

A G E N D A

SEWER AUTHORITY MID-COASTSIDE

FEBRUARY 25, 1991

**SAM ADMINISTRATION BUILDING
1000 North Cabrillo Highway
Half Moon Bay, CA 94019**

7:30 P.M.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **CONSENT AGENDA**
 - A. Approval of Minutes - January 28, 1991
 - B. Approval of Check Register Nos. 53595 thru 53661

	\$69,642.26
and Payroll	<u>\$58,630.37</u>
Total	\$128,272.63
 - C. Financial Statement
 - D. Flow Report
 - E. NPDES Self-Monitoring Report - Monthly and Annual
4. **PUBLIC COMMENT / ORAL COMMUNICATION**
5. **OLD BUSINESS**
 - A. Plant Expansion
 - B. Solids and Organic Loading at the SAM Plant
 - C. Non-Domestic Wastewater Source Control Program (NDWSCP) Ordinance
6. **NEW BUSINESS**
 - A. Wastewater Reclamation
7. **MANAGERS REPORT**
 - A. Manager's Report
 - B. Manager's Log
8. **DIRECTORS REPORTS**
9. **CLOSED SESSION**
 - A. Potential Litigation - As Authorized by Government Code Section 54956.9 (c)
10. **ADJOURNMENT**

MINUTES

SAM REGULAR BOARD MEETING
JANUARY 28, 1991

Chairman Patterson called the meeting to order at 7:32 PM in the SAM Administration Building.

ROLL CALL: Present: Schuetrum, Okonek, Patridge,
Wall, Briody, Patterson
Absent: None.
Alternate: None.

STAFF PRESENT: Manager Valladao, Legal Counsel Copeland,
Accountant Salera, Recording Secretary Tracy.

CONSENT AGENDA:

Director Okonek requested Item A - Approval of Minutes of December 26, 1990 be held for discussion. Director Briody requested Item B - Approval of Check Register & Payroll be held for discussion.

A motion was made to approve the following items:

C. Financial Statement
D. Flow Report
E. NPDES Self-Monitoring Report
F. Quarterly Collection Report
M/S/C -Wall/Patridge/The motion was unanimously approved.

Item A - Approval of Minutes of December 26, 1990

It was requested that on Page Three, Paragraph 1, Line Five, the following be added after the word, "building". "And only uses 25% of the space for a meeting room.". A motion was made to approve the Minutes of December 26, 1990 as corrected.

M/S/C - Patridge/Wall/The motion was unanimously approved.

Item B - Approval of Check Register & Payroll

After discussions regarding the cost effectiveness of purchasing a new postage machine meter, and payment of 7.25% sales tax to various vendors, a motion was made to approve the check register and payroll for a total amount of \$157,647.57.

M/S/C - Wall/Patridge/The motion was unanimously approved.

PUBLIC COMMENTS /ORAL COMMUNICATIONS

Chairman Patterson asked the public if anyone had comments on any items that were not on the SAM Board Meeting Agenda. Donald Sheardown, of 400 Pilarcitos Avenue, Half Moon Bay, expressed he was curious about what was happening with the re-rating of plant capacity with regards to Solids Loading. Chairman Patterson advised this item was on the agenda and would be discussed later.

OLD BUSINESS

A. Plant Expansion

Manager Valladao reported that Granada Sanitary District is still interested in having SAM undertake an independent engineering study to investigate how the use of low flow fixtures might reduce the cost of plant expansion. A motion was made to have the design engineers be required to consider the lower liquid flows because of the state law which says, in January 1, 1992, that new construction has to have low flush fixtures, and that it be mandatory that the design engineers consider that lower flow in designing the liquid portion of plant expansion.

After discussion, the original motion was restated as follows, "That as part of the plant design, the engineers designing the plant be instructed by the SAM Board to consider the fact that the state laws says that there has to be low flow fixtures as of January 1, 1992, on all new construction." A roll call vote was taken on the motion. M/S/C - Okonek/Schuetrum/Schuetrum, ABSTAIN; Okonek, AYE; Patridge, NO; Wall, NO; Briody NO; Patterson, NO. The motion failed.

B. Solids and Organic Loadings at the SAM Plant

Manager Valladao presented his report and requested the Board's authorization to have John Carollo Engineers proceed with the plant organic and solids handling capability study for a cost of \$13,667. Manager Valladao also requested the Board's authorization to proceed with the hiring of the part-time temporary laboratory technician. After

discussion, a motion was made to authorize John Carollo Engineers to proceed with the scope of work, with the stipulation that SAM staff will get back to the SAM Board with a report regarding the possible reduction of word processing costs and the elimination of the charge for invoices.

M/S/C - Patridge/Briody/The motion was unanimously approved.

After discussion, a motion was made to authorize SAM staff to proceed with the hiring of a part-time temporary laboratory technician.

M/S/C - Okonek/Patridge/The motion was unanimously approved.

C. Purchase of a Pick-Up Truck

Manager Valladao reported that SAM has not received a vehicle price list from the State of California Cooperative Purchasing Program. A comparison report on purchasing a truck through a dealer or the State will be made upon receipt of this list.

NEW BUSINESS

A. Membership in National Public Employer Association

Accountant Salera reported on SAM's membership in the National Public Employer Association as requested by the Board at the December 1990 meeting. After discussion, it was the Board's consensus for SAM to have an associate membership in the National Public Employer Association for a total cost of \$97.50 per year, instead of the active membership cost of \$122.50. SAM staff was directed to do an analysis of the benefits of this membership each year prior to renewal.

B. Sludge Disposal

Manager Valladao reported the future of sludge disposal at the Ox Mountain Landfill is uncertain, he also reported on the county-wide sludge disposal project and alternate sludge disposal methods. After discussion, no action was taken.

C. Computer Upgrade

Manager Valladao requested approval to purchase two Tandy model 3000 computers, to replace two Tandy model 1200 computers. The current model 1200 computers are experiencing problems and the newer model 3000 computers can be obtained at a considerable cost savings. After discussion, a motion was made for SAM staff to do an in-house study to evaluate its overall computer needs.

outside person

M/S/C - Briody/Schuetrum/Schuetrum, AYE; Okonek, NO; Patridge, NO; Wall, AYE; Briody, AYE; Patterson, NO. The motion failed.

After further discussion, a motion was made to authorize SAM staff to purchase two Tandy model 3000 Computers for a total cost of \$3413.10.

M/S/C - Okonek/Patridge/Schuetrum, NO; Okonek, AYE; Patridge, AYE; Wall, AYE; Briody, NO; Patterson, AYE. The motion passed.

D. Pooled Liability & Errors & Omissions Program Renewal

Accountant Salera advised the total cost of renewal for the Pooled Liability & Errors and Omissions (E & O) Insurance Program is \$37,863.00. She advised this cost would be divided by the three member agencies and budgeted for in the 1991/1992 budget. Director Okonek advised that Granada Sanitary District has also been billed for E & O Insurance. Accountant Salera stated she would talk with Granada's attorney regarding possible duplication of billing.

MANAGER'S REPORT

Manager Vallado advised SAM is now in full compliance with AB 2588 (Air Toxics Program). Director Okonek asked if Item 5 of the Manager's Log pertained to the high bacterial count in Princeton Harbor. Manager Valladao advised that this item was regarding a manhole in the County corporation yard.

DIRECTORS REPORTS

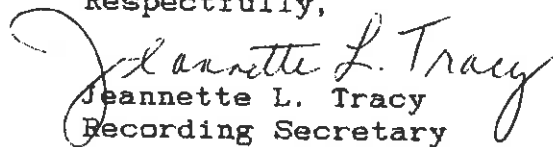
None.

ADJOURNMENT

A motion was made to adjourn the SAM Board Meeting at 9:50 P.M.

M/S/C-Briody/Patridge/The motion was unanimously approved.

Respectfully,


Jeannette L. Tracy
Recording Secretary

Approved By:

SAM BOARD SECRETARY

check
2/25/91

SEWER AUTHORITY MID-COASTSIDE

M E M O R A N D U M

Date: February 19, 1991
To: G.R. VALLADAO
Manager
From: K. SALERA
Accountant
Subj: Disbursements for February 1991

The total cash disbursed for February 1991 is as follows:

Checks disbursed	\$ 69,642.26
Payroll	58,630.37

Total	\$ 128,272.63

The above dollars represent the cash disbursed for the month of February, 1991.

A few items of the check register warrant comment. These are:

Check #	Vendor	Explanation
53614	CASA	Annual Membership
53624	Gierlich-Mitchell	Repair parts for primary clarifier
53661	Wesco Redwood	Plasma Arc Cutter

I believe everything else looks reasonable. If you have any questions or further information you would like to see, please let me know.

ACKNOWLEDGED BY: [Signature] DATE: 2/20/91

For Board of Directors Review

12/19/91

Check Register
01-Sewer Authority Mid-Coastside

Page 1

Check Number	Vendor Number	Payee Name	Not Vend	Check Date	Check Amount
* 53595	CAEMPL	CA EMPLOYMENT DEV. DEPARTMENT		01/22/91	1149.59
* 53596	PERS	CA PUBLIC EMPLOYEES'		01/22/91	4058.10
* 53597	CAEMPL	CA EMPLOYMENT DEV. DEPARTMENT		02/07/91	1119.03
* 53598	DLTDNT	DELTA DENTAL PLAN OF CA.		02/07/91	467.73
* 53599	KSRFND	KAISER FOUNDATION HEALTH		02/07/91	1610.32
* 53600	PERS	CA PUBLIC EMPLOYEES'		02/07/91	4058.10
* 53601	STNDRD	STANDARD INSURANCE COMPANY		02/07/91	1075.42
* 53602	STTNRY	STATIONARY ENGINEERS LOCAL 39		02/07/91	3500.00
53603	ACCNTR	A.C. Control Services		02/19/91	310.43
53604	ADP	AUTOMATIC DATA PROCESSING WEST		02/19/91	208.36
53605	ALVSR	ALVES PETROLEUM		02/19/91	657.23
53606	AMDRNB	ANDREINI BROTHERS, INC		02/19/91	137.50
53607	ARTXSV	ARATEX SERVICES		02/19/91	663.34
53608	BKRJDA	BAKER, J.D. AND ASSOCIATES		02/19/91	535.50
53609	BRDY,J	BRIODY, JOAN		02/19/91	50.00
53610	BRNSTD	BARNSTEAD THERMOLYNE		02/19/91	101.09
53611	BRRMNN	R.E. BORRMANN'S STEEL CO.		02/19/91	37.90
53612	BRWNGG	BROWNING FERRIS INDUSTRIES		02/19/91	7785.61
53613	BRWNWD	BROWN AND WOOD		02/19/91	623.81
53614	CASA	CA ASSOC. OF SANITATION AGENCY		02/19/91	1757.37
53615	CMMNSW	CUMMINS WEST, INC.		02/19/91	59.12
53616	CPLN,J	COPELAND, JAMES L. ESQ.		02/19/91	213.83
53617	CSTSDC	COASTSIDE COUNTY WATER DIST.		02/19/91	219.25
53618	CTZNSU	CITIZENS UTILITIES COMPANY OF		02/19/91	51.22
53619	DYTMRS	DAYTIMERS, INC.		02/19/91	29.98
53620	EGGLSN	EGGLESON ELECTRIC		02/19/91	1240.74

Check Number	Vendor Number	Payee Name	Not Vend	Check Date	Check Amount
53621	FRNKGR	FRANK GROVES COMPANY		02/19/91	43.79
53622	FSHRSC	FISHER SCIENTIFIC		02/19/91	516.81
53623	GLBLCM	GLOBAL COMPUTER SUPPLIES		02/19/91	82.59
53624	GRLCHM	GIERLICH - MITCHELL, INC.		02/19/91	3732.16
53625	GRNGRW	GRAINGER, W.W. INC.		02/19/91	213.64
53626	HFFMYR	HOFFMEYER CORPORATION		02/19/91	12.04
53627	HMBALR	HALF MOON BAY ALARM		02/19/91	100.00
53628	HMBRVW	HALF MOON BAY REVIEW		02/19/91	68.40
53629	HRRNGT	HARRINGTON INDUSTRIAL PLASTICS		02/19/91	263.09
53630	JNSCHM	JONES CHEMICALS, INC.		02/19/91	4218.16
53631	JNSHWR	HOWARD JONES BATTERIES		02/19/91	45.33
53632	JNSNIN	JENSEN INSTRUMENT COMPANY		02/19/91	206.69
53633	LBSFTY	LAB SAFETY SUPPLY		02/19/91	582.60
53634	MNYTLK	MONEYTALK PUBLISHING, INC.		02/19/91	16.00
53635	MSMINC	MAINTANCE SUPPLIES & MKTG, INC		02/19/91	181.16
53636	NPELRA	NATIONAL PUBLIC EMPLOYER		02/19/91	195.00
53637	OCNSHR	OCEAN SHORE COMPANY		02/19/91	849.69
53638	OFFCCL	OFFICE CLUB		02/19/91	198.72
53639	OHRPE	O'HAIR, P.E. AND COMPANY		02/19/91	48.96
53640	OKNK,B	OKONEK, BONNIE A.		02/19/91	50.00
53641	ORRKAS	O'ROURKE ASSOCIATES		02/19/91	242.37
53642	PCFCBL	PACIFIC BELL		02/19/91	778.21
53643	PG&E	PACIFIC GAS AND ELECTRIC		02/19/91	16052.14
53644	PGNTPG	PAGENET PAGING NETWORK, INC.		02/19/91	119.90
53645	PLLWJH	PILLOW, J.H. ASSOCIATES, INC.		02/19/91	1251.90
53646	PNNSLP	PENINSULA PUMP & EQUIPMENT		02/19/91	1412.60

Check Nu. Ser	:Vendor :Number	:Payee Name :	:Not Vend:	:Check Date:	:Check Amount
53647	PTRD,N	PATRIDGE, NAOMI		02/19/91	50.00
53648	PTRSNP	PETERSON		02/19/91	93.90
53649	PTTR,L	PATTERSON, LARRY		02/19/91	50.00
53650	RPDFRM	RAPID FORMS		02/19/91	248.40
53651	SHRCRP	SHARE CORPORATION		02/19/91	108.09
53652	SHRMNI	ISCO INC.		02/19/91	1770.85
53653	SHTR,V	SCHUETRUM, VIOLA		02/19/91	50.00
53654	SPRJNT	SUPER JANITORIAL SERVICE		02/19/91	345.00
53655	SQANLY	SEQUOIA ANALYTICAL LABORATORY		02/19/91	756.70
53656	STCTHR	ST. CATHERINE HOSPITAL ON HALF		02/19/91	50.00
53657	STRWFL	STRAWFLOWER ELECTRONICS		02/19/91	71.84
558	THMSAS	THOMAS AND ASSOCIATES		02/19/91	226.48
53659	THMSFS	THOMAS FISH COMPANY		02/19/91	100.80
53660	WALL,L	LOU WALL		02/19/91	50.00
53661	WSCRDW	WESCO REDWOOD, INC.		02/19/91	2467.68
				Grand Total	=====
					69642.26

* Check has been mailed.

Packet
2/25/91

SEWER AUTHORITY MID-COASTSIDE

M E M O R A N D U M

Date: February 19, 1991
To: G.R. VALLADAO
Manager
From: K. SALERA
Accountant
Subj: MONTHLY FINANCIAL STATEMENTS

The January 1991 financial statement package includes the Balance Sheet and Income Statement. In addition there is an operations budget analysis which compares the budget to actual, for current month and year to date, with the addition of capital expenditures (which are included in the budget expense figures).

Analyzing the financial statements for January shows that we are under budget in each department. Administration is under primarily due to payroll, which has been budgeted straight-line for the year but is not necessarily how the costs are incurred, and professional services, as we have not as yet incurred legal fees anticipated. Treatment is under primarily due to payroll which, as administration, has been budgeted straight-line for the year; contractual services, mostly inspections, and utilities/electricity are low due to booking costs on a cash basis except at year-end when accruals are made. Collection is under primarily due to payroll which, as for treatment, has been budgeted straight-line for the year.

The effective yield for LAIF interest for the month of January was 8.164%. In terms of dollars that would be approximately \$3,143.14 earned in interest on \$462,000.00.

If you have any questions or further information you would like to see, please let me know.

ACKNOWLEDGED BY: *J. R. [Signature]*

DATE: 2/20/91

For Board of Directors Review

SEWER AUTHORITY MID-COASTSIDE
Balance Sheet
For 7 months ended January 31, 1991

Current Month

Y.T.D. Actual

CURRENT ASSETS

Cash	(2,714.97)	242,738.05
Investments	0.00	462,000.00
Accounts Receivable - Net	1,048.34	0.00
Deposits	(1,000.00)	(920.00)
Prepaid Expenses	24,111.42	42,918.09
Other Current Assets	0.00	0.00

TOTAL CURRENT ASSETS

21,444.79	746,736.14
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Property, Plant & Equipment-Net	2,473.20	15,048,103.38
Projects in Progress	0.00	265,380.88

TOTAL ASSETS

23,917.99	16,060,220.40
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CURRENT LIABILITIES

Accounts Payable	0.00	0.00
Accrued Compensation & Benefits	(2,042.26)	76,029.55
Due to Member Agencies	0.00	0.00
Short Term Debt	0.00	262,500.00

TOTAL CURRENT LIABILITIES

(2,042.26)	338,529.55
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FUND EQUITY

Contributed Capital:		
Government Grants	0.00	14,936,275.00
Less Accumulated Amortization	0.00	4,115,303.76

0.00	10,820,971.24
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Agency Contributions	0.00	3,950,974.58
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Total Contributed Capital	0.00	14,771,945.82
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Reserves		
Designated Funds	3,916.66	87,277.36
Prior Period Adjustments	0.00	(170.65)
Retained Earnings	0.00	712,407.58
Current Year Net Profit or (Loss)	22,043.59	150,230.74

TOTAL FUND EQUITY

25,960.25	15,721,690.85
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23,917.99	16,060,220.40
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SEWER AUTHORITY MID-COASTSIDE
Income Statement
For 7 months ended January 31, 1991

	Current Month	Y.T.D. Actual	Y.T.D. Budget	Over/(Under) Budget
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OPERATING REVENUES				
Operating Fund	117,317.67	821,223.69	821,223.61	0.08
Collection Fund	22,559.67	157,911.77	157,917.65	(5.88)
Project Fund	0.00	0.00	0.00	0.00
TOTAL OPERATING REVENUE	139,877.34	979,135.46	979,141.26	(5.80)
OPERATING EXPENSES				
Administrative	16,013.95	125,117.30	150,027.10	(24,909.80)
Treatment	86,973.95	592,066.35	623,991.22	(31,924.87)
Industrial Waste	5,790.73	41,043.71	44,406.08	(3,362.37)
Collection	19,908.72	137,084.90	153,970.58	(16,885.68)
TOTAL OPERATING EXPENSES	128,687.35	895,312.26	972,394.98	(77,082.72)
OPERATING INCOME OR (LOSS)	11,189.99	83,823.20	6,746.28	77,076.92
Non-operating Revenue	335.50	41,674.04	0.00	41,674.04
Interest & Other Income	10,518.10	24,733.50	0.00	24,733.50
NET INCOME OR (LOSS)	22,043.59	150,230.74	6,746.28	143,484.46
	=====	=====	=====	=====

ADMINISTRATION BUDGET ANALYSIS
FISCAL YEAR 1990-1991
For 7 Months Ended January 31, 1991

ACCT #	ACCOUNT DESCRIPTION	CURRENT MONTH EXPENSE	CURRENT MONTH FIXED ASSET	CURRENT MONTH TOTAL	CURRENT MONTH BUDGET	OVER/ (UNDER) BUDGET	YEAR TO DATE EXPENSES	YEAR TO DATE FIXED ASSET	YEAR TO DATE TOTAL	YEAR TO DATE BUDGET	OVER/ (UNDER) BUDGET
501	DIRECTORS FEES	\$300		\$300	\$358	(\$58)	\$1,750		\$1,750	\$2,508	(\$758)
502	ENROLL	\$10,904		\$10,904	\$12,335	(\$1,431)	\$82,399		\$82,399	\$86,345	(\$3,946)
503	PERSONNEL EXPENSES	\$50		\$50	\$67	(\$17)	\$452		\$452	\$467	(\$15)
504	PROFESSIONAL SERVICES	\$659		\$659	\$2,792	(\$2,133)	\$9,991		\$9,991	\$19,542	(\$9,550)
505	CONFIDENTIAL SERVICES	\$345		\$345	\$458	(\$113)	\$2,415		\$2,415	\$3,208	(\$793)
506	MEMBERSHIPS & DUES	(\$235)		(\$235)	\$225	(\$460)	\$140		\$140	\$1,575	(\$1,435)
507	PRINTING & PUBLICATIONS	\$55		\$55	\$167	(\$112)	\$963		\$963	\$1,167	(\$203)
508	SKILLS IMPROVEMENT	\$0		\$0	\$71	(\$71)	\$35		\$35	\$496	(\$461)
509	MEETINGS & TRAVEL	\$0		\$0	\$333	(\$333)	\$112		\$112	\$2,333	(\$2,221)
510	SAFETY PROGRAM	\$0		\$0		\$0	\$0		\$0		\$0
511	OFFICE EXPENSES	\$331		\$331	\$1,042	(\$710)	\$3,337		\$3,337	\$7,292	(\$3,954)
512	INSURANCE EXPENSES	\$2,385		\$2,385	\$2,934	(\$549)	\$20,190		\$20,190	\$20,539	(\$349)
514	RENTS/LEASES/CONTRACTS	\$0		\$0	\$238	(\$238)	\$2,426		\$2,426	\$1,668	\$758
515	FUELS & LUBRICANTS	\$1,103		\$1,103		\$1,103	\$0		\$0		\$0
516	OPERATING EXPENSES	\$0		\$0		\$0	\$0		\$0		\$0
518	REPAIRS & MAINTENANCE	\$0		\$0	\$63	(\$63)	\$185		\$185	\$438	(\$253)
520	SMALL TOOLS	\$0		\$0		\$0	\$0		\$0		\$0
521	COMPUTER EXPENSES	\$35		\$35	\$267	(\$232)	\$371		\$371	\$1,867	(\$1,496)
522	SALES TAX/FREIGHT EXPENSE	\$82		\$82	\$83	(\$1)	\$341		\$341	\$583	(\$242)
523	SERVICE/BANK CHARGES	\$0		\$0		\$0	\$9		\$9		\$9
524	INTEREST EXPENSES	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0
	PLANT EXPANSION		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
	TOTAL	\$16,014	\$0	\$16,014	\$21,432	(\$5,418)	\$125,117	\$0	\$125,117	\$150,027	(\$24,910)

TREATMENT BUDGET ANALYSIS
FISCAL YEAR 1990-1991
 For 7 Months Ended January 31, 1991

ACCT #	ACCOUNT DESCRIPTION	CURRENT MONTH EXPENSE	CURRENT MONTH FIXED ASSET	CURRENT MONTH TOTAL	CURRENT MONTH BUDGET	OVER/ (UNDER) BUDGET	YEAR TO DATE EXPENSES	YEAR TO DATE FIXED ASSET	YEAR TO DATE TOTAL	YEAR TO DATE BUDGET	OVER/ (UNDER) BUDGET
502	PAWROLL	\$44,691		\$44,691	\$43,367	\$1,324	\$290,670		\$290,670	\$303,567	(\$12,897)
503	PERSONNEL EXPENSES	\$0		\$0	\$17	(\$17)	\$0		\$0	\$117	(\$117)
504	PROFESSIONAL SERVICES	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0
505	CONTRACTUAL SERVICES	\$9,179		\$9,179	\$8,758	\$421	\$58,485		\$58,485	\$61,308	(\$2,824)
506	MEMBERSHIPS & DUES	\$80		\$80	\$0	\$80	\$162		\$162	\$0	\$162
507	PRINTING & PUBLICATIONS	\$0		\$0	\$0	\$0	\$420		\$420	\$0	\$420
508	SKILLS IMPROVEMENT	\$40		\$40	\$167	(\$127)	\$395		\$395	\$1,167	(\$772)
509	MEETINGS & TRAVEL	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0
510	SAFETY PROGRAM	\$381		\$381	\$300	\$81	\$2,268		\$2,268	\$2,100	\$168
511	OFFICE EXPENSES	\$30		\$30	\$0	\$30	\$34		\$34	\$0	\$34
512	INSURANCE EXPENSES	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0
513	UTILITIES	\$17,065		\$17,065	\$19,808	(\$2,743)	\$122,458		\$122,458	\$138,658	(\$16,200)
514	RENTS/LEASES/CONTRACTS	\$186		\$186	\$612	(\$427)	\$2,361		\$2,361	\$4,287	(\$1,926)
515	FUELS & LUBRICANTS	\$130		\$130	\$317	(\$186)	\$3,248		\$3,248	\$2,217	\$1,031
516	OPERATING EXPENSES	\$7,587		\$7,587	\$7,558	\$29	\$55,843		\$55,843	\$52,908	\$2,935
517	LABORATORY SUPPLIES	\$1,785	\$1,651	\$3,435	\$1,408	\$2,027	\$7,173	\$5,425	\$12,598	\$9,858	\$2,740
518	REPAIRS & MAINTENANCE	\$4,288	\$3,580	\$7,869	\$7,375	\$494	\$38,413	\$23,214	\$61,627	\$51,625	\$10,002
520	SMALL TOOLS	\$123	\$823	\$946	\$279	\$666	\$220	\$823	\$1,043	\$1,954	(\$911)
521	COMPUTER EXPENSES	\$152		\$152	\$458	(\$307)	\$512		\$512	\$3,208	(\$2,697)
522	SALES TAX/FREIGHT EXPENSE	\$1,258		\$1,258	\$1,333	(\$76)	\$9,404		\$9,404	\$9,333	\$71
523	SERVICE/BANK CHARGES	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0
	SPECIAL CAPITAL PURCHASES		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
	TOTAL	\$86,974	\$6,054	\$93,027	\$91,753	\$1,269	\$592,066	\$29,461	\$621,528	\$642,307	(\$20,780)

INDUSTRIAL WASTE BUDGET ANALYSIS
FISCAL YEAR 1990-1991
 For 7 Months Ended January 31, 1991

ACCT #	ACCOUNT DESCRIPTION	CURRENT MONTH EXPENSE	CURRENT MONTH FIXED ASSET	CURRENT MONTH TOTAL	CURRENT MONTH BUDGET	OVER/ (UNDER) BUDGET	YEAR TO DATE EXPENSES	YEAR TO DATE FIXED ASSET	YEAR TO DATE TOTAL	YEAR TO DATE BUDGET	OVER/ (UNDER) BUDGET
502	PAYROLL	\$5,791		\$5,791	\$5,948	(\$157)	\$41,041		\$41,041	\$41,635	(\$595)
503	PERSONNEL EXPENSES	\$0		\$0		\$0	\$0		\$0		\$0
504	PROFESSIONAL SERVICES	\$0		\$0		\$0	\$0		\$0		\$0
505	CONTRACTUAL SERVICES	\$0		\$0	\$129	(\$129)	\$0		\$0	\$904	(\$904)
506	MEMBERSHIPS & DUES	\$0		\$0	\$4	(\$4)	\$0		\$0	\$29	(\$29)
507	PRINTING & PUBLICATIONS	\$0		\$0	\$83	(\$83)	\$3		\$3	\$583	(\$580)
508	SKILLS IMPROVEMENT	\$0		\$0	\$17	(\$17)	\$0		\$0	\$117	(\$117)
509	MEETINGS & TRAVEL	\$0		\$0	\$8	(\$8)	\$0		\$0	\$58	(\$58)
510	SAFETY PROGRAM	\$0		\$0		\$0	\$0		\$0	\$0	\$0
511	OFFICE EXPENSES	\$0		\$0		\$0	\$0		\$0	\$0	\$0
512	INSURANCE EXPENSES	\$0		\$0		\$0	\$0		\$0		\$0
513	UTILITIES	\$0		\$0		\$0	\$0		\$0	\$0	\$0
514	RENTS/LEASES/CONTRACTS	\$0		\$0		\$0	\$0		\$0	\$0	\$0
515	FUELS & LUBRICANTS	\$0		\$0		\$0	\$0		\$0	\$0	\$0
516	OPERATING EXPENSES	\$0		\$0		\$0	\$0		\$0	\$0	\$0
517	L. FACTORY SUPPLIES	\$0		\$0	\$92	(\$92)	\$0		\$0	\$642	(\$642)
518	REPAIRS & MAINTENANCE	\$0		\$0	\$21	(\$21)	\$0		\$0	\$146	(\$146)
520	SMALL TOOLS	\$0		\$0		\$0	\$0		\$0	\$0	\$0
521	COMPUTER EXPENSES	\$0		\$0		\$0	\$0		\$0	\$0	\$0
522	SALES TAX/FREIGHT EXPENSE	\$0		\$0	\$42	(\$42)	\$0		\$0	\$292	(\$292)
523	SERVICE/BANK CHARGES	\$0		\$0		\$0	\$0		\$0		\$0
	SPECIAL CAPITAL PURCHASES		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
	TOTAL	\$5,791	\$0	\$5,791	\$6,344	(\$553)	\$41,044	\$0	\$41,044	\$44,406	(\$3,362)

COLLECTION BUDGET ANALYSIS
FISCAL YEAR 1990-1991
For 7 Months Ended January 31, 1991

ACCT #	ACCOUNT DESCRIPTION	CURRENT MONTH EXPENSE	CURRENT MONTH FIXED ASSET	CURRENT MONTH TOTAL	CURRENT MONTH BUDGET	OVER/ (UNDER) BUDGET	YEAR TO DATE EXPENSES	YEAR TO DATE FIXED ASSET	YEAR TO DATE TOTAL	YEAR TO DATE BUDGET	OVER/ (UNDER) BUDGET
502	PAYROLL	\$17,593		\$17,593	\$18,149	(\$556)	\$116,235		\$116,235	\$127,041	(\$10,806)
503	PERSONNEL EXPENSES	\$0		\$0		\$0	\$0		\$0		\$0
504	PROFESSIONAL SERVICES	\$0		\$0		\$0	\$0		\$0		\$0
505	CONTRACTUAL SERVICES	\$151		\$151	\$539	(\$388)	\$879		\$879	\$3,771	(\$2,892)
506	MEMBERSHIPS & DUES	\$0		\$0	\$8	(\$8)	\$28		\$28	\$58	(\$30)
507	PRINTING & PUBLICATIONS	\$0		\$0	\$8	(\$8)	\$0		\$0	\$58	(\$58)
508	SKILLS IMPROVEMENT	\$0		\$0	\$50	(\$50)	\$40		\$40	\$350	(\$310)
509	MEETINGS & TRAVEL	\$0		\$0	\$8	(\$8)	\$0		\$0	\$58	(\$58)
510	SAFETY PROGRAM	\$0		\$0	\$140	(\$140)	\$418		\$418	\$980	(\$562)
511	OFFICE EXPENSES	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0
512	INSURANCE EXPENSES	\$1,026		\$1,026	\$1,645	(\$619)	\$10,718		\$10,718	\$11,518	(\$800)
513	UTILITIES	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0
514	RENTS/LEASES/CONTRACTS	\$34		\$34	\$113	(\$78)	\$414		\$414	\$788	(\$374)
515	FUELS & LUBRICANTS	\$314		\$314	\$224	\$90	\$1,786		\$1,786	\$1,569	\$217
516	CHEWING EXPENSES	\$489		\$489	\$351	\$139	\$863		\$863	\$2,456	(\$1,592)
517	LABORATORY SUPPLIES	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0
518	REPAIRS & MAINTENANCE	\$276		\$276	\$577	(\$301)	\$4,900		\$4,900	\$4,039	\$861
520	SMALL TOOLS	\$0		\$0	\$58	(\$58)	\$69		\$69	\$408	(\$339)
521	COMPUTER EXPENSES	\$0		\$0	\$42	(\$42)	\$300		\$300	\$292	\$8
522	SALES TAX/FREIGHT EXPENSE	\$25		\$25	\$83	(\$58)	\$433		\$433	\$583	(\$150)
523	SERVICE/BANK CHARGES	\$0		\$0		\$0	\$0		\$0		\$0
	SPECIAL CAPITAL PURCHASES		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
	TOTAL	\$19,909	\$0	\$19,909	\$21,996	(\$2,087)	\$137,085	\$0	\$137,085	\$153,970	(\$16,885)

OFFICE OF THE TREASURER

SACRAMENTO



LOCAL AGENCY INVESTMENT FUND

P.O. BOX 942809

SACRAMENTO, CA 94209-0001

JANUARY, 1991 STATEMENT

Date: 01/31/91

Page: 01

ACCOUNT NUMBER: 50-41-110

SEWER AUTHORITY MID-COASTSIDE

ATTN: ACCOUNTANT

P.O. BOX 3100

HALF MOON BAY CA 94019

EFFECTIVE DATE	TRANSACTION DATE	TRAN TYPE	CONF NO	AUTH CALLER	TRANSACTION AMOUNT	BALANCE
BEGINNING BALANCE - REG						\$462,000.00
NO ACTIVITY IN REGULAR ACCOUNT						
ENDING BALANCE - REG						\$462,000.00
NO BOND PROCEEDS						
GRAND TOTAL						\$462,000.00

SUMMARY

	TRAN COUNT	TOTAL DEPOSIT AMT	TOTAL WITHDRAWAL AMT
REG	0	\$0.00	\$0.00
B/P	0	\$0.00	\$0.00
TOTAL	0	\$0.00	\$0.00

RECEIVED

FEB 13 1991

SEWER AUTHORITY MID-COASTSIDE

SEWER AUTHORITY MID-COASTSIDE
WASTEWATER TREATMENT FACILITY

M E M O R A N D U M

DATE: February 13, 1991
TO: BOARD OF DIRECTORS
Sewer Authority Mid-Coastside
FROM: GARY R. VALLADAO *GRV*
Manager
SUBJ: FLOW REPORT FOR JANUARY 1991

The daily flow report figures for the month of JANUARY 1991 have been converted to an Average Daily Flow (ADF) for each member agency. The results are attached for your review.

A summary of the ADF information is as follows:

	MGD	%
The City of Half Moon Bay	0.781	53.94%
Granada Sanitary District	0.353	24.34%
Montara Sanitary District	0.315	21.73%
TOTAL	1.448	100%

GRV:gmp

Attachment

CC: The City of Half Moon Bay
Granada Sanitary District
Montara Sanitary District

SEWER AUTHORITY MID-COASTSIDE
WASTEWATER TREATMENT FACILITY

MONTHLY FLOW REPORT

DATE	DAY	HMB FLOW MGD	GSD FLOW MGD	MSD FLOW MGD	PLANT FLOW MGD	RAIN inches
01-Jan-91	TUE	0.755	0.416	0.383	1.554	0.00
02-Jan-91	WED	0.820	0.341	0.302	1.463	0.00
03-Jan-91	THU	0.771	0.341	0.328	1.440	0.00
04-Jan-91	FRI	0.876	0.299	0.240	1.415	0.00
05-Jan-91	SAT	0.872	0.371	0.332	1.575	0.00
06-Jan-91	SUN	0.767	0.430	0.395	1.592	0.02
07-Jan-91	MON	0.713	0.397	0.302	1.412	0.05
08-Jan-91	TUE	0.812	0.313	0.326	1.450	0.37
09-Jan-91	WED	0.825	0.285	0.320	1.430	0.02
10-Jan-91	THU	0.768	0.344	0.285	1.397	0.00
11-Jan-91	FRI	0.818	0.308	0.248	1.374	0.01
12-Jan-91	SAT	0.861	0.370	0.336	1.567	0.01
13-Jan-91	SUN	0.796	0.445	0.388	1.629	0.01
14-Jan-91	MON	0.739	0.361	0.327	1.427	0.00
15-Jan-91	TUE	0.743	0.328	0.301	1.372	0.00
16-Jan-91	WED	0.749	0.329	0.283	1.361	0.00
17-Jan-91	THU	0.730	0.335	0.290	1.355	0.00
18-Jan-91	FRI	0.879	0.289	0.262	1.430	0.00
19-Jan-91	SAT	0.904	0.386	0.332	1.622	0.00
20-Jan-91	SUN	0.727	0.413	0.377	1.517	0.00
21-Jan-91	MON	0.684	0.397	0.348	1.429	0.00
21-Jan-91	TUE	0.754	0.338	0.281	1.373	0.00
23-Jan-91	WED	0.728	0.315	0.310	1.353	0.00
24-Jan-91	THU	0.748	0.364	0.285	1.397	0.00
25-Jan-91	FRI	0.818	0.302	0.248	1.368	0.00
26-Jan-91	SAT	0.857	0.367	0.328	1.552	0.00
27-Jan-91	SUN	0.769	0.435	0.397	1.601	0.00
28-Jan-91	MON	0.735	0.338	0.310	1.383	0.00
29-Jan-91	TUE	0.735	0.331	0.287	1.353	0.00
30-Jan-91	WED	0.760	0.317	0.290	1.367	0.00
31-Jan-91	THU	0.706	0.323	0.315	1.344	0.00
TOTAL		24.218	10.928	9.756	44.902	0.49

MEMBER AGENCY FLOWS	HMB *****	GSD *****	MSD *****	TOTAL *****
TOTALS	24.218	10.928	9.756	44.902
AVERAGE DAILY FLOWS	0.781	0.353	0.315	1.448
PERCENT OF TOTAL FLOW	53.94%	24.34%	21.73%	100%

SEWER AUTHORITY MID-COASTSIDE

A PUBLIC AGENCY
P.O. BOX 3100
HALF MOON BAY, CA 94019
(415) 726-0124
FAX NO. (415) 726-7833

Mr. Steven R. Ritchie
CA REGIONAL WATER QUALITY CONTROL BOARD
San Francisco Bay Region
1800 Harrison Street, Suite 700
Oakland, CA 94612

February 14, 1991

RE: Self-Monitoring Report-January 1991-File No. 2427.7068

Dear Mr. Ritchie:

Transmitted herewith are the following for January 1991:

1. EPA Form 3320-1 Monthly & Semi Annual Monitoring
2. Annual Report Requirement Compliance Summary
3. Annual Report Data Summary
4. Monthly Report Data
5. Semi-Annual Data For Second Half 1990

Violations:

1. No effluent quality violations.
2. No raw sewage overflows or treatment process bypasses.
3. No mechanical problems in the member agency collections systems or in the SAM facilities which resulted in a raw sewage overflow or an effluent quality violation.
4. No operational problems in the member agency collection system or in the SAM facilities which resulted in a raw sewage overflow or an effluent quality violation.
5. No collection systems problems of significance occurred.

I CERTIFY UNDER PENALTY OF LAW THAT I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION SUBMITTED HEREIN AND BASED UPON MY INQUIRY OF THOSE INDIVIDUALS IMMEDIATELY RESPONSIBLE FOR OBTAINING THE INFORMATION, I BELIEVE THE SUBMITTED INFORMATION IS COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT.



Gary R. Valladao, Manager

Enclosures

cc: L. Lew - San Mateo County Environmental Health Dept.
C. Houk - Environmental Protection Agency

SEWER AUTHORITY MID-COASTSIDE

SAM
A PUBLIC AGENCY
P.O. BOX 3100
HALF MOON BAY, CA 94019
(415) 726-0124
FAX NO. (415) 726-7833

Mr. Steven Ritchie, Executive Officer
CALIFORNIA REGIONAL WATER QUALITY
CONTROL BOARD
SAN FRANCISCO BAY REGION
1800 Harrison Street, Room 700
Oakland, CA 94612

January 30, 1991

SUBJ: Self-Monitoring Annual Report
For Calendar Year 1990 - File No. 2427.7068

Dear Mr. Ritchie:

Transmitted herewith are the following:

1. Annual Report Annual Summary of Data for 1990.
2. Annual Report Requirement Compliance Summary for 1990 - Complete.
3. Annual Report Data Summary for 1990 - Complete.
4. Annual Report Graphs for 1990.

VIOLATIONS:

There were four effluent quality violations for the year of 1990. All were Settleable Matter Instantaneous Maximum violations (>0.2 mL/L-hr), and are summarized below:

DATE	SETTLABLE MATTER, mL/L-hr
09/10/90	0.5
09/15/90	0.3
09/18/90	0.3
09/19/90	0.3

The violations occurred following a sharp decrease in our biocontactor solids inventory. Accompanying this quantitative reduction, the settleable quality of our solids deteriorated.

Within two weeks, operations personnel had re-established a normal biological population. The plant has been operating normally ever since.

We suspect that a sharp decrease in temperature altered our biocontactor microbiological population, causing the violations.

OVERFLOWS/BYPASSES:

There was a single raw sewage overflow, occurring April 6, 1990. This overflow was documented in an April 13, 1990 letter to the Regional Board (Overflow Report #00098), and was discussed in the April 1990 Self-Monitoring Report.

A total of 78,000 gallons of raw sewage escaped our system, 30,000 gallons entering a water way. The spill was caused by a contractor damaging a SAM pumping station force main with an excavator.

MECHANICAL PROBLEMS:

There were no mechanical problems in the Member Agency Collection Systems or the SAM facilities which resulted in a raw sewage overflow or an effluent quality violation during the year of 1990.

OPERATIONAL PROBLEMS:

There were no operational problems in the Member Agency Collection Systems or the SAM facilities which resulted in a raw sewage overflow or an effluent quality violation during the year of 1990.

COLLECTION SYSTEM MATTERS:

No Collection System problems of significance occurred during the year of 1990.

OTHER SAM FACILITY MATTERS:

During 1990 the following major improvements and repairs were made to the SAM facilities:

1. Provided secondary containment for sodium hypochlorite tanks at Montara and Princeton Pump Stations.
2. Installed a safety deck at the Princeton Pump Station.
3. Repaired roof at Princeton Pump Station.
4. Overhauled #2 pump at Portola Pump Station.
5. Installed cathodic protection on inter-tie pipe line at Highway One and Capistrano Road.
6. Modified plant septage receiver to minimize potential for odors.
7. Performed five year inspection on plant main MCC panels.
8. Installed auxiliary air compressor at the treatment plant.
9. Replaced drive motor on Secondary Clarifier Traveling Bridge A.
10. Replaced cable reel motor on Secondary Clarifier Traveling Bridge B.
11. Re-routed disinfection chlorine solution line to secondary clarifier discharge channel, to increase detention time.
12. Replaced final effluent Chlorine Residual Analyzer.

During 1990 SAM has progressed in the following areas:

- Non-Domestic Waste Source Control Program (NDWSCP)

SAM has been working toward implementing a NDWSCP. This program will allow SAM to regulate and monitor non-domestic dischargers. Staff is being added to carry out this program. A proposed NDWSCP ordinance has been prepared by SAM and is being reviewed by the member agencies.

- Plant Expansion

SAM has completed a preliminary plant expansion design report. The member agencies are discussing the findings of this report and are considering expansion financing.

- Personnel Certification

The following is a summary of SAM personnel certification achievements in 1990:

Laboratory	-	CWPCA Laboratory Technologist	Grade II	(1)
Maintenance	-	CWPCA Mechanical Technologist	Grade I	(1)
Operations	-	SWRCB Operations Certificate	Grade III	(1)

During 1990 SAM has detected higher than expected organic and solids loading. We are investigating the situation, looking for possible causes and contingency operation methods.

OTHER COLLECTION SYSTEM MATTERS:

Montara Sanitary District (MSD) is in the process of completely overhauling the following lift stations;

- Date/Harte Street Lift Station
- Seventh Street Lift Station
- California Street Lift Station
- Airport Lift Station

MSD is continuing renovation of problem sewer lines discovered during 1988 televising.

Granada Sanitary District (GSD) is completely overhauling the San Pablo Lift Station. This project includes an emergency power back-up power system.

GSD is continuing renovation of problem sewer lines.

The City of Half Moon Bay (HMB) is continuing their collection system mapping project.

HMB is continuing I/I evaluation program.

SOLIDS DISPOSAL INFORMATION:

Our annual sludge production was approximately 380 dry tons in 1990.

Our average dewatered sludge percent solids was 15.3% for 1990.

All other conditions regarding sludge treatment and disposal are the same as indicated in our 1989 annual report.

I CERTIFY UNDER PENALTY OF LAW I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION SUBMITTED HEREIN: AND BASED ON MY INQUIRY OF THOSE INDIVIDUAL IMMEDIATELY RESPONSIBLE FOR OBTAINING THE INFORMATION, I BELIEVE THE SUBMITTED IS ACCURATE AND COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT.



Gary R. Valladao, Manager

GRV:gmp
Enclosures


cc: L. Lew - San Mateo County Environmental Health Dept.
C. Houk - US Environmental Protection Agency

SEWER AUTHORITY MID-COASTSIDE

M E M O R A N D U M

DATE: February 19, 1991

TO: BOARD OF DIRECTORS
Sewer Authority Mid-coastside

FROM: GARY R. VALLADAO 
Manager

SUBJ: PLANT EXPANSION DESIGN UPDATE FEBRUARY 1991

There are two plant expansions issues for Board consideration:

1. Effect of Low Flow Fixture Units (LFF) on Plant Expansion
2. Effect of SAM Plant Solids and Organic Loading on Plant Expansion

Both issues involve design criteria selected for the expansion project. The design criteria selected for plant expansion originated in the Kennedy/Jenks/Chilton Engineers Capacity Expansion Study published January 1987. The recommendations below allow LFF use and current plant loading data to be considered in final plant expansion design.

1. Effect of Low Flow Fixture Units on Plant Expansion

At the January 28, 1991 SAM Board meeting, there was a motion to have the design engineers consider how use of LFF in the SAM service area might effect plant expansion sizing and cost (LFF Study). This to be done as a part of over-all plant expansion design.

This proposal was voted down, partially because the scope of services and cost for such a study had not been formally defined.

Staff suggests that in the process of negotiating the design contract, the scope of services for the LFF study be defined (as a separate design task) and an associated study cost be determined. This scope and cost would then come back to the SAM Board for consideration.

2. Effect of SAM Plant Solids and Organic Loading on Plant Expansion

There is currently higher than expected solids and organic loading at the SAM plant. While we are investigating this matter in the context of our present operation, it would be prudent to consider the effect, if any, that this loading may have on plant expansion.

Staff suggests that in the process of negotiating the design contract, a scope of services for a plant expansion related organic and solids loading study be defined (as a separate design task) and an associated study cost be determined. This scope and cost, as with the LFF study, could then come back to the SAM Board for consideration.

Recommendation for Action

We recommend the Board authorize the committee used for selecting the design engineers and negotiating the preliminary design contract (negotiations committee) to meet for the purpose of initiating design contract negotiations. The first course of action would be to define the scope of services and cost for a LFF Study and a Expansion Loading Study.

SEWER AUTHORITY MID-COASTSIDE

M E M O R A N D U M

DATE: February 19, 1991

TO: BOARD OF DIRECTORS
Sewer Authority Mid-coastside

FROM: GARY R. VALLADAO *GRV*
Manager

SUBJ: SAM PLANT LOADING FEBRUARY 1991

This memo summarizes progress to date in the SAM solids and organic loading investigation.

Detailed information referenced has been provided to member agency staff.

1. RESEARCH OF EXISTING DATA

a) SAM Member Agency - Planning Agency Data

- We have generated an updated historical loading report.
- We have obtained approximate population figures from the County.
- We have received service connection information from MSD and GSD. This information is not in a format we can readily utilize. To analyze the loading situation as we would like, we need total service connection figures for each of the years 1984 to present. We are working with member agency staff to obtain this information.
- We have obtained historical residential and non-residential freshwater flow information from CCWD. We are attempting to get the same type of information from Citizens Utilities.

Handwritten notes:
7-10
3
4.32
1250
4
182
2

b) SAM NDWSCP Data

- We have compiled a preliminary, incomplete, list of NDWSCP dischargers. The preliminary list is in the form of a spreadsheet which contains pertinent information including discharger name, address, discharger category and freshwater use category. We have also developed two tables; the first cross referencing NDWSCP category and characteristic waste stream, the second a legend for freshwater use categories. We are working towards completion of this list.
- At this time we do not have enough information to estimate loadings via mass balance.

c) Data from Other Plants

We have sent out survey forms to the following POTWs:

Pacifica
Daly City *
SSF *
Millbrae *
Burlingame
San Mateo
SBSA

Those indicated by an asterisk (*) have returned completed survey forms. The others are pending. Once all the information is in-house we will prepare a summary report for review.

2. GENERATION OF NEW INFORMATION

a) Characterization of Member Agency Loadings

- We have installed a permanent sampling station at Montara Pump Station. We are still in the process of setting up the permanent sampler at Portola Pump Station (We are currently using a portable sampler at Portola.)
- We have been accumulating twice weekly BOD and TSS data at Montara and Portola since January 1991.
- We are compiling the sampling data from Montara and Portola together with plant influent data in order to produce the Member Agency Loading Report.

b) Monitoring of Significant Non-Domestic Waste Sources (SNDWS)

(Note: In this context, significant applies to BOD and TSS loading.)

We have begun our SNDWS monitoring program. Our approach is as follows:

- i) Identifying areas in each member agency which are considered purely residential and identifying appropriate manhole sampling points. (In this way background residential data may be generated).
- ii) Mapping out the location of SNDWSs and identifying manholes which would provide representative sampling points for groups of SNDWSs and individual SNDWSs.
- iii) Begin sampling of residential and SNDWS areas.
- iv) Begin sampling of individual SNDWS.

To date step i is complete, steps ii and iii are under way, and step iv will begin once sufficient SNDWS area information is available.

3. ANALYSIS OF INFORMATION

a) Develop Loading Figures for SAM and Member Agencies

We have developed limited per capita historical loading figures for SAM.

b) Compare SAM Loading Figures with Other Agency and Standard Figures

This report will be prepared once complete information is obtained.

c) Generate Member Agency Loading Report in Conjunction with Flow Reports.

We plan to generating this report as soon as a permanent sampling station is properly operating at Portola Pump Station.

d) Establish List of Problem Dischargers

Once appropriate SNDWS monitoring information is available, we will begin the process of identifying problem dischargers.

4. MECHANISMS FOR MITIGATING LOADING

a) Require Problem Dischargers to Reduce Loadings

There are no known problem dischargers at this time.

b) Improve SAM Plant Ability to Handle Loadings

The Board authorized John Carollo Engineers (JCE) to commence the SAM Plant Capacity Study at the January 28, 1991 Board meeting. This study report is not yet complete and is scheduled for delivery to SAM by March 20, 1991. The report will, therefore, not be available until the March 25, 1991 SAM Board meeting.

5. CALIFORNIA COASTAL COMMISSION CORRESPONDENCE

We have received communication from the California Coastal Commission regarding SAM Plant solids and organic loading. The letter is attached to this memo.

The letter states the Commission Executive Director requires that for each new development they approve, the Commission must find that sufficient wastewater disposal capacity be available within the term of the coastal development permit (generally two years unless extended.)

They further state that if the engineer's findings (JCE SAM Plant Capacity Report) reveal that capacity is not available, the Commission will not be able to accept applications for coastal development permits which require new service connections.

Finally, the Commission requests that once the engineer's report is available a joint staff-level meeting be held between the Commission, City Planning Director, County Planning Division, and SAM. With Board concurrence, we will also require that a GSD and MSD representative be in attendance. As requested, we will provide the Commission with a copy of the engineer's report when it is published.

6. RECOMMENDATIONS FOR ACTION

At this time staff has no recommendations for action by the Board.

CALIFORNIA COASTAL COMMISSION

CENTRAL COAST AREA OFFICE
640 CAPITOLA ROAD
SANTA CRUZ, CA 95062



February 4, 1991

Larry Patterson, Chairman
Sewer Authority Mid-Coastside
1000 N. Cabrillo Highway
Half Moon Bay, CA 94019

Christine Gouig, Planning Director
San Mateo County Planning Department
590 Hamilton Street, Second Floor
Redwood City, CA 94063

Chris Gustin, Planning Director
City of Half Moon Bay
501 Main Street
Half Moon Bay, CA 94019

Dear Messrs. Patterson and Gustin and Ms. Gouig:

It has come to our attention that the Sewer Authority Mid-Coastside (SAM) wastewater treatment plant may be operating at capacity, in terms of its capability to process solids (Half Moon Bay Review, 1/2/91). We also understand that the SAM Board of Directors has authorized an independent evaluation and the engineer's report may be available later this month. Coastal Commission regulations require availability of public service capacity at the time of completion of development (Calif. Admin. Code Section 13052(j)). To ensure necessary public service availability at the time of completion of development, the Executive Director by direction of the Commission requires verification of public service availability prior to filing an application for a coastal development permit. This requirement is necessary for conformance with Coastal Act Sec. 30250. As it applies here, for each new development which we approve, we must find that sufficient wastewater disposal capacity will be available within the term of the coastal development permit -- generally two years unless extended. Therefore, if the engineer's findings reveal that sewer capacity is not available, we will not be able to accept applications for coastal development permits which require new sewer service connections.

Members of our staff recently met with the City Planning Department to discuss, in a preliminary manner, our concerns. We would also like to schedule a joint staff-level meeting in the near future, once the engineer's report is available, with the County Planning Division, City Planning Director, and a SAM representative to discuss the public service capacity issue and to work together for effective and consistent handling of coastal permit requests. Our staff will be in touch with each of you to schedule the proposed meeting. In the meanwhile, we would appreciate receiving a copy of

Messrs. Patterson, Gustin and Ms. Gouig
February 4, 1991
Page 2

the engineer's evaluation of the SAM sewer capacity, as well as any other relevant information available to help us in the processing of coastal development permit applications and in the post-certification monitoring of coastal permits granted by San Mateo County.

If you have any questions or need additional information, please contact Lee Otter of my staff.

Sincerely,

David Loomis
Assistant District Director



Lee Strnad
Permit Coordinator

DL/JS/LO/cm
cc: Judith Allen, Legal Counsel
5246A

cc: Larry Patterson
H. Valladao
T. Pullin

SEWER AUTHORITY MID-COASTSIDE

MEMORANDUM

DATE: February 20, 1991

TO: BOARD OF DIRECTORS
Sewer Authority Mid-coastside

FROM: GARY R. VALLADAO *SRV*
Manager

SUBJ: WASTEWATER RECLAMATION

As the Board is aware, SAM has been considering the feasibility of a self-supporting wastewater reclamation project.

Kennedy/Jenks/Chilton Engineers prepared a Water Reclamation Study for SAM in March of 1989. In addition, SAM staff conducted a marketing study to establish a list of potential reclamation water users and the volume of water they would require.

Most recently, San Mateo County considered use of SAM reclaimed water as a mitigating measure for the Apanolio Canyon solid waste disposal site project.

The current drought has renewed interest in the use of SAM reclamation water. Reclaimed water could be used to supplement potable water used in various agricultural, floricultural, and landscape irrigation practices.

Reclamation would require an additional treatment process, coagulation and sand filtration, as well as reclamation pumping and storage facilities. Such a project must comply with CEQA requirements, and requires approval by various regulatory agencies.

Recommendation

In order to proceed effectively with consideration of SAM water reclamation, we ask that a SAM Board Committee be formed to consider options for project implementation. This Reclamation Committee and staff could report back to the full Board with any appropriate recommendations for action.

SEWER AUTHORITY MID-COASTSIDE

M E M O R A N D U M

DATE: February 20, 1991

TO: BOARD OF DIRECTORS
Sewer Authority Mid-coastside

FROM: GARY R. VALLADAO *SRV*
Manager

SUBJ: **NON-DOMESTIC WASTE SOURCE CONTROL PROGRAM (NDWSCP)
ORDINANCE FEBRUARY 1991**

At the November 26, 1990 SAM Board meeting, the NDWSCP Committee submitted a revised version of the subject ordinance to the SAM Board for consideration.

The Board then agreed that each of the member agencies place this subject on their agendas and that the proposed ordinance be placed on the February 1991 SAM Board meeting agenda.

It is the understanding of staff that HMB has considered adoption of the ordinance as submitted to them. We have not heard from the other two member agencies on this matter.

We ask that the Board consider the NDWSCP Ordinance.

SEWER AUTHORITY MID-COASTSIDE

M E M O R A N D U M

DATE: February 20, 1991

TO: BOARD OF DIRECTORS
Sewer Authority Mid-coastside

FROM: GARY R. VALLADAO *SRV*
Manager

SUBJ: **MANAGERS MONTHLY REPORT JANUARY 1991**

This report contains discussions on significant matters of SAM Board interest, not included as a separate memorandum or reported elsewhere in the packet.

Sludge Disposal

We are attempting to find out the date(s) for public presentation(s) of the County Wide Sludge Management Program. We hope to have this information available at the February 25, 1991 SAM Board meeting.

SAM Purchase of a Pick-up Truck

We are continuing to gather information regarding pick-up truck purchase.

Regional Water Quality Control Board (RWQCB) Inspection

There was a surprise inspection of the SAM Plant by the RWQCB on February 20, 1991. We were informed such inspections are a normal function of the Board and plants are selected at random. The inspector informed staff the plant appeared to be operating fine.

Hiring of a Part-Time Lab Technician

We are planning to interview 12 candidates for the position of part-time lab technician. The interviews will be held February 26, 1991. We expect to have the position filled by the end of March 1991.

SEWER AUTHORITY MID-COASTSIDE

M A N A G E R ' S L O G

February 1991 Board Meeting

The following is a summary of significant activities performed by the SAM Manager since reported at the last Board meeting.


1. **January 28, 1991.** Sent letter to MSD Manager Sharon Wilson regarding rusting generator at the Chart House Lift Station in Montara.
2. **January 28, 1991.** Sent letter to MSD Manager Sharon Wilson regarding broken and exposed lateral at 601 Admiral Street in Moss Beach.
3. **January 28, 1991.** Sent letter to HMB City Engineer Mike Smith regarding a broken main line on Ocean Street in Half Moon Bay.
4. **January 29, 1991.** Sent letter to GSD Engineer Kamil Azoury regarding a possible problem line on Francisco Street in El Granada.
5. **January 31, 1991.** Met with SAM Employee Union Business Representative to review current employee SAM-Union Memorandum Of Understanding.
6. **January 31, 1991.** Sent letter to CCWD regarding excess use charge for SAM Plant water billing.
7. **February 11, 1991.** Sent letter to Brian Zamora, Director of the San Mateo County Department of Environmental Health regarding a proposed well filtration system on Silver Avenue in Half Moon Bay.
8. **February 13, 1991.** Attended SAM-Member Agency technical staff meeting to discuss SAM organic and solids loading.
9. **February 14, 1991.** Met with John Carollo Engineers to review data necessary for SAM Plant Capacity Study.
10. **February 19, 1991.** Met with MSD attorney David Schricker regarding a declaration for MSD litigation.
11. **February 20, 1991.** Transmitted information to CSRMA insurance carrier regarding claim filed against SAM.

CONFIDENTIAL

SEWER AUTHORITY MID-COASTSIDE

M E M O R A N D U M

CONFIDENTIAL

Date: February 25, 1991
To: G.R. Valladao
Manager
From: K. Salera 
Accountant
Subj: Claim Filed by the County of San Mateo

We received today the recommendation from our liability insurers, Carl Warren & Co., that we should deny the claim presented to SAM by the County of San Mateo. It was recommended by Richard Moyer that the claim be denied based on the fact that it was presented to SAM six (6) months after the date of incident and without a leave to present a late claim.

Mr. Moyer also recommended that we use the form letter which responds to claims received beyond six months (and within one year) of the occurrence date, which has been received before any application for leave to present a claim. This has been attached, on SAM letterhead, addressed to the appropriate person in San Mateo.

If you have any questions or need further information, please let me know.

ACKNOWLEDGED BY: 

DATE: 2/25/91

For Board of Director Review

SEWER AUTHORITY MID-COASTSIDE

A PUBLIC AGENCY
P.O. BOX 3100
HALF MOON BAY, CA 94019
(415) 726-0124

February 25, 1991

Mr. Robert L. Sans
Director of Public Works
County of San Mateo
805 Veterans Blvd., Suite 301
Redwood City, CA 94063-1737

Dear Mr. Sans:

The claim you presented to the Sewer Authority Mid-Coastside on February 19, 1991 is being returned because it was not presented within the six (6) months after the event or occurrence as required by law. See Sections 901 and 911.2 of the Government Code. Because the claim was not presented within the time allowed by law, no action was taken on the claim. Your only recourse at this time is to apply without delay to Sewer Authority Mid-Coastside for leave to present a late claim. See Sections 911.4 - 912.2, inclusive, and Section 946.6 of the Government Code. Under some circumstances leave to present a late claim will be granted. See Section 911.6 of the Government Code. You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney you should do so immediately.

Sincerely yours,

Enclosure

cc: Richard Moyer, Carl Warren & Co.
James Copeland, Esq.