Agenda

Thursday, November 15, 2012 SASM Wastewater Treatment Plant 450 Sycamore Avenue, Mill Valley 7:00 p.m.

CALL TO ORDER AND ROLL CALL

APPROVAL OF AGENDA

PUBLIC OPEN TIME

The Public is invited to address the Board on items that do not appear on the agenda and that are within the subject matter jurisdiction of the Board. State law prohibits Board action on any item not listed on the agenda. Please avoid repetition and please limit your comments to three minutes.

CONSENT CALENDAR

The following items listed on the Consent Calendar are considered routine and are approved by a single motion without discussion. The Board President or any Board Commissioner or the public may request that any item listed under the Consent Calendar be removed and action taken separately. In the event an item is removed from the Consent Calendar, it shall be considered in its numerical order.

- 1. Consideration of the Minutes of the October 18th, 2012 meeting. <u>Recommended Action:</u> Approve the Minutes
- 2. North Equalization Pond Rehabilitation Project Update. <u>Recommended Action</u>: Receive report.

NEW BUSINESS

- 3. Managers' Report: Summary of O&M activities through November, 2012. <u>Recommended Action:</u> Receive report.
- 4. Planning Outline for SASM Annual Workshop and Mission Statement Review. Recommended Action: Receive report.

The Sewerage Agency of Southern Marin does not discriminate against any individual with a disability. Upon request, SASM publications will be made available in the appropriate format to persons with a disability.

Materials related to an item on this agenda submitted to the Sewerage Agency of Southern Marin after distribution of the agenda packet are available for public inspection at 450 Sycamore Avenue, during normal business hours. Such documents are also available on the SASM's website at: www.cityofmillvalley.org/SASM subject to staff's ability to post the documents prior to the meeting.

Sewerage Agency of Southern Marin
Regular meeting agenda (continued)
November 15, 2012

5. Future Agenda Items.

This section allows the Board to suggest possible agenda items at future meetings. No action will be taken at this time.

6. Commissioners Open Time.

Informational only. No actions to be taken

ADJORUNMENT

The next scheduled Board meeting is December 20th, 2012 at 7:00pm.

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SEWERAGE AGENCY OF SOUTHERN MARIN

Minutes

BOARD OF COMMISSIONERS October 18, 2012

Call to order and roll call

Vice President Berman called the meeting to order at 7:01 pm

Members present: Andy Berman, Pedro Femenia, Bruce Abbott, Einar Asbo, Jim Jacobs

Others present: Staff – Jeff Carson, Eric Erickson,

Members of the Public: T. Roberts, B. Beuhler, L.Falejczyk,

Public open time

There were no comments received from the public.

Consent Calendar

Action: M/S Abbott/Jacobs and carried on a vote of 6 to 0 to approve the Consent Calendar as presented.

Managers Report

The Board received the report from staff.

Commissioner Jacobs asked about the Marinmap system. V.P. Berman informed the group that Marinmap was an integrated mapping system with many uses. Commissioner Asbo informed the Board that the manholes were not accurate. Commissioner Jacobs requested staff to get a hold of the odors at the WWTP. Carson stated he is evaluating the odors from the Rosemont pump station discharge location and would review the WWTP as well. Carson also explained how the Mill Valley Middle School has a sewer problem that releases odors from their property manhole located in the lunch break outside area. The odors do not exit the manhole until break times where the students rush to the restrooms and flush toilets. Commissioner Asbo recommended using the SEP program to TV their lines. Mr. Erickson said we could contact the head of maintenance for the school.

Carson discussed the wastewater operator certification program in place in partnership with Solano Community college (BACWWE – Bay Area Consortium For Water and Wastewater Education. Carson also notified the Board of the intense new hire program the proposed incoming operator will complete during the first three months. The intense program is needed due to the season of the changeover.

Mr. Erickson updated the Board on the General Manager recruitment. The re-recruitment will have an emphasis on leadership and managing wastewater agencies. Commissioner Femenia asked why the City has not considered Jeff Carson for the position. Commissioner Jacobs asked why we couldn't hire Nute Engineering to assist. Mr. Erickson discussed the new candidate

should have WWTP operations experience. V.P. Berman explained how the applicants in the recent interviews had a focus on the contract side instead of operations. Commissioner Asbo inquired is the ponds would be ready by December 1st and if staff/plant was ready for wet weather. Carson stated the weather pattern in the region is unpredictable but the

ready for wet weather. Carson stated the weather pattern in the region is unpredictable but the completion date to complete the pond rehabilitation is anticipated before December 1st. Carson further explained the redundancies in place at the plant to handle the incoming flows.

Future Agenda Items

- V.P. Berman directed Staff to prepare the following for the next 11/15/12 Board meeting:
- 1. Start planning for the January 2013 annual Board workshop planning and Mission Statement.
- 2. Update on the ponds.
- 3. Update on plant/ MVMS odors.
- 4. A "years of service" memorandum for Dennis Parker.
- 5. Update on General Manager recruitment.
- 6. Discuss security measures, litigation, and safety of plant.

Commissioners Open Time

A discussion took place inquiring of the recent security exclusions preventing non-SASM personnel from entering the SASM Admin inside hallway area. Carson explained he was directed to take measures to due to the lawsuit activities. Mr. Erickson added the security of the plant was a concern and will forward the concern to City Manager McCann. Commissioner Femenia said he should be able to come to the facility anytime and any of the District's as well. Commissioner Abbott seconded Femenia's point. V.P. Berman said he would look into the circumstances.

Adjourn

Action: M/S Femenia/Asbo and carried on a vote of 6 to 0 to adjourn at 7:49pm.

The next scheduled meeting of the SASM Board is November 15th, 2012 at 7:00pm.

Item No. 2 North Equalization Pond Rehabilitation Project Update

The Notice to Proceed was issued to Maggiora & Ghilotti, Inc. on 10/31/12. Construction in the north pond is scheduled to start on 11/12/12. The time allowance for this project is twelve (12) working days, excluding unforeseen bad weather. Miller Pacific will act as the project manager and main communication contact for this project. The north pond is isolated out of service (emergency use only) and the south pond is setup for operation if needed.

Recommended Action: Receive report.

Jeff Carson

Item No. 3

Managers' Report

- 1. Process Units: All plant process units were operational during this reporting period. Staff has successfully repaired the plant influent bar screen downstream of the 12" parshall flume. The belt filter press has arrived and the second payment of 60% (\$176,700) was requested for payment to BDP Industries, Inc. Staff has hired Nute Engineering to prepare a BID for the installation of the belt filter press to expedite the process; DVC Consultants will review the electrical work. The plant effluent pump #4 had a control issue, staff is working to re-create the issue if expertise is needed a contractor will be hired. The digester #1 heat exchanger thermostat failed, staff repaired unit. Staff re-sealed boards to the North pond overflow box; the boards were observed with shrinkage of wood). Staff has started the effluent pipeline air relief combo valve replacement project. New combo ARV is on our spare parts shelf; two more were ordered. Last year all isolation valves to combo ARVs and vac breakers were replaced. It is anticipated all ARV combo valves will be replaced with "new" by the end of this fiscal year. Staff kept the ARVs functional last year by performing maintenance and repairs to existing units. The effluent pipeline should have a condition assessment performed and is being researched by Staff. Staff ordered cellular wireless hardware for the pump station wireless communication project. Installation and full operation of equipment should be completed by January 2013. The pump stations underground storage diesel tanks at Trestle Glen and Ricardo Road have been inspected by a hired contractor. Last inspection a leak was identified in the fuel line to the diesel day tanks. Staff is seeking a contractor to repair the leaks. Staff is also working to complete annual cathodic protection tests for the pump station USTs. We have successfully renewed all pump stations BAAQMD permits to operate for the emergency generators.
- 2. NPDES Discharge Compliance: There were no exceptions to the discharge permit.
- 3. Other: A Tentative Order to our NPDES permit has been issued. SASM submitted our comments by the November 5th due date. A Public Hearing is scheduled for December 12th. A full detailed outline of the proposed new changes to the permit will be submitted as a summary in the coming weeks. The Effluent pipeline outfall diffusers inspection was viewed by Staff and no findings were identified by the contractor.

Recommended Action: Receive report

Jeff Carson

- 4. Odors: No odor complaints were received during this reporting period. Staff has requested budget quotes from Nute Engineering for the following: Assess the Rosemont pump station odor issue and design/recommend an engineering control for the high H2S, LEL; review the concrete damage at the Rosemont discharge manhole location (outside Headwork's) and recommend corrective action; assess the plant odors and recommend a course of action to address the odors. In addition to this Staff has covered the primary clarifier grease pit, discussed the carbon issue with vendor and placed replacement on hold until the source of the high odors is identified, and reviewed possible sources that could have prematurely spent our carbon inside our odor control vessels. The only source of concern that could have damaged the carbon so quickly may have been one of the septic haulers loads discharged to our plant. I am presently reviewing their permits and discussing the possibility to issue a notice to stop discharging to our plant until our odor study is complete. I am also researching other trucked waste programs odor control and waste acceptance criteria.
- 5. General Manager Recruitment: The City has posted the GM announcement on the City website, notified 600+ people, and posted to ten additional highly viewed search sites. The deadline is December 4. So far two emails regarding the position have been received. Next week the City plans on posting on the AWWA website.
- **6. Private Lateral Replacement Project Update.** The grant monies allocated for the program are almost complete. The new focus should be on the loan money allocation and TV inspections. Staff has attained information from LGVSD and is in the process of evaluating their successful program.
- 7. Laboratory Analyst/ Treatment Plant Operator Recruitment: Both positions have closed to the public. The Laboratory Analyst opening had 79 highly qualified applicants. Ten are scheduled to be interviewed on November 29th. The Treatment Plant Operator is still being evaluated but I anticipate the first round interviews to take place in the last week of November.
- **8. Dennis Parker's Retirement:** A Memorandum for years of service has been prepared for Dennis Parker for his appreciation of 33 years of service. It is recommended the Board receive and approve the memorandum for Dennis Parker.

Recommended Action: Receive Information.

Jeff Carson

9. Security measures at WWTP: The inside doors to the Administrative building had signs posted stating SASM staff only. The signs have been removed and access during business hours is now authorized. The inside doors will still be locked after business hours for documentation protection and security of the lab quality control. If access is needed after hours the Mill Valley police dispatch for non-emergencies can assist and/or making previous requests with the SASM Interim GM. Member Agency staff are welcome and communications to better our Agency are encouraged.

Recommended Action: Receive Information.

Jeff Carson

Item No. 4

Planning Outline For SASM Annual Workplan and Mission Statement. See Staff Report

Recommended Action: Receive Information.

Jeff Carson

	STAFF REPORT
TO:	Sewerage Agency of Southern Board of Commissioners
FROM:	Jeff Carson, Interim General Manger
SUBJECT:	Planning Outline for Annual Workplan and Mission Statement Review
DATE:	November 15, 2012
	planning outline for the annual review of the Sewerage Agency of Southern Marin tement and Board Workplan.
	dation: outline for the Annual Mission Statement and Workplan meeting. Receive input and om the Board as needed.
these session the succession which was a quarterly m Maintenance	e SASM Board of Commissioners conducted several special planning sessions. In ans, the Board identified several items important to the Agency. These items included ful revision of significant elements of the Operations and Maintenance Agreement unanimously adopted by the Board in March of 2011. The O&M Agreement includes anagement reviews as well as a formal Annual Report of Operations and the Additionally, a Workplan that encompasses a variety of interests and needs of the Agency was developed as well as a plan for financing multi-year Capital
Statement a	be planning sessions, the Board developed and ultimately adopted a Mission and a Goals Statement for the Sewerage Agency of Southern Marin. The following is Mission and Goals Statement:
The Missio wastewater	STATEMENT OF THE SEWERAGE AGENCY OF SOUTHERN MARIN n of The Sewerage Agency of Southern Marin ("SASM") is to efficiently provide treatment services to its member agencies and work cooperatively with government all compliance requirements, at all times being guided by the following core values:
	lic health and safety, with an emphasis on facility operations, employee safety neighborhood well-being
	rational excellence, customer service, and education
	ironmental stewardship, with an emphasis on quality treated effluent, zero trollable spills, and re-use of Biosolids, methane and reclaimed water

 Sewerage Agency of Southern Marin

Subject: Planning Outline for Annual Workplan and Mission Statement Review

Date: November 15, 2012

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GOALS STATEMENT

To operate, maintain and manage the SASM Wastewater Treatment, Reclamation and Disposal Facilities in an efficient, cost-effective and well-planned manner in order to protect our water environment.

Discussion:

- 54 While the mission statement for an agency generally does not change, it is good practice to 55 periodically review this statement to make sure it reflects the purpose of the agency and the goals
- 56 for the agency are realistic and the needs of the public are met.

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The Mission Statement for the Sewerage Agency of Southern Marin is a little over two years old and staff feels the intent and purpose is still fresh and relevant.

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The Mission Statement provided the basis for establishing a Workplan which was adopted by the Board in March of 2011. The Workplan includes a variety of elements and tasks to achieve the Mission Statement and Goals and to meet the needs of the Agency as a whole. Key elements of the Workplan include Capital Improvement Project planning and funding options, evaluation of the Operations and Maintenance Agreement, continued community outreach and public education and continuation of Best Management Practices for the daily operation and maintenance of the SASM facilities.

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A summary description and outline for the status outline of the Workplan is attached to this report for the Board to review. (Attachment 1)

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The Capital Improvement Plan has been adopted by the SASM Board for 2012/13. The CIP program for the current fiscal year has started and is on track. The CIP list and status will be available for the upcoming workshop. Financing from the revenue bond for the planned multiyear CIP's has been adapted by the SASM Board on 5/17/12 and became available 8/12.

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Staff has also continued to monitor activities of the Marin LAFCO Commission related to the Agency, met on-going requirements of the US EPA and Regional Water Quality Control Board, continued monthly District Manager Meetings and continued management of the Lateral Replacement Program.

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- The planning workshop will cover the preparation of the budget for Fiscal Year 2013/14 and completion for the renewal of the NPDES Permit for the SASM Wastewater Facility. The Permit renewal process is awaiting a public hearing on December 12, 2012. While the basic permit requirement for the facility does not change significantly, there are new, more stringent regulations and testing requirements that will require significant preparation, study and planning for compliance. In addition, special studies may be required. Staff and Larry Walker and Associates have worked diligently to get "blending" back into our permit. If the public hearing approves this new language blending may become part of our permit an allowed practice under specific operational procedures. Staff is also planning to provide the Board with a permit
- 91 changes update at a future meeting.

Subject: Planning Outline for Annual Workplan and Mission Statement Review Date: November 15, 2012 The Board may wish to consider additional funding for other studies and items the Board has previously expressed an interest in, including, methane re-use or solar energy, review pond capacity and improvements to the SASM Board Room. Staff is currently looking into the needs of the Agency and Board's previous requests and developing a strategic plan. Planning of the Workplan at this time will provide the Board the opportunity to suggest additions and deletions to the plan. Additions to the Workplan may include several items mentioned above as well as arising issues of concern. Recommendation: The Board receive this planning outline for the upcoming annual workplan and of the Mission Statement and Goals. Discuss the elements of the planning session such as: Suggest changes or modifications to the Mission Statement and Workplan and direct .107. staff to finalize any revisions for Board approval at the December meeting. Direct staff to schedule a Facilitator for the upcoming Planning Session. Confirm the planning session criteria (date, time, location, food, etc.). Confirm elements in the planning session. Attachment 1 – Workplan/Administrative Elements 2012-13 Tables

Sewerage Agency of Southern Marin

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Projects		Tasks Committee Committee Committee	Start	Completion	Status Status
 Capital Improvement Projects 	a.	Critical Equipment List.	October, 2010		ADOPTED in June for FY 11/12 and forward.
	q	Sewers/ Pump Stations Improvements	July, 2012	June, 2018	EPA SSRAP (5yr and 10yr CIP)
	ပ	Funding	January, 2012	June, 2012	
	þ	Implementation upon funding	July, 2012	June, 2016	
	a		July, 2012	June, 2016	
1a. CIP Funding Options	a,	Board adopted Bond Sale Plan		10/1/2011	On 5/17/12 the SASM Board adopted amended Resolution
	۵	Bond safe adoption by each MA	Feb/Mar 2012	March 2012	2012-01 Authorizing the Issuance of Not To Exceed
	ن	Bond Sale	April, 2012	June, 2012	\$4,500,000 Principal amount of SASM Revenue Bonds,
	ö	Implementation of CIP	July, 2012	June, 2016	Series 2012. The funds became available 8/12.
2. I&I Incentives	ë				Staff contacted SEP program staff regarding a previous
		Additional Incentives: Extend program from			extension request for the ACL No. R-2009-0026. The
		5 to 6 years, Cash back, reduce income			recommendation is to not pursue the extension past May of
		eligibility requirement, reduce sewer bill			2014 due to the additional requirements attached to the
	۵	SWRCB Approval	March 2012	May 2012	request.
3. Equalization Pond Capacity	i,	Study cost estimate	April, 2012	May, 2012	Prioritize Board interest
	þ.	Budget for study	May, 2012	June, 2012	
	ن د	Request for Proposals	`July, 2012	August, 2012	
	ö	Possible study award	September, 2012	October, 2012	
4. NPDES Permit Renewal	a.	Compile monthly data for past 5 years,	January, 2012	March, 2012	
	p.	Submit Permit Renewal App with data	April, 2012	3-Apr-12	A Tentative Order has been issued by RWQCB on October 4,
	ഗ്	Permit Renewal Hearings	September, 2012	October, 2012	2012 and is scheduled for a public comment hearing on
	d.	Adopt 5 year permit		December, 2012	December 12, 2012.
5. Environmental Stewardship	æ,	Methane Reuse	July, 2012		
	و.	Expand Reclaimed Water System			
	ပ	Solar Power Potential		Pending direction	Prioritize programs based on Board interest. Need studies
	Ö	Public Outreach; Public Education Group, Pollution Prevention Web site info		Annual Review	and funds for studies. Annually - Items permit required
6. Develop Board Meeting By-laws	a.	Form Subcommittee	February, 2012	February, 2012	primariam in manamentaria in manamentaria manamentaria di mendelaria di mendelaria di mendelaria di mendelaria di mendelaria delaria di mendelaria di mendelaria delaria delar
	ė,	Develop by-laws and legal review	May, 2012	June, 2012	
	ပ	Doald presentation	707 AID	JUN. 2012	

		Administrativ	Administrative Elements 2012/13	12/13	
Projects		Tasks	Start	Completion	Comments
1. O&M Agreement	ej.	Revised O&M Adopted		3/30/11	
	ف		April, 2012	7/1/2012	
		Quarterly Management Meetings: Board		11/1/2012	
		Pres, and City Manager		May, 2013	
	ರ	Biennial Review & Report		May, 2013	
2. Employee Improvement	ø	Regular Training	July, 2012	On-going	
	þ	Compliance Training	July, 2012	On-going	
	Ú	Certifications	July, 2012	On-going	
	Ġ.	Monthly Board Updates	July, 2012	On-going	
3. Customer Service/Public	w	Wet Lands Days	June, 2012	June, 2013	resident ministrative and the second
Outreach	Ġ.	Promote Private Lateral Program	May, 2009	May 5, 2014	ACL Required: complete or pay fine - In progress.
	ပ	Pollution Prevention Program	June, 2011	Ongoing	Annual Program -ongoing with Marin wastewater Agencies.
	ο.	Mercury Reduction - Investigations	June, 2010	Ongoing	Permit required-ONGOING-Monitoring
	Φ	PCB's Reduction, monitoring, reporting	April, 2011	Ongoing	New permit requirement - COMPLETED JUNE - Ongoing
Continue Award Winning Public Ed.	÷	Household Battery Recycling	June, 2008	Ongoing	Annual Pollution Prevention Report.
Program.	6	Update Website	June, 2011	Ongoing	Provide new information, links.
4. Best Practices/Collaboration	Ö	Continue with MASS Safety Group	July, 2010	Ongoing	Annually renew agreement
	۵	Shared Laboratory Services	June, 2010	Ongoing	Ongoing w/ SD5, SMCSD, RBSD, MV, Novato SD, others
	ပ	Cooperative Agreements with SASM MA's	June, 2010	Ongoing	After Hours emergency response, assist with reporting, etc
	ġ	Shared Training: Ops, Maint, Safety, etc	June, 2010	Ongoing	Annual and on-going
	':	Additional Related Items	ated Items		
1. Modify Board Meeting Schedule	a	Major/Minor meetings per Bd. Pres.	May 17 2012	On-aoina	
1	Ф		TBD	September, 2012	
		Provide timely email Communications to the		November, 2012	
				January, 2013	
		scheduled, and more frequently as needed.		March, 2013	The state of the s
	C.	Weekly Communications	March, 2012	On-going	
2. Streamline Board Packet	a.	Move routine items to Consent Calendar	March, 2012	On-going	- maintain and a second of the control of the contr
	Ġ.	Reduce number of printed Board Packets	March, 2012		
		and other meeting documents. Utilize email			
		where possible.		On-going	
	ن	Annual Review & Report	May, 2012	On-going	

Item No. 5

Future Agenda Items

This section allows the Board to suggest possible agenda items at future meetings. No Actions will be taken at this time.

Item No. 6

Commissioners Open Time.

No actions to be taken at this time.

<u>Adjourn</u>

The next scheduled meeting of the SASM Board will be December 20th, 2012 at 7:00pm.

Jeff Carson