

**MINUTES**  
**SAM REGULAR BOARD MEETING**  
**May 21, 2012**

**1. CALL TO ORDER:** Chair Kowalczyk called the meeting to order at 7:06 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, Technical Svcs. Supervisor Pullin, Supv. of Admin. Svcs. Tracy, and Recording Secretary Turbay.

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

**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 7:06 p.m. The Board came out of Closed Session at 7:10 p.m. No reportable action was taken.

**4. CONSENT AGENDA**

Vice-Chair Woren requested Agenda Item 4A – Minutes of April 23, 2012 SAM Board meeting, be pulled for discussion.

Director Harvey moved and Director Alifano seconded the motion to approve the following consent agenda items as presented:

- B. Receive and File Manager's Monthly Report for April 2012, including:
  - a. Financial Statement
  - b. Monthly NPDES Data
  - c. Collection System Data
- C. Approve Disbursements for May 2012

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

- A. Approve Minutes of April 23, 2012 SAM Board Meeting

Vice-Chair Woren asked that this agenda item be removed from the Consent Calendar in order that the two sets of minutes, one related to the Wet Weather Flow Management Project Committee special meeting, and the other related to the Regular SAM Board meeting, could be acted on separately.

As members of the WWFMP Committee, Director Woren moved and Director Harvey seconded the motion to approve the minutes of the April 23, 2012 WWFMP Committee meeting.

Woren/Harvey/4 Ayes/0 Noes. The motion passed.

Vice-Chair Woren then requested that the following corrections be made to the minutes of the April 23, 2012 SAM Board Meeting: under Agenda Item 2 - Public Comment/Oral Communication – the words “at the Burnham Strip property, across from the El Granada Fire Station, should be changed to “at the foot of Portola, near the fire station”; and under Agenda Item 5 – Old Business, 5A – Receive Update on Meter Evaluation – third to the last sentence “quarterly bucket list” should be changed to “quarterly bucket test”.

Vice-Chair Woren moved and Director Harvey seconded the motion to approve the minutes of the April 23, 2012 SAM Board meeting as amended.

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

## **6. NEW BUSINESS**

### **A. Treatment Cost Setting/Service Study Discussion – Bartle Wells, Reed Schmidt**

General Manager Leonard introduced Reed Schmidt of Bartle Wells to the Board. Mr. Schmidt reviewed the cost of service summary he provided to the Board. A discussion ensued. Vice-Chair Woren suggested looking at strength factors from the three member agencies and reconciling them to one list that would work for all three of the member agencies. He also requested that a list of other JPA sewer agencies using the cost of service methodology be distributed to the General Manager and Directors.

## **5. OLD BUSINESS**

### **A. Receive Update on Meter Evaluation**

General Manager Leonard reported on the continuing investigation of the plant meters and pump stations. He informed the Board of steps taken to help identify the irregularities of the flow reporting. He discussed the second volumetric flow (“bucket”) test of the plant influent, flow monitoring at Frenchman’s Creek, inspection of the second length of gravity section of the IPS, replacement of electronics and calibrated pump station meters, contracting with a new vendor to review the plant meters, evaluating the HMB sewer metering system, and consultation with engineering experts on the issue. A discussion ensued. Director Boyd requested calibration reports from the meters for the last 2 years.

### **B. Receive and Review February, March and April 2012 Flow Reports**

General Manager Leonard reviewed the staff report for the February, March and April flow reports. He reported that staff analyzed the February, March and April influent data using the mid-plant weir for comparison. A discussion ensued. Director Woren suggested adding extra lines in the graphs to show differences in the 3 rain gages. Following discussion, Director Alifano moved and Director Boyd seconded the motion to accept the flow reports. Director Boyd requested the minutes note that it is being passed with reservation.

Alifano/Boyd/6 Ayes/0 Noes/1 Abstain (Lohman)/1 Absent (Harvey). The motion passed.

### **C. Receive and File SAM Revised Policy on Routine Purchasing**

General Manager Leonard presented a proposed Purchasing Policy, and distributed the existing Purchasing Policy to the Board. A discussion ensued. Following discussion Director Alifano moved and Director Harvey seconded the motion to approve the Purchasing Policy as presented with corrections as suggested by Chair Kowalczyk and Director Alifano.

Alifano/Harvey/Roll Call Vote: Harvey Aye/Alifano Aye/Kowalczyk Aye/Woren Aye/Boyd Aye/Lohman Aye/8 Ayes/0 Noes. The motion passed.

**D. Granada Force Main Repairs – Status Update**

Tanya Yurovsky of SRT Consultants addressed the Board and gave a status update on the Granada Force Main repair. She discussed the force main status, repair goals, risk factors, high risk segments, repair options, alternatives for replacement and rehabilitation, the purpose of the by-pass stations, combining repairs with O&M activities, the cured in-place pipe (CIPP) method, and a summary of costs. After giving the status update, Ms. Yurovsky recommended the installation of 1,500 feet of CIPP, as it would repair the entire highest-risk section of the force main, be the lowest cost per repaired linear foot, and would enable future inspections and repairs. The Board directed that the Manager and consulting engineer proceed with the next steps needed to be taken at the June Board meeting in furtherance of this repair, using the CIPP method.

**7. MANAGER'S REPORT**

General Manager Leonard informed the Board of the staff construction meeting with Stoloski & Gonzalez for the WWFMP, the status of the proposed 2012-13 SAM budget with the member agencies, the necessary removal of 3 diseased trees from the plant perimeter, and the upcoming weed abatement program.

**8. ATTORNEY'S REPORT**

**A. CASA Attorneys Committee Meeting – April 27, 2012**

General Counsel Copeland reviewed his written report on the CASA Attorney's Committee Meeting of April 27, 2012.

**9. DIRECTORS' REPORT - NONE**

**10. ADJOURNMENT**

The meeting was adjourned at 10:04 P.M., to the next regular Board Meeting scheduled for June 25, 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 *profem*