

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, March 8, 2011 - 6:00 p.m.

- 1) **ROLL CALL** - The Closed Session convened at 6:00 p.m. Present at roll call: President Bob Feldman and Directors Ken Coverdell and Chris Mickelsen. Director Larimer arrived at approximately 6:18 p.m.
- 2) **PUBLIC COMMENT** - There were no public comments.
- 3) **CLOSED SESSION**
Conference with Labor Negotiator
Pursuant to California Government Code §54957.6
Agency Designated Representatives: General Manager
Employee Organization: Teamsters Union, Local 856
- 4) **RECONVENE TO OPEN SESSION**
The Closed Session concluded at approximately 7:02 p.m., immediately prior to commencement of the regular meeting, at which time President Feldman announced that Vice-President Donovan had not participated in the Closed Session and that there was no reportable action taken at the Closed Session.
- 5) **ADJOURNMENT**

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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

Tuesday, March 8, 2011 - 7:00 p.m.

- 1) **ROLL CALL** - President Feldman called the meeting to order at 7:12 p.m. Present at roll call: Director Ken Coverdell, Vice-President Jerry Donovan, and Directors Jim Larimer and Chris Mickelsen.

Also present were: David Dickson, General Manager; Patrick Miyaki, 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 COMMENTS** - There were no public comments

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending February 28, 2011:
Claims: \$587,308.05; Payroll: \$ 70,536.71 for a total of \$657,844.76
- B. Acceptance of Financial Reports
- C. Approval of Minutes of the February 8, 2011 Board of Directors Meeting
- D. Monthly Water Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report
- H. February 2011 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for February 2011
- K. Notice of Completion - Terrace Avenue Connection Piping Replacement Project

- L. Notice of Completion – Roosevelt and Alameda Valve Bolt Replacement Project
- M. Notice of Completion – Roosevelt Avenue Valve Bolt Replacement Project
- N. Resolution Concurring in Nomination of David T. Hodgkin to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA)

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

ON MOTION BY Director Mickelsen and seconded by Director Larimer, the Board voted as follows, by roll call vote, to accept the Consent Calendar in its entirety:

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

5) MEETINGS ATTENDED/DIRECTORS COMMENTS

There was no report of any Director's meetings attended.

6) GENERAL BUSINESS

A. Resolution Approving Plans and Specifications, Approving a Notice of Exemption from California Environmental Quality Act, and Calling for Bids for the Denniston Water Treatment Plant Improvement Projects

Mr. Dickson introduced this item, and reviewed the background, proposed schedule of the project, and the engineer's construction cost estimate. He also advised that the proposed Capital Improvement Program and the District's Financing Plan for Fiscal year 2011-2012 to 2020-2021 provides funding for this project.

ON MOTION BY Vice-President Donovan and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to approve Resolution 2011-4 Approving Plans and Specifications, Approving a Notice of Exemption from California Environmental Quality Act, and Calling for Bids for the Denniston Water Treatment Plant Improvement Project:

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

B. Resolution Approving Plans and Specifications, Approving a Notice of Exemption from California Environmental Quality Act, and Calling for Bids for the PLC Control Panel and Communications Improvement Project

Mr. Dickson also reviewed the background of this project, which included the Board's previous approval of a contract for the design of a District wide upgrade of instrumentation and electric control systems. He stated that this work also includes replacing obsolete electrical controls and instrumentation at the District's plants, reservoirs and pump stations and the installation of a new radio-based data communications infrastructure covering the District's key facilities. He reported that staff has reviewed the project documents, recommends that the Board approve them, and advised that the proposed budget includes \$950,000 in funding for SCADA, Telemetry and Electrical Controls.

ON MOTION BY Director Larimer and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to approve Resolution 2011-5 a Resolution Approving Plans and Specifications, Approving a Notice of Exemption from California Environmental Quality Act, and Calling for Bids for the PLC Control Panel and Communications Improvement Project:

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

C. Draft Fiscal Year 2011-2012 Budget and Draft Fiscal Year 2011-2012 to 2020-2021 Capital Improvement Program

Mr. Dickson advised that both the Finance Committee members and the District's Facilities Committee members have had an opportunity to review the draft budgets. He also outlined the proposed dates included in the budget timeline. Mr. Dickson then presented the draft fiscal year 2011/2012 Budget and the Draft Fiscal year 2011/2012 to 2020/2021

Capital Improvement Program (CIP), reviewed the budget highlights and details of the proposed rate increase and answered questions from the Board.

7) GENERAL MANAGER'S REPORT INCLUDING MONTHLY INFORMATIONAL REPORTS

- **Water Reclamation Update** - Mr. Dickson reported that Steve Leonard, Manager of the Sewer Authority Mid-Coastside (SAM), has continued to pursue the issue of recycled water with the SAM Board, and had recently made a presentation to their Board entitled "Sewer Authority Mid-Coastside Water Reclamation Strategy 2011. He also reiterated that CCWD is waiting for SAM to respond to the principles of agreement approved by the CCWD Board at the February 9, 2010 Board meeting.
- **San Francisco Public Utilities Commission (SFPUC) Rate Restructuring Proposal** - Mr. Dickson explained a proposal for changing the way SFPUC sets wholesale rates, which was recently presented by SFPUC staff. He assured the Board that CCWD staff would continue to work with representatives from the Bay Area Water Supply & Conservation Agency (BAWSCA) to determine the best individual or collective responses to the rate proposal.
- **California Department of Health Annual Nunes Water Treatment Plant Inspection Report** - Mr. Dickson referenced the attached copy of the February 15, 2011 letter from the State of California Department of Public Health with the findings of the 2011 inspection of the District's Nunes Water Treatment Plant. He reported on the favorable results and the acknowledgement of the recent upgrades and improvements to the plant. Mr. Dickson expressed his appreciation to Joe Guistino, Steve Twitchell, and Sean Donovan, for their efforts, professionalism, and commitment to the District. Additionally he expressed the staff's gratitude to the Board, for their commitment in investing the money necessary to run a first class utility.

A. Operations Report

Mr. Guistino reviewed the monthly highlights of his report, including Steve Twitchell's AWWA Operator Meritorious Award, the Nunes Water

Treatment Plant inspection results from the Department of Public Health, and the completion of the gate valve replacements at Roosevelt Avenue and the Nunes Water Treatment Plant backwash improvements.

B. Water Resources Report

Ms. Brennan informed the Board that the April 12, 2011 Board meeting will include two public hearings, for the updated Water Shortage Contingency Plan and the SBx7-7 Water Use Targets, and that the June 14th Board meeting will include a public hearing for the Urban Water Management Plan 2010.

Director Coverdell complimented Ms. Brennan for her prompt and professional work on the District's water conservation programs, and especially thanked her for the "Lawn Be Gone" informational packets she has made prepared and made available to the District's customers.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

Director Coverdell requested that the Board re-visit the District's Mission Statement, the Board members agreed and direction was given to staff to agendize discussion of the District's Mission Statement at a future Board meeting.

9) ADJOURNMENT

ON MOTION BY Director Larimer and seconded by Director Mickelsen, the Board voted as follows to adjourn the February 8, 2011 meeting of the Coastside County Water District's Board of Directors:

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

The meeting was adjourned at 8:15 p.m. The next meeting of the Coastside County Water District is scheduled for Tuesday, April 12, 2011.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the Board

Robert C. Feldman, President
Board of Directors