

## ADMINISTRATION



### Farewell to Ken...

Ken Katen, who joined CMSA's staff on October 25, 2004 as a Project Engineer, retired on May 13, 2013. In Ken's words, "My time at CMSA has been chal-

lenging and rewarding. I'm very grateful for the opportunities I've been afforded here and proud that I was able to successfully take them on."

During his years at CMSA, Ken participated in and led numerous construction projects. One key achievement was his involvement in all phases of the *Wet Weather Improvement Project*, from the original study through predesign, design, and on to co-Construction Manager.

Ken is looking forward to spending more time in his beloved mountains and desert. "No matter what I do in retirement, though, I'll proudly remember my time at CMSA, and the contributions I've been privileged to make to this first-rate organization." ♦



### New Admin Assist

Kate Brouillet started full-time work at the Agency on May 6th as Administrative Assistant. She had been working part-time through a temp agency since January, and has made significant contributions in redesign of the Agency's website, organizing the Agency's records and documents, and providing general administrative support. Kate comes from a marketing project management background, where for the past ten years, she was a partner in a business venture. We welcome Kate to the Agency. ♦



### ...Welcome Brian

Brian Thomas, CMSA's new Engineering Manager, has 14 years of experience as a licensed civil engineer in northern California.

Prior to coming to CSMA, Brian worked as the Senior Civil Engineer/Capital Program Manager for the Napa Sanitation District (NSD). There he managed the design and construction of several wastewater treatment plant upgrades and recycled water pipeline projects. These projects closely mirror the current Digester Improvement/FOG-F2E and Aeration Blower Replacement projects that he managed at NSD. "I am excited to provide my experience to the CSMA team as we complete the projects," Brian remarks. "I look forward to working with the dedicated team of professionals at CMSA." ♦

### PERSONNEL POLICIES & PROCEDURES REVISED

The Agency recently completed a comprehensive review process to update the *Personnel Policies & Procedures Manual*. The new document has been posted on the website and was distributed to all interested parties.

The revisions for the manual were reviewed by the Agency's employment law attorney, a labor relations consultant, and management staff. Agency management staff and the labor relations consultant then met with its bargaining unit representatives to discuss the basis for these changes, which—for the most part—were driven by changes in employment law. The Agency accepted the requested changes from the Union, which were incorporated into the final revision that was adopted by the CMSA Board. ♦



## FINANCE

### GFOA DISTINGUISHED BUDGET AWARD RECEIVED

The Government Finance Officers Association of the United States and Canada (GFOA) presented the Agency a *Distinguished Budget Presentation Award* for its FY 2012-13 Adopted Operating & Capital Budget. The award marks the second consecutive year the Agency has received the award, which is the highest form of recognition in governmental budgeting. Its attainment represents a significant accomplishment for the Agency—congratulations to our hardworking finance team!

### IMPROVED FORECAST FOR FY13-14

In February, the Board approved a 5-year funding model that would streamline the revenue contributions from JPA members and also increases funding for the Agency's 10-year Capital Improvement Program. In April, the Board also accepted a study prepared by Bartle Wells to update the distribution of expenses by wastewater flow, TSS and BOD, and approved the allocation of the Regional Service Charges based on each JPA member's flow and strength. The Agency updated its Revenue Management Financial Policy to reflect these Board decisions.

Staff met with the Board's Finance Committee in early May to review the major elements in the draft FY 13/14 Budget, and received valuable comments from Committee members. Staff then produced a draft Budget document and gave a PowerPoint budget presentation at the May 14th meeting that was well received.

In short, the FY 13/14 proposed budget is fully funded, and the Agency's financial outlook for the next several years is in a better position as compared to last year at this time—a projected 5-year balanced operating budget and full CIP funding for about eight years. ♦



## CENTRAL MARIN SANITATION AGENCY

Spring / Summer 2013

### CMSA COMMISSIONERS

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President (SD2)

**Kathy Hartzell**  
Vice Chair (Larkspur)

**Albert Boro**  
Secretary (SRSD)

**Barbara Heller**  
Commissioner (SRSD)

**Frank Egger**  
Commissioner (SD1)

**Patrick Guasco**  
Commissioner (SD1)

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### DIGESTER NO. 1 RETURNED TO SERVICE, NO. 2 IS NEXT

March 17, 2013 was a significant milestone date for the Digester Improvement Project.



Digester No. 1 with membrane cover.

Digester No. 1, the first of two digesters to be removed from service for rehabilitation work, was returned to operation and was receiving the daily solids loading from the treatment plant. Digester No. 2 was then removed from service and staff began the process of dewatering the contents in preparation for receiving the same refurbishment work by GSE Construction, the general contractor for the project.

The next steps will be to repair concrete on the inside wall, profiling the top of the wall for its new membrane cover, installation of the pipe mixing piping, and connection of the piping to the already-installed mixing pumps. Digester No. 2 is planned to be ready to return to service in late summer.

The FOG/Food Waste Facility's equipment has been installed and started up. Once the punch list items for that part of the project are completed, it will be ready for staff training and operation. The facility should begin receiving FOG

and food waste this summer, and CMSA is looking forward to the expected enhanced biogas production once it's in service. ♦



Above, a contractor prepares to inject nitrogen gas into biogas piping to purge the interior of biogas. As nitrogen, a non-flammable inert gas, is introduced into the digester, the highly flammable biogas is displaced and piped to a waste gas burner where it is burned off. Once the gas monitoring equipment has determined that the threat of combustion has been eliminated, the digester inspection ports are opened and air is introduced.



New membrane cover system piping and compressors.



CMSA is a proud member of the Marin County Green Business Program

## AGENCY PROJECTS

From tank replacement, floor resurfacing and centrifuge work — many projects are on track....

### RECLAIMED WATER SYSTEM IMPROVEMENTS

Reclaimed water is used throughout the plant, from cooling the cogeneration engine to washing down tanks to irrigating



landscaping. The hydropneumatic tank serves as a reservoir for pressurized water. The project includes replacing the original hydropneumatic tanks, two reclaimed water strainers, installing new pumps, and replacing the circuit breakers and other equipment serving the system. The project was designed by Carollo Engineers and construction was awarded to Bartley Pumps of Santa Rosa. Work has been ongoing since January and the project is planned for completion in late May or early June.



Maintenance staff (shown above) assists the contractor with removing the original tank. This was the easy part—the project became a little more complex in maneuvering the new tanks into their new home for the next 30 years (shown at top.) ♦



### PRIMARY CLARIFIER INFLUENT GATE

Each of the Agency's seven Primary Clarifiers has two influent gates to control the wastewater flow into the process tank. An element of work in the FY13 Primary Clarifier #1 Equipment Improvements Project was to replace the originally installed cast iron gates with stainless steel gates. The new gates were installed in March (shown above) and are expected to function much longer than the cast gates because they are designed specifically to be refurbished in place.



### STORAGE ROOM FLOOR RECOATED

There are five 6,000 gallon chemical storage tanks in the Agency's hypochlorite facility. The room, pictured above, doubles as secondary containment in the event a tank is damaged and its contents are leaked or spill onto the floor. If a spill occurs, the room's floor is coated with a specialized product designed to prevent the hypochlorite solution from damaging the concrete underneath. ♦

### CENTRIFUGE MAINTENANCE

Dewatering both digesters for the Digester Improvement Project work resulted in additional wear and tear on the centrifuge's rotating assemblies, as shown below. The digesters hadn't been cleaned in more than ten years, resulting a great deal of solids accumulation. These inorganic solids (grit and sand) are highly abrasive, and during the extended dewatering operation to drain each digester, the solids began to cut a groove into the 1.5" thick steel adjacent to the biosolids discharge nozzle.



As a result, staff accelerated this five-year preventive maintenance procedure to prevent further damage. ♦



New assembly shown above.

## TWO NEW ORDINANCES ADOPTED

At the recent February and March CMSA Board Meetings, two new Ordinances were reviewed and passed unanimously—**Sewer Use Ordinance 2013-1**, and **Fee Ordinance 2013-2**.

Sewer Use Ordinance 2009-1 was revised to include changes that were required by the Federal EPA and the State Water Resources Control Board. These included extending the maximum duration for permits issued by the Agency to five years, requiring a slug discharge report to be submitted to CMSA within five days, requiring a discharger to notify the Agency if they intend to bypass an installed treatment unit, and wastewater sampling and analysis data to be representative of the reporting period.



The new Fee Ordinance updates waste hauler fee schedules and incorporates a new fee for the receiving, processing, and disposal of Fats Oils and Grease (FOG) at the Agency's new facility. Bartle Wells & Associates was hired as a consultant to help determine the FOG fee schedule, which was set at \$0.10/gallon. Other noteworthy updates were defining the Agency's EDU rate and adding waste hauler fee formulas, updating of the Regional Capacity Charge and higher strength user amounts with FY13 charges, and raising the Recreational Vehicle minimum fee to \$10.

The new ordinances are available at the Agency's office, and online at [www.cmsa.us](http://www.cmsa.us). ♦



New FOG/Food Waste receiving station pumps.

## ENVIRONMENTAL SERVICES

### Laboratory Testing

Lab testing was in compliance with NPDES permit requirements, with 100% survival in all of our recent bioassays. The annual summer odor control testing for our JPA member agencies is in progress, and we have begun tests of the lagoons in Corte Madera for safe recreational use and to maintain water quality.

### Public Outreach

#### BAEER Fair

The 2013 BAEER (Bay Area Environmental Education and Resources) Fair at the Civic Center in January had the largest attendance in years. Many teachers have contacted us for tours of the plant, and students were educated about wastewater treatment and ecological issues.



Our *Go With The Flow* juggler show has already performed for 2,286 students in grades 3-5 so far this year.



#### Earth Day Marin

This event, held at Redwood High School on April 21st, was well-attended by students, parents, and local residents. Several well-known speakers provided presentations on sea-level rise and the challenge communities are going to face.

Our public education and outreach booths at Farmer's Markets during Earth Day week were popular places to discuss environmental issues.

#### Plant Tours

It has been a record breaking year—a total of 15 tours for both large and small groups of students and adults have been provided, and the year is still young.

### Environmental Compliance/Industrial Waste Program

#### Mercury Reduction

In January and February we performed all of the annual dental inspections in the LGVSD and CMSA service areas. More than 12 lbs of mercury was collected in the CMSA service area, and 3.75 lbs in the LGVSD service area, thus preventing its release into the environment.

#### FOG Source Control

The first round of our Fats Oils and Grease (FOG) Program inspections were successfully completed for SRSD, LGVSD, SD#2, and TCSD. Overall compliance has been excellent, and education of owners and restaurant staff and our presence during inspections has been very effective.



In the near future, we will be starting the first round of routine inspections for RVSD, and will update our database with all the new information.

#### Auto Shop Inspections

The discharging auto facilities in our service area have been inspected and samples from their treatment units have been collected. As sample results from the lab come in we can determine if their discharge is within our discharge limits. If their treatment units are full of solids and not functioning properly, or there is damage, they are required to pump out the treatment units and make any necessary repairs. A follow-up inspection will then be performed.