

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE BOARD OF DIRECTORS MEETING**

**Tuesday, January 14, 2014**

- 1) **ROLL CALL:** President Glenn Reynolds called the meeting to order at 7:01 p.m. Present at roll call: Vice-President Chris Mickelsen, and Directors Ken Coverdell, Steve Flint and Arnie Glassberg.

Also present were: David Dickson, General Manager; Joe Guistino, Superintendent of Operations; Patrick Miyaki, Legal Counsel; JoAnne Whelen, Administrative Assistant/Recording Secretary; Cathleen Brennan, Water Resources Analyst and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT:** There were no public comments.

- 4) **PUBLIC HEARING**

**Coastside County Water District Ordinance 2014-01 - Amending the Coastside County Water District Indoor Water Use Efficiency Ordinance**

Mr. Dickson introduced this item, followed by a presentation from Cathleen Brennan, Water Resource Analyst, which featured staff's recommendation and the background and description of the proposed ordinance. She reviewed proposed changes and answered questions from the Board. President Reynolds suggested an addition in the ordinance language in Section II - Coordination with the Plumbing Code, to state "under the title California Plumbing Code 2013 Edition *or the most current edition*" to be included in the Ordinance.

President Reynolds opened the Public Hearing at 7:13 p.m., announcing that any members of the public could address the Board on the subject at this time. Hearing no comments from any members of the public, President Reynolds closed the Public Hearing at 7:14 p.m. and a brief discussion by the Board ensued.

**ON MOTION BY Director Coverdell and seconded by Director Flint, the Board voted as follows, by roll call vote, to adopt the revised Indoor Water Use Efficiency Ordinance 2014-01, including the addition of the language referencing the most current edition of the California Plumbing Code in Section II in the Ordinance:**

<b>Vice-President Mickelsen</b>	<b>Aye</b>
<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Flint</b>	<b>Aye</b>
<b>Director Glassberg</b>	<b>Aye</b>
<b>President Reynolds</b>	<b>Aye</b>

**5) CONSENT CALENDAR**

- A.** Approval of disbursements for the month ending November 30, 2013:  
Claims: \$622,350.91; Payroll: \$75,689.79; for a total of \$698,040.70  
➤ *November 2013 Monthly Financial Claims reviewed by Director Mickelsen*
- B.** Acceptance of Financial Reports
- C.** Approval of Minutes of November 12, 2013 Special and Regular Board Meetings
- D.** Approval of Minutes of November 22, 2013 Special Board of Directors Meeting
- E.** Installed Water Connection Capacity and Water Meters Report
- F.** Total CCWD Production Report
- G.** CCWD Monthly Sales by Category Report - November, 2013
- H.** November 2013 Leak Report
- I.** Rainfall Reports
- J.** Notice of Acceptance of Subdivision Utility System - 925 Main Street Senior Housing
- K.** Notice of Completion - San Benito Street Pipeline Replacement Project

Director Coverdell reported that he had reviewed the monthly claims and found all to be in order.

**ON MOTION BY Director Mickelsen and seconded by Director Glassberg, the Board voted as follows, to accept and approve the Consent Calendar in its entirety:**

<b>Vice-President Mickelsen</b>	<b>Aye</b>
<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Flint</b>	<b>Aye</b>
<b>Director Glassberg</b>	<b>Aye</b>
<b>President Reynolds</b>	<b>Aye</b>

**6) MEETINGS ATTENDED / DIRECTOR COMMENTS**

Directors Glassberg and Flint both thanked the General Manager for the recent tours he provided of the District's water treatment plants and facilities.

President Reynolds reported that he had given a presentation on the status of the current California water situation earlier in the day.

7) **GENERAL BUSINESS**

A. **Coastside County Water District Basic Financial Statements and Independent Auditors Report for the Fiscal Year Ended June 30, 2013**

Mr. Dickson introduced Mr. Joe Arch, with JJACPA, Inc., the District's current auditor. Mr. Arch reviewed the financial reports, noting that on a year by year basis, the numbers are overall in a status quo state. Mr. Arch also summarized details of the finding provided in the Communications Letter, which addressed a deficiency in Internal Control with regard to meter readings. Mr. Arch stated that he had evaluated the process and recommended a procedure to be implemented in order to avoid any future problems of this nature.

**ON MOTION BY Director Glassberg and seconded by Director Flint, the Board voted as follows, to approve the Basic Financial Statements for Fiscal Year Ended June 30, 2013:**

<b>Vice-President Mickelsen</b>	<b>Aye</b>
<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Flint</b>	<b>Aye</b>
<b>Director Glassberg</b>	<b>Aye</b>
<b>President Reynolds</b>	<b>Aye</b>

B. **Quarterly Year-to-Date Financial Review**

Mr. Dickson referenced the Period Budget Analysis spreadsheet, noting that the overall year to date revenues and operating expenses are generally on budget. There were no questions or comments from the Board members.

C. **Consideration of Adoption of Resolution 2014-01 in Support of Statewide Water Action Plan for Coastside**

Mr. Dickson explained the background of this agenda item, advising that the Association of California Water Agencies (ACWA) had recently convened a broad cross-section of member water interests in order to develop a statewide plan to address California's overall water supply reliability and ecosystem health. He reported that the plan that was developed outlines fifteen actions to improve water supply reliability,

protect water rights, protect the integrity of the state's water system and promote better stewardship. He further explained that ACWA has requested that ACWA members endorse this plan with the hopes of gaining some political momentum. The Board briefly discussed the elements of the proposed plan.

**ON MOTION BY Director Coverdell and seconded by Director Glassberg, the Board voted as follows, by roll call vote, to adopt Resolution 2014-01 in Support of Statewide Water Action Plan for California:**

<b>Vice-President Mickelsen</b>	<b>Aye</b>
<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Flint</b>	<b>Aye</b>
<b>Director Glassberg</b>	<b>Aye</b>
<b>President Reynolds</b>	<b>Aye</b>

**D. Coastside County Water District Board Committees**

Mr. Dickson referenced the staff report which provided a summary of the District's committees and their functions and noted that the District's past practice has established that the President of the Board makes the appointments to the committees. President Reynolds stated that he had given some thought to the committee assignments and also welcomed any suggestions. Board discussion ensued with the District's Board Committees being constituted as follows:

Standing Committees

Finance

Water Quality

Human Resources

Water Resources

District Facilities

Directors

Coverdell and Glassberg

Mickelsen and Flint

Mickelsen and Glassberg

Mickelsen and Reynolds

Reynolds and Flint

Advisory Committees

Montara Water & Sanitary District

Directors

Coverdell and Flint

External Organizations

Association of California Water Agencies  
(ACWA and ACWA/JPIA)

Reynolds

California Special District Association (CSDA)

Glassberg

Bay Area Water Supply & Conservation Agency  
(BAWSCA)

Mickelsen

Local Agency Formation Commission (LAFCo) Board President\*

\*All other Directors are designated as alternates  
for the purpose of participation in LAFCo's  
election of officers

**E. Water Shortage Contingency Planning**

Mr. Dickson had prepared a Water Shortage Contingency Planning presentation, which he reviewed with the Board. He explained the method by which San Francisco Public Utilities Commission (SFPUC) would allocate water supply in the event of a drought as specified in the Water Supply Agreement and summarized details regarding the Tier 1 and Tier 2 allocations.

Mr. Dickson reviews issues that need to be addressed by the District, including reviewing the drought allocation approach with District customers and seeking public input, establishing drought water rates that will help to manage demand and ensure District financial stability, and providing the personnel and financial resources to handle the administrative details of managing through water shortage.

Discussion ensued with an emphasis on the importance of scheduling a series of workshops to work on drought preparations. Two workshops were tentatively scheduled for January 28<sup>th</sup> and February 25<sup>th</sup> 2014 at 3:00 p.m. for this purpose.

**8) GENERAL MANAGER'S REPORT - INCLUDING MONTHLY INFORMATIONAL REPORTS**

**Operations Report**

Mr. Guistino reviewed the monthly operation highlights, including progress on the El Granada Tank 2 Renovation Project, the Avenue Cabrillo Pipeline Replacement Project and the successful flushing activities in pipelines located in the Half Moon Bay area.

**B. Water Resources Report**

Ms. Brennan's report featured the results of the first snow survey of the winter season performed by the California Department of Water Resources and an update on the District's participation in the Regional Clothes Washer Rebate Program.

**9) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS**

There were no requests for items for future Board meetings expressed by any of the Board members.

**10) ADJOURNMENT** - The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary of the District

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Glenn Reynolds, President  
Board of Directors