



MONTHLY NEWSLETTER

January 2008

ADMINISTRATION

Wet Weather Storms

Wet weather returned with a vengeance in December and January as Marin's rainfall totals caught back up to normal. December had 10 rainy days with 4.1" of rain and a peak flow of 55.6 MGD on December 18th. January had 18 rainy days with 10.1" of rain and a peak flow of 106.4 MGD on January 4th. The peak flow during the January 25th storm was 105 MGD.

During the storm on January 4th, winds wreaked havoc on the power lines. At 7:58 a PG&E power problem tripped our main substation tie breaker, shutting down the cogeneration engine. PG&E power failed completely at 9 AM. The standby emergency generator came on, but was not powering the plant because the tiebreaker was tripped; after a short time that was resolved. The emergency generator tripped an hour and a half later leaving us completely blacked out. Staff was able to troubleshoot and resolve the problems returning the plant to generator power. PG&E power did not return until 9 PM. Staff worked in extremely difficult (rain, wind, no lights) and unexpected conditions; They performed well, staying focused while getting all equipment back on line to minimize problems.

Annual Reporting

January is a busy reporting month with staff diligently

preparing the many annual reports for the Regional Water Board. The Self Monitoring Report provides a detailed accounting of all NPDES permit required testing and analyses performed over the past year, and summarizes the progress on the Wet Weather Improvement Project. The Biosolids report present production data and disposal information as well as sample results for the Redwood Landfill and land application testing. Staff also prepared reports updating the Agency's emergency condition plan, operation & maintenance manual, and facility staffing and supervision plan.

Next up is the annual reports for the Agency's Pretreatment, Pollution Prevention, and Public Education programs. These are due in late February.

GASB 45 Analysis

In December 2007, the Agency issued an RFP to five qualified actuaries for conducting an actuarial analysis to comply with the requirements of Governmental Accounting Standards Board Statement 45 (GASB 45), *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions*. The actuarial analysis will calculate the current cost of providing post-employment retiree health benefits for current employees and retirees. The Agency received three proposals from interested actuaries and plans to select a consultant in February 2008.

Mid-Year Budget

As of December 31, 2007, the Agency has received 50.6% (\$4.5 million) of budgeted revenues (\$9 million) and incurred 44.8% (\$3.65 million) of budgeted operating expenses (\$8.1 million). Asset Management capital expenses were at 31% (\$146 k) of budget (\$498 k). Expenditures and commitments for the Revenue Bond Program activities, such as the Wet Weather Improvement Project (WWIP), were at 74.3% of budget. The commitments include executed WWIP contracts with Western Water, Carollo Engineers and Harris & Associates (\$40+ million).

Financial System Upgrade

Finance staff has conducted a comprehensive review of the timekeeping and payroll practices and policies for employees that work on an Agency observed holiday. During the course of developing programming requirements to update the payroll timekeeping system, Finance staff identified inconsistencies between current timekeeping practices and our adopted Holiday Policy. Management has drafted a proposed revision so that it is consistent with existing practices and would be applied uniformly to all job classifications. The proposed revision is under review by our SEIU Stewards.

The payroll system upgrade to automate timekeeping for earned and used holiday and comp time is currently on hold until the Holiday Policy is revised.

Personnel

The Agency has extended part-time employment for Robert Niccolai through June 2008. Robert will continue to serve as our Senior Financial Analyst and assist with the development of the Agency's FY 2009 budget, 10-year Capital Improvement Plan, and long term Financial Model.

The Agency has also extended full-time employment to Terry Josephs through December 2008. Terry's Administrative Assistant position is jointly funded with RVSD and supports administrative and accounting functions at both CMSA and RVSD.

Lead Operator Virgil Sevilla resigned on January 4th to take a position closer to his home in Tracy. The Operations Department held an internal recruitment for a promotion to Lead Operator to address the vacancy. The Department will use our valid OIT list to backfill the vacancy created by the promotion.

E/I Technician Fred Lindeman resigned January 4th and moved to an agency closer to his home. The E/I Group has an open recruitment for an E/I Technician (In-Training, I, II, or II) for the vacancy.

Safety

With the WWIP project kicking into high gear and all the heavy construction taking place, management decided our staff should routinely wear personal protective equipment (hardhats, safety vests, and glasses) to prevent possible injury for the duration of the project.

Staff conducted a Disaster Scenario Drill (Chemical spill) on 12/18/07. This drill was a

coordinated effort by the Operations and Maintenance departments. Salient points of the exercise were safety (throughout the entire exercise), plant operating options, resources available for spill containment, and spill notification.

CMSA has signed up with the Marin County Office of Emergency Services to receive special bulletins and invitations to engage in multi-agency emergency training within the Marin County Operating Area. The emergency response role of special districts is generally focused on the return to normal services. We participated in the emergency conference calls during the January Storms.

AGENCY PROJECTS

Wet Weather Improvement Project

Construction picked up in January with the installation of the soldier pile/lagging shoring system around the chlorine contact tank and pump station excavation, and the secant retaining wall's pile placement along Andersen Drive. All unreinforced piles have been installed and work on the reinforced piles has commenced. The retaining wall subcontractor is working with the City of San Rafael to obtain a night work permit to accelerate the pile installation.

The excavation for the new polymer facility is complete, the sump has been placed, and the rebar installed for the base slab. The electrical subcontractor has mobilized and is beginning their work by installing conduit at the polymer facility. The concrete for the slab will be placed in early February after the conduit work is finished.

Amelia Marshman and Kit Groves are the "first scoop" contest winners and will operate the Western Water excavator to begin the pump station excavation.

The second "Dear Neighbor" letter was recently sent to inform the businesses along Andersen Drive and Francisco Blvd on the WWIP progress.

ADA Restroom Improvements

The women's restroom in the Administration Building lobby has been remodeled to comply with ADA access requirements. The project included removing the stalls and one commode, relocating the ADA-compliant stall door, installing ADA-compliant paper fixtures, and lowering the mirror. In addition, the counters in men's and women's restrooms were replaced due to wear-and-tear and warping of the old Formica® counters. The work was completed quickly and to a high standard of quality by M.A. Davies of San Rafael, and allows us to once again have gender-specific public restrooms at our Administrative Offices.

Outfall Improvements

Staff met with Carollo Engineers to discuss the design progress and staff comments on the intermediate design submittal. The contract is targeted for adoption at the March Board meeting. This should allow work to begin in June, which will facilitate the project being wrapped up before the return of wet weather next fall.

Also, the Board at their January meeting authorized having Parker Diving extend the additional 27 risers needing to be raised. As part of this work, Parker Diving will examine the Bay bottom sediments and re-measure

interior solids buildups at selected locations. This will indicate whether the high effluent flows from recent storms have flushed any of the more mobile solids out of the outfall, which will in turn help us fine-tune our estimates of what dredging, if any, is needed to maintain capacity in the Outfall.

Storage Pond Project

This project was accepted as complete by the Board at their January meeting. During the extreme storm events in January, there was some sluffing of the planting soil on the north and south faces of the berm. W. R. Forde has committed to come out and repair the damage as a warranty item as soon as weather and soil conditions permit.

Employee Parking Lot

The low bidder for this project was Maggiora & Ghilotti, of San Rafael, and the Notice to Proceed was issued on January 7, 2008. They have mobilized onsite, and work will go forward when the weather clears for several days in a row. The whole project is expected to take 4 or 5 working days, and will add two parking spaces and a sidewalk extension to the work done last year.

O&M Projects

The O&M Departments' completed the Blend Channel Chlorination Diffuser Project which was put to good use for the December and January blending events. Using this diffuser to chlorinate the primary-only treated flow has improved the disinfection control and efficiency, preventing higher coliform counts during blend events. This improves disinfection during high wet weather flows by increasing contact time for

the primary-only portion of our blended flow.

Our Asset Management project to rebuild the biotowers' pump motors and to replace the drives continued this month. Pumps #1 and #2 are completed and back in service, and the obsolete drives for pumps #3 and #4 have been removed. E/I staff has prepared the cabinets and begun installing the two new drives. Motors #3 and #4 have both been rebuilt and #3 was installed this month. Renewal of the WAS pumps started this month, with fabrication of a new stainless steel base plate for WAS pump # 10 and upgrading the pump to the new style Moyno.

New phone lines, coming over a T1 line, were installed into our phone switch and will become operational in February. The T-1 line will provide faster internet access and increase the number of phone lines to the plant.

Primary Digester # 1 feed line had a blockage between the pressure side of the tank and isolation valve; maintenance was able to clean the grit and rags that plugged this feed line without spilling a lot of sludge and removed a 20' long rag roll from the digester.

The Waukesha cogeneration unit preventive maintenance was completed in December and January: the oil, spark plugs and filters were changed. In the January, Valley Power installed a new three canister spin on oil filter system to simplify and speed up the oil changes.

ENVIRONMENTAL SERVICES

Laboratory & NPDES Testing

The laboratory testing we

performed was in compliance with our permit requirements and we had 100% survival of the fish in our January bioassay.

With our new NPDES permit, that took effect in April 2007, we are required to perform additional laboratory testing when we are blending. Our permit requires that we analyze our final effluent for Total Suspended Solids (TSS) seven days a week. If we are blending, and our daily TSS exceeds our weekly average permit limit of 45 mg/L, we must collect and analyze samples on a daily basis for the duration of the blending event for every constituent that has a numerical limit in our permit. Laboratory staff are on-call on weekends and holidays to perform the required analyses and any additional sampling that may be required.

Public Outreach & Education

Staff participated in the Bay Area Environmental Education Resources Fair (BAEER Fair) at the Marin Civic Center. We set up a full scale public education booth similar to our outreach booth at the Marin County Fair. The teachers and students attending the event thought our environmental quiz was a great educational tool and were very enthusiastic about learning pollution prevention and wastewater treatment.

We gave out a total of 219 quizzes, a new fair record. 153 adults and 66 students took the quiz. In our service area 76% of the students scored 100% and outside of our service area only 54% scored 100%, which appears to demonstrate the success of our public education outreach program. Several teachers expressed interest in

our program and we will be contacting them to follow-up. Many were disappointed that the treatment plant was unavailable for tours during the school day due to the WWIP construction, but we informed them that tours would again be available in two years.

CONTRACT/OUTSIDE SERVICES

San Rafael Sanitation

We are currently working with restaurants that must install grease removal devices (GRDs), but have not submitted their plans to Marin County Department of Environmental Health (MCDEH). Installation letters were mailed out in October requiring the GRD installation. Plans were due to MCDEH and the San Rafael Building Department by January 11, 2008 with installation completed by April 18, 2008. 16 of the 33 restaurants have not submitted their plans, and we will be visiting each facility to work with them to achieve compliance.

Las Gallinas Valley Sanitary

There are few enforcement actions in progress in the LGVSD service area. Embassy Suites' interceptor installation plans were approved by MCDEH and the City of San Rafael. They are currently getting bids for the work which should begin shortly.

An A&W restaurant is being required to increase their trap pumping frequency from quarterly to every 60 days. They must also have their caustic bath, that is used to dissolve grease on their food preparation equipment, pumped at the same time as

their trap.

Ross Valley Sanitary

Staff presented the FOG public notification documents and program implementation schedule to the RVSD Board at their January meeting. The Board approved the documents, which were then mailed out to the 99 FSEs in the RVSD service area. A copy of the FOG Ordinance and a permit application were sent to 73 FSEs that are upstream of documented hot spots. These regulated FSEs will be required to have a GRD in place with an effective maintenance schedule and have a FOG permit on file. Inspections will begin in the near future. Staff will conduct a FOG workshop for the FSEs in mid-February.

In December, E/I staff installed a radio telemetry system at the Larkspur B pump station and completed programming its PLC to send data to CMSA. Then the alarm and graphic screens were programmed into the CMSA process control system. This upgrade will allow CMSA to monitor the station and inform RVSD staff of any problems.

Sanitary District #2 Pump Stations

Maintenance completed regular checks and routine maintenance of all the pump stations for December and January. Corte Madera suffered extensive power failures on January 4th and Maintenance crews shuttled the 10 KW and the 60 KW generators to stations as required. Most power returned by January 5th except for Fifer pump station that ran on its own generator until power was restored on January 9th.

E/I staff continued troubleshooting the radio telemetry system at Sausalito pump station. On January 18th a truck/power line accident

knocked down three poles and blacked out Fifer, Boardwalk, Trailer Court, Industrial, and Lucky Drive pump stations. Maintenance checked station generators and towed the 60 KW to Lucky PS until PG&E made repairs.

