

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

Tuesday, August 14, 2012

- 1) **ROLL CALL:** President Chris Mickelsen called the meeting to order at 7:08 p.m. Present at roll call: Directors Ken Coverdell and Bob Feldman. Directors Bryan Hannegan and Glenn Reynolds were absent.

Also present were: David Dickson, 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.

- 2) **PLEDGE OF ALLEGIANCE**

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

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending July 31, 2012:
Claims: \$1,245,897.44; Payroll: \$79,100.58 for a total of \$1,324,998.02
- B. Acceptance of Financial Reports
- C. Monthly Water Transfer Report
- D. Approval of Minutes of July 10, 2012 Board of Directors Special Meeting
- E. Approval of Minutes of July 10, 2012 Board of Directors Meeting
- F. Approval of Minutes of July 18, 2012 Board of Directors Special Meeting
- G. Installed Water Connection Capacity and Water Meters Report and Non-Priority Lottery Recipients Status Update Report
- H. Total CCWD Production Report
- I. CCWD Monthly Sales by Category Report
- J. July 2012 Leak Report
- K. Rainfall Reports

- L. San Francisco Public Utilities Commission Hydrological Report for July 2012
- M. Notice of Completion –Half Moon Bay Tank No. 1 Recoating and Repair Project
- N. Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year 2011-2012

President Mickelsen reported that Vice-President Reynolds had reviewed the monthly financial claims and reported that he found all to be in order.

Mr. Dickson distributed a revised Period Budget Analysis, noting that a correction had been made in the report.

ON MOTION BY Director Coverdell and seconded by President Mickelsen, the Board voted as follows, by roll call vote, to accept and approve the Consent Calendar in its entirety:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Coverdell provided highlights from the Bay Area Water Supply and Conservation Agency (BAWSCA) Board of Directors meeting that he had recently attended. He also shared that BAWSCA's Long-Term Reliable Water Supply Strategy report was now complete. Mr. Dickson advised that the report is available and can be viewed or downloaded from BAWSCA's website.

6) GENERAL BUSINESS

A. Agreement for Water Distribution Main Extension - Highland Avenue, El Granada

Mr. Dickson noted that the Dan MacLeod, the project's engineer, was in the audience. He then described the location and nature of the project, which includes construction of four hundred feet of 6" diameter pipeline within an extension of Highland Avenue. He explained that the District would accept ownership of the new pipeline and connect it to the District's

water system when there is an approved residential development on one of the parcels served by the extension.

President Mickelsen commented that he wanted to make it clear to the CCWD rate-payers that the developer would be paying all costs associated with this water distribution main extension.

ON MOTION BY Director Coverdell and seconded by President Mickelsen, the Board voted as follows, by roll call vote, to approve the agreement for Water Distribution Main Extension between Coastside County Water District and John Dooley for construction of a pipeline extension to serve real property on Highland Avenue in El Granada:

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

B. Approval of Water Service Agreement for Coastside Senior Housing Limited Partners – 925 Main Street Senior Housing Project

Mr. Dickson provided the background of this project, noting that staff has reviewed and approved the water system plans for the development. He also explained that the Senior Coastsiders and Coastside Adult Day Health Center are parties to the agreement because they currently own the land on which the Coastside Senior Housing Limited Partners will build the development. He explained some of the details of the multi-party agreement, and advised that all of the costs of developing the water service agreement and constructing the water system are ultimately paid by the developer.

ON MOTION BY Director Coverdell and seconded by President Mickelsen, the Board voted as follows, by roll call vote, to approve the Water Service Agreement for Coastside Senior Housing Limited partners 925 Main Street Senior Housing Project:

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

Tobi Liebermann, Project Manager, Lesley Senior Community – Thanked the Board and staff for all of their efforts associated with approving the water service agreement. He also expressed his appreciation for the excellent work by District staff in repairing a recent water leak at the Lesley Gardens facility and commended the speed, skill, and professionalism of the District’s work crew in repairing the leak and restoring the site.

President Mickelsen thanked Mr. Liebermann for his comments, as well as for the letter sent from Lesley Senior Communities to the District expressing their thanks for the outstanding work performed by the CCWD work crew.

C. Half Moon Bay Terrace Voluntary Cooperative Memorandum of Understanding (MOU)

Dr. Dickson informed the Board that Ms. Brennan would be reporting on this agenda item, as she has spent a great deal of time working on this California Statewide Groundwater Elevation Monitoring (CASGEM) program. Ms. Brennan provided the background and the benefits to the District in participating in the program. She also explained that the Department of Water Resources has recommended that the District partner with Montara Water & Sanitary District in a voluntary cooperative groundwater monitoring association to enable both Districts to qualify under the CASGEM as monitoring entities. Ms. Brennan also reviewed elements of the proposed Memorandum of Understand (MOU) and associated Resolution.

Mr. Dickson complimented Ms. Brennan on her patience and perseverance in working with the Department of Water Resources on this project. He also clarified some of the conditions of the MOU. Mr. Dickson and Ms. Brennan then answered a few questions from the Board related to the monitoring.

ON MOTION BY Director Coverdell and seconded by Director Feldman, the Board voted as follows, by roll call vote, to approve Resolution Number 2012-06 entering into an agreement with Montara Water & Sanitary District to establish the Half Moon Bay Terrace Voluntary Cooperative for the purpose of monitoring groundwater elevations in the Half Moon Bay Terrace Groundwater Basin:

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

D. Coastside County Water District Advisory Committees

President Mickelsen announced that all of the District's Board Committee assignments held by former Director Jerry Donovan would now be assigned to Director Feldman, which includes being a member of the Water Quality Committee, the Water Resources Committee, the Facilities Committee, the Montara Water & Sanitary District Mutual Interest Committee.

E. Denniston Water Treatment Plant Improvement Project Status Update

Mr. Dickson reported on the background and the current status of the project, and also provided details of some of the necessary change orders. He introduced Steve and Jeff Tarantino with EKI, the project's construction management team. Mr. Dickson then provided an extensive review of some of the significant changes and additions in the scope of the project and how it has changed and evolved over the years. He also advised that some additional necessary change orders will be presented in the near future. Each of the Directors then made a few brief comments about the progress of the project and Mr. Dickson and EKI answered questions from the Board.

7) GENERAL MANAGER'S REPORT

1. Kudos from our Customers

Mr. Dickson referenced a letter the District had received from Lesley Senior Communities, complimenting the field crew's professional efforts in repairing a serious water leak in the parking lot of the Lesley Garden's facility.

2. Coastal Commission Action on Big Wave Coastal Development Permit

Mr. Dickson reported on the results of the August 8, 2012 California Coastal Commission hearing, explaining that the Big Wave Developers must now work with Coastal Commission and San Mateo County staff to address project deficiencies identified by Coastal Commission staff.

3. Coastal Commission Approval of County Local Coastal Program Update

Mr. Dickson reviewed the action taken by the California Coastal Commission, which approved San Mateo County's proposed Local Coastal Program (LCP) update, advising that the updated LCP does not place any new restrictions on the District's ability to ensure an adequate water supply.

4. Water Treatment Supervisor Recruitment

Mr. Dickson relayed that staff has initiated the process of recruiting for a new Water Treatment Plant Supervisor to fill the vacancy left by Steve Twitchell's departure, reporting that staff will be conducting interviews in early September.

A. Operations Report

Mr. Guistino reviewed photos of the damage caused by several recently hit fire hydrants, located at Sam's Chowder House, Grand Boulevard, and Nebbia Winery. He also reported on some of the substantial leak repairs and several of the on-going District improvement projects.

B. Water Resources Report

Ms. Brennan informed the Board of the upcoming Protecting Coastal Watersheds workshop that she will be attending on August 25, 2012, which will focus on pollution prevention and also feature topics such as rain gardens, biowales, pervious pavements, irrigation, pesticide use, rainwater harvesting, gray water reuse, permits and other requirements.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

President Mickelsen announced that due to the September travel arrangements of at least two of the Directors, which could possibly result in the lack of a quorum, it was proposed that the regular September Board meeting be rescheduled from September 11, 2012 to Wednesday, September 19, 2012. Mr. Miyaki noted that he had a conflict with that date, but could send another attorney from the firm. Brief discussion ensued among the Board members and they were in agreement to reschedule the regular monthly meeting for September 19, 2012.

Director Feldman suggested revisiting the District's Water Shortage Contingency Plan in the near future

ON MOTION BY Director Coverdell and seconded by President Mickelsen, the Board voted unanimously to adjourn the August 14, 2012 meeting of the Coastside County Water District's Board of Directors:

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

The meeting was adjourned at 8:53 p.m. The next meeting of the Coastside County Water District's Board of Directors has been scheduled for Wednesday, September 19, 2012.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the Board

Chris R. Mickelsen, President
Board of Directors