



Central Marin Sanitation Agency

INFORMATIONAL ITEMS

For the Board of Commissioners Special Meeting
of August 21, 2018

- I-1** Email from Sarah Loughran, dated July 12, 2018
Re: 100% Renewable Electricity for CMSA

- I-2** Letter dated July 13, 2018 to Everado Gutierrez, Top Line Engineers, Inc.
Re: Construction Contract Award – Chemical Storage Facilities Coating Project

- I-3** Letter dated July 15, 2018 from Lisa Bui, SEIU Local 1021
Re: S. B. 866 – Public sector payroll deductions

- I-4** Letter dated July 23, 2018 from Al Boro to Gary O. Phillips, City of San Rafael
Re: Retirement from the CMSA Board

- I-5** Letter dated July 27, 2018 to Vince Christian, California Regional Water Quality Control Board
Re: Monthly Self-Monitoring Report (SMR) -- June 2018

- I-6** Letter dated August 1, 2018 to Tanja Rauch-Williams, Carollo Engineers
Re: Water Research Foundation RFP No. 4915 – Characterization and Contamination Testing of Source Separated Organic Feedstocks

- I-7** Letter dated August 1, 2018 to Lalo Gutierrez, Top Line Engineers, Inc.
Re: Notice to Proceed – Chemical Storage Facilities Coating Project

- I-8** Form dated August 8, 2018 from State Water Resources Control Board
Re: Request for Reimbursement

- I-9** Article dated Summer 2018 from *Clear Water* magazine
Re: Mark Koekemoer

Kate Brouillet

From: sarahloughran@comcast.net
Sent: Thursday, July 12, 2018 8:30 AM
To: CMSA Board
Cc: 'Helene Marsh'; Jason Dow; sarahloughran@comcast.net
Subject: 100% Renewable Electricity for CMSA

Dear CMSA Board Members:

Thank you for voting on July 10, 2018 to opt up to 100% renewable electricity for the limited amount of power than CMSA purchases.

You have demonstrated tremendous leadership in generating your own power and protecting the environment. As a resident of San Rafael and a customer, I thank you for this and for taking the last step to 100% renewable electricity.

Our planet and its inhabitants need more leaders like you!

Sarah Loughran



July 13, 2018

Everardo Gutierrez
Project Manager
Top Line Engineers, Inc
23144 Clawiter Road
Hayward, CA 94545

Subject: Construction Contract Award – Chemical Storage Facilities Coating Project, Contract No. 18-30

Dear Mr. Gutierrez:

The date of this letter will serve as Notice of Award of a contract for the Chemical Storage Facilities Coating Project to Top Line Engineers for the total bid price of \$105,000. The following documents are required to be received and approved by CMSA within 15 calendar days:


1. 00500 Agreement – Sign and send two copies of the attached Agreement. A copy of the fully executed agreement will be returned to Top Line Engineers for your records.
2. 00610 Faithful Performance Bond – Provide a performance bond in an amount not less than 100% of the Contract amount using the form provided in Section 00610.
3. 00620 Payment Bond – Provide a payment bond in an amount not less than 100% of the Contract amount using the form provided in Section 00620.
4. Insurance Documentation – Provide evidence of insurance meeting the requirements described in Section 00800 of the contract documents.

After all of the documents are approved, CMSA will execute the Agreement and issue a Notice to Proceed establishing the contract start date. We will then schedule a pre-construction meeting to review the construction schedule, safety requirements, and other construction coordination items.

This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations (DIR) pursuant to Labor Code section 1771.4. The assigned DIR Project ID is 249870. Top Line Engineers shall comply with the DIR's Electronic Certified Payroll Reporting (eCPR) database requirements.

Our Agency looks forward to working with Top Line Engineers on this project. If you have questions, please contact Amy Hwang at (415) 459-1455, ext. 121, or by email at ahwang@cmsa.us.

Sincerely,



Jason R. Dow, P.E.
General Manager

Attachment: Agreement



Roxanne Sanchez
President

Sunny Santiago
VP Region A (North Central)

Tom Popenuck
VP Region B (North Coast)

Gary Jimenez
VP Region C (East Bay)

Joseph Bryant
VP Region D (San Francisco)

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

Jan Schardt
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Theresa Rutherford
VP of Representation

Alysabeth Alexander
VP of Politics

Ramses Teon-Nichols
VP of Organizing

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- Akbar Bibb
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- Lorraine Bowser
- Monique Broussard
- Norlissa Cooper
- Gregory Correa
- Felipe Cuevas
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- Karla Faucett
- Al Fernandez
- Geneva Haines
- Dellfinia Hardy
- Dan Jameyson
- Cynthia Landry
- Michael Magana
- Yeon Park
- Mercedes Riggleman
- Mary Sandberg
- Eric Stern
- Robert Taylor
- Angel Valdez
- Sandra Wall
- Jim Wise
- Janice Wong

Executive Board & Budget & Finance Committee

- Kathryn Cavness
- Rhea Davis
- Tina Diep
- Mary Duncan
- Peggy LaRossa
- Julie Meyers
- Cristin Perez

JD 7/16/18 I-3

July 15, 2018

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

Dear Mr. Dow,

As you may know, the Governor signed S.B. 866 (see http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB866) on June 27, 2018, and it went into effect immediately. See below an explanation we've prepared of the main highlights of the bill.

Pursuant to S.B. 866, going forward, we will not submit to you copies of the membership/COPE authorization cards employees have signed. Instead, we will send you periodic electronic reports that indicate changes in employees' status, such as sign-ups to be a member, sign-ups for COPE deduction, resignations of membership, etc.

I, Lisa Bui, Membership Supervisor hereby certify that the Union possesses and will maintain an authorization (for dues deductions and/or voluntary political contribution deductions, as indicated) signed by the individuals from whose salary or wages the deduction is to be made.

Through this email, we are giving you express permission to include in the New Hire packet a copy of our membership authorization form, *provided* that has been your practice in the past. We will be updating our membership form and will send that to you directly later this week. We ask that employees be instructed to return the signed forms directly to us. But in the event you receive them from employees, we ask that you promptly send the signed cards directly to us, so we can update our records and include that employee in the next electronic report we send you.

Finally, if you receive a request from a third party for contact and/or identifying information of SEIU Local 1021 bargaining unit members i.e. names/work location/contact information, etc., please notify the respective Field Representative immediately, send me a copy of the request, and do not respond to the request until SEIU Local 1021 has an opportunity to weigh in.



Explanation of S.B. 866:

Important California Legislation That Mitigates Some Impacts of the *Janus* Decision

On June 27, 2018, Governor Jerry Brown signed Senate Bill 866 ("SB 866"). It became effective immediately.

This California law makes significant changes to public sector payroll deductions, a public employer's communication to employees regarding the right to join/support a Union, access by Unions to new employee orientations of public employees, and clarifies that public employers cannot deter or discourage either employees or job applicants from joining or remaining members of the Union or authorizing dues or fee deductions to an employee organization.

Payroll Deductions:

SB 866 amends various provisions of the Education Code and Government Code to require public employers to honor a public employee's written authorization for deductions from his or her earnings to be transmitted to the Union. It provides:

- The employer must honor the terms of the employee's authorization, for example any terms of a membership and deduction authorization card the Union has supplied the employee. The employee can only revoke the authorization pursuant to the terms of the authorization s/he signed.
- Deductions must start the pay period after the employer receives notification of the authorization.
- Requests to authorize dues/other deduction must be directed to the Union rather than an employer. Requests to revoke or change the authorization must also be directed to the Union rather than an employer. An employer must rely on the Union's explanations regarding whether authorization/revocation/change in deductions has been requested by the employee.
- A Union need not provide an employer a copy of the employee's authorization unless a dispute arises about the existence or terms of the authorization.
- A Union must indemnify the employer for any claims made regarding such deductions.

Employer Communication about Employee's Right to Join/Support Unions:

SB 866 also added provisions regarding a public employer's communications with employees regarding their right to join or support a Union, or not do so. Specifically, SB 866 provides:

- An employer must meet and confer with the exclusive bargaining representative prior to issuing a mass communication to its employees or applicants regarding the rights of employees to join or support a Union, or not do so.
- If the parties cannot come to agreement on content of the employer's proposed mass communication, and the employer wishes to go forward with the mass communication, the employer must include the Union's communication (of reasonable length) too, simultaneously.

AB 119 Clean Up and/or Expansion:

SB 866 also expands the current law (AB 119) that gives public sector Unions the right to participate in new employee orientations by:

- Extending coverage of AB 119 to transit employees who were previously excluded.
- Prohibiting employers from disclosing the date/time/place of the new employee orientation to anyone other than employees, the exclusive bargaining representative, and a vendor who is contracted to provide a service at the new employee orientation.

SB 285 Clean Up and/or Expansion:

Finally, SB 866 extends the existing language of SB 285 to job applicants.

SB 866 prohibits a public employer from deterring or discouraging employees or applicants from becoming or remaining members of a Union, or from authorizing a Union to represent them or from authorizing membership status/dues deduction.

Please contact Ed Hanley, Membership Director at (510) 350-9820 or me if you have any questions.

Respectfully,

Lisa Bui

Lisa Bui
Membership Supervisor
SEIU Local 1021
(510) 350-9813

Albert Boro
274 Mountain View Avenue
San Rafael, CA 94901

July 23, 2018

Gary O. Phillips, Mayor
City of San Rafael
1400 Fifth Avenue
San Rafael, CA 94901

Dear Mayor Phillips,

It is with regret that I am writing to inform you of my decision to resign my position as an alternate Commissioner on the Board of Central Marin Sanitation Agency, effective July 31, 2018.

It has been a pleasure working with the members of the CMSA Board and staff on the issues of concern in the community we serve. I am very proud of all we have accomplished during my tenure since 1990, and I have no doubt the Board will continue these successes in the future.

Very truly yours,



Al Boro

cc: Diane Furst, CMSA Board Chair
Jason Dow, CMSA General Manger



July 27, 2018

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

Attention: Vince Christian

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

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

Violations

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

Blending Events

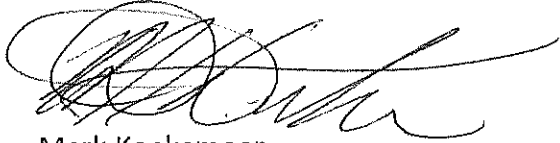
The CMSA treatment facility did not exceed the maximum secondary capacity of 30 MGD. No blend events occurred during this monitoring period.

Data Validation

All regulatory daily, weekly, and monthly quality control calibrations/checks conducted during the month of June met established quality assurance acceptance criteria. During this monitoring period, semiannual, quarterly and permit sampling was conducted for influent, effluent and biosolids sampling locations. Reports for these sampling events have been included for influent and effluent sampling locations. As indicated in last month's self-monitoring report, CMSA was waiting on analytical results for biosolids which were not been included within that report. Semiannual analytical results for biosolids have been provided within this monthly self-monitoring report.

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

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



Mark Koekemoer
Laboratory Director



August 1, 2018

Tanja Rauch-Williams, Ph.D., P.E.
Carollo Engineers
390 Interlocken Crescent, Suite 800
Broomfield, Colorado 80021

**Subject: Water Research Foundation RFP No. 4915 – Characterization and Contamination
Testing of Source Separated Organic Feedstocks**

Dear Dr. Rauch-Williams:

Central Marin Sanitation Agency (CMSA) is very interested in supporting the Carollo/Georgia Tech team in the Water Research Foundation (WRF) project to characterize and test contamination of source separated organic (SSO) feedstocks. CMSA has a public/private partnership with the local solid waste company, Marin Sanitary Service (MSS), called the Central Marin Food-to-Energy Program. MSS collects pre-consumer food waste from about 190 restaurants and markets in its service area, pre-processes the material, and then delivers it to CMSA for co-digestion.

CMSA understands that the co-digestion of food waste has raised questions in the wastewater industry about the acceptable quality of this material to avoid or minimize negative effects on treatment plant operations, mechanical equipment, and final biosolids quality. Issues may include corrosion, clogging of pipes and pumps, digestion inhibition, and/or contamination of the final biosolids products.

This WRF project will also develop practical guidance for Water Resource Recovery Facilities (WRRFs) for the characterization of SSO feedstock. This involves parameters that can affect the operation and process performance of digestion, solids yield, biosolids dewaterability, energy recovery, and other treatment processes that a WRRF may employ.

Specifically, below are the objectives of the project:

1. Identify relevant contaminants and contamination levels in SSO feedstock.
2. Develop industry guidance for characterizing source SSO feedstocks and slurries.
3. Develop critical analytical methods and standardize sampling protocols for rapid monitoring and screening.

4. Explain the impacts of these parameters on the operation of WRRFs.
5. Develop minimum feedstock quality standards for various product goals.

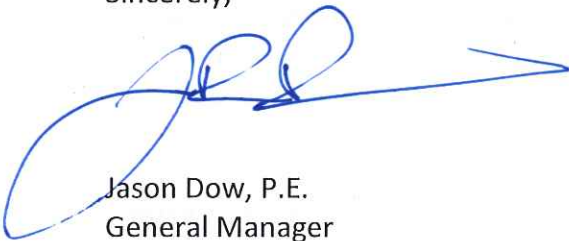
In this context, we welcome the very timely involvement of the WRF with this project to help advance our understanding of the SSO feedstock quality on operations and final biosolids quality. The project approach will provide needed industry guidance.

To support this project, we will provide an in-kind contribution of up to \$7,000 for the following activities:

- Participation in a survey on experiences of our Agency with SSO feedstock use, quality concerns, contamination, analysis practices, and needs (in support of Phase 1 of this study).
- Review of project deliverables and reports to provide feedback and help for directing the project outcomes towards the highest value for industry practitioners.

Details and extent of the exact services will be further defined by the Carollo/Georgia Tech team at the time of the study. We look forward to working with the WRF and you on this important project. If you have any questions, please feel free to contact me at 415-459-1455, extension 145.

Sincerely,



Jason Dow, P.E.
General Manager



CENTRAL MARIN SANITATION AGENCY

Jason R. Dow, P.E.
General Manager

1301 Andersen Drive, San Rafael, CA 94901

Phone (415) 459-1455

Fax (415) 459-3971

www.cmsa.us

August 1, 2018

Lalo Gutierrez, Project Manager
Top Line Engineers, Inc
23144 Clawiter Road
Hayward, CA 94545

Subject: Notice to Proceed – Chemical Storage Facilities Coating, CMSA Contract No. 18-30

Dear Mr. Gutierrez:

This letter serves as the Notice to Proceed (NTP) to perform the work described in CMSA Contract 18-30 and establishes the date of commencement for the project. The contract time is 60 calendar days which corresponds to a completion date of September 30, 2018. Please schedule a pre-construction meeting with CMSA staff to review the contract provisions, the overall project schedule, and discuss performance of the work.

If you have any questions, please contact Amy Hwang, CMSA's Associate Engineer, at (415) 459-1455, extension 121, or by email at ahwang@cmsa.us.

Sincerely,

A handwritten signature in blue ink, appearing to read 'JRD', with a long horizontal flourish extending to the right.

Jason R. Dow, P.E.
General Manager

STATE OF CALIFORNIA
STATE WATER RESOURCES CONTROL BOARD
REQUEST FOR DISBURSEMENT

DISBURSEMENT REQUESTED FOR:

() AGRICULTURAL DRAINAGE PROGRAM (1) DATE: 7/26/2018

(X) CLEAN WATER STATE REVOLVING FUND PROGRAM (2) DISBURSEMENT REQUEST NO. 1

() DRINKING WATER STATE REVOLVING FUND PROGRAM (3) PROJECT NO. G-06-8285-110

() SMALL COMMUNITY GROUNDWATER PROGRAM (4) AGREEMENT NO. D17-01005

() SMALL COMMUNITY WASTEWATER PROGRAM (5) FISCAL PO NO.

() SEAWATER INTRUSION CONTROL PROGRAM (6) PCA CODE(S) 51012

() WATER RECYCLING FUNDING PROGRAM (7) FISCAL SUB TASK NO.

() LEGAL ENTITY FORMATION ASSISTANCE (LEFA) PROGRAM

() PROP 50 DW FUND

() PROP 84 DW FUND

() PROP 1 DW FUND

() P-PROP 1 GW FUND

AGREEMENT/GRANT RECIPIENT: CENTRAL MARIN SANITATION AGENCY

STREET/P. O. BOX: 1301 ANDERSEN DRIVE

CITY AND ZIP CODE: SAN RAFAEL, CA 94901-5339

AUTHORIZED REPRESENTATIVE: JASON DOW TITLE: GENERAL MANAGER

DESCRIPTION	AGREEMENT/GRANT AMOUNT	(3) AMOUNT CLAIMED FOR PAYMENT TO DATE	(4) AMOUNT CLAIMED FOR PAYMENT THIS PERIOD	STATE USE ONLY		
				AMOUNT APPROVED FOR PAYMENT TO DATE	AMOUNT PREVIOUSLY PAID	APPROVED PAYMENT THIS REQUEST
DEVELOPMENT OF TECHNICAL MEMO	\$41,818	\$35,202	\$35,202	35,202	0	35,202
DEVELOP ORGANIC WASTE RECEIVING FACIL	\$33,590	\$0	\$0			
DEVELOP SOLAR POWER GENERATION ANAL	\$17,352	\$25,786	\$25,786	25,786	0	25,786
BIOSOLIDS MANAGEMENT ALTERNATIVE ANA	\$49,276	\$45,942	\$45,942	45,942	0	45,942
POWER/BIOGAS SALES OPPORTUNITIES ANA	\$37,114	\$0	\$0			
ECONOMIC MODELING ANALYSIS	\$11,809	\$63,772	\$63,772	63,772	0	63,772
CEAQ/NEPA ENVIRONMENTAL REVIEW DETER	\$70,105	\$0	\$0			
AIR QUALITY AND OTHER PERMIT ANALYSIS	\$66,918	\$0	\$0			
FINANCING PLAN ANALYSIS	\$11,809	\$0	\$0			
PG&E INTERCONNECTIN AGREEMENT MODIF	\$77,321	\$12,077	\$12,077	12,077	0	12,077
OBTAIN CEC RENEWABLE PORTFOLIO STAND	\$11,809	\$0	\$0			
PREPARE REPORT OF FINDINGS, CONCLUSIO	\$15,895	\$0	\$0			
DRAFT AND FINAL REPORT FOR CWSRF ON T	\$55,183	\$0	\$0			
TOTAL	\$500,000	\$182,779	\$182,779	182,779	0	182,779

COMMENTS:
A reduction factor (.749783697) was used to reduce the budget to not exceed \$500,000.

RECIPIENT CERTIFICATION

I certify that the costs shown under Costs Incurred to Date have been incurred and that these costs have been paid or will be paid within 30 days of receipt of the funds requested hereby. If such costs have not been paid within 30 days, funds received under this request will be returned to the State Water Resources Control Board (SWRCB). I certify that all prior funds received from this Finance Agreement/Grant have been disbursed within 30 days of receipt or have been returned to the SWRCB.


I certify that all amounts on this invoice are for costs incurred for the Project and represent only costs directly related to the Project Finance Agreement/Grant and within the approved scope of work. I also certify that overhead or indirect costs rates or surcharges (to account for a reasonable portion of the administrative costs of day-to-day operations such as rent, telephone, fax, copying, computer-related expenses, postage, electricity, human resources) do not exceed 25%. Note: If entity chooses to add a surcharge, this surcharge must be supportable and documented by direct costs related to the Project. These records can be requested at any time for auditing purposes to ensure costs are justified and directly related to the Project.



(6) Signature of the Authorized Representative Date 7/26/18

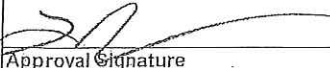
STATE USE ONLY: APPROVAL FOR PAYMENT

- All Quarterly Reports have been submitted to date.
- Draft deliverables submitted for disbursement >70% of total financing amount (Grants only).
- Final deliverables submitted for disbursement >90% of total financing amount (Grants only).

Water Code 5103 Compliant Yes, No, N/A


Project Manager Signature Title _____ Date 8/8/18


Reviewer Signature Title _____ Date AUG - 8 2018


Approval Signature Title _____ Date 8/8/18

MARK KOEKEMOER

Laboratory Director, Central Marin Sanitation Agency

Mark Koekemoer finds laboratory work very fulfilling. "It is not just a day job where you collect a paycheck. It is an opportunity where you can go home to your family and feel good about what you have accomplished," he says.

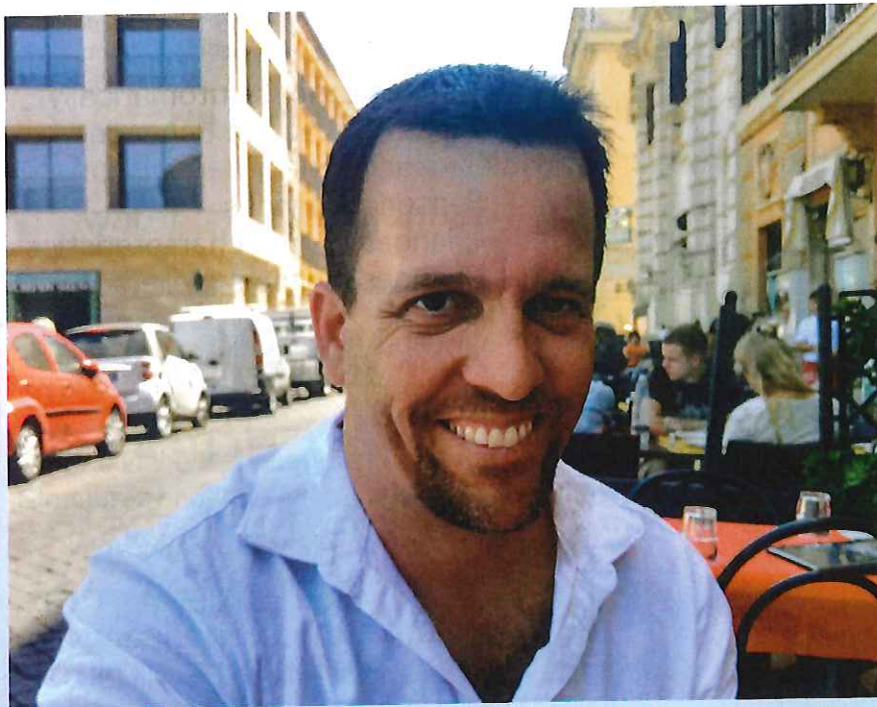
"We are supporting the greater industry, providing data for operators to use, identifying trouble spots, giving regulatory guidance, and monitoring how we are doing on our discharge (to the receiving stream).

"I love the daily challenge of it all," he adds. "Despite our weekly or monthly plans, there is always something in flux and we adjust accordingly. We are always looking for improvements, always searching for more proficient and cost efficient opportunities."

Mark came to the U.S. from South Africa, studied at Texas A&M University,

and got involved in laboratory work as a temp with Kelly Scientific and then at the Napa Sanitation District before joining the Central Marin Sanitation Agency (CMSA) as Laboratory Director.

He has been involved in the development of the proposed new Environmental Laboratory Approval Program (ELAP) standards, representing small laboratories on ELTAC (Environmental Laboratory Technical Advisory Committee). "An ELAP overhaul was needed," he says. "Inspections, documentation, auditor training, the certification program were falling short of its intent. The certification system needed improvement. Although we have begun to see some improvement there is still a long way to go. But cost will be a major issue, and the new standards will require more time and additional documentation."



MARK KOEKEMOER

Mark with the support of his laboratory staff has also been instrumental in development and incorporation of new methods of testing, namely Luminescent Dissolved Oxygen (LDO) and Colilert, which is used for Total Coliform analysis in recycled waters.

"Many laboratories have sought Mark out for his knowledge of regulatory compliance as it pertains to laboratory applications and other requirements such as National Pollutant Discharge Elimination System permits (NPDES)," says Brian Thomas, CMSA technical services director who nominated him. "He has also served on various joint task groups for Standard methods and was instrumental in supporting the LDO technology within its implementation. Mark has continued to support the laboratory community by leading the implementation of new technologies within the wastewater field with respect to the Colilert method approved use for recycled waters.

"He is a valued team member of CMSA and his leadership within our community is appreciated." 