Requirements**

- Language provided outlining major sections required within individual or general wastewater permits provided by the US EPA Industrial User Permitting Guidance Manual (833-R-12-001A). These are included in the SUO Attachment.

### **Subsection C (5) – Permit Limitations**

- Language provided to align with 40 CFR 403, summarizing length of permit term and provide legal discretion of term by CMSA.

### **Subsection C (8) – Permit Suspension**

- Language inserted to provide examples of legal arguments for permit suspension or denial. Section aligned with the recommended EPA Sewer Use Ordinance Model.

### **Subsection D (3) – Administrative**

- Language provided to recoup administrative fees associated with CMSA and/or legal enforcement. Section aligned with the recommended EPA Sewer Use Ordinance Model.

### **Subsection F – Certification Statements**

- Section inserted to align with 40 CFR 403 requirements and the recommended EPA Sewer Use Ordinance Model. Model certification statements are shown in the SUO Attachment.

## **Section 6**

### **Subsection A (4) – Bypass Notification**

- Language provided specific prohibition and considerations for bypass approval to align with 40 CFR 403 requirements and the recommended EPA Sewer Use Ordinance Model.

### **Subsection A (6) – Monitoring Waivers**

- Language provided to allow the Agency flexibility under EPA streamlining rules to provide monitoring waiver for Users under consistent documented compliance. The section is aligned with 40 CFR 403 requirements and the recommendations in the EPA Sewer Use Ordinance Model. Waiver conditions are shown in the SUO attachment.

### **Subsection B (1) – Baseline Monitoring Report**

- Language added to provide specific documentation and requirements outlined in 40 CFR 403 and in the recommended EPA Sewer Use Ordinance Model. The SUO attachment includes the required report information.

### **Subsection B (3) – Compliance Schedule Progress Reports**

- Language added to provide specific requirements outlined in 40 CFR 403 requirements and in the recommended EPA Sewer Use Ordinance Model.

### **Subsection G – Date of Receipt of Reports**

- Language added to provide direction to reporting requirements recommended within the EPA Sewer Use Ordinance Model as to when reporting will be considered late relative to reporting due dates.

## **Section 7**

### **Subsection A (5) – Inspection Procedure**

- Language added to require Users to install flow monitoring equipment at the determination of CMSA. Language was added to align with 40 CFR 403 requirements and in the recommended EPA Sewer Use Ordinance Model.

### **Subsection C – Sampling**

- Language added to outline appropriate Good Laboratory Practices (GLP) sampling mechanisms not outlined in 40 CFR 136, but outlined in 40 CFR 403 requirements and in the recommended EPA Sewer Use Ordinance Model.

## **Section 10**

### **Subsection A – Enforcement**

- Language added to provide descriptive outline of enforcement procedures for NOV's, Compliance Orders, Cease & Desist Orders, Suspension of Service, Administrative Civil Penalties, etc. Language was added to align with 40 CFR 403 requirements and in the recommended EPA Sewer Use Ordinance Model.

## **Section 14**

### **Effect of Adoption of Ordinance 2018-2 on Ordinance 2013-1**

- Legal language added to provide regulatory update flexibility to CMSA to allow for future EPA 40 CFR updates without full Ordinance review and update.

**SUMMARY OF ORDINANCE 2018-2****AN ORDINANCE REVISING THE SEWER USE ORDINANCE OF  
CENTRAL MARIN SANITATION AGENCY**

The Central Marin Sanitation Agency (CMSA) previously adopted Ordinance 2013-1, an Ordinance providing for and Regulating the Acceptance of Industrial Waste and Contaminated Groundwater into the Water Pollution Control System of the Central Marin Sanitation Agency on February 12, 2013. Ordinance 2018-2 revises provisions within Ordinance 2013-1 to conform to Federal EPA Pretreatment Regulations and Streamlining Rules. The revisions are required by the Federal EPA and the State Water Resources Control Board.

Ordinance 2018-2 contains the following revisions to Ordinance 2013-1:

- Streamlining rules are included to provide administrative flexibility of source control requirements, such as Monitoring and Reporting Waivers.
- Local Limits are updated to reflect a recent Local Limit Assessment, as required by CMSA's wastewater discharge permit.
- Wastewater sampling and analysis data complies with federal EPA requirements.
- Updated definitions to reflect recommendations outlined within the EPA Pretreatment audit of CMSA, which was conducted in 2018.

The Board of Commissioners of Central Marin Sanitation Agency, pursuant to Health and Safety Code Section 6490 and 6491.3, conducted a public hearing on the Ordinance at their December 13, 2018 meeting. The Ordinance was passed by the following vote and will be effective beginning on January 14, 2018:

AYES:

NOES:

ABSENT:

A copy of the passed Ordinance 2018-2, can be viewed or downloaded from the Agency's website ([www.cmsa.us](http://www.cmsa.us)), or is available at the following address:

Central Marin Sanitation Agency  
1301 Andersen Drive  
San Rafael, CA 94901  
(415) 459-1455

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Jason R. Dow, P.E.  
General Manager




**BOARD MEMORANDUM**

December 11, 2018

To: CMSA Commissioners and Alternates

From: Kenneth Spray, Administrative Services Manager

Approved: Jason Dow, General Manager 

**Subject: FY 2018 Comprehensive Annual Financial and Popular Annual Financial Reports**

**Recommendation:** Accept the FY 18 Comprehensive Annual Financial and Popular Annual Financial Reports.

**Discussion:** The Agency's FY 18 Comprehensive Annual Financial Report (CAFR) and Popular Annual Financial Report (PAFR) are enclosed for your review and acceptance. Both reports are posted on the website at [www.cmsa.us/finance](http://www.cmsa.us/finance) and are available to all interested parties. Staff will submit the final CAFR and PAFR to the Government Finance Officers Association (GFOA) before December 31, 2018.

The CAFR consists of three sections: introductory, financial, and statistical. The introductory section summarizes Agency programs, projects, and services, the financial section contains the audited financial statements that were accepted at the November Board meeting, and the statistical section presents financial and operational trend information presented on a multi-year basis. For transparency and to provide financial information to different users, the Agency also prepares a PAFR to fill this important need. The PAFR condenses contents of the CAFR into summarized, easy to read presentations that highlight key Agency and financial information.

The Agency participates in the GFOA Certificate of Achievement and Outstanding Achievement award programs for its CAFR and its PAFR, respectively. The Agency continues to meet the high standards of the programs and has received the Certificate of Achievement for Excellence in Financial Reporting award for the past sixteen consecutive years and the Outstanding Achievement award for the past eight consecutive years. Please provide any comments you may have on the reports and staff will incorporate them into the applicable document.

**Alignment with Strategic Plan:** Preparation of the CAFR and PAFR support Goal Two – Objective 2.3 in the Agency's FY 19 Business Plan as shown below.

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

*Objective 2.3: Prepare transparent financial documents.*


*Action c and d: Prepare the Agency's CAFR and PAFR, and submit them to the GFOA.*





**BOARD MEMORANDUM**

December 11, 2018

To: CMSA Commissioners and Alternates  
From: Jacky Wong, Assistant Engineer  
Approved: Jason Dow, General Manager   
Subject: **Pavement Rehabilitation Project – Adopt Contact Documents  
(CMSA Contract No. 19-24)**

**Recommendation:** Adopt the Pavement Rehabilitation Project construction contract documents, and authorize the General Manager to advertise the contract for public bidding.

**Summary:** Staff has prepared the construction contract documents for the Pavement Rehabilitation Project (Project), which are available for review at the Agency’s administrative office. The Project’s scope of work includes replacing deteriorated pavement between the digesters and solids handling building, placing new pavement around the recently built maintenance storage building, and placing new pavement between the Maintenance Annex and Final Effluent Sample Vault.

**Discussion:** Several roadway and pavement areas around the Agency’s facilities have reached the end of their useful life and are in need of repair. A paving project to repair these and other areas was advertised for public bidding in May 2018, and bids were opened in June 2018. The Agency received only one bid from Ghilotti Bros Construction for \$412,000, substantially higher than the Engineer’s Construction Cost Estimate of \$190,000. Based on the high bid price and only receiving one responsive bid, at the July 2018 meeting, staff recommended and the Board approved rejecting all bids. Staff informed the Board that the high priority pavement repair areas will be informally bid later in the summer, and the remaining Project rehabilitation areas will be formally re-bid during the typically less impacted winter-time bidding season.

Staff informally re-bid approximately 5,000 square-feet of high-priority pavement repair areas last summer, and Alaniz Construction was awarded the contract and completed the work for \$60,281. Approximately 11,000 square-feet of the remaining pavement rehabilitation areas are included in the Project for repairing significantly worn and damaged pavement sections and placing new pavement as described above, and improving the surface drainage near the Annex. Staff recommends the Board adopt the construction contract documents and authorize the public bidding of the project.

If public bidding is authorized, staff will issue the public bid advertisement immediately after the Board meeting and intends to bring a construction contract award recommendation to the February Board meeting. Construction should begin in April 2019, and be substantially completed by the summer. The project's contract documents are available at the Agency's administrative office for Board member and public review. Representative photos of the project's pavement rehabilitation areas are shown below.

**Fiscal Impact:** The Engineer's Estimate for the project is \$150,000, and the adopted FY 19 Capital Improvement Program includes sufficient funding to construct the Project.

**Alignment with Strategic Plan:** This project is a strategic action supporting Goal 1 - Objective 1.3 in the Agency's FY 19 Business Plan as shown below.

*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 1.3: Manage the Agency's assets.*



Compromised gravel surfaces by the Maintenance Annex



Excess wear and damaged road by the Digesters



**BOARD MEMORANDUM**

December 11, 2018

**To:** CMSA Commissioners and Alternates  
**From:** Amy Hwang, Associate Engineer  
**Approved:** Jason Dow, General Manager *JW*  
**Subject:** Andersen Drive Landslide Repairs Project  
(CMSA Contract No. 19-13)

**Recommendation:** Authorize staff to:

1. Adopt the contract documents for the Andersen Drive Landslide Repairs Project and authorize the General Manager to advertise the contract for public bidding; and
2. File a California Environmental Quality Act (CEQA) Notice of Exemption with the County of Marin for construction of the Project.

**Summary:** The Andersen Drive Landslide Repairs Project (Project) construction contract documents have been approved by the Federal Emergency Management Agency (FEMA) and the Governor's Office of Emergency Services (Cal OES), and the Agency's environmental consultant, Environmental Science Associates (ESA), has determined that the Project is exempt from CEQA. Given those important developments, staff recommends the Board adopt the Project's contract documents and authorize it for public bidding, and direct staff to file a CEQA Notice of Exemption with the County of Marin.

**Project Budget:** The engineer's estimate of probable construction cost is \$469,000, and the contract with the Miller Pacific Engineering Group (MPEG) is \$64,000 for the geotechnical investigation, design of permanent repairs, and construction observation and testing. The current overall Project cost estimate is \$533,000. Per the attached Notification of Obligation, FEMA and Cal OES will provide a total of \$510,850 in funding assistance for the design and construction of the Project.

After taking the FEMA/Cal OES funding obligation into consideration, this leaves approximately \$22,150 to be paid by the Agency. However, CMSA's portion of the Project cost may increase as the current agreement with MPEG may not be eligible for funding due to noncompetitive procurement methods used in hiring MPEG. While state and local rules do not require competitive proposals for professional services procurement, Federal requirements are more stringent in that at least three competitive proposals are required before awarding the

contract. As the Project progresses, staff will keep the Board updated on any budget status changes and requests for additional funds from FEMA/Cal OES, as necessary.

**Discussion:** During the February 2017 storms, five landslides occurred on the Andersen Drive hillside and staff hired a contractor to make emergency repairs to stabilize the hillside. Staff later applied to FEMA and Cal OES for funding assistance for the emergency repairs, and to design and construct permanent improvements to prevent future landslides. To date, the Agency has received \$64,787 from Cal OES for the emergency repair work (\$37K) and a portion of the geotechnical evaluation of permanent repair alternatives (\$27.7K). The Project scope of work involves constructing soldier pile retaining walls to stabilize the upper portion of each slide area, and reducing the slopes to conform to adjacent grades, thereby stabilizing the hillside. The Project plans and technical specifications were prepared by Miller Pacific Engineering Group and have been reviewed and accepted by the Agency's project team and FEMA.

On July 24, 2017, CMSA received a letter from Cal OES stating the funding assistance request had been approved by FEMA. CMSA hired MPEG in August 2017 to evaluate various permanent improvements for the hillside repairs. On October 5, 2018, FEMA and Cal OES authorized proceeding with the soldier pile retaining wall design and to formally bid the Project, and on November 13, 2018, the attached Notice of Obligation was received to provide funding assistance for Project design and construction.

If the Board approves the recommendation, staff will first file a CEQA Notice of Exemption with the County of Marin. Staff will then issue the public bid advertisement in the near future and bring a construction contract award recommendation to the February meeting for Board consideration of approval. The Project contract documents are available at the Agency's administrative office for Board member and public review.

Subject to Board approval, construction is scheduled to begin in mid-spring of 2019 and expected to take approximately three months. FEMA's regulatory deadline to complete the permanent construction is October 1, 2019, with Cal OES being able to grant time extensions through April 1, 2021.

**Environmental Review and Exemption:** The Project automatically triggered FEMA's environmental review process, but based on the latest letter received from FEMA and Cal OES on November 13, 2018, FEMA completed a federally focused environmental review process and concluded that no further National Environmental Policy Act review is required. CMSA hired ESA in November 2018 to review potential approaches and recommendations to address CEQA compliance.

Upon ESA's review of the Project scope and exemptions allowable under CEQA, ESA has determined that the Project is consistent with the statutory exemption's provisions 15269 (a) and (c) pertaining to emergency projects. These provisions specifically allow for projects to repair and restore facilities damaged in an area in which a state of emergency was proclaimed

by the Governor and projects necessary to maintain and restore property damaged as a result of a disaster to be excluded from CEQA consideration. Subject to Board approval, ESA recommends preparation of a Notice of Exemption, with this exempt status to be filed with the County of Marin.

The Notice of Exemption filing begins a 35-day statute of limitations period on legal challenges to the Agency's decision that the Project is exempt from CEQA. ESA's recommendations and findings report as well as the draft Notice of Exemption are attached.

**Alignment with Strategic Plan:** This activity is a strategic action to support Goal 1 – Objective 1.3 in the Agency's FY19 Business Plan as shown below.

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

*Objective 1.3: Manage the Agency's assets.*

*Action: Repair the landslides on the Andersen Drive hillside.*

**Attachments:**

1. Cal OES/FEMA Notification of Obligation
2. ESA Memorandum on the Andersen Drive Landslide Repairs Project CEQA Approach
3. Draft Notice of Exemption with findings attachment

EDMUND G. BROWN JR.  
GOVERNOR



MARK S. GHILARDUCCI  
DIRECTOR



November 8, 2018

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

Subject: Notification of Obligation  
Public Assistance and CDAA Grant Programs  
FEMA-4308-DR-CA, Cal OES ID: 041-91004

Dear Mr. Dow:

**Obligation Notification** The California Governor's Office of Emergency Services has attached the Grant Summary and the Project Application Summary for Federal Package #1208, and the Exhibit C for State Supplement #2. Please see the table below for further obligation details.

Obligation Details	Package/Supplement Obligation Amount	Cumulative Amount Obligated
Federal-Public Assistance	\$356,535	\$400,666
State-California Disaster Assistance Act (CDAA)	\$98,047	\$110,184
<b>Total</b>	<b>\$454,582</b>	<b>\$510,850</b>

**Payment Process** For this disaster, funds will be paid in accordance with the following disbursement table:

Project Status	Federal Funds Disbursement Process	State Funds Disbursement Process
Small Projects less than 100% complete	Automatic advance of federal share and administrative allowance	Automatic advance of state share and administrative allowance. Retention held until 100% complete
Small Projects 100% complete	Automatic payment of federal share and administrative allowance	Automatic payment of state share and administrative allowance
Large Projects less than 100% complete	Advance administrative allowance only. All other funds (less retention) will be paid on a reimbursement basis	Advance administrative allowance only. All other funds (less retention) will be paid on a reimbursement basis
Large Projects 100% complete	Automatic payment of federal share and administrative allowance for entire project	Automatic payment of state share and administrative allowance

3650 SCHRIEVER AVENUE • MATHER, CA 95655  
GRANTS PROCESSING UNIT  
(916) 845-8110 • (916) 636-3880 FAX

**Payment  
 Process-  
 Continued**

For this particular Package/Supplement, payment will be automatically disbursed as follows:

Payment Details	Amount Automatically Paid
Federal-Public Assistance	\$0
State-CDAA	\$8,913
<b>Total</b>	<b>\$8,913</b>

For those large projects with a work completion of less than 100 percent, a Large Project Reimbursement Request form has also been included with this Package/Supplement.

Federal and State funds will be issued separately by the State Controller's Office. Please be advised that state warrants have a one-year period of negotiability.

**Required  
 Documents**

In order to receive funds, the following forms must be on file with our office:

Form	Received by Cal OES?
Project Application for Federal Assistance (OES 89)	Yes
Designation of Applicants Agent Resolution (OES 130)	Yes
Payee Data Record (STD. 204) - Private non profit organizations only	N/A

**Program  
 Requirements-  
 General**

As a requirement of this program, a special fund for the deposit of the state warrant must be established upon receipt of any advance funding. Under no circumstances are expenditures to be made for any damages other than those approved in this application. Any funds received in excess of current needs or approved amounts, or those found owed as a result of an audit or final inspection, must be refunded to the State within 30 days upon receipt of an invoice from the California Governor's Office of Emergency Services.

**Federal  
 Program  
 Audit  
 Requirements**

As a recipient of federal funds, your organization is subject to the Federal Single Audit Act of 1984 and the Single Audit Act Amendments of 1996. Part of your report requirements under the Act and Amendments include the preparation of a Schedule of Expenditures of Federal awards. The following information is provided to assist in the accurate completion of the Schedule:

Mr. Dow  
Page Three  
November 8, 2018

<b>Federal Program Audit Requirements- Continued</b>	Federal Grantor Agency Pass-Through Agency Program Title Federal CFDA Number Pass-Through Grantor's Number	U.S. Department of Homeland Security - Federal Emergency Management Agency California Governor's Office of Emergency Services Public Assistance Grants 97.036 FEMA-4308-DR-CA, Cal OES ID: 041-91004
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**Appeal  
Process**

Please compare the enclosed obligated Project Worksheet(s) (PW) with your copy of the original PW(s). In accordance with Title 44 Code of Federal Regulations, Section 206.206(a), if you disagree with FEMA's obligated amount(s) or scope of work for the Version 0 PW(s) addressed in this Package, you must appeal FEMA's determination within 60 days from receipt of this letter. The appeal must contain documented justification supporting your position and be addressed to the Assistant Director of Recovery. Please submit your letter of appeal to the following mailing address:

California Governor's Office of Emergency Services  
Recovery Division, Public Assistance  
3650 Schriever Avenue  
Mather, California 95655

Please note, for all other PW versions, you will receive notification under separate cover from Cal OES's Public Assistance Section.

**Questions and  
Inquiries**

For appeal assistance, contact Public Assistance at (916) 845-8200. For assistance regarding this letter, contact the Grants Processing Unit's main line at (916) 845-8110.

GRANTS PROCESSING UNIT

Enclosures

c: Disaster Recovery Manager, FEMA  
Applicant's Federal File  
Applicant's State File





1425 N. McDowell Boulevard  
Suite 200  
Petaluma, CA 94954  
707.795.0900 phone  
707.795.0902 fax

# memorandum

date December 4, 2018

to Central Marin Sanitation Agency: Amy Hwang, CMSA Associate Engineer

cc Peter Kistenmacher, CMSA Technical Services Manager

from Julie Watson, ESA

subject CMSA Andersen Drive Landslide Repairs Project CEQA Approach

Environmental Science Associates (ESA) has prepared this memorandum to review potential approaches and provide recommendations to address compliance with the California Environmental Quality Act (CEQA) for the Central Marin Sanitation Agency (CMSA) Andersen Drive Landslide Repairs Project (the Project).

## **PROJECT BACKGROUND**

As a result of an extreme storm event in 2017, the eastern facing slope of the hillside just south of Andersen Drive in San Rafael suffered substantial erosion and became unstable. The slope is on land owned and managed by CMSA and is located adjacent to and above CMSA's Wastewater Treatment Plant (WWTP). The Project responds to an emergency situation which has compromised the integrity of the hillside and the existing concrete v-ditch drainage structures. CMSA is proposing to implement this emergency repair project which would repair the damage and stabilize the hillside slope. The Project would entail grading and drainage repairs at five locations distributed over an approximately 400-yard-long distance across the slope, see **Attachment 1, Site Plan**. In addition to grading repairs, the Project would also include the construction of retaining walls at each of the five landslide locations and potentially require access in the Marin County right-of-way in order to repair damage to the hillslope and restore functionality of drainage structures.

## **CEQA Exemption**

There are two general categories for exemptions allowable under CEQA: statutory and categorical. Statutory exemptions are projects specifically excluded from CEQA consideration as defined by the California State Legislature. A statutory exemption applies to any given project that falls under its definition regardless of the project's potential impacts to the environment. This only applies for CEQA review and would not supersede other state, local or federal regulations. Article 18 of CEQA specifies situations in which a project or activity may be statutorily exempt from CEQA. An emergency project would be considered exempt if it fits one or more of the descriptions in Table 1 provided below.

**Table 1 CEQA Statutory Exemptions for Emergency Projects**

<p><b>15269. EMERGENCY PROJECTS</b> The following emergency projects are exempt from the requirements of CEQA.</p> <ul style="list-style-type: none"><li>a) Projects to maintain, repair, restore, demolish, or replace property or facilities damaged or destroyed as a result of a disaster in a disaster stricken area in which a state of emergency has been proclaimed by the Governor pursuant to the California Emergency Services Act, commencing with Section 8550 of the Government Code. This includes projects that will remove, destroy, or significantly alter an historical resource when that resource represents an imminent threat to the public of bodily harm or of damage to adjacent property or when the project has received a determination by the State Office of Historic Preservation pursuant to Section 5028(b) of Public Resources Code.</li><li>b) Emergency repairs to publicly or privately owned service facilities necessary to maintain service essential to the public health, safety or welfare.</li><li>c) Specific actions necessary to prevent or mitigate an emergency. This does not include long term projects undertaken for the purpose of preventing or mitigating a situation that has a low probability of occurrence in the short-term.</li><li>d) Projects undertaken carried out, or approved by a public agency to maintain, repair, or restore an existing highway damaged by fire, flood, storm, earthquake, land subsidence, gradual earth movement, or landslide, provided that the project is within the existing right of way of that highway and is initiated within one year of the damage occurring. This exemption does not apply to highways designated as official state scenic highways, nor any project undertaken, carried out, or approved by a public agency to expand or widen a highway damaged by fire, flood, storm, earthquake, land subsidence, gradual earth movement, or landslide.</li><li>e) Seismic work on highways and bridges pursuant to Section 180.2 of the Streets and Highways Code, Section 180 et seq.</li></ul> <p><b>Note:</b> Authority: Section 21083, Public Resources Code; Reference: Sections 21080(b)(2), (3), and (4), 21080.33 and 21172, Public Resources Code; <i>Castaic Lake Water Agency v. City of Santa Clarita</i> (1995) 41 Cal.App.4th 1257; and <i>Western Municipal Water District of Riverside County v. Superior Court of San Bernardino County</i> (1987) 187 Cal.App.3d 1104.</p>
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Based on available Project information and a review of this exemption, the Project would be consistent with the exemption's provisions 15269 (a) and (c) pertaining to emergency projects, as the Project consists of repairs and restoration of facilities damaged in an area in which a state of emergency was proclaimed by the Governor<sup>1</sup> and the Project would consist of specific actions undertaken to mitigate an emergency. ESA recommends preparation of a Notice of Exemption and a brief statement of findings to support the conclusions for the use of the exemption. The Notice of Exemption along with the statement of findings may be reviewed and approved by the governing body of CMSA and filed with the Marin County Clerk, following approval. The Notice of Exemption filing begins a 35-day statute of limitations period on legal challenges to the agency's decision that the Project is exempt from CEQA. If a Notice of Exemption is not filed, a 180-day statute of limitations would apply, per Section 21083 of the Public Resources Code, 15062(d) of CEQA.

<sup>1</sup> California Office of Emergency Services, July 24, 2017. Letter Approval of Request for Public Assistance FEMA-4308-DR-CA, February 2017 Storms, Subrecipient: Central Marin Sanitation Agency, Cal OES Log: 633989.1.

Should you have any questions or require further clarification regarding these matters, I am available to discuss at any time.

Julie Watson, ESA

A handwritten signature in black ink, appearing to be 'JW', written over a faint horizontal line.

JWatson@esassoc.com  
(707) 795-0904.

**CENTRAL MARIN SANITATION AGENCY  
ANDERSEN DRIVE LANDSLIDE REPAIRS (FEMA PROJECT NO. MRCSC02)  
SAN RAFAEL, CALIFORNIA**



**ABBREVIATIONS**

APPROX	APPROXIMATELY
BW	BOTTOM OF WALL ELEVATION
CV	CUBIC YARDS
DIM	DIAMETER
EX	EXISTING
FT	FEET
H	HIGH
LF	LINEAR FEET
MAX	MAXIMUM
MIN	MINIMUM
NEW	NEW
PTDF	PRESSURE-TREATED DOUGLAS FIR
STA	STATION
STD PLAN	CALTRANS 2011 STANDARD PLAN
TOP	TOP OF WALL ELEVATION
TYP	TYPICAL
UCS	MARIN COUNTY UNIFORM CONSTRUCTION STANDARDS

- GENERAL**
1. ALL CONDITIONS AND DIMENSIONS SHOWN ON THE PLANS SHALL BE VERIFIED BY THE CONTRACTOR. ANY DISCREPANCIES THAT REQUIRE CLARIFICATION OR REVISIONS SHALL BE BROUGHT TO THE ATTENTION OF THE DESIGNER BEFORE STARTING WORK.
  2. THE CONTRACTOR SHALL POSSESS A CLASS "A" LICENSE.
  3. THE CONTRACTOR SHALL SUPERVISE AND DIRECT THE WORK AND SHALL BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, PROCEDURES, TECHNIQUES, SAFETY, AND SEQUENCE.
  4. CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICES ALERT PRIOR TO START OF ANY CONSTRUCTION. CONTRACTOR SHALL NOTIFY ALL PUBLIC OR PRIVATE UTILITY COMPANIES 48 HOURS PRIOR TO COMMENCEMENT OF WORK ADJACENT TO EXISTING UTILITY LINES.
  5. CONTRACTOR SHALL BE RESPONSIBLE FOR THE VERIFICATION OF ALL EXISTING UTILITIES IN THE FIELD.
  6. TECHNICAL SPECIFICATION SECTIONS 2210, 2210, 2287 AND 2288 ARE CONSIDERED PART OF THE CONTRACT DOCUMENTS.
  7. CITY OF SAN RAFAEL ENCROACHMENT PERMIT IS REQUIRED FOR ALL WORK, INCLUDING STORAGE OF MATERIALS AND EQUIPMENT IN THE PUBLIC RIGHT-OF-WAY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AN ENCROACHMENT PERMIT AND FOR PROVIDING TRAFFIC CONTROL IN ACCORDANCE WITH THE PERMIT REQUIREMENTS.
  8. THE OWNER WILL PROVIDE A STAGING AREA WITHIN CWSA PROPERTY.
  9. THE CONTRACTOR SHALL COORDINATE WITH EXISTING TO ESTABLISH WALL ALIGNMENTS PRIOR TO SOLENS PILE CONSTRUCTION.

- SOLENS PILES & WALLS**
1. STEEL SECTIONS FOR SOLENS PILES AND WALLS SHALL BE ASTM A572 GRADE 50 OR APPROVED EQUAL.
  2. READY-MIX CONCRETE SHALL BE MIXED AND DELIVERED IN ACCORDANCE WITH ASTM C94.
  3. CONCRETE SHALL CONFORM TO ASTM C150, TYPE II.
  4. CONCRETE SHALL HAVE A WORKING COMPRESSIVE STRENGTH OF 2,500 PSI AT 28 DAYS.
  5. ALL EXPOSED STEEL SHALL BE PAINTED WITH TWO COATS OF BLACK EPOXY TAR EPOXY, CARBONATE BISMUTHIC ML 300-4, OR APPROVED EQUAL.

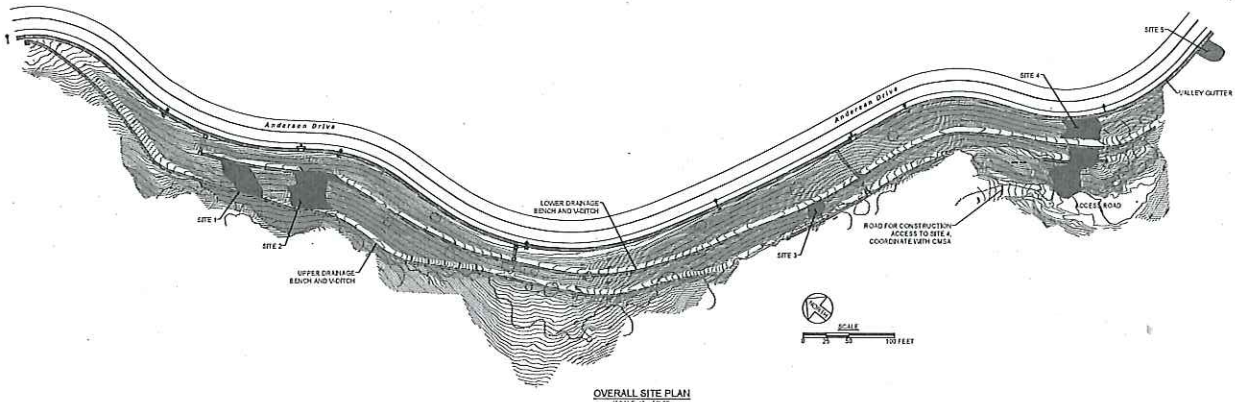
- TERACKS**
1. REFER TO TECHNICAL SPECIFICATION 2287 FOR TERACK REQUIREMENTS.
  2. TERACKS SHALL BE DRYWID STEEL THREAD BARS (OR APPROVED EQUAL) AS DESIGNATED ON THE PLANS AND MANUFACTURED EXPRESSLY FOR USE AS TERACKS.
  3. GRADE 75 THREADBAR SHALL CONFORM TO ASTM A615.
  4. BEARING PLATES AND HARDWARE SHALL CONFORM TO THE MANUFACTURER'S RECOMMENDATIONS AND APPLICABLE ASTM STANDARDS.
  5. CORROSION PROTECTION SHALL BE DOUBLE CORROSION PROTECTION AS RECOMMENDED BY THE MANUFACTURER AND AS SHOWN ON THE PLANS.
  6. CEMENT MORTAR SHALL BE MADE OF NON-SHRINKING PORTLAND CEMENT CONFORMING TO ASTM C150 WITH  $f_c = 4,000$  PSI AND WATER/CEMENT RATIO 0.4 AND 0.5.
  7. PROOF LOAD TESTS SHALL BE PERFORMED ON A TOTAL OF 10 PERCENT OF THE TERACKS.
- PROOF LOAD TESTS** AL(65 K), 0.25K, 0.50K, 0.75K, 1.00K, 1.33K (CT) HOLD 24 HRS FOR 10 MINUTES WITH DISPLACEMENT MEASUREMENT AT 1, 2, 3, 4, 5, 8 AND 10 MINUTES. IF THE TOTAL MOVEMENT BETWEEN 1 AND 10 MINUTES EXCEEDS 0.04 IN, THE TEST LOAD SHALL BE HELD FOR AN ADDITIONAL 50 MINUTES WITH FURTHER DISPLACEMENT READINGS MADE AT 15, 20, 25, 30, 35, 40 AND 60 MINUTES. THE TOTAL MOVEMENT WITHIN THE PERIOD OF 8 TO 10 MINUTES SHALL NOT EXCEED 0.08 IN.
- WOOD**
1. LAMBER SHALL BE DOUGLAS FIR NO. 1 OR BETTER, PRESERVATIVES AND TREATMENT SHALL COMPLY WITH ANPA STANDARD 11 FOR USE CATEGORY 4A.
  2. WHERE CUTTING OF LAGGING IS REQUIRED, PAINT CUT ENDS WITH COMPLIANT PRESERVATIVE.
- EROSION CONTROL**
1. COVER ANY DISTURBED SLOPES WITH A PRE-APPROVED HYDROSEED MIX AND BIOERODABLE EROSION CONTROL MATS UPON COMPLETION OF WALL.
  2. EROSION CONTROL MATS SHALL CONSIST OF NORTH AMERICAN GREEN S150 OR APPROVED EQUAL.
  3. STRAW MATS SHALL CONSIST OF NORTH AMERICAN GREEN SEDWAX - SM69 OR APPROVED EQUAL.

**INDEX OF SHEETS**

SHEET NO.	SHEET TITLE
1	TITLE SHEET & NOTES
2	SITE LOCATIONS & PHOTOS
3	SITES 1 & 2 PLAN & ELEVATION
4	SITES 3 & 5 PLAN & ELEVATION
5	SITE 4 PLAN & ELEVATION
6	DETAILS
7	SITES 1, 2, 3 & 5 EROSION CONTROL PLAN
8	SITE 4 EROSION CONTROL PLAN
9	STORMWATER POLLUTION PREVENTION

100% DESIGN SUBMITTAL - NOT FOR CONSTRUCTION

<p><b>MILLER PACIFIC ENGINEERING GROUP</b>                  201 Redwood Blvd., Suite 205                  Novato, CA 94947                  T. 415/720-2444                  F. 415/720-2402                  www.millerpac.com</p> <p>REGISTERED PROFESSIONAL ENGINEER                  CIVIL/ALL TERRITORIES LICENSED                  No. 12254-042                  Date: 8/02/2015</p>	<p><b>TITLE SHEET &amp; NOTES</b>                  CMSA Andersen Dr. Landslide Repairs                  (FEMA Project No. MRCSC02)                  San Rafael, California                  Project No. 12254-042</p>
<p><b>SHEET</b>  <b>1</b></p>	



OVERALL SITE PLAN  
(SCALE: 1" = 10'-0")



PHOTO 1: LANDSLIDE AT SITE 1



PHOTO 2: LANDSLIDES AT SITES 1 & 2



PHOTO 3: LANDSLIDE AT SITE 4 (LOOKING DOWN SLOPE FROM NEAR TOP OF SLIDE)



PHOTO 4: SCARP NEAR TOP OF LANDSLIDE AT SITE 4



PHOTO 5: EROSION GULLY ABOVE SLIDE AT SITE 4



PHOTO 6: ACCESS ROAD AND EROSION ABOVE SLIDE AT SITE 4



PHOTO 7: LANDSLIDE AT SITE 5

100% DESIGN SUBMITTAL - NOT FOR CONSTRUCTION

REV	DATE	DESCRIPTION

624 Richmond Blvd.  
 Suite 200  
 Walnut, CA 91787  
 T 915 252-2444  
 F 915 252-2450  
 www.millerpacific.com

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**ENGINEERING GROUP**  
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 FILE: 1231402 Drawing

**SITE LOCATIONS & PHOTOS**  
 CMSA Andersen Dr. Landslide Repairs  
 (FEMA Project No. MFRSC02)  
 San Rafael, California  
 Project No.: 1231402 Date: 8/27/2015

**Notice of Exemption****Appendix E**

**To:** Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

County Clerk

County of: Marin  
3501 Civic Center Drive, Suite 234  
San Rafael, CA 94903

**From:** (Public Agency): Central Marin Sanitation Agency  
1301 Andersen Drive  
San Rafael, CA 94901

(Address)

Project Title: CMSA Andersen Drive Landslide Repairs Project

Project Applicant: Central Marin Sanitation Agency (CMSA)

Project Location - Specific:

(Lat: 37.949787 Long: -122.49768) Eastern slope south of Andersen Drive: San Rafael, California.

Project Location - City: San Rafael Project Location - County: Marin

Description of Nature, Purpose and Beneficiaries of Project:

CMSA is proposing to conduct emergency repairs to address storm-related hill slope failure upon land owned and managed by CMSA. The Project would include grading/drainage improvements and construction of retaining walls at five hillside locations.

Name of Public Agency Approving Project: Central Marin Sanitation Agency

Name of Person or Agency Carrying Out Project: Central Marin Sanitation Agency

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: \_\_\_\_\_
- Statutory Exemptions. State code number: \_\_\_\_\_

Reasons why project is exempt:

The Project responds to and corrects disaster-related damages incurred during a declared state of emergency and consists of specific actions necessary to address or mitigate an emergency, consistent with CEQA Section 21083; 15269(a)(c). The Project has been recognized as a disaster-related emergency project and is funded in part by FEMA, and Cal OES.

Lead Agency

Contact Person: Amy Hwang (ext. 121) Area Code/Telephone/Extension: (415) 459-1455

**If filed by applicant:**

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

Signed by Lead Agency  Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.  
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: \_\_\_\_\_

**Central Marin Sanitation Agency  
CMSA Andersen Drive Landslide Repairs Project  
Notice of Exemption Findings**

The Central Marin Sanitation Agency (CMSA), as lead agency under the California Environmental Quality Act (CEQA) finds that this project is Statutorily Exempt under Section 21080 (b)(4); 15269(a)(c) of the Public Resources Code (Application of Division pertaining to Emergency Projects) of the California Environmental Quality Act (CEQA). This finding is based on the following information:

1. As a result of an extreme storm event in 2017, the eastern-facing slope of the hillside just south of Andersen Drive in San Rafael suffered substantial erosion and became unstable. The slope is on land owned and managed by CMSA, and is located adjacent to and above CMSA's Wastewater Treatment Plant (WWTP). The Project responds to an emergency situation which has compromised the integrity of the hillside and the existing concrete v-ditch drainage structures. CMSA is proposing to implement the Project which would repair the damage and stabilize the hillside slope. The Project would entail grading and drainage repairs at five locations distributed over an approximately 400-yard-long distance across the slope and construction of retaining walls. The Project consists of repairs and restoration of facilities damaged in an area in which a state of emergency was proclaimed by the Governor. Additionally, the Project has been recognized as an emergency situation and is supported in part by the Federal Emergency Management Agency, and the California Department of Emergency Services. Therefore, the Project would be statutorily exempt, pursuant to Section 15269(a) of CEQA.
2. The Project would consist of specific actions including grading and drainage improvements and construction of retaining walls upon land owned and managed by CMSA in order to repair damage and mitigate an emergency. Therefore, the Project would be statutorily exempt, pursuant to Section 15269(c) of CEQA.



**BOARD MEMORANDUM**

December 11, 2018

**To:** CMSA Commissioners and Alternates

**From:** Jacky Wong, Assistant Engineer  
Jason Dow, General Manager *JW*

**Subject:** **Cogeneration System Design and Construction Project – Clean Water State Revolving Fund Financial Assistance Application**

**Recommendation:** Adopt Resolution No. 333, authorizing the General Manager to execute and deliver documents to the State Water Resources Control Board to complete the financial assistance application for a Clean Water State Revolving Fund Loan to finance the Cogeneration System Design and Construction Project.

**Summary:** During a recent debt issuance planning meeting with the Board’s Finance Committee, staff informed the Committee that the future Cogeneration System Design and Construction Project (Project) may be eligible for a Clean Water State Revolving Fund (CWSRF) loan through its Green Project Reserve (GPR) program. If the Project is selected, it can be removed from the list of capital projects currently included in the Agency’s planned future debt issuance. Since that meeting, staff has learned that CWSRF applications, including a Board resolution, for FY 20 funding must be submitted by December 31, 2018.

**Fiscal Impact:** There is no fiscal impact associated with adopting the attached resolution and submitting a CWSRF Financial Assistance Application.

**Discussion:** CMSA has a CWSRF GPR Loan Agreement (Agreement) for the Renewable Energy Expansion Program, and an amendment to that Agreement is being routed to various State Water Board staff for review and approval. In the Agreement, funding is provided for the Project’s CEQA work, air permitting assessment, evaluation of financing alternatives, and development of a project delivery schedule and predesign cost estimate. The amendment incorporates the Project’s technology assessment and predesign level work into the Agreement. We anticipate that the amendment will be executed in February 2019.

The Agency’s 10-year Capital Improvement Program has \$4.3 million allocated for the Project from FY 19 through FY 22, to improve the Agency’s cogeneration system reliability and efficiency. Excess power generated from increased biogas production will be sold to MCE through a new PG&E Interconnection Agreement.



Project design and construction funding are not eligible in the existing GPR Agreement, which is limited to planning level project related activities. Funding is eligible through a separate GRP agreement, and as mentioned above, staff learned from Carollo Engineers that FY 20 funding applications must be submitted to the State Water Board by the end of December. Carollo is performing the Cogeneration System Predesign Evaluation work, and staff had amended that contract for assistance to prepare the CWSRF application. The CWSRF has a fixed amount of funds available each year for the GPR program, and provides loans to agencies on a first-come-first-served basis with up to 50 percent of actual GPR eligible costs or a maximum of \$4 million as loan forgiveness.

The CWSRF loan process requires submission of four packages, including the “general”, “technical”, “environmental”, and “financial security” packages, and staff intends to submit the CWSRF loan packages to the state at the end of December 2018 and anticipates receiving notification of the loan approval status for the Project by spring of 2019. If the loan is approved by the state, staff will return to the Board with a CWSRF Financing Agreement for consideration of adoption and execution.

Resolution No. 333 designates the General Manager as the Agency’s authorized representative to submit the CWSRF Financial Assistance Application. The General Manager, or designee, will have the authority to sign and submit CWSRF application materials, certify compliance with applicable state and federal laws, execute the financial assistance agreement and amendments, and certify disbursement requests.

As part of the financial security package, there are four resolutions that the Board will ultimately have to pass before the application is complete. Resolution No. 333 is the Authorizing Resolution, and staff intends to bring the Reimbursement, Rate Adoption, and Pledged Revenue and Funds Resolutions to the Board at the January 2019 meeting.

**Attachment:**

- CMSA Resolution No. 333



**CMSA Resolution No. 333**

*Resolution of the Board of the Central Marin Sanitation Agency  
authorizing its General Manager or designee to file a  
Financial Assistance Application with Clean Water State Revolving  
Fund for the Cogeneration System Design and Construction Project*

*WHEREAS*, the Central Marin Sanitation Agency (Agency) seeks financing from the State Water Resources Control Board (State Water Board) for a project known as the Cogeneration System Design and Construction Project (Project); and

*WHEREAS*, the Agency intends to finance Project design and construction activities with moneys provided through the Clean Water State Revolving Fund (CWSRF); and

**NOW, THEREFORE, BE IT RESOLVED** that the General Manager, or designee, is hereby authorized to sign and file, for and on behalf of the Agency, a Financial Assistance Application for a financing agreement with the State Water Board, for the design and construction Project; and

**BE IT RESOLVED**, that the General Manager, or designee, is designated to provide assurances, certifications, and comments required for the Financial Assistance Application, including executing a financial assistance agreement with the State Water Board and any amendments or changes thereto; and

**BE IT RESOLVED** that the General Manager, or designee, is designated to represent the Agency in carrying out the Agency's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Agency and compliance with applicable state and federal laws.

**PASSED, APPROVED, AND ADOPTED** at the meeting of the Central Marin Sanitation Agency Commissioners, on December 13, 2018, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

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Michael Boorstein, Commission Vice-Chair

ATTEST:

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By: Dean DiGovanni, Secretary



BOARD MEMORANDUM

December 11, 2018

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: CMSA Commission Chair Appointment JD

**Recommendation:** Nominate and appoint a Commission Chair, and take other actions as appropriate.

**Discussion:** The Commission annually selects officers and makes appointments to its standing Finance Committee and the North Bay Watershed Association’s (NBWA) Board of Directors. These appointments are for a one-year term, and are normally made at the July Board meeting. At the July 2018 meeting, the Board appointed the following slate of officers.

- Commission Chair: Diane Furst, Sanitary District #2
- Commission Vice-Chair: Michael Boorstein, Ross Valley Sanitary District
- Commission Secretary: Dean DiGiovanni, San Rafael Sanitation District

With Diane Furst leaving the Board after the November 13 meeting, there is vacancy in the Commission Chair office. Prior to leaving the Commission, Chair Furst suggested and Vice-Chair Boorstein agreed that the Board should consider nominating and appointing a Chair to serve the remainder of the fiscal year.

**Background:** The JPA does not include a process or guidance for rotating or nominating officers. Below is an excerpt from Section 7, item B, of the 2018 JPA pertaining to membership and officers.

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



**BOARD MEMORANDUM**

December 11, 2018

To: CMSA Commissioners and Alternates

From: Kate Brouillet, Administrative Assistant 

Approved: Jason Dow, General Manager

**Subject: December Informational Items**

Attached are two informational items for the month of December.

**Attachments:**

- 1) Email from Pat Randolph, Marin County Civil Grand Jury
- 2) Monthly Self-Monitoring Report (SMR) for October 2018

**Jason Dow**

---

**From:** Pat Randolph <pat.randolph@marincivilgrandjury.org>  
**Sent:** Monday, November 19, 2018 10:33 AM  
**To:** Jason Dow  
**Cc:** kbrouilet@cmsa.us  
**Subject:** Thanks for a Great Tour

Jason,

Thanks for taking time from your busy schedule to enlighten the members of the grand jury about the Central Marin Sanitation Agency and to guide us on a fascinating tour. I am amazed at the complexity and ingenuity of the processes you use and am especially impressed that you manage to create energy and soil amendments from our waste -- as well as returning relatively clean water to the bay.

One of the joys of grand jury service is gaining a deep knowledge of local governmental organizations. Our visit with you gave us a great overview of what CMSA does and how it fits with other agencies throughout the county.

It has been a pleasure to work with you. Please convey my thanks to Kate for greeting us warmly. And thanks for the N95 masks. They made everyone feel relatively comfortable amid the terrible air.

Pat

--

Pat Randolph, Foreperson  
2018-2019 Marin County Civil Grand Jury



# CENTRAL MARIN SANITATION AGENCY

Jason R. Dow P.E.  
General Manager

1301 Andersen Drive, San Rafael, CA 94901-5339

Phone (415) 459-1455

Fax (415) 459-3971

[www.cmsa.us](http://www.cmsa.us)

November 27, 2018

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

Attention: Vince Christian

Subject: **Monthly Self-Monitoring Report (SMR) – October 2018**

The October 2018 monthly self-monitoring report for the Central Marin Sanitation Agency (CMSA) treatment plant has been submitted using the eSMR /California Integrated Water Quality System (CIWQS). This SMR conforms to CMSA's NPDES Permit, Order #R2-2018-003.

### ***Violations***

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

### ***Blending Events***

The CMSA treatment facility did not exceed the maximum secondary capacity of 30 MGD. No blend events occurred during this monitoring period.

### ***Data Validation***

All regulatory daily, weekly, and monthly quality control calibrations/checks conducted during the month of October met established quality assurance acceptance criteria. During this monitoring period, quarterly and permit sampling was conducted for influent and effluent sampling locations. Reports for these sampling events have been included for influent and effluent sampling locations.

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

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



Chris Finton  
Treatment Plant Manager