



## MONTHLY NEWSLETTER

March 2009

### ADMINISTRATION

#### March Rain Events

March had 3.8" of rain over 9 days with one big storm of 1.35" on March 5<sup>th</sup>. The storm raised the total daily flow to 39.9 million gallons with a peak flow of 61.0 MGD at 4:00 AM.

#### Monthly Budget Performance

As of February 28, 2009, the Agency has received 64% of the budgeted revenues and incurred 68% of budgeted operating expenses; both are within reasonable operating parameters.

Asset Management activities under the Capital Improvement Program are currently at 55% of budget. There are outstanding purchase orders totaling \$358,000 for sanding grit conveyors; process control system; diffuser inspection; valves and operations; scrubber fans, plant pumps; process tanks; cogenerator repairs; and centrifuge maintenance.

#### FY 09/10 Budget

During March, Finance Staff has been developing the preliminary FY 09/10 figures for employee compensation items and the departmental operating budgets. During the month of April, staff will refine the Capital Improvement Program (CIP) and begin finalizing the operating budget and 10-Year forecast. The draft FY 2010 Budget will be presented to the Board in May with the final FY 2010 Budget ready for Board adoption in June.

The CIP Committee has been meeting weekly to develop the FY 09/10 Asset Management Budget

and update the Agency's 10-year Asset Management Program.

#### Revisions to the 5-Year Revenue Bond Program

During March, staff revised the 5-year Revenue Bond Program based on Board feedback from the March meeting. Key revisions to the Revenue Bond Program include: Expenditure figures for projects completed since July 2008; Revised expenditure estimates for projects; Reduced interest earnings due to the economic downturn; Transfer of asset management related projects to the Asset Management Program; Addition of new projects, i.e., Outfall Solids Removal, Outfall Exterior Investigation; and Identification of renamed projects and inclusion of project descriptions.

With revisions, the remaining balance in the Revenue Bond Program currently stands at \$2.3 million. The balance must be spent by the end of 2012.

#### Employee Salary Survey

CMSA's MOU with our Union, SEIU Local 1021, and an equivalent agreement with the management employees, requires the agency to conduct a salary survey in April 09. Koff & Associates was hired to conduct the survey using our 13 comparator organizations for journey level represented and management employee classifications.

Representatives from both groups met with Koff and our labor relations consultant, IEDA, to review the survey procedures

and schedule. The draft survey should be completed in April for employee review and comment, then the revised survey will be brought to the Board for review and discussion, likely in June.

#### Personnel & Training

There was a lot of staff training in March. Most agency staff received internal safety training on our Injury Illness Prevention Plan (IIPP), Hazard Communications, Wastewater Pathogens, and Emergency Response Plan. Staff members that work in the service area attended a Traffic Safety training, which focused on awareness and procedures for traffic control while working in driveways, parking lots, and other areas accessible to vehicle traffic.

Managers attended one of the quarterly Liebert Cassidy Whitmore employment law training events through their employment relations consortium program. The training was on 2008 employment law and labor relations developments.

Environmental Services staff attended the California Water Environment Association (CWEA) class on preparing your wastewater lab for an ELAP audit. With CMSA's ELAP audit coming up in the near future, the information about inspections and regulatory changes was very valuable and will ensure our readiness for the audit.

Staff involved with our safety program attended OSHA compliance training that

focused on finding and complying with the OSHA standards. Specific points were on where to find the online resource library, dealing with accidents and complaints, and getting publications and consulting assistance

Our Environmental Services Manager attended the Water and Wastewater Leadership two week training program at the University of North Carolina in Chapel Hill. It was an intensive training program for management staff to increase their skills and awareness and become more effective managers. It included a comprehensive 360 degree evaluation from peers, direct reports, supervisors, and additional contacts to determine areas to focus on for improvement. CMSA intends to send a senior manager to the training each fiscal year.

#### **Procurement Contracts**

Staff developed and advertised a new hydrogen peroxide supply contract and bids are due to be opened on April 3.

The Agency's natural gas supply contract with SPURR expires on June 30<sup>th</sup>, and staff canvassed a number of natural gas suppliers and is sending RFPs to those who have indicated an interest, including 3 public cooperatives and 4 private producer/suppliers. After reviewing the proposals and presentations, staff will compare those results to PG&E's fixed-rate structure and make a recommendation to the Board at their May 12 meeting.

Staff analyzed the procurement cost for ferric chloride in accord with contract provisions, and found that the cost would increase by 0.292%. The contract provisions stipulate that potential

cost changes of less than 1.00% not be implemented, but be carried over until the next cost analysis in six months.

#### **Safety Director Program**

Du-All Safety has completed the assessment of each participating agencies' safety programs, policies, and procedures, and provided a "road map" to attain Cal/OSHA compliance when needed. CMSA's assessment indicated we have sound programs and are practicing many industry best practices.

One outcome of the assessment is that Tiburon Sanitary District (SD#5) rejoined the safety program. The Sewerage Agency of Southern Marin (SASM) also joined, bringing the program participants sharing a safety director to seven agencies.

The safety program managers have decided to extend the contract of our interim safety director through FY 09/10, and hire Du-All to update each agency's safety documents using a standard format and then to train all staff on the revised programs. We will conduct a recruitment, managed by Sausalito San, for a new safety director during the fiscal year. Our goal is to have a new director in place in 2010 and our programs fully updated by the time the director begins work.

---

### **PROJECTS**

---

#### **Wet Weather Improvement Project**

The new Polymer Facility storage tank, process piping, and recirculation pump have been installed, and installation of various electrical and mixing equipment is next.

The Primary Influent Channel extension is complete, and the roof for it and the Gallery A Extension is next. Primary Clarifier #6 will be completed by the end of April, and #7 should be completed in June.

The new Chlorine Contact Tanks are nearly ready for their final hydrostatic and sluice gate tests, and the structure of the Effluent Pump Station will be completed by mid-April.

The effluent pumps are due for offsite testing in late April, with delivery slated for early May. Various control and electrical panels have arrived onsite, as have the new primary sludge and scum pumps, and the new Water Champ mixers for disinfection and dechlorination are due to arrive in May. Startup and operational testing will begin this summer.

#### **Food-to-Energy (F2E)**

The Board approved the 2009 F2E workplan at their March meeting with a few additions. Staff is currently developing a scope of work, service fee, and agreement with Kennedy/Jenks, per the workplan, for the engineering pre-design tasks and other workplan support activities.

#### **Outfall Crack Investigation**

The contract for the investigation method development with Carollo Engineers has been executed. Carollo is working with their outfall sub-consultant to identify alternate crack investigation methods for presentation to the CMSA team. Once the preferred method is selected, the technical specification will be developed and incorporated into a construction contract for Board adoption.

**Bar Screen Replacement**

The project's equipment submittals have been reviewed and approved. Equipment is being fabricated by the vendor and is scheduled to be delivered in early June. Western Water will begin installing the equipment this summer, and installation is expected to be completed before next fall's wet weather season.

**Cogenerator Repair**

Petersen Power continued repairs on the Waukesha engine and generator. Since starting on January 28<sup>th</sup>, they completely disassembled and cleaned the engine, sent the generator out to be rebuilt, and then reassembled the engine with all new bearings, cylinder liners, and pistons. Three damaged cylinder heads were replaced and 13 heads were rebuilt and installed.

Peterson has completely re-assembled the engine and we are in the process of testing and adjusting it. Continuous operation should resume in the near future.

**Outfall Cleaning**

The Board adopted the Outfall Internal Solids Cleaning contract at their March meeting and the contract was advertised in late March. Bids will be opened on April 28. Concurrences and permits have been obtained from the Regional Water Board, the Bay Conservation and Development Commission, and the State Lands Commission, and are being processed by the US Army Corps of Engineers and the City of San Rafael.

The annual mudline/diffuser survey found that 145 diffuser risers need extension and 6 diffuser check valves were missing entirely. This is an unprecedented change from the last annual inspection.

Staff will issue a contract addendum for the check valve replacement and extension of 85 risers, which can be done under the current permits. Staff is developing an application for a 10-year individual maintenance permit, from the US Army Corps of Engineers with other regulatory stakeholders, for future work including extending the remaining risers, which involves more dredging than can be done under current permits.

**Emergency Generator Improvements**

This project, formerly called the Wet Weather Reliability Project, includes installation of electrical, instrumentation, and mechanical improvements to enhance the reliability of the emergency generator and dechlorination systems during power outages. Seven bids were received, and were opened on March 3, 2009.

Pacific Infrastructure Corporation (PIC) of Pleasanton, was the lowest bidder, with a bid of \$96,100. The Board awarded PIC the contract at their May meeting. Work is scheduled to start in April and will be completed in July. Agency staff will provide project management, engineering support, and inspection for this project.

**O & M Projects**

O&M work this month included: replacing bad inlet-end and outlet-end bearings on Aeration blowers #1 and #2.; inspecting hypochlorite storage tank #2 (passed); repairing the failed coupling on the motorized valve for Bisulfite Tank #1; replacement of Polymer #1 feed pump motor bearings; repacking #4 and #5 Primary Clarifier sludge pumps; replacing centrifuge room light fixtures to

energy efficient ballasts and bulbs; and overhauling the DAF #1 top and bottom flights (shoes, scrapper blades, flight pins, and roller bearings) and replacement of chain where necessary.

Effluent flow is measured by calculating the water height over the CCT weirs. This month all of the CCT level transmitters were calibrated and the weir construction was evaluated. It was found that an error is introduced in the flow calculation if there isn't a vent tube on the weir; staff installed vents to allow air under each effluent weir to improve the effluent flow readings.

The front gate security camera was installed that will capture vehicles and license plates. The camera will store images on the server when it detects movement in the entry road.

**CARB Vapor Recovery**

The Californian Air Resources Board's (CARB) deadline for installing vapor recover systems on gas station fuel dispensers is April 1st. The CMSA fueling station is not compliant, but most CMSA vehicles have on-board vapor recover systems. The three vehicles without vapor recover have to be fueled off-site. The Air Board required us to install a fuel station card reader to ensure the three vehicles cannot be filled at CMSA.

---

## ENVIRONMENTAL SERVICES

---

**Laboratory**

It has been a busy month in the lab. The wet weather at the beginning of the month required additional process analyses, and SSO testing for our

member agencies. When SSOs occur in the collection system, the member agencies bring us samples from the spill area and upstream and downstream water samples to determine levels of bacteria in the water. We also provide their staff with information about reporting requirements, interpretation of testing results, and interfacing with Marin County Environmental Health Services.

### **NPDES Testing**

The CMSA lab testing was in compliance with permit requirements, with 100% survival in the March bioassay.

### **Public Outreach**

The demand continues for our "Captain Polluto" puppet show which reached another 150 students this month. We are investigating other shows for the 09/10 school outreach program including bringing back a magician, which was a very successful program in past years. We will try to target older students, 3<sup>rd</sup> - 5<sup>th</sup> grade, for the next two years before rotating back to a program for younger children. By varying the programs offered, we try to keep the schools interested in our program and provide a variety of options for educational opportunities.

The Regional Water Board again recognized our successful Public Education program by requesting a presentation about our County Wide Program at the CWEA Annual Pretreatment, Pollution Prevention, Stormwater (P3S) Annual Conference in Monterey March 1-4. Our Environmental Services Manager gave a presentation on the collaborative outreach program including our unique logo and pollution prevention messages, forming a countywide program through a

memorandum of understanding, using environmental quizzes for measurable feedback, implementing school outreach programs, and what it takes to make a countywide program function successfully.

---

## **CONTRACT/OUTSIDE SERVICES**

---

### **SRSD FOG**

The SRSD FOG Program is going well, with nearly all Food Service Establishments (FSEs) in full compliance. Seafood Peddler will install an interceptor and is waiting for the delivery of their 1200 gallon interceptor. In order to qualify for the reduced strength charges recently adopted by the SRSD Board, the interceptor must be installed by July 1, 2009.

Two FSEs who have relocated or who are using sinks as scrap sinks were issued compliance letters requiring them to install grease traps on the scrap sinks.

### **LGVS**

CMSA staff are working with District collection system staff to resolve FOG problems encountered in parts of the LGVS collection system. This has resulted in three "install letters," requiring installation or repair of grease traps, and the addition of a new sewer location on the "hot spots" list. There are 25 FSEs regulated in the LGVS program—a reduction of eight over the past year, due to FSE closures as the Northgate Mall is being remodeled.

### **RVSD FOG**

The RVSD FOG program has 73 regulated FSEs, 34 of which have FOG permits. The remaining FSEs are moving

through the compliance process by either preparing plans for grease trap installation for submittal to Marin County Environmental Health or are installing the traps. Several FSEs have indicated that due to the economic downturn, they cannot afford to install the traps. Staff will present compliance options to RVSD in the near future for these FSEs.

### **Sanitary District #2**

Maintenance completed regular checks and routine preventive maintenance, including generator checks and wet well cleaning, for the district's 19 pump stations. CMSA provided historical flow data for Paradise and Golden Hinde pump stations and the SD#2 forcemain flowmeter to SD#2's consultant, Nolte, for work on their sewer Master Plan revision.

Maintenance disabled the low level pump lockout at the Fifer pump station. The sump low level lockout will still be an alarm point, locally and at CMSA, but the pumps can operate when the sump level rises (versus staying locked out).

Maintenance completed 58 USA (underground services dig requests) mark ups of pump station piping this month.

### **Tamalpais Community Services District**

The CMSA and TCSD Boards have approved the contract for the Agency to provide a FOG Control Program for TCSD. Staff have a draft program development and implementation schedule and will be meeting with TCSD staff next month to start working on the Program.