

SEWER AUTHORITY MID-COASTSIDE  
Staff Report

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**Subject / Title**

Topics for Future Board Consideration

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**Staff Recommendation:**

Topics for Future Board Consideration

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**Fiscal Impact:**

None

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**Discussion/Report:**

This item is regularly agendized to allow Board's continuing review of Topics for Future Board consideration.

Attached is the list of Future Discussion Items.

SEWER AUTHORITY MID-COASTSIDE  
Future Discussion Items

	<i>Items</i>	<i>Requested By</i>	<i>Est. Disc. Duration</i>	<i>Priority</i>	<i>Scheduled for</i>	<i>Agenda Item No.</i>	<i>Completed</i>	<i>Completion Date</i>
1	Recycled water issues and presentations	Ferreira	- - -	A	- - -	3A	continuing	continuing
2	Report on Cost Savings associated with Wet Weather measures	Ptacek	Info	C	May	Mail	continuing	continuing
3	Report on billing PG&E for fuel used during power outages	Board	30 min	A	Apr-2008		No	
4	Capital Inventory / Life Expectancy List including Plant	Woren	30 min	A	May-2008		No	
5	Report on IPS maintenance	Woren	15 min	C	May-2008		No	
6	Report on Triclosan in Clean Water Monitor	Lohman	5 min	C	May-2008		No	
7	Review electronic agenda (html, pdf, other)	Woren	15 min	C	Jun-2008		No	
8	Report on Equitable Distribution of Costs	Board	30 min	A	Nov-2008		No	
9	Modifying dates of service for SAM Board Officers	Ferreira	15 min	A	Jun-2003	5H	Yes	Jun-2003
10	SAM response to NOAA letter	Ptacek	Info	A	Jul-2003	6C	Yes	Jul-2003
11	Copy of 2000 Montara overflow report	Ptacek	- - -	B	Jul-2003	6C	Yes	Jul-2003
12	Staff report on Contract employees	Woren	- - -	C	Jul-2003	6C	Yes	Jul-2003
13	Develop Non-Project priority list with SAM Manager	Ptacek	15 min	A	Aug-2003	7A	Yes	Aug-2003
14	Contract with new Auditor	Taylor	10 min	A	Aug-2003	8A	Yes	Aug-2003
15	SAM Letter to Coastal Comm. on new water line to El Granada	Coleman	Info	A	Aug-2003	9	Yes	Jul-2003
16	Overflow sites and recurrence prevention technology	Ptacek	10 min	A	Aug-2003	9	Yes	Aug-2003
17	Report on Claims	McGraw	15 min	A	Aug-2003	6A	Yes	Aug-2003
18	Report on Force Main break of April 2003	Woren	Info	A	Aug-2003	9	Yes	Aug-2003
19	Report on contract with and services of Cortinovis	Woren	Info	C	Aug-2003	9	Yes	Aug-2003
20	Sign at overflow site	Boyd	Info	B	Sep-2003	Mail	Yes	Sep-2003
21	Update on services provided by IEDA	Woren	Info	B	Sep-2003	5B	Yes	Sep-2003
22	Consider policy - use of SAM mtg. rooms or facilities by outside groups	Woren	10 min	C	Sep-2003	6A	Yes	Sep-2003
23	Entryway plaque for board members	Staff	5 min	C	Sep-2003	5C	Yes	Sep-2003
24	Report on meeting with Nurserymen's Exchange	Ptacek	Info	C	Sep-2003	4B	Yes	Sep-2003
25	Update on Collection System vacancies	Ptacek	Info	C	Sep-2003	4B	Yes	Sep-2003
26	Report on services of Jim Kyser Consulting	Woren	Info	B	Oct-2003	5F	Yes	Oct-2003
27	Cellular Phone Policy Review	Staff	5 min	C	Oct-2003	6D	Yes	Oct-2003
28	Provide contract and renewal information to address agency concerns.	Ferreira / Woren	Info	C	Oct-2003	6E	Yes	Oct-2003
29	Report on Ocean Colony Project and Generator Costs	Ferreira	15 min	C	Oct-2003	5B	Yes	Oct-2003
30	Develop Project Priority list with SAM Manager	Ptacek	15 min	A	Nov-2003	6C	Yes	Nov-2003
31	Laptop Policy Review	Staff	10 min	C	Nov-2003	6B	Yes	Nov-2003
32	Staff report on Trucked and PortaPotty wastes	Woren	Info	C	Nov-2003	Mail	Yes	Nov-2003
33	Report on computer data backup.	Taylor	- - -	C	Dec-2003	email	Yes	Dec-2003
34	Website improvements - copy of JPA.	Woren	5 min	B	Jan-2004	5E	Yes	Jan-2004
35	Short report on Co-Gen (including Dickson/Pullin report from 2000)	Woren	Info	C	Jan-2004	7A	Yes	Jan-2004

Priority Key:  
A - High  
B - Medium  
C - Low

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36	Removal of Existing Plaques	Taylor	5 min	C	Jan-2004	5E	Yes	Jan-2004
37	SAM Website – Posting of Resolutions	Board	10 min	C	Feb-2004	5E	Yes	Feb-2004
38	Modifv budget format to address member agency concerns.	Woren	5 min	A	Mar-2004	8A	Yes	Mar-2004
39	Wet Weather Flow Monitoring Update	Board	10 min	A	Mar-2004	5A	Yes	Mar-2004
40	Consider policy for copying and other services provided to the public	Ptacek	5 min	C	Mar-2004	7D	Yes	Mar-2004
41	Update on Nurserymen's Exchange	Boyd	- - -	C	Mar-2004	Mail	Yes	Mar-2004
42	Report on SAM and stormwater	Ferreira	30 min	C	Mar-2004	4B	Yes	Mar-2004
43	Internal Controls Policy - Signing of Checks before Board approval	McCausland	10 min	B	Apr-2004	7B	Yes	May-2004
44	Report on renting or buying generator	Woren	- - -	C	Apr-2004	Mail	Yes	May-2004
45	List of SAM Policies	Ptacek	- - -	C	Apr-2004	Mail	Yes	May-2004
46	Review "tiered" concept for certification plaques	Boyd	5 min	C	Jun-2004	5E	Yes	Mar-2004
47	Discuss which newspapers to use for advertisements	Taylor	5 min	C	Jun-2004	7C	Yes	Jun-2004
48	Records Retention Policy	Board	5 min	B	Jul-2004	6A	Yes	Jul-2004
49	Wet Weather Mon. Rep. (incl hydr model, perf. of Montara storage)	Boyd	60 min	A	Aug-2004	4A	Yes	Aug-2004
50	Review Director Benefits	Woren	- - -	C	Sep-2004	Mail	Yes	Sep-2004
51	Reconsider policy on use of SAM meeting rooms by outside groups	Woren	10 min	C	Sep-2004	6B	Yes	Sep-2004
52	Consider policy on auditor selections and length of contract	Taylor	10 min	B	Oct-2004	6C	Yes	Oct-2004
53	GSD pursuit of Community Service District – Boundary adjust.	Board	30 min	C	Oct-2004	9A	Yes	Oct-2004
54	Presentation of the results and final findings on disposable toilet cleaners.	Ptacek	30 min	C	Nov-2004	6A	Yes	Nov-2004
55	Laptop Policy Review	Taylor	10 min	C	Nov-2004	6E	Yes	Nov-2004
56	Lateral Program - should SAM handle lateral inspections, replacements?	Woren	30 min	B	Apr-2005	4B	Yes	Apr-2005
57	Standards and SAM's procedures for inspection of new connections.	Woren	30 min	C	Apr-2005	4B	Yes	Apr-2005
58	Discussion of the IPS and its current capacity.	Woren	30 min	A	May-2005	7A	Yes	Mar-2005
59	Discussion of and long range planning for tertiary treatment	Woren	30 min	C	Jul-2005	2A	Yes	Jul-2005
60	Report on Server Failure	Ptacek	10 min	C	Jul-2005	5A	Yes	Jul-2005
61	Member Agencies centralizing functions with SAM	Woren	10 min	C	Sep-2005	5C	Yes	Sep-2005
62	Report on Composting Toilets	Ptacek	- - -	C	Sep-2005	Mail	Yes	Sep-2005
63	Possible uses for SAM's seven acres adjacent to SAM Plant entrance road.	Board	30 min	C	Nov-2005	5B	Yes	Nov-2005
64	Review and Approve Accounting Policies and Procedures	Staff	30 min	A	Nov-2005	4F	Yes	Nov-2005
65	Presentation on SAM Outreach Program	Ptacek	10 min	C	Jan-2006	8F	Yes	Jan-2006
66	Discussion of Board Email	Woren	20 min	B	Jan-2006	8A	Yes	Jan-2006
67	Report on antibacterial soaps	Ptacek	Info	C	Jun-2006	7A	Yes	Jun-2006
68	Provide sewer use rate comparison information	Ptacek/Woren	Info	C	Jul-2006	6A	Yes	Jul-2006
69	Develop hourly rates for video inspections	Ptacek	Info	C	Jul-2006	6B	Yes	Jul-2006
70	Consider a speed control measure along plant entrance road	Woren	10 min	C	Aug-2006	6C	Yes	Aug-2006
71	Provide Board with Appraisal of SAM entrance road property	Ptacek	Info	C	Sep-2006	Mail	Yes	Sep-2006

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72	Comprehensive Lateral Program Report	Ptacek	20 min	A	Oct-2006	7B	Yes	Oct-2006
73	Report on Temps	Ptacek	5 min	C	Oct-2006	5D	Yes	Oct-2006
74	Report on Emergency Communications Systems	SMC Grand Jury	10 min	A	Nov-2006	6B	Yes	Nov-2006
75	Line of credit	Ptacek	5 min	B	Nov-2006	6C	Yes	Nov-2006
76	Refresher Presentation on Wet Weather Projects	Ptacek	30 min	A	Jan-2007	3B	Yes	Jan-2007
77	Memo Summarizing Recycled Water Projects	Ptacek	30 min	A	Jan-2007	6B	Yes	Jan-2007
78	Prepare AB1234-compliant Director Reimbursement Policy	Ptacek	5 min	B	Jan-2007	5D	Yes	Jan-2007
79	Prepare AB1234-compliant Director Travel/Training Policy	Ptacek	5 min	B	Jan-2007	5E	Yes	Jan-2007
80	Report on costs likely resulting from CA Waste Discharge Requirements	Boyd	5 min	B	Jan-2007	7B	Yes	Jan-2007
81	Refresher Presentation on Recycled Water Projects	Ptacek	30 min	A	Feb-2007	3B	Yes	Feb-2007
82	Notify Nagengast of Interagency Partnership meeting	Muller	-	C	Apr-2007	5A	Yes	Apr-2007
83	Notify Board of Details of Sen. Yee's HMB Town Hall Meeting May 07	Fraser	-	C	Apr-2007	9	Yes	Apr-2007
84	Improve 'speedometers'	Ptacek	-	C	May-2007	9	Yes	Apr-2007
85	Work with HMB on Sewer Plant Road Improvements	Woren	10 min	C	May-2007	7	Yes	May-2007
86	Provide Board with Copy of SAM letter responding to RWQCB 2006 Insp.	Staff	info	B	May-2007	7	Yes	May-2007
87	Review Total Checking/Savings Assets over time	Woren	5 min	C	May-2007	7	Yes	May-2007
88	Post JPA on SAM Website	Woren	5 min	B	May-2007	7	Yes	May-2007
89	Review SAM Minimum Checking Account Balance	Woren	5 min	B	Jun-2007	8B	Yes	Jun-2007
90	Revise Website policy; include additional pages	Board	5 min	B	Jun-2007	5F	Yes	Jun-2007
91	Review, Provide Direction To Staff on IPS / Pump Sta. Budget Funding	Harvey	15 min	B	Jun-2007	6B	Yes	Jun-2007
92	Integrate parallel force main into Wet Weather plan	Board	15 min	A	Jun-2007	6B	Yes	Jun-2007
93	Review SAM Newsletter	Woren	5 min	C	Jul-2007	6A	Yes	Jul-2007
94	Compare WWCIP alternatives (storage tank vs parallel force main)	Ptacek	30 min	A	Jul-2007	5B	Yes	Jul-2007
95	Employee Memorandum of Understanding Negotiations	Ptacek	- - -	A	as needed	2A	Yes	Jul-2007
96	Review Final Draft 2007 SAM Newsletter	Woren	5 min	C	Aug-2007	5D	Yes	Aug-2007
97	Report on Succession Planning	Woren	5 min	C	Aug-2007	7	Yes	---
98	Consider Change to FileNames on Website	Woren	15 min	B	Aug-2007	---	Yes	Aug-2007
99	Report on Outfall	Board	15 min	B	Sep-2007	6C	Yes	Sep-2007
100	Create Historical Expenditure Database	Ptacek	5 min	B	Sep-2007	7	Yes	Sep-2007
101	Reserve Fund Policy Review	Woren	10 min	A	Sep-2007	6D	Yes	Sep-2007
102	Consider policy for unused accrued sick leave	---	---	---	deleted		Yes	May-2003
103	Review Funding Agreement	---	---	---	deleted		Yes	May-2003
104	SAM letter to Trinet Const. - displeasure with first amend. to KJ's contract	---	---	---	deleted		Yes	May-2003
105	Report on technology equipment	Woren	- - -	C	- - -	Mail	Yes	May-2003
106	Establish WWCIP Committee	Ptacek	10 min	B	Oct-2007	5E	Yes	Oct-2007
107	Develop Disaster Preparedness and Mitigation - Leachate	Muller	10 min	B	Oct-2007	6A	Yes	Oct-2007

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108	Lateral Repair / Replacement Reimbursement Program	Board	15 min	A	Oct-2007	6B	Yes	Oct-2007
109	Provide Board with Rainfall Database last 10-15 years	Woren	5 min	C	Nov-2007	6A	Yes	Dec-2007
110	Expand on WWCIP report of July (storage tank vs parallel force main)	Board	30 min	A	Dec-2007	5B	Yes	Dec-2007
111	Report on Providing Additional Depreciation Information.	Ptacek	10 min	C	Dec-2007	7	Yes	Dec-2007
112	Consider televising SAM Board meetings	Board	15 min	B	Dec-2007	6D	Yes	Dec-2007
113	2008 Timeline of Recycled Water Activities	Board	30 min	A	Jan-2008	5B	Yes	Jan-2008
114	Review Laptop Policy	Woren	15 min	B	Jan-2008	6A	Yes	Jan-2008
115	Review Auditor Policy	Ptacek	5 Min	B	Jan-2008	6B	Yes	Jan-2008
116	Discuss CCWD Water Conservation Program	Woren	10 min	C	Jan-2008	5C	Yes	Jan-2008
117	Report on Seal Cove backup	Board	30 min	A	Feb-2008	7	Yes	Feb-2008
118	Review Landfill Leachate Permit, Fees, and Road access	Muller	15 min	B	Feb-2008	5B	Yes	Feb-2008
119	Review NE Permit and Fees	Muller	15 min	B	Feb-2008	5B	Yes	Feb-2008
120	Revise Budget Format, footnotes, references	Ptacek	5 min	B	Mar-2008	4A	Yes	Mar-2008

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