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A NACWA Platinum 10 Peak Performance Agency

1301 Andersen Drive
San Rafael, CA 94901
Phone 415.459.1455
Fax 415.459.3971
www.cmsa.us

Jason R. Dow, P.E.
General Manager



SLUDGE THICKENING SYSTEM REPLACEMENT CONSTRUCTION UNDERWAY



Demolition of the existing DAFs.

(MCI) for the low bid amount of \$1,780,250. The DAF demolition will be sequenced, meaning at least one thickener will be in service at all times so the treatment plant can continue normal operation. After the major equipment was procured and delivered, MCI began construction activities by demolishing the first DAF. Most of the mechanical installation for the first RDT has been completed and the electrical/instrumentation work will be finished in early September. The RDT will be tested, and once approved by the Agency, MCI will demolish the second DAF and complete construction of the second RDT.

The Agency has a contract with HDR Engineering for engineering services during construction, and staff is managing and inspecting the project construction.

Construction of the Sludge Thickening System Replacement Project is underway and scheduled to be completed in March 2016. The project will replace two existing dissolved air floatation (DAF) thickeners with two rotary drum thickeners (RDT). Thickeners remove water from the waste activated sludge (WAS) before its sent to the anaerobic digesters for further treatment.

The Board awarded a construction contract to Mountain Cascade Inc.



New RDT's being installed.

RECYCLED WATER TO BE AVAILABLE SOON



Assistant Engineer, Jacky Wong, at the site of the new Truck Fill Station.

recycled water users, using it to flush their sewer lines instead of using potable water.

In the near future, CMSA will be delivering recycled water from our soon-to-be-built truck filling station. A few weeks ago, the State Water Resources Control Board approved the Agency's recycled water for limited off-site uses, conditioned on approval of the truck filling station design. When staff received that notification, Kennedy/Jenks Consultants, author of the Recycled Water Title 22 Report, was hired to design the truck filling station. In early August, the design was submitted to the SWRCB staff for their review, and approval was received. The Agency will now seek bid proposals from local contractors to build the filling station. We anticipate that CMSA's member agencies will be the first recycled water users, using it to flush their sewer lines instead of using potable water.

OPS, MAINTENANCE, AND JPA MEMBERS SUPPORT PROJECTS

Ross Valley and San Rafael Sanitary Districts assisted the Agency by shutting down their collection system's pump stations so Agency staff could access the Headwork's air diffusing header that is usually submerged. Also, taking advantage of the downtime, the Sludge Thickening Improvements Project's contractor measured for an isolation gate to be installed in late August.



Empty secondary clarifier.

In June, staff diverted primary influent flow to off-line primary clarifiers to allow technicians to work on four aeration basin influent gates and channel piping. Staff also took this opportunity to rotate secondary clarifier tanks. O&M staff worked closely together to successfully prioritize these projects and reduce downtime, focus resources, and limit impacts on operations.

IMPROVED CENTRIFUGE CONTROLS INSTALLED

One of the three centrifuges used to dewater biosolids needed a control system upgrade. A programmable logic controller (PLC) that automatically controls the equipment operation was no longer supported by the manufacturer. Modern controllers were installed in June.



Potable (blue) and fire protection (red) water piping newly coated.

COLORFUL COATINGS SERVE A PURPOSE

Agency equipment often operates in harsh environments, and protective coatings are vital in extending their lifespans. These bright coatings also serve to enhance safety by identifying by color which specific fluid is contained in the equipment.

HARD-WORKING PUMP REFURBISHED

The site sump at the Headworks has the taxing job of receiving septage loads from private haulers, RV waste, and wastewater from the Administration and Maintenance buildings. A bypass system was set up to avoid any service interruptions, and vital repairs to the pump equipment was completed.



New site sump piping.



Inside the centrifuge control panel.

FOODWASTE-TO-ENERGY IN THE PUBLIC EYE

The Central Marin Food-to-Energy (F2E) program has received a lot of attention and positive press over the past several months. CMSA and Marin Sanitary Service staff gave F2E presentations at the California Association of Sanitation Agency's winter conference and a California Water Environment Association Renewable Resource seminar, and CMSA staff presented the program during U.S. EPA and Water Environment Federation webinars, and at the North Bay Watershed Association Board meeting. Attendees were very impressed by the CMSA/MSS public-private partnership and the overall success of the program. The program was also featured on the front page of the Marin IJ, and was the topic of a recent complimentary IJ editorial.



CHEMICAL STORAGE ROOM FLOOR REPLACEMENT NEARS COMPLETION

In the hypochlorite chemical storage room, the floor's epoxy coating and top layer of concrete had chloride damage and needed to be replaced. The Agency awarded the construction contract to remove and replace damaged concrete, replace the pumping and piping systems, and install a new, non-skid epoxy coating to Pacific Infrastructure Corporation (PIC). In May, Agency staff designed and built a temporary hypochlorite pumping system for use during construction. Over the subsequent months, PIC removed the damaged coating and concrete and poured the new concrete floor and tank pads. After the concrete cures, the new epoxy coating will be installed and the piping system built. Staff is managing and inspecting the construction with assistance from Dee Consultants, and Carollo Engineers is providing engineering services during construction.



Interior of Chemical Storage Room, showing newly poured concrete floor and tank pads.

MAINTENANCE FACILITY PROJECT MOVING FORWARD

FME Architecture and Design completed the office and storage needs assessment for the maintenance facility in March, and the cost estimate was included in the FY 16 Capital Improvement Plan. FME recently submitted 60% design drawings to create office spaces, enclose the open side of the building, and modify the grading around the building to meet accessibility requirements. The final design bid documents will also include construction of a prefab metal building for storage. The City of San Rafael will need to approve the documents before the Agency goes to public bid in early 2016.

KEEPING PACE WITH NEW TECHNOLOGY

Technology has become an increasingly critical factor in providing reliable and cost effective services. With this rapidly changing environment, it is important that the Agency carefully plan technology projects. To this end, staff, with consultant assistance, is creating an Information Technology (IT) master plan, which consists of fifteen topics including creating and updating documentation of IT assets; developing standards and uniformity for Agency software and hardware; evaluating existing communication equipment, software, and services; and updating policies and procedures. The master plan is scheduled to be completed in December 2015.

LOW COST CHEMICAL PROCUREMENT

For the second year, the Agency is participating in the Bay Area Chemical Consortium (BACC). The BACC is a cooperative group of over fifty public water and wastewater agencies in northern California, with the purpose of seeking competitive bids from vendors to supply and deliver chemicals used in treatment processes to its members.

Advantages are BACC's larger purchasing power and savings in administrative costs, compared to CMSA staff performing these duties. For FY 16, CMSA has obtained five chemicals through the BACC, and all but one has a lower unit cost than the previous year's, resulting in a net savings.

ENVIRONMENTAL SERVICES

NPDES TESTING

The CMSA lab testing was in compliance with NPDES permit requirements, with 100% survival in all of our recent bioassays.

PUBLIC OUTREACH AWARDS AND ACTIVITIES

The Wastewater Treatment Agencies of Marin County won the Statewide California Water Environment Association's (CWEA) **Public Education Program of the Year Award**, which was handed out at the Annual CWEA Conference in San Diego.

So far in 2015, public education booths were stationed at the Marin Academy Earth Day Fair, Tiburon Salmon Release, Marin County Home Show, Fairfax Ecofest, Wetlands Days in Mill



Valley, Marin County Fair, and Downtown San Rafael Farmer's Market. At these events, a total of 2,515 people took the environmental quiz and were

educated about wastewater-related environmental topics. The elementary school outreach program *Where Does It Go* juggler show was performed at ten elementary schools in Marin County this year, reaching more than 2,557 students.

ENVIRONMENTAL LABORATORY CERTIFICATION

The CMSA laboratory received the **Certificate of Excellence** and has been recognized as a **Laboratory of Excellence** for achieving 100% acceptable data in our 2015 laboratory proficiency testing by Environmental Resources Associates, as part of the Environmental Laboratory Accreditation Program (ELAP) at the State Water Board Division of Drinking Water.



NACWA PLATINUM 10-YEAR PEAK PERFORMANCE AWARD

CMSA has received a **10-Year NACWA Platinum Peak Performance Award**, which recognizes outstanding compliance of an agency's National Pollutant Discharge Elimination System permit, and ten years without NPDES permit violations. The Platinum Peak Performance Award is an accomplishment, with less than 2% percent of wastewater treatment plants qualifying nationally, and demonstrates the dedication and hard work of the CMSA staff.



LAGOON AND CANAL TESTING



The Agency began the annual testing of the lagoons in Corte Madera to ensure that they are safe for recreational purposes, and to assist the Town in maintaining water quality during the warm weather when the public enjoys a variety of outdoor activities.

FINANCE

INTERNAL CONTROL AUDIT

The Agency's auditors, Chavan and Associates, conducted an audit in July to evaluate compliance with Agency policies and procedures, such as bidding, contracting, purchasing, salary and benefits, accounts payable and receivable, and banking.

Chavan will be back during the week of September 21 for the financial audit and to prepare the Agency's financial statements for the end of this fiscal year. The results will be presented to the CMSA Board in November.

ACTUAL-TO-BUDGET PERFORMANCE

As of fiscal year-end June 30, the Agency reported 102.4% of budgeted operating and debt service revenue which includes both receipts and receivables.

- *Revenues* — \$17.4M; \$56K more than the \$16.9M budget
- *Total Operating Expenses* — \$9.67M; 95.8% of the \$10.1M budget
- *Capital Improvement Program* — 102.2% of budget, and included \$2.74M in actual expenditures and \$2.26M in encumbered funds for outstanding purchases, services and projects in progress.

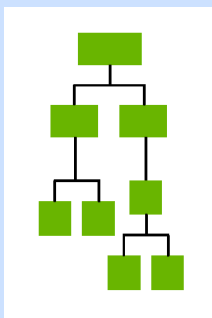
OPERATING & CAPITAL BUDGET ADOPTED

The Board approved the FY 15-16 Operating & Capital Budget at their June 2015 meeting. The budget includes operating revenues of \$11.77M, operating expenditures of \$10.89M, and Capital Improvement/Asset Management program expenditures totaling \$4.54M.

The Agency is completing an expanded version of the budget that follows the guidelines recommended by the Government Finance Officers Association (GFOA). This comprehensive high quality budget document is designed to be easily understandable to the general public and other interested parties. The GFOA version will be submitted to the GFOA Distinguished Budget Presentation Awards Program in September. The Agency has received four GFOA awards since FY 12.

SHARED FILE SYSTEM BEING REORGANIZED

As the Agency has grown over the years, the shared computer system used by staff members for all aspects of Agency administrative functions has become disorganized and overloaded with obsolete and duplicate files.



In an effort to address this issue, a cross-departmental team was put in place to create a development plan for a new file structure and system. The strategy and implementation plan has been drafted, and efforts are now underway to gradually transition the directories and files to the new system, with completion targeted at early 2016.

ADMINISTRATION

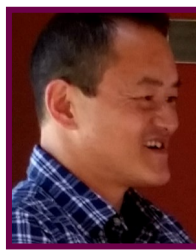
WELCOME TO THE BOARD

The Agency is happy to welcome Mary Sylla as a member of the CMSA Board of Commissioners representing Ross Valley Sanitary District. Mary has been an alternate member for two years, and now is taking on the responsibility of being a Board commissioner. Pamela Meigs, who has been serving as Board commissioner, will now become an RVSD alternate.



Mary Sylla, new CMSA Board Commissioner

ADMINISTRATIVE SERVICES MANAGER RECRUITMENT



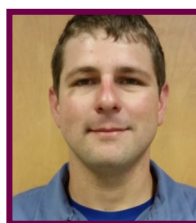
Hank Jen, former Admin. Services Mgr.

Hank Jen, CMSA's intrepid and dedicated Finance Director and Administrative Services Manager since 2007, resigned from the Agency in July. With this position opening up, the Agency requested the assistance of Koff & Assoc., an executive staffing firm, in the recruitment process for a new ASM. As of press date, the Agency had selected and offered the position to a top candidate.

RETIREMENT AFTER MANY YEARS OF SERVICE

William Grant, a Lead Operator, announced his retirement in July, after 29 years at CMSA. William trained many new operators, and was known for being a resource for advice in tackling unusual operational events. William says he has enjoyed his time at CMSA and will miss everyone, but is ready for a new chapter in his life to begin. William will also be greatly missed, especially by the staunch and dedicated graveyard staff, where he spent most of his years of service.

NEW UTILITY WORKER ON BOARD



Jacob Dellinger, new Utility Worker

In June, the Agency received almost 100 applications in the recruitment process for a new Utility Worker. Through a ranking system that evaluates each applicant's qualifications, the most suitable applicant was offered the position. Jacob Dellinger began work in August. He hails from Petaluma, where he worked for the Petaluma City Schools. There he excelled in landscape maintenance, custodial tasks, and equipment maintenance. He has also worked on a dairy farm as a ranch hand.

Welcome, Jacob!