

**SEWER AUTHORITY MID-COASTSIDE**  
Staff Report

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**Subject / Title**

Manager's Monthly Report – January 2010

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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 January 2010, 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.

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

A Monthly Report to the Board

JANUARY 2010

***Key Indicators of Performance***

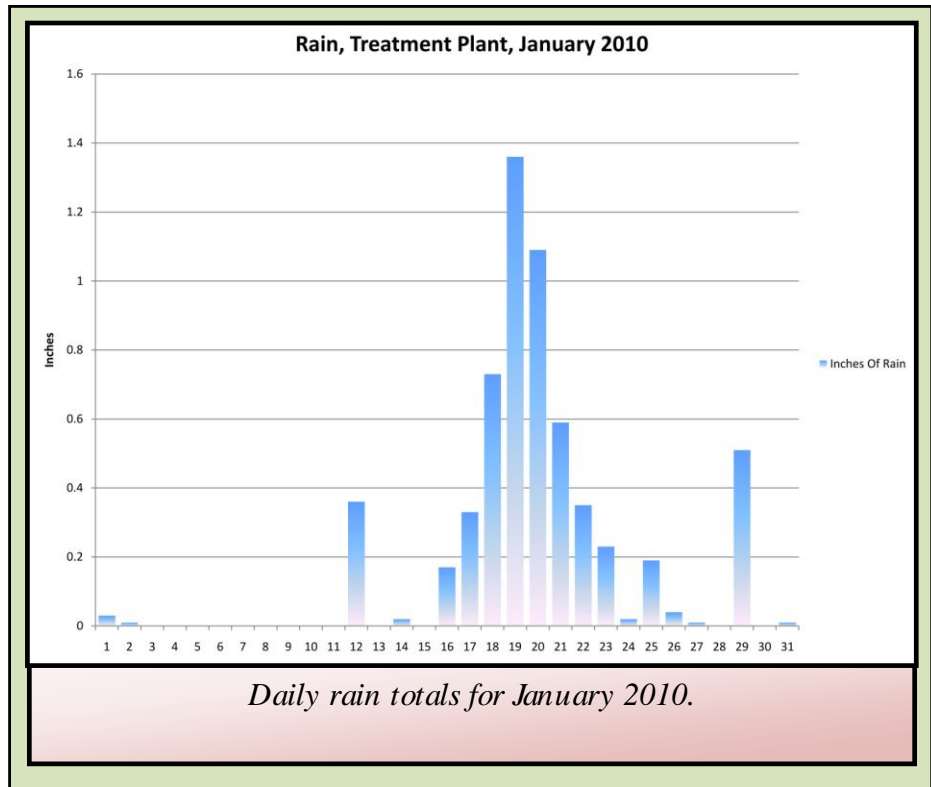
|                              |        |
|------------------------------|--------|
| NPDES Permit Violations:     | 1      |
| Accidents, Injuries, etc:    | None   |
| Reportable Spills Cat 1:     | 1      |
| Reportable Spills Cat 2:     | 2      |
| Total Expenses (% of budget) | 48.18% |

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

|               |              |               |
|---------------|--------------|---------------|
| Half Moon Bay | 1.067        | 46.50%        |
| Granada SD    | 0.690        | 30.05%        |
| Montara W&SD  | 0.538        | <u>23.45%</u> |
| Other         | <u>0.000</u> |               |
| Total         | 2.296        | 100.00%       |

**HIGHLIGHTS**

In January 2010, the Coastside experienced a series of fairly mild storms. Through January 20<sup>th</sup>, the treatment plant experienced peak flows as high as 7.96 MGD and maximum daily flows of 4.151 MGD. While the Storm Water Retention System was activated, no wet weather flow storage was required. There were no weather related SSOs or treatment plant effluent quality violations. There was one non-weather related SSO on January 20. The highest rainfall was measured at Montara Pump Station at 1.61 inches on January 20<sup>th</sup>. There were short term power failures which were handled well by emergency generators without incident. The treatment plant ran very well throughout the storms. There was, however, equipment damaged by power issues.



The equipment damaged was a variable frequency drive (VFD) at Princeton Pump Station and a programmable logic controller (PLC) at Seal Cove #4 in Moss Beach. Neither caused an issue as we were able to respond quickly with spares and vendors to get the stations back and ready as soon as possible.

### ***Administration***

In January, there was one (1) SAM Board meeting on January 25, 2010 and one (1) Special Board Meeting held on January 6, 2010, and on January 25, 2010 one (1) Recycled Water Committee Meeting was held. There were three (2) public records request during the month of January, from Brian Ginna (1) for November 09 SAM Agenda on website, and (1) for any agreements entered into between SAM and GSD for WWFMP.

### ***Media Coverage***

During the month of January 2009, there were four (4) media articles published mentioning SAM. On January 5, HMB Review – “SAM Manager to Retire in May”, on January 6, on Coastsider.com, “SAM’s Manager is Retiring”, on January 20, HMB Review, “SAM Crew Remains Accident Free”, on January 20, HMB Review, “Weathering the Storm, Coastside Survives First Round, But More is on the Way”.

### ***Personnel***

There were no grievances filed and no SAM meetings with Local 39 representatives in January 2010.

SAM has continued with retainment of a temporary assistants 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 January 2010

In January 2010, there were no employee anniversary milestones.

### ***Financial***

The Financial Statement for January 2010 reflects expenditures in the amount of \$297,550.07 (See Attachment B). The January 2010 Financial Statement reflects 48.18% of the budget expensed at 58.3% 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, claims, 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 January LAIF statement is attached to the January 31, 2009 Financial Statements. The beginning balance for January 2010 was \$3,772,332.25 and ending balance for January 2010 was \$3,778,081.39 reflecting a Quarterly Interest earning for fourth quarter of 22009 of \$5,749.14. 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 National Marine Sanctuary Superintendents and staff on January 4. Manager and Technical Services Supervisor Pullin, along with SRT Consultants Yurovsky met with Coastside County Water District Manager Dickson on January 6 and 26. Manager and staff met with recruitment consultant on January 6. Manager conferred with City of Half Moon Bay special auditors several times during the month.

### *OPERATIONS, COLLECTIONS, AND MAINTENANCE*

#### *Operation and Maintenance*

All systems ran well during the month of January 2010. The NPDES Data for the month of January 2009 is included (Attachment C). There was one NPDES permit non-compliances during the month of January.

#### *Collections*

In January 2010, the Collections Maintenance crew cleaned approximately 42,650 feet of sewer line. Additionally, Collections staff responded to 23 callouts. The latest collection system data report is attached (Attachment D). There was one Category 1 and two Category 2 SSOs during the month of January.

#### *Trucked Waste*

In January 2010, 12 deliveries (approximately 3150 gallons) of trucked waste were discharged at the SAM plant. This represents a total of \$315.00 in gross revenue.

#### *Safety*

There were no work-related injuries in January 2010. 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 January 31, 2010, the SAM Plant has worked 1021 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