Agenda

Thursday, December 20, 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 November 15th, 2012 meeting. Recommendation: *Approve the Minutes*
- 2. Managers' Report: Summary of O&M activities through December 2012. Recommendation: Receive report.
- 3. Approve Budget Adjustment and Authorize the Director of Public Works to award a contract for the emergency installation of the belt filter press for an amount not-to-exceed the Capital Improvement Program project allocation.

Recommendation: Approve Budget Adjustment and Authorize Contract Award.

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) December 20th, 2012

NEW BUSINESS

4. National Pollution Discharge Elimination System Program

Informational presentation regarding the December 12, 2012 Renewal of the NPDES Permit **Recommendation:** Receive presentation.

5. Election of SASM Officers for 2013

Election of SASM Board Officers to the following positions: President, Vice President, Secretary.

Recommendation: That the Board accept nominations and elect Officers for 2013.

6. Future Agenda Items.

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

7. Commissioners Open Time.

Informational only. No actions to be taken

ADJOURNMENT

The next scheduled Board meeting is January 17th, 2013 at 7:00pm.

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Item No. 2 Managers' Report

- 1. **Process Units:** All plant process units were operational during this reporting period. The plant experienced a significant storm December 1st and 2nd. The plant was successful during the powerful storm with no violations of our permit. Peak instantaneous influent plant flow during the storm was 30.18 MGD.
 - Belt press control panel failed due to melted wiring; Maintenance revived the panel and brought the unit back in service.
- 2. **Odors:** No odor complaints were received during this reporting period. Staff has attained a budget quote for the Rosemont line study to identify sources of odors.
- 3. General Manager Recruitment: First round interviews are scheduled for 12/17/12.
- 4. Private Lateral Replacement Project Update. Table of activities can be seen in Attachment 1.
- 5. Laboratory Analyst/ Treatment Plant Operator Recruitment: It is anticipated the positions will be filled by the December 16 week.
- 6. North Equalization Pond Rehabilitation Project Update

The partial liner to the north pond was completed prior to the 12/1-12/2 storm events. The north and south ponds were filled during the storm at the same time. The water level averaged 1.6 feet for both equalized ponds during the storms. On December 4 the north pond was tested and a leak in the same location outside the berm wall was identified at a much lower pond water elevation of 1.97 feet. Staff gave M&G the Notice to Proceed for the additive BID (line rest of pond). The north pond was dye tested on 12/11/12 to identify if the dye was observed on the outer berm wall. The dye was identified on the outer berm wall; the pH of the water was also almost identical. M&G has ordered the liner material and is scheduling the construction for the first part of January.

Interim General Manager

Recommended Action: Receive report.

Agenda Explanation SASM Board Meeting December 20, 2012
Item No. 3 Approve Budget Adjustment and Authorize Director of Public Works to Award Contract to Install Belt Filter Press. See Staff report.
Recommended Action: Award Contract

Jeff Carson Interim General Manager

Item No. 4
Presentation of the NPDES Renewed Permit.
See Staff report.

Item No. 5 Election of SASM Officers for 2013

Background: Historically the officers have been selected on a rotational basis. At the October 15th, 2009 Board Meeting, SASM Board President Jacobs suggested that when the selection of Officers for 2010 takes place the Board should move away from the rotation and hold formal elections. There was a consensus among the Commissioners that the rotational selection provided an equal chance to each representative of the districts to serve as an officer. However, there was a general agreement that this was not always in the best interest of SASM because the rotational selection could "elect" a representative who may not have been on the Board the previous year. Additionally, if the rotation was changed for some reason, as it has in the past, a representative may not serve as an officer for an extended period. Several of the Commissioners felt Board Officer should at least have been on the Board the previous year in order to maintain consistency from year to year.

The Board took the following action at the October 15, 2009 meeting:

Action: MIS Cobey/Morphew and carried on a vote of 6 to 0 that the Board conduct election of officers at the December 17th, 2009 meeting and not appoint officers for the coming year based on rotation.

Since that time, the Board has elected Officers for the coming year at the December Board meeting. The elected Officer positions are: President, Vice-President and Secretary. The following is a description of duties for each position from the Joint Powers Agreement and is presented so interested candidates have an understanding of the duties of each position:

Section 7. Officers and Duties.

- 7.1. A President, a Vice-President and a Secretary shall be elected by the Commission from its own members. The term of each office shall be one year and thereafter until a successor is elected.
- 7.2. The Agency's officers shall perform directly, or, with approval of the Commission, cause to be performed by other Agency representatives, the duties described below and such other duties as may be imposed by the Commission:
 - 7.2.1.President: Sign contracts and other instruments on behalf of the Agency.
 - 7.2.2. Vice President: Act in the absence of the President.
- 7 .2.3. Secretary: Countersign contracts and instruments on behalf of the Agency; keep minutes of all Commission meetings, copies of which shall be provided to Commission members and the Member Entities.

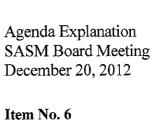
The current Officers of the SASM Board of Commissioners are as follows
President- Lew Kious
Vice-President- Andy Berman
Secretary – Pedro Femenia

Recommendation

That the Board accept nominations for and elect officers to the following positions, which take effect at the January 2013 meeting:
1. President

- 2. Vice -President
- 3. Secretary

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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. 7
Commissioners Open Time.
No actions to be taken at this time.

<u>Adjourn</u>

The next scheduled meeting of the SASM Board will be January 17th, 2013 at 7:00pm.

Jeff Carson Interim General Manager

SEWERAGE AGENCY OF SOUTHERN MARIN Minutes

BOARD OF COMMISSIONERS November 15, 2012

Call to order and roll call

President Kious called the meeting to order at 7:01 pm

Members present: Lew Kious, Bruce Abbott, Jim Jacobs, Andy Berman

Others present: Staff – Jim McCann, Jeff Carson, Jill Barnes Members of the Public: T. Roberts, B. Beuhler, M.Curran

Public open time

Public member B.Beuhler stated the SASM website has been moved under City of Mill Valley Public Works tab on City of Mill Valley's website. He also stated it is hard to find.

Consent Calendar

Action: President Kious directed staff to edit the 10/18/12 minutes stating the vote to adjourn should be 5-0 not 6-0 due to his absence.

M/S Berman/Abbott and carried on a vote of 4 to 0 to 2 absent to approve the Consent Calendar as presented.

Managers Report

The Board received the report from staff.

Mr. McCann explained the modified job description to the General Manager recruitment in order to attract a broader spectrum of individuals.

V.P. Berman asked about the extension to the private lateral replacement program. Mr. Carson explained the extension is in 5 year increments and has additional requirements.

President Kious requested staff not to cover the detail in the managers' report already covered in the weekly reports unless it's a critical item. He also stated that no CIP funds are to be used for an odor control study unless a budget adjustment is approved. Kious directed staff to provide a funds report update on the private lateral program every meeting. Kious requested an official response for the extension request for the private lateral program. Mr. McCann suggested this item be incorporated in the workplan to explore the options. Commissioner Asbo stated the options for private lateral program have a level of urgency and should be accelerated. Commissioner Abbott stated the extension might not be good and we should review the details. Abbott also stated he saw staff was taking positive steps towards welcoming member agency staff while maintaining new security measures. Commissioner Asbo stated the security has been tightened up but member agencies are welcome and said an excellent solution has been met.

Asbo was also concerned about the recent belt press failure and how it was rigged up to continue operation. President Kious stated a contingency plan was in place to address the failure and the new belt press is on site. Asbo also asked about how the plant can handle during high flows and when is enough as to sewer system corrective actions. Commissioner Abbott stated position metering devices have been in-place and identified the problem areas.

Planning Outline for SASM Annual Workshop and Mission Statement Review

President Kious said last year's Workshop had a positive outcome, was productive, and suggests having another Workshop. Kious said the facility has done less of a good job to carry out the programs with rock solid actions and would like to see steps towards cogeneration study and focus to define specific tasks and activities to pursue the benefit of the plant. Kious said he was concerned that more than a year has passed since the action plan to view the cogen/solar study. Kious requests these items be put into budget. Mr. McCann said the cogen/solar study funds are allocated and were previously discussed to do the task but not a line item. McCann also said the focus should be on the workplan for the next fiscal year and reminded the Board that SASM had a 1 year budget and City of Mill Valley was on a 2 year budget. Commissioner Abbott was not happy with the previous facilitator, Harry, and said he was not needed. Abbott said we should get the main ticket items, timelines, and agenda items for the upcoming workshop. Commissioner Jacobs said we should wait until the new GM is attained to complete the workshop and suggested another facilitator more appropriate for the trait, Stephen Bardshaw. President Kious said if we use a facilitator it should be someone knowledgeable and experienced. Commissioner Asbo didn't think a facilitator is necessary but the Board needs to bring wish lists to the workshop. Mr. McCann said feasibility studies and an assessment of the plant facility are needed for a long term look. Asbo agreed and suggested looking long term 25 year plan. Abbott mentioned again a facilitator was not needed.

Action: M/S Kious/Berman. And carried on a vote of 5 to 0 to 1 absent to wait for the new SASM GM to host the Workshop. (Asbo arrived at 0730 to meeting)

M/S Berman/Kious. And carried on a vote of 5 to 0 to 1 absent to decide on workplan general topics in January Board meeting and hold Workshop meeting latest by March.

Future Agenda Items

President Kious stated the December meeting is scheduled. Commissioner Jacobs asked about the new officers. Kious deferred to the January discussions.

Action: M/S Kious/Berman. And carried on a vote of 5 to 0 to 1 absent to defer the new officer's discussions to the January meeting.

Commissioners Open Time

Commissioner Asbo informed the Board of the LAFCO protest status.

<u>Adjourn</u>

Action: M/S Berman/Asbo and carried on a vote of 5 to 0 to 1 absent to adjourn at 8:15pm.

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

SEWERAGE AGENCY OF SOUTHERN MARIN PRIVATE LATERAL REPAIR PROGRAM SUMMARY OF ACTIVITY October 18, 2012

AGENCY	LO	ANS	GR	ANTS	INS	PECTIONS	Total
ALMONTE							
Total Amount	\$	4,417.50	\$	19,111.50	\$	2,692.88	\$ 26,221.88
Total Activity		3.00		8.00		9.00	20.00
ALTO							
Total Amount	\$	-	\$	4,151.50	\$	1,302.50	\$ 5,454.00
Total Activity		-		1.00		5.00	6.00
CITY MILL VALLEY							
Total Amount	\$	18,132.37	\$	70,062.35	\$	8,504.53	\$ 96,699.25
Total Activity		4.00		18.00		26.00	48.00
HOMESTEAD							
Total Amount	\$	14,522.75	\$	26,001.32	\$	6,306.00	\$ 46,830.07
Total Activity		2.00		8.00		20.00	30.00
RICHARDSON BAY							
Total Amount	\$	_	\$	22,217.53	\$	2,538.15	\$ 24,755.68
Total Activity		-		6.00		8.00	14.00
TCSD							
Total Amount	\$	-	\$	2,000.00	\$	1,062.50	\$ 3,062.50
Total Activity		-		1.00		4.00	5.00
TOTAL SASM							
Total Amount	\$	37,072.62	\$	143,544.20	\$	22,406.56	\$ 203,023.38
Total Activity		9.00		42.00		72.00	123.00

	Grants &				
	Loans	Inspections	TOTAL		
SEP Requirements	\$ 400,000.00	\$ 200,000.00	\$ 600,000.00		
Amount Remaining	\$ 362,927.38	\$ 34,049.24	\$ 396,976.62		



STAFF REPORT

TO:

SASM Commissioners

FROM:

Jeff Carson, Interim General Manager

Jill Barnes, P.E., Director of Public Works/City Engineer

SUBJECT:

Installation of the Belt Filter Press Budget Adjustment

DATE:

December 20, 2012

ISSUE:

Authorize an increase of \$50,000 to the approved Belt Filter Press bond Capital Improvement Project (CIP) and authorize the Director of Public Works to evaluate proposals and award a contract to expedite installation of the belt filter press for an amount not-to-exceed \$150,000.

RECOMMENDATION:

Approve increase to Belt Filter Press CIP and authorize the Director of Public Works to award a contract.

BACKGROUND:

 The SASM Board of Directors (Board) approved the replacement of dewatering equipment for the amount of \$420,000 in the 2011/12 budget. In November 2011 the Board approved the contract award to BDP Industries for the manufacture of the equipment. BDP Industries delivered the equipment in November 2012. On November 13, 2012 the belt filter press malfunctioned at which time staff was successful in initiating a temporary repair. On December 4, 2012 an electrical breaker failed. Although staff was successful in replacing the breaker, the panel continues to operate at electrical levels which make immediate replacement of the equipment a priority.

SASM Board: Staff Report Contract to Install Belt Filter Press December 20, 2012

DISCUSSION:

Due to the critical condition of the equipment and its importance to SASM operations, the authority to issue a contract in short-order is essential. In addition, the requested authority will satisfy requirements of the Uniform Cost Accounting Act.

Staff has obtained preliminary estimates from two contractors and is preparing design details in order to compare and select the best service provider for SASM. Once the cost information is received, staff will evaluate the contractors' level-of-expertise/references, ability to deliver the project on a streamlined schedule and each contractor's proposal amount.

At the Board retreat, staff will provide a CIP status and project-timing update to include this and possible future revisions to the CIP. This update will address budget ramifications and options looking forward over the next 1-2 years.

FISCAL IMPACT:

The bond funding for this project was approved by the Board in the 2011/12 Capital Improvement Program budget for \$420,000 which, after equipment purchase, provides approximately \$100,000 for installation. The recommended action keeps reserves intact and does not necessarily preclude implementing an adopted CIP project. Due to the urgent condition of the dewatering equipment, staff is recommending a quick turnaround on project delivery which is will most likely increase the price of the work. Staff therefore recommends that the Board approve authorization to increase the CIP budget by \$50,000 in order to expedite the installation. Impact to operations if the current dewatering system is taken out-of-service, include costs of approximately \$1,000 per day to transport and dispose of waste at the East Bay Municipal Utilities District.

Budget Summary:

Approved 2011/12 CIP budget money \$420,000 Requested CIP increase \$50,000 Total: \$470,000 Project Cost Summary: Belt Press Equipment \$318,060 Recommended Construction Budget \$150,000

Total:

<u>\$468,060</u>



STAFF REPORT

TO: SASM Commissioners

FROM: Liz Falejczyk/Laboratory Analyst/Chemist

Jill Barnes, P.E., Director of Public Works

SUBJECT: National Pollution Discharge Elimination System Program

(NPDES) Permit Renewal

DATE: December 20, 2012

ISSUE:

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24 25 Presentation of the NPDES Permit renewal.

RECOMMENDATION:

Receive presentation.

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BACKGROUND:

Every 5 years the SASM NPDES Permit (Permit) goes through an extensive renewal process, starting with a utility analysis which is a complete review of all analytical data, violations, plant upgrades, standard operating procedures and contingency plans developed or reported since the implementation of the previous permit. Based on the review of that information, permit limits, monitoring requirements and actions required by the agency may change, be removed or added to the permit.

DISCUSSION:

The most significant change in the new permit is an approval to blend partially treated wastewater with fully treated wastewater during significant wet-weather events with influent flow greater than 24.7 MGD. In order to include this allowance into the permit, SASM must comply with the Specific Tasks to Improve Wet Weather Management and Reduce Blending described in Table 8, Page 19 of the Permit). These tasks are similar to many other wastewater treatment plant permits recently adopted.

SASM Board: Staff Report NPDES Permit Renewal December 20, 2012

The most significant items in the reissued permit are Tasks 1, 6 and 9 listed in Table 8:

<u>Task 1</u> requires SASM to consolidate several programs, EPA actions, including revisiting the External Audit Report from 2008 into one, comprehensive Wet Weather Improvement Plan (Plan). Task 1 also requires staff to report on the Plan annually.

<u>Task 6</u> requires SASM to develop a method of quantifying or <u>estimating</u> inflows from member agencies and to then <u>consider</u> a flow-based rate structure.

Task 9 requires SASM to report the activities of each member agency regarding existing and future capital improvements intended to reduce inflow and infiltration and, based on this information, make a conclusion of whether the member agency is making adequate improvements.

The limits and monitoring requirements have not changed significantly in this permit, although additional reporting must be noted. Many aspects of monitoring also have pollution prevention or public education pieces added, and the annual report is now very comprehensive.

During the meeting of the San Francisco Bay Regional Water Quality Control Board in which the permit was adopted, the Board expressed appreciation for SASM's efforts to improve since the unfortunate events of 2008 and also for the way in which we worked with Board staff during the renewal process.

Denise Conners from Larry Walker and Associates has been invaluable in the process. Her expertise in the permitting language and knowledge of San Francisco Bay permits made this renewal go smoothly and also made it an enjoyable and enlightening experience.

FISCAL IMPACT:

 The reissued Permit will require additional resources to implement the Wet Weather Implementation Plan and meet increased reporting requirements. However, with the addition of blending to the permit, SASM will decrease its exposure to fines which, in the past, could accrue against SASM when blended flows were discharged to bay. Staff will provide more information to the Board regarding fiscal impacts of the Permit in a future meeting.

Attachment:

1. Revised Tentative Order