

MINUTES
SAM REGULAR BOARD MEETING
June 25, 2012

1. CALL TO ORDER: Chair Kowalczyk called the meeting to order at 7:01 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA.

ROLL CALL: Present: Thollaug (alternate for Director Harvey), Alifano, Kowalczyk, Woren, Boyd, Lohman
Absent: Harvey

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

Recording Secretary Turbay requested that a Secretary Pro Tem be appointed for the meeting due to the absence of the Secretary Treasurer. Director Boyd was appointed Secretary Pro Tem.

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 7:03 p.m. The Board came out of Closed Session at 7:12 p.m. General Counsel Copeland reported that no reportable action was taken.

4. CONSENT AGENDA

Vice-Chair Woren requested Agenda Item 4A – Minutes of May 21, 2012 SAM Board meeting, be pulled for discussion.

Director Boyd moved and Director Lohman seconded the motion to approve the following consent agenda items as presented:

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

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

- A. Approve Minutes of May 21, 2012 SAM Board Meeting

Vice-Chair Woren discussed the vote on Agenda Item 5B from the May 21, 2012 Board meeting. He stated that his recollection of the vote was not what was written in the minutes. Director Boyd requested the timeline of minutes into the video of the Board meeting so it could be reviewed.

Vice-Chair Woren moved and Director Boyd seconded the motion to approve the minutes of the May 21, 2012 SAM Board meeting subject to a review of the video to confirm the vote on Agenda Item 5B.

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

5. OLD BUSINESS

A. Receive Update on Flow Meters

General Manager Leonard reported on the continuing investigation of the plant meters and pump stations. He informed the Board that staff has been conferring with vendors and consultants regarding the installation of flow metering equipment for the Frenchman's Creek subdivision, the inspection of gravity sections of the IPS for infiltration, the testing of pump stations and the plant meters, and that staff has taken over the operation of the City of Half Moon Bay's metering equipment. A discussion ensued. Vice-Chair Woren requested using the Half Moon Bay meters to determine the Half Moon Bay flows. Chair Kowalczyk requested a list of meters and the formulas used in the computation of flows. Director Alifano suggested staff come up with a historical presentation of flows that would include past and current data along with staff recommendations.

B. Adopt May 2012 Flow Report

General Manager Leonard reviewed the staff report for the May 2012 Flow Report. He reported that staff analyzed the May plant influent data using the mid-plant weir for comparison, and that staff is confident that the monthly flow report for May 2012 accurately reflected the water flow into the plant. A discussion ensued. Vice-Chair Woren stated that the influent meter is still incorrect.

Following discussion, Vice-Chair Woren moved and Director Lohman seconded the motion to accept the May 2012 flow report.

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

Director Boyd thanked staff for the tenacity used in working on the flow report.

C. Review and Discuss SAM Reserve policy

General Manager Leonard reviewed SAM's financial reserve policy. A discussion ensued. Vice-Chair Woren suggested that no reserve funds be undesignated; all funds in the reserve should be designated to a project. Chair Kowalczyk commented that staff should do the analysis and make a recommendation for the targeted amounts for reserves, and bring that recommendation back to the Board with a comparison of the best practices and what staff believes is required for SAM.

General Manager Leonard stated that he would like to come back to the Board on this matter at the August meeting. Alternate Director Thollaug suggested that the dollar amount of the balance sheet should match the allocated dollar amounts.

Following discussion, no Board action was taken.

6. NEW BUSINESS

A. Receive Update on Emergency Influent Sewer Repair

General Manager Leonard updated the Board on the recent emergency repair of the SAM plant influent gravity sewer. He discussed the break that was discovered at the top of the sewer, the diversion of the flow by three 2,000 gpm pumps, how it was discharged inside the treatment plant, the liner application process and its results. General Manager Leonard stated that he will have the City of Half Moon Bay engineer look at the finished work and then determine from that engineering evaluation, if the road can support the weight of the leachate truck from Ox Mountain without further damage.

B. Retirement of Jim Thrall

General Manager Leonard informed the Board of Jim Thrall, Mechanic III's retirement from SAM after 11 years of service. He commended Jim on his many contributions to keeping equipment at SAM and its member agencies running smoothly, and his key role in reducing pump and lift station sanitary sewer overflows. He informed the Board that this position will first be offered internally to staff and then out to public recruitment if no one from SAM takes the position.

C. Adopt Resolution No. 4-2012 A Resolution Commending Jim Thrall

Director Lohman moved and Director Boyd seconded the motion to adopt Resolution 4-2012, a Resolution Commending Jim Thrall for 11 years of service as Mechanic III for the Sewer Authority Mid-Coastside.

Lohman/Boyd/by roll call vote, 8 Ayes, 0 Noes. The motion passed. The resolution was adopted.

7. MANAGER'S REPORT

Technical Services Supervisor Pullin informed the Board of a plant emergency on June 19, 2012 when a tank containing bleach on site (a chlorine solution used to treat wastewater) leaked. Operators successfully isolated the leak and were able to transfer the chlorine solution to a second tank that was partially full with the same solution. General Manager Leonard gave an update on the budget and changes to allocations. He informed the Board that the Budget will be brought back at the July meeting. He informed the Board that a Notice to Proceed was given to the contractor for the WWFMP, and that Project Blueprint is making up informational documents for press releases. Vice-Chair Woren requested information on the staging area for the WWFMP. General Manager Leonard announced that the annual financial audit with C.G. Uhlenburg is now underway.

8. ATTORNEY'S REPORT - NONE

9. DIRECTORS' REPORT - NONE

10. ADJOURNMENT

The meeting was adjourned at 8:41 P.M., to the next regular Board Meeting scheduled for July 23, 2012, 7:00 P.M., at the SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

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Respectfully submitted,



Susan Turbay
Recording Secretary

APPROVED BY:



BOARD SECRETARY