

COASTSIDE COUNTY WATER DISTRICT

BOARD OF DIRECTORS MEETING

**CONDUCTED AT THE
CABRILLO UNIFIED SCHOOL DISTRICT
498 KELLY AVENUE, HALF MOON BAY, CA 94019**

MINUTES OF THE TUESDAY, MARCH 11, 2014 BOARD OF DIRECTORS MEETING

- 1) **ROLL CALL:** Vice-President Chris Mickelsen called the meeting to order at 7:00 p.m. Present at roll call: Directors Ken Coverdell, Steve Flint, and Arnie Glassberg. President Glenn Reynolds was absent.

Also present were: David Dickson, General Manager; Patrick Miyaki, Legal Counsel; JoAnne Whelen, Administrative Assistant/Recording Secretary; Cathleen Brennan, Water Resources Analyst; 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 February 28, 2014:
Claims: \$684,340.84; Payroll: \$74,391.72; for a total of \$ 758,732.56
- B. Acceptance of Financial Reports
- C. Approval of Minutes of February 11, 2014 Board of Directors Meeting
- D. Approval of Minutes of February 25, 2014 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 - February 2014
- H. February 2014 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for February 2014

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

ON MOTION BY Director Glassberg and seconded by Director Coverdell, the Board voted as follows, to accept and approve the Consent Calendar in its entirety:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Coverdell reported on a recent Coastside County Water District and Montara Water & Sanitary District Mutual Interest Committee meeting that he had attended with Mr. Dickson and Director Flint. He and Mr. Dickson reported positive results from the meeting and noted that they anticipate that additional mutual interest meetings will be scheduled with the committees in the near future.

Vice-President Mickelsen re-ordered the agenda at this time to accommodate discussion of agenda item 6C.

6)

C. Administration Building Fire Repairs and Possible Remodel

Mr. Dickson updated the Board on the progress that has taken place since the report provided at the February 11, 2014 Board meeting, advising that District staff is now operating from the temporary office facility. He then introduced local architect John Evans, who has been assisting staff in evaluating the District's overall space requirements and suggesting potential modifications to the District administration building that could possibly be completed in conjunction with the fire repair work. Mr. Evan's presentation included a digital model of the buildings located on the District's site, some historical background of the facilities, and a summary of the results of his interviews with District staff members. He also shared some concepts that have been developed to upgrade the facilities. Discussion ensued, and the Board directed staff to move forward with the development of more detailed plans, specifications, and cost estimates to be presented at a future Board meeting.

A. Approval of Water Service Agreement for Half Moon Village Senior Housing (Phase 2)

Mr. Dickson reviewed the background of this project and introduced Abby Goldware, Project Manager, with Mid-Peninsula Housing. She briefed the Board on the current status of the project and Mr. Dickson provided information regarding the meter sizes and capacity issues associated with the project.

ON MOTION BY Director Coverdell and seconded by Vice-President Mickelsen, the Board voted as follows, by roll call vote, to approve the Water Service Agreement with Half Moon Village II Associates, L.P. and Housing Authority of San Mateo County for the Half Moon Village Senior Housing Project (Phase 2):

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

B. Revised Fiscal Year 2014-2015 Budget Process Timeline

Mr. Dickson provided an update on the proposed schedule for presentation of the budget, and recapped recent meetings with the Finance and Facilities Committees. He also emphasized the substantial uncertainty with this budget year, including the impact of drought conditions and the impact if the San Francisco Public Utilities Commission declares a water shortage emergency and imposes a mandatory water supply reduction. He explained that deferring consideration of the tentative rate increase and the Proposition 218 notice to a special Board meeting during the week of April 28, 2014 would provide time to incorporate the significant budget changes that mandatory rationing would require. Discussion ensued, with the Board agreeing to schedule the special Board meeting for Tuesday, April 29, 2014 at 3:00 p.m.

ON MOTION BY Director Glassberg and seconded by Director Flint, the Board voted as follows, to approve the revised Fiscal year 2014-2015 Budget Process Timeline:

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

7) GENERAL MANAGER'S REPORT - INCLUDING MONTHLY INFORMATIONAL REPORTS

Mr. Dickson recapped the water supply conditions recently provided by Steve Ritchie, Assistant General Manager of the SFPUC Water Enterprise. He also reported on recent Denniston Water Treatment Plant operations which allowed staff to shut down the Nunes Water Treatment Plant and supply the District's reservoirs exclusively with water from Denniston. Mr. Dickson recognized Joe Guistino, Sean Donovan, and the treatment staff for making this achievement possible.

Operations Report

Mr. Dickson answered a few questions in connection with the Operations Report, due to Mr. Guistino's absence from the meeting.

Water Resources Report

As requested by the Board, Ms. Brennan provided an update to the outreach tracking report to include expenditures, as well as an update to the milestone timeline to include the April snow survey report. Ms. Brennan also shared recent outreach advertisements featured in the Half Moon Bay Review and on the District's website.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no comments or requests from the Board members.

9) ADJOURNMENT - The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the District

Chris Mickelsen, Vice-President
Board of Directors