

MINUTES
SAM REGULAR BOARD MEETING
March 23, 2015

1. CALL TO ORDER: Chair Lohman called the meeting to order at 7:04 p.m. at the SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA.

ROLL CALL: Present: Directors Ruddock, Harvey, Woren, Lohman
Absent: Kowalczyk, Boyd
Alternate: Muller (for Kowalczyk), Slater-Carter (for Boyd)

STAFF PRESENT: General Manager Hopkins, General Counsel Copeland, Supervisor of Operations Costello, Supv. of Admin. Svcs. Tracy, and Recording Secretary Turbay.

2. PUBLIC COMMENT/ ORAL COMMUNICATION

Director Woren informed the Board that the Granada Community Services District (GCSD) Board packets are now available on the GCSD website.

Alternate Director Slater-Carter announced there will be a meeting of the Mid-Coast Community Council on March 25, 2015, at 7:00 p.m. at the GCSD Board meeting room. Topic of discussion will be the plan for Princeton Harbor.

Chair Lohman suggested that Board Members communicate with their elected representatives with the suggestion that those officials consider a brief building moratorium during the current water shortage.

3. CONSENT AGENDA

Director Woren requested agenda item 3A – Approve Minutes of the February 23, 2015 Board meeting, and agenda item 3C – Disbursements for March 2015, be pulled for further discussion.

Director Harvey moved and Director Muller seconded the motion to approve consent agenda item 3B – Receive and File Manager’s Monthly Reports as presented, consisting of:

- a. Monthly Flow Report
- b. Financial Statement
- c. Monthly NPDES Report
- d. Collection Systems Data

Harvey/Muller/8 Ayes/0 Noes. The motion passed.

A. Approve Minutes of February 23, 2015 Board Meeting

Director Woren requested that the January 26, 2015 minutes be further corrected by revising the last sentence of the first paragraph of agenda item 3A to read as follows: “Following discussion, Director Woren moved and Director Ruddock seconded the motion that, following completion of the FY 2013-14 audit, any excess operating revenue for FY 2013-14 be returned to the Member Agencies in accordance with each Agency’s paid percentage of the operating budget for FY 2013-14”; and that the February 23, 2015 minutes be corrected by adding the word “pumps” at the end of the last sentence of agenda item 6, “General Manager’s Report”, so that the sentence would read, as corrected: “Director Woren also requested data on the replacement and rebuilding of the Portola Pump Station Pumps”.

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Director Woren moved and Director Slater-Carter seconded the motion to amend the January 26, 2015 and February 23, 2015 minutes as discussed.

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

C. Approve Disbursements for March 2015

Director Woren noted the three refund checks to the member agencies, check numbers 76824 (City of HMB), 76823 (GCSD) and 76822 (MWSD) are incorrect in that they are calculated based on ownership rather than flows, and requested the checks be removed from those to be approved. Director Woren also noted that, under Agenda Item 3C – Disbursements for March 2015, the disbursement for Calcon Systems, Inc. (check 76817) describes work having been done at both the Naples Beach PS and the San Pablo LS; since they are the same facility, he suggested that the reference to “San Pablo LS” be removed from the description of the work.

Director Woren moved and Director Harvey seconded the motion to approve agenda item 3C – Disbursements for March 2015 with the exception of the 3 refund checks to member agencies, checks 76824 (City Of HMB), 76823 (GCSD), 76822 (MWSD) and the removal of the wording “San Pablo Lift Station” from the Calcon Systems, Inc. description and that SAM staff refer to it as the Naples Beach Lift Station from now on. Woren/Harvey/8 Ayes/0 Noes. The motion passed.

4. OLD BUSINESS

A. Update regarding SAM Staffing: SAM Engineering and Construction Contracts Manager / SAM Collection Maintenance Worker Recruitments

General Manager Hopkins discussed the candidates for the Engineering and Construction Contracts Manager position and upcoming interviews for the SAM Collections Maintenance Worker. Director Woren suggested the Ad-Hoc personnel committee review all of the applications before sending out a letter of engagement for the Engineering and Construction Contracts Manager position.

Director Woren reported that Director Boyd asked to be removed from the Ad-Hoc Personnel Committee due to his busy schedule, and that Director Harvey be appointed in his place. Hearing no objection, Chair Lohman appointed Director Harvey to the Committee, replacing Director Boyd. The Committee will consist of Directors Harvey, Woren and Kowalczyk.

5. NEW BUSINESS

A. Authorize Manager to Engage Raider Paint Company to Perform Headworks Painting

Following discussion, Director Woren moved and Director Ruddock seconded the motion to authorize the Manager to engage Raider Paint Company to perform Headworks painting at the SAM plant.

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

B. Ratify Engagement of C.G. Uhlenberg LLP Certified Public Accountants and Consultants For Auditing Services for Fiscal Year ending June 30, 2015

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Following discussion, Director Muller moved and Director Ruddock seconded the motion to ratify engagement of C.G. Uhlenberg LLP Certified Public Accountants and Consultants for auditing services for FY ending June 30, 2015, in an amount not to exceed \$22,145.00.

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

C. Discussion and Possible Action – Memoranda stating SAM interests and concerns regarding the SAM Parcel and Disposition of the Kehoe Watercourse

Following discussion, Director Woren suggested putting the maps of the Landstra property on the SAM website. Director Slater-Carter suggested putting the proposed improvements on the maps.

D. Approve FY 2015/16 Budget Documents for submission for Member Agency Review

The Board considered the following:

- a. General Managers Budget Memoranda
- b. General Operating Budget
- c. General Collections Contract Budget
- d. Capitalized Maintenance Budget – SAM IPS Reinforcement Phase 3

General Manager Hopkins reviewed changes to the draft budget made after the March 16, 2015 Budget Workshop meeting. He discussed adding a line item for a System Wide Hydraulic Model Analysis in an amount to be determined and the line item of \$20,000.00 for legal services in connection with the drafting of possible revisions to the SAM Joint Powers Agreement. Director Slater-Carter suggested having the members of each member agency identify what changes they would suggest before allocating \$20,000.00 for the legal services. The City of Half Moon Bay and Director Harvey suggested keeping it in the budget for now.

Director Woren expressed his concern regarding the proposed percentage increases in total compensation. He requested seeing, per each line, all of the components that make up that percent increase. He also requested speaking with the auditors before the audit starts, and with Austris Rungis of IEDA, labor consultant for SAM.

General Manager Hopkins reviewed the proposed Capital Maintenance.

A discussion ensued. Following discussion Director Harvey moved and Director Ruddock seconded the motion to approve the FY 2015-16 budget documents as presented for submission for Member Agency review.

Harvey/Ruddock/7 Ayes/0 Noes/1 Abstain (Woren). The motion passed.

6. GENERAL MANAGER'S REPORT

General Manager Hopkins updated the Board on recent activities during the month of February 2015 as set forth in his Written Report to the Board. He informed the Board of his meeting with MWSD regarding expansion of the MWSD staff in order to help with collection system maintenance.

Chair Lohman requested recycled water be put back on the agenda as a discussion item.

7. ATTORNEY'S REPORT - NONE

8. DIRECTOR'S REPORT – NONE

9. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

10. CLOSED SESSION


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

The Board went in to Closed Session at 8:51 P.M. The Board came out of Closed Session at 9:25 P.M. Chair Lohman reported he had given direction to staff to coordinate a Special Meeting of the SAM Board of Directors on or before April 27, 2015 in order to interview candidates for the position of SAM Interim General Manager.

11. ADJOURNMENT

Chair Lohman adjourned the meeting at 9:25 P.M., to the next regular meeting, scheduled for April 27, 2015, at the SAM Administration Building, 1000 N Cabrillo Highway, Half Moon Bay, CA 94019.

Respectfully submitted



Susan Turbay
Recording Secretary

APPROVED BY:



BOARD SECRETARY