

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

July 5, 2011

The regular meeting of the Sausalito-Marín City Sanitary District was held on July 5, 2011 at 7:30p.m., 420 Litho Street, City Council Chambers Sausalito, California.

**I. ROLL CALL**

Directors Present: Arnott, Beers, Gergus, Ring

Directors Absent: Wohlschlaeger

Staff Present: Operation Superintendent Craig Justice, Lab Director Omar Arias-Montez and Associate Engineer Rahman.

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

**II. TCSD AND CITY OF SAUSALITO REPORTS:**

TCSD General Manger Jon Elam presented to the Board the FY 2010-11 service payment in the amount of \$620,000. Mr. Elam invited the General Manager Bob Simmons to present a Capital Improvement Program and financial update to the TCSD Board of Directors at a future meeting.

**III. CONSENT CALENDAR**

**A. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING OF JUNE 6, 2011 AS MODIFIED:**

M/S/C- Beers, Gergus

VOTE: Arnott, Beers, Gergus, Ring

**B. APPROVAL OF MINUTES OF THE PERSONNEL COMMITTEE MEETING OF MAY 5, 2011 AS PRESENTED:**

M/S/C- Gergus, Beers

VOTE: Arnott, Beers, Gergus, Ring

**C. APPROVAL OF MINUTES OF THE PUBLIC INFORMATION COMMITTEE MEETING OF MAY 18, 2011 AS PRESENTED:**

M/S/C- Gergus, Beers

VOTE: Arnott, Beers, Gergus, Ring

**D. APPROVAL OF MINUTES OF THE SPECIAL BOARD MEETING OF JUNE 22, 2011 AS PRESENTED:**

M/S/C- Gergus, Beers

VOTE: Arnott, Beers, Gergus, Ring

**E. APPROVAL OF MINUTES OF THE PUBLIC INFORMATION COMMITTEE MEETING OF JUNE 23, 2011 AS PRESENTED:**

M/S/C- Gergus, Beers

VOTE: Arnott, Beers, Gergus, Ring

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

**MOTION:** Bills and Expenditures Approved following clarification of private lateral expense reimbursements within the TCSD service area.

M/S/C- Gergus, Ring

VOTE: Arnott, Beers, Gergus, Ring

**IV. GENERAL PUBLIC**

Mr. Joe Burns of Sausalito introduced himself as a candidate for the Office Manager position.

**V. UNFINISHED BUSINESS - NONE**

**VI. NEW BUSINESS**

**A. TEMPORARY TREATMENT PLANT PUMPING SYSTEM PROJECT – DECLARE PROJECT A CONTINUING EMERGENCY, AFFIRM EXCEPTION TO PUBLIC CONTRACT CODE REQUIREMENTS**

Operations Superintendent Justice provided a project status report. Associate Engineer Rahman discussed the project schedule.

**MOTION:** To declare the Temporary Treatment Plant Pumping System Project a Continuing Emergency, and to Affirm Exception to Public Contract Code Requirements.

M/S/C- Gergus, Beers

VOTE: Arnott, Beers, Gergus, Ring

**B. PRIMARY EFFLUENT BOX, RECYCLE BOX, FFR PIPE AND VALVE REHABILITATION PROJECT –AWARD CONSTRUCTION CONTRACT TO MONTEREY MECHANICAL CORPORATION**

Operations Superintendent Justice introduced the project and reported that the project includes the rehabilitation of primary system concrete structures, knife valve replacement /repair work and pipe rehabilitation work. Associate Engineer Rahman provided additional information about the project schedule. He discussed the necessary work to encase the beach pipes that are subject to the environmental elements. The project should be completed before the end of 2011.

Associate Engineer Rahman reported that the Board authorized the advertisement of the Notice Inviting Bids for the Primary Effluent Box, Recycle Box, Pipe and Valve Rehabilitation Project in May, 2011. Four bids were received and opened on June 20,

2011. The lowest responsive, responsible bidder was Monterey Mechanical with a bid amount of \$548,400. The engineer's estimated cost for construction of all work described, as provided by Kennedy/Jenks Consultants was \$690,000. Director Arnott confirmed with Associate Engineer Rahman that Monterey Mechanical was satisfied with the results of the bid, and the Board was informed that Monterey Mechanical had reviewed their bid twice and stood by their bid submittal.

**MOTION:** To Award the Primary Effluent Box, Recycle Box, Pipe and Valve Rehabilitation Project construction contract to Monterey Mechanical at a cost of \$548,000 and authorize the General Manager to approve change orders up to 10% of the contract amount.

M/S/C- Gergus, Ring

VOTE: Arnott, Beers, Gergus, Ring

### **C. PUMP STATION RELIABILITY IMPROVEMENTS PROJECT – AUTHORIZE THE NOTICE INVITING BIDS FOR THE PROJECT**

Operations Superintendent Justice reported that the project objective is to improve the reliability and wet weather pumping capacity of the Highway Booster, Marin City and Scotties pump stations. The project would install influent and effluent connections for the placement and use of a trailer mounted portable pump during peak wet weather events or mechanical emergencies.

Associate Engineer Rahman stated that bid documents have been completed and the District is ready to advertise the Notice Inviting Bids for this project. Associate Engineer Rahman reported that this project is to improve the existing station conditions. He noted that moving Highway Booster and Scotties Pump Stations to another location may be a long-term goal. Director Ring inquired about the status of a property boundary issue between the Best Buy store and the District's Marin City Pump Station. Operation Superintendent Justice resolved to find out more information about the matter and report back to the Board in August.

**MOTION:** To authorize the advertisement of the Notice Inviting Bids for the Conveyance System Reliability Improvements Project.

M/S/C- Beers, Gergus

VOTE: Arnott, Beers, Gergus, Ring

### **D. MAIN STREET PUMP STATION RELIABILITY IMPROVEMENTS – CONSIDER VISUAL IMPACTS, OPERATIONAL CONSIDERATIONS, PUBLIC COMMENTS AND OTHER FACTORS IN SELECTING A PLAN FOR PLACEMENT OF THE PORTABLE ENGINE DRIVEN PUMP AT THE MAIN STREET PUMP STATION.**

Operations Superintendent Justice introduced the item and stated staff will discuss key aspects of the project; including prior public comments, design location options and operational considerations. Associate Engineer Rahman provided renditions and sketches of the three placement options. He reviewed positive and negative design aspects of each. The three options reviewed include; the placement north of the Main Street Station (analysis #1), placing it perpendicular to the Main Street station along the wall (analysis #2), and the placement at forty five degree angle in front of the Main Street Station wall (analysis #3). Associate Engineer Rahman noted that the design complexity and cost increases as the pump is moved farther away from the Main Street wet well.

Operations Superintendent Justice summarized the RMC Water Environment Consultants technical memorandum analysis on the frequency the portable pump will be needed at the Main Street Station and mobilization methods. Operations Superintendent Justice stated the analysis showed that on average, the pump may be used once every two years to maintain a firm capacity of 10 million gallons per day (mgd) based on the consultant flow model results. Operations Superintendent Justice reviewed the report variables that may be used to mobilize the pump such as tide cycles, time of day, predicted rainfall and rate of flow. Operations Superintendent Justice reported that the consultant recommended mobilization of the pump based on the rate of flow. Using this method, the consultant defined flow triggers when the pump may be mobilized. The triggers defined were at 6 mgd and 8 mgd. District staff may monitor the wastewater system flow and mobilize the portable pump once wastewater system flows reach these trigger levels. Operations Superintendent Justice stated from the RMC report that under the 6 mgd trigger, the pump would need to be mobilized on average four times per year and under the 8 mgd trigger two times per year. Operations Superintendent Justice stated the report indicated, based on the time needed to mobilize the portable pump system, a 95 percent confidence that the portable pump would be there when needed and a 5 percent possible a chance of late mobilization.

Associate Engineer Rahman reviewed the portable pump color choices and recommended a green color which would best blend in to the site environment.

The District Board, after considering all the information, directed staff to pursue the north of the Main Street (analysis #1) as the preferred location with placement for the winter season and removal for the summer season. The Board requested the portable pump be painted a color which best blends into the site environment (a shade of green). The District Board preferred the forty five degree angle (analysis #3) as a back-up alternative along with an operational strategy of mobilizing the pump when needed based on predicated storms events or rate of flow.

#### **E. 2011/12 PUBLIC OUTREACH SERVICES – AUTHORIZE THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH RAUCH COMMUNICATIONS, INC.**

The Personnel Committee met twice with Martin Rauch of Rauch Communications Consultants to finalize the District public outreach proposal. The Committee members summarized and discussed the public outreach plan with the District Board. There was additional discussion as to the priorities outlined by Rauch and whether or not this was an appropriate use of resources at this time. Director Gergus emphasized the need to use some public education resources to promote the education of the rate payers as to which projects are being contemplated and completed with District's resources. Further discussion and prioritization was deemed appropriate at this time.

**MOTION:** Send the public outreach plan as written back to Public Information Committee for review and prioritization of the scope of services.

M/S/C- Gergus, Beers

VOTE: Arnott, Beers, Gergus, Ring

## F. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION – 2011 BOARD OF DIRECTORS ELECTIONS FOR REGION 3, SEAT C

District Counsel Alm stated he knew candidate Caldwell and believed he has represented Region 3 well. TCSD General Manager Elam stated that he knew both candidates but was in favor of electing Caldwell because he works for a Sanitary District and has done a good job representing our industry as a CSDA Board member.

**MOTION:** To approve candidate Caldwell for the California Special Districts Association Region 3, Seat C.

M/S/C- Gergus, Beers

VOTE: Arnott, Beers, Gergus, Ring

## G. CASA ANNUAL CONFERENCE, AUGUST 10-13, 2011 – MISSION BAY HILTON, SAN DIEGO CA

All Directors are welcomed and encouraged to attend The CASA Annual Conference. The Board President requested that any Director who wished to attend this conference to notify the staff for reservations.

## STAFF REPORTS

### A. GENERAL MANAGER

1. Operations Report: Operations Superintendent Justice reported that there were no plant discharge violation or sewer spills in June. The District sewer line maintenance contractor was directed to clean hot spot areas in Marin City and to complete a few area video inspections. As a follow-up to the April 2011 spill, the Bay Vista sewer was video inspected. Another section of the line was identified as severely damaged, requiring replacement. A 20 foot section of the line was replaced. Staff continued to support the construction project as needed. Lastly, it was reported that Brian Zamacona has passed his Grade III Operator exam. All the operators have now passed their Grade III Operators exam.
2. Safety Program: There were no loss time work injuries. Staff and management received training on workers compensation workplace injury reporting and documentation.
3. EEO Report/Harassment Report: No report
4. Odor Report: No reports of odor complaints.
5. CARB Registration of Tier III Portable Pump for Main Street Pump Station: District staff has submitted the necessary paperwork and fee to obtain our portable pump permits for coverage as Tier III units.

6. Beach Force Main Abandonment/Alternative Sewer Service for Beach Hillside Residents: Engineering Consultants Kennedy Jenks is now completing the design for the Cote D'Azur sewer line as part of the Myers property seawall.
7. Computer Server Relocation: The server was relocated into a room at the Fort Baker building from the office location. It provides a backup in an efficient climate controlled environment.
8. Office Manager/Recruitment: The District has received approximately 30-40 applications, the application process closes on July 20<sup>th</sup>.

**B. FINANCES**

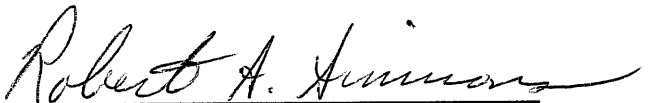
1. LAIF - Investment of Reserve Funds: No comments
  
2. Monthly Financial Report: No comments

**VII. BOARD OF DIRECTORS**

Directors Ring and Beers attended the Spring, 2011 CASA Conference in Sacramento. Notes from the Spring Conference will be distributed in the August 2011 Board packet.

**VIII. ADJOURNMENT**

The President adjourned the meeting at 9:35 p.m. The next regular meeting is to be held on August 1, 2011 at 7:30pm., City Council Chambers, 420 Litho Street, Sausalito, California.

  
**Board Secretary**