



---

## MONTHLY NEWSLETTER

July 2007

---

### ADMINISTRATION

#### Regionalization

The CMSA Board made several decisions at their July meeting that provided guidance to staff and moved the consolidation effort into the implementation phase. These included setting a second Board meeting each month to discuss consolidation matters; deciding that CMSA will fund consolidation related expenses; determining a method for reimbursing Sanitary District #2 for consolidation expenses since they are not participating; approving the scope of responsibility of the employee/labor relations advisory committee; and authorizing staff to prepare a scope of work and services fee with HDR for the consolidation engineering work.

Staff is currently preparing consolidation service agreements for auditing (Vavrinek Trine Day), bond counsel (Hawkins Delefield Wood) and engineering (HDR), and is identifying law firms that have experience with the Cortese Knox Act that governs the formation, annexation, and consolidation of local governments. We anticipate bringing the agreements to and having a law firm selected by the second August meeting for Board review and consideration. We are also preparing a draft RFP for a community outreach consultant.

The employee/labor relations advisory committee met in late July to receive a consolidation update and review a comprehensive MOU and

compensation comparison matrix. The comparison documents summarize the pay and benefits for each member agency's represented and management groups, and were prepared by CMSA staff. In general, the compensation and benefits are similar at each agency with only a few notable differences. Each agency will review and provide comments on the documents over the next month. We anticipate having these ready for Board review and discussion in September.

#### Internal Control Audit

On July 16 and 17, representatives from Vavrinek, Trine & Day (VTD), were onsite to perform an internal control audit. A second audit is scheduled to take place after Labor Day which will review the Agency's financial statements for the fiscal year ending June 30, 2007.

In conducting the internal control audit, the auditors selected financial transactions from payroll processing, accounts payable disbursement, bank deposits, contract execution and reviewed the authorization to undertake these transactions. The auditors were also provided with the Agency's documented policies and procedures so they can evaluate staff compliance with Agency procedures in processing these financial transactions. To prepare for the audit, Administration and Finance Department staff spend considerable amount of time to organize all financial records so they would be ready for review by the auditors, and were well prepared to respond to VTD requests for cancelled checks, vendor invoices, personnel files, contracts, board reports and board minutes.

The Agency's Accountant, Finance Manager, Treatment Plant Manager and General Manager were also interviewed by the auditors on fraud, fraud prevention and the safeguarding of all Agency assets. The audit findings from both the internal control audit and financial audit will be presented to the Agency in November 2007 and the Board in December 2007.

#### Personnel Training and Development

Groundskeeper Sanova Etienne retired on July 20 after 23 years of great service. Koff and Associates is handling the replacement recruitment; The announcement closed July 27<sup>th</sup> and we anticipate filling the position by late August. Congratulations to operator Sandi Batis who was recently promoted to a Grade III Operator.

The Operations Department and Administration are processing two Operator In Training (OIT) candidates to fill our two vacancies. From the 135 applications, we interviewed 15 candidates over two days and now have made conditional offers of employment. We will complete the hiring process and have them on board in August.

Robert Niccolai, has agreed to provide an additional day of service to the Agency. He will be working four days per week, and will assist the Agency with Regionalization related tasks. Terry Josephs is now working two mornings a week at RVSD. She will continue her four days per week schedule with CMSA.

**Administrative Contracts**

The Ferric Chloride contract was advertised in June 2007 and only 1 bid was received at the Bid Opening on June 26, from Kemira Water Solutions. The Board awarded the contract to Kemira at the July 10<sup>th</sup> meeting, and we recently received their signed Agreement with bond and insurance documents. The insurance papers need a minor change to their wording, after which the Contract will be executed by CMSA. Once it is, Kemira will provide safety training for proper handling of Ferric Chloride to select CMSA staff.

Aramark Uniform Services will be delivering new blue uniforms to Maintenance, Operations and Environmental Services staff on August 1. Environmental Services staff will also be receiving polo shirts and khakis, to be worn during their field inspections.

**Finance System Upgrade**

In August, the Finance Department will be upgrading the Agency's financial system, OSAS, to streamline payroll processing. The update will eliminate redundant manual entry of payroll data from the Agency's financial system to WestAmerica Bank. This upgrade will also streamline the processing of direct deposit for employee payroll checks. We are encouraging all employees to take advantage of the direct deposit feature for Agency paychecks.

**Updated Administrative Procedures**

The Finance Department has issued revised Administrative Procedures pertaining to Management Signature Authority and Invoice Authorization. Management Signature Authority establishes signature authority levels for designated Agency staff, and also provides guidance

to Agency staff on the appropriate level of fund disbursement authorization and payment approval for the various purchasing and expense accounts. Invoice Authorization provides direction to Agency staff on the review and approval process for authorizing invoice payments.

The staff assignment of fiscal responsibility for designated accounts and capital projects is contained in the Adopted FY 2007-08 Budget. Staff who have been delegated the responsibility for oversight on specific activities can refer to these procedures to determine his/her authority with respect to the procurement and approval of payment for goods and services.

---

## **AGENCY PROJECTS**

---

**Wet Weather Improvement Project (WWIP)**

The WWIP pre-bid tour was held in July and was attended by seven of the eight prequalified general contractors and some specialty sub-contractors. The tour was mandatory, meaning that the one general contractor that didn't attend cannot submit a bid proposal for the project. The tour included a meeting to present the project goals and design features, a comprehensive plant tour focusing on the numerous new facilities and structures in the contract, and a question and answer session.

The bid period is coming to a close with the bid opening scheduled for August 14<sup>th</sup>. There have been two contract addenda to date, and a final third addendum is being developed. After the bid opening, the addenda will be included in a conformed set of plans and specifications for use during construction.

The construction manager's trailer was recently delivered and connected to Agency utilities. Harris & Associates and CMSA engineering staff will soon set up offices, computer systems, and files in the trailer in preparation for its use on the WWIP.

**Industrial Coatings**

Redwood Painting was onsite the week of July 9 to repair the headworks' deck coating areas that were removed for destructive testing as part of the investigation into the causes of the blistering. The blistering subsided completely by the end of May, and Redwood Painting and CMSA agreed that repairing the test patches instead of completely removing and replacing the deck coating should provide adequate service of the new coating.

Staff met with Redwood Painting to discuss cost sharing for the forensic report on the deck coating and an alternate warranty period for the coating work they performed last year. It was agreed that an equitable arrangement was for CMSA to pay 1/3 of the report costs and to adjust the warranty period so it ends on November 1, 2007, in recognition of the delay between substantial completion last October and anticipated Board acceptance this August. This agreement is captured in Contract Change Order No. 2, and we anticipate bringing this project to the Board for acceptance at their August meeting.

**Storage Pond Improvements**

Work on this project began on July 16, and the initial grubbing and liner removal are completed. Excavation of the first bench, for the bank toe key, is nearly complete. This excavation exposes some unanticipated areas of Young Bay Mud, that are interfering with obtaining the

designed compaction in the soil placed above them. This problem needs to be addressed before the succeeding layers of the new bank are built up.

Carollo Engineers is having their geotechnical designers evaluate the situation and develop a strategy to build the toe key. On a related note, Team Ghilotti, which has the Soil Procurement contract for this Project, began delivering soil using Marin Resources Recovery as a subcontractor. Soil delivery is expected to run through the end of August, with overall project completion by November 2.

### **Pond Drain Pump Replacement**

Construction for the Pond Drain Pump Replacement Project began on July 24, 2007 by Pacific Infrastructure Corporation (PIC). So far, PIC has removed the existing pond pump, piping, check valve and plug valves, and they are now getting ready to install the new materials. PIC also relocated the existing ¾" bioassay line and 3Water line to make way for construction activities. The new pump discharge piping will be upsized from 8" to 10" to accommodate increased flow. Construction is expected to be completed by early September 2007.

### **Roofing Improvements**

The Board accepted the Roofing Improvements Project at their July meeting, and the Notice of Completion was filed with the County of Marin. The 10% retention will be held until 35 days from filing the Notice. Engineering Staff is currently conforming the Plans and Specifications to incorporate Contract addenda issued during the bid period. The Maintenance Department will begin re-installing the walkways on select roofs with significant foot traffic,

and will apply a concrete coating on the parapet walls to prevent water intrusion below the new roofs from pores and cracks in the concrete.

### **O&M Projects**

The Waukesha cogeneration unit ran reliably this month, keeping power costs down during the PG&E's summer peak power rate period ( from May 1<sup>st</sup> to October 31<sup>st</sup>, Monday through Friday noon to 6 PM). The peak power "penalty" rate adds \$14/KWH for the month's highest use in the peak period as well as charging a higher per kilowatt rate for all peak period use. These peak charges can add well over \$10,000 to our monthly energy bill.

Summer brings warmer weather and warmer influent, which can increase odor generation in the collection system and treatment plant.

Operations tracks influent sulfides and adjusts the nitrate application in the collection system to interrupt the generation of sulfides and their associated odors. Operations also feeds hydrogen peroxide into the influent two force mains (that bring flow to the plant) to remove odor producing material at the plant headworks. Inside the plant, Operations uses odorant misters as necessary to control odors off of process tanks.

Maintenance is performing annual summer maintenance on out of service tanks. This month they completed maintenance on primary clarifiers #1, #4 and #5, which includes checking all bearings and sprockets, shoes, flights, and bottom guide rails, and adjusting the collector and drive chains. Secondary clarifier #2 was also completed, the work included a gear box oil change, inspection and repairs of updraft tube piping, and changing the blades on the skimmer mechanism.

Sealing around the effluent pond inlet 42" sluice gate worked well and the pond improvement project is moving forward "dryly".

This month Maintenance made progress on the project to upgrade the #2 centrifuge scroll and bowl by shipping it back to the factory to be machined, re-tiled, balanced, and then returned. This tile upgrade will improve reliability and allow field replacement of tiles when required. We have already upgraded #1 centrifuge's scroll and plan to complete #3 later in the fiscal year.

Operations is installing a polymer application unit for the secondary system, this can improve process control and improve secondary solids settling, to ensure permit compliance during certain types of plant upsets.

---

## **ENVIRONMENTAL SERVICES**

---

### **Laboratory & NPDES Testing**

The laboratory testing was in compliance with our permit requirements and we had 100% survival of rainbow trout in our bioassay.

We are currently performing analyses on our performance evaluation samples to maintain our laboratory certification. We must analyze unknown samples at least once a year and the results we obtain must be very close to the true value of the samples. The sample results are submitted to the Environmental Laboratory Accreditation Program (ELAP) and the EPA in order to maintain our laboratory certification and to perform testing that is specified in our NPDES permit.

**Public Outreach & Education**

We had a very successful public outreach at the Marin County Fair. People visiting our booth took 2000 quizzes, with 1200 kids and 800 adults learning different ways they can protect the sanitary sewers, wastewater treatment plants, and the environment. The kids scored substantially higher in our service area, which indicates our public education and local schools outreach program is successful. The Marin County Wastewater Agencies sponsored the "Sippy Cups" performance at the fair. They played music for children with performances between songs by a juggler who discussed wastewater and environmental messages. All of the seats were taken, and it was standing room only for a great show by both the Sippy Cups and the juggler.

**Biosolids Land Application**

Land application of our biosolids is continuing through the dry weather season. All testing performed has met all Sonoma County, State, and Federal regulations for land application. The biosolids are used as fertilizer for crops that are fed to livestock.

**BACWA Permits Committee Chairperson**

As of July 1, our Environmental Services Manger is the new chairperson of the Bay Area Clean Water Agencies (BACWA) Permit Committee. The 39 member agencies of BACWA are dedicated to protecting the water in San Francisco Bay and using sound science to help develop the regulations that govern discharges to the Bay.

BACWA also works with the wastewater agencies to assist with their permit requirements, and provide comments on new

permits being issued by the Regional Water Board. BACWA works with the Regional Water Board and EPA to assist them in providing analytical results, technical, staffing, review, and comments on upcoming regulations that establish the framework for discharge requirements to SF Bay and its tributaries.

---

## CONTRACT/OUTSIDE SERVICES

---

**SRSD FOG**

All 97 restaurants within the SRSD service area have been inspected by staff, and have submitted their permit applications for compliance with our FOG Ordinance. The sole exception is Taqueria Maria; We have issued an Administrative Order requiring them to submit their permit application.

Fifty of the restaurants will be receiving letters requiring installation of new or replumbing of existing grease removal devices (GRD) to protect the sanitary sewers. Thirty restaurants are on permit with adequate GRDs, and will soon be inspected to ensure they are performing proper maintenance. The remaining restaurants have been issued permit waivers.

**Sanitary District #2 Pump Stations**

Maintenance completed regular checks and routine maintenance of all the pump stations for July, and emergency showers were installed at Golden Hinde and Village pump stations for employee safety. After successful testing, new air relief valves were installed on the Paradise pump station wet weather pumps to ensure smooth start-ups. A new pump was installed at Saba Lane pump station and the old

pump is being rebuilt as a spare for Tamalpais pump station

**Las Gallinas Sanitary**

We are completing the first and second round of compliance inspections for restaurants that are part of the FOG program. Restaurants that were permitted at the beginning of the program have received their second round of compliance inspections, and restaurants that were required to install GRDs or that were permitted later in the program are being inspected for their first round of compliance inspections.

There have been several recent enforcement actions in the LGVSD area. Embassy Suites is out of compliance, due to their current trap being undersized and not maintained, and will be required to install a large interceptor. Four Points Sheraton has not removed their food grinder as required by the LGVSD ordinance. Four Notice of Violations (NOVs) have been issued to restaurants that have not pumped and maintained their GRDs, which no longer function if too much FOG present.