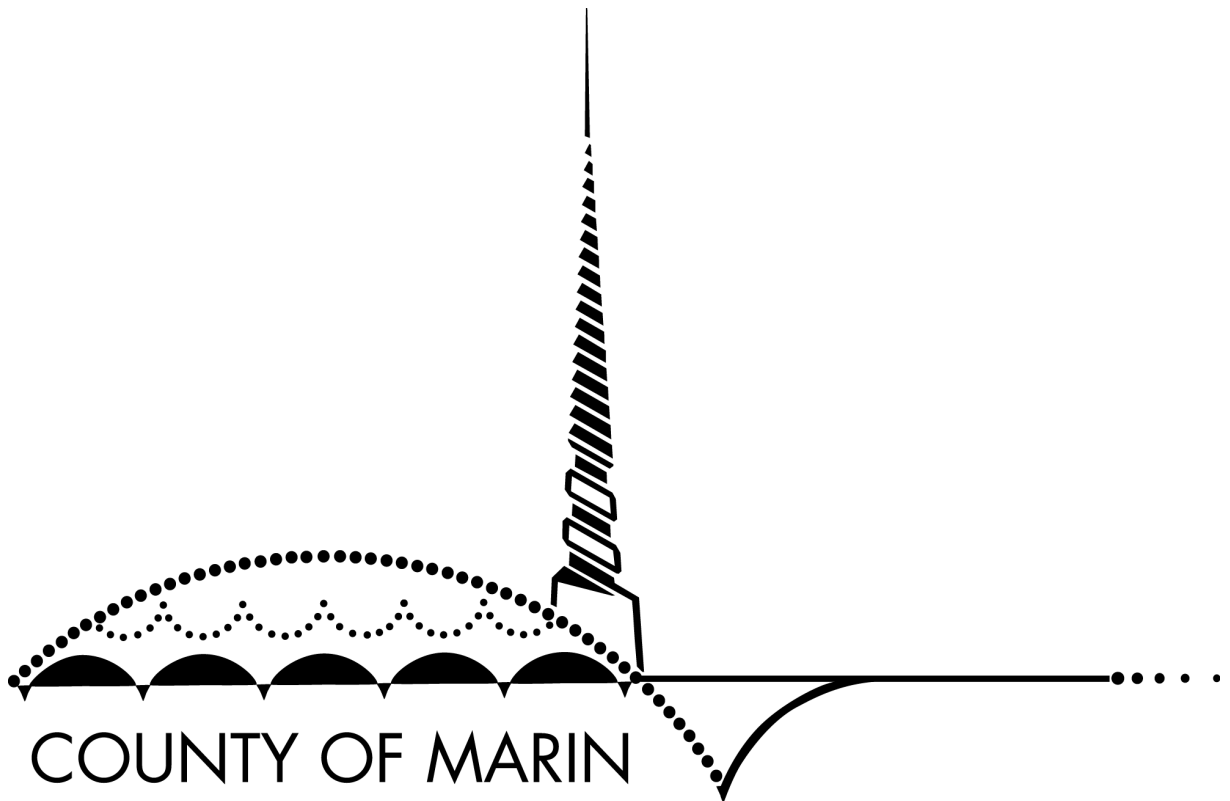
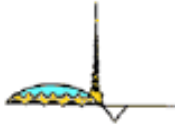


2013/2014 MARIN COUNTY CIVIL GRAND JURY

The Scoop on Marin County Sewer Systems: Part II

Report Date – June 10, 2014
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THE SCOOP ON MARIN COUNTY SEWER SYSTEMS PART II

SUMMARY

The Marin County Civil Grand Jury conducted a survey of 21 wastewater agencies in Marin to better understand the operational, financial and governance performance metrics of these agencies. We found all agencies to be very cooperative in responding in a timely manner and providing follow-up information.

Part I of this report focused on aging infrastructure, asset management, sewer spills and consolidation. Part II focuses on the agencies' compliance with Sewer System Management Plans, as required by State Water Resources Control Board (SWRCB) Order 2006-0003-DWQ¹ and SWRCB Order No. WQ 2013-0058-EXEC², financial best practices, transparency and governance.

We believe that all wastewater agencies in Marin should meet the requirements of state law, regardless of their size and should make key documentation easily available to the public, at a defined accessible place and on an internet website.

We discovered from the survey responses:

- Four agencies do not have capital improvement plans as required by the Operation and Maintenance Program of SWRCB Order 2006-0003-DWQ.
- Five agencies do not have financial reserve policies.
- Two agencies do not report having any designated financial reserves.
- Two agencies do not have Overflow Emergency Response Plans as outlined by the Overflow Emergency Response Plan of SWRCB Order 2006-0003-DWQ.
- Two agencies have not reported their spills in the required time frame as specified by SWRCB Order No. WQ 2013-0058-EXEC.
- Two agencies do not have websites and are therefore unable to communicate important information easily to their customer base and provide transparency

¹ State Water Resources Control Board Order No. 2006-0003-DWQ, State General Waste Discharge Requirements for Sanitary Sewer Systems, May 2, 2006,

http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf

² State of California Water Resources Control Board Order No. WQ 2013-0058-EXEC, Amending Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, August 6, 2013, http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2013/wqo2013_0058exec.pdf

- All of the board members at one agency are not up to date with ethics training as mandated by California Code.³ Another three agencies have between one and four board members whose ethics training has lapsed.

We recommend that agencies address their operational, financial and governance deficiencies as reported as soon as possible.

BACKGROUND

See The Scoop on Marin County Sewer Systems Part I.

APPROACH

The Grand Jury prepared a comprehensive survey for all agencies involved in some or all aspects of wastewater services (sewage collection, treatment and disposal). To determine which questions to ask, we researched all available Marin wastewater agency websites, and the State Water Resources Control Board website. We also interviewed experts in the wastewater business.

Agencies surveyed:

- Almonte Sanitary District (Almonte)
- Alto Sanitary District (Alto)
- Bolinas Community Public Utility District
- Central Marin Sanitation Agency (CMSA)
- City of Mill Valley (Mill Valley)
- City of Sausalito (Sausalito)
- Homestead Valley Sanitary District (Homestead Valley)
- Las Gallinas Valley Sanitary District
- Murray Park Sewer Maintenance District
- North Marin Water District
- Novato Sanitary District
- Richardson Bay Sanitary District (Richardson Bay)
- San Quentin Sewer Maintenance District
- San Rafael Sanitation District (San Rafael)
- Sanitary District #1 (Ross Valley) (RVSD)
- Sanitary District #2 (Corte Madera)
- Sanitary District #5 (Tiburon)
- Sausalito Marin City Sanitary District
- Sewerage Agency of Southern Marin (SASM)
- Tamalpais Community Services District
- Tomales Village Community Services District

³ Ethics Training per California Government Code Article 2.4, Sections 53234-53235.2.

The survey questionnaire and partial survey responses are found in appendices A and B. Due to the nature of some of the questions and responses, it was not feasible to attach the entirety of the survey responses.

DISCUSSION

The survey (Appendix A) asked questions about general, operational, asset management, financial and governance issues. In Appendix B we included the responses to these questions. The findings and recommendations in this report are based on the survey responses and website research. This report is intended to raise public awareness about the performance of wastewater agencies in Marin County and, at the same time, to provide potentially useful data for the entire wastewater community and the Marin Local Agency Formation Commission (LAFCO).

Some questions in the survey generated more qualitative and lengthier answers. The findings from those responses are discussed in The Scoop on Marin County Sewer Systems Part I.

FINDINGS

Based on the survey responses, the Grand Jury found:

- F1. Bolinas Community Public Utility District, Mill Valley, Tamalpais Community Services District, and Tomales Village Community Services District do not have Capital Improvement Plans as required by SWRCB Order 2006-0003-DWQ, p.11 item iv – Operation and Maintenance Program.
- F2. Bolinas Public Utility District, Mill Valley, Murray Park Sewer Maintenance District, San Quentin Sewer Maintenance District, Tamalpais Community Services District and Tomales Village Community Services District do not have financial reserve policies.
- F3. It is difficult to compare reserves across agencies due to different financial reserve policies and reporting approaches.
- F4. Alto and Homestead Valley did not report any financial reserves.
- F5. Almonte, Homestead Valley, and Tomales Village Community Services District have not completed audits of their SSMPs in the last two years as required by SWRCB Order 2006-0003-DWQ, p.14, SSMP Program Audits. The Bay Regional Water Quality Control Board (RWQCB) no longer allows for this requirement to be waived for agencies with a population of less than 10,000 as outlined in their letter dated October 3, 2012.⁴

⁴ Letter from San Francisco Bay Regional Water Quality Control Board dated October 3, 2102, subject “Discontinuation of Requirements for Annual Reports of Sanitary Sewer Overflows (SSOs), and annual Sewer System Management Plan (SSMP) Audits”

- F6. Homestead Valley, Mill Valley, North Marin Water District, Richardson Bay, Sanitary District #5 (Tiburon), Tamalpais Community Services District, and Tomales Villages Community Services District have not posted their SSMPs on their websites.
- F7. Alto and Homestead Valley reported that they do not have Overflow Emergency Response Plans (OER), as required by SWRCB Order 2006-0003-DWQ, p.12, Overflow Emergency Response Plan, item vi.
- F8. Alto, Bolinas Community Public Utility District, Homestead Valley, Mill Valley and Tomales Village Community Services District do not have Overflow Emergency Response training manuals.
- F9. Alto, San Rafael, Sanitary District #2 (Corte Madera) and SASM do not have websites to provide information to their customer bases.
- F10. All board members at Sanitary District #2 and some board members at Almonte, San Rafael and Sausalito have not renewed their ethics training in the last two years as required by Government Code Article 2.4.
- F11. The SSMPs for Alto and Homestead Valley are not maintained at an appropriate location as required by SWRCB Order 2006-0003-DWQ, p.17, WDRs and SSMP Availability.
- F12. Las Gallinas Valley Sanitary District and Mill Valley are not reporting their category 1 spills within the time frame required by State Water Resources Control Board Order No. WQ 2013-0058-EXEC

RECOMMENDATIONS

The Grand Jury recommends:

- R1. Bolinas Community Public Utility District, Mill Valley, Tamalpais Community Services District and Tomales Village Community Services District develop capital improvement plans by the end of 2014.
- R2. Bolinas Public Utility District, Mill Valley, Murray Park Sewer Maintenance District, San Quentin Sewer Maintenance District, Tamalpais Community Services District and Tomales Village Community Services District develop financial reserves policies.
- R3. Alto and Homestead Valley establish designated annual financial reserve amounts.
- R4. Almonte, Homestead Valley and Tomales Village Community Services District complete audits of their SSMPs by August 2, 2014, as required by RWQCB.
- R5. Homestead Valley, Mill Valley, North Marin Water District, Richardson Bay, Sanitary District #5, Tamalpais Community Services District and Tomales Villages Community Services District post their SSMPs on their websites.

- R6. Alto and Homestead Valley develop Overflow Emergency Response Manuals that describe the Overflow Emergency Response Plan per SWRCB Order 2006-0003-DWQ, p.12, Overflow Emergency Response Plan, item vi.
- R7. Alto, Bolinas Public Utility District, Homestead Valley, Mill Valley and Tomales Village Community Services District develop Overflow Emergency Response Training Manuals.
- R8. Alto, San Rafael, Sanitary District #2 and SASM develop and operate an internet website. The website should include, at a minimum, details of the agency and its leadership, board meeting agendas and minutes, an annual budget, audited financial statements, and the SSMP including the OER.
- R9. The board members at Almonte, Sanitation District #2, San Rafael and Sausalito update their ethics training to be in compliance with state law.
- R10. Alto and Homestead Valley make their SSMPs available at an accessible location within the communities in which they are located.
- R11. Las Gallinas Valley Sanitary District and Mill Valley report their Category 1 spills within two hours of becoming aware of the spill, as required by State Water Resources Control Board Order No. WQ 2013-0058-EXEC.

REQUEST FOR RESPONSES

Pursuant to Penal code section 933.05, the grand jury requests responses as follows:

From the President of the Board of Directors of the following agencies:

- Almonte Sanitary District (F5, F10, R4, R9)
- Alto Sanitary District (F4, F7, F8, F9, F11, R3, R6, R7, R8, R10)
- Bolinas Public Utility District (F1, F2, F8, R1, R2, R7)
- Homestead Valley Sanitary District (F4, F5, F6, F7, F8, F11, R3, R4, R5, R6, R7, R10)
- Las Gallinas Valley Sanitary District (F12, R11)
- North Marin Water District (F6, R5)
- Richardson Bay Sanitary District (F6, R5)
- Sanitary District #2 (F9, F10, R8, R9)
- Sanitary District #5 (F6, R5)
- San Rafael Sanitation District (F9, F10, R8, R9)
- Sewerage Agency of Southern Marin (F9, R8)
- Tamalpais Community Services District (F1, F2, F6, R1, R2, R5)

- Tomales Village Community Services District (F1, F2, F5, F6, F8, R1, R2, R4, R5, R7)

From the Marin County Board of Supervisors for the following agencies:

- Murray Park Sewer Maintenance District (F2, R2)
- San Quentin Sewer Maintenance District (F2, R2)

From the City Councils of the following municipalities:

- City of Mill Valley (F1, F2, F6, F8, F12, R1, R2, R5, R7, R11)
- City of Sausalito (F10, R9)

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted in accordance with Penal Code section 933 (c) and subject to the notice, agenda and open meeting requirements of the Brown Act.

Please Note: Some of the links listed in the footnotes may not be active and might require copying the information into a search engine. At the time this report was prepared, the information was available at the sites listed.

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury. The California State Legislature has stated that it intends the provisions of Penal Code Section 929 prohibiting disclosure of witness identities to encourage full candor in testimony in Grand Jury investigations by protecting the privacy and confidentiality of those who participate in any Civil Grand Jury investigation.

GLOSSARY

Capital Improvement Plan – A document that defines the scope, schedule, and costs of infrastructure improvements.

Community Service District – A type of Special District that provides multi-function services to a specific community.

Equivalent Dwelling Unit (EDU) – A service unit measured in relation to the characteristics of the average daily discharge produced by a typical single dwelling unit.

Infiltration - Extraneous water that enters the sewer system over long periods of time (e.g., groundwater seepage.)

Inflow - Extraneous water that enters the sewer system as the direct result of rain or a high water table.

Joint Powers Authority (JPA) - A type of Special District that is formed when two or more agencies agree to create another legal entity, establish a joint approach to work on a common problem, or act as the representative body for a specific activity.

Local Area Formation Commission (LAFCO) – This State entity reviews/approves incorporations, annexations, and consolidations of cities and Special Districts, determines city and Special District spheres of influence, and conducts studies of existing governmental agencies.

Lateral – The portion of the sewer system that connects a home or business with the main line in the street.

Overflow Emergency Response Plan (OER)– A written plan that establishes proper cleanup procedures and safety measures to be followed during sewage spill and remediation efforts.

Public Utility District – A special purpose district that provides public utilities (e.g., electricity, natural gas, sewage treatment, waste collection/management, water, etc.) to the residents of that district.

San Francisco Bay Regional Water Quality Control Board (RWQCB) – This is one of nine Regional Water Quality Control Boards in the State of California. It is responsible for protecting the surface, ground and coastal water of the Bay Area.

Sanitary Sewer Overflow (SSO) – A spill, release, or unauthorized discharge of wastewater from a sanitary sewer system at any point upstream of a wastewater treatment facility that is caused by a problem in or with sewer system authorities' sewer lines, including laterals owned by the authorities.

SSO Category 1 – A spill of any volume that reaches surface water

SSO Category 2 – A spill of greater than or equal to 1,000 gallons that does not reach surface water.

SSO Category 3 – A spill of less than 1,000 gallons that does not reach surface water.

Sewer Collection – The collection of wastewater from homes and businesses through a network of pipes that transports the effluent to a sewage treatment facility.

Sewer Treatment – The process of removing contaminants from wastewater that includes physical, chemical, and biological processes to remove contaminants and render the water suitable for disposal.

Sewer Disposal – The disposal of treated wastewater into San Francisco Bay.

Sewer System Management Plan (SSMP) – The document that describes the activities that a wastewater agency uses to manage wastewater collection effectively. The requirements for the Plan are defined in the State Water Resources Control Board Water Quality Order No. 2006-0003.

Special District - A separate local government that delivers a limited number of public services to a geographically limited area

State Water Resources Control Board (SWRCB) – SWRCB is one of the five branches of the California Environmental Protection Agency and coordinates the State's nine Regional Water Quality Control Boards. Its mission is to oversee the allocation of California's water resources and to safeguard the cleanliness and purity of those resources.

Wastewater – All water used in homes, businesses and institutions that goes into the sewage system.

APPENDIX A

Marin County Civil Grand Jury Sanitation Agencies Survey, December 2013

GENERAL

1. What year was the Sanitation Agency established?
2. How many full time (or full time equivalent) employees work in the Agency?
3. Please check below the Sanitation Sewer Activity(ies) of the Agency?
 Collection Treatment Disposal
4. What size is the Agency? Please complete the following:
 - a. The number of active residential connections served by the Agency
 - b. The number of active non-residential connections served by the Agency
 - c. The number of residents served by the Agency
 - d. The number of square miles within the Agency's boundaries
5. How many miles of sewer pipe are in the Agency's boundaries?
 - a. Gravity pipes _____
 - b. Force Main Pipes _____
6. What is the age of the oldest pipes? _____ yrs
7. What is the average age of the pipes? _____ yrs
8. What is the age of the newest pipes? _____ yrs
9. How many pumping stations are in the Agency's boundaries?
10. How many flow meters are in the Agency's system?

OPERATIONS

A. Sanitation Sewer Management Plan

1. Does the Agency have a current Sanitation Sewer Management Plan (SSMP)?
Yes No If Yes, please provide a copy. If No, please explain.
2. Did the public provide input into the SSMP? Yes No
3. When was the most recent audit of the SSMP? Date _____

4. Is the SSMP available for public review? Yes _____ No _____
If Yes, please explain how/where it can be viewed.
5. Please provide the Agency's Average Sewer Flows for a dry day _____ gallons
6. Please provide the Agency's Average Sewer Flows for a wet day _____ gallons
7. Please provide the Agency's Peak Wet Day flow _____ gallons
8. What is the capacity rating of the Agency's treatment system? _____ gallons

B. Sanitary Sewer Overflows

9. How does the Agency communicate Sanitary Sewer Overflows to the public?
Please explain.
10. How much time does it take to alert the public that a spill has occurred?
_____hrs
11. Does the Agency have a Sewer Overflow Response Manual? Yes ___ No ___
If Yes, please provide a copy.
12. Does the Agency have a Sewer Overflow Response Training Manual?
Yes _____ No _____ If Yes, please provide a copy.
13. How many sewer spills have occurred in your Agency in the last three years?
(The Categories are defined by the SWRCB). How much do the spills in each
year add up to in gallons?
 - a. 2011 Category 1 ____, Category 2 ____, Category 3 ____ Total _____ gallons
 - b. 2012 Category 1 ____, Category 2 ____, Category 3 ____ Total _____ gallons
 - c. 2013 Category 1 ____, Category 2 ____, Category 3 ____ Total _____ gallons

C. Asset Management Plan

14. Please provide information about violations or citations related to sewer
spills in 2011, 2012 and 2013.
15. Does your Agency use a Geographic Information System to map sewer mains,
pump stations, valves and storm drains? Yes _____ No _____
16. Has the Agency identified all the problem pipes that require
rehabilitation/replacement? Yes _____ No _____

17. Has the Agency established a plan for rehabilitating/replacing the problem pipes? Yes ____ No ____

18. Does the Agency have a Capital Improvement Plan? Yes ____ No ____
If Yes, please provide a copy.

D. Co-Operation with Other Agencies

19. Has the Agency co-operated with other Sanitary Agencies on any activities? If Yes, please provide details. Yes ____ No ____

20. Has the Agency considered consolidation, annexation or other re-organization? Yes ____ No ____
If Yes, please provide a brief summary. If not, please explain why not.

FINANCIAL

1. Please specify the Agency's fiscal year months i.e. Jan-Dec, July-June

2. What is the current annual sewer rate per household in the Agency? \$ _____

3. What is the current annual non-residential sewer rate in the Agency? \$ _____

4. Please provide a copy of the Budget for the Current Year.

5. Does the Agency have Audited Financial Statements for the last two fiscal years? Please provide copies. Yes ____ No ____

6. Does the Agency have a policy on reserves?
Please provide details.

7. Please provide information on your reserve allocations as follows:

- o Operating Reserves \$ _____
- o Rate Stabilization reserves \$ _____
- o Emergency Repair reserve \$ _____
- o Capital Reserve \$ _____
- o Other purpose (please specify) \$ _____
- o Total Combined Reserves \$ _____

8. Please provide the average annual cost per employee including total compensation and benefits (exc. Pensions benefits) \$ _____

9. Please provide the total annual compensation and benefits (exc. Pension) of the General Manager. \$ _____

10. Does the Agency have an Unfunded Pension Liability? Yes ____ No ____

Please provide a copy of the last actuarial valuation of the Pension Plan.

11. What is the date of the Agency's last Actuarial Valuation for Other Post Retirement Benefits (OPEB)? Date _____
Please provide a copy.
12. Does the Agency have an unfunded liability for OPEB? Yes ____ No ____
If so, what is the amount? \$ _____
13. What were the Agency's Capital expenditures in the last fiscal year?
\$ _____
14. What are the Agency's anticipated capital expenditures in the current fiscal year?
\$ _____
15. How much has the Agency spent on Legal Fees in 2012 and 2013?
2012 \$ _____ 2013 \$ _____

GOVERNANCE

1. Please complete the following chart:

Board Member Name	Length of Term (yrs)	Years on the Board	Term Expires	Elected (E) or Appointed (A)	Date of Last Ethics Training*	Total Compensation Paid last fiscal year \$

*Ethics Training per Code CA AB1234, Article 2.4 and CA Government Code Section 53234-53235.2

2. Please describe the role of the Board for the Agency

OTHER

1. Please rank the following activities 1-3, in order of importance for the Agency, with 1 being the most important.
 - Establishing and Monitoring the Asset Management Plan _____
 - Installing Flow Meters _____

- Minimizing and Managing Sanitary Sewer Overflows _____
- 2. Would you consider billing customers by usage? Yes ____ No ____
- 3. Are there challenges with this approach? Yes ____ No ____
If so, please explain
- 4. What are the advantages of local control for sewer system agencies?

Survey Completed by: _____ (name) _____ (date)
 _____ (title)

**SANITATION AGENCY SURVEY
DOCUMENT CHECK LIST**

PLEASE PROVIDE COPIES OF THE FOLLOWING DOCUMENTS:

	<u>Check if Included</u>
Sanitation Sewer Management Plan	_____
Sewer Overflow Response Manual	_____
Sewer Overflow Response Training Manual	_____
Capital Improvement Plan	_____
Budget for the current fiscal year	_____
Audited Financial Statements for the last 2 fiscal years	_____
Actuarial Valuation of the Agency's Pension Plan	_____
Agency's last Actuarial Valuation for Other Post Retirement Benefits (OPEB)	_____

If a document is not included, please explain.

APPENDIX B: SURVEY RESPONSES (FOOTNOTES AFTER LAST TABLE)

General:																
Survey Question Number	Gen 1	Gen 2	Gen 3	Gen 3	Gen 3	Gen 4.a	Gen 4.b	Gen 4.c	Gen 4.d	Gen 5.a	Gen 5.b	Gen 6	Gen 7	Gen 8	Gen 9	Gen 10
	Year Established	FTEs	Collection	Treatment	Disposal	Number Residential Connections	Number Non-Residential Conn.	Number of Residents Served	Number Square Miles	Miles Gravity Pipes	Miles Force Main Pipes	Age of Oldest Pipes (Years)	Average Age of Pipes (Years)	Age Newest Pipes (Years)	Number of Pumping Stations	Number of Flow Meters
15,000+ Connections																
Novato Sanitary District	1925	21	Yes	Yes	Yes	22,890	6,814	56,000	25	211	18	65+	37	<1	39	6
San District #1 (Ross Valley)	1899	33	Yes	No	No	15,971	1,043	50,000	27	194	8	100	60+	<1	19	4
1,500-15,000 Connections																
City of Mill Valley	1900	144	Yes	No	No	5,189	343	13,903	5	59	0	113	60	0	2	0
City of Sausalito	1953	9.1	Yes	No	No	3,367	397	7,037	2.3	34.6	2.5 ²	>80	>50	<1	7 ¹	0
Las Gallinas Valley Sanitary District	1954	19	Yes	Yes	Yes	8,811	299	29,057	12	105	7	64	41	1	34	16
Richardson Bay Sanitary District	1949	4	Yes	No	No	2,945	53	9,500	3	40	4	55	20	<1	NA	3
San District #2 (Corte Madera)	1901	3	Yes	No	No	4,420	820	12,000	4	45	5	91	40	<1	19	4
San District #5 (Tiburon/Belvedere)	1928	10	Yes	Yes	Yes	3,075	762	8,400	4	30	4	51	30-50	2-6	24	2
San Rafael Sanitation District	1947	15	Yes	No	No	9,758	1,105	41,062	13	133	13	140	57	<1	32	0
Sausalito-Marín City Sanitary District	1950	12	Yes	Yes	Yes	6,200	271	18,000	5	7.5	4	60	20	1	7 ¹	4
Tamalpais Community Services District	1965	2.8	Yes	No	No	2,552	25	7,000	2	29	1	60	40	1	4	1 ⁷
< 1,500 Connections																
Almonte Sanitary District	1949	0.3	Yes	No	No	631	18	1,478	0.4	6.3	0	60	Unknown ³	<1	0	0
Alto Sanitary District	1946	<1	Yes	No	No	516	21	1,200	0.2	3.3	0	70	Unknown	<1	0	0
Bolinas Community Public Utility District	1908	1	Yes	Yes	Yes	141	23	650	3	3	1	100	40	20	1	0 ⁴
Homestead Valley Sanitary District	1931	<1	Yes	No	No	1,050	15	2,500	0.8	11	0	60	Unknown	0.0	0	0
Murray Park Sewer Maintenance District	1949	0	Yes	No	No	89	0	90	35 acres	1	0	Unknown	Unknown	1	0	0
North Marin Water District	1973	50	Yes	Yes	Yes	229	0	400	1	5	0.5	40	30	1.0	2	2
San Quentin Sewer Maintenance District	1964	<1	Yes	No	No	37	0	Not reported	0.0	0.3	0.1	Unknown	Unknown	6	1	0
Tomales Village Community Services District	1999	1	Yes	Yes	Yes	82	17	210	0.2	2.3	0.9	38	30	5	1	1
JPAs Providing Treatment																
Central Marin Sanitation Agency (CMSA)	1979	41 ⁵	Yes	Yes	Yes	30,149	2,968	105,000+	44	371 ⁶	28	140	50+	<1	72	4
Sewerage Agency of Southern Marin (SASM)	1979	15	Yes	Yes	Yes	12,706	2,055	28,468	9	6	9	60	35	6	72	0

Operations: Sanitation Sewer Management Plan and Sanitary Sewer Overflows (page1)

Survey Question Number	Oper 1	Oper 2	Oper 3	Oper 4	Oper 4	Oper 5	Oper 6	Oper 7	Oper 8
	SSMP	Public Input to SSMP	Most Recent Audit of SSMP	SSMP Avail. For Public Review	Where Avail. For Review	Avg. Sewer Flows_Dry_Gallons per Day	Avg. Sewer Flows_Wet_Gallons Per Day	Peak Wet Flow_Gallons Per Day	Capacity Rating_Gallons per Day
15,000+ Connections									
Novato Sanitary District	Yes	No	8/2013	Yes	www.novatosan.com	4.2 M	7.6 M	20.3 M	52 M
San District #1 (Ross Valley)	Yes	No	12/2013	Yes	www.rsvd.org	3.8 M	9.4 M	54 M	NA
1,500-15,000 Connections									
City of Mill Valley	Yes	Yes	2/2013	Yes	City Hall	1 MGD	5 M	9 M	NA
City of Sausalito	Yes	Yes	12/2013	Yes	City Hall, Department of Public Works	0.6 M	0.7 M	2.8 M	NA
Las Gallinas Valley Sanitary District	Yes	Yes	10/2013	Yes	Hard copy in district office and website	2.2 M	3.6 M	8.7 M	2.9 M
Richardson Bay Sanitary District	Yes	No	2014 in process	Yes	Office	4.1 M	6.5 M	8 M	NA
San District #2 (Corte Madera)	Yes	Yes	3/2012	Yes	Town of Corte Madera	1 M	1.7 M	9.7 M	NA
San District #5 (Tiburon/Belvedere)	Yes	No	Updated Annually	Yes	At main plant; need to request to review	0.6 M	0.8 M	0.9 M	6.7 M
San Rafael Sanitation District	Yes	No	2012	Yes	Office	3.2 M	3.8 M	5.9 M	NA
Sausalito-Marin City Sanitary District	Yes	Yes	2013	Yes	www.sausalitomarincitysanitarydistrict.com	1.5 M	Varies	Varies	6 M
Tamalpais Community Services District	Yes	N/A	2013	Yes	Office	0.3 M	0.5 M	3.7 M	NA
< 1,500 Connections									
Almonte Sanitary District	Yes	No	2010	Yes	www.almontesd.org	140,000	NA	1.6 M	NA
Alto Sanitary District	Yes	No	2012	Yes	Nute EngineeringSan Rafael	90,000	90,000	0.9 M	NA
Bolinas Community Public Utility District	Yes	Yes	8/2012	Yes	On website and in office	30,000	50,000	64,000	65,000
Homestead Valley Sanitary District	Yes	No	Blank	Yes	Nute EngineeringSan Rafael	180,000	180,000	1.8 M	NA
Murray Park Sewer Maintenance District	No ¹	See RVSD	See RVSD	Yes	via RVSD	Not avail	Not avail	Not avail	NA
North Marin Water District	Yes	Yes	10/2013	Yes	Upon request	13,000	36,000	69,000	122,000
San Quentin Sewer Maintenance District	Yes	No	Unknown	Thru CMSA	At CMSA	Not reported	Not reported	Not reported	NA
Tomaes Village Community Services District	Yes	No	Never	Yes	Office	16,000	20,000	100,000	42,000
JPs Providing Treatment									
Central Marin Sanitation Agency (CMSA)	No ²	NA	NA	NA	NA	6-7 M	Variable	116.5 M	125 M ³
Sewerage Agency of Southern Marin (SASM)	Yes	Yes	7/3	Yes	Office	2.2 M	7.6 M	18.9 M	24.7 M

NA: Not applicable

Operations: Sanitation Sewer Management Plan and Sanitary Sewer Overflows (page 2)

Survey Question Number	Oper 10	Oper 11	Oper 12	Operations 13				Operations 13				Operations 13			
				2011				2012				2013			
	Time to Communicate Overflows (hrs)	Overflow Response Manual	Overflow Training Manual	Cat 1 Spill	Cat 2 Spill	Cat 3 Spill	Total Spill (gal)	Cat 1 Spill	Cat 2 Spill	Cat 3 Spill	Total Spill (gal)	Cat 1 Spill	Cat 2 Spill	Cat 3 Spill	Total Spill (gal)
15,000+ Connections															
Novato Sanitary District	<2	Yes	Yes	8	6	0	21,663	7	11	0	24,792	5	1	4	11,315
San District #1 (Ross Valley)	2-8	Yes	Yes	9	2	24	39,840	10	3	21	167,083	10	0	9	160,957
1,500-15,000 Connections															
City of Mill Valley	<24	Yes	No	1	0	14	1,204	2	0	21	3,949	1	1	15	22,025
City of Sausalito	<2	Yes	Yes	3	0	5	2,250	2	0	6	607	8	1	4	102,788
Las Gallinas Valley Sanitary District	6	Yes	Yes	1	1	0	2,220	5	0	3	56,190	2	0	0	1,067
Richardson Bay Sanitary District	1-2	Yes	Yes	0	2	0	90	0	1	0	150	1	0	0	375
San District #2 (Corte Madera)	0.5	Yes	Yes	0	0	3	5	0	0	1	10	0	0	2	22
San District #5 (Tiburon/Belvedere)	<2	Yes	Yes	2	7	0	2,172	1	6	0	10,461	5	8	8	2223
San Rafael Sanitation District	1-2	Yes	Yes	1	1	22	2,495	1	0	28	1,606	3	1	35	11,409
Sausalito-Marín City Sanitary District	1-2	Yes	Yes	2	0	0	6,570	2	0	0	3,775	0	0	1	50
Tamalpais Community Services District	.5-1	Yes	Yes	1	0	4	3,275	0	0	8	750	0	0	5	990
< 1,500 Connections															
Almonte Sanitary District	Not reported	Yes	Yes	0	0	2	600	0	0	5	320	1	0	1	750
Alto Sanitary District	Not reported	No	No	0	0	0	0	0	0	0	0	0	0	0	0
Bolinas Community Public Utility District	1-2	Yes	No	1	0	0	300	0	0	0	0	0	0	0	0
Homestead Valley Sanitary District	Not reported	No	No	0	Not reported	Not reported	1,090	0	Not reported	Not reported	20,005	0	0	Not reported	255
Murray Park Sewer Maintenance District	See RVSD	See RVSD	See RVSD	None	None	None	None	None	None	None	None	None	None	None	None
North Marin Water District	2	Yes	Yes	0	0	0	0	0	0	0	0	0	1	0	300
San Quentin Sewer Maintenance District	< 24 hrs	See CMSA	See CMSA	0	0	0	0	1	0	0	600	0	0	0	0
Tomas Village Community Services District	Not reported	Yes	No	0	0	0	0	0	0	0	0	0	0	0	0
JPAs Providing Treatment															
Central Marin Sanitation Agency (CMSA)	<2	Yes	Yes	0	0	0	0	0	0	0	0	0	0	0	0
Sewerage Agency of Southern Marin (SASM)	<24	Yes	Yes	0	0	0	0	0	0	0	0	0	0	0	0

Operations: Asset Management					
Survey Question Number	Operations C.14	Operations C.15	Operations C.16	Operations C.17	Operations C.18
	Received Violation or Citation for Sewer Spills	Have GIS Map of System	Identified All Problem Pipes	Plans to Rehab./ Replace Bad Pipes	Capital Improvement Plan
15,000+ Connections					
Novato Sanitary District	Yes; 2012 ¹	Yes	No	Yes	Yes
San District #1 (Ross Valley)	Yes; 2012, 2013 ²	Yes	No ³	Yes	Yes
1,500-15,000 Connections					
City of Mill Valley	None	Yes	Project in progress	Yes	No
City of Sausalito	None	Yes	Yes	Yes	Yes
Las Gallinas Valley Sanitary District	None	Yes	Yes	Yes	Yes
Richardson Bay Sanitary District	None	Yes	Yes	Yes	Yes
San District #2 (Corte Madera)	None	Yes	Yes	Yes	Yes
San District #5 (Tiburon/Belvedere)	None	Yes	Yes	Yes	Yes
San Rafael Sanitation District	None	Yes	Yes	Yes	Yes
Sausalito-Marín City Sanitary District	None	Yes	Continuous Process	Yes	Yes
Tamalpais Community Services District	None	Yes	Yes	Ongoing	No
< 1,500 Connections					
Almonte Sanitary District	None	Yes	Yes	Yes	Yes
Alto Sanitary District	None	Yes	No	Yes	Yes
Bolinas Community Public Utility District	None	No	Yes	Yes	No ⁴
Homestead Valley Sanitary District	None	Yes	No	Yes	Yes
Murray Park Sewer Maintenance District	None	Yes ⁵	Yes	Yes	Yes ⁵
North Marin Water District	None	None	Yes	Yes	Yes
San Quentin Sewer Maintenance District	None	Yes	Yes	Yes	Yes
Tomales Village Community Services District	None	No	Yes	Yes	No
JPAs Providing Treatment					
Central Marin Sanitation Agency (CMSA)	None	Yes	Not applicable	Not applicable	Yes
Sewerage Agency of Southern Marin (SASM)	None	Yes	Yes	Yes	Yes

Financial:												
Survey Question Number	Fin 5 Audited Financial Statement	Fin 6 Policy on Reserves	Fin 7 Total Reserves	Fin 8 Avg. Cost Emp. Comp + Ben.	Fin 9 General Manager Comp + Ben.	Fin 10 Unfunded Pension Liability	Fin 11 Date of Last Pen Valuation- OPEB	Fin 12 Amt of OPEB Unfunded Liability	Fin 13 Capital Exp. In Last Year	Fin 14 Capital Exp. In Current Year	Fin 15 Legal Fees 2012	Fin 15 Legal Fees 2013
15,000+ Connections												
Novato Sanitary District	Yes	Yes	\$6,275,000	\$121,230	\$215,181	Yes	7/1/2012	\$5,347,276	\$11,682,842	\$15,097,031	\$125,870	\$136,213
San District #1 (Ross Valley)	Yes	Yes	\$10,064,022	\$141,951	\$203,000	Yes	12/1/2012	\$449,604	\$1,979,279	\$10,970,858	\$777,739	\$689,340
1,500-15,000 Connections												
City of Mill Valley	No	No	\$6,765,360	\$89,470	NA	Yes	10/2013	\$24,481,977 ⁴	\$1,842,440	\$3,736,370	Not reported	Not reported
City of Sausalito	Yes	Yes	\$211,838	\$104,733	\$76,342 ³	Yes	7/2012	\$231,269	\$1,057,978	\$2,073,480	Not reported	Not reported
Las Gallinas Valley Sanitary District	Yes	Yes	\$4,862,025	\$106,402	\$242,124	Yes	7/1/2013	\$1,844,973	\$2,347,307	\$9,505,163	\$106,732	\$132,797
Richardson Bay Sanitary District	Yes	Yes	\$3,292,174	\$659,956 = total for all employees	\$154,695	No	12/12/2012	NA	\$2,358,092	\$2,338,500	\$34,108	\$64,320
San District #2 (Corte Madera)	Yes	Yes	In budget	NA	NA	No	No	\$0	\$2,005,000	\$3,717,000	\$5,719	\$10,081
San District #5 (Tiburon/Belvedere)	Yes	Yes	\$3,172,602	\$122,558	\$173,200	Yes	7/1/2011	\$707,627	\$8,878,461	\$6,490,821	\$85,204	\$219,937
San Rafael Sanitation District	Yes	Yes	\$10,913,000	\$112,562	\$189,591	No ¹	NA	\$0	\$555,629	\$5,955,000	\$18,399	\$14,606
Sausalito-Marín City Sanitary District	Yes	Yes	\$4.3M	\$119,106	\$199,100	Yes	2013	\$2.6M	\$2,600,000	\$4,700,000	\$82,000	\$72,000
Tamalpais Community Services District	Yes	No	\$415,463	\$84,248	\$69,756 ²	Yes	2009	\$405,906	\$65,505	\$100,000	\$20,297	\$31,482
< 1,500 Connections												
Almonte Sanitary District	Yes	Yes	\$400,000	\$54,200	\$54,200	No	NA	\$0	\$21,500	\$585,000	\$0	\$1,076
Alto Sanitary District	Yes	Yes	Not reported	\$18,720	\$18,720	No	NA	\$0	\$145,000	\$175,000	<1000	<1000
Bolinas Community Public Utility District	Yes	No	\$166,636 ⁵	\$85,434	\$125,359	Yes	NA	\$0	\$26,200	\$52,400	\$0	\$0
Homestead Valley Sanitary District	Yes	Yes	Not reported	\$29,120	\$29,120	No	NA	\$0	\$225,000	\$250,000	<1000	<1000
Murray Park Sewer Maintenance District	No	No	\$113,994	NA	NA	NA	NA	\$0	\$0	\$15,700	\$0	\$0
North Marin Water District	Yes	Yes	\$263,734	\$113,463	\$215,022	Yes	7/18/2013	\$0	\$8,700,000	\$6,100,000	\$30,489	\$23,051
San Quentin Sewer Maintenance District	Not reported	No	\$246,525	Not reported	Not reported	Not reported	Not reported	Not reported	Not reported	\$18,236	\$0	\$0
Tomasles Village Community Services District	Yes	No	\$136,024	No Employees	\$79,054	No	NA	\$0	\$3,339	\$0	\$813	\$256
JPA's Providing Treatment												
Central Marin Sanitation Agency (CMSA)	Yes	Yes	\$13,529,358	\$125,619	\$246,692	Yes	7/1/2013	\$2,550,845	\$4,229,201	\$4,498,486	\$100,514	\$62,065
Sewerage Agency of Southern Marin (SASM)	Yes	Yes	\$1,426,000	\$106,884	\$131,436	No	10/2/2013	\$4,332,260	\$688,957	\$2,556,946	\$12,756	\$14,781
NA: Not applicable												

Governance:																				
	Board Member #1				Board Member #2				Board Member #3				Board Member #4				Board Member #5			
	Name	Years on Board	Date of Last Ethics Training	Total Compensation Last Year	Name	Years on Board	Date of Last Ethics Training	Total Compensation Last Year	Name	Years on Board	Date of Last Ethics Training	Total Compensation Last Year	Name	Years on Board	Date of Last Ethics Training	Total Compensation Last Year	Name	Years on Board	Date of Last Ethics Training	Total Compensation Last Year
15,000+ Connections																				
Novato Sanitary District	Michael Di Giorgio	8	11/13	\$12,845	William C. Long	12	8/12	\$11,963	Jean Mariani	2	11/13	\$8,728	Gerald Peters	2	11/13	\$8,719	Brant Miller	0	11/13	\$0
San District #1 (Ross Valley)	Mary Sylva	1.5	1/14	\$6,257	Peter Sullivan	5.5	10/13	\$7,315	Pamela Meigs	3.5	11/13	\$8,799	Patrick Guasco	7.5	11/13	\$11,956	Frank Egger	3	2/13	\$8,773
1,500-15,000 Connections																				
City of Mill Valley	Stephanie Mouton-Peters	7	2012	\$4,200	Kenneth Wachtel	7	2012	\$4,200	Gary Lion	7	2012	\$4,200	John McCauley	1	2014	\$4,200	Jessica Jackson	1	2014	\$4,200
City of Sausalito ⁴	Mayor Ray Withy	1	1/13	Not reported ⁴	V. Mayor T. Theodores	1	1/13	Not reported ⁴	Councilmember Jonathan Leone	7	1/11	Not reported ⁴	Councilmember Linda Pfeifer	5	1/11	Not reported ⁴	Councilmember Herb Weiner	7	1/11	Not reported ⁴
Las Gallinas Valley Sanitary District	Megan Clark	12	8/2012	\$13,221	Rabi Elias	<1	5/13	\$3,032	Russ Greenfield	16	8/12	\$13,220	Craig K. Murray	6	8/12	\$12,461	Judy Schriebman	6	2/12	\$10,866
Richardson Bay Sanitary District	Bruce Abbott	5	2013	\$3,625	Roy Benvenuti	15	2013	\$2,125	Ron Kosciusko	2	2013	\$1,625	Forrest Mophew	33	2013	\$1,875	Edward Sotello	35	2013	\$1,750
San District #2 (Corte Madera)	Michael Lappert	12	5/10	\$0	Carla Condon	12	5/10	\$0	Sloan Bailey	1	Not yet	\$0	Diane Furst	4	5/10	\$0	Bob Ravasio	6	5/10	\$0
San District #5 (Tiburon/Belvedere)	Catharine Benediktsson	12	2/13	\$1,900	Michael Lasky	2	1/14	\$1,800	Roy Fedotoff	4	2/13	\$1,800	John Carapiet	<1	1/14	\$0	Richard Snyder	2	2/13	1800
San Rafael Sanitation District ¹	Gary Phillips	2	2011	\$1,300	Barbara Heller	6	2012	\$1,200	Katie Rice	2	2013	\$1,100	Andrew McCullough	2	2013	\$0	Steve Kinsey	1	2013	\$100
Sausalito-Marín City Sanitary District	Ann Amott	8	12/12	\$5,280	Don Beers	32	12/12	\$3,840	James DeLano	0	11/13	\$0	Dan Rheiner	2	12/12	\$3,520	William Ring	4	12/12	\$4,000
Tamalpais Community Services District	Jim Jacobs	10	2013	\$1,149	Jeff Brown	4	2013	\$1,041	Steffen Barschat	10	2013	\$1,722	Gretchen Stag	6	2013	\$789	Steven Levine	0	2013	\$0
< 1,500 Connections																				
Almonte Sanitary District	Kevin Rielly	7	Due	\$1,580	Lew Kious	5	2/13	\$1,680	Loretta Figueroa	20	6/11	\$960	Emily Landin	2	12/11	\$960	Frank Leahy	0.3	Due	\$0
Alto Sanitary District	S Bransgrove	>20	2013	\$1,125	J Miles	>20	Not reported	\$1,175	F Femia	>20	2013	\$1,800	R Gainer	1	2014	\$1,100	T Kennedy	7	2014	\$1,000
Bolinas Community Public Utility District	Jack Sledman	20	2/13	\$3,000	Vic Amoroso	26	2/13	\$3,000	Don Smith	10	2/13	\$3,000	Grace Godino	<1	12/13	\$0	Lyndon Comstock	<1	1/14	0
Homestead Valley Sanitary District	E Asbo	15	2013	\$1,000	B Tregouing	5	2013	\$1,000	S Noble	15	2013	\$0	R Westbrook	5	2013	\$800	A Leibof	1	2013	\$1,200
Murray Park Sewer Maintenance District	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA
North Marin Water District	Jack Baker	30	4/12	\$2,700	Rick Frates	10	3/12	\$3,300	Stephen Petherie	12	3/12	\$2,300	Dennis Rodoni	18	3/12	\$3,100	John Schoonover	29	3/12	\$3,000
San Quentin Sewer Maintenance District	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA	Marin County BOS	NA	Not reported	NA
Tomasle Village Community Services District	Bill Bonini	New	Not Yet	\$0	Deborah Parish	New	1/13	\$0	Patty Oku	4	11/12	\$0	Sue Sims	1.5	2/13	\$0	Brian Lamoreux	new	Not yet	0
JPs Providing Treatment																				
Central Marin Sanitation Agency (CMSA) ²	Albert Boro	24	2/13	\$700	John Dupar	9.5	11/12	\$1,440	Kathy Hartzell	4	4/13	\$1,700	Barbara Heller	4	8/12	\$900	Pat Guasco	3.5	11/13	\$1,100
Sewerage Agency of Southern Marin (SASM) ³	Pedro Femenia	20	11/13	\$0	Lew Kious	4	2/13	\$0	Bruce Abbott	7	4/13	\$0	Einar Asbo	15	3/13	\$0	Jim Jacobs	10	2013	0

Appendix B Footnotes

General:

¹Three owned by the City of Sausalito and four owned by the Sausalito-Marín City Sanitary District (SMCSD). SMCSD operates the pumping stations owned by the city.

²Sausalito-Marín City Sanitary District Facilities

³Over 35 percent replaced in last 5 years

⁴Two will be added in 2014.

⁵Share a Safety Director with Novato Sanitary District

⁶In agency boundaries + San Quentin

⁷Plus four temporary

Operations: Sanitation Sewer Management Plan

¹RVSD maintains and its SSMP is used.

²CMSA does not own any of the service area sewer system, pipelines, and forcemains and is not required to have an SSMP.

³Primary Treatment: 125+ MGD; Secondary Treatment: 30 MGD; Disinfection: 125+ MGD; Disposal: 150+ MGD (MGD: million gallons per day)

Operations: Asset Management

¹Order R2-2012-0011 for spills between 9/24/07 and 1/1/2011

²Order R2-2012-0055 for spills between 1/1/08 and 4/21/2011 (Fined \$1,539,100); May 2013 Water Quality Board issued a Cease and Desist Order (R2-2013-0020) that requires the District to achieve financial performance objectives and capital improvement/rehabilitation/replacement performance objectives.

³District conducting CCTV inspections. Effort should be 100% complete by 2016.

⁴5 year capital improvement plan is under development.

⁵Done by Ross Valley Sanitary District

Financial:

¹SRSD has no employees-staffed by city employees.

²For 40 percent of full time

³50 percent of full time; does not include benefits.

⁴Includes all of Mill Valley

⁵Approx. \$800,000 additional in unrestricted reserves

Governance:

¹San Rafael has six board members. Sixth member is Mary Beth Bushey, who recently joined the Board.

²Central Marin Sanitation Agency has six board members. The sixth member is Frank Eggers (1.5 years on board, ethics training up-to-date, \$800 in compensation last year).

³Sewerage Agency of Southern Marin has six board members. The sixth member is John McCauley who recently joined the Board.