



MONTHLY NEWSLETTER

October 2006

ADMINISTRATION

Financial Policies

The Board approved the Agency's Financial Policies Manual at its October meeting. The manual provides direction on fiduciary responsibilities and handling a breadth of financial affairs, including financial planning, expenditure and revenue management, treasury, debt management, procurement management, and asset management. Management staff have received copies of the policies, been briefed on their intent, and have received direction to integrate the policy provisions into agency business practices.

CIP Bond Program

On October 19, 2006, the Agency closed on its Revenue Bond issuance of \$68,730,000 to fund the Wet Weather Improvement Project and various other treatment plant improvements. The aggregate interest rate on the bonds is approximately 4.33%. Debt service payments will begin on March 2007 and will be continue in March and September of subsequent fiscal years for 25 years. The Agency now has full funding for our capital projects for the next four years.

Corporation Yard Sharing

The Ross Valley Sanitary District(RVSD) has to vacate their property by April 2006

and has requested consideration from CMSA to relocate their offices and yard facilities to our corporation yard. The CMSA Board agreed to RVSD's request and has appointed two Board member onto a joint committee with each agency's managers and a RVSD Board member. The committee will review and discuss the details of the potential relocation and formulate recommendations for each Board's consideration.

Ed NUTE, a local sanitary engineer, is developing a site improvement plan that includes adding additional parking in our employee parking lot, overlaying AC in a portion of the corporation yard, and designing the utility improvements and interconnection to accommodate RVSD's offices.

The managers are also coordinating with the San Rafael planning department on the use, occupancy, and building permits needed for the RVSD facilities. The Board committee will review the work to date in early November.

NPDES Permit Renewal

The Regional Water Board has delivered the Administrative Draft of our permit, and staff has reviewed the document and submitted numerous comments. Our requested changes were accompanied by justifications based on laboratory data, regulatory guidelines, and other recently adopted permits. We are waiting for their response to our

comments and to see what changes will be made in the draft permit that will be released for public comment (Tentative Order).

Once the public draft is released we have an 30 days to comment. We will also try to discuss any changes requested during the public comment period from the EPA and environmental groups with the Regional Water Board staff prior to the final permit being issued. The permit should go before the Regional Board for adoption in February 2007.

Staff Training & Recruitments

Mike Gardea, Mike Cadreau, Linda Bodwin, and Russ Turnbull attended the CWEA Conference 'The Art Of Supervisory Leadership' in Berkeley on October 11. Bill Walker and Lou Breuer attended the Northern Regional Safety Training, which covered new regulations, safety equipment, vendors exhibits, and specific task training on October 18 in Woodland.

We have received approximately 40 applications for the Environmental Services Analyst position. The top candidates will be received by our consultant, reviewed by staff, and then interviews schedule. We are hoping to have the interview process and background checks completed in time for a January start date.

Plant Safety

The Agency's Safety Committee members conducted the annual plant safety inspection in October, as part of the Agency's Injury and Illness Prevention Plan (IIPP). The primary objective is to identify and report unsafe conditions or practices in the workplace. The inspection included all agency buildings, structures, work areas, vehicles, and equipment. The Agency's Safety Officer is evaluating the inspection findings for potential risks, and then developing a prioritized list of deficiencies for corrective action.

The Cal/OSHA Standards Board adopted, in June 2006, a Heat Illness Prevention Regulation. As part of our IIPP, a draft procedure that complies with the new Cal/OSHA regulations has been developed. The procedure language is currently under review for implementation in November 2006.

AGENCY PROJECTS

Wet Weather Improvement Project

Carollo Engineers has submitted the 50% design submittal for our review and comment. CMSA staff and our peer reviewer, CH2MHill, will be spending the next few weeks reviewing the two phonebook size specification documents and the 250 engineering drawings. Our joint comments are due to Carollo by November 22.

The Construction Management services proposals have been reviewed and evaluated by our project team, and we have decided to interview Harris & Associates and CH2MHill. We

anticipate having a recommendation on the firm to hire by the December Board meeting.

ADA Accessibility

The contract for the ADA Accessibility Improvement Project was advertised in mid-October with a bid period of approximately 5 weeks. Bids will be due on November 21st and a recommendation to award the contract will be given to the Board at the December 12th meeting. Construction is expected to start in early January 2007 and all ADA-related work will be completed by the end of FY 2007. The scope of work for this project includes modifying the front entry area, public counter, restrooms, Board meeting room, and selected areas out in the treatment plant to improve ADA accessibility

Vactor Replacement

The new Septage/RV receiving station has been constructed and is operational, and the area in its vicinity cleaned up and paved. With that aspect of the work completed, Pacific Infrastructure (PIC) was given approval to begin the vactor station construction, during which our member agencies will be disposing of vactor loads at the Redwood Landfill.

PIC has completed demolition of the old vactor receiving site. During their demo, command and signal wiring the San Rafael interceptor flow meter were damaged. CMSA staff immediately restored power with temporary wiring, and PIC will replace the damaged conduit as a change order. PIC is currently forming up the new receiving basin that will eventually tie into the existing site sump wet well. Next week, the contractor will be forming the driveway, drain

channels, and setting new catch basins into place. Vactor Station substantial completion is on schedule for late November.

Pond Drain Pump Replacement

The contract for the Pond Drain Pump Replacement Project is nearly complete, with minor revisions to be made by Carollo Engineers. We will be requesting the Board authorize sole source procurement of the pond drain pump to Fairbanks Morse due to cost effectiveness and physical compatibility to the existing layout of the piping. If the Board approves this request, we expect the contract to be advertised in mid-November with a bid period of approximately 5 weeks. We expect to make an award recommendation to the Board at their January 2007 meeting, with a contract duration of 31 weeks. The lead time to procure all the equipment, including the new 75 horsepower pump, is approximately 23 weeks. With this schedule, demolition is expected to begin in July 2007 and all construction completed by September 2007.

Polymer Equipment Upgrade

The steel platform around the polymer tanks is in place, and the new piping and electrical systems are being installed. Once these two elements are completed, the control and power systems will be integrated, and the field verification and testing will begin. We are processing Change Order No.1 for \$17,482.66, or 3.3% of the original contract. This project is still on track for completion in February.

Outfall Inspection

Underwater Resources is due to wrap up the structural inspection of our Marine Outfall by November 3rd. The inspection results will be used by Carollo to design any outfall rehabilitation work for inclusion in the Wet Weather Improvement Project.

Parker Diving Service reinspected the mudline elevations along the diffuser risers, which revealed extensive bottom mud accumulations. We've evaluated past years' surveys looking for a pattern to mud accumulation, and none has emerged -- some risers that weren't raised last fall now have adequate clearance, and others that had adequate clearance last June now seem to need raising. We're developing revised criteria and a proposal for this year's raising effort, and a new check valve assembly will be installed at the same time to replace the missing one by the end of November.

Industrial Coatings

This year's Coating project is expected to be wrapped up by November 3, with the primary clarifiers back in service and the deck coatings completed and trimmed. There were two small materials-only change orders, totaling \$9,600.44, or 5.1% of the original contract cost. This has been a successful project, completing a multi-year coating cycle for clarifier equipment and moving us forward on our deck coating rehabilitation. Nearly half the Agency's deck coatings area now restored.

New Agency Vehicle

CMSA purchased our FY07 budgeted vehicle. Continuing our Green Business practices this is our second Hybrid Honda and the successful bidder was Marin Honda. This vehicle will be used during the day for inspections, errands and meetings, and at night for the Maintenance On-Call person.

O&M Projects

Continuation of the Water Champ trial for this month included final data collection for the 20 Hp unit, a week on the original diffuser/mixer system (confirming our baseline data) and installation of a smaller (7.5 Hp) unit. Next month we will collate the data and include a comparison of operating and maintenance costs of the water champ to the existing mixer diffuser system.

Our second equipment trial for the Wet Weather Improvement Project is the test of a new insertion type flow meter for the Ross Valley interceptor. We received and are in the process of installing and wiring up the new meter, so testing will begin in November.

Maintenance is finishing up our annual dry weather equipment maintenance. We completed the maintenance on primary clarifiers #4 and #5, and will finish the grit system maintenance next week. The Greenbrae Nitrate station PLC was repaired and reinstalled, and has been working fine since.

Maintenance prepared the new Engineering office for use, including installing phones, computers, network wiring, and needed software.

A replacement sludge flow meter was installed in sludge feed line

#1. The old meter, in use for 20 years, became unreliable. The new meter was installed when the #1 centrifuge was down for maintenance.

A new camera was installed near the site sewage dump area to monitor those using this facility when it is completed. Software will be added to automatically record the pictures when there is movement in the area.

ENVIRONMENTAL SERVICES

Laboratory & NPDES Testing

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

Staff has been performing quite a bit of sampling and analyses for the member agencies over the past month; these include hydrogen sulfide monitoring in the collection systems for odor control management; bacteria sampling for the Town of Corte Madera Lagoons where water recreation occurs; and sampling for bacteria and ammonia for sewer spills.

The City of Larkspur requested reclaimed water for the Remillard Park pond to maintain a minimum water level for the endangered species of turtle that lives in the pond.

Public Outreach Events

We are currently working with the County's sanitary districts to create a Marin County wide public education program, with

CMSA as the lead agency for administering the program. A Memorandum of Understanding will be developed to ensure a clear understanding of the program elements, and participant's roles and responsibilities. Any regional activities for public education are viewed favorably by the Regional Water Board and a county wide program will help us achieve our NPDES permit requirements for public education and outreach activities.

CalTrans Permits

We are continuing to issue groundwater permits to Caltrans for the freeway expansion project in San Rafael for areas that need to be excavated. With wet weather approaching, additional pumping may be needed as ground water rises. Testing continues to be submitted for each site and they has been in compliance with our discharge limits. Monitoring will continue throughout the construction project till the excavations and discharges have ended.

Environmental Compliance

Marin Airpporter has installed a new treatment unit for their bus washing operation and written Standard Operating Procedures for maintenance and operation of their system. Staff has been working with them to achieve compliance with their wash pad and treatment system and they have made steady progress. They now meet our discharge limits and regional stormwater requirements

CONTRACT SERVICES

San Rafael Sanitation District FOG

In collaboration with the Marin County Department of Environmental Health, the City of San Rafael Planning Department, LGVSD, and SRSD, we are developing the compliance methods to ensure proper Fats Oils and Grease (FOG) removal devices will be installed in new and remodeled restaurants. Our FOG Ordinance specifies requirements, based on the Uniform Plumbing Code, for sizing of traps and interceptors to remove FOG from the waste stream. Once we have the compliance determination process in place we will send out permit applications to the restaurants.

Sanitary District #2 Pump Stations

Maintenance completed regular checks and routine maintenance of the 19 pump stations for October.

O&M personnel attended another walk-through inspection and training for the new Paradise Pump Station. We continued integrating the new Paradise pump station alarms into our process control system. Our I/E staff installed radio telemetry at the site and built new graphics and alarm points for the new station. The telemetry for the old station was removed except for the data and alarm points from the Seawolf and Campbell Bishop pump stations which are still being transmitted via the old Paradise station. We have ordered parts to add those two stations to the radio telemetry system. That work will completed by the end of the year.

LGVSD

Most of the FOG permit applications have been received and staff will begin issuing permits to FSEs upstream of pipelines that require extra maintenance (hot spots). Staff will inspect these facilities to determine compliance with the LGVSD FOG Ordinance, or to establish a compliance schedule. We will also review FSE requests for exemption from the program due to FOG not being generated at their business.

