

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**Tuesday, November 14, 2017**

- 1) **ROLL CALL** - The special meeting began at 6:30 p.m. Present at roll call: Directors Ken Coverdell, Arnie Glassberg, Chris Mickelsen, Vice-President Bob Feldman, David Dickson, General Manager; Mary Rogren, Assistant General Manager and Patrick Miyaki, Legal Counsel. President Glenn Reynolds was absent.
- 2) **PUBLIC COMMENT** - There were no public comments.
- 3) **CLOSED SESSION**
  - A. Conference with Real Property Negotiators  
Pursuant to California Government Code Section 54956.8  
Property: 12001-12291 San Mateo Road, Half Moon Bay, CA  
APNs: 056-331-110, 056-331-050, 056-331-120, 056-331-130, 056-450-040  
Agency Negotiators: David Dickson, General Manager, and  
Mary Rogren, Assistant General Manager  
Negotiating Parties: James Cozzolino, Trustee  
Under Negotiation: Price and Terms of Payment
- 4) **RECONVENE TO OPEN SESSION** - The meeting reconvened to open session at 6:52 p.m., with Mr. Miyaki reporting that there was no Board action taken on agenda item 3A.
- 5) **ADJOURNMENT** - The Special Meeting was adjourned at 6:53 p.m.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary to the District

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Robert Feldman, Vice 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, November 14, 2017**

- 1) **ROLL CALL** - Vice-President Bob Feldman called the meeting to order at 7:00 p.m. Present at roll call: Directors Ken Coverdell, Arnie Glassberg, and Chris Mickelsen. President Glenn Reynolds was absent.  
  
Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; James Derbin, Superintendent of Operations; Patrick Miyaki Legal Counsel; 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**
  - A. Approval of disbursements for the month ending October 31, 2017:  
Claims: \$2,713,205.19; Payroll: \$101,091.02 for a total of \$2,814,296.21  
➤ *October 2017 Monthly Financial Claims reviewed and approved by President Reynolds*
  - B. Acceptance of Financial Reports
  - C. Approval of Minutes of October 10, 2017 Regular Board of Directors Meeting
  - 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 - October 2017
  - H. Monthly Rainfall Reports
  - I. S.F.P.U.C. Hydrological Report for the month of September 2017
  - J. Notice of Completion - Denniston Reservoir Maintenance Dredging Project 2017
  - K. Notice of Completion - El Granada Tank No. 3 Recoating Project

ON MOTION BY Director Glassberg and seconded by Director Coverdell the Board voted by roll call vote to approve the Consent Calendar in its entirety:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Mickelsen reported that he would be attending a Bay Area Water Supply and Conservation Agency (BAWSCA) meeting on Thursday, November 16, 2017.

6) GENERAL BUSINESS

A. Conversion of Full-Time Temporary Field Position to Permanent Treatment/Distribution Operator Position

Mr. Dickson presented the background of this agenda item, advising that for more than twenty years the District field staff has included a full-time temporary position with a maximum of 1,000 hours annually, without benefits. Based on the District's current staffing needs, Mr. Dickson proposed to eliminate the temporary position in favor of a permanent Treatment/Distribution Operator position, increasing the skill and experience level of the staff.

Brief discussion ensued with the Board members commenting on the position conversion.

ON MOTION BY Director Coverdell and seconded by Director Glassberg the Board voted by roll call vote to approve the conversion of the full-time temporary field position to a permanent Treatment/Distribution Operator position:

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

B. Approval of Agreement for Acquisition of Permanent Easements and Joint Escrow Instructions Between Coastside County Water District and the James and Alice Cozzolino 1988 Family Trust

Mr. Dickson reviewed details of the leak that occurred just east of La Nebbia Winery in the Summer of 2017 that prompted the need to install a bypass pipeline around La Nebbia on property owned by the Cozzolino family. He reminded the Board that he and Ms. Rogren had been designated by the Board at the October 10, 2017 CCWD Board meeting as the District's real property negotiators for the purchase of a permanent easement from the Cozzolinos and advised that a proposed agreement had been developed and was provided for the Board's consideration.

**ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted by roll call vote to authorize the General Manager to execute the attached Agreement for Acquisition of Permanent Easements and Joint Escrow Instructions between the District and the James and Alice Cozzolino 1988 Family Trust to acquire a permanent pipeline easement at a cost of \$75,000, and to execute the accompanying Grant of Easement:**

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

**C. Agreement for Emergency Water Supply Between Coastside County Water District and Montara Water and Sanitary District**

Director Coverdell announced that this item had been placed on the agenda at his request with the recent development that this agreement could potentially involve one of his customers for the Big Wave Project. He stated that he will need to recuse himself from all discussions associated with this item due to a potential conflict of interest. He added that it is also respectfully requesting that he be replaced on the CCWD and Montara Water & Sanitary Mutual Interest Committee. Mr. Coverdell left the room at 7:22 p.m.

For the record, Mr. Miyaki clarified that legal counsel has been involved with this development, as well and is aware of Director Coverdell's financial interests. He reported that the rules, under the Political Reform Act, require that Director Coverdell disclose his financial interests, recuse himself, and leave the room for discussion of this agenda matter, all of which had just transpired. He further explained that there is a possibility that the contract with Montara Water & Sanitary District, the mutual interest committee and any discussion of a possible inter-tie now may involve matters related to the Big Wave Development and due to their contract with Director Coverdell, this could create a potential conflict of interest.

Vice-President Feldman proposed that since the topic of the District's Board Committees will be discussed at an upcoming Board meeting, that discussion of appointing a new CCWD Board member to the CCWD/MWSD Mutual Interest Committee be considered at that time, which was agreed upon by the Board. Director Coverdell re-entered the room and re-joined the meeting at 7:27 p.m.

7) **MONTHLY INFORMATIONAL REPORTS**

- A. Assistant General Manager's Report - Ms. Rogren provided a brief update to the Board on the status of the advanced metering infrastructure implementation.
- B. Superintendent of Operations Report - Mr. Derbin reviewed the operations highlights, including the completion of the El Granada Tank 3 Rehabilitation and Coating Project, and the Denniston Dredging Project.
- C. Water Resource Report - Ms. Brennan was not present but her informational report provided on Water Year 2017 was referenced.

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 7:49 p.m.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary to the District

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Robert Feldman, Vice President  
Board of Directors