




Costa Mesa Sanitary District

...an Independent Special District

Memorandum

To: Board of Directors

From: Scott Carroll, General Manager 

Date: May 28, 2015

Subject: **Rewarding Ideas Program**

Summary

The Rewarding Ideas Program is designed to encourage employees to generate ideas for organizational improvements and provide a system for answering and recognizing adopted ideas. Steve Cano, Sewer Maintenance Supervisor, submitted an idea that will extend the useful life of bypass pump hoses.

Staff Recommendation

That the Board of Directors approves \$100 to Steve Cano, Sewer Maintenance Supervisor for extending the useful life cycle of bypass pump hoses.

Analysis

It was past practice to store bypass pump hoses outside where they rapidly deteriorate from being exposed to the weather elements. To store the hoses in the Yard's warehouse in an organized matter, Steve Cano came up with the idea of purchasing collapsible pallet containers where the hoses can be neatly stacked on one another. The containers also make it easier to be loaded in District trucks from a forklift, which saves time to dispatch to emergencies with bypass pumps. The containers take up a small amount of space in the garage and now the hoses are protected from the weather elements. Staff believes storing the hoses in the garage will extend the useful life cycle for another five to ten years.

Strategic Plan Element & Goal

This item complies with the objective and strategy of Strategic Element 5.0, *Administrative Management*, which states the following:



Protecting our community's health and the environment by providing solid waste and sewer collection services.

www.cmsdca.gov

5.0 Administrative Management

Objective: To create, maintain and implement policies and procedures to ensure sound management of the District.

Strategy: We will conduct periodic reviews, refine and implement policies and procedures, and assure the General Manager has the direction and tools necessary for successful District operations.

Legal Review

Not applicable.

Environmental Review

The consideration of monetary rewards for employees for cost-saving ideas is an administrative matter and is not a disturbance of the environment similar to grading or construction and is not a project under CEQA or the District's CEQA Guidelines.

Financial Review

There is sufficient money in the budgeted to cover this expense.

Public Notice Process

Copies of this report are on file and will be included with the entire agenda packet for the May 28, 2015 Board of Directors regular meeting at District headquarters and on District's website.

Alternative Actions

1. Do not approve Steve Cano's idea.
2. Direct staff to report back with more information

Attachments A: Employee Suggestion Submission Form

Reviewed by:



Wendy Davis
Finance Manager

Employee Suggestion Submission Form

Rewarding Ideas Program
Costa Mesa Sanitary District

The Rewarding Ideas Program is designed to encourage employees to generate ideas for organizational improvements and provide a system for answering and recognizing adopted ideas. The Rewarding Ideas Program does not deal with workforce matters, i.e. performance evaluation or disciplinary manners, nor is it a vehicle to deal with employee disagreements or workplace concerns as those items should be submitted through the normal channels in place to deal with such matters.

Thank you for taking the time to share your ideas!

Please complete all questions below. If you require additional room for any response please use additional sheet of paper. *Please reference the question number for which you are continuing your response*

First Name: STEVE

Last Name: CANO

Position: SEWER MAINT. SUPERVISOR

- My suggestion will:
- ☒ Save material, supplies, money, space, time, or labor;
 - ☒ Improve service, safety conditions, or morale;
 - ☒ Improve methods, procedures, or equipment, resulting in increased output and/or efficiency; or,
 - ☐ Eliminate unnecessary procedures, records and forms.

- | | Yes | No |
|--|--------------------------|-------------------------------------|
| 1. As far as you know, is this suggestion already being considered? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Does this suggestion relate to a policy that is not being applied properly? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Have you submitted this suggestion before, within the past year? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Describe the present situation, condition, method, or procedure to be improved. | | |

THE BYPASS FLATHOSE WAS BEING STORED ON PALLETS WHICH TOOK UP SPACE IN THE GARAGE AND ALSO LOOKED CLUTTERED. ALSO, THEY USED TO BE STORED OUTSIDE AND THE ELEMENTS DAMAGED THE HOSES

5. What is your suggestion?

I WAS APPROVED TO PURCHASE A COLLAPSABLE PALLET CONTAINER THAT WILL BE USED FOR BETTER STORAGE OF THE BYPASS HOSES. THE CONTAINER STORES THE HOSE IN AN ORGANIZED MANNER AND PROTECTING THE HOSE FROM THE ELEMENTS.

6. How will your suggestion improve the present situation or benefit the District?

IT ORGANIZES AND FREES UP SPACE IN THE GARAGE AND PROLONGS THE LIFE OF THE HOSES. IN A LARGE EMERGENCY, THE FORKLIFT COULD LOAD THE CONTAINER ONTO A TRUCK INSTEAD OF LOADING THE HOSE (4 ADV) INTO A TRUCK. SAVES ON THE COST OF PURCHASING NEW HOSE. COST IS \$450 FOR EVERY 50 FEET. WE HAVE 1200 FEET OF HOSE

By submitting this form, I certify that I am employed with the Costa Mesa Sanitary District. I have read the eligibility requirements and rules of the Rewarding Ideas Program and I agree that the District shall have the right to make full use of my suggestion.

Name

Date

4/1/15

Submit this suggestion by sending it to the District's Personnel Manager







**Costa Mesa Sanitary District
Bypass Pumps and Hose Inventory**

Number	Model	Registration Number	Serial Number
Unit 1007	SPP QI 200	127340	165545
Unit 1008	SPP QI 200	137096	203239
Unit 1010	SPP QI 200	137097	203185

(2) 4 " Trash Pumps	Yanmar
---------------------	--------

4 INCH				4 INCH Hose Parts		
Suction-QTY	Length	Black	Total		QTY	Description
2	20 Ft		40		1	Rock Guard
1	10 Ft		10		4	6" to 4" Reducers
2	20 Ft		40		2	Screens
			90 Total			
Layflat-QTY	Length					
8	100 Ft		800			
7	50 Ft		350			
2	25 Ft		50			
			1200 Total			
6 INCH				6 INCH Hose Parts		
Suction-QTY	Length				QTY	Description
2	10 Ft		20		2	Elbows
2	15 Ft		30		3	Bypass Connections
3	20 Ft		60		1	Rock Guard
			110 Total			
Layflat-QTY	Length					
1	50 Ft		50			
1	30 Ft		30			
4	25 Ft		100			
			150 Total			

1200' Feet IN STOCK
\$450 For EVERY 50'

$$1200 \div 50 = 24$$

$$24 \times \$450 = \$10,800$$



SHIPPING SUPPLY SPECIALISTS

1-800-295-5510

uline.com

2200 S. Lakeside Drive Waukegan, IL 60085

INVOICE NO.

DUPLICATE
66318423

INVOICE

ULINE FED ID#: 36-3684738

THANK YOU FOR YOUR ORDER. ULINE CUSTOMER SINCE 2013

YOUR ORDER # 70271287

SOLD TO:

SHIP TO:

COSTA MESA SANITARY DISTRICT
628 W 19TH ST
COSTA MESA CA 92627-2716

COSTA MESA SANITARY DISTRICT
174 W WILSON ST
COSTA MESA CA 92627-1518

CUSTOMER NO.		PURCHASE ORDER NO.		SHIP VIA		ORDER DATE		DATE SHIPPED		TERMS		INVOICE DATE				
9244909		YARD		TOTAL TRUCK		3/24/15		3/27/15		NET 30 DAYS		3/27/15				
QUANTITY			ITEM NUMBER		DESCRIPTION		UNIT PRICE		EXTENDED PRICE							
ORDERED	U/M	BACK ORDERED														
1	EA		H-1738		62X48X34 COLLAPSIBLE BULK REORDER/ADD LINE		690.00		690.00							
1	EA		H-4108		62X48 BULK CONTAINER LID REORDER/ADD LINE		305.00		305.00							
SUB-TOTAL			995.00		SALES TAX		79.61		FRT/HNDLNG		34.72		AMOUNT DUE		1109.33	

ORDER PLACED BY: STEVE CANO
LLOTT PRO#006657113

MAKE CHECK PAYABLE AND MAIL TO:

DATE: 03/31/15
TO: STEVE CANO
FROM: ERNEST R.

ULINE
PO Box 88741
Chicago, IL 60680-1741