

**MINUTES**  
**SAM REGULAR BOARD MEETING**  
**Monday, November 27, 2000**

**Call to Order:** Chairperson Woren called the meeting to order at 7:40 P.M. in the SAM Administration Building located at 1000 North Cabrillo Highway in Half Moon Bay.

**Roll Call Present:** Carlevaris, Woren (7:39), Thollaug, Ruddock (7:49), Coleman (7:39), and Ptacek.

**Absent:** None.

**Alternate:** None.

**PUBLIC COMMENT/ORAL COMMUNICATION:** Chairman Woren advised the SAM Board that he would be replying to an article written in the Half Moon Bay Review regarding overflows.

**CONSENT AGENDA**

Chairman Woren requested that Item A – Approval of the Minutes for October 23, 2000 be held for discussion. A motion was made to approve the following consent items as presented:

B. Disbursements – November 2000

C. Financial Statement – October 2000

D. Flow Report – October 2000

E. NPDES Self-Monitoring Report – October 2000

Ptacek/Carlevaris/6 AYES, 0 NOES. (Ruddock not at meeting at this time).

The motion passed.

**ITEM A – Minutes of October 23, 2000**

Director Woren requested that on page three, paragraph one, the last line be changed to read, “of creating a SAM website to include the meeting agendas and Alternate Director Taylor suggested a link of the SAM website to the City of Half Moon Bay’s website”. A motion was made to accept the minutes as corrected.

Coleman/Carlevaris/6 AYES, 0 NOES. (Ruddock not at meeting at this time).

The motion passed.

**OLD BUSINESS**

**A. Approval of Fiscal Year 1999-2000 Audited Financial Statements**

Following discussion regarding GASB 34, a motion was made to approve the Fiscal Year 1999-2000 Audited Financial Statements as presented.

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

**B. Approval of Operator III Job Description and Salary Range**

After discussing experience required and guidelines for beginning salary and step increases for the new Operator III position, a motion was made to approve the Operator III Job Description and Salary Range as presented.

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

## **NEW BUSINESS**

### **A. Proposed Appraisal for Landstra Property**

Manager Dickson presented his report dated November 21, 2000 to the Board. Board Members and SAM Staff discussed the current use of the land, the possibility of doing a lot line adjustment, sewer pipelines near the property, the advantages of owning the property, widening the current driveway into a public road, the current property zoning, the cost of the appraisal, and the portion of the property the City of Half Moon Bay may have an interest in.

Jane Landstra, the current property owner, addressed the SAM Board. She gave a brief history of the property in question. She explained that at this time, she and her husband are interested in selling the property, that they feel they have been generous in disregarding the use of the property by SAM employees as a parking lot, and that she is aware the City of Half Moon Bay may require a portion of the land to develop a public road. She stated that splitting the property is not the first choice for the owners, but they would look at it.

Following further Board discussion, a motion was made to authorize the SAM Manager to obtain an appraisal of the Landstra property, east of the plant, for a cost not to exceed \$3000 and report back the Board. Director Coleman seconded the motion with the stipulation that the basis of the determined value of the property be included in the appraiser's report. Director Thollaug amended his motion to include that the SAM Manager work with the City of Half Moon Bay's Manager regarding the appraisal. Director Coleman seconded the amendment.

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

### **B. Engineering Services for Intertie Pipeline Junction Structures and Odor Control**

Manager Dickson reviewed his report with the Board and discussed the reasons for recommending that Kennedy Jenks be selected for this project. Board Members and Staff discussed the proposals presented. After discussion, a motion was made to approve the selection of Kennedy Jenks to perform engineering services for intertie pipeline structure rehabilitation and odor control and to authorize the SAM Manager to execute an agreement with Kennedy Jenks to perform these services, for a cost not to exceed \$95,000.

Thollaug/Carlevaris/4 AYES, 4 ABSTAINS (Ruddock – 2 ABSTAIN, Coleman – 2 ABSTAIN). The motion did not pass.

Director Coleman requested clarification regarding this project and its correlation to the Wet Weather Flow Management project. Manager Dickson advised that this was strictly a maintenance project to rebuild the junction boxes, and that the redesign would improve flow conditions, protect from damage in the future and provide more odor control. He also advised that there were monies in the budget for this project. Director Coleman requested that in the future, Manager Dickson include the page of the budget where the

monies are approved for the project so that Board Members might look at that, and he requested that Manager Dickson check with the engineers to learn if there would be a need to increase capacity design to improve flow conditions. Following discussion, a motion was made to reconsider the prior motion.

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

### **C. SAM Reserves Policy**

Following a discussion suggesting that SAM may have two new Board members very soon, a motion was made to table this item to the next scheduled SAM Board meeting.

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

### **D. Agreement with Montara Sanitary District for Interim Manager**

Manager Dickson presented his report to the Board. He advised that he had consulted with SAM's Legal Counsel regarding assignment to MSD as Interim Manager, and there is not a conflict of interest involved. Following discussion, a motion was made to approve the SAM Manager offering consulting services to Montara Sanitary District and authorizing the SAM Manager to execute an agreement between SAM and the District for such services.

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

## **MANAGER'S REPORT**

### **A. Rescheduling of December 25, 2000 SAM Board Meeting**

Following discussion, a motion was made to cancel the December 25, 2000 SAM Board Meeting.

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

### **B. Plant of the Year Award**

Manager Dickson advised the Board that he had submitted a nomination for the Plant of the Year Award. He reviewed the Executive Summary portion of the nomination and thanked Board Members for their contribution. Manager Dickson handed out a diagram of the SAM Alarm System to Board members for their review. No Board action was taken.

**ATTORNEYS REPORT** - None.

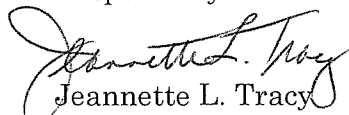
**DIRECTOR'S REPORT** - None.

## **ADJOURNMENT**

A motion was made to adjourn the meeting at 9:30 P.M.

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

Respectfully submitted,

  
Jeannette L. Tracy  
Recording Secretary

APPROVED BY:

  
BOARD SECRETARY