



**SEWER AUTHORITY MID-COASTSIDE  
Board of Directors Meeting Agenda**

***Regular Board Meeting 7:00 PM, Monday, September 9, 2024***

SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

This meeting will be held in-person and via zoom for public participation. Access to this meeting will be available to the public via in person attendance, or by either computer web-link or telephone audio as noted below.

Join Zoom Meeting

<https://us02web.zoom.us/j/81361658721?pwd=d5OaAYcQs6V5z6PR1C5EKHb0CwSjuP.1>

Meeting ID: 813 6165 8721

Passcode: 617474

1 669 900 6833 US (San Jose)

Please note that this meeting will be held in person at the SAM Administration Building. As a convenience for the public, the meeting may also be accessed by Zoom Webinar and will be available by either computer or telephone audio as indicated below. Because this is an in-person meeting, and the Zoom component is not otherwise legally required, but rather is being offered as a convenience to the public, if there are technical issues during the meeting, this meeting will continue and will not be suspended. SAM Board meetings are conducted as business meetings, and public commenters are reminded to comment in a manner respectful of all persons, and on subject matter that is germane to the Board's business. Persons who fail to adhere to this expectation are subject to muting of their microphones and/or removal from the meeting in the event of disruptive behavior.

If you have a disability and require special assistance related to participating in this meeting, please contact the Authority at least two working days in advance of the meeting at (650) 726-0124 or via email at [kishen@samcleanswater.org](mailto:kishen@samcleanswater.org).

**1. CALL TO ORDER**

A. Roll Call:	Chair:	Barbara Dye (GCSD)
	Vice-Chair:	Deborah Ruddock (HMB)
	Secretary:	Kathryn Slater-Carter (MWSD)
	Treasurer:	Peter Dekker (MWSD)
	Director:	Matthew Clark (GCSD)
	Director:	Harvey Rarback (HMB)

**2. PUBLIC COMMENT / ORAL COMMUNICATION/ ITEMS NOT ON THE AGENDA**

Members of the public are welcome to provide public comments in person, or via computer web-link/telephone on items not on the agenda at this time. Members of the public may also comment via e-mail by sending email comments to [kishen@samcleanswater.org](mailto:kishen@samcleanswater.org). All comments submitted prior to 7 pm on September 9, 2024, will be read aloud during the discussion of the respective item(s) identified in the e-mail; written comments without such identification shall be read during this Item. Members of the public may also provide comments in person, telephonically, or electronically on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

**3. CONSENT AGENDA** *(Consent items are considered routine and will be approved/ adopted by a single motion and vote unless a request for removal for discussion or explanation is received from the public or Board.)*

- A. Approve Minutes of August 12, 2024, Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for September 9, 2024 (**Attachment**)
- C. Monthly Revenue and Expense Report for Period Ending July 31, 2024 (receive and file) (**Attachment**)

**4. REGULAR BUSINESS** *(The Board will discuss, seek public input, and possibly take action on the following items)*

- A. Review and Accept the Quarterly Financial Report for the 4th Quarter of Fiscal Year 2023-24. (**Attachment**)
- B. Authorize General Manager to Issue a Change Order to Global Diving & Salvage for Excavating and Repairing the Damaged Outfall Diffusers in the Amount of \$79,931 (**Attachment**)

**5. GENERAL MANAGER’S REPORT**

- A. Monthly Managers’ Report – July 2024

**6. ATTORNEY’S REPORT**

a) Update on Legislation/Regulation of Interest to the Authority

**7. DIRECTORS’ REPORT**

**8. TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)**

**9. CONVENE IN CLOSED SESSION** *(Items discussed in Closed Session comply with the Ralph M. Brown Act.)*

**A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)

**10. CONVENE IN OPEN SESSION** *(Report Out on Closed Session Items)*

**11. ADJOURNMENT**

Upcoming Regular Board Meetings: September 23, 2024, and October 8, 2024

*The meeting will end by 9:00 p.m. unless extended by Board vote.*

-----

**INFORMATION FOR THE PUBLIC**

This agenda contains a brief description of each item to be considered. Those wishing to address the Board on any matter not listed on the Agenda, but within the jurisdiction of the Board, may do so during the Public Comment section of the Agenda and will have a maximum of three minutes to discuss their item. The Board Chair will recognize those wishing to speak on a matter listed on the Agenda at the appropriate time.

Any writing that is a public record and relates to an agenda item for an open session of a regular meeting that is distributed to the Board less than 72 hours prior to the meeting, is available for public inspection, during normal business hours, at the Authority’s office.

Board meetings are accessible to people with disabilities. Upon request, the Authority will make this agenda available in appropriate alternative formats to persons with a disability. In compliance with the Americans with Disabilities Act, the Authority will provide special assistance for participation in this meeting. Please submit requests for a disability-related modification or accommodation in order to participate in the public meeting at least two working days in advance of the meeting by contacting the Authority at (650) 726-0124.



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

---

---

**TO:** Honorable Board of Directors  
**FROM:** Kishen Prathivadi, General Manager  
**BY:** Lorri Rovai, Administrative Assistant  
**DATE:** September 9, 2024  
**SUBJECT:** **Approve Minutes of August 12,2024 Board Meeting**

---

---

#### **Executive Summary**

The purpose of this report is for the Board of Directors to review the minutes for August 12 ,2024, Regular Board meeting.

#### **Fiscal Impact**

There is no fiscal impact from this report.

#### **Strategic Plan Compliance**

The recommendation complies with the SAM Strategic Plan Goal 4: *“A well-organized, motivated, and well-trained staff with an effective Board of Directors are the most important keys to success for SAM.”*

#### **Background and Discussion/Report**

Attached are the minutes of August 12, 2024, Regular Board Meeting for review and approval.

#### **Staff Recommendation**

Staff recommends that the Board of Directors approve the minutes for the referenced Board meetings as presented.

#### **Supporting Documents**

Attachment A: Minutes August 12, 2024, Regular Board Meeting

---

---

<b>BOARD MEMBERS:</b>	M. Clark	B. Dye	P. Dekker
	H. Rarback	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	J. Randle	J. Grant
	D. Penrose		



**MINUTES**  
**SAM BOARD OF DIRECTORS MEETING**  
***Regular Board Meeting 7:00 PM, Monday, August 12, 2024***

**1. CALL TO ORDER**

Chair Dye called the meeting to order at 7:00 p.m. from her home in El Granada, California via ZOOM. She stated that she has asked Director Ruddock to run the meeting for her, since she finds that ZOOM is not very efficient at her premises.

**A. Roll Call**

Directors Clark, Rarback, Dekker, Ruddock, and Slater-Carter (7:04 pm) were present. Chair Dye attended via Zoom from her home in El Granada, CA. Also present were General Manager Prathivadi, Finance Officer George Evans, Plant Superintendent Tim Costello, and Thai Phan for General Counsel Jeremy Jungreis.

**2. PUBLIC COMMENT/ORAL COMMUNICATION/ITEMS NOT ON THE AGENDA**

There were no public comments.

**3. CONSENT AGENDA** (*Consent items are considered routine and will be approved or adopted by one vote unless a request for removal for discussion or explanation is received from the Public or Board*)

- A. Approve Minutes of July 22, 2024, Regular Board Meeting
- B. Approve Disbursements for August 12, 2024

Director Dekker moved, and Director Rarback seconded the motion to approve Agenda Items 3A - Approve Minutes of July 22, 2024, and Item 3B - Approve Disbursements for August 12, 2024, as presented.

Dekker/Rarback/Roll Call Vote: Clark Aye/Dekker Aye/Rarback Aye/Ruddock Aye/Dye Aye/7 Ayes/0 Noes. The motion passed.

**4. REGULAR BUSINESS** (*The Board will discuss, seek public input, and possibly take action on the following items*)

- A. Approve and Authorize the General Manager to Execute Successor Memorandum of Understanding Between SAM and IUOE, Stationary Local 39, Effective February 1, 2025, through January 31, 2030, with Corresponding Salary Schedules

General Manager Prathivadi reviewed the staff report and requested the Board of Directors approve and authorize him to execute a Successor Memorandum of Understanding (MOU), between SAM and IUOE, Stationary Engineers, Local 39, effective February 1, 2025, through, January 31, 2030, with corresponding salary schedules, which expires January 31, 2025. A discussion ensued. Following discussion, Director Dekker moved, and Director Rarback seconded the motion to approve and authorize the General Manager to execute a Successor MOU between SAM and Local 39, to be effective February 1, 2025, through January 31, 2030, with corresponding salary schedules.

Dekker/Rarback/Roll Call Vote: Clark Aye/Rarback Aye/Dekker Aye/Ruddock Aye/Dye Aye/Slater-Carter Aye/8 Ayes/0 Noes. The motion passed.

#### B. Amend the Unrepresented Employee Manual

General Manager Prathivadi reviewed the staff report and requested the Board of Directors amend the unrepresented employee manual. A discussion ensued. Following Discussion, Director Slater-Carter moved, and Director Rarback seconded the motion to amend the unrepresented employee manual.

Slater-Carter/Rarback/Roll Call Vote: Clark Aye/Rarback Aye/Dekker Aye/Ruddock Aye/Slater-Carter Aye/Dye Aye/8 Ayes/0 Noes. The motion passed.

#### C. Approve Fourth Amendment to Employment Agreement with General Manager and Adjust Compensation of General Manager

General Manager Prathivadi reviewed the staff report and requested the Board of Directors approve the fourth amendment to employment agreement with the General Manager and adjust compensation of the General Manager. Senior Counsel Marc Zafferano, in place of Christopher Boucher, introduced himself to Chair Dye and the Board of Directors. He presented an oral report to the Board on Government Code Section 54953.3 (C3), which is required by State Law and in accordance with the government code. He discussed salary, terms of conditions of employment for the General Manager position, with the salary change being retroactive to January 1, 2024. He stated the recommended action is to grant a 6% wage increase

to the General Manager base salary, retroactive to January 1, 2024. Director Dekker moved, and Director Slater-Carter seconded the motion to approve the Fourth Amendment to Employment Agreement with General Manager and Adjust Compensation of General Manager.

Dekker/Slater-Carter/Roll Call Vote: Clark Aye/Rarback Aye/Dekker Aye/Ruddock Aye/Slater-Carter Aye/Dye Aye/8 Ayes/0 Noes. The motion passed.

#### D. Discuss Proposed 5-Year Infrastructure Plan

General Manager Prathivadi reviewed the staff report and presented the Board of Directors with a 5-year Infrastructure Plan for 2024/2025 through 2029/2030. He then introduced William Faisst from Consulting Engineering, Inc. to the Board. Chair Dye stated she would like the member agencies to review and give feedback on Item 4D - Discuss Proposed 5-Year Infrastructure Plan before any action is taken. Director Clark agreed with Chair Dye. Director Slater-Carter stated that she would like to see notes about the projects that already have signed an agreement with ERF to do. Director Ruddock stated she would like to see a breakdown and cost, more data, and more information. William Faisst then presented the board of Directors with the 5-year CIP plan. A discussion ensued. Following discussion, the Board of Directors agreed to pull Item 4D - Discuss Proposed 5-Year Infrastructure Plan and send it to the member agencies for review and feedback and bring it back to the Board for further discussion.

This presentation can be seen on the SAM website at [www.samcleanswater.org](http://www.samcleanswater.org)

#### E. Declare Identified Equipment as Surplus and Authorize General Manager to Dispose as Appropriate

General Manager Prathivadi reviewed the staff report and recommended the Board of Directors declare the identified equipment as surplus and authorize him to dispose as appropriate. General Manager Prathivadi stated the vehicle was purchased in 2008 and has no value. Following discussion, Director Slater-Carter moved, and Dekker seconded the motion to declare the identified equipment as surplus and authorize the General Manager to dispose of it as appropriate.

Slater-Carter/Dekker/Roll Call Vote: Clark Aye/Rarback Aye/Dekker Aye/Ruddock Aye/Slater-Carter Aye/Dye Aye/8 Ayes/0 Noes. The motion passed.

**5. GENERAL MANAGER’S REPORT - NONE**

**6. ATTORNEY’S REPORT**

Thai Phan, covering for General Counsel Jungreis, addressed the Board of Directors with an update on a Legislation/Regulation of interest to the Sewer Authority. She informed the Board of Directors about Senate Bill 1243 by Senator Dodd. Following discussion, Director Ruddock thanked Thai Phan for the update.

**7. DIRECTOR’S REPORT**

Direct Slater-Carter announced she was elected for Statewide California Special District Association Board, and also elected for San Mateo County LAFCO as an alternate. Director Dekker congratulated Director Slater-Carter.

**8. TOPICS FOR FUTURE BOARD CONSIDERATION - NONE**

**9. CONVENE IN CLOSED SESSION**

The Board went into Closed Session at 8:06 p.m.

**10. CONVENE IN OPEN SESSION**

*The Board returned from closed session at 8:12 p.m. General Counsel reported out one item from the closed session Specifically, Thai Phan ( covering for General Counsel Jungreis) reported that the SAM Board of Directors, with all Directors present, voted unanimously to deny the Government claim of Ms. Susan Carroll.*

**11. ADJOURNMENT**

Director Ruddock adjourned the meeting at 8:12 p.m. to the next Regular meeting August 26, 2024, at 7:00 p.m.

Respectfully Submitted,

Approved By:

---

Lorri Rovai  
Administrative Assistant

---

Board Secretary



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

---

**TO:** Honorable Board of Directors  
**FROM:** Kishen Prathivadi, General Manager  
**BY:** George Evans, Finance Officer  
**SUBJECT:** **Approve Disbursements for September 9, 2024**

---

#### **Executive Summary**

The purpose of this report is for the Board of Directors to review and approve the disbursements for the referenced period.

#### **Fiscal Impact**

Expenditures are paid per the adopted General and Contract Collection Services Budgets for FY-2024/25. The total expenditure amount for September 9, 2024 is \$508,691.79.

#### **Strategic Plan Compliance**

The recommendation complies with the SAM Strategic Plan Goal 3 *“Consider long-term costs, and ensure that finances are stable and understandable by the board, member agencies, and the public.”*

#### **Background and Discussion/Report**

Attached please find the A/P check register for the period of August 13, 2024 through September 9, 2024 (\$350,808.55) as well as the payroll check reports for the pay periods ending August 16, 2024 (\$97,007.71) and August 30, 2024 (\$60,875.53).

#### **Staff Recommendation**

Staff recommends that the Board approve the disbursements for the period of August 13, 2024 through September 9, 2024, and the payroll check reports for the pay periods ending August 16, 2024 and August 30, 2024 as presented.

---

<b>BOARD MEMBERS:</b>	M. Clark	B. Dye	P. Dekker
	H. Rarback	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	J. Randle	
	J. Grant	D. Penrose	

**Supporting Documents**

- Attachment A: AP Check Report for August 26, 2024
- Attachment B: Payroll Check Register for PPE August 16, 2024
- Attachment C: Payroll Check Register for PPE August 30, 2024
- Attachment D: Visa Summary Report for August 31, 2024

---

<b>BOARD MEMBERS:</b>	<b>M. Clark</b>	<b>B. Dye</b>	<b>P. Dekker</b>
	<b>H. Rarback</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>S. Boyd</b>	<b>J. Randle</b>	
	<b>J. Grant</b>	<b>D. Penrose</b>	



Sewer Authority Mid-Coastside

# Check Register

## By Vendor Name

Payment Dates 8/13/2024 - 9/9/2024

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
<b>Vendor: 0008 - AAAA Generator Services</b>					
107997	09/09/2024	AAAA Generator Services	08/14/2024	Generator Injection Pump Re...	18,553.15
<b>Vendor 0008 - AAAA Generator Services Total:</b>					<b>18,553.15</b>
<b>Vendor: 0020 - Alfa Laval, Inc.</b>					
107998	09/09/2024	Alfa Laval, Inc.	08/30/2024	Belt Filter Press Gears: Plant	15,664.80
<b>Vendor 0020 - Alfa Laval, Inc. Total:</b>					<b>15,664.80</b>
<b>Vendor: 0550 - Alliant Insurance Services, Inc.</b>					
107999	09/09/2024	Alliant Insurance Services, Inc.	08/07/2024	Pollution Liability: 2024-0823 -...	48,160.98
107999	09/09/2024	Alliant Insurance Services, Inc.	08/07/2024	Pollution Liability: 2025-0701 -...	9,632.20
<b>Vendor 0550 - Alliant Insurance Services, Inc. Total:</b>					<b>57,793.18</b>
<b>Vendor: 0028 - Alpha Analytical Laboratories, Inc</b>					
108000	09/09/2024	Alpha Analytical Laboratories, ...	08/09/2024	BAL BOD Tests/Handling & Di...	375.00
108000	09/09/2024	Alpha Analytical Laboratories, ...	08/12/2024	BALBODAmmoniaTests/Handl...	705.00
108000	09/09/2024	Alpha Analytical Laboratories, ...	08/19/2024	BAL BOD Tests/Handling & Di...	375.00
108000	09/09/2024	Alpha Analytical Laboratories, ...	08/23/2024	BALBODAmmoniaTests/Handl...	705.00
108000	09/09/2024	Alpha Analytical Laboratories, ...	08/23/2024	BAL BOD Tests/Handling & Di...	420.00
108000	09/09/2024	Alpha Analytical Laboratories, ...	08/23/2024	BALBODAmmoniaTests/Handl...	705.00
108000	09/09/2024	Alpha Analytical Laboratories, ...	08/29/2024	BAL BOD Tests/Handling & Di...	420.00
108000	09/09/2024	Alpha Analytical Laboratories, ...	09/04/2024	BALBODAmmoniaTests/Handl...	705.00
<b>Vendor 0028 - Alpha Analytical Laboratories, Inc Total:</b>					<b>4,410.00</b>
<b>Vendor: 0125 - American Fidelity Assurance Company - Flex Plan</b>					
108002	09/09/2024	American Fidelity Assurance C...	10/01/2024	URM Plan - Pay Period 10/19	248.07
108002	09/09/2024	American Fidelity Assurance C...	10/01/2024	URM Plan - Pay Period 10/05	248.07
<b>Vendor 0125 - American Fidelity Assurance Company - Flex Plan Total:</b>					<b>496.14</b>
<b>Vendor: 0124 - American Fidelity Assurance Company</b>					
108001	09/09/2024	American Fidelity Assurance C...	09/01/2024	Employee Optional Insurance -...	445.42
<b>Vendor 0124 - American Fidelity Assurance Company Total:</b>					<b>445.42</b>
<b>Vendor: 0051 - AT&amp;T</b>					
108003	09/09/2024	AT&T	08/12/2024	Internet Service - August	9.99
108003	09/09/2024	AT&T	08/12/2024	Internet Service - August	117.70
<b>Vendor 0051 - AT&amp;T Total:</b>					<b>127.69</b>
<b>Vendor: 0053 - AT&amp;T</b>					
108004	09/09/2024	AT&T	08/17/2024	August/September Service 650...	394.09
<b>Vendor 0053 - AT&amp;T Total:</b>					<b>394.09</b>
<b>Vendor: 0055 - AT&amp;T</b>					
107990	08/14/2024	AT&T	07/31/2024	July Service 960 757-1068 555...	50.26
107990	08/14/2024	AT&T	07/31/2024	July Service 960 757-1068 555...	1,887.15
<b>Vendor 0055 - AT&amp;T Total:</b>					<b>1,937.41</b>
<b>Vendor: 0107 - Calcon Systems, Inc.</b>					
108005	09/09/2024	Calcon Systems, Inc.	07/31/2024	SCADA Service Calls-2024-07: ...	3,499.68
<b>Vendor 0107 - Calcon Systems, Inc. Total:</b>					<b>3,499.68</b>
<b>Vendor: 0134 - Cintas Corporation #464</b>					
108007	09/09/2024	Cintas Corporation #464	08/26/2024	Nitrile Safety Gloves: Plant	413.44
108007	09/09/2024	Cintas Corporation #464	08/26/2024	Nitrile Safety Gloves: Plant	393.75
108007	09/09/2024	Cintas Corporation #464	08/12/2024	Uniforms	323.83
108007	09/09/2024	Cintas Corporation #464	08/12/2024	Uniforms	23.33
108007	09/09/2024	Cintas Corporation #464	08/12/2024	Uniforms	19.21
108007	09/09/2024	Cintas Corporation #464	08/12/2024	Uniforms	26.08
108007	09/09/2024	Cintas Corporation #464	08/19/2024	Uniforms	371.54
108007	09/09/2024	Cintas Corporation #464	08/19/2024	Uniforms	23.33
108007	09/09/2024	Cintas Corporation #464	08/19/2024	Uniforms	19.21

Check Register

Payment Dates: 8/13/2024 - 9/9/2024

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
108007	09/09/2024	Cintas Corporation #464	08/19/2024	Uniforms	26.08
108007	09/09/2024	Cintas Corporation #464	08/26/2024	Uniforms	343.13
108007	09/09/2024	Cintas Corporation #464	08/26/2024	Uniforms	23.33
108007	09/09/2024	Cintas Corporation #464	08/26/2024	Uniforms	19.21
108007	09/09/2024	Cintas Corporation #464	08/26/2024	Uniforms	26.08
108007	09/09/2024	Cintas Corporation #464	09/03/2024	Uniforms	399.40
108007	09/09/2024	Cintas Corporation #464	09/03/2024	Uniforms	23.33
108007	09/09/2024	Cintas Corporation #464	09/03/2024	Uniforms	19.21
108007	09/09/2024	Cintas Corporation #464	09/03/2024	Uniforms	26.08
<b>Vendor 0134 - Cintas Corporation #464 Total:</b>					<b>2,519.57</b>
<b>Vendor: 0136 - Cintas</b>					
108006	09/09/2024	Cintas	08/08/2024	Maintain Safety Supplies Cabi...	291.57
<b>Vendor 0136 - Cintas Total:</b>					<b>291.57</b>
<b>Vendor: 0122 - Coastside County Water District</b>					
108009	09/09/2024	Coastside County Water Distri...	08/31/2024	Pilarcitos Ave_DC	80.10
108009	09/09/2024	Coastside County Water Distri...	08/31/2024	Pilarcitos Ave	3,889.03
108009	09/09/2024	Coastside County Water Distri...	08/31/2024	SAM/West Point Ls	119.48
108009	09/09/2024	Coastside County Water Distri...	08/31/2024	529 Obispo Rd	489.13
108009	09/09/2024	Coastside County Water Distri...	08/31/2024	Hydrant Meter 180262748 Ba...	115.27
108009	09/09/2024	Coastside County Water Distri...	08/31/2024	Hydrant Meter 180262748 Ba...	94.93
108009	09/09/2024	Coastside County Water Distri...	08/31/2024	Hydrant Meter 180262748 Ba...	128.82
108009	09/09/2024	Coastside County Water Distri...	08/31/2024	Hydrant Meter 180262749 Ba...	38.20
108009	09/09/2024	Coastside County Water Distri...	08/31/2024	Hydrant Meter 180262749 Ba...	31.46
108009	09/09/2024	Coastside County Water Distri...	08/31/2024	Hydrant Meter 180262749 Ba...	42.70
<b>Vendor 0122 - Coastside County Water District Total:</b>					<b>5,029.12</b>
<b>Vendor: 0121 - CoastsideBuzz.com</b>					
108010	09/09/2024	CoastsideBuzz.com	07/31/2024	Monthly Promotion - July Posts	1,500.00
<b>Vendor 0121 - CoastsideBuzz.com Total:</b>					<b>1,500.00</b>
<b>Vendor: 0172 - CWEA-SCVS</b>					
108011	09/09/2024	CWEA-SCVS	08/05/2024	Association Membership - Kei...	239.00
<b>Vendor 0172 - CWEA-SCVS Total:</b>					<b>239.00</b>
<b>Vendor: 0754 - DKF Solutions Group, LLC</b>					
108012	09/09/2024	DKF Solutions Group, LLC	09/01/2024	Online Safety Resources Mont...	495.00
<b>Vendor 0754 - DKF Solutions Group, LLC Total:</b>					<b>495.00</b>
<b>Vendor: 0211 - Du-All Safety, LLC</b>					
108013	09/09/2024	Du-All Safety, LLC	08/31/2024	Fire Ext/Forklift/Workplace Vi...	1,360.00
<b>Vendor 0211 - Du-All Safety, LLC Total:</b>					<b>1,360.00</b>
<b>Vendor: 0218 - Edgcomb Law Group, LLP</b>					
108014	09/09/2024	Edgcomb Law Group, LLP	06/30/2024	Project 19OT01: June 2024	1,235.00
<b>Vendor 0218 - Edgcomb Law Group, LLP Total:</b>					<b>1,235.00</b>
<b>Vendor: 0267 - Grainger</b>					
108015	09/09/2024	Grainger	08/15/2024	Maintenance Supplies: Plant	290.10
108015	09/09/2024	Grainger	08/16/2024	Fuse: Plant	187.62
<b>Vendor 0267 - Grainger Total:</b>					<b>477.72</b>
<b>Vendor: 0288 - Harrington Industrial Plastics, Inc</b>					
108016	09/09/2024	Harrington Industrial Plastics, ...	08/06/2024	PVC Fittings: Plant	224.03
108016	09/09/2024	Harrington Industrial Plastics, ...	08/07/2024	PVC Tubing: Plant	196.21
<b>Vendor 0288 - Harrington Industrial Plastics, Inc Total:</b>					<b>420.24</b>
<b>Vendor: 0289 - Hassett Hardware</b>					
108017	09/09/2024	Hassett Hardware	08/15/2024	Fuel Line: Plant	17.49
108017	09/09/2024	Hassett Hardware	08/15/2024	Hand Tool Fuel: Plant	29.52
108017	09/09/2024	Hassett Hardware	08/01/2024	Extension Cord / Connector: P...	144.35
108017	09/09/2024	Hassett Hardware	08/02/2024	Storage Box: Plant	30.61
108017	09/09/2024	Hassett Hardware	08/06/2024	TWAS Line Repair Material: Pl...	38.25
108017	09/09/2024	Hassett Hardware	08/13/2024	PVC Couplers: Plant	8.73
108017	09/09/2024	Hassett Hardware	08/16/2024	PVC Fitting: Plant	3.27
108017	09/09/2024	Hassett Hardware	08/21/2024	Hole Saws: Plant	50.29



Check Register

Payment Dates: 8/13/2024 - 9/9/2024

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
108017	09/09/2024	Hassett Hardware	08/22/2024	USA Marking Paint: Collections	120.35
108017	09/09/2024	Hassett Hardware	08/22/2024	USA Marking Paint: Collections	99.11
108017	09/09/2024	Hassett Hardware	08/22/2024	USA Marking Paint: Collections	134.52
108017	09/09/2024	Hassett Hardware	08/30/2024	Dual Utility Pump/Hose: Princ...	155.29
108017	09/09/2024	Hassett Hardware	09/03/2024	DI Water: Lab	48.02
108017	09/09/2024	Hassett Hardware	09/03/2024	Dual Utility Pump: Princeton ...	-120.30
108017	09/09/2024	Hassett Hardware	09/03/2024	Transfer Pump: Princeton Pu...	131.24
108017	09/09/2024	Hassett Hardware	08/07/2024	Door Keys: Plant	16.35
108017	09/09/2024	Hassett Hardware	08/15/2024	Mud Room Hot Water Hose: P...	45.93
108017	09/09/2024	Hassett Hardware	08/19/2024	Storage Box: Plant	30.61
<b>Vendor 0289 - Hassett Hardware Total:</b>					<b>983.63</b>
<b>Vendor: 0287 - Herc Rentals Inc.</b>					
108019	09/09/2024	Herc Rentals Inc.	08/31/2024	Spare Generator Rental: MW...	2,015.71
<b>Vendor 0287 - Herc Rentals Inc. Total:</b>					<b>2,015.71</b>
<b>Vendor: 0312 - Iron Mountain</b>					
108020	09/09/2024	Iron Mountain	09/01/2024	September 2024 Offsite Stora...	2,582.79
<b>Vendor 0312 - Iron Mountain Total:</b>					<b>2,582.79</b>
<b>Vendor: 0306 - Mallory Safety &amp; Supply LLC</b>					
108021	09/09/2024	Mallory Safety & Supply LLC	08/14/2024	Confined Space Gas Meter: Pl...	1,075.77
<b>Vendor 0306 - Mallory Safety &amp; Supply LLC Total:</b>					<b>1,075.77</b>
<b>Vendor: 0393 - McMaster-Carr Supply Co.</b>					
108022	09/09/2024	McMaster-Carr Supply Co.	08/15/2024	Equipment Lubricant: Plant	225.55
<b>Vendor 0393 - McMaster-Carr Supply Co. Total:</b>					<b>225.55</b>
<b>Vendor: 0401 - Mid-America Administrative &amp; Retirement Solutions LLC</b>					
108023	09/09/2024	Mid-America Administrative &...	06/30/2024	2024 2nd Quarter Admin Fees	339.00
<b>Vendor 0401 - Mid-America Administrative &amp; Retirement Solutions LLC Total:</b>					<b>339.00</b>
<b>Vendor: 0299 - MissionSquare - 304285</b>					
107994	08/23/2024	MissionSquare - 304285	08/23/2024	ICMA 457 Deferred Comp	2,335.00
107995	09/06/2024	MissionSquare - 304285	09/06/2024	ICMA 457 Deferred Comp	2,335.00
<b>Vendor 0299 - MissionSquare - 304285 Total:</b>					<b>4,670.00</b>
<b>Vendor: 0415 - Motion Industries, Inc</b>					
108024	09/09/2024	Motion Industries, Inc	08/16/2024	Scouring Pads: Plant	86.80
108024	09/09/2024	Motion Industries, Inc	08/16/2024	Multi-Purpose Grease Lubrica...	122.35
<b>Vendor 0415 - Motion Industries, Inc Total:</b>					<b>209.15</b>
<b>Vendor: 0278 - NAPA Auto Parts</b>					
108025	09/09/2024	NAPA Auto Parts	08/09/2024	Chain Lube/Silicone/Grease: P...	44.46
108025	09/09/2024	NAPA Auto Parts	08/26/2024	Simple Green Cleaner: Plant	16.40
<b>Vendor 0278 - NAPA Auto Parts Total:</b>					<b>60.86</b>
<b>Vendor: 0423 - NetFortris</b>					
107991	08/14/2024	NetFortris	07/31/2024	FlexLink Ethernet: July 2024	219.37
<b>Vendor 0423 - NetFortris Total:</b>					<b>219.37</b>
<b>Vendor: 0440 - Occupational Health Centers of California</b>					
108026	09/09/2024	Occupational Health Centers o...	07/29/2024	DOT New Hire Physical: Burnel..	123.00
108026	09/09/2024	Occupational Health Centers o...	07/29/2024	DOT Physical: Burnell Lawrence	60.00
<b>Vendor 0440 - Occupational Health Centers of California Total:</b>					<b>183.00</b>
<b>Vendor: 0450 - Operating Engineers Local 39</b>					
107996	09/06/2024	Operating Engineers Local 39	09/06/2024	Union Dues	1,597.13
107996	09/06/2024	Operating Engineers Local 39	09/06/2024	Per Capita	236.25
<b>Vendor 0450 - Operating Engineers Local 39 Total:</b>					<b>1,833.38</b>
<b>Vendor: 0466 - Pacific Equipment Solutions</b>					
108027	09/09/2024	Pacific Equipment Solutions	08/13/2024	Routine Service: Fork Lift	442.86
<b>Vendor 0466 - Pacific Equipment Solutions Total:</b>					<b>442.86</b>
<b>Vendor: 0468 - Pacifica Community Television</b>					
107992	08/14/2024	Pacifica Community Television	07/31/2024	Video Recording Sessions 07/...	950.00
107992	08/14/2024	Pacifica Community Television	07/31/2024	Video Recording Session 07/22..	-475.00
<b>Vendor 0468 - Pacifica Community Television Total:</b>					<b>475.00</b>

Check Register

Payment Dates: 8/13/2024 - 9/9/2024

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
<b>Vendor: 0477 - Pest Pros Pest Solutions</b>					
108028	09/09/2024	Pest Pros Pest Solutions	09/03/2024	Monthly Pest Control	190.00
<b>Vendor 0477 - Pest Pros Pest Solutions Total:</b>					<b>190.00</b>
<b>Vendor: 0482 - PG&amp;E</b>					
108029	09/09/2024	PG&E	08/31/2024	Electric & Gas Usage for August	37,947.74
108029	09/09/2024	PG&E	08/31/2024	Loan 009520 Payment	2,078.71
<b>Vendor 0482 - PG&amp;E Total:</b>					<b>40,026.45</b>
<b>Vendor: 0490 - Precision IT Consulting</b>					
108030	09/09/2024	Precision IT Consulting	08/01/2024	Monthly 360 Bronze Coverage..	4,309.54
108030	09/09/2024	Precision IT Consulting	08/23/2024	Remote Support: Admin	112.50
<b>Vendor 0490 - Precision IT Consulting Total:</b>					<b>4,422.04</b>
<b>Vendor: 0484 - Principal Life Insurance Company</b>					
108031	09/09/2024	Principal Life Insurance Comp...	09/01/2024	2024-09 Health Benefits	2,755.47
108031	09/09/2024	Principal Life Insurance Comp...	09/01/2024	2024-09 Health Benefits	301.13
108031	09/09/2024	Principal Life Insurance Comp...	09/01/2024	2024-09 Health Benefits	445.58
108031	09/09/2024	Principal Life Insurance Comp...	09/01/2024	2024-09 Health Benefits	887.28
108031	09/09/2024	Principal Life Insurance Comp...	09/01/2024	2024-09 Health Benefits	419.80
<b>Vendor 0484 - Principal Life Insurance Company Total:</b>					<b>4,809.26</b>
<b>Vendor: 0524 - Republic Services #925</b>					
108032	09/09/2024	Republic Services #925	08/25/2024	Solid Waste: August Lifts	1,879.12
<b>Vendor 0524 - Republic Services #925 Total:</b>					<b>1,879.12</b>
<b>Vendor: 0533 - Rochester Midland Corporation</b>					
108033	09/09/2024	Rochester Midland Corporati...	08/05/2024	Boiler Water Testing - Aug - O...	287.04
<b>Vendor 0533 - Rochester Midland Corporation Total:</b>					<b>287.04</b>
<b>Vendor: 0541 - Rutan &amp; Tucker, LLP</b>					
108034	09/09/2024	Rutan & Tucker, LLP	07/31/2024	General Counsel: July 2024	4,617.07
108034	09/09/2024	Rutan & Tucker, LLP	07/31/2024	Environmental Counsel: July 2...	2,815.70
108034	09/09/2024	Rutan & Tucker, LLP	07/31/2024	Litigation Counsel: July 2024	1,255.65
108034	09/09/2024	Rutan & Tucker, LLP	07/31/2024	22TP11 Storm Damage & Disa...	837.10
108034	09/09/2024	Rutan & Tucker, LLP	07/31/2024	Complex Public Work Issues C...	3,766.95
<b>Vendor 0541 - Rutan &amp; Tucker, LLP Total:</b>					<b>13,292.47</b>
<b>Vendor: 0540 - RVE, Accounting &amp; Advisory Services</b>					
108035	09/09/2024	RVE, Accounting & Advisory Se...	08/31/2024	Accounting & Financial Service...	3,380.00
108035	09/09/2024	RVE, Accounting & Advisory Se...	08/31/2024	Accounting & Financial Service...	1,305.00
<b>Vendor 0540 - RVE, Accounting &amp; Advisory Services Total:</b>					<b>4,685.00</b>
<b>Vendor: 0558 - San Mateo County Mosquito &amp; Vector Control</b>					
108036	09/09/2024	San Mateo County Mosquito &...	07/31/2024	July Service	78.08
<b>Vendor 0558 - San Mateo County Mosquito &amp; Vector Control Total:</b>					<b>78.08</b>
<b>Vendor: 0573 - Sentry Equipment Corp</b>					
108037	09/09/2024	Sentry Equipment Corp	08/12/2024	22TP08 Secondary Clarifier M...	396.16
<b>Vendor 0573 - Sentry Equipment Corp Total:</b>					<b>396.16</b>
<b>Vendor: 0590 - Simms Plumbing &amp; Water Equipment, Inc.</b>					
108038	09/09/2024	Simms Plumbing & Water Equ...	08/20/2024	(5) Annual Backflow Tests	845.48
<b>Vendor 0590 - Simms Plumbing &amp; Water Equipment, Inc. Total:</b>					<b>845.48</b>
<b>Vendor: 0602 - SRT Consultants Inc.</b>					
108039	09/09/2024	SRT Consultants Inc.	08/31/2024	August Engineering Support	15,767.00
108039	09/09/2024	SRT Consultants Inc.	08/31/2024	August Engineering Support: P...	8,360.00
108039	09/09/2024	SRT Consultants Inc.	08/31/2024	August Engineering Support: P...	840.00
108039	09/09/2024	SRT Consultants Inc.	08/31/2024	August Asset Management/Ri...	22,070.00
108039	09/09/2024	SRT Consultants Inc.	08/31/2024	August Engineering Support: P...	2,542.50
108039	09/09/2024	SRT Consultants Inc.	08/31/2024	August Engineering Support: P...	2,259.00
108039	09/09/2024	SRT Consultants Inc.	08/31/2024	August Engineering Support: P...	2,352.25
108039	09/09/2024	SRT Consultants Inc.	08/31/2024	August Engineering Support: P...	4,685.00
108039	09/09/2024	SRT Consultants Inc.	08/31/2024	August Engineering Support: P...	7,497.95
108039	09/09/2024	SRT Consultants Inc.	08/31/2024	August Engineering Support: P...	684.00
108039	09/09/2024	SRT Consultants Inc.	08/31/2024	August Engineering Support: P...	487.50
108039	09/09/2024	SRT Consultants Inc.	08/31/2024	August Engineering Support: P...	2,737.87

Check Register

Payment Dates: 8/13/2024 - 9/9/2024

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
108039	09/09/2024	SRT Consultants Inc.	08/31/2024	August Engineering Support: P...	4,065.75
108039	09/09/2024	SRT Consultants Inc.	08/31/2024	August Engineering Support: P...	2,722.50
<b>Vendor 0602 - SRT Consultants Inc. Total:</b>					<b>77,071.32</b>
<b>Vendor: 0604 - Staples Business Credit</b>					
108041	09/09/2024	Staples Business Credit	08/25/2024	Office & Lunchroom Supplies	70.79
108041	09/09/2024	Staples Business Credit	08/25/2024	Office & Lunchroom Supplies	165.18
108041	09/09/2024	Staples Business Credit	08/25/2024	Office & Lunchroom Supplies	37.05
108041	09/09/2024	Staples Business Credit	08/25/2024	Office & Lunchroom Supplies	86.45
<b>Vendor 0604 - Staples Business Credit Total:</b>					<b>359.47</b>
<b>Vendor: 0620 - SWCA, Incorporated</b>					
108042	09/09/2024	SWCA, Incorporated	08/15/2024	Vegetation Management/Fire ...	377.50
<b>Vendor 0620 - SWCA, Incorporated Total:</b>					<b>377.50</b>
<b>Vendor: 0638 - Thatcher Company of California Inc.</b>					
108043	09/09/2024	Thatcher Company of Californ...	08/13/2024	Sodium Bisulfite: Plant	7,368.53
<b>Vendor 0638 - Thatcher Company of California Inc. Total:</b>					<b>7,368.53</b>
<b>Vendor: 0643 - The UPS Store</b>					
108044	09/09/2024	The UPS Store	08/14/2024	Over Night Check to Alliant: A...	53.37
<b>Vendor 0643 - The UPS Store Total:</b>					<b>53.37</b>
<b>Vendor: 0663 - Umpqua Bank</b>					
108045	09/09/2024	Umpqua Bank	08/31/2024	Visa Statement	315.00
108045	09/09/2024	Umpqua Bank	08/31/2024	Visa Statement	409.85
108045	09/09/2024	Umpqua Bank	08/31/2024	Visa Statement	1,316.36
108045	09/09/2024	Umpqua Bank	08/31/2024	Visa Statement	106.00
108045	09/09/2024	Umpqua Bank	08/31/2024	Visa Statement	362.25
108045	09/09/2024	Umpqua Bank	08/31/2024	Visa Statement	200.00
108045	09/09/2024	Umpqua Bank	08/31/2024	Visa Statement	20.98
108045	09/09/2024	Umpqua Bank	08/31/2024	Visa Statement	65.60
108045	09/09/2024	Umpqua Bank	08/31/2024	Visa Statement	142.14
108045	09/09/2024	Umpqua Bank	08/31/2024	Visa Statement	80.00
108045	09/09/2024	Umpqua Bank	08/31/2024	Visa Statement	1,417.28
108045	09/09/2024	Umpqua Bank	08/31/2024	Visa Statement	46.89
108045	09/09/2024	Umpqua Bank	08/31/2024	Visa Statement	166.99
108045	09/09/2024	Umpqua Bank	08/31/2024	Visa Statement	167.47
108045	09/09/2024	Umpqua Bank	08/31/2024	Visa Statement	104.50
<b>Vendor 0663 - Umpqua Bank Total:</b>					<b>4,921.31</b>
<b>Vendor: 0671 - Univar Solutions USA Inc.</b>					
108047	09/09/2024	Univar Solutions USA Inc.	09/03/2024	Sodium Hypochlorite - Princet...	16,733.25
<b>Vendor 0671 - Univar Solutions USA Inc. Total:</b>					<b>16,733.25</b>
<b>Vendor: 0761 - US Bank Equipment Finance</b>					
108048	09/09/2024	US Bank Equipment Finance	08/19/2024	Copier Lease: Kyocera 6054CI	464.93
<b>Vendor 0761 - US Bank Equipment Finance Total:</b>					<b>464.93</b>
<b>Vendor: 0681 - USA Blue Book</b>					
108049	09/09/2024	USA Blue Book	08/12/2024	AC Voltage Hour Meters: MW...	514.54
<b>Vendor 0681 - USA Blue Book Total:</b>					<b>514.54</b>
<b>Vendor: 0694 - Voyager Fleet Systems, Inc.</b>					
108050	09/09/2024	Voyager Fleet Systems, Inc.	08/24/2024	Fuel Purchases	750.32
108050	09/09/2024	Voyager Fleet Systems, Inc.	08/24/2024	Fuel Purchases	382.85
108050	09/09/2024	Voyager Fleet Systems, Inc.	08/24/2024	Fuel Purchases	315.29
108050	09/09/2024	Voyager Fleet Systems, Inc.	08/24/2024	Fuel Purchases	427.89
<b>Vendor 0694 - Voyager Fleet Systems, Inc. Total:</b>					<b>1,876.35</b>
<b>Vendor: 0702 - Water Environment Federation</b>					
108051	09/09/2024	Water Environment Federation	08/21/2024	Annual Membership Renewal-...	128.86
108051	09/09/2024	Water Environment Federation	08/21/2024	Annual Membership Renewal-...	106.12

Check Register

Payment Dates: 8/13/2024 - 9/9/2024

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
108051	09/09/2024	Water Environment Federation	08/21/2024	Annual Membership Renewal-...	144.02
<b>Vendor 0702 - Water Environment Federation Total:</b>					<b>379.00</b>
<b>Vendor: 0707 - WECO Industries, LLC</b>					
108052	09/09/2024	WECO Industries, LLC	08/01/2024	Manhole Covers: HMB	6,508.72
108052	09/09/2024	WECO Industries, LLC	07/19/2024	Nozzle Modifications: Plant	3,009.84
108052	09/09/2024	WECO Industries, LLC	08/20/2024	Flounder Nozzle: Plant	985.47
<b>Vendor 0707 - WECO Industries, LLC Total:</b>					<b>10,504.03</b>
<b>Vendor: 0723 - Whelen Construction</b>					
108053	09/09/2024	Whelen Construction	08/28/2024	Demo Existing Rooftops: Princ...	8,150.00
108053	09/09/2024	Whelen Construction	08/28/2024	Replace Rooftops: Princeton P...	9,700.00
108053	09/09/2024	Whelen Construction	08/28/2024	Unforseen Dry Rot Repairs: Pr...	8,475.00
<b>Vendor 0723 - Whelen Construction Total:</b>					<b>26,325.00</b>
<b>Vendor: 0737 - ZeroOutages</b>					
108054	09/09/2024	ZeroOutages	08/18/2024	Monthly Starlink Service	744.00
<b>Vendor 0737 - ZeroOutages Total:</b>					<b>744.00</b>
<b>Grand Total:</b>					<b>350,808.55</b>

# Report Summary

## Fund Summary

Fund	Payment Amount
100 - Operating Fund	339,184.71
300 - Contract Services	11,623.84
<b>Grand Total:</b>	<b>350,808.55</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-1010-5114	Bonus, Awards, Certificat..	315.00
100-1010-5310	General Counsel	14,527.47
100-1010-5312	Late Fees, Interest & Pe...	60.25
100-1010-5322	Computer & Network Ma...	4,422.04
100-1010-5323	Software License & Main...	1,490.92
100-1010-5330	Misc. Professional Servic...	5,160.00
100-1010-5412	Insurance Premiums	48,160.98
100-1010-5413	Postage	53.37
100-1010-5416	Advertising and Publishi...	2,816.36
100-1010-5418	Misc. Other Services	2,582.79
100-1010-5421	Telephones	2,281.24
100-1010-5445	Mileage, Parking & Tolls	106.00
100-1010-5511	Rental/Lease Equipment ...	827.18
100-1010-5810	Books & Subscriptions	200.00
100-1010-5812	Food	20.98
100-1010-5816	Office Supplies	173.44
100-1210	Prepaid Expense	0.00
100-1211	Prepaid Insurance	9,632.20
100-2021-5318	Engineering & Architectu...	38,677.00
100-2021-5320	Medical Services	263.00
100-2021-5324	Vehicle Maintenance Ser...	442.86
100-2021-5326	Equipment Maintenance	8,340.47
100-2021-5330	Misc. Professional Servic...	287.04
100-2021-5410	Professional dues and fe...	339.00
100-2021-5411	Registration Fees	2,094.00
100-2021-5417	Uniform Services	1,437.90
100-2021-5422	Cellular Servcies	142.14
100-2021-5431	Water	4,577.74
100-2021-5432	Gas/Electricity	37,947.74
100-2021-5433	Solid Waste (Trash)	1,879.12
100-2021-5444	Lodging	1,417.28
100-2021-5445	Mileage, Parking & Tolls	46.89
100-2021-5611	Landscape Services	455.58
100-2021-5612	Building & Structures Ma...	190.00
100-2021-5814	Maintenance Supplies	1,720.26
100-2021-5816	Office Supplies	251.63
100-2021-5817	Chemicals	24,101.78
100-2021-5818	Safety Supplies	2,342.00
100-2021-5822	Fuel, Oil, Lubricant	1,276.70
100-2021-6015	Princeton Pump Station	26,325.00
100-2021-6121	Machinery and Equipme...	34,217.95
100-2022-5330	Misc. Professional Servic...	4,410.00
100-2022-5813	Laboratory Supplies	48.02
100-2024	Union Dues	1,833.38
100-2027	Deferred Comp	4,670.00
100-2028	Dental Insurance	2,755.47
100-2029	Vision Insurance	301.13
100-2030	Life Insurance	445.58
100-2031	LTD	887.28
100-2032	STD	419.80
100-2035	Misc Benefits - Pre Tax	496.14

**Account Summary**

Account Number	Account Name	Payment Amount
100-2036	Misc Benefits - Post Tax	445.42
100-2091	Loan Payable - PG&E	2,078.71
100-4041-5318	Engineering & Architectu...	38,394.32
100-4041-6121	Machinery and Equipme...	396.16
300-3031-5410	Professional dues and fe...	128.86
300-3031-5417	Uniform Services	93.32
300-3031-5431	Water	153.47
300-3031-5614	CS Repairs - HMB	6,508.72
300-3031-5814	Maintenance Supplies	120.35
300-3031-5822	Fuel, Oil, Lubricant	382.85
300-3032-5410	Professional dues and fe...	106.12
300-3032-5417	Uniform Services	76.84
300-3032-5431	Water	126.39
300-3032-5814	Maintenance Supplies	99.11
300-3032-5822	Fuel, Oil, Lubricant	315.29
300-3033-5410	Professional dues and fe...	144.02
300-3033-5417	Uniform Services	104.32
300-3033-5431	Water	171.52
300-3033-5616	CS Repairs - MWSD	2,530.25
300-3033-5814	Maintenance Supplies	134.52
300-3033-5822	Fuel, Oil, Lubricant	427.89
	<b>Grand Total:</b>	<b>350,808.55</b>

**Project Account Summary**

Project Account Key	Payment Amount	
**None**	309,105.97	
19OT01-5310	1,235.00	
21MP01-5318	2,352.25	
21PO02-5318	2,542.50	
21TP06-5318	2,259.00	
22PP01-5318	2,722.50	
22TP01-5318	487.50	
22TP04-5318	2,737.87	
22TP06-5318	4,685.00	
22TP07-5318	4,065.75	
22TP08-5318	684.00	
22TP08-6121	396.16	
22TP09-5318	7,497.95	
22TP11-5310	837.10	
22TP11-5318	840.00	
24IP01-5318	8,360.00	
	<b>Grand Total:</b>	<b>350,808.55</b>



Sewer Authority Mid-Coastside

# Payroll Check Register Checks

Pay Period: 8/3/2024-8/16/2024

Packet: PYPKT01211 - PPE 2024-0816

Payroll Set: Sewer Authority Mid-Coastside - 01

<u>Employee</u>	<u>Employee #</u>	<u>Check Type</u>	<u>Date</u>	<u>Amount</u>	<u>Number</u>
-----------------	-------------------	-------------------	-------------	---------------	---------------

\*\*\* No Checks Created In This Packet \*\*\*



Sewer Authority Mid-Coastside

# Payroll Check Register

## Direct Deposits

Pay Period: 8/3/2024-8/16/2024

Packet: PYPKT01211 - PPE 2024-0816

Payroll Set: Sewer Authority Mid-Coastside - 01

Employee	Employee #	Date	Amount	Number
Aguilar-Ibal, Gabriel	<a href="#">0004</a>	08/23/2024	6,522.25	4651
Barkley, Robert	<a href="#">0051</a>	08/23/2024	4,123.01	4652
Costello, Timothy J	<a href="#">0001</a>	08/23/2024	6,563.34	4653
Costello, Timothy J	<a href="#">0001</a>	08/23/2024	100.00	4653
Dieguez, Douglas	<a href="#">0048</a>	08/23/2024	4,529.42	4654
Harvey, Keith	<a href="#">0010</a>	08/23/2024	5,105.81	4655
Lawrence, Burnell	<a href="#">0052</a>	08/23/2024	3,410.58	4656
Long, George J	<a href="#">0002</a>	08/23/2024	5,503.23	4657
Mejia, Julio A	<a href="#">0044</a>	08/23/2024	463.79	4658
Mendez, Carlos	<a href="#">0009</a>	08/23/2024	5,169.18	4659
Partida, David	<a href="#">0006</a>	08/23/2024	6,691.35	4660
Rovai, Angelo	<a href="#">0042</a>	08/23/2024	5,087.53	4661
Ahumada, Jose	<a href="#">0039</a>	08/23/2024	5,096.04	4662
Preciado , Felipe	<a href="#">0036</a>	08/23/2024	5,000.07	4663
Young, Anthony Edward	<a href="#">0024</a>	08/23/2024	5,054.88	4664
Evans, George	<a href="#">0025</a>	08/23/2024	4,899.09	4665
Evans, George	<a href="#">0025</a>	08/23/2024	750.00	4665
Evans, George	<a href="#">0025</a>	08/23/2024	50.00	4665
Pacheco, Callie A	<a href="#">0045</a>	08/23/2024	3,148.64	4666
Pacheco, Callie A	<a href="#">0045</a>	08/23/2024	1,000.00	4666
Prathivadi, Kishen	<a href="#">0012</a>	08/23/2024	14,509.14	4667
Rovai, Lorri	<a href="#">0050</a>	08/23/2024	4,084.51	4668
Turbay, Susan	<a href="#">0007</a>	08/23/2024	145.85	4669





Sewer Authority Mid-Coastside

# Payroll Check Register Report Summary

Pay Period: 8/3/2024-8/16/2024

Packet: PYPKT01211 - PPE 2024-0816

Payroll Set: Sewer Authority Mid-Coastside - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	23	97,007.71
<b>Total</b>	<b>23</b>	<b>97,007.71</b>



Sewer Authority Mid-Coastside

# Payroll Check Register Checks

Pay Period: 8/17/2024-8/30/2024

Packet: PYPKT01216 - PPE 2024-0830

Payroll Set: Sewer Authority Mid-Coastside - 01

<u>Employee</u>	<u>Employee #</u>	<u>Check Type</u>	<u>Date</u>	<u>Amount</u>	<u>Number</u>
-----------------	-------------------	-------------------	-------------	---------------	---------------

\*\*\* No Checks Created In This Packet \*\*\*



Sewer Authority Mid-Coastside

# Payroll Check Register

## Direct Deposits

Pay Period: 8/17/2024-8/30/2024

Packet: PYPKT01216 - PPE 2024-0830

Payroll Set: Sewer Authority Mid-Coastside - 01

Employee	Employee #	Date	Amount	Number
Aguilar-Ibal, Gabriel	<a href="#">0004</a>	09/06/2024	5,075.33	4670
Barkley, Robert	<a href="#">0051</a>	09/06/2024	2,234.33	4671
Costello, Timothy J	<a href="#">0001</a>	09/06/2024	100.00	4672
Costello, Timothy J	<a href="#">0001</a>	09/06/2024	4,670.41	4672
Dieguez, Douglas	<a href="#">0048</a>	09/06/2024	3,082.11	4673
Harvey, Keith	<a href="#">0010</a>	09/06/2024	3,153.86	4674
Lawrence, Burnell	<a href="#">0052</a>	09/06/2024	3,302.95	4675
Long, George J	<a href="#">0002</a>	09/06/2024	3,740.53	4676
Mejia, Julio A	<a href="#">0044</a>	09/06/2024	463.79	4677
Mendez, Carlos	<a href="#">0009</a>	09/06/2024	2,798.79	4678
Partida, David	<a href="#">0006</a>	09/06/2024	4,259.60	4679
Rovai, Angelo	<a href="#">0042</a>	09/06/2024	3,032.81	4680
Ahumada, Jose	<a href="#">0039</a>	09/06/2024	2,958.32	4681
Preciado, Felipe	<a href="#">0036</a>	09/06/2024	2,900.61	4682
Young, Anthony Edward	<a href="#">0024</a>	09/06/2024	2,321.44	4683
Evans, George	<a href="#">0025</a>	09/06/2024	50.00	4684
Evans, George	<a href="#">0025</a>	09/06/2024	3,635.81	4684
Evans, George	<a href="#">0025</a>	09/06/2024	250.00	4684
Pacheco, Callie A	<a href="#">0045</a>	09/06/2024	1,000.00	4685
Pacheco, Callie A	<a href="#">0045</a>	09/06/2024	1,272.39	4685
Prathivadi, Kishen	<a href="#">0012</a>	09/06/2024	6,967.78	4686
Rovai, Lorri	<a href="#">0050</a>	09/06/2024	2,177.50	4687
Clark, Matthew	<a href="#">0026</a>	09/06/2024	175.46	4688
Dekker, Peter	<a href="#">0041</a>	09/06/2024	350.93	4689
Dye, Barbara	<a href="#">0031</a>	09/06/2024	350.93	4690
Quinn-Ruddock, Deborah R.	<a href="#">0018</a>	09/06/2024	198.93	4691
Rarback, Harvey	<a href="#">0029</a>	09/06/2024	175.46	4692
Slater-Carter, Kathryn	<a href="#">0015</a>	09/06/2024	175.46	4693



Sewer Authority Mid-Coastside

# Payroll Check Register Report Summary

Pay Period: 8/17/2024-8/30/2024

Packet: PYPKT01216 - PPE 2024-0830

Payroll Set: Sewer Authority Mid-Coastside - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	28	60,875.53
<b>Total</b>	<b>28</b>	<b>60,875.53</b>

Umpqua Bank Visa Summary Report - August 2024

Cardholder	GL Account	Details	Amount
Kishen	100-1210	T-Mobile - Visa Payment	142.14
Kishen	100-1010-5114	Health Incentive	315.00
Kishen	100-1010-5323	IT Services	409.85
Kishen	100-1010-5416	Kids Crayons / Scrapers with SAM Logo	1,316.36
Kishen	100-1010-5445	Airport Shuttle	106.00
Kishen	100-1010-5511	Meter Postage Refill	362.25
Kishen	100-1010-5810	Half Moon Bay Review Subscription	200.00
Kishen	100-1010-5812	Meeting Food	20.98
Kishen	100-1010-5816	Office Supplies	65.60
		<b>Total Kishen:</b>	<b>2,938.18</b>

Tim	100-2021-5320	Employment Medical Test	80.00
Tim	100-2021-5444	Hotel Lodging	1,417.28
Tim	100-2021-5445	Parking	46.89
Tim	100-2021-5814	Plant Supplies	166.99
Tim	100-2021-5818	Fire Department Connection Caps / Signs	167.47
Tim	100-2021-5822	Forklift Porpane	104.50
		<b>Total Tim:</b>	<b>1,983.13</b>

<b>Statement Total:</b>	<b>4,921.31</b>
-------------------------	-----------------



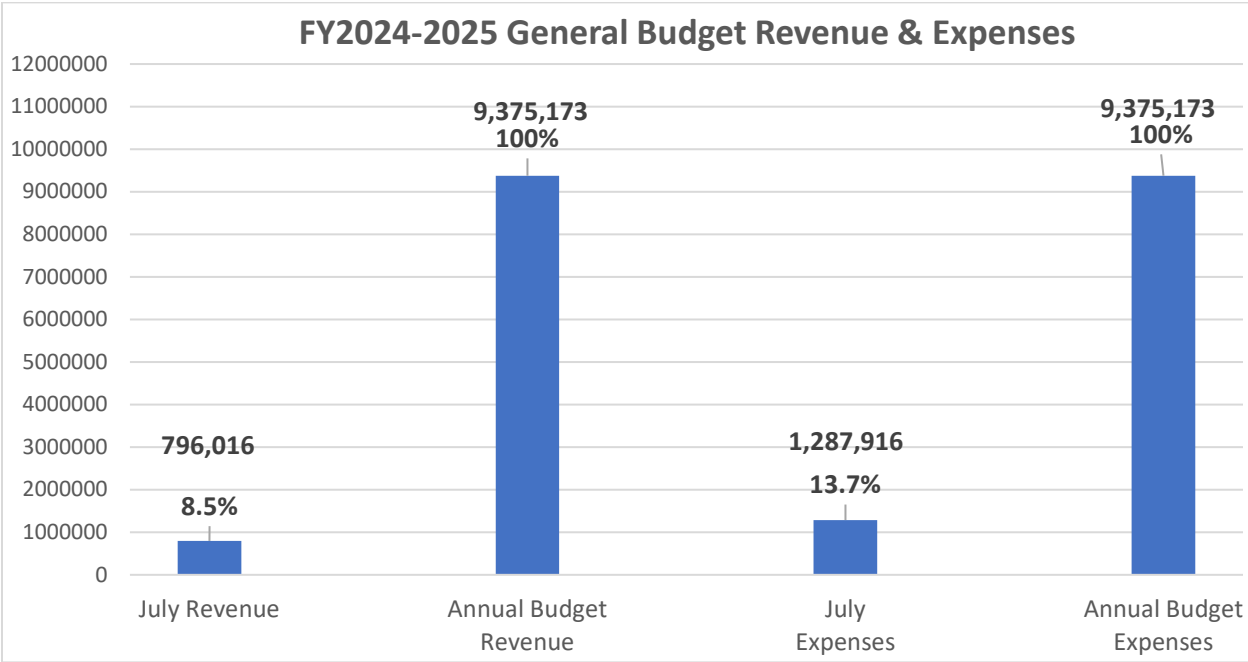
**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

**TO:** Honorable Board of Directors  
**FROM:** Kishen Prathivadi, General Manager  
**BY:** George Evans, Finance Officer  
**SUBJECT:** **Monthly Revenue and Expense Report for Period Ending July 31, 2024**

**Executive Summary**

The purpose of this report is for the Board of Directors to review the budget reports for the period ending June 30, 2025. The General Budget Revenue for the period ending July 31, 2024 is \$796K which represents approximately 8.5% of the Annual General Budget. The General Budget Expense for period ending July 31, 2024 is \$1.288M which represents approximately 13.7% of the Annual General Budget.



<b>BOARD MEMBERS:</b>	M. Clark	B. Dye	P. Dekker
	H. Rarback	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	J. Randle	
	J. Grant	D. Penrose	

We are approximately 5.2% (\$507K) over budget. It is worth noting that many of the annual expenditures have been expensed during this period including the CalPERS Unfunded Liability (\$303K), insurance (\$131K) and annual agreements / memberships / permits (\$79K) ... (total \$513K).

**Fiscal Impact**

There is no fiscal impact from this report. These are not the final Audited Reports.

**Strategic Plan Compliance**

The recommendation complies with the SAM Strategic Plan Goal 3: *“Consider long-term costs and ensure that finances are stable and understandable by the board, member agencies, and the public.”*

**Background and Discussion/Report**

Attached please find the revenue and expenditures report for the period ending July 31, 2024, which represents 8.3% of Fiscal Year 2024/25.

**General Budget**

The adopted General Budget for FY 2024/25 includes \$9.375 million in revenue, of which \$9.277 million is from member agency assessments, \$98,200 is from NDWSCP fees.

**Cash Flow**

The cash balances in the various accounts as of July 31, 2024 were:

<b><u>Account</u></b>	<b><u>Balance</u></b>
A/P Checking Account	\$289,810.71
Payroll Checking Account	\$120,699.23
CA CLASS Statement	\$1,865,016.21
LAIF Statement	\$302,237.08
<b>Total:</b>	<b>\$2,577,763.23</b>

<b>BOARD MEMBERS:</b>	M. Clark	B. Dye	P. Dekker
	H. Rarback	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	J. Randle	
	J. Grant	D. Penrose	

**Staff Recommendation**

Staff recommends that the Board accept the Revenue and Expense Report for period ending July 31, 2024.

**Supporting Documents**

- Attachment A: Summarized Financial Statements for period ending July 31, 2024
- Attachment B: General Budget Report for period ending July 31, 2024
- Attachment C: Aging Receivable Report for period ending July 31, 2024

---

<b>BOARD MEMBERS:</b>	<b>M. Clark</b>	<b>B. Dye</b>	<b>P. Dekker</b>
	<b>H. Rarback</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>S. Boyd</b>	<b>J. Randle</b>	
	<b>J. Grant</b>	<b>D. Penrose</b>	





**Sewer Authority Mid-Coastside**  
**Statement of Net Position**  
**As of July 31, 2024**

July 31, 2024

---

**ASSETS**

Current Assets	
Cash and Investment	2,367,017
Accounts Receivable	204,914
Interest Receivable	-
Prepaid Expense	30,418
<b>Total Current Assets</b>	<b>2,602,350</b>

Non-Current Assets	
Advances	24,000
Capital Assets, Non-Depreciable	5,745,678
Capital Assets, Net of Accumulated Depreciation	15,440,918
<b>Total Non-Current Assets</b>	<b>21,210,597</b>

**Total Assets** **23,812,946**

**DEFERRED OUTFLOWS**

**Deferred Outflows of Resources** **1,814,068**

**LIABILITIES**

Current Liabilities	
Accounts Payable	326,253
Accrued Expenses	-
Accrued Payroll	5,947
Accrued Compensated Absences - Current Portion	104,471
Agency Reserve Advances	266,351
Lease Liability	1
<b>Total Current Liabilities</b>	<b>703,023</b>

Non-Current Liabilities	
Loans Payable	159,751
Net Pension Liability	3,731,261
Accrued Compensated Absences - Non-Current Portion	96,342
Other Post Employment Benefits	747,964
<b>Total Non-Current Liabilities</b>	<b>4,735,318</b>

**Total Liabilities** **5,438,341**

**DEFERRED INFLOWS**

**Deferred Inflows of Resources** **421,572**

**NET POSITION**

Invested in Capital Assets, Net of Related Debt	21,026,845
Unrestricted	(1,259,745)

**Total Net Position** **19,767,101**



**Sewer Authority Mid-Coastside**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**July 1, 2024 through July 31, 2024**

	July 1, 2024 - July 31, 2024	Expected to Date	Variance Favorable/ (Unfavorable)	FY2024/2025 Budget
<b>OPERATING REVENUE</b>				
Operating and Maintenance Assessments	523,081	522,872	209	6,276,973
Collection Assessments	52,012	51,991	21	624,145
Other Income	6,287	3,890	2,396	46,700
<b>Total Operating Revenue</b>	<b>581,380</b>	<b>578,753</b>	<b>2,626</b>	<b>6,947,818</b>
<b>OPERATING EXPENSES</b>				
Treatment	671,517	352,156	(319,361)	4,227,566
Collection	78,666	58,209	(20,457)	698,791
Laboratory	37,478	20,983	(16,495)	251,896
Administration	317,734	157,913	(159,821)	1,895,711
Infrastructure	261,187	249,900	(11,287)	3,000,000
Depreciation	-	-	-	-
<b>Total Operating Expense</b>	<b>1,366,583</b>	<b>839,160</b>	<b>527,422</b>	<b>10,073,964</b>
<b>OPERATING LOSS</b>	<b>(785,203)</b>	<b>(260,407)</b>	<b>(524,796)</b>	<b>(3,126,146)</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>				
Interest and Dividend Income	16,648	4,290	12,358	51,500
Bad Debts	-	-	-	-
Grant Revenue	-	-	-	-
<b>Total Non-Operating Revenues (Expenses)</b>	<b>16,648</b>	<b>4,290</b>	<b>12,358</b>	<b>51,500</b>
Increase Before Contributions	(768,555)	(256,117)	(512,437)	(3,074,646)
Capital Contributions	250,000	249,900	100	3,000,000
<b>CHANGE IN NET POSITION</b>	<b>(518,555)</b>	<b>(6,217)</b>	<b>(512,337)</b>	<b>(74,646)</b>

**GENERAL BUDGET**  
**Actual versus Budget**  
**07/01/2024 - 7/31/2024**

	FY 2025 YTD Actual	FY 2025 YTD Budget	FY 2025 Total Budget	VARIANCE Actual versus Budget	
				Favorable/(Unfavorable)	
<b>EXPENDITURES</b>					
<u>Personnel</u>					
1 Wages	137,365	159,818	1,917,814	22,453	1%
2 Premium Pay	9,903	11,226	134,711	1,323	1%
3 Health Benefits	21,299	22,210	266,521	911	0%
4 Retirement Cont.	315,783	26,350	316,205	(289,433)	(92%)
5 Retiree Med/OPEB	2,673	3,996	47,946	1,323	3%
6 Misc. Benefits	7,269	10,197	122,366	2,928	2%
7 Subtotal	494,292	233,797	2,805,563	(260,495)	(9%)
<u>Non-Personnel</u>					
8 Legal Services	-	31,389	376,666	31,389	8%
9 Engineering Services	36,625	11,051	132,613	(25,574)	(19%)
10 Professional Services	129,942	80,492	965,901	(49,451)	(5%)
11 Prof. Dues & Fees	15,300	4,762	57,144	(10,538)	(18%)
12 Insurance Premiums	130,666	18,649	223,792	(112,017)	(50%)
13 Misc. Expenses	15,791	5,943	71,312	(9,848)	(14%)
14 Utilities	70,274	64,650	775,798	(5,624)	(1%)
15 Travel & Training	4,322	3,088	37,060	(1,234)	(3%)
16 Equipment Rental	599	3,536	42,428	2,936	7%
17 Bldg & Maint Services	22,429	17,550	210,594	(4,879)	(2%)
18 Chemicals	42,096	35,373	424,478	(6,723)	(2%)
19 Permits & Licenses	21,965	4,444	53,331	(17,521)	(33%)
20 Supplies	5,768	8,863	106,359	3,095	3%
21 Equipment	-	1,011	12,134	1,011	8%
22 Infrastructure	297,846	250,000	3,000,000	(47,846)	(2%)
23 Claims/Penalties	-	6,667	80,000	6,667	8%
25 Subtotal	793,624	547,468	6,569,610	(246,157)	(4%)
26 TOTAL	1,287,916	781,264	9,375,173	(506,652)	(5%)

	FY 2025 YTD Actual	FY 2025 YTD Budget	FY 2025 Total Budget	VARIANCE Actual versus Budget	
<b>REVENUE</b>					
<u>By Type:</u>					
27 JPA Assessments	773,081	773,081	9,276,973	(0)	(0%)
28 NDWSCP Fees	6,287	3,892	46,700	2,395	5%
31 Interest Earnings	16,648	4,292	51,500	12,357	288%
32 Misc. Revenue	-	-	-		
34 REVENUE TOTAL	796,016	781,264	9,375,173	14,752	0%



Sewer Authority Mid-Coastside

# Aging Report

## INVOICE DETAIL

Balance as of: 7/31/2024

Age From Invoice Date

Age to date: 7/31/2024

Account Number	Account Name	Account Status	Account Class										
<b>0006</b>	<b>California State Parks</b>	<b>Active</b>	<b>NDWSCP</b>										
Tran. Type	Number	Date	Trans. Date	Due Date	Description	Current	30-60	60-90	90-120	>120	Unapplied Credit	Account Balance	
Invoice	INV00922	6/30/2024	6/30/2024	7/31/2024	June 2024 Trucked Waste	0.00	560.00	0.00	0.00	0.00			
Invoice	INV00934	7/31/2024	7/31/2024	8/31/2024	July 2024 Trucked Waste	660.00	0.00	0.00	0.00	0.00			
Account Total:						660.00	560.00	0.00	0.00	0.00	0.00	1,220.00	
<b>0010</b>	<b>City of Half Moon Bay</b>	<b>Active</b>	<b>MAA</b>										
Tran. Type	Number	Date	Trans. Date	Due Date	Description	Current	30-60	60-90	90-120	>120	Unapplied Credit	Account Balance	
Invoice	INV00925	6/30/2024	6/30/2024	7/31/2024	Pass Through Invoices June 2024	0.00	1,500.00	0.00	0.00	0.00			
Invoice	INV00937	7/31/2024	7/31/2024	8/31/2024	Pass Through Invoices July 2024	814.22	0.00	0.00	0.00	0.00			
Account Total:						814.22	1,500.00	0.00	0.00	0.00	0.00	2,314.22	
<b>0011</b>	<b>American Portables</b>	<b>Active</b>	<b>NDWSCP</b>										
Tran. Type	Number	Date	Trans. Date	Due Date	Description	Current	30-60	60-90	90-120	>120	Unapplied Credit	Account Balance	
Invoice	INV00935	7/31/2024	7/31/2024	8/31/2024	July 2024 Trucked Waste	110.00	0.00	0.00	0.00	0.00			
Account Total:						110.00	0.00	0.00	0.00	0.00	0.00	110.00	
<b>0040</b>	<b>Granada Community Services Distric</b>	<b>Active</b>	<b>MAA</b>										
Tran. Type	Number	Date	Trans. Date	Due Date	Description	Current	30-60	60-90	90-120	>120	Unapplied Credit	Account Balance	
Invoice	INV00938	7/31/2024	7/31/2024	8/31/2024	Pass Through Invoices July 2024	871.63	0.00	0.00	0.00	0.00			
Account Total:						871.63	0.00	0.00	0.00	0.00	0.00	871.63	
<b>0080</b>	<b>Montara Water &amp; Sanitary District</b>	<b>Active</b>	<b>MAA</b>										
Tran. Type	Number	Date	Trans. Date	Due Date	Description	Current	30-60	60-90	90-120	>120	Unapplied Credit	Account Balance	
Invoice	INV00927	6/30/2024	6/30/2024	7/31/2024	Pass Through Invoices June 2024	0.00	14,039.28	0.00	0.00	0.00			
Invoice	INV00930	7/1/2024	7/1/2024	7/31/2024	O&M July 2024	0.00	155,698.55	0.00	0.00	0.00			
Invoice	INV00933	7/1/2024	7/1/2024	7/31/2024	Collections Service - July 2024	0.00	19,764.58	0.00	0.00	0.00			
Invoice	INV00939	7/31/2024	7/31/2024	8/31/2024	Pass Through Invoices July 2024	5,379.66	0.00	0.00	0.00	0.00			
Account Total:						5,379.66	189,502.41	0.00	0.00	0.00	0.00	194,882.07	

Account Number	Account Name	Account Status	Account Class									
<b>0100</b>	<b>Rocket Farms</b>	<b>Active</b>	<b>NDWSCP</b>									
Tran. Type	Number	Date	Trans. Date	Due Date	Description	Current	30-60	60-90	90-120	>120	Unapplied Credit	Account Balance
Invoice	INV00936	7/31/2024	7/31/2024	8/31/2024	July 2024 AID/RORWW	5,516.50	0.00	0.00	0.00	0.00		
					Account Total:	5,516.50	0.00	0.00	0.00	0.00	0.00	5,516.50
<b>Total Accounts: 6</b>					<b>Report Total:</b>	<b>13,352.01</b>	<b>191,562.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>204,914.42</b>

**Invoice and Penalty Revenue Code Aging**

Revenue Code - Revenue Code Description	Current	30-60	60-90	90-120	>120	
100-101 - NDWSCP Revenue - Trucked Waste	770.00	560.00	0.00	0.00	0.00	
100-102 - NDWSCP Revenue - Rocket Farms	5,516.50	0.00	0.00	0.00	0.00	
100-MWSD Admin - MWSD Administration	0.00	30,868.11	0.00	0.00	0.00	
100-MWSD EC - MWSD Environmental Compliance	0.00	4,227.67	0.00	0.00	0.00	
100-MWSD INFRST - MWSD Infrastructure	0.00	50,350.00	0.00	0.00	0.00	
100-MWSD Treatment - MWSD Treatment	0.00	70,252.77	0.00	0.00	0.00	
300-003 - Collections Service - MWSD	0.00	19,764.58	0.00	0.00	0.00	
300-021 - CCS Repairs - HMB	814.22	1,500.00	0.00	0.00	0.00	
300-022 - CCS Repairs - GCSD	871.63	0.00	0.00	0.00	0.00	
300-023 - CCS Repairs - MWSD	5,379.66	14,039.28	0.00	0.00	0.00	
	13,352.01	191,562.41	0.00	0.00	0.00	204,914.42



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

---

**TO:** Honorable Board of Directors

**FROM:** Kishen Prathivadi, General Manager

**BY:** George Evans, Finance Officer

**SUBJECT:** **Review and Accept the Quarterly Financial Report for the 4th Quarter of Fiscal Year 2023-24**

---

#### **Executive Summary**

The purpose of this report is for the Board of Directors to accept the Financial Report for the Q4 Fiscal Year 2023-24 (Actual vs Budget)

#### **Fiscal Impact**

There is no fiscal impact with the acceptance of this report.

#### **Strategic Plan Compliance**

This review would further SAM Strategic Plan Goal 3: "Ensure that finances are stable and understandable by the board, member agencies, and the public."

#### **Background and Discussion/Report**

The objective of preparing a quarterly financial report is to provide readers with an executive summary of SAM's current financial condition as it relates to the annual budget to ensure accountability and transparency in managing public funds.

The report was accepted by the Finance Committee Meeting on August 15, 2024.

#### **Staff Recommendation**

Staff recommends that the Board of Directors accept the Financial Report for Q4 Fiscal Year 2023-24.

#### **Supporting Documents**

Attachment A: Financial Report Q4

---

<b>BOARD MEMBERS:</b>	M. Clark	B. Dye	P. Dekker
	H. Rarback	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	J. Randle	
	J. Grant	D. Penrose	

Sewer Authority Mid-Coastside  
Quarterly Financial Report (Unaudited)  
June 30, 2024 – 100% of Year Complete





## OPERATIONS & MAINTENANCE ANALYSIS:

The O&M fund is the primary operating fund for the Authority and includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

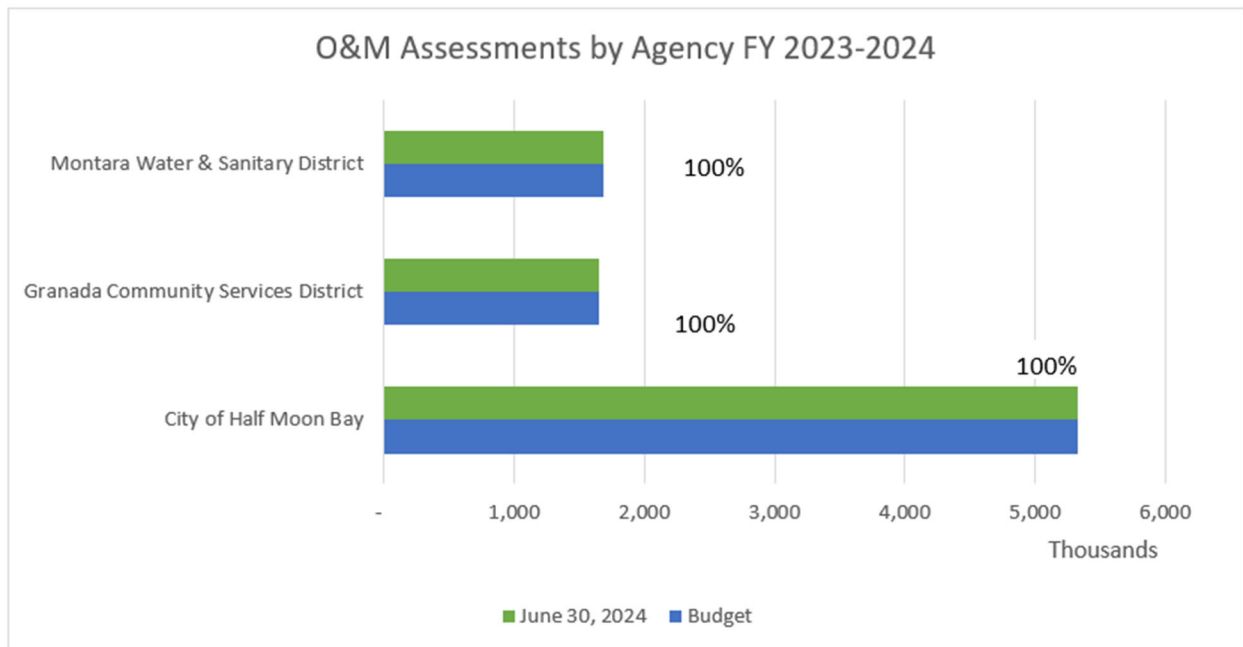
O&M expenses are divided into four Divisions: Administrative Services, Treatment, Environmental Compliance, and Infrastructure. Table 1 below provides year-to-date through the full fiscal year 2023-2024 and comparable data from the previous fiscal year.

O&M Assessments by Agency:	FY 2023 - 2024			FY 2022 - 2023		
	Budget	Actuals as of June 30, 2024	% of Budget	Budget	Actuals as of June 30, 2023	% of Budget
City of Half Moon Bay	5,331,606	5,331,606	100%	4,871,480	4,871,480	100%
Granada Community Services District	1,651,497	1,651,497	100%	1,630,110	1,630,110	100%
Montara Water & Sanitary District	1,686,175	1,686,175	100%	1,694,036	1,694,036	100%
<b>Total Revenue:</b>	<b>8,669,278</b>	<b>8,669,278</b>		<b>8,195,626</b>	<b>8,195,626</b>	

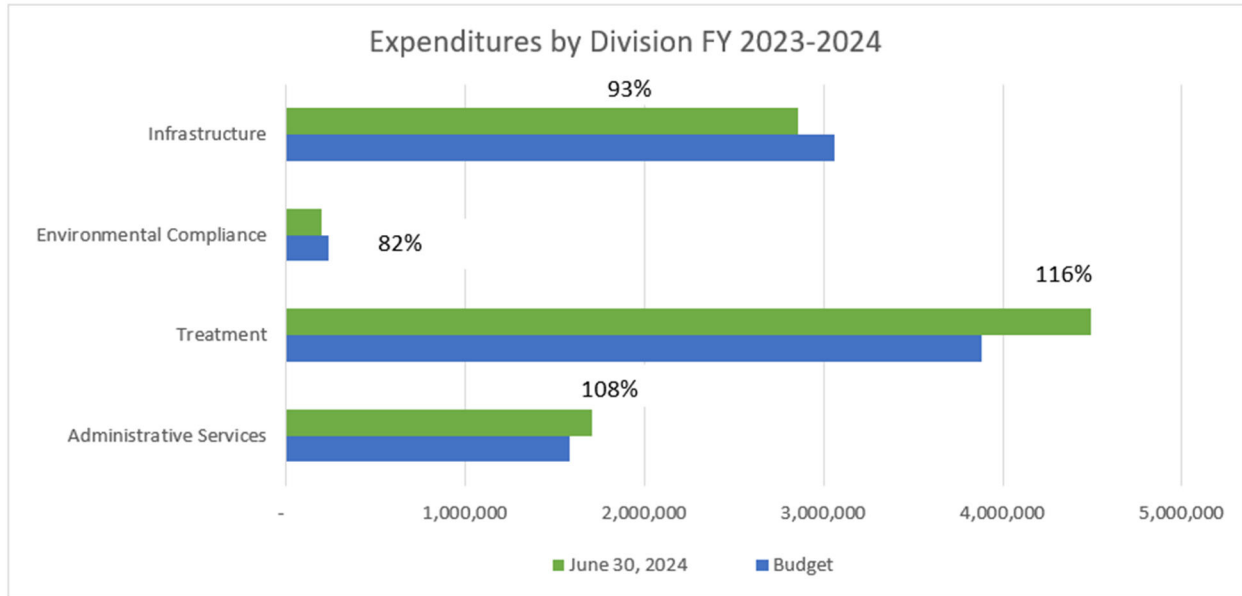
  

Expenditures by Category:	FY 2023 - 2024			FY 2022 - 2023		
	Budget	Actuals as of June 30, 2024	% of Budget	Budget	Actuals as of June 30, 2023	% of Budget
Administrative Services	1,582,520	1,706,976	108%	1,339,194	1,573,405	117%
Treatment	3,885,111	4,488,861	116%	3,732,405	5,353,255	143%
Environmental Compliance	237,396	195,018	82%	249,630	158,078	63%
Infrastructure	3,059,592	2,858,369	93%	3,009,397	2,878,341	96%
<b>Total Expenditures</b>	<b>8,764,619</b>	<b>9,249,224</b>		<b>8,330,626</b>	<b>9,963,079</b>	

### Assessment Revenue by Member Agency:



Expenditures by Division:



**SAM ANALYSIS OF FUND BALANCE:**

The below table illustrates SAM’s Cash and Investment Position as of quarter ending June 30, 2024.

Account	March 31, 2024	June 30, 2024	Increase / (Decrease)
General	\$ 775,191	\$ 134,486	\$ (640,705)
Payroll	104,804	153,727	48,923
CA Class		1,354,037	1,354,037
LAIF	1,774,388	292,566	(1,481,822)
<b>Totals:</b>	<b>\$ 2,654,383</b>	<b>\$ 1,934,816</b>	<b>\$ (719,567)</b>
<b>Assigned Uses for Cash &amp; Investments</b>			
Emergency Reserve Fund		\$ 1,250,000	
Estimated Completion Cost of On-Going Projects		2,425,744	
Two Months of Operations (Less Infrastructure)		950,838	
<b>Total assigned Cash &amp; Investments</b>		<b>\$ 4,626,582</b>	
Cash & Investments Available for Operations & Infrastructure Projects		\$ (2,691,766)	

## EXPENDITURES BY O&M BUDGET BY CATEGORY:

The below chart displays the consolidation of O&M Budget Divisions (Administration, Treatment, Environmental Compliance & Infrastructure) as of year ending, June 30, 2024, by Category. Individual Division Actuals versus Budget are noted on pages 6 through 9.

Please see below management discussion and analysis of unfavorable variances for the year ended June 30, 2024. Please note, the unfavorable variance is derived by the FY 2024 YTD Budget Column, which represents the full year budget amount.

All negative variances are discussed below.

	FY 2024 Actual	FY 2024 YTD Budget	VARIANCE Actual versus Budget	
EXPENDITURES			Favorable/(Unfavorable)	
<u>Personnel</u>				
1 Wages	1,703,782	1,718,216	14,434	1%
2 Premium Pay	138,887	104,482	(34,405)	(33%)
3 Health Benefits	256,415	289,472	33,057	11%
4 Retirement Cont.	403,559	282,760	(120,799)	(43%)
5 Retiree Med/OPEB	42,815	33,057	(9,758)	(30%)
6 Misc. Benefits	106,293	90,469	(15,824)	(17%)
7 Subtotal	2,651,751	2,518,456	(133,295)	(5%)
<u>Non-Personnel</u>				
8 Legal Services	219,186	356,667	137,481	39%
9 Engineering Services	218,553	128,750	(89,803)	(70%)
10 Professional Services	819,088	740,714	(78,374)	(11%)
11 Prof. Dues & Fees	72,090	57,421	(14,669)	(26%)
12 Insurance Premiums	217,185	112,053	(105,132)	(94%)
13 Misc. Expenses	87,043	58,556	(28,487)	(49%)
14 Utilities	787,092	707,831	(79,261)	(11%)
15 Travel & Training	47,652	16,397	(31,255)	(191%)
16 Equipment Rental	40,554	7,281	(33,273)	(457%)
17 Bldg & Maint Services	257,517	187,890	(69,627)	(37%)
18 Chemicals	557,268	412,114	(145,154)	(35%)
19 Permits & Licenses	56,188	51,777	(4,411)	(9%)
20 Supplies	88,051	101,018	12,967	13%
21 Equipment	20,559	9,343	(11,216)	(120%)
22 Infrastructure	3,097,594	3,218,011	120,417	4%
23 Claims/Penalties	11,853	80,340	68,487	85%
25 Subtotal	6,597,473	6,246,163	(351,310)	(6%)
<b>26 TOTAL</b>	<b>9,249,224</b>	<b>8,764,619</b>	<b>(484,605)</b>	<b>(6%)</b>

**#7 Personnel:** Actual expense of \$2,651,751; over budget by \$133,295.

SAM prepays the annual accrued unfunded pension liability through CalPERS. CalPERS offers a reduced one-time payment as opposed to pay as you go. The savings represents 3.344% or \$8,202. The payment made in July was \$245,271.

**#9 Engineering Services:** Actual expense \$218,553; over budget by \$89,803.

Engineering support provided by SRT Consultants for the rehabilitation of the sewer force main located in Montara and work related to storm events reimbursed by FEMA. \$62,689 of total cost is project related and will be capitalized as a part of the fiscal year end close.

**#10 Professional Services:** Actual expense \$819,088; over budget by \$78,374.

- Computer & Network Maintenance due to renewed contract with vendor.
- Software License & Maintenance costs higher than anticipated.
- Plant Flood modeling.
- Development of a 5-year CIP program.
- Upgrade Plant SOP documentation.

As of June 30, 2024, \$43,975 of costs are to be capitalized.

***Variance has decreased from Q3.***

**#11 Professional Dues & Fees:** Actual expense of \$72,090; over budget by \$14,669.

\$15,000 payment made to the Rose Foundation for Communities & Environment for Case: 3:18-cv-04413-VC.

***Variance has decreased from Q3.***

**#12 Insurance Premiums:** Actual expense of \$217,185; over budget by \$105,132.

Due to winter storm damage, premiums for pooled liability and pollution liability increased significantly. SAM also acquired a new flood policy as our old policies did not include flood damage.

***Variance has decreased from Q3.***

**#13 Miscellaneous Expenses:** Actual expense of \$87,043; over budget by \$28,487.

Over budget due to community outreach events including the HMB Pumpkin Festival & a contribution to the Stewardship Action Council. SAM also promotes monthly in the Coastside Buzz.

**#14 Utilities:** Actual expense of \$787,092; over budget by \$79,261.

Sludge disposal rate increased by over 100%. Additionally, the SAM Digester Cleaning project increased the amount of sludge generated for disposal.

**#15 Travel & Training:** Actual expense of \$47,652; over budget by \$31,255.

Expenditures for FY 23-24 are closer to pre-COVID levels. FY 24-25 budget has been adjusted for the change.

**#16 Equipment Rental:** Actual expense of \$40,554; over budget by \$33,273.

Due to the rental of an MPS Wet Weather Storage, Boom Lift & a back-up generator.

**#17 Building & Maintenance Services:** Actual expense of \$257,517; over budget by \$69,627.

In Q4 SAM paid \$125,270 for Digester cleaning. In addition, tree trimming was conducted at the SAM plant for safety concerns. This is not an annual expense.

**#18 Chemicals:** Actual expense of \$557,268; over budget by \$145,154.

Quarterly consumption of Ferric Chloride based on Consortium costs. Prices of chemicals are fixed on a consortium and are competitive. Consumption is varying depending on the process requirements.

**#19 Permits & Licenses:** Actual expenses of \$56,188; over budget by \$4,411.

Annual permits paid at the beginning of the fiscal year.

***Variance has decreased from Q3.***

**#21 Equipment:** Actual expenses of \$20,559; over budget by \$11,216.

Unforeseen lab equipment replacement.

### **Expenditures by Category within Divisions:**

The following are a complete 4<sup>th</sup> Quarter Actual versus Budget for all Expenditure Categories by Division.

**TABLE 2. ADMINISTRATION**  
**Actual versus Budget**  
**07/01/2023 - 6/30/2024**

	FY 2024 Actual	FY 2024 Budget	VARIANCE	
			Actual versus Budget	
			Favorable/(Unfavorable)	
<b>EXPENDITURES</b>				
<u>Personnel</u>				
1 Wages	626,062	587,126	(38,936)	(7%)
2 Premium Pay	12,568	5,815	(6,753)	(116%)
3 Health Benefits	59,083	62,308	3,225	5%
4 Retirement Cont.	72,849	60,158	(12,691)	(21%)
5 Retiree Med/OPEB	16,808	16,728	(80)	(0%)
6 Misc. Benefits	23,616	18,642	(4,974)	(27%)
7 Subtotal	810,986	750,777	(60,209)	(8%)
<u>Non-Personnel</u>				
8 Legal Services	219,186	356,666	137,480	39%
9 Engineering Services	-	-	-	-
10 Professional Services	212,967	192,280	(20,687)	(11%)
11 Prof. Dues & Fees	60,552	43,009	(17,542)	(41%)
12 Insurance Premiums	217,185	112,053	(105,132)	(94%)
13 Misc. Expenses	64,704	40,132	(24,572)	(61%)
14 Utilities	40,553	38,624	(1,928)	(5%)
15 Travel & Training	4,964	3,191	(1,772)	(56%)
16 Equipment Rental	7,513	7,281	(232)	(3%)
17 Bldg & Maint Services	31,253	29,112	(2,141)	(7%)
18 Chemicals	-	-	-	-
19 Permits & Licenses	-	-	-	-
20 Supplies	14,042	9,394	(4,648)	(49%)
21 Equipment	11,219	-	(11,219)	-
22 Infrastructure	-	-	-	-
23 Claims/Penalties	11,853	-	(11,853)	-
25 Subtotal	895,989	831,743	(64,247)	(8%)
<b>26 TOTAL</b>	<b>1,706,976</b>	<b>1,582,520</b>	<b>(124,456)</b>	<b>(8%)</b>

**TABLE 3. TREATMENT**  
**Actual versus Budget**  
**07/01/2023 - 6/30/2024**

	FY 2024 Actual		FY 2024 Budget		VARIANCE Actual versus Budget	
					Favorable/(Unfavorable)	
<b>EXPENDITURES</b>						
<u>Personnel</u>						
1	Wages	1,038,683	1,092,399	53,716	5%	
2	Premium Pay	123,780	96,746	(27,034)	(28%)	
3	Health Benefits	191,383	221,245	29,862	13%	
4	Retirement Cont.	302,264	209,980	(92,284)	(44%)	
5	Retiree Med/OPEB	25,381	15,743	(9,638)	(61%)	
6	Misc. Benefits	80,301	69,336	(10,965)	(16%)	
7	Subtotal	1,761,793	1,705,450	(56,343)	(3%)	
<u>Non-Personnel</u>						
8	Legal Services	-	-	-	-	
9	Engineering Services	218,553	128,750	(89,803)	(70%)	
10	Professional Services	513,096	398,434	(114,662)	(29%)	
11	Prof. Dues & Fees	11,538	14,412	2,874	20%	
12	Insurance Premiums	-	-	-	-	
13	Misc. Expenses	22,338	18,424	(3,914)	(21%)	
14	Utilities	746,539	669,206	(77,332)	(12%)	
15	Travel & Training	42,253	13,010	(29,244)	(225%)	
16	Equipment Rental	33,041	-	(33,041)	-	
17	Bldg & Maint Services	226,265	158,778	(67,487)	(43%)	
18	Chemicals	553,494	409,027	(144,467)	(35%)	
19	Permits & Licenses	56,188	51,777	(4,411)	(9%)	
20	Supplies	58,501	77,981	19,480	25%	
21	Equipment	6,037	9,343	3,306	35%	
22	Infrastructure	239,225	150,179	(89,047)	(59%)	
23	Claims/Penalties	-	80,340	80,340	100%	
25	Subtotal	2,727,069	2,179,661	(547,407)	(25%)	
26	<b>TOTAL</b>	<b>4,488,861</b>	<b>3,885,111</b>	<b>(603,750)</b>	<b>(16%)</b>	

**TABLE 4. ENVIRONMENTAL COMPLIANCE (LAB)**

**Actual versus Budget  
07/01/2023 - 6/30/2024**

	FY 2024 Actual	FY 2024 Budget	VARIANCE Actual versus Budget	
			Favorable/(Unfavorable)	
<b>EXPENDITURES</b>				
<u>Personnel</u>				
1 Wages	39,036	38,690	(346)	(1%)
2 Premium Pay	2,539	1,922	(618)	(32%)
3 Health Benefits	5,949	5,919	(30)	(1%)
4 Retirement Cont.	28,446	12,622	(15,824)	(125%)
5 Retiree Med/OPEB	625	586	(40)	(7%)
6 Misc. Benefits	2,376	2,491	115	5%
7 Subtotal	78,972	62,230	(16,742)	(27%)
<u>Non-Personnel</u>				
8 Legal Services	-	-	-	-
9 Engineering Services	-	-	-	-
10 Professional Services	93,025	150,000	56,975	38%
11 Prof. Dues & Fees	-	-	-	-
12 Insurance Premiums	-	-	-	-
13 Misc. Expenses	-	-	-	-
14 Utilities	-	-	-	-
15 Travel & Training	435	196	(239)	(122%)
16 Equipment Rental	-	-	-	-
17 Bldg & Maint Services	-	-	-	-
18 Chemicals	3,774	3,087	(687)	(22%)
19 Permits & Licenses	-	-	-	-
20 Supplies	15,508	13,643	(1,865)	(14%)
21 Equipment	3,304	-	(3,304)	-
22 Infrastructure	-	8,240	8,240	100%
23 Claims/Penalties	-	-	-	-
25 Subtotal	116,046	175,166	59,120	34%
26 TOTAL	195,018	237,396	42,378	18%



**TABLE 5. INFRASTRUCTURE**  
**Actual versus Budget**  
**07/01/2023 - 6/30/2024**

	FY 2024 Actual	FY 2024 Budget	VARIANCE	
			Actual versus Budget	
<b>EXPENDITURES</b>			Favorable/(Unfavorable)	
<u>Personnel</u>				
1 Wages	-	-	-	-
2 Premium Pay	-	-	-	-
3 Health Benefits	-	-	-	-
4 Retirement Cont.	-	-	-	-
5 Retiree Med/OPEB	-	-	-	-
6 Misc. Benefits	-	-	-	-
7 Subtotal	-	-	-	-
<u>Non-Personnel</u>				
8 Legal Services			-	
9 Engineering Services			-	
10 Professional Services	-		-	
11 Prof. Dues & Fees			-	
12 Insurance Premiums	-	-	-	-
13 Misc. Expenses	-	-	-	-
14 Utilities	-	-	-	-
15 Travel & Training	-	-	-	-
16 Equipment Rental	-	-	-	-
17 Bldg & Maint Services	-	-	-	-
18 Chemicals	-	-	-	-
19 Permits & Licenses	-	-	-	-
20 Supplies	-	-	-	-
21 Equipment	-	-	-	-
22 Infrastructure	2,858,369	3,059,592	201,223	7%
23 Claims/Penalties	-	-	-	-
24 Repairs & Maintenance	-	-	-	-
25 Subtotal	2,858,369	3,059,592	201,223	7%
<b>EXPENSE TOTAL</b>	<b>2,858,369</b>	<b>3,059,592</b>	<b>201,223</b>	<b>7%</b>

Project expenditures are as follows:

Princeton Pump Station:	\$	1,639,000
Vehicles:	\$	87,500
Engineering Support	\$	457,000
Plant improvements	\$	673,000

**COLLECTIONS FUND ANALYSIS:**

	FY 2024 Actual	FY 2024 Budget	VARIANCE Actual versus Budget	
			Favorable/(Unfavorable)	
<b>EXPENDITURES</b>				
<u>Personnel</u>				
1 Wages	383,179	451,472	68,293	15%
2 Premium Pay	54,521	62,170	7,650	12%
3 Health Benefits	108,439	124,143	15,705	13%
4 Retirement Cont.	30,935	30,163	(772)	(3%)
5 Retiree Med/OPEB	6,800	5,841	(959)	(16%)
6 Misc. Benefits	26,136	27,039	903	3%
7 Subtotal	610,010	700,829	90,819	13%
<u>Non-Personnel</u>				
10 Professional Services	326		-	
12 Insurance Premiums	21,628	25,000	3,372	13%
13 Misc. Expenses	3,424	3,214	(210)	(7%)
14 Utilities	5,346	7,446	2,100	28%
15 Travel & Training	7,112	2,002	(5,110)	(255%)
17A Pass Through Expenses	242,517	-	(242,517)	-
20 Supplies	20,984	21,101	117	1%
22 Infrastructure	14,282	49,995	35,713	71%
25 Subtotal	315,618	108,758	(206,860)	(190%)
<b>EXPENSE TOTAL</b>	<b>925,628</b>	<b>809,587</b>	<b>(116,041)</b>	<b>(14%)</b>

**#14 Miscellaneous Expenses:** Actual expense \$3,424, over budget by \$210.

Variance is less than \$500 and considered immaterial.

**#15 Travel & Training:** Actual expense \$7,112, over budget by \$5,110.

Spill response training for all field staff.

**#13: Miscellaneous Expense: Budget Line-Item GL Accounts Included:**

Account	Account Name	Department
100-1010-5312	Late Fees, Interest & Penalties	Administration
100-1010-5413	Postage	Administration
100-1010-5414	Delivery Services	Administration
100-1010-5415	Printing and binding	Administration
100-1010-5416	Advertising and Publishing	Administration
100-1010-5418	Misc. Other Services	Administration
100-1010-5711	Misc. Government Payments	Administration
100-1010-5741	Real Property County	Administration
100-1010-5744	Misc. Taxes	Administration
100-1010-5819	Misc. Supplies	Administration
100-1010-5822	Fuel, Oil, Lubricant	Administration
100-2021-5413	Postage	Treatment
100-2021-5414	Delivery Services	Treatment
100-2021-5415	Printing and binding	Treatment
100-2021-5416	Advertising and Publishing	Treatment
100-2021-5417	Uniform Services	Treatment
100-2021-5711	Misc. Government Payments	Treatment
100-2021-5819	Misc. Supplies	Treatment
100-2021-5822	Fuel, Oil, Lubricant	Treatment
100-2022-5413	Postage	Environmental Compliance
100-2022-5414	Delivery Services	Environmental Compliance
100-2022-5415	Printing and binding	Environmental Compliance
100-2022-5416	Advertising and Publishing	Environmental Compliance
100-2022-5418	Misc. Other Services	Environmental Compliance
100-2022-5724	State Permit	Environmental Compliance
100-2022-6413	Write Off	Environmental Compliance

**Combined CIP Project Status Report - FY2021-2022 / FY2022-2023 / FY2023-2024**

	Project Code	Tyler Project Number	Project Name	Budgeted	Soft Costs - Paid Invoices To Date	Hard Costs - Paid Invoices To Date	Total Costs Paid Invoices To Date	PO's Issued	Remaining Project Budget	RPC %	Estimated Completion Cost	Status
FY2021-2022 Budgeted	2.02	21MP01	Montara PS - Replace Pump 1	208,000	27,258	124,492	151,750	112,484	95,516	45.9%	51,000	Awaiting Install
	2.03	21MP02	Montara PS - Install Grit Removal	208,000	9,560	0	9,560		208,000	100.0%	0	Project on Hold
	2.07	21MP03	Montara PS - Install Hatches	52,000	4,925	0	4,925	8,850	43,150	83.0%	0	Projected Completed
	5.01	21OT02	Rehabilitate/Replace Vehicle Fleet	78,000	123	87,529	87,652	66,871	11,129	14.3%	0	Projected Completed
	3.01	21PO01	Portola PS - Replace Door, Grating, and Hatch	52,000	2,308	13,946	16,253	13,881	38,119	73.3%	10,000	Awaiting Hatch Install
	3.03	21PO02	Portola PS - Replace Pump 1 with Grinder Pump	156,000	17,458	76,083	93,541	65,452	90,548	58.0%	75,000	Awaiting Install
	11.03	21TP01	Relocate WAS Pump for RDT to Basement of MB2	104,000	10,285	96,414	106,699	92,297	11,703	11.3%	0	Project Completed
	11.01	21TP02	Rehabilitate Aer. Basin No. 3 and Install Diffusers No. 3	416,000	33,950	656,805	690,755	685,300	(269,300)	(64.7%)	0	Project Completed
	8.01	21TP03	Replace Bar Screen Drives and Screens	216,320	36,270	704,306	740,576	730,414	(514,094)	(237.7%)	0	Project Completed
	9.01	21TP04	Replace Influent Pump and Motors 1 - 5	260,000	24,110	256,059	280,169	260,883	(883)	(0.3%)	0	Project Completed
	9.03	21TP05	Electrical Improvements for Influent Pumps 1 - 8	208,000	8,038	361,843	369,881	360,485	(152,485)	(73.3%)	0	Project Completed
	12.01	21TP06	Install Shade Canopy at Chemical Feed Pumps	52,000	22,381	66,698	89,078	57,913	(5,913)	(11.4%)	20,000	Awaiting Equipment
	12.02	21TP07	Fix Chlorine Injection Issues at Clarifier 2	52,000	403	0	403		52,000	100.0%	0	Staff has done modifications and this project may not be required
	13.01	21TP08	Replace Effluent Pumps 1 and 2	104,000	36,138	112,944	149,082	110,244	(6,244)	(6.0%)	0	Install in Progress
	14.01	21TP09	Install VFDs on Sludge Transfer Pumps 1 and 2 and Add Mag Meter	104,000	765	105,700	106,465	105,700	(1,700)	(1.6%)	0	Project Completed
14.02	21TP10	Install SST Heat Exchanger and Shell	104,000	123	51,228	51,350	47,213	56,787	54.6%	0	Project Completed	
14.03	21TP11	Replace sludge Mixing Pumps 1 and 2 with Chopper Pumps	104,000	36,836	183,789	220,624	171,726	(67,726)	(65.1%)	0	Project Completed	
FY2022-2023 Budgeted	4.01	22PP01	Princeton PS - Replace w/Package PS and Rehabilitate Bypass System	2,602,773	420,466	1,638,663	2,059,129	2,241,579	361,194	13.9%	361,194	Project In Progress
	3.01	22TP01	Replace Effluent Pumps 1, 2 & 3	210,912	36,367	120,728	157,095	110,135	100,777	47.8%	187,500	Awaiting Install
	6.01	22TP02	Plant and Cyber Security Measures Implementation	325,000	1,158		1,158	44,000	281,000	86.5%	75,000	Awaiting Equipment
	7.06	22TP03	Backup Electric Power Generator	110,000		118,927	118,927	118,927	(8,927)	(8.1%)	0	Project Completed
	10.01	22TP04	Replace Chain & Flights, Collectors Gear Reducer, and Weirs in Primary Clarifier	225,000	37,433		37,433	182,500	42,500	18.9%	155,300	Awaiting Install
	10.02	22TP05	Replace Primary Scum Pump and Motor	70,304	6,038		6,038		70,304	100.0%	0	Deferred Project
	10.03	22TP06	Replace Grit Pumps 1 & 2 and Appurtenances	185,000	43,070		43,070	54,884	130,116	70.3%	62,500	Mfg Testing in Progress
	10.04	22TP07	Replace Primary Sludge Pumps and Motors 1, 2 & 3	150,000	54,490	46,256	100,746	44,563	105,437	70.3%	102,750	Awaiting Install
	11.02	22TP08	Secondary Treatment - Replace/Rehabilitate Secondary Clarifier Drive Mechanism	220,000	26,218	109,375	135,593	566,516	(346,516)	(157.5%)	40,000	Awaiting Install
17.01	22TP09	Water Supply and Piping - Replace No. 3 Water Pumps	250,000	36,544	157,420	193,964	159,420	90,580	36.2%	85,500	Awaiting Install	
FY2023-2204		22TP12	Montara Force Main Pre-Design	220,000	191,302		191,302	224,000	(4,000)	(1.8%)	0	Design in Progress
		23TP01	Replace/Rehab Treatment Plant Boilers	500,000	2,658		2,658	292,482	207,518	41.5%	200,000	Order Placed
		23TP02	Replace Treatment Plant Emergency Generators	1,000,000			0		1,000,000	100.0%	1,000,000	Awaiting Proposals
				<b>8,547,309</b>	<b>1,126,670</b>	<b>5,089,205</b>	<b>6,215,875</b>	<b>6,928,719</b>	<b>1,618,590</b>	<b>18.9%</b>	<b>2,425,744</b>	
				<b>Total Paid:</b>			<b>6,215,875</b>					



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

---

**TO:** Honorable Board of Directors

**FROM:** Kishen Prathivadi, General Manager

**BY:** Tim Costello, Superintendent

**SUBJECT:** **Authorize General Manager to Issue a Change Order to Global Diving & Salvage for Excavating and Repairing the Damaged Outfall Diffusers in an Amount Not to Exceed \$79,931**

---

#### **Executive Summary**

The purpose of this report is to discuss and authorize General Manager to Issue a Change Order to Global Diving & Salvage for repairing the damaged outfall diffusers not to exceed \$79,931.00

#### **Fiscal Impact**

The fiscal impact is not to exceed \$212,000.00 in total. The adopted budget for 24-25 has a line item for Professional Fees – Treatment section in the amount of \$590,836 and the amount could be allotted to this account.

#### **Strategic Plan Compliance**

The recommendation complies with the SAM Strategic Plan's Vision: "*Utilize state of the art technologies and management practices to advance public health and environmental protection.*" It also complies with the Strategic Plan's Goal 5: Infrastructure, Operations and Maintenance: "*The goals are no spills, safety, environmental protection, reliability, and long-term cost effectiveness.*"

#### **Background and Discussion/Report**

The discharge of treated wastewater from SAM to the Pacific Ocean is through a discharge pipe and a submerged, multi-port diffuser located west of Pilarcitos Creek,

---

<b>BOARD MEMBERS:</b>	M. Clark	B. Dye	K. Slater-Carter
	H. Rarback	D. Ruddock	P. Dekker
<b>ALTERNATE MEMBERS:</b>	S. Boyd	J. Randel	
	D. Penrose	J. Grant	

approximately 1,900 feet offshore. The discharge pipe lies on ballast rock on the sea floor approximately 37 feet below mean lower low water and is covered with sand much of the year due to seasonal sand drift. The final 238 feet of the outfall is a multi-port diffuser fitted with thirty-five (35) 6” rubber duck bill valves, approximately 7 feet apart, that discharge vertically approximately 2 feet above the ocean floor.

Outfall inspection is carried out every year when possible. The inspection typically includes the following:

- Document exterior condition of the diffuser section and ballast rock or sand cover elevations adjacent to the pipe.
- Record the condition of the Tideflex diffuser check valves
- Confirm effluent flow through each diffuser
- Record valve rise elevations referenced to natural bottom
- Note any observed damage or anomalies

The most recent inspection of the outfall was performed on August 4, 2022. There have been significant changes since the inspection in 2021. Although much of the information remains the same from the previous year’s inspection, it appears that nearly all the diffusers have sustained damage. Diffuser D-33 seems to be of continual concern. Diffuser D-33 was temporarily repaired at the time of inspection in 2021 in an effort to stabilize it. The rebar reinforcements along with the D-33 diffuser could not be found. Only a length of the 1/4” polymer line could be seen sticking out of the sand between diffusers 32 and 34. Nearly 40% of the Tideflex diffusers are now showing signs of damage. This is evident in the later half of the outfall in the offshore direction. It is without doubt that diffuser 33 is in need of the most attention. It is buried entirely and most likely bent hard over and in need of replacement.

Due to unforeseen circumstances we were unable to perform the repairs in the 2023 season.

During August 20, 2024 Global crews were on site to begin the inspection. The original pricing was based on the assumption that the burial of the outfall was of similar depth as it has been in the past.

Once the inspection began it was quickly realized that the depth of the outfall and duckbill base bolts were at a greater depth. This has a direct impact on the amount of time it takes to facilitate the repairs. Rather than a replacement rate of 1.5 diffusers per day the rate of repair work slowed to 1 per day. The crew is unable to excavate around

---

<b>BOARD MEMBERS:</b>	<b>M. Clark</b>	<b>B. Dye</b>	<b>K. Slater-Carter</b>
	<b>H. Rarback</b>	<b>D. Ruddock</b>	<b>P. Dekker</b>
<b>ALTERNATE MEMBERS:</b>	<b>S. Boyd</b>	<b>J. Randel</b>	
	<b>D. Penrose</b>	<b>J. Grant</b>	

the diffusers and return the next day due to depth as the area excavated with collapse in on itself overnight.

As of right now six of the thirteen diffusers have been replaced.

Staff has been in contact with Global Diving & Salvage regarding the remainder of the work to be done. Due to the additional man hours involved Global estimates an additional \$79,931 will be required to facilitate the remaining excavation and repairs.

The original cost estimate in 2022 was \$132,069 and was approved at the September 12, 2022 board meeting, the additional cost of \$79,931 would bring the total cost to \$212,000.

The Board has the following options:

1. Replace all the damaged diffusers at a cost not to exceed with the additional cost of 79,931 bringing the total to \$212,000
2. Defer maintenance on remaining diffusers to the next fiscal year. It should be noted that if maintenance is deferred there will be additional mobilization / demobilization cost incurred.

Attached is the Inspection Report dated August 17, 2002 and the proposal received from Global Diving and Salvage.

**Staff Recommendation:**

Staff recommends that the Board pursue Option 1 and authorize the General Manager to issue an additional purchase order to Global Diving and Salvage for excavating and repairing the damaged diffusers in the amount not to exceed \$79,931.

**Attachments**

Attachment A: Proposal from Global Diving and Salvage

Attachment B: Inspection Report of Outfall- August 2022

---

<b>BOARD MEMBERS:</b>	M. Clark	B. Dye	K. Slater-Carter
	H. Rarback	D. Ruddock	P. Dekker
<b>ALTERNATE MEMBERS:</b>	S. Boyd	J. Randel	
	D. Penrose	J. Grant	

---

<b>BOARD MEMBERS:</b>	<b>M. Clark</b>	<b>B. Dye</b>	<b>K. Slater-Carter</b>
	<b>H. Rarback</b>	<b>D. Ruddock</b>	<b>P. Dekker</b>
<b>ALTERNATE MEMBERS:</b>	<b>S. Boyd</b>	<b>J. Randel</b>	
	<b>D. Penrose</b>	<b>J. Grant</b>	



**From:** Fred Foster <[FFoster@gdiving.com](mailto:FFoster@gdiving.com)>  
**Sent:** Friday, August 30, 2024 10:26:06 AM  
**To:** Tim Costello <[timc@samcleanswater.org](mailto:timc@samcleanswater.org)>  
**Subject:** Current Price

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Morning Tim,

Here is the Pro Forma for the project through yesterday. I spoke to the Supervisor yesterday and I found out that they're actually only getting about 1 diffuser per day not the 1.5 that I had mentioned to you yesterday. As of last night, they had completed 6 of the 13. Based on the revised estimate of \$144K, the current cost being at \$110K, and the daily burn rate around \$13,500 we have about 2.5 days remaining, which is really just 2 days when you factor in demob costs. If the current installation pace and the daily burn rate stay consistent, I think we would end up around \$212,000 for the project.

Let me know your thoughts when you have a chance.



**Fred Foster**

*CA Business Manager*

Global Diving & Salvage, Inc.  
1280 Terminal Street  
West Sacramento, CA 95691

707.561.6810 Office  
707.561.6811 Fax  
916.496.5354 Mobile  
800.441.3483 24hr Line  
[ffoster@gdiving.com](mailto:ffoster@gdiving.com) | [www.gdiving.com](http://www.gdiving.com)



*This message contains confidential and privileged information. If it has been sent to you in error, please reply to inform the sender of the error and then delete this message.*



**GLOBAL**  
a moran company

August 17, 2022

**Global Diving & Salvage, Inc.**  
**Operations Report**

**Annual Outfall Inspection**

*Sewer Authority Mid-Coastside  
Half Moon Bay, California*



**Report Submitted To:**



**Sewer Authority Mid-Coastside**  
1000 N. Cabrillo Hwy.  
Half Moon Bay, CA 94018  
650.741.9176

Northern California • 1280 Terminal Street • West Sacramento, CA 95691 • [www.gdiving.com](http://www.gdiving.com) • 707.561.6810 Office • 707.561.6811 Fax

MARINE CONSTRUCTION | COMMERCIAL DIVING | MARINE CASUALTY RESPONSE | ENVIRONMENTAL SERVICES

## Operations Outline

Global Diving & Salvage had been contracted by Sewer Authority Mid-Coastside (SAM) to perform an annual inspection of the diffusers in Half Moon Bay. The inspection of the outfall took place on August 5<sup>th</sup>, 2022 and included;

- Document exterior condition of the diffuser section and ballast rock or sand cover elevations adjacent to the pipe
- Record the condition of the Tideflex diffuser check valves
- Confirm effluent flow through each diffuser
- Record valve rise elevations referenced to natural bottom
- Note any observed damage or anomalies

### Environmental Conditions

Water depth: 30 – 35 fsw

Weather: Overcast and foggy, 60° F

Swell: 1 – 2'

Wind: 5kts

## Work Accomplished

The dispatched, four-person crew departed KKMI in Richmond, CA the morning of the inspection aboard the *DSV Dawn*. Roughly three hours later, the crew arrived in Half Moon Bay, where the *Dawn* was safely moored and readied to dive. Diver traveled along sea floor to each of the diffusers to obtain the following tabled information. Once completed, the dive crew returned to KKMI. Due to natural currents and wind conditions, travel time for the return trip took four hours.

## Observations

Location	Tideflex Length	Flow	Exposed Riser Height Range 2008-2021	2022 Exposed Riser Height	Change from Prior Inspection	Remarks
D-1	6 Feet	Yes	20-28"	26"	-2"	1/2 inch hole at the duckbill transition.
D-2	6 Feet	Yes	20-29"	25"	-4"	The riser is deformed below the check valve transition.
D-3	6 Feet	Yes	24-29"	26"	-1"	
D-4	6 Feet	Yes	18-28"	26"	-2"	Small tear on side of check valve approximately 3 inches in length, no leakage.
D-5	6 Feet	Yes	17-27"	25"	-2"	
D-6	6 Feet	Yes	20-27"	24"	No Change	
D-7	6 Feet	Yes	20-30"	27"	-1"	1.5 inch and 1 inch holes found on both sides of the duckbill transition.
D-8	6 Feet	Yes	21-30"	29"	-1"	
D-9	6 Feet	Yes	19-34"	28"	-2"	
D-10	6 Feet	Yes	20-34"	29"	-1"	Small delamination at transition
D-11	6 Feet	Yes	22-33"	28"	-2"	

Location	Tideflex Length	Flow	Exposed Riser Height Range 2008-2021	2022 Exposed Riser Height	Change from Prior Inspection	Remarks
D-12	6 Feet	Yes	22-30"	27"	+2"	
D-13	6 Feet	Yes	19-27"	23"	-4"	
D-14	6 Feet	Yes	15-24"	22"	-1"	Exposed portion of the duckbill is angled slightly to the south.
D-15	6 Feet	Yes	14-24"	21"	-3"	3 inch and 2 inch holes found on both sides of the duckbill transition.
D-16	6 Feet	Yes	16-25"	22"	-1"	
D-17	6 Feet	Yes	14-23"	22"	-1"	
D-18	6 Feet	Yes	14-24"	18"	-3"	
D-19	6 Feet	Yes	9-24"	13"	-5"	1 inch split found at duckbill transition.
D-20	6 Feet	Yes	8-24"	17"	-1"	
D-21	6 Feet	Yes	9-24"	21"	+3"	
D-22	6 Feet	Yes	14-24"	20"	+2"	A short section of outer laminated rubber has peeled away at the riser base.
D-23	6 Feet	Yes	15-25"	21"	+3"	3 inch & 2 inch splits found on both sides of the duckbill transition.
D-24	6 Feet	Yes	14-24"	20"	No Change	
D-25	6 Feet	Yes	14-24"	20"	+2"	1 inch hole found at duckbill transition.
D-26	6 Feet	Yes	11-24"	21"	+2"	
D-27	6 Feet	Yes	19-26"	21"	-1"	3 inch splits on both sides of the duckbill transition.
D-28	6 Feet	Yes	22-32"	24"	-3"	1.5 inch and 2 inch holes found on both sides of duckbill transition. Rope found wrapped around the base of the riser.
D-29	6 Feet	Yes	28-36"	30"	No Change	2 inch & .75 inch hole found on both sides of the duckbill transition.
D-30	4 Feet	Yes	33-45"	36"	-3"	2 inch holes found on both sides of the duckbill transition.
D-31	4 Feet	Yes	16-36"	21"	-1"	
D-32	4 Feet	Yes	26-43"	25"	-1"	Rope found wrapped around the base of the riser.
D-33	4 Feet	Yes	16-48"	<b>Buried</b>	-48"	<b>Previous repair materials no longer present. Riser will need to be excavated and replaced.</b>

Location	Tideflex Length	Flow	Exposed Riser Height Range 2008-2021	2022 Exposed Riser Height	Change from Prior Inspection	Remarks
D-34	2 Feet	Yes	24"	24"	No Change	Flange exposed, all hardware in place and secure.
D-35	2 Feet	Yes	24"	35"	+11"	1.5" hole & 2" hole found on the duckbill transition. Flange exposed, all hardware in place and secure
Blind Flange	-----	-----	14"	9"	-5"	

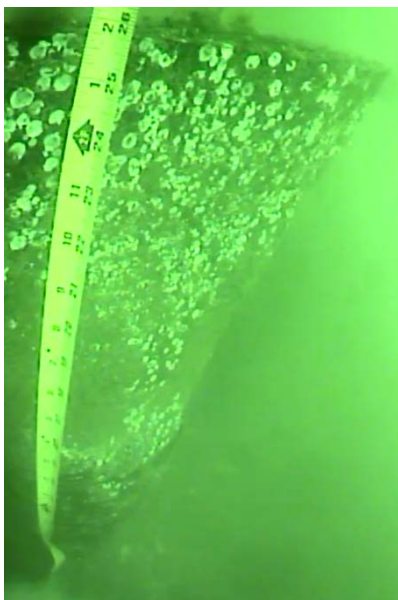
**Diffuser D-33** seems to be of continual concern. The rebar reinforcements along with the D-33 diffuser could not be found. Only a length of ¼" polymer line could be seen sticking out of the sand between diffusers 32 and 34. The diver dug in the area with his shackle breaker (cylindrically shaped, pointed hand tool) and was able to penetrate the hard packed sandy bottom approximately 8" where he believes he felt the rigid rubber of the duck bill. The area will need to be excavated in order to find the buried diffuser.

### Moving Forward

Although much of the information remains the same from the previous year's inspection, it appears that nearly all of the diffusers have sustained damage. It may be time to consider replacing many, if not all of these Tideflex duckbill check valves.

In order to change out some of the duckbills, there will be a need to excavate around many of the diffusers as well as the buried D-33. This can be accomplished using the dive vessel *Dawn* with a jet pump onboard and diving crew.

### Captured Images



Exposed Riser Height



Exposed Flange of Riser



Shackle Breaker Used to Dig for Diffuser 33



Polymer Line Believed to be Attached to Diffuser 33

**Report Submitted By:**

A handwritten signature in black ink, appearing to read "Jared Soares".



**Jared Soares**  
*Diving Operations Manager  
Northern California*

Global Diving & Salvage, Inc.  
1280 Terminal Street  
West Sacramento, CA 95691

707.561.6810 Office  
707.561.6811 Fax  
831.419.3142 Mobile  
800.441.3483 24hr Line  
[JSoares@gdiving.com](mailto:JSoares@gdiving.com) | [www.gdiving.com](http://www.gdiving.com)



This message contains confidential and privileged information. If it has been sent to you in error, please reply to inform the sender of the error and then delete this message.





**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

**TO:** Honorable Board of Directors  
**FROM:** Tim Costello, Plant Superintendent  
**DATE:** September 9, 2024  
**SUBJECT:** **Monthly Manager’s Report – July 2024**

**Executive Summary**

The purpose of this report is to keep the Board and public informed of SAM’s day-to-day operations.

**Fiscal Impact**

There is no fiscal impact from this report.

**Strategic Plan Compliance**

The recommendation complies with the SAM Strategic Plan Goal 5.5: *“Operations and maintenance should be proactively planned, and the Board shall be kept up to date on progress on operations and maintenance issues.”*

**Background and Discussion/Report**

The following data is presented for the month of July 2024.

*Key Indicators of Performance*

NPDES Permit Violations: 0  
 Accidents, Injuries, etc.: 0  
 Reportable Spills Cat 1: 0  
 Reportable Spills Cat 2: 0  
 Reportable Spills Cat 3: 0  
 Reportable Spills Cat 4: 0

*Flow Report (See Attachment A)*

Half Moon Bay	0.754	61.71%
Granada CSD	0.237	19.40%
Montara W&SD	0.231	18.89%
<b>Total</b>	<b>1.222</b>	<b>100.0%</b>

<b>BOARD MEMBERS:</b>	<b>M. Clark</b>	<b>B. Dye</b>	<b>P. Dekker</b>
	<b>H. Rarback</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>S. Boyd</b>	<b>J. Randle</b>	<b>J. Grant</b>
	<b>D. Penrose</b>		

**Administration**

There were two Regular Board Meeting in the month of July 2024, and no public records request. There was no article in the Half Moon Bay Review. There were three article in the Coastside Buzz Mentions of Sewer Authority Mid-Coastside,(SAM) Takes Big Step Forward by Approving Design/Build Funding for their Intertie Pipeline Force Main in Montara (July 17, 2024).Half Moon Bay’s Sewer Authority Mid-Coastside (SAM) Seeking Candidate For Wastewater Operator II or III Level; \$97k-\$128K per Year,(July 17-2024), and Sewer Authority Mid-Coastside’s 2023 Annual Comprehensive Financial Report Awarded by GFOA for Excellence in Finance Reporting for Third Year in a Row, (July 25 2024).There were no new hires in the month of July. There were three Anniversary’s in the month of July Kishen Prathivadi General Manager, Felipe Preciado Collection Maintenance Worker II, and Callie Pacheco Accounting Technician.

**Operations & Maintenance**

The following permanent flow storage installations are in place and functioning properly.

Montara Pump Station – Walker Tank, which has a capacity of 434,000 gallons.

The Portola Station – Wet Weather Facility, which has a capacity of 400,000 gallons.

The Portola Pump Station has the ability to use the Wet Weather Facility as a modified equalization basin if needed, (without mixing it is not ideal for this use). It is better suited as wet weather flow storage as originally designed.

We have not had to use Alum, (aluminum chloride) and polymer to aid in settling in the secondary clarifier for a little bit now which is nice and saves us money on chemical usage. As conditions change, we might need to use the alum again but in the short term I will take the win. We are adding polymer and cl2 for foam control on an as needed basis on the front side of the MLSS basin.

We continue to keep open communicating going with Mr. Burrell so that he is aware of any issues we might be experiencing.

The Princeton project is moving along well, the station is running, and we are waiting on the surge tank delivery at this point. We did notice that the roof was in worse shape than originally thought so that work is scheduled to be completed in early August. The last thing we want is water dripping on the new electrical components.

Earlier this month, (7/10), we had safety training with Du-all, we encourage folks from the member agencies to attend any of the training that will relate to them. This month

---

**BOARD MEMBERS:**

M. Clark

B. Dye

P. Dekker

H. Rarback

D. Ruddock

K. Slater-Carter

**ALTERNATE MEMBERS:**

S. Boyd

J. Randle

J. Grant

D. Penrose



the covered topics were fire extinguishers and workplace violence prevention. This is part of our routine safety program just to keep safety on the forefront of people's minds while they are working.

Johnson controls was in to do annual maintenance on fire alarm system early in the month.

Peterson was working on the plant generator doing annual service early in the month.

We did ocean outfall monitoring this month, conditions were nice which always makes the trip better.

Parts for the primary began showing up early on and Overaa has started the project.

Update on the boiler replacement. Well, it's certainly a long process, I think we can agree on that. It is in the BAAQMD hands, for reference this process started in May of 2023.

During the month of July 2024 rainfall was below the historic normal for Half Moon Bay. The 10-year average for the area is 0.155 inches of rain in, (0.16 inches used to be considered normal, I would say that is pretty close, right at the 10-year average). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 0.17 inches, (from the NOAA gauge at the plant). Our roof top had 0.13 at the plant, 0.09 inches in the GCSD service area, and 0.18 inches at the MWSD weather station. There was micro-climate variations verified by the data.

**Below is a chronological summary of some of the occurrences during the month of July 2024.**

- 7/1/2024 – Rounds and reads, found baby ducks in secondary duck rescue netting in affect, Johnson controls in to work on annual fire system check, Alpha samples sent today.
- 7/2/2024 – Rounds and reads, Johnson controls in working on annual fire alarm service again, Calcon at Princeton and plant working on radio communications, run all inf pumps to keep them primed, met roofer at Princeton station.
- 7/3/2024 - Rounds and reads, Calcon working on radio communication again at Princeton and Plant.

---

<b>BOARD MEMBERS:</b>	<b>M. Clark</b>	<b>B. Dye</b>	<b>P. Dekker</b>
	<b>H. Rarback</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>S. Boyd</b>	<b>J. Randle</b>	<b>J. Grant</b>
	<b>D. Penrose</b>		

- 7/4/2024 - S.A.M. Holiday - Routine rounds and reads, adding poly for foam control, all else okay, nice warm day.
- 7/5/2024 - Daily ops rounds and duties. Added polymer the influent side of aeration basin #3. Portola pump station pump 1 has a significant leak, mechanics are aware. CALCON here working on radio communications. Set up a 4-inch trash pump next to the influent well for the following week. Secondary clarifier parts delivery.
- 7/6/2024 - Saturday-Daily ops rounds and duties. Front gate came off the rail, re positioned and test, all ok. Main office printer not working.
- 7/7/2024 - Sunday-Daily ops rounds and duties. Add polymer to aeration basin #3. RDT not working on Auto mode had to switch to manual mode.
- 7/8/2024 - Daily ops rounds and duties. PETERSON here to drop off rental generator and set up for plant generator annual maintenance. CALCON here working on radio communications. PETERSON performing transfer test, reset all alarms that were set off. Perform water test at PRINCETON pump station wet well.
- 7/9/2024 - Daily ops rounds and duties. PETERSON here at the plant working on generator maintenance. Called republic services because all garbage bins full, picked up within an hour. CALCON here installing new motor on #3 water. PRINCETON wet well now in service, but programming still needs to be worked on.
- 7/10/2024 - Daily ops rounds and duties. CALCON out at Princeton pump station programming new equipment. Peterson here working on generator annual maintenance had to reset some alarms while maintenance was being done. DU ALL safety training for all staff. Received a no loop pump running alarm late at night, reset and all ok now.
- 7/11/2024 - Daily ops rounds and duties. Annual Ocean monitoring samples. CALCON out at Princeton pump station working on new equipment. Continue washing down primary clarifier number 1. Replaced polymer tote for the RDT.
- 7/12/2024 - Daily ops duties. Hose down primary effluent channel to the aeration basin, found lots of foam in the channels. Hose down sections of the secondary clarifier weirs.
- 7/13/2024 - Saturday - Daily ops rounds and duties. Gas pressure in digester number 1 up to 16-inch WC, noticed gas escaping form VERIC (gas relief) valve. Normal day no issues.

---

<b>BOARD MEMBERS:</b>	M. Clark	B. Dye	P. Dekker
	H. Rarback	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	J. Randle	J. Grant
	D. Penrose		

- 7/14/2024 - Sunday - Daily ops duties. Collect Alpha Lab samples. Anton here to check the flow meter for the city of Half Moon Bay.
- 7/15/2024 - Daily ops rounds and duties. Collect 2nd day Alpha Lab samples. Perform weekly chemical inventory and place an order for FERRIC chloride as well as other lab supplies needed. Worked on master sheet for plant PM's.
- 7/16/2024 - Daily ops rounds and duties. CALCON here to disconnect power to #1 primary clarifier. Relocate 4-inch trash pump near chlorine contact basins. Rotate all chemical pumps and exercise all influent wet well pumps. Hose down influent well due to high amounts of thick layer of debris and grease. Wash down head works area. Asphalt being laid at Princeton pump station.
- 7/17/2024 - Daily ops rounds and duties. Found broken PVC pipe that holds DO sensor for the effluent side of aeration basin #3, repaired and works ok. Continued asphalt work at Princeton pump station. Weed whack overgrown weeds on front of admin building. LOPEZ fence here to repair front gate.
- 7/18/2024 - Daily ops rounds and duties. Parts for primary clarifier number 1 here, unload and place behind AB#3. Jeff from Coombs and Hopkins is here to look into all digester system VAREC equipment for future maintenance.
- 7/19/2024 - Daily operational rounds and duties. Sodium Hypochlorite delivery. Final effluent sampler had worn out tubing, replaced a section and work ok now. Open a couple turns aeration basin influent valve to increase air and reduce air in the effluent side.
- 7/20/2024 - Saturday - Daily ops rounds and duties. Pedro's cleaning service here in the admin building. Normal day no anomalies.
- 7/21/2024 - Sunday - Daily ops rounds and duties. Work on HACK WIMS and payroll. Set up Alpha samples for following day. Discuss process control with manager.
- 7/22/2024 - Daily ops rounds and duties. Add polymer to #3 aeration basin. Cleaned all DO probe meters. Collect Alpha Lab samples. FedEx delivery to the plant. Purchase lab supplies @ Ace Hardware. Replace ink cartridge for op's office. Work on August staff schedule.
- 7/23/2027 - Daily ops rounds and duties. Continue adding polymer to #3 aeration basin. Weed whack sections around the plant. Construction equipment delivery by OVERAA, for Primary clarifier #1 construction work.

---

<b>BOARD MEMBERS:</b>	M. Clark	B. Dye	P. Dekker
	H. Rarback	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	J. Randle	J. Grant
	D. Penrose		

- 7/24/2024 - Daily ops rounds and duties. Add polymer to AB #3. Start RDT on HAND mode will not work on auto. OVERAA company here at the plant working on Primary clarifier #1. FERRIC delivery to the plant. Plant tour to an applicant. Mix chemicals in the effluent building for the Micro 2000 analyzer.
  
- 7/25/2024 - Daily ops rounds and duties. Added polymer to influent side of AB#3 to reduce foam on surface. OVERAA here working on primary #1. Mix chemicals for DEOX 2000 SO2 analyzer. Wash down final effluent building dry well. Paint some equipment / areas around the plant. Plant tour to possible applicant.
  
- 7/26/2024 - Daily ops rounds and duties. OVERAA construction here at the plant working on primary clarifier #1. Add polymer to AB #3 influent side. Move and place FLEX valves in MB#2. Wash down channel that leads to MLSS influent due to high foam. FedEx delivery (polymer) at the end of the day. Also, the roofers started at the Princeton pump station.
  
- 7/27/2024 - Saturday-Daily ops rounds and duties. Add polymer to AB3 has lots of foam. Normal day.
  
- 7/28/2024 - Sunday-Daily ops rounds and duties. Continue adding polymer to AB#3. Fill up a couple polymer totes during the day.
  
- 7/29/2024 - Daily ops rounds and duties. Add polymer to aeration basin #3 and #4. OVERAA here working on primary #1. Aeration basin DO inconsistent had to adjust air valves. Mix KI solution for DEOX analyzer. PG&E tree guys here at the plant, trimming trees at west side of the plant.
  
- 7/30/2024 - Daily ops rounds and duties. OVERAA here working on primary #1. Add polymer to both aeration basins. Test aeration basin #3 with portable DO meter and found the DO was off we then adjusted air valves on the effluent side of tank. LOPEZ fence here at the plant. Collection and Maintenance crew cleaned Portola pump station. Work on August schedule.
  
- 7/31/2024 - Daily ops rounds. OVERAA here working on primary. Continue adding polymer to both aeration basins. Perform weekly inventory for chemicals. Switch chemical pumps. Exercise all influent pumps and set #7 pump to lead. Found broken fitting in the chemical line inside CL2 analyzer in the effluent building, caused a failure in the DECHLOR cycle daily check. Test transfer sludge pumps to the digester number 2. Roofer at Princeton pump station. CALCON here at the plant.

---

<b>BOARD MEMBERS:</b>	M. Clark	B. Dye	P. Dekker
	H. Rarback	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	J. Randle	J. Grant
	D. Penrose		

**Other activities are listed below:**

There were 13 deliveries (approximately 7,700 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 770.00. There were no leachate deliveries to the SAM IPS line in the month of July 2024, for a total leachate volume of 0 gallons.

The NPDES data report for July 2024 is attached reference (Attachment B).

**Contract Collection Services**

The SAM crew cleaned 27,434 feet of sewer line and responded to fourteen calls in contract service areas. Six calls were sewer line related and eight were maintenance service calls. Four of the callouts were during regular business hours or started during regular business hours and went into overtime. Ten of the calls were after hour callouts. Three of the calls were in HMB, ten calls were in the MWSD service area, and one call was in the GCSD service area during the month of July 2024.

HMB – The service calls in HMB were as follows; 7/7 - Smart cover response for a high level, checked upstream and downstream all appeared to be as normal. No action required. 7/14 - Smart cover response for a high level, checked upstream and downstream all appeared to be as normal. No action required.

The maintenance service calls in HMB were as follows; 7/7 - Bell Moon station alarm. Heavy fog could have caused station alarm. Reset station and checked for proper operation.

GCSD – The service call in GCSD was as follows; 7/24 - Business owner call for sewer back up. Main line was clear, spill was from kitchen sink near the back of building. Directed owner to contact a plumber to resolve and clean up area.

There was no maintenance service calls in the GCSD service area in the month of July.

MWSD – The sewer line related call in the MWSD area was as follows; 7/19 - Smart cover delayed communications, need to order a new battery for this location. 7/26 - Replaced e-box on smart cover. 7/27 - Resident called to

---

<b>BOARD MEMBERS:</b>	<b>M. Clark</b>	<b>B. Dye</b>	<b>P. Dekker</b>
	<b>H. Rarback</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>S. Boyd</b>	<b>J. Randle</b>	<b>J. Grant</b>
	<b>D. Penrose</b>		

report someone dumping sewage from an RV on side of street. The crew went out and investigated the area but were unable to locate anything. There was a heavy drizzle this day which would have made the search more difficult.

The maintenance calls in the MWSD service area were as follows; 7/9 - Airport station alarm, all normal upon arrival. Could have been a power glitch, reset alarms and checked station for normal operation. 7/10 - Seal cove #2, in alarm due to power failure. Reset alarms and checked station for normal operation. 7/15 - Vallemar station alarm, likely due to power glitch. Genny did not run. Reset Alarms and checked station for normal operation. 7/24 - Airport lift station alarm, PG&E was working on pole next to station. Genny was running upon arrival. Power was restored while on site. Reset station and checked for normal operation. 7/28 - Vallemar station alarm for genny running. The power glitch cleared alarms and checked the station for normal operation. 7/28 - Vallemar station alarm for station fault alarm. Likely a power glitch, cleared alarms and checked station for normal operation. 7/30 - Airport lift station power failure. PG&E on site testing utility power. Power was restored while the crew was on site. Cleared alarms checked station for normal operation.

The July 2024 collection system data report is provided for the Board's information. There were zero (0) Category 1, zero (0) Category 2's, zero (0) Category 3's, and zero category 4 SSO's, during the month of July 2024.

**Staff Recommendation**

Staff recommends that the Board receive the Manager's Report for July 2024.

**Supporting Documents**

- Attachment A: Monthly Flow Report July 2024
- Attachment B: Monthly NPDES Report July 2024
- Attachment C: Collection System Data July 2024
- Attachment D: Contract Collection Service Report July 2024

---

<b>BOARD MEMBERS:</b>	<b>M. Clark</b>	<b>B. Dye</b>	<b>P. Dekker</b>
	<b>H. Rarback</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>S. Boyd</b>	<b>J. Randle</b>	<b>J. Grant</b>
	<b>D. Penrose</b>		

# Attachment A

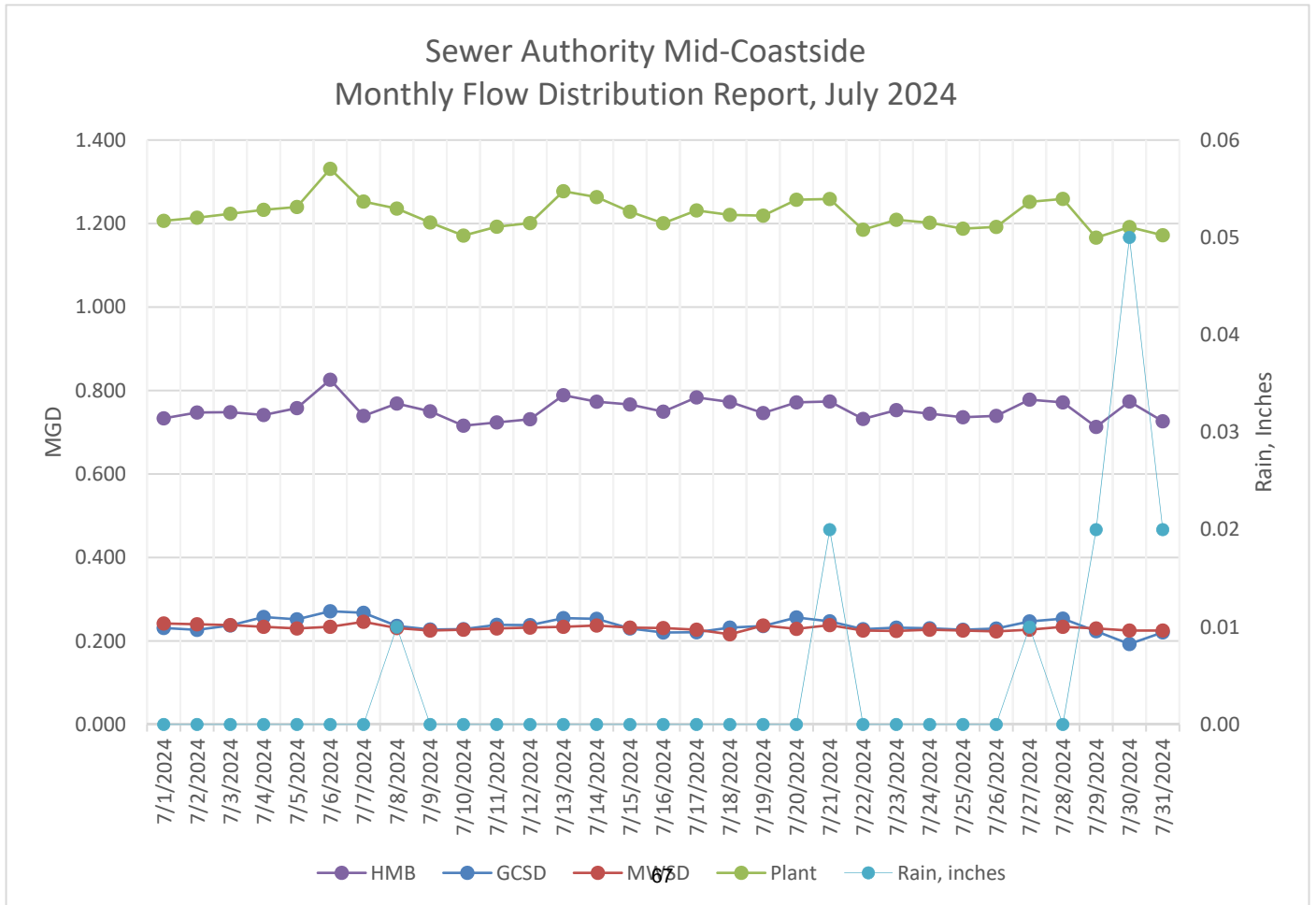
## Flow Distribution Report Summary for July 2024

The daily flow report figures for the month of July 2024 have been converted to an Average

Daily Flow (ADF) for each Member Agency.  
The results are attached for your review.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.754	61.71%
Granada Community Services District	0.237	19.40%
Montara Water and Sanitary District	<u>0.231</u>	<u>18.89%</u>
Total	1.222	100.0%



# Sewer Authority Mid-Coastside

## Monthly Flow Distribution Report for July 2024

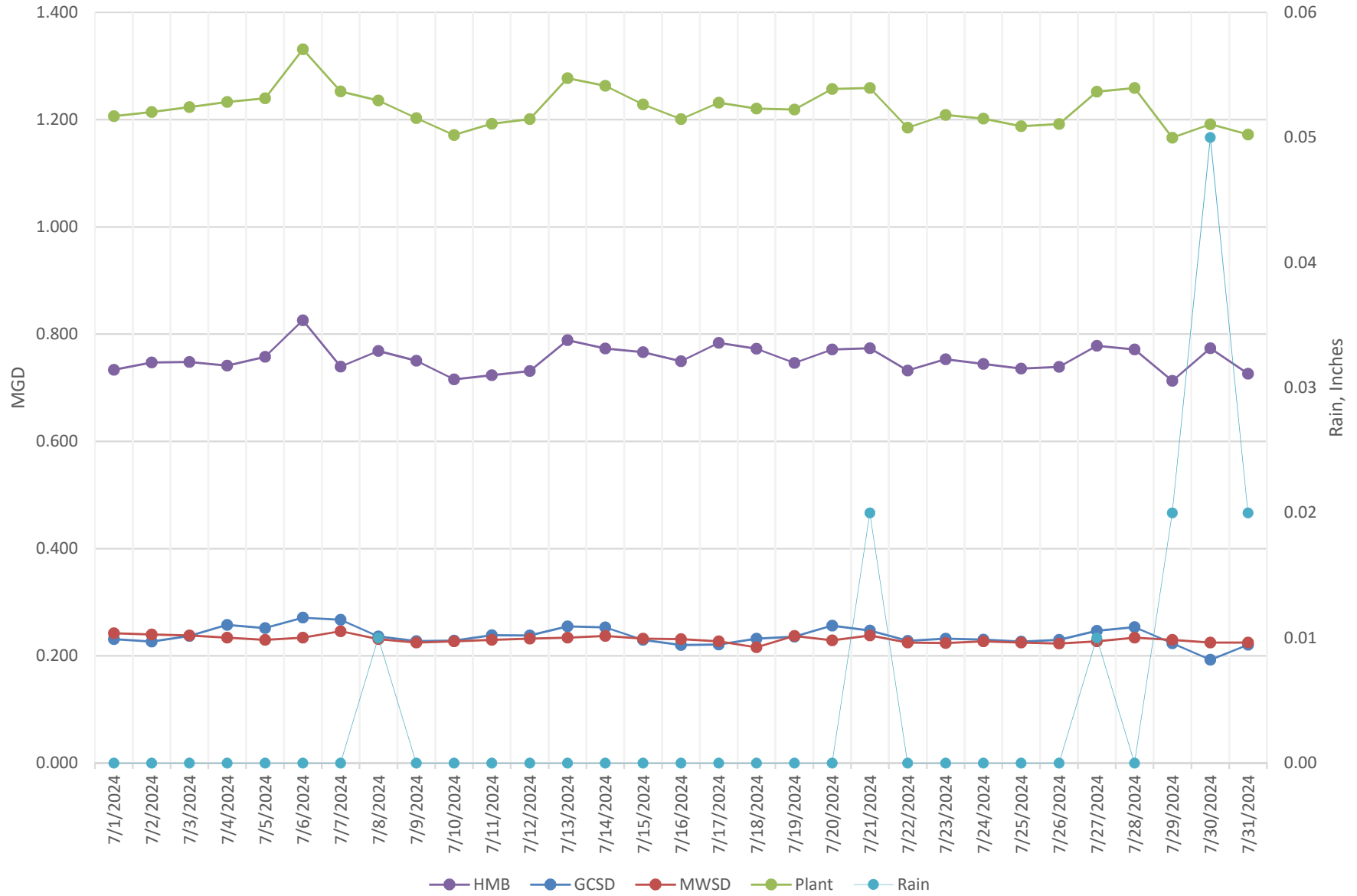
<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
7/1/2024	0.733	0.231	0.242	1.207	0.00	0.00	0.00
7/2/2024	0.747	0.227	0.240	1.214	0.00	0.00	0.00
7/3/2024	0.748	0.237	0.238	1.223	0.00	0.00	0.00
7/4/2024	0.741	0.257	0.234	1.233	0.00	0.00	0.00
7/5/2024	0.758	0.252	0.230	1.240	0.00	0.00	0.00
7/6/2024	0.826	0.271	0.234	1.331	0.00	0.00	0.00
7/7/2024	0.739	0.268	0.246	1.253	0.00	0.00	0.00
7/8/2024	0.769	0.236	0.231	1.236	0.01	0.00	0.00
7/9/2024	0.750	0.227	0.225	1.203	0.00	0.00	0.00
7/10/2024	0.716	0.228	0.227	1.171	0.00	0.00	0.00
7/11/2024	0.724	0.239	0.230	1.192	0.00	0.00	0.00
7/12/2024	0.731	0.238	0.232	1.201	0.00	0.00	0.00
7/13/2024	0.789	0.255	0.234	1.278	0.00	0.00	0.00
7/14/2024	0.773	0.253	0.237	1.263	0.00	0.00	0.00
7/15/2024	0.767	0.230	0.232	1.229	0.00	0.00	0.00
7/16/2024	0.749	0.220	0.231	1.201	0.00	0.00	0.00
7/17/2024	0.784	0.221	0.227	1.231	0.00	0.00	0.00
7/18/2024	0.773	0.232	0.216	1.221	0.00	0.00	0.00
7/19/2024	0.746	0.236	0.237	1.219	0.00	0.00	0.00
7/20/2024	0.772	0.256	0.229	1.257	0.00	0.00	0.00
7/21/2024	0.774	0.247	0.238	1.259	0.02	0.02	0.02
7/22/2024	0.732	0.228	0.225	1.185	0.00	0.00	0.00
7/23/2024	0.753	0.232	0.224	1.209	0.00	0.00	0.00
7/24/2024	0.745	0.230	0.227	1.202	0.00	0.00	0.00
7/25/2024	0.736	0.227	0.225	1.188	0.00	0.00	0.00
7/26/2024	0.739	0.230	0.223	1.192	0.00	0.00	0.00
7/27/2024	0.778	0.247	0.227	1.252	0.01	0.01	0.02
7/28/2024	0.772	0.254	0.234	1.259	0.00	0.00	0.02
7/29/2024	0.713	0.223	0.230	1.166	0.02	0.01	0.02
7/30/2024	0.774	0.193	0.225	1.192	0.05	0.05	0.07
7/31/2024	0.726	0.221	0.225	1.172	0.02	0.00	0.03
<b>Totals</b>	<b>23.375</b>	<b>7.347</b>	<b>7.155</b>	<b>37.877</b>	<b>0.130</b>	<b>0.090</b>	<b>0.180</b>

### Summary

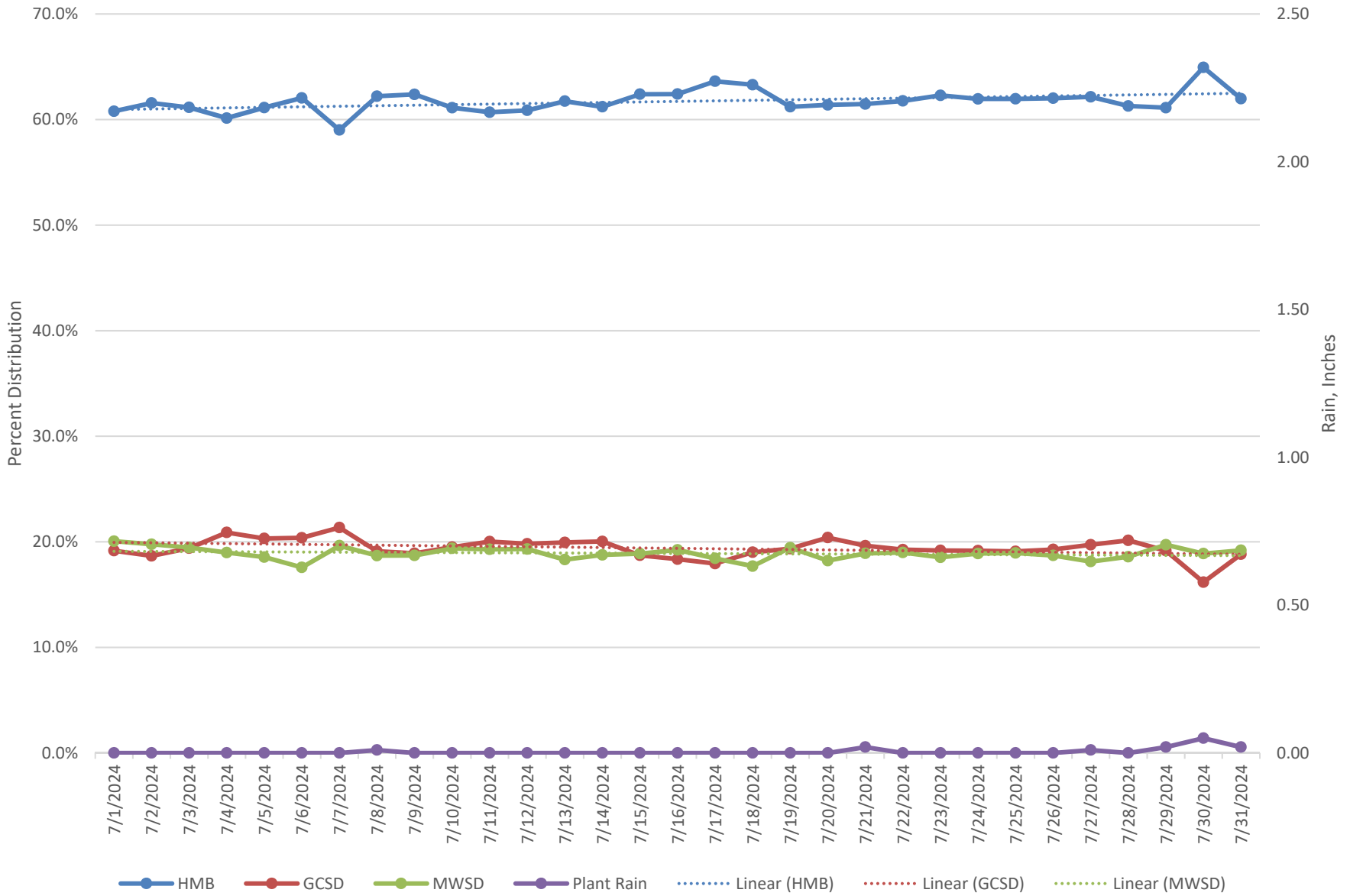
	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.713	0.193	0.216	1.166
<b>Average</b>	<b>0.754</b>	<b>0.237</b>	<b>0.231</b>	<b>1.222</b>
Maximum	0.826	0.271	0.246	1.331
<b>Distribution</b>	<b>61.71%</b>	<b>19.40%</b>	<b>18.89%</b>	<b>100.0%</b>



## Sewer Authority Mid-Coastside Monthly Flow Distribution Report, July 2024

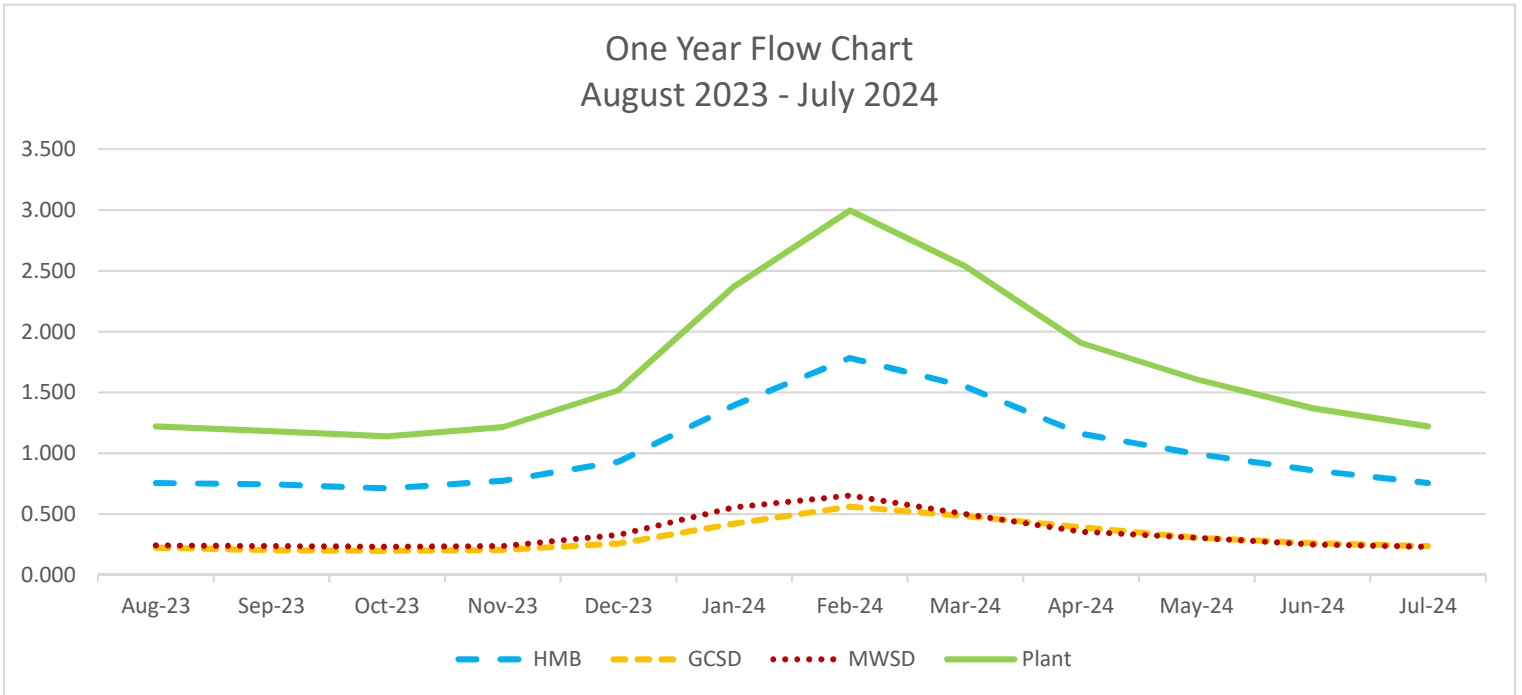


## Percent Distribution July 2024

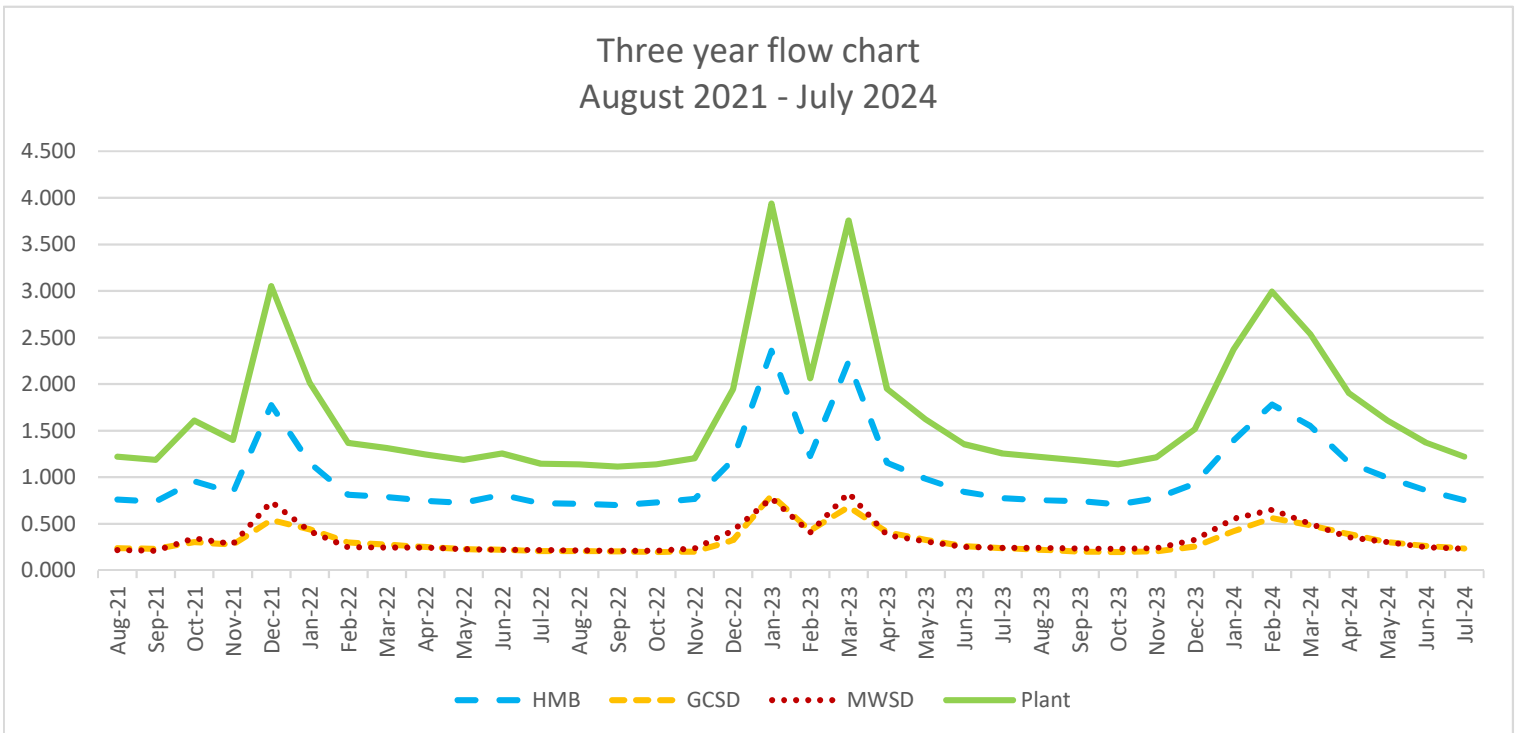


Most recent flow calibration January 2024 PS, January 2024 Plant inf

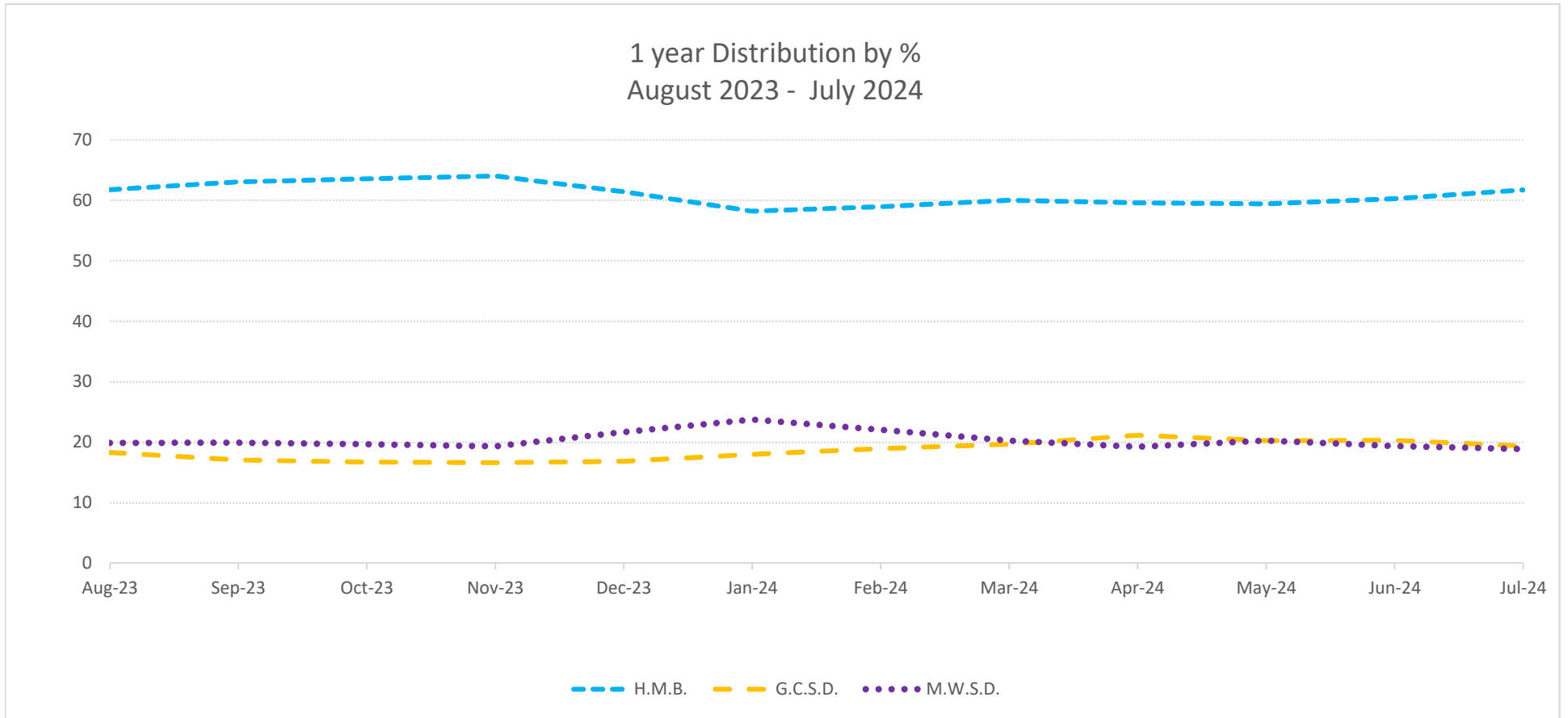
One Year Flow Chart  
August 2023 - July 2024



Three year flow chart  
August 2021 - July 2024



# Flow based percent distribution based for past year



**SAM      E-001      July 2024**

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	I° Eff BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
7/1/2024	310	3.80		98.8%	240	180	5.9	
7/2/2024								
7/3/2024								
7/4/2024								
7/5/2024								
7/6/2024			3.80					5.90
7/7/2024								
7/8/2024								
7/9/2024								
7/10/2024	320	6.80		97.9%	240	210	9.9	
7/11/2024	330	4.30		98.7%	310	220	16.0	
7/12/2024								
7/13/2024			5.55					12.95
7/14/2024	310	3.20		99.0%	250	190	8.7	
7/15/2024	320	4.60		98.6%	260	200	11.0	
7/16/2024								
7/17/2024								
7/18/2024								
7/19/2024								
7/20/2024			3.90					9.85
7/21/2024								
7/22/2024	320	4.40		98.6%	240	190	8.7	
7/23/2024	220	4.60		97.9%	250	200	8.8	
7/24/2024								
7/25/2024								
7/26/2024								
7/27/2024			4.50					8.75
7/28/2024								
7/29/2024								
7/30/2024	250	7.60		97.0%	240	200	9.0	
7/31/2024	330	5.00		98.5%	200	150	12.0	
Count	9	9	4	9	9	9	9	4
Minimum	220	3.20	3.80	97.0%	200	150	5.9	5.9
Average	301	4.92	4.44	98.3%	248	193	10.0	9.4
Maximum	330	7.60	5.55	99.0%	310	220	16.0	13.0
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

**SAM      E-001      July 2024**

<b>Date</b>	<b>BOD % Removal</b>	<b>Eff Settleeable Matter mg/l</b>	<b>Eff Settleeable Matter Weekly Avg mg/l</b>	<b>Eff Turbidity NTU</b>	<b>Eff Turbidity Weekly Avg NTU</b>	<b>Chlorine Residual Day Max</b>
7/1/2024	97.5%	ND		1.00		0.00
7/2/2024						0.00
7/3/2024						0.00
7/4/2024						0.00
7/5/2024						0.00
7/6/2024			ND		1.00	0.00
7/7/2024						0.00
7/8/2024						0.00
7/9/2024						0.00
7/10/2024	95.9%	ND		1.30		0.00
7/11/2024	94.8%	ND		1.20		0.00
7/12/2024						0.00
7/13/2024			ND		1.25	0.00
7/14/2024	96.5%	ND		1.00		0.00
7/15/2024	95.8%	ND		1.60		0.00
7/16/2024						0.00
7/17/2024						0.00
7/18/2024						0.00
7/19/2024						0.00
7/20/2024			ND		1.30	0.00
7/21/2024						0.00
7/22/2024	96.4%	ND		2.20		0.00
7/23/2024	96.5%	ND		1.20		0.00
7/24/2024						0.00
7/25/2024						0.00
7/26/2024						0.00
7/27/2024			ND		1.70	0.00
7/28/2024						0.00
7/29/2024						0.00
7/30/2024	96.3%	ND		1.80		0.00
7/31/2024	94.0%	ND		2.70		0.00
Count	9	0	0	9	4	31
Minimum	94.0%	0.0	< 0.00	1.00	1.00	0.0
Average	96.0%	ND	ND	1.56	1.31	0.0
Maximum	97.5%	0.0	0.0	2.70	1.70	0.0000
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

**SAM      E-001      July 2024**

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN	30 day geo mean	Eff DO mg/l	Eff DO % Saturation
7/1/2024	0.00	19.0	7.07	20.6	ND		7.33	81.5
7/2/2024	0.00		7.01	21.0			7.09	79.5
7/3/2024	0.00		7.07	20.8			6.62	73.8
7/4/2024	0.00		7.06	21.6			7.17	81.3
7/5/2024	0.00		7.01	21.4			6.68	75.4
7/6/2024	0.00		7.12	21.4		5.743	7.71	87.1
7/7/2024	0.00		7.07	21.7			7.06	80.3
7/8/2024	0.00		7.09	21.4			7.12	80.9
7/9/2024	0.00		7.22	21.2			7.48	84.2
7/10/2024	0.00		7.20	21.1			7.03	78.9
7/11/2024	0.00	27.0	7.02	21.1	ND		7.08	79.6
7/12/2024	0.00		7.08	21.8			7.31	83.2
7/13/2024	0.00		7.13	21.5		ND	7.54	85.2
7/14/2024	0.00		6.99	21.4			6.60	74.6
7/15/2024	0.00	24.0	7.09	21.2	ND		8.90	98.2
7/16/2024	0.00		7.07	21.6			6.86	77.9
7/17/2024	0.00		7.04	21.7			7.24	82.2
7/18/2024	0.00		7.16	21.2			7.34	82.4
7/19/2024	0.00		7.07	21.2			7.30	82.0
7/20/2024	0.00		7.02	21.9		ND	7.25	82.4
7/21/2024	0.00		6.97	21.5			6.75	76.4
7/22/2024	0.00		7.03	21.1			7.27	88.1
7/23/2024	0.00	22.0	6.94	21.3	ND		6.25	71.0
7/24/2024	0.00		7.04	21.8			6.97	79.3
7/25/2024	0.00		7.20	21.6			6.94	78.7
7/26/2024	0.00		7.07	21.6			6.78	77.0
7/27/2024	0.00		7.19	20.8		ND	6.87	76.3
7/28/2024	0.00		7.00	21.1			6.58	73.9
7/29/2024	0.00		6.78	21.2			6.55	73.8
7/30/2024	0.00		7.12	21.5			6.87	77.8
7/31/2024	0.00	34.0	7.10	21.6	ND		6.95	78.7
Count	31	5	31	31	0	1	31	31
Minimum	0.00	19.0	6.78	20.6	< ND	< ND	6.25	71.0
Average	0.000	25.2	7.07	21.4	< ND	< 5.743	7.08	80.1
Maximum	0.00	34.0	7.22	21.9	0	< 5.743	8.90	98.2
Percent Removal								
5 Sample Median						2,800		
High			9					
Low			6					
Daily Max					8,300			
Weekly Max								
Monthly Average								

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, July 2024

## July 2024

	Total	Number of S.S.O's			
		HMB	GCSO	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSO	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	1	1	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

## Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSO	MWSD	SAM
July 2024	0	0	0	0	0
12 Month Moving Total	1	1	0	0	0

## SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSO	MWSD	SAM
July 2024	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	1.0	2.7	0.0	0.0	0.0
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	1.0	2.7	0.0	0.0	0.0
Category 4	0.0	0.0	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

## 12 Month Rolling Total Sewer Cleaning Summary

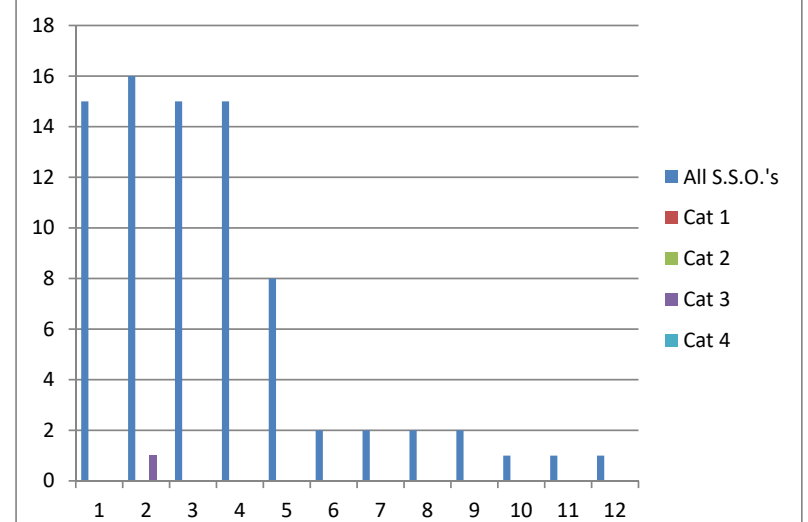
Month	HMB	GCSO	MWSD	Total Feet	Total Miles
Aug - 23	22,726	8,469	9,951	41,146	7.8
Sep - 23	13,355	14,640	5,960	33,955	6.4
Oct - 23	16,290	9,765	10,161	36,216	6.9
Nov - 23	10,835	9,620	10,746	31,201	5.9
Dec - 23	5,717	10,633	8,268	24,618	4.7
Jan - 24	4,029	14,785	12,144	30,958	5.9
Feb - 24	11,024	12,840	7,193	31,057	5.9
Mar - 24	10,744	6,990	6,117	23,851	4.5
Apr - 24	10,392	12,822	8,043	31,257	5.9
May - 24	10,558	10,835	4,694	26,087	4.9
June - 24	7,077	7,842	8,486	23,405	4.4
July - 24	10,921	11,376	5,137	27,434	5.2

Annual ft	133,668	130,617	96,900	361,185	
-----------	---------	---------	--------	---------	--

Annual Mi.	25.3	24.7	18.4		68.4
------------	------	------	------	--	------

Attachment C

## 12 Month Moving SSO Totals Through July 2024





## TASK SUMMARY- GCSD 2024-25

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	10,341													
Hot Spot Cleaning	5,400	320													
Lift Station Inspection - Daily	52	4													
Lift Station Inspection - Annually	3	-													
Maint. Work Orders - Completed	-	4													
Maint. Work Orders - Incomplete	-	-													
Manhole Inspection	879	67													
USA Markings	372	36													
F.O.G. Inspections Completed	10	-													
F.O.G. Inspections Passed	10	-													
F.O.G. Inspection Failed	-	-													
Lateral Inspections	-	-													
Customer Service Call - Reg	-	-													
Customer Service Call - OT	-	1													
SSO Response - Category 1	-	-													
SSO Response - Category 2	-	-													
SSO Response - Category 3	-	-													
Insurance Claims Filed	-	0													

## TASK SUMMARY-HMB 2024-25

Task	Target Total	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	81,457	9,801													
Hot Spot Cleaning	25,184	1,115													
Lift Station Inspection - Weekly	43	4													
Lift Station Inspection - Quarterly	4	-													
Lift Station Inspection - Annually	1	-													
Maint. Work Orders - Completed	-	4													
Maint. Work Orders - Incomplete	-	-													
Manhole Inspection	722	60													
USA Markings	703	53													
Customer Service Call - Reg	-	-													
Customer Service Call - OT	-	3													
SSO Response - Category 1	-	-													
SSO Response - Category 2	-	-													
SSO Response - Category 3	-	-													

# TASK SUMMARY -MWSD 2024-25

Task	Target Total	Units	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total to Date	% Complete
Sewer Line Cleaning	63,000	Linear feet	4,333													
Hot Spot Cleaning	16,500	Linear feet	791													
Lift Station Inspection - Daily	2,028	Each	156													
Lift Station Inspection - Annually	13	Each	-													
Maint. Work Orders - Completed	-	Each	156													
Maint. Work Orders - Incomplete	-	Each	-													
Manhole Inspection	572	Each	23													
USA Markings	252	Each	73													
F.O.G. Inspections Completed	6	Each	-													
F.O.G. Inspections Passed	6	Each	-													
F.O.G. Inspection Failed	-	Each	-													
Customer Service Call - Reg	-	Each	4													
Customer Service Call - OT	-	Each	6													
SSO Response - Category 1	-	Each	-													
SSO Response - Category 2	-	Each	-													
SSO Response - Category 3	-	Each	-													
Insurance Claims Filed	-	Each	-													



**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

---

**TO:** Honorable Board of Directors  
**FROM:** Kishen Prathivadi, General Manager  
**DATE:** September 9, 2024  
**SUBJECT:** **Attorney's Report**

---

**Executive Summary**

The purpose of this report is for information purposes only.

**Fiscal Impact**

There is no fiscal impact from this report.

**Strategic Plan Compliance**

The recommendation complies with the SAM Strategic Plan Goal 4: *“A well-organized, motivated, and well-trained staff with an effective Board of Directors are the most important keys to success for SAM.”*

**Background and Discussion/Report**

This item is placed on the agenda to allow for any report from the Attorney.

**Staff Recommendation**

Staff recommends that the Board of Directors receive the report.

**Supporting Documents**

None

---

<b>BOARD MEMBERS:</b>	M. Clark	B. Dye	P. Dekker
	H. Rarback	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	J. Randle	J. Grant
	D. Penrose		



**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

---

**TO:** Honorable Board of Directors  
**FROM:** Kishen Prathivadi, General Manager  
**DATE:** September 9, 2024  
**SUBJECT:** Directors' Reports

---

**Executive Summary**

The purpose of this report is for information purposes only.

**Fiscal Impact**

There is no fiscal impact from this report.

**Strategic Plan Compliance**

The recommendation complies with the SAM Strategic Plan Goal 4: *“A well-organized, motivated, and well-trained staff with an effective Board of Directors are the most important keys to success for SAM.”*

**Background and Discussion/Report**

This item is placed on the agenda to allow for any reports from the Directors.

**Staff Recommendation**

Staff recommends that the Board of Directors receive the report.

**Supporting Documents**

None

---

<b>BOARD MEMBERS:</b>	M. Clark	B. Dye	P. Dekker
	H. Rarback	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	J. Randle	J. Grant
	D. Penrose		



**SEWER AUTHORITY MID-COASTSIDE**  
**Staff Report**

---

**TO:** Honorable Board of Directors

**FROM:** Kishen Prathivadi, General Manager

**DATE:** September 9, 2024

**SUBJECT:** Topics for Future Agenda Board Consideration

---

**Executive Summary**

The purpose of this report is for information purposes only.

**Fiscal Impact**

There is no fiscal impact from this report.

**Strategic Plan Compliance**

The recommendation complies with the SAM Strategic Plan Goal 4: *“A well-organized, motivated, and well-trained staff with an effective Board of Directors are the most important keys to success for SAM.”*

**Background and Discussion/Report**

This item is placed on the agenda to allow for the Board’s continuing review of items for future agendas.

**Staff Recommendation**

Staff recommends that the Board of Directors receive the report.

**Supporting Documents**

Attachment A: List of Future Agenda Items

---

<b>BOARD MEMBERS:</b>	<b>M. Clark</b>	<b>B. Dye</b>	<b>P. Dekker</b>
	<b>H. Rarback</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>S. Boyd</b>	<b>J. Randle</b>	<b>J. Grant</b>
	<b>D. Penrose</b>		

**SEWER AUTHORITY MID-COASTSIDE  
Future Agenda Items**

	<b>Items</b>	<b>Requested / Required By</b>	<b>Priority</b>	<b>Scheduled for</b>	<b>Status / Notes</b>
1	Recycled Water	MA		TBD	
2	Strategic Plan Workshop	Board		TBD	
3	Multi Year CIP and Useful life	Board		12/9/24	
4	Asset Management	Board		10/14/24	
5	Training and Succession Planning	Slater Carter		10/14/24	
6	Update Records Retention Policy	Slater Carter		11/11/24	

MA = Member Agency