



MONTHLY NEWSLETTER

September 2010

AGENCY CAPITAL and MAINTENANCE PROJECTS

Aeration Blower Replacement

The Agency's secondary treatment system uses four blowers to provide dissolved oxygen to its aeration tanks for microorganisms to remove the BOD loading. Two of the aeration blowers are in bad shape and need replacement in the near future. New technology blowers are more energy efficient and provide greater functionality than our original blower systems

Staff has solicited proposals from engineering firms specializing in blower design and replacement projects, and has received and evaluated the submitted proposals. We plan to bring a professional service agreement to the Board in October to begin the replacement project.



Current aeration blower

Administration Building Project

DL Falk (Contractor) is nearly finished with the demolition of the existing concrete floor in the bio-assay lab and the women's locker room, so that drain piping

to accommodate the new fixtures and equipment can be installed. The HVAC chiller unit replacement and new environmental services offices will be constructed in the next two months. After the completion of this project, the women's locker room will be ADA compliant.

The project architect is in the process of designing modifications for the men's locker room to also meet ADA accessibility requirements. We expect to bring the change order for this work to the Board for approval in November.



Demolition of former ladies locker room

Digester Improvement/FOG

The project design is nearing completion and the scope includes: replacing the floating digester covers with higher volume membrane covers; replacing the obsolete gas mixing system with a pump mixing system to enhance mixing; replacing the hydrogen sulfide removal equipment located in the digester control building with an improved exterior removal system; and constructing a new Fats Oils and Grease (FOG) receiving and processing facility.

Kennedy/Jenks has submitted the 90% design contract documents to the Agency's project team for review and comment. Harris and Associates will perform a bid-ability and constructability review on the final design documents in November. We anticipate bringing the final contract documents to the Board for adoption in January 2011.

Effluent Pump Station

In preparation for winter weather, Operations and Electrical/Instrumentation staff tested our new effluent pump station in automatic mode. This test was to re-familiarize staff with the operation of the station and to test-run the equipment prior to an actual need. After the test, feedback was given on possible changes that would give more information to the operations staff.

Annual Preventative Maintenance (PM)



Original Primary Scum Skimmer

Maintenance is working at a feverish pace to complete annual preventative maintenance (PM) before the wet weather season begins. Primary

clarifiers 2, 3, and 4 required extra work this year as determined by life cycle analyses performed this past year. In primary clarifier 4, maintenance staff replaced an existing metal scum skimmer at the end of it's useful life with a new fiberglass resin skimmer.

Utilizing our Asset Management program, we hope to upgrade all five original primary clarifiers with new wear flight rails, sprockets, chain, and drive motors.



Upgraded FRP Primary Skum Skimmer

Additional PM work was completed for equipment this month on the grit system, which is for pre-treatment, three secondary clarifiers, headworks, primary clarifiers, solids handling and the digester basement.

The maintenance department is installing a french drain outside the men's locker room to prevent pooling from lawn irrigation water running across the walkway.



French Drain

Asset Management Program

Ongoing training has been progressing well as we're seeing more CMSA employees embracing the merits of computerized maintenance management (CMMS). The purchasing module has seen the greatest increase in number of users over the last month with three departments (Maintenance, Operations, and Electrical/Instrumentation) now using it routinely. The purchasing module has replaced hand written purchase orders, and the CMMS now tracks our purchase requests and links them to specific assets or projects.

Electrical/Instrumentation

The E/I shop has implemented a new Information System backup scheme. Instead of a weekly network tape backup, the servers are now backed up daily to a network-attached storage device (NAS). This device is synced to a second NAS in another building. We will also copy all of the data monthly and store it off-site. This method greatly reduces the time to retrieve files from tape backup and is more reliable, and requires less operator intervention.

21.6% of budget. Actual expenditures total \$81k and there were outstanding purchase orders totaling \$155k for electrical equipment, CMMS and Asset Management, facility elevator repairs, grit system work, cogeneration and centrifuge maintenance, and vehicle/equipment replacement.

The Revenue Bond Program is at 82% of budget and includes \$1.06 million in contractual obligations associated with the Administration Building project, Capital Master Planning, Biosolids to Energy Initiative, and the Digester Improvement project.

Financial Audit FY 2009-10

The Agency's outside auditors, Vavrinek, Trine & Day & Co. (VTD) were onsite during the second week of September to review and audit the Agency's financial statements for the fiscal year ending June 30, 2010. VTD focused on the Agency implementation of the Government Accounting Standards Board statement number 45, which establishes standards for the measurement, recognition, and display of Other Post-Employment Benefits (retiree health benefit) expenditures and the related assets, liabilities, or disclosures on the Agency's FY 10 Financial Statements.

The audit findings from both the internal control and the financial audit will be presented to the Agency in October and to the CMSA Board in November 2010. The Board-accepted financial statements will then become part of the Agency's

ADMINISTRATION

Monthly Budget Performance

As of August 31, 2010, the Agency received 23% of budgeted operating revenue and incurred 15% of total budgeted operating expenses. Debt Service contributions from member agencies were 69.8% of budget, and the remaining contributions will be received in February 2011.

Asset Management project and rehabilitation activities were at

Comprehensive Annual Financial Report for FY 09/10.

New Email Server

During the month of September we changed email service providers. Marin.org has been our email service provider for a number of years, and recently upgraded their service package to a suite of supporting modules that we did not require, nor would utilize. To reduce cost and tailor an email system to best serve the Agency, we decided to move our email accounts to Google Apps. This has allowed the email address for staff to be shortened to an easier-to-remember "@cmsa.us" address.

Personnel Training

Several managers attended the Liebert Cassidy Whitmore (LCW) consortium training on At-Will, Part-time, and Contract Employment in the public sector. The training focused on recognizing the legal distinctions between the various employment categories during the hiring and promotional process, and complying with all regulations.

Another LCW training well-attended by CMSA managers, supervisors, and lead staff dealt with generational diversity in the workplace. This is the first time in American history where four distinct generations are working side-by-side in the workplace. The training focused on how generational differences effect the workplace and how to maximize the benefits of having this kind of unique staff diversity.

Procurement Contracts

Staff has analyzed the procurement cost for both ferric

chloride and nitrate salt solution in accordance with the respective contract provisions.

The semiannual cost adjustment for ferric chloride produced a cost increase of 1.82%, from \$676.92 per dry ton to \$689.27 per dry ton.

The semiannual cost adjustment for nitrate salt solution produced a cost increase of 2.99%, from \$1.99 per gallon to \$2.05 per gallon.

Conformed MOU for Represented Employees

The Agency met with SEIU to implement changes to the MoU based on the agreement adopted by the CMSA Board in June 2010. The Agency has prepared, distributed, and posted a conformed version of the MoU, that includes all agreed-upon changes made through the collective bargaining process between 2002-2010.

ENVIRONMENTAL SERVICES

NPDES Testing

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

Public Outreach Activities

Pollution Prevention Week is the third full week in September each year. This week is an opportunity for individuals, businesses, and government to emphasize and highlight their pollution prevention activities and

achievements. The Wastewater Treatment Agencies of Marin County had public education and outreach booths at the local Farmer's Markets in Novato, San Rafael, and Mill Valley. It was a great opportunity to prevent pollution by giving away reusable organic cotton produce bags to attendees that scored 100% on their pollution prevention quizzes, and help educate the public about sewers and stormdrains.

Laboratory Activities

Each year, the Agency's environmental laboratory must analyze unknown samples as part of a performance evaluation process, and the results must be very close to the true value of the samples. These results are then submitted the state's Environmental Laboratory Accreditation Program (ELAP), State Water Board, and the EPA.

Our analyses results passed the ELAP requirements, and the CMSA lab will maintain its certification, allowing us to continue performing many of the NPDES sample analyses on-site.

Environmental Compliance/Industrial Waste Program

Staff is currently performing inspections at dry cleaners that have machines that use Tetrachloroethylene, a highly-regulated organic solvent. Hazardous waste storage and disposal records are reviewed to ensure waste solvents are being hauled away properly and not

being discharged into the sanitary sewer.

Mercury Reduction Program

Over 40% of the dentists have now submitted their necessary paperwork documenting installation of required amalgam separators. The number of installations is growing and the deadline is set for December 31.

CONTRACT/OUTSIDE SERVICES

San Rafael Sanitation District

The program continues to be in the administration phase with routine monthly reviews for restaurants that hire licensed pumping companies to clean their grease traps.

One Notice of Violation was issued this month to House of Lee for not maintaining their cleaning documentation after many repeated warnings.

Las Gallinas Valley Sanitation District

Additional follow-up was performed for restaurants that have pumping permits in order to acquire the required pumping documentation. During last month's inspections, the new interceptor at Northgate Mall was not completed because the initial contractor was released. A new contractor was contacted by Northgate staff and later installed the required plumbing in order to make the interceptor functional and prevent the discharge of FOG to the sanitary sewers.

Ross Valley Sanitation District

Environmental Services staff is continuing to work with the last restaurant that has not installed their required grease trap. They have met with plumbers, received bids, and will hopefully begin the installation soon. The second round of self clean inspections for this year have been completed and all restaurants were in compliance.

Tamalpais Community Services District

The FOG program is moving along with four out of six restaurants in the process of getting bids, submitting plans, and installing grease traps. We have contacted two additional restaurants and are assisting them in the installation process.

Sanitary District #2

Staff has completed initial restaurant inspections to determine which have existing traps or interceptors and which will be receiving installation letters. Most of the restaurants have grease traps or interceptors in place and several have routine pumping contracts that will meet the requirements of the FOG program. We are updating the FOG database and will be discussing the inspection findings with Corte Madera staff to determine the compliance schedules.

Pump station crew members completed regular checks and routine preventive maintenance, including generator checks and wet well cleaning, for all 19 pump stations in August.

Maintenance received 124 USA notifications in September, and marked the district's forcemains as needed.



Notice:

The Regular Board Meeting for October has been cancelled.

A special Board Meeting has been scheduled for October 19 at 7:00 p.m. at the CMSA offices.

