



## MONTHLY NEWSLETTER

March 2007

### ADMINISTRATION

#### Regionalization

The CMSA Board of Commissioners held the first regionalization workshop on March 13<sup>th</sup> to begin discussing the potential consolidation of the CMSA and its member agencies, San Rafael Sanitation District, Ross Valley Sanitary District, City of Larkspur, and Sanitary District #2. The workshop was facilitated by CMSA's consultant HDR Engineering and focused on reviewing the three prior consolidation studies administered by CMSA (1984, 1996, and 2005), validating or amending member agency concerns or perspectives regarding regionalization, and reaffirming the guiding principles needed for a successful regionalization.

Workshop attendees included the CMSA Board members and some their alternates, staff from CMSA, RVSD, and SRSD, San Rafael's City Manager, and a few members of the public. The second workshop is scheduled for May 8<sup>th</sup> and will focus on the LAFCO approval process, Governance models, and assessment areas such as employee benefits, Labor contracts, asset condition assessments, and financial modeling options. HDR will also present a draft decision matrix with key decision points in the regionalization process.

#### Doug Miller Retires



*Retiring Operations Supervisor Doug Miller finally tells Chris Finton, his replacement, ALL of the responsibilities and liabilities.*

After 22 years of dedicated service, Operations Supervisor Doug Miller, is retiring. Way back in January 1975, he started as a collections system maintenance worker for the town of Corte Madera. After two years he headed north, joining the San Rafael Sanitation District as a utility worker in December 1976. 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 collected training and experience to take and pass the Grade V operator certification exam. Doug promoted through shift supervisor and ultimately became the Operations Supervisor.

His range of duties have gone from stocking the employee snack machine to managing the plant with or without power, handling flows in excess of 115 Million Gallons/ Day, and training the latest group of new Operators. For the last couple

years Doug was leader in the sick leave accumulation at the Agency and now he has turned the lead over to Kit Groves. We all appreciate the decades of effort and accomplishments that Doug has made at CMSA. We will miss his knowledge and smiling face, and wish him the best in his retirement.

#### Personnel Training and Development

Mike Gardea and Mike Cadreau consulted with and received training from our representative from Maintenance Connection, the supplier of our Computerized Maintenance Management System. Good progress was made on reports, and correcting our equipment classes to improve the preventive maintenance program and the maintenance history records.

O&M had seventeen employees attend the Lead and Supervisor training modules on Coaching and Delegation that were given this month by our leadership trainer. Operations has four employees sitting for the State's Wastewater Operations Certification exams on March 31<sup>st</sup>.

#### FY 08 Budget

The development of the FY 2007-08 Budget is underway and on schedule. In early March, the Finance Department prepared the Agency's preliminary FY 2007-08 Budget and issued guidance

to departments for the development of its operating budgets. The overall change in the Budget between FY 07 and 08 will be limited to the 5% increase to the EDU rate that was adopted by the CMSA Board in June 2006, as part of 5-year rate plan.

Staff has started to review current and future year activities that are contained in the Agency's Bond Revenues Program, Repair and Replacement Schedule and Capital Improvement Program. Our goal is to prioritize projects for completion during the plant expansion project (WWIP), refine each project's scope, cost, and initiation year in the 10-year CIP, and designate project managers.

During the month of April, we will refine the CIP and began finalizing the operating budget and 10-Year forecast. The draft FY 08 Budget will be presented to the CMSA Board on May 8, 2007. The final FY 08 Budget will be presented to the CMSA Board for adoption on June 12, 2007.

## **AGENCY PROJECTS**

### **Wet Weather Improvement Project**

The 90% design review comments from CMSA, CH2MHill, Harris & Associates, and our construction attorney have been delivered to Carollo Engineers. The next step is to advance the design to the 100% level. After a comment back check by staff, the project will be ready for public bidding around mid-June 2007 with bid opening

planned for mid-August. Prior to bidding, we will be sending a contractor prequalification package to contractors interested in bidding on the project. Our construction attorney is assisting in the preparation of the prequalification documents that assess contractors on safety, finances, compliance with laws, work experience, bonding capacity, etc. Contractors that successfully pass the prequalification can participate in the bidding process.

CH2MHill has completed the Computational Fluid Dynamic (CFD) modeling of the new primary clarifier's influent structures. The modeling evaluated the current designs ability to distribute flows without disrupting settled solids, and then tested design alternatives to minimize solids disruption that improves solids removal and effluent quality. The CFD results identified design improvements that we will likely ask Carollo to incorporate into the 100% design.

### **Storage Pond Improvements**

In early March, the WWIP project team decided to move forward with the Effluent Storage Pond rehabilitation as a CMSA contract separate from the WWIP. Besides ensuring that the Pond is rehabilitated before the next wet weather season, this will produce cost savings due to CMSA contracting directly with the grading contractor, and will relieve potential bottlenecks that might have occurred if the main WWIP-related excavation work was going on at the same time as the Pond work. The project will more than double the storage

capacity of the pond from 3 million gallons to 7 million gallons, and requires bringing in over 17,000 yards of dirt.

### **ADA Accessibility**

A.E. Nelson Construction is nearly finished with remodeling the two restrooms in the Administration lobby and modifying the front counter to improve ADA accessibility. Both restrooms are being converted to unisex restrooms, and the former men's restroom will be ADA compliant after all the work is completed. The former women's restroom will not be ADA-compliant, but minor improvements are being made to it to improve accessibility.

CMSA has engaged Access Door Solutions of Daly City to automate the front entry doors to the Administration Building. The materials were ordered last week, and we expect work to begin in late-April 2007. The duration of work will be approximately one week. Additionally, CMSA staff will apply yellow color strips on the stair treads located in the pathway of the public tour and install ADA signs in the Administration Building and selected areas in the plant. All work is expected to be completed by the end of this fiscal year.

### **Pond Drain Pump Replacement**

The Notice to Proceed was issued to Pacific Infrastructure Corporation (PIC) on February 1, 2007. PIC has ordered the Fairbanks-Morse pond pump, which is expected to be delivered to CMSA in early July 2007. We are currently reviewing submittals for other

materials, such as the 10" plug valves, 10" check valve and electrical equipment. Construction is expected to start in early July 2007 and all work should be completed by mid-September 2007

### **Polymer Equipment Upgrade**

The polymer feed system upgrade project was accepted as complete by the Board at their March 13, meeting and the contract closeout is going forward. The next phase of Dewatering Improvements will be system optimization this spring, during which we will fine tune the system settings and operational procedures to obtain the best results using the emulsion polymer we switched to last spring. We expect this to help us realize improvements both in polymer usage and in biosolids dryness, both of which should provide cost savings to the Agency

### **Outfall Inspection**

The Board also accepted the structural inspection project as complete, with one significant change order. The next phase of work for the outfall will be a detailed internal solids sampling, followed with scoping for a dredging permit to accommodate minor structural upgrades needed to accommodate the new forces imposed on the pipeline by the Effluent Pump Station being built as part of the WWIP. It was decided to separate this outfall improvement work out of the main WWIP in order to capture savings by

contracting directly with a diving company and to facilitate scheduling of the main WWIP.

### **Roofing Improvements**

The Roofing Improvements contract bids were opened on March 27, 2007 and we received 7 responsive bids. The apparent low bidder is Reinhardt Roofing of Newark, California. We will make an award recommendation to the Board at their April 10<sup>th</sup> meeting, and if approved, we expect construction to begin in early May 2007. The contract duration is 90 calendar days, and construction should be completed by mid-August 2007. The scope of work includes replacing the existing built-up roofing and counterflashing on the Headworks Building, Chlorination Building, Solids Handling Building and Digester Building. CMSA staff will disassemble and temporarily remove the wooden walkways and handrails to accommodate the contractor's work. The walkways and handrails will be re-installed by CMSA staff after construction is completed.

### **O&M Projects**

The Waukesha cogeneration engine has run more than 14,000 hours straight (at 55 mph it could have circled the earth 32 times). We have started the first big factory maintenance, the "top end" rebuild, to check and repair the engine's heads and valves. We will also complete some other recommended services and upgrades as well as a warranty repair of the leaking rear main seal. The unit will be off for three weeks to complete these repairs.

E/I has purchased and set up two new Kenwood TK-3180 radios for testing. These radios will replace the old communication radios that are obsolete and difficult to get repaired as well as being phased out by new FCC regulations.

Maintenance upgraded both sludge pumps for primary clarifier #4. Maintenance installed three new 6" pressure shutoff switches to protect the Centrifuge feed pumps.

Centrifuge #2 had seventy tiles replaced to test how reliable and effective field repairs of braze-on style tiles can be. Testing started off well, but vibration has started increasing after only 2 weeks of running.

San Quentin pump station's phone line developed a problem that was causing a system wide com problem. The phone company was called and an open wire was found and repaired at the station.

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## **ENVIRONMENTAL SERVICES**

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### **Laboratory & NPDES Testing**

The NPDES testing performed at CMSA and our contract laboratory for March was in compliance with our permit requirements, and we had 100% survival of the fish in our March bioassay.

Our new NPDES permit that becomes effective on April 1, requires we change from 4<sup>th</sup> Edition Bioassay testing to the 5<sup>th</sup> Edition Bioassay testing. The

latest method required additional Quality Assurance/Quality Control (QA/QC) measures to be performed during the testing. We have been working on new Standard Operating Procedures (SOPs) and QA/QC documentation. In order to receive certification from the State to perform the testing, we need the new documentation to be reviewed by the Environmental Laboratory Accreditation Program. We have completed the bioassay inspection and received the updated requirements to finalize the process.

#### **Public Outreach & Education**

The Public Education Program Memorandum of Understanding is in the process of being signed by the participating wastewater treatment agencies in the County. The program participants include Novato Sanitary, Las Gallinas Valley Sanitary, CMSA, Tiburon Sanitary, Sewerage Agency of Southern Marin (Mill Valley), and Sausalito Marin City Sanitary. As the Lead Agency, our staff looks forward to working with the agencies on county wide outreach activities.

The public education program is in full swing in preparation for the Marin County Fair, which is our largest outreach event with 2000-3000 people visiting our booth and taking the public education quiz. The new logo needs to be developed and promotional items ordered far in advance to have everything ready for the fair. The new program mascot will be the Sea Otter with the saying "We Otter Not Pollute."

#### **Environmental Compliance**

Lee Miles Transmissions has partially completed the requirements of their Compliance Order by plugging the lines from their auto washing/facility cleaning treatment unit to the sanitary sewer. Once the hazardous waste that is being stored in the treatment unit has been hauled away, they will have completed the requirements. They will be issued a Zero Discharge Permit and inspected to ensure they are not discharging hazardous waste to the sanitary sewer.

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### **CONTRACT/OUTSIDE SERVICES**

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#### **San Rafael Sanitation District FOG**

About half of the restaurants (FSE) in the SRSD service area have submitted their Fats, Oils and Grease permit applications. These FSEs are upstream of areas that require extra cleaning or have experienced blockages due to FOG building up in the sanitary sewers. A letter explaining the program, a permit application, and the FOG Ordinance were mailed to about 100 FSEs. Environmental Compliance staff will begin issuing permits and inspecting the restaurants to determine compliance with the FOG ordinance. They will monitor the grease removal traps and interceptors that are in place to determine if they are cleaned as required.

#### **Sanitary District #2 Pump Stations**

Maintenance completed regular checks and routine maintenance of all the pump stations for March. CMSA continues working with the

District's engineer and equipment supplier to resolve the Paradise force main surge tank problems. Fifer pump station alarms and reporting were moved to the radio data communication network. After testing the new system, for a week, the data phone line to the station was removed.

Staff is currently developing the FY 08 budget for the pump station maintenance contract and plans to submit the draft budget to SD#2 in April.

#### **Las Gallinas Sanitary**

We have issued a Notice of Violation (NOV) to Mulberry Street Pizza for not allowing our staff access to inspect their facility. The facility already has a trap installed, but the maintenance and condition need to be determined by CMSA staff. Additional enforcement actions will need to take place if continued access is denied. The owner of Mulberry Street has voiced concern over the FOG Ordinance requirements and is consulting with an attorney.

A NOV was issued to the Four-Points Sheraton Hotel to have their food grinder removed, grease trap pumped, and to verify the trap is functioning properly. Our inspections have revealed that the trap is not being maintained properly. Las Gallinas reports that and an excessive amount of FOG related maintenance has been required in the main sewer line downstream of the Hotel.