



MONTHLY NEWSLETTER

June 2010

ADMINISTRATION

FY 2011 Budget

The Board adopted the FY11 Budget in June 2010. The FY11 Adopted Budget includes operating revenues of \$9.9 million, operating expenditures of \$9.1 million and Asset Management program expenditures of \$393,000.

The \$588,000 or 7% increase in the operating budget is primarily a function of salary and benefit adjustments to fund the Agency's obligation of retiree health benefits for current employees, less Agency staff time assigned to the Revenue Bond program due to the completion of the WWIP, increases related to collective bargaining agreements, and increases in health care premiums. There were also significant budget increases for chemicals, utilities, insurance and operating permits.

The adopted budget has been published, will be distributed to staff and the Board in the near future, and will be posted to the Agency website in early July.

Safety Director Recruitment

The recruitment process for a new safety director should be completed in August with the new director starting by September. The safety director is a shared position through a cooperative agreement between CMSA, Novato Sanitary, Sausalito Marin City Sanitary, and the Sewerage Agency of Southern Marin. CMSA is the host agency and employer.

The top applicants took an exam on CalOSHA safety standards, and the highest scorers were invited for panel interviews. Due to the applicants' summer vacations, we

scheduled the first interviews in two sessions, the first was held in late June and the second will be July 14th. In July, the best performing candidates will be invited for second interviews at each agency.

Safety First

Congratulations to CMSA employees for completing a six-month period without any lost-time incidents. CMSA strives to maintain a safe work environment and all employees are commended on this accomplishment and received a safety holiday award of 8 hours.

Extended MoU for Represented Employees

The CMSA Board extended the MoU and approved compensation and benefit adjustments for its represented employees in June. The Agency appreciates the hard work and dedication made by the staff that were involved in developing this agreement. The MoU will be in effect until June 30, 2014 and will be available once it has been signed by SEIU.

Health Benefits at Retirement

The new collective bargaining with the Agency-represented employees included the institution of the Medical-After-Retirement-Account (MARA) benefit for represented employees hired after June 1, 2010. The MARA benefit also affected how the health benefits for represented retirees would be administered between CMSA and CalPERS effective August 1, 2010. Staff has been contacting all affected retirees by phone, and will follow-up with a letter. Identical changes for unrepresented retirees have been in place since May 1.

In June 2010, the Agency made its

initial contribution of \$308,000 into a CalPERS managed trust fund. This contribution is the amount the Agency set aside in FY10 to prefund its obligations to provide health benefits at retirement for its current employees. This is in addition to the \$102,000 incurred to provide health benefits for 23 retirees. The total FY11 obligation for prefunding future benefits and direct payment of current retiree health benefits will be \$428,000.

Training

Du-All Safety provided the final safety classes for Blood Borne Pathogens and Hot Work. Du-All is nearing the end of a year long project which included review of existing and development of new safety programs, standardizing the safety policy and procedures format for the safety director program agencies, and providing training on these policy and program updates.

Five operations and maintenance employees attended a two day Asset Management class held at East Bay MUD.

The Finance Manager and CMMS Administrator attended the Liebert Cassidy Whitmore consortium training on Employee Due Process Rights and Skelly Laws. The training focused on the importance of preparing the employee evaluation and its use in the disciplinary process.

Contract Management

Staff performed the semiannual cost adjustment calculations for the Emulsion Polymer Supply and the Biosolids Hauling contracts to be effective July 1. Based on those calculations, the new unit price for emulsion polymer will be

\$1.271 per gallon, an increase of 10.65%, and the unit price for transporting biosolids to Redwood Landfill and Lakeville Land Application site are: \$7.088 and \$9.683 per wet ton, respectively, an increase of 2.86%.

OSAS Software Upgrade

The Finance Department uses Open Systems Accounting Software (OSAS) to process all payroll and financial transactions and to produce the Agency’s financial reports. The Agency last upgraded OSAS in 2003 and since then OSAS has added many new processing features and reporting enhancements to the software.

The upgrade and customized payroll programming were installed and completed during the first week of June and training and testing of all modules commenced thereafter. Finance staff ran each payroll in a test environment and compared the calculations to the actual payroll to assure accuracy. Finance is expected to switch to the upgraded version on July 1, 2010.

PROJECTS

Wet Weather Improvement Project

Western Water completed the construction and punch list work in May, the Board accepted the project as complete in June, and we have paid WWC their contract retainage of \$1.85 million. Harris & Associates moved off-site, provided CMSA with all project documentation, and prepared the construction final report. Their contract will close in August. The record drawings are being prepared by Carollo Engineers and will be completed by the end of July. This project was a huge success, and ends over seven years of studies, planning, design, and construction.

Capital Master Planning

The project activities have been moving forward per schedule. The CIP kick-off and format meetings have been held, and Kennedy/Jenks

(K/J) has completed the site visits and inspections for the seismic assessment and facility/ equipment evaluation tasks. The site visits were conducted by senior engineers in each specific technical discipline - electrical, structural, process, instrumentation, and mechanical. We received this nice compliment from Mike Joyce, a senior K/J process engineer: *“Following our Primary and Secondary Process equipment condition assessment on Tuesday, I can say without equivocation that CMSA is the best maintained treatment plant, of that vintage, that I have seen. My applause to you and the staff for a job exceptionally well done. I also wanted to mention that, to my somewhat calibrated eye, the secondary clarifier effluent quality with a turbidity of maybe 2-3, is outstanding!!”*

Digester/FOG/F2E

K/J submitted the 50% design drawings and specifications to the CMSA project team in May for review and comment. The team and K/J met in early June for the 50% design workshop, where our comments were discussed and outstanding design issues were resolved. The 90% design is scheduled to be completed in September, and we anticipate bringing the final contract documents to the Board in December for acceptance.

The project team has visited the Napa and EBMUD facilities and talked with SFPUC staff about their experiences with the Dystor member cover systems installed on their anaerobic digesters. Based on the positive feedback from those agencies’ staff, we selected the Dystor covers for our project. This particular cover system has internal and external membrane covers to maintain a standard internal pressure which is needed by our cogeneration system, and avoids the need for a separate gas

storage tank if we selected fixed covers.

Staff will begin project permit discussions with the San Rafael Community Development Department in the near future.

Bar Screen Replacement

This project’s record drawings are being prepared and will be incorporated into the WWIP record drawings. The new punch-plate filter screens have dramatically reduced the amount of plastics and other non-treatable debris entering the treatment plant processes.

Administration Building Expansion Project

The contract documents for this project were approved by the Board at their May Meeting and the project is now being advertised for public bidding. Initial comments from the City’s Building Department were responded to by the designers, and staff sent out an addendum containing the responses and some clarifications. Staff have applied for a rebate under PG&E’s Energy Efficiency – Load Response program for replacing the existing Heating, Ventilating, and Air Conditioning (HVAC) system’s chiller with a high efficiency product.

The original scope (women’s locker room and Environmental Services staff office expansions and HVAC system upgrade) was augmented to include two additional items. The first is a complete fire alarm system upgrade for the Administration Building. The second is the replacement of all restroom plumbing fixtures throughout the Agency with the most water efficient models recommended by Marin Municipal Water District.

The bid opening for this project is scheduled for July 7, with an

award recommendation to the Board for their July 13 meeting. Work will likely start in late July and be completed in October.

Aeration Blower Replacement

Activated sludge, one of the key secondary treatment processes, relies on compressed air to be diffused up through the Aeration tanks. The plant's original aeration compressors are four 100-horsepower single speed multistage blowers, which perform well. However, varying flows in the aeration tanks often require "throttling" the output from one or more blowers, which is inefficient. Recent advances in technology have produced high capacity, variable speed blowers that can meet aeration requirements more efficiently, and should allow us to replace two of the original blowers with a single unit. Staff will form an internal team, and formulate a Request for Proposals for design assistance for this specialized equipment selection and retrofit. We have applied for a rebate under PG&E's Energy Efficiency – Load Response program for this project.

Wastewater Blending

A task in the Capital Master Planning contract is for K/J to identify and evaluate alternative strategies for CMSA to reduce blending, assuming the Agency will receive a 10-year compliance schedule to reduce blending amounts and events in our 2012 NPDES permit from the Regional Water Board. A very insightful and constructive brainstorming meeting was held with K/J, staff, and the SRSD and SD2 agency managers. Blending has also been a monthly discussion topic at the JPA managers meetings.

The ideas discussed at the meeting that K/J will consider and evaluate included: feasibility, cost, and

sizing of collection system storage for raw wastewater; the space requirements and flow shaving potential of influent and/or primary effluent storage at CMSA, modifying existing secondary system to allow parallel operation of biotowers and aeration tanks to double secondary treatment capacity; secondary clarifier improvements and new systems to increase secondary settling; and the infrastructure needed and benefit of using our pond to store primary effluent to shave peak flows.

The next step is for the CMSA/JPA team to review alternative strategies.

Maintenance Projects

After lengthy troubleshooting by staff and two vendors, we replaced the Air Fuel Module (AFM) on the Waukesha engine to resolve high temperature issues and pre-detonation shutdowns on two cylinders. It appears the module was incorrectly adjusting the ignition for those cylinders (it monitors and adjusts each of the 16 cylinders) creating the pre-detonation trips. Electrical (E/I) staff installed the new AFM unit, programmed it, and then tested it on both digester gas and natural gas at medium to full load. The engine has been operating fine since.

Phase Two of the Administration carpet replacement was completed last week. This phase required everything in the front office to be removed. We used a contractor for the cubical disassembly/reassembly, but all the of the files, desks and cabinets were moved by the Maintenance crew. The Administration staff boxed their books and files for the move, and adapted to other work spaces as necessary. The E/I shop did an

excellent job of disconnecting and reconnecting all the computers and phones as well as the cubical power and lighting. Although it was quite chaotic at times, the job was completed as planned and the staff is looking forward to 25 more years before we will need to replace the carpet again.

The rebuilding and upgrade of one of our waste gas burners to stainless steel with an automatic ignition system was completed this month. The waste gas burner provides a safe way to dispose of excess digester gas, if the cogeneration engine is off-line for repairs and the hot water boilers do not need all the produced gas.

Operations has been assisting Maintenance with the replacement of broken process lines. After the lines are repaired they must be tested for leaks and all foreign materials (sand, plastic or metal shavings) and must be removed before they are brought on-line for regular use. Operations also assisted with the replacement of two Sodium Hypochlorite storage tanks this month as part of our asset management program.

ENVIRONMENTAL SERVICES

NPDES Testing

The CMSA lab testing in June was in compliance with permit requirements and we had 100% survival in our bioassay.

Public Outreach Activities

May through July are the busiest months of the year for our public education and outreach program. In May we set up our education booth at the Marin Home Show and Tiburon Salmon Release, and in June we had a busy booth at

the very warm Fairfax Ecofest. 445 people took our quiz at the two May events and another 206 in June. The public education committee has been preparing for the Marin County Fair, which is our busiest outreach event. It takes a lot of effort to prepare for such a large event and we expect this year to be a great success.

Environmental Compliance

Environmental Services has completed our annual carwash inspections at auto service facilities that wash cars and individual car wash operations, and everything is clean and tidy. We will begin our zero discharge inspections next month for auto facilities that do not discharge or process waste. Many chemicals used at body shops and car dealerships could pose a concern if discharged to sewers. Annual inspections assist local businesses with maintaining awareness and compliance with regulatory requirements, and ensuring toxic materials are being disposed of properly.

Mercury Reduction Program

We are assisting dentists with the paperwork to install amalgam separators by the end of the year. Approximately 60% of the dentists have completed the paperwork, and staff plans to visit the other 40% to provide assistance. 15% of the dentists have already installed their amalgam separators and we expect that number to increase sharply as we continue our visits.

CONTRACT/OUTSIDE SERVICES

SRSD

Staff is working on the self-clean inspections for food service establishments (FSE) that clean grease traps themselves. Cleaning logs are reviewed to ensure the FSEs are cleaning grease traps at

least every 15 days, documenting the cleaning events, and inspecting the traps to make sure they are functioning properly. If there are problems, we meet with the manager to discuss changes needed to comply with the Ordinance. The most frequent changes include improving documentation of when the trap is cleaned, and requiring a more frequent cleaning frequency if there is too much FOG in the trap after a recent clean.

LGVSD

We are working with Smith Ranch Homes to reduce the amount of grease they discharge to the sewer, due to an overflow caused by grease discharged from their facility. Their pumping frequency was increased from once every three months to monthly, and they will be flushing their sewer lines at their next pumping. Staff will continue to monitor their traps to ensure that monthly pumping is sufficient, and LGVSD staff will continue to monitor lines downstream.

Over half of the dentists in the LGVSD service area have submitted their self certification forms indicating they will install an amalgam separator by the end of the year, and of those, 27% having already installed the amalgam separators.

RVSD

Only two restaurants in the RVSD service area have not installed grease traps. Staff continues to monitor their progress, with the goal of having all restaurants in compliance. We also continue to inspect restaurants with self-clean traps and to monitor restaurants using haulers to pump their grease traps to ensure compliance.

Tamalpais Community Services District

FOG program compliance letters were mailed to the six restaurants in the TCSD service area requiring installation of grease traps. They have three months for plan approval and an additional three months to install their traps. We will arrange meetings with the restaurant owners and managers to explain the process, answer questions, or provide assistance.

SD#2

Maintenance completed regular checks and routine preventive maintenance for the district's 19 pump stations, closed out the FY 10 contract budget, and completed 57 Underground Service Alert markings for pump station forcemain piping in June. Fifer Pump Station's pump level controls failed on the morning of June 26th, but before the high level float could alarm and start the pumps, Corte Madera staff responded to a "Smartcover" alarm and pumped the station down. Our maintenance staff found that the ultrasonic level controller had failed, which was then replaced and tested. The problem was caused by the Smartcover alarming at ~6', so the station High Level alarm at 15.8' did not have a chance to operate as designed. CMSA will work with SD#2 to improve the coordination between pump station level and alarm controls.

For the FOG program, staff is currently mailing letters to inform restaurants about the July 29th FOG workshop at the Corte Madera Town Center Community Room. After that, staff will perform initial FSE inspections to determine which restaurants have traps or interceptors, and which will be receiving installation letters.