

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE BOARD OF DIRECTORS MEETING

Tuesday, May 14, 2013

- 1) **ROLL CALL:** President Ken Coverdell called the meeting to order at 7:00 p.m. Present at roll call: Directors Bob Feldman, Bryan Hannegan and Chris Mickelsen. Vice-President Glenn Reynolds arrived and joined the meeting at 7:05 p.m.

Also present were: Joe Guistino, Superintendent of Operations, Patrick Miyaki, Legal Counsel; JoAnne Whelen, Administrative Assistant/Recording Secretary; and Gina Brazil, Office Manager. General Manager David Dickson was on a scheduled vacation. There was one member of the public in the audience.

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending April 30, 2013:
Claims: \$1,062,598.08; Payroll: \$73,027.53; for a total of \$1,135,625.61
- B. Acceptance of Financial Reports
- C. Approval of Minutes of April 9, 2013 Regular Board of Directors Meeting
- D. Installed Water Connection Capacity and Water Meters Report
- E. Total CCWD Production Report
- F. CCWD Monthly Sales by Category Report - April 2013
- G. April 2013 Leak Report
- H. Rainfall Reports
- I. San Francisco Public Utilities Commission Hydrological Conditions Report for March 2013
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for April 2013

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

President Coverdell stated that he would like further discussion on Consent Calendar items 4B, 4E, and 4F. He initiated discussion by requesting that a percentage of the total production column be added on the report associated with 4E, the monthly CCWD Production Report. In regards to the Financial Reports, (Item 4B), the Capital Improvement Projects Report, President Coverdell requested that a column be added to reflect the percentage completion of each project, including a descriptive comment on the status of each project as well. Additionally he requested that a column in item 4F, the Monthly Sales by Category Report, be added to reflect a percentage of the total column. The Board was in agreement to include the additional informational columns in the referenced reports.

ON MOTION BY Director Hannegan and seconded by Director Feldman, the Board voted as follows, by roll call vote, to accept and approve the Consent Calendar, with direction to staff to include the discussed modifications to the reports contained in agenda items 4B, 4E, and 4F:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Vice-President Reynolds advised that he had recently toured the Crystal Springs Pump Station and was very impressed, and also had an opportunity to visit the Lake Merced Pump Station as well.

Director Hannegan suggested that staff schedule a review of the District's emergency contingency planning in the near future.

Vice-President Reynolds offered to share a copy of a San Francisco Public Utilities Commission publication, entitled *A History of the Municipal Water Department & Hetch Hetchy System* with anyone who was interested in reading it.

6) PUBLIC HEARING - PROPOSED INCREASE IN TRANSMISSION & STORAGE FEES

- Public Hearing to consider proposed increases in the District's Transmission and Storage Fees
- Consider Resolution 2013-03 - A Resolution of the Board of Directors of the Coastside County Water District Amending the Rate and Fee Schedule to Increase the Transmission and Storage Fees

President Coverdell opened the Public Hearing at 7:15 p.m., noting that any members of the public could address the Board on the subject. Mr. Guistino then reviewed the background, reiterating that the District had retained the services of an experienced public agency financial consultant, Bartle Wells Associates, in 2009 to review the District's Transmission and Storage Fees (T & S Fees). Mr. Miyaki added to the history of the T & S Fees and explained the action required by the Board in order to increase the fees. He advised that the District had complied with all procedural requirements, including the noticing and publishing of the public hearing and reported that to date, the District had received no letters of protest regarding the proposed rate increase. There were no comments from any members of the public. President Coverdell closed the public hearing at 7:19 p.m. and a brief discussion by the Board ensued.

ON MOTION BY Vice-President Reynolds and seconded by Director Feldman, the Board voted as follows, by roll call vote, to adopt Resolution 2013-03 - a Resolution of the Board of Directors of the Coastside County Water District Amending the Rate and Fee Schedule to Increase the Transmission and Storage Fees:

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

7) GENERAL MANAGER'S REPORT

A Operations Report

Mr. Guistino shared some monthly highlights, including the operation of the Denniston Water Treatment Plant, and a status update on the Denniston Dredging Amendment.

A. Water Resources Report

There were no questions on the Water Resources Report. However, President Coverdell took the opportunity to share his comments on the recent Denniston Water Treatment Plant celebration and tour, which included compliments to District staff on the event. He noted that he was very impressed with the overall celebration, which he stated he found to be straightforward, yet an important and very special tribute. He commended staff for the guest list of attendees, the staging at the District's parking lot with the tent and speakers, and the transportation arrangements. He also commented on the site visit to the Denniston Water Treatment Plant, stating that he appreciated the informative tour and especially the opportunity to witness the remarkable enthusiasm and pride of the District's staff. Director Hannegan also congratulated staff on the successful event. Vice-President Reynolds noted that he was very impressed with how many of the associated projects and tasks were completed by District staff, as opposed to utilizing the services of outside contractors, resulting in a tremendous cost savings to the District. He also suggested that a staff appreciation luncheon be scheduled to recognize the employees' hard work, pride, and commitment to the District.

Director Hannegan requested that the record reflect that he took a sample of the water produced at the Denniston Water Treatment Plant home for his spouse to taste, recounting her statement that "that is some good tasting water".

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

Vice-President Reynolds reiterated his recommendation that an employee luncheon be scheduled to recognize the District's staff.

9) ADJOURNMENT

ON MOTION BY Director Mickelsen, and seconded by Vice-President Reynolds, the Board voted as follows, to adjourn the May 14, 2013 meeting of the Coastside County Water District's Board of Directors:

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

The meeting was adjourned at 7:44 p.m. The next meeting of the Coastside County Water District's Board of Directors will be on Tuesday, June 11, 2013.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the District

Ken Coverdell, President
Board of Directors