



MONTHLY NEWSLETTER

August 2010

ADMINISTRATION

Monthly Budget Performance

As of July 31, 2010 the Agency received 15% of budgeted operating revenue and incurred 7.7% of total budgeted operating expenses. Asset Management project activities and rehabilitation activities under the Capital Improvement Program were at 11.9% of budget. Debt Service contributions from member agencies were 45.4% of budget.

Internal Control Audit

The Agency's outside auditors, Vavrinek, Trine & Day & Co.(VTD), conducted an internal control audit in August. The purpose of the internal control audit is to evaluate staff compliance with Agency policies and procedures for the Agency's FY10 Financial Statements.

Finance staff reviewed subsequent financial transactions after June 30th to assure goods and services delivered were recorded in the proper fiscal year and accrued all expenses incurred at June 30th and rendered during FY10. Fixed asset acquisitions, dispositions and depreciation were also recorded.

Preparation of Financial Statements

With the assistance of all CMSA staff, the Finance department has been reviewing outstanding purchase orders and revenues due to CMSA, and recording fixed asset acquisition and

disposition for FY 09-10. Once all FY10 accounting transactions have been reconciled and recorded, the department will produce preliminary financial statements that report the Agency's Revenues, Expenses and Assets, and Cash Flow.

VTD will be back in early September to review and audit the Agency's financial statements for the fiscal year ending June 30, 2010. The findings from both the internal control audit and financial audit will be presented to the Agency in October and the Board in November 2010. The Board-accepted financial statements will then become part of the Comprehensive Annual Financial Report for F09-10.

New Collective Bargaining Agreement

The CMSA Board authorized staff to prepare and execute a revised Memorandum of Understanding (MoU) for its represented employees, based on the approved June 2010 Tentative Agreement. Members of the Agency's negotiating team met with SEIU to review the MoU revisions, and agree on final edits and changes. The new Agreement will be in effect until June 30, 2014 and will be available once signed by SEIU.

Maintenance of Personnel Files

The Agency has implemented a new administrative procedure regarding handling and storage requirements for the various types of personnel records and

files the Agency must retain for each employee during her/his course of employment.

The new procedure includes guidelines on the handling of records and files, access to personnel files, and the types of documents to include in each type of file and how they must be kept separate.

Best Practices & Effective Budgets Seminar

Financial Analyst Heidi Lang attended the two-day Best Practices & Effective Budget Presentation Seminar taught by the Government Finance Officers Association (GFOA).

The seminar emphasized what governmental entities should consider when developing budget documents so they can be easily readable and accessible to the general public. Heidi received information on how to develop budget documents that would meet the standards for the GFOA Distinguished Budget Presentation Award.

Safety

Lockout Tagout/Hazardous Energy Control Program (LOTO) and Confined Space (CSE) self rescue hands-on training were conducted this past month. Annually, Operations and Maintenance staff members must demonstrate competence in performing LOTO and CSE as part of their core job function.

The dog days of summer were the perfect opportunity to perform Heat Illness Prevention training. As the thermostat began to climb in mid August, staff seized the opportunity to conduct this CalOSHA mandated training.

Safety Director Recruitment

The recruitment process for the safety director position is nearly completed. The managers of the participating wastewater agencies: CMSA, Novato San, SASM, and Sausalito-Marín City, selected a top candidate after the second interviews, and the background check process was successfully completed.

A conditional job offer was sent the first week of September, and we expect that the new employee will start work by the end of September or early in October.

AGENCY CAPITAL and MAINTENANCE PROJECTS

Pre-Treatment System Maintenance

Operations crew members assisted Eagle Rock Services with the removal of 10+ yards of grit from our pre-treatment system. Annually and typically in the low flow months, operations will take half of the pre-treatment equipment (one Influent Barscreen, two Grit Separation tanks, and two Grit Classifiers) offline for preventive maintenance.

The grit separation tanks have sloped floors and pumping systems to direct grit (such as rocks, sand, and even GI Joe

action figures) to holding bins. A majority of the grit is captured and hauled during the year, but, some manages to stay with us. To ensure that our pumps and piping are ready for winter, staff contracts with companies that specialize in this type of removal work.

Radio Transmission Improvement Project



In July, our selected location for the repeater station was approved by San Rafael’s Planning Department, the repeater base was set in place with concrete, and Coggins Fencing installed a no climb fence. This month CMSA staff fastened the repeater radio to its base, installed the control panel, and mounted a solar powered electrical source. A master radio and antenna mounted on top of the CMSA Administration Building will transmit and receive pump station information in the near future.

E/I Supervisor Kit Groves is currently testing this equipment to ensure reliable accurate data.

Administration Building Expansion Project

The Notice-to-Proceed letter was issued to DL Falk (contractor) on August 18 to commence the project construction. The contractor quickly mobilized on-site and began demolition of the women’s locker room and lab storage area. TRB & Associates, will be assisting staff with the inspection and construction management work.

We recently learned that the men’s locker room will need to be remodeled to improve ADA accessibility requirements. Kappe+Du, the project architect, is currently performing the design work, after which City of San Rafael will perform their plan checking. Once the remodel plans are approved by the City, DL Falk will prepare a quote for the remodel work.

Staff will then negotiate and prepare a contract change order for remodel work, which will be brought to the Board for review and approval in November.

Digester Improvements/FOG

The project design phase is going well and is proceeding on schedule. Kennedy/Jenks (K/J) will submit the 90% design drawings and specifications for internal review in mid-September. The Agency project team has two weeks to review and provide comments on the design, after which K/J will bring the design to the 100% level of completion.

Over the past few months, many design decisions have been made on equipment selection, interconnection to existing electrical and mechanical systems, preferred facility and equipment layout, and many others.

Staff plans to bring the completed design drawings and contract documents to the Board in November or December for approval, and public bid advertisement will begin after the first of the year.

Asset Management Program



Staff continues to conduct condition assessments on Agency assets as part of our Asset Management Program. This information is then input into our Computerized Maintenance Management System (CMMS).

This proactive approach of maintaining equipment will reduce overall life cycle costs for assets and enable us to better predict the failure rate of

equipment, reducing negative impacts on our processes.

This month, Maintenance replaced one scum pump and rebuilt a second, ordered a replacement bulk ferric chloride storage tank, replaced one digester recirculation pump (pictured) and ordered a complete drive system for one of our secondary clarifiers.

CMSA has learned we will receive a check for \$8,900.00 from the sale of our obsolete assets auctioned off this past week. This is the second time staff has utilized on-line auctioneers Interschola to assist us in disposing of outmoded assets. Interschola is an on-line auction service devoted to creating a secondary market for assets that would otherwise sit idle in warehouses. Items auctioned off included a pressure washer, two hypochlorite bulk tanks, one hydrogen peroxide bulk tank, and lab equipment. The monies received from this auction will be entered back into the general fund.

Aeration Blower Replacements

A Request for Proposal was prepared for the project and sent to four engineering firms for predesign and design services. The scope of work includes identifying blower replacement alternatives, designing the installation details for the selected blower replacement system, as well as integrating

the new equipment into our existing mechanical, electrical, and control systems. Three consultants have visited the Agency and will likely submit proposals by mid-September.

Staff will bring a professional service agreement, scope of work, and service fee to the Board in October for review and discussion.

ENVIRONMENTAL SERVICES

NPDES Testing

The CMSA lab testing performed in August was in compliance with our NPDES permit provisions, and we had a 100% fish survival in our effluent toxicity testing.

Public Outreach Activities

The Wastewater Treatment Agencies of Marin County won the prestigious Regional Water Board's Dr. Teng-chung Wu Pollution Prevention Award, recognizing exceptional accomplishments in pollution prevention in the Bay Area. This is only the 4th year the RWB has given this award.

This annual award recognizes Dr. Teng-chung Wu's dedication to improving water quality throughout his career as Executive Officer of the Regional Water Board and, in particular, his leadership in pollution prevention.

Environmental Compliance

The Environmental Compliance staff have completed the 134 zero discharge inspections for auto facilities that do not discharge auto wash or process wastewater to the sanitary sewer system.

Staff are starting the dry cleaner inspections for facilities that have machines using tetrachloroethylene, a highly regulated organic solvent. Waste storage and disposal records will be reviewed to ensure waste solvents are being hauled away properly.

Mercury Reduction Program

Dentists within the service continue to be very cooperative and install amalgam separators. Over one third of the dentists have installed the required separators. All separators are required to be installed by December 31st.

CONTRACT/OUTSIDE SERVICES

San Rafael Sanitation District

Staff have completed the self-clean inspections for restaurants that clean their grease traps themselves. All restaurants were in compliance, documentation was very good, and facilities continue to clean their grease traps at least every 15 days.

We inspect every trap to make sure they are clean, functioning properly, and that the cleaning schedule is sufficient to prevent

most of the grease from entering the sanitary sewers.

Las Gallinas Valley Sanitation District

Staff completed the pumping inspections for restaurants that hire outside licensed companies to pump out their grease traps and large outside interceptors.

The purpose of the pumping inspections is to ensure equipment has not been damaged while being pumped and that the pumping frequency is sufficient to prevent grease from being discharged to the sanitary sewers.

Ross Valley Sanitation District

There is one last restaurant that has not installed their grease trap. They have been meeting with plumbers and we have been discussing the installation requirements to assist them with the installation.

Overall success of the program has been excellent and we have established a good working relationship with the restaurant community. Staff is finishing up the second round of self clean inspections, and overall compliance has been great due the amount of time spent educating restaurant staff about cleaning frequency and documentation.

Tamalpais Community Services District

Staff scheduled appointments and met with the restaurant owners and managers to assist them in understanding the

installation requirements and answer questions about the letters they received requiring installation of grease traps. We will continue to assist the restaurants with installation and have already met to review plans for grease trap installations.

Sanitary District #2

We are continuing to perform the initial restaurant inspections to determine which restaurants have traps or interceptors and which will be receiving installation letters. Once the inspections are completed next month we will discuss the results with Corte Madera staff to determine the compliance schedules they would like for the installation letters.

Maintenance completed regular checks and routine preventive maintenance (including generator checks and wet well cleaning) for all 19 pump stations in August.

The Lakeside Pump Station new level control was installed this month. Annual preventive maintenance this month included: forcemain air relief valve maintenance or replacement, and Roy's Sewer Service pumped out and cleaned all pump station sumps.

Maintenance reviewed 45 USA (underground services alert) notifications, and field marked pump station forcemains, as needed.