



MONTHLY NEWSLETTER

October 2009

PROJECTS

Plant and Collection System Shutdown

The Wet Weather Improvement Project contractor's request for a plant shutdown was carried out in early September. This successful shutdown was done in coordination with our JPA members, and occurred at about midnight when flows were at their lowest.

The shutdown allowed the contractor to enter the plant influent channel to complete work for Grit Tank #3 and to install polymer diffusers in the primary influent channel. Maintenance staff replaced some channel air diffusers and repaired a frozen 12" valve in channels that are always full with plant flow.

Wet Weather Improvement Project

The Wet Weather Improvement Project is progressing well. The effluent pump station equipment has been started, and initial staff training performed. The remaining training, including overall pump system training by Carollo Engineers, will take place in October. The Agency's staff and the pump station will both be ready to initiate effluent pumping during wet weather this season.

Concrete placement work for the primary clarifiers is nearing completion. The new effluent and blending channels and the primary clarifier decks have been constructed. The last structural concrete work on the project is to place the clarifier parapet walls, which will be poured by mid-October. The areas around the new

Primaries have been backfilled, and grading and paving will commence in mid-October. Paving being will be completed by early November.

Lotus Contractors have completed repairing all of the treatment plant's original construction joints and deck coatings.

Outfall Crack Investigation

The Agency received permission from the local property owner to stage equipment and to perform the excavation, investigation, and potential repair of the possible exterior Outfall pipeline crack. Staff is completing applications for permits and authorizations from the regulatory agencies to perform the work. In June, the Board authorized delivery of this project under an extra work order to Western Water Constructors, the WWIP contractor, and work will go forward as soon as the regulatory authorizations are obtained.

Bar Screen Replacement

The Ross Valley side barscreen and washer-compactor have been in service over a month, are running well, and have demonstrated the fundamental reliability of the new equipment. Western Water removed the San Rafael side barscreen and installed the second barscreen and washer-compactor in September. Waste-Tech (the manufacturer) provided on-site installation inspection and assisted with the startup. The Agency began testing on the San Rafael side barscreen on September 30th. Agency staff worked with Western Water and Waste Tech to tune some of the

control strategies, and the equipment should be completely tested and operational before the wet weather.

Biotower Arm Replacement

The original spray arms for Biotower No. 2 are severely corroded and will be replaced in the near future. The project involves removing the existing arms, fabricating and installing new arms and bearings, and other related work.

The pre-bid conference and job walk were conducted on September 16, and one addendum was issued to clarify questions during the pre-bid conference. The bid opening was held on October 1st, and the apparent low bidder is Western Water Constructors of Santa Rosa, for a lump-sum bid price of \$91,000. Staff will verify the bid and make an award recommendation at the October Board meeting.

Digester/FOG Predesign

The digester improvement and Fats Oils and Grease (FOG) facility predesign work should be completed in November. The digester predesign is evaluating different types of digester covers, mixing systems, and biogas filtration technologies. By December, the project team should have enough information to select the preferred systems to carry forward into final design. The existing equipment is over 25 years old and is ready for replacement to ensure the long term continued operation of these critical solids treatment facilities.

The FOG predesign has shown the agency has enough space near the digesters to accommodate a dedicated facility to receive FOG for direct injection into the digesters to produce additional biogas.

Other O&M Projects

Grit Classifier Auger: Staff installed and tested a replacement auger in one of the grit classifiers. This auger was purchased for one quarter less than the manufacturer's listed price. The new auger is made from hardened steel, the same auger from the manufacturer is fabricated from mild steel.

Primary Clarifier Hydraulic Deck

Work: Staff has been rebuilding and replacing sluice gate hydraulics during this summer's preventive maintenance cycle. This work was performed in conjunction with WWIP work which necessitated modifications to our existing hydraulic system.

Primary Clarifier #3 Helical

Skimmers: We began testing a new helical scum skimming system for our primary clarification process. Our current skimmers are reaching their design life expectancy, and acquiring replacements of the same kind is challenging. This new system is designed from mold injection technology.

CMMS: Staff is working feverishly to implement the latest software upgrades for our Nexgen Computerized Maintenance Management System (CMMS). The glitches have been worked out, and staff is testing the software upgrades. Maintenance is also testing the Purchase Order module with full implementation expected by the end of October.

Vehicles: This month we purchased sides, a towing hitch, and a lift gate for the new flatbed truck. This truck will be able to carry parts and equipment, and will be able to tow generators.

ADMINISTRATION



It is with great sorrow that we share that our long time friend Doug Miller has passed away due to complications from cancer. Doug started as a collections system maintenance worker for the City of Corte Madera in 1975. After two years he headed north, joining the San Rafael Sanitation District as a utility worker. Doug worked his way up to a Grade III Operator and then moved over to CMSA in January 1985 as part of the start-up team. He started out as the only Lead Operator at CMSA and gained training and experience to take and pass the Grade V Operator certification exam. Doug promoted through shift supervisor and ultimately became the Operations Supervisor. The CMSA family extends our most sincere condolences to his wife Tina, to daughters Crystal, Erica, Amy, and to the entire Miller family.

Financial Report (CAFR)

The Agency has commenced the development of its FY 2008-09 Comprehensive Annual Financial Report (CAFR) which will include the Agency's major initiatives along with the audited financial statements. The development of the annual CAFR is a major

undertaking for management and finance staff, with managers contributing articles for the major agency initiatives and finance staff preparing narratives for FY 09 financial performance and a ten-year history of key financial and workload indicators.

The CAFR is a significant policy document used by the public and businesses to evaluate the financial health, performance, and credit worthiness of governmental entity. CMSA will submit the CAFR in December to the Government Finance Officers Association (GFOA) for consideration of our 8th consecutive Certificate of Achievement for Excellence in Financial Reporting.

Financial Audit

The Agency's outside auditors, Vavrinek, Trine & Day (VTD) were on site during the second week of September to audit the Agency's financial statements for the fiscal year ending June 30, 2009. VTD focused on accounting procedures such as preparation and approval of journal entries, monthly reconciliation of accounts payable transactions, and posting expenditures to the appropriate fiscal years for June through August transactions. VTD will present its findings from both the internal control audit and financial audit to the Agency in October and to the Board in November 2009.

Monthly Budget

Performance

As of August 31, the Agency received 40.29% of budgeted revenue and incurred 16.82% of total budgeted operating expenses. Asset Management activities under the Capital Improvement Program are at 8%

of budget. The Revenue Bond Program is at 82% of budget (\$68.3 million) and includes \$8.8 million in contractual obligations associated with executed contracts and change orders.

Agency Investment Program

Public Financial Management Group, is assisting staff to develop an investment program for the Agency's cash reserves. Currently, the Agency's operating cash and reserves are invested in short term money market accounts managed by the State Treasurer's Office and the California Asset Management Program and are earning interest at a current rate of @ 0.8% and 0.4% respectively. The Agency is reviewing opportunities to invest in longer term securities with a 2 to 3 year maturity yielding 1-2% for funds held in Agency Capital Reserves. These funds have been designated for planned capital projects in FY 13-19.

Personnel and Training

Five management staff attended the Leibert, Cassidy, Whitmore advanced training on the Fair Labor Standards Act (FLSA). The class covered topics pertaining to determination of independent contractor status, administrative exemption under FLSA, and calculation of the regular rate of pay in paying overtime worked.

CWEA Awards

Agency staff have been working on California Water Environment Association (CWEA) Redwood Empire Section award nomination packets. We have nominees for each category, however we are not applying for facility of the year this year due to construction.

Procurement Contracts

Staff have performed the semiannual cost adjustment

calculations for sodium hypochlorite (19.0% cost decrease), sodium bisulfite (11.6% cost decrease), and ferric chloride (11.8% cost decrease). These cost decreases are due to falling commodity and fuel prices, and will produce a projected overall chemical cost savings of nearly \$34,000 over the next six months. The ability to capture savings such as these when commodity prices fall was the rationale behind including the periodic cost adjustment provisions in our chemical procurement contracts.

Safety Director Program

The Sewerage Agency of Southern Marin's Board reconsidered and approved joining the collaborative safety director program with CMSA, Novato Sanitary, Las Gallinas Valley Sanitary, and Sausalito Marin City Sanitary. The program agreement has been revised to include SASM, and the changes have been approved by the agency managers. Each agency Board now needs to approve the revised agreement. Besides adding SASM, the notable change is that each agency's annual cost to participate in the program is now reduced. We look forward to SASM's participation!

Safety

CMSA staff has been working on revisions to our plant safety inspection checklists. New construction and equipment has necessitated the changes.

September means annual "Bloodborne Pathogen" refresher training. The CMSA bloodborne pathogen exposure control plan applies to employees of the agency who may, in the course of performing their job duties, come into contact with blood or other

potentially infectious materials.

David Patzer, Risk Management Specialist from CSRMA, presented "Nuts and Bolts of Accident Investigation" to staff. This was a refresher for some and an introduction for others on the proper way to handle an incident investigation. He covered the basic theory behind risk management, how to properly investigate accidents, and reporting incidents, which included time frames.

ENVIRONMENTAL SERVICES

NPDES Testing

The CMSA lab testing was in compliance with permit requirements, with 85% survival in our September bioassay.

Public Outreach

Our successful Pollution Prevention Program continues to prevent toxic chemicals from getting into S.F. Bay. It was Mercury Month in September! There were several events throughout Marin County to collect mercury for Pollution Prevention Week. Our public outreach group collected 50 thermometers and exchanged them for digital non-mercury-containing thermometers at Farmer's Markets in San Rafael and Novato. We sponsored two articles advertising our program in the Marin IJ and we also included a West Marin exchange event. The articles informed the public about household hazardous waste collection facilities and the Las Gallinas year-round mercury thermometer collection program.

Laboratory

Our contract laboratories have performed very well, but not as well as our lab (100%), on their annual performance evaluation samples analyses. Our contract lab must perform a second sample analysis for lead. We use certified laboratories for our NPDES testing of metals and organics and submit their results to the EPA and Regional Water Board to demonstrate compliance.

Dry Cleaner Inspections

Everyone wants clean clothes, and Marin County has a high demand for dry cleaning services. Staff is performing annual inspections of the 30 dry cleaners within our service area. The chemicals used to dry clean are highly regulated organic compounds that could impact the sanitary sewers, ground water, and our NPDES permit. Cleaners are not allowed to discharge process water to the sanitary sewers. During our inspection, we review records to ensure proper disposal of waste products generated during the dry cleaning process.

Zero Discharger Inspections

The 130 zero discharge inspections within our service area has been completed. This is a very effective program to educate the business owners about proper disposal of chemical waste. Zero discharge automotive repair and industrial facilities do not discharge process wastewater or auto wash water, but do have materials on site that may present a concern to the collection system or wastewater treatment plant if discharged.

Mercury Reduction Program

Outreach to the dental community continues. We mailed a comprehensive packet of information to dentists who

responded to our outreach efforts. The packet includes a draft mercury ordinance, draft Best Management Practices (BMPs), and useful information about mercury amalgam separators. We are waiting for feedback from dentists to assist in improving the procedures to support the ordinance and BMP revisions.

**CONTRACT/OUTSIDE
SERVICES**

SRSD

Overall compliance with the FOG program continues to be excellent. Inspections are complete for restaurants who have pumping permits.

Citrus and Spice has complied with their Notice of Violation for not pumping their trap at the frequency specified in their permit. Proof of pumping has been submitted, and their re-inspection completed.

Crepevine has complied with their installation letter and connected their scrap sink to the existing trap, and we have increased their pumping frequency based on the increase in flows to their trap.

LGVSD

LGVSD collection system staff found excessive amounts of paint waste discharged to the sanitary sewer. An investigation found a painting contractor is directly upstream of the area where the paint waste was found. The painting contractor was very cooperative and has been informed that paint waste may not be discharged to the sanitary sewer.

We are performing FOG inspections for restaurants that have self clean permits. Roast Haus has complied with their NOV

for not pumping their trap at the frequency specified in their permit. We continue to follow up on the restaurants currently in the process of installing new traps.

RVSD

Staff is performing FOG inspections for restaurants that have self clean permits. Work continues with the 15 restaurants that received Administrative Orders (AOs) to install traps. Marin County Environmental Services provided a list of facilities who had submitted approved plans by their September due dates specified in their AOs. Staff will contact nine restaurants to determine their progress and how we can assist them in complying with the requirements of their AOs.

SD#2

SD2 has requested CMSA's assistance with developing and implementing a FOG control program for their district. With development of their program, all of Central Marin county will have a standard FOG source control program.

Maintenance completed regular checks and routine preventive maintenance (including generator checks and wet well cleaning) for all 19 pump stations in September. The new PLC and radio communication for Pixley pump station was fully tested and implemented this month, and is running reliably.

This month CMSA coordinated with Roy's Sewer Service to clean pump station sumps in preparation for wet weather.

Maintenance completed 67 USA (underground services dig requests) mark-ups of pump station piping in September.