

**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 August 2009, which includes the Monthly Flow Report, Financial Statement, Monthly NPDES Data, Collection System Data, Wet Weather Flow Management Program Project Funding Opportunities and Recycled Water Program Funding Opportunities.

BLANK

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

A Monthly Report to the Board

AUGUST 2009

***Key Indicators of Performance***

NPDES Permit Violations:	0
Accidents, Injuries, etc:	None
Reportable Spills Cat 1:	0
Reportable Spills Cat 2:	1
Total Expenses (% of budget)	11.13%

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

Half Moon Bay	0.754	
51.3%		
Granada SD	0.429	29.2%
Montara W&SD	0.287	<u>19.5%</u>
Other	<u>0.034</u>	
Total	1.505	100.0%

**HIGHLIGHTS**

In August 2009, staff had the pleasure of presenting plant tours for microbiology students from Skyline College. Lead Collection Maintenance Worker Pat McGowan demonstrates a sewer cleaning nozzle in an empty tank.



***Administration***

There was one (1) SAM Board meeting held in August 2009, on August 24 2009. There was no Recycled Water Committee Meeting held in August 2009. There were three (3) public records request during the month of August 2009; on August 10, from CCWD staff member, JoAnne Whelan, for a copy of DVD of SAM's July Board meeting and RWC meeting, and from October 2008, an ongoing request from Norbert Dall & Associates for documents regarding agricultural irrigation discharge from Nurserymen's Exchange (NE). On August 9, from EBMUD for a copy of SAM service area boundary maps in GIS or boundary description format.

### ***Media Coverage***

During the month of August 2009, there was one (1) media articles published mentioning SAM in the Half Moon Bay Review, on August 12, 2009, entitled “Chris Mickelsen”.

### ***Personnel***

There were no grievances filed in August 2009, and no SAM meetings with Local 39 representatives.

SAM has continued with retainment of a temporary assistant from Accountemps for records retention, and assistance to the technical services supervisor for various collections and operations statistical data entry. No permanent new hires occurred during the month of August 2009.

In August of 2009 one (1) staff member reached a two year anniversary date as a SAM employee – Susan Turbay, Receptionist.

### ***Financial***

The Financial Statement for August 2009 reflects expenditures in the amount of \$321,251.95 (See Attachment B). The August 2009 Financial Statement reflects 11.13% of the budget has been expensed at 16.7% 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 2009-10. Staff expects spending could catch up to some budget amounts in the final June 30, 2010 financial statement.

The August 2009 LAIF online statement is attached to the August 30, 2009 Financial Statements. The August 2008 LAIF statement reflects a beginning and ending balance of \$3,763,820.42. SAM staff continued with uncashed check notifications, stop payment orders.

### ***Other***

Manager met or conferred with SRT Consultants several times during the month to discuss the economic stimulus funds, grant applications, the IPS evaluation, recycled water and the wet weather flow management program projects. Manager conferred with General Counsel Copeland several times during the month to discuss recycled water program. Manager conferred with Treasurer Lohman concerning Financial Consultant draft RFP on August 7. Manager attended CASA Conference in San Diego August 11 – 15. Auditors conducted annual audit interview with Manager on August 18. Manager, Technical Services Supervisor Pullin and Negotiator Rungis met with Local 39 on August 19. Throughout the month, Manager, SRT Consultants representative Yurovsky, and Technical Services Supervisor Pullin conferred with CCWD General Manager Dickson and representative of Ocean Colony Partners to discuss recycled water. Manager and Supervisor of Administrative Services Tracy conferred with Parsons Accounting on August 26 concerning Reserves, Capital Improvement schedule and general accounting practices. Throughout the month, Manager conferred with SAM staff, Member Agency staff, and accountants on the SAM proposed financial consultant request for proposals. At various times during the month, Manager conferred with CFT representative Mallard concerning the recycled water pilot plant installation and test plan.

**OPERATIONS, COLLECTIONS, AND MAINTENANCE**

***Operation and Maintenance***

All systems ran well during the month of August 2009. The NPDES Data for the month of August 2009 included (Attachment C). There were no NPDES permit non-compliances during the month of August.

***Collections***

In August 2009, the Collections Maintenance crew cleaned approximately 48,965 feet of sewer line. Additionally, Collections staff responded to 7 callouts. The latest collection system data report is attached (Attachment D). There were no Category 1 and 1 Category 2 SSOs during the month of August.

***Trucked Waste and Leachate***

In August 2009, 69 deliveries (approximately 8,950 gallons) of trucked waste and 84 deliveries (approximately 503,466 gallons) of leachate were discharged at the SAM plant. This represents a total of over \$1720 in gross revenue.

***Safety***

There were no work-related injuries in August 2009. 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 August 31, 2009, the SAM Plant has worked 868 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 Project Funding Opportunities  
F – Recycled Water Project Funding Opportunities