

Claire McAuliffe, President
Corinne Wiley, Vice President

Catharine Benediktsson, Secretary
Casey Kawamoto, Director
Bill Brady, Director

**Sanitary District No. 5 of Marin County
Capital Improvement Program Committee Meeting
at Sanitary District No. 5 of Marin County Meeting Room
2001 Paradise Drive, Tiburon, California
Thursday, October 23, 2008 9:00 a.m.**

CALL TO ORDER at 9:01 a.m.

- I. ROLL CALL:** Directors, present: Claire McAuliffe, President
Casey Kawamoto, Director
- Staff, present: Robert L. Lynch, District Manager
Samantha Miller, Office/Finance Manager

II. PUBLIC COMMENTS: None

III. UNFINISHED BUSINESS:

a. Status Report on the following:

1. Paradise Cove Treatment Plant

Mgr. Lynch informed the committee that Team Ghilotti is currently putting in the outfall pipe. They are at 350 feet now, and the outfall pipe will ultimately go out 450 feet total. No part of the pipe will lie above the water. Team Ghilotti had to take part of the retaining wall down to get all the equipment down to put the outfall pipe in. Once that is completed, they will add the three feet to the retaining wall. Mgr. Lynch expects to be able to switch everything over at the end of November.

2. Digester Cleaning and Cover Replacement

Mgr. Lynch informed the committee that Redwood Painting had a short delay, so they will be coming on Monday, October 27th to put a tarp over the digester cover, and then sandblast, prime, and paint it. After it is painted, it needs to be tested to make sure there are no leaks. Redwood Painting estimated it will take two weeks to complete, but Mgr. Lynch thinks they can get it done in eight days. They are still a little ahead of schedule, and Mgr. Lynch expects the cover to be done in December.

The committee asked why the old digester cover failed. Mgr. Lynch thinks the problem was that it was a floating cover, so it kept getting wet, then dry, then wet, and so forth as it floated up and down in the digester. The atmosphere in the digester is very corrosive, and it is easier for a floating digester cover to fail. The new cover, however, is fixed and will always stay dry (unless it rains).

Mgr. Lynch advised the Board that we may have been able to prevent this cover replacement if we had had more preventative maintenance, enabling us to fix the leaks by adding more coatings to the old cover. We need to inspect the new cover more thoroughly and more often. Another advantage of a non-floating cover is that additional coatings can be added more easily, since it is not under water.

Mgr. Lynch added that our secondary digester cover is still a floating cover. We will inspect it next summer when it gets warm.

3. C.I.P. Matrix

The committee would like the CIP Matrix to include maintenance, as well as capital investments. Mgr. Lynch told the committee he has not had time to work on the CIP Matrix. He started looking at the software he would like to use, and he discovered it is only a sample. Jason Dow at Central Marin Sanitation Agency is the only one in the area that Mgr. Lynch knows is using this software; Jason Dow started working with it six months ago.

IV. NEW BUSINESS:

1. Pump Station No. 3 Tiburon – Generator Replacement

Mgr. Lynch explained to the Committee that the generator at Pump Station No. 3 in Tiburon is severely damaged. On October 17th, District maintenance staff found the generator to be making strange noises while in test mode, and on October 20th, Peterson Power & Generators surveyed the damage to the unit and discovered the windings (electrical wires) in the generator were burnt up. The engine and generator at Pump Station No. 3 are over 25 years old. The generators at the pump stations are serviced every other year, and the Main Treatment Plant Generator is serviced every year.

The committee asked whether the generator is repairable, or if it has to be replaced. Mgr. Lynch responded that the cost of repairing the generator would be about \$12,000, but then the engine could die in a couple years, as well, since it is also over 25 years old. If we replace the generator, the engine would be replaced, too. Mgr. Lynch estimated the cost of replacing the generator and engine to be about \$34,842.88. This exceeds the District Manager's \$25,000 spending authority of unbudgeted funds for emergency

purposes (as stated in the Board Policy and Procedure Finance Management Plan, adopted August 5, 2002 – Section 7: Emergency Expenditures). The Board Policy and Procedure also states the President of the Board is authorized to make emergency expenditures up to \$100,000. Mgr. Lynch requested the President of the Board's authorization and approval to replace the generator at the committee meeting so work could begin immediately and would not have to wait until the Board of Directors Meeting on November 3, 2008.

Mgr. Lynch explained that the generator at Pump Station No. 3 in Tiburon is a standby generator, so it runs the station if the power goes out. The Maintenance Manager has a contingency plan in place in case the power goes out before this generator is replaced. It will take about two to four weeks to replace the generator.

The Committee asked whether Peterson Power & Generators could check the District's other generators, as well. Mgr. Lynch confirmed this to be true. He explained that most all the other generators, engines, and control panels were done at the same time, more than 25 years ago. There are about 11 other pump station generators that are very old and could fail at any time. These would each cost about \$35,000 to \$40,000 to replace. Mgr. Lynch advised the Committee that the District should think about saving some money in reserves in case other pump station generators fail soon.

The Committee emphasized this is exactly why the District needs to take a good look at all capital expenditures and be prepared for them ahead of time. Capital expenditures are the District's largest expenses, and we need a proactive approach to capital improvement matters. The committee wants to see a solid strategy for all capital improvement matters that includes setting aside reserves. Mgr. Lynch added that no other small districts in Marin County put money away for future capital expenditures, but he agreed it is imperative. The committee explained the District could work on its capital improvement strategy slowly, starting with the Paradise Cove Treatment Plant, the Digester Cover, and now the Pump Station No. 3 generator that needs to be replaced. Life expectancy and scheduled routine maintenance should be included in this strategy.

The Committee agreed with Mgr. Lynch that the generator at Pump Station No. 3 should be replaced, rather than repaired. Pres. McAuliffe authorized and approved the District Manager to purchase a new standby generator for Pump Station No. 3 in the Tiburon Zone for an amount not to exceed \$35,000.

V. ADJOURNMENT at 9:54 a.m.

Recorded by Samantha Miller

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY
2001 Paradise Drive
Tiburon, California 94920**

**Capital Improvement Committee Meeting
Tuesday September 23, 2008
9:00 a.m.**

- I. Roll Call**
- II. Public Comments**
- III. Digester Rehabilitation Project – Update**
- IV. Paradise Cove Improvement Project – Update**
- V. Sewer Rehabilitation CIPP Project – Update**
- VI. Seafirth Pump Station & Pressure Line Project – Update**
- VII. Asset Condition Assessment – Matrix**
- VIII. Adjournment**

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Claire McAuliffe, President
Corinne Wiley, Vice President

Catharine Benediktsson, Secretary
Casey Kawamoto, Director
Bill Brady, Director

**Sanitary District No.5 of Marin County
Capital Improvement Program Committee Meeting
at Sanitary District No. 5 of Marin County Meeting Room
2001 Paradise Drive, Tiburon, California
Tuesday, September 23, 2008 9:00 a.m.**

CALL TO ORDER at 9:23 a.m.

- I. ROLL CALL:** Directors, present: Claire McAuliffe, President
Casey Kawamoto, Director
- Staff, present: Robert L. Lynch, District Manager
Samantha Miller, Office/Finance Manager

II. PUBLIC COMMENTS: None

III. Digester Rehabilitation Project – Update

Mgr. Lynch informed the committee that the District issued an RFP for the Concrete Repair work on Digester No. 1 to NCCI Inc. NCCI Inc. submitted a Lump Sum Price of \$9,477.00 for furnishing all material and labor to complete the work. This cost falls within the budget for the amount of money the District Manager is authorized to spend on his own. Therefore, there was not a competitive bid for the project. Mgr. Lynch advised the committee that the digester cover is expected this week.

IV. Paradise Cove Improvement Project – Update

Mgr. Lynch informed the committee that the project is moving along with great news in regards to the permitting issues. The District has received the permit from the State Land Commission and BCDC has completed its review. The Permit from BCDC should arrive within the next several days. The District has issued a Notice to Proceed to Team Ghilotti for Contract "B." Team Ghilotti can start mobilizing for the outfall portion of the project. The Paradise Cove Improvement Project is expected to be fully operational by the week of November 17, 2008, when we will be able to connect to the new outfall pipe.

Mgr. Lynch notified the committee that the District is going to increase the retaining wall by three feet and add a culvert behind the existing retaining wall.

V. Sewer Rehabilitation CIPP Project – Update

Mgr. Lynch advised the committee that Nute Engineering has completed the Plans and Specifications for the CIPP Project. The project is currently out to bid with a Bid Date of September 29, 2008 at 11 a.m.

VI. Seafirth Pump Station & Pressure Line Project – Update

Mgr. Lynch informed the committee that the Seafirth Estate Pump Station and Sewer Line Project are currently out to bid. The District Manager has reviewed the plan and specification for the project and made some small changes. The pre-bid meeting will be held on Wednesday, September 24, 2008 from 10:00 a.m. to 12:00 p.m. Bids are due on Friday, October 10, 2008 at 11:00 a.m. at CSW/Stuber-Stroeh office.

Mgr. Lynch said he would like Seafirth to install a flow meter. The committee discussed the question about who owns the water from the sewage treatment plant. The committee would like to start looking into the issue of water ownership and rights.

VII. Asset Condition Assessment – Matrix

Mgr. Lynch advised the committee that he has not been able to start the Asset Condition Assessment Project due to lack of time. He feels that within the next several months he will be able to start. He will start with the Main Treatment Facility and then move towards the collection system. Currently, the District has a ten year rehabilitation program for the collection system. Pres. McAuliffe would like to see a draft of the matrix at every Capital Improvement Program Committee meeting.

VIII. ADJOURNMENT at 10:02 a.m.

Recorded by Samantha Miller

**SANITARY DISTRICT NO. 5
2001 Paradise Drive
Tiburon, California 94920**

**Capital Improvement Committee Meeting
Thursday, October 23, 2008
9:00 a.m.**

I. Roll Call

II. Public Comments

III. Unfinished Business

a. Status Report on the following

- 1. Paradise Cove Treatment Plant**
- 2. Digester Cleaning and Cover Replacement**
- 3. C.I.P. Matrix**

IV. New Business:

- 1. Pump Station No.3 Tiburon – Generator Replacement**

IV. Adjournment

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**SANITARY DISTRICT NO. 5
2001 Paradise Drive
Tiburon, California 94920**

**Capital Improvement Program Committee Meeting
Friday, March 13, 2009
10:00 a.m.**

- I. Roll Call**
- II. Public Comments**
- III. New Business**
 - a. Current CIP Priorities**
 - 1. Budget/Contingency Reserve**
 - b. Asset Management Project**
 - c. Potential Grant Projects**
 - 1. Recycled Water Program**
 - 2. Solar Panel System**
- IV. Adjournment**

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Corinne W. Wiley, President
Catharine Benediktsson, Vice President

V. William Brady, Secretary
Casey Kawamoto, Director
Claire McAuliffe, Director

**Sanitary District No. 5 of Marin County
Capital Improvement Program Committee Meeting
at Sanitary District No. 5 of Marin County Meeting Room
2001 Paradise Drive, Tiburon, California
Friday, March 13, 2009 10:00 a.m.**

CALL TO ORDER at 10:00 a.m.

- I. ROLL CALL:** Directors present: V. William Brady, Secretary
Corinne W. Wiley, President
- Staff present: Robert L. Lynch, District Manager
Samantha Miller, Office/Finance Manager
- Others present: Pamela Rice
Bill Teiser, President Point Tiburon Bayside
Condominium Association

II. PUBLIC COMMENTS: None

III. NEW BUSINESS:

The Committee moved Item C, as described on the agenda, to this time.

c. Potential Grant Projects

1. Recycled Water Program

Mgr. Lynch reviewed the 14 steps necessary to implement a recycled water system (see attached list). The first six steps would have to be completed before the District could begin the application process for a grant from the Small Communities Wastewater Grant Program. Mgr. Lynch estimated the District would have to expend approximately \$30,000.00 to \$40,000.00 before being able to start applying for a grant. Additionally, Mgr. Lynch is concerned the District might not be qualified for any grant money because the grant program takes into consideration the average income and the average home value in our District.

Mr. Bill Teiser, President of the Point Tiburon Bayside Condominium Association, suggested the possibility of the Point Tiburon Bayside Condominium Association, the Town of Tiburon, and the District sharing the costs of the initial water reuse study.

Mgr. Lynch noted that, although the District is not allowed to make a profit on a recycled water program, it would like to be able to recoup its costs to avoid incurring a loss. He added it appears to be cheaper for the District to fund this project with cash, since the grant path is much slower and has many prerequisites. For example, if the District were to apply for a grant, it would need an Environmental Impact Report, which costs \$200,000.00 to \$300,000.00. However, if the District were to fund this project with cash, it might only need to do an initial study, which would cost \$15,000.00 to \$20,000.00. Mgr. Lynch believes private funding would be faster and less expensive.

Mgr. Lynch would like to have Bob Smith of Larry Walker Associates make a presentation to the Board about the next steps involved in implementing a recycled water program. Pres. Wiley would like Peggy Curran, the Town Manager of Tiburon, to attend this presentation, as well.

Mgr. Lynch explained that, if the District is able to implement this water recycling program, it would provide reclaimed water along the shoreline, serving the Point Tiburon condominiums, and down to the Dynasty, which would serve the Town of Tiburon. Additionally, members of the public would be able to fill up trucks with reclaimed water from a spout with a meter at the main plant. The District would also be able to use the reclaimed water for certain purposes within the main plant. Unfortunately, the Tiburon Fire Protection District is not allowed to use reclaimed water in their engines.

Pres. Wiley said the Board is very anxious to implement this recycled water program, but money is always an issue. Mr. Teiser replied the Point Tiburon Bayside Condominium Association is very interested in working with the District on this project by helping to fund the program and/or by making a commitment to use a certain amount of the reclaimed water. He agreed to provide the District with their monthly irrigation water usage.

Mgr. Lynch informed the Committee he would prepare a timeline for the two different schedules of relying on grant funding versus private funding.

2. Solar Panel System

Mgr. Lynch informed the Committee the District does not have enough space for wind turbines or solar panels. A small amount of solar panels would fit on the roof of the tool shed at the main plant, but Mgr. Lynch recently learned this would not produce enough energy to make much of a difference and be worth the cost. Sec. Brady would like to investigate the possibility of leasing the hillside behind the main plant for solar panels.

Sec. Brady added that Andy Pineda, an interested citizen, has been working on an energy reduction program for the District. In particular, he will be looking into the District's potential cost savings if we were to replace our blowers and diffusers with new, energy-saving technology. Sec. Brady suggested there might be a possibility PG&E would consider helping to subsidize this new technology since it would help the District significantly reduce its energy usage. Mr. Pineda is also an entrepreneur who has built an energy monitoring product; he would like to gauge the District's interest and ability in helping him test this product out at our facilities, to our mutual benefit.

a. Current CIP Priorities

1. Budget/Contingency Reserve

Mgr. Lynch informed the Committee that the digester cover and the Paradise Cove package plant projects are both officially completed now. The 32 Eucalyptus 6" sewer main replacement project has been completed, as well, and the entire length of that sewer main has been completely replaced. Pacific Liner will start putting the CIPP liners in on March 16, 2009, for the full line replacement project.

The Committee discussed the capital improvement plans listed in the current 2008-2009 Budget for the 2009-2010 fiscal year. Mgr. Lynch noted he will work on updating this list as District staff prepares the 2009-2010 Budget.

b. Asset Management Project

Sec. Brady started by saying the District currently does a good job with its capital improvement and maintenance programs. Pres. Wiley agreed that Mgr. Lynch has been doing great work in regards to this. However, Sec. Brady explained there is a big push from the Environmental Protection Agency to take a more disciplined approach to asset management. Mgr. Lynch added that our plant was built on federal grant money 25

years ago, and plants are only supposed to last about 20 years. The District will not be able to get federal grant money to rebuild the plant again. Therefore, the District's reserves need to be a lot higher than they are, in order to replace all the aging equipment we have.

Mgr. Lynch continued to say the District currently has a 10 year capital improvement plan, but the Sales Force approach Sec. Brady is proposing is more intense. Sec. Brady explained the Sales Force software would allow us to take a look at when we need to replace equipment based on economics, instead of intuition. The goal of using Sales Force for asset management is to be able to make better decisions using cost-benefit analyses and break-even curves (for continuing to make repairs versus replacing the equipment).

Furthermore, Sec. Brady is working on developing an application that would tie in an automated maintenance coordinator and QuickBooks with the Sales Force asset management application. To go along with this, the District could purchase a transcription service for maintenance and condition assessment reporting.

After much discussion, the Committee decided to move forward with purchasing the licenses from Sales Force for the asset management software, and hold off on implementing the maintenance coordinator application for now. The Committee would like to move one step at a time, especially since this was not a budgeted item for the 2008-2009 fiscal year.

IV. ADJOURNMENT at 9:55 a.m.

Recorded by Samantha Miller

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY
2001 Paradise Drive
Tiburon, California 94920**

**Capital Improvement Program Committee Meeting
Friday, July 31, 2009
10:00 a.m.**

I. Roll Call

II. Public Comments

III. New Business

a. Status Reports of FY 2009-2010 Capital Projects

- 1. Secondary Clarifier Scum Trough Rehabilitation Project**
- 2. Head Works Concrete Project**
- 3. Spot Repair Program & Full Line Replacement CIPP Program**
- 4. Town of Tiburon FY 2009-2010 Street Improvement Projects**
- 5. Discussion of Remaining Capital Projects for FY 2009-2010**

IV. Adjournment

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**SANITARY DISTRICT NO. 5 OF MARIN COUNTY
2001 Paradise Drive
Tiburon, California 94920**

**Capital Improvement Program Committee Meeting
Monday, October 5, 2009
10:00 a.m.**

- I. Roll Call**
- II. Public Comments**
- III. New Business**
 - a. Water Reuse – Paradise Cove**
 - b. 2009-2010 Sewer Rehabilitation CIPP Project & Lateral Inspection**
 - c. Head Works Concrete Project**
 - d. Test Results of Smoke Testing**
- IV. Adjournment**

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**SANITARY DISTRICT NO. 5 OF MARIN COUNTY
2001 Paradise Drive
Tiburon, California 94920**

**Capital Improvement Program Committee Meeting
Friday, February 26, 2010
10:00 a.m.**

- I. Roll Call**
- II. Public Comments**
- III. New Business**
 - a. Status Report of 2009-2010 Capital Projects**
 - b. Purchase of New Truck Mounted Rodder**
 - c. Estimated Cost to Complete Cleaning & CCTV of Sanitary Sewer Lines – Tiburon and Belvedere Zones**
 - d. CIPP Liner Rehabilitation Cost Estimates for One Large Rehabilitation Project**
 - e. Blending Reduction Feasibility Study**
- IV. Future Agenda Items**
- V. Adjournment**

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**SANITARY DISTRICT NO. 5 OF MARIN COUNTY
2001 Paradise Drive
Tiburon, California 94920**

**Capital Improvement Program Committee Meeting
Friday, March 26, 2010
10:00 a.m.**

- I. Roll Call**
- II. Public Comments**
- III. New Business**
 - a. 2009-2010 Sewer Rehabilitation CIPP Liner Project Results of March 17, 2010 Bid Opening**
 - b. Update on Pipe Bursting Project for Tamalpais Circle/Golden Gate Ave and Woodwardia Lane**
 - c. Discussion of 2010-2011 Capital Improvement Projects**
- IV. Future Agenda Items**
- V. Adjournment**

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**SANITARY DISTRICT NO. 5 OF MARIN COUNTY
2001 Paradise Drive
Tiburon, California 94920**

AGENDA

**Capital Improvement Program Committee Meeting
Friday, April 23, 2010 10:00 a.m.**

- I. Roll Call**
- II. Public Comments**
- III. New Business**
 - a. Review of RFP – Proposal for Providing Professional Services for Mechanical, Electrical, and Control System Rehabilitation Study**
 - b. Review of RFP – Request for Statement of Qualifications and Proposal for Inflow & Infiltration Control Flow Monitoring Study**
 - c. Discussion of Execution of Contract with Pacific Liners for 2009-2010 Sewer Rehabilitation CIPP Liner Project and Negotiating Additional Work for Woodwardia Lane**
 - d. Review of RFP for Sanitary Sewer Line Investigation & Evaluation Project**
 - e. Review of Draft Wet Weather Storage Feasibility Analysis**
 - f. Review of RFP to Provide Service in Cleaning of Grit Chamber**
- IV. Adjournment**

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**SANITARY DISTRICT NO. 5 OF MARIN COUNTY
2001 Paradise Drive
Tiburon, California 94920**

AGENDA

**Capital Improvement Program Committee Meeting
Friday, June 4, 2010 8:15 a.m.**

- I. Roll Call**
- II. Public Comments**
- III. New Business**
 - a. Review of Capital Improvement Projects for FY 2010-2011**
 - b. Review and Discussion of Requests for Proposals:**
 - 1. Sanitary Sewer Line Investigation & GIS Program**
 - 2. Grit Chamber Cleaning**
 - 3. Professional Engineering Services Main Plant**
- IV. Adjournment**

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**SANITARY DISTRICT NO. 5 OF MARIN COUNTY
2001 Paradise Drive
Tiburon, California 94920**

AGENDA

**Capital Improvement Program Committee Meeting
Friday, July 30, 2010 10:00 a.m.**

- I. Roll Call**
- II. Public Comments**
- III. New Business**
 - a. Discussion with E2 Engineering on Inflow & Infiltration Control Flow Monitoring Project**
- IV. Adjournment**

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**SANITARY DISTRICT NO. 5 OF MARIN COUNTY
2001 Paradise Drive
Tiburon, California 94920**

AGENDA

**Capital Improvement Program Committee Meeting
Friday, October 22, 2010 10:00 a.m.**

- I. Roll Call**
- II. Public Comments**
- III. New Business**
 - a. Review Draft Report from Carollo Engineers for Mechanical, Electrical, Structural, and Control System Rehabilitation Study**
- IV. Adjournment**

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