



Central Marin Sanitation Agency

COMMISSION REGULAR MEETING AGENDA Tuesday, May 12, 2026 Hybrid Meeting 6:00 p.m.

NOTE: This is a Hybrid Board meeting and will be held in-person in the Board Room of the Central Marin Sanitation Agency located at 1301 Andersen Drive, San Rafael CA 94901 and via Zoom®.

If you would like to participate via Zoom, click the link below or copy and paste the address into your browser. You may also phone-in at the number below.

Join Zoom Meeting

Online:

<https://us06web.zoom.us/j/84551711421>

Phone in:

+1 253 215 8782

Meeting ID:

845 5171 1421

Public Comment: Members of the public may directly address the Board on any item appearing on the Agenda. They may address the Board when the item is called by the Board Chair and he/she indicates it is the time for the public to speak to the agenda item. Public comments can also be submitted via email to the Recording Secretary at telam@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 shared with the Board before the meeting, summarized during the Open Period for Public Participation, and included in the meeting proceedings.

To provide comments virtually 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 telam@cmsa.us.

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AGENDA

1. **6:00 p.m.: Call Meeting to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

4. **Agenda Review & Approval**

5. **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.

6. **Consent Calendar**

a)	Minutes – Regular Board Meeting, April 14, 2026
b)	Treasurer’s Report – April 2026
c)	April 2026 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
d)	Performance Metric Report – April 2026
e)	2025-2026 Wet Weather Flow Report
f)	Accountant Job Description
g)	Revised Agency Budget Financial Policy

7. **FY27 Chemical Supply Contracts**

Recommendation: Authorize the General Manager to execute procurement agreements for the FY27 chemical supply contracts.

8. **Proposed FY27 Operating and Capital Budget Adjustments**

Recommendation: Approve the proposed FY27 budget adjustments, and provide comments or direction to the General Manager, as appropriate.

9. **2026 Revenue Bond Issuance – Term Structure & Method of Sale** *Recommendation:*

Approve a 20-year term and negotiated sale for the 2026 Revenue Bond issuance, and provide comments to the General Manager, as appropriate.

10. **Agency Conflict of Interest Code**
Recommendation: Adopt Resolution No.370 to establish the Agency's 2026 Comprehensive Conflict of Interest Code.
11. **Revised Job Descriptions for Unrepresented Classifications**
Recommendation: Approve the revised job descriptions for the Agency's unrepresented classifications, and provide any comments to the General Manager, as appropriate.
12. **April 2026 Informational Items**
Recommendation: Informational, provide comments or direction to the General Manager, as appropriate.
13. **North Bay Watershed Association (NBWA) Report***
14. **Oral Reports by Commissioners***
15. **Oral Reports by General Manager***
16. **Items for Next/Future Agendas**
17. **Next Scheduled Regular Meeting**
Thursday, June 25, 2026, at 6:00 p.m.

*Information not furnished with Agenda

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Central Marin Sanitation Agency at 415-459-1455. For auxiliary aids or services or other reasonable accommodations to be provided by the Agency at or before the meeting, please notify the Agency at least 3 business days in advance of the meeting date (meeting is the second Tuesday of each month). If the Agency does not receive timely notification of your reasonable request, the Agency may not be able to make the necessary arrangements by the time of the meeting.



Central Marin Sanitation Agency

COMMISSION REGULAR MEETING MINUTES April 14, 2026 Via Hybrid Meeting

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

1. Call Meeting to Order

2. Pledge of Allegiance

Chair DiGiovanni called the meeting to order at 6:00 p.m. a quorum was present

3. Roll Call

00:00:32

Present: Commissioners Eli Beckman, Michael Boorstein, Dean DiGiovanni, Andrew Poster (Alternate), and Alan Zahradnik (Alternate).

Absent: Maribeth Bushey, Thomas Gaffney

Staff Present: Jason Dow, General Manager; Peter Kistenmacher, Technical Services Manager/Assistant General Manager; Corey Spray, Administrative Services Manager; Nick Talbot, Treatment Plant Manager; Brandon Halter, CMSA Legal Counsel; Tiffany Elam, Administrative Specialist

Public Present: Michael Colantuono (RVSD Legal Counsel)

4. Review and Approve Agenda

00:00:51

Commissioner Boorstein requested item 6h be removed from the agenda.

Commissioner DiGiovanni noted the request would be discussed during Consent Calendar

ACTION:	Commissioner Beckman moved agenda calendar; second Commissioner Boorstein	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein, DiGiovanni, Poster, Zahradnik
	NAYS:	None
	ABSTAIN:	None

5. Open Period for Public Participation

00:02:04

There were no comments from members of the public.

6. Consent Calendar

00:02:22

a)	Minutes – Regular Board Meeting March 10, 2026
b)	Treasurer’s Report – March 2026
c)	March 2026 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
d)	Performance Metric Report – March 2026
e)	Deferred Compensation Committee Charter & Policies
f)	FY26 Asset Management Program 3rd Quarter Report
g)	Revised 5-Year Strategic Plan (FY27 – FY31)
h)	Property Use Agreement with San Rafael Sanitation District

Chair DiGiovanni pulled item 6h per Commissioner Boorsteins’ request.

Commissioner Boorstein asked clarifying questions regarding the Treasures Report.

General Dow responded.

Commissioner Poster asked clarifying questions regarding the minutes.

General Dow responded.

ACTION:	Commissioner Poster moved to approve 6a through 6g; second, Commissioner Boorstein	
DIRECTION:	None	
VOTE:	The items were passed unanimously.	
	AYES:	Beckman, Boorstein, DiGiovanni, Poster, Zahradnik
	NAYS:	None
	ABSTAIN:	None

Commissioner Boorstein requested that item 6h be presented as he believed it was the first time being discussed with the Board.

Chair DiGiovanni clarified that the 6h had been discussed and described numerous times as part of the approved SRSD Service Agreement, with it coming back to the Board as a separate agreement.

Commissioner Poster asked clarifying questions regarding the space allocations for the SRSD modular buildings, equipment and employee parking, overhead and rental rate cost, and wanted to ensure CMSA was being adequately compensated. Commissioner Poster stated he believed the agreement should include more details.

GM Dow explained the exhibits, which outlined the various space allocations and stated the property use agreement was modeled after the 2007 Ross Valley property use agreement. GM Dow stated the agreement could also be amended later if necessary.

Commissioner Poster asked clarifying questions regarding the 2019 market analysis.

GM Dow stated rental fee was based on a 2019 property appraisal done for the Marin Airporter contract and was adjusted annually with CPI increase.

Commissioner Poster Stated RVSD staff informed him the prior RVSD property use fee was about \$10,000.

Commissioner Zahradnik requested GM Dow provide a copy of the RVSD rental fee.

GM Dow stated he would email the RVSD rental fee along with the fee schedule from the 2007 RVSD property use agreement.

Chair DiGiovanni stated if the RVSD fee was significantly more, he requested that the Board have the opportunity to revisit the SRSD rental fee.

GM Dow agreed.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Beckman moved to approve the Property Use Agreement with San Rafael Sanitation District with the caveat that if the 2007 RVSD lease fee was significantly different than what was discussed, the Board revisit the SRSD rental fee; second, Commissioner Zahradnik	
DIRECTION:	None	
VOTE:	The items were passed by a vote of 3 to 2.	
	AYES:	Beckman, DiGiovanni, Zahradnik
	NAYS:	Boorstein, Poster
	ABSTAIN:	None

7. Reschedule the June 2026 Board Meeting

00:26:40

GM Dow stated due to staff schedule conflicts the 2nd week of June and City Council and Board meeting conflicts with the 3rd week of June, he proposed moving the Board meeting from June 9, 2026, to the fourth week of June.

The Board discussed and agreed to move the meeting to Thursday, June 25, 2026, 6:00pm.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Poster moved to cancel the June 9, 2026, regular Board meeting, and selected June 25, 2026, to schedule a special Board meeting; second, Commissioner Beckman	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein, DiGiovanni, Poster, Zahradnik
	NAYS:	None
	ABSTAIN:	None

8. Primary Clarifiers No. 4 and 5 and Chlorine Contact Tanks Coatings and Concrete Rehabilitation Project – Construction Contract Award **00:30:38**

GM Dow stated the Agency received six bids at the March 2026 bid opening. He stated the two lowest bids were incomplete and deemed non-responsive and needed to be rejected at the advice of the Agency’s construction/contract attorney. He recommended awarding National Coating and Lighting with the construction contract for \$760,925, which was \$439,000 below the engineers’ estimate.

Chair DiGiovanni commended the Agency for the project coming in so far below the budget.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Boorstein moved to reject the bid proposals from JT Thorpe and FD Thomas, and award the construction contract to National Coating and Lining for \$760,925; second, Commissioner Beckman	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Bushey, Boorstein, DiGiovanni, Gaffney
	NAYS:	None
	ABSTAIN:	None

9. Reject All Bids for the Headworks Influent Gates Replacement Project **00:34:53**

GM Dow stated at the March 25, 2026, bid opening for the Headworks Influent Gates Project only one bid was received, which was \$420,000 over the engineers estimate. GM Dow stated that Agency staff spoke with contractors that attended the pre-bid meeting, who reported added contingency costs due to risks associated with the bypass system. GM Dow stated Agency staff would work on designing, implementing, and testing a bypass system internally to simplify the scope of work of the Headworks Influent Gates Replacement Project, which should decrease the cost of the project in the future.

The Board discussed the Headworks Influent Gates Replacement Project and commended GM Dow on rejecting the bids and for working on the bypass system internally.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Boorstein moved to reject all bids for the Headworks Influent Gates Project; second, Commissioner Beckman	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein, DiGiovanni, Poster, Zahradnik
	NAYS:	None
	ABSTAIN:	None

10. Marin Airporter Site License Agreement

00:42:45

GM Dow stated after the approval of the SRSD Service Agreement he issued the 120-day termination notice to Marin Airporter. He worked with the Marin Airporter CEO to prepare a new month-to-month agreement as the Agency plans for SRSD to move on site.

The Board discussed the updated terms of the Marin Airporter license agreement.

Chair DiGiovanni requested GM Dow include additional SRSD expenditure updates in the GM Report.

GM Dow Agreed.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Zahradnik moved to approve the Site License Agreement with Marin Airporter; second, Commissioner Beckman	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Boorstein, DiGiovanni, Poster, Zahradnik
	NAYS:	None
	ABSTAIN:	None

11. FY27 Regional Charge Alternatives

00:53:24

GM Dow presented the results of fourth quarter FY26 invoice reconciliation, presented the FY27 regional charge allocations for 36-month flow/strength, 36-month flow, 12-month flow, and a 36-month dry season flow (April – November), and the resulting FY27 cost allocations for each agency. He also presented a “ball park” cost estimate for installing additional sampling ports at each interceptor with the necessary sampling equipment.

The Board discussed the allocation options.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Beckman moved to approve a 36-month flow option for FY27 Regional Charge; second, Commissioner Zahradnik	
DIRECTION:		
VOTE:	The item was passed by a vote of 3 to 2.	
	AYES:	Beckman, DiGiovanni, Zahradnik
	NAYS:	Boorstein, Poster
	ABSTAIN:	None

12. March 2026 Informational Items **01:26:16**
This item was informational and no action was taken.

13. North Bay Watershed Association (NBWA) Report **00:1:28:06**
Commissioner Boorstein reported, the Biannual conference held at College of Marin in Novato was a great and that he would send over information for Commissioner to review.

14. Oral Reports by Commissioners **01:27:56**
None

15. Oral Reports by General Manager **01:29:40**
GM Dow referred to his handout and reported:

- The Agencies EMR was reduced by 0.95 to 0.84, which will result in a lower Workers Compensation premium.
- Nutrient Removal Alternative Evaluation presentation rescheduled for the June Board meeting.

Commissioner Poster asked clarifying questions regarding the relationship of contracts presented to the Board and the procurement policy.

GM Dow stated the Agency adopted the California Uniform Public Construction Cost Accounting Act in 2004 and all Agency procurement and construction policies are tied to that act, which allows the contracts to be informally bid under \$250,000 and anything over must be presented to the Board.

16. Items for Next/Future Agendas **01:31:43**
Commissioner Poster asked when the H202 relocation study would be presented to the Board.

GM Dow stated the study was in final draft state and is part of the negotiations process with the State Department of General Services, the county JPA overseeing the development, and the developer and once the negotiations were complete the Agency could then finalize the study.

17. Adjourn to Closed Session **01:33:02**

18. Reconvene in Open Session
No reportable Action.

19. Next Scheduled Meeting
The Board has scheduled a Regular meeting for June 25, 2026 at 6:00 p.m.
Chair DiGiovanni adjourned the meeting at 7:40 p.m.

Respectfully submitted,

Tiffany Elam, Administrative Specialist

Dean DiGiovanni, Board Chair

DRAFT



BOARD MEMORANDUM

May 7, 2026

To: CMSA Board of Commissioners

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

Subject: **April 2026 Treasurer’s Report**

Purpose: Consistent with *Financial Policy# 530 – General*, Agency staff shall prepare a monthly Treasurer’s Report that presents the Agency’s cash and investments, operating and capital reserves, and cash flow activities.

Cash and Investments:

	Cash/Investment	Financial Institution					Funds	
			3/31/2026	Receipt	Disbursement	FMV Change	Transfer	4/30/2026
1	Operating account	Westamerica	\$ 1,432,460	\$ 4,794,873	\$(1,682,391)	\$ -	\$ (2,505,975)	\$ 2,038,967
2	Petty cash	In-house	272	-	-	-	-	272
3	RV petty cash	In-house	28	339	-	-	(307)	60
4	Pension bond trust	US Bank	2,173	25	-	-	-	2,199
5	Revenue bond trust	US Bank	7,779	61	-	-	-	7,840
6	Pooled investment	LAIF	19,874,761	196,673	-	-	2,500,000	22,571,435
7	Pooled investment	CAMP	454,240	1,413	-	-	-	455,652
8	Dental trust	EDIS	2,685	965	(7,381)	-	6,282	2,550
9	Pension trust	Keenan	1,660,082	2,901	-	62,442	-	1,725,426
10	Total Agency		\$23,434,480	\$ 4,997,251	\$(1,689,772)	\$ 62,442	\$ -	\$ 26,804,401
11	Total net change in cash and investments			<u>\$ 3,369,921</u>	<i>[Includes FMV change in pension trust]</i>			

Note: The Fair Market Value (FMV) change on the LAIF portfolio is not included in the above presentation due to the funds deposited into the pooled account are guaranteed to be withdrawn dollar-for-dollar at the request of the Agency. Furthermore, the change in the pension trust is not included due to timing of the release of the statement for the current month.

	Cash/Investment	Financial Institution	4/30/2026	CM Interest	Average
			Institution	/FMV Change	RoR%
1	Operating account	Westamerica	\$ 2,038,967	\$ 1,703	1.00%
2	Petty cash	In-house	272	-	0.00%
3	RV petty cash	In-house	60	-	0.00%
4	Pension bond trust	US Bank	2,199	25	3.12%
5	Revenue bond trust	US Bank	7,840	61	3.12%
6	Pooled investment	LAIF	22,571,435	196,673	3.81%
7	Pooled investment	CAMP	455,652	1,413	3.78%
8	Dental trust	EDIS	2,550	-	0.00%
9	Pension trust	Keenan	1,725,426	65,344	7.16%
10	Total Agency		\$26,804,401	\$ 265,218	2.44%

Note: The average rate of returns for each account are annualized calculations of the monthly or quarterly interest proceeds received. The total Agency average rate of return percentage is the simple average of all annualized return percentages.

Operating and Capital Reserves:

Financial Policy #532 – Reserve stipulates the establishment of certain reserve categories to manage the Agency’s liquidity. Some of the Agency’s activities are legally binding based on existing agreements, State law, or Internal Revenue Code (IRC) requirements that make these funds restricted, i.e., the debt service trusts for both the pension obligation bond and revenue bonds, payments being made out of a dedicated payment account established by EDIS, collection of capacity and debt service coverage fees, as well as the Section 115 pension investment trust. Other activities are tethered to Board of Commissioner approved policies that commit certain funds, i.e., establishment of an operating, emergency and capital reserves that have specific funding targets. All other activities that do not meet either the restricted or committed categories are classified as unassigned funds.

The Agency strives to use its unassigned funds first when conducting its core operations. Transfers to and from and its committed reserves are conducted following the management practices stipulated as per Financial Policy. Transfers to and usage of proceeds allocated within its restricted reserves comply with current applicable laws and regulations.

	Reserve	Status	Note 2		Funds	4/30/2026	Board
			3/31/2026	Net Result	Transfer		Target
1	Pension trust (Note 1)	Restricted	\$ 1,660,082	\$ 65,344	\$ -	\$ 1,725,426	\$ -
2	Pension bond trust	Restricted	2,173	25	-	2,199	-
3	Revenue bond trust	Restricted	7,779	61	-	7,840	-
4	Dental trust	Restricted	2,685	(6,416)	6,282	2,550	-
5	Capital reserve	Restricted	1,124,300	2,707,424	(2,707,424)	1,124,300	1,124,300
6	Operating reserve	Committed	4,302,500	-	-	4,302,500	4,293,000
7	Emergency reserve	Committed	500,000	-	-	500,000	500,000
8	Unassigned operating	Unassigned	500,000	998,634	(998,634)	500,000	-
9	Unassigned capital	Unassigned	15,334,961	(395,151)	3,699,776	18,639,587	8,626,700
10	Total Agency		\$23,434,480	\$ 3,369,921	\$ -	\$26,804,401	\$ 14,544,000

Note 1: The pension trust net result is non-cash due to it including changes in fair value of the investment portfolio.

Note 2: Net result is the difference between cash receipts, FMV change, and cash disbursements.

Statement of Compliance:

The above portfolio of investments is in compliance with the Agency’s investments policy, adopted annually, and California 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.

Further detail on the cash flows are provided in the succeeding pages showing the current month cash receipts and disbursements along with a comparison of the fiscal year-to-date activity to the annual budget.

Cash Receipt & Disbursement Detail

A breakdown of the cash receipts for all Agency cash and investment accounts over the past month is listed below:

	Cash Receipt Transaction	Amount
1	Permit and inspection fee collections	\$ 1,831
2	Laboratory services (Verily March 2026)	1,500
3	Waste Haulers & RV	27,758
4	Organic Waste Programs	16,846
5	Regional Service JPA charges (SRSD Q4 FY26)	1,841,623
6	County-Wide Public Education Program collection (LGVSD Q3 FY26)	3,014.69
7	SQRC Wastewater Services Contract (February 2026)	148,000
8	SQ Village Operations & Maintenance contract (Feb & Mar 2026)	1,219
9	SD #2 Pump Station Maintenance Contract (Mar 2026 & Extra Work)	21,723
10	Marin Clean Energy power purchase (Jan & Feb 2026)	13,536
11	Marin Airporter lease payment (April 2026)	6,219
12	Capacity Charges (see below)	2,700,207
13	Misc collections (Centrifuge asset sale/other misc)	10,997
14	Interest received & FMV change in pension trust (<i>all accounts</i>)	265,218
15	Total Agency cash receipts	<u>\$ 5,059,693</u>

As per the Joint Powers Authority (JPA) Agreement, the member agencies have agreed to collect the Agency's share of capacity charges and remit the proceeds within 45 days of collection. For the current month, the breakdown of capacity charges from each member is the following:

	JPA Member	Amount	Notes
1	Ross Valley Sanitary District	\$ 127,482	155 DFU & <i>pay plan overpayment</i>
2	San Rafael Sanitation District	2,572,725	231 new connection, 6 DFU & <i>pay plan</i>
3	Sanitary District #2	-	N/A
4	Total capacity charges	<u>\$ 2,700,207</u>	

Please see attached *Disbursement Register* for the disbursement detail.

Fiscal Year-to-Date Budget-to-Actual (Cash Basis) – As of April 2026 (P10 – 83.3%)

	A	B	B - A	B / A
	FY2026	FY2026	Over /	% of
	Budget	YTD Actual	(Under) \$	Budget
OPERATING ACTIVITIES				
SOURCES				
1	Regional service charges	\$ 13,843,600	\$ 12,001,709	\$ (1,841,891) 86.7 %
2	Contract service collection fees	2,041,100	2,063,876	22,776 101.1 %
3	Program collection fees	194,100	168,357	(25,743) 86.7 %
4	Permits, source control, inspection & other fees	507,000	686,580	179,580 135.4 %
5	Bank interest (<i>all except USB Rev Bonds</i>)	880,300	1,031,452	151,152 117.2 %
6	Total funding sources	17,466,100	15,951,974	(1,514,126) 91.3 %
USES				
7	Salaries and benefits	11,408,500	9,937,283	(1,471,217) 87.1 %
8	Chemicals and fuel	1,974,900	1,584,303	(390,597) 80.2 %
9	Biosolids management	645,300	598,098	(47,202) 92.7 %
10	Permit testing and monitoring	256,450	240,157	(16,293) 93.6 %
11	Repairs and maintenance	808,300	872,059	63,759 107.9 %
12	Utilities and telephone	392,400	263,908	(128,492) 67.3 %
13	Insurance	583,500	582,365	(1,135) 99.8 %
14	General and administrative	1,110,700	850,124	(260,576) 76.5 %
15	Total funding uses	17,180,050	14,928,297	(2,251,753) 86.9 %
16	Net funding position change	\$ 286,050	\$ 1,023,677	n/a n/a
CAPITAL ACTIVITIES				
SOURCES				
17	Debt service charges	\$ 4,497,200	\$ 4,458,090	\$ (39,110) 99.1 %
18	Debt service coverage fees	1,124,300	1,114,522	(9,778) 99.1 %
19	Capital fees	1,903,500	1,650,239	(253,261) 86.7 %
20	Capacity charges	40,500	3,398,171	3,357,671 8390.5 %
21	Grant proceeds	-	-	- 0.0 %
22	Capital debt proceeds, net	12,675,000	-	(12,675,000) 0.0 %
23	Bank interest (<i>USB Rev Bonds only</i>)	130,100	8,975	(121,125) 6.9 %
24	Total funding sources	20,370,600	10,629,997	(9,740,603) 52.2 %
USES				
25	Capital debt service	4,497,200	4,497,156	(44) 100.0 %
26	Capital improvement program	16,787,890	5,571,616	(11,216,274) 33.2 %
27	Total funding uses	21,285,090	10,068,772	(11,216,318) 47.3 %
28	Net funding position change	\$ (914,490)	\$ 561,225	n/a n/a
TOTAL AGENCY				
29	Total funding sources	\$ 37,836,700	\$ 26,581,971	(11,254,729) 70.3 %
30	Total funding uses	38,465,140	24,997,069	(13,468,071) 65.0 %
31	Net funding position change	\$ (628,440)	\$ 1,584,902	n/a n/a

Attachment:

- April 2026 Disbursement Register

CENTRAL MARIN SANITATION AGENCY
ATTACHMENT - DISBURSEMENT REGISTER
For the Month Ended APRIL 30, 2026

Number	Date	Vendor/Payee	Amount	Description
2028274				Last check from prior month's register
2028275	04/02/2026	Byron Jones	194.83	Reimbursement for monthly retiree health benefits
2028276	04/02/2026	Phillip Frye	194.83	Reimbursement for monthly retiree health benefits
2028277	04/03/2026	California State Disbursement	348.92	Garnishment for pay period ending 03/28/2026
2028278	04/08/2026	EDIS	2,010.00	Dental insurance claims, March 2026
2028279	04/08/2026	Univar USA Inc	16,574.58	Sodium hypochlorite (1 delivery)
2028280	04/10/2026	Atmospheric Analysis	862.00	Monthly biogas monitoring
2028281	04/10/2026	Department of Industrial Relations	350.00	Elevator operating permit fee
2028282	04/10/2026	Fastenal Company	36.97	Fasteners for paddle finisher
2028283	04/10/2026	Grainger	860.74	Masonry drill bits, tap drills, pipe fittings, paint rollers, safety signs, and hardware for tank maintenance (8 invoices)
2028284	04/10/2026	Horizon Dist. Inc	201.39	Irrigation parts for groundskeeping
2028285	04/10/2026	Idexx Distribution Inc	76.66	Micro UV light
2028286	04/10/2026	Marin Recycling HHWF	216.00	Hazardous waste disposal
2028287	04/10/2026	Marin Sanitary Service - 0004321	1,178.26	Recycling and compost disposal, March 2026
2028288	04/10/2026	Marin Sanitary Service - 0027511	5,609.08	Grit box disposal, March 2026
2028289	04/10/2026	McMaster-Carr Supply Co.	157.58	Drill bit and steel threaded rod for air handler (2 invoices)
2028290	04/10/2026	PG&E	1,198.85	Electricity service at CMSA, 02/13/2026-03/15/2026 and at Sir Francis Drake 02/19/2026-03/19/2026 (2 invoices)
2028291	04/10/2026	PG&E Non-Energy Collection Unit	160.15	Renewable energy expansion, April 2026
2028292	04/10/2026	Progent Corporation	99.95	IT support, April 2026
2028293	04/10/2026	R. Stiles	303.00	Employee per diem: CWEA Conference, Sacramento CA
2028294	04/10/2026	TEC Associates Inc	1,043.35	Headworks O2 sensor
2028295	04/10/2026	Water Components & Bldg. Supp.	103.73	3-inch coupling
2028296	04/10/2026	Western Exterminator Co.,Inc.	324.10	Pest control, April 2026
2028297	04/13/2026	4IMPRINT, INC	2,341.18	Public Ed Program: Promotional pens with public ed website for community outreach (Note B)
2028298	04/13/2026	Aleshire & Wynder LLP	3,549.00	Legal Svcs: Employment law, March 2026
2028299	04/13/2026	American Equipment Holdings LLC/Shannahan Crane & Hoist	31,550.20	Bridge crane (Payment #2)
2028300	04/13/2026	AT&T Corp	175.00	Monthly internet fee, March 2026
2028301	04/13/2026	California Special District	2,381.00	Annual membership dues
2028302	04/13/2026	E. Gilmore	250.00	Employee purchase reimbursement: 1 pair of safety boots
2028303	04/13/2026	Evoqua Water Tech LLC	413.67	Deionized water system maintenance (2 invoices)
2028304	04/13/2026	Flyers Energy LLC	12,760.15	Gasoline and diesel fuel for fleet and equipment use
2028305	04/13/2026	Grainger	11,151.66	Automatic water drain valve and air compressor
2028306	04/13/2026	Jennifer R. Falcon	4,225.00	CPR First Aid Training (Note B)
2028307	04/13/2026	Marin Independent Journal	354.00	Advertisement for public bid notice for Headworks Influent Gates Replacement Project and Primary Clarifier no. 4 and 5 Chlorine Contact Tanks Coating and Concrete Rehabilitation Project
2028308	04/13/2026	PG&E	1,205.48	Natural gas supply, March 2026 at 1301 Andersen Drive
2028309	04/13/2026	Rock Steady Juggling	3,000.00	Public Ed Program: Four presentations (Note B)
2028310	04/13/2026	SAVECO NORTH AMERICA INC	315,673.39	Headworks plate screen parts - includes labor and freight
2028311	04/13/2026	Sentry	1,267.00	Subscription for aeration basin #2 (invoice #5)
2028312	04/13/2026	Unique Scaffold	4,997.00	Scaffolding for polymer drain replacement
2028313	04/13/2026	Whipps, INC	72,105.00	Headworks influent sluice gates
2028314	04/17/2026	California State Disbursement	348.92	Garnishment for pay period ending 04/11/2026
2028315	04/17/2026	Regional Monitoring Program	225.00	Outfall Project Monitoring Fee
2028316	04/21/2026	McInerney & Dillon, P.C.	990.00	Legal Svcs: Contract law, March 2026 (2 invoices)

**CENTRAL MARIN SANITATION AGENCY
ATTACHMENT - DISBURSEMENT REGISTER
For the Month Ended APRIL 30, 2026**

Number	Date	Vendor/Payee	Amount	Description
2028317	04/21/2026	R. Brewer	278.00	Employee per diem: ASSP Safety 2026 Conference & Expo, Anaheim CA (Note B)
2028318	04/21/2026	Univar USA Inc	24,011.38	Sodium hypochlorite (1 delivery) and sodium bisulfite (1 delivery)
2028319	04/21/2026	USP Technologies	15,758.41	Hydrogen peroxide (2 invoices)
2028320	04/21/2026	Waste Management	14,826.25	Biosolids disposal, March 2026
2028321	04/22/2026	Comcast	227.39	Internet service back-up, 02/04/2026-03/03/2026
2028322	04/22/2026	Diamond Tire Center	521.11	Electric cart tires
2028323	04/22/2026	Environmental Express Inc.	731.01	TSS filters
2028324	04/22/2026	Evoqua Water Tech LLC	659.00	Deionized water system maintenance
2028325	04/22/2026	Fastenal Company	870.07	Maintenance vending machine replenishment, March 2026
2028326	04/22/2026	Give Me Five LLC	2,912.08	Public Ed Program: Promotional clips with FOG message for community outreach (Note B)
2028327	04/22/2026	GSE Construction Company Inc.	152,000.00	Centrifuge Dewatering Improvements Project: Construction (progress payment #2)
2028328	04/22/2026	Horizon Dist. Inc	170.95	Irrigation parts for groundskeeping
2028329	04/22/2026	Idexx Distribution Inc	2,213.26	Colilert media
2028330	04/22/2026	International Fire Inc.	3,559.93	Annual fire extinguisher inspection
2028331	04/22/2026	J. Cheung	894.87	Employee travel expense closeout: CWEA Annual Conference, Sacramento CA
2028332	04/22/2026	Marin County Fair	2,400.00	Marin County Fair booth fee (Note B)
2028333	04/22/2026	Marin Water	4,217.48	Water service at two Sir Francis Drake locations, 02/10/2026-03/08/2026 and water service at 1301 Andersen drive, 02/11/2026-03/09/2025 (4 invoices)
2028334	04/22/2026	R.F. MacDonald Co.	5,999.00	Annual boiler preventative maintenance
2028335	04/22/2026	Reinholdt Engineering Construction	250.00	Monthly UST inspections for April 2026
2028336	04/22/2026	Roy's Sewer Service, Inc.	6,000.00	Quarterly OWRF cleaning
2028337	04/22/2026	The Hellan Strainer Company	2,638.17	Strainer screen
2028338	04/23/2026	City Electric Supply	537.75	SD2: Electrical wires, 500 ft reels master spool (Note B)
2028339	04/23/2026	Environmental Dynamics, Inc.	10,693.45	Diffuser membrane and clamps for the aeration tank
2028340	04/23/2026	Grainger	1,790.71	Stainless steel metallic conduit outlet, wire, hoses, safety signs, antibiotics, and employee safety boots (8 invoices)
2028341	04/23/2026	Horizon Dist. Inc	92.77	Irrigation parts for groundskeeping
2028342	04/23/2026	Jackson's Hardware	185.35	8-foot T-post for landscape tree support
2028343	04/23/2026	Konecranes, Inc.	935.00	SD2: Hoist inspection (Note B)
2028344	04/23/2026	McMaster-Carr Supply Co.	366.13	SD2: Electrical fittings (Note B), garden hose, pipe fittings and hardware (4 invoices)
2028345	04/23/2026	Pace Supply Corp.	374.98	Pipe gasket and fittings (2 invoices)
2028346	04/23/2026	Prudential Overall Supply	2,314.80	Uniforms, March 2026
2028347	04/23/2026	Radwell International LLC	354.66	SD2: Electrical mechanism
2028348	04/23/2026	Thomas & Associates	11,371.32	O-rings, mechanical seal, cutting screen, and rock trap grinder parts
		Total Checks	771,222.90	

**CENTRAL MARIN SANITATION AGENCY
ATTACHMENT - DISBURSEMENT REGISTER
For the Month Ended APRIL 30, 2026**

Number	Date	Vendor/Payee	Amount	Description
Payments by ACH:				
	Date	Vendor/Payee	Amount	Description
	04/03/2026	Retiree Benefits	13,793.11	Monthly reimbursement for retiree health benefits
	04/09/2026	Amazon	2,312.88	Reflective adhesive, wrench screwdriver, pliers, toner, phones, ergonomic workstation, nitrile gloves, wall clock, and bay door (3 invoices)
	04/13/2026	A. Zahradnik	75.00	Reimbursement for SB 827 training
	04/13/2026	Amazon	125.73	Calendars, planners and electric stapler (2 invoices)
	04/13/2026	Monica Oakley	1,260.00	NPDES permit regulatory consulting
	04/15/2026	Alliant Insurance Services	2,137.89	UST pollution liability renewal
	04/15/2026	Black & Veatch	6,794.00	Prof Svcs: ESDC for Centrifuge Dewatering Improvement Project (invoice #6)
	04/15/2026	Fisher Scientific	823.34	Volatile acid reagent, micro inoculating loops, micro shell vials and ammonia analyzer tubing (4 invoices)
	04/15/2026	IEDA, Inc.	1,044.25	Labor Relations consulting fees, April 2026
	04/22/2026	Amazon	1,041.88	Batteries and nitrile gloves (2 invoices)
	04/22/2026	Caltest Analytical Laboratory	11,348.23	Class III and II sampling analysis, influent/effluent monthly monitoring, DI system monitoring, biosolids monthly monitoring, and Rio Dog feestock assessment
	04/22/2026	Hach Company	327.80	Silicone tubing
	04/22/2026	Northeast-Western	324.88	Oil pipe part for Jenbacher engine
	04/22/2026	Pencco, Inc	15,677.43	Ferric chloride (1 delivery)
	04/23/2026	Amazon	133.88	SD2: Pump station records book (Note B) and sample labels for printer (2 invoices)
	04/23/2026	Carollo Engineers, Inc.	1,572.25	Prof Svcs: ESDC-Grit Classifier Replacement Project (payment #7)
	04/23/2026	M. Boorstein	21.28	Lunch meeting reimbursement
	04/23/2026	Synagro West, Inc.	22,680.00	Biosolids hauling, March 2026
	04/23/2026	VWR International	2,481.99	Brilliant Green Bile, EC broth with Durham tubes, Lauryl Tryptose, and total chlorine check standards (2 invoices)
	04/27/2026	Amazon	780.06	LED light kit
	04/27/2026	Northeast-Western	237.51	Heat exchanger gasket
	04/28/2026	Muniquip, Inc.	24,098.19	Primary sludge pumps
	04/30/2026	Cal-Card	16,630.63	State of California purchase card for March 2026
	04/06/2026	Cal Public Employee Retirement	109,779.49	Medical insurance for March 2026
	04/03/2026	CalPERS	52,328.33	Retirement pension contribution: Agency and employees, PPE 03/28/2026 (Note C)
	04/17/2026	CalPERS	52,053.06	Retirement pension contribution: Agency and employees, PPE 04/11/2026 (Note C)
	04/03/2026	Employment Development Department	19,919.47	State and SDI Taxes, PPE 03/28/2026
	04/17/2026	Employment Development Department	18,442.76	State and SDI Taxes, PPE 04/11/2026
	04/03/2026	IRS	47,208.59	Federal income and Medicare Taxes, PPE 03/28/2026
	04/17/2026	IRS	43,701.30	Federal income and Medicare Taxes, PPE 04/11/2026
	04/06/2026	Lincoln Financial Group	3,354.98	Life insurance, March 2026
	04/03/2026	MissionSquare Retirement Trust-457	2,100.00	Deferred compensation contributions, PPE 03/28/2026 (Note A)
	04/17/2026	MissionSquare Retirement Trust-457	2,100.00	Deferred compensation contributions, PPE 04/11/2026 (Note A)
	04/03/2026	Nationwide Retirement	34,492.87	Deferred compensation contributions, PPE 03/28/2026 (Note A)
	04/17/2026	Nationwide Retirement	34,492.87	Deferred compensation contributions, PPE 04/11/2026 (Note A)
	04/03/2026	Navia Benefit Solutions	1,052.91	Flexible spending account, PPE 03/28/2026
	04/20/2026	Navia Benefit Solutions	1,052.91	Flexible spending account, PPE 04/11/2026
	04/03/2026	Public Agency Retirement Services	326.06	Retirement pension contribution: Part-time employees, PPE 03/28/2026
	04/20/2026	Public Agency Retirement Services	301.76	Retirement pension contribution: Part-time employees, PPE 04/11/2026

**CENTRAL MARIN SANITATION AGENCY
ATTACHMENT - DISBURSEMENT REGISTER
For the Month Ended APRIL 30, 2026**

Number	Date	Vendor/Payee	Amount	Description
	04/03/2026	SEIU Local 1021	1,145.64	Union dues, PPE 03/28/2026
	04/20/2026	SEIU Local 1021	1,145.64	Union dues, PPE 04/11/2026
	04/30/2026	EDIS Dental Claims	7,381.00	Dental claims, April 2026
	04/30/2026	Bank Fees	439.42	Bank Analysis Fees
	04/30/2026	Credit Card Fees	683.99	Credit Card Processing Fees
	04/06/2026	Vision Service Plan -(CA)	1,785.54	Vision insurance, March 2026
		Total ACH	561,010.80	

CMSA Employee Compensation:

Date	Vendor/Payee	Amount	Description
03/06/2026	CMSA employee payroll	175,475.95	Pay period ended 03/28/2026
03/20/2026	CMSA employee payroll	182,062.45	Pay period ended 04/11/2026
	Total ACH	356,288.40	

Board Member Compensation:

Date	Vendor/Payee	Amount	Description
03/20/2026	E. Beckman	250.00	04/14/2026 CMSA Regular Commission meeting
03/20/2026	M. Boorstein	500.00	04/14/2026 CMSA Regular Commission meeting and 04/09/2026 NBWA conference
03/20/2026	D. DiGiovanni	250.00	04/14/2026 CMSA Regular Commission meeting
03/25/2026	A. Poster	250.00	04/14/2026 CMSA Regular Commission meeting
	Total ACH	1,250.00	
	GRAND TOTAL	1,689,772.10	

Notes:

A: Not an Agency Expense. Funded through Payroll dEdition.

B: Not an Agency Expense. CMSA will be reimbursed for this expense.

C: CMSA is partially reimbursed for this expense per Employee Labor Agreements.



BOARD MEMORANDUM

May 7, 2026

To: CMSA Commissioners and Alternates

From: Nicholas Talbot, Treatment Plant Manager

Approved: Jason Dow, General Manager

Subject: April 2026 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

Recommendation: Accept the April 2026 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report.

I. NPDES Permit Compliance

NPDES permit testing for April demonstrated the 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. CMSA’s NPDES permit specifies monitoring the six-week rolling geometric mean of enterococcus bacteria which shall be calculated weekly for final effluent disinfection compliance. The rolling enterococcus geometric mean was 8.1 MPN, which is significantly lower than the permit limit of 255 MPN. The average ammonia concentration for the month was 36.1 mg/L, which is less than the monthly permit limit of 60 mg/L.

II. Influent and Effluent Flows

In April, the region experienced moderate rain events, resulting in 3.80 inches measured by the Agency’s on-site rain gauge. Staff utilized empty process tanks to divert the higher flows, preventing blending events from occurring. Table 1 summarizes CMSA’s average influent and effluent flows, along with daily, hourly, and 5-minute peak flows for the month. Table 2 provides the daily average and total monthly influent flows for the CMSA treatment plant and its satellite collection agencies. Table 3 details the total and peak wet weather flows for the CMSA treatment plant and its satellite collection agencies.

Table 1: CMSA Influent and Effluent Flow Summary (MGD)

Flow Location	Daily Maximum	Hourly Maximum	5 Minute Maximum	Daily Average
Influent	21.92 MGD	29.36 MGD	35.34 MGD	12.10 MGD
Effluent	19.53 MGD	22.37 MGD	25.94 MGD	9.83 MGD

Table 2: Satellite Collection Agency and Total Flow Summary

Flow Type	SRSD	RVSD	SD2	SQRC	CMSA Totals
Average Daily (MGD)	5.00 MGD	5.15 MGD	1.31 MGD	0.64 MGD	12.10 MGD
Total for Month (MG)	149.96 MG	154.39 MG	39.33 MG	19.22 MG	362.90 MG
Percent of Flow	41.32%	42.54%	10.84%	5.30%	100%

Table 3: CMSA and Collection System Agency Wet Weather Flows

Wet Weather Flow*	SRSD	RVSD	SD2	SQRC	CMSA Totals
4/21 Total Day's Flow (MG)	9.43 MG	8.53 MG	2.84 MG	1.12 MG	21.92 MG
Peak Influent Flow Rate (MGD)	15.96 MGD	10.42 MGD	6.12 MGD	2.84 MGD	35.34 MGD

* Times for total day's flow and peak 5-minute peak influent flows varies depending on the area's rainfall during a storm.

III. Treatment Process

During April, staff completed a range of operational and maintenance activities across the facility. Operations staff isolated and locked out a sodium hypochlorite pump to repair a cracked check ball housing. Staff responded to motor overload alarms on the FOG screening system, where grit and gravel were found compacted in the screw auger. Staff manually removed the debris and return the unit to service. Monthly preventive maintenance was completed, including exercising grit tank air manifold valves, primary scum line valves, aeration tank inlet and outlet gates, and flushing and testing sump high-level alarms at the vactor and septage receiving stations. Staff isolated the San Rafael side of the Headworks and drained Grit Tanks Nos. 4 and 5 to support contractor demolition work for the Grit Classifier Replacement Project. Sodium Bisulfite Pump No. 10.313 was locked out for installation of a new pressure regulating valve on the discharge line to improve flow meter accuracy, then tested and returned to service.

The Mixed Liquor Suspended Solids inventory averaged 747 mg/l, which aligned with the target Mean Cell Residence Time of 2.8 days. The sludge volume index (SVI), which measures the secondary sludge settleability, averaged 107 mL/g, below the Agency's KPI of 175 mL/g.

Graph #4 shows the TSS, a good indicator of effluent quality. The TSS monthly average was 8.1 mg/l, which is 54.0% of the Agency's KPI of 15 mg/l and 27.0% of the permit's monthly average limit of 30 mg/l.

IV. Maintenance Activities

In April, the cogeneration system produced a net total of 125% of the Agency's power demand, exporting more electricity than the facility required. MCE supplied small power imports during hours when cogeneration power production did not meet facility demand (Graph #8). Staff completed routine preventive maintenance throughout the facility, including inspection of the submarine outfall vault isolation valve, inspections of the sodium hypochlorite and sodium bisulfite pumps, and calibrations of the dissolved oxygen probes and biogas methane sensors. Maintenance staff repaired the Waukesha cogeneration engine after identifying failures in both turbochargers, one with an air leak and the other with an internal oil leak. Both turbochargers were replaced, tested, and the cogeneration engine was returned to service. Staff also performed maintenance on the gas intake manifold of the Jenbacher cogeneration engine replacing gaskets and securing bolts. A digester membrane cover blower was restored to normal operation following replacement of a failed discharge check valve. Relocation of the plant water pump variable frequency drives from the Chemical Storage Building upper terrace to the ground-level MCC room was completed. Lastly, staff replaced the shaft and bearings of the paddle finisher at the Organic Waste Receiving Facility following failures, and replaced a final effluent sample pump due to impeller deterioration.

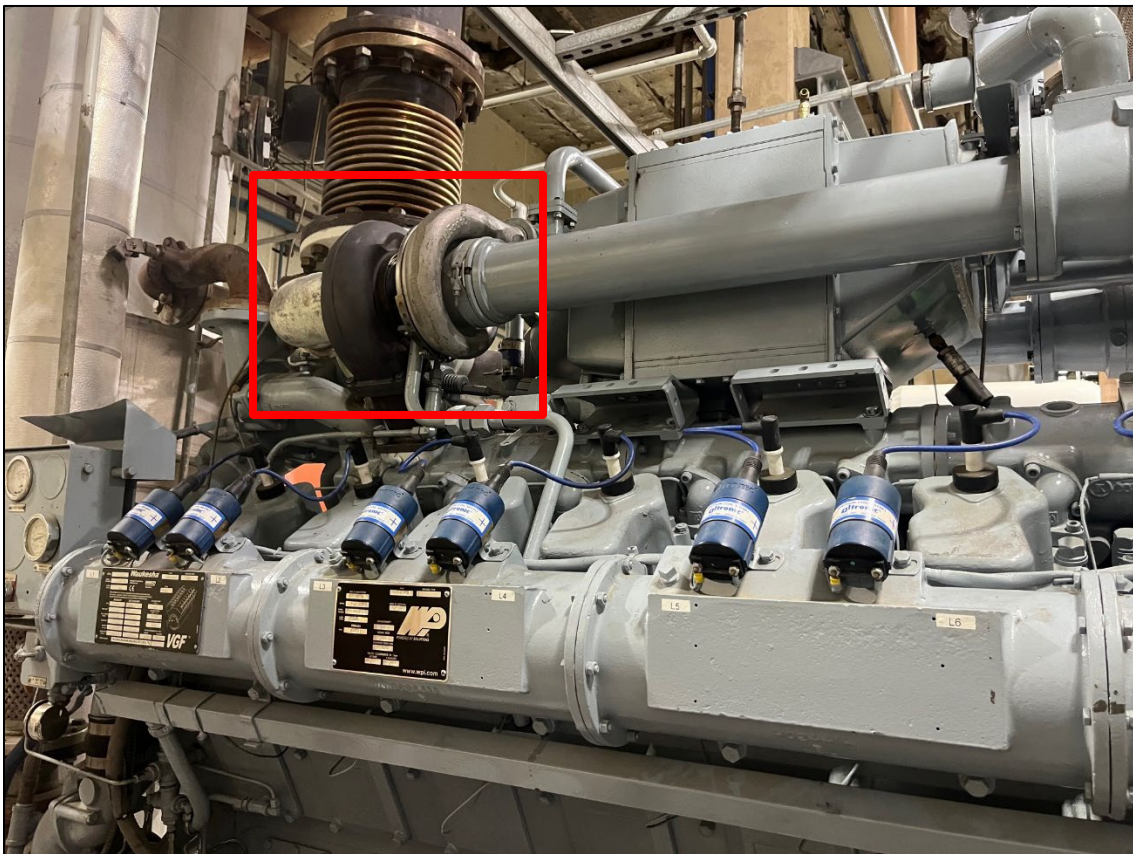
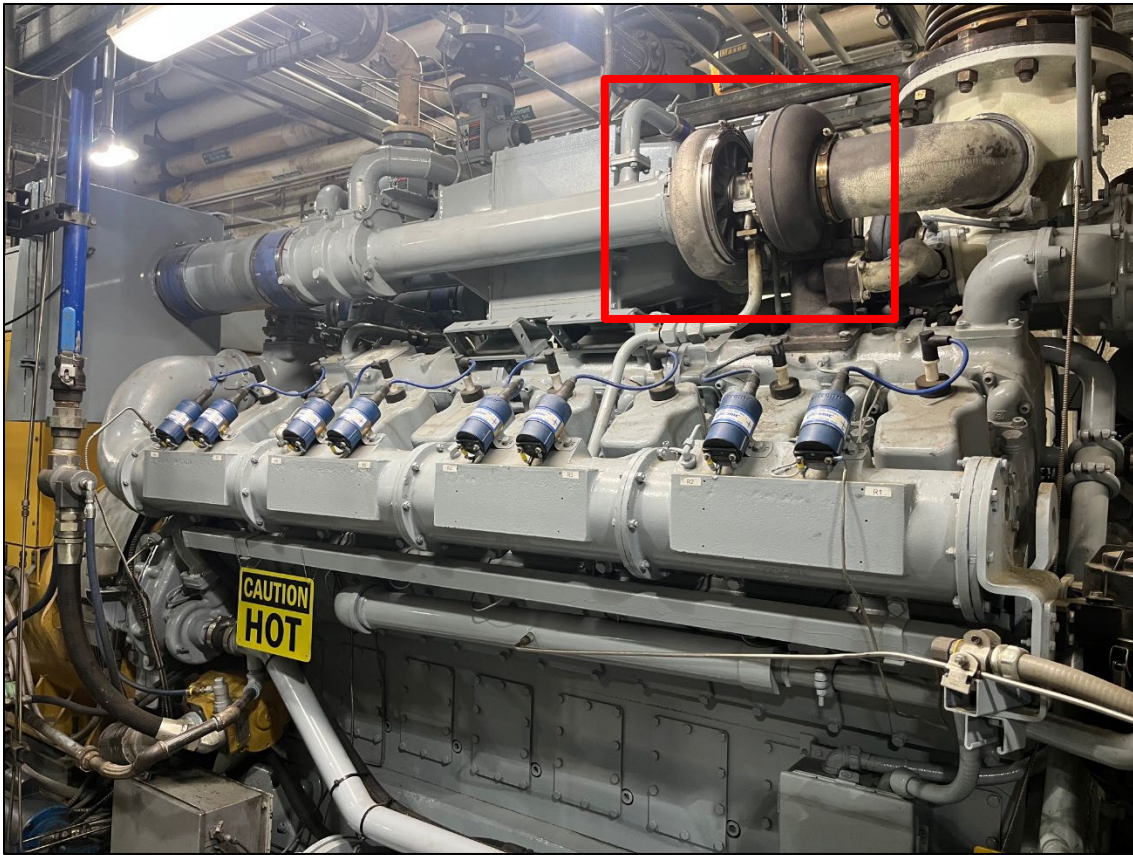
Attachment:

- April 2026 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report.

NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

April 2026

Installed two new turbochargers on the Waukesha cogeneration engine.



Monthly Compliance Summary Table

Central Marin Sanitation Agency

April, 2026

Final Effluent Monitoring

Parameter	Limit Type	NPDES Monitoring Frequency	CMSA Monitoring Frequency	Results	Units	Limit
Carbonaceous Biochemical Oxygen Demand (cBOD)	Weekly Maximum Average	1/Week	3/Week	10.0	mg/L	Maximum 40
	Monthly Average	1/Week	3/Week	6.7	mg/L	Maximum 25
cBOD Removal	Monthly Average	1/Week	3/Week	96	%	Minimum 85
Total Suspended Solids (TSS)	Weekly Maximum Average	2/Week	3/Week	11.7	mg/L	Maximum 45
	Monthly Average	2/Week	3/Week	8.1	mg/L	Maximum 30
TSS Removal	Monthly Average	2/Week	3/Week	94	%	Minimum 85
Chlorine Residual	Hourly Maximum	Continuous	Continuous	ND	mg/L	Maximum 0.56
Ammonia	Monthly Average	2/Month	1/Week	36.1	mg/L	Maximum 60
	Daily Maximum	2/Month	1/Week	48.2	mg/L	Maximum 120
pH	Instantaneous	Continuous	Continuous	6.6	SU	Minimum 6
	Instantaneous	Continuous	Continuous	7.2	SU	Maximum 9
Bacteriological Analysis						
Enterococcus	6-Week Geomean	2/Week	3/Week	8.1	MPN/100mL	Maximum 255
	10% Maximum	2/Week	3/Week	8.4	MPN/100mL	Maximum 1,055
Metals Analysis						
Copper	Daily Maximum	Monthly	Monthly	11.0	ug/L	Maximum 84
	Monthly Average	Monthly	Monthly	11.0	ug/L	Maximum 48
Cyanide	Daily Maximum	Monthly	Monthly	J1.4	ug/L	Maximum 37
	Monthly Average	Monthly	Monthly	J1.4	ug/L	Maximum 21
Semiannual and Quarterly Analysis						
Mercury	Weekly Average	Quarterly	Quarterly	0.0076	ug/L	Maximum 0.072
	Monthly Average	Quarterly	Quarterly	0.0076	ug/L	Maximum 0.066
	Annual Load	Quarterly	Quarterly	0.032	kg/yr	Maximum 0.11
Chronic Toxicity (EFF-002)	Pass/Fail	Semiannual	Semiannual	*	Pass/Fail	Pass Minimum
	Effect	Semiannual	Semiannual	*	%	50% Maximum
Chronic Toxicity (SUR-001)	Pass/Fail	Semiannual	Semiannual	*	Pass/Fail	Pass Minimum
	Effect	Semiannual	Semiannual	*	%	50% Maximum
Permit Analysis						
Dioxin - TEQ Sum	Daily Maximum	1/Permit	1/Permit	*	ug/L	Maximum 2.8E-08
	Monthly Average	1/Permit	1/Permit	*	ug/L	Maximum 1.4E-08
PCB Aroclor Sum	Sum	1/Permit	1/Permit	*	ug/L	Maximum 0.012

* 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:** 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 110 mg/L and a monthly average limit of 60 mg/L.
- **Carbonaceous Biochemical Oxygen Demand (cBOD):** The amount of dissolved oxygen needed by microorganisms (biomass) to reduce organic material in the effluent. Effluent permit limits require removal of 85% influent cBOD, a monthly average of concentration of less than 25 mg/L cBOD and a weekly average concentration of less than 40 mg/L.
- **Chlorine Residual:** The secondary effluent is disinfected with hypochlorite (chlorine), and then the residual chlorine is neutralized with sodium bisulfite to protect the Bay environment. The final effluent chlorine residual hourly average limit is 0.56 mg/L, which is monitored continuously.
- **Chronic Bioassay:** A 7-day test of *Mysida* shrimp's exposure to final effluent in a static renewed tank to determine their survivability. The permit requires that we maintain a less than a 50 percent survival effect.
- **Copper:** Our permit requires monitoring of the final effluent for a variety of different metals and has limits for Copper and Mercury. The Copper monthly average limit is 48 ug/L, and the daily maximum limit is 84 ug/L. The remaining metals are monitored only.
- **Cyanide:** A byproduct of potential source control activities and is also a by-product of the disinfection process, and our permit requires monthly sampling and analysis. The Cyanide monthly average limit is 21 ug/L, and the daily maximum limit is 37 ug/L.
- **Dioxin:** Our permit requires monitoring of 17 dioxin-like compounds once per permit cycle. It has a limit for the weighted sum of these 17 dioxin compounds, referred to as the Dioxin Toxic Equivalency (TEQ). The Dioxin TEQ monthly average limit is 0.014 pg/L and daily maximum limit is 0.028 pg/L.
- **Enterococcus:** Enterococcus bacteria are the indicator organisms for the determination of the effectiveness of the disinfection process. The Enterococcus six-week rolling geometric mean limit is 255 MPN/100mL and the Enterococcus 10 percent monthly maximum limit is 1,055 MPN/100mL.
- **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 effluent pH must stay within the range of 6.0 to 9.0, which we monitor continuously.
- **Mercury:** Our permit requires monitoring of the final effluent for a variety of different metals, and has limits for Copper and Mercury. The Mercury monthly average limit is 0.066 ug/L, the weekly average limit is 0.072 ug/L, and the annual average loading limit is 0.11 kg/yr. The remaining metals are monitored only.
- **Total Suspended Solids (TSS):** Measurement of suspended solids in the effluent. Our permit requires removal 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 2026

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

PRIMARY CLARIFIER PERFORMANCE

Total Suspended Solids (TSS) in:	300.6	mg/l	<i>Expected removal efficiencies as outlined in Metcalf & Eddy Wastewater Engineering Manual.</i>
TSS out:	73.5	mg/l	
Percent Removal Achieved:	75.5	%	Design 50-70% Removal
Total Biochemical Oxygen Demand (BOD) in:	250.4	mg/l	
BOD out:	150.4	mg/l	
Percent Removal Achieved:	39.9		Design 25-40% Removal
Plant Influent Flows:	12.10	MGD	

SECONDARY SYSTEM PERFORMANCE

AERATION TANKS/ACTIVATED SLUDGE

Dissolved Oxygen set point:	2.3	mg/l
MLSS:	747	mg/l
MCRT:	2.8	Days
SVI:	107	

SECONDARY CLARIFIERS

WAS concentration:	3,791	mg/l
TSS out:	11.1	mg/l
Secondary System TSS Removal	84.9	%

FINAL EFFLUENT

Effluent TSS for the month:	8.1	mg/l	(Maximum Limit: 30mg/l)
Week #1 weekly average	7.5	mg/l	(Maximum Limit: 45mg/l)
Week #2 weekly average	8.4	mg/l	"
Week #3 weekly average	6.3	mg/l	"
Week #4 weekly average	11.7	mg/l	"
Monthly average TSS removal efficiency through the plant:	94.0	%	(Minimum Limit: 85%)

Effluent CBOD:	6.7	mg/l	(Maximum Limit: 25mg/l)
Week #1 weekly average	8.0	mg/l	(Maximum Limit: 40mg/l)
Week #2 weekly average	10.0	mg/l	"
Week #3 weekly average	5.3	mg/l	"
Week #4 weekly average	5.0	mg/l	"
Monthly average CBOD removal efficiency through the plant:	96.0	%	(Minimum Limit: 85%)

Disinfection Dosing Rate:	2.5	mg/l	monthly average
Ammonia Monthly Average:	36.1	mg/l	(Maximum 60)
Enterococcus six-week Geometric Mean:	8.1	MPN	(Maximum 255)
Enterococcus 10% Maximum:	8.4	MPN	(Maximum 1,055 MPN)
Effluent pH for the month:	Min	6.6	(Min 6.0)
	Max	7.2	(Max 9.0)

DIGESTER TREATMENT

Thickened Waste Concentration from the RDT:	5.94	%
Volatile Solids destroyed:	84.8	%
Cubic feet of biogas produced:	9,770,420 (Total)	325,681 (Daily Average)
Temperature of the digesters:	101.8	degrees Fahrenheit

EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA
April 2026

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

DEWATERING

Centrifuge feed concentration:	2.7	%
Biosolids concentration:	25.1	%
TSS of the centrate:	289	mg/l
Centrifuge solids capture:	99.96	%
Polymer use per dry ton of biosolids:	17.49	#/dry ton
Polymer feed rate per run:	3.60	gpm
Concentration of the polymer batches:	0.328	%
Sludge feed rate per run:	51.5	gpm

Comments:

The treatment plant performed well, and all online equipment operated without incident.

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 bars depict the CMSA rain gauge recordings for the month.

Graph #2:

Depicts individual collection agency flows.

The Y-axis is in the flow range of 0-10 MGD.

Graph #3:

Depicts the enterococcus most probable number (MPN) results which are an indication of the performance of the disinfection system.

The 6-week geometric mean of 8.1 MPN remained below the Agency KPI of 35 MPN and permit limit of 255 MPN.

Graph #4:

Depicts the total suspended solids in the effluent.

Our monthly average was 8.1 mg/l, below our KPI of 15 mg/l and NPDES permit monthly average limit of 30 mg/l. On 4/10 & 4/21, the effluent TSS met or exceeded the Agency KPI with 15.0 mg/l and 18.0 mg/l results. These occurred during high flow wet-weather events.

Graph #5:

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

The effluent CBOD average was 6.7 mg/l, below our NPDES limits of 40 mg/l weekly and 25 mg/l for the month.

Graph #6:

Depicts the degree to which the biosolids have been dewatered.

Our biosolids % concentration met or exceeded our KPI of 25% for most of the month. Eleven days fell below the KPI, the lowest of which was 24.3% due to maintenance being completed on the centrifuges bowl and scroll sensors as well as centrifuges being taken in and out of service for the centrifuge dewatering improvement project. The average of 25.09% for the month remained above Agency KPI. No dewatering operations were conducted on one day, 4/19.

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 averaged 325,681 cubic feet per day, above our monthly KPI of 200,000 cubic feet per day.

Graph #8:

This graph depicts the amount of energy produced through cogeneration versus the energy purchased from MCE for Agency operations, and the green line represents power exported to the grid. The Agency exported 132,903 kWh in April.

Glossary of Terms Process Performance Data Sheet

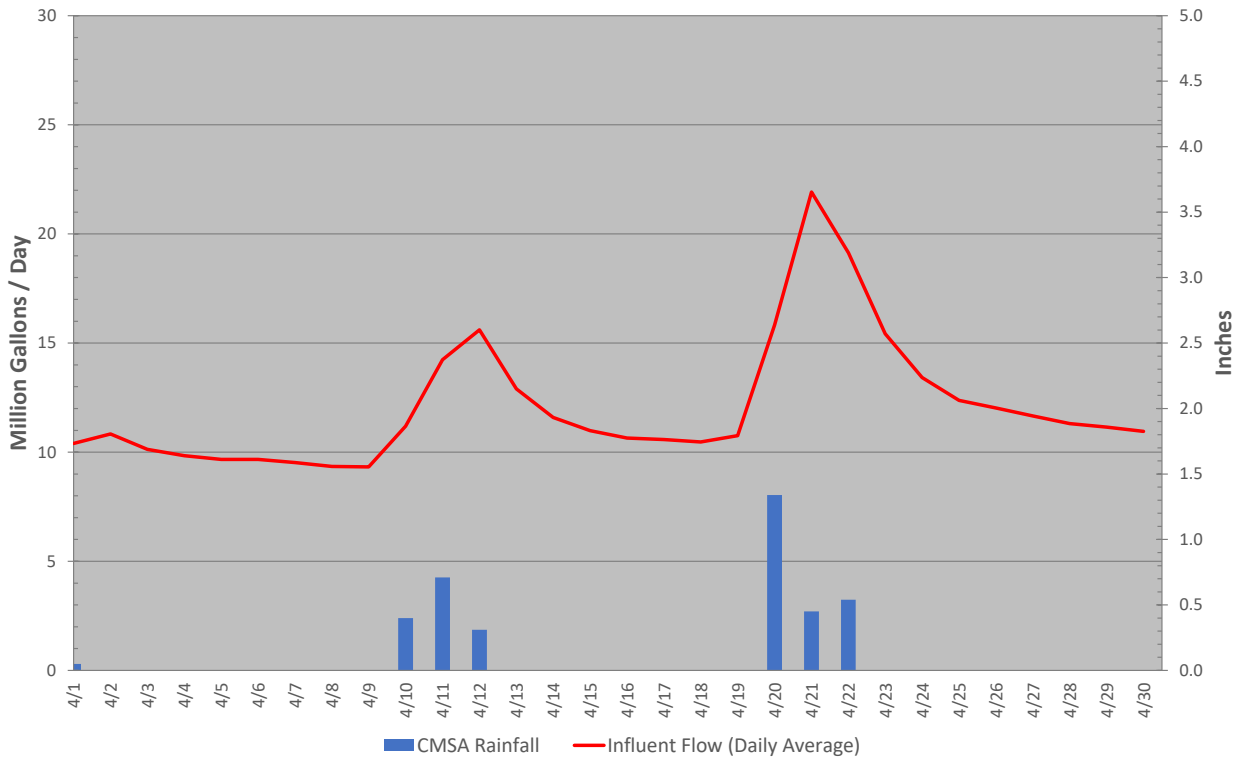
- **Aeration Tanks:** A biological process that takes place after the biotowers, where biomass (microorganisms) is mixed with the wastewater to feed on dissolved and suspended organic material. High speed blowers are used to provide compressed air to mix the tank contents.
- **Anaerobic Digesters:**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

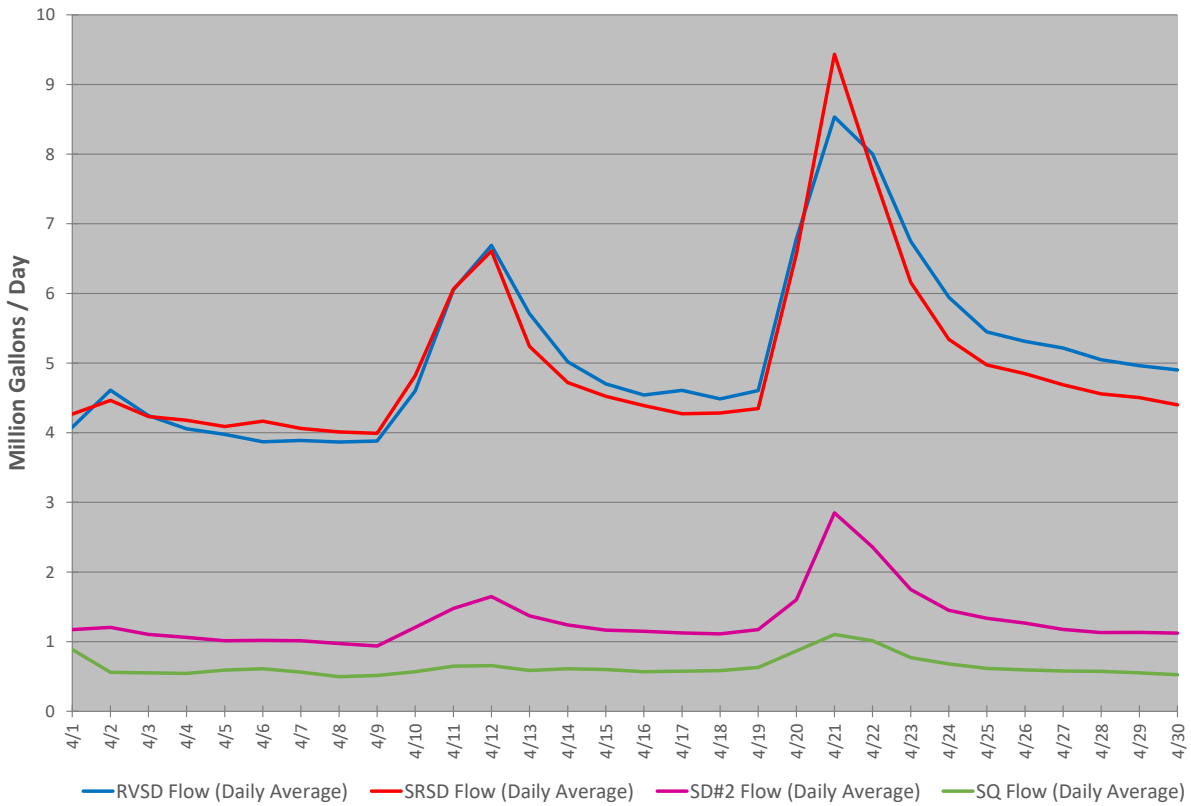
Units of Measurement

- 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.

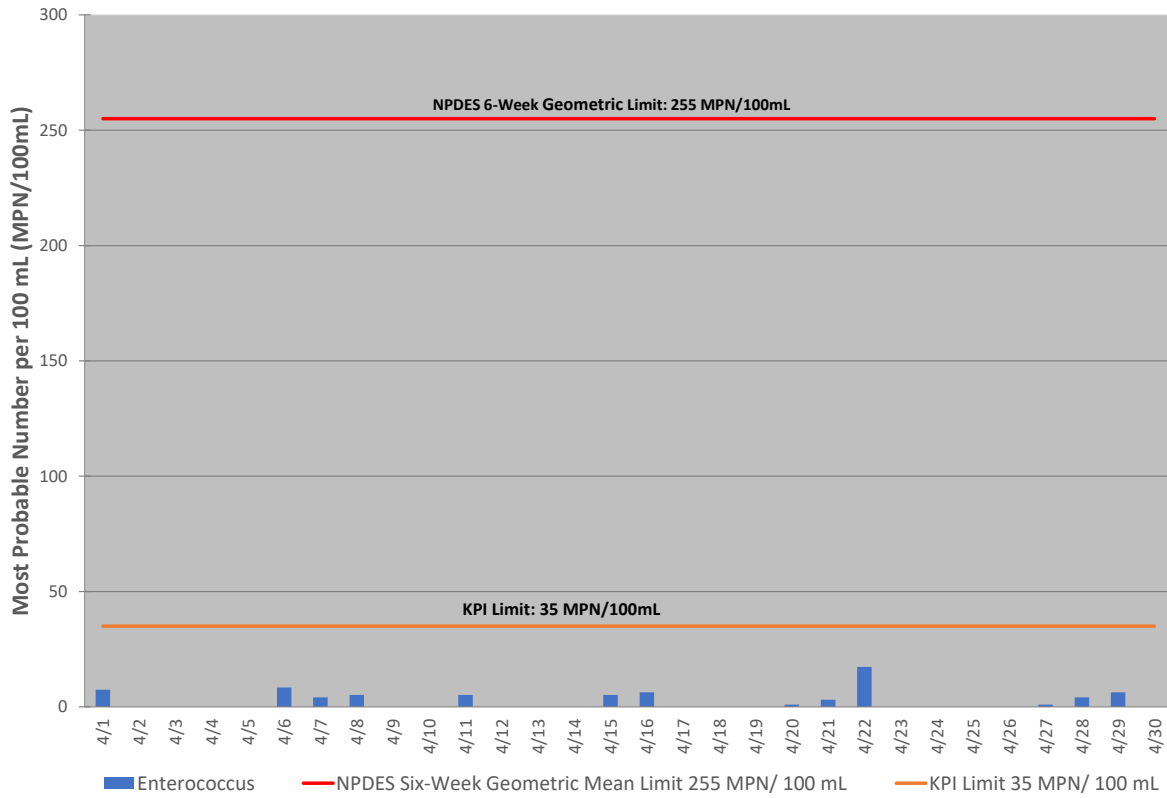
Graph #1: CMSA Influent Flow and Rainfall



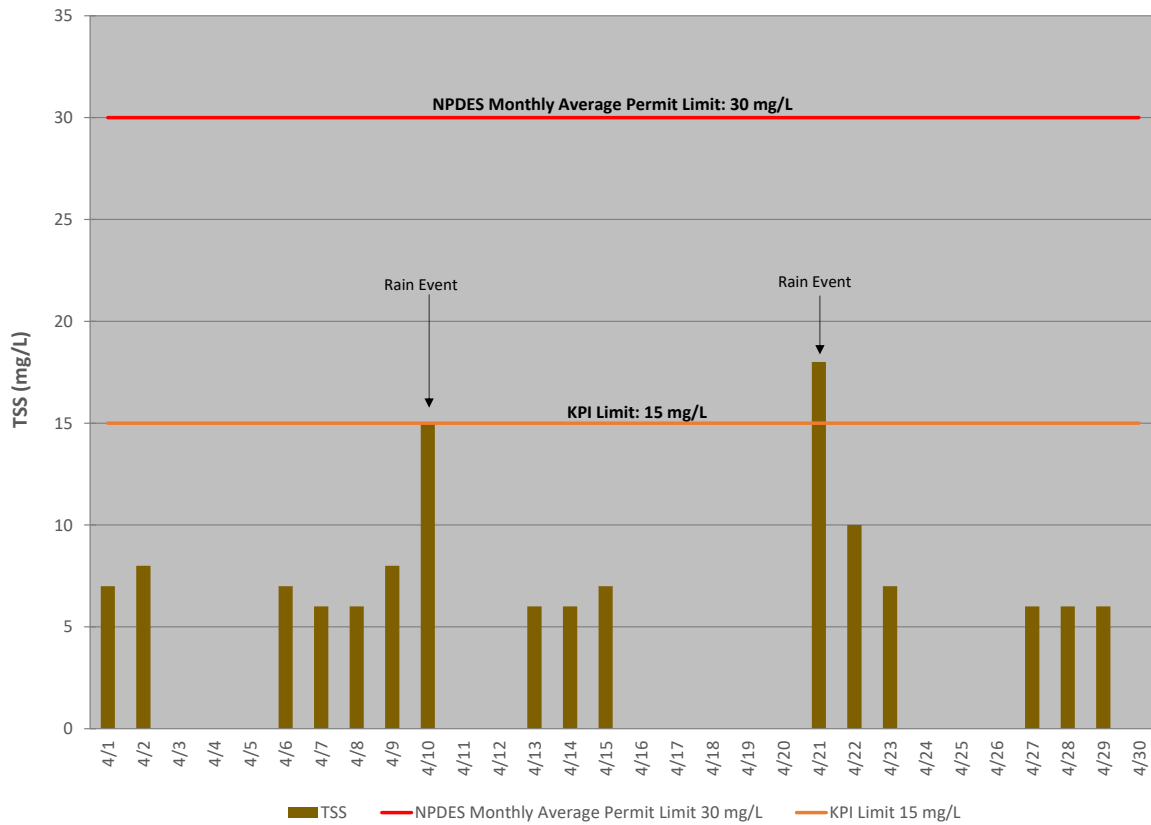
Graph #2: Collection System Influent Flows



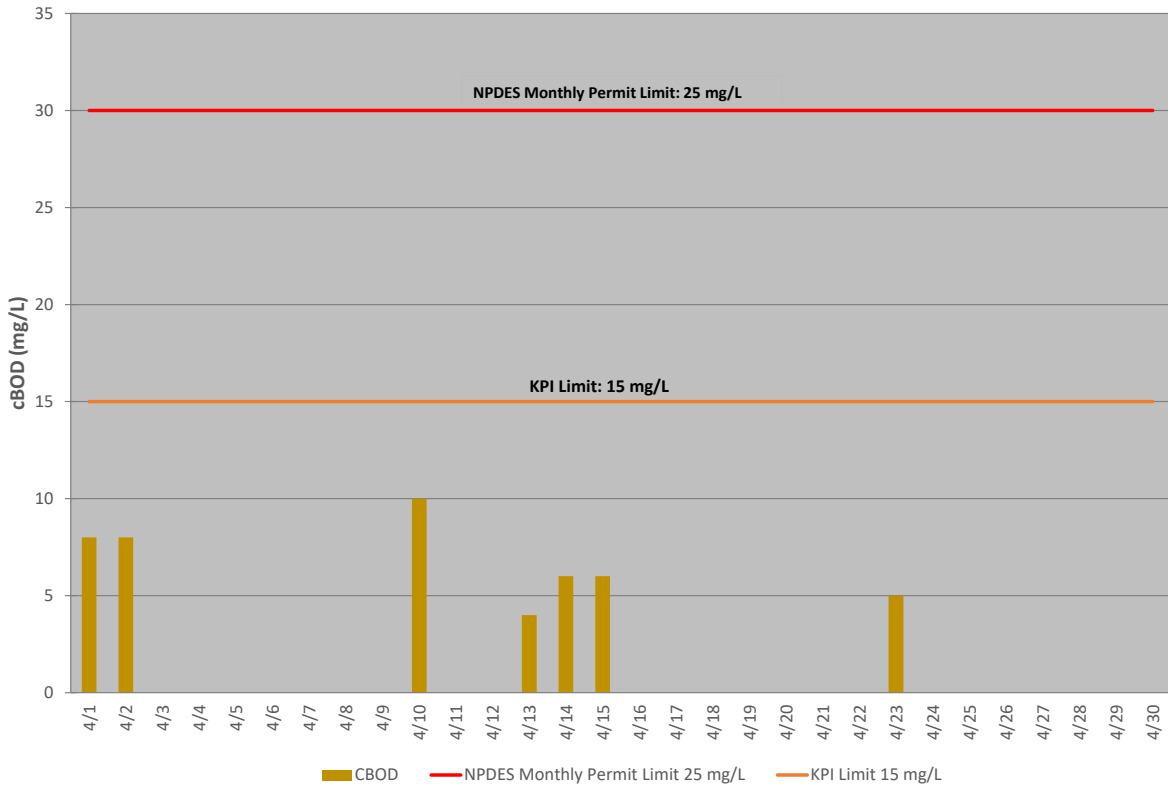
Graph #3: Enterococcus



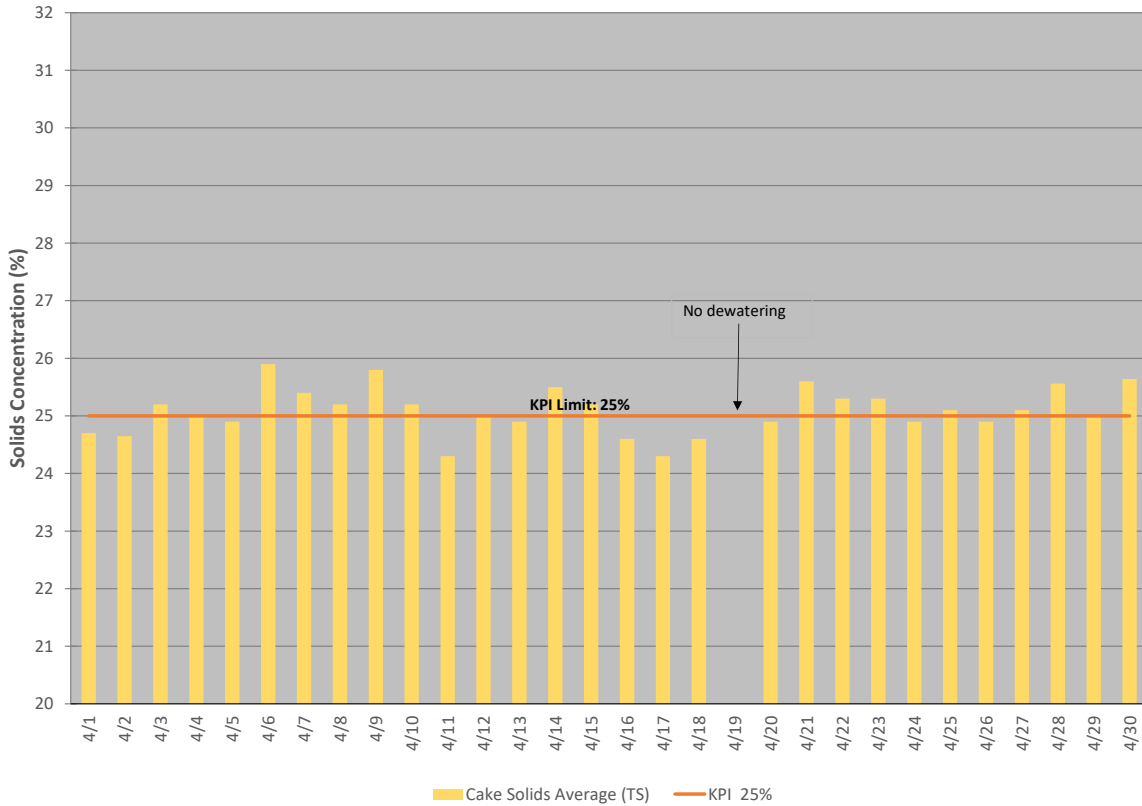
Graph #4: Final Effluent Total Suspended Solids



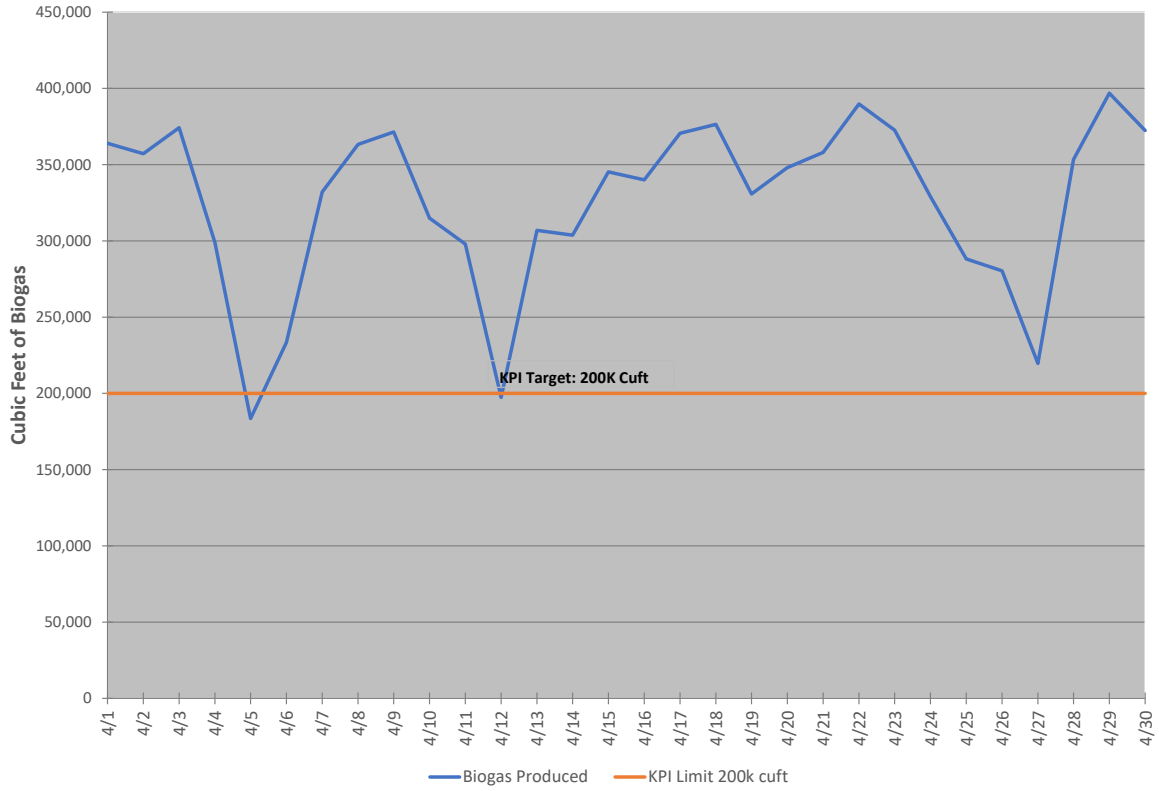
Graph #5: Carbonaceous Biochemical Oxygen Demand (cBOD)



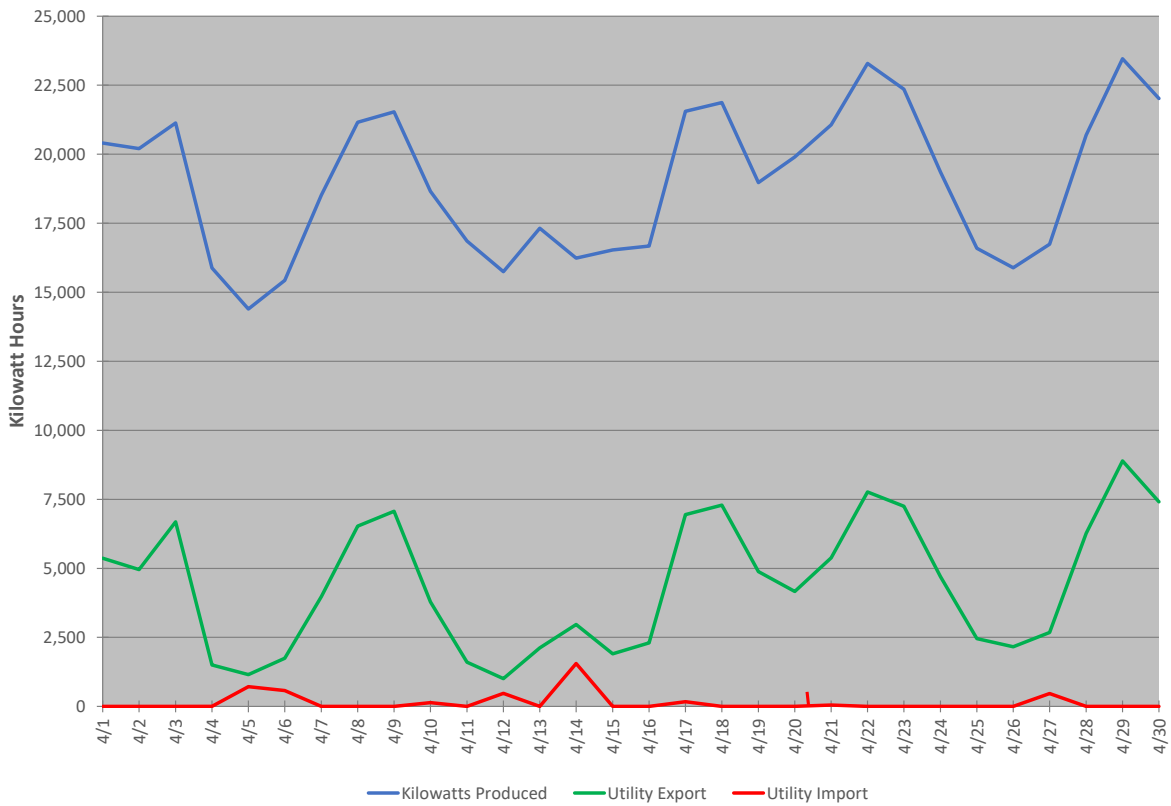
Graph #6: Biosolids Solids Concentration



Graph #7: Biogas Production



Graph #8: Power Distribution





BOARD MEMORANDUM

May 7, 2026

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Performance Metric Report – April 2026

Recommendation: Accept the April 2026 Performance Metric Report.

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

Table I – Treatment/Process Metrics

Treatment facilities are in dry weather operating mode and effluent quality continues to be very good. The Total Inorganic Nitrogen (Item 6) is listed as N/A because the permitting period begins in May. A highlight over the past month is that the Agency produced 125% of our energy demand and cogeneration system uptime was 99% (Item 8)

Table II – Employee Metrics

Internal training over the past month for various employees included Ergonomics Refresher, Forklift and Telehandler Use, and Hazardous Waste Handling safety training, and most employees finished the Workplace Violence Prevention training. Maintenance supervisory staff attended the Tyler ESS timecard training provided by the Administrative Services Manager; Maintenance staff will now transition from preparing time sheets in the Nexgen Asset Management system to the Tyler Incode Financial system software. Operations staff began using the Tyler ESS last month.

Agency managers attended virtual AB1234: Ethics for Public Officials training provided by the FPPC. Several employees attended the 2026 CWEA Annual Conference in Sacramento where CMSA received three state level awards: Treatment Plant and Community Engagement Program of the Year, and Community Engagement Person of the Year for Mary Jo Ramey.

Congratulations to the Assistant Operations Supervisor for graduating from the Marin Sonoma Leadership Academy.

Table III – Public Outreach

Three odor notifications were posted to the Agency website, and there were no public odor complaints. The notifications was for draining primary clarifiers, aeration tanks, and secondary clarifiers after rain events as flows subsided. Odor mitigation systems were in place during the tank draining work.

Monthly public education events may include staff attendance at public outreach events, school classroom and/or juggler show presentations, and Agency tours, as presented below.

Public Outreach Events

Date	Event	Attendees
4/26	Earth Day Marin held at Mill Valley Community Center	Approx. 300

School Events – Juggler Show Presentations and Classroom Events

Rock Steady Juggling provides elementary school outreach presentations, and there was one presentation in April.

Date	School	Attendees
4/29	Good Shepard Lutheran School in Novato	250

CMSA Tours

Date	Group	Attendees
4/17	Marin Waldorf School	13

Table IV – Environmental and Regulatory Compliance Metrics

There were no final effluent or air permit exceedances during the month. Process Control Analyses (Item 3) exceeded its range due to increased organic loading analyses of liquid food waste deliveries. FOG and Source Program Inspections (Items 7 and 8) also exceeded their range to meet monthly inspection targets.

Attachment:

- April 2026 Performance Metric Report

TABLE I - TREATMENT/PROCESS METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Wastewater Treated	Volume of wastewater influent treated in million gallons (Mg); <i>Year to date in billion gallons (Bg)</i>	362.90 Mg, 1.73 Bg	165 – 820 Mg/month
2) Recycled Water Use	Volume of recycled water produced and used on-site, in million gallons (Mg) Volume delivered at the truck fill station, in thousand gallons (Kg)	32.3 Mg 37.0 Kg	25 - 40 Mg variable
3) Biosolids Reuse	Reuse 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)	245.0 wt 35.0 wt 227.5 wt	360 – 665 wt
4) Conventional Pollutant Removal	Removal of the conventional NPDES pollutants. a. tons of Total Suspended Solids (TSS) removed; % TSS removal b. tons of Biological Oxygen Demand (BOD) removed; % BOD removal	226.0 tons; 94% 225.2 tons; 96%	> 85% > 85%
5) Priority Pollutants Removal	Diversion of priority NPDES metals from discharge to the San Francisco Bay: a. % Mercury, for current quarter b. % Copper	87% 73%	88 – 99% 75 – 90%
6) Total Inorganic Nitrogen	Total Inorganic Nitrogen in final effluent (Permitted May – September) a. % of permit season total limit b. May – September (rolling permit season average)	N/A N/A	<100% <1300 kg
7) 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) Average biogas production per day, in thousands of cubic ft (Kft ³)	9.77 Mft ³ 6.25 Mft ³ 325 Kft ³	7.0 - 10.5 Mft ³ 4.5 - 6.7 Mft ³ 200 - 375 Kft ³
8) Power Produced	Power produced from cogeneration of biogas and purchased natural gas - in kilowatt hours. (kWh) Power produced from cogeneration of biogas and delivered to the MCE Cogeneration system runtime on biogas, <i>in hours (hrs.); % time during month</i> Agency power demand supplied by renewable power, % Cogeneration system uptime, <i>in hours; % time during month</i> Biogas value (natural gas cost equivalent).	570,433 kWh 132,903 kWh 680.9 hrs; 94.6% 125% 718.02 hrs; 99.7% \$41,140	425,000 -740,000 kWh 60,000 – 175,000 kWh 600 hrs; 80% 80 - 150% 650 hrs; 87% \$30,000 - \$60,000
9) Efficiency	The cost to operate and maintain the treatment facilities per million gallons of wastewater treated, in dollars per million gallons. (\$/Mg) Energy used, kilowatt hours, per million gallons treated. (kWh/Mg)	\$3,045/Mg 1,583 kWh/Mg	\$2,500 - \$5,400/Mg (wet - dry) 670 - 2,400 kWh/Mg

CMSA CY26 PERFORMANCE METRICS – April 2026

Table II – EMPLOYEE METRICS

Metric	Definition	Measurement	Target/Goal
1) Employee Training	Hours of internal training – safety, virtual, project, vendor, etc. Hours of external training – employment law, technical, regulatory, etc.	Internal = 33.5 hrs External = 125 hrs	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);	939.0 hrs 856.0 hrs (96.0%) 35.75 hrs (2.0%) 1.05	800 - 1,100 hrs ≥ 70% total CM hrs ≤ 30% total hours ≥ 0.45
3) Overtime Worked	Monthly hours of overtime worked; <i>Year to date hours of overtime</i> % of regular hours worked; % <i>Year to date</i>	42 hrs; (510 hrs) 0.6%; (1.7%)	< 5%
4) Internship Program	Number of high school and college student interns work hours; <i>Year to date hours</i>	0 hrs; (294.0 hrs)	Variable

Table III- PUBLIC OUTREACH

Metric	Definition	Measurement	Target/Goal
1) Public Education Events	Attendance at public education outreach events; # of booth visitors; (YTD)	300;(1,200)	3,000/year
2) School Events	Participation or sponsorship in school outreach events; attendees; (YTD)	250;(1,745)	variable
3) Agency Tours	Tours given to students and the public; # of people, (YTD)	13;(169)	variable
4) Odor Notifications	Number of odor alerts posted to the Agency website	3	1-10
5) Odor Complaints	Number of odor complaints received from the public	0	0

CMSA CY26 PERFORMANCE METRICS – April 2026

Table IV - ENVIRONMENTAL AND REGULATORY COMPLIANCE METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Permit Exceedances	# of NPDES permit exceedances # of BAAQMD permit exceedances	0 0	0 0
2) Regulatory Analyses	# of analyses by the CMSA laboratory for NPDES, stormwater, and biosolids regulatory compliance monitoring and reporting.	329	200-500
3) Process Control Analyses	# of analyses by the CMSA laboratory for process control monitoring and studies.	1007	400-900
4) Contract Laboratory Analyses	# of analyses by contract laboratories for regulatory compliance reporting, studies, and source control program monitoring.	46	25-150
5) Quality Control Testing	# of CMSA performed laboratory analyses for QA/QC purposes.	931	500-1,500
6) Water Quality Sample Analyses	# of ammonia, total and fecal coliform, enterococcus, and/or sulfide analyses performed for the CMSA member agencies, and occasionally source control monitoring analyses.	58	50-500
7) Source Control Inspections	Inspections of industrial and commercial businesses in the Agency's and LGVSD's source control programs and Novato Sanitary District's Mercury Reduction Program – 187 businesses and 95 dental offices.	39	10-30
8) FOG Program Inspections	Inspections of food service establishments (FSEs) in the Almonte, TCSD, SD2, RVSD, SRSD, and LGVSD service areas – approx. 346 FSEs are regulated.	69	30 – 50
9) Permits Issued/Renewed	Permits issued for the source control programs – pretreatment, pollution prevention, food service establishments, and ground water discharge.	44	variable



BOARD MEMORANDUM

May 7, 2026

To: CMSA Commissioners and Alternates

From: Nick Talbot, Treatment Plant Manager
Kyle Carbajal, Regulatory Compliance Manager

Approved: Jason Dow, General Manager

Subject: 2025-2026 Wet Weather Flow Report

Recommendation: Review the annual wet weather report.

Summary: This annual report is prepared to summarize specific flow, process data, and other information for CMSA and each satellite collection system for the period of May 1, 2025, to April 30, 2026. Below are the report highlights:

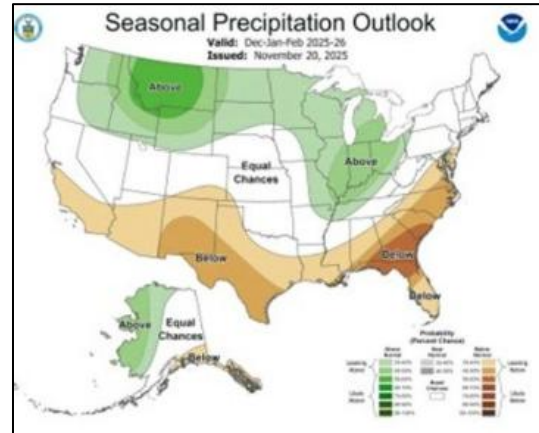
- CMSA had 49 rain days during the wet weather season, with 22.86” of rain measured at the Agency’s rain gauge.
- CMSA treated approximately 4.103 billion gallons of wastewater over the past year, of which approximately 1.036 billion gallons were attributed to storm water inflow/infiltration (I/I) into the sanitary sewer collection system.
- Fourteen blending calendar days occurred during the wet weather season, as influent flows exceeded the 30 MGD capacity of the secondary treatment system.
- The largest CMSA peaking factor, average dry weather flow compared to the highest 5-minute peak wet weather flow, was 10.51 for a wet weather event on February 16, 2026, when 1.35 inches of rain was measured at the Agency’s rain gauge.
- The collection system peaking factors ranged from 7.18 to 12.65, indicating each system received significant I/I during rain events. San Quentin Rehabilitation Center (SQRC) had the lowest peaking factor of 7.18.

NPDES Permit Compliance

There were no permit exceedances during the wet weather season. Total Suspended Solids (TSS) in the final effluent averaged 7.8 mg/L and the Carbonaceous Biochemical Oxygen Demand (CBOD) averaged 6.5 mg/L. Both are well below NPDES permit requirements of 30 mg/L and 25 mg/L, respectively. The average percent removal rate for TSS was 95% and CBOD was 96%, well above CMSA’s 85% removal limits. The average mercury concentration in the final effluent was 0.0046 ug/L. CMSA’s average was substantially lower than the 0.066 ug/L average monthly effluent limit, included in San Francisco Bay’s Mercury and PCBs Watershed Permit.

I. 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 United States Seasonal Precipitation Outlook report on November 20, 2025, that predicted average to below average precipitation conditions for portions of the west coast. This forecast proved to be accurate as a total of 22.86” of rain fell this season, a decrease from the 2025 season total of 26.60”, and below San Rafael’s annual average of 28.00”.



Minor rainfall occurred early in the season, with 0.18 inches in September and 0.57 inches in October 2025. Precipitation increased in November, totaling 3.96 inches for the month. The final rain event of the reporting period was recorded on April 22, 2026.

CMSA blended fourteen calendar days during the past season, as wet weather flows exceeded 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 San Francisco Bay.

Table 1 shows the monthly rainfall in inches and the total for the season.

Table 1: Monthly Rainfall in Inches

May 25	Jun 25	Jul 25	Aug 25	Sept 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	Total
0.04"	0.00"	0.00"	0.00"	0.18"	0.57"	3.96"	5.30"	3.21"	5.62"	0.18"	3.80"	22.86"

Table 2 illustrates the CMSA and satellite collection systems total monthly influent flow volumes from May 2025 to April 2026. CMSA treated approximately 4.103 billion gallons of wastewater over this reporting period.

Table 2: Monthly Total Flows in Million Gallons (MG)

Monitoring Period	SRSD	RVSD	SD2	SQRC	Total Plant Influent	Blend Events
	MG	MG	MG	MG	MG	#
May 2025	104.52	124.02	33.09	17.76	279.40	0
Jun 2025	100.08	109.04	32.74	14.08	255.95	0
Jul 2025	107.61	106.65	30.95	14.10	259.31	0
Aug 2025	103.00	105.62	32.26	17.11	257.99	0
Sep 2025	111.72	102.85	32.79	16.02	263.38	0
Oct 2025	124.88	107.54	32.42	19.52	284.35	0
Nov 2025	136.43	126.65	36.32	25.89	325.28	0
Dec 2025	179.65	186.60	46.92	27.95	441.12	4
Jan 2026	212.46	254.05	56.29	31.22	554.02	6
Feb 2026	188.30	213.63	48.61	26.15	476.70	4
Mar 2026	140.17	149.48	34.95	18.78	343.39	0
Apr 2026	149.96	154.39	39.34	19.22	362.90	0
Total	1,658.78	1,740.54	456.68	247.81	4,103.81	14
Percent of Flow	40.42%	42.41%	11.13%	6.04%	100%	

Of the total 4.103 billion gallons treated, the expected dry weather portion of the flow for the year was approximately 3.067 billion gallons, which indicates that CMSA treated approximately 1.036 billion gallons of wet weather flow. February 2026 had the highest total rainfall of 5.62". CMSA had its highest 5-minute peak influent flow of 88.38 MGD during a wet weather event on February 16, 2026. When compared to the Average Dry Weather (ADW) influent flow of 8.40 MGD from June 1, 2025, to August 31, 2026, the peaking factor equals 10.51. In Metcalf & Eddy's *Wastewater Engineering: Collection and Pumping of Wastewater*, the common range for an I/I 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	SRSD	RVSD	SD2	SQRC	CMSA
ADW Flow^a (MGD)	3.37	3.49	1.04	0.49	8.40
Peak Daily Flow^b (MG)	18.15	23.66	4.97	1.75	47.28
Peak Flow Rate^c (MGD)	36.91	44.20	10.04	3.52	88.38
Peaking Factor^d	10.93	12.65	9.62	7.18	10.51

^a Average Dry Weather Influent Flow calculated based upon influent flow from June 1 to August 31, typically the three driest months for the reporting period.

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

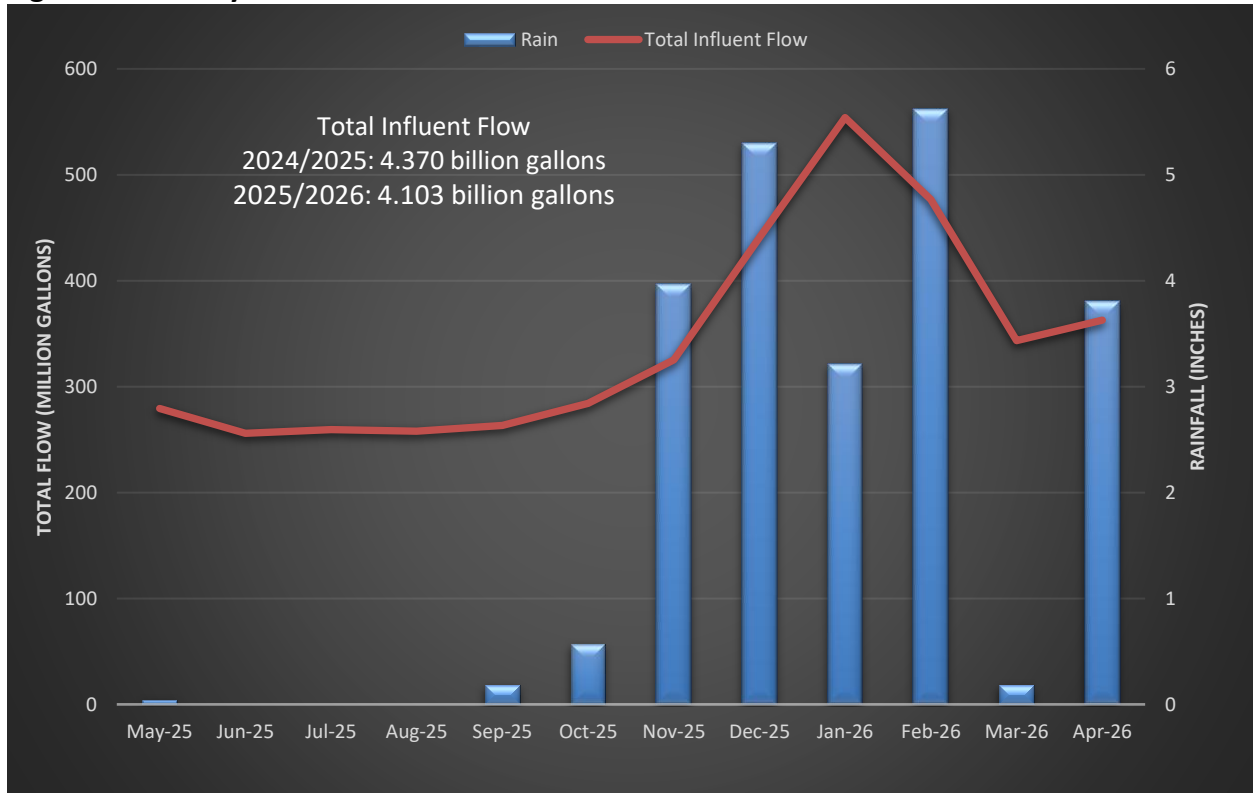
^c Peak flow rate dependent on area's rainfall. Value is defined as the Agency 5-Minute Maximum Flow Rate for the reporting period.

^d 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 Influent Rate divided by the Average Dry Weather Influent Flow Rate.

II. Process

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

Figure 1: Monthly Total Influent Flow and Rainfall



For the 2025/2026 reporting period, CMSA received a total rainfall of 22.86” and 4.103 billion gallons of influent. These rainfall totals are lower than the previous year, as annual rainfall for 2024/2025 was 26.6”, a 14.1% decrease in annual precipitation and a 6.1% decrease in total influent flow during this period.

Figure 2: Monthly Total Flow by Satellite Collection System

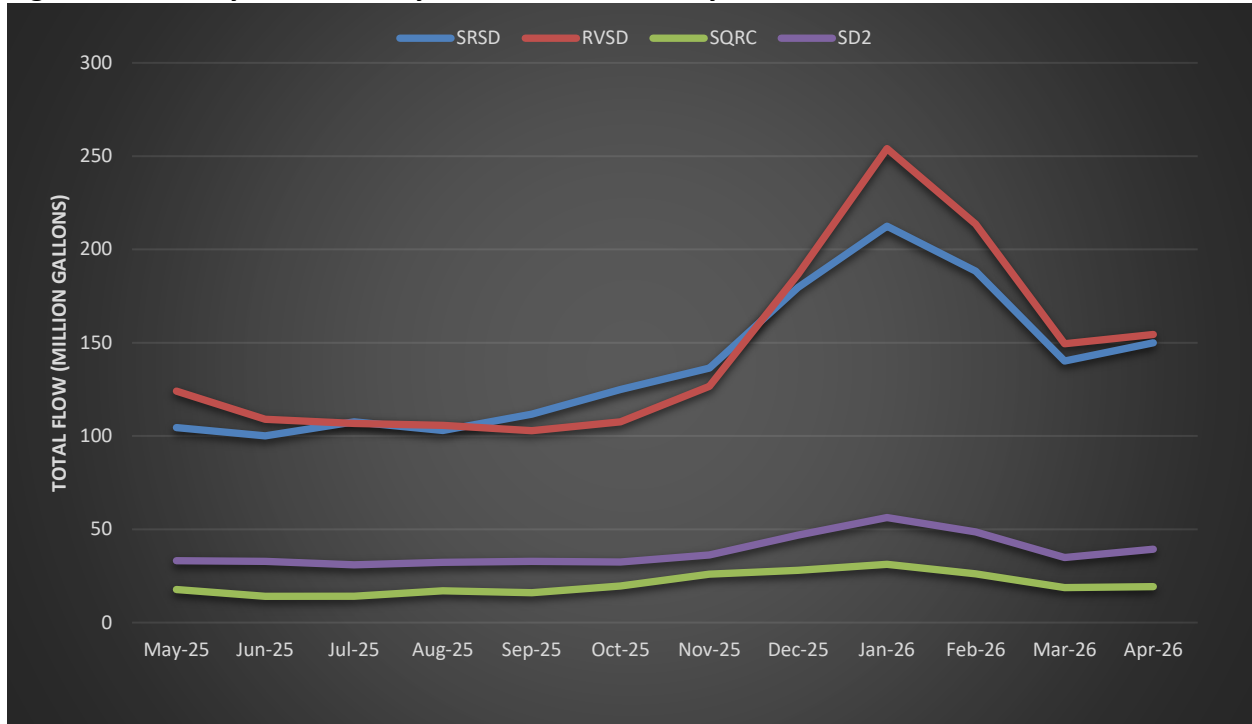


Figure 2 illustrates that during the wet weather months of September 2025 through May 2026, CMSA received an average 34% increase in influent flow compared to the dry season influent flow period of June through August 2025.

Figure 3: Monthly Average Effluent Total Suspended Solids

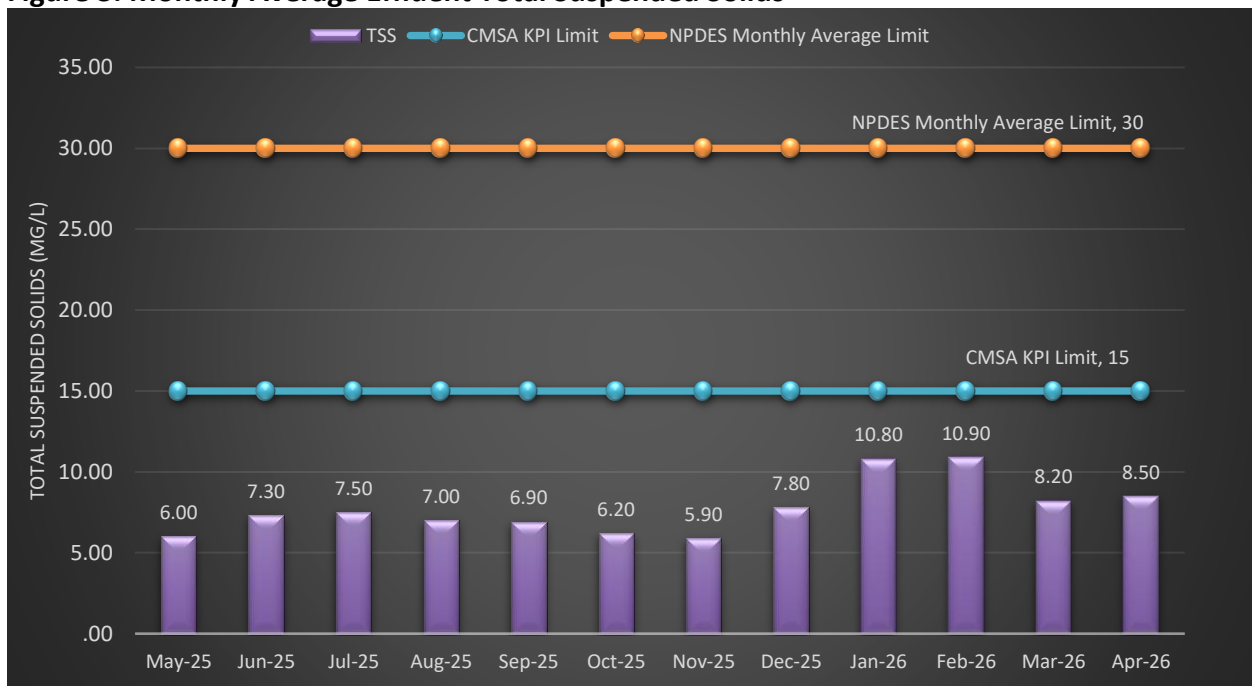


Figure 3 illustrates effluent TSS water quality during this reporting period. This year, Operations staff managed the processes and equipment in service to match seasonal changes. Each monthly TSS average remained below the Agency’s Key Performance Indicator (KPI) of 15 mg/L.

Figure 4: Monthly 6-Week Rolling Geometric Maximum Enterococcus

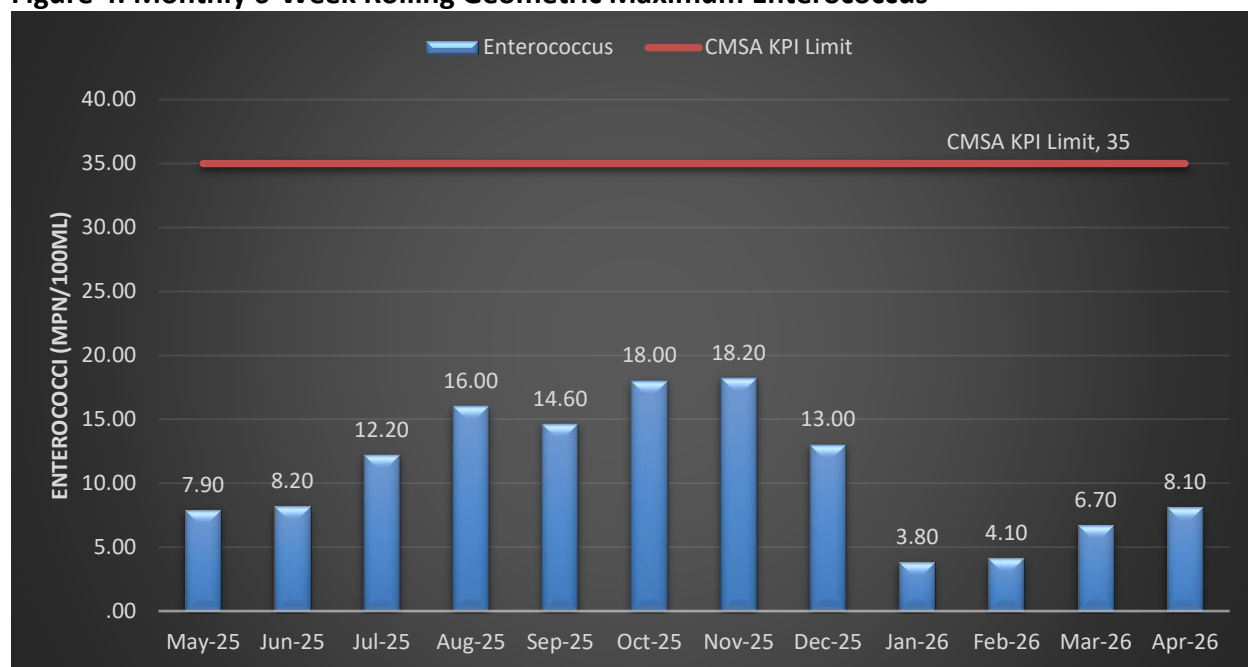


Figure 4 illustrates Enterococcus, an indicator of CMSA’s disinfection and blending processes. As shown in this graph, compliance is well below the Agency’s KPI limit of 15 MPN and significantly below the permit limit of 255 MPN, and is the result of CMSA effectively managing the disinfection and overall secondary treatment processes.

Table 4: Biosolids Production and Disposal

Date	Total Number of Loads	Total Tons	Redwood Landfill ADC	Lystek	Sacramento County Land Application
May 2025	26.00	462.50	228.00	147.00	87.50
Jun 2025	26.00	477.70	269.00	138.70	70.00
Jul 2025	32.00	518.20	279.50	151.20	87.50
Aug 2025	24.00	458.80	154.30	252.00	52.50
Sep 2025	26.00	444.00	147.90	226.10	70.00
Oct 2025	27.00	491.70	209.50	229.70	52.50
Nov 2025	28.00	479.30	230.30	249.00	
Dec 2025	32.00	587.60	412.80	174.80	
Jan 2026	35.00	630.40	369.80	260.60	
Feb 2026	31.00	566.50	345.10	221.40	
Mar 2026	30.00	548.90	312.80	236.10	
Apr 2026	29.00	507.50	245.00	227.50	35.00
Total	346.00	6,173.10	3,204.00	2,514.10	455.00

As noted in Table 4, an estimated 6,173.10 wet tons of biosolids were produced at CMSA and hauled to various beneficial reuse sites during this period. Wet weather season tends to produce more biosolids due to higher solids loadings into the primary clarifiers during initial wet weather events. CMSA biosolids were reused at Redwood Landfill as Alternate Daily Cover (ADC), at Sacramento County land application sites during dry weather, and at Lystek's Fairfield biofertilizer production facility.



BOARD MEMORANDUM

May 7, 2026

To: CMSA Commissioners and Alternates

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

Subject: **Accountant Job Description**

Recommendation: Approve the Accountant Job Description.

Summary: The Agency currently has a Senior Accountant/Finance Analyst classification, and the employee in that position has stated their intention to retire in October 2026. Staff have completed a review of that classification's job functions and propose to replace the classification with an Accountant classification with job functions that align with the current needs of the Administration Department. The recruitment for the position is planned to begin in late June 2026 with a new employee starting by early October 2026. In the near future, staff will perform a market compensation survey for the Accountant classification and present the proposed salary range at the June 2026 Board meeting in the FY27 CMSA Salary Schedule.

Attachment:
- Accountant Job Description



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

ACCOUNTANT

SUMMARY

Under general direction of the Administrative Services Manager, the Accountant plans, organizes, and performs the full range of professional level accounting and audit work in support of all agency financial activities, including budgeting, financial reporting, account reconciliation, and forecasting; coordinates the development and production of the Agency's bi-annual budget, the Annual Comprehensive Financial Report (ACFR), and the annual Popular Annual Financial Report (PAFR); may coordinate the annual external audit; prepares financial, administrative, and organizational analysis; and performs related work as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of the Agency.
- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, purchasing, cash receipts, and accounts receivable.
- Reviews and reconciles all cash and investment account activities to accounting records monthly.
- Prepares routine and ad-hoc financial reports, including distribution of monthly revenue and expenditure reports to departments. This includes monitoring and communication of budget-to-actual performance to department managers.
- Assist with the quarter- and fiscal year-end closing processes by preparing the needed closing accruals, roll-forward schedules, and other required workpapers or statistical schedules that lead to the preparation of the financial statements, ACFR, PAFR, State Controller's Office Financial Transactions Report and external financial audit; may serve as liaison with the external auditors.
- Participates in the compilation of and preparation of the bi-annual budget by providing personnel cost projections, estimated revenues and departmental expenditures, and assisting with publication of the bi-annual budget booklet.
- Maintains inventory, project accounting and fixed asset modules within the financial accounting software. This includes identifying and timely tracking which capital projects are reimbursable for federal and state grant programs.

OTHER DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- Assists in developing and implementing financial policies and procedures; researches and makes recommendations for improvement of policies and procedures.
- Maintains and updates the budget allocation rates for certain costs and departments.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of accounting; researches emerging products and enhancements and their applicability to the Agency's needs.
- Assists with Departmental projects as needed. Represents the Agency in meetings with other special districts, governmental, regulatory and funding agencies, auditors, and others as required.
- Backs-up and provides functional support to administrative staff and others as needed.

- Perform public counter, telephone, and reception duties as needed.
- Assist with fiscal year-end purchase order rollover and budget adjustment process.
- Represents the Agency in meetings with other public agencies, regulatory and funding agencies, auditors, and others as required.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Equivalent to graduation from a four-year college or university with major course work in accounting, finance, or a closely related field. Three years of progressively responsible professional work experience in accounting or a closely related field. Work experience in a governmental or public utility setting is desirable.

Interpersonal Skills

Ability to interact with others (co-workers, supervisors, subordinates, vendors, representatives from other governmental agencies, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work as scheduled; and to work the hours as agreed upon and scheduled.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, and financial reports. Ability to write reports, business correspondence, and document procedure. Ability to effectively present information and respond to questions from staff, management, customers, the general public, and the Board of Commissioners.

Mathematical Skills

Ability to apply mathematical concepts such as fractions, percentages, ratios, exponents, and proportions to practical situations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability

Ability to plan and carry out various analytical studies in area(s) of assignment: define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret, apply and explain laws, rules, regulations, and policies. Ability to exercise sound judgment with general policy guidelines. Ability to organize own work, coordinate multiple projects, and meet critical deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS

A certified public accountant (CPA) designation by the American Institute of Certified Public Accountants (AICPA) is desirable.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands, and to talk or hear others both in-person or on the telephone or radio. An employee is required to sit for periods of time. An employee is frequently required to walk, kneel, and crouch. The employee must lift and/or move up 10 pounds, to shoulder height. Specific vision ability required by this job includes close vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate, and typical of a business office with computers and printers operating.

Job Title:	Accountant
Department:	Administration
Reports To:	Administrative Services Manager
FLSA Status:	Non-Exempt
Issue/Rev Dates:	May 2026



BOARD MEMORANDUM

May 7, 2026

To: CMSA Commissioners and Alternates

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

Approved: Board Finance Committee – Commissioners DiGiovanni, Gaffney, and Cassisa

Subject: **Revised Agency Budget Financial Policy**

Recommendation: Approve the revised Agency Budget Financial Policy.

Summary: The Board Finance Committee met on April 22, 2026, and during the meeting the Committee considered budget status report options. The Committee recommends the Board change the quarterly budget status report to a semiannual report provided in the February agenda packet. The revised Agency Budget Financial Policy is attached with the changes shown in red text.

Discussion: In June 2025, the Board approved a new monthly Treasurer’s Report presentation format that included additional financial information, such as summary operating and capital budget information in a fiscal year-to-date budget-to-actual schedule. The Quarterly Budget Status Report includes similar information in an expanded format. Given there is some redundant information in the Quarterly Budget Status Report, the Finance Committee considered the four below options and agreed to recommend the Board change the Budget Status Report from Quarterly to Semiannual.

- 1) Do not change the Quarterly Budget Status Report format or content.
- 2) Discontinue preparing a Quarterly Budget Status Report.
- 3) Change the Quarterly Budget Status Report to a Quarterly Capital Program Status Report.
- 4) Change the Budget Status Report from Quarterly to Semiannual.

Attachment:

- Revised Financial Policy #550: *Agency Budget*

POLICY #:	550
SECTION:	FINANCIAL – FINANCIAL PLANNING
SUBJECT:	Agency Budget
DATE:	5/12/2026

POLICY

The Board of Commissioners shall adopt a comprehensive balanced operating budget for the Agency prior to the start of the fiscal year (July 1 to June 30).

PROCEDURE

The budget is a document specifying the allocation of Agency resources for the operating and capital priorities approved by the Board of Commissioners. The adoption of a budget by the Board is a statutory requirement for California public agencies, and is also specified in the Agency's Joint Powers Agreement.

The budget that is presented to the Board for adoption shall include the following components:

- Departmental budgets with three-year budget comparisons: prior fiscal year, current fiscal year approved budget and projected expenditures, and proposed budgets for the upcoming fiscal year(s);
- Descriptions and explanations of specific revenues and expenditure accounts;
- Identification of Agency staff responsible for routinely monitoring, tracking, and making transaction decisions with respect to specific budget accounts within each department budget;
- Allocation of Regional Sewer Service Charges to JPA Members;
- Allocation of Debt Service Charges to JPA Members;
- 10-Year Capital Improvement Program with budget allocations for capital and maintenance projects and initiatives;
- 10-Year Financial Forecast with proposed accumulations and uses for Agency reserves;
- San Quentin wastewater and debt service fees

I. Budget Development

The budget represents the Agency's financial blueprint to maintain effective operations. The budget describes the funding requirements and operating costs associated with providing wastewater services, and the maintenance, replacement, and improvement of the facility infrastructure and assets.

It shall include, but is not limited to, the following sections:

A. Revenue Budget

The Revenue Budget shall detail and describe each revenue category, including, but not limited to, sewer service charges, capacity charges, permit fees, revenues from contract and program services, fees for wastewater and organic waste disposal at Agency facilities, revenues for debt service payments and coverage, interest on investments, and other revenue sources.

B. Expenditure Budget

The Expenditure Budget shall be organized by department. Specific accounts for each department shall be detailed, described, and explained for each operating expenditure category, including, but not limited to, salaries, benefits, professional services and studies, permits and fees, materials and supplies, facilities maintenance, equipment, facility operations, and miscellaneous administrative expenses.

C. 10-Year Capital Improvement Program (CIP)

The CIP shall include the proposed capital expenditure budget for the upcoming fiscal years as well as the planned projects and initiatives for the future fiscal years. Each project shall be clearly described. The Board shall approve the fiscal year(s) proposed projects as part of the budget approval, and conceptually approve the projects shown in the following fiscal years.

D. 10-Year Financial Forecast

The Forecast shall present a multi-year comparison of the previous fiscal year's actual performance, current fiscal year's projected performance, and a ten-year projection of future revenues by all sources, expenditures, and the accumulation and use of reserves. The forecast shall guide the Board in determining current and future operating and CIP funding to meet the Agency's financial and operational needs and objectives.

At the discretion of the Board, the budget may also include policy statements, directives, and funding plans that explain and describe operational, capital, and/or organizational approaches for managing and handling the Agency's business and assets. Statements regarding performance accomplishments, objectives, and measurements may be included.

The General Manager shall present a draft budget to the Board for review no later than the May Board meeting, prior to the start of the fiscal year. The Board shall consider approving the budget ~~at~~ by the June Board meeting, prior to the start of the fiscal year, and if multi-year budget, consider proposed budget adjustments by the June meeting.

II. Budget Reporting

During the fiscal year, the Agency's actual revenues and expenditures shall be tracked to the appropriate budget accounts to manage the Agency's financial and operational condition. ~~Quarterly~~ A semi-annual budget status reports of revenues, and operating and capital expenditures by category shall be provided to the Board for its review by the February Board meeting.

III. Budget Transfers

The General Manager shall maintain procedures for department managers to (1) request budget transfers within the adopted operating and capital budgets that do not increase the total aggregate fiscal year budget, and (2) to request budget amendments that would increase the total aggregate fiscal year budget subject to the General Manager's and/or Board's review and approval.

IV. Budget Amendments

In the event of unforeseen or unanticipated circumstances, amendments to the adopted fiscal year budget may be necessary. Budget amendments shall be considered when funds are justified, available, and necessary to maintain the Agency's ongoing operational and financial performance, and service expectations as directed by the Board.

The Board shall approve budget amendments that would increase the total aggregate fiscal year budget, based on the evaluation and recommendation of the General Manager that the proposed amendment meets the intent and purpose of this policy.

In the event of an emergency, the General Manager can approve budget amendments that would increase the Agency annual budget, with the conditions that (1) these amendments are necessary to maintain the Agency's ongoing and routine operations, and (2) the aggregate amounts of the amendments cannot exceed \$500,000. The General Manager shall notify the Chair of the Board about the situation and the reason for the budget amendment, obtain authorization for the amendments, and report the actions to the Board at its next scheduled meeting.



BOARD MEMORANDUM

May 7, 2026

To: CMSA Commissioners and Alternates

From: Jacky Wong, Associate Engineer
Peter Kistenmacher, Technical Services Manager/Assistant General Manager

Approved: Jason Dow, General Manager

Subject: **FY27 Chemical Supply Contracts**

Recommendation: Authorize the General Manager to execute procurement agreements for the following FY27 chemical supply contracts:

1. **Calcium Nitrate** – award to Evoqua at a unit price of \$0.6722 per pound of nitrate-oxygen.
2. **Ferric Chloride** – award to Kemira Water Solutions at a unit price of \$1,221 per dry ton.
3. **Sodium Bisulfite** – award to Univar Solutions USA at a unit price of \$1.6350 per gallon.
4. **Sodium Hypochlorite** – award to Univar Solutions USA at a unit price of \$3.490 per gallon.

Summary: The calcium nitrate, ferric chloride, sodium bisulfite, and sodium hypochlorite contracts are for a twelve-month fixed procurement period, ending June 30, 2027.

Economic Summary: The table below shows the estimated annual use for each chemical, the current unit price before tax, the new unit price before tax, and the percentage change between the current unit price and the new unit price.

Chemical	Vendor	Estimated Annual Usage	Current Unit Price	New Unit Price	% Change
Calcium Nitrate	Evoqua	332,000 lbs	\$0.697 /lb N-O	\$0.6722/lb N-O	-3.6%
Ferric Chloride	Kemira Water Solutions	108 dry tons	\$1,583/ dry ton	\$1,221/ dry ton	-22.9%
Sodium Bisulfite	Univar Solutions USA	113,000 gal	\$1.445/gal	\$1.635/gal	13.1%
Sodium Hypochlorite	Univar Solutions USA	225,000 gal	\$3.290/gal	\$3.490/gal	6.1%

Discussion: CMSA uses several types of chemicals to treat and process wastewater and biosolids to meet regulatory permit requirements. These chemical suppliers are selected after a public bid process either administered by the Bay Area Chemical Consortium (BACC) or by

CMSA staff. This year, BACC bid on sodium hypochlorite, sodium bisulfite, and ferric chloride, while CMSA bid on calcium nitrate. Below is a brief description of each chemical's use and the bidding process.

Calcium Nitrate is the first phase of a two-phase odor control system used in the collection system upstream of the wastewater treatment facility to control wastewater odors around the Headworks building. Nitrate, dosed at strategic points, inhibits the formation of hydrogen sulfide gas. It is injected at the Greenbrae (Ross Valley Sanitary District), Paradise (Sanitary District No. 2), and North Francisco and West Railroad (San Rafael Sanitation District) pump stations. The Agency uses approximately 332,000 pounds annually. In early April 2026, CMSA issued a Request for Bids to chemical suppliers. CMSA staff received, opened, and analyzed four bids on April 23, 2026. Evoqua was determined to be the lowest responsive and responsible bidder. A bid summary and tabulation are attached.

Ferric Chloride controls hydrogen sulfide content in biogas, improves biosolids dewatering performance, and enhances suspended solids removal in the primary clarifiers during wet weather flows. The Agency uses approximately 108 dry tons annually. The BACC issued a Request for Bids to chemical suppliers in December 2025. Four bids were received, opened, and analyzed in February 2026, and the BACC award recommendation letter to Kemira Water Solutions for their ferric chloride bid is attached.

Sodium Bisulfite is a de-chlorination chemical used to neutralize residual chlorine in the final effluent prior to discharge into the San Francisco Bay. The Agency uses approximately 113,000 gallons annually. The BACC issued a Request for Bids to chemical suppliers in December 2025. Three bids were received, opened, and analyzed in February 2026, and the BACC award recommendation letter to Univar Solutions USA for the sodium bisulfite bid is attached.

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. The Agency uses approximately 225,000 gallons annually. The BACC issued a Request for Bids to chemical suppliers in December 2025. Five bids were received, opened, and analyzed in February 2026, and the BACC award recommendation letter to Univar Solutions USA for the sodium hypochlorite bid is attached.

BACC Background: CMSA joined the BACC in June 2013. The BACC is a cooperative group of over 50 public water and wastewater agencies in northern California and is currently managed and administered by the Bay Area Clean Water Agencies (BACWA). The primary purpose of the BACC is to seek competitive bids from vendors, on a regional basis, to supply and deliver chemicals for water and/or wastewater treatment. CMSA is in the Marin-Sonoma-Napa County region for bidding purposes.

BACC members benefit from a better price through greater purchasing power and administrative cost savings as BACWA prepares all the bid documents, bid advertisements, and performs the bid analyses. BACC members reimburse BACWA when participating in one of the BACC bids. The reimbursement cost to BACWA is \$262.36 per bid, and CMSA's total fee for

participating in the chemical procurement process this year is \$787.08. Utilizing the BACC bid process provides significant savings in staff time and advertising costs compared to CMSA staff developing the contracts and administering the procurement process.

Attachments:

- 1) Sample Chemical Supply Agreement (BACC contracts)
- 2) Calcium Nitrate Bid Opening Summary and Bid Tabulation
- 3) BACC Notice of Award Letter of Ferric Chloride
- 4) BACC Notice of Award Letter of Sodium Bisulfite
- 5) BACC Notice of Award Letter of Sodium Hypochlorite

CMSA CHEMICAL SUPPLY AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2026, 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 Bid 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 Bid 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, City of Larkspur, 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, 2027, with an option to extend the contract on a year-to-year basis, not exceed three (3) yearly renewals upon mutual agreements.

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

Central Marin Sanitation Agency
Supply and Delivery of Calcium Nitrate
CMSA Contract No. 26-40
Bid Opening Results
April 23, 2026, 1:30PM

Bidder

Bid Amount

Univar

No Bid

Pencco

\$ 3.30 / gallon

\$ 0.9429 / lb.

Evogva water	\$ 2.42 / gallon
	\$ 0.6722 / lb.



Bids Opened By



Bids Read By

BID REVIEW/RECOMMENDATION**CMSA Contract No. 26-40 Calcium Nitrate****Addenda Issued: None****Bid Open Date: Tuesday, April 23, 2026 at 1:30 PM**

		Bidder:	Evoqua	Pencco	Univar
Item #	Description		Low Bidder		No Bid
1	Received in sealed envelope by bid deadline above		Yes	Yes	
2	Bids submitted on forms provided (completed BID FORM)		Yes	Yes	
3	In non-erasable permanent ink		Yes	Yes	
4	Must include a base unit price per gallon and per unit lb		Yes	Yes	
5	Additional charges for "short load" deliveries shown as a standard deviation on bid form		None	None	
6	Completed BIDDER INFORMATION FORM, including References: minimum of 3		Yes	Yes	
7	Product Specification Deviations - if any, proposed specification must be attached		None	None	
8	Signed Agreement		Yes	Yes	
9	Fully Executed Non-Collusion Affidavit		Yes	Yes	
10	Manufacturer's information with Representative lab analysis of the chemical prepared by reputable outside laboratory or ISO Certified		Yes	Yes	
11	Name /Address of chemical manufacturer		Yara	Andersons	
12	Product Bulletin and Typical Properties		Yes	Yes	
13	Safety Data Sheet (SDS)		Yes	Yes	
14	Addendum/Addenda Acknowledgement		N/A	N/A	
15	Specific Deviations Noted		None	None	



March 13, 2026

Kemira Water Solutions, Inc
Attn: Christina M. Imbrogno
4321 W. 6th St.
Lawrence, KS 66049

RE: Award Contract in Response to Bay Area Chemical Consortium (BACC) Bid No. 06-2026 for Supply and Delivery of FERRIC CHLORIDE.

Dear Ms. Imbrogno

We are pleased to advise you that the bid submitted by Kemira Water Solutions, Inc for Bid No. 06-2026 was determined to be the lowest responsive bid for the supply and delivery of FERRIC CHLORIDE during the period July 1, 2026 through June 30, 2027.

The participating BACC Agencies should be contacting you shortly to discuss entering into contracts with Kemira Water Solutions, 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,

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



March 13, 2026

Univar Solutions USA, LLC
Attn: Jennifer M Perras
8201 S 21st St.
Kent, WA 98032

RE: Award Contract in Response to Bay Area Chemical Consortium (BACC) Bid No. 11-2026 for Supply and Delivery of Sodium Bisulfite.

Dear Ms. Perras

We are pleased to advise you that the bid submitted by Univar Solutions USA, LLC. for Bid No. 11-2026 was determined to be the lowest responsive bid for the supply and delivery of Sodium Bisulfite during the period July 1, 2026 through June 30, 2027.

The participating BACC Agencies should be contacting you shortly to discuss entering into contracts with Univar Solutions USA, LLC. 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,

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



March 13, 2026

Univar Solutions USA, LLC
Attn: Jennifer M Perras
8201 S 21st St.
Kent, WA 98032

RE: Award Contract in Response to Bay Area Chemical Consortium (BACC) Bid No. 13-2026 for Supply and Delivery of SODIUM HYPOCHLORITE 12.5%.

Dear Ms. Perras

We are pleased to advise you that the bid submitted by Univar Solutions USA, LLC. for Bid No. 13-2026 was determined to be the lowest responsive bid for the supply and delivery of SODIUM HYPOCHLORITE 12.5% for Central Valley, East Bay, Marin Sonoma Napa, North Bay, Peninsula, South Bay, Tri Valley regions during the period July 1, 2026 through June 30, 2027.

The participating BACC Agencies should be contacting you shortly to discuss entering into contracts with Univar Solutions USA, LLC. 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,

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



BOARD MEMORANDUM

May 7, 2026

To: CMSA Commissioners and Alternates

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

Approved: Board Finance Committee – Commissioners DiGiovanni, Gaffney, and Cassisa

Subject: Proposed FY27 Operating and Capital Budget Adjustments

Recommendation: Approve the proposed FY27 budget adjustments, and provide comments or direction to the General Manager, as appropriate.

Summary: At the June 2025 Board meeting, the Board approved the Agency’s two-year budget for FY26 and FY27. Staff informed the Board that if any budget account adjustments were needed for the second budget year, FY27, they would be presented by the June 2026 meeting. Department managers completed a thorough review of the approved and projected FY26 expenses and approved FY27 expenses and identified several accounts that need adjustments.

Staff met with the Board’s Finance Committee on Wednesday April 22, 2026, to review the proposed budget adjustments. After a thorough discussion, the Committee provided comments, recommended revisions, and then accepted the adjustments. A major change is to include the actual FY27 CalPERS unfunded liability payment (UAL) along with the pension obligation debt service. The total operating budget adjustments by department are shown in the table below, and individual account adjustments are briefly summarized in the following Discussion section.

Department	Adopted FY27 Budget	Total FY27 Adjustment	Revised FY27 Budget
Operations	5,413,800	174,000	5,587,800
Maintenance	4,275,900	88,800	4,364,700
Technical Services	3,872,200	1,700	3,873,900
Administration	3,876,600	672,000	4,548,600
Health & Safety	298,900	400	299,300
Total Operating Expenses	17,737,400	936,900	18,674,300
Debt Service	5,463,100	(765,700)	4,697,400
Capital Program	8,129,000	5,830,500	13,959,500
Total Revenues	26,060,600	8,482,000	34,542,600

Fiscal Impact: For FY26, there is a projected operating surplus in the amount of \$465,600, and this amount will be finalized as part of preparation of the FY26 financial statements. The FY26 surplus provides additional funds for the unassigned reserves. For FY27, there is a budgeted operating surplus of \$20,000 due to transferring in \$396,100 from the restricted pension trust to fund the increased FY27 CalPERS UAL cost. Included in the FY27 budget adjustments are the three following items staff and the Finance Committee recommend the Board approved.

- 1) *Hire a Temporary Full-Time Accounting Technician in the Administration Department.* This new position will support the finance department and customer service activities in the department, such as serving as a regular back-up FTE for payroll processing, greatly assisting other departments with timely preparing purchase orders and paying accounts payable invoices from procurement activities, lead timely follow-up on outstanding accounts receivable invoices from permit or other billable activities, and assist in various departmental projects. Some key projects that this position will assist with are calculating FLSA eligible overtime for income tax reporting, timely calculation of weighted labor rates by pay period, and assessing the collectability of outstanding receivables for fiscal year end reporting. Lastly, adding another FTE Accounting Technician supports the Agency's hiring efforts by allowing candidates without relevant payroll experience to be considered. These candidates can now be hired and trained alongside the current Accounting Technician for the hands-on payroll experience. This position is expected to also perform payroll throughout the fiscal year on a scheduled basis.
- 2) *Create a Lead Environmental Services Analyst in the Technical Services Department:* There are three analysts in the department, and this new position will be a promotional opportunity for staff, and be responsible for assigning and tracking the analysts' work to support the Regulatory Compliance Manager.
- 3) *Select and hire a Retirement Consultant:* The consultant will assist the Agency's new Deferred Compensation Committee with its responsibilities to review the deferred compensation investment options and fee structures and recommend changes if needed.

GFOA Award: Staff submitted the Agency's two-year budget to the Government Finance Officers Association last year, and we are proud to report that the GFOA awarded the Agency its Distinguished Budget Presentation Award.

Position Vacancies: AB 2561 requires a public agency to track job vacancies, annually report job vacancies to its governing board at a public meeting, and present its plans to fill the vacancies. CMSA has two vacant Electrician/Instrumentation Technician positions and has hired Koff & Associates to administer and manage the recruitment to fill both positions. SEIU Local 1021 has been informed about the vacancies and the recruitment. The positions should be filled by July 2026.

Operating Expenses: Preparing the bi-annual Agency budget is a lengthy and detailed process that begins in February of every other odd year with a draft budget presented to the Finance

Committee in April and the Board in May, and the final budget adopted by the Board in June. The two-year budget has proven to be an invaluable tool for simplifying the budget process to devote more time to other priority Agency business. The two-year budget saves time by not having to prepare a complete budget each year. Operating expense adjustments greater than \$5,000 for FY27 are shown in the tables on the following pages for each department.

Operations

Account	Adopted FY27 Budget	Total FY27 Adjustment	Revised FY27 Budget	Reason
Salaries & Benefits	2,867,000	221,900	3,088,900	COLA decrease from 3% to 2.178% offset by various staff promotions.
Calcium Nitrate	325,700	(77,400)	248,300	FY27 bid price 22.8% less than FY26; 3-year average use of 93k gallons, down from 108k.
Hydrogen Peroxide	333,700	12,200	345,900	FY27 bid price remained the same as FY26; 3-year average use increased to 102k from 96k.
Sodium Hypochlorite	822,700	21,100	843,800	FY27 BACC bid price 7.4% more than FY26; 3-year average use stayed same at 225k.
Sodium Bisulfite	205,500	10,200	215,700	FY27 BACC bid price 13.1% more than FY26; 3-year average use dropped from 137k to 113k.
Electricity	172,000	(15,000)	157,000	Decrease due to increased food waste and biogas production, reducing utility demand.
All other accounts	649,900	1,000	688,200	Below \$5,000 individual account changes.
TOTAL	5,413,800	174,000	5,587,800	

Maintenance

Account	Adopted FY27 Budget	Total FY27 Adjustment	Revised FY27 Budget	Reason
Salaries & Benefits	3,436,200	44,700	3,480,900	COLA decrease from 3% to 2.178% offset by various staff promotions.
Fleet Maintenance	20,000	5,000	25,000	Increase for additional consumable maintenance parts for vehicles.
Hazardous Waste Disposal	51,500	25,000	76,500	Increase from one to two annual H2S media replacements due to increased biogas production.
Groundskeeping	45,000	(15,000)	30,000	Decrease based on current operational needs and additions of AWOP participants.
Process Media Replacement	82,400	20,000	102,400	Additional H2S, siloxane, and OWRF media required from increased food waste deliveries & biogas production
Organic Waste Receiving Facility	48,200	18,000	66,200	Increase storage tank cleaning from semi-annual to quarterly; includes additional maintenance.
SQRC Supplies, Repairs and Other	10,100	7,900	18,000	Non-Agency maintenance - Transfer IUL labor savings to address increased costs.
SQ Village WW System Maint	22,800	(16,800)	6,000	Non-Agency maintenance - Reduce following prior fiscal year purchase of critical spare pump of \$14k.
All other accounts	559,700	-	559,700	Below \$5,000 individual account changes.
TOTAL	4,275,900	88,800	4,364,700	

Technical Services

Account	Adopted FY27 Budget	Total FY27 Adjustment	Revised FY27 Budget	Reason
Salaries & benefits	2,524,100	(98,600)	2,425,500	COLA decrease from 3% to 2.178% and savings from RCM and ESA I replacements. Cost savings offset by creation of Lead ESA position.
Biosolids Hauling	255,300	35,000	290,300	Increase due to additional organic waste processing and cost of diesel fuel.
Biosolids Reuse Fees	411,500	33,000	444,500	Increase from more organic waste received.
Lab Supplies	110,100	22,900	133,000	Increase from continued nutrient monitoring and replacement of consumable IC column.
Biosolids Monitoring	16,200	6,300	22,500	Increase from new monthly cyanide analysis requirement effective 2025.
All other accounts	555,000	3,100	558,100	Below \$5,000 individual account changes.
TOTAL	3,872,200	1,700	3,873,900	

Administration

Account	Adopted FY27 Budget	Total FY27 Adjustment	Revised FY27 Budget	Reason
Salaries & Benefits	2,674,200	640,900	3,315,100	New Temporary Accounting Technician position offset by COLA decrease from 3% to 2.178% and expected savings from replacing the retiring Senior Accountant with a new Accountant position. Actual FY27 CalPERS UAL increased by \$542K.
General Liability Ins	142,500	(11,300)	131,200	Lower overall pool losses offset by CSRMA projected 15% increase.
Worker's Comp Ins	217,100	(27,400)	189,700	Lower overall pool losses offset by CSRMA projected 10% increase.
Property Ins	320,900	(46,600)	274,300	Lower overall pool losses offset by CSRMA projected 5% increase.
Internet & Telephone	51,500	10,000	61,500	Price increase for Microsoft 365 license.
Office Supplies	40,200	(28,200)	12,000	Reclass of rental charges to separate account.
IT Software	100,700	7,000	107,700	Various software license price increases.
Rental Expense	-	25,500	25,500	Rent for copiers, stamp machine, fax service
Prof Services - General	40,500	5,900	46,400	Recruitment for two E/I Technicians
Prof Services – Regulatory	5,000	55,800	60,800	Increase for engaging consulting services to begin NPDES permit reissuance.
Prof Services - Finance	30,000	33,500	63,500	Estimated cost for retirement consultant to assist deferred compensation committee.
All other accounts	254,000	6,900	260,900	Below \$5,000 individual account changes.
TOTAL	3,876,600	672,000	4,548,600	

Debt Service: The Agency currently has two revenue bond obligations outstanding, the 2015 refunding revenue bonds and 2020 revenue bonds. Staff are currently working through the 2026 revenue bond issuance for \$8.5 million to assist funding the Agency's CIP, of which is

anticipated to close in September 2026. The table below shows the applicable updated estimates for FY27's debt service to be paid following the revised timeline.

Debt Service

Account	Adopted FY27 Budget	Total FY27 Adjustment	Revised FY27 Budget	Reason
Debt Service – Interest	455,000	(306,000)	149,000	Deferral of 2026 Revenue Bond. Interest payments are to begin March 2027.
Debt Service – Principal	459,700	(459,700)	-	Deferral of 2026 Revenue Bond. Principal repayment is to begin September 2027.
All other debt	4,548,400	-	4,548,400	Below \$5,000 individual account changes.
TOTAL	5,463,100	(765,700)	4,697,400	

Revenues: The Board adopted a 5-Year Revenue Plan on March 14, 2023, increasing regional service charges by 4% going into FY25. At the November 13, 2023, Board Meeting, the regional service charges were further updated by increasing the rate by an additional 0.5%. Including this change, all other significant revenue adjustments greater than \$5,000 for the second year are shown below.

Revenue

Account	Adopted FY27 Budget	Total FY27 Adjustment	Revised FY27 Budget	Reason
Capital Fee	1,034,800	957,400	1,992,200	Deferral of 2026 Revenue Bond.
Debt Service Charges	5,463,000	(765,900)	4,697,100	Deferral of 2026 Revenue Bond.
Coverage Fee	1,365,800	(191,500)	1,174,300	Deferral of 2026 Revenue Bond.
SQ Village WW Services	23,800	8,700	32,500	Allowance for parts purchases and staff time for pump station repairs.
Permit & Inspection Fees	35,300	9,500	44,800	Carryover permit activity from FY26 to be completed in FY27.
Private Waste Haulers - FOG	102,100	(17,100)	85,000	Lower projected FOG receipts.
Food Waste - SOS	14,700	(14,700)	-	No longer receiving food waste from SOS.
Food Waste - Republic	-	75,000	75,000	New contract with Republic being estimated for FY27.
Food Waste - RioDog	-	5,000	5,000	New contract with RioDog being estimated for FY27.
Marin Clean Energy	75,200	21,500	96,700	Higher projected feedstock leading to higher energy being produced and exported.
Int Inc – Op Cash	12,500	(5,000)	7,500	Higher CIP anticipated in FY27 from deferral of revenue bond in FY26.
Int Inc – LAIF	679,700	74,700	754,400	Receipt of FY26 capacity charges offset end of year CIP costs leading to higher interest accrual for July 2026 payment on LAIF.
Int Inc – Debt Trust	9,900	45,700	55,600	Deferral of revenue bond to FY27 leading to interest earned on project proceeds in FY27.

Int Inc – Pension Trust	48,900	(7,200)	41,700	Lowered due to no contributions expected to pension trust.
Capital Debt Proceeds, net	-	8,287,500	8,287,500	Deferral of 2026 Revenue Bond into FY27 at lower amount following CIP plan.
All other accounts	17,194,900	(1,600)	17,193,300	Below \$5,000 individual account changes.
TOTAL	26,060,600	8,482,000	34,542,600	

Proposed FY 27 Capital Improvement Program – Summary of Changes

Category	FY 27 Adopted Budget*	FY27 Adjustments	FY 27 Proposed Budget
Facility Improvements	535,200	1,204,500	1,739,700
General Equipment	469,700	490,000	959,700
Liquid Treatment Equipment and Systems	4,900,200	1,887,300	6,787,500
Solids Treatment and Energy Generation	2,223,900	2,248,700	4,472,600
Total	8,129,000	5,830,500	13,959,500

* The Adopted FY27 Budget is based on direction from the October 2025 Finance Committee meeting, where contingent projects were removed.

FY27 Major CIP Adjustments: Most of the FY27 Budget Category increases are the result of transfers of unspent FY26 funds. Significant CIP adjustments are discussed below.

Facility Improvements:

- 1) Industrial Coatings and Concrete Rehabilitation: Moved unspent funds (\$315K) from FY26 to FY27 for completion of Chlorine Contact Tanks No. 1 through 3 Coating Project and updated budget based on bid results and updated project schedule.
- 2) Facility Improvements: Added funds to FY27 for architect for Administration Building kitchen and bath remodel moved from FY26 (\$60K), various corroded facility door and window replacements (\$140K), install of Agency EV charging station (\$12K), facility hatch replacements (\$35K). Added funds to FY28 for additional corroded facility door and window replacements (\$80K), allowances for assessing the re-piping of the Sodium Bisulfite storage room (\$75K), and allowance to construct Administration Building kitchen and bath remodel (\$120K). Added funds to FY29 for construction allowance for additional facility storage area (\$250K; pending FY28 assessment) and for replacing the Digester Basement air handling unit (\$50K).

- 3) Facility Roofs Rehabilitation: Reduced FY28 allowance (-\$58K) for metal roof repairs based on FY26 assessment results and Maintenance Building repairs completed in FY26.
- 4) SHB Elevator Control Replacement: Moved unspent funds from FY26 as construction completion of the elevator control system replacement project shifted from FY26 to FY27, and updated budget based on received bid results (\$465K). Added allowance (\$100K) to FY30 for replacement of any remaining non-control related elevator components based on FY29 consultant assessment.

General Equipment:

- 5) Agency Vehicle Replacement: Added funds to FY30 for rescheduled vehicle replacement (\$55K).
- 6) Laboratory Equipment: Moved funds from FY26 to FY27 for replacing the Laboratory's DI Water system (\$65K) and deleted funds for replacing the autoclave which was replaced in FY26 (-\$46K).
- 7) Electrical Equipment: Added funds to FY27 for replacing Effluent Pump Station Controllers (\$110K) and converting Headworks lights to explosion proof LEDs (\$85K).
- 8) Process Instrumentation: Moved funds from FY26 to FY27 for procurement of sludge blanket readers (\$40K).
- 9) Electrical Distribution System Rehabilitation: Added funds to FY27 for replacing the FY26 condition assessment identified breakers in MCCs 4/5, 9 and 10 (\$200K). Moved funds for inspections of main switchgear and other facility MCCs and associated replacement placeholders out by two years based on the results of the FY26 condition assessment.
- 10) Electrical Conduit Rehabilitation: Moved \$100K of \$150K of unspent FY26 funds to FY27 to complete consultant report and implement high priority recommendations.

Liquid Treatment Equipment and Systems:

- 11) Plant Pumps: Moved the replacement of the centrifuge feed pumps from FY27 to FY28 (\$50K), added refurbishment of two headworks sample pumps (\$25K), and refurbishment of the aeration tank drain pump (\$12K) to FY27. Added budget in FY28 to assess and design for upsizing the blend channel drain, pump, and piping (\$25K) and performing the work in FY29 (\$60K). Moved unspent funds from FY26 to FY30 for the replacement of three recycled water pumps (\$40K).
- 12) Gates Rehabilitation: Moved unspent funds from FY26 to FY27 for the headworks influent gate replacement project, and updated budget to design the bypass system and perform the project in FY27 (\$500K). Moved unspent funds from FY26 to FY27 to purchase a new isolation gate for Chlorine Contact Tank No. 5 and 6 (\$85K) and moved budget for the effluent pump station influent gates from FY34 to FY27 (\$130K). Added

funds for contractor installation of the grit tank influent gates in FY27 (\$65K) and FY28 (\$65K).

- 13) Headworks Equipment: Moved unspent funds from FY26 to FY27 for the completion of the grit classifiers replacement project, including construction, construction management, special inspections, and engineering services during construction (\$814K). Moved unspent funds from FY26 to FY27 for the trough replacement on Grit Classifier No. 1 (\$20K) and the condition assessment of submerged concrete structures in the grit tanks (\$32K). Added budget to complete assessment of the blowers and diffusers for the aerated grit system (\$45K), conduct a grit performance evaluation (\$75K), and develop design for the blower replacement (\$105K) in FY27. Moved budget from FY26 to FY28 to replace the blowers and diffusers for the aerated grit system (\$1M) and added allowance to install baffle plates (\$500K) pending results of consultant recommendation.
- 14) Primary Clarifiers Rehabilitation: Moved unspent funds (\$524K) from FY26 to FY27 based on updated construction schedule and reduced budget based on favorable bid results (\$-439K). Consolidated multi-year budgets to procure and install a baffle system for Primary Clarifiers No. 2, 3 4, 5, 6 and 7 into a single year in FY29, pending completion of successful baffle performance testing prior to installation.
- 15) Process Piping Inspection & Repairs: Moved unspent funds from FY26 to FY27 to plug and abandon the corroded bend for the reclaimed water pipe (\$25K) and moved the inspection of the San Rafael Interceptor from FY27 to FY28 (\$107K).
- 16) Piping Valves & Operators: Moved unspent funds from FY26 to FY27 to refurbish check valve and seals at the Effluent Pump Station (\$47K). Added budget in FY29 to retain a consultant to develop an estimate and plan to replace the gates inside the South Francisco vault and the valve in the San Quentin Junction Box (\$75K). Added allowance in FY30 to replace the gates inside the South Francisco vault and the valve in San Quentin Junction Box, which includes construction flow bypass systems (\$500k).
- 17) Nutrient Removal: Moved unspent funds (\$850K) from FY26 to FY27 for completing the pre-design and starting the final design of the selected nutrient removal alternative (\$750K). Added allowance to FY27 for pre-purchase and design of a sidestream treatment system in FY27 (\$750K). Increased FY28 budget (\$500K) to allow for completion of final design of selected nutrient removal alternative (\$750K) and to complete the purchase, design and installation of a sidestream treatment system (\$1.75M).

Solids Treatment and Energy Generation:

- 18) Centrifuge Replacement: Moved unspent funds (\$2.1M) from FY26 to FY27 to complete the installation of the new centrifuges per the updated project schedule, including retaining consultant for special inspections, construction management assistance,

engineering services during construction, and performing startup and testing for the pre-purchased equipment.

- 19) Jenbacher Cogeneration Maintenance: Added scheduled minor overhaul at 40,000 operating hours in FY36, including allowance for replacement of the Selective Catalytic Reducer and Oxidation Catalyst internal materials (\$456K).
- 20) Organic Waste Receiving Facility: Moved biogas utilization study (\$60K) from FY26 to FY27, added budget in FY27 for spare grinder and associated spare parts (\$55K), and added funds in FY27 and FY28 for spare stainless steel mix pump and replacement internal parts (\$82K).

Attachments:

- 1) Funding Requirements and Sources Summary
- 2) Updated 10-Year Capital Improvement Program

CENTRAL MARIN SANITATION AGENCY
FUNDING REQUIREMENTS AND SOURCES SUMMARY
PROPOSED ADJUSTMENTS TO THE FY27 OPERATING AND CAPITAL BUDGETS

	ACTUAL 6/30/2025	ADOPTED 6/30/2026	PROJECTED 6/30/2026	A ADOPTED 6/30/2027	Adjustments	B ADJUSTED 6/30/2027	(B - A) / A Chg %	
Operating Activities								
1	Salaries & benefits	\$ 10,444,319	\$ 11,368,500	\$ 11,598,400	\$ 11,764,500	\$ 808,800	\$ 12,573,300	6.9 %
2	Chemicals & fuel	2,107,780	2,034,900	1,917,800	2,095,500	(33,900)	2,061,600	(1.6) %
3	Biosolids management	507,075	645,300	699,000	666,800	68,000	734,800	10.2 %
4	Permit testing & monitoring	266,414	260,100	254,000	249,600	26,100	275,700	10.5 %
5	Maintenance & repairs	959,830	768,300	1,160,400	786,500	44,100	830,600	5.6 %
6	Utilities	394,275	392,400	335,700	405,400	(5,000)	400,400	(1.2) %
7	Insurance	551,893	632,500	572,800	688,300	(82,900)	605,400	(12.0) %
8	General & administrative	953,334	1,069,800	943,900	1,080,800	111,700	1,192,500	10.3 %
9	Total operating uses	16,184,920	17,171,800	17,482,000	17,737,400	936,900	18,674,300	5.3 %
10	Regional service charges	13,247,500	13,843,600	13,843,600	14,466,600	-	14,466,600	0.0 %
11	Contract service fees	2,282,232	2,055,200	2,298,500	2,114,300	31,200	2,145,500	1.5 %
12	Program revenues	177,209	180,000	177,800	181,000	100	181,100	0.1 %
13	Other operating sources	1,700,499	1,387,200	1,627,700	1,384,900	120,100	1,505,000	8.7 %
14	Pension trust funds transfer in	-	-	-	-	396,100	396,100	100.0 %
15	Total operating sources	17,407,440	17,466,000	17,947,600	18,146,800	547,500	18,694,300	3.0 %
16	Surplus / (deficit) - operating	1,222,520	294,200	465,600	409,400	(389,400)	20,000	n/a
Capital Activities								
17	Capital debt service	4,500,281	4,497,200	4,497,200	5,463,100	(765,700)	4,697,400	(14.0) %
18	Capital improvement program	6,056,973	16,630,850	6,981,000	8,129,000	5,830,500	13,959,500	71.7 %
19	Total capital uses	10,557,254	21,128,050	11,478,200	13,592,100	5,064,800	18,656,900	37.3 %
20	Debt service charges	4,525,748	4,497,200	4,497,200	5,463,000	(765,900)	4,697,100	(14.0) %
21	Debt service coverage fees	1,131,437	1,124,300	1,124,300	1,365,800	(191,500)	1,174,300	(14.0) %
22	Capital fees	1,575,500	1,903,500	1,903,500	1,034,800	957,400	1,992,200	92.5 %
23	Capacity charges	641,969	40,500	3,012,600	41,700	(1,700)	40,000	(4.1) %
24	Grant proceeds	2,962,224	-	-	-	-	-	0.0 %
25	Capital debt proceeds, net	-	12,675,000	-	-	8,287,500	8,287,500	100.0 %
26	Interest on debt trust	10,954	130,200	9,000	8,500	44,800	53,300	527.1 %
27	Total capital sources	10,847,832	20,370,700	10,546,600	7,913,800	8,330,600	16,244,400	105.3 %
28	Surplus / (deficit) - capital	290,578	(757,350)	(931,600)	(5,678,300)	3,265,800	(2,412,500)	n/a
29	Total Agency uses	(26,742,174)	(38,299,850)	(28,960,200)	(31,329,500)	(6,001,700)	(37,331,200)	19.2 %
30	Total Agency sources	28,255,272	37,836,700	28,494,200	26,060,600	8,878,100	34,938,700	34.1 %
31	Total Agency reserve (inc)/dec	(1,513,098)	463,150	466,000	5,268,900	(2,876,400)	2,392,500	(54.6) %
32	Total Agency funding change	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Reserves - Ending Balance								
33	Rest Pension Trust	\$ 1,583,379	\$ 1,854,079	\$ 1,695,079	\$ 2,160,879	\$ (719,000)	\$ 1,441,879	(33.3) %
34	Rest POB Trust	1,405	1,500	2,190	1,400	(1,078)	322	(77.0) %
35	Rest Revenue Bond Trust	10,949	8,200	7,822	8,500	(7,092)	1,408	(83.4) %
36	Rest Dental Trust	20,357	25,000	25,000	25,000	-	25,000	0.0 %
37	Rest Capital Reserve	1,125,100	1,124,300	1,124,300	1,365,800	(191,500)	1,174,300	(14.0) %
38	Comm Operating Reserve	4,302,500	4,302,500	4,302,500	4,434,400	234,200	4,668,600	5.3 %
39	Comm Emergency Reserve	500,000	500,000	500,000	500,000	-	500,000	0.0 %
40	Unassigned Op Act Reserve	500,000	500,000	500,000	500,000	-	500,000	0.0 %
41	Unassigned Cap Act Reserve	17,144,680	16,409,642	16,565,480	10,061,392	3,560,870	13,622,262	35.4 %
42	Total reserves - ending bal	\$ 25,188,371	\$ 24,725,221	\$ 24,722,371	\$ 19,057,371	\$ 2,876,400	\$ 21,933,771	n/a
Board Approved Reserve Targets								
43	Rest Capital Reserve	1,125,100	1,124,300	1,124,300	1,365,800	(191,500)	1,174,300	(14.0) %
44	Comm Operating Reserve	4,302,500	4,293,000	4,293,000	4,434,400	234,200	4,668,600	5.3 %
45	Comm Emergency Reserve	500,000	500,000	500,000	500,000	-	500,000	0.0 %
46	Unassigned Cap Act Reserve	7,477,169	8,573,600	8,573,600	5,273,500	484,100	5,757,600	9.2 %

**Central Marin Sanitation Agency
Capital Improvement Program
Proposed FY27 Budget and 10-Year Projection (Essential and Contingent)**

GL Account Number	PM*	Delivery Method	Essential 10-year CIP														
			Adopted	Projected	Adopted	Proposed	2	3	4	5	6	7	8	9	10	Total	
			FY26 **	Final FY26	FY27**	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY27 - FY36	
Facility Improvements																	
0230-550-8201	TSM	Effluent Storage Pond Rehabilitation	FB	-	-	-	-	-	-	-	-	-	-	-	-	-	
0230-550-8202	TSM	Agency Facilities Master Plan	PSA	-	-	-	-	-	-	-	-	-	-	-	-	-	
0230-550-8203	TSM	Industrial Coatings & Concrete Rehabilitation	IB/MC/FB	894,500	611,000	214,100	529,100	187,900	41,400	130,800	111,100	30,800	30,300	32,400	32,400	33,500	1,159,700
0230-550-8204	TSM	Outfall Inspection & Repairs	IB/MC/FB	41,200	1,300	42,800	42,800	131,500	47,300	48,900	50,600	52,300	54,000	55,900	57,700	59,700	600,700
0230-550-8205	TSM	Facility Improvements	IB	379,500	60,000	186,200	668,700	457,800	355,400	133,000	72,600	58,900	43,900	64,500	1,638,500	10,200	3,503,500
0230-550-8206	TSM	Facility Paving/Site Work	IB/MC	204,700	90,000	14,100	14,100	14,600	15,100	15,600	16,200	16,700	17,300	17,800	18,400	19,100	164,900
0230-550-8207	TSM	Hillside Repairs	PSA/IB	-	-	-	-	103,400	-	-	-	-	-	126,200	-	-	229,600
0230-550-8208	TSM	Facility Roofs Rehabilitation	MC/IB/FB	20,000	40,000	78,000	20,000	66,300	81,500	47,600	33,700	34,800	36,000	37,200	63,500	39,800	460,400
0230-550-8209	TSM	SHB Elevator Control Replacement	FB	397,500	70,000	-	465,000	-	34,300	100,000	-	-	-	-	-	-	599,300
0230-550-8210	TSM	Facility Structures Seismic Study	PSA	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal - Facility Improvements				1,937,400	872,300	535,200	1,739,700	961,500	575,000	475,900	284,200	193,500	181,500	334,000	1,810,500	162,300	6,718,100
General Equipment																	
0110-550-8301	ISA	Process Control	M/MC	54,600	45,000	50,000	50,000	42,400	43,800	45,300	46,800	48,400	50,000	51,700	53,400	55,200	487,000
0110-550-8302	MS	Security / Fire Systems	MC	21,300	21,300	24,800	24,800	99,400	28,600	24,700	22,500	16,600	23,300	17,800	25,800	20,400	303,900
0350-550-8303	MS/TSM	Fuel Storage Tanks	IB/MC	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0110-550-8304	ISA	IT Hardware and Communication Equipment	M	37,400	36,000	68,800	68,800	92,100	58,100	83,000	44,200	39,900	90,600	42,700	44,100	103,500	667,000
0350-550-8305	MS	Agency Vehicle Replacement	IB/PO	89,100	89,100	87,000	95,000	108,800	85,700	145,700	67,200	94,700	100,900	87,700	167,300	55,800	1,008,800
0230-550-8306	RCM	Laboratory Equipment	PO	65,000	35,430	46,200	65,000	217,600	23,700	37,900	69,400	15,700	222,500	34,900	16,200	16,200	719,100
0350-550-8307	MS	Electrical Equipment	M/IB	122,500	122,500	96,100	256,100	63,400	141,100	140,100	108,600	112,300	116,100	120,000	124,100	128,200	1,310,000
0350-550-8309	MS	Process Instrumentation	M	117,200	100,000	61,800	100,000	60,600	76,600	32,600	33,700	34,900	36,100	38,500	38,500	39,800	491,300
0350-550-8310	TSM	Electrical Distribution System Rehabilitation	PSA/FB	161,100	71,000	-	200,000	479,500	-	-	-	-	-	-	-	-	679,500
0350-550-8311	MS	Electrical Conduit Rehabilitation	M/MC/IB	225,000	75,000	35,000	100,000	36,200	37,500	38,700	40,000	41,400	42,800	44,200	45,700	47,200	473,700
Subtotal - General Equipment				893,200	595,330	469,700	959,700	1,200,000	495,100	548,000	432,400	403,900	682,300	437,500	515,100	466,300	6,140,300
Liquids Treatment Equipment and Systems																	
0230-550-8401	TSM	Biotower Rotary Distributor Replacement	FB	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0350-550-8402	MS	Plant Pumps	MC/M	90,000	90,000	129,900	116,900	161,300	149,300	132,300	95,400	98,600	101,900	105,400	108,900	112,600	1,182,600
0350-550-8403	MS	Chemical Pumps	M	85,800	45,000	65,600	45,000	66,900	69,100	71,400	73,800	76,300	78,900	81,600	84,300	87,200	734,500
0350-550-8404	MS	Gates Rehabilitation	M/IB/FB	302,100	215,000	372,000	886,400	168,200	106,700	110,300	114,000	117,900	121,800	125,900	130,200	134,600	2,016,000
0350-550-8405	MS/TSM	Headworks Equipment	M/FB/PSA	2,855,900	1,625,935	1,562,400	2,528,400	1,762,400	133,500	138,000	142,700	45,700	47,300	48,900	50,500	52,200	4,949,600
0230-550-8406	TSM	Odor Scrubber Replacement	PSA/FB	40,000	-	-	-	30,000	-	-	-	-	-	-	-	-	30,000
0350-550-8407	MS	Process Tank Maintenance	M/IB	-	-	-	-	57,100	-	-	110,600	114,400	118,300	122,300	126,500	130,800	780,000
0350-550-8408	TSM	Primary Clarifiers Rehabilitation	M/FB/PSA	1,510,000	986,000	1,030,900	966,900	331,400	2,256,800	100,000	-	-	-	-	-	-	3,655,100
0350-550-8409	TSM	Secondary Clarifiers Rehabilitation	PSA/FB	-	-	-	-	-	-	85,800	1,090,300	1,887,100	955,900	-	-	-	4,019,100
0350-550-8411	TPM	Aeration System Rehabilitation	M/IB	10,800	10,800	-	-	63,800	-	126,200	-	86,100	-	92,000	-	98,300	466,400
0230-550-8412	TSM	Process Piping Inspection/Repairs/Replacement	PSA/IB	25,000	-	103,500	25,000	107,000	-	-	202,900	-	-	-	-	118,500	453,400
0350-550-8413	MS	Chemical Tanks	M/IB	69,100	3,000	59,700	59,700	86,800	88,800	78,000	68,200	85,500	72,900	90,400	92,900	80,500	803,700
0350-550-8414	MS	Piping, Valves & Operators	M	180,000	180,000	116,200	163,200	189,900	157,200	585,000	87,900	90,900	93,900	97,100	100,400	103,700	1,669,200
0230-550-8415	TSM	CCT Valve and Screen Replacement	FB	-	-	360,000	396,000	35,000	-	-	-	-	-	-	-	-	431,000
0230-550-8416	TSM	Influent Flow Meter Improvement	PSA/IB	203,000	198,400	-	-	-	-	-	-	-	-	-	-	-	-
0230-550-8417	TSM	Nutrient Removal	PSA	1,500,000	650,000	1,000,000	1,500,000	2,500,000	31,734,300	33,348,000	-	-	-	-	-	-	69,082,300
0230-550-8418	TSM	Recycled Water	PSA	-	-	100,000	100,000	100,000	-	-	-	-	-	-	-	-	200,000
Subtotal - Liquids Treatment Equipment and Systems				6,871,700	4,004,135	4,900,200	6,787,500	5,659,800	34,695,700	34,689,200	981,300	1,805,700	2,522,100	1,719,500	812,200	799,900	90,472,900

**Central Marin Sanitation Agency
Capital Improvement Program
Proposed FY27 Budget and 10-Year Projection (Essential and Contingent)**

GL Account Number	PM*	Delivery Method	Essential 10-year CIP													Total FY27 - FY36	
			Adopted	Projected	Adopted	Proposed	2	3	4	5	6	7	8	9	10		
			FY26 **	Final FY26	FY27**	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36		
Solids Treatment and Energy Generation Equipment and Systems																	
0230-550-8501	TSM	Emergency Generator Assessment & Improvement	PSA/FB	-	-	350,000	350,000	-	-	91,600	-	-	-	-	-	441,600	
0230-550-8502	TSM	Digester Inspection, Cleaning & Cover Replacement	FB	-	-	-	-	74,900	82,000	91,600	1,419,300	1,465,500	-	-	-	3,133,300	
0350-550-8503	TSM	Centrifuge Replacement	PSA/FB	2,580,520	1,000,000	1,706,280	3,815,000	32,100	-	75,000	350,000	-	-	-	4,272,100		
0350-550-8504	MS	Waukesha Cogeneration Maintenance	M/IB/FB	-	-	-	-	-	-	-	244,100	-	-	-	244,100		
0350-550-8513	MS	Jenbacher Cogeneration Maintenance	M/IB/FB	80,800	80,800	83,900	35,000	350,500	87,900	158,200	93,900	561,100	100,400	180,700	107,300	456,400	2,131,400
0230-550-8505	MS	Cogeneration System	M	28,000	15,000	-	20,000	-	-	-	-	-	-	-	-	20,000	
0350-550-8506	MS	Hot Water Systems	M/PSA	41,500	41,500	6,600	6,600	6,900	7,100	7,300	7,600	7,800	8,100	8,400	8,700	8,900	77,400
0350-550-8508	MS	Boilers	IB/FB	-	-	-	-	-	-	-	-	-	-	-	-	-	
0350-550-8510	MS	Biosolids Hoppers Maintenance	M	111,700	124,000	-	-	12,200	31,100	13,700	-	14,700	-	15,700	-	16,800	104,200
0350-550-8511	MS	Organic Waste Receiving Facility	PO	240,800	248,000	77,100	246,000	281,900	76,800	79,400	82,100	84,900	87,700	90,700	93,800	96,900	1,220,200
0230-550-8514	TSM	Liquid Organic Waste Storage and Biogas Treatment Upgrades	FB	-	-	-	-	-	-	-	-	-	-	-	-	-	
Subtotal - Solids Treatment and Energy Generation Equipment and Systems				3,083,320	1,509,300	2,223,880	4,472,600	758,500	284,900	516,800	2,197,000	2,134,000	196,200	295,500	209,800	579,000	11,644,300
Annual CIP Totals				12,785,620	6,981,065	8,128,980	13,959,500	8,579,800	36,050,700	36,229,900	3,894,900	4,537,100	3,582,100	2,786,500	3,347,600	2,007,500	114,975,600

* PM indicates the project manager for the account.

** The Adopted FY26 Budget is based on direction from the October 2025 Finance Committee meeting, where contingent or low priority projects were removed.

(1) BOLD items are individual Capital Improvement Projects, or larger, nonrecurring maintenance projects.

Delivery Methods			Projected Annual Escalation Rate:	3.37%	Escalation Factors:												
M	Maintenance project, self performed				1.0337	1.0686	1.1046	1.1419	1.1804	1.2202	1.2614	1.3039	1.3479	1.3933	1.4403	1.4889	1.5391
MC	Maintenance Contract		FY25 to FY26 Escalation Change:	-0.51%	Escalation Change Factors:												
PO	Purchase Order, equipment only				0.9949	0.9898	0.9848	0.9798	0.9748	0.9698	0.9649	0.9600	0.9551	0.9502	0.9454	0.9406	0.9358
PSA	Professional Services Agreement																
IB	Informally Bid																
FB	Formally Bid																

PM*	Delivery Method	Contingent Projects													Total FY26 - FY35		
		Adopted	Projected	Adopted	Proposed	3	4	5	6	7	8	9	10				
		FY26	Final FY26	FY27	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35				
TSM	Effluent Storage Pond Rehabilitation	FB	-	-	-	-	20,600	36,400	1,640,900	-	-	-	-	-	-	-	1,697,900
TSM	Agency Facilities Master Plan	PSA	-	-	-	-	-	-	-	-	-	800,000	-	-	-	-	800,000
TSM	Facility Roofs Rehabilitation	MC/IB/FB	-	-	-	-	-	-	480,500	-	1,121,200	-	-	-	-	744,500	2,346,200
MS/TSM	Fuel Storage Tanks	IB/MC	-	-	-	-	-	-	188,800	-	203,700	-	-	-	-	-	392,500
TSM	Electrical Distribution System Rehabilitation	PSA/FB	-	-	-	-	-	215,900	2,449,700	8,391,600	334,800	2,068,000	357,700	2,209,900	382,300	16,409,900	
TSM	Biotower Rotary Distributor Replacement	FB	-	-	-	-	58,300	1,195,300	-	-	-	1,560,500	-	-	-	-	2,814,100
TSM	Odor Scrubber Replacement	PSA/FB	-	-	-	-	-	-	-	2,500,400	-	2,930,900	-	2,090,100	-	-	7,521,400
MS	Boilers	IB/FB	-	-	-	-	-	121,000	704,500	-	-	-	-	-	-	-	825,500
Subtotal			-	-	-	-	78,900	1,568,600	5,464,400	10,892,000	1,659,700	7,359,400	357,700	4,300,000	1,126,800	32,807,500	

BOARD MEMORANDUM

May 7, 2026

To: CMSA Commissioners and Alternates

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

Approved: Board Finance Committee – Commissioners DiGiovanni, Gaffney, and Cassisa

Subject: **2026 Revenue Bond Issuance – Term Structure & Method of Sale**

Recommendation: Approve a 20-year term and negotiated sale for the 2026 Revenue Bond issuance, and provide comments to the General Manager, as appropriate.

Summary: The Board Finance Committee met on April 22, 2026, to receive a presentation from the Agency’s financial advisor, PFM, on the term structure and method of sale options for the Board approved \$8.5 million revenue bond issuance. After reviewing and discussing the options with PFM, the Finance Committee selected a 20-year bond term and a negotiated method of sale to recommend to the Board at its May 12, 2026, Board meeting.

Discussion: At the November 17, 2025, Finance Committee meeting, the Committee reviewed three Capital Improvement Program funding options and decided on the option where the Agency would issue \$8.5 million in tax exempt revenue bonds. The debt proceeds will provide funding for FY27 capital projects and allows the Agency to meet its unassigned capital reserve policy target and maintain a \$2 million buffer over the next five fiscal years. The Board, at its December 9, 2025, meeting approved the Finance Committees recommendation and directed staff to proceed with engaging PFM and bond counsel, Hawkins Delafield Wood, to begin the debt issuance process.

PFM met with staff and the Finance Committee on April 22, 2026, to give a presentation on the possible debt term structures as well as the methods of sale. The range of options available for a possible term structure include setting the bond maturity term to between 10 years to 30 years, and the method of sale can be completed using either a competitive bid, negotiated sale, or private placement. Each option on both the maturity term and method of sale entails a different set of benefits and costs depending on the associated financial market forces.

At the request of the Finance Committee, PFM is currently preparing a Request for Proposal to use in an evaluative process to select an underwriter, to assist in the negotiated sale process. Concurrent to the underwriter selection process, Hawkins will prepare the preliminary official statement and draft bond documents. The bond sale is planned for the week of September 14, 2026.



BOARD MEMORANDUM

May 7, 2026

To: CMSA Commissioners and Alternates

From: Brandon Halter, CMSA General Counsel
Jason Dow, General Manager

Subject: **Agency Conflict of Interest Code**

Recommendation: Adopt Resolution No.370 to establish the Agency's 2026 Comprehensive Conflict of Interest Code.

Discussion: The Political Reform Act of 1974 requires all state and local agencies to have a Conflict of Interest Code. The Fair Political Practices Commission (FPPC) is the administrator for the Political Reform Act and has adopted a standard conflict of interest code (Code) for use by agencies that decide not to develop their own customized Code. CMSA has historically used the standard Code, and periodically updates its required filers and designated employees, as positions and/or titles change, and makes other revisions as needed or recommended by legal counsel. Changes to the Code are passed by a Board Resolution.

In June 2024, the Board adopted the Agency's current Code and the FPPC requires the Code to be reviewed every two years. Staff and Legal Counsel Halter have reviewed the current Code and do not propose any substantive changes.

Both required filers and designated employees are required to complete a Statement of Economic Interest (Form 700) to disclose investments, income, and business interests to the Agency and/or County, as specified in the Code. The CMSA Code, Form 700s, and the referenced sections of the FPPC regulations are available at the Agency's office for Board member and public review, and the Code is posted on the Governing Board page on the Agency's website.

Attachments:

- 1) CMSA Resolution No. 370
- 2) 2026 CMSA Comprehensive Conflict of Interest Code with Appendix A and B



Resolution No. 370

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CENTRAL MARIN SANITATION AGENCY (CMSA) AMENDING CMSA’S CONFLICT OF INTEREST CODE AND ESTABLISHING CMSA’S 2026 COMPREHENSIVE CONFLICT OF INTEREST CODE

WHEREAS, pursuant to the Political Reform Act of 1974, as amended (Government Code Sections 81000 et seq.) and further, pursuant to two California Code of Regulations, Sections 18720 and 18730 of the Fair Political Practices Commission (FPPC), this Commission has previously adopted a standard Conflict of Interest Code; and

WHEREAS, a review of CMSA’s current (2024) Comprehensive Conflict of Interest Code reveals that Appendix A should be amended to revise the title of a designated employee and make other minor revisions; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of CMSA, a public agency in Marin County, as follows:

1. Appendix A is hereby amended to revise the title of the Technical Services Manager; and
2. A minor revision is made in Appendix A - Disclosure Category 3; and
3. The CMSA Board of Commissioners declares that the attached Conflict of Interest Code, which includes the foregoing amendments, is the 2026 CMSA Comprehensive Conflict of Interest Code.

PASSED AND ADOPTED at the meeting of the Central Marin Sanitation Agency Commissioners, County of Marin, State of California, on **May 12, 2026**, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

By _____

Dean DiGiovanni, Commission Chair

ATTEST:

By _____

Eli Beckman, Commission Secretary



2026 COMPREHENSIVE CONFLICT OF INTEREST CODE FOR THE CENTRAL MARIN SANITATION AGENCY

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regulations section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix A in which officials and employees are designated and disclosure categories are set forth, and attached Appendix B, which describes how annual statements are distributed to required filers and designated employees, the place of filing and the due dates for the annual statements, are hereby incorporated by reference and constitute the conflict of interest code of the Central Marin Sanitation Agency (“Agency”).

Required filers and designated employees shall file annual statements of economic interest with the Agency on or before April 1st of each year. The Agency will make the statements available for public inspection and reproduction. (Gov. Code § 81008.) Upon receipt of the statements of the Commissioners, Alternate Commissioners, General Manager, and General Counsel, the Agency shall make and retain a copy and forward the original of these statements to the County of Marin. Statements for designated employees will be retained by the Agency.

APPENDIX A

2026 COMPREHENSIVE CONFLICT OF INTEREST CODE FOR THE CENTRAL MARIN SANITATION AGENCY

REQUIRED FILERS	DISCLOSURE CATEGORY
Commissioners	1-3
Alternate Commissioners	1-3
General Manager	1-3
Agency General Counsel	1-3

DESIGNATED EMPLOYEES	DISCLOSURE CATEGORY
Treatment Plant Manager	3
Administrative Services Manager	3
Regulatory Compliance Manager	3
Technical Services Manager/ <i>Assistant General Manager</i>	3
Consultant*	3

*Consultants, acting as Agency staff, shall be included in the list of designated employees and shall disclose pursuant to the category indicated, except that the General Manager may determine in writing that a particular consultant, although occupying a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this code. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such General Manager determination is a public record and shall be retained for public inspection in the same manner.

DISCLOSURE CATEGORIES DEFINED

1. Positions in this category shall disclose all investments in, sources of income (including receipt of gifts, loans, and travel payments) from, and business positions in, business entities that do business or own real property within the jurisdiction of the Agency, plan to do business or own real property within the jurisdiction of the Agency within the next year, or have done business or owned real property within the jurisdiction of the Agency within the past two (2) years.

2. Positions in this category shall disclose all interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the Agency.
3. ~~Persons~~ Positions in this category shall disclose all interests in investments and business positions in any business entity or income from any source if the business entity or source of income manufactures, distributes, or sells supplies, machinery, or equipment of the type utilized by the Agency, or provides professional services to the Agency.

DRAFT

APPENDIX B

PLACE OF FILING | FILING DATES

2026 COMPREHENSIVE CONFLICT OF INTEREST CODE FOR THE CENTRAL MARIN SANITATION AGENCY

REQUIRED FILERS

Where: Elections Department
3501 Civic Center Drive, Room 121
San Rafael, CA 94903

From the list of required filers, the General Manager of CMSA shall be required to enclose in each appointment packet and termination packet, a Form 700 – Statement of Economic Interests. The required filer will submit the completed statement to the Agency, which shall make and retain a copy and forward the original to the County of Marin Elections Department for filing. All required filers shall file their Statement of Economic Interests on or before April 1st of each year.

DESIGNATED EMPLOYEES

Where: CMSA
1301 Andersen Drive
San Rafael, CA 94901

From the list of designated employees, the General Manager of CMSA shall be required to enclose in each appointment packet and termination packet, a Form 700 – Statement of Economic Interests. The designated employee will submit the completed statement to the Agency, which shall make and retain a copy of the original. All designated employees shall file their Statement of Economic Interests on or before April 1st of each year.



BOARD MEMORANDUM

May 7, 2026

To: CMSA Commissioners and Alternates
From: Jason Dow, General Manager
Subject: **Revised Job Descriptions for Unrepresented Classifications**

Recommendation: Approve the revised job descriptions for the Agency’s unrepresented classifications, and provide any comments to the General Manager, as appropriate.

Summary: Management staff worked with the unrepresented employee group on a project to revise each classification’s job description, to define essential job functions, and make other non-substantive changes. Next, management will work with the SEIU represented employees to revise their job descriptions, after which they will be presented to the SEIU field representative for review and comment. Final draft job descriptions for each represented classification will then be brought to a future Board meeting for consideration of approval.

Discussion: Each year CMSA management staff attend the California Public Employer Labor Relations Association (CalPELRA) annual conference, which provides educational sessions on labor relations, human resources, employment law, and other similar topics. Staff learned that defining an employment classification’s essential job functions in its job description is best practice and highly recommended. This addition allows for an accurate assessment of an employee’s ability to perform those job functions, if they have a temporary or permanent disability. This assessment is part of an interactive process, under federal and state laws, to determine if the Agency can provide an employee with reasonable accommodation to allow them to perform the essential functions of their job.

Management staff discussed this project with the Agency’s employment law attorney who provided guidance and advice, and the project was incorporated into the Agency’s FY26 Business Plan. The project was recently initiated, and the unrepresented classification job descriptions have been revised and are ready for Board review and approval. The Board have previously authorized the General Manager to make non-substantive changes to job descriptions, so they remain current and accurately reflect the needs of the Agency. However, substantive changes are reviewed and approved by the Board.

Although the proposed revisions to each of the attached job descriptions are not substantive, due to the changes needed to create the essential function section, revisions made by the Agency’s employment law attorney, and the project incorporated into the Business Plan, staff is presenting the revised job descriptions to the Board for approval.

A summary of the noteworthy changes are:

1. Defined essential functions for each classification to clearly identify essential job responsibilities.
2. Added section for Important Duties to capture responsibilities that support each classification's role at the Agency, but are not considered essential functions.
3. Standardized language by replacing "Duties" with "Essential Functions" throughout all job descriptions. Sections such as Physical Demands, Qualifications, and Work Environment are now aligned with essential function requirements.
4. Added that a driving requirement as an important function for the Maintenance Supervisor, Assistant Maintenance Supervisor, Operations Supervisor, and Assistant Operations Supervisor positions, per legal counsels' advice.
5. Removed the Right to Work and Special Requirements sections based on legal counsel's guidance that these are not necessary within the job description.

Alignment with Strategic Plan: This Project aligns with the Agency's FY26 Business Plan to support Goal 5 – Objective 5.2 as shown below.

Goal Five: CMSA will attract and retain high quality employees by engaging staff, fostering professional development, valuing diversity, and promoting a culture of safety.

Objective 5.2: Promote a culture of leadership and professional growth to attract and develop qualified and skilled employees.

Action c: Managers to prepare a list of essential functions for each job classification.

Attachments:

- 1) Accountant Technician Job Description
- 2) Administrative Services Manager Job Description
- 3) Administrative Specialist Job Description
- 4) Assistant Maintenance Supervisor Job Description
- 5) Assistant Operations Supervisor Job Description
- 6) Associate Engineer Job Description
- 7) Maintenance Supervisor Job Description
- 8) Operations Supervisor Job Description
- 9) Regulatory Compliance Manager Job Description
- 10) Senior Engineer Job Description
- 11) Technical Services Manager/Assistant General Manager Job Description
- 12) Treatment Plan Manager Job Description



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

ACCOUNTING TECHNICIAN (Confidential)

SUMMARY

Under general direction of the Administrative Services Manager, the Accounting Technician performs technical work in the areas of purchasing, encumbrances, accounts payable, accounts receivable, collections, payroll, benefits administration, personnel file management, and general duties and responsibilities in a centralized setting. In addition, this position will have access to and be privy to confidential Agency information and decisions that affect labor relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Sets up and maintains customer and vendor billing accounts within the respective accounts receivable and accounts payable modules.
- Calculate routine and ongoing customer services invoices, e.g., JPA regional charges, contractual maintenance services, and program services.
- Process requisitions to purchase orders and sets up encumbrances; maintain purchase order status by updating/revising balances following updated contract/purchase activity as needed.
- Verify accounts payable invoices have receipt of delivery, proper invoice approval and complete financial data for sales tax, budget, contract number and capital project coding prior to processing.
- Process receivables and payables in financial accounting system.
- Collect payments (either cash, checks, or electronic payments) on customer bills received; perform follow-up on outstanding receivable bills and document collectability.
- Review timesheets and payroll records (including but not limited to; benefit deduction changes, pay rate changes, employee status changes, income tax changes, overtime rates, retroactive payments, court-ordered withholdings, Disability Insurance or Worker's Compensation integration) for completeness and accuracy for payroll processing, and process employee paychecks timely within payroll module.
- Reconcile payroll deductions and process payments to employee benefit providers and tax agencies.
- Prepare quarterly employer IRS 941 and EDD DE9 tax returns and calendar year-end IRS 1099, W-2 tax statements, and State Controller's Office Compensation Report for contractors and employees.
- Represents the Agency in meetings with other special districts, governmental, regulatory and funding agencies, auditors, and others as required.

OTHER DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- Perform public counter, telephone, and receipt duties as needed.
- Assist with fiscal year-end purchase order rollover and budget adjustment process.
- Prepare annual State Controller's Office Compensation Report, monthly Disbursement Register, and other financial reports for periodic reporting.
- Interprets, explains, and applies Agency policies and procedures.
- Backs up and provides functional support to administrative staff as needed.
- Assists in Departmental projects as needed.
- Assist Agency employees with payroll and benefit questions.
- Assist with the administration of other post-employment benefit plans for retiree medical reimbursements.
- Maintain accurate records and files.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Equivalent to completion of two years of college (60 semester or 90 quarter units) with major coursework in accounting, bookkeeping, or a field related to the work or three years of accounting or financial office support experience. Additional experience as outlined above may be substituted for the education on a year-for-year basis. Education or experience in payroll administration, accounting, or a closely related field in a public utility setting is highly desirable.

Interpersonal Skills

Ability to interact with (Agency staff, customers, vendors, and members of the public in a professional manner; to accept constructive criticism from supervisors and peers; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to be punctual and reliable with attendance.

Ability to maintain a high level of integrity and confidentiality when privy to, and/or dealing with employees on sensitive personnel, pay, or benefit issues.

Language Skills

Ability to read and interpret general business and technical procedures, governmental regulations, and financial reports. Ability to use correct business English, including spelling, grammar and punctuation in writing routine correspondences and procedures. Ability to effectively present information and respond to questions from other employees, management, customers, vendors and members of the public.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to apply mathematical concepts such as discounts, interest, fractions, percentages, ratios, and proportions to financial situations.

Reasoning Ability

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in mathematical or diagram forms. Ability to research, interpret, apply and explain applicable laws, codes and regulations.

CERTIFICATES, LICENSES, REGISTRATIONS

No certificates, licenses, or registrations are required for this position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands, and to talk or hear others in person, on the telephone, or on the radio. An employee is required to sit for periods of time. An employee is frequently required to walk, kneel, and crouch. The employee must lift and/or

move up to 10 pounds, shoulder height. Specific vision ability required by this job includes close vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate and typical of a business office with computers and printers operating.

Job Title: Accounting Technician (Confidential)
Department: Administration
Reports To: Administrative Services Manager
FLSA Status: Non-exempt
Revision Dates: May 2026



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

ADMINISTRATIVE SERVICES MANAGER

SUMMARY

Under the direction of the General Manager, this position is responsible for all aspects of the Agency's financial and administrative functions. This position functions as the Agency's Chief Financial Officer, Human Resources Administrator, and Office Manager, and may be appointed as the Agency's Treasurer by the CMSA Board of Commissioners.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and direct the implementation of long-term goals, short-term objectives, and work standards and activities of the Administration Department.
- Develop, manage and implement administrative, financial, and human resources programs, policies and procedures, and work practices to meet Agency needs and comply with applicable laws.
- Oversee the Agency's ongoing financial function concerning liquidity and investment management, payroll, accounts payable, purchasing, cash receipting, accounts receivable, project accounting, inventory, fixed assets, and general ledger.
- Oversee the development and production of the Agency's budget and financial reports, including the Agency's long-term financial forecast, treatment charges revenue plan, and Capital Improvement Program, as well as routine budget-to-actual and cash flow reporting.
- Oversee and direct the preparation and review of the Annual Comprehensive Financial Report, Popular Annual Financial Report, State Controller's Office Financial Transactions Report and Compensation Report, including the completion of the required annual external financial audit.
- Perform and administer the Agency's debt financing, including new debt issuance and monitor compliance with all debt continuing disclosure requirements.
- Oversee the Agency's risk management activities, including procurement of sufficient insurance coverage and review of claim activity.
- Administer the Agency's comprehensive employee benefits program, including monitoring Agency's retirement benefit liabilities for sufficient funding, ongoing payments, and appropriate valuation.
- Select, train, evaluate, and monitor the performance of the Department's personnel.
- Represent the Agency in meetings with other governmental and regulatory agencies, auditors and other business partners.

OTHER DUTIES AND RESPONSIBILITIES:

Duties include but are not limited to the following:

- Research, prepare and/or direct the development of departmental technical and administrative reports and studies; prepare written material or hold presentations as necessary.
- Advise staff on procurement and public contracting processes to comply with financial policies.
- Interpret and apply the Agency's Personnel Policies and Procedures, Memoranda of Understanding with bargaining units and state and federal employment laws.
- Advise supervisors and managers on personnel matters.
- Represent the Agency on labor relations with employee bargaining groups; provides analytical support on labor relations matters.
- Prepare analyses related to classification, compensation, and succession planning.
- Assist Agency hiring managers with Agency recruitments and hiring processes.

- Assist the Agency's Health & Safety Manager with administration of the Agency's Workers' Compensation and Modified Duty/Return-to-Work programs.
- Manage electronic access to Agency financial systems, including Enterprise Resource Planning software, file share drives, online banking and employee benefits third-party administrator portals.
- Oversee timely and accurate installation of system hardware and/or software updates, test modules, databases, and other system modifications to ensure operational effectiveness. Ensures staff training on the use of new and modified hardware and software is provided.
- Oversee and assist in the maintenance of the Agency's disaster plan with respect to IT infrastructure.
- Oversee timely and accurate maintenance of Agency website and social media portal(s).
- Oversee the management of files and electronic documents in accordance with Agency policies.
- Support the General Manager in the review, preparation, and distribution of the Commission Agenda.
- Serve as the Recording Secretary for the Board of Commissioners, as required.
- Serve as the acting General Manager, as requested by the General Manager, or by the Board Chair in the absence of the General Manager.

SUPERVISORY RESPONSIBILITIES

Directly supervises the Agency's finance and administrative staff. Carries out supervisory responsibilities in accordance with Agency guidelines and policies, as well as applicable labor, regulatory and safety laws. Responsibilities include interviewing, preparing hiring recommendations, and training employees; planning, assigning, and directing work; tracking and authorizing time sheets; establishing staff work expectations, performance goals, and work plans; evaluating performance; disciplining staff; investigating, addressing and resolving personnel complaints and related problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

Equivalent to graduation from a four-year college or university with major course work in accounting, finance, economics, business or public administration, or a closely-related field. Possession of an advanced applicable degree is desirable.

Possess seven years of financial, administrative or management experience in business or public administration, at least four years of which were in a supervisory capacity. Experience in a governmental or a public utility setting are highly desirable.

Interpersonal Skills

Ability to work cohesively in a team setting; Ability to interact with others (co-workers, supervisors, subordinates, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to successfully balance life demands with work demands; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

Language Skills

Ability to read, analyze, and interpret complex documents. Ability to communicate and respond effectively to the most sensitive inquiries or complaints. Ability to write clear and concise reports, correspondence, and procedures. Ability to effectively present information in a variety of settings, and respond to questions from staff, management, customers, the general public, and the Board of Commissioners.

Mathematical Skills

Ability to apply mathematical concepts such as fractions, percentages, ratios, exponents, proportions, and present/future value to financial situations. Ability to use spreadsheet and database applications to manage financial operations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and apply government codes and regulations as it pertains to public sector finance and employment practices.

CERTIFICATES, LICENSES, REGISTRATIONS

A certified public accountant (CPA) designation by the American Institute of Certified Public Accountants (AICPA), or its equivalent is desirable.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands and to talk or hear others in-person, on the telephone, or on the radio. An employee is required to sit for periods of time. An employee is frequently required to walk, kneel, and crouch. The employee must lift and/or move up 10 pounds, shoulder height. Specific vision ability required by this job includes close vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate, and typical of a business office with computers and printers operating.

Job Title: Administrative Services Manager
Department: Administration
Reports To: General Manager
FLSA Status: Exempt
Revision Date: May 2026



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

ADMINISTRATIVE SPECIALIST (Confidential)

SUMMARY

Under general direction from the Administrative Services Manager, provides varied confidential secretarial and office administrative support for the Administrative Services Manager, General Manager, management team, and Agency staff; prepares agenda packets, minutes, and other materials for the Agency Board and committee meetings; administers assigned personnel and employee benefits functions, and various accounting clerk activities; and performs related work as required in policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acts as primary administrative office contact, answering phones and greeting visitors; distributing mail; handling deliveries and small shipments.
- Communicates activities among on- and off-site Agency staff to monitor critical activities via telephone and two-way radio; coordinates with outside organizations for use of Agency property.
- Prepares a variety of correspondence, procedures, proposals, memos, newsletters, forms, and other written materials from drafts, prior information, or brief notes; proofreads memos, reports, and correspondence for others for grammar and readability.
- Acts as Board Secretary and ensures appropriate legal noticing of the Board of Commissioners and committee meetings according to the Brown Act; coordinates preparation of the Board and committee meeting agenda packets with the General Manager, distributes agenda packets and associated documents to Commission members, Agency staff, and other interested parties.
- Attends Board and committee meetings [Board meetings are normally held after regular business hours], drafts and publishes meeting minutes from recordings and notes.
- Serves as secretary for various committee meetings and assists Safety Officer with safety and wellness activities.
- Assists finance staff with employee insurance and other benefit programs; enrolls employees, explains benefits and follows-up on problems; conducts training and tailgates on HR-related topics.
- Coordinates Agency recruitment with the hiring manager and/or the HR consultant, including advertising, communicating with applicants, background checks, and scheduling pre-employment testing.
- Coordinates Agency personnel functions such as new employee onboarding and employee correspondence, and maintains confidential employee personnel, medical, and Workers' Compensation files.
- Drafts new or revised policies and procedures for management review; finalizes and publishes.

OTHER DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- Attends industry-specific conferences and trainings to further knowledge base.
- Takes initiative to research applicable programs or procedures to improve Agency processes.
- Updates the Agency's website and Facebook pages monthly and as needed.
- Manages Agency website, designs and writes content, recommends updates and improvements; coordinates with the Information Systems Administrator for best practices and compliance.
- Assists finance staff with preparing and mailing invoices, taking and recording cash receipts, and performing check deposits.

- Arranges for maintenance and repair of office equipment and furniture; orders and maintains inventory of office supplies.
- Maintains staff schedules and emergency contact lists.
- Maintains Agency online employee training programs; schedules required trainings and coordinates with employees for compliance; coordinates Agency-wide events.
- Maintains Agency documents and contracts, and other administration files; publishes public notices.
- Designs, creates content, edits, and formats Agency publications such as the annual Business Plans and financial annual reports.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Associate degree (A.A.) or equivalent from two-year college or technical school; or five years related experience and/or training; or equivalent combination of education and experience.

Interpersonal and Other Skills

Ability to interact with others (co-workers, supervisors, customers, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

Ability to maintain a high level of integrity and confidentiality when dealing with sensitive and complex human resource issues.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage, and draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

No certificates, licenses, or registrations are required for this position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands, and to talk or hear others in person, on the telephone, or on the radio. An employee is required to sit for periods of time. An employee is frequently required to walk, kneel, and crouch. The employee must be able to lift and/or move up 10 pounds, to shoulder height. Specific vision ability required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate and typical of a business office with computers and printers operating.

Job Title: Administrative Specialist
Department: Administration
Reports To: Administrative Services Manager
FLSA Status: Non-Exempt
Revision Date: May 2026



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

ASSISTANT MAINTENANCE SUPERVISOR

SUMMARY

Under supervision of the Maintenance Supervisor, supervises and provides direction to subordinate lead workers, maintenance technicians, electrical/instrumentation technicians, institutional utility laborers, and utility workers. Plans, organizes, schedules, oversees and performs preventive, predictive, and corrective maintenance, repairs, and replacement work on stationary and mobile equipment as found in a wastewater treatment plant, collection systems, and related facilities. Regularly uses a Computerized Maintenance Management System (CMMS) to create, schedule and assign, perform, complete, and reconcile work orders. Ensures that maintenance department activities adhere to all applicable laws, regulations, and Agency policies.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Plans, prioritizes, assigns, supervises and reviews maintenance activities and the work department staff as assigned.
- Installs, performs preventive maintenance on, and repairs and replaces equipment.
- Provides technician training and development as needed. Stipulates safe work practices and mandates adherence to all Agency safety policies and procedures. Instructs employees in safe work practices and procedures to be followed while working with and around all equipment.
- Directs the work assigned by the Maintenance Supervisor and coordinates as necessary with other Agency departments, work groups and staff.
- Troubleshoots complex equipment problems, plans and estimates time, equipment, and materials required to effect repairs.
- Maintains power systems including cogeneration tuning and controls, emergency generator transfer controls and switchgear, and various battery backup systems.
- Installs, monitors, tests, calibrates, troubleshoots, maintains, and repairs pneumatic, electrical, electronic, hydraulic, HVAC, control equipment, and electro-mechanical systems.
- Regularly reviews critical equipment records to ensure asset condition updates and repair planning.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include, but are not limited to the following:

- Directs and organizes inventory storage to maintain parts, materials, supplies and tools; requisitions additional materials as required by CMMS inventory control or for projects.
- Prepares clear, accurate, and effective correspondence, reports, documentation, specifications, procedures, and other written material.
- Maintains accurate records of work performed, and materials and supplies used.
- Participates in the Maintenance Department budget development, recommends short- and long-term capital and asset management improvements, and assists with the development of Agency contract managed asset budgets and capital improvements.
- Attends, leads, and participates in meetings, trainings, and safety sessions, and serves on project teams and committees as assigned.
- Reads and interprets specifications, diagrams, manuals, and other documentation for troubleshooting and for design comments.
- Coordinates work, and cooperates with department managers and their staff, contractors, Agency customers, and the general public as necessary.

- Performs the duties of the Maintenance Supervisor on an assigned basis.
- Manages contracts and projects as required.
- Drives to off-site facilities to assist with deliveries, respond to alarms, perform inspections, and supports routine and emergency work as needed.

SUPERVISORY RESPONSIBILITIES

This position assists with supervising employees in the maintenance department and carries out supervisory responsibilities in accordance with Agency policies and procedures, and applicable labor, regulatory, and safety laws. Responsibilities include interviewing applicants, making hiring recommendations, and training employees. Plans, assigns, and directs work; tracks and authorizes time sheets; set staff work expectations, performance goals and work plans; appraising performance; rewards and disciplines employees; investigates, addresses and resolves personnel complaints and related problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Possession of a Mechanical or Electrical & Instrumentation Technologist Grade IV certificate issued by the California Water Environmental Association (CWEA), or five years of progressively responsible experience in the maintenance and repair of a variety of equipment, structures, and facilities such as found in water, wastewater, or industrial facilities. Equivalent to graduation from high school supplemented by relevant training is required.

Interpersonal Skills

Ability to interact with others (co-workers, supervisors, subordinates, vendors, members of the public) in a professional manner; ability to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; and to prevent personal problems from adversely impacting work for self or others.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff, other departments' managers and staff, customers, and the general public.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to recognize, mitigate, and correct unsafe conditions.

CERTIFICATES, LICENSES, REGISTRATIONS

Either possession of a Grade IV Mechanical or Electrical & Instrumentation Technologist certificate issued by CWEA, or five years of facilities maintenance experience making repairs on a variety of mechanical or electrical equipment, structures, and appurtenances. Must possess a valid California Class C driver's license, have a satisfactory driving record, and meet CSRMA driving standards.

PHYSICAL DEMANDS

While performing the essential job functions of this job, the employee is regularly required to use hands to handle or feel, to reach with hands and arms; and to talk or hear in person, on the telephone, or on the radio. Hearing is frequently required for equipment operation analysis. The employee frequently is required to stand, walk, sit, climb, balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to smell, using odors to determine process or equipment problems.

The employee must be able to lift and/or move up to 25 pounds to shoulder height, up 50 pounds to waist height, and up to 100 pounds up to 9 inches off the ground (such as for a manhole cover). Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the essential functions of this job, the employee is frequently exposed to risk of electric shock, moving mechanical parts, fumes or airborne particles, wet and/or humid conditions, and outdoor weather conditions. The employee is occasionally exposed high, precarious places, toxic or caustic chemicals, construction project site conditions, extreme heat, and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment. Employee will be required to be available to work overtime and off-shift hours, including weekends, on a project or emergency basis.

Job Title: Assistant Maintenance Supervisor
Department: Maintenance
Reports To: Maintenance Supervisor
FLSA Status: Non-Exempt
Revised Date: May 2026



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

ASSISTANT OPERATIONS SUPERVISOR

SUMMARY

Under general direction of the Operations Supervisor, plans, and supervises the administrative and staffing needs of the Operations Department and is responsible for daily operations, process adjustments and performance of the wastewater treatment plant and related facilities; develops and implements tests for analyzing and optimizing processes; ensures that requirements for the NPDES and BAAQMD permits are continuously met; operates, and performs preventive and corrective maintenance on equipment and facilities.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Plans, prioritizes, assigns, supervises, and reviews plant operations and the work of operations staff.
- Ensures appropriate facility staff coverage, manages overtime and shift bidding, and considers leave requests.
- Monitors facility processes and makes appropriate operational changes to ensure compliance with NPDES and BAAQMD permits, and attainment of Agency operational goals.
- Monitors, tests, and analyzes treatment processes to improve efficiency and optimize performance.
- Leads and participates in meetings and trainings, and serves on teams and committees as required.
- Coordinates work and cooperates with department managers and their staff, contractors, Agency customers, and the general public as necessary.
- Oversight of treatment plant, pump station, and odor control facilities operation.
- Operating valves, pumps, and automated controls to regulate the flow of water and wastewater.
- Operates and performs preventive and corrective maintenance on a variety of equipment.
- Use a variety of hand and power tools and testing equipment.
- Maintains accurate records of process data, chemical test results, and Operations' work performed.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include, but are not limited to the following:

- Participates in the development of the annual operating and capital budgets; recommends short- and long-term projects that will enhance cost-effective operations
- Processes purchase orders, receipts, and invoices as required; and manages assigned budget accounts.
- Prepares clear, accurate, and effective correspondence, reports, documentations, specifications, procedures, and other written materials.
- Collects and analyzes wastewater, biosolids, and other samples from various treatment processes.
- Writes, approves, and completes CMMS work orders.
- Ensures appropriate safe work procedures and practices are observed at all times and verifies that assigned safety equipment is maintained per manufacturer's recommendation.
- Works shifts and/or holidays as operational staffing levels dictate, and overtime or off-hour shifts in emergency conditions, and for planned shutdowns.
- Maintains an inventory of chemicals and supplies and places purchase requisitions for additional materials as required.
- Provides tours of the Agency and related facilities.
- Performs confined-space entries, self-rescues, and Emergency Response (SEMS/ICS).
- Performs the duties of the Operations Supervisor on a relief or as-assigned basis.

- Manages projects as required.
- Drives to off-site facilities to assist with deliveries, responds to alarms, performs inspections, and supports routine and emergency work as needed.

SUPERVISORY RESPONSIBILITIES

In conjunction with the Operations Supervisor, this position supervises department staff of varying certification levels. This position carries out supervisory responsibilities in accordance with Agency guidelines and policies, and applicable labor, regulatory, and safety laws. Responsibilities include interviewing, preparing hiring recommendations, and training employees. Plans, assigns, and sets staffing levels, and ensures preventive maintenance work is completed; tracks and authorizes time sheets; sets staff work expectations, performance goals and work plans; appraises performance; rewards and disciplines employees; investigates, addresses and resolves personnel complaints and related problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform essential job functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Equivalent to graduation from high school supplemented by training required for certification by the California State Water Resources Control Board. Two years of college is desirable. Five years of experience in operating and performing routine maintenance of facilities and equipment in a secondary wastewater treatment plant and related pumping stations, which includes one year in a lead or supervisory capacity.

Interpersonal Skills

Ability to work cohesively in a team setting; ability to interact with others (co-workers, supervisors, subordinates, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; successfully balance life demands with work demands.

Language Skills

Ability to read, analyze, and interpret processes trends and graphs, and documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports, correspondence, and procedures. Ability to effectively present information and respond to questions from staff, other departments' managers and staff, customers, and the general public.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to project budget expenses, prepare maintenance project layout calculations, and solve wastewater-related math problems.

Reasoning Ability

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to recognize, mitigate, and correct unusual, inefficient, or dangerous operating conditions.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a Grade IV wastewater treatment plant operator certificate issued by the California State Water Resources Control Board (SWRCB). Must possess a valid California Class C driver's license, have a satisfactory driving record, and continue to meet CSRMA driving standards.

PHYSICAL DEMANDS

While performing the essential job functions, the employee is regularly required to use hands to handle or feel; and to talk or hear in person, on the telephone, or on the radio. The employee frequently is required to stand, walk, sit, reach with hands and arms, and smell.

The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds to shoulder height, up 50 pounds to waist height, and up to 100 pounds up to 9 inches off the ground (such as for a manhole cover). Specific vision ability required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the essential job functions, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles; wet and/or humid conditions; and outdoor weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; risk of electric shock; and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment.

Job Title: Assistant Operations Supervisor
Department: Operations
Reports To: Operations Supervisor
FLSA Status: Non-Exempt
Revision Date: May 2026



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

ASSOCIATE ENGINEER

SUMMARY

Under general supervision of the Technical Services Manager/Assistant General Manager, performs engineering, project management, construction management, and other engineering or technical services for the Agency. Make calculations, perform design work, administer contracts, maintain records, conduct studies regarding capital projects and treatment plant processes, and perform related work as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Serves as project engineer and/or project manager on assigned Agency planning and design projects, leads intra-Agency project teams, prepares consultant selection documents, reviews consultant submittals, and actively manages projects.
- Performs complex engineering duties and exercises significant independence in carrying out the duties of the position.
- Exercises discretion and independent judgment in prioritizing multiple projects.
- Serves as Agency representative and construction manager on assigned Agency construction projects; conducts and documents onsite inspections; coordinates design changes in the field; reviews and recommends approval of progress payments; and prepares or approves as-built record drawings.
- Evaluates, plans and designs modifications to wastewater facilities and identifies, analyzes, and evaluates alternatives, and makes recommendations.
- Prepares contract documents for equipment procurement, consultant studies, and maintenance contracts, and manages consultant and contractor activities as assigned.
- Prepares and maintains records of correspondence, reports, procedures, and other engineering work products.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include but are not limited to the following:

- Assists with updating the Agency's 10-year Capital Improvement Plan.
- Researches new technologies, products, equipment, codes and regulations, and prepares reports with alternative analyses.
- Provides engineering support to other Agency teams and departments.
- Represents the Agency with industry organizations, multi-agency committees, professional groups, and the public.
- Establishes and maintains positive working relationships with Agency management and staff, local and regulatory agencies, contractors, consultants, and the public.
- Participates in special projects as assigned, including participating in and/or leading inter-Agency teams and committees.
- Maintains accurate records and files, including electronic and paper record drawings.
- Gives presentations to the Board of Commissioners on Agency projects, studies, and related activities

SUPERVISORY RESPONSIBILITIES

This position has no direct, ongoing supervisory responsibilities. May act as a supervisor to Technical

Services staff, including Engineering Interns, for specifically assigned Agency projects and/or programs.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education

Equivalent to a bachelor's degree (B.S.) from four-year ABET-accredited college with major coursework in civil engineering or related field of study. A Graduate engineering degree is desirable.

Experience

Minimum of four (4) years increasingly responsible professional engineering experience, preferably in a public agency setting, is required. Project management experience related to staff, consultants, and construction in a water- or wastewater-related field is highly desirable.

Interpersonal Skills

Ability to work cohesively in a team setting. Ability to interact with others (co-workers, supervisors, subordinates, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, and peers; to recognize the need for, and to seek, assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; successfully balance life demands with work demands; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information in a variety of settings and respond to questions.

Mathematical Skills

Ability to carry out routine engineering calculations related to water and wastewater hydraulics, chemical dosing, and treatment process control parameters, energy use and power generation, and engineering design including surveying, open channel and pressure pipe hydraulics, mass balance, and engineering economics.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical information in mathematical or diagram form and deal with a variety of abstract and concrete variables; to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; ability to deal with verbal and nonverbal symbolism such as formulas, scientific equations, graphs, etc.

CERTIFICATES, LICENSES, REGISTRATIONS

Registration as a Professional Engineer in the State of California is required, and failure to maintain a license in good standing may result in loss of employment. Four years of additional professional engineering experience - for a total of eight years of experience – can be substituted for the Professional Engineer registration.

PHYSICAL DEMANDS

The employee is regularly required to talk or hear in person, on the telephone, or on the radio.

The employee is frequently required to walk, to use hands, and to sit. The employee is occasionally required to stand, to climb or balance, and to stoop, kneel, crouch, or crawl.

The employee must lift and/or move up to 20 pounds above the head, and up to 50 pounds to

waist height. Specific vision ability required by this job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring an object into sharp focus.

Examples of the physical demands for this position, including their activity and duration, are available from Administration.

WORK ENVIRONMENT

The employee typically works in an office environment with moderate noise levels, temperature-controlled conditions, and no direct exposure to hazardous physical substances. While performing field duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, the risk of electrical shock, or to vibration. The noise level in the field work environment is usually moderate, with occasional exposure to loud equipment.

Job Title: Associate Engineer
Department: Technical Services
Reports To: Technical Services Manager/Assistant General Manager
FLSA Status: Non-Exempt
Revision Date: May 2026



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

MAINTENANCE SUPERVISOR

SUMMARY

Under supervision of the Treatment Plant Manager, supervises and provides direction to subordinate supervisors, lead workers, maintenance technicians, electrical/instrumentation technicians, institutional utility laborers, and utility workers. Performs preventive and corrective maintenance, and repair and replacement work on stationary and mobile equipment. Assists with the short- and long-range asset management planning and budgeting through the use of the Agency's Computerized Maintenance Management System (CMMS); ensures that maintenance department activities adhere to all applicable laws, regulations, and Agency policies, and performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Maintenance Department.
- Directs the work of the Maintenance Department and coordinates as necessary with other Agency departments, committees, teams, work groups, and staff.
- Plans, prioritizes, assigns, supervises, and reviews maintenance activities and the work of subordinate staff.
- Installs, repairs, replaces, and performs preventive maintenance on equipment.
- Stipulates safe work practices and mandates adherence to all CMSA safety policies and procedures. Observes appropriate safety procedures, oversees Equipment Specific LOTO Procedures, and works to applicable codes and guidelines. Assigns and/or leads training and safety sessions as required.
- Troubleshoots complex equipment problems, and estimates time, equipment, and materials required to make repairs.
- Participates in maintenance functions of the treatment plant, pump stations, power generation and distribution systems, Agency buildings, and related facilities. Regularly reviews critical equipment records to ensure asset condition updates and repair planning.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include, but are not limited to the following:

- Manages and organizes inventory storage to maintain parts, materials, supplies and tools; requisitions additional materials as required by CMMS inventory control or for projects.
- Prepares, administers, and is responsible for department budget development; forecasts funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Ensures that all department staff have weekly work activities planned and assigned utilizing the CMMS scheduling module.
- Ensures that all accomplished daily work, as well as parts, materials, and services used to complete the work, are recorded in the CMMS and in document files
- Performs the duties of the Treatment Plant Manager on an assigned basis.
- Attends meetings and trainings, and prepares reports as necessary.
- Drives to off-site facilities to assist with deliveries, respond to alarms, perform inspections, and supports routine and emergency work as needed.

SUPERVISORY RESPONSIBILITIES

This position supervises the employees in the maintenance department and carries out supervisory

responsibilities in accordance with Agency guidelines and policies, and applicable labor, regulatory, and safety laws and regulations. Responsibilities include interviewing applicants, making hiring recommendations, and training employees; planning, assigning, and directing work; tracking and authorizing time sheets; setting staff work expectations, performance goals, and work plans; appraising performance; rewarding and disciplining employees; investigating and addressing complaints, and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Possession of a Mechanical or Electrical & Instrumentation Technologist Grade IV certificate issued by the California Water Environmental Association (CWEA), or six years of progressively responsible experience in the maintenance and repair of a variety of equipment, structures, and facilities such as found in water, wastewater, or industrial facilities. Equivalent to graduation from high school supplemented by relevant training is required.

Interpersonal Skills

Ability to interact with others (co-workers, supervisors, subordinates, vendors, member agencies, and the general public) in a professional manner; to accept constructive criticism from managers, peers and subordinates; to work as a team member or independently as needed; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; and to prevent personal problems from adversely impacting self or others.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports, correspondence, and procedures. Ability to effectively present information and respond to questions from staff, other departments' managers, customers, the public, and technical representatives.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to recognize, mitigate, and correct unsafe conditions.

CERTIFICATES, LICENSES, REGISTRATIONS

Either possession of a Grade IV Mechanical or Electrical & Instrumentation Technologist certificate issued by CWEA, or six years of facilities maintenance experience making repairs on a variety of mechanical or

electrical equipment, structures, and appurtenances. Must possess and maintain a valid California Class C driver's license, have a satisfactory driving record, and continue to meet CMSA driving standards.

PHYSICAL DEMANDS

While performing the essential job functions of this job, the employee is regularly required to use hands to handle or feel, to reach with hands and arms; and to talk or hear in person, on the telephone, or on the radio. Hearing is frequently required for equipment operation analysis. The employee frequently is required to stand, walk, sit, climb, balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to smell, using odors to determine process or equipment problems.

The employee must be able to lift and/or move up to 25 pounds to shoulder height, up 50 pounds to waist height, and up to 100 pounds up to 9 inches off the ground (such as for a manhole cover). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the essential job functions of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and outdoor weather conditions. The employee is occasionally exposed to high, precarious places, toxic or caustic chemicals, construction project site conditions, extreme heat, risk of electric shock, and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment. Employee will be required to be available to work overtime and off-shift hours, including weekends, on a project or emergency basis.

Job Title: Maintenance Supervisor
Department: Maintenance
Reports To: Treatment Plant Manager
FLSA Status: Non-Exempt
Revision Date: May 2026



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

OPERATIONS SUPERVISOR

SUMMARY

Under general direction of the Treatment Plant Manager, plans, and supervises the administrative and staffing needs of the Operations Department; responsible for daily operations, process adjustments and performance of the wastewater treatment plant processes and related facilities; develops and implements tests and trials for analyzing and optimizing processes; ensures that NPDES and BAAQMD permits' requirements, regulations and all applicable rules are continuously met; operates and performs preventive and corrective maintenance on equipment and facilities; and performs related work as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Plans, prioritizes, assigns, supervises and reviews plant operations and the work of operations staff.
- Manages shift bidding, ensures appropriate shift coverage, and approves leave requests and overtime.
- Monitors plant processes and make appropriate operational changes to ensure NPDES and BAAQMD permits, other regulatory requirements, and Agency operational goals and objectives are met.
- Tracks, tests, and analyze plant processes to improve efficiency of unit processes and optimize plant performance.
- Financial duties include participation in budget development; recommending short- and long-term O&M and capital projects that will enhance cost effective operations; process receipts and invoices as required and manage assigned budget accounts.
- Attends, leads, and participates in meetings, training and safety sessions, and on teams and subcommittees as required.
- Coordinates work and cooperate with all department managers, Agency staff, and the public.
- Oversight of treatment plant, pump station, and odor control facilities operation
- Operating and performing preventive and corrective maintenance on a variety of equipment.
- Operating valves, pumps, and automated controls to regulate the flow of water and wastewater.
- Using a variety of hand and power tools and testing equipment.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include, but are not limited to the following:

- Prepares clear, accurate and effective correspondence, reports, documentation, specifications, procedures and other written materials.
- Collecting wastewater, biosolids, and other samples from various phases of the treatment process and performing standard chemical and physical tests on these samples.
- Writing, approving, and completing CMMS work orders, maintaining accurate records of process data, chemical test results and Operations' work performed.
- Observing appropriate safety procedures and using all safety equipment, including those related to the safe handling of various treatment chemicals.
- May be required to work shifts and/or holidays as operational staffing levels dictate and overtime or off-hour shifts in emergency conditions and for planned shutdowns.
- Maintains an inventory of chemicals and supplies; requisitions additional materials as required.
- Facilitate tours of the plant and related facilities for the public.
- Performs confined space entry, rescue, and Emergency Response (SEMS/ICS).
- Performs the duties of the Treatment Plant Manager on a relief or as-assigned basis.
- Manages projects as required.
- Drives to off-site facilities to assist with deliveries, respond to alarms, perform inspections, and support

routine and emergency work as needed.

SUPERVISORY RESPONSIBILITIES

This position supervises an assistant operations supervisor, lead operators, and operators. Carries out supervisory responsibilities in accordance with agency guidelines, policies, and applicable labor, regulatory and safety laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, staffing coverage, and directing work; tracking and authorizing time sheets; setting staff work expectations, performance goals, and work plans; appraising performance; rewarding and disciplining employees; investigating, addressing, and resolving personnel complaints and related problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform essential job functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Equivalent to graduation from high school supplemented by training required for certification by the California State Water Resources Control Board. Two years of college desirable. Six years of experience in operating and performing routine maintenance of facilities and equipment in a secondary wastewater treatment plant and related pumping stations, which includes one year in a lead or supervisory capacity.

Interpersonal Skills

Ability to interact with others (co-workers, supervisors, subordinates, vendors, member agencies, and the general public) in a professional manner; to accept constructive criticism from supervisors, equals and subordinates; to work as a team member or independently as needed; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting your work or that of others around you; to arrive at work as scheduled and to work the shift hours as scheduled.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff, other departments' managers & staff, customers, and the general public.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to project budget expenses, prepare maintenance project layout calculations, and solve wastewater-related math problems.

Reasoning Ability

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to recognize, mitigate and correct unusual, inefficient or dangerous operating conditions.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a Grade V wastewater treatment plant operator certificate issued by the California State Water Resources Control Board (SWRCB). Must possess a valid California Class C driver's license, have a satisfactory driving record, and continue to meet CSRMA driving standards.

PHYSICAL DEMANDS

While performing the essential job functions, the employee is regularly required to use hands to handle or

feel; and talk or hear in person, on the telephone, or on the radio. The employee frequently is required to stand, walk, sit, reach with hands and arms, and smell.

The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds to shoulder height, up 50 pounds to waist height, and up to 100 pounds up to 9 inches off the ground (such as for a manhole cover). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the essential job functions, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; and outdoor weather conditions; to elevated, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; risk of electric shock; and vibration. The noise level in the work environment is usually quiet with occasional exposure to moderate noise in the field and loud noise in a few equipment rooms.

Job Title: Operations Supervisor
Department: Operations Technical Services
Reports To: Treatment Plant Manager
FLSA Status: Non-Exempt
Revision Date: May 2026



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

REGULATORY COMPLIANCE MANAGER

SUMMARY

Under direction from the Technical Services Manager/Assistant General Manager, manages, plans, and supervises all aspects of the Agency's Environmental Laboratory, Source Control, and Storm Water Programs, including budgeting, planning, training, and supervision of staff. Responsibilities include preparation and implementation of operating procedures for administering functions of the laboratory and preparing the Agency's laboratory and NPDES regulatory reports for the Regional Water Quality Control Board, State Water Resources Control Board, Environmental Protection Agency, and local agencies.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Develops and implements goals, objectives, policies, principles, and procedures for the laboratory, source control, and regulatory compliance programs.
- Prepares, coordinates, and oversees the laboratory related operating and capital budgets.
- Monitors changes in legal and regulatory requirements for Source Control and Storm Water management, recommends and implements changes to comply with new requirements.
- Coordinates activities with operations, maintenance, business services, member and contract agencies.
- Coordinates preparation of the Agency's Self-Monitoring Report (SMR) and Discharge Monitoring Report (DMR). Serves as backup Legally Responsible Official (LRO) for CMSA SMR and DMR submittal.
- Plans, designs, modifies, and implements the Agency's environmental laboratory program to ensure compliance with federal, state, and local regulations.
- Manages, directs, and implements laboratory services for performing chemical, biological, and bacteriological analyses of water, wastewater, industrial wastes, and related materials including ensuring that all regulatory reporting and compliance requirements are met.
- Monitors the work of contract laboratories performing NPDES permit testing.
- Implements and reviews the quality assurance programs to meet EPA, NPDES, and other regulatory requirements, and oversees the implementation of necessary changes.
- Assures the continuance of the Laboratory's Environmental Laboratory Accreditation Program (ELAP) certification.
- Performs sample collection, analysis, and reporting as needed.
- Directs all aspects of the Source Control program including industrial waste, fats, oils, and grease, and dental office inspections, permitting, and enforcement of discharge violations.
- Manages the Source Control and Storm Water programs to ensure reporting and regulatory compliance requirements are being met.
- Oversees the administration of service contracts with local public Agencies for source control, programs, and stormwater enforcement.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include but are not limited to the following:

- Participates in the Executive Committee meetings as requested.

- Participates in Agency related committees, training, staff functions, and board meetings as requested.
- Participates and works with other public agencies and groups or organizations as needed.
- Ensures facility process control monitoring is performed in accordance with operational needs as well as local, state, and federal regulations.
- Serves as the Source Control and Storm Water Program LRO to the State and Regional Water Quality Control Boards.
- Oversees the maintenance of work records and documents; prepares, maintains, and validates reports for regional, state and federal agencies.
- Maintains and updates the Agency's Sewer Use Ordinance and Enforcement Response Plan.
- Seeks ways to continuously improve work processes and Agency performance.
- Represents the Agency at conferences and professional meetings.
- Provides economical and efficient services to JPA members and contract agencies.
- Serves on the Agency Process Control Team and collaborates with the team and Operations to devise strategies to address process issues and optimize treatment facility performance.
- Coordinates the preparation of organic waste reports and billing.

SUPERVISORY RESPONSIBILITIES

Manage and supervise employees who work in the environmental laboratory and on the Agency's Source Control programs. Carries out supervisory responsibilities in accordance with Agency policies and procedures, and applicable labor and safety laws and regulations. Responsibilities include interviewing, making hiring recommendations, and training employees; planning, assigning, and directing work; setting staff work expectations and performance goals; assisting with preparation of work plans, appraising performance, and rewarding and disciplining staff; participates in investigating, addressing, and resolving personnel complaints and related problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Completion of four years of college or university studies, resulting in graduation or its equivalent, with major course work in chemistry, biology, environmental studies, bacteriology, microbiology, or similar science. An advanced degree in one of the listed educational specialties is desirable.

Five years of professional level environmental laboratory experience, including at least two years in a supervisory or management capacity. Experience in a water or wastewater treatment laboratory and environmental compliance program is preferred.

Interpersonal Skills

Ability to interact with others (co-workers, supervisors, subordinates, vendors, members of the public) in a professional manner; ability to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek, assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others.

Language Skills

Ability to read, analyze, and interpret complex scientific and technical journals and procedures, governmental regulations, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the public. Ability to effectively present information to management, public groups, and/or governing boards.

Mathematical Skills

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, permutations, and statistical theory. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a Grade III Laboratory Analyst certificate issued by the California Water Environment Association or obtain the certification within eighteen (18) months of employment. Must obtain a Grade IV Laboratory Analyst Certification within twenty-four (24) months of employment. Must possess a valid California class C driver’s license, have a satisfactory driving record, and continue to meet CSRMA driving standards.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear in person, on the telephone, or on the radio. The employee frequently is required to stand, walk, sit, use hands and smell.

The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds above the head. Specific vision ability required by the job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring objects into sharp focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to wet or humid conditions, outdoor weather conditions, and toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, high, precarious places, risk of electrical shock, or to vibration.

Job Title:	Regulatory Compliance Manager
Department:	Technical Services
Reports To:	Technical Services Manager/Assistant General Manager
FLSA Status:	Exempt
Revised Date:	May 2026



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

SENIOR ENGINEER

SUMMARY

Under general direction of the Technical Services Manager/Assistant General Manager, performs engineering, project management, construction management, and other technical services for the Agency. Makes calculations, performs design work, administers contracts, manages consultants, maintains records; conducts planning, engineering, project, and facility operational studies, and performs related work as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Serves as project manager on Agency maintenance and capital improvement projects; establishes project goals and objectives, prepares scopes of work, budgets and schedules; manages the preparation of plans, specifications, construction documents, and other documents for the planning, design, and construction of projects.
- Prepares professional services selection documents, reviews proposals, and recommends selection of the most qualified firm; directs or participates in the development, negotiation, and administration of professional service contracts.
- Serves as Agency representative and construction manager on construction projects; conducts and documents onsite inspections; manages design changes in the field; reviews and recommends approval of progress payments; and prepares or approves as-built record drawings.
- Performs complex engineering duties and exercises significant independence in carrying out the duties of the position.
- Exercises discretion and independent judgment in developing, managing, and delivering multiple projects.
- Evaluates, plans, and designs modifications to wastewater and energy production facilities; identifies, analyzes, and evaluates alternatives, and makes recommendations.
- Prepares contract documents for equipment procurement, planning and evaluation studies, and maintenance work, and manages consultant and contractor activities as assigned.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include but are not limited to the following:

- Updates or assists with updating the Agency's 10-year Capital Improvement Plan; and regularly monitors and reports on project fund expenditures.
- Assists with updating the department's operating budget and regularly monitoring and reporting on the expenditure of department funds.
- Prepares and maintains records of correspondence reports, procedures, and other work products.
- Provides technical and engineering support to other Agency teams and departments.
- Researches new technologies, products, equipment, and codes and regulations, and prepares reports with alternative analyses.
- Represents the Agency with industry organizations, multi-agency committees, professional groups, and the public; responds to inquiries from the public and external organizations.
- Establishes and maintains positive, constructive, and collaborative working relationships with Agency management and staff, local and regulatory agencies, contractors, consultants, and the public.
- Participates in special projects as assigned, including participating in and/or leading inter-Agency

teams and committees.

- Maintains accurate records and files, including electronic and paper record drawings.
- Gives presentations to the Board of Commissioners on projects, studies, and related activities.
- Identifies opportunities to improve department efficiency and effectiveness and assists in managing the implementation of improvements and/or update to policies and procedures.
- Assists in the development and implementation of strategic initiatives related to the Agency's Strategic Business Plan.

SUPERVISORY RESPONSIBILITIES

This position may directly or indirectly supervise Technical Services Department engineering staff and interns. Carries out supervisory responsibilities in accordance with Agency policies and procedures, as well as applicable labor, regulatory, and safety laws. Responsibilities include training employees; directing work; assisting with establishing staff work expectations, performance goals, and work plans; evaluating employee performance; and assisting with resolving personnel complaints and related problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education

Equivalent to a bachelor's degree (B.S.) from four-year ABET-accredited college with major coursework in civil engineering or related field of study. Graduate engineering degree is preferred.

Experience

Minimum of eight (8) years increasingly responsible engineering experience, preferably in a public agency setting, is required. Project management experience related to staff, consultants, and construction in a water- or wastewater-related field is highly desirable.

Interpersonal Skills

Ability to work cohesively in a team setting. Ability to interact with others (co-workers, supervisors, subordinates, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, and peers; to recognize the need for, and to seek, assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to successfully balance life demands with work demands; to use tact, initiative, prudence, and independent judgment within Agency policy, procedural, and legal guidelines; to communicate ideas, provide direction, and assert a point of view in complex situations.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information in a variety of settings and respond to questions.

Mathematical Skills

Ability to carry out routine engineering calculations related to wastewater treatment process control parameters and engineering design including surveying, open channel and pressure pipe hydraulics, mass balance, and engineering economics.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical information in mathematical or diagram form and deal with a variety of

abstract and concrete variables; to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; to deal with verbal and nonverbal symbolism such as formulas, scientific equations, graphs, etc.

CERTIFICATES, LICENSES, REGISTRATIONS

Registration as a Professional Engineer in the State of California is required, and failure to maintain a license in good standing may result in loss of employment. Ten years of additional relevant engineering experience – for a total of eighteen years of experience – may be substituted for the Professional Engineer registration.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear in person, on the telephone, or on the radio. The employee is frequently required to walk, to use hands, and to sit. The employee is occasionally required to stand, to climb or balance, and to stoop, kneel, crouch, or crawl.

The employee must be able to lift and/or move up to 20 pounds above the head, and up to 50 pounds to waist height.

Specific vision ability required by this job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring an object into sharp focus.

Examples of the physical demands for this position, including their activity and duration, are available from Administration.

WORK ENVIRONMENT

The employee typically works in an office environment with moderate noise levels, temperature-controlled conditions, and no direct exposure to hazardous physical substances. While performing field duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, the risk of electrical shock, or to vibration. The noise level in the field work environment is usually moderate, with occasional exposure to loud equipment.

Job Title:	Senior Engineer
Department:	Technical Services
Reports To:	Technical Services Manager/Assistant General Manager
FLSA Status:	Exempt
Revision Date:	May 2026



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

TECHNICAL SERVICES MANAGER/ASSISTANT GENERAL MANAGER

SUMMARY

Under direction from the General Manager (GM), manages the day-to-day operations of the Technical Services Department and serves as Assistant General Manager. This position manages the Agency's Capital Improvement Program, and various engineering and asset management projects and programs from evaluation through design and construction; serves as Agency Engineer when working with internal and external stakeholders; oversees the function and activities of the Agency's environmental laboratory and source control programs; and performs other duties as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Develop and manages the Technical Services department operating budgets.
- Under general direction and as part of the Executive Team, assists the GM with planning, administering, implementing, and managing key organizational functions and activities.
- In concert with the GM, provides technical information and assistance to the Board of Commissioners and attends Board meetings. Performs the functions of the GM as designated by the GM as needed.
- Oversees coordination between the Agency's Technical Services, Operations, and Maintenance departments with respect to planned activities, construction scheduling, resourcing activities, and review of both design and operational documentation.
- Assists the GM with long-term financial and capital planning, budget development, issuing of revenue bonds, long-term financial forecast, and rate-setting processes.
- Manages procurement contract administration to ensure Agency procedures for issuing and managing contracts are uniformly applied.
- Prepares effective technical, statistical, written and narrative reports and correspondences.
- Develops, monitors, and manages the Agency's 10-Year Capital Improvement Program.
- Manages the design and construction of capital improvement projects and other Agency projects.
- Oversees and implements processes for selecting consultants to assist the Agency in studies, design, and construction related services.
- Serves as project manager and/or construction manager for technical studies and capital improvement projects from planning to completion of construction including preparation of cost estimates.
- Oversees the Regulatory Compliance Manager in managing all aspects of the Agency's laboratory and environmental compliance programs, including the administration of service contracts with local public agencies for pollution prevention, public education and source control.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include but are not limited to the following:

- Advises on matters to evaluate and improve operational efficiency.
- Ensures proper maintenance of records.
- Assists GM with various employment law/contract claim related legal matters.
- Provides QA/QC review of documents prepared for or by other departments.

- Responds to stakeholder complaints and proactively assists in solving problems related to Agency projects and programs.
- Leads the following activities for the Agency's power delivery program: development and review of organic waste feedstock supply contracts and oversight of routine billing activities for organic waste feedstocks.
- Assists the GM in managing and directing the day-to-day activities to achieve overall successful performance of the Agency and provides leadership to the organization.
- Advises on wastewater process control matters when requested.
- Directly or indirectly oversees activities of the Agency's Annual Strategic Planning and Power Delivery Committees.
- Acts as Agency Engineer, representing CMSA's interests in meetings with a variety of stakeholders, including developing, awarding, and administering cooperative multi-agency contracts or projects.
- Provide functional oversight of all aspects of Agency's Power Delivery and Air Permitting Programs.
- Participates in the Agency's asset management program and provides support services as requested. Oversees the biosolids management programs and indirectly oversees Regulatory Compliance Manager in managing the facility's stormwater program.
- Coordinates the Agency's plan review process for improvements to restaurants, industrial facilities, and auto-related industries to determine compliance with Agency regulations.
- Directs all aspects of the Agency's environmental compliance program including industrial waste inspections, permitting, and enforcement of requirements.

SUPERVISORY RESPONSIBILITIES

Supervises Technical Services Department staff; carries out management responsibilities in accordance with Agency policies and procedures, as well as applicable labor, regulatory and safety laws. Responsibilities include interviewing, preparing hiring recommendations, and training employees; planning and assigning staff coverage and directing work; tracking and authorizing time sheets; establishing staff work expectations, performance goals, and work plans; evaluating employee performance; disciplining employees; investigating, addressing, and resolving personnel complaints and related problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Equivalent of a Bachelor's degree (B.S.) from four-year ABET-accredited college with major coursework in Civil, Mechanical, Environmental, or Sanitary Engineering. Graduate degree in Environmental/Civil Engineering desirable. Minimum of five years of professional level engineering experience in a water, wastewater, or environmental related setting at the senior engineering level is preferred.

Interpersonal Skills

Ability to work cohesively in a team setting; ability to interact with others (co-workers, supervisors, subordinates, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; successfully balance life demands with work demands.

Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports, correspondence, and procedures. Ability to effectively present information in a variety of settings, and respond to questions from staff, other department managers, customers, the public, contractors, consultants, and technical representatives.

Mathematical Skills

Ability to carry out complex Civil and/or Environmental Engineering calculations involving advanced mathematical concepts such as exponents, logarithms, quadratic equations, permutations, geometry and trigonometry, frequency distributions, and determination of test reliability and validity.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical information in mathematical or diagram form and deal with a variety of abstract and concrete variables; to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; ability to deal with verbal and nonverbal symbolism such as formulas and graphs.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be registered as a Professional Engineer in the State of California. Failure to maintain this registration may result in loss of employment.

PHYSICAL DEMANDS

The employee is regularly required to talk or listen in person, on the telephone, or on the radio. The employee is frequently required to walk, to use hands, and to sit. The employee is occasionally required to stand, to climb or balance, and to stoop, kneel, crouch, or crawl.

The employee must lift and/or move up to 20 pounds above the head, and up to 50 pounds to waist height. Specific vision ability required by this job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring an object into sharp focus.

WORK ENVIRONMENT

The employee typically works in an office environment with moderate noise levels, temperature-controlled conditions, and no direct exposure to hazardous physical substances. While performing field duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, the risk of electrical shock, or to vibration. The noise level in the field work environment is usually moderate, with occasional exposure to loud equipment.

Job Title: Technical Services Manager/Assistant General Manager
Department: Technical Services
Reports To: General Manager
FLSA Status: Exempt
Revision Date: May 2026



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

TREATMENT PLANT MANAGER

SUMMARY

Under direction of the General Manager, manages the day-to-day operations of the Operations and Maintenance departments. This position plans, directs, and coordinates the operations and maintenance activities of the wastewater treatment plant and related facilities, and ensures the reliable operation of stationary and mobile equipment. Functions as the Agency's Chief-Plant-Operator and Legally Responsible Officer (LRO) for NPDES permit reporting and Air Quality Management District permit compliance, and ensures conformance with applicable permits, laws, and regulations. Manages and coordinates implementation of the Agency Asset Management Program and use of its Computerized Maintenance Management System, and performs related work as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Manages, supervises, and coordinates activities related to the operation and maintenance of Agency equipment, facilities, processes, and systems.
- Conducts regular treatment facility and process assessments; oversees adjustments of process control systems and equipment to meet regulatory compliance and operational needs.
- Evaluates and directs necessary maintenance and repair activities to ensure that operational and regulatory requirements are continuously met.
- Coordinates the work of the Operations and Maintenance departments with that of other Agency departments, the JPA member agencies, and local agencies, as needed.
- Oversees the preparation, administration, and management of the annual operating budgets for the Operations and Maintenance departments.
- Oversees the operation and maintenance of the Organic Waste Receiving Facility and Cogeneration Systems.
- Manages the Agency's odor control programs.
- Monitors changes in regulations that may affect Agency operations and maintenance activities; recommends equipment, policy, and procedural changes as needed.
- Maintains or directs the maintenance of accurate records and files.
- Prepares a variety of accurate and effective correspondence, reports, procedures, and other written materials.
- Represents the Agency in meetings with representatives of local and regional agencies, various public and private groups, and the public.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include, but are not limited to the following:

- Serves as the acting General Manager, as requested by the General Manager, or by the Board Chair in the absence of both the General Manager and the Assistant General Manager.
- Manages the Agency's Asset Management Program and Computerized Maintenance Management System
- Administers assigned professional and maintenance service contracts.
- Researches technical questions and problems with vendors, manufacturers, contractors, and others.
- Oversees the clean and orderly appearance of the Agency's grounds, buildings, and facilities.
- Prepares and gives presentations to the Agency Commission, and other stakeholders regarding operation and maintenance activities.

- Administers and manages assigned service contracts with local agencies.

SUPERVISORY RESPONSIBILITIES

This position supervises the Operations and Maintenance departments through subordinate supervisors; plans, reviews, and evaluates the work of staff directly and through supervisors; and provides for the training and professional development of department staff. Carries out management responsibilities in accordance with Agency guidelines and policies, as well as applicable labor, regulatory, and safety regulations and laws. Responsibilities include interviewing, preparing hiring recommendations, and training employees; planning and assigning staff coverage, and directing work; tracking and authorizing time sheets; establishing staff work expectations, performance goals, and work plans; evaluating performance; disciplining employees; investigating, addressing, and resolving personnel complaints and related problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Seven years of increasing responsibilities in the operation, maintenance, and repair of facilities and equipment in an activated sludge wastewater treatment plant and related facilities; including four years of supervisory experience. Baccalaureate Degree in business management, environmental science, or a related technical field from a four-year college is desirable.

Interpersonal Skills

Ability to work cohesively in a team setting; ability to interact with co-workers, supervisors, subordinates, vendors, and the public in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; successfully balance life demands with work demands.

Language Skills

Ability to read and interpret documents such as safety rules and operating and maintenance instructions and procedure manuals, and communicate them to staff. Ability to write reports, correspondence, and procedures. Ability to effectively present information in a variety of settings, and respond to questions from staff, management, customers, the public, and technical representatives. Ability to respond to common inquiries or complaints from the public and regulatory agencies.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to project budget expenses, prepare maintenance project layout calculations, and solve wastewater-related math problems.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal

with several abstract and concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to recognize, mitigate, and correct unsafe conditions.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a Grade V Wastewater Treatment Operator certificate issued by the California State Water Resources Control Board (SWRCB) at hire or within 12 months of employment.

PHYSICAL DEMANDS

While performing the essential job functions, the employee is regularly required to use hands to handle or feel, reach with hands and arms, and talk or hear in person, on the telephone, or radio. Hearing is occasionally required for equipment operation analysis. The employee is frequently required to stand, walk, sit, and occasionally to climb or balance and stoop, kneel, crouch, or crawl.

The employee is occasionally required to smell, using odors to determine process or equipment problems. The employee must be able to lift and/or move up to 25 pounds above the head, and up to 50 pounds to waist height. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the essential job functions, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; and outdoor weather conditions; to elevated, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; risk of electric shock; and vibration. The noise level in the work environment is usually quiet with occasional exposure to moderate noise in the field and loud noise in a few equipment rooms.

Job Title: Treatment Plant Manager
Department: Administration
Reports To: General Manager
FLSA Status: Exempt
Revision Date: May 2026



BOARD MEMORANDUM

May 7, 2026

To: CMSA Commissioners and Alternates

From: Tiffany Elam, Administrative Specialist

Approved: Jason Dow, General Manager

Subject: April 2026 Informational Items

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

1. Letter dated April 20, 2026, to Ms. Kerry O’Conner, California Regional Water Quality Control Board
Re: Monthly Self-Monitoring Report (SMR) – March 2026
2. CMSA Renewable Power Summary
Re: April 2026
3. Nutrient Removal Alternatives Evaluation & Facilities Plan Project
Re: May 2026



April 20, 2026

California Regional Water Quality Control Board
San Francisco Bay Region
Ms. Kerry O' Conner, Water Resource Control Engineer
1515 Clay Street, Suite 1400
Oakland, CA 94612

Subject: Monthly Self-Monitoring Report (SMR) – March 2026

Dear Ms. O' Conner,

The SMR for the Central Marin Sanitation Agency (CMSA) treatment facility has been submitted using the eSMR /California Integrated Water Quality System (CIWQS). This SMR conforms to CMSA's NPDES Permit Order #R2-2023-006, the Nutrient Watershed Permit Order #R2-2024-0013, the Mercury and PCBs Permit Order #R2-2022-0038, the Amendment of Monitoring and Reporting Requirements and Amendment of Alternate Monitoring and Reporting Program Permit Order #R2-2021-0028, and the Amendment Update to Total Residual Chlorine and Oil and Grease Requirement Permit Order #R2-2023-0023.

Violations

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

Blending Events

The treatment facility did not exceed the maximum secondary capacity of 30 MGD during this reporting period.

Data Validation

All regulatory daily, weekly, and monthly quality control calibrations/checks conducted met established quality assurance acceptance criteria, except those data results indicated within the attached analytical reports.

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)).

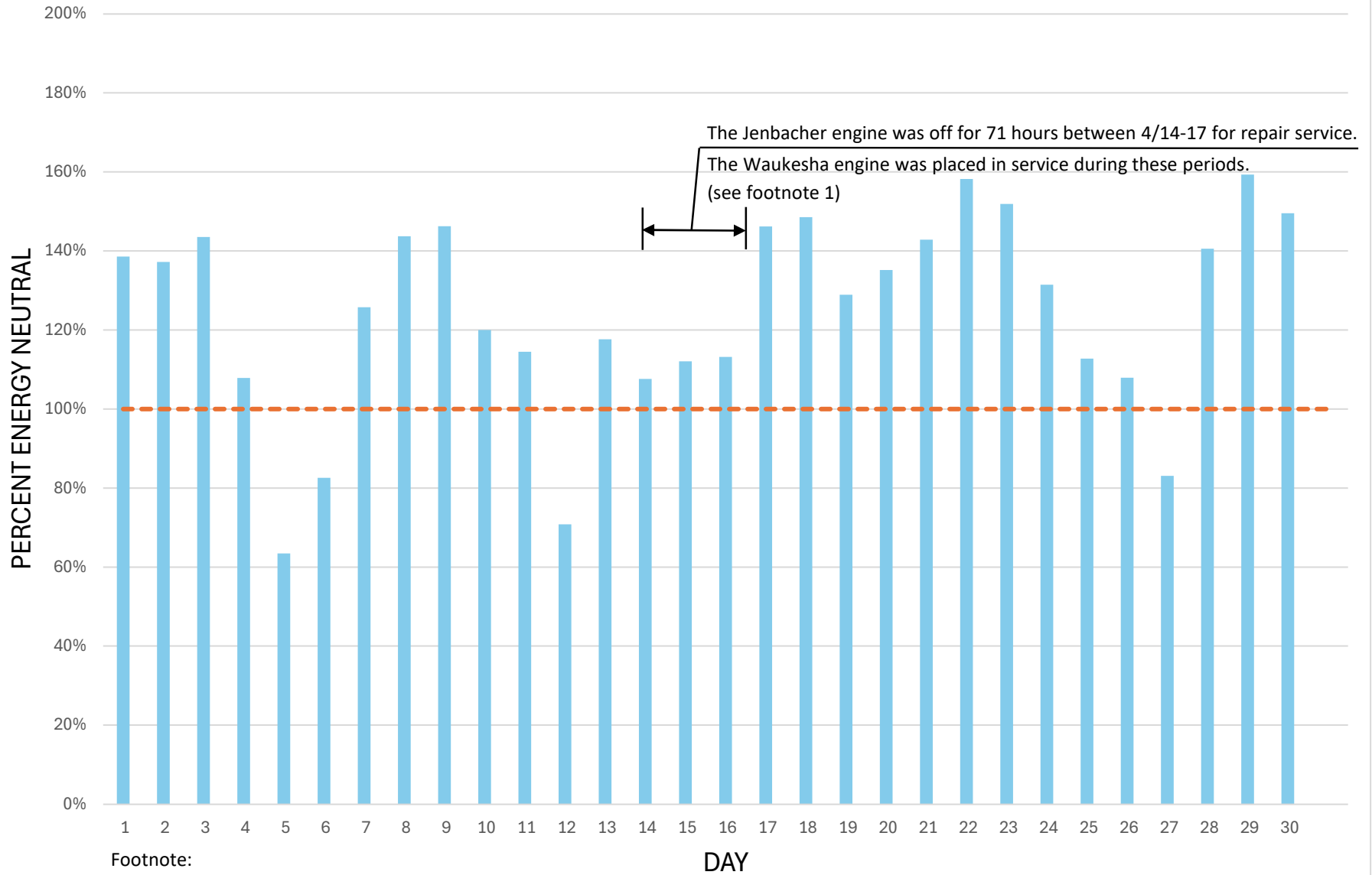
Sincerely,



Nick Talbot
Treatment Plant Manager

APRIL 2026 CMSA RENEWABLE POWER SUMMARY

125% ENERGY NEUTRAL



Footnote:

1. At rated output, the Waukesha engine is approximately 30% less electrically efficient than the Jenbacher engine.



Nutrient Removal Alternatives Evaluation & Facilities Plan Project

The Project consists of evaluating alternatives for interim (2026-2034) and permanent (post 2034) nutrient removal from CMSA's effluent. The work includes wastewater sampling, process modeling, developing screenings criteria, evaluating interim and permanent nutrient removal options, evaluating funding options, evaluating the nutrient/energy/solids nexus, and completing a Facilities Plan and Final Report for the selected nutrient removal alternative.

MAY 2026 UPDATE

FY26 Budget

\$1.5 M

Spent (24%)**

\$0.365 M

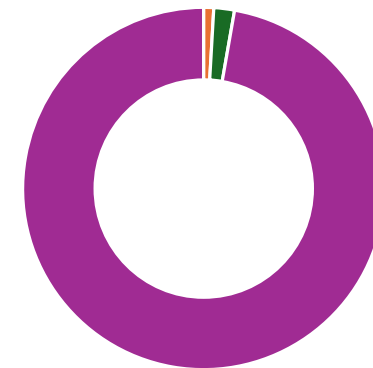
Remaining

\$1.135 M

** Note: Amount spent in this fiscal year does not include invoices received at the end of the previous month due to timeline required to review and process payments. Those invoices and payments will be reflected in next month's budget update.

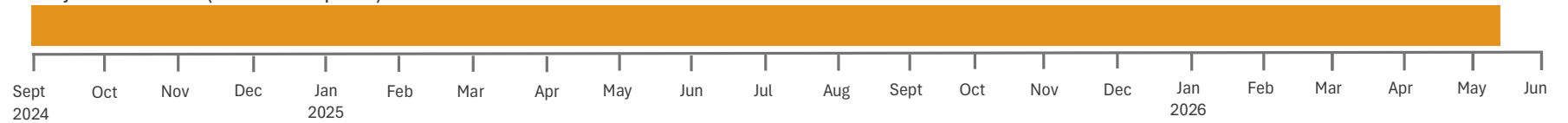


Spending Summary



- Sampling (Outsource Cost): \$3k
- Sampling (Supplies): \$7k
- Carollo/Hazen Consulting Fees: \$355k

Project Schedule (~95% Complete)



Completed Tasks

Completed Tasks	Completion Date
Kickoff Meeting	September 10, 2024
2-Week Wastewater Sampling	October 2024
Interim Optimizations Workshop 1	October 2, 2024
Procured & Installed Ammonia and Nitrate Probes	November 28, 2024
Staff Training at Nutrient Technology Events	November 2024
Interim Optimizations Workshop 2	November 18, 2024
Screening Criteria Workshop	December 18, 2024
Tech Memo 1 & 2 on Sampling and Interim Optimizations	February 2025
Alternatives Evaluation Workshop #1 & Progress Update	January 15, 2025 & March 31, 2025
Tech Memo 3 on Design Criteria	February 14, 2025
Alternatives Evaluation Progress Update	March 31, 2025
Board approval of Amendment No. 1	April 8, 2025
Secondary Clarifier Stress Test	June 9-12, 2025
Alternatives Evaluation Workshop #2	July 25, 2025
Additional Calcium Nitrate Sampling	August-September 2025
Introductory Call with Freshwater Trust on Nutrient Trading	August 2025
Secondary Clarifier CFD Modeling (Draft Report for Review)	October 2025
Integrated Co-Digestion Modeling Memo	December 2025
Aeration System Diffuser/ Blower Evaluation	January 2026
Process Modeling	January 2026

Completion Date

Remaining Tasks

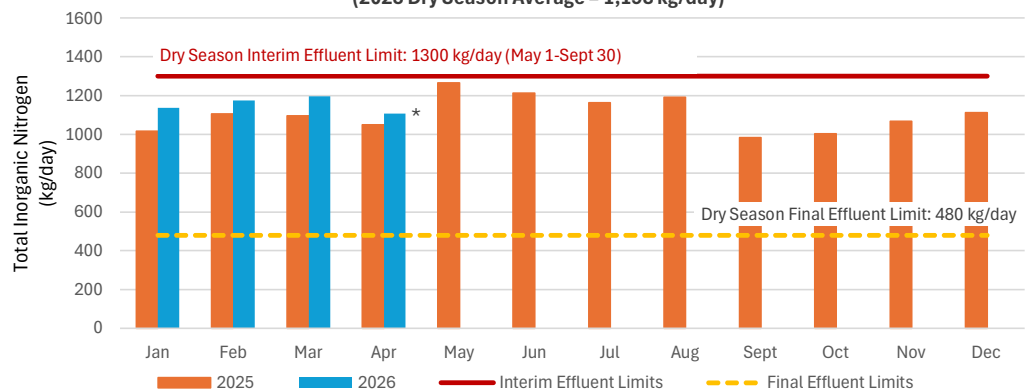
Remaining Tasks	Target Completion Date
Secondary Clarifier CFD Modeling (Final Report)	June 2026
Solids Loading/Energy/Nutrient Nexus	June 2026
Conceptual Construction and O&M Costs	June 2026
Alternatives Evaluation	June 2026
Funding Opportunity Evaluation	June 2026
Facilities Plan and Report	June 2026
Final Report and Board Presentation	June 2026

Target Completion Date

Special Notes

- The 2025 seasonal average TIN loading is 1,198 kg/day, which is within the seasonal average effluent limit of 1,300 kg/day. The Agency completed the nutrient permit monitoring requirements for the 2025 season and the Agency is in full compliance.
- In July 2025, two "bookend" alternatives were selected for further analysis to cover worst case scenarios in terms of cost and constructability, and two additional alternatives were selected for further evaluation to understand the potential range of operational and economic impacts.
- Carollo completed the development of the aeration blower model and is currently calibrating the model.
- Carollo provided a draft report on the computational fluid dynamics (CFD) model results based on the secondary clarifiers stress testing conducted in June 2025. The draft report indicated that CMSA's existing secondary clarifiers likely have sufficient capacity to handle future nutrient removal scenarios.
- Kennedy/ Jenks performed a seismic study on the primary clarifiers, biotowers and aeration tanks, and provided structural considerations for new nutrient removal facilities. The technical memorandum was received in April 2025 and provided to Carollo for reference. There are no structural or seismic issues with ground subsidence beneath the tanks.
- Carollo provided a funding matrix to summarize available loans and grants for this project, and will review it in further detail after the Alternatives Evaluation is completed.
- Additional influent sampling on the effects of calcium nitrate addition in the collection system was performed from August through the end of September.
- An introductory call was held with the Freshwater Trust where the Agency explained the scope and status of the project, and Freshwater Trust shared initial background information regarding potential nutrient trading concepts.
- Staff attended a BACWA call on potential extensions of the compliance deadline for the final permit. The Water Board will provide more information on the extension criteria over the next few months.
- In November and December, coordination meetings were held to discuss and refine preliminary alternatives. The consultant's scope was amended to perform additional process modeling to evaluate increasing the treatment capacity of the existing aeration basins during the multi-year construction period if the biotowers are phased out.
- A meeting was held in January to review the layouts, construction sequencing, considerations, and costs of the short-listed alternatives. Additionally, a meeting was held in February with Carollo to review the impacts of the short-listed alternatives on CMSA's electrical system.
- The team met with a promising sidestream treatment vendor in February and will evaluate their compact, low-cost system in more detail.
- The team identified two additional alternatives that includes phased nutrient removal with a split plant configuration. The consultant's scope was amended in March to perform additional evaluations of these alternatives to compare its pros and cons against the four previously identified alternatives. This evaluation will include utilizing the process model to determine infrastructure, equipment and tank size, and preparing preliminary site layouts and cost estimates. The overall project schedule will be extended.
- The 2026 dry season nutrient monitoring period began on May 1. The Agency is prepared to sample the TIN levels and comply with the nutrient permit monitoring requirements.
- Project coordination meetings were held in April and are ongoing in May. Carollo will provide a Board Presentation summarizing the evaluation and key findings in June.

Total Inorganic Nitrogen Levels
(2025 Dry Season Average = 1,198 kg/day)



* TIN levels shown for this month may not include the latest values due to testing analysis and reporting timeline. Final results will be reflected in the next monthly update.

