

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, July 11, 2019

- 1) **ROLL CALL** - The special meeting began at 6:00 p.m. Present at roll call: Directors Ken Coverdell, Chris Mickelsen, Vice-President Bob Feldman, President Glenn Reynolds, David Dickson, General Manager; and Mary Rogren, Assistant General Manager. Director Arnie Glassberg was absent.
- 2) **PUBLIC COMMENT** - There were no public comments.
- 3) **CLOSED SESSION**
 - A. **Conference with Labor Negotiator**
Pursuant to California Government Code Section 54957.6
Agency Designated Representatives: David Dickson, General Manager
and Mary Rogren, Assistant General Manager
Employee Organization: Teamsters Union, Local 856
 - B. **Public Employee Performance Evaluation**
Pursuant to California Government Section 54957
Title: General Manager
- 4) **RECONVENE TO OPEN SESSION** - President Reynolds reported that there was no Board action taken on agenda items 3A and 3B.
- 5) **ADJOURNMENT** - The Special Meeting was adjourned at 7:02 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Glenn Reynolds, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING

Tuesday, July 11, 2017

- 1) **ROLL CALL** - President Glenn Reynolds called the meeting to order at 7:03 p.m. Present at roll call: Directors Ken Coverdell, Chris Mickelsen, and Vice-President Bob Feldman. Director Arnie Glassberg was absent.

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

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

The following matters before the Board of Directors are recommended for action as stated by the General Manager. All matters listed hereunder constitute a Consent Calendar, are considered as routine by the Board of Directors, and will be acted upon by a single vote of the Board. There will be no separate discussion of these items unless a member of the Board so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- A. Approval of disbursements for the month ending June 30, 2017:
Claims: \$1,374,028.79; Payroll: \$131,182.00 for a total of \$1,505,210.79
- B. Acceptance of Financial Reports
- C. Approval of Minutes of June 13, 2017 Regular and Special Board of Directors Meetings
- D. Monthly Water Service Connection Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report - June 2017
- H. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. S.F.P.U.C. Hydrological Report for the month of May 2017
- K. Approval of Calcon Work Directive 17-03 for Nunes Valve Controls Project

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

ON MOTION BY Director Coverdell and seconded by Vice-President Feldman, the Board voted by roll call vote to approve the Consent Calendar in its entirety:

Director Coverdell	Aye
Director Mickelsen	Aye
Director Glassberg	Absent
Vice-President Feldman	Aye
President Reynolds	Aye

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

There were no reports of meetings attended or Director comments.

6) GENERAL BUSINESS

A. Agreement with Pakpour Consulting Group for El Granada Tank #1 Retaining Wall Design

Mr. Dickson introduced this item, providing the background and some photographs depicting the damage to the site conditions sustained in the winter storms of 2017. He explained that a structurally suitable retaining wall must now be constructed and installed as soon as possible to protect the tank and the road located above before the next rainy season. Mr. Dickson indicated that Joubin Pakpour, with the Pakpour Consulting Group, Inc., had submitted a proposal to provide professional engineering services for the design of a new retaining wall at the El Granada Storage Tank No. 1 site and was present for any Board discussion regarding the project.

The overall Board expressed their reservations with the total price proposed for the design of this project. Discussion ensued, with Mr. Pakpour and Mr. Dickson answering the Board's questions and addressing their concerns. Mr. Dickson agreed to seek further expert review of the proposal and to bring a revised approach back to the Board.

B. Authorize the General Manager to Purchase a New Bowl and Shaft Assembly for Crystal Springs Pump # 3

Mr. Guistino summarized the status of this project and explained the necessity in purchasing a new assembly for this pump.

ON MOTION BY Director Coverdell and seconded by President Reynolds, the Board voted by roll call vote to authorize the General Manager to purchase a new bowl and shaft assembly for Crystal Springs Pump # 3 for \$48,970. from Pump Repair Service Company:

Director Coverdell	Aye
Director Mickelsen	Aye
Director Glassberg	Absent
Vice-President Feldman	Aye
President Reynolds	Aye

C. License and Commercial Right of Entry Agreement for Strawflower Village Pipeline Installation

Mr. Dickson reminded the Board that this project was approved in January of 2017 when the Board awarded a contract to Andreini Brothers for a sum of \$148,255. He advised that before the project can begin, a new easement from the Strawflower Village property owner, Regency Centers Corporation, is necessary, but due to a number of delays with Regency Centers staff and then the impending sale of the Strawflower Village Shopping Center, a License and Commercial Right of Entry Agreement is being proposed. He explained the nature of the pipeline installation project, the terms of the Agreement, which would eventually be replaced with a permanent easement and the nominal agreement administrative fee payable to Regency Centers in the sum of \$500.

Mr. Miyaki advised that he had reviewed and approved the agreement and summarized the nature of the agreement.

ON MOTION BY President Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to execute a License and Commercial Right of Entry Agreement with Regency Centers Corporation for the Strawflower Village Pipeline Installation:

Director Coverdell	Aye
Director Mickelsen	Aye
Director Glassberg	Absent
Vice-President Feldman	Aye
President Reynolds	Aye

D. Fiscal Year 2016-2017 Year End – Financial Results – Preliminary

Ms. Rogren stated that she was pleased to report that the District's Fiscal Year 2016-2017 year-end results were significantly better than plan. She reviewed the key revenue and expense highlights.

E. Consider approval of Resolution Establishing Appropriations Limit Applicable to District during Fiscal Year 2017-2018

Mr. Miyaki summarized this agenda item, reminding the Board that this is an annual requirement and his recommendation is to approve the Resolution.

ON MOTION BY President Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote to adopt Resolution 2017-03 Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2017-2018:

Director Coverdell	Aye
Director Mickelsen	Aye
Director Glassberg	Absent
Vice-President Feldman	Aye
President Reynolds	Aye

F. Response to 2016-2017 Grand Jury Report Regarding Independent Special Districts Website Transparency Update

Mr. Dickson reviewed the background, noting that this recent 2016-2017 Grand Jury Report entitled "*Can We See You Now? San Mateo County's Independent Special District's Website Transparency Update*" is a follow up on special districts' progress in implementing website transparency recommendations made by the 2014-2015 Civil Grand Jury. He referenced the District's response to the findings and recommendations, which requires approval by the governing board at a public meeting. He also reported that staff had submitted the application for the California Special District's Association Special Leadership Foundation's District Transparency Certificate of Excellence.

ON MOTION BY President Reynolds and seconded by Director Coverdell, the Board voted by roll call vote to approve the District's response to the findings and recommendations in the 2016-2017 San Mateo County Grand Jury's *Independent Special Districts Website Transparency Update*, as will be revised to make some non-substantive changes by the General Manager:

Director Coverdell	Aye
Director Mickelsen	Aye
Director Glassberg	Absent
Vice-President Feldman	Aye
President Reynolds	Aye

Mr. Dickson added that he would like to recognize and express his appreciation for JoAnne Whelen's efforts in pursuing the criteria to apply for this Transparency Certificate of Excellence.

G. Purchase a New Service Truck from Summit Truck Equipment

Mr. Guistino reported that the current service truck is over 17 years old, past the end of its useful life and needs to be replaced. He credited Distribution Supervisor John Davis for his time and effort in doing extensive research to evaluate an appropriate replacement vehicle to suit the District's needs.

ON MOTION BY President Reynolds and seconded by Director Feldman, the Board voted by roll call vote to determine that waiving the competitive bidding requirements of Resolution 2016-09 to allow purchase of a new service truck from Summit Truck Equipment is in the best interest of the District, in order to obtain a vehicle custom designed for the District's needs through a collaborative effort of the vendor and District and to authorize the General Manager to purchase a new service truck from Summit Truck Equipment for a total of \$210,367:

Director Coverdell	Aye
Director Mickelsen	Aye
Director Glassberg	Absent
Vice-President Feldman	Aye
President Reynolds	Aye

H. Recycled Water Update

Mr. Dickson reviewed the background of this item, advising the Board that at their June 12, 2017 meeting, the Sewer Authority Mid-Coastside (SAM) accepted a recycled water Finance Plan prepared as an element of SRT's 25% design. He then outlined Table 3 of the Finance Plan and reviewed estimated capital costs and annual unit costs. He emphasized that the next step in developing the recycled water project incorporating the proposed general terms into an agreement. Brief discussion ensued with the Board providing direction for staff to (1) pursue meeting with Ocean Colony Partners to determine if, based on the estimated costs provided by SAM and CCWD's view of these estimates Ocean Colony Partners is interested and committed to step up and contribute to the shortfall of funds for this project, and (2) pursue meeting with SAM staff upon the SAM Board's authorization to do so, to negotiate the terms of a detailed agreement, based upon the guiding principles.

7) GENERAL MANAGER'S REPORT AND MONTHLY INFORMATIONAL REPORTS

Mr. Dickson recognized the dedicated efforts of the field staff, under the direction of Joe Guistino, Sean Donovan and John Davis, in maximizing the production of the District's local water sources to achieve an excellent savings of \$329,000 in SFPUC water purchases.

- A.** Assistant General Manager's Report – Ms. Rogren informed the Board that the District has engaged Koff and Associates to manage the recruitment for a new Superintendent of Operations.

- B. Superintendent of Operations Report – Mr. Guistino reviewed the operations highlights, including the installation of new water sampling stations and a progress update of the El Granada Tank 3 Rehabilitation and Coating Project
- C. Water Resource Report – Ms. Brennan advised that the District has distributed our annual Consumer Confidence Report (Water Quality Report) for 2016.

8) **DIRECTOR AGENDA ITEMS – REQUESTS FOR FUTURE BOARD MEETINGS**

There were no requests for future Board meeting agenda items expressed.

9) **ADJOURNMENT** – The meeting was adjourned at 9:16 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Glenn Reynolds, President
Board of Directors