



MONTHLY NEWSLETTER

January 2009

ADMINISTRATION

FY 2009 Mid-Year Budget Analysis

As of December 31, 2008, the Agency has received 49% of the budgeted revenues and incurred 50% of budgeted operating expenses; both are within reasonable operating parameters.

Asset Management activities under the Capital Improvement Program are currently at 28% of budget. The remaining budget balance contains \$572,000 for projects that Maintenance plans to undertake during the second half of the fiscal year. These projects include: facility paving, outfall repairs & inspection, telephone system replacement, scrubber fans, gates rehabilitation, waste gas burner and cogenerator repairs.

Additional Retirement Service Credit

Due to changes in federal law made by the Pension Reform Act of 2006 (HR 4), CalPERS has begun to accept Plan-to-Plan transfers from 457 governmental plans for the purchase of Additional Service Credit.

Previously, the Agency's did not permit plan-to-plan transfers due to potential tax liability issues for the Agency.

Now, CMSA will allow employees to use their deferred compensation plan to purchase airline from CalPERS.

Carpool Program Update

Seventeen employees (50% of employees on day shift) have participated in the program since September 2008. CMSA is currently sponsoring two carpools

using Agency alternate fuel vehicles, three private vehicle carpools, and one bike-public transit mode. Twice, the Program Administrator has authorized the guaranteed ride home feature for carpools to take an Agency vehicle home when other riders had to leave work unexpectedly. We are also working with employees to establish a second Agency-vehicle carpool from Sonoma County.

Payroll System Improvements

The new payroll processing team of Administrative Assistant Mary Brown, Accountant Technician Ahn Ta, and Financial Analyst Heidi Lang, in their few months of working at the Agency, have made numerous improvements to streamline the payroll process and provide additional information to employees regarding pay and benefits. The improvements include revised accounting of comp, holiday, and administrative leave time each pay period, updated leave balance reports to include use and accumulation details by employee each pay period, and leave balances posted on each employee's payroll vouchers.

Personnel & Training

Congratulations to Operators Dave Ernst, Mary Jo Ramey, and Jose Gutierrez for passing their SWRCB Grade III operator exams.

Staff recently received training on our revised Injury and Illness Prevention Program (IIPP) and Emergency Response Plan (ERP). Training consisted of a PowerPoint overview of the programs and a visit to the Administration location where all

CMSA's safety policies and programs are available.

State Emergency Management System (SEMS) training was held at CMSA on January 29th and 30th. Three CMSA staff attended, bringing the agency total to 12 employees trained in SEMS/ICS, to help manage emergency response.

Cathodic Protection Survey

The annual cathodic protection surveys for CMSA and SRSD were completed by JDH Corrosion Engineers, with assistance from our staff. This annual survey includes field testing, evaluation, and adjustments of the Agency's cathodic protection system that protects our outfall pipeline from corrosion, and SRSD's system that protects the Simms Street forcemain. The draft report and recommendations have been reviewed, and will be finalized by early February. SRSD reimburses CMSA for their survey work.

Procurement Contracts

The December cost adjustment for the Emulsion Polymer contract resulted in a net 3% cost decrease for this commodity, a result of falling diesel fuel and raw material prices.

The Sodium Hypochlorite contract expires in February and, although administrative extensions were available, the vendor was unwilling to extend for the cost adjustment allowed under the current contract provisions. Accordingly, staff prepared and advertised a new multi-year contract, with cost adjustment provisions. The bid

opening is February 3, and we plan to bring an award recommendation to the February Board meeting.

Safety

The Safety Committee has recommended the purchase of another Automated External Defibrillator (AED) for the maintenance shop and additional confined space entry equipment, which we will procure in the near future.

On December 19th, employees earned a safety holiday. Workplace health and safety are high priorities at the Agency. To encourage employee safety and commitment, staff can earn eight hours of time off when the Agency goes six months with no Lost Time Accidents (no loss of time from work beyond the day an incident occurs).

Congratulations, a job well done!

Du-All Safety has finished their audit of CMSA's safety program, and found that most of our program, policies, and procedures are well written and in compliance with Cal/OSHA. They have identified some areas to strengthen our program, which staff will prioritize for phased implementation in the near future.

PROJECTS

Wet Weather Improvement Project

The project continues to progress according to the approved schedule and there are no significant issues to report. Change orders remain at 2% of the construction contract amount, and the project is nearing the 55% completion level.

Staff from CMSA, Western Water, Carollo Engineer, and Harris & Associates attended our second follow-up partnering session, where we reviewed and updated our original partnering

goals and established new commitments to keep communication open and the project moving forward. All attendees agreed the project team is performing at a high level. The partnering facilitator has encouraged us to apply for the coveted Marvin Black Construction Partnering Award.

Recent construction milestones include removal of the temporary shoring and completed backfilling around the Effluent Pump Station, the new chlorine contact tanks, and the Gallery A extension; completion of about three-quarters of the slab pours and beginning the wall pours for the new Primary Clarifiers; constructing the new Primary Sludge Hoppers, and placing concrete for the new roof beams and Primary Influent Channel extension at the Gallery A/B intersection. Various gates, piping, and other mechanical equipment have been installed at the new CCTs and Effluent Pump Station.

Outfall Cleaning

Staff is developing the contract for internal cleaning of the Outfall diffuser section to restore its hydraulic capacity before the Effluent Pump Station becomes operational next winter. CMSA is obtaining permits or concurrences from the various regulatory stakeholders. So far, the Dredged Material Management Office has determined that disposal of the cleaned materials will be regulated by the Regional Water Board under the Treatment Plant's NPDES permit, and the Water Board concurred with plans to sidecast that material alongside the diffuser section.

Other regulatory stakeholders include the San Francisco Bay Conservation and Development Commission, which is

processing a permit for the work, the US Army Corps of Engineers, which is determining the appropriate permit to apply for, the Office of State Lands, and the City of San Rafael. The cleaning and disposal work is planned for early summer 2009. We hope to obtain the necessary permits, complete the contact documents, and award the project by June 2009.

The annual mudline and diffuser survey is going forward, and dive work should be completed in early February. The results of this survey will allow staff to provide a current estimate of quantities of bay mud to be moved from the diffuser section access ports for the solids cleaning contract.

Outfall Improvements Project

Phase I of this project was accepted as complete by the Board of Commissioners at their December 9, 2008 meeting. Phase II will include investigation and, if needed, external repair of the circumferential crack discovered during Phase I, together with designing and constructing extensions of the two Diffuser Section access ports to raise their lids above the existing Bay floor mudline. The crack investigation phase is expected to begin in late spring, with repair and riser port extension design to follow.

Facilities Expansion

The scope of work for this project is being finalized to expand the women's locker room, construct office space for environmental services, and expand maintenance storage facilities. Next steps include solicitation of requests for proposals from design firms, development of a design and construction contract, adoption, bidding, and award, and

completion of the construction work. Construction is planned for mid-2010.

Barscreen Replacement

Equipment procurement for this project is underway. Carollo Engineers is working on a hydraulic analysis and equipment recommendations for an additional barscreen at Grit Tank No. 3 to prevent short-circuiting flow into that tank during high flow conditions, and on requirements to upgrade the existing external power connection at the Headworks for the barscreens in case of power failure. Equipment installation is planned for late spring through the summer of 2009.

Methane Gas Study

Kennedy/Jenks Engineers presented the Methane Capture Study findings to the Board at their January 2009 meeting and, along with staff, responded to Board member questions. The Board asked staff to include a discussion on the food-to-energy project benefits to CMSA and the environment on the February Board meeting agenda, and asked staff to identify next steps if the project were to move forward.

The San Rafael City Council will receive a similar study presentation from Kennedy/Jenks at their meeting on February 2nd, and should accept the report.

Emergency Generator Improvements

The contract documents for this project were approved by the Board at their January meeting and the project is now being advertised for public bidding. The bid proposal opening is scheduled for early March and staff will bring an award recommendation to the Board's March meeting.

Cogenerator Repair

The cogeneration engine suffered a major mechanical failure on Christmas day. Peterson Power was hired in mid-January to repair the engine. They will disassemble the engine, and replace all "top" and "bottom" end bearings, cylinder liners, and pistons. The work also includes a "clean and dip" and new bearings for the generator. Peterson started work the last week of January and will finish in two to three weeks, depending on parts availability.

While the engine is unavailable, the digester gas is burned in boilers to supply digester and plant heating. The surplus gas is burned in the flare, and all plant electricity is supplied by PG&E. The Waukesha has run 30,000 hours to date, which equals 1,240 days (full 24 hours), just under 3.5 years. The next major service should be at 50,000 hours, and will require the unit to be shipped to a repair facility.

O & M Projects

PG&E completed the installation of the new plant transformer on January 22nd. The Cummins Emergency generator operated reliably to supply the plant with power while PG&E power was unavailable.

A leaking drain line to the sump in the Digester's heat exchanger basement has been repaired. There was an underground spring pouring into the broken line filling our sump, requiring the sump pumps to run almost constantly.

The pathway lighting behind the administrative building was upgraded to match the new front path lights. Half the lights have outlets to allow easy use of electric landscaping tools, reducing noise and pollutants from gas engine tools.

Tree Masters removed four dead and dying oaks above and below Andersen Drive that were affected by sudden oak death syndrome (SODs). The trees were a safety liability, as they could have fallen onto the road. An arborist sprayed 50 oaks on plant property below Andersen to slow the progress of SODs.

Maintenance work completed over the past two months includes installation of a new chute for Barscreen #1, repacking #2 centrifuge feed pump; replacing belts on #2 primary scum pump; replacing #2 centrifuge diverter gate limit switches; repairing #2 DAF top flights and beach; replacing the leaking 3" Back Flow Preventer that supplies the generator room; building a new 12" X 6" spool for #1 RAS pump; rehabilitating WAS pump #1, which included a newer model Moyno pump and stainless steel base plate; overhauling the Biotower pump # 4; and rebuilding RAS pump #3 motor and installing a new VFD.

ENVIRONMENTAL SERVICES

NPDES Testing

The lab testing performed at CMSA was in compliance with our permit requirements. There was 100% fish survival in our January bioassay.

Laboratory

Our chronic toxicity testing lab passed the second set of performance evaluation samples to maintain their laboratory certification. This is excellent news since there are only two labs in northern CA certified for specialized toxicity testing.

We have only had to perform additional wet weather testing twice this winter for blending events. It has been an unusually dry winter, which has helped maintain exceptionally high effluent quality.

Public Outreach

Environmental Services staff participated in the Bay Area Environmental Education Resource (BAEER) Fair on January 24 at the Marin Civic Center. The Fair is a bay area event sponsored by the Lawrence Hall of Science, UC Berkeley, EBMUD, East Bay Parks District, and Adventures Beyond. The goal is to inform teachers and students about resources regarding environmental stewardship, conservation, and about classroom presentations and field trips. Staff spoke to several teachers in our service area and provided information about educational programs that we sponsor. 243 teachers, parents, and students took our outreach quiz at the event.

Our educational "Captain Polluto" puppet show reached 760 students over the last two months and has been very successful for children in grades K - 3. It is a great outreach presentation about the importance of wastewater treatment and our role in protecting the environment.

Environmental Compliance

Environmental Services completed comprehensive annual inspections of all industrial and commercial waste dischargers in our service area for 2008, which was the first year of our increased frequency. The benefits of frequent inspections are: enabling staff to maintain an up-to-date database with discharger contacts, and helping dischargers to stay aware of what is allowed

to be discharged to the sanitary sewer and of the proper handling and disposal of hazardous materials.

Staff is planning and scheduling calendar year 2009 inspections to make the process as efficient and effective as possible.

CONTRACT/OUTSIDE SERVICES

SRSD FOG

We are working with SRSD to determine interceptor installation or multiple traps on Drainage Fixture Units (DFUs) for the Sea Food Peddler. They had planned on installing an interceptor, but due to unforeseen complications with installation, costs increased to \$50K. Work is progressing on possible less costly alternatives including the installation of multiple traps, or possibly having a reduction in high-strength costs for FSEs with interceptors.

Three additional trap installation letters were issued to Food Service Establishments (FSEs) that already have traps in place. Changes to the FSE plumbing or DFUs require additional traps to comply with the FOG program.

LGVSD

Staff completed the annual inspections of auto service facilities, photo developers, and printers for the LGVSD pollution prevention (P2) program. Staff will prepare their annual P2 report for submission to the Regional Water Board.

Due to excessive build up of FOG at the Chili's restaurant, staff has performed frequent inspections of their interceptor and had follow up meetings with their staff over the last several months. Chili's is now required to increase the pumping of their interceptor from quarterly to every two months.

RVSD FOG

GRD installation letters were sent to 44 FSEs requiring submission of plans to Marin County Environmental Health Services within 100 days (due 2/6), the local authority for building permits, and the installation of GRDs within another 100 days. CMSA has continued to visit FSEs that have questions about the requirements. The FSEs are very cooperative and the meetings were productive.

Currently, there are 32 FSE's permitted and staff completed the first FOG compliance inspections; no enforcement actions were necessary.

Sanitary District #2

Maintenance completed regular and routine maintenance, generator checks, and wet well cleaning for SD2's 19 pump stations in December and January.

The E/I staff installed radio telemetry to the Trinidad #2 pump station. The station did not have any remote monitoring, and relied on neighbors to notice a flashing red light on the station if there was a problem. New graphics and alarm points were added to the CMSA process control system for around-the-clock monitoring.

E/I installed a new antenna at the Lakeside pump station as a trial to communicate to CMSA. Construction planned next to the Fifer pump station may block the existing transmission route.

Maintenance completed 52 mark ups for January and 54 for December of pump station piping for these months' Underground Service Alerts.