

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

November 12, 2019

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

Also present: Mary Rogren, General Manager; Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; and JoAnne Whelen, Administrative Assistant/Recording Secretary. Several members of the public were in the audience, including former Coastside County Water District General Manager, David Dickson.

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending October 31, 2019:
Claims: \$1,541,224.02; Payroll: \$174,894.81 for a total of \$1,716,118.83
- B. Acceptance of Financial Reports
- C. Approval of Minutes of October 15, 2019 Regular Board of Directors Meeting
- D. Approval of Minutes of October 23, 2019 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 - October 2019
- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. S.F.P.U.C. Hydrological Report for the month of September
- K. Notice of Completion Denniston Reservoir Maintenance Dredging Project for 2019
- L. Notice of Completion Lower Sevilla Avenue Service Replacement Project
- M. Acceptance of Subdivision Utility System Ailanto Properties Pacific Ridge Subdivision Pacific Ridge - Phase III, Half Moon Bay

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

ON MOTION BY Director Reynolds and seconded by Director Feldman, the Board voted to approve the Consent Calendar in its entirety:

Director Larimer	Aye
Vice-President Mickelsen	Aye
Director Feldman	Aye
Director Reynolds	Aye
President Coverdell	Aye

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

There were no reports of meetings attended or Director comments.

6) GENERAL BUSINESS

A. **District Transparency Certificate of Excellence awarded through the Special District Leadership Foundation**

President Coverdell introduced Ms. Colleen Haley, Public Affairs Field Coordinator with the California Special District's Association, who was in attendance to present the Board with the District Transparency Certificate of Excellence awarded through the Special District Leadership Foundation.

Ms. Haley began her presentation by explaining the various programs offered through the Special District Leadership Foundation. She then acknowledged all of staff's efforts in obtaining the District Transparency Certificate of Excellence, including the showcasing of the numerous required elements promoting transparency in the operations and governance of the District to the public and constituents. Ms. Haley proceeded to present the Certificate of Excellence to the Board of Directors, followed by President Coverdell presenting the certificate to JoAnne Whelen, Administrative Assistant, who was responsible for completing the requirements necessary to attain the award for the District.

B. **Approval of Water Service Agreement for Carnoustie Subdivision Phase 4**

Ms. Rogren provided a brief background summary of this project. Mr. Miyaki followed by outlining some of the details and provisions of this pipeline extension and water service agreement. Director Reynolds reported on some new State of California guidelines regarding backflow devices and referenced the potential impact on water pressure in this portion of the District's service area. A brief Board discussion ensued with Mr. Derbin addressing the concerns expressed by the Board.

ON MOTION BY Director Reynolds and seconded by Director Feldman, the Board voted by roll call vote to approve the Water Service Agreement between the Coastside County Water District and Carnoustie LLC for construction of a pipeline extension along Carnoustie Court in Half Moon Bay:

Director Larimer	Aye
Vice-President Mickelsen	Aye
Director Feldman	Aye
Director Reynolds	Aye
President Coverdell	Aye

C. Resolution 2019-05 – A Resolution Expressing Appreciation to David R. Dickson Upon His Retirement After Twelve Years of Service as General Manager of the Coastside County Water District

President Coverdell introduced this item and proceeded to read Resolution 2019-05, which expressed the Board’s appreciation of Mr. Dickson’s numerous accomplishments during his twelve years as the District’s General Manager.

A few members of the audience informally expressed their appreciation and congratulations to Mr. Dickson, followed by a brief statement from each of the Board members.

ON MOTION BY Director Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote to approve Resolution 2019-05, A Resolution of the Board of Directors of the Coastside County Water District Expressing Appreciation to David R. Dickson Upon His Retirement After Twelve years of Service as General Manager of the Coastside County Water District:

Director Larimer	Aye
Vice-President Mickelsen	Aye
Director Feldman	Aye
Director Reynolds	Aye
President Coverdell	Aye

7) MONTHLY INFORMATIONAL REPORTS

A. General Manager

Ms. Rogren provided a brief report on the recent PG&E Public Safety Power Shutdown (PSPS), outlining staff’s preparations for the event and the issues identified and lessons learned following the power shutdown. She commended the Operations Staff, Superintendent Derbin, and Water Resource Analyst, Cathleen Brennan, for their extra efforts in managing the outage event and associated outreach.

Director Feldman proposed that perhaps District staff or the Board President could reach out to Senator Jerry Hill, or another local legislator and express the potential impact to the District and to request support to ensure that the coastside is not exposed to a crisis situation with future planned public safety power shutdowns.

Director Reynolds suggested that the District's customer outreach, in future public safety power shutdowns, include a customer request to conserve water during these events, citing elimination of outdoor irrigation and other unnecessary water usage as examples. Ms. Rogren advised that District staff has already updated and revised the customer messaging on the District's website to promote the request for more water conservation efforts during these events.

President Coverdell commented that he would hope these PSPS events would have an impact in expediting the permitting process in obtaining permits for generator installations. He also complimented District staff for their dedicated efforts and positive results during the recent PSPS events.

B. Superintendent of Operations

Mr. Derbin reviewed operations highlights for the month of October. He recognized the operations staff for their commitment and efforts during the recent PSPS events.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests for future Board meeting agenda items. Director Reynolds advised that he had completed his work on the strategic planning committee report and had forwarded it to President Coverdell and General Manager Rogren for review. He also briefly reported on a recent meeting with State of California regarding the State's Backflow Prevention Program Regulations.

9) ADJOURNMENT

The Board meeting was adjourned at 8:03 p.m. followed by a brief celebration acknowledging former General Manager David Dickson's retirement.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Ken Coverdell, President
Board of Directors