

*COASTSIDE COUNTY WATER DISTRICT*

*766 MAIN STREET*

*HALF MOON BAY, CA 94019*

**MINUTES OF THE BOARD OF DIRECTORS MEETING**

**Tuesday, August 13, 2013**

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

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

President Coverdell recognized distinguished members of the public in the audience: Leonard Woren, a representative of the Granada Sanitary District, and two former Half Moon Bay Mayors and former Coastside County Water District Board Members Albert Adreveno and John Muller.

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **PUBLIC HEARING**

**Coastside County Water District Ordinance 2013-01 - Modifying Section W of the District's General Regulations Regarding Water Service Pertaining to the Control of Backflow and Cross Connections**

Mr. Dickson advised that Mr. Guistino would follow with a presentation on backflow prevention, why it is a concern for the District and the reasons staff would like to modify the District's current Resolution addressing the General Regulations Regarding Water Service Pertaining to the Control of Backflow and Cross Connections.

Mr. Guistino gave a brief history of the District's cross-connection control program, reviewed the reasons for concern with backflow prevention and the District's legal responsibilities. He reviewed the reasons for the proposed modifications to the District's program, referencing the need to clarify the requirements. He explained that this proposed ordinance would simplify the process and would be consistent with the programs of other nation-wide utilities. In concluding the presentation, Mr. Guistino invited questions and comments from the Board members. Director Feldman expressed his appreciation for the presentation, noting that it did an excellent job of providing the clarity and insight that was requested from the Board at the July Board meeting on the issues related to the District's backflow program. Director Mickelsen expressed his concern with the customer's cost for the installation of the devices. Director Hannegan inquired about a proposed deadline for compliance and enforcement, and Vice-President Reynolds relayed that the policies for cross connection control programs have been State of California Regulations for many years.

**Public Hearing** - President Coverdell formally opened the Public Hearing at 7:29 p.m., inviting members of the public to present their questions, comments, and concerns about the proposed update to the District's Backflow and Cross Connection Program.

Leonard Woren, El Granada, CA - Stated that he is expressing his opinion as an individual. He commented that the backflow program should not apply to residential wells, that the District should provide the annual backflow device testing services, and that the District should specify a date for backflow program compliance. He also expressed concern with item 5c - "If the customer allows the backflow certification to lapse, the water will be turned off 48 hours after the expiration of the backflow certification".

John Meador, Half Moon Bay, CA - Stated that the criminal penalties specified in Section 6.b were extreme. He questioned why the District does not provide meters with a check-valve and said that the District should provide the annual testing service.

The public hearing continued, with Directors expressing numerous concerns regarding the proposed backflow ordinance and its implementation and making suggestions for proposed revisions. In response to questions about the required timing for approving the ordinance, Mr. Dickson explained that staff would prefer to address the Board's questions and suggestions with a revised ordinance to be presented at the next Board meeting. President Coverdell agreed with this approach and noted that he appreciated the additional time, which will allow continued opportunities for participation from the community.

John Meador, Half Moon Bay, CA - Suggested that customers could be allowed the choice of utilizing the District's services to handle their backflow requirements or retaining the services of private contractors to test and maintain their backflow assembly devices.

Leonard Woren, El Granada, CA - Commented on the Board's receptiveness to public comments and stated that he would like to see the District issue letters to all District customers, including residential customers.

Upon Mr. Miyaki's suggestion, President Coverdell announced that this public hearing will continue to remain open until a future meeting of the CCWD Board of Directors, in order to allow the public the continued opportunity to submit written and oral comments on the proposed ordinance.

**5) CONSENT CALENDAR**

- A. Approval of disbursements for the month ending July 31, 2013:  
Claims: \$757,909.58; Payroll: \$69,700.59; for a total of \$827,610.17  
➤ *July 2013 Monthly Financial Claims reviewed by Director Mickelsen*
- B. Acceptance of Financial Reports
- C. Approval of Minutes of July 9, 2013 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, 2013
- H. July 2013 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for July 2013

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

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

<b>Director Mickelsen</b>	<b>Aye</b>
<b>Vice-President Reynolds</b>	<b>Aye</b>
<b>Director Hannegan</b>	<b>Aye</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>President Coverdell</b>	<b>Aye</b>

6) **MEETINGS ATTENDED / DIRECTOR COMMENTS**

Vice-President Reynolds reported that he had recently attended the Utility Workers Union Conference in Chicago, Illinois, and stated that after listening to the issues facing utilities across the nation, he was impressed with the staff's success in leading such a well managed District.

7) **GENERAL BUSINESS**

A. **923 & 925 Miramontes Street - Water Service Agreement for a Non-Complex Pipeline Extension**

Mr. Dickson provided a brief description of this project, which he indicated has been in the planning stages for many years.

John Muller, 923 Miramontes St., Half Moon Bay, CA - Introduced himself and his father-in-law, Mr. Al Adreveno, who has resided at 935 Miramontes St. in Half Moon Bay for over 60 years. On behalf of both families, he thanked the District's Board and Staff for their consideration of this water service agreement, which will provide the opportunity for future generations to continue to farm at this location for many years.

**ON MOTION BY Vice-President Reynolds and seconded by Director Feldman, the Board voted as follows, by roll call vote, to approve the Water Service Agreement between Coastside County Water District and John and Eda Muller and Albert and Eda Adreveno for construction of a pipeline extension to serve real properties at 923 and 925 Miramontes Street in Half Moon Bay:**

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

B. **Contract with Calcon Systems for Instrumentation and Controls Work**

Mr. Dickson introduced two representatives from Calcon Systems, Ryan Smith, General Manager, and Rudy Everett, Project Manager. He explained the District's history with Calcon Systems, and explained why

staff does not believe it is practical or in the District's best interests to put instrumentation and controls work out for competitive bid. He recommended that the Board waive the competitive bidding requirements for work to be performed by Calcon Systems and authorize staff to contract with Calcon on a time and materials basis in an amount not to exceed \$250,000.

Discussion ensued with Mr. Dickson and Mr. Miyaki answering a few questions from the Board about the District's procurement policy, the scope of work proposed to be provided by Calcon and the expected deliverables. Director Hannegan suggested that staff provide the Board with some type of reporting, possibly on a monthly basis, to track the progress and funding expended on the various Calcon projects.

**ON MOTION BY Vice-President Reynolds and seconded by Director Mickelsen, the Board voted as follows, by roll call vote, to waive the requirement in Resolution 2012-01 to solicit competitive bids and authorize the General Manager to enter into a time and materials agreement with Calcon Systems for instrumentation and controls work, in an amount not to exceed \$250,000:**

<b>Director Mickelsen</b>	<b>Aye</b>
<b>Vice-President Reynolds</b>	<b>Aye</b>
<b>Director Hannegan</b>	<b>Aye</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>President Coverdell</b>	<b>Aye</b>

Mr. Smith and Mr. Everett thanked the Board for the opportunity for the continued work with the District.

At 9:05 p.m. President Coverdell announced that there would be a brief recess. Director Hannegan reported that he had another commitment and would need to be excused from the meeting at this time, at which time he left the premises. The meeting reconvened at 9:08 p.m. with the remainder of the Board in attendance.

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

Mr. Dickson noted that he did not have any additional reports and referred the Board to the Superintendent's Operations Report.

**A. Operations Report**

Mr. Guistino reported on the monthly highlights, which included the El Granada Tank 2 renovations, and the Montecito Street PRV.

**B. Water Resources Report**

Ms. Brennan summarized the District's current public outreach program, which will now includes advertising space on grocery carts at Safeway in Half Moon Bay, which will feature water use efficiency advertisements, which staff feels will reach most of the District's customers.

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

President Coverdell shared a flyer he created, reflecting the idea that CCWD and Montara Water and Sanitary District may join hands to help each other in the case of emergencies through an intertie.

President Coverdell took the opportunity to thank staff and adjourned the meeting at 9:15 p.m. The next meeting of the Coastside County Water District's Board of Directors will be on Tuesday, September 10, 2013.

Respectfully submitted,

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David R. Dickson, General Manager  
Secretary of the District

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Ken Coverdell, President  
Board of Directors