

**COASTSIDE COUNTY WATER DISTRICT**

**766 MAIN STREET**

**HALF MOON BAY, CA 94019**

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**

**September 12, 2006**

- 1) **ROLL CALL:** President Ascher called the meeting to order at 7:31 p.m. Present at roll call were Directors Ken Coverdell, Jim Larimer, Chris Mickelsen, and Bob Feldman.

Also present were Ed Schmidt, General Manager; Anthony Condotti, Legal Counsel; Jim Teter, District Engineer; Joe Guistino, Superintendent of Operations; JoAnne Whelen, Administrative Assistant/Recording Secretary and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC ANNOUNCEMENTS**

There were no public announcements.

- 4) **CONSENT CALENDAR**

- A. Requesting the Board to review disbursements for the month ending August 31, 2006 - Claims: \$409,701.97 Payroll: \$58,164.88 for a total of \$467,866.85
- B. Acceptance of Financial Reports
- C. Minutes of the August 8, 2006 Board of Directors Meeting
- D. Minutes of the August 24, 2006 Special Board Meeting
- E. Notice of Completion - Acceptance of Denniston Filter Media Replacement Project
- F. Water Service Connections Installed, Priority and Non-Priority Report
- G. Total CCWD Production Report
- H. CCWD Water Use by Category Report
- I. August 2006 Leak Report

- J. Rainfall Reports
- K. San Francisco Public Utilities Commission Hydrological Conditions Report for July 2006
- L. Engineering Projects Received for Review during the month of August, 2006
- M. General Manager Activity Report

Director Larimer requested that item 4E – Notice of Completion – Acceptance of the Denniston Filter Media Replacement Project be removed from the Consent Calendar portion of the agenda and placed as item 5C under the Superintendent of Operations Report, which was so ordered by President Ascher.

**ON MOTION by Director Coverdell and seconded by Director Mickelsen, the Board voted as follows to accept the Consent Calendar, with the exception of item 4E, which was removed to be discussed in further detail under item 5C:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Larimer</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>President Ascher</b>	<b>Aye</b>

President Ascher requested that the monthly Water Use by Category Report be revised to include a comparison shown from year to year.

## 5) SUPERINTENDENT OF OPERATIONS REPORT

### A. Superintendent of Operations Monthly Report

Mr. Guistino referenced his written staff report, providing updates on the Short-Term Improvements at the Water Treatment Plants, and the Preventative Maintenance Program. President Ascher requested that monthly status reports be provided on the emergency repair of the Denniston 60 hp high lift pump intake.

Mr. Guistino reported on the events that transpired prior to the completion and request for acceptance of the Denniston Filter Media Replacement Project.

Director Mickelsen complimented Mr. Guistino and staff for the present condition of the Denniston Water Treatment Plant, referencing the photos that were presented in the Board packet. Director Feldman agreed that he was impressed with the condition of the plant, reporting that he had recently completed a tour and had an opportunity to meet the staff and learn a great deal about the plant operations.

Mr. Guistino addressed several questions from Director Larimer in regards to the reports contained in the Superintendent of Operations section of the agenda packet.

President Ascher requested that Mr. Guistino express the Board's appreciation to field staff for their hard work and dedication to the District's operations.

**ON MOTION by Director Coverdell and seconded by Director Mickelsen, the Board voted as follows to approve the Notice of Completion - Acceptance of the Denniston Filter Media Replacement Project:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Larimer</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>President Ascher</b>	<b>Aye</b>

**B. Discussion and direction to staff regarding proposal to rehabilitate District water wells**

There was no discussion on this agenda item.

**6) DISTRICT ENGINEER'S WORK STATUS REPORT**

Mr. Teter referenced the Cost of Water per Supply Source (FY 04-05) Report that the Board had recently requested. He also provided a report on the field visit attended by several agencies, which had taken place earlier in the day in regards to the City of Half Moon Bay and County of San Mateo portions of the El Granada Pipeline Replacement Project. Additionally he reported that the drawings have been completed and were supplied at the meeting. Mr. Schmidt elaborated on the outcome of the site visit, and reviewed some of the conditions suggested by Lucy Triffleman, a Biologist with the U.S. Fish and Wildlife Department.

Director Coverdell suggested that staff pursue obtaining the specific language from the U.S. Fish and Wildlife Department policies that relate to growth inducing concerns. This criteria can then be used early on in the analysis of District projects to possibly address these specific issues and concerns. Director Larimer elaborated on the request of staff to include obtaining the distinction made by the agency between development within an urban boundary and development outside of an urban boundary and the distinction between renewals and expansions of projects.

Mr. Teter also advised that he would be submitting an application for an encroachment permit to CalTrans for the project and also recommended that the District immediately retain the services of George Burwasser and associates to begin the additional plans to be required by CalTrans, including the storm water pollution plan, and erosion control and restoration plans.

Mr. Schmidt thanked Mr. Teter for his work on the Cost of Water Supply Source Report and stated that a Facilities Committee meeting would be scheduled to discuss the report in further detail.

## 7) GENERAL MANAGER'S REPORT

### A. Discussion and direction to staff regarding request for relief of water bill for Carolyn Minkin for service located at 461 Cypress, Half Moon Bay, CA

Mr. Schmidt introduced this item, reviewing the details of the incident leading up to the customer's request for relief of the water bill.

Carolyn Minkin – recapped the events, explaining that the excessive bill was more than she could afford, especially due to the fact that she had not received rental payments for a period of five months from one of her tenants in the unit. She pleaded with the Board to make the bill more reasonable for her.

Each of the Board members commented on the matter, explaining that they sympathize with the unfortunate situation, have personally experienced or knew of other who had experienced similar circumstances, and restated the Board's practice to charge customers for all water that is supplied through their water meters.

**ON MOTION by Director Larimer and seconded by Director Coverdell, the Board voted as follows to reduce the subject water bill by \$250.00, eliminate the 10% penalty associated with this bill, and provide an amortization schedule for payments to be made for period not to exceed twenty-four (24) months:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Larimer</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>President Ascher</b>	<b>Aye</b>

**B. Discussion and direction to staff regarding proposal from TRC Essex for the Denniston Restoration Project and further discussion of a Special Board Meeting / Workshop for this project**

Mr. Schmidt stated that he was very happy that TRC Essex had agreed to submit a proposal to the District for building a foundation for the scientific work required to perform a complete restoration of the Denniston Reservoir. He also thanked Director Larimer for his efforts with Eddie Andreini in arranging the aerial photographs of the site. Mr. Schmidt informed the Board that there would be many agencies interested in this project and reported that he has already had several conversations with agency representatives about this project and the planned “kick-off” meeting.

Mr. Schmidt introduced Mr. Steve Stielstra, Vice President of TRC Essex.

Steve Stielstra – TRC Essex – introduced his firm and the services they provide. He stated that his agency felt like this was a “win-win”, multi-faceted project, and their staff was looking forward to being involved and working with CCWD and the other interested agencies. Mr. Stielstra addressed several questions from the Board about the employee’s experience, work on related projects, and some specific questions about the project deliverables and schedules.

**ON MOTION by Director Coverdell and seconded by Director Larimer the Board voted as follows to approve the proposal from TRC Essex for professional environmental consulting services for the Denniston Reservoir Project:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Larimer</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>President Ascher</b>	<b>Aye</b>

Mr. Schmidt requested that the Board establish a date for the project kick-off meeting. The Board briefly discussed this, and established that the meeting would be scheduled prior to the December 12, 2006 Board meeting.

**C. Discussion and direction to staff on the San Mateo County Public Hearing on September 13, 2006 for consideration of a Coastal Development Permit to allow the replacement of an existing 10-inch water transmission pipeline with a new 16-inch transmission pipeline, in the unincorporated Miramar area of San Mateo County**

Mr. Schmidt reported that the public hearing for the El Granada Pipeline Replacement Project would be taking place the following day. He then reviewed some of the conditions placed on the original coastal development permit and recommended that at the public hearing, the District request that these identical conditions be placed on the current permit. Discussion ensued among the Board on this recommendation, with each Director expressing their comments and opinions on the potential advantages and disadvantages of this course of action.

**ON MOTION by Director Coverdell and seconded by Director Larimer the Board voted as follows to accept, as part of the conditions of the County of San Mateo Coastal Development Permit (CDP), the remaining conditions placed on the project CDP by the California Coastal Commission in December of 2003:**

<b>Director Coverdell</b>	<b>Aye</b>
<b>Director Larimer</b>	<b>Aye</b>
<b>Director Mickelsen</b>	<b>Aye</b>
<b>Director Feldman</b>	<b>Aye</b>
<b>President Ascher</b>	<b>Aye</b>

**D. Discussion and possible direction to staff regarding the Advisory Committees of the District**

Mr. Schmidt reviewed his five recommendations regarding the District's Advisory Committees. He also reviewed several aspects of the Brown Act that governs committee meetings. He then reviewed

the draft committee list, as revised by President Ascher. The Board briefly discussed the committees and their roles, suggested a few revisions to the draft committee list, and were in agreement to accept the General Manager's recommendations as stated in the staff report.

**E. Status Report on Capital Improvement Projects**

Mr. Schmidt reviewed some of the project updates with the Board, including the customer satisfaction survey results for the Avenue Balboa Pipeline Replacement Project. Staff was directed to forward the pertinent survey results to the San Mateo County Public Works Director.

**F. Correspondence: (1) Note received September 6, 2006 from Tammy Hannon; (2) SFPUC Water Enterprise Environmental Stewardship Policy - Final Draft - June 27, 2006; (3) SFPUC - Hetch Hetchy Water and Power - Global Warming Fact Sheet - September 7, 2006**

Mr. Schmidt reviewed each of the pieces of correspondence with the Board.

The Board recommended for future pipeline projects, that staff make arrangements to have photographs taken prior to the commencement of projects, during the construction phases, and upon completion. The photos should be displayed on the District's website, emphasizing that CCWD takes the conditions and restoration of the environment very seriously.

Staff was additionally directed to contact TRC Essex to inquire if they would be willing to include writing grant proposals in their scope of work for the second phase of the Denniston Restoration Project.

**8) ATTORNEY'S REPORT**

**A. Discussion and possible direction concerning adjustment of Board Member Compensation for attendance at meetings and for service rendered to the District**

Mr. Condotti advised, that based on the Board's earlier discussion of the Committee meetings, a Resolution would be prepared and presented at the meeting next month, providing for payment for

attendance at all committee meetings. He then reviewed the history of the present Board member compensation policy and the process for possibly increasing that compensation pursuant to the laws of the California Water Code. The Board then discussed this issue, with Mr. Condotti addressing several questions from the Board.

The Board directed staff to prepare and notice for a Public Hearing for the October 10, 2006 Board meeting, for presentation of an Ordinance increasing Board member compensation for an amount to include an increase up to the change in the Consumer Price Index (CPI) since 1992, not to exceed five percent (5%) annually, with a limit of payment to no more than four meetings per month.

**9) MEETINGS ATTENDED / SCHEDULED - BOARD OF DIRECTORS**

Director Mickelsen reported that he would be attending the September 21, 2006 BAWSCA Board of Directors meeting and would provide a report to the Board at the October Board meeting.

President Ascher reported that he would be attending the Association of California Water Agencies Local Government Committee meeting in Sacramento on September 26, 2006.

Director Feldman reported that he is scheduled to attend the Special District Institute Finance Seminar in October.

**10) AGENDA ITEMS AND DIRECTOR COMMENTS**

Director Larimer requested that an agenda item be placed on the October 10, 2006 agenda, to provide for the Board to revisit the existing practice of handling high water bills.

**11) CLOSED SESSION**

- A.** Conference with Real Property Negotiators (Cal. Govt. Code §54956.8(b)):  
Properties: Carter Hill West Storage Tank Site (APN 056-320-090); 655 Miramar Drive, Half Moon Bay, CA (APN 048-076-070)



Agency Negotiators: General Manager/Legal Counsel  
Negotiating Parties: District and Global Signal  
Acquisitions IV LLC  
Subject Matter: Potential sale/lease of portion of District-  
owned properties for communications tower site

The Closed Session convened at approximately 9:55 p.m. See  
attached Closed Session Report pursuant to Cal. Gov. Code  
§54957.1 and addendum to meeting Minutes.

**12) RECOVENE OPEN SESSION**

- 13)** The meeting was adjourned at 9:50 p.m. The next meeting of the Coastside  
County Water District Board of Directors is scheduled for Tuesday, October  
10, 2006 at 7:30 p.m.

Respectfully submitted

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Ed Schmidt, General Manager

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Everett Ascher, President