

**MINUTES
SAM REGULAR BOARD MEETING
AUGUST 28, 2000**

CALL TO ORDER: Chairman Thollaug called the meeting to order at 7:34 P.M. in the SAM Administration Building located at 1000 North Cabrillo Highway in Half Moon Bay.

ROLL CALL: Present: Ruddock (7:41 P.M.), Woren, Thollaug,
Carlevaris, Coleman (7:34 P.M.), Ptacek.
Absent: None.
Alternate: None.

STAFF PRESENT: Manager Dickson, Operations Supervisor Molina, Accountant Salera, Recording Secretary Tracy.

CONSENT AGENDA

Director Ptacek requested that Items D, E, & G of the Consent Agenda be held for discussion. Director Woren requested that Items A, C & G be held for discussion. A motion was made to approve the following items as presented:

B. Approval of Minutes of June 26, 2000

F. Flow Reports – May, June and July 2000

Ptacek, Woren/8 AYES, 0 NOES. The motion passed.

Item A – Minutes of May 22, 2000

Director Woren requested that the minutes reflect that the meeting wasn't called to order until 8:04 P.M, due to lack of a quorum and also that time of a Board Members arrival be reflected in the minutes if they arrive after 7:30 P.M.

Item C – Minutes of June 29, 2000

Director Woren corrected the minutes to reflect that Director Carlevaris was not an alternate at this meeting, but attended as a regular Board Member. Director Woren and Ptacek discussed Director Boyd calling the SAM Board Meeting of June 29, 2000 to order.

Following discussion, a motion was made approve Item A – Minutes of May 22, 2000 and Item C - Minutes of June 29, 2000 as amended.

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

ITEM D – Disbursements for July and August 2000

Director Ptacek discussed the disbursement to Carollo Engineers. Director Woren requested that Manager Dickson verify how long Carollo Engineers keep the electronic copy of the drawings. After discussion, a motion was made to approve Item D – Disbursements for July and August 2000.

Ptacek/Carlevaris/8 AYES, 0 NOES. The motion passed.

ITEM E – Financial Statement – June and July 2000

Director Ptacek asked for the July 2000 Financial Statement. Accountant Salera explained that her letter dated August 22, 2000 discussed that the July 2000 statement would be presented in September 2000, due to SAM being in the midst of the year end audit. After discussion, a motion was made to approve the June Financial Statement as presented. Ptacek/Coleman/8 AYES, 0 NOES. The motion passed.

ITEM F – Flow Reports for May, June and July 2000

Director Woren requested that SAM Staff report back to the Board on why the minimum flow amounts for Granada Sanitary District (GSD) changed so much for the months of June and July. He also pointed to the dates of June 21, and July 10, 2000 and requested an explanation on the flow figures reported on these days for GSD and Montara Sanitary District.

ITEM G – NPDES Self Monitoring Report for May, June and July 2000

Director Woren requested that any letters referenced in these reports be copied to the Board for their review. Board Members and SAM staff discussed violations, reduction of chlorine levels, operational goal exceedances, overflow at Montara Pump Station, the failure of the alarm system, the computerized alarm system, and the reliability of the residual analyzer. Director Woren also requested that NPDES reports be proofread for typographical errors. Director Coleman requested that Manager Dickson report back to the Board regarding the cause of the failure of the alarm system, and what process changes have been made to avoid this failure in the future. After discussion, a motion was made to approve Item G – NPDES Self-Monitoring Reports for May, June, and July 2000. Ptacek/Woren/8 AYES, 0 NOES. The motion passed.

PUBLIC COMMENT/ORAL COMMUNICATION – None.

NEW BUSINESS

ITEMS A and B

After discussion, a motion was made to have New Business Items A & B of the Agenda discussed at this point in the meeting. Woren/Ptacek/8 AYES, 0 NOES. The motion passed.

NEW BUSINESS

A. Resolution Commending Wilma “Ginger” Frank for Service as Chemist of the Sewer Authority Mid-Coastside.

Manager Dickson reviewed his report and also the commemorative resolution for Wilma “Ginger” Frank for her dedicated service as Chemist. Following discussion, a motion was made to adopt the Resolution Commending Wilma “Ginger” Frank for Service as Chemist of the Sewer Authority Mid-Coastside. Ruddock/Woren/8 AYES, 0 NOES. The motion passed unanimously.

NEW BUSINESS

B. Resolution Commending James N. Kyser for Service as Lead Mechanic of the Sewer Authority Mid-Coastside

Manager Dickson reviewed his report and personally commended James N. Kyser for his great job and outstanding service to the Sewer Authority Mid-Coastside. Manager Dickson advised the Board that he continues to depend on Jim's Kyser's superior knowledge of this wastewater treatment plant, and that Jim will be kept on as a part-time consultant. Manager Dickson expressed his personal appreciation and that of the entire SAM staff to Jim for his outstanding achievements. Jim Kyser thanked Manager Dickson and the Board for their commendation. A motion was made to adopt the Resolution Commending James N. Kyser for Service as Lead Mechanic of the Sewer Authority Mid-Coastside.

Ptacek/Ruddock/8AYES, 0 NOES. The motion passed unanimously.

OLD BUSINESS

A. Wet Weather Program Management Strategy

Manager Dickson reviewed his report to the Board dated August 23, 2000 and introduced John Burgh, who made a presentation to the Board highlighting key elements of the proposed implementation strategy. After a discussion, Director Coleman and Ptacek requested a copy of the presentation for review.

B. Description of Funds in LAIF

Manager Dickson reviewed the report dated June 20, 2000 with the Board. After discussion, it was suggested to Manager Dickson that the Board work on making a policy on how reserves are to be funded, that the policy be finalized before a draft budget is put together for the next fiscal year, and that this item be placed on the next month's SAM meeting agenda. Director Woren asked Manager Dickson to look into whether the SAM Board was required to annually review investment policies, and if not, to advise what the periodic assessment required actually was.

C. Proposed Organizational Changes

Manager Dickson discussed his memo dated August 9, 2000 with the Board. Following discussion, a motion was made to approve the organizational changes and accompanying salary adjustments as outlined in the memo. Ptacek/Ruddock/8 AYES, 0 NOES. The motion passed.

NEW BUSINESS

C. CPI Increase For Non-Union Employees

Manager Dickson reviewed his memo dated August 21, 2000. Following discussion, a motion was made to approve a 4% cost-of-living increase for management employees, effective July 1, 2000.

Ptacek/Carlevaris/8 AYES, 0 NOES. The motion passed.

D. Approval of Agreement with Dan Cortinovis for O & M Manual Preparation

Manager Dickson reviewed his memo dated August 23, 2000 with the Board. After discussion, a motion was made to approve retaining Dan Cortinovis to prepare an Operations and Maintenance Manual for SAM's expanded facilities, at a cost not to exceed \$50,000.

Woren/Carlevaris/8 AYES, 0 NOES. The motion passed.

E. Conflict of Interest Code

Accountant Salera reviewed her memo dated August 21, 2000 with the Board. Following discussion, a motion was made to include the new management titles and positions in the Conflict of Interest Code amendments and filings.

Ptacek/Woren/8 AYES, 0 NOES. The motion passed.

MANAGER'S REPORT

A. Recognition of Staff Accomplishments

Following discussion of Manager Dickson's memo dated August 9, 2000 to the Board, the Board requested that Manager Dickson provide an appropriate recognition for the Staff's outstanding Safety accomplishments, and that for the employees who have attained operator certifications, a letter of recognition be placed in each of the respective employees personnel file.

ATTORNEYS REPORT

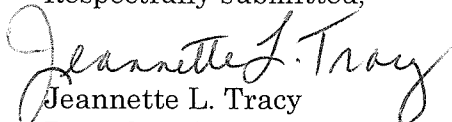
DIRECTOR'S REPORT - Director Coleman expressed his interest in reviewing the Joint Powers Agreement and Intertie Pipeline definition. He also requested that the Gatekeeper Issue be presented at the next Board meeting for solutions or possible expanded definition.

ADJOURNMENT

A motion was made to adjourn the meeting at 9:54 p.m.

Ptacek/Woren/8 AYES, 0 NOES. The motion passed.

Respectfully submitted,


Jeannette L. Tracy
Recording Secretary

APPROVED BY:


BOARD SECRETARY