



Central Marin Sanitation Agency

**COMMISSION REGULAR MEETING MINUTES
Tuesday, April 9, 2019
at the Agency Office**

1. Call Meeting to Order/Pledge of Allegiance

Chair DiGiovanni called the meeting to order at 7:00 p.m.

2. Roll Call

00:00:22

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

Absent: Maribeth Bushey

Staff present: Jason Dow, General Manager; Chris Finton, Treatment Plant Manager, and Kate Brouillet, Recording Secretary

Public present: Dr. Kenneth A. Frost, Dominican University of California

3. Open Period for Public Participation

00:00:45

There were no comments from the public.

ACTION: Chair DiGiovanni moved that item #7, CMSA Student Internship Program, be moved up to after the Consent Calendar; second, Commissioner Boorstein.

VOTE: The vote was passed unanimously.

ABSTAIN: None

4. Consent Calendar

00:01:18

- a) Minutes—Regular Board Meeting—March 14, 2019
- b) Treasurer’s Report—Operating Account—March 2019
- c) Schedule of Investments and its Capital Reserve Summary—March 2019
- d) NPDES, Process, and Maintenance Report—March 2019
- e) Performance Metric Report—March 2019
- f) FY 2019 Asset Management Program—3rd Quarter Report

There was no discussion by the Board.

Comments from the Public:

There were no comments from members of the public.

ACTION: Alternate Commissioner Hillmer moved to approve Consent Calendar items #4a through #4f; second, Commissioner Boorstein.

VOTE: The vote was passed unanimously.

ABSTAIN: None

7. CMSA Student Internship Program

00:01:35

GM Dow reviewed the background of the Agency's student internship program, and said that the Agency has provided internship opportunities since the late-1990s through partnering with the U.C. Berkeley College of Engineering and Santa Rosa Junior College's Water/Wastewater Technology Program (SRJC). He said that the Agency has recently opened up internships to high school students through the Marin County Board of Education (MCOE), and is looking to develop a program with Dominican University. He said that in March 2017, the Board adopted Administrative Policy #15, *Student Internship Program Guidelines*, and that the policy has a provision for paid internships that meet specific program provisions, but typically students receive academic credit or certification in lieu of compensation at the completion of their internship. GM Dow said that staff recommends providing interns compensation in the range of \$15-22/hr., depending on experience, for college and high school students who do not receive the benefit of academic credit. He reviewed the advantages of internships to both the Agency and the students.

GM Dow introduced Chris Finton to describe the program in more detail.

Mr. Finton reviewed the program now in place with SRJC, and said the internship program provides structured "hands-on" work experience aligned with the student's academic, career, and personal development goals. He said that the interns typically spend one academic term at CMSA and are supervised by an experienced Agency employee, a "mentor." Mr. Finton described the high school program, and said that both programs help to provide a path for students interested in a career in wastewater treatment.

The Board asked various questions regarding the history of the program, availability candidates, compensation, and the benefits to the interns and the Agency.

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

The Board concurred that interns should be paid if they do not receive school credit or certification, and that care should be taken to accommodate an appropriate number of interns so that Agency operations are not adversely affected.

GM Dow said that a recommendation for funding the internship program will be included in the draft FY 19-20 & FY 20-21 budget, for review by the Finance Committee.

Commissioner Boorstein said that he was acquainted with Dr. Frost, and contacted him regarding the Agency's internship program.

Comments from the Public:

Dr. Frost said that he looks forward to working with CMSA to develop an internship program with Dominican University, and that he currently has students who would be interested.

ACTION: Commissioner Kelly moved to direct staff to proceed with an internship implementation plan including the recommended compensation range, to be included in the proposed FY 19-20 & FY 20-21 budget for review by the Finance Committee, and the full Board; second, Commissioner Beckman.

VOTE: The vote was passed unanimously.

ABSTAIN: None

The Board thanked Dr. Frost for attending and he left the meeting.

5. Revised Annual Budget Financial Policy

00:26:49

GM Dow provided a OPEB chart handout that was inadvertently not included in the Board's printed agenda packets. He said that at the March Board meeting, the Board approved an OPEB Funding Plan that is designed to fund future retiree medical benefits. He said it will be annually monitored and adjusted, as needed, to maintain the Plan objectives, and be included in the Agency budget. He said that staff has revised the Agency's Annual Budget Financial Policy to incorporate and explain the OPEB Funding Plan. GM Dow reviewed the minor edits to the policy, and the additional section that addresses the OPEB Funding Plan.

Chair DiGiovanni referred to the added text and attachment in the policy that addresses the OPEB Funding Plan, and said that the attachment would have to be updated and approved by the Board each year, and suggested that the policy instead indicate that the funding plan will be included in the Agency's budget, which is routinely approved by the Board.

The Board discussed the text of the policy draft on page 4, section V, paragraph 2, and agreed to include after the first sentence language to the effect, "The original OPEB Funding Plan Worksheet and any adjusted worksheets will be included in the Agency's budget;" delete the last sentence that reads, "Overfunding is anticipated when the CERBT has greater than \$2.2 million in 20 years;" and remove the attachment from the policy document.

Comments from the Public:

There were no comments from members of the public.

ACTION: Alternate Commissioner Hillmer moved to approve the revised Annual Budget Financial Policy as amended above; second, Commissioner Beckman.

VOTE: The vote was passed unanimously.

ABSTAIN: None

6. 2018 California Water Environment Association State Awards 00:34:06

GM Dow said that at the January 2019 Board meeting, staff reported that CMSA received eight 2018 California Water Environment Association (CWEA) awards from the Redwood Empire Section, two organizational awards and six individual employee awards, and that the CMSA award winners will compete with the award winners from the other seventeen CWEA sections for the state level awards. He said that CWEA recently informed the Agency about the state level award winners: Community Engagement and Outreach Person of the Year – Mary Jo Ramey (1st Place); Engineering Achievement of the Year – Power Delivery Program (1st Place); Community Engagement and Outreach - Wastewater Treatment Agencies of Marin for the Cooperative Public Education Program (3rd Place).

The Board asked GM Dow to convey their congratulations to the award recipients.

GM Dow said he would pass on the Board's congratulations.

Comments from the Public:

There were no comments from members of the public.

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

8. Primary Clarifiers Gates Rehabilitation Project – Construction Contract Award (CMSA Contract No. 19-09) 00:36:56

GM Dow said that public bids were opened for the Primary Clarifiers Gates Rehabilitation Project on March 28, and Bartley Pump PM from Santa Rosa was the lowest bidder with a bid proposal amount of \$419,500. He said that if the construction contract is awarded, the Project's Notice to Proceed for the construction work will be issued by May 1 and construction should be substantially completed in September. GM Dow said that the adopted FY 19 Capital Improvement Program (CIP) budget includes \$436,400 to fund the Project's construction phase. GM Dow reviewed the scope of the Project, and said that that CMSA engineering staff designed the Project and prepared the contract documents, and will perform the construction management activities.

The Board asked a few questions regarding the bid cost and the budget, and the Agency's process for handling change orders.

GM Dow responded to the Board's questions, and said if construction change orders and/or any needed specialized construction support services exceed the remaining FY 19 project budget, staff will transfer available FY 19 CIP funds to the Project account.

Chair DiGiovanni commended staff for standardizing on sole-sourced equipment that saved money on this Project.

Comments from the Public:

There were no comments from members of the public.

ACTION: Commissioner Kelly moved to award the Primary Clarifiers Gates Rehabilitation Project Construction Contract to Bartley Pump PM, and authorize the General Manager to execute the contract agreement; second, Commissioner Boorstein.

VOTE: The vote was passed unanimously.

ABSTAIN: None

9. Revised Personnel Policies and Procedures Manual

00:44:43

GM Dow said that staff periodically reviews and revises the Agency's Personnel Policies and Procedures Manual, and the last comprehensive set of revisions was adopted by the Board in July 2016. He said that over the past few months, the Agency's employment law attorney and senior management team have performed and completed a review of the Manual to align with current laws and practices, and the proposed revisions are recommended for consideration of Board adoption. He said that staff recently met with the represented employees' union, SEIU Local 1021, to review and discuss the proposed Manual revisions; they did not request any policy changes and accepted the proposed revisions. GM Dow referred to the staff memo and offered to review the updates, or respond to any questions or comments from the Board.

The Board had a brief discussion, asked a few questions, and had no changes to the Manual.

GM Dow responded to the Board's questions.

Comments from the Public:

There were no comments from members of the public.

ACTION: Alternate Commissioner Hillmer moved to approve the revised Personnel Policies and Procedures Manual; second, Commissioner Boorstein.

VOTE: The vote was passed unanimously.

ABSTAIN: None

10. April Informational Items

00:50:09

GM Dow said he would respond to any comments or questions from the Board regarding any of the items.

Alternate Commissioner Zahradnik referred to item C, the opposition letter on SB 332, which would require a reduction of the annual discharge into the oceans and bays by wastewater treatment agencies, and asked what actions are being taken and what recourse the Agency has.

GM Dow said that it is not currently feasible for CMSA to comply with the discharge requirements in the legislation. GM Dow described advanced water reuse options that would comply, at an estimated conceptual cost of over \$200M. He said that the Agency is working with a strong coalition of water and wastewater treatment agencies that are tracking on the legislation, and he will keep the Board informed.

Comments from the Public:

There were no comments from members of the public.

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

11. North Bay Watershed Association (NBWA) Report

01:00:04

Commissioner Boorstein reported that he attended the April NBWA Board meeting. He said that the NBWA is finalizing their strategic plan and he will provide copies to CMSA Board members. He said that there was a presentation on the February floods by Rich Thomasser, Napa, and Kevin Booker, Sonoma Water, which described how the new bypass relieved flooding of the Napa River.

12. Oral Reports by Commissioners/General Manager

01:04:30

GM Dow referred to his handout and reported:

- The Marin Airporter contacted the Agency regarding the possibility of parking Marin Transit Authority buses at CMSA, under a property lease agreement; he will meet with Larry Laport to discuss.
- The Cogeneration System Predesign peer review work by Black & Veatch will be completed by the end of April.
- May agenda items will include a report on the Power Monitoring Program, the draft 2-year Agency budget, bid results from the regional chemical contracts bidding, Marin Airporter property use, and a potential ad hoc committee for the needs assessment project of the Agency's property.

Commissioner Boorstein said that RVSD has been working to consolidate their offices, they are in the process of purchasing the Comcast building on 1111 Andersen Drive, and now has U.S. EPA clearance for remediation of their Larkspur property.

13. Next Scheduled Meeting

01:13:00

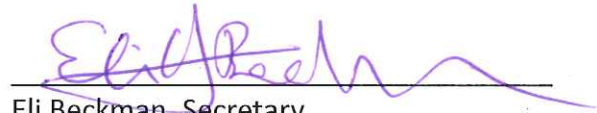
Tuesday, May 14, 2019 at 7:00 p.m. at the Agency office.

Chair DiGiovanni adjourned the meeting at 8:12 p.m.

Respectfully submitted,



Kate Brouillet, Recording Secretary



Eli Beckman, Secretary