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**INSIDE:**

**OPERATIONS & MAINTENANCE**

**AGENCY PROJECTS**

**ENVIRONMENTAL SERVICES**

**FINANCE NEWS**

**A NACWA Platinum 9  
Peak Performance  
Agency**

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**BOARD OF COMMISSIONERS**

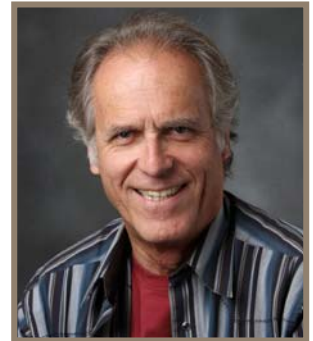
**NEW FACES ON THE CMSA BOARD**

Two commissioners have retired from the Board this past summer. John Dupar, representing Sanitary District #2/Corte Madera, served from 2006 to 2014, and as Board Chair from 2011 to 2014. Commissioner Patrick Guasco served as a representative for Ross Valley Sanitary District since 2010. The Agency thanks them both for their dedication and commitment during their terms on the Board.



*Pamela Meigs, CMSA Commissioner for Ross Valley Sanitary District.*

Michael Lappert is a Councilmember for the Town of Corte Madera, and was appointed in 2011 as an alternate for the CMSA Board. He is now serving as an interim commissioner in place of John Dupar.



*Michael Lappert, CMSA Board Alternate from Corte Madera*

Pamela Meigs was elected to the RVSD Board in 2010, and has served on the CMSA Board as an alternate Commissioner since that time. In July, RVSD's Board appointed Pamela as their district representative to replace Patrick Guasco.

**NEW EMPLOYEES**

**WELCOME, NEW MAINTENANCE STAFF!**

Maintenance Supervisor Paul Bruemmer joined the CMSA team in September. Paul, a former Daly City employee, comes to us with 15 years of experience in the maintenance of water, wastewater, distribution, and collection systems. Paul lives in Pacifica with his wife Dagan and two sons, Sean-Paul and Liam.



*Paul Bruemmer, new Maintenance Supervisor*

Jim Clark joined the Agency as Maintenance Technician in August.



*Jim Clark, new Maintenance Tech*

Jim comes to us from KVAL Machinery in Petaluma, where he worked for the past eleven years as a lead machinery assemblyman. Jim's experience in machinery fabrication, assembly, and installation provides him with the skill set necessary for his new beginning here at CMSA. Jim lives in Cotati with his wife, Josie, and his daughter, Irie.

**WEBSITE UPDATES**

Several documents are now available to read and download on the Agency website:

- Agency Administrative Policies & Procedures
- Agency Personnel Policies & Procedures to conform to the new MoU with SEIU 1021
- Strategic Business Plan Implementation Status Report FY 13-14
- FY 14-15 Green Business Report

**Check them out at  
www.cmsa.us.**

## OPERATIONS & MAINTENANCE

### USE OF SODIUM BISULFITE DOWN BY ABOUT 25% IN NEW STUDY



Maintenance Tech Smith working on SBS Diffuser.

In the early 2000s, a study was conducted to determine whether injecting a chemical used to dechlorinate the treated water, Sodium Bisulfite Solution (SBS), in a new location would require less of the chemical, saving time and money. The study was promising, but testing revealed a hydraulic problem. More testing was done in May of 2013, but staff encountered the same problem. Then, in the fall, a temporary pilot diffuser was designed, fabricated and installed, and positive test results were almost immediate. It was then removed for the wet weather season. In August of this year, the pilot diffuser was improved to provide an even dispersion of SBS, and was once again installed at the entrance to the outfall. Initial results confirm that the system is working well, and about 25% more efficient. Testing will continue until the first significant wet weather event of the 2014 season, at which point the findings will be published, including next steps for this upgrade to the dechlorination process.

### SAN QUENTIN VILLAGE GETS A GOOD-AS-NEW PUMP STATION

This project included totally rebuilding an outdated pump station, as the original pumps were bolted to the wet well floor and access was nearly impossible. Improvements included installation of new pumps and bases, a new pump rail system and discharge piping, new valves and valve boxes, topped off with a larger access cover.



Pump station before and after rehabilitation.



Staff installs the SBS tank with the help of the SkyTrak lifter.

### 6,000 GALLON TANK REPLACED BY STAFF IN TWO DAYS

These two large tanks, which store Sodium Bisulfite Solution (SBS), were assessed in 2012 and showed that both would need replacing. The first tank was replaced in 2013, and the second this past September. The projects involved using up all the contents of the tank in the treatment process, then locking and tagging-out (LOTO) the equipment for safety purposes, disconnecting the command and signal wiring, and performing the installation. With Operations, Maintenance and Electrical/Instrumentation staff working in tandem, the project was completed in just two days.

### TEAM WORK MAKES SHORT WORK

This past June, the Fats, Oils, & Grease (FOG)/Food Waste (FW) Receiving Station was temporarily removed from service for coating inspection work. Normally, a huge cleaning effort is needed to allow the inspection team to thoroughly examine the tank's interior. For assistance, the Agency turned to JPA member Ross Valley Sanitary District (RVSD). On cleaning day, RVSD sent a crew of three with their vacuum truck, and approximately three yards of grit was removed in just a couple of hours, a task that would have taken at least a day if left to bucket and shovel. Agency staff originally reserved five days for this project, but with proper planning and the welcome help of RVSD, the Agency was able to return the receiving station to service in just three days.



RVSD staff members with CMSA Operators JP Saint-Louis, Alan Burleigh, and Matt Weekley.

### SMOOTHING IT OUT

A paving contractor recently replaced the deteriorated section of pavement near the facility entrance. Several other small areas in the vicinity also damaged by subsidence were also rehabilitated.

### READY FOR IGNITION

The SCADA system (supervisory control and data acquisition) is responsible for keeping track of treatment process data, and generates alarms to alert operators of abnormal or emergency conditions.

The Agency recently rolled out a new system, called *Ignition* by Inductive Automation,

which improves reliability, functionality, and usability.



Via secure Wi-Fi, treatment processes can be monitored anywhere via tablets. The new system will be fully operational by the end of 2014.

### NEW TECHNOLOGY FOR ODOR CONTROL

A request for proposals to engineering consultants was recently issued to prepare design documents for the Odor Control Improvements Project. Three proposals were received, and staff will recommend the Board award a contract to the most qualified consultant in November.

The project will begin with a preliminary analysis to select the most appropriate technology to rehabilitate or replace the three existing odor control scrubbers.



## AGENCY PROJECTS AND INITIATIVES



### CHEMICAL STORAGE ROOM PROJECT TO BE BID IN DECEMBER

Sodium Hypochlorite, similar to pool chlorine, is used in treatment processes, and is stored in 6,500 gallon tanks. A condition assessment in 2011 concluded that liquid leaking from pipes caused damage to the epoxy coating and concrete floor, which will ultimately degrade it. This project was released for bidding this past spring, but since only one bid was received and was significantly higher than the engineer's estimate, staff recommended, and the Board approved, rejecting the bids and reissuing revised bid documents in December.

### OUTFALL PIPELINE UPCOMING REPAIR

The Agency's seven-foot diameter effluent outfall pipeline extends about 8,000 feet offshore into the central SF Bay, and its diffuser section has 176 diffuser risers fitted with duckbill type check valves to induce turbulent mixing. CMSA recently hired a diving firm to perform a bay floor survey, inspect all the diffuser risers, extend 26 risers, replace a missing diffuser, and install identification tags on the diffusers. This work is scheduled for completion this fall.



*Diver preparing to enter the SF Bay during a previous survey.*

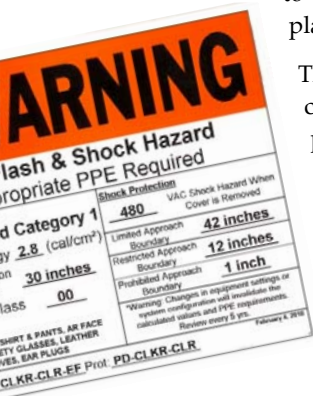
### ELECTRICAL SAFETY ASSESSMENTS TAKING PLACE

The Agency is currently in the middle of a project to conduct three electrical assessments with the assistance of an engineering consultant. The first is a condition assessment of the main plant switchgear. This building contains electrical equipment that distributes power to various locations within the treatment plant and Agency buildings.

The second assessment is an arc flash and coordination study, which will help define proper personal protective equipment to wear when working around electrical equipment, and provide other information that will be useful as the Agency facility is renovated or expanded.

The third assessment is an NFPA 820 investigation. NFPA 820 is a national fire protection standard that sets

requirements for electrical equipment in areas that may contain explosive atmospheres.



### MODERN AND MORE EFFICIENT SLUDGE THICKENING SYSTEM TO BE INSTALLED

The Sludge Thickening System Replacement Project will replace two existing dissolved air flotation (DAF) thickeners with two rotary drum thickeners (RDT). Thickeners remove water from the biosolids waste stream before being sent to the anaerobic digesters for further treatment. The DAFs have been in service since the treatment plant began operation in 1985, have reached the end of their useful life, and are no longer the industry standard for thickening sludge.



*Existing dissolved air flotation thickeners (DAFs) to be replaced.*

RDTs have a smaller footprint and use less power than the DAFs. The Board recently adopted the construction contract documents—the drawings and specifications that describe how to construct the project. The project is currently being advertised for public bidding, and the engineer's estimate of probable construction cost is \$2,631,000. The bid period ends on November 6, and Board will consider awarding the construction contract at their November meeting.



*New rotary drum similar one to be installed at CMSA.*



*View of rehabilitated clarifier.*

### PRIMARY CLARIFIER PROJECT COMPLETED

Over the past four years, the Agency has systematically rehabilitated the five original primary clarifiers. This summer, the Agency completed the remaining renovations in clarifiers #4 and #5.

A coating contractor was hired to recoat metal surfaces that are normally submerged with an epoxy coating to protect them from corrosion. Several metal components of the mechanical drive equipment were also replaced with non-corroding plastic materials. All of the clarifiers now have similar components that will reduce the quantity and types of spare parts needed to be kept in inventory.

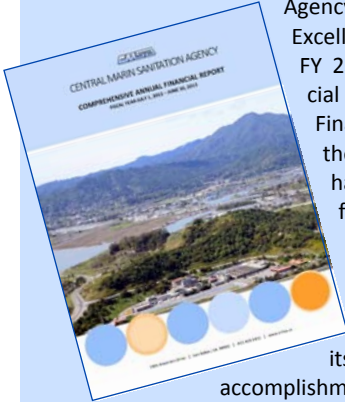
## FINANCE

### FY 2014-15 MONTHLY BUDGET PERFORMANCE

As of September 30, 2014, the Agency had received 24.9% of budgeted operating revenue and incurred 31.4% of total budgeted operating expenses. The Capital Improvement Program budget was at 12.8% of budget and included \$439K in actual expenditures, and \$190K in encumbered funds for outstanding purchases and services.

### HIGH RECOGNITION FOR FINANCIAL DOCUMENTS

The Government Finance Officers Association (GFOA) awarded the Agency the Certificate of Achievement for Excellence in Financial Reporting for both its FY 2012-13 Comprehensive Annual Financial Report (CAFR) and Popular Annual Financial Report (PAFR). The awards mark the twelfth consecutive year the Agency has received recognition from the GFOA for its CAFR, and fourth consecutive year for its PAFR. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting and its attainment represents a significant accomplishment by a governmental entity.



Both documents are available at [www.cmsa.us/finance](http://www.cmsa.us/finance).

### FY 14-15 BUDGETS IN PLACE

The Board approved the FY 14-15 Operating & Capital Budget (FY 15 Budget) at the June 2014 meeting, and it was amended at the September Board meeting after the Board approved the six-year labor agreements with the two employee groups in August. The FY 15 Budget includes operating revenues of \$11.1 million, operating expenditures of \$10.1 million, and Capital Improvement/Asset Management program expenditures totaling \$4.9 million.

The Agency has also completed a FY 15 Budget GFOA Presentation—a comprehensive, high quality budget document designed to be easily understandable to the general public and other interested parties. It has been submitted to the GFOA for evaluation under the GFOA Distinguished Budget Presentation Awards Program.

### FINANCIAL AUDIT FOR FY 13-14 CONDUCTED

The Agency's independent auditors, Chavan and Associates, LLP, were onsite in September to review and audit the Agency's financial statements for the fiscal year ending June 30, 2014. C&A focused on the Agency's adherence to Generally Accepted Accounting Principles (GAAP) and to its financial policies and procedures. The audit findings were presented to the Agency in October and will be presented to the CMSA Board in November.



### PERFORMANCE EVALUATION PROGRAM ALMOST COMPLETE

CPS HR Consulting provided two days of training to all employees on the revised performance evaluation process and forms, and supervisory staff received additional training on preparing and conducting evaluations. CPS is finalizing the evaluation form and work plan templates for Agency use. Once the new process is in place, the Agency will begin to examine approaches to link the outcome of the evaluation process to the determination of the employee merit awards.

## ENVIRONMENTAL SERVICES

### LABORATORY IN FULL COMPLIANCE

CMSA's lab testing was in compliance with NPDES permit requirements, with 90-100% survival in all of our recent bioassay tests. No priority pollutant organic compounds were detected in our semi-annual comprehensive testing.

### EXCELLENCE IN THE LAB

In July and August, CMSA submitted the annual unknown laboratory certification and performance evaluation samples for chemical and bacteriological analysis by the Environmental Laboratory Accreditation Program (ELAP) at the State Water Board Division of Drinking Water. CMSA passed these tests with flying colors, and received a Certificate of Excellence.



### REACHING OUT TO THE PUBLIC

The Wastewater Treatment Agencies of Marin County staffed booths at the Tiburon Salmon Release, Marin County Home Show, Fairfax Ecofest, Marin County Fair, Downtown San Rafael Farmers' Market, and Novato Farmers' Market over the past few months. More than 3,000 people took our environmental quiz, and were educated about wastewater-related topics in a fun and engaging way.



Our *Where Does It Go?* juggler show was performed at 14 elementary schools so far this year, reaching more than 3,800 students. CMSA also hosted the North Bay Leadership Center's Algebra Academy for 8th graders, performed a wastewater presentation to three 4th grade classes at Ross Elementary, and employees of the natural cleaning products company, *Method*, toured the treatment facility.

### REMILLARD PARK POND WATER SUPPLY

As part of a 1988 agreement with the Regional Water Board, reclaimed water is provided to Remillard Park Pond in Larkspur. The water is added to maintain a habitat for an endangered species of turtle that lives in the pond. Because of the extended dry weather season this year, the City of Larkspur requested water be added to the pond for several weeks in July until the water reached the desired level.

### MERCURY REDUCTION PROGRAM SUCCESSFUL

The Regional Water Board and CMSA require dentists in the service area to install amalgam separators, which keep harmful mercury out of the water system. Environmental Services Staff routinely inspect dental offices to verify that the separators are installed and are working correctly. This program has been a great success, with all 76 dental offices in full compliance, and a total of 13.75 pounds of mercury collected and disposed of properly.

