



SAM Board Meeting

FY 2026/27 Collection Contract Services Budget Review

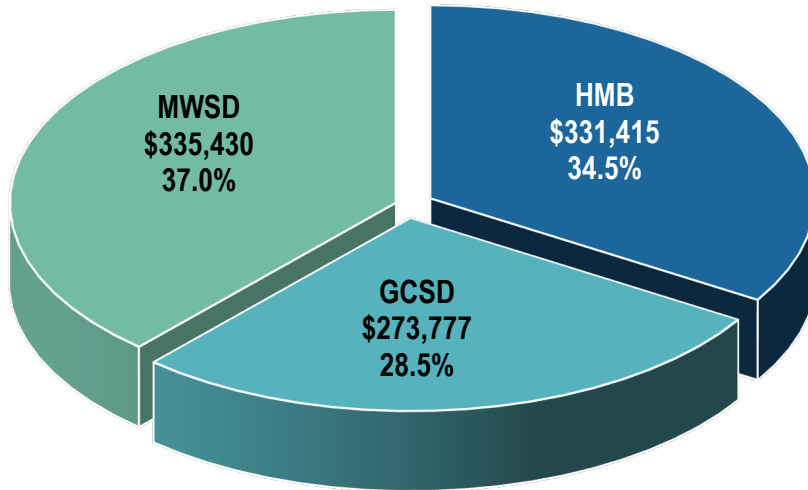
Service Notes



1. All Agencies will have a minimum of 50% of their lines cleaned on an annual basis.
2. Total costs were calculated including services for Line Cleaning, Lift Station Routine Maintenance, Hot Spot Cleaning, Emergency Response, USA Markings, Reporting and Related Meetings.
3. Once 50% of all systems have been cleaned each year, SAM staff will coordinate with MA Managers to identify most critical work to be performed in the systems and available resources will be used to address those.
4. Cost Percent Allocation:
 - a) HMB - 34.5%
 - b) GCSD - 28.5%
 - c) MWSD - 37.0%

Agency Fees

Collections Contract Services Fee Distribution
\$960,662 Total



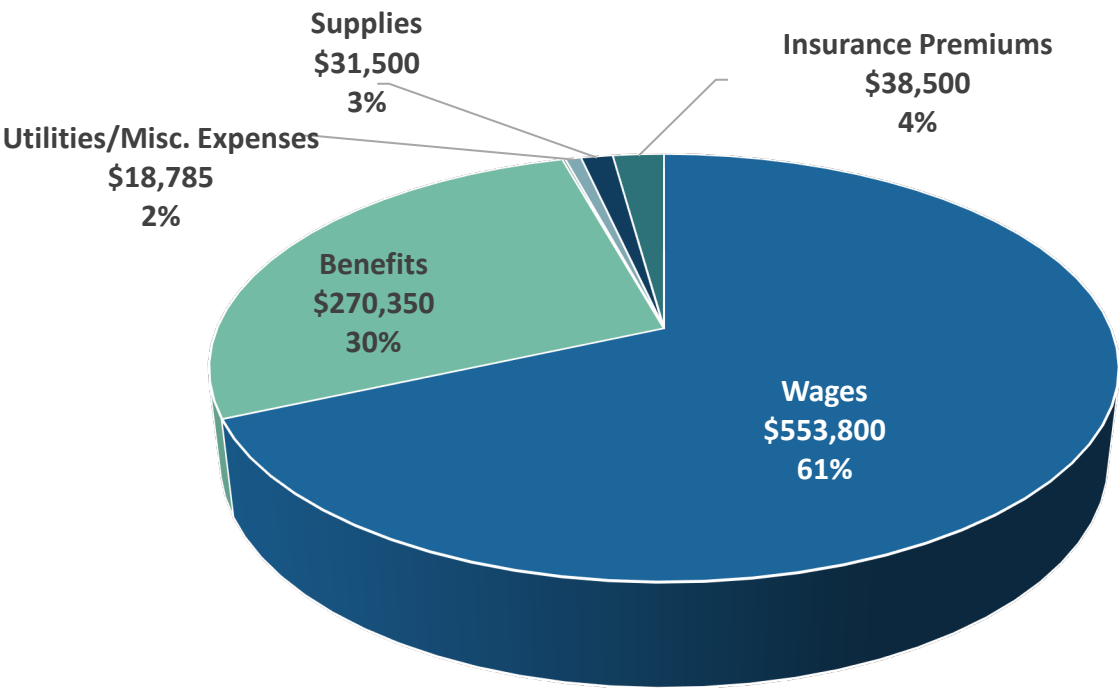


Agency Fees Comparison

	<u>FY 2025-26 Adopted</u>	<u>FY 2025-26 Projected</u>	<u>FY 2026-27 Proposed</u>	<u>\$ Change</u>	<u>% Change</u>
Half Moon Bay	\$233,665	\$233,665	\$331,415	\$97,750	42%
Granada CSD	\$192,431	\$192,431	\$273,777	\$81,346	42%
Montara WSD	\$261,155	\$261,155	\$355,430	\$94,275	36%
Total	\$687,251	\$687,251	\$960,622	\$273,371	40%

Collections Contract Services Budget

Total CCS Budget FY 2026/27 - \$912,935





Change from FY 2025/26

	<u>FY 2025/26 Adopted</u>	<u>FY 2026/27 Proposed</u>	<u>\$ Change</u>	<u>% Change</u>
Wages and Benefits	\$695,278	\$824,150	\$128,872	19%
All Other Expenses*	\$68,278	\$88,785	\$20,507	30%
Total Collections Budget	\$763,556	\$912,935	\$149,379	20%

**All Other Expenses include: Utilities, Insurance, Miscellaneous Expenses, Travel & Training and Supplies*

SAM Standard Operating Procedure Collections – Accessing Steep Easements



SAM SOP – Collections – Accessing Steep Easements

Park & Prepare the Truck



SAM SOP – Collections – Accessing Steep Easements

Descent



SAM SOP – Collections – Accessing Steep Easements

Descent Continued

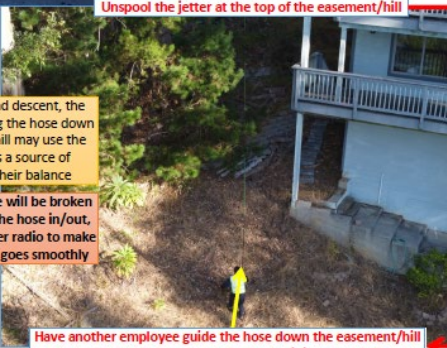
Position the jetter reel so that it can be unspooled down the easement/hill.



Unspool the jetter at the top of the easement/hill

NOTE: on second descent, the employee guiding the hose down the easement/hill may use the jetter hose as a source of maintaining their balance

Direct line of site will be broken when spooling the hose in/out, communicate over radio to make sure everything goes smoothly



Have another employee guide the hose down the easement/hill to the manhole to be worked on as it is unspooled

Remove the cover of the manhole to be worked on



NOTE: before opening the manhole, use the rake to clear any debris and prevent the debris from falling into the open manhole

Install the manhole rimliner in place of the manhole cover

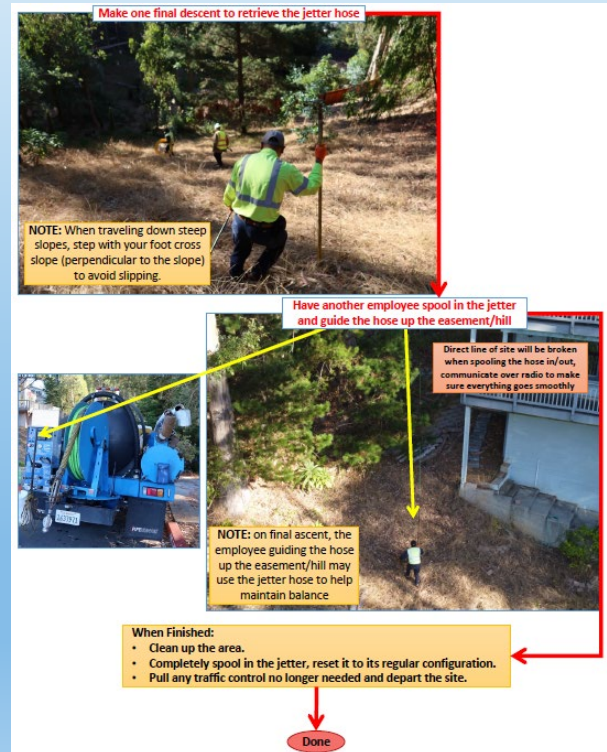
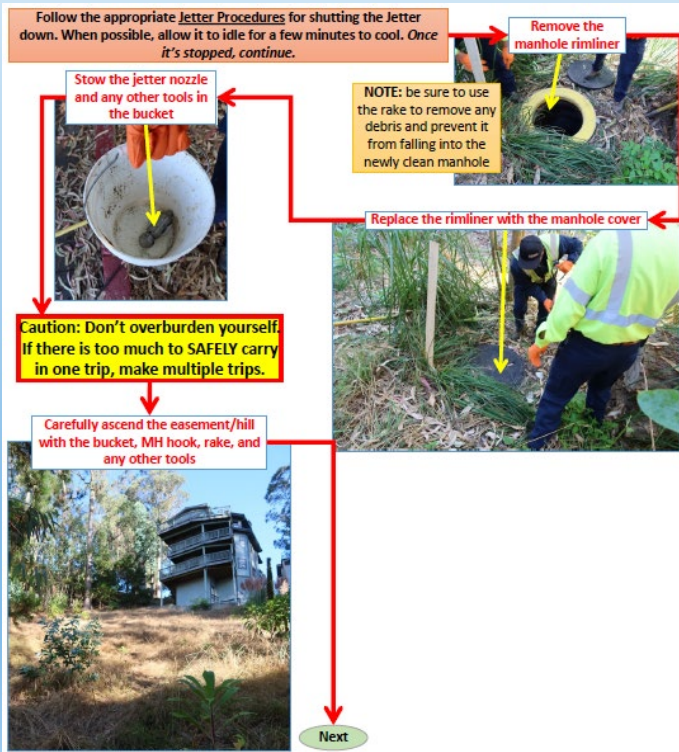


Follow the appropriate Jetter Procedures for Jetting and Clean-Out operations.

Done

SAM SOP – Collections – Accessing Steep Easements

Clean Up & Ascent



SAM Standard Operating Procedure *Collections – Vector Setup for Wet Well Cleaning*



SAM-C SOP – Collections – Vactor Setup for Wet Well Cleaning

Park & Prepare the Truck

Arrive at the worksite, exit the truck and open the station gate to allow the truck to pull in closer



Have another employee guide the truck as it pulls into the station as far as it can

If truck cannot be positioned so it is fully out of the street, set up the appropriate traffic control around the truck. Be sure to make enough space to work within the traffic control zone.



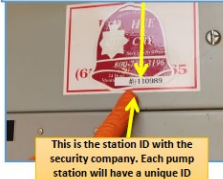
IMPORTANT! Position the truck so that both the reel and the overhead boom can easily access the wet well

Done

SAM-C SOP – Collections – Vactor Setup for Wet Well Cleaning

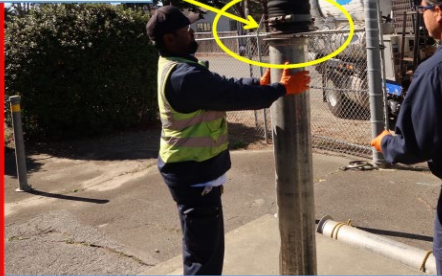
Preparing the Vactor for Wet Well Cleaning

At the station, locate the station ID number, call the security company and give them the number to put the station into Test mode



Raise the overhead boom just high enough that an extension may be set below it with a couple inches of clearance

Once the next tube is directly under the tube attached to the boom, lower the two down slowly as the worker guides the two together -- CAUTION! Keep your fingers clear! --



Next

Once the flanges are aligned and pressed together, install a clamp to secure the two sections together



Repeat the previous 3 steps until the vacuum tube reaches the wet well bottom
Note: When all the boom extensions are needed, such as when reaching a deep wet well or manhole, see below



To add an extension tube to the boom when the boom will not reach high enough to add the section at ground level

Use a rope to create a leash to secure & control the tube



Position the boom, then lower the final extension to just under it as shown



Install a clamp to secure the two sections together



Attaching in a deep manhole shown. Steps to attach in a wet well would be similar

Next

SAM-C SOP – Collections – Vactor Setup for Wet Well Cleaning

Preparing the Vactor for Wet Well Cleaning Cont..



SAM-C SOP – Collections – Vactor Setup for Wet Well Cleaning Clean Up Site & Depart

When cleaning operations are complete, disconnect the spray wand, then retract and stow the jetter line, remove and reinstall the nozzle

Raise the overhead boom just high enough that an extension may be removed from the vacuum

Note: When working on very deep wet wells using all the extension tubes, the lowest tube may need to be removed while it is still partially inside the wet well

Tip: Leave the vacuum on low during disassembly to minimize dripping

One by one, remove each vacuum extension section and stow them on the truck

Showing disassembly of first section in the MH/WW if needed. Be sure to secure a leash to it before disconnecting it

Showing disassembly of tube sections above ground

Next

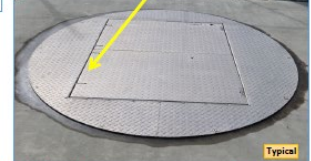
Stow any remaining parts or tools on the truck in their appropriate locations



At the station, locate the station ID number, call the security company and give them the number to return the station to normal mode



Close and lock up the wet well



Close and lock up the station, pull any remaining traffic control and depart the worksite



Done

SAMC Alarm Testing Security Inspection



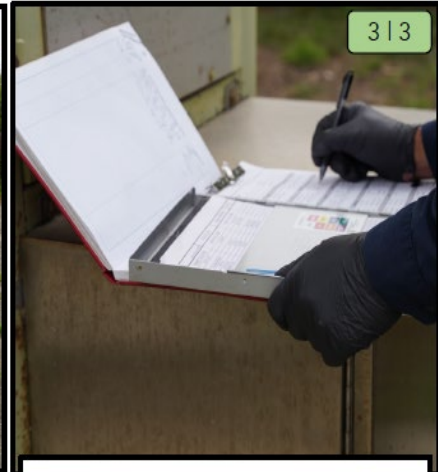
1 | 3

Upon pulling up to the lift station, take note and remove (if possible) any obstructions to the station access.



2 | 3

Look for any broken or missing locks, signs, fencing, lights, or any signs of vandalism.



3 | 3

Using the information gathered, fill out the "Security" section of the Station Inspection Work Order.

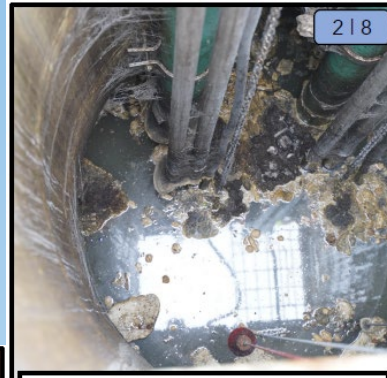
SAMC Alarm Testing Wet Well



Open up the wet well access hatch.



Inspect the transducer for signs of grease build-up.



Visually inspect the well for grease and debris.

418

Sewer Authority
Station Inspection Work Order

Station Name: _____
Inspection Date: _____

Well	
Valuation Outside	☐ None ☐ Light ☐ Med ☐ Heavy
Grease Outside	☐ None ☐ Light ☐ Med ☐ Heavy
Comments	
Security	
Permit/Date Operation	☐ Good ☐ Fair ☐ Poor
Lighting (incl. any exits)	☐ Good ☐ Fair ☐ Poor
Access to Station	☐ Good ☐ Fair ☐ Poor
Comments	
Pump 1	
Break	Hours
Unleaked Water	☐ Yes ☐ No
Comments	
Pump 2	
Break	Hours
Unleaked Water	☐ Yes ☐ No
Comments	
Pump 3	
Break	Hours
Unleaked Water	☐ Yes ☐ No
Comments	
Pump 4	
Break	Hours
Unleaked Water	☐ Yes ☐ No
Comments	
Isolation Valves	
Isolation Valves	☐ Yes ☐ No
Isolation	☐ Yes ☐ No
Isolation	☐ Yes ☐ No
Isolation	☐ Yes ☐ No
Check Valves	
Check Valve	☐ Yes ☐ No
Check	☐ Yes ☐ No
Check	☐ Yes ☐ No
Check	☐ Yes ☐ No

Note the amount of grease and debris on the Station Inspection Work Order.

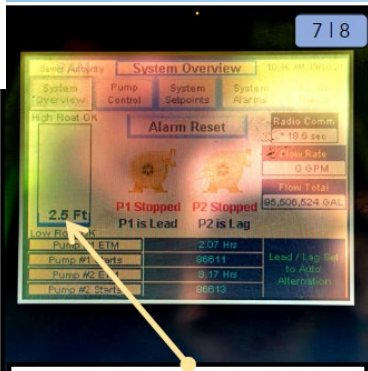
SAMC Alarm Testing Wet Well Continued..



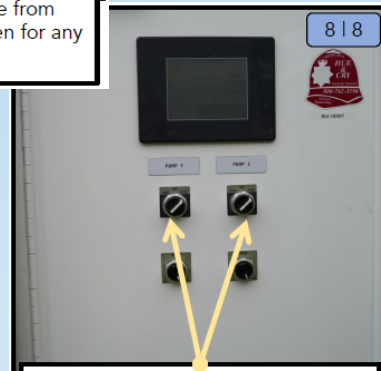
With the hatch open, locate the pump HOA switch(es).



Turn one pump at a time from "Auto" to "Hand" and listen for any irregularities.



Check that the level on the read-out drops minimum of 0.2 feet.



Note all findings on the Station Inspection Work Order and return all pumps to the "Auto" position.

SAMC Alarm Testing Transducer

1 | 11



Be sure that all alarms are off. The code should show "Ready" with the green light illuminated.

2 | 11



Grab all tools needed for the process –listed on the previous page.

3 | 11



Pull up the transducer. As you do the alarm should sound.

4 | 11



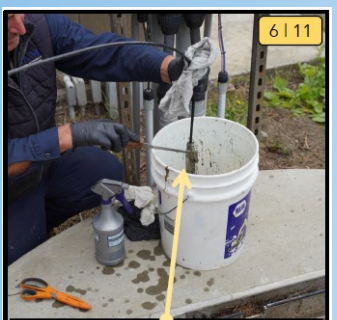
Using a rag, hold the transducer over the bucket.

5 | 11



Use the degreaser to spray and clean off any build-up.

6 | 11



Use the knife as needed to scrape off larger debris.

7 | 11



Continue spraying with the degreaser until the transducer is clean.

8 | 11



Replace the Transducer in the wet well.

SAMC Alarm Testing Transducer Continued..



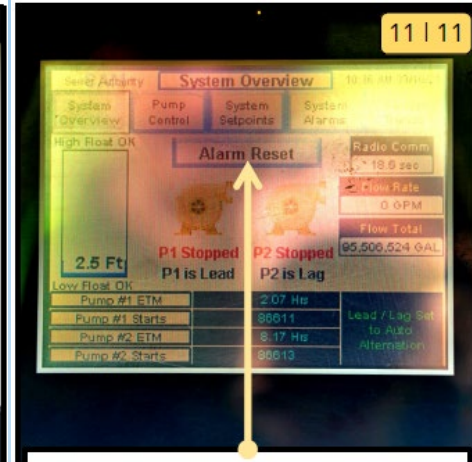
9 | 11

Dispose of the rags left in the bucket back at the plant.



10 | 11

To clear the alarm code, enter the code on the key pad. Wait for an audible beep, then enter the code once more.
Code at time of SOP creation: 12341



11 | 11

Be sure to clear any alarms that may have been set off on the touch screen HMI as well.

SAMC Alarm Testing Inspecting the Isolation Valves



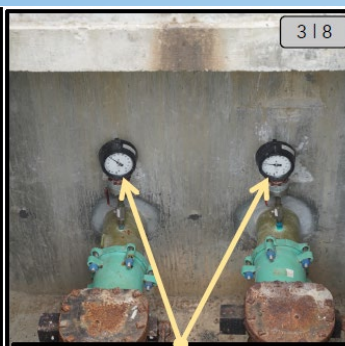
118

Use the key to open the valve vault access hatch.



218

Visually inspect all components in the valve vault.



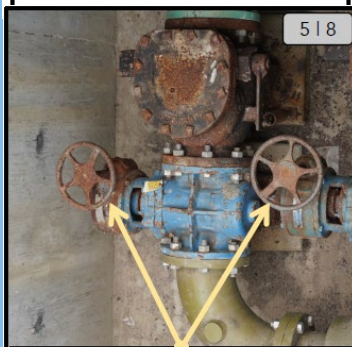
318

Check that the pressure meters show a normal range.



418

Turn off pump 1 at the HOA.



518

Exercise the corresponding isolation valve.



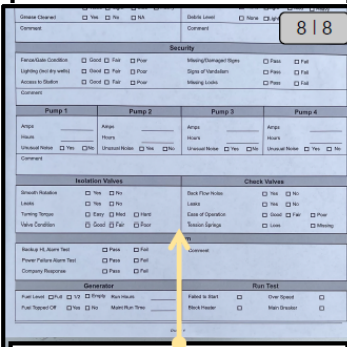
618

Inspect the corresponding check valve operation by cycling the pump. Check for flapper arm movement and broken or missing return spring.



718

Turn the pump back on at the HOA. Repeat the process for each pump.

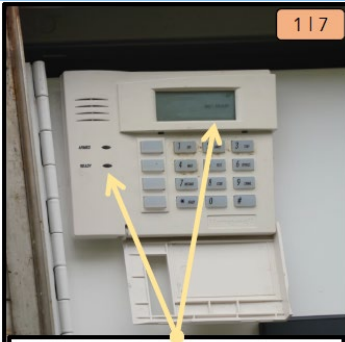


818

Note the condition of the valves in the Station Inspection Work Order.

SAMC Alarm Testing Float Alarm

117



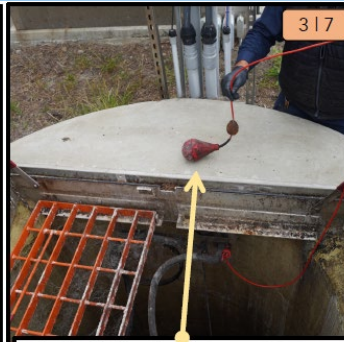
Check that all alarms are off. The code should show "Ready" with the green light illuminated.

217



At the wet well, pull up the high level float device.

317



Tilt the device onto its side. An alarm should sound.

417



Return the float device back into the wet well.

517



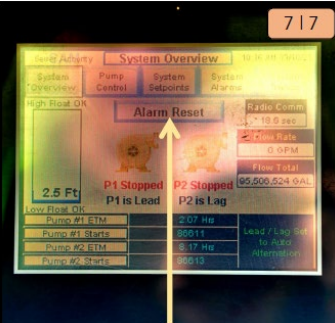
Clear the alarm using the code on the key pad.

617



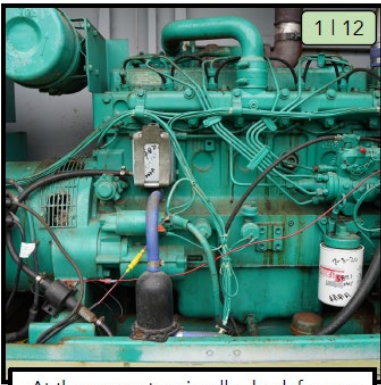
The read out should now display "Ready" with the green light illuminated.

717

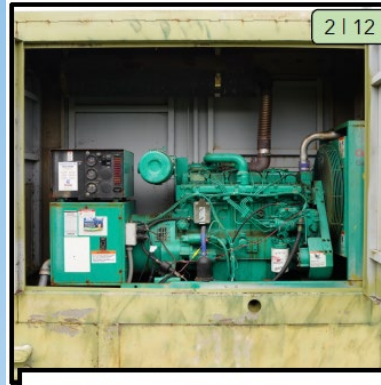


Be sure to clear any alarms that may have been set off on the touch screen HMI.

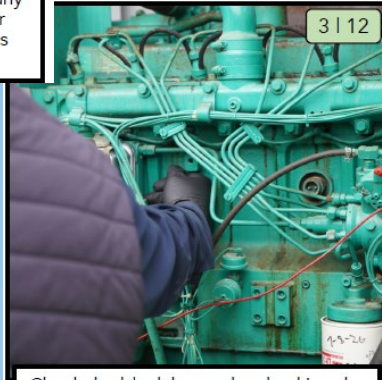
SAMC Alarm Testing Generator & Utility Power



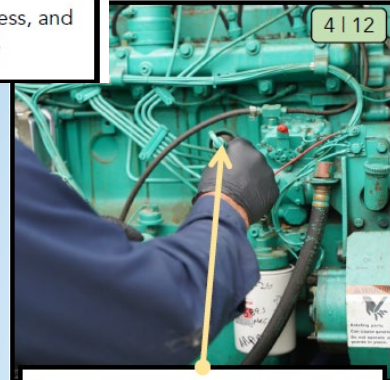
At the generator visually check for any leaks, cut or loose wiring, or other necessary fixes. Repair or report as necessary.



Check for general cleanliness, and clean as necessary.

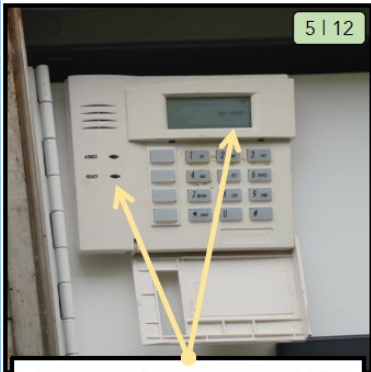


Check the block heater by checking the motor temperature, using the back of your hand. It should be warm to the touch.

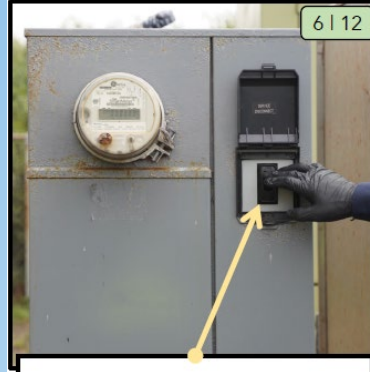


Check the oil level.

SAMC Alarm Testing Generator & Utility Power Continued..



Be sure all alarms are cleared. The readout should say "Ready" with the green light illuminated.



At the utility box, shut off the power.

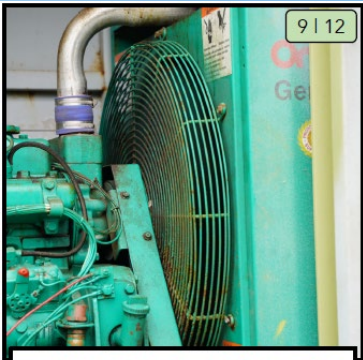


An alarm should sound, and you should hear the generator start.



While the generator is running listen for any unusual sounds and check all gauges to ensure they are within normal operating ranges.

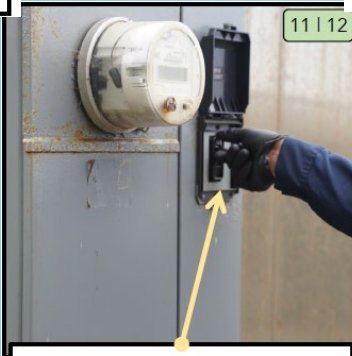
SAMC Alarm Testing Generator & Utility Power Continued..



Visually check all belts, fans, etc. to ensure they are working properly.



Report all findings in the Station Inspection Work Order.



Return to the utility box and turn power back on.

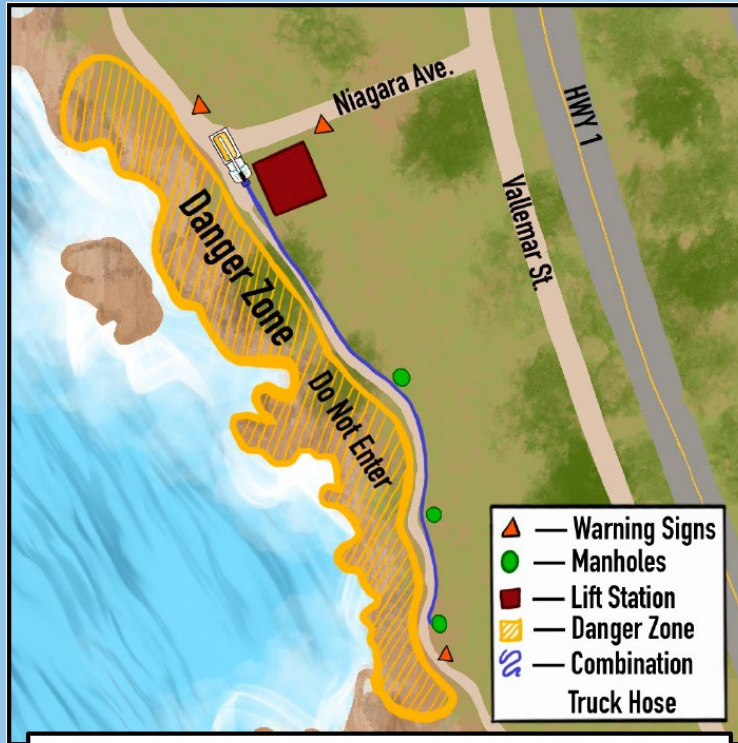


Clear the alarm using the key pad and clear any alarms on the touchscreen HMI.

SAM Standard Operating Procedures
Manhole Cleaning Safety at Niagara Ave. Cliffside Manholes

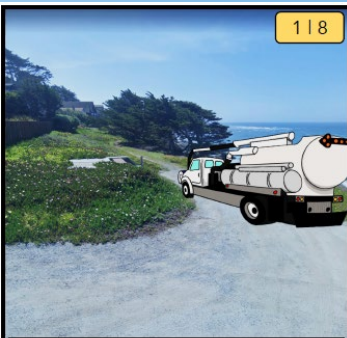


SAM Standard Operating Procedures *Manhole Cleaning Safety at Niagara Ave.*



Overhead map of Niagara Ave. Work Zone

SAM Standard Operating Procedures Manhole Cleaning Safety at Niagara Ave.



118

Position the Vector Combination Truck with the hose reel facing the pathway.



218

Set up cones and signs as necessary to keep the public out of your work zone.



318

Purge all excess water from the hose to reduce its weight when carrying it to the manhole.



418

Determine which manhole(s) need to be cleaned.



518

Watch your step while walking up and down tight pathways.



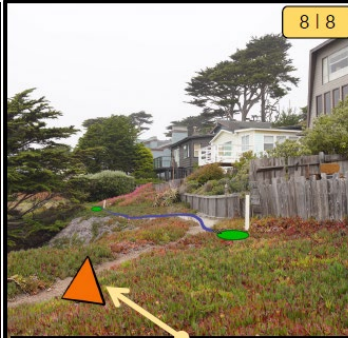
618

Take note of the pathway and the Danger Zone before moving any equipment.



718

Use three workers to move the hose into position: one worker controlling the reel, and two carrying the hose.



818

Be sure to set up signs on the other side of the work to be done along the path to warn any pedestrians coming the opposite direction.

Questions and Discussion

