

M I N U T E S

SEWER AUTHORITY MID-COASTSIDE
Regular Board Meeting Of August 24, 1987

SAM Administration Building
1000 Cabrillo Highway North
Half Moon Bay, CA 94019

The Meeting was called to order at 7:33 P.M. by Chairman Giddings.

BOARD OF DIRECTORS ROLL CALL:

Present: Schuetrum, Beer, Shapira, Giddings
Alternate: Moulton (GSD)
Absent: Kuhn (GSD; Bedesem (HMB)

STAFF PRESENT: General Manager Heaslet, Superintendent Valladao, Legal Counsel Copeland

APPROVAL OF MINUTES: SAM Board of Directors Meeting Of July 27, 1987

Giddings strongly questioned the accuracy of the reporting on Monthly Reports: (1) Flows - Page Three - specifically "Heaslet suggested that maybe it is timely to consider changing to the metering of each line since each gallon has an impact on someone at this time regarding the reaching of capacity."

Heaslet reminded that not every comment made during a Meeting is reflected in the Minutes, and there is a policy of recording flows which the SAM Board has approved -- found in the August packet under Staff Reports/New Business/Old Business, Item B., identified as *PRESENT POLICY FOR MEASURING FLOWS IN SAM SYSTEM - Memo Report Dated 8-19-87 Clarifying Points Of Discussion During July's Board Meeting.*

Heaslet called for the quote from which that reporting was made, and Giddings concurred.

The Minutes state "A discussion ensued." Let the record show there was a total of twenty-six (26) minutes of discussion on this subject, which was reviewed, during which Giddings did question Half Moon Bay's metering their own four lines rather than the present system of adding and subtracting (as Valladao explained). Heaslet responded, "Madam Chairman, I would like to say that the Board is aware and has approved each time we have changed a procedure. The methodology for measuring flows was brought before this Board about eighteen months ago on a very detailed basis, a total presentation made showing the various alternatives the Board had. One of them was for everyone - everyone - to measure all of their incoming lines into the system that this was to identify total accuracy; and one of the others, which at that time was accepted as the most appropriate, was to do as we are doing now. And the point you are bringing up, Larry, may be very timely in that maybe this may be a time, after we have finished with our identification of the problem areas, then in our presentation back to the Board, they may want to change the method of identifying flows coming in because we are getting to the point because we are so close to capacity that every little extra gallon has an adverse effect on someone, and we really have to ensure a better accuracy" (cut off by Bedesem, who relinquished the floor to Shapira who asked a question about what the costs were for per-line monitoring). The discussion then continued.

Heaslet reported the tapes of the June 22, 1987, SAM Board Meeting were reviewed, and Page Four, Paragraph 3, have been corrected to show Giddings as having seconded said motion and NOT Schuetrum as initially reported.

Schuetrum moved, and it was seconded by *Shapira*, that the Minutes of the Board of Directors Meeting of July 27, 1987, with said quote identified to substantiate the reportin be approved as presented. The motion was approved by all but Moulton, who abstained -- reason being he was not present at this meeting, and Beer -- reason being he had not had sufficient time to review the Minutes. Beer requested added time for this, and it was agreed to call again for a vote of ayes later during the meeting. This was not done, so the Minutes of July 27, 1987, will again come up for a vote of acceptance during the Board Meeting on September 28, 1987, with said motion carrying.

ALLOWANCE FOR CLAIMS: Heaslet advised that this Computer Claims List was the first on the new Accounts Payable System which we just switched over to and reflects some reporting errors and confusion. This will be corrected by next month's meeting. However, he noted the total amount of the computer-generated checks is reduced to \$54,297.01 and the GRAND TOTAL amount for which approval-to-pay is requested is \$67,671.97.

A brief discussion ensued regarding commitments made in a previous fiscal year and to be paid off during a following fiscal year. Heaslet explained the procedure of the holding account for just this purpose, and Beer requested the total amount of moneys still due Kennedy/Jenks/Chilton for their Expansion Study. Beer noted he will contact Financial Officer, John Parsons, regarding this matter and to familiarize himself with his duties as SAM Treasurer.

Shapira moved, and it was seconded by *Moulton*, that the identified Claims & Check Lists for both the manually and computer-prepared checks be so approved for payment in the total amount of \$67,671.97. The motion was unanimously approved.

CONSENT CALENDAR:

A. For Approval: *Shapira* moved, and it was seconded by *Beer*, that the Mileage/Expense Statement for Mr. Heaslet, in the amount of \$234.45, be approved for payment as presented. The motion was unanimously approved.

B. For Information:

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| 1. | SAM | (8-21-87) | Bulletin No. 95 - Notice of Heaslet's vacation |
| 2. | SAM | (7-30-87) | Ltr Transmittal Of SAM Resolution #10-87 To PERS |
| 3. | SAM | (7-27-87) | Ltr Transmittal Of Ee's Drivers' Licenses To HMB Insurance |
| 4. | SAM | (7-29-87) | Ltr Response To HMB City Clerk Re Heaslet's Statement Of Economic Interest |
| 5. | SAM | (8-04-87) | Ltr To Jones Chemicals Re SAM Being Separate Entity From The City of Half Moon Bay |
| 6. | CSRMA | (7-15-87) | Our Participation In Proposed New Insurance Program-Property Coverages |

7. SAM (8-06-87) Ltr Transmittal Of Documents Re State Strategy For Management Of Non-Point Source Water Pollution To TRI-TAC
8. SAM (8-07-87) Memo Of Alert To GSD Engineering Counsel Re Exposed Sewer Line
9. SAM (8-07-87) Memo Of Alert To GSD Engineering Counsel Re Abandoned Manhole On El Granada Beach
10. SAM (8-06-87) Memo Of Alert To GSD Engineering Counsel Re Shorebird Restaurant
11. MSD (8-06-87) Request To Remit To MSD \$8496 of Unused Funds For FY85/86
12. MSD (8-06-87) Re Payments of Collection Assessments and Credits Issue
13. SAM (7-31-87) To MSD Re Collection System Services/Credits
14. SAM (8-21-87) To MSD Re Various Subjects - Specifically Identified By Title
15. HARBOR DIST(8-14-87) To GSD Requesting Capacity and Priority Use Information
16. SAM (8-06-87) Memo Of Alert To HMB Dir of Public Works Re Golden West Restaurant
17. CWPCA (8-01-87) Call For Papers Re 1988 Annual Conference
18. COPELAND (8-10-87) Annual Audit Response
19. TOM LANTOS REPORT Subject: Protecting The San Mateo Coast

Schuetrum moved, and it was seconded by *Moulton*, that Consent Calendar For Information - Items 1 THRU 19 - be so adopted as presented. The motion was unanimously approved.

PERSONNEL: Heaslet briefly explained each acknowledgement presented and identified them as self-explanatory. Giddings noted giving tours of the plant is a good public service.

In response to Giddings' inquiry, Superintendent Valladao clarified the types of courses available for self-advancement and job proficiency.

WRITTEN COMMUNICATIONS: Heaslet briefly explained each as presented and identified them as self-explanatory. He reported that he and Treasurer Beer are handling the business of utilizing the Local Agency Investment Fund which was set up by SAM Board Resolution in 1986, and the amount of \$200,000 was recently transferred thereto.

Giddings referred to Heaslet's memo on SAM Staff's present inability to provide the in-depth Collection reporting as proposed under the new Collection/Maintenance Budget, and he suggested that maybe something could be worked out where MSD could run the raw data through THEIR computer to get the reporting they want. Heaslet responded that it was worthy of discussion. Giddings noted MSD General Manager Willis will be contacting SAM in pursuit of this Collection reporting need.

ORAL COMMUNICATION:

Beer reported on the Management Review Study Committee Meeting of August 18, 1987. The budget and the cost for this proposed Study was discussed, and it was agreed the Requests For Proposal (RFP's) will go out without mention of cost and thus let the responses indicate how much they will charge to perform this Study and address the issues identified therein. It was agreed to wait for these responses before a budgeted cost is finalized in case a special assessment is necessary to each member agency to finance this Study.

Beer reported the Committee really has no pre-conceptions regarding the outcome of this Study, but is going on the idea that, if we were today going to set up SAM - operationally and managerially - what would be the ideal kind of arrangement. It was noted some elements of the Joint Powers Agreement need attention, but it is not being pursued to include that in this Study.

Schuetrum noted the goals and objectives of this Study should be identified up front, and it was felt wrong to tie the personnel issue into this Study when it impacts present Staff to where they must continue working so many added hours on a consistent basis, notwithstanding the time element of letting things slide, particularly maintenance-wise, while awaiting the final results of this Study.

Heaslet noted he hopes it moves along quickly and explained he feels Staff is getting conflicting signals from the Board in being authorized a year ago to establish the Industrial Wastewater Survey/Program and now that we have working documents in hand to be able to implement this Program, we are left lacking the budgeted manpower to do so. He described in depth two recent events of toxics having been received through the plant which precariously put the plant's operation in a near-violation state and how this Industrial Wastewater Program is meant to, and can keep a handle on this problem. He also reviewed the BFI request for us to take their Leachate, which was presented and explained during a previous SAM Board meeting, and that with standards established, BFI can be required to pre-treat before it is acceptable to be received here at the plant. He presented the Protocol documents, which include the proposed Ordinance, for Board review. He stressed the importance of having the Lab Technician to continue the Program, plus to pick up the additional and necessary monitoring and reporting. He reported the requests from two of the three member agencies to actually go out and check on potential non-residential operations within their areas of responsibilities, which is a part of this Program, but which we have not been able to respond to.

Beer responded with the need for a Survey at this time to objectively look at SAM as its present entity so manpower and moneys can be expended wisely. He reviewed the growth and changes of SAM through the years, and also of SAM's now having its own employees; and he felt spending some money up front for a Management Review Study will better define priorities and use of manpower and talents along with efficient spending of money.

This discussion ensued, with Giddings questioning the present setup of the SAM Board regarding voting and tie-voting process. He noted there should be someone designated to be able to break any tie vote. He stated his reasoning for initiating this M.R.S. is to have some data from an objective outside party as to what is going on with personnel, what we should be doing, how priorities should be established, etc. and thus take some of the politics out of the situation. He also stressed meeting our responsibilities as a Public Agency in doing what we should be doing and as required.

Heaslet briefly reported on the liability coverages of the collection systems of both GSD and MSD and the premiums being much lower than what was expected. He noted SAM will pay them and then bill them to the respective member agencies. It was brought to HMB's attention, and they will consider it also. This item will be put back on the September agenda.

Beer reported on HMB's contracting to have temporary metering done on their four lines to both assist with the flows situation and as a preliminary for their Influent and Inflow Study. Heaslet reported on the televising of the SAM gravity inter-tie lines for any possible leaks.

Beer requested the Board Meeting Agenda Packets be distributed earlier than is now the normal schedule. A brief discussion ensued, and the Board was supportive of this suggestion. Staff acknowledged that as a matter of policy, the packets will be assembled the morning of the Wednesday prior to a scheduled Board Meeting, and they will be distributed accordingly early that afternoon.

Shapira suggested that a "history" of SAM would be helpful for any and all incoming Directors and interested parties. The use of manhours at this time for this project was discussed and discouraged, but it is something to keep in mind for a later undertaking. Giddings suggested a MASTER PLAN for SAM be prepared and published as well.

MONTHLY REPORTS: Heaslet reviewed the Collection Activity and NPDES Self-Monitoring Reporting for July and identified each as self-explanatory.

STAFF REPORTS:

A. Heaslet reported on the recommendation by the Audit Committee to have an audit on the changeover regarding personnel and payroll. This additional audit work is expected not to exceed the amount of Six Hundred Dollars (\$600), and Heaslet requested appropriate Board approval.

Beer moved, and it was seconded by *Moulton*, that these additional audit services be performed at a cost not to exceed \$600, as presented. The motion was unanimously approved.

B. FLOWS: Heaslet identified the present flows measuring system and called attention to the backup which was provided in the packet regarding the establishment of this policy by the SAM Board. He explained the running of parallel metering during September with the newly-installed equipment, and noted we can then rectify adjustments for prior months' erroneous readings. He noted the action SAM has been taking seems to satisfy everyone. He reported SAM personnel have been trained in calibration for continuous monitoring in house, as well as our having an outside service come in and do monitoring checks, in response to Giddings' expressed concern of having a policy established for checking the meters.

- C. PLANT EXPANSION EIR AND TIME SCHEDULE: Heaslet reviewed his written reporting on this matter with the bottom line being the spring of 1991 as the earliest possibility for Phase II project expansion completion, providing all hearings happen on schedule and everyone is in agreement and acceptance.

Copeland noted if any member agency is not willing to participate in this plant expansion project, then let SAM know even before the Environmental Impact Study. In response to Giddings' inquiry regarding participation and financing, Heaslet reported the cost for the EIR is not currently budgeted for and an amount is not even established for the cost of this EIR. It was noted the member agencies are to determine the budgeting for up-front moneys before the EIR contract commitment. A special meeting was suggested either before or right after the next Board meeting to address this matter. Copeland suggested a budget be prepared for these needed up-front costs.

In response to Beer's inquiry regarding who the interviewers would be, Heaslet noted Mr. Rozar from the County of San Mateo, Ms. Burke from the City the Half Moon Bay, and he from the Sewer Authority Mid-Coastside. Giddings noted MSD wants to be present and felt it should be open to all member agencies' representatives. A discussion ensued, finalized with the member agencies being notified and invited and whomever comes, then that will be fine.

- D. CASA CONFERENCE - San Diego - August 1987: Heaslet reviewed his written reporting on the subject matters addressed during this Conference. A discussion ensued. The final comments were that this CASA Conference was very valuable, as are all these Workshops/Conferences, in keeping this Agency on top of relative issues facing the wastewater treatment industry.
- E. RE-WRITING THE SAM JOINT POWERS AGREEMENT: Giddings requested this be part of this Meeting based on what he felt he would like changed in the present JPA and asked if other Board/Council members feel a need to pursue this. Thus, this is to be discussed by the individual Boards/Council before proceeding further, and it will be on the agenda again for the September SAM Board Meeting.

Copeland noted there must be unanimous agreement of all three member agencies' Boards/Council, and not just the SAM Board, for any JPA amendment. He suggested one first identify any problem(s) before attacking the JPA.

Moulton noted we do not judge the past and what and why things were done, and are as they exist today, because having faced certain circumstances at the time, a number of people acted in good faith and conscience. He added it is impossible to understand all the things one thinks he/she would like to know while sitting in a Board Meeting without being familiar with the reasons whyfore. He noted he recognizes that maybe we are in a better position than we have ever been before, and maybe this may be a good time to evaluate where we are at and at the kinds of things we hope to do, but we should not be quick to trample on the blood, sweat, toil, and compromises, and the people, who have gone into making those decisions.

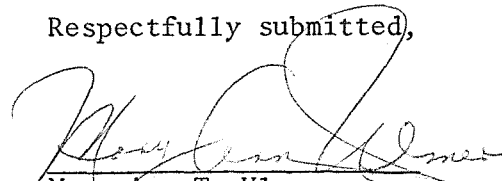
Giddings responded that he respects what was done, but SAM is here today, in 1987, and unless it is brought up as a subject matter, then we are unable to confirm whether or not the present JPA is the best document under which SAM can function.

FINANCIAL: Heaslet reviewed his written reporting briefly in that SAM is in the middle of its annual audit and, thus, we do not have a JULY financial statement which has a cost VS. budget comparison. He added we are going through the process of developing a monthly budget in lieu of an annual-type reporting. He reported excess funds are being invested.


Copeland called to the Board's attention two matters yet to be resolved, namely: CREDITS and ALLOCATION/CAPACITY. In response, Staff was directed to place these on the agenda for the September SAM Board Meeting. MSD and GSD have yet to adopt the Transfer Of Sole Use Facilities To SAM Agreements.

ADJOURNMENT: This Meeting was duly adjourned at 10:10 P.M.

Respectfully submitted,


Mary Ann T. Ulmer
Recording Secretary

APPROVED:


Darrell A. Kuhn
SAM Secretary