

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

March 7, 2011

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

**I. ROLL CALL**

Directors Present: Arnott, Gergus, Ring, Wohlschlaeger

Directors Absent: Beers

Staff Present: General Manager Bob Simmons, Board Secretary Krueger

Staff Also Present: Lab Director Omar Arias, Operation Superintendent Craig Justice,  
O & M Tech I Kevin Benita

Also Present: District Counsel Kent Alm, TCSD General Manager Jon Elam

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

**III. CONSENT CALENDAR**

**A. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING OF  
FEBRUARY 7, 2011 AS MODIFIED:**

M/S/C- Gergus, Ring

VOTE: Arnott, Gergus, Ring,  
Wohlschlaeger abstained

**B. APPROVAL OF MINUTES OF THE CAPITAL AND CONSTRUCTION  
COMMITTEE MEETING OF FEBRUARY 22, 2011 AS PRESENTED:**

M/S/C- Gergus, Ring

VOTE: Arnott, Gergus, Ring, Wohlschlaeger

**C. APPROVAL OF MINUTES OF THE SPECIAL BOARD MEETING OF  
MARCH 1, 2011 AS MODIFIED:**

M/S/C- Gergus, Ring

VOTE: Arnott, Gergus, Ring,  
Wohlschlaeger abstained

**D. APPROVAL OF MINUTES OF THE PERSONNEL COMMITTEE MEETING OF  
MARCH 2, 2011 AS MODIFIED:**

M/S/C- Gergus, Ring

VOTE: Arnott, Gergus, Ring,  
Wohlschlaeger abstained

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

M/S/C- Gergus, Ring

VOTE: Arnott, Gergus, Ring, Wohlschlaeger

**IV. GENERAL PUBLIC. NONE**

**V. UNFINISHED BUSINESS.**

A. **PUBLIC HEARING REGARDING THE SPECIFICATION OF MATERIAL RELATED TO THE LOCUST STREET PUMP STATION IMPROVEMENT PROJECT AND FUTURE PROJECTS.** President Arnott opened the public hearing; as no members of the public were present and no calls or letters had been received, the public hearing was closed.

B. **CONSIDER ADOPTION OF RESOLUTION NO. 944 FINDING THAT CERTAIN MATERIAL, PRODUCT, THING OR SERVICE NEED BE DESIGNATED BY A SPECIFIC BRAND OR TRADE NAME IN THE SPECIFICATIONS FOR BIDS RELATED TO THE LOCUST STREET PUMP STATION IMPROVEMENT PROJECT AND SIMILAR FUTURE PROJECTS** – Counsel Alm advised the Board that reference to the application trade name specifications for future projects is not allowed by regulations and recommended that reference to future projects be deleted from the resolution.

- **MOTION:** Authorize adoption of Resolution No. 944 as modified.

M/S/C- Ring, Gergus,

VOTE: Arnott, Gergus, Ring, Wohlschlaeger

**VI. NEW BUSINESS**

A. **CONSIDER ADOPTION OF RESOLUTION NO. 945 FINDING EMERGENCY AND DELEGATING AUTHORITY TO GENERAL MANAGER TO TAKE EMERGENCY ACTION AND TO LET EMERGENCY CONTRACT WITHOUT GIVING NOTICE SOLICITING COMPETITIVE BIDS FOR TEMPORARY TREATMENT PLANT PUMPING SYSTEM** – Manager Simmons presented a report to the Board summarizing the findings and recommended actions that were presented in the resolution. Simmons indicated that the Primary Effluent Box and Fixed Film Reactor Supply pumps could not be accessed for needed rehabilitation. Plug valves that were installed in 1985 are leaking significantly and cannot be used to isolate individual pumps for repairs to be performed. Through a progression of condition assessment and engineering evaluation work, the project has reached a point where design and construction can proceed. Simmons stated that following the completion of the temporary pumping system which is proposed to be installed under the emergency

declaration, a second construction contract would be advertised and bid to rehabilitate the Primary Effluent Box, inspect primary effluent piping and replace leaking knife valves, which would be performed in accordance with conventional public bidding protocol.

Counsel Alm stated that there is a judicial decision that provides for a general exception to public bidding requirements where an incongruity exists and it is not in the best interest of the public to publicly bid the project. In such cases, a public agency need not comply with the provision of the public bidding code. This general exception also applies to the temporary pumping system project.

- **MOTION:** Authorize adoption of Resolution No. 945 as modified.

M/S/C- Gergus, Ring

VOTE: Arnott, Gergus, Ring, Wohlschlaeger

- B. AUTHORIZE PURCHASE OF JCB FRONT END LOADER, AMENDMENT OF FY 2010/11 CAPITAL BUDGET, AND EXECUTION OF AN AGREEMENT WITH NOVATO DISPOSAL SERVICE FOR BIOSOLIDS HAULING AND DECLARE THE INTERNATIONAL DUMP TRUCK SURPLUS EQUIPMENT AND AUTHORIZE ITS SALE FOR SCRAP VALUE** – Manager Simmons reported the District's dump truck is beyond its useful life and needs to be overhauled or retired to maintain reliability and safety. To continue using the truck, a new hydraulic ram and bed would be required at an estimated cost of \$18,000. In addition, the truck no longer meets air pollution emissions requirements and would need a particulate filter at an additional cost of about \$15,000. A new dump truck is estimated to cost approximately \$60,000.

Operations have been interested in discontinuing self hauling of sludge to landfill for several years. Hauling consumes roughly 1 man-day per week and places hauling liability on the District. Consequently, several options were discussed to implement a roll-off bin for pickup by a third party hauler. Ultimately, the Headworks Project is to incorporate an area for a roll-off bin. However, a temporary solution is required during the anticipated 4 year interim. The roll-off bin requires a sizeable area for storing, pickup and drop-off. Staging the bin on East Road is not acceptable due to our proximity to the Park. Within the plant, the office area is the only suitable location accessible to a roll off truck. The bin would be located to the South end of the parking area in front of the roll down shed doors to minimize odors and to maintain aesthetics near the offices. This area would also aid in swapping boxes as an empty bin could be delivered next to the existing full bin prior to pickup. In addition, this would allow the bins to be loaded from the side such that material may be evenly distributed.

Several options were considered to transfer dewatered sludge from the discharge of the screw press to the roll-off bins. These included installation of a cake pump, the use of a conveyer belt, using our existing fork lift, or even relocating the screw press. Given that this is a temporary solution until the Headworks Project is completed, expensive construction was ruled out. While the existing forklift and self dumping hopper could be utilized, it was realized that many trips would be required per day due to the weight of the sludge and the steepness of the driveway. Ultimately, safety was a significant concern. In addition, the forklift would not be available for other tasks

during pressing operations. An alternate solution is to use a tractor to transfer the sludge from the press to the bin. This offers several advantages including better operator safety, greater capacity and possible alternate uses. The capacity would allow operators to transfer only 3 loads per day while pressing and minimize operator time required for sludge handling. This would be accomplished by fitting the tractor with a custom bucket capable of handling up to 2.75 cubic yards of dewatered sludge, or about 5,000 lbs per transfer.

Several tractor manufacturers were solicited to quote on a machine that would satisfy the District's needs. The machine of choice was clearly a "compact wheel loader." Advantages include very good maneuverability, low height to fit under the existing screw press platform, stability/safety, high lifting capacity, good visibility and ease of operation. Quotes were obtained from Caterpillar, JCB, John Deere, Volvo, Takeuchi and Kubota. Primary features of interest are shown in the attachment to the staff report titled, "Wheel Loader Comparisons". FY 2010/11 Budgeted funds for the hoist truck are proposed to be used for the purchase of the compact wheel loader. A request to budget funds for purchase of the hoist truck will be made as part of next fiscal year's capital budget.

The JCB 406B stood out among the others for its compact size, a good match to capacity requirements, low height and tight turning radius, a canopy for better visibility, a 2 year standard warranty and low cost. Consequently, JCB was requested to provide a demonstration/test of the tractor on site. Several operators drove the tractor around the plant with little to no difficulty and reported a good comfort level for operating the machine. One note of interest is that there are very few used compact wheel loaders available. Consequently, in the unlikely event that we modify our sludge handling process upon completion of the Headworks and determine this machine is no longer needed, it is likely that there would be significant resale value.

Only one hauling company, Novato Disposal, is currently interested in bidding for a hauling contract. Novato Disposal has hauled for other waste water facilities for well over 20 years. The hauling rate would be \$230 per haul with a 5 year agreement. Novato Disposal would also provide the roll-off bins for an additional per haul charge of \$38. While the District could purchase the bins outright, this option places all liability for the bins during hauling on the Hauler and not the District. Two bins would be required such that an empty bin is exchanged for the loaded bin. Bins will have gasketed lids to minimize odors and can be filled with up to 11 yards of dewatered sludge, thereby requiring only 2 haul offs per week. The second bin would be stored by Novato Disposal as part of the District's agreement. To further allow flexibility, an air permit revision request was submitted to the BAAQMD to allow for a maximum of 36 hours of on-site dewatered sludge storage. The current maximum hold time is 24 hours. To accommodate handling of the bins, and to reduce disruption to the general office and staff, hauling services are to take place during off hours &/or on Saturday. Novato Disposal arrived on site with their suggested roll-off truck to ensure access to the bins and ability to navigate our driveway and parking lot. Although 3 point turns were required, the hauler and District staff found accessibility adequate. With this new solids handling approach, a District owned dump truck would no longer be required.

- **MOTION:** Authorize purchase, execution of agreement and declaration/sale of surplus equipment.

M/S/C- Gergus, Ring

VOTE: Arnott, Gergus, Ring, Wohlschlaeger

**C. COMPROMISE SETTLEMENT AND MUTUAL RELEASE AGREEMENT BETWEEN THE SAUSALITO-MARIN CITY SANITARY DISTRICT ON THE ONE PART AND AC SQUARE INC., COMCAST CABLE COMMUNICATIONS MANAGEMENT LLC., AND GOLDEN EAGLE INSURANCE CORPORATION AS INSURER FOR AC SQUARE INC. ON THE OTHER.** Manager Simmons reported that all parties to the Compromise Settlement and Mutual Release agreement have agreed to enter into the settlement. The settlement amount to be paid to the District covers the cost of the District's emergency response and repair of the damage to the Scotties force main that was caused by the cable installation contractor.

**D. CONSIDER PARTICIPATION IN PG&E PEAK ENERGY DEMAND REDUCTION PROGRAM** - Manager Simmons reported that PG&E offers several rebate programs to reduce energy demand during peak demand events. These events occur during hot summer weekdays (non-holiday) when core customer air conditioning loads increase at the same time energy import capacity decreases. PG&E will pay large use customers to reduce loads during peak demand events in an effort to prevent rolling blackouts. The payment depends on the specific program and the extent to which demand can be reduced. The highest paybacks are for "demand bid" programs where you actually bid an energy reduction into the market. However, there are also associated fines for non-performance. EnerNOC enrolls a large customer base to ensure demand is always reduced during an event. This enables them to achieve a greater payback while avoiding non-performance penalties. EnerNOC advised the District that there is no penalty to customers who sign up for the program and who do not perform.

Events are typically forecasted the day ahead but can also be called a minimum of 2 hours ahead. This allows for preparation in achieving power reductions by the customer. The duration of the event is typically 2 hours but could be up to 4 hours in severe cases. EnerNOC advised the District that it can realize benefit for every 15 minute period of reduction, such that even a partial response would result in some payment. In our case, the reductions would come from shutting down our Main Street PS. There is a future possibility that Locust Street PS may be added as well but the current rules require a minimum reduction of 100 KW per meter to qualify.

Based on the past two years actual usage, and assuming we were successful in shutting down Main Street PS for the demand response events, we would have been paid \$11,840 for participating. In the District's case, participating would have included four (4) two hour events in 2009 and two (2) two hour events in 2010. In addition to the actual events, the District would be required to participate in one test drill per year. Given that the events typically take place on a weekday in the early afternoon, it is very likely we would be successful in participating for the full duration of these events without adversely impacting the conveyance system. The cost to the District would be in operator man-hours with the possibility of some overtime if the event extended beyond normal working hours.

- **MOTION:** Approve District participation in EnerNOC's demand response program subject to legal review of the agreement between EnerNoc and the District..

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

**E. CONSIDER AN INCREASE IN THE VEHICLE ALLOWANCE FOR ROBERT SCHMIDT, ELECTRICAL/MECHANICAL MAINTENANCE TECHNICIAN III FOR USE OF HIS PERSONAL PANEL TRUCK AND TOOLS FOR DISTRICT BUSINESS –**

Manager Simmons reported that in October 2010, the Board approved the Electrical/Mechanical Maintenance Technician III classification and associated wage and benefits. Robert Schmidt was also appointed to the position. One of the benefits that the Board approved was a vehicle and tool allowance of \$350 per month for use of Mr. Schmidt's personal panel truck, which is equipped with electrical tools and materials that would be used when electrical work is performed at the plant and remote pump stations. The \$350 vehicle allowance was recommended to the Board based on typical allowances provided for passenger vehicles that are routinely used for District business. The actual cost of the panel truck and tools to Mr. Schmidt was not known at the time.

Mr. Schmidt asked that the vehicle and tool allowance be reviewed in light of actual costs of maintaining and operating the vehicle. Vehicle registration, taxes, fuel, insurance, maintenance, and vehicle loan costs total about \$1,270 per month. Mr. Schmidt has indicated that an additional allowance of \$200, bringing the total vehicle and tool allowance to \$550 per month would be satisfactory to him. The Personnel Committee met and reviewed the matter, including the itemized costs of operating and maintaining the vehicle. The Committee recommends that Mr. Schmidt's request for an increase in his vehicle and tool allowance from \$350 to \$550 per month be approved.

- A. MOTION:** Approve increase in the vehicle allowance for Robert Schmidt, Electrical/Mechanical maintenance Technician III for use of his personal panel truck and tools for District business.

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

**STAFF REPORT**

**A. GENERAL MANAGER**

1. Introduction of Operations Superintendent Craig Justice: Superintendent Justice presented a brief biography of his work history, experience and education. Craig said he was very pleased to be with the District.

2. Plant Operations: Superintendent Justice reported that the District was in full compliance with its NPDES permit discharge limits during February, 2) The District was contacted by the Regional Water Board and advised that their records indicate that the

District has had two discharge permit violations over the past three years. One was a minor TSS violation not subject to minimum mandatory penalties and the other was a dechlorination system failure (lighting storm – lost power momentarily) which is subject to a mandatory minimum penalty of \$3,000. 3) Staff submitted an amendment to the facility 2010 annual regulatory discharge monitoring report for the eleven blending events that occurred. The recalculated total blended flow is a reduction of about 600,000 gallons. A total of 1.2 MGal of primary effluent was blended for the year. Considering that the District treated 605 MGal in 2010, the blending amount is a very small fraction of the total flow. As a note, the proposed wet-weather improvement project would have prevented these blending events based on a RMC analysis. 4) There were a few small rain events in February – one blending event with flow just a tick over 6 mgd. No major problems encountered. 5) The NexGen maintenance management system continues to be implemented. Since the start of the year over 30 work orders have been completed with about 80% preventative and 20% corrective. 6) Maintenance improvements completed for reliability and efficiency include:

- a. At Drake Sewer Lift-Station installed two new pumps and control system (cutter pumps).
- b. Made disinfection system control changes and purchased back-up pumps and parts.
- c. Made changes to improve the blending total calculations using SCADA system.
- d. Installed a valve for automatic distribution of in-plant recycle flow.
- e. Replaced one of the older main electrical feed lines. Rob Schmidt, the electrical maintenance technician, inspected the line and found deteriorated insulation on the older line. This work corrects an older line that had an electrical short.

7.) Conducting an OSHA required plant and sewer pump-stations arc flash analysis of electrical control panels to ensure proper wiring, hazards check, proper labeling and required personnel protective equipment to use. Staff will report the results next month.

2. Safety Program: There were no lost time workplace injuries in February

3. EEO Report/Harassment Report – No incidents to report.

4. Odor Report – No complaints were received.

5. Amendment of Wastewater Collection, Treatment and Disposal Service Agreement between TCSD and SMCSD – Manager Simmons presented a status report on the progress made by the TCSD Ad Hoc committee in identifying proposed changes to the agreement.

6. Assistance provided to Marin County Environmental Health Services Department Regarding Sewer Issues at Ridgeway Apartments, Marin City – Manager Simmons advised the Board that the Marin Environment Health asked for assistance from District staff in responding to resident complaints about odors and back-ups at the apartment complex. Staff suggested that the owners of the apartments be asked to provide sewer lateral maintenance records and require that the laterals be inspected via CCTV.

7. Plant Headworks and Wet Weather Improvement Project – Manager Simmons advised the Board that District staff met with RMC consultants in a meeting to review the status of outstanding issues with respect to the selection of screening, grit removal, and primary treatment equipment. Also discussed was the incorporation of wet weather

improvements into the overall project. RMC will be working on outstanding issues, including evaluating the merits of two headworks layout alternatives, a hillside option where facilities would be constructed uphill from the plant access road and a bayside option, where facilities would be constructed downhill of the access road in the location where the Sludge Dewatering Building currently exists.

8. Community Outreach Plan Development – Staff requested Rauch Communications prepare a draft outreach plan that would increase the public's understanding of the District's policies and programs and the status of the District's infrastructure renewal and upgrade efforts. Staff plans to schedule a meeting with the Public Information Committee to begin the review and finalization of the plan.

**B. BOARD SECRETARY/OFFICE MANAGER**

1. Recruitment of Administrative Assistant – Office Manager Krueger advised the Board that the three top ranked candidates have been invited to a formal oral board interview, in which Manager Simmons, Superintendent Justice and she would serve as the oral board interviewers.

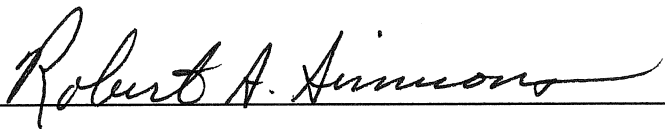
**C. ACCOUNTANT**

1. LAIF – Investment of Reserve Funds
2. Monthly Financial Report

VII. **BOARD OF DIRECTORS** – None

VIII. **ADJOURNMENT**

The meeting was adjourned at 9:17 p.m., to the regular meeting to be held on April 4, 2011, City Council Chambers, 420 Litho St, Sausalito, 7:30 p.m.



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Board Secretary