

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 July 2008, which includes the Monthly Flow Report, Financial Statement, Monthly NPDES Data, Collection System Data, Wet Weather Flow Management Program Opportunities and Recycled Water Program Grant Opportunities.

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

A Monthly Report to the Board

JULY 2008

***Key Indicators of Performance***

NPDES Permit Violations:	None
Accidents, Injuries, etc:	None
Reportable Spills:	0
Total Expenses for July (% of budget)	3.2%

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

Half Moon Bay	0.793	51.25%
Granada SD	0.455	29.42%
Montara W&SD	<u>0.299</u>	<u>19.34%</u>
Total	1.548	100.00%

**HIGHLIGHTS**

In July 2008, staff leveraged SAM's troubled two way radio system, with repairs and small upgrades to current technology, into a system that works better than when new. This was accomplished at a cost just under 14% of a replacement system.

***Administration***

There was one SAM Board Meeting on July 28, 2008. There were two public record request during the month of July 2008, from Ms. Mercedes Yapching, Acct, County of San Mateo Controllers Office, for a copy of SAM's June 30, 2007 audited financial statement, and the second request from Delia Comito, Administrator, Granada Sanitary District, for salary and benefits information on the SAM receptionist position.



*Tim Costello and John Szabo pose using a mobile radio with a hand held. This combination is commonly used in the field.*

***Media Coverage***

During the month of July 2008, there were four (4) media articles published regarding SAM. Three in the Half Moon Bay Review on July 2, "Sewer Authority pursues water reclamation", "CCWD plans for a non-rainy day", and on July 23 "SAM plans wet weather storage facility to handle its expansion needs". One other article was published in Coastsider.com, on July 30, a letter posted by Ric Lohman entitled "Fast track recycled water project proposed to SAM".

### ***Personnel***

There were no active grievances in July 2008. In July, SAM and Local 39 were to reschedule their regular meeting to discuss a variety of topics.

SAM has continued with retainment of a temporary assistant from Accountemps and Office Team 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 July 2008.

### ***Financial***

The Final June 30, 2008 Financial Statement reflects expenditures in the amount of \$415,631.06 for the month of June 2008, and \$3,587,554.59 for the FY 2007-2008. (See Attachment B). The final June Financial Statements show that 89.42% of the budget has been expensed at 100% of the fiscal year. Analysis of the final pre-audited June 30 Financial Statement reveals that for FY 07-08 revenue came in at slightly higher than budget (101.2%). This was due to more earned interest, the 56K billing to GSD for the Wet Weather Project, and more Nurseryman's Exchange income than anticipated. For operating expenditures, discounting depreciation, Admin came in at 95.2% of budget, Treatment at 96.9%, NDWSCP at 91.8% and Collection at 98.5%. Cash is up compared to the previous year by 295K. This is due to coming in under budget, and not expending on capital expenditures as much as anticipated. Capital expenditures were budgeted at 533K (including capital assets and continuing assets), and 225K was expended in FY 07-08.

The Financial Statement for July 31, 2008 reflects expenditures in the amount of \$144,295.99. (See Attachment B). The July 2008 Financial Statement shows that 3.2% of the budget has been expensed at 8.3% of the fiscal year. Spending trends in the early part of the fiscal year do not allow for accurate projection of budget amounts being expensed to the end of FY 2008-09. Staff expects spending could catch up to some budget amounts in the final June 30, 2009 financial statement.

The July 2008 LAIF statement is attached to the July 31, 2008 Financial Statements. The July 2008 LAIF statement reflects quarterly interest earnings of \$23,892.54. The beginning LAIF balance for July 2008 was \$3,310,527.44 and the ending balance for July 2008 is \$3,334,419.98. SAM staff continued with uncashed check notifications, stop payment orders.

SAM added a budget page to our website. This new page lists SAM's 5 most recent budgets. This page can be found at: <http://www.samcleanswater.org/financial/index.htm>

### ***Other***

Manager was on leave July 3 – 11, and 18. Manager attended the WWFMP Committee meeting of July 14. Manager met with SRT Consultants and CCWD concerning recycled water on several occasions during July. During July, Manager and Director Lohman had several phone conversations concerning the Wet Weather Flow Management Program Committee meeting and the resultant Half Moon Bay Review article. Manager attended Water Reuse Symposium on July 22. Annual Skyline college tour of the SAM plant occurred on July 29.

**OPERATIONS, COLLECTIONS, AND MAINTENANCE**

***Operation and Maintenance***

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

***Collections***

In June 2008, the Collections Maintenance crew cleaned approximately 31,104 feet of sewer line. Additionally, Collections staff responded to 12 callouts. The latest collection system data report is attached (Attachment D).

***Trucked Waste and Leachate***

In July 2008, 37 deliveries (approximately 9,620 gallons) of trucked waste and 78 deliveries (approximately 469,954 gallons) of leachate were discharged at the SAM plant. This represents a total of over \$1,732 in gross revenue.

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

In July 2008, staff began preparing the annual NDWSCP fee schedule.

***Safety***

There were no work-related injuries in July 2008. There are no employees on SAM disability leave. There have been no work related accidents, injuries, or illnesses at SAM since April 16, 2007. Through July 31, 2008, the SAM Plant has worked 472 days without a lost time accident.

Attachments: A – Flow Report  
B – Financial Statement  
C – Monthly NPDES Data  
D – Collection System Data  
E – Wet Weather Flow Management Program Grant Opportunities  
F – Recycled Water Program Grant Opportunities