



## **SEWER AUTHORITY MID-COASTSIDE**

### **Board of Directors Meeting Agenda**

#### ***Regular Board Meeting 7:00 PM, Monday, March 23, 2020***

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

Directors will attend the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20, the San Mateo County Health Officer shelter in place order issued on March 16, 2020, members of the public may observe the open session portions of the meeting electronically by using the following link:

<https://zoom.us/j/211453237?pwd=azNFZzA2bFJlSm1nY2RlMVVzdKxyZz09>

Meeting ID: 211 453 237

Password: 209717

One tap mobile:

+16699006833,,211453237# US (San Jose)

As of the time of posting of this Agenda electronically pursuant to Executive Order N-29-20, SAM's procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act are under development; these procedures will be posted on the SAM website as soon as they are finalized. If you have a disability and require special assistance related to participating in this teleconference 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:	Kathryn Slater-Carter (MWSD)
	Vice-Chair:	Barbara Dye (GCSD)
	Secretary/Treasurer:	Deborah Ruddock (HMB)
	Director:	Jim Blanchard (GCSD)
	Director:	Ric Lohman (MWSD)
	Director:	Dr. Deborah Penrose (HMB)

## **2. PUBLIC COMMENT / ORAL COMMUNICATION**

Members of the public are welcome to submit comments via e-mail by sending them to [kishen@samcleanswater.org](mailto:kishen@samcleanswater.org). All comments so submitted prior to 6 pm on March 23, 2020 will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during this Item. Members of the public may also provide comments telephonically or electronically on individual items 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 March 9, 2020, Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for March 23, 2020 (**Attachment**)
- C. Receive FY 2019-20 Revenue and Expense Report for Period Ending February 29, 2020 (**Attachment**)

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

- A. Approve Creation of Finance Officer (Unrepresented Employee) Classification, and authorize the General Manager to recruit for a Full-time Finance Officer position. (**Attachment**)
- B. Amend the Unrepresented Employee Manual and Approve and Adopt Wage/Salary Schedule Effective April 1, 2020 (**Attachment**)
- C. Authorize the General Manager to enter a Contract with SWCA Environmental Consultants to provide Biological Services for the Granada Force Main Project for an amount not to exceed \$49,139.98. (**Attachment**)
- D. Update on Emergency Digester Cleaning Project and determine, by a four-fifths vote, that there is a need to continue the emergency action

## **5. GENERAL MANAGER'S REPORT**

- A. Receive Manager's Report for February 2020 (**Attachment**)
- B. Receive Report from Wastewater Management Specialists on the Status of Work (**Attachment**)

## **6. ATTORNEY'S REPORT**

## **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 (2) of Subdivision (d) of Section 54956.9

(FEHA Claim filed by Beverli Marshall)

**B. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION**

Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9  
(Two potential cases)

**C. 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)

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

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9:  
(Water Quality Order R2-2018-1012)

**E. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION**

[Consideration of initiation of litigation pursuant to paragraph (4) of subdivision (d) of  
Section 54956.9: (Two potential cases)]

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

**11. ADJOURNMENT**

- Upcoming Regular Board Meetings: April 13 and April 27, 2020

*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 call forward 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 an 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:** Susan Turbay, Administrative Assistant  
**SUBJECT:** **Approve Minutes of March 9, 2020, Regular Board Meeting**

---

#### **Executive Summary**

The purpose of this report is for the Board of Directors to review the minutes for March 9, 2020, 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 for the March 9, 2020, 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 March 9, 2020, Regular Board Meeting

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	P. Dekker

---

**MINUTES**  
**SAM BOARD OF DIRECTORS MEETING**  
**March 9, 2020**

**1. CALL TO ORDER**

Chair Slater-Carter called the meeting to order at 7:03 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

Directors Penrose, Lohman, Dye, Slater-Carter, Ruddock, and Blanchard were present. Also present were General Manager Prathivadi, General Counsel Nelson, and Supervisor of Treatment/Field Operations Costello.

**2. PUBLIC COMMENT/ORAL COMMUNICATION**

Chair Slater-Carter thanked SAM employee Tony Young and staff for their fast response to a complaint of a sewage smell at Montara State Beach, and emphasized the importance of a fast response time.

General Manager Prathivadi showed the Board two short videos on flushable wipes and fats, oil, and grease (FOG).

**3. CONVENE IN CLOSED SESSION** *(Items discussed in Closed Session comply With the Ralph M. Brown Act)* 7:09 p.m. to 8:46 p.m.

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9 (FEHA Claim filed by Beverli Marshall)

B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9 (One potential case)

C. 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)

D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Water Quality Order R2-2018-1012)

E. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

[Consideration of initiation of litigation pursuant to paragraph (4) of subdivision

(d) of Section 54956.9: (Two potential cases)

The Board went in to closed session at 7:09 p.m.

#### **4. CONVENE TO OPEN SESSION**

The Board convened to open session at 8:46 p.m. Director Slater-Carter reported that there was no reportable action for closed session items A through D, and direction was given to staff on closed session item E.

#### **5. CONSENT AGENDA** *(single motion and vote approving all items)*

*(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 February 10, 2020 Regular Board Meeting

B. Approve Disbursements for March 9, 2020

C. Receive FY 2019-20 Revenue and Expense Report for Period Ending January 31, 2020

D. Receive Quarterly Investment Report for Period Ending December 31, 2020

Director Penrose moved, and Director Dye seconded the motion to approve the Consent Agenda items as presented.

Penrose/Dye/8 Ayes/0 Noes. The motion passed.

#### **6. REGULAR BUSINESS**

A. Authorize General Manager to Issue a Purchase Order with Johnson Control, Inc. to Replace the Press Room Air Handling Unit in an Amount Not to Exceed \$49,318

Tim Costello, Supervisor of Treatment/Field Operations reviewed the staff report and recommended the Board of Directors authorize the General Manager to issue a purchase order to Johnson Control, Inc. for removal and replacement of the existing Air Handling Unit in an amount not to exceed \$49,318. Following a discussion, Director Dye moved, and Director Ruddock seconded the motion to authorize the General Manager to issue a purchase order with Johnson Control, Inc. to replace the Press Room Air

Handling Unit in an amount not to exceed \$49,318.

Dye/Ruddock/8 Ayes/0 Noes. The motion passed.

B. Construction of Wet Weather Storage Expansion Project

General Manager Prathivadi reviewed the staff report. A discussion ensued. Director Dye requested extending the meeting for 15 minutes. Following discussion, Director Penrose moved, and Director Dye seconded the motion to put off awarding the construction contract to Anderson Pacific Construction for two (2) weeks to further discuss the project, and answer questions. Chair Slater-Carter requested a roll call vote. Following the roll call vote, Chair Slater-Carter requested that those who voted no, write down their questions and give them to General Manager Prathivadi so he can pass them on to the engineers.

Penrose/Dye/Roll Call Vote: Penrose Aye/Lohman No/Dye Aye/Slater-Carter No/Ruddock Aye/Blanchard No/5 Ayes/3 Noes. The motion passed.

C. Adopt the 2020-21 Capital Improvement Plan

Director Penrose moved, and Director Ruddock seconded the motion to adopt the 2020-21 Capital Improvement Plan.

Penrose/Ruddock/8 Ayes/0 Noes. The motion passed.

D. Authorize the General Manager to Execute a Contract with Cropper  
Accountancy for Performing the Financial Audit for Financial Year 2018-19

Director Dye moved, and Director Penrose seconded the motion to authorize the General Manager to execute a contract with Cropper Accountancy for performing the final audit for financial year 2018-19.

Dye/Penrose/8 Ayes/0 Noes. The motion passed.

E. Update on Emergency Digester Cleaning Project and Determine by Four-Fifths  
Vote that there is Need to Continue Emergency Action

General Manager Prathivadi reviewed the staff report and requested the Board of

Directors confirm the need to continue the State of Emergency for the digester cleaning project. Following discussion, Director Dye moved, and Director Penrose seconded the motion for the Board of Directors to confirm the need to continue the emergency action for the Digester Cleaning Project.

Dye/Penrose/8 Ayes/0 Noes. The motion passed.

## **7. GENERAL MANAGER'S REPORT**

A. Receive Manager's Report for January 2020

The Board concurred to receive and accept the Manager's report for January 2020.

## **8. ATTORNEY'S REPORT - NONE**

## **9. DIRECTOR'S REPORT - NONE**

## **10. TOPICS FOR FUTURE BOARD CONSIDERATION**

Chair Slater-Carter requested adding the construction of the Wet Weather Project to the list of topics for future Board consideration.

## **11. ADJOURNMENT**

Chair Slater-Carter adjourned the meeting at 9:08 p.m.

Respectfully Submitted,

Approved By:

---

Suzie Turbay  
Administrative Assistant

---

Board Secretary





## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

---

**TO:** Honorable Board of Directors

**FROM:** Kishen Prathivadi, General Manager

**BY:** George Evans, Accounting Technician

**SUBJECT:** **Approve Disbursements for March 23, 2020**

---

#### **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 FY2019/20. The total expenditure amount for March 23, 2020 is \$268,961.93.

#### **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 March 10, 2020 through March 23, 2020 (\$223,940.41) as well as the payroll check register for the pay period ending March 6, 2020 (\$45,021.52).

#### **Staff Recommendation**

Staff recommends that the Board approve the disbursements for the period of March 10, 2019 through March 23, 2020, and the payroll check register for the pay period ending March 6, 2019 as presented.

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	P. Dekker

---

**Supporting Documents**

Attachment A: Payment Register for March 23, 2020  
Attachment B: Payroll Check Register for PPE March 6, 2020  
Attachment C: Visa Summary Report for February 28, 2020

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	P. Dekker



## Sewer Authority Mid-Coastside

# Check Register

## By Vendor Name

Payment Dates 03/10/2020 - 03/23/2020

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
<b>Vendor: 0006 - A-1 Septic Tank Service, Inc.</b>					
103483	03/23/2020	A-1 Septic Tank Service, Inc.	03/09/2020	Emergency Pumping: Force Main	1,500.00
<b>Vendor 0006 - A-1 Septic Tank Service, Inc. Total:</b>					<b>1,500.00</b>
<b>Vendor: 0009 - Advanced IPM</b>					
103484	03/23/2020	Advanced IPM	03/17/2020	Monthly Pest Control	200.00
<b>Vendor 0009 - Advanced IPM Total:</b>					<b>200.00</b>
<b>Vendor: 0045 - APGN Inc.</b>					
103485	03/23/2020	APGN Inc.	03/11/2020	High Speed Turbo Blowers: 202...	5,844.87
<b>Vendor 0045 - APGN Inc. Total:</b>					<b>5,844.87</b>
<b>Vendor: 0056 - AT&amp;T Mobility 287267792749</b>					
103487	03/23/2020	AT&T Mobility 287267792749	03/09/2020	March 9 Statement - Wireless S...	2.58
103487	03/23/2020	AT&T Mobility 287267792749	03/09/2020	March 9 Statement - Wireless S...	171.75
<b>Vendor 0056 - AT&amp;T Mobility 287267792749 Total:</b>					<b>174.33</b>
<b>Vendor: 0055 - AT&amp;T</b>					
103486	03/23/2020	AT&T	03/01/2020	February Service 960 757-1068 ...	1,624.99
<b>Vendor 0055 - AT&amp;T Total:</b>					<b>1,624.99</b>
<b>Vendor: 0091 - Bold, Polisner, Maddow, Nelson &amp; Judson</b>					
103488	03/23/2020	Bold, Polisner, Maddow, Nelson...	03/10/2020	February Legal Counsel Services	4,224.00
<b>Vendor 0091 - Bold, Polisner, Maddow, Nelson &amp; Judson Total:</b>					<b>4,224.00</b>
<b>Vendor: 0094 - Boucher Law</b>					
103492	03/23/2020	Boucher Law	03/08/2020	Labor & Employee Law Matters:...	6,396.98
<b>Vendor 0094 - Boucher Law Total:</b>					<b>6,396.98</b>
<b>Vendor: 0095 - Brush Hog Tree Care LLC</b>					
103489	03/23/2020	Brush Hog Tree Care LLC	03/09/2020	Cut Back Trees/Hedges - CA Lift ...	975.00
<b>Vendor 0095 - Brush Hog Tree Care LLC Total:</b>					<b>975.00</b>
<b>Vendor: 0153 - Cal Quality Painting, Inc.</b>					
103490	03/23/2020	Cal Quality Painting, Inc.	03/17/2020	Prep/Epoxy Paint Blower Room:...	17,300.00
<b>Vendor 0153 - Cal Quality Painting, Inc. Total:</b>					<b>17,300.00</b>
<b>Vendor: 0107 - Calcon Systems, Inc.</b>					
103491	03/23/2020	Calcon Systems, Inc.	12/27/2019	Service Calls: Kanoff Lift Station...	1,285.00
103491	03/23/2020	Calcon Systems, Inc.	01/15/2020	Turbo Blowers Phase 2 Final Bill...	20,241.88
103491	03/23/2020	Calcon Systems, Inc.	02/28/2020	Service Call: Seal Cove #4 Lift St...	745.00
103491	03/23/2020	Calcon Systems, Inc.	02/28/2020	Main Plant Service Calls: Februa...	10,647.90
103491	03/23/2020	Calcon Systems, Inc.	02/28/2020	Main Plant Emergency/After H...	1,050.00
103491	03/23/2020	Calcon Systems, Inc.	02/28/2020	Electrical Upgrades - Seal Cove ...	13,243.87
103491	03/23/2020	Calcon Systems, Inc.	02/28/2020	SCADA Service Calls: Plant	2,500.00
103491	03/23/2020	Calcon Systems, Inc.	02/28/2020	Old Polymer Control Panels Re...	2,440.89
<b>Vendor 0107 - Calcon Systems, Inc. Total:</b>					<b>52,154.54</b>
<b>Vendor: 0134 - Cintas Corporation #464</b>					
103493	03/23/2020	Cintas Corporation #464	03/09/2020	Uniforms	340.09
103493	03/23/2020	Cintas Corporation #464	03/09/2020	Uniforms	24.76
103493	03/23/2020	Cintas Corporation #464	03/09/2020	Uniforms	20.26
103493	03/23/2020	Cintas Corporation #464	03/09/2020	Uniforms	29.37
103493	03/23/2020	Cintas Corporation #464	03/16/2020	Uniforms	381.99
103493	03/23/2020	Cintas Corporation #464	03/16/2020	Uniforms	24.76
103493	03/23/2020	Cintas Corporation #464	03/16/2020	Uniforms	20.26
103493	03/23/2020	Cintas Corporation #464	03/16/2020	Uniforms	29.37
<b>Vendor 0134 - Cintas Corporation #464 Total:</b>					<b>870.86</b>
<b>Vendor: 0122 - Coastside County Water District</b>					
103494	03/23/2020	Coastside County Water District	02/29/2020	Pilarcitos Ave_DC	64.60
103494	03/23/2020	Coastside County Water District	02/29/2020	Pilarcitos Ave	3,607.34

## Check Register

Payment Dates: 03/10/2020 - 03/23/2020

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
103494	03/23/2020	Coastside County Water District	02/29/2020	SAM/West Point Ls	83.36
103494	03/23/2020	Coastside County Water District	02/29/2020	529 Obispo Rd	890.86
<b>Vendor 0122 - Coastside County Water District Total:</b>					<b>4,646.16</b>
<b>Vendor: 0764 - George Evans</b>					
103495	03/23/2020	George Evans	01/31/2020	CSMFO Conference Expenses	136.59
103495	03/23/2020	George Evans	01/31/2020	CSMFO Conference Expenses	264.00
103495	03/23/2020	George Evans	01/31/2020	CSMFO Conference Expenses	160.00
<b>Vendor 0764 - George Evans Total:</b>					<b>560.59</b>
<b>Vendor: 0267 - Grainger</b>					
103496	03/23/2020	Grainger	02/26/2020	Maintenance Supplies: Plant	179.99
<b>Vendor 0267 - Grainger Total:</b>					<b>179.99</b>
<b>Vendor: 0279 - Half Moon Bay Building &amp; Garden, Inc.</b>					
103497	03/23/2020	Half Moon Bay Building & Gard...	03/06/2020	Roll of Plastic: Plant	99.42
<b>Vendor 0279 - Half Moon Bay Building &amp; Garden, Inc. Total:</b>					<b>99.42</b>
<b>Vendor: 0289 - Hassett Hardware</b>					
103498	03/23/2020	Hassett Hardware	03/06/2020	Socket Adapter/Torch Cylinders:..	48.03
103498	03/23/2020	Hassett Hardware	03/06/2020	Small Hand Tools/Pliers: Plant	21.84
103498	03/23/2020	Hassett Hardware	03/11/2020	USA Marking Paint: Collections	15.27
103498	03/23/2020	Hassett Hardware	03/12/2020	Various Fittings: Plant	48.00
103498	03/23/2020	Hassett Hardware	03/11/2020	Knockout Seals: Plant	21.07
<b>Vendor 0289 - Hassett Hardware Total:</b>					<b>154.21</b>
<b>Vendor: 0295 - Hue &amp; Cry Security Systems, Inc</b>					
103499	03/23/2020	Hue & Cry Security Systems, Inc	03/15/2020	2020 April Environmental Moni...	178.60
103499	03/23/2020	Hue & Cry Security Systems, Inc	03/15/2020	2020 2nd Qtr Breach Reporting ...	171.00
<b>Vendor 0295 - Hue &amp; Cry Security Systems, Inc Total:</b>					<b>349.60</b>
<b>Vendor: 0299 - ICMA Retirement</b>					
103481	03/13/2020	ICMA Retirement	03/13/2020	ICMA 457 Deferred Comp	4,275.00
<b>Vendor 0299 - ICMA Retirement Total:</b>					<b>4,275.00</b>
<b>Vendor: 0302 - IEDA, Inc.</b>					
103500	03/23/2020	IEDA, Inc.	03/01/2020	Labor Relations Consulting Fees ..	1,027.00
<b>Vendor 0302 - IEDA, Inc. Total:</b>					<b>1,027.00</b>
<b>Vendor: 0337 - Jobs Available</b>					
103501	03/23/2020	Jobs Available	03/06/2020	Annual JA Subscription Renewal	45.00
<b>Vendor 0337 - Jobs Available Total:</b>					<b>45.00</b>
<b>Vendor: 0756 - KBA Docusys, Inc.</b>					
103502	03/23/2020	KBA Docusys, Inc.	03/09/2020	Copier Lease Usage/Supplies	165.14
<b>Vendor 0756 - KBA Docusys, Inc. Total:</b>					<b>165.14</b>
<b>Vendor: 0390 - Management Partners</b>					
103503	03/23/2020	Management Partners	03/05/2020	Accounting Services: 2020-0227	6,788.60
103503	03/23/2020	Management Partners	03/17/2020	Accounting Services: 2020-0313	7,216.35
<b>Vendor 0390 - Management Partners Total:</b>					<b>14,004.95</b>
<b>Vendor: 0387 - Maze &amp; Associates</b>					
103504	03/23/2020	Maze & Associates	01/29/2020	Annual Report-Financial Transac..	1,150.00
103504	03/23/2020	Maze & Associates	02/29/2020	Accounting Services	6,500.00
103504	03/23/2020	Maze & Associates	02/29/2020	Accounting Services: Phase IV	2,000.00
<b>Vendor 0387 - Maze &amp; Associates Total:</b>					<b>9,650.00</b>
<b>Vendor: 0393 - McMaster-Carr Supply Co.</b>					
103505	03/23/2020	McMaster-Carr Supply Co.	03/12/2020	Rigging Equipment: Plant	118.00
103505	03/23/2020	McMaster-Carr Supply Co.	03/12/2020	Rigging Equipment: Plant	141.28
<b>Vendor 0393 - McMaster-Carr Supply Co. Total:</b>					<b>259.28</b>
<b>Vendor: 0409 - Montara Water and Sanitary District</b>					
103506	03/23/2020	Montara Water and Sanitary Dis..	03/03/2020	01/02/20-03/02/20 Service	114.08
<b>Vendor 0409 - Montara Water and Sanitary District Total:</b>					<b>114.08</b>

## Check Register

Payment Dates: 03/10/2020 - 03/23/2020

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
<b>Vendor: 0278 - MTA Parts Inc.</b>					
103507	03/23/2020	MTA Parts Inc.	03/10/2020	Motor Oil: SAM3	5.00
<b>Vendor 0278 - MTA Parts Inc. Total:</b>					<b>5.00</b>
<b>Vendor: 0440 - Occupational Health Centers of California</b>					
103508	03/23/2020	Occupational Health Centers of...	03/04/2020	Medical Exam Services: Hussein	134.00
103508	03/23/2020	Occupational Health Centers of...	03/11/2020	Medical Exam Services: Rovai/P...	230.50
<b>Vendor 0440 - Occupational Health Centers of California Total:</b>					<b>364.50</b>
<b>Vendor: 0450 - Operating Engineers Local 39</b>					
103482	03/13/2020	Operating Engineers Local 39	03/13/2020	Union Dues	1,121.81
103482	03/13/2020	Operating Engineers Local 39	03/13/2020	Per Capita	198.25
<b>Vendor 0450 - Operating Engineers Local 39 Total:</b>					<b>1,320.06</b>
<b>Vendor: 0466 - Pacific Material Handling Solutions</b>					
103509	03/23/2020	Pacific Material Handling Soluti...	02/28/2020	Routine Service: Fork Lift	497.47
<b>Vendor 0466 - Pacific Material Handling Solutions Total:</b>					<b>497.47</b>
<b>Vendor: 0482 - PG&amp;E</b>					
103510	03/23/2020	PG&E	03/05/2020	Electric & Gas Usage for Februa...	25,412.23
<b>Vendor 0482 - PG&amp;E Total:</b>					<b>25,412.23</b>
<b>Vendor: 0470 - PICA</b>					
103511	03/23/2020	PICA	03/16/2020	PFM Bracelet Probe Inspection	29,750.00
<b>Vendor 0470 - PICA Total:</b>					<b>29,750.00</b>
<b>Vendor: 0490 - Precision IT Consulting</b>					
103512	03/23/2020	Precision IT Consulting	02/28/2020	Monthly 360 Bronze Coverage: ...	2,314.65
<b>Vendor 0490 - Precision IT Consulting Total:</b>					<b>2,314.65</b>
<b>Vendor: 0484 - Principal Life Insurance Company</b>					
103513	03/23/2020	Principal Life Insurance Company	03/18/2020	2020-04 Health Benefits	2,220.35
103513	03/23/2020	Principal Life Insurance Company	03/18/2020	2020-04 Health Benefits	288.05
103513	03/23/2020	Principal Life Insurance Company	03/18/2020	2020-04 Health Benefits	306.44
103513	03/23/2020	Principal Life Insurance Company	03/18/2020	2020-04 Health Benefits	679.73
103513	03/23/2020	Principal Life Insurance Company	03/18/2020	2020-04 Health Benefits	506.01
<b>Vendor 0484 - Principal Life Insurance Company Total:</b>					<b>4,000.58</b>
<b>Vendor: 0514 - Rain for Rent Bay Area</b>					
103514	03/23/2020	Rain for Rent Bay Area	03/05/2020	02/07-03/05 Montara Pump Sta...	2,635.58
<b>Vendor 0514 - Rain for Rent Bay Area Total:</b>					<b>2,635.58</b>
<b>Vendor: 0522 - RedZone Robotics, Inc.</b>					
103515	03/23/2020	RedZone Robotics, Inc.	03/10/2020	ICOM V4 Hosting - 4 Months	2,283.34
<b>Vendor 0522 - RedZone Robotics, Inc. Total:</b>					<b>2,283.34</b>
<b>Vendor: 0525 - Republic Services of San Mateo County</b>					
103516	03/23/2020	Republic Services of San Mateo ...	02/29/2020	February Disposal & Hauling Fe...	8,318.73
<b>Vendor 0525 - Republic Services of San Mateo County Total:</b>					<b>8,318.73</b>
<b>Vendor: 0543 - Sacramento Windustrial Company</b>					
103517	03/23/2020	Sacramento Windustrial Comp...	02/28/2020	Blower Discharge Pipe Flanges: ...	969.13
<b>Vendor 0543 - Sacramento Windustrial Company Total:</b>					<b>969.13</b>
<b>Vendor: 0558 - San Mateo County Mosquito &amp; Vector Control</b>					
103518	03/23/2020	San Mateo County Mosquito & ...	03/10/2020	February Service	74.23
<b>Vendor 0558 - San Mateo County Mosquito &amp; Vector Control Total:</b>					<b>74.23</b>
<b>Vendor: 0595 - Solenis LLC</b>					
103519	03/23/2020	Solenis LLC	02/20/2020	Rotary Drum Poly: Plant	4,291.96
<b>Vendor 0595 - Solenis LLC Total:</b>					<b>4,291.96</b>
<b>Vendor: 0604 - Staples Business Credit</b>					
103520	03/23/2020	Staples Business Credit	03/09/2020	Office & Lunchroom Supplies	56.08
103520	03/23/2020	Staples Business Credit	03/09/2020	Office & Lunchroom Supplies	130.84
<b>Vendor 0604 - Staples Business Credit Total:</b>					<b>186.92</b>
<b>Vendor: 0638 - Thatcher Company of California Inc.</b>					
103521	03/23/2020	Thatcher Company of California ..	03/09/2020	Ferric Chloride Solution	5,780.73
<b>Vendor 0638 - Thatcher Company of California Inc. Total:</b>					<b>5,780.73</b>

## Check Register

Payment Dates: 03/10/2020 - 03/23/2020

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
<b>Vendor: 0663 - Umpqua Bank</b>					
103522	03/23/2020	Umpqua Bank	02/28/2020	Visa	360.67
103522	03/23/2020	Umpqua Bank	02/28/2020	Visa	25.00
103522	03/23/2020	Umpqua Bank	02/28/2020	Visa	1,141.92
103522	03/23/2020	Umpqua Bank	02/28/2020	Visa	24.00
103522	03/23/2020	Umpqua Bank	02/28/2020	Visa	174.11
103522	03/23/2020	Umpqua Bank	02/28/2020	Visa	15.80
103522	03/23/2020	Umpqua Bank	02/28/2020	Visa	36.88
103522	03/23/2020	Umpqua Bank	02/28/2020	Visa	69.93
103522	03/23/2020	Umpqua Bank	02/28/2020	Visa	90.00
103522	03/23/2020	Umpqua Bank	02/28/2020	Visa	-285.48
103522	03/23/2020	Umpqua Bank	02/28/2020	Visa	71.85
103522	03/23/2020	Umpqua Bank	02/28/2020	Visa	50.00
103522	03/23/2020	Umpqua Bank	02/28/2020	Visa	734.16
103522	03/23/2020	Umpqua Bank	02/28/2020	Visa	207.17
103522	03/23/2020	Umpqua Bank	02/28/2020	Visa	47.25
103522	03/23/2020	Umpqua Bank	02/28/2020	Visa	860.89
103522	03/23/2020	Umpqua Bank	02/28/2020	Visa	397.68
<b>Vendor 0663 - Umpqua Bank Total:</b>					<b>4,021.83</b>
<b>Vendor: 0671 - Univar USA Inc</b>					
103524	03/23/2020	Univar USA Inc	03/12/2020	Sodium Bisulfite: Plant	4,917.48
<b>Vendor 0671 - Univar USA Inc Total:</b>					<b>4,917.48</b>
<b>Grand Total:</b>					<b>223,940.41</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - Operating Fund	207,542.76
300 - Contract Services	16,397.65
<b>Grand Total:</b>	<b>223,940.41</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-1010-5310	General Counsel	4,224.00
100-1010-5311	Employment Legal Fees	6,396.98
100-1010-5312	Late Fees, Interest & Pena...	2.58
100-1010-5322	Computer & Network Mai...	2,745.25
100-1010-5323	Software License & Maint...	90.00
100-1010-5330	Misc. Professional Services	24,681.95
100-1010-5411	Registration Fees	25.00
100-1010-5421	Telephones	1,624.99
100-1010-5422	Cellular Servcies	171.75
100-1010-5441	Commercial Travel	136.59
100-1010-5442	Meals	71.85
100-1010-5443	Per Diem	264.00
100-1010-5444	Lodging	856.44
100-1010-5445	Mileage, Parking & Tolls	234.00
100-1010-5511	Rental/Lease Equipment -...	165.14
100-1010-5812	Food	174.11
100-1010-5816	Office Supplies	116.88
100-2021-5320	Medical Services	364.50
100-2021-5323	Software License & Maint...	2,283.34
100-2021-5324	Vehicle Maintenance Serv...	497.47
100-2021-5326	Equipment Maintenance	14,197.90
100-2021-5330	Misc. Professional Services	31,250.00
100-2021-5417	Uniform Services	722.08
100-2021-5431	Water	4,760.24
100-2021-5432	Gas/Electricity	25,412.23
100-2021-5433	Solid Waste (Trash)	8,318.73
100-2021-5511	Rental/Lease Equipment -...	2,635.58
100-2021-5612	Building & Structures Mai...	20,675.05
100-2021-5613	Security Services	349.60
100-2021-5711	Misc. Government Payme...	74.23
100-2021-5814	Maintenance Supplies	1,662.03
100-2021-5816	Office Supplies	167.72
100-2021-5817	Chemicals	14,990.17
100-2021-5818	Safety Supplies	207.17
100-2021-5822	Fuel, Oil, Lubricant	52.25
100-2022-5326	Equipment Maintenance	860.89
100-2022-5813	Laboratory Supplies	397.68
100-2024	Union Dues	1,320.06
100-2027	Deferred Comp	4,275.00
100-2028	Dental Insurance	2,220.35
100-2029	Vision Insurance	288.05
100-2030	Life Insurance	306.44
100-2031	LTD	679.73
100-2032	STD	506.01
100-4041-6121	Machinery and equipment	26,086.75
300-3031-5417	Uniform Services	49.52
300-3032-5417	Uniform Services	40.52
300-3033-5417	Uniform Services	58.74
300-3033-5616	CS Repairs - MWSD	16,248.87
<b>Grand Total:</b>		<b>223,940.41</b>

## Project Account Summary

## Project Account Key

\*\*None\*\*

20TP01-6121

## Payment Amount

197,853.66

26,086.75

Grand Total:

---

223,940.41





Sewer Authority Mid-Coastside

# Payroll Check Register

## Checks

Pay Period: 2/22/2020-3/6/2020

Packet: PYPKT00664 - PPE 2020-0306

Payroll Set: Sewer Authority Mid-Coastside - 01

Employee	Employee #	Check Type	Date	Amount	Number
Dekker, Peter	<a href="#">0041</a>	Regular	03/13/2020	92.35	1599



Sewer Authority Mid-Coastside

## Payroll Check Register

### Direct Deposits

Pay Period: 2/22/2020-3/6/2020

Packet: PYPKT00664 - PPE 2020-0306

Payroll Set: Sewer Authority Mid-Coastside - 01

Employee	Employee #	Date	Amount	Number
Aguilar-Ibal, Gabriel	<a href="#">0004</a>	03/13/2020	4,359.03	2415
Costello, Timothy J	<a href="#">0001</a>	03/13/2020	100.00	2416
Costello, Timothy J	<a href="#">0001</a>	03/13/2020	5,218.88	2416
Harvey, Keith	<a href="#">0010</a>	03/13/2020	2,546.29	2417
Hussein, Jr., Tazammal Aiyub	<a href="#">0040</a>	03/13/2020	1,850.12	2418
Hussein, Jr., Tazammal Aiyub	<a href="#">0040</a>	03/13/2020	200.00	2418
Long, George J	<a href="#">0002</a>	03/13/2020	3,359.04	2419
Mendez, Carlos	<a href="#">0009</a>	03/13/2020	3,288.47	2420
Ondish, Sonya L	<a href="#">0022</a>	03/13/2020	3,049.43	2421
Partida, David	<a href="#">0006</a>	03/13/2020	3,201.57	2422
Ahumada, Jose	<a href="#">0039</a>	03/13/2020	1,872.43	2423
Preciado , Felipe	<a href="#">0036</a>	03/13/2020	2,455.17	2424
Young, Anthony Edward	<a href="#">0024</a>	03/13/2020	2,571.18	2425
Evans, George	<a href="#">0025</a>	03/13/2020	4,069.08	2426
Prathivadi, Kishen	<a href="#">0012</a>	03/13/2020	4,783.87	2427
Turbay, Susan	<a href="#">0007</a>	03/13/2020	50.00	2428
Turbay, Susan	<a href="#">0007</a>	03/13/2020	1,954.61	2428



Sewer Authority Mid-Coastside

## Payroll Check Register Report Summary

Pay Period: 2/22/2020-3/6/2020

Packet: PYPKT00664 - PPE 2020-0306

Payroll Set: Sewer Authority Mid-Coastside - 01

Type	Count	Amount
Regular Checks	1	92.35
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	17	44,929.17
<b>Total</b>	<b>18</b>	<b>45,021.52</b>

Cardholder	GL Account	Details	Amount
------------	------------	---------	--------

Stacey	100-1010-5444	CSMFO Lodging Cancellation	(285.48)
Stacey	100-1010-5322	Software: Crash Plan Pro	69.93
Stacey	100-1010-5323	Internet Services: Coastside.Net	90.00
		<b>Total Stacey:</b>	<b>(125.55)</b>

Kishen	100-****-5816	Total Lunchroom/Office Supplies	156.23
Kishen	100-1010-5322	Computer Software	360.67
Kishen	100-1010-5411	CA Water Environment	25.00
Kishen	100-1010-5444	CSMFO: Lodging	1,141.92
Kishen	100-1010-5445	Parking	24.00
Kishen	100-1010-5812	Food	70.56
		<b>Total Kishen:</b>	<b>1,778.38</b>

Tim	100-1010-5442	Meal: Panel Lunch	71.85
Tim	100-1010-5445	FasTrak	50.00
Tim	100-2021-5612	Spreader Beam: Plant	734.16
Tim	100-2021-5818	Nitrile Gloves: Plant	207.17
Tim	100-2021-5822	Fuel: Vehicle	47.25
Tim	100-2022-5326	Lab Fridge	860.89
Tim	100-2022-5813	Residual Chlorine Tests	397.68
		<b>Total Tim:</b>	<b>2,369.00</b>

Statement	100-1010-5312		
-----------	---------------	--	--

<b>Statement Total:</b>	<b>4,021.83</b>
-------------------------	-----------------



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

**TO:** Honorable Board of Directors

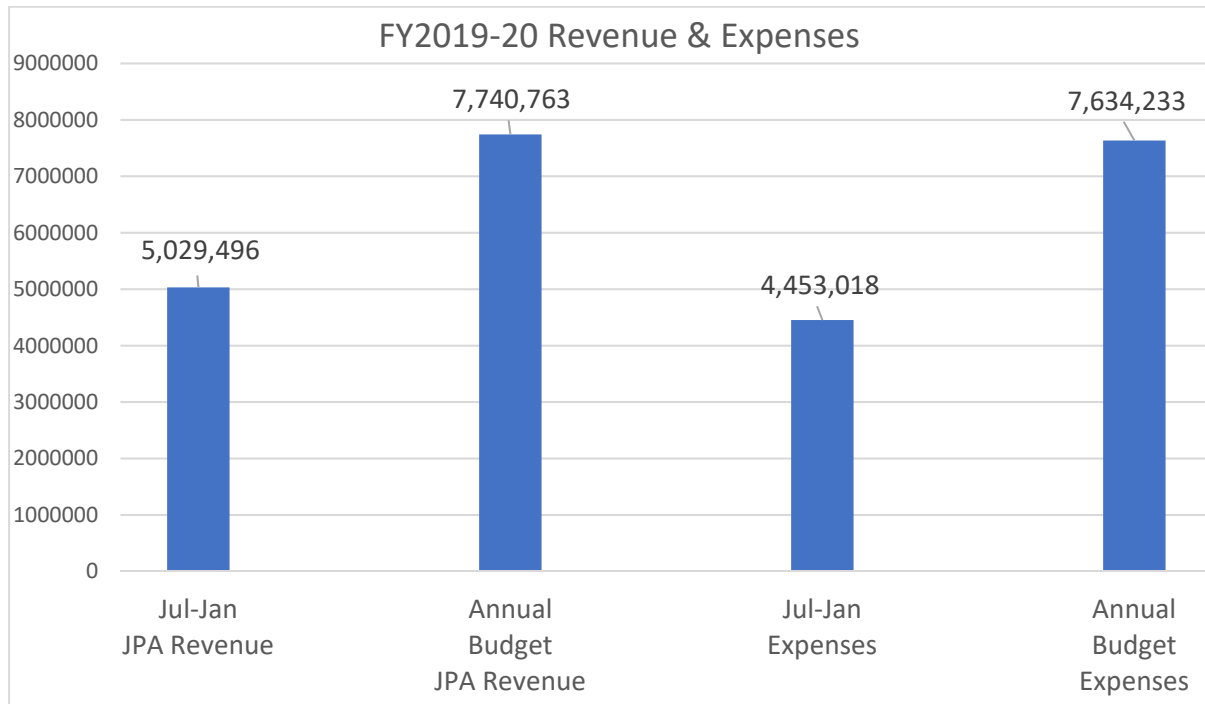
**FROM:** Kishen Prathivadi, General Manager

**BY:** George Evans, Accounting Technician

**SUBJECT:** Monthly Revenue and Expense Report for February 2020

#### Executive Summary

The purpose of this report is for the Board of Directors to review the budget reports for the period ending June 30, 2020. The revenue for the period ending February 29, 2020 is \$5.029M which represents approximately 65.0% of the annual budget. The expense for period ending February 29, 2020 is \$4.453M which represents approximately 58.3% of the annual budget. At this time, staff anticipates both revenues and expenses will continue as budgeted.



<b>BOARD MEMBERS:</b>	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	P. Dekker

**Fiscal Impact**

There is no fiscal impact from this report.

**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 February 29, 2019 which represents 67% of Fiscal Year 2019/20.

**General Budget**

The adopted General Budget for FY 2019/20 includes \$8.5 million in revenue, of which \$8.20 million is from member agency assessments, \$156,975 is from NDWSCP fees, and \$176,530 for miscellaneous revenue (Attachment A).

**Cash Flow**

The cash balances in the various accounts as of February 29, 2020 were:

<b><u>Account</u></b>	<b><u>Balance</u></b>
A/P Checking Account	1,942,906.54
Payroll Checking Account	83,075.95
Money Market (Operating Reserve)	500,777.42
LAIF Statement	1,312,787.30
<b>Total:</b>	<b>\$3,839,547.21</b>

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	P. Dekker

**Staff Recommendation**

Staff recommends that the Board accept the Revenue and Expense Report for the period ending February 29, 2020.

**Supporting Documents**

Attachment A: General Budget Report for period ending February 29, 2020

Attachment B: Aging Receivable Report Ending March 18, 2020

Attachment C: Pooled Cash Report February 29, 2020

Attachment D: LAIF Statement February 29, 2020

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	P. Dekker



## Sewer Authority Mid-Coastside

# Monthly Budget Report

## Account Summary

For Fiscal: Current Period Ending: 02/29/2020

		February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<b>Fund: 100 - Operating Fund</b>										
<b>Revenue</b>										
<a href="#">100-1010-4011</a>	O & M Assessments - HMB	58,001.04	58,024.27	23.23	0.04 %	464,008.32	1,036,795.50	572,787.18	123.44 %	696,291.00
<a href="#">100-1010-4012</a>	O & M Assessments - Granada	24,613.06	24,622.92	9.86	0.04 %	196,904.48	439,969.90	243,065.42	123.44 %	295,475.00
<a href="#">100-1010-4013</a>	O & M Assessments - Montara	21,465.07	21,473.70	8.63	0.04 %	171,720.56	383,698.76	211,978.20	123.44 %	257,684.00
<a href="#">100-1010-4031</a>	Dividends	-0.08	24,973.00	24,973.08	16,350.00 %	-0.64	24,973.00	24,973.64	102,131.25 %	-1.00
<a href="#">100-1010-4032</a>	Misc. Revenue	-41.65	0.00	41.65	-100.00 %	-333.20	0.00	333.20	-100.00 %	-500.00
<a href="#">100-1010-4310</a>	Interest Earnings	-1,666.00	47.74	1,713.74	-102.87 %	-13,328.00	457.87	13,785.87	-103.44 %	-20,000.00
<a href="#">100-2021-4011</a>	O & M Assessments - HMB	160,704.77	160,769.08	64.31	0.04 %	1,285,638.16	964,614.48	-321,023.68	-24.97 %	1,929,229.00
<a href="#">100-2021-4012</a>	O & M Assessments - Granada	68,195.96	68,223.25	27.29	0.04 %	545,567.68	409,339.50	-136,228.18	-24.97 %	818,679.00
<a href="#">100-2021-4013</a>	O & M Assessments - Montara	59,473.86	59,497.67	23.81	0.04 %	475,790.88	356,986.02	-118,804.86	-24.97 %	713,972.00
<a href="#">100-2021-4022</a>	NDWSCP Revenue - Permit Fee	4,748.10	0.00	-4,748.10	-100.00 %	37,984.80	11,941.60	-26,043.20	-68.56 %	57,000.00
<a href="#">100-2021-4024</a>	NDWSCP Revenue - Trucked Waste	833.00	495.00	-338.00	-40.58 %	6,664.00	4,687.50	-1,976.50	-29.66 %	10,000.00
<a href="#">100-2021-4025</a>	NDWSCP - Leachate	6,664.00	0.00	-6,664.00	-100.00 %	53,312.00	44,480.72	-8,831.28	-16.57 %	80,000.00
<a href="#">100-2021-4109</a>	Overhead Revenue CCS	14,685.79	0.00	-14,685.79	-100.00 %	117,486.32	0.00	-117,486.32	-100.00 %	176,300.00
<a href="#">100-2022-4011</a>	O & M Assessments - HMB	10,124.61	10,128.63	4.02	0.04 %	80,996.88	60,771.78	-20,225.10	-24.97 %	121,544.00
<a href="#">100-2022-4012</a>	O & M Assessments - Granada	4,296.44	4,298.14	1.70	0.04 %	34,371.52	25,788.84	-8,582.68	-24.97 %	51,578.00
<a href="#">100-2022-4013</a>	O & M Assessments - Montara	3,746.91	3,748.42	1.51	0.04 %	29,975.28	22,490.52	-7,484.76	-24.97 %	44,981.00
<a href="#">100-2022-4021</a>	NDWSCP Revenue - Inspection Fee	233.24	0.00	-233.24	-100.00 %	1,865.92	0.00	-1,865.92	-100.00 %	2,800.00
<a href="#">100-2022-4022</a>	NDWSCP Revenue - Permit Fee	0.08	0.00	-0.08	-100.00 %	0.64	0.00	-0.64	-100.00 %	1.00
<a href="#">100-2022-4023</a>	NDWSCP Revenue - Late Fee	0.08	0.00	-0.08	-100.00 %	0.64	0.00	-0.64	-100.00 %	1.00
<a href="#">100-4041-4011</a>	O & M Assessments - HMB	115,356.83	115,402.96	46.13	0.04 %	922,854.64	692,417.76	-230,436.88	-24.97 %	1,384,836.00
<a href="#">100-4041-4012</a>	O & M Assessments - GCSD	48,952.32	48,971.88	19.56	0.04 %	391,618.56	293,831.28	-97,787.28	-24.97 %	587,663.00
<a href="#">100-4041-4013</a>	O & M Assessments - MWSD	42,691.41	42,708.49	17.08	0.04 %	341,531.28	256,250.94	-85,280.34	-24.97 %	512,502.00
	<b>Total Revenue:</b>	<b>643,078.84</b>	<b>643,385.15</b>	<b>306.31</b>	<b>0.05 %</b>	<b>5,144,630.72</b>	<b>5,029,495.97</b>	<b>-115,134.75</b>	<b>-2.24 %</b>	<b>7,720,035.00</b>
<b>Expense</b>										
<a href="#">100-1010-5010</a>	Salaried Employees	26,839.26	16,479.33	10,359.93	38.60 %	214,714.08	99,121.86	115,592.22	53.84 %	322,200.00
<a href="#">100-1010-5011</a>	Hourly Employees	11,351.45	15,691.50	-4,340.05	-38.23 %	90,811.60	141,319.80	-50,508.20	-55.62 %	136,272.00
<a href="#">100-1010-5012</a>	Director Stipend	1,332.80	800.00	532.80	39.98 %	10,662.40	7,700.00	2,962.40	27.78 %	16,000.00
<a href="#">100-1010-5013</a>	Holiday Pay	2,347.56	1,412.93	934.63	39.81 %	18,780.48	14,603.00	4,177.48	22.24 %	28,182.00
<a href="#">100-1010-5014</a>	Bereavement Leave	8.57	0.00	8.57	100.00 %	68.56	0.00	68.56	100.00 %	103.00
<a href="#">100-1010-5015</a>	Admin/Personal Leave	1,491.07	0.00	1,491.07	100.00 %	11,928.56	2,665.82	9,262.74	77.65 %	17,900.00
<a href="#">100-1010-5016</a>	Jury Duty	8.33	0.00	8.33	100.00 %	66.64	0.00	66.64	100.00 %	100.00
<a href="#">100-1010-5110</a>	Overtime	624.75	3,295.13	-2,670.38	-427.43 %	4,998.00	18,533.82	-13,535.82	-270.82 %	7,500.00
<a href="#">100-1010-5114</a>	Bonus, Awards, Certification	166.60	0.00	166.60	100.00 %	1,332.80	1,526.85	-194.05	-14.56 %	2,000.00
<a href="#">100-1010-5115</a>	Premium Pay	8.33	0.00	8.33	100.00 %	66.64	1,000.00	-933.36	-1,400.60 %	100.00



# Monthly Budget Report

For Fiscal: Current Period Ending: 02/29/2020

		February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<a href="#">100-1010-5209</a>	Med Ins Reimbursement - Retirees	951.61	0.00	951.61	100.00 %	7,612.88	4,830.00	2,782.88	36.55 %	11,424.00
<a href="#">100-1010-5210</a>	Medical insurance	7,598.95	4,027.83	3,571.12	46.99 %	60,791.60	31,527.99	29,263.61	48.14 %	91,224.00
<a href="#">100-1010-5211</a>	Dental insurance	536.36	273.32	263.04	49.04 %	4,290.88	3,665.14	625.74	14.58 %	6,439.00
<a href="#">100-1010-5212</a>	Life insurance	349.86	65.78	284.08	81.20 %	2,798.88	1,217.32	1,581.56	56.51 %	4,200.00
<a href="#">100-1010-5213</a>	Vision Benefit	72.38	36.44	35.94	49.65 %	579.04	262.45	316.59	54.67 %	869.00
<a href="#">100-1010-5214</a>	Cash in-lieu	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">100-1010-5215</a>	Retirement Contributions	9,354.00	3,307.50	6,046.50	64.64 %	74,832.00	41,398.60	33,433.40	44.68 %	112,293.00
<a href="#">100-1010-5216</a>	Medicare Contributions	641.99	595.94	46.05	7.17 %	5,135.92	4,605.30	530.62	10.33 %	7,707.00
<a href="#">100-1010-5217</a>	Retirement Medical Benefits	643.32	553.19	90.13	14.01 %	5,146.56	4,157.21	989.35	19.22 %	7,723.00
<a href="#">100-1010-5218</a>	Workers' Compensation Premium	166.60	100.71	65.89	39.55 %	1,332.80	758.87	573.93	43.06 %	2,000.00
<a href="#">100-1010-5220</a>	Safety PPE Allowance	8.33	0.00	8.33	100.00 %	66.64	0.00	66.64	100.00 %	100.00
<a href="#">100-1010-5221</a>	Misc. Allowance	683.06	0.00	683.06	100.00 %	5,464.48	500.00	4,964.48	90.85 %	8,200.00
<a href="#">100-1010-5222</a>	Tuition Reimbursement	41.65	0.00	41.65	100.00 %	333.20	0.00	333.20	100.00 %	500.00
<a href="#">100-1010-5223</a>	Pension Expense - GASB 68	2.08	0.00	2.08	100.00 %	16.64	0.00	16.64	100.00 %	25.00
<a href="#">100-1010-5224</a>	OPEB Adjustment	2.08	0.00	2.08	100.00 %	16.64	0.00	16.64	100.00 %	25.00
<a href="#">100-1010-5225</a>	Long Term Disability	124.95	132.56	-7.61	-6.09 %	999.60	844.98	154.62	15.47 %	1,500.00
<a href="#">100-1010-5226</a>	Short Term Disability	83.30	94.04	-10.74	-12.89 %	666.40	510.06	156.34	23.46 %	1,000.00
<a href="#">100-1010-5227</a>	Misc. Benefits	83.30	0.00	83.30	100.00 %	666.40	572.00	94.40	14.17 %	1,000.00
<a href="#">100-1010-5310</a>	General Counsel	8,330.00	4,410.08	3,919.92	47.06 %	66,640.00	151,732.43	-85,092.43	-127.69 %	100,000.00
<a href="#">100-1010-5311</a>	Employment Legal Fees	208.25	2,935.63	-2,727.38	-1,309.67 %	1,666.00	59,164.27	-57,498.27	-3,451.28 %	2,500.00
<a href="#">100-1010-5312</a>	Late Fees, Interest & Penalties	0.00	53.42	-53.42	0.00 %	0.00	434.91	-434.91	0.00 %	0.00
<a href="#">100-1010-5316</a>	Banking services	29.15	0.00	29.15	100.00 %	233.20	10.95	222.25	95.30 %	350.00
<a href="#">100-1010-5317</a>	Outside Audit	1,999.20	0.00	1,999.20	100.00 %	15,993.60	14,250.00	1,743.60	10.90 %	24,000.00
<a href="#">100-1010-5318</a>	Engineering & Architectural Services	166.60	0.00	166.60	100.00 %	1,332.80	0.00	1,332.80	100.00 %	2,000.00
<a href="#">100-1010-5319</a>	Temporary Agency Staff	41.65	0.00	41.65	100.00 %	333.20	0.00	333.20	100.00 %	500.00
<a href="#">100-1010-5320</a>	Medical Services	18.74	0.00	18.74	100.00 %	149.92	0.00	149.92	100.00 %	225.00
<a href="#">100-1010-5321</a>	Hazardous Material Handling	0.41	0.00	0.41	100.00 %	3.28	0.00	3.28	100.00 %	5.00
<a href="#">100-1010-5322</a>	Computer & Network Maintenance	1,541.13	2,745.25	-1,204.12	-78.13 %	12,329.04	25,775.02	-13,445.98	-109.06 %	18,501.00
<a href="#">100-1010-5323</a>	Software License & Maintenance	2,915.50	90.00	2,825.50	96.91 %	23,324.00	17,046.23	6,277.77	26.92 %	35,000.00
<a href="#">100-1010-5324</a>	Vehicle Maintenance Services	43.73	0.00	43.73	100.00 %	349.84	0.00	349.84	100.00 %	525.00
<a href="#">100-1010-5325</a>	Office Equipment Maintenance	124.95	0.00	124.95	100.00 %	999.60	0.00	999.60	100.00 %	1,500.00
<a href="#">100-1010-5326</a>	Equipment Maintenance	2.08	0.00	2.08	100.00 %	16.64	0.00	16.64	100.00 %	25.00
<a href="#">100-1010-5330</a>	Misc. Professional Services	7,080.50	16,799.95	-9,719.45	-137.27 %	56,644.00	85,798.77	-29,154.77	-51.47 %	85,000.00
<a href="#">100-1010-5410</a>	Professional dues and fees	2,082.50	447.00	1,635.50	78.54 %	16,660.00	71,278.50	-54,618.50	-327.84 %	25,000.00
<a href="#">100-1010-5411</a>	Registration Fees	666.40	217.00	449.40	67.44 %	5,331.20	8,927.00	-3,595.80	-67.45 %	8,000.00
<a href="#">100-1010-5412</a>	Insurance Premiums	5,247.90	0.00	5,247.90	100.00 %	41,983.20	104,563.48	-62,580.28	-149.06 %	63,000.00
<a href="#">100-1010-5413</a>	Postage	83.30	0.00	83.30	100.00 %	666.40	405.35	261.05	39.17 %	1,000.00
<a href="#">100-1010-5414</a>	Delivery Services	9.99	0.00	9.99	100.00 %	79.92	0.00	79.92	100.00 %	120.00
<a href="#">100-1010-5415</a>	Printing and binding	208.25	0.00	208.25	100.00 %	1,666.00	338.86	1,327.14	79.66 %	2,500.00
<a href="#">100-1010-5416</a>	Advertising and Publishing	124.95	1,617.32	-1,492.37	-1,194.37 %	999.60	13,617.87	-12,618.27	-1,262.33 %	1,500.00
<a href="#">100-1010-5418</a>	Misc. Other Services	833.00	627.41	205.59	24.68 %	6,664.00	5,672.59	991.41	14.88 %	10,000.00
<a href="#">100-1010-5421</a>	Telephones	1,666.00	2,447.45	-781.45	-46.91 %	13,328.00	17,404.71	-4,076.71	-30.59 %	20,000.00

# Monthly Budget Report

For Fiscal: Current Period Ending: 02/29/2020

		February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<a href="#">100-1010-5422</a>	Cellular Servcies	416.50	236.12	180.38	43.31 %	3,332.00	2,128.57	1,203.43	36.12 %	5,000.00
<a href="#">100-1010-5423</a>	Cable	16.66	0.00	16.66	100.00 %	133.28	0.00	133.28	100.00 %	200.00
<a href="#">100-1010-5441</a>	Commercial Travel	166.60	0.00	166.60	100.00 %	1,332.80	136.59	1,196.21	89.75 %	2,000.00
<a href="#">100-1010-5442</a>	Meals	166.60	71.85	94.75	56.87 %	1,332.80	317.13	1,015.67	76.21 %	2,000.00
<a href="#">100-1010-5443</a>	Per Diem	83.30	0.00	83.30	100.00 %	666.40	1,024.00	-357.60	-53.66 %	1,000.00
<a href="#">100-1010-5444</a>	Lodging	333.20	856.44	-523.24	-157.03 %	2,665.60	2,963.34	-297.74	-11.17 %	4,000.00
<a href="#">100-1010-5445</a>	Mileage, Parking & Tolls	41.65	74.00	-32.35	-77.67 %	333.20	659.57	-326.37	-97.95 %	500.00
<a href="#">100-1010-5511</a>	Rental/Lease Equipment - Misc	874.65	1,000.65	-126.00	-14.41 %	6,997.20	8,147.94	-1,150.74	-16.45 %	10,500.00
<a href="#">100-1010-5610</a>	Janitorial Services	249.90	900.00	-650.10	-260.14 %	1,999.20	8,124.32	-6,125.12	-306.38 %	3,000.00
<a href="#">100-1010-5612</a>	Building & Structures Maintenance	624.75	0.00	624.75	100.00 %	4,998.00	0.00	4,998.00	100.00 %	7,500.00
<a href="#">100-1010-5741</a>	Real Property County	2.16	0.00	2.16	100.00 %	17.28	0.00	17.28	100.00 %	26.00
<a href="#">100-1010-5744</a>	Misc. Taxes	0.00	0.00	0.00	0.00 %	0.00	18.68	-18.68	0.00 %	0.00
<a href="#">100-1010-5810</a>	Books & Subscriptions	8.74	0.00	8.74	100.00 %	69.92	0.00	69.92	100.00 %	105.00
<a href="#">100-1010-5811</a>	Clothing	66.64	0.00	66.64	100.00 %	533.12	1,816.74	-1,283.62	-240.78 %	800.00
<a href="#">100-1010-5812</a>	Food	41.65	174.11	-132.46	-318.03 %	333.20	799.62	-466.42	-139.98 %	500.00
<a href="#">100-1010-5814</a>	Maintenance Supplies	6.24	0.00	6.24	100.00 %	49.92	0.00	49.92	100.00 %	75.00
<a href="#">100-1010-5815</a>	Meeting Supplies	4.16	0.00	4.16	100.00 %	33.28	0.00	33.28	100.00 %	50.00
<a href="#">100-1010-5816</a>	Office Supplies	416.50	165.59	250.91	60.24 %	3,332.00	2,753.22	578.78	17.37 %	5,000.00
<a href="#">100-1010-5818</a>	Safety Supplies	20.82	0.00	20.82	100.00 %	166.56	125.00	41.56	24.95 %	250.00
<a href="#">100-1010-5819</a>	Misc. Supplies	8.33	0.00	8.33	100.00 %	66.64	2,712.71	-2,646.07	-3,970.69 %	100.00
<a href="#">100-1010-5822</a>	Fuel, Oil, Lubricant	41.65	50.00	-8.35	-20.05 %	333.20	383.00	-49.80	-14.95 %	500.00
<a href="#">100-1010-6121</a>	Machinery and equipment	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">100-1010-6122</a>	Vehicles	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">100-1010-6123</a>	Furniture and fixtures	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">100-1010-6124</a>	Computers	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">100-1010-6131</a>	Machinery and equipment	416.50	0.00	416.50	100.00 %	3,332.00	0.00	3,332.00	100.00 %	5,000.00
<a href="#">100-1010-6132</a>	Vehicles	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">100-1010-6133</a>	Furniture and fixtures	208.25	0.00	208.25	100.00 %	1,666.00	0.00	1,666.00	100.00 %	2,500.00
<a href="#">100-1010-6134</a>	Computers	416.50	0.00	416.50	100.00 %	3,332.00	0.00	3,332.00	100.00 %	5,000.00
<a href="#">100-1010-6135</a>	Software	208.25	0.00	208.25	100.00 %	1,666.00	0.00	1,666.00	100.00 %	2,500.00
<a href="#">100-1010-6410</a>	Theft Loss	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">100-1010-6411</a>	Judgement	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">100-1010-6412</a>	Claims Paid	291.55	0.00	291.55	100.00 %	2,332.40	0.00	2,332.40	100.00 %	3,500.00
<a href="#">100-2021-5010</a>	Salaried Employees	20,723.20	7,509.57	13,213.63	63.76 %	165,785.60	115,682.53	50,103.07	30.22 %	248,778.00
<a href="#">100-2021-5011</a>	Hourly Employees	59,861.79	58,975.12	886.67	1.48 %	478,894.32	509,076.41	-30,182.09	-6.30 %	718,629.00
<a href="#">100-2021-5013</a>	Holiday Pay	6,634.84	3,815.37	2,819.47	42.49 %	53,078.72	54,965.10	-1,886.38	-3.55 %	79,650.00
<a href="#">100-2021-5014</a>	Bereavement Leave	41.65	0.00	41.65	100.00 %	333.20	0.00	333.20	100.00 %	500.00
<a href="#">100-2021-5015</a>	Admin/Personal Leave	1,308.97	0.00	1,308.97	100.00 %	10,471.76	2,639.60	7,832.16	74.79 %	15,714.00
<a href="#">100-2021-5016</a>	Jury Duty	41.65	0.00	41.65	100.00 %	333.20	0.00	333.20	100.00 %	500.00
<a href="#">100-2021-5110</a>	Overtime	833.00	872.86	-39.86	-4.79 %	6,664.00	17,545.11	-10,881.11	-163.28 %	10,000.00
<a href="#">100-2021-5111</a>	Holiday Premium	1,249.50	876.94	372.56	29.82 %	9,996.00	9,891.02	104.98	1.05 %	15,000.00
<a href="#">100-2021-5112</a>	Standby Pay	2,915.50	1,809.68	1,105.82	37.93 %	23,324.00	15,554.64	7,769.36	33.31 %	35,000.00

# Monthly Budget Report

For Fiscal: Current Period Ending: 02/29/2020

		February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<a href="#">100-2021-5114</a>	Bonus, Awards, Certification	124.95	0.00	124.95	100.00 %	999.60	395.31	604.29	60.45 %	1,500.00
<a href="#">100-2021-5115</a>	Premium Pay	1,332.80	538.40	794.40	59.60 %	10,662.40	12,251.95	-1,589.55	-14.91 %	16,000.00
<a href="#">100-2021-5210</a>	Medical insurance	19,034.05	14,299.10	4,734.95	24.88 %	152,272.40	130,874.37	21,398.03	14.05 %	228,500.00
<a href="#">100-2021-5211</a>	Dental insurance	833.00	1,256.88	-423.88	-50.89 %	6,664.00	9,904.75	-3,240.75	-48.63 %	10,000.00
<a href="#">100-2021-5212</a>	Life insurance	624.75	174.16	450.59	72.12 %	4,998.00	2,785.16	2,212.84	44.27 %	7,500.00
<a href="#">100-2021-5213</a>	Vision Benefit	124.95	156.62	-31.67	-25.35 %	999.60	729.64	269.96	27.01 %	1,500.00
<a href="#">100-2021-5215</a>	Retirement Contributions	14,577.50	13,603.48	974.02	6.68 %	116,620.00	137,019.98	-20,399.98	-17.49 %	175,000.00
<a href="#">100-2021-5216</a>	Medicare Contributions	1,336.21	1,075.33	260.88	19.52 %	10,689.68	10,682.52	7.16	0.07 %	16,041.00
<a href="#">100-2021-5217</a>	Retirement Medical Benefits	1,329.21	912.46	416.75	31.35 %	10,633.68	10,057.48	576.20	5.42 %	15,957.00
<a href="#">100-2021-5218</a>	Workers' Compensation Premium	2,658.35	2,084.19	574.16	21.60 %	21,266.80	18,959.22	2,307.58	10.85 %	31,913.00
<a href="#">100-2021-5220</a>	Safety PPE Allowance	183.26	385.10	-201.84	-110.14 %	1,466.08	1,010.16	455.92	31.10 %	2,200.00
<a href="#">100-2021-5221</a>	Misc. Allowance	291.55	600.80	-309.25	-106.07 %	2,332.40	3,601.60	-1,269.20	-54.42 %	3,500.00
<a href="#">100-2021-5222</a>	Tuition Reimbursement	8.24	0.00	8.24	100.00 %	65.92	0.00	65.92	100.00 %	99.00
<a href="#">100-2021-5223</a>	Pension Expense - GASB 68	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">100-2021-5225</a>	Long Term Disability	269.89	394.20	-124.31	-46.06 %	2,159.12	2,509.40	-350.28	-16.22 %	3,240.00
<a href="#">100-2021-5226</a>	Short Term Disability	265.81	296.19	-30.38	-11.43 %	2,126.48	1,891.75	234.73	11.04 %	3,191.00
<a href="#">100-2021-5227</a>	Misc. Benefits	145.77	0.00	145.77	100.00 %	1,166.16	868.00	298.16	25.57 %	1,750.00
<a href="#">100-2021-5318</a>	Engineering & Architectural Services	1,249.50	6,537.50	-5,288.00	-423.21 %	9,996.00	26,720.41	-16,724.41	-167.31 %	15,000.00
<a href="#">100-2021-5320</a>	Medical Services	4.16	134.00	-129.84	-3,121.15 %	33.28	2,108.00	-2,074.72	-6,234.13 %	50.00
<a href="#">100-2021-5321</a>	Hazardous Material Handling	4.16	0.00	4.16	100.00 %	33.28	8,071.30	-8,038.02	-24,152.70 %	50.00
<a href="#">100-2021-5322</a>	Computer & Network Maintenance	291.55	0.00	291.55	100.00 %	2,332.40	0.00	2,332.40	100.00 %	3,500.00
<a href="#">100-2021-5323</a>	Software License & Maintenance	1,082.90	0.00	1,082.90	100.00 %	8,663.20	14,257.51	-5,594.31	-64.58 %	13,000.00
<a href="#">100-2021-5324</a>	Vehicle Maintenance Services	2,499.00	584.76	1,914.24	76.60 %	19,992.00	38,093.03	-18,101.03	-90.54 %	30,000.00
<a href="#">100-2021-5326</a>	Equipment Maintenance	18,742.50	18,354.24	388.26	2.07 %	149,940.00	193,102.64	-43,162.64	-28.79 %	225,000.00
<a href="#">100-2021-5327</a>	Pipe Maintenance	1,666.00	0.00	1,666.00	100.00 %	13,328.00	0.00	13,328.00	100.00 %	20,000.00
<a href="#">100-2021-5330</a>	Misc. Professional Services	14,577.50	35,443.78	-20,866.28	-143.14 %	116,620.00	202,949.22	-86,329.22	-74.03 %	175,000.00
<a href="#">100-2021-5410</a>	Professional dues and fees	666.40	502.00	164.40	24.67 %	5,331.20	4,200.58	1,130.62	21.21 %	8,000.00
<a href="#">100-2021-5411</a>	Registration Fees	749.70	717.00	32.70	4.36 %	5,997.60	10,162.53	-4,164.93	-69.44 %	9,000.00
<a href="#">100-2021-5413</a>	Postage	4.16	0.00	4.16	100.00 %	33.28	245.28	-212.00	-637.02 %	50.00
<a href="#">100-2021-5414</a>	Delivery Services	4.16	0.00	4.16	100.00 %	33.28	0.00	33.28	100.00 %	50.00
<a href="#">100-2021-5415</a>	Printing and binding	8.33	0.00	8.33	100.00 %	66.64	0.00	66.64	100.00 %	100.00
<a href="#">100-2021-5416</a>	Advertising and Publishing	0.00	0.00	0.00	0.00 %	0.00	891.10	-891.10	0.00 %	0.00
<a href="#">100-2021-5417</a>	Uniform Services	1,388.36	1,450.55	-62.19	-4.48 %	11,106.88	12,918.05	-1,811.17	-16.31 %	16,667.00
<a href="#">100-2021-5418</a>	Misc. Other Services	4.16	0.00	4.16	100.00 %	33.28	6,500.00	-6,466.72	-19,431.25 %	50.00
<a href="#">100-2021-5422</a>	Cellular Services	162.43	278.76	-116.33	-71.62 %	1,299.44	1,978.03	-678.59	-52.22 %	1,950.00
<a href="#">100-2021-5431</a>	Water	2,832.20	4,646.16	-1,813.96	-64.05 %	22,657.60	37,765.25	-15,107.65	-66.68 %	34,000.00
<a href="#">100-2021-5432</a>	Gas/Electricity	27,489.00	27,937.30	-448.30	-1.63 %	219,912.00	201,108.90	18,803.10	8.55 %	330,000.00
<a href="#">100-2021-5433</a>	Solid Waste (Trash)	10,829.00	9,769.94	1,059.06	9.78 %	86,632.00	109,603.70	-22,971.70	-26.52 %	130,000.00
<a href="#">100-2021-5441</a>	Commercial Travel	249.90	0.00	249.90	100.00 %	1,999.20	258.10	1,741.10	87.09 %	3,000.00
<a href="#">100-2021-5442</a>	Meals	124.95	0.00	124.95	100.00 %	999.60	200.59	799.01	79.93 %	1,500.00
<a href="#">100-2021-5443</a>	Per Diem	249.90	0.00	249.90	100.00 %	1,999.20	1,118.00	881.20	44.08 %	3,000.00
<a href="#">100-2021-5444</a>	Lodging	333.20	0.00	333.20	100.00 %	2,665.60	914.62	1,750.98	65.69 %	4,000.00

# Monthly Budget Report

For Fiscal: Current Period Ending: 02/29/2020

		February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<a href="#">100-2021-5445</a>	Mileage, Parking & Tolls	166.60	0.00	166.60	100.00 %	1,332.80	660.55	672.25	50.44 %	2,000.00
<a href="#">100-2021-5511</a>	Rental/Lease Equipment - Misc	10,829.00	6,420.81	4,408.19	40.71 %	86,632.00	40,680.10	45,951.90	53.04 %	130,000.00
<a href="#">100-2021-5610</a>	Janitorial Services	124.95	250.00	-125.05	-100.08 %	999.60	1,500.00	-500.40	-50.06 %	1,500.00
<a href="#">100-2021-5611</a>	Landscape Services	208.25	2,840.00	-2,631.75	-1,263.75 %	1,666.00	5,970.00	-4,304.00	-258.34 %	2,500.00
<a href="#">100-2021-5612</a>	Building & Structures Maintenance	17,493.00	7,151.87	10,341.13	59.12 %	139,944.00	218,313.51	-78,369.51	-56.00 %	210,000.00
<a href="#">100-2021-5613</a>	Security Services	299.88	178.60	121.28	40.44 %	2,399.04	4,763.19	-2,364.15	-98.55 %	3,600.00
<a href="#">100-2021-5711</a>	Misc. Government Payments	0.00	74.23	-74.23	0.00 %	0.00	2,000.87	-2,000.87	0.00 %	0.00
<a href="#">100-2021-5721</a>	NPDES Permit	1,666.00	0.00	1,666.00	100.00 %	13,328.00	0.00	13,328.00	100.00 %	20,000.00
<a href="#">100-2021-5724</a>	State Permit	0.00	0.00	0.00	0.00 %	0.00	25,932.00	-25,932.00	0.00 %	0.00
<a href="#">100-2021-5725</a>	Misc. Permit	1,082.90	0.00	1,082.90	100.00 %	8,663.20	935.90	7,727.30	89.20 %	13,000.00
<a href="#">100-2021-5810</a>	Books & Subscriptions	12.49	0.00	12.49	100.00 %	99.92	99.82	0.10	0.10 %	150.00
<a href="#">100-2021-5811</a>	Clothing	66.64	0.00	66.64	100.00 %	533.12	0.00	533.12	100.00 %	800.00
<a href="#">100-2021-5812</a>	Food	41.65	0.00	41.65	100.00 %	333.20	312.66	20.54	6.16 %	500.00
<a href="#">100-2021-5814</a>	Maintenance Supplies	1,666.00	2,031.28	-365.28	-21.93 %	13,328.00	23,300.71	-9,972.71	-74.83 %	20,000.00
<a href="#">100-2021-5816</a>	Office Supplies	916.30	221.60	694.70	75.82 %	7,330.40	4,173.91	3,156.49	43.06 %	11,000.00
<a href="#">100-2021-5817</a>	Chemicals	14,577.50	13,580.49	997.01	6.84 %	116,620.00	126,458.95	-9,838.95	-8.44 %	175,000.00
<a href="#">100-2021-5818</a>	Safety Supplies	433.16	590.72	-157.56	-36.37 %	3,465.28	5,520.05	-2,054.77	-59.30 %	5,200.00
<a href="#">100-2021-5819</a>	Misc. Supplies	41.65	0.00	41.65	100.00 %	333.20	0.00	333.20	100.00 %	500.00
<a href="#">100-2021-5821</a>	Mechanical Related Supplies	41.65	0.00	41.65	100.00 %	333.20	0.00	333.20	100.00 %	500.00
<a href="#">100-2021-5822</a>	Fuel, Oil, Lubricant	1,666.00	523.95	1,142.05	68.55 %	13,328.00	21,746.53	-8,418.53	-63.16 %	20,000.00
<a href="#">100-2021-5823</a>	Spare Replacement Parts	1,249.50	0.00	1,249.50	100.00 %	9,996.00	0.00	9,996.00	100.00 %	15,000.00
<a href="#">100-2021-6012</a>	Treatment Plant	8,330.00	0.00	8,330.00	100.00 %	66,640.00	0.00	66,640.00	100.00 %	100,000.00
<a href="#">100-2021-6121</a>	Machinery and equipment	15,410.50	0.00	15,410.50	100.00 %	123,284.00	252,462.30	-129,178.30	-104.78 %	185,000.00
<a href="#">100-2021-6122</a>	Vehicles	4,165.00	0.00	4,165.00	100.00 %	33,320.00	0.00	33,320.00	100.00 %	50,000.00
<a href="#">100-2021-6131</a>	Machinery and equipment	3,748.50	0.00	3,748.50	100.00 %	29,988.00	5,037.16	24,950.84	83.20 %	45,000.00
<a href="#">100-2021-6134</a>	Computers	208.25	0.00	208.25	100.00 %	1,666.00	2,193.21	-527.21	-31.65 %	2,500.00
<a href="#">100-2021-6135</a>	Software	41.65	0.00	41.65	100.00 %	333.20	0.00	333.20	100.00 %	500.00
<a href="#">100-2022-5010</a>	Salaried Employees	2,838.86	2,503.19	335.67	11.82 %	22,710.88	19,776.99	2,933.89	12.92 %	34,080.00
<a href="#">100-2022-5011</a>	Hourly Employees	132.69	0.00	132.69	100.00 %	1,061.52	0.00	1,061.52	100.00 %	1,593.00
<a href="#">100-2022-5013</a>	Holiday Pay	177.51	131.76	45.75	25.77 %	1,420.08	1,572.60	-152.52	-10.74 %	2,131.00
<a href="#">100-2022-5014</a>	Bereavement Leave	2.08	0.00	2.08	100.00 %	16.64	0.00	16.64	100.00 %	25.00
<a href="#">100-2022-5015</a>	Admin/Personal Leave	157.68	0.00	157.68	100.00 %	1,261.44	879.86	381.58	30.25 %	1,893.00
<a href="#">100-2022-5016</a>	Jury Duty	2.08	0.00	2.08	100.00 %	16.64	0.00	16.64	100.00 %	25.00
<a href="#">100-2022-5115</a>	Premium Pay	49.98	0.00	49.98	100.00 %	399.84	0.00	399.84	100.00 %	600.00
<a href="#">100-2022-5210</a>	Medical insurance	416.50	369.69	46.81	11.24 %	3,332.00	4,991.78	-1,659.78	-49.81 %	5,000.00
<a href="#">100-2022-5211</a>	Dental insurance	33.32	26.32	7.00	21.01 %	266.56	243.11	23.45	8.80 %	400.00
<a href="#">100-2022-5212</a>	Life insurance	6.24	4.78	1.46	23.40 %	49.92	47.87	2.05	4.11 %	75.00
<a href="#">100-2022-5213</a>	Vision Benefit	4.16	3.58	0.58	13.94 %	33.28	30.42	2.86	8.59 %	50.00
<a href="#">100-2022-5215</a>	Retirement Contributions	778.02	825.36	-47.34	-6.08 %	6,224.16	7,024.16	-800.00	-12.85 %	9,340.00
<a href="#">100-2022-5216</a>	Medicare Contributions	36.65	37.80	-1.15	-3.14 %	293.20	321.30	-28.10	-9.58 %	440.00
<a href="#">100-2022-5217</a>	Retirement Medical Benefits	41.65	39.10	2.55	6.12 %	333.20	332.40	0.80	0.24 %	500.00
<a href="#">100-2022-5218</a>	Workers' Compensation Premium	74.97	72.20	2.77	3.69 %	599.76	613.78	-14.02	-2.34 %	900.00

Monthly Budget Report

For Fiscal: Current Period Ending: 02/29/2020

		February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<a href="#">100-2022-5220</a>	Safety PPE Allowance	4.41	0.00	4.41	100.00 %	35.28	0.00	35.28	100.00 %	53.00
<a href="#">100-2022-5221</a>	Misc. Allowance	43.73	0.00	43.73	100.00 %	349.84	0.00	349.84	100.00 %	525.00
<a href="#">100-2022-5222</a>	Tuition Reimbursement	2.16	0.00	2.16	100.00 %	17.28	0.00	17.28	100.00 %	26.00
<a href="#">100-2022-5223</a>	Pension Expense - GASB 68	4.33	0.00	4.33	100.00 %	34.64	0.00	34.64	100.00 %	52.00
<a href="#">100-2022-5225</a>	Long Term Disability	7.33	15.54	-8.21	-112.01 %	58.64	75.13	-16.49	-28.12 %	88.00
<a href="#">100-2022-5226</a>	Short Term Disability	9.66	9.23	0.43	4.45 %	77.28	50.46	26.82	34.70 %	116.00
<a href="#">100-2022-5324</a>	Vehicle Maintenance Services	4.41	0.00	4.41	100.00 %	35.28	0.00	35.28	100.00 %	53.00
<a href="#">100-2022-5326</a>	Equipment Maintenance	43.73	860.89	-817.16	-1,868.65 %	349.84	2,383.15	-2,033.31	-581.21 %	525.00
<a href="#">100-2022-5330</a>	Misc. Professional Services	9,746.10	11,288.35	-1,542.25	-15.82 %	77,968.80	38,926.35	39,042.45	50.07 %	117,000.00
<a href="#">100-2022-5410</a>	Professional dues and fees	8.74	0.00	8.74	100.00 %	69.92	0.00	69.92	100.00 %	105.00
<a href="#">100-2022-5411</a>	Registration Fees	262.39	0.00	262.39	100.00 %	2,099.12	178.00	1,921.12	91.52 %	3,150.00
<a href="#">100-2022-5413</a>	Postage	4.41	0.00	4.41	100.00 %	35.28	0.00	35.28	100.00 %	53.00
<a href="#">100-2022-5415</a>	Printing and binding	249.90	0.00	249.90	100.00 %	1,999.20	0.00	1,999.20	100.00 %	3,000.00
<a href="#">100-2022-5416</a>	Advertising and Publishing	4.41	0.00	4.41	100.00 %	35.28	0.00	35.28	100.00 %	53.00
<a href="#">100-2022-5418</a>	Misc. Other Services	374.85	0.00	374.85	100.00 %	2,998.80	4,749.93	-1,751.13	-58.39 %	4,500.00
<a href="#">100-2022-5441</a>	Commercial Travel	8.33	0.00	8.33	100.00 %	66.64	0.00	66.64	100.00 %	100.00
<a href="#">100-2022-5442</a>	Meals	8.33	0.00	8.33	100.00 %	66.64	0.00	66.64	100.00 %	100.00
<a href="#">100-2022-5443</a>	Per Diem	8.33	0.00	8.33	100.00 %	66.64	0.00	66.64	100.00 %	100.00
<a href="#">100-2022-5444</a>	Lodging	8.33	0.00	8.33	100.00 %	66.64	0.00	66.64	100.00 %	100.00
<a href="#">100-2022-5445</a>	Mileage, Parking & Tolls	4.16	0.00	4.16	100.00 %	33.28	0.00	33.28	100.00 %	50.00
<a href="#">100-2022-5742</a>	State Sales Taxes	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">100-2022-5810</a>	Books & Subscriptions	8.33	0.00	8.33	100.00 %	66.64	0.00	66.64	100.00 %	100.00
<a href="#">100-2022-5813</a>	Laboratory Supplies	916.30	817.95	98.35	10.73 %	7,330.40	9,139.01	-1,808.61	-24.67 %	11,000.00
<a href="#">100-2022-5817</a>	Chemicals	749.70	0.00	749.70	100.00 %	5,997.60	1,762.46	4,235.14	70.61 %	9,000.00
<a href="#">100-2022-5819</a>	Misc. Supplies	916.30	0.00	916.30	100.00 %	7,330.40	43.22	7,287.18	99.41 %	11,000.00
<a href="#">100-2022-6131</a>	Machinery and equipment	249.90	0.00	249.90	100.00 %	1,999.20	0.00	1,999.20	100.00 %	3,000.00
<a href="#">100-3031-5011</a>	Hourly Employees	0.00	0.00	0.00	0.00 %	0.00	-1,279.00	1,279.00	0.00 %	0.00
<a href="#">100-3031-5212</a>	Life insurance	0.00	0.00	0.00	0.00 %	0.00	-24.05	24.05	0.00 %	0.00
<a href="#">100-3031-5215</a>	Retirement Contributions	0.00	0.00	0.00	0.00 %	0.00	-1.17	1.17	0.00 %	0.00
<a href="#">100-3031-5216</a>	Medicare Contributions	0.00	0.00	0.00	0.00 %	0.00	-18.54	18.54	0.00 %	0.00
<a href="#">100-3031-5218</a>	Workers' Compensation Premium	0.00	0.00	0.00	0.00 %	0.00	-3.53	3.53	0.00 %	0.00
<a href="#">100-3031-5225</a>	Long Term Disability	0.00	0.00	0.00	0.00 %	0.00	-6.06	6.06	0.00 %	0.00
<a href="#">100-3031-5226</a>	Short Term Disability	0.00	0.00	0.00	0.00 %	0.00	-4.58	4.58	0.00 %	0.00
<a href="#">100-4041-5318</a>	Engineering & Architectural Services	37,485.00	6,706.32	30,778.68	82.11 %	299,880.00	94,769.78	205,110.22	68.40 %	450,000.00
<a href="#">100-4041-5330</a>	Misc. Professional Services	0.00	0.00	0.00	0.00 %	0.00	11,865.68	-11,865.68	0.00 %	0.00
<a href="#">100-4041-6012</a>	Treatment Plant	72,054.50	0.00	72,054.50	100.00 %	576,436.00	0.00	576,436.00	100.00 %	865,000.00
<a href="#">100-4041-6013</a>	Pipes	79,135.00	0.00	79,135.00	100.00 %	633,080.00	0.00	633,080.00	100.00 %	950,000.00
<a href="#">100-4041-6014</a>	Montara Pump Station	9,996.00	0.00	9,996.00	100.00 %	79,968.00	0.00	79,968.00	100.00 %	120,000.00
<a href="#">100-4041-6015</a>	Princeton Pump Station	8,330.00	0.00	8,330.00	100.00 %	66,640.00	0.00	66,640.00	100.00 %	100,000.00
<a href="#">100-4041-6016</a>	Portola Pump Station	0.00	0.00	0.00	0.00 %	0.00	67,982.36	-67,982.36	0.00 %	0.00

# Monthly Budget Report

For Fiscal: Current Period Ending: 02/29/2020

		February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<a href="#">100-4041-6121</a>	Machinery and equipment	0.00	5,844.87	-5,844.87	0.00 %	0.00	194,552.18	-194,552.18	0.00 %	0.00
	<b>Total Expense:</b>	<b>635,931.26</b>	<b>362,198.39</b>	<b>273,732.87</b>	<b>43.04 %</b>	<b>5,087,450.08</b>	<b>4,134,951.45</b>	<b>952,498.63</b>	<b>18.72 %</b>	<b>7,634,233.00</b>
	<b>Total Fund: 100 - Operating Fund:</b>	<b>7,147.58</b>	<b>281,186.76</b>	<b>274,039.18</b>		<b>57,180.64</b>	<b>894,544.52</b>	<b>837,363.88</b>		<b>85,802.00</b>
<b>Fund: 300 - Contract Services</b>										
<b>Revenue</b>										
<a href="#">300-3031-4021</a>	NDWSCP Revenue - Inspection Fee	0.08	0.00	-0.08	-100.00 %	0.64	0.00	-0.64	-100.00 %	1.00
<a href="#">300-3031-4110</a>	Contract Service Fees - HMB	14,901.37	0.00	-14,901.37	-100.00 %	119,210.96	97,611.46	-21,599.50	-18.12 %	178,888.00
<a href="#">300-3032-4021</a>	NDWSCP Revenue - Inspection Fee	481.05	0.00	-481.05	-100.00 %	3,848.40	0.00	-3,848.40	-100.00 %	5,775.00
<a href="#">300-3032-4111</a>	Contract Service Fees - GCSD	24,673.54	24,683.42	9.88	0.04 %	197,388.32	199,385.90	1,997.58	1.01 %	296,201.00
<a href="#">300-3033-4021</a>	NDWSCP Revenue - Inspection Fee	116.62	0.00	-116.62	-100.00 %	932.96	0.00	-932.96	-100.00 %	1,400.00
<a href="#">300-3033-4112</a>	Contract Service Fees - MWSD	28,451.03	33,947.93	5,496.90	19.32 %	227,608.24	281,472.88	53,864.64	23.67 %	341,549.00
	<b>Total Revenue:</b>	<b>68,623.69</b>	<b>58,631.35</b>	<b>-9,992.34</b>	<b>-14.56 %</b>	<b>548,989.52</b>	<b>578,470.24</b>	<b>29,480.72</b>	<b>5.37 %</b>	<b>823,814.00</b>
<b>Expense</b>										
<a href="#">300-3031-5011</a>	Hourly Employees	3,179.47	2,432.09	747.38	23.51 %	25,435.76	32,113.18	-6,677.42	-26.25 %	38,169.00
<a href="#">300-3031-5013</a>	Holiday Pay	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-5014</a>	Bereavement Leave	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-5016</a>	Jury Duty	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-5020</a>	Retroactive Pay	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-5110</a>	Overtime	26.15	148.22	-122.07	-466.81 %	209.20	3,023.28	-2,814.08	-1,345.16 %	314.00
<a href="#">300-3031-5112</a>	Standby Pay	894.14	997.01	-102.87	-11.50 %	7,153.12	8,324.11	-1,170.99	-16.37 %	10,734.00
<a href="#">300-3031-5114</a>	Bonus, Awards, Certification	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-5115</a>	Premium Pay	26.15	0.00	26.15	100.00 %	209.20	722.82	-513.62	-245.52 %	314.00
<a href="#">300-3031-5210</a>	Medical insurance	522.29	782.60	-260.31	-49.84 %	4,178.32	8,886.27	-4,707.95	-112.68 %	6,270.00
<a href="#">300-3031-5211</a>	Dental insurance	39.15	94.56	-55.41	-141.53 %	313.20	680.13	-366.93	-117.16 %	470.00
<a href="#">300-3031-5212</a>	Life insurance	20.90	10.19	10.71	51.24 %	167.20	353.95	-186.75	-111.69 %	251.00
<a href="#">300-3031-5213</a>	Vision Benefit	6.49	12.05	-5.56	-85.67 %	51.92	56.16	-4.24	-8.17 %	78.00
<a href="#">300-3031-5215</a>	Retirement Contributions	470.06	218.73	251.33	53.47 %	3,760.48	5,850.38	-2,089.90	-55.58 %	5,643.00
<a href="#">300-3031-5216</a>	Medicare Contributions	61.22	52.62	8.60	14.05 %	489.76	663.57	-173.81	-35.49 %	735.00
<a href="#">300-3031-5217</a>	Retirement Medical Benefits	57.97	36.08	21.89	37.76 %	463.76	492.98	-29.22	-6.30 %	696.00
<a href="#">300-3031-5218</a>	Workers' Compensation Premium	150.77	103.78	46.99	31.17 %	1,206.16	1,191.96	14.20	1.18 %	1,810.00
<a href="#">300-3031-5220</a>	Safety PPE Allowance	10.41	0.00	10.41	100.00 %	83.28	0.00	83.28	100.00 %	125.00
<a href="#">300-3031-5221</a>	Misc. Allowance	16.99	152.40	-135.41	-797.00 %	135.92	1,409.70	-1,273.78	-937.15 %	204.00
<a href="#">300-3031-5222</a>	Tuition Reimbursement	0.66	0.00	0.66	100.00 %	5.28	0.00	5.28	100.00 %	8.00
<a href="#">300-3031-5225</a>	Long Term Disability	26.15	18.67	7.48	28.60 %	209.20	178.31	30.89	14.77 %	314.00
<a href="#">300-3031-5226</a>	Short Term Disability	26.15	15.56	10.59	40.50 %	209.20	139.26	69.94	33.43 %	314.00
<a href="#">300-3031-5227</a>	Misc. Benefits	13.07	0.00	13.07	100.00 %	104.56	0.00	104.56	100.00 %	157.00
<a href="#">300-3031-5320</a>	Medical Services	13.07	0.00	13.07	100.00 %	104.56	0.00	104.56	100.00 %	157.00
<a href="#">300-3031-5321</a>	Hazardous Material Handling	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-5322</a>	Computer & Network Maintenance	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-5330</a>	Misc. Professional Services	1,915.90	0.00	1,915.90	100.00 %	15,327.20	0.00	15,327.20	100.00 %	23,000.00
<a href="#">300-3031-5410</a>	Professional dues and fees	4.16	0.00	4.16	100.00 %	33.28	0.00	33.28	100.00 %	50.00

# Monthly Budget Report

For Fiscal: Current Period Ending: 02/29/2020

		February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<a href="#">300-3031-5411</a>	Registration Fees	4.16	0.00	4.16	100.00 %	33.28	150.00	-116.72	-350.72 %	50.00
<a href="#">300-3031-5412</a>	Insurance Premiums	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-5417</a>	Uniform Services	83.13	112.64	-29.51	-35.50 %	665.04	1,126.62	-461.58	-69.41 %	998.00
<a href="#">300-3031-5418</a>	Misc. Other Services	3,725.34	0.00	3,725.34	100.00 %	29,802.72	0.00	29,802.72	100.00 %	44,722.00
<a href="#">300-3031-5422</a>	Cellular Servcies	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-5431</a>	Water	333.20	513.44	-180.24	-54.09 %	2,665.60	4,542.02	-1,876.42	-70.39 %	4,000.00
<a href="#">300-3031-5442</a>	Meals	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-5444</a>	Lodging	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-5445</a>	Mileage, Parking & Tolls	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-5511</a>	Rental/Lease Equipment - Misc	2,402.87	0.00	2,402.87	100.00 %	19,222.96	0.00	19,222.96	100.00 %	28,846.00
<a href="#">300-3031-5614</a>	CS Repairs - HMB	0.08	0.00	0.08	100.00 %	0.64	2,177.36	-2,176.72	40,112.50 %	1.00
<a href="#">300-3031-5742</a>	State Sales Taxes	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-5743</a>	Hazardous Materials Tax	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-5744</a>	Misc. Taxes	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-5811</a>	Clothing	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-5812</a>	Food	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-5814</a>	Maintenance Supplies	232.40	0.00	232.40	100.00 %	1,859.20	0.00	1,859.20	100.00 %	2,790.00
<a href="#">300-3031-5817</a>	Chemicals	83.30	0.00	83.30	100.00 %	666.40	0.00	666.40	100.00 %	1,000.00
<a href="#">300-3031-5818</a>	Safety Supplies	83.30	0.00	83.30	100.00 %	666.40	0.00	666.40	100.00 %	1,000.00
<a href="#">300-3031-5819</a>	Misc. Supplies	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-5821</a>	Mechanical Related Supplies	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-5822</a>	Fuel, Oil, Lubricant	466.56	1,285.39	-818.83	-175.50 %	3,732.48	8,338.55	-4,606.07	-123.41 %	5,601.00
<a href="#">300-3031-5823</a>	Spare Replacement Parts	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3031-6412</a>	Claims Paid	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5011</a>	Hourly Employees	6,486.32	3,283.28	3,203.04	49.38 %	51,890.56	34,466.67	17,423.89	33.58 %	77,867.00
<a href="#">300-3032-5013</a>	Holiday Pay	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5014</a>	Bereavement Leave	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5016</a>	Jury Duty	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5110</a>	Overtime	0.08	0.00	0.08	100.00 %	0.64	2,082.03	-2,081.39	25,217.19 %	1.00
<a href="#">300-3032-5112</a>	Standby Pay	637.07	761.17	-124.10	-19.48 %	5,096.56	6,385.90	-1,289.34	-25.30 %	7,648.00
<a href="#">300-3032-5114</a>	Bonus, Awards, Certification	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5115</a>	Premium Pay	52.22	0.00	52.22	100.00 %	417.76	551.51	-133.75	-32.02 %	627.00
<a href="#">300-3032-5210</a>	Medical insurance	999.60	538.10	461.50	46.17 %	7,996.80	8,756.41	-759.61	-9.50 %	12,000.00
<a href="#">300-3032-5211</a>	Dental insurance	130.61	99.96	30.65	23.47 %	1,044.88	663.05	381.83	36.54 %	1,568.00
<a href="#">300-3032-5212</a>	Life insurance	27.98	12.23	15.75	56.29 %	223.84	399.65	-175.81	-78.54 %	336.00
<a href="#">300-3032-5213</a>	Vision Benefit	32.48	12.69	19.79	60.93 %	259.84	51.26	208.58	80.27 %	390.00
<a href="#">300-3032-5215</a>	Retirement Contributions	783.43	248.97	534.46	68.22 %	6,267.44	5,338.53	928.91	14.82 %	9,405.00
<a href="#">300-3032-5216</a>	Medicare Contributions	78.38	59.32	19.06	24.32 %	627.04	648.25	-21.21	-3.38 %	941.00
<a href="#">300-3032-5217</a>	Retirement Medical Benefits	52.22	27.03	25.19	48.24 %	417.76	430.63	-12.87	-3.08 %	627.00
<a href="#">300-3032-5218</a>	Workers' Compensation Premium	276.05	116.67	159.38	57.74 %	2,208.40	1,150.84	1,057.56	47.89 %	3,314.00
<a href="#">300-3032-5220</a>	Safety PPE Allowance	13.07	0.00	13.07	100.00 %	104.56	0.00	104.56	100.00 %	157.00
<a href="#">300-3032-5221</a>	Misc. Allowance	18.15	97.80	-79.65	-438.84 %	145.20	904.65	-759.45	-523.04 %	218.00



# Monthly Budget Report

For Fiscal: Current Period Ending: 02/29/2020

		February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<a href="#">300-3032-5222</a>	Tuition Reimbursement	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5225</a>	Long Term Disability	22.32	21.81	0.51	2.28 %	178.56	184.48	-5.92	-3.32 %	268.00
<a href="#">300-3032-5226</a>	Short Term Disability	21.90	18.18	3.72	16.99 %	175.20	144.26	30.94	17.66 %	263.00
<a href="#">300-3032-5227</a>	Misc. Benefits	2.58	0.00	2.58	100.00 %	20.64	0.00	20.64	100.00 %	31.00
<a href="#">300-3032-5320</a>	Medical Services	2.58	0.00	2.58	100.00 %	20.64	0.00	20.64	100.00 %	31.00
<a href="#">300-3032-5321</a>	Hazardous Material Handling	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5322</a>	Computer & Network Maintenance	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5330</a>	Misc. Professional Services	1,666.00	0.00	1,666.00	100.00 %	13,328.00	0.00	13,328.00	100.00 %	20,000.00
<a href="#">300-3032-5410</a>	Professional dues and fees	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5411</a>	Registration Fees	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5412</a>	Insurance Premiums	1,122.88	0.00	1,122.88	100.00 %	8,983.04	0.00	8,983.04	100.00 %	13,480.00
<a href="#">300-3032-5417</a>	Uniform Services	101.87	93.28	8.59	8.43 %	814.96	939.38	-124.42	-15.27 %	1,223.00
<a href="#">300-3032-5418</a>	Misc. Other Services	6,288.65	0.00	6,288.65	100.00 %	50,309.20	0.00	50,309.20	100.00 %	75,494.00
<a href="#">300-3032-5422</a>	Cellular Scrvices	6.41	0.00	6.41	100.00 %	51.28	0.00	51.28	100.00 %	77.00
<a href="#">300-3032-5431</a>	Water	458.15	0.00	458.15	100.00 %	3,665.20	0.00	3,665.20	100.00 %	5,500.00
<a href="#">300-3032-5444</a>	Lodging	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5445</a>	Mileage, Parking & Tolls	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5511</a>	Rental/Lease Equipment - Misc	4,805.66	0.00	4,805.66	100.00 %	38,445.28	0.00	38,445.28	100.00 %	57,691.00
<a href="#">300-3032-5615</a>	CS Repairs - GCSD	0.08	0.00	0.08	100.00 %	0.64	1,918.54	-1,917.90	99,671.88 %	1.00
<a href="#">300-3032-5742</a>	State Sales Taxes	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5743</a>	Hazardous Materials Tax	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5811</a>	Clothing	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5812</a>	Food	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5814</a>	Maintenance Supplies	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5817</a>	Chemicals	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5818</a>	Safety Supplies	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5819</a>	Misc. Supplies	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5821</a>	Mechanical Related Supplies	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3032-5822</a>	Fuel, Oil, Lubricant	583.10	0.00	583.10	100.00 %	4,664.80	0.00	4,664.80	100.00 %	7,000.00
<a href="#">300-3032-6412</a>	Claims Paid	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5011</a>	Hourly Employees	10,840.82	6,210.45	4,630.37	42.71 %	86,726.56	50,200.18	36,526.38	42.12 %	130,142.00
<a href="#">300-3033-5013</a>	Holiday Pay	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5014</a>	Bereavement Leave	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5016</a>	Jury Duty	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5110</a>	Overtime	0.08	2,396.88	-2,396.80	96,000.00 %	0.64	8,635.21	-8,634.57	49,151.56 %	1.00
<a href="#">300-3033-5112</a>	Standby Pay	1,256.99	1,636.64	-379.65	-30.20 %	10,055.92	13,996.35	-3,940.43	-39.19 %	15,090.00
<a href="#">300-3033-5114</a>	Bonus, Awards, Certification	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5115</a>	Premium Pay	83.54	0.00	83.54	100.00 %	668.32	236.18	432.14	64.66 %	1,003.00
<a href="#">300-3033-5210</a>	Medical insurance	1,532.72	2,069.74	-537.02	-35.04 %	12,261.76	13,091.23	-829.47	-6.76 %	18,400.00
<a href="#">300-3033-5211</a>	Dental insurance	139.27	228.55	-89.28	-64.11 %	1,114.16	1,007.74	106.42	9.55 %	1,672.00
<a href="#">300-3033-5212</a>	Life insurance	25.57	25.65	-0.08	-0.31 %	204.56	454.75	-250.19	-122.31 %	307.00
<a href="#">300-3033-5213</a>	Vision Benefit	29.65	29.12	0.53	1.79 %	237.20	79.15	158.05	66.63 %	356.00



Monthly Budget Report

For Fiscal: Current Period Ending: 02/29/2020

		February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<a href="#">300-3033-5215</a>	Retirement Contributions	1,357.70	559.95	797.75	58.76 %	10,861.60	8,550.26	2,311.34	21.28 %	16,299.00
<a href="#">300-3033-5216</a>	Medicare Contributions	183.67	145.87	37.80	20.58 %	1,469.36	1,066.01	403.35	27.45 %	2,205.00
<a href="#">300-3033-5217</a>	Retirement Medical Benefits	169.84	87.41	82.43	48.53 %	1,358.72	758.44	600.28	44.18 %	2,039.00
<a href="#">300-3033-5218</a>	Workers' Compensation Premium	441.57	285.37	156.20	35.37 %	3,532.56	2,029.40	1,503.16	42.55 %	5,301.00
<a href="#">300-3033-5220</a>	Safety PPE Allowance	3.49	0.00	3.49	100.00 %	27.92	0.00	27.92	100.00 %	42.00
<a href="#">300-3033-5221</a>	Misc. Allowance	13.91	49.80	-35.89	-258.02 %	111.28	460.65	-349.37	-313.96 %	167.00
<a href="#">300-3033-5225</a>	Long Term Disability	43.56	48.06	-4.50	-10.33 %	348.48	279.63	68.85	19.76 %	523.00
<a href="#">300-3033-5226</a>	Short Term Disability	41.73	40.02	1.71	4.10 %	333.84	219.74	114.10	34.18 %	501.00
<a href="#">300-3033-5227</a>	Misc. Benefits	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5320</a>	Medical Services	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5321</a>	Hazardous Material Handling	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5322</a>	Computer & Network Maintenance	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5330</a>	Misc. Professional Services	149.35	0.00	149.35	100.00 %	1,194.80	0.00	1,194.80	100.00 %	1,793.00
<a href="#">300-3033-5410</a>	Professional dues and fees	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5411</a>	Registration Fees	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5412</a>	Insurance Premiums	1,854.59	0.00	1,854.59	100.00 %	14,836.72	0.00	14,836.72	100.00 %	22,264.00
<a href="#">300-3033-5417</a>	Uniform Services	143.69	125.63	18.06	12.57 %	1,149.52	1,201.48	-51.96	-4.52 %	1,725.00
<a href="#">300-3033-5418</a>	Misc. Other Services	4,285.11	0.00	4,285.11	100.00 %	34,280.88	0.00	34,280.88	100.00 %	51,442.00
<a href="#">300-3033-5422</a>	Cellular Servcies	4.16	0.00	4.16	100.00 %	33.28	0.00	33.28	100.00 %	50.00
<a href="#">300-3033-5431</a>	Water	249.90	0.00	249.90	100.00 %	1,999.20	0.00	1,999.20	100.00 %	3,000.00
<a href="#">300-3033-5444</a>	Lodging	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5445</a>	Mileage, Parking & Tolls	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5511</a>	Rental/Lease Equipment - Misc	5,190.08	0.00	5,190.08	100.00 %	41,520.64	0.00	41,520.64	100.00 %	62,306.00
<a href="#">300-3033-5616</a>	CS Repairs - MWSD	0.08	20,241.69	-20,241.61	02,012.50 %	0.64	74,892.04	-74,891.40	01,781.25 %	1.00
<a href="#">300-3033-5742</a>	State Sales Taxes	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5743</a>	Hazardous Materials Tax	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5811</a>	Clothing	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5812</a>	Food	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5814</a>	Maintenance Supplies	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5817</a>	Chemicals	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5818</a>	Safety Supplies	12.49	0.00	12.49	100.00 %	99.92	0.00	99.92	100.00 %	150.00
<a href="#">300-3033-5819</a>	Misc. Supplies	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5821</a>	Mechanical Related Supplies	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<a href="#">300-3033-5822</a>	Fuel, Oil, Lubricant	393.75	0.00	393.75	100.00 %	3,150.00	0.00	3,150.00	100.00 %	4,727.00
<a href="#">300-3033-6412</a>	Claims Paid	0.08	0.00	0.08	100.00 %	0.64	0.00	0.64	100.00 %	1.00
<b>Total Expense:</b>		<b>68,017.85</b>	<b>46,557.35</b>	<b>21,460.50</b>	<b>31.55 %</b>	<b>544,142.80</b>	<b>322,595.09</b>	<b>221,547.71</b>	<b>40.71 %</b>	<b>816,548.00</b>
<b>Total Fund: 300 - Contract Services:</b>		<b>605.84</b>	<b>12,074.00</b>	<b>11,468.16</b>		<b>4,846.72</b>	<b>255,875.15</b>	<b>251,028.43</b>		<b>7,266.00</b>
<b>Report Total:</b>		<b>7,753.42</b>	<b>293,260.76</b>	<b>285,507.34</b>		<b>62,027.36</b>	<b>1,150,419.67</b>	<b>1,088,392.31</b>		<b>93,068.00</b>

Monthly Budget Report

For Fiscal: Current Period Ending: 02/29/2020

Group Summary

Account Typ...	February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<b>Fund: 100 - Operating Fund</b>									
Revenue	643,078.84	643,385.15	306.31	0.05 %	5,144,630.72	5,029,495.97	-115,134.75	-2.24 %	7,720,035.00
Expense	635,931.26	362,198.39	273,732.87	43.04 %	5,087,450.08	4,134,951.45	952,498.63	18.72 %	7,634,233.00
<b>Total Fund: 100 - Operating Fund:</b>	<b>7,147.58</b>	<b>281,186.76</b>	<b>274,039.18</b>		<b>57,180.64</b>	<b>894,544.52</b>	<b>837,363.88</b>		<b>85,802.00</b>
<b>Fund: 300 - Contract Services</b>									
Revenue	68,623.69	58,631.35	-9,992.34	-14.56 %	548,989.52	578,470.24	29,480.72	5.37 %	823,814.00
Expense	68,017.85	46,557.35	21,460.50	31.55 %	544,142.80	322,595.09	221,547.71	40.71 %	816,548.00
<b>Total Fund: 300 - Contract Services:</b>	<b>605.84</b>	<b>12,074.00</b>	<b>11,468.16</b>		<b>4,846.72</b>	<b>255,875.15</b>	<b>251,028.43</b>		<b>7,266.00</b>
<b>Report Total:</b>	<b>7,753.42</b>	<b>293,260.76</b>	<b>285,507.34</b>		<b>62,027.36</b>	<b>1,150,419.67</b>	<b>1,088,392.31</b>		<b>93,068.00</b>

Fund Summary

Fund	February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
100 - Operating Fund	7,147.58	281,186.76	274,039.18		57,180.64	894,544.52	837,363.88		85,802.00
300 - Contract Services	605.84	12,074.00	11,468.16		4,846.72	255,875.15	251,028.43		7,266.00
Report Total:	7,753.42	293,260.76	285,507.34		62,027.36	1,150,419.67	1,088,392.31		93,068.00



# Sewer Authority Mid-Coastside

## Aging Report

### INVOICE DETAIL

Balance as of: 3/18/2020

Age From Invoice Date

Age to date: 3/18/2020

Account Number	Account Name			Account Status		Account Class						
0001	Sewer Authority Mid-Coastside				Active	Capital						
Tran. Type	Number	Date	Trans. Date	Due Date	Description	Current	30-60	60-90	90-120	>120	Unapplied Credit	Account Balance
Account Total:						0.00	0.00	0.00	0.00	0.00	-61,460.01	-61,460.01
0006	California State Parks				Active	NDWSCP						
Tran. Type	Number	Date	Trans. Date	Due Date	Description	Current	30-60	60-90	90-120	>120	Unapplied Credit	Account Balance
Invoice	INV00316	11/30/2019	11/30/2019	12/31/2019	Trucked Waste - November 2019	0.00	0.00	0.00	490.00	0.00		
Invoice	INV00335	1/31/2020	1/31/2020	2/29/2020	Trucked Waste - January 2020	0.00	255.00	0.00	0.00	0.00		
Invoice	INV00346	2/29/2020	2/29/2020	3/31/2020	Trucked Waste - February 2020	495.00	0.00	0.00	0.00	0.00		
Account Total:						495.00	255.00	0.00	490.00	0.00	0.00	1,240.00
0008	Cameron's Inn				Active	NDWSCP						
Tran. Type	Number	Date	Trans. Date	Due Date	Description	Current	30-60	60-90	90-120	>120	Unapplied Credit	Account Balance
Invoice	INV00075	7/11/2018	7/11/2018	7/11/2018	NDWSCP FY17-18	0.00	0.00	0.00	0.00	321.43		
Account Total:						0.00	0.00	0.00	0.00	321.43	0.00	321.43
0010	City of Half Moon Bay				Active	MAA						
Tran. Type	Number	Date	Trans. Date	Due Date	Description	Current	30-60	60-90	90-120	>120	Unapplied Credit	Account Balance
Invoice	INV00014	3/1/2018	6/30/2018	3/1/2018	QB-3707	0.00	0.00	0.00	0.00	4,185.68		
Invoice	INV00019	6/30/2018	6/30/2018	6/30/2018	QB-3758	0.00	0.00	0.00	0.00	2,138.67		
Invoice	INV00103	9/27/2018	9/27/2018	10/26/2018	Unpaid FOG Inspection Fees FY 2016/17 & 2017/18	0.00	0.00	0.00	0.00	3,214.30		
Invoice	INV00108	9/1/2018	10/2/2018	9/30/2018	Collections Service - August 2018	0.00	0.00	0.00	0.00	1,533.34		
Invoice	INV00109	8/1/2018	10/2/2018	8/31/2018	Collections Service - July 2018	0.00	0.00	0.00	0.00	200.23		
Invoice	INV00130	11/1/2018	11/1/2018	11/30/2018	Collections Service - October 2018	0.00	0.00	0.00	0.00	467.66		
Invoice	INV00195	4/1/2019	4/1/2019	4/30/2019	Callout - 439 Willow Avenue	0.00	0.00	0.00	0.00	594.00		
Invoice	INV00284	8/31/2019	8/31/2019	9/30/2019	Collections Service August 2019	0.00	0.00	0.00	0.00	2,049.70		
Invoice	INV00339	3/1/2020	3/1/2020	3/31/2020	O&M March 2020	344,324.94	0.00	0.00	0.00	0.00		
Account Total:						344,324.94	0.00	0.00	0.00	14,383.58	-161.25	358,547.27

Account Number	Account Name		Account Status		Account Class							
<b>0030</b>	<b>Gherkin's Sandwich Shop</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	INV00223	5/1/2019	5/1/2019	6/1/2019	NDWSCP April 2019	0.00	0.00	0.00	0.00	321.43		
Account Total:						0.00	0.00	0.00	0.00	321.43	0.00	321.43
<b>0035</b>	<b>Gino's Auto Body</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	INV00029	6/26/2018	6/30/2018	7/26/2018	QB-3744	0.00	0.00	0.00	0.00	321.43		
Account Total:						0.00	0.00	0.00	0.00	321.43	0.00	321.43
<b>0040</b>	<b>Granada Community Services 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	INV00035	3/1/2018	6/30/2018	3/1/2018	QB-3701	0.00	0.00	0.00	0.00	16,787.77		
Invoice	INV00036	3/1/2018	6/30/2018	3/1/2018	QB-3708	0.00	0.00	0.00	0.00	10,244.00		
Invoice	INV00230	5/1/2019	5/1/2019	5/31/2019	Collections Service May 2019	0.00	0.00	0.00	0.00	481.23		
Invoice	INV00241	6/1/2019	6/1/2019	6/30/2019	Collections Service June 2019	0.00	0.00	0.00	0.00	481.23		
Invoice	INV00340	3/1/2020	3/1/2020	3/31/2020	O&M March 2020	146,116.19	0.00	0.00	0.00	0.00		
Invoice	INV00342	3/1/2020	3/1/2020	3/31/2020	Collections Service March 2020	24,683.42	0.00	0.00	0.00	0.00		
Account Total:						170,799.61	0.00	0.00	0.00	27,994.23	0.00	198,793.84
<b>0044</b>	<b>Half Moon Bay Joe's</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	INV00076	7/11/2018	7/11/2018	7/11/2018	NDWSCP FY17-18	0.00	0.00	0.00	0.00	642.86		
Account Total:						0.00	0.00	0.00	0.00	642.86	0.00	642.86
<b>0046</b>	<b>Taqueria La Mexicana</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	INV00077	7/11/2018	7/11/2018	7/11/2018	NDWSCP FY17-18	0.00	0.00	0.00	0.00	321.43		
Account Total:						0.00	0.00	0.00	0.00	321.43	0.00	321.43
<b>0050</b>	<b>Half Moon Bay Coffee Company</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	INV00041	7/24/2018	6/30/2018	7/24/2018	QB-3672	0.00	0.00	0.00	0.00	321.43		
Account Total:						0.00	0.00	0.00	0.00	321.43	0.00	321.43
<b>0072</b>	<b>Princeton Seafood</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	INV00210	5/1/2019	5/1/2019	6/1/2019	NDWSCP April 2019	0.00	0.00	0.00	0.00	321.43		
Account Total:						0.00	0.00	0.00	0.00	321.43	0.00	321.43
<b>0076</b>	<b>The Press</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	INV00217	5/1/2019	5/1/2019	6/1/2019	NDWSCP April 2019	0.00	0.00	0.00	0.00	321.43		
Account Total:						0.00	0.00	0.00	0.00	321.43	0.00	321.43

Account Number	Account Name			Account Status	Account Class							
0078	Lamas			Active	NDWSCP							
Tran. Type	Number	Date	Trans. Date	Due Date	Description	Current	30-60	60-90	90-120	>120	Unapplied Credit	Account Balance
Invoice	INV00218	5/1/2019	5/1/2019	6/1/2019	NDWSCP April 2019	0.00	0.00	0.00	0.00	321.43		
Account Total:						0.00	0.00	0.00	0.00	321.43	0.00	321.43
0080	Montara Water & Sanitary District			Active	MAA							
Tran. Type	Number	Date	Trans. Date	Due Date	Description	Current	30-60	60-90	90-120	>120	Unapplied Credit	Account Balance
Invoice	INV00052	6/30/2018	6/30/2018	6/30/2018	QB-3759	0.00	0.00	0.00	0.00	50,696.42		
Invoice	INV00341	3/1/2020	3/1/2020	3/31/2020	O&M March 2020	127,428.28	0.00	0.00	0.00	0.00		
Invoice	INV00344	3/1/2020	3/1/2020	3/31/2020	Collections Service March 2020	28,462.42	0.00	0.00	0.00	0.00		
Invoice	INV00345	3/1/2020	3/1/2020	3/31/2020	Pass Through Invoices January/February 2020	20,373.52	0.00	0.00	0.00	0.00		
Account Total:						176,264.22	0.00	0.00	0.00	50,696.42	0.00	226,960.64
0082	Monster Chef			Active	NDWSCP							
Tran. Type	Number	Date	Trans. Date	Due Date	Description	Current	30-60	60-90	90-120	>120	Unapplied Credit	Account Balance
Invoice	INV00216	5/1/2019	5/1/2019	6/1/2019	NDWSCP April 2019	0.00	0.00	0.00	0.00	321.43		
Account Total:						0.00	0.00	0.00	0.00	321.43	0.00	321.43
0085	Odyssey Pizzeria & Café			Active	NDWSCP							
Tran. Type	Number	Date	Trans. Date	Due Date	Description	Current	30-60	60-90	90-120	>120	Unapplied Credit	Account Balance
Invoice	INV00222	5/1/2019	5/1/2019	6/1/2019	NDWSCP April 2019	0.00	0.00	0.00	0.00	321.43		
Account Total:						0.00	0.00	0.00	0.00	321.43	0.00	321.43
Total Accounts: 16					Report Total:	691,883.77	255.00	0.00	490.00	96,931.39	-61,621.26	727,938.90

## Invoice and Penalty Revenue Code Aging

Revenue Code - Revenue Code Description	Current	30-60	60-90	90-120	>120	
100-001 - JPA - HMB	0.00	0.00	0.00	0.00	4,185.68	
100-002 - JPA - GCSD	0.00	0.00	0.00	0.00	27,031.77	
100-100 - NDWSCP Revenue - Inspection Fee SAM	0.00	0.00	0.00	0.00	1,285.72	
100-101 - NDWSCP Revenue - Trucked Waste	495.00	255.00	0.00	490.00	0.00	
300-001 - CCS - HMB	0.00	0.00	0.00	0.00	4,844.93	
300-002 - CCS - CCSD	24,683.42	0.00	0.00	0.00	962.46	
300-003 - CCS - MWSD	28,462.42	0.00	0.00	0.00	0.00	
300-021 - CCS Repairs - HMB	0.00	0.00	0.00	0.00	2,138.67	
300-023 - CCS Repairs - MWSD	20,373.52	0.00	0.00	0.00	50,696.42	
300-031 - CCS Inspection Fee - HMB	0.00	0.00	0.00	0.00	3,857.16	
300-032 - CCS Inspection Fee - GCSD	0.00	0.00	0.00	0.00	1,285.72	
300-033 - CCS Inspection Fee - MWSD	0.00	0.00	0.00	0.00	642.86	
GCSD Admin - GCSD Admin	24,622.92	0.00	0.00	0.00	0.00	
GCSD EC - GCSD Environmental Compliance	4,298.14	0.00	0.00	0.00	0.00	
GCSD Infrastructure - GCSD Infrastructure	48,971.88	0.00	0.00	0.00	0.00	
GCSD Treatment - GCSD Treatment	68,223.25	0.00	0.00	0.00	0.00	
HMB Admin 1 - HMB Admin	58,024.27	0.00	0.00	0.00	0.00	
HMB EC - HMB EC JPA	10,128.63	0.00	0.00	0.00	0.00	
HMB Infustructure - HMB Infustructure JPA	115,402.96	0.00	0.00	0.00	0.00	
HMB Treatment - HMB Treatment JPA	160,769.08	0.00	0.00	0.00	0.00	
MWSD Admin - MWSD Admin	21,473.70	0.00	0.00	0.00	0.00	
MWSD EC - MWSD EC	3,748.42	0.00	0.00	0.00	0.00	
MWSD Infrastructure - MWSD Infrastructure	42,708.49	0.00	0.00	0.00	0.00	
MWSD Treatment - MWSD Treatment	59,497.67	0.00	0.00	0.00	0.00	
	691,883.77	255.00	0.00	490.00	96,931.39	789,560.16

## Unapplied Credit Revenue Code Aging

Revenue Code - Revenue Code Description	Current	30-60	60-90	90-120	>120	
UAC - Unapplied Credits	0.00	0.00	0.00	0.00	-61,621.26	
	0.00	0.00	0.00	0.00	-61,621.26	-61,621.26
						727938.90



# Pooled Cash Report

Sewer Authority Mid-Coastside

For the Period Ending 2/29/2020

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b><u>CLAIM ON CASH</u></b>					
<a href="#">100-1005</a>	Claim on Pooled Cash	2,554,859.21	(89,212.16)	2,465,647.05	
<a href="#">200-1005</a>	Claim on Pooled Cash	0.00	0.00	0.00	
<a href="#">300-1005</a>	Claim on Pooled Cash	223,037.51	32,497.05	255,534.56	
<a href="#">400-1005</a>	Claim on Pooled Cash	150,373.30	0.00	150,373.30	
<a href="#">500-1005</a>	Claim on Pooled Cash	0.00	0.00	0.00	
<a href="#">600-1005</a>	Claim on Pooled Cash	0.00	0.00	0.00	
<b>TOTAL CLAIM ON CASH</b>		<u>2,928,270.02</u>	<u>(56,715.11)</u>	<u>2,871,554.91</u>	
<b><u>CASH IN BANK</u></b>					
<b>Cash in Bank</b>					
<a href="#">900-1000</a>	Pooled Cash (FNB Money Market)	0.00	0.00	0.00	
<a href="#">900-1001</a>	Pooled Cash (FNB Disbursement)	(665.89)	0.00	(665.89)	
<a href="#">900-1002</a>	Pooled Cash (FNB Payroll)	1,662.30	0.00	1,662.30	
<a href="#">900-1015</a>	Pooled Cash (Tri Counties Money Market)	500,729.68	47.74	500,777.42	
<a href="#">900-1016</a>	Pooled Cash (Tri-Counties Main)	1,959,987.40	(36,974.63)	1,923,012.77	
<a href="#">900-1017</a>	Pooled Cash (Tri Counties Payroll)	124,983.96	(42,739.16)	82,244.80	
<b>TOTAL: Cash in Bank</b>		<u>2,586,697.45</u>	<u>(79,666.05)</u>	<u>2,507,031.40</u>	
<b>TOTAL CASH IN BANK</b>		<u>2,586,697.45</u>	<u>(79,666.05)</u>	<u>2,507,031.40</u>	
<b><u>DUE TO OTHER FUNDS</u></b>					
<a href="#">900-2301</a>	Due To General Fund	2,554,859.21	(89,212.16)	2,465,647.05	
<a href="#">900-2302</a>	Due To Capital Fund	0.00	0.00	0.00	
<a href="#">900-2303</a>	Due To Contract Services Fund	223,037.51	32,497.05	255,534.56	
<a href="#">900-2304</a>	Due To Vehicle Replacement Fund	150,373.30	0.00	150,373.30	
<a href="#">900-2305</a>	Due To SRF Loan Fund	0.00	0.00	0.00	
<a href="#">900-2306</a>	Due To Restricted Capital Fund	0.00	0.00	0.00	
<a href="#">900-2350</a>	Due To	0.00	0.00	0.00	
<b>TOTAL DUE TO OTHER FUNDS</b>		<u>2,928,270.02</u>	<u>(56,715.11)</u>	<u>2,871,554.91</u>	
<b>Claim on Cash</b>	2,871,554.91	<b>Claim on Cash</b>	2,871,554.91	<b>Cash in Bank</b>	2,507,031.40
<b>Cash in Bank</b>	<u>2,507,031.40</u>	<b>Due To Other Funds</b>	<u>2,871,554.91</u>	<b>Due To Other Funds</b>	<u>2,871,554.91</u>
<b>Difference</b>	364,523.51	<b>Difference</b>	0.00	<b>Difference</b>	(364,523.51)



ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b><u>ACCOUNTS PAYABLE PENDING</u></b>					
<a href="#">100-2010</a>	Accounts Payable Pending	331,460.38	(32,326.62)	299,133.76	
<a href="#">200-2010</a>	Accounts Payable Pending	0.00	0.00	0.00	
<a href="#">300-2010</a>	Accounts Payable Pending	2,928.07	20,423.05	23,351.12	
<a href="#">400-2010</a>	Accounts Payable Pending	0.00	0.00	0.00	
<b>TOTAL ACCOUNTS PAYABLE PENDING</b>		<u>334,388.45</u>	<u>(11,903.57)</u>	<u>322,484.88</u>	
<b><u>DUE FROM OTHER FUNDS</u></b>					
<a href="#">900-1501</a>	Due From Other Funds	<u>(334,388.45)</u>	<u>11,903.57</u>	<u>(322,484.88)</u>	
<b>TOTAL DUE FROM OTHER FUNDS</b>		<u>(334,388.45)</u>	<u>11,903.57</u>	<u>(322,484.88)</u>	
<b><u>ACCOUNTS PAYABLE</u></b>					
<a href="#">900-2010</a>	Pooled Accounts Payable	<u>(9,175.66)</u>	<u>(32,862.97)</u>	<u>(42,038.63)</u>	
<b>TOTAL ACCOUNTS PAYABLE</b>		<u>(9,175.66)</u>	<u>(32,862.97)</u>	<u>(42,038.63)</u>	
<b>AP Pending</b>	322,484.88	<b>AP Pending</b>	322,484.88	<b>Due From Other Funds</b>	322,484.88
<b>Due From Other Funds</b>	<u>322,484.88</u>	<b>Accounts Payable</b>	<u>(42,038.63)</u>	<b>Accounts Payable</b>	<u>(42,038.63)</u>
<b>Difference</b>	0.00	<b>Difference</b>	364,523.51	<b>Difference</b>	364,523.51

California State Treasurer  
**Fiona Ma, CPA**



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

March 19, 2020

[LAIF Home](#)  
[PMIA Average Monthly](#)  
[Yields](#)

---

SEWER AUTHORITY MID-COASTSIDE

ACCOUNTANT  
1000 NORTH CABRILLO HIGHWAY  
HALF MOON BAY, CA 94019-1466

[Tran Type Definitions](#)

**Account Number:** 70-41-008

February 2020 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	1,312,787.30
Total Withdrawal:	0.00	Ending Balance:	1,312,787.30



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

---

**TO:** Honorable Board of Directors

**FROM:** Kishen Prathivadi, General Manager

**SUBJECT:** **Approve Creation of Finance Officer (Unrepresented Employee) Classification and authorize the General Manager to recruit for a Full-time Finance Officer position**

---

#### **Executive Summary**

The purpose of this report is to approve Creation of Finance Officer (Unrepresented Employee) Classification and authorize the General Manager to recruit for a Full-time Finance Officer position

#### **Fiscal Impact**

The fiscal impact is budget neutral as the position will be funded in the current FY20-21 budget using the allocated salary from the eliminated position of Administrative Services Supervisor.

#### **Strategic Plan Compliance**

The recommendations comply 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**

As a result of organizational restructure and the Board’s determination of SAM’s needs to ensure specialized and dedicated staff support on financial and accounting activities, staff propose to create a Finance Officer position which will plan, organize, oversee, lead and continuously improve the activities of financial operations of the Authority. As this is a leadership role that will work directly with the General Manager and Board to recommend, develop, implement and manage Authority goals, objectives, and strategic planning initiatives, it will contribute to SAM’s strategic goal to consider long-term costs, and ensure that finances are stable and understandable by the board, member

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	M. Clark	S. Boyd	A. Eisen
	J. Harvey	H. Rarback	

---

agencies, and the public. This position is intended to provide critical management support that is currently lacking based on the existing staffing structure of SAM.

Additionally, the proposed Finance Officer position will also provide financial analysis and costing of a highly sensitive and confidential nature relevant to labor negotiations and collective bargaining, and research and relevant information to the Board and General Manager regarding matters related to labor relations and strategy. As such, staff also recommends that the Board determine this position to be confidential and management in nature, as permitted under Government Code section 3507.5, and shall serve as an exempt, unrepresented, and “at will” position at the pleasure of the General Manager.

As the Board has abolished the Administrative Services Supervisor position at its December 9, 2019 meeting, the Finance Officer position will be funded in the current FY20-21 budget using the allocated salary from the Administrative Services Supervisor position, and the financial impact is expected to be budget neutral.

A copy of the proposed job description is attached. Board approval is requested for the General Manager to initiate a recruitment for a full-time position.

**Staff Recommendation**

Staff recommends approval of Creation of Finance Officer (Unrepresented Employee) Classification and authorize the General Manager to recruit for a Full-time position. 2018-19.

**Supporting Documents**

Attachment A: Job Description- Finance Officer

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	M. Clark	S. Boyd	A. Eisen
	J. Harvey	H. Rarback	



## FINANCE OFFICER

### **ESSENTIAL FUNCTION**

Plan, organize, oversee, lead and continuously improve the activities of financial operations of the Authority. Works directly with the General Manager and Board of Directors to recommend, develop, implement and manage Authority goals, objectives, and strategic planning initiatives.

### **DISTINGUISHING CHARACTERISTICS**

The Finance Officer is an unrepresented position under the general direction of the General Manager. This is an “at will” position and serves at the pleasure of the General Manager. This is a single position classification and exercises functional supervision of Administration staff.

### **ESSENTIAL DUTIES**

Plans, organizes and controls the Authority’s financial and accounting activities; provides management and the Board of Directors with effective assistance in the areas of fiscal planning and control, accounting, and budgeting; reviews all cash and monies received by the Authority; ensure that all disbursements and receipts have proper audit trails and internal controls, including maintaining segregation of duties; posts, balances and reconciles transactions in the Authority’s general ledger; ensures the accuracy of data input for the accounting system; prepares financial statements and expense reports as needed; reconciles all fund and bank accounts.

Assists in the development of the annual Authority budget; prepares monthly budget worksheets; assists management in the preparation of budget proposals and coordination of the annual budget; compiles final budget documents; and reports on variances.

Oversees the inputting of payroll data and prepares direct deposits and reports when needed; prepares required employee tax returns/reports; audits and verifies payroll data.

Ensures CalPERS pension plan liabilities are accurate and filed timely; reports monthly payroll information to CalPERS and provides pertinent records to CalPERS for retirement calculations; responds to CalPERS payroll reporting inquiries, discrepancies, audit responses and action plans.

Organizes and coordinates the annual financial audit; provides assistance to outside auditors in the conduct of annual audits of Authority financial operations; prepares financial schedules.

Provides a variety of financial reports required by other governmental agencies.

Ensures the Authority adheres to codes, ordinances, laws, and regulations affecting the functions and financial operations of the Authority.

Provides financial analysis and costing of a highly sensitive and confidential nature relevant to labor negotiations and collective bargaining; provides research and relevant information to the Board and General Manager regarding matters related to labor relations and strategy.

Responsible for the administration of the Authority's insurance programs.

#### **KNOWLEDGE/SKILLS/ABILITIES (KSA's)**

(The following are a representative sample of the KSA's necessary to perform essential functions of the position.)

#### **Knowledge of:**

- Codes, ordinances, laws, and regulations affecting the functions and financial operations of the Authority.

- Generally accepted principles, methods, and practices of accounting and financial record keeping.
- Applicable federal, state and local laws, codes and regulations.
- Principles, practices and techniques of public administration and public agency budgeting.
- Auditing, financial analysis, and research procedures.
- Operation, use, and applications of accounting systems and software.
- Standard office procedures, practices and equipment.
- Methods and techniques for record keeping and report preparation and writing.

**Skills to:**

- Demonstrated skills in employee supervision and interpersonal skills to effectively motivate others.
- Operate an office computer and a variety of accounting, spreadsheet, and software applications, including those specific to SAM's financial operations;

**Ability to:**

- Maintain confidentiality of sensitive information;
- Interpret and apply administrative and departmental policies and procedures;
- Apply independent judgement and analysis of Authority financials and to communicate and advise management accordingly;
- Analyze situations appropriately and adopt effective courses of action;
- Follow written and oral directions;
- Read, interpret, record and compile data accurately;
- Prepare clear and concise reports and keep accurate records;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships.
- Attend work and perform duties on a regular and consistent basis.

- Lift and carry up to 25 pounds; drive an automobile; use hands for repetitive action such as fine dexterity; withstand sustained periods of sitting while intermittently operating keyboards, twisting and reaching to operate other equipment without incapacitating adverse effect.
- Work in a standard office environment with some exposure to the outdoors, mechanical and electrical hazards, noise, vibration, chemicals, dust and domestic waste.

## **QUALIFICATIONS**

### **Experience and/or Education**

Any combination of training, education and experience that has provided the knowledge, skills and abilities necessary for a Finance Officer. A typical way of obtaining the required qualifications is to possess five or more years of increasingly responsible management experience in accounting and financial administration including supervisory responsibility. Local government sector work experience and payroll experience with a California public agency participating in CalPERS are highly desirable.

Possession of an Associate Degree from an accredited college with major course work in accounting, business or public administration, or closely related field.

### **License/Certificate**

Possession of a valid State of California driver's license of the required category, compliance with established Authority vehicle operation standards and the ability to be insured for the operation of a vehicle/Authority vehicle in accordance with the terms and conditions of the Authority's insurance program are conditions of continuing employment.

Employees of SAM are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities that promote the protection of public health and safety or the preservation of



lives and property, either at the District or within the local or their own community.

**EMPLOYMENT CONDITIONS**

Fair Labor Standards Act Overtime: Exempt

Collective Bargaining Representation Unit: Unrepresented

Appointment and Removal Authority: This is an “at will” position and serves at the pleasure of the General Manager.

Adopted: March 9, 2020

*Every employee (including the Finance Officer) shall serve at the will and pleasure of the Sewer Authority Mid-Coast (SAM). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SAM.*

DRAFT



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

---

**TO:** Honorable Board of Directors

**FROM:** Kishen Prathivadi, General Manager

**SUBJECT:** Amend the Unrepresented Employee Manual and Approve and Adopt Wage/Salary Schedule Effective April 1, 2020

---

#### **Executive Summary**

The purpose of this report is for the Board of Directors to consider changes to the Unrepresented Employees Manual and provide direction to staff.

#### **Fiscal Impact**

The fiscal impact is budget neutral as the position will be funded in the current FY20-21 budget using the allocated salary from the eliminated position of Administrative Services Supervisor.

#### **Strategic Plan Compliance**

The recommendation complies with the SAM Strategic Plan's 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**

With the creation of the Finance Officer position, Board authorization is requested to adopt the amended Wage/Salary Schedule effective April 1, 2020. This amended schedule reflects the salary range for the Finance Officer position, which utilizes the former Administrative Service Supervisor salary allocation to achieve a budget neutral outcome. The proposed salary is also in line based on staff's review of comparable positions at other public agencies with similar roles. Existing funding is available for a full-time Finance Officer position under the current salary allocation for FY 20-21.

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	M. Clark	S. Boyd	A. Eisen
	J. Harvey	H. Rarback	

---

As SAM adopts a single wage/salary schedule that describes the wages/salaries applicable to all positions, the only change by the Board's approval of this item would be to add the salary range for the Finance Officer position.

In addition, based on outside labor and employment counsel's review of the Unrepresented Employee Manual, for parity purposes (as compared to SAM's represented employees), the following changes are recommended:

- For represented employees, as per adopted MOU a \$75 per month stipend is provided for use of personal cell phone, tablet, laptop or other technology in the course of Authority business. The manual also reflects a recommended change to extend the same monthly stipend to unrepresented employees. Moreover, Attachment B, which provides a listing of wages/salaries applicable to all positions, also includes a proposed new footnote to extend the same \$75 monthly stipend to the General Manager classification.
- For represented employees hired on or after January 1, 2000, a maximum sick leave accrual of 1,000 hours may be accumulated as the cap, and an employee ceases to accrue sick leave until their sick leave balance is below the cap. The same change is recommended for the Unrepresented Employees, which include the General Manager classification.

Separately, it is also recommended by counsel that the Board determine all Unrepresented Employee classifications, which currently include the Engineering & Construction Contracts Manager and the Finance Officer positions, shall serve as "at will" employees under the pleasure of the General Manager. This will provide consistency among the Unrepresented Employees and clarity of the employment nature of their roles at SAM. The recommended changes to the Unrepresented Employee Manual, as discussed above, are shown in the attachment in redlined format.

**Staff Recommendation**

Staff recommends amending the Unrepresented Employee Manual and approve and adopt Wage/ Salary Schedule effective April 1, 2020 (Attachment)

**Supporting Documents**

Attachment A: Proposed Changes to Unrepresented Employees Manual

Attachment B: SAM Bi-Weekly Wage/Salary Schedule effective 04/01/2020

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	M. Clark	S. Boyd	A. Eisen
	J. Harvey	H. Rarback	



# **Sewer Authority Mid-Coastside**

## **Unrepresented Employee Manual**

**Resolution No.: 2-2013**

**Effective: February 1, 2016**

**Amended: ~~January 1, 2019~~ March 23, 2020**

## TABLE OF CONTENTS

<b>ARTICLE 1:</b>	<b>HOURS, COMPENSATION AND OVERTIME .....</b>	<b>2</b>
	1.01 Hours and Days of Work .....	2
	1.02 Workweek .....	2
	1.03 Payment of Wages.....	2
	1.04 Wage Ranges .....	2
	1.05 Overtime for FLSA Non-Exempt Employees.....	2
	1.06 Regular Rate of Pay.....	2
	1.07 Working in a Higher Classification .....	2
<b>ARTICLE 2:</b>	<b><del>PROBATIONARY INTRODUCTORY PERIOD .....</del></b>	<b><del>3</del></b>
	2.01 <del>Length of Probationary Period</del> "At-Will" Employment Status .....	3
	2.02 Objectives of <del>Probationary Introductory</del> Period.....	3
	<del>2.03 Rejection during Probationary Period.....</del>	<del>3</del>
	2.04 Rejection during Promotion <del>Probationary Introductory</del> Period.....	3
	2.05 Performance Based Wage Increases.....	3
<b>ARTICLE 3:</b>	<b>VACATION LEAVE .....</b>	<b>4</b>
	3.01 Vacation Accrual .....	4
	3.02 Leave Approval .....	4
	3.03 Leave Use .....	4
	3.04 Leave Scheduling .....	4
	3.05 Maximum Vacation Leave Accumulation.....	4
	3.06 Payout upon Termination or Extended Unpaid Leave .....	5
	3.07 Holidays Occurring During Leave .....	5
	3.08 Vacation Leave in Lieu of Sick Leave .....	5
<b>ARTICLE 4:</b>	<b>SICK LEAVE .....</b>	<b>6</b>
	4.01 Accrual.....	6
	4.02 Sick Leave not a Privilege.....	6
	4.03 Family Sick Leave .....	6
	4.04 Notice to Supervisor .....	6
	4.05 Injury Incurred in Outside Employment.....	6
	4.06 Sick Leave Benefits and SDI/PFL .....	6
	4.07 Workers' Compensation and Wage Continuation .....	6
	4.08 Sick Leave Upon Separation.....	6
<b>ARTICLE 5:</b>	<b>HOLIDAYS .....</b>	<b>8</b>
	5.01 Holidays .....	8
	5.02 Eligibility .....	8
	5.03 Working on the Holiday.....	8
<b>ARTICLE 6:</b>	<b>OTHER PAID LEAVES OF ABSENCE .....</b>	<b>9</b>
	6.01 Bereavement Leave .....	9
	6.02 Jury Duty Leave.....	9
	6.03 Administrative Leave .....	10
	6.04 Child Related Activities Leave .....	10

<b>ARTICLE 7:</b>	<b>LEAVES OF ABSENCE WITHOUT PAY .....</b>	<b>11</b>
	7.01 Power to Grant Leave .....	11
	7.02 Authorized Leave Without Pay .....	11
	7.03 Unauthorized Leave of Absence .....	11
	7.04 Family Care Leave .....	11
	7.05 Military Leave .....	11
<b>RTICLE 8:</b>	<b>EMPLOYEE FRINGE BENEFITS .....</b>	<b>12</b>
	8.01 Group Medical/Dental/Vision Insurance Benefits .....	12
	8.02 Life Insurance .....	12
	8.03 Deferred Compensation .....	12
<b>RTICLE 9:</b>	<b>RETIREMENT BENEFITS .....</b>	<b>13</b>
	9.01 Retirement Plan .....	13
	9.02 Employee Contribution.....	13
	9.04 Retirement Medical Benefits .....	13
<b>ARTICLE 10:</b>	<b>DISCIPLINARY ACTION .....</b>	<b>14</b>
	10.01 Policy .....	14
	<del>10.02 Probationary Employees .....</del>	<del>14</del>
	<del>10.03 Due Process .....</del>	<del>14</del>
	<del>10.04 Appeals .....</del>	<del>14</del>
<del><b>ARTICLE 11:</b></del>	<del><b>GRIEVANCE PROCEDURE .....</b></del>	<del><b>15</b></del>
	<del>11.01 Grievance Procedure .....</del>	<del>15</del>
	<del>11.02 Grievance Steps .....</del>	<del>15</del>
	<del>11.03 Discharge, Suspension, Disciplinary Demotion .....</del>	<del>15</del>
	<del>11.04 Time Limits .....</del>	<del>15</del>
<b>EXHIBIT A:</b>	<b>CLASSIFICATIONS COVERED BY MANUAL .....</b>	<b>16</b>
<b>EXHIBIT B:</b>	<b>WAGE RANGES.....</b>	<b>17</b>
<b>EXHIBIT C:</b>	<b>DEFINITIONS .....</b>	<b>18</b>

**SEWER AUTHORITY MID-COASTSIDE  
UNREPRESENTED EMPLOYEE MANUAL**

This document establishes the rules governing benefits and working conditions, which are in effect for unrepresented employees and have been approved by the Board of Directors of the Sewer Authority Mid-Coastside.

This Unrepresented Employee Manual provides policies and procedures that affect the working conditions and benefits of unrepresented employees of the Sewer Authority Mid-Coastside. Rules, which describe general policies of the Authority's personnel system, are found in the Sewer Authority Mid-Coastside Personnel Policy and Procedure Manual. This manual supersedes the Sewer Authority Mid-Coastside Personnel Policy and Procedure Manual and related resolutions when language is in conflict with this manual.

**ARTICLE 1**  
**HOURS, COMPENSATION AND OVERTIME**

This Section is intended only to define the normal hours of work and the time for which wages shall be paid. Nothing in these rules shall be construed as a guarantee of hours of work per day or per week, or of days of work per week. The Authority's pay records, practices and procedures shall govern the payment of all wages.

- 1.01 Hours and Days of Work:** Full-time employees shall work a predetermined schedule of 40 hours per week plus unpaid lunch breaks, usually five eight-hour days.
- 1.02 Workweek:** The workweek shall consist of seven days beginning at 12:01 a.m. on Saturday to and including 12:00 midnight the following Friday and shall consist of 40 hours of work.
- 1.03 Payment of Wages:** Employees shall be paid on a bi-weekly retrospective basis, with pay days on alternate Fridays. In the event that a pay day falls on a holiday, that pay day will be the preceding work-day.
- 1.04 Wage Ranges:** Wage ranges shall be reviewed and adjusted, as appropriate, July 1 of each year by the Board of Directors. For the current wage ranges, see Exhibit B.
- 1.05 Overtime for FLSA Non-Exempt Employees:** All FLSA non-exempt employees who are required to work in excess of their regular workweek shall be paid overtime compensation at the rate of one and one-half times the regular rate of pay for time worked in excess of the regular workweek. For the purpose of calculating time worked, the regular workweek excludes holidays and paid leave. Employees may not work overtime without the express prior approval of his/her supervisor.
- 1.06 Regular Rate of Pay:** For the purpose of computing overtime, the regular rate of pay shall be computed according to Fair Labor Standards Act requirements.
- 1.07 Working in a Higher Classification:** Employees may be assigned to work temporarily in a higher classification. To be eligible for a higher classification, an employee must work a minimum of one full day, meet the minimum qualifications of the higher classification, and perform duties of the higher classification. Employees meeting these requirements will be compensated at the lowest step of the higher classification that provides at least a five percent differential. Department managers are excluded from this provision.

For employees classified as Classic Members of CalPERS, this special assignment pay will be reported to CalPERS as compensation earnable (Government Code 20636 and 2 CCR § 571(a)). For employees classified as New Members of CalPERS, this special assignment pay will not be reported to CalPERS as pensionable compensation (Government Code § 7522.34).



## ARTICLE 2

### PROBATIONARY PERIOD "AT-WILL" EMPLOYMENT STATUS; INTRODUCTORY PERIOD

**2.01 Length of Probationary Period:** All original and promotional appointments to positions in the regular service, except those identified as At Will, shall be tentative and subject to a Probationary Period. The length of the Probationary Period shall be 6 months of actual service. Probationary Periods must be completed within 12 months of the hire date. Probationary employees are to be evaluated by their immediate supervisors every three months.

**"At-Will" Employment Status:** Every employee (including all Unrepresented Employees as covered under this Manual) shall serve at the will and pleasure of the General Manager. No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SAM.

**2.02 Objectives of Probationary Introductory Period:** The Probationary Period shall be regarded as a part of the selection process and shall be used to closely observe and evaluate the employee's work, to secure the most effective adjustment of a new employee to his/her position and to eliminate any probationary employee whose performance does not meet the required standards of work. For all new hires or for employees promoted into an Unrepresented Employee classification, they shall serve an Introductory Period in which SAM will utilize to evaluate employment suitability in terms of skill, knowledge, performance, and compatibility. The Introductory Period shall consist of the first six (6) months of actual service. However, as all Unrepresented Employees serve in an "at-will" capacity, SAM may terminate the employment relationship at any time (either during or after the Introductory Period) with or without cause. The intent of an Introductory Period is to help determine employment suitability with SAM.

**2.03 Rejection During Probationary Period:** During the Probationary Period, an employee may be rejected from employment at any time by the General Manager, or his/her designee, without cause and without the right of appeal.

**2.04 Rejection During Promotion Probationary Introductory Period:** An employee rejected during the Probationary Introductory Period following a promotional appointment shall be reinstated to the classification from which he or she was promoted unless charges are filed and he or she is discharged in the manner provided in the Sewer Authority Mid-Coastside Personnel Policy and Procedure Manual.

**2.0504 Performance-Based Wage Increases:** Upon satisfactory completion of the Probationary Introductory Period, the employee may qualify for a merit increase. Advancement within the established wage range may be granted by the General Manager, or his/her designee, based upon performance reviews conducted by the employee's supervisor at the completion of the Probationary Introductory Period, and on the annual anniversary date of hire or promotion, until such time as the employee achieves the top of the applicable wage range in the then-current Wage Schedule. At Will employees shall

~~receive a step increase as of the anniversary date in the At-Will position.~~

The intent of this policy is to provide an employee performance review every 12 months. No wage advancement will be granted until a performance evaluation is completed by the employee's immediate supervisor and approved by the General Manager.

The performance evaluation due date is applicable even if no performance based wage adjustment is provided either (1) due to a performance rated as "needing improvement" or (2) as a result of an employee being at the top of his or her wage range. If a merit increase is approved, the effective date shall be the first day of the pay period following the end of the period being evaluated. If the end of the period being evaluated is the first day of a pay period, the merit increase shall be effective that day.

**ARTICLE 3**  
**VACATION LEAVE**

**3.01 Vacation Accrual:** Employees shall be entitled to earn annual Vacation Leave as follows:

Annual Accrual	Pay Period Accrual	Years of Actual Service
12 days	3.69 hours	0 through 5 years
15 days	4.62 hours	6 through 10 years
18 days	5.54 hours	11 through 15 years
21 days	6.46 hours	16+ years

Vacation accrual shall be posted to an employee's account for each pay period in which the employee is in a paid status for the majority of the pay period. The amount accrued shall be equal to the employee's annual accrual hours divided by 26 and rounded to the nearest 0.01 hours (0.005 rounding up). In the event an employee's accrual rate changes during a pay period, the Vacation Leave credited during that period shall be at the higher rate.

- 3.02 Leave Approval:** Vacation Leave must be approved, in advance, by the employee's supervisor. In the case of an employee requesting Vacation Leave due to an unanticipated emergency, advance notice is not required.
- 3.03 Leave Use:** Employees shall not be eligible to use Vacation Leave for the first six months of employment. The General Manager may grant special approval, on a case-by-case basis, for an employee to take Vacation Leave within the first six months of employment. Employees shall not be entitled to take Vacation Leave in excess of their accrued Vacation Leave except under conditions outlined in Article 7.
- 3.04 Leave Scheduling:** The times during the calendar year at which an employee shall take his or her Vacation Leave shall be determined by the employee's supervisor with due regard for the wishes of the employee and particular regard for service needs. If the requirements of the service are such that a supervisor cannot permit the employee to take any annual Vacation Leave or any part of such leave within a particular calendar year, the employee may accrue Vacation Leave according to Section 3.05 of this Manual.
- 3.05 Maximum Vacation Leave Accumulation:** Employees may accrue Vacation Leave up to a maximum cumulative total of 400 hours. If an employee reaches 400 hours, s/he shall cease to accrue Vacation Leave until s/he is below the 400 hour maximum. Supervisors shall be flexible in granting employee Vacation Leave requests to employees approaching the accrual limit.
- 3.06 Payout Upon Termination or Extended Unpaid Leave:** Upon termination, including death, extended military leave or other extended leave without pay, an employee or his or her estate shall be paid for all accrued unused Vacation Leave at the employee's hourly rate of pay at the time of his or her termination.

- 3.07 Holidays Occurring During Leave:** If an observed Authority holiday occurs during an employee's scheduled Vacation Leave, no deduction from accrued Vacation Leave will be made for the holiday period.
- 3.08 Vacation Leave in Lieu of Sick Leave:** Vacation Leave shall not be used in lieu of accrued Sick Leave for absences due to illness. If accrued sick leave is exhausted, Vacation Leave may be used for absences due to illness in compliance with the Healthy Workplaces, Healthy Families Act of 2014, currently located in California Labor Code 245, et seq.

**ARTICLE 4**  
**SICK LEAVE**

- 4.01 Accrual:** All full-time ~~regular~~ Unrepresented employees are eligible to accrue 3.70 hours of Sick Leave per pay period beginning the first day of employment, provided that the employee is in a paid status for at least 41 hours in the applicable pay period. Employees may accrue Sick Leave up to a maximum cumulative total of ~~200~~ 1,000 hours. If an employee reaches ~~200~~ 1,000 hours, s/he shall cease to accrue sick leave until s/he is below the ~~200~~ 1,000-hour maximum.
- 4.02 Sick Leave Not a Privilege:** Sick Leave shall not be considered a privilege, which an employee may use at his or her discretion, but shall be allowed in compliance with the Healthy Workplaces, Healthy Families Act of 2014, currently located in California Labor Code 245, et seq.
- 4.03 Family Sick Leave:** Subject to the provisions of applicable Authority policies and procedures, employees may use up to a total of 80 hours of accrued Sick Leave in a calendar year to care for a family member. Family member shall be as defined in the Healthy Workplaces, Healthy Families Act of 2014, currently located in California Labor Code 245, et seq. The General Manager, at his/her discretion, may expand this definition to include other persons with whom the employee has extremely close personal ties.
- 4.04 Notice to Supervisor:** In order to use Sick Leave to cover an absence due to an unanticipated illness, the employee shall notify his/her supervisor no less than one hour before the time set for the beginning of the employee's regular work shift. Leave for non-emergency medical appointments shall be requested in advance of the workday.
- 4.05 Injury Incurred in Outside Employment:** Unless otherwise required by law, Sick Leave may be denied for an injury sustained by an employee while working for another employer.
- 4.06 Sick Leave Benefits and State Disability Insurance/Paid Family Leave:** Eligible employees must use their accrued Sick Leave benefits during the normal waiting period before being paid benefits from State Disability Insurance or Paid Family Leave. Following the waiting period, an employee will continue to receive accrued Sick Leave pay until the accrual is exhausted.
- 4.07 Workers' Compensation and Wage Continuation:** Workers' Compensation benefits are administered by a third-party provider. The Authority shall integrate Workers' Compensation and other benefits in accordance with state law.
- 4.08 Sick Leave Upon Separation:** Separation from employment with the Authority shall cause cancellation of any unused Sick Leave accrual, except as provided in this Article, and no payment other than that provided for in this Article shall be made for such

accrued but unused Sick Leave. If an employee returns to Authority employment within 365 days after the date of separation, the former accrued Sick Leave balance shall be credited to the employee's Sick Leave account, consistent with the provisions under Healthy Workplaces, Healthy Families Act of 2014, currently located in California Labor Code 245, et seq. Absence from employment for more than 365 days, other than for an approved leave of absence, shall preclude the employee from receiving credit for any Sick Leave accrued during his/her prior service.

**ARTICLE 5**  
**HOLIDAYS**

- 5.01 Holidays:** The Authority observes the following holidays and provides all full-time and part-time employees time off with pay at their normal hourly rate unless otherwise provided in this chapter.

Holiday	Day Observed
New Years Day	January 1
MLK Jr. Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
César Chávez Day	March 31
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Indigenous People's Day	Second Monday in October
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Friday after Thanksgiving Day
Christmas Eve	December 24
Christmas	December 25

If the observed holiday falls on a Saturday, the Authority shall observe it on the Friday immediately preceding the holiday. If the observed holiday falls on a Sunday, the Authority shall observe it on the Monday immediately following the holiday.

- 5.02 Eligibility:** In order to be eligible for holiday pay, an employee must be on paid leave status on his or her regularly scheduled workdays before the holiday. If an employee is on unpaid leave status, he or she will not be paid for the observed holiday.
- 5.03 Working on the Holiday:** FLSA exempt employees who are required to work on the day observed by the Authority as a holiday will be granted an alternative scheduled holiday during the same workweek. FLSA non-exempt employees required to work on the day observed as a holiday shall receive one and one-half time pay at their straight time hourly rate of pay.

**ARTICLE 6**  
**OTHER PAID LEAVES OF ABSENCE**

It is the policy of the Authority that it adheres to the principles of public accountability. Employees exempt under the Fair Labor Standards Act (FLSA) must use accrued paid leave to account for hours not worked if such hours exceed three hours on any scheduled work day.

**6.01 Bereavement Leave:** Any employee who experiences a death in the immediate family shall be granted up to 24 hours of paid leave for the purpose of attending the funeral or memorial service. In the event an employee must travel in excess of 500 miles (total round trip) to attend the service or make arrangements in connection with the death of a family member, he/she may use up to 8 additional hours off with pay. In the event an employee must travel in excess of 1,000 miles (total round-trip) to attend the service or make arrangements in connection with the death of a family member, he/she may use up to 16 additional hours off with pay.

For the purpose of Bereavement Leave only, immediate family shall mean:

- For the Employee: spouse, registered domestic partner, mother/father, foster parent, step-parent, grandmother/grandfather, sister/brother, son/daughter, step-child, grandchild, aunt/uncle, son-in-law/daughter-in-law and any relative of the employee residing in the employee's immediate household at the time of the death.
- For the Employee's Spouse or Registered Domestic Partner: mother/ father, grandmother/grandfather, sister/brother, aunt/uncle and any relative of the employee's spouse residing in the employee's immediate household at the time of the death.

The supervisor may, within his or her discretion, grant the employee additional time off provided that all accrued leave shall be used prior to taking a leave of absence without pay for this purpose.

**6.02 Jury Duty or Witness Leave:** Any employee who is called or required to serve as a juror or witness in a court case, in which s/he or her/his dependent is not a party, upon notification and appropriate verification from the court submitted to his or her immediate supervisor, shall be entitled to be absent with pay from his or her duties with the Authority during the period of such service and while necessarily being present in court as a result of such call.

An employee is required to be present at work when not serving as a juror or as a member of a jury selection panel. An employee will notify his/her supervisor of any requirements (on-call status) made by the court that may affect the employee's ability to simultaneously fulfill his/her jury duty service and employment obligations. The employee must surrender to the Authority any payment received for jury service or witness fees, excluding mileage reimbursement.



**6.03 Administrative Leave:** Employees who are in classifications that are FLSA Exempt shall accrue 1.231 hours of Administrative Leave each pay period. This leave is granted to employees whose job responsibilities cause them to work numerous hours in excess of the normal workweek. Employees may accrue Administrative Leave up to a maximum cumulative total of 40 hours. If an employee reaches 40 hours, s/he shall cease to accrue Administrative Leave until s/he is below the 40-hour maximum.

Administrative Leave must be approved in advance by the employee's supervisor. Upon termination, including death, extended military leave or other extended leave without pay, an employee or his/her estate shall be paid for all accrued unused Administrative Leave at the employee's hourly rate of pay at the time of his/her termination.

**6.04 Child Related Activities Leave:** In compliance with California Labor Code, Section 230.8, any employee who is a parent of one or more children of the age to attend kindergarten or grades 1 to 12, inclusive, or a licensed child care provider, shall be allowed to take up to 40 hours each calendar year, for the purpose of attending child related activities, as defined in the Labor Code. The employee may use Vacation Leave, Administrative Leave, Compensatory Time Off, or time off without pay for the purpose of attending these activities. Whenever practical, the employee shall request time off in advance of the time needed to attend these activities and provide documentation from the school or licensed child care provider as proof of participation in these activities.

**ARTICLE 7**  
**LEAVES OF ABSENCE WITHOUT PAY**

- 7.01 Power to Grant Leave:** The General Manager shall have the power within his or her sole discretion to grant leaves of absence, with or without pay.
- 7.02 Authorized Leave Without Pay:** The General Manager may grant or deny a leave of absence without pay to an employee for a period not to exceed 30 working days. Leave without pay shall not be granted for more than 30 working days except upon written request of the employee and approval by the Board of Directors. Failure on the part of an employee to report to work promptly at the expiration of authorized leave without pay will result in discipline up to and including termination.
- 7.03 Unauthorized Leave of Absence:** All leaves of absence must be approved in accordance with the applicable sections of this Manual. Any absence on the part of the employee who has failed to obtain such approval or failure of an employee to report for duty with appropriate authorization will result in the employee being placed on unauthorized leave of absence without pay. Unauthorized leave of absence without pay shall be cause for disciplinary action up to and including termination.
- 7.04 Family Care Leave:** The Authority will fully comply with the requirements of the state and federal law regarding pregnancy disability leave and medical/family illness/child care leave. All leaves of absence under this section are unpaid unless an employee has accrued leave balances, which shall be integrated with any disability insurance payments.
- 7.05 Military Leave:** An employee who is a member of the Reserve Corps of the Armed Forces of the United States or of the National Guard shall be allowed time off in accordance with current provisions of Federal and California law for the purpose of fulfilling any required military obligation. An employee shall be provided up to thirty days with pay.

**ARTICLE 8**  
**EMPLOYEE FRINGE BENEFITS**

- 8.01 Group Medical/Dental/Vision Insurance Benefits:** ~~Regular Unrepresented~~ employees may participate in the Authority's group medical and dental benefits.

January 1, 2017, the Authority will contribute up to \$2,000 each month for medical, dental, and vision coverage. This shall be known as the employer's monthly contribution.

If the actual cost of an employee's selected coverage for medical, dental and vision is more than the employer's contribution each month, the amount that exceeds the employer's contribution each month shall be deducted from the employee's paycheck each pay period as a pre-tax deduction, as allowed by applicable law.

Benefits shall begin the first day of the calendar month following the first day of work at the Authority. Coverage shall end the last day of the first full month following an employee's separation, except in the case of leave in accordance with the FMLA/CFRA.

- 8.02 Life Insurance:** The Authority shall provide basic group life insurance coverage to all employees by a carrier of the Authority's choice. The coverage shall be in an amount equal to 1.5 times the employee's annual salary. The Authority shall pay the full premium for such life insurance coverage up to the age of 65. At age 65, a benefit reduction schedule may apply. This benefit is subject to applicable payroll taxes. Life insurance shall become effective the first day of the calendar month following the first day of work at the Authority, and shall continue until the last day of employment.
- 8.03 Deferred Compensation:** Authority employees are eligible to participate in the Authority's Deferred Compensation Plan through voluntary payroll deductions from the employee's wage. Employees may contribute, by payroll deduction, an amount up to the maximum allowed by law to the deferred compensation plan (457). The Authority shall match each employee's contribution to the plan up to a maximum of \$2,000.
- 8.04 Annual Allowance:** Each employee covered by this manual may submit requests for reimbursement of expenditures for up to \$500 each calendar year. Expenditures may be related to continuing education, safety shoes (if relevant), computer glasses, personal technology, and membership in organizations not paid for by the Authority. The General Manager must approve all reimbursement requests in advance. These funds do not carry over from year to year. All requests for reimbursement must be submitted in time to be processed as part of the last paycheck of each calendar year.

**ARTICLE 9**  
**RETIREMENT BENEFITS**

**9.01 Retirement Plan:** The Authority contracts with the California Public Employees Retirement System ("CalPERS") to provide retirement benefits for employees. Authority employees are covered by either the CalPERS 2% @ 55 (Classic) or the 2% @ 62 (PEPRA) benefit formula, depending on eligibility.

Participation in the retirement plan shall be consistent with the requirements of the California Public Employees' Pension Reform Act of 2013 ("PEPRA"). To the extent PEPRA conflicts with any provision of this MOU, PEPRA will govern. Retirement benefits are calculated based on the employee's formula eligibility as described below:

1. "New Members" - For purposes of this section "New Member" is defined by PEPRA to be any of the following:
  - a) An individual who becomes a member of any public retirement system for the first time on or after January 1, 2013, and who was not a member of any other public retirement system prior to that date.
  - b) An individual who becomes a member of a public retirement system for the first time on or after January 1, 2013, and who was a member of another public retirement system prior to that date, but who was not subject to reciprocity with the previous system.
  - c) An individual who was an active member in a retirement system and who, after a break in service of more than six months, returned to active membership in that system with a new employer. For purposes of this subdivision, a change in employment between state entities or from one school employer to another shall not be considered as service with a new employer.

Employees who are "New Members", as defined above, are covered by the 2% @ 62 (PEPRA) benefit formula.

2. "Classic Members" - For purposes of this section "Classic Member" is defined as a member who does not meet the definition of a "New Member" as defined by PEPRA. Employees who are "Classic Members", as defined above, are covered by the 2% @ 55 (Classic) benefit formula.

Only wages and special compensation allowed by CalPERS will be reported to CalPERS for the purposes of calculating pensionable compensation.

Effective January 1, 2017, for each employee identified as a Classic Member of CalPERS and covered by first tier (2% @ 55) benefits, the Authority shall cease paying the Employer Paid Member Contributions (EPMC). Each employee shall pay 7.0% of his/her reportable pay each pay period to CalPERS as the employee's CalPERS contribution.

Each employee covered by this Manual hired on or after January 1, 2013, and covered by second tier benefits shall contribute 50% of the Total Normal Cost, as determined by CalPERS, or the same amount as similarly situated employees, as determined by CalPERS, whichever is greater, of his/her reportable pay, as defined by CalPERS, each pay period to CalPERS.

**9.02 Retiree Medical Benefits:** For each employee hired prior to January 1, 2013, and retiring from the Authority, the Authority's contribution to medical insurance premiums after retirement shall be \$115 per month. This contribution will be deposited into a Health Reimbursement Account (HRA) each month, which can then be used to reimburse the retiree for a portion of his/her monthly premiums. Each retiree is responsible for obtaining medical coverage and paying his/her monthly premiums. The HRA shall be managed according to IRS regulations.

For each employee hired on or after January 1, 2013, the Authority will contribute \$115 each month into a Health Reimbursement Account (HRA) on behalf of the employee while s/he is employed by the Authority. If the employee does not retire from the Authority, s/he does not qualify for retiree medical benefits and the Authority shall cease contributions into the HRA on behalf of the employee. If the employee retires from the Authority, s/he will qualify to submit requests for reimbursement of medical premium payments up to the value of the HRA contributions that were accumulated during his/her employment with the Authority. The Authority shall provide no other contributions toward retiree health care premiums. Each retiree is responsible for obtaining medical coverage and paying his/her monthly premiums.

**ARTICLE 10**  
**DISCIPLINARY ACTION**

**10.01 Policy:** ~~It is the Policy of the Authority that, whenever possible, progressive discipline shall be utilized. In all cases, the action taken by the Authority shall be commensurate with the offense.~~

As "at-will" employees, all Unrepresented Employees serve at the pleasure of the General Manager, and may be discharged with or without cause. Employees of the Authority may be disciplined for just cause. In addition, Unrepresented Employees may be disciplined for cause. Disciplinary actions may include the following:

- Written reprimand
- Suspension
- Reduction in pay
- Demotion
- Discharge

**~~10.02 Probationary Employees:~~** ~~Probationary employees, except those who are serving a probationary period pursuant to promotion or job change within the Authority, may be disciplined up to and including termination for any reason. Such action shall not be subject to any appeal. It is understood that employees who are serving a probationary period pursuant to a promotion or job change may be returned to their previous job without any appeal rights. Employees returned to their previous jobs under this section shall be provided with the reasons for the Authority's decision.~~

**~~10.03 Due Process:~~** ~~The Authority agrees to comply with established laws of the State of California regarding due process and notice to the employee of disciplinary action.~~

**~~10.04 Appeals:~~** ~~Employees, except probationary employees, may appeal a disciplinary action through the grievance procedure.~~

In cases where Unrepresented Employees are disciplined for cause (up to and including discharge), the General Manager's decision shall be final.

**ARTICLE 11**  
**GRIEVANCE PROCEDURE**

**~~11.01 Grievance Procedure:~~** A grievance is any dispute between an employee who has successfully completed the required probationary period and the Authority with respect to the meaning, interpretation, application and enforcement of this Manual. At any step of this grievance procedure, an aggrieved employee may represent him/herself or may choose to have legal representation at the employee's expense.

**~~11.02 Grievance Steps~~**

~~Step I: An aggrieved employee must file the grievance in writing with his/her first level supervisor within 21 calendar days of the alleged violation of this Manual. The grievance must be in writing and state what section of this Manual, or Authority policy, that the employee believes has been violated, the date of the alleged violation, and the remedy sought. If the employee and supervisor are unable to resolve the matter, either party may refer the grievance to Step II within 21 calendar days of the date that the grievance is filed.~~

~~Step II: Upon the written request of the employee, the General Manager shall review the matter and respond to the employee within 21 calendar days of the referral to Step II.~~

~~Step III: If an employee is not satisfied with the Step II response, he/she may file an appeal with the Board of Directors within 21 calendar days of receipt of the General Manager's decision. The appeal must be in writing setting forth the provisions of the Agreement violated, how it was violated and the suggested remedy. All supporting and prior documentation relating to the grievance shall be attached to the appeal. The Board shall consider both sides of the matter and issue a final and binding decision within 45 calendar days of receipt.~~

**~~11.03 Discharge, Suspension, Disciplinary Demotion:~~** In grievances involving only discharges, suspension or disciplinary demotion, the employee may request, within 21 calendar days of the Step II response, that the matter be referred to a neutral arbitrator for an advisory, non-binding opinion. After the decision of the arbitrator, the matter shall be referred to the Board of Directors for final determination. The parties shall share the cost of the arbitrator equally.

**~~11.04 Time Limits:~~** The parties agree to make every reasonable attempt to respond within the time limits set forth in this Manual. However, time limits may be extended by mutual agreement in writing or by the General Manager where a written request for such extension is submitted prior to the expiration of the applicable time period. Failure at any step of the procedure to communicate a decision on a grievance within the specified time limits shall mean that the grievance is denied at that step and shall permit the lodging of an appeal at the next step. Failure to appeal a decision within the specified time limits shall be deemed a withdrawal of the grievance.

**EXHIBIT A**  
**CLASSIFICATIONS COVERED BY**  
**UNREPRESENTED EMPLOYEE MANUAL**

<b><u>Classification</u></b>	<b><u>Status</u></b>
<del>Supervisor of Administrative Services</del>	<del>Exempt</del>
Engineering & Construction Contracts Manager	Exempt, At-Will
<del>Finance Officer</del>	<del>Exempt, At-Will</del>



**EXHIBIT B**  
**BI-WEEKLY WAGE SCHEDULES**

Effective January 1, 2018

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>	<u>Step G</u>
Eng. & Const. Contracts Manager	4,158	4,282	4,411	4,543	4,679	4,820	4,964
Supervisor of Admin. Services	4,158	4,282	4,411	4,543	4,679	4,820	4,964

Effective January 1, 2019

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>	<u>Step G</u>
Eng. & Const. Contracts Manager	4,282	4,411	4,543	4,679	4,820	4,964	5,113
Supervisor of Admin. Services	4,282	4,411	4,543	4,679	4,820	4,964	5,113

**Commented [CB1]:** Kishen – May I trouble you to replace this section with the appropriate table reflecting the Finance Officer position?

## **EXHIBIT C**

### **DEFINITIONS**

**Accrual:** The rate at which a leave or benefit is earned.

**Administrative Leave:** Paid leave accrued per the established annual accrual rate for positions identified as exempt from paid overtime.

**“At-Will” Employee:** An employee that can be terminated for any reason and without advance notice and without any right to grieve the decision.

**Alternative Work Schedule:** Work schedule that differs from the standard work schedule, including part-time and flexible time schedules.

**Anniversary Date:** The day on which an employee attains an additional year of continuous service.

**Authorized Leave Without Pay:** Time off from work without pay with pre-approval of the General Manager, or his/her designee.

**Day:** Except where specifically stated, all references to days for the purpose of tracking deadlines or notice requirements shall refer to calendar days.

~~**Grievance:** A written complaint by an employee concerning the interpretation or application of policies or procedures.~~

**Hours Worked:** Time that an employee actually works, as opposed to hours paid, which may include holidays and leaves (Vacation, Sick, Administrative).

**Merit Increase:** Adjustment to an employee’s base pay rate based on performance.

**Performance Evaluation:** A continual process of identifying and measuring and developing job-related employee performance.

~~**Probationary Period:** The period of time in which an employee’s performance is reviewed as part of the selection process for original or promotional appointment into an Authority position.~~

~~**Regular Employee:** An employee who has successfully completed the required probationary period.~~

**Regular Rate of Pay:** The rate of pay, as defined by the Fair Labor Standards Act, used to pay time worked in excess of the regular workweek.

**Sick Leave:** Paid leave accrued per the established annual accrual rate for the sole purpose of time off needed due to the employee's illness, disability, medical appointment or in the case of illness, disability, medical appointment.

**Time Increments:** For the purpose of tracking time, earning overtime pay or compensatory time off or leave use, the Authority uses increments of 1/10 of an hour (0.10).

**Unauthorized Leave Without Pay:** Time off from work without pay without pre-approval of the General Manager, or his/her designee.

**Unrepresented Employee:** An employee of the Authority who is not represented by a representative bargaining unit such as a union or employee association.

**SEWER AUTHORITY MID-COASTSIDE**

**Bi-Weekly Wage Schedule**

**Effective July 1, 2018**

Amended ~~January 1, 2020~~ April 1, 2020

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Accounting Technician	2,420	2,492	2,567	2,644	2,723	2,805	2,889
Administrative Assistant (Incumbent)							2,610
Administrative Assistant	2,039	2,100	2,163	2,295	2,295	2,364	2,435
Collection Maintenance Worker I	2,448	2,521	2,597	2,675	2,755	2,838,	2,923
Collection Maintenance Worker II	2,693	2,773	2,857	2,942	3,031	3,121	3,215
Collection Maintenance Worker III	2,962	3,051	3,142	3,236	3,334	3,434	3,537
Engineering & Const. Contracts Mgr	4,411	4,453	4,679	4,820	4,964	5,113	5,266
<u>Finance Officer</u>	4,411	4,453	4,679	4,820	4,964	5,113	5,266
General Manager							8,674 <sup>1</sup>
Lab & Source Control Program Coord	3,421	3,524	3,629	3,738	3,850	3,966	4,085
Lead Collection Maintenance Worker	3,258	3,356	3,456	3,560	3,667	3,777	3,890
Lead Operator	3,749	3,861	3,977	4,096	4,219	4,346	4,476
Maintenance Mechanic I	2,588	2,666	2,746	2,828	2,913	3,000	3,090
Maintenance Mechanic II	2,847	2,932	3,020	3,111	3,204	3,300	3,399
Maintenance Mechanic III	3,132	3,226	3,322	3,422	3,525	3,630	3,739
Operator I	2,816	2,901	2,988	3,078	3,170	3,265	3,363
Operator II	3,098	3,191	3,287	3,385	3,487	3,592	3,699
Operator III	3,408	3,510	3,615	3,724	3,836	3,951	4,069
Operator in Training	2,203	2,269	2,337	2,407	2,480	2,554	2,631
Supervisor of Treatment/Field Ops	4,198	4,324	4,454	4,588	4,725	4,867	5,013
Utility Worker	2,203	2,269	2,337	2,407	2,480	2,554	2,631

<sup>1</sup> In addition the salary listed in this Bi-Weekly Wage Schedule and the terms and conditions of employment set forth in the Employment Agreement, the General Manager shall also receive a monthly stipend of \$75 per month for use of personal cell phone, tablet, laptop or other technology in the course of Authority Business, effective April 1, 2020



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

---

**TO:** Honorable Board of Directors

**FROM:** Kishen Prathivadi, General Manager

**DATE:** March 23, 2020

**SUBJECT:** **Authorize the General Manager to Enter a Contract with SWCA Environmental Consultants to Provide Biological Services for the Granada Force Main Segment 4 Replacement Project for an Amount not to Exceed \$49,139.98**

---

#### **Executive Summary**

The purpose of this report is to authorize the General Manager to enter into a contract with SWCA Environmental Consultants to provide Biological Services for the Granada Force Main Segment 4 Replacement Project.

#### **Fiscal Impact**

The fiscal impact of awarding the bid is \$49,139.98. and is due to the Contractor's lapse on complying with the requirements. The impacts of this cost and responsibility for payment will be taken up with the Contractor at a later date.

#### **Strategic Plan Compliance**

The recommendation complies with the SAM Strategic Plan's Vision: "*Complete and fund infrastructure master plan and make operational and maintenance changes to achieve zero sewer spills within the Coastside area it serves.*"

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

On October 28, 2019 the Replacement of the Granada Force Main Segment 4 Project was awarded to Pacific Underground Construction. A preconstruction meeting was held on November 19, 2019 and the boundaries of the project was explicitly informed to the Contractor. The Contractor commenced field operations on February 24, 2020.

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	

---

The City of Half Moon Bay (City) issued a Code Enforcement Action letter on March 2, 2020 as the contractor was working outside the approved work area and had disturbed environmentally sensitive habitat areas. Therefore, SAM was required to hire a City approved biologist- SWCA Environmental Consultants for the remaining duration of the project. The Project is currently on hold due to a Stop Work Order issued by the City and awaiting clearance from California Department of Fish and Wildlife and US Army Corps of Engineers.

Attached is a proposal from SWCA to provide biological review, regulatory support and environmental compliance for the Granada Force Main Segment 4 Replacement Project.

**Staff Recommendation**

Staff recommends that the Board authorize the General Manager to enter into a contract with SWCA Environmental Consultants to provide Biological Services for the Granada Force Main Segment 4 Replacement Project for an amount not to exceed \$49,139.98.

**Supporting Documents**

Attachment A: Proposal from SWCA

Attachment B: Code Enforcement Action letter from City dated March 2, 2020

Attachment C: Stop work order letter from City dated March 5, 2020

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	

March 13, 2020

Kishen Prathivadi  
GM / Engineering Manager  
Sewer Authority Mid-Coastside  
1000 Cabrillo Hwy N.  
Half Moon Bay, CA 94019

**Re: Revised Proposal to Provide Biological Services for the Granada Force Main Project**

Dear Mr. Prathivadi:

SWCA Environmental Consultants (SWCA) appreciates the opportunity to provide you with our revised scope of work and cost estimate to provide biological review, regulatory support, and environmental compliance services for the Sewer Authority Mid-Coastside (SAM) Granada Force Main Project. SWCA originally submitted a cost proposal for the project on February 28, 2020 to cover only the biological review of work areas (Task 1) and environmental compliance in the field (Task 2). However, following the original proposal submittal, additional compliance and regulatory support was requested by SAM to coordinate on immediate actions to be taken in the field due to several frac-outs and other observed impacts to potentially jurisdictional areas, coordinate with the City of Half Moon Bay to partially lift the City's Stop Work, and notify the regulatory agencies of the frac-outs and other unanticipated impacts. Per your request, we have revised the proposal to capture the entirety of work already requested and completed by SWCA to date, and to reflect the remaining work anticipated to bring the project into compliance, coordinate with the City of Half Moon Bay to document environmental compliance, and seek approval on behalf of SAM lift the City's Stop Work order.

The cost to complete the above tasks, as described in the attached scope of work, is a not to exceed (NTE) total of **\$49,139.98**. Thank you for providing us with the opportunity to work with you. Should you have any questions regarding our scope of work or cost estimate, please contact me at 650-440-4160 x6401, or via email at [sdallmann@swca.com](mailto:sdallmann@swca.com).

Sincerely,



Seth Dallmann  
Natural Resources Team Lead



Megan Peterson  
Bay Area Director



TABLE OF CONTENTS

SCOPE OF WORK..... 1

    Task 1. Reconnaissance Survey ..... 1

    Task 2. Biological Monitoring ..... 1

    Task 3. Resource Agency Coordination ..... 1

    Task 4. Biological Resources Evaluation ..... 2

SCHEDULE ..... 2

COST ESTIMATE ..... 2

ASSUMPTIONS ..... 3

APPENDIX A: HOURLY RATE TABLE..... 4



This proposal was produced with  
100% recycled paper



## SCOPE OF WORK

As described above, SWCA has already completed several tasks requested by SAM, including but not limited to in-field guidance, coordination with the City of Half Moon Bay (City), and verbal and written agency notifications. SWCA will continue to provide biological review and environmental compliance services for the Sewer Authority Mid-Coastside (SAM) Granada Force Main Project (project) in Half Moon Bay, California. Based on a review of the completed and remaining tasks and project background materials, SWCA has identified the following specific tasks to be completed for the project:

### TASK 1. RECONNAISSANCE SURVEY

SWCA conducted a field visit on March 2, 2020 to the project site to document the existing biological conditions within the project area. During the site visit, SWCA verified vegetation communities and habitats, observed indications of breeding activities (e.g., dens, nests), assessed the project site for its potential to support special-status plant and wildlife species known to occur in the project vicinity, and determined whether or not project activities would impact a Coastal Resource Area as defined in Section 18.38.020 of the Half Moon Bay Municipal Code. During the reconnaissance survey, SWCA also verified the boundaries of riparian corridors and potentially jurisdictional wetland features in the project area. Site conditions and resources were photo-documented and, where necessary, mapped with a Global Positioning System (GPS) unit capable of sub-meter accuracy.

SWCA will prepare a brief memorandum summarizing the existing biological resources on the project site and documenting project impacts to sensitive resources. The memorandum will include: (1) a description of the results of review of existing, relevant reports and vegetation/habitat mapping; (2) a discussion of the distribution of biological features within the project area, including, but not limited to, vegetation communities, wildlife habitats (including movement corridors and breeding habitats), potentially jurisdictional wetland features, and sensitive plant and wildlife populations; and (3) suggested avoidance measures and best management practices (BMPs) to be implemented for the project.

### TASK 2. BIOLOGICAL MONITORING

An SWCA biologist began monitoring project construction activities on March 3, 2020 to ensure project compliance with environmental regulations and suggested avoidance measures and BMPs per the project's Biological Resources Evaluation (BRE) prepared by WRA for the southern portion of the project. Monitors also followed biological measures recommended by SWCA in a written request to the City to partially lift the Stop Work order so that crews could return to the site and install necessary BMPs and perform needed cleanup activities. Two days of biological monitoring, March 3 and March 6, 2020, have been provided to date. The frac-outs occurred on March 3, 2020, which resulted in the need for Task 3 below. Biological monitoring of the BMP installation and cleanup activities occurred on March 6, 2020. The biological monitors documented monitoring observations in daily summary reports, which will be submitted electronically to SAM once the project is completed. Once the Stop Work order is lifted by the City and work resumes, SWCA will resume monitoring of the project. In addition to monitoring that has already taken place on the project, SWCA assumes that a biological monitor will be required full time for up to 10 hours per day, for a total of 10 days to complete the project.

### TASK 3. RESOURCE AGENCY COORDINATION

As requested by SAM, SWCA has been and will continue to provide resource agency coordination following frac-outs in an ephemeral agricultural ditch and impacts to a perennial stream and riparian scrub habitat along a seasonal ditch, which are considered potentially jurisdictional under the Regional Water Quality Control Board (RWQCB), California Department of Fish and Wildlife (CDFW), and/or United States Army Corps of Engineers (USACE). SWCA will

continue coordination with SAM, the City, and the relevant resource agencies to notify them of any additional frac-outs and/or impacted areas, as well as support SAM with the implementation of proposed and agency recommendations for the continuation of work. SWCA assumes that up to 150 hours of staff time may be required (which includes approximately 73 hours of staff time already spent up to March 12, 2020) for the notifications, including participation in site visits, meetings, and conference calls, as well as preparation of reports and/or notifications requested by the resource agencies.

## TASK 4. BIOLOGICAL RESOURCES EVALUATION

As requested by the City, SWCA will prepare a BRE for the northern portion of the project that was not included in the original BRE prepared by WRA. The BRE will be based on the results of the reconnaissance survey and memorandum completed as part of Task 1. The BRE will be prepared in accordance with the requirements in Chapter 18.38 of the Half Moon Bay Municipal Code. The BRE will include the following: (1) a brief description of the project location and environmental setting of the two parcels; (2) a description of the methods used in the background research, field survey, and assessment of the potential for special-status species; (3) a description of the results of the database (California Native Plant Society [CNPS]/California Natural Diversity Database [CNDDB]) searches and vegetation/habitat mapping; (4) a discussion of the distribution of biological features within and immediately adjacent to the project sites, including, but not limited to, vegetation communities, wildlife habitats (including movement corridors and breeding habitats), potential jurisdictional wetlands, and sensitive plant and wildlife populations; and (5) an assessment of the project's compliance requirements according to the Half Moon Bay Zoning Code and Land Use Plans.

The BRE will also include maps depicting special-status species occurrences within 2 miles of the project site, vegetation/habitats and Coastal Resource Areas with project overlay, and CNDDB Forms/CNPS Field Survey Forms for any special-status species occurrences observed within or directly adjacent to the project sites. SWCA will submit a draft electronic copy of the BRE via email for review by the City and SAM, and respond to one (1) set of consolidated City and SAM staff comments on the BRE. Following receipt of comments, SWCA will respond to comments and prepare the Final BRE. SWCA will provide seven hard copies and one electronic version (via email) of the Final BRE to the City and SAM.

## SCHEDULE

SWCA is prepared to continue work on the project immediately upon issuance of a signed contract. SWCA assumes the services required will begin immediately and be completed upon completion of construction. SWCA will submit the draft BRE within 4 weeks of the field visit. The Final Biological Report will be submitted to the City and SAM within 1 week of receiving the draft BRE consolidated comments from the City.

## COST ESTIMATE

Based on thoughtful consideration of the project requirements, and a thorough estimate of the attendant labor and direct costs, SWCA's estimate for completion of the scope of work described above is a cost not to exceed (NTE) **\$49,139.98**. This total is based on the following subtotals, by task. Approximately \$18,680.99 has been expended as of March 12, 2020; therefore, an additional \$30,458.99 would be required to complete the project. SWCA will not proceed with any work in excess of the NTE budget without prior authorization to proceed.

**Table 1. Scope of Work Cost Estimate.**

TASK	FEE
Task 1. Reconnaissance Survey	\$2,865.00
Task 2. Biological Monitoring	\$15,176.00
Task 3. Agency Coordination	\$25,945.00
Task 4. Biological Resources Evaluation	\$5,153.98
<b>Project Total</b>	<b>\$49,139.98</b>

## ASSUMPTIONS

For budgeting purposes, we are making the following assumptions because some of these items are beyond SWCA's control and because these factors could significantly affect project schedule and cost:

1. SWCA field staff will have full right of entry/access to all survey areas.
2. SWCA will not provide focused or protocol wildlife surveys for special-status species, nesting bird surveys, or wetland delineations under this scope of work.
3. A total of 10 full-time biological monitoring days plus two full-time biological monitoring days already completed are provided in this scope of work and cost estimate. Each monitoring day includes 10 hours of monitoring, inclusive of reporting. If additional days of monitoring are required such services can be provided under a separate scope of work and cost estimate.
4. If it is determined that biological spot checks are more appropriate than full-time biological monitoring, based on resource sensitivities/biologist discretion, the level of monitoring will be reduced to spot checks, and SWCA will only bill for monitoring time required.
5. SWCA assumes that handling/relocation of listed species, including but not limited to California red-legged frog and San Francisco garter snake (a fully protected species), will not be required.
6. A total of up to 150 hours of staff time (which includes approximately 73 hours of staff time already spent up to March 12, 2020) has been included for agency correspondence. Additional agency coordination and/or coordination with other agencies or entities, such as Caltrans or the United States Fish and Wildlife Service, can be provided under a separate scope and budget.
7. One round of consolidated comments from the City will be responded to for the memorandum and BRE reports. Should additional revisions be necessary following review; response to additional comments can be provided under a separate scope and cost estimate.
8. Scope of work does not include a formal wetland delineation. This can be provided under a separate cost and scope.

# APPENDIX A:

## Hourly Rate Table

**Table 2. Hourly Rate Table.**

<b>TASK</b>	<b>NAME</b>	<b>RATE</b>
<b>Project Manager</b>	Lincoln Allen	\$173.00
<b>Senior Regulatory Specialist</b>	Megan Peterson	\$220.00
<b>Senior Planner</b>	Erika Sagrafena	\$173.00
<b>Staff Biologist</b>	Erich Schickenberg	\$142.00
<b>Staff Biologist</b>	Chennie Castanon	\$142.00
<b>Staff Biologist</b>	Jessie Henderson-McBean	\$109.00
<b>Staff Biologist</b>	Rachel Stump	\$89.00
<b>GIS Specialist</b>	Anna Belk	\$109.00
<b>Technical Editor</b>	Jaimie Jones	\$142.00

March 2, 2020

Sewer Authority Mid-Coastside  
1000 Cabrillo Hwy N.  
Half Moon Bay, CA 94019

Attn: Kishen Prathivadi

Subject: Code Enforcement Action Sewer Authority Mid-Coastside Granada Community Services  
District Section 4 Force Main Replacement Project

Dear Mr. Prathivadi,

This letter addresses City of Half Moon Bay and Coastal Act violations associated with the Sewer Authority Mid-Coastside / Granada Community Services District (SAM) Section 4 Force Main Replacement Project (Project).

**Background**

On December 6, 2019, the City approved a Coastal Development Permit Exemption (CDPE) for the Project, file No. PDP-19-90 / CDPE-19-15 (Attachment No.1). The CDPE was granted based on application materials that included engineering plans and environmental resource documentation prepared by WRA. SAM, acting as the CEQA Lead Agency, filed a CEQA Notice of Exemption (NOE), on October 4, 2019. The NOE cited Categorical Exemption Sections 15301- *Existing Facilities* and 15302- *Replacement or Reconstruction*. The CEQA exemption was supported by a Biological Resource Evaluation (BRE), dated September, 2019, prepared by the environmental consultant WRA. At the City's request, WRA prepared a memorandum to the BRE that evaluated the revised project on November 26, 2019. The project included replacing approximately 1,400 linear feet of sewer force main, installing a temporary above ground bypass main and two staging areas. By utilizing directional drilling surface disturbance would be limited primarily to two drilling sites located within existing unpaved roads. No work would occur within or near environmentally sensitive habitat areas (ESHA). The BRE recommended implementation of measures to protect biological resources including conducting a preconstruction nesting bird and California Red Legged Frog (CRLF) surveys.

On February 26, 2020, it was brought to our attention that work had been initiated and that the contractor was working outside of the approved work area. At approximately 4:30 on the same day, I performed a site inspection, documented conditions and observed that the contractor had cleared a stand of riparian willows, which is classified as ESHA, was operating heavy equipment in and near drainages and other potential ESHA and that erosion control measures had not been implemented. The site was inactive and no workers were onsite at that time. Kishen Prathimadi, SAM General Manager, was contacted later that day after regular business hours. He agreed to stop work in the pipe laydown area, north of the approved project area, until we could meet and resolve outstanding issues. An onsite meeting took place at 8:00 AM the following morning. At that meeting, SAM agreed to limit work to completing installation of the above ground temporary bypass main (as approved in the CDP exemption) and implementing erosion control measures in locations recommended by City staff. Additionally, a City approved biologist would be retained to conduct a site assessment. The attached map (Attachment No. 2) shows the approximate location of the CDPE approved work area and the code enforcement area.

### **Field Observations**

The work being performed within the project area identified in the 2019 CDPE application was generally in compliance with the plans approved by the CDPE. It is not clear if preconstruction biological resource surveys were conducted. Additionally, an area extending approximately 1,000 feet to the north of the approved work area has been disturbed and is being used as a "laydown" area to assemble the permanent replacement pipe. Heavy equipment has been operating there, leaving extensive areas of bare ground. Erosion control measures have not been implemented. The heavy equipment work included crossing drainage channels and clearing an area of willows that has been mapped as ESHA. Trees, generally small but in some cases approaching 12 inch diameter have been removed.

### **Code Violation**

The Half Moon Bay Zoning Ordinance (Title 18) Section 18.20.025.1 requires a CDP for any development in or within one hundred feet of any sensitive habitat area, riparian corridor or wetlands. Zoning Code Sections 18.20.030.(C)2 and 3 provide examples of utility maintenance activities that are exempt from CDP requirements, unless otherwise excluded under Public Resource Code (PRC), Title 14, CCR § 13252, *Repair and Maintenance Activities Requiring a Permit*. PRC, Title 14, CCR § 13252, does not exempt utility projects that adversely affect

environmentally sensitive habitat areas (ESHA), that include grading an undisturbed area of over 500 square feet, major vegetation removal which is defined as removal of trees measuring over twelve inches diameter, or removal of over 600 square feet of brush. Additionally, §13252 requires a CDP for projects within 20 feet of coastal waters or streams that include the presence, whether temporary or permanent, of mechanized equipment or construction materials

### **Corrective Actions**

The City has the authority to issue a stop work order until all outstanding permitting issues are resolved. In this case, we have determined that this may not be the best course of action. Delay could result in further degradation of the site and adversely affect nearby water features. The City is prepared to allow the replacement force main project to proceed as originally scheduled, with drilling and installation work to begin this week, subject to the following restrictions that will ensure that there is no additional damage to environmental resources and that the site is properly restored in a timely manner.

1. No heavy equipment or vegetation removal is allowed within 20 feet of ESHA. No fill, dredging or disturbance of creek banks is permitted.
2. Prior to commencing drilling or replacement main installation, a City approved biologist will document existing conditions, establish ESHA boundaries and setback requirements and perform preconstruction biological surveys as required by the original project BRE and CEQA exemption. The biologist may also require additional measures to prevent adverse impacts to wildlife and rare plant species. The biologist shall monitor work activities and report to the City. No work or ground disturbing activities, other than installation of temporary erosion control measures, is permitted in the area north of the approved project site until the biologist has performed an initial reconnaissance level survey, marked areas to be avoided and the work is authorized by the City.
3. The biologist shall also prepare a comprehensive BRE that identifies the physical scope of disturbed areas, vegetation communities and other resources affected by the project and propose appropriate restoration and mitigation measures. Work on this task will commence in tandem with the initial assessment and shall be completed in a timely manner pursuant to a schedule to be prepared by the City in coordination with the biologist to facilitate processing of the retroactive CDP and environmental review described below.

### **Permits**

**Coastal Development Permit.** The work that has occurred without permits, north of the approved project area, will require a CDP and environmental review because it includes work




within ESHA. The level of environmental review will be determined, in part, based on the findings of the BRE and comments submitted by outside agencies. An "After the Fact" CDP application must be submitted to the City within 30 days. This deadline may be modified by the City to allow time to prepare required supplemental documentation. The new project BRE will be circulated for outside agency review as required by Zoning Ordinance Section 18.38.035.C, prior to final environmental review and permit hearing before the Planning Commission. Other agencies may have additional permit requirements.

We look forward to working with you to resolve these matters.

Sincerely,

Jill Ekas,  
Community Development Director

  
FOR J. EKAS

Attachments:

1. Approved CDPE
2. Location Map

cc: HMB Public Works Director  
HMB City Manager  
SRT Consultants  
SWCA Environmental  
Caltrans District 4 Encroachment Permits



## CITY OF HALF MOON BAY

501 Main Street

Half Moon Bay, CA 94019

March 5, 2020

Sewer Authority Mid-Coastside  
1000 Cabrillo Hwy N.  
Half Moon Bay, CA 94019

Attn: Kishen Prathivadi, General Manager

### **Re: STOP WORK ORDER - SAM SEWER FORCE MAIN REPLACEMENT PROJECT**

Dear Mr. Prathadi:

The following is in response to your contractor's request on March 4, 2020 for a formal written Stop Work Order for the Sewer Authority Mid-Coastside (SAM) force main replacement project. The Order is attached. This Stop Work Order is being issued due to a series of California Coastal Act, Local Coastal Program (including the Zoning Ordinance), and environmental violations committed by Pacific Underground Construction (Contractor). Previous efforts to resolve these issues have been unsuccessful and have only resulted in additional violations.

The basis for this Stop Work Order is as follows:

1. The Contractor has expanded work beyond the scope of the Coastal Development Permit Exemption (CDPE-19-15) issued by the City on December 6, 2019. Notably, a swath extending approximately 1,000 linear feet of varying width, including crossings of multiple natural and manmade watercourses with riparian and other habitat types, has been cleared. This unpermitted area was used for project staging materials and was not part of the original project boundary as defined in SAM's application for the Coastal Development Permit Exemption (CDPE) or covered by the project Biological Resource Evaluation dated September 2019 prepared by WRA. SAM commissioned preparation of the Biological Resource Evaluation (SAM's Project BRE) and submitted it with the application to the City for the CDPE as evidence to support the exemption for a CDP and from California Environmental Quality Act (CEQA) as represented by SAM's CEQA Notice of Exemption.

2. Based on two site inspections, February 26 and 27, 2020, and discussions with you and your contractor, the City sent a letter to SAM (dated March 2, 2020) which identified existing violations and outlined a process to move forward. The letter clearly states the violations and required compliance actions, and is summarized here.

Violations:

- Unpermitted work within Environmentally Sensitive Habitat Area (ESHA) and multiple protected waterways and connected drainages. Work outside of CDPE approved limits, in an area not assessed in SAM's Project BRE, CDPE, or SAM's CEQA Notice of Exemption.
- Significant and unpermitted alteration of riparian area without Coastal Development Permit, California Dept. of Fish and Wildlife Section 1602 Streambed Alteration Agreement, Army Corps of Engineers (ACOE) Section 404 Permit, and San Francisco Bay Area Regional Water Quality Control Board (SFBRWQB) Section 401 Certification.

The City's March 2, 2020 letter established the following restrictions on the project.

Required Compliance Actions:

- Cease all work in ESHA.
- Relocate heavy equipment at least twenty feet away from ESHA and keep these areas clear of heavy equipment for the duration of the project.
- Install erosion best management practice (BMP) control measures.
- Hire a biologist to assess damage, identify ESHA and monitor all work.
- Cease all directional boring or permanent sewer main installation until biological requirements are fulfilled and the City approves the resumption of work.

Following the City's March 2, 2020 letter, SAM hired a biologist, SWCA, to assess damage, identify ESHA, monitor all future work, and develop a plan for restoration and mitigation. The City agreed with the hiring of this firm and considers SWCA to be the Compliance Biologist.

On March 3, 2020, the Compliance Biologist submitted field notes by email to you and the City identifying numerous new violations. These include:

1. The Contractor installed portions of a temporary bypass main within a drainage ditch containing ESHA, potential Waters of the U.S. and Waters of California inconsistent with approved plans and SAM's Project BRE (September 2020).
2. The Contractor failed to conduct pre-construction wildlife surveys or implement avoidance measures as required in SAM's Project BRE (September 2019), submitted with the CDPE application and SAM's CEQA Notice of Exemption.
3. The Contractor initiated directional boring work on or before March 3, 2020 without fulfilling biological resource protection measures required in SAM's Project BRE, the City's March 2, 2020 Letter, and without authorization by the City.
4. Unauthorized directional boring resulted in additional violations, as noted in the March 3, 2020 email submitted to the City and SAM by the Compliance Biologist. These include numerous above ground "frac-outs" occurring in aquatic habitats and connected drainages including the Pullman Ditch. The Contractor has identified the spill material as bentonite, a clay mineral commonly used in water and oil drilling operations. Extensive plumes of the frac-out debris were documented in the ditches.
5. On March 3, 2020, the Compliance Biologist ordered work at the site to be halted. The contractor initiated cleanup efforts. The Contractor resumed directional boring against the recommendation of the Compliance Biologist and without authorization from the City.

City staff have been highly responsive to your requests for technical support since the project was cited in violation. At your request, City staff attended a 7:30 AM meeting in SAM's office on March 4, 2020. On the same day, City staff conducted another field inspection with the Compliance Biologist. Following the inspection, City staff also met in the field with two SAM staff members. The City's position was communicated to SAM staff at the 7:30 AM meeting and at the following the site inspection. The City concluded and conveyed the need to cease work until an approach conforming to City and other agency requirements, and reviewed and approved by the Compliance Biologist, can be agreed upon.

For the immediate construction phase of this project, the violations that have taken place, including inadequate incorporation of best management practices to reduce the risk of additional frac-outs in aquatic habitats, must be thoroughly assessed by SAM/Contractor with a

detailed letter thoroughly identifying the violation, location, and specific action to be taken to address the violation. This document will be subject to review, approval and monitoring by the Compliance Biologist. The City will provide addendums to the Stop Work Notice as necessary. The City encourages SAM/Contractor to focus initial response and efforts on BMPs and relocation of by-pass line from ditch given that rain is in the forecast.

Furthermore, because of environmental damage and the expanded scope of the project area, SAM will now need to submit a complete application to the City for a Coastal Development Permit, CEQA review, and a proposed mitigation plan to restore ESHA on-site and to compensate for damage according to California Coastal Commission and other agency requirements for mitigation.

The City recognizes the significant importance of this critical public works facility improvement and will remain available to work with you to ensure an efficient and effective return to a successful project conclusion.

Sincerely,



Jill Ekas

Community Development Director



John Doughty

Public Works Director

Attachment: Stop Work Order

Copy:

Bob Nisbet, City Manager

Catherine Engberg, City Attorney

Lincoln Allen, SWCA

Carl Nelson, SAM Legal Counsel

Pacific Underground Construction, Inc.



# STOP WORK ORDER

Pursuant to Section 14.04.150 of the Municipal Code of the City of Half Moon Bay, it is hereby order that all construction work cease immediately.

## THIS NOTICE REQUIRES ALL PARTIES TO STOP WORK ON THIS PROJECT

WORK HAS BEEN DONE:

- ☒ WITHOUT PROPER AUTHORIZATION
- ☒ WITHOUT PERMIT
- ☒ BEYOND THE SCOPE OF PERMIT
- ☒ WITHOUT REQUIRED INSPECTION

WORK HAS BEEN INSTALLED IN VIOLATION OF CALIFORNIA BUILDING CODE SECTION

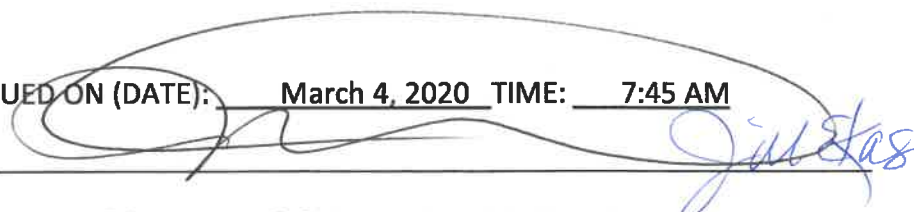
AND OR ZONING CODE SECTION Multiple

PLEASE CONTACT THE BUILDING INSPECTOR WITHIN 48 HOURS AT (650) 750-2007

CORRECT THE VIOLATION AND CALL FOR A RE-INSPECTION WITHIN \_\_\_\_\_ DAYS

REMARKS:

STOP WORK ORDER ISSUED ON (DATE): March 4, 2020 TIME: 7:45 AM

BUILDING INSPECTOR: 

**DO NOT REMOVE THIS TAG**

THIS NOTICE SHALL NOT BE REMOVED WITHOUT EXPRESS APPROVAL FROM THE BUILDING DEPARTMENT.



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

---

**TO:** Honorable Board of Directors

**FROM:** Kishen Prathivadi, General Manager

**SUBJECT:** Update on Emergency Digester Cleaning Project and Determine, by a Four-Fifths Vote, That There is a Need to Continue the Emergency Action

---

#### **Executive Summary**

The purpose of this report is to update the Board on the status of the Emergency Digester Cleaning Project.

#### **Fiscal Impact**

The fiscal impact is none.

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

Staff is regularly coordinating with Wastewater Solids Management, Inc. and determined that the tentative date for cleaning the digester is now changed to end April as the contractor is under completion at a different location and will be at SAM next.

#### **Staff Recommendation**

Staff is requesting that the Board of Directors find that there still exists a need for continuing the State of Emergency reflected by Board Resolution No. 9-2019. The Public Contract Code contemplates that at regularly scheduled meetings following the initial emergency procurement action, the Board shall review and determine by a four-fifths vote, the need to continue the emergency action. Staff, therefore, recommends that the Board of Directors confirm the need to continue the State of Emergency.

#### **Supporting Documents**

Attachment A- Board resolution 9-2019

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	M. Clark	S. Boyd	A. Eisen
	J. Harvey	H. Rarback	P. Dekker

---



**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE SEWER AUTHORITY MID-COASTSIDE**

**RESOLUTION NO. 9-2019**

**AUTHORIZING THE ACTING GENERAL MANAGER TO EXECUTE A CONTRACT  
WITH WASTEWATER SOLIDS MANAGEMENT CO. FOR DIGESTER CLEANING AT  
THE TREATMENT PLANT IN AN AMOUNT NOT TO EXCEED \$138,960**

---

The Board of Directors finds that:

The Digester # 2 was cleaned in 2013, but Digester #1 has never been cleaned. This Digester is full of inorganic material that has clogged withdrawal and mixing lines eliminating ability to heat and mix the digester.

Staff estimates that the cleaning and disposal will cost approximately \$250,000, which exceeds the \$15,000 allowed under Public Contract Code § 20803 and would require a competitive solicitation for bids.

- Due to long lead time to go out for a competitive solicitation, staff has determined waiting for a competitive solicitation for bid could result in further clogging of the withdrawal and mixing lines eliminating ability to heat and mix the digester which would increase the hauling and disposal costs enormously.

In compliance with Public Contract Code § 20806, in the case of an emergency, a public agency, pursuant to a four-fifths vote of its governing body, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.

In compliance with Public Contract Code § 22050, the Board of Directors made a finding that this emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency.

Therefore, the Board of Directors for the Sewer Authority Mid-Coastside, San Mateo County, authorizes the Acting General Manager to contract with Wastewater Solids Management Inc. for the emergency digester cleaning at the treatment plant in an amount not to exceed \$138,960.

Therefore, the Board of Directors for the Sewer Authority Mid-Coastside, San Mateo County, authorizes the Acting General Manager to direct expenditures for hauling



and disposal fees required to properly dispose of the solids removed from the #1 digester in an amount not to exceed \$30,000.

- i) Therefore, the Board of Directors for the Sewer Authority Mid-Coastside, San Mateo County, authorizes the Acting General Manager to direct expenditures for Nitrogen Purging in amount not to exceed \$81,040.

**I CERTIFY** that this resolution was duly adopted by the Board of Directors of the Sewer Authority Mid-Coastside, San Mateo County, California, at a special meeting held on the 28<sup>th</sup> day of October, 2019, by the following vote:

**AYES:** Ruddock, Lohman, Dye, Penrose, Slater-Carter, Blanchard  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

  
Secretary of the Board of Directors  
Sewer Authority Mid-Coastside  
San Mateo County, California



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

---

**TO:** Honorable Board of Directors  
**THROUGH:** Kishen Prathivadi, General Manager  
**FROM:** Tim Costello, Supervisor of Technical/Field Services  
**SUBJECT:** **Monthly Manager's Report – February 2020**

---

#### **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 *February 2020*.

##### *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

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

Half Moon Bay	0.773	58.6%
Granada CSD	0.275	20.9%
Montara W&SD	<u>0.270</u>	<u>20.5%</u>
Total	1.319	100%

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	P. Dekker

### *Administration*

There was one Board Meeting in February 2020 and there were zero public records request. The Half Moon Bay Review had 2 articles in the month of February. "Sewer Authority offers free walking tours" February 12, 2020, and "Let's consolidate water and sewer for our community, February 26, 2020.

There has been no lost time work accidents since September 10, 2019.

There were no new hires in the month of February. There were no staff anniversaries in February, and no promotions.

### *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 200,000 gallons.

The Portola pump station has the ability to use the Wet Weather Facility as a modified equalization basin if needed, (without mixing not ideal for this use) or as wet weather flow storage as originally designed.

Operations in February were good over all. The portable chopper pump on site is helping in regards to relief from the daily ragging issues we were experiencing.

Other than a few things here and there the month was relatively routine.

PG&E did the power monitoring for the turbo blowers and that went well. When we were having the blower room prepped for paint a live wire tripped out the 3 water system and that created a little havoc while it was trying to get back into equilibrium. It did point out an issue with a sticking red hat vale that needed to be addressed.

We got our refrigerator set up for the bio assay, so we are good to go on the sampling next month.

Not sure why but mid-month someone thought it would be a good idea to drive over the Bio bed at the Portola pump station which is for odor control, this has never happened in the past since it has been in place so we are looking into barrier options now.

We are scheduling having the digester cleaned, the contractor is at another facility in the bay area and we are next on the schedule when they finish their current project. Under the current situation with Covid-19 we are still on hold.

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	P. Dekker

Our Lucity system is up and will be running concurrently with our existing system during transition. We are in the process of getting staff trained. The learning curve associated with training is as expected but we are moving in the right direction.

During the month of February 2020, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 5.2 inches of rain in February. This year the monthly total was not tabulated yet on the climate data web site, it appears that the US climate web site is no longer supported. (US climate data HMB). What we do know is that February of this year is one of the driest Februarys on record. Rainfall totals were as follows: 0.03 inches at the treatment plant, 0.00 inches in the GCSD service area, and 0.00 inches at the MWSD weather station. There were micro-climate variations verified by the data.

Below is a chronological summary of some of the occurrences during the month of February 2020.

- 2/3/2020 – Ferric filters needed cleaning, cleaned up Primary #2
- 2/4/2020 – Set up power monitors on turbo blowers, power washed belt press, vactored out scum pit
- 2/6/2020 – Cleaned out strainers for effluent chemicals
- 2/7/2020 – Quarterly MDL test (second quarter).
- 2/9/2020 – Lost tree due to winds inside by front gate, also lost some branches on the entrance road.
- 2/10/2020 – Fixed roof antenna that blew over, Calcon set up trends for monitoring Neuros blowers
- 2/11/2020 – Worked on removing old conduit from blower room
- 2/12/2020 – Collected quarterly eff samples, #3 water having issues getting back to normal due to a bad contactor, Filters replaced on turbo blower, cleaned out chlorine contact basin.
- 2/13/2020 – Filters replaced on turbo blower, cleaned out chlorine contact basin.
- 2/14/2020 – Calcon fixed report loading issue
- 2/16/2020 – Low DO alarm, Calcon located a power supply issue on the PLC

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	P. Dekker

- 2/18/2020 – It was found that someone drove over the bio bed at the Portola pump station today causing damage to the sprinkler system that keeps it moistened.
- 2/19/2020 – Borges and Mahoney were in today to rebuild both the Micro and Deox on line analyzers, annual maintenance we have done to insure accuracy
- 2/20/2020 – addressed dewatering pipe by the flare
- 2/23/2020 – Worked on eff sampler
- 2/24/2020 – Worked on the repairs for bio filter at station, PG & E removed power monitors on turbo blowers today
- 2/25/2020 – Neuros blower tripped on a voltage overload
- 2/26/2020 – Set up refrigerator for upcoming Bio Assay Testing
- 2/27/2020 – RAS pump #2 not working on %, Calcon looking into issue, netted out grease from influent well, cleaned primary pumps
- 2/28/2020 – Calcon working on RAS #2 VFD, breaker tripped on #3 water causing system to get out of equilibrium. Had some tree work done today.

Other activities are listed below;

There were 9 deliveries (approximately 4,950 gallons) of trucked waste discharged at the SAM plant for a total revenue of \$ 495.00. There were 224 leachate deliveries to the SAM IPS line in the month of February, for a total leachate volume of 1,242,602 gallons.

The NPDES data report for February 2020 is attached reference (Attachment B).

#### *Contract Collection Services*

The SAM crew cleaned 25.369 feet of sewer line and responded to 36 service calls in contract service areas. 7 were sewer related and 29 were maintenance service calls. Seven of the callouts were during regular business hours and twenty nine were after hours. Two were in the HMB service area, four were in the GCSD service area, and thirty were in the MWSD service area.

HMB – 2/3 – Home owner was planting a tree in rear yard, found a pipe while digging wasn't sure what it was, we investigated it was their service line, told them not to plant tree over line and explained what could happen, they agreed not

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	P. Dekker

---

to plant over the service. 2/29 - Owner called about a backup close to house, property line cleanout was clear, the crew flushed the main finding no obstruction, owner was advised to contact a plumber.

There were no maintenance calls during the month of February.

- GCSD – 2/3 - Blockage was in service line, too much TP from guests, Main was clear, ran service line to restore flow. Did a follow up and there is a belly in the lateral, the homeowner is getting price quotes to replace the lateral. 2/11 - Owner called due to back up in sink, the crew flushed the main and it was clear of any blockage, owner will contacted private a party to clear the to assist in clearing the blockage. 2/14 - Caltrans hit a pipe while grading near skate ramp and wasn't sure what it was, it appeared to be an abandon pipe, no further action required.

There was one maintenance service call in GCSD during the month of February 2/29 San Pablo, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation.

- MWSD – The two sewer related calls in the MWSD area were as follows;  
2/6 – Owner called as plumber was doing work and wanted to make sure main line was clear of roots, The crew ran the main line and there was no evidence of roots in the main line. Plumber televised the lateral and noted some large offsets with roots near the main. 2/22 - Home owner called about a backup, crew flushed the main finding no obstructions, advised owner to contact a plumber. Crew did follow up on Monday and observed a belly in the lateral and a small offset near lateral.

There were 29 maintenance service calls in MWSD area this month, it should be noted that a majority occurred during a power outage ages due to high winds. 2/5 - Seal cove 4 - PLC replacement was needed, issue discovered while performing weekly alarms testing. 2/7 - Private force main leak in front of 140 Beach Way, Moss Beach, this required maintenance and collection crew. 2/8 - Private force main leak in front of 140 Beach Way, Moss Beach, this required maintenance and collection crew. 2/11 - Homeowner had some electrical work done on electrical panel and grinder was not re-energized, re-energized pump all good. 2/29 – first set of power failures - Kanoff, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation, generator ran 1.2 hrs. Date

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	P. Dekker

Harte, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation, generator ran 0.5 hrs. 5th street, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. 7th street, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Vallemar, strong winds causing power fail, reset tripped main breaker, reset equipment checked for normal operation, generator ran 2.3 hrs. Niagara, strong winds causing power fail, power restored by arrival, reset pump 1 and pump 2 VFD's, checked for normal operation. California, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation, generator ran 0.6 hrs. Seal Cove 1, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Seal Cove 2, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Seal Cove 3, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Seal Cove 4, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Distillery, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Second set of power failures - Kanoff, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation, generator ran 0.4 hrs. Date Harte, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation, generator ran 0.2 hrs. 5th street, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. 7th street, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Vallemar, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation, generator ran 0.4 hrs. Niagara, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. California, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation, generator ran 0.3 hrs. Seal Cove 1, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Seal Cove 2, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Seal Cove 3, strong winds causing power fail, power restored by arrival, reset equipment checked for

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	P. Dekker

normal operation. Seal Cove 4, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Distillery, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation, alarm beacon will need replacing soon - slowly flashing.

The February 2020 collection system data report is provided for the Board's information. There were no Category 1's, no Category 2's, and no Category 3's SSO during the month of February 2020.

**Staff Recommendation**

Staff recommends that the Board receive the Manager's Report for February 2020.

**Supporting Documents**

- Attachment A: Monthly Flow Report February 2020
- Attachment B: Monthly NPDES Report February 2020
- Attachment C: Collection System Data February 2020
- Attachment D: Contract Collection Services Report February 2020

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	P. Dekker



# Attachment A

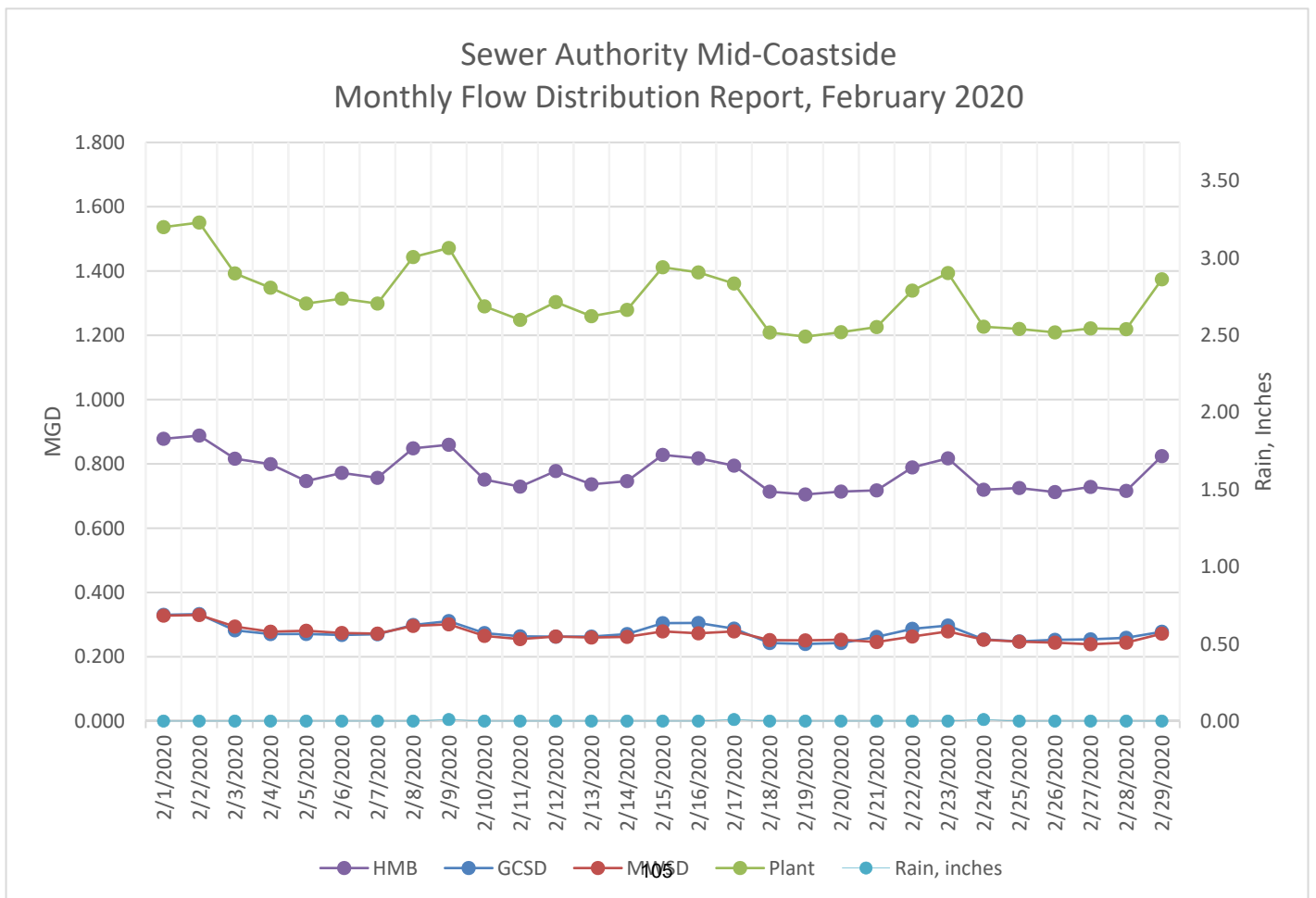
## Flow Distribution Report Summary for February 2020

The daily flow report figures for the month of February 2020  
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	0.773	58.6%
Granada Community Services District	0.275	20.9%
Montara Water and Sanitary District	<u>0.270</u>	<u>20.5%</u>
Total	1.319	100.0%



# Sewer Authority Mid-Coastside

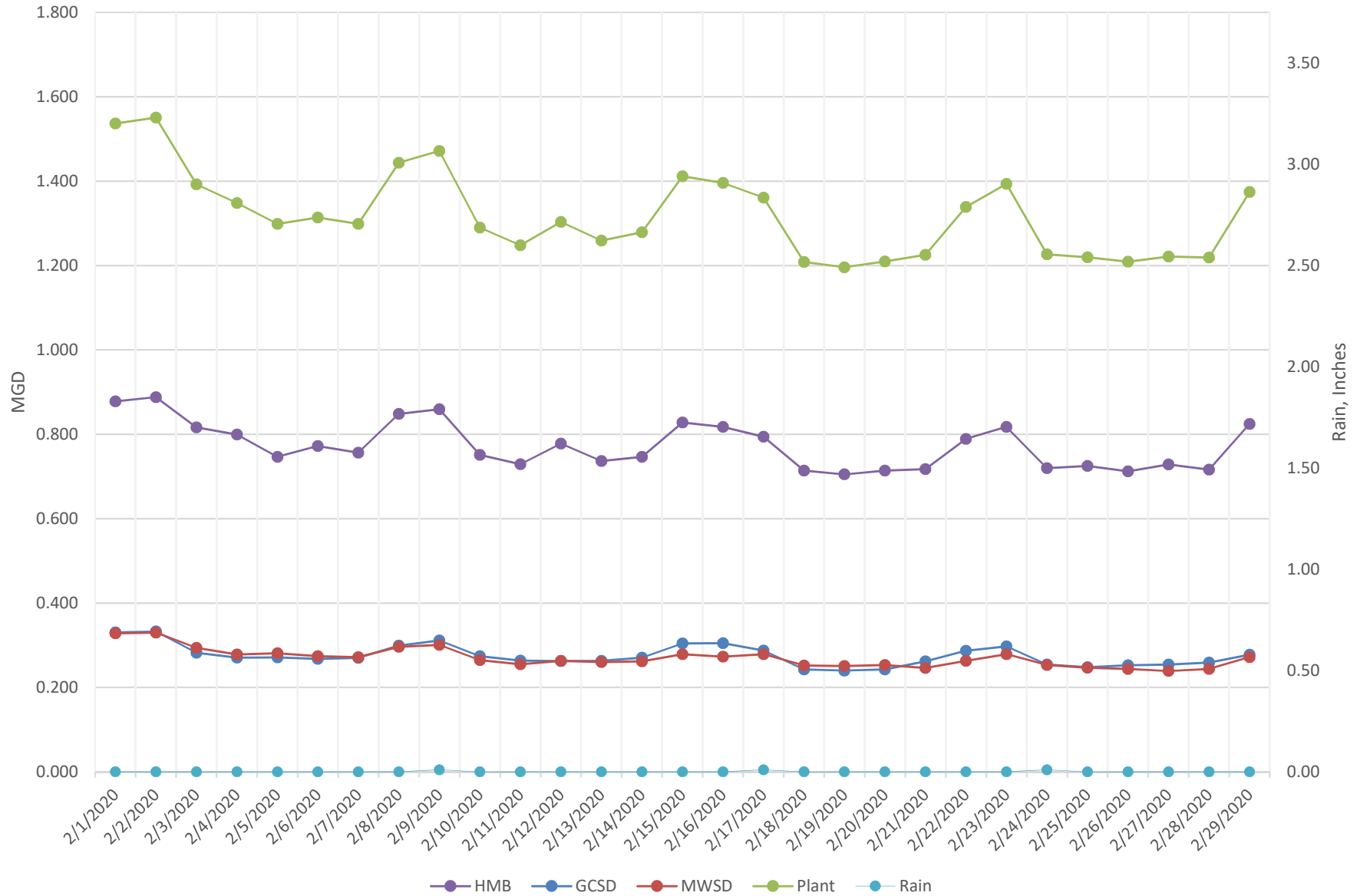
## Monthly Flow Distribution Report for February 2020

<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>
2/1/2020	0.878	0.330	0.328	1.537	0.00	0.00	0.00
2/2/2020	0.888	0.333	0.330	1.551	0.00	0.00	0.00
2/3/2020	0.816	0.282	0.294	1.393	0.00	0.00	0.00
2/4/2020	0.799	0.271	0.278	1.348	0.00	0.00	0.00
2/5/2020	0.747	0.271	0.281	1.299	0.00	0.00	0.00
2/6/2020	0.772	0.268	0.274	1.314	0.00	0.00	0.00
2/7/2020	0.757	0.270	0.272	1.299	0.00	0.00	0.00
2/8/2020	0.848	0.299	0.296	1.443	0.00	0.00	0.00
2/9/2020	0.859	0.311	0.301	1.472	0.01	0.00	0.00
2/10/2020	0.751	0.274	0.265	1.290	0.00	0.00	0.00
2/11/2020	0.729	0.264	0.255	1.248	0.00	0.00	0.00
2/12/2020	0.778	0.263	0.263	1.303	0.00	0.00	0.00
2/13/2020	0.737	0.263	0.260	1.259	0.00	0.00	0.00
2/14/2020	0.746	0.271	0.262	1.279	0.00	0.00	0.00
2/15/2020	0.828	0.305	0.279	1.412	0.00	0.00	0.00
2/16/2020	0.817	0.305	0.273	1.396	0.00	0.00	0.00
2/17/2020	0.794	0.288	0.279	1.361	0.01	0.00	0.00
2/18/2020	0.714	0.243	0.252	1.209	0.00	0.00	0.00
2/19/2020	0.705	0.240	0.251	1.196	0.00	0.00	0.00
2/20/2020	0.714	0.243	0.253	1.210	0.00	0.00	0.00
2/21/2020	0.718	0.262	0.246	1.226	0.00	0.00	0.00
2/22/2020	0.789	0.287	0.263	1.339	0.00	0.00	0.00
2/23/2020	0.817	0.297	0.279	1.394	0.00	0.00	0.00
2/24/2020	0.720	0.254	0.253	1.227	0.01	0.00	0.00
2/25/2020	0.725	0.248	0.247	1.220	0.00	0.00	0.00
2/26/2020	0.712	0.253	0.244	1.209	0.00	0.00	0.00
2/27/2020	0.728	0.254	0.239	1.222	0.00	0.00	0.00
2/28/2020	0.716	0.259	0.244	1.219	0.00	0.00	0.00
2/29/2020	0.824	0.278	0.272	1.374	0.00	0.00	0.00
<b>Totals</b>	<b>22.428</b>	<b>7.984</b>	<b>7.833</b>	<b>38.245</b>	<b>0.03</b>	<b>0.00</b>	<b>0.00</b>

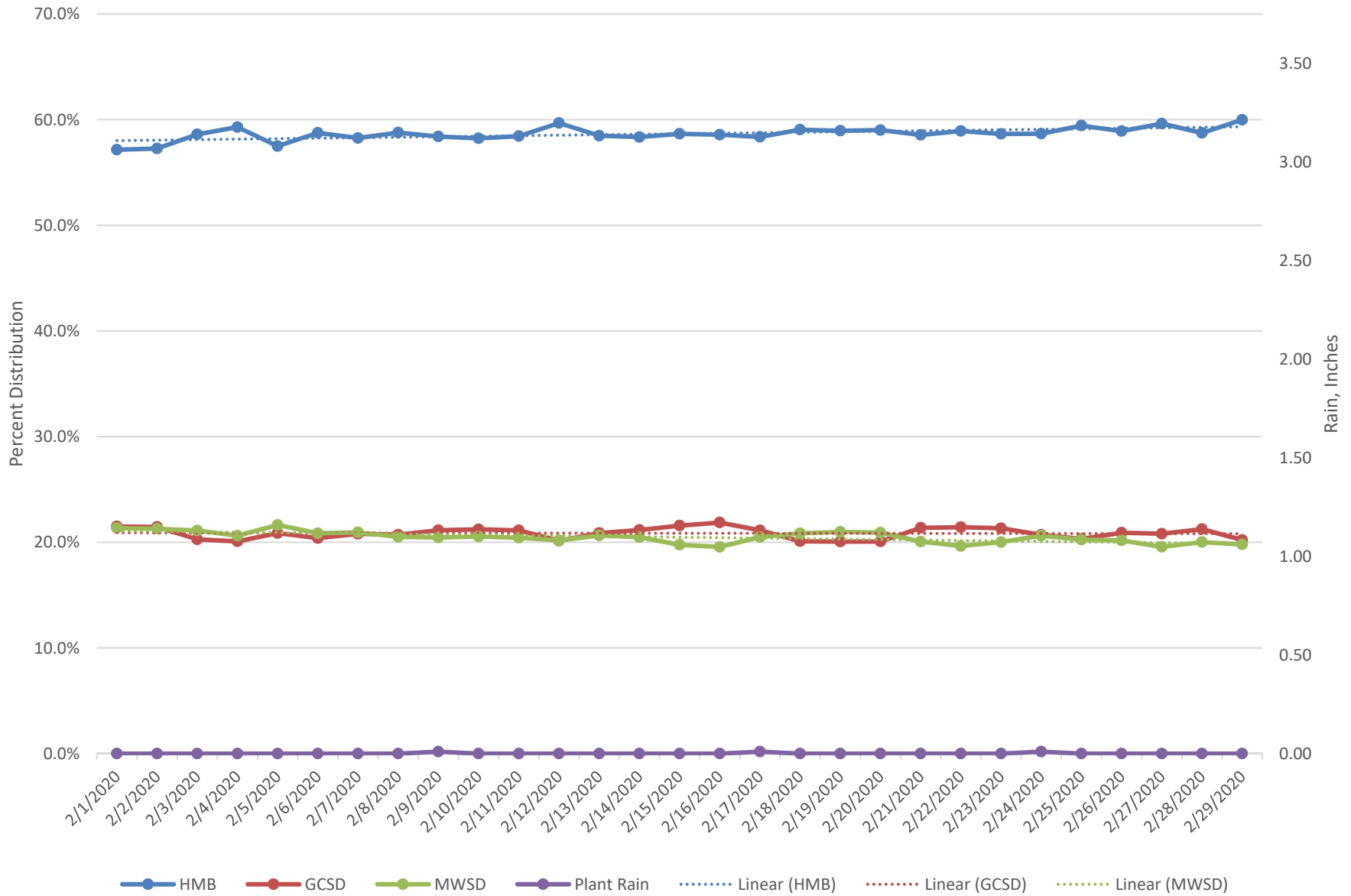
### Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.705	0.240	0.239	1.196
<b>Average</b>	<b>0.773</b>	<b>0.275</b>	<b>0.270</b>	<b>1.319</b>
Maximum	0.888	0.333	0.330	1.551
<b>Distribution</b>	<b>58.6%</b>	<b>20.9%</b>	<b>20.5%</b>	<b>100.0%</b>

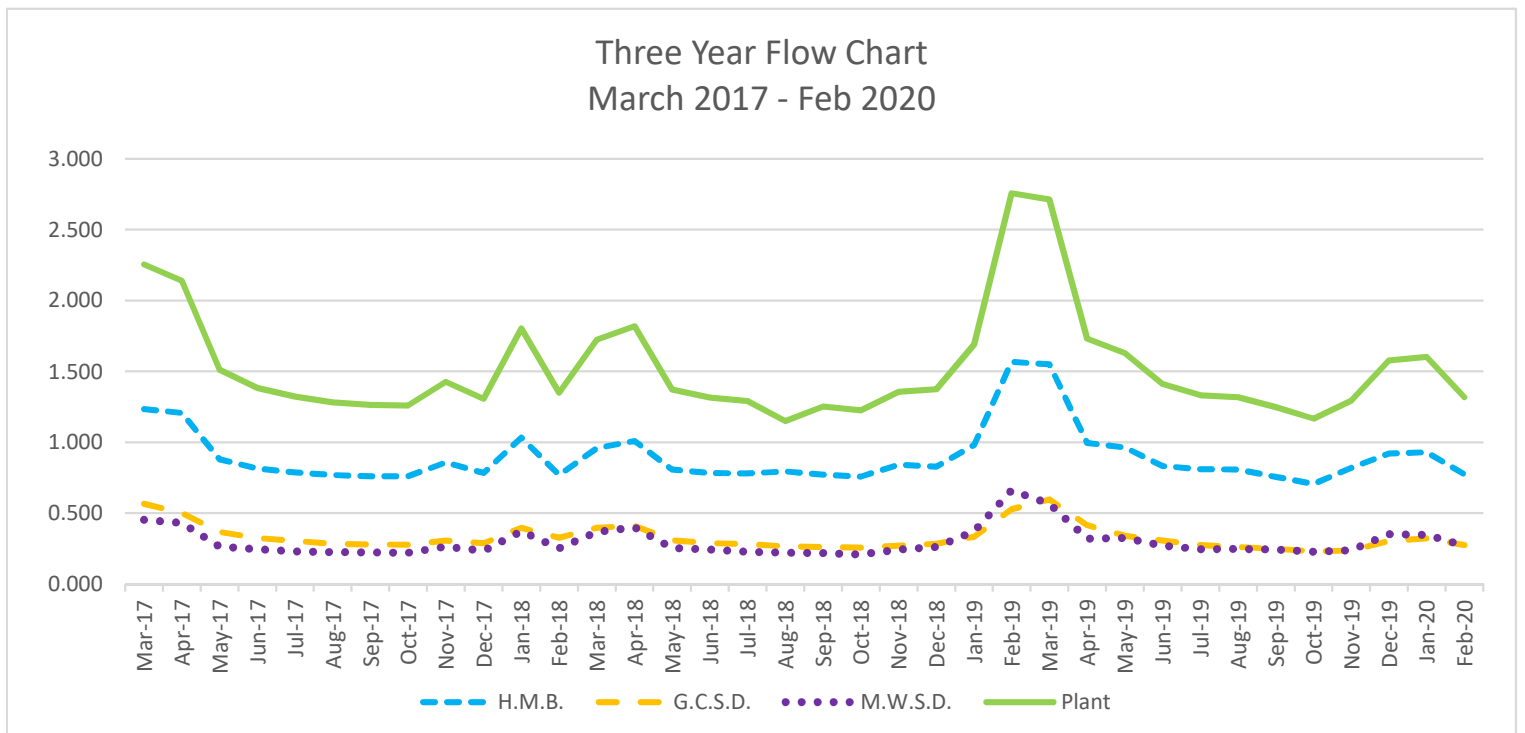
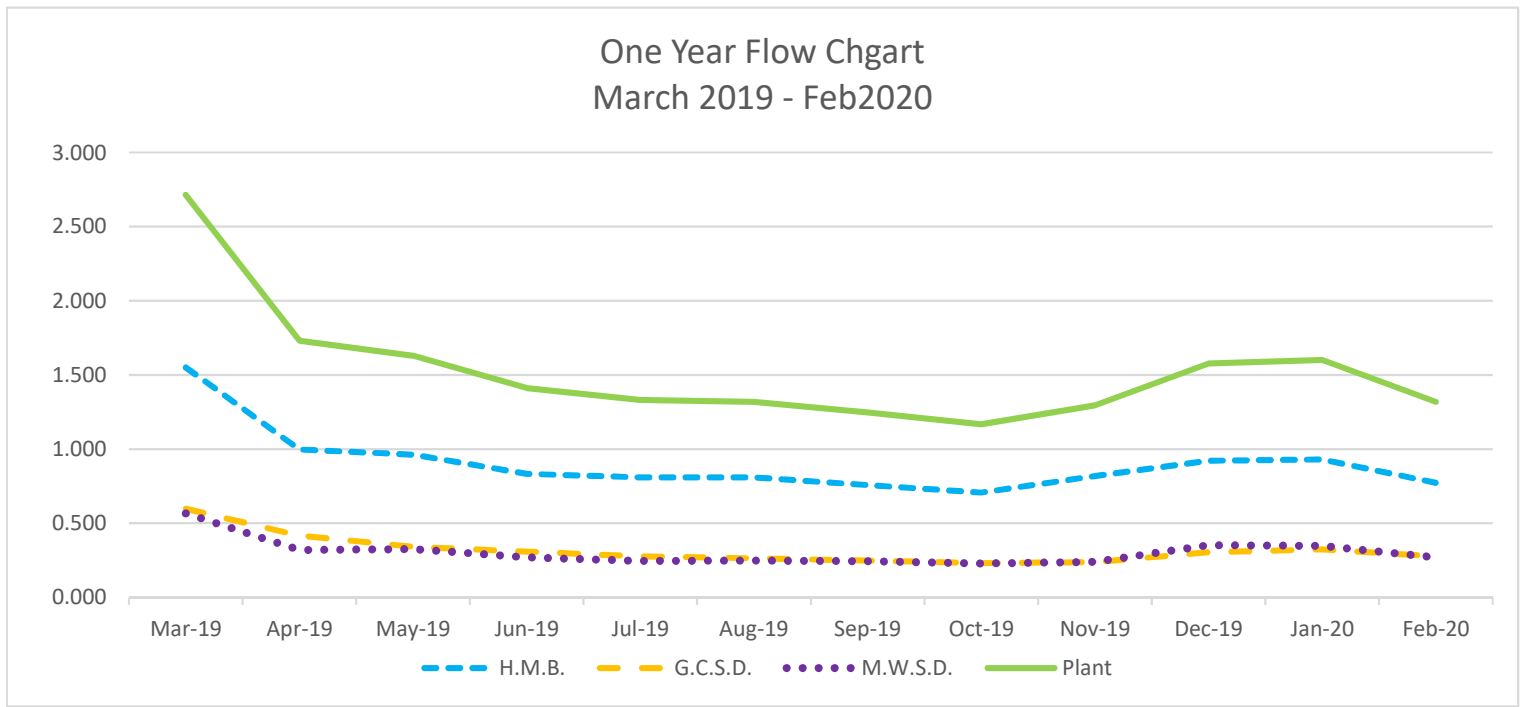
# Sewer Authority Mid-Coastside Monthly Flow Distribution Report, February 2020



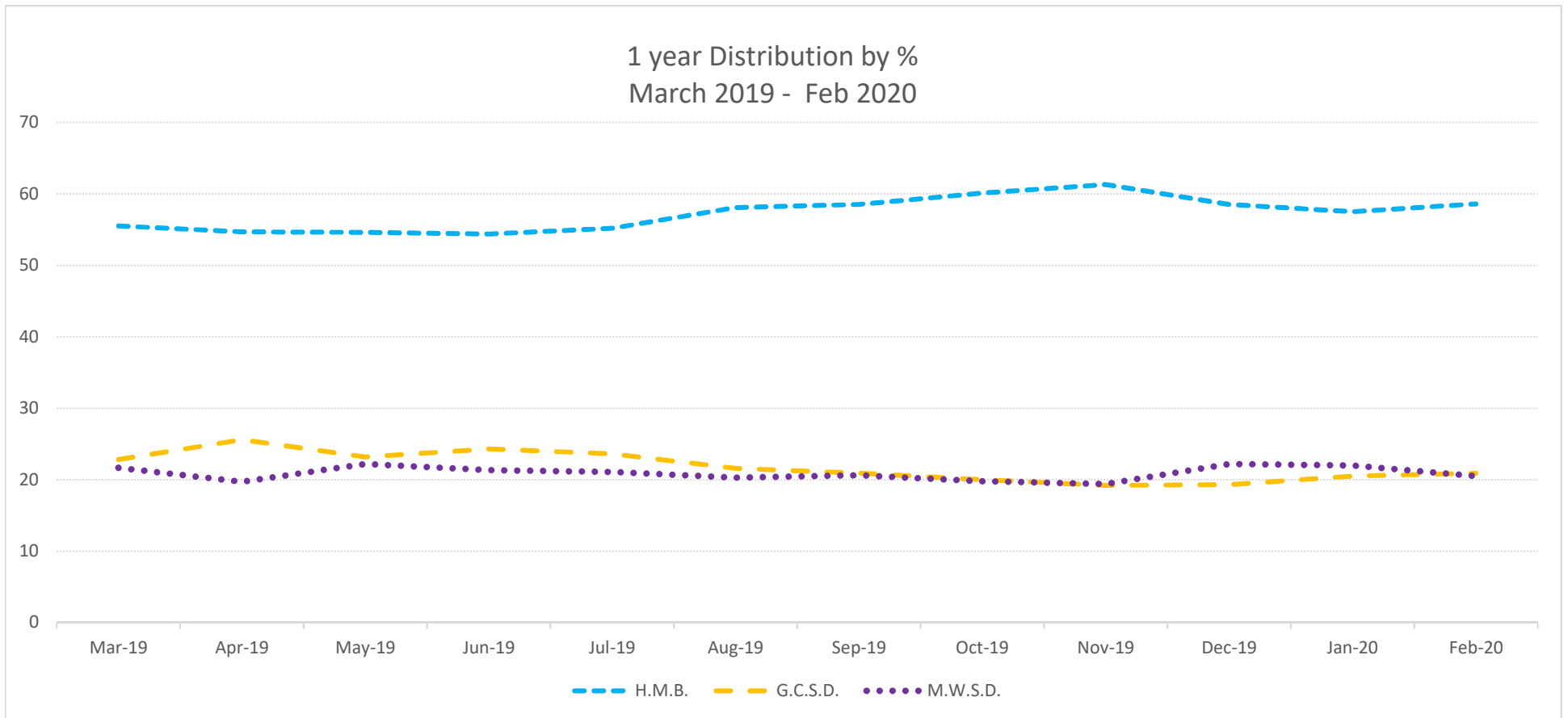
# Percent Distribution February 2020



# Most recent flow calibration September 2019 PS, September 2019 Plant



## Flow based percent distribution based for past year



**SAM      E-001      February2020**

<b>Date</b>	<b>Inf TSS mg/l</b>	<b>Eff TSS mg/l</b>	<b>Eff TSS Weekly Avg</b>	<b>TSS % Removal</b>	<b>Inf BOD mg/l</b>	<b>Eff BOD mg/l</b>	<b>Eff BOD Weekly Avg mg/l</b>
2/1/2020							
2/2/2020							
2/3/2020	314	7.57		97.6%	410	13.0	
2/4/2020	284	10.00		96.5%	330	13.0	
2/5/2020							
2/6/2020							
2/7/2020							
2/8/2020			8.79				13.00
2/9/2020							
2/10/2020							
2/11/2020	344	11.00		96.8%	370	14.0	
2/12/2020	360	14.60		95.9%	400	17.0	
2/13/2020							
2/14/2020							
2/15/2020			12.80				15.50
2/16/2020							
2/17/2020							
2/18/2020							
2/19/2020	336	7.80		97.7%	350	11.0	
2/20/2020	312	8.80		97.2%	320	11.0	
2/21/2020							
2/22/2020			8.30				11.00
2/23/2020	382	6.70		98.2%	390	12.0	
2/24/2020	440	10.70		97.6%	500	18.0	
2/25/2020							
2/26/2020							
2/27/2020							
2/28/2020							
2/29/2020			8.70				15.00
Count	8	8	4	8	8	8	4
Minimum	284	6.70	8.30	95.9%	320	11.0	11.0
Average	347	9.65	9.65	97.2%	384	13.6	13.6
Maximum	440	14.60	12.80	98.2%	500	18.0	15.5
Percent Removal				85			
5 Sample Median							
High							
Low							
Daily Max							
Weekly Max			45				45
Monthly Average		30				30	

**SAM      E-001      February2020**

<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>
2/1/2020						0.00
2/2/2020						0.00
2/3/2020	96.8%	0.5		4.30		0.00
2/4/2020	96.1%	0.7		4.60		0.00
2/5/2020						0.00
2/6/2020						0.00
2/7/2020						0.00
2/8/2020			0.60		4.45	0.00
2/9/2020						0.00
2/10/2020						0.00
2/11/2020	96.2%	0.3		7.3		0.00
2/12/2020	95.8%	0.4		11		0.00
2/13/2020						0.00
2/14/2020						0.00
2/15/2020			0.35		9.15	0.00
2/16/2020						0.00
2/17/2020						0.00
2/18/2020						0.00
2/19/2020	96.9%	0.3		4.20		0.00
2/20/2020	96.6%	0.2		4.30		0.00
2/21/2020						0.00
2/22/2020			0.25		4.25	0.00
2/23/2020	96.9%	0.3		5.20		0.00
2/24/2020	96.4%	0.4		6.50		0.00
2/25/2020						0.00
2/26/2020						0.00
2/27/2020						0.00
2/28/2020						0.00
2/29/2020			0.35		5.85	0.00
Count	8	8	4	8	4	29
Minimum	95.8%	0.2	0.25	4.20	4.25	0.0
Average	96.4%	0.39	0.39	5.93	5.93	0.0
Maximum	96.9%	0.7	0.6	11.00	9.15	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		



**SAM      E-001      February2020**

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Entero- cocci MPN		30 day geo mean		Eff DO mg/l	Eff DO % Saturation
2/1/2020	0.00		7.21	17.6			<	10	7.35	77.0
2/2/2020	0.00		7.15	17.5					6.85	71.8
2/3/2020	0.00		7.17	15.9					7.75	78.4
2/4/2020	0.00	51.8	7.36	16.5	<	10			8.17	83.7
2/5/2020	0.00		7.18	16.0					7.21	73.0
2/6/2020	0.00		7.35	16.8					8.41	86.6
2/7/2020	0.00		7.47	17.1					8.03	83.4
2/8/2020	0.00		7.34	17.4			<	10	7.66	79.9
2/9/2020	0.00		7.30	17.2					7.21	74.9
2/10/2020	0.00		7.21	17.1					7.97	82.8
2/11/2020	0.00		7.30	17.3					8.18	85.3
2/12/2020	0.00	62.0	7.41	17.3		10			7.75	80.7
2/13/2020	0.00		7.26	17.5					7.69	80.5
2/14/2020	0.00		7.32	17.6					6.81	71.3
2/15/2020	0.00		7.26	17.2			<	10	6.64	68.9
2/16/2020	0.00		7.44	17.7					6.28	65.8
2/17/2020	0.00		7.34	17.7					6.37	66.7
2/18/2020	0.00		7.29	17.1					7.17	74.4
2/19/2020	0.00		7.54	17.1					7.10	73.6
2/20/2020	0.00	57.4	7.46	17.2	<	10			7.21	74.8
2/21/2020	0.00		7.58	17.3					7.77	80.8
2/22/2020	0.00		7.49	17.8			<	10	6.82	71.2
2/23/2020	0.00		7.37	17.5					6.58	68.6
2/24/2020	0.00	41.0	7.51	17.0	<	10			7.81	80.9
2/25/2020	0.00		7.39	17.8					6.40	67.1
2/26/2020	0.00		7.44	17.5					6.74	70.4
2/27/2020	0.00		7.59	17.9					7.48	78.6
2/28/2020	0.00		7.53	17.8					7.57	79.7
2/29/2020	0.00		7.48	17.6			<	10	6.74	70.5
Count	29	4	29	29		4		5	29	29
Minimum	0.00	41.0	7.15	15.9	<	10	<	10	6.28	65.8
Average	0.0	53.1	7.37	17.3	<	10	<	10	7.30	75.9
Maximum	0.00	62.0	7.59	17.9		10	<	10	8.41	86.6
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, February 2020

February 2020

		Number of S.S.O's			
	<b>Total</b>	<b>HMB</b>	<b>GCSD</b>	<b>MWSD</b>	<b>SAM</b>
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

		12 month rolling Number			
	<b>Total</b>	<b>HMB</b>	<b>GCSD</b>	<b>MWSD</b>	<b>SAM</b>
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	2	1	0	0	1
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
		<b>50%</b>	<b>0%</b>	<b>0%</b>	<b>50%</b>

Reportable SSOs

		Reportable Number of S.S.O.'s			
	<b>Total</b>	<b>HMB</b>	<b>GCSD</b>	<b>MWSD</b>	<b>SAM</b>
February 2020	0	0	0	0	0
12 Month Moving Total	2	1	0	0	1

SSOs / Year / 100 Miles

		Number of S.S.O.'s /Year/100 Miles			
	<b>Total</b>	<b>HMB</b>	<b>GCSD</b>	<b>MWSD</b>	<b>SAM</b>
February 2020	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	1.9	2.7	0.0	0.0	13.7
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	1.0	0.0	0.0	0.0	13.7
Category 3	1.0	2.7	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

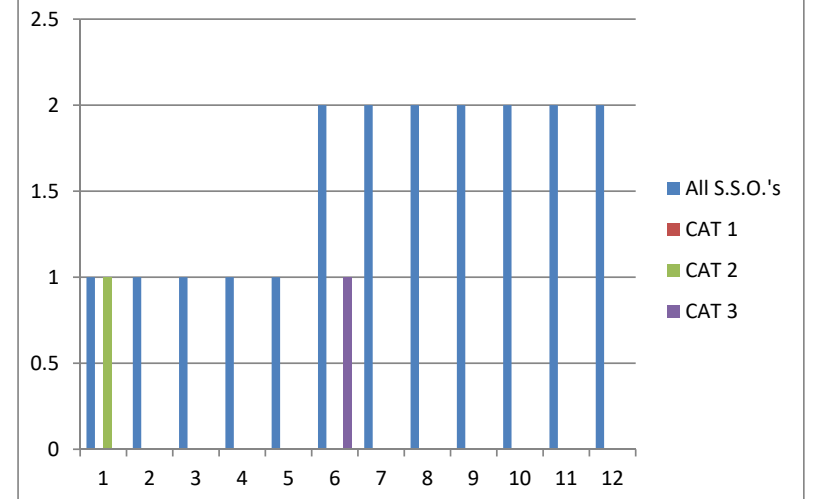
Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Mar - 19	11,777	10,890	10,020	32,687	6.2
Apr - 19	12,934	10,801	11,247	34,982	6.6
May - 19	11,193	12,786	10,094	34,073	6.5
June - 19	14,529	18,431	10,419	43,379	8.2
July - 19	8,754	18,560	9,511	36,825	7.0
Aug - 19	8,042	22,405	15,720	46,167	8.7
Sept - 19	7,292	18,063	11,618	36,973	7.0
Oct - 19	16,104	14,144	13,611	43,859	8.3
Nov - 19	6,171	23,308	10,135	39,614	7.5
Dec - 19	6,660	18,277	9,422	34,359	6.5
Jan - 20	6,947	11,809	11,218	29,974	5.7
Feb - 20	7,403	7,463	10,503	25,369	4.8

Annual ft	117,806	186,937	133,518	438,261	
-----------	---------	---------	---------	---------	--

Annual Mi.	22.3	35.4	25.3		83.0
------------	------	------	------	--	------

Attachment C

12 Month Moving SSO Totals Through Feb 2020



## TASK SUMMARY-HMB 2019-2020

Task	Target Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total to Date	% Complete
Sewer Line Cleaning	92,400	3,363	5,752	6,648	16,104	6,172	459	-	7,067					45,565	49%
Hot Spot Cleaning	9,000	5,391	2,290	644	1,460	-	6,201	6,945	335					23,266	259%
Lift Station Inspection - Weekly	52	5	5	5	5	5	4	5	4					38	73%
Lift Station Inspection - Quarterly	4	-	-	-	-	-	1	-	-					1	25%
Lift Station Inspection - Annually	1	-	-	-	-	-	-	-	-					-	0%
Maint. Work Orders - Completed	-	14	14	13	8	14	12	15	12					102	-
Maint. Work Orders - Incomplete	-	-	-	-	-		-	-	-					-	-
Manhole Inspection	844	49	27	35	82	30	40	42	30					335	40%
USA Markings	852	88	61	60	82	84	90	68	42					575	67%
F.O.G.	20	-	-	-	-	-	-	-							
Customer Service Call - Reg	-	1	2		1	2	2	2	1					11	-
Customer Service Call - OT	-	-	1	1	-	1	6	1	1					11	-
SSO Response - Category 1	-	-		-	-	-	-	-	-					-	-
SSO Response - Category 2	-	-		-	-	-	-	-	-					-	-
SSO Response - Category 3	-	-	1	-	-	-	-	-	-					1	-

## **TASK SUMMARY- GCSD 2019-2020**

Task	Target Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total to Date	% Complete
Sewer Line Cleaning	174,000	16,438	20,458	16,236	11,900	22,335	15,530	9,682	5,648					118,227	68%
Hot Spot Cleaning	5,400	2,122	1,947	1,827	2,244	986	2,747	2,122	1,815					15,810	293%
Lift Station Inspection - Daily	260	22	23	20	22	18	19	21	19					164	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-	-					-	0%
Maint. Work Orders - Completed	-	22	16	13	18	18	19	21	19					146	-
Maint. Work Orders - Incomplete	-	-	-	-	-			-	-					-	-
Manhole Inspection	879	89	118	101	78	107	93	59	54					699	80%
USA Markings	372	52	52	50	44	29	29	52	33					341	92%
F.O.G. Inspections Completed	10	-	-	-	-	-	-	-	-					-	0%
F.O.G. Inspections Passed	10	-	-	-	-	-	-	-	-					-	0%
F.O.G. Inspection Failed	-	-	-	-		-	-	-	-					-	-
Lateral Inspections	-		-	-		-	-	-	-					-	-
Customer Service Call - Reg	-	2	1	1	2	1	1	-	3					11	-
Customer Service Call - OT	-	2	1	1	3	1	2	1	1					12	-
SSO Response - Category 1	-	-	-	-	-	-	-	-	-					-	-
SSO Response - Category 2	-	-	-	-	-	-	-	-	-					-	-
SSO Response - Category 3	-	-	-	-	-	-	-	-	-					-	-
Insurance Claims Filed	-	0	0	0	0	0	0	0	0					-	-

## TASK SUMMARY -MWSD 2019-2020

Task	Target Total	Units	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total to Date	% Complete
Sewer Line Cleaning	126,000	Linear feet	8,123	14,786	10,406	11,454	8,349	6,062	10,426	9,773					79,379	63%
Hot Spot Cleaning	16,500	Linear feet	1,388	934	1,212	2,157	1,785	3,360	791	730					12,357	75%
Lift Station Inspection - Daily	3,380	Each	286	299	260	286	234	247	273	247					2,132	63%
Lift Station Inspection - Annually	13	Each	-	-	-	-	-	-	-	-					-	0%
Maint. Work Orders - Completed	-	Each	290	255	222	178	108	247	273	247					1,820	-
Maint. Work Orders - Incomplete	-	Each	-	-	-	-	-	-	-	-					-	-
Manhole Inspection	572	Each	46	64	42	63	50	39	50	44					398	70%
USA Markings	252	Each	20	11	32	21	13	4	20	12					133	53%
F.O.G. Inspections Completed	6	Each	-	-	-	-	-	-	-						-	0%
F.O.G. Inspections Passed	6	Each	-	-	-	-	-	-	-						-	0%
F.O.G. Inspection Failed	-	Each	-	-	-	-	-	-	-						-	-
Customer Service Call - Reg	-	Each	2	3	3	1	6	3	18	3					39	-
Customer Service Call - OT	-	Each	1	-	-	4	17	28	3	26					79	-
SSO Response - Category 1	-	Each	-	-	-	-	-	-	-	-					-	-
SSO Response - Category 2	-	Each	-	-	-	-	-	-	-	-					-	-
SSO Response - Category 3	-	Each	-	-	-	-	-	-	-	-					-	-
Insurance Claims Filed	-	Each	-	-	0	0	0	0	0	0					-	-



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

---

**TO:** Honorable Board of Directors

**FROM:** Kishen Prathivadi, General Manager

**SUBJECT:** **Report from Wastewater Management Specialists on the Status of Work**

---

#### **Executive Summary**

The purpose of this report is to update the Board on the Status of Work being done by Wastewater Management Specialists.

#### **Fiscal Impact**

The fiscal impact is none.

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

Staff is regularly interacting with Wastewater Management Specialists and the status of work is detailed in the attachments.

#### **Staff Recommendation**

Staff recommends that the Board receive the update on Status of Work being done by Wastewater Management Specialists

#### **Supporting Documents**

Attachment A- Monthly Progress Report

Attachment B- Work Scope and Cost Report

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	M. Clark	S. Boyd	A. Eisen
	J. Harvey	H. Rarback	P. Dekker

Sewer Authority Mid-Coastside  
Organizational Management Improvement Program  
Monthly Progress Report  
Prepared by Wastewater Management Specialists, LLC

Report Number: 4

Board Meeting Date: 03/23/2020

This report provides the SAM Board of Directors with a brief explanation of work accomplished during the month of February 2020 and expected work focus for the month of March 2020. It is noted that work efforts will adjust to address the needs of the agency on a daily basis and variances from the activities described is anticipated and will be addressed as needed.

Status and Work Performed During Reporting Period:

- ✓ WMS began initial evaluation of SAM staffing and process control procedures to address organizational items and design the best possible long-term operational plan.
- ✓ WMS continues to work with the SAM General Manager to develop both short and long-term plant CIP needs, including work with and evaluation of proposals from Ameresco.
- ✓ WMS continued evaluation of the SAM Pump Stations (Montara, Princeton and Portola) and has requested additional information from SAM to develop a draft recommendation for CIP needs related to the pump stations. This effort was tied, later in the month, to the evaluation of the proposed wet-weather storage project. WMS recommended an alternative pumping concept that would result in a potential delay to the work and costs approximately equal to the currently proposed work.
- ✓ WMS continues to work with SAM staff by providing O&M support to the process challenges at the treatment plant. SAM staff continue to do an excellent job of working around the challenges presented by the current digester cleaning needs – now expected to be started in late April 2020. The Board approved scum collector order is expected to arrive in late March. Installation continues to be planned for early summer after the wet weather season ends.
- ✓ WMS works closely with the SAM General Manager to provide support and insight to decisions that the General Manager makes on a daily basis.
- ✓ WMS continues working closely with the SAM General Manager, SAM Accounting Technician and various financial consultants in trying to wrap up the the FY2017-18 audit, prepare for the FY2018-19 audit kick-off and develop budgets for the upcoming FY2020-21.



#### Work Anticipated and Planned for March 2020:

- ❖ WMS will continue to focus on supporting the management and supervision needs of SAM related to routine daily operations and the completion of audits and budget needs.
- ❖ WMS working with SAM O&M staff will kick off the effort to implement needed improvements for elimination and control of odor and corrosion in the IPS and at the plant in late March and early April and anticipate implementation and startup in June 2020..
- ❖ WMS will continue due diligence evaluation of the IPS and pump stations related to optimizing the long-term O&M and Capital Improvement needs of the facilities ensuring safe, secure and effective service at a cost that provides the best value to the ratepayers.
- ❖ WMS will continue the analysis of the proposed wet weather flow storage project to provide insight to the best means of addressing high flows in the system. The evaluation will include the benefits of building additional storage along with evaluation of alternatives to more storage. This will include impacts to the entire SAM system including impacts to the IPS, Pump Stations, Gravity Collections and the Treatment Plant.
- ❖ WMS will develop Collection System Service Contract budgets for the contracting agencies to evaluate. The budgets will be based on discussions held to date with the MA Managers related to updating the service contracts and related scopes of work for the needs of each MA.
- ❖ WMS will continue to provide O&M support related to cleaning the digesters and coordinating needed engineering and capital work to ensure that Digester #1 is returned to service in condition to operate for several years.
- ❖ WMS will work with the SAM General Manager to incorporate needed CIP related work with the scope of the Design-Build Energy project as it develops and coordinate that work with the development of the proposed 5-year CIP.
- ❖ WMS will continue to work with their sub-consultant in development of the odor and corrosion control needs of the IPS, Pump Stations and treatment plant. A final report is expected in late March 2020.

#### \*General ongoing 2020 Efforts:

- WMS will continue to work closely with SAM staff and MA staff to identify more information and determine needed “next steps” related to closing the payment status questions related to each MA.



- WMS will continue to work closely with the SAM General Manager to enhance the draft Collections Systems Services Contract boiler plate with information and ideas that have been discussed. WMS will continue to work with SAM staff on development of a Collections System Services Plan that identifies how SAM is going to improve their service capabilities over the coming 1 to 2 year period to provide the MAs with all the services they need in a cost effective and efficient manner. This work will take several months to develop. WMS will facilitate ongoing review by the MA Managers to ensure SAM is going in the needed direction and has support of the MAs.
- WMS will continue efforts to develop the long-range O&M strategy updates needed to provide the best possible operation of SAM facilities.
- WMS will work as needed to provide support to SAM management in the completion of the FY 2017-18 Audit and successive audits to bring the agency into compliance with normal audit schedules.
- WMS will continue to provide O&M support as needed for the treatment plant processes and equipment needs.
- WMS will continue to work closely with the General Manager to provide insight, guidance and support in the daily management of SAM.

\* WMS will be available to discuss and answer questions related to these items during the SAM Board Meeting of March 23, 2020.

Wastewater Management Specialists, LLC  
Scope of Work - Calendar Year 2020

January 13, 2020

Work Scope Item Description (Deliverables Detail Below)	*Start Date	*Estimated Completion Date	Estimated 2020 Hours	2020** Hours to Date	Percent Expended	Percent Time Passed	Budget	Cost to Date	Budget Balance
<b>A. Provide Overall Management Support to General Manager and SAM Supervisory Staff</b>	Aug. 2019	Ongoing	674	155.5	23.1%	23.1%	\$175,318	\$40,430	\$134,888
<b>Deliverables and Sub-projects:</b>									
1. General support for General Manager and Board in addressing daily challenges		Ongoing							
2. Management skills training for supervisory and upcoming staff		Ongoing							
3. Succession Plan development (Prepared for Board Approval at December 2020 meeting)		Dec. 2020							
4. JPA development support		Open							
5. Provide management level support and review of financial and H.R. needs related to budget and audits		Ongoing							
6. Provide expertise and guidance to the SAM General Manager, the Board and MA Managers to ensure communication of SAM activities and needs are well documented and distributed to all effected parties		Ongoing							
7. Assist with hiring a Public Relations Specialist - working with the SAM General Manager and others as needed to develop ongoing transparent communication of SAM's responsibilities, what SAM is working on and keeping all parties informed of impacts and needs		Ongoing							
8. Faciliate a workshop(s) with SAM staff, Board Members and MA staff to reinforce/redefine strategic goals and priorities identified in 2017 Strategic Plan. Document outcome for Board approval in calendar year 2020		Dec. 2020							

Wastewater Management Specialists, LLC  
Scope of Work - Calendar Year 2020

January 13, 2020

Work Scope Item Description (Deliverables Detail Below)	*Start Date	*Estimated Completion Date	Estimated 2020 Hours	2020** Hours to Date	Percent Expended	Percent Time Passed	Budget	Cost to Date	Budget Balance
<b>B. Collection Systems Operation and Maintenance Improvements and Contract Improvement ***</b>	Nov. 2019	Dec. 2020	359	58	16.1%	23.1%	\$93,414	\$15,080	\$78,334
<b>Deliverables and Sub-projects:</b>									
1. Assist SAM General Manager and MA Managers in the development of a Standard Services Contract to use as the base "boiler plate" language for collections system services provide to the MAs by SAM and streamline the process for defining the Scope of Work needed by the MAs and provided by SAM		May-20							
2. Evaluate collection system O&M practices and provide recommendations to improve services provided		Oct. 2020							
3. Evaluate and recommend appropriate staffing levels and organizational needs to meet the ultimate needs of the MAs related to collections system O&M		Oct. 2020							

Wastewater Management Specialists, LLC  
Scope of Work - Calendar Year 2020

January 13, 2020

Work Scope Item Description (Deliverables Detail Below)	*Start Date	*Estimated Completion Date	Estimated 2020 Hours	2020** Hours to Date	Percent Expended	Percent Time Passed	Budget	Cost to Date	Budget Balance
<b>C. SAM Operations and Maintenance Procedures Standardization ***</b>	Oct. 2019	Dec. 2020	520	113.5	21.8%	23.1%	\$135,200	\$29,510	\$105,690
<b>Deliverables and Sub-projects:</b>									
1. Evaluate and provide recommendations for staffing levels and organizational structure for each SAM work group and recommend organizational improvements		Dec. 2020							
2. Evaluate treatment plant O&M practices and process control strategies and recommend improvements		Ongoing							
3. Capital Improvement Program Development a. Perform initial evaluation of treatment plant needs;		Mar-20							
3. Capital Improvement Program Development b. Perform initial evaluation and update previously identified needs related to the IPS pipeline and related SAM pump stations;		Apr-20							
3. Capital Improvement Program Development c. Evaluate previous Capital Improvement Program information and update to establish a 5-year CIP and a 10-year Capital Improvement Forecast to be adopted by the SAM Board and updated annually (projects and cost estimates)		Dec. 2020							

Wastewater Management Specialists, LLC  
Scope of Work - Calendar Year 2020

January 13, 2020

Work Scope Item Description (Deliverables Detail Below)	*Start Date	*Estimated Completion Date	Estimated 2020 Hours	2020** Hours to Date	Percent Expended	Percent Time Passed	Budget	Cost to Date	Budget Balance
<b>Current Overall Totals</b>			1554	327	21.0%	23.1%	\$403,932	\$85,020	\$318,912
<b>Notes:</b>									
* Start dates may be prior to December 2019 as some work was initiated earlier and completion dates are estimated based on current known workload and priorities but may change to meet the Board's needs.									
** 1547 hours (includes all authorized hours tied to contract) allocated for through December 2020 - and "Hours to Date" reflects hours spent in that category from December 9, 2019 to current date.									
*** The Process Control Management Program will not be developed or incorporated, however, WMS will do what we can with the available time to facilitate improvements in the O&M of both the Collection System work and the Treatment Plant as part of the optimization evaluation.									



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

---

**TO:** Honorable Board of Directors  
**FROM:** Kishen Prathivadi, General Manager  
**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

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	P. Dekker

---



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

---

**TO:** Honorable Board of Directors

**FROM:** Kishen Prathivadi, General Manager

**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

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	P. Dekker



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

---

**TO:** Honorable Board of Directors

**FROM:** Kishen Prathivadi, General Manager

**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

---

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	P. Dekker



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

Attachment A

	Items	Requested / Required By	Priority	Scheduled for	Status / Notes
1	Audit Presentation for FYE 6/30/18	Policy		2/10/20	Pending
2	Draft Public Records Act Policy	Ruddock		9/23/19	Pending
3	Draft Policy for Minutes	Penrose		9/23/19	Pending
4	Approve Contract for General Counsel Services	Board		10/28/19	Completed
5	Recycled Water	MA		9/23/19	Pending
6	Strategic Plan Workshop	Board		10/5/19	Pending
7	Board Reviews Proposed 5-Year CIP 2020 - 2024	FC		4/27/20	
8	Board Adopts 5-Year CIP 2020 - 2024	FC		5/11/20	
9	Audit Presentation for FYE 6/30/19	Policy		5/11/20	
10	Mid-Year Budget Amendment (if needed)	Policy		3/23/20	
11	Closed Session - General Manager's Review	Board		6/8/20	
12	Quarterly Investments Report 3/31/20	GC		4/27/20	
13	Construction of Wet Weather Storage Expansion	Board		4/27/20	

FC = Finance Committee

GC = Government Code

MA = Member Agency

BOC = Board Operations Committee