

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING

Tuesday, August 14, 2018

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

Also present: David Dickson, General Manager; Mary Rogren, Assistant General Manager; Catherine Groves, Legal Counsel; JoAnne Whelen, Administrative Assistant/Recording Secretary; Cathleen Brennan, Water Resources Analyst and Gina Brazil, Office Manager. James Derbin, Superintendent of Operations, arrived at 7:06 p.m.

- 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, 2018:
Claims: \$1,164,478.57; Payroll: \$103,519.48 for a total of \$1,267,998.05
- B. Acceptance of Financial Reports
- C. Approval of Minutes of June 12, 2018 Regular Board of Directors Meeting
- D. Approval of Minutes of July 10, 2018 Regular Board of Directors Meeting
- E. Monthly Water Service Connection Transfer Report
- F. Installed Water Connection Capacity and Water Meters Report
- G. Total CCWD Production Reports
- H. CCWD Monthly Sales by Category Report -July 2018
- I. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- J. Monthly Rainfall Reports
- K. SFPUC Hydrological Report for the month of June 2018
- L. SFPUC Hydrological Report for the month of July 2018

Vice-President Coverdell reported that he had reviewed the monthly financial claims and petty cash reports and found all to be in order.

ON MOTION BY Director Glassberg and seconded by Director Reynolds, the Board voted by roll call vote to approve the Consent Calendar in its entirety:

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

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

Director Mickelsen provided a brief report on a recent Bay Area Water Supply and Conservation Agency (BAWSCA) Board of Directors meeting.

6) GENERAL BUSINESS

A. Consider Resolution 2018- Adopting an Escheatment Policy for Unclaimed Money for the Coastside County Water District

Ms. Rogren reviewed the background of this matter, advising that the District’s auditors had recommended that the District’s Board of Directors adopt a formal policy regarding the proper handling of unclaimed money that follows the requirements of California Government Code Sections 50050-50057. She briefly described the proposed policy and answered a few questions from the Board members.

ON MOTION BY Director Coverdell and seconded by Director Glassberg, the Board voted by roll call vote to adopt Resolution 2018-06 A Resolution of the Board of Directors of the Coastside County Water District Adopting an Escheatment Policy for Unclaimed Money:

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

B. Authorization to Purchase Three Replacement Fleet Vehicles

Mr. Derbin summarized this agenda item, reporting that the District has budgeted for the purchase of three replacement trucks in FY 18/19. He reviewed the criteria for vehicle replacement and advised that the District qualifies for Ford Government fleet concession pricing and that Serramonte Ford was the lowest bidder.

ON MOTION BY Vice-President Coverdell and seconded by Director Reynolds, the Board voted by roll call vote to authorize staff to purchase two 2018 Ford F150 4x2 trucks and one 2018 Ford F150 4x4 truck for a total cost of \$79,897.71:

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

C. Approval of New Job Classifications: (1) Senior Distribution Operator, (2) Treatment/Distribution Operator (Assigned to Distribution); (3) Treatment/Distribution Operator (Assigned to Treatment)

Ms. Rogren reviewed the background of the new job classifications and explained the nature of the new positions, including the salary ranges and fiscal impact.

ON MOTION BY Director Glassberg and seconded by Director Reynolds, the Board voted by roll call vote to approve three new job classifications, 1) Senior Distribution Operator, 2) Treatment/Distribution Operator (assigned to Distribution) and 3) Treatment/Distribution Operator (assigned to Treatment):

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

D. Approval of Salary Schedule with Job Classification Changes for FY 2018-2019 effective August 18, 2018

Ms. Rogren explained that CalPERS requires Board approval of a salary schedule associated with any position and pay range changes.

ON MOTION BY Director Reynolds and seconded by Director Mickelsen, the Board voted by roll call vote to approve the Salary Schedule with Job Classification Changes for FY 2018-2019 effective August 18, 2018:

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

E. Consider approval of Resolution 2018-__ Establishing Appropriations Limit Applicable to District during Fiscal year 2018/2019

Ms. Groves summarized the nature of this agenda item, advising that this is an annually required action.

ON MOTION BY Director Reynolds and seconded by Director Glassberg, the Board voted by roll call vote to Adopt Resolution 2018-07 Establishing Appropriations Limit Applicable to the District during Fiscal Year 2018/2019:

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

F. Resolution Authorizing the Bay Area Water Supply and Conservation Agency (BAWSCA) to Negotiate with the City and County of San Francisco to Amend the Water Supply Agreement

Mr. Dickson reviewed the background and reminded the Board that the BAWSCA member agencies had previously delegated authority to BAWSCA to negotiate the Water Supply Agreement (WSA) between San Francisco and the Wholesale Customers. He advised the Board that at this time some sections of the WSA require amendment to address important issues that have arisen during implementation of the Agreement and that BAWSCA is requesting that CCWD delegate to BAWSCA the authority to negotiate with San Francisco to amend the WSA. Mr. Dickson reviewed the items to be negotiated and recommended that the Board approve the resolution authorizing BAWSCA to negotiate the Water Supply Agreement amendments on the District's behalf.

ON MOTION BY Director Reynolds and seconded by Director Glassberg, the Board voted by roll call vote to Adopt Resolution 2018-08 Authorizing the Bay Area Water Supply and Conservation Agency (BAWSCA) to negotiate amendments to the Water Supply Agreement (WSA) with the City and County of San Francisco on the District's behalf:

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

G. Resolution 2018-__ ; Part G - Second Dwelling Units in San Mateo County - of the General Regulations Regarding Water Service

Ms. Brennan summarized the background of this agenda matter, including the fact that California State Legislation has passed, with additional legislation pending, to streamline the approval process of accessory dwelling units (ADU). She explained that this has resulted in updating the California Government Code, Planning and Land Use Section (65000-66499.58). Additionally, she advised that the City of Half Moon Bay and the County of San Mateo have recently updated their regulations related to ADU's to comply with this recent legislation.

Ms. Brennan further advised that District staff is looking at updating the Water Use Efficiency Ordinance to clarify meeting requirements for accessory dwelling units within the District's service area, which includes the City of Half Moon Bay and parts of Unincorporated San Mateo County. She also answered several questions from Board members regarding the metering of accessory dwelling units.

ON MOTION BY Vice-President Coverdell and seconded by Director Reynolds, the Board voted by roll call vote to Adopt Resolution 2018-09 Removing Part G - Second Dwelling Units in San Mateo County - From the General Regulations Regarding Water Service:

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

H. Proposed Amendments to the Indoor Water Use Efficiency Ordinance and Setting the Date for a Public Hearing

Ms. Brennan explained that with the recent changes regarding accessory dwelling units, that proposed amendments are necessary to the District's Indoor Water Use Efficiency Ordinance. She also advised that a public hearing is required to amend this ordinance and that she was proposing the public hearing be conducted on September 11, 2018.

President Feldman and Mr. Dickson both recognized Ms. Brennan and expressed their appreciation for her efforts in keeping the District current with all the updated legislation and regulations.

ON MOTION BY Director Reynolds and seconded by Director Glassberg, the Board voted by roll call vote to consider the proposed amendments to the Indoor Water Use Efficiency Ordinance and set a public hearing on the amended ordinance for September 11, 2018 at 7:00 p.m:

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

7) MONTHLY INFORMATIONAL REPORTS

A. Assistant General Manager's Report

Ms. Rogren reported that the 2006B Bond refinancing successfully closed on July 23,

2018, and that it will result in a final savings of \$713,519 or \$47,568 per year over the remaining life of the loan.

Ms. Rogren also provided an update to the Board on the District's WaterSmart/AMI (Advanced Metering Infrastructure), advising that with the implementation of the systems, staff is now able to view hourly meter reads and to alert customers regarding unusual water usage by utilizing the WaterSmart web portal and AMI data. She provided statistics, reporting that since March 2018, Customer Service staff has alerted over 350 customers regarding potential leaks or unusual water usage. She further noted that feedback has been very favorable, and that District staff plans to begin offering WaterSmart to all customers later in August, after an outreach campaign, consisting of a Constant Contact email and a post card mailing has been completed.

B. Superintendent of Operations Report

Mr. Derbin reviewed the monthly highlights, the monthly source of supply and a status update on current District projects.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

Director Glassberg announced that his home is on the market and that he and his wife will be relocating outside the state of California.

President Feldman reported that Mr. Dickson had recently advised that he would be presenting reports on requested Board discussion items in the near future, including a status report on the District's water rights, water security, and follow up to the Strategic Planning Session matters.

Director Reynolds stated that Mr. Miyaki had previously committed to providing an update to the Board on their responsibilities on District communication with regard to personal electronic devices.

9) ADJOURNMENT - The meeting was adjourned at 8:06 p.m.

Respectfully submitted,

David R. Dickson, General Manager
Secretary to the District

Robert C. Feldman, President
Board of Directors