



MONTHLY NEWSLETTER

April 2010

ADMINISTRATION

Personnel



A big milestone for operator Steve Kelly! Steve retired from CMSA on April 23rd. He began his career with the Agency in 1985 as an operator-in-training. Steve trained many an operator over his long career, including the author of this newsletter piece, and our current general manager when he was working on his operator certification.

Steve (right) has a firm grip on Finance Manager Hank Jen in this photograph. We're pretty sure he didn't let go until Hank handed him his final paycheck!

Safety Director Recruitment

Over forty-five job applications were received for this specialized position, and the CMSA/Sausalito staff screening committee selected the top applicants for inclusion in the safety exam process. The highest scorers will be invited for panel interviews in mid-May, with final interviews of the top three candidates planned for late May/early June. The final interviews will involve tours of each district and discussions with management and safety staff.

We plan to have a new safety director selected by the beginning of the fiscal year, which coincides with the timeframe when Du-All Safety will compete the development of each district's revised and new safety programs and policies, and safety training.

CAFR Award

The Government Finance Officers Association (GFOA) awarded the Agency the Certificate of Achievement for Excellence in Financial Reporting for its FY 2008-09 Comprehensive Annual Financial Report (CAFR). The award marks the eighth consecutive year the Agency has received recognition from GFOA, and marks the first time the GFOA reviewers have not included comments and suggestions for areas of improvement in future submittals. The Certificate of Achievement is the highest form of recognition in governmental accounting and its attainment represents a significant accomplishment.

Monthly Budget Performance

As of March 31, 2010 the Agency received 74.4% of budgeted operating revenue and incurred 72.5% of total budgeted operating expenses. Asset Management projects and rehabilitation activities under the Capital Improvement Program were at 63.4% of budget. The Revenue Bond Program was at 83.6% of budget (\$68.3 million), with \$10.8 million available for projects in FY 2009-10 through FY 2011-12.

FY 2010-2011 Budget

The Agency continued the development of the FY 10/11 Budget. Among items completed in April were 1) projections for FY10 expenditures through June 30th, 2) calculation of FY10 and FY 11 sewer service changes based on the actual FY10 and estimated FY11 EDU counts as reported by each JPA member district agency, 3) calculations for salary and benefits and Agency insurance premiums.

Finance staff has also been working with department managers to develop the FY 2011 department budgets, estimate program and contract services revenues, and revise the Capital Improvement Program. The Agency is scheduled to preview the FY11 Budget with the Board Finance Committee the first week of May. Finance Committee input and guidance on the budget will be incorporated into the draft FY11 Budget that will be presented to the CMSA Board at the May 2010 meeting.

Training

CMSA staff received training on Title 8, California Code of Regulations. This was a regulatory workshop for managers and supervisors provided by Du-All Safety.

Mike Cadreau, Ray Tiongson, Jackie Wong, and Jeff Boheim attended the CWEA Annual Conference - April 20-23 in

Sacramento. Jeff won the Redwood Empire Section Electrical/Instrumentation person of the year and was in the running for the state award.

Contract Management

The Uniform Rental Supply contract expires at the end of May. It has two one-year administrative extensions available and Aramark, the vendor, is agreeable to extending it with the same unit costs as the contract executed in 2007.

The Emulsion Polymer Supply contract is due to expire at the end of June. It has a single one-year administrative extension available, and Polydyne, the vendor, is agreeable to extending the contract. The polymer contract includes cost adjustment provisions for raw materials and fuel variations, and the cost adjustment will be calculated by staff in June, effective July 1.

Maintenance of Personnel Files Policy

The Executive Team has been drafting a new Agency policy/procedure on the maintenance of the various types of human resources records the Agency must retain. The policy will include guidelines on the handling of personnel records, access to personnel files, and types of documents to include in each type of file. Once the internal editing on the draft procedure has been completed, the Agency will send the draft to its employment law attorney for comment and review prior to adoption by the CMSA Board.

CalPERS Resolution for Retiree Health Coverage

Agency staff has been developing the administrative procedures for

the implementation of retiree health coverage for unrepresented employees. This change was necessitated due to the institution of the MARA benefit for newly hired unrepresented employees. Agency staff has contacted all affected retirees first by phone and then in writing notifying them of the changes and how the benefit will be administered between CMSA and CalPERS, effective May 1.

PROJECTS

Wet Weather Improvement Project

The main project work is completed and Western Water is finishing the last punch list items. The corporation yard paving overlay has been done, and the maintenance yard seal coating is being scheduled for the last week in April. The new primary clarifiers are online and working well, and the aeration gate automation and effluent pump station have both been successfully tested. The project landscaping has been completed, together with some additional landscaping touchup work by Gardeners' Guild.

The project acceptance is planned for the May Board meeting, and the project retainage will be issued to Western Water about 30 days after the Notice of Completion is filed. Project close-out activities with Carollo Engineers and Harris & Associates, such as finalizing construction record drawings and filing project related documents and correspondence, will continue through early summer.

Capital Master Planning

The project agreement has been executed by Kennedy/Jenks (K/J)

and CMSA, and the project kick-off meeting was held between the Agency and K/J project teams. During the kick-off meeting, the scopes of work for the CIP evaluation, blending reduction alternative development, and seismic vulnerability assessment were reviewed in detail, as was the project schedule.

Staff is currently gathering facility, capital cost estimating, wastewater flowrate, and other relevant information that K/J needs to understand the background and development history of our current CIP, and the duration and frequency of blending events over the past several years.

Staff plan to bring the findings from the project activities to the Board for discussion in the fall 2010.

Digester/FOG/F2E

The CMSA project team visited the City of Richmond's wastewater treatment plant to observe and discuss with O&M personnel the operation of their Dystor digester covers, which are a part of our project's design. Staff will coordinate site visits with other treatment facilities that have Dystor covers, such as EBMUD, SF.PUC, and Napa Sanitation.

The project design is proceeding well and the 50% design documents are on schedule for submittal this summer for CMSA review and comment. The team recently selected the location for the new hydrogen sulfide removal systems as well as design details for the new FOG receiving facility.

Headworks Screen Replacement

The contractor and Agency performed another solids load test on one of the new waste tech filter screens this month. The solids were carefully metered into the influent channel. The test results indicate the bridging problem began when the washer compactor received high solids loading, which usually occurs with the first few storms during the wet weather season.

Our staff is in the process of evaluating the benefits and costs of upsizing the washer compactor for these unusually high loads, or developing an alternative operational procedure for when the plant receives high influent solids loading rates.

Biotower Arm Replacement

All the work has been completed on this project, and will be taken before the Board for acceptance at in May. There were two change orders, one for installing the Agency-provided top layer replacement media, and another for coating the new turntable and stationary base. The newly installed unit passed its operational test and is now in service.

Administration Building Expansion Project

The design documents for this project are being finalized for adoption by the Board at their May meeting. As previously described, this project includes remodeling the women's locker room and the Environmental Services staff offices to provide much-needed room, relocating ES storage rooms and the Bioassay Lab to accommodate

the new office space, a major overhaul of the Heating, Ventilation and Air Conditioning (HVAC) system, and some minor electrical upgrades in the remodeled areas. Energy and water efficiency have been included in the remodeling plans and the contract will also include water fixture upgrades throughout the treatment plant to incorporate the recommendations of a recent MMWD water use audit.

Depending on the City's plan check comments, this project is scheduled to bid in May/June or Jun/July, with construction to begin immediately after the Board awards it.

Maintenance Activities

Maintenance staff put their confined space entry training skills to work when a six inch pipe conveying biogas from the digesters to the cogeneration engine had a water trap fail to open. The result caused a buildup of water in the system and impeded the flow of gas to the engine. Maintenance entered the condensate pit (the spot of the blockage) to remove the water trap, clean the build-up around the trap's drain valve, and then manually de-water the pipe.

CMSA had to drop 28 Oak trees stricken with sudden oak death syndrome (SODS) from our property above Andersen drive to minimize the fire fuel hazard. Staff is working with an arborist to ensure we are managing our existing tree population in an environmentally sound manner. Annually we treat our established oak tree population to prevent bark infections or beetles, which could make the oaks more susceptible to SODS.

Staff rebuilt the mounting base for Centrifuge # 1 feed pump with stainless steel. The old base wore out due to corrosion by the different chemicals used in the system. In the process we also installed a new style Moyno pump on the rebuilt base.

ENVIRONMENTAL SERVICES

NPDES Testing

The CMSA lab testing was in compliance with NPDES permit requirements, and we had 100% survival in our April bioassay testing.

Public Outreach Activities

On April 24, representatives from CMSA, LGVSD, and SASM accepted the CWEA Statewide Award for Public Education at the CWEA annual conference. Our Environmental Services Manager received a certificate for Public Education Person of the Year-Second Place; the first place winner was in charge of the public education program for the City of Los Angeles.

The 40th Anniversary of Earth Day celebration in Marin County was a smashing success. Our public education booth was packed for the entire fair period and a total of 303 people took our quiz. They were even coming by what was left of our booth long after the fair ended asking to take our quiz! Everyone thanked us for our great public outreach and informative quiz and most thought the questions were very challenging.

The numbers are in and our successful collaborative public outreach campaign with the Marin County Pharmacists Association exchanged all 300 thermometers we gave to the pharmacists for Poison Control Month in March.

Environmental Compliance

We have completed three quarters of our annual inspections at auto service facilities that wash cars and individual car wash operations. So far the program is going very well and everyone is on board with storage and disposal of hazardous waste that would pose a threat to the sanitary sewers. The assistance we provide during the annual inspections greatly assists businesses with awareness and compliance with regulatory requirements.

Mercury Reduction Program

The first round of compliance paperwork from the dentists is due by the end of April. Dentists are to certify that they will install an amalgam separator by December 31, 2010 and practice the Best Management Practices in the Mercury Reduction Ordinance. We will begin visiting dental facilities that have not submitted paperwork to ensure we have the correct addresses and to make sure they are informed about the mercury reduction program.

CONTRACT/OUTSIDE SERVICES

SRSD

Every restaurant in San Rafael provided proof that their grease traps were pumped by licensed haulers every 30 to 90 days as required in their pumping permits. It took a great deal of effort to get

copies of all those pumping receipts, and the occasional mention of potential regulatory action was needed to motivate the restaurants to submit the paperwork. Overall compliance was excellent, no restaurants were issued Notice of Violations and all traps appear to be well maintained for those that have pumping permits.

LGVS

Mikado Sushi was issued a permit after staff worked with them to install a new grease trap and increase the frequency of pumping for their current trap. Their pumping permits were reviewed and all restaurants were contacted that were behind on submitting receipts to document that the pumping is taking place as required. We are continuing to work on problem hot spots with monthly inspections of restaurants that are upstream to determine the potential source of the grease.

RVSD

We are down to four restaurants that have not installed their required traps. Once we have heard back from Ross Valley Sanitary District staff we will proceed with granting additional extensions or increased regulatory actions. We have continued to monitor their progress and assist them to work with their plumbers and Marin County Environmental Health Services with the goal to have all restaurants in compliance.

Tamalpais Community Services District

Draft installation letters have been submitted and reviewed, and the final versions will be mailed out to the six restaurants

in their service area once minor changes to the TCSD Sewer Use Ordinance are effective. The restaurants will have three months for plan approval and an additional three months to install their traps.

SD#2

We have begun work on SD2's FOG program to cross reference restaurants and "Hot Spots" to determine the number of restaurants that will be regulated in their program. Twenty of the thirty restaurants in the SD2 service area will be included. Letters will be mailed to restaurants next month about an upcoming workshop to inform them about the program, then staff will begin initial inspections to determine which restaurants have traps or interceptors and which will be receiving installation letters.

Maintenance completed regular checks and routine preventive maintenance (including generator checks and wet well cleaning) for the 19 pump stations for April.

A variable frequency drive failed at Fifer pump station and was replaced, due to the original drive no longer being in production. The new drive is a model we have been using at CMSA and have had good luck with. The pump station wiring was modified to accept the new drive, and record drawings are being corrected which will help troubleshooting in the future.

Maintenance completed 41 USA (underground services dig requests) mark-ups of pump station piping for April.