



Central Marin Sanitation Agency

COMMISSION REGULAR MEETING AGENDA

Tuesday, May 11, 2021

Via Zoom Electronic Meeting

6:00 p.m.

Closed Session at 5:30 p.m.

NOTE: Consistent with the Governor’s Executive Order N-25-20 on the Brown Act and the Bagley Keene Act, this Board meeting will be held via Zoom® conferencing. There will be NO physical location of the meeting. Please be advised that this meeting will be recorded. The Agenda packet is available for review and download on the Agency website the Friday before the meeting:
www.cmsa.us

To participate: Join the Zoom Meeting by clicking the link below, or copy and paste the address into your browser. You may also participate by phone at the number below.

Join Zoom Meeting

Online:

<https://zoom.us/j/92294758744>

Phone in:

+1 669-900-9128

Meeting ID:

922 9475 8744

Public Comment: Public comments for this meeting can be submitted via email to the Recording Secretary at kbrouillet@cmsa.us. The public comment period opens when the agenda is posted online and will close two hours prior to the start of the meeting. Include your name and the item you’d like to provide written comment on. Written comments submitted will be read into the record during the Public Comment period of the Board meeting.

To provide comments during the meeting:

- If in the Zoom teleconference, use the “raise hand” feature. The Host will notify and unmute you when it is your turn to speak.
- If on a phone, press *9 (“star + 9”), and the Host will notify and unmute you when it is your turn to speak. If you experience an issue providing comments in the meeting, please email those comments to the Recording Secretary at kbrouillet@cmsa.us.

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AGENDA

1. **5:30 p.m.: Call Meeting to Order/Pledge of Allegiance**
2. **Roll Call**
3. **Open Period for Public Participation**
Open time for public expression, up to two minutes per speaker, on items within CMSA's jurisdiction and not on the Board of Commissioners' agenda. The Board will not discuss or take action during open time, 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.
4. **Adjourn to Closed Session**
CONFERENCE WITH LEGAL COUNSEL
California Government Code
Section 54956.9(d)(2)
Number of Potential Cases: One (1)
5. **6:00 p.m.: Reconvene in Open Session**
Report on any action taken in closed session.
6. **Roll Call**
7. **Open Period for Public Participation**
8. **Consent Calendar**
 - a) Minutes – Special Board Meeting, April 8, 2021
 - b) Minutes – Regular Board Meeting, April 13, 2021
 - c) Treasurer's Report – April 2021
 - d) NPDES, Process, and Maintenance Report – April 2021
 - e) Performance Metric Report – April 2021
 - f) FY21 Third Quarter Budget Status Report
 - g) 2020/2021 Wastewater Flow Report
 - h) Revised Administrative Policies #10, #12, and #13
 - i) Land Use Agreement with Tauzer Apiaries
 - j) FY22 Chemical Supply Contracts
9. **Pension Obligation Bond Presentation**
Recommendation: Receive the Pension Obligation Bond presentation from PFM, and provide any comments or direction to the General Manager, as appropriate.

CONTINUED ON NEXT PAGE

10. **Proposed Draft Budget for FY22 and FY23**

Recommendation: Review the Proposed Draft Budget for FY22 and FY23, and provide comments and/or direction to the General Manager, as appropriate.

11. **Annual OPEB Funding Plan Update**

Recommendation: Review and approve the updated annual OPEB Funding Plan, direct staff to update it with data from the Agency's 2021 GASB 75 Valuation Report, and present the updated Plan at a future meeting.

12. **CMSA 5-Year Strategic Plan (FY22 – FY26)**

Recommendation: Adopt the Agency's new 5-Year Strategic Plan, and provide any comments or direction to the General Manager, as appropriate.

13. **May Informational Items**

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

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

15. **Oral Reports by Commissioners***

16. **Oral Reports by General Manager***

17. **Next Scheduled Regular Meeting**

Tuesday, June 8, 2021 at 6:00 p.m. by Zoom Conference.

*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 SPECIAL MEETING MINUTES Thursday, April 8, 2021 Via Zoom Electronic Meeting

NOTE: Consistent with the Governor's Executive Order N-25-20 on the Brown Act and the Bagley Keene Act concerning the COVID-19 shelter-in-place protocol, this Board meeting was held via Zoom® conferencing. There was no physical location for the meeting. 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 Boorstein called the meeting to order at 5:06 p.m. A quorum was present.

2. Roll Call

00:00:43

Present: Eli Beckman,* Michael Boorstein, Maribeth Bushey, Dean DiGiovanni, and Doug Kelly

Absent: None

Staff Present: Jason Dow, General Manager; Kate Brouillet, Recording Secretary

Public Present: Michele Pla, EPS Consultants

*Commissioner Beckman joined the meeting at 5:10 p.m.

3. Open Period for Public Participation

00:01:05

There were no comments from the members of the public.

4. Agency Strategic Planning Board Workshop #1

00:01:10

Michele Pla, Workshop Facilitator, referred to her PowerPoint presentation and reviewed the proposed changes to the Agency's Mission, Vision, Values, and Goals that were recommended by the Agency Strategic Planning Committee, based on the Board member interview comments and feedback. She engaged the Board in discussions of the various recommendations.

The Board participated in the workshop and gave direction to staff.

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

GM Dow left the meeting at 6:00 p.m.

5. Adjourn

01:00:56

Meeting was adjourned at 6:08 p.m.

Respectfully submitted,

Kate Brouillet, Recording Secretary

Dean DiGiovanni, Secretary



Central Marin Sanitation Agency

COMMISSION REGULAR MEETING MINUTES

Tuesday, April 13, 2021

Via Zoom Electronic Meeting

NOTE: Consistent with the Governor's Executive Order N-25-20 on the Brown Act and the Bagley Keene Act concerning the COVID-19 shelter-in-place protocol, this Board meeting was held via Zoom® conferencing. There was no physical location for the meeting. 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 Boorstein called the meeting to order at 7:00 p.m. A quorum was present.

2. Roll Call

00:33

Present: Eli Beckman, Michael Boorstein, Maribeth Bushey, Dean DiGiovanni, and Doug Kelly

Absent: None

Staff Present: Jason Dow, General Manager; Joyce Cheung, Associate Engineer; Mary Jo Ramey, Environmental Services Analyst; and Kate Brouillet, Recording Secretary

Public Present: None

3. Open Period for Public Participation

00:01:00

There were no members of the public present.

4. Consent Calendar

00:02:27

- a) Minutes – Regular Board Meeting, March 9, 2021
- b) Treasurer's Report – March 2021
- c) NPDES, Process, and Maintenance Report – March 2021
- d) Performance Metric Report – March 2021
- e) Investments Policy Revision – Reporting Section
- f) FY21 Asset Management Program 3rd Quarter Report
- g) Acceptance of Hauled Wastes Policy
- h) Purchase of an Ion Chromatography System

GM Dow said that he sent an updated Performance Metric Report for item 4d to the Board members by email, and that he asks the Board to consider the revised version.

Comments from the Public

There were no members of the public present.

ACTION: Commissioner DiGiovanni moved to approve Consent Calendar items 4a through 4h, with the revised Performance Metric report; second, Commissioner Kelly.

VOTE: The item was passed unanimously by roll call vote.

AYES: Beckman, Boorstein, Bushey, DiGiovanni, Kelly

NAYS: None

ABSTAIN: None

5. Public Hearing for the proposed Public Project Bid Ordinance 2021-2 Entitled "An Ordinance Relating to Bid Cost Thresholds and Bidding Procedures for Public Projects" 00:03:51

Chair Boorstein opened the public hearing for the proposed Public Project Bid Ordinance 2021-2.

GM Dow said that a summary of the proposed Ordinance was published in the *Marin Independent Journal* newspaper on April 5. He said that the Agency's construction contract attorney, Bill McInerney, reviewed the revisions to the Ordinance, and there were no comments received from members of the public.

The Board had no discussion.

Comments from the Public

There were no members of the public present.

ACTION: Commissioner Beckman moved to adopt the proposed Public Project Bid Ordinance 2021-2, and authorize publication of a summary of the passed Ordinance in the *Marin Independent Journal* newspaper; second, Commissioner DiGiovanni.

VOTE: The item was passed unanimously by roll call vote.

AYES: Beckman, Boorstein, Bushey, DiGiovanni, Kelly

NAYS: None

ABSTAIN: None

6. Pilot Digester Study Presentation 00:06:11

GM Dow introduced the Pilot Digester Study and summarized the history of the project. He introduced Joyce Cheung, Associate Engineer, to present the study report.

Ms. Cheung referred to her PowerPoint presentation and reviewed the study goals and context, planning, implementation, troubleshooting, results, and next steps.

The Board asked a few questions about the study, including the gas monitoring system, the test plan and equipment, translating the lessons learned to the full-scale digesters, and if a document or write-up had been created. The Board complimented Ms. Cheung on her presentation and staff for their methodical, scientific work, and urged staff to share their important findings.

Ms. Cheung and GM Dow responded to the Board's questions and comments, and said that an abstract of the study was submitted for this year's Water Environment Federation (WEF)

conference, and a white paper is being developed. GM Dow said that the technical advisory committee that assisted with the study will also be disseminating the information.

Comments from the Public

There were no members of the public present.

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

7. Administration Building Roof Replacement Project – Construction Contract Award 00:48:56

GM Dow said that public bids for the Administration Building Roof Replacement Project were opened on March 23, 2021 and four bids were received. He said the low bidder was determined to be non-responsive, and staff recommends awarding the contract to the next lowest bidder, Stronger Building Services, for a bid amount of \$721,000. He said the Agency's current Capital Improvement Program allocates \$889,200 in FY22 for facility roof repairs, and in the updated FY22 budget the allocation for this project may be increased slightly to cover any unexpected repairs. He said if the construction contract is awarded, the project's Notice to Proceed for the construction work will be issued shortly and construction would be substantially completed later this summer.

Commissioner Kelly asked if roof solar panels were considered for the project.

GM Dow responded that the Agency's 2017 Facilities Master Plan included a task order to investigate installing solar panels on CMSA property including the Administration Building roof, but the Board at that time decided not to pursue it as it was not financially advantageous due to a very long payback period.

Commissioners Kelly and Beckman voiced support for solar panels being installed on CMSA property in the future if viable.

Comments from the Public

There were no members of the public present.

ACTION: Commissioner Kelly moved to award the construction contract for the Administration Building Roof Replacement Project to Stronger Building Services, and authorize the General Manager to execute the contract agreement; second, Commissioner Beckman.

VOTE: The item was passed unanimously by roll call vote.

AYES: Beckman, Boorstein, Bushey, DiGiovanni, Kelly

NAYS: None

ABSTAIN: None

Mary Jo Ramey left the meeting.

8. RAS Pumps Replacement Project – Adopt Construction Contract Documents 00:58:03

GM Dow said this project's scope of work includes replacing six return-activated sludge (RAS) pumps that have heavy corrosion and wear, replacing the seal water system, and replacing aging

check valves, plug valves, and associated piping and other appurtenances necessary to configure the new RAS pumping system. He said to facilitate the timely completion of the project, the Board had previously authorized the pre-purchase of the RAS pumps at the January 2021 meeting. He said the CIP budget provides sufficient funding to construct the project based on its estimated cost. He said if public bidding is authorized, staff will issue the public bid advertisement immediately after the Board meeting and plan to present a construction award recommendation at the June Board meeting. He said construction is anticipated to begin in July 2021 and be substantially completed by the beginning of the wet weather season.

Comments from the Public

There were no members of the public present.

ACTION: Commissioner DiGiovanni moved to adopt the construction contract documents for the RAS Pumps Replacement Project, and authorize the General Manager to advertise the project for public bidding; second, Commissioner Beckman.

VOTE: The item was passed unanimously by roll call vote.

AYES: Beckman, Boorstein, Bushey, DiGiovanni, Kelly

NAYS: None

ABSTAIN: None

Joyce Cheung left the meeting.

9. Board of Commissioners Meeting Time

00:59:00

GM Dow said that in discussion with the Board Chair, it was determined that the reason the Board meeting time was set at 7 p.m. several years ago was due to increasing traffic congestion on Highway 101 and Sir Francis Drake Blvd. He said that with the possibility of reduced future traffic, they considered it an appropriate time to check in with Board members about their availability for an earlier regular monthly Board meeting time.

The Board had a brief discussion and agreed on a new regular meeting time of 6:00 p.m.

Comments from the Public

There were no members of the public present.

ACTION: Commissioner Beckman moved to change the time of the Board's regular monthly meetings from 7:00 p.m. to 6:00 p.m.; second, Commissioner Kelly.

VOTE: The item was passed unanimously by roll call vote.

AYES: Beckman, Boorstein, Bushey, DiGiovanni, Kelly

NAYS: None

ABSTAIN: None

10. April Informational Items

01:03:39

GM Dow brought attention to item A, the Food Waste Co-Digestion Case Study by the Water Research Foundation, and said that CMSA was one of five agencies that was highlighted in the study.

Commissioner Kelly referred to item F, and complimented Ryan Word, CMSA Lead Operator, on his work with the City of Mill Valley.

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

11. North Bay Watershed Association (NBWA) Report

01:07:08

Commissioner Boorstein said he attended the April 2, 2021 NBWA Board meeting. He said there was a presentation by One Water/North Bay Communities that included six local agencies, on public engagement programs and activities (virtual and distanced) for Spring 2021.

12. Oral Reports by Commissioners/General Manager

01:11:38

Commissioner Bushey thanked GM Dow for providing a tour of CMSA for Eli Hill, a new San Rafael City Council member. She said he appreciated the tour and was impressed with the facility, the environmental mission, and the energy generation program.

GM Dow said he was pleased to give the tour and enjoyed meeting Mr. Hill.

Commissioner Kelly said to look out for a personal letter that he wrote to the *Marin Independent Journal* regarding the Billion Oyster Project in New York City.

Commissioner Di Giovanni said he would like to see expansion of the use of the Agency's recycled water, and encourages the GM to contact Marin Municipal Water District to discuss CMSA obtaining its own permit.

GM Dow said that he has previously discussed the recycled water permitting topic with Steve Moore at Ross Valley Sanitary District who is knowledgeable in the subject, and Mr. Moore had contacted the Regional Water board about the process for CMSA to obtain its own permit. GM Dow will contact him again for any pertinent updates.

13. Next Scheduled Meeting

01:17:08

The next regular Board meeting is Tuesday, May 11, 2021 at **6:00 p.m.** by Zoom Conference. ***(Please note new time.)***

Chair Boorstein adjourned the meeting at 8:19 p.m.

Respectfully submitted,

Kate Brouillet, Recording Secretary

Dean DiGiovanni, Secretary

**CENTRAL MARIN SANITATION AGENCY
TREASURER'S REPORT
As of the Month Ended April 30, 2021**

Description	Account Type	Book Value	Market Value (1)	% Portfolio	Budget / Proj Year End
Cash in Banks:					
WestAmerica Bank (See Schedule 1 for Account Activity)	General Acct	\$ 3,349,210.89	\$ 3,349,210.89		
US Bank 2015 Revenue Bonds (Restricted)	Debt Serv Acct	3.18	3.18		
US Bank 2020 Revenue Bonds (Restricted)	Project/DS Acct	8,142,702.83	8,142,702.83		
Wells Fargo Bank (Restricted) (3/31/21)	Escrow Acct	81,182.52	81,182.52		
Total cash in banks		\$ 11,573,099.42	\$ 11,573,099.42		
Pooled Short-Term Investments:					
CAMP Cash Reserve Pool: .06% at 4/30/21	Investment Acct	\$ 381,137.75	\$ 381,137.75	2.0%	
Local Agency Investment Fund (LAIF): .357% at 3/31/21	Investment Acct	18,425,903.41	18,425,903.41	98.0%	
Total pooled short-term investments		\$ 18,807,041.16	\$ 18,807,041.16	100.0%	
Designations of Pooled Short-Term Investments:					
Current Operating Fund (2)		\$ 2,591,923.66	\$ 2,591,923.66	13.8%	
Operating Reserve (Unrestricted) (3)		3,267,204.50	3,267,204.50	17.4%	\$ 3,267,205
Capital Reserves (Restricted) (4) - See Schedule 2		1,370,722.00	1,370,722.00	7.3%	\$ 989,252
Capital Reserves (Unrestricted) (5) - See Schedule 2		11,077,191.00	11,077,191.00	58.9%	\$ 6,763,503
Contingency and Emergency Reserve (Unrestricted)		500,000.00	500,000.00	2.7%	\$ 500,000
Total designations of pooled short-term investments		\$ 18,807,041.16	\$ 18,807,041.16	100.0%	

NOTES:

- (1) Market values are per the fiscal agent's respective monthly statements
(2) Current operating fund is residual of other designations
(3) Operating reserves calculated at 25% operating budget

- (4) Includes capacity charges and debt service coverage
(5) 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

FY 21 INVEST-July 2020 to June 2021.xlsx Apr 2021 5/5/2021

Central Marin Sanitation Agency
 Schedule 1 - Operating Account Activity for WestAmerica Bank
 For the Month of April 2021

Beginning Balance at April 1, 2021 \$ 552,027.38

Cash Receipts (Deposits into Westamerica):

Transfers from LAIF	\$ 350,000.00
JPA Service Charges (FY21 Q4: RVSD, SD#2, SRSD)	3,157,750.25
Capacity Charges: (RVSD: 16 new connections (paid 50%) and 67 fixture units; SRSD: 1 new connection)	85,756.37
Permit and Inspection Fees	619.86
Mercury Reduction Program (NSD: FY21 Oct-Dec)	3,488.05
Revenue from Haulers & RVs	8,065.91
Revenue from Organic Waste Programs	30,010.91
Health & Safety Program Revenue (NSD: FY21 3Q & 4Q Salary/Benefits)	20,182.53
SD 2 Operations & Maintenance Contract (FY21: February & March)	75,658.42
SQSP Wastewater Services Contract (FY21: February & March)	265,366.00
SQ Village Operations & Maintenance Contract (FY21: February)	14,663.83
Marin Airporter Property Use (FY21: April)	5,400.00
Marin Clean Energy electricity generation revenue January & February 2021	2,764.07
Misc Revenue: Proceeds from sale of old tool boxes, Lystek International rebate	403.49
Void checks: Sentry	3,300.00
Total Cash Receipts	\$ 4,023,429.69

Cash Disbursements (Withdrawals from WestAmerica):

April 2021 Operating account disbursements register (see Schedule 1a)	\$ 843,847.98
Regular Payroll paid 04/09/21	146,450.43
Regular Payroll paid 04/23/21	147,971.39
Net Payroll Board compensation (04/13/21)	2,294.66
Board reported as full stipend on Disbursement Register	(2,475.00)
Transfers to EFTPS Federal Payroll Taxes (04/14, 04/28)	72,705.92
Bank Fee (Westamerica & \$5,000 Wells Fargo Bank Escrow)	5,291.83
Total Cash Disbursements	\$ 1,226,246.18
Ending balance at April 30, 2021	\$ 3,349,210.89

Central Marin Sanitation Agency
Schedule 1a - Operating Account Disbursements Register
For the Month of April 2021

Number	Date	Vendor/Payee	Amount	Description
2020835				Last check from prior month's register
2020836	4/1/2021	Byron Jones	240.37	Reimbursement for retiree health benefits by check, March 2021
2020837	4/1/2021	Phillip Frye	238.25	Reimbursement for retiree health benefits by check, March 2021
2020838	4/5/2021	Alpha Analytical Lab Inc.	300.00	NPDES sample analyses
2020839	4/5/2021	Antonette Anunciacion	108.36	Employee Expense Reimb: Safety shoes
2020840	4/5/2021	Black & Veatch	2,754.50	Prof Svcs: Influent Flow Meter Evaluation, final payment
2020841	4/5/2021	Caltest Analytical Laboratory	810.90	NPDES Permit sample analyses (3 invoices)
2020842	4/5/2021	CASH-PETTY CASH Replenishment	100.15	Cash replenishment for April 2021
2020843	4/5/2021	Evoqua Water Tech LLC	259.24	Laboratory DI water tank refills
2020844	4/5/2021	Mary Jo Ramey	28.83	Employee Expense Reimb: Office supplies
2020845	4/5/2021	PSOMAS, Inc.	1,075.00	Prof Svcs: Cogeneration System Installation Project, Construction Management Support Services, February 2021
2020846	4/5/2021	Sentry	4,400.00	April monthly fee for bio-electrode monitoring equipment, and replacement for lost check (4 invoices)
2020847	4/9/2021	Navia Benefit Solutions	1,174.73	Flexible spending account, PPE 04/03/2021
2020848	4/9/2021	SEIU	1,136.17	Union dues, PPE 04/03/2021
2020849	4/15/2021	Adam Safety	690.00	Employee Training: OSHA Forklift Safety (Note B/NSD portion)
2020850	4/15/2021	Alliant Insurance Services	1,067.61	Insurance policy renewal for underground storage tank, 04/26/2021-04/26/2022
2020851	4/15/2021	Alpha Analytical Lab Inc.	840.00	Industrial User sample analyses
2020852	4/15/2021	AT&T Dataplan	478.80	Fax and emergency phone service, 03/02-04/01/2021
2020853	4/15/2021	Atmospheric Analysis	980.00	Annual Digester gas monitoring (3 invoices)
2020854	4/15/2021	California Public Employee	3,584.00	Reimbursement for retiree health benefits by check, April 2021
2020855	4/15/2021	CDW Government, Inc.	1,622.55	Annual renewal for firewall IT security updates
2020856	4/15/2021	Chemurgic Agricultural	5,148.55	Sodium bisulfite (1 delivery)
2020857	4/15/2021	Claire Ernst	100.00	Employee Award Program: 2020 CWEA Award
2020858	4/15/2021	Comcast	195.05	Internet service, 04/04-05/03/2021
2020859	4/15/2021	Darin James Reinholdt	250.00	Monthly underground storage tank inspection, April 2021
2020860	4/15/2021	EDIS	985.00	Dental administrative fee, May 2021
2020861	4/15/2021	VOID	-	
2020862	4/15/2021	VOID	-	
2020863	4/15/2021	VOID	-	
2020864	4/15/2021	Eromosele J Esoimeme	100.00	Employee Award Program: CWEA Award
2020865	4/15/2021	Evoqua Water Tech LLC	10,381.51	Hydrogen peroxide (1 delivery)
2020866	4/15/2021	GHD Inc	21,456.60	Prof Svcs: Liquid Organic Waste and Biogas Treatment Upgrades - Design Services, March 2021
2020867	4/15/2021	Grainger	14,164.82	Plant sump pumps, pallet puller, submersible float, hydraulic filters, extension ladders, hard hats, and misc. electrical and plumbing supplies (15 invoices)
2020868	4/15/2021	VOID	-	
2020869	4/15/2021	VOID		
2020870	4/15/2021	IEDA, Inc.	867.00	Labor relations consulting, April 2021
2020871	4/15/2021	International Fire Inc.	2,016.07	Fire extinguisher annual inspection
2020872	4/15/2021	Jackson's Hardware	1,085.62	Marking, landscaping, custodial, and painting supplies; fuel, and misc. hardware (15 invoices)
2020873	4/15/2021	Kenneth R Spray	850.00	Employee Expense Reimb: CalCPA membership fee
2020874	4/15/2021	KnowBe4	1,262.25	Employee IT security awareness training subscription annual fee, 05/05/2021-05/05/2022
2020875	4/15/2021	Koff & Associates, Inc.	5,625.00	Admin Specialist Recruitment, payment #1; E/I Technician Recruitment, payment #1 (2 invoices)
2020876	4/15/2021	Kyle B Carbajal	100.00	Employee Award Program: 2020 CWEA Award
2020877	4/15/2021	Lystek International LTD	12,274.40	Biosolids beneficial reuse fee, March 2021
2020878	4/15/2021	Marin Office Supply	85.30	Office supplies, March 2021
2020879	4/15/2021	Marin Sanitary Service	5,093.12	Grit box, rag bin, and recycling disposal, March 2021 (3 invoices)
2020880	4/15/2021	Mark Koekemoer	100.00	Employee Award Program: 2020 CWEA Award
2020881	4/15/2021	Mary Jo Ramey	200.00	Employee Award Program: 2020 CWEA Award
2020882	4/15/2021	McInerney & Dillon, P.C.	320.00	Legal services, construction/contract law, March 2021
2020883	4/15/2021	McMaster-Carr Supply Co.	2,488.93	Stainless steel rods, anchor studs, and channels; fire extinguisher; and misc. belts, tools, and supplies (11 invoices)

Central Marin Sanitation Agency
Schedule 1a - Operating Account Disbursements Register
For the Month of April 2021

Number	Date	Vendor/Payee	Amount	Description
2020884	4/15/2021	P.G. & E.	12,269.45	Electricity service, 02/14-03/13/2021 (2 invoices)
2020885	4/15/2021	Rock Steady Juggling	1,600.00	Pub Ed Program: Virtual outreach at four schools (Note B)
2020886	4/15/2021	SPURR	4,466.25	Natural gas supply, March 2021
2020887	4/15/2021	State Water Resources Ctrl Brd	150.00	Membership fee (1 employee)
2020888	4/15/2021	VOID		
2020889	4/15/2021	Univar USA Inc	12,962.99	Sodium hypochlorite (2 deliveries) and sodium bisulfite (1 delivery)
2020890	4/15/2021	VWR International	1,958.84	Solutions, filters, buffers, DI water, vials, and chemicals for laboratory (11 invoices)
2020891	4/15/2021	Waste Management	14,474.22	Biosolids disposal, March 2021
2020892	4/15/2021	Wells Fargo Vendor	757.68	Lease payment for three printer/copiers, 04/20-05/19/2021
2020893	4/15/2021	West Yost Water Engineered	17,494.00	Prof Svcs: RAS Pumps Replacement Project - Design Services, February 2021
2020894	4/15/2021	GSE Construction Company Inc.	16,387.50	Secondary Clarifier #3 Rehabilitation Project, progress payment #1
2020895	4/15/2021	GSE Construction Company Inc.	106,101.94	Cogeneration System Installation Project, progress payment #2
2020896	4/23/2021	Navia Benefit Solutions	1,159.50	Flexible spending account, PPE 04/17/2021
2020897	4/23/2021	SEIU	1,136.17	Union dues, PPE 04/17/2021
2020898	4/27/2021	Abba Pump Parts & Services	2,092.80	Biotower pump parts
2020899	4/27/2021	VOID		
2020900	4/27/2021	Alliant Insurance Services	875.00	Public Official Bond policy renewal (one employee), 05/01/2021-05/01/2024
2020901	4/27/2021	Allied Electronics Inc	128.50	Exhaust supply fans
2020902	4/27/2021	Alpha Analytical Lab Inc.	855.00	Biosolids and nutrients sample analyses (4 invoices)
2020903	4/27/2021	Amazon	991.27	Webcams and headsets, iPad cases, breakroom supplies, and Operating Account check stock
2020904	4/27/2021	American Power Corporation	2,662.42	SD2 PS Maint: Emergency stand-by generator maintenance (Note B)
2020905	4/27/2021	Automation Direct Co., Inc.	1,556.96	PLCs, wire conduit, and wire
2020906	4/27/2021	Brandon Tire	376.00	Tires for Agency electric carts
2020907	4/27/2021	BWS Distributors, Inc.	861.93	Tank harnesses (2 invoices)
2020908	4/27/2021	CAL-CARD	4,026.46	State of California Purchase Card, February-March 2021
2020909	4/27/2021	VOID	-	
2020910	4/27/2021	VOID	-	
2020911	4/27/2021	California Utilities Emergency	500.00	CUEA annual membership, 07/01/2021 to 6/30/2022
2020912	4/27/2021	Calmat Co./Shamrock Materials	60.71	Propane
2020913	4/27/2021	CDW Government, Inc.	2,076.13	Office 365 Enterprise Mobility and Security module
2020914	4/27/2021	Charles P Crowley Company Inc	367.56	Level window repair kit
2020915	4/27/2021	City Electric Supply	381.85	Electrical cable and panel
2020916	4/27/2021	Cummins Sales and Service	443.29	SD2 PS Maint: Generator fan belt (Note B)
2020917	4/27/2021	CWEA TCP	192.00	Membership fee (1 employee)
2020918	4/27/2021	Dealers Industrial Equipment	907.20	VFDs for polishing vault sample pumps
2020919	4/27/2021	Environmental Express Inc.	147.48	Filters for laboratory
2020920	4/27/2021	Evoqua Water Tech LLC	427.90	Laboratory DI water tank refills
2020921	4/27/2021	FactoryMation	154.00	Breakers and terminals
2020922	4/27/2021	Fastenal Company	8,982.84	HVAC filters, scrubber filters, welding helmet and filter packs; vending machine restocking (4 invoices)
2020923	4/27/2021	Fisher Scientific	651.56	Dishes, buffers, and chemicals for laboratory (6 invoices)
2020924	4/27/2021	FLO-LINE Technology Inc.	2,069.51	Ferric pump rebuild kit
2020925	4/27/2021	Flyers Energy LLC	4,706.46	Cogeneration engine and diesel engine oil (2 invoices)
2020926	4/27/2021	Forster & Kroeger	2,800.00	Andersen Hillside landscape and debris removal
2020927	4/27/2021	Frontier Analytical Lab.	900.00	Quarterly PCB sample testing
2020928	4/27/2021	Galco Industrial Electronics	1,118.51	Encoders for centrifuge polymer feed pumps
2020929	4/27/2021	Hach Company	450.33	Electrical cable
2020930	4/27/2021	Hagel Supply Co.	719.46	Custodial supplies
2020931	4/27/2021	Harrington Industrial Plastics	1,309.10	Process tank PVC fittings (2 invoices)
2020932	4/27/2021	Home Depot Credit Services	591.26	Landscaping and plumbing supplies, March 2021
2020933	4/27/2021	Horizon Dist. Inc	432.46	Landscaping fertilizer and weed control supplies (4 invoices)

Central Marin Sanitation Agency
Schedule 1a - Operating Account Disbursements Register
For the Month of April 2021

Number	Date	Vendor/Payee	Amount	Description
2020934	4/27/2021	IDEXX Distribution Inc	1,772.25	Colilert reagents and trays for laboratory (2 invoices)
2020935	4/27/2021	JM Squared & Associates, Inc.	38,416.50	SQPS Maint: Impellers for three pumps (Note B); biotower pump parts (2 invoices)
2020936	4/27/2021	Kaman Industrial Technologies	4,756.12	Primary clarifier pump seals and bearings; centrifuge feed pump drives (3 invoices)
2020937	4/27/2021	Koffler Electrical Mechanical	2,100.00	Utility breaker cleaning and testing services
2020938	4/27/2021	Kone Inc	153.94	Elevator maintenance monthly fee, April 2021
2020939	4/27/2021	Lord and Sons Inc	59.34	Hardware for piping and valves
2020940	4/27/2021	Marin Color Service	163.13	Paint and painting supplies
2020941	4/27/2021	Marin County Tax Collector	301.25	Legal services: General Counsel, January-March 2021
2020942	4/27/2021	MetalCraft	5,893.62	Metal QR-code labels for process equipment
2020943	4/27/2021	Michael Foster	5,412.94	Primary scum line replacement valves
2020944	4/27/2021	Muniquip, Inc.	20,547.26	Pump gear joint kit, stator, rotor and bearing locknut
2020945	4/27/2021	Nickell Fire Protection Inc	1,995.00	Annual fire sprinkler inspection
2020946	4/27/2021	Pac Machine Co. Inc.	1,443.73	Portable submersible pump
2020947	4/27/2021	Peterson	2,132.53	Parts for Effluent Pump Station engine
2020948	4/27/2021	Polydyne, Inc.	56,333.45	Clarifloc polymer (1 delivery)
2020949	4/27/2021	PSOMAS, Inc.	3,992.50	Prof Svcs: Cogeneration System Installation Project, Construction Management Support Services, March 2021
2020950	4/27/2021	R & B Company	3,505.78	Primary clarifier tank scum collector piping
2020951	4/27/2021	RMC	1,393.32	Usage payment for three printer/copiers, 01/17-04/16/2021
2020952	4/27/2021	SHAPE Incorporated	18,801.41	SD2 PS Maint: Impeller pump (Note B)
2020953	4/27/2021	State Water Resources Ctrl Brd	150.00	Membership fee (1 employee)
2020954	4/27/2021	Thatcher Company of	15,616.58	Ferric chloride (2 deliveries)
2020955	4/27/2021	Thomas & Associates	2,276.62	Sample pumps (4)
2020956	4/27/2021	ULINE	491.34	Nitrile gloves
2020957	4/27/2021	Van Bebber Bros., Inc.	808.01	Materials for pump bases
2020958	4/27/2021	Water Environment Federation	192.00	Membership fee (1 employee)
2020959	4/27/2021	Wells Fargo Bank	5,000.00	Interconnect project escrow account, 04/02/2021 to 04/01/2022
2020960	4/27/2021	Western Exterminator Co.,Inc.	377.00	Pest control services, February-March 2021 (2 invoices)
2020961	4/27/2021	Wiley Price & Radulovich	2,755.00	Prof Svcs: Employment law services, March 2021
2020962	4/27/2021	Woodland Center Auto Supply	47.12	Parts for Agency vehicles
2020963	4/27/2021	CAL-CARD	1,739.66	State of California Purchase Card, February-March 2021
TOTAL - CHECKS			541,400.57	

Payments by ACH:

Date	Vendor/Payee	Amount	Description
04/02/2021	Cal Public Employee Retirement	68,486.47	Medical insurance
04/09/2021	CalPERS	42,166.25	Retirement pension contribution: Agency and employees, PPE 04/03/2021 (Note C)
04/23/2021	CalPERS	42,228.46	Retirement pension contribution: Agency and employees, PPE 04/17/2021 (Note C)
04/23/2021	CalPERS	456.43	Retirement pension contribution: Agency and employees, K. Zhu last check (Note C)
04/27/2021	CalPERS	187.25	Retirement pension contribution: Agency and employees, R. Cassella (Note C)
04/09/2021	Employment Development Department	13,731.74	State and SDI Taxes, PPE 04/03/2021
04/19/2021	Employment Development Department	34.90	State and SDI Taxes - Board meeting stipends, April 2021
04/23/2021	Employment Development Department	13,972.05	State and SDI Taxes, PPE 04/17/2021
04/23/2021	Employment Development Department	826.11	State and SDI Taxes, K. Zhu
04/27/2021	Employment Development Department	282.57	State and SDI Taxes, R. Cassella
04/09/2021	ICMA Retirement Trust-457	3,100.00	Deferred compensation contributions, PPE 04/03/2021 (Note A)
04/23/2021	ICMA Retirement Trust-457	3,100.00	Deferred compensation contributions, PPE 04/17/2021 (Note A)
04/02/2021	Lincoln Financial Group	2,260.31	Life insurance
04/09/2021	Nationwide Retirement	21,568.84	Deferred compensation and MARA contributions, PPE 04/03/2020 (Note A)
04/23/2021	Nationwide Retirement	21,536.79	Deferred compensation and MARA contributions, PPE 04/17/2021 (Note A)
04/23/2021	Nationwide Retirement	5,000.00	Deferred compensation contribution, K. Zhu (Note A)

Central Marin Sanitation Agency
Schedule 1a - Operating Account Disbursements Register
For the Month of April 2021

Number	Date	Vendor/Payee	Amount	Description
	04/23/2021	Nationwide Retirement	30.79	Deferred MARA contribution, K. Zhu (Note A)
	04/27/2021	Nationwide Retirement	19.30	Deferred MARA contribution, R. Cassella (Note A)
	04/02/2021	Vision Service Plan (CA)	887.75	Vision insurance
		Payments to 29 retirees	7,613.19	Reimbursement for retiree health benefits
	04/23/2021	Public Agency Retirement Svcs	47.42	Retirement pension contribution: part-time and internship employees, PPE 04/17/2021 (Note C)
	04/19/2021	Public Agency Retirement Svcs	185.66	Retirement pension contribution: Board members, April 2021
	04/16/2021	Carollo	50,944.75	Prof Svcs: Cogeneration Engine Installation Project - Design Services, March 2021
	04/16/2021	Nitel Inc	1,305.38	Primary telephone and internet service, April 2021
TOTAL - ACH			299,972.41	

Board Member Compensation:

Date	Vendor/Payee	Amount	Description
4/19/2021	Dean DiGiovanni	450.00	Stipend for 04/13/2021 Regular Board meeting and 04/08/2021 Strategic Plan Workshop
4/19/2021	Douglas T Kelly	450.00	Stipend for 04/13/2021 Regular Board meeting and 04/08/2021 Strategic Plan Workshop
4/19/2021	Eli H. Beckman	450.00	Stipend for 04/13/2021 Regular Board meeting and 04/08/2021 Strategic Plan Workshop
4/19/2021	Maribeth Bushey	450.00	Stipend for 04/13/2021 Regular Board meeting and 04/08/2021 Strategic Plan Workshop
4/19/2021	Michael Owen Boorstein	675.00	Stipend for 04/13/2021 Regular Board meeting, 04/08/21 Strategic Plan workshop, and 04/02/2021 NBWA Board meeting
TOTAL - BOARD MEMBER COMPENSATION		2,475.00	

GRAND TOTAL	843,847.98
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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 2 - CAPITAL RESERVES SUMMARY FOR TREASURER'S REPORT**

Year-to-Date as of the Month Ended April 30, 2021

	Monthly Amounts Received (Used)	YTD Amounts Received (Used)
Restricted Capital Reserves Sources and Uses		
Capacity charges revenue	\$ 85,756	\$ 1,456,478
Debt coverage collection revenue	-	989,252
Total restricted capital reserve funding sources	<u>85,756</u>	<u>2,445,730</u>
Capacity charges usage for capital (1st)	(85,756)	(1,075,008)
Debt coverage usage for capital (2nd)	(99,548)	(991,834)
Total restricted capital reserve uses	<u>(185,304)</u>	<u>(2,066,842)</u>
Net change		378,888
Balance - beg of year		991,834
Balance - end of month/year		<u><u>\$ 1,370,722</u></u>
Unrestricted Capital Reserves Sources and Uses		
Capital fee revenue	\$ 313,000	\$ 1,252,000
Unrestricted operating-reserve-transfer-in	-	-
Project fund transfers-in (note below)	-	870,608
SRF/FEMA cost reimb proceeds received	-	-
Total unrestricted capital reserve funding sources	<u>313,000</u>	<u>2,122,608</u>
Capital fee usage to fund CIP (3rd)	(112,828)	(112,828)
Unrestricted capital reserve draw (4th)	-	-
Short-term cash flow balancing	-	-
Total unrestricted capital reserve uses	<u>(112,828)</u>	<u>(112,828)</u>
Net change		2,009,780
Balance - beg of year		9,067,411
Balance - end of month/year		<u><u>\$ 11,077,191</u></u>
Total capital reserve balances		<u><u>\$ 12,447,913</u></u>
Total approved CIP budget		\$ 8,559,701
Total CIP funded from capital reserve sources		<u>(2,179,670)</u>
Total approved capital budget remaining		<u><u>\$ 6,380,031</u></u>

Note: Capital project funding is provided from budgeted capital sources. Requisitions for reimbursements from the 2020 project fund will be requested until exhausted and transfer into unrestricted capital reserves.



BOARD MEMORANDUM

May 6, 2021

To: CMSA Commissioners and Alternates

From: Chris Finton, Treatment Plant Manager

Approved: Jason Dow, General Manager

Subject: April 2021 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

Recommendation: Accept the April 2021 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report.

I. NPDES Permit Compliance

Our NPDES permit testing for April 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 April 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 4.8 MPN, well below the 35 MPN permit limit.

II. Influent Flow

April in Central Marin County was your typical comfortable spring month with warm afternoon temperatures reaching as high as 89° F with clear cool mornings. There was a total of 0.48 inches of rain in April as recorded by the Agency's rain gauge. CMSA did not exceed its maximum secondary capacity of 30 MGD, and the treatment plant's average daily influent flow was 8.9 MGD.

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

April Monthly Influent Flows	San Rafael (SRSD)	Ross Valley (RVSD)	San Quentin (SQSP)	Corte Madera (SD#2)	CMSA Plant Total
Average Daily (MGD)	3.4 MGD	4.2 MGD	0.46 MGD	0.79 MGD	8.9 MGD
Total for Month (MG)	103.3 MG	125.7 MG	13.8 MG	23.8 MG	266.6 MG
Percent of Flow	38.7 %	47.2%	5.2 %	8.9 %	100 %

III. Treatment Process

Two small rain events during the month required operators to prepare for additional process tank usage but neither event was significant enough to do so. On April 15 staff assisted RVSD with sewer system testing. RVSD inserted a “Pico Ball” inspection tool into their collection system at a pump station and removed the tool at CMSA’s Headworks. During the test period, CMSA was responsible for monitoring flows, adjusting process parameters, and manipulating primary basins to accommodate the higher than usual flows needed to move this tool through the collection system piping. Additionally, an Operator from CMSA volunteered to work at the Sewer Authority of Southern Marin treatment plant in Mill Valley through the end of April while the Agency was recruiting for two Operator positions.

The Mixed Liquor Suspended Solids (MLSS) inventory averaged 830 mg/l in April, an 9.0% decrease in inventory from last month. The solids inventory is in alignment with our target Mean Cell Residence Time (MCRT) of 2.4 days.

Graph #3 shows the coliform most probable number (MPN), which represents the effectiveness of the disinfection process. Twelve of the thirteen coliform samples collected in April were well below our daily permit limit of 10,000 MPN and below our monthly KPI of 30 MPN. The 49 MPN sample on April 23 is considered an analysis outlier, not attributable to process conditions, laboratory, or operational error. The total coliform monthly geometric mean for April was 3.2 MPN, below our permit’s monthly limit of 240 MPN.

Graph #4 shows the Total Suspended Solids (TSS), which is a good indicator of the effluent quality. The TSS monthly average in April was 5.1 mg/l, which is 34.0% of our Key Performance Indicator (KPI) of 15 mg/l, and is 17.0% of our permit’s monthly average limit of 30 mg/l.

IV. Maintenance Activities

The cogeneration system produced 95.8% of the Agency’s power in April, and MCE supplied the balance. The system, as indicated on Graph #8, was temporarily offline on April 1 to diagnose and replace faulty control wiring, on April 14 to replace failing thermostats and spark plugs, and again on April 27 to replace a cylinder head.

The majority of April’s work activities were spent performing annual process equipment preventative maintenance. In addition, technicians replaced a failed hose and lubricant on pump No. 5 at the Organic Waste Receiving Facility; relocated the digester pilot trailer to storage near the maintenance storage buildings; repaired hypochlorite solution leaks in Gallery C; removed standing water and debris from the diesel storage tank sump and repaired some minor corrosion; restored temporary power to SD2’s Campbell Bishop pump station while PG&E performed a scheduled repair in the station’s vicinity; repaired the solids load bay rollup door and operator; and replaced sensor heads on the digester’s H2S monitoring system. The utility staff has been busy completing defensible space work in targeted facility locations, weeding around the grounds, and cleaning up around the maintenance storage buildings.

Attachment: April 2021 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

April 2021



Contractors removing the center walkway from Secondary Clarifier No.3 as part of this clarifier's rehabilitation work.

Monthly Compliance Summary Table

Central Marin Sanitation Agency

April, 2021

Final Effluent Monitoring

Parameter	Frequency	Units	Results	Limit
Carbonaceous BOD Highest Weekly Average	Weekly	mg/L	11.3	Maximum 40
Carbonaceous BOD Monthly Average	Monthly	mg/L	7.1	Maximum 25
Carbonaceous BOD Monthly Removal Rate	Monthly	%	97.4	Minimum 85
Total Suspended Solids Highest Weekly Average	Weekly	mg/L	6.3	Maximum 45
Total Suspended Solids Monthly Average	Monthly	mg/L	5.1	Maximum 30
Total Suspended Solids Monthly Removal Rate	Monthly	%	98.8	Minimum 85
Chlorine Residual Instant Limit	Instant	mg/L	ND	Maximum 0.0
Ammonia Monthly Average	Monthly	mg/L	34.2	Maximum 60
Ammonia Maximum Daily	Daily	mg/L	34.2	Maximum 120
pH Lower Limit	Continuous	SU	6.8	Minimum 6
pH Upper Limit	Continuous	SU	8.0	Maximum 9
Bacteriological Analysis				
Total Coliform Monthly Geometric Mean	3 X Week	MPN/100mL	3.2	Maximum 240
Total Coliform Daily Maximum	3 X Week	MPN/100mL	49.0	Maximum 10,000
Enterococcus Quarterly Geometric Mean	Quarterly	MPN/100mL	*	Maximum 35
Flow Through Bioassay				
Acute Toxicity 11 Sample 90th Percentile	Monthly	% survival	100	Minimum 70
Acute Toxicity 11 Sample Median	Monthly	% survival	100	Minimum 90
Metals Analysis				
Copper Daily Limit	Monthly	ug/L	9.8	Maximum 85
Copper Monthly Average	Monthly	ug/L	9.8	Maximum 49
Cyanide Daily Limit	Monthly	ug/L	1.7	Maximum 41
Cyanide Monthly Average	Monthly	ug/L	1.7	Maximum 21
Mercury Weekly Average	Weekly	ug/L	0.0030	Maximum 0.072
Mercury Monthly Average	Monthly	ug/L	0.0030	Maximum 0.066
Mercury Monthly Loading	Monthly	kg/mo	0.00243	
Mercury Annual Loading (watershed permit)	Jan-Dec	kg/yr	0.02019	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	7.8	12.7	26.0	7.1
Influent Flow	9.4	19.6	39.9	8.9
# 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
April 2021

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:	445.5	mg/l	<i>Expected removal efficiencies as outlined in Metcalf & Eddy Wastewater Engineering Manual.</i>
Average TSS out:	90.8	mg/l	
Average Percent Removal Achieved:	78.0	%	Design 50-70% Removal
Average Total Carbonaceous Biochemical Oxygen Demand (CBOD) in:	286.0	mg/l	
Average CBOD out:	150.9	mg/l	
Average Percent Removal Achieved:	42.0	%	Design 25-40% Removal
Average Plant Influent Flows:	8.9	MGD	

BIOTOWER PERFORMANCE

Average TSS out:	150.5	mg/l	
Average CBOD out:	92.7	mg/l	
Average Percent CBOD Removal Achieved:	38.7	%	Design 25-30% Removal

AERATION TANKS/ACTIVATED SLUDGE

Dissolved Oxygen set point:	2.5	mg/l
Average MLSS:	830	mg/l
Average MCRT:	2.57	Days
Average SVI:	145	

SECONDARY CLARIFIERS

Average WAS concentration:	7,265	mg/l
Average TSS out:	5.8	mg/l

FINAL EFFLUENT

Average Effluent TSS for the month:	5.1	mg/l	(Maximum Limit: 30mg/l)
Week #1 weekly average	6.3	mg/l	(Maximum Limit: 45mg/l)
Week #2 weekly average	5.1	mg/l	"
Week #3 weekly average	4.6	mg/l	"
Week #4 weekly average	4.6	mg/l	"
Week #5 weekly average	n/a	mg/l	"
Monthly average TSS removal efficiency through the plant:	98.8	%	(Minimum Limit: 85%)

Average Effluent CBOD:	7.1	mg/l	(Maximum Limit: 25mg/l)
Week #1 weekly average	11.3	mg/l	(Maximum Limit: 40mg/l)
Week #2 weekly average	6.0	mg/l	"
Week #3 weekly average	7.0	mg/l	"
Week #4 weekly average	7.3	mg/l	"
Week #5 weekly average	n/a	mg/l	"
Monthly average CBOD removal efficiency through the plant:	97.4	%	(Minimum Limit: 85%)

Disinfection Dosing Rate:	3.1	mg/l	monthly average
Total Coliform Monthly Geometric Mean:	3.2	MPN	(Maximum 240)
The Daily Maximum Total Coliform Count for the month:	49.0	MPN	(Maximum 10,000)
Enterococcus Monthly Geometric Mean:	n/a	MPN	(Maximum 35 MPN)
Effluent pH for the month was:	Min	6.8	MPN (Min 6.0)
	Max	8.0	MPN (Max 9.0)

DIGESTER TREATMENT

Average Thickened Waste Concentration from the RDT:	6.56	%
Average percent of Volatile Solids destroyed:	85.2	%
Cubic feet of biogas produced:	8,678,950 (Total)	289,298 (Daily Average)
Average temperature of the digester:	101.8	degrees Fahrenheit

EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA

April 2021

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

DEWATERING

Average Centrifuge Feed concentration:	2.3	%
Average Biosolids concentration:	25.7	%
Average TSS of the Centrate:	161	mg/l
Solids capture of the Centrifuge:	99.37	%
Polymer use per Dry ton of biosolids:	13.12	#/dry ton
Average polymer feed rate per run:	3.38	gpm
Average concentration of the polymer batches:	0.328	%
Average sludge feed rate per run:	54.9	gpm

Comments:

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

Graph #1:

Depicts the total influent flow (from all collection agencies) entering the treatment plant.

The red graph line represents total influent flows; and the blue graph line depicts the CMSA rain gauge recordings for the month. There were no blending events in the month of April.

Graph #2:

Depicts individual collection agency flows.

The Y-axis is in the flow range of 0-5 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 3.2 MPN through April, which is less than our KPI of 30 MPN and permit limit of 240 MPN. On April 22, a 49.0 MPN was recorded; this is considered an analysis outlier as it does not correlate with any process upsets.

Graph #4:

Depicts the total suspended solids in the effluent.

Our monthly average was 5.1 mg/l versus our KPI of 15 mg/l and permit monthly average limit of 30 mg/l. The final effluent suspended solids remained below the KPI for the entire month of April.

Graph #5:

Depicts the effluent CBOD which is measuring the oxygen demand of the wastewater.

The April effluent CBOD average was 7.1 mg/l, below our NPDES limits of 40 mg/l weekly and 25 mg/l for the month. The final effluent remained below the KPI for the entire of the month of April.

Graph #6:

Depicts the degree to which the biosolids have been dewatered.

Our biosolids % concentration met or exceeded our KPI of 25% thirty days in March. One day CMSA did not meet the KPI. On April 8, biosolids concentration came in just below KPI at 24.8 percent. No dewatering operations were conducted on April 5, 12, and 21.

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 April averaged 289,298 cubic feet per day, which exceeded our monthly KPI of 200,000 cubic feet per day. On April 8, and 24 the facility received fewer than normal organic waste deliveries.

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 April, CMSA exported 48,516 kWh. The cogeneration system was removed from service on April 2, 14, and 27 for maintenance.

Glossary of Terms Process Performance Data Sheet

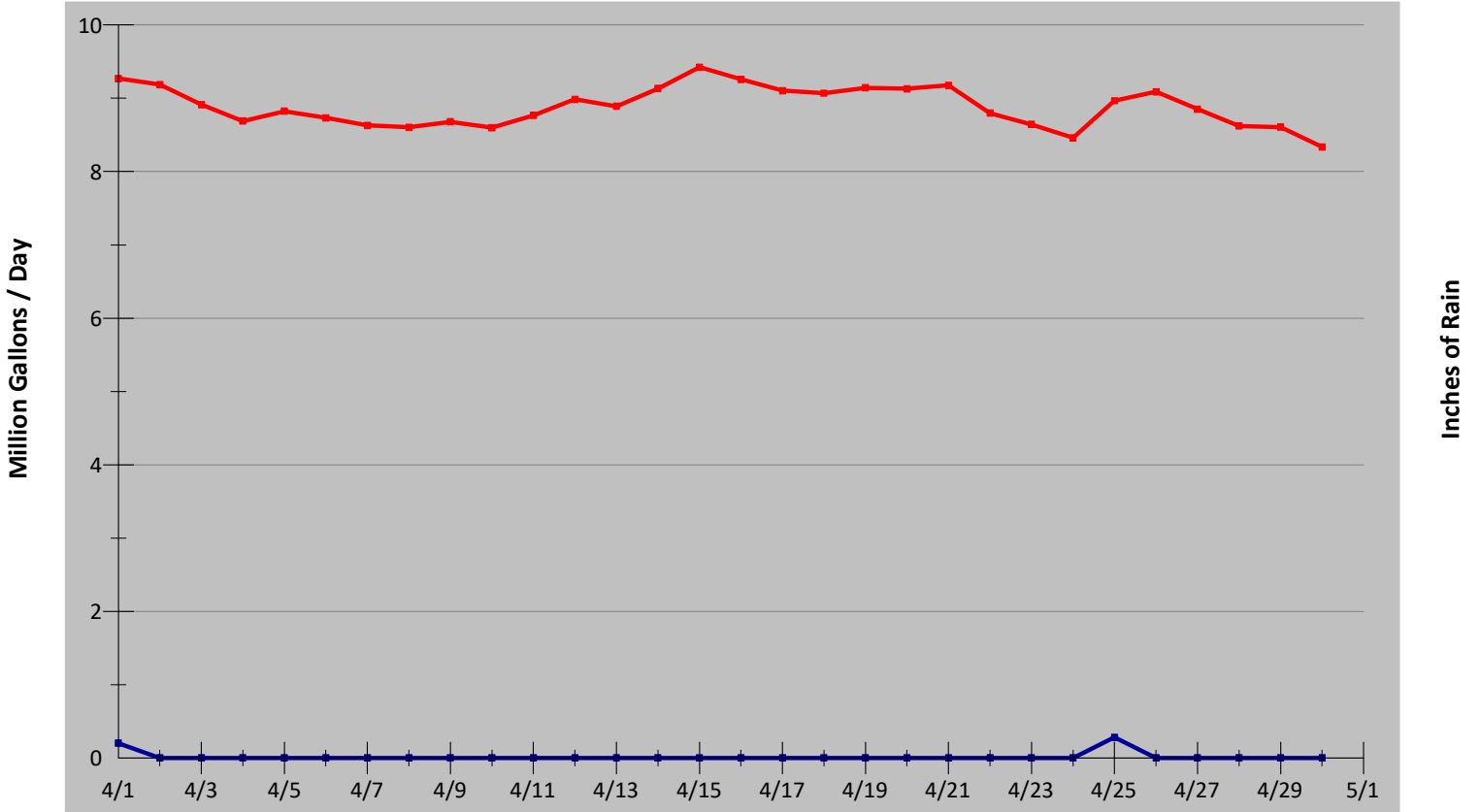
- **Aeration Tanks:** A biological process that takes place after the biotowers, where biomass (microorganisms) is mixed with the wastewater to feed on dissolved and suspended organic material. High speed blowers are used to provide compressed air to mix the tank contents.
- **Anaerobic Digesters:**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

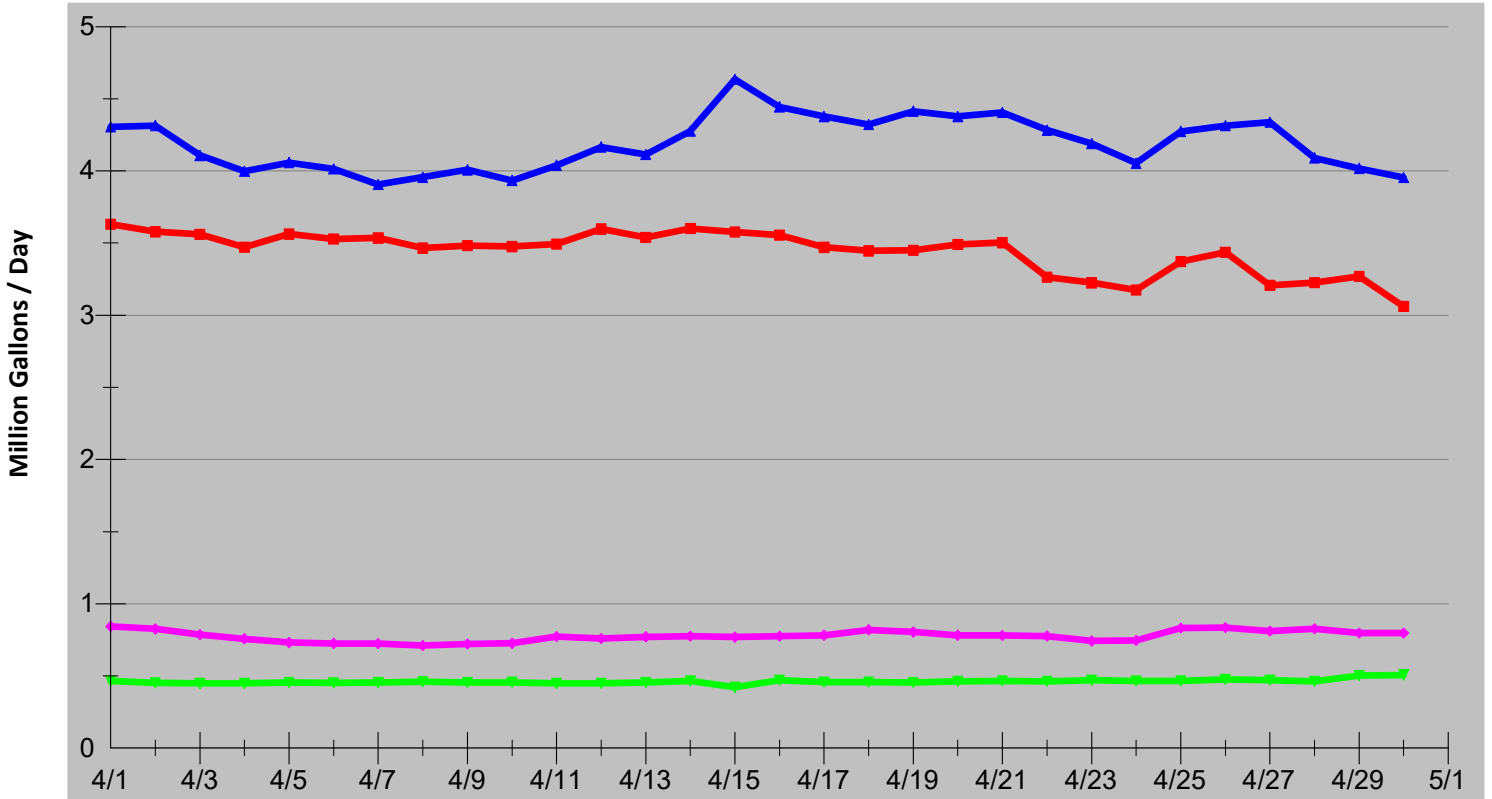


Date (4/1/2021 to 4/30/2021)

■ Flow (Daily Average) ■ Rain (Daily)

(#1) CMSA Influent Flow

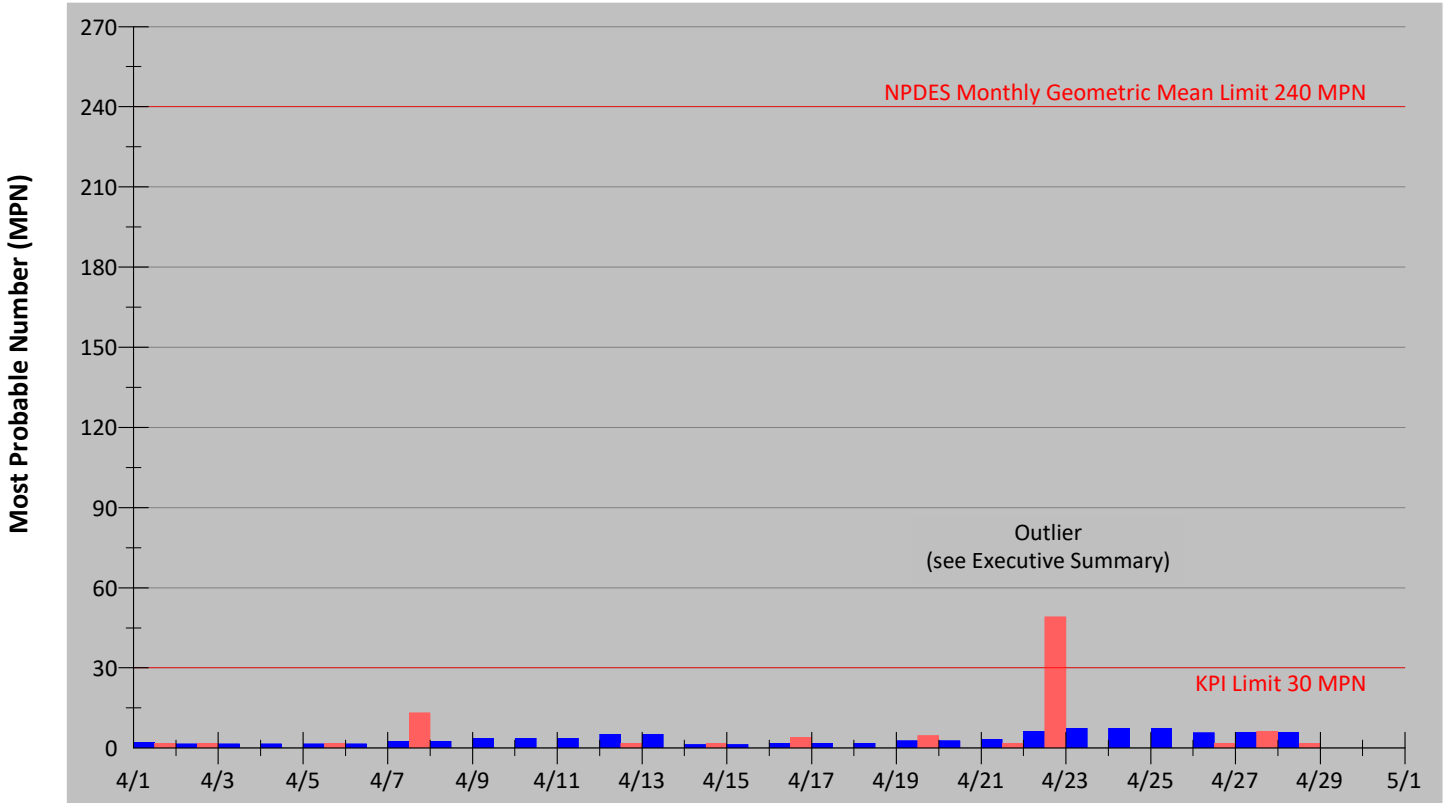
Graph #2: Collection System Influent Flows



Date (4/1/2021 to 4/30/2021)

▲ RVSD Flow (Daily Average) ■ SRSD Flow (Daily Average) ▼ SQ Flow (Daily Average) ● SD#2 Flow (Daily Average)

Graph #3: Total Coliform & Monthly Geometric Mean

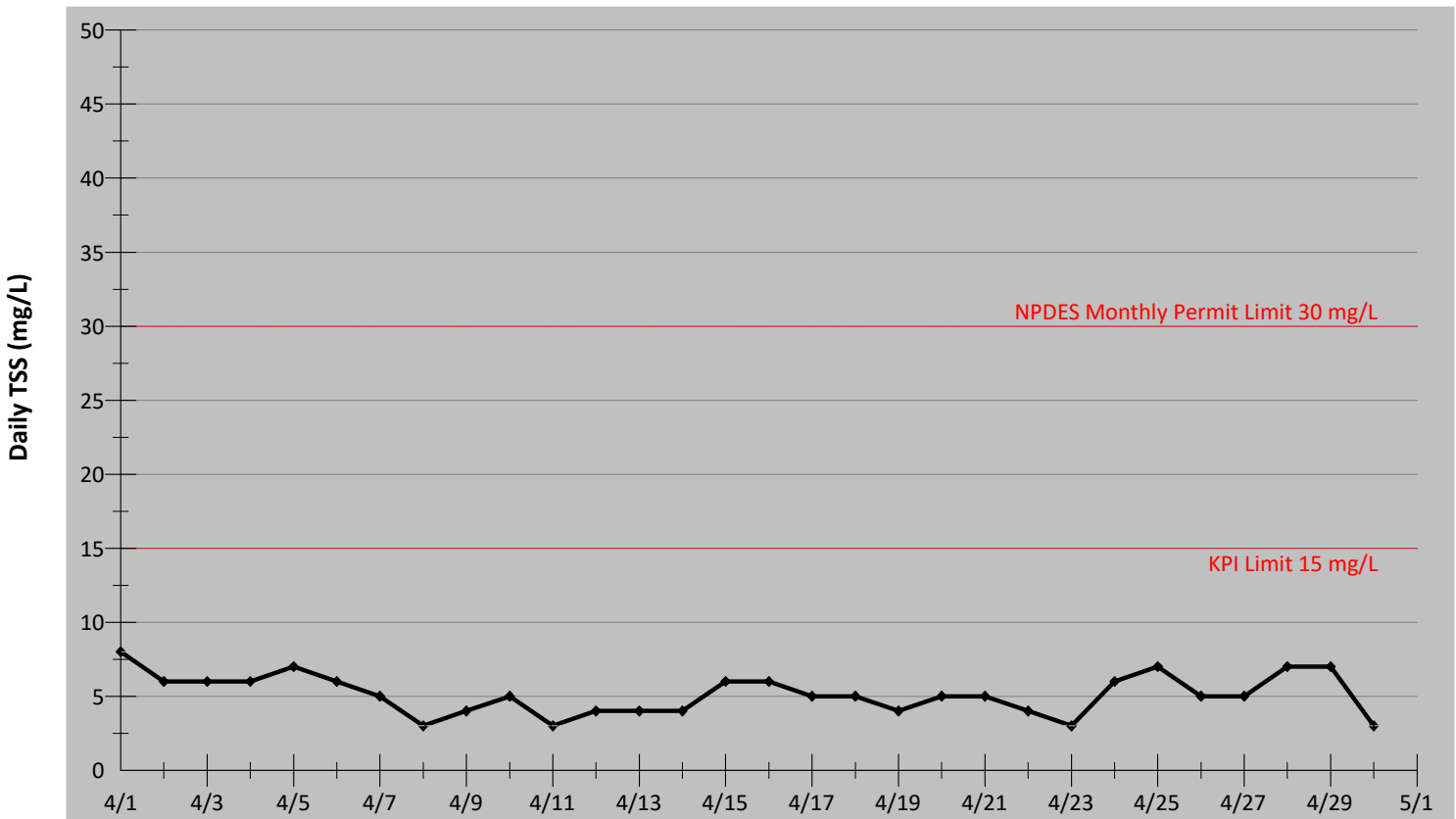


Date (4/1/2021 to 4/30/2021)

■ Total Coliform (Moving Geometric Mean) ■ Total Coliform

(#3) Total Coliform & Monthly Geometric Mean

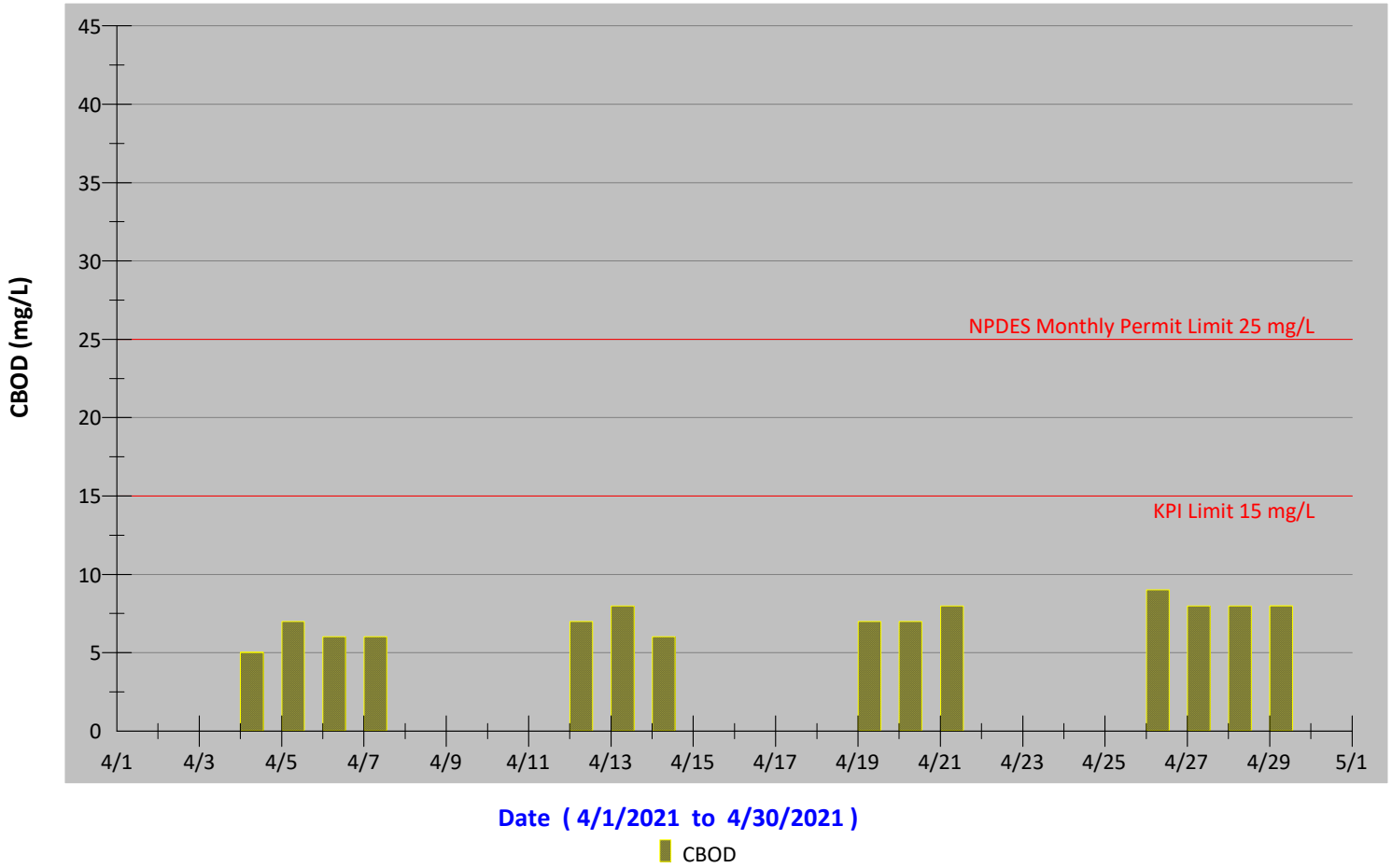
Graph #4: Effluent Total Suspended Solids (TSS)



Date (4/1/2021 to 4/30/2021)

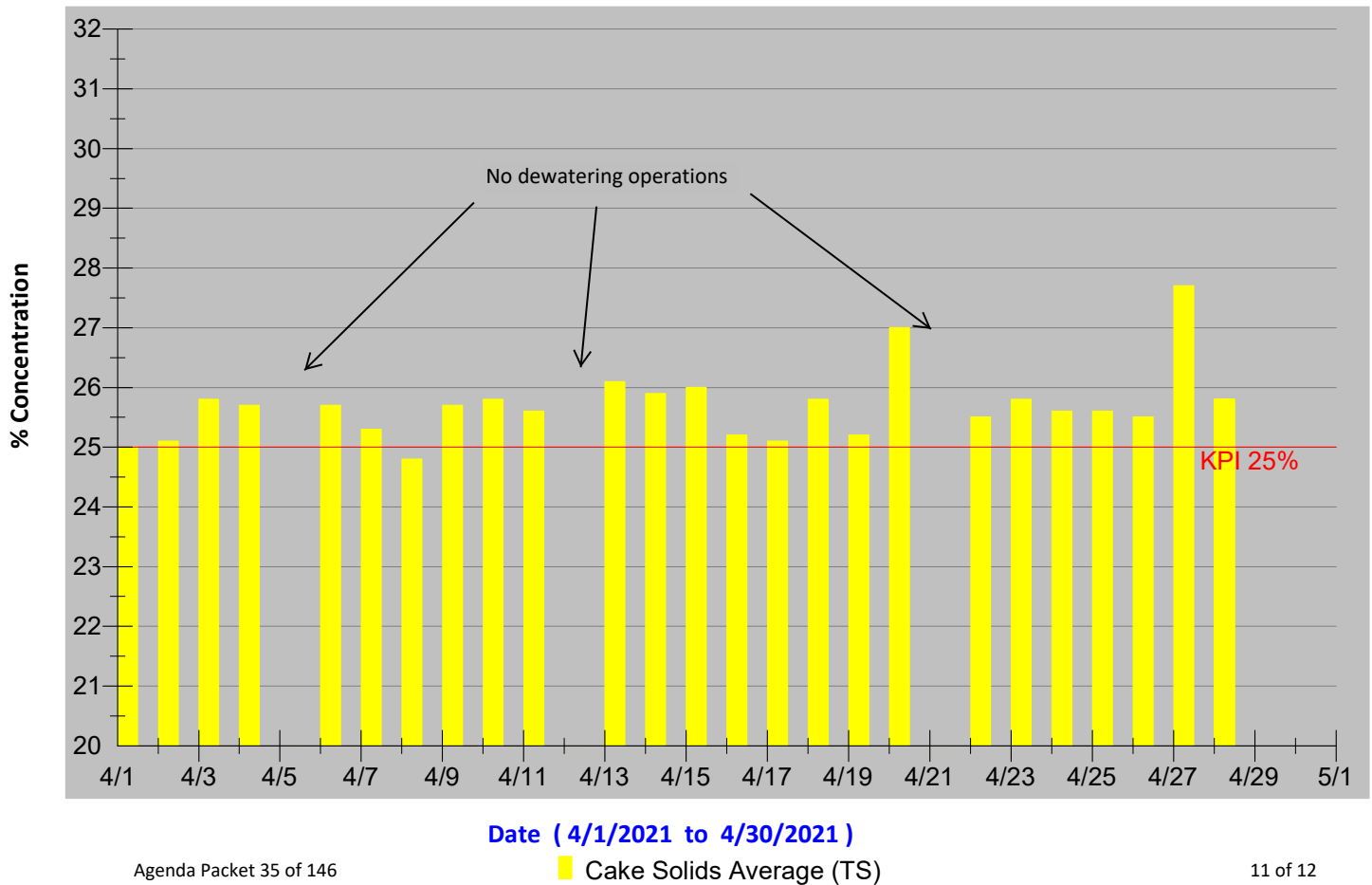
◆ TSS

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



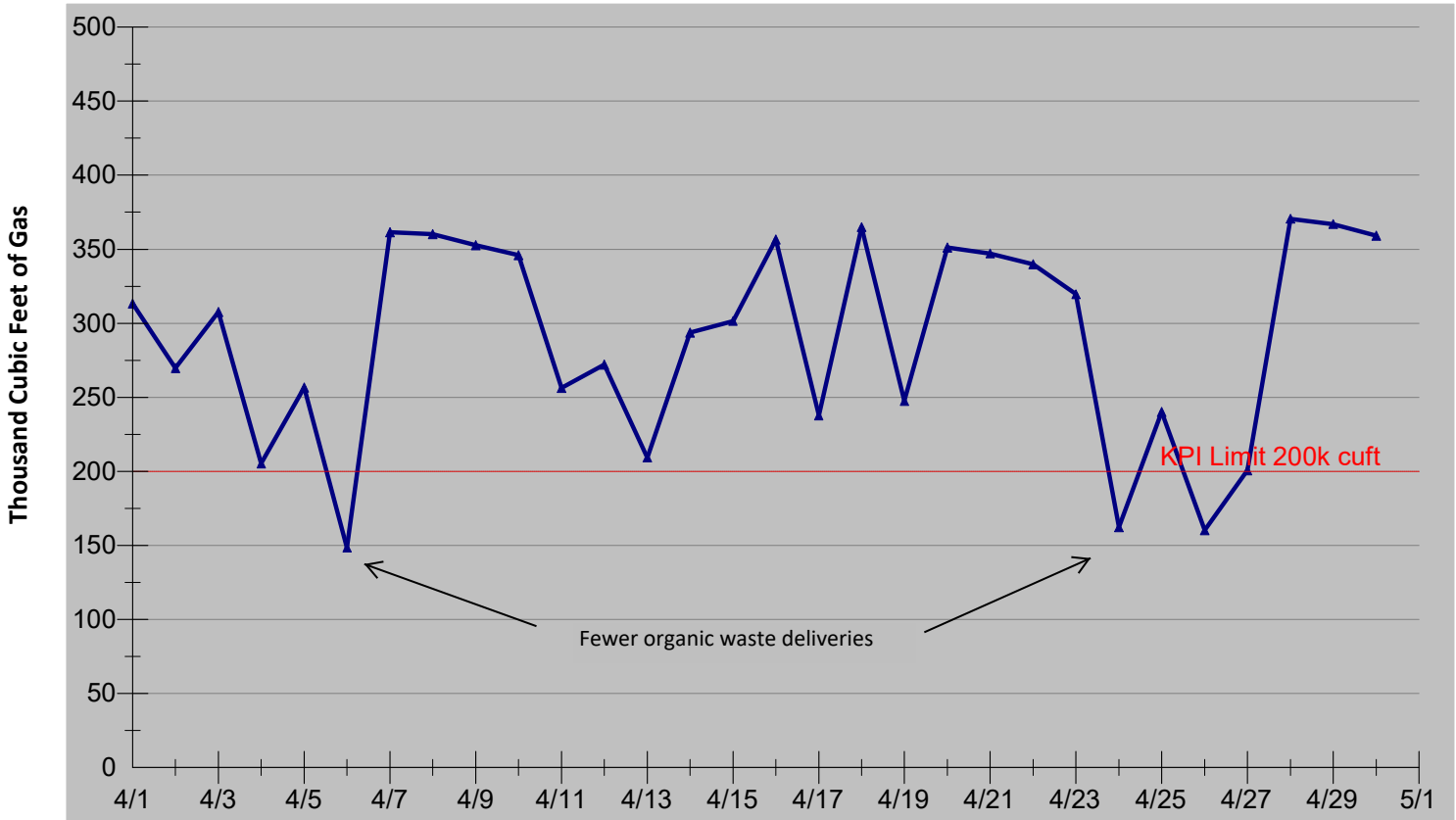
(#5) Effluent Carbonaceous Biological Oxygen Demand (CBOD)

Graph #6: Biosolids Concentration



(#6) Biosolids Concentration

Graph #7: Biogas Production (Measured Use)

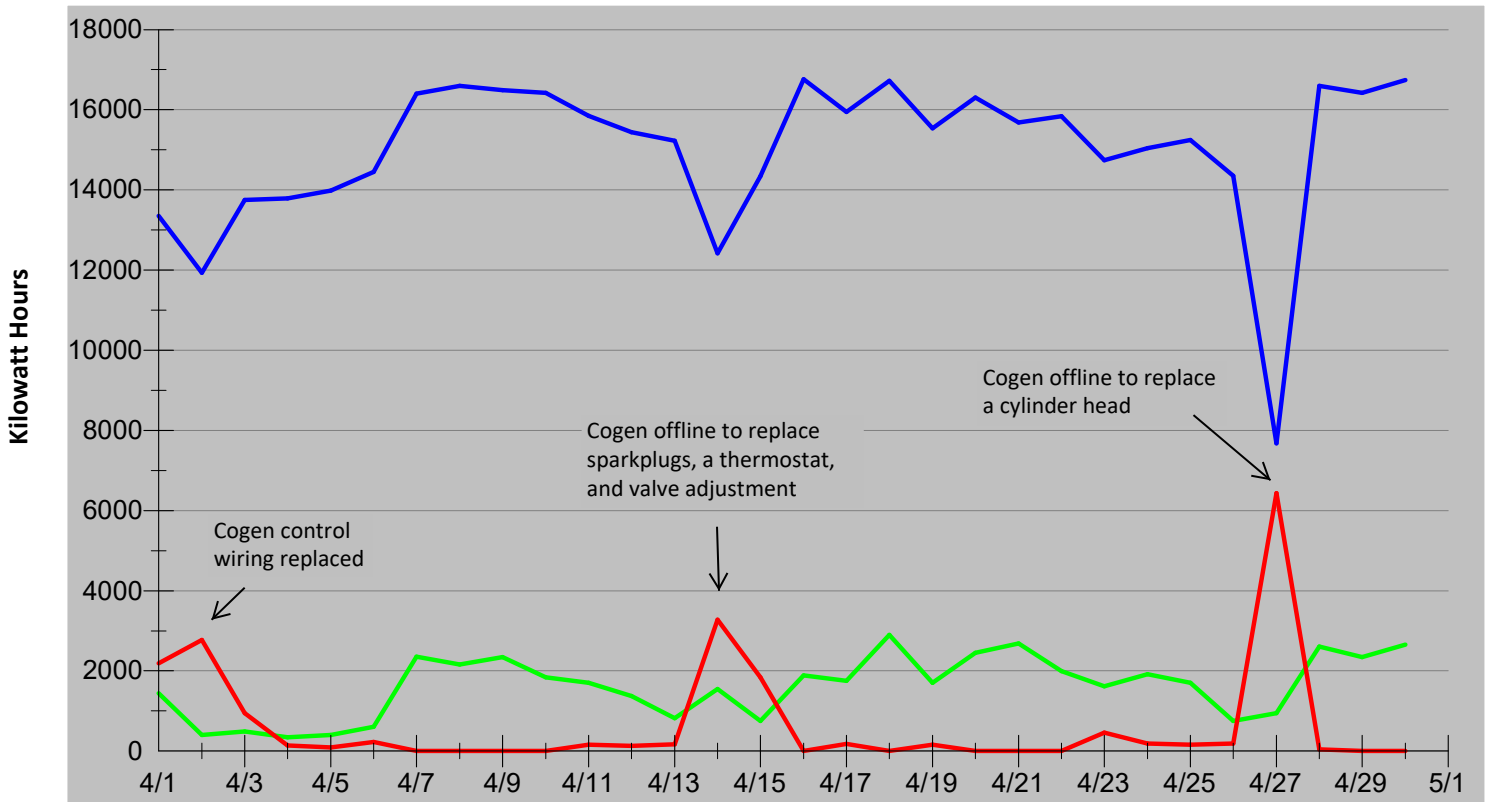


Date (4/1/2021 to 4/30/2021)

▲ Biogas Produced

(#7) Biogas Production

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



Date (4/1/2021 to 4/30/2021)

/ Kilowatts Produced
 / Utility Export
 / Utility Import



BOARD MEMORANDUM

May 6, 2021

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Performance Metric Report – April 2021

Recommendation: Accept the April 2021 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 most of our metric goals/targets. Noteworthy metrics or variances are described below.

Table I – Treatment/Process Metrics

Our Treatment facilities have transitioned to their dry weather mode of operation, and final effluent quality remains high. Synagro’s Solano County biosolids land application site opened for business, and our Class B biosolids will now be delivered there several days per week until the beginning of the next wet weather season in mid-October.

Staff completed their analysis of the cogeneration system operation in baseload and load following operational modes, and concluded its more economical to run the system in base load. This allows the Agency to sell more renewable power to MCE.

Table II – Employee Metrics

Due to the COVID-19 Public Health Orders, all training since March 2020 has been internal or web-based. Over the past month most all supervisor staff attended a virtual Bullying and Bystander training by our employment law attorney, Joan Newman, and some employees took an unlawful harassment and discrimination prevention training. All employees took the annual IT security awareness training.

Table III - Environmental and Regulatory Compliance Metrics

There weren’t any final effluent permit exceedances in April, and FOG source control inspections increased significantly as restaurants are opening due to relaxed COVID restrictions.

Table IV - Public Outreach

There were two odor alerts posted to the website, and the Agency did not receive any public odor complaints. One alert was posted for bringing additional process tanks online to accept

increased flows from RVSD during the sewer system inspection work, and the other was posted for performing the monthly maintenance on the Chlorine Contact Tanks.

Monthly public education events may include staff attendance at public outreach events, school classroom and/or juggler show presentations, and Agency tours. All public outreach and in-person school events have been cancelled since March 2020 due to the COVID-19 shelter-in-place order.

Public Outreach Events

- No events took place in April.

School Events – Juggler Show Presentations and Classroom Events

Rock Steady Juggling developed an online outreach presentation to accommodate the current COVID-19 requirements, and there was one presentation in April.

Date	School	Attendees
4/22	Lynwood Elementary in Novato	272

CMSA Tours

- There was one tour in April to a student and chaperone from Marin Catholic High School in Kentfield.

Attachment:

- April 2021 Performance Metric Report

CMSA CY20 PERFORMANCE METRICS – April 2021

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)	266.6	165 – 820 Mg
2) Biosolids Reuse	Alternate Daily Cover (ADC) at the Redwood Landfill, in wet tons (wt) Fertilizer and soil amendment at land application sites, in wet tons (wt) Bio-Fertilizer production at the Lystek facility, in wet tons (wt)	157.5 wt 157.5 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 BOD removed; % BOD removal	499.5 tons; 98.8% 317.3 tons; 97.4%	> 85% > 85%
4) Priority Pollutants Removal	Diversion of priority NPDES metals from discharge to the S.F. Bay: a. % Mercury b. % Copper	97.0% 82.8%	88 – 99% 84 – 98%
5) Biogas Production	Biogas generated in our anaerobic digesters, in million cubic feet (Mft ³) Natural gas equivalent of the biogas, in million cubic feet (Mft ³)	8.68 Mft ³ 5.56 Mft ³	6.0 to 9.5 Mft ³ 3.8 to 6.1 Mft ³
6) Power Produced	Power produced from cogeneration of biogas and purchased natural gas - in kilowatt hours. Power produced from cogeneration of biogas and delivered to the grid Cogeneration system runtime on biogas, <i>in hours (hrs.); % time during month</i> Biogas value (natural gas cost equivalent).	469,824 kWh 48,516 kW 588 hrs; 81.69% \$33,929	380 to 480,000 kWh 35,000 to 65,000 kWh 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.	\$4,345 /Mg 1,762 kWh/Mg	\$3,500-\$5,500/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 = 90 External = 0	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);	1,341 hrs 366 hrs (90.4%) 38.8 hrs (2.8%) 3.3	300 – 500 hrs ≥ 70% total CM hrs ≤ 30% total hours ≥ 0.45
3) Overtime Worked	Monthly hours of OT worked; <i>Year to date hours of OT (YTD)</i> % of regular hours worked; % <i>Year to date (YTD)</i>	53.5 hrs; (463 hrs) 1.5%; (1.6%)	< 5%

CMSA CY20 PERFORMANCE METRICS – April 2021

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	369	150-750
3) Process Control Analyses	# of analyses by the CMSA laboratory for process control monitoring	720	400-1,250
4) Contract Laboratory Analyses	# of analyses by contract laboratories for regulatory compliance reporting	37	0-50
5) Quality Control Testing	# of CMSA performed laboratory analyses for QA/QC purposes	244	100-300
6) Water Quality Sample Analyses	# of ammonia, total and fecal coliform, enterococcus, and/or sulfide analyses performed for the CMSA member agencies	171	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 – 293 businesses regulated	1	variable
8) FOG Program Inspections	Inspections of food service establishments (FSEs) in the Almonte, TCSD, SD2, RVSD, SRSD, and LGVSD service areas – approx. 311 FSEs are regulated and 25 FSEs have waivers.	98	20 – 50
9) Permits Issued/Renewed	Permits issued for the pretreatment, pollution prevention, and FOG source control programs, and for groundwater discharge	0	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>(385)</i>	3,000/year
2) School Events	Participation or sponsorship in school outreach events; attendees; <i>(YTD)</i>	272; <i>(1,824)</i>	variable
3) Agency Tours	Tours given to students and the public; # of people, <i>(YTD)</i>	2; <i>(5)</i>	variable
4) Odor Notifications	Number of odor alerts posted to the Agency website	2	1-10
5) Odor Complaints	Number of odor complaints received from the public	0	0



BOARD MEMORANDUM

May 6, 2021

To: CMSA Commissioners and Alternate

From: Kenneth Spray, Administrative Services Manager

Approved: Jason Dow, General Manager

Subject: FY21 Third Quarter Budget Status Report

Recommendation: Review and accept the Third Quarter Budget Status Report for FY21.

Discussion: We are pleased to present the budget status report for the third quarter ended March 31, 2021. Tables for revenues by source, expenses by function, and CIP by major classes of capital projects are reflected below with analytical information for each.

Highlights for the third quarter ended March 31, 2021 are as follows:

- Third quarter total revenues are at 85.8% of budget.
- Sewer service charges are at 75% as billed.
- Debt service contributions are at approximately 98% collected for the third quarter for debt service billed as due for JPA members and billed monthly for San Quentin State Prison.
- Debt service contributions include 25% revenue coverage required by bond indenture provisions and used for capital program funding.
- Capacity charges were a banner year due to new construction at Marin General Hospital.
- Total operating expenses incurred are at approximately 71% of budget.
- Tables for Expenses by Function and Department are shown on page 4 of this report.
- The Capital Improvement Program consists of 35 different projects classified within four categories with a total FY21 budget of approximately \$8 million.

Description	FY21 Budget	YTD Act+Encum ⁽¹⁾	Amount (Over) Under	% Coll Spent
Total Revenues	\$20,383,536	\$17,525,246	\$2,858,289	86%
Total Operating Expenses	13,379,518	9,492,331	3,887,187	70.9
Total Debt Service Payments	3,957,006	4,018,506	(61,500)	101.6
Total Capital Expenditures	8,358,201	7,642,684	715,517	91.4

⁽¹⁾ Encumbrances apply to operating expenses and capital expenditures only

Revenues by Source

Description	FY21 Budget	YTD Actual	Amount (Over) Under	% Coll
Sewer Service Charges	\$12,631,001	\$9,473,251	\$3,157,750	75.0%
Contributions for Debt Service	4,946,257	4,852,268	93,989	98.1
Contract Services	1,911,898	1,347,663	564,235	70.4
Program Revenues	125,374	82,375	42,999	65.7
Haulers, Permits & Inspection Fees	274,550	236,756	37,794	86.2
Other Non-Operating Revenues	20,000	98,759	(78,759)	493.8
Interest Income	442,780	63,451	379,329	14.3
Capacity Charges	31,675	1,370,723	(1,339,048)	4,328.0
Total Revenues & Financing Sources	\$20,383,536	\$17,525,246	\$2,858,289	86%

Sewer Service Charges: Revenues are billed to JPA members on a quarterly basis and are due upon receipt. Sewer service charges are billed at the beginning of each quarter for operating and capital funding. Sewer service charges are the largest revenue source.

Contributions for Debt Service: Debt service contributions, including coverage, are billed to the JPA member agencies in August and February, prior to each debt service payment. San Quentin’s contributions are billed monthly and have been received through March.

Contract Services and Program Revenues: These revenues have separate tables and analytical information for each as shown on the following page.

Haulers, Permits, and Inspection Fees: Revenue from haulers is at approximately 86%. This revenue type represents septic receiving facility use charges, organic waste disposal tipping fees, industrial waste discharge permit fees, reimbursement of costs for source control program discharger permits, and other services.

Other Non-Operating Revenues: Other non-operating revenues consists primarily of insurance proceeds in the amount of approximately \$71K from the closed cyber-fraud claim.

Interest Income: CAMP posts interest monthly currently at 0.08% and LAIF posts interest quarterly currently at 0.357% of applicable accounts balances.

Capacity Charges: Budgeted capacity charges are a placeholder for five residential new connections from the JPA members. Actual capacity charges received represent new connections and increased fixture units for existing connections. Large capacity charges in the amount of \$930,988 were received during the second quarter from a major expansion at Marin General Hospital.

Contract Service Revenues

Description	FY21 Budget	Total Revenue	Actual Expenses	Invoice Frequency
Marin Airporter Property Use	\$64,800	\$48,600	-	Monthly
Energy Resource Revenue	-	23,222	-	NA
SQSP Wastewater Services	810,003	607,502	607,502	Monthly
SQSP Pump Station Maintenance	400,000	300,000	277,489	Monthly
SQ Village Wastewater Services	51,826	21,814	9,250	Monthly
SD2 Pump Stations	494,944	304,379	143,566	Monthly
LGVSD – FOG & Pollution Prevention	20,348	7,692	6,305	Quarterly
RVSD – FOG	24,024	8,176	7,433	Quarterly
SRSD – FOG	32,136	15,420	14,018	Quarterly
TCSD – FOG	1,648	792	649	Quarterly
SD2 – FOG	7,945	5,759	5,235	Quarterly
Almonte SD – FOG	655	819	671	Quarterly
NSD – Dental Amalgam	3,569	3,488	2,755	Quarterly
Total Contract Service Revenues	\$1,911,898	\$1,347,663	\$1,072,118	

Contract Services: The Agency provides services to sanitary districts and other government entities for wastewater treatment, collection system operations and maintenance, pump station maintenance, and source control program services. Contract service revenues in total are at approximately 70.5% of budget consistent with target for the third quarter. The Agency contracts with San Quentin State Prison (SQSP) for wastewater treatment services and pump station operation and maintenance, to San Quentin Village (SQV) for collection system operation and maintenance, and to SD2 for pump station and force main operation and maintenance. Fats, Oils, and Grease (FOG) inspections and the resulting FOG revenues are at approximately 47% for the third quarter, which is less than planned due to COVID business closures.

Contract service revenues are billed to participating entities for the direct costs of materials, total compensation for employee staff time where applicable, plus overhead rates for the use of Agency equipment and supplies where applicable. Overhead rates are in accordance with contract provisions and range from 10%-22% depending upon the contract. Wastewater treatment services for SQSP are based on flow and strength of the prison’s wastewater as a proportion of the total cost of CMSA operation plus capital, and the SQSP pump station operation and maintenance fee adjusts annually by CPI.

Program Revenues

Description	FY21 Budget	Total Revenue	Actual Expenses	Invoice Frequency
Revenue for Health & Safety Program	\$74,800	\$49,833	\$52,381	Quarterly
Countywide Education Program	50,574	32,542	28,297	Quarterly
Total Contract Service Revenues	\$125,374	\$82,375	\$80,678	

Program Revenues: The Agency administers joint venture programs for Health & Safety (H&S) with the Novato Sanitary District (NSD) and a Countywide Education Program (CWP) with five participating wastewater agencies in Marin County. Costs of the H&S program are allocated between the Agency and NSD for salary and benefits, incidental program expenses, and outside safety training costs. The Agency administratively manages the H&S program and charges an administrative fee to NSD, accordingly. Revenue for the H&S program is at 67%.

CWP participants plan their programs as a group and pay their annual share of program costs based upon percentages established in the CWP agreement at the beginning of each fiscal year and are given credit at the end of each fiscal year for monies not spent. For the CWP, the Agency recognizes revenue for reimbursed expenditures plus an administrative fee. Special projects of the CWP can occur at any time during the year and material purchases, when needed, are at the request of the program committee. Due to the COVID-19 situation, most CWP activities have been cancelled or postponed, resulting in lower-than-expected revenues and expenses.

Expenses by Function

Description	FY21 Budget	YTD Act+Encum	Amount (Over) Under	% Spent
Salaries and Benefits	\$9,414,000	\$6,883,318	\$2,530,682	73.1%
Biosolids Management	443,000	274,479	168,521	62.0
Chemicals and Fuel	1,315,580	716,504	599,076	54.5
Permit Testing and Monitoring	172,207	144,592	27,615	84.0
Repairs and Maintenance	387,200	304,828	82,372	78.7
Insurance	407,277	350,638	56,639	86.1
Utilities	323,800	221,094	102,706	68.3
General and Administrative	916,454	596,878	319,576	65.1
Total Expenses by Function	\$13,379,518	\$9,492,331	\$3,887,187	70.9%

Expenses by Department

Description	FY21 Budget	YTD Act+Encum	Amount (Over) Under	% Spent
Administration	\$2,841,692	\$2,170,299	671,393	76.4%
Health and Safety	222,269	153,770	68,499	69.2
Technical Services	2,881,399	1,982,090	899,309	68.8
Operations	4,345,259	2,814,319	1,530,940	64.8
Maintenance	3,088,899	2,371,853	717,046	76.8
Total Expenses by Department	\$13,379,518	\$9,492,331	\$3,887,187	70.9%

Salary & Benefits: Salary and benefit expenses include 20 of 26 payrolls that in total are at 73.1% for the third quarter with salary expense at 74.3% and benefits at 70.7%. Benefit costs include a lump sum payment for the CalPERS unfunded liability employer cost in the first quarter of the year. The lump sum payment option saved the Agency approximately \$29K when compared to the monthly remittance option.

General Purchasing Information: Expenses and capital disbursements follow purchasing procedures established by policy to ensure protection of public assets, fairness in the purchasing process, and transparency to the public. Purchases are recognized as expenses or additions to capital projects when the goods are received or the services performed.

General & Administrative (G&A): Expenditures are tracking at approximately 65% of budget due mainly to conferences and travel that were not attended due to COVID. The G&A expense category includes professional services (legal, financial, regulatory, etc.), operating permits, memberships in local, state, and national wastewater organizations, employee certifications, conferences, safety supplies, training, and office expenses.

Insurance: Insurance is at 86% spent for the third quarter reflecting premiums that are largely paid at the beginning of the fiscal year plus to account for premiums that came in higher than budgeted, like property. Mid-cycle adjustments were approved and recorded for the FY21 budget. General liability is the only premium that is paid on a calendar year basis. The below schedule provides the payment status for insurance coverage. Insurance premiums are paid when policies are renewed and the expenses are prorated between fiscal years based on the policy’s coverage time period. Workers’ Compensation insurance decreased substantially due to a decrease in the experience modification factor (X-Mod) from 1.5 to 1.29 and to 1.26 for FY22.

Description	FY21 Premium	Status
Property Insurance	97,234	FY21 paid in full
General Liability and Auto	62,899	FY21 paid in full
Pollution Liability	1,197	FY21 paid in full
Officers Fidelity Bonds	1,809	FY21-FY23 paid in full
Commercial Crime Insurance	1,496	FY21 paid in full
Workers Compensation	217,070	FY21 paid in full

Repairs & Maintenance: Expenditures for repairs and maintenance are at approximately 79% of the year’s budget spent. Expenditures alone do not necessarily reflect the quality or quantity of repair and maintenance activities taking place. For example, periods of high expenditures reflect the purchasing of materials and supplies to prepare for upcoming planned maintenance, while periods of low expenditures can relate to staff performing planned maintenance utilizing available parts inventory. Parts inventory is extensive at approximately \$1.9M total value.

Chemicals & Fuel: Chemicals and fuel are a little low at approximately 55% of budget. Chemical usage varies throughout the year depending upon differing weather conditions. For example, odor control chemicals are used during warmer weather, and disinfection and dechlorination chemical use increases during rain events when flows increase. FY22 has been a dry year with low hypochlorite and bisulfite chemical usage. Fuel is used generally equally throughout the year for vehicles. There was a lack of wet weather for any significant use of generators using fuel and there were no PG&E power shutdowns this year.

Table of Chemical Purchases:

Description	% Budget	Number of Deliveries
Ferric Chloride	53%	9 deliveries through Mar 2021
Polymer-Cationic	34%	1 delivery through Mar 2021
Odor Control	18%	2 deliveries through Mar 2021
Nitrate (Low rainfall - Dry)	101%	22 deliveries through Mar 2021
Hydrogen Peroxide	52%	14 deliveries through Mar 2021
Sodium Hypochlorite (Low rainfall)	52%	34 deliveries through Mar 2021
Sodium Bisulfite (Low rainfall)	37%	16 deliveries through Mar 2021

Biosolids Management: Expenditures were at 62% of budget for the third quarter. FY21 biosolids management was lower due to lower-than-expected biosolids production due to a combination of reduced food waste due to COVID and reduced sludge production due to Biotower operational changes. Management expenses vary and are primarily dependent upon seasonal weather-related circumstances: (1) land application during the months of May to November results in lower reuse tipping fee costs when compared to alternate daily cover at the Redwood Landfill and biofertilizer production at the Lystek facility, and (2) the volume for beneficial reuse is lower during the warmer weather spring and summer months.

Permit Testing & Monitoring: Expenditures are at 84% for NPDES permit sampling and other contract laboratory analyses costs. This is due primarily to an increase in biogas and sludge sampling in connection with the digester pilot study. Expenditures for this category vary; sampling costs can range widely from \$150 to \$5,000 each based on the type and frequency of analyses performed.

Utilities: Expenditures for utilities are at approximately 68% of budget, slightly lower than the benchmark 75% for the third quarter end. The cogeneration system provided approximately 97% of power needs during FY21 and was supplemented with the use of natural gas when needed. There also was a \$33,000 credit applied as a correction from PG&E for overcharges.

Debt Service Payments

Description	FY21 Budget	YTD Actual	Amount Remaining	% Spent	Debt Invoice
Principal	\$2,470,000	\$2,470,000	\$0	100.0%	JPA-Ann SQSP-Mon
Interest	1,487,006	1,548,506	0	104.1%	Same
Total Debt Service Payments	\$3,957,006	\$4,018,506	\$0	101.6%	

Debt service for the new issue 2020 revenue bonds commenced with the third quarter of FY21. The debt service amounts shown above consist of principal and interest for the 2015 revenue bonds and a small amount of interest for the 2020 revenue bonds. Full annual debt service for both issuances will commence with the FY22.

Debt Service Payments (Continued)

The annual amount for each of the 2015 and the 2020 revenue bonds are paid in two installments consisting of principal and interest due September 1 of each year, and interest-only due March 1 of each year. Debt service amounts are invoiced to the JPA members approximately one month in advance of when the debt service payments are due. San Quentin Prison is invoiced monthly for its proportionate share.

Capital Improvement Program

Description	FY21 Budget	Adjusted FY21 Budget	YTD Act+Encum	Amount (Over) Under	% Spent
Salaries and Benefits	\$201,500	\$201,500	\$23,320	\$178,180	11.6%
Facility Improvements	165,200	181,600	108,037	73,563	60.0
General Equipment	678,200	678,200	459,915	218,285	67.8
Liquids Treatment Equipment and Systems	1,189,200	1,256,300	1,607,709	(351,409)	128.0
Solids Treatment and Energy Generation Equip and Systems	6,325,601	6,242,101	5,467,023	775,078	87.6
Total Cap Improv Program	\$8,358,201	\$8,358,201	\$7,642,684	\$715,517	91.4%

Total capital program expenditures amount to approximately \$2.3M as of the third quarter ended March 31, 2021, with encumbrances for outstanding contracts in the amount of approximately \$5.3M. There are payments made for numerous projects with each of the capital improvement program categories of (1) Facility Improvements, (2) General Equipment, (3) Liquids, Treatment Equipment and Systems, and (4) Solids Treatment and Energy Generation Equipment and Systems. Salaries and benefits for in-house staff are charged through time-entry to the applicable project. Certain costs, if any, may be allocated between projects on the basis of the proportion of total project expenditures in relation to total applicable project expenditures.

Staff did not include the detailed capital program budget-to-actual expense report, as it can be found as an attachment in the Proposed FY22 and FY23 budget report in the May 11 agenda packet.

BOARD MEMORANDUM

May 6, 2021

To: CMSA Commissioners and Alternates

From: Chris Finton, Treatment Plant Manager
Mark Koekemoer, Regulatory Compliance Manager

Approved: Jason Dow, General Manager

Subject: **2020/2021 Wastewater Flow Report**

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

Summary: This annual report is prepared to summarize specific flow and process data and other information for the CMSA and each collection system agency. Below are the reports highlights:

- CMSA had 38 rain days during the wet weather season with 9.36" of rain measured at the Agency's rain gauge.
- CMSA treated approximately 3.405 billion gallons of wastewater over the past year, of which 376 million gallons was attributed to storm water inflow/infiltration (I/I) into the gravity collection system.
- No Wastewater blending events occurred during the wet weather season, as the influent flows did not exceed the 30 MGD capacity of the secondary treatment system.
- The CMSA peaking factor, average dry weather effluent flow compared to peak wet weather effluent flow, was 5.6 for the largest wet weather event on January 27, 2021.
- The JPA member agency influent flow peaking factors ranged from 3.3 to 7.0, indicating that each system receives I/I during rain events. Sanitary District No. 2 had the lowest peaking factor of 3.3.

I. NPDES Permit Compliance

Total Suspended Solids (TSS) in the final effluent averaged 6.6 mg/L and the Carbonaceous Biochemical Oxygen Demand (CBOD) averaged 6.9 mg/L for the year. Both are well under our NPDES requirements of 30 mg/L and 25 mg/L, respectively. Average percent removal for TSS was 98.5% and CBOD was 97.8%, well above our 85% limits. The average mercury concentration in the final effluent was 0.0033 ug/L. This monthly average is substantially lower than the 0.066 ug/L Average Monthly Effluent Limit included in S. F. Bay’s Mercury and PCBs Watershed Permit.

II. Rainfall and Wastewater Flows

The National Oceanic and Atmospheric Association (NOAA) produces seasonal outlook reports to help communities prepare for upcoming weather events and minimize the impact on lives and livelihoods. Forecasters at the NOAA Climate Prediction Center issued the U.S. Winter Outlook report in March 2020 that predicted warmer than average temperatures for much of the U.S. The moderate *La Niña* climate pattern influenced our winter, with dryer than average conditions for areas of northern and central California. The United States Drought Monitor also stated that the ongoing La Nina is expected to expand and intensify drought across California during the months ahead.

This wet weather season, varying amounts of rain occurred over 38 rain days. The season started in November producing a total of 0.40” of rain for the month. The Agency never received a real soaking the entire season, which was best described as an unsteady pattern of storms coupled with high pressure weather systems which kept rain either to the south or far north of the Bay Area. The last recorded rain event occurred on April 25. There was a combined total of 9.36” of rain this past wet weather season which was preceded by the previous rain season’s 19.79” of rain, as compared to San Rafael’s average annual rainfall of 28.0”.

Blending did not occur this past season as wet weather flows did not exceed the secondary process maximum capacity of 30 MGD. Blending occurs when a portion of the primary effluent flow is passively diverted around the secondary treatment process, then combines with the secondary effluent prior to disinfection and discharge to the S.F. Bay. The following table shows the monthly rainfall in inches and the total for the season.

TABLE 1 - 2020/2021 Monthly Rainfall in Inches

May 20	Jun 20	Jul 20	Aug 20	Sept 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	Total
0.64"	0.00"	0.00"	0.00"	0.00"	0.00"	0.40"	1.46"	3.40"	1.11"	1.87"	0.48"	9.36"

The table below illustrates the CMSA, JPA member agencies, and San Quentin total monthly influent flow volumes for the year from May 2020 to April 2021. CMSA treated approximately 3.405 billion gallons of wastewater over that time period.

TABLE 2 - Monthly Flows in million gallons (MG)

Monitoring Period	SRSD	RVSD	SQ	SD #2	Total CMSA Plant Influent	Blend Events
	MG	MG	MG	MG	MG	#
May-20	110.55	130.41	13.41	29.41	283.77	0
Jun-20	105.05	117.17	12.54	26.84	261.60	0
Jul-20	106.7	115.61	12.58	26.75	261.64	0
Aug-20	99.2	115.42	14.33	27.24	256.19	0
Sep-20	95.36	109.99	16.48	26.78	248.61	0
Oct-20	99.17	114.60	16.57	28.35	258.69	0
Nov-20	103.23	129.47	15.15	26.81	274.65	0
Dec-20	120.58	145.7	16.02	28.97	311.26	0
Jan-21	135.08	166.1	17.55	33.86	352.59	0
Feb-21	114.35	142.73	15.91	28.39	301.38	0
Mar-21	126.65	155.53	16.14	29.87	328.19	0
Apr-21	103.24	125.68	13.82	23.83	266.57	0
Total	1,319.15	1,568.40	180.50	337.09	3,405.14	0
Percent of Flow	38.7%	46.1%	5.3%	9.9%	100%	

Flow amounts have been rounded.

Of the total 3.405 billion gallons treated, the expected dry weather portion of the flow for the year was approximately 3.03 billion gallons, which indicates that CMSA treated approximately 376 million gallons of wet weather flow. January had the highest total rainfall of 3.4". CMSA had a peak influent flow of 46.86 MGD during the storm of January 26-28, 2021, resulting in the highest peak influent flow through the plant for the year. When compared to the 2020 three-month Average Dry Weather (ADW) effluent flow of 8.3 MGD, the peaking factor equals 5.6. In Metcalf & Eddy's *Wastewater Engineering: Collection and Pumping of Wastewater*, the common range for an infiltration/inflow peaking factor is 1 to 4. The CMSA facility and the satellite collection systems generally experience significant peaking factors during the wet weather months.

TABLE 3 - Influent Peak Flows and Peaking Factors

RAIN (a)	SRSD	RVSD	San Quentin	SD#2	CMSA
ADW Flow (b) (MGD)	3.19	3.70	0.52	0.90	8.3
Peak Daily Flow (c) (MG)	10.12	10.3	0.9	2.72	24.04
Peak Flow Rate (d) (MGD)	22.23	18.58	3.44	3.0	46.86
Peaking Factor (e)	7.0	4.4	6.6	3.3	5.6

(a) Peak flows based on rainfall events in January 2021, total Rainfall for the period was 3.4"

(b) Average Dry Weather Influent Flow calculated based upon influent flow from August 2020 to October 2020.

(c) Peak Daily flow dependent on area's rainfall. Value is defined as the Agency Daily Maximum Flow for the reporting period.

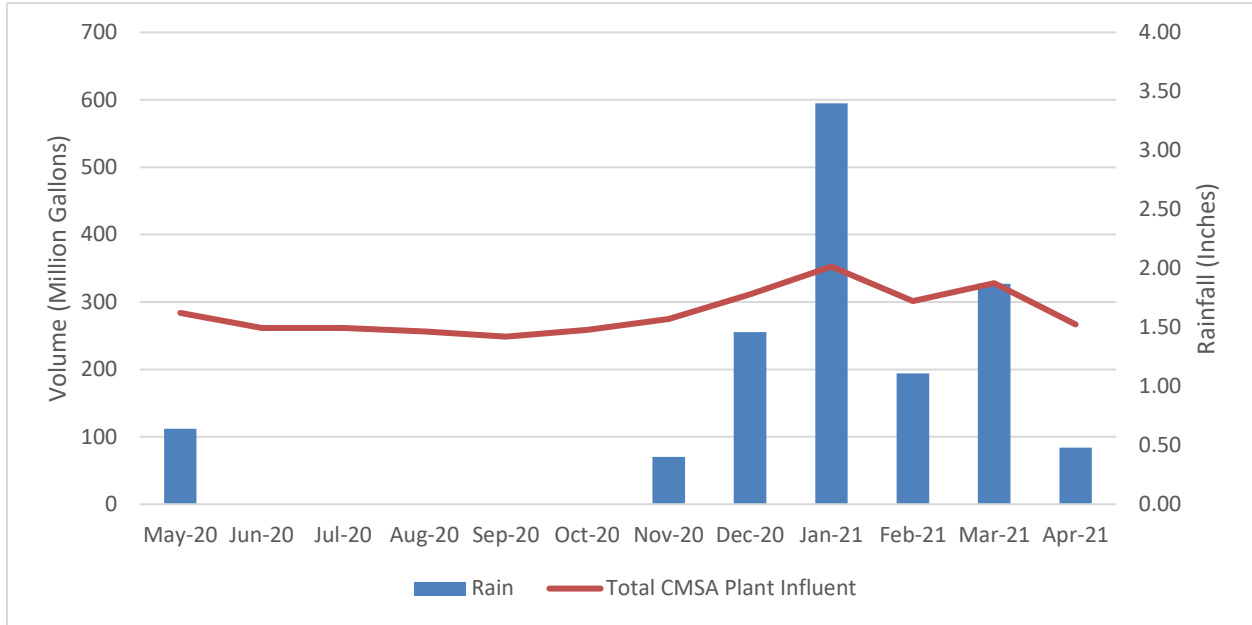
(d) Peak flow rate dependent on area's rainfall. Value is defined as the Agency 5-Minute Maximum Flowrate for the reporting period.

(e) Metcalf & Eddy defines Peaking Factor as the Daily/Hourly/5-Minute Maximum Flow rate divided by the Daily Average Flow Rate. CMSA defines the Peaking Factor as the 5-Minute Maximum Flow rate divided by the Average Dry Weather Flow Rate.

I. Process:

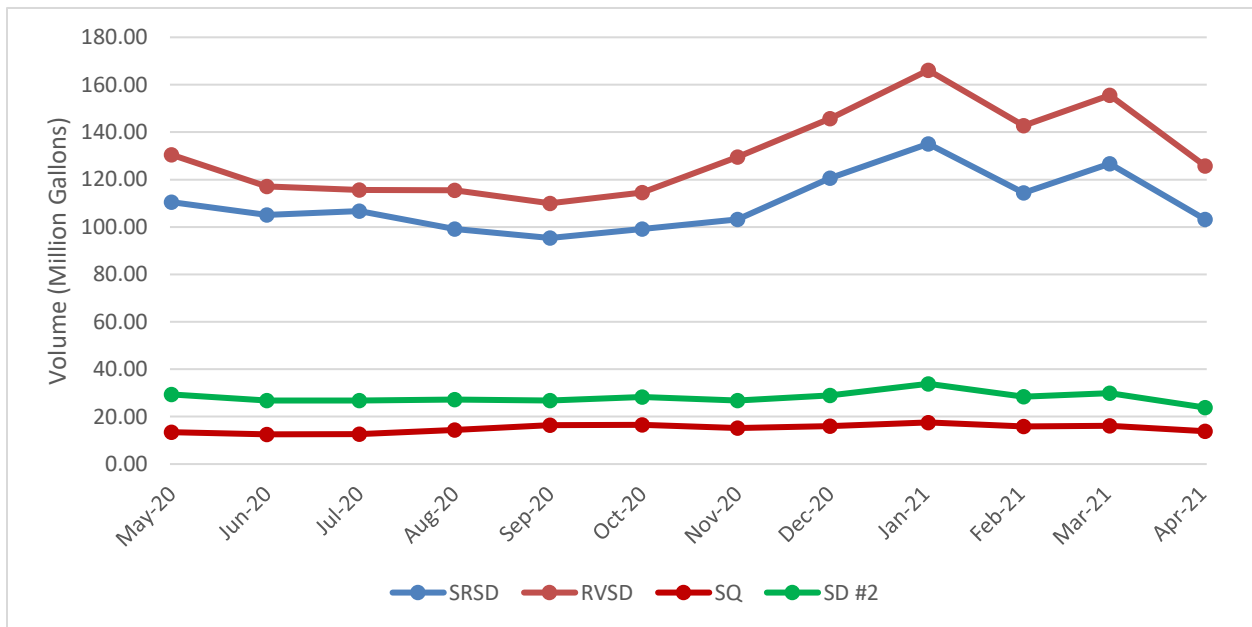
Provided below are graphical and tabular representations of wet weather indicators and affected performance indicators.

GRAPH 1 – Total Influent Volume and Monthly Rainfall Totals



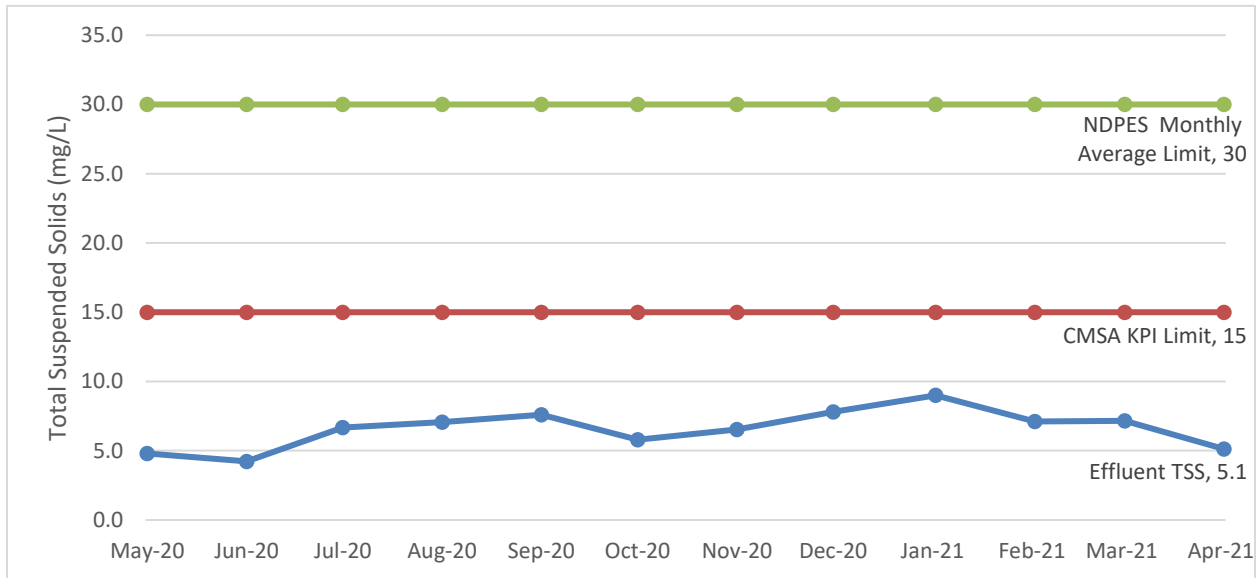
For the 2020-2021 reporting period, CMSA received a total rainfall of 9.36 inches and 3.405 billion gallons of influent. These rainfall totals are substantially lower than the previous year, as annual rainfall for 2019-2020 was 19.36 inches and influent flow totaled 3.94 billion gallons.

GRAPH 2 – Total Volume by Collection System Agency



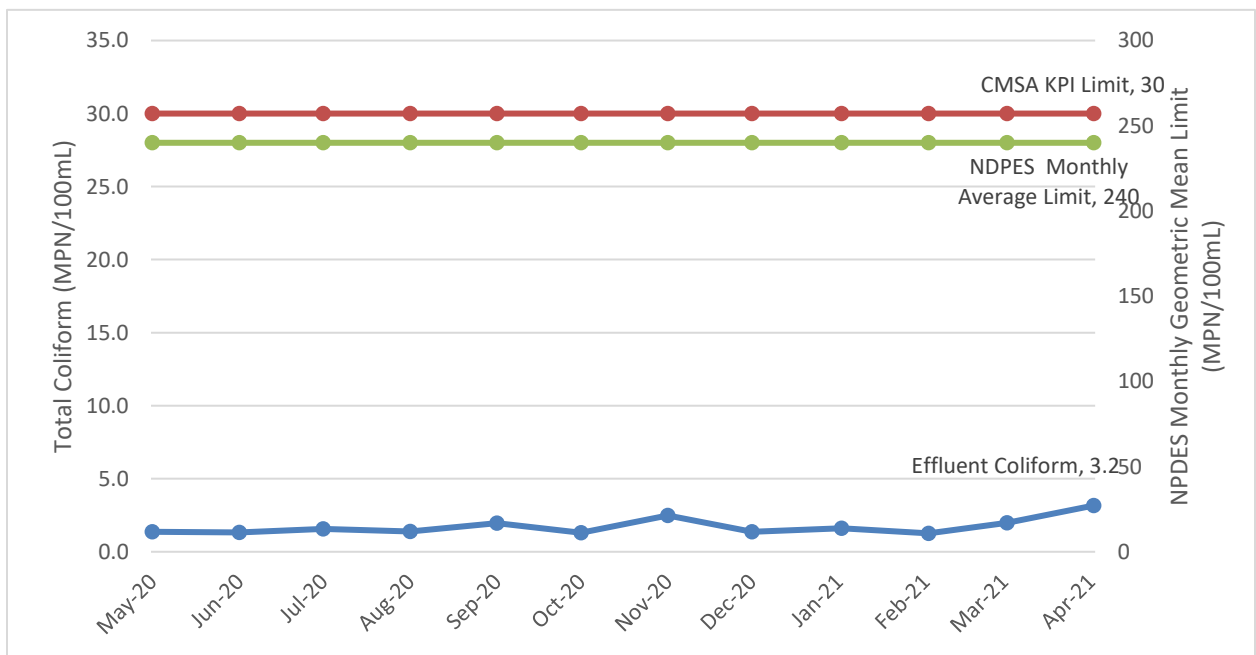
As evidenced in the data provided in Tables 1 and 2 and summarized in Graph 2 above, there was a substantial decrease in influent flow from CMSA’s collection system agencies as compared to the previous year. For example, for the 2019-2020 wet weather season, CMSA received 3.94 billion gallons of influent, whereas for this wet weather period 2020-2021, CMSA received 3.405 billion gallons of influent, or a 13.7% overall decrease in influent flow.

GRAPH 3 – Effluent Total Suspended Solids



Graph 3, above, illustrates effluent quality in the effluent total suspended solids during this reporting period. This year, operations staff managed the processes and equipment in service to match seasonal changes. Each monthly TSS average remained in single digits, and well below the Agency’s Key Performance Indicator (KPI) of 15 mg/L.

GRAPH 4 – Total Coliform



Graph 4 illustrates the Total Coliform, an indicator of CMSA’s disinfection and blending processes. As shown in this graph, compliance within the monthly geometric median was successfully managed throughout this entire reporting period, and is the result of CMSA effectively managing the disinfection and overall secondary treatment processes.

TABLE 4 – Biosolids Production and Disposal

Date	Total Number of Loads	Total Tons	Solano Land App	Lystek	Redwood Landfill ADC
May-20	26	470.0	210.0	151.4	108.6
Jun-20	25	459.3	227.5	175.0	56.8
Jul-20	29	500.2	350.0	150.2	0.0
Aug-20	28	466.1	210.0	145.8	110.3
Sep-20	28	469.0	332.5	136.5	0.0
Oct-20	28	423.0	140.0	83.7	199.3
Nov-20	26	400.4	0.0	137.8	262.6
Dec-20	28	461.3	0.0	127.2	334.1
Jan-21	26	445.2	0.0	134.5	310.7
Feb-21	26	442.9	0.0	125.5	317.4
Mar-21	29	522.4	0.0	153.3	369.1
Apr-21	26	440.9	157.5	125.9	157.5
Total	325	5,500.7	1,627.5	1,646.8	2,226.4

As noted in Table 4 above, a total of 5,500.7 wet tons of biosolids were produced at CMSA and hauled to the various beneficial reuse sites during this period. A significant portion of those biosolids, 2,713 wet tons, were produced and hauled during the wet weather season.

The total 5,500.7 tons of CMSA biosolids were beneficially reused at Redwood Landfill as Alternate Daily Cover (ADC), at Solano County land application sites during dry weather and on weekends or processed at the Lystek biofertilizer production facility in Fairfield. Lystek produces nutrient rich liquid fertilizers that are injected into designated agricultural land in Solano County. In July of 2020, CMSA’s new hauling contract stipulated delivering biosolids seven days per week to Lystek during the dry weather season. In July 2020, biosolids were diverted to Redwood Landfill instead of the land application sites due to wildfire activity in the Fairfield/Vacaville area.



BOARD MEMORANDUM

May 6, 2021

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: **Revised Administrative Policies #10, #12, and #13**

Recommendation: Approve the revised Administrative Policies for Acceptance of Hauled Wastes (#10), Beneficial Use of Agency Products (#12), and Use of Board Room/Conference Room by Outside Organizations (#13).

Discussion: CMSA has Personnel, Financial, Administrative, and Safety Policy Manuals. Last year, staff reviewed and revised the Financial Policy Manual that was approved by the Board at its October 2020 meeting. Earlier this year, staff began the process to review and update the Administrative Policy Manual that is comprised of 51 general, financial, human resources, contract administration, safety, and security policies and procedures. Several of the policies are Board approved, and staff plans to bring these individually to Board meetings over the next several months, after they are updated by staff, for consideration of approval.

The revised Administrative Policy #10: Acceptance of Hauled Wastes was approved at the April Board meeting. A new revision allows staff discretion to accept liquid organic waste loads at either the organic waste receiving facility or septage receiving facility. Revisions to the Beneficial Use of Agency Products and Use of Board Room/Conference Room by Outside Organizations policies are minor with the proposed policy changes shown in red text.

Attachments:

- Administrative Policy #10: Acceptance of Hauled Wastes
- Administrative Policy #12: Beneficial Use of Agency Products
- Administrative Policy #13: Use of Board Room/Conference Room by Outside Organizations

POLICY/PROCEDURE #:	10
SECTION:	ADMINISTRATIVE – GENERAL
SUBJECT:	Acceptance of Hauled Wastes
DATE:	05/11/2021 (Board Approved)

PURPOSE

To identify the types of hauled wastes that the Agency accepts for treatment and processing, and to establish the procedures for receiving the waste materials.

PROCEDURES

I. Types of Wastes Accepted

Portable Toilet: Wastes from portable toilets and similar facilities that are generated and collected in Marin County are accepted at the Agency's septage receiving facility.

Septic Tank: Wastes from residential septic tanks and similar facilities that are generated and collected in Marin County are accepted at the Agency's septage receiving facility.

Wastes from septic tanks serving commercial or industrial facilities are accepted only with prior written approval from the General Manager or designee.

Recreational Vehicles: Waste from recreational vehicle toilets, sinks, and showers are accepted at the Agency's septage receiving facility.

Grease Interceptor Waste: Fats, Oils, and Grease (FOG) from food service establishments that is transported through Marin County is accepted at the Agency's Organic Waste Receiving Facility (OWRF).

Food Waste: Commercial food waste collected from restaurants, schools, and other similar type businesses, and transported to CMSA by Marin Sanitary Service (MSS) are accepted at the Agency's OWRF.

Liquid Organic Wastes: Liquid wastes from food and beverage manufacturing and/or production facilities are accepted at the Agency's OWRF receiving facility. **At the General Manager's discretion, certain organic waste loads may be accepted at the septage receiving facility.**

Vacuum Truck (Vactor) Loads: Debris and material removed from a sanitary sewer collection system by a vacuum truck or similar equipment are accepted at the Agency's vacuum truck receiving facility. See Section VIII below. The other sections of this document do not apply to vacuum truck loads

No hauled industrial wastes are accepted at CMSA. This specifically includes, but is not limited to, wastes from auto washing or repair oil/water separators, and portable toilet loads contaminated with industrial waste.

II. Fees and Charges

All fees and charges, except for the MSS food waste tipping fee, are specified in the CMSA Fee Ordinance. Specific charges are adjusted annually based on the current regional EDU service charge rate.

A monitoring fee is assessed for each septage waste load discharged at the wastewater treatment plant. This "per load" fee recovers the Agency's expenses for collecting and analyzing random samples and for other monitoring activities.

The MSS food waste tipping fee is specified in the Food Waste Processing and Disposal Agreement between CMSA and MSS.

III. Marin County Permit/CMSA Authorized Waste Hauler List

Any truck used to deliver and discharge portable toilet and septic tank hauled wastes at CMSA must have a current permit from Marin County Environmental Health Services.

Each hauler must be on the CMSA Authorized Waste Hauler List prior to discharge of any loads. A hauler will be placed on the list upon request, contingent on verification of Marin County permit(s). A hauler will be removed from the list for serious or repeated violations of CMSA policies, or if their Marin County permit(s) expires.

CMSA shall not receive food waste, FOG, or liquid wastes transported to the Agency in a septage or industrial waste hauling vehicle, unless it can be shown, to the Agency's satisfaction, that the vehicle's storage tank has been properly cleaned to remove all septage and/or similar materials.

IV. Receiving Facilities Hours of Operation

Hauled waste loads are accepted Monday through Friday, during regular business hours, CMSA holidays excluded. Waste receiving at any other time is only by advance arrangement.

During wet weather, haulers should contact CMSA in advance to determine if waste loads are being accepted at the septage receiving facility. Hauled waste loads are generally not accepted at the septage receiving facility during rain events that cause wastewater blending.

V. Delivery Documentation

Hauled waste vehicle drivers must complete a Trucked Waste Record form for each load delivered to CMSA, including the load volume, in gallons. Completed forms shall be left in the administration office before they are granted access to the waste receiving facilities. Each month haulers will be invoiced for disposal fees, based on the information in their completed load forms.

FOG and liquid waste delivery volumes are measured by instruments at the receiving station. If there is a discrepancy between the measured volume and the volume stated

on the Trucked Waste Record form, facility measurements will be used for invoicing.

VI. Discharge to Manholes Prohibited

Hauled wastes may be discharged only at the CMSA wastewater treatment plant site. Discharge to sanitary sewer manholes in the CMSA service area is prohibited without prior written approval from the specific sanitary district--Ross Valley Sanitary District, San Rafael Sanitation District, or Sanitary District #2.

VII. Discharge Procedures

Haulers shall follow the procedures below for discharging each waste load.

- A. All trucks must stop at the designated location on the Agency entrance road, enter the CMSA Administration Building, and complete a Trucked Waste Record form. CMSA office staff will open the facility security gate once the form has been submitted, to allow trucks to proceed through the security gate, and follow the yellow road striping to the septage receiving station or the white road striping to the OWRF receiving facility.
- B. The delivery vehicle's discharge hose must be able to connect to the 4" diameter female cam lock fitting at either receiving station. Drivers must connect their discharge hose to the fitting.
- C. The hauler shall clean up the receiving station prior to leaving CMSA. At either receiving station, recycled water is provided to wash down and clean up the station. Drivers should notify CMSA Operations or Administrative staff prior to leaving the Agency if the receiving station is excessively dirty upon their arrival or if there are other problems experienced during their disposal and clean-up activities.
- D. CMSA staff will collect random samples from waste loads, or if there is an indication of possible contamination with industrial waste. Sample collection is at the sole discretion of CMSA. The hauler shall assist CMSA staff in obtaining a representative sample of the waste load.

VIII. Vacuum Truck Loads

CMSA only accepts vacuum truck loads that are generated by our JPA member agencies that own and operate the wastewater collection systems in central Marin, or by private haulers working directly for CMSA. The JPA member agencies are:

- San Rafael Sanitation District (SRSD)
- Sanitary District #2 of Marin County (SD#2)
- Ross Valley Sanitary District (RVSD)

Private contractors working on behalf of a JPA member agency will be granted access to the CMSA facilities to dispose of their loads, after CMSA has received notification from the member agency contracting for their services.

CMSA will not accept vacuum loads from outside its service area, or loads from privately

owned sewer lines within the service area.

DRAFT

POLICY/PROCEDURE #:	12
SECTION:	ADMINISTRATIVE – GENERAL
SUBJECT:	Beneficial Use of Agency Products
DATE:	05/11/2021 <i>(Board approved)</i>

POLICY

CMSA is committed to pursuing the beneficial use of Agency products by identifying resources that generate value for the Agency and its customers, improve environmental quality, and contribute to the local economy.

PROCEDURE

1. CMSA will pursue beneficial use options for key Agency products such as reclaimed water, biosolids, and biogas.
2. The Agency recognizes that as technology advances there may be opportunities to improve the quality of existing products, and recover additional products from the wastewater treatment facilities for beneficial uses. CMSA will evaluate appropriate new and emerging technologies.
3. CMSA will highlight benefits of Agency product reuse through public education and outreach.
4. When feasible, the Agency will seek out partnerships with local agencies and/or private entities on the production, distribution, and beneficial reuse of Agency products.

POLICY #:	13
SECTION:	ADMINISTRATIVE - GENERAL
SUBJECT:	Use of Board/Conference Room by Outside Organizations
DATE:	05/11/2021 <i>(Board approved)</i>

PURPOSE

To outline the criteria and process for extending the use of the CMSA Board/Conference Room during non-business hours to outside organizations who are affiliated with the water or wastewater industry.

PROCEDURE

- I. Public or non-profit organizations eligible for consideration need to be associated with the water and wastewater industry. These may include organizations where the Agency is a member or a sponsor. Other governmental entities may also be eligible to use the Agency Boardroom.
- II. Requests from outside organizations for use of the Board/Conference Room are referred by staff to the Administrative Specialist (AS). The AS then contacts the group and gathers the necessary information:
 - A. Group name
 - B. Coordinator's name and complete contact information
 - C. Description of the meeting topic, projected attendance, and any special needs or requirements
 - D. Desired date(s) and time(s)
- III. The AS enters the above information in a tracking spreadsheet on the Agency network.
- IV. The AS determines if the group meets the general use criteria, and if the days and times are compatible with the Agency schedule, and then reviews the request with the General Manager (GM).
- V. If approved by the GM, the AS then:
 - A. Contacts the group coordinator to confirm the meeting details
 - B. Sends a confirmation email or letter to the group coordinator
 - C. Enters the meeting dates on the Agency calendar
 - D. Notifies operations staff of the meeting schedule, including the hours the Administrative building lights need to be kept on, and the lobby door and

Andersen Drive access gate kept open.

- E. **Notifies maintenance staff of the meeting schedule so the Administrative building lobby, public restrooms, and Board/conference room are cleaned prior to the meeting.**
- F. Reminds operations staff the day of the meeting, at the start of the shift during which time the meeting is to be held.
- ~~VI. If the GM determines that the group does not qualify for room use, and if granting of the approval is in question, the GM shall bring the request to the Board Chair for his/her advice.~~
- VI. If the group's request is denied, the AS will contact the group coordinator with an explanation of why the meeting was not determined appropriate for CMSA Board/Conference Room use.
- VII. **The GM will confer with the Board Chair as needed.**

DRAFT



BOARD MEMORANDUM

May 6, 2021

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Land Use Agreement with Tauzer Apiaries

Recommendation: Approve the Land Use Agreement with Tauzer Apiaries, and provide comments or direction to the General Manager, as appropriate.

Discussion: A representative from Tauzer Apiaries/Sola Bee Farms (Tauzer), Rachel Morrison, contacted staff a couple months ago to ask if the Agency would be interested in placing honey bee hives on any unused Agency's property. Ms. Morrison explained that several wastewater agencies in the region have land use arrangements with Tauzer for hive placement, and that she believes the Agency is in a good location to support the hives. On April 15, Ms. Morrison met with GM Dow and Treatment Plant Manager Finton to visit the few unused areas on the Agency property that could possibly accommodate the hives. Ms. Morrison identified a small area behind a maintenance storage building that would be perfect for the hive placement. It has forklift access and is in a remote location near blackberry bushes and fruit trees which are on the adjacent CalTrans hillside property. According to Ms. Morrison, the bees will eat the fruit and produce a more flavorful honey.

Staff and General Counsel Brandon Halter reviewed the standard Tauzer Land Use Agreement, and provided several suggested revisions which were incorporated into the attached Agreement. Tauzer also added the Agency's standard endorsement language to their general and auto liability insurance certificates, and signed the Agency's Waiver and Indemnification forms. The term of the agreement is for three years, and the hives will be on-site from May through January, after which time they will be moved to the Central Valley where the bees will pollinate agricultural crops. Staff believes there is an environmental benefit to allowing the land use by improving the sustainability of the regional honey bee population.

Attachments:

- Land Use Agreement with Tauzer Apiaries
- Tauzer Apiaries Insurance Certificate with Endorsements
- Tauzer Waiver and Indemnification Forms
- Diagram showing location of the honey bee hives



Hive Host Land Use Agreement

This is a formal agreement between Central Marin Sanitation Agency (hereon known as "Hive Host") and Tauzer Apiaries, Inc in regards to the use of land for placement of Honey Bee Hives on the property located at: **1301 Andersen Drive, San Rafael, CA 94901** Mailing address if different: _____

1. Tauzer Apiaries maintains liability and worker's compensation insurance. Proof of liability insurance needs to be sent to (email or hardcopy) : Jason Dow: jdow@cmsa.us
2. Hive Host to receive _____ (compensation) yearly for use of their property.
3. Tauzer Apiaries shall keep the hives in the agreed upon designated area. Tauzer Apiaries may have bees in other locations on property with written approval (email is acceptable).
4. The Hive Hosts hereby grants Tauzer Apiaries permission to access the above locations to place, maintain, and inspect bee hives and related equipment for three years from the date of this agreement. Tauzer Apiaries will coordinate with hive hosts in advance.
5. Tauzer Apiaries, at their cost, is to maintain the bee hive yard area and repair any damage done to gates, fencing, or other property done by company or their authorized agents.
6. This agreement may be terminated by Tauzer Apiaries or Hive Hosts with written notification at any time with or without cause. Hive Host agrees to give Tauzer Apiaries 60 days to move hives if agreement is terminated.
7. Tauzer Apiaries understands that loss, theft, fire, water, and all other forms of damage to bee hives and related property is possible in this location. Tauzer Apiaries understand this risk and holds Hive Hosts harmless for any such occurrence.
8. Tauzer Apiaries will submit the signed CMSA Waiver and Indemnification Forms prior to Hive Host signing this agreement.

Important Note: Hive Host agrees to respect the need for isolation from other bees and agrees not to allow other beekeepers to manage other hives on the property. Hive Host will inform Tauzer Apiaries of other bee hives or operations in neighboring properties as noticed or become aware, and/or if approached by other entities seeking to place hives on their property throughout the duration of this agreement, even in the event that the Hive Host's property is not being currently utilized by Tauzer Apiaries.

Signed: 
Trevor Tauzer owner of Tauzer Apiaries

Date: May 4, 2021

Hive Host:

Signed _____

Date: _____

Name Printed: _____

Preferred Contact Phone/Email: _____



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 04/30/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Jack Cramer Insurance P.O. Box 1384 Woodland CA 95776	CONTACT NAME: Jack Cramer PHONE (A/C No. Ext): 530-662-1076 FAX (A/C No): 530-662-6921 E-MAIL ADDRESS: jackcramer@hotmail.com																					
INSURED Tauzer Apiaries Inc 23011 Co Rd 103 Woodland CA 95776 Sola Bee Farms	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Nationwide Agribusiness Insurance</td> <td style="text-align: center;">28223</td> </tr> <tr> <td>INSURER B:</td> <td>Nationwide Mutual Insurance Company</td> <td style="text-align: center;">23787</td> </tr> <tr> <td>INSURER C:</td> <td>Zeinth Insurance Company</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Nationwide Agribusiness Insurance	28223	INSURER B:	Nationwide Mutual Insurance Company	23787	INSURER C:	Zeinth Insurance Company		INSURER D:			INSURER E:			INSURER F:		
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INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FPKGLNO7881260247	03/01/2021	03/01/2022	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 2000000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FPKBAN7881260247	03/01/2021	03/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FPKFAEN7881260247	03/01/2021	03/01/2022	EACH OCCURRENCE \$ 5000000 AGGREGATE \$ 5000000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Z072568102	03/15/2021	03/15/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1000000 E.L. DISEASE - EA EMPLOYEE \$ 1000000 E.L. DISEASE - POLICY LIMIT \$ 1000000
A	Farm and Beekeeping operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FPK FMPN7881260247	03/01/2021	03/01/2022	Each Occurrence \$ 1,000,000 General Aggregate \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Owners Mark and Diane Tauzer are excluded from the Work Compensation policy. The certificate holder as contracted with Insured will be an additional Insured on the policy in connection to Hive Host at 1301 Andersen Dr, San Rafael CA 94901. The Agency, its members including San Rafael Sanitation District, City of Larkspur, Ross Valley Sanitary respective commissioners, directors, councilmembers, officers, officials, employees and volunteers are to be covered as additional Insured as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection.

CERTIFICATE HOLDER Central Marin Sanitation Agency 1301 Andersen Dr San Rafael, CA 94901	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Jack L Cramer
---	--



**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

WAIVER OF LIABILITY

I, Trevor Tauzer, am the authorized representative of Tauzer Apiaries.

On behalf of Tauzer Apiaries I hereby agree to waive any liability to the Central Marin Sanitation Agency (CMSA), its officers, officials, employees, and volunteers for any injuries or damages to me, my employees, my invitees and guests while conducting activities at the CMSA facility and grounds including the entire CMSA treatment plant.

Dated: 5/3/21

By: (Authorized Representative)

Trevor Tauzer, Vice President
Name and Title

[Signature]
Signature



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

INDEMNIFICATION

Tauzer Apiaries shall hold harmless, defend, and indemnify Central Marin Sanitation Agency (CMSA) and its officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses including attorney fees arising out of its bee-keeping activities at the CMSA facilities. Additionally, and specifically in consideration for the free use of CMSA facilities for these activities, Tauzer Apiaries shall hold harmless, defend, and indemnify CMSA and its officers, officials, employees, and volunteers from and against all claims, damages, losses and expenses including attorney fees **for any incident that occurs on CMSA's premises** associated with Tauzer Apiaries' use of CMSA facilities. By signing this Agreement, Tauzer Apiaries is specifically aware that it is assuming liability for any incident involving its members or invitees that occurs at CMSA's facilities during its use of the facilities.

Dated: 5/3/21

By: (Authorized Representative)

Trevor Tauzer
Name and Title

[Signature]
Signature

Attachment 4



Honey Bee Hives Location



BOARD MEMORANDUM

May 6, 2021

To: CMSA Commissioners and Alternates

From: Jacky Wong, Associate Engineer

Approved: Jason Dow, General Manager

Subject: FY22 Chemical Supply Contracts

Recommendation: Authorize the General Manager to execute procurement agreements for the following chemical supply contracts:

1. Calcium Nitrate – award to Two Rivers Terminal at a unit price of \$2.22 per gallon, before taxes.
2. Ferric Chloride – award to Thatcher Company of California at a unit price of \$731 per dry ton, before taxes.
3. Sodium Bisulfite – award to Univar USA at a unit price of \$1.30 per gallon, before taxes.
4. Sodium Hypochlorite – award to Univar USA at a unit price of \$0.769 per gallon, before taxes.

Discussion: CMSA staff reviewed the draft Bay Area Chemical Consortium (BACC) bid documents prior to issuance by the Bay Area Clean Water Agency (BACWA), and provided Agency-specific information, such as estimated chemical volumes and delivery criteria to be incorporated into the final bid documents. BACWA issued Requests for Bids to chemical suppliers in March 2021. Bids were received, opened, and analyzed by BACWA staff in April, and award recommendation letters were sent to the participating agencies for each chemical. CMSA staff agrees with BACWA's award recommendations.

Each contract is for a one-year term at a fixed procurement price, with three one-year administrative extensions available, upon mutual agreement. The BACC bid documents do not include an agreement form, requiring each agency to enter into their own agreement with each recommended vendor. CMSA's sample chemical procurement agreement is attached and will be executed with the appropriate vendors for each chemical if approved by the Board.

CMSA is currently administering bids for supply and delivery of Hydrogen Peroxide, used for odor control, and will bring an award recommendation to the Board at the June meeting.

Economic Summary: The summary table below shows each chemical's estimated annual consumption, current unit price before tax, bid unit price before tax, and percent change between the current unit price and the bid unit price.

Chemical	Vendor	Estimated Annual Usage	Current Unit Price	Bid Unit Price	% Change
Calcium Nitrate	Two Rivers Terminal	180,000 gal	\$2.20/gal	\$2.22/gal	0.91%
Ferric Chloride	Thatcher Company of California	135 dry tons	\$761.00/dry ton	\$731.00/dry ton	-3.94%
Sodium Bisulfite	Univar USA	170,000 gal	\$1.163/gal	\$1.30/gal	11.78%
Sodium Hypochlorite	Univar USA	280,000 gal	\$0.700/gal	\$0.769/gal	9.84%

Discussion: The following is a basic description of the uses for each chemical.

- Calcium nitrate is used to control odors in the influent force mains and at the plant headworks.
- Ferric chloride is used to control hydrogen sulfide content in biogas, enhance biosolids dewatering performance, and increase suspended solids removal in primary clarifiers during wet weather flows.
- Sodium bisulfite is a dechlorination chemical used to neutralize residual chlorine in the final effluent prior to discharging into the San Francisco Bay.
- Sodium hypochlorite is used for disinfection of final effluent, odor control at various locations in the treatment facilities, disinfection of reclaimed water, and filament control in activated sludge.

CMSA joined the BACC in June 2013. The BACC is a cooperative group of over 60 public water and wastewater agencies in northern California, and is currently managed and administered by BACWA. The primary purpose of the BACC is to seek competitive bids from vendors to supply and deliver chemicals for water and/or wastewater treatment. BACC members benefit from a better price through larger purchasing power, and have cost savings in administrative time as BACWA prepares all of the bid documents and bid advertisements, and performs the bid analyses. BACC members reimburse the administrative cost to BACWA when they participate in one of the BACC bids. The reimbursement cost to BACWA is \$385.81 per chemical bid, and CMSA's total fee for participating in the chemical procurement process this year is \$1,543.24. Utilizing the BACC bid process provides a significant savings in staff time and advertising costs as compared to CMSA staff developing the contracts and administering the procurement process.

Attachments:

- 1) BACC's Notice of Intent Award Letter of Calcium Nitrate
- 2) BACC's Notice of Intent Award Letter of Ferric Chloride
- 3) BACC's Notice of Intent Award Letter of Sodium Bisulfite
- 4) BACC's Notice of Intent Award Letter of Sodium Hypochlorite
- 5) Sample Agreement to Purchase Chemicals



May 5, 2021

Two Rivers Terminal
Attn: Keith Moring
3300 N Glade Road
Pasco, WA 99301

RE: Award Contract in Response to Bay Area Chemical Consortium (BACC) Bid No. 04-2021 for Supply and Delivery of CALCIUM NITRATE.

Dear Mr. Moring,

We are pleased to advise you that the bid submitted by Two Rivers Terminal for Bid No. 04-2021 was determined to be the lowest responsive bid for the supply and delivery of CALCIUM NITRATE during the period July 1, 2021 through June 30, 2022.

The participating BACC Agencies should be contacting you shortly to discuss entering into contracts with Two Rivers Terminal for their respective facilities.

Bay Area Chemical Consortium sincerely appreciates your efforts and participation in the competitive bid process.

If you have any questions, please free to contact me at jdymment@bacwa.org

Sincerely,

A handwritten signature in black ink, appearing to read "JDymment", with a long horizontal stroke extending to the right.

Jennifer Dymment
Assistant Executive Director
BACWA.org
as Coordinating Agency for the Bay Area Chemical Consortium

Bay Area Clean Water Agencies
 Bid Results for Project 04-2021 CALCIUM NITRATE
 Issued on 03/18/2021
 Bid Due on April 15, 2021 4:00 PM (PDT)
 Exported on 04/15/2021

Unit Price									
Item Num	Section	Item Code	Description	Reference	Unit of Measure	Quantity	Univar Solutions USA Inc.	Two Rivers Terminal	Evoqua Water Technologies LLC
1	CALCIUM NITRATE SOLUTION		Central Valley		gal		1 no bid	\$2.18	\$2.22
2	CALCIUM NITRATE SOLUTION		Marin Sonoma Napa		gal		1 no bid	\$2.22	\$2.28
3	CALCIUM NITRATE SOLUTION		Peninsula		gal		1 no bid	\$2.22	\$2.27
4	Calcium Nitrate Dry Material (Nitrate Oxygen)		Central Valley		lb		1 no bid	\$0.45	\$0.46
5	Calcium Nitrate Dry Material (Nitrate Oxygen)		Marin Sonoma Napa		lb		1 no bid	\$0.46	\$0.48
6	Calcium Nitrate Dry Material (Nitrate Oxygen)		Peninsula		lb		1 no bid	\$0.46	\$0.47



May 5, 2021

Thatcher Company of California, Inc.
Attn: Craig N. Thatcher
PO Box 27407
Salt Lake City, UT 84127-0407

RE: Award Contract in Response to Bay Area Chemical Consortium (BACC) Bid No. 06-2021 for Supply and Delivery of FERRIC CHLORIDE.

Dear Mr. Thatcher,

We are pleased to advise you that the bid submitted by Thatcher Company of California, Inc. for Bid No. 06-2021 was determined to be the lowest responsive bid for the supply and delivery of FERRIC CHLORIDE during the period July 1, 2021 through June 30, 2022.

The participating BACC Agencies should be contacting you shortly to discuss entering into contracts with Thatcher Company of California, Inc. for their respective facilities.

Bay Area Chemical Consortium sincerely appreciates your efforts and participation in the competitive bid process.

If you have any questions, please free to contact me at jdymment@bacwa.org

Sincerely,

A handwritten signature in black ink, appearing to read "JDymment", with a long horizontal stroke extending to the right.

Jennifer Dymment
Assistant Executive Director
BACWA.org
as Coordinating Agency for the Bay Area Chemical Consortium

Bay Area Clean Water Agencies
 Bid Results for Project 06-2021 FERRIC CHLORIDE
 Issued on 03/18/2021
 Bid Due on April 15, 2021 4:00 PM (PDT)
 Exported on 04/15/2021

Unit Price						Univar Solutions USA Inc.	Hill Brothers Chemical Co.	Pencco, Inc	Thatcher Company of California, Inc.	Kemira Water Solutions, Inc	
Item Num	Section	Item Code	Description	Reference	Unit of Measure	Quantity					
1	FERRIC CHLORIDE		Central Valley		dry ton		1 no bid	\$1,219.00	no bid	\$773.00	\$915.50
2	FERRIC CHLORIDE		East Bay		dry ton		1 no bid	\$1,126.60	\$950.00	\$731.00	\$769.15
3	FERRIC CHLORIDE		Marin Sonoma Napa		dry ton		1 no bid	no bid	\$950.00	\$731.00	\$785.85
4	FERRIC CHLORIDE		North Bay		dry ton		1 no bid	\$1,785.00	no bid	\$764.00	\$780.78
5	FERRIC CHLORIDE		Peninsula		dry ton		1 no bid	no bid	\$875.00	\$764.00	\$777.81
6	FERRIC CHLORIDE		Sacramento		dry ton		1 no bid	no bid	\$850.00	\$746.00	\$761.62
7	FERRIC CHLORIDE		South Bay		dry ton		1 no bid	no bid	\$950.00	\$727.05	\$729.38
8	FERRIC CHLORIDE		Tri Valley		dry ton		1 no bid	no bid	\$950.00	\$731.00	\$742.45



May 5, 2021

Univar Solutions USA Inc.
Attn: Jennifer Perras
8201 S 212th St.
Kent, WA 98032

RE: Award Contract in Response to Bay Area Chemical Consortium (BACC) Bid No. 11-2021 for Supply and Delivery of SODIUM BISULFITE.

Dear Ms. Perras,

We are pleased to advise you that the bid submitted by Univar Solutions USA Inc. for Bid No. 11-2021 was determined to be the lowest responsive bid for the supply and delivery of SODIUM BISULFITE during the period July 1, 2021 through June 30, 2022.

The participating BACC Agencies should be contacting you shortly to discuss entering into contracts with Univar Solutions USA Inc. for their respective facilities.

Bay Area Chemical Consortium sincerely appreciates your efforts and participation in the competitive bid process.

If you have any questions, please free to contact me at jdymment@bacwa.org

Sincerely,

A handwritten signature in black ink, appearing to read "JDymment", is written over a horizontal line.

Jennifer Dymment
Assistant Executive Director
BACWA.org
as Coordinating Agency for the Bay Area Chemical Consortium

Bay Area Clean Water Agencies
 Bid Results for Project 11-2021 SODIUM BISULFITE
 Issued on 03/18/2021
 Bid Due on April 15, 2021 4:00 PM (PDT)
 Exported on 04/15/2021

Unit Price

Item Num	Section	Item Code	Description	Reference	Unit of Measure	Quantity	Univar Solutions USA Inc.	Chemurgic
1	SODIUM BISULFITE 25% Solution		Central Valley		gal	1	\$1.25	\$1.80
2	SODIUM BISULFITE 25% Solution		East Bay		gal	1	\$1.21	\$1.85
3	SODIUM BISULFITE 25% Solution		Marin Sonoma Napa		gal	1	\$1.30	\$1.95
4	SODIUM BISULFITE 25% Solution		North Bay		gal	1	\$1.28	\$2.05
5	SODIUM BISULFITE 25% Solution		Peninsula		gal	1	\$1.23	\$1.91
6	SODIUM BISULFITE 25% Solution		Sacramento		gal	1	\$1.76	\$2.08
7	SODIUM BISULFITE 25% Solution		South Bay		gal	1	\$1.21	\$1.83
8	SODIUM BISULFITE 40% Solution		Central Valley		gal	1	\$1.75	\$2.83
9	SODIUM BISULFITE 40% Solution		Peninsula		gal	1	\$1.75	\$2.92
10	SODIUM BISULFITE 40% Solution		Sacramento		gal	1	\$1.86	\$2.87



May 5, 2021

Univar Solutions USA Inc.
Attn: Jennifer Perras
8201 S 212th St.
Kent, WA 98032

RE: Regional Award Contract in Response to Bay Area Chemical Consortium (BACC) Bid No. 13-2021 for Supply and Delivery of SODIUM HYPOCHLORITE 12.5% in Central Valley, Marin Sonoma Napa, North Bay, South Bay and Tri Valley regions.

Dear Ms. Perras,

We are pleased to advise you that the bid submitted by Univar Solutions USA Inc. for Bid No. 13-2021 was determined to be the lowest responsive bid for the supply and delivery of SODIUM HYPOCHLORITE 12.5% during the period July 1, 2021 through June 30, 2022.

The participating BACC Agencies from the above regions should be contacting you shortly to discuss entering into contracts with Univar Solutions USA Inc. for their respective facilities.

Bay Area Chemical Consortium sincerely appreciates your efforts and participation in the competitive bid process.

If you have any questions, please free to contact me at jdymment@bacwa.org

Sincerely,

A handwritten signature in black ink, appearing to read "JDymment", is written over a light blue horizontal line.

Jennifer Dymment
Assistant Executive Director
BACWA.org
as Coordinating Agency for the Bay Area Chemical Consortium

Bay Area Clean Water Agencies
 Bid Results for Project 13-2021 SODIUM HYPOCHLORITE 12.5%
 Issued on 03/18/2021
 Bid Due on April 15, 2021 4:00 PM (PDT)
 Exported on 04/15/2021

Unit Price

Item Num Section	Item Code	Description	Reference	Unit of Measure	Quantity	Univar Solutions USA Inc.	Olin Corporation
1		SODIUM HYPOCHLORITE 12.5%		gal	1	\$0.712	\$0.789
2		SODIUM HYPOCHLORITE 12.5%		gal	1	\$0.716	\$0.704
3		SODIUM HYPOCHLORITE 12.5%		gal	1	\$0.769	\$0.779
4		SODIUM HYPOCHLORITE 12.5%		gal	1	\$0.737	\$0.739
5		SODIUM HYPOCHLORITE 12.5%		gal	1	\$0.746	\$0.739
6		SODIUM HYPOCHLORITE 12.5%		gal	1	\$0.859	\$0.754
7		SODIUM HYPOCHLORITE 12.5%		gal	1	\$0.738	\$0.769
8		SODIUM HYPOCHLORITE 12.5%		gal	1	\$0.702	\$0.704
9		SODIUM HYPOCHLORITE 12.5% In 275-gal totes (Optional bid item)		gal	1	no bid	no bid
10		SODIUM HYPOCHLORITE 12.5% In Drums (Optional bid item)		gal	1	no bid	no bid
11		SODIUM HYPOCHLORITE 5.25% (Optional bid item)		gal	1	no bid	\$0.660

CMSA CHEMICAL SUPPLY AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2021, by and between the CENTRAL MARIN SANITATION AGENCY, hereinafter referred to as "CMSA", and VENDOR NAME, hereinafter designated as the "Vendor".

WITNESSETH: That the parties hereto do mutually agree as follows:

ARTICLE 1: For and in consideration of the payments and agreements hereinafter mentioned to be made and performed by CMSA, the Vendor agrees with CMSA to service the contract entitled "**Contract Name with chemical concentration**" and to perform all work described in the BACC Bid Contract Documents No. XX-XXXX and to perform everything required by this agreement.

ARTICLE 2: CMSA promises and agrees with the Vendor to employ and does employ the Vendor to provide the materials and do the work according to the terms and conditions referred to at the unit price as set forth in the bid proposal for Marin-Sonoma-Napa region, and contracts to pay the same, at the time, in the manner, and upon the condition set forth in the specifications; and the parties for themselves, their heirs, executors, administrators, successors and assigns, do agree to the full performance of these covenants.

ARTICLE 3: The BACC Bid Contract Documents No. XX-XXXX, and all Addenda issued by BACC prior to the opening of bids are incorporated in and made a part of this agreement.

ARTICLE 4: The Vendor is aware of, and hereby agrees to comply with Section 3700 of the Labor Code requiring every employer to be insured against liability for Workers' Compensation or to undertake self-insurance before commencing any of the work.

ARTICLE 5: The insurance policies listed in Section 3.14 of BACC Bid Contract Documents shall be endorsed to name CMSA, its commissioners and employees, as well as its members including San Rafael Sanitation District, Ross Valley Sanitary District, Sanitary District No. 2 of Marin County, the City of San Rafael, the Town of Corte Madera, and their respective commissioners, directors, councilmembers, officers, officials, and employees as additional insureds parties.

This Contract's Expiration Date is June 30, 2022, with an option to extend the contract on a year-to-year basis, not exceed three (3) yearly renewals upon mutual agreement.

IN WITNESS WHEREOF, these parties have caused this contract to be executed the day and year first above written.

Vendor: _____

By: _____

Title: _____

Print Name _____

CENTRAL MARIN SANITATION AGENCY

By: _____
Jason R. Dow, General Manager

**BOARD MEMORANDUM**

May 6, 2021

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Pension Obligation Bond Presentation

Recommendation: Receive the Pension Obligation Bond presentation from PFM, and provide any comments or direction to the General Manager, as appropriate.

Summary: At the Board's first Strategic Planning Workshop on April 8, a Commissioner suggested adding a goal or objective to the new Strategic Plan to evaluate options to reduce the Agency's unfunded pension liabilities. Coincidentally, subsequent to the workshop, our financial advisor, Sarah Hollenbeck with Public Financial Management (PFM), contacted the Agency to offer an informational presentation on Pension Obligation Bonds that numerous local agencies in the state have issued or are considering issuing to reduce all or a portion of their pension liabilities. Ken Spray and I viewed the presentation last week, and Sarah offered to present it to the Board.

Attachment:

- Pension Obligation Bond Presentation



Central Marin Sanitation Agency

Overview of Pension Obligation Bonds

PFM Financial Advisors LLC

May 2021



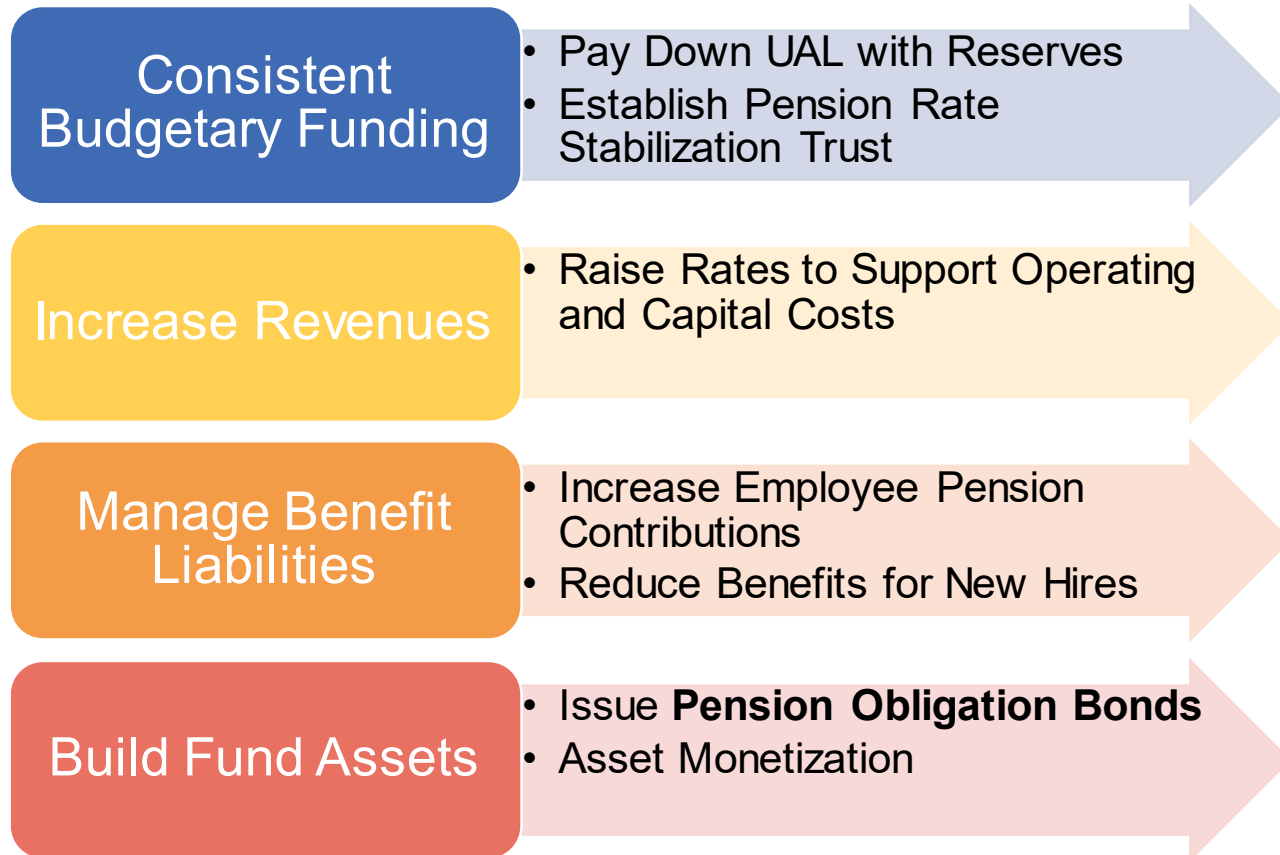
Defining the Problem

- ◆ Unfunded accrued liabilities (UAL) are driving up pension costs for cities, counties, and special districts in California and are projected to significantly increase over the next ten years
- ◆ CMSA's pension costs are escalating over time
 - UAL cost projected to increase by 50% between FY2022 and FY2032



Alternatives

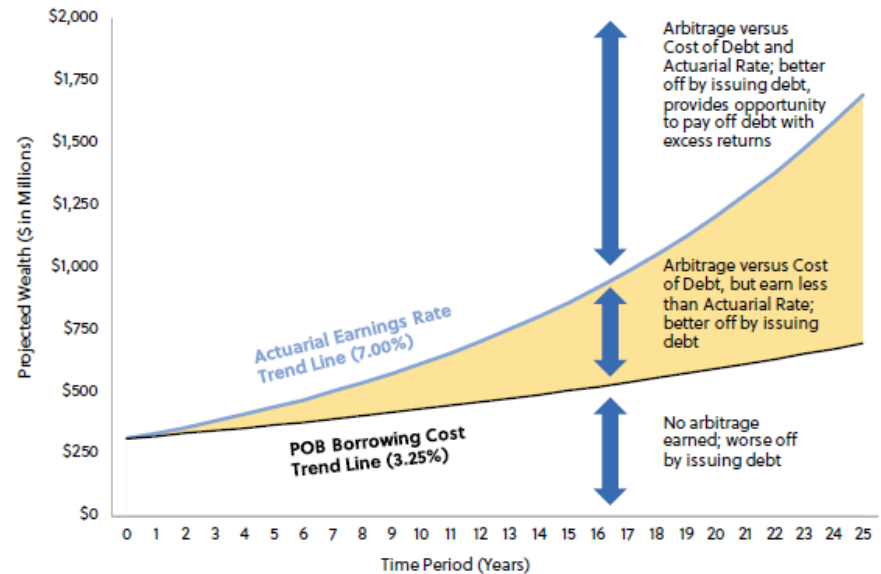
- Alternative policy solutions to address the problem include:





What Are Pension Obligation Bonds?

- Taxable bonds issued by state or local governments to fund an unfunded pension liability
- The local government issues taxable debt at an interest rate below the actuarial earnings rate of the pension fund
- The objective of issuing pension obligation bonds is to **reduce** the required employer contributions needed to meet its pension costs
 - The actual savings produced by issuing POBs, if any, cannot be quantified until the bonds mature
 - “Normal cost” is not affected by POB issuance

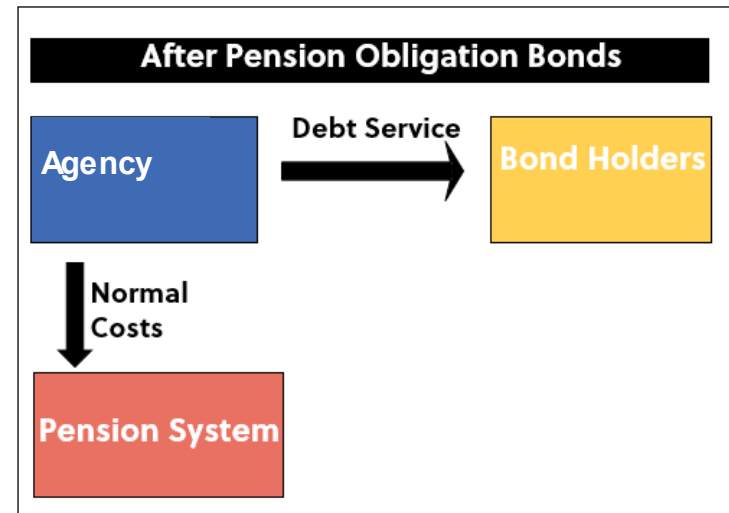
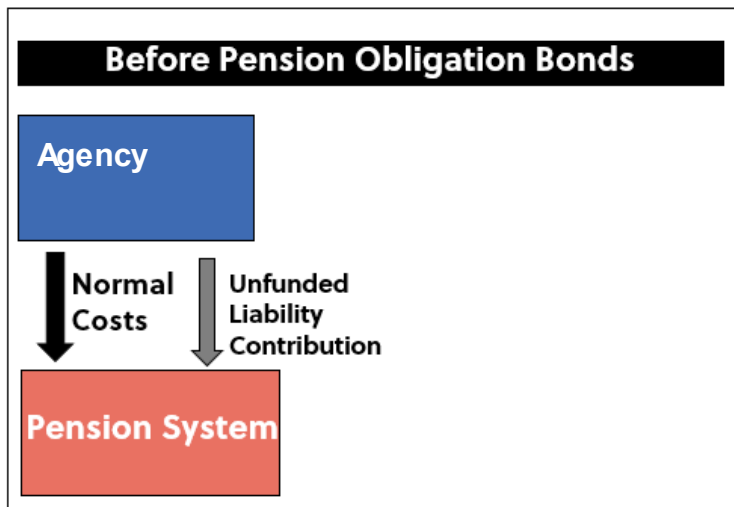


For Illustrative Purposes Only.



POB Proceeds Deposited with CalPERS

- ◆ Proceeds of POBs are used to pay down all or a portion of the issuer's unfunded pension liability to CalPERS
 - The annual UAL payment is reduced or eliminated
 - Instead of making UAL payments, the issuer makes debt service payments





Recent California Pension Obligation Bond Issuances

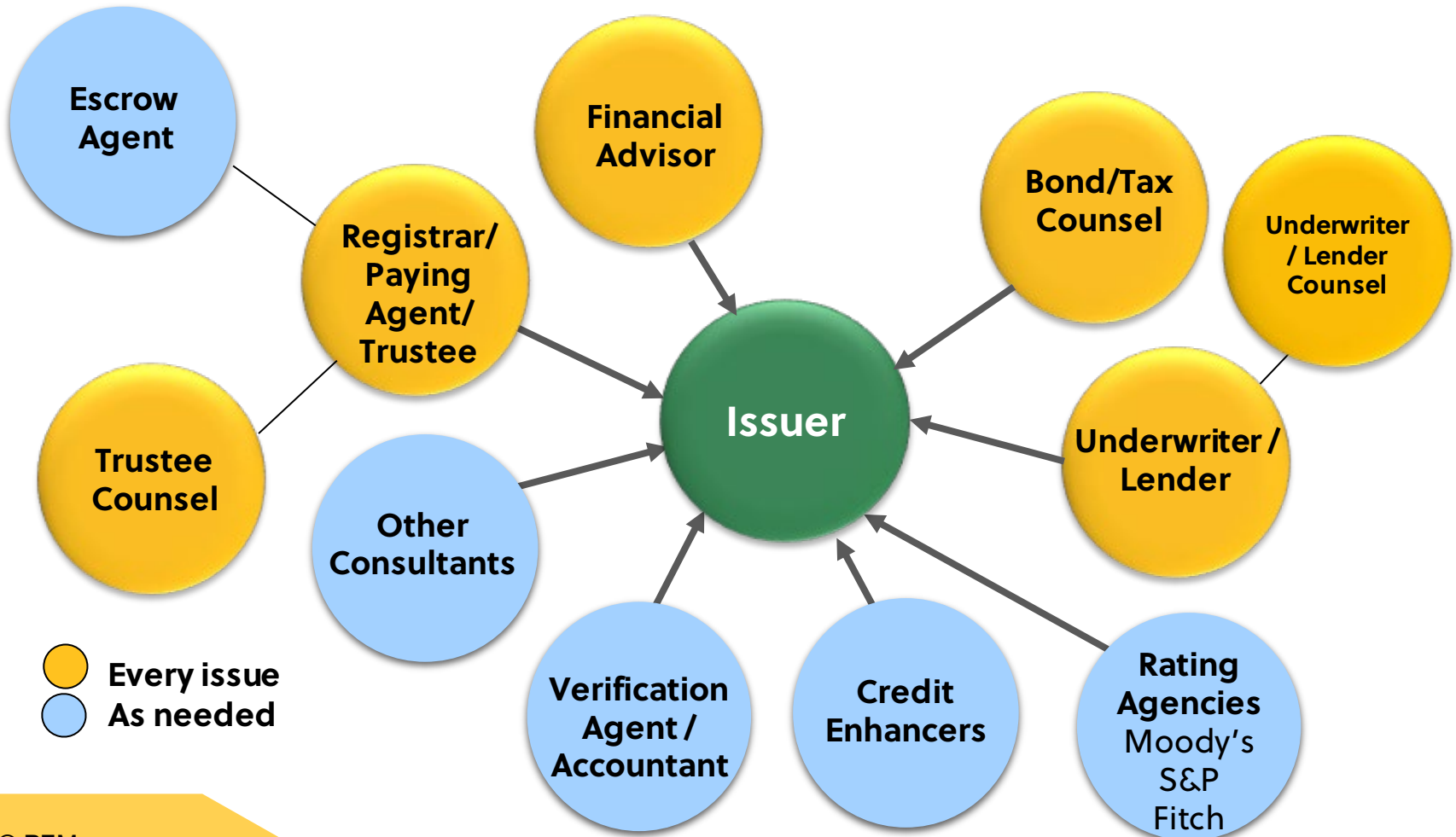
- Over 25 POBs have been issued by cities, counties, and special districts in California since early 2020
 - Total of over \$4 billion
 - Many more are currently in progress

Issuer	Sale Date	Principal Amount
Corte Madera	4/28/2021	\$19,000,000
Manhattan Beach	4/28/2021	91,000,000
Huntington Beach	3/16/2021	363,645,000
Orange (City of)	3/3/2021	286,485,000
Chula Vista	2/11/2021	350,025,000
Downey	2/9/2021	113,585,000
Monterey Park	2/2/2021	106,335,000
El Cajon	1/13/2021	147,210,000
Coachella	11/19/2020	17,590,000
Gardena	11/10/2020	101,490,000
Arcadia	10/27/2020	90,000,000
Azusa	9/17/2020	70,105,000
Pomona	8/13/2020	219,890,000
San Bernardino (City of)	7/15/2020	19,850,000
Kensington Police Protection and CSD	6/18/2020	4,544,000
North County Fire Protection District	6/11/2020	20,305,000
Carson	6/10/2020	108,020,000
El Monte	6/9/2020	118,725,000
Riverside (City of)	6/4/2020	432,165,000
Inglewood	6/2/2020	101,620,000
Grass Valley	6/1/2020	18,311,000
Montebello	5/27/2020	153,425,000
Ontario	5/12/2020	236,585,000
Larkspur	4/30/2020	18,295,000
Riverside County	4/22/2020	719,995,000
Richardson Bay Sanitary District	2/28/2020	2,383,000
Pasadena	2/5/2020	131,800,000



Financing Team Participants

- ◆ As taxable bonds, POBs are typically sold via negotiated sale





Outline of POB Financing Process

- ◆ The Pension Obligation Bonds issuance process takes approximately three to four months
- ◆ Key steps include:
 - Assemble financing team, including selection of underwriter
 - Prepare legal and disclosure documents for Board approval
 - Receive bond rating
 - Public sale of Pension Obligation Bonds
 - Close POBs and deposit funds with CalPERS



Factors to Consider

- ◆ Depositing POB proceeds into CalPERS to bring the UAL to zero doesn't necessarily keep it at zero in the future
- ◆ POB issuers can choose to address only a portion of their UAL
- ◆ Issuing POBs changes the character of the UAL obligation by replacing a so-called "soft debt" (the pension liability) with a "hard debt" (bond indebtedness)
 - However, recent bankruptcy opinions in the last decade have indicated the opposite effect, treating bondholder rights below those of retirees and pension plans
- ◆ Credit rating considerations:
 - Rating agencies are primarily concerned with the implementation of an overall plan to address unfunded liabilities

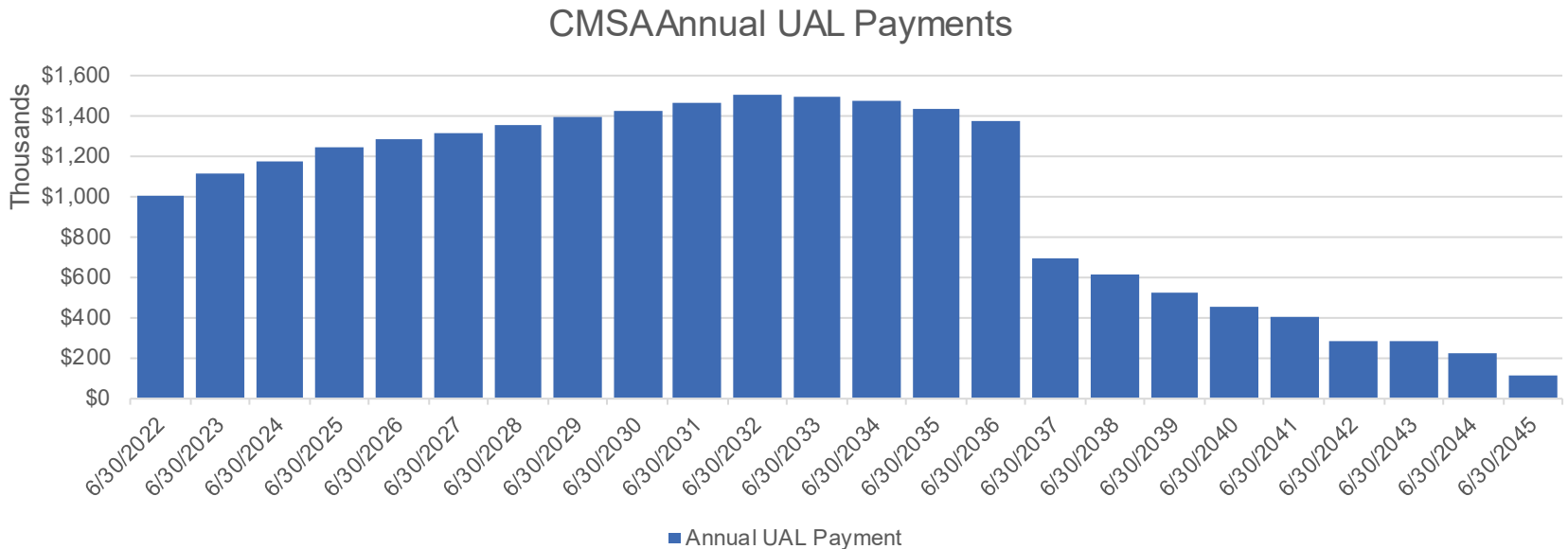


Sample POB Analysis



CMSA's CalPERS Unfunded Liabilities

- Based on the most recent CalPERS reports for the Miscellaneous Plan, the Agency's total unfunded liability is about \$13.3 million
- The Agency's annual cost to pay down the current UAL is projected to increase from \$1.0 million in FY2022 to \$1.5 million in FY2032, then begin to decline





Amortization Bases

- ◆ A local government's UAL is made up of bases, which represent contract amendments, actuarial assumption changes, method changes, and investment gains or losses
- ◆ Each base is separately amortized and paid for over a specific period of time
- ◆ Bases drop off the schedule as they are paid off
- ◆ Each year new bases are added



CMSA Miscellaneous Plan Amortization Bases as of 6/30/2019

◆ POB issuers can select which bases they want to fund

Reason for Base	Date Est.	Amort. Period	Balance 6/30/20	Expected Payment 2020-21	Balance 6/30/21	Minimum Required Payment 2021-22
Share of Pre-2013 Pool UAL	6/30/13	15	4,178,074	359,757	4,098,404	369,650
Non-Investment (Gain)/Loss	6/30/13	24	15,118	1,026	15,115	1,054
Investment (Gain)/Loss	6/30/13	24	3,780,969	256,490	3,780,322	263,543
Non-Investment (Gain)/Loss	6/30/14	25	3,723	246	3,729	253
Investment (Gain)/Loss	6/30/14	25	(3,350,544)	(221,561)	(3,355,898)	(227,654)
Assumption Change	6/30/14	15	2,037,912	193,783	1,980,115	199,113
Non-Investment (Gain)/Loss	6/30/15	26	(175,914)	(9,201)	(178,710)	(11,818)
Investment (Gain)/Loss	6/30/15	26	2,139,299	111,894	2,173,306	143,714
Non-Investment (Gain)/Loss	6/30/16	27	(327,475)	(12,869)	(337,086)	(17,631)
Investment (Gain)/Loss	6/30/16	27	2,625,096	103,163	2,702,140	141,333
Assumption Change	6/30/16	17	805,198	43,839	816,214	60,059
Non-Investment (Gain)/Loss	6/30/17	28	(67,404)	(1,792)	(70,269)	(2,761)
Investment (Gain)/Loss	6/30/17	28	(1,280,147)	(34,028)	(1,334,558)	(52,446)
Assumption Change	6/30/17	18	889,310	32,429	918,017	49,981
Non-Investment (Gain)/Loss	6/30/18	29	195,546	2,671	206,471	5,488
Investment (Gain)/Loss	6/30/18	29	(384,747)	(5,255)	(406,243)	(10,799)
Assumption Change	6/30/18	19	1,391,870	25,951	1,462,457	53,329
Method Change	6/30/18	19	384,094	7,161	403,573	14,716
Non-Investment (Gain)/Loss	6/30/19	20	195,886	-	209,598	19,126
Investment (Gain)/Loss	6/30/19	20	180,713	-	193,363	4,228
Total			13,236,577	853,704	13,280,060	1,002,478



POBs – Probability of Success

- ◆ PFM can assist issuers to evaluate the probability of success of a POB financing
 - “Success” in this analysis means the total financial benefit (asset balance in the pension fund minus payments to CalPERS or POB debt service) is higher with issuance of POBs than without
- ◆ This analysis can evaluate the probability that a POB will benefit the issuer financially over a specified time horizon



Sample POB Analysis - Scenario 1

- ◆ POB Issuance of **\$13.5 million to fund 100% of UAL**
 - Funding less than 100% of UAL is also an option if desired
- ◆ Fixed rate bonds, current rates plus interest rate cushion
- ◆ Assumes uniform annual savings through FY2042
- ◆ Reduction in amortization period

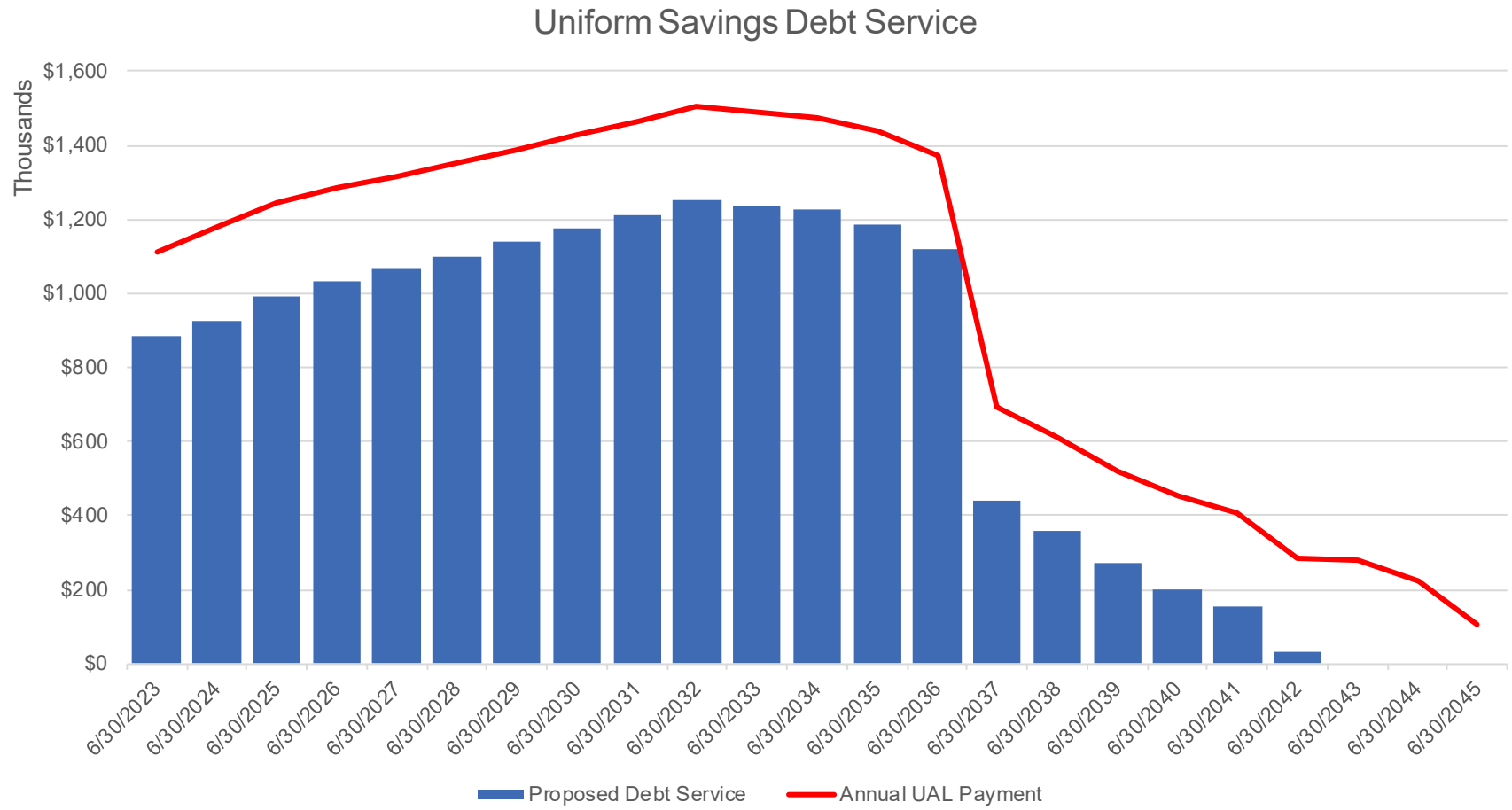
Par Amount	\$13,505,000
All-In True Interest Cost	2.93%
Average Annual Debt Service	\$850,975
Gross Savings	\$5,605,103
Present Value of Savings	\$4,069,863

Preliminary estimates, subject to change.

Period Ending	Annual UAL Costs	POB Debt Service	Estimated Savings	as % of UAL cost
6/30/2023	\$1,111,278	\$885,332	\$225,946	20%
6/30/2024	1,176,584	927,794	248,791	21%
6/30/2025	1,246,318	993,534	252,785	20%
6/30/2026	1,283,830	1,031,968	251,863	20%
6/30/2027	1,318,030	1,067,172	250,858	19%
6/30/2028	1,353,167	1,100,468	252,699	19%
6/30/2029	1,389,271	1,139,932	249,340	18%
6/30/2030	1,426,370	1,176,098	250,273	18%
6/30/2031	1,464,488	1,213,497	250,991	17%
6/30/2032	1,503,653	1,252,757	250,896	17%
6/30/2033	1,490,228	1,239,365	250,863	17%
6/30/2034	1,474,955	1,224,972	249,983	17%
6/30/2035	1,436,383	1,184,927	251,456	18%
6/30/2036	1,370,248	1,120,045	250,203	18%
6/30/2037	693,021	441,141	251,880	36%
6/30/2038	609,565	358,264	251,301	41%
6/30/2039	521,028	271,824	249,204	48%
6/30/2040	451,655	203,024	248,631	55%
6/30/2041	406,002	156,336	249,666	61%
6/30/2042	284,750	31,056	253,694	89%
6/30/2043	279,432		279,432	100%
6/30/2044	225,691		225,691	100%
6/30/2045	108,659		108,659	100%
Total	\$22,624,606	\$17,019,503	\$5,605,103	25%



Sample POB Analysis – Scenario 1: Uniform Savings





Sample POB Analysis – Scenario 2

- ◆ POB Issuance of **\$13.5 million to fund 100% of UAL**
 - Funding less than 100% of UAL is also an option if desired
- ◆ Fixed rate bonds, current rates plus interest rate cushion
- ◆ Assumes level debt service through FY2036, then declining through FY2042
- ◆ Reduction in amortization period

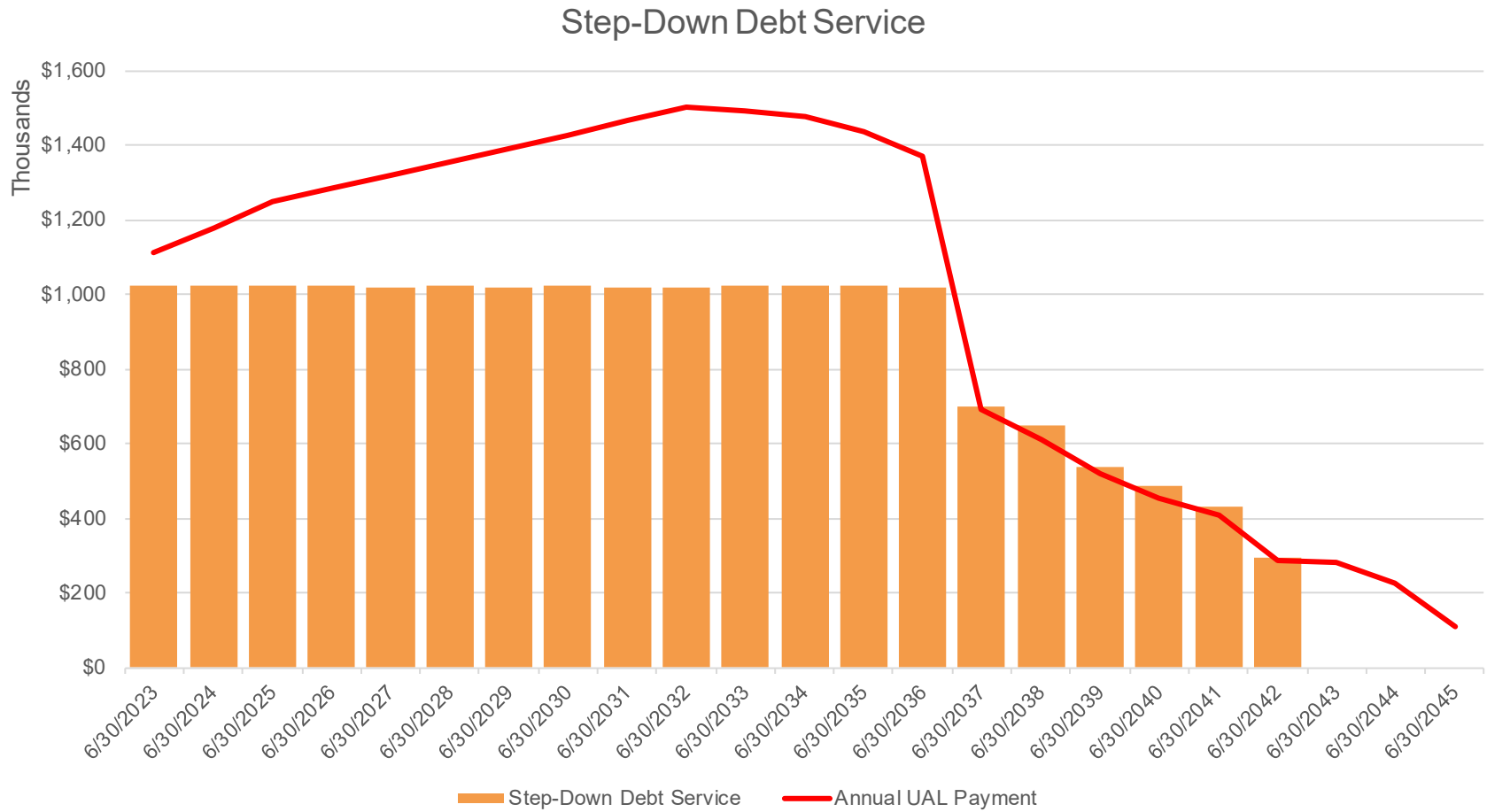
Par Amount	\$13,505,000
All-In True Interest Cost	3.03%
Average Annual Debt Service	\$870,081
Gross Savings	\$5,222,986
Present Value of Savings	\$3,935,489

Preliminary estimates, subject to change.

Period Ending	Annual UAL Costs	POB Debt Service	Estimated Savings	as % of UAL cost
6/30/2023	\$1,111,278	\$1,024,098	\$87,180	8%
6/30/2024	1,176,584	1,021,062	155,522	13%
6/30/2025	1,246,318	1,021,163	225,155	18%
6/30/2026	1,283,830	1,024,352	259,478	20%
6/30/2027	1,318,030	1,019,694	298,337	23%
6/30/2028	1,353,167	1,023,760	329,408	24%
6/30/2029	1,389,271	1,019,767	369,504	27%
6/30/2030	1,426,370	1,023,671	402,700	28%
6/30/2031	1,464,488	1,020,022	444,466	30%
6/30/2032	1,503,653	1,019,694	483,959	32%
6/30/2033	1,490,228	1,023,127	467,101	31%
6/30/2034	1,474,955	1,021,558	453,397	31%
6/30/2035	1,436,383	1,024,174	412,209	29%
6/30/2036	1,370,248	1,020,812	349,436	26%
6/30/2037	693,021	701,635	(8,614)	-1%
6/30/2038	609,565	646,912	(37,347)	-6%
6/30/2039	521,028	536,848	(15,820)	-3%
6/30/2040	451,655	484,952	(33,297)	-7%
6/30/2041	406,002	429,288	(23,286)	-6%
6/30/2042	284,750	295,032	(10,282)	-4%
6/30/2043	279,432		279,432	100%
6/30/2044	225,691		225,691	100%
6/30/2045	108,659		108,659	100%
Total	\$22,624,606	\$17,401,620	\$5,222,986	23%



Sample POB Analysis – Scenario 2: Step-Down Debt Service





Comprehensive Pension Strategy

- ◆ Pension Obligation Bonds are not inherently negative or positive from a credit perspective
 - Rating agencies consider whether the issuer has an overall strategy for addressing its benefit costs, as well as how the POBs are structured
 - Credit positive financing structures can include shortening the amortization period and/or leveling out annual payments
- ◆ Any savings generated through a POB issuance can be retained – in a trust or otherwise – to address future pension costs



Appendix



GFOA View on Pension Obligation Bonds

- ◆ In January 2015, the Government Finance Officers Association (GFOA) issued an advisory recommending against the issuance of POBs, citing the following concerns:

1. Reinvestment risk

POB performance is affected by the performance of the pension fund into which the proceeds are deposited. PFM can assist the Agency to analyze this risk and evaluate the probability of achieving a financial benefit through the issuance of POBs.

2. Use of structured products and derivatives, introducing counterparty, credit, and interest rate risk

The Agency does not need or intend to engage in GICs, swaps, or derivatives in connection with POBs; any POB transaction would be issued as fixed rate bonds.



GFOA View on Pension Obligation Bonds, continued

3. Increased debt burden, use of debt capacity, and inflexible prepayment terms

Beginning in 2015, GASB Statement Number 68 has required governments to report unfunded pension liability on the balance sheet of the annual financial statement.

POBs are now commonly issued with a 10-yr call option.

4. Deferral or extension of repayment

The Agency does not intend to extend repayment of its pension liability through a POB.

5. Negative credit rating impact

S&P has stated: “We consider debt, pension, and OPEB expenses to be fixed costs. Unless there is credible action to reduce pension or OPEB benefits, we treat the liabilities as hard debt that must be paid.” If paying off the UAL with POBs reduces the Agency’s total liabilities and future payments, it may be credit neutral or even a credit positive. POBs can be a part of a comprehensive long-term pension funding plan.



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BOARD MEMORANDUM

May 6, 2021

To: CMSA Commissioners and Alternates

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

Subject: Proposed Draft Budget for FY22 and FY23

Recommendation: Review the Proposed Draft Budget for FY22 and FY23, and provide comments and/or direction to the General Manager, as appropriate.

Summary: Staff prepared the Agency's draft two-year operating and capital budget, for FY22 and FY23, that was reviewed by the Finance Committee at its April 29 meeting. The Committee has the below three questions for the Board to consider, and then recommends the Board accept the budget as presented or with edits and direct staff to bring the final draft budget to the June meeting for approval. The 2-year draft budget is enclosed in Board member agenda packets and may be viewed on the Agency website at www.cmsa.us/finance. Staff will give a high-level budget Power Point presentation at the May 11 Board meeting.

Finance Committee Questions:

- 1) A Loch Lomond development is in the permit approval process in San Rafael. SRSD has not collected its connection fees or CMSA's capacity charges yet. *Should CMSA include the estimated capacity charges as FY22 revenue?*
- 2) Ross Valley Sanitary District and the County of Marin and working with Marin LAFCo to annex the County's San Quentin Village Sewer Maintenance District in RVSD. CMSA has contract service revenue in FY22 for the Village's operation and maintenance. *Should we include revenue in FY23 in the event the annexation process is not completed in FY22?*
- 3) CMSA's recycled water truck fill station delivers Secondary 23 quality water that has limited uses, and cannot be used for irrigation in parks, schools, or private properties. The Committee asked staff to include funds in the FY22 capital improvement program (CIP) to evaluate expanding RW treatment to a tertiary level, allowing it to be used for regular irrigation. A \$100,000 placeholder is in the CIP. *Should this funding be kept in the CIP?*

Discussion: The proposed draft 2-year budget consists of five parts: revenues, operating expenses, a 10-year capital improvement plan, a 10-year financial forecast, and an appendix of reference tables specific to budget development. Budget amounts have been carefully

developed by department managers and budget account administrators, reviewed by the Administrative Services Manager and General Manager, and accepted by the Finance Committee at its meeting on April 29. Attached for reference information are several draft budget documents that were provided to and reviewed by the Finance Committee.

The proposed budget provides funding requirements and funding sources necessary to provide services to the Agency's customers in a responsible and cost-effective manner. Board comments and suggested changes will be incorporated into the Government Finance Officers Association (GFOA) version of the final draft budget that will be presented at the June 8 meeting.

Budget Highlights

- The FY22 and FY23 budgets are balanced.
- JPA member revenues will increase 3.5% per the adopted 5-year Revenue Plan.
- CMSA's staffing level remains at 48 employees, including a shared safety professional with the Novato Sanitary District and 1.75 FTE student interns each year.
- The capital program will be financed from, and in this order, (1) capacity charges, (2) debt service coverage fees, (3) capital fee, and (4) capital reserve usage.
- FY21 debt proceeds reimburse the unrestricted capital reserve account.

Alignment with Strategic Plan: The project is a strategic action supporting Goal 2- Objective 2.3 in the Agency's FY21 Business Plan as shown below.

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

Objective 2.3 Prepare transparent financial documents.

Action 1: Prepare the Agency's FY22 and FY23 Budget document in the Government Finance Officers Association (GFOA) format and submit to the GFOA for review.

Attachments: The following attachments were provided to and reviewed with the Board's Finance Committee on April 29. There have been minor changes on them in the proposed draft FY22 and FY23 budget.

1. Budget Assumptions for Revenues, Expenses, and Capital
2. Funding Requirements and Sources Summary
3. Schedule of Revenue Allocation Tables
4. Schedule of Revenues and Other Financing Sources
5. Proposed FY22 and FY23 Capital Improvement Program – Summary of Changes

Enclosure: Proposed Draft FY22 and FY23 Budget

Attachment 1
BUDGET ASSUMPTIONS FOR REVENUES, EXPENSES, AND CAPITAL

Revenues

- In accordance with the Board adopted 5-yr revenue plan, charges to the SRSD, RVSD, and SD2 increased a total of 3.5%. Charges include the operating service fee, capital fee, debt service charge, and debt service coverage charge. We are in Year 4.
- The operating service and capital fee are allocated using the average 3-year wastewater flow-strength method.
- Debt service charges plus the 25% covenant coverage fee are allocated based upon a 10-year average EDU counts (per MoU).
- Capacity charges are dependent upon new connections and increase annually based upon the April to April ENR index, which was 2.7% during that period.
- The significant contract service revenues are for wastewater services to San Quentin State Prison and San Quentin Village, and pump station maintenance for Sanitary District #2. Contracted services are billed at fully loaded labor rates plus materials with a provision for overhead.
- Interest is assumed at 0.3% of the principal balance of \$18 million and \$16 million for each of the fiscal years FY22 and FY23, respectively. Reduced from 2.5% due to market conditions
- We assume wastewater services to San Quentin Village Sewer Maintenance District (within contract service revenues) will end during FY22 as the District will annex into the RVSD.
- The \$85,000 other financing source for the FY22 represents approved change orders for the otherwise completed Andersen Drive Hillside Stabilization Project.
- All other revenue sources are relatively consistent between years.
- Operating and capital reserves are used to balance the budget, wherein by mechanics of the worksheet a reserve usage is positive and a reserve increase is negative.

Expenses – Salaries & Wages

- Salaries are budgeted based upon step-specific classification levels with provision for employee step increases where applicable (21), promotions (5), and estimated leave cash-outs.
- Salaries are budgeted to increase 1.722% for the authorized cost of living adjustment.
- The CalPERS Classic employer rate of 14.02% is applied to applicable compensation and the rate of 7.59% is applied to PEPRAs applicable compensation for employees hired after December 31, 2012. The CalPERS Classic employer rate also includes the requirement for contribution to unfunded liability in the amounts of \$1,002,478 and \$1,111,000 for each of the two fiscal years respectively, a significant increase (\$150K) over the current year.
- CalPERS medical costs are budgeted at actual rate for known employee status and Kaiser family rate where status is not known. Provision has been included for 6% and 6.5% increase for each of the two fiscal years 2021-22 and 2022-23, respectively.
- Retiree medical (OPEB) costs are budgeted to increase 5.5% and 6% for normal cost for each of the two fiscal years, respectively, and an amount in accordance with the OPEB funding plan to prefund the OPEB trust to provide for future OPEB obligation.

Attachment 1
BUDGET ASSUMPTIONS FOR REVENUES, EXPENSES, AND CAPITAL

- There is a significant decrease in costs of dental benefits from approximately \$115,000 annually to \$50,000 based upon experience and consistent with estimates of the recently established self-insured dental program that began July 1, 2019.

Expenses – Materials, Supplies, and Services

- CSRMA premiums for general liability and property insurance increased significantly from the prior year due to large claims within the industry over the past year. Liability increased 20% and property 35%, based on CSRMA estimates.
- Workers compensation insurance increased 10% for the base premium while the experience modification factor decreased slightly from 1.29 to 1.26.
- General & administrative costs are generally consistent between years with no significant dollar value increases attributable to a specific account.
- The budget contains adequate provision for professional associations and employee training and development.
- The budget contains adequate provision for legal, regulatory, audit, and other professional consultants.
- Chemical costs are consistent with the prior budget and usage decreased slightly (a difference of one load) accounting for the decrease in chemical costs in total. Chemical procurement costs for FY22 will be know soon, with award rec'd for the May Board meeting.
- Utility costs are higher because telephone and internet services was moved into this account from the general administration category.
- Biosolids hauling and reuse fees decrease for less estimated biosolids generated and the corresponding loads.
- Permit testing and monitoring costs are consistent between years.
- The maintenance budget is generally consistent between years with some general increases and an increase in cogeneration engine maintenance.

Capital

- The capital improvement budget consists of four sections - facility improvements, general equipment, liquids treatment equipment and systems, and solids treatment and energy generation equipment and systems.
- The CIP covers a 10-year period for scheduled equipment replacement as well as master plan projects totaling approximately \$56 million.
- The larger more significant projects (other than the cogeneration engine) will be debt financed with the balance of projects financed from capacity charges and capital reserves.
- The CIP utilizes cost escalations to account for rising prices using a rolling five-year average of the San Francisco ENR Construction Cost Index (3.39%)
- A summary of significant capital projects is discussed in Attachments 5 and 6.

**CENTRAL MARIN SANITATION AGENCY
FUNDING REQUIREMENTS AND SOURCES SUMMARY**

Funding Requirements	Actual FY20	Budget FY21	Projection FY21	Proposed FY22	FY22 Change vs FY21	Proposed FY23	FY23 Change vs FY22
<i>Operating:</i>							
Salaries and Wages	\$ 5,862,266	\$ 5,997,600	\$ 5,876,502	\$ 6,130,761	2.2%	\$ 6,340,747	3.4%
Employee Benefits	3,718,809	3,093,097	2,704,900	3,051,086	-1.4%	3,252,062	6.6%
Chemicals & Fuels	1,212,557	1,299,080	1,047,591	1,258,205	-3.1%	1,218,462	-3.2%
Biosolids Management	399,299	443,000	322,886	404,286	-8.7%	418,435	3.5%
Permit Testing & Monitoring	178,099	172,207	176,184	174,340	1.2%	176,784	1.4%
Maintenance & Repairs	588,963	387,200	375,095	423,500	9.4%	478,500	13.0%
Utilities	495,207	323,800	265,899	366,038	13.0%	303,939	-17.0%
Insurance	478,992	407,277	378,091	448,895	10.2%	510,069	13.6%
General & Administrative	762,669	876,013	630,049	916,266	4.6%	944,259	3.1%
Operating before debt and capital	13,696,861	12,999,274	11,777,197	13,173,377	1.3%	13,643,257	3.6%
Debt Service	3,967,331	3,957,006	3,973,206	4,524,881	14.4%	4,522,031	-0.1%
Operating before capital	17,664,192	16,956,280	15,750,403	17,698,258	4.4%	18,165,288	2.6%
Capital Improvements	\$ 3,314,983	\$ 8,484,664	\$ 4,294,981	\$ 9,028,347	6.4%	4,504,348	-50.1%
Total requirements	<u>\$ 20,979,175</u>	<u>\$ 25,440,944</u>	<u>\$ 20,045,384</u>	<u>\$ 26,726,605</u>	5.1%	<u>\$ 22,669,636</u>	-15.2%
Funding Sources	Actual FY20	Budget FY21	Projection FY21	Proposed FY22	FY22 Change vs FY21	Proposed FY23	FY23 Change vs FY22
Service Charges	\$ 10,994,000	\$ 11,379,001	\$ 11,379,001	\$ 11,777,219	3.5%	\$ 12,189,422	3.5%
Capital Fee	1,021,000	1,252,000	1,252,000	749,811	-40.1%	977,580	30.4%
Debt Service Charge	4,959,164	4,946,258	4,946,258	5,656,100	14.4%	5,652,539	-0.1%
Capacity Charges	511,165	31,675	1,449,976	32,530	2.7%	33,408	2.7%
Contract Service Revenues	1,401,010	1,847,098	1,671,339	1,831,842	-0.8%	1,743,184	-4.8%
Program Revenues	85,666	125,374	66,177	129,902	3.6%	126,648	-2.5%
Haulers, Permits & Inspections	342,031	274,550	281,549	288,300	5.0%	297,725	3.3%
Other Revenues (Loss)	(1,050,824)	20,000	100,000	20,000	0.0%	20,000	0.0%
Interest Income	352,481	442,780	118,778	58,581	-86.8%	51,365	-12.3%
Other Financing Sources (Notes 1, 2)	-	9,000,000	9,000,000	85,000		-	
Subtotal funding sources	18,615,693	29,318,736	30,265,078	20,629,285	-29.6%	21,091,871	2.2%
Reserve (Increase) Usage	2,363,482	(3,877,792)	(10,219,694)	6,097,320	-257.2%	1,577,765	-74.1%
Total funding sources	<u>\$ 20,979,175</u>	<u>\$ 25,440,944</u>	<u>\$ 20,045,384</u>	<u>\$ 26,726,605</u>	5.1%	<u>\$ 22,669,636</u>	-15.2%

Note 1: FEMA reimbursement for Andersen Drive hillside as other financing source in FY20

Note 2: Assumed revenue bond issuance as other financing source in FY21

CENTRAL MARIN SANITATION AGENCY

ATTACHMENT 3

Proposed Budget for FY22 & FY23

SCHEDULE OF REVENUE ALLOCATION TABLES

Description	Adopted FY21	Proposed FY22	Proposed FY23
Flow-Strength Allocation Table (for service charges and capital fee)	36M Flow 36M Strength	36M Flow 36M Strength	36M Flow 36M Strength
SRSD	42.25%	44.52%	44.52%
RVSD	49.30%	47.62%	47.62%
SD #2	8.45%	7.86%	7.86%
Totals	100.00%	100.00%	100.00%
Allocation of Service Charges to Members	\$ 11,379,000	\$ 11,777,219	\$ 12,189,422
SRSD	4,807,628	5,243,218	5,426,731
RVSD	5,609,847	5,608,312	5,804,603
SD #2	961,526	925,689	958,089
Totals	\$ 11,379,000	\$ 11,777,219	\$ 12,189,422
Allocation of Capital Fee to Members	\$ 1,252,000	\$ 749,811	\$ 977,580
SRSD	528,970	333,816	435,219
RVSD	617,236	357,060	465,524
SD #2	105,794	58,935	76,838
Totals	\$ 1,252,000	\$ 749,811	\$ 977,580
Debt Service Cost - Revenue Bonds Series 2015 and 2020			
Service charges-debt service principal	\$ 2,470,000	\$ 2,955,000	\$ 3,065,000
Service charges-debt service interest	1,487,006	1,569,881	1,457,031
Subtotal debt service	3,957,006	4,524,881	4,522,031
Service charges-debt service coverage	989,252	1,131,220	1,130,508
Total debt service cost	\$ 4,946,258	\$ 5,656,101	\$ 5,652,539
EDU Count (for debt service allocation)			
SRSD (Effective FY18 fixed at 19,545)	19,545	19,545	19,545
RVSD (Effective FY18 fixed at 22,404)	22,404	22,404	22,404
SD #2 (Effective FY18 fixed at 6,090)	6,090	6,090	6,090
SQSP (Effective FY18 fixed at 4,005)	4,005	4,005	4,005
Total EDU's	52,044	52,044	52,044
Allocation of Debt Service Costs to Members			
SRSD	\$ 1,857,555	\$ 2,145,805	\$ 2,144,355
RVSD	2,129,274	2,459,688	2,458,027
SD #2	578,793	668,608	668,157
SQSP	380,635	382,000	382,000
Totals	\$ 4,946,258	\$ 5,656,101	\$ 5,652,539
Total debt service charge per EDU - SRSD, RVSD, SD2	\$ 95.04	\$ 109.79	\$ 109.71
Total debt service charge per EDU - SQSP **	\$ -	\$ 95.38	\$ 95.38
Total billed charges to JPA members	17,577,258	18,183,131	18,819,541

** does not include 2020 revenue bonds

CENTRAL MARIN SANITATION AGENCY
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES

ATTACHMENT 4

Account #	Description	Actual FY20	Budget FY21	Proposed FY22	FY22 Change vs FY21	Proposed FY23	FY23 Change vs FY22
<u>Service Charges to Members¹</u>							
330-6001	SRSD	\$ 4,644,965	\$ 4,807,628	\$ 5,243,218	9.1%	\$ 5,426,731	3.5%
330-6001	RVSD	5,420,042	5,609,847	5,608,312	0.0%	5,804,603	3.5%
330-6001	SD #2	928,993	961,526	925,689	-3.7%	958,088	3.5%
Totals		<u>\$ 10,994,000</u>	<u>\$ 11,379,001</u>	<u>\$ 11,777,219</u>	3.5%	<u>\$ 12,189,422</u>	3.5%
<u>Capital Fee to Members¹</u>							
330-6002	SRSD	\$ 431,373	\$ 528,970	\$ 333,816	-36.9%	\$ 435,219	30.4%
330-6002	RVSD	503,353	617,236	357,060	-42.2%	465,524	30.4%
330-6002	SD #2	86,275	105,794	58,935	-44.3%	76,837	30.4%
Totals		<u>\$ 1,021,001</u>	<u>\$ 1,252,000</u>	<u>\$ 749,811</u>	-40.1%	<u>\$ 977,580</u>	30.4%
<u>Debt Service Cost to Members²</u>							
330-6010/6011	SRSD	\$ 1,862,402	\$ 1,857,555	\$ 2,145,805	15.5%	\$ 2,144,355	-0.1%
330-6010/6011	RVSD	2,134,830	2,129,274	2,459,688	15.5%	2,458,027	-0.1%
330-6010/6011	SD #2	580,303	578,793	668,608	15.5%	668,157	-0.1%
330-6010/6011	SQSP	381,627	380,635	382,000	0.4%	382,000	0.0%
Totals		<u>\$ 4,959,162</u>	<u>\$ 4,946,257</u>	<u>\$ 5,656,101</u>	14.4%	<u>\$ 5,652,539</u>	-0.1%
Total Billed Charges to Members		<u>\$ 16,974,163</u>	<u>\$ 17,577,258</u>	<u>\$ 18,183,131</u>	3.5%	<u>\$ 18,819,541</u>	3.5%
<u>Capacity Charges</u>							
332-6901	SRSD	\$ 12,349	\$ 12,670	\$ 13,012	2.7%	\$ 13,363	2.7%
332-6902	RVSD	12,349	12,670	13,012	2.7%	13,363	2.7%
332-6903	SD #2	6,174	6,335	6,506	2.7%	6,682	2.7%
Totals		<u>\$ 30,872</u>	<u>\$ 31,675</u>	<u>\$ 32,530</u>	2.7%	<u>\$ 33,408</u>	2.7%

Note 1: See flow-strength tables in appendix A

Note 2: See EDU allocation table in appendix A

CENTRAL MARIN SANITATION AGENCY
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES
(Continued)

ATTACHMENT 4

Account #	Description	Actual FY20	Budget FY21	Proposed FY22	FY22 Change vs FY21	Proposed FY23	FY23 Change vs FY22	Notes
<u>Contract Service Revenues</u>								
330-6101	SQ State Prison Wastewater Services	\$ 601,545	\$ 810,003	\$ 815,000	0.6%	\$ 740,422	-9.2%	O&M plus capital * 4.08% (appendix)
330-6102	SQ State Prison Pump Station Maint	300,326	400,000	406,888	1.7%	413,895	1.7%	Bay Area CPI Jan-Jan at 1.722%
330-6110	SQ Village Wastewater Services	24,636	51,826	34,100	-34.2%	-	-100.0%	FY22 budget from Marin County PW
330-6120	SD #2 Pump Station Maintenance	474,504	494,944	470,878	-4.9%	480,295	2.0%	FY22 Corte Madera PS Budget
330-6201	LGVSD - FOG & pollution prevention	14,321	20,348	22,746	11.8%	23,519	3.4%	Source control service estimate
330-6202	RVSD - FOG	13,183	24,024	28,132	17.1%	29,095	3.4%	Source control service estimate
330-6203	SRSD - FOG	11,766	32,136	38,580	20.1%	39,911	3.4%	Source control service estimate
330-6204	TCSD - FOG	1,314	1,648	2,378	44.3%	2,459	3.4%	Source control service estimate
330-6205	SD #2 - FOG	4,623	7,945	8,615	8.4%	8,912	3.4%	Source control service estimate
330-6206	Almonte SD - FOG	2,472	655	1,159	76.9%	1,199	3.5%	Source control service estimate
330-6207	Novato SD - Dental Amalgam	3,128	3,569	3,366	-5.7%	3,477	3.3%	Source control service estimate
	Total contract service revenues	<u>\$ 1,451,816</u>	<u>\$ 1,847,098</u>	<u>\$ 1,831,842</u>	-0.8%	<u>\$ 1,743,184</u>	-4.8%	
<u>Program Revenues</u>								
330-6220	Health & Safety Program	\$ 65,178	\$ 74,800	\$ 80,377	7.5%	\$ 83,080	3.4%	Shared program with Novato Sanitary
330-6221	County-wide Public Education Program	20,488	50,574	49,525	-2.1%	43,568	-12.0%	Multi-agency program budget
330-6222	Outside Safety Training	-	-	-		-		
	Total program revenues	<u>\$ 85,666</u>	<u>\$ 125,374</u>	<u>\$ 129,902</u>	3.6%	<u>\$ 126,648</u>	-2.5%	
<u>Haulers, Permits & Inspection</u>								
330-6301	Permit and Inspection Fees	\$ 28,423	\$ 18,000	\$ 30,000	66.7%	\$ 31,000	3.3%	Permitting of regulated businesses
330-6401	Revenue from Haulers - Septic	104,158	110,000	100,000	-9.1%	103,400	3.4%	\$83.30 per 1,000 gal plus sampling fee
330-6402	Revenue from Haulers - RV	1,715	1,050	2,800	166.7%	2,500	-10.7%	\$10 per load
330-6403	Revenue from Haulers - FOG	103,370	90,000	100,000	11.1%	103,400	3.4%	Tiered pricing per fee ordinance
330-6404	Revenue from Haulers - Liquid Waste	-	500	500	0.0%	500	0.0%	Price negotiated per truckload
330-6405	Revenue from Foodwaste Disposal	53,560	55,000	55,000	0.0%	56,925	3.5%	Tipping fee from Marin Sanitary Service
	Total haulers, permits & inspection	<u>\$ 291,226</u>	<u>\$ 274,550</u>	<u>\$ 288,300</u>	5.0%	<u>\$ 297,725</u>	3.3%	
<u>Interest Income</u>								
332-6502	Interest Income - WFB	\$ 1,967	\$ 1,667	\$ 1,700	2.0%	\$ 1,734	2.0%	WFB yield at 2% and 2%
332-6510	Interest Income - US Bank	850	-	2,500		1,250		US Bank yield at .05%
332-6520	Interest Income - LAIF	\$ 343,407	\$ 432,000	\$ 54,000	-87.5%	\$ 48,000	-11.1%	LAIF yield at .3%
332-6521	Investment Interest - CAMP	6,257	10,780	381	-96.5%	381	0.0%	CAMP yield at .1% and .1%
	Total interest income	<u>\$ 352,481</u>	<u>\$ 444,447</u>	<u>\$ 58,581</u>	-86.8%	<u>\$ 51,365</u>	-12.3%	
<u>Other Revenues</u>								
4990-000-00	Other non-operating revenue	\$ 717,978	\$ 20,000	\$ 20,000	0.0%	\$ 20,000	0.0%	Miscellaneous infrequent items
	Total other revenues	<u>\$ 717,978</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	0.0%	<u>\$ 20,000</u>	0.0%	

Attachment 5

Proposed FY 22 and 23 Capital Improvement Program – Summary of Changes

Category	FY 21 Adopted Budget	FY 21 Projected Actuals	FY 22 Proposed Budget	FY 23 Proposed Budget
Facility Improvements	\$165,200	\$193,281	\$1,176,110	\$362,900
General Equipment	\$678,200	\$617,000	\$496,800	\$1,220,248
Liquid Treatment Equipment and Systems	\$1,189,200	\$1,327,700	\$1,620,752	\$1,174,300
Solids Treatment and Energy Generation	\$6,325,601	\$1,987,000	\$5,966,620	\$1,397,800
Staff Costs	\$202,300	\$170,000	\$209,100	\$216,200
Total	\$8,560,501	\$4,294,981	\$9,469,382	\$4,371,448

FY 21 Projected Actuals

Projected actuals are expected to be approximately 50% of the adopted budget. Due to lower bid results for the new cogeneration installation project and a significant portion of the Solids Treatment and Energy Generation budget will not be expended in FY21. The projected actual amount for the Liquid Treatment Equipment and Systems category is greater than the budgeted amount due to pre-purchase of materials for the Secondary Clarifier Rehabilitation Project and an early construction start of the project. The Facility Improvements projected actual amount is also greater than the budgeted due to bid results of the Administration Building Roof Replacement Project and associated building permit costs.

FY 22 and 23 Priority Projects, and Other Major CIP Adjustments

- 1) Facility Paving/Site Work (\$286k): Increased cost estimate for major plant slurry seal project and raising of sunken recycled water fill station area in FY22, based on FY20 actual paving bid costs received, which were significantly higher than prior years.
- 2) Facility Roofs Rehabilitation (\$815K): Updated based on latest bids received and removed Solids Handling Building roof repair as it is being completed with the new cogeneration project.
- 3) SHB Elevator Control Replacement (\$400K): Shifted project to FY23/24 as elevator has been performing well and due to engineering staff workload. Design begins in FY23.
- 4) Laboratory Equipment (\$264K): Moved ICP-OES for metals analysis from FY22 to FY23 to allow staff to become familiar with new IC unit in FY22. Also eliminated purchase of FIA system

(ammonia, total P, cyanide) in FY26 as not thought to be cost effective, and various other minor equipment optimization changes.

- 5) Electrical Distribution System Rehabilitation (\$707K): Added \$50k in FY22 and \$100k in FY23 for switchgear reinspection per survey. Shifted quick connect and HVAC work into FY22 due delays.
- 6) Chemical Pumps (\$169K): Reduced FY22 budget based on updated equipment costs estimates.
- 7) Headworks Equipment (\$174k): Shifted/delayed project schedules to allow for longer time to predesign septic screening system in FY22 and complete an economic evaluation with analysis of current costs and tip fee revenues to present to Board for consideration. Deleted FY23 construction cost for new screening system until further Board guidance is provided in FY22.
- 8) Secondary Clarifiers Rehabilitation (\$2,060K): Updated all costs based on actual bid results.
- 9) Process Piping (\$295K): Added funds in FY22 for remaining pipeline inspection work that was unable to be completed in FY21, and allowances for minor repairs identified during the FY21 inspection, installing steel plates on the 54-inch pond effluent line, and structural assessments of observed cracks on the pond inlet headwall structure/pipeline and final effluent pipeline. Also added allowances for recommended future condition assessments in FY24 and FY31.
- 10) RAS/WAS Pump Replacement (\$515K): Updated costs based on 100% design estimate.
- 11) Influent Flow Meter Improvements (\$300K): Updated costs and installation timing to reflect phased installation of recommendations from the flow meter study.
- 12) Emergency Generator Assessment & Improvement (\$100K): Due to advanced age of equipment and upcoming more stringent air permitting requirements, eliminated detailed investigations and attempts at refurbishment of existing 35-year-old systems and focused account on their replacement. FY23 includes funds to purchase a new electrical generator and heat exchanger.
- 13) Digester Inspection, Cleaning & Cover Replacement (\$2,131K in FY 24-26): Added major equipment prepurchase into year prior to construction to optimize project schedule. Also included prepurchase of major equipment to be replaced when digester is down, including mixing pump and associated valves inside digester.
- 14) Centrifuge Maintenance (\$585K): Added FY22 condition assessment of hopper system to inform FY23 design.
- 15) Waukesha Cogeneration Maintenance (\$163K): Reduced account substantially to reflect unit operating in backup position with reduced runtime. A top-end overhaul is scheduled for FY22.
- 16) Jenbacher Cogeneration Maintenance (\$941K): Added new maintenance account and updated it with Jenbacher long-term service agreement proposal costs.
- 17) New Cogeneration System (\$4,060K): Moved biogas treatment related costs to a separate new CIP project (Liquid Organic Waste Storage and Biogas Treatment Upgrades). Updated project costs based on actual bid costs received and amounts spent which are lower than prior budget.

- 18) Sludge Recirculating Pump Grinders (\$0): Deleted account - Maintenance has a substantial existing inventory of on-site grinders in storage and prefers to perform the work under the plant pump account.
- 19) Boilers (\$711K in FY 26 & 27): Added design and permitting step prior to construction and moved construction back 2 years to follow digester improvements.
- 20) Liquid Organic Waste Storage and Biogas Treatment Upgrades (\$2,030k): New account to separate out costs allocated for the Organic Waste Receiving Facility routine maintenance (this account was reduced accordingly). Updated costs based on latest expanded project scope (i.e., screening system) and costs updated as part of the current design process.
- 21) PG&E Interconnection Agreement Modification (\$110k): Moved funds over from FY21 to FY22 to reflect latest project schedule.



BOARD MEMORANDUM

May 6, 2021

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: **Annual OPEB Funding Plan Update**

Recommendation: Review and approve the updated annual OPEB Funding Plan, direct staff to update it with data from the Agency's 2021 GASB 75 Valuation Report, and present the updated Plan at a future meeting.

Summary: Staff updated the Agency's OPEB Funding Plan (Plan), pursuant to the Agency Budget Financial Policy, and reviewed it with the Board's Finance Committee at its April 29 meeting. There were two updates to the Plan, adding the annual investment earnings from the California Employers' Retirement Benefit Trust (CERBT) fund and increasing the retiree medical benefit cost growth assumption from 4% to 4.5%. The FY22 Plan is attached.

Discussion: The Agency's OPEB plan is a two-tier medical-after-retirement benefit for employees after they retire from Agency service. The Plan was designed to fund future retiree medical benefits, and is comprised of three elements, (1) prefund the CERBT with the GASB 75 net Actuarial Determined Contribution (ADC), approximately \$43K annually through 2024, (2) fund the CERBT to approximately \$3.87M, after which its earnings will be used to pay OPEB benefits, and (3) monitor the Plan thereafter to avoid overfunding, greater than \$2.2 million in FY39.

The value of the CERBT was originally projected to be approximately \$2.9M as of this date, and with about \$900K in investment earnings last year, is now valued at approximately \$3.45M for a \$550K increase in CERBT value. The effects of the significant investment earnings are reflected in increased annual interest earnings that cumulatively over the next 18-year period increase the projected value of the CERBT in total to approximately \$3M that otherwise would have been approximately \$2.6M based upon previous projections. The updated Plan shows the CERBT is projected to be overfunded in 2039. In discussions with the Finance Committee, instead of adjusting the ADC contributions or making other Plan assumption changes now to reduce the projected CERBT overfunding, the Committee recommends updating the Plan after the 2021 GASB 75 Actuarial Valuation Report is prepared and submitted by North Bay Pensions expected in late June. An updated Plan with recommended adjustments to reduce or eliminate any projected overfunding will be presented in the future.

Attachment: Revised OPEB Funding Plan as of 3/31/21

CENTRAL MARIN SANITATION AGENCY
 OPEB FUNDING PLAN WORKSHEET
 Updated as of 3/31/21

Annual Status as	Fiscal Year	Balance @ 4/1	Net ADC Contribution	Subtotal	Interest @ 6.75% Net of Fees and Market Adjustments	Est Retiree Medical Cost	Balance @ 3/31	Est Retiree Medical Cost Growth @ 4.5%
Actual	2019-20	\$ 2,620,118	\$ 43,027	\$ 2,663,145	\$ (170,429)	\$ -	\$ 2,492,716	210,997
Actual	2020-21	2,492,716	43,000	2,535,716	912,234	-	3,447,950	220,492
Estimated	2021-22	3,447,950	43,000	3,490,950	235,639	-	3,726,589	230,414
Estimated	2022-23	3,726,589	43,000	3,769,589	254,447	-	4,024,037	240,783
Estimated	2023-24	4,024,037	43,000	4,067,037	274,525	-	4,341,562	251,618
Estimated	2024-25	4,341,562		4,341,562	293,055	262,941	4,371,676	262,941
Estimated	2025-26	4,371,676		4,371,676	295,088	274,773	4,391,992	274,773
Estimated	2026-27	4,391,992		4,391,992	296,459	287,138	4,401,313	287,138
Estimated	2027-28	4,401,313		4,401,313	297,089	300,059	4,398,343	300,059
Estimated	2028-29	4,398,343		4,398,343	296,888	313,562	4,381,669	313,562
Estimated	2029-30	4,381,669		4,381,669	295,763	327,672	4,349,760	327,672
Estimated	2030-31	4,349,760		4,349,760	293,609	342,417	4,300,952	342,417
Estimated	2031-32	4,300,952		4,300,952	290,314	357,826	4,233,440	357,826
Estimated	2032-33	4,233,440		4,233,440	285,757	373,928	4,145,269	373,928
Estimated	2033-34	4,145,269		4,145,269	279,806	390,755	4,034,320	390,755
Estimated	2034-35	4,034,320		4,034,320	272,317	408,339	3,898,298	408,339
Estimated	2035-36	3,898,298		3,898,298	263,135	426,714	3,734,719	426,714
Estimated	2036-37	3,734,719		3,734,719	252,094	445,916	3,540,897	445,916
Estimated	2037-38	3,540,897		3,540,897	239,011	465,982	3,313,925	465,982
Estimated	2038-39	3,313,925		3,313,925	223,690	486,952	3,050,663	486,952

T \$3.9M

P \$2.2M

Note 1: The obligation for tier 1 OPEB benefits will fully roll off in approximately 20 years leaving an ongoing obligation for tier 2 benefits only. Future amounts for this schedule are estimated while actual amounts are entered as of the close of each year.

Note 2: Existing retirees rates drop approximately 60% at age 65

Note 3: New retirees pay full single-person premium for 10 yrs from age 55 to age 65

Note 4: Per actuary, benefits will tail off in 20 years

Note 5: CMSA has approximately \$3.4M OPEB funding as of 3/31/21 in the PERS CERBT account. The total OPEB obligation is approximately \$4.6M as of the 6/30/19 actuarial report. Assuming a \$43K annual funding payment for 5 years and a 6.75% rate of return, CMSA will fund the plan to approximately \$4.3M in five years and then begin making payments from the plan through year 20 that will leave a balance estimated at \$3M and exceeding the 2019 OPEB actuarial to be used to pay the ongoing tier 2 long run obligation that consists only of the Kaiser PEMHCA minimum rate for the retired employee only. The retired employee may supplement the PEMHCA minimum with amounts from the Agency provided MARA account.



BOARD MEMORANDUM

May 6, 2021

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: CMSA 5-Year Strategic Plan (FY22 – FY26)

Recommendation: Adopt the Agency's new 5-Year Strategic Plan, and provide any comments or direction to the General Manager, as appropriate.

Summary: The Board's second Strategic Planning Workshop is scheduled for 5pm on May 6th, after the May 11 Board meeting agenda packet was published and distributed. Assuming that the Board accepts the new Strategic Plan's proposed Vision, Mission, and Value statements and organization Goals as presented or with edits, staff recommends adopting the new 5-year Strategic Plan at the May 11 Board meeting.

Discussion: At the December 2020 meeting, the Board approved a professional services agreement with EPC Consulting for Michele Pla to facilitate development of the Agency's next 5-year Strategic Plan for FY22 through FY26. In January, Michele started the project by meeting with the Agency's Strategic Planning Committee (ASPC) to review the project scope of work and current Plan, and discuss their ideas on updating it. In February, Michele interviewed each Board member to ascertain their individual thoughts on the Agency's services and business practices, achievements during the prior Plan period, and ideas for the next Plan. Since then, Michele met with the ASPC to integrate the Board interview comments and feedback into proposed revisions to the Plan's Vision, Mission, Values and Goals, and later facilitated the first Board strategic planning workshop in early April.

Significant progress was made during the first workshop with the Board supporting the proposed Vision and Mission statements, making a few revisions to and accepting the proposed Value statements, and agreeing with the proposed revisions to four of the six organizational goals. The Board provided excellent feedback on the two remaining goals to help the ASPC refine their focus and be more specific. At the second workshop, the key objective is to present the previously accepted strategic plan statements and confirm they are fine or edit them as needed, and review, discuss, edit, and accept the two revised goals.

Attachment:

- Proposed 5-Year Strategic Plan to be presented at the May 5 Board Workshop

CMSA Proposed Strategic Plan Updates
Proposed Changes Based for Review and Adoption in Board Workshop #2

Strategic Plan Component	Current	Proposed at Board Workshop #1	Proposed Updates Based on Board Workshop #1
<p>Mission</p> <p>What the Agency Does</p>	<p>Central Marin Sanitation Agency will protect the environment and public health by providing wastewater, environmental, and resource recovery services of exceptional quality.</p>	<p>Central Marin Sanitation Agency protects the environment and public health and is integral to the community by providing wastewater, environmental, and resource recovery services.</p>	<p>No Change</p>
<p>Vision</p> <p>Where the Agency Wants to be in the Future</p>	<p>Central Marin Sanitation Agency will be an industry leader by providing innovative, efficient, and sustainable wastewater services, capturing, and utilizing renewal resources and delivering renewable power.</p>	<p>Central Marin Sanitation Agency will be a forward-thinking organization by providing innovative and effective wastewater services, capturing and utilizing renewable resources and implementing sustainable solutions for an enhanced quality of life.</p>	<p>No Changes</p>
<p>Values</p> <p>Key statements that describe the ideals of the Agency</p>	<ul style="list-style-type: none"> • Consistent and continuous regulatory compliance to protect the San Francisco Bay. • Sound financial practices to safeguard the Agency’s assets. • Effective asset management through appropriate short, and long-term planning and sustainable practices. 	<ul style="list-style-type: none"> • Continuous regulatory compliance to protect the environment. • Sound financial practices. • Effective asset management (for resilient capital, maintenance, and replacement programs.) • A Safe and healthy workplace. 	<ul style="list-style-type: none"> • No change • No change • Effective asset management. • A safe and healthy workplace.

	<ul style="list-style-type: none"> • A safe and healthy workplace for its employees and stakeholders • Professional growth, teamwork, and job satisfaction within a diverse workforce. • Quality public outreach and education to promote environmental stewardship. • Partnerships which further common water quality and resource recovery interests. 	<ul style="list-style-type: none"> • Creating job satisfaction within a diverse workforce. • Engaging public outreach and educational programs (to promote environmental stewardship.) • Partnership, teamwork, and collaboration. 	<ul style="list-style-type: none"> • No changes • Engaging public outreach and educational programs. • Leadership, partnership, teamwork, and collaboration.
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Current Goals	Proposed Goals	Proposed Updates
C1. CMSA will continue to operate and maintain its wastewater facilities to produce high quality effluent and biosolids, within a changing regulatory environment.	P1. CMSA will effectively operate and maintains its treatment facilities within a changing regulatory environment.	1. No change
C2. CMSA will continually improve financial management practices to ensure transparency, financial stability, and sound fiscal principles.	P2. CMSA will continually improve financial management practices to ensure transparency, financial sustainability, and sound fiscal principles.	2. No changes

<p>C3. CMSA will further incorporate green business principles and consider renewable resource opportunities in its short-and-long-term planning.</p>	<p>P3. CMSA will further incorporate environmental business concepts and opportunities for a positive impact.</p>	<p>3 CMSA will further develop resource recovery opportunities achieving community, environmental, and economic benefits.</p>
<p>C4. CMSA will lead or actively participate in collaborative efforts to address local and regional environmental opportunities and challenges.</p>	<p>P4. CMSA will lead and/or actively participate in collaborative efforts to address local, regional, and other challenges and opportunities.</p>	<p>4. CMSA will be a leader and/or an active participant in collaborative efforts to address industry and community challenges and opportunities.</p>
<p>C5. CMSA will attract and retain high quality employees by providing a work environment that motivates staff, fosters professional development, values diversity, and promotes a culture of safety.</p>	<p>P5. CMSA will attract and retain high quality employees by engaging staff, fostering professional development, valuing diversity, and promoting a culture of safety.</p>	<p>5. No change</p>
<p>C6. CMSA will enhance its internal and external communications.</p>	<p>P6. CMSA will expand its use of technology to improve communication and processes and strengthen system integrity.</p>	<p>6. No change</p>



BOARD MEMORANDUM

May 6, 2021

To: CMSA Commissioners and Alternates

From: Kate Brouillet, Administrative Specialist

Approved: Jason Dow, General Manager

Subject: May Informational Items

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

- A. Check dated April 15, 2021 from Marin Clean Energy
Re: Feed-in-Tariff sales for February 2021

- B. Email dated April 15, 2021 from Megan Barillo, CWEA
Re: Central Marin Sanitation Agency selected as CWEA's 2021 first place winner for the Community Engagement and Outreach: Project of the Year - Large award.

- C. Email dated April 15, 2021 from Megan Barillo, CWEA
Re: Mary Jo Ramey selected at CWEA's 2021 first place winner for Community Engagement and Outreach: Person of the Year award

- D. Letter dated April 26, 2021 to Anna Gallagher, California Regional Water Quality Control Board
Re: Monthly Self-Monitoring Report (SMR) – March 2021

Remittance Info: Inv #CMSA-MCE-02-2021

Marin Clean Energy
1125 Tamalpais Avenue
San Rafael, CA 94901
888-632-3674

JPMorgan Chase Bank, N.A.
Verify: 888-237-9615
90-7162/3222

A

0052475495

4/15/2021

PAY TO THE ORDER OF CENTRAL MARIN SANITATION AGENCY

\$ 1308.04

One Thousand Three Hundred Eight and 04/100

DOLLARS

0015433 01 AB 0.425 **AUTO T3 0 5075 94901-533901 -C11-P15448-I

VOID AFTER 90 DAYS



CENTRAL MARIN SANITATION AGENCY
ATTN: JASON DOW
1301 ANDERSEN DRIVE
SAN RAFAEL, CA 94901-5339

⑈0052475495⑈ ⑆322271627⑆ 215376176⑈

From: Marin Clean Energy
Pay To: CENTRAL MARIN SANITATION AGENCY

Date: 4/15/2021
Check #: 52475495

Invoice #	Bill Amount	Payment Amount
CMSA-MCE-02-2021	\$1,308.04	\$1,308.04
Total		\$1,308.04

Dawn Weisz
Marin Clean Energy
1125 Tamalpais Avenue
San Rafael, CA 94901

Invoice Date: March 24, 2021
Invoice Period: February 2021
Invoice #: CMSA-MCE-02-2021

Re: Central Marin Sanitation Agency - Feed-In Tariff

In accordance with that certain Amended Small Renewable Generator Power Purchase Agreement between Central Marin Sanitation Agency ("Seller") and Marin Clean Energy ("Buyer"), dated March 23, 2018, Seller hereby invoices Buyer for metered renewable electricity generation produced by the CMSA Renewable Energy Expansion Project during the month of February 2021 (interval beginning 0:15 on February 1, 2021 and ending 23:59 on February 28, 2021), a record of which is attached hereto:

FIT Generation Facility	Volume (MWh)	Rate (\$/MWh)	Amount
CMSA Biogas Fueled Gas Engine Generation - February 2021	12.458	\$ 105.00	\$ 1,308.04
Total this Invoice			\$ 1,308.04

Terms: Payable within 30 days of invoice receipt (FIT PPA, Section 2.6)

Should you have any questions, please contact me at your convenience.

Sincerely,
Jason Dow, General Manager
Central Marin Sanitation Agency

Remit payment by check to:
Central Marin Sanitation Agency
ATTN: Jason Dow
1301 Andersen Drive
San Rafael, CA 94901



This payment was sent to you by **bill.com**



From: [Jason Dow](#)
To: [Kate Brouillet](#)
Subject: Your CWEA Award Status
Date: Thursday, April 15, 2021 11:47:57 AM

Kate – for the Board information items in May.

From: Megan Barillo <mbarillo@cwea.org>
Sent: Thursday, April 15, 2021 10:00 AM
To: Mark Koekemoer <mkoekemoer@cmsa.us>
Cc: mbarillo@cwea.org
Subject: Your CWEA Award Status

Dear Mark,

Congratulations! Central Marin Sanitation Agency has been selected as CWEA's 2021 **first place winner** for the Community Engagement and Outreach: Project of the Year - Large award.

The pandemic has made it difficult to host in-person events like the CWEA Annual Conference Award Ceremony where we recognize the hard-working individuals and agencies for their achievements.

Since the Annual Conference will be hosted in a virtual format on June 7-10, we have decided to deliver your well-deserved award straight to you. Please email your mailing address for where you would like to receive your plaque to [Stephen Yang](#). You can learn more about the virtual event at AC.CWEA.org. Note that the early bird discount for virtual conference registration ends on April 23.

We would love to show a photo of you holding your award so we can share with our members on social media during the conference, June 7-10. When you receive your plaque please send an image of you with your award to mbarillo@cwea.org no later than **May 26**.

In addition, your award will be included on the Online Gallery where photos of winners will be displayed. If you did not submit a photo/bio with your original application, please send one to [Megan Barillo](#) by **May 3**.

If your Board or City Council has time during their Zoom meetings for a virtual award presentation or congratulatory remarks, please let me know and I will have a local CWEA Board member virtually attend the meeting and highlight your award for your Board or Council. Please e-mail me at bpeck@carollo.com.

Sincerely,

Brian Peck, Carollo Engineers
CWEA Membership & External Relations Committee Chair

From: [Jason Dow](#)
To: [Kate Brouillet](#)
Subject: CWEA State Award for Mary Jo
Date: Thursday, April 15, 2021 11:48:31 AM

From: Megan Barillo <mbarillo@cwea.org>
Sent: Thursday, April 15, 2021 10:08 AM
To: Mark Koekemoer <mkoekemoer@cmsa.us>
Cc: mbarillo@cwea.org
Subject: Your CWEA Award Status

Dear Mark,

Congratulations! Mary Jo Ramey has been selected as CWEA's 2021 **first place winner** for the Community Engagement and Outreach: Person of the Year award.

The pandemic has made it difficult to host in-person events like the CWEA Annual Conference Award Ceremony where we recognize the hard-working individuals and agencies for their achievements.

Since the Annual Conference will be hosted in a virtual format on June 7-10, we have decided to deliver your well-deserved award straight to you. Please email your mailing address for where you would like to receive your plaque to [Stephen Yang](mailto:Stephen.Yang@cwea.org). You can learn more about the virtual event at AC.CWEA.org. Note that the early bird discount for virtual conference registration ends on April 23.

We would love to show a photo of you holding your award so we can share with our members on social media during the conference, June 7-10. When you receive your plaque please send an image of you with your award to mbarillo@cwea.org no later than **May 26**.

In addition, your award will be included on the Online Gallery where photos of winners will be displayed. If you did not submit a photo/bio with your original application, please send one to [Megan Barillo](mailto:Megan.Barillo@cwea.org) by **May 3**.

If your Board or City Council has time during their Zoom meetings for a virtual award presentation or congratulatory remarks, please let me know and I will have a local CWEA Board member virtually attend the meeting and highlight your award for your Board or Council. Please e-mail me at bpeck@carollo.com.

Sincerely,

Brian Peck, Carollo Engineers
CWEA Membership & External Relations Committee Chair

This email is a service from California Water Environment Association.



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

April 26, 2021

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

Subject: Monthly Self-Monitoring Report (SMR) – March 2021

Dear Ms. Gallagher,

The March 2021 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 Permit Order #R2-2016-0008, the Nutrient Watershed Permit Order #R2-2019-0017 and the Mercury and PCBs Permit Order #R2-2017-0041.

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 March met established quality assurance acceptance criteria, except those data results indicated within the attached Quality Assurance report.

Summary

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

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'Loren C. Finton', is written over a horizontal line.

Loren C. Finton
Treatment Plant Manager

