

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

August 2, 2010

The regular meeting of the Sausalito-Marín City Sanitary District was held on August 2, 2010 at 7:30 p.m., 420 Litho Street, City Council Chambers, Sausalito, California

**I. ROLL CALL**

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

Staff Present: General Manager Bob Simmons, Plant Superintendent Yoshi Uemura, Administrative Assistant Melody Lehman

Staff Also Present: Operator Kevin Beneda

Also Present: District Counsel Kent Alm, Constance Riedinger Consulting Firm

**II. TCSD AND CITY OF SAUSALITO REPORTS – None.**

**III. CONSENT CALENDAR**

**A. APPROVAL OF MINUTES OF SPECIAL BOARD MEETING OF JULY 1, 2010 AS MODIFIED**

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

**B. APPROVAL OF MINUTES OF SPECIAL BOARD MEETING OF JULY 9, 2010 (TABLED FOR NEXT MEETING)**

**C. APPROVAL OF MINUTES OF SPECIAL BOARD MEETING OF JULY 22, 2010 (TABLED FOR NEXT MEETING)**

**D. APPROVAL OF MINUTES OF SPECIAL BOARD MEETING OF JULY 28 and 30, 2010 (TABLED FOR NEXT MEETING)**

**E. APPROVAL OF MINUTES OF FINANCE, INSURANCE AND BUDGET COMMITTEE MEETING OF JUNE 29, 2010 (TABLED FOR NEXT MEETING)**

- F. **APPROVAL OF MINUTES OF PERSONNEL COMMITTEE MEETING OF JULY 8, 2010  
(TABLED FOR NEXT MEETING)**
  
- G. **APPROVAL OF MINUTES OF PERSONNEL COMMITTEE MEETING OF JULY 21, 2010  
(TABLED FOR NEXT MEETING)**
  
- I. **APPROVAL OF MINUTES OF PUBLIC INFORMATION COMMITTEE MEETING OF JULY 21, 2010  
(TABLED FOR NEXT MEETING)**
  
- J. **APPROVAL OF BILLS AND EXPENDITURES AS PRESENTED**

M/S/C- Arnott/Gergus

**VOTE:** Arnott, Beers, Berkman, Gergus,  
Wohlschlaeger

IV. **GENERAL PUBLIC.** Constance Riedinger, P.E. is the principal of the Riedinger Consulting Firm and a Sausalito resident currently working with the City of Sausalito on a sewer replacement project. Ms. Riedinger introduced herself to the Board and asked that her firm be considered for future construction projects.

V. **UNFINISHED BUSINESS- NONE**

VI. **NEW BUSINESS**

- A. **CONSIDER REQUEST FOR INFORMATION FROM BOB MITCHELL, SAUSALITO RESIDENT.** Manager Simmons stated that Bob Mitchell, a Sausalito resident, sent an e-mail to him requesting information that Simmons believed was best responded to by the Board. Mr. Mitchell's inquiries and the Board's response follows:

- 1) Regarding the May 27, 2010 letter from TCSD Board President Mr. Bartschat, Mr. Bartschat proposes that TCSD enter into an agreement with SMCS D similar to the agreement between Sausalito and SMCS D. Is this a reference to Sausalito's controlling the collection lines and feeding them into SMCS D's mains & treatment plant, or something else and if so, please tell me what that is.

Yes, the Board believes that President Bartschat was referring to the agreement between the City of Sausalito and SMCS D regarding ownership and responsibility for collection lines.

- 2) Mr. Bartschat suggests meeting with the SMCS D Board to make this proposal, as well as meetings of the SMCS D/TCSD Ad Hoc Committee to further discuss it -- Please tell me if these discussions have taken place and what was the outcome.

Meetings have taken place between the two agencies' respective ad hoc committees and staff. The outcome has been the approval by the SMCS D Board that the SMCS D ad hoc committee continue with discussions with the TCSD ad hoc committee to work out the details of a proposed amendment to the existing service agreement between the two agencies to provide for a long term service relationship, financing of TCSD's capital charges from SMCS D, and other changes mutually beneficial to the two agencies.

- 3) Mr. Bartschat also appears to suggest that SMCS D finance TCSD's upgrade to their collection system. Is this true? Mr. Bartschat says the following in his May letter-- SMCS D is open to financing further capital improvements for TCSD. Can SMCS D do this for Sausalito also so that large rate increases aren't necessary for both SMCS D and Sausalito?

No, the statement is not true. TCSD has not asked SMCS D to finance the upgrade to its collection lines. SMCS D and TCSD are discussing the financing of TCSD's capital charges from SMCS D, which, if approved, would be revenue neutral to District customers. With regard to financing City of Sausalito, it is the Board's understanding that the City of Sausalito is pursuing State Revolving Loan Fund financing for the upgrade of its collection lines to minimize rate impacts on City customers. SMCS D plans the same for its capital projects.

- 4) Has the SMCS D Board considered contacting LAFCO (as per Mr. Bartschat's suggestion) to study or facilitate a consolidation?

The SMCS D Board is receptive to the idea of studying the consolidation of the portion of the TCSD service area, which the District currently serves, with SMCS D. The matter is being discussed by the SMCS D and TCSD ad hoc committees and the Board understands that TCSD considers the consolidation proposal a long range planning option.

- 5) How long does the TCSD contract with SMCS D have to run, ie, when does it expire and/or how is it terminable?

The contract does not have an expiration date. The Districts can mutual agree to terminate the agreement or either District may elect to terminate the contract by providing written notice of its intent to terminate to the other District. If TCSD elects to terminate the contract, it must provide one year's notice to SMCS D. If SMCS D elects to terminate the contract, it must provide sufficient notice to enable TCSD to secure alternative comparable service, which is of the same general character and cost provided by SMCS D.

- 6) Finally, and I apologize for taking up your time, as I understand it Forts Baker, Barry, and Cronkite, part of TCSD, Marin City (all or part?), and the heliport and houseboat areas but not the office buildings north of Gate 6 Road outside of Sausalito send sewage to SMCS D. Can you tell me in general terms what gallonage, cubic feet, or other measure each of these areas send to SMCS D, in dry weather and also separately in wet weather?

With the exception of Mr. Mitchell's premise that the office buildings north of Gate 6 Road do not send sewage to SMCS D, his statement is correct. SMCS D provides wastewater service to the office buildings and the whole of Marin City. Staff does not readily have information available regarding dry weather and wet weather wastewater flow from each of the areas listed. Flow data is readily available for the unincorporated area of the SMCS D's service area, west of Highway 101, including Marin City and TCSD. The dry weather flow from the unincorporated area and TCSD measures about 210,000 gallons per day and 320,000 gallons per day, respectively. The peak, 15 minute, wet weather flow from the two areas is 1.4 million gallons per day and 3.7 million gallons per day, respective.

- B. AUTHORIZE EXECUTION OF AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT WITH CAROLLO ENGINEERS FOR FINAL DESIGN SERVICES IN CONNECTION WITH THE CONSTRUCTION OF PUMP STATION RELIABILITY IMPROVEMENTS AND REPLACEMENT OF THE DIESEL FUEL STORAGE TANK AT MAIN STREET PUMP STATION.** Simmons stated that Carollo Engineers, Inc, has submitted a proposal at staff request to provide final design drawings and specifications for the addition of a portable, engine driven pump at the Main Street Pump Station, new above-ground dual containment tank to replace the current underground fuel storage tank, provisions for a pipe connection to the Main Street wet well and force main; connection to the force main from Scotty's Pump Station and additional pump connections at Drake Pump Station, Marin City Pump Station and Highway Booster Pump Station. Simmons has asked Carollo to put the design work on a fast track so that the work can begin as soon as possible prior to wet weather season.

Simmons worked with Carollo to reduce the cost of the design work by combining details of the improvements into single sheets, combining the technical standard details with the specifications, use of a schematic instead of detailed drawings, and obtaining the original CAD drawings from Kennedy/Jenks on which to add improvements details rather than creating new drawings.

Director Gergus commented that the residents located near the Main Street Pump Station will need to be advised prior to use of the large diesel powered pump. Simmons replied that the pump will be brought in during peak wet weather season for standby if one of the pumps were to fail. The portable pump would be parked at the Main Street Pump Station and would be designed to start automatically if one of the pumps were to fail and the level in the wet well were to continue to rise with the remaining two pumps operating. Simmons noted that the portable pump would only be used during emergencies and would not be used for routine pump station operations. He indicated he plans to work with the City of Sausalito with regard to the implementation of the improvements.

Director Wohlschlaeger inquired if the engineers were fully aware of the location and the close proximity of apartments and a restaurant. He further stated that the portable pump should be procured with sound attenuation so as not to disturb residents. Simmons replied that the plans did take into account the location and the equipment would be purchased with a sound attenuated enclosure to reduce noise.

Director Gergus inquired about how the portable pump would be moved. Simmons noted that the District has budgeted for the purchase of a crane truck that will have the capacity to tow the portable pump.

- **MOTION:** Authorize Execution of Amendment No. 1 to Professional Services Agreement with Carollo Engineers for final design services in connection with the construction of Pump Station Reliability Improvements and Replacement of the Diesel Fuel Storage Tank at Main Street Pump Station amount not to exceed \$54,063.00.

M/S/C- Gergus/Arnott

VOTE: Arnott, Beers, Berkman, Gergus,  
Wohlschlaeger

## VII CLOSED SESSION

- A. CONFERENCE WITH LABOR NEGOTIATOR  
(Government Code Section 54957.6)  
Labor Negotiations – Unrepresented Employees  
District Negotiator – District Manager/Personnel Committee
- B. CONFERENCE WITH LABOR NEGOTIATOR  
(Government Code Section 54957.6)  
Labor Negotiations – Management Employees  
District Negotiator – Personnel Committee

The Board entered into closed session at 9:00 pm and returned to open session at 10:00 pm. There were no reportable actions from the closed session and the Board returned to open session.

## VI. NEW BUISNESS (CONT.)

### C. RESOLUTION NO. 933 EXTABLISHING SALARIES AND BENEFITS FOR DISTRICT UNREPRESENTED EMPLOYEES.

- **MOTION:** Adopt Resolution No. 933 Establishing Salaries and Benefits for District Unrepresented Employees.

M/S/C- Arnott/Gergus

VOTE: Arnott, Beers, Berkman, Gergus,  
Wohlschlaeger

### D. RESOLUTION NO. 934 ESTABLISHING SALARIES AND BENEFITS FOR MANAGEMENT EMPLOYEES

- **MOTION:** Adopt Resolution No. 934 Establishing Salaries and Benefits for Management Employees.

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 District was in full compliance with its NPDES permit discharge limits during July. Last month, Mr. Uemura had indicated that there were no violations in June. A procedural error had been made, however, with new rules governing the sampling of plant effluent during unit process shut downs. The Regional Board has been notified of the error. New procedures have been discussed with staff and are now in place for monitoring of plant effluent during all future unit process shut downs. 2) A BAAQMD compliance officer conducted a surprise inspection of the Treatment Plant. The inspector expressed concern with regard to the District's compliance with one of its Air Quality Permit conditions that provides for a 200 ppm limit on H<sub>2</sub>S gas levels in the digester gas. The inspector noted that the permit reference might be too vague for regulatory citation but stated that he would get back in touch with the District to clarify. No word has been received to date. 3) A Ford Ranger pickup truck was acquired and has been well received by staff. 4) The VFD's at Main Street Pump station are starting to have reliability issues and will require that they all be replaced prior to wet weather season. One of the three units failed and a replacement is on hand. Replacement VFD's will be ordered for the other two units. 5) Annual flow meter calibrations have been complete. 6) Staff is reviewing the ability to redirect plant influent air venting to the Bioway Odor Scrubbers. There is a normal build up of air in the influent line from the Main Street Pump Station to the last manhole before it flows to the treatment plant. There are some odors associated with this air venting. If the vented air is directed to the Bioway system, it could reduce odors from the plant. The Bioway system has been sized to handle the additional flow. 7) Whiskey Springs Pump # 1 was replaced with rebuilt spare unit. The pump rotational assembly will be rebuilt and inventoried as a spare. 8) Pump vibration and heat sensors were installed at Main Street Pump Station. Trends are being tracked via the plant SCADA system and staff is monitoring the trends for any elevated readings.

2. Safety Program: 1) The District safety committee met and reviewed various action items. 2) New back up sensors being installed on new Ford Ranger pickup. This was a safety committee item that was suggested as a way to help reduce accidents in the congested areas around the treatment plant. If the back-up sensor works out well, a similar sensor will be installed on the plant dump truck with its difficult spatial issues. 3) Old chemicals were removed from inventory and taken to Hazardous Material Disposal site. New NFPA labels were placed at required locations around the plant.

3. EEO Report/Harassment Report. None

4. Odor Report. Multiple odor complaints about the Main Street Pump Station were received. Staff noticed odors on several occasions and took H<sub>2</sub>S reading to verify the source. It was discovered that the blower fan for the scrubber had been inadvertently left off following maintenance on the unit. Turning the fan on remedied the odor problem. The odor scrubber media is in need of replacement. The media is scheduled for delivery on August 3 and will be replaced on August 5.

5. Safety Director Interviews. Safety Director Interviews were conducted. Three candidates were interviewed by Manager Simmons and the Safety Committee.

6. Locust Street Pump Station Improvement Project. Design drawings are complete. Staff is pursuing state Revolving Loan Fund financing for the project.

B. OFFICE MANAGER/BOARD SECRETARY: None.

C. ACCOUNTANT: None.

VII. BOARD OF DIRECTORS – NONE

VIII ADJOURNMENT

The meeting was adjourned at 10:30 p.m., to the next special meeting to be held On September 7, 2010, #1 Fort Baker Road, 7:30 p.m.

*[Signed Copy on File]*

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Board Secretary