

**SEWER AUTHORITY MID-COASTSIDE**  
Staff Report

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**Subject / Title**

Manager's Monthly Report – February 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 February 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

FEBRUARY 2010

***Key Indicators of Performance***

NPDES Permit Violations:	1
Accidents, Injuries, etc:	None
Reportable Spills Cat 1:	0
Reportable Spills Cat 2:	2
Total Expenses (% of budget)	54.79%

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

Half Moon Bay	0.964	44.41%
Granada SD	0.682	31.43%
Montara W&SD	0.524	<u>24.16%</u>
Other	<u>0.000</u>	
Total	2.170	100.00%

**HIGHLIGHTS**

In February 2010, SAM's vender completed the external generator connection panel. This will enable staff to quickly connect a rental generator to the Plant system when needed. Included with this project was switching equipment that allows for switching between generators.

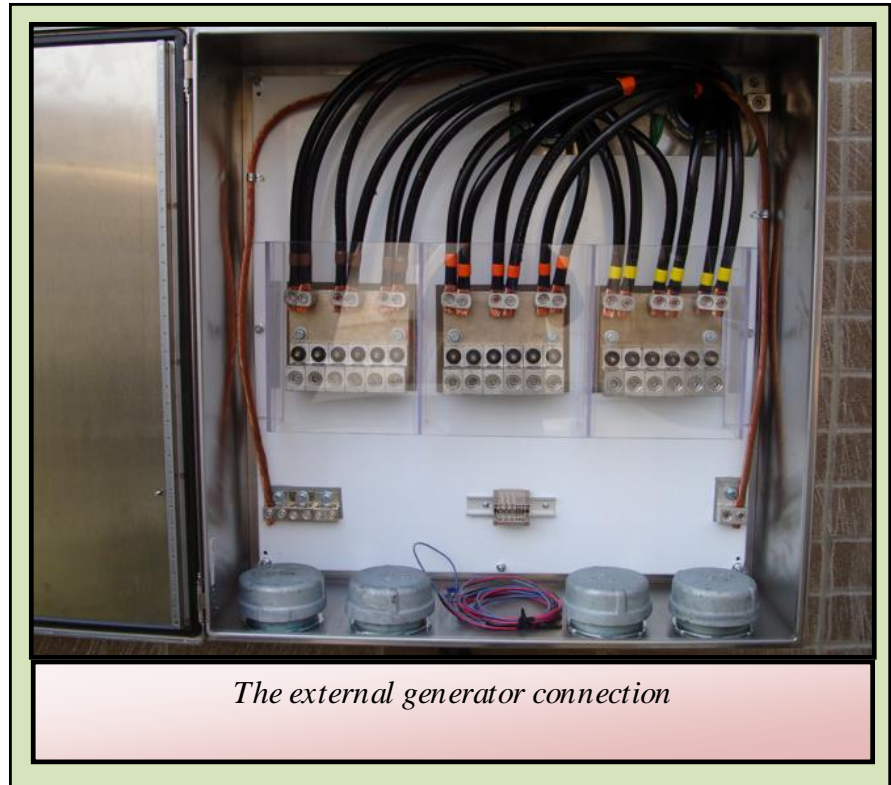
***Administration***

SAM was created on February 3, 1976, making it 34 years old.

In February, there were two (2) SAM Board meetings one on February 17, 2010 and one on February 22, 2010. In February 2010, there were no public records requests.

***Media Coverage***

During the month of February 2010, there were five (5) media articles published regarding SAM.. One on February 3, in the Half Moon Bay Review, "Water Agencies Collaborate on Recycling Project", one in Coastsider.com on February 4, "Sewage Spill Closes Surfers Beach", two in Half Moon Bay Review on February 10, "SAM Elects Chair, Ending Impasse", and Sewage Overflows Continue to Plague Midcoast", and one on February 27, in Coastsider.com, "SAM Employee is Wastewater "Person of the Year".



*The external generator connection*

### ***Personnel***

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

In February 2010, there were no employee anniversary milestones.

### ***Financial***

The Financial Statement for February 2010 reflects expenditures in the amount of \$295,245.33 (See Attachment B). The February 2010 Financial Statement reflects 54.79% of the budget expensed at 66.7% of the fiscal year. Expense percent ratio to budget can be attributed to seasonally-appropriate slow or non-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 February LAIF statement is attached to the February 28, 2010 Financial Statements. The beginning and ending balance for February 2010 was \$3,778,081.39. 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 conferred with recruitment consultant during the month. Manager conferred with City of Half Moon Bay special auditors during the month. On February 9, SAM conducted a Sewer Backup Claims Handling workshop for SAM and Member Agencies. On February 24, SAM conducted a SAM Budget workshop with Member Agency Managers and staff; Treasurer Lohman participated. Manager discussed the resumption of landfill leachate discharge with Republic Services on February 26.

## **OPERATIONS, COLLECTIONS, AND MAINTENANCE**

### ***Operation and Maintenance***

All systems ran well during the month of February 2010. The NPDES Data for the month of February 2010 is included (Attachment C). There were no NPDES permit non-compliances during the month of February.

On February 27, 2009, a violent earthquake in South America resulted in a tsunami advisory all along the California coast. SAM took precautionary measures moving critical emergency response equipment to higher ground and moving key data servers including our email server, out of harm's way.

SAM experienced no impact from the event. County and state officials did note several rapid changes in the tide height (up to 44 inches in a 30 minute period) between 1:00PM and 6:00 PM in Princeton. No local damage was reported.

County EOS gave all the 'stand-down' order at about 7:00 PM.

### ***Collections***

In February 2010, the Collections Maintenance crew cleaned approximately 38,597 feet of sewer line. Additionally, Collections staff responded to 14 callouts. The latest collection system data report is attached (Attachment D). There were 2 SSOs during the month of February.

### ***Trucked Waste***

In February 2010, seven (7) deliveries (approximately 1,450 gallons) of trucked waste were discharged at the SAM plant. This represents a total of \$145 in gross revenue.

### ***Safety***

There were no work-related injuries in February 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 February 28, 2010, the SAM Plant has worked 1049 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