

**MINUTES**  
**SAM REGULAR BOARD MEETING**  
**March 26, 2012**

**1. CALL TO ORDER:** Chair Kowalczyk called the meeting to order at 7:08 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA.

**ROLL CALL:** Present: Harvey, Alifano, Kowalczyk, Woren, Boyd, Lohman  
Absent: None

**STAFF PRESENT:** General Manager Leonard, General Counsel Copeland, Employment Counsel Price, Technical Svcs Supervisor Pullin, Supv. of Admin. Svcs. Tracy, and Recording Secretary Turbay.

**2. PUBLIC COMMENT/ ORAL COMMUNICATION**

General Manager Leonard proposed requested that item 4Ba – Monthly Flow Report - be removed from the agenda, and item 6A – Receive Report from RCD on First Flush Results – be moved to immediately following the Consent Agenda.

**3. CLOSED SESSION**

- A. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9
  - (a) John Szabo v. Sewer Authority Mid-Coastside and York Insurance Group, Case Nos. ADJ3466128; ADJ3155316; ADJ7184416
- B. Conference with Labor Negotiator – Government Code Section 54957.6 – Designated Representative: Manager or Austris Rungus (IEDA) – Employee Organization – IUOE, Stationary Engineers, Local 39

The Board went into Closed Session at 7:10 p.m. The Board came out of Closed Session at 7:41 p.m. Employment Counsel Price left the meeting. General Counsel Copeland reported that direction was given to Counsel on Item 3A and to the General Manager on Item 3B.

**4. CONSENT AGENDA**

General Manager Leonard explained why he requested that item 4Ba – Monthly Flow Report – be removed from the agenda. Director Alifano moved and Director Harvey seconded the motion to approve the following consent agenda items:

- A. Approve Minutes of February 27, 2012 Board meeting, and March 12, 2012 Budget Workshop
- B. Receive and File Manager's Monthly Report for February 2012, including:
  - b. Financial Statement
  - c. Monthly NPDES Data
  - d. Collection System Data
- C. Approve Disbursements for March 2012
- D. Receive and File Government Finance Officers (GFOA) Notice of Certificate of Achievement for Excellence in Financial Reporting for FY ended June 30, 2011
- E. Ratification of FY2011-12 Audit Engagement Letter

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

**6. NEW BUSINESS**

A. Receive Report from RCD on First Flush Results

General Manager Leonard introduced Ms. Karissa Anderson of the San Mateo County Resource Conservation District (RCD). Ms. Anderson discussed the First Flush program, its partnership with the Monterey Bay National Marine Sanctuary and how volunteers collect rainwater runoff from storm drains along the coast after the first major rain event of the year and then analyzes the samples for common urban pollutants. She reviewed the findings of the First Flush Results with the Board. Chair Kowalczyk invited her to speak at a HMB City Council meeting, and thanked her for her presentation.

**5. OLD BUSINESS**

A. Discuss and Possible Action on Wet Weather Flow Management Program (WWFMP)  
Project – WWFMP Project Committee

Tanya Yurovsky of SRT Consultants updated the Board on the bidding status of the WWFMP Program. She reviewed the public bidding schedule, mentioned that 15 parties (mostly general contractors), had requested the bid documents, the bid opening date of March 30, 2012, and the consideration of an alternate design configuration. She indicated that staff and SRT had reviewed a prospective bidder's recommendation of allowing a box culvert configuration as an alternate design. She informed the Board that the alternatives are functionally equal. Ms. Yurovsky also discussed the alternate design advantages which would leave a smaller footprint, involve less excavation and dewatering, be easier to construct, and would eliminate the need for the twelve 96-inch manholes. She indicated that the alternate could result in a lower cost. She further discussed the disadvantages of the alternate design which would delay the bid opening to April 4, 2012 in lieu of March 30, 2012, and that staff may request a special Board meeting to award the contract. A discussion ensued. Following discussion, Director Harvey moved and Director Lohman seconded the motion to accept the alternate design as part of the bidding process, delay the bid opening by three (3) additional days, and arrange, if necessary, for a special Board meeting to award the contract.

Harvey/Lohman/4 Ayes/0 Noes. The Project Committee motion passed.

B. Authorize General Manager to Transmit SAM Proposed FY2012-13 Collections Contract Budget to SAM Member Agencies

General Manager Leonard reviewed the proposed Collection Systems Budget for 2012-13. He informed the Board that the Collections Systems Budget is the same as last year with the exception of a new hose and video equipment for the flusher truck, and a new supervisory position. A discussion ensued. Director Boyd suggested more graphs, evidencing trends, with another run at the presentation. Director Harvey suggested that the Board transmit the draft budget to the member agencies for their consideration. After further discussion, the Board concurred in the Chair's suggestion that the draft Collections Contract Budget be transmitted to the member agencies for their consideration.

C. Adopt Flow Factor for FY 2012-13 General Budget

General Manager Leonard reviewed the staff report recommending the adoption of a methodology for flow allocation for FY 2012-13, and showing how this allocation would affect the proposed General Budget. A discussion ensued. Following discussion, Director Harvey moved and Director Alifano seconded the motion to accept a 3 year averaging of the flow calculations as a compromise in order to be able to transmit the General

Budget to the member agencies for consideration, and to have the SAM General Manager contact the City of Half Moon Bay City Manager regarding access to the HMB meters.

Harvey/Alifano/5 Ayes/3 Noes (Woren, Boyd, Lohman). The motion passed.

- D. Approve SAM Proposed FY2012-13 General (O&M) Budget for Transmittal to SAM Member Agencies

General Manager Leonard reviewed the proposed General Budget for FY2012-13. Director Woren commented on page 92 – Member Agency Assessments. He noted that the Admin line is based on flow percentages instead of plant ownership percentages and that the JPA needed to be reviewed on this issue. He asked for justification on the Capital Project Assessment Comparison, and under General Budget - Treatment, he requested trucked waste be broken out into three (3) categories, leachate, septic, and agricultural discharge. He also requested justification of whether the unit charge for agricultural discharge is too low. A discussion ensued. Following discussion, Director Woren moved and Director Boyd seconded the motion to make the suggested changes and look into the other questions he raised, and transmit the draft General Budget to the member agencies for their consideration.

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

- E. Approve SAM Proposed FY2012-13 Project Budget for Transmittal to SAM Member Agencies

General Manager Leonard reviewed the proposed Project Budget for FY2012-13. He discussed two (2) proposed projects, a Bio-solids Disposal Master Plan, and the addition of air diffuser equipment to Bio-contactor #4 so it can be put into service. A discussion ensued. Director Woren asked for verification as to whether Bio-contactor #4 was an item that was left out of the plant expansion project in order to save money. Director Boyd requested a cost justification as to whether, as a result of the Bio-solids projects, there would be a financial savings on the sludge disposal sent to Ox Mountain. Director Woren moved and Director Boyd seconded the motion to transmit the draft Project Budget to the member agencies for their consideration.

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

- F. Receive and File Report on Historic Member Agency Dry Weather Flows

General Manager Leonard discussed the staff report and suggested that the member agencies review the 10 years of data for further discussion. Director Woren requested redoing the data, including refining the cut-offs. Chair Kowalczyk requested this agenda item be brought back to a future Board meeting for further discussion.

## 6. NEW BUSINESS

- B. Receive and File SAM Resolution and Policy on Emergency and Non-Purchasing for Construction, Professional Services

Chair Kowalczyk suggested this agenda item be moved to the next Board meeting. The Board concurred.

- C. Schedule a Hearing for Consideration of Terminating the Sewer Service of Non-Domestic Waste Source Control Program Permittees that have not yet paid FY2011-12 Permit Fees

General Manager Leonard informed the Board of the customers who were delinquent in the payment of NDWSCP fees for FY2011-12. He discussed the purpose of the proposed public hearing, and the potential termination of service for those customers who did not pay the fees. Director Woren moved and Director Boyd seconded the motion to authorize the Manager to schedule the public hearing.

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

7. ATTORNEY'S REPORT - NONE

8. DIRECTORS' REPORT - NONE

9. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

10. ADJOURNMENT

The meeting was adjourned at 10:30 P.M., to the next regular Board Meeting scheduled for April 23, 2012, 7:00 P.M., at the SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

Respectfully submitted,



Susan Turbay  
Recording Secretary

APPROVED BY:



BOARD SECRETARY