

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, August 9, 2016

- 1) **ROLL CALL** - President Arnie Glassberg called the meeting to order at 7:03 p.m. Present at roll call: Directors Ken Coverdell, Chris Mickelsen, and Bob Feldman. Vice-President Glenn Reynolds was absent.

Also present: Mary Rogren, Assistant General Manager; Patrick Miyaki, Legal Counsel; Joe Guistino, Superintendent of Operations; Cathleen Brennan, Water Resources Analyst; JoAnne Whelen, Administrative Assistant/Recording Secretary; and Gina Brazil, Office Manager.

There were 4 people 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 July 31, 2016:
Claims: \$1,063,513.75; Payroll: \$133,228.39 for a total of \$1,196,742.14
- B. Acceptance of Financial Reports
- C. Approval of Minutes of July 12, 2016 Regular Board of Directors Meeting
- D. Monthly Water Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report - July 2016
- H. Monthly Emergency Main & Service Repairs Report and Water Line Flushing Report
- I. Rainfall Reports

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

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

5) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

Director Mickelsen reported on a recent Bay Area Water Supply & Conservation Agency (BAWSCA) Board of Directors meeting he had attended.

6) **GENERAL BUSINESS**

A. **Approval of Water Service Agreement - 456 Grand Blvd., Half Moon Bay**

Ms. Rogren provided a brief summary of the approximately 60 linear foot pipeline extension project.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted to approve the Water Service Agreement between Coastside County Water District and Paul McGregor for construction of a pipeline extension along Grand Boulevard in Half Moon Bay:

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

B. **Pilarcitos Canyon Roads Repair Project**

Ms. Rogren introduced this agenda item, which was discussed in further detail by Mr. Guistino. He provided the background of the project and advised that the Resource Conservation District (RCD) has been the lead agency with all aspects of the repairs to the Pilarcitos Canyon Road and its side roads to the radar experimental station buildings used by L-3 Randtron Antenna Systems. Mr. Guistino explained that over the past two years, RCD has obtained all of the required permits for the road repair project and is now ready to proceed with construction, and the bid was recently selected from Campbell Grading Inc. to complete the work. He reported that RCD is the contracting entity for the work on behalf of CCWD and Randtron. He further explained the costs shared among the three agencies to date and that Coastside County Water District's shared portion for the construction is \$76,718.00, which was indicated as a not to exceed amount.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted to authorize the General Manager to provide payment to the San Mateo County Resource Conservation District (RCD) of \$76,718.00 for the construction of the Pilarcitos Canyon Roads Repair Project:

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

C. Award of Contract – Denniston Treated Water Pump Station and Transmission Main

Mr. Guistino reviewed the background of this project, noting the hydraulic limitations in the District’s transmission and distribution network which restricts the amount of water available from the Denniston source. He reported the bid results, advising that Stoloski & Gonzales, Inc. was the low bidder. Mr. Guistino answered a few questions from the Board members and the Board also requested that documentation illustrating the project alignment be posted on the District’s website. Director Coverdell commented that he was enthusiastic that Stoloski & Gonzalez, Inc. will be the contractors for this project, given the work it has done for the District in the past.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted to authorize the General Manager or his designee to execute a contractual agreement with Stoloski & Gonzales for the construction of the Denniston Treated Water Booster Station and Transmission Pipeline Project, for the lump sum of \$1,846,000:

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

D. Denniston Treated Water Pump Station and Transmission Main Project Award of Contract to Kennedy/Jenks for Engineering Services during Construction and Construction Management

Mr. Guistino reviewed this agenda item, summarizing some of the complexities of the project. Kennedy/Jenks prepared the plans and specifications for the project in addition to the EIR, and is therefore very familiar with the details of the project.

ON MOTION BY Director Coverdell and seconded by Director Mickelsen, the Board voted to authorize the General Manager to execute a professional services agreement with Kennedy/Jenks Engineering for engineering services during construction and construction management of the Denniston Treated Water Pump Station and Transmission Main Project for time-and-materials costs not to exceed \$292,780:

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

E. Purchasing Policy Update

Ms. Rogren reminded the Board that they had approved revisions to the District's policies and procedures for award of contracts at the July Board meeting and that staff had recently discovered that the District's purchasing policy required updating as well to allow the Assistant General Manager's position to be included for purchasing approvals and check signing.

ON MOTION BY Director Coverdell and seconded by Director Feldman, the Board voted to approve the update to the District's Purchasing Policy:

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

7) MONTHLY INFORMATIONAL REPORTS

A. Assistant General Manager

Ms. Rogren provided a brief update on the District's proposed advanced infrastructure metering project with Aclara, noting that staff is planning to bring the proposed agreement with Aclara to the Board for approval at the September Board of Directors Meeting

B. Operations Report

Mr. Guistino highlighted the completion of the District's unidirectional flushing program for this year and the final phase of the Avenue Cabrillo Project Phase 3B nearing completion in September.

Director Coverdell inquired about the safety and chemistry of fire-retardant chemicals used in fighting forest fires. Mr. Guistino agreed to research this

matter and indicated that he would provide his research results in the Operations Report included in the September Board Meeting agenda packet.

C. Water Resource Analyst

Ms. Brennan reported the District's cumulative water savings achievements of 19% which exceeded the state mandated amount of 8% from the period of June 2015 through June 2016 and also referenced the District's Water Shortage Emergency Warning Fact Sheet that was included with her report.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no requests from the Directors for future agenda items.

9) ADJOURNMENT - The meeting was adjourned at 7:36 p.m.

Respectfully submitted,

Mary Rogren, Assistant General Manager

Arnie Glassberg, President
Board of Directors