

**MINUTES
SAM REGULAR BOARD MEETING
OCTOBER 27, 1997**

CALL TO ORDER: Chairperson Okonek called the meeting to order at 7:32 P.M. in the Authority Administration Building located at 1000 North Cabrillo Highway in Half Moon Bay.

ROLL CALL: Present: Prosser, Okonek, Coleman, Ptacek (arrived 7:33 P.M)
Thollaug.
Absent: Ruddock
Alternate: Cupp

CONSENT AGENDA: A motion was made to approve the following items as presented:

- A. Approval of Minutes – September 22, 1997
 - B. Disbursements for October, 1997
 - C. Financial Statement – Through September, 1997
 - D. Flow Report For September, 1997
 - E. NPDES Self-Monitoring Report – September, 1997
- Prosser/Thollaug/7 AYES, 0 NOES. The motion passed.

PUBLIC COMMENT/ORAL COMMUNICATIONS - None.

OLD BUSINESS:

A. Construction Progress Report No. 15 - Manager Dickson reviewed Carollo Engineers' Progress Report No 15, explaining that 60% of costs and over 50% of time have been expended on the project. He advised that the contractors have started the feeding of sludge to the new digesters, and have begun emptying the old digester. He stated that samples of the sludge being removed from the old digester are being taken in order to comply with a request from Browning Ferris Industries (BFI) for new soil analytical data, and there is a possibility of additional costs for another disposal site. Discussion ensued regarding the \$272,000 payment to the contractor, remediation of the soil being removed, preparation of a Storm Water Pollution Prevention Plan, and the Notice of Intent to the State Water Regional Water Quality Control Board. No Board action was taken.

B. Administration Building Modifications

Manager Dickson presented his report dated October 23, 1997 and reviewed the detailed conceptual space plan for the Authority Administration Building to provide an additional 1600 square feet to the existing office space. During discussion, Director Cupp requested that Staff look into the possibility of purchasing a modular building. After discussion, a motion was made to authorize Staff to proceed with preparation of detailed drawings, cost estimates, and phasing recommendations based on the staff report for administration building modifications.
Coleman/Cupp/8 AYES, 0 NOES. The motion passed.

NEW BUSINESS

A. Application for Payment # 15 for Gateway Pacific Contractors, Inc.

Manager Dickson reviewed his report to the Board dated October 23, 1997 and he requested approval of Application for Payment No. 15 dated September 15, 1997, for a total of \$272,147 (\$270,840 plus retainage of \$1,307) and authorization to execute the application on behalf of the Authority. Following discussion, motion was made to approve Application for Payment No 15 for Gateway Pacific Contractors, Inc. in the amount of \$272,147 (\$270,840 plus retainage of \$1,307) and authorize the Manager to execute the application on behalf of the Authority.

Thollaug/Prosser/8 AYES, 0 NOES. The motion passed.

B. Approval of FY 1996-97 Audited Financial Statements and Management Letter

Accountant Salera presented her report to the Board dated October 20, 1997 and reviewed the Analysis of FY 96-97 Audited Financial Statements, as well as her Expense and Budget Analysis for FY 96-97, and the FY 96-97 Management Letter. Following discussion, a motion was made to approve the audited financial statements and management letter for fiscal year 1996-97.

Prosser/Cupp/8 AYES, 0 NOES. The motion passed.

C. Agreement for Hood and Strong Audit Services

Accountant Salera requested that the Board consider retaining the firm of Hood and Strong for two more years, in addition to the three years of service they have already provided, due to their experience and knowledge of our accounting, political, and plant expansion procedures, and the limited amount of staff time being called upon during their audits. After discussion, a motion was made to approve extending the audit agreement with Hood and Strong for another two years with the condition that the current cost is maintained or reduced.

Coleman/Thollaug/8 AYES, 0 NOES. The motion passed.

D. San Mateo County Land Use Planning

Director Thollaug presented the San Mateo County Health Services Agency's Request for Proposal for Land Use Development Evaluation services to the Board for their review. Following discussion, Chairperson Okonek requested that Manager Dickson contact Margaret Taylor of the San Mateo County Health Services to request a presentation at the next SAM Board meeting by the Consultant and Brian Zamora. This presentation would be provided to help SAM and its agencies better understand what the county wants to do with this proposal, what triggered the proposal, what is making it a priority, and what the community involvement process is.

MANAGER'S REPORT

Manager Dickson reported that the Nan Scott claim is awaiting the arbitrator's decision, and that nothing new has developed with the Burgess claim. Manager Dickson also advised the Board that he wanted to set up a Finance Committee meeting to discuss the Authority's Long Term Capital Plan. After discussion, the Board concurred to placing this item on the next Board meeting's agenda, and to set the meeting for one half-hour earlier than usual (7:00 P.M.) for discussion of the Authority's Long Term Capital Plan.

ATTORNEY'S REPORT – None.

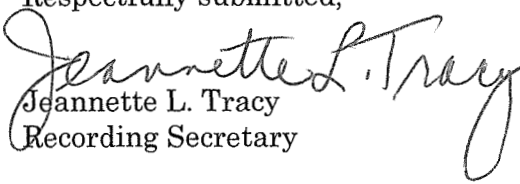
DIRECTOR'S REPORT – Director Ptacek requested an explanation for warrant no. 60909 to Round Table Pizza. Manager Dickson advised that it was part of his incentive program for employees' monthly performance.

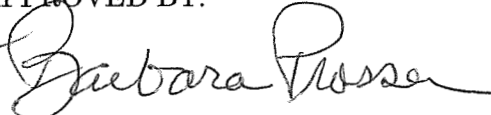
ADJOURNMENT

A motion was made to adjourn the meeting at 9:58 P.M.
Thollaug/Cupp/8 AYES, 0 NOES. The motion passed.

Respectfully submitted,

APPROVED BY:


Jeannette L. Tracy
Recording Secretary


BOARD SECRETARY