

M I N U T E S

SEWER AUTHORITY MID-COASTSIDE
Regular Meeting Of April 27, 1987

SAM Administration Building
1000 Cabrillo Highway North
Half Moon Bay, CA

The Meeting was called to order at 7:34 P.M. by Madam Chairman Schuetrum.

BOARD OF DIRECTORS ROLL CALL:

Present: Schuetrum, Kuhn, Beer, Bedesem, Shapira, Giddings
Alternate: None.
Absnet: None.

STAFF PRESENT: Superintendent Valladao, Legal Counsel Copeland

APPROVAL OF MINUTES:

(1) Regular Board Meeting of March 23, 1987

Page Five, Second Paragraph: Giddings questioned "who" called for the Walker Tank abandonment. It was clarified that the subject of this reporting was the fact that a separate accounting of dollar figures was prepared and presented relative to the Credits issue -- figures that excluded the Walker Tank from Credits consideration as compared to prior Credits figures which did incorporate said tank. Only the fact that General Manager Heaslet presented these figures is being reported was identified by Copeland, and it was agreed these Minutes will remain as submitted.

As a separate issue, the Board requested Staff to review its records on the Credits issue relative to the reasons for its deletion as compared to Montara Sanitary District's records and understanding of the Walker Tank's status and use potential.

Bedesem moved, and it was seconded by *Giddings*, that the Minutes of the Board of Directors Meeting of March 23, 1987, be approved as presented, with the possibility of a change if warranted upon review of respective Credits records. The motion was unanimously approved.

(2) Special Meeting of April 6, 1987
Subject: Plant Expansion Study Review

Shapira moved, and it was seconded by *Bedesem*, that the Minutes of the Special Meeting of April 6, 1987, be approved as presented. The motion was unanimously approved.

ALLOWANCE FOR CLAIMS: *Bedesem* moved, and it was seconded by *Shapira*, that the identified Claims & Check Lists for both the manually and computer-prepared checks be so approved for payment. The motion was unanimously approved.

CONSENT CALENDAR:

A. For Approval: In response to *Shapira's* inquiry, it was confirmed that an accurate and detailed listing is maintained of who was visited respective to the mileage reported, and it will henceforth be copied and included.

Bedesem moved, and it was seconded by *Shapira*, that the Mileage/Expense Statements for both Messrs. Valladao and Fletcher be approved for payment as presented. The motion was unanimously approved.

B. For Information:

1. RWQCB (4-13-87) Notice of Board Recinding Cleanup & Abatement Order No. 78-010 From 1978
2. HMB ROTARY (4-22-87) Notice Of "Youth In Government Day" - 5-19-87
3. HMB (3-19-87) Virgil Willis (MSD) New Member Of M.A.F.I.A.
4. CASA (3-31-87) San Marcos Legislation - Action Requested
- 4a SAM (4-06-87) Response To Above - Letters Sent To All Ways & Means Committee Members - Rescheduled For 4-22-87
5. CASA (4-20-87) Publicly Owned Treatment Works - Acceptance Of Hazardous Waste
6. GSD (4-17-87) Master Layout Maps, Transmitted To County By C-REM
7. COUNTY SM (4-13-87) Re Type II Permit Applications - Priority Land Uses
8. ADP (4-21-87) Letter Of Acknowledgement/New Client Courtesy Letter
9. TRI-TAC (4-09-87) Minutes Of 3-12-87 Meeting

#2 Giddings commended Staff for getting involved in the Rotary "Youth In Government Day" and for expending their time and energies to this endeavor.

#4 *Shapira* commended Staff's sending out the letters to the various State Committees regarding the San Marcos Legislation matter.

#4a *Shapira* recommended a letter of thanks be sent to CASA regarding their efforts in compiling and issuing such information which is valuable to everyone in the State. She noted it is a lot of work, and Staff was directed to write them expressed appreciation.

#6 In response to *Shapira's* request for clarification, it was noted that when the County is approving well locations, enough distance is allowed so that when MAIN sewer lines are replaced in public streets, they can be moved somewhat on either side adjacent to their previous location and still be within legal, accepted limits.

Bedesem moved, and it was seconded by *Kuhn*, that Consent Calendar For Information - Items 1 THRU 9 - be so adopted as presented. The motion was unanimously approved.

PERSONNEL: Valladao identified each of the accomplishments relative to the documents presented.

WRITTEN COMMUNICATIONS: This was identified for information only in that the Grant overpayment has already been reimbursed to the State.

ORAL COMMUNICATIONS: None.

MONTHLY REPORTS:

- (1) March Flows: Valladao reviewed the new computer-generated reporting and identified the data itself as self-explanatory. *Kuhn* inquired about increased GSD flows which he felt are above normal and requested Staff to look into the historical data to explain the reasons whyfore.
- (2) Collection Activities: Valladao apologized for there not being a reporting this time due to time and manpower constraints. He noted it will be included in next month's packet.
- (3) NPDES Self-Monitoring: Valladao reviewed the highlights of this report and identified it as self-explanatory. He explained Settleable Matter in response to Board request.

FY 87/88 BUDGET: Valladao identified the handouts on Secretary, Vehicles, and Collection Budget modifications. He noted a portion of Staff salaries, which was all initially charged to Operations, is now included in Collection. Staff recommends SAM's having up-front moneys so we can proceed without going for approvals from individual member agency(s) when repairs are needed. However, the figures are realistic, so each member agency must then have those moneys built into their budgets so the moneys are available for given repairs/parts. This is shown just as an option as Staff does recommend SAM's having these moneys up front and readily available for when the needs arise, whether it be repairs or inventorying spare parts. In response to Board inquiry, Valladao related the proposed Collection spare parts will be stocked in Portola in an area already designated for storage. Storage and inventory of Collection parts will pose no problem.

Valladao described the administrative tasks now being performed by Staff and the proposed tasks for the requested secretary, as well as the level of expertise we feel is needed to meet the workload. Salary would be at Step 1 with the dollar amounts already having been established under the signed, existing M.O.U. with the Union.

"Basic Services" was identified, and computer need was discussed at length. Several questions were responded to regarding insurance, grinder pumps, etc.

It was agreed to incorporate the Mechanic and Secretary positions in the budget to go back to the individual agency Boards/Council for recommendation. Also, the 24¢ per mile accounting will be changed to show 21¢ for better understanding.

Overhead was explained as having been spread out to include use of buildings, copier, etc. to balance out revenues and costs of administrative services. The differentials from the present budget and the proposed budget for next fiscal year were identified and compared.

Valladao clarified that under the current concept, anything over \$500 for lift station repairs was billed back to the respective agency; whereas under this concept, all repairs under \$4,000 would be borne by SAM. That \$4,000 amount would include just about all but a total failure. The \$4,000 VS. \$500 limits explained are based on TYPES of lift stations. As noted before, this concept is more convenient and cost conscious in that spare parts can be gotten other than in an emergency situation and SAM could keep on top of situations rather than waiting for a trouble before going to a member agency for approval to proceed. A discussion ensued on this subject, including the accounting process of keeping track of the moneys paid by each of the member agencies for credit purposes should these collection moneys not be utilized for parts/repairs during the fiscal year.

1/2-TON PICKUP TRUCK: Valladao identified all the vehicles in the plant and their designated uses. He reported on SAM's getting the SAM-3 replacement for that which was totalled in the April 2, 1987, accident. We proceeded with getting a One-Ton Chevrolet in lieu of the proposed 3/4-Ton since the cost for the One-Ton was actually less than comparative quotes for a 3/4-Ton vehicle, with immediate delivery.

He reported our receiving \$5972 as insurance payoff for the totalled Collection truck. As directed by the Board at a previous meeting, with a reporting by Staff of insurance moneys received, the Board will consider the purchase of the second pickup truck to be dedicated for plant maintenance.

Shapira moved, and it was seconded by *Giddings*, that \$5454 be approved towards the purchase of the 1/2-Ton pickup truck, along with the insurance reimbursement, to fill the need for plant maintenance and collection maintenance created by the 4-2-87 accident. The motion was approved by all but Beer who abstained.

Operations (O&M) Budget: Reserves and carryover from last year was discussed. Also, the expected \$217,000 from P. U.4 was noted. Valladao explained that the previous budgets were based on a "wait-and-see" philosophy and addressed those matters most pressing. With the Regional Water Quality Control Board's present policy of no spills/no exceptions and their ability and likelihood of levying fines for violations of that policy, all potential problems must be taken care of as soon as first noticed/suspected rather than waiting to see what develops. Also, all parts and systems are getting older and are likely of needing attention if not having been repaired/replaced earlier.

It was suggested we get comparison budgets from other agencies of similar-sized plants. It was also suggested CASA might help us with this inquiry.

Valladao gave a detailed explanation of catch-up operations/maintenance items within the plant needed for this year. The \$59,600 are for one-time needed expenditures, which in some cases go back to the Grant, lowest bid process of getting a particular piece of equipment meant to last a number of years and failing within a fraction of that time. He noted the deteriorated manholes around Portola that need epoxying before the entire manholes need to be replaced - also the threat of losing a generator at Montara because of the dire condition of the roof - repairs of which were put off because the costs thereof were deleted from previous budgets. At some point in time these must be met, and this seems to be the catch-up year. Valladao noted some of these items will be taken care of by outside contracting due to the lack of actual SAM manpower and/or expertise.

The Board requested these items be prioritized in case some need to be deleted from this proposed budget, the highest priority being in direct relationship to the possibility of being fined. It was acknowledged things have been let to slide before, but the items noted should be prioritized for the sake of consideration this year.

It was agreed to go back to the individual member agency Boards/Council for further discussion.

STAFF REPORTS:

- A. Plant Expansion - Phase II - Copeland noted exception to Paragraphs Two and Three of Heaslet's Memo dated April 21, 1987, Subj: Plant Expansion; Phase II in that communications should be with BOTH the County of San Mateo and the City of Half Moon Bay and not just the County.

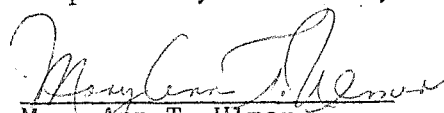
Giddings moved, and it was seconded by *Beer*, that Staff be directed to proceed with the EIR process, pursuant to said memo, as amended that all related communication be with both The County of San Mateo and The City of Half Moon Bay in accordance with their respective L.C.P.'s and their priority allocations of capacity. The motion was unanimously approved.

- B. Final Capacity Allocation Discussion Continuance: Due to the lateness of the evening and the fact that Allocation is a major matter of discussion in itself, the Board continued this meeting to May 4, 1987 (Monday) at 7:30 P.M. -- with the appropriate posted notice attached hereto and made a part hereof -- for the expressed purpose of discussing Allocation/Credits.

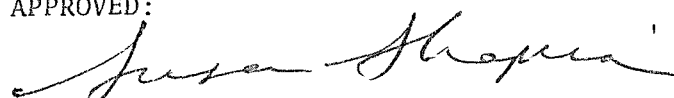
INSURANCE/FINANCIAL: Valladao identified these as self-explanatory.

ADJOURNMENT: This meeting was adjourned for continuance on May 4, 1987, as so moved by *Beer*, seconded by *Bedesem*, and approved unanimously by the Board, at 10:47 P.M.

Respectfully submitted,


Mary Ann T. Ulmer
Recording Secretary

APPROVED:


Susan Shapira
SAM Secretary Pro-Tem

SEWER AUTHORITY MID-COASTSIDE

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NOTICE IS HEREBY GIVEN, that the regular meeting of the Board of Directors of the Sewer Authority Mid-Coastside, held on Monday, April 27, 1987, was duly adjourned by order of the Chairman to MONDAY, MAY 4, 1987, at 7:30 P.M., at the regular meeting place of the Board, located at 1000 Cabrillo Highway North, Half Moon Bay.

The purpose of the adjournment was to continue discussion and possible action on items pertaining to the Final Capacity Allocation/Credits matter.

SEWER AUTHORITY MID-COASTSIDE

By:



Mary Ann T. Ulmer
Administrative Assistant/
Recording Secretary

Date: April 28, 1987