

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE BOARD OF DIRECTORS MEETING

Tuesday, October 14, 2014

- 1) **ROLL CALL:** President Glenn Reynolds called the meeting to order at 7:04 p.m. Present at roll call: Directors Steve Flint, Ken Coverdell, Arnie Glassberg and Vice-President Chris Mickelsen.

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

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending September 30, 2014:
Claims: \$1,070,930.10; Payroll: \$76,849.40 for a total of \$1,147,779.50
➤ *September 2014 Monthly Financial Claims reviewed by Director Glassberg*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of September 9, 2014 Regular Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report - September 2014
- G. September 2014 Leak Report
- H. Rainfall Reports
- I. San Francisco Public Utilities Commission Hydrological Conditions Report for August 2014

Director Glassberg reported that he had reviewed the financial claims for the month of September 2014 and found all to be in order.

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

Vice-President Mickelsen	Aye
Director Coverdell	Aye
Director Flint	Aye
Director Glassberg	Aye
President Reynolds	Aye

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Flint reported on a recent City of Half Moon Bay General Plan and Local Coastal Plan (LCP) Update meeting that he had attended. He advised that he will also be attending the next meeting in November and recommended that the District participate directly in discussions with regards to availability of water and the status of priority and non-priority water connections.

Vice-President Mickelsen shared details of the recent Hetch Hetchy Water System tour that he had attended.

President Reynolds reported that he had recently attended a Water Conservation course.

6) GENERAL BUSINESS

A. 340 and 344 Beleville Boulevard - Water Service Agreement for a Non-Complex Pipeline Extension

Mr. Dickson explained the nature of this pipeline and the location, advising that the applicant will pay the fees and cost of construction for this new water main.

ON MOTION BY Director Coverdell and seconded by Vice-President Mickelsen, the Board voted as follows, by roll call vote, to approve the Water Service Agreement between Coastside County Water District and TDR properties LLC for construction of a pipeline extension to serve real properties at 340 and 344 Belleville Blvd. in Half Moon Bay:

Vice-President Mickelsen	Aye
Director Coverdell	Aye
Director Flint	Aye
Director Glassberg	Aye
President Reynolds	Aye

B. Contract with Balance Hydrologics for Denniston/San Vicente Stream Gaging, Groundwater Monitoring, and Data Analysis

Mr. Dickson introduced this item, explaining the importance of stream gaging, groundwater monitoring, data analysis and modeling for the Denniston and San Vicente Creek watersheds and the value of that information in quantifying the amount of water available for diversion from the creeks in efforts to secure water rights on those streams. Mr. Dickson also answered a few questions from the Board about the services to be provided by Balance Hydrologics.

ON MOTION BY Director Coverdell and seconded by Director Glassberg, the Board voted as follows, by roll call vote, to authorize to contract with Balance Hydrologics, Inc. for Water Year 2015 stream gaging, groundwater monitoring, data analysis, and modeling for the Denniston Creek and San Vicente Creek watersheds for an estimated time-and-materials cost of \$65,000:

Vice-President Mickelsen	Aye
Director Coverdell	Aye
Director Flint	Aye
Director Glassberg	Aye
President Reynolds	Aye

C. Approval of Job Description and Salary Range for Assistant General Manager Position

Mr. Dickson explained that approving the position description is the next step in filling the Assistant General Manager position approved by the Board in May 2013. He advised that upon approval of the position description, staff would be retaining a search firm to assist with identifying qualified candidates.

ON MOTION BY Director Coverdell and seconded by Director Glassberg, the Board voted as follows, by roll call vote, to approve the Assistant General Manager position description and authorize filling the position at a starting annual base salary of \$140,000 to \$150,000:

Vice-President Mickelsen	Aye
Director Coverdell	Aye
Director Flint	Aye
Director Glassberg	Aye
President Reynolds	Aye

D. Conflict-of-Interest Code

There was no Board discussion with regards to this agenda item.

ON MOTION BY Director Coverdell and seconded by Vice-President Mickelsen, the Board voted as follows, by roll call vote, to adopt Resolution 2014-07 - Adopting an Amended Conflict of Interest Code.

Vice-President Mickelsen	Aye
Director Coverdell	Aye
Director Flint	Aye
Director Glassberg	Aye
President Reynolds	Aye

E. Quarterly Financial Review

Mr. Dickson reviewed the year-to-date revenue and expenses for the first quarter of Fiscal Year 2014-2015, noting that the overall financial results are significantly worse than planned, due to drought-related demand reductions. He explained that assuming the drought continues to impact reserve funds, the District will need to make mid-course adjustments to its FY 2014-2015 Financial Plan in order to ensure that the District maintains adequate reserves. He advised the Board that staff will discuss alternatives for such adjustments at the November CCWD Board meeting.

F. Recycled Water Principles of Agreement

Director Coverdell updated the Board on the SAM Recycled Water Committee's plans with the development of the principles of agreement. Each of the Board members thanked Director Coverdell for his involvement and efforts with this committee. Director Glassberg expressed concerns with regard to apparent conflicting language in Section 6 - Financing and Section 13 -. Director Coverdell suggested that Director Steve Flint serve as an alternate committee member, and President Reynolds appointed Director Flint as the alternate. Director Coverdell noted that in his follow-up report to the committee members, he would report that the recycled water principles of agreement were received with enthusiastic support from the CCWD Board members.

G. Rescheduling of November 11, 2014 CCWD Regular Board of Directors Meeting in Recognition of Veterans Day Holiday

Mr. Dickson explained that the regularly scheduled November CCWD Board meeting falls on the Veterans Day holiday this year and staff is proposing that the meeting be rescheduled for the following day, Wednesday, November 12, 2014.

ON MOTION BY President Reynolds and seconded by Director Glassberg, the Board voted as follows, by roll call vote, to reschedule the regular November 11, 2014 CCWD Board of Directors meeting to Wednesday, November 12, 2014:

Vice-President Mickelsen	Aye
Director Coverdell	Abstain
Director Flint	Aye
Director Glassberg	Aye
President Reynolds	Aye

7) GENERAL MANAGER'S REPORT - INCLUDING MONTHLY INFORMATIONAL REPORTS

SFPUC Water Supply Update - Mr. Dickson relayed an update recently provided by Steve Ritchie, SFPUC Assistant General Manager, indicating that wholesale and retail customers are now meeting the 10% cumulative savings target set in January of 2014. He also shared a slide from Mr. Ritchie's presentation entitled "What About Next Year", indicating that he felt we could weather another year as dry as Water Year 2007, which is very similar to 2014, without going to mandatory rationing.

Administration Building Remodeling Project - Mr. Dickson reported that the remodeling project is progressing, with demolition completed and electrical and lighting work underway.

A. Operations Report - Mr. Guistino reviewed the highlights from his monthly report, including the series of main breaks on Miramontes Point Road, and the issues with the Crystal Springs Pump Station communication.

B. Water Resources Report

Ms. Brennan reviewed the Coastside Precipitation Totals for Water Year 2014. She also updated the Board on new landscaping legislation.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests for future Board meetings expressed. Representatives from Erler & Kalinowski, Inc. (EKI) took this opportunity to provide a brief update to the Board on the progress of design of the Main Street Bridge Pipeline Replacement Project.

9) ADJOURNMENT - The meeting was adjourned at 8:48 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the District

Glenn Reynolds, President
Board of Directors