



MONTHLY NEWSLETTER

September 2008

PROJECTS

Wet Weather Improvement Project

Recent milestones have been the completion of the new chlorine contact tank walls and the effluent pump station wet well, and work on those structures' decks is well underway. Once the decks are constructed, the structures can be water tested and backfilled, which will be another major project milestone.

Other work includes: completion of demolition at the Gallery A/B intersection; beginning the formwork and rebar installation and concrete placement for the Primary Influent Channel extension ; completion of the floor slabs for the Gallery A extension; and tank and equipment pads construction at the new polymer facility. Also, the 72" pipe between the new and existing CCT sumps is well underway, and the excavation for the outfall wye installation is backfilled and compacted.

Western Water's goal is to complete the installation of the 72" effluent pipeline and its sluice gate, install the 84" outfall sluice gate, backfill around the CCTs and pump station, and place the new primary clarifiers' base slab before wet weather begins. With the clarifier slab poured, they can form and pour the clarifier walls, decks, and walkways during the winter.

Outfall Improvements Project

Underwater Resources is wrapping up the last of the internal seal installation, and will perform initial repairs on a crack discovered during their work this summer. They performed a detailed inspection of the crack, which is under review by Carollo Engineers. With third-party diver inspection of the work scheduled to be completed by October 2, the project is still on track to wrap up before the onset of wet weather this winter.

Outfall Dredging

CMSA Staff are in discussions with staff from the Regional Water Board, the US Army Corps of Engineers, and the Bay Conservation and Development Commission, regarding the removal and disposal of over 500 yards of solids that have accumulated in our marine outfall. The regulatory requirements must be determined and approvals received before finalizing the contract for the solids removal work. Our goal is to completed the contract work before the WWIP's effluent pump station comes online next winter.

Bar Screen Replacement

A change order has been executed for the procurement of the project equipment that includes the screens, washer/ compactors, control panels, and skylights. Western Water is coordinating with the

equipment vendors on the submittal preparation. After the submittals are approved, the equipment will be manufactured with delivery by the Spring 2009. Design should be completed in November, and we anticipate bringing the project installation change order to the Board in December.

Facilities Expansion

The kickoff team meeting was held and the project goals and milestones were developed. The team will meet again the first week of October to refine the project elements and alternatives. One key element will be enlarging and upgrading the women's locker room, and Engineering Department staff met with all the women who use it gather their input for this element. Other project elements include expanding the laboratory office space and the storage and office space in our maintenance buildings.

Odor Control System Optimization

Operations and Engineering staff performed an operational assessment on the Agency's nitrate stations last month. From this, it appears that the nitrate stations' chemical dosing is operating as designed. Operators are utilizing the information from the SCADA system (wastewater temperature and flow rate) to adjust the dose rates of the nitrate stations to

account for changing conditions. Operations and Environmental Services staff will continue to collect and perform forcemain sulfide analysis twice a week and headworks sulfide analysis three times daily.

Dewatering Improvements Phase V

Engineering staff began an in-house study of centrifuge performance as part of Phase V of the Dewatering Improvements Project. The purpose of this study is to evaluate polymer dilution and feed rates and their impact on centrifuge dewatering performance. This optimization study will evaluate our sludge dewatering operation and indicate if any changes are needed. This will help ensure efficient dewatering operation and may provide cost savings for chemicals and biosolids hauling and disposal.

O&M Projects

Maintenance has completed the annual PM'S on Secondary Clarifier #4, and continued the replacement of the old style Homestead valves on the plant process piping with the new style full port DeZurik valves. This month one 4", four 6" and four 12" valves were replaced.

Electrical/Instrumentation (E/) staff has been tracing and removing wires from conduit damaged by the WWIP contractor during demolition work to connect the existing primary clarifiers to the new primary clarifiers #6 and #7. The contractor will install new conduit prior to placing concrete.

E/I replaced a failed valve operator on Hypochlorite storage tank #1 and an inlet valve

operator for aeration tank #4, as part of our asset management program. The valve aeration tank operator was no longer reliable or repairable.

E/I replaced the SQL network server and the CMSA web server this month as part of our asset management program. Both machines had been in continuous operation for over four years.

ADMINISTRATION

Monthly Budget Performance

As of August 31, 2008, the Agency has received 15.5% of budgeted revenues and incurred 15.7% of budgeted operating expenses. Asset Management capital expenses were at 8% of budget.

Twice each year, on the last day of February and August, the Agency makes a debt service payment on the \$68.7 million in Revenue Bonds that were issued in to finance the WWIP and other large capital improvement projects. The August 2008 payment to the bond holders was over \$3.25 million and included the first principal payment of \$1.67 million to reduce the amount of outstanding debt.

Financial Audit

The Agency's outside auditors, Vavrinek, Trine & Day were onsite during the first week of September to review and audit the Agency's financial statements for the fiscal year ending June 30, 2008. The audit findings from both the internal control audit and financial audit will be presented to the Agency in October and the Board in

November 2008. The Board accepted financial statements will then become part of the Agency's Comprehensive Annual Financial Report for FY 2007-08.

Carpool/Alternate Commute Incentive Program

The Agency's has enrolled 17 employees to-date, half of our day shift staff, in the pilot Carpool/Alternate Commute Incentive Program. During the enrollment period, the Agency approved two requests from employees for work shift changes to accommodate the employees' participation in the program. The Agency is currently sponsoring three carpools using Agency hybrid/natural gas powered vehicles, two private vehicle carpools, and one bike-public transit mode.

Recruitments

The Agency has hired Ms. Heidi Lang to fill the Financial Analyst position. Ms. Lang has over 15 years of public and private sector financial management experience. She will start on October 6 and will begin to work immediately on learning the Agency's payroll processes and developing the Agency's FY 2008 Comprehensive Annual Financial Report (CAFR).

The Administrative Assistant recruitment, to fill the vacancy when Kathy Britton retires on October 31, 2008, is nearing completion. Interviews and skill assessment testing were held on September 26, and final interviews of the top candidates are scheduled for the following week. We hope to have the top candidate

start work in mid-October to receive transition training prior to Kathy's retirement date.

The CMSA Board has approved the establishment of an Accountant Technician classification and the retirement of the Accountant classification upon Amelia Marshman's retirement. The Agency has initiated recruitment for an Accountant Technician for the Finance Department and has retained Koff & Associates to manage the recruitment. Applications for the position will be accepted through October 13, 2008.

Cost Savings Award Program

The Agency has started the development work on our Cost Savings Award program, the second of three programs to assist with the recruitment and retention of employees. We are utilizing the employee focus groups that were formed to aide in the creation of the carpool program. The brainstorming sessions have commenced and we intend to bring a draft program to the Board in December 2008. The program concept is to provide a monetary award for ideas that result in a single event or on-going cost savings to the Agency.

Personnel & Training

Three operators attended Certification Review Courses this month to prepare for the semi-annual State Certification Exam, which will be held on Saturday, October 4.

Four O&M employees attended the CWEA Northern Regional Training conference in Sparks, Nevada. The conference

included two days of technical sessions and an equipment show.

Mike Cadreau trained Operations staff on how to use the CMMS program to enter their work time into their bi-weekly time sheets. This method has made errors easier to find (and correct) and has eliminated mathematical errors on the time sheets.

Chemical Procurement Contracts

At their September 9th meeting, the Board awarded the Ferric Chloride supply contract to Kemira Water Services for the bid price of \$869.93 per dry ton, including tax. The previous price for this chemical was \$582.65, and the previous contract's cost adjustment provisions would have provided for a 28% increase. Kemira, citing market volatility, did not concur with this cost adjustment, and so the new contract was developed and bid. The new contract price reflects the increasing market volatilities of chemical commodity and fuel markets over the past year.

The Board also authorized extending the calcium nitrate supply contract for one additional year with a price of \$1.98 per gallon after tax. This is an increase from the previous contract price of \$1.52 per gallon, which had been fixed for 3 years under the prior contract extension. Staff intends to develop a new contract for bid next spring, that will include semiannual price adjustment provisions that align with CMSA's current

procurement contracts.

Safety

Our Safety Officer attended the Marin County Emergency Office of Services workshop on emergency response. CMSA will participate in a countywide emergency table top exercise on October 25th.

The Novato Sanitary District Board awarded the joint safety program assessment contract to Du-All Safety. Du-All will begin work in early October to assess the condition of each agencies safety program, identify areas for improvement, and then prepare an implementation plan for each agency. San Rafael Sanitation and the Sewerage Agency of Southern Marin are participating in the assessment, and may request to join the safety program in the future.

ENVIRONMENTAL SERVICES

NPDES Testing

The laboratory testing we performed in-house at CMSA was in compliance with our permit requirements and we had 100% survival of the fish in our September bioassay. We performed our semi-annual sampling this month for organics and additional toxicity testing. Our contract laboratory, CalTest, is currently performing those analyses.

Laboratory

Staff has completed the bacteriological performance evaluation samples for analyses to maintain our laboratory certification and perform testing

that is required in our NPDES permit. The results will be submitted to the Environmental Laboratory Accreditation Program (ELAP), State Water Board, and the EPA. These complete the 2008 sample analyses. We should have results of our performance samples next month.

Public Outreach Activities

During Pollution Prevention Week, we had the most successful outreach effort ever at a Farmer's Market in downtown San Rafael. We gave out a total of 218 adult quizzes and 130 kid quizzes for a grand total of 348 quizzes. We were extremely busy and it was a long hard night for CMSA staff that worked the booth.

The design of our new Starfish logo is almost complete; drafts will be ready for review early next month. The new motto is "Be a star, don't pollute".

Environmental Compliance

We have completed inspections of 85 of the 134 zero discharge facilities in the CMSA service area. These facilities perform auto repair work and they have the potential to discharge material to the sanitary sewer that could pose a problem for the collection system and/or treatment plant.

Staff will be inspecting the remaining facilities to ensure they are not discharging process waste to the sanitary sewer, have appropriate storage of their hazardous materials, and that all floor drains that discharge to the sanitary sewer are plugged.

CONTRACT/OUTSIDE SERVICES

SRSD FOG

The last few Food Service Establishments (FSEs) not currently in compliance with the FOG Ordinance are either completing their plans or are installing their Grease Removal Devices (GRDs). Staff has been working closely with the FSEs, plumbers, and Marin County Environmental Health Services (EHS) to finish the compliance process in the SRSD service area.

We have performed 44 compliance inspections of the 74 permitted FSEs this month. Only 3 Notice of Violations have been issued for pumping or cleaning of their GRDs. This is an excellent compliance record and most FSEs have been supportive and are complying with the FOG program requirements.

LGVSD

Staff inspected the pumping and cleaning of the interceptor at the Chilis restaurant on Las Gallinas Ave. LGVSD staff discovered excessive FOG present in the sewer lines downstream during routine cleaning. Upon inspection, the interceptor was extremely full and the discharge pipe had a large quantity of FOG present. CMSA will be monitoring the interceptor closely to determine if they will be required to pump their interceptor more frequently.

RVSD FOG

There is a total of 74 FSEs in the RVSD service area that are upstream of sewer line "hot spots." We have issued 4 waivers to facilities that do not generate FOG, due to no cooking and cleaning of dishes

taking place at their facilities. Environmental services staff have issued 31 permits to FSEs that have the required GRDs in place, and will begin their routine compliance inspections. The remaining 39 FSEs need to install GRDs to achieve compliance with the FOG program.

Staff prepared and submitted a draft installation letter to RVSD staff for review. Once approved, the letter will be sent to the FSEs and will require submission of plans to MCEHS within 100 days, the local authority for building permits, and installation of GRDs within another 100 days. After inspection by staff, permits will be issued.

Sanitary District #2

Maintenance completed regular checks and routine preventive maintenance (including generator checks and wet well cleaning) for SD2's 19 pump stations.

The new Lucky Pump Station began operation on August 27th, and is running well. Team Ghilotti returned to handle a problem with one of the pumps tripping on overload. Station data and alarms are being transmitted by radio to CMSA, through the Fifer pump station. CMSA is working with SD#2 to investigate the options for the emergency generator connection, since the new station voltage and wiring is different from the other SD2 stations.

Staff responded to seventy seven Underground Service Alert pipeline marking requests.