



Central Marin Sanitation Agency

COMMISSION SPECIAL MEETING AGENDA

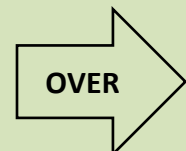
Thursday, March 12, 2020

at the Agency Office

6:45 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. **6:45 p.m.: Resolution of Appreciation for Jack Govi**
Recommendation: Present CMSA Resolution No. 341, A Resolution of Appreciation, to Jack Govi.
2. **7:00 p.m.: Call Meeting to Order/Pledge of Allegiance**
3. **Roll Call**
4. **Open Period for Public Participation**
Open time for public expression, up to two minutes per speaker, on items within CMSA's jurisdiction and not on the Board of Commissioners' agenda. The Board will not discuss or take action during open time, but Board members may briefly respond to statements made or questions proposed by the public, ask for clarification from staff, refer the matter to staff, or request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.
5. **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—February 11, 2020
 - b) Treasurer's Report—Operating Account—February 2020
 - c) Schedule of Investments and its Capital Reserve Summary—February 2020
 - d) NPDES, Process, and Maintenance Report—February 2020
 - e) Performance Metric Report—February 2020
 - f) CMSA Investments Policy—Financial Policy #531



6. **Marin County Wastewater Agencies' Public Education Program Presentation**
Recommendation: Informational, provide any comments or direction to the General Manager, as appropriate.
7. **2020 North Bay Watershed Association Conference**
Recommendation: Approve Board member attendance at the 2020 North Bay Watershed Association's Conference.
8. **Resolution of Appreciation for Dan Hillmer**
Recommendation: Approve CMSA Resolution No. 344, A Resolution of Appreciation for Dan Hillmer.
9. **Revised Tamalpais Community Services District FOG Source Control Program Agreement**
Recommendation: Approve the revised FOG Source Control Program Agreement with the Tamalpais Community Services District.
10. **March Informational Items**
Recommendation: Informational; provide comments or direction to the General Manager as appropriate.
11. **North Bay Watershed Association (NBWA) Report***
12. **Oral Reports by Commissioners/General Manager***
13. **Next Scheduled Meeting**
Tuesday, April 14, 2020 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, February 11, 2020
at the Agency Office

Note: The minutes are an official record of the Board meeting.

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

1. Call Meeting to Order/Pledge of Allegiance

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

2. Roll Call

00:00:10

Present: Chair Dean DiGiovanni; Vice-Chair Michael Boorstein; Commissioners Eli Beckman and Doug Kelly; and Alternate Commissioner Alan Zahradnik

Absent: Maribeth Bushey

Staff present: Jason Dow, General Manager; Peter Kistenmacher, Technical Services Manager; and Kate Brouillet, Recording Secretary

Public present: None

3. Open Period for Public Participation

00:00:26

There were no members of the public present.

4. Consent Calendar

00:00:35

- a) Minutes—Regular Board Meeting—January 14, 2020
- b) Treasurer's Report—Operating Account—January 2020
- c) Schedule of Investments and its Capital Reserve Summary—January 2020
- d) NPDES, Process, and Maintenance Report—January 2020
- e) Performance Metric Report—January 2020
- f) FY20 Second Quarter Budget Status Report

GM Dow asked to pull item 4e, Performance Metric Report, and referred to a handout with a correction to the metric for Table IV, Item #2, School Events, and said that this replaces the attachment in the agenda packet.

Comments from the Public:

There were no members of the public present.

ACTION: Commissioner Boorstein moved to approve Consent Calendar items #4a through #4f with the correction to item 4e; second, Commissioner Kelly.

VOTE: The vote was passed unanimously.

ABSTAIN: None

5. Organic Waste Pilot Project with South Bayside Waste Management Agency 00:01:50

GM Dow reviewed the Agency's Organic Waste Program and said that a key long-term element of this program is finding additional sources of organic waste for processing in the Agency's digesters to generate additional biogas. He said that over the last several months, staff has been investigating a new potential source of liquid organic waste from the South Bayside Waste Management Authority (SBWMA). GM Dow said that staff and SBWMA have outlined proposed terms of a joint 12-month pilot project in a draft Memorandum of Understanding (MOU) for the Board's consideration of approval. GM Dow introduced Peter Kistenmacher, who gave a presentation on the program highlighting biogas production trends, benefits to CMSA, and SBWMA's facility, processing systems, potential delivery schedule, and attributes of their organic feedstock. GM Dow referred to a revised draft MoU handout and described the minor updates.

The Board asked various questions including possible competition from other agencies, sources for organic material, potential negative impacts to Agency processes or equipment, and typical digester processes and maintenance.

GM Dow and Mr. Kistenmacher responded to the Board's questions and said that conceptually the operating expenses for CMSA would be largely offset by the increase in biogas production, and the resulting savings in electricity and natural gas procurement costs.

Chair DiGiovanni said that this venture is well timed with the Digester Pilot Study, and there seems to be no downside to the MoU.

The Board concurred that it would be beneficial to move forward with the MoU with SBWMA.

Comments from the Public:

There were no members of the public present.

ACTION: Commissioner Beckman moved to approve the Agency's participation in an organic waste pilot project with the South Bayside Waste Management Authority and authorize the General Manager to sign the Memorandum of Understanding; second, Commissioner Boorstein.

VOTE: The vote was passed unanimously.

ABSTAIN: None

Mr. Kistenmacher left the meeting.

6. Pilot Digester Study Status Report

00:34:25

GM Dow said that part of the Agency's power delivery program includes a digester pilot study. He said that since last February, 600-gallon pilot digesters mounted on a used trailer were purchased, engineering staff designed the pilot system's equipment layout and process control details, support equipment was sourced and procured, and maintenance staff constructed the pilot system. He said that the purpose of the study is to systematically increase the percentage of external organic waste from the approximate 30 percent baseline level to 40, 50, 60 percent, and perhaps higher, to see at which level adverse digester health impacts are measured. He said this information will then be used to plan out the future expansion of the Agency's organic waste program, including full-scale digester implementation on a trial basis. He said that as of February 10 the system has successfully operated at a 40 percent organic loading rate, which will be increased to a 50 percent feed rate, and then gradually up to the maximum.

The Board received the report and asked a few questions including the calculations and assumptions, feed rates and power output, and ratio of FOG to organic feedstock.

GM Dow and Mr. Kistenmacher responded to the Board's questions.

This item was informational and no action was taken by the Board.

7. Process Piping Inspection Project – Professional Services Agreement

00:46:05

GM Dow said that there are several large diameter pipelines within the Agency's wastewater treatment facility that transfer wastewater between treatment processes, and some of these pipelines have not been inspected since being put into service in 1985. He said that staff continually performs thorough equipment preventative maintenance, but it is crucial to conduct an assessment of these pipelines to understand existing conditions and what repairs, if any, are necessary. He said that staff has received proposals from V&A Consulting Engineers and JDH Corrosion Consultants and that the scope of work was the same from each consultant. He said there are sufficient funds in the FY21 budget for this project, but if high-priority repairs are estimated to be over the budget, funds would be transferred from other projects in the capital program. GM Dow said that staff has evaluated the proposals and recommends approving the agreement with JDH, and he will bring back the results of the assessment at a future meeting.

Commissioner Kelly said that both consultants seem qualified and that the agreement with JDH was preferable due to the lower proposal fee.

Comments from the Public:

There were no members of the public present.

ACTION: Commissioner Kelly moved to authorize the General Manager to sign a Professional Services Agreement for the Process Piping Inspection Project with JDH Corrosion for \$96,447.00; second, Commissioner Beckman.

VOTE: The vote was passed unanimously.

ABSTAIN: None

8. Procurement of Turntable Drives for the Secondary Clarifiers Rehabilitation Project 00:52:50

GM Dow said that the purpose of this project is to rehabilitate the four secondary clarifiers in the treatment facility, and the current plan in the Capital Improvement Program is to rehabilitate one clarifier each summer over four consecutive years. He said these drives are reaching the end of their useful lives, replacement is necessary to ensure continued reliable operation, and purchasing the drives now will streamline construction efforts this summer. GM Dow said that the budget has adequate funds for this project, staff obtained quotes from two suppliers, and staff recommends procuring three drives from DBS Manufacturing.

The Board had a brief discussion and asked a few questions.

GM Dow responded to the Board's questions.

Comments from the Public:

There were no members of the public present.

ACTION: Commissioner Boorstein moved to authorize the purchase of three secondary clarifier turntable drive units from DBS Manufacturing, not to exceed \$95,400, excluding taxes; second, Commissioner Beckman.

VOTE: The vote was passed unanimously.

ABSTAIN: None

9. 2019 California Water Environment Association Awards – Redwood Empire Section 00:58:24

The California Water Environment Association (CWEA) is the state's water and wastewater industry association, and CMSA is a member of the Redwood Empire Section. He said that each section administers a competitive award program for individual members to nominate their respective agencies for organizational awards and/or fellow employees for position specific awards. He referred to the plaques on display, and said that in 2019, CMSA received the following five awards: Treatment Plant of the Year; Safety Program of the Year; Mechanical Technician of the Year – Abel Villareal; Operator-in-Training (OIT) of the Year – Thomas Hansen; and P3S Person of the Year – Eromosele Esoimeme. He said the award recipients will now progress to the state level competition between the award winners in the seventeen CWEA sections. He said that pursuant to the Board adopted Administrative Policy #58 - Employee Award Recognition, individual award recipients will receive a \$100 monetary award, and all employees will receive \$100 for the Treatment Plant award and \$100 for the Safety Program award. GM Dow said he recommends the adoption of the Resolution of Appreciation (No. 342) to Agency staff for receiving the 2019 awards.

The Board had a brief discussion, and asked GM Dow to relay their gratitude and congratulations to staff for their good work.

GM Dow said that he would do so in the staff meetings that are held shortly after the Board meeting.

Comments from the Public:

There were no members of the public present.

ACTION: Commissioner Boorstein moved to adopt the Resolution of Appreciation (No. 342) to Agency staff for receiving the 2019 awards from the Redwood Empire Section of the California Water Environment Association; second, Commissioner Kelly.

VOTE: The vote was passed unanimously.

ABSTAIN: None

10. Draft Resolution of Appreciation for Jack Govi

01:02:50

GM Dow said that Jack Govi has served as CMSA's general legal counsel since February 1981 and will be retiring from the County of Marin on March 27, 2020. He said that staff prepared a draft resolution which has been reviewed by Chair DiGiovanni and Vice-Chair Boorstein, and staff is seeking Board edits or contributions. He said that Chair DiGiovanni and GM Dow propose having the March 12 Special meeting start at 6:45 p.m. with the first order of business being adoption of the final resolution and a celebration for Jack, and then at 7pm, the regular Board meeting business will commence. He said that Brandon Halter will serve as the Agency's new general counsel, and he plans to attend the March 12 Special meeting to meet the Board members.

The Board had a brief discussion and agreed that the draft resolution needed no changes, and the March 12 Special meeting could start at 6:45 p.m. with a short celebration for Mr. Govi.

Comments from the Public:

There were no members of the public present.

ACTION: Commissioner Kelly moved to approve the draft CMSA Resolution No. 341, A Resolution of Appreciation for Jack Govi, and to have a brief celebration at 6:45 p.m. at the start of the March 12 Special meeting; second, Commissioner Beckman.

VOTE: The vote was passed unanimously.

ABSTAIN: None

11. February Informational Items

01:09:11

GM Dow said that he would answer any questions regarding the information items.

The Board had no discussion.

Comments from the Public:

There were no members of the public present.

This item was informational and no action was taken by the Board.

12. North Bay Watershed Association (NBWA) Report **01:10:04**

Commissioner Boorstein said he attended the February 7, 2020 NBWA Board meeting and he reported on three presentations: *Response and Recovery: Lessons from the 2017 North Bay Fires* by Ben Horenstein, Marin Municipal Water District; and *Update on Gov. Newsom's Water Resilience Portfolio*, by Judy Kelly, NBWA, and Steven Moore, RVSD. He said that both presentations were very informative. He handed out the *Water Resilience Portfolio* for review by Board members. He said that the NBWA Bi-Annual Conference is scheduled for April 3, and since CMSA is sponsoring the event, he will have three registration passes available.

GM Dow suggested that the NBWA Conference be added to the March 12 Board meeting agenda. The Board concurred.

13. Oral Reports by Commissioners/General Manager **01:19:12**

GM Dow referred to his handout and reported:

- Kate Brouillet will not be at the March 12 Board meeting due to a medical procedure, and plans to return on April 6.
- BAAQMD has a climate/energy project loan program that could be used to fund the Agency cogeneration project design and construction through I Bank; staff will compare the economics with the planned revenue bond debt issuance.
 - Alternate Commissioner Zahradnik and Commissioner Kelly asked about previous Agency debt issuances. GM Dow responded to their questions and said that he will come back to the Board with a report in a future meeting.

Chair DiGiovanni said that he attended the CASA Winter Conference in January as a representative from CMSA and said that a major issue that the Agency will need to address in the coming year are some potential projects regarding biosolids disposal. He said that there is a joint effort by various wastewater agencies spearheaded by CASA to address the issue.

14. Next Scheduled Meeting **01:32:50**

Special Meeting: Thursday, March 12, 2020 at 6:45 p.m. at the Agency office.

Chair DiGiovanni adjourned the meeting at 8:36 p.m.

Respectfully submitted,

Kate Brouillet, Recording Secretary

Eli Beckman, Secretary

**Central Marin Sanitation Agency
Treasurer's Report - Operating Account
For the Month of February 2020**

I. Accounts Summary: Bank & Investment Accounts

Summary of Bank & Money Market Accounts

Westamerica Bank - Account Activity shown below	\$ 372,555.04
Westamerica Bank - unrecorded deposit	
Local Agency Investment Fund (LAIF) - Refer to Schedule of Investments	17,497,491.96
California Asset Management Program (CAMP) - Refer to Schedule of Investments	<u>379,420.39</u>
Total Bank & Investment Accounts: Ending Balance on February 29, 2020	<u>\$ 18,249,467.39</u>

II. Account Activity for Westamerica Bank

Beginning Balance on February 1, 2020 500,663.55


Cash Receipts (Deposits into Westamerica):

Transfers from LAIF	1,250,000.00
Permit and Inspection Fees	711.35
RVSD - FOG Program (FY20 2Q: October-December)	2,085.00
SD#2 FOG Program (FY20 2Q October-December)	594.34
Mercury Reduction Program (NSD: FY20 2Q: October-December)	3,127.76
Revenue from Haulers & RVs	12,806.24
Revenue from Organic Waste Programs	15,339.29
SD 2 Operations & Maintenance Contract (FY20: November & January)	26,164.72
SQSP Wastewater Services Contract (FY20: December & January)	229,672.86
SQ Village Operations & Maintenance Contract (FY20: December)	625.57
Misc Revenue: CSRMA Pooled Liability Dividends	18,102.00
Reimbursements fom Wells Fargo copier rental, PG&E Interconnection Project, and LGVSD SBS chemical reimbursement.	1,914.51
Void check #19343 Amazon (lost check replaced)	<u>1,434.98</u>
Total Cash Receipts	<u>\$ 1,562,578.62</u>

Cash Disbursements (Withdrawals from WestAmerica):

February 2020 Operating account disbursements register (see attached)	\$1,329,207.86
Regular Payroll paid 02/14/20	147,840.65
Regular Payroll paid 02/28/20	152,579.98
Transfers to EFTPS Federal Payroll Taxes (02/05, 02/19)	60,950.64
Bank Fee	<u>108.00</u>
Total Cash Disbursements	<u>\$1,690,687.13</u>
Ending Balance on February 29, 2020	<u>\$ 372,555.04</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 February 2020

Check Number	Date	Vendor/Payee	Amount	Description
19478	2/29/2020			Last check # from prior month's register
19479	2/3/2020	Phillip Frye	212.39	Reimbursement for retiree health benefits by check, February 2020
19480	2/3/2020	James L. Johnson	200.43	Reimbursement for retiree health benefits by check, February 2020
19481	2/3/2020	Byron Jones	249.15	Reimbursement for retiree health benefits by check, February 2020
19482	2/3/2020	ICMA Retirement Trust-457	6,235.00	Deferred compensation contributions, PPE 01/25/2020 (Note A)
19483	2/3/2020	Navia Benefit Solutions	991.81	Flexible spending account, PPE 01/25/2020
19484	2/3/2020	SEIU Local 1021	1,114.09	Union dues, PPE 01/25/2020
19485	2/4/2020	Dealers Industrial Equipment	2,561.22	Variable frequency drive
19486	2/4/2020	Evoqua Water Tech LLC	20,497.28	Hydrogen peroxide (1 delivery); sodium nitrate (1 delivery)
19487	2/4/2020	FactoryMation	1,620.00	Replacement safety reactors for centrifuges (3 invoices)
19488	2/4/2020	FLO-LINE Technology Inc.	4,020.45	Ferric chloride chemical pump rebuild kits
19489	2/4/2020	Flyers Energy LLC	6,529.82	Cogeneration engine and pump oil (2 invoices)
19490	2/4/2020	Frontier Analytical Lab.	900.00	Quarterly PCB testing
19491	2/4/2020	Nicholas Gaunt	192.00	Employee expense reimb: CWEA membership fee
19492	2/4/2020	Grainger	4,241.74	Shower eye-wash station; electrical, maintenance, and safety supplies (16 invoices)
19493	2/4/2020	Harrington Industrial Plastics	802.15	Valves and fittings (3 invoices)
19494	2/4/2020	Home Depot Credit Services	1,335.83	Wall cabinet, painting and landscaping supplies, December 2019
19495	2/4/2020	Jackson's Hardware	1,190.33	SD2 PS Maint: Sump pump (Note B); PPE, safety shoes and supplies; misc. hardware (11 invoices)
19496	2/4/2020	Kone Inc	147.64	Elevator maintenance, January 2020
19497	2/4/2020	Liebert Cassidy Whitmore	2,385.00	Sonoma/Marin Employment Relations Consortium annual membership
19498	2/4/2020	Marin Color Service	1,373.14	Paint and painting supplies (3 invoices), December 2019
19499	2/4/2020	Marin County Tax Collector	117.00	Legal services: General Counsel, October-December 2019
19500	2/4/2020	Marin Resource Recovery Center	280.00	Yard waste disposal, January 2020
19501	2/4/2020	Petaluma Mechanical Inc	585.23	Refrigerant and mineral oil
19502	2/4/2020	P.G.& E.	20,641.39	Electricity service, 12/16/2019-01/14/2020 (3 invoices)
19503	2/4/2020	Powerstride Battery Co Inc	2,899.56	Hilltop radio transmission repeater improvements
19504	2/4/2020	R & B Company	7,145.29	Replacement glass-lined ductile iron pipes
19505	2/4/2020	Rockwell Solutions	9,921.16	Spare parts for TWAS pumps
19506	2/4/2020	Western Exterminator Co.,Inc.	188.50	Pest control, December 2019

Central Marin Sanitation Agency
 Operating Account Disbursements Register
 For the Month of February 2020

Check Number	Date	Vendor/Payee	Amount	Description
19507-19519	2/4/2020	13 Employees	1,250.00	Employee Award Program: Safety Incentive Program awards
19520-19558	2/13/2020	38 employees	8,100.00	Employee Award Program: CWEA Redwood Empire Section 2019 Awards
19559	2/13/2020	Atmospheric Analysis	3,980.00	NPDES permit sampling and testing (2 invoices)
19560	2/13/2020	Amazing Solutions, Inc.	112.50	Financial software support, January 2020
19561	2/13/2020	Aramark Uniform Services	1,648.99	Uniform service, January 2020
19562	2/13/2020	AT&T Dataplan	394.04	Fax and emergency phone service, 01/02-02/01/2020
19563	2/13/2020	Bay City Boiler & Engineering	4,895.00	Annual boiler preventative maintenance service
19564	2/13/2020	Christopher J Wilson	219.76	Agency window envelopes
19565	2/13/2020	Alan Burleigh	56.20	Employee travel expense reimb: Leadership training seminar
19566	2/13/2020	Comcast	195.01	Internet service, 02/04-03/03/2020
19567	2/13/2020	EDIS	9,972.92	Dental claim payments, February 2020
19568	2/13/2020	Eromosele J Esoimeme	781.13	Employee travel expense reimb: CWEA P3S Conference
19569	2/13/2020	Nicholas Gaunt	326.50	Employee travel per diem advance: CWEA Annual Conference
19570	2/13/2020	Hach Company	7,284.32	WIMS support contract renewal; misc. laboratory supplies, November 2019-January 2020 (8 invoices)
19571	2/13/2020	Horizon Dist. Inc	48.44	Fittings
19572	2/13/2020	IEDA, Inc.	837.00	Labor relations consulting, February 2020
19573	2/13/2020	Lee & Ro, Inc	2,026.00	Prof Svcs: Main Switchgear Condition Assessment Project, 10/26-11/30/2019 and 12/28/2019-01/31/2020 (2 invoices)
19574	2/13/2020	Lystek International LTD	10,993.77	Biosolids beneficial reuse fee, January 2020
19575	2/13/2020	Marin Office Supply	1,078.58	Custom stamp, envelopes, and misc office supplies, January 2020
19576	2/13/2020	Ben Northcroft	326.50	Employee travel per diem advance: CWEA Annual Conference
19577	2/13/2020	Rock Steady Juggling	2,500.00	Pub Ed Program: Outreach at five schools (Note B) (2 invoices)
19578	2/13/2020	SPURR	3,502.07	Natural gas supply, December 2019
19579	2/13/2020	Univar USA Inc	20,631.44	Sodium bisulfite (1 delivery); sodium hypochlorite (4 deliveries)
19580	2/13/2020	VWR International	687.57	Bottles, buffers, and sterilizing equipment (5 invoices)
19581	2/13/2020	Waters, Jeff	326.50	Employee travel per diem advance: CWEA Annual Conference
19582	2/13/2020	Wells Fargo Vendor	755.94	Lease payment for three Agency printers/copiers, 02/20-03/19/2020
19583	2/13/2020	California Public Employee	3,584.00	Contribution to Retiree Health Benefits Trust Fund, February 2020 (Note C)

Central Marin Sanitation Agency
Operating Account Disbursements Register
For the Month of February 2020

Check Number	Date	Vendor/Payee	Amount	Description
19584	2/13/2020	ICMA Retirement Trust-457	6,285.00	Deferred compensation contributions, PPE 02/08/2020 (Note A)
19585	2/13/2020	Navia Benefit Solutions	1,616.38	Annual participant enrollment fee; flexible spending account, PPE 02/08/2020 (2 invoices)
19586	2/13/2020	SEIU Local 1021	1,114.09	Union dues, PPE 02/08/2020
19587	2/21/2020	Jason Dow	306.50	Employee travel per diem advance: CASA Policy Forum, Washington DC
19588	2/24/2020	Amazon	2,228.37	Breakroom, computer, and safety supplies
19589	2/24/2020	Katherine Brouillet	150.58	Employee expense reimb: Meeting supplies; mileage and parking for CalPERS training
19590	2/24/2020	CAL-CARD	8,757.32	State of California Purchase Card, December 2019-January 2020
19591	2/24/2020	ChemStation of Northern Cal.	3,116.20	Odor control materials
19592	2/24/2020	Compactor Management Co.	3,828.31	Three 1.5 yard disposal bins
19593	2/24/2020	Crowley Company inc	206.79	Oil level gauges
19594	2/24/2020	Fisher Scientific	2,248.07	Cultures, pipettes, chemicals, and misc. laboratory supplies, January 2020 (13 invoices)
19595	2/24/2020	Tuomas Groves	324.00	Employee expense reimb: Agency cell phone installment plan payment
19596	2/24/2020	Hagel Supply Co.	401.51	Janitorial supplies, January 2020
19597	2/24/2020	Home Depot Credit Services	332.32	Landscaping and electrical supplies, January 2020
19598	2/24/2020	Jackson's Hardware	822.53	Oil containment shed, safety shoes, and misc. hardware and supplies
19599	2/24/2020	Koff & Associates, Inc.	3,000.00	Prof Svcs: Mechanical Tech recruitment, Phase 1 payment
19600	2/24/2020	Kone Inc	147.64	Elevator maintenance, February 2020
19601	2/24/2020	Marin Color Service	417.67	Paint, January 2020
19602	2/24/2020	VOID	-	
19603	2/24/2020	Marin Sanitary Service	6,450.35	Rag bin, grit box, and recycling disposal, January 2020
19604	2/24/2020	VOID	-	
19605	2/24/2020	Marin Municipal Water District	749.90	Water service, CMSA & SQ junction box, 12/10/2019-02/07/2020 (2 invoices)
19606	2/24/2020	Pacific EcoRisk	3,708.00	NPDES chronic toxicity testing
19607	2/24/2020	Michael Pimm	72.00	Employee travel per diem advance: Rescape Qualification Training
19608	2/24/2020	Pure Air Filtration	710.21	Odor scrubber filters
19609	2/24/2020	R.F. MacDonald Co.	1,834.32	Effluent sampling vault sump pump
19610	2/24/2020	S&S Trucking	9,140.23	Biosolids hauling, January, 2020
19611	2/24/2020	Sparling Instruments, LLC	271.91	Replacement LCD display
19612	2/24/2020	Super Bright Leds, Inc	608.26	Lighting fixtures (2 invoices)
19613	2/24/2020	Thatcher Company of	15,399.56	Ferric chloride (2 deliveries)
19614	2/24/2020	Waste Management	17,005.75	Biosolids beneficial reuse fee, January 2020
19615	2/24/2020	Western Exterminator Co.,Inc.	188.50	Pest control, January 2020

Central Marin Sanitation Agency
Operating Account Disbursements Register
For the Month of February 2020

Check Number	Date	Vendor/Payee	Amount	Description
19616	2/24/2020	Woodland Center Auto Supply	2,563.54	Spark plugs for cogeneration engine
19617	2/24/2020	Wiley Price & Radulovich	2,357.00	Prof Svcs: Employment law services, January 2020
19618	2/27/2020	A & S Landscape Materials, Inc	947.00	Redwood chips for landscaping, January 2020
19619	2/27/2020	Brandon Tire	1,069.57	Replacement tires for Agency vehicles
19620	2/27/2020	Cal Steam	497.77	Piping and plumbing parts (3 invoices), January 2020
19621	2/27/2020	CWEA TCP	576.00	Membership fees (3 employees)
19622	2/27/2020	Jason Dow	139.00	Employee travel per diem advance: CSRMA Long-Range Planning Session, Santa Barbara
19623	2/27/2020	JM Squared & Associates, Inc.	2,520.77	RAS pump parts for secondary clarifier
19624	2/27/2020	JWC Environmental	2,541.21	SQPS Maint: Replacement speed reducer for channel grinder (Note B)
19625	2/27/2020	Kaman Industrial Technologies	2,613.27	Gas dryer system motor parts
19626	2/27/2020	Marin Resource Recovery Center	196.00	Yard waste disposal, January 2020
19627	2/27/2020	Marin Municipal Water District	2,025.49	Water service, 12/11/2019-02/10/2020 (2 invoices)
19628	2/27/2020	Platt	912.95	SD2 PS Maint: Surge protector (Note B); misc. electrical supplies (5 invoices)
19629	2/27/2020	Calmat Co./Shamrock Materials	145.16	Propane (2 invoices)
19630	2/27/2020	Thomas Fish Company	291.50	Rainbow trout for monthly bioassay test, January 2020
19631	2/27/2020	Univar USA Inc	9,449.21	Sodium bisulfite (1 delivery); Sodium hypochlorite (1 delivery)
19632	2/27/2020	Van Bebber Bros., Inc.	732.01	Pump bases and pump materials
19633	2/28/2020	Brown International Corp LLC	4,963.72	Organic Waste Receiving Facility paddle finisher replacement parts

Payments by Automatic Clearing House:

	Payments to 26 retirees	7,247.30	Reimbursement for retiree health benefits
02/04/2020	CalPERS Medical ins	71,476.60	Medical insurance
02/04/2020	CalPERS PPE 01/25/20	38,084.58	Retirement pension contribution: Agency and employees (Note C)
02/04/2020	Dean DiGiovanni	675.00	Stipend for 01/20-01/23/2020 CASA Winter Conference
02/04/2020	EDD PPE 01/25/20	12,271.03	State & SDI Taxes, PPE 01/25/2020
02/04/2020	Lincoln Life Ins	3,102.94	Life insurance
02/04/2020	NRS PPE 01/25/20	12,350.11	Deferred compensation and MARA contribution
02/04/2020	Public Agency Retirement Svcs	304.04	Retirement pension contribution: part-time and internship employees, PPE 01/25/2020 (Note C)
02/04/2020	Vision Service Plan -(CA)	1,032.63	Vision insurance
02/10/2020	ERA, A Waters Company	1,067.95	ELAP certification testing (3 invoices)
02/10/2020	Nitel Inc	1,294.86	Primary telephone and internet service, February 2020

Central Marin Sanitation Agency
 Operating Account Disbursements Register
 For the Month of February 2020

Check Number	Date	Vendor/Payee	Amount	Description
	02/11/2020	Pacific Gas & Electric Co.	800.00	Application fee for new Interconnection Agreement
	02/13/2020	Dean DiGiovanni	506.70	Tavel expense eimb: CASA Winter Conference, 01/20-01/23/2020
	02/13/2020	ERA, A Waters Company	1,067.95	ELAP certification testing (3 invoices)
	02/14/2020	Carollo Engineers, Inc.	34,121.00	Prof Svcs: Cogeneration Engine Installation Project, January 2020
	02/18/2020	Alan Zahradnik	225.00	Stipend for 02/11/2020 Board meeting
	02/18/2020	CalPERS PPE 02/08/20	38,756.60	Retirement pension contribution: Agency and employees (Note C)
	02/18/2020	Dean DiGiovanni	225.00	Stipend for 02/11/2020 Board meeting
	02/18/2020	Douglas T Kelly	225.00	Stipend for 02/11/2020 Board meeting
	02/18/2020	EDD PPE 02/08/20	12,108.93	State & SDI Taxes, PPE 02/08/2020
	02/18/2020	Eli H. Beckman	225.00	Stipend for 02/11/2020 Board meeting
	02/18/2020	Michael Owen Boorstein	450.00	Stipends for 02/11/2020 Board meeting and 02/07/2020 NBWA Board meeting
	02/18/2020	NRS PPE 02/08/20	12,485.41	Deferred compensation and MARA contribution
	02/24/2020	U.S. Bank	768,029.01	2015 Revenue Bonds Debt Service interest payment, March 2020
Grand Total			1,329,207.86	

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 February 29, 2020**

Description	Book Value	Market Value (1)	% Portfolio	Projected Year End
I. Pooled Investments with California Asset Management Program (CAMP)				
Money Market Funds (< 1 year in maturity)				
CAMP Cash Reserve Pool: 1.75% at 2/29/20				
b1. Operating Reserve (Unrestricted) (2)	\$ 29,420.39	\$ 29,420.39		Sum b1. Below
b2. Emergency Reserve (Unrestricted)	250,000.00	250,000.00		\$ 250,000
b3. Insurance Reserve (Unrestricted)	100,000.00	100,000.00		\$ 100,000
Total with CAMP	\$ 379,420.39	\$ 379,420.39	2.1%	
II. Pooled Investments with Local Agency Investment Fund (LAIF)				
Money Market Funds (< 1 year in maturity)				
Local Agency Investment Fund (LAIF): 1.967% at 1/31/20				
a1. Current Operating Fund	\$ 3,206,444.35	\$ 3,206,444.35		
b1. Operating Reserve (Unrestricted) (2)	\$ 3,113,054.61	\$ 3,113,054.61		\$ 3,142,475
c1. Capital Reserves (Restricted) (3)	\$ 991,834.00	\$ 991,834.00		\$ 991,834
c2. Capital Reserves (Unrestricted) (4)	\$ 10,186,159.00	\$ 10,186,159.00		\$ 7,778,603
Total with LAIF	\$ 17,497,491.96	\$ 17,497,491.96	97.9%	
TOTAL INVESTMENTS	\$ 17,876,912.35	\$ 17,876,912.35	100.0%	

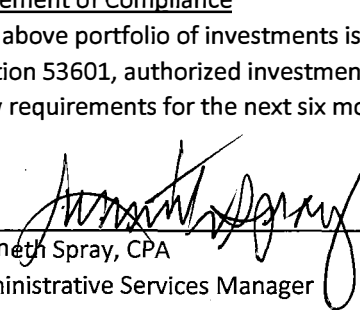
NOTES:

(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 February 29, 2020

	Monthly Amounts Received (Used)	YTD Amounts Received (Used)
Restricted Capital Reserves Sources and Uses		
Capacity charges revenue	\$ -	\$ 343,786
Debt coverage collection revenue	-	.991,834
Total restricted capital reserve funding sources	<u>-</u>	<u>1,335,620</u>
Capacity charges usage for capital (1st)	-	(343,786)
Debt coverage usage for capital (2nd)	-	(993,302)
Total restricted capital reserve uses	<u>-</u>	<u>(1,337,088)</u>
Net change		(1,468)
Balance - beg of year		993,302
Balance - end of month/year		<u>\$ 991,834</u>
Unrestricted Capital Reserves Sources and Uses		
Capital fee revenue	\$ -	\$ 765,750
Unrestricted operating-reserve-transfer-in	452,349	452,349
SRF/FEMA cost reimb proceeds received	-	106,758
Total unrestricted capital reserve funding sources	<u>452,349</u>	<u>1,324,857</u>
Capital fee usage to fund CIP (3rd)	(50,133)	(397,818)
Unrestricted capital reserve draw (4th)	-	-
Total unrestricted capital reserve uses	<u>(50,133)</u>	<u>(397,818)</u>
Net change		927,039
Balance - beg of year		9,259,120
Balance - end of month/year		<u>\$ 10,186,159</u>
Total capital reserve balances		<u>\$ 11,177,993</u>
Total approved CIP budget		\$ 3,900,626
Total CIP funded from capital reserve sources		<u>(1,734,906)</u>
Total approved capital budget remaining		<u>\$ 2,165,720</u>



BOARD MEMORANDUM

March 10, 2020

To: CMSA Commissioners and Alternates

From: Chris Finton, Treatment Plant Manager

Approved: Jason Dow, General Manager

Subject: February 2020 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

Recommendation: Accept the February 2020 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report.

I. NPDES Permit Compliance

Our NPDES permit testing for February 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 February 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 geometric mean this past quarter was 1.4 MPN, well below the 35 MPN permit limit.

II. Influent Flow

February was an extremely dry month with relatively mild temperatures. February 11 saw the temperature reach 78.8° F in San Rafael. No rain was recorded by the Agency’s rain gauge this past month and the treatment plant did not exceed its maximum secondary capacity of 30 MGD during the month. The facility’s average daily influent flow was 10.0 MGD.

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

February Monthly Influent Flows	San Rafael (SRSD)	Ross Valley (RVSD)	San Quentin (SQSP)	Corte Madera (SD#2)	CMSA Plant Total
Average Daily (MGD)	3.7 MGD	4.9 MGD	0.46 MGD	.92 MGD	10.0 MGD
Total for Month (MG)	107.6 MG	141.7 MG	13.4 MG	26.5 MG	289.2 MG
Percent of Flow	37.2 %	49.0 %	4.6 %	9.2 %	100 %

III. Treatment Process

Operators spent the majority of their time this past month shuffling process equipment in and out of service. Without rain for a second month, staff began working on annual preventative maintenance. Operations also isolated and locked and tagged-out both the sodium bisulfite and hypochlorite solution spill containment vaults for the contractor that is currently performing rehabilitation work in both areas. With colder water temperatures and a more dilute influent, staff removed two aeration basins and one secondary clarifier from service this past month to ensure enough CBOD “food” was reaching the biomass in the secondary system.

The Mixed Liquor Suspended Solids (MLSS) inventory averaged 1,088 mg/l in February, a slight increase in inventory from last month. The solids inventory was in alignment with our target Mean Cell Residence Time (MCRT) of 3.2 days.

Graph No. 3 shows the coliform most probable number (MPN), which represents the effectiveness of the disinfection process. All fourteen coliform samples collected in February were below our monthly KPI of 30 MPN, and well below our daily permit limit of 10,000 MPN. The total coliform monthly geometric mean for January was 1.7 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 February was 4.5 mg/l, which is 31.3% of our Key Performance Indicator (KPI) of 15 mg/l, and is 15.7% of our permit’s monthly average limit of 30 mg/l.

IV. Maintenance Activities

The cogeneration system produced 98.8% of the Agency’s power in February, and MCE supplied the balance. The generator, as indicated on Graph #8, ran without incident the entire month.

The majority of February’s work activities were spent performing annual process equipment preventative maintenance. In addition, technicians pulled and de-ragged the aeration basin’s tank drain pump, replaced a cracked threaded coupler on hypochlorite fill station line no. 2, replaced a ruptured hose and contaminated lubricant on an Organic Waste Receiving Facility feed pump, installed a new freezer in the laboratory for storing samples, and replaced the blades and screen in the OWRF’s paddle finishers. Utility staff removed old and dying vegetation around the Headworks, prepared site irrigation lines for use, and completed a small painting job on three pumps in Gallery C.

Attachment:

- February 2020 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
February 2020



Process equipment offline as dry weather operations continue with no rain in February

Monthly Compliance Summary Table

Central Marin Sanitation Agency

February, 2020

Final Effluent Monitoring

Parameter	Frequency	Units	Results	Limit
Carbonaceous BOD Highest Weekly Average	Weekly	mg/L	13.5	Maximum 40
Carbonaceous BOD Monthly Average	Monthly	mg/L	8.3	Maximum 25
Carbonaceous BOD Monthly Removal Rate	Monthly	%	96.4	Minimum 85
Total Suspended Solids Highest Weekly Average	Weekly	mg/L	6.0	Maximum 45
Total Suspended Solids Monthly Average	Monthly	mg/L	4.5	Maximum 30
Total Suspended Solids Monthly Removal Rate	Monthly	%	98.7	Minimum 85
Chlorine Residual Instant Limit	Instant	mg/L	ND	Maximum 0.0
Ammonia Monthly Average	Monthly	mg/L	30.4	Maximum 60
Ammonia Maximum Daily	Daily	mg/L	30.8	Maximum 120
pH Lower Limit	Continuous	SU	7.0	Minimum 6
pH Upper Limit	Continuous	SU	7.9	Maximum 9
Bacteriological Analysis				
Total Coliform Monthly Geometric Mean	3 X Week	MPN/100mL	1.7	Maximum 240
Total Coliform Daily Maximum	3 X Week	MPN/100mL	8.2	Maximum 10,000
Enterococcus Quarterly Geometric Mean	Quarterly	MPN/100mL	1.4	Maximum 35
Flow Through Bioassay				
Acute Toxicity 11 Sample 90th Percentile	Monthly	% survival	100	Minimum 70
Acute Toxicity 11 Sample Median	Monthly	% survival	100	Minimum 90
Metals Analysis				
Copper Daily Limit	Monthly	ug/L	5.6	Maximum 85
Copper Monthly Average	Monthly	ug/L	5.6	Maximum 49
Cyanide Daily Limit	Monthly	ug/L	J1.2	Maximum 41
Cyanide Monthly Average	Monthly	ug/L	J1.2	Maximum 21
Mercury Weekly Average	Weekly	ug/L	0.0048	Maximum 0.072
Mercury Monthly Average	Monthly	ug/L	0.0048	Maximum 0.066
Mercury Monthly Loading	Monthly	kg/mo	0.00519	
Mercury Annual Loading (watershed permit)	Jan-Dec	kg/yr	0.01018	Maximum 0.11
Permit Analysis				
Dioxin - Total Equivalents (TEQ) Daily Maximum	1/Permit Cycle	ug/L	*	Maximum 2.8E-08
Dioxin - Total Equivalents (TEQ) Monthly Average	1/Permit Cycle	ug/L	*	Maximum 1.4E-08
Polychlorinated Biphenyls (PCBs) Daily Limit	1/Permit Cycle	ug/L	*	Maximum 0.017
Polychlorinated Biphenyls (PCBs) Monthly Limit	1/Permit Cycle	ug/L	*	Maximum 0.012
Semiannual and Quarterly Analysis				
Oil and Grease Daily Limit	Semiannual	mg/L	ND	Maximum 20
Oil and Grease Monthly Average	Semiannual	mg/L	ND	Maximum 10
Chronic Bioassay Toxicity	Quarterly	Tuc	ND	Maximum 20
Chronic Bioassay Toxicity (3 sample median)	Quarterly	Tuc	ND	Maximum 10
Flow Analysis	Daily Max	Hourly Max	5 minute Max	Monthly Average
Effluent Flow	10.0	15.1	24.7	8.6
Influent Flow	11.1	15.0	35.4	10.0
# Days Blended				0

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

Glossary of Terms

NPDES Permit Compliance Summary Table

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

EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA
February 2020

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:	364.3	mg/l	Expected removal efficiencies as outlined in Metcalf & Eddy Wastewater Engineering Manual.
Average TSS out:	148.0	mg/l	
Average Percent Removal Achieved:	57.4	%	Design 50-70% Removal
Average Total Carbonaceous Biochemical Oxygen Demand (CBOD) in:	241.9	mg/l	
Average CBOD out:	106.4	mg/l	
Average Percent Removal Achieved:	55.7	%	Design 25-40% Removal
Average Plant Influent Flows:	10.0	MGD	

BIOTOWER PERFORMANCE

Average TSS out:	118.2	mg/l	
Average CBOD out:	80.2	mg/l	
Average Percent CBOD Removal Achieved:	12.4	%	Design 25-30% Removal

AERATION TANKS/ACTIVATED SLUDGE

Dissolved Oxygen set point:	2.14	mg/l
Average MLSS:	1,088	mg/l
Average MCRT:	3.17	Days
Average SVI:	192	

SECONDARY CLARIFIERS

Average WAS concentration:	7.565	mg/l
Average TSS out:	9.46	mg/l

FINAL EFFLUENT

Average Effluent TSS for the month:	4.5	mg/l	(Maximum Limit: 30mg/l)
Week #1 weekly average	4.3	mg/l	(Maximum Limit: 45mg/l)
Week #2 weekly average	3.6	mg/l	"
Week #3 weekly average	6.0	mg/l	"
Week #4 weekly average	3.7	mg/l	"
Week #5 weekly average	5.2	mg/l	"
Monthly average TSS removal efficiency through the plant:	98.7	%	(Minimum Limit: 85%)

Average Effluent CBOD:	8.3	mg/l	(Maximum Limit: 25mg/l)
Week #1 weekly average	5.0	mg/l	(Maximum Limit: 40mg/l)
Week #2 weekly average	3.7	mg/l	"
Week #3 weekly average	6.0	mg/l	"
Week #4 weekly average	13.5	mg/l	"
Week #5 weekly average	6.7	mg/l	"
Monthly average CBOD removal efficiency through the plant:	96.4	%	(Minimum Limit: 85%)

Disinfection Dosing Rate:	4.9	mg/l	monthly average
Total Coliform Monthly Geometric Mean:	1.7	MPN	(Maximum 240)
The Daily Maximum Total Coliform Count for the month:	8.2	MPN	(Maximum 10,000)
Enterococcus Monthly Geometric Mean:	n/a	MPN	(Maximum 35 MPN)
Effluent pH for the month was:	Min	7.0	MPN (Min 6.0)
	Max	7.9	MPN (Max 9.0)

DIGESTER TREATMENT

Average Thickened Waste Concentration from the RDT:	6.5	%
Average percent of Volatile Solids destroyed:	85.6	%
Cubic feet of biogas produced:	8,625,440	(Total) 297,429 (Daily Average)
Average temperature of the digester:	102.0	degrees Fahrenheit

EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA

February 2020

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

DEWATERING

Average Centrifuge Feed concentration:	2.7	%
Average Biosolids concentration:	26.5	%
Average TSS of the Centrate:	201	mg/l
Solids capture of the Centrifuge:	99.33	%
Polymer use per Dry ton of biosolids:	13.29	#/dry ton
Average polymer feed rate per run:	3.93	gpm
Average concentration of the polymer batches:	0.328	%
Average sludge feed rate per run:	54.8	gpm

Comments:

The treatment plant has been running well with final effluent being of very good quality. Biotower CBOD removal performance is correct, there is very little CBOD coming into CMSA right now.

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. There were no blending events in the month of February.

Graph #2:

Depicts individual collection agency flows.

The Y-axis is in the flow range of 0-6 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 1.7 MPN through February, which is less than our KPI of 30 MPN and permit limit of 240 MPN.

Graph #4:

Depicts the total suspended solids in the effluent.

Our monthly average was 4.5 mg/l versus our KPI of 15 mg/l and permit monthly average limit of 30 mg/l. Total suspended solids in the effluent remained below our the KPI for the entire month.

Graph #5:

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

The February effluent CBOD average was 8.3 mg/l, below our NPDES limits of 40 mg/l weekly and 25 mg/l for the month. CBOD in the effluent remained below the KPI for the entire month.

Graph #6:

Depicts the degree to which the biosolids have been dewatered.

Our biosolids % concentration met or exceeded our KPI of 25% throughout February.

Graph #7:

Depicts the amount of biogas that is produced in the digesters, measured by a flow meter, and then used to produce electricity.

Biogas production in February averaged 297,429 cubic feet per day, which exceeded our monthly KPI of 200,000 cubic feet per day. Biogas production results on 2/3, 2/16, and 2/23 are attributed to receiving fewer organic waste deliveries around those dates.

Graph #8:

This graph depicts the amount of energy produced through cogeneration versus the energy purchased from MCE for Agency operations. The green line represents power exported to the grid. In February, CMSA exported 37,489 kWh.

Glossary of Terms Process Performance Data Sheet

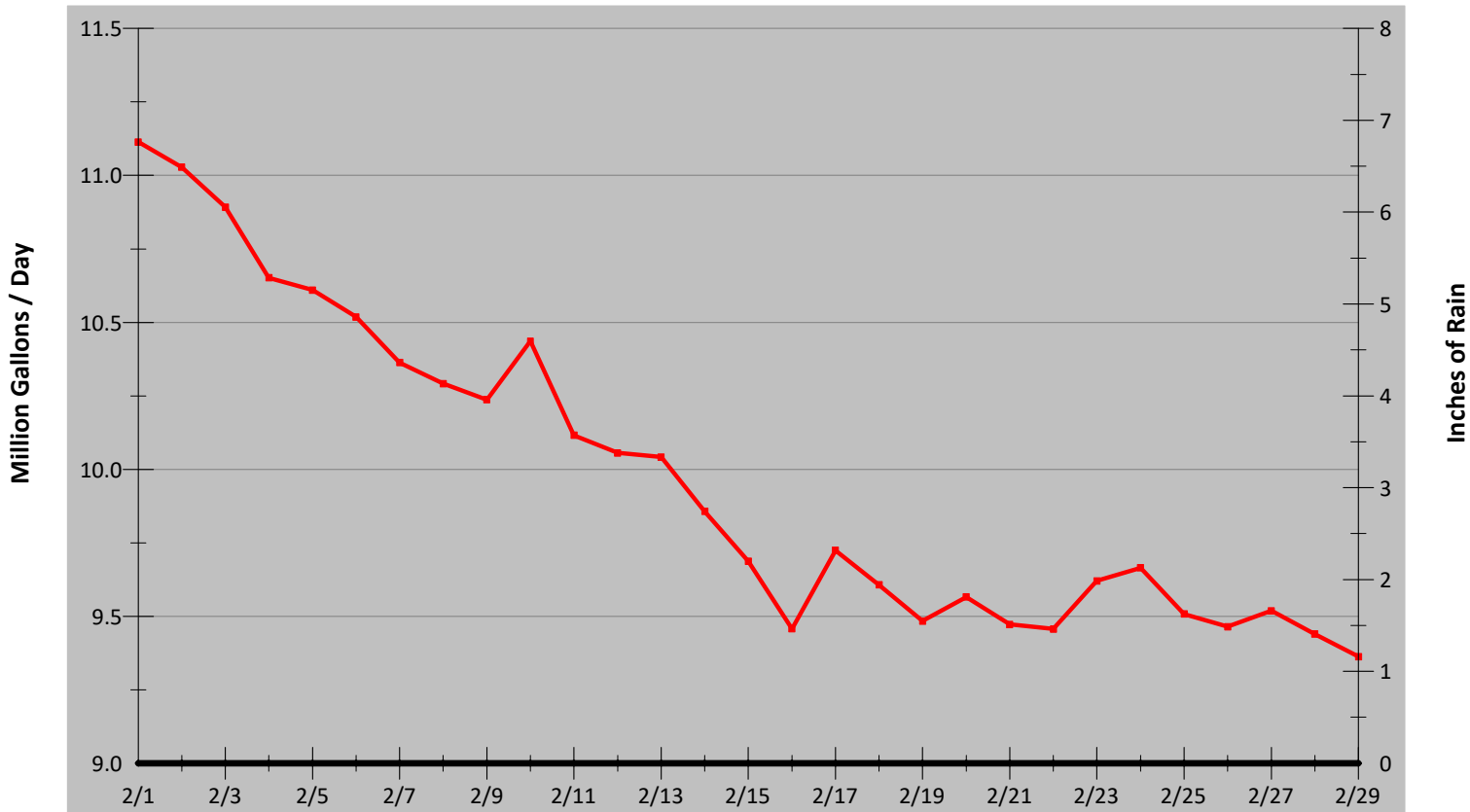
- **Aeration Tanks:** A biological process that takes place after the biotowers, where biomass (microorganisms) is mixed with the wastewater to feed on dissolved and suspended organic material. High speed blowers are used to provide compressed air to mix the tank contents.
- **Anaerobic Digesters:**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

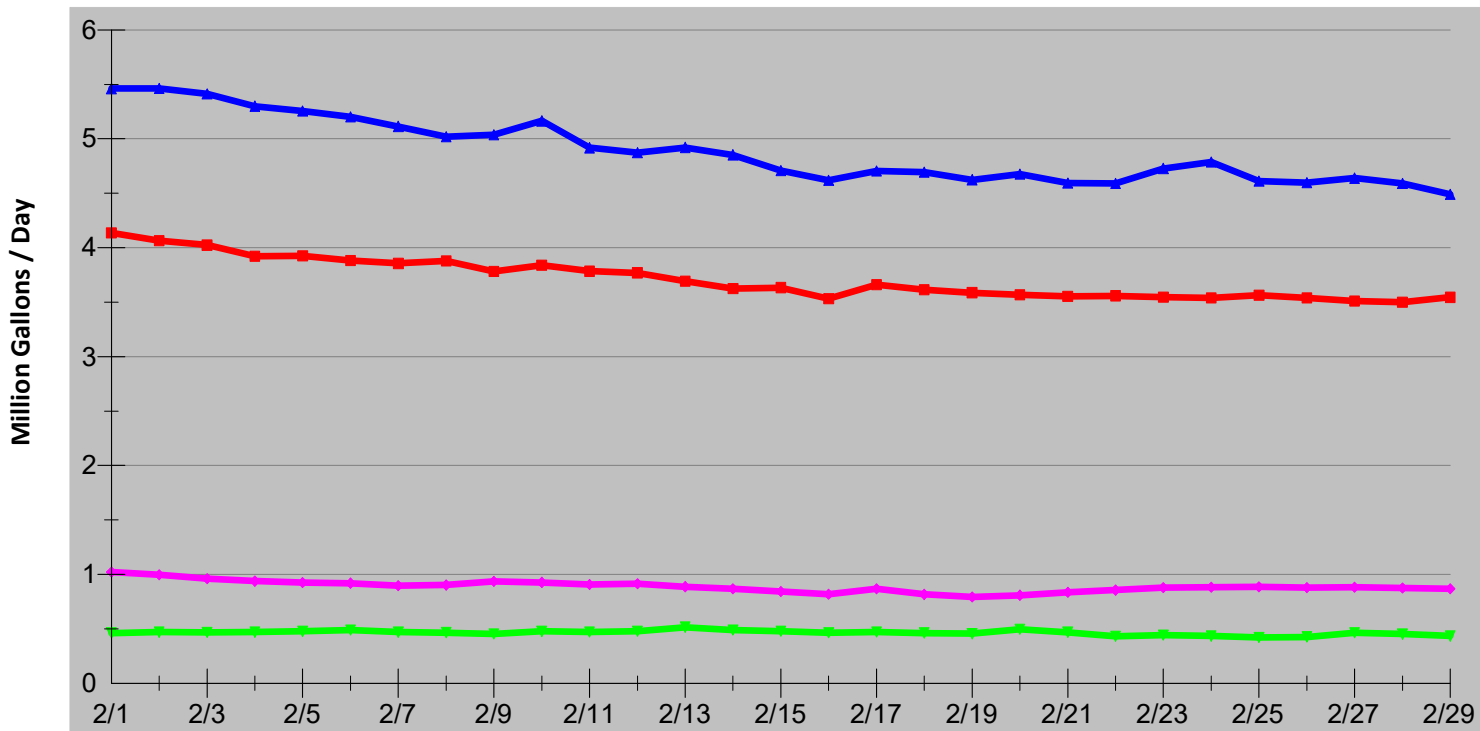


Date (2/1/2020 to 2/29/2020)

■ Flow (Daily Average) ◆ Rainfall

(#1) CMSA Influent Flow

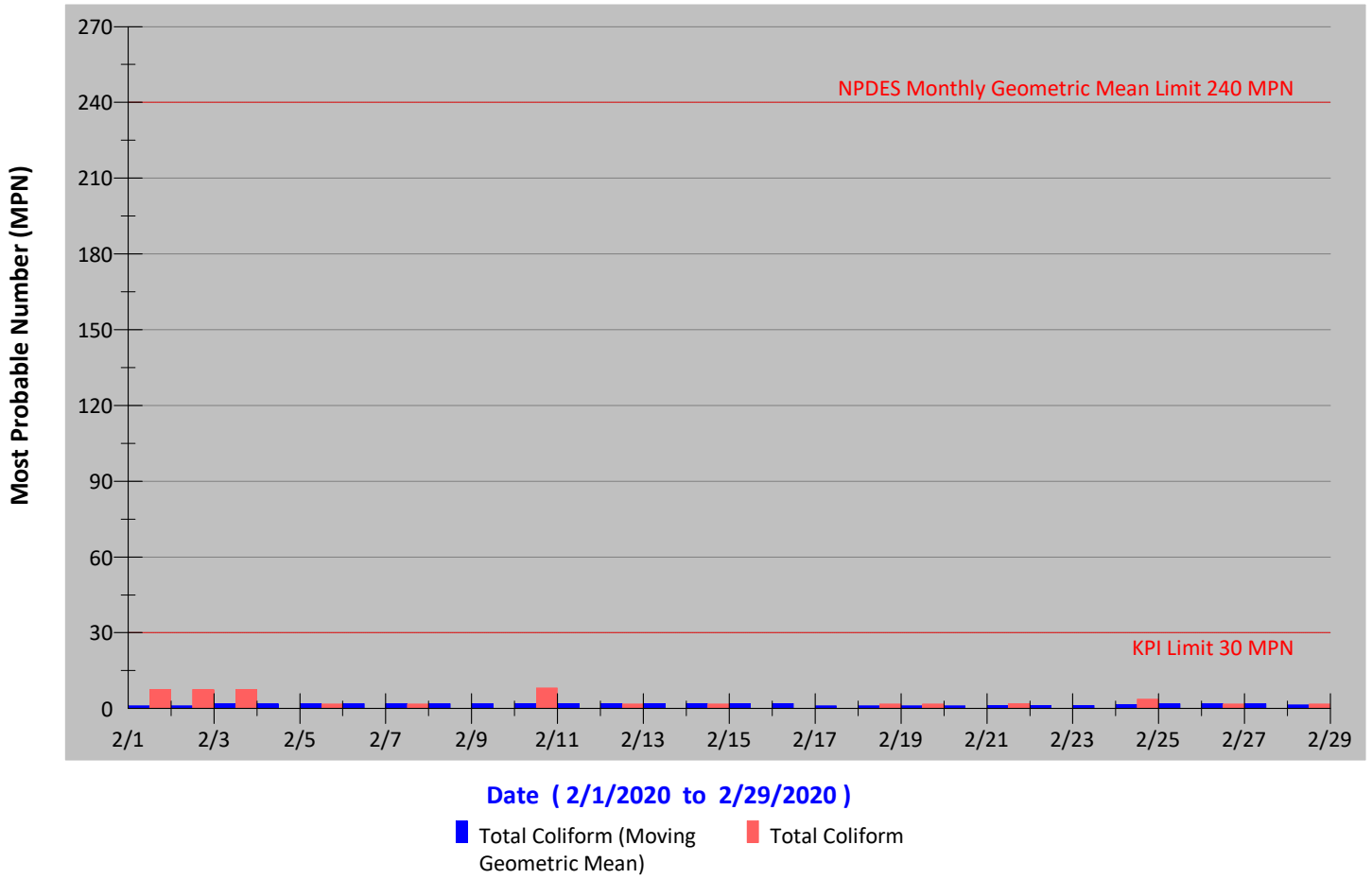
Graph #2: Collection System Influent Flows



Date (2/1/2020 to 2/29/2020)

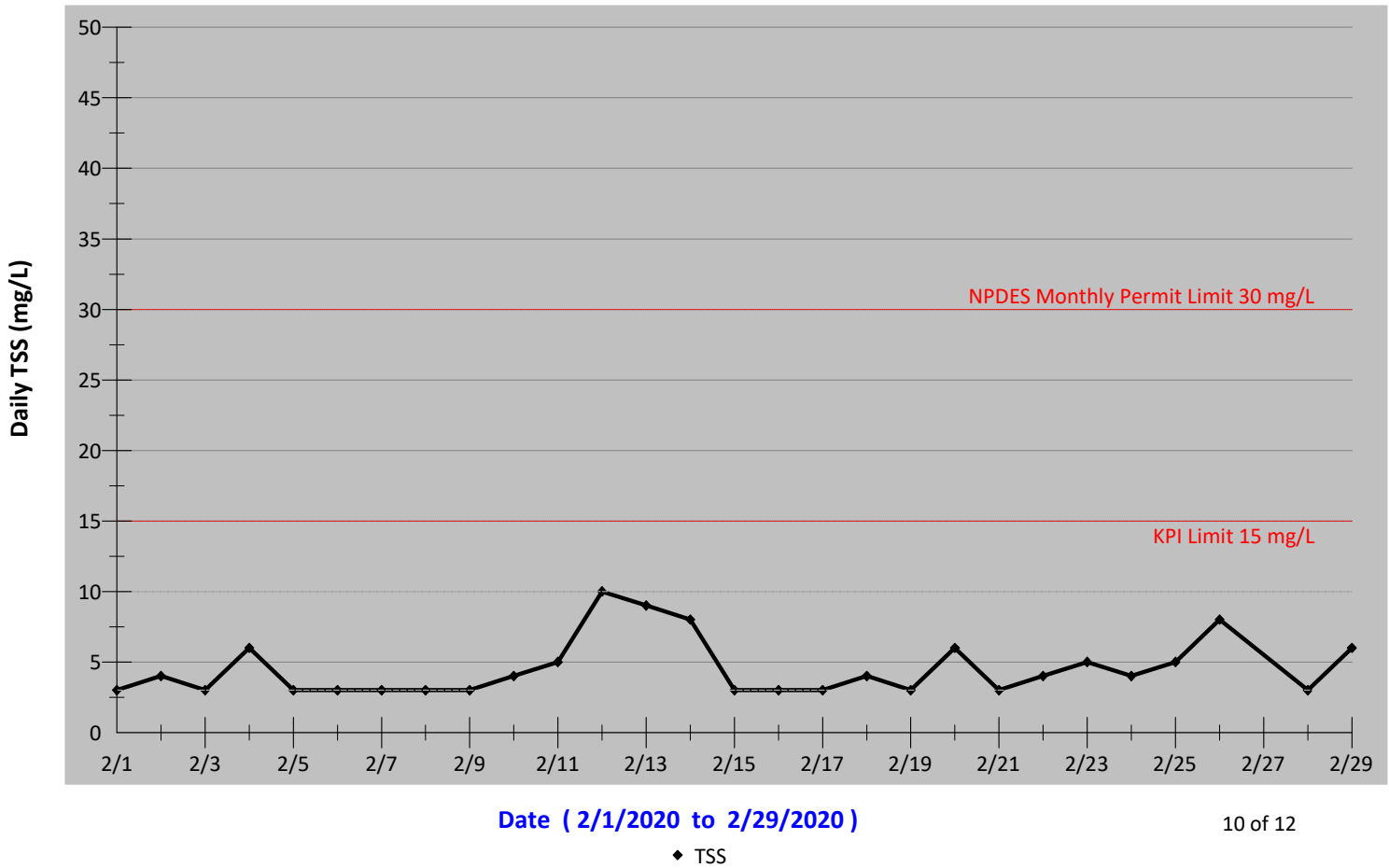
▲ RVSD Flow (Daily Average) ■ SRSD Flow (Daily Average) ▼ SQ Flow (Daily Average) ◆ SD#2 Flow (Daily Average -Par)

Graph #3: Total Coliform & Monthly Geometric Mean



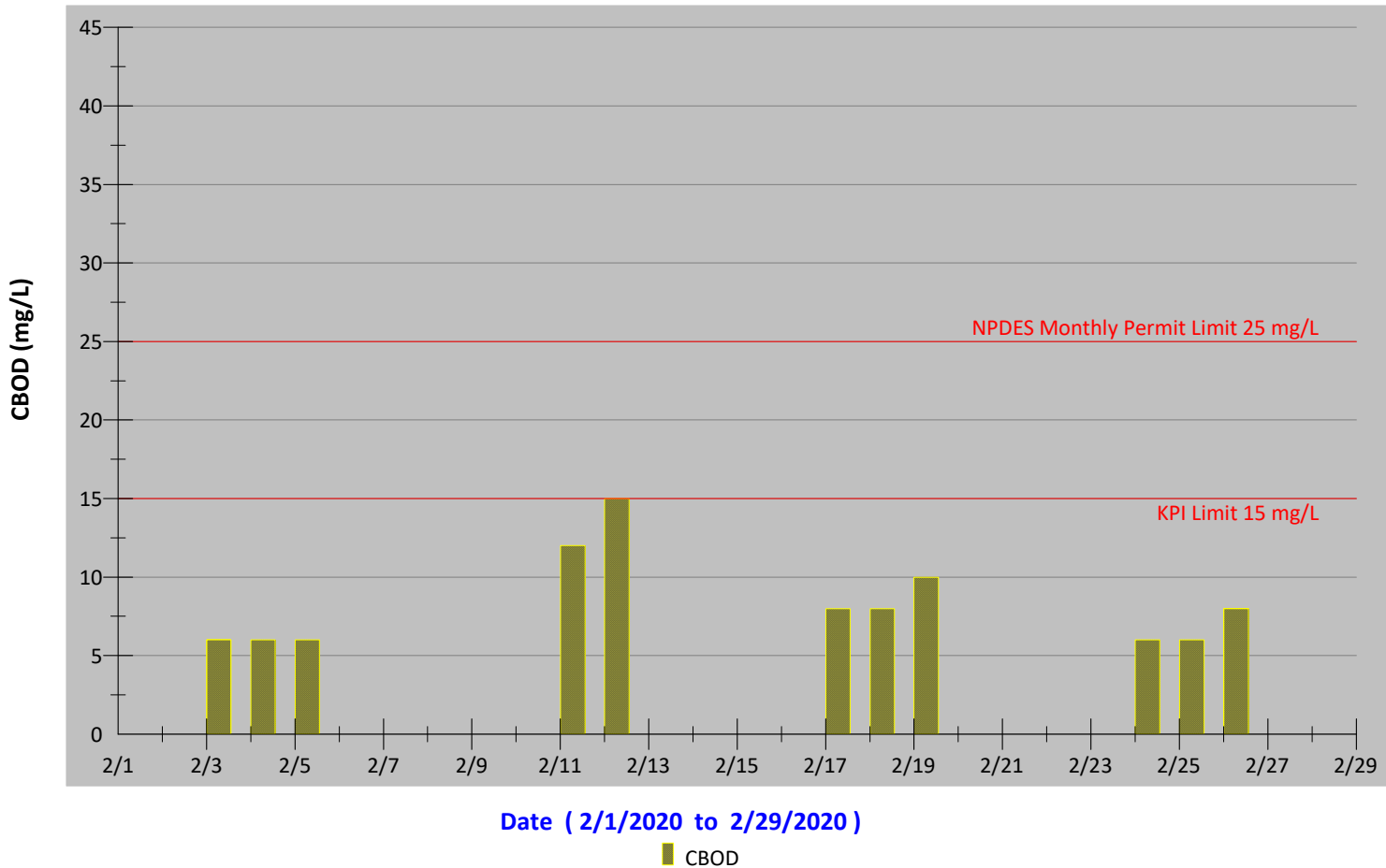
(#3) Total Coliform & Monthly Geometric Mean

Graph #4: Effluent Total Suspended Solids (TSS)



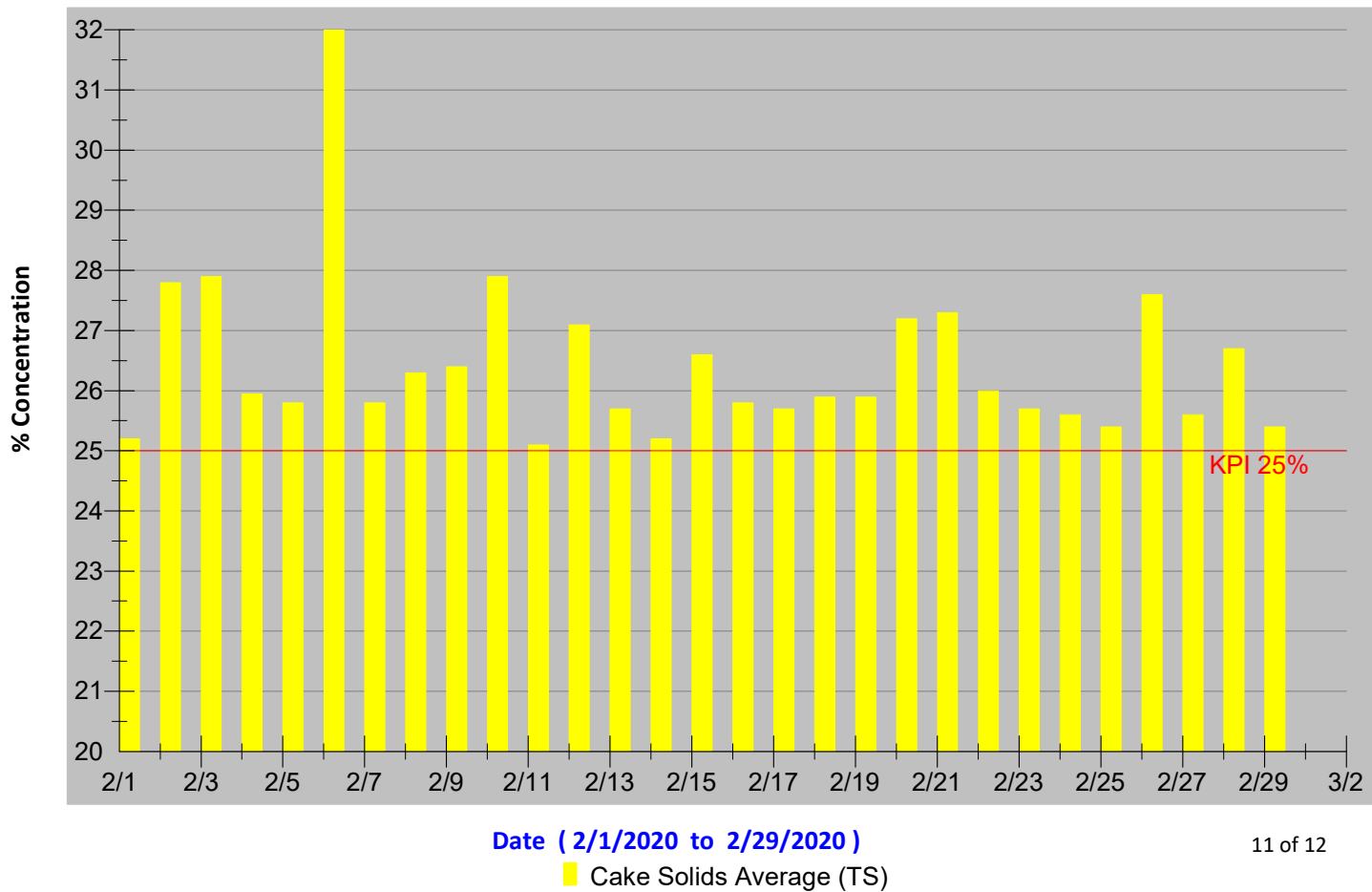
(#4) Effluent Total Suspended Solids (TSS)

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



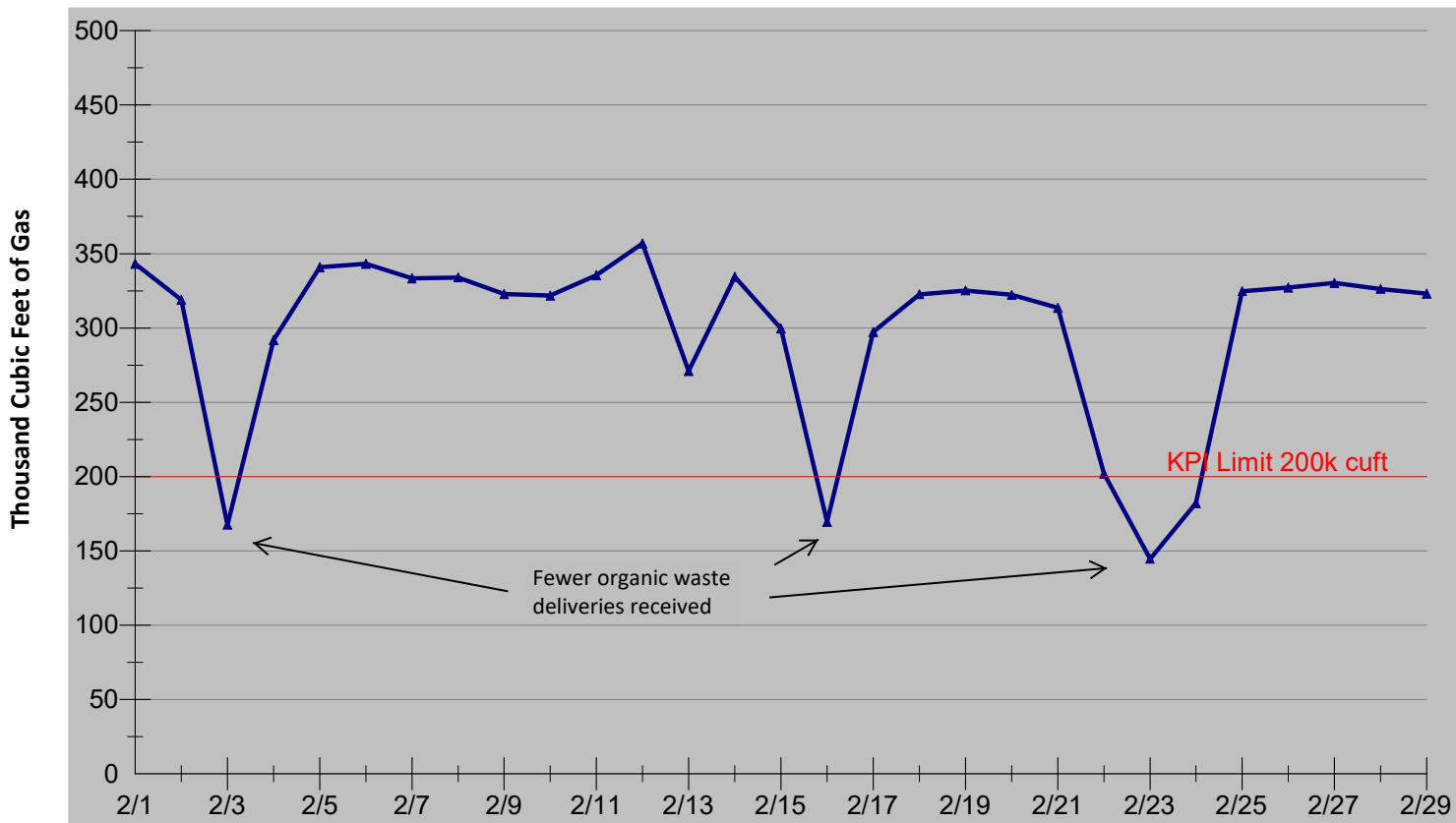
(#5) Effluent Carbonaceous Biological Oxygen Demand (CBOD)

Graph #6: Biosolids Concentration



(#6) Biosolids Concentration

Graph #7: Biogas Production (Measured Use)

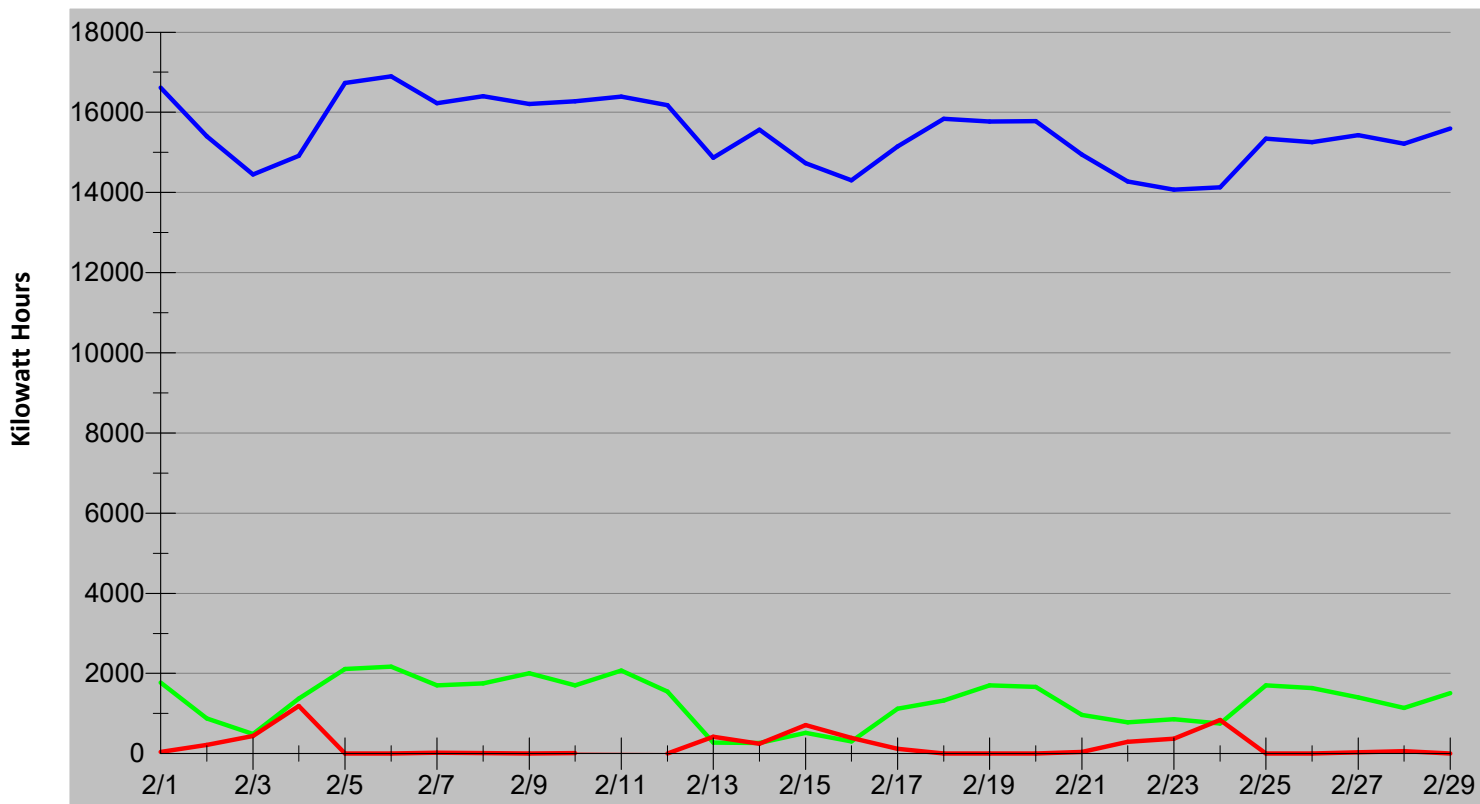


Date (2/1/2020 to 2/29/2020)

▲ Biogas Produced

(#7) Biogas Production

Graph #8: kW/hr Purchased vs. kW/hr Produced vs. kW/hr Exported



Date (2/1/2020 to 2/29/2020)

▲ Kilowatts Produced ▲ Utility Export ▲ Utility Import

12 of 12

(#8) Kilowatt Hours Purchased vs. Kilowatts Produced



BOARD MEMORANDUM

March 10, 2020

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Performance Metric Report – February 2020

Recommendation: Accept the February 2020 Performance Metric Report.

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

Table I – Treatment/Process Metrics

There were no rain events during the month, and as a result influent flows decreased from 410.7 million gallons in January to 289.2 million gallons in February.

In 2019, the biogas value in Item 6 – Power Production averaged \$30,304, which is higher than the top end of the target range. Therefore, staff is proposing to increase the target range to \$25,000 - \$45,000 as shown in highlighted text.

Table II – Employee Metrics

On-site training included Motor Vehicle and First Aid/CPR safety training for most staff, Technical Services staff attended the BACWA pretreatment committee meeting, and classification specific development training.

Regulatory Compliance Manager Mark Koekemoer attended the NELAC TNI Conference to prepare for our laboratory’s transition to the new ELAP requirements, and General Manager Dow attended CASA DC Policy Forum. Several supervisory staff attended the Liebert Cassidy Whitmore Employment Relations Consortium training on At-Will Employees and the annual Labor Law Update. Two administrative staff attended CalPERS payroll reporting training.

Table III - Environmental and Regulatory Compliance Metrics

There weren’t any final effluent permit exceedances February, and all routine NPDES regulatory reports were submitted on schedule as was the 2019 Pretreatment/Pollution Prevention and Biosolids Reports. Source control staff completed 100 inspections in the CMSA and contract agency service areas.

Process Control Analyses (Item 3), Contract Laboratory Analyses (Item 4), and Quality Control Testing (Item 5) continue to be higher than their target ranges due to the additional sampling and analyses performed for the digester pilot study, and these items will remain high until the study is finished in a few months.

Table IV - Public Outreach

There were four odor alerts posted to the website over the past month, and the Agency did not receive any public odor complaints. Alerts were posted for taking two aeration tanks and one secondary clarifier out of service due to reduced influent flows, and for the monthly chlorine contact tank cleaning.

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 February.

School Events – Juggler Show Presentations and Classroom Events

<u>Date</u>	<u>School</u>	<u>Attendees</u>
2/4	Our Lady of Loretto School in Novato	235
2/27	Marin Primary and Middle School in Larkspur	100

CMSA Tours

<u>Date</u>	<u>Participant</u>	<u>Attendees</u>
2/18	GHD Engineering	1
2/19	Marin Sanitary Service	1
2/19	Marin Catholic	19
2/25	Sanitary District #2/Town of Corte Madera staff	10

Attachment:

- February 2020 Performance Metric Report

CMSA CY19 PERFORMANCE METRICS – February 2020

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)	289.2 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)	332.5 wt 140.0 wt	360 – 665 wt
3) Conventional Pollutant Removal	Removal of the conventional NPDES pollutants - Total Suspended Solids (TSS) and Biological Oxygen Demand (BOD) a. tons of TSS removed; % TSS removal b. tons of organics removed (BOD); % BOD removal	455.1 tons; 98.7% 297.2 tons; 96.4%	> 85% > 85%
4) Priority Pollutants Removal	Diversion of priority NPDES metals from discharge to the S.F. Bay: a. % Mercury b. % Copper	95.6% 89.0%	88 – 99% 84 – 98%
5) Biogas Production	Biogas generated in our anaerobic digesters, in million cubic feet (Mft ³) Natural gas (methane) equivalent of the biogas, in million cubic feet (Mft ³)	8.63 Mft ³ 5.52 Mft ³	6.0 to 9.5 Mft ³ 3.8 to 6.1 Mft ³
6) Power Produced	Power produced from cogeneration of generated biogas and purchased natural gas - in kilowatt hours. Power produced from cogeneration of generated biogas and exported to grid Cogeneration system runtime on biogas, <i>in hours (hrs.)</i> ; % <i>time during month</i> Biogas value (natural gas cost equivalent).	448,968 kWh 37,490 kW 633 hrs; 90.9% \$29,186	380 to 480,000 kWh Varies 558 hrs.; 75% \$25,000 to \$45,000
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.	\$1,244 /Mg 1,572 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 = 149 External = 156	variable
2) Work Orders	Preventative maintenance (PM) labor hours Planned corrective maintenance (CM) labor hours; % of CM+UCM hrs. Unplanned corrective maintenance (UCM) labor hours; % of CM+PM hrs. Ratio of PM to total corrective maintenance (CM + UCM);	1,135 hrs 233 hrs (70.1%) 99.0 hrs (8.7%) 3.4	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 normal hours worked; % <i>Year to date (YTD)</i>	143 hrs; (407.5 hrs) 2.0%; (2.2%)	< 5%

CMSA CY19 PERFORMANCE METRICS – February 2020

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	332	150-750
3) Process Control Analyses	# of analyses by the CMSA laboratory for process control monitoring	1,296	400-1,250
4) Contract Laboratory Analyses	# of analyses by contract laboratories for regulatory compliance reporting	63	0-50
5) Quality Control Testing	# of CMSA performed laboratory analyses for QA/QC purposes	445	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.)	64	as-needed
7) Pollution Prevention Inspections	Inspections of industrial and commercial businesses in the Agency's pretreatment and pollution prevention programs and Novato Sanitary District's Mercury Reduction Program – 255 businesses regulated	2	variable
8) FOG Program Inspections	Inspections of food service establishments (FSEs) in the Almonte, TCSD, SD2, RVSD, SRSD, and LGVSD service areas – approx. 316 FSEs are regulated and 63 FSEs have waivers.	55	20 – 50
9) Permits Issued/Renewed	Permits issued for the pretreatment, pollution prevention, and FOG source control programs, and for groundwater discharge	43	variable

Table IV- PUBLIC OUTREACH

Metric	Definition	Measurement	Target/Goal
1) Public Education Events	Attendance at public education outreach events; # of booth visitors; <i>(YTD)</i>	0; <i>(0)</i>	3,000/year
2) School Events	Participation or sponsorship in school outreach events; attendees; <i>(YTD)</i>	335; <i>(765)</i>	variable
3) Agency Tours	Tours given to students and the public; # of people, <i>(YTD)</i>	32; <i>(56)</i>	variable
4) Odor Notifications	Number of odor alerts posted to the Agency website	4	1-10
5) Odor Complaints	Number of odor complaints received from the public	0	0



BOARD MEMORANDUM

March 10, 2020

To: CMSA Commissioners and Alternates

From: Kenneth Spray, Administrative Services Manager and Treasurer

Approved: Jason Dow, General Manager

Subject: CMSA Investments Policy – Financial Policy #531

Recommendation: Approve the Agency’s Investments Policy, and delegation of its investment authority to the Agency’s Treasurer for FY21.

Summary: The California Government Code (CGC) requires a legislative body to annually adopt its investment policy if it delegates investment authority. CMSA’s Investment Policy delegates authority for investing surplus funds to the Agency’s Treasurer who also serves as the Agency’s Administrative Services Manager. (CGC 53607 and 53646)

Authorized investments are only those that are specifically authorized by policy, and unauthorized investments are those that are not specifically authorized and those that are prohibited. The Agency’s current investments strategy is primarily for pooled fixed income investments with (1) the California Local Agency Investment Fund, and (2) the California Asset Management Program to meet the CGC objectives of safety, liquidity, and rate of return. The attached policy as well as Agency practice is in compliance with the requirements of the CGC.

CMSA’s Investments Policy, Financial Policy #531, was last annually approved in March 2019, with no revisions recommended for the FY20. Staff does not propose any changes to the policy for FY21.

Attachments:

- 1) Government Code Section 53607, Investment of Surplus Funds, and 53646 (a)(2), Deposit of Funds
- 2) CMSA Financial Policy #531: Investments

GOVERNMENT CODE - GOV

TITLE 5. LOCAL AGENCIES [50001 - 57607] (Title 5 added by Stats. 1949, Ch. 81.)

DIVISION 2. CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 55821] (Division 2 added by Stats. 1949, Ch. 81.)

PART 1. POWERS AND DUTIES COMMON TO CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 54999.7] (Part 1 added by Stats. 1949, Ch. 81.)

CHAPTER 4. Financial Affairs [53600 - 53997] (Chapter 4 added by Stats. 1949, Ch. 81.)

ARTICLE 1. Investment of Surplus [53600 - 53610] (Article 1 added by Stats. 1949, Ch. 81.)

53607. The authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a monthly report of those transactions to the legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year.

(Amended by Stats. 1996, Ch. 749, Sec. 6. Effective January 1, 1997.)



GOVERNMENT CODE - GOV

TITLE 5. LOCAL AGENCIES [50001 - 57607] (Title 5 added by Stats. 1949, Ch. 81.)

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CHAPTER 4. Financial Affairs [53600 - 53997] (Chapter 4 added by Stats. 1949, Ch. 81.)

ARTICLE 2. Deposit of Funds [53630 - 53686] (Article 2 added by Stats. 1949, Ch. 81.)

53646. (a) (1) In the case of county government, the treasurer may annually render to the board of supervisors and any oversight committee a statement of investment policy, which the board shall review and approve at a public meeting. Any change in the policy shall also be reviewed and approved by the board at a public meeting.

(2) In the case of any other local agency, the treasurer or chief fiscal officer of the local agency may annually render to the legislative body of that local agency and any oversight committee of that local agency a statement of investment policy, which the legislative body of the local agency shall consider at a public meeting. Any change in the policy shall also be considered by the legislative body of the local agency at a public meeting.

(b) (1) The treasurer or chief fiscal officer may render a quarterly report to the chief executive officer, the internal auditor, and the legislative body of the local agency. The quarterly report shall be so submitted within 30 days following the end of the quarter covered by the report. Except as provided in subdivisions (e) and (f), this report shall include the type of investment, issuer, date of maturity, par and dollar amount invested on all securities, investments and moneys held by the local agency, and shall additionally include a description of any of the local agency's funds, investments, or programs, that are under the management of contracted parties, including lending programs. With respect to all securities held by the local agency, and under management of any outside party that is not also a local agency or the State of California Local Agency Investment Fund, the report shall also include a current market value as of the date of the report, and shall include the source of this same valuation.

(2) The quarterly report shall state compliance of the portfolio to the statement of investment policy, or manner in which the portfolio is not in compliance.

(3) The quarterly report shall include a statement denoting the ability of the local agency to meet its pool's expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.

(4) In the quarterly report, a subsidiary ledger of investments may be used in accordance with accepted accounting practices.

(c) Pursuant to subdivision (b), the treasurer or chief fiscal officer shall report whatever additional information or data may be required by the legislative body of the local agency.

(d) The legislative body of a local agency may elect to require the report specified in subdivision (b) to be made on a monthly basis instead of quarterly.

(e) For local agency investments that have been placed in the Local Agency Investment Fund, created by Section 16429.1, in National Credit Union Share Insurance Fund-insured accounts in a credit union, in accounts insured or guaranteed pursuant to Section 14858 of the Financial Code, or in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, in a county investment pool, or any combination of these, the treasurer or chief fiscal officer may supply to the governing body, chief executive officer, and the auditor of the local agency the most recent statement or statements received by the

local agency from these institutions in lieu of the information required by paragraph (1) of subdivision (b) regarding investments in these institutions.

(f) The treasurer or chief fiscal officer shall not be required to render a quarterly report, as required by subdivision (b), to a legislative body or any oversight committee of a school district or county office of education for securities, investments, or moneys held by the school district or county office of education in individual accounts that are less than twenty-five thousand dollars (\$25,000).

(g) In recognition of the state and local interests served by the actions made optional in subdivisions (a) and (b), the Legislature encourages the local agency officials to continue taking the actions formerly mandated by this section. However, nothing in this subdivision may be construed to impose any liability on a local agency that does not continue to take the formerly mandated action.

(Amended by Stats. 2009, Ch. 332, Sec. 68.5. (SB 113) Effective January 1, 2010.)

POLICY #:	531
SECTION:	FINANCIAL – TREASURY
SUBJECT:	Investments
DATE:	03/14/2019

POLICY

Every spring, the General Manager and Treasurer shall submit to the Board of Commissioners this *Investments* policy, where the Board shall review any changes in the policy and approve it at a public meeting.

PURPOSE

This policy provides guidelines for prudent investment of the Agency's cash. This policy covers all funds and investment activities under the direction of the Agency in accordance with California Government Code Sections 53600, et seq.

OBJECTIVES

The Agency shall design and manage investments with a high degree of professionalism worthy of the public trust. The primary objectives, in order of priority of the Agency's investment activities, shall be:

I. Safety

Safety of principal is the foremost objective. All investments of the Agency shall be made in a manner that seeks to ensure preservation of capital.

II. Liquidity

The investment portfolio shall remain sufficiently liquid to enable the Agency to meet any cash flow requirements which might be reasonably anticipated.

III. Yield

Investment return becomes a consideration only after the basic measurements of safety and liquidity have been met.

PRUDENCE

The Agency shall follow Section 53600.3 of the California Government Code that identifies as trustees those entities, i.e. California Asset Management Program (CAMP) and Local Agency Investment Fund (LAIF), authorized to make investment decisions on behalf of a local agency. Trustees are fiduciaries and are therefore subject to the prudent investor standard when making investment decisions on behalf of the Agency. Investments shall be made with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the Agency, that a

prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the Agency.

DELEGATION OF AUTHORITY

The Board of Commissioners shall delegate authority to invest the Agency's funds for a one-year period to the Treasurer, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires. Subject to review, the Board may renew the delegation of authority each year. No person may engage in an investment transaction except as provided under the limits of this policy.

The Treasurer may delegate day-to-day investment decision-making and execution authority to an Investment Advisor. The Advisor shall follow this policy and such other written instructions as are provided.

The Treasurer and the delegated staff acting in accordance with this policy and associated procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

INTERNAL CONTROLS

The Treasurer shall establish a system of controls to regulate the activities of internal staff and any external investment advisors, and be responsible for all transactions undertaken by these persons. No person may engage in an investment transaction except as provided under the terms of this policy, other Treasury and Internal Controls policies, and the associated procedures established by the Treasurer and General Manager.

ETHICS AND CONFLICTS OF INTEREST

All participants in the investment process shall seek to act responsibly as custodians of the public trust according to this policy and the *Ethics* policy. Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment recommendations and decisions.

TYPES OF AGENCY INVESTMENTS

The Agency shall be governed by California Government Code Sections 53600, et seq. Within the investments permitted by the Government Code, the Agency seeks to further restrict eligible investments to those listed below. In the event an apparent discrepancy is found between this policy and the Government Code, the more restrictive parameters shall take precedence.

The Agency's portfolio shall be diversified by security type and institution to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions. Where this section specifies a percentage limitation for a particular category of investment, that percentage is applicable only at the date of purchase.

I. United States Treasury Issues

United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest. There is no limitation as to the percentage of the portfolio that may be invested in this category.

II. Federal Agency Obligations

Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There is no limitation as to the percentage of the portfolio that may be invested in this category; however, not more than 30 percent of the portfolio shall be placed in any one Agency. Furthermore, purchases of callable Federal Agency obligations are limited to a maximum of 20 percent of the portfolio. In addition, purchases of Federal Agency mortgage-backed securities issued by or fully guaranteed as to principal and interest by government agencies are limited to a maximum of 20 percent of the portfolio.

III. Medium-Term Notes

Medium-term notes, defined as all corporate and depository institution securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or depository institutions licensed by the United States or any state and operating within the United States. Eligible investment shall be rated A by one or more nationally recognized rating service. A maximum of 30 percent of the portfolio may be invested in this category. The amount invested in medium-term notes with any one issuer in combination with any other investments from that financial institution or issuer shall not exceed 20 percent of the portfolio.

IV. Municipal Securities

Bonds, notes, warrants, or other evidences of indebtedness issued by the State of California or any California local agency. Securities eligible for purchase shall be rated A, as rated by one or more nationally recognized statistical-rating organization. A maximum of 30 percent of the Agency's portfolio may be invested in this category.

V. Negotiable Certificates of Deposit

Negotiable certificates of deposit (NCD) issued by a nationally- or state-chartered bank, a savings association or a federal association, a state or federal credit union, or a state-

licensed branch of a foreign bank. No investments shall be made in a bank or credit union if a member of the Board, or any person with investment decision making authority also serves on the board of directors, or any committee appointed by the board of directors of the bank or credit union issuing the NCD. Purchases are limited to institutions which have long-term debt rated A or higher with a nationally recognized rating service; and/or have short-term debt rated at least A with a nationally recognized rating service. NCD may not exceed two years in maturity. A maximum of 30 percent of the portfolio may be invested in this category. The amount invested in NCD with any one financial institution in combination with any other investments from that financial institution or issuer shall not exceed 20 percent of the portfolio.

VI. Banker's Acceptances

Banker's Acceptances, otherwise known as bills of exchange or time drafts, are those which are drawn on and accepted by a commercial bank. Purchasers are limited to issuers whose short-term debt is rated A-1/P-1. Banker's Acceptances cannot exceed a maturity of 180 days. A maximum of 25 percent of the portfolio may be invested in this category. Furthermore, the amount invested in Banker's Acceptances with any one financial institution in combination with any other investments from that financial institution or issuer shall not exceed 20 percent of the portfolio.

VII. Commercial Paper

Commercial paper of prime quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (A) or paragraph (B):

- A. The entity meets the following criteria:
 - 1) Is organized and operating in the United States as a general corporation.
 - 2) Has total assets in excess of five hundred million dollars (\$500,000,000).
 - 3) Has debt other than commercial paper, if any, that is rated AA or higher by a nationally recognized statistical-rating organization.

- B. The entity meets the following criteria:
 - 1) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
 - 2) Has program-wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond.
 - 3) Has commercial paper that is rated AA-1 or higher, or the equivalent, by a nationally recognized statistical-rating organization.

Eligible commercial paper shall have a maximum maturity of 270 days or less and not represent more than 10 percent of the outstanding paper of an issuing corporation. A maximum of 25 percent of the portfolio may be invested in this

category. Furthermore, the amount invested in commercial paper with any one issuer in combination with any other investments from that financial institution or issuer shall not exceed 20 percent of the portfolio.

VIII. Repurchase Agreements

A. Repurchase agreements are to be used solely as short-term investments not to exceed 30 days. The Agency may enter into repurchase agreements with primary government securities dealers rated AA or better by two nationally recognized rating services. Counterparties should also have:

- 1) A short-term credit rating of at least A-1/P-1;
- 2) Minimum assets and capital size of \$25 billion in assets and \$350 million in capital;
- 3) Five years of acceptable audited financial results; and
- 4) A strong reputation among market participants.

B. The following collateral restrictions shall be observed:

- 1) Only U.S. Treasury securities or Federal Agency securities are acceptable collateral. All securities underlying repurchase agreements shall be delivered to the Agency's custodian bank versus payment or be handled under a properly executed tri-party repurchase agreement.
- 2) The total market value of all collateral for each repurchase agreement shall equal or exceed 102 percent of the total dollar value of the money invested by the Agency for the term of the investment.
- 3) For any repurchase agreement with a term of more than one day, the value of the underlying securities shall be reviewed on an on-going basis according to market conditions. Market value shall be calculated each time there is a substitution of collateral.
- 4) The Agency or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to repurchase agreement. The Agency shall have properly executed a Public Securities Association agreement with each counter party with which it enters into repurchase agreements. A maximum of 25 percent of the portfolio may be invested in this category.

IX. Time Certificates of Deposit

Time Certificates of Deposit (TCDs) placed with commercial banks and savings and loans. The purchase of TCDs from out-of-state banks or savings and loans is prohibited. The amount on deposit shall not exceed the shareholder's equity of the financial institution. To be eligible for purchase, the financial institution shall have received a minimum overall satisfactory rating for meeting the credit needs of California Communities in its most recent evaluation, as provided Government Code Section 53635.2. TCDs are

required to be collateralized as specified under Government Code Section 53630, et seq. The Agency, at its discretion, may waive the collateralization requirements for any portion that is covered by federal insurance. The Agency shall have a signed agreement with the depository per Government Code Section 53649. TCDs may not exceed one year in maturity. A maximum of 20 percent of the portfolio may be invested in this category. Furthermore, the amount invested in TCDs with any one financial institution in combination with any other investments from that financial institution or issuer shall not exceed 20 percent of the portfolio.

X. Passbook Savings Accounts

Passbook savings accounts placed with commercial banks and savings and loans. To be eligible to receive deposits, the financial institution shall have received a minimum overall satisfactory rating for meeting the credit needs of California Communities in its most recent evaluation, as provided Government Code Section 53635.2. Passbook savings accounts are required to be collateralized as specified under Government Code Section 53630 et. seq.

The Agency, at its discretion, may waive the collateralization requirements for any portion that is covered by federal insurance. The Agency shall have a signed agreement with the depository per Government Code Section 53649. A maximum of 20 percent of the portfolio may be invested in this category. Furthermore, the amount invested in passbook savings accounts with any one financial institution in combination with any other investments from that financial institution or issuer shall not exceed 20 percent of the portfolio.

XI. Money Market Funds

Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1, et seq.).

A. The company shall have met either of the following criteria:

- 1) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations.
- 2) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).

A maximum of 10 percent of the portfolio may be invested in this category.

XII. California Asset Management Program (CAMP)

Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (n), inclusive of to Government Code Section 53601. There is no limitation as to the percentage of the portfolio that may be invested in this category.

XIII. State of California Local Agency Investment Fund (LAIF)

There is no limitation as to the percentage of the portfolio that may be invested in this category. However, the amount invested may not exceed the maximum allowed by LAIF.

Authorized Investments

The Treasurer and/or the authorized Investment Advisor shall have the authority to invest the Agency's financial resources as shown in the table below.

Investment Type	Authorized for the Investment Advisor	Authorized for the Agency Treasurer
United States Treasury Issues	X	X
Federal Agency Obligations	X	X
Medium-Term Notes	X	
Municipal Securities	X	X ⁽¹⁾
Negotiable Certificates of Deposit	X	X ⁽²⁾
Banker's Acceptances	X	
Commercial Paper	X	
Repurchase Agreements	X	
Time Certificates of Deposit	X	X
Passbook Savings Accounts	X	X
Money Market Funds	X	X
CAMP	X	X
LAIF	X	X

(1) Municipal Securities must have an AAA rating.

(2) Negotiable Certificates of Deposit must have a minimum AA rating for long-term notes and AA-1 for short term notes.

TERM OF INVESTMENTS

It is the objective of the Agency to accurately monitor and forecast revenues and expenditures so that the Agency can invest funds to the fullest extent possible. Funds of the Agency shall be invested in accordance with sound treasury management principles.

Where this policy does not specify a maximum remaining maturity at the time of the investment, no investment shall be made in any security, other than a security underlying a repurchase agreement, that at the time of the investment has a term remaining to maturity in

excess of five years, unless the Board has granted express authority to make that investment either specifically or as a part of an investment program approved by the Board no less than three months prior to the investment.

PROHIBITED INVESTMENTS

Any investment in a security not specifically listed above, but otherwise permitted by the California Government Code, is prohibited. Section 53601.6 of the Government Code specifically disallows investments in invoice floaters, range notes, or interest-only strips that are derived from a pool of mortgages. In addition to the limitations in Government Code Section 53601.6, this policy further restricts investments as follows:

- I. No investment shall be made that has either (a) an embedded option or characteristic which could result in a loss of principal if the investment is held to maturity, or (b) an embedded option or characteristic which could seriously limit accrual rates or which could result in zero accrual periods.
- II. No investment shall be made that could cause the portfolio to be leveraged.
- III. Any security that could result in zero interest accrual if held to maturity shall not be made.

BANKS AND SECURITIES DEALERS

The Treasurer, with the concurrence of the General Manager, is authorized to make investments based on the recommendations of the Board approved investment advisor. For investments made by an investment advisor, the Board authorizes the investment advisor to use broker/dealers and financial institutions that the investment advisor has reviewed and approved for investment purposes. The investment advisor's approved list shall be made available to the Agency upon request.

PURCHASE, PAYMENT, DELIVERY, AND SAFEKEEPING

A competitive bid process shall be used to place all investment transactions. All security transactions entered into by or on behalf of the Agency shall be conducted on a delivery vs. payment basis. All securities shall be held in the Agency's name by a third party custodian designated by the Treasurer.

The only exception to the foregoing shall be depository accounts and securities purchases made with:

- I. Local government investment pools;
- II. Time certificates of deposit, and,
- III. Money market mutual funds, since the purchased securities are not deliverable.

Evidence of each of these investments shall be held by the Treasurer.

PERFORMANCE

The Agency seeks to attain market rates of return on its investments throughout economic cycles, consistent with constraints imposed by its safety objectives and cash flow consideration. The Treasurer shall continually monitor and evaluate the portfolio's performance.

REPORTING

The Treasurer shall submit a monthly investment report to the Board. The report shall include the following information for each individual investment: description of investment instrument, issuer name, maturity date, credit rating, yield to maturity, purchase price, par value, current market value and the source of the valuation.

The report also shall:

- I. State compliance of the portfolio to the statement of investment policy, or manner in which the portfolio is not in compliance,
- II. Include a description of any of the Agency's funds, investments or programs that are under the management of contracted parties, including lending programs, and
- III. Include a statement denoting the ability of the Agency to meet its expenditure requirements for the next six months, or provide an explanation as to why sufficient money may not be available.

The report shall include a list of monthly investment transactions. This monthly report shall be submitted with the Board's monthly meeting agenda for public review.



BOARD MEMORANDUM

March 2, 2020

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager
Mark Koekemoer, Regulatory Compliance Manager
Mary Jo Ramey, Environmental services Analyst

Subject: **Marin County Wastewater Agencies' Public Education Program Presentation**

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

Summary: CMSA serves as the lead Agency for the Marin County Public Education Program (Program), which has received various awards from the California Water Environment Associations (CWEA) over the past several years. Mark Koekemoer, CMSA's Regulatory Compliance Manager, will provide an informational presentation about the Program and its outreach and educational activities at the March Board meeting.

Discussion: CMSA has had a successful public education and outreach program since the early 1990s that has received positive recognition and awards from local and regional industry associations. In 2007, CMSA, Las Gallinas Valley Sanitary District, Novato Sanitary District, Sausalito Marin City Sanitary District, the Sewerage Agency of Southern Marin, and Sanitary District #5 in Tiburon developed and executed a Memorandum of Understanding to establish the Program, which was modeled after CMSA's public outreach program activities. The participating agencies are called the Wastewater Agencies of Marin County, and CMSA is the Program's lead agency and has the following responsibilities:

- Scheduling routine Program meetings and preparing meeting agendas and minutes.
- Procuring and distributing public education materials and promotional items.
- Scheduling public education events and coordinating event staffing.
- Preparing and distributing the annual Program budget and preparing quarterly invoices to the participating agencies.

Each of the Program agencies provides staffing for outreach events, participates on the Program planning committee, and pays a share of the Program expenses. The topics and goals of the Program outreach activities are designed to educate students and the public on the water, wastewater, and related environmental topics of concern. A list of the general educational goals and topics covered within this program are provided below.

- The difference between storm drains and sanitary sewers, and the function of each system.

- Nothing but rainwater should go in storm drains.
- The types of wastes appropriate for the sanitary sewers.
- Ways to properly dispose of wastes that cannot go in the storm drains or sanitary sewers.
- Beneficial re-use of treated wastewater and biosolids.
- Information on hazards and proper disposal of waste mercury.
- Proper disposal of unused pharmaceuticals at Marin County collection facilities.
- Sources of dioxin released to the environment and ways to prevent its release.
- Issues relating to preventing fats, oils, and grease (FOG) related sanitary sewer overflows, and how to properly dispose of household kitchen grease.
- Emerging topics are added when appropriate.

Brief summaries of each Public Outreach elements are illustrated below.

Outreach Booths

The Program staffs an outreach booth at over a dozen public events each year. Visitors to the booths have an opportunity to take a quiz concerning topics on “pollutants of concern,” “what not to flush,” and other sanitary system related issues. Adults who answer all the questions correctly win their choice of a shirt, stuffed animal, water bottle, or canvas tote bag. Children are given a simpler quiz, and if they answer all the questions correctly, they may spin a wheel for a prize. The quizzes are intended both to educate the public and to gather information on the level of public awareness on current issues. In 2019, a total of 2,927 quizzes were taken. In addition to administering quizzes, staff members engage the public and answer questions regarding pollution prevention, wastewater treatment, recycled water, and other environmental issues. At outreach events, staff also makes contact with local teachers to inform them of possible outreach activities, including classroom presentations and facility tours offered by Program member agencies. A new quiz question for 2020 will be for microplastic pollution prevention.

School Outreach Shows

The Program works with professional entertainers to produce scripts for entertaining and educational school outreach shows. The show scripts are revised every two years to target different age groups. The shows address water and pollution issues in a simple, humorous manner suitable for kindergarten through sixth grade. The entertainers are then paid to present the shows at schools in Marin County. In 2019, 4,354 students attended the “Go with the Flow” juggler show.

Pharmaceutical Take-back

In 2017, members of the Marin County Environmental Health Services, Marin County Officials, Medical Professionals, and other community leaders formed RXSafe Marin, a broad-based community coalition dedicated to reducing harm from prescription drug abuse and saving lives. The Program contributed \$14,000 to RxSafe Marin after its formation for their advertising,

website development, and outreach efforts pertaining to safe pharmaceutical handling and disposal in Marin County. In 2019, a new flyer and pamphlet were developed to educate the public on proper pharmaceutical disposal and drop off site locations. An estimated 10,000 pounds were collected and properly disposed in Marin County.

Plant Tours

For many years CMSA has provided tours of the treatment facilities to the public, various stakeholders, and students (3rd grade and higher). A Facility Tour Packet is available on the Agency website that provides information on the tours, appropriate clothing to wear, and waiver forms for each participant. In 2019, CMSA provided 23 facility tours to 233 people.

FOG Education

FOG source control programs regulate commercial food service establishments, to minimize the amount of FOG discharged to the sanitary sewer system and help with preventing overflows. To complement these efforts, the Program educates the public about preventing discharge of FOG from homes and businesses. Information is provided at outreach events and during source control program site visits, and includes:

- A question about FOG is on the educational quiz.
- “FOG scrapers” are given to visitors to the outreach booths.
- English and Spanish versions of a “Fat Free Sewers” brochure, created by the Water Environment Federation, are available at outreach events.
- Multi-lingual posters with information about proper FOG handling, recycling, and disposal are provided to restaurants and markets throughout the county.

Fast Forward Publication

The Program has been “Major” level sponsor for the Fast Forward school outreach publication for several years. The Bi-monthly publication reaches up to 25,000 students during the school year, September through June, and is distributed to all public and private schools throughout Marin County. The Program sponsors the Eco Page which features environmental and pollution prevention messages and school projects.

Website

The CMSA website has several pages where the public and other interested parties can find the Program activities and its outreach event schedule, take a virtual tour of the treatment plant, and obtain public education materials and resources. The virtual tour describes in layman’s terms the different wastewater treatment processes at CMSA, and includes photos and diagrams. In 2018, a link to the agency’s social media channels was added to the website, and the website is currently being revamped and updated. Staff plans to present the new website to the Board at the April 2020 meeting.

Attachment: Adult and Kid Public Education Quizzes

Pollution Prevention Quiz

Do you live in Marin County?

- Yes No

How do you prevent pollution from entering storm drains?

- Place yard waste such as leaves and yard trimmings in a compost bin or yard recycle bin
- Wash your car over the lawn or at a carwash
- Put all litter in trash cans
- Use less toxic pesticides and fertilizers
- All of the above

Certain natural events and human activities contribute to mercury in the atmosphere. Rain carries this contaminant into water bodies and ultimately their ecosystem and fish. Humans can be exposed to Mercury by eating fish that swim in these waters. The amount of mercury in fish depends on:

- The age of the fish, what it eats, and its location in the food chain
- The color of the fish and the size of their fins
- Swimming in a school (group) of fish
- All of above

Which of these items can be flushed down the toilet without causing problems in the sewers or at the wastewater treatment plants?

- Dental Floss
- Toilet Paper
- "Flushable Wipes" (Baby, Personal, Cleaning)
- Tissues (Kleenex)
- All of the above



You should call the 1-800-SAV-R-BAY Hotline if you see someone dumping anything into a storm drain or sewer. (ie; paint, used oil, soap, radiator fluid)

- Yes No

When cleaning pots and pans that contain a small amount of grease you should:

- Scrape the solidified grease into the sink and run it though the garbage disposal
- Run it through a cycle in your dishwasher using a little extra soap
- Use extremely hot dish water with soap and wash it down the drain.
- Let it harden then scrape it out and place into the garbage can or yard waste container

Today, traces of pharmaceutical drugs are found polluting our bay. Pharmaceutical drug pollution can be minimized by disposing of unused medication properly. How should we properly dispose of unused pharmaceutical drugs?

- By pouring them down the sink
- By flushing them down the toilet
- By taking them to a designated drop-off box located at various police stations, fire departments and household hazardous waste facilities
- By throwing them into the garbage can.

POLLUTION PREVENTION QUIZ

KIDS



Do you live in Marin County?

Yes No

How old are you? _____

1. Your toilet is not a trash can. Besides human waste, is toilet paper the only thing you **should** flush down the toilet?
 Yes No
2. If oil leaks from a car, the rain will wash the oil down the street to a storm drain which may be connected to a creek, which ultimately goes to the Bay. Can the oil washed down the street kill the fish?
 Yes No
3. Waste water from the sinks, drains, and toilets in your house goes through pipes underground which ultimately leads to a treatment plant. Does the treatment plant help clean the dirty water before it is sent into the Bay?
 Yes No
4. If you wash your car in a driveway and that water goes into a storm drain, is the soap from washing your car in your driveway safe for the wildlife when it reaches into nearby creeks?
 Yes No
5. After cooking or frying food at home, should you let the grease harden in the pan and scrape it into the garbage?
 Yes No

THANK YOU FOR TAKING THE ENVIRONMENTAL QUIZ!



BOARD MEMORANDUM

March 10, 2020

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: 2020 North Bay Watershed Association Conference

Recommendation: Approve Board member attendance at the 2020 North Bay Watershed Association's Conference.

Summary: CMSA is a member of the North Bay Watershed Association (NBWA), and Commissioner Michael Boorstein is the Agency's representative on the NBWA Board of Directors. The NBWA has a biannual conference, and its next conference is on Friday, April 3 at the Petaluma Sheraton. A conference Save-the-Date flyer and program are attached.

CMSA is one of the many conference sponsors, and as a sponsor, the Agency receives three complimentary conference tickets. Commissioner Boorstein and I are registered to attend, and we have one additional ticket. As discussed at the last Board meeting, if Board members would like to attend the conference, please let me know and I will register you. Registration is \$115, and included in the fee are refreshments and lunch. Board members who attend will receive a daily stipend pursuant to Board of Commissioners' policy #2, Compensation Policy for Agency Officials.

Attachment:

- NBWA Conference Flyer and Program



SAVE THE DATE!
Friday, April 3, 2020

Photo by Melissa McMasters, courtesy of CC by 2.0

North Bay Watershed Association Conference

2020 Vision: ***One Region, One Water, One Future***

Friday, April 3, 2020 • 8:30 a.m. to 3:30 p.m.

At the Sheraton Petaluma • 745 Baywood Drive, Petaluma

Speakers and panelists will discuss how we can bring new vision and energy to our efforts in water planning and watershed restoration to better mitigate the escalating effects of growth pressures and a changing climate.

You won't want to miss it - so mark your 2020 calendar for this exciting event.

Invited Speaker List (partial):

Jared Blumenfeld, Secretary for California EPA (confirmed)

Congressman Jared Huffman

Congressman Mike Thompson

Katie Jackson, Senior VP, Jackson Family Wines

**North Bay Watershed Association Conference April 3
2020: One Region, One Water, One Future**



Conference Program

- 8:00 **Registration, Continental Breakfast and Networking**
- 8:45 **Welcome and Introductions**
- 9:00 **Katie Jackson**, Senior VP, Corporate and Social Responsibility, Jackson Family Wines
- 9:30 **Jared Blumenfeld**, Secretary for Environmental Protection, State of California
- 10:00 **Break**
- 10:15 **Re-visioning the North Bay Arc**
Jeremy Lowe, San Francisco Estuary Institute
Kendall Webster, Sonoma Land Trust
Kevin Chen, Metropolitan Transit Commission
Jessica Davenport, California Coastal Conservancy
- 11:30 **Douglas Mundo**, Co-Director, Shore Up Marin
- 12:00 **Building Resilience in our Working Lands, People, and Partnerships**
Rebecca Burgess, Fibershed
Shaun Horne, Marin Municipal Water District
- 12:30 **Lunch: The Honorable Jared Huffman** *[invited]*
- 1:45 **North Bay Oaks: A new Strategy for Regional Regeneration**
Frances Knapczyk, Napa County Resource Conservation District
Sean Baumgarten, San Francisco Estuary Institute
- 2:00 **The Potter Valley Project: A Two-Basin Solution**
Grant Davis, Sonoma Water
Janet Pauli, Potter Valley Irrigation District
Kathleen "Kat" Willits, Round Valley Tribal Council
Steve Johnson, Cal Trout
- 3:15 **Concluding Remarks, Evaluation, and Raffle**
- 3:30 **Wine Reception**



BOARD MEMORANDUM

March 10, 2020

To: CMSA Commissioners and Alternates
From: Jason Dow, General Manager
Subject: **Resolution of Appreciation for Dan Hillmer**

Recommendation: Approve CMSA Resolution No. 344, A Resolution of Appreciation for Dan Hillmer.

Summary: Dan Hillmer has served as an alternate Commissioner for the City of Larkspur since October 2010. After Kathy Hartzell retired from the CMSA Board as Larkspur's Commissioner in May 2017, Dan regularly attended the CMSA Board meeting and has done a fine job representing Larkspur.

In December 2018, the Larkspur City Council decided to withdraw from the CMSA Joint Powers Agreement (JPA), and over the following year the withdrawal process was developed and a revised JPA prepared. Each JPA member agency approved the Withdrawal Agreement and Amended JPA, and on January 30, both were executed and Larkspur seat was removed from the CMSA Board of Commissioners.

Staff prepared the attached Resolution of Appreciation for Dan Hillmer, and recommends the Board approve it, after which it will be framed and delivered to Dan. Both Chair DiGiovanni and Vice-Chair Boorstein have reviewed and provided comments on the Resolution.

Attachment:
- Draft Resolution No. 344



CMSA Resolution No. 344

*Resolution of Appreciation for
Dan Hillmer*

WHEREAS, **Dan Hillmer** has served as an representative for the City of Larkspur on the Central Marin Sanitation Agency (CMSA) Board as an alternate Commissioner since October, 2010 and

WHEREAS, **Dan** has demonstrated his dedication to the work of the Board by bringing a fair and thoughtful perspective to the meetings; and

WHEREAS, **Dan** has utilized his Larkspur City Council experience and common-sense approach to bring a collaborative spirit to Board meetings; and

WHEREAS, **Dan** was always very interested in the Agency’s operations and initiatives, and consistently supported Agency staff as they endeavored to achieve the Board adopted business plan programs, projects, and activities; and

WHEREAS, **Dan** served on an important JPA ad hoc committee that spent nearly a year to review and revise CMSA’s Joint Powers Agreement, so it accurately reflected the Agency’s services and business; and

WHEREAS, **Dan** encouraged the development of the Central Marin Food-to-Energy Program, and the public-private partnership with Marin Sanitary Service to make the Program a success; and

WHEREAS, **Dan** has proven his commitment to protecting the environment and public health by fully supporting the Agency’s initiatives, financial sustainability, and green business practices; and

WHEREAS, **Dan** has always shown the intention to act in the best interest of the Agency and its customers during his 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 **Dan** for his years of service and dedication to the Agency.

PASSED AND ADOPTED by the CMSA Board of Commissioners at a regular meeting held on March 12, 2020 by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Dean DiGiovanni, Commission Chair

ATTEST: _____
Eli Beckman, Commission Secretary



BOARD MEMORANDUM

March 10, 2020

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Revised Tamalpais Community Services District FOG Source Control Program Agreement

Recommendation: Approve the revised FOG Source Control Program Agreement with the Tamalpais Community Services District.

Summary: CMSA has provided FOG Source Control Services to the Tamalpais Community Services District (TCSD) since December 2008. CMSA and TCSD staff recently reviewed the original service agreement, agreed it needed to be updated to reflect the current services provided by CMSA, and revised the agreement accordingly. TCSD's Board of Directors will consider approving the revised agreement at its March 11 meeting, and if approved, staff recommends the CMSA Board approve it.

Fiscal Impact: TCSD has six restaurants in its service area that CMSA regulates under the FOG Source Control Program. All Agency expenses associated with the Program work are reimbursed quarterly by TCSD. Annual revenues for the regular Program services range from \$500 - \$2,000.

Details: CMSA administers FOG source control programs for the Ross Valley Sanitary District, San Rafael Sanitation District, Sanitary District No. 2, Las Gallinas Valley Sanitary District, TCSD, and Almonte Sanitary District. TCSD and Almonte serve unincorporated communities south of Mill Valley. Agreements that CMSA has with each district need to be updated, and we started that process with TCSD. Noteworthy revisions to the 2008 agreement are:

- Whereas statements were revised to describe program developments since 2008.
- Sewer Hot Spot and Targeted Program definitions were removed.
- Scope of Services was updated to show current and anticipated work activities.
- Reporting and invoicing frequency changed from monthly to quarterly.
- A provision was added to state CMSA will retain Program information for five years.
- Heather Abrams has replaced John Elam as the TCSD manager.

Attachment:

- Revised FOG Source Control Program Agreement between TCSD and CMSA

FATS, OILS, & GREASE (FOG) SOURCE CONTROL PROGRAM AGREEMENT

Between Tamalpais Community Services District and Central Marin Sanitation Agency

This Agreement is between the CENTRAL MARIN SANITATION AGENCY (hereinafter referred to as CMSA), and TAMALPAIS COMMUNITY SERVICES DISTRICT (hereinafter referred to as TCSD).

WHEREAS, the State Water Resources Control Board issued on May 2, 2006 a Statewide General Waste Discharge Requirement, for all collection system agencies within the State, that requires each to prepare an SSMP and a source control program for FOG, if FOG is determined by the collection system agency to be a contributor to sewer overflows; and

WHEREAS, TCSD has determined that all Food Service Establishments (FSEs) in its service need to be regulated to minimize FOG discharge into its wastewater collection system; and

WHEREAS, CMSA employs source control staff to regulate and enforce the regional pretreatment and pollution prevention programs within its service area; and

WHEREAS, CMSA has developed and adopted two comprehensive FOG ordinances and related administrative and enforcement documents, and has developed and successfully implemented FOG source control programs for the Las Gallinas Valley Sanitary District, San Rafael Sanitation District, Ross Valley Sanitary District, Sanitary District #2 of Marin County, and the Almonte Sanitary District; and

WHEREAS, TCSD and CMSA entered into an agreement in December 2008 for CMSA to develop, implement, manage, and administer a FOG source control program (Program) within TCSD's service area, under authority of the TCSD FOG Ordinance; and

WHEREAS, TCSD's Program has been fully developed and all FSEs in its service area are in compliance; and

WHEREAS, now TCSD and CMSA desire to update the 2008 Agreement to reflect the current state of the Program and its ongoing administration; and

NOW, THEREFORE, it is agreed as follows:

1. **Definitions:**

- Source control - Inspections, permits, education, enforcement and other activities for the purpose of reducing or eliminating discharge of pollutants of concern (in this case FOG) to the sanitary sewers.

- Food Service Establishment (FSE) - Includes any facility preparing and/or serving food for commercial use or sale. This includes restaurants, cafes, lunch counters, cafeterias, hotels, hospitals, convalescent homes, factory or school kitchens, catering kitchens, bakeries, grocery stores with food preparation (excluding stores with only food warming operations), meat cutting and preparation, and other food handling facilities.
 - Grease Removal Device (GRD) - A grease trap (smaller, in kitchen) or grease interceptor (larger, outside) installed on FSE kitchen drains.
 - "Blanket" FOG program - A FOG source control program where all identified FSEs are regulated.
 - Hauling manifest - A form documenting maintenance (grease pumping) of a grease interceptor or trap.
2. **FOG Program:** The TCSD Program will regulate, through source control activities, all Food Service Establishments (FSEs) in the TCSD service area.
3. **Scope of Services:** CMSA hereby agrees to provide the following services:
- Maintaining a current database of the FSE information in the TCSD service area.
 - As needed, conduct FSE plan review in coordination with Marin County Environmental Health Services for GRD installation compliance with the TCSD FOG Ordinance.
 - Update the TCSD FOG Ordinance with enforcement procedures and all necessary FOG administrative documents.
 - Notify new and remodeled FSEs of the Program and the requirements of the FOG Ordinance
 - Maintain the Program. Tasks will include issuing FSE FOG permits, performing field inspections to verify that appropriate grease removal devices are installed, and that FSEs are in compliance with the FOG Ordinance provisions.
 - Implement accelerated monitoring to address chronic non-compliant FSEs. Accelerated monitoring may involve up to monthly FSE inspection to facilitate compliance with the FOG Ordinance provisions.
 - Provide on-going administration of the Program. This will include on-going coordination with TCSD staff to maintain current FSE information, perform periodic

inspections of FSEs, and perform follow-up inspections and enforcement actions as needed.

4. **Quarterly Report**: CMSA shall keep and maintain records of expenditures, FSE inspection reports, FOG hauling manifests, and other pertinent program documentation. CMSA shall provide TCSD with a quarterly report of the FOG program activities.
5. **Compensation**: TCSD shall reimburse CMSA quarterly for work performed for TCSD under this agreement. Reimbursement shall be based on the current weighted hourly rates of the CMSA staff performing the work, plus a 21% overhead rate. (rate will be included in the annual budget).

In the event it is necessary for CMSA personnel to work overtime, as authorized by TCSD, the overtime hours shall be reimbursed at one and one half times the weighted hourly rate plus overhead.

CMSA personnel shall use CMSA vehicles for all work performed under this agreement. TCSD shall reimburse CMSA monthly for actual mileage on CMSA vehicles for work under this agreement. The mileage will be reimbursed at the IRS mileage rate for the current calendar year.

CMSA will adjust weighted hourly rates within a budget year to account for CMSA cost of living (COLA) and equity salary adjustments.

6. **Budget Estimate**: CMSA shall develop an estimated annual budget for the Program. The budget is an estimate and may vary depending on enforcement measures needed as a result of discharger violations, scope of work desired by TCSD, and other requested services. The draft budget will be submitted by May 1st.
7. **Liability**: Both parties agree to hold the other free and harmless from all claims arising from this Agreement for damage to persons or property except those resulting from negligence on the part of either party.
8. **Reporting**: TCSD shall be responsible for meeting the San Francisco Bay Regional Water Board's FOG reporting requirements. At TCSD's request, CMSA can assist with preparing or can prepare the FOG reports.
9. **Term**: This Agreement shall take effect the day after it is signed by the last signatory and shall remain in full force and effect from year to year unless the Agreement is terminated by either party by providing the other party a 90 days written notice of the intention to terminate the Agreement. In the event either party delivers to the other a 90 day written



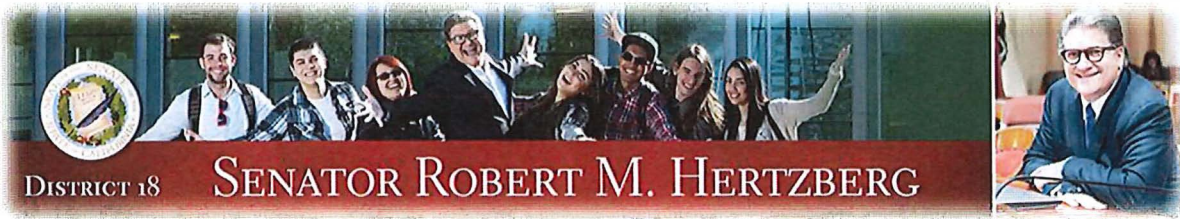
BOARD MEMORANDUM

March 10, 2020

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

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

- A. Flyer dated February 18, 2020 from Hon. Robert M. Hertzberg
Re: Senate Bill 1052, Stormwater Capture and Diversion Authority
- B. Letter dated February 25, 2020 to Anna Gallagher, California Regional Water Quality Control Board
Re: Monthly Self-Monitoring Report (SMR) – January 2019
- C. Letter dated March 2, 2020 from Jack F. Govi, County Counsel
Re: Retirement and Assignment of New Counsel
- D. Letter dated March 9, 2020 from Joel Evans-Fudem, SEIU
Re: Response to COVID-19 Outbreak



Senate Bill 1052

Stormwater Capture and Diversion Authority

Introduced on February 18, 2020

SUMMARY

SB 1052 authorizes municipal wastewater agencies to enter into voluntary agreements with entities responsible for stormwater management – including municipal, industrial, and commercial stormwater dischargers – to more effectively manage stormwater and dry weather runoff.

ISSUE

From 2012 to 2016, California experienced the most severe drought on record. The historic event provided a window into the looming challenges facing California’s entire water sector. Climate projections show that extremely high temperatures, coupled with times of heavy participation, will become even more common. In order to meet the challenges of an unpredictable and water-scare future, a diversified and flexible water portfolio is essential.

Stormwater is a highly valuable resource that, if carefully managed, can augment state and local water supply. The capture and treatment of stormwater and dry weather runoff has significant environmental benefits, and can be used to augment recycled water supplies for groundwater recharge, landscape and agricultural irrigation, and surface water augmentation. While local governments would benefit from utilizing innovative approaches to stormwater capture and reuse, they often face several barriers to funding and maintaining stormwater projects.

Municipal wastewater agencies, responsible for sewage and industrial wastes, are equipped with the existing infrastructure, capacity, and water quality expertise that could assist with gaps in stormwater management. However, current law grants explicit stormwater capture authority to a just few specific municipal wastewater agencies that have sought the explicit ability to do so through piecemeal legislation.

SB 1052 (Hertzberg)

SB 1052 supplements the existing authority of all municipal wastewater agencies to enter into projects to divert and treat stormwater and dry weather runoff. Any agreement, project, or use of this authority is completely voluntary for all entities involved. The bill will therefore promote regional interagency cooperation, improve water quality, and make efficient use of publicly owned infrastructure by removing onerous barriers that prevent stormwater capture, treatment and recycling.

SUPPORT

California Association of Sanitation Agencies (CASA) (Co-Sponsor)
California Coastkeeper Alliance (Co-Sponsor)



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

February 25, 2020

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

Attention: Anna Gallagher

Subject: Monthly Self-Monitoring Report (SMR) – January 2020

The January 2020 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, Alternate Monitoring and Reporting Requirements Order #R2-2016-0008 and the Mercury and PCBs Order #R2-2017-0041. Additionally, effective July 1, 2020, Order #R2-2019-0017 removed CMSA influent nutrient monitoring requirements. The results provided in this report comply with these new requirements.

Violations

There are no reportable NPDES Permit violation(s) for this reporting period.

Blending Events

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

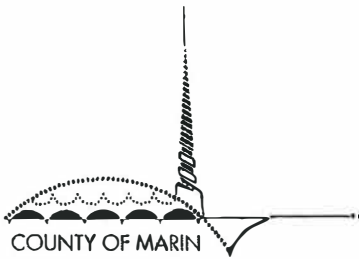
Data Validation

All regulatory daily, weekly, and monthly quality control calibrations/checks conducted during the month of January met established quality assurance acceptance criteria, except those data results indicated within the attached Quality Assurance report.

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

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


Loren C. Finton
Treatment Plant Manager



OFFICE OF THE
COUNTY COUNSEL

Brian E. Washington
COUNTY COUNSEL

March 2, 2020

Jack F. Govi
ASSISTANT COUNTY COUNSEL

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



Renee Giacomini Brewer
CHIEF DEPUTY COUNTY COUNSEL

Re: Retirement and Assignment of new counsel

Patrick M. K. Richardson
Stephen R. Raab
Steven M. Perl
Brian C. Case
Jenna J. Brady
Valorie R. Boughey
Kerry L. Gerchow
Tarisha K. Bal
Deidre K. Smith
Brandon W. Halter
Sarah B. Anker

Dear Jason,

After 42+ years at the County of Marin, I am retiring effective March 27, 2020. It has indeed been a long run and a very memorable career with many interesting cases, trials, and, of course, clients. There have been ups and downs and fortunately, the downs have been few! The toughest thing about retirement is not being able to work with my clients – this has truly been one of the major “ups” of my career.

DEPUTIES

I want to thank you for your assistance and support throughout my tenure in representing you. I so appreciate the level of competence you bring to your department and this has made my job much easier!

Colleen McGrath
ADMINISTRATIVE SERVICES
OFFICER

Your new legal counsel at Marin County Counsel will be Brandon Halter. Brandon can be reached directly at 415-473-7525 and by email at bhalter@marincounty.org. Brandon graduated from Harvard Law School and joined our office in 2018. Brandon has both private practice experience and several years of County Counsel experience. If you would like to schedule an introductory meeting, please contact me within the next week or so.

Marin County Civic Center
3501 Civic Center Drive
Suite 275
San Rafael, CA 94903
415 473 6117 T
415 473 3796 F
415 473 2226 TTY
www.marincounty.org/cl

Again, it has been my pleasure working with you over the years and I wish you the best of luck.

Very truly yours,

Jack F. Govi
Assistant County Counsel



Stronger Together

Joseph Bryant
President

Akbar Bibb
VP Region A (North Central)

Mary Sandberg
VP Region B (North Coast)

Yeon Park
VP Region C (East Bay)

Theresa Rutherford
VP Region D (San Francisco)

Marcus Williams
VP Region E
(Amador/Calaveras/San Joaquin)

Mary Duncan
Secretary

Amos Eaton
Treasurer

Sandra Lewis
VP of Representation

Gary Jimenez
VP of Politics

Ramses Teon-Nichols
VP of Organizing

Executive Board

Pete Albert
Tazamisha Alexander
John Arantes
Derrick Boutte
Lorraine Bowser
Monique Chaney-Williams
Felipe Cuevas
Evelyn Curiel
Sasha Cuttler
Nathan Dahl
Brandon Dawkins
Joel Evans-Fudem
Karia Faucett
Geneva Haines
Dellfinia Hardy
Cynthia Landry
Todd Nosanow
Harold Powell
Mercedes Riggleman
Robert Taylor
Richard Thoele
Taffie Walter
Angel Valdez
Sandra Wall
Jim Wise

**Executive Board &
Budget & Finance
Committee**

Aaron Cramer
Rhea Davis
Tina Diep
Julie Meyers
Tom Popenuck
Sunny Santiago
Rachal Valtakis

March 9, 2020

Mr. Jason Dow
Central Marin Sanitation Agency
1301 Andersen Dr
San Rafael, CA 94901

Dear Mr. Dow,

In light of the global outbreak and spread of COVID-19 (novel coronavirus) and the risks this presents to us collectively, now more than ever we need a united response. Both the Employer and the Union have an obligation to provide and ensure safe working conditions for employees.

In order to minimize the risk of infection of workers in the course of performing their duties, we request the following:

1. The Employer provides training and education about the virus and how to recognize potential cases.
2. The Employer provides employees with hand sanitizers, gloves and N95 masks along with clear guidelines for appropriate use and situations

We are requesting the following:

1. Copies of written emergency response protocols to deal with the contagious outbreaks.
2. Copies of protocols to protect workers who may be more likely to be exposed to the threat.
3. Copies of the rollout plan on providing protection for workers in the event of an outbreak.

Due to the seriousness of this potential crisis, we find that it is necessary to immediately meet and confer over these issues. We are available to meet anytime between March 16, 2020 – April 1, 2020.

Thank you for your prompt attention,

Joel Evans-Fudem
Field Representative
SEIU Local 1021

cc: Andrea Zanetti, Field Director

