



## MONTHLY NEWSLETTER

May 2008

### ADMINISTRATION

#### Budget Performance

As of April 30, 2008, the Agency has received 81% of budgeted revenues and incurred 78 % of budgeted operating expenses. Asset Management capital expenses are at about 50% of budget.

#### FY 2009 Budget

The FY08/09 budget is being finalized and will be presented to the Board at their June meeting. The draft budget was reviewed by the Board in May with no requested changes. The final budget will include operating and capital account descriptions, minor revisions to operating account budget amounts utilizing updated or new information, and the addition of a few new capital project accounts in the Agency's revenue bond program.

#### Awards

The Government Finance Officers Association (GFOA) has recognized the Agency with a Certificate of Achievement for Excellence in Finance Reporting for its FY 2006-07 Comprehensive Annual Financial Report (CAFR). The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting and its attainment represents a significant accomplishment by a governmental entity. Congratulations to the management and finance staff

for attaining this recognition for the Agency.

#### Accounting and Financial Services to SRSD

The Board has given approval to Agency staff to develop an Agreement with San Rafael Sanitation District (SRSD) under which CMSA will provide accounting and financial services. Finance staff met with representatives of SRSD and the County of Marin, Office of the Auditor-Controller, to begin the planning process to transition services from the County to CMSA.

SRSD and CMSA staff have prepared the draft agreement and scope of services for consideration by both respective Boards at their June meetings. Once approved, services to the District will commence on July 1, 2008.

#### Staff Training

Several agency staff attended the Liebert Cassidy Whitmore training on Generational Diversity and Succession Planning, and follow-up Team Building training was held for most lead and supervisory staff on Emotional Intelligence.

#### Personnel & Recruitments

Congratulations to Hank Jen, Finance Manager, for completing one year of service to the Agency and becoming a regular full-time employee.

The E/I group welcomed Jeff Boheim, the new E/I Technician, who began work on May 5<sup>th</sup>.

Operators Mary Jo Ramey and Mike Silva passed their State grade II wastewater operator certification tests. Congratulations!

#### Safety

Staff attended the 2008 annual Water/Wastewater Agency Response Network (CalWarn) meeting in May. WARN's mission is to support and promote statewide emergency preparedness, disaster response, and mutual assistance for public and private utilities.

The primary safety training this month was Confined Space Awareness that included training in confined space entry/rescue regulations, hazards associated with confined space entry, entry permitting, and mandatory program requirements.

#### Payroll System Upgrade

Programming work has begun to automate the timekeeping for earned and used holiday and comp time for the payroll system. The programmer will be onsite in June to install the program and staff will conduct system testing over the Memorial Day and July 4<sup>th</sup> holidays in a test environment.

Once the programming changes have been accepted, accrued holiday and comp time balances will appear on each employee's payroll voucher, in addition to the current sick and vacation time balances.

When that change takes place, the Administrative Assistant will no longer manually prepare and provide to employees the Holiday and Comp Time Bank Report.

## **AGENCY PROJECTS**

### **Wet Weather Improvement Project (WWIP)**

Western Water (WWC) has been busy over the month installing forms, tying reinforcing steel, and placing concrete for the effluent pump station, chlorine contact tanks, and outfall forcemain vault. The base slabs for the three structures were placed, and work has commenced on the pump station wall formwork. This structural work will continue through the summer and into the Fall with major concrete pours occurring weekly.

Excavation and shoring installation continues at the new primary clarifier area. The excavation is now about 15' deep and at its deepest will be over 25'. WWC uncovered a slanting pile (battered) while excavating close to the headworks. Carollo and Harris are collaborating on a minor change to the proposed shoring layout in that area to allow backfilling around the exposed pile. The excavation work is scheduled for completion in mid-June after which the formwork and steel installation for the new structures will begin.

Other work on the project performed in May includes completion of the utility installation between the polymer facility and administration building; realignment and rough

grading of the plant road adjacent to the retaining wall, and its use; completion of the drainage structures behind the retaining wall and switchgear building; and work has started for the influent channel extension to the new primary clarifiers.

### **Outfall Improvements Project**

Bids for the project were opened on May 6, and two bids were received. Underwater Resources (URI) of San Francisco was the apparent low bidder, with a bid of \$521,289. The Board awarded URI the contract at their May 13<sup>th</sup> meeting. The contract work will be overseen by Harris and Associates to ensure close coordination between this work and the Wet Weather Improvement Project.

Work is scheduled to start in June, with two plant shutdowns a week planned through early September. This will align well with the needed internal dredging (see below) and commissioning of the new Effluent Pump Station next year.

### **Outfall Solids Monitoring**

Based on Parker Diving's spot checks during the recent riser extension work, both the interior solids and exterior mudline are unchanged or slightly increased from last year. We are preparing to move forward with permitting for internal dredging to regain full outfall flow capacity before the new effluent pump station comes online in 2009.

### **Methane Capture Feasibility Study**

The City of San Rafael and CMSA received three responsive proposals to their joint Request for Qualifications (RFQ) for consultants to perform a high-level feasibility study. The study will evaluate the practicality and feasibility of CMSA receiving separated and processed food

waste from within the City to feed into our anaerobic digesters to enhance methane gas production for electricity generation in our cogeneration engine.

After review, two of the responding consultants, Carollo Engineers and Kennedy/Jenks, are being invited to make brief presentations to City and CMSA staff. After this, the most qualified consultant will be selected, the scope of work and fee negotiated, and then a Service Agreement will be drafted.

This study is funded by a combination of a PG&E grant to the City and a contribution by CMSA, and the final study report is due in October. If ultimately implemented, food waste separation and processing would provide enhanced energy production, diversion of food waste from the landfill waste stream, and overall reduction of greenhouse gasses.

### **Barscreen Replacement**

Staff has executed the design contract with Carollo engineers and the predesign phase kick-off meeting with the Agency's project team was recently held. During the kick-off meeting, our team made significant progress with the equipment alternative assessment by selecting a shortlist of equipment for further evaluation by Carollo.

Over the past few weeks, members of the project team have visited wastewater agencies in the region that are operating barscreen, conveyor, and washer technologies from our equipment shortlist, as well as calling equipment references from outside the region.

By the end of June, to keep the project on schedule and hopefully meet our goal of having the equipment operational before the 2009 winter, our team is planning to select the preferred equipment technologies for design by Carollo, then procurement and installation by WWC.

### **O&M Projects**

Operations staff continues aligning the plant process and tanks for stable lower summer flows. They have reduced the solids in the secondary system to match the reduced tank volume and lower flows.

Temperatures got high enough this month that we began operation of the four nitrate chemical facilities in the collection system to control odors.

Operations staff will run the Secondary Treatment Optimization study again this year. This study will utilize both biotowers to save energy, improve process efficiency, and enhance process durability.

The Bay Area Air Quality Management District (BAAQMD) tested the emissions of the Waukesha cogeneration engine on May 22<sup>nd</sup>. The engine emissions are tested while operating in digester gas and natural gas modes. The Waukesha passed the test on both fuels.

Maintenance upgraded the two dechlorinated effluent sample pumps, which had problems staying primed at very low tides, to self priming pumps to eliminate this problem.

Annual preventative maintenance was performed on

Primary Clarifiers # 1,2,3 and 4, which included link removal to take up slack, shoe replacement, and inspection and repairs to sprockets, flights, gearbox and rails

A replacement forklift was ordered, and by ordering it in accordance with the State Contract program we will realize a 22% savings.

The electrical group worked May 4<sup>th</sup> when PG&E installed the new rerouted 12,000 volt supply line to accommodate the new WWIP primary clarifier excavation. The plant operated on emergency generator power during the PG&E work.

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## **ENVIRONMENTAL SERVICES**

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### **Laboratory and NPDES Testing**

The laboratory testing performed in April was in compliance with our permit requirements and we had 100% survival of our bioassay fish.

### **Public Outreach Events**

As part of the week-long "High School Copper and Mercury Audit" program at Marin Academy in March, the students selected ten creeks or other locations in the Bay Area to sample for copper and mercury. CMSA provided sample bottles and instructions on sampling. Then the samples were analyzed at the CMSA contract analytical laboratory. During April, staff met with the students to discuss the results.

During April, a team of five students from Marin Academy contacted CMSA regarding their year-end project, "Water in Marin County." Staff met with the students to discuss a wide range of related issues, including sanitary sewers and storm drains, septic tanks, sewage treatment,

wastewater recycling, and NPDES permits.

The Public Education Committee for Marin Wastewater Agencies has decided to help sponsor the Marin County Stormwater Pollution Prevention Program calendar for 2009. The calendar is mailed or handed out to 15,000 Marin County residents each year. Each page of the calendar has an environmental message related to the specific concerns of the agencies sponsoring that page.

This year the Committee sponsored pages discussing FOG (fats, oils and grease) and pharmaceutical wastes. In the 2009 calendar there will be a page discussing pollution prevention for copper and mercury and another page discussing "I&I" (infiltration and inflow) into sanitary sewers.

### **FOG Database**

CMSA administers the Fats, Oils and Grease (FOG) Control Program for three agencies (SRSD, RVSD, LGVSD). Our staff has worked with a contractor, WebSoft, to develop a database program that will be used for all three FOG programs.

Basic records for 370 food service establishments in the three service areas were imported by the contractor into the finished database.

We are currently updating the records for LGVSD with more detailed information that will be used for final testing and "debugging" of the program. Then all the records will be updated and the database will be used to schedule inspections and monitor compliance.

## **CONTRACT/OUTSIDE SERVICES**

### **SRSD FOG**

During April CMSA was monitoring ten restaurants who have submitted plans to install required grease traps but have not completed the installation. All but three have now completed the installation or are expected to do so by the end of June. Three will be receiving Administrative Orders requiring them to install by end of July.

In January, SRSD sent a letter to Seafood Peddler, a large restaurant in their service area, requiring installation of a grease interceptor outside their kitchen. The letter requested submittal of plans for the installation not later than May 15, 2008. No plans have been submitted. CMSA is preparing to issue an Administrative Order requiring submittal of plans no later than August 1, 2008.

### **Las Gallinas Valley Sanitary District**

CMSA is monitoring the condition of the grease interceptor of the Safeway on Las Gallinas Avenue in order to determine why it is not functioning properly. Safeway is currently required to have the interceptor pumped out every three months. Staff are doing monthly measurements to determine if the pumping frequency is adequate. They will be present when it is pumped out in June, in order to inspect the empty interceptor for damage.

### **Ross Valley Sanitary District**

The initial FOG inspections are continuing at the 74 food service establishments that are upstream of FOG "hot spots" identified by RVSD. The inspections will be completed in June. Then each establishment will be placed on a FOG permit,

receive a waiver from the FOG Program, or receive a letter requiring installation of a grease trap.

### **Sanitary District #2**

Maintenance completed regular checks and routine maintenance of all the pump stations, and pump station piping was marked as required for this month's USAs, underground services dig requests.

Team Ghilotti is making progress on the Lucky pump station replacement, the station is temporarily transferred to a manhole. Maintenance received a spare pump for Sea Wolf pump station and had the universal joint adapter fabricated to match the pump shaft size.