



## MONTHLY NEWSLETTER

October 2007

### ADMINISTRATION

#### Regionalization

The Ross Valley Sanitary District Board recently held a scoping workshop with the auditing firm Vavrinek Trine Day (VTD) to establish a workplan for the financial assessment and comparison of RVSD, SRSD, and CMSA. It is anticipated that the RVSD Board will approve a contract with VTD at its next meeting. The financial assessment is scheduled for delivery to RVSD in January 2008. The governance analysis by the RVSD legal counsel is nearing completion and should be delivered to their Board in the near future.

It still appears that the earliest CMSA could begin the detailed regionalization evaluation work would be in March 2008.

#### Website Updating

The Agency has had a website for several years now that has received many public compliments on its ease of use and content. We are now planning to update and modernize the website and will be hiring a website designer in the near future to work with our website development team on the project.

Specifically, we plan to modify the site's appearance and functionality, edit selected content, add pages for the WWIP construction and our public education program, and simplify updating and administration. Our team plans

to have the site modified and ready for use by March 2008.

#### WEFTEC 2007 Conference Report

Three O&M staff attended the annual Water Environment Federation Technical (WEF TEC) Conference that was held in San Diego in mid-October. The conference had a record breaking attendance of 19,552 (with CMSA accounting for 0.02%). Twenty-nine workshops were held on Saturday and Sunday. The Opening Session was Sunday afternoon followed on Monday through Wednesday by 119 technical sessions and the huge equipment show (with 1,030 exhibitors sharing 267,000 feet<sup>2</sup>).

The technical sessions were divided into 15 different groupings. O&M staff attended sessions in many of the groupings including: Municipal Wastewater Treatment Process, Residuals & Biosolids Management, Utility Management, and Facility Operations. Tours of the equipment show were interspersed with attending sessions. With a quarter of a million square feet (5.6 football fields), the equipment show has full size operable equipment, and vendors of all sorts. Although Terra Gator no longer shows one of their monster field sludge applicators, there were bar screens, centrifuges, rotary screw thickeners, pumps of all sizes as well as Sewer TV trucks and a 10 yard bio-solids spreader. We were able to see and ask questions about equipment that CMSA will be considering for future projects

The Utility and Asset management sessions gave us new ideas and

confirmed that CMSA is moving in the right directions with our Strategic Business and Strategic Asset Management Plans.

#### Financial Audit & CAFR

The Agency has received a final draft of the financial statements prepared by its outside auditor, Vavrinek, Trine & Day (VTD) and findings from the internal control audit. Finance staff will be responding to VTD's comments and recommendations and will be submitting the final FY 2006-07 financial statements to the Board for review and acceptance at the November meeting.

The audited financial statements are also an integral component of the Agency's Comprehensive Annual Financial Report (CAFR). In past years, the Agency has received a Certificate of Achievement for Excellence in Financial Reporting from the Governmental Finance Officers Association (GFOA). Recognition from GFOA is highly coveted by governmental entities because it reflects the achievement of the highest standard in governmental accounting and financial reporting.

#### Financial System Upgrade

The Agency has completed the first phase upgrade of the Agency's financial system, OSAS, to streamline payroll processing. The Agency has established internet banking

and now has the capability to transmit direct deposit payroll files from the Agency's financial system to WestAmerica Bank. The update has eliminated redundant manual entry of payroll data from OSAS to WestAmerica Bank and reduced the processing for the biweekly payroll from an average of two days to just over one day.

The next phase of payroll system upgrade involves the reporting of accrued holiday and comp time on the paycheck vouchers. Finance staff is developing the programming requirements for this upgrade, after which the OSAS programmers will come on-site and begin the upgrade work.

#### **Personnel & Training**

We have three new staff members that will start work in November. Mary Jo Ramey is an Operator in Training and started on November 1. Larry Gould, our Utility Worker recruitment, completed processing and started on November 5. Gretchen Shacklett started November 6<sup>th</sup> as an Environmental Services Analyst. The first few months of these new hires employment will focus on job and safety training.

Operations staff had another class on the Activated Sludge process with Dr. Paul Pitt on October 11<sup>th</sup>. This class used slides from our plant, allowing staff to view, identify the bacteria, and to discuss the process conditions and problems indicated by the presence of specific bacteria. Paul focused on identifying filaments and how to control the settling problems

associated with various filaments.

#### **Safety**

The CMSA Safety Committee conducted its annual plant safety inspection on Wednesday October 24<sup>th</sup>. The committee uses a safety inspection checklist to ensure that general safety guidelines are being adhered to; For example: that hoists are being maintained, hazardous materials are appropriately stored/contained, equipment is maintained properly, waste oil is labeled, the welding shop is kept up to OSHA standards, and that the laboratory is following industry practices for the use and disposal of reagents.

The Agency's Lock Out & Tag Out/ Hazardous Energy Control Program (LOTO/HECP) has been significantly revised and updated to comply with the current Cal/OSHA requirements. O&M staff were given annual LOTO/HECP refresher training that included the updated procedures, and were issued new personal locks to use during LOTO/HECP situations.

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## **AGENCY PROJECTS**

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#### **Wet Weather Improvement Project**

Western Water Constructors (WWC) has started work on the WWIP and is almost fully mobilized on-site. They have set-up their field office, executed the off-site staging area lease with the Golden Gate Bridge District, and started preparing the off-site staging area for use. Construction work this month has included the removal of a liquid propane fuel tank pad and various sections of fencing, installation of temporary fencing along Andersen Drive, test driving sheet piles, potholing for utilities, surveying and staking out the location of the new facilities, and

clearing trees and landscaping in the vicinity of the new primary clarifiers and polymer facility.

During the next few weeks, WWC will be excavating for the new polymer facility and chlorine contact tanks (CCT) and using the removed material to construct a working bench for the retaining wall pile driving operation. They also plan to start constructing the new portion of the plant road by the solids handling building to accommodate the CCT and pump station excavation and construction.

Staff from CMSA, WWC, Carollo Engineers, Harris & Associates, and two of WWC's subcontractors attended a day long facilitated Partnering workshop. The workshop focused on developing mutual project goals and action plans that all attendees committed to achieve. Goals were associated with an accelerated schedule, limiting change orders, safety, work quality, facility start-up, enhanced communication, and alternate dispute resolution procedures.

#### **Storage Pond Improvements**

After a few days' delay due to the early rainstorms, the pond inlet and outlet pipelines were installed and the trenches backfilled. With the pipes in the ground, the remaining 15% of the pond berm is being raised and fine-graded, to be followed by construction of the inlet and outlet structures, installation of the new pond liner, and construction of the new bermtop road. Meanwhile, placement of landscaping soil and the new irrigation system has begun, and should be wrapped shortly after the liner is installed. The project should

be completed by the end of November with acceptance ready for the December Board meeting.

#### **ADA Restroom Improvements**

The restrooms in the Administration lobby will be remodeled to restore gender specific uses and upgrade the women's restroom to improve ADA access. Quotes were received from three general contractors and we expect to select one in the near future with work beginning by mid-November. Construction work will be scheduled to minimize disruption to the Agency's administrative offices.

#### **Dewatering Optimization**

The last phase of the Dewatering Project will be to optimize the solids content of the biosolids from the upgraded polymer system and centrifuges to minimize the total cost of biosolids thickening, hauling and disposal. Engineering staff will work with Operations to establish an appropriate schedule to run the needed tests, which will consist of changing operating parameters to find the optimal settings. Staff will analyze the test results and make recommendations based on the analysis. The schedule for this project will be developed by the end of November.

#### **Outfall Inspection**

The Outfall Pipeline solids inventory is in progress by Parker Diving Services. Wind and other unseasonable blustery weather interfered with the original dive schedule, but Parker Diving collaborated with staff to develop an alternative schedule. The penetration dive to measure the solids was performed on October 18, but

the diver had to stop at Diffuser No. 130 (out of 176) due to height of the solids. We are examining options and potential costs to complete the interior solids inventory. In the meantime, we have sent collected solids samples to Cal Test Laboratory for analysis. With the amount of solids determined and their sample results, we can propose a dredging plan to regulators for removal of the built-up solids.

#### **Switchgear Rehabilitation**

Electrical/Instrumentation staff are coordinating with Eaton Electrical Services for our switchgear rehabilitation and Arc Flash Study. The rehabilitation work includes removing obsolete devices, cleaning and repairing our main breakers, upgrading the breaker trip mechanisms and testing all breakers.

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

The last outstanding annual summer maintenance work was completed by O&M on Aeration tanks #2 and #3. The tanks were emptied, cleaned, and the fine bubble air diffusion socks were steam cleaned to ensure efficient air transfer into the tanks to support the aeration process.

The Operations Department began to align the plant for the winter operation by securing the second Biotower on October 31<sup>st</sup>. The second Biotower was operated as part of the "Secondary Solids Study". This study was performed to determine if the process option of running two bio-tower pumps and one aeration blower would require less power than one Biotower pump and about 1.6 blowers. Operations was able to lower the solids inventory by running the two bio-towers which required less blower time for the aeration tanks and less power.

The Waukesha cogeneration unit ran reliably this month, keeping power costs down for the final month of PG&E's summer peak power rates (May 1<sup>st</sup> to October 31<sup>st</sup>). Preventive Maintenance completed this month included an oil change, re-gapping the 16 spark plugs, and valves adjustment. CMSA had an excellent summer with our cogeneration unit supplying most of the power during the "peak" power period thus minimizing the peak power surcharge. Thanks to the O&M staff's six months of focused efforts.

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## **ENVIRONMENTAL SERVICES**

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#### **Laboratory & NPDES Testing**

The laboratory testing in October was in compliance with our permit requirements and we had 100% survival of the fish in our bioassay.

Winter rains means high flows and the potential for blending. If flows increase over 30 MGD we need to bypass our secondary treatment processes to avoid washing out the biological life we use to treat the wastewater. Our new permit requires additional testing during blending events to ensure we are meeting our permit limits and that our effluent quality is maintained. We will be monitoring out effluent quality very closely during the wet weather season.

#### **Public Outreach & Education**

We are getting our Puppet Show "Captain Polluto" ready for presentation at various Marin County schools next month. It will be sponsored by

the Wastewater Agencies of Marin County for “no cost” and we hope to reach as many schools as possible. Bookings will start in November and continue throughout the school year.

Main County Stormwater Pollution Prevention Program has asked us to participate in their annual calendar that is mailed or delivered to 15,000 Marin County residents. It contains an environmental message each month to provide information on different ways people can improve the environment or prevent pollution. The Wastewater Agencies of Marin County will be sponsoring two months of the calendar with messages about preventing the discharge of Fats Oils and Grease and Pharmaceutical waste down home drains.

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## CONTRACT/OUTSIDE SERVICES

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### SRSD FOG

Letters requiring installation of Grease Removal Devices (GRDs) for Food Service Establishments (FSEs) have been mailed out to 35 FSEs in the SRSD service area. Plans are due to Marin County Dept. of Environmental Health and the San Rafael Building Department by January 11, 2008 with installation completed by April 18, 2008. FSEs were given six months to submit plans and install the under sink traps or to replumb dishwashers that are discharging to existing traps. Out of the 97 restaurants in the targeted program, 64 FSEs are in compliance with the FOG Ordinance

### Sanitary District #2 Pump Stations

Maintenance completed regular checks and routine maintenance of all the pump stations for October. CMSA staff met with SD#2 staff to coordinate the transition for David Montero's retirement effective October 31<sup>st</sup>. CMSA will work with Sanitary Services Manager Barry Hogue and Field Supervisor (will be promoting to Assistant Public Works Superintendent) Larry Carnahan.

E/I staff completed the annual electrical PMs for all the pump stations. The E/I shop continued working on a radio link for the SCADA system between Sausalito pump station and CMSA. The plan to relay transmission through Pixley pump station failed, because trees and buildings interfered with the broadcast line to CMSA. A viable option is to set up Lakeside Pump Station as a relay station to CMSA, however, this will push the completion date out into December.

### Las Gallinas Valley Sanitary District

Compliance with the FOG program has been very good. All restaurants that were issued Notice of Violations (NOVs) requiring pumping or additional maintenance of their GRDs are complying with the requirements. Mulberry Street Pizza has pumped their trap two months in a row after two NOVs were issued for not maintaining their GRD. Four Points Sheraton was issued an Administrative Order requiring the removal of their food grinder. The food grinders discharge large amounts of solids to the GRDs, reducing the volume available to separate out FOG. Using a strainer or similar device to

remove solids from the waste stream is far more effective and greatly enhances the effectiveness of small under sink traps.

### Ross Valley Sanitary District

Environmental Services staff are reviewing marked up RVSD collection system maps that indicate the location of hot spots. RVSD has adopted the same hot spot definition as SRSD and LGVSD, which is one sanitary sewer overflow or two pipeline cleanings per year. We are currently working on identifying all of the restaurants upstream of the hot spots to be included in the program. Once identified, we will coordinate a public workshop to review and discuss the program, mail letters to the FSEs describing the program, a permit application, and a copy of the ordinance. After that, the site inspections begin.

