

*COASTSIDE COUNTY WATER DISTRICT*

*766 MAIN STREET*

*HALF MOON BAY, CA 94019*

MINUTES OF THE SPECIAL CLOSED SESSION

Tuesday, August 21, 2007 - 5:00 p.m.

1) **CLOSED SESSION**

**A. Conference with Labor Negotiators**

Agency Designated Representatives: Acting GM, Legal Counsel  
Employees: Operations Staff

**B. Conference with Labor Negotiators**

Agency Designated Representative: Legal Counsel  
Employees: Administrative Assistant, Office Manager,  
Superintendent of Operations

**C. Conference with Real Property Negotiators (Cal. Govt. Code §54956.8(b):**

Property: Vacant land on north side of Magellan Ave opposite the terminus of  
The Crossways, in unincorporated San Mateo County (APN 048-021-130)  
Property Owners: Martha E. Bishop, as to an undivided one-third (1/3) interest;  
Robert E. and Helen J. Carey, Trustees of the Isabella Trust dated November 6,  
2001, as to an undivided one-third (1/3) interest and Philomena, LLC, as to an  
undivided one-third (1/3) interest  
Agency Negotiator: Legal Counsel  
Negotiating Parties: District and Property Owners  
Subject Matter: Price and terms of acquisition of a temporary construction easement

Property: Vacant land commonly known as "Mirada Surf  
Property" in unincorporated San Mateo County along  
Santiago Avenue in El Granada  
Property Owner: County of San Mateo  
Agency Negotiator: Legal Counsel  
Negotiating Parties: District and Property Owner  
Subject Matter: Price and terms of acquisition of pipeline easement

## 2) RECONVENE TO OPEN SESSION

The Closed Session convened at 5:00 p.m. with President Larimer and Directors Ascher, Mickelsen, Coverdell and Feldman and Legal Counsel, Anthony Condotti. The meeting reconvened to open session at approximately 7:01 p.m.

President Larimer stated that the Board had just completed a two hour closed session meeting, and reported that the Board had recently been informed that the Field Crew wished to be represented by a Union, that the Board had accepted their proposal and would be passing a Resolution at the September 11, 2007 Board meeting, formally recognizing the representation. He also advised that the Board would be sending a letter to Union, notifying them of the impending Resolution.

President Larimer also reported action taken on item 1B of the Closed Session, stating that the Board had decided, that in the absence of a General Manager, with some of the District employees working overtime and fulfilling the extra duties that have been required of them to perform the General Manager responsibilities, that the Board would be passing a Resolution at the September 11, 2007 Board meeting, and would be providing monetary compensation for the efforts that the Superintendent/Acting General Manager, Public Outreach/Program Development/Water Resources Analyst, Office Manager and Administrative Assistant have been expending in performing these extra functions and responsibilities.

## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

July 20, 2007

- 1) **ROLL CALL:** President Larimer called the meeting to order at 7:01 p.m. Present at roll call were Directors Ken Coverdell, Chris Mickelsen, Bob Feldman, and Everett Ascher.

Also present were; Tony Condotti, Legal Counsel; Joe Guistino, Acting General Manager/Superintendent of Operations; Cathleen Brennan, Public Outreach/Program Development /Water Resources Analyst;

JoAnne Whelen, Administrative Assistant /Recording Secretary, and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE** - Everyone stood for the Pledge of Allegiance.
- 3) **PUBLIC ANNOUNCEMENTS** - There were no announcements from the public.
- 4) **CONSENT CALENDAR**
  - A. Requesting the Board to review disbursements for the month ending July 31, 2007 - Claims: \$443,428.29 Payroll: \$59,313.66 for a total of \$502,741.95
  - B. Acceptance of Financial Reports
  - C. Minutes of the July 10, 2007 Board of Directors Meeting
  - D. Minutes of the July 20, 2007 Special Board of Directors Meeting
  - E. Monthly Water Transfer Report
  - F. Installed Water Connection Capacity and Water Meters Report
  - G. Total CCWD Production Report
  - H. CCWD Monthly Sales by Category Report
  - I. July 2007 Leak Report
  - J. Rainfall Reports
  - K. San Francisco Public Utilities Commission Hydrological Conditions Report for July 2007
  - L. Engineering Projects Received for Review during July 2007
  - M. Correspondence: Letter received August 2, 2007 from Eddie & Linda Andreini

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

Director Ascher asked a few questions about the Monthly Leak Report for July, which were addressed by Mr. Guistino.

Director Feldman inquired about the Total CCWD Production Report and the un-metered water figure, which were also explained in detail by Mr. Guistino.

**ON MOTION** by Director Coverdell and seconded by Director Ascher, the Board voted as follows to accept the Consent Calendar in its entirety:

Director Coverdell	Aye
Director Mickelsen	Aye
Director Ascher	Aye
Director Feldman	Aye
President Larimer	Aye

5) **MEETINGS ATTENDED/SCHEDULED - BOARD OF DIRECTORS INCLUDING COMMITTEES, CUSTOMERS, OTHER AGENCIES, ETC.**

**A. Coastside County Water District Advisory Committee Meetings**

- SFUC Policy Advisory & Future Water Resources Committee - Wednesday, July 25, 2007 - (Directors Mickelsen & Feldman, Staff: Joe Guistino & Cathleen Brennan)

Mr. Guistino reported on this committee meeting, explaining that the focus of the meeting was a discussion of strategies needed to form interagency programs with the intention to improve water systems to benefit the involved stakeholders. He then referenced the scheduled special presentation.

Special Presentation provided by Kellyx Nelson, Executive Director of the Resource Conservation District on the Pilarcitos Integrated Watershed Management Plan (IWMP) and Integrated Regional Water Management (IRWM).

Ms. Nelson addressed the Board, distributed a handout, and explained in detail, a summary of both the Pilarcitos Integrated Watershed Management Plan (IWMP) and the Integrated Regional Water Management (IRWM). She then addressed several questions from the each of the Board members. Director Mickelsen also provided input from his attendance at the recent meetings.

President Larimer thanked Ms. Nelson and stated that the Board is very interested in participating in this process, expects to be a major player, and hopes that we can move forward together and be

very serious about this process because the District sees this as being very viable to the communities' future.

- Water Quality Compliance Committee - Thursday, July 26, 2007 - (Directors Mickelsen & Feldman, Staff: Joe Guistino & Steve Twitchell)

Mr. Guistino reported on this meeting, which showed the present state of the District's monitoring process in regards to water quality. Featured at this meeting were the quarterly reports submitted to the State Department of Health Services. Discussion of the District's sampling procedures was also reviewed.

Director Mickelsen complimented the field staff on their performance in complying with all standards and in the way the District is conducting business and stated that the District has accomplished a lot in this area.

Director Coverdell also complimented Mr. Guistino and staff in rebuilding the relationship, and in the level of communication and reporting that has been established with the Department of Health Services.

President Larimer thanked the members of this committee for their contributions and stressed the importance of their role in maintaining the District's water quality.

- Personnel Committee - Friday, July 27, 2007 - (Directors Ascher & Feldman, Staff: Joe Guistino & Gina Brazil)

Director Ascher announced that in view of the discussions earlier in the evening, it would be inappropriate for the committee to make any recommendations at this time in regards to personnel issues, and requested that the matter be tabled until a date in the future.

- External Affairs Committee - Thursday, August 16, 2007 - (Directors Ascher & Mickelsen, Staff: Joe Guistino & Cathleen Brennan) - Consider approval of Resolution 2007 - in support of "No Time to Waste: A Blueprint of California Water".

Director Ascher reported on this meeting, advising that the Committee members met to review a program that the Association

of California Water Agencies (ACWA) is presenting, and referenced the materials contained in the agenda packet. He informed the Board that most water agencies in California are supporting the program and suggested that the Coastside County Water District Board of Directors adopt the Resolution in support of the "No Time to Waste: A Blueprint for California Water.

**ON MOTION** by Director Coverdell and seconded by Director Ascher, the Board voted as follows to adopt Resolution 2007-11 in Support of "No Time to Waste: A Blueprint for California Water" :

Director Coverdell	Aye
Director Mickelsen	Aye
Director Ascher	Aye
Director Feldman	Aye
President Larimer	Aye

**B. Other Meetings Attended**

Director Larimer reported on his recent attendance at an Environmental Protection Agency meeting in Sacramento.

Director Ascher reported that he had attended training provided by the California Special District's Association (CSDA) in Berkeley, which focused on the Board's role in human resources, and advised that the District is "doing everything right in this area".

**6) PUBLIC OUTREACH / PROGRAM DEVELOPMENT / WATER RESOURCES ANALYST'S REPORT**

**A. Monthly Water Resources Report**

Ms. Brennan referenced her written report, which summarized her activities over the past month and offered to address any questions from the Board. She stated that work continues on her review of the San Francisco Draft Program Environmental Impact Report (PEIR) for the water system improvement program. She also advised the Board that she had updated the District's website with conservation information and referenced her comments provided on behalf of the District for the Pilarcitos Integrated Watershed Management Plan - Watershed Assessment Update Draft. She also

reported on her viewing of the web cast of the Environmental Protection Agency Conference - Sustainable Infrastructure: Successful Strategies, Future Challenges for Drinking Water and Wastewater Utilities conducted on August 7, 2007. She advised the Board that she has copies of the power point presentation from the event and can provide them to interested parties. She also provided a recap of the event she attended at the Commonwealth Club in San Francisco, where speaker Susan Leal, General Manager of the San Francisco Public Utilities Commission (SFPUC) spoke about their accomplishments, the water system improvements of the Hetch Hetchy System, and encouraged comments from the public on the draft program environmental impact report.

Director Ascher complimented Ms. Brennan and Mr. Guistino on their excellent and thorough review and detailed comments provided on the Pilarcitos Integrated Watershed Management Plan - Watershed Assessment Update Draft. President Larimer agreed that they had performed spectacularly in their meticulous review and comprehensive comments of the report.

**B. Water Shortage and Drought Contingency Plan**

Ms. Brennan noted that this report was an update on the implementation of the Water Shortage and Drought Contingency Plan. The report featured her recent outreach activities, including the new Bay Area Regional campaign, which advertisements will appear on Bay Area Rapid Transit (BART) trains, and buses. She also referenced the newspaper advertising campaign and informed the Board that according to SFPUC, that the wholesale customers are meeting the voluntary ten percent water reduction.

**7) SUPERINTENDENT OF OPERATION'S REPORT**

**A. Superintendent of Operations Monthly Report**

Mr. Guistino referenced his written staff report, featuring highlights of a few items, including a scheduled kick-off meeting for the Automatic Meter Reading Pilot Program Project with National Meter and Automation, Inc. He also advised that National Meter and Automation, Inc. is the sole source distributor for the Orion products in California. Additionally he reported on

the progress on the Denniston Well Rehabilitation Project, and the Crystal Springs Intake.

Mr. Guistino also provided an informative report regarding the recent Denniston Chlorinator Failure, recognizing the quick and thorough response and correct actions performed by Steve Twitchell, Water Treatment Supervisor, Sean Donovan, Senior Treatment/Distribution Supervisor, and Don Patterson, Treatment/Distribution Operator in responding to the failure on June 15, 2007. He commended the crew on their cooperative teamwork, their commitment to the District, and their successful relationship with the vendor who supplied the repair parts.

Mr. Guistino also informed the Board that he and JoAnne Whelen, Administrative Assistant have started working together to establish an Emergency Notification System for the District and reports would be provided as the project progresses. He also advised that an article would be published in the September issue of American Water Works Association Opflow magazine, featuring an article he wrote a few years ago and would include a photograph of Jack Whelen, Water Treatment/Distribution Operator.

8) **DISTRICT ENGINEER'S REPORT**

A. **Award of Contract for Construction of the Denniston Storage Tank Modification Project**

The Engineer introduced this item, providing the background and recommended that the contract be awarded to the low bidder, local contractor Stoloski & Gonzalez, Inc. for an amount of \$534,500.

**ON MOTION by Director Coverdell and seconded by Director Ascher, the Board voted as follows to award the contract for the Construction of the Denniston Storage Tank Modifications Project to Stoloski & Gonzalez, Inc. in the amount of \$534,500.00:**

Director Coverdell	Aye
Director Mickelsen	Aye
Director Ascher	Aye
Director Feldman	Aye
President Larimer	Aye



**B. El Granada Phase 3 Pipeline Replacement Project: Consider approval of Resolution No. 2007-12, approving plans and specifications and calling for bids for project construction**

Mr. Teter informed the Board that the conceptual design of this project was started twenty years ago, in 1987. He provided an update of the project consultant's progress, and recommended approval of the Resolution approving the plans and specifications and calling for bids for project construction, with a bid opening date of October 2, 2007.

Director Coverdell complimented fellow Board members for seeing this project through, including President Larimer and Director Michelson in their perseverance in pursuing the project at the Coastal Commission level, thanked Director Ascher for having the intelligence for moving money into position to have available for this project and commented that he thought it was wonderful that the original design engineer was present to see this project go to construction, and still be a part of the Coastside County Water District, forty-six years later. He also acknowledged Mr. Anthony Condotti and his role in the success of bringing the project forward.

President Larimer added that Mr. Teter had been performing as Project Coordinator since the departure of the General Manager several months ago and had done a spectacular job in coordinating the project consultant's tasks and in overseeing the project to this point. Mr. Teter was congratulated by the Board members for his successful role in the El Granada Pipeline Replacement Project.

**ON MOTION by Director Coverdell and seconded by Director Larimer, the Board voted as follows to approve Resolution 2007-12 approving the plans and specifications and calling for bids for construction of the El Granada Phase 3 Pipeline Replacement Project:**

Director Coverdell	Aye
Director Mickelsen	Aye
Director Ascher	Aye
Director Feldman	Aye
President Larimer	Aye

C. District Engineer Work Status Report

Mr. Teter referenced his written staff report and provided updates on the Water Treatment Plant Short-Term Improvement project and the SCADA System Replacement project.

9) GENERAL BUSINESS

A. Consider ratification of emergency contract to relocate District pipeline adjacent to Belleville Boulevard to within boundaries of existing easement

Mr. Guistino provided the background of this item and advised that the relocation of CCWD's mainline remains urgent in that the owner of the property needs to continue with construction of his home and that it was necessary for the Board to approve a contract for the re-alignment of the District's eight inch main located on Belleville Road into the proper location. He advised that Andreini Brothers, Inc. had submitted the low bid of \$19,900.00.

ON MOTION by Director Mickelsen and seconded by Director Ascher, the Board voted as follows to approve the contract with Andreini Brothers, Inc. for the realignment of the District's eight inch main located on Belleville Road into the proper easement:

Director Coverdell	Aye
Director Mickelsen	Aye
Director Ascher	Aye
Director Feldman	Aye
President Larimer	Aye

B. Discussion and possible authorization to staff to purchase new vacuum and valve trailer

Mr. Guistino reviewed the valuable uses of this piece of equipment to the field crew, which include valve can cleaning, utility line exposure, valve turning, and cleanup. He reviewed the bids received from four vendors and requested authorization to staff to purchase the new vacuum and valve trailer from Global Machinery.

ON MOTION by Director Coverdell and seconded by Director Ascher, the Board voted as follows to authorize staff to purchase the new vacuum and valve trailer from Global Machinery for a price of \$40,191.00:

Director Coverdell	Aye
Director Mickelsen	Aye
Director Ascher	Aye
Director Feldman	Aye
President Larimer	Aye

10) ATTORNEY'S REPORT

A. Consider approval of Resolutions pertaining to employer and employee paid member contributions to CalPERS

Mr. Condotti explained that this is basically a house-keeping issue so that the District is in compliance with CalPERS requirements and that it is necessary for the District to adopt the two Resolutions, dealing with payment and reporting of employee contributions to CalPERS by the District. He provided a brief background of the issue and advised that there is no fiscal impact to the District.

ON MOTION by Director Feldman and seconded by Director Mickelsen the Board voted as follows to approve Resolution 2007-13 Formalizing Policy for Paying and Reporting the value of Employer Paid Member Contributions to the California Public Employees' Retirement System and Resolution 2007-14 Implementing the Provisions of Section 414(h)(2) of the Internal Revenue Code:

Director Coverdell	Aye
Director Mickelsen	Aye
Director Ascher	Aye
Director Feldman	Aye
President Larimer	Aye

B. Consider approval of Resolution 2007-15 Establishing Appropriations Limit Applicable to District During Fiscal Year 2007-2008

Mr. Condotti summarized the background of this agenda item, explaining that the "appropriations limit" is the maximum amount of "proceeds of taxes" which the District can appropriate during

the fiscal year. He advised that there would be no impact upon the District's budget this year or in the foreseeable future.

**ON MOTION** by Director Coverdell and seconded by Director Ascher the Board voted as follows to approve Resolution 2007-15 establishing Appropriations Limit Applicable to the District during Fiscal Year 2007-2008:

Director Coverdell	Aye
Director Mickelsen	Aye
Director Ascher	Aye
Director Feldman	Aye
President Larimer	Aye

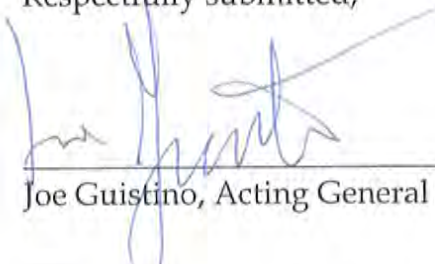
**11) AGENDA ITEMS AND DIRECTOR COMMENTS**

President Larimer reminded the Board that there would be a Special Closed Session Board Meeting conducted on Friday, August 24, 2007 at 2:30.

**12) ADJOURNMENT**


The meeting was adjourned at 8:43 p.m. The next meeting of the Coastside County Water District's Board of Directors is scheduled for Tuesday, September 11, 2007.

Respectfully submitted,



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Joe Guistino, Acting General Manager



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Jim Larimer, President  
Board of Directors  
Coastside County Water District