



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Special Board Meeting 10:00 A.M., Saturday, December 1, 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: | Deborah Ruddock (HMB) |
| Director: | Scott Boyd (MWSD) |
| Director: | Leonard Woren (GCSD) |

2. PUBLIC COMMENT / ORAL COMMUNICATION

3. STRATEGIC PLAN WORKSHOP – Directors Focus

4. LUNCH 12:00 – 12:30 P.M.

5. STRATEGIC PLAN WORKSHOP – Directors & Member Agency Managers

6. ADJOURNMENT

- Upcoming Regular Board Meetings: December 10, 2018, and January 14, 2019

The meeting will end by 3:00 p.m. unless extended by board vote.

INFORMATION FOR THE PUBLIC

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

TO: Honorable Board of Directors

FROM: Beverli A. Marshall, General Manager

DATE: December 1, 2018

SUBJECT: Discuss the SAM Strategic Plan and Provide Direction

Executive Summary

The purpose of this report is to discuss the SAM Strategic Plan and provide direction.

Fiscal Impact

The fiscal impact of the Plan depends on the priorities and direction given to staff.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan recommendations for implementing, monitoring, and ensuring results: *“The Board, with staff support, will review and update the Strategic Plan each January and roll it forward.”*

Background and Discussion/Report

As part of the FY 2016/17 General Budget, the Board directed staff to facilitate a strategic planning process. Staff contracted with Rauch Communications to facilitate the process. The Board met at two separate workshops (November 19, 2016, and January 21, 2017) to develop a draft document. At the March 13 meeting, the Board made final comments on the document. The final version was adopted on March 27, 2017 (Attachment A). The Board revisited the Plan on November 11, 2017, and recommended no updates at that time.

The following table reflects the priority and goals for FY 2018/19, status of the goals, and the target date for completion.

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	B. Dye	A. Eisen
	J. Harvey	B. Huber	H. Rarback

<u>Priority</u>	<u>FY 2017/18 Goals</u>	<u>Status</u>	<u>Target Date</u>
	1.1 Encourage steady progress of the current water recycling project with a target of having it operational by the end of 2018	On Hold	Unknown
	1.2 Ensure both Board and staff have up-to-date information on the latest reuse and recycling advancements and opportunities.	On Hold	Unknown
	2.1 Develop and approve a communication plan.	Completed	6/30/18
P1	3.1 Resolve IPS funding issue by the end of 2017 to be implemented for FY 2018/19.	On Hold	2019
P2	3.2 Simplify the budget process.	In Progress	FY 2019/20
P2	3.3 Set reserve standards.	On Hold	FY 2019/20
	3.4 Seek grant funding.	Ongoing	Annually
	4.2 Ensure adequate staff training and development. Keep up with emerging issues.	Ongoing	Annually
P1	4.3 Resolve debate about staffing.	Completed	6/30/18
P1	4.4 Prioritize safety.	Ongoing	Annually
	4.5 Conduct an annual Board self-evaluation each year at the same meeting when officers are chosen.	On Hold	Annually
P1	4.6 Conduct an annual General Manager performance evaluation.	In Progress	6/30/17
P1	4.7 Clarify the roles and ways of working together most effectively for the SAM manager and member managers.	On Hold	Unknown
	4.8 Develop and implement an orientation for new future Directors.	Complete	2017
P1	5.1 Develop a five-year Asset Management Plan and prioritized Capital Improvement Program and budget.	Complete	2017
	5.2 Extrapolate 20-year costs from the above report.	In Progress	November 2018

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	5.3 Develop a longest-term reasonable perspective in concrete spending terms of potential alternative approaches to managing the system with the objective of decreasing long-term costs and environmental impacts and increasing safety.	On Hold	Unknown
P1	5.4 Ensure SAM remains fully compliant with all regulatory requirements.	Ongoing	Annually
P1	5.5 Operations and maintenance should be proactively planned, and the Board shall be kept up-to-date on progress on operations and maintenance issues.	Ongoing	Annually
	5.6 SAM is committed to providing quality collection system maintenance service for the Coastsides. It will seek to offer the type of agile and responsive service and cost that wins that business. However, SAM resources should not be used to backstop collection service without appropriate compensation and pre-planning so it does not impact SAM operations and maintenance.	Completed	July 1, 2018
P1	5.7 Maintain an up-to-date emergency plan.	Need Funding	Annually

Staff Recommendation

Staff recommends that the Board review the priorities, provide direction to staff, the Board Operations Committee, and the Finance Committee regarding the goals for Fiscal Year 2019/20, which will be incorporated into the FY 2019/20 budget development process.

Supporting Documents

Attachment A: SAM Strategic Plan

Attachment B: SAM 20-Year Infrastructure Plan

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