

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

December 5, 2011

The regular meeting of the Sausalito-Marín City Sanitary District was held on December 5, 2011 at 7:30p.m., 420 Litho Street, City Council Chambers Sausalito, California.

I. ROLL CALL

Directors Present: Arnott, Beers, Gergus, Rheiner, Ring

Directors Absent: None

Staff Present: Manager Bob Simmons, Operations Superintendent Craig Justice, Office Manager Rebecca Vaughn, Lab Director Omar Arias-Montez, Administrative Assistant Patty Swisshelm, O&M Technician Kevin Beneda.

Also Present: District Counsel Kent Alm

SWEARING IN OF NEW BOARD OF DIRECTORS MEMBERS:

Board Secretary Rebecca Vaughn swore in new Board Members, Donald Beers, Dan Rheiner, and William Ring

II. TCSD AND CITY OF SAUSALITO REPORTS - None

III. CONSENT CALENDAR

A. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 7, 2011 AS CORRECTED:

M/S/C- Beers, Rheiner

VOTE: Arnott, Beers, Gergus, Rheiner, Ring

B. APPROVAL OF MINUTES OF THE PUBLIC INFORMATION COMMITTEE MEETING OF NOVEMBER 21, 2011:

M/S/C- Gergus, Beers

VOTE: Arnott, Beers, Gergus, Rheiner, Ring

C. APPROVAL OF BILLS AND EXPENDITURES:

M/S/C- Gergus, Ring

VOTE: Arnott, Beers, Gergus, Rheiner, Ring

IV. GENERAL PUBLIC None

V. UNFINISHED BUSINESS None

VI. NEW BUSINESS

A. RESOLUTION NO. 955, A RESOLUTION RECOGNIZING THE SERVICE OF NORMAN WOHLSCHLAEGER TO THE SAUSALITO-MARIN CITY SANITARY DISTRICT AND TO THE RESIDENTS OF THE CITY OF SAUSALITO AND THE COMMUNITIES OF MARIN CITY AND TAMALPAIS VALLEY- Board President Ann Arnott read and presented Resolution No. 955, recognizing Norman Wohlschlaeger's sixteen years of service to the Sausalito-Marín City Sanitary District and to the residents of the City of Sausalito, Marin City, and Tamalpais Valley.

Board President Arnott presented to Norman Wohlschlaeger a County of Marin Board of Supervisor Certificate of Recognition signed by District 3 Supervisor, Kate Sears.

- **MOTION:** Adopt Resolution No. 955, a Resolution Recognizing the Service of Norman Wohlschlaeger to the Sausalito-Marín City Sanitary District and to the Residents of the City of Sausalito and the Communities of Marin City and Tamalpais Valley

M/S/C- Beers, Gergus

VOTE: Arnott, Beers, Gergus, Rheiner, Ring

B. TEMPORARY PUMPING AND FFR VALVE REPLACEMENT PROJECT – ADOPT RESOLUTION NO. 956, ACCEPTING COMPLETION OF THE PROJECT AND DIRECTING FILING OF NOTICE OF COMPLETION

General Manager Simmons stated that this project involved constructing an alternate means of conveying primary effluent flow to the Fixed Film Reactors so that the primary effluent box and piping and FFR Supply Pump Station pumps and valves could be taken out of service for repair and rehabilitation. Work included constructing a temporary pumping system, suction and discharge piping, and controls. The existing gravity sludge thickener was used as a wet well and three submersible pumps that were purchased for the Locust Street Pump Station Improvement Project were used as the temporary pumps.

The project was declared an emergency due to the threat posed by the deteriorated condition of the Primary Effluent Box and because repairs had to be completed before wet weather. The Conveyance and Treatment Report dated July 2009 by Carollo Engineers had ranked the project as priority rehabilitation project. The project was completed under budget and the District saved \$150,000 by utilizing the Locust Street Station pumps instead of purchasing or leasing temporary pumps for the project. The contractor, Monterey Mechanical Company, performed well and fully complied with all project requirements.

The Board congratulated staff on a successful project, including the low margin of change orders (4.8%) on the \$589,000 rehabilitation project.

- **MOTION:** Adopt Resolution No. 956, A Resolution Accepting Completion and Directing Filing of Notice of Completion of the Temporary Pumping and FFR Pump Valve Replacement Project

M/S/C- Beers, Gergus

VOTE: Arnott, Beers, Gergus, Rheiner, Ring

C. MARIN CITY COLLECTION SYSTEM REHABILITATION PROJECT, APPROVE PUBLIC INFORMATION MATERIALS AND AUTHORIZE ADVERTISEMENT OF THE NOTICE INVITING BIDS

General Manager Simmons reported that this project had begun two years ago. Contractors cleaned and TV inspected about four miles of Marin City sewers. After analysis of inspection results, a defect report was prepared. Engineers evaluated and categorized the repairs into six priorities based on the severity of the defects found. The priorities ranged from "no action required" to "rehabilitate in one to five years". About 11,200 feet of piping will be rehabilitated as part of the project. This represents about 50% of the total length of sewer that will need to be rehabilitated over the next 15 years. The highest priority sewer repairs are included in the project. Of the 11,200 feet of sewer to be rehabilitated, 6,000 feet of pipe will be removed and replaced by excavation, 2,400 feet of pipe will be replaced using a non-trenching method called pipe bursting, and the remainder will involve spot repairs.

Manager Simmons reported that following staff's presentation of the project to the Marin City Community Services District Board of Directors in August 2011, the directors had encouraged staff to provide local work opportunities to area residents as part of the project. Staffs recently met with representatives of the Marin City Community Development Corporation (MCCDC) and have agreed to coordinate the project pre-bid meeting and share the project bidder list with the MCCDC representatives. The MCCDC representatives will then submit cost quotes to the contractors for their consideration in preparing their bid.

Manager Simmons further reported that the estimated cost of construction was \$1,714,000. When engineering, inspection, and staff time costs are added, the total cost of the project is estimated to be \$2.3 million. The project budget is \$1.9 million. He indicated that the favorable bid climate that now exists might result in reduced bid prices to bring the overall project costs in line with the budget.

General Manager Simmons stated that there would likely be additional capital financing needed to fund the construction of the project. He will report back to the Board with his evaluation of the financing needs at a future Board meeting.

It was also noted that the implementation of this project is in compliance with the District's settlement agreement with River Watch.

- **MOTION:** Authorize the Advertisement of the Notice Inviting Bids for the Marin City Collection System Rehabilitation Project

M/S/C- Beers, Ring

VOTE: Arnott, Beers, Gergus, Rheiner, Ring

A mailer announcing the December 20th Public Outreach Meeting for the 2011 Marin City Sewer Rehabilitation Project to provide information and a question/answer period was submitted to the Board for comment. The Board made changes and recommended first class mailing to individual property owners.

- **MOTION:** Accept Public Outreach Meeting 2011 Marin City Sewer Rehabilitation Project Information Materials

M/S/C- Beers, Ring

VOTE: Arnott, Beers, Gergus, Rheiner, Ring

General Manager Simmons suggested that the Board consider offering a free sewer cleaning along with the lateral inspection to all Marin City residential property owners to further encourage private sewer lateral repairs. The details of how the lateral repair program would work and be administered remain to be developed. Staff will meet with the Public Information Committee, discuss suggested revisions to the "FREE Private Lateral Inspection Program" mailer and bring a revised mailer back to the Board for its consideration.

D. BAY AREA BIOSOLIDS TO ENERGY COALITION - CONSIDER APPROVAL OF A SECOND AMENDMENT TO THE JOINT EXERCISE OF POWERS AGREEMENT TO ADD THE CITIES OF SANTA ROSA AND SAN JOSE AS COALITION MEMBERS

Operations Superintendent Craig Justice provided a report to the Board regarding recent activities of the Bay Area Bio-solids to Energy coalition. The coalition is studying the development of a regional bio-solids management program that would convert bio-solids to clean and renewal energy resources. There are sixteen agencies that make-up the coalition. The coalition is now considering the addition of two more members, the City of Santa Rosa and City of San Jose. An executed amendment from each member agency is necessary for the new agencies to join the coalition.

Operations Superintendent Justice stated that the coalition was awarded a \$1 million grant by the California Energy Commission for the construction of a technology demonstration project developed by Intellergy of Richmond Ca. The technology uses biosolids and other biomass materials to fuel a steam/CO₂ reforming process to produce electricity and hydrogen gas fuel. The total estimated cost of the demonstration project cost is approximately \$4.7 million. The demonstration facility will be located at the West County Wastewater District plant in Richmond California. Intellergy will make up the \$3.7 million difference through outside financing. It is expected that the existing project budget will be sufficient to cover the project costs through RFP development and selection of a company to build the regional biosolids to energy facility.

- **MOTION:** Approve the Amendment of the JEPA to Provide for the Addition of the Cities of Santa Rosa and San Jose as Coalition Members.

M/S/C- Rheiner, Gergus

VOTE: Arnott, Beers, Gergus, Rheiner, Ring

E. CALIFORNIA ASSOCIATION OF SANITATION AGENCIES - 2012 MID-YEAR CONFERENCE, JANUARY 18-20th DESERT SPRINGS JW MARRIOTT, PALM DESERT CA.

- **MOTION:** Authorize the Attendance of any Director Who Wishes to Attend the 2012 Mid-Year Conference

M/S/C- Gergus, Beers

VOTE: Arnott, Beers, Gergus, Rheiner, Ring

STAFF REPORTS

A. GENERAL MANAGER

1. Operations Report: Operations Superintendent Craig Justice reported that there were no discharge violations or sewer spills in November. There were 1.5 inches of rain in November and no blending events. Staff made concentrated efforts to support the plant construction project during the month.

Lab Director Omar Arias gave a presentation to the Board regarding a review of treated wastewater quality and plant performance since 2009.

2. Safety Program: There were no workplace or lost time injuries in November. Hearing tests and hearing conservation and protection training were conducted.
3. EEO Report/Harassment Report: No incidents to report.
4. Pharmaceutical Depository, City of Sausalito and Marin City: Lab Director Omar Arias-Montez stated that the City of Sausalito Police Department agreed to mount a small size container on the inside lobby wall by January 2012. Marin City Sheriff Department staff is still waiting for the Sheriff's approval. Discussion concerning the need to contact Marin Scope newspaper to publish an announcement of the pharmaceutical depository boxes took place.
5. Most Sensitive Species Chronic Toxicity Screening: General Manager Simmons reported that the Regional Water Board requires dischargers to demonstrate compliance with Basin Plan toxicity requirements by conducting chronic toxicity testing of plant effluent. As part of its permit renewal, the District is required to conduct a screening test using a plant, an invertebrate and a fish to determine the most sensitive species to the District's effluent. Life stage parameters are measured as part of the chronic toxicity testing, including survival, growth rate, number of young, cell division rate and germination, depending on the species selected. Tests are conducted at various effluent dilutions for comparison against a laboratory control. As part of its 2012 permit renewal, the District received approval from the Regional Water Board to conduct one screening test for the three southern Marin wastewater agencies instead of each agency having to conduct separate screening tests. Sanitary District No. 5 (Tiburon), SASM/Mill Valley, and the District will split the \$36,000 cost of conducting the screening test.
6. Beach Force Main Abandonment Project: General Manager Bob Simmons reported that the Beach Force Main runs from Main Street along shoreline to the treatment plant. The pipeline was to be flushed and abandoned in 1999 when the new force main was constructed upland in City streets. There are nineteen homes still connected to the Beach Force Main. Staff drafted and submitted an Exercise of Joint Powers agreement for the City's review and comment. The agreement presents the respective responsibilities of each agency in the construction of alternate means of sewer service to serve the nineteen homes. It also proposes a 50/50 split of out-of-pocket costs. City and District staff will be scheduling a meeting of the City/Board Sewer Committee to discuss the project, the draft agreement, and next steps.

Manager Simmons also reported that Superintendent Justice had met with representatives of the Cote d'Azur Homeowners Association to discuss the proposed project and the video inspection of Cote d'Azur's existing sewer line. They asked him to

prepare a fact sheet regarding the proposed project so they could discuss it with the rest of the Homeowner Association Board. The fact sheet was prepared and submitted to the representatives in time for their meeting.

7. Main Street Pump Station Reliability Improvements – Status Report: General Manager Simmons reported that the Bay Conservation and Development Commission has not been very responsive to the District's application request to construct underground piping improvements and deploy the portable pump at Main Street. The visual impact of the portable pump is a concern and BCDC and City staffs have not yet decided on a Bay enhancement project that the District could undertake to offset the visual impact. The City is unable to schedule a Planning Commission meeting to review the project and consider issuance of an encroachment agreement until a decision is made on the enhancement project.

Manager Simmons further advised the Board that staff prepared a draft agreement and submitted it to BCDC for its consideration. The agreement limits the pumps deployment in an attempt to mitigate the visual impact. The draft agreement proposes to limit the pump's deployment to about 40 days per year and proposes additional days of deployment for emergencies, such as when an earthquake or other natural disaster occurs. The agreement provides for the pump's deployment two days ahead of a predicted major storm event and its removal from the site within two days following the event.

At staff's request, the Regional Water Board staff prepared and mailed a letter to BCDC encouraging the approval of the District's deployment plan for the portable pump. Staff has been advocating the position that the added protection of the Bay and public health afforded by the pump station improvements and the deployment of the portable pump is a significant public good, which counterbalances the negative impact on the Bay view. More work is needed on the matter.

8. Locust Street Pump Station Improvement Project: General Manager Simmons reported that the contractor equipment and material submittals have largely been reviewed and accepted by Nute Engineering as meeting the contract specifications. He expects more progress to be made in constructing the improvements in the forthcoming months.
9. Headworks, Primary and Secondary Treatment Improvements Project: A meeting with National Park Service Project Managers Steve Kasierski and Melanie Wollenweber has been scheduled to take place in December to brief them on the project and easement agreement extension. RMC Water and Environment engineers will also be attending. Staff will be soliciting advice on how best to present the project to the National Park Service review committee members and requesting information on any special concerns that review committee members that should be addressed in the presentation.

B. BOARD SECRETARY/OFFICE MANAGER

1. Controller Compensation Disclosure Report: Office Manager Rebecca Vaughn filed the annually required report in November. Each public agency is required to submit their compensation reports to the California State Controller office for posting on the State Controller website.

2. Recruitment for Operator-in-Training/O&M Technician I: Office Manager Rebecca Vaughn reported that O&M Technician I Ryan Hall-Hays resigned to take a job closer to his home. Employment applications are being collected until the application close date of December 6th. 141 applications have been received to date.

C. FINANCES


1. LAIF - Investment of Reserve Funds: No comments
2. Operating Fund Financial Report: No comments
3. Capital Job Cost Report: No comments

VII. BOARD OF DIRECTORS

There will be new committee assignments made for 2012 Board committees at the regular January Board meeting.

IX. ADJOURNMENT

The President adjourned the meeting at 9:50 pm. The next regular meeting is to be held on January 3, 2012 at 7:30 pm, City Council Chambers, 420 Litho Street, Sausalito, California.



Board Secretary