

**MINUTES**  
**SAM REGULAR BOARD MEETING**  
**January 27, 2014**

**1. CALL TO ORDER:** Chair Woren called the meeting to order at 7:03 p.m. at the SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA.

**ROLL CALL:** Present: Directors Kowalczyk, Alifano, Woren, Harvey, Boyd, Lohman

**STAFF PRESENT:** Interim Manager Housen, General Counsel Copeland, Technical Svcs. Supv. Pullin, Supv. of Admin. Svcs. Tracy and Recording Secretary Turbay.

**2. PUBLIC COMMENT/ ORAL COMMUNICATION**

Bill Kehoe, resident of Moss Beach, addressed the Board regarding a recent back-up and over flow by his home and suggested the Board consider budgeting for a camera for the flusher trucks for use as future preventive maintenance. He stated that kids also use this area as a short cut to the bus stop and commented on SAM's cleanup activities. He was concerned with kids coming in contact with the wet ground. Chair Woren thanked Mr. Kehoe for his comments.

**A. Special Order of the Day – Election of SAM Officers**

Chair Woren called for nominations for SAM Officers. Director Boyd nominated Vice-Chair Harvey. Hearing no further nominations, Chair Woren closed the nomination of Chair. The vote on the nomination of Harvey as Chair was 8 Ayes/0 Noes.

Director Harvey assumed the position of Chair.

Director Alifano acknowledged Director Woren for his good job as Chair.

Chair Harvey called for nominations for Vice-Chair. Director Lohman nominated Director Alifano. Hearing no further nominations, Chair Harvey closed the nominations for Vice-Chair. The vote on the nomination of Alifano as Vice-Chair was 8 Ayes/0 Noes.

Chair Harvey called for nominations for Secretary/Treasurer. Director Kowalczyk nominated Director Lohman. Hearing no further nominations, Chair Harvey closed the nominations for Secretary/Treasurer. The vote on the nomination of Lohman as Secretary/Treasurer was 8 Ayes/0 Noes.

Chair Harvey then requested that the Agenda be re-ordered by moving Item 3 - Closed Session to the end of the Agenda, and allowing Item 6-A – Relocation of Kehoe Watercourse, to be taken up following Agenda Item 4.

**B. Special Order of the Day – SAM OPEB Actuarial Study – Presenter – Steve Itelson**

Steve Itelson, F.S.A., Consulting Actuary, reviewed his findings and recommendations for SAM Other Post Employment Benefits (OPEB) evaluation as required by GASB 45. A discussion ensued. Following discussion, Chair Harvey thanked Mr. Itelson for his presentation. Director Boyd moved and Director Alifano seconded the motion to adopt the recommended OPEB Actuarial Study. Boyd/Alifano/8 Ayes/0 Noes. The SAM OPEB Actuarial Study was adopted.

#### 4. CONSENT AGENDA

Director Woren noted a typo in the Minutes of the January 6, 2014 Board of Directors Special Meeting. He requested that under Roll Call, the words “(for Clark)” be stricken as Director Lohman was reinstated as one of Granada’s representatives on the SAM Board at the last Granada Sanitary District Board of Director’s meeting.

Vice-Chair Alifano requested Consent Agenda Item 4Ba, Flow Report, be pulled for discussion. Director Woren requested Consent Agenda Item 4D, Approve Disbursements for January 2014, be pulled for discussion. Following discussion on the items pulled for discussion, Director Woren moved and Director Kowalczyk seconded the motion to approve the consent agenda with the requested amendment to the January 6, 2014 minutes.

- A. Approve Minutes of November 18, 2013 and January 6, 2014
- B. Receive and File Manager’s Monthly Report for November 2013 and December 2013, including, for each month:
  - a. Monthly Flow Report
  - b. Financial Statement
  - c. Monthly NPDES Data
  - d. Collection System Data
- C. Approve Disbursements for December 2013
- D. Approve Disbursements for January 2014

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

#### 6. NEW BUSINESS

- A. Preliminary Presentation by Community Members and Possible Discussion of a Concept for Relocation of Kehoe Watercourse

Director Woren requested the Kehoe Watercourse not be referred to as a ditch.

Interim Manager Housen reviewed the staff report. Chair Harvey called upon those in the audience requesting to speak on this Item. Florence Driscoll, Randy Fehlhafer, Patric Jonnson, Sabrina Preib, Paulette Eisen and Walter Sensing, all residents on Kehoe Avenue, addressed the Board with their concerns regarding the erosion of the Kehoe Watercourse behind their homes. They asked the Board to consider relocation of the watercourse in order to stop the erosion that is threatening their properties. A discussion ensued. Director Lohman stated he is in favor of having more discussions on the relocation of the Kehoe Watercourse and suggested placing it on future agendas. Patric Jonnson informed the Board that he had an experienced environmentalist, Tanya Ward, who is willing to donate her time to work with the residents and SAM Board to make the proposed project as feasible as possible. Director Kowalczyk expressed his support of improvement maintenance of the watercourse.

Following discussion the Board concurred with Director Lohman’s request to place the Kehoe Watercourse on a future agenda for discussion.

#### 5. OLD BUSINESS

- A. Conduct Public Hearing on Proposed Non-Domestic Waste Source Control (NDWSCP) Fee Schedule for FY2013-14
  - a. Open Hearing – Chair Harvey opened the hearing at 8:16 P.M.

- b. Manager's and Secretary's Statements – The Board received the Manager's report on the matter; and a statement from staff that publication of notice had been done and that staff had received no written protests or comments.
- c. Public Comment – There were no comments received from the public.
- d. Close Hearing – Chair Harvey closed the hearing at 8:17 P.M.

**B. Adopt Resolution No. 1-2014, Establishing Schedule of Fees for use in Conjunction with NDWSCP for FY2013-14**

Following discussion, Director Woren moved and Director Boyd seconded the motion to adopt Resolution 1-2014, Establishing Schedule of Fees for Use in Conjunction with NDWSCP for FY2014-15. Woren/Boyd/8 Ayes/0 Noes. The motion passed, Resolution No. 1-2014 was adopted.

**C. Receive Information on General Engineering Services Expenditures as Compared to Budget for FY2012-13**

Interim Manager Housen discussed the staff report and provided a spreadsheet breakdown to the Board detailing payments made under the category of Engineering Services. A discussion ensued. Director Boyd suggested a column identifying overall project costs and a column for the percentage of engineering costs against total project costs be shown for larger projects. Director Kowalczyk suggested looking at FY2012-13 vendors in which SAM spent more than \$30,000 in total in the last 2 years. Following discussion, no further direction was given to staff.

**D. Authorize Payment of Revised CDP Fees for Annual Weed Abatement**

Interim Manager Housen discussed the coastal development permit fees for annual weed abatement. Technical Services Supervisor Tony Pullin informed the Board of the proposal received from H.T. Harvey & Associates that was \$350.00 less than previously quoted. A discussion ensued. Following discussion, Director Boyd moved and Director Kowalczyk seconded the motion to authorize payment of coastal development permit fees for annual weed abatement. Boyd/Kowalczyk/8 Ayes/0 Noes. The motion passed.

**6. NEW BUSINESS (Cont.)**

**B. Review and Approve Schedule of 2014 SAM Board Meetings**

Interim Manager Housen presented the schedule of 2014 SAM Board meetings for review and approval. A discussion ensued. Director Kowalczyk suggested moving the meetings that are closest to Thanksgiving and Christmas to the week before the holiday, November 17 and December 15. Following discussion, Director Boyd moved and Director Alifano seconded the motion to approve the schedule of 2014 SAM Board Meetings including the suggested modifications to the dates of the November and December Board meetings. Boyd/Alifano/8 Ayes/0 Noes. The motion passed.

**7. INTERIM MANAGER'S REPORT**

Interim Manager Housen updated the Board on recent activities. She informed the Board that the member agency Managers are scheduling a walk-through of the treatment plant to prioritize capital maintenance and capital improvement projects. Director Lohman requested that the Interim Manager publicize those dates. She reported on a request for qualifications for engineering work at the treatment plant due to all of its specialty

items, and that she had received statements of qualification from two consultants. Director Boyd made a request to see the statements. Interim Manager Housen also stated that she is planning to issue a request for qualifications for similar consultant work at the pump stations.

Interim Manager Housen also informed the Board that she is working with labor counsel, Wiley, Price, Radulovich, to complete an administrative policy for non-represented employees, and is working with staff to update SAM's current personnel policy. She also reported that she is doing a presentation in February for Coastside Emergency Action Program.

Director Woren requested the Technical Services Supervisor obtain specifics on data loss from CCWD regarding the fire in its building and check to see if SAM is exposed to a similar risk. She reported staff has started working on the budget for FY2014-15, and that she is planning to put a computer policy and a draft Code of Ethics on the February agenda.

## 8. ATTORNEY'S REPORT

### A. Report from CASA Attorney's Committee meeting of November 8, 2013

General Counsel Copeland reviewed his written report to the Board. He discussed public records in the digital age, federal legislation, general committee matters, new case law, SSO audits, and a summary of previously reported bills that did not become law and previously reported bills that were enacted.

## 9. DIRECTORS REPORT

Director Lohman reported the next quarterly meeting of the California Special Districts Association will be held on February 4, 2014, with a presentation at that meeting to be given by Interim Manager Vivian Housen.

## 10. PUBLIC COMMENT/ORAL COMMUNICATION – NONE

## 3. CLOSED SESSION

### A. Public Employee Appointment – Government Code Section 54957(b)1 Title: General Manager

The Board went in to Closed Session at 9:04 P.M. The Board came out of Closed Session at 10:20 P.M. Interim General Manager Housen reported that no reportable action was taken.

## 11. ADJOURNMENT

Hearing no objection, Chair Harvey adjourned the meeting at 10:20 P.M. to the next regular meeting, to be held on February 24, 2014.

Respectfully submitted,



Susan Turbay  
Recording Secretary

APPROVED BY:



BOARD SECRETARY