

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

April 9, 2019

- 1) **ROLL CALL** - President Ken Coverdell called the meeting to order at 7:00 p.m. Present at roll call: Directors Glenn Reynolds, Bob Feldman, Jim Larimer and Vice-President Chris Mickelsen.

Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; Catherine Groves, Legal Counsel; Cathleen Brennan, Water Resources Analyst. James Derbin, Superintendent of Operations, and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT** - There were no public comments.

- 4) **SPECIAL ORDER OF BUSINESS**

Administration of Oath of Office to Newly Appointed Director Jim Larimer

Ms. Groves administered the Oath of Office to newly appointed Director Jim Larimer. Each of the Directors welcomed Director Larimer and he thanked the Board for the appointment.

- 5) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending March 31, 2019:
Claims: \$546,168.50; Payroll: \$105,999.55 for a total of \$652,168.05
- B. Acceptance of Financial Reports
- C. Approval of Minutes of March 12, 2019 Regular Board of Directors Meeting
- D. Approval of Minutes of March 12, 2019 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 – March 2019
- H. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- I. Monthly Rainfall Reports
- J. S.F.P.U.C. Hydrological Report for the month of February 2019
- K. Acceptance of Subdivision Utility System – Ailanto Properties Pacific Ridge Subdivision, Pacific-Ridge-Phase II, Half Moon Bay

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

ON MOTION BY Director Reynolds and seconded by Vice-President Mickelsen, the Board voted by roll call vote to approve the Consent Calendar in its entirety:

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

6) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Reynolds reported on his recent attendance at a CA-NV AWWA (American Water Works Association) meeting and provided an update on discussions related to the newly proposed water tax. Mr. Dickson suggested agendaizing discussion of this topic at the May 14, 2019 CCWD Board meeting

Director Mickelsen provided a brief update on a recent Bay Area Water Supply and Conservation (BAWSCA) meeting.

7) GENERAL BUSINESS

A. Quarterly Financial Review

Ms. Rogren summarized the year to date revenue and expenses for the first nine months of Fiscal Year 2018-2019. She also reviewed the Capital Improvement Program status and reviewed the District's cash reserve funds.

B. Coastside County Water District Board Committees

President Coverdell reviewed the recent vacant positions on the District's Standing and Advisory Committees and proposed his suggestions for filling those open positions, including assigning Director Larimer to serve on the District's Facilities Committee and on the Montara Water and Sanitary District Mutual Interest Committee, as well as the District's Recycled Water Committee.

ON MOTION BY Director Reynolds and seconded by Vice-President Mickelsen, the Board voted by roll call vote to accept the proposed revisions to the District Board Committees, as presented, including a change substituting Director Feldman to Director Larimer, along with Director Mickelsen, to serve on the Montara Water & Sanitary Mutual Interest Committee:

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

8) **MONTHLY INFORMATIONAL REPORT**

A. **Assistant General Manager**

Ms. Rogren reported that she and Ms. Brennan participated on a panel at the BAWSCA/SCVWD AMI Workshop on March 27, 2019 and proceeded to provide the highlights of their presentation on AMI and WaterSmart Customer Engagement.

B. **Superintendent of Operations**

Mr. Derbin reviewed operations highlights for the month of March.

Mr. Dickson added that the District's longest tenured employee of twenty-eight years, John Davis, has set his retirement date of July 12, 2019 and announced that recruitment is underway for the replacement for this position.

C. **Water Resources Report**

Ms. Brennan shared the results of the April Snow Survey results for California.

9) **DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS**

There were no agenda item requests from the Directors for future Board meetings expressed.

There was a brief break provided at 8:07 to clear the Board room to prepare for discussion of the Closed Session agenda item. The Board convened into closed session at 8:16 p.m.

10) **CLOSED SESSION**

- A. **Public Employee Performance Evaluation
Pursuant to California Government Section 54957
Title: General Manager**

11) RECONVENE TO OPEN SESSION

The Board reconvened into open session at 8:42 pm, and President Coverdell reported that no action had been taken.

12) ADJOURNMENT - The meeting was adjourned at 8:43 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Ken Coverdell, President
Board of Directors