

A G E N D A

SEWER AUTHORITY MID-COASTSIDE

January 24, 1994

**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 - December 27, 1993
- B. Approval of Check Register Nos. 56587 thru 56650

	\$ 69,031.09
and Payroll	\$ 58,989.27
Total	<u>\$128,020.36</u>

- C. Financial Statement
- D. Monthly Flow Report
- E. Monthly and Semi-Annual NPDES Self-Monitoring Report
- F. Semi-Annual Collection Maintenance Report

4. PUBLIC COMMENT / ORAL COMMUNICATION

5. OLD BUSINESS

- A. Plant Expansion.
- B. Status of Phase 2 of EPA Audit Resolution Assistance, EPA Construction Grants.

6. NEW BUSINESS

- A. Coastside Emergency Management and Mutual Aid Organization Memorandum of Understanding - A Resolution Approving and Authorizing Sewer Authority Mid-Coastside Participation in the Coastside Emergency Management and Mutual Aid Organization.

7. MANAGER'S REPORT

- A. Administrators Group Report - None
- B. Manager's Log
- C. Manager's Report

8. ATTORNEY'S REPORT - None

9. DIRECTORS REPORTS - None

10. CLOSED SESSION

- A. Personnel Matters - As Authorized by Government Code Section 54957.6

11. ADJOURNMENT

**MINUTES
SEWER AUTHORITY MID-COASTSIDE REGULAR BOARD MEETING
DECEMBER 27, 1993**

CALL TO ORDER: Chairman Pastorino called the meeting to order at 7:33 P.M. in the Authority Administration Building located at 1000 N. Cabrillo Highway, Half Moon Bay, CA.

ROLL CALL: Present: Hall, Pastorino, Wall, Briody.
Alternate Present: Murphy, (Director Murphy arrived at 7:40 P.M.) Patridge
Absent: Patterson, Prosser

STAFF PRESENT: Manager Valladao, Operations Supervisor Pullin, Alternate Recording Secretary Pardini.

CONSENT AGENDA: A motion was made to approve the following items as presented:

- A. Approval of Minutes - November 22, 1993
 - B. Approval of Check Register & Payroll -\$356,046.03
 - C. Financial Statement
 - D. Monthly Flow Report
 - E. Monthly NPDES Self-Monitoring Report
- Briody/Hall/5 AYES, 0 NOES, (Patridge ABSTAIN only on Item A. Approval of Minutes - November 22, 1993. The motion passed.

PUBLIC COMMENT/ORAL COMMUNICATIONS - None.

OLD BUSINESS

A. Plant Expansion

Manager Valladao reported that the status of the Authority's Coastal Development Permit application has not changed, each Member Agency representative advised the assessment district proceedings were on schedule.

B. Construction Phase Engineering Services - A Resolution Approving and Authorizing Execution of Agreement For Construction Phase Engineering Services, Upon Condition.

Manager Valladao presented his report dated December 20, 1993. After discussion, a motion was made to approve Resolution No. 15-93, A Resolution Approving and Authorizing Execution of Agreement For Construction Phase Engineering Service, Upon Condition.
Briody/Patridge/5 AYES, 0 NOES. The motion passed.

C. Status of Phase 2 of EPA Audit Resolution Assistance, EPA Construction Grants.

Manager Valladao presented his report. No action was taken.

Director Murphy arrived at this time.

NEW BUSINESS

A. Granada Sanitary District Use of the Meeting Room at the Portola Avenue Pump Station

After discussion, Director Briody recommended that a hold-harmless agreement regarding the use of the meeting room at the Portola Avenue Pump Station be presented at the next Authority Board meeting. The Board concurred on Granada Sanitary District's use of the building upon approval of such agreement.

of
~~of the meeting room for use of the~~
~~records for office & storage~~
Storage room.

MANAGER'S REPORT

A. Administrator's Group Report, B. Manager's Log, C. Manager's Report

These reports were presented as self-explanatory. A discussion ensued regarding the Authority Manager's report on Plant Expansion Design Criteria. Alternate Director Murphy stated he believed the Design Criteria should be studied by an independent engineering firm. All other Authority Board Members stated their continued support for the current Plant Design Criteria. Director Hall stated that the Granada Sanitary District was in support of the current Plant Design Criteria.

CLOSED SESSION

The meeting went into Closed Session at 8:36 P.M. for discussion of Personnel Matters - As Authorized by Government Code Section 54957.6. The Board came out of Closed Session at 9:01 P.M. Chairman Pastorino advised no action was taken.

Director Murphy left the meeting at 9:01 P.M.

ADJOURNMENT

A motion was made to adjourn the meeting at 9:02 P.M. Hall/Wall/ 5 AYES, 0 NOES. The motion passed.

Respectfully,

Jennette L. Tracy
 Jennette L. Tracy
 Recording Secretary

APPROVED BY:

SAM BOARD SECRETARY

SEWER AUTHORITY MID-COASTSIDE

M E M O R A N D U M

Date: January 20, 1994
To: G.R. VALLADAO
Manager
From: K. SALERA
Accountant
Subj: Disbursements for January 1994

The total cash disbursed for January 1994 is as follows:

Checks disbursed	\$ 69,031.09
Payroll	58,989.27

Total	\$ 128,020.36

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

Check #56588 and 56599-First National Bank, Federal income and medicare payroll taxes.

Check #56589-The Guardian, Initial payment for Life, AD&D and LTD Insurance.

Check #56590-Pacifica Credit Union, Error made with ADP caused the need to cut through A/P a check to the credit union.

Check #56594-CA Franchise Tax Board, P/R garnishment payment.

Check #56596-CA Dept. Motor Vehicles, Class B drivers test for new collection maintenance worker.

Check #56617-First National Bank, Payment for the flusher truck.

Check #56627-Copelco Corp., Monthly payment for the copy machine.

Check #56640-Redicare, Respiratory compliance physical for operators.

Check #56644-Standard Insurance Co, Final payment to Standard for Life, AD&D and LTD Insurance.

Check #56650-Larry Walker, EPA Audit resolution, phase 2.

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:  DATE: 1/20/94

For Board of Directors Review

01 /14 /94

Check Register
01-Sewer Authority Mid-Coastside

Page 1

Check Number	Vendor	Payee Name	Check Date	Check Amount
* 56587	CAEMPL	CA EMPLOYMENT DEV. DEPARTMENT	12 /23 /93	989.62
* 56588	FRSTNT	FIRST NATIONAL BANK	12 /23 /93	5152.08
* 56589	GRDN	THE GUARDIAN	12 /23 /93	681.00
* 56590	PCFCCS	PACIFICA COASTSIDE CREDIT UNION	12 /23 /93	4416.00
* 56591	PERS	CA PUBLIC EMPLOYEE'S	12 /23 /93	3770.54
* 56592	ATNHLT	AETNA HEALTH PLANS OF NORTHERN CA	01 /06 /94	3129.71
* 56593	CAEMPL	CA EMPLOYMENT DEV. DEPARTMENT	01 /06 /94	999.90
* 56594	CAFRN2	CA FRANCISE TAX BOARD	01 /06 /94	623.67
* 56595	DLTDNT	DELTA DENTAL PLAN OF CA	01 /06 /94	1381.59
* 56596	DMVSNM	CA DEPT OF MOTOR VEHICLES	01 /06 /94	58.00
* 56597	KSRHLT	KAISER FOUNDATION HEALTH PLAN	01 /06 /94	2714.40
* 56598	PERS	CA PUBLIC EMPLOYEE'S	01 /06 /94	3782.41
* 56599	FRSTNT	FIRST NATIONAL BANK	01 /06 /94	5216.40
56600	3-TEQP	3-T EQUIPMENT COMPANY	01 /14 /94	2055.67
56601	ACCNTR	A.C. CONTROL SERVICES	01 /14 /94	1234.66
56602	ADP	AUTOMATIC DATA PROCESSING WEST	01 /14 /94	148.00
56603	ALV SER	ALVES PETROLEUM	01 /14 /94	431.24
56604	AMDRNB	ANDREINI BROTHERS, INC.	01 /14 /94	294.00
56605	ARCHMT	ARCH METAL FABRICATION	01 /14 /94	100.00
56606	ARTXSV	ARATEX SERVICES	01 /14 /94	1118.73
56607	AT&T	A T & T	01 /14 /94	34.11
56608	BKRJDA	BAKER, J.D. AND ASSOCIATES	01 /14 /94	655.00
56609	BRDY ,J	BRIODY , JOAN	01 /14 /94	50.00

01 /14 /94

Check Register
01-Sewer Authority Mid-Coastside

Page 2

Check Number	Vendor	Payee Name	Check Date	Check Amount
56610	BRWNG	BROWNING FERRIS INDUSTRIES	01 /14 /94	5590.00
56611	BRNWD	BROWN AND WOOD	01 /14 /94	982.72
56612	BRZLEX	BRAZIL'S EXCAVATING	01 /14 /94	681.00
56613	CNTYSM	COUNTY OF SAN MATEO	01 /14 /94	34.67
56614	CSRMA2	CSRMA	01 /14 /94	20.00
56615	CSTSDC	COASTSIDE COUNTY WATER DIST.	01 /14 /94	162.39
56616	EGGLSN	EGGLESON ELECTRIC	01 /14 /94	324.50
56617	FRSTNT	FIRST NATIONAL BANK	01 /14 /94	2251.22
56618	FSHRSC	FISHER SCIENTIFIC	01 /14 /94	795.15
56619	GNSTRC	GINO'S TIRE CENTER	01 /14 /94	135.72
56620	HALL ,C	CHARLES HALL	01 /14 /94	50.00
56621	HMBALR	HALF MOON BAY ALARM	01 /14 /94	100.00
56622	HMBATP	HALF MOON BAY AUTO PARTS	01 /14 /94	6.81
56623	HMBMTR	HALF MOON BAY MOTORS	01 /14 /94	78.00
56624	JNSCHM	JONES CHEMICALS , INC.	01 /14 /94	5041.12
56625	LGHTNS	LEIGHTON STONE CORPORATION	01 /14 /94	5.30
56626	LHGHSF	LEHIGH SAFETY SHOE COMPANY	01 /14 /94	116.69
56627	MNLTBS	COPELCO CORPORATION	01 /14 /94	540.00
56628	MNSFTY	MSA MINE SAFETY SHOE COMPANY	01 /14 /94	324.25
56629	MRPH ,R	RAYMOND MURPHY	01 /14 /94	50.00
56630	MSMNC	MAINTANENCE SUPPLIES & MKTG, INC.	01 /14 /94	126.62
56631	OCNSHR	OCEAN SHORE COMPANY	01 /14 /94	90.83
56632	OFFCPL	OFFICE PLACE, THE	01 /14 /94	201.96

Check Number:	Vendor Number:	Payee Name	Check Date:	Check Amount
56633	PCFCBL	PACIFIC BELL	01 /14 /94	612.57
56634	PG&E	PACIFIC GAS AND ELECTRIC	01 /14 /94	19966.95
56635	PGNTPG	PAGNET PAGING NETWORK , INC.	01 /14 /94	116.55
56636	PHNXIT	PHOENIX I TELEPHONE ANS. SVC.	01 /14 /94	146.50
56637	PSTR ,S	PASTORINO , STAN	01 /14 /94	50.00
56638	PTRD ,N	PATRIDGE , NAOMI	01 /14 /94	50.00
56639	PTYCSH	PETTY CASH REIMBURSEMENT	01 /14 /94	97.23
56640	RDCRBR	REDICARE MED GRP - MILLBRAE	01 /14 /94	805.00
56641	SCBAS	SCBA SAFETY CHECK , INC.	01 /14 /94	892.68
56642	SQANLY	SEQUOIA ANALYTICAL LABORATORY	01 /14 /94	532.00
56643	SRRDTR	SIERRA DETROIT DIESEL ALLISON	01 /14 /94	1539.28
56644	STNDRD	STANDARD INSURANCE COMPANY	01 /14 /94	1024.93
56645	STRWFL	STRAWFLOWER ELECTRONICS	01 /14 /94	334.71
56646	THMSAS	THOMAS AND ASSOCIATES	01 /14 /94	1309.90
56647	VLLD ,G	VALLADAO , GARY R.	01 /14 /94	57.75
56648	WALL ,L	WALL , LOUIS	01 /14 /94	50.00
56649	WEFMMB	WEF MEMBERSHIP RENEWALS	01 /14 /94	85.00
56650	WLKRLR	WALKER , LARRY ASSOCIATES	01 /14 /94	12313.28
			Grand Total	69031.09

Check Nos. 56582 thru 56586 are VOID.


* Check has been mailed.

SEWER AUTHORITY MID-COASTSIDE

MEMORANDUM

Date: January 14, 1994

To: G.R. Valladao
Manager

From: K. Salera 
Accountant

Subj: MONTHLY FINANCIAL STATEMENTS

The December 1993 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). As requested by the Board, the full amount budgeted for capital expenditures, where it can be anticipated, has been included in the year to date budget figures.

Analyzing the financial statements for December the Income Statement shows we are under budget in treatment, non-domestic waste and collection, and over budget in administration. However, in reviewing the budget analyses, they show we are over budget in collection as well.

Administration is over primarily due to professional services, audit fees and engineering services, and rents/leases/contracts due to the recording of the full value of lease purchase of the copy machine, whereas only half of the full value of the copy machine was budgeted for 1993-94. Other accounts within administration which are over budget are personnel expenses, printing and publications and repairs and maintenance. These accounts are over due to the budget being divided evenly by twelve months, which is not necessarily how costs are incurred. Interest expense for the lease of the copy machine has been booked separate from the copy machine and the entry is found under interest expense.

Treatment is under due to contractual services, utilities and repairs and maintenance. Contractual services is under due to outside lab analysis, inspections and solid waste disposal. Utilities/electricity is under due to booking costs on a cash basis except at year-end when accruals are made. Accounts within treatment which are over budget are fuels and lubricants, laboratory expense and small tools. Small tools is over due to the budget being divided evenly by twelve months, which is not necessarily how costs are incurred. Fuels and lubricants is over due to the annual purchase of diesel for the generators. Lab expense is over due to the purchase of a rotavapor, a capital purchase.

Industrial Waste is under due to primarily to payroll.

Collection is over due to recording the full value of the flusher truck whereas only a third of the full value of the flusher truck was budgeted in 93-94. Other accounts within collection that are over budget are safety program and rents/leases/contracts. These accounts are over budget due to the budget being divided evenly by twelve months, which is not necessarily how costs are incurred.

The December 1993 LAIF statement is attached for your reference. The effective yield for LAIF interest for the month of December was 4.384%. In terms of dollars that would be approximately \$2,866.27 interest earned on \$784,562.08.

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

ACKNOWLEDGED BY:  DATE: 1/17/94

For Board of Director Review

SEWER AUTHORITY MID-COASTSIDE
Balance Sheet
For 6 months ended December 31, 1993

	Current Month	Y.T.D. Actual
CURRENT ASSETS		
Cash	(87,283.36)	197,010.54
Investments	120,000.00	784,562.08
Accounts Receivable - Net	(28,370.61)	28,579.24
Deposits	0.00	(1,000.00)
Prepaid Expenses	(6,344.20)	16,670.90
Other Current Assets	0.00	0.00
	(1,998.17)	1,025,822.76
TOTAL CURRENT ASSETS		
Property, Plant & Equipment-Net	2,925.82	13,443,566.02
Projects in Progress	0.00	1,543,259.23
	927.65	16,012,648.01
TOTAL ASSETS		
CURRENT LIABILITIES		
Accounts Payable	0.00	0.00
Accrued Compensation & Benefits	11,226.02	80,992.64
Due to Member Agencies	0.00	0.00
Short Term Debt	(2,383.96)	79,062.79
Long Term Debt	0.00	63,875.69
Due to Other Funds	(13,161.61)	6,245.24
	(4,319.55)	230,176.36
TOTAL CURRENT LIABILITIES		
FUND EQUITY		
Contributed Capital:		
Government Grants	0.00	14,817,680.24
Less Accumulated Amortization	0.00	5,478,478.00
	0.00	9,339,202.24
Agency Contributions	0.00	5,234,535.58
	0.00	14,573,737.82
Total Contributed Capital		
Reserves		
Designated Funds	(362.04)	159,670.66
Prior Period Adjustments	0.00	0.00
Retained Earnings	0.00	868,331.09
Current Year Net Profit or (Loss)	5,609.24	180,732.08
	5,247.20	15,782,471.65
TOTAL FUND EQUITY		
	927.65	16,012,648.01

SEWER AUTHORITY MID-COASTSIDE
Income Statement
For 6 months ended December 31, 1993

	Current Month	Y.T.D. Actual	Y.T.D. Budget	Over/(Under) Budget
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OPERATING REVENUES				
Operating Fund	125,276.00	751,656.00	751,656.00	0.00
Collection Fund	26,182.00	157,092.00	157,092.00	0.00
NDWSCP Fund	0.00	34,688.00	34,449.00	239.00
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TOTAL OPERATING REVENUE	151,458.00	943,436.00	943,197.00	239.00
OPERATING EXPENSES				
Administrative	30,316.37	153,738.30	135,665.06	18,073.24
Treatment	95,340.95	512,702.61	578,372.22	(65,669.61)
Industrial Waste	2,401.64	18,072.07	18,889.36	(817.29)
Collection	20,964.34	111,135.06	141,456.50	(30,321.44)
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TOTAL OPERATING EXPENSES	149,023.30	795,648.04	874,383.14	(78,735.10)
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OPERATING INCOME OR (LOSS)	2,434.70	147,787.96	68,813.86	78,974.10
Non-operating Revenue	3,174.54	25,607.04	0.00	25,607.04
Interest & Other Income	0.00	7,337.08	0.00	7,337.08
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NET INCOME OR (LOSS)	5,609.24	180,732.08	68,813.86	111,918.22
	=====	=====	=====	=====

ADMINISTRATION BUDGET ANALYSIS
FISCAL YEAR 1993-1994
For 6 Months Ended December 31, 1993

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	\$300	\$0	\$1,350		\$1,350	\$1,800	(\$450)
502	PAWROLL	\$16,364		\$16,364	\$14,646	\$1,718	\$87,876		\$87,876	\$87,876	\$1
503	PERSONNEL EXPENSES	\$276		\$276	\$55	\$221	\$562		\$562	\$330	\$232
504	PROFESSIONAL SERVICES	\$8,555		\$8,555	\$2,933	\$5,622	\$37,125		\$37,125	\$17,600	\$19,525
505	CONTRACTUAL SERVICES	\$345		\$345	\$400	(\$55)	\$1,725		\$1,725	\$2,400	(\$675)
506	MEMBERSHIPS & DUES	\$120		\$120	\$318	(\$198)	\$305		\$305	\$1,910	(\$1,605)
507	PRINTING & PUBLICATIONS	\$50		\$50	\$146	(\$96)	\$1,237		\$1,237	\$875	\$362
508	SKILLS IMPROVEMENT	\$0		\$0	\$42	(\$42)	\$225		\$225	\$250	(\$25)
509	MEETINGS & TRAVEL	\$0		\$0	\$208	(\$208)	\$1,122		\$1,122	\$1,250	(\$128)
510	SAFETY PROGRAM	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0
511	OFFICE EXPENSES	\$1,089		\$1,089	\$867	\$222	\$4,352		\$4,352	\$5,200	(\$848)
512	INSURANCE EXPENSES	\$2,516		\$2,516	\$2,610	(\$94)	\$15,095		\$15,095	\$15,658	(\$563)
514	RENTS/LEASES/CONTRACTS	\$294	\$0	\$294	\$113	\$181	\$1,356	\$10,162	\$11,518	\$6,728	\$4,790
518	REPAIRS & MAINTENANCE	\$0		\$0	\$50	(\$50)	\$429		\$429		\$429
523	SERVICE/BANK CHARGES	\$0		\$0		\$0	\$0		\$0		\$0
524	INTEREST EXPENSES	\$407		\$407	\$0	\$407	\$979		\$979	\$0	\$979
	PLANT EXPANSION		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
	TOTAL	\$30,316	\$0	\$30,316	\$22,688	\$7,629	\$153,738	\$10,162	\$163,901	\$141,877	\$22,024

TREATMENT BUDGET ANALYSIS
FISCAL YEAR 1993-1994
For 6 Months Ended December 31, 1993

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	\$55,014		\$55,014	\$50,149	\$4,865	\$298,071		\$298,071	\$300,895	(\$2,824)
503	PERSONNEL EXPENSES	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0
505	CONTRACTUAL SERVICES	\$5,649		\$5,649	\$8,975	(\$3,326)	\$33,027		\$33,027	\$53,853	(\$20,825)
508	SKILLS IMPROVEMENT	\$465		\$465	\$150	\$315	\$465		\$465	\$900	(\$435)
510	SAFETY PROGRAM	\$187		\$187	\$476	(\$289)	\$1,784		\$1,784	\$2,855	(\$1,071)
513	UTILITIES	\$22,576		\$22,576	\$21,792	\$784	\$96,676		\$96,676	\$130,750	(\$34,074)
514	RENTS/LEASES/CONTRACTS	\$764		\$764	\$1,122	(\$359)	\$3,488		\$3,488	\$6,733	(\$3,245)
515	FUELS & LUBRICANTS	\$120		\$120	\$350	(\$230)	\$2,389		\$2,389	\$2,100	\$289
516	OPERATING EXPENSES	\$2,545		\$2,545	\$6,629	(\$4,083)	\$32,055		\$32,055	\$39,771	(\$7,716)
517	LABORATORY SUPPLIES	\$1,360	\$2,926	\$4,286	\$1,342	\$2,944	\$8,045	\$2,926	\$10,971	\$8,050	\$2,921
518	REPAIRS & MAINTENANCE	\$6,591	\$0	\$6,591	\$8,064	(\$1,473)	\$36,099	\$2,078	\$38,177	\$48,384	(\$10,207)
520	SMALL TOOLS	\$70		\$70	\$89	(\$18)	\$604		\$604	\$533	\$71
	SPECIAL CAPITAL PURCHASES			\$0	\$0	\$0			\$0	\$0	\$0
	TOTAL	\$95,341	\$2,926	\$98,267	\$99,137	(\$870)	\$512,703	\$5,004	\$517,707	\$594,823	(\$77,116)

INDUSTRIAL WASTE BUDGET ANALYSIS
 FISCAL YEAR 1993-1994
 For 6 Months Ended December 31, 1993

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	ENROLL	\$2,338		\$2,338	\$2,175	\$163	\$12,563		\$12,563	\$13,050	(\$486)
504	PROFESSIONAL SERVICES	\$63		\$63	\$83	(\$21)	\$479		\$479	\$500	(\$21)
505	CONTRACTUAL SERVICES	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0
507	PRINTING & PUBLICATIONS	\$0		\$0	\$8	(\$8)	\$0		\$0	\$50	(\$50)
508	SKILLS IMPROVEMENT	\$0		\$0	\$17	(\$17)	\$0		\$0	\$100	(\$100)
511	OFFICE EXPENSES	\$1		\$1	\$13	(\$12)	\$65		\$65	\$75	(\$10)
517	LABORATORY SUPPLIES	\$0	\$0	\$0	\$25	(\$25)	\$0	\$0	\$0	\$150	(\$150)
530	PROVISION FOR DEFICIT	\$0	\$0	\$0	\$0	\$0	\$4,965	\$0	\$4,965	\$4,965	\$0
	TOTAL	\$2,402	\$0	\$2,402	\$2,321	\$81	\$18,072	\$0	\$18,072	\$18,890	(\$817)

COLLECTION BUDGET ANALYSIS
FISCAL YEAR 1993-1994
For 6 Months Ended December 31, 1993

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	\$17,977		\$17,977	\$18,859	(\$882)	\$94,575		\$94,575	\$113,156	(\$18,581)
505	CONTRACTUAL SERVICES	\$144		\$144	\$609	(\$465)	\$1,063		\$1,063	\$3,651	(\$2,588)
508	SKILLS IMPROVEMENT	\$0		\$0	\$17	(\$17)	\$0		\$0	\$100	(\$100)
510	SAFETY PROGRAM	(\$27)		(\$27)	\$49	(\$76)	\$483		\$483	\$295	\$188
511	OFFICE EXPENSES	\$0	\$0	\$0	\$45	(\$45)	\$0	\$0	\$0	\$271	(\$271)
512	INSURANCE EXPENSES	\$1,707		\$1,707	\$1,833	(\$127)	\$10,191		\$10,191	\$11,000	(\$809)
514	RENTS/LEASES/CONTRACTS	\$226		\$226	\$103	\$123	\$757		\$757	\$620	\$137
515	FUELS & LUBRICANTS	\$245		\$245	\$343	(\$98)	\$1,024		\$1,024	\$2,060	(\$1,035)
516	OPERATING EXPENSES	\$159		\$159	\$332	(\$174)	\$941		\$941	\$1,995	(\$1,053)
518	REPAIRS & MAINTENANCE	\$533	\$0	\$533	\$1,038	(\$505)	\$2,101	\$84,219	\$86,320	\$31,225	\$55,095
520	SMALL TOOLS	\$0		\$0	\$36	(\$36)	\$0		\$0	\$217	(\$217)
	SPECIAL CAPITAL PURCHASES			\$0	\$0	\$0			\$0	\$0	\$0
	TOTAL	\$20,964	\$0	\$20,964	\$23,265	(\$2,301)	\$111,135	\$84,219	\$195,354	\$164,588	\$30,766

OFFICE OF THE TREASURER

P.O. BOX 942809
SACRAMENTO, CA 94209-0001

LOCAL AGENCY INVESTMENT FUND

P.O. BOX 942809

SACRAMENTO, CA 94209-0001

DECEMBER, 1993 STATEMENT

Date: 12/31/93
Page: 01

ACCOUNT NUMBER: 70-41-008

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						\$664,562.08
12/02/93	12/02/93	RD	513	KMS	\$120,000.00	\$784,562.08
ENDING BALANCE - REG						\$784,562.08
O BOND PROCEEDS						
GRAND TOTAL						\$784,562.08

SUMMARY

	TRAN COUNT	TOTAL DEPOSIT AMT	TOTAL WITHDRAWAL AMT
REG	1	\$120,000.00	\$0.00
B/P	0	\$0.00	\$0.00
TOTAL	1	\$120,000.00	\$0.00

RECEIVED

JAN 19 1994

SEWER AUTHORITY MID-COASTSIDE

SEWER AUTHORITY MID-COASTSIDE
WASTEWATER TREATMENT FACILITY

M E M O R A N D U M

DATE: January 14, 1994
TO: BOARD OF DIRECTORS
Sewer Authority Mid-Coastside
FROM: GARY R. VALLADAO *GRV*
Manager
SUBJ: FLOW REPORT FOR DECEMBER 1993

The daily flow report figures for the month of DECEMBER 1993 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:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.606	46.23%
Granada Sanitary District	0.390	29.71%
Montara Sanitary District	0.316	24.06%
TOTAL	1.311	100%

GRV:gmb
Attachment

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-Dec-93	WED	0.541	0.364	0.274	1.179	0.00
02-Dec-93	THU	0.539	0.369	0.243	1.151	0.00
03-Dec-93	FRI	0.657	0.298	0.204	1.159	0.05
04-Dec-93	SAT	0.460	0.472	0.401	1.333	0.00
05-Dec-93	SUN	0.556	0.480	0.331	1.367	0.00
06-Dec-93	MON	0.524	0.365	0.275	1.164	0.00
07-Dec-93	TUE	0.615	0.279	0.241	1.135	0.00
08-Dec-93	WED	0.478	0.473	0.339	1.290	0.50
09-Dec-93	THU	0.544	0.363	0.293	1.200	0.05
10-Dec-93	FRI	0.514	0.387	0.395	1.296	0.50
11-Dec-93	SAT	0.866	0.430	0.402	1.698	0.35
12-Dec-93	SUN	0.577	0.499	0.365	1.441	0.00
13-Dec-93	MON	0.618	0.511	0.435	1.564	1.16
14-Dec-93	TUE	0.909	0.357	0.301	1.567	0.00
15-Dec-93	WED	0.586	0.470	0.356	1.412	0.00
16-Dec-93	THU	0.478	0.405	0.326	1.209	0.00
17-Dec-93	FRI	0.759	0.256	0.222	1.237	0.00
18-Dec-93	SAT	0.706	0.384	0.352	1.442	0.00
19-Dec-93	SUN	0.585	0.456	0.368	1.409	0.00
20-Dec-93	MON	0.632	0.391	0.226	1.249	0.00
21-Dec-93	TUE	0.459	0.427	0.373	1.259	0.00
22-Dec-93	WED	0.704	0.293	0.233	1.230	0.00
23-Dec-93	THU	0.672	0.352	0.302	1.326	0.00
24-Dec-93	FRI	0.699	0.392	0.328	1.419	0.00
25-Dec-93	SAT	0.573	0.361	0.321	1.255	0.00
26-Dec-93	SUN	0.480	0.468	0.380	1.328	0.10
27-Dec-93	MON	0.568	0.403	0.315	1.286	0.00
28-Dec-93	TUE	0.653	0.322	0.259	1.234	0.00
29-Dec-93	WED	0.478	0.402	0.355	1.235	0.00
30-Dec-93	THU	0.611	0.312	0.283	1.206	0.00
31-Dec-93	FRI	0.754	0.334	0.283	1.371	0.00
TOTAL		18.794	12.076	9.781	40.651	2.71

MEMBER AGENCY FLOWS

	HMB *****	GSD *****	MSD *****	TOTAL *****
TOTALS	18.794	12.076	9.781	40.651
AVERAGE DAILY FLOWS	0.606	0.390	0.316	1.311
PERCENT OF TOTAL FLOW	46.23%	29.71%	24.06%	100%

SEWER AUTHORITY MID-COASTSIDE
WASTEWATER TREATMENT FACILITY

MONTHLY FLOW REPORT

DATE	PLANT INFLUENT FLOW (MGD)	PLANT EFFLUENT FLOW (MGD)	% DIFFERENCE
*****	*****	*****	*****
01-Dec-93	1.179	1.117	5.3%
02-Dec-93	1.151	1.110	3.6%
03-Dec-93	1.159	1.127	2.8%
04-Dec-93	1.333	1.278	4.1%
05-Dec-93	1.367	1.290	5.6%
06-Dec-93	1.164	1.119	3.9%
07-Dec-93	1.135	1.105	2.6%
08-Dec-93	1.290	1.247	3.3%
09-Dec-93	1.200	1.175	2.1%
10-Dec-93	1.296	1.269	2.1%
11-Dec-93	1.698	1.597	5.9%
12-Dec-93	1.441	1.357	5.8%
13-Dec-93	1.564	1.540	1.5%
14-Dec-93	1.567	1.505	4.0%
15-Dec-93	1.412	1.312	7.1%
16-Dec-93	1.209	1.160	4.1%
17-Dec-93	1.237	1.161	6.1%
18-Dec-93	1.442	1.328	7.9%
19-Dec-93	1.409	1.304	7.5%
20-Dec-93	1.249	1.136	9.0%
21-Dec-93	1.259	1.140	9.5%
22-Dec-93	1.230	1.143	7.1%
23-Dec-93	1.326	1.204	9.2%
24-Dec-93	1.419	1.280	9.8%
25-Dec-93	1.255	1.162	7.4%
26-Dec-93	1.328	1.188	10.5%
27-Dec-93	1.286	1.168	9.2%
28-Dec-93	1.234	1.131	8.3%
29-Dec-93	1.235	1.170	5.3%
30-Dec-93	1.206	1.108	8.1%
31-Dec-93	1.371	1.273	7.1%
MINIMUM	1.135	1.105	1.5%
AVERAGE	1.311	1.232	6.0%
MAXIMUM	1.698	1.597	10.5%
TOTAL	40.651	38.204	

A PUBLIC AGENCY
SERVING:
City of Half Moon Bay
San Mateo Sanitary District
Santa Clara Sanitary District

SEWER AUTHORITY MID-COASTSIDE

1000 N. Cabrillo Highway
P.O. Box 3100
Half Moon Bay, CA 94019
Phone: (415) 726-0124
Fax: (415) 726-7833

Mr. Steven R. Ritchie
CA REGIONAL WATER QUALITY CONTROL BOARD
San Francisco Bay Region
2101 Webster Street, Suite 500
Oakland, CA 94607

January 14, 1994

RE: Self-Monitoring Report - DECEMBER 1993 - File No. 2427.7068

Dear Mr. Ritchie:

Transmitted herewith are the following for December 1993:

1. EPA Form 3320-1 Monthly Monitoring
2. EPA Form 3320-1 Semi-Annual Monitoring
3. Annual Report Requirement Compliance Summary
4. Annual Report Data Summary
5. Monthly Report Data
6. Semi-Annual Report Data

VIOLATIONS

There were six (6) effluent quality violations during the month of December 1993. These violations were as follows:

December	1, 1993	Daily, Settleable Matter	0.4 mL/L-hr
December	6, 1993	Daily, Settleable Matter	0.5 mL/L-hr
December	7, 1993	Daily, Settleable Matter	0.4 mL/L-hr
December	10, 1993	Daily, Settleable Matter	0.7 mL/L-hr
December	11, 1993	Daily, Settleable Matter	2.0 mL/L-hr
December	1993	Monthly Settleable Matter	0.2 mL/L-hr

These violations are discussed in the Operational Problems section of this report.

OVERFLOWS / BYPASSES

There were no reportable raw sewage overflows or treatment process bypasses.

MECHANICAL PROBLEMS

No mechanical problems in the member agency collections systems or in the Authority facilities which resulted in a raw sewage overflow or an effluent quality violation.

OPERATIONAL PROBLEMS

DECEMBER 1, 6, 7, 1993, VIOLATIONS:

The Authority has been adjusting the activated sludge process to optimize the SVI and MLVSS solids inventory. On December 1, 1993 the SVI was too high, and on December 6 and 7, 1993, the solids inventory was too high. These high levels contributed to the effluent quality violations. These process parameter are now under control.

DECEMBER 10 and 11, 1993 VIOLATIONS:

On December 10 and 11, 1993, flows were higher than normal, due to rain. This high flow contributed to the violations.

The Monthly Settleable Matter Violation was primarily due to the rain related violations.

In separate correspondence, we are advising the Regional Board of on-going actions to improve plant performance.

COLLECTION PROBLEMS

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


GRV:gmb
Enclosures

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

SEWER AUTHORITY MID-COASTSIDE
MEMORANDUM

DATE: January 7, 1994

TO: BOARD OF DIRECTORS
Sewer Authority Mid-coastside

FROM: GARY R. VALLADAO 
Manager

SUBJ: SEMI-ANNUAL COLLECTION SYSTEM MAINTENANCE REPORT
- JULY - DECEMBER 1993

(File No. CORP1293)

Attached for your review is the accounting of Collection System Maintenance performed by SAM for the member agencies during the months of JULY - DECEMBER 1993.

A summary of Sewer Line Maintenance tasks completed is as follows:

SEWER LINE MAINTENANCE TASK EVENTS	GSD	HMB	MSD
Main Line Scheduled Maintenance	21	0	17
Main Line Unscheduled Maintenance (Other than Stoppages)	5	0	1
Main Line Stoppage Response	28	8	11
Service Line Response	47	11	19

A summary of Lift Station Maintenance hours is as follows:

LIFT STATION MAINTENANCE HOURS	GSD	HMB	MSD
Lift Station P.M. Daily	8	3	20
Lift Station P.M. Weekly	49	28	129
Lift Station P.M. Other	16	1	115
Lift Station Repairs	126	18	168

A summary of total hours devoted to each member agency is as follows:

TOTAL COLLECTION HOURS	GSD	HMB	MSD	TOTAL
SAM Wide Activities	331	176	371	878
SAM Equipment Maintenance	126	47	100	274
Sewer Line Maintenance	565	126	271	962
Lift Station Maintenance	49	199	427	675
Total Hours	1071	549	1169	2789
Percentage of Total	38.4%	19.7%	41.9%	100.0%

Attached are year to date or current month detailed reports for:

Collection Maintenance Crew Hours **Monthly** Summary Report
Collection Maintenance Crew Hours Year to Date **Annual** Report
Sewer Line and Lift Station Maintenance Account Balances

For Sewer Line Maintenance;

Scheduled Main Line Maintenance Summary
Unscheduled Main Line Maintenance Summary
Main Line Stoppage Response Summary
Service Line Response Summary

For Lift Station Maintenance;

Lift Station Maintenance Hours Year to Date **Annual** Report

Please note, Main Line Scheduled Maintenance performed was less than usual due to flusher truck down time.

The Sewer Line Maintenance and Lift Station Maintenance Reports are specific for each of the member agencies.

GRV:gmb
Attachments


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

SEWER AUTHORITY MID-COASTSIDE

M E M O R A N D U M

DATE: January 17, 1993

TO: BOARD OF DIRECTORS
Sewer Authority Mid-Coastside

FROM: GARY R. VALLADAO 
Manager

SUBJ: PLANT EXPANSION JANUARY 1994
(File No. AM940102)

This monthly Plant Expansion Board memo reports the progress of Authority tasks which must be completed prior to plant expansion construction.

PLANT EXPANSION COASTAL DEVELOPMENT PERMIT (CDP)

There has been no change in status regarding Authority's Plant Expansion CDP application.

The outstanding submittal items for the Plant Expansion CDP application are final Member Agency Assessment District Reports. Directors may wish to apprise the Board of the current status of each Member Agency Assessment District formation process.

SEWER AUTHORITY MID-COASTSIDE

M E M O R A N D U M

DATE: January 17, 1994

TO: BOARD OF DIRECTORS
Sewer Authority Mid-Coastside

FROM: GARY R. VALLADAO
Manager



SUBJ: PHASE 2 OF EPA AUDIT RESOLUTION ASSISTANCE - EPA
CONSTRUCTION GRANTS NO. C-06-1022-100 AND -140

(File No. AM940103)

As previously reported, Larry Walker Associates (LWA) and Authority staff have completed the compilation of information necessary to respond to the EPA Audit.

On January 12, 1994 representatives of LWA and the Authority met with State Water Resources Control Board (SWRCB) staff to review and discuss the Authority response to each of the eight issues raised by the EPA Auditors.

The SWRCB staff advised the Authority that they would be reviewing the information provided, and that a final determination regarding the EPA Audit would be forthcoming. No anticipated date was provided for their final determination.

We will provide the Board with an update on this matter at its February 28, 1994 meeting.

SEWER AUTHORITY MID-COASTSIDE

M E M O R A N D U M

DATE: January 17, 1994

TO: BOARD OF DIRECTORS
Sewer Authority Mid-Coastside

FROM: GARY R. VALLADAO
Manager



SUBJ: COASTSIDE EMERGENCY MANAGEMENT AND MUTUAL AID
ORGANIZATION - MEMORANDUM OF UNDERSTANDING

(File No. AM940105)

As the Board may be aware, the Authority has been participating in an organization of coastsides public agencies formed to coordinate emergency disaster response.

Through participation, the Authority has been able to plan for integrating its needs and its resources with those of other local agencies in the event of a coastsides disaster. This planned approach has proven successful in areas that have experienced disasters.

The organization has produced the attached Memorandum of Understanding (MOU) which defines the organizational structure and establishes guidelines for the Coastsides Emergency Management and Mutual Aid Organization.

The cost for participation is already included in the Authority Budget, and consists primarily of the time Authority employees spend in preparing for a coordinated disaster response.

RECOMMENDED ACTION

We recommend that the Board review the attached resolution and MOU, and approve A Resolution Approving and Authorizing Sewer Authority Mid-Coastside Participation in the Coastsides Emergency Management and Mutual Aid Organization.

RESOLUTION NO. _____

A RESOLUTION APPROVING AND AUTHORIZING SEWER AUTHORITY MID-COASTSIDE PARTICIPATION IN THE COASTSIDE EMERGENCY MANAGEMENT AND MUTUAL AID ORGANIZATION

RESOLVED by the Board of Directors of the Sewer Authority Mid-Coastside, San Mateo County, California, as follows:

WHEREAS, this Board desires to have the Authority participate in the Coastside Emergency Management and Mutual Aid Organization (Organization), and

WHEREAS, there has been provided to this Board a Memorandum of Understanding defining the organizational structure and establishing the guidelines for the interagency coordinated Organization (Agreement),

NOW THEREFORE, it is determined and ordered that:

1. The above recitals are true and correct.
2. The Agreement, Exhibit A hereto, is hereby approved.
3. The Authority Manager is hereby Authorized and directed to execute the Agreement on behalf of the Authority.

* * * * *

I hereby certify that the foregoing is a full, true and correct copy of the Resolution duly passed and adopted by the Board of Directors of the Sewer Authority Mid-Coastside, San Mateo County, California, at a regular Board meeting thereof held on the _____ day of _____, 1993, by the following vote of its members:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

Chairperson
Sewer Authority Mid-Coastside

COUNTERSIGNED:

Secretary
Sewer Authority Mid-Coastside

MEMORANDUM OF UNDERSTANDING

INTRODUCTION

The Coastside local area includes the contiguous area from Devils Slide (north) to Tunitas Beach (south), and from the Pacific Ocean (west) to the Half Moon Bay Fire Protection District eastern boundary line. This area includes the communities of Montara, Moss Beach, Miramar, El Granada, Princeton, Half Moon Bay, and the various agencies therein. The Coastside local area is subject to various disasters which may virtually isolate the communities from outside assistance or require a rapid, coordinated and unified emergency response effort by agencies within the local area. Examples of the types of disasters that the Coastside may face include fire, flood, storm, epidemic, riot, tsunami, hazardous material spill, earthquake, aircraft accident, and major oil spill.

PURPOSE

The purpose of this Memorandum of Understanding is to define the organizational structure and establish guidelines for interagency coordinated Coastside Emergency Management and Mutual Aid Organization. This agreement is designed to be consistent with the Statewide Emergency Management System (SEMS).

EMERGENCY RESPONSE ORGANIZATION

To ensure a coordinate response in case of a local emergency, the signatories agree:

To provide representation or effect coordination in an appropriate manner to the Coastside Emergency Operation Center in the event of a local or county-wide emergency which would require a multi-agency or multi-jurisdictional response to a local disaster:

To utilize the mandated State Emergency Response System (SEMS) which is based upon the Incident Command System (ICS). This system will be utilized to prioritize incident response and to manage available resources, facilities, and other support: and

To use the Unified Command feature of the Incident Command System to coordinate operations. Unified Command is a unified team effort which allows all agencies, geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished *without losing or abdicating agency authority, autonomy, responsibility, or accountability.*

To assist in the development and maintenance of a coordinated Coastside Emergency Response Plan and procedures for responding to area emergencies in a unified manner.

OBJECTIVES

The overall objective of the Coastside Emergency Response Team in managing emergency operations is to reduce loss of life, injury, and property through effective management of emergency forces involved in preparing for and responding to situations associated with natural disasters, technological incidents, or natural defense emergencies. The local emergency management staff will have overall responsibility for:

- Overall management and coordination of emergency operations to include on-scene incident management
- Coordination of inter-jurisdictional/agency mutual aid

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COASTSIDE DISASTER AND CIVIL DEFENSE MUTUAL AID AGREEMENT

INTRODUCTION

This agreement is made and entered into by and between the various political divisions, municipal corporations, and other public agencies of the Coastsides local area for the purpose of coordinating emergency planning and response on the coastsides. The Coastsides local area includes the communities of Montara, Moss Beach, Miramar, El Granada, Princeton, Half Moon Bay, and the various agencies therein. The local area also includes the contiguous area from Devils Slide to the North to Tunitas Beach on the south and from the Pacific Ocean on the west to the eastern boundary line of the Half Moon Bay Fire Protection District on the East.

WITNESSETH:

WHEREAS, Under the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) counties and cities are responsible for preparing for and responding to emergencies within their jurisdiction; and

WHEREAS, California Emergency Services Act CG § 8706 (SEMS) encourages the adoption of a statewide emergency management system and encourages the development of mutual aid agreements; and

WHEREAS, The Coastsides local area is subject to various disasters which may virtually isolate the communities from outside assistance or require a rapid, coordinated and unified emergency response effort by agencies within the local area; and

WHEREAS, It is necessary that all of the resources of the local jurisdictions, public agencies, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as fire, flood, storm, epidemic, riot, tsunami, earthquake, aircraft accident, and major oil spill; and

WHEREAS, It is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the coordinated use of services and facilities, including, but not limited to, fire, police, medical and health, communication, transportation services, rehabilitation, and reconstruction which should arise in the event of a disaster; and

WHEREAS, It is necessary and desirable that a cooperative agreement be executed for the use of such mutual aid on a local basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

- (1) Each party agrees to provide representation or effect coordination in an appropriate manner to the Coastsides Emergency Operation Center (EOC) or other assigned location from which "centralized" emergency management can be performed in the event of a local or county-wide emergency which would require a multi-agency or multi-jurisdictional response to a local disaster.

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- (2) Each party agrees to become a participating member of the Coastside Emergency Operations Center which will utilize the mandated State Emergency Response System (SEMS) as specified by the California Code of Regulations Title 19, Division 2. SEMS is based upon the Incident Command System (ICS), the Multi-Agency Coordination System, Operational Area Concept and Established Mutual Aid Systems. SEMS is a unified team management system which allows all agencies, geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished *without losing or abdicating agency authority, autonomy, responsibility, or accountability*. SEMS will be utilized to prioritize incident response and to manage available resources, facilities, and other support.
- (3) Each party agrees to assist in the development and maintenance of a coordinated Coastside Emergency Response Plan and procedures for responding to area emergencies in a coordinated manner.
- (4) Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.
- (5) It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement.
- (6) It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases of which a State of Emergency has been proclaimed.
- (7) It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Emergency Services Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Sec. 1564, Military and Veterans Code.)
- (8) This agreement shall become effective as to each party when approved or executed by the party, and shall remain in effect as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in

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this agreement shall not affect the operation of this agreement as between the other parties thereto.

- (9) Cities, political subdivision and public agencies having a legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "COASTSIDE DISASTER AND CIVIL DEFENSE MUTUAL AID AGREEMENT." Upon adoption of such resolution, a certified copy thereof shall be forthwith be filed with the San Mateo Operational Area Office of Emergency Services.
- (10) The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the San Mateo Operational Area Office of Emergency Services.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

Draft 1/20/94

SEWER AUTHORITY MID-COASTSIDE

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

January 1994 Board Meeting

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

1. **December 27, 1993.** Attended Board Personnel Committee meeting.
2. **December 27, 1993.** Transmitted four (4) proposed sewer connection evaluation letters to the Granada Sanitary District.
3. **January 3, 1994.** Transmitted letter regarding hookup inspection services rendered to the Granada Sanitary District.
4. **January 4, 1994.** Transmitted letter regarding the EPA Audit to Black and Veatch Engineers.
5. **January 4, 1994.** Attended third Authority - Union successor agreement negotiations session.
6. **January 5, 1994.** Transmitted letter regarding plant operation to Johnson Lam of the Regional Water Quality Control Board (RWQCB).
7. **January 6, 1993.** Transmitted Coliform Reporting Form to the California Department of Health Services (DOHS).
8. **January 12, 1994.** Attended meeting with State Water Resources Control Board (SWRCB) staff regarding the EPA Final Audit Report.
9. **January 13, 1994.** Transmitted letters regarding NDWSCP Fees to 34 dischargers.
10. **January 13, 1994.** Attended Board Personnel Committee meeting.
11. **January 13, 1994.** Transmitted letter from Director Hall and Authority mailing list to the Authority Board.
12. **January 17, 1994.** Transmitted letter regarding exposed lateral line in the Montara Sanitary District to responsible contractor.
13. **January 17, 1994.** Transmitted letter regarding a lateral maintenance incident to the Granada Sanitary District.

SEWER AUTHORITY MID-COASTSIDE

MEMORANDUM

DATE: January 17, 1994

TO: BOARD OF DIRECTORS
Sewer Authority Mid-Coastside

FROM: GARY R. VALLADAO *SRV*
Manager

SUBJ: MANAGERS MONTHLY REPORT JANUARY 1994
(File No. MGRP9401)

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

1. NON-DOMESTIC WASTE SOURCE CONTROL PROGRAM (NDWSCP)

The following is an update of matters relevant to the NDWSCP:

- o Updates to the NDWSCP Ordinance, including disconnection and enforcement notification procedures are being reviewed by the Authority Legal Counsel.
- o We are in the process of collecting Fiscal Year 1993-94 NDWSCP Fees.
- o We are have sent out Notices of Violation to Permittees with absent or inadequate pretreatment devices.

2. PERSONNEL MATTERS

The following are personnel matters in progress:

- o The Personnel Committee is continuing its efforts to reach a successor agreement with the Union.
- o A proposed 125 Flexible Benefits Plan is being prepared. A draft document will be reviewed by the Personnel Committee. We hope to present this proposed plan to the Board for consideration at its February 28, 1994 meeting.