

MINUTES
SAM REGULAR BOARD MEETING
July 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 Alifano, Harvey, Boyd, Woren, Lohman
Absent: Kowalczyk
Alternate Present: None

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

2. PUBLIC COMMENT/ ORAL COMMUNICATION

Director Woren announced there is a Mid-Coast Council special meeting on Thursday, July 30, 2014 at 7:00 p.m., to discuss revised recommendations regarding crossing safety and traffic issues along Highway 1. The meeting will be held at Cypress Meadows.

3. CLOSED SESSION

A. Conference with Labor Negotiators – Unrepresented Employees: Government Code 54957.6 – SAM Designated Representatives: Board of Directors

The Board went in to closed session at 7:06 p.m. The Board came out of closed session at 7:21 p.m. General Counsel Copeland reported that direction was given to Counsel.

4. CONSENT AGENDA

Following a brief discussion, Director Woren moved and Director Boyd seconded the motion to approve consent agenda items A, B and C as presented.

- A. Approve Minutes of June 23, 2014 Board Meeting
- B. Receive and File Manager's Monthly Reports for June 2014, including:
 - a. Monthly Flow Report
 - b. Financial Statement
 - c. Monthly NPDES Report
 - d. Collection System Data
- C. Approve Disbursements for July 2014

Woren/Boyd/6 Ayes/0 Noes. The motion passed.

- D. Ratify selection of SRT Consultants as lowest responsive responsible bidder to Complete Wastewater Treatment Plant Safety and Reliability Study – amended in an amount not to exceed \$30,000

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Director Alifano requested agenda item 4D, be tabled until the next Board meeting per the request of Director Kowalczyk who was not in attendance at the Board meeting. A discussion ensued. Following discussion, Director Woren moved and Director Boyd seconded the motion to postpone agenda item 4D to the August 25, 2014 Board meeting.

Woren/Boyd/6 Ayes/0 Noes. The motion passed:

5. OLD BUSINESS

A. Adopt Amendments to SAM Administrative Policy

General Counsel Copeland reviewed his written report describing needed updates to SAM's Administrative policy in order to comply with recent changes in California law. Following a brief discussion, Director Alifano moved and Director Woren seconded the motion to adopt the amendments to the SAM Administrative Policy.

Alifano/Woren/6 Ayes/0 Noes. The motion passed.

B. Approve Amendment to General Manager's Employment Agreement

General Counsel Copeland reviewed his written report regarding proposed amendment to the General Manager's Employment Agreement. A discussion ensued. Following discussion, Director Boyd moved and Director Lohman seconded the motion to approve amendment to General Manager's Employment Agreement.

Boyd/Lohman/6 Ayes/0 Noes. The motion was passed.

Chair Harvey moved Agenda Item 8 – Attorney's Report after agenda item 5B in response to General Counsel Copeland's need to leave the meeting.

8. ATTORNEY'S REPORT

General Counsel Copeland reviewed his memo to the Board regarding certain sections of the Brown Act related closed sessions, and his memo updating the Board on litigation under the California Public Records Act as it relates to private electronic devices. Following his updates, General Counsel Copeland requested to be excused from the meeting. He left the meeting at 8:04 p.m.

5. OLD BUSINESS (Cont.)

C. Receive update from Ad-Hoc Code of Conduct Committee

Director Woren reported there was nothing to report and suggested checking with the Code of Conduct Committee a few days before the agenda is set to see if needs to be placed on the agenda.

D. Receive update from Ad-Hoc Recycled Water Committee

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Director Alifano reported that CCWD had met and appointed Ken Coverdale as their representative. He also announced there will be a committee meeting on Wednesday, July 30, 2014, 7:00 p.m. at the SAM administration building. He suggested the committee set future dates for the committee meetings and develop a time line of what the committee is looking to accomplish. Director Woren requested audio recording of the meetings. Director Alifano also requested that the committee keep the Board informed of what is happening.

E. Receive Report on Montara Force Main and Princeton Force Main Pressure Surge Analysis performed by Flow Science Incorporated

General Manager Hopkins reported that Flow Science has finished their analysis of the Montara Force Main and the Princeton Force Main Pressure Surge and have recommended the installation of 5 air/vacuum relief valves. A discussion ensued. Following discussion, no Board action was taken.

F. Receive update on Collections Maintenance Worker 1 Recruitments

General Manager Hopkins reported there are two qualifying candidates for the two available positions of Collections Maintenance Worker I. He stated that he has found a company that does background checks and drug screening for a minimal fee and as soon as the candidates pass the background check, fitness training and drug screening, a conditional offer of employment will be extended to them.

G. Receive update on costs and logistics to convert Granada Sanitary District to direct metering

General Manager Hopkins updated the Board on costs and logistics to convert Granada Sanitary District to direct metering. He discussed estimates for rental meters, and the cost to replace the Princeton flow meter. A discussion ensued. Following discussion, no direction was given to staff.

6. NEW BUSINESS

A. Discussion and Possible Action – Formation of Personnel Committee to develop General Manager's Performance Appraisal Metrics

General Manager Hopkins discussed the forming of a personnel committee to discuss goals and objectives for the upcoming year and give focus and metrics to measure his performance. Following discussion, the Board appointed Directors Kowalczyk, Woren and Chair Harvey to the Personnel Committee. Director Alifano suggested the General Manager put together a timeline of his identified goals and objectives and what he would like to present to the Board. General Manager Hopkins informed the Board that he would have his list available by the middle of August. Chair Harvey requested he e-mail his list to the committee members.

B. Discussion and Possible Action – Formation of Ad-Hoc JPA Committee pursuant

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To Member Agency request regarding potential revisions to the SAM Joint Powers Agreement

General Manager Hopkins discussed creating an Ad-Hoc JPA Committee that would discuss JPA issues and allow flexibility to determine meeting dates and time, and focus discussions on the JPA. Director Woren suggested putting an agenda item on the next agenda for all Directors to submit their requests for what the committee is to consider. A discussion ensued. Following discussion, the Board appointed Directors Woren, Boyd and Alifano to the Ad-Hoc JPA Committee. Chair Harvey suggested Board members send their items for consideration to the General Manager in a timely manner.

- C. Authorize General Manager to finalize and execute contract with Nute Engineering, Consulting Engineers, in an amount not to exceed \$14,970.00, for on-call Engineering services, and for additional engineering support services identified as:
 - a. Wastewater treatment plant Lead Digester rotation SOP development and risk analysis
 - b. Digester feed thickening assessment
 - c. Staff training on best practices for digester operations

General Manager Hopkins requested authorization to finalize and execute a contract with Nute Engineering, for multiple small projects related to the SAM Plant anaerobic digesters and dewatering systems. Following a brief discussion, Director Woren moved and Director Lohman seconded the motion to authorize the General Manager to finalize and execute a contract with Nute Engineering for an amount not to exceed \$14,970.00 for multiple small projects related to the SAM Wastewater Treatment Plant Anaerobic Digester and Dewatering System. Woren/Lohman/6 Ayes/0 Noes. The motion passed.

- D. Authorize General Manager to finalize and execute contract with SRT Consultants Consulting engineers, in an amount not to exceed \$28,500.00 to complete various Projects in progress and for additional engineering support services identified as:
 - a. Air/Vac Valve Replacement – Prepare Bid Documents
 - b. Revise Bypass Stations O&M Plan
 - c. Portola and Princeton PS Condition Review
 - d. Montara Interceptor Manhole Hardening and Pump Base Replacement – provide engineering services during bidding and construction

General Manager Hopkins requested authorization to finalize and execute a contract for professional services with SRT Consultants. Following a brief discussion, Director Woren moved and Director Boyd seconded the motion to authorize the General Manager to finalize and execute a contract with SRT Consultants, Consulting Engineers, in an amount not to exceed \$28,500.00 to complete various projects in progress and for additional engineering support services.

Woren/Boyd/6 Ayes/0 Noes. The motion passed.

7. GENERAL MANAGER'S REPORT

General Manager Hopkins updated the Board on recent activities over the month of July as set forth in his Written Report to the Board.

9. DIRECTORS REPORT

Directors Woren and Boyd informed the Board of their attendance at the Sea Level Rise conference held on June 27, 2014 in Foster City. Chair Harvey inquired about the status of the weed cutting on the SAM Property (Landstra) in the front of the plant. General Manager Hopkins informed him that SAM is in the process of being permitted to use goats for the weed abatement.

10. PUBLIC COMMENT/ORAL COMMUNICATION – NONE

11. ADJOURNMENT

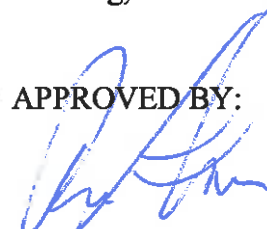
Chair Harvey adjourned the meeting at 9:10 P.M., to the next regular SAM Board meeting, scheduled for August 25, 2014, at the SAM Administration Building, 1000 N Cabrillo Highway, Half Moon Bay, CA 94019.

Respectfully submitted,



Susan Turbay
Recording Secretary

APPROVED BY:



BOARD SECRETARY