

**SEWER AUTHORITY MID-COASTSIDE**  
Staff Report

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**Subject / Title**

Review and Approve Minutes of the December 7, 2009 SAM Recycled Water Committee Meeting

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**Staff Recommendation:**

Review and Approve Minutes of the December 7, 2009 SAM Recycled Water Committee Meeting

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**Fiscal Impact:**

None.

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**Discussion/Report:**

Attached please find the Minutes of the December 7, 2009 SAM Recycled Water Committee meeting for your review and approval.

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**MINUTES**  
**SAM RECYCLED WATER COMMITTEE (RWC) MEETING**  
**December 7, 2009**

Paul Perkovic, President, Montara Water and Sanitary District, called to order at 6:00 P.M., a special meeting of the Board of Directors of the Montara Water and Sanitary District, to facilitate attendance and participation by a quorum of that Board.

**1. CALL TO ORDER:** The meeting was called to order at 6:08 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA.

**ROLL CALL:** Present: Fraser, Lohman, Boyd  
Absent: None  
Alternate Present: None

**PRESENT:** Manager Foley, Supv. Admin. Svcs. Tracy, Tech. Svcs. Supv. Pullin, Recording Secretary Turbay

**2. PUBLIC COMMENT/ ORAL COMMUNICATION - None**

**3. CLOSED SESSION – None**

**4. CONSENT AGENDA - None**

**5. OLD BUSINESS - Receive and Possibly Recommend Action on Recycled Water Project Management Services**

Manager Foley reviewed the staff report to receive and possibly recommend action on recycled water management services. He summarized the recommendation that SAM and CCWD jointly hire a project manager and requested the Recycled Water Committee to direct staff to develop a scope of services to be incorporated into the RFP and a budget, together with CCWD. A discussion ensued. Director Boyd discussed permitting, speed, simplicity, cost and timely completion as important elements to the project. Manager Foley proposed meeting with SRT Consultants to work on an amended budget that would allow work to continue while proposing a longer term project for the next fiscal year. Manager Foley stated that decisions on project description, costs, technology and volume need to be the first priority in order to spend money appropriately on permitting, etc.

Paul Perkovic, President, Montara Water and Sanitary District addressed the Board and suggested the Board possibly view recycled water as a reverse of wastewater and connect the relevant agencies as a SAM responsibility. Mr. Perkovic also suggested a recycled water intertie pipeline owned by SAM. Director Fraser thanked Mr. Perkovic for his comments.

Director Lohman discussed the reasoning for hiring a project manager to oversee permitting and paperwork as opposed to it being an administration responsibility. A discussion ensued.

Director Boyd suggested that staff look into the possibility of placing a recycled water pipe on a bridge.

Director Boyd suggested that staff try to obtain a copy of the WasteReuse Foundation research binder that contains the criteria they are using to determine funding for the next twelve to twenty-four months.

Bruce Russell, CEO of Kenmark, addressed the Board with his concerns regarding the need for better coordination and management skills. Director Fraser thanked Mr. Russell for his comments.

Manager Foley commented on Directors Lohmans concern in hiring a project manager as opposed to using the administrative team to oversee permitting processes and paperwork. He stated that the person in the project manager position would be someone that could provide the coordination between SAM and CCWD.

Katherine Slater-Carter, Director, Montara Water and Sanitary District, addressed the Board and commented on the importance of knowing what the projected customer base, sales, and facility size is going to be in order to build a plant that can accommodate the water needs for potential customers. She also suggested that the committee look into finding grant writers who have experience in obtaining Federal and State funding for projects. Director Fraser thanked Ms. Slater-Carter for her comments.

Manager Foley confirmed the committees direction to staff to develop with CCWD , the project budget for the rest of this fiscal year and list of benefits of a project manager. Director Lohman requested that staff start researching names of people (agencies) that are experienced in obtaining Federal and State funding.

**6. NEW BUSINESS - NONE**

**7. TOPICS FOR FUTURE COMMITTEE CONSIDERATION - NONE**

**8. PUBLIC COMMENT / ORAL COMMUNICATION - NONE**

**9. ADJOURNMENT**

The meeting was adjourned at 7:27 p.m., to the next SAM Board meeting scheduled for January 25, 2009, at 7:00 P.M., in the SAM Administration Building, located at 1000 North Cabrillo Highway, Half Moon Bay, CA.

Respectfully submitted,

John F. Foley III  
Manager