

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

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

**March 14, 2006**

- 1) **ROLL CALL:** President Ascher called the meeting to order at 7:30 p.m. Present at roll call were Directors Chris Mickelsen, and John Muller. Director Coverdell and Director Larimer were absent.

Also present were Ed Schmidt, General Manager; Anthony Condotti, Legal Counsel; Jim Teter, District Engineer; Joe Guistino, Superintendent of Operations; Amanda Cox, Water Conservation Coordinator, JoAnne Whelen, Administrative Assistant/Recording Secretary, and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE:** Everyone stood for the Pledge of Allegiance.

- 3) **PUBLIC ANNOUNCEMENTS**

**Bob Ptacek:** Stated that he had recently attended a water re-use conference and wanted to “plant a seed” to form a stakeholder group. He distributed a handout regarding an Integrated Regional Water Management Plan (IRWMP). He reported that he planned to visit the City of Half Moon Bay and other agencies and recommended that participating agencies try to get together to set some objectives on an IRWMP. Mr. Ptacek further explained that the stakeholder group would set the high level goals up front, and then involve other interested groups and members in the community.

President Ascher thanked Mr. Ptacek and stated that he felt this Board would take a serious look at the matter and that CCWD is very interested in any projects that would lead to a stronger coastside community.

**Marina Fraser, Mayor of the City of Half Moon Bay:** Ms. Fraser thanked the Board for the opportunity to speak and congratulated Everett Ascher on his position as Board President. Ms. Fraser announced that she was pleased to present an official proclamation issued from the City of Half Moon Bay, honoring Chris Mickelsen for his leadership and accomplishments as the 2005-2006 CCWD Board President, and then read the proclamation.

Mr. Mickelsen thanked the Mayor, as well as his fellow Board members and staff.

President Ascher then announced that CCWD had a slide show to present to her. The General Manager, Ed Schmidt explained that the recent winter storms had taken a toll on the CCWD flags and thanks to the City of Half Moon Bay staff; the flags had been restored and were once again flying. Mr. Schmidt reported that mutual cooperation among the District and City staff members in the spirit of saving both agencies time and money was very common and very much appreciated. President Ascher presented the Mayor with photos of the project and the Mayor expressed her appreciation of the shared teamwork and support.

#### 4) CONSENT CALENDAR

- A. **Requesting the Board to review disbursements for the month Ending February 28, 2006 - Claims: \$275,165.15; Payroll: \$51,999.09; for a total of \$327,164.24**
- B. **Acceptance of Financial Reports**
- C. **Minutes of the February 21, 2006 Board of Directors Meeting**
- D. **Monthly Water Transfer Report**
- E. **Notice of Completion - Acceptance of Carter Hill West Pipeline Replacement Project**
- F. **General Manager Activities Report**
- G. **Water Service Connections Installed, Priority and Non-Priority Report**
- H. **Total CCWD Production Report**
- I. **CCWD Water Use by Category Report**
- J. **February 2006 Leak Report**
- K. **Rainfall Reports**
- L. **San Francisco Public Utilities Commission Hydrological Conditions Report for January 2006**
- M. **Engineering Projects Received in February 2006**
- N. **Monthly progress report from CDM on the water treatment plant improvement project.**

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

<b>Director Coverdell</b>	<b>Absent</b>
<b>Director Larimer</b>	<b>Absent</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Muller</b>	<b>Aye</b>
<b>President Ascher</b>	<b>Aye</b>

**5) WATER CONSERVATION COORDINATOR'S REPORT**

Ms. Cox distributed a copy to the finalized billing insert, reporting on the two new Federal Rules and Regulations regarding water quality monitoring and featuring Joe Guistino in the Employee Spotlight. Ms. Cox also highlighted the series of four water-wise gardening workshops to be held during the month of April in collaboration with the Bay Area Water Supply and Conservation Agency, featuring the April 29<sup>th</sup> workshop to be held at the District office. Director Muller offered to donate some wildflower seeds for distribution at the gardening event.

**6) SUPERINTENDENT OF OPERATIONS REPORT**

**A. Superintendent of Operations Monthly Report**

Mr. Guistino emphasized the importance of the Denniston Filter to Waste project, recognizing Field Supervisor John Davis for the ingenious system design. Along with Mr. Davis, he also recognized Sean Donovan, Matt Damrosch, Jack Whelen and Raymond Winch for their impressive teamwork in the installation and troubleshooting of the new system. Mr. Guistino also reported that CCWD would be sponsoring a chlorine safety and response training session at the Nunes Water Treatment Plant, which will be attended by members of the San Mateo HazMat team and local fire protection district.

Mr. Guistino also provided a brief report on the recent incident relating to a fire hydrant being hit by a vehicle in El Granada, and the related problems and measures taken to restore the water system.

7) GENERAL MANAGER'S REPORT

A. **Information only - Presentation on Local Agency Formation Commission (LAFCo) including overview of LAFCo's purpose and summary of the LAFCo special district member appointment process**

Mr. Schmidt introduced this item, explaining that due to the number of recent questions and inquiries about LAFCo, that he had invited Ms. Martha Poyatos, Executive Officer of LAFCo to provide a brief presentation on the overview of LAFCo's purpose and a summary of their special district member appointment process.

*Ms. Martha Poyatos* - presented information regarding LAFCo's history, mission, purpose, structure, responsibilities, members and meetings. Mr. Poyatos also explained the details of the special district member appointment process and answered a few questions from the Board members.

President Ascher then announced that he would be re-ordering the agenda to discuss item 7-F next.

F. **Resolution 2006-07 - A Resolution of the Board of Directors of the Coastside County Water District Expressing Support for the Cabrillo Unified School District Parcel Tax Ballot Measure on the June 2006 Ballot**

President Ascher introduced this item and invited Ms. Yolanda Schreurs, President of the Board of the Cabrillo Unified School District (CUSD) to address the Board.

*Dr. Yolanda Schreurs*- Provided details regarding the nature and background of the parcel tax proposed by the CUSD Board. She explained that if implemented, the parcel tax will generate revenue of approximately 1.6 million dollars, which will be utilized to hire additional teachers at the middle and high schools and finance new and existing programs at the local schools.

Dr. Schreurs thanked the District and Board for their interest and support and acknowledged the successful working relationship between CCWD and the CUSD over the past summer in implementing the new bike path located at the high school, and

expressed that she was looking forward to a continued successful working relationship between the two districts on the construction of the new middle school at Cunha and other future projects.

Ms. Schreurs then answered a few questions from Board members.

**ON MOTION by Director Mickelsen and seconded by Director Muller, the Board voted as follows to adopt Resolution 2006-07 of the Board of Directors of the Coastside County Water District expressing support for the Cabrillo Unified School District parcel tax ballot measure on the June 2006 ballot:**

<b>Director Coverdell</b>	<b>Absent</b>
<b>Director Larimer</b>	<b>Absent</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Muller</b>	<b>Aye</b>
<b>President Ascher</b>	<b>Aye</b>

**B. Discussion, review, and possible acceptance of the Water Supply Evaluation Report for calendar year 2005**

Mr. Schmidt introduced this subject by stating that the Water Supply Evaluation report contains detailed information on the District's sources of supply, storage capacity, and an updated analysis of the capability of the water supply and transmission system to meet current demands. He then proceeded to share a few highlights from the report, including storage supply and ability to meet peak demands, and the District's ranking of 11th in storage capacity in a comparison survey of thirty-one regional water agencies. Mr. Schmidt also directed the Board's attention to the portion of the report that states a comparison of water production and sales in million gallons, stating that the total of unaccounted (un-metered) water is 7.4%, well below the state average of 10% and reported that national averages are considered to be between 7 and 15%.

Mr. Schmidt answered questions from the Board and thanked District staff for their effort in producing the report.

**ON MOTION by Director Muller and seconded by Director Mickelsen, the Board voted as follows to accept the Water Supply Evaluation Report for calendar year 2005:**

Director Coverdell	Absent
Director Larimer	Absent
Director Mickelsen	Aye
Director Muller	Aye
President Ascher	Aye

C. **Discussion and possible direction to staff regarding a request from a property owner in Half Moon Bay for an agreement for the future abandonment of a CCWD test well**

Mr. Schmidt reported that the property owner had requested this agreement, which Mr. Condotti prepared. Mr. Schmidt explained that under the terms of the agreement, CCWD would acquire a license to continue to maintain and use the test well until the property owner is prepared to proceed with development of the property, most likely sometime within the next two years, at which time the well would be decommissioned and the property restored to its prior condition, upon sixty days notice from the owner.

**ON MOTION by Director Muller and seconded by Director Mickelsen, the Board voted as follows to approve the proposed license agreement to maintain well facilities between CCWD and Carl Hoffman:**

Director Coverdell	Absent
Director Larimer	Absent
Director Mickelsen	Aye
Director Muller	Aye
President Ascher	Aye

D. **Status Report on Capital Improvement Projects**

Mr. Schmidt directed the Board's attention to the Frequently Asked Questions (FAQ) sheet regarding the Main Street / Highway 92 Pipeline Replacement Project, which had been prepared and distributed by the City of Half Moon Bay. He also thanked the City of Half Moon Bay for their assistance and cooperation in this venture.

Director Muller also acknowledged the spirit of cooperation between CCWD and the City of Half Moon Bay and expressed his appreciation to everyone.

Director Mickelsen agreed, stating the Mr. Paul Nagengast, Public Works Director and City Engineer had been very cooperative with CCWD staff. Mr. Schmidt pointed out the net result of the agencies working together is less disruption to the community and money savings to CCWD water rate-payers and the City of Half Moon Bay taxpayers.

President Ascher also thanked Mr. Nagengast and Mr. Jack Liebster for their help in moving this project forward and assured the public that this has been a well thought out project, with a great deal of the work scheduled to take place during the nighttime, to minimize the impact to local residents.

**E. Correspondence (1) San Mateo County Times newspaper article regarding Pilarcitos Restoration forum held February 26, 2006 (2) CCWD letter dated February 23, 2006 to six local coastside agencies**

Mr. Schmidt reviewed the correspondence contained in the Board packet. Director Muller corrected two statements published in the newspaper article, that he felt were misquoted. Director Mickelsen agreed and thanked Director Muller for pointing out the inaccuracies in the article.

Director Muller also requested that staff begin discussion with neighboring agencies on developing an Integrated Regional Water Management Plan and that the item be placed on a future agenda for a report to the Board on the progress on the plan.

President Ascher then suggested that two Board members serve on a subcommittee for this purpose, and to provide staff with policy and direction as this process moves forward. Directors Muller and Mickelsen volunteered to serve on this subcommittee.

**9) ATTORNEY'S REPORT**

**A. Update on sale of 20 partial non-priority water service connections**

Mr. Condotti reviewed the background of this item, and reviewed each of the attached documents that he developed, along with the assistance of staff, including a long form Notice Inviting Bids with detailed instructions on the process for submitting bids; a short form of notice

suitable for publication; and a revised form of purchase agreement that has been modified per the Board's direction at the February 21, 2006 meeting.

Mr. Condotti reported that the draft schedule had not been formally adopted yet but that the direction was to have this process completed by the end of the fiscal year. Mr. Condotti stated that he was also in the process of completing a Frequently Asked Questions statement (FAQ).

Mr. Schmidt then expressed his appreciation to employees Glenna Lombardi, JoAnne Whelen and Amanda Cox, stating that they each had devoted a significant amount of time to reviewing the administrative process and associated draft documents and had provided some very valuable language, suggestions and procedural recommendations that had been incorporated. President Ascher also expressed his appreciation to these staff members for their contribution in this important agenda matter.

**B. AB1234 Mandatory Ethics Training**

Mr. Condotti explained that as a result of a new state law that went into effect on January 1, 2006, there are new requirements that apply to public agencies regarding various ethics laws and includes a two-hour mandatory ethics training session every two years. He further explained that in recent discussions with President Ascher and Mr. Schmidt, as part of the District's ongoing effort to promote cooperation among the various public agencies on the coastside, that CCWD host a training workshop and invite officials from other local agencies to attend. Mr. Schmidt stated that staff would communicate with the Board members via e-mail to provide available dates to host the training, schedule the date, and invite other local agencies to attend.

**C. Further consideration of establishing a stand-by charge to recover costs associated with sold but uninstalled water service connections**

President Ascher stated that he would like to table discussion of this item until the April meeting.

**9) ENGINEER'S REPORT**

**A. District Engineer Work Status Report**

The Engineer referenced his staff report, reported that all projects are on schedule, and offered to answer any questions.

At this point Mr. Schmidt distributed a copy of a letter dated February 16, 2006 from the City of Half Moon Bay, requesting proposals for a biological report on the expansion of existing water lines in known and potential coastal resource areas. He reported that two proposals have been received to date, with at least one more expected by the City.

#### **10) MEETINGS ATTENDED/SCHEDULED - BOARD OF DIRECTORS**

Director Muller announced that a briefing had been held with the Regional Water Board, along with CalTrans and the Montara Water & Sanitary District and Director Mickelsen to discuss the Devils Slide Tunnel Project. He also reported that more monitoring would be taking place from a Regional Water Board perspective and the information would be reported back to the community.

He also reported attending a recent meeting in Dallas with the U.S.E.P.A Advisory Committee. He referenced two publications that he was able to obtain, a National City Water Survey for 2005 and the Mayor's Guide to Water and Wastewater Partnership Service Agreements. Director Muller requested that copies of the publications be distributed to Board members.

Director Mickelsen announced that he will be attending a BAWSCA meeting and would be reporting the progress at the next Board meeting.

#### **11) AGENDA ITEMS AND DIRECTOR COMMENTS**

Director Mickelsen took this opportunity to thank President Ascher for running an efficient and effective meeting. Director Muller also commented that the new format allowed the meeting to flow smoothly. President Ascher expressed his appreciation to the staff for their cooperation and efficiency in the agenda and staff reports, which allowed the Board to spend more time on the important issues in their role as policy-makers. He also requested that copies of the employee recognition comments be placed in the individual personnel files.

#### **12) ADJOURNMENT**

The meeting was adjourned at 8:55 p.m. The next regular meeting of the Coastside County Water District Board of Directors is scheduled for Tuesday, April 11, 2006 beginning at 7:30 p.m.

**Respectfully submitted,**

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**Ed Schmidt, General Manager**

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**Everett Ascher, President**