



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, March 9, 2020

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

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

3. 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
(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)]

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

5. 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 February 10, 2020, Regular Board Meeting ([Attachment](#))
- B. Approve Disbursements for March 9, 2020 ([Attachment](#))
- C. Receive FY 2019-20 Revenue and Expense Report for Period Ending January 31, 2020 ([Attachment](#))
- D. Receive Quarterly Investment Report for Period Ending December 31, 2019 ([Attachment](#))

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

- 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 ([Attachment](#))
- B. Construction of Wet Weather Storage Expansion Project ([Attachment](#))
- C. Adopt the 2020-21 Capital Improvement Plan ([Attachment](#))
- D. Authorize the General Manager to Execute a Contract with Cropper Accountancy for Performing the Financial Audit for Financial Year 2018-19.
- E. Update on Emergency Digester Cleaning Project and determine, by a four-fifths vote, that there is a need to continue the emergency action

7. GENERAL MANAGER'S REPORT

- A. Receive Manager's Report for January 2020 ([Attachment](#))

8. ATTORNEY'S REPORT

9. DIRECTORS' REPORT

10. TOPICS FOR FUTURE BOARD CONSIDERATION ([Attachment](#))

11. ADJOURNMENT

- Upcoming Regular Board Meetings: March 23 and April 13, 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, Acting General Manager

BY: Susan Turbay, Administrative Assistant

SUBJECT: **Approve Minutes of February 10, 2020, Regular Board Meeting**

Executive Summary

The purpose of this report is for the Board of Directors to review the minutes for February 10, 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 February 10, 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 February 10, 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
February 10, 2020

1. CALL TO ORDER

Vice-Chair Dye called the meeting to order at 7:01 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

Directors Ruddock, Lohman, Dekker, Dye, Penrose, 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

Director Lohman introduced Peter Dekker, new Board Director at MWSD, who was sitting in for Director Slater- Carter.

Supervisor of Treatment/Field Operations Costello announced that SAM is now giving free tours of the treatment plant every 3rd Wednesday of every month at 11:00 a.m. Tours are open to the public.

3. 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 January 13, 2020 Regular Board Meeting

B. Approve Disbursements for February 10, 2020

Director Ruddock moved, and Director Lohman seconded the motion to approve the Consent Agenda items as presented.

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

4. REGULAR BUSINESS

A. Authorize the General Manager to Replace Vehicles for Maintenance Crew

General Manager Prathivadi reviewed the staff report and recommended that the Board of Directors authorize the purchase for two replacement vehicles in a total amount not to

exceed \$98,434. A discussion ensued. Following discussion, Director Ruddock moved, and Director Penrose seconded the motion to authorize the General Manager to replace two vehicles for the maintenance crew in an amount not to exceed \$98,434.

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

B. Update on Emergency Digester Cleaning Project

General Manager Prathivadi informed the Board that he had received a confirmation from Wastewater Solids Management Inc. that the cleaning of the Digester will begin the first week of March 2020.

5. GENERAL MANAGER'S REPORT

A. Receive Manager's Report for December 2019

The Board received and accepted the Manager's report for December 2019.

B. Receive Report from Wastewater

Dan Child of Wastewater Management Specialists gave his monthly report of work accomplished during the month of January 2020 and expected work for the month of February 2020. He reviewed the second evaluation of the IPS related corrosion and it's odor, inspections of the three pump stations owned by SAM, and upcoming expected work to be done in February 2020. A discussion ensued. Following discussion, the Board accepted Mr. Childs report.

Mr. Child's presentation can be seen on the SAM website at www.samcleanswater.org.

6. ATTORNEY'S REPORT

General Counsel Nelson discussed 2 year bill 1483 which passed, and 1484 which was held and did not make it through. He stated that he would email both of the 2 year bills to all Board members.

7. DIRECTOR'S REPORT

Director Ruddock informed the Board of her attendance at the Assembly Select

Committee panel discussion regarding Sea Level Rise in the California Economy that was held in Foster City on February 7th. She also stated that we should pay attention to the bill regarding resilience bonds that is an assembly version of a senate bond.

Director Lohman informed the Board that he has signed up to attend the San Mateo County Shore to Shore Conference to be held on March 31, 2020 at The College of San Mateo. The topic is Envisioning Our Resilient Water Future.

8. TOPICS FOR FUTURE BOARD CONSIDERATION

Director Ruddock suggested having a Closed Session item to discuss the issue of the Wet Weather Storage Expansion Project.

Director Dye announced that neither she nor Director Slater-Carter will be attending the SAM Board meeting scheduled for February 24, 2020.

9. CONVENE IN CLOSED SESSION *(Items discussed in Closed Session comply with the Ralph M. Brown Act) 7:50 pm to 8:25 pm*

- 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)

10. PUBLIC COMMENT/ORAL COMMUNICATION – NONE

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

The Board went in to Closed Session at 7:50 p.m. The Board Came out of Closed Session at 8:25 p.m. Vice-Chair Dye reported that there was no reportable action.

12. ADJOURNMENT

Vice-Chair Dye adjourned the meeting at 8:25 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 9, 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 9, 2020 is \$276,028.47.

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 registers for the periods of February 11, 2020 through March 9, 2020 (\$179,248.71) as well as the payroll check registers for the pay periods ending February 7, 2020 (\$48,049.42), and February 21, 2020 (\$48,730.34).

Staff Recommendation

Staff recommends that the Board approve the disbursements for the periods of February 11, 2019 through March 9, 2020, and the payroll check registers for the pay periods ending February 7, 2020, and February 21, 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 9, 2020
Attachment B: Payroll Check Register for PPE February 7, 2020
Attachment C: Payroll Check Register for PPE February 21, 2020
Attachment D: Visa Summary Report for January 31, 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 02/11/2020 - 03/09/2020

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
Vendor: 0009 - Advanced IPM					
103415	03/09/2020	Advanced IPM	02/18/2020	Monthly Pest Control	200.00
Vendor 0009 - Advanced IPM Total:					200.00
Vendor: 0022 - AH Water					
103416	03/09/2020	AH Water	02/12/2020	Consulting Services - Odor Cont...	1,300.00
103416	03/09/2020	AH Water	02/21/2020	Consulting Services - Odor Cont...	520.00
Vendor 0022 - AH Water Total:					1,820.00
Vendor: 0028 - Alpha Analytical Laboratories, Inc					
103417	03/09/2020	Alpha Analytical Laboratories, I...	03/02/2020	CV Paint Filter Test / Various Ha...	205.00
Vendor 0028 - Alpha Analytical Laboratories, Inc Total:					205.00
Vendor: 0125 - American Fidelity Assurance Company - Flex Plan					
103419	03/09/2020	American Fidelity Assurance C...	02/29/2020	URM Plan - Pay Periods 02/14 &...	162.16
Vendor 0125 - American Fidelity Assurance Company - Flex Plan Total:					162.16
Vendor: 0124 - American Fidelity Assurance Company					
103418	03/09/2020	American Fidelity Assurance C...	02/29/2020	Employee Optional Insurance - ...	434.54
Vendor 0124 - American Fidelity Assurance Company Total:					434.54
Vendor: 0037 - Andreini Bros., Inc.					
103420	03/09/2020	Andreini Bros., Inc.	02/25/2020	Distillery/Beach Avenue Line Re...	6,723.16
Vendor 0037 - Andreini Bros., Inc. Total:					6,723.16
Vendor: 0045 - APGN Inc.					
103421	03/09/2020	APGN Inc.	02/12/2020	High Speed Turbo Blowers: 202...	5,844.87
Vendor 0045 - APGN Inc. Total:					5,844.87
Vendor: 0745 - AT&T Fiber Optic					
103423	03/09/2020	AT&T Fiber Optic	02/19/2020	January/February Service 171-8...	649.24
Vendor 0745 - AT&T Fiber Optic Total:					649.24
Vendor: 0056 - AT&T Mobility 287267792749					
103424	03/09/2020	AT&T Mobility 287267792749	02/09/2020	February 9 Statement - Wireless..	2.54
103424	03/09/2020	AT&T Mobility 287267792749	02/09/2020	February 9 Statement - Wireless..	171.75
Vendor 0056 - AT&T Mobility 287267792749 Total:					174.29
Vendor: 0053 - AT&T					
103422	03/09/2020	AT&T	02/17/2020	Jan/Feb Service 650 726-6029 5...	191.83
Vendor 0053 - AT&T Total:					191.83
Vendor: 0055 - AT&T					
103410	02/20/2020	AT&T	02/01/2020	January Service 960 757-1068 5...	24.10
103410	02/20/2020	AT&T	02/01/2020	January Service 960 757-1068 5...	1,606.38
Vendor 0055 - AT&T Total:					1,630.48
Vendor: 0091 - Bold, Polisner, Maddow, Nelson & Judson					
103425	03/09/2020	Bold, Polisner, Maddow, Nelson...	02/11/2020	January Legal Counsel Services	4,056.00
103425	03/09/2020	Bold, Polisner, Maddow, Nelson...	02/11/2020	January Legal Counsel Services: ...	264.00
Vendor 0091 - Bold, Polisner, Maddow, Nelson & Judson Total:					4,320.00
Vendor: 0092 - Borges & Mahoney Inc					
103426	03/09/2020	Borges & Mahoney Inc	02/20/2020	Rebuild CL2 & SO2 Analyzers: Pl...	3,776.82
Vendor 0092 - Borges & Mahoney Inc Total:					3,776.82
Vendor: 0095 - Brush Hog Tree Care LLC					
103427	03/09/2020	Brush Hog Tree Care LLC	02/28/2020	Tree Trimming: Plant	2,650.00
Vendor 0095 - Brush Hog Tree Care LLC Total:					2,650.00
Vendor: 0107 - Calcon Systems, Inc.					
103428	03/09/2020	Calcon Systems, Inc.	01/30/2020	Service Call: 5th Street Lift Stati...	270.00
103428	03/09/2020	Calcon Systems, Inc.	01/30/2020	Service Call: Seal Cove #2 Lift St...	270.00
103428	03/09/2020	Calcon Systems, Inc.	01/30/2020	Main Plant Service Calls: Januar...	5,652.55

Check Register

Payment Dates: 02/11/2020 - 03/09/2020

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
103428	03/09/2020	Calcon Systems, Inc.	01/30/2020	SCADA Service Calls: Plant	8,038.28
Vendor 0107 - Calcon Systems, Inc. Total:					14,230.83
Vendor: 0120 - Cassandra Prudhel Consulting, LLC					
103429	03/09/2020	Cassandra Prudhel Consulting, L...	02/12/2020	Onsite-Annual Report/Review ...	841.35
Vendor 0120 - Cassandra Prudhel Consulting, LLC Total:					841.35
Vendor: 0134 - Cintas Corporation #464					
103431	03/09/2020	Cintas Corporation #464	02/10/2020	Uniforms	348.94
103431	03/09/2020	Cintas Corporation #464	02/10/2020	Uniforms	24.76
103431	03/09/2020	Cintas Corporation #464	02/10/2020	Uniforms	20.26
103431	03/09/2020	Cintas Corporation #464	02/10/2020	Uniforms	29.37
103431	03/09/2020	Cintas Corporation #464	02/17/2020	Uniforms	383.88
103431	03/09/2020	Cintas Corporation #464	02/17/2020	Uniforms	38.36
103431	03/09/2020	Cintas Corporation #464	02/17/2020	Uniforms	32.50
103431	03/09/2020	Cintas Corporation #464	02/17/2020	Uniforms	37.52
103431	03/09/2020	Cintas Corporation #464	02/24/2020	Uniforms	348.94
103431	03/09/2020	Cintas Corporation #464	02/24/2020	Uniforms	24.76
103431	03/09/2020	Cintas Corporation #464	02/24/2020	Uniforms	20.26
103431	03/09/2020	Cintas Corporation #464	02/24/2020	Uniforms	29.37
103431	03/09/2020	Cintas Corporation #464	03/02/2020	Uniforms	368.79
103431	03/09/2020	Cintas Corporation #464	03/02/2020	Uniforms	24.76
103431	03/09/2020	Cintas Corporation #464	03/02/2020	Uniforms	20.26
103431	03/09/2020	Cintas Corporation #464	03/02/2020	Uniforms	29.37
Vendor 0134 - Cintas Corporation #464 Total:					1,782.10
Vendor: 0136 - Cintas					
103430	03/09/2020	Cintas	02/14/2020	Maintain Safety Supplies Cabine...	383.55
Vendor 0136 - Cintas Total:					383.55
Vendor: 0122 - Coastside County Water District					
103433	03/09/2020	Coastside County Water District	01/31/2020	Hydrant Meter 180262748 Base...	230.60
103433	03/09/2020	Coastside County Water District	01/31/2020	Hydrant Meter 180262749 Base...	282.84
103433	03/09/2020	Coastside County Water District	02/29/2020	Hydrant Meter 180262748 Base...	413.44
103433	03/09/2020	Coastside County Water District	02/29/2020	Hydrant Meter 180262749 Base	100.00
Vendor 0122 - Coastside County Water District Total:					1,026.88
Vendor: 0121 - CoastsideBuzz.com					
103434	03/09/2020	CoastsideBuzz.com	02/11/2020	Monthly Promotion - January P...	1,500.00
103434	03/09/2020	CoastsideBuzz.com	03/01/2020	Monthly Promotion - February ...	1,500.00
Vendor 0121 - CoastsideBuzz.com Total:					3,000.00
Vendor: 0163 - Cropper Accountancy					
103435	03/09/2020	Cropper Accountancy	07/31/2019	Time Outside Scope of Audit	1,500.00
Vendor 0163 - Cropper Accountancy Total:					1,500.00
Vendor: 0172 - CWEA-SCVS					
103436	03/09/2020	CWEA-SCVS	02/11/2020	Association Membership - Geor...	192.00
103436	03/09/2020	CWEA-SCVS	02/11/2020	Association Membership - Susan...	192.00
Vendor 0172 - CWEA-SCVS Total:					384.00
Vendor: 0754 - DKF Solutions Group, LLC					
103437	03/09/2020	DKF Solutions Group, LLC	03/01/2020	CalOSHA Consulting	1,200.00
103437	03/09/2020	DKF Solutions Group, LLC	03/01/2020	MSO Monthly Subscription Fee	395.00
Vendor 0754 - DKF Solutions Group, LLC Total:					1,595.00
Vendor: 0223 - Employment Screening Services, Inc.					
103438	03/09/2020	Employment Screening Services,...	02/29/2020	Employment Screening: Angelo...	76.00
Vendor 0223 - Employment Screening Services, Inc. Total:					76.00
Vendor: 0235 - Fisher Scientific					
103439	03/09/2020	Fisher Scientific	02/12/2020	PH Electrode Storage/Cleaning ...	126.65
103439	03/09/2020	Fisher Scientific	01/28/2020	Digital Burette: Lab	944.52
Vendor 0235 - Fisher Scientific Total:					1,071.17

Check Register

Payment Dates: 02/11/2020 - 03/09/2020

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
Vendor: 0238 - FKC Co., Ltd.					
103440	03/09/2020	FKC Co., Ltd.	12/16/2019	RDT Flatbed Trailer: Plant	3,800.00
Vendor 0238 - FKC Co., Ltd. Total:					3,800.00
Vendor: 0277 - Hach Company					
103441	03/09/2020	Hach Company	02/19/2020	Test N Tubes Nitrate Tests: Lab	274.02
Vendor 0277 - Hach Company Total:					274.02
Vendor: 0279 - Half Moon Bay Building & Garden, Inc.					
103442	03/09/2020	Half Moon Bay Building & Gard...	02/19/2020	Wooden Stakes: Plant	41.49
103442	03/09/2020	Half Moon Bay Building & Gard...	02/26/2020	Concrete Supplies: Plant	22.46
Vendor 0279 - Half Moon Bay Building & Garden, Inc. Total:					63.95
Vendor: 0289 - Hassett Hardware					
103443	03/09/2020	Hassett Hardware	02/10/2020	DI Water: Lab	19.60
103443	03/09/2020	Hassett Hardware	02/10/2020	Fittings: Plant	13.10
103443	03/09/2020	Hassett Hardware	02/11/2020	Adhesive Tape: Plant	16.38
103443	03/09/2020	Hassett Hardware	02/11/2020	WaterProof Connectors: Seal C...	56.72
103443	03/09/2020	Hassett Hardware	02/24/2020	Sprinkler Repair Parts: Plant	4.56
103443	03/09/2020	Hassett Hardware	02/26/2020	Pump Repair Supplies: Plant	42.48
103443	03/09/2020	Hassett Hardware	02/26/2020	Straight Edge Ruler: Plant	10.03
103443	03/09/2020	Hassett Hardware	02/27/2020	Paint Supplies: Plant	24.00
103443	03/09/2020	Hassett Hardware	02/28/2020	DI Water: Plant	45.73
103443	03/09/2020	Hassett Hardware	03/02/2020	Coupling - Power Washer: Plant	9.82
103443	03/09/2020	Hassett Hardware	02/25/2020	Cable Ties: Plant	9.82
103443	03/09/2020	Hassett Hardware	02/14/2020	Vehicle Supplies	67.65
Vendor 0289 - Hassett Hardware Total:					319.89
Vendor: 0287 - Herc Rentals Inc.					
103444	03/09/2020	Herc Rentals Inc.	02/20/2020	Chopper Pump Rental: 01/23 - ...	3,785.23
Vendor 0287 - Herc Rentals Inc. Total:					3,785.23
Vendor: 0295 - Hue & Cry Security Systems, Inc					
103445	03/09/2020	Hue & Cry Security Systems, Inc	02/29/2020	2020 March Environmental Mon...	178.60
Vendor 0295 - Hue & Cry Security Systems, Inc Total:					178.60
Vendor: 0299 - ICMA Retirement					
103408	02/14/2020	ICMA Retirement	02/14/2020	ICMA 457 Deferred Comp	275.00
103414	02/28/2020	ICMA Retirement	02/28/2020	ICMA 457 Deferred Comp	275.00
Vendor 0299 - ICMA Retirement Total:					550.00
Vendor: 0302 - IEDA, Inc.					
103446	03/09/2020	IEDA, Inc.	02/01/2020	Labor Relations Consulting Fees ..	1,027.00
Vendor 0302 - IEDA, Inc. Total:					1,027.00
Vendor: 0312 - Iron Mountain					
103447	03/09/2020	Iron Mountain	02/29/2020	March 2020 Offsite Storage	627.41
Vendor 0312 - Iron Mountain Total:					627.41
Vendor: 0756 - KBA Docusys, Inc.					
103448	03/09/2020	KBA Docusys, Inc.	02/10/2020	Copier Lease Usage/Supplies	211.21
Vendor 0756 - KBA Docusys, Inc. Total:					211.21
Vendor: 0367 - Krystal Kleen					
103449	03/09/2020	Krystal Kleen	02/11/2020	January Janitorial Services: Adm...	900.00
103449	03/09/2020	Krystal Kleen	02/11/2020	January Janitorial Services: Win...	250.00
Vendor 0367 - Krystal Kleen Total:					1,150.00
Vendor: 0390 - Management Partners					
103450	03/09/2020	Management Partners	02/19/2020	Accounting Services: 2020-0214	6,972.95
Vendor 0390 - Management Partners Total:					6,972.95
Vendor: 0387 - Maze & Associates					
103451	03/09/2020	Maze & Associates	01/31/2020	Accounting Services: January	5,421.25
Vendor 0387 - Maze & Associates Total:					5,421.25
Vendor: 0393 - McMaster-Carr Supply Co.					
103452	03/09/2020	McMaster-Carr Supply Co.	02/04/2020	Bisulfite Pipe Insulation: Plant	132.89
Vendor 0393 - McMaster-Carr Supply Co. Total:					132.89

Check Register

Payment Dates: 02/11/2020 - 03/09/2020

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
Vendor: 0402 - Midwest Contract Operations					
103454	03/09/2020	Midwest Contract Operations	11/04/2019	MCSS Evaluation	250.00
Vendor 0402 - Midwest Contract Operations Total:					250.00
Vendor: 0405 - Minuteman Press					
103455	03/09/2020	Minuteman Press	11/30/2019	Shipping (Job 136799 - Inv 1473...	70.63
Vendor 0405 - Minuteman Press Total:					70.63
Vendor: 0278 - MTA Parts Inc.					
103456	03/09/2020	MTA Parts Inc.	01/22/2020	HVAC Meter: Plant	262.49
103456	03/09/2020	MTA Parts Inc.	02/11/2020	Wiper Blades: Plant Vehicles	19.64
Vendor 0278 - MTA Parts Inc. Total:					282.13
Vendor: 0440 - Occupational Health Centers of California					
103457	03/09/2020	Occupational Health Centers of...	02/05/2020	Medical Exam Services: Hussein	134.00
Vendor 0440 - Occupational Health Centers of California Total:					134.00
Vendor: 0468 - Pacifica Community Television					
103458	03/09/2020	Pacifica Community Television	02/04/2020	Video Recording Session 01/13	300.00
Vendor 0468 - Pacifica Community Television Total:					300.00
Vendor: 0479 - Peninsula Pump & Equipment, Inc					
103459	03/09/2020	Peninsula Pump & Equipment, Inc.	02/21/2020	Pump #2 Impeller Wear Ring Re...	5,206.34
Vendor 0479 - Peninsula Pump & Equipment, Inc Total:					5,206.34
Vendor: 0487 - Polydyne, Inc.					
103460	03/09/2020	Polydyne, Inc.	02/05/2020	Clarifloc WE-250	3,040.43
Vendor 0487 - Polydyne, Inc. Total:					3,040.43
Vendor: 0490 - Precision IT Consulting					
103461	03/09/2020	Precision IT Consulting	01/31/2020	Monthly 360 Bronze Coverage:...	2,321.75
Vendor 0490 - Precision IT Consulting Total:					2,321.75
Vendor: 0484 - Principal Life Insurance Company					
103411	02/20/2020	Principal Life Insurance Company	02/16/2020	2020-03 Health Benefits	2,537.67
103411	02/20/2020	Principal Life Insurance Company	02/16/2020	2020-03 Health Benefits	325.69
103411	02/20/2020	Principal Life Insurance Company	02/16/2020	2020-03 Health Benefits	349.20
103411	02/20/2020	Principal Life Insurance Company	02/16/2020	2020-03 Health Benefits	756.53
103411	02/20/2020	Principal Life Insurance Company	02/16/2020	2020-03 Health Benefits	569.97
Vendor 0484 - Principal Life Insurance Company Total:					4,539.06
Vendor: 0504 - R & B Company					
103462	03/09/2020	R & B Company	02/24/2020	Replacement Sleeves: Plant	519.22
Vendor 0504 - R & B Company Total:					519.22
Vendor: 0514 - Rain for Rent Bay Area					
103463	03/09/2020	Rain for Rent Bay Area	02/06/2020	01/10-02/06 Montara Pump Sta...	2,635.58
Vendor 0514 - Rain for Rent Bay Area Total:					2,635.58
Vendor: 0524 - Republic Services #925					
103464	03/09/2020	Republic Services #925	02/25/2020	Solid Waste: February Lifts	1,451.21
Vendor 0524 - Republic Services #925 Total:					1,451.21
Vendor: 0525 - Republic Services of San Mateo County					
103465	03/09/2020	Republic Services of San Mateo ...	01/31/2020	January Disposal & Hauling Fees	11,564.68
Vendor 0525 - Republic Services of San Mateo County Total:					11,564.68
Vendor: 0533 - Rochester Midland Corporation					
103466	03/09/2020	Rochester Midland Corporation	02/15/2020	Water Energy - Feb - April	237.78
Vendor 0533 - Rochester Midland Corporation Total:					237.78
Vendor: 0554 - San Mateo County Environmental Health Fee					
103467	03/09/2020	San Mateo County Environmen...	03/01/2020	Montara Pump Station: CUPA/S...	283.00
Vendor 0554 - San Mateo County Environmental Health Fee Total:					283.00
Vendor: 0558 - San Mateo County Mosquito & Vector Control					
103468	03/09/2020	San Mateo County Mosquito & ...	02/18/2020	December/January Service	74.23
Vendor 0558 - San Mateo County Mosquito & Vector Control Total:					74.23

Check Register

Payment Dates: 02/11/2020 - 03/09/2020

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
Vendor: 0588 - Signa Mechanical					
103469	03/09/2020	Signa Mechanical	02/14/2020	Replenish Grinder Pumps: Moss...	12,716.81
Vendor 0588 - Signa Mechanical Total:					12,716.81
Vendor: 0602 - SRT Consultants Inc.					
103470	03/09/2020	SRT Consultants Inc.	03/01/2020	February Engineering Support: ...	3,915.00
103470	03/09/2020	SRT Consultants Inc.	03/01/2020	February Engineering Support: ...	77.50
103470	03/09/2020	SRT Consultants Inc.	03/01/2020	February Engineering Support: ...	2,947.50
103470	03/09/2020	SRT Consultants Inc.	03/01/2020	February Engineering Support: ...	8,903.82
103470	03/09/2020	SRT Consultants Inc.	03/01/2020	February Engineering Support: ...	1,025.00
Vendor 0602 - SRT Consultants Inc. Total:					16,868.82
Vendor: 0604 - Staples Business Credit					
103471	03/09/2020	Staples Business Credit	02/19/2020	Office & Lunchroom Supplies	79.16
103471	03/09/2020	Staples Business Credit	02/19/2020	Office & Lunchroom Supplies	184.72
Vendor 0604 - Staples Business Credit Total:					263.88
Vendor: 0608 - State Water Resources Control Board					
103480	03/09/2020	State Water Resources Control ...	03/01/2020	Operator Grade II - Keith Harvey	125.00
Vendor 0608 - State Water Resources Control Board Total:					125.00
Vendor: 0612 - Steven Melo, Inc.					
103472	03/09/2020	Steven Melo, Inc.	02/19/2020	February Yard Maintenance: Pri...	90.00
103472	03/09/2020	Steven Melo, Inc.	02/19/2020	February Yard Maintenance: Pl...	100.00
Vendor 0612 - Steven Melo, Inc. Total:					190.00
Vendor: 0641 - The Graphic Works					
103473	03/09/2020	The Graphic Works	02/03/2020	Outreach Banner	167.32
Vendor 0641 - The Graphic Works Total:					167.32
Vendor: 0383 - Trittech Software Systems, formerly Lucity, Inc.					
103474	03/09/2020	Trittech Software Systems, form...	12/31/2019	Remote Data Conversion	300.00
Vendor 0383 - Trittech Software Systems, formerly Lucity, Inc. Total:					300.00
Vendor: 0663 - Umpqua Bank					
103412	02/20/2020	Umpqua Bank	01/31/2020	Visa Statement	-515.28
103412	02/20/2020	Umpqua Bank	01/31/2020	Visa Statement	42.80
103412	02/20/2020	Umpqua Bank	01/31/2020	Visa Statement	155.87
103412	02/20/2020	Umpqua Bank	01/31/2020	Visa Statement	32.50
103412	02/20/2020	Umpqua Bank	01/31/2020	Visa Statement	164.00
103412	02/20/2020	Umpqua Bank	01/31/2020	Visa Statement	12.49
103412	02/20/2020	Umpqua Bank	01/31/2020	Visa Statement	75.83
103412	02/20/2020	Umpqua Bank	01/31/2020	Visa Statement	69.93
103412	02/20/2020	Umpqua Bank	01/31/2020	Visa Statement	90.00
103412	02/20/2020	Umpqua Bank	01/31/2020	Visa Statement	29.37
103412	02/20/2020	Umpqua Bank	01/31/2020	Visa Statement	68.53
103412	02/20/2020	Umpqua Bank	01/31/2020	Visa Statement	58.71
103412	02/20/2020	Umpqua Bank	01/31/2020	Visa Statement	25.00
103412	02/20/2020	Umpqua Bank	01/31/2020	Visa Statement	12.01
103412	02/20/2020	Umpqua Bank	01/31/2020	Visa Statement	3,385.00
103412	02/20/2020	Umpqua Bank	01/31/2020	Visa Statement	187.86
103412	02/20/2020	Umpqua Bank	01/31/2020	Visa Statement	391.68
103412	02/20/2020	Umpqua Bank	01/31/2020	Visa Statement	43.00
Vendor 0663 - Umpqua Bank Total:					4,329.30
Vendor: 0671 - Univar USA Inc					
103475	03/09/2020	Univar USA Inc	02/13/2020	Sodium Hypochlorite - Princeton..	1,143.27
103475	03/09/2020	Univar USA Inc	02/13/2020	Sodium Hypochlorite: Montara	1,524.11
103475	03/09/2020	Univar USA Inc	02/26/2020	Sodium Hypochlorite: Plant	3,580.72
Vendor 0671 - Univar USA Inc Total:					6,248.10
Vendor: 0761 - US Bank Equipment Finance					
103476	03/09/2020	US Bank Equipment Finance	02/14/2020	Copier Lease: Equipment Upgra...	251.55
Vendor 0761 - US Bank Equipment Finance Total:					251.55
Vendor: 0685 - Verizon Wireless					
103477	03/09/2020	Verizon Wireless	02/15/2020	January/February Wireless Serv...	5.00

Check Register

Payment Dates: 02/11/2020 - 03/09/2020

Payment Number	Payment Date	Vendor Name	Payable Date	Description (Item)	Amount
103477	03/09/2020	Verizon Wireless	02/15/2020	January/February Wireless Serv...	64.37
103477	03/09/2020	Verizon Wireless	02/15/2020	January/February Wireless Serv...	278.76
Vendor 0685 - Verizon Wireless Total:					348.13
Vendor: 0694 - Voyager Fleet Systems, Inc.					
103478	03/09/2020	Voyager Fleet Systems, Inc.	02/24/2020	Fuel Purchases	50.00
103478	03/09/2020	Voyager Fleet Systems, Inc.	02/24/2020	Fuel Purchases	476.70
103478	03/09/2020	Voyager Fleet Systems, Inc.	02/24/2020	Fuel Purchases	1,285.39
Vendor 0694 - Voyager Fleet Systems, Inc. Total:					1,812.09
Vendor: 0705 - Wastewater Management Specialists, LLC					
103479	03/09/2020	Wastewater Management Spec...	03/03/2020	February OMIP	23,530.00
Vendor 0705 - Wastewater Management Specialists, LLC Total:					23,530.00
Grand Total:					179,248.71

The following checks covered payables due prior to this meeting and were signed by Finance Committee members on February 20th, 2020.

103410 - AT&T

103408 - ICMA (Employee Deductions - Retirement)

103411 - Principal Life (Employee Benefits)

103412 - Umpqua Bank (Company Visa Card)

Report Summary

Fund Summary

Fund	Payment Amount
100 - Operating Fund	156,568.20
300 - Contract Services	22,680.51
Grand Total:	179,248.71

Account Summary

Account Number	Account Name	Payment Amount
100-1010-5310	General Counsel	4,320.00
100-1010-5312	Late Fees, Interest & Pena...	-483.64
100-1010-5317	Outside Audit	1,500.00
100-1010-5322	Computer & Network Mai...	2,391.68
100-1010-5323	Software License & Maint...	132.80
100-1010-5330	Misc. Professional Services	13,721.20
100-1010-5411	Registration Fees	192.00
100-1010-5416	Advertising and Publishing	3,323.19
100-1010-5418	Misc. Other Services	627.41
100-1010-5421	Telephones	2,447.45
100-1010-5422	Cellular Servcies	236.12
100-1010-5442	Meals	58.71
100-1010-5445	Mileage, Parking & Tolls	25.00
100-1010-5511	Rental/Lease Equipment ~...	462.76
100-1010-5610	Janitorial Services	900.00
100-1010-5816	Office Supplies	211.66
100-1010-5822	Fuel, Oil, Lubricant	50.00
100-2021-5318	Engineering & Architectur...	4,940.00
100-2021-5320	Medical Services	134.00
100-2021-5324	Vehicle Maintenance Serv...	99.30
100-2021-5326	Equipment Maintenance	18,897.17
100-2021-5330	Misc. Professional Services	27,413.78
100-2021-5410	Professional dues and fees	125.00
100-2021-5411	Registration Fees	4,136.00
100-2021-5417	Uniform Services	1,450.55
100-2021-5422	Cellular Servcies	278.76
100-2021-5433	Solid Waste (Trash)	13,015.89
100-2021-5445	Mileage, Parking & Tolls	12.49
100-2021-5511	Rental/Lease Equipment ~...	6,420.81
100-2021-5610	Janitorial Services	250.00
100-2021-5611	Landscape Services	2,840.00
100-2021-5612	Building & Structures Mai...	3,976.82
100-2021-5613	Security Services	178.60
100-2021-5711	Misc. Government Payme...	357.23
100-2021-5814	Maintenance Supplies	1,342.33
100-2021-5816	Office Supplies	329.08
100-2021-5817	Chemicals	9,288.53
100-2021-5818	Safety Supplies	775.23
100-2021-5822	Fuel, Oil, Lubricant	519.70
100-2021-6131	Machinery and equipment	3,800.00
100-2022-5330	Misc. Professional Services	1,046.35
100-2022-5813	Laboratory Supplies	1,364.79
100-2027	Deferred Comp	550.00
100-2028	Dental Insurance	2,537.67
100-2029	Vision Insurance	325.69
100-2030	Life Insurance	349.20
100-2031	LTD	756.53
100-2032	STD	569.97
100-2035	Misc Benefits - Pre Tax	162.16
100-2036	Misc Benefits - Post Tax	434.54
100-4041-5318	Engineering & Architectur...	11,928.82

Account Summary

Account Number	Account Name	Payment Amount
100-4041-6121	Machinery and equipment	5,844.87
300-3031-5417	Uniform Services	112.64
300-3031-5431	Water	1,026.88
300-3031-5822	Fuel, Oil, Lubricant	1,285.39
300-3032-5417	Uniform Services	93.28
300-3033-5417	Uniform Services	125.63
300-3033-5616	CS Repairs - MWSD	20,036.69
Grand Total:		179,248.71

Project Account Summary

Project Account Key	Payment Amount
None	161,211.02
18IP01-5318	8,903.82
18OT01-5310	264.00
19IP03-5318	2,947.50
20TP01-5318	77.50
20TP01-6121	5,844.87
Grand Total:	179,248.71



Sewer Authority Mid-Coastside

Payroll Check Register

Checks

Pay Period: 1/25/2020-2/7/2020

Packet: PYPKT00649 - PPE 2020-0207

Payroll Set: Sewer Authority Mid-Coastside - 01

Employee	Employee #	Check Type	Date	Amount	Number
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*** No Checks Created In This Packet ***



Sewer Authority Mid-Coastside

Payroll Check Register

Direct Deposits

Packet: PYPKT00649 - PPE 2020-0207

Payroll Set: Sewer Authority Mid-Coastside - 01

Employee	Employee #	Date	Amount	Number
Aguilar-Ibal, Gabriel	0004	02/14/2020	3,893.76	2382
Costello, Timothy J	0001	02/14/2020	100.00	2383
Costello, Timothy J	0001	02/14/2020	3,684.71	2383
Ditullio, Marco William	0037	02/14/2020	3,482.17	2384
Harvey, Keith	0010	02/14/2020	2,285.14	2385
Hussein, Tazammal Aiyub	0040	02/14/2020	1,888.42	2386
Long, George J	0002	02/14/2020	3,479.14	2387
Mendez, Carlos	0009	02/14/2020	2,939.76	2388
Ondish, Sonya L	0022	02/14/2020	2,804.47	2389
Partida, David	0006	02/14/2020	3,201.58	2390
Ahumada, Jose	0039	02/14/2020	1,872.42	2391
Preciado , Felipe	0036	02/14/2020	2,547.53	2392
Szabo , John	0005	02/14/2020	471.43	2393
Young, Anthony Edward	0024	02/14/2020	2,518.12	2394
Evans, George	0025	02/14/2020	4,746.94	2395
Prathivadi, Kishen	0012	02/14/2020	6,129.22	2396
Turbay, Susan	0007	02/14/2020	50.00	2397
Turbay, Susan	0007	02/14/2020	1,954.61	2397



Sewer Authority Mid-Coastside

Payroll Check Register Report Summary

Packet: PYPKT00649 - PPE 2020-0207

Payroll Set: Sewer Authority Mid-Coastside - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	18	48,049.42
Total	18	48,049.42



Sewer Authority Mid-Coastside

Payroll Check Register

Checks

Pay Period: 2/8/2020-2/21/2020

Packet: PYPKT00661 - PPE 2020-0221

Payroll Set: Sewer Authority Mid-Coastside - 01

Employee	Employee #	Check Type	Date	Amount	Number
Blanchard, Jim	0027	Regular	02/28/2020	92.35	1597
Dye, Barbara	0031	Regular	02/28/2020	184.70	1598



Sewer Authority Mid-Coastside

Payroll Check Register

Direct Deposits

Pay Period: 2/8/2020-2/21/2020

Packet: PYPKT00661 - PPE 2020-0221

Payroll Set: Sewer Authority Mid-Coastside - 01

Employee	Employee #	Date	Amount	Number
Aguilar-Ibal, Gabriel	0004	02/28/2020	4,131.24	2398
Costello, Timothy J	0001	02/28/2020	100.00	2399
Costello, Timothy J	0001	02/28/2020	3,780.57	2399
Harvey, Keith	0010	02/28/2020	2,651.21	2400
Hussein, Jr., Tazammal Aiyub	0040	02/28/2020	0.00	2401
Hussein, Jr., Tazammal Aiyub	0040	02/28/2020	1,991.54	2401
Long, George J	0002	02/28/2020	3,981.46	2402
Mendez, Carlos	0009	02/28/2020	3,925.02	2403
Ondish, Sonya L	0022	02/28/2020	2,731.21	2404
Partida, David	0006	02/28/2020	4,228.03	2405
Ahumada, Jose	0039	02/28/2020	2,166.49	2406
Preciado , Felipe	0036	02/28/2020	2,826.72	2407
Young, Anthony Edward	0024	02/28/2020	2,735.67	2408
Evans, George	0025	02/28/2020	4,322.78	2409
Prathivadi, Kishen	0012	02/28/2020	6,129.22	2410
Turbay, Susan	0007	02/28/2020	50.00	2411
Turbay, Susan	0007	02/28/2020	2,240.38	2411
Lohman , Richard	0017	02/28/2020	184.70	2412
Penrose, Deborah	0021	02/28/2020	92.35	2413
Ruddock, Deborah Rose	0018	02/28/2020	184.70	2414



Sewer Authority Mid-Coastside

Payroll Check Register

Report Summary

Pay Period: 2/8/2020-2/21/2020

Packet: PYPKT00661 - PPE 2020-0221

Payroll Set: Sewer Authority Mid-Coastside - 01

Type	Count	Amount
Regular Checks	2	277.05
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	20	48,453.29
Total	22	48,730.34

Cardholder	GL Account	Details	Amount
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Stacey	100-****-5816	Total Lunchroom/Office Supplies	97.90
Stacey	100-1010-5322	Software: Crash Plan Pro	69.93
Stacey	100-1010-5323	Internet Services: Coastside.Net	90.00
		Total Stacey:	257.83

Kishen	100-****-5816	Total Lunchroom/Office Supplies	108.33
Kishen	100-1010-5323	AT&T Payment: Internet	42.80
Kishen	100-1010-5416	Bid Announcement Newspaper Ad	155.87
Kishen	100-2021-5411	PMI Membership	164.00
Kishen	100-2021-5445	Parking	12.49
		Total Kishen:	483.49

Tim	100-1010-5442	Meal: Lunch Meeting	58.71
Tim	100-1010-5445	FasTrak	25.00
Tim	100-2021-5324	Maintenance Supplies: Vehicles	12.01
Tim	100-2021-5411	CWEA: Registration	710.00
Tim	100-2021-5411	Driver Training	2,675.00
Tim	100-2021-5814	Maintenance Supplies: Plant	187.86
Tim	100-2021-5818	Nitrile Gloves: Plant	391.68
Tim	100-2021-5822	Fuel: Vehicle	43.00
		Total Tim:	4,103.26

Statement	100-1010-5312	Rebate:	(515.28)
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Statement Total:	4,329.30
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SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

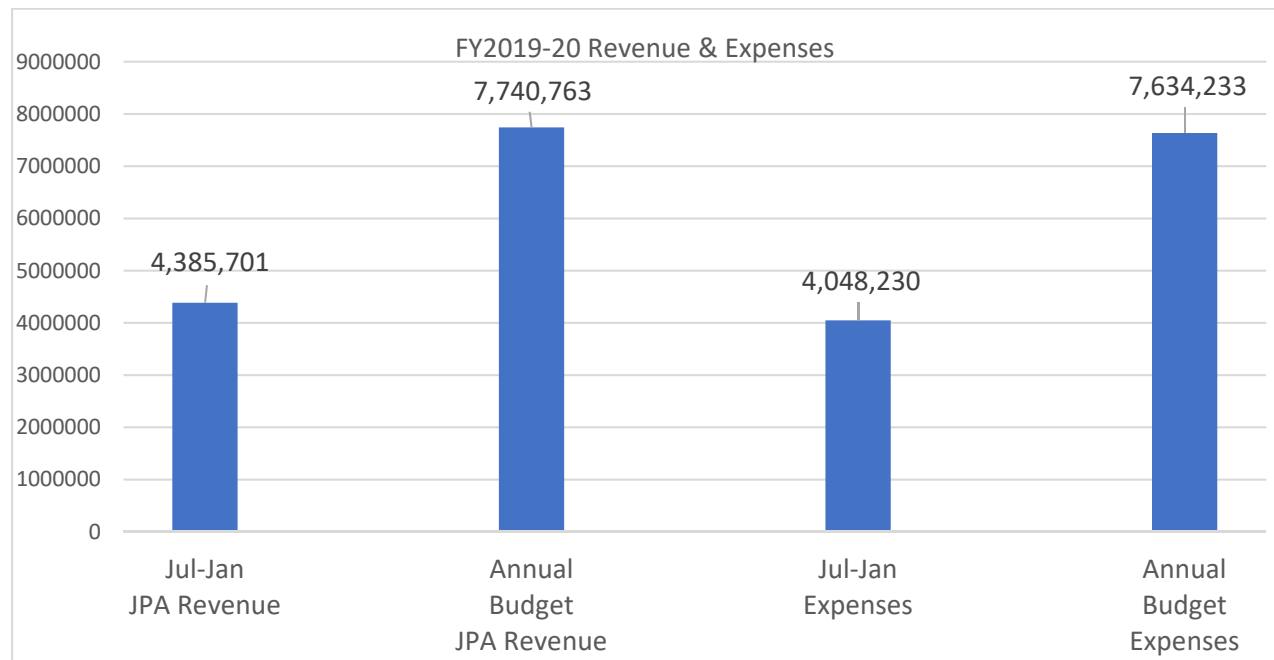
FROM: Kishen Prathivadi, General Manager

BY: George Evans, Accounting Technician

SUBJECT: Monthly Revenue and Expense Report for January 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 January 31, 2020 is \$4.386M which represents approximately 56.7% of the annual budget. The expense for period ending January 31, 2020 is \$4.048M which represents approximately 53.0% of the annual budget. At this time, staff anticipates both revenues and expenses will continue as budgeted.



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

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 January 31, 2019 which represents 58% 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 January 31, 2020 were:

<u>Account</u>	<u>Balance</u>
A/P Checking Account	1,981,294.07
Payroll Checking Account	125,907.46
Money Market (Operating Reserve)	500,729.68
LAIF Statement	1,312,787.30
Total:	\$3,920,718.51

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 January 31, 2020.

Supporting Documents

- Attachment A: General Budget Report for period ending January 31, 2020
- Attachment B: Aging Receivable Report Ending February 29, 2020
- Attachment C: Pooled Cash Report January 31, 2020
- Attachment D: LAIF Statement January 31, 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: 01/31/2020

		January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 100 - Operating Fund										
Revenue										
100-1010-4011	O & M Assessments - HMB	58,001.04	58,024.27	23.23	0.04 %	406,007.28	978,771.23	572,763.95	141.07 %	696,291.00
100-1010-4012	O & M Assessments - Granada	24,613.06	24,622.92	9.86	0.04 %	172,291.42	415,346.98	243,055.56	141.07 %	295,475.00
100-1010-4013	O & M Assessments - Montara	21,465.07	21,473.70	8.63	0.04 %	150,255.49	362,225.06	211,969.57	141.07 %	257,684.00
100-1010-4031	Dividends	-0.08	0.00	0.08	-100.00 %	-0.56	0.00	0.56	-100.00 %	-1.00
100-1010-4032	Misc. Revenue	-41.65	0.00	41.65	-100.00 %	-291.55	0.00	291.55	-100.00 %	-500.00
100-1010-4310	Interest Earnings	-1,666.00	51.03	1,717.03	-103.06 %	-11,662.00	410.13	12,072.13	-103.52 %	-20,000.00
100-2021-4011	O & M Assessments - HMB	160,704.77	160,769.08	64.31	0.04 %	1,124,933.39	803,845.40	-321,087.99	-28.54 %	1,929,229.00
100-2021-4012	O & M Assessments - Granada	68,195.96	68,223.25	27.29	0.04 %	477,371.72	341,116.25	-136,255.47	-28.54 %	818,679.00
100-2021-4013	O & M Assessments - Montara	59,473.86	59,497.67	23.81	0.04 %	416,317.02	297,488.35	-118,828.67	-28.54 %	713,972.00
100-2021-4022	NDWSCP Revenue - Permit Fee	4,748.10	0.00	-4,748.10	-100.00 %	33,236.70	11,941.60	-21,295.10	-64.07 %	57,000.00
100-2021-4024	NDWSCP Revenue - Trucked Waste	833.00	255.00	-578.00	-69.39 %	5,831.00	4,192.50	-1,638.50	-28.10 %	10,000.00
100-2021-4025	NDWSCP - Leachate	6,664.00	0.00	-6,664.00	-100.00 %	46,648.00	44,480.72	-2,167.28	-4.65 %	80,000.00
100-2021-4109	Overhead Revenue CCS	14,685.79	0.00	-14,685.79	-100.00 %	102,800.53	0.00	-102,800.53	-100.00 %	176,300.00
100-2022-4011	O & M Assessments - HMB	10,124.61	10,128.63	4.02	0.04 %	70,872.27	50,643.15	-20,229.12	-28.54 %	121,544.00
100-2022-4012	O & M Assessments - Granada	4,296.44	4,298.14	1.70	0.04 %	30,075.08	21,490.70	-8,584.38	-28.54 %	51,578.00
100-2022-4013	O & M Assessments - Montara	3,746.91	3,748.42	1.51	0.04 %	26,228.37	18,742.10	-7,486.27	-28.54 %	44,981.00
100-2022-4021	NDWSCP Revenue - Inspection Fee	233.24	0.00	-233.24	-100.00 %	1,632.68	0.00	-1,632.68	-100.00 %	2,800.00
100-2022-4022	NDWSCP Revenue - Permit Fee	0.08	0.00	-0.08	-100.00 %	0.56	0.00	-0.56	-100.00 %	1.00
100-2022-4023	NDWSCP Revenue - Late Fee	0.08	0.00	-0.08	-100.00 %	0.56	0.00	-0.56	-100.00 %	1.00
100-4041-4011	O & M Assessments - HMB	115,356.83	115,402.96	46.13	0.04 %	807,497.81	577,014.80	-230,483.01	-28.54 %	1,384,836.00
100-4041-4012	O & M Assessments - GCSD	48,952.32	48,971.88	19.56	0.04 %	342,666.24	244,859.40	-97,806.84	-28.54 %	587,663.00
100-4041-4013	O & M Assessments - MWSD	42,691.41	42,708.49	17.08	0.04 %	298,839.87	213,542.45	-85,297.42	-28.54 %	512,502.00
	Total Revenue:	643,078.84	618,175.44	-24,903.40	-3.87 %	4,501,551.88	4,386,110.82	-115,441.06	-2.56 %	7,720,035.00
Expense										
100-1010-5010	Salaried Employees	26,839.26	20,816.00	6,023.26	22.44 %	187,874.82	82,642.53	105,232.29	56.01 %	322,200.00
100-1010-5011	Hourly Employees	11,351.45	21,921.74	-10,570.29	-93.12 %	79,460.15	125,628.30	-46,168.15	-58.10 %	136,272.00
100-1010-5012	Director Stipend	1,332.80	900.00	432.80	32.47 %	9,329.60	6,900.00	2,429.60	26.04 %	16,000.00
100-1010-5013	Holiday Pay	2,347.56	7,064.67	-4,717.11	-200.94 %	16,432.92	13,190.07	3,242.85	19.73 %	28,182.00
100-1010-5014	Bereavement Leave	8.57	0.00	8.57	100.00 %	59.99	0.00	59.99	100.00 %	103.00
100-1010-5015	Admin/Personal Leave	1,491.07	867.33	623.74	41.83 %	10,437.49	2,665.82	7,771.67	74.46 %	17,900.00
100-1010-5016	Jury Duty	8.33	0.00	8.33	100.00 %	58.31	0.00	58.31	100.00 %	100.00
100-1010-5110	Overtime	624.75	6,163.37	-5,538.62	-886.53 %	4,373.25	15,238.69	-10,865.44	-248.45 %	7,500.00
100-1010-5114	Bonus, Awards, Certification	166.60	0.00	166.60	100.00 %	1,166.20	1,526.85	-360.65	-30.93 %	2,000.00
100-1010-5115	Premium Pay	8.33	0.00	8.33	100.00 %	58.31	1,000.00	-941.69	-1,614.97 %	100.00

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		January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
100-1010-5209	Med Ins Reimbursement - Retirees	951.61	0.00	951.61	100.00 %	6,661.27	4,830.00	1,831.27	27.49 %	11,424.00
100-1010-5210	Medical insurance	7,598.95	4,027.83	3,571.12	46.99 %	53,192.65	27,500.16	25,692.49	48.30 %	91,224.00
100-1010-5211	Dental insurance	536.36	409.98	126.38	23.56 %	3,754.52	3,391.82	362.70	9.66 %	6,439.00
100-1010-5212	Life insurance	349.86	98.67	251.19	71.80 %	2,449.02	1,151.54	1,297.48	52.98 %	4,200.00
100-1010-5213	Vision Benefit	72.38	54.66	17.72	24.48 %	506.66	226.01	280.65	55.39 %	869.00
100-1010-5214	Cash in-lieu	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
100-1010-5215	Retirement Contributions	9,354.00	4,961.25	4,392.75	46.96 %	65,478.00	38,091.10	27,386.90	41.83 %	112,293.00
100-1010-5216	Medicare Contributions	641.99	892.93	-250.94	-39.09 %	4,493.93	4,009.36	484.57	10.78 %	7,707.00
100-1010-5217	Retirement Medical Benefits	643.32	853.04	-209.72	-32.60 %	4,503.24	3,604.02	899.22	19.97 %	7,723.00
100-1010-5218	Workers' Compensation Premium	166.60	154.98	11.62	6.97 %	1,166.20	658.16	508.04	43.56 %	2,000.00
100-1010-5220	Safety PPE Allowance	8.33	0.00	8.33	100.00 %	58.31	0.00	58.31	100.00 %	100.00
100-1010-5221	Misc. Allowance	683.06	0.00	683.06	100.00 %	4,781.42	500.00	4,281.42	89.54 %	8,200.00
100-1010-5222	Tuition Reimbursement	41.65	0.00	41.65	100.00 %	291.55	0.00	291.55	100.00 %	500.00
100-1010-5223	Pension Expense - GASB 68	2.08	0.00	2.08	100.00 %	14.56	0.00	14.56	100.00 %	25.00
100-1010-5224	OPEB Adjustment	2.08	0.00	2.08	100.00 %	14.56	0.00	14.56	100.00 %	25.00
100-1010-5225	Long Term Disability	124.95	198.84	-73.89	-59.14 %	874.65	712.42	162.23	18.55 %	1,500.00
100-1010-5226	Short Term Disability	83.30	141.06	-57.76	-69.34 %	583.10	416.02	167.08	28.65 %	1,000.00
100-1010-5227	Misc. Benefits	83.30	139.50	-56.20	-67.47 %	583.10	572.00	11.10	1.90 %	1,000.00
100-1010-5310	General Counsel	8,330.00	3,720.00	4,610.00	55.34 %	58,310.00	147,322.35	-89,012.35	-152.65 %	100,000.00
100-1010-5311	Employment Legal Fees	208.25	3,297.00	-3,088.75	-1,483.19 %	1,457.75	56,228.64	-54,770.89	-3,757.22 %	2,500.00
100-1010-5312	Late Fees, Interest & Penalties	0.00	-282.11	282.11	0.00 %	0.00	381.49	-381.49	0.00 %	0.00
100-1010-5316	Banking services	29.15	-92.35	121.50	416.81 %	204.05	10.95	193.10	94.63 %	350.00
100-1010-5317	Outside Audit	1,999.20	0.00	1,999.20	100.00 %	13,994.40	12,750.00	1,244.40	8.89 %	24,000.00
100-1010-5318	Engineering & Architectural Services	166.60	0.00	166.60	100.00 %	1,166.20	0.00	1,166.20	100.00 %	2,000.00
100-1010-5319	Temporary Agency Staff	41.65	0.00	41.65	100.00 %	291.55	0.00	291.55	100.00 %	500.00
100-1010-5320	Medical Services	18.74	0.00	18.74	100.00 %	131.18	0.00	131.18	100.00 %	225.00
100-1010-5321	Hazardous Material Handling	0.41	0.00	0.41	100.00 %	2.87	0.00	2.87	100.00 %	5.00
100-1010-5322	Computer & Network Maintenance	1,541.13	2,384.58	-843.45	-54.73 %	10,787.91	20,708.02	-9,920.11	-91.96 %	18,501.00
100-1010-5323	Software License & Maintenance	2,915.50	132.80	2,782.70	95.45 %	20,408.50	16,956.23	3,452.27	16.92 %	35,000.00
100-1010-5324	Vehicle Maintenance Services	43.73	0.00	43.73	100.00 %	306.11	0.00	306.11	100.00 %	525.00
100-1010-5325	Office Equipment Maintenance	124.95	0.00	124.95	100.00 %	874.65	0.00	874.65	100.00 %	1,500.00
100-1010-5326	Equipment Maintenance	2.08	0.00	2.08	100.00 %	14.56	0.00	14.56	100.00 %	25.00
100-1010-5330	Misc. Professional Services	7,080.50	9,116.22	-2,035.72	-28.75 %	49,563.50	63,577.57	-14,014.07	-28.27 %	85,000.00
100-1010-5410	Professional dues and fees	2,082.50	0.00	2,082.50	100.00 %	14,577.50	70,831.50	-56,254.00	-385.90 %	25,000.00
100-1010-5411	Registration Fees	666.40	0.00	666.40	100.00 %	4,664.80	8,710.00	-4,045.20	-86.72 %	8,000.00
100-1010-5412	Insurance Premiums	5,247.90	0.00	5,247.90	100.00 %	36,735.30	104,563.48	-67,828.18	-184.64 %	63,000.00
100-1010-5413	Postage	83.30	0.00	83.30	100.00 %	583.10	405.35	177.75	30.48 %	1,000.00
100-1010-5414	Delivery Services	9.99	0.00	9.99	100.00 %	69.93	0.00	69.93	100.00 %	120.00
100-1010-5415	Printing and binding	208.25	0.00	208.25	100.00 %	1,457.75	338.86	1,118.89	76.75 %	2,500.00
100-1010-5416	Advertising and Publishing	124.95	1,655.87	-1,530.92	-1,225.23 %	874.65	12,000.55	-11,125.90	-1,272.04 %	1,500.00
100-1010-5418	Misc. Other Services	833.00	627.41	205.59	24.68 %	5,831.00	5,045.18	785.82	13.48 %	10,000.00
100-1010-5421	Telephones	1,666.00	2,446.56	-780.56	-46.85 %	11,662.00	14,957.26	-3,295.26	-28.26 %	20,000.00

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		January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
100-1010-5422	Cellular Servcies	416.50	236.12	180.38	43.31 %	2,915.50	1,892.45	1,023.05	35.09 %	5,000.00
100-1010-5423	Cable	16.66	0.00	16.66	100.00 %	116.62	0.00	116.62	100.00 %	200.00
100-1010-5441	Commercial Travel	166.60	0.00	166.60	100.00 %	1,166.20	0.00	1,166.20	100.00 %	2,000.00
100-1010-5442	Meals	166.60	58.71	107.89	64.76 %	1,166.20	245.28	920.92	78.97 %	2,000.00
100-1010-5443	Per Diem	83.30	0.00	83.30	100.00 %	583.10	760.00	-176.90	-30.34 %	1,000.00
100-1010-5444	Lodging	333.20	0.00	333.20	100.00 %	2,332.40	2,106.90	225.50	9.67 %	4,000.00
100-1010-5445	Mileage, Parking & Tolls	41.65	25.00	16.65	39.98 %	291.55	425.57	-134.02	-45.97 %	500.00
100-1010-5511	Rental/Lease Equipment - Misc	874.65	1,057.73	-183.08	-20.93 %	6,122.55	7,147.29	-1,024.74	-16.74 %	10,500.00
100-1010-5610	Janitorial Services	249.90	0.00	249.90	100.00 %	1,749.30	7,224.32	-5,475.02	-312.98 %	3,000.00
100-1010-5612	Building & Structures Maintenance	624.75	0.00	624.75	100.00 %	4,373.25	0.00	4,373.25	100.00 %	7,500.00
100-1010-5741	Real Property County	2.16	0.00	2.16	100.00 %	15.12	0.00	15.12	100.00 %	26.00
100-1010-5744	Misc. Taxes	0.00	0.00	0.00	0.00 %	0.00	18.68	-18.68	0.00 %	0.00
100-1010-5810	Books & Subscriptions	8.74	0.00	8.74	100.00 %	61.18	0.00	61.18	100.00 %	105.00
100-1010-5811	Clothing	66.64	0.00	66.64	100.00 %	466.48	1,816.74	-1,350.26	-289.46 %	800.00
100-1010-5812	Food	41.65	0.00	41.65	100.00 %	291.55	625.51	-333.96	-114.55 %	500.00
100-1010-5814	Maintenance Supplies	6.24	0.00	6.24	100.00 %	43.68	0.00	43.68	100.00 %	75.00
100-1010-5815	Meeting Supplies	4.16	0.00	4.16	100.00 %	29.12	0.00	29.12	100.00 %	50.00
100-1010-5816	Office Supplies	416.50	210.36	206.14	49.49 %	2,915.50	2,587.63	327.87	11.25 %	5,000.00
100-1010-5818	Safety Supplies	20.82	0.00	20.82	100.00 %	145.74	125.00	20.74	14.23 %	250.00
100-1010-5819	Misc. Supplies	8.33	0.00	8.33	100.00 %	58.31	2,712.71	-2,654.40	-4,552.22 %	100.00
100-1010-5822	Fuel, Oil, Lubricant	41.65	22.00	19.65	47.18 %	291.55	333.00	-41.45	-14.22 %	500.00
100-1010-6121	Machinery and equipment	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
100-1010-6122	Vehicles	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
100-1010-6123	Furniture and fixtures	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
100-1010-6124	Computers	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
100-1010-6131	Machinery and equipment	416.50	0.00	416.50	100.00 %	2,915.50	0.00	2,915.50	100.00 %	5,000.00
100-1010-6132	Vehicles	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
100-1010-6133	Furniture and fixtures	208.25	0.00	208.25	100.00 %	1,457.75	0.00	1,457.75	100.00 %	2,500.00
100-1010-6134	Computers	416.50	0.00	416.50	100.00 %	2,915.50	0.00	2,915.50	100.00 %	5,000.00
100-1010-6135	Software	208.25	0.00	208.25	100.00 %	1,457.75	0.00	1,457.75	100.00 %	2,500.00
100-1010-6410	Theft Loss	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
100-1010-6411	Judgement	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
100-1010-6412	Claims Paid	291.55	0.00	291.55	100.00 %	2,040.85	0.00	2,040.85	100.00 %	3,500.00
100-2021-5010	Salaried Employees	20,723.20	9,881.35	10,841.85	52.32 %	145,062.40	108,172.96	36,889.44	25.43 %	248,778.00
100-2021-5011	Hourly Employees	59,861.79	81,711.24	-21,849.45	-36.50 %	419,032.53	450,101.29	-31,068.76	-7.41 %	718,629.00
100-2021-5013	Holiday Pay	6,634.84	21,969.95	-15,335.11	-231.13 %	46,443.88	51,149.73	-4,705.85	-10.13 %	79,650.00
100-2021-5014	Bereavement Leave	41.65	0.00	41.65	100.00 %	291.55	0.00	291.55	100.00 %	500.00
100-2021-5015	Admin/Personal Leave	1,308.97	0.00	1,308.97	100.00 %	9,162.79	2,639.60	6,523.19	71.19 %	15,714.00
100-2021-5016	Jury Duty	41.65	0.00	41.65	100.00 %	291.55	0.00	291.55	100.00 %	500.00
100-2021-5110	Overtime	833.00	3,822.94	-2,989.94	-358.94 %	5,831.00	16,672.25	-10,841.25	-185.92 %	10,000.00
100-2021-5111	Holiday Premium	1,249.50	4,281.57	-3,032.07	-242.66 %	8,746.50	9,014.08	-267.58	-3.06 %	15,000.00
100-2021-5112	Standby Pay	2,915.50	2,777.44	138.06	4.74 %	20,408.50	13,744.96	6,663.54	32.65 %	35,000.00

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		January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
100-2021-5114	Bonus, Awards, Certification	124.95	0.00	124.95	100.00 %	874.65	395.31	479.34	54.80 %	1,500.00
100-2021-5115	Premium Pay	1,332.80	1,246.07	86.73	6.51 %	9,329.60	11,713.55	-2,383.95	-25.55 %	16,000.00
100-2021-5210	Medical insurance	19,034.05	17,742.31	1,291.74	6.79 %	133,238.35	116,575.27	16,663.08	12.51 %	228,500.00
100-2021-5211	Dental insurance	833.00	1,944.79	-1,111.79	-133.47 %	5,831.00	8,647.87	-2,816.87	-48.31 %	10,000.00
100-2021-5212	Life insurance	624.75	326.59	298.16	47.72 %	4,373.25	2,611.00	1,762.25	40.30 %	7,500.00
100-2021-5213	Vision Benefit	124.95	252.26	-127.31	-101.89 %	874.65	573.02	301.63	34.49 %	1,500.00
100-2021-5215	Retirement Contributions	14,577.50	23,991.34	-9,413.84	-64.58 %	102,042.50	123,416.50	-21,374.00	-20.95 %	175,000.00
100-2021-5216	Medicare Contributions	1,336.21	1,815.90	-479.69	-35.90 %	9,353.47	9,607.19	-253.72	-2.71 %	16,041.00
100-2021-5217	Retirement Medical Benefits	1,329.21	1,620.53	-291.32	-21.92 %	9,304.47	9,145.02	159.45	1.71 %	15,957.00
100-2021-5218	Workers' Compensation Premium	2,658.35	3,518.10	-859.75	-32.34 %	18,608.45	16,875.03	1,733.42	9.32 %	31,913.00
100-2021-5220	Safety PPE Allowance	183.26	0.00	183.26	100.00 %	1,282.82	625.06	657.76	51.27 %	2,200.00
100-2021-5221	Misc. Allowance	291.55	600.80	-309.25	-106.07 %	2,040.85	3,000.80	-959.95	-47.04 %	3,500.00
100-2021-5222	Tuition Reimbursement	8.24	0.00	8.24	100.00 %	57.68	0.00	57.68	100.00 %	99.00
100-2021-5223	Pension Expense - GASB 68	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
100-2021-5225	Long Term Disability	269.89	649.69	-379.80	-140.72 %	1,889.23	2,115.20	-225.97	-11.96 %	3,240.00
100-2021-5226	Short Term Disability	265.81	488.71	-222.90	-83.86 %	1,860.67	1,595.56	265.11	14.25 %	3,191.00
100-2021-5227	Misc. Benefits	145.77	325.50	-179.73	-123.30 %	1,020.39	868.00	152.39	14.93 %	1,750.00
100-2021-5318	Engineering & Architectural Services	1,249.50	3,051.32	-1,801.82	-144.20 %	8,746.50	20,182.91	-11,436.41	-130.75 %	15,000.00
100-2021-5320	Medical Services	4.16	103.00	-98.84	-2,375.96 %	29.12	1,974.00	-1,944.88	-6,678.85 %	50.00
100-2021-5321	Hazardous Material Handling	4.16	0.00	4.16	100.00 %	29.12	8,071.30	-8,042.18	27,617.38 %	50.00
100-2021-5322	Computer & Network Maintenance	291.55	0.00	291.55	100.00 %	2,040.85	0.00	2,040.85	100.00 %	3,500.00
100-2021-5323	Software License & Maintenance	1,082.90	4,407.50	-3,324.60	-307.01 %	7,580.30	14,257.51	-6,677.21	-88.09 %	13,000.00
100-2021-5324	Vehicle Maintenance Services	2,499.00	323.88	2,175.12	87.04 %	17,493.00	37,508.27	-20,015.27	-114.42 %	30,000.00
100-2021-5326	Equipment Maintenance	18,742.50	2,525.00	16,217.50	86.53 %	131,197.50	161,057.57	-29,860.07	-22.76 %	225,000.00
100-2021-5327	Pipe Maintenance	1,666.00	0.00	1,666.00	100.00 %	11,662.00	0.00	11,662.00	100.00 %	20,000.00
100-2021-5330	Misc. Professional Services	14,577.50	32,668.00	-18,090.50	-124.10 %	102,042.50	167,205.44	-65,162.94	-63.86 %	175,000.00
100-2021-5410	Professional dues and fees	666.40	0.00	666.40	100.00 %	4,664.80	3,698.58	966.22	20.71 %	8,000.00
100-2021-5411	Registration Fees	749.70	4,230.00	-3,480.30	-464.23 %	5,247.90	9,445.53	-4,197.63	-79.99 %	9,000.00
100-2021-5413	Postage	4.16	0.00	4.16	100.00 %	29.12	245.28	-216.16	-742.31 %	50.00
100-2021-5414	Delivery Services	4.16	0.00	4.16	100.00 %	29.12	0.00	29.12	100.00 %	50.00
100-2021-5415	Printing and binding	8.33	0.00	8.33	100.00 %	58.31	0.00	58.31	100.00 %	100.00
100-2021-5416	Advertising and Publishing	0.00	0.00	0.00	0.00 %	0.00	891.10	-891.10	0.00 %	0.00
100-2021-5417	Uniform Services	1,388.36	1,498.37	-110.01	-7.92 %	9,718.52	11,467.50	-1,748.98	-18.00 %	16,667.00
100-2021-5418	Misc. Other Services	4.16	0.00	4.16	100.00 %	29.12	6,500.00	-6,470.88	22,221.43 %	50.00
100-2021-5422	Cellular Services	162.43	278.76	-116.33	-71.62 %	1,137.01	1,699.27	-562.26	-49.45 %	1,950.00
100-2021-5431	Water	2,832.20	4,995.32	-2,163.12	-76.38 %	19,825.40	33,119.09	-13,293.69	-67.05 %	34,000.00
100-2021-5432	Gas/Electricity	27,489.00	28,149.95	-660.95	-2.40 %	192,423.00	173,171.60	19,251.40	10.00 %	330,000.00
100-2021-5433	Solid Waste (Trash)	10,829.00	1,451.21	9,377.79	86.60 %	75,803.00	88,269.08	-12,466.08	-16.45 %	130,000.00
100-2021-5441	Commercial Travel	249.90	0.00	249.90	100.00 %	1,749.30	258.10	1,491.20	85.25 %	3,000.00
100-2021-5442	Meals	124.95	0.00	124.95	100.00 %	874.65	200.59	674.06	77.07 %	1,500.00
100-2021-5443	Per Diem	249.90	0.00	249.90	100.00 %	1,749.30	1,118.00	631.30	36.09 %	3,000.00
100-2021-5444	Lodging	333.20	0.00	333.20	100.00 %	2,332.40	914.62	1,417.78	60.79 %	4,000.00

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		January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
100-2021-5445	Mileage, Parking & Tolls	166.60	12.49	154.11	92.50 %	1,166.20	660.55	505.65	43.36 %	2,000.00
100-2021-5511	Rental/Lease Equipment - Misc	10,829.00	6,420.81	4,408.19	40.71 %	75,803.00	34,259.29	41,543.71	54.80 %	130,000.00
100-2021-5610	Janitorial Services	124.95	0.00	124.95	100.00 %	874.65	1,250.00	-375.35	-42.91 %	1,500.00
100-2021-5611	Landscape Services	208.25	1,990.00	-1,781.75	-855.58 %	1,457.75	3,130.00	-1,672.25	-114.71 %	2,500.00
100-2021-5612	Building & Structures Maintenance	17,493.00	45,535.94	-28,042.94	-160.31 %	122,451.00	211,161.64	-88,710.64	-72.45 %	210,000.00
100-2021-5613	Security Services	299.88	496.60	-196.72	-65.60 %	2,099.16	4,584.59	-2,485.43	-118.40 %	3,600.00
100-2021-5711	Misc. Government Payments	0.00	0.00	0.00	0.00 %	0.00	1,926.64	-1,926.64	0.00 %	0.00
100-2021-5721	NPDES Permit	1,666.00	0.00	1,666.00	100.00 %	11,662.00	0.00	11,662.00	100.00 %	20,000.00
100-2021-5724	State Permit	0.00	0.00	0.00	0.00 %	0.00	25,932.00	-25,932.00	0.00 %	0.00
100-2021-5725	Misc. Permit	1,082.90	885.90	197.00	18.19 %	7,580.30	935.90	6,644.40	87.65 %	13,000.00
100-2021-5810	Books & Subscriptions	12.49	0.00	12.49	100.00 %	87.43	99.82	-12.39	-14.17 %	150.00
100-2021-5811	Clothing	66.64	0.00	66.64	100.00 %	466.48	0.00	466.48	100.00 %	800.00
100-2021-5812	Food	41.65	0.00	41.65	100.00 %	291.55	312.66	-21.11	-7.24 %	500.00
100-2021-5814	Maintenance Supplies	1,666.00	3,393.75	-1,727.75	-103.71 %	11,662.00	21,006.94	-9,344.94	-80.13 %	20,000.00
100-2021-5816	Office Supplies	916.30	490.85	425.45	46.43 %	6,414.10	3,952.31	2,461.79	38.38 %	11,000.00
100-2021-5817	Chemicals	14,577.50	14,032.83	544.67	3.74 %	102,042.50	112,878.46	-10,835.96	-10.62 %	175,000.00
100-2021-5818	Safety Supplies	433.16	747.16	-314.00	-72.49 %	3,032.12	4,929.33	-1,897.21	-62.57 %	5,200.00
100-2021-5819	Misc. Supplies	41.65	0.00	41.65	100.00 %	291.55	0.00	291.55	100.00 %	500.00
100-2021-5821	Mechanical Related Supplies	41.65	0.00	41.65	100.00 %	291.55	0.00	291.55	100.00 %	500.00
100-2021-5822	Fuel, Oil, Lubricant	1,666.00	553.47	1,112.53	66.78 %	11,662.00	21,222.58	-9,560.58	-81.98 %	20,000.00
100-2021-5823	Spare Replacement Parts	1,249.50	0.00	1,249.50	100.00 %	8,746.50	0.00	8,746.50	100.00 %	15,000.00
100-2021-6012	Treatment Plant	8,330.00	0.00	8,330.00	100.00 %	58,310.00	0.00	58,310.00	100.00 %	100,000.00
100-2021-6121	Machinery and equipment	15,410.50	0.00	15,410.50	100.00 %	107,873.50	252,462.30	-144,588.80	-134.04 %	185,000.00
100-2021-6122	Vehicles	4,165.00	0.00	4,165.00	100.00 %	29,155.00	0.00	29,155.00	100.00 %	50,000.00
100-2021-6131	Machinery and equipment	3,748.50	0.00	3,748.50	100.00 %	26,239.50	5,037.16	21,202.34	80.80 %	45,000.00
100-2021-6134	Computers	208.25	0.00	208.25	100.00 %	1,457.75	2,193.21	-735.46	-50.45 %	2,500.00
100-2021-6135	Software	41.65	0.00	41.65	100.00 %	291.55	0.00	291.55	100.00 %	500.00
100-2022-5010	Salaried Employees	2,838.86	3,293.76	-454.90	-16.02 %	19,872.02	17,273.80	2,598.22	13.07 %	34,080.00
100-2022-5011	Hourly Employees	132.69	0.00	132.69	100.00 %	928.83	0.00	928.83	100.00 %	1,593.00
100-2022-5013	Holiday Pay	177.51	658.74	-481.23	-271.10 %	1,242.57	1,440.84	-198.27	-15.96 %	2,131.00
100-2022-5014	Bereavement Leave	2.08	0.00	2.08	100.00 %	14.56	0.00	14.56	100.00 %	25.00
100-2022-5015	Admin/Personal Leave	157.68	0.00	157.68	100.00 %	1,103.76	879.86	223.90	20.29 %	1,893.00
100-2022-5016	Jury Duty	2.08	0.00	2.08	100.00 %	14.56	0.00	14.56	100.00 %	25.00
100-2022-5115	Premium Pay	49.98	0.00	49.98	100.00 %	349.86	0.00	349.86	100.00 %	600.00
100-2022-5210	Medical insurance	416.50	367.37	49.13	11.80 %	2,915.50	4,622.09	-1,706.59	-58.54 %	5,000.00
100-2022-5211	Dental insurance	33.32	39.56	-6.24	-18.73 %	233.24	216.79	16.45	7.05 %	400.00
100-2022-5212	Life insurance	6.24	7.17	-0.93	-14.90 %	43.68	43.09	0.59	1.35 %	75.00
100-2022-5213	Vision Benefit	4.16	5.38	-1.22	-29.33 %	29.12	26.84	2.28	7.83 %	50.00
100-2022-5215	Retirement Contributions	778.02	1,240.91	-462.89	-59.50 %	5,446.14	6,198.80	-752.66	-13.82 %	9,340.00
100-2022-5216	Medicare Contributions	36.65	56.70	-20.05	-54.71 %	256.55	283.50	-26.95	-10.50 %	440.00
100-2022-5217	Retirement Medical Benefits	41.65	58.70	-17.05	-40.94 %	291.55	293.30	-1.75	-0.60 %	500.00
100-2022-5218	Workers' Compensation Premium	74.97	108.39	-33.42	-44.58 %	524.79	541.58	-16.79	-3.20 %	900.00

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		January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
100-2022-5220	Safety PPE Allowance	4.41	0.00	4.41	100.00 %	30.87	0.00	30.87	100.00 %	53.00
100-2022-5221	Misc. Allowance	43.73	0.00	43.73	100.00 %	306.11	0.00	306.11	100.00 %	525.00
100-2022-5222	Tuition Reimbursement	2.16	0.00	2.16	100.00 %	15.12	0.00	15.12	100.00 %	26.00
100-2022-5223	Pension Expense - GASB 68	4.33	0.00	4.33	100.00 %	30.31	0.00	30.31	100.00 %	52.00
100-2022-5225	Long Term Disability	7.33	23.35	-16.02	-218.55 %	51.31	59.59	-8.28	-16.14 %	88.00
100-2022-5226	Short Term Disability	9.66	13.88	-4.22	-43.69 %	67.62	41.23	26.39	39.03 %	116.00
100-2022-5324	Vehicle Maintenance Services	4.41	0.00	4.41	100.00 %	30.87	0.00	30.87	100.00 %	53.00
100-2022-5326	Equipment Maintenance	43.73	0.00	43.73	100.00 %	306.11	1,522.26	-1,216.15	-397.29 %	525.00
100-2022-5330	Misc. Professional Services	9,746.10	0.00	9,746.10	100.00 %	68,222.70	27,638.00	40,584.70	59.49 %	117,000.00
100-2022-5410	Professional dues and fees	8.74	0.00	8.74	100.00 %	61.18	0.00	61.18	100.00 %	105.00
100-2022-5411	Registration Fees	262.39	89.00	173.39	66.08 %	1,836.73	178.00	1,658.73	90.31 %	3,150.00
100-2022-5413	Postage	4.41	0.00	4.41	100.00 %	30.87	0.00	30.87	100.00 %	53.00
100-2022-5415	Printing and binding	249.90	0.00	249.90	100.00 %	1,749.30	0.00	1,749.30	100.00 %	3,000.00
100-2022-5416	Advertising and Publishing	4.41	0.00	4.41	100.00 %	30.87	0.00	30.87	100.00 %	53.00
100-2022-5418	Misc. Other Services	374.85	1,500.00	-1,125.15	-300.16 %	2,623.95	4,749.93	-2,125.98	-81.02 %	4,500.00
100-2022-5441	Commercial Travel	8.33	0.00	8.33	100.00 %	58.31	0.00	58.31	100.00 %	100.00
100-2022-5442	Meals	8.33	0.00	8.33	100.00 %	58.31	0.00	58.31	100.00 %	100.00
100-2022-5443	Per Diem	8.33	0.00	8.33	100.00 %	58.31	0.00	58.31	100.00 %	100.00
100-2022-5444	Lodging	8.33	0.00	8.33	100.00 %	58.31	0.00	58.31	100.00 %	100.00
100-2022-5445	Mileage, Parking & Tolls	4.16	0.00	4.16	100.00 %	29.12	0.00	29.12	100.00 %	50.00
100-2022-5742	State Sales Taxes	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
100-2022-5810	Books & Subscriptions	8.33	0.00	8.33	100.00 %	58.31	0.00	58.31	100.00 %	100.00
100-2022-5813	Laboratory Supplies	916.30	466.10	450.20	49.13 %	6,414.10	7,376.54	-962.44	-15.01 %	11,000.00
100-2022-5817	Chemicals	749.70	215.00	534.70	71.32 %	5,247.90	1,762.46	3,485.44	66.42 %	9,000.00
100-2022-5819	Misc. Supplies	916.30	0.00	916.30	100.00 %	6,414.10	43.22	6,370.88	99.33 %	11,000.00
100-2022-6131	Machinery and equipment	249.90	0.00	249.90	100.00 %	1,749.30	0.00	1,749.30	100.00 %	3,000.00
100-3031-5011	Hourly Employees	0.00	0.00	0.00	0.00 %	0.00	-1,279.00	1,279.00	0.00 %	0.00
100-3031-5212	Life insurance	0.00	0.00	0.00	0.00 %	0.00	-24.05	24.05	0.00 %	0.00
100-3031-5215	Retirement Contributions	0.00	0.00	0.00	0.00 %	0.00	-1.17	1.17	0.00 %	0.00
100-3031-5216	Medicare Contributions	0.00	0.00	0.00	0.00 %	0.00	-18.54	18.54	0.00 %	0.00
100-3031-5218	Workers' Compensation Premium	0.00	0.00	0.00	0.00 %	0.00	-3.53	3.53	0.00 %	0.00
100-3031-5225	Long Term Disability	0.00	0.00	0.00	0.00 %	0.00	-6.06	6.06	0.00 %	0.00
100-3031-5226	Short Term Disability	0.00	0.00	0.00	0.00 %	0.00	-4.58	4.58	0.00 %	0.00
100-4041-5318	Engineering & Architectural Services	37,485.00	8,397.64	29,087.36	77.60 %	262,395.00	88,063.46	174,331.54	66.44 %	450,000.00
100-4041-5330	Misc. Professional Services	0.00	205.00	-205.00	0.00 %	0.00	11,865.68	-11,865.68	0.00 %	0.00
100-4041-6012	Treatment Plant	72,054.50	0.00	72,054.50	100.00 %	504,381.50	0.00	504,381.50	100.00 %	865,000.00
100-4041-6013	Pipes	79,135.00	0.00	79,135.00	100.00 %	553,945.00	0.00	553,945.00	100.00 %	950,000.00
100-4041-6014	Montara Pump Station	9,996.00	0.00	9,996.00	100.00 %	69,972.00	0.00	69,972.00	100.00 %	120,000.00
100-4041-6015	Princeton Pump Station	8,330.00	0.00	8,330.00	100.00 %	58,310.00	0.00	58,310.00	100.00 %	100,000.00
100-4041-6016	Portola Pump Station	0.00	0.00	0.00	0.00 %	0.00	67,982.36	-67,982.36	0.00 %	0.00

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		January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
100-4041-6121	Machinery and equipment	0.00	15,140.26	-15,140.26	0.00 %	0.00	188,707.31	-188,707.31	0.00 %	0.00
	Total Expense:	635,931.26	463,377.85	172,553.41	27.13 %	4,451,518.82	3,736,186.95	715,331.87	16.07 %	7,634,233.00
	Total Fund: 100 - Operating Fund:	7,147.58	154,797.59	147,650.01		50,033.06	649,923.87	599,890.81		85,802.00
Fund: 300 - Contract Services										
Revenue										
300-3031-4021	NDWSCP Revenue - Inspection Fee	0.08	0.00	-0.08	-100.00 %	0.56	0.00	-0.56	-100.00 %	1.00
300-3031-4110	Contract Service Fees - HMB	14,901.37	0.00	-14,901.37	-100.00 %	104,309.59	97,611.46	-6,698.13	-6.42 %	178,888.00
300-3032-4021	NDWSCP Revenue - Inspection Fee	481.05	0.00	-481.05	-100.00 %	3,367.35	0.00	-3,367.35	-100.00 %	5,775.00
300-3032-4111	Contract Service Fees - GCSD	24,673.54	24,683.42	9.88	0.04 %	172,714.78	174,702.48	1,987.70	1.15 %	296,201.00
300-3033-4021	NDWSCP Revenue - Inspection Fee	116.62	0.00	-116.62	-100.00 %	816.34	0.00	-816.34	-100.00 %	1,400.00
300-3033-4112	Contract Service Fees - MWSD	28,451.03	30,447.24	1,996.21	7.02 %	199,157.21	247,524.95	48,367.74	24.29 %	341,549.00
	Total Revenue:	68,623.69	55,130.66	-13,493.03	-19.66 %	480,365.83	519,838.89	39,473.06	8.22 %	823,814.00
Expense										
300-3031-5011	Hourly Employees	3,179.47	5,120.09	-1,940.62	-61.04 %	22,256.29	29,681.09	-7,424.80	-33.36 %	38,169.00
300-3031-5013	Holiday Pay	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-5014	Bereavement Leave	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-5016	Jury Duty	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-5020	Retroactive Pay	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-5110	Overtime	26.15	633.65	-607.50	-2,323.14 %	183.05	2,875.06	-2,692.01	-1,470.64 %	314.00
300-3031-5112	Standby Pay	894.14	1,553.60	-659.46	-73.75 %	6,258.98	7,327.10	-1,068.12	-17.07 %	10,734.00
300-3031-5114	Bonus, Awards, Certification	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-5115	Premium Pay	26.15	103.26	-77.11	-294.88 %	183.05	722.82	-539.77	-294.88 %	314.00
300-3031-5210	Medical insurance	522.29	1,069.06	-546.77	-104.69 %	3,656.03	8,103.67	-4,447.64	-121.65 %	6,270.00
300-3031-5211	Dental insurance	39.15	175.59	-136.44	-348.51 %	274.05	585.57	-311.52	-113.67 %	470.00
300-3031-5212	Life insurance	20.90	22.63	-1.73	-8.28 %	146.30	343.76	-197.46	-134.97 %	251.00
300-3031-5213	Vision Benefit	6.49	22.29	-15.80	-243.45 %	45.43	44.11	1.32	2.91 %	78.00
300-3031-5215	Retirement Contributions	470.06	498.57	-28.51	-6.07 %	3,290.42	5,631.65	-2,341.23	-71.15 %	5,643.00
300-3031-5216	Medicare Contributions	61.22	108.59	-47.37	-77.38 %	428.54	610.95	-182.41	-42.57 %	735.00
300-3031-5217	Retirement Medical Benefits	57.97	63.00	-5.03	-8.68 %	405.79	456.90	-51.11	-12.60 %	696.00
300-3031-5218	Workers' Compensation Premium	150.77	215.34	-64.57	-42.83 %	1,055.39	1,088.18	-32.79	-3.11 %	1,810.00
300-3031-5220	Safety PPE Allowance	10.41	0.00	10.41	100.00 %	72.87	0.00	72.87	100.00 %	125.00
300-3031-5221	Misc. Allowance	16.99	190.50	-173.51	-1,021.25 %	118.93	1,257.30	-1,138.37	-957.18 %	204.00
300-3031-5222	Tuition Reimbursement	0.66	0.00	0.66	100.00 %	4.62	0.00	4.62	100.00 %	8.00
300-3031-5225	Long Term Disability	26.15	40.70	-14.55	-55.64 %	183.05	159.64	23.41	12.79 %	314.00
300-3031-5226	Short Term Disability	26.15	33.89	-7.74	-29.60 %	183.05	123.70	59.35	32.42 %	314.00
300-3031-5227	Misc. Benefits	13.07	0.00	13.07	100.00 %	91.49	0.00	91.49	100.00 %	157.00
300-3031-5320	Medical Services	13.07	0.00	13.07	100.00 %	91.49	0.00	91.49	100.00 %	157.00
300-3031-5321	Hazardous Material Handling	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-5322	Computer & Network Maintenance	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-5330	Misc. Professional Services	1,915.90	0.00	1,915.90	100.00 %	13,411.30	0.00	13,411.30	100.00 %	23,000.00
300-3031-5410	Professional dues and fees	4.16	0.00	4.16	100.00 %	29.12	0.00	29.12	100.00 %	50.00

Monthly Budget Report

For Fiscal: Current Period Ending: 01/31/2020

		January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
300-3031-5411	Registration Fees	4.16	0.00	4.16	100.00 %	29.12	150.00	-120.88	-415.11 %	50.00
300-3031-5412	Insurance Premiums	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-5417	Uniform Services	83.13	176.20	-93.07	-111.96 %	581.91	1,013.98	-432.07	-74.25 %	998.00
300-3031-5418	Misc. Other Services	3,725.34	0.00	3,725.34	100.00 %	26,077.38	0.00	26,077.38	100.00 %	44,722.00
300-3031-5422	Cellular Servcies	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-5431	Water	333.20	0.00	333.20	100.00 %	2,332.40	3,515.14	-1,182.74	-50.71 %	4,000.00
300-3031-5442	Meals	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-5444	Lodging	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-5445	Mileage, Parking & Tolls	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-5511	Rental/Lease Equipment - Misc	2,402.87	0.00	2,402.87	100.00 %	16,820.09	0.00	16,820.09	100.00 %	28,846.00
300-3031-5614	CS Repairs - HMB	0.08	0.00	0.08	100.00 %	0.56	2,177.36	-2,176.80	88,714.29 %	1.00
300-3031-5742	State Sales Taxes	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-5743	Hazardous Materials Tax	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-5744	Misc. Taxes	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-5811	Clothing	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-5812	Food	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-5814	Maintenance Supplies	232.40	0.00	232.40	100.00 %	1,626.80	0.00	1,626.80	100.00 %	2,790.00
300-3031-5817	Chemicals	83.30	0.00	83.30	100.00 %	583.10	0.00	583.10	100.00 %	1,000.00
300-3031-5818	Safety Supplies	83.30	0.00	83.30	100.00 %	583.10	0.00	583.10	100.00 %	1,000.00
300-3031-5819	Misc. Supplies	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-5821	Mechanical Related Supplies	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-5822	Fuel, Oil, Lubricant	466.56	1,080.54	-613.98	-131.60 %	3,265.92	7,053.16	-3,787.24	-115.96 %	5,601.00
300-3031-5823	Spare Replacement Parts	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3031-6412	Claims Paid	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5011	Hourly Employees	6,486.32	6,024.09	462.23	7.13 %	45,404.24	31,183.39	14,220.85	31.32 %	77,867.00
300-3032-5013	Holiday Pay	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5014	Bereavement Leave	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5016	Jury Duty	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5110	Overtime	0.08	154.63	-154.55	93,187.50 %	0.56	2,082.03	-2,081.47	71,691.07 %	1.00
300-3032-5112	Standby Pay	637.07	1,186.11	-549.04	-86.18 %	4,459.49	5,624.73	-1,165.24	-26.13 %	7,648.00
300-3032-5114	Bonus, Awards, Certification	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5115	Premium Pay	52.22	66.26	-14.04	-26.89 %	365.54	551.51	-185.97	-50.88 %	627.00
300-3032-5210	Medical insurance	999.60	1,016.16	-16.56	-1.66 %	6,997.20	8,218.31	-1,221.11	-17.45 %	12,000.00
300-3032-5211	Dental insurance	130.61	165.60	-34.99	-26.79 %	914.27	563.09	351.18	38.41 %	1,568.00
300-3032-5212	Life insurance	27.98	23.52	4.46	15.94 %	195.86	387.42	-191.56	-97.80 %	336.00
300-3032-5213	Vision Benefit	32.48	21.00	11.48	35.34 %	227.36	38.57	188.79	83.04 %	390.00
300-3032-5215	Retirement Contributions	783.43	491.79	291.64	37.23 %	5,484.01	5,089.56	394.45	7.19 %	9,405.00
300-3032-5216	Medicare Contributions	78.38	108.49	-30.11	-38.42 %	548.66	588.93	-40.27	-7.34 %	941.00
300-3032-5217	Retirement Medical Benefits	52.22	48.45	3.77	7.22 %	365.54	403.60	-38.06	-10.41 %	627.00
300-3032-5218	Workers' Compensation Premium	276.05	212.40	63.65	23.06 %	1,932.35	1,034.17	898.18	46.48 %	3,314.00
300-3032-5220	Safety PPE Allowance	13.07	0.00	13.07	100.00 %	91.49	0.00	91.49	100.00 %	157.00
300-3032-5221	Misc. Allowance	18.15	122.25	-104.10	-573.55 %	127.05	806.85	-679.80	-535.06 %	218.00

Monthly Budget Report

For Fiscal: Current Period Ending: 01/31/2020

		January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
300-3032-5222	Tuition Reimbursement	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5225	Long Term Disability	22.32	41.58	-19.26	-86.29 %	156.24	162.67	-6.43	-4.12 %	268.00
300-3032-5226	Short Term Disability	21.90	34.61	-12.71	-58.04 %	153.30	126.08	27.22	17.76 %	263.00
300-3032-5227	Misc. Benefits	2.58	0.00	2.58	100.00 %	18.06	0.00	18.06	100.00 %	31.00
300-3032-5320	Medical Services	2.58	0.00	2.58	100.00 %	18.06	0.00	18.06	100.00 %	31.00
300-3032-5321	Hazardous Material Handling	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5322	Computer & Network Maintenance	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5330	Misc. Professional Services	1,666.00	0.00	1,666.00	100.00 %	11,662.00	0.00	11,662.00	100.00 %	20,000.00
300-3032-5410	Professional dues and fees	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5411	Registration Fees	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5412	Insurance Premiums	1,122.88	0.00	1,122.88	100.00 %	7,860.16	0.00	7,860.16	100.00 %	13,480.00
300-3032-5417	Uniform Services	101.87	139.56	-37.69	-37.00 %	713.09	846.10	-133.01	-18.65 %	1,223.00
300-3032-5418	Misc. Other Services	6,288.65	0.00	6,288.65	100.00 %	44,020.55	0.00	44,020.55	100.00 %	75,494.00
300-3032-5422	Cellular Scrvices	6.41	0.00	6.41	100.00 %	44.87	0.00	44.87	100.00 %	77.00
300-3032-5431	Water	458.15	0.00	458.15	100.00 %	3,207.05	0.00	3,207.05	100.00 %	5,500.00
300-3032-5444	Lodging	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5445	Mileage, Parking & Tolls	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5511	Rental/Lease Equipment - Misc	4,805.66	0.00	4,805.66	100.00 %	33,639.62	0.00	33,639.62	100.00 %	57,691.00
300-3032-5615	CS Repairs - GCSD	0.08	0.00	0.08	100.00 %	0.56	1,918.54	-1,917.98	42,496.43 %	1.00
300-3032-5742	State Sales Taxes	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5743	Hazardous Materials Tax	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5811	Clothing	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5812	Food	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5814	Maintenance Supplies	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5817	Chemicals	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5818	Safety Supplies	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5819	Misc. Supplies	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5821	Mechanical Related Supplies	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3032-5822	Fuel, Oil, Lubricant	583.10	0.00	583.10	100.00 %	4,081.70	0.00	4,081.70	100.00 %	7,000.00
300-3032-6412	Claims Paid	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5011	Hourly Employees	10,840.82	8,324.10	2,516.72	23.22 %	75,885.74	43,989.73	31,896.01	42.03 %	130,142.00
300-3033-5013	Holiday Pay	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5014	Bereavement Leave	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5016	Jury Duty	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5110	Overtime	0.08	997.65	-997.57	46,962.50 %	0.56	6,238.33	-6,237.77	13,887.50 %	1.00
300-3033-5112	Standby Pay	1,256.99	2,550.35	-1,293.36	-102.89 %	8,798.93	12,359.71	-3,560.78	-40.47 %	15,090.00
300-3033-5114	Bonus, Awards, Certification	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5115	Premium Pay	83.54	33.74	49.80	59.61 %	584.78	236.18	348.60	59.61 %	1,003.00
300-3033-5210	Medical insurance	1,532.72	1,410.44	122.28	7.98 %	10,729.04	11,021.49	-292.45	-2.73 %	18,400.00
300-3033-5211	Dental insurance	139.27	217.05	-77.78	-55.85 %	974.89	779.19	195.70	20.07 %	1,672.00
300-3033-5212	Life insurance	25.57	34.75	-9.18	-35.90 %	178.99	429.10	-250.11	-139.73 %	307.00
300-3033-5213	Vision Benefit	29.65	27.35	2.30	7.76 %	207.55	50.03	157.52	75.89 %	356.00

Monthly Budget Report

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		January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
300-3033-5215	Retirement Contributions	1,357.70	727.90	629.80	46.39 %	9,503.90	7,990.31	1,513.59	15.93 %	16,299.00
300-3033-5216	Medicare Contributions	183.67	172.33	11.34	6.17 %	1,285.69	920.14	365.55	28.43 %	2,205.00
300-3033-5217	Retirement Medical Benefits	169.84	69.63	100.21	59.00 %	1,188.88	671.03	517.85	43.56 %	2,039.00
300-3033-5218	Workers' Compensation Premium	441.57	337.36	104.21	23.60 %	3,090.99	1,744.03	1,346.96	43.58 %	5,301.00
300-3033-5220	Safety PPE Allowance	3.49	0.00	3.49	100.00 %	24.43	0.00	24.43	100.00 %	42.00
300-3033-5221	Misc. Allowance	13.91	62.25	-48.34	-347.52 %	97.37	410.85	-313.48	-321.95 %	167.00
300-3033-5225	Long Term Disability	43.56	63.63	-20.07	-46.07 %	304.92	231.57	73.35	24.06 %	523.00
300-3033-5226	Short Term Disability	41.73	52.96	-11.23	-26.91 %	292.11	179.72	112.39	38.48 %	501.00
300-3033-5227	Misc. Benefits	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5320	Medical Services	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5321	Hazardous Material Handling	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5322	Computer & Network Maintenance	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5330	Misc. Professional Services	149.35	0.00	149.35	100.00 %	1,045.45	0.00	1,045.45	100.00 %	1,793.00
300-3033-5410	Professional dues and fees	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5411	Registration Fees	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5412	Insurance Premiums	1,854.59	0.00	1,854.59	100.00 %	12,982.13	0.00	12,982.13	100.00 %	22,264.00
300-3033-5417	Uniform Services	143.69	240.98	-97.29	-67.71 %	1,005.83	1,075.85	-70.02	-6.96 %	1,725.00
300-3033-5418	Misc. Other Services	4,285.11	0.00	4,285.11	100.00 %	29,995.77	0.00	29,995.77	100.00 %	51,442.00
300-3033-5422	Cellular Servcies	4.16	0.00	4.16	100.00 %	29.12	0.00	29.12	100.00 %	50.00
300-3033-5431	Water	249.90	0.00	249.90	100.00 %	1,749.30	0.00	1,749.30	100.00 %	3,000.00
300-3033-5444	Lodging	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5445	Mileage, Parking & Tolls	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5511	Rental/Lease Equipment - Misc	5,190.08	0.00	5,190.08	100.00 %	36,330.56	0.00	36,330.56	100.00 %	62,306.00
300-3033-5616	CS Repairs - MWSD	0.08	365.13	-365.05	56,312.50 %	0.56	54,110.35	-54,109.79	62,462.50 %	1.00
300-3033-5742	State Sales Taxes	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5743	Hazardous Materials Tax	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5811	Clothing	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5812	Food	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5814	Maintenance Supplies	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5817	Chemicals	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5818	Safety Supplies	12.49	0.00	12.49	100.00 %	87.43	0.00	87.43	100.00 %	150.00
300-3033-5819	Misc. Supplies	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5821	Mechanical Related Supplies	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
300-3033-5822	Fuel, Oil, Lubricant	393.75	0.00	393.75	100.00 %	2,756.25	0.00	2,756.25	100.00 %	4,727.00
300-3033-6412	Claims Paid	0.08	0.00	0.08	100.00 %	0.56	0.00	0.56	100.00 %	1.00
Total Expense:		68,017.85	36,651.60	31,366.25	46.11 %	476,124.95	274,984.30	201,140.65	42.25 %	816,548.00
Total Fund: 300 - Contract Services:		605.84	18,479.06	17,873.22		4,240.88	244,854.59	240,613.71		7,266.00
Report Total:		7,753.42	173,276.65	165,523.23		54,273.94	894,778.46	840,504.52		93,068.00

Monthly Budget Report

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Group Summary

Account Typ...	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 100 - Operating Fund									
Revenue	643,078.84	618,175.44	-24,903.40	-3.87 %	4,501,551.88	4,386,110.82	-115,441.06	-2.56 %	7,720,035.00
Expense	635,931.26	463,377.85	172,553.41	27.13 %	4,451,518.82	3,736,186.95	715,331.87	16.07 %	7,634,233.00
Total Fund: 100 - Operating Fund:	7,147.58	154,797.59	147,650.01		50,033.06	649,923.87	599,890.81		85,802.00
Fund: 300 - Contract Services									
Revenue	68,623.69	55,130.66	-13,493.03	-19.66 %	480,365.83	519,838.89	39,473.06	8.22 %	823,814.00
Expense	68,017.85	36,651.60	31,366.25	46.11 %	476,124.95	274,984.30	201,140.65	42.25 %	816,548.00
Total Fund: 300 - Contract Services:	605.84	18,479.06	17,873.22		4,240.88	244,854.59	240,613.71		7,266.00
Report Total:	7,753.42	173,276.65	165,523.23		54,273.94	894,778.46	840,504.52		93,068.00

Fund Summary

Fund	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
100 - Operating Fund	7,147.58	154,797.59	147,650.01		50,033.06	649,923.87	599,890.81		85,802.00
300 - Contract Services	605.84	18,479.06	17,873.22		4,240.88	244,854.59	240,613.71		7,266.00
Report Total:	7,753.42	173,276.65	165,523.23		54,273.94	894,778.46	840,504.52		93,068.00



Sewer Authority Mid-Coastside

Aging Report

INVOICE DETAIL

Balance as of: 2/29/2020

Age From Invoice Date

Age to date: 2/29/2020

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	255.00	0.00	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:						750.00	0.00	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	INV00296	9/30/2019	9/30/2019	10/31/2019	Collections Service September 2019	0.00	0.00	0.00	0.00	12,246.80		
Invoice	INV00310	10/31/2019	10/31/2019	11/30/2019	Collections Service October 2019	0.00	0.00	0.00	0.00	26,946.60		
Invoice	INV00328	11/30/2019	11/30/2019	12/31/2019	Collections Service November 2019	0.00	0.00	0.00	11,594.80	0.00		
Invoice	INV00329	2/1/2020	2/1/2020	2/29/2020	O&M February 2020	344,324.94	0.00	0.00	0.00	0.00		

Account Number	Account Name		Account Status		Account Class							
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	INV00338	12/31/2019	12/31/2019	1/31/2020	Collections Service December 2019	0.00	0.00	12,485.00	0.00	0.00		
Account Total:						344,324.94	0.00	12,485.00	11,594.80	53,576.98	-161.25	421,820.47
0030	Gherkin's Sandwich Shop				Active	NDWSCP						
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
0035	Gino's Auto Body				Active	NDWSCP						
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
0040	Granada Community Services 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	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		
Account Total:						0.00	0.00	0.00	0.00	27,994.23	0.00	27,994.23
0044	Half Moon Bay Joe's				Active	NDWSCP						
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
0046	Taqueria La Mexicana				Active	NDWSCP						
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
0050	Half Moon Bay Coffee Company				Active	NDWSCP						
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
0072	Princeton Seafood				Active	NDWSCP						
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
0076	The Press				Active	NDWSCP						
Tran. Type	Number	Date	Trans. Date	Due Date	Description	Current	30-60	60-90	90-120	>120	Unapplied Credit	Account Balance

Account Number	Account Name	Account Status	Account Class									
0076	The Press	Active	NDWSCP									
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
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	INV00331	2/1/2020	2/1/2020	2/29/2020	O&M February 2020	127,428.28	0.00	0.00	0.00	0.00		
Invoice	INV00333	2/1/2020	2/1/2020	2/29/2020	Collections Service - February 2020	28,462.42	0.00	0.00	0.00	0.00		
Account Total:						155,890.70	0.00	0.00	0.00	50,696.42	0.00	206,587.12
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:						
						500,965.64	0.00	12,485.00	12,084.80	136,124.79	-61,621.26	600,038.97

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	750.00	0.00	0.00	490.00	0.00	
300-001 - CCS - HMB	0.00	0.00	12,485.00	11,594.80	44,038.33	
300-002 - CCS - CCSD	0.00	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	0.00	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	
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 Infrastructure - HMB Infrastructure 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	
	500,965.64	0.00	12,485.00	12,084.80	136,124.79	661,660.23

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
						600038.97



Pooled Cash Report

Sewer Authority Mid-Coastside

For the Period Ending 1/31/2020

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<u>CLAIM ON CASH</u>					
100-1005	Claim on Pooled Cash	2,335,961.05	218,898.16	2,554,859.21	
200-1005	Claim on Pooled Cash	0.00	0.00	0.00	
300-1005	Claim on Pooled Cash	187,250.78	35,786.73	223,037.51	
400-1005	Claim on Pooled Cash	150,373.30	0.00	150,373.30	
500-1005	Claim on Pooled Cash	0.00	0.00	0.00	
600-1005	Claim on Pooled Cash	0.00	0.00	0.00	
TOTAL CLAIM ON CASH		<u>2,673,585.13</u>	<u>254,684.89</u>	<u>2,928,270.02</u>	
<u>CASH IN BANK</u>					
Cash in Bank					
900-1000	Pooled Cash (FNB Money Market)	0.00	0.00	0.00	
900-1001	Pooled Cash (FNB Disbursement)	(665.89)	0.00	(665.89)	
900-1002	Pooled Cash (FNB Payroll)	1,662.30	0.00	1,662.30	
900-1015	Pooled Cash (Tri Counties Money Market)	500,678.65	51.03	500,729.68	
900-1016	Pooled Cash (Tri-Counties Main)	1,747,912.60	212,074.80	1,959,987.40	
900-1017	Pooled Cash (Tri Counties Payroll)	114,377.01	10,606.95	124,983.96	
TOTAL: Cash in Bank		<u>2,363,964.67</u>	<u>222,732.78</u>	<u>2,586,697.45</u>	
TOTAL CASH IN BANK		<u>2,363,964.67</u>	<u>222,732.78</u>	<u>2,586,697.45</u>	
<u>DUE TO OTHER FUNDS</u>					
900-2301	Due To General Fund	2,335,961.05	218,898.16	2,554,859.21	
900-2302	Due To Capital Fund	0.00	0.00	0.00	
900-2303	Due To Contract Services Fund	187,250.78	35,786.73	223,037.51	
900-2304	Due To Vehicle Replacement Fund	150,373.30	0.00	150,373.30	
900-2305	Due To SRF Loan Fund	0.00	0.00	0.00	
900-2306	Due To Restricted Capital Fund	0.00	0.00	0.00	
900-2350	Due To	0.00	0.00	0.00	
TOTAL DUE TO OTHER FUNDS		<u>2,673,585.13</u>	<u>254,684.89</u>	<u>2,928,270.02</u>	
Claim on Cash	2,928,270.02	Claim on Cash	2,928,270.02	Cash in Bank	2,586,697.45
Cash in Bank	<u>2,586,697.45</u>	Due To Other Funds	<u>2,928,270.02</u>	Due To Other Funds	<u>2,928,270.02</u>
Difference	341,572.57	Difference	0.00	Difference	(341,572.57)

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<u>ACCOUNTS PAYABLE PENDING</u>					
100-2010	Accounts Payable Pending	409,391.06	(114,496.79)	294,894.27	
200-2010	Accounts Payable Pending	0.00	0.00	0.00	
300-2010	Accounts Payable Pending	9,250.38	(7,375.75)	1,874.63	
400-2010	Accounts Payable Pending	0.00	0.00	0.00	
TOTAL ACCOUNTS PAYABLE PENDING		<u>418,641.44</u>	<u>(121,872.54)</u>	<u>296,768.90</u>	
<u>DUE FROM OTHER FUNDS</u>					
900-1501	Due From Other Funds	<u>(418,641.44)</u>	<u>121,872.54</u>	<u>(296,768.90)</u>	
TOTAL DUE FROM OTHER FUNDS		<u>(418,641.44)</u>	<u>121,872.54</u>	<u>(296,768.90)</u>	
<u>ACCOUNTS PAYABLE</u>					
900-2010	Pooled Accounts Payable	<u>109,020.98</u>	<u>(155,816.19)</u>	<u>(46,795.21)</u>	
TOTAL ACCOUNTS PAYABLE		<u>109,020.98</u>	<u>(155,816.19)</u>	<u>(46,795.21)</u>	
AP Pending	296,768.90	AP Pending	296,768.90	Due From Other Funds	296,768.90
Due From Other Funds	<u>296,768.90</u>	Accounts Payable	<u>(46,795.21)</u>	Accounts Payable	<u>(46,795.21)</u>
Difference	0.00	Difference	343,564.11	Difference	343,564.11

California State Treasurer

Fiona Ma, CPA



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

March 03, 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

January 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
1/15/2020	1/14/2020	QRD	1628714	SYSTEM	7,498.52

Account Summary

Total Deposit:	7,498.52	Beginning Balance:	1,305,288.78
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: Quarterly Investment Report – December 31, 2019

Executive Summary

The purpose of this report is to provide SAM's investment information for the Board and the public.

Fiscal Impact

There is no fiscal impact from this report. SAM has a total of \$1,305,288.78 invested in Local Agency Investment Fund program (LAIF), which represents the minimum Emergency Project Reserve funds and approximately \$23,000 of the Operating Reserve funds.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan's 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

The State of California Government Code section 53646(b) requires agencies to present to the Board of Directors a report of its investments on at least a quarterly basis. SAM invests all long-term funds in LAIF.

Staff Recommendation

Staff recommends that the Board review and accept the Quarterly Investment reports for the period ending December 31, 2019.

Supporting Documents

Attachment A: Local Agency Investment Fund Report as of December 31, 2019

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



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name

SEWER AUTHORITY MID-COASTSIDE

Account Number

70-41-008

As of 01/15/2020, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2019.

Earnings Ratio		.00006250085778970
Interest Rate		2.29%
Dollar Day Total	\$	119,974,694.18
Quarter End Principal Balance	\$	1,305,288.78
Quarterly Interest Earned	\$	7,498.52



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

BY: Tim Costello, Supervisor of Treatment/ Field Operations

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

Executive Summary

The purpose of this report is for the Board of Directors to discuss and 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.

Fiscal Impact

The cost for this work is \$49,318 and was included in the FY18-19 budget.

Strategic Plan Compliance

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

Background and Discussion/Report

The present Air handling unit has not been functional for some time now due to the salt air environment which it is exposed to. Its function is to draw air from the outside and to provide fresh air to the press room. It is for safety as we want to reduce exposure to employees of dangerous fumes while working in the belt press room.

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

The cost includes replacement of the rusted I-beam supports that the AHU is mounted to, crane rental, and disposal of existing equipment.



Staff contacted qualified contractors and obtained two quotations: Johnson Controls, Inc (\$49,318) and City Mechanical, Inc (\$78,063). We have worked with both contractors in the past and were happy with the quality of work they provided.

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 of Directors authorize the General Manager to issue a purchase order to Johnson Controls for removal and replacement of existing Air Handling Unit in the amount not to exceed \$49,318.

Supporting Documents

Attachment A: Proposal from Johnson Controls, Inc

Attachment B: Proposal from City Mechanical, Inc.

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



Proposal

TO: Sewer Authority Half Moon Bay
1000 Cabrillo Hwy N
Half Moon Bay, CA 94019-1466

Johnson Controls, Inc.
Santa Rosa San Francisco CB - 0N0K
21270 Cabot Blvd
Hayward CA 94545-1647
PH: (866) 819 - 0234
FAX: (510) 780 - 7711

Date: 02/11/2020

Quote Ref: 1-17CZEIXE

Project Name: Half Moon Bay Sewer Authority AHU
Solutions Repl

Site: Sewer Authority Half Moon Bay
1000 Cabrillo Hwy N
Half Moon Bay, CA 94019-1466

ATTN: Tim Costello

Dear Tim: We would like to thank you for the opportunity for Johnson Controls to provide our mechanical and technical services to replace York Solutions AHU.

Pricing is based on the following clarifications, inclusions and exclusions:

Inclusions:

1. Lock out/tag out equipment for electrical safety.
2. Provide and install (1) new Solutions AHU.
3. Secure Solutions AHU to existing tubing.
4. Reconnect to existing duct work.
5. Reconnect electrical and control wire.
6. Install a new disconnect
7. Perform a complete start-up.
8. Test new AHU to ensure proper system operation.
9. Warranty on installation will be 1 year from date of startup.
10. Warranty on equipment will be 1 year from date of startup.

Base Project Price: \$24,083.00

Optional Inclusions for Crane Lift:

Add: \$7,985.00

1. Utilize crane to remove/dispose of existing AHU
2. Utilize crane to remove/dispose of existing steel beams

3. Utilize crane to install new steel beams
4. Utilize crane to install new Solutions AHU
5. Crane utilization is for 8 hrs (based on the needs of options of removing/ installing new steel beams)

Optional Inclusions for New Steel Beams:

Add: \$17,250.00

1. Provide two (2) 16' 9" galvanized steel beams with plasma cut predrilled holes
2. Provide two (2) 3 X 3 X .375 HS galvanized steel tubing with plasma cut predrilled holes.
3. Provide two (2) 1/2 HR galvanized steel plates with plasma cut predrilled holes
4. Secure steel beams to wall and parapet
5. Secure steel plates to wall
6. Secure tubing to steel beams.

Clarifications:

1. Factory Lead time approximately 10 – 12 weeks.
2. Existing ducting will be utilized and will not be replaced.
3. If crane option is not selected, customer is responsible for obtaining a crane.
4. JCI is not responsible for deficiencies in the system served by the unit we are replacing.
5. Labor rates calculated using current union rate which are subject to change every six months.

Exclusions:

1. Permits
2. Engineering
3. Structural Engineering
4. Code Upgrades
5. Air Balancing
6. Seismic straps
7. Coring, Cutting, Painting, Patching or reinforcing of penetrations.
8. Electrical Modifications and Upgrades
9. Hazardous Material Identification
10. Repair or warranty of pre-existing equipment or conditions.

We would like thank for allowing us to provide a proposal for your project. Please feel free to call us with any questions.

Sincerely,
Sandra Frazee

This proposal is valid through 03/10/2020 with the work, subject to credit approval by Johnson Controls, Inc. Milwaukee, WI.

Important: This proposal incorporates by reference the Terms and Conditions attached

This proposal is hereby accepted and Johnson Controls is authorized to proceed

Sewer Authority Half Moon Bay

Signature: _____
Name: _____
Title: _____
Date: _____
PO: _____

Johnson Controls Inc.

Signature: _____
Name: _____
Title: _____
Date: _____



(IMPORTANT): This proposal incorporates by reference the terms and conditions which are attached to this document. All work is to be performed Monday through Friday during normal JCI business hours unless otherwise noted. This proposal, or any accepted alternates, are hereby accepted and Johnson Controls is authorized to proceed with the work; subject, however, to credit approval by Johnson Controls, Inc., Milwaukee, Wisconsin.

TERMS AND CONDITIONS

By accepting this proposal, Purchaser agrees to be bound by the following terms and conditions:

- 1. SCOPE OF WORK.** This proposal is based upon the use of straight time labor only. Plastering, patching, and painting are excluded. Disinfecting of chiller condenser and cooling tower water systems and components for biohazards, such as but not limited to Legionella, are excluded unless otherwise specifically stated in this agreement. In-line duct and piping devices, including, but not limited to valves, dampers, humidifiers, wells, taps, flow meters, orifices, etc., if required hereunder to be furnished by Johnson, shall be distributed and installed by others under Johnson's supervision but at no additional cost to Johnson. Purchaser agrees to provide Johnson with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge. Johnson agrees to keep the job site clean of debris arising out of its own operations. Purchaser shall not back charge Johnson for any costs or expenses without Johnson's written consent. Unless specifically noted in the statement of the scope of work or services undertaken by JCI under this agreement, JCI's obligations under this agreement expressly exclude any language or provision of the agreement elsewhere contained which may authorize or empower the Purchaser to change, modify, or alter the scope of work or services to be performed by JCI and shall not operate to compel JCI to perform any work relating to Hazards or Biohazards, such as but not limited to Legionella, without JCI's express written consent.
- 2. INVOICE AND PAYMENTS.** Johnson may invoice Purchaser monthly for all materials delivered to the job site or to an off-site storage facility and for all work performed on-site and off-site. Purchaser shall pay Johnson at the time purchaser signs this agreement an advance payment equal to 10% of the contract price, which advance payment shall be credited against the final payment (but not any progress payment) due here in under and purchaser Johnson additional amounts invoiced upon receipt of the invoice. Waivers of lien will agree to pay be furnished upon request, as the work progresses, to the extent payments are received. If Johnson's invoice is not paid within 30 days of its issuance, it is delinquent.
- 3. MATERIALS.** If the materials or equipment included in this proposal become temporarily or permanently unavailable for reasons beyond the control and without the fault of Johnson, then in the case of such temporary unavailability, the time for performance of the work shall be extended to the extent thereof, and in the

case of permanent unavailability, Johnson shall (a) be excused from furnishing said materials or equipment, and (b) be reimbursed for the difference between the cost of the materials or equipment permanently unavailable and the cost of a reasonably available substitute therefore.

- 4. EQUIPMENT WARRANTY.** Johnson Controls, Inc. (JCI) warrants that equipment manufactured or labeled by Johnson Controls, Inc. shall be free from defects in material and workmanship arising from normal usage for a period of one year. Only if JCI installs or furnishes a piece of equipment under this Agreement, and that equipment is covered by a warranty from a manufacturer other than JCI, JCI will transfer the benefits of that manufacturer's warranty to Customer. All transportation charges incurred in connection with the warranty for equipment and/or materials not installed by JCI shall be borne by Customer. These warranties shall not extend to any equipment that has been abused, altered, misused or repaired by Customer or third parties without the supervision of and prior written approval of JCI, or if JCI serial numbers or warranty date decals have been removed or altered. Customer must promptly report any failure of the equipment to JCI in writing.
- 5. LABOR WARRANTY.** Johnson Controls, Inc. (JCI) warrants its workmanship or that of its agents (Technicians) in relation to installation of equipment for a period of ninety (90) days from date of installation. Customer shall bear all labor costs associated with replacement of failed equipment still under JCI's equipment warranty or the original manufacturer's warranty, but outside the terms of this express labor warranty. All warranty labor shall be executed on normal business days during JCI normal business hours. These warranties do not extend to any equipment which has been repaired by others, abused, altered, or misused in any way, or which has not been properly and reasonably maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO THOSE OF MERCHANTABILITY AND FITNESS FOR A SPECIFIC PURPOSE. UNDER NO CIRCUMSTANCES SHALL JCI BE LIABLE FOR ANY SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES ARISING FROM OR RELATING TO ANY DEFECT IN MATERIAL OR WORKMANSHIP OF EQUIPMENT OR THE PERFORMANCE OF SERVICES.
- 6. LIABILITY.** Johnson shall not be liable for any special, indirect, or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement.
- 7. TAXES.** The price of this proposal does not include duties, sales, use, excise, or other taxes, unless required by federal, state, or local law. Purchaser shall pay, in addition to the stated price, all taxes not legally required to be paid by Johnson or, alternatively, shall provide Johnson with acceptable tax exemption certificates. Johnson shall provide purchaser with any tax payment certificate upon request and after completion and acceptance of the work.
- 8. DELAYS.** Johnson shall not be liable for any delay in the performance of the work resulting from or attributed to acts of circumstance beyond Johnson's control, including but not limited to; acts of God, fire, riots, labor disputes, conditions of the premises, acts or omissions of the Purchaser, Owner, or other Contractors or delays caused by suppliers or subcontractors of Johnson, etc.
- 9. COMPLIANCE WITH LAWS.** Johnson shall comply with all applicable federal, state, and local laws and regulations, and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits a permanent nature shall be procured and paid for by the Purchaser.
- 10. PAYMENT.** Customer shall pay all invoices when due in accordance with the payment terms provided for in the Agreement, and such payment is a condition precedent to Johnson Controls' obligation to provide products or perform services under the Agreement. In issuing any purchase order related to or arising out of this proposal and notwithstanding any language to the contrary therein, Customer acknowledges and agrees that any and all Johnson Controls invoices for an amount greater than \$25,000 shall be paid via wire transfer, check or money order, and that Customer shall not make, nor will Johnson Controls accept, payment in excess of \$25,000 in the form of a credit card, debit card, or other similar payment device.
- 11. DISPUTES.** All disputes involving more than \$15,000.00 shall be resolved by arbitration in accordance with the rules of the American Arbitration Association. The prevailing party shall recover all legal costs and attorneys fees incurred as a result. Nothing here shall limit any rights under construction lien laws.
- 12. INSURANCE.** Insurance coverage in excess of Johnson's standard limits will be furnished when requested and required. No credit will be given or premium paid by Johnson for insurance afforded by others.
- 13. INDEMNITY.** The Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorney's fees which may arise in connection with the execution of the work herein specified and which are caused, by the negligent act or omission of the indemnifying Party.
- 14. OCCUPATIONAL SAFETY AND HEALTH.** The Parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of the, Occupational Safety and Health Act relating in any way to the project or project site.
- 15. ENTIRE AGREEMENT.** This proposal, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings.
- 16. CHANGES.** No change or modification of any of the terms and conditions stated herein shall be binding upon JCI unless accepted by JCI in writing.



HVAC/Refrigeration/Boilers/Plumbing C-4, C-20, C-36, C-38 Lic#622065
724 Alfred Nobel Drive Hercules, California 94547
1925 Ingalls Street, San Francisco California 94124
1130 Industrial Avenue, Suite 11 Petaluma, California 94952
Office (510) 724-9088 Fax (510) 724-8240

Proposal

February 10, 2020

Submitted to:

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

Location:

1000 Cabrillo Hwy N.
Half Moon Bay, CA 94019

Attention: Tim Cosetello

E-Mail: timc@samcleanswater.org

Scope of Work: Air Handler #1 Improvements

1. Isolate, secure, lock out utilizes, safe off then remove existing Air Handler #1 by crane and haul off for disposal.
2. Provide and install one 1) York Air Handler Unit, M#XTI-60X66, 460-3-60, 5.0 HP, VFD, galvanized steel, 8,500 CFM, 1,800 RPM, direct drive, external static, MERV 8 - 2" pleated filter, MERV 11 - 12" rigid filter, 100% draw thru design with outside air hood, intake screens, gorilla coating exterior only or equal, set in place by a crane, then secure with seismic spring isolators, metal transition, flexible connector, fasteners, and sealants.
3. Remove and replace steel beams, with galvanized coating with fasteners, brackets, and related hardware.
4. Reconnect electrical/control wiring, done by others.
5. Start up and test for normal operation.

Total Cost:.....**\$90,960.00**

Note: 10-12 week lead time from date of order.

ADD#1: Provide permits and associated fees at cost (**budget \$4,845.00**), if desired please add to above cost, YES___NO___.

ADD#2: Provide mechanical drawings and title 24 documentation, if desired please add **\$3,850.00** to the above cost, YES___NO___.

ADD#3: Provide structural drawings with calculations if desired please add **\$2,150.00** to the above cost, YES___NO___.

DEDUCT #1: Provide above work scope with Carrier M#39M AHU 17W draw thru air handler 460-3-60, 15 HP VFD rated at 8500 CFM with same design, but entire unit will have gorilla coating protection, if desired please deduct **<\$12,897.00>** from above cost, YES___NO___.

Note: 6-8 week lead time from date of order.

All labor and materials provided and installed by City Mechanical, Inc. will have a warranty of one (1) year for materials and for labor. Our proposal is firm for your acceptance for thirty (30) days. Any alterations and/or deviations from proposal will be executed by written order only and will become an extra to the above proposal. Payment for invoices \$10,000.00 and above are net ten (10) days from date of invoice. Payments for invoices under \$10,000.00 are net thirty (30) days from date of invoice. All past due amounts are subject to an interest rate of 1-1/2% per month. If implementation for collection occurs the prevailing party will be entitled to all legal fees.

Exclusions unless stated in above subject:

Over time labor, Existing mechanical conditions, Plumbing fixtures/sprinklers, Electrical wiring/conduit, Life safety wiring and conduit, Concrete coring x-ray/imaging, Carpentry cutting/patching/ painting, Ceiling access/removal/ reinstallation, Ceiling access/removal/ reinstallation, Existing distribution/sealing/cleaning/sanitizing, MEP Engineered drawings/title reports/as-built, permits, Structural drawings/calculations/reinforcements, Permits/associated fees, Any unforeseen items, Asbestos abatement and/or disposal fees, Fire smoke dampers/duct detectors/ etc. VFD's, Motor Starters, Contactors, Breakers, Mechanical Start-up, certified Air Balance, BIM or 3D CAD, Any Controls Not Listed Above, Demolition of exiting equipment, Air Compressor Controls, Additional VAV Controls, Thermo-well Temperature Sensor Installation, Low Voltage Conduit, Title 24 Acceptance documentation, tiling, water proofing, mold repairs,

Thank you for the opportunity to present this proposal.

Best regards,

Russell Will Jr.
Sales/Service
City Mechanical, Inc.

Accepted: _____
P.O. _____
Date: _____

w/swmc-ahli.doc



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

DATE: March 9, 2020

SUBJECT: Construction of Wet Weather Storage Expansion Project

Executive Summary

The purpose of this report is to discuss the updated costs of construction of the Wet Weather Storage Expansion Project and authorize the award of a contract to complete the work.

Fiscal Impact

The total fiscal impact of awarding the construction contract to the apparent low bidder is \$1,298,600. Of this total, \$700,000 was included in the FY 2018-19 budget, along with an additional \$300,000, one-half of the negotiated administrative civil liability that was suspended by the San Francisco Regional Water Quality Control Board (RWQCB) on the condition that SAM proceed with the Wet Weather Storage Expansion Project as an Enhanced Compliance Action; the balance of \$298,600 in additional construction costs will need to be provided by the Member Agencies and affirmed by a mid-year budget adjustment.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan goal 5.4: “*Ensure SAM remains fully compliant with all regulatory requirements.*”

Background and Discussion/Report

On December 9, 2019 the Board approved the design for the Wet Weather Storage Facility Expansion Project and authorized staff to advertise the notice for bids. The notice to bidders was advertised in the Half Moon Bay Review and the Mercury News

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

on December 18, 25, 2019 and January 8, 2020. There was a mandatory pre-bid meeting on Friday, January 10, 2020. Six apparent responsive bids were received and opened on January 31, 2020. The bidders and respective bid amounts are shown in the following table:

Company	Bid Amount
Anderson Pacific Construction	\$1,298,600
Cazadoro Construction	\$1,298,700
Stoloski & Gonzalez	\$1,376,300
Minerva Construction	\$1,397,000
Ranger Pipelines	\$1,536,300
Pacific Underground Construction	\$1,871,920

The project meets the terms of the settlement agreement with the RWQCB. Due to the much higher than anticipated bids received, the question of continuing with construction of the project has been raised. Staff and consultants will present information related to alternatives at the Board meeting and answer questions related to the project.

Staff Recommendation

Staff recommends the Board award the construction contract to Anderson Pacific Construction for the amount of \$1,298,600 and direct the additional \$298,600 be included in an upcoming FY 2019-20 budget adjustment.

Supporting Documents

Attachment A: Bid Results Table

Attachment B: Bid documents from Anderson Pacific

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

Wet Weather Expansion Project
Contractor Bids
1/31/2020

<u>Contractor</u>	<u>Bid Amount</u>
Pacific Underground Construction	\$1,871,920
Ranger Pipelines	\$1,536,300
Stoloski & Gonzalez	\$1,376,300
Cazadoro Construction	\$1,298,700
Anderson Pacific Construction	\$1,298,600
Minerva Construction	\$1,397,000

00 11 13 NOTICE TO BIDDERS

The Sewer Authority Mid-Coastside (the "Authority"), San Mateo County, California will receive sealed Bids from Contractors holding a Class A Contractor's license under the laws of the State of California and that are registered and qualified to perform public work pursuant to Labor Code Section 1725.5 for its WET WEATHER STORAGE FACILITY EXPANSION PROJECT. **Bids will be received by the Authority at its office located at 1000 N. Cabrillo Highway, Half Moon Bay, California 94019, on or before 2:00 P.M., January 31, 2020.** Bids will be publicly opened, examined and declared on that day and hour and referred to and considered by the Board of Directors of the Authority at its next meeting. Bids shall be endorsed on the outside of the sealed envelopes as follows:

SEWER AUTHORITY MID-COASTSIDE
WET WEATHER STORAGE FACILITY EXPANSION PROJECT

By Anderson Pacific Engineering Construction, Inc.

1390 Norman Avenue, Santa Clara CA 95054

Bidder's name and address

Bids shall be submitted on the Bid Form included as Section 00 41 00 in these Contract Documents.

Each Bid shall conform and be responsive to this notice and all other documents comprising the Contract Documents.

Questions related to the Contract Documents should be addressed to the Authority's engineer for this project; Kishen Prathivadi, P.E, PMP, Sewer Authority Mid-Coastside, 1000 N Cabrillo Hwy, Half Moon Bay, CA 94019, (650) 726-0124 (the "Engineer"). Deadline to submit questions is close of business (5:00 pm) on January 24, 2020.

Each Bid shall be accompanied by cash, a certified or cashier's check payable to the Authority, or a satisfactory Bid Bond in favor of the Authority executed by the Bidder as principal and an admitted surety insurer as surety, in an amount not less than 10% of the Bid amount. The cash, check or Bid Bond shall be given as a guarantee that the Bidder, if awarded the Contract, will execute the Contract, in conformity with the Contract Documents. The Bidder's security shall be forfeited to the Authority in case the bidder depositing the same does not, within twenty days after written notice that the contract has been awarded to him/her, enter into a contract with the Authority. The contract shall be accompanied by a payment bond and a faithful performance bond, each in a sum equal to one hundred percent (100%) of the amount so bid, under the provisions of Sections 3247 through 3252, inclusive, of the Civil Code of the State of California.

The work to be performed is located on property owned by the Granada Community Services District, identified as the "Burnham Strip," adjacent to the Authority's Portola Pump Station in El Granada, California. The work includes the installation of a 200,000-gallon passive wet-weather storage system, and associated manholes, piping, and connections in accordance with the Contract Documents.

Pursuant to Section 1720 et seq. and 1770 et seq., of the Labor Code of the State of California, the Contractor and any subcontractors shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. A copy of such prevailing rate of per diem wages is on file in the office of the Authority, to which reference is hereby made for further particulars. The prevailing rate of per diem wages shall be made available to any interested party on request. The Contractor shall post a copy of such determinations at the job site.

This project is subject to labor compliance monitoring and enforcement by the California Department of Industrial Relations.

The Authority reserves the right to reject any or all Bids, and to determine which Bid is the lowest responsive Bid from a responsible Bidder, based upon the arithmetically correct **TOTAL BID PRICE** set forth in the BID SCHEDULE portion of the Bid Form. The Authority also reserves the right to waive any informality in a Bid.

The award of contract shall only be made to a Contractor who possesses a Class A (California Contractor's) license, pursuant to Section 3300 of the Public Contract Code, and who is registered and qualified to perform public work pursuant to Labor Code Section 1725.5.

No Bidder may withdraw his Bid for a period of sixty (60) days after the date set for the opening of Bids.

More than one Bid from an individual, firm, partnership, corporation, or combination thereof under the same or different names will not be considered. Reasonable grounds for believing that any individual, firm, partnership, corporation or combination thereof is interested in more than one Bid for the work contemplated may cause the rejection of all Bids in which such individual, firm, partnership, corporation or combination thereof is interested. If there is reason for believing that collusion exists among the Bidders, any or all Bids may be rejected. Bids in which the prices obviously are unbalanced may be rejected. In particular, bids may be considered nonresponsive and rejected as unbalanced if the Bid Price set forth in the Bid Schedule for Mobilization or Demobilization, or both, exceeds five percent (5%) of the Total Bid Price.

Notice is further given that, pursuant to Section 22300 of the Public Contract Code, the Contractor will be permitted to substitute securities for any monies withheld by the Authority to ensure performance under the Contract. At the request and expense of the Contractor, securities equivalent to the amount withheld shall be deposited with the Authority, or with a California or federally chartered bank as the escrow agent, who shall then pay such monies to the Contractor. Upon satisfactory completion of the Contract, the securities shall be returned to the Contractor. Securities eligible for investment include those listed in Section 16430 of the California Government Code and Section 22300 of

the Public Contract Code. The Contractor shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon.

Nothing in the Contract Documents shall be deemed to prohibit material suppliers or subcontractors from quoting prices to more than one Bidder.

Dated this _____ day of _____, 2020

Sewer Authority Mid-Coastside

By: _____

Title: General Manager

END OF SECTION 00 11 13

00 41 00 BID FORM**ARTICLE 1 - BID SCHEDULE**

The undersigned, as Bidder, declares that he has thoroughly examined all the Contract Documents herein contained, and he proposes and agrees, if this Bid is accepted, that he will Contract with the Authority in the form of the Contract herein contained to provide all the necessary machinery, tools, apparatus and other means of construction to: furnish all materials; provide superintendence, overhead expenses and all labor and expenses of whatever nature necessary; complete the WET WEATHER STORAGE FACILITY EXPANSION PROJECT, in conformance with the Drawings, the Specifications, and the other Contract Documents, or reasonably implied thereby, or as necessary to complete the work in the manner and within the time required by the Contract Documents, and according to the requirements and to the reasonable satisfaction of the Authority; pay all charges of freight, transportation and hauling; to indemnify the Authority against any loss or damage arising from any act of the undersigned as Contractor; and take in full payment therefor the sum set forth in its bid.

BID SCHEDULE

Refer to Section C, paragraph "Award of Contract" for the basis of award.

Item	Qty.	Unit	Bid Item	Unit Price (\$)	Extension (\$)
1	1	LS	Mobilization	-	64,000-
2	1	LS	Topsoil removal and stockpile	-	122,000-
3	1	LS	Sheeting shoring and bracing (pursuant to Labor Code § 6707)	-	9,000-
4	1	LS	Install monolithic precast concrete boxes	-	976,000-
5	140	LF	Install 24-inch diameter PVC sewer pipe	440-	61,600-
6	1	LS	Install 5' diameter manhole	-	22,000-
7	1	LS	Hydrostatic testing of concrete boxes	-	18,000-
8	1	LS	Landscape restoration and hydroseeding	-	20,000-
9	1	LS	Demobilization	-	6,000-
TOTAL BID PRICE:					1,298,600-

P. R. K. 1/31/2020

By my initials here PA, I acknowledge I have received the Addenda listed below:

Addendum No. 1

Addendum No. _____

Addendum No. _____

If this Bid is accepted by the Authority and the Contract is entered into by and between the Authority and the undersigned, the undersigned agrees to so plan the work and prosecute it with such diligence that all of the work shall be completed in the time required by the Contract Documents.

The undersigned further agrees, if this Bid is accepted by the Authority, to sign the Contract and to furnish the required Bonds with satisfactory Surety or Sureties within ten (10) calendar days from the date of the mailing date of the Notice of Award.

Accompanying this Bid is a Bid security (Bid Bond, certified check or cashier's check) for an amount equal to at least ten percent (10%) of the total amount of the Bid. WITNESS MY HAND this January 23rd day of , 2020,

SIGNATURE OF BIDDER, WITH BUSINESS ADDRESS

Peter E. Anderson Peter E. Anderson, President

Anderson Pacific Engineering Construction, Inc.

1390 Norman Avenue, Santa Clara CA 95054

SPECIFICATIONS

WET WEATHER STORAGE FACILITY EXPANSION PROJECT

The undersigned (or the Bidder bound by the undersigned) certifies that it is, at the time of bidding, and shall be, throughout the period of the contract, licensed in accordance with the provisions of Chapter 9, Division 3, of the Business and Professions Code of the State of California, and currently registered and qualified to perform public work pursuant to Labor Code Section 1725.5. In accordance with Public Contract Code Section 20103.5, any Bidder not so licensed shall be subject to all legal penalties imposed by law, including, but not limited to, any appropriate disciplinary action by the Contractor's State License Board.

License No.: 245215 Class: A, B, C-10, HAZPublic Works Registration No. 1000000061

Bidder further certifies that it is skilled and regularly engaged in the general class and type of work called for in the Contract Documents.

The Bidder represents that it is competent, knowledgeable, and has special skills on the nature, extent, and inherent conditions of the work to be performed. Bidder further acknowledges that there may be certain peculiar and inherent conditions existent in the construction of the particular facilities which may create, during the construction program, unusual or peculiar unsafe conditions hazardous to persons and property. Bidder expressly acknowledges that it is aware of such peculiar risks and that it has the skill and experience to foresee and to adopt protective measures to adequately and safely perform the construction work with respect to such hazards.

Sole Proprietor: Name: _____

Business Address: _____

Signature: _____

Partnership: Name: _____

Business Address: _____

By: _____

Title: _____

Corporation/

Limited Liability Co.: Name: Anderson Pacific Engineering Construction, Inc.

Business Address: 1390 Norman Avenue, Santa Clara CA 95054

By:  Title: President

Organized under the laws of the State of California.

ARTICLE 2 - LIST OF PROPOSED SUBCONTRACTORS

The Bidder shall here give a list of his proposed subcontractors pursuant to Section 4101 of the California Public Contract Code. The Bidder shall list only one subcontractor for each portion of the work (as defined by the Bidder for the purpose of listing subcontractors). The information presented below must include the names, business addresses, contractor's license number, and public works contractor registration number of all such subcontractors that will be used in the Work if the bidder is awarded the Contract, each subcontractor's California contractor's license number and a description of the work (including the percentage of the Bid price) to be performed by each. (Attach additional sheets if necessary). Failure to comply with these requirements will render the bid non-responsive and may be grounds for rejection of the bid.

ANDREINI Bros. Inc
Subcontractor

Grading
Description of Work

HALF MOON BAY, CA
Address

License No.: 239322 Class: A Public Works Registration No. 1000007791

Subcontractor

Description of Work

Address

License No.: _____ Class: _____ Public Works Registration No. _____

Subcontractor

Description of Work

Address

License No.: _____ Class: _____ Public Works Registration No. _____

Subcontractor

Description of Work

Address

License No.: _____ Class: _____ Public Works Registration No. _____

ARTICLE 3 - STATEMENT OF EXPERIENCE

Acceptable documentation demonstrating that the Bidder meets the requirements listed in this section shall be included in the bid. Failure to provide this information will render the bid non-responsive and may disqualify the bidder from Contract award.

PRIME CONTRACTOR PRE-QUALIFICATION: All potential bidders shall have been in business a minimum of five (5) years during which time each potential bidder must have performed a minimum of three (3) directly related projects of similar scope, size, and complexity. All potential bidders must list these projects below in the space provided, to be included with each bid (listings on separate sheets is acceptable).

List **at least** three (3) jobs performed as Prime Contractor in the last 5 years that are representative of your company's qualifications to perform the work required by the Contract Documents. Start with the most recent jobs. Be specific when listing "Type of Work Performed." Provide applicable references. Failure to provide this information will render the bid non-responsive and may disqualify the potential bidder from Contract award.

Date of Job	Start: <u>03/2016</u> Complete: <u>01/2017</u>
Project Name	D.A. Porath Facility Wet Weather Retention Basin Project
Job Location:	Santa Cruz, CA
Type of Work Performed:	Construct a new 100,000 gallon watertight passive cast-in-place reinforced concrete sewage retention basin. Additional work included; site clearing, site excavation and stockpiling, shoring and dewatering excavation, preparing subgrade and installing structural bedding system, constructed cast-in-place reinforced concrete, retention basin, constructed a connection manhole, installing a new gravity sewer pipe and connecting it to the existing sewer interceptor, bypassing active sewer lines while connecting the new sewer pipe to the active sewer system, installing a waterproofing and drainage system on top of the reinforced concrete boxes, backfilling excavation, rough grading removing and disposing of excess soil, Restoring paving, final grading, irrigation, site drainage, and landscaping.
Reference: Name and Address:	County of Santa Cruz Marcella Bailey 701 Ocean Street, RM 410 Santa Cruz CA 95060
Reference Phone No.:	831-454-2803

Date of Job	Start: <u>03/2016</u> Complete: <u>07/2017</u>
Project Name	Recycled Water Storage & Distribution Pump Station
Job Location:	Wastonville, CA
Type of Work Performed:	Construction of a partially-buried concrete storage tank, pump station improvements, and all associated work to create completed operable facilities.
Reference: Name and Address:	Pajaro Valley Water Management Agency Mary Bannister 36 Brennan Street Watsonville CA 95078
Reference Phone No.:	831-722-9292

Date of Job	Start: <u>06/2014</u> Complete: <u>04/2016</u>
Project Name	Gavilan College Water Storage Tank, Distribution & Well Improvements
Job Location:	Gilroy, CA
Type of Work Performed:	Construction of two new water storage tanks, tank well improvements. Sitework with water distribution work, Include the following; underground utilities (electrical and fire service) earthwork, AC and concrete paving replacement and repair, landscaping, irrigation replacement and repair.
Reference: Name and Address:	Gavilan Joint Community College District Terry Newmann 5055 Santa Teresa Blvd Gilroy CA 95020
Reference Phone No.:	408-848-4712

ARTICLE 5 - NONCOLLUSION DECLARATION

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

State of California County of Santa Clara

The undersigned declares;

I am the President of Anderson Pacific Engineering Construction, Inc. the party making the foregoing Bid. The Bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Bid is genuine and not collusive or sham. The Bidder has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham Bid, or to refrain from Bidding. The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Bid price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the Bid price, or of that of any other Bidder. All statements contained in the Bid are true. The Bidder has not, directly or indirectly, submitted his or her Bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, Bid depository, or to any member or agent thereof the effectuate a collusive or sham Bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 1/23/20 [date] Santa Clara [city] California [state].

By

Signature

 President
Name and Title of Signatory

Anderson Pacific Engineering Construction, Inc.

Name of Company Submitting Bid

1/23/20
Date

END OF SECTION 00 41 00

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Anderson Pacific Engineering Construction Inc.
1390 Norman Avenue
Santa Clara, CA 95054

OWNER:

(Name, legal status and address)

Sewer Authority Mid-Coastside (SAM)
1000 N. Cabrillo Highway
Half Moon Bay, CA 94019

SURETY:

(Name, legal status and principal place of business)

Liberty Mutual Insurance Company

175 Berkeley Street

Boston, MA 02116

Mailing Address for Notices

255 California Street, Ste 950

San Francisco, CA 94111

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: 10% Ten Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Wet Weather Storage Facility Expansion Project

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 22nd day of January, 2020.


(Witness)

Anderson Pacific Engineering Construction Inc.

(Principal)

(Seal)

By: 
(Title)

Liberty Mutual Insurance Company

(Surety)

(Seal)

By: 
(Title) Patricia S. Arana, Attorney-in-Fact



CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

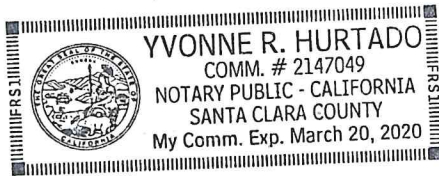
State of California

County of Santa Clara

On 1/27/2020 before me, Yvonne R. Hurtado, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Peter E. Anderson
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



Place Notary Seal and/or Stamp Above

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Signature of Notary Public

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

☐ Corporate Officer – Title(s): _____

☐ Partner – ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian of Conservator

☐ Other: _____

Signer is Representing: _____

Signer's Name: _____

☐ Corporate Officer – Title(s): _____

☐ Partner – ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian of Conservator


☐ Other: _____

Signer is Representing: _____

Civil Code § 1189

State of California)
) ss
County of Los Angeles)

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

 **NOEMI QUIROZ**
Notary Public - California
Los Angeles County
Commission # 2291839
My Comm. Expires Jun 26, 2023

Signature:

e: Noemi Quiroz
Noemi Quiroz, Notary Public

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated. Not valid for mortgage, note, loan, letter of credit, bank deposit, currency rate, interest rate or residual value guarantees. To confirm the validity of this Power of Attorney call 610-832-8240 between 9:00 am and 4:30 pm EST on any business day.



**Liberty
Mutual.**

SURETY

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Patricia S. Arana of the city of San Jose, state of CA its true and lawful attorney-in-fact, with full power and authority hereby conferred to sign, execute and acknowledge the following surety bond:

Principal Name: Anderson Pacific Engineering Construction Inc.

Obligor Name: Sewer Authority Mid-Coastside (SAM)

Surety Bond Number: Bid Bond

Bond Amount: See Bond Form

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 12th day of December, 2018.



The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey

David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA
COUNTY OF MONTGOMERY

ss

On this 12th day of December, 2018, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella

Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company do hereby certify that this power of attorney executed by said Companies is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 22nd day of January, 2020.



By: Renee C. Llewellyn

Renee C. Llewellyn, Assistant Secretary

Sewer Authority Mid-Coastside



WET WEATHER STORAGE FACILITY EXPANSION PROJECT

Addendum 1
January 21, 2020

Addendum 1

- A. **Question:** Please confirm that the Contractor is responsible for the field engineering including construction survey and staking.

Answer: The Contractor is responsible for the field engineering and construction survey and staking. Horizontal and vertical control are provided on the drawing and additional information and support will be provided if necessary.

- B. **Question:** Who is responsible for the cost of the two pre-construction surveys for the California red-legged frog?

Answer: SAM will secure the resources and pay for the survey.

- C. **Question:** Who is responsible for the cost of the qualified biologist?

Answer: SAM will secure the resources and pay for the biologist.

- D. **Question:** Who is responsible for the cost of the Indigenous/American Indian monitor?

Answer: SAM will secure the resources and pay for the monitoring.

- E. **Question:** Regarding the Bid Bond, there doesn't appear to be a formal surety form included in the bid package, is the bid bond to be on the surety's paper? 004100-2 and 004100-3 do not appear to be Bid Bond forms for surety to use.

Answer: Yes, bid bond should be provided on the surety's paper/letterhead.

Questions from pre-bid meeting held January 10, 2020:

- A. **Question:** Does Obispo Road need to remain open through construction?

Answer: Yes. In addition, it is a heavily travelled road by the local residents and San Mateo County Fire Department. Contractor will need to submit a traffic control plan to the County of San Mateo for approval.

- B. **Question:** How to deal with groundwater during construction? Is it allowed to discharge it into the surrounding drainage?

Answer: Well-point system will need to be set up for dewatering. Groundwater extracted needs to be settled before it can be discharged into the adjacent drainage ditch. Groundwater can also be used in hydrostatic testing of the concrete vessels.

- C. **Question:** Where can the Contractor get water during construction?

Answer: For potable water, work with Coastside County Water District to lease a construction meter.

- D. **Question:** Can vehicles be driven over existing concrete vessels?

Answer: Yes, they're designed for H2O loading, but there should be no reason to drive over them and this is highly discouraged. Sufficient staging area is designated just north of the project on Burnham Strip.

End of Addendum 1



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Kishen Prathivadi, General Manager
DATE: March 9, 2020
SUBJECT: Adopt the 2020-21 Capital Improvement Plan

Executive Summary

The purpose of this report is for the Board to discuss and approve the proposed Capital Improvement Plan (CIP) project budget for Fiscal Year 2020-21.

Fiscal Impact

Total fiscal impact for all planned projects for FY 2020-21 is \$2,635,000.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan's Vision: "Complete and fund an infrastructure master plan and make operational and maintenance changes to achieve zero sewer spills within the Coastside area it serves" and Goal 5: Infrastructure, Operations and Maintenance

Background and Discussion/Report

The Capital Improvement Plan (CIP) budget for FY 2020-21 is prepared for inclusion in the upcoming General Budget for FY 2020-21. Staff is developing an updated 5-year Capital Improvement Plan for Board consideration later this calendar year. The CIP expenses for the coming fiscal year were discussed with member agency managers and their feedback and changes have been incorporated. Each individual project will be presented to the Board for authorization prior to initiation of the work.

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	

Staff Recommendation

Staff recommends the Board approve the FY 2020-21 Capital Improvement Plan budget.

Supporting Documents

Attachment A: Proposed Infrastructure Plan for 2020-21

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	

PROPOSED
Sewer Authority Mid-Coastside
FY2020-2021
Capital Improvement Program

YEAR	EXISTING PROJECT NUMBER	LOCATION	CATEGORY	PROJECT	ESTIMATED COST	CATEGORY	Estimate if "Packaged" to Save Money	TOTAL CATEGORY ESTIMATED COST	CATEGORY
2020-21									
		IPS & Pump Stations	Odor/Corrosion Control	Improve Chemical Treatment to Eliminate Issues	\$125,000.00	Build	\$125,000.00	\$1,150,000.00	Design
		WWTP	Odor/Corrosion Control	Evaluate and Implement Headworks Scrubber Improvements	Included Above	Build		\$1,310,000.00	Build
		WWTP	Odor/Corrosion Control	Evaluate and Implement Dewatering Scrubber Needs	FY 18-19 Project	Build		\$175,000.00	Purchase
		WWTP	Headworks	Design Screening System Replacement	\$125,000.00	Design	\$500,000.00		
		WWTP	Primary Treatment	Evaluate WWTP Liquid and Solid Process Needs - Initiate Needed Design	\$200,000.00	Design			
		WWTP	Electrical	Evaluate Electrical and I&C Needs - Initiate Design	\$300,000.00	Design			
		WWTP	Thickening	Install Metal Building for Rotary Drum Thickener	\$125,000.00	Build	\$301,500.00		
		WWTP	Buildings	Replace Flammables Material Storage Building	\$75,000.00	Build			
		WWTP	Buildings	Replace all WWTP Plant Building Ventilators	\$135,000.00	Build			
		WWTP	Digestion	Digester 2 and Holding Tank Cleaning	\$250,000.00	Build	\$950,000.00		
		WWTP	Digestion	Digester 1 & 2, Holding Tank Structural Design	\$200,000.00	Design			
		WWTP	Digestion	Implement Digester #1 Stuctural Repair	\$500,000.00	Build			
	5.1	Administration	Vehicles	Replace Two Vehicles in Fleet	\$75,000.00	Purchase	\$175,000.00		
	15.02	WWTP	Dewatering	Purchase Critical Spare Parts for BFP/Conveyor - Prepare Emergency Plan	\$100,000.00	Purchase			
		Montara PS	Buildings	Repair Access Road and Erosion Control	\$100,000.00	Build	\$376,250.00		
	1.03	IPS	Montara Force Main	Analysis/Initial Design of Upgrade or Replacement	\$200,000.00	Design			
	4.03	Princeton PS	Pump Station	Analysis/Design of Replacement and Bidding Support	\$125,000.00	Design			
				TOTAL	\$2,635,000.00		\$2,427,750.00		
							Budget this Amount		

PROPOSED
Sewer Authority Mid-Coastside
FY2020-2021
Capital Improvement Program

FY2019-2020 Carry Over Projects - Already Budgeted and Funded in FY2019-2020									
	2.01	Montara PS	Electrical	Repair Damaged Exterior Electrical Conduits	\$120,000.00	Build			
	9.03	WWTP	Electrical at Inf. Pumping	Replace Conduit and Wiring to All Pumps	\$110,000.00	Build			
	4.05	Princeton PS	Pumps	Rehabilitate Pump Station Bypass System	\$100,000.00	Build			
	14.03	WWTP	Digestion	Install Stainless Steel Heat Exchanger and Shell	\$55,000.00	Build			
				TOTAL	\$385,000.00				

Projects Budgeted and Currently Underway to Carry Forward if Not Complete									
	1.01	Force Mains	Granada Force Main	Replace Segment 4	\$700,000.00	Build			
	1.02A	Force Mains	Princeton Force Main	Conduct Condition Assessment	\$100,000.00	Study			
	10.02	WWTP	Primary Treatment	Rehabilitate Skimmer Troughs	\$50,000.00	Build			
				TOTAL	\$850,000.00				

Projects Held for Later Date									
		IPS & HMB Lines	Flow Metering	Evaluate and Design System-wide Flow Metering	\$200,000.00	Design			
				TOTAL	\$200,000.00				



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

SUBJECT: **Authorize the General Manager to Execute a Contract with Cropper Accountancy for Performance of the Financial Audit for Financial Year 2018-19**

Executive Summary

The purpose of this action is to authorize the General Manager to execute a contract with Cropper Accountancy for performance of the Financial Audit for financial year 2018-19.

Fiscal Impact

The fiscal impact is \$20,000 and is included in the approved FY2019-20 budget.

Strategic Plan Compliance

The recommendations comply with 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

The audit for FY2017-18 is nearing completion and the auditing firm will be ready to start work on the FY2018-19 audit which is past due. The audit is expected to commence on approximately April 1, 2020 and the audit report is expected to be issued on or before August 15, 2020.

Staff Recommendation

Staff recommends the Board authorize the General Manager to execute a contract with Cropper Accountancy for performance of the financial audit for Fiscal Year 2018-19.

Supporting Documents

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

Attachment A: Proposal from Cropper Accountancy

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

March 4, 2020

Sewer Authority Mid-Coastside
1000 N. Cabrillo Hwy
Half Moon Bay, CA 94019
c/o Kishen Prathivadi

We are pleased to confirm our understanding of the services we are to provide Sewer Authority Mid-Coastside (the Authority) for the year ended June 30, 2019. We will audit the financial statements of the business-type activities and the related notes to the financial statements, which collectively comprise the basic financial statements of Sewer Authority Mid-Coastside as of and for the year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as Management's Discussion and Analysis (MD&A), to supplement Sewer Authority Mid-Coastside's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Sewer Authority Mid-Coastside's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of the Authority's Proportionate Share of Net Pension Liability
- 3) Schedule of the Authority's Contributions

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Sewer Authority Mid-Coastside and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Sewer Authority Mid-Coastside's financial statements. Our report will be addressed to the management and Board of Directors of Sewer Authority Mid-Coastside. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance.

If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Sewer Authority Mid-Coastside is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the

financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Sewer Authority Mid-Coastside's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Sewer Authority Mid-Coastside in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us

with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Authority; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Cropper Accountancy Corporation and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Cropper Accountancy Corporation personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately April 1, 2020 and to issue our reports no later than August 15, 2020. John Cropper is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$20,000 for the audit. If, during the course of the audit, it is determined that additional work outside of the scope of the audit will be required, there will be additional fees associated with that additional work. Any such fees will be discussed with management before any work outside the scope of the audit is completed. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate

our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Sewer Authority Mid-Coastside and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,


CROPPER ACCOUNTANCY CORPORATION
Walnut Creek, California

RESPONSE:

This letter correctly sets forth the understanding of Sewer Authority Mid-Coastside.

Kishen Prathivadi, P.E., PMP



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 March/ 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 28th 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 – January 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 *January 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	0.910	57.5%
Granada CSD	0.324	20.5%
Montara W&SD	<u>0.348</u>	<u>22.0%</u>
Total	1.582	100%

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
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	J. Harvey	H. Rarback	P. Dekker

Administration

There was one Board Meeting in January. There were zero public records request in January 2020. The Half Moon Bay Review had article in the “OPINION” section which mentioned the Sewer Authority on January 1, 2020, and article “Consolidation of districts really means takeover, January 15, 2020. “

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

There were no new hires in the month of January. There was one staff anniversary in January, Carlos Mendez hired on January 7, 2013, 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 or as wet weather flow storage as originally designed.

Operations in January were good over all. While we still had some ragging issues the portable chopper pump on site is helping to staff some relief from the daily ragging issues we were experiencing.

In the beginning of the month we did experience some rag issues again with a bottom sludge transfer pump and then with a press feed pump. Both pumps had to be dismantled to clear the blockages. While time consuming there really is no other way to clear them when they are locked up as they were.

The new blowers are up and running, the representatives from Neuros and Calcon work together to get the programing functional. Currently PG&E has data loggers on the blowers to see what kind of power savings we can expect from the utility.

We ran a test on the detention time at Princeton Pump Station so that we could coordinate the inspection of the force main from that station. We have roughly a two hour time frame, which is a little short to do the work required so we are looking at alternatives for the line assessment.

Mid-month there was a power glitch that caused the RDT to shut down, Calcon and the FKC folks were able to get it going and we only had to waste to the headwork’s for a short time.

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It was a dry month for us which was welcome as wet months can be hectic but we do need some more rain than we are experiencing currently.

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.

Our Lucy 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 January 2020, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 5.51 inches of rain in January. This year the monthly total was not tabulated yet on the climate data web site. (US climate data HMB). What we do know is that January of this year was the driest January on record. Rainfall totals were as follows: 2.72 inches at the treatment plant, 2.43 inches in the GCSD service area, and 2.93 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 January 2020.

- 1/2/2020 – Sludge line was plugged for heat exchanger / recirculation pump. Staff was able to get it cleared.
- 1/3/2020 – Bottom sludge transfer pump plugged, also press feed pump got plugged. Both rag related.
- 1/5/2020 – Worked on Deox analyzer solution bottle.
- 1/6/2020 – Cleaning out BSTP #1 and cleaned press feed pump. Set up chopper pump to feed overflow line for press. Neuros blower experienced a vibration fail alarm.
- 1/7/2020 – Press not wanting to run with feed pump locked out. Calcon had to reprogram press feed pump logic to enable second feed pump to run. Press feed pump is still being torn apart.
- 1/8/2020 – Start Neuros blower
- 1/9/2020 – Found effluent check valve to be stuck causing effluent pumps to run frequently, this can occur during periods of high tides.

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- 1/10/2020 – More Neuros blower programming was going on with Neuros rep and Calcon. Neuros was onsite, replaced a battery and fixed the vibration issue.
- 1/12/2020 – Switched hypo tanks, this is a normal occurrence.
- 1/13/2020 – Repair work on digester #1 drain trap, replaced O-rings and seals.
- 1/14/2020 – Replaced tubing on effluent sampler
- 1/15/2020 – Pen pump was in to take measurement for chopper recirculation pumps.
- 1/16/2020 – Experienced a weird electrical issue with the RDT, had to temporarily waste to the headwork's until it could be corrected.
- 1/17/2020 – Switched over to Neuros blower #2 – wasting excess air to old basins.
- 1/19/2020 – Found grit washer overflowing, flushed out line.
- 1/20/2020 – S.A.M. Holiday – Martin Luther King Jr. day
- 1/21/2020 – Grit washer overflowing at cyclone, found a basket in cyclone causing the issue. PG&E was in to install data loggers on Neuros blower #1, will be on for 1 month to gather data. Belt press had a sensor issue, tracking issue.
- 1/22/2020 – Working on de gassing valves for hypo line. Brian from Flowstar was in to look at tracking issue with outside conveyor.
- 1/23/2020 – Ameresco was in to look at equipment and possible solar areas.
- 1/24/2020 – City inspector was in to look at storm water drains in the plant. For reference all the drains in the plant flow to the headwork's. Influent sampler for the influent died, took the bio assay refrigerator and placed in the influent cabinet. Need to order back up refrigerator.
- 1/25/2020 – Cleaned out ferric line strainers.
- 1/28/2020 – Power washed belt press. We did a shut down on Princeton to see what kind of detention time we have at the station. We have about a two hour detention time. The crew cleaned out some of the grease from the well while it was high.
- 1/29/2020 – More work on the hypo degassing valves.

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1/30/2020 – Used the Vactor to clean out the scum pit area of grease and rags.

1/31/2020 – More work on the degassing valves for hypo system. Continuing to run chopper pump on digester. Have been chopping with portable pump all month on digester transfer.

Other activities are listed below;

There were 7 deliveries (approximately 2,550 gallons) of trucked waste discharged at the SAM plant for a total revenue of \$ 255.00. There were 230 leachate deliveries to the SAM IPS line in the month of January, for a total leachate volume of 1,311,172 gallons.

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

Contract Collection Services

The SAM crew cleaned 29,974 feet of sewer line and responded to 24 service calls in contract service areas. 6 were sewer related and 18 were maintenance service calls. Nineteen of the callouts were during regular business hours, five were after hours. One was in the GCSD service area, three were in the HMB service area, and twenty were in the MWSD service area.

HMB – 1/14 – Todd from the city called and asked if we could assist vactoring out the grinder pump at the Johnston house so the pumps could be pulled.
1/27 – Farris called and asked if we could televise the ocean view park line, there were some offsets noticed. Farris said they would address.
1/30 – a resident called about a gas odor, there was nothing notable when staff arrived, PG & E was onsite also they were unable to detect anything also.

There were no maintenance calls during the month of January.

GCSD – There was one service call in the GCSD service area. On 1/16 - the crew responded to a call that turned out to be a private issue. The crew directed the homeowner to contact a plumber to resolve the issue.

There were no maintenance service calls in GCSD during the month of January.

MWSD – The two sewer related calls in the MWSD area were as follows;

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
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1/13 – Was for a lateral back up, main line was clear, after speaking with Clemens he had us televise the lateral. Upon inspection it was noted that there was a severe offset. Homeowner was notified as was the district. The second call was on 1/18 for a leak in the street, it was determined to be a water leak and the district was notified.

There were 18 maintenance service calls in MWSD area this month, it should be noted that a majority occurred during a power outage.

1/2 – Seal cove #2 had a VFD trip, staff was able to reset and checked for normal operation.

1/4 – Niagara lift station had a station trouble alarm. Staff was able to reset, and check for normal operation.

1/7 – Kanoff Lift station all three pumps had tripped on over current, and PG&E was notified. Station was on generator while issue was resolved.

1/8 – Seal Cove #2 VFD tripped. Checked for normal operation, all ok.

1/9 - Seal Cove #2 and Seal Cove #3. There was a down power line. After power was restored checked for normal operation, all okay.

1/16 there was a series of alarms due to a power outage, Airport power fail. Power returned 1/2 hour later, reset alarms, checked for normal operation. Kanoff, alarm response for power fail, power was back at 9:30, ran pumps, reset equipment, Seal Cove #1, Power restored by arrival, reset equipment checked for normal operation, Seal Cove #2, Power restored by arrival, reset equipment checked for normal operation, Seal Cove #3, Power restored by arrival, reset equipment checked for normal operation, Seal Cove #4, Power restored by arrival, reset equipment checked for normal operation. Moss Beach Distillery, Power restored by time of arrival, reset equipment checked for normal operation, San Pablo, Power restored by time of arrival, reset equipment checked for normal operation, Date Harte, Power restored by time of arrival, reset equipment checked for normal operation, Niagara lift station, Power restored by time of arrival, reset equipment checked for normal operation, Vallemar, Power restored by time of arrival, reset equipment checked for normal operation, generator ran 0.2 hrs, California, Power restored by time of arrival, reset equipment checked for normal operation, generator ran 0.05 hrs.

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The January 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 January 2020.

Staff Recommendation

Staff recommends that the Board receives the Manager's Report for January 2020.

Supporting Documents

Attachment A: Monthly Flow Report January 2020

Attachment B: Monthly NPDES Report January 2020

Attachment C: Collection System Data January 2020

Attachment D: Contract Collection Services Report January 2020

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
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Attachment A

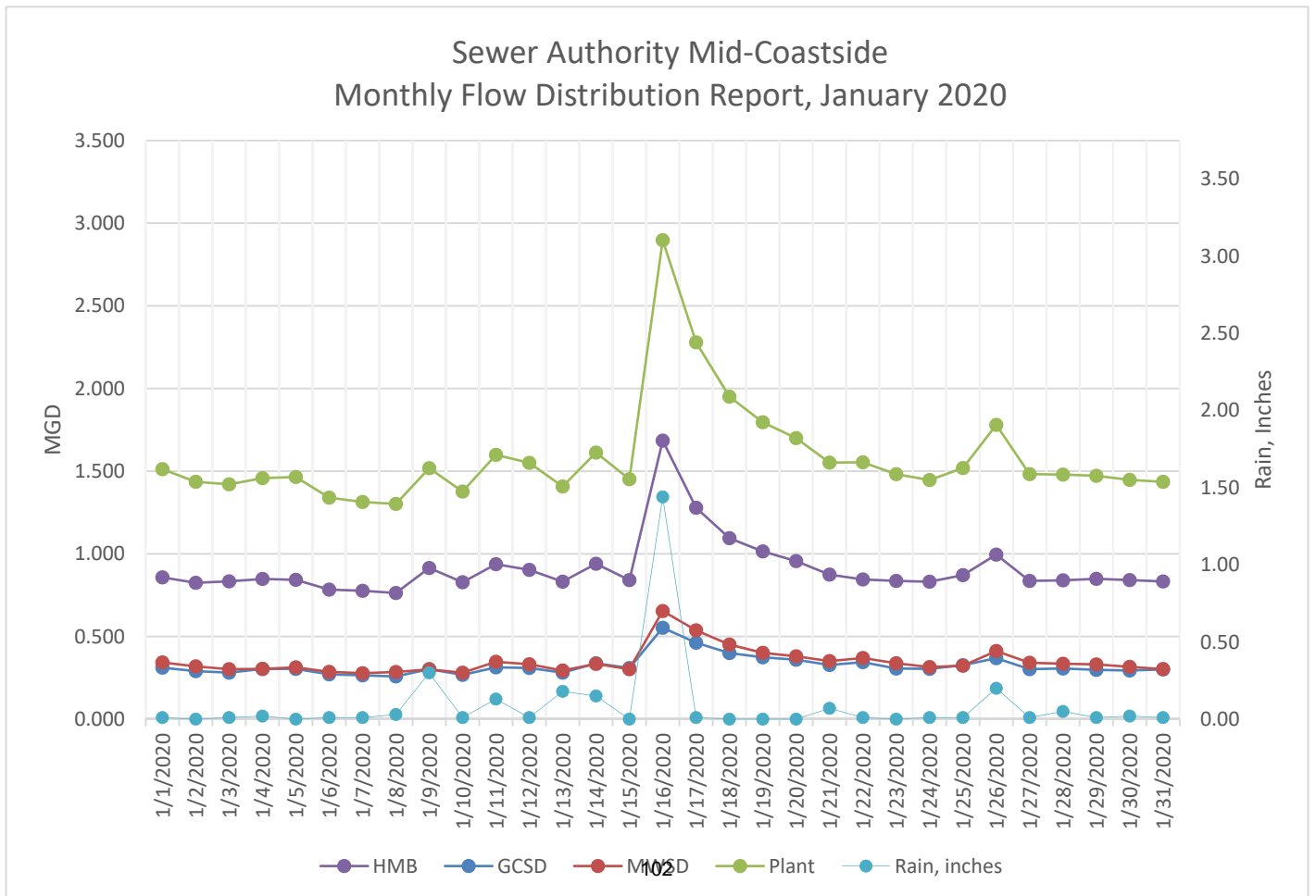
Flow Distribution Report Summary for January 2020

The daily flow report figures for the month of January 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	0.910	57.5%
Granada Community Services District	0.324	20.5%
Montara Water and Sanitary District	<u>0.348</u>	<u>22.0%</u>
Total	1.582	100.0%



Sewer Authority Mid-Coastside

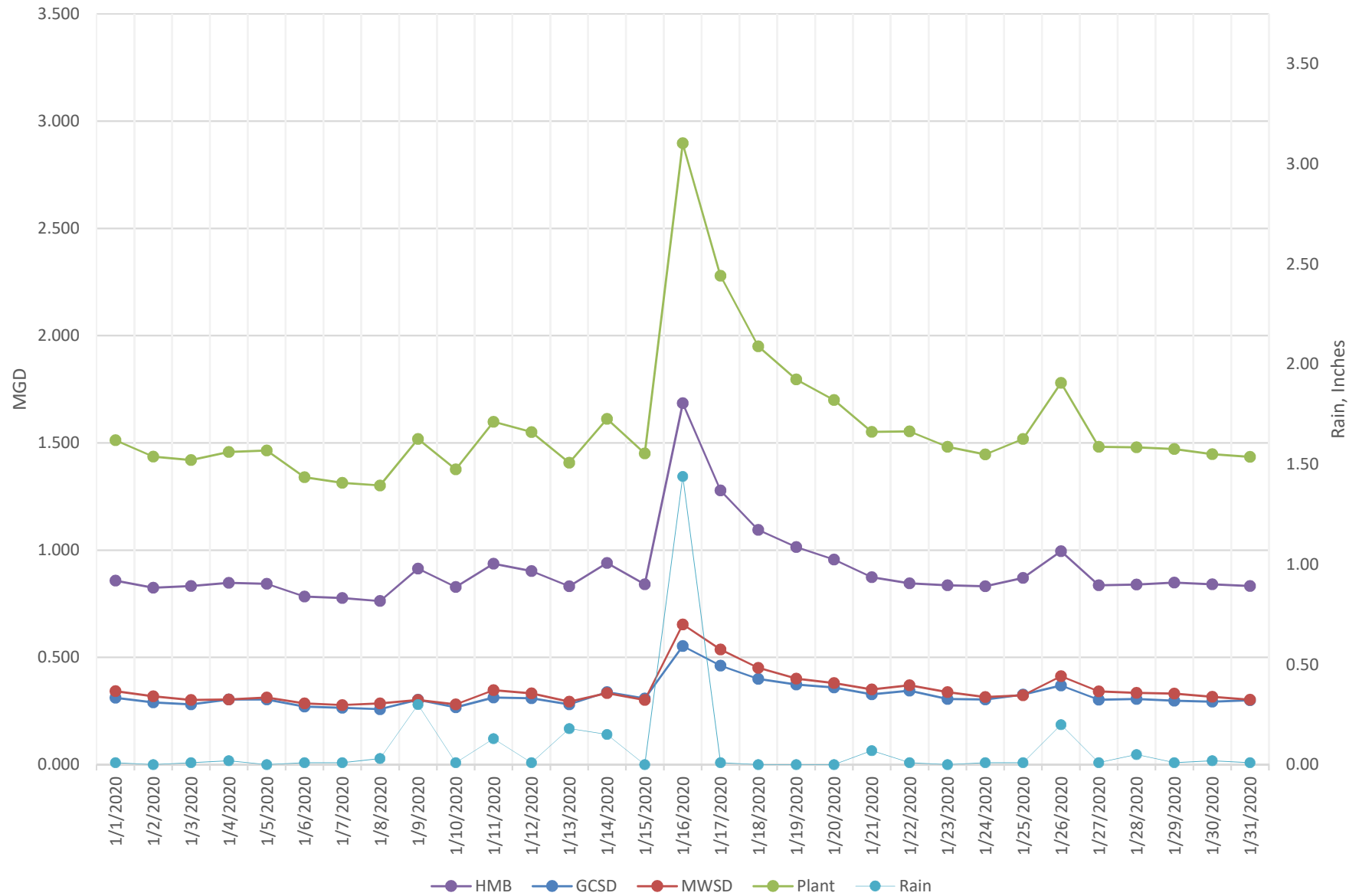
Monthly Flow Distribution Report for January 2020

<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>
1/1/2020	0.857	0.311	0.343	1.512	0.01	0.00	0.00
1/2/2020	0.825	0.290	0.319	1.436	0.00	0.00	0.00
1/3/2020	0.833	0.281	0.302	1.420	0.01	0.00	0.00
1/4/2020	0.848	0.303	0.304	1.458	0.02	0.02	0.04
1/5/2020	0.843	0.304	0.313	1.465	0.00	0.00	0.00
1/6/2020	0.783	0.271	0.286	1.340	0.01	0.00	0.00
1/7/2020	0.776	0.265	0.278	1.313	0.01	0.02	0.03
1/8/2020	0.763	0.258	0.285	1.302	0.03	0.01	0.02
1/9/2020	0.914	0.302	0.301	1.518	0.30	0.37	0.33
1/10/2020	0.828	0.268	0.281	1.377	0.01	0.01	0.00
1/11/2020	0.937	0.313	0.347	1.599	0.13	0.09	0.19
1/12/2020	0.903	0.309	0.332	1.550	0.01	0.01	0.03
1/13/2020	0.832	0.281	0.294	1.407	0.18	0.19	0.30
1/14/2020	0.940	0.338	0.334	1.613	0.15	0.09	0.06
1/15/2020	0.841	0.309	0.302	1.451	0.00	0.00	0.00
1/16/2020	1.685	0.553	0.654	2.897	1.44	1.26	1.32
1/17/2020	1.279	0.462	0.537	2.279	0.01	0.00	0.00
1/18/2020	1.095	0.400	0.451	1.950	0.00	0.00	0.00
1/19/2020	1.015	0.374	0.401	1.796	0.00	0.00	0.00
1/20/2020	0.956	0.359	0.380	1.700	0.00	0.00	0.00
1/21/2020	0.874	0.327	0.351	1.551	0.07	0.11	0.04
1/22/2020	0.845	0.345	0.370	1.554	0.01	0.01	0.01
1/23/2020	0.836	0.306	0.338	1.482	0.00	0.00	0.00
1/24/2020	0.831	0.304	0.315	1.446	0.01	0.00	0.00
1/25/2020	0.871	0.326	0.323	1.519	0.01	0.01	0.02
1/26/2020	0.995	0.369	0.412	1.780	0.20	0.10	0.39
1/27/2020	0.836	0.302	0.341	1.482	0.01	0.00	0.00
1/28/2020	0.839	0.306	0.335	1.479	0.05	0.12	0.14
1/29/2020	0.848	0.298	0.331	1.472	0.01	0.00	0.00
1/30/2020	0.841	0.294	0.316	1.447	0.02	0.01	0.01
1/31/2020	0.833	0.301	0.303	1.435	0.01	0.00	0.00
Totals	28.203	10.031	10.779	49.030	2.72	2.43	2.93

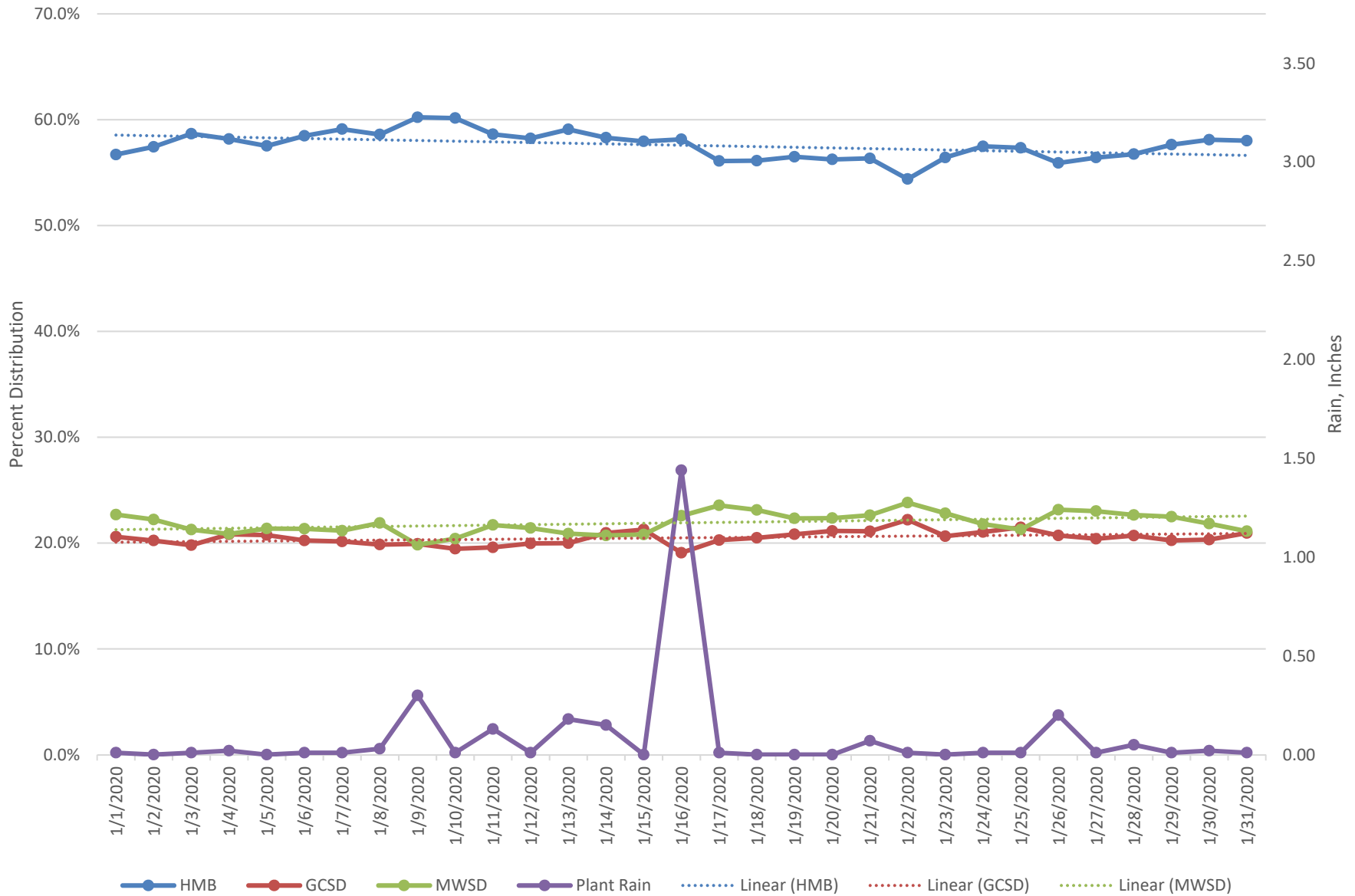
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.763	0.258	0.278	1.302
Average	0.910	0.324	0.348	1.582
Maximum	1.685	0.553	0.654	2.897
Distribution	57.5%	20.5%	22.0%	100.0%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, January 2020

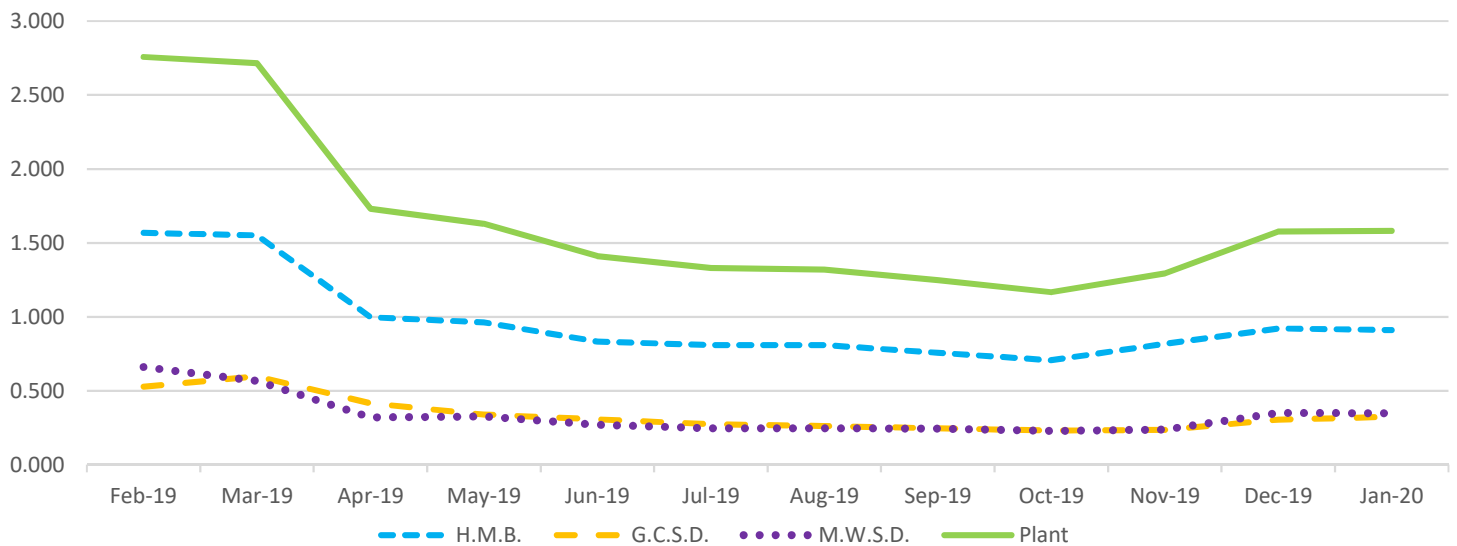


Percent Distribution January 2020

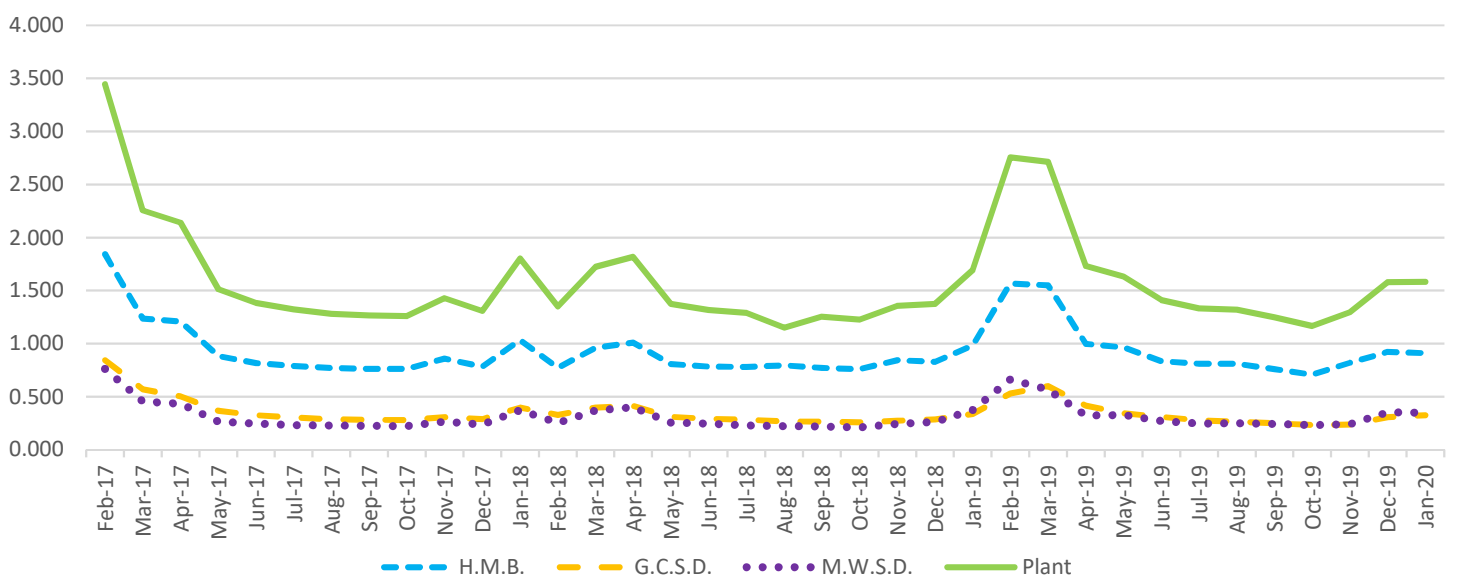


Most recent flow calibration September 2019 PS, September 2019 Plant

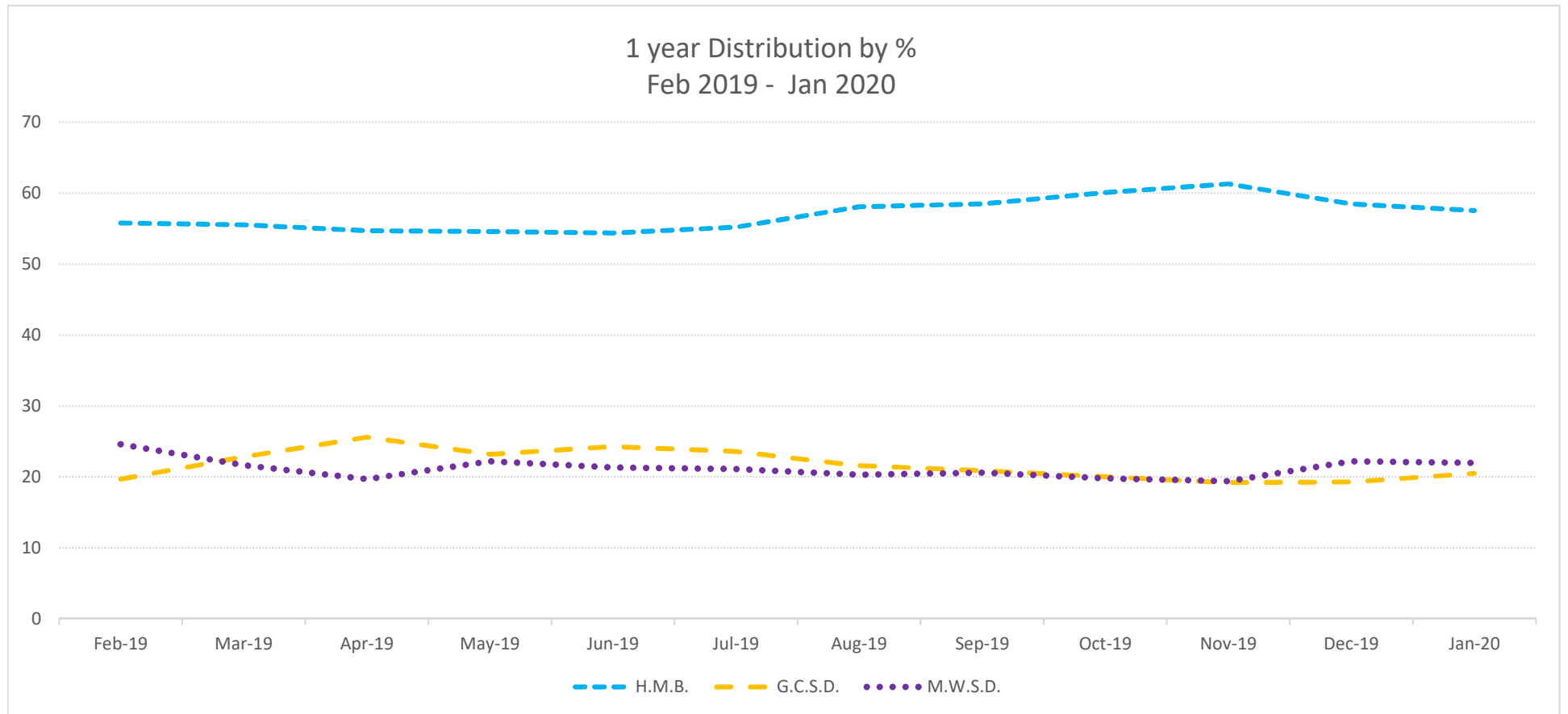
One Year Flow Chgart Feb 2019 - Jan 2020



Three Year Flow Chart Feb 2017 - Jan 2020



Flow based percent distribution based for past year



SAM E-001 January 2020

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
1/1/2020							
1/2/2020							
1/3/2020							
1/4/2020							
1/5/2020							
1/6/2020	378	10.90		97.1%	380	20.0	
1/7/2020	342	17.30		94.9%	420	18.0	
1/8/2020							
1/9/2020							
1/10/2020							
1/11/2020			14.10				19.00
1/12/2020							
1/13/2020							
1/14/2020	282	9.60		96.6%	310	13.0	
1/15/2020	292	9.30		96.8%	280	13.0	
1/16/2020							
1/17/2020							
1/18/2020			9.45				13.00
1/19/2020							
1/20/2020	248	7.66		96.9%	300	17.0	
1/21/2020	260	11.10		95.7%	330	18.0	
1/22/2020							
1/23/2020							
1/24/2020							
1/25/2020			9.38				17.50
1/26/2020							
1/27/2020							
1/28/2020	268	12.80		95.2%	300	14.0	
1/29/2020	294	10.60		96.4%	300	13.0	
1/30/2020							
1/31/2020			11.70				13.50
Count	8	8	4	8	8	8	4
Minimum	248	7.66	9.38	94.9%	280	13.0	13.0
Average	296	11.16	11.16	96.2%	328	15.8	15.8
Maximum	378	17.30	14.10	97.1%	420	20.0	19.0
Percent Removal				85			
5 Sample Median							
High							
Low							
Daily Max							
Weekly Max			45				45
Monthly Average		30				30	

SAM E-001 January 2020

Date	BOD % Removal	Eff Settleeable Matter mg/l		Eff Settleeable Matter Weekly Avg mg/l		Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
1/1/2020								0.00
1/2/2020								0.00
1/3/2020								0.00
1/4/2020								0.00
1/5/2020								0.00
1/6/2020	94.7%		0.5			8.4		0.00
1/7/2020	95.7%		1.0			7.1		0.00
1/8/2020								0.00
1/9/2020								0.00
1/10/2020								0.00
1/11/2020					0.75		7.75	0.00
1/12/2020								0.00
1/13/2020								0.00
1/14/2020	95.8%		0.3			6.60		0.00
1/15/2020	95.4%		0.4			5.80		0.00
1/16/2020								0.00
1/17/2020								0.00
1/18/2020					0.35		6.20	0.00
1/19/2020								0.00
1/20/2020	94.3%	<	0.1			5.80		0.00
1/21/2020	94.5%	<	0.1			6.70		0.00
1/22/2020								0.00
1/23/2020								0.00
1/24/2020								0.00
1/25/2020					0.10		6.25	0.00
1/26/2020								0.00
1/27/2020								0.00
1/28/2020	95.3%		0.1			8.20		0.00
1/29/2020	95.7%		0.3			5.00		0.00
1/30/2020								0.00
1/31/2020					0.20		6.60	0.00
Count	8		8		4	8	4	31
Minimum	94.3%	<	0.1		0.10	5.00	6.20	0.0
Average	95.2%	<	0.35	<	0.35	6.70	6.70	0.0
Maximum	95.8%		1.0		0.8	8.40	7.75	0.0
Percent Removal	85							
5 Sample Median								
High								
Low								
Daily Max						225		4.8
Weekly Max							100	
Monthly Average						75		

SAM E-001 January 2020

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
1/1/2020	0.00		7.10	17.8					6.58	68.8
1/2/2020	0.00		7.17	17.5	<	10			7.20	75.2
1/3/2020	0.00		7.22	17.3					7.08	73.5
1/4/2020	0.00		7.30	17.9			<	10	7.42	78.2
1/5/2020	0.00		7.19	17.5					6.46	67.3
1/6/2020	0.00		7.09	16.9					6.31	64.8
1/7/2020	0.00	34.6	7.19	16.7	<	10			6.97	71.6
1/8/2020	0.00		7.18	17.0					7.44	76.9
1/9/2020	0.00		7.22	17.5					6.73	70.3
1/10/2020	0.00		7.29	16.6					7.31	74.9
1/11/2020	0.00		7.36	17.0			<	10	7.84	83.0
1/12/2020	0.00		7.13	16.5					6.67	68.1
1/13/2020	0.00		7.16	16.4					7.25	74.0
1/14/2020	0.00		7.24	17.1					7.23	74.7
1/15/2020	0.00	55.8	7.24	16.3	<	10			7.35	74.7
1/16/2020	0.00		7.18	16.6					6.93	71.0
1/17/2020	0.00		6.83	14.8					7.50	74.0
1/18/2020	0.00		7.25	16.0			<	10	8.18	82.8
1/19/2020	0.00		7.21	16.5					7.83	80.2
1/20/2020	0.00		7.04	16.6					6.42	65.8
1/21/2020	0.00	30.4	7.16	17.2	<	10			7.85	81.6
1/22/2020	0.00		7.25	17.4					7.24	75.4
1/23/2020	0.00		7.20	17.3					8.19	85.1
1/24/2020	0.00		7.31	17.1					7.75	80.3
1/25/2020	0.00		7.24	17.6			<	10	6.92	72.4
1/26/2020	0.00		7.20	18.0					7.00	73.9
1/27/2020	0.00		7.35	17.2					7.88	81.9
1/28/2020	0.00		7.12	17.4					7.87	81.9
1/29/2020	0.00	47.4	7.24	17.1	<	10			7.83	81.2
1/30/2020	0.00		7.20	17.5					7.50	78.3
1/31/2020	0.00		7.39	17.4			<	10	8.05	84.0
Count	31	4	31	31		5		5	31	31
Minimum	0.00	30.4	6.83	14.8	<	10	<	10	6.31	64.8
Average	0.0	42.1	7.20	17.0	<	10	<	10	7.32	75.7
Maximum	0.00	55.8	7.39	18.0	<	10	<	10	8.19	85.1
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, January 2020

January 2020

		Number of S.S.O.'s			
	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0

12 Month Moving Total

		12 month rolling Number			
	Total	HMB	GCSD	MWSD	SAM
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
Total	2	1	0	0	1
		50%	0%	0%	50%

Reportable SSOs

		Reportable Number of S.S.O.'s			
	Total	HMB	GCSD	MWSD	SAM
January 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			
	Total	HMB	GCSD	MWSD	SAM
January 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%

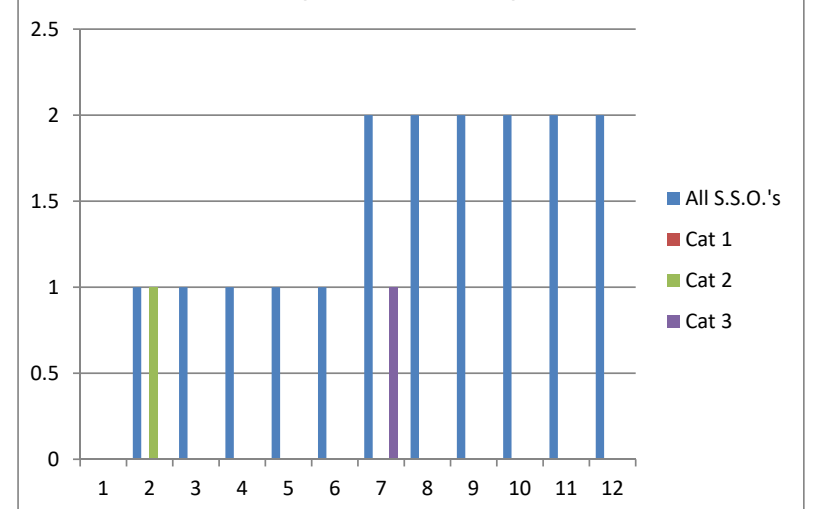
12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Feb - 19	10,374	9,126	11,371	30,871	5.8
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

Annual ft	120,777	188,600	134,386	443,763	
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Annual Mi.	22.9	35.7	25.5		84.0
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12 Month Moving SSO Totals Through Jan 2020



Attachment C

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						69,606	55%
Hot Spot Cleaning	16,500	Linear feet	1,388	934	1,212	2,157	1,785	3,360	791						11,627	70%
Lift Station Inspection - Daily	3,380	Each	286	299	260	286	234	247	273						1,885	56%
Lift Station Inspection - Annually	13	Each	-	-	-	-	-	-	-						-	0%
Maint. Work Orders - Completed	-	Each	290	255	222	178	108	247	273						1,573	-
Maint. Work Orders - Incomplete	-	Each	-	-	-	-	-	-	-						-	-
Manhole Inspection	572	Each	46	64	42	63	50	39	50						354	62%
USA Markings	252	Each	20	11	32	21	13	4	20						121	48%
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						36	-
Customer Service Call - OT	-	Each	1	-	-	4	17	28	3						53	-
SSO Response - Category 1	-	Each	-	-	-	-	-	-	-						-	-
SSO Response - Category 2	-	Each	-	-	-	-	-	-	-						-	-
SSO Response - Category 3	-	Each	-	-	-	-	-	-	-						-	-
Insurance Claims Filed	-	Each	-	-	0	0	0	0	0						-	-

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	-						38,498	42%
Hot Spot Cleaning	9,000	5,391	2,290	644	1,460	-	6,201	6,945						22,931	255%
Lift Station Inspection - Weekly	52	5	5	5	5	5	4	5						34	65%
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						90	-
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-						-	-
Manhole Inspection	844	49	27	35	82	30	40	42						305	36%
USA Markings	852	88	61	60	82	84	90	68						533	63%
F.O.G.	20	-	-	-	-	-	-	-							
Customer Service Call - Reg	-	1	2		1	2	2	2						10	-
Customer Service Call - OT	-	-	1	1	-	1	6	1						10	-
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						112,579	65%
Hot Spot Cleaning	5,400	2,122	1,947	1,827	2,244	986	2,747	2,122						13,995	259%
Lift Station Inspection - Daily	260	22	23	20	22	18	19	21						145	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-						-	0%
Maint. Work Orders - Completed	-	22	16	13	18	18	19	21						127	-
Maint. Work Orders - Incomplete	-	-	-	-	-			-						-	-
Manhole Inspection	879	89	118	101	78	107	93	59						645	73%
USA Markings	372	52	52	50	44	29	29	52						308	83%
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	-						8	-
Customer Service Call - OT	-	2	1	1	3	1	2	1						11	-
SSO Response - Category 1	-	-	-	-	-	-	-	-						-	-
SSO Response - Category 2	-	-	-	-	-	-	-	-						-	-
SSO Response - Category 3	-	-	-	-	-	-	-	-						-	-
Insurance Claims Filed	-	0	0	0	0	0	0	0						-	-



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' 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 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	

FC = Finance Committee

GC = Government Code

MA = Member Agency

BOC = Board Operations Committee