

SEWER AUTHORITY MID-COASTSIDE
Staff Report

Subject / Title

Manager's Monthly Report – December 2009

Staff Recommendation:

None, this is an informational item.

Fiscal Impact:

None.

Discussion/Report:

Attached please find the Manager's Monthly Report for December 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

DECEMBER 2009

Key Indicators of Performance

NPDES Permit Violations:	0
Accidents, Injuries, etc:	None
Reportable Spills Cat 1:	0
Reportable Spills Cat 2:	3
Total Expenses (% of budget)	44.2%

Flow Report (See Attachment A)

Half Moon Bay	0.795	48.61%
Granada SD	0.511	31.25%
Montara W&SD	0.329	<u>20.14%</u>
Other	<u>0.034</u>	
Total	1.670	100.00%

HIGHLIGHTS

In December 2009, staff completed the Recycled Water Pilot Study. Operationally, the experience was enjoyed and staff learned much about operating a membrane filter plant.

Administration

In December 2009, there were no (0) SAM Board meetings and on December 7, one (1) Recycled Water Committee Meeting was held. There were three (3) public records request during the month of December, one from Chuck Duffy for the CDP for Plant Expansion and another request from Katherine Slater-Carter for EIR and plant expansion permits and related documents and a request from Director Woren for the doc file of the Manager's Agreement.



The Recycled Water Treatment Plant.

Media Coverage

During the month of December 2009, there were no media articles published mentioning SAM.

Personnel

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

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 December 2009.

In December 2009, there were no employee anniversary milestones.

Financial

The Financial Statement for December 2009 reflects expenditures in the amount of \$339,284.34 (See Attachment B). The December 2009 Financial Statement reflects 44.2% of the budget expensed at 50.0% 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: employee physicals, maintenance project management, radio system, lubricants, maintenance, facility painting, service/bank charges, fines and penalties. Staff expects spending could catch up to some budget amounts in the final June 30, 2010 financial statement.

The December LAIF statement is attached to the Financial Statements, and reflects a beginning and ending balance for the month of December 2009 in the amount of \$3,772,332.25. 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, sewer claims, and financial matters. Several times during the month, Manager and Supervisor of Administrative Services Tracy conferred with Labor Attorney Price concerning employee matters. Several times during the month, Manager and Supervisor of Administrative Services Tracy conferred with Parsons Accounting concerning financial matters. Manager and Technical Services Supervisor Pullin, along with SRT Consultants Yurovsky met with Coastside County Water District Manager Dickson on December 7 and 14. Manager met with City of Half Moon Bay special auditors on December 7 and 8. SAM had its annual holiday employee luncheon on December 16. At various times during the month, Manager conferred with Clean Filtration Technologies representative Mallard concerning the recycled water pilot plant installation and test plan; this plan and test ended on December 12.

OPERATIONS, COLLECTIONS, AND MAINTENANCE

Operation and Maintenance

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

Collections

In December 2009, the Collections Maintenance crew cleaned approximately 35,884 feet of sewer line. Additionally, Collections staff responded to 16 callouts. The latest collection system data report is attached (Attachment D). There were no Category 1 and three Category 2 SSOs during the month of December.

Trucked Waste and Leachate

In December 2009, 9 deliveries (approximately 2250 gallons) of trucked waste were discharged at the SAM plant. This represents a total of \$225 in gross revenue.

Recycled Water Pilot Plant

In December 2009, SAM staff discontinued operating the pilot plant.

Safety

There were no work-related injuries in December 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 December 31, 2009, the SAM Plant has worked 990 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