

MINUTES
SAM BOARD OF DIRECTORS MEETING
January 9, 2017

1. CALL TO ORDER

Chair Ruddock 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 Woren, Lohman, Penrose, Ruddock, Boyd, and Slater-Carter (7:15 p.m.) were present. Also present were Legal Counsel Carl Nelson, General Manager Marshall, Engineering & Construction Contract Manager Prathivadi, and Supervisor of Treatment/Field Operations Costello.

Chair Ruddock Requested that Item 2 – Special Order of the Day – Election of SAM Officers moved to after Closed Session.

3. PUBLIC COMMENT – NONE

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

- A. Conference with District's Labor Negotiators Pursuant to Government Code Section 54957.6.6. District's Designated Representatives: Fran Buchanan, IEDA. Employee Organization" IUOE, Stationary Local No. 39

The Board went in to closed session at 7:07 p.m.

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

The Board came out of closed session at 8:00 p.m. Chair Ruddock reported that there was no reportable action.

2. SPECIAL ORDER OF THE DAY

- A. Election of SAM Officers

Director Woren nominated Director Slater-Carter for SAM Chair. Director Lohman seconded the motion.

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

Director Lohman nominated Director Woren for Vice Chair. Director Slater-Carter seconded the motion.

Lohman/Slater-Carter/8 Ayes/0 Noes. The motion passed.

Director Ruddock nominated Director Penrose for Secretary. Director Boyd seconded the motion.

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

Director Ruddock nominated Director Boyd for Treasurer. Director Penrose seconded the motion.

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

Chair Ruddock turned the meeting over to newly elected Chair Slater-Carter.

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 December 12, 2016 Board of Directors Meeting
- B. Approve Disbursements for January 2017
- C. Receive Monthly Financial Report for November 30, 2016
- D. Approve the Schedule of Board of Directors Meetings for 2017

Director Woren requested that items 6A, Minutes of December 12, 2016 and item 6B, Disbursements for January 9, 2017, be pulled for further discussion. Director Ruddock also requested that item 6B be pulled for further discussion. Director Penrose moved and Director Woren seconded the motion to approve items 6C and 6D as presented.

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

Director Woren pointed out that the motion under item 8A – Harassment Policy, was recorded incorrectly. It was Director Penrose that made the motion with Director Slater-Carter seconding the motion. He also said that under the same item, the minutes did not reflect that elected officials cannot be harassed consistently throughout the document.

Director Woren discussed how the assessment payments are computed. A discussion ensued. Director Ruddock requested that 1 check payment be issued instead of 2 checks for each agency. General Counsel Nelson informed the Board that they could approve the disbursements with the exception of the ones that comprise the refunds for the member agencies and those checks can then be discussed later in agenda item 8A. Director Woren moved and Director Penrose seconded the motion to approve Agenda items 6A – Minutes of December 12, 2016, as amended and 6B with the exception of the member agencies' refund checks.

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 Staff to Advertise a Request for Proposals for the Hydraulic Modeling Project

After reviewing the staff report General Manager Marshall recommended that the Board of Directors authorize staff to advertise for a Request for Proposals (RFP) for the Comprehensive Hydraulic Modeling identified in the Infrastructure Budget for Fiscal Year 2016-17. A discussion ensued. Director Boyd requested, per direction of the Board when the Budget was passed in 2016 that this item be brought to the Board as a proposal, including a budget estimate and proposed benefit to the agency. Following discussion, Director Ruddock suggested continuing the policy discussion at the next Board meeting.

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

A. Receive Revenue and Expenditures Reconciliation Reports for Fiscal Years 2013/14 and 2014/15 and Provide Direction to Staff

General Manager Marshall recommended that the Board of Directors receive the Operating Income Allocation reports for FY 2013-14 and FY 2014-15 and provide direction to staff. A discussion ensued. Director Ruddock stated that the agencies are interested in receiving one check with cover letter with a net of the two fiscal years, using the standard and routine methodology.

B. Authorize Director Penrose to Attend and be Reimbursed for the Special District Leadership Academy in San Diego February 26 – March 1, 2017

Following a brief discussion, Director Woren moved and Director Boyd seconded the motion to authorize Director Penrose to attend and be reimbursed for the Special District Leadership Academy in San Diego February 26 – March 1, 2017.

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

General Manager Marshall reminded the Board that they did not discuss the authorization of the three checks for the member agencies that were pulled from item 6B – Disbursements for January 9, 2017. Director Ruddock moved and Director Woren seconded the motion to authorize the three checks for the member agencies Revenue and Expenditures for FY 2013-14 and FY 2014-2015.

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

9. GENERAL MANAGER'S REPORT

A. Monthly Report for November 2016

General Manager Marshall updated the Board on recent activities during the month of November 2016. Engineering & Construction Contract Manager Prathivadi discussed the recalibration of the flow meters at Montara, Vallemar, Portola, San Pablo, and the SAM Plant. He informed them that it was all okay and due to the lack of flow detail, it was not possible to compare the HMB meter to the one at the Plant. He did state that there will be a full month of flow detail for December and the information will be brought back to the next meeting.

10. ATTORNEY'S REPORT

General Counsel Nelson discussed the updates that he had sent out to the Board regarding regulatory and statutory changes. He reviewed revisions to the Brown Act: AB 1436 - new actions in regards to salary schedules, AB 2257 - online posting of agendas, AB 1787 – person using translator to give public comments gets twice the time of a person who doesn't, AB 2853 — being able to direct a person who makes a public records request to information on their website. He also discussed FPPC Gift Regulations, gift limit is now \$470 and in the case of a gift of travel, the destination must be disclosed. He also discussed AB 626 - requiring that new claims procedures be inserted in public works specifications, and AB 1732 - all single user toilet facilities in any local government agencies will be identified as all gender toilets, and not touching cell phones while driving except for 1 swipe if it is mounted on your vehicle.

11. DIRECTORS' REPORTS

Director Lohman thanked Director Ruddock for a successful year as the SAM Chair.

Director Woren informed the Board of the great GIS System in use at GCSD and that the City of Half Moon Bay Contract Sewer Engineer is familiar with the system. Director Ruddock requested that he forward information on it to her.

12. FUTURE AGENDA ITEMS

- Presentation by SMCRCD on 2016/17 First Flush
- Strategic Plan Workshop – January 21, 2017
- FY 2017/18 Budget Workshop
- New Collections System Service Agreements

13. ADJOURNMENT

Chair Slater-Carter adjourned the meeting at 8:59 p.m.

Respectfully Submitted,

KMatthews

Kathy Matthews
Recording Secretary

Approved By:

Albion Dennis

Board Secretary

