

**MINUTES**  
**SAM BOARD OF DIRECTORS MEETING**  
**February 27, 2017**

**1. CALL TO ORDER**

Chair Slater-Carter called the meeting to order at 7:00 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

- A. Pledge of Allegiance
- B. Roll Call

Directors Woren, Slater-Carter, Penrose, Boyd, Ruddock, and Lohman (7:04 p.m.) were present. Also present were General Manager Marshall, General Counsel Nelson, Supervisor of Administrative Services Matthews, Engineering & Construction Contract Manager Prathivadi, and Supervisor of Treatment/Field Operations Costello.

**2. SPECIAL ORDER OF THE DAY - NONE**

**3. PUBLIC COMMENT**

Director Woren thanked staff for putting Bookmarks on the PDF Agenda and Packet. Chair Slater-Carter thanked staff for their hard work and dedication during the recent storms.

**4. CONVENE IN CLOSED SESSION** (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*) - **NONE**

**5. CONVENE IN OPEN SESSION** (*Report Out on Closed Session Items*) - **NONE**

**6. CONSENT AGENDA** (*single motion and vote approving all items*)  
(*Consent items are considered routine and will be approved or adopted by one vote unless a request for removal for discussion or explanation is received from the public or Board.*)

- A. Approve Minutes of February 27, 2017 Board of Directors Meeting
- B. Receive Revenue and Expenditures Reconciliation Report for Fiscal Year 2015/16
- C. Approve Disbursements for February 27, 2017
- D. Receive Monthly Financial Report for Period Ending January 31, 2017

Director Woren requested two corrections to the minutes of February 13, 2017 Board of Directors Meetings: that a comma be added after the second to the last Director's name in agenda item 1B, and that in agenda item 8C "Woren moved" be

changed to "Woren suggested." Following discussion, Director Boyd moved and Director Ruddock seconded the motion to approve the Consent Agenda items (including the Minutes as amended).

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

**7. OLD BUSINESS** *(The Board will discuss, seek public input, and possibly take action to approve the following items.)*

**A. Discuss Ad Hoc Committee Assignments and Scheduling** *(deferred from January 23, 2017 meeting)*

General Manager Marshall recommended that the Board discuss the current ad hoc committees, assignments, schedules, and provide direction to staff. Following discussion, it was noted that Director Penrose requested being on the Outreach committee.

**B. Discuss Draft 5-Year Infrastructure Plan and Provide Direction to Staff**

Engineering & Construction Contract Manager Prathivadi reviewed the objectives of the program, the key drivers, regulatory & safety, replacement and rehabilitation, sustainability/energy and optimization, the infrastructure plan, useful life as per EPA/ASCE, equipment life, risk management process, regulatory/safety projects, and rehab projects. A discussion ensued. Director Boyd suggested getting a rough number of what the difference might be to keep things in service versus spending on ordinary maintenance if new equipment were put in. He continued that doing this would help to build a financial justification for moving forward with funding when going back to the member agencies for support. Director Woren would like to see a report to the Board on the status of the installation of the bypass stations. Chair Slater-Carter suggested a report and in depth discussion on disaster management training. She also requested that staff include a copy of any presentation in the Agenda packet.

**8. NEW BUSINESS** *(The Board will discuss, seek public input, and possibly take action to approve the following items.)*

**A. Authorize General Manager to Attend and be Reimbursed for the Disaster Management for Water and Wastewater Utilities Training in Sacramento**  
March 6 – 7, 2017

Following a brief discussion, Director Penrose moved and Director Woren seconded the motion to authorize the General Manager to attend and be reimbursed for the disaster management for water and wastewater utilities training March 6-7 2017 in Sacramento.

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

**B. Discuss and Provide Policy Direction to the General Manager on the Authority's Response to Media and Information Requests Related to Recycled Water**

The Board discussed how the General Manager should respond to media information requests related to the recycled water project. Director Lohman suggested letting the media know that there will be no cost to the current users, giving status of activities, and re-iterate that this is one of the most important things that SAM is doing. Director Woren suggested that if there is a clear-cut answer to the question, the General Manager should simply answer it, and if the answer might be subject to interpretation, it should go to two of the SAM representatives on the recycled water committee. Director Ruddock suggested putting out news releases, a list of frequently asked questions, and having the General Manager act as the spokesperson for the recycled water project.

**9. GENERAL MANAGER'S REPORT**

**A. Monthly Manager's Report for January 2017**

General Manager Marshall updated the Board on recent activities during the month of January 2017 as set forth in her written report to the Board. A discussion ensued.

**10. ATTORNEY'S REPORT**

General Counsel Nelson informed the Board that he will be attending the State Legislative Committee Meeting for CASA (California Association of Sanitation Agencies) on March 3, 2017

**11. DIRECTORS' REPORTS - NONE**

**12. FUTURE AGENDA ITEMS**

- Upcoming Board Meetings: March 13 and March 27
- Audited Financials for Fiscal Year Ending June 30, 2016
- Hydraulic Modeling Project
- Montara Pump Station Wet Well Rehabilitation Project
- Plant Effluent Pump Station Rehabilitation Project
- Plant Headworks & Influent Pump Rehabilitation Project
- Plant Safety Improvements Project
- SCADA Upgrades Project
- Board Training, Education, and Conference and Reimbursement Policies
- FY 2017/18 Budget Workshop
- New Contract Collection Services Agreements

Chair Slater-Carter suggested that the Board make a list of priorities or items they would like to see on future agendas and give their lists to the General Manager and to her. General Manager Marshall informed the Board that she was planning to have the Budget Workshop meeting at the March 27<sup>th</sup> Board meeting so there would be no need to schedule another meeting. The Board concurred.

### 13. ADJOURNMENT

Chair Slater-Carter adjourned the meeting at 8:19 p.m.

Respectfully Submitted,

  
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Kathy Matthews  
Recording Secretary

Approved By:

  
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Board Secretary