

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE BOARD OF DIRECTORS MEETING**

**Tuesday, January 8, 2008 - 7:00 p.m.**

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

Also present were: David Dickson, General Manager; Tony Condotti, Legal Counsel; Joe Guistino, 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**

- 3) **PUBLIC ANNOUNCEMENTS - None**

- 4) **CONSENT CALENDAR**

- A. Requesting the Board to review disbursements for the month Ending December 31, 2007 - Claims: \$385,156.44; Payroll: \$68,706.22 for a total of \$453,862.66
- B. Acceptance of Financial Reports
- C. Minutes of the December 11, 2007 Board of Directors Meeting
- D. Approval to execute contract with J.M. Turner Engineering Inc. for structural design services for the Nunes Water Treatment Plant, Phase 2

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

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

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Larimer</b>	<b>Aye</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>President Ascher</b>	<b>Aye</b>

**5) DIRECTOR COMMENTS / MEETINGS ATTENDED**

Director Coverdell welcomed everyone and stated that he was looking forward to a new year with the District. Director Feldman seconded these sentiments. Director Mickelsen reported that he would be attending a Bay Area Water Supply and Conservation Agency (BAWSCA) Board of Directors meeting later in the month.

President Ascher reported that he would be attending the California Special Districts Association Board Member Training Session scheduled in Emeryville on January 24<sup>th</sup> and 25<sup>th</sup> and urged all Directors to consider attending this event if possible.

**6) GENERAL BUSINESS**

**A. Discussion of updating Local Agency Investment Fund (LAIF) account information and approval of Resolution 2008-01 Authorizing Investment of Coastside County Water District Monies in Local Agency Investment Fund**

Mr. Dickson reported that this item was considered a “house-keeping matter” consisting of updating records pertaining to authorization for the deposit or withdrawal of monies in the District’s Local Agency Investment Fund account.

**ON MOTION by Director Coverdell and seconded by Director Feldman, the Board voted by the following roll call vote to approve Resolution 2008-01 Authorizing Investment of Coastside County Water District Monies in Local Agency Investment Fund:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Larimer</b>	<b>Aye</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>President Ascher</b>	<b>Aye</b>

**B. Mid-Year Financial Review – Budget and Capital Improvement Projects**

Mr. Dickson introduced this item which included a mid-year review of the District’s revenue and expense budget and progress of the capital improvement projects (CIP).

Mr. Guistino reviewed the document explaining the current status of Fiscal Year 2007-2008 capital projects.

**C. Interim Water Shortage Allocation Plan (IWSAP) UPDATE**

Mr. Dickson introduced this item, reporting that Ms. Brennan had completed a great deal of work on this project. Ms. Brennan then proceeded with a review of the outline of the Interim Water Shortage Allocation Plan (IWSAP). The Board complimented Ms. Brennan on the thorough and comprehensive research and report she had prepared and presented.

**7) GENERAL MANAGER’S REPORT**

Mr. Dickson explained that the General Manager’s Report consisted of three items in which he would be providing an update of progress, and that no decisions are required by the Board on these items at this time. He proceeded to report the following information:

**1. Progress on El Granada Pipeline Replacement Project, Phase 3**

Progress included a preconstruction meeting, the notice to proceed being issued, and construction anticipated to begin in February.

Mr. Dickson then announced that a letter from a local resident had been submitted prior to the Board meeting, with a request that it be made part of the public record. He distributed the letter, stating that it referenced CCWD’s interactions with San Mateo County regarding an easement exchange relating to the El Granada Pipeline Replacement Project.

**2. February Board Retreat**

A meeting has been scheduled with a potential facilitator; a date will then be selected for the Retreat and staff has identified several suitable venues.

**3. Board Meeting video on the website**

Staff has been investigating options for making video of District meetings available on the web and anticipates reporting findings to the Board at the February or March meeting.

**8) MONTHLY INFORMATIONAL REPORTS**

**Items A through J** - Mr. Dickson explained that these reports had been included for the Board's information and that staff was prepared to address any questions or comments the Board may have on any of the monthly reports.

Mr. Guistino briefly reviewed some of the items included in his monthly operations report and provided an update on the status of the Denniston Reservoir. There were no additional comments or questions from the Board on the monthly reports.

**9) ADJOURNMENT**

The meeting was adjourned at 8:34 p.m. The next meeting of the Coastside County Water District is scheduled for Tuesday, February 12, 2008.

Respectfully submitted,

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David Dickson, General Manager  
Secretary of the Board

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Everett Ascher, President  
Board of Directors  
Coastside County Water District

January 8, 2007 (via email)

Board of Directors, Coastside County Water District  
766 Main Street  
Half Moon Bay, California 94019

Re: Agenda Item 8J, Work Status report on Phase 3B El Granada Pipeline Project.

Members of the Board of Directors:

As a CCWD customer, I appreciate the opportunity to provide input to discussion of the above-named agenda item. I request that a copy of this letter be made part of the public record and be distributed to each member of the Board of Directors.

The attached memo from the County Manager's office discusses the execution of a quitclaim deed to grant CCWD an easement over County property for the route of the Phase 3B El Granada pipeline project. The County memo states

“...the District [CCWD] will include a lateral and new water box on the new water line to serve the future needs of the parcel.”

Please note that the installation of a lateral and new water box constitutes “development” as defined by the San Mateo County Local Coastal Program (LCP). Section 1.2 of the County LCP defines development as follows (emphasis added):

#### 1.2 Definition of Development

As stated in Section 30106 of the Coastal Act, define development to mean:

On land, in or under water, **the placement or erection of any solid material or structure**; discharge or disposal of any dredged material or any gaseous, liquid, solid, or thermal waste; grading, removing, dredging, mining, or extraction of any materials; change in the density or intensity of use of land, including, but not limited to, subdivision pursuant to the Subdivision Map Act (commencing with Section 66410 of the Government Code), and any other division of land, including lot splits, except where the land division is brought about in connection with the purchase of such land by a public agency for public recreational use; change in the intensity of use of water, or of access thereto; **construction**, reconstruction, demolition, or alteration of the size **of any structure, including any facility of any private, public, or municipal utility**; and the removal or harvesting of major vegetation other than for agricultural purposes, kelp harvesting, and timber operations which are in accordance with a timber harvesting plan submitted pursuant to the provisions of the Z'berg-Nejedly Forest Practice Act of 1973 (commencing with Section 4511).

**As used in this section, “structure” includes, but is not limited to, any buildings, road, pipe, flume, conduit, siphon, aqueduct, telephone line, and electrical power transmission and distribution line.**

The development that the County proposes in return for the quitclaim deed does not appear to be covered by the Coastal Development Permit (CDP) for Phase 3B of the El Granada Pipeline project granted in 2006. Hence, any action by CCWD to install by the new lateral and new water box would require a new CDP or an amendment to the existing CDP for the El Granada pipeline project . Please note that CCWD's mission statement includes a commitment to "Legality of all District actions and behaviors."

Sincerely,

Kevin J. Lansing  
359 Filbert Street, HMB

Copy to:  
California Coastal Commission, North Central Coast Office  
San Mateo County Board of Supervisors



## COUNTY OF SAN MATEO

### Inter-Departmental Correspondence County Manager's Office

**DATE:** December 20, 2007

**BOARD MEETING DATE:** January 8, 2008

**SPECIAL NOTICE/HEARING:** 1 week published  
notice

**VOTE REQUIRED:** 4/5ths

**TO:** Honorable Board of Supervisors  
**FROM:** Steve Alms, Manager, Real Property Division  
**SUBJECT:** Agreement, Deed and Exchange of Easements of equal value affecting  
APN 047-330-010, located in Unincorporated El Granada (COP 2675)

#### **RECOMMENDATION:**

Adopt a resolution:

- A) Authorizing the President of the Board of Supervisors to execute, on behalf of the County, an Agreement, Deed and Exchange of Easements ("Agreement") of equal value affecting APN 047-330-010, in Unincorporated El Granada, and
- B) Authorizing the County Manager or his designee to execute notices, consents, approvals, terminations, deeds, escrow instructions and documents required under the Agreement under the terms set forth therein.

#### **VISION ALIGNMENT:**

**Commitment: Responsive, effective and collaborative government**

**Goal 20: Government decisions are based on careful consideration of future impact, rather than temporary relief or immediate gain. This Amendment contributes to this commitment and goal by providing an alternative location for relocating necessary water lines that will minimize the impact on County parkland.**

#### **BACKGROUND:**

In 2002, the County acquired the Mirada Surf property in Unincorporated El Granada, including APN 047-330-010, which is more commonly known as "Mirada Surf East". The parcel is subject to a public utility easement that runs north to south over the middle portion of the property. The easement is held by the Coastside County Water District and

there is currently a water line installed within the easement that serves El Granada. The District has requested that the County allow the installation of a new larger water pipeline as part of its "Phase 3B El Granada Water Pipeline Replacement Project", to provide upgraded service to its customers. It has been determined that the County should grant an easement over a different portion of the property to install the new water line, which would have less of an impact on the surrounding trees and vegetation and the future use of the property. An existing emergency access easement and road over the southeastern portion of the property establishes a route preferred by the Parks Department.

**DISCUSSION:**

Real Property Services has negotiated an Agreement, Deed and Exchange of Easements that grants the District a new easement for the installation of the pipeline. The District has provided a signed Quitclaim Deed for the existing easement that the County will record upon the earlier to occur of (i) the completion of the installation of the new pipeline within the new easement area, or (ii) one year from the recording date of this agreement. In addition, the District will include a lateral and meter box on the new water line to serve the future needs of the parcel.

County Counsel has reviewed and approved the Agreement as to form. The Director of the Parks and Recreation Division concurs in this recommendation.

**FISCAL IMPACT:**

There is no fiscal impact associated with exchanging the easement rights.

cc:/enc: Deborah Penny Bennett, Deputy County Counsel

cc: Dave Holland, Director, Parks and Recreation Division