



## **SEWER AUTHORITY MID-COASTSIDE**

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

***Regular Board Meeting 7:00 PM, Monday, January 22, 2018***

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

#### **1. CALL TO ORDER**

A. Roll Call                      Chair:              Jim Blanchard (GCSD)  
   Vice-Chair:      Dr. Deborah Penrose (HMB)  
   Secretary:       Kathryn Slater-Carter (MWSD)  
   Treasurer:       Scott Boyd (MWSD)  
   Director:        Leonard Woren (GCSD)  
   Director:        Deborah Ruddock (HMB)

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

#### **3. CONVENE IN CLOSED SESSION** (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*)

##### **A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9:  
(San Francisco Bay Regional Water Quality Control Board v. Sewer Authority Mid-Coastside, Complaint R2-2017-1024)

##### **B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9:  
(Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)

##### **C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code 54957 – Title: General Manager

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

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

#### **6. CONSENT AGENDA** (*Consent items are considered routine and will be approved / adopted by a single motion and vote unless a request for removal for discussion or explanation is received from the public or Board.*)

A. Approve Minutes of December 7, 2017, Special Board Meeting and December 11, 2017, and January 8, 2018, Regular Board Meetings ([Attachment](#))

B. Approve Disbursements for January 22, 2018 ([Attachment](#))

C. Receive Monthly Budget Report for Period Ending December 30, 2017 ([Attachment](#))

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

A. Establish Standing Committees, Set Times and Places for Meetings, and Appoint Committee Members ([Attachment](#))

B. Discuss General Budget Priorities for FY 2018/19 and Provide Direction ([Attachment](#))

C. Discuss Infrastructure Plan Projects for FY 2018/19 and Provide Direction ([Attachment](#))

D. Review Request for Proposals from Half Moon Bay for Sewer Collection System Maintenance Services and Authorize the General Manager to Prepare and Submit a Proposal ([Attachment](#))

**8. GENERAL MANAGER'S REPORT**

A. Receive Manager's Report for December 2017 ([Attachment](#))

**9. ATTORNEY'S REPORT**

**10. DIRECTORS' REPORT**

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

**12. ADJOURNMENT**

- Upcoming Regular Board Meetings: February 12 and February 26, 2018

*The meeting will end by 9:00 p.m. unless extended by board vote.*

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**INFORMATION FOR THE PUBLIC**

This agenda contains a brief description of each item to be considered. Those wishing to address the Board on any matter not listed on the Agenda, but within the jurisdiction of the Board, may do so during the Public Comment section of the Agenda and will have a maximum of three minutes to discuss their item. Those wishing to speak on a matter listed on the Agenda will be called forward at the appropriate time.

Any writing that is a public record and relates to an agenda item for an open session of a regular meeting, that is distributed to the Board less than 72 hours prior to the meeting, is available for public inspection, during normal business hours, at the Authority's office.

Board meetings are accessible to people with disabilities. Upon request, this agenda will be made available in appropriate alternative formats to persons with a disability. In compliance with the Americans with Disabilities Act, special assistance for participation in this meeting can be obtained by contacting Kathy Matthews at (650) 726-0124. Request for a disability-related modification or an accommodation in order to participate in the public meeting must be made at least two working days in advance of the meeting.



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

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**TO:** Honorable Board of Directors

**FROM:** Beverli A. Marshall, General Manager

**REPORT BY:** Kathy Matthews, Supervisor of Administrative Services

**SUBJECT:** **Approve Minutes of December 7 and December 11, 2017, and January 8, 2018, Special and Regular Board Meetings**

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#### **Executive Summary**

The purpose of this report is for the Board of Directors to review and approve the minutes for the December 7, Board Meeting and December 11, 2017, and January 8, 2018, Special and Regular Board meetings.

#### **Fiscal Impact**

There is no fiscal impact from this report.

#### **Strategic Plan Compliance**

The recommendation complies with the SAM Strategic Plan Goal 4: *“A well-organized, motivated, and well-trained staff with an effective Board of Directors are the most important keys to success for SAM.”*

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

Attached are the minutes for the October 23, December 7, and December 11, 2017, regular Board meetings for review and approval.

#### **Staff Recommendation**

Staff recommends that the Board of Directors approve the minutes for the referenced Board meetings as presented.

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<b>BOARD MEMBERS:</b>	<b>J. Blanchard</b>	<b>S. Boyd</b>	<b>D. Penrose</b>
	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>	<b>L. Woren</b>
<b>ALTERNATE MEMBERS:</b>	<b>M. Clark</b>	<b>J. Harvey</b>	<b>B. Huber</b>
	<b>R. Kowalczyk</b>	<b>H. Rarback</b>	

**Supporting Documents**

Attachment A: Minutes of the December 7, 2017 Special Board Meeting

Attachment B: Minutes of the December 11, 2017, Regular Board Meeting

Attachment C: Minutes of the January 8, 2018, Regular Board Meeting

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<b>BOARD MEMBERS:</b>	<b>J. Blanchard</b>	<b>S. Boyd</b>	<b>D. Penrose</b>
	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>	<b>L. Woren</b>
<b>ALTERNATE MEMBERS:</b>	<b>M. Clark</b>	<b>J. Harvey</b>	<b>B. Huber</b>
	<b>R. Kowalczyk</b>	<b>H. Rarback</b>	

**MINUTES**  
**SAM SPECIAL BOARD OF DIRECTORS MEETING**  
**December 7, 2017**

**1. CALL TO ORDER**

Chair Slater-Carter called the meeting to order at 3:30 P.M. at the SAM Administration Building, located at 1000 N Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

Directors Ruddock, Blanchard, Woren, Slater-Carter, Penrose, and Huber (for Boyd) were present. Also present were General Manager Marshall and Administrative Assistant Susan Turbay.

**2. PUBLIC COMMENT / ORAL COMMUNICATION**

**3. REGULAR BUSINESS**

- A. In Compliance with public Contract Code Section 22050, Declare the Bus Bar/Duct Power Supply Failure at the Treatment Plant an Emergency and Find that the Emergency Will Not Permit a Delay Resulting from a Competitive Solicitation for Bids for Repair Work in Response to the Emergency

General Manager Marshall reported on the main bus bar/duct power supply failure on November 29, 2017, at the treatment plant. A discussion ensued. Chair Slater-Carter suggested that the Board pay closer attention to lists that have been done in the past by engineers.

Clemens Heldmaier, General Manager of Montara Water & Sanitary District, addressed the Board and stated that he was at the meeting to support the staff recommendation, and he discussed a previous discussion regarding the location of the generator and the potential replacement of the generator. He asked how long this was known and why was this not addressed. He also asked if this was included in the more recent Arc Flash Study and if it was, what the recommendation was at that time. He asked why the first email he received from SAM was on December 6<sup>th</sup> and inquired as to why the member agencies were not informed about this and why are they not sitting at the table discussing this situation.

Chair Slater-Carter requested that the questions be put on the agenda for the December 11, 2018, regular board meeting. Following the discussion, Director Woren moved, and Director Ruddock seconded the motion to declare the bus bar/duct power supply failure at the treatment plant an emergency and find that the emergency will not

permit a delay resulting from a competitive solicitation for bids for repair work in response to the emergency.

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

- B. Authorize the General Manager to Enter into a Finance Agreement to Borrow \$250,000 from Marlin Finance to Pay for Emergency Repairs of the Bus Bar/Duct at the Treatment Plant

General Manager Marshall discussed the possibility of entering in to a finance agreement to borrow \$250,000 from Marlin Finance to pay for the emergency repairs of the bus bar/duct at the treatment plant and informed the Board that SAM did not qualify. A discussion ensued. Clemens Heldmaier, General Manager of the Montara Water and Sanitary District, suggested that SAM take the proper steps and send this out to the member agencies to get approval. Director Ruddock requested a short break in order to discuss finances with the Half Moon Bay City Manager. The Board went in to recess at 3:56 p.m. The Board reconvened at 4:02 p.m. The discussion continued. Ryan Smith, General Manager of Calcon Systems, addressed the Board and expressed the urgency to get the repairs done as soon as possible. No Board action was taken.

- C. In Compliance with Public Contract Code Section 20806, Adopt a Resolution Authorizing the General Manager to Contract with an Electrical Contractor for Emergency Repairs of the Bus Bar/Duct at the Treatment Plant

General Manager Marshall reviewed the staff report and discussed the need to repair the main bus bar/duct at the treatment plant as a result of the power supply failure. Staff recommended that the Board adopt a resolution authorizing the General Manager to execute a contract with Calcon Systems, Inc. for the emergency repairs of the main bus bar/duct at the treatment plant in an amount not to exceed \$126,000, which includes a 10% contingency. Following a brief discussion, Director Penrose moved and Director Woren seconded the motion to adopt a resolution authorizing the General Manager to contract with an electrical contractor for emergency repairs of the main bus bar/duct in amount not to exceed \$126,000, which includes 10% contingency, for emergency repairs at the treatment plant.

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

- D. In Compliance with Public Contract Code Section 20806, Adopt a Resolution Authorizing the Purchase of Replacement Bus Bar/Duct for Emergency Repairs of the Bus Bar/Duct at the Treatment Plant

General Manager Marshall discussed the need to repair the main bus bar/duct at the treatment plant as a result of the power supply failure on November 29, 2017, and recommended that the Board adopt a resolution authorizing her to purchase a replacement bus bar/duct from Eaton Corporation in an amount not to exceed \$194,000, which includes 10% contingency. Following discussion, Director Ruddock moved and Director Woren seconded the motion to adopt a resolution authorizing the General Manager to purchase replacement bus bar/duct from Eaton Corporation in an amount not to exceed \$194,000, which includes 10% contingency for emergency repairs at the treatment plant.

**4. ADJOURNMENT**

Chair Slater-Carter adjourned the meeting at 4:21 p.m.

Respectfully Submitted,

Approved By:

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Kathy Matthews  
Recording Secretary

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Board Secretary



**MINUTES**  
**SAM BOARD OF DIRECTORS MEETING**  
**December 11, 2017**

**1. CALL TO ORDER**

Chair Slater-Carter called the meeting to order at 7:00 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

A. Roll Call

Directors Ruddock, Blanchard, Woren, Slater-Carter, Rarback (for Penrose), and Boyd were present. Also present were General Manager Marshall, General Counsel Nelson, Engineering & Construction Contract Manager Prathivadi, Supervisor of Treatment/Field Operations Costello, and Supervisor of Administrative Services Matthews.

**2. PUBLIC COMMENT/ORAL COMMUNICATION**

Director Woren informed the Board that the next GCSO Board meeting had been moved to December 14, 2017 in lieu of December 21, 2017.

**3. CONVENE IN CLOSED SESSION** (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*)

A. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION

Significant Exposure to Litigation Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9: (One Case)

B. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION

Significant Exposure to Litigation Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9: (Nine Cases)

C. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION

Significant Exposure to Litigation Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9: (Four Cases)

D. CONFERENCE WITH LEGAL COUNSEL — EXISTING LITIGATION

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (San Francisco Bay Regional Water Quality Control Board v. Sewer Authority Mid-Coastside, Complaint R2-2017-1024)

E. CONFERENCE WITH LEGAL COUNSEL — EXISTING LITIGATION

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Half Moon Bay v. Granada CSD, Montara WSD, & Sewer Authority Mid-Coastside)

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**F. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code 54957 — Title: General Manager

The Board went into closed session at 7:01 p.m.

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

The Board reconvened into open session at 7:14 p.m. Chair Slater-Carter reported that no Board action was taken.

**5. PUBLIC COMMENT / ORAL COMMUNICATION - NONE**

**6. CONSENT AGENDA** *(Consent items are considered routine and will be approved / adopted by a single motion and vote unless a request for removal for discussion or explanation is received from the public or Board.)*

Director Woren requested that the minutes of October 23, 2017, be pulled for corrections to his public comment regarding the Burnham Strip and brought back to the next Board meeting in January 2018.

B. Approve Disbursements for December 11, 2017

C. Receive Monthly Budget Report for Period Ending October 31, 2017

D. Authorize General Manager to Approve Expenditures for Routine Pump Repair Services from peninsula Pump & Equipment, Inc. Up to a Maximum of \$75,000 for Fiscal Year 2017/18

E. Authorize General Manager to Approve Purchases of Treatment Related Chemicals from Univar USA, Inc. Through Bay Area Consortium in an Amount Not to Exceed \$85,000 for Fiscal Year 2017/18

F. Authorize General Manager to Attend, and Reimburse Expenses Related to the California Association of Sanitation Agencies (CASA) Winter Conference January 24 — 26, 2018, in Palm Springs, CA

Following a brief discussion, Director Boyd moved and Director Ruddock seconded the motion to approve the consent agenda items as presented, with the exception of the minutes for October 23, 2017.

Boyd/Ruddock/8 Ayes/0 Noes. The motion passed unanimously.

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

- A. Amend the Unrepresented Employee Manual Effective January 1, 2018 and Amend the SAM Wage schedule as of January 1, 2018

General Manager Marshall reviewed the corrections made to the Bi-Weekly Wage Schedule as pointed out by Director Ruddock. Director Ruddock noted another error and requested page 149, 4<sup>th</sup> line down, be changed to a cap of 200 hours from 160 hours. Director Woren stated that to show his objection to the amount of sick leave carry over, he would be voting no on this agenda item and asked that his concerns be reflected in the minutes. Following the discussion, Director Ruddock moved and Director Boyd seconded the motion to amend the unrepresented employee manual effective January 1, 2018 and amend the SAM wage schedule as of January 1, 2018 with corrections as discussed.

Ruddock/Boyd/7 Ayes/1 Noe (Woren). The motion passed.

- B. Authorize the General Manager to Execute a Non-Domestic Wastewater Discharge Agreement with Browning-Ferris Industries of California, Inc., for the Discharge of Leachate Water from Ox Mountain Landfill into the SAM Sanitary Sewer System at a Designated Location

After reviewing the staff report, General Manager Marshall recommended that the Board of Directors authorize her to execute a non-domestic wastewater discharge agreement with Browning-Ferris Industries of California, Inc., for the discharge of leachate water from Ox Mountain Landfill into the SAM Sanitary Sewer System at a designated location. A discussion ensued. Director Boyd stated that he would like to get an engineering estimation of the most recent detailed assay sample. Following discussion, General Manager Marshall stated that staff would look in to the Board's concerns and go back and re-negotiate before finalizing the agreement, and bring it back to the Board for review.

- C. Discuss Contract Collection Services for FY 2018/19 and Give Direction

General Manager Marshall discussed the purpose of the staff report, and provided an opportunity for the Board to discuss the contract collection services for FY 2018/19 in order to give direction to staff. A discussion ensued. Chair Slater-Carter stated that the Montara Water & Sanitary District is planning to go through with the collection service

contract. Director Ruddock suggested the General Manager meet with the Half Moon Bay City Manager in early January. Director Woren suggested contacting the GCSD General Manager to set up a time to meet.

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

- A. Receive Manager's Report for October 2017
- B. Receive Manager's Response to Questions from December 7, 2017, Special Meeting

General Manager Marshall reviewed the staff report and discussed the recent power supply issue at the treatment plant. A discussion ensued. Director Boyd requested staff find out what happened to the contract with Calcon, if it was executed, and if the work was completed.

## **9. ATTORNEY'S REPORT**

General Counsel Nelson reported on his recent attendance at the CASA State Legislative Committee Meeting on December 8, 2017. He discussed the fact sheets regarding commercial bio-cremation, SB229 — accessory dwelling units, and the Hoover Commission's proposal to have the state conduct a study to assess the effect of requiring real estate transactions to trigger inspections of sewer laterals, CalPERS trying to sponsor a program that would take JPA pension liability and have all member agencies book it as their own and be jointly and separately liable, and the Ocean Protection Council is looking at plastic waste and microfibers.

## **10. DIRECTOR'S REPORT**

Chair Slater-Carter informed the Board that MWSD voted 4-0 at their last Board meeting that anytime they do a major pipeline replacement, they will also do a lateral replacement from the house to the major pipes. She also informed the Board that AT&T had a hearing to replace the electrical powered copper phone wires with fiber optics, which could complicate locating their underground facilities.

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

Chair Slater-Carter stated that it is important for SAM to have committees that can assist the General Manager in setting direction for this agency and would like to see if the Board would consider having alternates for the committees. She would like to see this in Topics for Future Board Consideration.

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**12. ADJOURNMENT**

Chair Slater-Carter adjourned the meeting at 8:32 p.m

Respectfully Submitted,

Approved By:

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Kathy Matthews

Recording Secretary

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Board Secretary

**MINUTES**  
**SAM BOARD OF DIRECTORS MEETING**  
**January 8, 2018**

**1. CALL TO ORDER**

Chair Slater-Carter called the meeting to order at 7:04 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

A. Roll Call

Directors Ruddock, Blanchard, Woren, Slater Carter, Penrose, and Boyd were present. Also present were General Manager Marshall, General Counsel Nelson, Engineering & Construction Contract Manager Prathivadi, and Supervisor of Treatment/Field Operations Costello.

B. Special Order of the Day – Election of SAM Officers

Chair Slater-Carter opened the nominations for SAM Chair. Director Penrose nominated Director Woren for Chair. Director Woren stated that as much as he would like to be the Chair, this is not the right time for him and he nominated Director Blanchard. By a vote of 8 to 0, Director Blanchard was elected as the new SAM Chair.

Chair Blanchard opened the nominations for SAM Vice-Chair. Director Ruddock nominated Director Penrose for Vice-Chair. By a vote of 8 to 0, Director Penrose was elected as Vice-Chair.

Chair Blanchard opened the nominations for SAM Secretary. Director Woren nominated Director Slater-Carter for Secretary and Director Ruddock for Treasurer. By a vote of 8 to 0, Director Slater-Carter was elected as Secretary, and Director Ruddock was elected as Treasurer.

**2. PUBLIC COMMENT / ORAL COMMUNICATION**

Anthony Basso, resident of Half Moon Bay, addressed the Board regarding the article in the Half Moon Bay Review about the electrical duct failure at the SAM plant. He informed the Board and the General Manager of a publication put out by the National Fire Protection Agency called NFPA 70B. He stated that it is the electrical maintenance manual for industrial facilities and it does contain the maintenance procedures for bus ducts. He also stated that this kind of failure could have been avoided if there had been a maintenance plan in place. The Board thanked him for his comments.

**3. CONVENE IN CLOSED SESSION** *(Items discussed in Closed Session comply with the Ralph M. Brown Act.)*

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (San Francisco Bay Regional Water Quality Board v. Sewer Authority Mid-Coastside, Complaint R@-2017-1024)
- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)

The Board went in to closed session at 7:14 p.m.

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

The Board reconvened into open session at 7:31 p.m. Chair Blanchard reported that there was no reportable action.

**5. PUBLIC COMMENT/ORAL COMMUNICATION**

**6. CONSENT AGENDA** (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*)

Director Woren pulled the minutes of the December 11, 2017 regular meeting, and Disbursements for January 8, 2017 for further discussion. Director Boyd pulled the minutes of December 7, 2017 special meeting, for further discussion.

- C. Receive Monthly Budget Report for Period Ending November 30, 2017
- D. Approve Schedule of the Board of Directors Meetings for 2018

Following a brief discussion, Director Ruddock moved and Director Slater-Carter seconded the motion to approve consent agenda items 6C and 6D as presented. Ruddock/Slater-Carter/8 Ayes/0 Noes. The motion passed.

- A. Approve Minutes of December 7, Special Board Meeting, and October 23, 2017, and December 11, 2017 Regular Board Meetings
- B. Approve Disbursements for January 8, 2018

Regarding the minutes of the December 11, 2017 regular Board meeting, Director Woren requested that another sentence be added to the discussion of agenda item 7B (after Director Boyd's comment on getting an engineering estimation on the most recent detailed assay sample) stating that Dir. Woren questioned the proposed rate schedule, indicating that he thought that, given what SAM pays to have water hauled up to Ox

Mountain, Browning-Ferris Industries was getting too much of a deal on the water that they bring back to SAM. He directed staff to add a sentence that stated his comments at that meeting. He also pointed out that there were a bunch of typos in Item 10, Attorneys Report. General Counsel Nelson stated that he will make appropriate corrections to the Attorneys Report in those minutes. Under Item 10, Directors Report, Dir. Woren discussed another possible revision to the comments of Dir. Slater-Carter. Dir. Slater-Carter asked that SAM inform the State Public PUC and CASA that it is important emergency access items to keep the copper lines for public health & safety rather than relying exclusively on cellular phones.

Regarding the minutes of the December 7, 2017 Special Meeting, Dir. Boyd asked that the minutes reflect the questions about the arc flash issue raised by Montara's General Manager; Dir. Boyd offered to provide the questions to SAM.

Following a brief discussion, Director Woren moved and Vice-Chair Penrose seconded the motion to approve the October 23, 2017 minutes as presented. Woren/Penrose/8 Ayes/0 Noes. The motion passed.

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

- A. Authorize the General Manager to Submit a Budget Amendment for Fiscal Year 2017/18 to Member Agencies for Approval

General Manager Marshall reviewed the staff report and recommended that the Board authorize her to submit the budget amendment for FY 17-18 to the member agencies and to request that this item be placed on the agenda of the next regular meeting for each agency to consider and approve. A discussion ensued. Director Boyd stated that it would be helpful, both for Board members who have heard and taken decisions, and for Member Agency staff who weren't present at the meetings, to contain more precise citations in the staff reports as to when and how decisions were made. Director Boyd also discussed the proposed additional staffing and the wording of the minutes of August 28, 2017 do not clearly reflect that the Board approved filling one-and-one half new positions. He is unclear if the Board actually made the decision to staff the position of Operator-in-Training and he is concerned since Montara staff has raised the question whether or not the Board had the room to approve additional staffing without taking it back to the member agencies. He repeated that the minutes, as written, were ambiguous.

Director Woren stated he would have liked to have seen, when considering budget



amendments that actually show transferring “x” amount of money from one account to another, on the staff report. Director Boyd stated that he wanted to know what line items were not being funded in order to shift funds to the repairs and replacement discussed in the budget amendment. Director Ruddock stated that CITY staff was not prepared to move forward with items 4 or 5 at next Tuesday’s City Council meeting. Director Boyd requested staff to provide, with the proposed amendment, additional information and specific references to prior Board approvals as it would be beneficial and help get to a faster resolution. Director Slater-Carter requested that the minutes reflect her concern about leaving SAM at risk with insufficient staffing. Director Woren suggested doing 2 budget amendments, the first being the items that Half Moon Bay is prepared to consider, and as soon as possible after that, doing a second budget amendment for the general counsel fees and the new Operator-in-Training position.

Director Slater-Carter stated that she was concerned about continuing patterns on the SAM Board that leave SAM at risk for fines by not listening to the consultants and the General Manager about what needs to be done. Director Woren suggested sending out both versions to the member agencies. Following discussion, Director Woren moved and Director Penrose seconded the motion for SAM staff to send out to the member agencies two versions of the budget amendment, one with all five of the items on attachment A and the second without items 4 and 5.

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

## **8. GENERAL MANAGER’S REPORT**

### **A. Receive Manager’s Report for November 2017**

Director Slater-Carter requested that the operations and maintenance list (chronology) from the managers’ report, be included with the items that are being sent out as information on the new year budget amendments.

### **B. Update on Planned and Emergency Infrastructure Projects**

General Manager Marshall updated the Board on the force main replacement project and informed them on the scope of work, the work completed to date, and the work expected to be completed by next month. She also updated the Board on the replacement of the bus bar/duct power supply and informed the Board that new bus ducts have been ordered and it is expected that the replacement will be completed by mid-February of 2018. She also informed them that PG&E will be replacing the entrance termination box at the same time. Engineering & Construction Contracts Manager Prathivadi gave a PowerPoint presentation to the Board which included the major tasks

of the force main replacement project, work completed to date, and a chronological photo summary of the project. Tim Monohan of SRT Consultants narrated an animated horizontal directional drilling overview so the Board could see how the work was being done.

**9. ATTORNEY’S REPORT**

General Counsel Nelson stated that during this time of year he usually gives updates on governance laws such as the Brown Act and Public Records Act. He stated that there were very little changes in either of those Acts. Director Woren requested a written report in the next Board packet.

**10. DIRECTOR’S REPORT - NONE**

**11. TOPICS FOR FUTURE BOARD CONSIDERATION**

General Manager Marshall reminded the Board that there is a Finance Committee meeting on Saturday, January 13, 2018, at 2:00 p.m. at the SAM Administration Building.

**12. ADJOURNMENT**

Chair Slater-Carter adjourned the meeting at 8:58 p.m.

Respectfully Submitted,

Approved By:

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Kathy Matthews  
Recording Secretary

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Board Secretary



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

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**TO:** Honorable Board of Directors

**FROM:** Beverli A. Marshall, General Manager

**BY:** Kathy Matthews, Supervisor of Administrative Services

**SUBJECT:** Disbursements – January 22, 2018

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#### **Executive Summary**

The purpose of this report is for the Board of Directors to review and approve the disbursements for the referenced period.

#### **Fiscal Impact**

Expenditures are paid per the JPA stipulation and order and the adopted Contract Collection Services Budget for FY 2017/18. The total expenditure amount for January 22, 2018, is \$438,701.19.

#### **Strategic Plan Compliance**

The recommendation complies with the SAM Strategic Plan Goal 3 “Consider long-term costs, and ensure that finances are stable and understandable by the board, member agencies, and the public.”

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

Attached please find the A/P check register for the period of January 9, 2017, through January 22, 2018, (\$392,294.86) and the payroll check register for the pay period ending January 12, 2018, (\$46,406.33).

#### **Staff Recommendation**

Staff recommends that the Board approve the disbursements for the period of January 9, 2018, through January 22, 2018, and the pay period ending January 12, 2018, as presented.

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<b>BOARD MEMBERS:</b>	<b>J. Blanchard</b>	<b>S. Boyd</b>	<b>D. Penrose</b>
	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>	<b>L. Woren</b>
<b>ALTERNATE MEMBERS:</b>	<b>M. Clark</b>	<b>J. Harvey</b>	<b>B. Huber</b>
	<b>R. Kowalczyk</b>	<b>H. Rarback</b>	

**Supporting Documents**

Attachment A: Check Register for January 22, 2018

Attachment B: Payroll Check Register for PPE January 12, 2018

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<b>BOARD MEMBERS:</b>	<b>J. Blanchard</b>	<b>S. Boyd</b>	<b>D. Penrose</b>
	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>	<b>L. Woren</b>
<b>ALTERNATE MEMBERS:</b>	<b>M. Clark</b>	<b>J. Harvey</b>	<b>B. Huber</b>
	<b>R. Kowalczyk</b>	<b>H. Rarback</b>	



Sewer Authority Mid-Coastside

# Check Register

## By Fund

Payment Dates 01/22/2018 - 01/22/2018

Payment Number	Payable Date	Vendor Name	Payment Date	Description (Item)	Amount
<b>Fund: 100 - Operating Fund</b>					
<b>Vendor: 0008 - AAAA Generator Services</b>					
101335	01/08/2018	AAAA Generator Services	01/22/2018	Annual PM-Standby Power Syst...	2,812.91
<b>Vendor 0008 - AAAA Generator Services Total:</b>					<b>2,812.91</b>
<b>Vendor: 0028 - Alpha Analytical Laboratories, Inc</b>					
101336	11/29/2017	Alpha Analytical Laboratories, I...	01/22/2018	Final Effluent Ocean Plan	3,795.00
<b>Vendor 0028 - Alpha Analytical Laboratories, Inc Total:</b>					<b>3,795.00</b>
<b>Vendor: 0055 - AT&amp;T</b>					
101337	01/01/2018	AT&T	01/22/2018	December Service 960 757-1068..	746.98
<b>Vendor 0055 - AT&amp;T Total:</b>					<b>746.98</b>
<b>Vendor: 0091 - Bold, Polisner, Maddow, Nelson &amp; Judson</b>					
101338	01/05/2018	Bold, Polisner, Maddow, Nelson...	01/22/2018	December Legal Counsel Servic...	1,872.00
101338	01/05/2018	Bold, Polisner, Maddow, Nelson...	01/22/2018	December Legal Counsel Servic...	1,896.00
<b>Vendor 0091 - Bold, Polisner, Maddow, Nelson &amp; Judson Total:</b>					<b>3,768.00</b>
<b>Vendor: 0107 - Calcon Systems, Inc.</b>					
101339	12/31/2017	Calcon Systems, Inc.	01/22/2018	Service Call: Ocean Colony Lift S...	2,766.34
101339	12/29/2017	Calcon Systems, Inc.	01/22/2018	Service Call: Vallemar Lift Station	850.00
101339	12/29/2017	Calcon Systems, Inc.	01/22/2018	Floats: Montara Pump Station	1,375.96
101339	12/29/2017	Calcon Systems, Inc.	01/22/2018	Routine Maintenance - Decemb...	5,000.00
101339	12/25/2017	Calcon Systems, Inc.	01/22/2018	SCADA Work: 1/2 December	4,420.00
101339	12/27/2017	Calcon Systems, Inc.	01/22/2018	Main Bus Duct Project: Decemb...	3,548.00
101339	12/30/2017	Calcon Systems, Inc.	01/22/2018	Chem Controls/Electrical Install...	20,000.00
101339	12/30/2017	Calcon Systems, Inc.	01/22/2018	Conduit/Wire Install 1W/2W Bui...	14,684.91
101339	12/30/2017	Calcon Systems, Inc.	01/22/2018	Temporary Power Installation: P...	22,460.00
101339	12/30/2017	Calcon Systems, Inc.	01/22/2018	Temporary Power Materials: Pl...	28,790.00
101339	12/26/2017	Calcon Systems, Inc.	01/22/2018	SCADA Work: 2/2 December	2,340.00
101339	12/28/2017	Calcon Systems, Inc.	01/22/2018	Main Bus Duct Project: Decemb...	4,890.00
101339	12/29/2017	Calcon Systems, Inc.	01/22/2018	Main Plant: December	4,307.10
<b>Vendor 0107 - Calcon Systems, Inc. Total:</b>					<b>115,432.31</b>
<b>Vendor: 0134 - Cintas Corporation #464</b>					
101342	01/08/2018	Cintas Corporation #464	01/22/2018	Uniforms	213.14
101342	01/08/2018	Cintas Corporation #464	01/22/2018	Uniforms	28.64
101342	01/08/2018	Cintas Corporation #464	01/22/2018	Uniforms	24.80
101342	01/08/2018	Cintas Corporation #464	01/22/2018	Uniforms	24.19
<b>Vendor 0134 - Cintas Corporation #464 Total:</b>					<b>290.77</b>
<b>Vendor: 0136 - Cintas</b>					
101341	12/29/2017	Cintas	01/22/2018	Maintain Safety Supplies Cabinet	144.98
<b>Vendor 0136 - Cintas Total:</b>					<b>144.98</b>
<b>Vendor: 0122 - Coastside County Water District</b>					
101343	12/31/2017	Coastside County Water District	01/22/2018	Pilarcitos Ave_DC	235.40
101343	12/31/2017	Coastside County Water District	01/22/2018	Pilarcitos Ave	976.50
101343	12/31/2017	Coastside County Water District	01/22/2018	SAM/West Point Ls	231.70
101343	12/31/2017	Coastside County Water District	01/22/2018	529 Obispo Rd	430.02
<b>Vendor 0122 - Coastside County Water District Total:</b>					<b>1,873.62</b>
<b>Vendor: 0172 - CWEA-SCVS</b>					
101344	11/16/2017	CWEA-SCVS	01/22/2018	Collection System Maintenance...	34.00
101344	11/16/2017	CWEA-SCVS	01/22/2018	Collection System Maintenance...	30.60
101344	11/16/2017	CWEA-SCVS	01/22/2018	Collection System Maintenance...	20.40
101344	11/06/2017	CWEA-SCVS	01/22/2018	Offset 2017-1106-AR	-34.00
101344	11/06/2017	CWEA-SCVS	01/22/2018	Offset 2017-1106-AR	-30.60
101344	11/06/2017	CWEA-SCVS	01/22/2018	Offset 2017-1106-AR	-20.40
101344	01/08/2018	CWEA-SCVS	01/22/2018	Laboratory Analyst Grade 1 - G...	85.00

Check Register

Payment Dates: 01/22/2018 - 01/22/2018

Payment Number	Payable Date	Vendor Name	Payment Date	Description (Item)	Amount
101344	01/08/2018	CWEA-SCVS	01/22/2018	Association Membership - John ...	72.00
101344	01/08/2018	CWEA-SCVS	01/22/2018	Association Membership - John ...	64.80
101344	01/08/2018	CWEA-SCVS	01/22/2018	Association Membership - John ...	43.20
101344	01/08/2018	CWEA-SCVS	01/22/2018	Collection System Maintenance...	36.00
101344	01/08/2018	CWEA-SCVS	01/22/2018	Collection System Maintenance...	32.40
101344	01/08/2018	CWEA-SCVS	01/22/2018	Collection System Maintenance...	21.60
101344	01/08/2018	CWEA-SCVS	01/22/2018	Association Membership - Kish...	180.00
101346	01/11/2018	CWEA-SCVS	01/22/2018	Certification Preparation: Anth...	20.00
101346	01/11/2018	CWEA-SCVS	01/22/2018	Certification Preparation: Anth...	18.00
101346	01/11/2018	CWEA-SCVS	01/22/2018	Certification Preparation: Anth...	12.00
<b>Vendor 0172 - CWEA-SCVS Total:</b>					<b>585.00</b>
<b>Vendor: 0211 - Du-All Safety, LLC</b>					
101347	12/31/2017	Du-All Safety, LLC	01/22/2018	December Safety Maintenance ...	2,320.00
<b>Vendor 0211 - Du-All Safety, LLC Total:</b>					<b>2,320.00</b>
<b>Vendor: 0216 - Eaton Corporation</b>					
101348	12/28/2017	Eaton Corporation	01/22/2018	Bus Duct Project - 30%	57,595.92
101348	12/29/2017	Eaton Corporation	01/22/2018	Bus Duct Project - 60%	115,191.85
<b>Vendor 0216 - Eaton Corporation Total:</b>					<b>172,787.77</b>
<b>Vendor: 0223 - Employment Screening Services, Inc.</b>					
101349	01/10/2018	Employment Screening Services,...	01/22/2018	Employment Screening: Anthon...	95.00
<b>Vendor 0223 - Employment Screening Services, Inc. Total:</b>					<b>95.00</b>
<b>Vendor: 0254 - Gempler's</b>					
101350	01/03/2018	Gempler's	01/22/2018	Ear Plugs - SAM 10: Collections	20.92
101350	01/03/2018	Gempler's	01/22/2018	Ear Plugs - SAM 10: Collections	18.82
101350	01/03/2018	Gempler's	01/22/2018	Ear Plugs - SAM 10: Collections	12.55
<b>Vendor 0254 - Gempler's Total:</b>					<b>52.29</b>
<b>Vendor: 0278 - Half Moon Bay Auto Parts</b>					
101351	01/10/2018	Half Moon Bay Auto Parts	01/22/2018	Parts/Batteries - SAM 4: Collect...	112.80
101351	01/10/2018	Half Moon Bay Auto Parts	01/22/2018	Parts/Batteries - SAM 4: Collect...	95.88
101351	01/10/2018	Half Moon Bay Auto Parts	01/22/2018	Parts/Batteries - SAM 4: Collect...	73.32
101351	01/11/2018	Half Moon Bay Auto Parts	01/22/2018	Battery Parts - SAM 4: Collectio...	4.46
101351	01/11/2018	Half Moon Bay Auto Parts	01/22/2018	Battery Parts - SAM 4: Collectio...	4.01
101351	01/11/2018	Half Moon Bay Auto Parts	01/22/2018	Battery Parts - SAM 4: Collectio...	2.67
101351	01/11/2018	Half Moon Bay Auto Parts	01/22/2018	Battery Parts - SAM 4: Collectio...	0.51
101351	01/11/2018	Half Moon Bay Auto Parts	01/22/2018	Battery Parts - SAM 4: Collectio...	0.46
101351	01/11/2018	Half Moon Bay Auto Parts	01/22/2018	Battery Parts - SAM 4: Collectio...	0.31
<b>Vendor 0278 - Half Moon Bay Auto Parts Total:</b>					<b>294.42</b>
<b>Vendor: 0289 - Hassett Hardware</b>					
101352	01/08/2018	Hassett Hardware	01/22/2018	DI Water: Lab	17.31
101352	01/11/2018	Hassett Hardware	01/22/2018	Hand Tools: Admin Vehicle	185.90
<b>Vendor 0289 - Hassett Hardware Total:</b>					<b>203.21</b>
<b>Vendor: 0295 - Hue &amp; Cry Security Systems, Inc</b>					
101353	01/17/2018	Hue & Cry Security Systems, Inc	01/22/2018	2018 February Breach Reporting	12.00
<b>Vendor 0295 - Hue &amp; Cry Security Systems, Inc Total:</b>					<b>12.00</b>
<b>Vendor: 0299 - ICMA Retirement</b>					
101354	01/01/2018	ICMA Retirement	01/22/2018	2016 Reconciliation	150.00
101354	01/01/2018	ICMA Retirement	01/22/2018	2017 Reconciliation	50.00
101354	01/05/2018	ICMA Retirement	01/22/2018	ICMA 457 Deferred Comp	50.00
101354	01/19/2018	ICMA Retirement	01/22/2018	ICMA 457 Deferred Comp	150.00
<b>Vendor 0299 - ICMA Retirement Total:</b>					<b>400.00</b>
<b>Vendor: 0302 - IEDA, Inc.</b>					
101355	01/01/2018	IEDA, Inc.	01/22/2018	Labor Relations Consulting Fees ..	958.00
<b>Vendor 0302 - IEDA, Inc. Total:</b>					<b>958.00</b>
<b>Vendor: 0312 - Iron Mountain</b>					
101356	12/31/2017	Iron Mountain	01/22/2018	January 2018 Offsite Storage	483.71
<b>Vendor 0312 - Iron Mountain Total:</b>					<b>483.71</b>

## Check Register

Payment Dates: 01/22/2018 - 01/22/2018

Payment Number	Payable Date	Vendor Name	Payment Date	Description (Item)	Amount
<b>Vendor: 0323 - James Ford</b>					
101357	08/03/2017	James Ford	01/22/2018	SAM 2 Basic Service: Collections	111.45
101357	08/03/2017	James Ford	01/22/2018	SAM 2 Basic Service: Collections	100.31
101357	08/03/2017	James Ford	01/22/2018	SAM 2 Basic Service: Collections	66.87
<b>Vendor 0323 - James Ford Total:</b>					<b>278.63</b>
<b>Vendor: 0343 - Johnson Controls</b>					
101358	12/05/2017	Johnson Controls	01/22/2018	Troubleshoot Pump Room Boile...	1,330.00
101358	12/07/2017	Johnson Controls	01/22/2018	Digester Control Bldg Basement...	3,642.51
<b>Vendor 0343 - Johnson Controls Total:</b>					<b>4,972.51</b>
<b>Vendor: 0756 - KBA Docusys, Inc.</b>					
101359	01/08/2018	KBA Docusys, Inc.	01/22/2018	Copier Lease & Usage	126.98
<b>Vendor 0756 - KBA Docusys, Inc. Total:</b>					<b>126.98</b>
<b>Vendor: 0367 - Krystal Kleen</b>					
101360	01/16/2018	Krystal Kleen	01/22/2018	January Janitorial Services/Floor...	1,200.00
<b>Vendor 0367 - Krystal Kleen Total:</b>					<b>1,200.00</b>
<b>Vendor: 0393 - McMaster-Carr Supply Co.</b>					
101361	12/06/2017	McMaster-Carr Supply Co.	01/22/2018	Credit Screwdriver: Plant	-14.31
101361	12/06/2017	McMaster-Carr Supply Co.	01/22/2018	Screwdriver: Plant	14.31
101361	01/05/2018	McMaster-Carr Supply Co.	01/22/2018	Pressure Gauge Piping: Portola	65.97
101361	01/09/2018	McMaster-Carr Supply Co.	01/22/2018	Replace Chemical Storage Area ...	322.28
<b>Vendor 0393 - McMaster-Carr Supply Co. Total:</b>					<b>388.25</b>
<b>Vendor: 0409 - Montara Water and Sanitary District</b>					
101362	01/02/2018	Montara Water and Sanitary Dis...	01/22/2018	11/01/17-01/02/18 Service	102.66
<b>Vendor 0409 - Montara Water and Sanitary District Total:</b>					<b>102.66</b>
<b>Vendor: 0450 - Operating Engineers Local 39</b>					
101363	01/05/2018	Operating Engineers Local 39	01/22/2018	Union Dues	986.40
101363	01/05/2018	Operating Engineers Local 39	01/22/2018	Per Capita	183.00
<b>Vendor 0450 - Operating Engineers Local 39 Total:</b>					<b>1,169.40</b>
<b>Vendor: 0462 - Pacific EcoRisk Inc</b>					
101364	01/12/2018	Pacific EcoRisk Inc	01/22/2018	NPDES Acute Toxicity Testing	2,475.00
<b>Vendor 0462 - Pacific EcoRisk Inc Total:</b>					<b>2,475.00</b>
<b>Vendor: 0466 - Pacific Material Handling Solutions</b>					
101365	12/31/2017	Pacific Material Handling Soluti...	01/22/2018	Routine Service: Fork Lift	312.47
<b>Vendor 0466 - Pacific Material Handling Solutions Total:</b>					<b>312.47</b>
<b>Vendor: 0468 - Pacifica Community Television</b>					
101366	01/03/2018	Pacifica Community Television	01/22/2018	Video Recording Session 12/11	250.00
<b>Vendor 0468 - Pacifica Community Television Total:</b>					<b>250.00</b>
<b>Vendor: 0480 - Peterson Holding Company</b>					
101367	12/21/2017	Peterson Holding Company	01/22/2018	Emergency Plant Generator Ren...	36,453.82
101367	12/31/2017	Peterson Holding Company	01/22/2018	Plant Generator Inspection/Rep...	1,292.00
<b>Vendor 0480 - Peterson Holding Company Total:</b>					<b>37,745.82</b>
<b>Vendor: 0482 - PG&amp;E</b>					
101368	01/03/2018	PG&E	01/22/2018	Electric & Gas Usage for Decem...	16,727.09
<b>Vendor 0482 - PG&amp;E Total:</b>					<b>16,727.09</b>
<b>Vendor: 0487 - Polydyne, Inc.</b>					
101369	01/02/2018	Polydyne, Inc.	01/22/2018	Clarifloc WE-250	2,701.35
<b>Vendor 0487 - Polydyne, Inc. Total:</b>					<b>2,701.35</b>
<b>Vendor: 0490 - Precision IT Consulting</b>					
101370	12/31/2017	Precision IT Consulting	01/22/2018	Server Hardware/Software Upg...	264.84
101370	12/31/2017	Precision IT Consulting	01/22/2018	Server Hardware/Software Upg...	935.36
<b>Vendor 0490 - Precision IT Consulting Total:</b>					<b>1,200.20</b>
<b>Vendor: 0514 - Rain for Rent Bay Area</b>					
101371	01/11/2018	Rain for Rent Bay Area	01/22/2018	12/15-1/11 Montara Pump Stat...	2,607.02
<b>Vendor 0514 - Rain for Rent Bay Area Total:</b>					<b>2,607.02</b>

Check Register

Payment Dates: 01/22/2018 - 01/22/2018

Payment Number	Payable Date	Vendor Name	Payment Date	Description (Item)	Amount
<b>Vendor: 0525 - Republic Services of San Mateo County</b>					
101372	12/31/2017	Republic Services of San Mateo ...	01/22/2018	December Disposal & Hauling F...	9,548.33
<b>Vendor 0525 - Republic Services of San Mateo County Total:</b>					<b>9,548.33</b>
<b>Vendor: 0558 - San Mateo County Mosquito &amp; Vector Control</b>					
101373	01/05/2018	San Mateo County Mosquito & ...	01/22/2018	December Service	56.50
<b>Vendor 0558 - San Mateo County Mosquito &amp; Vector Control Total:</b>					<b>56.50</b>
<b>Vendor: 0604 - Staples</b>					
101374	12/25/2017	Staples	01/22/2018	Office & Lunchroom Supplies	33.61
101374	12/25/2017	Staples	01/22/2018	Office & Lunchroom Supplies	78.41
101374	01/01/2018	Staples	01/22/2018	Office & Lunchroom Supplies	35.28
101374	01/01/2018	Staples	01/22/2018	Office & Lunchroom Supplies	82.32
<b>Vendor 0604 - Staples Total:</b>					<b>229.62</b>
<b>Vendor: 0636 - Terminix</b>					
101375	12/22/2017	Terminix	01/22/2018	Monthly Pest Control	223.00
<b>Vendor 0636 - Terminix Total:</b>					<b>223.00</b>
<b>Vendor: 0671 - Univar USA Inc</b>					
101376	01/16/2018	Univar USA Inc	01/22/2018	Sodium Hypochlorite for Plant	2,553.21
<b>Vendor 0671 - Univar USA Inc Total:</b>					<b>2,553.21</b>
<b>Vendor: 0681 - USA Blue Book</b>					
101377	01/04/2018	USA Blue Book	01/22/2018	Flowmeter: Plant Equip / Wipes:..	151.12
101377	01/04/2018	USA Blue Book	01/22/2018	Flowmeter: Plant Equip / Wipes:..	219.73
<b>Vendor 0681 - USA Blue Book Total:</b>					<b>370.85</b>
<b>Fund 100 - Operating Fund Total:</b>					<b>392,294.86</b>
<b>Grand Total:</b>					<b>392,294.86</b>



## Report Summary

## Fund Summary

Fund	Payment Amount
100 - Operating Fund	392,294.86
<b>Grand Total:</b>	<b>392,294.86</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-1010-5310	General Counsel	3,768.00
100-1010-5330	Misc. Professional Services	1,208.00
100-1010-5418	Misc. Other Services	483.71
100-1010-5421	Telephones	746.98
100-1010-5511	Rental/Lease Equipment -...	126.98
100-1010-5610	Janitorial Services	1,200.00
100-1010-5816	Office Supplies	68.89
100-2021-5323	Software License & Maint...	264.84
100-2021-5324	Vehicle Maintenance Serv...	312.47
100-2021-5326	Equipment Maintenance	74,759.60
100-2021-5330	Misc. Professional Services	2,415.00
100-2021-5411	Registration Fees	265.00
100-2021-5417	Uniform Services	213.14
100-2021-5431	Water	1,976.28
100-2021-5432	Gas/Electricity	16,727.09
100-2021-5433	Solid Waste (Trash)	9,548.33
100-2021-5511	Rental/Lease Equipment -...	40,352.84
100-2021-5612	Building & Structures Mai...	14,907.91
100-2021-5613	Security Services	12.00
100-2021-5711	Misc. Government Payme...	56.50
100-2021-5814	Maintenance Supplies	185.90
100-2021-5816	Office Supplies	160.73
100-2021-5817	Chemicals	5,254.56
100-2021-5818	Safety Supplies	144.98
100-2021-5821	Mechanical Related Suppl...	388.25
100-2021-6134	Computers	935.36
100-2022-5330	Misc. Professional Services	6,270.00
100-2022-5813	Laboratory Supplies	237.04
100-2024	Union Dues	1,169.40
100-2027	Deferred Comp	400.00
100-3031-5324	Vehicle Maintenance Serv...	229.22
100-3031-5411	Registration Fees	128.00
100-3031-5417	Uniform Services	28.64
100-3031-5614	CS Repairs - HMB	2,766.34
100-3031-5818	Safety Supplies	20.92
100-3032-5324	Vehicle Maintenance Serv...	200.66
100-3032-5411	Registration Fees	115.20
100-3032-5417	Uniform Services	24.80
100-3032-5818	Safety Supplies	18.82
100-3033-5324	Vehicle Maintenance Serv...	143.17
100-3033-5411	Registration Fees	76.80
100-3033-5417	Uniform Services	24.19
100-3033-5616	CS Repairs - MWSD	850.00
100-3033-5818	Safety Supplies	12.55
100-4041-6121	Machinery and equipment	203,095.77
<b>Grand Total:</b>		<b>392,294.86</b>

## Project Account Summary

Project Account Key	Payment Amount
**None**	94,709.27
17TP04-6121	6,760.00

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
18OT01-5312	1,896.00
18TP02-6121	20,000.00
18TP03-5326	56,140.00
18TP03-5511	36,453.82
18TP03-6121	176,335.77
<b>Grand Total:</b>	<b>392,294.86</b>



Sewer Authority Mid-Coastside

# Payroll Check Register Checks

Pay Period: 12/30/2017-1/12/2018

Packet: PYPKT00246 - PPE 01/12/18

Payroll Set: Sewer Authority Mid-Coastside - 01

<u>Employee</u>	<u>Employee #</u>	<u>Check Type</u>	<u>Date</u>	<u>Amount</u>	<u>Number</u>
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\*\*\* No Checks Created In This Packet \*\*\*



Sewer Authority Mid-Coastside

# Payroll Check Register

## Direct Deposits

Packet: PYPKT00246 - PPE 01/12/18

Payroll Set: Sewer Authority Mid-Coastside - 01

Employee	Employee #	Date	Amount	Number
Aguilar-Ibal, Gabriel	<a href="#">0004</a>	01/19/2018	3,491.66	1531
Antonelli, Kevin R	<a href="#">0003</a>	01/19/2018	2,433.37	1532
Antonelli, Kevin R	<a href="#">0003</a>	01/19/2018	400.00	1532
Costello, Timothy J	<a href="#">0001</a>	01/19/2018	100.00	1533
Costello, Timothy J	<a href="#">0001</a>	01/19/2018	3,453.43	1533
Long, George J	<a href="#">0002</a>	01/19/2018	4,199.68	1534
Mendez, Carlos	<a href="#">0009</a>	01/19/2018	2,111.88	1535
Ondish, Sonya L	<a href="#">0022</a>	01/19/2018	2,464.17	1536
Partida, David	<a href="#">0006</a>	01/19/2018	3,226.22	1537
Harvey, Keith	<a href="#">0010</a>	01/19/2018	2,141.05	1538
Szabo, John	<a href="#">0005</a>	01/19/2018	2,709.98	1539
Young, Anthony Edward	<a href="#">0024</a>	01/19/2018	2,488.36	1540
Evans, George	<a href="#">0025</a>	01/19/2018	1,786.94	1541
Marshall, Beverli A	<a href="#">0013</a>	01/19/2018	6,105.47	1542
Matthews, Kathryn D	<a href="#">0020</a>	01/19/2018	125.00	1543
Matthews, Kathryn D	<a href="#">0020</a>	01/19/2018	3,869.54	1543
Prathivadi, Kishen	<a href="#">0012</a>	01/19/2018	3,535.29	1544
Turbay, Susan	<a href="#">0007</a>	01/19/2018	50.00	1545
Turbay, Susan	<a href="#">0007</a>	01/19/2018	1,714.29	1545



Sewer Authority Mid-Coastside

# Payroll Check Register Report Summary

Packet: PYPKT00246 - PPE 01/12/18

Payroll Set: Sewer Authority Mid-Coastside - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	19	46,406.33
<b>Total</b>	<b>19</b>	<b>46,406.33</b>



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

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**TO:** Honorable Board of Directors

**FROM:** Beverli A. Marshall, General Manager

**BY:** Kathy Matthews, Supervisor of Administrative Services

**SUBJECT:** **Monthly Revenue and Expense Report for December 31, 2017**

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#### **Executive Summary**

The purpose of this report is for the Board of Directors to review the budget reports for the period ending December 31, 2017.

#### **Fiscal Impact**

There is no fiscal impact from this report.

#### **Strategic Plan Compliance**

The recommendation complies with the SAM Strategic Plan Goal 3 *“Consider long-term costs, and ensure that finances are stable and understandable by the board, member agencies, and the public.”*

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

Attached please find the preliminary revenue and expenditures report for the period ending December 31, 2017, which represents 50% of the fiscal year.

#### **JPA General Budget**

The SAM Board has not adopted a General Budget. Staff is billing the member agencies based on the approved stipulated agreement and the additional funding authorized by the SAM Board for the IPS repair project. As of December 31, JPA revenue billed was \$2,616,107 (Attachment A) and all member agencies were current with payments. As of December 31, JPA expenses were \$2,379,799. The following are line items with significant variances above the current budgeted amount.

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<b>BOARD MEMBERS:</b>	<b>J. Blanchard</b>	<b>S. Boyd</b>	<b>D. Penrose</b>
	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>	<b>L. Woren</b>
<b>ALTERNATE MEMBERS:</b>	<b>M. Clark</b>	<b>J. Harvey</b>	<b>B. Huber</b>
	<b>R. Kowalczyk</b>	<b>H. Rarback</b>	

5110 – Overtime: Higher than budgeted due to the bus duct power supply failure and the 24/7 operations necessary during while operating on generator.

5310 – General Counsel: Increased costs due to the settlement discussions with the Regional Water Quality Board and the stipulation and order to cover FY 2017/18 expenses.

5318 – Engineering Services: Expenses higher than percentage of year used due to work to complete the IPS project as soon as possible.

5431 – Water: Staff has identified increased water use due to a potential leak at the plant. Will resolve leak and work with CCWD to adjust invoice.

5511 – Rental/Lease Equipment: Higher than budgeted due to the bus duct power supply failure and subsequent rental of back-up generator to meet regulatory requirement for redundant power source.

5612 – Building & Structures Maintenance: Encumbered purchases and services that were not completed as of June 30, 2017, have been carried over into this fiscal year. Overbudget also due to the bus duct power supply failure and subsequent purchase and installation of temporary cabling to restore PG&E connection as primary power source.

5613 – Security Services: Budgeted for the monthly after-hours alarm services. The service panel needed to be replaced, which was not anticipated in the budget.

5811 – Clothing: As part of the annual safety recognition, staff received polo shirts with the SAM logo to wear to trainings and events where they represent SAM. The cost of the annual safety recognition event is offset by the dividend paid by CSRMA through the Workers' Compensation pool.

5822 – Fuel, Oil, Lubricant: Higher than budgeted due to the bus duct power supply failure and subsequent use of generator as primary power source.

6015 – Princeton Pump Station: Rebuild of pump due to upper bearing failure.

6131 – Machinery & Equipment: Encumbered purchases and services that were not completed as of June 30, 2017, have been carried over into this fiscal year.

Staff will continue to monitor all accounts and perform reconciliations on a routine basis.

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<b>BOARD MEMBERS:</b>	<b>J. Blanchard</b>	<b>S. Boyd</b>	<b>D. Penrose</b>
	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>	<b>L. Woren</b>
<b>ALTERNATE MEMBERS:</b>	<b>M. Clark</b>	<b>J. Harvey</b>	<b>B. Huber</b>
	<b>R. Kowalczyk</b>	<b>H. Rarback</b>	

***Contract Collection Services Budget***

The adopted Contract Collection Services budget includes \$813,561 in revenue, of which \$793,961 is from contracting agency assessments and \$19,600 is from NDWSCP fees for inspections performed on behalf of the contracting agencies. As of December 31, CCS revenue billed was \$404,051 (Attachment B) and all contracting agencies were current with payments with the exception of GCSD CCS Invoice for December. As of December 31, CCS expenses were \$440,139. The following are line items with significant variances from the budgeted amount.

5110 – Overtime: Expenses are billed to the member agencies for reimbursement of OT for after-hours service calls rather than building OT into the budget.

5411 – Registration Fees: Opportunity for staff to attend customer service training for field staff.

5614 – CS Repairs HMB: Costs are billed on a quarterly basis to the relevant member agencies for reimbursement of SAM's expenses.

5615 – CS Repairs GCSD: Costs are billed on a quarterly basis to the relevant member agencies for reimbursement of SAM's expenses.

5616 – CS Repairs MWSD: Costs are billed on a quarterly basis to the relevant member agencies for reimbursement of SAM's expenses.

Staff will continue to monitor all accounts and perform reconciliations on a routine basis.

***Cash Flow***

Cash Flow for the month of December reflects a better cash position due to payments received from the member agencies. This report does not include the \$1.3 million of Emergency Reserve funds in LAIF.

**Staff Recommendation**

Staff recommends that the Board accept the Revenue and Expenditure Report for the period ending December 31, 2017.

**Supporting Documents**

Attachment A: JPA Budget Report for period ending December 31, 2017

Attachment B: CCS Budget Report for period ending December 31, 2017

Attachment C: Pooled Cash Report December 31, 2017

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<b>BOARD MEMBERS:</b>	<b>J. Blanchard</b>	<b>S. Boyd</b>	<b>D. Penrose</b>
	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>	<b>L. Woren</b>
<b>ALTERNATE MEMBERS:</b>	<b>M. Clark</b>	<b>J. Harvey</b>	<b>B. Huber</b>
	<b>R. Kowalczyk</b>	<b>H. Rarback</b>	





Objec...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 100 - Operating Fund</b>						
<b>Revenue</b>						
4011 - Operating Fund Assessment - HMB	1,902,988.00	1,902,988.00	158,582.33	951,493.98	-951,494.02	50.00 %
4012 - Operating Fund Assessment - Granada	955,139.00	955,139.00	79,594.92	477,569.52	-477,569.48	50.00 %
4013 - Operating Fund Assessment - Montara	787,443.00	787,443.00	65,620.26	393,721.56	-393,721.44	50.00 %
4014 - Capital Assessments - HMB	785,610.00	1,129,756.00	65,467.50	392,804.50	-736,951.50	34.77 %
4015 - Capital Assessments - Granada	394,310.00	573,924.00	32,859.17	197,155.02	-376,768.98	34.35 %
4016 - Capital Assessments - Montara	325,080.00	486,870.00	27,090.00	162,540.00	-324,330.00	33.38 %
4021 - NDWSCP Revenue - Inspection Fee	2,800.00	2,800.00	0.00	16,738.89	13,938.89	597.82 %
4022 - NDWSCP Revenue - Permit Fee	19,175.00	19,175.00	0.00	18,250.58	-924.42	95.18 %
4023 - NDWSCP Revenue - Late Fee	50.00	50.00	0.00	0.00	-50.00	0.00 %
4024 - NDWSCP Revenue - Trucked Waste	8,200.00	8,200.00	0.00	5,400.00	-2,800.00	65.85 %
4031 - Dividends	21,000.00	21,000.00	0.00	0.00	-21,000.00	0.00 %
4032 - Misc. Revenue	250.00	250.00	194.42	394.42	144.42	157.77 %
4310 - Interest Earnings	6,500.00	6,500.00	0.00	39.02	-6,460.98	0.60 %
<b>Revenue Total:</b>	<b>5,208,545.00</b>	<b>5,894,095.00</b>	<b>429,408.60</b>	<b>2,616,107.49</b>	<b>-3,277,987.51</b>	<b>44.39 %</b>
<b>Expense</b>						
5010 - Salaried Employees	548,933.00	548,933.00	39,101.19	244,465.62	304,467.38	44.53 %
5011 - Hourly Employees	537,616.00	537,616.00	42,956.79	260,931.46	276,684.54	48.53 %
5012 - BOD Wages	15,600.00	15,600.00	2,200.00	7,500.00	8,100.00	48.08 %
5013 - Holiday Pay	57,839.00	57,839.00	9,083.25	25,981.10	31,857.90	44.92 %
5014 - Bereavement Leave	650.00	650.00	0.00	0.00	650.00	0.00 %
5015 - Admin/Personal Leave	11,259.00	11,259.00	850.33	7,861.78	3,397.22	69.83 %
5016 - Jury Duty	250.00	250.00	0.00	0.00	250.00	0.00 %
5110 - Overtime	10,100.00	10,100.00	9,226.46	14,407.24	-4,307.24	142.65 %
5111 - Holiday Premium	6,627.00	6,627.00	1,468.69	4,385.04	2,241.96	66.17 %
5112 - Standby Pay	30,339.00	30,339.00	2,374.14	13,493.25	16,845.75	44.47 %
5114 - Bonus, Awards, Certification	4,000.00	4,000.00	80.98	250.97	3,749.03	6.27 %
5115 - Premium Pay	14,016.00	14,016.00	2,250.74	5,579.79	8,436.21	39.81 %
5209 - Med Ins Reimbursement - Retirees	9,660.00	9,660.00	0.00	4,830.00	4,830.00	50.00 %
5210 - Medical insurance	222,265.00	222,265.00	18,151.65	103,470.22	118,794.78	46.55 %
5211 - Dental insurance	20,912.00	20,912.00	918.83	5,133.31	15,778.69	24.55 %
5212 - Life insurance	4,489.00	4,489.00	350.53	2,382.86	2,106.14	53.08 %
5213 - Vision Benefit	3,315.00	3,315.00	113.73	635.22	2,679.78	19.16 %
5214 - Cash in-lieu	1.00	1.00	0.00	0.00	1.00	0.00 %
5215 - Retirement Contributions	253,173.00	253,173.00	9,663.79	74,291.13	178,881.87	29.34 %
5216 - Medicare Contributions	17,119.00	17,119.00	1,714.38	8,848.26	8,270.74	51.69 %
5217 - Retirement Medical Benefits	17,348.00	17,348.00	1,631.42	9,221.14	8,126.86	53.15 %
5218 - Workers' Compensation Premium	29,793.00	29,793.00	1,833.23	9,229.57	20,563.43	30.98 %
5220 - Safety PPE Allowance	1,575.00	1,575.00	0.00	0.00	1,575.00	0.00 %
5221 - Misc. Allowance	7,750.00	7,750.00	473.08	2,658.48	5,091.52	34.30 %
5222 - Tuition Reimbursement	51.00	51.00	0.00	0.00	51.00	0.00 %
5223 - Pension Expense - GASB 68	6,928.00	6,928.00	0.00	0.00	6,928.00	0.00 %
5224 - OPEB Adjustment	54.00	54.00	0.00	0.00	54.00	0.00 %
5225 - Long Term Disability	2,593.00	2,593.00	274.38	1,654.33	938.67	63.80 %
5226 - Short Term Disability	2,566.00	2,566.00	260.26	1,569.93	996.07	61.18 %
5227 - Misc. Benefits	9,400.00	9,400.00	155.00	930.00	8,470.00	9.89 %
5310 - General Counsel	45,500.00	45,500.00	4,896.00	44,881.10	618.90	98.64 %
5311 - Employment Legal Fees	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
5316 - Banking services	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
5317 - Outside Audit	21,000.00	21,000.00	0.00	8,000.00	13,000.00	38.10 %
5318 - Engineering & Architectural Services	102,500.00	162,500.00	18,850.14	129,222.04	33,277.96	79.52 %

## Budget Report

For Fiscal: FY 2017-2018 Period Ending: 12/31/2017

Objec...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
5319 - Temporary Agency Staff	500.00	500.00	0.00	0.00	500.00	0.00 %
5320 - Medical Services	725.00	725.00	137.00	137.00	588.00	18.90 %
5321 - Hazardous Material Handling	505.00	505.00	0.00	0.00	505.00	0.00 %
5322 - Computer & Network Maintenance	18,106.00	18,106.00	148.36	5,892.94	12,213.06	32.55 %
5323 - Software License & Maintenance	24,974.00	81,424.00	354.84	17,811.34	63,612.66	21.87 %
5324 - Vehicle Maintenance Services	5,050.00	5,050.00	312.47	733.44	4,316.56	14.52 %
5325 - Office Equipment Maintenance	450.00	450.00	0.00	0.00	450.00	0.00 %
5326 - Equipment Maintenance	220,525.00	194,464.00	88,984.11	154,811.36	39,652.64	79.61 %
5327 - Pipe Maintenance	1.00	1.00	0.00	0.00	1.00	0.00 %
5330 - Misc. Professional Services	332,000.00	284,195.00	11,432.69	79,169.28	205,025.72	27.86 %
5410 - Professional dues and fees	34,100.00	34,100.00	225.00	57,089.67	-22,989.67	167.42 %
5411 - Registration Fees	14,050.00	14,050.00	1,305.00	8,480.00	5,570.00	60.36 %
5412 - Insurance Premiums	49,496.00	49,496.00	14,811.57	14,811.57	34,684.43	29.92 %
5413 - Postage	3,125.00	3,125.00	0.00	668.85	2,456.15	21.40 %
5414 - Delivery Services	150.00	150.00	0.00	0.00	150.00	0.00 %
5415 - Printing and binding	5,400.00	5,400.00	0.00	2,315.85	3,084.15	42.89 %
5416 - Advertising and Publishing	800.00	800.00	0.00	1,289.30	-489.30	161.16 %
5417 - Uniform Services	36,000.00	36,000.00	883.20	12,061.42	23,938.58	33.50 %
5418 - Misc. Other Services	13,500.00	13,500.00	483.71	4,054.24	9,445.76	30.03 %
5421 - Telephones	15,000.00	15,000.00	1,659.65	7,878.11	7,121.89	52.52 %
5422 - Cellular Services	5,500.00	5,500.00	263.91	2,226.78	3,273.22	40.49 %
5423 - Cable	180.00	180.00	0.00	0.00	180.00	0.00 %
5431 - Water	8,000.00	8,000.00	1,873.62	7,336.11	663.89	91.70 %
5432 - Gas/Electricity	325,000.00	325,000.00	24,426.97	131,786.56	193,213.44	40.55 %
5433 - Solid Waste (Trash)	140,000.00	140,000.00	21,775.70	73,017.85	66,982.15	52.16 %
5441 - Commercial Travel	6,600.00	6,600.00	0.00	85.95	6,514.05	1.30 %
5442 - Meals	2,300.00	2,300.00	1,151.85	1,251.55	1,048.45	54.42 %
5443 - Per Diem	5,050.00	5,050.00	0.00	240.00	4,810.00	4.75 %
5444 - Lodging	8,750.00	8,750.00	0.00	514.41	8,235.59	5.88 %
5445 - Mileage, Parking & Tolls	2,150.00	2,150.00	45.00	345.93	1,804.07	16.09 %
5511 - Rental/Lease Equipment - Misc	72,500.00	72,500.00	50,484.53	88,842.74	-16,342.74	122.54 %
5610 - Janitorial Services	15,935.00	15,935.00	0.00	5,000.00	10,935.00	31.38 %
5611 - Landscape Services	5,000.00	5,000.00	190.00	1,140.00	3,860.00	22.80 %
5612 - Building & Structures Maintenance	34,517.00	178,063.00	17,736.68	105,748.92	72,314.08	59.39 %
5613 - Security Services	3,000.00	3,000.00	325.60	2,973.60	26.40	99.12 %
5711 - Misc. Government Payments	0.00	0.00	0.00	1,279.27	-1,279.27	0.00 %
5721 - NPDES Permit	19,000.00	19,000.00	0.00	0.00	19,000.00	0.00 %
5723 - County Permit	0.00	0.00	0.00	50.00	-50.00	0.00 %
5724 - State Permit	0.00	0.00	18,734.00	21,022.00	-21,022.00	0.00 %
5725 - Misc. Permit	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00 %
5741 - Real Property County	20.00	20.00	0.00	0.00	20.00	0.00 %
5742 - State Sales Taxes	2.00	2.00	0.00	0.00	2.00	0.00 %
5744 - Misc. Taxes	0.00	0.00	0.00	18.14	-18.14	0.00 %
5810 - Books & Subscriptions	176.00	176.00	0.00	195.00	-19.00	110.80 %
5811 - Clothing	200.00	200.00	342.95	1,618.83	-1,418.83	809.42 %
5812 - Food	1,500.00	1,500.00	0.00	620.80	879.20	41.39 %
5813 - Laboratory Supplies	10,000.00	10,000.00	526.68	2,510.38	7,489.62	25.10 %
5814 - Maintenance Supplies	4,100.00	4,100.00	186.33	919.98	3,180.02	22.44 %
5815 - Meeting Supplies	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
5816 - Office Supplies	6,100.00	6,100.00	599.58	3,922.99	2,177.01	64.31 %
5817 - Chemicals	130,000.00	130,000.00	10,805.73	67,299.66	62,700.34	51.77 %
5818 - Safety Supplies	4,750.00	4,750.00	1,640.54	2,042.13	2,707.87	42.99 %
5819 - Misc. Supplies	3,050.00	3,050.00	11.96	1,413.05	1,636.95	46.33 %
5821 - Mechanical Related Supplies	50.00	50.00	0.00	331.34	-281.34	662.68 %
5822 - Fuel, Oil, Lubricant	15,175.00	15,175.00	24,919.18	31,423.98	-16,248.98	207.08 %
5823 - Spare Replacement Parts	450.00	450.00	0.00	321.49	128.51	71.44 %
6011 - Misc. Improvements	1.00	1.00	0.00	0.00	1.00	0.00 %
6012 - Treatment Plant	330,000.00	462,980.00	0.00	27,700.00	435,280.00	5.98 %

**Budget Report**

**For Fiscal: FY 2017-2018 Period Ending: 12/31/2017**

<b>Objec...</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Used</b>
6013 - Pipes	1,006,500.00	1,870,050.00	0.00	0.00	1,870,050.00	0.00 %
6014 - Montara Pump Station	1.00	1.00	0.00	0.00	1.00	0.00 %
6015 - Princeton Pump Station	1.00	1.00	19,274.92	19,274.92	-19,273.92	27,492.00 %
6016 - Portola Pump Station	75,000.00	75,000.00	0.00	0.00	75,000.00	0.00 %
6121 - Machinery and equipment	85,001.00	85,001.00	203,095.77	399,220.69	-314,219.69	469.67 %
6122 - Vehicles	30,001.00	30,001.00	0.00	0.00	30,001.00	0.00 %
6123 - Furniture and fixtures	2.00	2.00	0.00	0.00	2.00	0.00 %
6124 - Computers	5,001.00	5,001.00	0.00	0.00	5,001.00	0.00 %
6125 - Software	1.00	1.00	0.00	0.00	1.00	0.00 %
6131 - Machinery and equipment	18,000.00	18,000.00	0.00	15,998.81	2,001.19	88.88 %
6132 - Vehicles	1.00	1.00	0.00	0.00	1.00	0.00 %
6133 - Furniture and fixtures	2,500.00	2,500.00	0.00	293.61	2,206.39	11.74 %
6134 - Computers	7,500.00	7,500.00	935.36	2,388.60	5,111.40	31.85 %
6135 - Software	4,800.00	4,800.00	0.00	405.02	4,394.98	8.44 %
6410 - Theft Loss	1.00	1.00	0.00	0.00	1.00	0.00 %
6411 - Judgement	1.00	1.00	0.00	0.00	1.00	0.00 %
6412 - Claims Paid	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
<b>Expense Total:</b>	<b>5,208,545.00</b>	<b>6,391,205.00</b>	<b>688,963.45</b>	<b>2,379,799.30</b>	<b>4,011,405.70</b>	<b>37.24 %</b>
<b>Fund: 100 - Operating Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>-497,110.00</b>	<b>-259,554.85</b>	<b>236,308.19</b>	<b>733,418.19</b>	<b>-47.54 %</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>-497,110.00</b>	<b>-259,554.85</b>	<b>236,308.19</b>	<b>733,418.19</b>	<b>-47.54 %</b>

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
100 - Operating Fund	0.00	-497,110.00	-259,554.85	236,308.19	733,418.19
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>-497,110.00</b>	<b>-259,554.85</b>	<b>236,308.19</b>	<b>733,418.19</b>



Sewer Authority Mid-Coastside

# Budget Report

## Group Summary

For Fiscal: FY 2017-2018 Period Ending: 12/31/2017

Objec...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Division: 3031 - Half Moon Bay CCS</b>						
<b>Revenue</b>						
4011 - Operating Fund Assessment - HMB	-1.00	-1.00	0.00	0.00	1.00	0.00 %
4021 - NDWSCP Revenue - Inspection Fee	12,426.00	12,426.00	5,785.74	5,785.74	-6,640.26	46.56 %
4110 - City of Half Moon Bay	274,565.00	274,565.00	22,883.00	137,298.00	-137,267.00	50.01 %
<b>Revenue Total:</b>	<b>286,990.00</b>	<b>286,990.00</b>	<b>28,668.74</b>	<b>143,083.74</b>	<b>-143,906.26</b>	<b>49.86 %</b>
<b>Expense</b>						
5011 - Hourly Employees	131,167.00	131,167.00	9,320.95	58,726.41	72,440.59	44.77 %
5013 - Holiday Pay	6,689.00	6,689.00	1,021.84	3,060.69	3,628.31	45.76 %
5014 - Bereavement Leave	25.00	25.00	0.00	178.20	-153.20	712.80 %
5020 - Retroactive Pay	100.00	100.00	0.00	0.00	100.00	0.00 %
5110 - Overtime	1.00	1.00	187.35	1,820.41	-1,819.41	82,041.00 %
5112 - Standby Pay	10,727.00	10,727.00	954.47	5,934.79	4,792.21	55.33 %
5114 - Bonus, Awards, Certification	4,498.00	4,498.00	0.00	0.00	4,498.00	0.00 %
5115 - Premium Pay	1,208.00	1,208.00	65.30	391.80	816.20	32.43 %
5210 - Medical insurance	38,093.00	38,093.00	2,637.82	15,761.96	22,331.04	41.38 %
5211 - Dental insurance	2,881.00	2,881.00	110.35	662.06	2,218.94	22.98 %
5212 - Life insurance	242.00	242.00	54.49	325.61	-83.61	134.55 %
5213 - Vision Benefit	509.00	509.00	13.42	80.61	428.39	15.84 %
5215 - Retirement Contributions	16,524.00	16,524.00	772.52	5,587.97	10,936.03	33.82 %
5216 - Medicare Contributions	2,174.00	2,174.00	165.13	1,001.90	1,172.10	46.09 %
5217 - Retirement Medical Benefits	2,068.00	2,068.00	174.37	1,068.60	999.40	51.67 %
5218 - Workers' Compensation Premium	5,377.00	5,377.00	323.63	1,983.32	3,393.68	36.89 %
5220 - Safety PPE Allowance	389.00	389.00	0.00	0.00	389.00	0.00 %
5221 - Misc. Allowance	637.00	637.00	41.40	207.00	430.00	32.50 %
5222 - Tuition Reimbursement	20.00	20.00	0.00	0.00	20.00	0.00 %
5223 - Pension Expense - GASB 68	177.00	177.00	0.00	0.00	177.00	0.00 %
5225 - Long Term Disability	1,586.00	1,586.00	45.25	271.43	1,314.57	17.11 %
5226 - Short Term Disability	529.00	529.00	47.24	283.22	245.78	53.54 %
5227 - Misc. Benefits	2,115.00	2,115.00	0.00	0.00	2,115.00	0.00 %
5320 - Medical Services	955.00	955.00	0.00	22.00	933.00	2.30 %
5321 - Hazardous Material Handling	199.00	199.00	0.00	0.00	199.00	0.00 %
5322 - Computer & Network Maintenance	796.00	796.00	0.00	0.00	796.00	0.00 %
5323 - Software License & Maintenance	199.00	199.00	0.00	0.00	199.00	0.00 %
5324 - Vehicle Maintenance Services	7,959.00	7,959.00	1,122.83	4,398.77	3,560.23	55.27 %
5325 - Office Equipment Maintenance	199.00	199.00	0.00	0.00	199.00	0.00 %
5326 - Equipment Maintenance	199.00	199.00	4.17	95.90	103.10	48.19 %
5330 - Misc. Professional Services	3,979.00	3,979.00	0.00	0.00	3,979.00	0.00 %
5410 - Professional dues and fees	40.00	40.00	0.00	0.00	40.00	0.00 %
5411 - Registration Fees	398.00	398.00	366.00	602.00	-204.00	151.26 %
5412 - Insurance Premiums	25,272.00	25,272.00	6,872.79	6,872.79	18,399.21	27.20 %
5414 - Delivery Services	43.00	43.00	0.00	0.00	43.00	0.00 %
5415 - Printing and binding	40.00	40.00	0.00	0.00	40.00	0.00 %
5417 - Uniform Services	1,990.00	1,990.00	190.57	984.53	1,005.47	49.47 %
5418 - Misc. Other Services	40.00	40.00	0.00	0.00	40.00	0.00 %
5422 - Cellular Services	995.00	995.00	52.45	52.45	942.55	5.27 %
5431 - Water	3,979.00	3,979.00	322.35	1,967.36	2,011.64	49.44 %
5441 - Commercial Travel	199.00	199.00	0.00	0.00	199.00	0.00 %
5442 - Meals	199.00	199.00	0.00	0.00	199.00	0.00 %
5443 - Per Diem	199.00	199.00	0.00	0.00	199.00	0.00 %
5444 - Lodging	199.00	199.00	0.00	0.00	199.00	0.00 %
5445 - Mileage, Parking & Tolls	40.00	40.00	0.00	2.00	38.00	5.00 %

**Budget Report**

**For Fiscal: FY 2017-2018 Period Ending: 12/31/2017**

Objec...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
5511 - Rental/Lease Equipment - Misc	40.00	40.00	0.00	0.00	40.00	0.00 %
5612 - Building & Structures Maintenance	0.00	0.00	0.00	39.12	-39.12	0.00 %
5614 - CS Repairs - HMB	1.00	1.00	4,041.34	25,687.49	-25,686.49	68,749.00 %
5725 - Misc. Permit	250.00	250.00	0.00	0.00	250.00	0.00 %
5742 - State Sales Taxes	19.00	19.00	0.00	0.00	19.00	0.00 %
5743 - Hazardous Materials Tax	19.00	19.00	0.00	0.00	19.00	0.00 %
5744 - Misc. Taxes	19.00	19.00	0.00	0.00	19.00	0.00 %
5810 - Books & Subscriptions	19.00	19.00	0.00	0.00	19.00	0.00 %
5811 - Clothing	20.00	20.00	0.00	0.00	20.00	0.00 %
5812 - Food	20.00	20.00	0.00	0.00	20.00	0.00 %
5814 - Maintenance Supplies	597.00	597.00	53.33	929.88	-332.88	155.76 %
5815 - Meeting Supplies	20.00	20.00	0.00	0.00	20.00	0.00 %
5816 - Office Supplies	199.00	199.00	0.00	0.00	199.00	0.00 %
5817 - Chemicals	398.00	398.00	0.00	1,550.65	-1,152.65	389.61 %
5818 - Safety Supplies	995.00	995.00	100.54	594.95	400.05	59.79 %
5819 - Misc. Supplies	398.00	398.00	0.00	10.58	387.42	2.66 %
5821 - Mechanical Related Supplies	199.00	199.00	0.00	126.07	72.93	63.35 %
5822 - Fuel, Oil, Lubricant	4,377.00	4,377.00	669.85	3,116.07	1,260.93	71.19 %
5823 - Spare Replacement Parts	199.00	199.00	0.00	0.00	199.00	0.00 %
6122 - Vehicles	1.00	1.00	0.00	0.00	1.00	0.00 %
6131 - Machinery and equipment	1,194.00	1,194.00	0.00	0.00	1,194.00	0.00 %
6132 - Vehicles	1,393.00	1,393.00	0.00	0.00	1,393.00	0.00 %
6133 - Furniture and fixtures	40.00	40.00	0.00	0.00	40.00	0.00 %
6134 - Computers	517.00	517.00	0.00	0.00	517.00	0.00 %
6135 - Software	199.00	199.00	0.00	0.00	199.00	0.00 %
6412 - Claims Paid	1.00	1.00	0.00	0.00	1.00	0.00 %
<b>Expense Total:</b>	<b>286,988.00</b>	<b>286,988.00</b>	<b>29,731.75</b>	<b>144,398.59</b>	<b>142,589.41</b>	<b>50.32 %</b>
<b>Division: 3031 - Half Moon Bay CCS Surplus (Deficit):</b>	<b>2.00</b>	<b>2.00</b>	<b>-1,063.01</b>	<b>-1,314.85</b>	<b>-1,316.85</b>	<b>65,742.50 %</b>

## Budget Report

For Fiscal: FY 2017-2018 Period Ending: 12/31/2017

Objec...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Division: 3032 - Granada CCS</b>						
<b>Revenue</b>						
4021 - NDWSCP Revenue - Inspection Fee	5,775.00	5,775.00	964.29	964.29	-4,810.71	16.70 %
4111 - Granada Community Services District	239,954.00	239,954.00	19,996.17	119,977.02	-119,976.98	50.00 %
<b>Revenue Total:</b>	<b>245,729.00</b>	<b>245,729.00</b>	<b>20,960.46</b>	<b>120,941.31</b>	<b>-124,787.69</b>	<b>49.22 %</b>
<b>Expense</b>						
5011 - Hourly Employees	110,382.00	110,382.00	9,412.68	57,997.63	52,384.37	52.54 %
5013 - Holiday Pay	5,617.00	5,617.00	1,033.63	3,051.27	2,565.73	54.32 %
5014 - Bereavement Leave	25.00	25.00	0.00	59.40	-34.40	237.60 %
5016 - Jury Duty	1.00	1.00	0.00	0.00	1.00	0.00 %
5020 - Retroactive Pay	100.00	100.00	0.00	0.00	100.00	0.00 %
5110 - Overtime	1.00	1.00	0.00	0.00	1.00	0.00 %
5112 - Standby Pay	8,536.00	8,536.00	408.73	3,112.33	5,423.67	36.46 %
5114 - Bonus, Awards, Certification	3,266.00	3,266.00	0.00	0.00	3,266.00	0.00 %
5115 - Premium Pay	1,085.00	1,085.00	47.50	285.00	800.00	26.27 %
5210 - Medical insurance	32,164.00	32,164.00	2,443.47	14,200.43	17,963.57	44.15 %
5211 - Dental insurance	2,337.00	2,337.00	107.76	640.30	1,696.70	27.40 %
5212 - Life insurance	204.00	204.00	49.57	284.62	-80.62	139.52 %
5213 - Vision Benefit	423.00	423.00	13.16	78.17	344.83	18.48 %
5215 - Retirement Contributions	14,302.00	14,302.00	824.42	6,078.72	8,223.28	42.50 %
5216 - Medicare Contributions	1,823.00	1,823.00	155.94	922.63	900.37	50.61 %
5217 - Retirement Medical Benefits	1,740.00	1,740.00	164.20	977.81	762.19	56.20 %
5218 - Workers' Compensation Premium	4,525.00	4,525.00	304.78	1,814.87	2,710.13	40.11 %
5220 - Safety PPE Allowance	327.00	327.00	0.00	0.00	327.00	0.00 %
5221 - Misc. Allowance	536.00	536.00	34.20	171.00	365.00	31.90 %
5222 - Tuition Reimbursement	18.00	18.00	0.00	0.00	18.00	0.00 %
5223 - Pension Expense - GASB 68	149.00	149.00	0.00	0.00	149.00	0.00 %
5224 - OPEB Adjustment	1.00	1.00	0.00	0.00	1.00	0.00 %
5225 - Long Term Disability	1,334.00	1,334.00	42.04	245.89	1,088.11	18.43 %
5226 - Short Term Disability	445.00	445.00	43.89	256.54	188.46	57.65 %
5227 - Misc. Benefits	1,779.00	1,779.00	0.00	0.00	1,779.00	0.00 %
5320 - Medical Services	858.00	858.00	0.00	19.80	838.20	2.31 %
5321 - Hazardous Material Handling	179.00	179.00	0.00	0.00	179.00	0.00 %
5322 - Computer & Network Maintenance	715.00	715.00	0.00	0.00	715.00	0.00 %
5323 - Software License & Maintenance	179.00	179.00	0.00	0.00	179.00	0.00 %
5324 - Vehicle Maintenance Services	7,149.00	7,149.00	1,010.54	3,958.87	3,190.13	55.38 %
5325 - Office Equipment Maintenance	179.00	179.00	0.00	0.00	179.00	0.00 %
5326 - Equipment Maintenance	179.00	179.00	3.75	86.29	92.71	48.21 %
5330 - Misc. Professional Services	3,574.00	3,574.00	0.00	0.00	3,574.00	0.00 %
5410 - Professional dues and fees	36.00	36.00	0.00	0.00	36.00	0.00 %
5411 - Registration Fees	357.00	357.00	329.40	541.80	-184.80	151.76 %
5412 - Insurance Premiums	17,834.00	17,834.00	7,246.80	7,246.80	10,587.20	40.63 %
5414 - Delivery Services	54.00	54.00	0.00	0.00	54.00	0.00 %
5415 - Printing and binding	29.00	29.00	0.00	0.00	29.00	0.00 %
5417 - Uniform Services	1,787.00	1,787.00	171.76	886.33	900.67	49.60 %
5418 - Misc. Other Services	35.00	35.00	0.00	0.00	35.00	0.00 %
5422 - Cellular Services	894.00	894.00	47.21	47.21	846.79	5.28 %
5431 - Water	3,574.00	3,574.00	290.12	1,770.63	1,803.37	49.54 %
5441 - Commercial Travel	179.00	179.00	0.00	0.00	179.00	0.00 %
5442 - Meals	179.00	179.00	0.00	0.00	179.00	0.00 %
5443 - Per Diem	179.00	179.00	0.00	0.00	179.00	0.00 %
5444 - Lodging	179.00	179.00	0.00	0.00	179.00	0.00 %
5445 - Mileage, Parking & Tolls	36.00	36.00	0.00	1.80	34.20	5.00 %
5511 - Rental/Lease Equipment - Misc	36.00	36.00	0.00	0.00	36.00	0.00 %
5612 - Building & Structures Maintenance	0.00	0.00	0.00	35.21	-35.21	0.00 %
5615 - CS Repairs - GCSD	1.00	1.00	425.00	4,391.04	-4,390.04	39,104.00 %
5725 - Misc. Permit	6,150.00	6,150.00	0.00	0.00	6,150.00	0.00 %
5742 - State Sales Taxes	17.00	17.00	0.00	0.00	17.00	0.00 %

**Budget Report**

**For Fiscal: FY 2017-2018 Period Ending: 12/31/2017**

<b>Objec...</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Used</b>
5743 - Hazardous Materials Tax	17.00	17.00	0.00	0.00	17.00	0.00 %
5744 - Misc. Taxes	17.00	17.00	0.00	0.00	17.00	0.00 %
5810 - Books & Subscriptions	17.00	17.00	0.00	0.00	17.00	0.00 %
5811 - Clothing	17.00	17.00	0.00	0.00	17.00	0.00 %
5812 - Food	17.00	17.00	0.00	0.00	17.00	0.00 %
5814 - Maintenance Supplies	536.00	536.00	47.98	836.87	-300.87	156.13 %
5815 - Meeting Supplies	17.00	17.00	0.00	0.00	17.00	0.00 %
5816 - Office Supplies	179.00	179.00	0.00	0.00	179.00	0.00 %
5817 - Chemicals	357.00	357.00	0.00	1,395.58	-1,038.58	390.92 %
5818 - Safety Supplies	894.00	894.00	90.48	535.45	358.55	59.89 %
5819 - Misc. Supplies	357.00	357.00	0.00	9.52	347.48	2.67 %
5821 - Mechanical Related Supplies	179.00	179.00	0.00	113.46	65.54	63.39 %
5822 - Fuel, Oil, Lubricant	3,932.00	3,932.00	602.88	2,804.46	1,127.54	71.32 %
5823 - Spare Replacement Parts	179.00	179.00	0.00	0.00	179.00	0.00 %
6122 - Vehicles	1.00	1.00	0.00	0.00	1.00	0.00 %
6131 - Machinery and equipment	1,072.00	1,072.00	0.00	0.00	1,072.00	0.00 %
6132 - Vehicles	1,251.00	1,251.00	0.00	0.00	1,251.00	0.00 %
6133 - Furniture and fixtures	357.00	357.00	0.00	0.00	357.00	0.00 %
6134 - Computers	465.00	465.00	0.00	0.00	465.00	0.00 %
6135 - Software	179.00	179.00	0.00	0.00	179.00	0.00 %
6412 - Claims Paid	1.00	1.00	0.00	0.00	1.00	0.00 %
<b>Expense Total:</b>	<b>245,729.00</b>	<b>245,729.00</b>	<b>25,351.89</b>	<b>114,857.73</b>	<b>130,871.27</b>	<b>46.74 %</b>
<b>Division: 3032 - Granada CCS Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-4,391.43</b>	<b>6,083.58</b>	<b>6,083.58</b>	<b>0.00 %</b>



## Budget Report

For Fiscal: FY 2017-2018 Period Ending: 12/31/2017

Objec...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Division: 3033 - Montara CCS</b>						
<b>Revenue</b>						
4021 - NDWSCP Revenue - Inspection Fee	1,400.00	1,400.00	321.43	321.43	-1,078.57	22.96 %
4112 - Montara Water & Sanitation District	279,411.00	279,411.00	23,284.25	139,705.50	-139,705.50	50.00 %
<b>Revenue Total:</b>	<b>280,811.00</b>	<b>280,811.00</b>	<b>23,605.68</b>	<b>140,026.93</b>	<b>-140,784.07</b>	<b>49.87 %</b>
<b>Expense</b>						
5011 - Hourly Employees	129,581.00	129,581.00	7,837.53	49,312.43	80,268.57	38.06 %
5013 - Holiday Pay	6,688.00	6,688.00	862.13	2,528.01	4,159.99	37.80 %
5014 - Bereavement Leave	25.00	25.00	0.00	752.40	-727.40	3,009.60 %
5016 - Jury Duty	1.00	1.00	0.00	0.00	1.00	0.00 %
5020 - Retroactive Pay	100.00	100.00	0.00	0.00	100.00	0.00 %
5110 - Overtime	1.00	1.00	371.25	371.25	-370.25	37,125.00 %
5112 - Standby Pay	13,834.00	13,834.00	859.83	5,669.85	8,164.15	40.98 %
5114 - Bonus, Awards, Certification	4,199.00	4,199.00	0.00	0.00	4,199.00	0.00 %
5115 - Premium Pay	743.00	743.00	60.88	365.28	377.72	49.16 %
5210 - Medical insurance	36,930.00	36,930.00	2,309.50	13,127.51	23,802.49	35.55 %
5211 - Dental insurance	3,427.00	3,427.00	120.24	705.89	2,721.11	20.60 %
5212 - Life insurance	238.00	238.00	36.85	220.81	17.19	92.78 %
5213 - Vision Benefit	537.00	537.00	14.79	86.74	450.26	16.15 %
5215 - Retirement Contributions	13,717.00	13,717.00	304.70	2,220.95	11,496.05	16.19 %
5216 - Medicare Contributions	2,189.00	2,189.00	143.78	848.20	1,340.80	38.75 %
5217 - Retirement Medical Benefits	2,044.00	2,044.00	152.64	925.49	1,118.51	45.28 %
5218 - Workers' Compensation Premium	5,316.00	5,316.00	283.28	1,717.51	3,598.49	32.31 %
5220 - Safety PPE Allowance	383.00	383.00	0.00	0.00	383.00	0.00 %
5221 - Misc. Allowance	628.00	628.00	44.40	222.00	406.00	35.35 %
5222 - Tuition Reimbursement	12.00	12.00	0.00	0.00	12.00	0.00 %
5223 - Pension Expense - GASB 68	174.00	174.00	0.00	0.00	174.00	0.00 %
5224 - OPEB Adjustment	1.00	1.00	0.00	0.00	1.00	0.00 %
5225 - Long Term Disability	1,572.00	1,572.00	37.05	220.67	1,351.33	14.04 %
5226 - Short Term Disability	524.00	524.00	38.61	230.31	293.69	43.95 %
5227 - Misc. Benefits	2,096.00	2,096.00	0.00	0.00	2,096.00	0.00 %
5320 - Medical Services	587.00	587.00	0.00	13.20	573.80	2.25 %
5321 - Hazardous Material Handling	122.00	122.00	0.00	0.00	122.00	0.00 %
5322 - Computer & Network Maintenance	489.00	489.00	0.00	0.00	489.00	0.00 %
5323 - Software License & Maintenance	122.00	122.00	0.00	0.00	122.00	0.00 %
5324 - Vehicle Maintenance Services	4,892.00	4,892.00	673.70	2,639.26	2,252.74	53.95 %
5325 - Office Equipment Maintenance	122.00	122.00	0.00	0.00	122.00	0.00 %
5326 - Equipment Maintenance	122.00	122.00	2.51	57.55	64.45	47.17 %
5330 - Misc. Professional Services	2,446.00	2,446.00	0.00	0.00	2,446.00	0.00 %
5410 - Professional dues and fees	183.00	183.00	0.00	0.00	183.00	0.00 %
5411 - Registration Fees	24.00	24.00	219.60	361.20	-337.20	1,505.00 %
5412 - Insurance Premiums	34,655.00	34,655.00	11,969.34	11,969.34	22,685.66	34.54 %
5414 - Delivery Services	69.00	69.00	0.00	0.00	69.00	0.00 %
5415 - Printing and binding	37.00	37.00	0.00	0.00	37.00	0.00 %
5417 - Uniform Services	1,223.00	1,223.00	112.55	588.99	634.01	48.16 %
5418 - Misc. Other Services	24.00	24.00	0.00	-1.00	25.00	-4.17 %
5422 - Cellular Services	612.00	612.00	31.47	31.47	580.53	5.14 %
5431 - Water	2,446.00	2,446.00	193.41	1,180.45	1,265.55	48.26 %
5441 - Commercial Travel	122.00	122.00	0.00	0.00	122.00	0.00 %
5442 - Meals	122.00	122.00	0.00	0.00	122.00	0.00 %
5443 - Per Diem	122.00	122.00	0.00	0.00	122.00	0.00 %
5444 - Lodging	122.00	122.00	0.00	0.00	122.00	0.00 %
5445 - Mileage, Parking & Tolls	24.00	24.00	0.00	1.20	22.80	5.00 %
5511 - Rental/Lease Equipment - Misc	24.00	24.00	0.00	0.00	24.00	0.00 %
5612 - Building & Structures Maintenance	0.00	0.00	0.00	23.47	-23.47	0.00 %
5616 - CS Repairs - MWSD	3.00	3.00	8,492.65	80,694.46	-80,691.46	89,815.33 %
5725 - Misc. Permit	250.00	250.00	0.00	0.00	250.00	0.00 %
5742 - State Sales Taxes	12.00	12.00	0.00	0.00	12.00	0.00 %

**Budget Report**

**For Fiscal: FY 2017-2018 Period Ending: 12/31/2017**

<b>Objec...</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Used</b>
5743 - Hazardous Materials Tax	12.00	12.00	0.00	0.00	12.00	0.00 %
5744 - Misc. Taxes	12.00	12.00	0.00	0.00	12.00	0.00 %
5810 - Books & Subscriptions	12.00	12.00	0.00	0.00	12.00	0.00 %
5811 - Clothing	12.00	12.00	0.00	0.00	12.00	0.00 %
5812 - Food	12.00	12.00	0.00	0.00	12.00	0.00 %
5814 - Maintenance Supplies	367.00	367.00	32.01	557.95	-190.95	152.03 %
5815 - Meeting Supplies	12.00	12.00	0.00	0.00	12.00	0.00 %
5816 - Office Supplies	122.00	122.00	0.00	0.00	122.00	0.00 %
5817 - Chemicals	245.00	245.00	0.00	930.40	-685.40	379.76 %
5818 - Safety Supplies	612.00	612.00	60.32	356.99	255.01	58.33 %
5819 - Misc. Supplies	245.00	245.00	0.00	6.36	238.64	2.60 %
5821 - Mechanical Related Supplies	122.00	122.00	0.00	75.66	46.34	62.02 %
5822 - Fuel, Oil, Lubricant	2,691.00	2,691.00	401.90	1,869.59	821.41	69.48 %
5823 - Spare Replacement Parts	122.00	122.00	0.00	0.00	122.00	0.00 %
6122 - Vehicles	1.00	1.00	0.00	0.00	1.00	0.00 %
6131 - Machinery and equipment	734.00	734.00	0.00	0.00	734.00	0.00 %
6132 - Vehicles	856.00	856.00	0.00	0.00	856.00	0.00 %
6133 - Furniture and fixtures	245.00	245.00	0.00	0.00	245.00	0.00 %
6134 - Computers	318.00	318.00	0.00	0.00	318.00	0.00 %
6135 - Software	122.00	122.00	0.00	0.00	122.00	0.00 %
6412 - Claims Paid	1.00	1.00	0.00	0.00	1.00	0.00 %
<b>Expense Total:</b>	<b>280,811.00</b>	<b>280,811.00</b>	<b>35,666.92</b>	<b>180,881.84</b>	<b>99,929.16</b>	<b>64.41 %</b>
<b>Division: 3033 - Montara CCS Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-12,061.24</b>	<b>-40,854.91</b>	<b>-40,854.91</b>	<b>0.00 %</b>
<b>Report Surplus (Deficit):</b>	<b>2.00</b>	<b>2.00</b>	<b>-17,515.68</b>	<b>-36,086.18</b>	<b>-36,088.18</b>	<b>04,309.00 %</b>

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
100 - Operating Fund	2.00	2.00	-17,515.68	-36,086.18	-36,088.18
<b>Report Surplus (Deficit):</b>	<b>2.00</b>	<b>2.00</b>	<b>-17,515.68</b>	<b>-36,086.18</b>	<b>-36,088.18</b>



# Pooled Cash Report

Sewer Authority Mid-Coastside

For the Period Ending 12/31/2017

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>CLAIM ON CASH</b>					
<a href="#">100-1005</a>	Pooled Cash - Claim on Cash	1,223,281.02	510,930.30	1,734,211.32	
<b>TOTAL CLAIM ON CASH</b>		<u>1,223,281.02</u>	<u>510,930.30</u>	<u>1,734,211.32</u>	
<b>CASH IN BANK</b>					
<b>Cash in Bank</b>					
<a href="#">900-1000</a>	Pooled Cash (Money Market)	446,614.14	0.00	446,614.14	
<a href="#">900-1001</a>	Pooled Cash (Disbursement)	936,066.77	611,754.74	1,547,821.51	
<a href="#">900-1002</a>	Pooled Cash (Payroll)	48,683.80	(100,915.64)	(52,231.84)	
<b>TOTAL: Cash in Bank</b>		<u>1,431,364.71</u>	<u>510,839.10</u>	<u>1,942,203.81</u>	
<b>Wages Payable</b>					
<a href="#">900-2017</a>	Wages Payable	(91.20)	91.20	0.00	
<b>TOTAL: Wages Payable</b>		<u>(91.20)</u>	<u>91.20</u>	<u>0.00</u>	
<b>TOTAL CASH IN BANK</b>		<u>1,431,273.51</u>	<u>510,930.30</u>	<u>1,942,203.81</u>	
<b>DUE TO OTHER FUNDS</b>					
<a href="#">900-2301</a>	Due To General Fund	1,223,281.02	510,930.30	1,734,211.32	
<a href="#">900-2302</a>	Due To Capital Fund	0.00	0.00	0.00	
<a href="#">900-2303</a>	Due To Grant Fund	0.00	0.00	0.00	
<a href="#">900-2304</a>	Due To Insurance Fund	0.00	0.00	0.00	
<a href="#">900-2305</a>	Due To SRF Loan Fund	0.00	0.00	0.00	
<a href="#">900-2306</a>	Due To IR Replacement Fund	0.00	0.00	0.00	
<b>TOTAL DUE TO OTHER FUNDS</b>		<u>1,223,281.02</u>	<u>510,930.30</u>	<u>1,734,211.32</u>	
<b>Claim on Cash</b>	1,734,211.32	<b>Claim on Cash</b>	1,734,211.32	<b>Cash in Bank</b>	1,942,203.81
<b>Cash in Bank</b>	<u>1,942,203.81</u>	<b>Due To Other Funds</b>	<u>1,734,211.32</u>	<b>Due To Other Funds</b>	<u>1,734,211.32</u>
<b>Difference</b>	<u>(207,992.49)</u>	<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>207,992.49</u>

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>ACCOUNTS PAYABLE PENDING</b>					
<a href="#">100-2010</a>	Pooled Accounts Payable Pending	1,238,461.10	412,431.70	1,650,892.80	
<b>TOTAL ACCOUNTS PAYABLE PENDING</b>		<u>1,238,461.10</u>	<u>412,431.70</u>	<u>1,650,892.80</u>	
<b>DUE FROM OTHER FUNDS</b>					
<a href="#">900-1501</a>	Due From General Fund	1,200,291.41	412,431.70	1,612,723.11	
<a href="#">900-1502</a>	Due From Capital Fund	0.00	0.00	0.00	
<a href="#">900-1503</a>	Due From Grant Fund	0.00	0.00	0.00	
<a href="#">900-1504</a>	Due From Insurance Fund	0.00	0.00	0.00	
<a href="#">900-1505</a>	Due From SRF Loan Fund	0.00	0.00	0.00	
<a href="#">900-1506</a>	Due From IR Replacement Fund	0.00	0.00	0.00	
<b>TOTAL DUE FROM OTHER FUNDS</b>		<u>1,200,291.41</u>	<u>412,431.70</u>	<u>1,612,723.11</u>	
<b>ACCOUNTS PAYABLE</b>					
<a href="#">900-2010</a>	Pooled Accounts Payable	1,408,283.90	412,431.70	1,820,715.60	
<b>TOTAL ACCOUNTS PAYABLE</b>		<u>1,408,283.90</u>	<u>412,431.70</u>	<u>1,820,715.60</u>	
<b>AP Pending</b>	1,650,892.80	<b>AP Pending</b>	1,650,892.80	<b>Due From Other Funds</b>	1,612,723.11
<b>Due From Other Funds</b>	<u>1,612,723.11</u>	<b>Accounts Payable</b>	<u>1,820,715.60</u>	<b>Accounts Payable</b>	<u>1,820,715.60</u>
<b>Difference</b>	<u>38,169.69</u>	<b>Difference</b>	<u>(169,822.80)</u>	<b>Difference</b>	<u>(207,992.49)</u>



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

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**TO:** Honorable Board of Directors

**FROM:** Beverli A. Marshall, General Manager

**SUBJECT:** **Establish Standing Committees, Set Time and Place for Meetings, and Assign Directors to Committees for 2018**

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#### **Executive Summary**

The purpose of this report is for the Board of Directors to discuss establishing standing committees, setting time and place of the committee meetings, and assigning directors to each committee.

#### **Fiscal Impact**

Assuming that the committee meetings will not be videoed and that there are two directors assigned to each committee, the cost of each meeting will be \$200.

#### **Strategic Plan Compliance**

The recommendation complies with the SAM Strategic Plan Goal 4: *“A well organized, motivated and well-trained staff with an effective Board of directors are the most important keys to success for SAM.”*

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

In 2016, the Board identified the need for new ad hoc committees (Board Operations, Finance, Public Outreach) to discuss and resolve specific issues. These committees met as appropriate for the assigned purposes and did not have regularly scheduled meeting days or times.

Since that time, staff has found the input received from the committees to be beneficial and believes that there is a need for regular, ongoing work with committees. If the Board decides to set regular times, places, and ongoing subject matter for the committees, the committees become standing committees and are covered by the Brown Act.

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<b>BOARD MEMBERS:</b>	<b>J. Blanchard</b>	<b>S. Boyd</b>	<b>D. Penrose</b>
	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>	<b>L. Woren</b>
<b>ALTERNATE MEMBERS:</b>	<b>M. Clark</b>	<b>J. Harvey</b>	<b>B. Huber</b>
	<b>R. Kowalczyk</b>	<b>H. Rarback</b>	

The following table reflects the recommended standing committees, ongoing subject matter, time, and place of meetings.

<b>Committee Name</b>	<b>Subject Matter</b>	<b>Currently Appointed Directors</b>	<b>Meeting Times</b>	<b>Meeting Place</b>
Board Operations	Assist with Board/General Manager relationship, planning, policy development, General Manger's evaluation, Board self-evaluation	Ruddock, Slater-Carter	1 <sup>st</sup> Friday each month 8:00 a.m.	SAM Office 1000 Cabrillo Hwy Half Moon Bay
Finance	Strategic Plan, budgets, audits, Infrastructure Plan, fees	Boyd, Woren	2 <sup>nd</sup> Saturday in January, April, July, October 2:00 p.m.	SAM Office 1000 Cabrillo Hwy Half Moon Bay
Public Outreach	Advise on SAM's public image, input on outreach events, identify key community leaders and agencies	Penrose	2 <sup>nd</sup> Friday in February, May, August, November 8:00 a.m.	SAM Office 1000 Cabrillo Hwy Half Moon Bay

At the first regular Board of Directors meeting of each calendar year, the Board appoints officers. After the Chair is appointed, s/he will recommend directors for each committee.

**Staff Recommendation**

Staff recommends that the Board of Directors establish the Board Operations, Finance, and Public Outreach standing committees, set the time and place of the committee meetings, and assign at least two directors to each committee.

**Supporting Documents**

None

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<b>BOARD MEMBERS:</b>	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
<b>ALTERNATE MEMBERS:</b>	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk	H. Rarback	