

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

December 6, 2010

The regular meeting of the Sausalito-Marin City Sanitary District was held on December 6, 2010 at 7:30 p.m., 420 Litho Street, City Council Chambers, Sausalito, California

**I. ROLL CALL**

Directors Present: Arnott, Beers, Gergus, Wohlschlaeger

Directors Absent: None

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

Staff Also Present: Operator Kevin Beneda

Also Present: Legal Counsel Jennifer Faught, Sausalito residents William and Sue Ring

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

**III. CONSENT CALENDAR**

**A. APPROVAL OF MINUTES OF REGULAR BOARD MEETING OF NOVEMBER 1, 2010 AS MODIFIED:**

M/S/C- Arnott/Gergus

VOTE: Arnott, Beers, Gergus, Wohlschlaeger

**B. APPROVAL OF MINUTES OF SPECIAL BOARD MEETING OF NOVEMBER 17, 2010 AS MODIFIED:**

M/S/C- Wohlschlaeger/Gergus

VOTE: Beers, Gergus, Wohlschlaeger  
ABSTAIN: Arnott

**C. APPROVAL OF MINUTES OF SPECIAL BOARD MEETING OF NOVEMBER 19, 2010 AS MODIFIED:**

M/S/C- Wohlschlaeger/Gergus

VOTE: Arnott, Beers, Gergus, Wohlschlaeger

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

M/S/C- Gergus/Arnott

VOTE: Arnott, Beers, Gergus, Wohlschlaeger

IV. **GENERAL PUBLIC. NONE**

V. **UNFINISHED BUSINESS- NONE**

VI. **NEW BUSINESS**

- A. **APPOINTMENT TO FILL THE OPEN SEAT ON THE DISTRICT BOARD OF DIRECTORS.** President Beers summarized the process the Board took to fill the open seat on the Board left by the resignation of William Berkman. Beers noted that advertisements were placed in the local newspapers and on the District website. The notice of vacancy was also posted in 24 hour accessible locations throughout Sausalito and Marin City.

Resumes and Statements of Qualifications were received from four residents of Sausalito: Richard Fortmann, Robert Mitchell, William F. H. Ring and Bob Stroman. Interviews were scheduled with all four candidates on November 19<sup>th</sup> at the City Hall Conference Room. A set list of questions was asked of all candidates and each Board member scored the candidates discreetly on separate evaluations sheets based on criteria that was established before the interviews were conducted. The evaluation sheets were not shared, nor provided to staff. Each candidate was given 45 minutes for the interview. Discussions ensued but no motion for appointment was made.

Beers stated that the District was lucky to have had four worthy candidates express interest in serving the community. William F. H. Ring was the consensus selection of the Board due to a number of reasons that included his qualifications, experience, availability to participate in meetings during and after normal business, his commitment to serve long term as a Board member, team oriented management style, and his knowledge of the District's issues and projects. Secretary Krueger took the roll call for appointing William F. H. Ring to the Open Seat on the Board: Director Wohlschlaeger – Yes, Director Arnott – Yes, Director Gergus – Yes, Beers – Yes.

- **MOTION:** Appoint William F. H. Ring to Fill the Open Seat on the District Board of Directors.

M/S/C - Beers/Gergus

VOTE: Arnott, Beers, Gergus, Wohlschlaeger

Secretary Krueger asked William Ring to step forward and be sworn in to the open seat on the Board. Mr. Ring stepped in front of the dais before the Board, raised his right hand and was sworn in by Board Secretary Krueger. President Beers welcomed Mr. Ring as the new Board member and invited him to sit at the dais with the other directors. Director Ring took his place on the dais as a new Board member.

Secretary Krueger stated that the appointment would be reported to both the County of Marin Elections Department as well as the Secretary of State.

- B. PLANT HEADWORKS AND PRIMARY TREATMENT IMPROVEMENT PROJECT, AUTHORIZE EXECUTION OF AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH RMC WATER AND ENVIRONMENT TO AMEND THE SCOPE OF SERVICE AND CONTRACT COST CEILING TO INCLUDE PLANNING AND PRELIMINARY DESIGN SERVICES IN CONNECTION WITH THE EXPANSION OF SECONDARY TREATMENT PLANT CAPACITY.** Simmons noted that the Board authorized the execution of a professional services agreement with RMC WATER AND ENVIRONMENT, INC (RMC) in February 2009 to perform planning and preliminary design level services for the Plant Headworks and Primary Treatment Improvements Project. He noted that the consultant was selected by the Board following a request for proposal evaluation and interview process in which five firms competed to provide services for the project. The project planning and preliminary design services were awarded to RMC at a cost of \$256,142. Planning and preliminary engineering services are currently nearing completion. Outstanding work includes evaluation of screening process technologies and presentation of project recommendations to the Board.

The Wet Weather Improvement Project consists of the expansion of secondary treatment capacity from 6.0 MGD to 9.0 MGD by increasing the hydraulic load applied to the Fixed Film Reactors and installation of a ballasted flocculation process. The ballasted flocculation process would replace the 20 year old sand filters. During the wet weather season, inflow and infiltration (I/I) presents problems, causing plant influent flows to reach flows during a five year return frequency sewer event of 12.5 MGD. The secondary treatment capacity of the plant is 6.0 MGD and during large rain storms the District must rely on blending primary and secondary effluents to process the wet weather flows that are greater than 6.0 MGD. The Regional Water Board is move toward phasing out blending, which will no longer be permitted in future discharge permits. Staff will be looking at a combination of long term sewer repair and rehabilitation and short term conveyance and treatment plant improvements to deal with the problem of wet weather flow.

Simmons stated that combining the Headworks and Secondary Treatment Expansion projects would result in lower costs, better construction coordination, less operational interferences, and a shorter completion schedule. RMC submitted a proposal for additional work to include the wet weather improvements at a cost of \$99,219, raising the professional services agreement cost ceiling to \$355,362.

Discussion ensued.

- **MOTION:** Authorize Execution of Amendment No. 1 to the Professional Services Agreement with RMC Water and Environment to Amend the Scope of Services and Contract Cost Ceiling to Include Planning and Preliminary Design Services in Connection with the Expansion of Secondary Treatment Plant Capacity to include additional costs not to exceed \$99,219 and raise the cost ceiling from \$256,142 to \$355,362.

M/S/C - Arnott/Gergus

VOTE: Arnott, Beers, Gergus, Ring,  
Wohlschlaeger

**C LOCUST STREET PUMP STATION PROJECT – ACCEPT CULTURAL RESOURCES INVENTORY AND EVALUATION REPORT PREPARED BY GARCIA AND ASSOCIATES AND AUTHORIZE EXECUTION OF AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH NUTE ENGINEERING TO INCLUDE EXTENDED PHASE I ARCHEOLOGICAL INVESTIGATION SERVICES.**

Simmons noted that the District will be applying for State Revolving Loan Fund financing for the Locust Street Pump Station Project. In order to qualify for the Loan, an archeological investigation is required under the National Historic Preservation Act. Garcia and Associates were contracted to perform these services. The initial investigation showed that shell deposits were found in the vicinity of the pump station. Garcia and Associates recommended an extended study to evaluate whether archeological interests exist in the project site. The field work is expected to take one day to complete. Nute Engineering is overseeing the investigation services. Simmons noted that he was able to lower the cost of the proposal based on more accurate assessment of the time needed to perform the work.

- **MOTION:** Accept Cultural Resources Inventory and Evaluation Report Prepared by Garcia and Associates and Authorize Execution of Amendment to the Professional Services Agreement with Nute Engineering to Include Extended Phase I Archeological Investigation Services at a cost not to exceed \$19,144 and raise the cost ceiling from \$356,441 to \$377,499.

M/S/C - Arnott/Gergus

VOTE: Arnott, Beers, Gergus, Ring,  
Wohlschlaeger

**D A RESOLUTION RECOGNIZING THE SERVICE OF WILLIAM R. BERKMAN TO THE SAUSALITO-MARIN CITY SANITARY DISTRICT AND TO THE RESIDENTS OF THE CITY OF SAUSALITO AND COMMUNITIES OF MARIN CITY AND TAMALPAIS VALLEY.** Manager Simmons summarized Bill Berkman's many accomplishments while serving on the Board and wished to convey the sincere gratitude of staff. President Beers read the resolution and also expressed the Board's appreciation and gratitude for Berkman. He further noted that it was a pleasure to have served with such an upstanding individual and his leadership and friendship would be missed by all.

- **MOTION:** Adopt Resolution Recognizing the Service of William R. Berkman to the Sausalito-Marín City Sanitary District and to the Residents of the City of Sausalito and Communities of Marin City and Tamalpais Valley.

M/S/C - Arnott/Wohlschlaeger

VOTE: Arnott, Beers, Gergus, Ring,  
Wohlschlaeger

**STAFF REPORT**

**A. GENERAL MANAGER**

1. Plant Operations: 1) Superintendent Uemura reported that the District was in full compliance with its NPDES permit discharge limits during October. 2) Permit

compliance analysis showed one violation in November. It resulted from a power surge that locked up the ferric chloride, sodium hypochlorite, and sodium bisulfite chemical metering pumps. Calcon Systems, Inc, the District's control and SCADA contractor, was called in to correct the problem and prevent a reoccurrence. New controls now automatically reset power and unlock the metering pumps if there is a no measured chemical flow. The new system was tested and works well. 3) Dechlorination of final effluent did not occur for approximately 42 minutes, which was the time needed for the on-call operator to report to the plant from home to respond to the pager alarm and to correct the problem by resetting pump power. Approximately 52,500 gallons of fully treated, chlorinated effluent was discharged to the Bay. The RWQCB and the County of Marin were notified. No signs were posted due to the nature of the spill, which was determined not to present a health hazard to the public as the effluent was fully treated and chlorinated. No significant environmental effects were observed due to the deep water location and dilution factor of the discharge outfall. Bay water samples were collected in vicinity of the outfall at the shoreline and photographs were taken of the area. No adverse effects were noticed. All lab results were within baseline levels of bay water for the location. 4) Grease interceptor inspections were performed last month. Those restaurants that do not pass the inspection will be notified of the violation and given a month to get into compliance. Staff will inspect a second time. If the restaurants do not pass inspection for the second time, the Marin County Health Inspector will be notified. The Marin county Health Inspector has the authority to shut the restaurant down for violations that are not corrected in a timely manner. 5) Staff replaced the variable frequency drive (VFD) for Pump #3 at the Main Street Pump Station and it is working well. The VFD's for both Pumps #2 and #3 have now been replaced. The Pump #1 VFD will be replaced when the flows are higher and the pump can be taken off line. This typically occurs during higher wet weather flows. The rain and flows so far this year have been lower than normal. 6) Work Orders from the new maintenance management system are beginning to be generated and they are being used to track and document maintenance activities. 7) The new Sodium Hypochlorite Building project is going well. There is still work to do to finish the roof and to pave the site. Use of the new facilities is expected to commence by the end of the year. 8) The Main Street Underground Fuel Storage Tank issues appear to be solved. With a lot of research and investigation by Bob Simmons, staff was able to get the system back up and running. The preliminary check of the system by the Marin County CUPA official went well. The District's new Electrician/Maintenance Mechanic, Rob Schmidt, was able to find and correct a blockage in the vacuum system. Manager Simmons located a suitable replacement pump and clear up the regulatory misinformation that had been received. One follow-up inspection by the CUPA official and the system should be good for many more years.

2. Safety Program: 1) Safety Committee met on Nov. 4<sup>th</sup>. Dale Thrasher, the new Safety Director, will attempt to attend most Safety Committee meetings. Minutes of the meetings, Safety Director comments and Cal OSHA Reporter News are now posted on the Operations Building Bulletin Board. 2) Plant operations staff gave safety training and conducted exercises on confined space entry and rescue. 3) Lab training on the procedures to follow during blending events was given by Omar Arias-Montez, Lab Director. The procedures were reviewed by staff and all operators are now knowledgeable on them.

3. EEO Report/Harassment Report: Nothing to report.
4. Odor Report. There were no complaints this month.
5. MSPS Fuel Storage Tank Report. Reported in Operations Report.
6. Environmental Impact Assessment – November 13<sup>th</sup> Discharge of Non-dechlorinated Final Effluent. Reported in Operations report.
7. Interim Wet Weather Conveyance System Improvements. Reported under New Business.
8. Scotties and Highway Booster Pump Station Improvements – Evaluation and Selection of Engineering Consultant. The planning and design of these two projects have been budgeted for the current fiscal year. Highway Booster Pump Station requires upgrade and is planned to be relocated to another site outside of CalTrans right of way. Scotties wet weather pump station does not currently have firm capacity and requires upgrade. Several upgrade options exist, such as combining both the Whiskey Springs and Scotties pump stations into one new pump station. A Request for Proposals will be sent out to qualified engineering consulting firms for planning and design services for the project. The proposals will be brought back before the Board for evaluation and selection of the design engineer for the project.
9. Marine Mammal Center Supplemental Environmental Project. The District was fined in 2008/2009 for two spills, one at the plant and one at Main Street Pump Station. \$109,000 of the fine money was allocated toward the Marine Mammal Center Expansion and Upgrade project as a Supplemental Environmental Project. The work has been completed and staff will be issuing the check and a final report on the matter.
10. SWRCB Proposed Toxicity Policy. The State Water Resources Control Board is proposing a new toxicity policy that is more rigorous than the current policy. Much opposition in the wastewater industry exists. The comment period has been extended and staff will be making a presentation on the matter to the Board at the January meeting.

**B. OFFICE MANAGER/BOARD SECRETARY:**

1. Holiday Party. Secretary Krueger reported that the annual holiday party will be held at the Seafood Peddler Restaurant on December 10<sup>th</sup> at noon.
2. Administrative Assistant and Plant Superintendent Recruitments. The Administrative Assistant position closed on November 22<sup>nd</sup>. Approximately 40 applications were received. The Plant Superintendent position will close on December 10<sup>th</sup> and 3 applications have been received.

3. Public Comments. Secretary Krueger stated that with the issuance of the tax bills, calls were received from residents regarding the sewer service charges. Several low income and disabled individuals called and asked that the Board consider relief for individuals who are on fixed incomes. Hostile and harassing calls were also being received. The Board directed staff to prepare a District policy to provide guidance on what staff should do when inappropriate conduct from a member of the public is displayed.

C. ACCOUNTANT: None.

VII. BOARD OF DIRECTORS – Director Gergus stated that a resident who was a history buff had approached him at a public setting and inquired about the plant site had been selected. Gergus noted that he did not have the answer but would pass this request on to staff.

William Ring advised the Board how pleased he was to be a member of the Board and that he intended to work very hard to get up to speed with the other board members.

VIII. ADJOURNMENT

The meeting was adjourned at 9:00 p.m., to the regular meeting to be held on January 3, 2011, City Council Chambers, 420 Litho St, Sausalito, 7:30 p.m.

---

Board Secretary