
CMSA Monthly Report

Central Marin Sanitation Agency

July 2003

GENERAL

MMWD Desalination EIR

MMWD has awarded the EIR contract to URS Consultants and the expected completion of the EIR is October 2004. URS conducted the initial project review and environmental screening work for MMWD, and is very familiar with our outfall and NPDES permit requirements. The project manager for URS, Louis Armstrong, was significantly involved with the 1991 desalination pilot study that was performed by MMWD with CMSA cooperation. Staff will work with MMWD to scope out our concerns and ensure they are identified and addressed in the EIR process.

Personnel Manual

The Commission approved the CMSA Personnel manual at their July meeting and requested that staff modify particular provisions in the Harassment (#102), Progressive Discipline (#405), and Grievance (#406) policies. We have reviewed the policies with our employment law attorney, Wiley Price Radulovich, and crafted language to address the Commission's concerns. The revised policies will be brought to the August meeting for adoption.

NPDES Fee Increase

The State has recently passed legislation to allow the

State Water Resources Control Board (SWRCB) and the California Air Resources Board (CARB) to increase their permit fees to cover funds that will not be provided by the State due to its current fiscal situation. We have received information from the SWRCB that appeared to indicate that our annual NPDES permit fee would increase from \$20,000 to over \$32,000.

The SWRCB has now informed us that there was a clerical error in the formula provided to all NPDES permit holders and that a revised formula has been developed that adds an additional 30% increase in the permit fee. The new formula is recommended by their staff but has not been officially adopted. If approved, it appears that our fee will be about \$ 45,000, which is an increase of 125 %.

JPA Exploratory Committee

The Commission discussed the topic of member agency consolidation at their July meeting, which focused on the agenda staff reports of the prior investigations of consolidation and the current opinions and views of the member agency managers. The Commission decided to form a sub-committee of three commissioners and the managers of the JPA agencies to explore opportunities to share resources and assets, and determine if there are any potential savings to the rate payers in the CMSA service area. The committee is to

report their findings by late fall.

The exploratory committee has set the first meeting for August 28, 2003. Staff will prepare a District questionnaire for each manager to complete prior to the first meeting. The information will capture the District's revenue, expenses, staffing level and activities, assets, and other pertinent information.

Paradise Nitrate Station

We have a nitrate odor control facility within the Paradise pump station in Corte Madera, and have approached Sanitary District #2 with a request to construct a new larger facility on their recently acquired property adjacent to the pump station. Corte Madera (SD#2) staff invited us to a meeting to learn more about the District's capital improvement plans for the near future and discuss our request. SD#2 has hired a consulting engineer, Nolte Engineering, to design a new Paradise pump station and a parallel forcemain down Redwood Highway.

The Town engineer, David Bracken, has indicated that Nolte will design the new nitrate facility based on our needs and design elements, and that the District will wrap the facility's construction into the new pump station's

construction contract. The combining of these two projects will likely save CMSA and SD#2 dollars and provide for a more efficient and visually appealing layout. This new nitrate station will reduce delivery frequency from once per week to once per month, and will have a separate driveway access which eliminates the current practice of closing down an entire lane on San Clemente Drive, both of which save a significant amount of staff time. We anticipate construction to be completed late next year.

JPA Manager Meeting

The JPA managers met in July and discussed several topics including their budgets, revenue sources, and residential backflow devices. The majority of the meeting focused on the historic flow report for each member agency prepared by CMSA staff. As previously reported, peak wet weather flows have increased nearly 100% at CMSA since 1985 when the facility became operational. The managers were very interested in how their District's flows had increased over time and were concerned about the capacity impacts we are seeing at CMSA. Also discussed were each District's CIP projects and initiatives that will hopefully reduce these peak flows. We decided that this will be an on-going discussion item and that CMSA will provide periodic flow updates during the wet weather season.

Health Benefit Increases - In the current PERS open enrollment information, we have been notified that there is an 18% increase in the PERS health plan premiums for the year starting January 2004. The increase in premiums for the year 2003 from 2002 was 23.3%.

CAPITAL PROJECTS

Cogeneration Engine Replacement Project

The design work has been completed and the project is now out to public bid. We have had a good response from Bay Area contractors who have been interested in the project and have picked up plans and specifications for review. The pre-bid site tour occurred on July 23 and had a modest turnout of seven contractors. Bid opening is set for this Thursday, July 31, and we intend to recommend a contractor for the project award at the August 7th Commission meeting. The engineer's estimate for the construction project is \$975,000. Assuming a contract award at the August meeting and the standard contract specified times for contractor insurance and bond submission, on site work will probably start in mid-September.

The pre-purchased compressors, refrigerated gas dryer, and siloxane tower are scheduled to be delivered to CMSA during the month of August. The engine generator

should be delivered before November per contract provisions and likely sooner due to CH2MHill's preliminary review of the engine option codes which enabled the supplier, Steward & Stevenson, to authorize Waukesha to release the engine for manufacturing.

Secondary Clarifier Redwood Painting Co. visited our site last week as a prelude to their mobilization efforts scheduled for today. Equipment including a fork lift, compressor, and "sand can" are being placed on the path in between the aeration tanks and the secondary clarifier. The compressor and sand can mix the blast media ("sand") with air for the paint removal operation. The contractor has provided a new schedule showing the mobilization and initiating their sand blast operation this week and completion of all work at both the clarifier and dissolved air flotation tank in early October.

Web Site The Steering Group has had three meetings to review documents relating to proposals from consultants and to deal with prioritization of content development. Several of the contacted consultants chose not to submit a proposal. Some appeared to be uncomfortable with technical provisions included with the proposal, some thought the project scope to be too small, and others were not immediately available. The path we've chosen of hiring our own webmaster on a short-term

basis and recruiting a consultant for a "mentoring" role was also not attractive to a few of the solicited consultants. There are four proposals currently under review. A meeting to evaluate the proposals will be held today.

Emulsion Polymer Study

Polymer is a chemical that is added to digested sludge before entering the centrifuges that dewater the sludge from 2% solids (liquid) to 25% solids (clay like consistency).

Work on this study is starting to gear up. The study team has been composed: Jenny Bender Lab Rep, Al Fiore and Jean Saint Louis Ops Reps and Susan Halpin Coordinator. The team will gather for their first work session on Thursday 31 July 2003. To prepare for this, a draft work plan has been formulated. This plan includes guidance for developing the study's parameters, the emulsion polymer testing procedure, data collection for interpretation. Several Excel spreadsheets have been prepared into which the test data will be entered and manipulated. The lab will be performing a new procedure during this study to analyze the percent activity of the emulsion polymer; this new procedure is different than what is required for the polymer currently being used in the plant.

The goal of the emulsion study is to determine the relative costs and benefits of two types of sludge dewatering polymer and if it is economically justified to switch to using emulsion polymer. It is anticipated that the study will be completed by the end of the year.

CMMS: Acquisition of the new Computerized Maintenance Management System is proceeding with the help of CH2MHill. Preparation of the RFP (Request for Proposals) has been completed and will be released this week to five vendors. By the end of August we will have reviewed the proposals and selected vendors for product demonstrations. Contract negotiations with our preferred vendor is scheduled for late September. Our goal is for completion of implementation and training by the end of 2003.

BUSINESS SERVICES

Security Grant- Dick and Kathy have put together a summary of recommendations for increasing security at CMSA. These recommendations were part of a vulnerability assessment that was completed with the SRPD and agency staff. To fund such improvements, staff has been looking at various grant opportunities. At this time, there are a few grants that may be available in the next year. One is the *Critical Infrastructure Grant* from the Office of Emergency Services. Unfortunately, the

deadline for the 2003-2004 period passed in June but we will continue to research the information for next year's application period. Secondly, there is a senate bill that has been passed by committee but needs the senate's approval. This bill, S.B. 1039, is entitled the '*Wastewater Treatment Works Security Act of 2003*' and would include monies available for vulnerability assessments as well as implementing security enhancements at wastewater facilities. Staff will be monitoring this bill. In addition, staff has identified the *Disaster Mitigation Act of 2000* as well as the *Public Health Security and Bioterrorism Preparedness and Response Act of 2002* as possible funding sources for the next year in the wastewater field. Updates on these grant opportunities will be forthcoming.

Review/ Revision of

Purchasing Policy- Staff is currently updating the purchasing policy to clarify our internal control policies while making it more streamlined for those that need to purchase items on a regular basis. Staff is using relative information from CSMFO as well as other sanitation districts policies for comparison. The management team will be meeting to further update this policy.

New CSRMA Insurance - Staff has prepared memorandum clarifying the agencies insurance coverages that are currently in place, the coverage limits, and the offsetting costs to CMSA. In addition, the memo

clarifies staff's recommendation regarding the newly proposed criminal defense liability coverage. In short, because of the limited coverage and minimal risk, the recommendation is not to participate at this time.

Project/Staff Costs. - Because of the constant need to clarify project and staff costs per employee, business services staff will be working on creating a spreadsheet that will assist the department in creating more efficient staff time breakdowns for projects/ programs. The payroll system does this already on a limited basis but staff would like to use a more universal guideline that is not necessarily run through the payroll system (budgeting, scheduling, etc). This new spreadsheet will be brought to the management team for further review and revision..

It has been great so far as everyone has made me feel right at home. I look forward to working with such a talented bunch of people in the future.

LAB/ INDUSTRIAL WASTE

Lab Director Transition: We have completed the internal recruitment process for the interim lab director position, which identified Rob Cole as the top candidate. Rob has accepted the appointment and

officially starts in the position on August 12.

Nancy and Rob have been working together so that the transition between her and Rob is a smooth one. Topics covered in these discussions include NPDES Permit issues, lab accreditation by ELAP, biosolids requirements, commercial lab concerns, reports, budget, hiring, evaluations, safety, and so on.

Bioassay: There was 95% trout survival in the July bioassay. The surviving fish looked sick. It was a surprise that no more fish died, because ammonia levels in the effluent have come up to our normal high summer concentrations, and these are well within the toxic range for trout.

The mortality was due to the toxic form of ammonia, the un-ionized ammonia, which can be reduced by lowering the pH of the effluent reducing the un-ionized ammonia concentration. We are currently waiting for Regional Board approval to begin this procedure. A study was completed and the results forwarded to the Regional Board for review demonstrating that the toxicity in our effluent is caused by un-ionized ammonia and it can be reduced by pH control. There are currently three other wastewater treatment plants using pH adjustment in their flow through bioassays to alleviate this problem and we are currently developing a time table which we will present to the regional board.

Marin County Fair- The CMSA/LGVSD public outreach booth at the 2003 Marin County

Fair was very successful. July 2 through July 6 booth staff administered environmental quizzes to approximately 1,000 adults and 1,350 kids. There were also many interactions with local school teachers, scout leaders, and other potential clients for CMSA/LGVSD public education activities. The completed quizzes are being analyzed in order to evaluate and refine the outreach program.

We track the quiz scores of people from in and out of our service area. Out of 900 people from our service area, 550, or 61%, made perfect scores. Out of 1445 people from outside our service area, 815, or 56%, got perfect scores. We also look at scores of children and adults. Inside our service area, children and adults had the same perfect score rate. Outside our service area, the kids did a little worse than the adults. Our service area is the best!

MAINTENANCE

DAF (Dissolved Air Flootation) Repairs and Maintenance

The Maintenance staff will rebuild the bottom collector mechanism in the #2 DAF unit before the painting contractor conducting the work on the secondary clarifiers will perform similar maintenance on the DAF.

Primary Clarifier Rehabilitation Maintenance staff finished rebuilding part of

the collector mechanisms in #3 primary clarifier the week of July 21. During the past several years the maintenance department has performed needed repairs to one or two primary clarifiers during the dry season. This work is required due to the age of the units. The repairs were made with upgraded materials which should extend the service life of each of the five primary clarifiers beyond the life of the original units. This work was conducted by in-house staff which minimized costs of the repairs. The final clarifier (#4) is scheduled for similar maintenance in the summer of 2004.

#1 Centrifuge Bearings The main bearings on this unit failed the week of July 21. The centrifuge is under warranty therefore contractor is assisting in the repairs. The bearings were replaced but electronic repairs are still in progress. The centrifuge should be back on line the week of July 28. Staff is working with the manufacture to find out the cause of the premature bearing failure (which recently occurred on #2 centrifuge) and a long term solution.

OPERATIONS

Remillard (Turtle) Pond Operation Operations started reclaimed water flow to the Turtle Pond on July 15. The reclaimed water is

disinfected to a higher level than our effluent, and replenishes the pond level during the dry summer months. Operations fills the pond for approximately two weeks, twice a year depending on the length of the dry season.

Odor Control Optimization As mentioned in the May 2003 Monthly Report, the four nitrate odor control dosing stations were put in service. The operators are currently conducting tests to optimize dosages of the nitrate salt solution. The effectiveness and dosage rates of the solution will vary based on ambient temperatures and detention time (flows) in the collection system. With the recent high temperatures staff initiated the testing protocol in order to optimize chemical dosage rates to control odors while minimizing costs.

Broken Reclaimed Water Line On Saturday, July 19, a reclaimed water line at the Ross Valley Odor Control station broke, resulting in a discharge of approximately 33,000 gallons of treated effluent that flowed into the Remillard Pond. The lined failed approximately 8 feet underground. The Regional Board was notified by phone on Monday and a final written report was sent to the Regional Board on Wednesday, July 23 at their request. This was not a permit violation or Sanitary System Overflow (SSO).

Maggiora & Ghilotti were hired to excavate the break and make

repairs. The pipeline is now back in service.