



## MONTHLY NEWSLETTER

August 2009

### PROJECTS

#### Wet Weather Improvement Project

The WWIP continues to progress ahead of schedule and structural work at the new primary clarifier area is finishing up. Primary clarifier #6 is being water tested, Primary #7 is nearly constructed, and the new primary effluent and blending channels are moving along well. The temporary shoring alongside PC #6 has been removed to prepare for backfilling, grading, and paving the new plant road. Paving is scheduled for late summer.

The new chlorine contact tanks are having their final water testing. The effluent pump station equipment is all installed and is being wired in. Startup, operational testing, and training will begin next month and continue into early fall.

Lotus Contractors is on site, replacing all the original plant construction joint caulking and the remaining sections of original concrete deck waterproof coating, and they should wrap up by late August.

#### Outfall Crack Investigation

At their June meeting, the Board authorized delivery of this project via an extra work order to Western Water Constructors. Carollo Engineers has developed the specifications for the investigation of the Marine Outfall pipeline, and staff is pursuing permits from regulatory agencies and landowner authorizations for this work.

Once the appropriate permits and authorizations are obtained, the outfall external investigation work can go forward. We hope to complete the investigation this fall and determine if any structural repairs are needed.

#### Outfall Cleaning & Riser Extension

This contract has gone exceedingly well, with Veolia ES completing the scope of work almost a month early. The outfall interior has been cleaned of all accumulated solids, 75 diffuser risers were extended, and five diffusers were replaced. A third party diving firm, Underwater Resources, completed the interior inspection last week and confirmed the outfall interior was indeed clean.

Due to limitations on the amount of bottom sediment that could be dredged under the US Army Corps of Engineers' Nationwide Permits, the scope of this contract included about 2/3 of the riser extensions that were needed, and the rest were planned to be done under a separate, individual permit. However, an unexpected shift in Bay floor sediments resulted in clearing most of the remaining 1/3 of the risers needing extension so that they can be extended without needing a separate permit. Accordingly, staff negotiated a reasonable change order with Veolia to perform this work element before demobilizing. This will produce savings in the completed scope of work and allow the diffuser section to operate at full capacity during wet weather this year.

Maintenance staff made the forty five 6" PVC riser spools for the change order work.

#### Bar Screen Replacement

The WasteTech bar screens, washer compactors, and control panels arrived on site last week. The existing Ross Valley side barscreen was removed from the influent channel, and Western Water's electrical and mechanical crews are working simultaneously to install the new barscreen. It is anticipated that Western Water will perform the equipment functional testing and hand over the first new bar screen to the Agency for performance testing toward the end of August.

Once the Ross Valley screen passes its testing, demolition of the San Rafael side bar screen will begin. The project should be completed by early October, hopefully ahead of wet weather.

#### Emergency Generator Improvements

To date, Pacific Infrastructure has completed the majority of the project work. They have installed and tested the emergency dechlorination system and the backup emergency generator cooling system. The electrical sub-contractor completed installation and tested the Uninterruptible Power Supply (UPS), which will provide power to the emergency lighting inside the generator room.

Staff will work on closing out punch list items and other close-out requirements with the

prime contractor in August. We anticipate project acceptance in September.

### **F2E/Digester Predesign**

The F2E facility is being planned, through pre-design, as a dual FOG/F2E processing facility, which allows use of common equipment, controls, truck receiving area, and storage tanks for both materials. By combining the two facilities, the agency could realize significant savings as compared to building separate facilities.

The digester predesign activities are currently focused on analysis of cover and mixing system alternatives. Staff is reviewing preliminary layout options for pump mixing systems in existing buildings.

The general manager gave a F2E initiative presentation to the San Anselmo Town Council in late July. The presentation was well received and the Town Council members made many positive statements about CMSA leading the effort to explore this renewable energy project. The council passed a resolution (5-0) supporting CMSA's continued study of the initiative.

### **O & M Projects**

Maintenance completed the annual inspections of hypo storage tanks #2 and #5, and the annual inspection and maintenance of Primary Clarifier #2.

Sludge Circulation Pump #1 cutter blades were adjusted - this pump cuts up rags as it recirculates the Digester contents.

Maintenance installed a new grit auger in Grit classifier #1.

Maintenance modified the safety grate for the 84" outfall opening to work with the new sluice gate. A new stainless steel safety grate was fabricated for the 72" connection to the new CCTs and Effluent Pump Station.

The #1 Dissolved Air Floatation (DAF) tank was repaired and the beach attachment modified to keep the flights from pulling it off of its supports (which causes major damage to the unit).

We received our new Ford 450 truck after a flatbed was installed on the cab and chassis. This replaces the second of three vehicles that cannot be filled at the CMSA gas station under the new Air Board vapor recovery regulations.

The E/I shop purchased and installed a camcorder in the Board Room to record Board meetings. A microphone was installed on the ceiling and a camera mounting bracket was fabricated so the camera could be installed.

Site sump pump #2 was repaired after it began operating intermittently. The starter was upgraded to an electronic overload so an exterior reset button can be used. This improves safety since a tripped starter can now be reset without opening the panel (which exposed employees to high voltage).

Bubblers are used to measure the plant effluent flow, by measuring the height over the weirs. This is a critical measurement and because the existing PVC tubes flex during temperature changes, they can affect the measurement. This month a stainless steel bubbler tube was installed in CCT tank

#4 and the flow meter was recalibrated. The other two PVC tubes will be upgraded to stainless steel this summer as the tanks can be drained and made available.

A key part of improving our Asset Management program is the transition from the Maintenance Connection CMMS to the NEXGEN CMMS which is integrated with asset management program modules. The program has been installed and is running all work orders and labor tracking for O&M.

As part of Asset Management, the Process Control System (PCS) field computers are due to be replaced. The E/I group located an energy saving unit: the new low power Asus computer. The prototype was set up and tested successfully, so an image was made. The rest of the new computers can be set up quickly by installing this image.

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## **ADMINISTRATION**

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### **Internal Control Audit**

During the week of July 20, the Agency's outside auditors, Vavrinek, Trine & Day & Co. (VTD), were onsite to perform an internal control audit. The purpose of the internal control audit is to evaluate staff compliance with Agency policies and procedures in the execution of Agency business: bidding, contracting, and purchasing; salary and benefits; accounts payable and receivable, banking, etc. In conducting the internal control audit, auditors randomly select financial transactions from payroll processing, A/P disbursement, bank deposits, and contract execution, and

review the authorization to undertake these transactions.

VTD will be back on site during the week of September 14 to conduct the financial audit and prepare the Agency's financial statements for the fiscal year ending June 30, 2009. The audit findings from both the internal control audit and financial audit will be presented to the Agency in October and to the Board in November 2009.

### **Preparation of Financial Statements**

The Finance Department has initiated the process to "close the books" for FY 2008-09 in order to prepare the Agency's FY 2008-09 Financial Statements. Finance staff is reviewing all outstanding purchase orders, revenues due to CMSA, and the recording of fixed asset acquisition and disposition. The department plans to close out FY 09 by mid-August so finance staff can prepare preliminary financial statements for the Agency's FY09 Revenues, Expenses and Assets, and Cash Flow. The preliminary financial statements will be audited by VTD in September and the audited financial statements will be transmitted to the Board in November 2009. Once the FY09 financial statements have been accepted by the CMSA Board, they will then be incorporated into the Agency's FY09 Comprehensive Annual Financial Report (CAFR).

### **Financial Policies**

The CMSA Board adopted revised Agency Financial Policies at its July Board Meeting. The Financial Policies were first adopted by the Board in October 2006; the revisions incorporate new Board adopted policies, policy/procedure modifications

previously made by the Board, and minor editorial changes. The Revised Financial Policies are available at [www.cmsa.us](http://www.cmsa.us).

### **RVSD PRAR**

Finance Staff from RVSD made a second visit to CMSA to view Agency financial records. As with the first visit in June, RVSD staff were accompanied by District-hired auditors from the consulting firm of Moss Adams LLP. Similar to the approach taken by the Agency's auditors VTD, RVSD staff conducted a thorough interview with CMSA Finance Manager and Financial Analyst on the management and control of the Agency's budget and expenditures. The Finance Manager emphasized that all CMSA employees are expected to follow the Agency's Financial Policies and Procedures in managing and safeguarding Agency resources.

### **Employee Salary Survey**

Koff & Associates completed the first draft market survey for the represented and management employee groups in late April 2009. The findings were distributed, and each employee group then provided comments on the draft survey findings. Staff has "met and conferred" with SEIU on the represented group's comments. Responses to each group's comments and the second draft survey has been submitted to the Agency, and will be forwarded to the employee groups in the near future. The survey findings will be presented to the Board at its September meeting.

### **Procurement Contracts**

Staff continued working closely with SPURR, the Agency's natural gas supplier, and was able to lock in favorable fixed

pricing for half the expected natural gas consumption for the remaining 11 months of the fiscal year. The fixed price with transportation charges is \$0.54 per therm, which is dramatically lower than last year's price at this time. The fixed price will help insulate the Agency from cost volatility for the remainder of the fiscal year.

Staff is developing a new nitrate chemical supply contact that will be advertised for public bidding in mid-August, and awarded in September.

### **Safety Director Program**

The cooperative safety program improvement work with Du-All Safety is scheduled to commence this month. The kick-off meeting is scheduled as is the comprehensive safety inspection of CMSA's facilities and SD2's nineteen pump stations.

The Sewerage Agency of Southern Marin (SASM) is reconsidering joining the cooperative safety program. Their Board has requested a presentation on the program scope, cost, and benefits, which will be given by our interim safety director and CMSA's general manager.

### **Safety**



Edward C. Vittorio, 57, passed away July 24 in Paso Robles, CA from complications related to Multiple Myeloma. Ed came to us from Union Sanitary District in January 2005, to become Director of Safety and Training. Due to complications from illness, Ed decided to retire in April 2008. Our condolences to Madellane and the Vittorio family.

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## ENVIRONMENTAL SERVICES

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### Laboratory

Environmental Services staff have completed the first round of the annual lab performance evaluation testing. The sample results have been submitted to the Environmental Laboratory Accreditation Program (ELAP), State Water Board, and the EPA, and we are awaiting their findings. The results must be very close to each samples concentration to receive laboratory certification and continue in-house lab analyses.

### NPDES Testing

The CMSA lab testing was in compliance with permit requirements, with 100% fish survival in our July bioassay.

### Public Outreach

The 2009 Marin County Fair was our most successful public outreach event ever. The outreach booth had a great location on the main aisle through the vendor area. Despite the Fair attendance being lower than in previous years, staff gave out a record breaking 2,656 quizzes. Marin county residents, both children and adults, scored significantly higher on the quiz than non-county residents, which demonstrates the success of our public education program.

One resident called our 800-SAV-R-BAY number after the Fair to thank us for educating the public on important ways to reduce pharmaceuticals and chemicals being discharged to the Bay. Many of the children attendees mentioned they had toured wastewater treatment plants and had seen the school puppet show - both are core components of our public ed program.

### Environmental Compliance

Staff has started the 130 zero discharge permit inspections within our service area. These auto repair and industrial facilities do not discharge process wastewater or wash water, but they do have materials on site that may present a concern to the collection system or treatment plant, if they were discharged.

The legal review of our updated Sewer Use Ordinance (SUO) is wrapping up and the draft will be presented to the Board in August. The previous SUO has not been updated since 1995. During the 2008 Pretreatment Compliance Inspection (PCI), the EPA noted changes needed to comply with revised Federal Regulations. Those changes and other staff- recommended changes are non-substantive and do not require regulatory agency approval. The public hearing on the SUO will likely be scheduled for September.

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## CONTRACT/OUTSIDE SERVICES

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### SRSD

Fifty four Food Service Establishments (FSEs) in San Rafael have self-clean permits, where the FSE staff clean the traps and place grease in the trash. CMSA inspects these FSEs three times a year, unless more frequent inspections are needed based on compliance history. Staff recently completed the self-clean inspections and noted overall compliance was excellent; only a few verbal warnings were issued to maintain self cleaning logbooks. Next, staff will inspect the remaining FSEs that have permits for licensed haulers to routinely pump their Grease Removal Devices (GRDs).

### LGVSD

FOG inspections are underway in the Las Gallinas area. There are three FSEs installing new traps. La Toscana received a installation letter to replace their trap due to its age and condition and Peking Wok was required to install an additional trap on their scrap sink due to FOG building up LGVSD's mainline.

### RVSD

In April, staff met with RVSD staff to give a presentation and discuss the progress of their FOG program. CMSA staff informed RVSD that the May 09 compliance date for GRD installation was quickly approaching and that administrative orders (Orders) would need to be issued to noncompliant FSEs. RVSD staff requested that the Orders grant an additional six months to comply, given the current economic climate.

We have received the final list of FSEs with approved plans for GRD installation. Draft Orders were prepared for 14 FSEs and submitted to RVSD for review and comment, five weeks prior to issuance. The Orders were sent and staff is working with the FSEs to help them achieve FOG compliance.

### Sanitary District #2

Maintenance completed regular checks and routine preventive maintenance, including generator checks and wet well cleaning, for all 19 pump stations for July. The program for Pixley pump station's new PLC was written by staff and loaded for bench testing; the PLC will be installed next month.

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