

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

Tuesday, September 13, 2011

- 1) **ROLL CALL** - President Bob Feldman called the meeting to order at 7:02 p.m. Present at roll call: Director Ken Coverdell, Vice-President Jerry Donovan, and Directors Jim Larimer and Chris Mickelsen.

Also present were: David Dickson, General Manager; Patrick Miyaki, Legal Counsel; 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 August 31, 2011: Claims: 634,575.21; Payroll: \$ 72,248.33; for a total of \$706,823.54
- B. Acceptance of Financial Reports
- C. Approval of Minutes of August 9, 2011 Board of Directors Meeting
- D. Monthly Water Transfer Report
- E. Installed Water Connection Capacity and Water Meters Report and Non-Priority Lottery Recipients Status Update Report
- F. Total CCWD Production Report
- G. CCWD Monthly Sales by Category Report
- H. August 2011 Leak Report
- I. Rainfall Reports
- J. San Francisco Public Utilities Commission Hydrological Conditions Report for July 2011
- K. San Francisco Public Utilities Commission Hydrological Conditions Report for August 2011
- L. El Granada Pump Station (PS) # 1 Pump and Motor Replacement
- M. Purchase of Crystal Springs Check Valve

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

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

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Aye
Director Mickelsen	Aye
President Feldman	Aye

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

There was no report of any Director's meetings attended.

6) GENERAL BUSINESS

A. Customer Survey Results

Mr. Dickson provided the background of the recent customer survey, noting that 520 people had responded to the survey, which staff felt was a very significant and representative response. He summarized the results by stating that the survey provided some positive feedback, as well as the identification of some opportunities for improvement, which staff will be working on enhancing.

Mr. Dickson then reviewed some of the highlights of the survey results, which indicated that 65% of the District's customers rated service as good or excellent, and 18%, a significant percentage of customers, have attended a Board meeting or viewed on television or the District's website. He also noted that 82% of the District's customers do not have a clear understanding of how Coastside County Water District (CCWD) spends their money. He added that staff views this as a great opportunity to develop strategies to enhance customer's overall knowledge of the District's business. He also noted that the Communications Plan that staff will present at the October 11, 2011 Board meeting will contain elements of each of those proposed efforts. Additionally he stated that 43% of the District's customers indicated that they have visited CCWD's website and

over half of the customers said they would prefer to receive District information via e-mail.

In conclusion, Mr. Dickson advised that staff, with the assistance of the communications consultant, will continue with the communications plan development and present the plan to the Board at the October 11, 2011 Board meeting. The Board briefly shared their comments regarding the survey results.

7) **GENERAL MANAGER'S REPORT INCLUDING MONTHLY INFORMATIONAL REPORTS**

1. **November Election** - Mr. Dickson reported that due to the fact that only three candidates filed by the August 17, 2011 deadline for the three open CCWD Board seats, there will be no need for a District election on November 8, 2011. He explained that following certification of the election results in November, San Mateo County will send certificates of appointment in lieu of election for Ken Coverdell, Glenn Reynolds, and Bryan Hannegan and that the terms of these directors will begin at the December 13, 2011 Board meeting. He also advised that it will not be necessary for the District to spend the \$25,000 budgeted for election expenses.
2. **Pacific Coast Television** - Mr. Dickson acknowledged the six representatives from Pacific Coast Television (PCT) and stated that beginning with the meeting this evening, PCT will provide video services for CCWD's monthly Board meetings, replacing Mid-Coast Community Television (MCTV). He relayed that the meetings will be broadcast on the local community access channel (Channel 27) on the Thursday following the monthly meetings, at 10:00 a.m. and 10:00 p.m..
3. **925 Main Street Connection Purchase Refund** - Mr. Dickson provided the background of this proposed project and explained the need for the applicants to withdraw their application to purchase the connections and the subsequent refund issued by the District. Board discussion ensued regarding elements of the City of the Half Moon Bay and the the County of San Mateo Local Coastal Plans (LCP), and restrictions imposed by the California Coastal Commission.

Mr. Miyaki stated that this is a very complicated issue and proceeded to clarify a few points. Mr. Dickson noted that he understood the Board's direction for staff to look further into this situation, continue to explore possible solutions, and report back to the Board.

4. **Crystal Springs Pump Station Intake Valve Actuators** – Mr. Dickson advised that he would be addressing this item in Mr. Guistino's absence and that this is an important topic and one that is particularly difficult to visualize. He explained the background and showed a series of photographs which illustrated the intake locations and the failed valve in the intake tunnel. He elaborated on staff's proposed plan to remove the pneumatically actuated intake valves from the tunnel entirely. He added that this configuration should eliminate the need to enter the tunnel more often than every ten to fifteen years.

Mr. Dickson then answered questions and comments from the Board about this proposed plan and noted that more information would be provided at the October 11, 2011 Board of Directors meeting.

A. Operations Report

Mr. Dickson referenced the Monthly Operations report, and displayed photos of a recent water leak at Judith Court in the Casa Del Mar area of Half Moon Bay. He also reported that the Denniston Improvements Project is underway and presented photographs of the newly erected field offices at the water treatment plant site, the recent trenching and pre-drilling for sheet piles, and the removal of the old water treatment plant equipment and tanks by staff.

Vice-President Donovan inquired about the requirements of the backflow program. Mr. Dickson explained some of the elements of the program and advised that staff has been meeting to discuss possible revisions and improvements to the District's backflow program, which will be presented to the Board at a future meeting.

President Feldman commended staff for their efforts to assist Pescadero in their recent water shortage situation.

B. Water Resources Report

Ms. Brennan reported that in an effort to use cost effective and responsive communication tools, the District is now using Facebook and Twitter platforms to communicate messages and alerts to its customers. She

invited everyone who is interested to visit CCWD's website and "follow" the District on Twitter and/or "like" the District on Facebook.

Ms. Brennan also summarized the District's recently completed submittal of the required documentation to comply with Senate Bill 6, also known as the California Statewide Groundwater Elevation Monitoring program. She advised that beginning this fall, the District will perform seasonal groundwater elevation monitoring of the Airport Sub-basin and upload the data to the Department of Water Resources.

9) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

There were no comments or requests from the Board members.

10) ADJOURNMENT

ON MOTION BY Director Mickelsen and seconded by Vice-President Donovan, the Board voted as follows, to adjourn the September 13, 2011 meeting of the Coastside County Water District's Board of Directors:

Director Coverdell	Aye
Vice-President Donovan	Aye
Director Larimer	Aye
Director Mickelsen	Aye
President Feldman	Aye

The meeting was adjourned at 8:17 p.m. The next Special Board of Directors meeting is scheduled for Tuesday, October 11, 2011.

Respectfully submitted,

David R. Dickson, General Manager
Secretary of the Board

Robert C. Feldman, President
Board of Directors