

**MINUTES**  
**SAM REGULAR BOARD MEETING**  
**April 28, 2014**

**1. CALL TO ORDER:** Chair Harvey 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 Kowalczyk (7:14), Harvey, Lohman, Boyd, Woren  
Absent: Alifano  
Alternate Present: Muller (for Alifano)

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

**MEMBERS OF THE PUBLIC PRESENT:**

Tim Costello, Kathryn Slater-Carter, Tim Monahan (SRT), and Bill Kehoe

**2. PUBLIC COMMENT/ ORAL COMMUNICATION**

Chair Harvey welcomed the new General Manager, Rob Hopkins to his first Board meeting. General Manager Hopkins thanked the Board for the opportunity. Director Woren reminded the Board that Snapshot Day is Saturday May 3, 2014. He also informed the Board that on Thursday, May 1, 2014, GSD will be holding a town Hall meeting at the El Granada Elementary School at 7:00 P.M. to discuss and respond to questions regarding Measure G, the reorganization of GSD into a community services district. Kathryn Slater-Carter, resident of Montara, welcomed the new General Manager. She requested costs incurred by SAM for GM recruitment and the employment of an Interim Manager, and requested this be a possible topic for the next meeting agenda.

**3. CONSENT AGENDA**

Following a brief discussion, Director Woren asked to meet with the Technical Services Supervisor to discuss an additional graph that correlates rain events with flow. Director Woren moved and Director Boyd seconded the motion to approve the consent agenda as presented.

- A. Approve Minutes of March 24, 2014 Board Meeting
- B. Receive and File Manager's Monthly Report for March 2014, including:
  - a. Monthly Flow Report
  - b. Financial Statement
  - c. Monthly NPDES Data
  - d. Collection System Data
- C. Approve Disbursements for April 2014

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

#### 4. OLD BUSINESS

##### A. Approve FY 2014/15 Budget Draft Documents for Submission for Member Agency Review

- a. General Operating Budget
- b. General Collections Contract Budget
- c. Facility Replacement Budget not to exceed \$500,000.00

Interim Manager Housen reported no comments had been received from the Managers of the SAM Member Agencies regarding the SAM draft FY2014-15 Budget. A discussion ensued. Director Kowalczyk then moved and Director Woren seconded the motion to approve the FY 2014/15 SAM budget draft documents for submission to the Member Agency's for approval.

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

##### B. Authorize Staff to Finalize and Forward Draft Personnel Policy Handbook for Local 39 for Review and Comments

General Manager Hopkins addressed the Board and recommended that the Board defer the presentation of the draft of the Personnel Policy Handbook to Local 39 for review and comment. He stated that the current MOU will be open for negotiation, and, at that time, it would be an opportunity to include the Personnel Policy Handbook in the MOU negotiation process. A discussion ensued. Following discussion, Director Woren moved and Director Kowalczyk seconded the motion to postpone forwarding the draft of the Personnel Policy Handbook to Local 39 for their review and comment until the General Manager brings it back to the Board.

##### C. Receive Report on Development of SAM Code of Conduct

Director Kowalczyk reported that he and Director Woren are still working on a Code of Conduct for SAM, and expect to have it available at the next Board meeting.

##### D. Receive Update from Recycled Water Committee

Director Boyd reported that there was no information to report.

#### 5. NEW BUSINESS

##### A. Discuss Cost Allocation Methodology

Interim Manager Housen reviewed the staff report for cost allocation methodology. A discussion ensued. Following discussion, Director Woren requested staff re-compute billing factors for Frenchman's Creek. Director Kowalczyk suggested GSD develop a conceptual model for fixed cost allocation and bring it back to the SAM Board. Director Muller suggested that staff consult with the staff of the Regional Water Quality Control Board regarding the Regional Board's recommendations with respect to cost allocation methodology, and then update the SAM Board.

**B. Approve Salary Schedule for Unrepresented Employees as Required by CalPERS**

Following discussion, Director Boyd moved and Director Muller seconded the motion to approve, in the format submitted by staff, a Salary Schedule for Unrepresented Employees as required by CalPERS.

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

**6. MANAGER'S REPORT**

Interim Manager Housen informed the Board there is a tentative Manager's meeting for the week of May 12<sup>th</sup>, 2014.

**7. ATTORNEY'S REPORT**

General Counsel Copeland addressed the Board and informed them that the San Jose Superior Court decision, related to whether information on the personal electronic devices of public agency personnel are subject to Public Records Act requests, that he had previously discussed with the Board, had been reversed by the Appellate Court. He also commented that he has appreciated the opportunity to work with Interim Manager Housen, found her to be very professional and helpful not only to himself but also to staff, and thanked her for her efforts.

**8. DIRECTORS REPORT**


Director Kowalczyk welcomed the new General Manager, Rob Hopkins, to SAM and thanked Interim General Manager, Vivian Housen, for her work at SAM. Director Woren informed the Board that after the recent rains, there is still no growth at the area above the tanks at the wet weather flow project site. Chair Harvey requested this topic be put on the May 26, 2014 agenda. Director Boyd suggested taking pictures of the site. Chair Harvey requested a discussion regarding the relationship with SAM General Counsel be put on a future Agenda.

**9. PUBLIC COMMENT/ORAL COMMUNICATION - NONE**

**10. ADJOURNMENT**

Chair Harvey adjourned the meeting at 8:21 P.M. to the next regular SAM Board meeting, scheduled for May 19, 2014, at the SAM Administration Building, 1000 N Cabrillo Highway, Half Moon Bay, CA 94019.

Respectfully submitted,

  
Susan Turbay  
Recording Secretary

APPROVED BY:

  
BOARD SECRETARY