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What's Happening Now...

The Strategic Business Plan...in Development

The CMSA Board held Strategic Business Plan (SBP) Planning workshops in December 2010 and January 2011 on the Purpose, Vision and Mission of the Agency. At the December workshop, the SBP facilitator, HDR, outlined the planning process, provided a status report on the stakeholder interviews and presented a draft Purpose and Mission statement that was developed by the Agency Strategic Planning Committee in November 2010. The Board had an open and candid discussion covering the wide-range of viewpoints on CMSA's purpose, vision and mission as it exists today and for the future.

At the end of the December workshop, the Board asked staff to work with HDR to draft three versions of the Purpose and Vision statements that reflected the various perspectives of the Board members. These draft statements serve as the starting

point for developing the final draft statements of the Agency's Purpose, Vision and Mission at the January 2011 workshop.

HDR sent out questionnaires to each Board member and the resulting feedback was then incorporated into drafting the various versions of the Purpose and Vision statements for the January workshop. Staff emphasized that the ASPC was waiting for the Board to reach consensus on the Agency's statements in order for the Committee to proceed with formulating goals, objectives and strategic actions that would fulfill the Agency's Purpose, Vision and Mission. At the January SBP planning session, the Board reviewed the various alternative statements, selected preferred versions, and crafted the final draft statements for the Agency's upcoming SBP. ♦♦♦

Administration Building Expansion



The expanded environmental services lab area and the women's locker room are nearly completed. The work remaining includes installing countertops, storage shelves, and toilet stalls. The City's building inspector has been working closely with the contractor, DL Falk, ensuring and signing off on the newly added areas as complying with the latest building codes. CMSA staff will be utilizing the new areas in early February.

After the completion of the added lab areas, and the women's locker room renovation, DL Falk will reconstruct the office spaces for the Environmental Service Department, and convert the men's locker room to comply with the latest ADA requirements. With the various changes in



this project, it is now slated for completion by March 7, 2011. *Pictured, left, is the new bioassay lab. Pictured on the right is the old carport/storage area that became the new bioassay lab.* ♦♦♦

Great News! The mercury reduction program has a nearly 90% compliance for the installation requirements of amalgam separators for dentists in the Las Gallinas service area. ♦♦♦

CMSA Phone Replacement

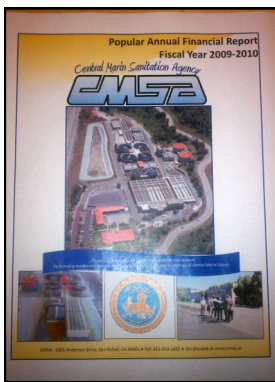
The Electrical and Instrumentation staff completed replacing our existing phone system with a VoIP (Voice over Internet Protocol) system. Our new system uses digital technology for the office phones, and is programmed to interface with the analog treatment plant phones with the ability to fallback on "copper lines" if needed. What is VoIP? It is a technology that uses your broadband internet connection to transmit data.

Why replace our existing system? The Merlin Legend phone system has been a workhorse for CMSA. It was installed in 1993 and has worked reliably, but has been out of production for years with parts and technical support no longer readily available. We installed the new system ourselves, which was significantly less expensive than contracting with a vendor. Benefits realized by switching to digital phones are the business office technology tools available to staff, such as caller id, call waiting, and integrated voice and email. ♦♦♦



Pictured, the new VoIP system

Finance News



Popular Annual Financial Report

During December and January finance and administrative staff created a condensed version of the

Agency's annual financial report known as the PAFR. It is designed to be a companion piece to the Comprehensive Annual Financial Report (CAFR) with a layout that can be easily understandable to interested parties without a background in public finance. The PAFR provides an overview of the CMSA's finances and operations with brief narratives, tables, charts and photographs and is intended to direct the reader to the CAFR for a more comprehensive view of Agency operations. The FY 2009-10 PAFR is available on the Agency's website.

Local Government Compensation Report for Special Districts

In December, we complied with the State Controller's requirement to provide compensation data for

employees. The Agency was required to provide information for each employee by department, job class, minimum to maximum annual salary range for the classification, total 2009 Wages subject to Medicare, Defined Pension Formula (it is 2.7% at age 55 for all CMSA employees), and employer's Contribution to Employee's share of 1) Pension Contributions, 2) Deferred Compensation and 3) Health, Dental and Vision Benefits. The Agency was not required to provide employee names or other personal information. Data for all employees will be available through the State Controller's Office. Employees should be aware the information related to salary and benefits are considered public information and the Agency would have to disclose such information if it is sought through a Public Records Act Request.

Monthly Budget Performance

As of December 31, the Agency received 48.1% of budgeted operating revenue and incurred 47.7% of total budgeted operating expenses. Debt Service contributions from member agencies were 69.8% of budget.

Asset Management projects and rehabilitation activities were at 37% of budget. Actual expenditures total \$246k and there were outstanding purchase

orders totaling \$156k for CMMS and Asset Management, grit system, facility repairs, chemical and plant pumps, gates rehabilitation, cogeneration, hydraulic power system and process tank maintenance, secondary clarifier turntables, telephone system and equipment replacement.

The Revenue Bond Program is at 83% of budget and includes \$743k in contractual obligations associated with the Administration Building Modification Project, the Agency Capital Master Plan, Biosolids to Energy Initiative and the Digester Improvement/FOG Facility Project. The remaining budget balance of \$12.1 million represents Revenue Bond funded activities in FY11 - FY12.

Year End Wrap Up

The beginning of a new year is a very busy time for the Finance Department. Many accounting and payroll related tasks need to be completed each January.

Payroll activities include preparing payroll reports and tax statements, implementing withholdings and reimbursements, and reviewing leave balances. Also, Accounting prepares income statements to vendors and implements 2011 CalPERS health plan rates and reimbursements to CMSA retirees. ♦♦♦

Public Outreach



The final logo and design colors for the public outreach mascot has been determined. The mascot is an octopus, and the slogan is “Get a Grip on Pollution.”

The 2011 Bay Area Environmental Education Resource (BAEER) Fair was a very successful outreach event with beautiful weather and great attendance. Teachers from throughout Northern California attended and were interested in our education and outreach program.

We anticipate requests for information, tours, and classroom visits in the near future! ♦♦♦ Pictured are Environmental Services staff Gretchen Mueller and Robert Cole.



On January 26 and 27, Redwood High School Junior and Senior Environmental Science students (*pictured left*) toured the CMSA treatment plant. We provided tours for five classes or about 150 students over the two day event. It is a wonderful opportunity for the students to see how wastewater is treated, learn the difference between storm drains and sanitary sewers, and what they should not put down the toilet and drains in their homes and why. ♦♦♦

Work is underway to produce the annual countywide public education program summary and the annual Pollution Prevention Report for Las Gallinas Valley Sanitary District. We had a fantastic year with our Pollution Prevention Programs and Public Education and Outreach Program winning the Regional CWEA Public Education Award, the CWEA Statewide Public Education Award, and the Regional Water Board’s Dr. Teng Chung Wu Award for our Pollution Prevention Programs and Public Education and Outreach Programs. It does not get better than that! ♦♦♦

Environmental Compliance/Industrial Waste Program/FOG

Annual report time is here and we are feverishly preparing annual reports to submit to the Regional Water Board and the EPA. It is a very busy time as we complete our annual summaries specified in our NPDES annual regulatory summaries. Also, the clock has been reset for completing all of our inspections of industrial dischargers again in 2011. We performed the annual comprehensive San Quentin inspection and all areas were in compliance. We will begin the inspections for the 125 auto shops in our service area next month.

The FOG Programs are in full swing with a busy first round of inspections at restaurants that clean their own grease traps. We’ve been focusing on the restaurants in the Las Gallinas Valley Sanitary District and the San Rafael Sanitation District service areas, and when these inspections are nearing completion, we will begin the inspections for Ross Valley Sanitary District, Sanitary District #2, and Tamalpais Community Service District service areas. ♦♦♦

Capital Improvements Program Team

The Capital Improvement Program Team is implementing improvements to the ongoing Capital Improvement Program (CIP) recommended by Kennedy/Jenks after their collaborative review last year. K/J is assisting staff with updating and improving the 10-year CIP that has been maintained over the last eight years. The Team is striving to improve descriptions of individual projects in CMSA’s budget, to streamline the development of the annual and 10-year CIP schedules, to simplify their integration into the annual budget development process, and to improve tracking of schedule and budget performance as projects are executed. The CIP Team plans to have their initial work ready for review by the Board’s Finance Committee in the near future. ♦♦♦

Maintenance

Because of the nice weather, Maintenance was able to gain a head start on our planned summer preventative maintenance, such as replacing 1000 feet of chain and 43 flights at Primary Clarifier #5. Staff also completed the required annual Backflow Device Testing. Seven devices were tested and all passed without the need for repairs. This is the first time in four years that repairs were not required to pass testing on these devices, which we attribute to our CMMS and the Preventative Maintenance program.

Time takes a toll on many of our assets. Pictured, *left*, is a sump pump that was recently replaced. This pump is an example of an asset that we chose to run to failure rather than taking the time to perform preventative maintenance. A Condition Assessment indicated it was more economical over the service life of this pump to run to failure versus rehabilitating it. ♦♦♦



Digester Improvements and FOG Facility Update



The Digester Improvements and FOG Facility project is meant to replace aging equipment serving the Agency’s two anaerobic digesters and construct a new facility to receive and process Fats Oils and Grease (FOG) and food waste from commercial food establishments. The FOG and food waste will be injected into the digesters and produce additional biogas for fueling the Agency’s cogeneration engine, reducing the amount of natural gas needed to run it. This innovative project has been published in a recent article on this topic in the Rocky Mountain Water Environment Association’s magazine, *Rumbles*.

The design plans and specifications have been completed by Kennedy/Jenks Engineers, and the next step is the adoption of the finalized plans and specifications by the Board and authorization to advertise the contract for bidding. On a parallel track, Environmental Science Associates prepared an addendum to the Mitigated Negative Declaration (MND) developed for the Wet Weather Improvement Project, which the Board adopted at their January 2011 meeting. Bidding is planned to begin in late February, with an award recommendation planned for the April Board meeting. Once the contract is awarded and executed, construction is expected to take 600 calendar days, through the end of calendar year 2012. ♦♦♦

Note:

The next Regular Board Meeting will be held on February 8, 2011 at 7pm at the CMSA office.

