

**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 October 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

OCTOBER 2008

***Key Indicators of Performance***

NPDES Permit Violations:	None
Accidents, Injuries, etc:	None
Reportable Spills Cat 1:	0
Reportable Spills Cat 2:	4
Total Expenses (% of budget)	23.41%

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

Half Moon Bay	0.783	51.56%
Granada SD	0.442	29.11%
Montara W&SD	0.293	<u>19.32%</u>
Other	<u>0.131</u>	
Total	1.648	100.00%

**HIGHLIGHTS**

In October 2008, staff installed the Wet Weather Storage Tanks at Montara and Portola Pump Stations. These tanks augment the Wet Weather Storage System to ensure storm flows are effectively moved to the Treatment Plant. Each year the tank system is scheduled to be installed and tested within the first week of November.



*Baker Tanks located at Portola Pump Station, freshly painted and ready to go!*

***Administration***

There was one SAM Board Meeting and one Recycled Water Committee Meeting held on October 27, 2008. The City of Half Moon Bay agreed to fund the video recording of the October 27 Board Meeting. The meeting was recorded by and subsequently cablecasted on MCTV. There were seven public record requests during the month of October 2008, three from Norbert Dall & Associates requesting various documents regarding Nurserymen's Exchange (NE) and NE discharge permitting requirements, three from Mark Noack of the HMB Review, requesting a copy of the draft September 22, SAM Board meeting Minutes, and a copy of the audio of that meeting, and links to information on SAM's investment vehicle, LAIF. Also, one request from Kenmark Associates, for web access to the SAM Recycled Water Study.

### ***Media Coverage***

During the month of October 2008, there were three (3) media articles published mentioning SAM, two in the Half Moon Bay Review; on October 15, “Feuding Threatens Recycled Water Project”, and on October 29, “Recycled Water Planning Moves Forward”. There was one article published on October 1, 2008 on Coastsider.com, entitled, “Don’t Flush Your Unused Medication”.

### ***Personnel***

There were no active grievances in October 2008. In October SAM and Local 39 had one meeting to discuss various items reported to the SAM Board at the October 27, 2008 SAM Board meeting during Closed Session.

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 October 2008.

No SAM employees had an anniversary in October 2008. On October 28, 2008 SAM held a staff pizza luncheon to commemorate all previous and upcoming staff anniversaries for the year 2008.

### ***Financial***

The Financial Statement for October 30, 2008 reflects expenditures in the amount of \$309,211.59 (See Attachment B). The October 2008 Financial Statement shows that 23.41% of the budget has been expensed at 33% of the fiscal year.

The October LAIF statement is attached to the Financial Statements, and reflects a third quarter 2008 interest return in the amount of \$23,274.70. The beginning balance for the month of October 2008 was \$3,334,419.98 and the ending balance for October 2008, including the interest earned was in the amount of \$3,357,694.68. SAM staff continued with uncashed check notifications, stop payment orders.

### ***Other***

Manager met with SRT consultants several times during the month to discuss the recycled water and the wet weather flow management projects. Manager and staff worked with the auditors at the beginning of the month. Manager attend the annual RMP meeting in Oakland on October 7. Manager attended the annual ABAG Sewer Smart meeting in Oakland on October 9. Manager, Negotiator Rungis, and Technical Services Supervisor Pullin met with representatives of Local 39 on October 14. Manager and Technical Services Supervisor Pullin met with Member Agency Managers on October 15. Manager, Supervisor of Administrative Services Tracy, and Parsons Accounting, conducted a conference call with Treasurer Lohman concerning the FY2007-08 Audit on October 20. Manager participated in a Pilarcitos Creek Restoration Workgroup conference call on October 21. Manager, Supervisor of Administrative Services Tracy, and Kevin Anderson of Parsons Accounting met with City of Half Moon Bay Interim Finance Director Lwin on October 28. Annual Employee Recognition luncheon occurred on October 28.

## **OPERATIONS, COLLECTIONS, AND MAINTENANCE**

### ***Operation and Maintenance***

All systems ran well during the month of October 2008. The NPDES Data for the month of October

2008 is included (Attachment C). There were no NPDES permit non-compliances during the month of October.

### ***Collections***

In October 2008, the Collections Maintenance crew cleaned approximately 32,640 feet of sewer line. Additionally, Collections staff responded to 18 callouts. The latest collection system data report is attached (Attachment D).

### ***Trucked Waste and Leachate***

In October 2008, 24 deliveries (approximately 5,270 gallons) of trucked waste and 96 deliveries (approximately 578,663 gallons) of leachate were discharged at the SAM plant. This represents a total of over \$1,475.43 in gross revenue.

### ***Safety***

There were no work-related injuries in October 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 October 31, 2008, the SAM Plant has worked 564 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