

MINUTES
SAM BOARD OF DIRECTORS MEETING
March 13, 2017

1. CALL TO ORDER

Chair Slater-Carter 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 94019

- A. Pledge of Allegiance
- B. Roll Call

Directors Woren, Slater-Carter, Penrose, Boyd, Ruddock (7:17 p.m.), and Lohman 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

John Szabo, resident of Half Moon Bay and employee of the Sewer Authority Mid-Coastside (SAM), addressed the Board of his concerns regarding a letter from the City of Half Moon Bay to West Bay Sanitary District requesting a proposal for collection services. Chair Slater-Carter thanked John for his concern and stated that the matter was being looked in to.

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. Approve Disbursements for March 13, 2017

General Manager Marshall reviewed minor corrections to the minutes of February 27, 2017. A discussion ensued. Director Woren suggested that any documents distributed at the Board meeting be put on the SAM website. Director Lohman stated that his vote would be that any minor corrections should be put out there. Following discussion, Director Lohman moved and Director Boyd seconded the motion as described by Chair

Slater-Carter. Director Boyd noted that he felt it is a duty to put them on the website. Chair Slater-Carter also suggested that any documents presented to the Board by the Public should also be put on the website.

Lohman/Boyd/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.*) - **NONE**

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

A. Receive and File SAM Audited Financial Statements for Fiscal Year 2015/16 – Report by John Cropper, Cropper Accountancy

John Cropper of Cropper, An Accountancy Corporation, CPA, presented the Audit and discussed the resulting figures and findings. A discussion ensued. Following discussion, Director Lohman moved and Director Boyd seconded the motion to receive and file the Draft SAM Audited Financial Statements for Fiscal Year 2015/16.

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

B. Review, Provide Comments, and Adopt SAM Strategic Plan Document

Martin Rauch of Rauch Communication Consultants, Inc., presented the Board with the Draft SAM 2017 Strategic Plan for review, comments and adoption. Discussion ensued and there were minor word changes to the document. Director Ruddock suggested it would be complimentary to add “leverage other funding resources” to the “How SAM Will Fulfill Its Mission and Vision” portion of the draft. Director Woren did not like the word “Landfill” in the Goals and Objectives portion of the document. Director Boyd suggested using Ox Mountain. The Board concurred. Director Ruddock stated that she cannot support the 1st nine words in Goal 3: Finance, “The Financial structure shall conform to the JPA Agreement”. Martin Rauch suggested removing the words “conform to the JPA agreement.” The Board concurred. Following discussion, Martin Rauch suggested that the Board direct staff to work with him to finalize the Strategic Plan and comment on the implementation and monitoring parts.

Director Woren suggested that the review of the Strategic Plan every 2 years and when there are new directors. Chair Slater-Carter suggested that it be annually in January as there may be new directors. The Board concurred. Direction was given to staff and Chair Slater-Carter thanked staff for their hard work.

C. Authorize General Manager to Execute Contract with FlorStor for Conveyor Project in an Amount Not to Exceed \$37,250

General Manager Marshall reviewed the staff report and recommended that the Board of Directors authorize her to execute a contract with FloStor for replacement of the conveyor at the belt filter press station. Director Woren moved and Director Boyd seconded the motion to authorize the General Manager to execute a contract with FloStor for the replacement of the conveyor at the belt press station in an amount not to exceed \$37,250.

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

D. Authorize the General Manager to Execute Contract with SRT Consultants for Design Services for the Granada Force Main Replacement Project

General Manager Marshall reviewed the staff report and Engineering & Construction Contract Manager Prathivadi gave a presentation on the pipe failure, staff recommended that the Board of Directors authorize the General Manager to execute a contract with SRT Consultants for design services and permitting assistance of the Granada Force Main from Station 17+50 to 51+50. A discussion ensued. Following discussion, Director Boyd moved and Director Penrose seconded the motion to authorize the General Manager to execute a contract with SRT Consultants, Inc., for design services and permitting assistance of the Granada Force Main from Station 17+50 to 51+50 in an amount not to exceed \$79,410.

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

E. Authorize General Manager to Execute Contract with Lucity, Inc. for New Maintenance and Collection System Software in an Amount Not to Exceed \$56,450

General Manager Marshall reviewed the staff report and recommended that the Board of Directors authorize her to execute a contract with Lucity, Inc. for new maintenance and collection system software in an amount not to exceed \$56,450. A discussion ensued. Following discussion, Chair Slater-Carter suggested that this agenda item be brought back to the March 27, 2017 Board meeting so Board members can go back to their member agencies and discuss with their engineers and general managers.

Director Ruddock moved and Director Woren seconded the motion to extend the Board meeting for 10 more minutes.

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

9. GENERAL MANAGER'S REPORT

A. Report by General Manager on Attendance at Disaster Management Training

General Manager Marshall updated the Board on her attendance at the Disaster Management for Water and Wastewater Utilities training in Sacramento. She stated that the purpose of the training was to expand on the basic National Incident Management System (NIMS), the Standard Emergency Management System (SEMS), and to discuss issues specifically related to water and wastewater systems.

10. ATTORNEY'S REPORT

General Counsel Nelson updated the Board on his attendance at the State Legislative Committee Meeting for CASA (California Association of Sanitation Agencies) on March 3, 2017. He discussed a bill that defines potable water reuse, a bill that would gut the State Water Resources Control Board water rights function, a bill that talked about reorganizing specifications and claims procedures, and new Supreme Court discussions regarding privately owned electronic equipment used in government business.

11. DIRECTORS' REPORTS - NONE

12. FUTURE AGENDA ITEMS

- Upcoming Board Meetings: March 27 and April 10
- 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
- 5-Year Infrastructure Plan
- New Contract Collection Services Agreements
- Status of Intertie Pipeline System Bypass Stations
- Written Report from Chair Slater-Carter After Attending WaterReuse Conference
- Report from SRT for Task 2 of 25% Design for Recycled Water

13. ADJOURNMENT

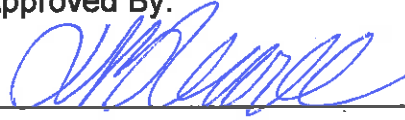
Chair Slater-Carter adjourned the meeting at 9:07 p.m.

Respectfully Submitted,



Kathy Matthews
Recording Secretary

Approved By:



Board Secretary

