

**THE COMMISSIONERS OF THE
CENTRAL MARIN SANITATION AGENCY
HELD A MEETING AT THE AGENCY OFFICE**

**Tuesday, July 13, 2010
7:00 P.M.**

CALL MEETING TO ORDER

Chair Dupar called the meeting to order at 7:01 p.m. A quorum was present.

Members Present:

Dupar, Guasco, Hartzell, Heller, Levine (for Boro), and Sullivan (for Johnson)

Members Absent:

None

Staff Present:

Mary J. Brown, Recording Secretary; Nathan Brennan, Treatment Plant Manager; Rob Cole, Environmental Services Manager; Ken Katen, Sr. Engineer

Public Present:

There were no members of the public present and no names recorded on the sign in sheet.

OPEN PERIOD

There were no comments made in public open time.

CONSENT CALENDAR

Action

M/s Heller/Hartzell to approve the items on the consent calendar:

- a. Minutes of June 8, 2010
- b. Treasurer's Report—Operating Account—June 2010
- c. Treasurer's Report—Revenue Bond— June 2010
- d. Schedule of Investments— June 2010
- e. Performance Metric Report—June 2010
- f. NPDES and Process Report—June 2010
- g. CASA Annual 2010 Conference
- h. Revisions to Personnel Policy #307—Agency Health and Insurance Protection During Employment
- i. Personnel Policy #309—Post-employment Health Benefits

The motion carried unanimously.

**SELECTION OF
COMMISSION OFFICERS
AND APPOINTMENTS TO
COMMITTEES AND THE
NORTH BAY WATERSHED
ASSOCIATION FOR FY 11.**

GM Dow reviewed the staff report and explained that the Commission annually selects officers and appoints commissioners to committees at the July Board meeting. He explained the changes set forth in the recently adopted Board of Commissioners' Policy #7, Establish and Using Committees, and asked for guidance regarding the establishment of a desalination committee for FY11.

- Action M/s Heller/Levine to keep the current slate of officers for FYII, which is Commissioners Dupar, Boró, and Hartzell acting as Chair, Vice-Chair, and Secretary, respectively. The motion carried with the following vote:
 AYES: Dupar, Guasco, Hartzell, Heller, Levine
 NOES: None
 ABSTENTIONS: Sullivan
- Action M/s Heller/Sullivan to appoint Chair Dupar and Secretary Hartzell as the representative and alternate, respectively, to the North Bay Watershed Association. The motion carried unanimously.
- Action Sullivan/Heller to keep the current slate of members to the Standing Finance Committee, which are Chair Dupar and Commissioners Hartzell and Johnson. The motion considered unanimously.

The Board agreed to hold off on establishing a desalination committee until and if the Marin Municipal Water District decides on pursuing their desalination project and requests to negotiate with CMSA regarding sharing our outfall.

**AWARD OF
 ADMINISTRATION
 BUILDING MODIFICATIONS
 CMSA CONTRACT NO. 10-
 03**

GM Dow referred to the staff report and summarized the advertisement and bid solicitation process used for the Administration Building Modifications Project. He stated that the low bidder requested to withdraw their bid due to a clerical error on their part which impacts their bid proposal amount. He further explained that the second-low bidder, D.L. Falk, meets the Agency's contract and safety requirements and stated that staff would like to accept the bid and execute the contract.

GM Dow explained that the cost estimator for the design firm Kappe+Du did not include several elements in the cost estimate for construction, so the estimated cost was lower than the bids that were received. GM Dow anticipates bringing a budget augmentation request for the project to the Board in September so that a transfer can be made to satisfy the increased construction costs.

- Action Levine/Hartzell to allow the low bidder, Euro Style Management, Inc., of North Highlands, CA to withdraw their bid and authorize return of their bid bond. The motion carried unanimously.
- Action Heller/Hartzell to award the Administration Building Modifications Project to D.L. Falk Construction, Inc. of Hayward, CA, for the lump-sum bid price of \$659,000. The motion carried unanimously.
- Action Hartzell/Levine to authorize the General Manager to execute the contract documents.

ANNIVERSARY/DEDICATION EVENT UPDATE

GM Dow reviewed the staff report gave status updates on several of the planning elements (parking, seating, facilities, displays, invitations, tours, brochures, etc.) of the Anniversary/Dedication Event. He referred to various exhibits and planning documents that staff are using to coordinate the event, and referred to the sample agenda and agency brochure handouts.

This item was informational and there was no action taken.

NORTH BAY WATERSHED ASSOCIATION (NBWA) REPORT

Chair Dupar gave a brief update regarding the July 9th North Bay Watershed Association meeting and said there were two guest speakers presenting information regarding The San Francisco Bay Improvement Act of 2010 and the North Bay Climate Adoption Initiative underway in Sonoma County.

VERBAL REPORT

GM Dow summarized his handout which addressed Agency business, including:

- The Digester/FOG project 50% design workshop was held with Kennedy/Jenks and design completion is likely to occur in November.
- A blending reduction brainstorming meeting with Kennedy/Jenks and the JPA group (SRSD and SD2 attending) was held. A Board presentation is being planned for the fall.
- Public information and outreach activities were successful in June, with new lateral and "flush green" brochures and the new Sav-R-Bay website being highlighted.
- CMSA applied for energy efficiency grants from PG&E.
- Staff is attending the National Association of Clean Water Agencies Conference on July 20 to receive the Platinum Peak Performance Award.
- SEIU is currently reviewing the revised MoU.

Commissioner Hartzell asked GM Dow about a legislative bill regarding the flushing of handwipes. GM Dow said that Assemblymember Huffman authored the bill and described its content and status. He explained that the California Association of Sanitation Agencies is monitoring the bill and he receives updates regarding its status.

CLOSED SESSION

The Board adjourned to Closed Session at 7:55 p.m. (Government Code Section 54954.5), Public Employee Performance Evaluation (CA Government Code Section 54957) Title: General Manager

OPEN SESSION

The Board reconvened in Open Session at 8:17 p.m. The Board reported that the General Manager's workplan for FY11 was approved.

The Board discussed cancelling the Regular Board Meeting for August and agreed to do so.

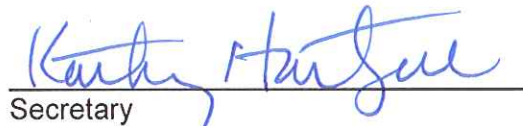
DATE OF NEXT MEETING

The next regular commission meeting is **TUESDAY, September 14, 2010** at 7:00 p.m.

ADJOURN

The meeting was adjourned at 8:20 p.m.



Recording Secretary

Secretary

Note: The minutes are an official record of the Board meeting. There is also an official audio record, available on the Agency's website at www.cmsa.org, and an official video record. Please contact CMSA at 415-459-1455 for information about receiving a copy of these records.