

**SEWER AUTHORITY MID-COASTSIDE**  
Staff Report

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**Subject / Title**

Manager's Monthly Report – March 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 March 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

MARCH 2010

***Key Indicators of Performance***

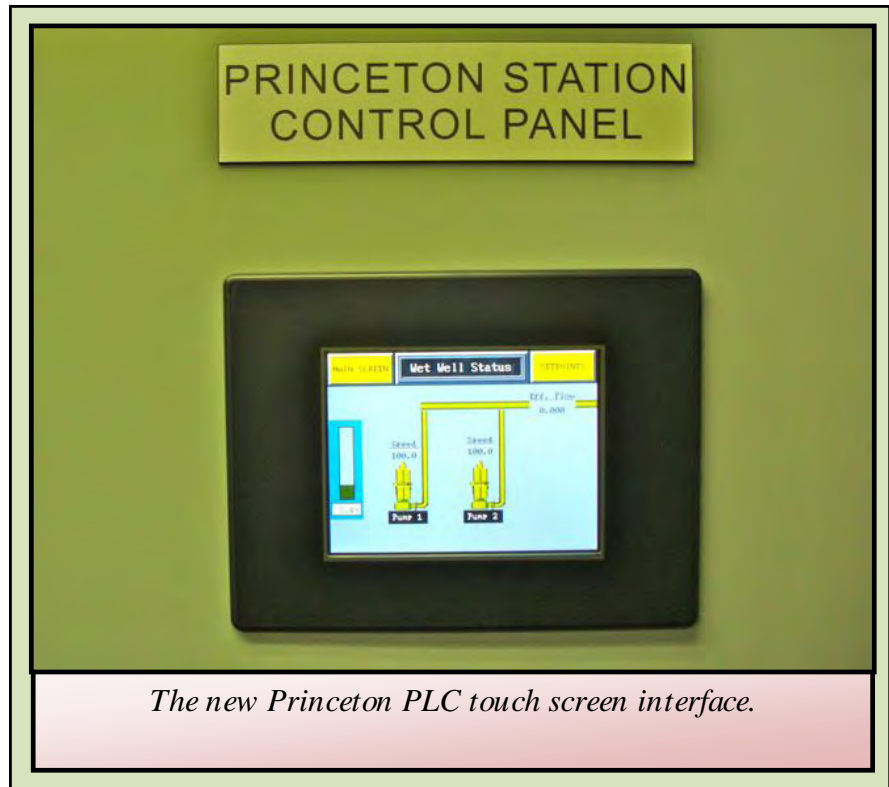
NPDES Permit Violations:	0
Accidents, Injuries, etc:	None
Reportable Spills Cat 1:	2
Reportable Spills Cat 2:	0
Total Expenses (% of budget)	61.66%

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

Half Moon Bay	0.903	41.84%
Granada SD	0.737	34.17%
Montara W&SD	0.517	<u>23.98%</u>
Other	<u>0.000</u>	
Total	2.157	100.00%

**HIGHLIGHTS**

In March 2010, staff replaced the failing PLC that controls the Princeton Pump Station. This completes the SAM Pump Station conversion to modern PLC technology allowing for common spares and common interface. Included in the replacement, old, unused components that had not been removed for years were removed to make room for the new PLC and its housing. The common interface is especially desirable when responding to callouts at all hours of the night.



***Administration***

In March, there were 2 (two) SAM Board meetings, one on March 1, and one March 22, 2010. A Manager Recruitment Committee Meeting was held on March 11, 2010. In March 2010, there were no public records requests.

***Media Coverage***

During the month of March 2010, there were five (5) media articles published regarding SAM. One on March 4, in the Half Moon Bay Review, "SAM Employee McGowan honored with Regional Award", on

March 4, in the Half Moon Bay Review, “Utilities Take Split Routes on Recycled Water”, and on March 24, in the Half Moon Bay Review, “Council Approves Recycled Water Hires”.

### ***Personnel***

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

In March 2010, Tim Costello, Certified Operator II, reached his 22 year anniversary milestone.

### ***Financial***

The Financial Statement for March 2010 reflects expenditures in the amount of \$322,604.30 (See Attachment B). The March 2010 Financial Statement reflects 61.66% of the budget expensed at 75.0% 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, claims, lubricants, 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 March LAIF statement is attached to the March 31, 2010 Financial Statements. The beginning and ending balance for March 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, personnel 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 was on leave March 29 – April 1. On March 9, Manager Foley and Technical Services Supervisor Pullin attended a Pilarcitos Creek Restoration Workgroup meeting. On March 16 Manager, Technical Services Supervisor Pullin, and supervisor of Administrative Services Tracy met with Carl Warren attorney concerning Sewage Backup Claims Handling.

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

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

All systems ran well during the month of March 2010. The NPDES Data for the month of March 2010

is included (Attachment C). There were no NPDES permit non-compliances during the month of March.

### ***Collections***

In March 2010, the Collections Maintenance crew cleaned approximately 44,514 feet of sewer line. Additionally, Collections staff responded to 20 callouts. The latest collection system data report is attached (Attachment D). There was 2 SSOs during the month of March.

### ***Trucked Waste***

In March 2010, seventeen (17) deliveries (approximately 4,350 gallons) of trucked waste were discharged at the SAM plant. This represents a total of \$435 in gross revenue.

### ***Safety***

There were no work-related injuries in March 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 March 31, 2010, the SAM Plant has worked 1080 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