

**SEWER AUTHORITY MID-COASTSIDE**  
Staff Report

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**Subject / Title**

Manager's Monthly Report

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**Staff Recommendation:**

None, this is an informational item.

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**Fiscal Impact:**

None.

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**Discussion/Report:**

Attached please find the Manager's Monthly Report for February 2008, which includes the Monthly Flow Report, Financial Statement, Monthly NPDES Data, and Collection System Data.



Sewer Authority Mid-Coastside  
**MANAGER'S REPORT**

A Monthly Report to the Board

FEBRUARY 2008

***Key Indicators of Performance***

NPDES Permit Violations:	None
Accidents, Injuries, etc:	None
Reportable Spills:	4
Total Expenses (% of budget)	59.1%

***Flow Report (See Attachment A)***

Half Moon Bay	1.140	46.00%
Granada SD	0.749	30.20%
Montara W&SD	<u>0.590</u>	<u>23.80%</u>
Total	2.479	100.00 %

**HIGHLIGHTS**

In February 2008, David Partida was notified of his passing the Collection Systems Maintenance Grade I test which he took in January 2008. With the earning of this certification, David will be promoted to Collections Maintenance Worker II.

***Administration***

There was one SAM Board Meeting on February 25, 2008. There were no Committee Meetings held in February 2008. There were five public record requests during the month of February 2008. On Feb 6, Gary Rogers, of Avery Assoc. working with the City of Half Moon Bay, requested information on salary and benefits for the SAM Manager position. On Feb 7, Lou Sian with the Half Moon Bay Review requested photos of cement mixing/mixers onsite during SAM plant expansion for an article in the HMB Magazine on Andreini Bros. On Feb 7, Kathryn Slater-Carter requested Agenda Item No. 10 Topic for Future Board Consideration. On February 21, Shawn Gallegos of the City of Half Moon Bay requested a copy of the Geotechnical Report dated August 1992. On Feb 22, Mark Curran working with the City of Half Moon Bay requested a copy of SAM's FY 06-07 CAFR and FY 07-08 Budget.



### ***Media Coverage***

During the month of February 2008, on February 13, , there was one article published in the Half Moon Bay entitled, “SAM Skirmish Points to Larger Issues”.

### ***Personnel***

In February, 2008, staff members David Partida, George Long, Tim Costello received notification that they passed certifications exams taken in January 26. This is significant not just because the tests are challenging but that staff was up most of the night dealing with the storm of January 25 and took the test with very little sleep.

There were no active grievances in February 2008. In February SAM and Local 39 continued regular meetings to discuss a variety of topics. Local 39 Business Representative Lynn Long announced her April 1, 2008 retirement in February. Her successor, Steve Hatch, replaced her, effective immediately.

SAM has continued with retainment of a temporary assistant from Accountemps for records retention, and assistance to the technical services supervisor for collections and operations statistical data entry. No permanent new hires occurred during the month of February.

### ***Financial***

The Financial Statement for February 29, 2008 reflects expenditures in the amount of \$305,359.31 (See Attachment B). The February Financial Statement shows that 59.1% of the budget has been expensed at 66.7% of the fiscal year. Expense percent ratio to budget can be attributed to seasonally-appropriate slow or no spending to date in the following accounts: - ADMIN., restricted standby pay, OT meals, retire benefits, claims, bank charges, fines and penalties - OPS., safety physicals, OT meals, radio system, chemicals- NaOH- plant, lubricants, facility painting, instrumentation - NDWSCP, legal fees, printing and publications, skills improvement, meetings and travel, office expense, postage - COLL., OT meals, retire benefits, meetings and travel, all-risk insurance, personal equipment, safety physicals, radio system, lubricants, Mechanical tools. Staff expects spending will catch up to budgeted amounts in various categories, in the upcoming months, as it does each year.

The January and February 2008 LAIF statements are attached to the February 29 2008 Financial Statement. The January 2008 LAIF statement reflects a beginning balance of \$2,994,528.34 with quarterly interest earned in the amount of \$38,556.51 for an ending balance of \$3,033,084.85. The February 2008 LAIF statement reflects a beginning and ending balance of \$3,033,084.85. In the month of February 2008, SAM staff continued with uncashed check notifications, stop payment orders.

### ***Other***

Manager participated in a meeting of the Pillar Point Harbor Technical Advisory Committee on February 8. On February 11, Manger Foley and CCWD Manager Dave Dickson met with representatives of the Ocean Colony Golf Course (Mark Kendall of Kenmark Real Estate Group (Half Moon Bay Golf Links), and Dan Miller, Golf Course Superintendent) and Nurserymen's Exchange (Don Mendel). Technical Services Supervisor Pullin led the group on a tour of the SAM. On February 13, Manager Foley attended the San Francisco Regional Water Quality Control Board (RWQCB) meeting. Manager Foley met with MCTV President, Constance Malach on February 14. Coastside Manager's met

on Thursday, February 14, 2008. Manager Foley and Technical Services Supervisor Pullin conducted the meeting. SAM management team attended Harassment Prevention Training on February 20. The Pilarcitos Creek Restoration Workgroup conducted its second public meeting on Sunday, February 24, 2008 at Harbor House, 346 Princeton Avenue, Princeton-by-the-Sea. Manager Foley participated. Manager conferred with CCWD Manager David Dickson on February 25. Throughout the month, Manager and staff worked on preparation of the FY2008-09 Budget.

### *OPERATIONS, COLLECTIONS, AND MAINTENANCE*

#### *Operation and Maintenance*

All systems ran well during the month of February 2008. The NPDES Data for the month of February 2008 is included (Attachment C). There were no NPDES permit non-compliances during the month of February.

On February 8, 2008, at 05:31 hrs, an earthquake with a preliminary magnitude of 3.1 struck one mile northwest of Pacifica. While the quake was not felt by any SAM staff members, we checked facilities for possible effects. None were found

On February 22, 2008, Director Boyd requested a Plant tour for himself and two of his friends. Staff provided a tour.

#### *Collections*

In February 2008, the Collections Maintenance crew cleaned approximately 44,050 feet of sewer line. Additionally, Collections staff responded to 11 callouts. The latest collection system data report is attached (Attachment D).

On February 20, 2008, the State Water Resources Control Board issued a Statewide “Amendment of Monitoring and Reporting Requirements for Order No. 2006-0003-DWQ” which changed the initial reporting requirement for Category I SSOs. Prior to the change, reporting requirements for Category I SSOs were “report as soon as possible but no later than 3 business days”. The new requirement is to ‘report as soon as possible but no later than 2 hours, after becoming aware of the discharge, to the Office of Emergency Services, the Regional Water Quality Control Board and local public health department’. The new requirements will most likely require that another person be called out for Category 1 SSOs for the purpose of initial reporting.

#### *Trucked Waste and Leachate*

In February 2008, 14 deliveries (approximately 3,950 gallons) of trucked waste and 97 deliveries (approximately 583,942 gallons) of leachate were discharged at the SAM plant. This represents a total of over \$1,352 in gross revenue.

#### *Pretreatment / Non-Domestic Waste Source Control / Outreach*

In February 2008, staff began work on the next issue of the SAM newsletter. Staff is working with Project Blueprint to solicit guest writers and develop content.

*Safety*

There were no work-related injuries in February 2008. There are no employees on SAM disability leave. There have been no work related accidents, injuries, or illnesses at SAM since September 18, 1998. Through February 29, 2008, the SAM Plant has worked 3,451 days without a lost time accident.

Attachments: A – Flow Report  
B – Financial Statement  
C – Monthly NPDES Data for February 2008  
D – Collection System Data