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What's Happening Now...

Getting Ready for the Future



the development of a second five-year Strategic Business Plan and authorized the engagement of outside facilitators to assist Agency staff with the SBP. Concurrently, an Agency Strategic Planning Committee (ASPC) was formed. This committee is com-

One of the best ways to prepare for the future is to think about where you're going. That's why Central Marin Sanitation Agency is embarking on a dynamic process to develop its second 5-year Strategic Business Plan. The Agency's first Strategic Business Plan (SBP) was adopted by the Board in December 2004, and nearly all of the SBP's 81 strategic actions have been completed. In June 2010, the Board approved

prised of 15 staff members who represent a broad cross section of the Agency. About half of those are new employees and are new to the SBP process. The ASPC Committee members are Mike Silva, Jean St. Louis, Mary Jo Ramey, Gretchen Mueller, Heidi Lang, Ken Katen, Hank Jen, Kit Groves, Al Fiore, Chris Finton, Jason Dow, Rob Cole, Mike Cadreau, Mary Brown and Nathan Brennan.

In September, the Board approved an agreement with HDR Engineering to assist with the development of the Strategic Business Plan. HDR was selected because its staff assisted in the development of the Agency's first 5-year plan. HDR will work with the ASPC and the CMSA Board over the next six to eight months to:

- Conduct internal and external stakeholders' assessment of the Agency's operations
- Prepare a Strength, Weakness, Opportunity, and Threat (SWOT) analysis
- Facilitate Board workshops to review / revise the Agency's Purpose, Vision, and Mission statements and to review the stakeholder assessments and SWOT findings
- Assist the ASPC to develop Agency-wide goals, Agency and department specific objectives to support the goals, and strategic actions to achieve the objectives.

Reaching out at the Marin County Senior Fair

The Senior Fair was in Full Swing in October with a live band and a packed house at the Marin Center Exhibit Hall. Environmental Services Staff handed out 206 quizzes to seniors who attended, had many lively discussions, and answered lots of questions about what we do, and

about who we are. It was a very successful outreach event.

Pictured are Rob Cole, CMSA Environmental Services Manager and Susan Keach, Environmental Compliance Supervisor.



Getting Ready for the Future, cont. *(from front page)*

HDR recently met with the ASPC to provide an overview of the planning process.

During the first week of November, HDR will conduct individual interviews with ASPC members and other CMSA employees regarding his/her assessment of the Agency's operations. Following the internal

interviews, HDR will facilitate a half-day workshop with the members of the ASPC to analyze the Agency's Strengths, Weaknesses, Opportunities, and Threats with HDR national experts in wastewater issues.

The ASPC will provide periodic updates on the development of the

Strategic Business Plan.

We look forward to both the process of developing the Strategic Business Plan, and are excited about the roadmap it will give us as we head into the next five years.



Environmental Services Activities

Our environmental laboratory analyzes water samples during the dry weather season for our member collection agencies, for odor control in the collection system and to ensure water contact standards are maintained for lagoons where people swim and come into direct contact with the water.

We are now gearing up for addi-

tional wastewater sampling during the wet weather season. When wastewater flows exceed the capacity of our secondary or biological treatment system, our treatment plant "blends" flows. The blending process involves bypassing flows greater than 30 million gallons per day around the secondary system, to prevent washout of the microorganisms that help clean the water. The bypassed flows are then blended

The CMSA lab testing was in compliance with NPDES permit requirements in October, and we had 95% survival in the bioassay test.

with the secondary flows prior to disinfection and discharge to the San Francisco Bay. The Agency's permit requires the additional water sampling when flows are blended.



Administration Building Expansion & Concrete Repairs

The Administration Building Project's demolition work is finished, and the drain pipe installation and structural slab repair have been completed in the women's locker room and the new bioassay lab. These activities took longer than expected because the existing drain pipes in the building were encased in more than 2-ft of concrete, and the floor concrete was thicker than anticipated. The contractor, DL Falk, coordinated with staff during the demolition to minimize the noise and dust. Wall framing and installation of electrical conduits are under way. ◆◆◆



Wall framing of the women's locker room.

The men's locker room ADA accessibility design has been completed and the building permit has been issued. The contractor is preparing a cost proposal for the work.



In other news, Urban Waterproofing, moved onsite this month to repair cracks in concrete walls and seal leaks in the treatment plant's underground galleries. The repair method utilizes chemical grout injection into the concrete to seal the cracks. This work will be completed in early November .



What is LOTO?



This month, Electrical Instrumentation staff assisted DL Falk with Multi-Employer Lockout Tagout (LOTO).

Multi-Employer LOTO ensures that both parties, the owner and the contractor are in direct communication and physically transfer control of equipment in a safe and systematic manner. Physical locks

are placed over electrical breakers so they are not operable, ensuring the safety of staff.

Pictured to the left is a switchboard located in the CMSA kitchen, with breakers locked for the administration building project work.

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Maintenance



Pictured above: staff busy with an unscheduled pipeline repair. Operations diverted flow to our effluent storage pond while we replaced two 6-inch hypochlorite isolation valves. Sodium Hypochlorite is extremely corrosive chlorine solution and on a pH scale of 1 to 14, it is a 13. Note the proper use of personal protective equipment: safety tailgates do work! ◆◆◆

The Electrical/Instrumentation (E/I) shop installed a new programmable controller (PLC) and radio telemetry at Sanitary District #2's Boardwalk B pump station. E/I disconnected the existing telemetry phone line and migrated this station over to the new 900 MHz hilltop radio repeater. This is the first SD2 pump station to utilize the new radio repeater site. ◆◆◆

Asset Manager/Maintenance Supervisor Mike Cadreau attended the WEFTEC 2010 conference in New Orleans this month. He was sent with a laundry list of items to review, and with over 112 technical sessions, 34 workshops, and 1000 exhibits, Mike was able to gather tons of information to bring back and share!

Phase Two of our inventory reorganization has begun. When completed, all inventory currently stored at the Headworks will be moved to the Maintenance Annex. A complete physical inventory will be part of this reorganization, which will make the inventory module of our Computerized Maintenance Management System (CMMS) setup complete. ◆◆◆



Financial Audit FY 2009-10

In October, the Finance Department received from the Agency's auditors, Vavrinek, Trine & Day (VTD), the draft CMSA FY 2009-10 Financial Statements accompanied by the Independent Auditors' Report. Staff has reviewed the financial statements and prepared a Management's Discussion and Analysis (MD&A) that provides an overview of the financial statements and is intended to be read in conjunction with the financial statements and ac-

companying notes.

The goal for the Agency is to have the independent auditor issue an unqualified opinion for the Agency's FY 2009-10 financial statements – that the financial statements are free of material misstatements and that the audit did not identify any deficiencies and material weaknesses with respect to the Agency's financial operations. VTD will present its audit findings to the Board

on November 9, 2010.

VTD informed Finance staff that the auditor did not identify areas for improvements that would warrant VTD to issue a Management Letter. This is an indication that employees throughout the organization understand and adhere to the policies and procedures pertaining to the expenditure of Agency funds.

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Monthly Budget Performance

As of September 30, 2010 the Agency received 23% of budgeted operating revenue and incurred 22% of total budgeted operating expenses. Debt Service contributions were 69.8% of budget.

Asset Management project and rehabilitation activities were at 25% of budget. Actual expenditures total \$100k and there were outstanding purchase orders totaling \$174k for electrical equipment, CMMS and Asset Management, facility elevator repairs, grit system, cogeneration and centrifuge maintenance, effluent pump station and vehicle/equipment replacement.

The Revenue Bond Program is at 82% of budget and includes \$1.03 million in contractual obligations associated with the Administration Building Modification Project, Agency Capital Master Planning, Biosolids to Energy, and the Digester Improvements/FOG Facility & Digester Mixing project. The remaining budget balance of \$12.5 million represents Revenue Bond funded activities in FY 11 through FY 12. ♦♦♦

Contract/Outside Services

The FOG programs are proceeding very well with a focus this month on the San Rafael self-clean permits where restaurant staff clean their own grease traps. The big news is that the Ross Valley Sanitary District program has been a great success with all of the restaurants having installed grease traps. The last installation took place in October and we will be visiting the restaurant soon and issuing their permit. The program will join the SRSD and LGVSD programs and officially be in the administration

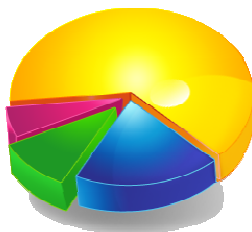
phase. Self-clean permits have been completed for the Las Gallinas Valley Sanitary District and we continue to work with the new restaurants at Northgate Mall to achieve compliance. Half of the restaurants in the Tamalpais Community Services District have installed grease traps and we continue to assist the others in complying with the installation requirements. The Town of Corte Madera program is moving along well and we will be issuing grease removal device installation letters next month. ♦♦♦

Inspections at dry cleaners that have machines using tetrachloroethylene continue to go well. There are only nine dry cleaners left that use these machines and three have indicated their machines will be removed in the next three to four months and replaced with more environmentally-friendly machines.

Every month, the numbers keep increasing of dental offices that have installed amalgam separators to comply with our Mercury Reduction Ordinance. Half of the dentists in the CMSA and LGVSD service areas have now installed separators!

Other Tidbits

The Finance staff used the draft FY 2009/10 financial statements to prepare and submit the mandated Special Districts Financial Transactions Report for FY 2009/10 to the State Controller's Office (SCO). The Agency will submit the audited FY 09/10 financial statements to the SCO once they have been adopted by the board. ♦♦♦



On October 8th, Maintenance Supervisor Joe Smith attended the annual general meeting of the Cal/WARN network in Sacramento. WARN stands for Water/Wastewater Agency Response Network. CMSA belongs to Coastel OES Region II and has been a WARN member for a number of years. The mission of WARN is to support and promote statewide emergency preparedness, disaster response, and mutual assistance matters for public and private water and wastewater utilities. ♦♦♦

Congratulations to Ahn Ta on her promotion in October to Personnel-Accounting Technician!

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