

MINUTES
SAM REGULAR BOARD MEETING
September 22, 2014

1. CALL TO ORDER: Chair Harvey called the meeting to order at 7:02 p.m. at the SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA.

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

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

2. PUBLIC COMMENT/ ORAL COMMUNICATION

Director Woren announced the special GCSO meeting scheduled for October 2, 2014 has been rescheduled for October 9, 2014, and the regular meeting will be on October 16, 2014. He also informed the Board of an e-mail sent out by Kellyx Nelson of the Resource Conservation District (RCD) regarding upcoming rain and the importance of clean-up of pet waste.

3. CLOSED SESSION

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

The Board went into closed session at 7:05 p.m. The Board came out of closed session at 7:47 p.m. General Counsel Copeland reported that direction was given to staff.

4. CONSENT AGENDA

Director Woren requested the description of payments be returned to the disbursements report and the account numbers removed. Director Alifano requested that Agenda Item 4Ba – Monthly Flow Report be pulled for discussion, and Director Kowalczyk requested that Agenda Item 4C - Approve Disbursements for September 2014 be pulled for discussion.

Director Woren moved and Director Alifano seconded the motion to approve consent agenda items 4A – Approve Minutes of August 25, 2014 Board meeting , 4Bb – Financial Statement, 4Bc - Monthly NPDES Report, and 4Bd - Collection Systems Data, as presented.

- A. Approve Minutes of August 25, 2014 Board Meeting
- B. Receive and File Manager's Monthly Reports for August 2014, including:
 - b. Financial Statement
 - c. Monthly NPDES Report
 - d. Collection System Data

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

- B a. Monthly Flow Report
- C. Approve Disbursements for August 2014

Following a brief discussion, Director Alifano suggested that 3 years of data and percentages be included on the Monthly Flow Report. Director Kowalczyk requested the General Manager share with the Board the service

agreement for SRT Consultants and a brief explanation for the \$11,936.85 paid for engineering services performed under the agreement.

Director Kowalczyk moved and Director Alifano seconded the motion to approve Agenda Items 4Ba – Monthly Flow Report and 4C – Disbursements for September 2014.
Kowalczyk/Alifano/8 Ayes/0 Noes. The motion passed.

5. OLD BUSINESS

A. Receive Update from Ad-Hoc Recycled Water Committee

Director Alifano thanked the Recycled Water Committee and the representatives from the other member agencies for their assistance. He reported that the Committee is staying focused on Stage 1 of the project, being the provision of recycled water to the Coastside County Water District for disposition at the golf course, and bringing back the original principles of agreement for approval from the member agencies.

Director Alifano reported that the matter would be further discussed under Agenda Item No. 6F.

6. NEW BUSINESS

A. Discussion and Possible Action: Request from San Mateo County Resource Conservation District to increase SAM Financial Support of the First Flush Program

General Manager Hopkins informed the Board that the First Flush program has grown in complexity over the last few years, including an increase in the sampling sites and testing parameters, which will add costs to the First Flush program moving forward. The Resource Conservation District (RCD) is asking SAM to increase its financial support of the program from \$2,000.00 to \$8,000.00 to help with these extra costs. The General Manager stated that \$2000 had been budgeted for this expenditure.

Following discussion, Director Kowalczyk requested the General Manager get a list of contributors from Kellyx Nelson of RCD and forward the list to the Board. Director Alifano moved and Director Kowalczyk seconded the motion to approve the request, authorize the General Manager to transfer \$6,000.00 out of Professional Services and, if subsequently needed, to request each member agency to reimburse SAM \$2,000.00.
Alifano/Boyd/8 Ayes/0 Noes. The motion passed.

Director Woren informed the Board that volunteers are need for the program.

B. Authorize Manager to Purchase Replacement Sodium Hypochlorite Tank

Following a brief discussion, Director Kowalczyk moved and Director Woren seconded the motion to authorize the general Manager to purchase the Replacement Sodium Hypochlorite Tank for an amount not to exceed \$26,752.21.

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

C. Discussion and Possible Action: Adopt Job Description and Salary Range: Treatment / Field Operations Supervisor - Rotational

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General Manager Hopkins discussed proposed changes within the SAM organization that will spread out higher level supervision, oversight, and regulatory reporting responsibilities to existing staff. He informed the Board that these changes envision two rotational positions with a requirement of Grade IV certification in Wastewater Treatment. General Manager Hopkins also discussed the financial impact. A discussion ensued.

Following discussion, the Board concurred that the General Manager meet and confer with the Local 39 Union regarding these proposed changes.

- D. Discussion and Possible Action: Adopt Job Description and Salary Range:
Manager of Engineering and Construction
- E. Authorize General Manager to Engage Consultant for Recruitment of Manager
of Engineering and Construction in an amount not-to-exceed \$20,000.00

General Manager Hopkins reviewed the staff reports (Agenda Items 6D & 6E) to adopt a job description and salary range for an Engineering and Construction Contract Manager and authorize the General Manager to engage a consultant for recruitment for that position in an amount not to exceed \$20,000.00. A discussion ensued.

Following discussion, Director Alifano moved and Director Kowalczyk seconded the motion to adopt Job Description and Salary Range: Manager of Engineering and Construction, authorize General Manager to begin the process to find a recruiter and get a bid not-to-exceed \$20,000.00, and come back to the Board with an analysis of the potential cost saving for this position.

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

- F. Discussion and Possible Action: Approve submission of document entitled
“*SAM Principles of Agreement for Recycled Water*” to Member Agencies for
Review

Director Alifano discussed the “*SAM Principles of Agreement for Recycled Water.*” Following lengthy discussion, and the lack of a consensus recommendation from the members of the Recycled Water Committee, the matter was referred back to the Committee, which will meet again on October 6th, to continue working on the “*SAM Principles of Agreement for Recycled Water.*”

7. GENERAL MANAGER’S REPORT

General Manager Hopkins updated the Board on recent activities over the month of August as set forth in his Written Report to the Board. He also mentioned that he would be seeking future authorization from the Board for the purchase of a push camera for the flusher truck.

8. ATTORNEY’S REPORT

- A. CASA Attorney’s Committee Meeting, August 22, 2014

General Counsel Copeland reviewed his written report to the Board.

He also discussed, in response to an inquiry from the Board at its last meeting, alternatives that the Board may wish to consider regarding reported disparaging comments by consultants.

9. DIRECTOR'S REPORT

Director Kowalczyk expressed his disappointment in the conduct of Board members during the meeting. Director Lohman announced the County has sponsored two meetings on Sea Level Rise, that a Commission has been formed, and that the first meeting is Friday, September 26, 2014. Director Alifano informed the Board that LAFCO is doing a Municipal Service Review (MSR) of the Harbor District. Director Boyd apologized for not being prepared for Agenda Item 6F "*SAM Principles of Agreement for Recycled Water.*" Chair Harvey stressed the importance of time, and the need for Board members on a committee to attend those committee meetings, contact the Committee Chair when they are unable to do so, and communicate with others on the committee. Director Kowalczyk stated that he is supportive of the recycled water project and is enthusiastic for it to move forward.

10. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

11. ADJOURNMENT

Chair Harvey adjourned the meeting at 9:50 P.M., to the next regular SAM Board meeting, scheduled for October 27, 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