



CENTRAL MARIN SANITATION AGENCY

NEWSLETTER | FALL 2017

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INSIDE:

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MAINTENANCE/ ELECTRICAL

TECHNICAL SERVICES

FINANCE & ADMINISTRATION

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Facility Upgrades on Track for End of Year Completion

Construction for CMSA's Maintenance Facilities Modification project started this May. The maintenance building is undergoing significant modifications, including creating additional office space for maintenance and technical services staff, remodeling existing restrooms, and enclosing the open side of the building for additional storage. Also included in the project is construction of a new storage building at the eastern side of the treatment plant and grading improvements between the administration and maintenance buildings.

After approximately five months of active construction, the maintenance building renovation is also near completion with some interior finish work and gutters/downspouts work remaining.



Updated interior office spaces in the Maintenance building.



Grading and concrete improvements in progress between Administration and Maintenance buildings.

The pre-fabricated storage building arrived in early August, the metal frame and siding assembly was complete in just two weeks,



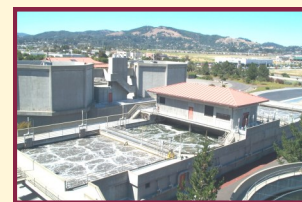
New maintenance storage building.

and minor finish details remain. The final phase of the project is grading improvements between the administration and maintenance buildings. This work began during the last week of September and is expected to be finished in October. The entire project will be complete by the end of the year.

Free Tours!

As part of our public education program, CMSA offers tours of the treatment facilities upon request from schools, community groups, and members of the public.

The goal of the tours is to educate the public about a wide range of topics that impact CMSA's treatment plant and the environment in general.

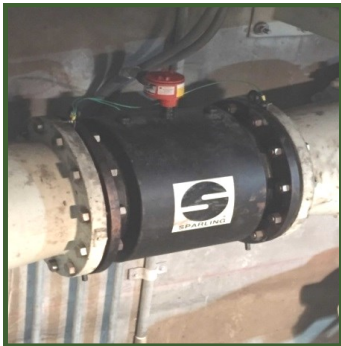


Tours are ADA-compliant and offer a firsthand look at how wastewater is treated, recycled, and safely discharged into the San Francisco Bay. CMSA has given tours to approximately 250 people so far this year. Fall is typically when tour requests are received from local high schools and colleges. Agency staff are happy to customize the tour content for particular areas of interest.

*For information on
touring the facility,
please call
415-459-1455
to schedule your visit.*

O & M: FLOW METER / CONTROL PANEL / SLUICE GATE / INTERNSHIP

Project Completed While Population Slept



Flow meter installed overnight.

Over the past year, the originally installed pump station flow meter for San Quentin Prison had become less reliable and required additional maintenance to keep it operating properly. It was decided that the meter be replaced. To limit disruptions to prison operations, the work was done during the night, and was closely coordinated with prison staff and two specialty contractors. Agency staff worked quickly to remove the old meter while vacuum trucks removed water from the upstream collection system and maintained a low wet well level within the station. Once the old meter was removed, the contractors swiftly performed wall thickness testing on the pump system piping, then staff installed the new meter. The station was returned to service before the prison population was up for breakfast.

“Patchwork” Control Panel Modernized

The original control panel at the San Quentin Village pump station had been in service since 1968, and over



Patchwork of control panels assembled over five decades.

the years the equipment had gradually expanded to include several sub-control panels, now outdated equipment. To modernize and upgrade the pump station equipment, CWSA staff designed a new state-of-the-art control system that incorporated all the sub-panel functions into one central panel.

With a temporary system in place to operate the pump station, the old control cabinets were removed. Agency staff built a support structure for the new panel, installed new underground conduit, and connected the station equipment into the new cabinet. The station ground work, equipment tie-in work, and panel programming was completed in just four days.



Modern control panel designed and fabricated by CWSA staff.

Gate Installation Well-Timed and Coordinated

In October, staff worked to realign, adjust, and spot repair an originally installed sluice gate that is used to isolate flow leaving an Aeration Basin, but water was still leaking back through the gate. Determining that the gate needed to be replaced, a spare from inventory was procured. The gate installation was timed to coincide with the annual maintenance of Secondary Clarifier #4, which avoided a second process diversion as both the aeration basin and clarifier could be serviced together.



New sluice gate replacement.

Chicago Facility Learns About CWSA F2E Program

Chris Finton, Treatment Plant Manager, was invited to give a presentation on the Agency’s organic waste receiving facility and Food-2-Energy program to the

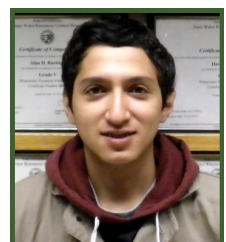


Metropolitan Water Reclamation District of Greater Chicago. At the Stickney Wastewater Treatment Plant in Cicero Illinois, one of the largest treatment plants in the Northern Hemisphere, Chris covered the history of the program and CWSA’s public/private partnership with Marin Sanitary Service, including the facility

design details and its operational and mechanical challenges. The staff at the Chicago facility was very appreciative the material provided, and have since contacted the Agency seeking additional information on facility operations.

Work Experience for Student Intern

Gume Cazarez, a second year student at Santa Rosa Junior College and budding wastewater professional, was granted an Agency internship in August. Gume will be with the Agency for the 16-week fall semester. His time at CWSA will be spent working with his mentor to expand his industry knowledge and to complete a semester project to receive a final grade for his Work Experience Program.



Gume Cazarez, Intern

TECH SERVICES: MUDSLIDE / GREEN FUNDS / WIMS / MASTER PLANNING

FEMA Funding Emergency Mudslide Repair

During the February 2017 storms, Marin County experienced historic rain and flooding. The eastern slope of Andersen Drive, CMSA property, had multiple landslides which filled drainage ditches with soil, impeded access to a maintenance road in the hillside, and downed two trees. Contractors were hired to remove loose material and the downed trees, install temporary drainage pipes, and cover the landslide with plastic.

In April, the President issued a major disaster declaration for the storm that provided relief funding for emergency repairs and long-term restoration of damaged infrastructure. CMSA submitted applications to FEMA for reimbursement of the emergency work, and also for funding assistance to design and construct permanent hillside improvements. Reimbursement for the emergency work, and the hillside repair design being developed by the geotechnical engineer, is expected to be received in the near future. The Agency will later submit a FEMA application for the landslide repair construction work.



Mudslide on Andersen Hillside during February storms.

Multi-faceted Master Plan Making Progress

Carollo Engineers has been making good progress on the Agency's master planning work, and anticipate the final report to be submitted in early 2018. Reports are being drafted on a Blending Reduction Alternative Analysis, Biosolids Management Alternatives, a Sea Level Rise Vulnerability



Overview of CMSA facilities.

Assessment, Solar Power Generation Options, Secondary Treatment System Operations, Nutrient Removal Facilities, Biogas Utilization, Expansion of the Organic Waste Receiving Facility, and the Condition Assessment of the Agency's facilities and equipment. Findings and recommendations will be considered by the Agency for incorporation into its updated capital improvement program and multi-year revenue plan.

New Data Management System to Streamline Agency Processes

CMSA recently procured the *Hach Water Information Management System (WIMS)* and the *Premium Laboratory Information Management System (LIMS)*, which will provide the Agency with the tools to optimize its operational and regulatory compliance data. The Premium Element LIMS software is specifically designed for laboratories, and connects to laboratory instrumentation, significantly reducing manual data entry. Both of these systems will provide various levels of authorized data accessibility and audit trail analysis, and will be up and running in early 2018.

Green Project Funds Received

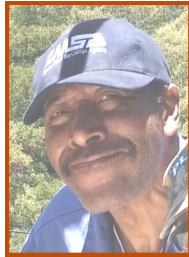
In September 2016, the Agency submitted an application for a Clean Water State Revolving Fund (CWSRF) Green Project Reserve (GPR) loan for the Renewable Energy Expansion Program, which was approved in September 2017. To be eligible, a project must address water or energy efficiency, mitigate storm water runoff, or encourage sustainable projects. CMSA's project is comprised of planning activities in the Agency's Facilities Master Plan and PG&E Interconnection Modification Agreement projects. The cost estimate is \$667,385, and 75% of the loan principle (\$500K) will be forgiven after the final Project Report is approved by the State Water Board. The remaining \$167,385 is CMSA's match funding responsibility and will be paid with capital funds and in-kind services such as staff time expended during the completion of the project.



FINANCE AND HR: TRAINING / BENEFITS / BUDGET / ACCOUNTING / AUDIT

Fond Farewell to Byron Jones

Byron Jones, CMSA's long-time Utility Worker, recently retired after 25 years at the Agency. Byron has been a cheerful and noticeable figure at CMSA, with his 6'8" frame. Prior to working for the Agency, Byron played basketball for the San Francisco Dons and the Boston Celtics. His basketball career took him around the world, where he played in Europe, the Philippines, and Israel. He says he will now spend more time with his family and working around the house.



Welcome to New Utility Worker



Dustin Rice, originally from Nebraska, devoted ten years to serving in the U.S. Army. Dustin next spent three years working as

a defense contractor in Kuwait. Prior to CMSA, Dustin worked in the Streets Department as a maintenance worker for the City of Hillsborough. Dustin lives in Rohnert Park and spends his free time coaching his two boys' sports teams.

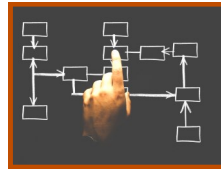
Travel Processing Simplified

The Agency Strategic Planning Committee (ASPC) identified as one of its goals in the FY 18 Business Plan to provide quarterly refresher training on commonly used financial procedures. This quarter, staff updated the forms used for travel, improving the efficiency and processing of travel record-keeping.

Employee training will be held on the more streamlined process.

Progress on the Agency's Business Plan

Work on the FY 18 Business Plan is well underway. The third Agency Strategic Planning Committee (ASPC) meeting will cover headway made towards completion of a number of established action items. Thanks to the hard work of the ASPC team members and all others who have worked on these actions.



New Provider for Medical After Retirement Benefit

The Agency has switched to a new Health Savings Account Plan (HSA) with Nationwide, replacing the previous plan with Operating Engineers Local 3. The plan is an employer sponsored benefit for post 2010 hires to help pay for the costs of medically related expenses after retirement. The plan provides quarterly statements, online access to a live person at any time, and has rich customer service attributes available to plan participants. An introductory workshop for all employees will be held in November with a Nationwide representative.

Accounting Improvements

The Administrative Services Department is making some changes in financial procedures to improve efficiency and accuracy in accounting. One such improvement is in the account-



ing of replaced or constructed capital assets. Previously, the bulk of the costs were accumulated in separate project accounts, but other smaller expense items were put in other accounts. With this change, a project number will be the link in accumulating all related project costs. Other improvements are planned for fixed asset records and procedures for disposal.

FY 17 Audit Completed Positively

The internal control and financial audits were completely quickly and efficiently. There were no material weaknesses or deficiencies identified by the auditors.

There were just two adjustments made by staff to correct accounting items in connection with the 2015 bond refinancing, and to adjust the general ledger to the fixed asset records detail. These adjustments tighten-up and properly state the related accounts.



Healthy FY 17 Budget-to-Actuals

The final FY 17 budget-to-actual performance was excellent:

- *Revenues* came in at 103% of budget in total, 100% for service charges, and slight increases for all other revenues.
- *Operating expenses* came in at 93% of budget in total, with salaries at 98%, plant operation items at approximately 94%, and administrative type items at approximately 76%.
- *Capital spending* came in at 81% spent, which shows adequate capital replacement for maintenance of Agency facilities.