

**MINUTES**  
**SAM REGULAR BOARD MEETING**  
**December 10, 2007**

**1. CALL TO ORDER:** Chair Ptacek called the meeting to order at 7:00 p.m. in the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA.

**ROLL CALL:** Present: Ptacek, Fraser, Lohman, Woren  
Absent: Muller, Harvey  
Alternate Present: Patridge, Boyd

**PRESENT:** Manager Foley, General Counsel Copeland, Supv. of Admin. Svcs. Tracy, Tech. Svcs. Supv. Pullin, Recording Secretary Turbay, Tanya Yurovsky of SRT Consultants, Mike Moreland of Moreland & Associates, John Parsons of Parsons Accounting

**2. PUBLIC COMMENT/ ORAL COMMUNICATION – NONE**

**2A. SPECIAL ORDER OF THE DAY**

Manager Foley introduced Mike Moreland of Moreland & Associates. Mr. Moreland reviewed the Comprehensive Annual Financial Report (CAFR) for Fiscal Year ended June 30, 2007. Mike Moreland advised that the Government Finance Officers Association (GFOA) awarded SAM its third consecutive Certificate of Achievement for Excellence in Financial Reporting for its FY2005-06 CAFR. The Board discussed the FY 2006-07 CAFR as presented. Director Woren requested the following changes on page 5, table two, change the word “Chqange” to “Change”, on page ii, 1<sup>st</sup> paragraph: change “See Page number x” to “See Page number viii,” and on page ii change the word ‘president’ to ‘chair.’ Following discussion of the FY 2006-07 CAFR, staff advised that this report would be revised per Board requests and submitted to GFOA. Director Fraser moved and Director Lohman seconded the motion to accept the CAFR for fiscal year 06-07.

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

Mr. Moreland discussed an article he wrote and that was published in the November issue of the Western City Magazine entitled, “The New Role for Council Members in the Audit Process” dated November, 2007. He advised the Board of new auditing requirements starting July 1, 2008, which require more direct involvement in the audit process between City Councils/Boards of Directors and their auditors. He suggested a committee or appointment of a Board member to oversee the responsibility of dealing with the auditors. There was also discussion about the appropriate length of time for an auditor to work for an agency. Staff stated that the SAM Board adopted a policy addressing this issue. Following discussion, the Board requested that this policy on auditors be agendized for discussion and possible action for the next SAM Board meeting.

**3. CLOSED SESSION - NONE**

**4. CONSENT AGENDA**

Director Woren asked that Consent Agenda Item C - Approve 2008 Schedule of SAM Meetings, be held for discussion.

Alternate Director Boyd moved, and Director Lohman seconded the motion to approve the Consent Agenda items as listed below:

- A. Approve Minutes – November 5, 2007 SAM Board Meeting
- B. Receive and File Manager's Monthly Report for October 2007 (Monthly Flow Report, Financial Statement, Monthly NPDES Data, and Collection System Data)
- D. Authorize Manager to purchase replacement truck for maintenance.
- E. Authorize Manager to replace plant fire system pipe with stainless steel.

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

**Consent Agenda Item C – APPROVE SCHEDULE OF SAM BOARD MEETINGS FOR 2008**

Manager Foley presented the proposed Schedule of SAM Board Meetings for 2008. The Board agreed to 11 meetings on the 4<sup>th</sup> Monday of each month with the May meeting to be held, in accordance with State law, on the Tuesday following the Memorial Day holiday. Counsel Copeland confirmed that, because the agreed upon schedule was consistent with SAM Resolution No. 5-2005, there was no further action that the Board needed to take.

**5. OLD BUSINESS**

**5A. DISCUSS AND POSSIBLY TAKE ACTION ON RECYCLED WATER**

Manager Foley presented the staff report on recycled water. An attachment to this staff report was an announcement of a Recycled Water Seminar offered by the California Water Environment Association (CWEA). Chair Ptacek authorized Director Lohman to attend the CWEA Water Reuse Seminar on Thursday, December 13, 2007 in Berkeley, CA. Director Lohman advised that he will report on the seminar at the next Board meeting.

**5B. RECEIVE UPDATE TO WET WEATHER FLOW MANAGEMENT PROGRAM**

Manager Foley presented the staff report to receive and file the update on the WWFMP and introduced Tanya Yurovsky of SRT Consultants. Ms. Yurovsky presented a summary report of the full analysis which consolidated all previously submitted reports.

A discussion ensued and the Board requested further revisions be made before the report is finalized and filed.

Ms. Yurovsky reported that the FEMA Grant has not yet been submitted and is not due until December 28, 2007. Approval of the grant should be known by April-May, 2008.

Director Fraser requested that the Manager send a letter to Congresswoman Anna Eshoo, informing her of SAM's FEMA grant submittal. Alternate Director Boyd suggested that the letter also be sent to Congressman Tom Lantos. This letter will be copied to the Member Agencies.

Paul Perkovic, a citizen of Montara and Board member of the Montara Sanitary Water District, addressed the Board as a private citizen, regarding his concerns on the City of Half Moon Bay's flows. Chair Ptacek advised that the City is in process of flow monitoring and thanked Mr. Perkovic for his comments.

Alternate Director Patridge moved and Alternate Director Boyd seconded the motion to accept the report as submitted that will include all the corrections that were discussed. Patridge/Boyd/6 Ayes/2 Noes. The motion was passed.

## **6. NEW BUSINESS**

### **6A. ADOPT RESOLUTION NO. 8-2007, A RESOLUTION APPROVING REFUND OF EXPENSE NET OPERATING REVENUE TO MEMBER AGENCIES**

Manager Foley presented Resolution No. 8-2007, A Resolution Approving Refund of Expense Net Operating Revenue to Member Agencies. Alternate Director Boyd moved and Alternate Director Patridge seconded the motion to adopt Resolution No. 8-2007, A Resolution Approving Refund of Expense Net Operating Revenue to Member Agencies. Boyd/Patridge/ Roll Call Vote: Ptacek Aye/Fraser Aye/ Lohman Aye/ Woren Aye/ Boyd Aye/ Patridge Aye/8 Ayes/0 Noes. The motion passed.

### **6B. APPROVE DISBURSEMENTS – DECEMBER 2007**

Manager Foley informed the Board that he had a revised Check Register Detail Summary for the Board's review available at this meeting. Manager Foley stated that the summary would be posted to the SAM website for Board's information. A discussion ensued regarding the checks in the check detail summary for the three SAM member agencies. Following discussion, Director Fraser moved and Alternate Director Boyd seconded the motion to approve disbursements for December, 2007. Fraser/Boyd/8 Ayes/0 Noes. The motion passed.

### **6C. DISCUSS AND POSSIBLY TAKE ACTION ON SAN MATEO COUNTY LAFCO MUNICIPAL SERVICES REVIEW**

Manager Foley presented the staff report on the San Mateo County LAFCO Municipal Services Review. A discussion ensued. After discussion, Chair Ptacek appointed an Ad

Hoc Committee to include himself, and Directors' Woren and Fraser, to review the LAFCO Municipal Services Review.

**6D. CONSIDERATION OF TELEVISIONING SAM BOARD MEETINGS**

Manager Foley presented the staff report to consider televising SAM Board meetings. Following discussion on the initial the costs of SAM staff recording and posting on the SAM or another website, as compared to a Consultant recording and posting on SAM or another website, it was requested that staff further investigate/research with MCTV staff.

**7. MANAGERS INFORMATIONAL REPORT**

Manager Foley reviewed the Managers Informational Report and discussed various topics within the report. Director Woren requested a copy of the capital facilities depreciation schedule.

**8. ATTORNEYS' REPORT**

General Counsel Copeland reviewed the report on the CASA Attorney's Committee meeting held on November 16, 2007. A discussion ensued regarding new laws, vetoed bills, recent case law, chaptered bills and Proposition 218. Director Woren requested additional information on a recent California Supreme Court case involving AFL-CIO, Local 21 and Contra Costa Newspapers. Counsel Copeland agreed to provide additional information to the Board through Manager Foley.

**9. DIRECTORS REPORTS - NONE**

**10. TOPICS FOR FUTURE BOARD CONSIDERATION - NONE**

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

**12. ADJOURNMENT**

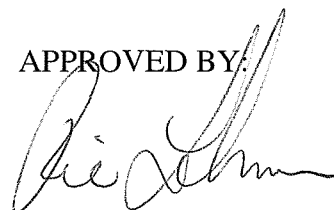
The meeting was adjourned at 9:09 P.M., to the next regular Board meeting, on January 28, 2007 at 7:00 p.m.

Respectfully submitted,



Recording Secretary  
Susan Turbay

APPROVED BY:



BOARD SECRETARY