

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

November 1, 2010

The regular meeting of the Sausalito-Marín City Sanitary District was held on November 1, 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: District Counsel Kent Alm, Sausalito resident Bob Mitchell, TCSD General Manager Jon Elam, TCSD Director Linda Johnson

II. TCSD AND CITY OF SAUSALITO REPORTS – None.

III. CONSENT CALENDAR

A. APPROVAL OF MINUTES OF SPECIAL BOARD MEETING OF OCTOBER 7, 2010 AS MODIFIED:

M/S/C- Arnott/Wohlschlaeger

VOTE: Arnott, Beers, Gergus, Wohlschlaeger

B. APPROVAL OF BILLS AND EXPENDITURES AS MODIFIED:

M/S/C- Arnott/Wohlschlaeger

VOTE: Arnott, Beers, Gergus, Wohlschlaeger

IV. GENERAL PUBLIC. NONE

V. UNFINISHED BUSINESS- NONE

VI. NEW BUSINESS

A. RESIGNATION OF WILLIAM R. BERKMAN FROM THE BOARD OF DIRECTORS.

President Beers stated that Director William Berkman had resigned his seat on the Sausalito Marin City Sanitary District Board of Directors as of October 29, 2010. Director Berkman and Mrs. Berkman relocated to Fairfield, California.

Manager Simmons informed the Board that District Counsels Alm and Faught had provided guidance regarding the filling of the vacancy. Three options for filling the vacancy exist: 1) Appoint a District resident, 2) Call for an election and 3) Allow the Board of Supervisors to take action. The Directors selected the option in which the SMCS D Board would appoint a District resident.

District Counsel Alm stated that to appoint an individual to the vacancy, the District must post a notice of its intentions in at least three conspicuous locations. Letters of Interest and Statement of Qualifications or resumes can be requested to help the Board make an informed decision. Interviews can then be conducted with each individual who expresses interest.

The Board directed staff to advertise the vacancy in the Marin Scope and Marin Independent Journal. Secretary Krueger noted that previous feedback from District constituents included requests that legal notices posted by the District be placed in the first few pages of the paper where it would be more readily noticed and read. Krueger further stated that, with this request in mind, ad space would be purchased in the foremost pages of the papers for the posting of the notice of vacancy. Krueger further noted that the County of Marin Elections Board will be notified of the vacancy, followed up with a notice when the vacancy is filled. The notice would be posted at City Hall, Marin City Community Services District, and Marin City Public Library as well as published in the newspapers.

President Beers noted that the appointment must occur within sixty days of the date on which the Board was notified, or the effective date of the vacancy, whichever is later. Therefore, the action to appoint the Director should be schedule to occur at the next regular Board meeting on December 6, 2010. The Board concurred.

- **MOTION:** Fill the Board Seat Vacancy by Appointing an Individual to the Vacant Board Seat, 2) Post the Notice of Vacancy in the Marin Scope and Marin Independent Journal and in at least three locations within the District's service area, 3) Request the Letters of Interest/Statement of Requirements from perspective appointees be returned by November 16th, 4) Conduct interviews on a date to be confirmed, 5) Schedule action to appoint the selected individual to the vacant seat at the December 6, 2010 regular Board meeting.

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

B. AMENDMENT OF WASTEWATER COLLECTION, TREATMENT, AND DISPOSAL AGREEMENT BETWEEN SMCS D AND TCSD.

TCSD General Manager Jon Elam gave a report on the proposed amendment of the agreement between SMCS D and TCSD. The Board agreed that the TCSD Ad Hoc Committee would continue to meeting with the TCSD Committee to work through the amendment.

C. LOCUST STREET PUMP STATION IMPROVEMENTS PROJECT – APPLICATION FOR STATE REVOLVING LOAN FINANCING. Simmons reviewed with the Board the process for applying for State Revolving Loan Financing for a project.

1. RESOLUTION NO. 937 AUTHORIZING THE EXECUTION OF THE FINANCIAL ASSISTANCE APPLICATION FOR A FINANCING AGREEMENT FROM THE STATE WATER RESOURCES CONTROL BOARD

- **MOTION:** Adopt Resolution No. 937 Authorizing the Execution of the Financial Assistance Application for a Financing Agreement from the State Water Resources Control Board.

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

2. RESOLUTION NO. 938 DEDICATING REVENUE TO THE PAYMENT OF ANY AND ALL CLEAN WATER STATE REVOLVING FUND FINANCING

- **MOTION:** Adopt Resolution No. 938 Dedicating Revenue to the Payment of any and all Clean Water State Revolving Fund Financing

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

3. RESOLUTION NO. 939 REQUESTING REIMBURSEMENT OF EXPENDITURES INCURRED PRIOR TO FUNDING BY THE STATE WATER RESOURCES CONTROL BOARD

- **MOTION:** Adopt Resolution No. 939 Requesting Reimbursement of Expenditures Incurred Prior to Funding by the State Water Resources Control Board

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

D. MAIN STREET PUMP STATION FUEL STORAGE TANK REPLACEMENT AND PUMP STATION RELIABILITY IMPROVEMENTS PROJECT. Manager Simmons informed the Board about problems that exist with the Main Street Pump Station underground fuel storage tank (UST). A state certified technician advised staff that the UST bladder may need repairs and that UST leak detector system vacuum pump is not producing sufficient vacuum. A new UST leak detector system of the type needed for a bladder system is not available for purchase in the U.S. and staff experienced difficulty in locating and purchasing replacement parts, which were originally manufactured in Germany. A lining specialty contractor has been contacted to inspect and perform repair work on the bladder system. The contractor is located in State of Washington. No qualified contractors are available locally.

The District was informed by an official from Marin County Certified Unified Program Agency (CUPA) that bladder type underground storage tank systems were being phased out and that they would only be allowed to be operated until 2013. Simmons stated that he was advised by legal counsel with expertise in this area at Meyers Nave that no state regulations were known to exist that called for the phasing out of bladder UST's. Staff asked counsel to perform a review and to confirmed with State and Regional Water Board staff that bladder type UST's were not being phased out as had been reported. Until more specific information is available regarding the long term viability of bladder type UST, staff asked that the agenda item seeking bids for the above ground storage tank be tabled. Staff will continue to consult with Marin County CUPA officials to resolve the issue. Questions still exist regarding the availability of replacement parts for the leak detection system and the repair of the bladder. A temporary portable storage tank may need to be rented until repairs to the existing UST are complete. The matter will be brought back before the Board when further information is obtained regarding the viability of the existing UST. Staff recommended proceeding with the Pump Station Reliability Improvement Project.

The Pump Station Reliability Improvement Project involves making portable piping connections to each of the pump station wet wells and force mains to allow staff to bring in a portable pump to supplement pumping capacity or replace capacity when a pump fails. This would meet the commitment the District made to USEPA in its plan to eliminate sanitary sewer overflows pursuant to the Administrative Compliance Order (ACO) it received in April 2009. The ACO requires that the District ensure firm capacity is available at all of its pump stations. Firm capacity is defined as the pumping capacity of the station with the largest pump out of service.

Main Street Pump Station (MSPS) was built in the 1950's and the dry well is not sized to accommodate a sufficient number of pumps to meet the firm capacity requirement. Staff is requesting authority to purchase a portable pump, specific to MSPS, to provide firm capacity as well as to augment peak wet weather flows. Currently, with the largest pump out of service, the rated capacity of the pump station is 10 mgd. Engineering studies show that the design flow is 11.6 mgd, indicating that a potential overflow could occur during a major storm if one of the large pumps goes out of service.

Staff will be implementing a public outreach effort to notify southern Sausalito property owners within at least 300 feet radius of the project site of the planned work and to solicit comments for consideration and incorporation into the design documents.

Sausalito resident Bob Mitchell offered comments regarding the project.

1. APPROVE THE PROJECT AND AUTHORIZE STAFF TO ADVERTISE THE NOTICE INVITING BIDS.

- **MOTION:** Approve the Pump Station Reliability Improvement Project and Authorize Staff to Advertise the Notice Inviting Bids.

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

2. AUTHORIZE STAFF TO SOLICIT PROPOSALS FROM QUALIFIED CONTRACTORS TO SUPPLY AND INSTALL AN ABOVE GROUND, 3000

GALLON FUEL STORAGE TANK, INCLUDING ANCILLARY EQUIPMENT AND PIPING AND TO REMOVE THE EXISTING TANK. Tabled until further information can be obtained.

3. AUTHORIZE STAFF TO PURCHASE A 7.5 MGD, ENGINE DRIVEN, SOUND ATTENUATED, PORTABLE PUMP.

- **MOTION:** Authorize Staff to Purchase a 7.5 MGD, Engine Driven, Sound Attenuated, Portable Pump.

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

4. ADOPT RESOLUTION 940 FINDING THE PROJECT CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) AS A CLASS 2 EXEMPTION.

- **MOTION:** Adopt amended Resolution No. 940, deleting reference to the installation of an above ground fuel storage tank, Finding the Project Categorically Exempt from the California Environmental Quality Act (CEQA) as a Class 2 Exemption.

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

E. AUTHORIZE \$15,400 INCREASE IN THE PROFESSIONAL SERVICE AGREEMENT COST CEILING WITH WEST YOST ASSOCIATES FOR CONVEYANCE SYSTEM CONDITION ASSESSMENT SERVICES – Manager Simmons noted that West Yost Associates, Inc. was contracted to perform condition assessment services for Marin City collection system. As part of the original proposal, an optional task was included in the consultant's scope of services that provided for an assessment of the conveyance system. The EPA Administrative Compliance Order required conditions assessments to be performed on all of the District's gravity sewer systems. West Yost was asked to perform the work and prepared a technical memorandum that was included in the District's submittal to the USEPA.

The identified repairs to the conveyance system have been included into the Marin City Rehabilitation Project.

- **MOTION:** Authorize \$15,400 Increase in the Professional Services Agreement Cost Ceiling with West Yost Associates for Conveyance System Condition Assessment Services.

M/S/C- Arnott/Wohlschlaeger VOTE: Arnott, Beers, Gergus, 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) Preparations for winter are continuing, including maintenance checks of all plant and pump

station equipment. The emergency generators will have their annual service performed, starting in early November. 3) One blending event occurred on October 24th. It took place from 1:00 pm to 3:20 pm. Flows exceeded the secondary treatment capacity of the plant (6 MGD), with a high of 7.5 MGD recorded during the event. Staff was prepared for the storm and problems were handled well. One issue was the ragging of the Main Street Pump Station pumps. This may be the root cause of earlier pump failures. Vibrations were recorded on the SCADA system that showed excessive shaking. Once the pump was deragged, the vibration decreased to normal levels. New SCADA alarms had been added to notify staff when the pumps experience excessive vibration or bearing temperature. Staff responds by switching to the off-line pump, when it is available, and removing the accumulated rags from the impeller quickly so damage will not incurred. 4) The main line between Kinko's and Napa was inspected and cleaned by Roy's Sewer Service. This section of the conveyance system is subject to surcharge during high wet weather. There was a large accumulation of grease in the section downstream of the Mollie Stone's lateral. Roy's spent 4 hours clearing the grease out of that one section of line. Pat Guasco, the City's Sausalito's Sewer Coordinator, was notified of the problem because the Molly Stone store is within the City's jurisdiction. The rest of the line had only moderate amounts of grit and rock debris. Also brought to the attention of Mr. Guasco was the accumulation of grit and rock in the District's gravity inceptor just south of the 7-Eleven Convenience Store where the City's main line connects into the interceptor. Superintendent Uemura advised Mr. Guasco that the large amount of solids, grit, and rock debris being deposited from the City's sewer may be indicative of a sewer condition issue in the City's system. The area should be a candidate for more frequent City line cleaning and vactoring so the debris can be removed before it enters the District's interceptor main. 5) The City of Sausalito's Sewer System Coordinator was also advised of the continued large accumulations of grease, evident every Wednesday, when District staff clean out the Anchor Street Pump Station. This may be part of the on-going problem with grease accumulation at the station due to the undersized grease interceptor at the Spinnaker Restaurant. The City has plans to upgrade the grease interceptor. As an interim solution, Superintendent Uemura was told that the City intends to ask the restaurant owner to clean the grease interceptor more frequently. 6) The District is facing similar issues with grease from the Outback and Il Frantoio restaurants. Staff had been monitoring their activities in the past but has not had a chance to get back on a regular inspection schedule. The grease interceptors throughout the District are planned for inspection this month. 7) The secondary clarifiers were taken down, one at a time, cleaned and inspected. There was one broken scraper flight that was replaced on the easterly Secondary Clarifier. The scraper flight timing sensors were adjusted in the easterly clarifier and new ones installed in the westerly clarifier. The clarifiers are considered ready for the wet season. 8) Plant staff started making changes to the influent pipe air venting system on the energy dissipation box. The odorous air will be vented into the Bioway odor scrubber system to remove the odor constituents. This has been a source of some of the offensive odors near the plant and at the intersection of Alexander Avenue and East Road. Once completed, this improvement should help decrease plant odors. 9) Main Street pump # 2 was recently rebuilt by Turbo Machinery. It was installed by District staff and is now working well. The take down, repair and re-installation process was used as a training exercise and proved to be a valuable experience for District staff. 10) Staff will start to replace VFD # 3 at the Main Street Pump Station during the next break

in the rain cycle. 11) New primary clarifier platform, bridge, and scum box were installed. The primary clarifier should now be in sufficiently reliable to operate without the need for another service takedown until headworks and primary treatment project is complete, which is expected three years from now.

2. Safety Program: 1) Plant operations staff conducted safety tailgate sessions on prohibition of harassment and underground fuel storage tanks. 2) The new Safety Director, Dale Thrasher, was hired and visited the plant and met with staff to become familiar with the District. Elayne Haller, the previous Safety Director, also attended and helped with the orientation with regard to how things had been done in the past, and what the expectations were now.
 3. EEO Report/Harassment Report: Nothing to report.
 4. Odor Report. There were two odor complaints this month: Both were associated with the annual service of the secondary clarifiers. Mssrs. Dennis Fecteau of 12 Alexander Avenue and Michael Apatoff of 11 Edwards Avenue registered odor complaints. Staff responded immediately and explained the situation in detail to both parties while expressing the District's continued commitment to keeping the odors under control.
 5. USEPA Administrative Compliance Order - October 15, 2010 Condition Assessment and Capacity Assurance Plan Reports –Reports were submitted to USEPA and the RWQCB by the October 15th deadline. Reports are being circulated among the board members.
 6. Scotties Wet Weather Pump Station Interim Improvements. Scotties does not currently have firm capacity. While an engineering consultant is evaluating the issue of the power service at the station, staff is looking into whether adding an additional 35 hp pump at Scotties Pump Station will help alleviate the surcharging that is currently taking place in the District's conveyance system along Bridgeway and the Marinship in Sausalito during peak wet weather flow. Permanent pump station replacement/upgrade work is planned to be completed within three years.
 7. RWQCB Approval of Amended SEP Project re: Grants for Private Lateral Inspection and Repair. Simmons will schedule a meeting with the Public Information Committee to discuss grants for private laterals. The Supplemental Environmental Program will expire in March and money that has not been spent for the program will be sent on to the State Clean-up and Abatement Fund. Riverwatch settlement funds will be devoted to the Private Lateral Inspection and Repair Program in Marin City.
- B. OFFICE MANAGER/BOARD SECRETARY: Secretary Krueger reported that the time had lapsed for the potential suit from Roe on Kelp fisherman that claimed damages were suffered from the February 2009 spill.

Recruiting has begun for both the Plant Superintendent and Administrative Assistant positions. The Administrative Assistant position is slotted to close on November 22, 2010, the Plant Superintendent on December 10, 2010.

C. ACCOUNTANT: None.

VII. BOARD OF DIRECTORS – NONE

VIII. CLOSED SESSION - Board entered closed session at 9:00 p.m.

A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Government Code Section 54956.9

The Board returned to open session at 10:04 p.m. There were no reportable items

VIII ADJOURNMENT

The meeting was adjourned at 10:05 p.m., to the regular meeting to be held on December 6, 2010, City Council Chambers, 420 Litho St, Sausalito, 7:30 p.m.



Board Secretary