

**MINUTES
SAM REGULAR BOARD MEETING
NOVEMBER 24, 1997**

CALL TO ORDER: Chairperson Okonek called the meeting to order at 7:35 P.M. in the Authority Administration Building located at 1000 N. Cabrillo Highway in Half Moon Bay.

ROLL CALL: Present: Prosser, Okonek, Coleman, Ptacek, Thollaug (7:45pm)
Absent: Ruddock,
Alternate: None.

STAFF PRESENT: Manager Dickson, Operations Supervisor Pullin, Legal Counsel Copeland, Accountant Salera, Recording Secretary Tracy.

CONSENT AGENDA:

Chairperson Okonek requested that Item B – Approval of Minutes for the Special Meeting of October 29, 1997 be held for discussion. A motion was made to approve the following Items as presented:

- A. Approval of Minutes of October 26, 1997
 - C. Disbursements for November 1997
 - D. Financial Statement – Through October 1997
 - E. Flow Report for October 1997
 - F. NPDES Self-Monitoring Report – October 1997
- Ptacek/Coleman/5 AYES, 0 NOES. The motion passed.

Item B - Approval of Minutes of the Special Meeting of October 29, 1997

Chairperson Okonek questioned whether the Board had directed Staff for the testing procedures of checking the bottom of the Aerobic Digester for metals. After discussion, a motion was made to approve the Minutes of the Special Meeting of October 29, 1997.

Prosser/Ptacek/5 AYES, 0 NOES. The motion passed.

PUBLIC COMMENT/ORAL COMMUNICATIONS: - None.

OLD BUSINESS

A. Construction Progress Report No. 16 -

Manager Dickson reviewed Carollo Engineers Progress Report No. 16, explaining that 62% of costs and 55% of time have been expended on the project. He advised that the project is on schedule with no significant problems. He stated that the contractor is doing very well on excavation of the clarifier area, and that the digester has been started up and is operating. Manager Dickson stated that overall, the project is going as planned. No Board Action was taken.

B. Intertie Pipeline System Capacity Evaluation Study

Manager Dickson presented and reviewed with the Board the Executive Summary of the Intertie Pipeline System Capacity Evaluation Study prepared by Carollo Engineers. Following discussion, Director Coleman requested a full copy of the Study. No Board action was taken.

C. FY 96/97 Approved and Audited Financial Statements and Management Letter

Accountant Salera presented the final version of the FY 96/97 Approved and Audited Financial Statements and Management Letter for the Board's information. Following discussion, no Board action was taken.

NEW BUSINESS**A. Application for Payment # 16 for Gateway Pacific Contractors, Inc.**

Manager Dickson reviewed his report to the Board dated November 20, 1997 and he requested approval of Application for Payment No. 16 dated November 18, 1997, for a total of \$467,396 (\$466,377 plus retainage of \$1,019) and authorization to execute the application on behalf of the Authority. Following discussion, a motion was made to approve Application for Payment No. 15 for Gateway Pacific Contractors, Inc. in the amount of \$467,396 (\$466,377 plus retainage of \$1,019) and authorize the Manager to execute the application on behalf of the Authority.

Prosser/Coleman/6 AYES, 0 NOES. The motion passed.

B. Approval of Change Order # 34 (Extension of Contract Time)

Manager Dickson presented and reviewed his memo to the Board dated November 20, 1997 and advised the Board that the proposed change order was the product of negotiations between the Authority, Carollo Engineers, and Gateway Pacific Contractors. Following discussion, a motion was made to authorize the Manager to approve Change Order # 34 to extend Gateway Pacific's contract time by 21 calendar days.

Coleman/Thollaugh/6 AYES, 0 NOES. The motion passed.

C. Lease Agreement for Construction Staging Area

Manager Dickson presented and reviewed his report to the Board dated November 20, 1997 and advised the Board that if approved, the proposed lease would replace the previous agreement with the Lutheran Church. Following discussion, a motion was made to authorize the Manager to execute the staging area lease agreement on behalf of the Authority.

Prosser/Thollaugh/6 AYES, 0 NOES. The motion passed.

D. Proposal for Intertie Pipeline System Evaluation Phase II

Manager Dickson presented and reviewed his report to the Board dated November 21, 1997 which detailed Carollo Engineers' proposal for Phase II of the Intertie Pipeline Study. Following discussion, a motion was made to authorize the Manager to increase the ceiling cost for Task Order No. 16 to \$104,747.

Ptacek/Prosser/6 AYES, 0 NOES. The motion passed.

MANAGER'S REPORT - None.

ATTORNEY'S REPORT - None.

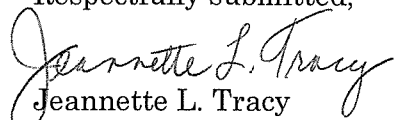
DIRECTOR'S REPORT

Chairperson Okonek thanked the Board for the opportunity to serve as Board member and stated she enjoyed working with SAM. She asked Manager Dickson to thank all staff members for their cooperation in working with her also. Director's Thollaug and Coleman expressed their appreciation and pleasure in working with Chairperson Okonek and thanked her for her direction and leadership skills.

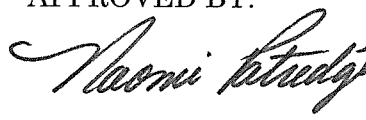
ADJOURNMENT

A motion was made to adjourn the meeting at 8:25 P.M.

Respectfully submitted,


Jeannette L. Tracy
Recording Secretary

APPROVED BY:


BOARD SECRETARY