

MINUTES
SAM BOARD OF DIRECTORS MEETING
January 23, 2017

1. CALL TO ORDER

Chair Slater-Carter called the meeting to order at 7:05 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

- A. Pledge of Allegiance
- B. Roll Call

Directors Kowalczyk (alternate for Ruddock), Lohman, Woren, Slater-Carter, Penrose, and Boyd were present. Also present were Legal Counsel Nelson, General Manager Marshall, Engineering & Construction Contract Manager Prathivadi, and Supervisor of Treatment/Field Operations Costello.

2. SPECIAL ORDER OF THE DAY

- A. Presentation by SMCRCD on 2016/17 First Flush

Brittani Bohlke of the San Mateo County Resource Conservation District (SMCRCD) presented the Board with the First Flush Water Quality results for 2016. She reported that the First Flush Program took place on October 14, 2016, when the area received .45 inches of rain. She went on to discuss the program's partners, the program objectives and the 2016 sample sites. She also described the RCD tests for the major water quality perimeters, the physical tests, and the training and mobilization of volunteers. She reviewed the 2016 test results with the Board and discussed the program's next steps. A discussion ensued. Following discussion, the Board thanked Ms. Bolkhe for her presentation.

3. PUBLIC COMMENT

Chair Slater-Carter thanked the crew and management of SAM for their hard work, efforts and dedication keeping the beaches clean during the weekend's stormy weather.

- 4. **CONVENE IN CLOSED SESSION** (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*) – **NO ITEMS**
- 5. **CONVENE IN OPEN SESSION** (*Report Out on Closed Session Items*) – **NONE**
- 6. **CONSENT AGENDA** (*single motion and vote approving all items*)
(*Consent items are considered routine and will be approved or adopted by one vote unless a request for removal for discussion or explanation is received from the public or Board.*)

- A. Approve Minutes of January 9, 2017 Board of Directors Meeting

- B. Approve Disbursements for January 23, 2017
- C. Receive Monthly Financial Report for December 31, 2016

General Manager Marshall handed out corrections to the January 9, 2017 minutes of the Attorney's report made by Legal Counsel Nelson. Director Woren pulled Items 6A and 6B from the Consent Agenda. Director Penrose moved and Director Woren seconded the motion to approve item 6C.

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

A discussion ensued about Item 6A. Director Woren requested that "Woren/Penrose" would be changed to "Penrose/Slater-Carter" in the description of the vote on Item 8A on page 6 of the minutes. Director Woren further requested adding in a line stating that the City of Half Moon Bay Contract Sewer Engineer is familiar with the GIS system used by Granada Community Services District. As part of the discussion regarding the minutes of the January 9, 2016, meeting, Director Boyd requested that his comment "per direction of the Board when the budget was passed in 2016, that this item be brought back to the Board as a proposal, including a budget estimate and proposed benefit to the agency" be added to the minutes for Item 7A – Authorize staff to Advertise a Request for Proposal for the Hydraulic Modeling Project. Following the discussion, Director Woren moved and Director Penrose seconded the motion to approve the minutes of the January 9, 2016 Board meeting with corrections as discussed. A discussion ensued. Following discussion, the vote was taken.

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

A discussion ensued about the proper methodology for calculating the refunds in connection with Item 6B. Following the discussion, Director Woren moved and Director Penrose seconded a motion to approve all disbursements except the refunds to the Member Agencies, and the vote was taken.

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

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

- A. Authorize the Comprehensive Hydraulic Modeling Project and Authorize Staff to Advertise a Request for Proposals

After reviewing the staff report General Manager Marshall recommended that the Board authorize the Comprehensive Hydraulic Modeling Project that was identified in the Infrastructure Budget for Fiscal Year 2016-17 and authorize staff to advertise a Request for Proposals (RFP). The Board discussed the pros and cons of a new Hydraulic Modeling Project in lieu of updating the current existing model. Following discussion,

The Board concurred that staff should meet with the MWSD Engineer and with the City of Half Moon Bay Contract Sewer Engineer to seek a common understanding about whether there are circumstances in which the existing model will not work to provide the desired hydraulic information about the SAM system, and what benefits there might be in creating a new hydraulic model.

B. Receive Update on Strategic Plan Process

General Manager Marshall reviewed the meeting for the Strategic Plan Process held on January 21, 2017. She stated that the attendees discussed the mission statement, five goals, and prioritized objectives. She informed the Board that the consultant from Rauch Communications will pull the information together and present it at a future Board meeting for further consideration and potential adoption by the Board.

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

A. Adopt a Resolution Expressing Appreciation to Rick Kowalczyk for His Years of Service on the SAM Board of Directors

Following a brief discussion, the Board concurred to approve the resolution expressing its gratitude and appreciation of Rick Kowalczyk's years of service on the SAM Board. 6 Ayes/0 Noes/2 Abstain (Kowalczyk).

General Manager Marshall reminded the Board of the 9:00 p.m. "hard stop" for Board meetings. Director Penrose stated that she was not in favor of extending the meeting past 9:00 p.m.

B. Receive Update on Recent Storm Events

Supervisor of Treatment/Field Operations Costello informed the Board that there is no information at this time as to why the generator at the Kanoff Lift Station failed to start during the weekend storm and information will be provided to the Board as it comes in. Further discussion of recent storm events was deferred until after Item 8C and then to a future Board meeting.

C. Approve the Alternate Analysis Technical Memorandum submitted by SRT Consultants and Authorize SRT to Complete the "Basis of Design" Task for the Recycled Water Project

Rena Thomas, Project Manager at SRT Consultants reviewed the Draft Alternative Analysis Technical Memorandum for the Board per the new quantity of volume requirements provided by CCWD regarding Ocean Colony Partners specific quantity and quality requirements for recycled water. Following Ms. Thomas' presentation, a

discussion ensued.

At 9:01 p.m., Director Kowalczyk moved and Director Boyd seconded the motion to extend the meeting 9:20 p.m.

Kowalczyk/Boyd/8 Ayes/0 Noes. The motion passed.

Director Kowalczyk requested that the minutes reflect that there is no recycled water project, just a project for the 25% design.

Following further discussion, Director Boyd moved and Director Kowalczyk seconded the motion to approve the Alternative Analysis Technical Memorandum submitted by SRT Consultants and authorize SRT to proceed with the 25% Basis of Design task for the proposed recycled water project. Director Kowalczyk requested an amendment to the motion stating the condition that the re-purposing of facilities as proposed will not put the NPDES permit in jeopardy.

Boyd/Kowalczyk/ 8 Ayes/0 Noes. The motion passed.

D. Discuss Draft 5-Year Infrastructure Plan and Provide Direction to Staff

This agenda item will be discussed at a future Board meeting

E. Discuss Ad Hoc Committee Assignments and Scheduling

This agenda item will be discussed at a future Board meeting

9. GENERAL MANAGER'S REPORT

A. Monthly Report for December 2016

This agenda item will be discussed at a future Board meeting

10. ATTORNEY'S REPORT

This agenda item will be discussed at a future Board meeting

11. DIRECTORS' REPORTS

12. FUTURE AGENDA ITEMS

- Upcoming Board Meetings: February 13 and February 27
- Montara Pump Station Wet Well Rehabilitation Project
- Plant Headworks & Influent Pump Rehabilitation Project
- Plant Safety Improvements Project
- SCADA Upgrades Project
- Board Training, Education, and Conference and Reimbursement Policies
- FY 2017/18 Budget Workshop
- New Contract Collection Services Agreements

13. ADJOURNMENT

Chair Slater-Carter adjourned the meeting at 9:14 p.m.

Respectfully Submitted,

Approved By:





Kathy Matthews
Recording Secretary

Board Secretary

