



## MONTHLY NEWSLETTER

July 2010

### ADMINISTRATION



#### **Anniversary/Dedication Event**

The Agency's 25 year anniversary and wet weather improvement project dedication event was on July 15<sup>th</sup>, and was a great success. About 100 people attended, including representatives of federal and state legislators, current and former members of the CMSA Board, representatives of wastewater agencies and other local governments, the project team, and the general public. Several resolutions of recognition were presented followed by the ribbon cutting ceremony. Refreshments were served (including a cake model of the treatment plant) and tours of the treatment plant were conducted.

We received very positive comments about the Agency, our staff, and the event proceedings from many attendees during and after the event.

#### **Safety Director Recruitment**

Second interviews for the top three safety director candidates were held the week of July 26<sup>th</sup>, and involved the candidates traveling to each agency to be interviewed by their staff. The wastewater agency managers

have discussed each candidate's performance and have selected the top candidate. Background checks are underway, and if fine, the conditional offer of employment will be made soon. We anticipate a start date in late August/early September.

#### **Safety**

A new safety quiz has been handed out to all CMSA staff. Twice a year, the safety committee prepares a cross-discipline safety quiz as part of our safety program. Safety is very important at the Agency and the quizzes along with safety tailgates and training are a reminder of the importance of safety in the work place.

#### **FY10 Financial Statements**

Finance Staff is beginning to "close the books" and prepare the FY10 Financial Statements. Staff is reviewing outstanding purchase orders, accruing all expenses incurred at June 30<sup>th</sup>, reviewing the status of outstanding receivables for services rendered during FY10, and recording fixed asset acquisitions, dispositions and depreciation.

FY10 will close by mid-August when staff prepares preliminary financial statements for FY10 Revenues, Expenses, Assets, Liabilities and Cash Flow Statements. These statements will be audited by Vavrinek, Trine & Day Co. (VTD) in September, and submitted to the Board in November. Once the FY10 Financial Statements have been accepted, they will be

incorporated into the Agency's FY10 Comprehensive Annual Financial Report (CAFR).

#### **Internal Control Audit**

The Agency's auditors, VTD, will perform the internal control audit in August. This audit evaluates staff's compliance with Agency policies and procedures in the execution of Agency business: bidding, contracting, and purchasing; salary and benefits; accounts payable and receivables; banking and various other areas affecting the financial integrity of the Agency. In conducting the internal control audit, the auditors randomly select financial transactions from payroll processing, accounts payable disbursements, bank deposits, contract execution and reviews the authorization levels to execute these transactions.

#### **Accounting Software Upgrade**

The Finance Department successfully upgraded the Agency's financial system, Open Systems Accounting Software (OSAS) to version 7.5 as of July 1st. Staff extensively tested to ensure the customized programming from the previous version of the software worked in the new version. Staff also implemented a customized leave time accounting feature within OSAS to track employees' accrued comp and holiday time balances and then print the available balance directly onto the pay voucher. Now all available accrued balances for vacation, sick, comp-time, holiday and administration leave

are tracked within OSAS instead of on multiple spreadsheets.

### **Other Payroll Implementation Activities**

On top of implementing an upgrade to the financial system, staff has also been calculating and implementing various payroll changes into OSAS that became effective July 1, 2010: cost-of-living-adjustment, a new provision governing overtime and working on an Agency-observed holiday, the addition of holiday leave to every employee's time bank, new employer contribution rate for CalPERS retirement, and reviewing the application of taxes on the life insurance benefit.

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## **PROJECTS**

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### **Wet Weather Improvement Project**

The project record drawings are being wrapped up by Carollo Engineers, and should be delivered by early August after which their contract will close-out. Staff intends to prepare a WWIP final cost report for the September Board meeting.

### **Capital Master Planning**

Kennedy/Jenks is finishing the evaluation of our existing CIP, focusing on project cost estimates, criticality and priority for scheduling, and the adequacy and accuracy of descriptions. The internal project team reviewed suggested modification to the CIP format, and is selecting a revised format. The facility and seismic assessment inspections have been performed, and each report with their findings will be delivered to the team in the near future.

We anticipate presenting a revised CIP document with a list of recommended projects, to the Board in the fall 2010.

### **Risk Assessments**



Emergency De-Chlorination System Supply Header

Operations has completed the initial work on the "Process Risk Analysis" project. The primary intent of this project is to identify all general area process equipment, rate the criticality of the equipment within the operation of the treatment works, determine the impacts if failure should occur, and develop recovery strategies. Standard Operating Procedures are updated or repaired as needed. The picture shows our Emergency Dechlorination Supply System. If CMSA loses power, this system will allow Sodium Bisulfite to mix with our disinfected effluent, to ensure it's dechlorinated before it reaches the Bay.

### **Digester/FOG/F2E**

Kennedy/Jenks is moving forward with the 90% design, due in September. One key project goal is improving digester mixing by replacing the now-obsolete gas mixing system with a new pumped system. Another is providing the ability to add Fats, Oils and Grease (FOG) and

potentially processed food waste to the digester feeds from a new FOG Receiving Station. These improvements are expected to significantly increase biogas production, reducing reliance on natural gas. Once the 90% design submittals are reviewed by staff, Kennedy/Jenks will produce the 100% complete design.

### **Administration Building Expansion Project**

The contract for this project was awarded in July to D. L. Falk of Hayward, CA. The contract has been executed and Falk submitted insurance certificates and bonds. The Notice to Proceed will be sent when building permits are finalized. Staff and Kappe+Du Architects, the project designers, are working closely with the San Rafael Building Department to resolve the last remaining issues from the plan check. The modular temporary female locker room has arrived onsite and is being connected to utilities by maintenance staff. We anticipate demolition beginning mid-August, with construction taking about four months.

### **Aeration Blower Replacement**

The Agency's secondary treatment system uses blowers to provide compressed air to four aeration tanks. The project's scope involves replacing two original constant speed blowers with a slightly larger variable speed blower. The internal project team has been formed, and a Request for Proposals for design assistance has been sent to Bay Area engineering firms with experience in this kind of blower replacement work. We expect the equipment selection

and appurtenance design to be completed by late this November.

Staff is moving the rebate application process forward with PG&E's Energy Efficiency – Load Response program. Their engineer evaluated our existing equipment's energy consumption earlier this month. The rebate amount will be determined after installing the replacement equipment.

**Gate Replacement**



Secondary Clarifier #4

Operations and Maintenance are coordinating with Monterey Mechanical on the installation of the secondary clarifier sluice gates for tanks 1 and 4. As part of our Asset Management Program, these secondary clarifier gates were identified as reaching the end of their effective life cycle. Secondary Clarifiers 2 and 3 sluice gates will be replaced in the coming fiscal year.

**Plant Pavement Maintenance Program**

The Engineering Department coordinated a relatively small asphalt pavement maintenance project. Eleven areas (approximately 1,400 square-feet) with serious pavement damage were rehabilitated with new asphalt and approximately 12,000 square-feet were reconditioned with crack sealing and seal coating. Also, a new asphalt pad was constructed at the back of the maintenance annex building to improve storage and material handling.

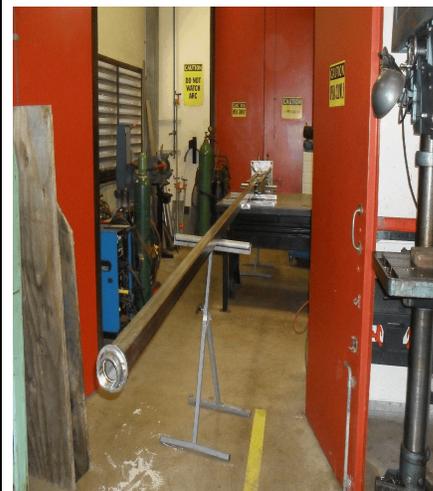
**Data Radio Communication**



Antenna Base

In October of 2009, transmissions from new radio users in the Greenbrae area began to interfere with our SCADA transmissions from the Corte Madera and Larkspur facilities. Our Electrical and Instrumentation staff modified the SCADA programming to minimize radio signal interruptions to keep the system functioning, and designed a robust solar powered repeater system for the CMSA property near the hilltop between Andersen Drive and Sir Francis Drake. The San Rafael planning department informed CMSA that we did not need a permit for this

work. Last week Maintenance staff cleared the repeater site to allow a fencing contractor to install the antenna base and a "no climb" security fence.



Antenna fabrication in welding shop

**ENVIRONMENTAL SERVICES**

**NPDES Testing**

The CMSA lab testing in July was in compliance with permit requirements and we had 100% survival in our new 5<sup>th</sup> edition biosasay system.

**Public Outreach Activities**

We had the 2nd-highest turn-out ever for our public education booth at the Marin County Fair. Overall fair attendance was a little lower than last year, but our booth was hopping the entire fair. We handed out over 2,510 environmental quizzes. Several adults and children commented on our excellent school outreach program, and the percentage of students in our service area scoring 100% was substantially higher than outside the county.

**Environmental Compliance**

The Environmental Compliance staff are continuing to work on their zero discharge inspections for auto facilities that do not discharge auto wash or process wastewater to the sewer system. Some of the chemicals regularly used in auto maintenance, body shops, and car dealerships could pose an environmental concern if discharged to the sanitary sewer system. The annual inspections greatly assist local businesses with maintaining awareness and compliance with regulatory requirements.

**Mercury Reduction Program**

Dentists within the service area have been very cooperative and are in the process of installing their facilities' amalgam separators. Over a quarter of the dentists have installed the required separators and the number is increasing every week; all dentists are required to have the separators installed by December 31, 2010.

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**CONTRACT/OUTSIDE SERVICES**

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**San Rafael Sanitation District**

Staff has been busy conducting inspections and have now completed 70% of the self-clean inspections for restaurants that clean their grease traps themselves. During each inspection we review their cleaning logs to ensure they are documenting and cleaning their grease traps at least every 15 days and inspecting the traps to make sure they are clean and functioning properly, and all restaurants have been in compliance.

**Las Gallinas Valley Sanitation District**

Smith Ranch Homes has flushed out their lateral connecting to the main sewer and is now pumping their grease traps monthly. Las Gallinas staff has videotaped their lines and will be monitoring them every two months to determine if the increased pumping has reduced or eliminated the FOG buildup in the main lines. The other restaurants in their FOG program have been recently inspected and are all in compliance.

We are continuing to work with the dentists in the LGVSD service area on compliance with the mercury reduction program. Approximately 65% have submitted their self certifications that state they will install an amalgam separator by the end of the year. Their dentists are doing well with over a third having already installed amalgam separators.

**Ross Valley Sanitation District**

The last two restaurants that have not installed their traps were contacted in July by staff and they have informed us that they are in the process of completing the installation process. All other restaurants have been maintaining an excellent level of compliance and our staff are currently in the process of performing the self-clean grease trap inspections.

**Tamalpais Community Services District**

The six restaurants in the TCSD service area have been contacted to schedule appointments to review and discuss the grease trap installation requirements, and

to answer any questions about the FOG program or ordinance.

**Sanitary District #2**

Maintenance completed regular checks and routine preventive maintenance, including generator checks and wet well cleaning, for the district's 19 pump stations in July.

The Lakeside Pump Station had a level control failure in June. Installation of new parts is scheduled for August. Fifty one underground service alert mark-ups of force main piping were made in July.

A FOG program information meeting was held on July 29 for restaurants at the Corte Madera Town Center Community Room. The turn out was low, but staff had a detailed presentation explaining the FOG requirements and were available to answer any questions. Environmental services staff are continuing to perform the initial restaurant inspections to determine which restaurants have traps or interceptors and which will be receiving installation letters.

Reminder!  
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Please remember that the regular August Board Meeting has been cancelled. The next regular board meeting is scheduled for September 7<sup>th</sup>.

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