

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF  
SAUSALITO-MARIN CITY SANITARY DISTRICT**

March 1, 2010

The regular meeting of the Sausalito-Marín City Sanitary District was held on March 1, 2010 at 7:30 p.m. in the Council Chambers, 420 Litho Street, Sausalito, California

**I. ROLL CALL**

Directors Present: Arnott, Beers, Berkman, Gergus, Wohlschlaeger

Staff Present: General Manager Bob Simmons, Plant Superintendent Yoshi Uemura, Board Secretary Joyce Krueger

Staff Also Present: O&M Technician I Kevin Beneda

Also Present: TCSD Representative Jim Jacobs, TCSD General Manager Jon Elam, City of Sausalito Engineer Todd Teachout, Bill Ring

**II. A. TCSD REPORT.**

TCSD General Manager Jon Elam stated that it appeared at this point that the City of Mill Valley was not interested in selling their excess capacity and TCSD would not have the Equivalent Dwelling Units (EDUs) necessary to move all of its flow to SASM. Elam further noted that he was confident that the issue of excess capacity should be determined by the end of March when TCSD would have information necessary to inform the District of TCSD's plans for sending flow to SASM.

**B. CITY OF SAUSALITO REPORT.**

**III. CONSENT CALENDAR**

**A. APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 1, 2010 AS PRESENTED:**

M/S/C-Arnott/Gergus

VOTE: Arnott, Beers, Berkman, Gergus,  
Wohlschlaeger

**B. APPROVAL OF MINUTES OF FINANCE, INSURANCE AND BUDGET COMMITTEE MEETING OF FEBRUARY 9, 2010 AS PRESENTED:**

M/S/C-Arnott/Gergus

VOTE: Arnott, Beers, Berkman, Gergus,  
Wohlschlaeger

**C. APPROVAL OF MINUTES OF INTERAGENCY COORDINATION COMMITTEE MEETING OF FEBRUARY 18, 2010 AS PRESENTED:**

M/S/C-Arnott/Gergus

VOTE: Arnott, Beers, Berkman, Gergus,  
Wohlschlaeger

**D. APPROVAL OF MINUTES OF SPECIAL BOARD MEETING OF FEBRUARY 25 & 26, 2010: - Not Acted Upon**

**E. APPROVAL OF BILLS AND EXPENDITURES AS PRESENTED:**

M/S/C- Gergus/Berkman

VOTE: Arnott, Beers, Berkman, Gergus,  
Wohlschlaeger

**IV. GENERAL PUBLIC. NONE**

**V. UNFINISHED BUSINESS**

**A. TCSD LETTER DATED JANUARY 14, 2010 REQUESTING AMENDMENT OF SERVICE CONTRACT IN CONNECTION WITH THE FINANCING OF TCSD'S SHARE OF SMCSO CAPITAL CHARGES.**

Simmons noted that TCSD has requested Board consideration of amending the service agreement between TCSD and SMCSO to place an annual cap on the amount of capital charges assessed to TCSD. The Board has been open to discussions with TCSD on the matter. Former president Wohlschlaeger and current President Beers have both met with TCSD President Steffen Bartschat to hear TCSD's concerns regarding the current contract.

Simmons recommended that the TCSD Ad Hoc Committee meet with TCSD representatives to begin discussions on amending the services agreement to address subject matters that may not be working for both Districts. The Board concurred. Simmons stated that he would make arrangements to schedule the meeting.

**B. RECEIVE REPORT ON SCOTTY'S FORCE MAIN DAMAGE AND JANUARY 18, 2010 WASTEWATER SPILL.** Simmons reported that the District had received an invoice from Maggiora Ghilotti in the amount of \$8,600 for emergency response repairs performed on the Scotty's Force Main, which was damaged when a Comcast contractor bore through the pipeline and installed a communications cable.

A cost proposal in the amount of about \$13,000 was received from Maggiora Ghilotti for final repair of the force main. The proposal was based 2 days of work. Staff is also considering the repair of a valve located at

Locust Street Pump Station. The valve appears to be frozen in the open position. If high flows occur, a potential exists for wastewater to flow back to where the repair would be performed. Therefore, work to repair the valve will be expedited.

District Counsel is in contact with Comcast and its subcontractor, AC Square, regarding the recovery of District costs for the emergency response and repair of the force main. An AC Square representative initially indicated that the location of the force main was not properly marked by the District and therefore it was not responsible for the damage. Retired O&M Supervisor Rex Franklyn advised that he had met with the subcontractor this past summer and showed them where the force main and gravity sewer were located. The AC Square representative stated at the meeting that they would bore well beneath the two pipelines to avoid damaging the piping. The subcontractor failed to do so.

Simmons indicated that the cost to respond to the emergency and repair the pipeline is estimated to be approximately \$40,000. Director Beers inquired whether the Regional Water Quality Control Board would be assessing fines against the District. He asked staff to keep in mind that there might be a potential for fines before submitting a final claim to Comcast. Simmons replied that at this point, indications were that no fines would be forthcoming. Director Gergus inquired if staff intends to proceed with permanent repair now or wait for the wet weather season to end. Simmons replied that the District would be moving forward to perform the repair work when a sufficient period of dry weather was predicted.

Director Arnott inquired whether the USA notices were kept. Uemura replied that hard copies were not kept previously but a new procedure has been implemented. All USA notices along with pictures and log notes will be kept in a file.

Simmons stated that the District is coordinating with the City of Sausalito and Kimber Company regarding the recovery of costs resulting from the incident.

## **VI. NEW BUSINESS**

- A. MARIN CITY COLLECTION SYSTEM REPAIR AND REHABILITATION PROJECT – AUTHORIZE EXECUTION OF PROFESSIONAL SERVICES AGREEMENT WITH WEST YOST ASSOCIATES FOR PRELIMINARY DESIGN SERVICES.** Simmons reported that Roto Rooter had completed the cleaning and television inspection and condition assessment of about 9,000 linear feet of sewer pipe in Marin City. DVD's and inspection reports were provided to the District. Simmons noted that the rehabilitation work is a requirement under the USEPA Administrative Compliance Order and the River Watch settlement agreement.

West Yost is currently assisting the City of Sausalito with the design of its sewer rehabilitation work. Staff contacted West Yost and requested a proposal to assess the Roto Rooter inspection report data and help develop the scope of work for the sewer rehabilitation project in Marin City. The preliminary design service will identify which pipelines will need repair and which will need replacement. In addition, 'hot spots' will be assessed to determine how they can be eliminated. Hot spots are sewer segments that require frequent cleaning to keep them in good operating order.

Simmons advised that the Board would be presented a report on the proposed rehabilitation project at a future meeting. At that time, the Board would also be asked to consider retaining West Yost to prepare contract bid documents for the project.

• **MOTION:** Authorize Execution of a Professional Service Agreement with West Yost for Preliminary Design Services in the amount not to exceed \$20,000.

M/S/C – Berkman/Gergus      VOTE: Arnott, Beers, Berkman, Gergus  
Wohlschlaeger

**B. NEXGEN ASSET MANAGEMENT SOFTWARE AND IMPLEMENTATION SERVICES – AUTHORIZE PURCHASE OF SOFTWARE LICENSES AND IMPLEMENTATION SERVICES.** Simmons reported that the District is currently using a proprietary computer program to store sewer maintenance management data for the Marin City Collection System. Staff has used the current program for several years and has found the system to be difficult to use, lacking in functionality, requiring excessive technical support and costly for system updates.

An assessment team made up of Kevin Rahman, Joyce Krueger and Yoshi Uemura evaluated several open architecture maintenance management software programs and selected the Nexgen software program as the system that would best meet the needs of the District. The Nexgen system is a non-proprietary, comprehensive software program that combines maintenance management, asset management and geographical information system (GIS) capabilities. The annual cost for two licenses is \$4,000. A one time set-up and implementation cost of \$22,300 is also needed. The cost includes transferring existing data into the system, configuring the data, customizing the system to meet the District's specific needs, training and support services.

• **MOTION:** Authorize Issuance of a Purchase Order Agreement with NexGen Asset Management, Inc. for Software Licenses and Implementation Services at a cost not to exceed \$26,300.

M/S/C – Berkman/Gergus      VOTE: Arnott, Beers, Berkman, Gergus  
Wohlschlaeger

- C. BAY INSTITUTE'S STUDENTS AND TEACHERS RESTORING A WATERSHED (STRAW) PROJECT – CONSIDER HELPING TO SPONSOR THE PROJECT.** Simmons noted that a letter was received from Las Gallinas Valley Sanitary District (LGVSD) asking the District to consider contributing funds to help sponsor the organization, Student's and Teachers Restoring a Watershed (STRAW), in telling their story.

Director Beers noted that he had viewed the video on the LGVSD website and found the project to be worthy but would like more information to better assess the applicability and benefit to the constituents of the District. Director Wohlschlaeger stated that he had some issue with donating public funds to a project that seemed to not benefit the District but needed more information prior to making a final decision. The Board concurred that more information would be needed. Simmons replied that he would seek to bring more information to the Board.

- D. CALIFORNIA SPECIAL DISTRICT'S LEGISLATIVE DAY – SHERATON GRAND HOTEL, SACRAMENTO, CA MAY 11- 12, 2010**

• **MOTION:** Authorize any director wishing to attend the California Special District's Legislative Day – Sheraton Grand Hotel, Sacramento, CA May 11-12, 2010

M/S/C – Arnott/Gergus

VOTE: Arnott, Beers, Berkman, Gergus  
Wohlschlaeger

## **STAFF REPORT**

### **A. GENERAL MANAGER**

#### 1. Plant Operations:

1) Superintendent Uemura indicated that the plant complied with all of its discharge requirements during the month of January. One blending event occurred. Blending samples were collected but were not required to be analyzed due to the fact that the TSS trigger concentration of 45 mg/L was not exceeded. 2) Ryan Hall, Operator-in-training was promoted to Operation & Maintenance Technician I. Hall passed the State Water Resources Board Operator Grade I certification exam and has one full year of operator experience with a previous employer and with the District. In addition, Hall completed two operator training courses to meet the requirements for promotion. 3) Extensive cleaning of the pipe gallery is underway by staff in preparation for the repair and coating of piping in pipe gallery. 4) Two diesel powered portable trailer-mounted pumps were delivered to the District. The pumps are currently being outfitted with suction & discharge hoses for use in treatment plant maintenance, collection system blockages and pump station rerouting of flows. 5) USEPA annual inspection was completed. The EPA inspectors were pleased with the District's operations and the progress being made to

upgrade and rehabilitate treatment and collection systems. The last sewer system overflow occurred over 1-1/2 years ago in August 2008. The inspectors recognized that the February 2010 spill was due to a contractor error and not the District's fault. 6) R. Schmidt Electric is continuing to rehabilitate and upgrade electrical systems at the plant and is scheduled to conduct an electrical safety audit for the plant and pump stations.

2. Safety Program. Vince Pasquini, Jeff Waters, Kevin Beneda and Yoshi Uemura attended an Underground Utility Marking training session. As part of the new procedures for marking underground utilities, photos will be taken of the marked location. These photos will be kept and filed with the USA Notices.

The first Safety committee held its first meeting in January. Safety Committee meeting will be conducted the first Wednesday of each month. A safety suggestion box has been provided and safety suggestions will be reviewed each month.

CPR & First Aid training was completed by Vince Pasquini, Melody Lehman, Jeff Waters and Yoshi Uemura. Remaining staff will be scheduled to complete CPR and first aid training in the second quarter 2010. Uemura is working with Duall Safety on developing a safety work practices & confined space policy.

Secretary Krueger has been working with Central Marin Sanitation Agency (CMSA) on the Safety Director recruitment. A full color brochure was developed by Krueger and has been loaded onto the CMSA and SMCSA websites. Krueger also developed and placed ads with Bay Area Jobs, Jobs Available, Craigslist, CWEA, and the Association of Safety Engineers – San Francisco, San Diego and Los Angeles.

Director Arnott inquired if the District was charging for staff time expended in the recruitment. Simmons replied that we have not charged for admin. time.

3. EEO Report/Harassment Report. Simmons stated that a potential issue was identified by an employee. The employee requested that he/she be allowed to workout the issue. Simmons replied that he would monitor the situation.

4. Odor Report. None

**B. OFFICE MANAGER/BOARD SECRETARY:** None.

**C. ACCOUNTANT:**

1. LAIF – Investment of Reserve Funds: The Board was informed about the LAIF report.

2. Monthly Financial Report: The Financial Report was reviewed.

VII. **BOARD OF DIRECTORS** – None.

VIII **ADJOURNMENT**

The meeting was adjourned at 9:30 p.m., to the next regular meeting to be held on the scheduled date of April 5, 2010 at 7:30 p.m.

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Board Secretary