

***Agenda***

Thursday, December 16, 2021  
Board of Commissioners Meeting  
**TELECONFERENCE**  
**5:00 pm**

NOTE: Consistent with the Governor’s Executive Order N-25-20 on the Brown Act and the Bagley Keene Act, this Board meeting will be held via Zoom® conferencing. There will be no physical location of the meeting. The Agenda packet is available for review and download on the Agency website the Monday before the meeting: [www.sasmwwtp.org](http://www.sasmwwtp.org).

**HOW TO PARTICIPATE REMOTELY**

Click or enter the following website address:

<https://us02web.zoom.us/j/85211097430?pwd=dytEVjNEc3o3VHV3eDNPTUlxNlRoZz09>

Or call the following telephone number: 1 669 900 6833 and enter the following Meeting ID: 852 1109 7430  
Passcode: 721737.

Public comments for this meeting can be submitted via email to: [SASM@cityofmillvalley.org](mailto:SASM@cityofmillvalley.org). 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 read into the record during the Public Comment period of the Board meeting. To provide comments 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 [SASM@cityofmillvalley.org](mailto:SASM@cityofmillvalley.org)

*The Sewerage Agency of Southern Marin (SASM) does not discriminate against any individual with a disability. Upon request, SASM publications will be available in the appropriate format to persons with a disability. If you require assistance or accommodation to participate, please contact V. Tyler at (415)388-2402 at least 24 hours prior to the meeting. SASM will use its best efforts to make reasonable accommodations to provide as much accessibility as possible, while still maintaining public safety.*

**CALL TO ORDER AND ROLL CALL**

**APPROVAL OF AGENDA**

**Sewerage Agency of Southern Marin  
Board of Commissioners  
Agenda  
December 16, 2021**

**PUBLIC OPEN TIME**

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

**CONSENT CALENDAR**

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

1. Teleconferencing Meeting Resolution to comply with Assembly Bill 361  
*Recommended Action: Adopt Resolution NO. 2021-3*
2. Consideration of the Minutes of the November 18, 2021, meeting.  
*Recommended Action: Approve the minutes.*
3. Monthly Report.  
*Recommended Action: Receive report.*

**NEW BUSINESS**

4. Consideration of the Budget Adjustment for FY 2021-22  
*Recommended Action: Receive report; authorize a budget adjustment in the amount of \$68,141 to the SASM budget for the FY 2021-22.*
5. Election of SASM Officers for 2022  
*Recommended Action: SASM Board to accept nominations and elect officers for 2022*

**Open Discussion**

**ADJOURNMENT**

***The next scheduled Board meeting is January 20, 2022 @ 5 pm***

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Materials related to an item on this agenda submitted to the Sewerage Agency of Southern Marin after distribution of the agenda packet are available for public inspection at 450 Sycamore Avenue, during normal business hours. Such documents are also available on the SASM's website at: [www.cityofmillvalley.org/Index.aspx?page=461](http://www.cityofmillvalley.org/Index.aspx?page=461) subject to staff's ability to post the documents prior to the meeting.

S/ADMIN/SASM/SASM BRD

# SEWERAGE AGENCY OF SOUTHERN MARIN

## *Minutes*

### BOARD OF COMMISSIONERS

November 18, 2021

*Teleconference*

#### **Call to order and roll call**

President Lew Kious called the meeting to order at 5:03 pm.

Commissioners present: Al Leibof, Jeff Slavitz, Jim Jacobs, John McCauley, and Todd Gates

Staff present: WWTP Director Mark Grushayev, Public Works Director Andrew Poster, WWTP Administrative Aide V. Tyler

Members of the Public: Bill Hansel

#### **Approval of Agenda**

Action: M/S Jacobs/McCauley and carried on a vote of 6 to 0 to approve the Agenda.

#### **Public Open Time**

There were no comments from the public.

#### **Consent Calendar**

1. Teleconferencing Meeting Resolution to comply with Assembly Bill 361  
*Recommended Action: Adopt Resolution NO. 2021-2*
2. Consideration of the Minutes of the October 21, 2021, meeting.  
*Recommended Action: Approve the minutes.*
3. Monthly Report.  
*Recommended Action: Receive report.*
4. FY 2019/2020 Annual Basic Financial Statements  
*Recommended Action: The presentation is for information purposes only; no action is required.*

Action: M/S McCauley/Slavitz and carried on a vote of 6 to 0 to adopt Resolution 20201-2, approve the minutes of the October 21, 2021, meeting, and receive the Monthly Report. Commissioner McCauley pulled Item 4, FY 2019/2020 Annual Basic Financial Statements, from the consent calendar to be discussed at a future date. President Kious added that item 4 would be discussed during the next meeting.

#### **Public Comments**

There were no comments from the public.

**Sewerage Agency of Southern Marin  
Minutes of the SASM Board Meeting  
November 18, 2021**

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**Future Agenda Items**

There were no future agenda items.

**Commissioners Open Time**

Commissioner Jacobs thanked Mr. Grushayev and SASM staff for the great job done during the October 24 rainstorm, when 34 million gallons of water came into the plant. Mr. Grushayev said that SASM had not experienced a storm event of this magnitude in the past and that joint efforts of all the member agencies over the last several years to combat the I/I and investing in the sewer pipes replacement and rehabilitation seem to be working well.

**Adjourn**

**Action:** M/S Slavitz/Gates and carried on a vote of 6 to 0 that the meeting be adjourned at 5:07 pm.

***The next scheduled meeting of the SASM Board is December 16, 2021, at 5:00 pm (to be confirmed).***

**STAFF REPORT**

**TO:** Sewerage Agency of Southern Marin Board Commissioners  
**FROM:** Mark Grushayev, Wastewater Treatment Plant Director  
**SUBJECT:** Teleconferencing Meeting Resolution to comply with Assembly Bill 361  
**DATE:** December 16, 2021

**ISSUE:** Compliance with California Assembly Bill 361.

**RECOMMENDATION:** Adopt Resolution 2021-3

**BACKGROUND:**

On March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act to allow local legislative bodies to conduct meetings telephonically or by other means to slow the spread of COVID-19, in response to the COVID-19 pandemic. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, that ended the provisions of Executive Order N-29-20 that authorized local legislative bodies to conduct meetings by telecommunicating, effective September 30, 2021.

On September 16, 2021, Governor Newsom signed Assembly Bill 361 (“AB 361”), which allows for local legislative bodies to continue conducting meetings remotely under specified conditions and includes a requirement that the governing body make specified findings. AB 361 became effective upon the expiration of Executive Order N-29-20 on October 1, 2021. AB 361 allows a local agency legislative body to hold a meeting utilizing teleconferencing without complying with the standard teleconferencing requirements if the Governor has proclaimed a State of Emergency and if state or local officials have imposed or recommended measures to promote social distancing. These conditions continue to exist as Governor Newsom’s March 4, 2020, Proclamation of Emergency related to the COVID-19 pandemic is still in effect. In addition, the Marin County Public Health Officer continues to recommend CDC guidelines on social distancing to protect the public’s health and safety.

**DISCUSSION:**

The attached Resolution makes the findings to validate the current conditions to allow teleconference meetings pursuant to AB 361 for the Board of Commissioners. The Resolution authorizes teleconference meetings including hybrid meetings held both via teleconference and in-person. This Resolution will allow members of the public to safely observe and participate in local government teleconference meetings during the continued pandemic.

**Sewerage Agency of Southern Marin  
Board of Commissioners  
Resolution 2021-3  
December 16, 2021**

31 If a meeting is held via teleconference, including a hybrid meeting, the following requirements  
32 apply under AB 361:

- 33
- 34 1. Notices and agenda requirements remain the same under the Brown Act.  
35
  - 36 2. No physical location is required for public attendance or public comment. However, the public  
37 must be able to access and participate in the meeting through a call-in or an internet-based service,  
38 and instructions for how to participate must appear in the posted notices or agenda.  
39
  - 40 3. Teleconference meetings must protect the statutory and constitutional rights of the parties and  
41 the public.  
42
  - 43 4. If there is any disruption of the call-in or internet-based service, the agency must suspend the  
44 meeting until the problem is corrected.  
45
  - 46 5. Legislative bodies may allow public comments to be submitted prior to a meeting but must also  
47 allow the public to participate in real time through call-in or internet-based service.  
48
  - 49 6. If an internet-based service requires registration through a third-party, individuals can be  
50 required to register with the third-party to participate in the meeting; and  
51
  - 52 7. When providing a public comment period, whether after each item or during a general comment  
53 period, a legislative body must allow reasonable time for members of the public to comment and  
54 must also include reasonable time for members to register with a third-party host if applicable.  
55

56 To continue holding remote meetings, the Board of Commissioners must continue to declare every  
57 30 days that either the state of emergency continues to directly impact the ability of the members  
58 to meet safely in person, or State or local officials continue to enact or recommend measures  
59 endorsing social distancing.

60  
61 Attachments:

- 62 1. Resolution 2021-3 Draft

63  
64

**RESOLUTION NO. 2021-3**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SEWERAGE AGENCY OF SOUTHERN MARIN MAKING FINDINGS THAT THE PROCLAIMED STATE OF EMERGENCY CONTINUES TO IMPACT THE ABILITY TO MEET SAFELY IN PERSON AND DECLARING THAT THE BOARD OF COMMISSIONERS WILL CONTINUE TO MEET REMOTELY IN ORDER TO ENSURE THE HEALTH AND SAFETY OF THE PUBLIC**

**WHEREAS**, the Sewerage Agency of Southern Marin (SASM) is committed to preserving and nurturing public access and participation in meetings of the Board of Commissioners and

**WHEREAS**, all meetings of the SASM's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the SASM's legislative body conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19; and

**WHEREAS**, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow local legislative bodies to conduct meetings electronically without a physical meeting place; and

**WHEREAS**, because of Executive Order N-29-20, staff set up Zoom teleconference meetings for all SASM Board of Commissioners meetings; and

**WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which specified that Executive Order N-29-20 would remain in effect through September 30, 2021, at which point it would expire; and

**WHEREAS**, since the issuance of Executive Order N-08-21, the Delta variant has emerged, causing a spike in COVID-19 cases throughout the state; and

**WHEREAS**, the Governor's proclaimed State of Emergency remains in effect, and State and local officials, including the Marin County Director of Health and Human Services, the

California Department of Public Health, and the Department of Industrial Relations, have imposed or recommended measures to promote social distancing; and

**WHEREAS**, on September 16, 2021, the Governor signed Assembly Bill 361 into law, as urgency legislation that goes into effect on October 1, 2021, amending Government Code Section 54953 of the Brown Act to allow legislative bodies to continue to meet remotely during a proclaimed state of emergency, provided certain conditions are met and certain findings are made; and

**WHEREAS**, the continued local rates of transmission of the virus and variants causing COVID-19 are such that the Director of Health & Human Services has recommended that the County continue to emphasize social distancing to minimize the potential spread of COVID-19 during indoor, public meetings.

**WHEREAS**, SASM cannot maintain adequate safe social distance between members of the public, Board members and staff in their respective meeting locations; and

**WHEREAS**, because of the rise in cases due to the Delta variant, SASM is concerned about the health and safety of attendees, the SASM's Board of Commissioners desires to take the actions necessary to comply with AB 361 and to continue to hold its Board and committee meetings remotely.

**NOW, THEREFORE, THE SASM BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:**

1. The Board has reconsidered the circumstances of the State of Emergency, and finds that:
  - a. The factors triggering the State of Emergency continue to directly impact the ability of the members of the Board of Commissioners and SASM staff, and members of the public to meet safely in person; and
  - b. State and local officials continue to recommend measures to promote social distancing.
2. The Board of Commissioners meetings will continue to be conducted remotely for the next 30 days in compliance with AB 361 and Government Code Section 54953(e)(2), to ensure the health and safety of the public while providing access to public meetings.
3. The Board of Commissioners will reconsider the circumstances of the State of Emergency and revisit the need to conduct meetings remotely within 30 days of the adoption of this Resolution.

REGULARLY PASSED AND ADOPTED this \_\_\_ day of December 2021.

[signature]



# SEWERAGE AGENCY OF SOUTHERN MARIN

## *Minutes*

BOARD OF COMMISSIONERS

November 18, 2021

*Teleconference*

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Commissioners present: Al Leibof, Jeff Slavitz, Jim Jacobs, John McCauley, and Todd Gates

Staff present: WWTP Director Mark Grushayev, Public Works Director Andrew Poster, WWTP Administrative Aide V. Tyler

Members of the Public: Bill Hansel

### **Approval of Agenda**

Action: M/S Jacobs/McCauley and carried on a vote of 6 to 0 to approve the Agenda.

### **Public Open Time**

There were no comments from the public.

### **Consent Calendar**

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### **Public Comments**

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**Sewerage Agency of Southern Marin  
Minutes of the SASM Board Meeting  
November 18, 2021**

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**Future Agenda Items**

There were no future agenda items.

**Commissioners Open Time**

Commissioner Jacobs thanked Mr. Grushayev and SASM staff for the great job done during the October 24 rainstorm, when 34 million gallons of water came into the plant. Mr. Grushayev said that SASM had not experienced a storm event of this magnitude in the past and that joint efforts of all the member agencies over the last several years to combat the I/I and investing in the sewer pipes replacement and rehabilitation seem to be working well.

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***The next scheduled meeting of the SASM Board is December 16, 2021, at 5:00 pm (to be confirmed).***

**STAFF REPORT**

**TO:** Sewerage Agency of Southern Marin Board Commissioners

**FROM:** Mark Grushayev, Wastewater Treatment Plant Director

**SUBJECT:** Monthly Report

**DATE:** December 16, 2021

**ISSUE:** Summary of operation and maintenance activities for November 2021.

**RECOMMENDATION:** Receive report.

**Compliance**

- There were no exceedances of the effluent limitations during this monitoring period.
- In accordance with the reporting requirements stipulated in the NPDES permit, staff reviewed, certified, and submitted the reports to the State Water Board through California Integrated Water Quality System (CIWQS) on November 23.
- Due to the exceedance of the monthly geometric mean for enterococcus in October 2021, a 24-hour notification about the exceedance was submitted to William Burrell of the RWQCB on November 1. This item fulfills a reporting requirement. Additionally, the five-day report about the exceedance of the monthly geometric mean for enterococcus was submitted to the RWQCB on November 2. The Agency continued accelerated monitoring into November. The first effluent sample collected for enterococcus analysis during the month on November 1 demonstrated compliance; therefore, accelerated monitoring was halted on November 2.
- As part of the Storm Water Pollution Prevention Plan (SWPPP), a monthly wet weather inspection and storm water sampling was completed by the laboratory and operations staff on November 1. This sampling event represents the second qualifying storm event for 2021-2022 reporting period. During testing of the storm water samples, the calculated annual average TSS value was 24 mg/L. Thus, the calculated average for TSS demonstrated compliance with the annual average TSS limit of 100 mg/L. An Ad Hoc report for this storm water event and the first qualifying storm event in October was submitted to the RWQCB through SMARTS (Stormwater Multiple Application and Report Tracking System) on November 23.

To view the Monthly and Annual Self-Monitoring Reports online, go to:  
<http://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportEsmrAtGlanceServlet?inComm and=reset>

- Enter an Agency Name: Sewerage Agency of Southern Marin
- Select a reporting year: 2021

**Sewerage Agency of Southern Marin  
Board of Commissioners  
Monthly Report  
December 16, 2021**

- 31                   ○ Select Run Report  
32

33 **Laboratory**

- 34       • As a service for the City of Mill Valley Recreation Department, SASM laboratory analyzed  
35       the water quality of the monthly pool & spa samples collected on November 9. Samples were  
36       analyzed for total coliforms, *P. aeruginosa*, and heterotrophic bacteria. The analytical report  
37       was provided to the City on November 16.  
38       • During this reporting period the SASM laboratory performed acute toxicity tests for two local  
39       agencies, Sausalito-Marin City Sanitary District (SMCSD) and Sanitary District No. 5 of  
40       Marin County (SD#5), between November 1-5 and submitted to the respective districts on  
41       November 23.  
42       • As a monthly plant process check, sludge profile samples were collected on November 15.  
43       The samples included digester #2, gravity thickener, filtrate, and cake. All samples were  
44       analyzed for total solids and volatile solids, while the digester samples were further analyzed  
45       for pH, alkalinity, volatile acids, and percent of carbon dioxide gas (at the digester gas  
46       discharge locations). The results were shared with the operations department on November  
47       17 to evaluate the digester performance in the production of Class B biosolids.  
48       • As an Environmental Laboratory Accreditation Program (ELAP) requirement, laboratory  
49       staff continues to manage the certificate of analysis (CofA) documents. This document  
50       confirms that a regulated product meets its product specifications. The Laboratory Analyst  
51       updated 5 CofAs during the month.  
52       • Due to the unreliable performance of the trickling filters media, lab staff continued to internally  
53       monitor ammonia in the effluent samples. During the month, nine effluent samples were  
54       analyzed for ammonia and immediately reported to the operations staff.  
55

56 **Operation and Maintenance**

57 In November 2021, operations and maintenance personnel completed 156 preventive and 39  
58 corrective work orders. Below is a summary of activities during the reporting period:

59 **Odor Control** – The Headworks bio-scrubber continues to work well resulting in 0.00 ppm of  
60 H<sub>2</sub>S released to the atmosphere.

61 **Headworks** – Flows into the plant continue to be low for this time of year since high flows  
62 subsided following rain early in the month. Average flows were 2.72 MGD and totaling 81.7  
63 million gallons.

64 **Primary Treatment** – All four primary clarifiers remain on line for winter.

65 **Secondary Treatment** - Weekly flushing of both towers and running extra recirculation pumps  
66 during sludge dewatering continued in November. The Ammonia, BOD and suspended solids  
67 removals were within limits. Ammonia levels were below 6 mg/L at the beginning of the month  
68 but began to rise mid-month as the weather warmed and the rains stopped.  
69

70 **Secondary Clarification** – Both clarifiers are online and will remain so through the winter.

71 **Effluent Pumping** – An average of 108 gallons of sodium hypochlorite was used per day for  
72 disinfection of our effluent that is pumped to Raccoon Strait.

**Sewerage Agency of Southern Marin  
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73 **Reclaimed Water** – The reclaimed water system remained out of service most of November but  
74 on November 22 the parks department needed to run their irrigation on a limited bases, so the  
75 holding tank was filled with potable water for this purpose. We distributed 25,500 gallons to the  
76 park in November, all of which was from MMWD.

77 **Sludge Digestion** – Digester #2 remains online as the rehabilitation of digester #1 continues.  
78 Sludge digestion was stable most of the month though we did have to fight foaming. We are  
79 looking forward to putting digester #1 back online mid-December.

80 **Call-outs** –none.

81 **Sludge** – 17 bins of sludge hauled.

82 **Grit** – 1 bin of grit hauled.

83 **USA mark-outs:** 39 were processed, 17 were marked.

84

85 **Training/Safety**

86 Our Emergency Action Plan was reviewed.

87 Safety Committee Meeting was conducted on November 23.

88

89 **Storm Water**

- 90 • In accordance with the monitoring requirements under the Storm Water Pollution Prevention  
91 Plan (SWPPP), the monthly dry weather storm water inspection, including the four spill kits,  
92 was performed on November 22. Based on the review of the inspection forms by the  
93 Laboratory Director, three work orders were created on November 23.
- 94 • Operations staff collected storm water samples from the second qualifying storm event on  
95 November 1. Laboratory staff analyzed the sample for conductivity, pH, and total suspended  
96 solids, and documented their visual observations on a form. The other sample will be analyzed  
97 for oil & grease by a contract laboratory.
- 98 • Due to the exceedance of the NAL for total suspended solids in the last reporting period,  
99 Laboratory Director reviewed the revised SASM Level 2 ERA Action Plan on November 23.  
100 She notified Wendy of Yorke Engineering to proceed forward with the next steps for the plan  
101 since the plan seemed to be complete based on the CTPO and her on November 23.

102

103 **Staffing Challenges**

104 The position of maintenance mechanic has been filled. The candidate has accepted an offer and  
105 started on October 4. The recruitment for the operator’s position was done in August and have not  
106 resulted in any offers due to lack of viable candidates. City’s human resources staff has finalized  
107 updates to the job descriptions for operators positions and is coordinating with the AFSCME local  
108 union for final approval. Another round of recruitment is in progress. Unfortunately, there is low  
109 interest generated at this time, due to the winter holiday season. The filing deadline has been  
110 extended to January 9, 2022. In addition, City conducted evaluation of the compensation for the  
111 exempt (non-union) positions to stay competitive in the current job market. A proposed change to  
112 the compensation for the exempt positions was presented to the City Council on December 6, 2021.  
113 A separate staff report is included with this with this agenda packet.

114

**Sewerage Agency of Southern Marin  
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**CAPITAL IMPROVEMENT PROGRAM FY 2020-2021-2022**

**WWTP Main Switchgear Replacement (Delivery Delayed until Spring 2022)**

The design and specifications to replace the 38-yr old 2,000-amp electrical main switchgear low bid of \$1,874,091.00 was awarded to DW Nicholson on 12/29/2020. NTP was issued on 1/22/2021. The switchgear cabinet fabrication, circuit breakers, and electrical components all have 7+ month fabrication and build-out process. The electrical industry is experiencing material shortages, increased supply demands, plus oversees transportation and logistics issues and this contract is negatively impacted because numerous electrical components (relays, breakers, etc.) from Eaton are built overseas. Factory testing of the build-out of the new switchgear occurred on 11/16/2021. All tests performed and met performance standards. Since the demolition and installation work cannot occur during wet weather season, the delivery of the switchgear and installation has been delayed until April 2022.

**Effluent Line Cathodic Protection System (Node #1) Replacement (Awarded)**

This is approved and funded project budgeted for FY 2021-22. The design and specifications to replace the Cathodic Protection system for deep well node #1 (CP-1) was completed on 10/05/2021. The Request for Proposal (RFP) was sent out on 10/06/2021. Four bids were received on 10/28/2021 and the lowest responsive bid of \$77,117 was submitted by American Construction, Inc of Corte Madera, CA. Notice of Award to American Construction, Inc was sent on 11/10/2021. Agreement, bonds, insurance received on 12/7/2021. Issuance of the Notice to Proceed and Project Kick-off is in progress. All deep well permitting and construction work is to be completed by end of April 2022, pending wet weather conditions.

**Manhole Replacement (99% Complete)**

The work involves replacing a 48-inch diameter, 17-foot deep manhole, with a new corrosion-proof polymer material manhole. The manhole is located along DPW's access road next to SASM's wall mural. Contractor provided a flow thru pig set-up, shoring, equipment, and labor during nighttime work due to high traffic congestion area and road closure conflicts. Contract was awarded to Argonaut Constructors via Change Order through the City of Mill Valley's ongoing construction contract. The remaining work includes concrete curb/gutter repairs, site grading, and landscaping.

**WWTP Rehabilitation Project – Phase 1 & Phase 2 (Construction is 99% Complete)**

The first phase of the WWTP Master Plan implementation began in April 2018 and now is expected to be completed by Dec 2021. The primary goal in this initial phase is to help ensure reliable treatment of wastewater, as well as compliance with regional, State and Federal regulations. Numerous upgrades and rehabilitation of existing infrastructure are key components of this project. The following are some ongoing and completed work activities, including change orders:

- Headwork Building Belt-press Room Ventilation Mods: 100% Complete

**Sewerage Agency of Southern Marin  
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- 156 • Rehabilitation of Secondary Clarifier #2: 100% Complete
- 157 • Digester Gas Piping Replacement 100% Complete
- 158 • Rehabilitation of Secondary Clarifier #1: 100% Complete
- 159 • Hypochlorite Storage & Transfer System: 100% Complete
- 160
- 161 • **Digester Tank #1 Rehabilitation Project Status** in Progress
- 162     ○ Digester #1 Tank Cleaning: 100% Complete
- 163     ○ Floating Cover Demolition: 100% Complete
- 164     ○ Concrete Repairs & Interior Coating: 100% Complete
- 165     ○ Digester #1 Tank Piping Replacement: 100% Complete
- 166     ○ Floating 316-SS Lid Replacement Contract: 92% Complete
- 167
- 168 • **Trickling Filter Media Replacement Project Status** **Awarded**
- 169     ○ Trickling Filter #1 Media Replacement April 2022
- 170     ○ Trickling Filter #2 Media Replacement August 2022
- 171

172 The high priority contract involving the removal and disposal of a deteriorated 50-ft diameter metal  
 173 dome-roof from Digester #1 tank was demolished, removed, and completed on Jan 29, 2021. The  
 174 new roof lid is being constructed of Stainless-Steel (Grade 316) due to its high corrosive resistance  
 175 material and will not require any maintenance painting. Sandblasting the tank interior walls plus  
 176 concrete repairs and was followed by an interior tank poly-urethane coating. Additionally, all the  
 177 deteriorated internal metal piping and valves were replaced at the end of July. The last delivery of  
 178 the stainless-steel roof lid panels arrived on 09/13/2021. Overaa assembled and welded the new  
 179 roof and was lifted into place on 10/20/2021. Additional piping, ballast block installation, and lid  
 180 pressure testing, and staff training was performed on 12/02/2021. After the completion of several  
 181 punch list items, the new lid is expected to be fully commissioned and operational by early January  
 182 2022.

183 Since the previous month's report, four minor change orders were awarded. Additionally, one  
 184 major change order (CO#90: Trickling Filter Media Replacement) was awarded for the amount  
 185 \$2,173,229.00 which was previously approved by the SASM board during October 21, 2021,  
 186 Board meeting. Due the recent award of CO#90, Overaa Contract was extended an additional 304  
 187 days until November 30, 2022. During this contract period, a total of 91 Change Orders have been  
 188 executed as shown in Table #1 below:

<b>TABLE #1</b>	<b>CHANGE ORDER TRACKER</b>	<i>Rev: 10/06/2021</i>	<i>NTP is 02/02/2018 (730 days)</i>	<i>Original Contract Completion 01/31/2020</i>
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**Sewerage Agency of Southern Marin  
Board of Commissioners  
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December 16, 2021**

#	CO Type	Change Order - Activity	Status	Cost	Additional Contract Days	Additional Contract Days Total
1		COR #1 Cancelled	<i>n/a</i>	\$0	0	0
2	Value Added	Staff Parking Lot	<i>Completed</i>	\$9,099	2	2
3	Design Deficiency	H-20 Rated Hatch Install @ Headworks	<i>Completed</i>	\$8,994	2	4
4	Value Added	Primary Clarifiers #1 & #2 Coatings	<i>Completed</i>	\$235,681	5	9
5	Change-in-Site Condition	Primary Clarifiers Bay #1 & #2: Replace w/ New SS Rails and Rehab Supports	<i>Completed</i>	\$35,089	4	13
6	Change-in-Site	Headworks: Mud Valve Replacement	<i>Completed</i>	\$2,000	2	15
7	Value Added / Change-in-Site	20 work items completed under a T & M Force Account during July - Aug	<i>Completed</i>	\$19,877	3	18
8	Value added	Sandblasting and Coating of Trickling Filter #2 Influent Pipe	<i>Completed</i>	\$47,249	4	22
9	Value Added	Primary Clarifiers Bay #1 & #2: Coating of Basin Troughs and Scum Box	<i>Completed</i>	\$34,114	3	25
10	Change-in-Site	Testing, Removal, Trucking, and Landfill Disposal of 144 tons Contaminated Soil	<i>Completed</i>	\$25,244	2	27
11	Change-in-Site	Added Color to Concrete Perimeter Wall	<i>Completed</i>	\$10,398	0	27
12	Value Added	LIT Control wiring & Power	<i>Completed</i>	\$5,841	2	29
13		COR #13 Cancelled	<i>n/a</i>	\$0	0	29
14		COR #14 Cancelled	<i>n/a</i>	\$0	0	29
15		COR #15 Cancelled	<i>n/a</i>	\$0	0	29
16	Value Added	1/4 Turn attachments to 23 plug valves	<i>Completed</i>	\$8,964	5	34
17	Change in Site	Tricking Filter #2 Base Coating <b>(CREDIT)</b>	<i>Completed</i>	<b>(\$258,039)</b>	0	34



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18	Change in Site	Trickling Filter Metal Structure Repairs	<i>Completed</i>	\$102,275	14	48
19	Value Added	22 items under T&M Force Account in Sept	<i>Completed</i>	\$33,706	4	52
20	Change in Site	Trickling Filter #2 Fiberglass Media Support Beams and CIPP Liner <b>(CREDIT)</b>	<i>Completed</i>	<b>(\$49,113)</b>	0	52
21	Change in Site	DC#5 Fuel System Leak Detection Relocation	<i>Completed</i>	\$1,957	1	53
22	Value Added	Placement and compaction of 150 tons of 3/4" base rock along PW Access Road	<i>Completed</i>	\$9,585	1	54
23	Value Added	Bypassing Influent Work: Deep excavation manhole box, new tapping saddle to 22" dia force main, riser pipe, back fill, etc.	<i>Completed</i>	\$31,870	3	57
24	Value Added	12 work items completed under a T & M Force Account during Oct 2018	<i>Completed</i>	\$30,959	5	62
25	Change in Site	Headworks Roof Web Joist Modifications	<i>Completed</i>	\$10,122	1	63
26	Change in Site	Conductors, control wire, and conduit for Headworks gate H1 & H2 actuators	<i>Completed</i>	\$10,246	2	65
27	Change in Site	Ethernet switches w/ fiber ports	<i>Completed</i>	\$8,099	2	67
28	Change in Site	Grit pumps #1 & #2 pressure switches, gauges, & control wiring	<i>Completed</i>	\$12,813	1	68
29		COR #29 Cancelled		\$0	0	68
30	Change in Site	21 work items under T&M Force Account in Nov - Dec 2018	<i>Completed</i>	\$43,374	6	74
31	Change in Site	Secondary Clarifier Base Replacement & Leveling { \$106,545 cost to 800-820007-960 }	<i>Completed</i>	\$0	11	85
32	Change in Site	15 work items under T&M Force Account in Jan - March 2019	<i>Completed</i>	\$58,290	6	91
33	Value Added	Influent Pumps #1, #2, and #3 Installation	<i>Completed</i>	\$55,363	5	96

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34	Value Added	Primary Clarifiers #3 & #4 Coatings	<i>Completed</i>	\$235,681	5	101
35	Value Added	Jan-May 2019 (Electrical & Coating) T&M Work	<i>Completed</i>	\$81,990	8	109
36	Value Added	New Local Control Panels for Grit Classifier & Conveyor System	<i>Completed</i>	\$28,230	4	113
37	Change in Site	Crack Injection Repairs to Digesters & Secondary Clarifiers	<i>Completed</i>	\$52,757	3	116
38	Change in Site	Replace 16 SS Influent Channel Stop Gates	<i>Completed</i>	\$142,439	5	121
39	Change in Site	Emergency Digester Gas Piping Replacement	<i>Completed</i>	\$72,232	5	126
40	Change in Site	Grout Injection Repairs to Stabilize TF#1 Foundation	<i>Completed</i>	\$72,139	2	128
41	Change in Site	Primary Clarifier #3 & #4 Three-Water Spray Piping Replacement	<i>Completed</i>	\$33,760	2	130
42	Change in Site	Delete Trickling Filter #2 Base Coating <b>(CREDIT)</b>	<b>CREDIT</b>	<b>(\$258,039)</b>	0	130
43	Change in Site	Delete Trickling Filter #1 Pipe Liner <b>(CREDIT)</b>	<b>CREDIT</b>	<b>(\$16,746)</b>	0	133
44	Value Added	Pista Grit Replacement	<i>Completed</i>	\$12,041	3	137
45	Value Added	March - September T&M Work Tasks	<i>Completed</i>	\$19,312	4	138
46	Value Added	Headworks Belt Conveyor Spray bar	<i>Completed</i>	\$6,264	1	138
47	<i>Change in Site</i>	COR #47 Cancelled	<i>n/a</i>	\$0	0	138
48	<i>Change in Site</i>	<i>Reusing TF #2 existing metal structure (CREDIT)</i>	<b>CREDIT</b>	<b>(\$174,785)</b>	0	138
49	<i>Change in Site</i>	<i>Credit for unused quantities for six contract bid items (concrete repair type II, III, crack injection, etc.</i>	<b>CREDIT</b>	<b>(\$125,397)</b>	0	138
50	<i>Value Added</i>	<i>Delete the installation of aluminum pickets above new wall</i>	<b>CREDIT</b>	<b>(\$3,726)</b>	0	138

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51	<i>Change in Site</i>	<i>Misc Credits (delete butterfly valve install at R&amp;E, 3 drain valves at PCs, and generator dual load bank load tests)</i>	<i>CREDIT</i>	<i>(\$41,281)</i>	0	138
52	Design Deficiency	<i>Installation of Above Storage Tank (AST) grounding system</i>	<i>Completed</i>	<i>\$3,360</i>	1	139
53	Value Added	<i>Influent Pumps #4 and #5 Installation</i>	<i>Completed</i>	<i>\$65,054</i>	4	143
54	Value Added	<i>Secondary Clarifier Sludge Collector Arm Metal Repairs</i>	<i>Completed</i>	<i>\$9,682</i>	2	145
55	Value Added	<i>Additional Site Paving Work</i>	<i>Completed</i>	<i>\$13,448</i>	0	145
56	Design Deficiency	<i>Headworks Ventilation Modifications</i>	<i>Completed</i>	<i>\$246,262</i>	90	235
57	Value Added	<i>Emergency Effluent Bypass Valves Replacement</i>	<i>Completed</i>	<i>\$45,553</i>	3	238
58	Design Changes	<i>(DC) #9: Harmonic Filters and DC #10 MCC-2 /MCC-4 PLC Alarms and I/O relocation</i>	<i>Completed</i>	<i>\$77,858</i>	3	241
59	Value Added	<i>Install Double-Pipe Containment Hypochlorite Transfer line</i>	<i>Completed</i>	<i>\$90,055</i>	30	271
60	Value Added	<i>Shop Bldg. Mods &amp; Door Installations</i>	<i>Completed</i>	<i>\$18,101</i>	2	273
61	<i>Value Added</i>	<i>Channel Coating work after 13 isolation gates installed</i>	<i>Completed</i>	<i>\$41,200</i>	10	283
62	<i>Value Added</i>	<i>Primary South Clarifier HOA &amp; Circuit Controls</i>	<i>Completed</i>	<i>\$7,974</i>	2	285
63	<i>Value Added</i>	<i>Headwork Bldg.: Overhead LED Lighting Installation</i>	<i>Completed</i>	<i>\$24,920</i>	4	289

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64	Value Added	Genset Controls and Transformer Work	Completed	\$30,895	2	291
65	Value Added	Comms Wiring, Alarm, Low water Cut-off Repairs	Completed	\$8,046	2	293
66	Value Added	Bar screen, Compactor, and Grit Washer Local Controls Installation	Completed	\$22,256	5	298
67	Value Added	MCC-4 PLC Mods	Completed	\$8,205	2	300
68	Value Added	Chlorine Contact Tube Improvements	Completed	\$18,510	5	305
69	Value Added	T&M Work: Jan-April 2020	Completed	\$90,953	7	312
70	Value Added	Metal Siding Install	Completed	\$9,421	1	313
71	Value Added	Primary Clarifiers and Digester Gas Pipe Protective Coatings	Completed	\$26,351	1	314
72	Value Added	Digester Gas Piping (Phase II) (\$148,794 cost from 2020 acct #)	Completed	\$0	14	328
73	Value Added	Secondary Clarifier Equipment Replacement (\$217,869 charge to 800-820007-960)	Completed	\$0	28	356
74	Value Added	Relocate Conveyor and Grit Classifier Controls	Completed	\$8,443	1	357
75	Value Added	Secondary Clarifiers Weirs & Baffle Replacements (\$121,264 charge to 800-820007-960)	Completed	\$0	28	385
76	Value Added	Go-No Alarm System Lighting Retrofits	Completed	\$2,781	0	385
77		Cancelled	--	\$0	0	387

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78	Value Added	Hypochlorite Tank & Transfer System Replacement (\$165,229 charge to 800-821009-960)	Completed	\$0	30	417
79	Value Added	Site Work and Asphalt Improvements (\$58,700 charged to 800-820005-960)	Completed	\$0	0	417
80	Value Added	Secondary Clarifier #1 & #2 Repairs (\$124,517 charged to 800-820007-960)	Completed	\$0	8	425
81	Value Added	Site Work and Retaining Wall (\$14,000 charge to 800-820004-960)	Completed	\$0	1	426
82	Value Added	Digester #1 Floating Roof Demolition (\$171,000 charged to 800-821010-960)	Completed	\$0	10	436
83	Value Added	<b>Digester #1 Floating Roof Replacement (\$1,214,420 to 800-821010-960)</b>	<b>In Progress</b>	\$0	262	698
84	Value Added	Digester #1 Tank Interior Coatings & Joint Seal (\$224,723 to 800-821010-960)	Completed	\$0	0	698
85	Value Added	SASM T&M Work (Nov 2020 - March 2021) (\$122,442 to 800-821009-960)	Completed	\$0	0	698
86	Value Added	<b>Digester #1 Tank System Piping Replacement (\$101,448 to 800-821010-960)</b>	Completed	\$0	0	698
88	Value Added	<b>Digester Gas Piping epoxy coatings (\$43,720 to 800-821010-960)</b>	Completed	\$0	0	698
89	Value Added	<b>Digester #1 Crack injection CREDIT (-\$19,687 to 800-821010-960)</b>	Completed	\$0	0	698
90	Value Added	<b>Tricking Filter Media #1 &amp; #2 Replacement (\$2,173,229 to 800-818011-960)</b>	Awarded	\$0	304	1,002

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91	<i>Value Added</i>	<b>Digester #1 Lid Manufacture Acceleration CREDIT (- \$20,959 to 800-821010-960)</b>	<i>Completed</i>	<i>\$0</i>	0	1,002
					<b>Nov 30, 2022 = Contract Extension</b>	
	<b>Change Order %</b>	<b>8.96%</b>	<b>Total</b>	<b>\$1,550,257</b>		

194

**STAFF REPORT**

**TO:** Sewerage Agency of Southern Marin Commissioners  
**FROM:** Mark Grushayev, Wastewater Treatment Plant Director  
**SUBJECT:** Consideration of the Budget Adjustment for FY 2021-22  
**DATE:** December 16, 2021

1 **ISSUE:**  
2 Consideration of a budget adjustment request to the SASM FY 2021-22 Salaries and Benefits.  
3

4 **RECOMMENDATION:**  
5 Receive report; authorize a budget adjustment in the amount of \$68,141 to the SASM budget for  
6 the FY 2021-22.  
7

8 **BACKGROUND:**  
9 In accordance with the Operations and Maintenance Agreement between the City of Mill Valley  
10 and SASM, the City is responsible for providing staff for the operation and maintenance of the  
11 agency facilities. In order to stay competitive in the labor market, the City periodically conducts  
12 a review of its compensation structure for the employees.  
13

14 **DISCUSSION:**  
15 This year, staff conducted thorough examination of all the City's classifications and salary  
16 schedules. The City Manager contracted with Bryce Consulting to conduct compensation and  
17 classification analysis and recommendations. The intended outcomes/priorities were as follows:  
18     • Reduce/consolidate similar job classifications and create career/promotional series within  
19       the new classifications.  
20     • Identify benchmark classifications for current/future compensation comparison/analysis.  
21     • Align compensation among the new classifications and skill sets.  
22     • Develop a compensation strategy to address internal alignment, external comparison, and  
23       cost-of-living adjustments.  
24

25 Staff presented initial findings and recommendations to Council during a Closed Session on  
26 September 1, 2021, some of which are outlined below.

- 27     • Four-year term effective July 1, 2021, through June 30, 2025.
  - 28       ○ Year 1: 2.50% COLA salary increase, plus internal salary adjustments equating to an  
29         additional 1.43% to specified classifications.

**Sewerage Agency of Southern Marin  
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Consideration of the Budget Adjustment for FY 2021-22  
December 16, 2021**

- 30 ○ Year 2: 2.00% COLA salary increase, plus external salary adjustments equating to an
- 31 additional 0.98% to specified classifications, effective first full pay period after July
- 32 1, 2022.
- 33 ○ Year 3: 2.25% COLA salary increase effective first full pay period after July 1, 2023.
- 34 ○ Year 4: 2.25% COLA salary increase effective first full pay period after July 1, 2024.
- 35 ● Addition of Juneteenth as a recognized paid holiday.

36 The City Council has approved the staff report on December 6, 2021, and the Resolution will be  
37 officially adopted at the January 6, 2022 Council meeting.

38  
39 **Fiscal Impact:**

40 The portion of the annual increase for SASM Is estimated at \$136,281, which will require a  
41 budget increase of \$68,141 to provide sufficient funding for the next six months.

42 This amount represents an actual cost increase for salaries and benefits of 7.35%

43  
44 Staff recommends that the Board authorize a \$68,141 budget adjustment to the SASM Operation  
45 and Maintenance Budget for the FY 2021-22.

46  
47



**STAFF REPORT**

**TO:** Sewerage Agency of Southern Marin Commissioners  
**FROM:** Mark Grushayev, Wastewater Treatment Plant Director  
**SUBJECT:** Election of SASM Officers for 2022  
**DATE:** December 16, 2021

**ISSUE:**  
Annual Election of the Officers of the Board of Commissioners.

**RECOMMENDATION:**  
SASM Board to accept nominations and elect officers for 2022 for the following positions:  
1. President  
2. Vice -President  
3. Secretary

**BACKGROUND**  
Beginning in 2009, the Board has elected Officers for the coming year at the December Board meeting. Prior to that, officers were assigned on a rotational basis.

**DISCUSSION**  
At the meeting on November 20, 2014, SASM’s Board adopted the Bylaws that outlines Commission operation, commissioner selection, and the duties. The Bylaws were amended on March 19, 2015.

The elected Officer positions are President, Vice-President, and Secretary. The following are the excerpts from the Bylaws as to the duration of the position and a description of duties for each position. This is presented so interested candidates understand the duties of each position:

Section 1. Commission and Officer Duties.

1. A President, Vice-President, and a Secretary shall be elected by the Commission from its members. The term of each office shall be one year.
2. The elected Officers shall perform directly or with approval of the Commission the following:

**SASM Board: Staff Report**  
**Election of the SASM Officers for 2022**  
**December 16, 2021**

- 29           a. President: Sign contracts and other instruments on behalf of the agency, conduct  
30           meetings and shall rule on questions of parliamentary procedure based on Robert's  
31           Rules of Order, and perform other duties outlined in subsequent Sections of the  
32           Agency bylaws.  
33           b. Vice President: Act in the absence of the President.  
34           c. Secretary: Countersign contracts and instruments on behalf of the Agency, keep  
35           minutes of all Commission meetings. The Secretary will distribute such documents  
36           to the Commission members and member entities upon request.  
37           d. The Commission shall also designate a person to serve as the Agency's Treasurer.  
38           The Treasurer shall also function as the Auditor-Controller.  
39

40 On behalf of the communities SASM serves, staff would like to thank the outgoing officers for  
41 their excellent service. The current Officers of the SASM Board of Commissioners are as follows:

- 42           President - Lew Kiious  
43           Vice-President – John McCauley  
44           Secretary - Al Leibof  
45

46 Attachment:

- 47           1. SASM Board Meeting Schedule for 2022.

Date: December 16, 2021  
To: SASM Commissioners  
From: Mark Grushayev  
Subject: SASM Board meetings schedule for 2022

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The regularly scheduled meetings for the SASM Board of Commissioners for 2022 are as follows:

January 20	July 21
February 17	August 18
March 17	September 15
<b>April 21</b>	October 20
May 19	November 17
June 16	December 15

All meetings begin at 7:00 p.m. in the SASM conference room at 450 Sycamore Avenue, Mill Valley.

**Note:** The meeting on April 19 is the Annual Planning Session. It will begin at 6:00 p.m. Location TBD.

Agendas are mailed/e-mailed on the Friday preceding the Board meeting. Information is posted online at:  
<http://www.sasmwwtp.org/>

cc: Alan Piombo  
Eric Erickson  
Kelsey Rogers  
Bill Hansell  
Johnny Tucker  
Heather Abrams  
Bonner Buehler  
Shonn Dougherty