



Central Marin Sanitation Agency

COMMISSION REGULAR MEETING AGENDA

March 11, 2025

Hybrid Meeting

6:00 p.m.

NOTE: This is a Hybrid Board meeting and will be held in-person in the Board Room of the Central Marin Sanitation Agency located at 1301 Andersen Drive, San Rafael CA 94901 and via Zoom®.

If you would like to participate via Zoom, click the link below or copy and paste the address into your browser. You may also phone-in at the number below.

Join Zoom Meeting

Online:

<https://us06web.zoom.us/j/89250177610>

Phone in:

+1 253 215 8782

Meeting ID:

892 5017 7610

Public Comment: Members of the public may directly address the Board on any item appearing on the Agenda. They may address the Board when the item is called by the Board Chair and he/she indicates it is the time for the public to speak to the agenda item. Public comments can also be submitted via email to the Recording Secretary at telam@cmsa.us.

The public comment period opens when the agenda is posted online and will close two hours prior to the start of the meeting. Include your name and the item you'd like to provide written comment on. Written comments submitted will be shared with the Board before the meeting, summarized during the Open Period for Public Participation, and included in the meeting proceedings.

To provide comments virtually during the meeting:

- If in the Zoom teleconference, use the “raise hand” feature. The Host will notify and unmute you when it is your turn to speak.
- If on a phone, press *9 (“star + 9”), and the Host will notify and unmute you when it is your turn to speak.

If you experience an issue providing comments in the meeting, please email those comments to the Recording Secretary at telam@cmsa.us.

CONTINUED ON NEXT PAGE

AGENDA

1. **6:00 p.m.: Call Meeting to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

4. **Agenda Review & Approval**

5. **Open Period for Public Participation**

Open time for public expression, up to two minutes per speaker, on items within CMSA’s jurisdiction and not on the Board of Commissioners’ agenda. The Board will not discuss or take action during open time, but Board members may briefly respond to statements made or questions proposed by the public, ask for clarification from staff, refer the matter to staff, or request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

6. **Consent Calendar**

a)	Minutes – Regular Board Meeting, February 11, 2025
b)	Treasurer’s Report – February 2025
c)	February 2025 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
d)	Performance Metric Reports – February 2025
e)	CMSA Investments Policy – Financial Policy #531
f)	Procurement of Equipment for Primary Clarifier No. 2
g)	Revised Administrative Policies #35: Travel Expense Reimbursement

7. **Resolution of the Central Marin Sanitation Agency Board of Commissioners to Accept and Certify as Accurate the Final Report for the CalRecycle Co-Digestion Grant Program**

Recommendation: Approve Resolution No. 366 to accept and certify as accurate the final report for the CalRecycle Co-Digestion Grant Program.

8. **Chlorine Contact Tank No. 4, and Primary Clarifier No. 2 and 3 Coatings and Concrete Rehabilitation Project – Construction Contract Award**

Recommendation: Reject the bid proposals from Top Line Engineers and National Coatings and Linings, and award the construction contract to Euro Style Management for the total bid amount of \$1,277,500, and authorize the General Manager to execute the contract agreement.

9. **Capital Projects Update – Nutrient Removal Alternatives Evaluation, Grit Classifiers Replacement, and the Centrifuge Replacement Projects**
Recommendation: Informational, provide any comments or direction to the General Manager, as appropriate.
10. **February 2025 Informational Items**
Recommendation: Informational, provide comments or direction to the General Manager, as appropriate.
11. **North Bay Watershed Association (NBWA) Report***
12. **Oral Reports by Commissioners***
13. **Oral Reports by General Manager***
14. **Items for Next/Future Agendas**
15. **Next Scheduled Regular Meeting**
Tuesday, April 8, 2025 at 6:00 p.m.

*Information not furnished with Agenda

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Central Marin Sanitation Agency at 415-459-1455. For auxiliary aids or services or other reasonable accommodations to be provided by the Agency at or before the meeting, please notify the Agency at least 3 business days in advance of the meeting date (meeting is the second Tuesday of each month). If the Agency does not receive timely notification of your reasonable request, the Agency may not be able to make the necessary arrangements by the time of the meeting.



Central Marin Sanitation Agency

COMMISSION REGULAR MEETING MINUTES

February 11, 2025

Via Hybrid Meeting

NOTE: The minutes are an official record of the Board meeting. There are also official audio and video recordings available on the Agency's website at www.cmsa.us. The time stamps on these minutes refer to the items' start times on the video recording of the meeting.

Please contact CMSA at 415-459-1455 for information about receiving a copy of these records.

1. Call Meeting to Order

2. Pledge of Allegiance

Chair Beckman called the meeting to order at 6:00 p.m. A quorum was present.

3. Roll Call

00:00:31

Present: Commissioners Eli Beckman, Maribeth Bushey, Doug Kelly, Mary Sylla, and Alan Zahradnik.

Absent: Dean DiGiovanni

Staff Present: Jason Dow, General Manager; Nick Talbot, Treatment Plant Manager; Peter Kistenmacher, Technical Services Manager/Assistant General Manager; Corey Spray, Administrative Services Manager; Joyce Cheung, Senior Engineer, Bradon Halter, CMSA General Counsel; and Tiffany Elam, Recording Secretary

Public Present: Christopher Kolkey, Downey Brand Attorney; Andrew Skanchy, Downey Brand Attorney; Michael Boorstein, Mary Stompe

4. Agenda Review & Approval

00:00:42

Commissioner Kelly requested to move item 9 to after closed session, Commissioner Sylla seconded the motion with the Board approving unanimously.

There were no comments from members of the public.

5. Open Period for Public Participation

00:01:04

There were no comments from members of the public.

6. Consent Calendar

00:01:38

a)	Minutes – Regular Board Meeting, January 14, 2025
b)	Treasurer's Report – January 2025
c)	January 2025 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report
d)	Performance Metric Report – January 2025

e)	FY25 Second Quarter Budget Status Report
f)	Revised Administrative Policies #14: Internship Program Guidelines
g)	Marin Airporter Site License Agreement Amendment #2

GM Dow pulled agenda item 6a, noting the minutes were revised to reflect the attendance of Brandon Halter, CMSA general counsel present via Zoom.

Commissioner Sylla requested to pull agenda item 6f to further discuss the internship program. Commissioner Sylla asked clarifying questions regarding the internship program.

GM Dow responded.

Comments from the Public

There were no comments from members of the public.

Chair Beckman asked for a motion on Consent Calendar items 6b through 6e and 6g.

ACTION:	Commissioner Bushey moved to approve Consent Calendar items 6b through 6e and 6f; second, Commissioner Kelly. Commissioner Kelly moved to approve Consent Calendar items 6a and 6f; second, Commissioner Sylla.	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Bushey, Kelly, Sylla, Zahradnik
	NAYS:	None
	ABSTAIN:	None

7. Presentation on the 2024 CWEA Engineering Achievement Award – “Achieving Energy Positive Wastewater Treatment while Tackling SB1383 Climate Goals: A 15 Year Journey” 00:05:03

GM Dow provided a brief overview of the history of the organic waste program, commended Peter Kistenmacher, Technical Services Manager/Assistant General Manager and Joyce Cheung, Senior Engineer on their work advancing both the organic waste and power delivery programs.

Peter highlighted the Agency being energy positive in 2024 and January 2025, annual food waste and fog received, financial savings, and revenues received. Peter summarized timeline milestones to the Agency becoming energy positive.

Joyce discussed the Liquid Organic Waste Receiving Project upgrades, projects in process and increased food waste agreements that provide feedstock to the digesters.

Peter discussed the challenges and achievements associated with the project, the Agency’s industry innovations, awards received, and next steps.

(Due to technical difficulties the meeting was called into recess and open session resumed)

The Board discussed energy neutrality and asked clarifying questions regarding power generation, organic waste receiving costs, and related revenue generated from power. The Board congratulated the engineering team on their great work.

8. FY25 Parking Lot Rehabilitation Project – Construction Contract Award **00:30:14**

GM Dow informed the board of the lowest bid provided by E.E Gilbert Construction for \$303,555 and then provided a funding update for the Parking Lot Rehabilitation project.

ACTION:	Commissioner Kelly moved to approve Award the construction contract for the FY25 Parking Lot Rehabilitation Project to E.E. Gilbert Construction for \$303,555, and authorize the General Manager to execute the contract agreement; second, Commissioner Bushey.	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Bushey, Kelly, Sylla, Zahradnik
	NAYS:	None
	ABSTAIN:	None

9. Item 9 Moved to after Closed Session **00:32:22**

10. January 2025 Informational Items **00:32:23**

This item was informational, no action was taken.

Comments from the Public

There were no comments from members of the public.

11. North Bay Watershed Association (NBWA) Report **00:32:34**

Michael Boorstein provided four presentation handouts from the February 7, 2025, NBWA Board meeting and discussed the upcoming air regulations for vehicles and Vector trucks.

12. Oral Reports by Commissioners **00:38:15**

Commissioner Kelly discussed winter rain fall for Ross Valley, and that RVSD received more rain than other JPA districts.

13. Oral Reports by General Manager **00:38:53**

GM Dow referred to his handout and reported:

- Summary of Ad Hoc SRSD Contract Development expenses.
- Agency received the regional award for Treatment Plant of the year and is ranked top 3 in the state. CWEA leadership representatives toured CMSA on February 6, 2025.
- Agency submitted a reimbursement application to the IRS for the cogeneration system installation project expenses under the Inflation Reduction Act. Direct payment maybe delayed, due to the recently signed Presidential Executive Orders.

14. Adjourned to Closed Session – Conference with Legal Counsel – Anticipated Litigation 00:43:11

15. Reconvened in Open Session 00:45:36

No reportable actions.

9 . Hydrogen Peroxide Facility Relocation Feasibility Study 00:45:41

GM Dow reviewed the hydrogen peroxide dosing action plan from August 2024. He reviewed the feasibility study proposal from Carollo Engineers to relocate the San Quentin hydrogen peroxide facility to Agency property and options to feed the hydrogen peroxide to the Ross Valley interceptor. He stated the Oak Hill apartment developer was still offering to pay for the half the study which costs \$49,666.

Comments from the Public

There were no comments from members of the public.

ACTION:	Commissioner Bushey moved to approve hiring Carollo Engineers to perform a feasibility study to relocate the San Quentin hydrogen peroxide facility to CMSA, and provide direction to the General Manager, as appropriate; second, Commissioner Zahradnik.	
DIRECTION:	None	
VOTE:	The item was passed unanimously.	
	AYES:	Beckman, Bushey, Kelly, Sylla, Zahradnik
	NAYS:	None
	ABSTAIN:	None

17. Open Period for Public Participation 00:46:47

Mary Stompe spoke regarding the Oak Hill Housing project noting project costs, operating costs, and the funding short falls that would be back stopped by the county and schools.

18. Next Scheduled Meeting 00:50:04

The Board has scheduled a Regular meeting for March 11, 2025 at 6:00 p.m.

Chair Beckman adjourned the meeting at 7:32 p.m.

Respectfully submitted,

Tiffany Elam, Recording Secretary

Mary Sylla, Secretary

TREASURER'S REPORT
As of the Month Ended February 28, 2025

6b

Description	Account Type	Book Value	Market Value (1)	% Portfolio	Budget / Proj Year End
Cash and Investments:					
WestAmerica Bank (See Schedule 1 for Account Activity)	Operating Acct	\$ 1,166,500.62	\$ 1,166,500.62		
US Bank 2015 & 2020 Revenue Bonds (Restricted)	Debt Serv Acct	558,474.56	558,474.56		
US Bank 2022 Pension Oblig Bonds (Restricted)	Debt Serv Acct	150,331.25	150,331.25		
Keenan Benefit Trust (Restricted)	Pension Stab Trust	957,254.31	957,254.31		
CAMP Cash Reserve Pool: 4.51%	Investment Acct	433,996.95	433,996.95		
Local Agency Investment Fund (LAIF): 4.333%	Investment Acct	22,182,305.61	22,182,305.61		
Total cash and investments		\$ 25,448,863.30	\$ 25,448,863.30	100.0%	
Designations of Cash and Investments:					
Current Operating Fund (2)		2,948,369.50	2,948,369.50	11.6%	
Debt Service Accounts (Restricted)		708,805.81	708,805.81	2.8%	
Employee Benefit Trust (Restricted)		957,254.31	957,254.31	3.8%	
Capital Reserves (Restricted) (3) - See Schedule 2		1,254,730.30	1,254,730.30	4.9%	1,125,100
Operating Reserve (Unrestricted) (4)		4,302,500.00	4,302,500.00	16.9%	4,302,500
Capital Reserves (Unrestricted) (5) - See Schedule 2		14,777,203.38	14,777,203.38	58.1%	7,477,169
Contingency and Emergency Reserve (Unrestricted)		500,000.00	500,000.00	2.0%	500,000
Total designations of cash and investments		\$ 25,448,863.30	\$ 25,448,863.30	100.0%	

NOTES:

- (1) Market values are per the fiscal agent's respective monthly statements
- (2) Current operating fund is the residual of the other designations
- (3) Includes capacity charges and debt service coverage
- (4) Operating reserves calculated at 25% operating budget
- (5) Includes capital fee

Statement of Compliance

The above portfolio of investments is in compliance with the Agency's investments policy, adopted annually, and California Code Section 53601, authorized investments, and 53646, investments policy. In addition, the Agency does have the financial ability to meet its cash flow requirements for the next six months.



Corey Spray, CRA
Administrative Services Manager

Central Marin Sanitation Agency
Schedule 1 - Operating Account Activity Schedule
For the Month of February 2025

Beginning Balance at February 1, 2025	\$ 2,880,532.12
JPA Service Charges (FY25 Q3: RVSD)	1,821,376.12
Debt Service Charges (FY25 Final payment: RVSD)	298,335.83
Capacity Charges from RVSD: (1 SFD, 184 FU)	98,268.16
Capacity Charges from SD#2: (10 FU)	4,913.40
Permit and Inspection Fees	4,740.68
Laboratory Services (Verily Life Sciences <January>)	750.00
LGVSD - FOG & Pollution Prevention (FY25 2Q Oct-Dec)	5,393.93
RVSD - FOG Program (FY25 2Q Oct-Dec)	4,066.20
SRSD - FOG Program (FY25 2Q Oct-Dec)	7,057.32
TCSD - FOG Program (FY25 2Q Oct-Dec)	265.81
SD#2 FOG Program (FY25 2Q Oct-Dec)	1,336.16
Almonte FOG Program (FY25 2Q Oct-Dec)	385.96
Mercury Reduction Program (NSD: FY24 2Q: Oct-Dec)	4,158.72
Revenue from Septage Haulers & RVs	20,170.04
Revenue from Organic Waste Programs	19,238.05
SQSP Wastewater Services Contract (FY25 November & December)	275,983.36
Marin Airporter Property Use (FY25 February)	6,125.25
Marin Clean Energy electricity generation (FY25 December)	5,337.86
Revenue from SRSD Contract Development	5,335.26
Interest Income: Westamerica Bank Sweep Account	1,610.67
Employee reimbursement(s): CASA conference	286.82
Vendor Reimbursements: CSRMA Health & Wellness Program, CSRMA Workers' Comp	3,730.65
Bank reconciliation prior period posting adjustment	325.00
Voided check(s)	300.00
Total Cash Receipts	\$ 2,589,491.25
 <i><u>Cash Disbursements (Withdrawals from Westamerica):</u></i>	
February 2025 Operating account disbursements register (see Schedule 1a)	\$ 1,192,893.24
Regular Payroll paid 02/07/25	164,359.47
Regular Payroll paid 02/13/25	807.18
Regular Payroll paid 02/20/25	166,626.61
Board compensation reported as full stipend on Disbursement Register (paid February payroll)	(1,800.00)
Transfers to EFTPS Federal Payroll Taxes (02/07, 02/13, 02/20)	81,222.35
Transfers to LAIF	2,000,000.00
Transfers to US Bank (Debt Service & Public Obligation Bond payments due 03/01/25)	698,359.04
February bank reconciliation adjustment	328.00
Bank and Credit Card Fees	726.86
Total Cash Disbursements	\$ 4,303,522.75
Ending balance at February 28, 2025	\$ 1,166,500.62

Central Marin Sanitation Agency
Schedule 1a - Operating Account Disbursements Register
For the Month of February 2025

Number	Date	Vendor/Payee	Amount	Description
2026431				Last check from prior month's register
2026432	01/02/2025	Byron Jones	185.08	Reimbursement for monthly retiree health benefits
2026433	01/02/2025	Phillip Frye	185.08	Reimbursement for monthly retiree health benefits
2026434	02/04/2025	Armer/Norman & Associates	512.00	Underground Storage Tank - 6 month secondary containment testing
2026435	02/04/2025	Dee Consultants LLC	6,781.50	Prof Svcs: CM - Grit Classifier Replacement Project (TO#14), November-December 2024 (Final)
2026436	02/04/2025	Huber Technology, Inc.	1,599.31	OWRF strain press moisture sensor
2026437	02/04/2025	PlanetBids, LLC	6,257.25	Web based bid management system; CY 2025 fee
2026438	02/04/2025	R&S Erection of Santa Rosa Inc	5,000.00	SBS roll-up door operator
2026439	02/04/2025	State Water Resources Control Board	1,873.00	Annual stormwater permit fee
2026440	02/04/2025	TEC Associates Inc	1,129.65	Digester H2S sensor
2026441	02/04/2025	VWR International	505.73	Microbiological media
2026442	02/07/2025	California State Disbursement	348.92	Garnishment for pay date 02/01/2025
2026443	02/07/2025	California State Disbursement	685.50	Garnishment for pay date 02/01/2025
2026444	02/07/2025	Airgas USA, LLC	498.86	Welding wire and reamers
2026445	02/07/2025	Aquatic Informatics Inc	6,700.10	WIMS basic support interface, SQL server support; annual fee
2026446	02/07/2025	AT&T Corp	187.83	Monthly internet fee, December 2024
2026447	02/07/2025	Automation Direct Co., Inc.	674.62	Communication cable (2 invoices)
2026448	02/07/2025	Black & Veatch	90,365.25	Prof Svcs: Design - Centrifuge Dewatering Improvements Project, 11/30-01/03/2025 (Payment #17)
2026449	02/07/2025	BWS Distributors, Inc.	743.34	Calibration gas, confined space davit and davit arm device receiver (2 invoices)
2026450	02/07/2025	Caltest Analytical Laboratory	5,497.00	NPDES permit monitoring analysis and Source Control monitoring analysis (4 invoices)
2026451	02/07/2025	Constellation Energy Corporation	1,332.66	Natural gas supply, December 2024
2026452	02/07/2025	CWEA TCP	239.00	CWEA membership renewal (1 employee)
2026453	02/07/2025	Federal Express	3.48	Shipping cost
2026454	02/07/2025	Goldstreet Design Agency Inc	720.00	Public Ed Program: Website hosting (note B)
2026455	02/07/2025	Grainger	161.92	Countersink drill bits, and PVC coupling, wedge anchor and elbow (2 invoices)
2026456	02/07/2025	Hach Company	2,732.57	Probes, Chlorine, Ammonia CAL monitoring kits (4 invoices)
2026457	02/07/2025	Hagel Supply Co.	817.19	Janitorial supplies
2026458	02/07/2025	Home Depot Credit Services	907.03	Electrical plug and weed killer (3 invoices)
2026459	02/07/2025	Huber Technology, Inc.	90,713.44	10% of PO total for Grit washers with control pannel, spart parts, freight and startup services, Invoice #1
2026460	02/07/2025	Idexx Distribution Inc	2,760.58	Enterolert
2026461	02/07/2025	Inductive Automation	1,181.12	SCADA voice alarm module
2026462	02/07/2025	Kennedy/Jenks Consultants Inc	19,067.10	Facility structures seismic study, December 2024 (invoice #2)
2026463	02/07/2025	Marin Resource Recovery Center	100.00	Trash disposal (1 invoice)
2026464	02/07/2025	Mesa Intl Technologies, Inc	1,637.10	Calibration gas
2026465	02/07/2025	Motion Industries, Inc.	1,348.56	Radiator fan parts, bearings and die grinder tool (3 invoices)
2026466	02/07/2025	New Pig Corporation	1,483.59	Spill blocker mat
2026467	02/07/2025	Northeast-Western	43,157.08	LTSA Jenbacher preventive maintenance, December 2024, and pre-cooler exhaust heat exchanger (2 invoices)
2026468	02/07/2025	PG&E	10,861.18	Electricity service, 12/13/2024-01/13/2025 (2 Invoices)
2026469	02/07/2025	Platt	258.49	Electrical position switch
2026470	02/07/2025	Progent Corporation	99.95	IT support, January 2025
2026471	02/07/2025	Reinholdt Engineering Construction	500.00	Monthly underground storage tank inspection, January 2025
2026472	02/07/2025	Rock Steady Juggling	1,500.00	Public Ed Program: Presentations at one school (Note B)
2026473	02/07/2025	Sentry	1,280.00	Sentry subscription for aeration basin #2 (invoice #3)
2026474	02/07/2025	Sta-Clean Services Inc	3,800.00	Janitorial service, January 2025
2026475	02/07/2025	Super Bright Leds, Inc	2,615.30	LED tube light, explosion proof light (2 invoices)
2026476	02/07/2025	Synagro West, Inc.	18,120.00	Biosolids hauling, November 2024
2026477	02/07/2025	Thatcher Company of California, Inc.	17,183.14	Sodium Bisulfite (1 delivery)
2026478	02/07/2025	Tidal Marine Construction Inc	27,442.00	Release of retention payment for outfall interior solids removal project
2026479	02/07/2025	UBEO Business Services	3,310.27	Usage payment for three printer/copiers, 01/20-02/20/2025

Central Marin Sanitation Agency
Schedule 1a - Operating Account Disbursements Register
For the Month of February 2025

Number	Date	Vendor/Payee	Amount	Description
2026480	02/07/2025	USP Technologies	27,522.75	Hydrogen Peroxide (2 invoices)
2026481	02/07/2025	Univar USA Inc	17,410.57	Sodium Hypochlorite (1 deliveries)
2026482	02/07/2025	VWR International	1,990.16	Syringe filter, glass fiber filter (2 invoices)
2026483	02/07/2025	Waste Management	14,117.03	Biosolids disposal, December 2024
2026484	02/07/2025	EDIS	925.00	Dental replenishment and monthly fee, January 2024
2026485-2026515)	02/07/2025	32 Employees	2,925.00	Safety Incentive Program Awards
2026516	02/11/2025	Brian Carr	427.00	Employee Per Diem: CWEA Annual Conference
2026517	02/11/2025	James Clark	427.00	Employee Per Diem: CWEA Annual Conference
2026518	02/11/2025	Joyce Cheung	338.00	Employee Per Diem: CWEA Annual Conference
2026519	02/11/2025	RSG Inc.	10,920.00	Prov Svcs: Examine JPA organization (2 invoices)
2026520	02/11/2025	Sean Clementz	427.00	Employee Per Diem: CWEA Annual Conference
2026521	02/11/2025	Tony Drady	402.00	Employee Per Diem: CWEA Annual Conference
2026522	02/12/2025	State Water Resources Ctrl Brd	128.00	Operator-in-training application fee
2026523	02/18/2025	Allied Fluid Products Corp	52.31	14" ring gasket
2026524	02/18/2025	AT&T Corp	187.83	Monthly internet fee, January 2025
2026525	02/18/2025	Blue Sky Environment, Inc.	12,160.00	Annual emissions source test for Waukesha system
2026526	02/18/2025	California Air Resource Board (CARB/PERP)	110.00	Portable Equipment Program registration fee
2026527	02/18/2025	Comcast	224.11	Internet service back-up, 02/04-03/03/2025
2026528	02/18/2025	Endress + Hauser, Inc	1,239.84	Process waste sump level sensor
2026529	02/18/2025	Evoqua Water Tech LLC	414.48	D1 water tank rental
2026530	02/18/2025	Fastenal Company	725.90	Vending machine replenishment
2026531	02/18/2025	Frank A. Olsen Co	4,108.58	Diffuser check valve and knife gate
2026532	02/18/2025	Golden State Lumber	52.63	1 sheet of plywood, and framing tek screw
2026533	02/18/2025	Hach Company	787.89	Titration supplies
2026534	02/18/2025	Hagel Supply Co.	132.50	Janitorial supplies
2026535	02/18/2025	Halliday Products	108.00	Trailer latches
2026536	02/18/2025	Harrington Industrial Plastics	2,819.63	SD2 meter vault and actuator mounting kit (note B), odor scrubber impeller (5 invoices)
2026537	02/18/2025	Idexx Distribution Inc	2,854.67	Enterococci, quanti-tray disposables, and media plates for HPC testing (3 invoices)
2026538	02/18/2025	JM Squared & Associates, Inc.	43,059.75	Secondary tank drain pump
2026539	02/18/2025	Kemira	17,408.42	Ferric Chloride (1 delivery)
2026540	02/18/2025	Kone Inc	405.42	Elevator monthly maintenance, July 2024 and January 2025 (2 invoices)
2026541	02/18/2025	Konecranes, Inc.	2,255.00	Extension crane & hoist quarterly inspection
2026542	02/18/2025	Lystek International LTD	16,944.56	Biosolids beneficial reuse fee, January 2025
2026543	02/18/2025	Marin Sanitary Service - 0000901	400.00	Shredding, January 2025
2026544	02/18/2025	Marin Sanitary Service - 0004321	1,178.26	Recycling disposal, January 2025
2026545	02/18/2025	Marin Sanitary Service - 0027511	5,193.50	Grit box disposal, January 2025
2026546	02/18/2025	Marin Water	51.75	Water service, 10/15/2024-12/10/2024
2026547	02/18/2025	McMaster-Carr Supply Co.	2,520.49	Paint, welding, lab and stock supplies. SD2 exhaust pipe (note B). December-January, 2025
2026548	02/18/2025	Medical Center of Marin	215.00	Pre-employment testing (1 new employee)
2026549	02/18/2025	Misco Water	14,337.86	OWRF replacement hoses and lubricant
2026550	02/18/2025	Pace Supply Corp.	73.25	Isolation valve and water (2 invoices)
2026551	02/18/2025	PG&E	1,244.06	Natural gas supply, January 2025
2026552	02/18/2025	PG&E Non-Energy Collection Unit	160.15	Renewable energy expansion, January 2025
2026553	02/18/2025	Thatcher Company of California, Inc.	16,825.14	Sodium Bisulfite (2 deliveries)
2026554	02/18/2025	Univar USA Inc	50,308.68	Sodium Hypochlorite (3 deliveries)
2026555	02/18/2025	USP Technologies	13,945.83	Hydrogen Peroxide (2 invoices)
2026556	02/18/2025	VWR International	1,401.79	Lithium Chloride, microbiological media, 10 ml tubes, nitrile gloves, gram stain, and decolorizer (8 invoices)
2026557	02/18/2025	Waste Management	15,251.55	Biosolids disposal, January 2025
2026558	02/18/2025	Western Exterminator Co.,Inc.	288.68	Pest control, January 2025

Central Marin Sanitation Agency
Schedule 1a - Operating Account Disbursements Register
For the Month of February 2025

Number	Date	Vendor/Payee	Amount	Description
2026559	02/18/2025	VOID	-	VOID
2026560	02/18/2025	Jason Dow	414.50	Employee Per Diem: Washington, DC CASA Policy Forum
2026561	02/21/2025	California State Disbursement	348.92	Garnishment for pay date 02/21/2025
2026562	02/21/2025	California State Disbursement	685.50	Garnishment for pay date 02/21/2025
2026563	02/26/2025	Aleshire & Wynder LLP	1,012.50	Legal Services: Employment Law, January 2025
2026564	02/26/2025	Bay City Equipment Industries	2,102.14	SQPS generator trouble shooting (note B)
2026565	02/26/2025	BWS Distributors, Inc.	7,786.48	SQPS air monitoring system replacement (note B), self-retracting lanyard (2 invoices)
2026566	02/26/2025	Caltest Analytical Laboratory	482.60	Stormwater monitoring analysis
2026567	02/26/2025	CDW Government, Inc.	1,946.74	Adobe subscription renewal
2026568	02/26/2025	ChemStation of Northern Cal.	4,001.39	Masking agent for odor control
2026569	02/26/2025	Downey Brand LLP	324.00	Legal Services: Real Estate Law, January 2025
2026570	02/26/2025	Environmental Express Inc.	1,620.38	Disposable BOD analysis bottles (3 invoices)
2026571	02/26/2025	Evoqua Water Tech LLC	910.00	D1 water tank maintenance (2 invoice)
2026572	02/26/2025	Fisher Scientific	193.87	Sulfuric Acid
2026573	02/26/2025	Give Me Five LLC	11,744.38	Public Ed Program: 1000 pieces reversible mouse (Note B)
2026574	02/26/2025	Grainger	4,607.33	SD2 safety sign and electrical coupler (note B), SQPS UPS battery (note B), Raingear, disposable respirator, lubricants, cartridge filter, ear plugs, label tape, welding supplies, pipe adaptors, centrifuge pressure switch, scraper tools, pipe fittings, batteries for stock (24 invoices)
2026575	02/26/2025	Hach Company	2,657.40	COD vials, salt bridge solutions, BOD innoculum, BOD dilution, Chlorine (5 invoices)
2026576	02/26/2025	Haget Supply Co.	261.52	Janitorial supplies
2026577	02/26/2025	HILTI INC.	6,111.59	Core drill
2026578	02/26/2025	Home Depot Credit Services	210.94	Drywall and screws, outlet and hardware, lumber post (5 invoices)
2026579	02/26/2025	Instrumart	2,623.57	SD2 level transducers (note B)
2026580	02/26/2025	Jackson's Hardware	363.71	Tie wire, boots, drain cleaner (3 invoices)
2026581	02/26/2025	JM Squared & Associates, Inc.	1,148.06	SD2 pump impeller, washer, bolt and seat kit (note B)
2026582	02/26/2025	Justifacts Credential	139.18	Pre-employment testing (1 new employee)
2026583	02/26/2025	Kemira	17,116.28	Ferric Chloride (1 delivery)
2026584	02/26/2025	Ken Grady Co., Inc.	481.15	CL2 electrolyte
2026585	02/26/2025	Kennedy/Jenks Consultants Inc	2,652.00	Facility structures seismic study, January 2025, Invoice #3
2026586	02/26/2025	Linde Gas and Equipment	453.94	Helium
2026587	02/26/2025	Marin Color Service	487.17	Paint supplies (3 invoices)
2026588	02/26/2025	Marin Independent Journal	199.40	Advertisement for public bid notice for Coating Project, CN 25-26
2026589	02/26/2025	Marin Resource Recovery Center	50.00	Trash disposal (1 invoice)
2026590	02/26/2025	Marin Water	4,446.88	Water service (4 invoices), 12/11-02/11/2025
2026591	02/26/2025	Mike Silva	250.00	Employee reimbursement: Safety boots
2026592	02/26/2025	Motion Industries, Inc.	303.17	Chemical hose
2026593	02/26/2025	PG&E Non-Energy Collection Unit	160.15	Renewable energy expansion, February 2025
2026594	02/26/2025	Robert Stiles	48.00	Employee Per Diem: Basic Electricity course
2026595	02/26/2025	Aurora Alexander	25.00	Employee overtime meal allowance
2026596	02/26/2025	California Special District	2,300.00	Annual membership fee
2026597	02/26/2025	Prudential Overall Supply	8,268.65	Uniforms, December 2024-January 2025, and jackets and sweatshirts (5 invoices)
2026598	02/26/2025	Rexel	477.82	SD2 electrical outlet and conduit coupling (note B) (2 invoices)
2026599	02/26/2025	Teledyne Instruments Inc	3,875.10	Sampler battery
2026600	02/26/2025	Thatcher Company of California, Inc.	8,591.57	Sodium Bisulfite (1 delivery)
2026601	02/26/2025	Uline	743.72	Pallet truck, and marking paint (2 invoices)
2026602	02/26/2025	Univar USA Inc	51,829.06	Sodium Hypochlorite (3 deliveries)
2026603	02/26/2025	USP Technologies	7,439.11	Half order of Hydrogen Peroxide (2 invoices)
2026604	02/26/2025	VWR International	1,947.56	Laboratory supplies: glassware, deionized water, bottles, nutrient agar, tryptic soy broth, pyrex cylinders (10 invoices)
2026605	02/26/2025	Water Components & Bldg. Supp.	258.88	PVC pipe fittings and caps (2 invoices)

Central Marin Sanitation Agency
Schedule 1a - Operating Account Disbursements Register
For the Month of February 2025

Number	Date	Vendor/Payee	Amount	Description
TOTAL - CHECKS			856,571.10	

Payments by ACH:

Date	Vendor/Payee	Amount	Description
02/27/2025	Amazon	20.65	PC video cable
02/04/2025	Cal Public Medical	94,137.68	Medical insurance for February 2025
02/11/2025	Cal-Card	7,187.86	State of California purchase card for December-January 2024
02/07/2025	CalPERS	48,223.17	Retirement pension contribution: Agency and employees, PPE 02/01/2025 (Note C)
02/21/2025	CalPERS	47,620.34	Retirement pension contribution: Agency and employees, PPE 02/15/2025 (Note C)
02/10/2025	Carollo Engineers, Inc.	15,283.00	Prof Svcs: Design - Grit Classifiers Replacement Project (payment #16)
02/07/2025	Employment Development Department	15,636.88	State and SDI Taxes, PPE 02/01/2025
02/13/2025	Employment Development Department	17.09	State and SDI Taxes, PPE 02/13/2025
02/21/2025	Employment Development Department	15,712.58	State and SDI Taxes, PPE 02/15/2025
02/19/2025	IEDA, Inc.	994.52	Labor relations consulting, February 2025
02/06/2025	Lincoln Financial Group	3,021.33	Life insurance, February 2025
02/07/2025	MissionSquare Retirement Trust-457	1,550.00	Deferred compensation contributions, PPE 02/01/2025 (Note A)
02/21/2025	MissionSquare Retirement Trust-457	1,550.00	Deferred compensation contributions, PPE 02/15/2025 (Note A)
02/07/2025	Nationwide Retirement	31,004.34	Deferred compensation contributions, PPE 02/01/2025 (Note A)
02/21/2025	Nationwide Retirement	31,505.88	Deferred compensation contributions, PPE 02/15/2025 (Note A)
02/19/2025	Navia Benefit Solutions	878.00	Annual participant fee, plan year fee and monthly minimum fee
02/07/2025	Navia Benefit Solutions	665.45	Flexible spending account, PPE 02/01/2025
02/21/2025	Navia Benefit Solutions	782.76	Flexible spending account, PPE 02/15/2025
02/27/2025	Public Agency Retirement Svcs	789.52	ARS PARS fees
02/07/2025	Public Agency Retirement Svcs	94.82	Retirement pension contribution: Part-time employees, PPE 02/01/2025
02/13/2025	Public Agency Retirement Svcs	67.50	Retirement pension contribution: Part-time employees, PPE 02/13/2025
02/21/2025	Public Agency Retirement Svcs	285.28	Retirement pension contribution: Part-time employees, PPE 02/15/2025
02/02/2025	Retiree Medical Benefits	13,357.05	Reimbursement for retiree health benefits, February 2024
02/07/2025	SEIU Local 1021	1,175.45	Union dues, PPE 02/01/2025
02/21/2025	SEIU Local 1021	1,175.45	Union dues, PPE 02/15/2025
02/11/2025	Vision Service Plan (CA)	1,785.54	Vision insurance, January 2025
TOTAL - ACH		334,522.14	

Board Member Compensation:

Date	Vendor/Payee	Amount	Description
02/21/2025	Eli Beckman	225.00	Stipend for 02/11/25 CMSA Commission Meeting
02/12/2025	Michael Boorstein	900.00	Stipend for 02/07/25, 12/06/24, 11/08/24 and 08/30/24 NBWA Board Meetings
02/21/2025	Maribeth Bushey	225.00	Stipend for 02/11/25 CMSA Commission Meeting
02/21/2025	Doug Kelly	225.00	Stipend for 02/11/25 CMSA Commission Meeting
02/21/2025	Mary Sylla	225.00	Stipend for 02/11/25 CMSA Commission Meeting
TOTAL - BOARD MEMBER COMPENSATION		1,800.00	

GRAND TOTAL	1,192,893.24
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Notes:

- A: Not an Agency Expense. Expense funded through Payroll deduction.
- B: Not an Agency Expense. CMSA will be reimbursed for this expense.
- C: CMSA is partially reimbursed for this expense per Employee Labor Agreements.

**CENTRAL MARIN SANITATION AGENCY
SCHEDULE 2 - CAPITAL RESERVES ACTIVITY SCHEDULE**

Year-to-Date as of the Month Ended February 28, 2025

	Monthly Amounts Received (Used)	YTD Amounts Received (Used)
Restricted Capital Reserves Sources and Uses	<u> </u>	<u> </u>
Capacity charges revenue	\$ 103,182	\$ 478,843
Debt coverage collection revenue	72,401	1,099,604
Total restricted capital reserve funding sources	<u>175,582</u>	<u>1,578,447</u>
Capacity charges usage for capital (1st)	(45,952)	(421,613)
Debt coverage usage for capital (2nd)	-	(1,027,355)
Total restricted capital reserve uses	<u>(45,952)</u>	<u>(1,448,969)</u>
Net change		129,478
Balance - beg of year		1,125,252
Balance - end of month/year		<u>\$ 1,254,730</u>
Unrestricted Capital Reserves Sources and Uses		
Capital fee revenue	\$ -	\$ 988,035
Cal Recycle grant proceeds received	-	761,195
Unrestricted operating-reserve-transfer-in	-	-
Total unrestricted capital reserve funding sources	<u>-</u>	<u>1,749,230</u>
Capital fee usage to fund CIP (3rd)	-	(642,550)
Unrestricted capital reserve draw (4th)	-	(430,955)
Unrestricted operating-reserve-transfer-out	-	(1,000,000)
Total unrestricted capital reserve uses	<u>-</u>	<u>(2,073,505)</u>
Net change		(324,275)
Balance - beg of year		15,101,478
Balance - end of year		<u>\$ 14,777,203</u>
Total capital reserve balances		<u>\$ 16,031,934</u>
Total approved CIP budget		\$ 10,434,562
Total CIP funded from capital reserve sources		<u>(2,522,474)</u>
Total approved capital budget remaining		<u>\$ 7,912,088</u>



BOARD MEMORANDUM

March 6, 2025

To: CMSA Commissioners and Alternates

From: Nicholas Talbot, Treatment Plant Manager

Approved: Jason Dow, General Manager

Subject: **February 2025 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report**

Recommendation: Accept the February 2025 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report.

I. NPDES Permit Compliance

NPDES permit testing for February demonstrated the treatment plant effluent was in compliance with all permit limits. The Monthly Compliance Summary Table shows the results by permitted parameter, the sample's frequency, the sample results, and the permit limit. CMSA's NPDES permit specifies monitoring the six-week rolling geometric mean of enterococcus bacteria which shall be calculated weekly. The rolling enterococcus geometric mean was 13.7 MPN, which is significantly lower than the permit limit of 255 MPN. The average ammonia concentration for the month was 17.3 mg/L, which is less than the monthly limit of 60 mg/L.

II. Influent and Effluent Flows

In January, 8.81 inches of rainfall was measured by the Agency's on-site rain gauge. This significant rainfall resulted in eight blending events totaling 113.69 million gallons, and the blended effluent remained in full compliance with all NPDES permit parameters. Table 1 summarizes CMSA's daily influent and effluent flows. Table 2 provides the daily average and total monthly influent flows for the CMSA treatment plant and its satellite collection agencies. Table 3 details the total and peak wet weather flows for the CMSA treatment plant and its satellite collection agencies.

Table 1: CMSA Influent and Effluent Flow Summary

Flow Location	Daily Maximum	Hourly Maximum	5 Minute Maximum	Daily Average
Influent	86.78 MG	111.38 MG	115.43 MG	24.12 MG
Effluent	84.83 MG	106.90 MG	110.34 MG	22.89 MG

Table 2: Satellite Collection Agency and Total Flow Summary

Flow Type	SRSD	RVSD	SD2	San Quentin	CMSA Totals
Average Daily (MGD)	9.23 MGD	11.83 MGD	2.18 MGD	0.88 MGD	24.12 MGD
Total for Month (MG)	258.48 MG	331.27 MG	60.96 MG	24.60 MG	675.31 MG
Percent of Flow	38.3%	49.1%	9.0%	3.6%	100%

Table 3: CMSA and Collection System Agency Wet Weather Flows

Wet Weather Flow	SRSD	RVSD	SD2	San Quentin	CMSA Totals
2/4 Total Day's Flow (MG)	34.82 MG	51.96 MG	7.22 MG	2.27 MG	86.78 MG
Peak Influent Flow Rate (MGD)	49.54 MGD	66.91 MGD	11.18 MGD	4.06 MGD	116.08 MGD

*The time for peak flows and maximum day's flow varies depending on an area's rainfall during the storm.

III. Treatment Process

In February, the treatment plant operated in wet weather mode. Notably, on February 4th, 3.45 inches of rain was recorded by the Agency's on-site gauge. A peak influent flow of 116 million gallons accompanied by a high tide required the Effluent Pump Station to be activated, running for 19 hours and 46 minutes, resulting in a total daily discharge flow of 86.78 million gallons. During a planned shutdown of the Jenbacher cogeneration engine, Operations provided training to newer staff on switching between Jenbacher and Waukesha cogeneration engines. Staff participated in the CWEA Plant of the Year – Medium Size evaluation and facility tour. Chlorine Contact Tank No. 3 was drained and cleaned for inspection by prospective coating contractors for upcoming summer work. The Organic Waste Receiving Facility Paddle Finisher was cleaned and isolated for a manufacturer inspection, with recommended replacement parts ordered. On February 12th, CMSA welcomed Evan Gilmore, Operator-In-Training, to the team!

The Mixed Liquor Suspended Solids inventory averaged 945 mg/l, which aligned with the target Mean Cell Residence Time of 3.0 days. The sludge volume index (SVI), which measures the secondary sludge settleability, averaged 117 mL/g, below the Agency's KPI of 175 mL/g.

Graph #4 shows the TSS, a good indicator of effluent quality. The TSS monthly average was 8.1 mg/l, which is 54.0% of the Agency's KPI of 15 mg/l and 27.0% of the permit's monthly average limit of 30 mg/l.

IV. Maintenance Activities

In February, the cogeneration system supplied 98.7% of the Agency's power, with MCE providing the remainder. Staff focused on preventive maintenance, preparation for wet weather events, and safety upgrades. Preventative maintenance included odor scrubber inspections, greasing grit pump motors, and servicing aeration blower motors. Preparation for wet weather included staging portable generators at pump stations, refueling generators, and hooking up a towable generator to the crane truck for quick deployment. Safety upgrades included replacing a lighting transformer and a four gas monitoring analyzer at the San Quentin Pump Station. Additionally, the Sanitation District No. 2 Meter Vault was upgraded to meet National Electrical Code Class 1, Division 1 standards. All lights, electrical components, and equipment in the vault are now intrinsically safe. Other maintenance repairs included replacing a failed centrifuge feed pump, primary sludge pump, and a grit pump motor, installing a new pressure switch on a primary sludge pump, installing a new air relief valve at Trailer Court pump station, and replacing an expansion joint on the Jenbacher cogeneration system.

Attachment:

- February 2025 NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report.

NPDES Permit Compliance, Treatment Process, and Maintenance Activities Report

February 2025

Replacement of Lighting Transformer at San Quentin Pump Station



Before



After

Sanitation District No. 2 Vault Upgrade to meet National Electrical Code Class 1, Division 1



Before



After

Monthly Compliance Summary Table
Central Marin Sanitation Agency
February, 2025
Final Effluent Monitoring

Parameter	Limit Type	NPDES Monitoring Frequency	CMSA Monitoring Frequency	Results	Units	Limit
Carbonaceous Biochemical Oxygen Demand (cBOD)	Weekly Maximum Average	1/Week	3/Week	9.0	mg/L	Maximum 40
	Monthly Average	1/Week	3/Week	5.3	mg/L	Maximum 25
cBOD Removal	Monthly Average	1/Week	3/Week	93	%	Minimum 85
Total Suspended Solids (TSS)	Weekly Maximum Average	2/Week	3/Week	12.4	mg/L	Maximum 45
	Monthly Average	2/Week	3/Week	8.1	mg/L	Maximum 30
TSS Removal	Monthly Average	2/Week	3/Week	95	%	Minimum 85
Chlorine Residual	Hourly Maximum	Continuous	Continuous	ND	mg/L	Maximum 0.56
Ammonia	Monthly Average	2/Month	1/Week	17.3	mg/L	Maximum 60
	Daily Maximum	2/Month	1/Week	28.8	mg/L	Maximum 120
pH	Instantaneous	Continuous	Continuous	6.4	SU	Minimum 6
	Instantaneous	Continuous	Continuous	7.6	SU	Maximum 9
Bacteriological Analysis						
Enterococcus	6-Week Geomean	2/Week	3/Week	13.7	MPN/100mL	Maximum 255
	10% Maximum	2/Week	3/Week	24.3	MPN/100mL	Maximum 1,055
Metals Analysis						
Copper	Daily Maximum	Monthly	Monthly	4.7	ug/L	Maximum 84
	Monthly Average	Monthly	Monthly	4.7	ug/L	Maximum 48
Cyanide	Daily Maximum	Monthly	Monthly	J1.2	ug/L	Maximum 37
	Monthly Average	Monthly	Monthly	J1.2	ug/L	Maximum 21
Semiannual and Quarterly Analysis						
Mercury	Weekly Average	Quarterly	Quarterly	0.0065	ug/L	Maximum 0.072
	Monthly Average	Quarterly	Quarterly	0.0065	ug/L	Maximum 0.066
	Annual Load	Quarterly	Quarterly	0.035	kg/yr	Maximum 0.11
Chronic Toxicity (EFF-002)	Pass/Fail	Semiannual	Semiannual	*	Pass/Fail	Pass Minimum
	Effect	Semiannual	Semiannual	*	%	50% Maximum
Chronic Toxicity (SUR-001)	Pass/Fail	Semiannual	Semiannual	*	Pass/Fail	Pass Minimum
	Effect	Semiannual	Semiannual	*	%	50% Maximum
Permit Analysis						
Dioxin - TEQ Sum	Daily Maximum	1/Permit	1/Permit	*	ug/L	Maximum 2.8E-08
	Monthly Average	1/Permit	1/Permit	*	ug/L	Maximum 1.4E-08
PCB Aroclor Sum	Sum	1/Permit	1/Permit	*	ug/L	Maximum 0.012

* Monitoring Not Required This Month ND = None Detected X = Data not available at report time J = Detected but not Quantified

Glossary of Terms

NPDES Permit Compliance Summary Table

- **Ammonia:** We analyze the final effluent for ammonia due to its toxicity to aquatic organisms and potential for providing nutrients to algae in the San Francisco Bay. The permit has a maximum daily limit of 110 mg/L and a monthly average limit of 60 mg/L.
- **Carbonaceous Biochemical Oxygen Demand (cBOD):** The amount of dissolved oxygen needed by microorganisms (biomass) to reduce organic material in the effluent. Effluent permit limits require removal of 85% influent cBOD, a monthly average of concentration of less than 25 mg/L cBOD and a weekly average concentration of less than 40 mg/L.
- **Chlorine Residual:** The secondary effluent is disinfected with hypochlorite (chlorine), and then the residual chlorine is neutralized with sodium bisulfite to protect the Bay environment. The final effluent chlorine residual hourly average limit is 0.56 mg/L, which is monitored continuously.
- **Chronic Bioassay:** A 7-day test of *Mysida* shrimp's exposure to final effluent in a static renewed tank to determine their survivability. The permit requires that we maintain a less than a 50 percent survival effect.
- **Copper:** Our permit requires monitoring of the final effluent for a variety of different metals and has limits for Copper and Mercury. The Copper monthly average limit is 48 ug/L, and the daily maximum limit is 84 ug/L. The remaining metals are monitored only.
- **Cyanide:** A byproduct of potential source control activities and is also a by-product of the disinfection process, and our permit requires monthly sampling and analysis. The Cyanide monthly average limit is 21 ug/L, and the daily maximum limit is 37 ug/L.
- **Dioxin:** Our permit requires monitoring of 17 dioxin-like compounds once per permit cycle. It has a limit for the weighted sum of these 17 dioxin compounds, referred to as the Dioxin Toxic Equivalency (TEQ). The Dioxin TEQ monthly average limit is 0.014 pg/L and daily maximum limit is 0.028 pg/L.
- **Enterococcus:** Enterococcus bacteria are the indicator organisms for the determination of the effectiveness of the disinfection process. The Enterococcus six-week rolling geometric mean limit is 255 MPN/100mL and the Enterococcus 10 percent monthly maximum limit is 1,055 MPN/100mL.
- **pH:** pH is a measurement of acidity, with pH 7.0 being neutral and higher pH values being basic and lower pH values being acidic. Our effluent pH must stay within the range of 6.0 to 9.0, which we monitor continuously.
- **Mercury:** Our permit requires monitoring of the final effluent for a variety of different metals, and has limits for Copper and Mercury. The Mercury monthly average limit is 0.066 ug/L, the weekly average limit is 0.072 ug/L, and the annual average loading limit is 0.11 kg/yr. The remaining metals are monitored only.
- **Total Suspended Solids (TSS):** Measurement of suspended solids in the effluent. Our permit requires removal at least 85% of the influent TSS, and that the effluent limit is less than 45 mg/L as a weekly average and less than 30 mg/L as a monthly average.

EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA

February 2025

The removal efficiencies shown are based on the monthly average of the following treatment processes that were in service.

PRIMARY CLARIFIER PERFORMANCE

Total Suspended Solids (TSS) in:	166.4	mg/l	<i>Expected removal efficiencies as outlined in Metcalf & Eddy Wastewater Engineering Manual.</i>
TSS out:	46.8	mg/l	
Percent Removal Achieved:	71.9	%	Design 50-70% Removal
Total Biochemical Oxygen Demand (BOD) in:	213.5	mg/l	
BOD out:	135.0	mg/l	
Percent Removal Achieved:	36.7		Design 25-40% Removal
Plant Influent Flows:	24.12	MGD	

SECONDARY SYSTEM PERFORMANCE

AERATION TANKS/ACTIVATED SLUDGE

Dissolved Oxygen set point:	2.3	mg/l
MLSS:	945	mg/l
MCRT:	3.0	Days
SVI:	118	

SECONDARY CLARIFIERS

WAS concentration:	5,665	mg/l
TSS out:	7.9	mg/l
Secondary System TSS Removal	83.2	%

FINAL EFFLUENT

Effluent TSS for the month:	8.1	mg/l	(Maximum Limit: 30mg/l)
Week #1 weekly average	6.5	mg/l	(Maximum Limit: 45mg/l)
Week #2 weekly average	12.4	mg/l	"
Week #3 weekly average	8.8	mg/l	"
Week #4 weekly average	4.5	mg/l	"
Monthly average TSS removal efficiency through the plant:	95.0	%	(Minimum Limit: 85%)

Effluent CBOD:	5.0	mg/l	(Maximum Limit: 25mg/l)
Week #1 weekly average	9.0	mg/l	(Maximum Limit: 40mg/l)
Week #2 weekly average	4.5	mg/l	"
Week #3 weekly average	4.0	mg/l	"
Week #4 weekly average	3.0	mg/l	"
Monthly average CBOD removal efficiency through the plant:	93.0	%	(Minimum Limit: 85%)

Disinfection Dosing Rate:	4.0	mg/l	monthly average
Ammonia Monthly Average:	25.6	mg/l	(Maximum 120)
Enterococcus six-week Geometric Mean:	13.7	MPN	(Maximum 255)
Enterococcus 10% Maximum:	24.3	MPN	(Maximum 1,055 MPN)
Effluent pH for the month:	Min	6.4	(Min 6.0)
	Max	7.6	(Max 9.0)

DIGESTER TREATMENT

Thickened Waste Concentration from the RDT:	6.08	%
Volatile Solids destroyed:	78.4	%
Cubic feet of biogas produced:	8,667,270 (Total)	309,545 (Daily Average)
Temperature of the digesters:	101.7	degrees Fahrenheit

EXECUTIVE SUMMARY PROCESS PERFORMANCE DATA
February 2025

The removal efficiencies shown are based on the monthly average of the following treatment processes that were in service.

DEWATERING

Centrifuge feed concentration:	2.6	%
Biosolids concentration:	26.3	%
TSS of the centrate:	178	mg/l
Centrifuge solids capture:	99.28	%
Polymer use per dry ton of biosolids:	18.41	#/dry ton
Polymer feed rate per run:	3.55	gpm
Concentration of the polymer batches:	0.328	%
Sludge feed rate per run:	50.9	gpm

Comments:

The treatment plant performed well, and all online equipment operated without incident.

Graph #1:

Depicts the total influent flow (from all collection agencies) entering the treatment plant.

The red graph line represents total influent flows; and the blue bars depict the CMSA rain gauge recordings for the month.

Graph #2:

Depicts individual collection agency flows.

The Y-axis is in the flow range of 0-50 MGD.

Graph #3:

Depicts the enterococcus most probable number (MPN) results which are an indication of the performance of the disinfection system.

On 2/12 during a blending event, a 920.8 MPN was recorded; however, the 6-week geometric mean of 13.7 MPN for the month remained below the Agency KPI of 35 MPN and permit limit of 255 MPN.,

Graph #4:

Depicts the total suspended solids in the effluent.

Our monthly average was 8.1 mg/l versus our KPI of 15 mg/l and NPDES permit monthly average limit of 30 mg/l. On 2/2 and 2/13 TSS was above the KPI of 15mg/L due to blending events.

Graph #5:

Depicts the effluent CBOD which is measuring the oxygen demand of the wastewater.

The effluent CBOD average was 5.0 mg/l, below our NPDES limits of 40 mg/l weekly and 25 mg/l for the month. The effluent CBOD remained below the Agency KPI of 15 mg/l for the entire month.

Graph #6:

Depicts the degree to which the biosolids have been dewatered.

Our biosolids % concentration met or exceeded our KPI of 25% for the entire month. Dewatering operations were not conducted on 2/2.

Graph #7:

Depicts the amount of biogas that is produced in the digesters, measured by a flow meter, and then used to produce electricity.

Biogas production averaged 309,545 cubic feet per day, above our monthly KPI of 200,000 cubic feet per day.

Graph #8:

This graph depicts the amount of energy produced through cogeneration versus the energy purchased from MCE for Agency operations, and the green line represents power exported to the grid. The Agency exported 78,019 kWh in February.

Glossary of Terms Process Performance Data Sheet

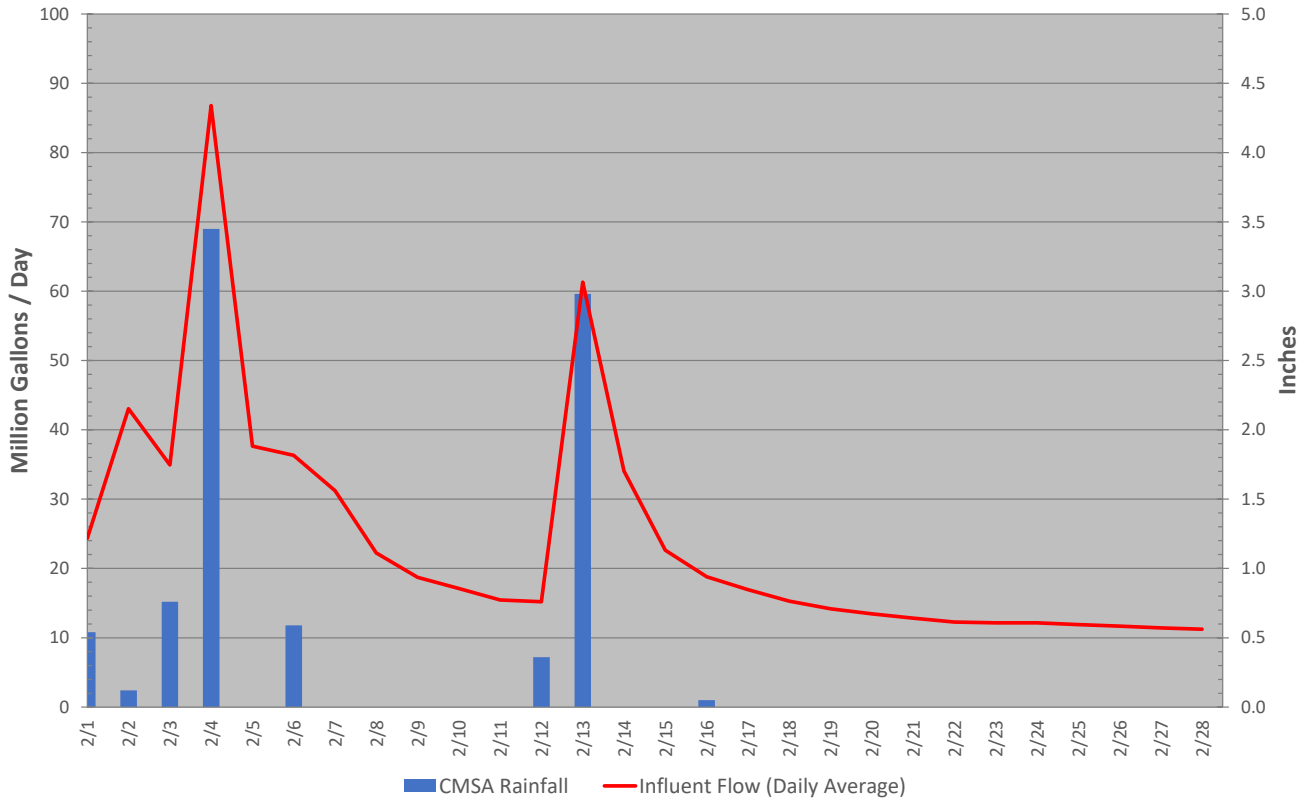
- **Aeration Tanks:** A biological process that takes place after the biotowers, where biomass (microorganisms) is mixed with the wastewater to feed on dissolved and suspended organic material. High speed blowers are used to provide compressed air to mix the tank contents.
- **Anaerobic Digesters:** In the anaerobic digestion process, organic material removed in the primary and secondary clarifiers is digested by anaerobic bacteria. The end products are methane, carbon dioxide, water, stabilized organic matter, and some inorganic material.
- **Biosolids:** Anaerobically digested solids that are removed from the two digesters, dewatered, and then beneficially reused. Beneficial reuse may include landfill alternate daily cover (ADC), land application in the summer as a soil amendment and fertilizer, or converted into a liquid fertilizer for agricultural applications.
- **Biotower:** A biological treatment process, occurring after the primary clarifiers and before the aeration tanks, in which the wastewater trickles over a biomass-covered media. The biomass feeds on the dissolved and suspended solids in the wastewater.
- **Centrifuge:** Process equipment used to dewater biosolids prior to beneficial reuse.
- **Cogeneration System:** A system comprised of a dual-fuel engine coupled to an electric generator that is used to produce energy to power the Agency facilities. Fuels the system uses are methane biogas produced in the anaerobic digesters and, when biogas is not available, purchased natural gas. As well as generating electricity, the system supplies heat for plant processes and building heating.
- **Chlorine Contact Tanks (CCTs):** The final treatment process is disinfection and de-chlorination. The CCTs allow contact time for injected chlorine solution to disinfect the wastewater. Sodium bisulfite, the de-chlorination chemical, is introduced at the end of the CCTs to neutralize any residual chlorine to protect the San Francisco Bay environment.
- **Rotary Drum Thickener (RDT):** Waste activated sludge removed from the secondary clarifiers is thickened in rotary drum thickeners before being transported to the anaerobic digesters. Thickening removes some of the sludge's water content, to decrease hydraulic loading to the digesters.
- **Final Effluent:** After all the treatment processes are completed, the final effluent is discharged into to central San Francisco Bay through a 10,000-foot-long deep-water outfall.
- **Mean Cell Residence Time (MCRT):** An expression of the average time that a microorganism will spend in the secondary treatment system.
- **Mixed Liquor Suspended Solids (MLSS):** The liquid in the aeration tanks is called MLSS and is a combination of water, solids, and microbes. Suspended solids in the MLSS measured in milligrams per liter (mg/l).

- **Most Probable Number (MPN):** Concentrations, or number of colonies, of total coliform bacteria are reported as the “most probable number.” The MPN is not the absolute count of the bacteria but a statistical estimate of their concentration.
- **Polymer:** Polymer is added to digested sludge prior to dewatering to improve solids coagulation and water separation.
- **Primary Clarifier:** A physical (as opposed to biological) treatment process where solids that settle or float are removed and sent to the digesters for further processing.
- **Return Activated Sludge (RAS):** The purpose of returning activated sludge (biomass) to the aeration tanks is to maintain a sufficient concentration of microbes to consume the wastewater’s dissolved solids.
- **Secondary Clarifiers:** Provides settling for the biomass after aeration. Most of the settled biomass is returned to the aeration tank as return activated sludge (RAS) and some is sent to the RDT unit as waste activated sludge.
- **Sludge Volume Index (SVI):** This is a calculation used to indicate the settling ability of the biomass in the secondary clarifiers.
- **Thickened Waste Activated Sludge (TWAS):** Waste activated sludge is thickened in the RDTs, and then the TWAS product is pumped to the digester for processing.
- **Volatile Solids:** Organic content of the wastewater suspended solids.
- **Waste Activated Sludge (WAS):** Biomass that is removed from the secondary clarifiers pumped to the RDTs for thickening.

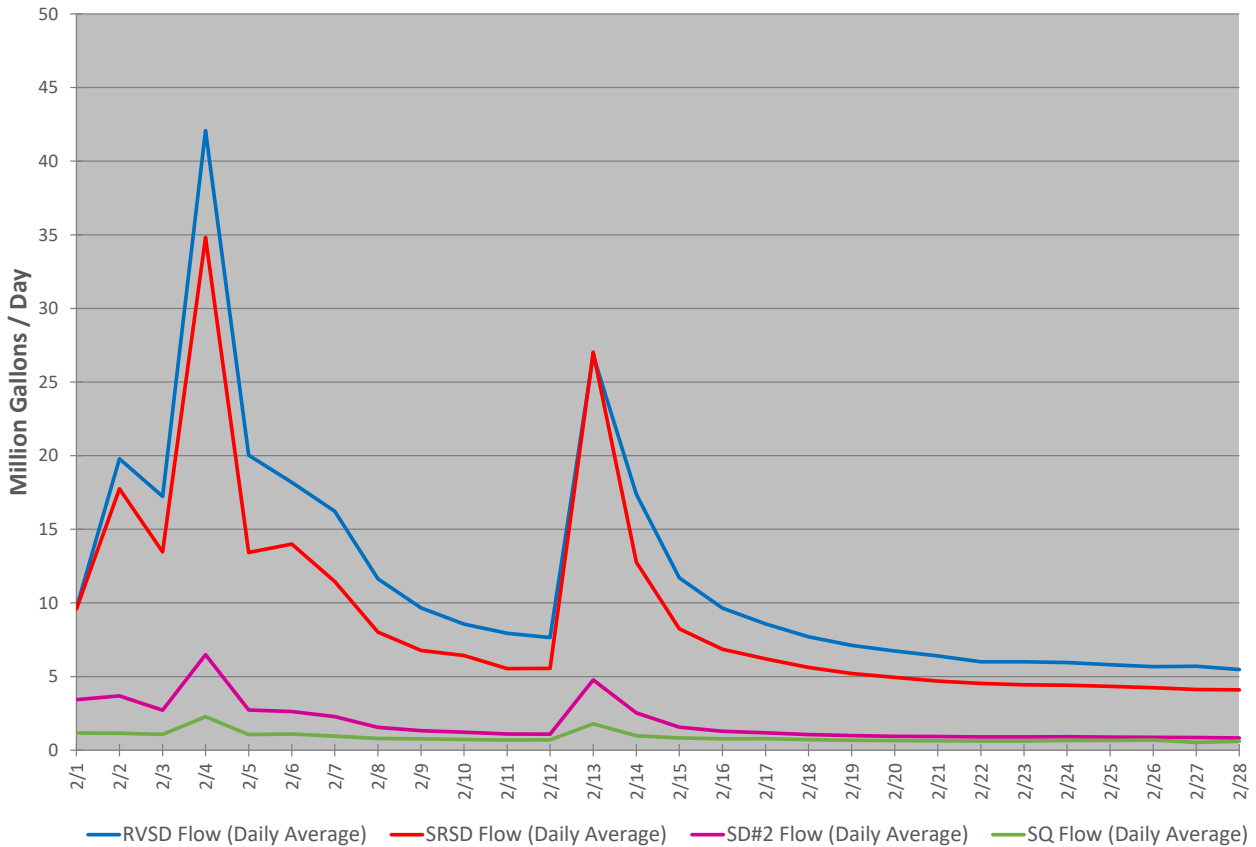
Units of Measurement

- kg/month (Kilograms per Month): 1 kilogram = 2.205 lbs.
- KPI (Key Performance Indicators): The Agency’s process performance goals.
- Kwh (Kilowatt Hours): A unit of electric power equal to using 1 Kw for 1 hour.
- Milligrams per Liter (mg/L): A measure of the concentration by weight of a substance per unit volume. For practical purposes, one mg/L is equal to one part per million (ppm).
- MPN/100mL (Most Probable Number per 100 milliliters): Statistical estimate of a number per 100 milliliters of a given solution.
- Percent by Mass (% by mass): A measure of the combined mass of a solute + solvent.
- Percent by Volume (% by vol): A measure of the volume of a solution.
- ug/L (Micrograms per Liter of Solution): Mass per unit volume.

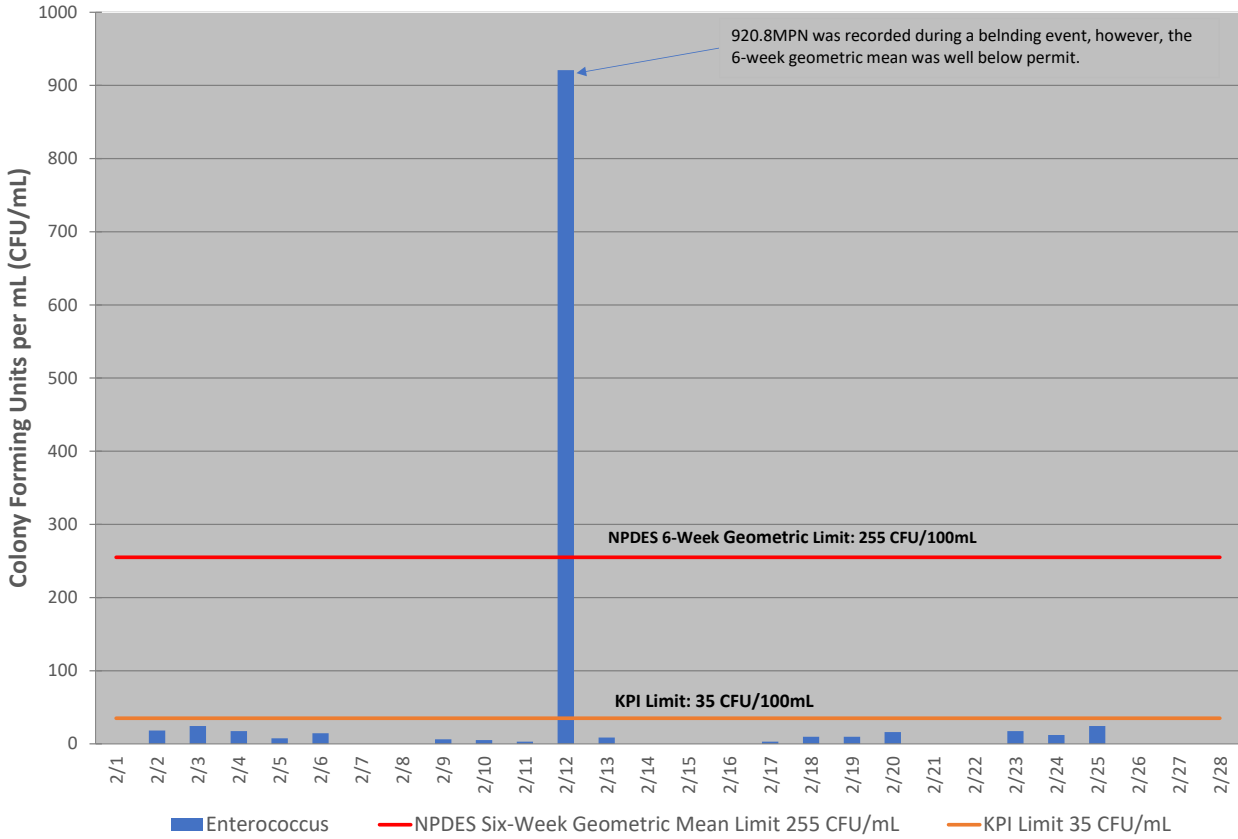
Graph #1: CMSA Influent Flow and Rainfall



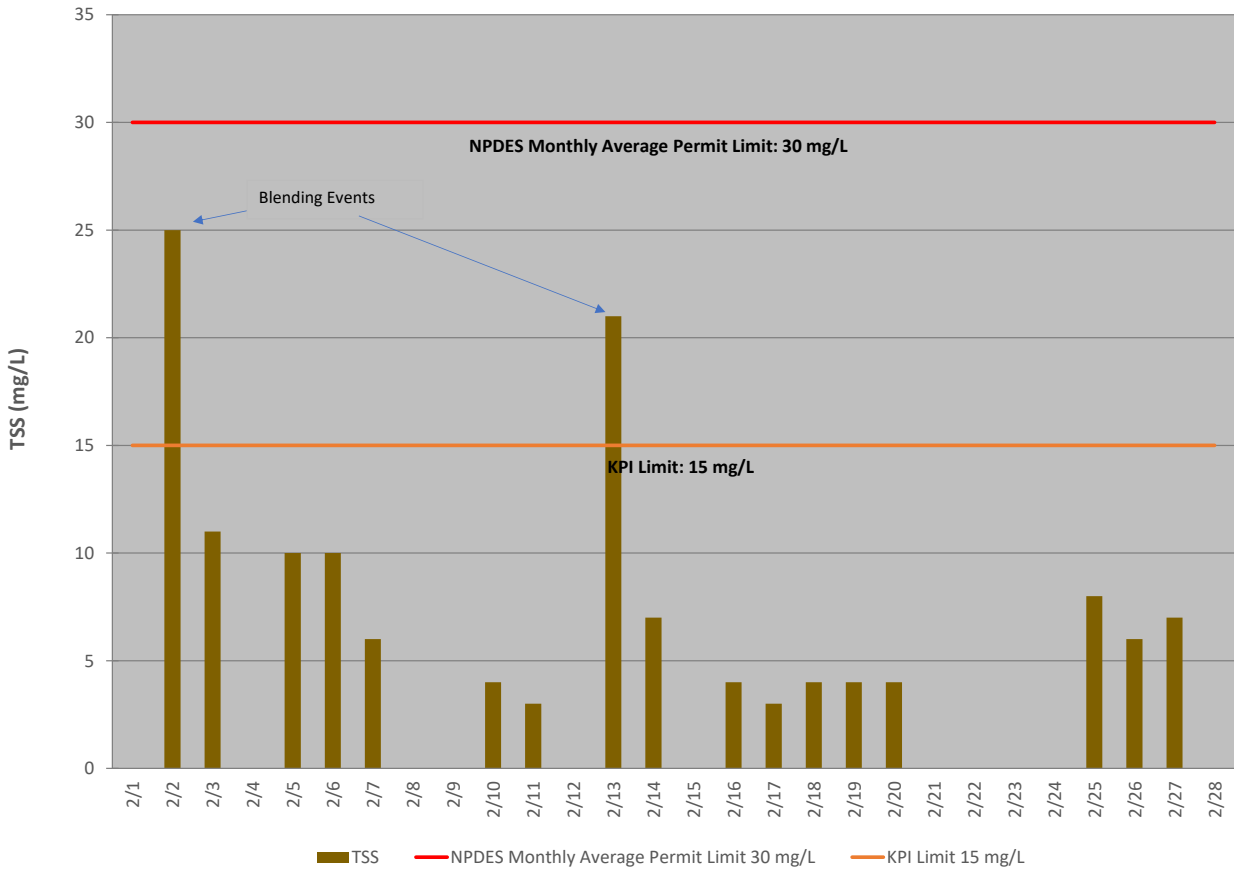
Graph #2: Collection System Influent Flows



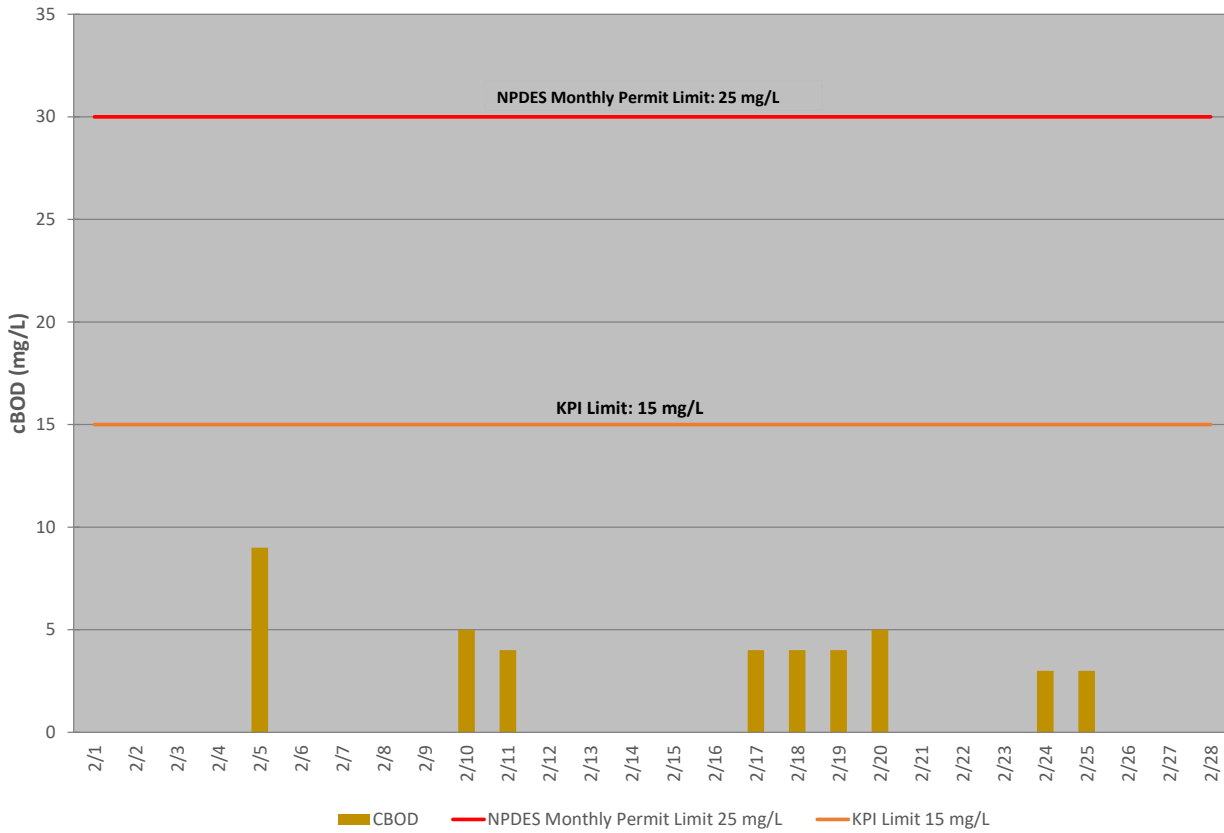
Graph #3: Enterococcus



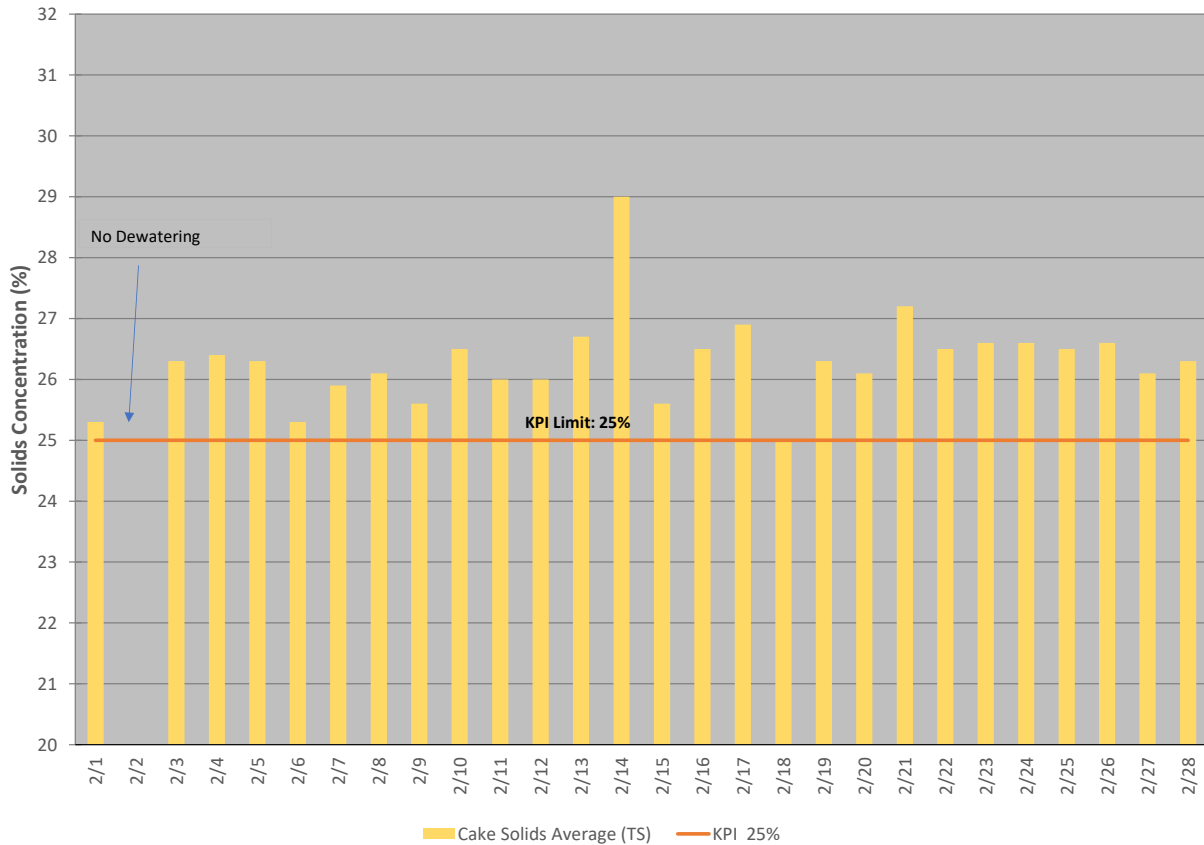
Graph #4: Final Effluent Total Suspended Solids



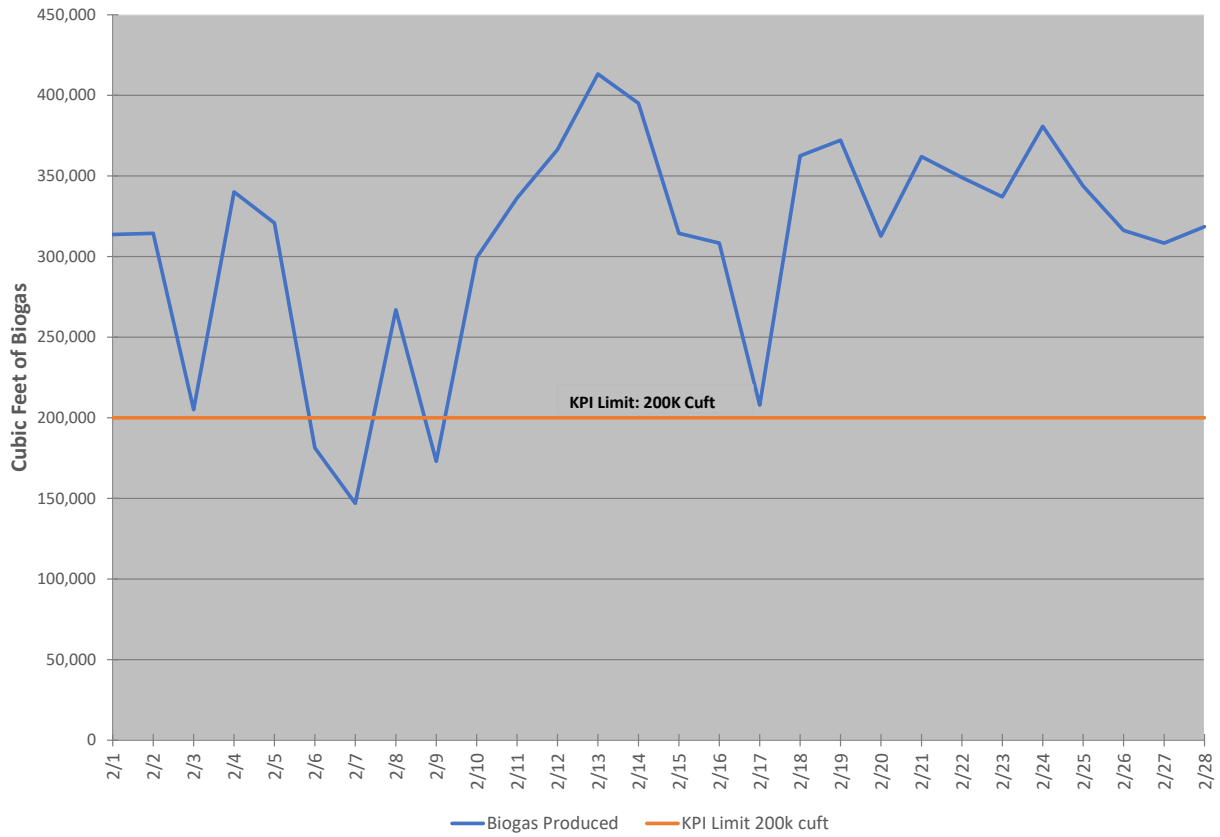
Graph #5: Carbonaceous Biochemical Oxygen Demand (cBOD)



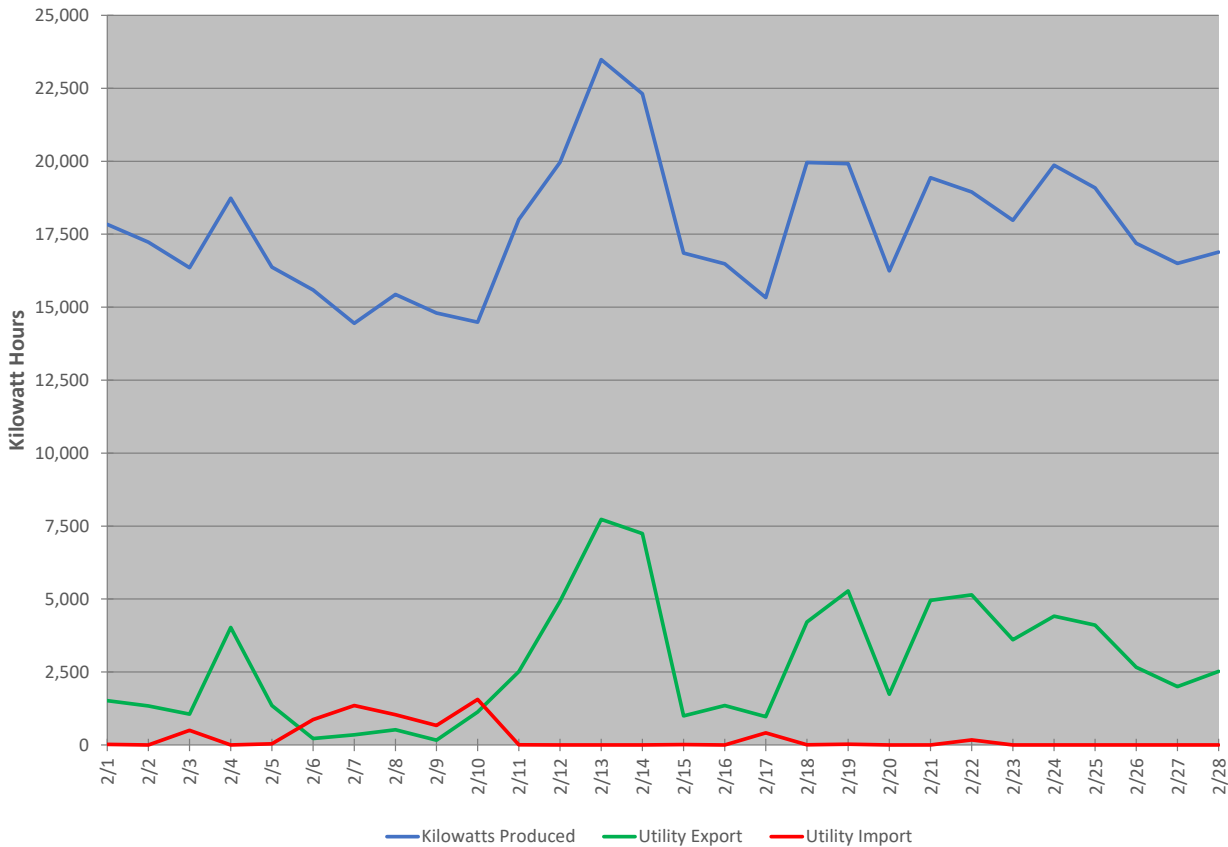
Graph #6: Biosolids Solids Concentration



Graph #7: Biogas Production



Graph #8: Power Distribution





BOARD MEMORANDUM

March 6, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Performance Metric Reports – February 2025

Recommendation: Accept the February 2025 Performance Metric Reports.

Performance Summary: The Agency’s performance in operations and maintenance activities, regulatory and environmental compliance, public education, and outreach met or exceeded, with a couple exceptions, all our metric goals/targets. Noteworthy metrics or variances are described below.

Table I – Treatment/Process Metrics

There were two major rain events during the month and peak influent flows reached 116 MGD. Due to a continued high number of organic waste deliveries over the month, several of the Power Produced metrics (Item 8) exceeded their ranges, such as power produced from biogas and natural gas, power produced from biogas and delivered to MCE, and cogeneration system uptime.

Table II – Employee Metrics

Training over the month included; several staff completing their assigned virtual employment law training on Preventing Harassment and Discrimination, and Ethics and Integrity; a few operations and maintenance employees taking Forklift Operations training; one electrical/instrumentation technician attending a Basic Electricity Training course; professional development training for three operations staff; several employees attending a virtual Misconduct and Disciplinary Investigation seminar from Liebert Cassidy Whitmore; and all employees participating in their department’s monthly safety tailgates.

The General Manager attending the annual CASA Policy Forum in Washington DC, where he and other Marin County sanitary district managers met with Congress Huffman and his staff to discuss CASA priority topics and highlight each district’s business.

Table III – Public Outreach

Five odor notifications were posted to the Agency website in February, and there were no public odor complaints. All notifications were for draining primary clarifiers, aeration tanks, and secondary clarifiers on various days after rain events as influent flows subsided.

Monthly public education events may include staff attendance at public outreach events, school classroom and/or juggler show presentations, and Agency tours, as presented below.

Public Outreach Events

There were not any public education events in February.

School Events – Juggler Show Presentations and Classroom Events

Rock Steady Juggling provides elementary school outreach presentations, and gave two presentations in February.

Date	School	Attendees
2/25	Rancho Elementary School in Novato	331
2/26	Strawberry Point Elementary School in Mill Valley	250

CMSA Tours

Date	Group	Attendees
2/3	San Domenico High School	45
2/21	Marin Sanitary Service	4

Table IV – Environmental and Regulatory Compliance Metrics

There were no final effluent or air permit exceedances during the month.

Attachment:

- February 2025 Performance Metric Report

TABLE I - TREATMENT/PROCESS METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Wastewater Treated	Volume of wastewater influent treated in million gallons (Mg); <i>Year to date in billion gallons (Bg)</i>	675.3 Mg; 1.03 Bg	165 – 820 Mg/month
2) Recycled Water Use	Volume of recycled water produced and used on-site, in million gallons (Mg) Volume delivered at the truck fill station, in thousand gallons (Kg)	23.6 Mg 17.8 Kg	25 - 40 Mg variable
3) Biosolids Reuse	Reuse at the Redwood Landfill, in wet tons (wt) Fertilizer and soil amendment at land application sites, in wet tons (wt) Bio-Fertilizer production at the Lystek facility, in wet tons (wt)	332.5 wt 0 wt 140 wt	360 – 665 wt
4) Conventional Pollutant Removal	Removal of the conventional NPDES pollutants - Total Suspended Solids (TSS) and Biological Oxygen Demand (BOD) a. tons of TSS removed; % TSS removal b. tons of BOD removed; % BOD removal <i>(a) BOD data for January 27-29, 2025, were not available at time of report generation.</i>	269 tons; 95% 186 tons; 93%	> 85% > 85%
5) Priority Pollutants Removal	Diversion of priority NPDES metals from discharge to the San Francisco Bay: a. % Mercury, for current quarter b. % Copper	82 % 75 %	88 – 99% 75 – 90%
6) Total Inorganic Nitrogen	Total Inorganic Nitrogen in final effluent (Permitted May – September) a. % of Monthly Total Limit b. May – September rolling monthly average	N/A N/A	<100% <1300 kg
7) Biogas Production	Biogas generated in our anaerobic digesters, in million cubic feet (Mft ³) Natural gas equivalent of the biogas, in million cubic feet (Mft ³)	8.67 Mft ³ 5.54 Mft ³	7.0 - 10.5 Mft ³ 4.5 - 6.7 Mft ³
8) Power Produced	Power produced from cogeneration of biogas and purchased natural gas - in kilowatt hours. (kWh) Power produced from cogeneration of biogas and delivered to the MCE Cogeneration system runtime on biogas, <i>in hours (hrs.); % time during month</i> Agency power demand supplied by renewable power, % Cogeneration system uptime, <i>in hours; % time during month</i> Biogas value (natural gas cost equivalent).	495,386 kWh 78,018 kWh 599.84 hrs; 89.3% 91.0% 666.43 hrs; 99.2% \$53,032	380 - 480,000 kWh 40,000 - 70,000 kWh 600 hrs; 80% 80 - 100% 650 hrs; 87% \$30,000 - \$60,000
9) Efficiency	The cost to operate and maintain the treatment facilities per million gallons of wastewater treated, in dollars per million gallons. (\$/Mg) Energy used, kilowatt hours, per million gallons treated. (kWh/Mg)	\$1,636/Mg 743 kWh/Mg	\$2,500 - \$5,400/Mg (wet - dry) 670 - 2,400 kWh/Mg

CMSA CY24 PERFORMANCE METRICS – February 2025

Table II – EMPLOYEE METRICS

Metric	Definition	Measurement	Target/Goal
1) Employee Training	Hours of internal training – safety, virtual, project, vendor, etc. Hours of external training – employment law, technical, regulatory, etc.	Internal = 72.5 External = 16	variable
2) Work Orders	Preventative maintenance (PM) labor hours Planned corrective maintenance (CM) labor hours; % of CM+UCM hrs. Unplanned corrective maintenance (UCM) labor hours; % of CM+PM hrs. Ratio of PM to total corrective maintenance (CM + UCM);	919.8 hrs 1,144.3 hrs (92.7%) 90.0 hrs (4.1%) 0.74	800 - 1,100 hrs ≥ 70% total CM hrs ≤ 30% total hours ≥ 0.45
3) Overtime Worked	Monthly hours of overtime worked; <i>Year to date hours of overtime</i> % of regular hours worked; % <i>Year to date</i>	94 hrs; (231.5 hrs) 1.3%; (1.8%)	< 5%
4) Internship Program	Number of high school and college student interns work hours; <i>Year to date hours</i>	134 hrs; (134 hrs)	Variable

Table III- PUBLIC OUTREACH

Metric	Definition	Measurement	Target/Goal
1) Public Education Events	Attendance at public education outreach events; # of booth visitors; <i>(YTD)</i>	0; (0)	3,000/year
2) School Events	Participation or sponsorship in school outreach events; attendees; <i>(YTD)</i>	581; (802)	variable
3) Agency Tours	Tours given to students and the public; # of people, <i>(YTD)</i>	49; (66)	variable
4) Odor Notifications	Number of odor alerts posted to the Agency website	5	1-10
5) Odor Complaints	Number of odor complaints received from the public	0	0

CMSA CY24 PERFORMANCE METRICS – February 2025

Table IV - ENVIRONMENTAL AND REGULATORY COMPLIANCE METRICS

Metric	Definition	Measurement	Range/Target/Goal
1) Permit Exceedances	# of NPDES permit exceedances # of BAAQMD permit exceedances	0 0	0 0
2) Regulatory Analyses	# of analyses by the CMSA laboratory for NPDES, stormwater, and biosolids regulatory compliance monitoring and reporting.	295	200-500
3) Process Control Analyses	# of analyses by the CMSA laboratory for process control monitoring	949	400-900
4) Contract Laboratory Analyses	# of analyses by contract laboratories for regulatory compliance reporting, and source control program monitoring.	77	25-150
5) Quality Control Testing	# of CMSA performed laboratory analyses for QA/QC purposes.	1,226	500-1,500
6) Water Quality Sample Analyses	# of ammonia, total and fecal coliform, enterococcus, and/or sulfide analyses performed for the CMSA member agencies, and occasionally source control monitoring analyses.	137	50-500
7) Source Control Inspections	Inspections of industrial and commercial businesses in the Agency's and LGVSD's source control programs and Novato Sanitary District's Mercury Reduction Program – 188 businesses and 97 dental offices.	17	10-30
8) FOG Program Inspections	Inspections of food service establishments (FSEs) in the Almonte, TCSD, SD2, RVSD, SRSD, and LGVSD service areas – approx. 343 FSEs are regulated.	31	30 – 50
9) Permits Issued/Renewed	Permits issued for the source control programs – pretreatment, pollution prevention, food service establishments, and ground water discharge.	30	variable



BOARD MEMORANDUM

March 6, 2025

To: CMSA Commissioners and Alternates

From: Corey Spray, Administrative Services Manager and Treasurer

Approved: Jason Dow, General Manager

Subject: **CMSA Investments Policy – Financial Policy #531**

Recommendation: Approve the Agency’s Investments Policy and delegate its investment authority to the Agency’s Treasurer for FY26.

Discussion: The California Government Code (CGC) requires a legislative body to annually adopt its investment policy if it delegates investment authority to staff. CMSA’s Investment Policy delegates authority for investing surplus funds to the Agency’s Treasurer, who also serves as the Agency’s Administrative Services Manager (CGC 53607 and 53646).

Authorized investments are only those that are specifically authorized by policy, and unauthorized investments are those that are not specifically authorized and those that are prohibited. The Agency’s current investments strategy is primarily for pooled fixed income investments with (1) the California Local Agency Investment Fund, and (2) the California Asset Management Program to meet the CGC objectives for safety, liquidity, and rate of return. Agency practice and the attached Investments Policy are in compliance with the requirements of the CGC.

CMSA’s Investments Policy was last approved in March 2024, and at this time, staff does not propose any changes. Agency staff plan to meet with the Finance Committee in late April or early May to discuss proposed policy changes, to align with industry standard best practices espoused by the California Municipal Treasurer’s Association, which is a professional association that assists local agencies with providing best practices on treasury management and investment policies.

Attachments:

- 1) Government Code Section 53607, Investment of Surplus Funds
- 2) Government Code Section 53646 (a)(2), Deposit of Funds
- 3) CMSA Financial Policy #531 – Investments

State of California

GOVERNMENT CODE

Section 53607

53607. The authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a monthly report of those transactions to the legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year.

(Amended by Stats. 1996, Ch. 749, Sec. 6. Effective January 1, 1997.)

State of California

GOVERNMENT CODE

Section 53646

53646. (a) (1) In the case of county government, the treasurer may annually render to the board of supervisors and any oversight committee a statement of investment policy, which the board shall review and approve at a public meeting. Any change in the policy shall also be reviewed and approved by the board at a public meeting.

(2) In the case of any other local agency, the treasurer or chief fiscal officer of the local agency may annually render to the legislative body of that local agency and any oversight committee of that local agency a statement of investment policy, which the legislative body of the local agency shall consider at a public meeting. Any change in the policy shall also be considered by the legislative body of the local agency at a public meeting.

(b) (1) The treasurer or chief fiscal officer may render a quarterly report to the chief executive officer, the internal auditor, and the legislative body of the local agency. The quarterly report shall be so submitted within 45 days following the end of the quarter covered by the report. Except as provided in subdivisions (e) and (f), this report shall include the type of investment, issuer, date of maturity, par and dollar amount invested on all securities, investments and moneys held by the local agency, and shall additionally include a description of any of the local agency's funds, investments, or programs, that are under the management of contracted parties, including lending programs. With respect to all securities held by the local agency, and under management of any outside party that is not also a local agency or the State of California Local Agency Investment Fund, the report shall also include a current market value as of the date of the report, and shall include the source of this same valuation.

(2) The quarterly report shall state compliance of the portfolio to the statement of investment policy, or manner in which the portfolio is not in compliance.

(3) The quarterly report shall include a statement denoting the ability of the local agency to meet its pool's expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.

(4) In the quarterly report, a subsidiary ledger of investments may be used in accordance with accepted accounting practices.

(c) Pursuant to subdivision (b), the treasurer or chief fiscal officer shall report whatever additional information or data may be required by the legislative body of the local agency.

(d) The legislative body of a local agency may elect to require the report specified in subdivision (b) to be made on a monthly basis instead of quarterly.

(e) For local agency investments that have been placed in the Local Agency Investment Fund, created by Section 16429.1, in National Credit Union Share Insurance Fund-insured accounts in a credit union, in accounts insured or guaranteed pursuant to Section 14858 of the Financial Code, or in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, in a county investment pool, or any combination of these, the treasurer or chief fiscal officer may supply to the governing body, chief executive officer, and the auditor of the local agency the most recent statement or statements received by the local agency from these institutions in lieu of the information required by paragraph (1) of subdivision (b) regarding investments in these institutions.

(f) The treasurer or chief fiscal officer shall not be required to render a quarterly report, as required by subdivision (b), to a legislative body or any oversight committee of a school district or county office of education for securities, investments, or moneys held by the school district or county office of education in individual accounts that are less than twenty-five thousand dollars (\$25,000).

(g) In recognition of the state and local interests served by the actions made optional in subdivisions (a) and (b), the Legislature encourages the local agency officials to continue taking the actions formerly mandated by this section. However, nothing in this subdivision may be construed to impose any liability on a local agency that does not continue to take the formerly mandated action.

(Amended by Stats. 2022, Ch. 427, Sec. 10. (SB 1489) Effective January 1, 2023.)

POLICY #:	531
SECTION:	FINANCIAL – TREASURY
SUBJECT:	Investments
DATE:	03/12 11/2024 2025

POLICY

Every spring, the General Manager and Treasurer shall submit to the Board of Commissioners this *Investments* policy, where the Board shall review any changes in the policy and approve it at a public meeting.

PURPOSE

This policy provides guidelines for prudent investment of the Agency's cash. This policy covers all funds and investment activities under the direction of the Agency in accordance with California Government Code Sections 53600, et seq.

OBJECTIVES

The Agency shall design and manage investments with a high degree of professionalism worthy of the public trust. The primary objectives, in order of priority of the Agency's investment activities, shall be:

I. Safety

Safety of principal is the foremost objective. All investments of the Agency shall be made in a manner that seeks to ensure preservation of capital.

II. Liquidity

The investment portfolio shall remain sufficiently liquid to enable the Agency to meet any cash flow requirements which might be reasonably anticipated.

III. Yield

Investment return becomes a consideration only after the basic measurements of safety and liquidity have been met.

PRUDENCE

The Agency shall follow Section 53600.3 of the California Government Code that identifies as trustees those entities, i.e. California Asset Management Program (CAMP) and Local Agency Investment Fund (LAIF), authorized to make investment decisions on behalf of a local agency. Trustees are fiduciaries and are therefore subject to the prudent investor standard when making investment decisions on behalf of the Agency. Investments shall be made with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not

limited to, the general economic conditions and the anticipated needs of the Agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the Agency.

DELEGATION OF AUTHORITY

The Board of Commissioners shall delegate authority to invest the Agency's funds for a one-year period to the Treasurer, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires. Subject to review, the Board may renew the delegation of authority each year. No person may engage in an investment transaction except as provided under the limits of this policy.

The Treasurer may delegate day-to-day investment decision-making and execution authority to an Investment Advisor. The Advisor shall follow this policy and such other written instructions as are provided.

The Treasurer and the delegated staff acting in accordance with this policy and associated procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

INTERNAL CONTROLS

The Treasurer shall establish a system of controls to regulate the activities of internal staff and any external investment advisors, and be responsible for all transactions undertaken by these persons. No person may engage in an investment transaction except as provided under the terms of this policy, other Treasury and Internal Controls policies, and the associated procedures established by the Treasurer and General Manager.

ETHICS AND CONFLICTS OF INTEREST

All participants in the investment process shall seek to act responsibly as custodians of the public trust according to this policy and the *Ethics* policy. Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment recommendations and decisions.

TYPES OF AGENCY INVESTMENTS

The Agency shall be governed by California Government Code Sections 53600, et seq. Within the investments permitted by the Government Code, the Agency seeks to further restrict eligible investments to those listed below. In the event an apparent discrepancy is found

between this policy and the Government Code, the more restrictive parameters shall take precedence.

The Agency's portfolio shall be diversified by security type and institution to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions. Where this section specifies a percentage limitation for a particular category of investment, that percentage is applicable only at the date of purchase.

I. United States Treasury Issues

United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest. There is no limitation as to the percentage of the portfolio that may be invested in this category.

II. Federal Agency Obligations

Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There is no limitation as to the percentage of the portfolio that may be invested in this category; however, not more than 30 percent of the portfolio shall be placed in any one Agency. Furthermore, purchases of callable Federal Agency obligations are limited to a maximum of 20 percent of the portfolio. In addition, purchases of Federal Agency mortgage-backed securities issued by or fully guaranteed as to principal and interest by government agencies are limited to a maximum of 20 percent of the portfolio.

III. Medium-Term Notes

Medium-term notes, defined as all corporate and depository institution securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or depository institutions licensed by the United States or any state and operating within the United States. Eligible investment shall be rated A by one or more nationally recognized rating service. A maximum of 30 percent of the portfolio may be invested in this category. The amount invested in medium-term notes with any one issuer in combination with any other investments from that financial institution or issuer shall not exceed 20 percent of the portfolio.

IV. Municipal Securities

Bonds, notes, warrants, or other evidences of indebtedness issued by the State of California or any California local agency. Securities eligible for purchase shall be rated A, as rated by one or more nationally recognized statistical-rating organization. A maximum of 30 percent of the Agency's portfolio may be invested in this category.

V. Negotiable Certificates of Deposit

Negotiable certificates of deposit (NCD) issued by a nationally- or state-chartered bank, a savings association or a federal association, a state or federal credit union, or a state-licensed branch of a foreign bank. No investments shall be made in a bank or credit union if a member of the Board, or any person with investment decision-making authority also serves on the board of directors, or any committee appointed by the board of directors of the bank or credit union issuing the NCD. Purchases are limited to institutions which have long-term debt rated A or higher with a nationally recognized rating service; and/or have short-term debt rated at least A with a nationally recognized rating service. NCD may not exceed two years in maturity. A maximum of 30 percent of the portfolio may be invested in this category. The amount invested in NCD with any one financial institution in combination with any other investments from that financial institution or issuer shall not exceed 20 percent of the portfolio.

VI. Banker's Acceptances

Banker's Acceptances, otherwise known as bills of exchange or time drafts, are those which are drawn on and accepted by a commercial bank. Purchasers are limited to issuers whose short-term debt is rated A-1/P-1. Banker's Acceptances cannot exceed a maturity of 180 days. A maximum of 25 percent of the portfolio may be invested in this category. Furthermore, the amount invested in Banker's Acceptances with any one financial institution in combination with any other investments from that financial institution or issuer shall not exceed 20 percent of the portfolio.

VII. Commercial Paper

Commercial paper of prime quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (A) or paragraph (B):

- A. The entity meets the following criteria:
 - 1) Is organized and operating in the United States as a general corporation.
 - 2) Has total assets in excess of five hundred million dollars (\$500,000,000).
 - 3) Has debt other than commercial paper, if any, that is rated AA or higher by a nationally recognized statistical-rating organization.

- B. The entity meets the following criteria:
 - 1) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
 - 2) Has program-wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond.

- 3) Has commercial paper that is rated AA-1 or higher, or the equivalent, by a nationally recognized statistical-rating organization.

Eligible commercial paper shall have a maximum maturity of 270 days or less and not represent more than 10 percent of the outstanding paper of an issuing corporation. A maximum of 25 percent of the portfolio may be invested in this category. Furthermore, the amount invested in commercial paper with any one issuer in combination with any other investments from that financial institution or issuer shall not exceed 20 percent of the portfolio.

VIII. Repurchase Agreements

- A. Repurchase agreements are to be used solely as short-term investments not to exceed 30 days. The Agency may enter into repurchase agreements with primary government securities dealers rated AA or better by two nationally recognized rating services. Counterparties should also have:
 - 1) A short-term credit rating of at least A-1/P-1;
 - 2) Minimum assets and capital size of \$25 billion in assets and \$350 million in capital;
 - 3) Five years of acceptable audited financial results; and
 - 4) A strong reputation among market participants.
- B. The following collateral restrictions shall be observed:
 - 1) Only U.S. Treasury securities or Federal Agency securities are acceptable collateral. All securities underlying repurchase agreements shall be delivered to the Agency's custodian bank versus payment or be handled under a properly executed tri-party repurchase agreement.
 - 2) The total market value of all collateral for each repurchase agreement shall equal or exceed 102 percent of the total dollar value of the money invested by the Agency for the term of the investment.
 - 3) For any repurchase agreement with a term of more than one day, the value of the underlying securities shall be reviewed on an on-going basis according to market conditions. Market value shall be calculated each time there is a substitution of collateral.
 - 4) The Agency or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to repurchase agreement. The Agency shall have properly executed a Public Securities Association agreement with each counter party with which it enters into repurchase agreements. A maximum of 25 percent of the portfolio may be invested in this category.

IX. Time Certificates of Deposit

Time Certificates of Deposit (TCDs) placed with commercial banks and savings and loans. The purchase of TCDs from out-of-state banks or savings and loans is prohibited. The amount on deposit shall not exceed the shareholder's equity of the financial institution. To be eligible for purchase, the financial institution shall have received a minimum overall satisfactory rating for meeting the credit needs of California Communities in its most recent evaluation, as provided Government Code Section 53635.2. TCDs are required to be collateralized as specified under Government Code Section 53630, et seq.

The Agency, at its discretion, may waive the collateralization requirements for any portion that is covered by federal insurance. The Agency shall have a signed agreement with the depository per Government Code Section 53649. TCDs may not exceed one year in maturity. A maximum of 20 percent of the portfolio may be invested in this category. Furthermore, the amount invested in TCDs with any one financial institution in combination with any other investments from that financial institution or issuer shall not exceed 20 percent of the portfolio.

X. Passbook Savings Accounts

Passbook savings accounts placed with commercial banks and savings and loans. To be eligible to receive deposits, the financial institution shall have received a minimum overall satisfactory rating for meeting the credit needs of California Communities in its most recent evaluation, as provided Government Code Section 53635.2. Passbook savings accounts are required to be collateralized as specified under Government Code Section 53630 et. seq.

The Agency, at its discretion, may waive the collateralization requirements for any portion that is covered by federal insurance. The Agency shall have a signed agreement with the depository per Government Code Section 53649. A maximum of 20 percent of the portfolio may be invested in this category. Furthermore, the amount invested in passbook savings accounts with any one financial institution in combination with any other investments from that financial institution or issuer shall not exceed 20 percent of the portfolio.

XI. Money Market Funds

Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1, et seq.).

- A. The company shall have met either of the following criteria:
 - 1) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations.
 - 2) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five

years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).

A maximum of 10 percent of the portfolio may be invested in this category.

XII. California Asset Management Program (CAMP)

Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (n), inclusive of Government Code Section 53601. There is no limitation as to the percentage of the portfolio that may be invested in this category.

XIII. State of California Local Agency Investment Fund (LAIF)

There is no limitation as to the percentage of the portfolio that may be invested in this category. However, the amount invested may not exceed the maximum allowed by LAIF.

XIV. Authorized Investments

The Treasurer and/or the authorized Investment Advisor shall have the authority to invest the Agency's financial resources as shown in the table below.

Investment Type	Authorized for the Investment Advisor	Authorized for the Agency Treasurer
United States Treasury Issues	X	X
Federal Agency Obligations	X	X
Medium-Term Notes	X	
Municipal Securities	X	X ⁽¹⁾
Negotiable Certificates of Deposit	X	X ⁽²⁾
Banker's Acceptances	X	
Commercial Paper	X	
Repurchase Agreements	X	
Time Certificates of Deposit	X	X
Passbook Savings Accounts	X	X
Money Market Funds	X	X
CAMP	X	X
LAIF	X	X

(1) Municipal Securities must have an AAA rating.

(2) Negotiable Certificates of Deposit must have a minimum AA rating for long-term notes and AA-1 for short term notes.

TERM OF INVESTMENTS

It is the objective of the Agency to accurately monitor and forecast revenues and expenditures so that the Agency can invest funds to the fullest extent possible. Funds of the Agency shall be invested in accordance with sound treasury management principles.

Where this policy does not specify a maximum remaining maturity at the time of the investment, no investment shall be made in any security, other than a security underlying a repurchase agreement, that at the time of the investment has a term remaining to maturity in excess of five years, unless the Board has granted express authority to make that investment either specifically or as a part of an investment program approved by the Board no less than three months prior to the investment.

PROHIBITED INVESTMENTS

Any investment in a security not specifically listed above, but otherwise permitted by the California Government Code, is prohibited. Section 53601.6 of the Government Code specifically disallows investments in invoice floaters, range notes, or interest-only strips that are derived from a pool of mortgages. In addition to the limitations in Government Code Section 53601.6, this policy further restricts investments as follows:

- I. No investment shall be made that has either (a) an embedded option or characteristic which could result in a loss of principal if the investment is held to maturity, or (b) an embedded option or characteristic which could seriously limit accrual rates or which could result in zero accrual periods.
- II. No investment shall be made that could cause the portfolio to be leveraged.
- III. Any security that could result in zero interest accrual if held to maturity shall not be made.

BANKS AND SECURITIES DEALERS

The Treasurer, with the concurrence of the General Manager, is authorized to make investments based on the recommendations of the Board approved investment advisor. For investments made by an investment advisor, the Board authorizes the investment advisor to use broker/dealers and financial institutions that the investment advisor has reviewed and approved for investment purposes. The investment advisor's approved list shall be made available to the Agency upon request.

PURCHASE, PAYMENT, DELIVERY, AND SAFEKEEPING

A competitive bid process shall be used to place all investment transactions. All security transactions entered into by or on behalf of the Agency shall be conducted on a delivery vs. payment basis. All securities shall be held in the Agency's name by a third-party custodian designated by the Treasurer.

The only exception to the foregoing shall be depository accounts and securities purchases made with:

- I. Local government investment pools;
- II. Time certificates of deposit, and,
- III. Money market mutual funds since the purchased securities are not deliverable.

Evidence of each of these investments shall be held by the Treasurer.

PERFORMANCE

The Agency seeks to attain market rates of return on its investments throughout economic cycles, consistent with constraints imposed by its safety objectives and cash flow consideration. The Treasurer shall continually monitor and evaluate the portfolio's performance.

REPORTING

The Treasurer shall submit a monthly Treasurer's report to the Board that lists the Agency's individual investments, if any, and pooled investments in short-term investment pools. The report shall include the following information for each individual investment: description of investment instrument, issuer name, maturity date, credit rating, yield to maturity, purchase price, par value, current market value, and the source of the valuation. Investments in pools managed by other governments or mutual funds shall include the following information for each pool: pool name, valuation date, yield at valuation date, cost basis if materially different from market value, and market value of the Agency's share of the pool at date of valuation of pool using the pool's valuation method.

The report also shall:

- I. State compliance of the portfolio to the statement of investment policy, or manner in which the portfolio is not in compliance,
- II. Include a description of any of the Agency's funds, investments or programs that are under the management of contracted parties, including lending programs, and
- III. Include a statement denoting the ability of the Agency to meet its expenditure requirements for the next six months or provide an explanation as to why sufficient money may not be available.
- IV. The report shall include a list of monthly investment transactions. The requirement for disclosure of monthly investment transactions does not apply to investment pools. This monthly report shall be submitted with the Board's monthly meeting agenda for public review.



BOARD MEMORANDUM

March 6, 2025

To: CMSA Commissioners and Alternates

From: Nick Talbot, Treatment Plant Manager

Approved: Jason Dow, General Manager

Subject: Procurement of Equipment for Primary Clarifier No. 2

Recommendation: Authorize the purchase of replacement equipment for Primary Clarifier No. 2, not to exceed \$90,000.

Discussion: Last year, Primary Clarifier No. 1 was rehabilitated, and the Agency plans to rehabilitate the remaining six primary clarifiers over the next several years. This spring, the rehabilitation work for Primary Clarifiers No. 2 and No. 3 will begin and should be completed by the end of September. Work includes repair and rehabilitation of each clarifier's concrete and steel structures and surfaces, as well as the replacement of clarifier equipment. A general contractor will perform the concrete and steel rehabilitation work under a Primary Clarifier Rehabilitation Project construction contract, which will be considered for award at the March 11, 2025, Board meeting. After the construction work is completed, staff will install the new clarifier equipment, which includes flights, chains, wear shoes, and associated hardware. The Agency intends to purchase equipment for Primary Clarifier No. 2, and has replacement equipment for Primary Clarifier #3 in inventory.

Fiscal Impact: Agency staff obtained quotes from Mi Motion and Hitachi for replacement clarifier equipment, and recommends purchase from Mi Motion for \$84,938.20. The FY25 capital budget for the rehabilitation project work has adequate funding for the equipment procurement.

Attachment:

- Cost Quotation from Mi Motion



Quote

SANTA ROSA

3130 REGIONAL PKWY, STE B
 SANTA ROSA, CA 95403
 PHONE : 7075457904
 FAX :

Date: 02/13/25

Note: Due to recent volatility of raw materials, price and delivery are subject to change based on availability at time of order.

Requests for statutory and regulatory documentation (REACH, RoHS, California Prop 65, Conflict Minerals, Certificates of Conformance, Safety Data Sheets, and other applicable compliance documents) for the product(s) in this order must be communicated by the customer to the Motion Industries, Inc. sales representative at the time the order is placed. Motion Industries, Inc. cannot accept requests for these documents after completion of the sale.

To:

CENTRAL MARIN SANITATION AGENC
 1301 ANDERSEN DR
 SAN RAFAEL, CA 94901
 PO:
 REL: HITACHI QUOTE - JIM REV-3
 Sourcewell Contract # 091422-MII

Quote Number:	CA39 - 0000236921
Customer RFQ:	
FOB:	FOB ORG,FRT PP&ADD
Quote Placed By:	JAMES CLARK
Order Sent By:	NIELS
Payment Terms:	. NET 30
Delivery:	STOCK UNLESS NOTED

Description	Manufacturer	Quantity	Unit	Unit Price	Amount
ALL STOCK ITEMS CAN SHIP IN 7-10 DAYS MADE TO ORDER ITEMS ARE 7-8 WEEKS ARO PRICING VALID FOR 30 DAYS ALL ITEMS FOB ATLANTA MADE TO ORDER ITEMS ARE NON-CANCELLABLE AND NON-RETURNABLE ITEMS ARE QUOTED AT SOURCEWELL CONTRACT PRICING THANK YOU FOR THE OPPORTUNITY - NIELS					
LINE ITEM: 001					
720 CHAIN 19T SPKT 4.35 X 5.25 LTB		12	EA	\$823.030	\$9,876.36
19T SPLIT IDLER SPROCKET					
ITEM NO: 99999999	MAXCO CHAIN				
CSN: HSTD10052 - CHAINSAVER RIM			Expected Date:		

BUYER UNDERSTANDS AND AGREES THAT GOODS PRESENTED TO BUYER PURSUANT TO THIS INVOICE ARE BEING TENDERED CONTINGENT UPON BUYER'S AGREEMENT TO ALL OF MOTION'S TERMS AND CONDITIONS RELATED TO SALES. MOTION'S TERMS AND CONDITIONS ARE AVAILABLE AT THE MOTION BRANCH OR AT WWW.MOTION.COM. BUYER'S ACCEPTANCE OF THE DELIVERY OF THE GOODS SHALL CONFIRM BUYER'S AGREEMENT TO ALL OF MOTION'S TERMS AND CONDITIONS.

Description	Manufacturer	Quantity	Unit	Unit Price	Amount
720, 19T IDLER SPROCKET, 4.35" X 5.25" LTB SPLIT, CHAINSAVER RIM SS HARDWARE 310 BLACK MATERIAL NOTE: FACTORY STANDARD SPROCKET SAW CUT IS THROUGH THE TOOTH ON ONE SIDE AND THE VALLEY ON THE OTHER					
LINE ITEM: 002					
SPLIT STATICSLEEVES W/SS BANDS 3.4375" X 4.3" X 5.5" UHMW WHITE ITEM NO: 99999999 MAXCO CHAIN CSN: HSTD131101 - STATIC BEARING		12	EA	\$245.710	\$2,948.52
Expected Date: SPLIT STATIC SLEEVE WITH SS BANDS, 3.4375" X 4.3" X 5.5", MATERIAL: UHMW WHITE					
LINE ITEM: 003					
316SS FLOOR WEAR STRIP HARDWARE SS HARDWARE SET ITEM NO: 99999999 MAXCO CHAIN CSN: 316SSFWSSETS - TRACK ANCHORS		160	EA	\$9.740	\$1,558.40
Expected Date: 316SS FLOOR WEAR STRIP HARDWARE SET					
LINE ITEM: 004					
8" X 19-4" FRP STANDARD DUTY FLIGHT ITEM NO: 99999999 MAXCO CHAIN CSN: FRPFLT8X232 FLIGHTS		149	EA	\$316.480	\$47,155.52
Expected Date: 8" (NOMINAL) X 19'-4" LONG FRP STANDARD DUTY FLIGHT, WITH THE STANDARD 10-HOLE, RECEIVED AND CONFIRMED BY FACTORY 2-DAP PATTERN, IF MORE HOLES OR DAPS ARE REQUIRED, A RE-QUOTE WILL BE NECESSARY					
LINE ITEM: 005					
3/8" X 2-5/8" X 10' UHMW WEAR STRIP ITEM NO: 99999999 MAXCO CHAIN CSN: HSTD125 TRACK UHMW		212	EA	\$31.160	\$6,605.92
Expected Date: 3/8" X 2-5/8" X 10FT LONG UHMW WEAR STRIP, MAXCO STANDARD STOCK WEAR STRIP, HSTD125					
LINE ITEM: 006					
UHMW RETURN SHOE W LUG HSTD168 UHMW RETURN SHOE W LUG ITEM NO: 14860557 MAXCO CHAIN CSN: HSTD168- UHMW RETURN SHOE		94	EA	\$10.180	\$956.92
Expected Date: UHMW RETURN SHOE WITH LUG, MAXCO STANDARD STOCK RETURN SHOE, HSTD168					

BUYER UNDERSTANDS AND AGREES THAT GOODS PRESENTED TO BUYER PURSUANT TO THIS INVOICE ARE BEING TENDERED CONTINGENT UPON BUYER'S AGREEMENT TO ALL OF MOTION'S TERMS AND CONDITIONS RELATED TO SALES. MOTION'S TERMS AND CONDITIONS ARE AVAILABLE AT THE MOTION BRANCH OR AT WWW.MOTION.COM. BUYER'S ACCEPTANCE OF THE DELIVERY OF THE GOODS SHALL CONFIRM BUYER'S AGREEMENT TO ALL OF MOTION'S TERMS AND CONDITIONS.

Description	Manufacturer	Quantity	Unit	Unit Price	Amount
LINE ITEM: 007					
8" FILLER BLOCK (STANDARD)		110	EA	\$10.570	\$1,162.70
STANDARD FILLER BLOCK					
ITEM NO: 99999999	MAXCO CHAIN				
CSN: HSTD177 FLIGHT FILLER BLOCK		Expected Date:			
8" FILLER BLOCK, MAXCO STANDARD STOCK FILLER BLOCK, HSTD177					
LINE ITEM: 008					
STANDARD STOCK FLOOR SHOE, HSTD187		25	EA	\$10.860	\$271.50
ITEM NO: 08949369 MAXCO CHAIN					
CSN: HSTD187 FLOOR WEAR SHOE		Expected Date:			
UHMW FLOOR SHOE, MAXCO STANDARD STOCK FLOOR SHOE, HSTD187					
LINE ITEM: 009					
NM720S/F228EV10-FT NON-METALLIC COLLECTO		360	EA	\$20.030	\$7,210.80
720 CHAIN W/F228 ATTACHMENT EVERY 10-FT					
ITEM NO: 04742765 MAXCO CHAIN					
CSN: NM720SWF228EV10FT		Expected Date:			
NM720S NON-METALLIC COLLECTOR CHAIN 6" PITCH WITH MAXCO STANDARD F228					
ATTACHMENT EVERY 10FT.					
CHAIN WILL BE SHIPPED AS 9.5' SECTIONS OF PLAIN CHAIN WITH 1 LOOSE F228					
ATTACHMENT AND 2 PINS PER SECTION OF CHAIN					
SUB TOTAL:					\$77,746.64
SALES TAX:					\$7,191.56
TOTAL: USD					\$84,938.20
Want to view inventory and place orders on-line? Motion.com can meet your needs. Register On-line at www.Motion.com .					

BUYER UNDERSTANDS AND AGREES THAT GOODS PRESENTED TO BUYER PURSUANT TO THIS INVOICE ARE BEING TENDERED CONTINGENT UPON BUYER'S AGREEMENT TO ALL OF MOTION'S TERMS AND CONDITIONS RELATED TO SALES. MOTION'S TERMS AND CONDITIONS ARE AVAILABLE AT THE MOTION BRANCH OR AT WWW.MOTION.COM. BUYER'S ACCEPTANCE OF THE DELIVERY OF THE GOODS SHALL CONFIRM BUYER'S AGREEMENT TO ALL OF MOTION'S TERMS AND CONDITIONS.



BOARD MEMORANDUM

March 6, 2025

To: CMSA Commissioners and Alternates

From: Jason Dow, General Manager

Subject: Revised Administrative Policies #35: Travel Expense Reimbursement

Recommendation: Approve the revised Administrative Policy #35: *Travel Expense Reimbursement*.

Discussion: CMSA has Personnel, Financial, Administrative, and Safety Policy Manuals, and management staff periodically review and revise policies and procedures in each manual. In November 2024, staff began the process to review and update the Administrative Policy Manual, which is comprised of 51 general, financial, human resources, contract administration, safety, security, and information technology policies and procedures. Several of the policies are Board approved, and staff plan to bring these individually to Board, after they are updated by staff, for consideration of approval.

Over the past few months, the Board has approved revised policies for Disposal of Surplus Assets (#3), Cost Savings Award Program (#8), Beneficial Use of Agency Products (#11), Use of Board/Conference Room by Outside Organizations (#12), Filming and Photographing on Agency Property (#13), and Internship Program Guidelines (#14). Proposed revisions to the Travel Expense Reimbursement policy are either minor or editorial, and are shown in the attachment in red text.

Attachment:

- Administrative Policy #35: *Travel Expenses Reimbursement*

POLICY/PROCEDURE #:	35
SECTION:	ADMINISTRATIVE – FINANCIAL
SUBJECT:	Travel Expense Reimbursement
DATE:	3/11/2025 (Board approved)

PURPOSE

To define the process for authorization, payment, and reimbursement of travel expenses incurred by Agency staff while conducting Agency business.

PROCEDURE

I. Authorization for Travel

- A. Agency staff shall complete a Preauthorization for Employee Travel/Request for Per Diem Advance (**Preauthorization**) form and obtain supervisory and department manager approval prior to incurring any Agency expenses related to travel or other business functions.
- B. General Manager approval is required when:
 - 1) Travel involves overnight lodging accommodations,
 - 2) Travel is two or more consecutive days and does not require overnight accommodations,
 - 3) Total travel expenses would exceed \$500, or
 - 4) The employee is requesting a per diem advance with any travel.
- C. While attending approved functions, Agency staff is responsible for exercising sound judgment in spending Agency funds. ~~When alternatives are available, the Agency will generally pay for the least expensive alternative.~~
- D. Upon completion of travel, the employee will complete the Travel Expense Report (**Report**) and provide it to **their** supervisor. ~~a complete accounting of travel expenses incurred.~~ The employee will attach the Preauthorization Form and receipts for all expenses to the **Travel Expense** Report.
- E. The decision of the General Manager shall be final in cases where a conflict of opinion about the appropriateness of reimbursement exists.

II. Travel and Related Expenses

Expenses associated with travel may be charged on an Agency-issued purchase card (credit card) as long as the charges are pre-approved. Purchase card charges must be made according to **the Financial Policy: Purchasing**.

- A. Transportation: The following transportation modes may be used for the purposes of traveling on Agency business:
- 1) Air: Allowance for air travel will be reimbursed only for the actual round-trip air fare to the airport nearest to the conference location. Economy or equivalent class shall be utilized when traveling by commercial airline. The Agency will reimburse the employee for the cost of one personal baggage fee each way.
 - 2) Agency Vehicle: Agency staff may be required to use an Agency vehicle when available while traveling on Agency business. Prior approval of the General Manager or the department manager must be obtained for use of an Agency vehicle, as vehicle availability will be based on various factors and is at the discretion of the Agency.
 - 3) Personal Vehicle: A personal vehicle may be used for travel if an Agency vehicle is unavailable. For personal vehicle use, mileage is reimbursed at the rate currently established by the Internal Revenue Service. Whenever possible, employees shall pool rides when traveling on Agency business. If the use of a personal vehicle is approved, the limit of reimbursement shall be based on the lesser of the calculated mileages (residence or CMSA) to the destination.

If the use of a personal vehicle is approved over air travel, the limit of reimbursement is based on the lesser of the calculated mileage or current air fare cost to the destination airport.
- B. Rental Car: Rental cars are not to be used without prior approval by the General Manager. Public transport, taxi services, and ridesharing services shall be used as needed at destination locations.
- C. Other Transportation Expenses: Estimates for parking, bridge tolls, and other related transportation expenses are to be included when completing the Preauthorization Form. Receipts shall be attached to the Report in order to obtain reimbursement. No receipt is required for reimbursement of bridge tolls. Travel costs from the employee's residence to the departure airport shall be reimbursed at the IRS mileage ~~rate stated above~~ or by local transportation to the airport.
- D. Lodging
- 1) Expenses will be allowed for lodging at the single-room rate for preauthorized overnight travel. The approved rate will be based on the conference-sponsoring hotel single-room rate, when applicable.
 - 2) Employees shall be responsible for all cost differentials for spouse/family member accompanying the employee if the actual room rate exceeds the conference single room rate.

- 3) Meals or other charges on the hotel bill will be charged to the per diem amount as stated below. All receipts must be retained for payment or reimbursement.
- 4) When a lodging bill includes meals or other charges which exceed per diem rates, the employee is responsible for the amount that exceeds the lodging and per diem allowance as set forth in this procedure.

E. Meals and Incidental Expenses

- 1) Overnight Travel: The Agency will provide a per diem amount per Financial Policy: *Travel, Training and Other Business Expense Reimbursements*, at the rates noted on the Preauthorization ~~for Employee Travel/Request for Per Diem Advance Form. and Travel Expense Report forms.~~
- 2) Meals provided during a conference in which Agency staff participates will be subtracted from the overnight travel per diem rate.
- 3) Agency staff may be advanced the per diem amount upon request.

F. Daily Travel

- 1) Meal allocations: Meal allocations for travel where no overnight stay is required, and the meals are not provided by the registration fee, will be based on the per diem limits established each calendar year.
- 2) Registration Fees: Generally, the Agency will pre-pay registration fees for approved conferences prior to the date of the event either by Agency purchase card or an Agency issued check. In cases where the Agency purchase card is not accepted for payment of registration fees, the employee shall complete a Purchase Order form and request a check payment for the registration fee.
- 3) Overtime: If the conference attendance and travel time exceeds the employee's normal daily work hours ~~overtime or~~, adjustments to the employee's weekly work schedule shall be discussed with their Department Manager when the Preauthorization Form is submitted for approval.
- 4) Other Expenses: Expenses not allowed above are NOT reimbursable. In no event shall expenses incurred by a non-Agency employee be reimbursed by Agency.

II. **Payment/ Reimbursement of Expenses**

- A. Upon return, receipts (including credit card receipts) must be attached to a completed ~~Travel Expense~~ Report.
 - 1) When the receipt is for an expense paid on an Agency purchase card, a

note must be added to the purchase card statement stating that the receipt is attached to the ~~Travel Expense~~ Report.

- 2) All expenses are to be included regardless of whether the costs have been advanced, prepaid, or are reimbursable, along with the original Preauthorization ~~for Employee Travel/Request for Per Diem Advance~~ Form.
 - 3) Any variance between the receipt and reimbursement amount must be explained in writing.
- B. The completed ~~Travel Expense~~ Report shall be signed and dated by the Agency staff incurring the expenses, and approved by ~~their the appropriate~~ Department Manager.
- C. The Department Manager will submit ~~the Report~~ to the Administrative Services Manager for final review ~~of the Report~~ and then it will be forwarded to the General Manager for approval, as appropriate.



BOARD MEMORANDUM

March 6, 2025

To: CMSA Commissioners and Alternates

From: Joyce Cheung, Senior Engineer
Peter Kistenmacher, Technical Services Manager/Assistant General Manager

Approved: Jason Dow, General Manager

Subject: **Resolution of the Central Marin Sanitation Agency Board of Commissioners to Accept and Certify as Accurate the Final Report for the CalRecycle Co-Digestion Grant Program**

Recommendation: Approve Resolution No. 366 to accept and certify as accurate the final report for the CalRecycle Co-Digestion Grant Program.

Summary: The California Department of Resources Recycling and Recovery (CalRecycle) requires the CMSA Board to adopt a resolution to accept the Agency's final report on the Liquid Organic Waste Receiving and Biogas Treatment Upgrades Project (Project). Staff has prepared the final report which is attached along with Resolution No.366.

Discussion: In October 2022, CalRecycle awarded the Agency with a \$2,577,200 grant from their Co-Digestion Grant Program for the Project. The Project included constructing a new above-grade tank to accept more liquid organic wastes for co-digestion, which supports Senate Bill 1383 to divert organic waste from landfills. The Project also included upgrading the existing biogas treatment system to provide enhanced redundancy and reliability to treat the biogas, that is used as fuel in the new Jenbacher cogeneration system. The Board accepted the Project as complete at the May 14, 2024, Commission meeting.

The grant funds were used to support the construction and administration of the Project from November 22, 2022, through February 28, 2025. During the grant period, staff submitted detailed progress reports biannually to document the activities performed, quantity of organics diverted from the landfills, problems encountered, and community benefits. Five progress reports have been submitted to date, and CalRecycle has reimbursed \$2,319,480 to the Agency for work completed on this Project. The remaining \$257,720 is the 10% grant retainage, and will be released after CalRecycle approves the Final Report.

Under the Terms and Conditions of the CalRecycle Grant Agreement, *"If the grantee is a non-profit entity, the grantee's Board of Directors shall accept and certify as accurate the final report*

prior to its submission to CalRecycle". Agency staff have prepared the Final Report due on April 1, 2025, and upon the Board's acceptance, staff will submit the Final Report to CalRecycle. The retainage is expected to be released to the Agency in June 2025.

Attachments:

- 1) Resolution No.366
- 2) Final Report for the CalRecycle Co-Digestion Grant Program



CMSA Resolution No. 366

RESOLUTION OF THE CENTRAL MARIN SANITATION AGENCY BOARD OF COMMISSIONERS TO ACCEPT AND CERTIFY AS ACCURATE THE FINAL REPORT FOR THE CALRECYCLE CO-DIGESTION GRANT PROGRAM

WHEREAS, the California Department of Resources Recycling and Recovery (CalRecycle) awarded Central Marin Sanitation Agency a grant of \$2,577,200 under Cycle 1 of the Co-Digestion Grant Program for the Liquid Organic Waste Receiving and Biogas Treatment Upgrades Project; and

WHEREAS, Central Marin Sanitation Agency (the “Grantee”) agreed to comply with the provisions of the CalRecycle Grant Agreement including submission of Progress and Final Reports; and

WHEREAS, the CalRecycle Grant Agreement Terms and Conditions require, among other things, the grantee’s governing body to declare by resolution to accept and certify as accurate the Final Report prior to its submission to CalRecycle.

NOW, THEREFORE, BE IT RESOLVED that the Central Marin Sanitation Agency Board of Commissioners accepts and certifies as accurate the Final Report for the CalRecycle Co-Digestion Grant Program.

PASSED AND ADOPTED at the meeting of the Central Marin Sanitation Agency Board of Commissioners, County of Marin, State of California, on March 11, 2025.

AYES:

NAYS:

ABSTAIN:

ABSENT:

Eli Beckman, Commission Chair

ATTEST: _____
Dean DiGiovanni, Vice-Chair



Co-Digestion Grant Program
1st Cycle (COD1)
Fiscal Years 2021-22 and 2022-23

Final Report
Due April 1, 2025

Grant Number: COD1-21-0005
CENTRAL MARIN SANITATION AGENCY (CMSA)

Joyce Cheung



The statements and conclusions of this report are those of the grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), its employees, or the State of California. The state makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text.

Instructions

Each grantee must complete the Final Report. **The report covers grant activities from the date of your Notice to Proceed (NTP) through the Grant Term End Date.** Fill this report out in its entirety. Please add your grantee name to the highlighted portion of the footer and answer every question with details and complete sentences.

- “Not Applicable” (N/A) will not be accepted as an answer to any question.
- If there is a question that does not pertain to the grant project, explain why.
- It is the grantee’s responsibility to document and include all activities and tasks completed by partners of the grant project.
- Grantee will submit one Final Report for all participating partners of the grant project.
- Each answer must be accompanied with supporting details.

Grant Managers will not approve the Final Report if answers to questions are left blank, incomplete, or lack sufficient detail. The Final Payment Request and release of the 10 percent retention withheld will not be approved until the Final Report is approved. Grant Managers have the discretion to reject an unsatisfactory Final Report upon their review.

Project Summary

1. Provide a brief summary of your grant project. Describe the activities that were started, completed, and ongoing during the grant term. Include names of partners, service providers, and subcontractors (if applicable), and their role(s) in the project.

In October 2022, the California Department of Resources Recycling and Recovery (CalRecycle) awarded Central Marin Sanitation Agency (CMSA or Agency) with a \$2,577,200 grant from their Co-Digestion Grant Program for the Liquid Organic Waste Receiving and Biogas Treatment Upgrades Project (Project). The Project scope of work included constructing a new above-grade tank within the Agency's existing Organic Waste Receiving Facility to accept more liquid organic wastes for co-digestion, which supports Senate Bill 1383 to divert organic waste from landfills. The Project also included upgrading the existing biogas treatment system to provide enhanced redundancy and reliability to treat the biogas that is used for the new cogeneration system. The added reliability decreases the probability of having to turn away food waste due to unexpected biogas system downtime.

The grant period covers activities from November 22, 2022 through February 28, 2025, and the grant funds were used to help fund personnel, construction costs, and equipment purchases including a new organic waste storage tank and mixing pump, feedstock screening system, and biogas treatment equipment of a heat exchanger and two chillers. The construction phase began in November 2022 with submittals and equipment procurement, and was completed in May 2024. Activities that were started, completed, and ongoing during the grant term included the following:

- Earthwork, demolition, saw-cutting, and excavation
- Procurement and delivery of the new process equipment, including tank, mixing pump, organics screening system, biogas chillers and heat exchanger
- Demolition of the existing biogas after-cooler unit and biogas dryer
- Installation of rebar and concrete for the foundation of the new biogas chillers
- Installation of the helical pile foundation, rebar, concrete, and equipment pads for the new above-ground receiving tank and appurtenances
- Installation of electrical wires, conduits, piping, valves, instrumentation and process equipment
- Startup, testing and training of new equipment
- Site inspections and record drawings of the completed project
- Beneficial use of the new equipment to accept food waste and process biogas

Since project completion in May 2024, the Agency has been using the new equipment from the grant project to accept additional liquid food wastes for co-digestion. The biogas that is produced from co-digestion is sent to the upgraded biogas treatment system before it goes into the co-generation engine to generate renewable power and heat.

The following list summarizes the contractor, subcontractors, and consultants involved in this Project and their respective roles:

- GSE Construction Company, Inc. was the prime contractor and was the Agency's point of contact during construction with regards to scope of work and contract

requirements. GSE performed the mechanical improvements for this project, including but not limited to demolition, excavation, installation of new pumps, piping, above-grade receiving tank, chillers, heat exchanger, concrete work, equipment foundations, and site improvements.

- GSE also utilized the following subcontractors for this Project:
 - Camblin Steel: This subcontractor provided iron workers to perform rebar installation work on this project.
 - West Coast Drilling Inc. This subcontractor installed the helical piles for the foundation of the new above-grade liquid organic waste receiving tank.
 - Mason Painting Inc. This subcontractor provided coating and painting services.
 - Mike Brown Electric Co. This subcontractor provided electricians to perform the electrical and instrumentation work for this project.
 - Ransome. This subcontractor provided asphalt concrete work.
- GHD, Inc. was the engineer of record for the design, and also provided engineering services during construction, including review of submittals and requests-for-information (RFIs).
- DEE Consultants was retained to provide construction management assistance throughout this project
- Miller Pacific Engineering Group was retained to provide special inspections and geotechnical observation services for the Project, which included reviewing concrete and rebar installations, as well as the helical pile foundation for the new tank.

The Agency also maintained and established additional public-private partnerships to accept more food waste for co-digestion. The Agency is coordinating with the following entities to provide food waste feedstock, and their combined contributions to the amount of food waste diverted from the landfills are included in the Performance Data Section of this report.

- Marin Sanitary Service (MSS): Since 2013, Marin Sanitary Service has provided post-consumer food waste obtained from restaurants, markets, and other food waste generators. MSS also recently started a program to de-package expired food waste at their nearby transfer station. The improvements made at MSS in tandem with the grant project have allowed for an increase in food waste deliveries to CMSA, increasing from an average of seven tons of food waste per day to nine tons of food waste per day.
- Sustainable Organic Solutions (SOS): An agreement was executed in February 2024, with a provision for CMSA to accept up to 6,000 gallons of highly pre-processed food waste slurry per day, up to twice a week during the five-year agreement.
- South Bayside Waste Management Authority (SBWMA) and City of Sunnyvale: CMSA has accepted organic waste from these agencies in the past and has

existing agreements with them. Due to operational issues on their site and/or availability of closer wastewater plants, they have not been bringing materials to CMSA. However, CMSA still is on standby to accept material from them as a backup outlet in the event that their closer options are unavailable.

- Republic Services of Sonoma County: The startup of their facility has been delayed due to permitting but they visited CMSA in January 2025 and confirmed their new facility will start up later in 2025. At this point they intend to begin sending materials to CMSA when their new facility is ready.

Furthermore, the Agency also has an existing interconnection agreement with PG&E and a Power Purchase Agreement with Marin Clean Energy, which allows the Agency to export renewable power back into the grid.

This grant project, the food waste agreements, along with a couple of other projects, has allowed the Agency to be net energy positive (producing more power from biogas than is used to operate the CMSA facility, with the rest exported to the grid) for the first time for the 2024 calendar year, a significant and rare achievement. CMSA also makes its own heat from biogas.

2. If the final grant project is different from the original proposed project, provide a brief summary of the original proposed project, the changes from the original proposed project, and why those changes were made.

The final grant project reflects the original proposed project, with the exception of the extended construction schedule and inclusion of the design and construction of a widened floor hatch at the Agency's Organic Waste Receiving Facility to receive food scraps from larger trucks.

The original construction schedule had assumed a completion date in August 2023, but due to long lead times required for the fabrication and delivery of the heat exchanger, the schedule was delayed and the Project was not completed until May 2024.

Additionally, the Agency reallocated the grant budget from the Personnel category to Equipment category to support the design and construction of a widened floor hatch at the Agency's Organic Waste Receiving Facility. The previous floor hatch was custom designed for the food waste trucks from MSS, which are smaller and only have a 10-ton capacity. As CMSA began informing additional haulers of the Agency's Organic Waste Receiving Program, the haulers indicated that the floor hatch size would be a constraint. By widening the floor hatch through this Project, it allows more opportunities for other interested food waste haulers to discharge at the Agency using the more standard 20-ton trailers, and therefore it was integrated into the grant project.

3. Describe if the grant project is in full operation. If not, describe when full operation will occur and include details on the ramp-up period (if any) and how you will mitigate lost time.

The grant project has been in full operation since May 14, 2024, and the widened floor hatch component was completed on July 12, 2024. The Agency has been utilizing the new equipment successfully for almost a year now and remains proactive in

establishing more public-private partnerships to accept more food waste for co-digestion, such as ongoing coordination with Republic Services of Sonoma County which is expected to begin shipping materials later in 2025.

- Describe what aspects of your grant project will be continued beyond the grant term and for how long.

The Agency plans to continue using the new liquid organic waste receiving tank, widened floor hatch, and the biogas chillers and heat exchanger through its 20-year design life. The assets in the grant project will undergo a preventative maintenance schedule, and budget has been set aside to allow the Agency to inspect, repair or replace wear parts as needed.

Activities Table

List the major milestones completed within the grant term in the table below. This list should coincide with your Work Plan but may contain any noteworthy activities related to the grant project. Additional rows may be added if needed. Please use specific dates when possible.

Major Milestone(s) Completed	Start Date	Completion Date
Completed Items Prior to Grant Term		
<i>Engineering Design (30%, 60%, 90%, 100%)</i>	<i>12/14/2020</i>	<i>08/11/2022</i>
<i>Pre-purchased Equipment (Strainpress, pressure washer)</i>	<i>2/24/2022</i>	<i>3/15/2024</i>
<i>Permitting (Notice of Exemption)</i>	<i>5/1/2022</i>	<i>7/12/2022</i>
<i>Public Bidding</i>	<i>7/12/2022</i>	<i>10/4/2022</i>
<i>CalRecycle Grant Application</i>	<i>4/1/2022</i>	<i>5/19/2022</i>
<i>CalRecycle Grant Agreement Executed</i>	<i>10/18/2022</i>	<i>10/18/2022</i>
<i>CalRecycle Notice to Proceed</i>	<i>11/22/2022</i>	<i>11/22/2022</i>
Construction Activities		
<i>CalRecycle Reliable Contractor Declaration</i>	<i>11/22/2022</i>	<i>10/30/2023</i>
<i>Construction Phase</i>	<i>11/29/2022</i>	<i>5/14/2024</i>
<i>Construction Administration</i>	<i>11/29/2022</i>	<i>5/14/2024</i>
<i>Engineering Services During Construction, including development of record drawings</i>	<i>11/29/2022</i>	<i>9/18/2024</i>
<i>Construction Management</i>	<i>11/29/2022</i>	<i>5/14/2024</i>

<i>Commission new equipment and initiate process integration with existing infrastructure</i>	1/17/2024	3/15/2024
<i>CMSA Board Approval to Accept Project as Complete</i>	5/14/2024	5/14/2024
<i>Design and construction of the hatch widening project for the Organic Waste Receiving Facility</i>	12/1/2023	7/12/2024
Operations		
<i>Coordination and agreements with feedstock suppliers</i>	6/1/2022	Ongoing as of 2/28/2025
<i>Receive liquid organic wastes in new above grade storage tank</i>	4/1/2024	Ongoing as of 2/28/2025
CalRecycle Reports		
<i>CalRecycle Grant Progress Report 1</i>	11/22/2022	12/15/2022
<i>CalRecycle Grant Progress Report 2</i>	12/1/2022	5/15/2023
<i>CalRecycle Grant Progress Report 3</i>	6/1/2023	12/15/2023
<i>CalRecycle Grant Progress Report 4</i>	12/1/2023	5/31/2024
<i>CalRecycle Grant Progress Report 5</i>	6/1/2024	11/30/2024
<i>CalRecycle Grant Final Report</i>	2/24/2025	4/1/2025
Community Engagement Activities		
<i>CMSA Plant Tours</i>	10/14/2022	2/28/2025
<i>CMSA Spring 2023 Newsletter</i>	3/1/2023	4/4/2023
<i>Collaboration with CalRecycle's Office of Public Affairs on developing Co-Digestion Video</i>	5/16/2023	9/25/2023
<i>CMSA Winter 2024 Newsletter</i>	2/1/2024	3/31/2024
<i>CMSA Summer 2024 Newsletter</i>	6/1/2024	8/31/2024
<i>Recipient of the 2024 California Water Environment Association (CWEA) Redwood Empire Section Engineering Achievement Award, which includes the grant project</i>	12/17/2024	12/17/2024
<i>CMSA Board Meeting Presentation summarizing the Engineering Achievement Award, which includes grant project</i>	2/11/2025	2/11/2025

Performance Data

Tons of Food Material Newly Diverted From Landfill

Provide information on the total processed tons of California generated food material newly diverted from landfill as a result of the grant project. Upload the Performance Table into the Reports tab of the Grants Management System, under Final Report.

1. Provide the annual totals from all quarterly Progress Reports from the **Notice to Proceed date through February 28, 2025**. Add additional lines as necessary.

Please note that the Agency submitted biannual Progress Reports, not quarterly Progress Reports, and the annual totals reflect the amount of food waste diverted after the grant project was completed in May 2024. The California Air Resources Board (CARB) Benefits Calculator Tool was used to calculate the net GHG benefit.

Because the grant project builds on CMSA’s existing Organic Waste Receiving Facility (OWRF), the historical amounts of food waste received in the OWRF was used as a reference to determine the amount of California Generated Food Material Diverted as a result of this grant project only. It is important to note that there are daily and seasonal variations in the quantities of materials received. Below is a table summarizing the food waste quantities received before and after the grant project. Sources of food waste were primarily provided by Marin Sanitary Service (MSS) and Sustainable Organic Solutions (SOS) during the grant period.

<i>Monitoring Period</i>	<i>Marin Sanitary Service, Tons per month</i>	<i>Sustainable Organic Solutions, Tons per month</i>	<i>Total Food Waste, Tons per month</i>	<i>Estimated food waste diverted as a result of the grant project (40% of total)</i>
<i>Jan-Dec 2022</i>	179	0	179	---
<i>Jan-Dec 2023</i>	215	0	215	---
<i>Jan-Apr 2024</i>	224	39	263	---
<i>Average Prior to Grant Project</i>	204	5	209	---
<i>May 2024</i>	305	74	379	150
<i>Jun 2024</i>	234	107	341	135
<i>Jul 2024</i>	257	67	324	129
<i>Aug 2024</i>	320	66	386	153
<i>Sept 2024</i>	301	64	365	145
<i>Oct 2024</i>	267	20	287	114
<i>Nov 2024</i>	262	35	297	118
<i>Dec 2024</i>	337	40	377	150
<i>2024 Total</i>	2283	473	2756	1093
<i>Jan 2025</i>	276	57	333	132
<i>Feb 2025</i>	352	19	371	147
<i>2025 Total</i>	628	76	704	279
<i>Average After Grant Project</i>	291	55	346	137

It is estimated that up to 40% of total food waste received each month may be attributed to the grant project, or approximately 137 tons of food waste per month diverted from the landfill. The tons of CA Generated Food Material Diverted is based

on the above estimated quantities, and accounts for 5 tons per month for reject materials (see response to Question 9 of this Section regarding reject materials).

Year	Tons of CA Generated Food Material Diverted	Greenhouse Gas Reductions (MTCO_{2e})
2022 (grant project not completed yet)	0	0
2023 (grant project not completed yet)	0	0
2024 (grant project completed in May 2024)	1,093-40=1053	158
2025 (from 1/1/2025 thru 2/28/2025)	279-10=269	40

- In the table below, estimate the annual tons of California generated food material that will continue to be diverted from landfill and associated GHG emission reductions through December 31, 2034.

Year	Tons of CA Generated Food Material Diverted	Greenhouse Gas Reductions (MTCO_{2e})
2025	1,320	198
2026	1,584	238
2027	1,584	238
2028	10,684	1,603
2029	10,684	1,603
2030	10,684	1,603
2031	10,684	1,603
2032	10,684	1,603
2033	10,684	1,603
2034	10,684	1,603

- Explain how the estimates above were made. Include the equation(s) and emission reduction factor (ERF) used to calculate GHG reductions.

The successful partnerships with feedstock suppliers MSS and SOS are expected to continue through the next ten years. The above estimates for the remainder of 2025 and also for calendar years 2026 and 2027 were made based on the average monthly food waste deliveries received since startup of the grant project, which is 137 tons per month, less an average of 5 tons per month for residual materials (see summary table in Question 1 of this Section). This equates to 1,320 tons in 2025 and 1,584 tons for 2026 and 2027.

The projected estimates for 2028-2034 assume that Republic's facilities will be operational and can send 40 tons of food waste per day to CMSA with 5 tons of residual material, at 5 days a week, which amounts to 9,100 tons per year.

Under the assumption of the above food waste deliveries from MSS, SOS and Republic, approximately 10,684 tons of California generated food material is expected to be diverted from the landfills per year from 2028-2034.

$$\begin{aligned} & \textbf{Tons of CA Generated Food Material Diverted per year} \\ & = (\textbf{Average food waste delivered per month} - \textbf{Residual Material}) \\ & \times \textbf{12 months} \end{aligned}$$

where:

Average food waste delivered per month
Residual Material per month

To calculate the net GHG benefit, the California Air Resources Board (CARB) Benefits Calculator Tool was used, which factors in the co-digestion ERF of 0.15 MTCO₂e/short ton. The net GHG benefit of 603 MTCO₂e per year was determined based on the 4,080 tons of feedstock diverted for anaerobic digestion, average residual material of 60 tons per year, and a conservative estimate assuming 100% of the biosolids were used for alternative daily cover. Other parameters used in the GHG benefit calculator included the following conservative parameters:

- Facility Size: Less than 21 million gallons treated per day.
 - o Note that during the wet season, CMSA can treat over 30 million gallons per day
 - Digestate Handling: Landfill/Use for ADC
 - o Note that a portion of the biosolids is sent to land application at Synagro of Sacramento County during dry weather, and a portion is sent to Lystek to generate biofertilizer
 - o The Landfill/Use for ADC option was selected in the CARB calculator tool for conservative estimates
 - Final Use of Generated Fuel: Electricity Generation
 - o Heat Generation is also an outcome of the co-generation process from biogas, but this option was not available in the CARB calculator
 - Electricity Generation Device: Lean-burn Internal Combustion Engine
4. Explain your methodology for measuring tons of California generated food material processed as a result of the grant project.

Food waste materials are processed at off-site facilities before being hauled to CMSA. The quantities delivered to CMSA are reported by Marin Sanitary Service (MSS) and Sustainable Organic Solutions (SOS). After the food waste materials are received in CMSA's Organic Waste Receiving Station, the residual materials are removed and those quantities are recorded.

5. If the tons of California generated food material diverted from landfill were different from the amount estimated in the application, provide the difference and explain why the difference occurred.

In the application, CMSA had projected 14,600 tons of food material processed per year, but currently the Agency projects fewer tons at 10,684 tons per year moving forward as a conservative estimate. This is because several solid waste entities that had expressed strong support to deliver additional tons of food waste from local transfer stations have had schedule delays and/or may be postponing routine deliveries indefinitely or will only use CMSA as a backup option in the event that their closer alternatives are unavailable.

Throughout the grant application process and grant term, the Agency had coordinated extensively with Republic Services of Sonoma County to deliver food waste to CMSA. The construction of their new Sonoma food waste facility was significantly delayed and to date CMSA has only received two test loads from their 20-ton trucks. CMSA is currently determining field modifications necessary to accommodate their delivery vehicles and is also testing their food waste quality to ensure it does not adversely affect the health of the anaerobic digesters. Because regular deliveries from Republic Services have not been realized yet, CMSA does not want to overestimate the expected amount of food material from this source and is only estimating consistent deliveries from Republic starting in 2028. However, it is important to note that Republic leadership visited CMSA in January 2025 and reiterated their intent to begin shipping materials later in 2025.

Furthermore, the South Bayside Waste Management Authority (SBWMA) also expressed interest in providing highly processed food waste to CMSA during the grant application period. The memorandum of understanding (MOU) with SBWMA was established in 2020. However, in recent years SBWMA has not delivered food waste materials to CMSA due to decreased production in their facilities and proximity to other co-digestion facilities. Therefore, CMSA is not factoring deliveries from SBWMA or the City of Sunnyvale into future routine food waste delivery estimates, although both entities expressed that they could send material to CMSA if their closer alternatives are unavailable.

The application had assumed one of the suppliers to drop off and/or be slow in their ramp up period, but unfortunately two of the expected major suppliers did not provide the anticipated quantities to date. Additionally, the delay in construction resulted in food waste deliveries for this grant project commencing in May 2024 as opposed to August 2023.

6. Describe the products resulting from the grant project, (such as compost, renewable electricity, steam, renewable vehicle fuel, biomethane for pipeline injection, etc.). Provide annual quantities produced and distributed.

The food waste accepted at the new liquid organic waste receiving tank is sent to the anaerobic digesters for co-digestion with wastewater sludge. Biogas is produced as a result of the digestion process, and the biogas is treated with the grant-funded chillers and heat exchanger to remove moisture before it is sent to the cogeneration engine to generate renewable electricity and heat. The renewable electricity generated as a result of the biogas is used to power the Agency's facilities and wastewater treatment equipment. Excess power is exported back to the grid and heat is used to heat CMSA's digesters. CMSA is pleased to report that 2024 is the first energy positive year where the Agency produced more power from biogas than is used to operate the CMSA facility, and a major contribution was the completion of the new facilities funded by the grant.

Because the food waste is co-digested with fats/oils/ and greases (FOG) and wastewater sludges, the quantity of biogas produced is a result of the combined feedstocks (food waste, FOG, wastewater sludge). To attempt to accurately estimate the quantity of biogas produced from food waste/FOG received after project completion, historical records were used to determine the difference between the biogas amounts generated before and after the new tank was placed into service. The annual quantities of biogas produced, used, and exported since the completion of the grant project in May 2024 is summarized below:

	Biogas Produced, CF	Renewable Power Used, CF	Renewable Power Exported, kWh
Jan-Dec 2022	53,228,650	72,312,500	407,943
Jan-Dec 2023	82,746,470	97,673,773	734,563
Jan-Apr 2024	35,577,910	33,810,897	297,828
Average CF/month Prior to Grant Project	5,665,630	7,082,761	47,604
May 2024	9,667,610	9,230,642	106,629
June 2024	8,802,960	8,628,696	75,689
July 2024	8,191,564	8,038,988	60,181
Aug 2024	7,786,456	7,494,501	41,387
Sept 2024	8,442,180	9,188,024	59,821
Oct 2024	8,174,018	8,930,909	28,590
Nov 2024	8,509,500	10,011,663	61,320
Dec 2024	10,085,726	11,195,000	112,409
2024 Average CF/month after Grant Project	8,707,503	9,089,803	68,253
2024 Total CF after Grant Project	69,660,020	72,718,423	546,026
2024 Total CF attributed to Grant Project*	24,334,980	16,056,332	165,191
Jan 2025	9,585,076	11,714,800	52,263
Feb 2025	8,658,720	10,348,700	30,415
2024 Average CF/month after Grant Project	9,126,180	11,031,750	41,339
2024 Total CF after Grant Project	18,252,360	22,063,500	177,886
2025 Total CF attributed to Grant Project*	4,086,837	7,897,977	82,677

* This amount adjusts for the average biogas (CF/month) generated from before the grant project was completed.

7. Describe the markets and end use of compost and digestate products (if applicable).

This project does not generate compost or digestate products.

CMSA dewateres its biosolids in three centrifuges prior to hauling biosolids offsite, and the dewatered biosolids are reused in an environmentally beneficial manner. CMSA currently produces a Class B biosolid and sends the majority of these biosolids to

Redwood Landfill for use as alternative daily cover (ADC), and to land application through Synagro during dry weather when possible. About 25% of CMSA's biosolids are sent to the Lystek facility in Fairfield-Suisun, CA for production of fertilizers.

8. Describe the markets and end use of energy products.

The biogas produced as a result of the co-digestion of food wastes and wastewater sludges are used to power the co-generation engine, which in turn generates heat and electricity.

The anaerobic digesters need to maintain a consistent operating temperature of 100-degrees Fahrenheit, and the heat generated from the co-generation engine is used to heat the digesters. Additionally, the treatment plant uses significant electricity to power large equipment such as pumps, blowers, and other energy intensive equipment in order to treat and convey wastewater through the plant. In 2024, CMSA was 103% net energy positive, which means that the electricity generated was able to offset the utility power usage at CMSA's treatment plant, and the excess power was sent to the grid.

CMSA routinely exports excess power back to the electrical grid via an existing interconnection agreement with PG&E and a Power Purchase Agreement with Marin Clean Energy (MCE). MCE provides local not-for-profit renewable electricity to 37 communities across Contra Costa, Napa, Marin and Solano Counties.

9. Provide a description and quantity (tons) of residual material (contaminants separated from the diverted feedstock and/or materials not used in the finished product) and its destination (i.e. sent to the landfill or land applied to soil).

At CMSA's Organic Waste Receiving Station, chopper pumps are used to break down food scraps and mix with fats, oils and grease (FOG) to create a pumpable slurry, and a rock trap grinder and paddle finisher are used to remove the contaminants such as twist-ties and food stickers. The new grant-funded screening system was also installed and operational in April 2025 to replace the old heavy object trap. The new screening system is more effective in removing contaminants while recovering organics, and with the de-packaging system improvements at MSS, the amount of reject materials has generally decreased since the grant application in May 2022.

An average of 5 tons of residual materials are removed monthly from the food waste stream, as summarized below for the grant term after completion of the project in May 2024.

<i>Monitoring Period</i>	<i>Pomace Removed, Tons</i>
<i>May 2024</i>	4
<i>June 2024</i>	4
<i>July 2024</i>	4
<i>August 2024</i>	5
<i>September 2024</i>	4
<i>October 2024</i>	4
<i>November 2024</i>	3
<i>December 2024</i>	7
<i>January 2025</i>	7
<i>February 2025</i>	6
<i>Total</i>	48
<i>Average</i>	5

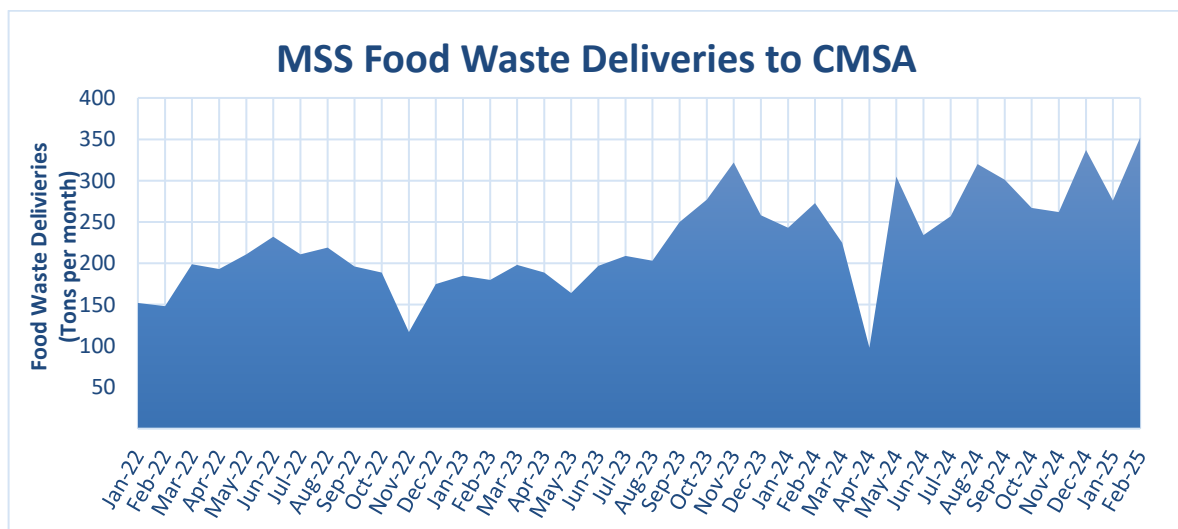
Nearly all reject material is organic and fibrous; the material is picked up by Marin Sanitary Service, where it is then placed over a sort line to remove contaminants before it is sent to Redwood Landfill to be composted.

10. Describe any successes or challenges with acquiring feedstock for the grant project.

The Agency has been proactive in securing additional feedstocks during the grant term but has encountered some challenges in the process. The anticipated feedstock from Republic Services and SBWMA unfortunately has not been realized yet, and although CMSA reached an agreement with the City of Sunnyvale in September 2024 to receive food waste deliveries, the City of Sunnyvale informed the Agency in January 2025 that it will no longer deliver routine loads due to closer alternatives, but would like to consider CMSA as a backup option.

Fortunately, the Agency established a five-year agreement with Sustainable Organic Solutions starting in February 2024 and the feedstock provided has been consistent.

Additionally, the Agency was able to renew the partnership with Marin Sanitary Service. With recent improvements in MSS’ de-packaging program for expired food waste, there has been a noticeable increase in food waste quantities delivered to CMSA, as seen in the below graph. The grant project allowed CMSA to accept the increased food waste quantities from MSS.



Community Benefits

1. Provide information on the direct, meaningful, and assured community benefits from all quarterly Progress Reports from the **Notice to Proceed date through the Grant Term End Date** using the table below. Benefits may include, but are not limited to jobs, air and water quality improvements, and social and economic benefits. Add additional lines as necessary.

Year	Community Benefit Type	Quantified Community Benefits (e.g., types and numbers of jobs created, specific air or water quality)

		benefits, or specifics on other community benefits)
2022	Jobs	14 jobs partially funded by grant
2023	Jobs	23 jobs partially funded by grant
2024	Jobs	5 jobs partially funded by grant
2025	Jobs	0 jobs partially funded by grant

2. Explain how you plan to continue to engage in the community within a half-mile radius of the grant project facility and along project truck routes.

Throughout the grant term, the Agency has held plant tours for the community and published biannual newsletters to showcase the project progress. The Agency plans to continue to engage the community about its Organic Waste Receiving Station and how it accepts food waste for co-digestion through community plant tours for students, professionals, and employees of Marin County.

Furthermore, CMSA has an award-winning Public Education Program (PEP) and is the lead agency administering the Marin County wide PEP with all six wastewater agencies participating (CMSA, Las Gallinas Valley Sanitary District, Novato Sanitary District, Sausalito Marin City Sanitary District, Sewerage Agency of Southern Marin, and Sanitary District 5). It is a novel program with its own MOU signed by each agency outlining their participation responsibilities, financial obligation, and program administration. Throughout the year, the PEP engages the public through outreach events, sponsoring program specific performances in schools for grades K-5, visiting high schools, providing newsletters and social media information, giving presentations to local organizations, and performing onsite facility tours at wastewater treatment plants.

Additionally, CalRecycle’s Office of Public Affairs reached out to CMSA for an interview and facility tour in 2023 to create a short video on the grant project. The video provides an overview of the co-digestion process and how it helps the state of California. The video is posted on CMSA’s website for the public to view and learn about this grant project.

Furthermore, CMSA regularly provided updates on the grant project during the publicly held Board meetings. In February 2025, a presentation was given to the Board highlighting CMSA’s 15-year journey towards the decarbonization of wastewater treatment and how a mid-size wastewater treatment plant can successfully and continuously harness renewable energy from wastewater and liquid organic wastes as well as meet SB1383 climate goals of diverting food waste from the landfill through careful long-term planning and strategic implementation of critical projects, such as this grant project. This presentation is recorded and available on CMSA’s website, and can be used for community engagement.

3. Explain how the grant project addressed any important community needs and how the community needs were determined. For projects with a Community Benefits Agreement, please provide a status update on activities or items that were committed to in the agreement.

This project did not have a Community Benefits Agreement, however the public-private partnership with MSS directly benefits CMSA’s local community because food waste from central Marin is diverted from the landfills and the electricity generated is exported to MCE which provides electricity to 37 communities across Contra Costa, Napa, Marin and Solano Counties.

The grant project also funded in part positions that included CMSA staff, consultants and contractors who are all local to the San Francisco Bay Area.

4. Provide the number of jobs created and the number of full-time staff hires made with grant funds for the grant project that were contract positions. How many of the jobs provided were high quality (include benefits, living wage, etc.)? Describe how you plan to sustain the jobs and for how long after the grant term end date.

The following are jobs that were partially funded by grant dollars. After the grant term end date, the CMSA employees will be funded by the Agency’s operational budget. With the completion of the grant project, the contractors and consultants have completed their work as well.

No. of Positions	Jobs	Benefits Provided?
8	CMSA (Technical Services Manager, Engineer, Operations, Maintenance, E/I staff)	Yes
8	Prime Contractor (GSE laborers, carpenter)	Yes
6	Design consultants (GHD, Dee, Miller Pacific)	Yes
10	Subcontractors (Camblin, Ransome, MB)	Yes

5. If full-time or part-time jobs were created by this grant project but **not** grant funded, describe the number of positions that were created and the job titles.

Non-grant funded positions that were associated with the project included the following. Note that these positions were not created for the grant project but were already funded by CMSA’s operational and capital improvement program budgets to complete the project after grant funds were exhausted.

No. of Positions	Job Title
1	CMSA Technical Services Manager
1	CMSA Senior Engineer
1	Electrical subcontractor
4	Design consultant GHD

6. Describe any types of jobs you anticipate needing in the future to continue diverting food material from landfill to finished products.

The Agency has over a decade of operational experience co-digesting food waste and generating biogas to produce electricity to achieve energy neutrality and exporting excess power back to the grid. The operations and maintenance team, as well as the environmental services team at CMSA are fully equipped to continue to accept and test food waste for co-digestion, and therefore no additional jobs other than the current

staff are not anticipated to be needed to continue diverting food materials from the landfill.

7. Describe any mitigation measures taken to address any negative impacts of the project. If none were taken, describe why.

The Agency filed a Notice of Exemption for this grant project because it consists of installing new equipment and constructing site improvements within an existing publicly owned treatment works facility, and is categorically exempt under Section 15301(b) of CEQA for Existing Facilities. To mitigate noise and pollution, work hours and noise were limited to normal business hours, and the contractor was required to provide erosion and sedimentation control measures, dust control, and properly dispose of the construction and demolition debris materials.

Air and Water Quality

1. Describe and quantify any current or projected improvements in air and water quality resulting from the grant project. Improvements do not need to benefit a priority population community.

Greenhouse gas reductions would help in the improvement of air quality. As stated in the Performance Data section of this report, this grant project provided a benefit of Greenhouse Gas Reductions of 649 MTCO_{2e} during this grant term due to the diversion of food waste from the landfills. Additionally, with the projected future food waste deliveries to CMSA for co-digestion, this grant project is expected to provide a benefit of Greenhouse Gas Reductions of 5,930 MTCO_{2e} from 2025 to 2034. This grant project did not result in any other air or water quality improvements.

Cost of Project

1. Provide the cost of the entire project and how much of the total project budget was grant funded.

The total project cost was \$3,071,009 which included engineering design, new equipment, construction, special inspections, engineering services during construction, and construction management assistance. The Agency was awarded \$2,577,200 through CalRecycle's Co-Digestion Grant Program, which funded 84 percent of the project.

2. If the project leveraged other funding sources, please describe the purpose and amount.

The remaining cost of the project that was not funded by CalRecycle was \$493,809 and was funded through the Agency's Capital Improvement Program budget.

Photographs

Upload high resolution images as individual JPGs (or JPEGs) into the Reports tab under Final Report of the Grant Management System, (GMS). Include images of the stages of the grant project from construction and installation to operation. Include the date taken and description of the photo.

The following photographs will be uploaded with the Final Report.

Construction



04/21/2023: Geotechnical test pile



04/25/2023: Site prep for construction



5/11/2023: Biogas Foundation Construction



5/15/2023: Excavation for tank/piping



7/10/2023: Helical Piles for tank foundation



11/21/2023: Forming concrete pad for tank



2/6/2024: Electrical connections



4/16/2024: Construction of widened hatch

Installation



9/14/2023: Installation of chillers



11/27/2023: Installation of heat exchanger



11/29/2023: Installation of new tank



1/3/2024: Installation of pipe/equipment

Operation



5/31/2024: MSS food waste delivery



11/6/2024: Republic Services food waste into widened hatch



2/13/2024: Equipment Training



9/20/2024: Use of new tank & widened hatch



10/3/2024: Upgraded Receiving Station



2/13/2025: Upgraded Biogas System

Conclusions and Recommendations

Successes, Obstacles, and Insurmountable Challenges

1. **Successes:** Explain how your grant project was successful. Explain what aspects of your project worked well and why.

The grant project is part of a multi-year strategic effort from the Agency to capture and utilize renewable resources and help leverage existing wastewater infrastructure to divert organic waste from the landfill. Prior to this project, the Agency had completed studies to confirm excess digester capacity, constructed and began receiving food waste for co-digestion since 2014, and already established definitive agreements with major stakeholders, such as the interconnection agreement with PG&E and a Power Purchase Agreement with Marin Clean Energy. These preceding activities allowed the Agency to proceed with this grant project to accept more food waste for co-digestion with minimal obstacles.

The concerted efforts to extend the existing Organic Waste Receiving Facility (OWRF) with the new above-ground liquid organic receiving tank, enlarging the floor hatch, and upgrading the biogas treatment system under this single grant project also allowed the Agency to streamline the improvements instead of having discrete construction phases which would increase downtime of the OWRF and the cogeneration engine.

The grant project was also successful due to a collaborative team of consultants and contractors to deliver the project, and the Agency appreciates the funding support from CalRecycle.

2. **Obstacles:** Explain what aspects of your grant project did not work well and why. Explain how you addressed these challenges such as delays in procuring equipment, finalizing permits, hiring staff, securing feedstock, and distributing finished products (such as compost, renewable electricity, steam, renewable vehicle fuel, biomethane for pipeline injection, etc.).

The Agency encountered obstacles to secure additional feedstocks for co-digestion because suppliers like SBWMA and the City of Sunnyvale no longer provides routine deliveries to CMSA even though they still consider CMSA as an important strategic backup option). As a result, the Agency had to reach out to other haulers to inform them of the Agency's organic waste receiving program, perform additional laboratory tests to confirm quality, and develop new agreements, which led to the partnership with SOS and Republic Services.

When there were schedule delays due to equipment lead times and wet weather conditions, the construction duration needed to be extended. By negotiating with the contractor, the extensions were at no additional cost to the Agency.

Additionally, because haulers do not bring food waste during the weekends, the biogas production drops significantly during this period. To eliminate the large fluctuations in power production and decrease costs from purchasing utility power, CMSA developed an operating procedure to closely monitor food waste levels and extend the duration of the digester feed as much as possible to level off biogas production over the weekends.

3. **Insurmountable Challenges:** Describe any challenges that were insurmountable and why. Describe what would have been needed to overcome these challenges.

This project did not encounter any insurmountable challenges.



BOARD MEMORANDUM

March 6, 2025

To: CMSA Commissioners and Alternates

From: Jacky Wong, Associate Engineer
Peter Kistenmacher, Technical Services Manager/Assistant General Manager

Approved: Jason Dow, General Manager

Subject: **Chlorine Contact Tank No. 4, and Primary Clarifier No. 2 and 3 Coatings and Concrete Rehabilitation Project – Construction Contract Award**

Recommendation: Reject the bid proposals from Top Line Engineers and National Coatings and Linings, and award the construction contract to Euro Style Management for the total bid amount of \$1,277,500, and authorize the General Manager to execute the contract agreement.

Summary: Bids for the construction of the Chlorine Contact Tank (CCT) No. 4, and Primary Clarifier (PC) No. 2 and 3 Coatings and Concrete Rehabilitation Project (Project) were publicly opened on February 27, 2025. Five bids were received, and Euro Style Management, located in Sacramento, CA, submitted the lowest, responsive, and responsible bid, with a total bid amount of \$1,277,500. Two bids were lower in price but contained irregularities and were deemed not to be responsive and/or responsible. If the Board awards the construction contract, construction is anticipated to begin in May 2025 and be completed by October 2025.

Fiscal Impact: The Agency’s Capital Improvement Program (CIP) has allocated \$953,350 to rehabilitate PC No. 2 and No. 3, perform conduct Sodium Bisulfite (SBS) spill vault recoating, and \$53,375 to recoat portions of Chlorine Contact Tank (CCT) No. 4 in FY25 and FY26. A December 2024 inspection of previously submerged areas revealed that the entire coating on the north wall of CCT No. 4 needs replacement. The engineer’s revised estimate for the entire Project was \$1,342,000, which was presented to the Board at the January 2025 meeting. Euro Style’s bid is approximately \$64,500 lower than the engineer’s estimate, and staff will utilize budget savings from various FY25 capital accounts to fund the Project.

Discussion: The Project involves blasting and recoating the steel launders, resurfacing and coating deteriorated sludge hopper concrete, and repairing deteriorated concrete in PC tanks No. 2 and No. 3. Additionally, the Project also includes replacing failing coatings along the entire length of the CCT No. 4 north wall, replacing failing coatings in the SBS spill vault, and applying a new deck coating on various horizontal CCT walkways to prevent surface water intrusion that could corrode embedded rebar.

The Board adopted the Project’s contract documents and authorized the General Manager to advertise the Project for public bidding at the January 14, 2025 meeting. The Notice Inviting Sealed Bids was issued on January 24, 2025, and was published in the Marin Independent Journal, on the Agency’s website, and in several Builders’ Exchanges. Ten contractors attended the optional pre-bid meeting on February 11, 2025, and five sealed bids were received.

Table 1. Bid Opening Results

Contractor	Total Bid Amount	% Above/Below Estimate
<i>Engineer’s Estimate</i>	<i>\$1,342,000</i>	
Euro Style Management	\$1,277,500	-4.8%
Resources Development Company	\$1,485,510	8.7%
FD Thomas	\$1,694,288	26.3%
National Coating and Linings*	\$1,253,500	-6.6%
Top Line Engineers*	\$990,790	-26.2%

*Bid contains irregularities

Agency staff completed a detailed review of the submitted bid documents, including but not limited to bid prices, financial qualifications, and safety data. During the bid review process, staff consulted with the Agency’s construction attorney regarding several observed irregularities, which included issues with bid unit costs, submitted bid form answers that did not meet Agency stated essential requirements for qualification, and missed submittal of required financial documents by Agency stated deadlines. It was determined that the two lowest-priced bidders were considered not responsive and/or responsible. Euro Style was selected as they fulfilled all the bid requirements and is recommended for the contract award. Euro Style completed several coating projects previously for the Agency’s PCs and staff were satisfied with their performance.

Alignment with Strategic Plan: This Project aligns with the Agency’s FY25 Business Plan to support Goal 1 – Objective 1.2 as shown below.

Goal One: CMSA will effectively operate and maintain its treatment facilities in compliance with changing regulations.

Objective 1.2: Manage the Agency’s equipment and assets consistent with CIP and maintenance programs.

Action: Complete Chlorine Contact Tank Deck and Wall Coating Projects

Objective 1.3: Deliver Critical and High Priority Capital Projects

Action: Rehabilitate Primary Clarifier No. 1 and begin rehabilitation of Primary Clarifier 2



BOARD MEMORANDUM

March 6, 2025

To: CMSA Commissioners and Alternates

From: Joyce Cheung, Senior Engineer
Peter Kistenmacher, Technical Services Manager / Assistant General Manager

Approved: Jason Dow, General Manager

Subject: **Capital Projects Update – Nutrient Removal Alternatives Evaluation, Grit Classifiers Replacement, and the Centrifuge Replacement Projects**

Recommendation: Informational, provide any comments or direction to the General Manager, as appropriate.

Summary: Agency staff are currently working on several major capital projects as part of the FY25 Capital Improvement Program (CIP) to upgrade existing infrastructure, support resource recovery opportunities, and meet new regulatory requirements. These projects typically require multi-year efforts to complete design and construction, and staff prepared this report to provide the Board with interim status updates on the Nutrient Removal Alternatives Evaluation, Grit Classifiers Replacement, and the Centrifuge Replacement Projects.

Discussion: Notable updates on the ongoing effort, project milestones, and schedule revisions for the Nutrient Removal Alternatives Evaluation, Grit Classifiers Replacement, and the Centrifuge Replacement Projects are provided below:

I. Nutrient Removal Alternatives Evaluation and Facilities Plan

The Nutrient Removal Alternatives Evaluation and Facilities Plan Project was initiated to evaluate nutrient removal technologies and treatment plant upgrades necessary to meet the adopted Nutrient Watershed Permit discharge requirements. After Agency staff administered a competitive RFP process, the Board awarded the professional services agreement to a Carollo/Hazen team at the August 2024 Commission meeting.

The Carollo/Hazen consultant team developed technical memoranda on sampling recommendations, interim optimization strategies, and designed criteria for nutrient removal alternatives, which were all reviewed with staff through various workshops. During the evaluation process, Carollo/Hazen identified questions about the capacity of the Agency’s existing aeration blower system, as the oxygen demand necessary to perform nitrogen removal will increase. An evaluation of the aeration blower and

diffuser capacity will be necessary to determine if new diffusers and/or upgrades to the aeration blowers are required.

Additionally, the relatively shallow depth of the Agency’s existing secondary clarifiers may be a potential risk for nutrient removal operation, which would send more solids materials to those clarifiers for separation from the liquid stream. Carollo/Hazen recommended full-scale stress testing and development of a computational fluid dynamics (CFD) model of the secondary clarifiers during the dry season to determine the precise capacity of the existing tanks.

One of Agency’s major goals for the project is to modify the existing aeration tank and secondary clarifier infrastructure to maximize nutrient removal. The unit cost of removing nutrients via modification of existing infrastructure is expected to be significantly less than constructing new facilities to remove nutrients. Based on the preliminary treatment modelling conducted, it is expected that the Agency will be able to remove a significant amount of nutrients via modification of our existing infrastructure, while minimizing the amount of new nutrient removal facilities. Therefore, the results from the secondary clarifier stress testing, CFD modelling, the aeration blower and diffuser capacity evaluations are considered critical to complete prior to completing the Alternatives Evaluation.

The addition of these tasks including the dry season stress testing will require extending the project completion from the originally planned completion of July 2025, to October 2025. Agency staff are working with the consultant team to estimate the cost impact of the project schedule extension, additional testing and evaluation, and if above the General Manager’s signature authority limit, will bring a proposed contract amendment to a future Board meeting for consideration.

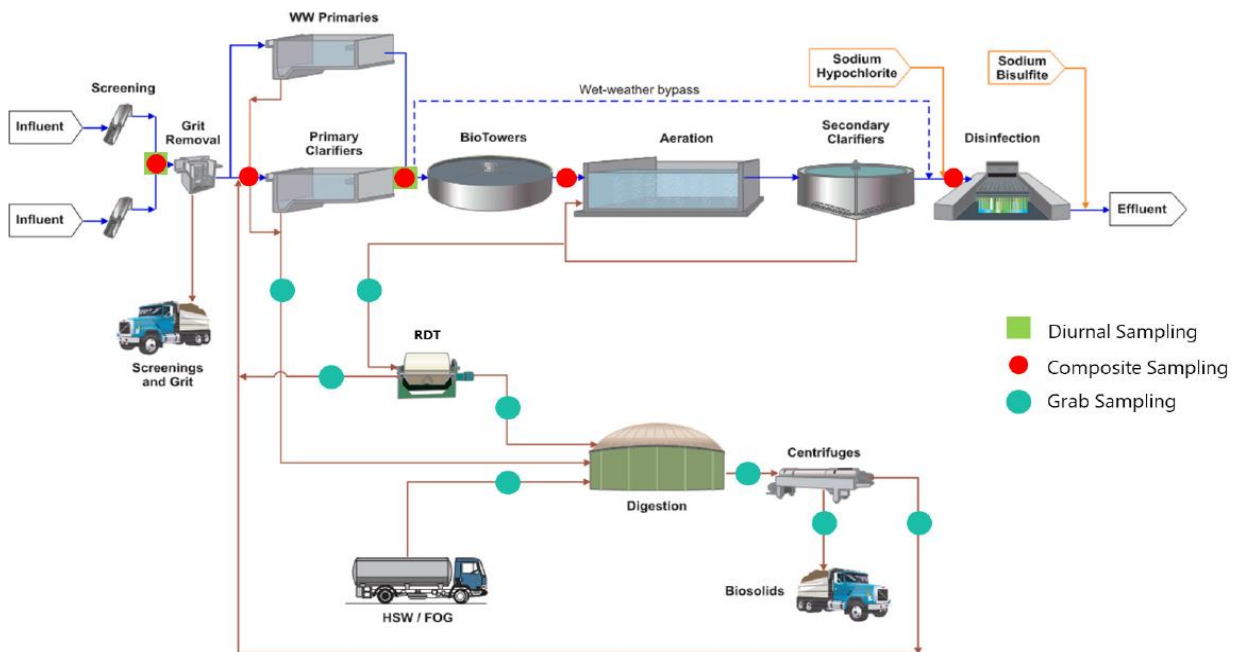


Figure 1: Sampling Locations for Nutrient Removal Alternatives Evaluation

II. Grit Classifiers Replacement Project

The Board authorized public bidding for this project at the January 2025 Commission meeting. This project includes the replacement of three aging grit classifiers with two new grit washers that can recover organics, replacement of five grit pumps, installation of new check valves, plug valves, piping, seal water systems, and performing all associated mechanical, structural, electrical retrofits in the Grit Handling Room to integrate the new equipment into the existing grit handling process.

To facilitate timely completion of the project, the Board previously authorized the pre-purchase of the grit washers and the grit pumps at the May 2024 and the October 2024 Board meetings, respectively. However, Agency staff were recently informed by the manufacturers that the grit washers and grit pumps were delayed and are now scheduled for delivery in late August 2025.

The final design was completed in January (see Figure 2 below) and construction was originally expected to be completed by October 31st to minimize process interruptions during wet weather. Based on the updated equipment delivery schedules, construction would extend into the winter months if it were to proceed, in which the Agency would risk having inadequate grit handling processes during wet weather. Agency staff recommend postponing the bid advertisement and contract award to spring 2026 to provide sufficient time for construction during dry weather. To prevent the new equipment from damage, Agency staff are coordinating with the manufacturers on long-term storage requirements and are requesting an extended warranty at no cost to the Agency due to their fabrication delays.

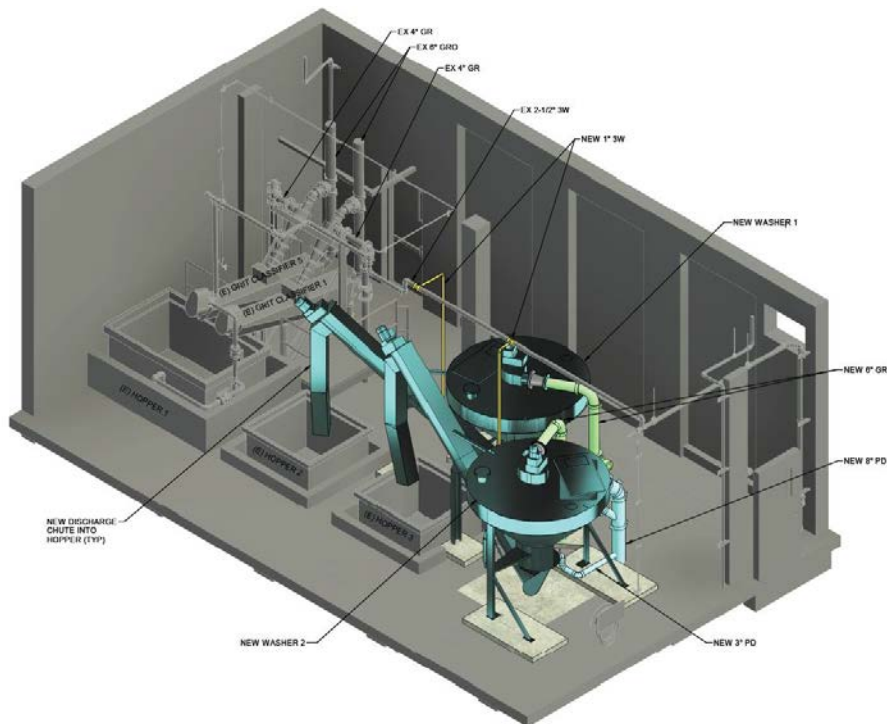


Figure 2: Layout of New Grit Washers for the Grit Classifiers Replacement Project

III. Centrifuge Replacement Project Update

The Board approved the Professional Services Agreement with Black & Veatch (BV) at the February 2023 Commission meeting to provide engineering design services for the Centrifuge Dewatering Improvements Project. The project includes evaluating and developing the layout and design criteria to replace three centrifuges with newer high efficiency units that can handle more wastewater solids and organic waste material, and replacing associated appurtenances such as the Master PLC and monorail hoist with a new bridge crane. Agency staff coordinated with BV on polymer jar tests, reviewed available electrical capacity, and identified the critical criteria to select the centrifuges. The centrifuges were pre-purchased in August 2024 with prior Board authorization, and delivery is expected in late July 2025.

As for the detailed design phase, the 60% design workshop was held in December 2024 (see below figures) and BV is currently reviewing the centrifuge submittals and incorporating the details into the 90% design deliverables, expected in April 2025. The final design is on schedule to be completed by June 2025, and Agency staff expect to present the construction documents to the Board during the June 2025 Commission meeting for authorization to publicly bid the project.

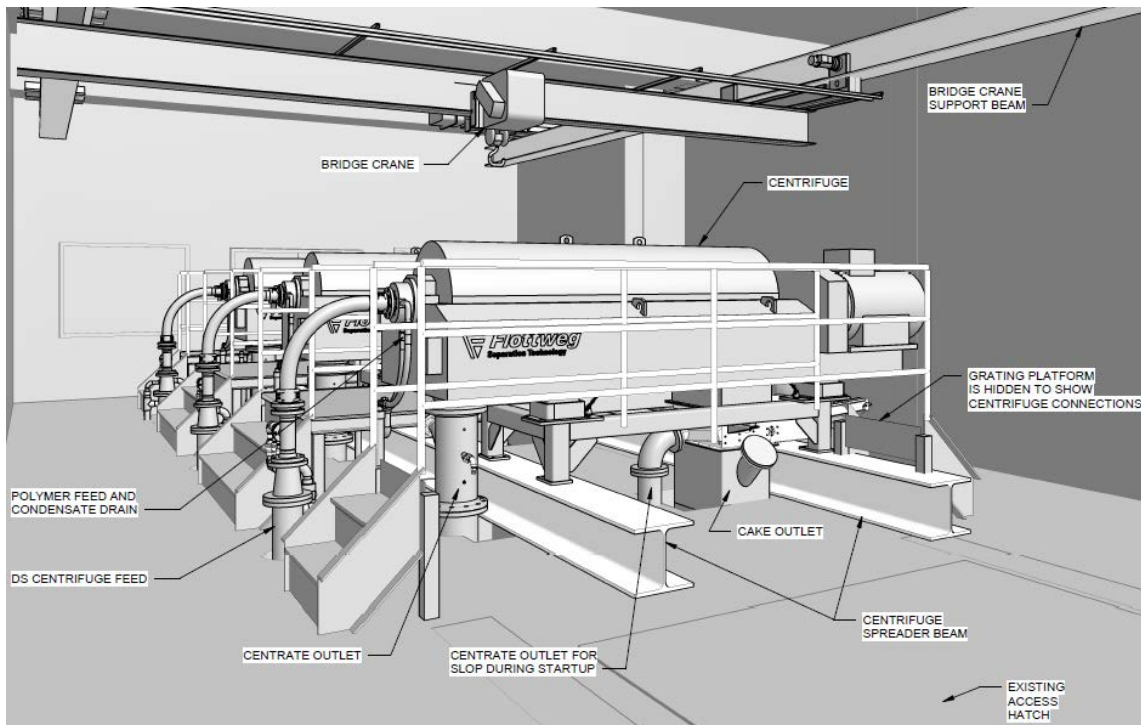


Figure 3: 3D Rendering of New Centrifuges and Platform for the Centrifuge Replacement Project

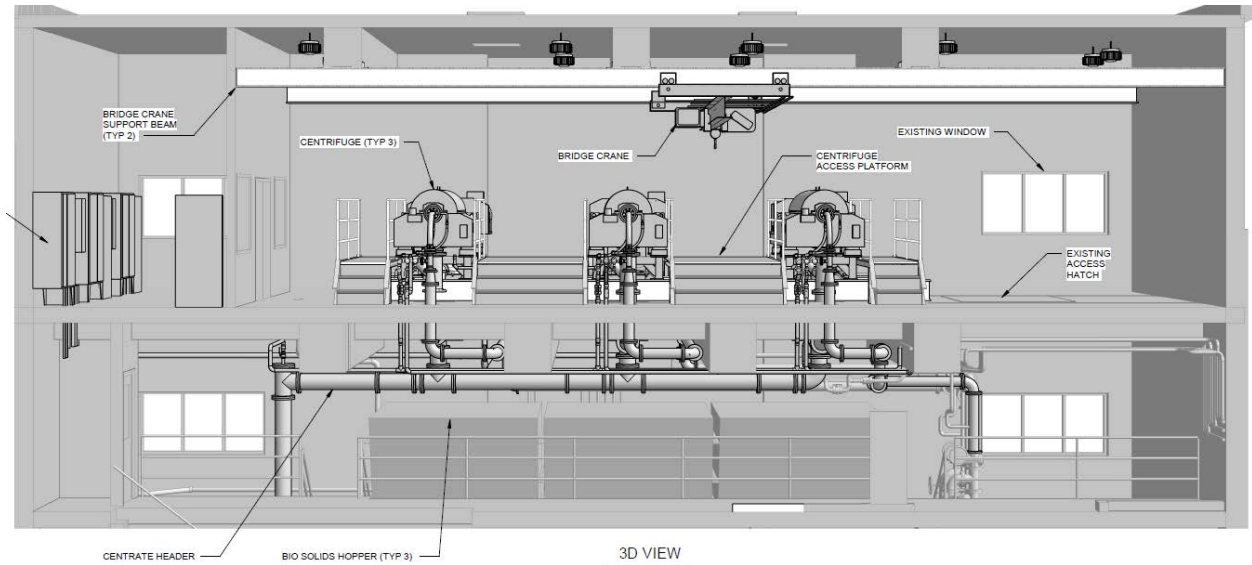


Figure 4: 3D Renderings of New Centrifuges, Platform and Electrical Panels for the Centrifuge Replacement Project

Alignment with Strategic Plan: The projects mentioned above align with the Agency’s FY25 Business Plan to support Goal 1 – Objective 1.3 as shown below.

Goal One: CMSA will effectively operate and maintain its treatment facilities in compliance with changing regulations

Objective 1.3: Deliver critical and high priority Agency capital projects

Action: Select a nutrient removal system for the predesign phase of the Nutrient Removal Project

Action: Finish New Grit Washers Project design and begin construction

Action: Complete Dewatering System Replacement Project design and begin construction



BOARD MEMORANDUM

March 6, 2025

To: CMSA Commissioners and Alternates

From: Tiffany Elam, Administrative Specialist

Approved: Jason Dow, General Manager

Subject: February 2025 Informational Items

Recommendation: Informational, provide comments or direction to the General Manager, as appropriate.

1. Letter dated January 29, 2025, to Ms. Kerry O’Conner, California Regional Water Quality Control Board
Re: Monthly Self-Monitoring Report (SMR) – 2024 Annual Report
2. Letter dated February 27, 2025, to Ms. Kerry O’Conner, California Regional Water Quality Control Board
Re: Monthly Self-Monitoring Report (SMR) – January 2025
3. Total Inorganic Nitrogen Levels – Monthly Update
Re: February 2025
4. Energy Balance and Demand Graph
Re: February 2025



January 29, 2025

California Regional Water Quality Control Board
San Francisco Bay Region
Ms. Kerry O' Conner, Water Resource Control Engineer
1515 Clay Street, Suite 1400
Oakland, CA 94612

Subject: 2024 Annual Self-Monitoring Report

Dear Ms. O' Conner,

The Annual Self-Monitoring Report (SMR) for the Central Marin Sanitation Agency (CMSA) treatment plant has been submitted using the eSMR /California Integrated Water Quality System (CIWQS). This SMR conforms to CMSA's NPDES Permit Order #R2-2023-006, the Nutrient Watershed Permit Order #R2-2024-0013, the Mercury and PCBs Permit Order #R2-2022-0038, the Amendment of Monitoring and Reporting Requirements and Amendment of Alternate Monitoring and Reporting Program Permit Order #R2-2021-0028, and the Amendment Update to Total Residual Chlorine and Oil and Grease Requirement Permit Order R2-2023-0023.

NPDES Compliance Performance – Conventional Pollutants

The CMSA treatment plant performance for 2024 was excellent. The Final Effluent Total Suspended Solid (TSS) maximum monthly average concentration was 9.7 mg/L. The Carbonaceous Biochemical Oxygen Demand (cBOD) maximum average concentration was 7.4 mg/L. These concentrations are well within the NPDES Permit limits of 30 mg/L and 25 mg/L, respectively. Additionally, minimum monthly average percent removals for TSS and cBOD were 95% and 94%. These percent removals are within the NPDES Permit limit of 85%.

NPDES Compliance Performance – Bacterial Indicators

Enterococcus monitoring under CMSA's NPDES Permit Order #R2-2023-006 indicated a maximum six-week rolling geometric mean of 11.7 MPN/100mL. This result is below the NPDES six-week rolling geometric mean limit of 255 CFU/100mL. Enterococcus monitoring under CMSA's NPDES Permit Order #R2-2023-006 indicated a maximum six-week rolling geometric mean of 22.8 MPN/100mL. This result is below the NPDES 90th Percentile Maximum limit of 1,055 CFU/100mL.

NPDES Compliance Performance – Toxic Pollutants
Copper

The Copper maximum monthly average and daily maximum concentration was 15 ug/L. These results are well below the NPDES Final Effluent limits of 48 ug/L and 84 ug/L, respectively.

Cyanide

Cyanide maximum monthly average and daily maximum concentrations were j-flagged at 1.8 ug/L. These results are well below the NPDES Final Effluent limits of 21 ug/L and 37 ug/L, respectively.

Ammonia

The Ammonia daily maximum concentration was 47 mg/L, and the maximum monthly average concentration was 43 mg/L. These results are well below the NPDES Final Effluent limits of 60 mg/L (monthly average) and 110 mg/L (daily maximum), respectively.

Mercury

The maximum monthly average Mercury concentration was 0.0057 ug/L, which is substantially below the 0.066ug/L monthly average limit provided in the Mercury and PCB Permit (Order# R2-2022-0038). Additionally, the CMSA Total Annual Mercury Load was 0.052 kg/year, which is well below the Mercury and PCB loading limit of 0.11kg/year.

NPDES Compliance Performance – Violations

There were zero (0) reportable NPDES Water Quality Permit violations in 2024.

Blending Activities

As required within both adopted NPDES Permit Orders, CMSA annually reports on the progress of each blend reduction activity. The CMSA treatment facility did not exceed the maximum secondary capacity of 30 MGD in 2024, and there were 17 calendar days of reportable blending events during the year. Prior to blending initiation, all CMSA process equipment (primary and secondary systems, and the effluent storage pond) were in service and remained in service throughout the blending periods. Blending Reduction Activities Status Reports for CMSA were provided within the CMSA Report of Waste Discharge submittal. Collection System Agency’s Blending Reduction Activities Status Reports are attached. Table 1 below provides a summary of the blending events during 2024.

Table 1: Blending Activities Summary (EFF-002b)

Monitoring Period	Total Daily Flow	Blend Volume	Blend Start Time	Blend End Time	Blend Duration	TSS	cBOD	Cyanide	Copper	Ammonia	pH Min	pH Max	Enterococcus	Rainfall	Residual Chlorine
DD/MM/YY	MG	MG	HHMM	HHMM	HRS	mg/L	mg/L	ug/L	ug/L	mg/L	SU	SU	MPN/100mL	IN	mg/L
1/13/24	16.45	0.34	2316	2359	0.72	6					6.8	7.1	1	0.78	ND
1/14/24	23.88	0.75	0000	0056	0.93	6	5	11.3	4.1	10.1	6.7	6.9	2	0.00	ND
1/21/24	36.65	6.93	1122	2359	12.62	13					6.6	6.8	2	1.09	ND
1/22/24	50.62	20.17	0000	2311	23.18	23					6.4	6.7	2	0.29	ND
1/31/24	26.27	8.67	1859	2359	5.00	33					6.6	7.1	3.1	2.39	ND
2/1/24	52.63	21.95	0000	2359	24.00	27					6.5	6.6	8.5	0.83	ND
2/2/24	30.49	1.26	0000	1350	13.83	8					6.6	6.9	6.3	0.08	ND
2/4/24	62.37	32.42	0152	2359	22.12	22					6.4	7.2	13.4	2.74	ND
2/5/24	37.52	7.53	0000	2211	22.18	10					6.6	6.8	4.1	0.25	ND
2/17/24	18.37	1.26	2015	2337	3.37	12					6.8	7.0	3.1	0.91	ND
11/21/24	34.71	5.42	0254	2150	20.7	16					6.4	6.8	8.6	0.68	ND
11/22/24	49.73	22.94	0947	2359	15.8	28					6.4	6.7	12.2	2.83	ND
11/23/24	28.52	2.09	0000	1206	12.1	7					6.5	6.8	7.4	0.03	ND
12/14/24	41.87	12.17	0542	2124	17.1	34					6.4	7.2	6.3	1.95	ND
12/16/24	26.91	2.3	1436	2155	8.52	9					6.8	7.0	4.1	0.5	ND
12/27/24	29.27	1.36	0235	1540	14.25	7					6.6	7.1	7.4	0.19	ND
12/29/24	27.84	2.09	1038	1824	9.03	9					6.7	7.0	22.8	0.85	ND

Additionally, as required within the adopted NPDES Permit Order #R2-2023-006, Section 6.3.5.2., CMSA shall monitor flows from individual collection agencies for consideration of relative inflow and infiltration contributions by agency. Table 2 below provides a summary of the flows and peaking factors associated with inflow and

infiltrations from collection system agencies during 2024. Additionally, CMSA shall continue to implement a flow-based rate structure. The flow-based rate structure is expected to provide an incentive for collection system agencies to reduce inflow and infiltration flows. CMSA implemented a flow-based rate structure in 2014 and continues to bill contributing collection system agencies annually based on wastewater flow and strength. An annual update of flow and strength budget updates are available in the adopted budgets on the CMSA website located at: www.cmsa.us.

Table 2: Member Agency’s Inflow and Infiltrations Peaking Factor Contribution Summary

Parameter	SRS	RVSD	San Quentin	SD2	CMSA
ADW Flow ¹ (MGD)	3.27	3.55	0.60	0.79	8.47
Annual Average Flow (MGD)	4.92	5.94	0.72	1.15	12.99
Peak Daily Average Flow (MGD)	24.26	30.64	1.98	5.41	62.56
Peak 5-Minute Flow Rate ² (MGD)	49.72	47.05	4.39	10.89	98.84
Peaking Factor ³	15.2	13.3	7.32	13.8	11.67

Data Certification and Submittal Process

As required in the December 7, 2010 letter from the Regional Water Quality Control Board (RWQCB), CMSA began submitting facility monitoring data and reports (SMR) to the statewide eSMR/CIWQS system in June 2011. Tabular and graphical summaries of the monitoring data for the previous year and an annual compliance summary table of treatment plant performance are no longer required if we have submitted the year’s monitoring results to CIWQS in electronic reporting format by EDF/CDF upload. Participation for the required Mercury reporting specified in the Mercury and PCB Watershed Permit is attached. PCB annual data by USEPA Method 1668C was provided in the May 2024 SMR submittal in the CIWQS system. A list of approved analyses for the certified laboratories used during 2023 is provided as Attachment 12. Certified laboratories used during 2024 included, the CMSA Laboratory, Caltest Analytical Laboratory, Enthalpy Analytical and Pacific Ecorisk.

Regional Monitoring and Reporting

CMSA is an Associate Member of Bay Area Clean Water Agencies (BACWA), which has signed a Memorandum of Understanding with the RWQCB for TMDL and SSO development. Support for ambient receiving water monitoring through the RMP, and support for TMDL and SSO development through BACWA and the Water Quality Attainment Strategy are achieved through membership dues. We are including a copy of the January 15, 2025, letter from BACWA that was sent to Eileen White, Bill Johnson, and Xavier Fernandez, at the RWQCB. The letter describes our NPDES permit conditions for completion of risk reduction requirements for mercury and PCB-related risks to humans, ambient water quality monitoring, TMDL/SSO support, implementation of copper and cyanide action plans, and Nutrient Watershed Permit requirements. The December 30, 2024, SFEI letter that was sent from Amy Kleckner, RMP Manager, that indicates CMSA’s RMP support is also attached.

Facility Map and Process Flow Overview

The NPDES Permit requires that CMSA submit in its annual report an overview drawing or map illustrating the Discharger’s facility, flow routing, and sampling and observation locations. CMSA’s current facility plan and process flow overview are attached.

¹ Average Dry Weather Influent Flow calculated based upon influent flow from August 2023 to October 2023.

² Peak flow rate dependent on area’s rainfall. Value is defined as the Agency 5-Minute Maximum Flow Rate for the reporting period.

³ Metcalf & Eddy defines Peaking Factor as the Daily/Hourly/5-Minute Maximum Flow Rate divided by the Daily Average Flow Rate. CMSA defines the Peaking Factor as the 5-Minute Maximum Flow Rate divided by the Average Dry Weather Flow Rate.

Proper Operation and Maintenance

A review and evaluation of the Agency's operations and maintenance practices was completed in 2024, and status reports on our Wastewater Facilities, Operations and Maintenance Manual, and Contingency Planning are attached.

Summary

If there are any questions, please contact me at 415-459-1455, extension 101. Values reported are measured values and each are subject to analytical variability. CMSA reserves the right to question data in an enforcement proceeding.

I certify under penalty of law that this document and all attachments are prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for known violations (40 CFR 122.22(d)).

Sincerely,



Nick Talbot
Treatment Plant Manager

Attachments:

1. CMSA Annual NPDES Compliance Evaluation Summary
2. CMSA Annual Mercury Loading Report
3. BACWA Ambient Water Quality Monitoring Letter
4. SFEI RMP Support Letter
5. CMSA Wastewater Facilities Review and Evaluation, and Status Reports
6. CMSA Operations and Maintenance Manual Review and Status Report
7. CMSA Contingency Plan Review and Status Report
8. CMSA Facility Map and Process Flow Overview
9. Ross Valley Sanitary District (RVSD) Blending Reduction Activities Status Report
10. San Rafael Sanitation District (SRSD) Blending Reduction Activities Status Report
11. Sanitary District No. 2 (SD2) Blending Reduction Activities Status Report
12. Environmental Laboratory Accreditation Program Field of Accreditations and Certificates



February 27, 2025

California Regional Water Quality Control Board
San Francisco Bay Region
Ms. Kerry O' Conner, Water Resource Control Engineer
1515 Clay Street, Suite 1400
Oakland, CA 94612

Subject: Monthly Self-Monitoring Report (SMR) – January 2025

Dear Ms. O' Conner,

The SMR for the Central Marin Sanitation Agency (CMSA) treatment plant has been submitted using the eSMR /California Integrated Water Quality System (CIWQS). This SMR conforms to CMSA's NPDES Permit Order #R2-2023-006, the Nutrient Watershed Permit Order #R2-2024-0013, the Mercury and PCBs Permit Order #R2-2022-0038, the Amendment of Monitoring and Reporting Requirements and Amendment of Alternate Monitoring and Reporting Program Permit Order #R2-2021-0028, and the Amendment Update to Total Residual Chlorine and Oil and Grease Requirement Permit Order R2-2023-0023.

Violations

There are no reportable NPDES Permit violation(s) for this reporting period.

Blending Events

The CMSA treatment facility did not exceed the maximum secondary capacity of 30 MGD during this reporting period.

Data Validation

All regulatory daily, weekly, and monthly quality control calibrations/checks conducted during the month of January met established quality assurance acceptance criteria, except those data results indicated within the attached analytical reports.

Summary

If there are any questions, please contact me at (415) 459-1455, extension 101. Quality assurance data are available for all test results cited in this report. Values reported are measured values and each are subject to analytical variability. CMSA reserves the right to question data in an enforcement proceeding.

I certify under penalty of law that this document and all attachments are prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and

belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for known violations (40 CFR 122.22(d)).

Sincerely,



Nick Talbot
Treatment Plant Manager

Nutrient Removal Alternatives Evaluation & Facilities Plan Project

The Project consists of evaluating alternatives for interim (2024 -2034) and permanent (post 2034) nutrient removal from CMSA's effluent. The work includes wastewater sampling, process modeling, developing screenings criteria, evaluating interim and permanent nutrient removal options, evaluating funding options, evaluating the nutrient/energy/solids nexus, and completing a Facilities Plan and Final Report for the selected nutrient removal alternative.



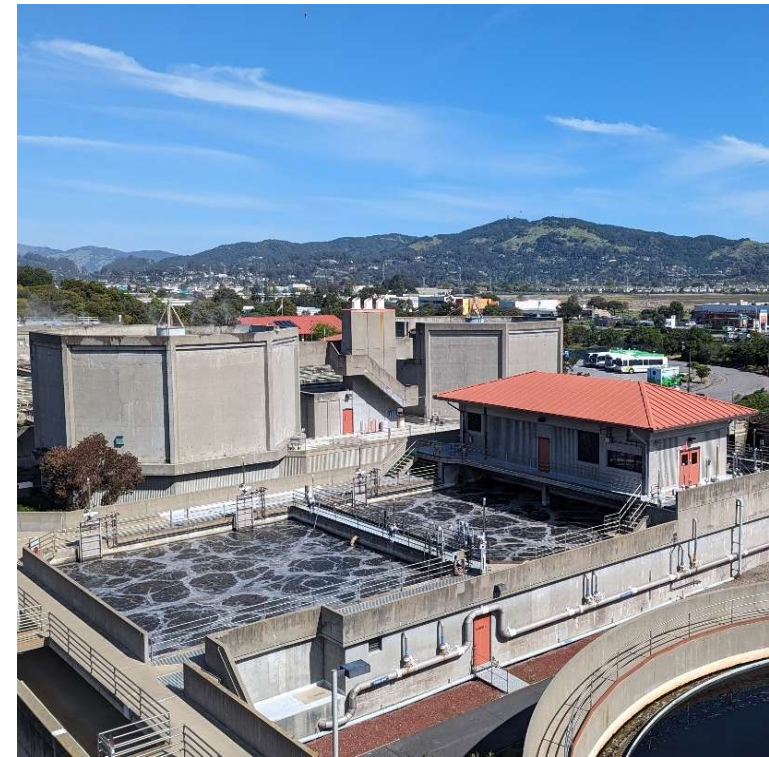
MARCH 2025 UPDATE

FY25 Budget	Spent (18%)*	Remaining
\$1.0 M	\$0.179 M	\$0.821 M

* Note: Amount spent does not include invoices received at the end of the previous month due to timeline required to review and process payments. Those invoices and payments will be reflected in next month's budget update.

Completed Tasks	Completion Date
Kickoff Meeting	September 10, 2024
2-Week Wastewater Sampling	October 2024
Interim Optimizations Workshop 1	October 2, 2024
Procured & Installed Ammonia and Nitrate Probes	November 28, 2024
Staff Training at Nutrient Technology Events	November 2024
Interim Optimizations Workshop 2	November 18, 2024
Screening Criteria Workshop	December 18, 2024
Tech Memo 1 & 2 on Sampling and Interim Optimizations	February 2025
Alternatives Evaluation Workshop #1	January 15, 2025
Tech Memo 3 on Design Criteria	February 14, 2025

Remaining Tasks	Target Completion Date
Screenings & Evaluation Criteria Development	March 2025
Secondary Clarifier stress test and CFD Modeling	May/June 2025
Process Modeling	June 2025
Diffuser/ Blower/ Biotower Evaluation	June 2025
Solids Loading/Energy/Nutrient Nexus	August 2025
Alternatives Evaluation	August 2025
Funding Opportunity Evaluation	August 2025
Facilities Plan and Report	September 2025
Final Report and Board Presentation	October 2025

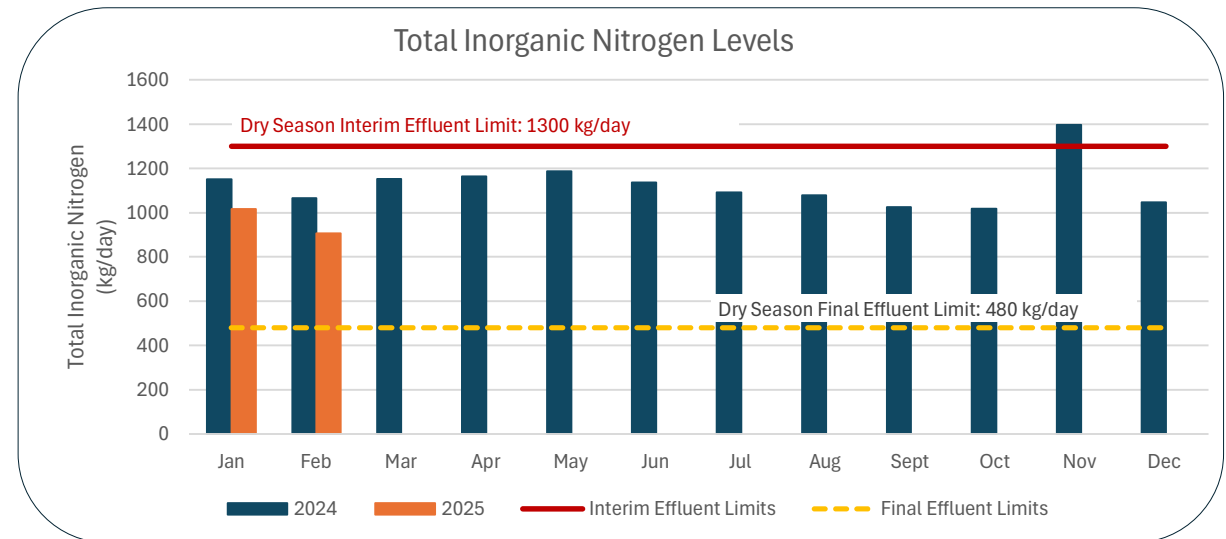
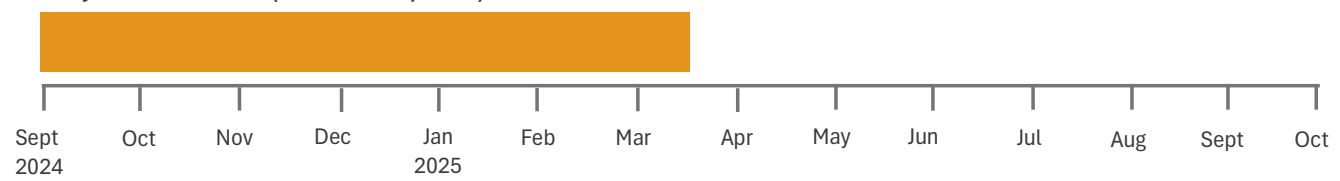


Spending Summary



- Ammonia/ Nitrate Probes, Process Waste Sump VFDs & Level Sensors: \$38k
- Sampling (Supplies): \$10k
- Sampling (Outsource Cost): \$30k
- 2-week Sampling (Staff Overtime): \$1k
- Carollo/Hazen Consulting Fees: \$101k

Project Schedule (50% Complete)



Note: High TIN load in November 2024 due to large winter storm events (outside of dry season)

Special Notes

- Carollo/ Hazen provided a proposal to perform stress testing and develop a computational fluid dynamics (CFD) model of the secondary clarifiers. The work is scheduled for the dry season and would determine the capacity of the tanks under a future nutrient removal scenario and the modifications that can help improve performance. The project schedule was extended to allow for the stress testing.
- Carollo/ Hazen is preparing a proposal for additional aeration system diffuser/blower evaluations.
- A detailed biotower condition assessment including the media may be considered in 2025.
- Kennedy/ Jenks is performing a seismic study on the primary clarifiers, biotowers and aeration tanks, and will provide structural considerations for new nutrient removal facilities. Preliminary findings were shared in January, and the technical memorandum will be provided in March.
- Carollo provided a funding matrix to summarize available loans and grants for this project, and will review it in further detail after the Alternatives Evaluation is completed.

FEBRUARY 2025 CMSA RENEWABLE POWER SUMMARY

107% ENERGY NEUTRAL

