



## MONTHLY NEWSLETTER

June 2007

### ADMINISTRATION

#### Regionalization

The San Rafael Sanitation District, Ross Valley Sanitary District, and City of Larkspur agreed to move forward with regionalization and begin the implementation work. Sanitary District #2 has stated they support the other JPA members regionalization, but they do not want to participate in or fund the continuing work. We will proceed without SD#2 with the understanding that they prefer to contract with a future regional wastewater agency for treatment and disposal.

The CMSA Board authorized the work needed to plan the implementation, which will produce a detailed task list, schedules, and cost estimates. Staff and HDR engineering will present the planning information to the Board at their July meeting. The next step is to initiate the high priority work elements from the plan, and hire other consultants and experts to assist us through the implementation process. One high priority task we have started is the review and evaluation of each agency's bargaining unit MOU, to determine similarities and differences.

#### FY 08 Adopted Budget

The CMSA Board adopted the Agency's FY 2007-08 Budget and the 10-Year Capital Improvement Plan at its June meeting. The most significant modifications to the FY 08 budget from FY 07 were

Constructing a no-growth operating budget with department managers

- Establishing a department budget for the Engineering function
- Delineating operating and capital revenue sources and uses
- Updating the Revenue Bond program to reflect revised WWIP cost estimates,
- Reformatting the 10-year CIP into revised Asset Management (equipment and facility rehabilitation repair activities) and Capital Projects (large multi-year projects) schedule
- For FY 08, overall budgeted revenues increased by 8.8% to \$8.9 million while expenditures have remained relatively unchanged at \$8.1 million. The increases in revenues are due to the increase in EDU rate and new program revenues from expanded FOG and Countywide Education Programs. Operating expense increased by less than \$20,000 from FY 07; increases in salary, benefits and retiree benefits costs were offset by savings through the elimination of an Asset Coordinator position, lower expenditures for insurance premiums, electricity and natural gas and the reimbursement of salary and benefit cost for staff assigned to WWIP.

#### Personnel Training and Development

The Finance Manager attended a public retirement seminar that presented topics ranging from Governor's Public Employees Post Employment Benefits Commission, CALPERS rates for retirement and health benefits, implementation of GASB 45, Pension Reform initiatives, and recent IRS rulings on retirement and health benefits.

Congratulations to operators David Ernest, Sandi Batis and Alan Burleigh, who all passed their wastewater operators certification exams taken on March 31<sup>st</sup>. Congratulations to operator Brian Bokkin who completed the educational units needed to promote to Grade III Operator.

The Operations Department and Administration have begun a recruitment and hiring process for two Operator In Training (OIT) vacancies. Our announcement generated 135 applications, we will be interviewing 16 applicants.

Four O&M staff attended the Liebert Cassidy & Whitmore day-long training class on Disciplinary Action on May 30<sup>th</sup>.

Twenty CMSA employees attended leadership development training (one of our Strategic Business Plan goals). The class covered Coaching for Improvement and was presented by Boss Effectiveness Institute

Dr. Paul Pitt is providing process control training on the secondary activated sludge process. The first class reviewed process parameters and expectations, the next two classes are scheduled for July and will cover microscopic analysis of the biomass, preparation of slides, troubleshooting problems caused by filamentous bacteria, and associated settling problems.

### **Administrative Contracts**

Our current Ferric Chloride Supply Contract expires on June 30, 2007, and a new contract was advertised for public bidding in mid-June. Bid packages were sent to 6 chemical suppliers and only one bid was received, from Kemira Water Solutions, the current vendor. The bid price is over 15% more than the current unit price, and includes a bid for an alternate product that would only be about 7% more than current product costs. The Engineering and Operations Departments will evaluate the ability to use this alternate product. We will make an award recommendation for the July 10<sup>th</sup> Board meeting. If the Board awards the contract, safety training will be provided by the vendor after contract execution.

At their May 8<sup>th</sup> meeting, the Board awarded the uniform rental contract to Aramark, the only responsive bidder. Under the new contract, billing procedures, repair and replacement authorization, and unit costs have all been better defined. All uniformed staff will receive new uniforms, and Aramark will be onsite to measure those who requested new measurements. We expect new uniforms to be delivered by the end of July.

The contract with Total Waste Systems was extended one more year, to haul biosolids to Redwood Landfill and the Lakeville land application site. The extension includes a 3.3% cost increase, which was supported by Engineering Department staff's analysis of the Producer Price Index (PPI) and Consumer Price Index (CPI) for various cost elements. Also, CMSA's hauling costs are the lowest of the surveyed POTWs with hauling contracts structured similarly to CMSA's.

### **FY08 Sewer Capacity Charge**

The connection fee that member agencies pay to CMSA will be increasing by 7.8% to \$4,616 per connection effective July 1, 2007. CMSA Ordinance 2006-01 allows for an annual adjustment each July based on the change in the Engineering News-Record Construction Cost Index (ENR Index) for San Francisco.

### **Updated Administrative Procedures**

The Finance Department will be issuing revised Administrative Procedures for Management Signature Authority and Invoice Authorization that will clarify roles and responsibilities for Agency staff. Included in the adopted FY 08 Budget was the assignment of fiscal responsibility to staff for designated accounts and capital projects. Agency staff who have been delegated the responsibility for oversight on specific activities can refer to these procedures to determine his/her authority with respect to the procurement and approval of payment for goods and services.

### **Safety**

Staff recently installed 3 windsocks for determination of wind direction and speed, to allow for the safe assembly of staff in the event of an emergency. Windsocks have taken on the equally important role in CMSAs' odor control program,

enhancing staff efforts to ensure our neighbors are not offended by unpleasant odors.

Safety Director Elayne Haller and plant Safety Officer Chris Finton are currently reviewing CMSA's Injury Illness Prevention Policy (IIPP). Parallel with annual staff safety tailgate training on our IIPP, this living document is updated to reflect current industry safety standards and ensure contact information is correct.

We recently conducted our annual fire/evacuation drill training. One key area of concern identified by staff was Ross Valley Sanitary Districts (RVSD) recent move to CMSA, and the need to incorporate both agencies into the drill. CMSA staff will be working with RVSD staff to ensure fire evacuation procedures include both districts staff.

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## **AGENCY PROJECTS**

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

The WWIP final design phase is completed. The Board has approved the contract documents and authorized the beginning of the bid period, which will last until August 7<sup>th</sup> when we will have the public bid opening. The award recommendation is planned for the September meeting, then 30 months of construction. Staff send the contract documents to the several Bay Area builder's exchanges and advertised the project in the Marin IJ and SF Chronicle newspapers. Carollo Engineers is maintaining the planholder's list and distributing the contract documents to interested contractors. As of June 28, six of the eight prequalified general contractors

have picked-up the contract documents advertised Contract in October

The first contract addendum is being prepared and currently has two items. The first is incorporating a new Waterchamp disinfection system in the contract to replace the aging paddle mixers; this addition is based on a year long pilot study that showed the Waterchamp saves chemicals and energy. The second is designation of the project's off-site staging area at the Golden Gate Bridge District property down the street from CMSA. The addendum will be distributed after the mandatory pre-bid tour.

#### **Storage Pond Improvements**

The Board awarded the Effluent Storage Pond Improvements Contract to W.R. Forde Associates at their June meeting. This project started as part of the WWIP, but it was determined that breaking it out 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. Soil for the berm buildup is being procured by CMSA under a separate contract with Team Ghilotti, which produced further savings. The work is expected to begin in mid-July and to be completed by late October.

#### **ADA Accessibility**

All the tasks in the ADA Transition Plan are nearly completed, a year earlier than originally planned. The project was broken into smaller elements when no bids were received on the

Access Door Solutions was hired to automate the Administration Building front entry doors and A.E. Nelson Construction was engaged to remodel the public restrooms and front counter in the lobby. CMSA staff completed the rest of the tasks. Documenting the public tour route and tour procedure, later this summer, will complete the work.

#### **Pond Drain Pump Replacement**

Work on the Pond Drain Pump Replacement Project should start in mid-July by Pacific Infrastructure Corporation. The new pumping system will enable our effluent pond to be drained twice as fast. Some equipment had long lead times, but should arrive soon. Construction will begin once all equipment is here. The Operations and Maintenance Departments performed a plant shutdown and isolated pipes in the project area that will be replaced by the contractor. We expect project completion by September 2007.

#### **Outfall Solids Inspection**

At their April meeting, the Board authorized staff to engage Parker Diving to perform a detailed sampling of solids accumulation in the Outfall Diffuser Section. Parker Diving has ordered an extra-length air hose for the penetration dive of the Diffuser Section. This effort will produce very accurate solids volume measurements and sample characterizations. Once these are established, CMSA will begin the process of obtaining a recurring permit from the Regional Water Board for periodic maintenance dredging of the outfall.

#### **Roofing Improvements**

Reinhardt Roofing completed the replacement of the existing built-up roof, counterflashings and strainers on the Headworks Building, Solids Handling Building, Digester Building and Chlorination Building. In addition to CMSA's daily inspections, asbestos abatement was verified by a certified abatement inspection service, and the manufacturer's rep inspected the work weekly and made a final inspection to release the 10-year warranty on labor and materials. The Maintenance Department will re-install selected rooftop walkways to extend the roofs' service life. The contract will go before the Board for acceptance at their July 10<sup>th</sup> Board meeting.

#### **O&M Projects**

As part of our odor control program, Operations is adjusting the nitrate application to the collection system to counter the increased generation of sulfides and odors as temperatures increase. The nitrate inhibits odor generation and is backed up with hydrogen peroxide addition to the two force mains (that bring flow to the plant) to control odors from the plant influent.

Operations is aligning the plant for the summer months when lower flows require less unit process capacity. Maintenance will preform annual maintenance on out of service tanks in preparation for the next wet weather season.

A few major Maintenance projects completed in May and

June included installation of a new 10 horsepower Water Champ for improved efficiency for our disinfection process; upgrading a section of the 3- water line from four inch to six inch as well as adding a three inch parallel line in the solids building to improve cooling capabilities for the Waukesha and to handle increased demand by new polyblend units in the dewatering process; The effluent pond inlet 42" sluice gate was cleaned adjusted and the gate frame was caulked to stop leakage in preparation for the pond improvements project.

Lead Mike Cadreau has made good progress on improving implementation of our preventive maintenance program, inventory control records, and work order reporting in our Computerized Maintenance Management System (CMMS). On June 28th the CMMS supplier, Maintenance Connection, provided the version 3.0 software upgrade which has some enhancements and resolves some program difficulties.

Maintenance connected and programmed the new front door operators (installed to comply with Americans with Disabilities Act requirements) into our card entry and time lock system. Staff also installed new high pressure cutoff switches on primary sludge pumps #7 and # 8, to protect the pump and piping from over pressure damage when the line plugs.

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## ENVIRONMENTAL SERVICES

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### Laboratory & NPDES Testing

The laboratory testing we performed in June was in compliance with our permit requirements and we had 100% survival of the rainbow trout in our bioassay.

It is the summer season and we are busy performing analyses on the Lagoons for the Town of Corte Madera and odor control analyses for the City of San Rafael, in addition to the normal seasonal process lab work.

We will start providing reclaimed water and perform compliance testing for the City of Larkspur's pond at Remillard Park. The water maintains the habitat for the endangered species of turtle that lives in the pond.

### Pretreatment Compliance Inspection

We had our annual Pretreatment Compliance Inspection (PCI) on June 20. Industrial Pretreatment Programs (IPPs) are required for wastewater treatment facilities with flows greater than 5 million gallons per day or flows from industrial dischargers that generate hazardous wastes that may pass through or interfere with treatment plants. The PCI was performed by two Tetra Tech inspectors, which is a contractor hired by the EPA and the Regional Water Quality Control Board. The inspection went very well with only one possible minor change based on interpretation of complex federal regulations, that most believe are very vague. The change may decrease the amount of time we have to recollect samples from dischargers who have violated their discharge limits. Tetra Tech will review the regulations with the EPA and determine their intent.

### Public Outreach & Education

On May 20 the environmental science classes from Sir Francis Drake High School visited the

agency. Staff gave them an extended tour that included both a lecture discussing wastewater treatment and a tour of the plant. Students, parents, and teachers from Marin Country Day school toured the treatment plant on May 17. Their group covered a wide range of grades, from middle school through junior high.

We will be staffing a public education booth at the Marin County Fair. It is our largest public outreach effort where we normally have over 2000 people take our environmental quizzes over the 5 day period. The Marin County Wastewater Agencies will also be sponsoring the "Sippy Cups" performance at the fair. The Sippy Cups will play music for children with performances between songs by a juggler who will present wastewater and environmental messages.

### Biosolids Land Application

Land application of our biosolids began May 31 at the site in Sonoma County that is bordered by Lakeville Highway and Highway 37. We have been performing the additional laboratory and reporting requirements to ensure the biosolids meet all of the requirements for land application. We have a contract with Synagro to manage the land application of the biosolids and site requirements. The biosolids are used as fertilizer for crops that are fed to livestock. Several other agencies use the site including Sewerage Agency of Southern Marin, Pacifica, Windsor, and San Francisco.

### FOG Database Development

Staff is developing a web based database for the FOG programs. It will allow the member agencies and LGVSD access to review

inspections reports, enforcement actions, and permits that have been issued to FSEs in their service areas. It will also be linked to the GIS system at SRSD allowing them to retrieve information from any address within their system. The database should be ready for data entry in August or September.

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## **CONTRACT/OUTSIDE SERVICES**

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### **SRSD FOG**

The first round of inspections for the Fats, Oils and Grease program is almost complete. Only two Food Service Establishments (FSEs) of 97 are left to inspect. Fifty of the restaurants will be receiving letters requiring installation of Grease Removal Devices (GRDs) to protect the sanitary sewers. Thirty of the restaurants are on permit with adequate GRDs and will now be periodically inspected to ensure they are performing proper cleaning or pumping maintenance. Thirteen FSEs received waivers, releasing them from the program, which indicate they are not performing activities that would generate FOG. These facilities do not prepare, cook, or clean dishes related to food preparation, but may warm limited amounts of prepared food for take out.

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

Maintenance completed regular checks and routine maintenance of all the pump stations for May and June. To ensure reliability and force main protection, Team Ghilotti and the CMSA pump crew replaced three old air relief valves with

new non-metallic air relief valves. Another project completed in June was for the Sausalito pump station. The piping from the pumps to the force main was replaced, and the isolation and check valves were moved out of the sump into a utility vault for safer access, reliability, and improved maintenance.

### **Las Gallinas Sanitary District**

The development and compliance phases of the LGVSD FOG program has been completed. We have performed all of the inspections of FSEs, mailed out GRD installation letters, and all restaurants have complied with the installation requirements with the last two facilities currently installing their GRDs. We will be completing the first round of inspections of permitted facilities in the near future.