

Minutes

SEWER AUTHORITY MID-COASTSIDE

Meeting of February 23, 1976

Mr. Cardoni, Mayor of Half Moon Bay, opened the meeting at 8:15 p.m.

It was reported that the two representatives from Montara would be Bill Heaslet and Paul Leger, with Sue Muth as alternate. From Granada the representatives will be Larry Pollard and Bill Sawrey, with John Tyler as alternate. From Half Moon Bay the representatives will be Lloyd Cardoni and Joe Marmont with Larry Alleman as alternate.

ROLL CALL:

PRESENT: Sawrey, Pollard, Cardoni, Marmont (Leger arrived at 8:40 p.m.)

ABSENT: Heaslet

Mr. Cardoni declared a quorum present and, acting as interim Chairman, conducted the meeting by following a suggested agenda which had been prepared by Bill Heaslet and which had been sent to each Board member in advance of the meeting.

Fred Mortensen, acting as interim manager, reported that the meeting was being taped and that a set of minutes based on the tape would subsequently be prepared by his secretary.

Item 1. Appoint Officers to serve on the Board.

Motion by Pollard, seconded by Marmont, that Bill Heaslet be elected the Chairman of the organization, SAM. The affirmative vote was unanimous with Leger and Heaslet absent.

Motion by Marmont, seconded by Pollard, that Lloyd Cardoni be elected the Vice Chairman of SAM. The affirmative vote was unanimous with Leger and Heaslet absent.

Motion by Sawrey, seconded by Marmont, that Larry Pollard be elected Secretary of SAM. The affirmative vote was unanimous with Leger and Heaslet absent.

Item 2. Appoint the Manager - cost subject to prior agreement for service charge. Needed for budgeting purposes. Recommend Fred Mortensen at least until completion of the appeal process.

Motion by Pollard, seconded by Marmont, that Fred Mortensen be appointed as Manager as recommended by Mr. Heaslet. The affirmative vote was unanimous with Leger and Heaslet absent.

Item 3. Request the City of Half Moon Bay to continue in administrative capacity and lead agent function to pursue finalization of the Step 1 grant process and to carry out the provisions of the letter of agreement for:

- a. The appeal process
- b. The bare boned project

After discussion it was decided to now transact all business in the name of SAM, while acknowledging that the City's name and letter head may continue to be used in this period of transition.

Item 4. Appoint Treasurer, cost subject to prior agreement for budgeting purposes. Recommend Henry Volken of the Montara Sanitary District.

Motion by Sawrey, seconded by Marmont, that Henry Volken be appointed Treasurer of SAM. The affirmative vote was unanimous with Leger and Heaslet absent.

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Motion by Sawrey, seconded by Marmont, that Henry Volken be appointed Treasurer of SAM. The affirmative vote was unanimous with Leger and Heaslet absent.

Item 5. Recommend response to BASSA's letter to Regional Board (item 3 page 2) questioning BASSA's inference to assist in implementation process. No other inferences, assumptions, or speculations should be made at this time.

The Manager was directed to address a letter to BASSA clarifying SAM's position as recommended by Mr. Heaslet. Carbon copies of this letter will be placed in the next SAM packets.

Item 6. Develop basic budget to complete this fiscal year plus a budget committee to work on next fiscal year. Budget items should include:

- a. Stationery, envelopes, letterhead, checks, type of memo forms, etc.
- b. Cost of administrative assistance - manager and other staff
- c. Cost of treasurer
- d. Cost of legal counsel
- e. Directors' fees
- f. Business expenses for trips to Sacramento and San Francisco, etc. during the appeal process
- g. Any other cost area known to become reality before the end of this fiscal year

Motion by Pollard, seconded by Cardoni, that the Committee for the development of the budget be Mr. Marmont and Mr. Sawrey. The affirmative vote was unanimous with Heaslet absent. It was agreed that the budget committee will meet with the staff (the manager and the treasurer) to develop a proposed budget for presentation to the full Board.

Item 7. Establish Public Relations Committee to coordinate newspaper releases, give data to press, build good image for SAM. This is considered particularly important within areas of member agencies as well as for financial support.

It was decided that initially the manager could best serve this function, and he was directed to prepare periodic news releases advising of what SAM is doing and what its tentative schedule will be, and advising the tax payers of the need for a local bond issue.

Item 8. Establish a committee to develop service expenses, or exchange rate for equipment, personnel and services to SAM. Agreement to carry as book value through balance of this fiscal year specifically to eliminate need for actual budgeted funds for this specific purpose. Same values would be projected to next fiscal year.

It was agreed that the Budget Committee and staff will take care of this.

Item 9. Assign cost share to each member agency based on budget estimate to complete this fiscal year.

It was agreed that the Budget Committee and staff will take care of this.

Item 10. Discuss and question need for large financial expense to determine revenue and finance program for either project. This detail could be accomplished internally since the percentage of local cost share has been already determined. Types of bonds and finance program could be decided without bank assistance.

Motion by Pollard, seconded by Marmont, that staff be directed to commit Bank of America to reserve time after March 22nd to where they could have the revenue program completed in thirty days. The affirmative vote was unanimous with Heaslet absent.

Item 11. Set regular meeting date each month and place for meeting. Recommend fourth Monday of the month. Montara Sanitary District has changed regular meeting date to third Monday of the month.

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Motion by Marmont, seconded by Pollard, that the Board set the fourth Monday of each month at 8:00 p.m. for SAM meetings. The affirmative vote was unanimous with Heaslet absent. It was generally agreed that the meeting places should be rotated, especially as the date for a bond issue grows nearer. The manager will try to reserve the Farallone View School in Montara for the March 22nd meeting.

Item 12. Establish procedure for agenda, date agenda is to be published and how agenda will be published and delivered to each member agency.

The Manager agreed to have the agenda packets ready about 3:30 p.m. on the second Friday of each month, to be picked up by the work staff of each agency for distribution by them.

Resolution on Public Transit. The Manager explained EPA requirements to mitigate air pollution through public transit before sewer grants are approved, from his report dated February 11, 1976, and suggested that an appropriate resolution be adopted.

Resolution No. 1-76 - A resolution of the Sewer Authority Mid-Coastside Board of Directors stating their concern for the potential air pollution and energy conservation problems associated with planned improvements to the Mid-Coastside's sewage system, and encouraging the responsible local governmental agencies to help mitigate said problems through planning and development of an appropriate public transit system. Motion by Pollard, seconded by Marmont, that Resolution No. 1-76 be adopted. The affirmative vote was unanimous with Heaslet absent.

Authorizing Engineers to Proceed on Route Work - The Manager recommended that SAM give formal authorization to the Engineers to proceed with the preliminary trunk line route work. Motion by Pollard, seconded by Leger, that the Engineers continue on with the work already in progress on the route alignment, and continue dialogue with various staffs they've been instructed to deal with regarding the problems that will be encountered in building and constructing a transit line from Montara to the ultimate place of disposal. The affirmative vote was unanimous with Heaslet absent.

Mr. Marmont suggested that the Engineers be instructed to form a joint venture so SAM could deal with just one agency. The Engineers indicated that it had been their intention to do exactly that.

Financial Accounting Sheet - The Manager distributed updated copies of the Financial Accounting Sheet and explained the changes. It was indicated that the treasurer will take over this responsibility in the future.

Disbursement of Reimbursed Costs Under Step I Grant - The Manager distributed copies of this report and requested Board acceptance so that the grant reimbursed funds just received could be properly distributed among the contributing agencies. Motion by Marmont, seconded by Leger, that this report be accepted as presented. The affirmative vote was unanimous with Heaslet absent.

R.W.Q.C.B. Resolution No. 76-2 and BASSA Resolution No. 76-10 - The Manager pointed out the changes in the final R.W.Q.C.B. Resolution and asked direction as to who would make the presentation at the BASSA hearing in Redwood City on March 17th. It was decided that the Chairman and Manager would make this presentation.

Tentative Project Schedule - The Manager distributed copies of this report, explaining that this schedule differed from BASSA's and the R.W.Q.C.B.'s and recommended that it be adopted and transmitted to both agencies with a request that their schedules be modified accordingly. Motion by Sawrey, seconded by Pollard, that the time schedule and memorandum of February 23, 1976 be adopted as recommended. The affirmative vote was unanimous with Heaslet absent.

Bond Strategy - This matter was discussed at length. It was felt that, when the time came to go to bond, reclamation might make the bonds easier to sell.

Sewer Authority Mid-Coastside  
Meeting of February 23, 1976

Clerical Help - The Manager requested direction as to preparation of minutes for future meetings. It was decided that clerical staff from City Hall would prepare the minutes, at least initially.

Air Quality Report - The Manager indicated that a report calling for deleting of the Mid-coastside from the Critical Air Area had been prepared by BASSA and that this report could be submitted by SAM as well as the City Council. Board members agreed that it should be sent in as it is by the City.

BASSA Board Meeting - The Manager reported that Mr. Cardoni and he had met with the BASSA Board on February 18th and Mr. Cardoni had made a presentation. The Board had tried to assure them that they weren't out to take over, but just wished to help.

Funding Appeal - The Manager asked if there were any questions on the appeal and there were none. Board members complimented staff on the preparation of the appeal document.

Adjournment - Motion by Marmont, seconded by Leger, that the first meeting of SAM be adjourned. The affirmative vote was unanimous with Heaslet absent. (11:15 P.M.)

Respectfully submitted,

  
Recording Secretary

Approved:

  
Board Secretary