



## MONTHLY NEWSLETTER

April 2007

### ADMINISTRATION

#### Regionalization

The information and materials for the second regionalization workshop are being prepared and include a case study of the South Coast Water District consolidation, alternate approaches for asset condition assessments and financial modeling, a detailed comparison of sanitary and sanitation districts, and a presentation of the LAFCO approval process. The workshop will be held at the Embassy Suites Hotel in San Rafael and is open to public.

The general manager recently gave the San Rafael Sanitation District (SRSD) employees a tour of the Agency and provided an update on the regionalization study activities. The meeting was also an opportunity for the SRSD employees to express their thoughts and concerns with regionalization, and ask questions. The discussion focused on job security, maintaining compensation and benefits, and specific working conditions.

#### Personnel Training and Development

Mike Cadreau, Chris Finton, Devina Douglas, and Kenji Teshirogi attended the California Water Environment Association's (CWEA) Annual Conference in Ontario this month. The conference includes three days of technical sessions

and an extensive wastewater equipment show.

O&M had four attendees at the Liebert Cassidy & Whitmore day-long training class on Supervisory Skills for the First Time Supervisor. The dry weather Operations' Shift Bid was completed and Operators will move to their new assignments over the weekend of May 5<sup>th</sup>. Operator Odell Gibbs resigned April 15<sup>th</sup> to take a higher paying position with the San Francisco Water Department at their Sunol Water Treatment Plant.

#### FY 08 Budget

The Agency is finalizing the draft FY 2007-08 Budget for presentation to the Board at their May meeting. At the April meeting, the Board confirmed its previous decision to increase the EDU rate charged to our Member Agency by 5 percent for the next three fiscal years. The Board also provided guidance on budgeting for capital improvement projects and the debt service payments. The following budget activities took place during the month of April:

- Developed draft department operating budgets
- Finalized the projects in the Revenue Bond Program and 10-year CIP
- Completed budgets for the Safety Director Program, Pump Station O&M for SD 2, FOG and Programs for LGVSD, RVSD, and SRSD.
- Prepared a new operating budget for the engineering department.

- Received actual FY07 and estimated FY08 EDU counts from the JPA members

During May, the Finance Department will begin to finalize the FY 2007-08 Budget once the Board has reviewed the draft budget. The final FY 2007-08 Budget will be presented to the Board for adoption at the June Meeting.

#### GASB 45

The Governmental Accounting Standards Board (GASB) is an independent, private-sector, not-for-profit organization that establishes and improves standards of financial accounting and reporting for state and local governments. Governments and the accounting industry recognize the GASB as the official source of generally accepted accounting principles (GAAP) for state and local governments.

In 2004, GASB established Statement 45 specifying how government entities should account and report post-employment health care and other forms of non-pension benefits on their financial statements. The Marin County Civil Grand Jury issued a report in March 2007, "Retiree Health Benefits Costs" which found that the government entities in the county have not adequately prepared to comply with GASB 45.

Staff has prepared the Agency's draft response to the Grand Jury's findings and

recommendations, and will present those to the Board in May. The Agency is planning to conduct an actuarial analysis during the upcoming fiscal year and thus become compliant with GASB 45 one year ahead of its required implementation date.

### **Procurement Contracts**

The Rental Uniform Supply contract has been updated and advertised for bid. The bid opening is May 1 and we expect to have an award recommendation for the Board at their May meeting. The contract term is for three years and includes supplying, cleaning, and replacing uniforms for agency staff.

### **Safety**

CMSA has three AED Defibrillators on our plant site. Medtronics, our defibrillator manufacturer, recently came to CMSA and upgraded the internal software packages on our units. This software upgrade complies with current American Heart Association standards pertaining to the use of defibrillators, and will allow CMSA staff to train on these new standards during our annual CPR and first aid training, which will be conducted the week of May 7<sup>th</sup>.

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## **AGENCY PROJECTS**

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### **Wet Weather Improvement Project (WWIP)**

The contractor prequalification package was developed and sent to 19 prime contractors and the local builders exchanges. The package includes a questionnaire, scoring system, and appeal process. Contractors that want

to bid on the WWIP must submit a completed questionnaire and receive a 70% score. The prequalification process is scheduled to be finished by mid-June in time for the start of the WWIP bid period.

Carollo Engineers is busy responding to the 1000 comments they received from CMSA, CH2MHill, and Harris & Associates on the 90% design submittal. After the team reviews and clarifies the responses, the design finalized and the project brought to the Board for approval. We anticipate this happening at the June meeting and then opening bid proposal in August.

On the design side, CH2MHill has provided Carollo the deep-picket design detail for the revised primary clarifier inlet structure, and Carollo is putting the final touches on the modified secant retaining wall and new dechlorination system for incorporation into the 100% design documents

### **Storage Pond Improvements**

The Effluent Storage Pond has lost about half its capacity since the Plant was constructed, mainly due to subsidence of the Young Bay Mud that lies under the Pond area. A restoration plan was developed as part of the WWIP Final Design project. In March it was determined that breaking the Pond Improvements out of the main WWIP contract would allow construction to go forward this summer as a CMSA-managed construction project, which would produce significant cost savings, reduce scheduling complexity for the main WWIP project, and make the Effluent Storage Pond's restored capacity available for WWIP-related plant shutdowns. Accordingly, Engineering staff worked closely with Carollo

Engineers to separate out all the Pond-related elements from the main WWIP design and integrate them into a standard CMSA contract. The Board approved the Contract at their April 10<sup>th</sup> meeting, and the contract was put out to bid. Bid opening is on May 1<sup>st</sup> and we expect to bring an award recommendation to the Board at their May 8<sup>th</sup> meeting. The work is expected to begin in early June and to be completed by mid-October.

### **ADA Accessibility**

A.E. Nelson Construction finished remodeling the two restrooms in the Administration lobby and modified the front counter to improve ADA accessibility. The work was done promptly and to a high standard of quality. We will request a proposal from them in early May to do some additional work in both of the restrooms to refresh their overall appearance, and expect these additional improvements to be completed by early June. CMSA has engaged Access Door Solutions of Daly City to automate the front entry doors to the Administration Building. They are expected to begin work on April 30<sup>th</sup> and their work should be completed by the end of the week. Additionally, CMSA staff finished painting yellow color strips on the treatment plant stair treads located in the pathway of the public tour, and installed most of the ADA signs in the Administration Building and selected areas in the plant. All work is expected to be completed by the end of this fiscal year.

### **Pond Drain Pump Replacement**

The Notice to Proceed was issued to Pacific Infrastructure Corporation (PIC) in February. PIC has ordered the Fairbanks-Morse pond pump, which is expected to be delivered to CMSA in early July 2007. We are currently reviewing submittals for the MCC and miscellaneous electrical materials. Construction is expected to start in early July 2007 and all work should be completed by mid-September 2007. The new pumping system will drain our effluent storage pond twice as fast as the existing system.

### **Outfall Inspection**

Staff met with Parker Diving in late March to develop a strategy for a detailed solids inspection and sampling. The strategy developed involves having divers outside the diffuser section insert marked sampling tubes into selected risers and a diver inside to verify solids depths by touch (due to the poor visibility inside the diffuser section). At their April meeting, the Board of Commissioners authorized staff to engage Parker Diving to execute the detailed sampling. Once solids volumes and makeup are reliably established, CMSA will begin the process of obtaining an open permit for recurring maintenance dredging of the outfall.

### **Roofing Improvements**

The Notice to Proceed with the contract work will be issued to Reinhardt Roofing in late April and construction is expected to begin in early May. The contract duration is 90 calendar days, and we expect

construction be completed by August 2007. The scope of work includes replacing the existing built-up roofing and counterflashing on the Headworks Building, Chlorination Building, Solids Handling Building and Digester Building. CMSA staff has disassembled and temporarily removed the wooden walkways and handrails to accommodate the contractor's work. The walkways and handrails will be re-installed by CMSA staff after construction is completed.

### **O&M Projects**

The Waukesha cogeneration unit "top end" rebuild (of all 16 cylinder heads) was completed by Valley Power, the Factory approved shop. In addition to the top end rebuild, the engine's two turbochargers were rebuilt, the cylinder heads were upgraded for better reliability, and the annual maintenance service was completed. The warranty repair of the leaking rear main seal was also completed while the other work was being done. The engine-generator was secured on March 28<sup>th</sup> and was started back up on April 24<sup>th</sup>. Staff has stabilized operation in time for PG&E's summer peak power rates that start on May 1<sup>st</sup>. Without the cogeneration unit operating, the peak power "penalty" rate would add ~\$45,000 to our monthly electrical bill.

Operations began collecting force main samples for the laboratory to check sulfides, this is step one in preparing for nitrate addition to the collection system. The nitrate inhibits odor generation and we will begin addition when the wastewater temperature rises.

Operations has been working to lower our biomass age after

preparing for a wet weather event at the beginning of the month that "blew out" before hitting Marin County. Our effluent has remained in permit compliance although the turbidity was running higher than our normal average. Controlling the living mass is always a balancing act, especially to perform optimally with our extreme wet weather flows. Operations has been examining the biomass "floc" daily and using hypochlorite on the Return Activated Sludge (RAS) to control the filamentous bacteria and steer the biomass back to a dry weather balance of life forms.

Maintenance replaced two grit channel blowers, one with a new unit and one with a rebuilt unit. A leaking 3" valve on a bisulfite tank was replaced this month.

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## **ENVIRONMENTAL SERVICES**

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### **Laboratory & NPDES Testing**

The laboratory testing performed in April was in compliance with our permit requirements. We are waiting for the outside laboratory reports to determine if our metals analysis will be in compliance, but we do not expect any problems. We had 100% survival of the fish in our April bioassay.

The bi-annual Environmental Laboratory Accreditation Program (ELAP) inspection occurred in April. The inspection is very comprehensive and reviews all of the testing procedures, QA/QC, Standard Operating Procedures,

documentation, equipment, sampling, and staff qualifications and experience. The ELAP inspector sent a brief email stating that there would not be a deficiency letter because they could find no deficiencies. It is extremely rare that a deficiency letter is not sent and the inspector said it was a pleasure to inspect our laboratory. We are very fortunate to have excellent laboratory staff that strive for excellence in their work.

### **NPDES Permit Inspection**

We had an unannounced NPDES Permit Inspection on April 4. The inspection was performed by Tetra Tech, Inc., a private contractor that performs work for the EPA and the State and Regional Water Quality Control Boards. The inspection reviews all of our laboratory, monitoring, reporting, and operational data to ensure everything we report in our self-monitoring reports is accurate and the laboratory data is performed by a certified laboratory. The inspection covers our laboratory, sampling protocol, review all of our monthly and annual reports, verify that the reported data is correctly calculated, tour our facility, and ensure all of the requirements in our NPDES permit are being met.

The inspector was very impressed with our facility and our ability to retrieve all of the information that is required for the inspection very quickly. The inspector said it was either her best or one of her best inspections ever because of our excellent laboratory facility, exceptional way the data is maintained and reported, and the appearance of our plant.

### **Public Outreach & Education**

We have ordered the promotional items and are working with the other wastewater agencies to prepare for the Marin County Fair.

The new County wide Memorandum of Understanding will assist the agencies with planning for the coming year, and provide additional staff and resources for the program. Devina Douglas, Environmental Services Analyst, gave a presentation of our program at CWEA, because we have one of the top three programs in the state. The presentation had great reviews and hopefully with the additional resources we will win the State Wide Award

## **CONTRACT/OUTSIDE SERVICES**

### **SRSD FOG**

The FOG program is in full swing with staff completing inspections at almost half of the restaurants in the SRSD service area that are upstream of Hot Spots. Only 45 of the 95 restaurants (FSE) completed and mailed in their one page permit applications. We are updating the database and documenting the Grease Removal Devices (GRDs) and maintenance practices of the FSEs. After staff completes the permit inspections, they will visit the FSEs that didn't send in their permit applications and assist them in understanding the application process and FOG program.

### **Sanitary District #2 Pump Stations**

Maintenance staff completed regular checks and routine maintenance of all the pump

stations for April. CMSA and SD#2 staff worked together to develop the draft budget for FY08, and to resolve the Paradise pump station surge tank problems.

We received approval for the Sausalito Pump Station radio data communication project and purchased the necessary parts and equipment for installation in May. This project will establish a radio path through Pixley Pump Station to CMSA that will improve alarm and information transmission and reliability.

### **Las Gallinas Sanitary**

A Notice of Violation (NOV) was issued to Mulberry Street Pizza for not allowing our staff access to inspect their facility, after which they let us in to inspect their trap and facility. We met with the owner and explained the regulatory requirements for initiating a FOG control program.

The Four Points Sheraton Hotel has a small grease trap in their kitchen which is undersized for the amount of grease discharged and is not maintained. Staff has determine that an in-ground interceptor is appropriate for the Hotel since it is upstream of Hot Spot. Prior to issuing an Administrative Order requiring the interceptor installation, staff will work with LGVSD staff to conduct a dye test to confirm their lateral sewer is indeed upstream of a Hot Spot.