

SEWER AUTHORITY MID-COASTSIDE
Staff Report

Subject / Title

Topics for Future Board Consideration

Staff Recommendation:

Topics for Future Board Consideration

Fiscal Impact:

None

Discussion/Report:

This item is regularly agendized to allow Board's continuing review of Topics for Future Board consideration. Attached is the list of Future Discussion Items.

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SEWER AUTHORITY MID-COASTSIDE
Future Discussion Items

	<i>Items</i>	<i>Requested By</i>	<i>Est. Disc. Duration</i>	<i>Priority</i>	<i>Scheduled for</i>	<i>Agenda Item No.</i>	<i>Completed</i>	<i>Completion Date</i>
1	Report on Cost Savings associated with Wet Weather measures	Ptacek	Info	C	May	Mail	continuing	continuing
2	Counsel - JPA Amendment re: Sec/Treas	Board	5 min	C	Mar-2010	6B	No	Feb-2010
3	Revise RW Principles of Agreement	Board	- - -	A	Mar-2010	6a	No	Mar-2010
4	Modifying dates of service for SAM Board Officers	Ferreira	15 min	A	Jun-2003	5H	Yes	Jun-2003
5	SAM response to NOAA letter	Ptacek	Info	A	Jul-2003	6C	Yes	Jul-2003
6	Copy of 2000 Montara overflow report	Ptacek	- - -	B	Jul-2003	6C	Yes	Jul-2003
7	Staff report on Contract employees	Woren	- - -	C	Jul-2003	6C	Yes	Jul-2003
8	Develop Non-Project priority list with SAM Manager	Ptacek	15 min	A	Aug-2003	7A	Yes	Aug-2003
9	Contract with new Auditor	Taylor	10 min	A	Aug-2003	8A	Yes	Aug-2003
10	SAM Letter to Coastal Comm. on new water line to El Granada	Coleman	Info	A	Aug-2003	9	Yes	Jul-2003
11	Overflow sites and recurrence prevention technology	Ptacek	10 min	A	Aug-2003	9	Yes	Aug-2003
12	Report on Claims	McGraw	15 min	A	Aug-2003	6A	Yes	Aug-2003
13	Report on Force Main break of April 2003	Woren	Info	A	Aug-2003	9	Yes	Aug-2003
14	Report on contract with and services of Cortinovis	Woren	Info	C	Aug-2003	9	Yes	Aug-2003
15	Sign at overflow site	Boyd	Info	B	Sep-2003	Mail	Yes	Sep-2003
16	Update on services provided by IEDA	Woren	Info	B	Sep-2003	5B	Yes	Sep-2003
17	Consider policy - use of SAM mtg. rooms or facilities by outside groups	Woren	10 min	C	Sep-2003	6A	Yes	Sep-2003
18	Entryway plaque for board members	Staff	5 min	C	Sep-2003	5C	Yes	Sep-2003
19	Report on meeting with Nurserymen's Exchange	Ptacek	Info	C	Sep-2003	4B	Yes	Sep-2003
20	Update on Collection System vacancies	Ptacek	Info	C	Sep-2003	4B	Yes	Sep-2003
21	Report on services of Jim Kyser Consulting	Woren	Info	B	Oct-2003	5F	Yes	Oct-2003
22	Cellular Phone Policy Review	Staff	5 min	C	Oct-2003	6D	Yes	Oct-2003
23	Provide contract and renewal information to address agency concerns.	Ferreira / Woren	Info	C	Oct-2003	6E	Yes	Oct-2003
24	Report on Ocean Colony Project and Generator Costs	Ferreira	15 min	C	Oct-2003	5B	Yes	Oct-2003
25	Develop Project Priority list with SAM Manager	Ptacek	15 min	A	Nov-2003	6C	Yes	Nov-2003
26	Laptop Policy Review	Staff	10 min	C	Nov-2003	6B	Yes	Nov-2003
27	Staff report on Trucked and PortaPotty wastes	Woren	Info	C	Nov-2003	Mail	Yes	Nov-2003
28	Report on computer data backup.	Taylor	- - -	C	Dec-2003	email	Yes	Dec-2003
29	Website improvements - copy of JPA.	Woren	5 min	B	Jan-2004	5E	Yes	Jan-2004
30	Short report on Co-Gen (including Dickson/Pullin report from 2000)	Woren	Info	C	Jan-2004	7A	Yes	Jan-2004
31	Removal of Existing Plaques	Taylor	5 min	C	Jan-2004	5E	Yes	Jan-2004
32	SAM Website – Posting of Resolutions	Board	10 min	C	Feb-2004	5E	Yes	Feb-2004
33	Modify budget format to address member agency concerns.	Woren	5 min	A	Mar-2004	8A	Yes	Mar-2004
34	Wet Weather Flow Monitoring Update	Board	10 min	A	Mar-2004	5A	Yes	Mar-2004
35	Consider policy for copying and other services provided to the public	Ptacek	5 min	C	Mar-2004	7D	Yes	Mar-2004
36	Update on Nurserymen's Exchange	Boyd	- - -	C	Mar-2004	Mail	Yes	Mar-2004

Priority Key:
A - High
B - Medium
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37	Report on SAM and stormwater	Ferreira	30 min	C	Mar-2004	4B	Yes	Mar-2004
38	Internal Controls Policy - Signing of Checks before Board approval	McCausland	10 min	B	Apr-2004	7B	Yes	May-2004
39	Report on renting or buying generator	Woren	- - -	C	Apr-2004	Mail	Yes	May-2004
40	List of SAM Policies	Ptacek	- - -	C	Apr-2004	Mail	Yes	May-2004
41	Review "tiered" concept for certification plaques	Boyd	5 min	C	Jun-2004	5E	Yes	Mar-2004
42	Discuss which newspapers to use for advertisements	Taylor	5 min	C	Jun-2004	7C	Yes	Jun-2004
43	Records Retention Policy	Board	5 min	B	Jul-2004	6A	Yes	Jul-2004
44	Wet Weather Mon. Rep. (incl hydr model, perf. of Montara storage)	Boyd	60 min	A	Aug-2004	4A	Yes	Aug-2004
45	Review Director Benefits	Woren	- - -	C	Sep-2004	Mail	Yes	Sep-2004
46	Reconsider policy on use of SAM meeting rooms by outside groups	Woren	10 min	C	Sep-2004	6B	Yes	Sep-2004
47	Consider policy on auditor selections and length of contract	Taylor	10 min	B	Oct-2004	6C	Yes	Oct-2004
48	GSD pursuit of Community Service District – Boundary adjust.	Board	30 min	C	Oct-2004	9A	Yes	Oct-2004
49	Presentation of the results and final findings on disposable toilet cleaners.	Ptacek	30 min	C	Nov-2004	6A	Yes	Nov-2004
50	Laptop Policy Review	Taylor	10 min	C	Nov-2004	6E	Yes	Nov-2004
51	Lateral Program - should SAM handle lateral inspections, replacements?	Woren	30 min	B	Apr-2005	4B	Yes	Apr-2005
52	Standards and SAM's procedures for inspection of new connections.	Woren	30 min	C	Apr-2005	4B	Yes	Apr-2005
53	Discussion of the IPS and its current capacity.	Woren	30 min	A	May-2005	7A	Yes	Mar-2005
54	Discussion of and long range planning for tertiary treatment	Woren	30 min	C	Jul-2005	2A	Yes	Jul-2005
55	Report on Server Failure	Ptacek	10 min	C	Jul-2005	5A	Yes	Jul-2005
56	Member Agencies centralizing functions with SAM	Woren	10 min	C	Sep-2005	5C	Yes	Sep-2005
57	Report on Composting Toilets	Ptacek	- - -	C	Sep-2005	Mail	Yes	Sep-2005
58	Possible uses for SAM's seven acres adjacent to SAM Plant entrance road.	Board	30 min	C	Nov-2005	5B	Yes	Nov-2005
59	Review and Approve Accounting Policies and Procedures	Staff	30 min	A	Nov-2005	4F	Yes	Nov-2005
60	Presentation on SAM Outreach Program	Ptacek	10 min	C	Jan-2006	8F	Yes	Jan-2006
61	Discussion of Board Email	Woren	20 min	B	Jan-2006	8A	Yes	Jan-2006
62	Report on antibacterial soaps	Ptacek	Info	C	Jun-2006	7A	Yes	Jun-2006
63	Provide sewer use rate comparison information	Ptacek/Woren	Info	C	Jul-2006	6A	Yes	Jul-2006
64	Develop hourly rates for video inspections	Ptacek	Info	C	Jul-2006	6B	Yes	Jul-2006
65	Consider a speed control measure along plant entrance road	Woren	10 min	C	Aug-2006	6C	Yes	Aug-2006
66	Provide Board with Appraisal of SAM entrance road property	Ptacek	Info	C	Sep-2006	Mail	Yes	Sep-2006
67	Comprehensive Lateral Program Report	Ptacek	20 min	A	Oct-2006	7B	Yes	Oct-2006
68	Report on Temps	Ptacek	5 min	C	Oct-2006	5D	Yes	Oct-2006
69	Report on Emergency Communications Systems	SMC Grand Jury	10 min	A	Nov-2006	6B	Yes	Nov-2006
70	Line of credit	Ptacek	5 min	B	Nov-2006	6C	Yes	Nov-2006
71	Refresher Presentation on Wet Weather Projects	Ptacek	30 min	A	Jan-2007	3B	Yes	Jan-2007
72	Memo Summarizing Recycled Water Projects	Ptacek	30 min	A	Jan-2007	6B	Yes	Jan-2007

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73	Prepare AB1234-compliant Director Reimbursement Policy	Ptacek	5 min	B	Jan-2007	5D	Yes	Jan-2007
74	Prepare AB1234-compliant Director Travel/Training Policy	Ptacek	5 min	B	Jan-2007	5E	Yes	Jan-2007
75	Report on costs likely resulting from CA Waste Discharge Requirements	Boyd	5 min	B	Jan-2007	7B	Yes	Jan-2007
76	Refresher Presentation on Recycled Water Projects	Ptacek	30 min	A	Feb-2007	3B	Yes	Feb-2007
77	Notify Nagengast of Interagency Partnership meeting	Muller	-	C	Apr-2007	5A	Yes	Apr-2007
78	Notify Board of Details of Sen. Yee's HMB Town Hall Meeting May 07	Fraser	-	C	Apr-2007	9	Yes	Apr-2007
79	Improve 'speedometers'	Ptacek	-	C	May-2007	9	Yes	Apr-2007
80	Work with HMB on Sewer Plant Road Improvements	Woren	10 min	C	May-2007	7	Yes	May-2007
81	Provide Board with Copy of SAM letter responding to RWQCB 2006 Insp.	Staff	info	B	May-2007	7	Yes	May-2007
82	Review Total Checking/Savings Assets over time	Woren	5 min	C	May-2007	7	Yes	May-2007
83	Post JPA on SAM Website	Woren	5 min	B	May-2007	7	Yes	May-2007
84	Review SAM Minimum Checking Account Balance	Woren	5 min	B	Jun-2007	8B	Yes	Jun-2007
85	Revise Website policy; include additional pages	Board	5 min	B	Jun-2007	5F	Yes	Jun-2007
86	Review, Provide Direction To Staff on IPS / Pump Sta. Budget Funding	Harvey	15 min	B	Jun-2007	6B	Yes	Jun-2007
87	Integrate parallel force main into Wet Weather plan	Board	15 min	A	Jun-2007	6B	Yes	Jun-2007
88	Review SAM Newsletter	Woren	5 min	C	Jul-2007	6A	Yes	Jul-2007
89	Compare WWCIP alternatives (storage tank vs parallel force main)	Ptacek	30 min	A	Jul-2007	5B	Yes	Jul-2007
90	Employee Memorandum of Understanding Negotiations	Ptacek	- - -	A	as needed	2A	Yes	Jul-2007
91	Review Final Draft 2007 SAM Newsletter	Woren	5 min	C	Aug-2007	5D	Yes	Aug-2007
92	Report on Succession Planning	Woren	5 min	C	Aug-2007	7	Yes	---
93	Consider Change to FileNames on Website	Woren	15 min	B	Aug-2007	---	Yes	Aug-2007
94	Report on Outfall	Board	15 min	B	Sep-2007	6C	Yes	Sep-2007
95	Create Historical Expenditure Database	Ptacek	5 min	B	Sep-2007	7	Yes	Sep-2007
96	Reserve Fund Policy Review	Woren	10 min	A	Sep-2007	6D	Yes	Sep-2007
97	Consider policy for unused accrued sick leave	---	---	---	deleted		Yes	May-2003
98	Review Funding Agreement	---	---	---	deleted		Yes	May-2003
99	SAM letter to Trinet Const. - displeasure with first amend. to KJ's contract	---	---	---	deleted		Yes	May-2003
100	Report on technology equipment	Woren	---	C	---	Mail	Yes	May-2003
101	Establish WWCIP Committee	Ptacek	10 min	B	Oct-2007	5E	Yes	Oct-2007
102	Develop Disaster Preparedness and Mitigation - Leachate	Muller	10 min	B	Oct-2007	6A	Yes	Oct-2007
103	Lateral Repair / Replacement Reimbursement Program	Board	15 min	A	Oct-2007	6B	Yes	Oct-2007
104	Provide Board with Rainfall Database last 10-15 years	Woren	5 min	C	Nov-2007	6A	Yes	Dec-2007
105	Expand on WWCIP report of July (storage tank vs parallel force main)	Board	30 min	A	Dec-2007	5B	Yes	Dec-2007
106	Report on Providing Additional Depreciation Information.	Ptacek	10 min	C	Dec-2007	7	Yes	Dec-2007
107	Consider televising SAM Board meetings	Board	15 min	B	Dec-2007	6D	Yes	Dec-2007
108	2008 Timeline of Recycled Water Activities	Board	30 min	A	Jan-2008	5B	Yes	Jan-2008

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109	Review Laptop Policy	Woren	15 min	B	Jan-2008	6A	Yes	Jan-2008
110	Review Auditor Policy	Ptacek	5 Min	B	Jan-2008	6B	Yes	Jan-2008
111	Discuss CCWD Water Conservation Program	Woren	10 min	C	Jan-2008	5C	Yes	Jan-2008
112	Report on Seal Cove backup	Board	30 min	A	Feb-2008	7	Yes	Feb-2008
113	Report on billing PG&E for fuel used during power outages	Board	30 min	C	- - -	- - -	No	- - -
114	Review Landfill Leachate Permit, Fees, and Road access	Muller	15 min	B	Feb-2008	5B	Yes	Feb-2008
115	Review NE Permit and Fees	Muller	15 min	B	Feb-2008	5B	Yes	Feb-2008
116	Revise Budget Format, footnotes, references	Ptacek	5 min	B	Mar-2008	4A	Yes	Mar-2008
117	Report on Triclosan in Clean Water Monitor	Lohman	5 min	C	May-2008	6A	Yes	Jul-2008
118	Include Project funding opportunities in Monthly Report	Lohman	---	B	Jun-2008	4Be and f	Yes	Jun-2008
119	Review electronic agenda (html, pdf, other)	Woren	5 min	C	Jun-2008	7	Yes	Jun-2008
120	Put Newsletter on SAM Website	Woren	-	B	Jul-2008	7	Yes	Jul-2008
121	Develop Proj. Desc, Budget, and Timeline for WWFMP project 1A-2	WWFMP Comm	10 min	A	Jul-2008	6Bc	Yes	Jul-2008
122	Report on SAM Reserves	WWFMP Comm	30 min	A	Jul-2008	6Bc	Yes	Jul-2008
123	Provide info on WWFMP Alternative 1A-2	Muller	- - -	B	Aug-2008	email	Yes	Aug-2008
124	Proposal for report on revised Recycled Water project scope	Woren	15 min	C	Aug-2008	6B	Yes	Aug-2008
125	Report on revised Recycled Water project scope	Woren	15 min	C	Aug-2008	6B	Yes	Aug-2008
126	Reconsider televising SAM Board meetings	Board	15 min	B	Sep-2008	6C	Yes	Sep-2008
127	Consider appointing a Recycled Water committee.	Board	15 min	B	Sep-2008	5A	Yes	Sep-2008
128	Consider posting audio of Board meetings on website.	Board	15 min	B	Sep-2008	6B	Yes	Sep-2008
129	Provide map of SAM Service Area	Harvey	- - -	B	Oct-2008	email	No	Can't Find
130	Report on Nurserymen's Exchange Permit renewal	Muller	10 min	B	Oct-2008	6D	Yes	Oct-2008
131	Report on NDWSCP inspection schedule	Woren	10 min	B	Oct-2008	6E	Yes	Oct-2008
132	Prepare RFP for televising SAM Board Meetings	Board	15 min	B	Nov-2008	6A	Yes	Nov-2008
133	Provide PCRW Plan to Board	Woren	- - -	C	Nov-2008	email	Yes	Nov-2008
134	Reschedule Recycled Water Outreach Meetings to 2009	Board	10 min	B	Jul-2009	- - -	Yes	Nov-2008
135	Provide Board Access to Fixed Asset List	Boyd	- - -	C	Jan-2009	email	Yes	Jan-2009
136	Reword Board Agenda to Allow WWFMP Comm to Approve Minutes	Woren	- - -	B	Jan-2009	5C	Yes	Jan-2009
137	Resolve Funding Agreement Issues via MA Attorneys	Board	10 min	B	Jan-2009	9	Yes	Jan-2009
138	Discontinue printing Board Mail, RW articles, and Mgr Rpt attachments	Board	- - -	C	Feb-2009	- - -	Yes	Feb-2009
139	Arrange Joint Mtg with CCWD re: Water Recycling	Board	- - -	C	Feb-2009	- - -	Yes	Feb-2009
140	Consider reserving parking spaces for Directors	Woren	- - -	C	Feb-2009	- - -	Yes	Feb-2009
141	Provide Board with copies of IS/MND Comments	Woren	- - -	C	Mar-2009	email	Yes	Mar-2009
142	Revise FY09-10 WWFMP project cash flow if possible	Boyd	- - -	C	Mar-2009	Budget	Yes	Mar-2009
143	Present Mediation / Facilitation alternatives to Board	Muller	15 min	C	Mar-2009	6A	Yes	Mar-2009
144	Report on IPS maintenance	Woren	15 min	B	Mar-2009	6A	Yes	Mar-2009

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145	Report on Flow Report of January 2009	Woren	5 min	B	Mar-2009	4E	Yes	Mar-2009
146	Schedule recycled water presentation to Board	Boyd	30 min	B	Mar-2009	2B	Yes	Mar-2009
147	Discuss Manager / Attorney meetings re: recycled water	Boyd/Harvey	15 min	B	Mar-2009	5C	Yes	Mar-2009
148	Prepare graph of historic rainfall totals	Woren	- - -	B	Mar-2009	7	Yes	Mar-2009
149	Report on SAM responsibilities re: Kenmark letter	Boyd	10 min	B	Apr-2009	5Aa	Yes	Apr-2009
150	Draft delegation agreement terms	Boyd	10 min	B	Apr-2009	5Ab	Yes	Apr-2009
151	Add costs to staff report re: additional meetings	Fraser	5 min	B	May-2009	5G	Yes	Apr-2009
152	Provide Member Agency Treasurers with copy of draft budget.	Board	30 min	A	Sep-2009	email	Yes	May-2009
153	Provide answers to Board's questions of/about CFT	Board	30 min	C	May-2009	5C	Yes	May-2009
154	Obtain proposal for design of WWFMP project	WWFMP Comm	15 min	A	Jun-2009	5Ba	Yes	Jun-2009
155	Report on RW Phase 2 Storage	Lohman	15 min	B	Jun-2009	5Ab	Yes	Jun-2009
156	Update AB1234 Compliance Records	Board	- - -	B	Jul-2009	5C	Yes	Jul-2009
157	Report on Half Moon Bay Flow Meter Installation	Harvey	- - -	B	Jul-2009	7	Yes	Jul-2009
158	Review Reserve Policy	Boyd	15 min	B	Aug-2009	6A	Yes	Aug-2009
159	Consult w/SAM Treasurer, bring smaller RFP back	Board	15 min	A	Aug-2009	6B	Yes	Aug-2009
160	Cost Breakdown of Summer 09 Newsletter	Woren	- - -	B	Aug-2009	7	Yes	Aug-2009
161	Report on fines and spills since Montara Tank was installed	Woren	- - -	B	Aug-2009	Mail	Yes	Aug-2009
162	Report on Half Moon Bay Flow Meter Installation	Harvey	5 min	B	Oct-2009	7	Yes	Oct-2009
163	Report on Temp Storage Tanks	Board	15 min	B	Oct-2009	7	Yes	Oct-2009
164	Staff and Attorney to start drafting SAM/CCWD RW Agreement	Board	15 min	B	Nov-2009	5Ab	Yes	Nov-2009
165	Provide detailed Recycled Water Cost Estimates	Board	15 min	A	Nov-2009	5Ac	Yes	Nov-2009
166	Provide Recycled Water Project Timelines.	Board	15 min	A	Nov-2009	5Ac	Yes	Nov-2009
167	Provide Board with draft Policy on Deadline for Board Minutes	Woren	15 min	B	withdrawn	- - -	Yes	Nov-2009
168	Weekly Report on Recycled Water Pilot Test	Fraser	Info	B	Oct-2009	email	Yes	Dec-2009
169	Recycled water issues and presentations	Ferreira	- - -	A	- - -	3A	Yes	Dec-2009
170	Provide Board with SAM Service Area Map	Harvey	- - -	B	Jan-2010	7	Yes	Jan-2010
171	Provide Board with copy of SAM Fixed Asset list	Boyd	- - -	A	Jan-2010	email	Yes	Jan-2010
172	Obtain proposal for response to IPS failure	Board	15 min	A	Jan-2010	6a	Yes	Jan-2010
173	Provide Board with disk of previous year's agenda w/att in January	Woren	Info	C	January	Mail	Yes	Jan-2010
174	Provide template letters of support to board	Boyd	- - -	C	Feb-2010	email	Yes	Feb-2010
175	Contact MWSD Counsel re: RW Principles of Agreement	Boyd	- - -	C	Feb-2010	6a	Yes	Feb-2010
176	Counsel report on JPA Amendment re: Sec/Treas	Board	5 min	C	Feb-2010	8	Yes	Feb-2010
177	Capital Inventory / Life Expectancy List incl. Plant	Woren	- - -	A	Mar-2010	Wksp	Yes	Mar-2010

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