



MONTHLY NEWSLETTER

April 2009

ADMINISTRATION

Monthly Budget Performance

As of March 31, 2009, the Agency has received 72% of the budgeted revenues and incurred 76% of budgeted operating expenses; both are within reasonable operating parameters.

Asset Management activities under the Capital Improvement Program are currently at 64.2% of budget. Revenue Bond Program activities are currently at 77% of budget.

FY 09/10 Budget

The CIP Committee completed a draft FY 09/10 Budget for Asset Management (AM) projects along with a 10-year AM schedule, and management staff updated the 5-year Revenue Bond Program and 10-Year Capital Projects schedules. The project descriptions for these three capital programs were updated, and the CIP description and schedules were presented to the CMSA Board in April.

Department budgets are under development and will be ready for inclusion in the draft FY 09/10 budget for presentation to the Board in May.

The Member Agencies will be reporting their districts final EDU count for FY 09 and estimated EDU for FY 10. The EDU count is used to determine the Agency's service charge to the Member Agencies; revenues from service charges fund approximately 90% of Agency operations.

Finance Committee

Staff and the Board's finance committee recently met to review

future operating rate adjustment alternatives and to discuss the agency's revised capital programs. Five operating rate scenarios were presented and considered. The committee requested preparation of a scenario illustrating the minimum operating rate increase needed to balance the operating budget over the next several years.

The committee suggested that staff prepare a capital program summary sheet indicating the total value of the CIP components by fiscal year and in total, and represent the agency rate increases as a percentage of the total EDU rate in addition to the operating EDU rate.

The committee will reconvene prior to the May Board meeting to discuss capital funding methodologies, and prepare a recommendation to the Board for future rate adjustments.

Employee Salary Survey

Koff & Associates has completed the market salary survey for the represented and management employees, and submitted the survey data by classification to the Agency. The represented and management groups are currently performing a QA/QC review of the survey results, to make sure that comparator agency classifications used in the survey have similar job responsibilities and qualifications. Each group will prepare their comments for consideration by Koff & Associates. The revised market survey results will be presented to the Board at either their June or July meeting by our labor relations consultant (IEDA).

Personnel & Training

Several agency staff attended the annual CWEA conference "Train To Succeed." This is the largest training event for wastewater staff in the state with many current topics of concern and individual day long training courses.

Operator-in-Training Jose Gutierrez completed his one year probation this month, and Mary Jo Ramey was promoted to Operator 2.

Procurement Contracts

The Board awarded the new Hydrogen Peroxide supply contract to US Peroxide at their April 14 meeting. Bid packages were sent to seven potential vendors, and we received two responsive bid proposals, as well as one "no-bid" letter. The new total cost is \$2.4528 per gallon, a 14.4% increase over the previous contract, which had no more administrative extensions available.

Six natural gas suppliers (three public entities and three private suppliers) responded to the Request for Proposals with written proposals and presentations to Agency staff. Staff is collating the scores from the written and oral presentations, and working with PG&E to resolve questions as to whether PG&E could supply natural gas for the cogeneration engine. Based on the outcomes of these processes, staff will prepare a natural gas supply recommendation for the Board at their May meeting. The emulsion polymer contract expires in June, and has an additional administrative

extension available. SNF Polydyne, our current supplier, has indicated that they are agreeable to extend the contract for an additional year, and staff is preparing the extension letter. The current contract includes periodic cost adjustment provisions and, after a cost increase last June, the total price fell in January due to falling commodity price indexes.

Safety Director Program

Sanitary District #5 (Tiburon) and SASM (Mill Valley) have asked to join the collaborative regional safety program, and RVSD has withdrawn from the program. Due to these membership changes and the agency managers agreeing to make other minor program changes, the Safety Program Agreement has been modified and updated. Each agency plans to bring the revised agreement to their respective Boards in May, with CMSA as the host agency. The Agreement will be brought to CMSA's Board in June after approval by the other participants.

Du-All Safety has submitted a proposal to update the agencies' existing safety programs and policies, and develop new policies, pursuant to the recommendations from the recent safety program assessment. In addition, Du-All will develop and deliver training for each program, and perform noise surveys, confined space assessments, and comprehensive field safety inspections for each agency. A contract for the work will be prepared and brought to the CMSA Board after each agency receives their Boards' approval for their share of the Du-All contract cost.

Safety

There were no lost time injuries this month.

CMSA purchased a new automated external defibrillator (AED) that will be kept in the maintenance building. CMSA now has four AED units on-site and placed strategically around the plant.

CMSA has completed replacement/upgrade of the last two portable air monitoring gas detectors. The new detectors monitor four gases: Carbon Monoxide, Oxygen, Hydrogen Sulfide, and Lower Explosive Limits. We also purchased an air pump attachment for the new monitors which allows us to evaluate the atmosphere of confined spaces before entering.

After reviewing a Hazard Report, the Safety Committee recommended that we restrict access to the pond berm road when the pond is in use, and that life rings be placed around the berm road for emergency use.

PROJECTS

Wet Weather Improvement Project

Construction continues to progress smoothly with no issues or complications. Change Orders are still hovering around 2.3%, and there are not any outstanding claims.

The Gallery A extension and influent channel construction are nearly complete, as is Primary Clarifier #6. Primary #7 is almost half built, and should be completed in June, together with the new Primary Effluent and Blending Channels.

Almost all the mechanical equipment has been installed in the new CCTs. The effluent pumps are due for offsite testing in mid-May, with delivery slated by the end of the month. The Water Champ mixers for disinfection and dechlorination are due to arrive in May. Testing of the effluent pump station will begin this summer, after the outfall cleaning project is completed.

Outfall Crack Investigation

Agency staff met with Carollo Engineers and identified an investigation strategy that involves uncovering most of the pipe exterior at the location where the internal crack was repaired last summer. This approach will enable preplanning repair strategies so that, if repairs are needed, they could be carried out during the same mobilization as the investigation, resulting in a more efficient overall investigation and repair project.

The Agency is researching the availability of soil boring information in that location to assist Carollo in finalizing the shoring design for the investigation. Once the specifications are completed, staff will prepare a contract for adoption by the Board.

Bar Screen Replacement

The equipment submittals have been reviewed and approved. Equipment is being fabricated and is scheduled to be delivered to the Agency in early June. The installation sequencing is being planned to minimize the number and duration of shutdowns that will be needed to accommodate this work. Installation is expected to be completed before next fall's wet weather season.

Outfall Cleaning

The bid opening for this contract is set for April 30th, and staff will prepare an award recommendation for the Board. The work includes the interior solids removal together with extending 85 diffuser risers and replacing 6 missing diffuser check valves. Staff is working closely with the US Army Corps of Engineers (ACOE) to finalize the Nationwide Permit coverage for this work. All other permits and authorizations from regulatory agencies for the internal cleaning and access port dredging have been obtained.

Staff will also submit an application for a 10-year individual maintenance permit, to be issued by the ACOE in collaboration with other regulatory stakeholders, to cover future work, including extending the remaining risers whose top flanges have become buried by Bay mud.

Emergency Generator Improvements

The preconstruction meeting for this project was held on April 10 and most of the submittals have been reviewed and returned to the contractor. Equipment is being ordered, and the onsite work is scheduled to start in mid-May, with completion by the end of July.

Cogenerator Repair

The Waukesha engine and generator started 24 hour operation on April 7th. The unit was tested at full load and for both gases. The air/fuel ratios were checked and adjusted for both gasses, the DSM (detonation sensor module) was reset for the current conditions and the generator was put into normal operation.

The Waukesha engine jacket water cooling loop control program was rewritten. The temperature of the water returning to the engine is set at a fixed point and the mechanical thermostats in the engine control the jacket water temperature. This has greatly reduced the three water requirements.

The Bay Area Air Quality Management District came in April 29th to run the annual emissions test for one hour on each fuel: natural gas and digester gas. On April 30th, the engine will get an oil change and valve adjustment to be ready for May 1, the start of the PG&E summer electricity rates.

F2E/Digester Predesign

The Board approved the contract with Kennedy/Jenks Consultants for the Food-to-Energy and Digester Improvement projects' pre-design level work at their April meeting. The contract has been executed and the project's joint kick-off meeting is scheduled for mid-May. Predesign work should be finished in late 2009.

O & M Projects

Toward the end of the month, Operations began reducing the number of process tanks on-line to prepare for lower summer flows, and to make units available for maintenance. The following tanks and equipment are out of service: 2 grit tanks, 2 grit classifiers, 2 grit hoppers, 3 primary clarifiers, 6 primary sludge pumps, and 1 aeration tank. A second aeration tank will be taken out of service on May 1st and one secondary clarifier will be taken out of service later in May.

Maintenance began summer preventive maintenance tasks on primary clarifier tank #3; began installing a trial non-metallic scum skimmer for one bay of primary tank #3; reassembled centrifuge #3; replaced the power supplies in the Area 10 PLC cabinet; upgraded the PBX to take advantage of the caller ID feature supplied through our phone line vendor; and replaced the Board room projector.

The variable frequency drive (VFD) for centrifuge #3 was replaced after the original failed. A different brand and model were selected, requiring wiring changes in the control cabinet. After completion, new record drawings were prepared and distributed to staff.

A new submersible pressure transducer was installed in the primary effluent channel. This replaces the old ultrasonic level transmitter that failed. The signal has been calibrated and the alarm point changed to the new elevation.

The hydrogen peroxide flow switch for the Ross Valley forcemain failed and developed a leak between the wetted portion of the instrument and the electronic side. This allowed peroxide to leak into the conduit. The switch and conduit were replaced and the station was put back in service.

As part of chemical storage tank asset management, tanks are inspected annually and replaced as required. Maintenance received a new peroxide storage and containment tank system to replace the SR forcemain tank, which will be installed this month.

ENVIRONMENTAL SERVICES

Laboratory

Dry weather testing for 2009 has begun. Staff are running tests on the lagoons in Corte Madera to ensure they are safe for water contact recreation, and running odor and corrosion testing in the collection system for our member agencies.

NPDES Testing

The CMSA lab testing was in compliance with permit requirements, with 100% survival in our April bioassay. We received the results of our semi-annual priority pollutant and chronic toxicity testing; our effluent had no toxic effects on larval fathead minnows. The results of the priority pollutant testing found low level organic compounds present from chlorination of the drinking water or light industrial activity.

Public Outreach

Demand continues for our "Captain Polluto" puppet show, reaching 380 students in April at Hamilton School in Novato and Park School in Mill Valley.

Public Education Committee members have begun contacting performers for the 2009-2010 school outreach program. We will be targeting students from grades 3-5 and have requested information from magicians, other puppet show performers, and the juggler we have used in the past. The current show has been immensely popular and very affordable.

CWEA recognized our successful County Wide Public Education program again by requesting a presentation at the CWEA annual Northern Regional Conference in September. We gave a

presentation in March at the annual Pretreatment, Pollution Prevention, and Stormwater Conference in Monterey.

CONTRACT/OUTSIDE SERVICES

SRSD FOG

Seafood Peddler installed their 1200 gallon interceptor this month, which completes the initial round of Grease Removal Device (GRD) installation letters we issued during implementation of the FOG program.

There are currently three additional Food Service Establishments (FSEs) that have requirements to install traps on their kitchen scrap sinks, where dishes are scraped prior to washing in a dishwasher (Bombay Garden, Sushi to Dai For, and Crepevine). When installed, all FSEs in the SRSD service area will be in FOG program compliance.

Aroma Café was sent a request asking them to take measures to reduce the FOG released to their trap, or they may be required to pump their trap more frequently than monthly. At inspections, their trap has been almost completely full of grease.

LGVSD

The number of FSEs has decreased in the LGVSD service area with the closure of Northgate Mall foodcourt. Two FSEs have relocated to other sites previously occupied by other restaurants, and have received GRD installation letters. La Toscana was asked to replace their trap due to its age and condition, rendering it completely ineffective. Peking Wok was required to install an additional trap on their scrap sink due to FOG building up in

the lines downstream, as observed by LGVSD staff.

RVSD FOG

Staff gave a FOG program presentation to RVSD to update them on their program status, and to review planned work activities for the upcoming fiscal year. It was a very constructive meeting where CMSA staff answered RVSD questions, and received positive performance feedback. RVSD and CMSA staff developed a strategy of granting more time for GRD installation to assist FSEs affected by the economic downturn.

Sanitary District #2

Maintenance completed regular checks and routine preventive maintenance (including generator checks and wet well cleaning) for all 19 pump stations in April, and 70 USA (underground services dig requests) for pump station piping were marked.

On April 23rd, a drilling contractor hit an abandoned pipe connection on the Ross Valley interceptor while getting soil samples along Sir Francis Drake by the old railroad trestle. RVSD coordinated repairs, which was difficult because of the location, squeezed between the road and the Bay. Parker Diving was brought in April 28th to weld a patch over the hole. In coordination with RVSD, CMSA staff shutdown SD#2 pump stations and a forcemain valve so repairs could be made.

Tamalpais Community Services District

The TCSD FOG program kick-off meeting is scheduled for early May, during which the program development details and schedule will be determined.