

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

October 7, 2010

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

I. ROLL CALL

Directors Present: Beers, Berkman, Gergus, Wohlschlaeger

Directors Absent: Arnott

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 Bill Ring

II. TCSD AND CITY OF SAUSALITO REPORTS – None.

III. CONSENT CALENDAR

A. APPROVAL OF MINUTES OF REGULAR BOARD MEETING OF SEPTEMBER 7, 2010 AS PRESENTED

M/S/C- Wohlschlaeger/Gergus

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

B. APPROVAL OF MINUTES OF CAPITAL PROJECT AND CONSTRUCTION MEETING OF SEPTEMBER 20, 2010 AS MODIFIED

M/S/C- Wohlschlaeger/Gergus

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

C. APPROVAL OF MINUTES OF PERSONNEL COMMITTEE MEETING OF SEPTEMBER 21, 2010 AS MODIFIED

M/S/C- Wohlschlaeger/Gergus

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

D. APPROVAL OF MINUTES OF PUBLIC INFORMATION COMMITTEE MEETING OF SEPTEMBER 22, 2010 AS MODIFIED

M/S/C- Wohlschlaeger/Gergus

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

E. APPROVAL OF MINUTES OF SPECIAL BOARD MEETING OF SEPTEMBER 24, 2010 AS MODIFIED

M/S/C- Wohlschlaeger/Gergus

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

F. APPROVAL OF BILLS AND EXPENDITURES AS PRESENTED

M/S/C- Wohlschlaeger/Gergus

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

IV. GENERAL PUBLIC. Sausalito resident Bill Ring stated that he had seen District trucks working in various areas of Sausalito and asked if it would be possible for the District to let residents know when particular work was being performed. Director Wohlschlaeger replied that the work locations that Mr. Ring mentioned were areas that City of Sausalito forces would be working, not the District's forces and noted for Mr. Ring what locations District staff work. Mr. Ring also inquired about the generator that is located at the Whiskey Springs Pump Station and why the generator was being rented and not purchased. Manager Simmons replied that the City of Sausalito is currently working on a project that involves purchase of a new generator for the City's Whiskey Springs and the District's Scotties pump stations.

V. UNFINISHED BUSINESS- NONE

VI. NEW BUSINESS

A. 2011 MARIN CITY AND GRAVITY INTERCEPTOR COLLECTION SYSTEM REHABILITATION PROJECT – AUTHORIZE EXECUTION OF AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICE AGREEMENT WITH WEST YOST ASSOCIATES FOR FINAL DESIGN SERVICES. Manager Simmons stated that a report was presented to the Board on September 24th by West Yost Associates engineers regarding the Collection System Condition Assessment Study that was performed in Marin City.

As part of that study a numerical condition rating was assigned to each sewer segments based on the extent of defects in the pipes. The rating was used to prioritize sewer repairs. Priority 1 and 2 sewers have the most and therefore, are the most critical to repair. Priority 4 and 5 sewers have no or little defects and do not require any attention except for continued monitoring.

Staff is recommending the rehabilitation of 12,300 linear feet of Priority 1 and 2 sewer pipe segments in Marin City, 1,700 linear feet of sewer interceptor piping located between Harbor and Locust Street and 300 linear feet of sewer line located on Fort

Baker Road. The sewer line located on Fort Baker Road is owned by the Golden Gate National Recreation Area (GGNRA) and will be paid for by the GGNRA.

The budgeted amount for this project was \$1.32 million. The current estimate is \$1.9 million which includes design, construction and contract administration services. John Goodwin of West Yost Associates stated that due to the excellent bidding climate, bids are coming in at 40% below the engineer's cost estimate. Simmons noted that he included a 25% discount factor to allow for the favorable bidding climate.

The cost for the design services is estimated to be \$198,742. Work will be done on a time and materials basis. Manager Simmons noted that he expects to advertise the notice inviting bids for the project in early summer 2011 at which time, the design services would be complete and the State Revolving Fund Loan should be approved.

Director Wohlschlaeger inquired how the District will notify the public of the work that will be performed on this project. Simmons replied that public outreach efforts have been discussed. Kevin Rahman, Associate Engineer, will work with West Yost Associates to schedule public meetings and distribute notices.

Director Gergus encouraged Simmons to move decisively to take advantage of the excellent bidding climate.

- **MOTION:** Authorize the Execution of Amendment No. 2 to the Professional Services Agreement with West Yost Associates for Final Design Services for the 2011 Marin City and Gravity Interceptor Collection System Rehabilitation Project in the amount of \$198,742 raising the cost ceiling from \$43,140 to \$241,882 and Increase the Project Budget from \$1.32 million to \$1.9 million.

M/S/C- Berkman/Gergus

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

- B. RESOLUTION NO. 936 ACCEPTING RIGHTS TO CERTAIN PROPERTY FOR PUBLIC USE IN CONNECTION WITH THE LOCUST STREET PUMP STATION IMPROVEMENT PROJECT.** Simmons reported to the Board that the City of Sausalito had requested that the District move its Locust Street Pump Station out of the way of a future proposed bike path. To comply with the City's request, the District would need to acquire property from 300 Turney Street Group. Mr. John Mallick, a principal of the 300 Turney Street Group, was cooperative and sought an opportunity to work with the District and the City of Sausalito while obtaining a concession to increase the number of available parking spaces he could accommodate on his property. In the end, all three parties achieved what they wanted. The City of Sausalito obtained the removal of the pump station from the planned alignment of the future bike path, Mr. Mallick's request for the reconfiguration of parking to provide additional spaces was approved and the District was granted its request for permanent and temporary construction easements free of charge.

- **MOTION:** Adopt Resolution 936 Accepting Rights to Certain Property for Public use in Connection with the Locust Street Pump Station Improvement Project

M/S/C- Gergus/Wohlschlaeger

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

C. SODIUM BISULFITE BUILDING AND ADDITIONAL PLANT IMPROVEMENTS PROJECT – APPROVE CONTRACT CHANGE ORDERS AND INCREASE THE GENERAL MANAGER’S CHANGE ORDER AUTHORIZATION APPROVAL LIMIT.

Manager Simmons reported that, Kevin Rahman Plant Superintendent Uemura and he met with the Capital Committee to discuss each of the change orders. It was noted that the District had received an excellent bid for the project that came in at 55% of the engineer’s cost estimate.

The largest change order for the project is associated with change the use of the new building from the storage of Sodium Bisulfite to the storage Sodium Hypochlorite and converting the existing building for storage of Sodium Bisulfite. The new building has a larger storage capacity and is better suited for Sodium Hypochlorite because of the higher volume of Hypochlorite used by the District compared to Sodium Bisulfite.

In addition to the various smaller change orders, a negotiated change order in the amount of \$17,299 is pending approval. This change order involves the installation additional pavement around the chemical building to accommodate additional parking spaces. In addition, the new pavement would allow chemical delivery trucks to pull further off of the road when unloading chemical.

- **MOTION:** 1) Approve the Executed Contract Change Orders, Work on Time and Materials, and Proposed Paving for the Sodium Bisulfite Building and Additional Plant Improvements Project in the amount of \$110,954 and 2) Approve the Increase of the General Manager’s Change Order Authorization Approval Limit for this Project to 20% of the Original Contract Price or \$132,400.

M/S/C- Gergus/Berkman

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

D. ESTABLISH AN ELECTRICAL/INSTRUMENTATION AND MECHANICAL TECHNOLOGIST III CLASSIFICATION, APPROVE THE JOB DESCRIPTION AND COMPENSATION AND APPOINT ROBERT SCHMIDT TO THE ELECTRICAL/INSTRUMENTATION AND MECHANICAL TECHNOLOGIST III POSITION.

Manager Simmons reported that two long tenured employees will be retiring in the next six months. The District’s long range staffing plan included maintaining a staff of twelve employees. The retirements would drop the staffing count to eleven. The staffing plan also included recruitment of a journey or senior level maintenance mechanic to bring the staffing count back up to twelve.

Mr. Robert Schmidt of R. Schmidt Electric has performed extensive work for the District since 2005 when he was awarded a construction contract to upgrade the plant’s main switchgear and has performed additional electrical and mechanical repair work for the District since then. His work has been of the highest quality and staff has been very pleased with all of the work Mr. Schmidt has performed.

Simmons stated that Mr. Schmidt would bring an added skill in being able to perform the District’s electrical/instrumentation work which is currently being contracted out. He holds a valid electrical contractor license and has over 30 years of electrical experience. Establishing the Electrical/Instrumentation and Mechanical Technologist

III classification would provide the District with a new multi-skill position and reduce the District's need to contract out electrical work. In addition, staff has encountered situations, particularly during the wet weather season, when emergency electrical repairs were required. Mr. Schmidt would bring electrical expertise readily to bear when the need arises.

Staff performed a market survey and recommends the top monthly salary range to be at \$7,543. In addition, a monthly tool/vehicle allowance of \$350 is recommended. Mr. Schmidt has a personal panel truck that is fully equipped with tools that he would use to perform work at remote pump station locations. Staff also recommends the position be eligible for certification incentive pay and all other benefits that current unrepresented staff receive.

Director Wohlschlaeger inquired of District Counsel Alm of the legal requirements for appointing individuals to District positions as opposed to publicly posting and going through a formal recruitment process. District Counsel Alm replied that staff had consulted a labor attorney and was advised that no legal requirements exist to publically post open positions but the District does currently have a hiring policy in place. It is common practice of public agencies to go through a public posting and recruitment process. Alm further stated that the Board can choose to waive the policy for this instance by clearly outlining the reason for waiving the policy.

Simmons continued that there are sound reasons to waive policy in this instance. The unexpected resignation of Plant Superintendent Uemura, combined with the pending retirement of two employees within six months would leave the District short on staffing. With the wet weather season here, an employee with Mr. Schmidt's experience and skills would help to ensure appropriate staffing is available. A recruitment process would take at least several months to complete before an individual could be found, interviewed, selected and hired. The District would have a proven, reliable, and hard-working employee in Mr. Schmidt. Mr. Schmidt's interest in the position and the multiple skill set he would bring to this District serves to create a positive match for all parties.

Director Gergus inquired if Mr. Schmidt had mechanical experience. Simmons replied that Mr. Schmidt did have mechanical experience and has been called to utilize those skills at the District. Gergus also inquired about the job descriptions reference to supervisory responsibilities. Simmons replied that the position would not be a supervisory position but Mr. Schmidt would oversee other employees while working on project in which he serves as the project lead.

Simmons noted that a Technician III position is a senior level position. An electrical/instrumentation and mechanical technologist I/II/III series is not being created. The District's requirement of this position is for an experienced, senior level individual.

Gergus stated for the Board that the Personnel Committee had reviewed this issue with staff and gave approval to proceed with bringing this to the attention of the full Board for its consideration.

- **MOTION:** Establish an Electrical/Instrumentation and Mechanical Technologist III Classification Position and Approve the Job Description for this Position.

M/S/C- Gergus/Berkman

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

- **MOTION:** Approve Compensation for the Electrical/Instrumentation and Mechanical Technologist III Classification Position at a Five Step Top Salary Range of \$7,543 monthly with Eligibility for Certification Incentive Pay and All Benefits Currently Available to District Employees.

M/S/C- Gergus/Berkman

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

- **MOTION:** 1) Waive Normal District Hiring Procedures Due to the Urgency Associated with Wet Weather Season Staffing Requirements and Staff Attrition from Retirements and the Unexpected Resignation of the Plant Superintendent and 2) Approve the Appointment of Mr. Robert Schmidt to the Electrical/Instrumentation and Mechanical Technologist III Classification Position Beginning at Step C including a Tool/Vehicle Monthly Allowance of \$350.

M/S/C- Beers/Gergus

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

E. MARIN COUNTY LAFCO CALL FOR NOMINATIONS – ALTERNATE SPECIAL DISTRICT MEMBER. No Nominations were made.

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 September. 2) Maintenance checks of all plant and pump station equipment is under way to prepare for the winter rainy season. The main conveyance system lines will be inspected and cleaned as necessary by Roy's Sewer Service especially where surcharging during high flows occurs. 3) Plant staff have made recommendations and started to implement changes to the influent sewer air venting system to reduce fugitive odors off of the influent dissipation box. The odorous air from influent dissipation box will soon be vented into the plant odor scrubber system. The venting of the influent sewer has been a source of offensive odors at the plant and at the intersection of Alexander Avenue and East Road. 4) Main Street Pump # 2 was picked up from Turbo Machinery but was found to have a defective bearing grease seal. The pump was returned and the seal is being replaced. The VFD for Pump 2 was installed, tested and placed in service 5) Staff rebuilt Sand Filter Pump #1. A new mechanical seal was installed. 6) A Fixed Film Reactor motor was replaced under warranty. 7) District staff have been making good progress toward

implementing the new computerized Maintenance Management Program. District staff attended a training class on the new system. The evaluation so far is that the system will meet our expectations to provide a comprehensive and easily useable Maintenance Management System. Nexgen representative will perform the final system set up and have it operational within two weeks. Training manuals and videos will be delivered at the end of that process. 8) A new primary clarifier platform was installed. A new bridge will be built, painted and installed by mid-September. 9) Two reports of floating sewage on the water near Heliport were received. Staff responded both times and determined the source of the complaint was floating bay mud stirred up by wind activity on the mud flats. 10) Two effluent sample pumps were replaced due to failures. The second one was a backup pump to the first. Due to the critical nature of these pumps, two new pumps were ordered for stock. The new pumps will be tested immediately upon receipt by District staff to ensure they're operable before being placed in inventory. 11) Marin County Environmental Health CUPA has issues the District a notice to comply for replacement of the underground diesel fuel storage tank at the Main Street Pump Station (report details below).

2. Safety Program: 1) Safety chains around the plant were replaced. 2) Plant operations staff gave safety tailgates on Prohibition of Harassment and Slips trips and falls. 3) E-waste was dropped off at the E-Waste recycling day.
3. EEO Report/Harassment Report: An harassment issue is currently being handled by staff.
4. Odor Report. No odor complaints this month.
5. Pump Station Reliability Improvements Preparation of plans for the project are underway and are expected to be complete in October. Approval to advertise the notice inviting bids will be presented to the Board at its November meeting.
6. Main Street Pump Station - Upgrade of Diesel Fuel Storage Tank A notice to comply was received from Marin County Environmental Health Certified Unified Program Agency (CUPA) for replacement of the District's underground diesel storage tank at the Main Street Pump Station.

Marin CUPA would like to see the Main Street underground storage tank emptied and taken out of service at the earliest possible time and a new permanent above ground storage tank put into service with the old one removed by February 2011. Removal includes the bladder, plastic tank, and piping. The soil beneath the underground storage tank (UST) needs to be tested for possible fuel leak contamination. The cement vault can then be filled with slurry.

Marin CUPA stated that the District may have to bring in a fuel trailer to the Main Street Pump Station as early as mid-November and transfer all the fuel out of the UST and into the fuel trailer. A local vender, Petrotech, has already said they can provide that service. A permit may be needed if a fuel trailer is on site for more than 30 days. The District should receive a notice from CUPA if this permit is needed.

7. USEPA Administrative Compliance Order - October 15, 2010 Condition Assessment and Capacity Assurance Plan Reports – Preparation of the reports are in the final stages and the reports are expected to be submitted to USEPA and the RWQCB by the October 15 deadline.
8. Personnel Recruitments, Administrative Assistant and Plant Superintendent. Simmons informed the Board that personnel recruitments will begin in mid-October for the Plant Superintendent and Administrative Assistant positions.

B. OFFICE MANAGER/BOARD SECRETARY: Secretary Krueger informed the board that she was currently working with the independent audit firm of Croce and Company to review the District's financial records.

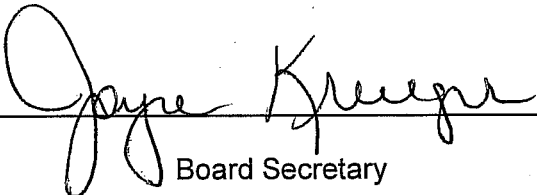
Krueger also notified the Board that the tax bills have gone out to residents. Phone calls were being received with questions and comments regarding the recent rate increase. The majority of the calls were from senior, fixed income residents who would like for the District to consider a program geared toward assisting low income residents or giving discounts for those with low income. Three phone calls were from individuals who were unhappy with the increased rates.

C. ACCOUNTANT: None.

VII. BOARD OF DIRECTORS – NONE

VIII ADJOURNMENT

The meeting was adjourned at 9:20 p.m., to the regular meeting to be held on November 1, 2010, City Council Chambers, 420 Litho St, Sausalito, 7:30 p.m.



Board Secretary