

SEWER AUTHORITY MID-COASTSIDE
Staff Report

Subject / Title

Manager's Monthly Report

Staff Recommendation:

None, this is an informational item.

Fiscal Impact:

None.

Discussion/Report:

Attached please find the Manager's Monthly Report for November 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

NOVEMBER 2008

Key Indicators of Performance

NPDES Permit Violations:	None
Accidents, Injuries, etc:	None
Reportable Spills Cat 1:	0
Reportable Spills Cat 2:	0
Total Expenses (% of budget)	30.09%

Flow Report (See Attachment A)

Half Moon Bay	0.789	51.21%
Granada SD	0.505	32.76%
Montara W&SD	0.315	<u>20.42%</u>
Other	<u>0.034</u>	
Total	1.575	100.00%

HIGHLIGHTS

In November 2008, staff sealed the exterior, Southern exposed walls of Mechanical Building II. The electrical room within MBII has had an ongoing floor flooding problem. Various methods were employed over the years with poor results. The coating utilized performed well during recent rains.



The Southern walls were sealed with a new coating color coded to the underlying masonry.

Administration

There was one SAM Board Meeting and one Recycled Water Committee Meeting held on November 27, 2008. There was one Wet Weather Flow Management Project Committee Meeting held on November 3, 2008. There were two public record requests during the month of November 2008, one from Brian Ginna, citizen of Half Moon Bay, who requested information on MWSD capacity forecasts, and a request from Connie Malach of MCTV for a copy of a snapshot of Daniel and Toni Foster.

Media Coverage

During the month of November 2008, there were three (3) media articles published mentioning SAM, in the Half Moon Bay Review; on November 19, 2008, "Muller Reappointed to Water Control Board", on November 19, 2008 "Water, Sewer Agencies to Discuss Recycled Water", and "Recycling the Idea of Reusing Water".

Personnel

There were no active grievances in November 2008.

SAM has continued with retainment of a temporary assistant from Accountemps and/or 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 November 2008.

One SAM employee had an anniversary in November 2008. Kevin Antonelli, Maintenance Mechanic attained his 19th year of service at SAM.

Financial

The Financial Statement for November 30, 2008 reflects expenditures in the amount of \$ 264,164.87 (See Attachment B). The November 2008 Financial Statement shows that 30.09% of the budget has been expensed at 41.7% 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: restricted standby pay, OT meals, fingerprinting, employee physicals, calibration, technical/consulting services, radio system, lubricants, chemicals-NaOH-plant, lab maintenance supplies, facility painting, instrumentation, fines and penalties. Staff expects spending will catch up to budgeted amounts in various categories, in the upcoming months, as it does each year.

The November LAIF statement is attached to the Financial Statements. The beginning and ending balance for the month of November 2008 was \$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 attended the Wet Weather Flow Management Project Committee Meeting on November 3. Manager participated in the Pilarcitos Creek Restoration Workgroup conference call meeting on November 5. Negotiator Rungis, and Technical Services Supervisor Pullin met with representatives of Local 39 on November 14. Manager and Technical Services Supervisor Pullin met with Member Agency Managers on November 15. Manager participated in a Pilarcitos Creek Restoration Workgroup conference call on November 21. Annual Employee Recognition luncheon occurred on November 28.

OPERATIONS, COLLECTIONS, AND MAINTENANCE

Operation and Maintenance

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

On November 25, 2008, PG Environmental staff, on behalf of EPA performed an annual National Pollutant Discharge Elimination system (NPDES) permit compliance inspection. The inspection centered primarily on documentation and reports. The inspector also toured the treatment plant. The process lasted about 5 hours.

The inspector discussed two issues. The first was with regard to our bacteriologic testing. The lab used doesn't use or accept chain of custody forms leaving sampling records lacking. The second item was regarding how staff reports plant flow to the RWQCB.

Both items are being addressed. The response letter will be included in the February 2009 packet.

Collections

In November 2008, the Collections Maintenance crew cleaned approximately 33,706 feet of sewer line. Additionally, Collections staff responded to 12 callouts. The latest collection system data report is attached (Attachment D). There were no Category 1 and no Category 2 SSOs during the month of November.

Trucked Waste and Leachate

In November 2008, 13 deliveries (approximately 3,100 gallons) of trucked waste and 67 deliveries (approximately 403,672 gallons) of leachate were discharged at the SAM plant. This represents a total of over \$971.62 in gross revenue.

Safety

There were no work-related injuries in November 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 November 30, 2008, the SAM Plant has worked 594 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