

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, JUNE 10, 2014 BOARD OF DIRECTORS MEETING

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

Also present were: David Dickson, General Manager; Patrick Miyaki, Legal Counsel; Joe Guistino, Superintendent of Operations, 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 May 31, 2014:
Claims: \$534,437.25; Payroll: \$73,127.87 for a total of \$607,565.12
➤ *May 2014 Monthly Financial Claims reviewed by Director Coverdell*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of May 13, 2014 Special Board of Directors Meeting
- D. Approval of Minutes of May 13, 2014 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 - May 2014
- H. May 2014 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for April, 2014
- K. San Francisco Public Utilities Commission Hydrological Conditions Report for May, 2014

Director Coverdell reported that he had reviewed the monthly claims, including the accounts payable, petty cash, and the credit card statements and found all to be in order.

ON MOTION BY Director Coverdell and seconded by Director Glassberg, 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	Aye

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Flint commented that San Mateo County is in the process of performing an analysis and safety study of Highways 1 and 92 and he understood that the agency would be looking for a representative from Coastside County Water District to participate in the sessions. Director Flint volunteered to serve in this capacity. The Board members were in agreement and expressed their appreciation to Director Flint for volunteering for this position.

Director Coverdell shared that he had written a letter to Senator Jerry Hill recently with an idea to promote better conditions for Californians, which included a suggestion that a message be publicized to encourage drivers to slow down and give their neighbors a break at locations where state highways travel through neighborhood streets.

6) GENERAL BUSINESS

A. SRT Proposal for Design of the Hazen's Tank Replacement Project

Mr. Dickson described this tank, the location, role, and the current condition of the tank. He explained that this tank has reached the end of its useful life and needs to be replaced to prevent water quality problems and lower seismic risk. He advised the Board that staff had contacted several other water agencies and explored and researched a number of alternatives. He reported on the favorable impression of the recent replacement of the Montara Water & Sanitary District's Schoolhouse Tank and staff's request for a proposal from the same engineering firm, SRT Consultants, to design the District's Hazen's Tank. He then introduced

two members of the proposed project team, Tanya Yurovsky, P.E., and Mark Quady, P.E., who, along with Mr. Guistino and Mr. Dickson, answered a few questions from the Board members about the tank replacement. Director Coverdell and Vice-President Mickelsen expressed an interest in having staff research avenues for recycling the wood from the water tank.

ON MOTION BY Director Glassberg and seconded by Director Flint, the Board voted as follows, to authorize staff to contract with SRT Consultants for design of the Hazen’s Tank Replacement Project at a time-and-materials cost not to exceed \$65,000:

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

B. EKI Proposal for Design of Main Street Bridge Pipeline Replacement

Mr. Dickson referenced the May 13, 2014 CCWD Board meeting, at which time staff discussed alternatives for replacement of the District’s pipeline crossing at the City of Half Moon Bay’s Main Street Bridge. Considering the Board’s preference for proceeding with design of a pipeline alignment that would eliminate the bridge crossing, staff presented a design proposal from EKI and a preliminary cost estimate for the proposed off-bridge alignment. Mr. Dickson and Mr. Jeff Tarantino then answered a few questions from the Board about the project and the proposed temporary pipeline.

ON MOTION BY Director Flint and seconded by Director Glassberg, the Board voted as follows, to authorize staff to contract with Erler and Kalinowski, Inc. (EKI) for design of the Main Street Bridge pipeline replacement, at a time-and-materials cost not to exceed \$241,000:

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

C. Proposed Fiscal Year 2014-2015 Budget, Fiscal Year 2014/2015 to 2023/2034 Capital Improvement Program, and Fiscal year 2014/2015 to 2023/2024 Financing Plan

Mr. Dickson emphasized that both proposed budgets for the Operations and Maintenance and Capital Improvement Program, as well as an updated District Financing Plan, were being presented to the Board once again, prior to the Special Board Meeting/Public Hearing scheduled for June 24, 2014. He reported that a total of nine letters of protest had been submitted to date and reminded the Board that he would be making a presentation at the June 24th 2014 Public Hearing, at which time there would be an opportunity for further review and discussion on the budget, proposed rate increase and the District's financing plan.

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

Administration Building Remodeling Project Status - Mr. Dickson updated the Board on the progress to date, advising that the start of construction is anticipated to begin by the end of June and scheduled to be completed by the end of August 2014.

SFPUC Drought Conditions Update - Mr. Dickson conveyed the recent message from Assistant General Manager Steve Ritchie, of SFPUC, indicating that SFPUC will continue to review customer demands weekly and in the event that mandatory rationing is instituted, it was anticipated that it would be at least 2 to 3 months after that announcement before the allocations would go into effect.

Grand Jury Report - Mr. Dickson noted that on May 19 he had distributed to the Board a Grand Jury Report focusing on special district website transparency. He informed the Board that staff would be presenting a recommended response at the July 8th Board meeting. The Board would then approve the final response at its August 12 meeting in order to meet the August 18 deadline.

Operations Report

Mr. Guistino reviewed the highlights from his monthly report, including the near completion of El Granada Tank 2 renovation project.

Water Resources Report

Ms. Brennan referenced the updated outreach tracking sheet and outlined the Water Use Efficiency Programs planned for Fiscal Year 2015.

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 8:20 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the District

Glenn Reynolds, President
Board of Directors